

## Microsoft Office – Lecture (1)

Instructor

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Instructor

Lect. Dalal . S

Assistant Lecturer: Maha.S

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## Microsoft Office 2010

**Microsoft Office 2010** is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer, and four new online program versions. To meet the varying needs of individuals and organizations, Microsoft offers five different Office 2010 software suites, each consisting of a different subset of programs. The following table identifies the programs available in each of the software suites.

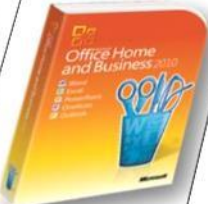
Office Home and Student <sup>1</sup>	Office Home and Business	Office Professional	Office Professional Academic <sup>2</sup>
			
Word 2010	Word 2010	Word 2010	Word 2010
Excel 2010	Excel 2010	Excel 2010	Excel 2010
PowerPoint 2010	PowerPoint 2010	PowerPoint 2010	PowerPoint 2010
OneNote 2010	OneNote 2010	OneNote 2010	OneNote 2010
	Outlook 2010	Outlook 2010	Outlook 2010
		Publisher 2010	Publisher 2010
		Access 2010	Access 2010

Figure 1: Microsoft Office Versions

- **Microsoft Word 2010** a word-processing program with which you can quickly and efficiently author and format documents.
- **Microsoft Excel 2010** a spreadsheet program with which you can analyze, communicate, and manage information.
- **Microsoft PowerPoint 2010** a program with which you can develop and present dynamic, professional-looking slide presentations.
- **Microsoft OneNote 2010** a digital notebook program with which you can collect, organize, and quickly locate many types of electronic information.

- **Microsoft Outlook 2010** a personal information management program with which you can manage e-mail, contacts, meetings, tasks, and other communications.
- **Microsoft Access 2010** a database program with which you can collect information and output information for reuse in a variety of formats.
- **Microsoft Publisher 2010** a desktop publishing program with which you can lay out newsletters, cards, calendars, and other publications.



### Working in the Program Environment

The most common way to start any Office 2010 program is from the Start menu, displayed when you click the Start button at the left end of the Windows Taskbar. On the Start menu, click All Programs, click the Microsoft Office folder, and then click the program you want to start. When you start Microsoft Word, Excel, or PowerPoint without opening a specific file, the program window appears, displaying a new blank document, workbook, or presentation.

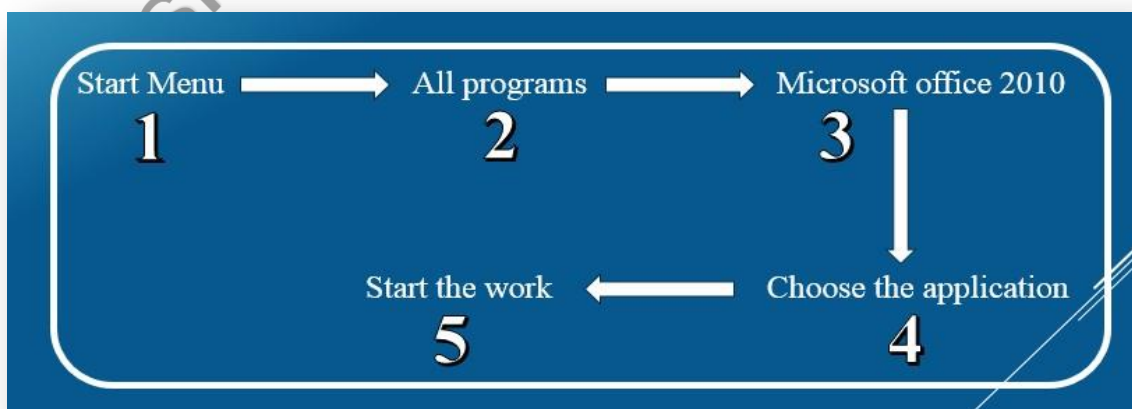


Figure 3: How to Open Microsoft Office Programs

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**Microsoft Word 2010:**

Aside from actually typing the document, there are a number of tasks that you will perform most during your usage of Word. These tasks include:

- Creating new documents
- Opening existing documents
- Saving documents
- Working with text within documents
- Formatting documents
- Inserting non-text items
- Proofing documents
- Printing documents
- Closing Documents

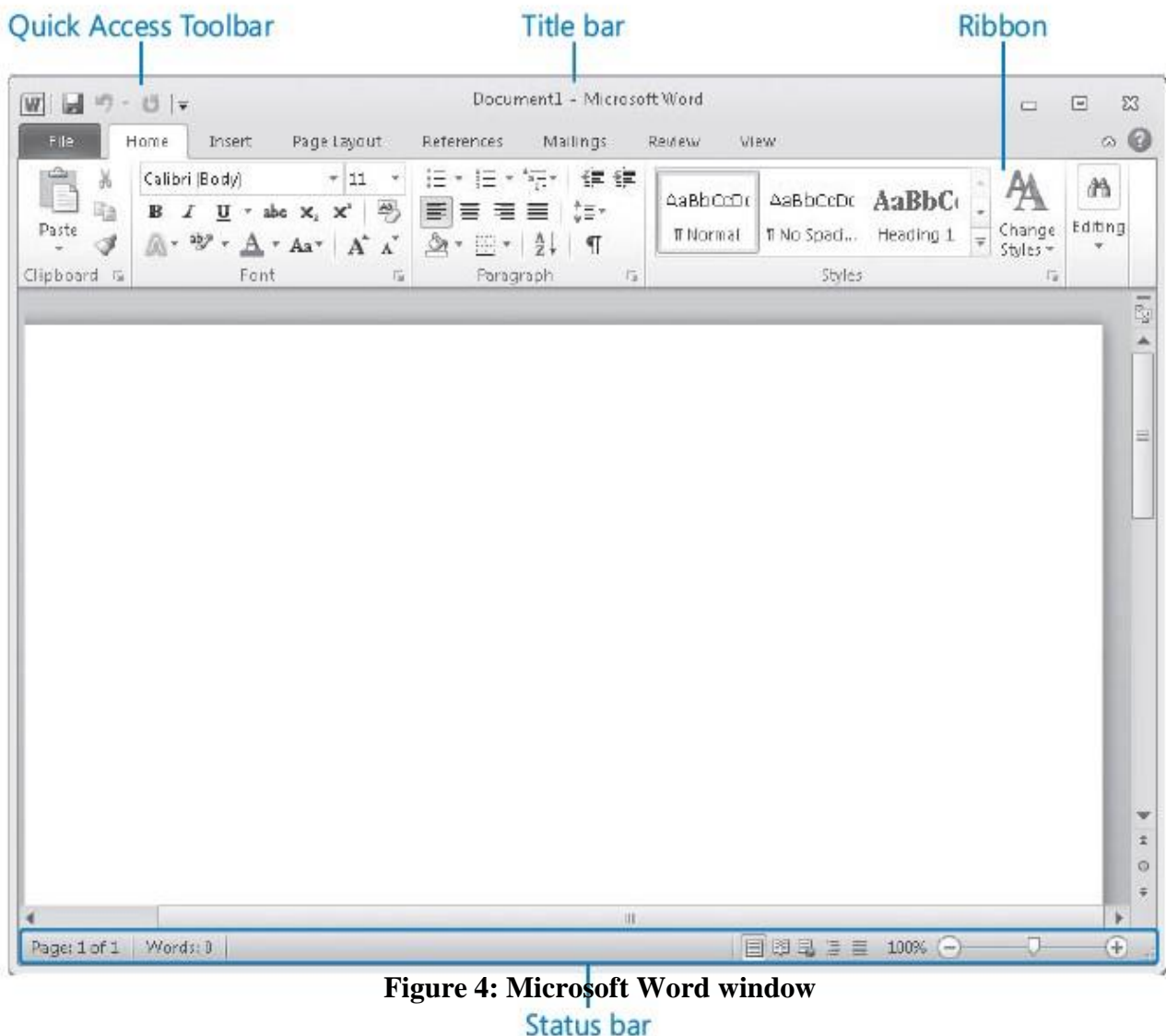


Figure 4: Microsoft Word window

Status bar

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- The title bar displays the name of the active document. At the left end of the title bar is the program icon, which you click to display commands to move, size, and close the program window. Three buttons at the right end of the title bar serve the same functions in all Windows programs: You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit the program by clicking the Close button.



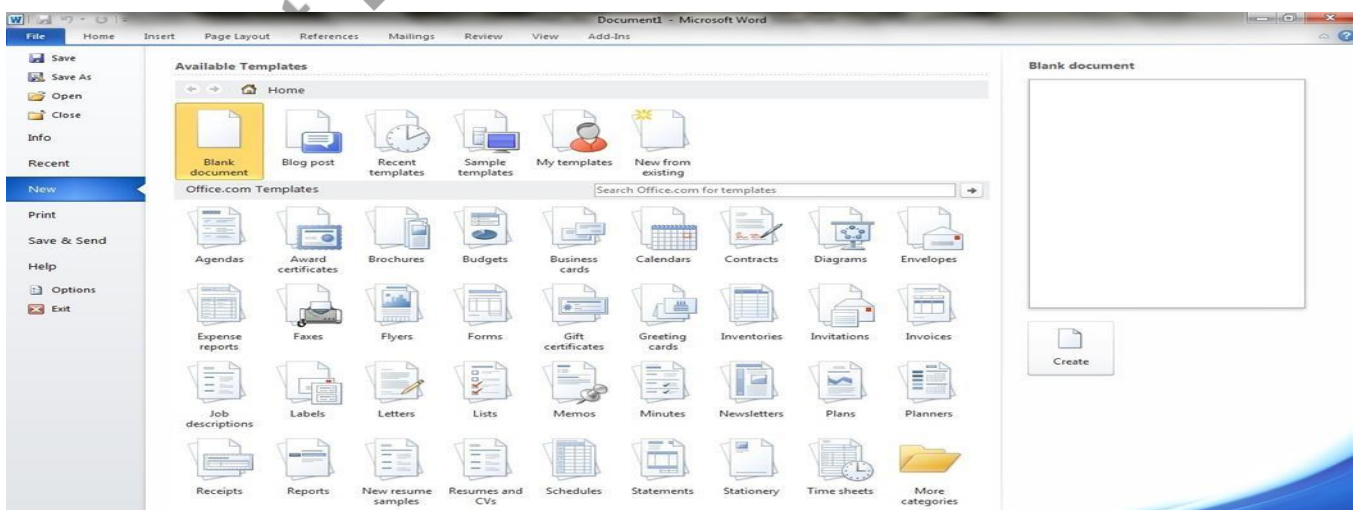
- By default, the Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.



- Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.



- File Menu:** This menu will give you access to general options related to the Word file itself.





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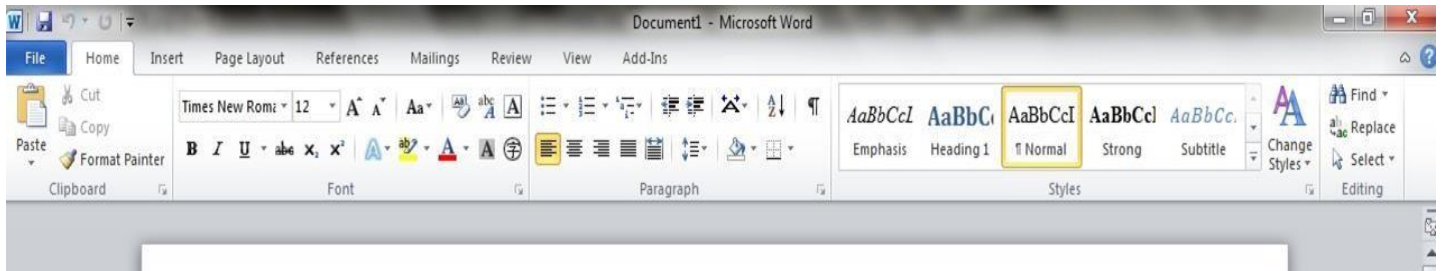
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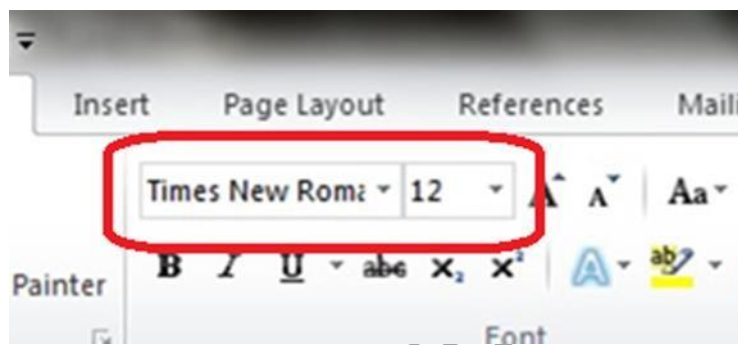
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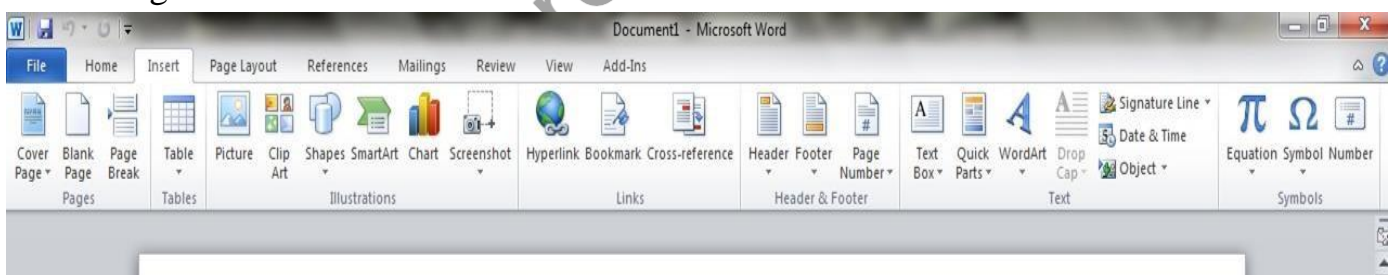
- **Home Ribbon Menu:** The “Home” menu contains general options such as font sizes, alignment, and copy/paste. The bulk of your time in the menu system will be spent in this menu.



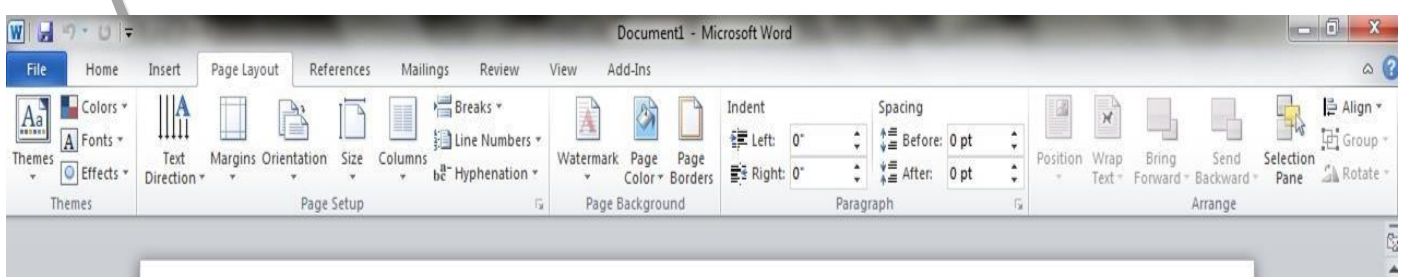
The font size and style controls are located within this ribbon, as shown below. You may adjust these settings by using the relevant dropdown menus.



- **Insert Ribbon Menu:** This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things.



- **Page Layout Ribbon Menu:** The “Page Layout” menu is where you will do the majority of your document formatting. You can use it to set margins, page orientation, and size, the number of text columns, borders, indentation and spacing.



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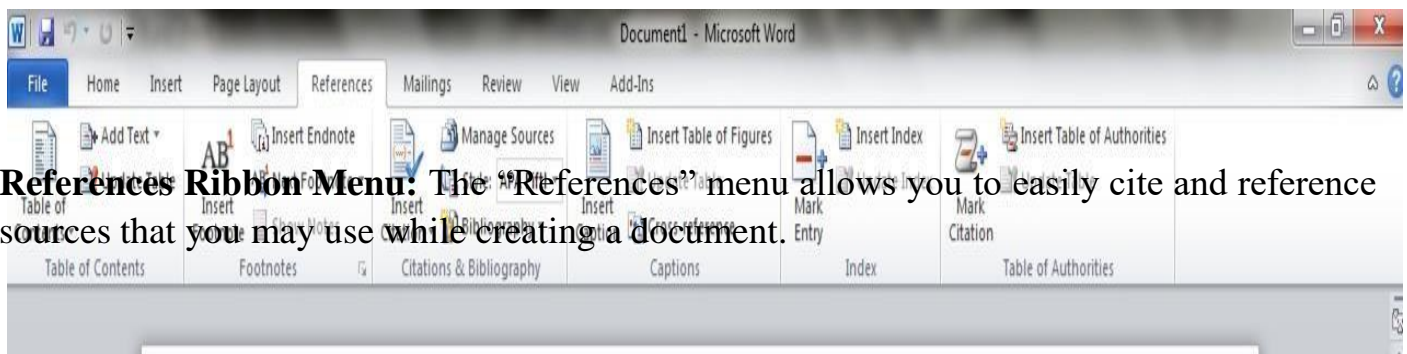
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- **References Ribbon Menu:** The “References” menu allows you to easily cite and reference sources that you may use while creating a document.

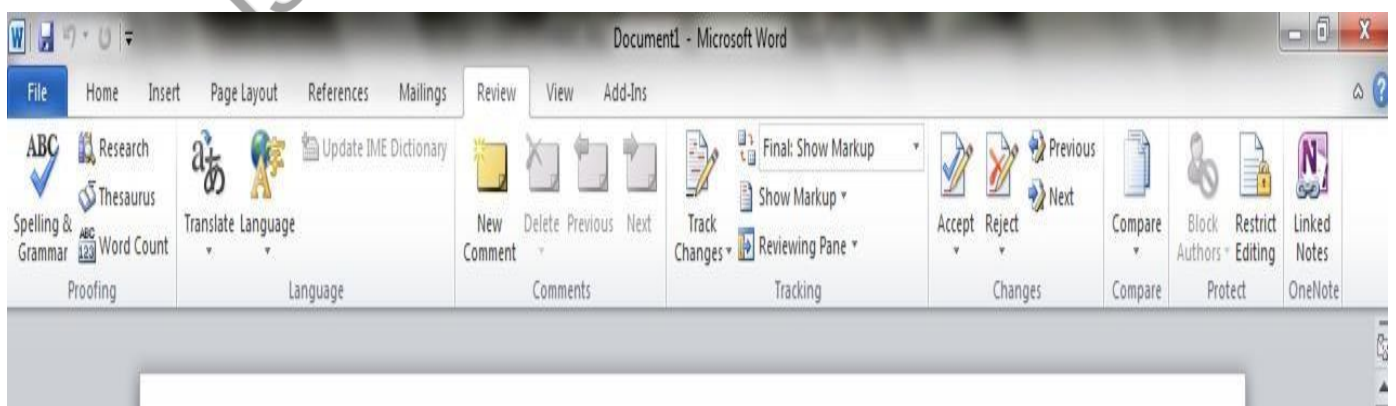
- **Mailings Ribbon Menu:** The “Mailings” ribbon menu contains a number of features related to documents that will be created for the purpose of being sent in the mail.

You can use these tools to print envelopes and labels, as well as personalizing individual letters in a large mailing to the specific recipient using address and contact information.

Note that not all printers support these features, and you must have contacts available in your Microsoft Outlook application in order to use the “Select from Outlook Contacts” feature.



- **Review Ribbon Menu:** The “Review” menu allows you to review your document for spelling and grammatical errors, insert comments, track (and accept) changes made to your document during reviewing, and compare or combine two documents.



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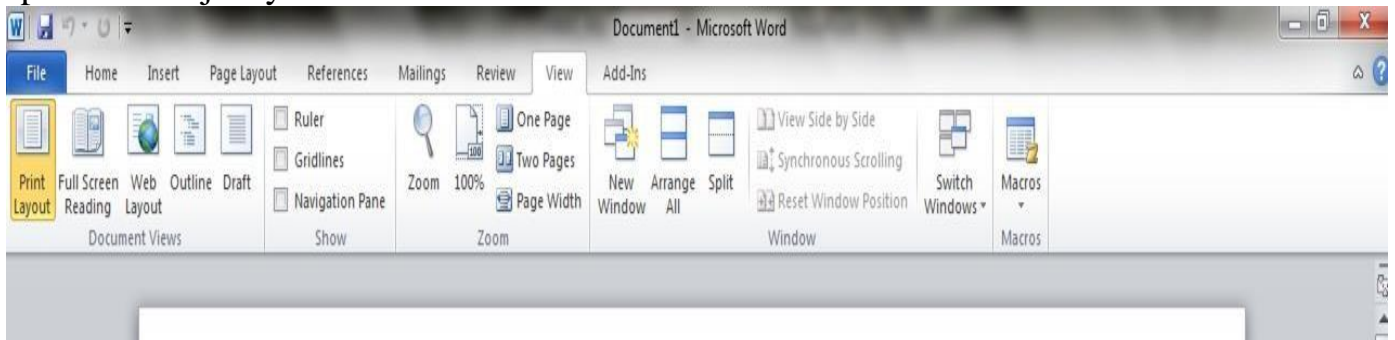
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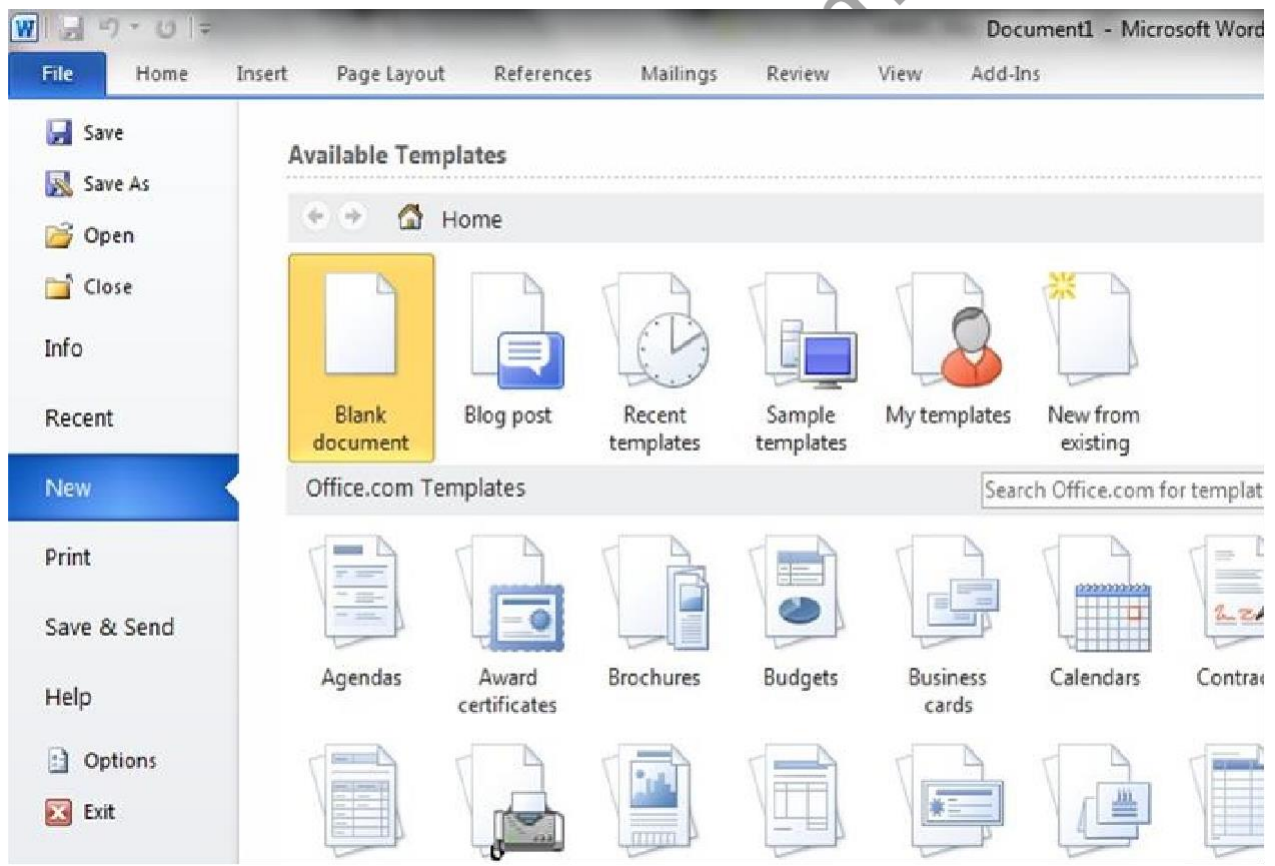
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- **View Ribbon Menu:** The “View” menu allows you to change how the document is viewed within Word.

The “Zoom” and the “Document Views” sections of this document are where you will spend the majority of the time in this menu.



## Create New Document





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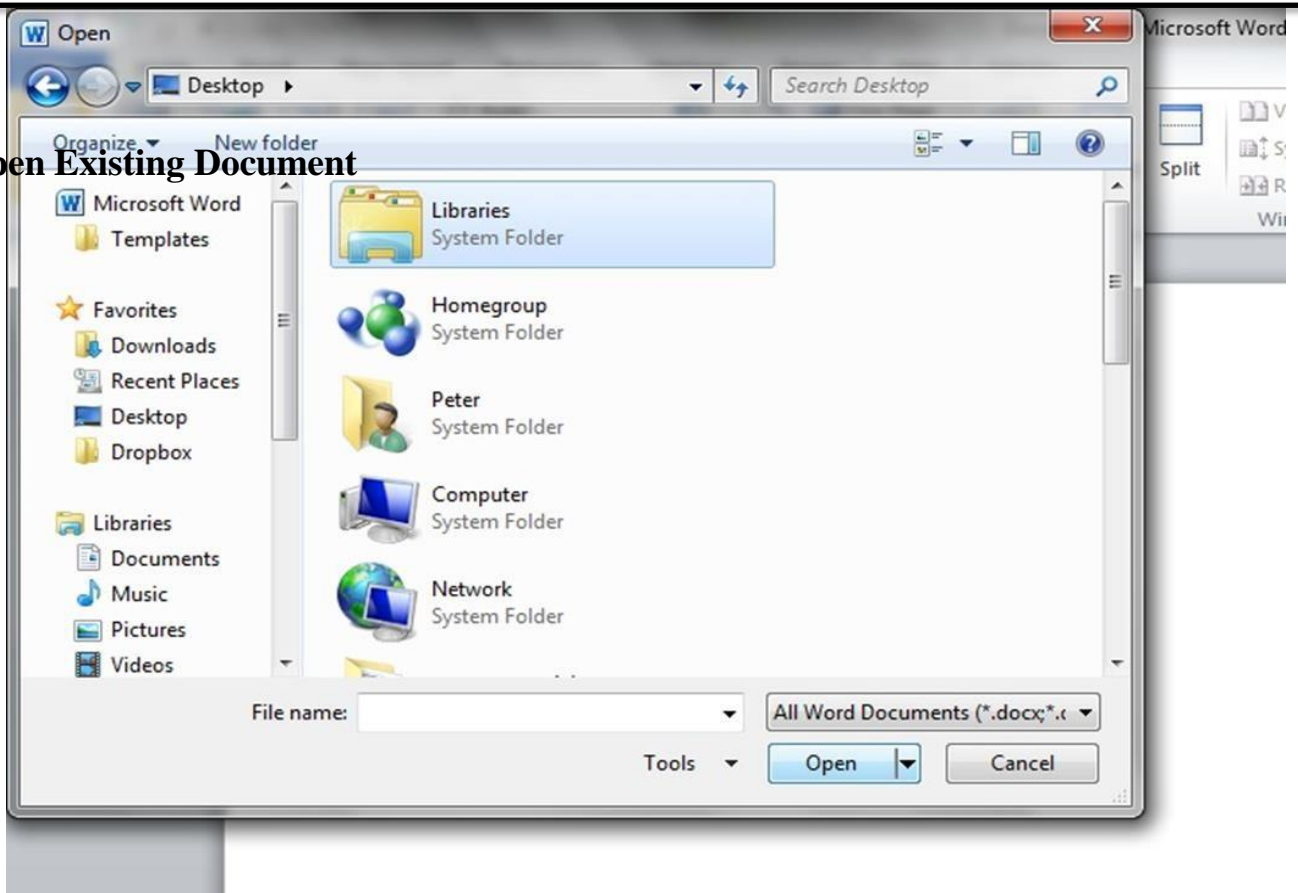
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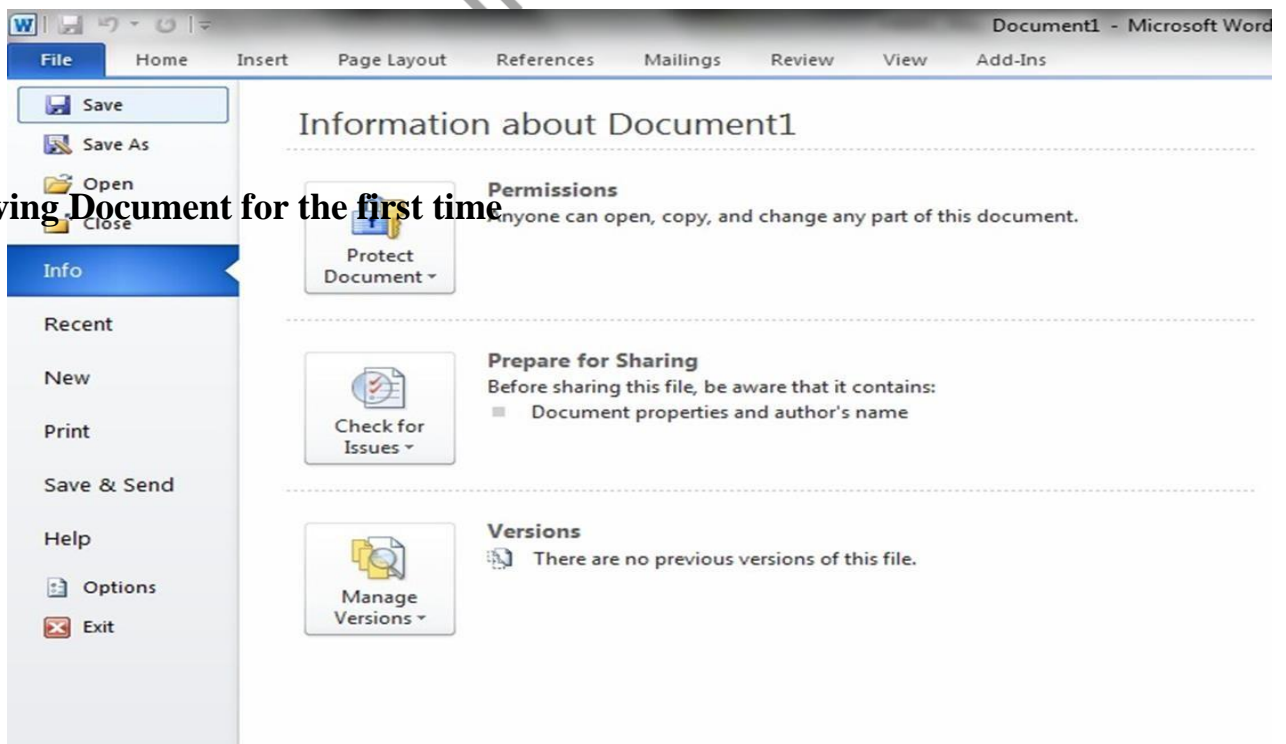
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Open Existing Document



Saving Document for the first time





**• Shortcut Keys in Microsoft Word**

- **F1 key:** Get help on a selected command or use the Office assistant.
- **Shift and F1 Key:** Review text formatting.
- **F2 Key:** Move text or image.
- **Shift + F2 Key:** Copy text.
- **F3 Key:** Insert an auto text entry.
- **Shift + F3 Key:** Change the case of the selected text.
- **F4 Key:** Perform last action again.
- **Shift + F4 Key:** Perform a Find or Go To action again.
- **F5 Key:** Displays the Go To dialogue box. You can also get to Find and Replace from here.
- **Shift + F5 Key:** Move to a previous revision.
- **F6 Key:** Go to the next frame or pane.
- **Shift + F6 Key:** Go to the previous frame or pane.
- **F7 Key:** Launch the Spell Checker.
- **Shift + F7 Key:** Launch the Thesaurus.
- **F8 Key:** Extend the current selection.
- **Shift + F8 Key:** Shrink the current selection.
- **F9 Key:** Refresh. ♦
- **Shift + F9 Key:** Switch between a field code and its result.
- **F10 Key:** Show Key Tips.
- **Shift + F10 Key:** Display a Shortcut Menu (same as right-clicking).
- **F11 Key:** Go to the next field.
- **SHIFT + F11 Key:** Go to the previous field.
- **F12 Key:** Open Save As, equivalent to tools menu.
- **Shift + F12 Key:** Save document, equivalent to tools menu.
- **Ctrl + A:** Selects all in the current document.
- **Ctrl + B:** Bold text.
- **Ctrl + C:** Copies the item or text.
- **Ctrl + D:** Displays the Font dialogue box.
- **Ctrl + E:** Switch a paragraph between center and left alignment.

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- **Ctrl + F**: Displays the Find dialog box to search the current document.
- **Ctrl + G**: Displays the Go to dialog box to search for a specific location in the current document.
- **Ctrl + H**: Displays the Replace dialogue box.
- **Ctrl + I**: Italicize text.
- **Ctrl + J**: Switch a paragraph between justified and left alignment.
- **Ctrl + K**: Create a hyperlink.
- **Ctrl + L**: Left align a paragraph.
- **Ctrl + M**: Indent a paragraph from the left.
- **Ctrl + N**: Create a new document.
- **Ctrl + O**: Opens a new document.
- **Ctrl + P**: Prints a document.
- **Ctrl + R**: Switch the alignment of a paragraph between left and right.
- **Ctrl + S**: Saves a document.
- **Ctrl + U**: Underlines text.
- **Ctrl + V**: Pastes the copied item or text.
- **Ctrl + X**: Cuts the selected item or text.
- **Ctrl + Y**: Redo the last action.
- **Ctrl + Z**: Undo the last action.
- **Ctrl + Enter**: Insert a page break.
- **Ctrl + F2**: Select Print Preview command.
- **Ctrl + F4**: Closes the active window.
- **Ctrl + F6**: Opens the next window if multiple is open.

## Microsoft Word – Lecture (2)

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## Introduction

Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents such as letters, papers, faxes and more.. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily. You will be introduced to the **Ribbon** and the **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

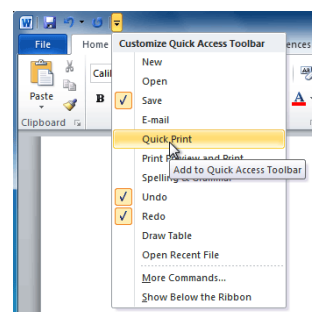
## The Quick Access Toolbar



The Quick Access toolbar provides you with access to commands you frequently use. By default, Save, Undo, and Redo appear on the Quick Access toolbar. You use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

### To Add Commands to the Quick Access Toolbar:

- 1- Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
- 2- Select the command you wish to add from the drop-down menu.







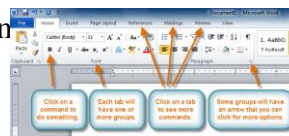
It will appear in the Quick Access toolbar.

## Undo

The **Quick Access Toolbar** holds a variety of commands right at your finger tips. It is located in the top left of the document above the **File** and **Home** tab.

If you make an error in your document click on the **Undo** command and it will remove the last thing you did.

You can click and drag the vertical and horizontal splitter bars to change the size of your panes. You use the Minimize button  to remove a window from view. While a window is minimized, its title bar appears on the taskbar. You click the Maximize button  to cause a window to fill the screen. After you maximize a window, clicking the Restore Down button  returns the window to its former smaller size. You click the Close button  to exit the window and close the program.



## The Ribbon

The new, **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus. The **Ribbon** contains all of the commands you'll need in order to do common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favorite commands. Some groups have an arrow in the bottom – right corner that you can click to see even more commands.

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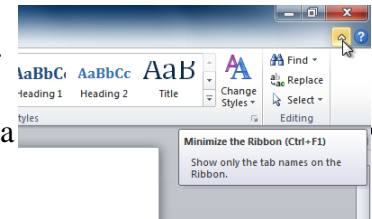
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**Minimize and Maximize the Ribbon:**

The Ribbon is designed to be responsive to your current task and easy to use; however, you can choose to minimize it if it's taking up too much screen space.

1. Click the arrow in the upper-right corner of the Ribbon to minimize it.
2. To maximize the Ribbon, click the arrow again.

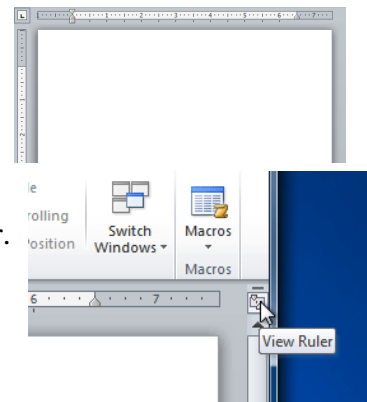
When the Ribbon is minimized, you can make it reappear by clicking on a button that will disappear again when you're not using it.

**Rulers**

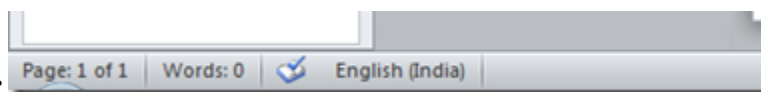
Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. If the rulers do not display in your Word window:

**To Hide or View the Ruler:**

1. Click the View Ruler icon over the scrollbar to hide the ruler.
2. To show the ruler, click the View Ruler icon again.

**Zoom**

Allows you to zoom in and zoom out on the window. Zooming in makes the window larger so you focus in on an object. Zooming out makes the window smaller so you can see the entire window.

**Status Bar**

is available at the bottom of the document window and displays information about your document, such as what page you are currently viewing, how many words are in your document and total pages in the document.

The icons on the right side of the Status Bar provide information about, and allow you to change, how you are using Word. For example, you can change the viewing mode (Read Mode, Print Layout, and Web Layout) and the zoom level. If text is highlighted in the document, the number of words in that highlighted portion of text is displayed.

**Creating and Opening Documents**

Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document, which can either be blank or from a template. You'll also need to know how to open an existing document.



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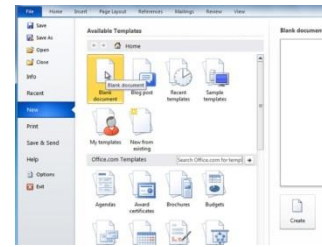
**Create a New, Blank Document:**

1. Click the **File** tab.
2. Select **New**.
3. Select **Blank document** under **Available Templates**.

It will be highlighted by default.

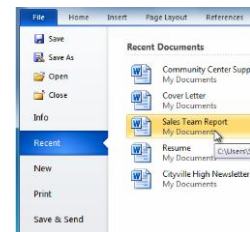
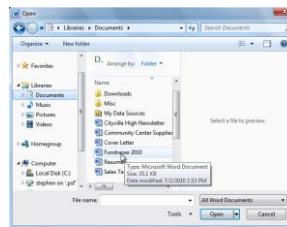
4. Click **Create** A new, blank document appears in the Word window.

You can create your document from a **template**, which you can select from the New Document pane.



**Open an Existing Document:**

1. Click the **File** tab.
2. Select **Open**. The Open dialog box appears.
3. Select your document and then click Open.



If you've opened a file recently, you can also access it from the Recent Documents list. Just click on the File tab and select Recent.

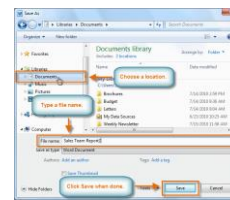
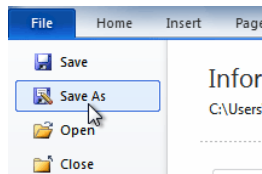
**Save Documents**

Whenever you create a new document in Word, you'll need to know how to save it in order to access and edit it later. Word allows you to save your documents in a number of ways.

**Use the Save As Command:**

Save As allows you to choose a name and location for your document. It's useful if you've first created a document or if you want to save a different version of a document while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.
3. The Save As dialog box will appear.



Select the location where you wish to save the document. Enter a name for the document and click Save.

**To Use the Save Command:**

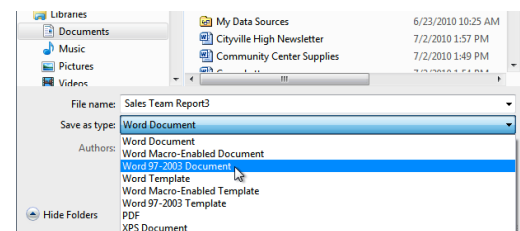
1. Click the **Save** command on the **Quick Access Toolbar**.
2. The document will be saved in its current location with the same file name.

If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.



**To Save As Word 97 - 2003 Document:**

1. Click the **File** tab.
2. Select **Save As**.



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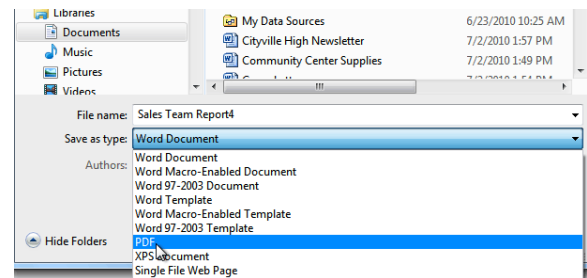
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3. In the **Save as** type drop-down menu, select **Word 97-2003 Document**.
4. Select the location you wish to save the document.
5. Enter a name for the document and click **Save**.

**To Save As a PDF:**

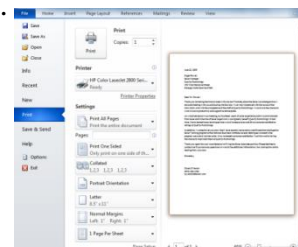
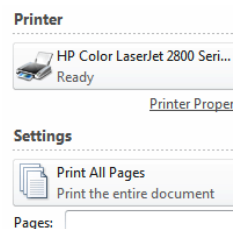
1. Click the **File** tab.
2. Select **Save As**.
3. In the Save as type drop-down menu, select **PDF**.
4. Select the location you wish to save the document.
5. Enter a name for the document.
6. Click the **Save** button.

**Introduction**

Once you've completed your document, you may want to print it. In previous a version of Word, there was a Print Preview option that allowed you to see exactly what the document looked like before printing it. You may have noticed that this feature seems to be gone in Word 2010. It actually hasn't disappeared; it's just been combined with the Print window to create the Print pane, which is located in backstage view.

**To View the Print Pane:**

1. Click the **File** tab to go to Backstage view.
2. Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right. Click the buttons in the interactive below to learn about the Print pane.

**To Print:**

1. Go to the Print pane.
2. If you only want to print certain pages, you can type a range of pages. Otherwise, select Print All Pages.
3. Select the number of copies.
4. Check the Collate box if you are printing multiple copies of a multi-page document.
5. Select a printer from the drop-down list.
6. Click the Print button.

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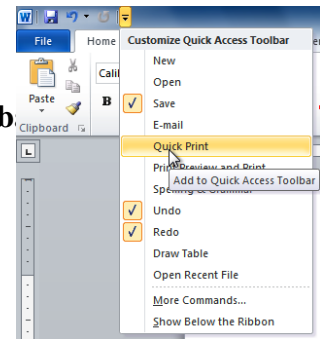
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## Quick Print

There may be times when you want to print something with a single click, using Quick Print. This feature prints the document using the default settings and the default printer. In Word 2010, you'll need to add it to the Quick Access Toolbar in order to use it. **Quick Print** always prints the whole document, so if you only want to print part of your document you'll have to use the Print pane.

### To Access the Quick Print Button:

1. Click the **drop-down arrow** on the right side of the **Quick Access Toolbar**.
2. Select **Quick Print** if it is not already checked.
3. To print, just click the Quick Print command.



## Closed Document

If you don't want this document you can close it without leavening the program by using close command.

- 1- Select **File**
- 2- Click **Close**

## Exit Microsoft word

If you want to leave the program use Exit command.

- 1-Select **File**
- 2-Click **Exit**

## How to Open Recently Closed Word Documents

Microsoft Word contains a Recent Documents list that enables you to quickly find and open documents that were recently closed. This feature saves you the trouble of navigating to the document each time you want to access the Word file. By default, Word 2010 lists up to 25 recent documents, but you can change that value to list up to 50 documents. If this option is changed to zero, then the Recent Documents feature is disabled.

### Opening Recent Documents

1. Click the **File** tab at the top of the Microsoft Word window.
2. Click the **Recent** tab from the side menu.
3. Click the recently closed document from the Recent Documents list to re-open it. The most recently closed document appears at the top of the list.

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### Recent Documents Settings

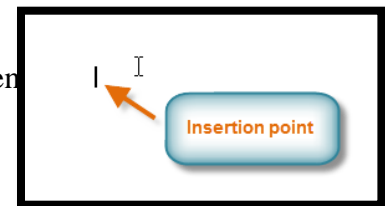
1. Click **File** and select **Options**.
2. Click the **Advanced tab** and scroll down to the "**Display**" section.
3. Enter a number from zero to 50 in the "**Show This Number of Recent Documents**" field.
4. Click **OK**.

### Working with Text

If you're new to Microsoft Word, you'll need to learn the basics of working with text so that you can type, reorganize, and edit text. You'll need to know how to insert, delete, and move text, as well as how to find and replace specific words or phrases.

#### To Insert Text:

1. Move your mouse to the location you wish text to appear in the document.
2. Click the mouse. The insertion point appears.
3. Type the text you wish to appear.



#### To Delete Text:

1. Place the insertion point next to the text you wish to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

#### To Select Text:

1. Place the insertion point next to the text you wish to select.
2. Click the mouse, and while holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A highlighted box will appear over the selected text.



## Home Tab – Lecture (3)

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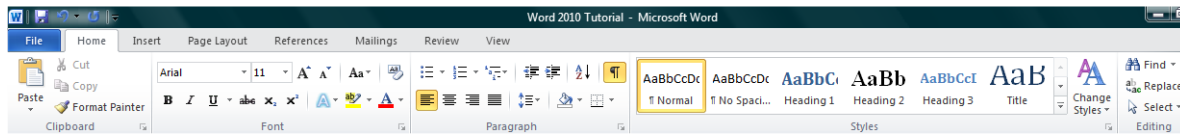
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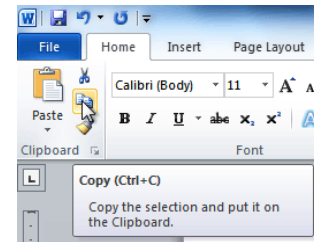
## Home Tab

This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.



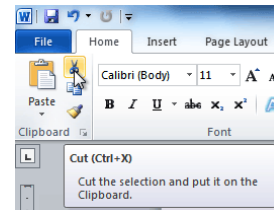
### To Copy and Paste Text:

1. Select the text you wish to copy.
2. Click the **Copy** command on the **Home tab**. You can also **right-click** your document and select **Copy**.
3. Place your insertion point where you wish the text to appear.
4. Click the **Paste** command on the **Home tab**. The text will appear.



### To Cut and Paste Text:

1. Select the text you wish to cut.
2. Click the **Cut** command on the **Home tab**.  
You can also **right-click** your document and select **Cut**.
3. Place your insertion point where you wish the text to appear.
4. Click the **Paste** command on the **Home tab**. The text will appear.



You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from **three options** that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting** and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you click on it.

### Formatting Text

To create and design effective documents, you need to know how to format text. In addition to making your document more appealing, formatted text can draw the reader's attention to specific parts of the document and help communicate your message.

You will learn to format the font size, style, and color; highlight the text; and use the Bold, Italic, Underline and Change Case commands.

### To Change the Font Size:

The **Font Group** allows you to change your text font style, size, color and many other elements. Select the text you wish to modify.

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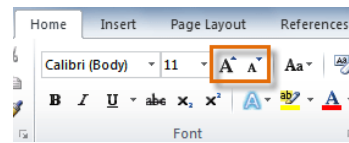
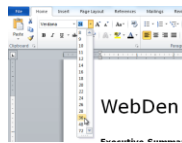
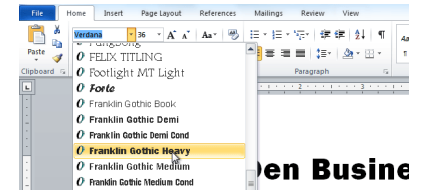
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1. Click the drop-down arrow next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
2. Move the mouse pointer over the various font sizes. A live preview of the font size will appear in the document.
3. Select the **font size** you wish to use.

You can also use the **Grow Font** and **Shrink Font** commands to change the size.

Note: While text is highlighted you can also click on the **color, bold, italics or underline** commands to modify the text even more.



### To Change the Font:

1. Select the text you wish to modify.
2. Click the drop-down arrow next to the **Font** box on the **Home** tab. The Font drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document. Select the font you wish to use. The font will change in the document.

### Change Text Case

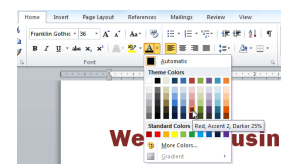
You can change the case of selected text in a document by clicking a single button called Change Case on the ribbon.

1. Highlight the text for which you want to change the case.
2. On the **Home** tab, in the Font group, click **Change Case**.
3. Choose an option from the dropdown list, which includes Sentence case, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, and **tOGGLE case**.

### To Change the Font Color:

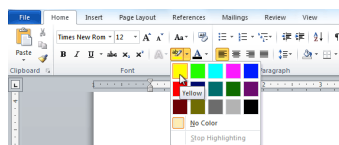
1. Select the text you wish to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document. Select the font color you wish to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color that you want and click **OK**.

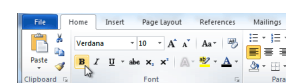


### To Highlight Text:

1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
2. Select the desired highlight color.
3. Select the text you wish to modify. It will then be highlighted. Switch back to the normal cursor, click the Text Highlight Color command.



unication and entertainment, rather than a  
creasing public demand for Internet access  
ironment. WebDen's goal is to provide the  
atmosphere for **accessing the Internet**.



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**To Use the Bold, Italic, and Underline Commands:**

1. Select the text you wish to modify.
2. Click the **Bold (B)**, **Italic (I)**, or **Underline (U)** command in the **Font group** on the **Home** tab.

**Adding text effects**

1. Select the text that you want to add an effect to.
2. On the **Home** tab, in the **Font group**, click **Text Effect**.
3. Click the effect that you want.



For more choices, point to **Outline**, **Shadow**, **Reflection**, or **Glow**, and then click the effect that you

**Remove text effects**

1. Select the text that you want to remove an effect from.
2. On the **Home** tab, in the **Font group**, click **Clear Formatting**.



**NOTE:** The **Clear Formatting** command will not remove highlighting from your text. To clear highlighting, select the highlighted text, and then click the arrow next to **Text Highlight Color** and click **No Color**.

**Format Painter**

The **Format Painter** feature allows you to quickly copy a format that you have applied to text already in your document.

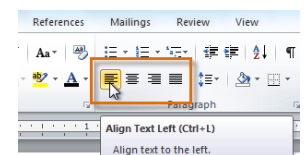
1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, in the **Clipboard group**, single click **Format Painter**. The pointer will change to a paintbrush icon.
3. Bring your cursor to the text or graphic that you want to format and click on the text.
4. To stop formatting, press ESC or click on the **Format Painter** command again.



**NOTE:** Double-click the Format Painter button if you want to change the format of multiple selections in your document.

**Change the Text Alignment:**

1. Select the text you wish to modify.
2. Select one of the four alignment options from the Paragraph group on the Home tab.
  - o **Align Text Left:** Aligns all the selected text to the left margin.
  - o **Center:** Aligns text an equal distance from the left and right margins.
  - o **Align Text Right:** Aligns all the selected text to the right margin.
  - o **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Many newspapers and magazines use full-justification.



You can't change the default settings for everything in Word, but there are certain tools and features that give you this option. Popular examples include:

- **Font**

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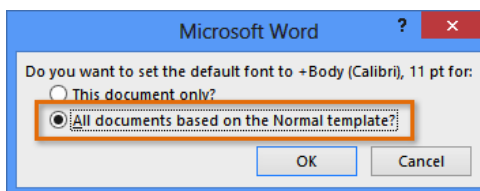
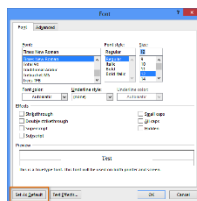
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- **Paragraph spacing**
- **Line spacing**
- **Margins**
- **Page orientation**

To find out if you can customize the default settings for a certain element, look for an arrow in the bottom right corner of the group. This will open a dialog box where you can access all the basic settings, plus some more advanced ones that you won't find on the Ribbon.

Next, click the **Set as Default** button (the arrow in the bottom right corner of the group). This will open a dialog box where you can access all the basic settings, plus some more advanced ones that you won't find on the Ribbon. All you have to do is click this button (the arrow in the bottom right corner of the group) to set the chosen settings as the new default for this particular element.

Finally, Word will ask whether you want to set this as the default for **this document only**, or for **all documents based on the Normal template** (in other words, all documents in the future). Choose the second option, and Word will use these settings from now on.



Personally, I like to remove paragraph spacing from my default settings, so I have more control over the flow of my text. I've also experimented with different fonts. (I like Segoe or Arial instead of Calibri, but those are just my preferences.)

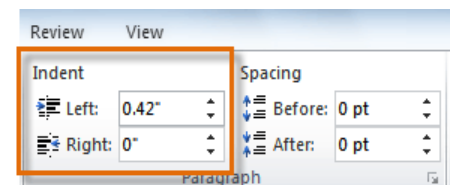
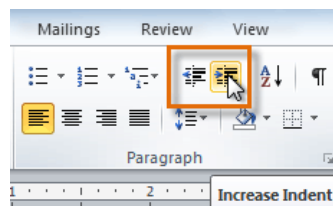
If you don't have a lot of experience with Word, you may want to stick with the **original default settings**—any changes you make will be permanent, unless you change them back manually. But for more experienced users, this can be a great way to set up Word exactly the way you want.

### Use Indent Commands:

If you want to indent all of the lines in a paragraph, you can use the Indent commands on the Home tab.

1. Select the text you wish to indent.
2. Make sure you are on the **Home tab**.
3. Click the **Increase Indent** command to increase the indent by increments of 1/4 inch.
4. Click the **Decrease Indent** command to **decrease** the indent by increments of 1/2 inch.

If you would prefer to type in your indent amounts, you can use the **Indent fields** on the **Page Layout** tab



### Introduction



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An important part of creating effective documents lies in the document design. When designing your document and making formatting decisions, you will need to know how to **modify the spacing**, how to modify the line and paragraph spacing in various ways.

## Line Spacing

Adjusting the line spacing will affect how easily your document can be read .You can increase spacing to improve readability, or reduce it to fit more text on the page. Line spacing can either be measured in **lines** or **points**. For example, when text is **double-spaced**, the line spacing is **two lines** high. On the other hand, you might set **12-point** text with something like **15-point** spacing, which gives enough height for the text plus a little extra space. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability .Line spacing is also known as **leading** (pronounced to rhyme with "wedding").

## Format Line Spacing:

1. Select the text you want to format.
2. Click the Line and Paragraph Spacing command in the **Paragraph group** on the **Home tab**.
3. Select the desired spacing option from the drop-down menu.
4. From the drop-down menu, you can also select **Line Spacing** Options to open the Paragraph dialog box. From here, you can adjust the line spacing with even more precision.

If you select **At least** or **Exactly** in the Paragraph dialog box, the **line spacing** will be measured in **points**. Otherwise, it will be measured in **lines**.

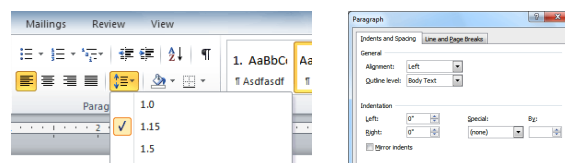
## Paragraph Spacing

Just as you can format spacing between lines in your document, you can also choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs helps to make a document easier to read.

## Format Paragraph Spacing

1. Click the Line and Paragraph Spacing command on the Home tab.
2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.
3. From the drop-down menu, you can also select Line Spacing Options to open the Paragraph dialog box. From here, you can control exactly how much space there is before and after the paragraph.

You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents



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## Introduction

**Bulleted** and **numbered** lists can be used in your documents to format, arrange and emphasize text. Here, you will learn how to modify existing bullets, insert new bulleted and numbered lists, and select symbols as bullets.

## Bulleted and Numbered Lists

When you want to organize lists in Word, you can format them as either bulleted or numbered lists. Word offers a variety of bullet options that allow you to customize your lists to suit your needs.

### To Create a List:

1. Select the text that you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the **Home tab**.
3. Select the **bullet** or **numbering style** you would like to use and it will appear in the document.
4. To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands then choose **None**.

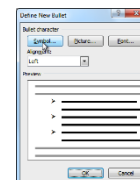
When you're editing a list, you can press Enter to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press Enter twice to return to **"normal" formatting**.

### Use a Symbol as a Bullet:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the drop-down menu. The Define New Bullet dialog box appears.
4. Click the **Symbol** button. The Symbol dialog box appears.
5. Click the Font drop-down box and select a font. The Wingdings and Symbol fonts are good choices as they have a large number of useful symbols.
6. Select the desired symbol.
7. Click **OK**. The symbol will now appear in the Preview section of the Define New Bullet dialog box.
8. To apply the symbol to the list in the document.

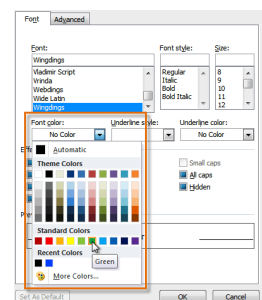
You can use a **picture** as a bullet. Click the **Picture** button in the

Define New Bullet dialog box, and then locate the image file on your computer.



### Change the Bullet Color:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the list. The Define New Bullet dialog box appears.
4. Click the **Font** button. The Font dialog box appears.



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5. Click the **Font Color** drop-down box. Click on the desired color to select it.
6. Click **OK**. The bullet color will now appear in the Preview section of the Define New Bullet dialog box.
7. Click **OK** to apply the bullet color to the list in the document.

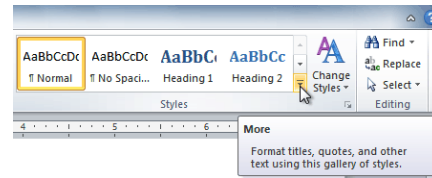
## Introduction

**Styles** and **themes** are powerful tools in Word that can help you easily create professional looking documents. A **style** is a predefined **combination** of **font style, color, and size** of text that can be applied to selected text. A **theme** is a set of **formatting** choices that can be applied to an entire document and includes **theme colors, fonts, and effects**.

Here you will learn how to **apply, modify and create a style**, use style sets, apply a document theme, and create a custom theme.

## Select a Style:

1. Select the text that you want to format.
2. In the **Style group** on the tab, hover over each style to see a live preview in the document. Click the More drop-down arrow to see additional styles.
3. Select the style you desire. Now the selected text appears formatted in the style.



## Apply a Style Set:

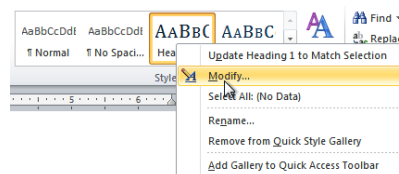
Style Sets include a combination of **title, heading, and paragraph styles**. Style sets allow you to format all the elements of your document at once, rather than formatting your title and headings separately.

1. Click the **Change Styles** command on the Ribbon. A drop-down menu will appear.
2. From the drop-down menu, select **Style Set**.
3. Select the **Style Set** you desire and the change will be reflected in the entire document.



## Modify a Style:

1. Locate the style you wish to change in the Styles group.
2. Right-click the style. A drop-down menu will appear.
3. Click **Modify** and the Modify Style dialog box appears.
4. Make the desired changes to the formatting. If you want, you can also change the name of the style.
5. Click **OK** to apply the modifications to the style.



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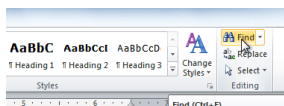
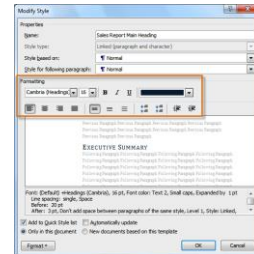
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Assistant Lecturer Yasser.Kh

**Create a New Style:**

1. Click the arrow in the bottom-right corner of the Styles group. This opens the Styles task pane.
2. Select the New Style button at the bottom. A dialog box will appear.
3. Enter a name for the style, and set the text formatting the way you want.
4. Click OK, and the new style will appear in the task pane.

**Editing**

Editing Last but not least is the Word 2010 Editing section of the home. These features are great for large documents. If you need to look for a specific word or section of your document click on the find button. This feature has changed since the 2007 version of Word.

Advanced find and Replace are both options in the Editing section as well as this drop down menu.

**Find Text:**

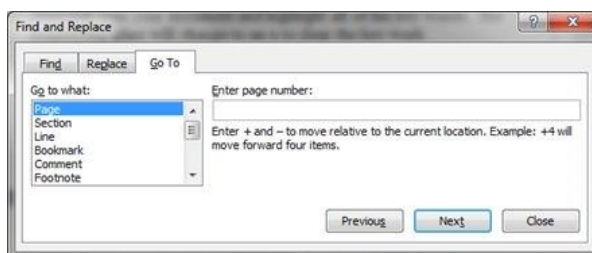
1. From the **Home** tab, click the **Find** command. The Navigation pane will appear on the left side of the screen.
2. Type the text you wish to find in the field at the top of the Navigation pane.
3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the Navigation pane.
4. If the text appears more than once, you can click the arrows on the Navigation pane to step through the results. You can also click the result previews on the Navigation pane to jump to the location of a result in your document.

When you close the Navigation pane, the highlighting will disappear.

**Go To**

Click the Go To option, this will open the Find and Replace window to the Go To tab. In this tab you can select what you are looking for from the Go to what option box and the text box to the right will change with the selection you made. When you have your information entered click Next. This will scan your document and highlight the text in order using the next and previous buttons. Click Close when you are finished with your search.

The options in the find section of the drop down menu in the find navigation pane will go through your document and find only the selected item. For example if you select graphics it will scan your document and find each graphic in your document.



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**Replace Text:**

1. From the **Home tab**, click the Replace command. The Find and Replace dialog box will appear.
2. Type the text you wish to find in the Find what field.
3. Type the text you wish to replace it with in the Replace with field.
4. Click **Find Next** and then **Replace** to replace text. You can also click **Replace All** to replace all instances within the document.

The last option in the Editing section is **Select**. **Select All** will highlight your entire document.

**Select Objects** will select all objects, including tables, graphics, charts, etc.

To use the **Select Text with Similar Formatting** highlight a section of text. For example if you would like to change the style of all of your headings and you have them all bold. By highlighting the bold text and selecting **Select text with Similar Formatting** Word 2010 will scan your document and select all text that is bold.



## Page Layout tab

### Introduction

You may find that the default page layout settings in Word are not sufficient for the document you wish to create, in which case you will want to modify those settings. For example, if you are printing on a different paper size, you'll want to change the document page size to match the paper. In addition, you may want to change the page formatting depending on the type of document you are creating.

### Page Layout and Formatting

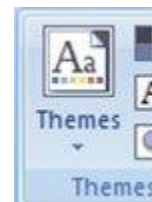
Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the page orientation, paper size, and page margins depending on how you wish your document to appear.

### Themes

The first section of the Page Layout tab is themes. Themes is a great feature if you are typing an elaborate document and want to use a variety of fonts and colors and then duplicating those fonts and colors on another document or throughout a long document. A document theme is a set of formatting choices that include a set of **theme colors**, a **set of theme fonts** that you can specify a heading and body text font, and a set of theme effects you can choose lines and fill effects.

Click the down arrow under themes. You will get a list of pre-designed themes you can apply to your document. Each theme will include **font colors, font styles, font sizes and effects** including lines, fill effects and colors.

If you already selected a theme for your document and no longer want to use it click on the **Reset to Theme from Template option**. If you don't like any of the built-in themes you can click **More Themes on Microsoft Office Online** and there will be many more to choose from.

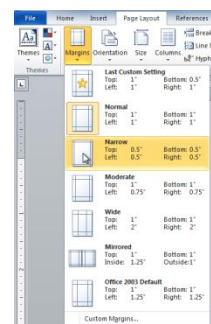


### Format Page Margins:

1. Select the **Page Layout** tab.
2. Click the **Margins** command. A menu of options appears. Normal is selected by default.
3. Click the predefined margin size you desire.

### To Use Custom Margins:

1. From the **Page Layout** tab, click Margins.
2. Select **Custom Margins**. This will take you to the **Page Setup dialog box**.



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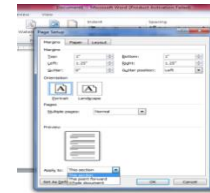
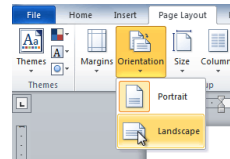
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Assistant Lecturer Yasser.Kh

3. Adjust the margin sizes for each side of the page and click **OK**.

### Change Page Orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.
3. Click either **Portrait** or **Landscape** to change the page orientation.



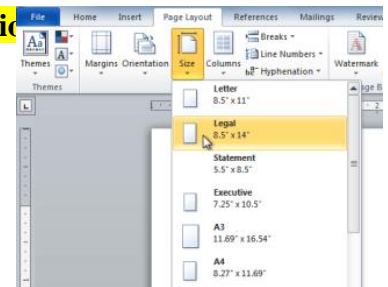
Landscape format means that the page is oriented horizontally, and portrait format is oriented vertically.

**Note: In the same document you can make the pages with two types Portrait and Landscape**

**By choose section break from Break found in page layout then select this section**

### Change the Paper Size:

1. Select the **Page Layout** tab.
2. Left-click the **Size** command and a drop-down menu will appear.
3. The current paper size is highlighted.
4. Left-click a size option to select it. The page size of the document changes



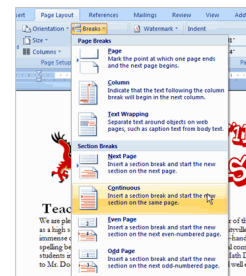
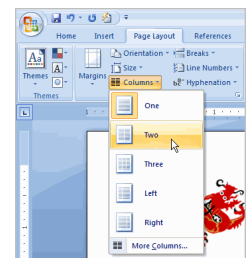
### Introduction

The useful formatting feature in Word is the **columns**. **Columns** are used in many types of documents, but are most commonly used in **newspapers, magazines, academic journals, and newsletters**.

### Inserting Columns

#### **To Add Columns to a Document:**

1. Select the text you want to format.
2. Select the **Page Layout** tab.
3. Left-click the **Columns** command.
4. Select the number of columns you would like to insert.



### To Insert a Break:

1. Place your **insertion point** where you want the **break** to appear.
2. Select the **Page Layout** tab.
3. Click the **Breaks** command. A menu appears.
4. Left-click a **break option** to select it. The break will appear in the document.

## Page Layout tab – Lecture (4)

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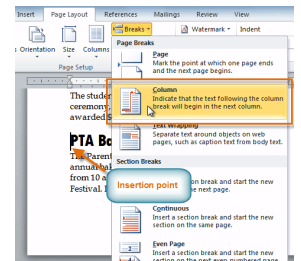
Why would you need to use a break? Each **type of break** serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section breaks** create a barrier between parts of the document for formatting purposes. **Column breaks** split text in columns at a specific point. Practice using the various break styles to see how they affect the document.

### Adding Column Breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating column breaks.

#### **To Add Column Breaks:**

1. Place the insertion point where you would like to add the break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear.
4. Select **Column** from the list of break types.
5. The text will shift to reflect the column break.

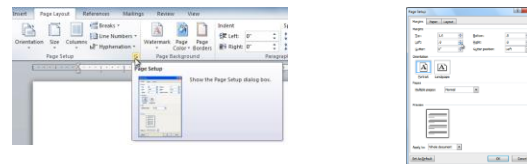


### The Page Setup Dialog Box

Previously, we showed how to open the Page Setup dialog box from the Margins drop-down menu. As you become more familiar with Word, you may find that you want to use the Page Setup dialog box more often to fine-tune the page margins and adjust other settings. To get there more quickly, you may want to use a shortcut that's conveniently located on the Page Layout tab.

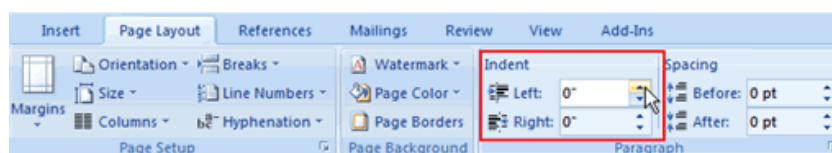
#### **To Open the Page Setup Dialog Box:**

1. Click the **Page Layout** tab.
2. Click the **small arrow in the bottom-right corner** of the Page Setup group. The Page Setup dialog box will appear.



#### **To Modify the Default Indent Settings:**

- Select the **Page Layout** tab.
- Select the text you would like to modify.
- Use the arrows or enter text in the fields to modify the Left and Right Indents.



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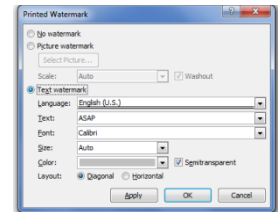
## How to create watermarks

Watermarking in Microsoft Word 2010 is an incredibly useful feature for communicating the nature and constraints of a document. The most common examples are to indelibly mark a document as confidential, private or draft. As Word 2010 also allows you to use pictures as a watermark, you can use a company logo or signature picture to help readers know the originator and owner of a document. Here's how to place a watermark on every page in a document.



Once you have opened your document:-

1. Click on the **Page Layout** tab
2. In the ribbon, click on **Watermark**. A vertical scroll list of six watermarks will appear (**Confidential, Do Not Copy, Draft, Sample, ASAP and Urgent**)
3. Select the **watermark** that you wish to use.



The standard textual watermarks provided by Microsoft Word 2010 are good for the majority of occasions. However, you may wish to use the watermark for other purposes such as to brand every page using special text, with an emblem, or company logo picture. Microsoft Word 2010, enables you to insert customized texts and pictures for watermarks. Here's how:

## To create a watermark using a picture or customized text

1. Click on **Page Layout** tab
2. In the ribbon, click on **Watermark**. A vertical scroll list of six watermarks will appear with a set of menu options below.
3. From the menu options, select **Custom Watermark**. The **Printed Watermark** dialogue box will appear asking you whether you would like to use a **picture** or **customize** the text.

In the **Printed Watermark** dialogue box, we will use the customized text option.

1. Select the Text drop down to see if the customized text already exists in the library. If not, type your own text.
2. Experiment with the **font, font size, color, layout** and transparency to see what looks best for your document.

This is often used to indicate that a document is to be treated specially such as Confidential or Urgent.

## How to Color the Pages of a Word 2010

Word 2010 allows you to apply color to the pages of a document. After you color your Word document's pages, you need to tell the printer you want to print that background color.

1. Click the **Page Color** command button on the **Page Layout** tab's Page Background group. A menu full of colors opens, some based on the document theme and some based on standard colors.
2. Choose a color from the **Page Color** menu.

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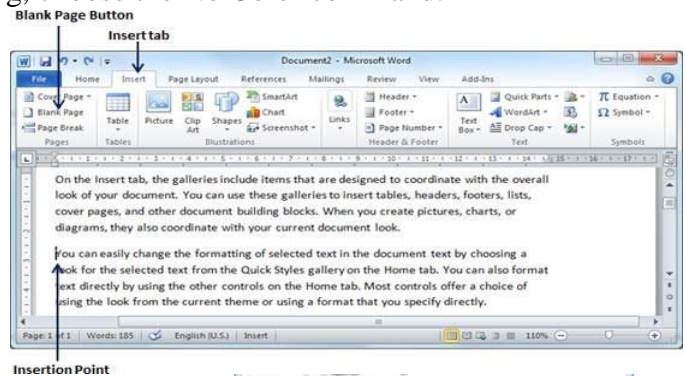
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While you move the mouse over the various colors on the Page Color menu, your document’s page color is updated to reflect that new color (but only in Page Layout view). The text color may change, as well (for example, from black to white), to remain visible. To remove page coloring, choose the No Color command. The color you choose is produced by your printer, but you must direct the printer to print the page color.

3. Click the **File** tab and choose **Options**. The Word Options window opens.
4. Select **Display** from the left side of the Word Options window.

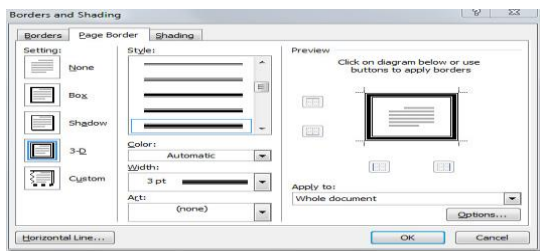
In the Printing Options area, put a check mark by the item labeled **Print Background Colors** and Images, and then click **OK**. You can now print the background color.



**Page borders:**

Word 2010 brings page borders in different shapes and styles, you can fully customize page borders by changing the color, width, thickness, and insert different arts in it. This post will put a light on how to insert it into your document. To insert page borders, navigate to Page Layout and click page Borders.

This will open up Page Borders and Shading dialog. Under Setting, select a border type, from Style & Color, you can select desired style & color respectively. Click OK to show it in a document.



**Inserting command**



## Page Layout tab – Lecture (4)

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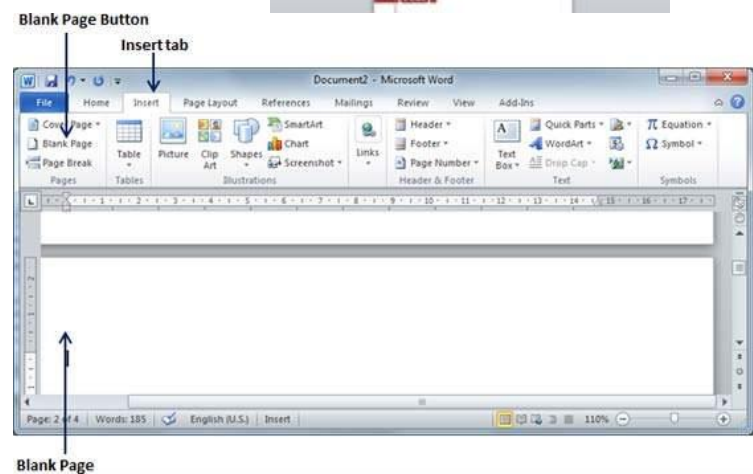
**Cover Page**

You can create a cover page for your Word document without having to fuss with removing headers and footers from that one page

- 1- Click the **Insert tab** and, in the **Pages group**, click the **Cover Page** button. A fat, fun menu full of various cover-page layouts appears.
- 2- Select a cover-page layout that titillates you. That cover page is immediately inserted as the first page in your document. Then Word displays it onscreen for further editing.
- 3- Click the bracketed text on the cover page and type the required replacement text.

**For example**, click [Type the Document Title]. Then type your document's real title. The text you type replaces the bracketed text.

- 4- Repeat Step 4 until the cover page looks the way you like it.
- 5- To remove a cover page you've inserted, choose the **Remove Current Cover Page** command from the Cover Page menu.
- 6- To replace a cover page you've removed, choose a new one from the Cover Page

**Blank Page**

Here we discuss how to insert blank pages and how to delete a blank page from your Microsoft Word document. A blank page is a page which does not have any text or any other content over it.

**Following are the simple steps to insert blank page in a word document.**

**Step 1** – Bring your insertion point immediately before the text where you want to insert a blank page.

**Step 2** – Click the **Insert tab**, and click the **Blank Page** button available in the Pages group. Word inserts a new blank page and moves all the text after the page break onto a new page.

**The following steps will help you delete blank page from a Word document.**

**Step 1** – Click the **Home tab**, and click the **Show/Hide ¶** paragraph marks button available in the Paragraph group. This will display all the page breaks.

**Step 2** – Bring your cursor immediately before the **Page Break** mark available on the blank page and press the **Delete Key**. This will delete the blank page and again you can click the **Show/Hide ¶** paragraph marks button to hide all the paragraph marks.



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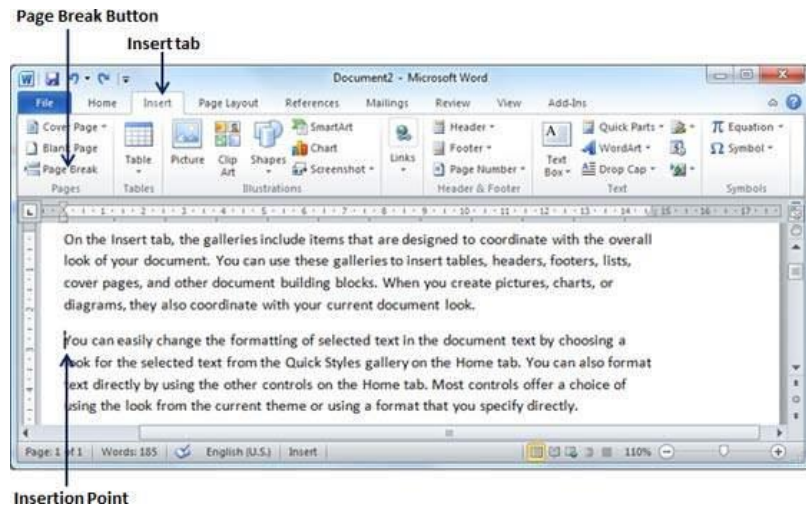
### Page Break

Now we discuss how to insert page breaks. Microsoft Word automatically starts a new page when the current page fills with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

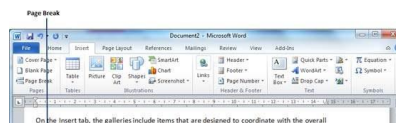
**The following steps will help you insert page breaks in a Word document.**

**Step 1** – Bring your insertion point immediately before the text that has to appear on a new page.

**Step 2** – Click the **Insert tab**, and click the **Page Break** button available in the Pages group. Start the next at the current position



Word inserts a page break and moves all text after the page break onto a new page.



### Following for Deleting a Page Break

Just put the insertion point on the previous page of the page break that needs to be deleted. Press the **Delete** key multiple times until both the pages get merged.

## Inserting and Modifying Tables

### Introduction

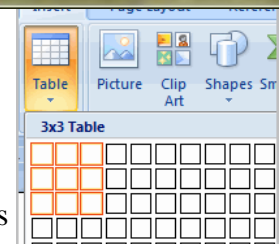
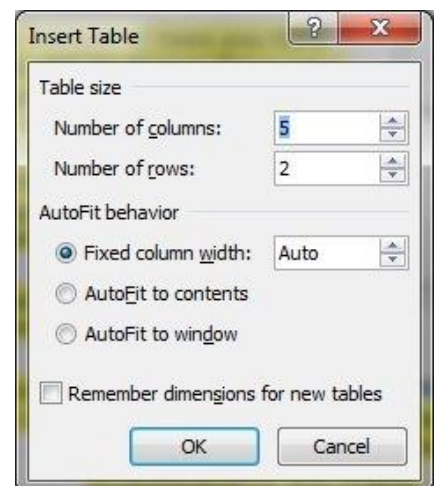
A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data. Here you will learn how to convert text to a table, apply table styles, format tables, and create blank tables

### Insert a Blank Table:

- Place your insertion point in the document where you want the table to appear.
- Select the **Insert** tab.
- Click the **Table** command.
- Drag your mouse over the diagram squares to select the number of columns and rows
- Left-click your mouse and the table appears in the document.
- Enter text into the table.

### To insert table

- Select the **Insert** tab.
- Click the **Table** command.
- Choose number of rows and columns.
- Table tools become visible with two commands **Design** and **Layout**.



## Page Layout tab – Lecture (4)

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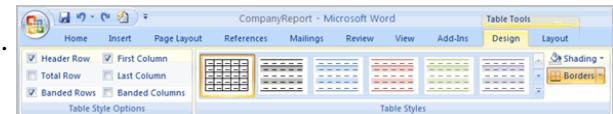
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The next selection is **Draw Table**. Click on the **Draw table option** and you will be given a pencil cursor click and drag the cursor across the page and you can draw each individual cell and place it where you want. Cells can all be different lengths and widths. When you are finished drawing your table cells either click inside the cell to type your text or click the draw table option again to complete.

**To Apply a Table Style:**

- Select the table. A **Table Tools Design tab** now appears on the Ribbon.
- Select the **Design** tab to access all the **Table Styles and Options**.
- Click through the various styles in the **Table Styles** section.
- Left-click a style to select it. The table style will appear in the document.



You can modify which table styles are displayed.

In the **Table Styles Options** you can select and deselect various table options. For example, you can select Banded Rows and only tables with banded rows will appear in the Tables Styles section.

Want to have a little more creative freedom when it comes to formatting your tables?

You can change the table border or shading, change line weight, or erase part of the table.

t.	\$10,252	\$25,560	\$13,745
W.	\$5,350	\$13,470	\$27,800
S.	\$6,547	\$17,555	\$8,907
S.	\$13,578	\$6,789	\$10,239

**To Add a Row Above or below an Existing Row:**

By using commands in Layout tab found in table tools you can adding or deleting row and column, also **you can add or delete column and row by:**

- Place the insertion point in a row below the location you wish to add a row.
- Right-click the mouse. A menu appears.
- Select **Insert → Insert Rows Above**.

A new row appears **above** the insertion point.

You can also **add rows below** the insertion point. Follow the same steps, but select Insert Rows Below from the menu.

**To Add a Column:**

- Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.
- Right-click the mouse. A menu appears.

## Page Layout tab – Lecture (4)

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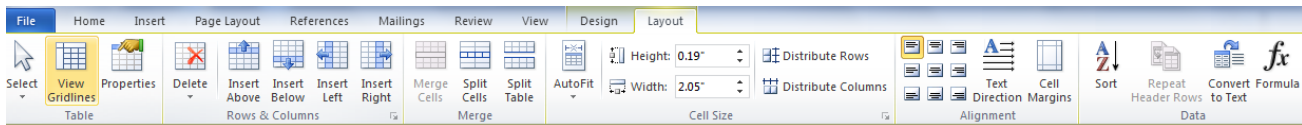
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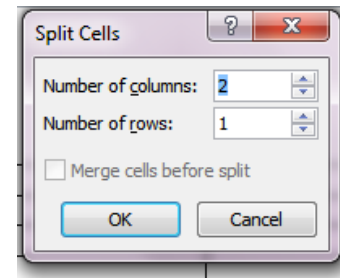
- Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

**To Delete a Row or Column:**

- Select the row or column.
- Right-click your mouse and a menu appears.
- Select **Delete Columns** or **Delete Rows**.

**Split cell and table**

Used for dividing select cell to more than one cell by select the cell then choose split cell menu appear choose number of rows and columns. For dividing the table put the insertion point in the row you want to split from then choose split table

**Marge cells**

If we want to combine more than one cell into one cell we used marge cell command on layout tab after we select the cells we want to merge.

**Repeat Header Rows**

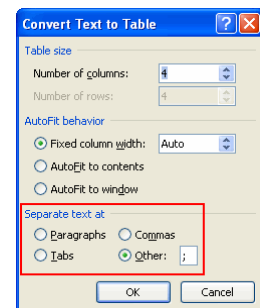
Used for repeat header rows to every page in document by select the header of the table then click on repeat header rows the title appear in the first row of the next page and so on.

**Convert to Text**

If we want to convert table to text select the table then click on convert to text found on the layout tab

**To Convert Existing Text to a Table:**

- Select the text you wish to convert.
- Select the **Insert** tab.
- Click the **Table** command.
- Select **Convert Text to Table** from the menu. A dialog box appears.
- Choose one of the options in the **Separate text at** .This is how Word knows what text to put in each column.
- Click **OK**. The text appears in a table.



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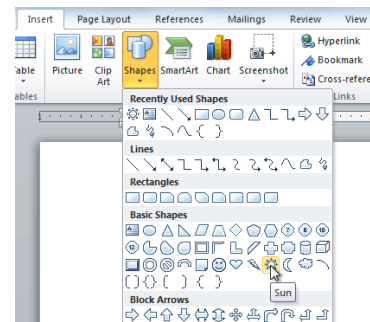
## Introduction

You can add a **variety of shapes** to your document including **arrows, callouts, squares, stars, flowchart shapes** and more. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use the flowchart shapes.

Hear you will learn how to **insert a shape** and format it by changing its **fill color, outline color, shape style, and shadow effects**. Additionally, you will learn how to apply 3-D effects to shapes.

## To Insert a Shape:

1. Select the Insert tab.
2. Click the Shapes command.
3. Select a shape from the drop-down menu.
4. Click and drag the mouse until the shape is the desired size.
5. Release the mouse button.
6. Drawing tools becomes visible with some command



## To Change the Order of Shapes:

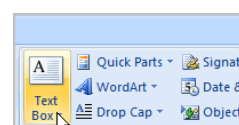
If one shape overlaps another, you may need to change the **ordering** so that the correct shape appears in front. You can bring a shape to the **front** or **send it to the back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine-tune the ordering. You can also move a shape **in front of** or **behind text**.

1. Right-click the shape you wish to move.
2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.
3. Select the desired ordering option. The shapes will reorder themselves.

In some cases, the ordering option you select will not affect the ordering of the shapes. If that happens, select the same option again or try a different option.

## Introduction

You may want to **insert a text box** into your document to draw attention to specific text or so that you have the ability to easily move text around within a document. Hear you will learn how to insert a text box and how to format it in various ways including resizing and moving it, and **changing the text box shape, color, and outline**.





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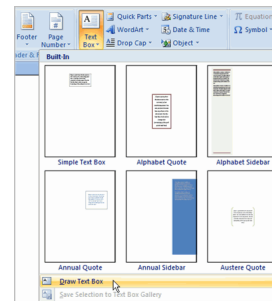
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### To Insert a Text box:

- Select the **Insert** tab on the Ribbon.
- Click the **Text Box** command in the **Text** group.
- Select a **Built-in text box** or **Draw Text Box** from the menu.
- If you select **Built-in text box**, left-click the text box you wish to use and it will appear in the document.

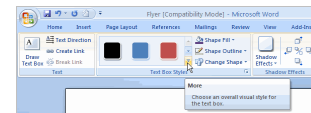
### OR

- If you select **Draw Text Box**, a crosshair cursor will appear. Left-click your mouse and while holding it down, drag your mouse until the text box is the desired size.
- Release the mouse button.



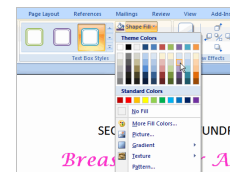
### To Change Text Box Style:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Select the **Format** tab.
- Click the **More drop-down arrow** in the Text Box Style group to display more style options.
- Move your cursor over the styles and Live Preview will preview the style in your document.
- Left-click a style to select it.



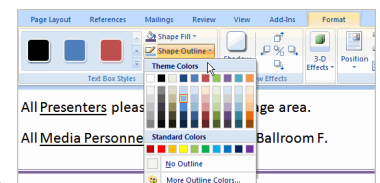
### To Change Shape Fill:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options



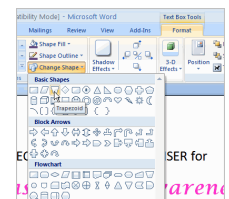
### To Change the Shape Outline:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.



### To Change the Text Box Shape:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Change Shape** command to display a drop-down list.
- Select a shape from the list.



## To Move a Text Box:

- Left-click the text box. Your cursor becomes a **cross with arrows** on each end.
- While holding the mouse button, **drag** the text box to the desired location on the page.
- Release the mouse button.

## Headers and Footers

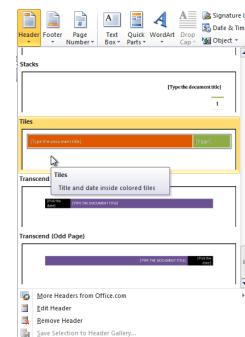
### Headers and Page Numbers

Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.

### Insert a Header or Footer:

1. Select the **Insert** tab.
2. Click either the **Header or Footer** command. A drop-down menu will appear.
3. From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in** options.
4. The **Design** tab will appear on the Ribbon, and the **header** or **footer** will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked

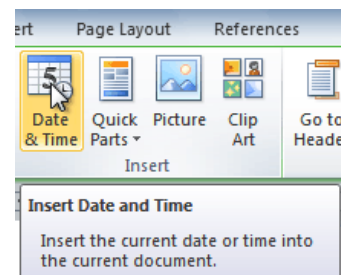


### Insert the Date or Time into a Header or Footer:

1. Double-click anywhere on the header or footer to unlock it.

The **Design** tab will appear.

2. From the **Design** tab, click the **Date & Time** command.
3. Select a date format in the dialog box that appears.
4. Place a **checkmark** in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
5. Click **OK**. The date/time now appears in the document.



### Other Header and Footer Options

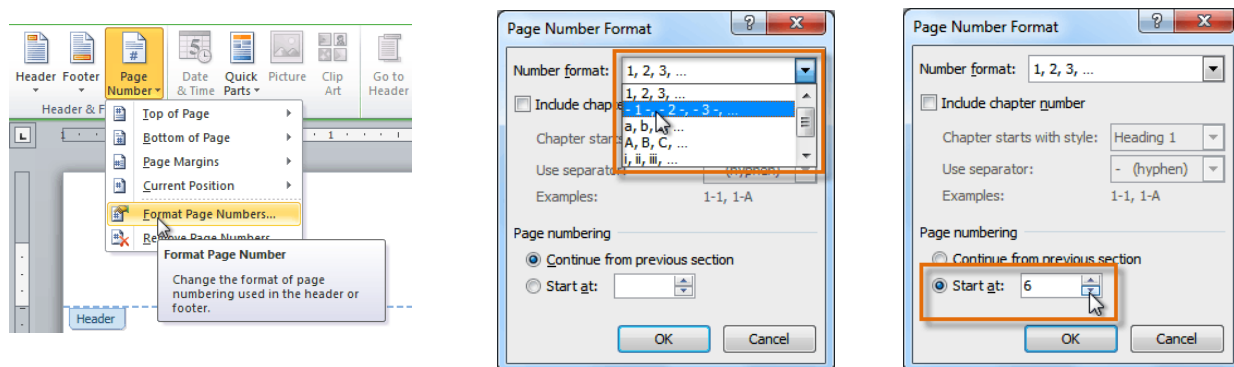
There are many other header and footer options that you can use to design these sections of your document. You can review the Header and Footer Tools Design tab, to view and explore the design options.



## Adding Page Numbers

This button will give you a selection of putting your page numbers at the top of page, bottom of page, page margin, or current position each of these options give you the opportunity to select from a list of default styles and locations to place your page numbers

There is also a formatting and removal option in the Page number button. Click the Format Page Number selection. The Page Number Format window will open and give you several options to choose from to make your page numbers look the way you want. The drop-down arrow next to Number format lets you choose from number, letters, roman numerals, etc. If you would like to include Chapter numbers check the box and the options for your chapters will no longer be grayed out. Page numbering lets you either continue from a previous section of your document or start at any page number you would like by selecting the radio button next to Start at: and then either typing the page number or using the up and down arrows to enter the page number. To remove all page numbers simply click the Remove page numbers at the bottom of the Page Number selections.



## Add Page Numbers to an Existing Header or Footer:

1. Select the **header or footer**. The **Design tab** will appear.
2. Place the insertion point where you want the page number to be. You can place it anywhere except inside a Content Control field.

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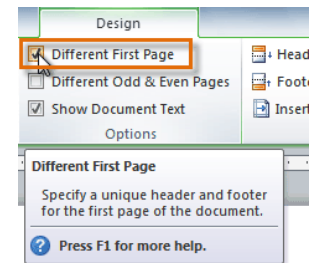
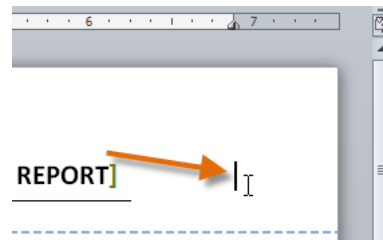
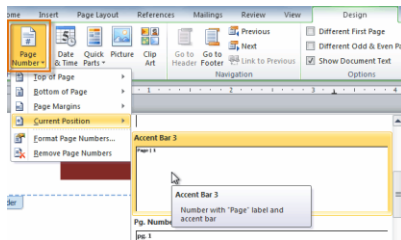
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3. From the **Design tab**, select the **Page Number** command.
4. Click Current Position and select the desired style. The page number will appear in the document.

If you've already typed information into your **header or footer**, it's important to place the **page number** at the Current Position to avoid losing anything. If you select a page number from **Top of Page** or **Bottom of Page**, it will delete anything that you have already added to the header or footer.



**To Hide the Page Number on the First Page:**

In some documents, you may not want the first page to show the page number. You can hide the first page number without affecting the rest of the pages.

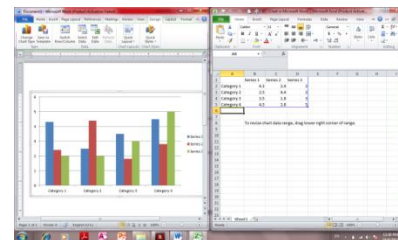
1. Select the **header or footer** that contains the page number.
2. From the **Design tab**, place a **checkmark** next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the **first page**.

If you're unable to select Different First Page, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.

**Inserting chart**

You can draw chart in Microsoft word by :

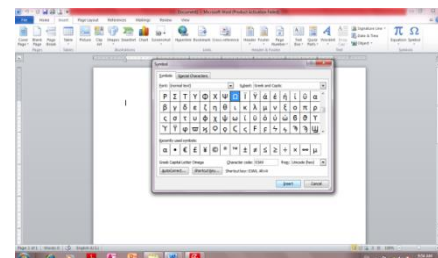
- 1- Click insert tab
- 2- Choose chart



Window of word split to two parts the window of the program (**word**) and the other is **Excel** window .Put your data in excel widow then ok.

**Insert Symbol**

- Click on **insert** tab
- Choose **Symbol**
- Menu appears select the symbol you want then click insert



**Screenshot**



Used for inserting a picture of any program that is not minimized to the taskbar. by click on **screenshot** then **Screen Clipping** to insert picture of any part of screen.

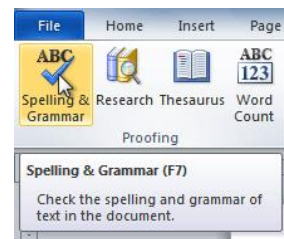
### Various Line Colors:

By default, Word automatically checks your document for **spelling and grammar** errors. These errors are indicated by **colored wavy lines**.

- The **red line** indicates a misspelled word.
- The **green line** indicates a grammar error.

### To Use the Spelling Check Feature:

- Right-click the **underlined** word. A menu will appear.
- Select the **correct spelling** of the word from the **listed suggestions**.
- Left-click your mouse on the word. It will appear in the document.



You can choose to **Ignore** an underlined word, add it to the **dictionary**, or go to the **Spelling** dialog box.

### To Use the Grammar Check Feature:

- Right-click the **underlined** word. A menu will appear.
- Select the **correct word** from the **listed suggestions**.
- Left-click your mouse on the word. It will appear in the document.

You can also choose to **ignore** an underlined word, go to the **Grammar** dialog box, or find out **more information** about the word and its usage.

You can also wait and run the spelling and grammar check **after completing the document**. Click the **Spelling & Grammar command** on the Review tab.

### Run a Spelling & Grammar Check:

1. Go to the Review tab.
2. Click on the Spelling & Grammar command.

The Spelling and Grammar dialog box will open. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and then click Change to correct the error.

4. If no suggestions are given, you can manually type in the correct spelling.

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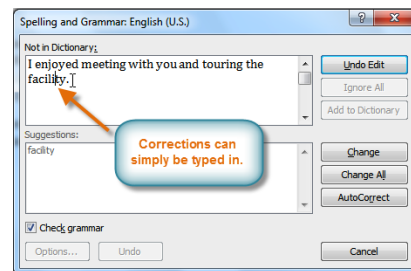
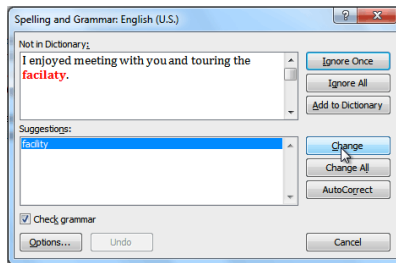
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5.



### For spelling "errors":

- Ignore Once: This will skip the word without changing it.
- Ignore All: This will skip the word without changing it, and it will also skip all other instances of this word in the document.
- Add to Dictionary: This adds the word to the dictionary so that it will never come up as an error. Make sure that the word is spelled correctly before choosing this option.

### Using Templates

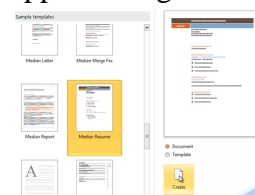
Word 2010 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.

### To Insert a Template:

1. Click the **File** tab to go to Backstage view.
2. Select **New**. The New Document pane appears.
3. Click **Sample templates** to choose a built-in template, or select an Office.com template category to download a template.
4. Select the desired template and click **Create**. A new document will appear using the template you have selected.

Entering Information into a Template

### Insert Text into a Template:



Templates include placeholder text that is surrounded by brackets. To personalize your document, you'll need to replace the placeholder text with your own text.



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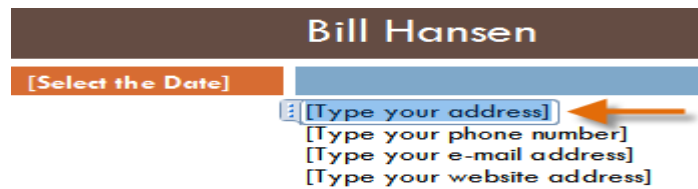
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Some templates simply use regular text as the placeholder text, rather than the "traditional" placeholder text with brackets. In those cases, just delete the text and type in your own text.

1. Click on the text you want to replace. The text will appear highlighted and a template tag will appear.
2. Enter some text. It will replace the placeholder text.



## Word shortcut keys – Lecture (5)

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**Word shortcut keys**

The name of the command	Keys
Apply a list bullets	Ctrl+Shift+L
Auto format	Alt+Ctrl+K
Auto text	F3
Bold	Ctrl+B
Cancel	Esc
Clear	Del
Close or terminate	Alt+F4
Copy	Control + C
Create auto text	Alt+F3
Cut	Ctrl+X
Double underline	Ctrl+Shift+D
Find	Ctrl+F
Help	F1
Hyperlink	Control + K
Indent	Ctrl+ M
Slash	Control +I
Adjust to	Ctrl+ J
Merge the field	Alt+Shift+F
New document	Ctrl+N
Open	Ctrl+O
Outline	Alt+Ctrl+O
Overtyping	Insert
Page	Alt+Ctrl+P

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Page break	Ctrl+ Returns
Paste	Ctrl+V
Paste format	Ctrl+Shift+V
Print	Control + P
Print preview	Ctrl+F2
Re -	Alt+Shift+Rear Distance
Repeat or repeat	Ctrl+Y
Save	Ctrl+ S
Select all	Ctrl+A
Low	Ctrl+=
High	Ctrl + Shift+=
Part of the tasks	Ctrl+F1
Time field	Alt+Shift+T
Underline	Ctrl+U
Undo	Ctrl+Z
Update fields	F9
List of words	Ctrl+Shift+G

Job keys	
F1	Get help or visit Microsoft Office Online.
F2	Move text or graphics.
F3	Insert autotext (autotext: a storage location for the text or graphics you want to use again, such as a standard node statement or a long distribution list. Enter (after Microsoft Word displays the entry).
F4	Repeat the last action.
F5	Choose the go to (list editing).
F6	Go to the next part or frame.
F7	Choose the spelling command (tool list).
F8	Expand the selection.
F9	Update selected fields.
F10	Activate the menu bar.

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F11	Go to the next field.
F12	Choose the Save command as a (file list).

SHIFT+ key function	
SHIFT+ F1	Start context-sensitive instructions or detect formatting.
SHIFT+ F2	Copy the text.
SHIFT+ F3	Change the status of the letters.
SHIFT+ F4	Repeat a search or go to.
SHIFT+ F5	Go to the last change.
SHIFT+ F6	Go to the previous part or frame.
SHIFT+ F7	Choose the Thesy dictionary command (tool list, sub-language list).
SHIFT+ F8	Reduce selection.
SHIFT+ F9	Switch between the field icon and the result.
SHIFT + F10	View a shortlist.
SHIFT + F11	Go to the previous field.
SHIFT+ F12	Choose the Save Command (file list).

CTRL+Function Key	
CTRL+F2	Choose the "Preview before print" (file list) command.
CTRL+F3	Cut to Spy (Spy: Auto-enter for multiple deletion storage).
CTRL+F4	Close the window.
CTRL+F5	Restore the size of the document window (for example, after you enlarge it).
CTRL+F6	Go to the next window.
CTRL+F7	Choose the transfer order (the shortlist for the address bar).
CTRL+F8	Choose the size command (a shortlist for the title bar).
CTRL+F9	Insert an empty field.
CTRL + F10	Zoom in on the document window.
CTRL + F11	Secure a field.
CTRL + F12	Choose the Open Command (file list).

CTRL+SHIFT+function key	
CTRL + SHIFT + F3	Insert spike content (Spy: Auto-enter for multiple deletions).
CTRL + SHIFT + F5	Edit a bookmark.
CTRL + SHIFT + F6	Go to the previous window.

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CTRL + SHIFT + F7	Update the associated information in the Microsoft Word Source document.
CTRL+ SHIFT + F8	Expand the selection or block (then press an arrow key).
CTRL+ SHIFT + F9	Unlink a field.
CTRL + SHIFT + F11	Unlock a field.
CTRL + SHIFT + F12	Choose the Print Command (file list).

## Word shortcut keys – Lecture (5)

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ALT + function key	
ALT+F1	Go to the next field.
ALT+F3	Create autotext (autotext: a storage location for the text or graphics you want to use again, such as a standard node statement or a long distribution list. Entry.
ALT+F4	End Microsoft Word.
ALT+F5	Restore the size of the program window.
ALT+F6	Go from an open dialog box back to the document to dialog boxes such as search and replace that support this behavior.
ALT+F7	Look for the following spelling error or grammatical error. You must select the spelling check box while typing (tool list, dialog options, Spell and grammar tab).
ALT+F8	Run macro.
ALT+F9	Switch between all field codes and their results.
ALT +F10	Enlarge the program window.
ALT +F11	View the code for Microsoft Visual Basic.

ALT + SHIFT Key + Function	
ALT+SHIFT+F1	Go to the previous field.
ALT+SHIFT+F2	Choose the Save Command (file list).
ALT+SHIFT+F9	Run GOTOBUTTON or Macro-Ton from the field that displays field results.
ALT+SHIFT+F10	View the list or message for a smart tag. If there's more than one smart tag, switch to the next smart tag and view the smart tag A list or message.
ALT+ SHIFT + F11	Microsoft Script editor started

CTRL + ALT + Function Key	
CTRL +ALT + F1	View Microsoft system information.
CTRL+ALT+F2	Open the command (file list).



## 1.What is Excel?

Excel is a spreadsheet program, a that helps organize, summarize, and calculate data. Spreadsheets are an everyday part of many professions, including accounting, statistical analysis, and project management, you can use Excel for all sorts of tasks involving numbers such as budgeting, sales analysis, forecasting, charting and graphing, Excel is a tool used to perform calculations with numbers, so That can perform any calculation operation can be done in the Excel.

To start Microsoft Excel:

1. Click the Windows Start button
2. Click All Programs
3. Click Microsoft Office
4. Click Microsoft Excel 2010

### 1.1. Workbooks:

When Excel is opened, a workbook appears with three worksheets. Each worksheet contains columns and rows. There are 1,048,575 rows and 16,384 columns. The combination of a column coordinate and a row coordinate make up a cell address. For example, the cell located in the upper left corner of the worksheet is cell A1, meaning column A, row 1. The cell address is visible in the *Name Box*.

Place your cursor in the first cell, A1. The formula bar will display the cell address in the *Name Box* on the left side of the *Formula Bar*. Notice that the address changes as you move around the sheet. You can easily move from cell to cell by pressing tab or using the arrow

A cell can contain any of the following:

- A *number* (and any associated punctuation, such as decimal points, commas, and currency symbols).
- Text (including any combination of letters, numbers, and symbols that aren't number-related).
- A *formula*, which is a math equation.
- A *function*, which is a named equation that shortcuts an otherwise complex operation.

## Microsoft Excel – Lecture (6)

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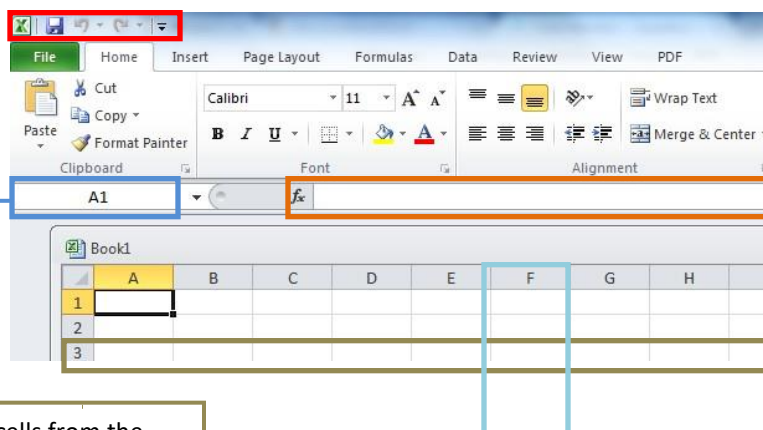
Assistant Lecturer Yasser.Kh

## 1.2. Microsoft Excel 2010 Layout:

Excel is a spreadsheet program that manipulates, graphs, and analyzes numeric data. Common uses for Excel are: budgets, grade books, address lists, or simple inventories.

The **Quick Access Toolbar** is a customizable shortcut menu to commonly used commands. It's visible no matter which tab is selected.

The **Name Box** tells you the name/coordinates of the cell selected. Note how cell A1 is where column A and row 1 intersect.



The **formula bar** allows you to enter or edit data in the selected cell. Formulas and functions can also be entered.

A **row** is the line of cells from the left to the right of the page. Rows are numbered.

A **column** is the vertical line of cells from the top to the bottom of the page. Columns are alphabetized.

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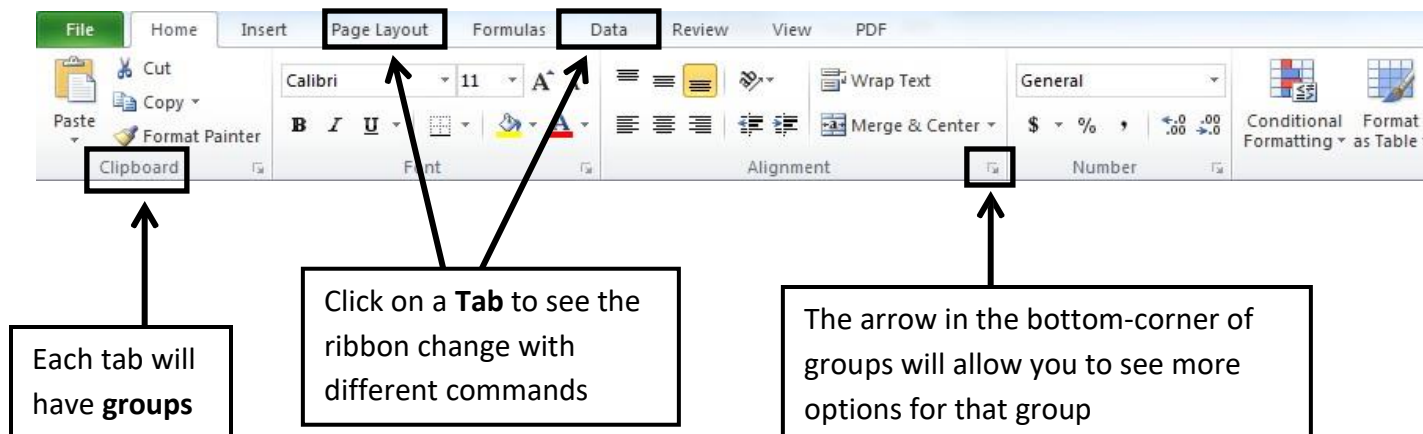
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The **Ribbon** contains the commands. It has multiple tabs that have their own groups of commands. Some groups have an arrow at the bottom-right corner that will reveal more options once clicked.



### 1.3. Columns, Rows, Cells, and Ranges:

Columns, rows, and cells are the most fundamental components of a work sheet.

- A column: is a vertical series of adjacent cells from top to bottom.
- A row: is a horizontal series of cells from left to right.
- A cells: is an individual rectangle anywhere in the grid area of a worksheet.

#### 1.3.1. The Active Cell

Every cell in your spreadsheet has a name or reference that can be formed by a letter-number combination, e.g. A5, D6.

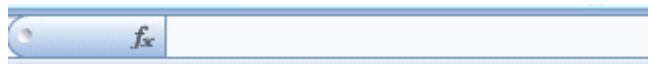
When you select a cell in an Excel worksheet, it becomes enhanced with a thicker border. The cell you have chosen is now the active cell, and its name or reference is the cell column letter followed by the cell row number. In this image, cell G4 is the active cell.

	A	B	C	D	E	F	G	H
1								
2				100	100	100	100	
3				200	200	200	200	
4				300	300	300	300	
5								

The active cell is G4

The column letter and row number of the active cell are displayed in the Name Box near the upper left corner of the Excel grid.

If you enter text or numbers into the Formula Bar (shown below), the , page layout , page layout , page layout or number that you type will also be entered into the active cell.



### 1.3.2. Entering Text

Any items that are not to be used in calculations are considered, in Excel's terminology, labels. This includes numerical information, such as phone numbers and zip codes. Labels usually include the title, column and row headings.



To Enter Text/Labels:

- 1) Click in a cell.
- 2) Type text.
- 3) Press Enter.

### 1.3.3. Modifying Columns, Rows, & Cells:

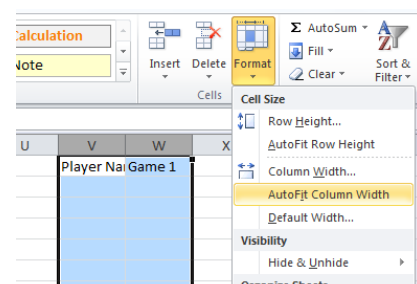
When you first open an excel workbook, the cells, rows, and columns appear to have a set size. You can easily modify the default sizes, as well as add and delete.

#### 1.3.4. Changing Column Width:

1. Position your mouse over the column border in the top column heading. Your mouse pointer should change from a white cross  , to a double arrow .
2. Click and drag the column line to the right to increase the width.
3. Release the mouse button. The column width will remain where you release.

**Tip!** If you see hashtags (#####) in a cell, it means the column is not wide enough to display the cell's content. Continue to increase the width to show the cell's data.

#### 1.3.5. AutoFit Column Width:



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4. Select the column(s) you would like to automatically adjust column width to fit cell data. Select column(s) by click and dragging across the column heading.
5. Click the Format command on the Home Tab. The Format drop- down menu appears.
6. Select AutoFit Column Width.

### 1.3.5. Changing Row Height:

1. Position your mouse on a row border in the first column where the rows are numbered. The white cross  will change to a double arrow. 
2. Click and drag the arrow downward/upward to increase the row's height.
3. Release the mouse and the row height will remain where the mouse was released.

### 1.3.6. Insert Rows:

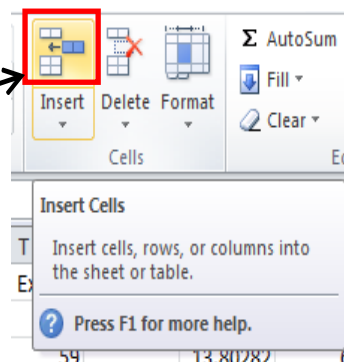
1. Select the row below where you want the new row to appear. Select the entire row by clicking on the numbered row heading.

Click on the row number to select the entire row

12	Sanchez, Hector	7	10
13	Stone, Melissa	5	10
14	Vega, Nelly	5	10

2. Click the **Insert** command on the Home tab.

Click the Insert command on the Home tab to insert rows, cells, or columns



### 1.3.7. Insert Columns:

1. Select the column to the **right** of where you want the new column to appear. For example, if you want a new column between C and D, select column D.
2. Click the **Insert** command on the Home tab (same button used to insert rows).

**Tip:** When inserting rows and columns, make sure you select the entire row or column by clicking on its heading (numbers for rows & letters for columns). If you only select a cell, then only a new cell will be created

#### **1.4. Formatting Text, Numbers, and Cells Selecting/Moving Rows or Columns:**

- To select an entire row, click on the number of the row in the gray column on the left.
- To select an entire column, click on the letter of the column in the gray row at the top.
- To move the entire row or column select entire row, hold down the shift key, click on row/column line and drag it to the d

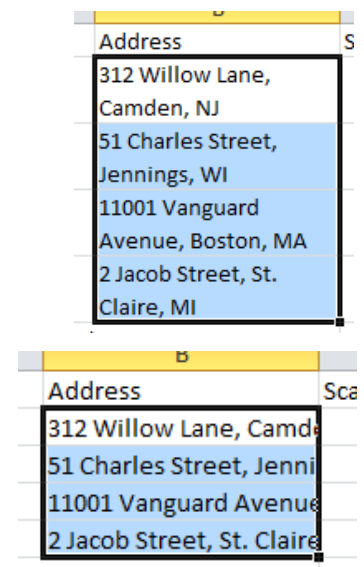
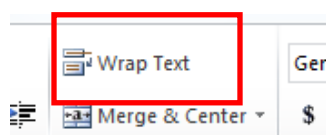
#### **1.5. Wrapping Text and Merging Cells:**

When a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge empty cells together.

Wrapping text makes the information display on multiple lines down, and merging cells will combine cells creating one big space for text.

##### **1.5.1. To Wrap Text:**

- 1.Select the cells you would like to wrap text.
- 2.Select the **Wrap Text** command on the Home tab.
- 3.The text in the selected cells will be wrapped.



**Tip!** If you change your mind, click Wrap Text again to undo

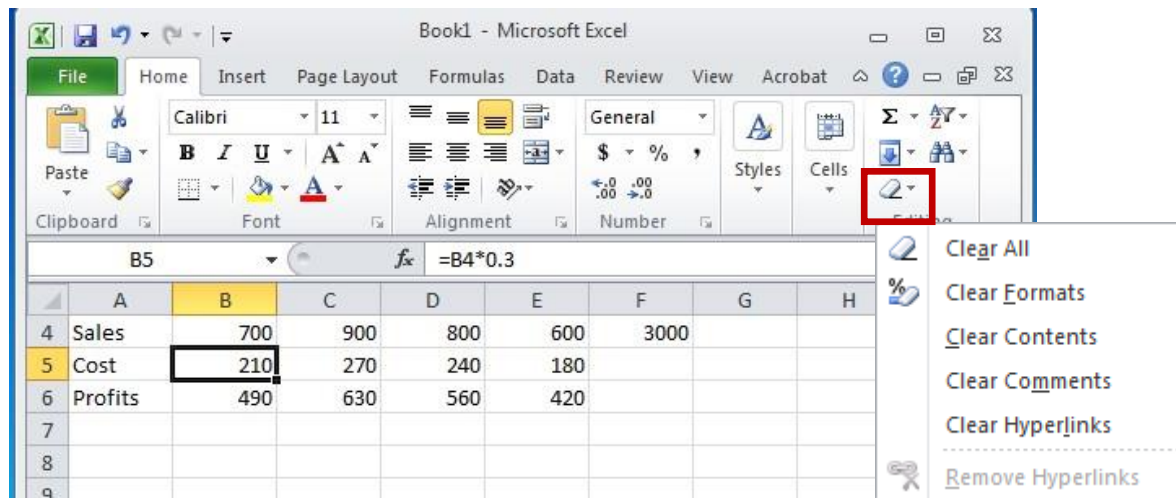


## 1.6. Copying Formula:

- click on the cell that has the formula you want to copy. go to the bottom right hand corner and get the black cross symbol.
- click the left mouse button and drag down through the rest of the rows and let go of the mouse. This will copy the formula down for the rest of the names.

## 1.7. To Clear a Cell Format:

- 1) Click in the cell that contains formatting



- 2) Click the drop-down arrow next to the **Clear** button on the **Home** tab in the Editing group
- 3) Click **Clear Formats**

## 1.8. Sorting & Filtering:

If you are working with a large amount of data in your worksheet, sort and filter can make finding information faster. You can customize the order of your data alphabetically, numerically, by groups, and with multiple layers too.

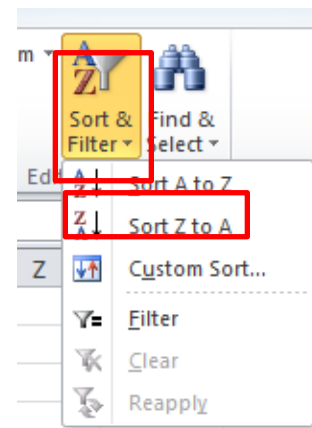


### 18.1. Sort:

Sort allows you to change or customize the order of your data. Do you want your attendance list to be alphabetized? Or order a column of numbers from smallest to largest? The sort command allows you to do this and not mess up the rest of your spreadsheet too. Below are some common sort commands.

#### 1.8.1.1 Sort Alphabetically

1. Click in a cell of the column you want to sort alphabetically. You do not have to select your entire table nor the entire column.
2. Click on Sort & Filter in the Edit group of the Home tab. You could also click on the Data tab for Sort & Filter options too.
3. A dropdown menu will appear after you click on **Sort & Filter** in the Home Tab. Select either **Sort A to Z** or **Sort Z to A**, depending on if you want to sort Ascending or Descending.
4. The data in your spreadsheet will sort. Related information across rows will be kept together when the sort is applied.



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**1.8.1.2. Sort Numerically**

The steps to sort numerically are the same as sorting alphabetically show above. Click on a cell in the column you want to sort numerically. Click on the Sort & Filter command in the Home tab, and select either Sort A to Z, which will sort the numbers smallest to largest, or Sort Z to A which will sort numbers largest to smallest. Again, corresponding data across rows will be kept together.

**1.8.1.3. Sort by Date or Time:**

Sort by Date or Time

To sort a spreadsheet by date or time:

do the same steps as sorting alphabetically as shown above. Make sure you select a cell in the column you want to sort by date/time. This time when you select Sort A to Z, the data will sort oldest to newest, or Sorting Z to A will make the data sort newest to oldest.

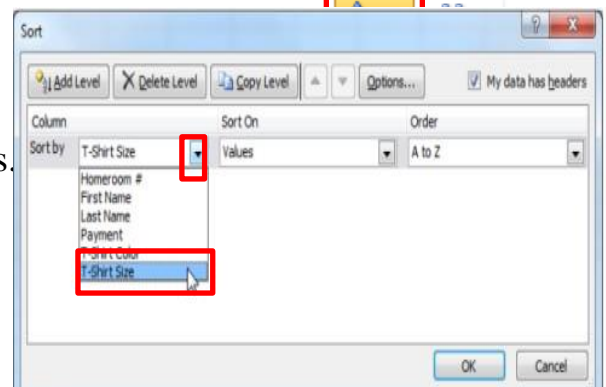
**1.8.1.4. Sort in an order of your choosing**

There may come a time when the alphabetical or numerical sort doesn't fit your circumstances. You can tell Excel the order by which you want the data sorted. In class we will use the example of sorting by t-shirt size smallest to largest.

1. Click a cell in the column you want to sort.
2. Click on the **Sort & Filter** command in the Home tab.
3. Click **Custom Sort...** from the dropdown menu that appears.
4. Identify the column you want to sort by clicking on the drop-down arrow in the column field.
5. Leave Values selected in the Sort on field.
6. Click the drop-down arrow for the Order field.

Click **Custom List**

7. Select new List, and enter the order you want the data sorted in the list entries box. After



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every entry press Enter on your keyboard.

8. Click Add to save the list. The t-shirt size list will now be in the Custom Lists field. Click **OK**.

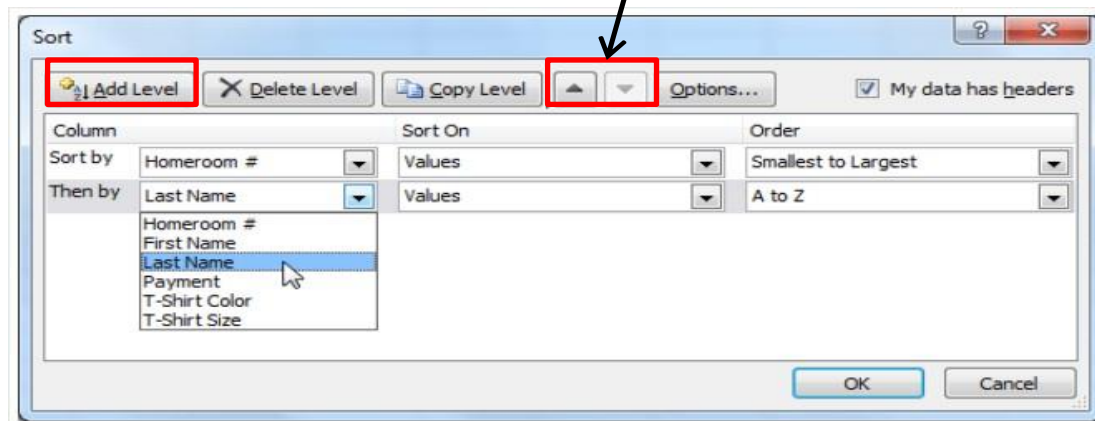
9. Click **OK** to close the Sort dialog box and sort the data.

### 1.8.1.5. Sort with multiple levels

You can sort by more than one column. In our example, we will sort by homeroom number then by last name.

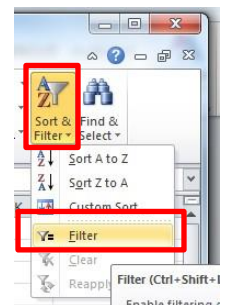
1. Click on the Sort & Filter command, and click Custom Sort.
2. Identify the first column you want to sort, in our example Homeroom #. Leave the other fields, Sort On and Order fields, the way they are.
3. Click **Add Level**
4. Identify the next column you want to sort by. If you have the Sort On and Order fields the same. Click **OK**.

change the sort level priority here. If you have the Sort On and Order fields the same. come before the other.



### 1.9. Filter

Filter is useful when you want to narrow down your data and hide other parts. You can filter text, dates, and numbers.



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You can also use more than one filter to further narrow your data.

To use the filter command, you must have a spreadsheet that has a header row.

1. Click the Sort & Filter command in the Home tab.
2. There is also a Filter command located under the Data tab.
3. Click on Filter.
4. Drop-down arrows will appear in every column in the header row.
5. Click the drop-down arrow in the column that you want to filter.
6. The filter menu appears.
7. Uncheck any boxes next to data that you do not want to view. Anything that remains checked will remain visible.
8. Click OK and your spreadsheet will be filtered. The data not visible is hidden temporarily. It has not been deleted.

### 1.10. Entering Values

Numerical pieces of information that will be used for calculations are called values. They are entered the same way as labels. It is important NOT to type values with characters such as “,” or “\$”.

To Enter Values:

- 1) Navigate to a cell
- 2) Type a value
- 3) Press Enter

### 1.11. Creating Formulas

Operator (Key)	Function
=	Begins all Excel functions and formulas
+	Addition
-	Subtraction
*	Multiplication
/	Division

### 1.12. To Create a Formula:

- 1) Click in a cell
- 2) Press the = key
- 3) Type the **formula**

#### 4) Press **Enter**

### 1.13. Excel Functions:

As we have previously seen, the power of Excel lies in its ability to perform calculations. The real strength of this is shown in **Functions**. Functions are more complex formulas that are executed by using the name of a function and stating whatever parameters the function requires.

<b>Function</b>	<b>Defined</b>
=SUM(range of cells)	returns the sum of the selected cells
=AVERAGE (range of cells)	returns the average of the selected cells
=MAX(range of cells)	returns the highest value of the selected cells
=MIN(range of cells)	returns the lowest value of the selected cells
=COUNT(range of cells)	returns the number of values of the selected cells

#### 1.13.1. To Enter the SUM Function:

- 1) Click in a cell
- 2) Click on the **AutoSum** button in the **Editing** group
- 3) Highlight the range of cells that are to be added (The colon means “through”)
- 4) Press **ENTER**

#### 1.13.2. To Insert the Average Function into the Worksheet:

- 1) Click in a cell
- 2) Click on the drop-down arrow next to the **AutoSum** button
- 3) Click on **Average**
- 4) Highlight the range of cells be calculated
- 5) Press **ENTER**

#### 1.13.3. To Insert the MAX Function into the Worksheet:

- 1) Click in a cell
- 2) Click on the drop-down arrow next to the **AutoSum** button
- 3) Click on **Max**
- 4) Highlight the range of cells be calculated
- 5) Press **ENTER**

#### 1.13.4 To Insert the MIN Function into the Worksheet:

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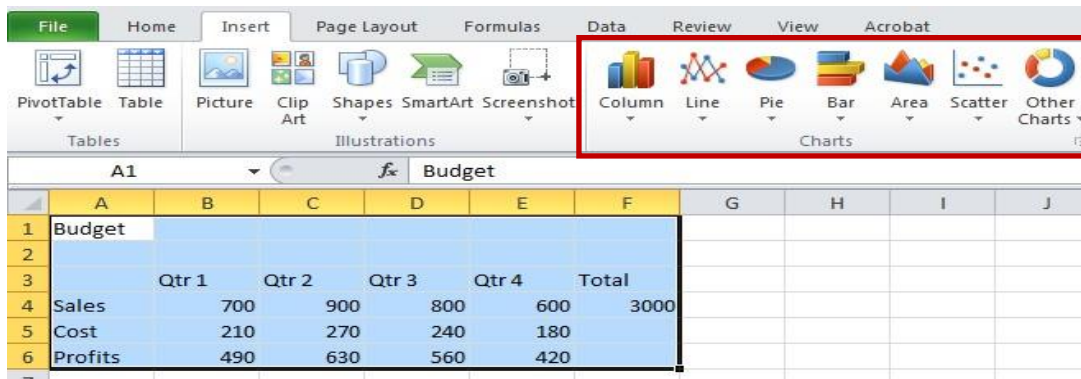
- 1) Click in a cell
- 2) Click on the drop-down arrow next to the **AutoSum** button
- 3) Click on **Min**
- 4) Highlight the range of cells be calculated
- 5) Press **ENTER**

**1.13.5. To Insert the COUNT NUMBERS Function into the Worksheet:**

- 1) Click in a cell
- 2) Click on the drop-down arrow next to the **AutoSum** button
- 3) Click on **Count Numbers**
- 4) Highlight the range of cells be calculated
- 5) Press **ENTER**

**1.14. Creating a Basic Chart:**

- 1) Highlight the data to be charted
- 2) Click on the **Insert** tab
- 3) Click on a **Chart Type** in the **Charts** group.



- 4) Click on a **Chart Style**.

**1.14.1 To Move your Chart:**



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Click and drag the chart to a new location on the worksheet.

When the chart is selected you will notice a new tab “**Chart Tools**” on the Ribbon. If you do not see the **Chart Tools**, click on the chart to select it. Under Chart Tools you will find 3 tabs:

- Design.
- Layout.
- Format.



### 1.15. Creating a New Workbook:

It is easy to create a new workbook! Simply,

- click on **File – New**
- clicking the 'New' button then click 'Create'.

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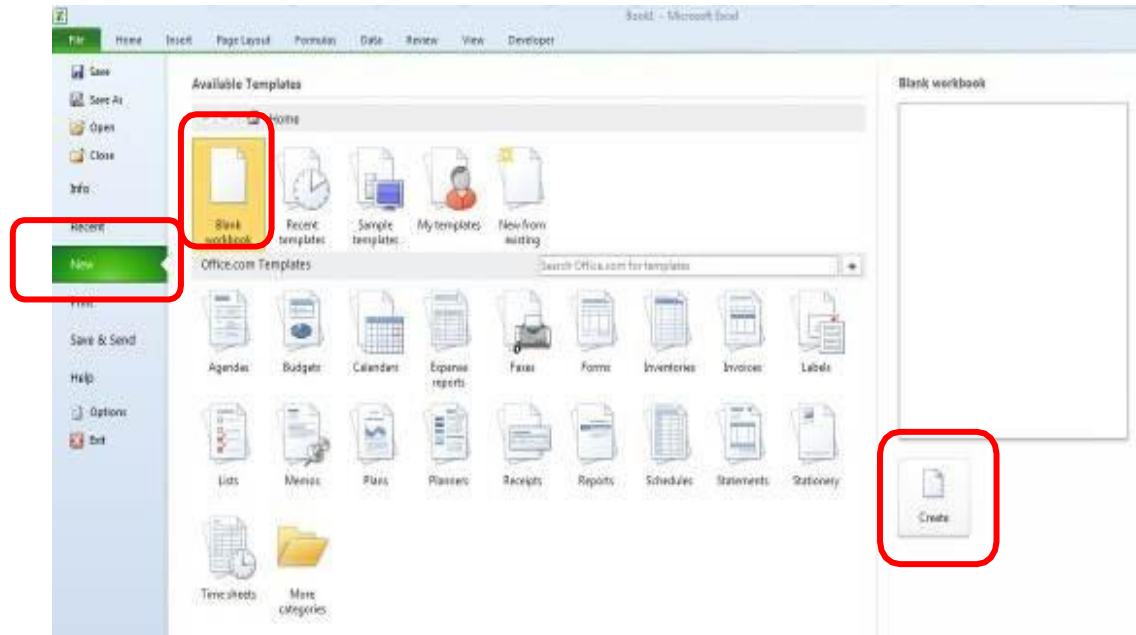
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1. To change the location of a newly added worksheet, click once on the tab and hold down the left mouse button and drag the worksheet to its new location.
2. It is also possible to change the name of each worksheet. Right-click on the *Sheet 1* tab and left-click on **Rename**. Once you click on **Rename**, the name of the sheet becomes highlighted and you can simply type in a new name. Double-clicking on the tab will also enable you to type in a new name.

### 1.15.1 . Saving a Worksheet

When working in Excel it is necessary to save your files. It is also very important that while working, your file is saved frequently. When naming a file, you are restricted to 255 characters. Avoid most punctuation; spaces are acceptable.

To Save the File:

- 1) Click on the **File** tab
- 2) Click **Save**
- 3) Type a file name
- 4) Click **Save**

### 1.15.2. Opening a Workbook

To open a workbook, display the File > Backstage menu and either:

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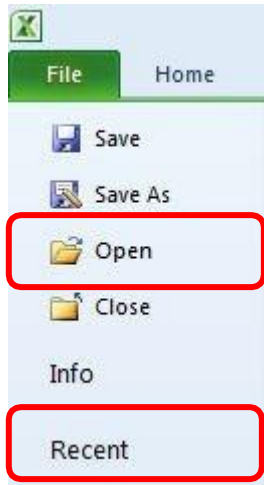
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- Choose Open or
- Choose a workbook from the Recent Documents list.

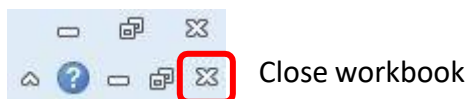


You can also use the shortcut keys Ctrl + O.

### 1.15.3. Closing a Workbook

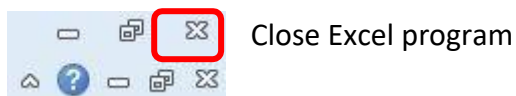
Closing a workbook is different from saving a workbook. If you have not made any changes to the workbook, just left click the lower X in the upper right corner of the workbook.

### 1.15.4. Close workbook



### 1.16. Closing Excel

To close Excel and all open Excel files, click the top X in the upper right corner of the Excel screen.



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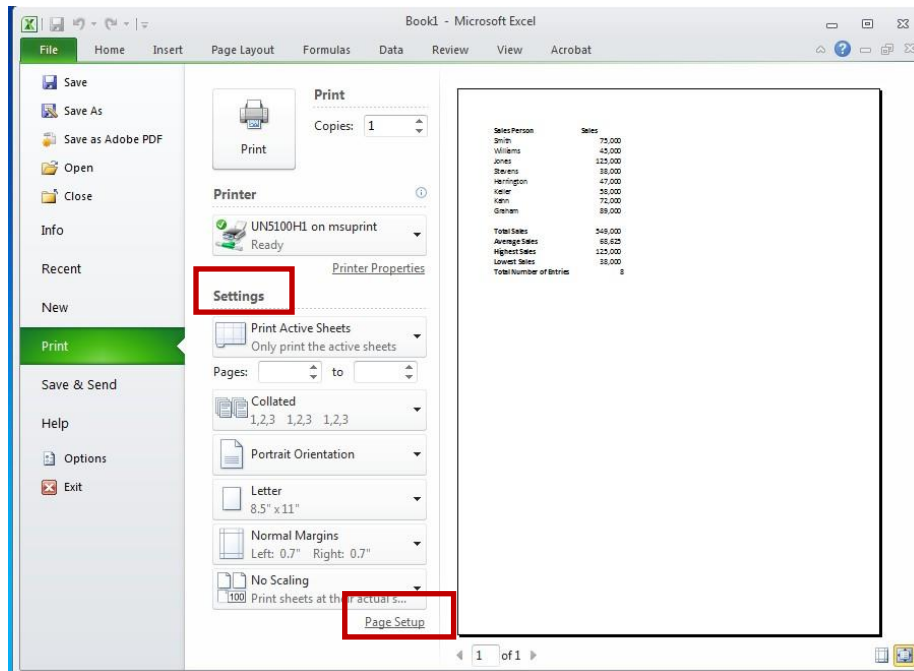
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**1.17. . Printing a Worksheet****To Print, Preview and Modify Page Setup**

- 1) Click on the **File** tab
- 2) Click on **Print**

The spreadsheet shows as it will be printed. You can proceed to print the document from here, or you can change things to make the printed output look different.



## Keyboard shortcuts in Excel – Lecture (8)

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**Keyboard shortcuts in Excel 2010****1-General - Excel Shortcuts:**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Open Options	Alt, F, T
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selected cells	Ctrl + C
Repeat last action	F4
Cut selected cells	Ctrl + X
Paste content from clipboard	Ctrl + V
Paste Special dialog box	Ctrl + Alt + V
Find and Replace	Ctrl + F
Find and Replace, Replace selected	Ctrl + H
Find previous match	Ctrl + Shift + F4
Find next match	Shift+ F4
Create embedded chart	Alt + F1
Create chart in new worksheet	F11

**2-File - Excel Shortcuts:**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Create new Workbook	Ctrl + N
Open workbook	Ctrl + O

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Save workbook	Ctrl + S
Save as	F12
Print file	Ctrl + P
Open print preview window	Ctrl + F2
Close current workbook	Ctrl + F4
Close Excel	Alt + F4

**3-Ribbon - Excel Shortcuts:**

ACTION	EXCEL SHORTCUTS
Expand or collapse ribbon	Ctrl + F1
Activate access keys	Alt
Move to next ribbon control	Tab
Activate or open selected control	Space
Confirm control change	Enter
Get help on selected control	F1

**4-Tables and Data Forms - Excel Shortcuts:**

ACTION	EXCEL SHORTCUTS PDF
Insert table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table	Ctrl + A
Toggle table total row	Ctrl + Shift + T

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Move to the next field which can be edited	Tab
Move to the previous field which can be edited	Shift + Tab
Move to the first field in the next record	Enter
Move to the first field in the previous record	Shift + Enter
Move to the same field 10 records forward	Page Down
Move to the same field 10 records back	Page Up
Move to a new record	Ctrl + Page Down
Move to a first record	Ctrl + Page Up
Move to the beginning of a field	Home
Move to the end of a field	End

**5-Filters - Excel Shortcuts:**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Activate filter	Alt + ↓
Toggle Autofilter	Ctrl + Shift + L
Clear slicer filter	Alt + C
Select the next item in the AutoFilter list	↓
Select the previous item in the AutoFilter list	↑
Close the AutoFilter list for the current column	Alt + ↑
Select the first item in the AutoFilter list	Home
Select the last item in the AutoFilter list	End



## PowerPoint – Lecture (9)

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**1. PowerPoint 2010**

Microsoft PowerPoint 2010 is part of the suite of programs known as Microsoft Office. You can use PowerPoint to create and share dynamic presentations, or slide shows as they are most commonly called.

PowerPoint presentations consist of a number of individual pages or "slides". The "slide" analogy is a reference to the slide projector. Slides may contain text, graphics, sound, movies, and other objects, which may be arranged freely. The presentation can be printed, displayed live on a computer.

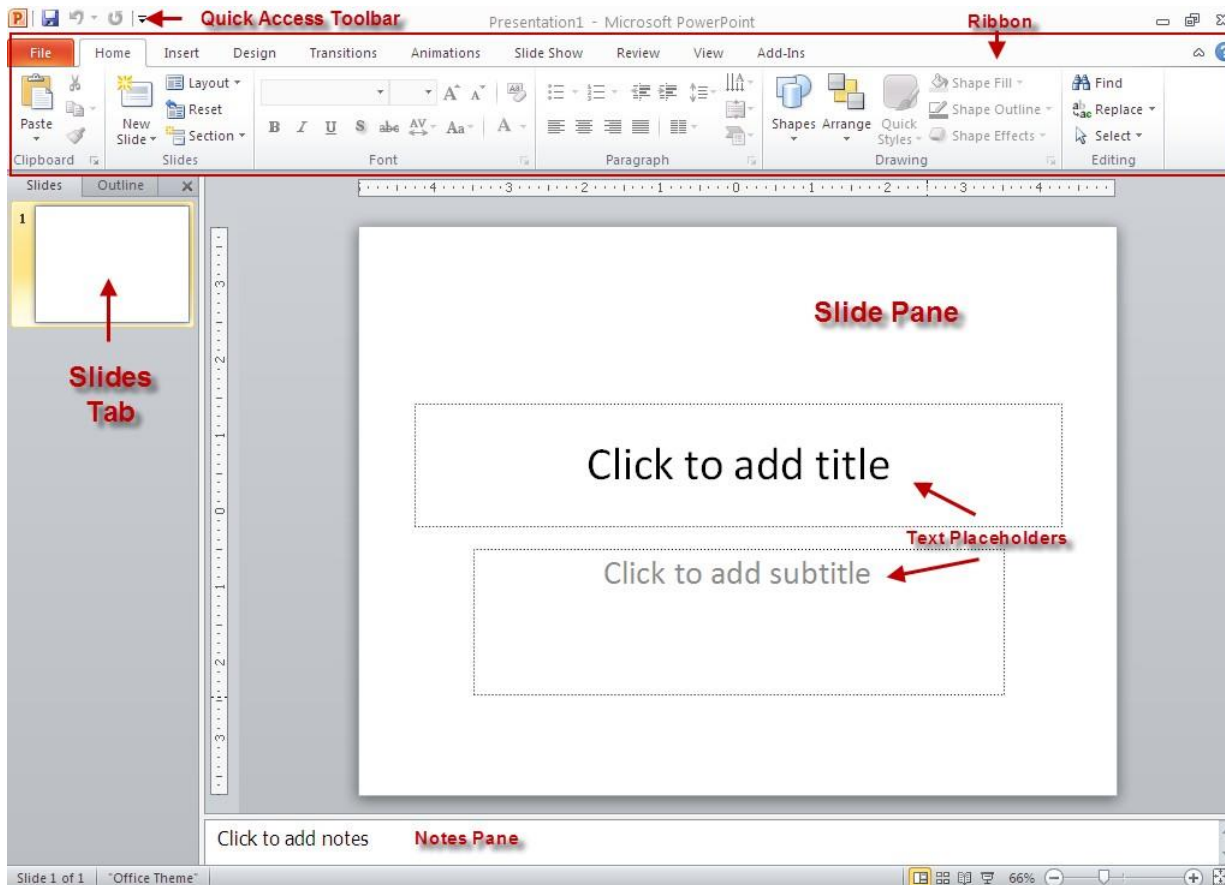
**1.1. Open PowerPoint:**

To start PowerPoint:

1. Click on the Start button
2. Click on All Programs
3. Click on Microsoft Office
4. Click on Microsoft Office PowerPoint 2010

OR

Double-click on the PowerPoint icon on the desktop.

**1.2. About the Editing Screen**

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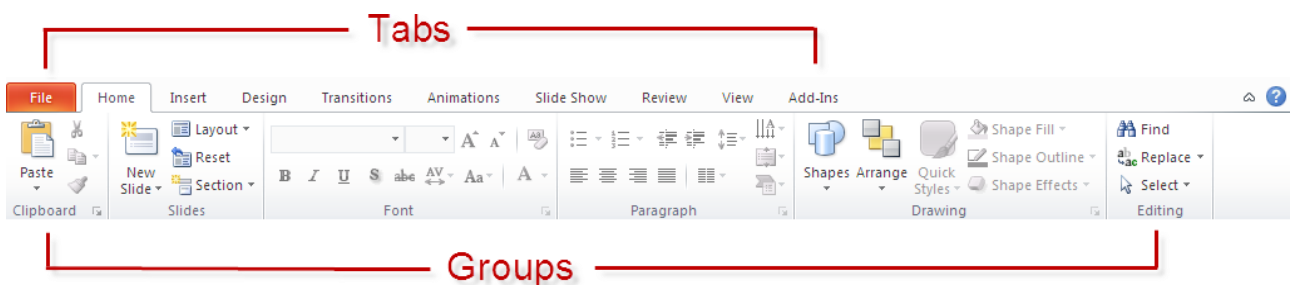
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### 1.3. Ribbon

The ribbon, which spans across the top of the PowerPoint screen, replaces the old Menu Bar and toolbars used in Microsoft Office programs up through version 2003.



It organizes related functions into tabs. Those related functions are further organized into groups. The **Home** tab, for instance, has a **Font** group that contains formatting options for adjusting font, font size, bold face, underline and italics. The **Paragraph** group contains icons that control margins, spacing and indentation, among other things.

### 1.4. Quick Access Toolbar:



- This is a customizable toolbar that provides access to commonly used functions such as Save or Undo Last Action.
- Clicking on the down arrow gives you access to other common functions that you can add to the toolbar.

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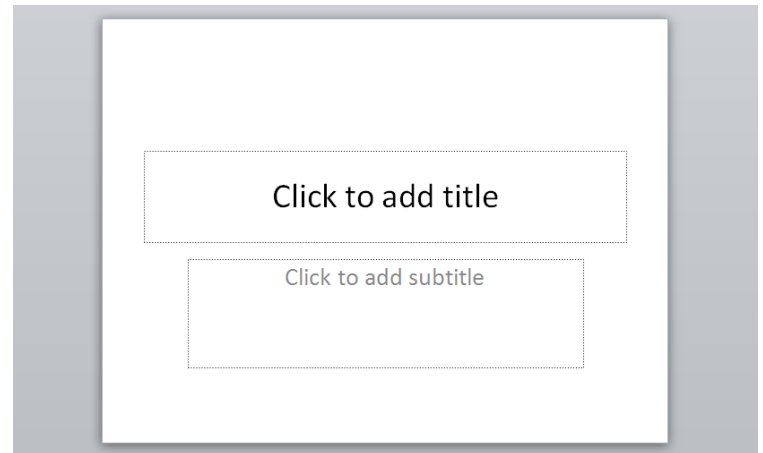
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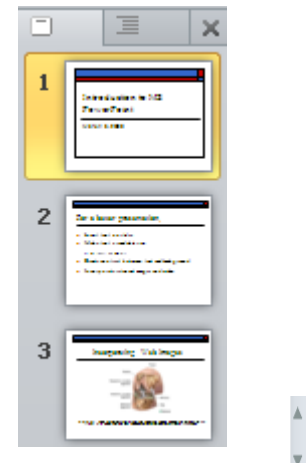
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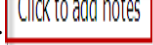
**1.5 Slide Pane:**

- The large white typing area that features “Click to add...” text prompts.
- This is the area where you’ll type your slide text

**1.6. Slides Tab:**

- Located to the left of the slide pane.
- Displays thumbnail versions of slides in your presentation.
- Clicking and dragging a thumbnail allows you to rearrange the slides in your presentation.
- You can also click on a thumbnail to advance your presentation to that slide.

**1.5. Notes Pane:**

- Located beneath the slide pane. 
- Lets you type speaker notes for each slide.
- When printed out, the slide image and notes for that slide appear together on the same page.

**1.6. Text Placeholders:**

- Located inside the slide. (Look for "Click to add..." prompts)
- When you click inside the placeholder, a blinking text



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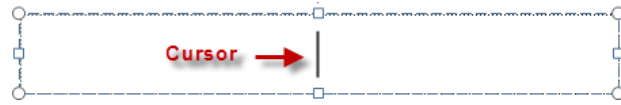
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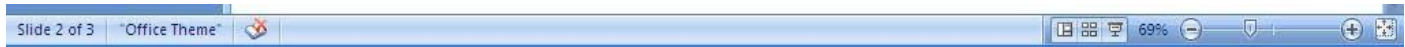
insertion point--or **cursor**--appears, and you can enter text.

❖ The **pointer/cursor**:

- It moves on-screen in the direction you move your mouse.
- When pointed at text, the pointer becomes a cursor, assuming the shape of an **I-beam**.
- When pointed outside of the text area, the pointer becomes an **arrow**.

❖ The **title bar**:

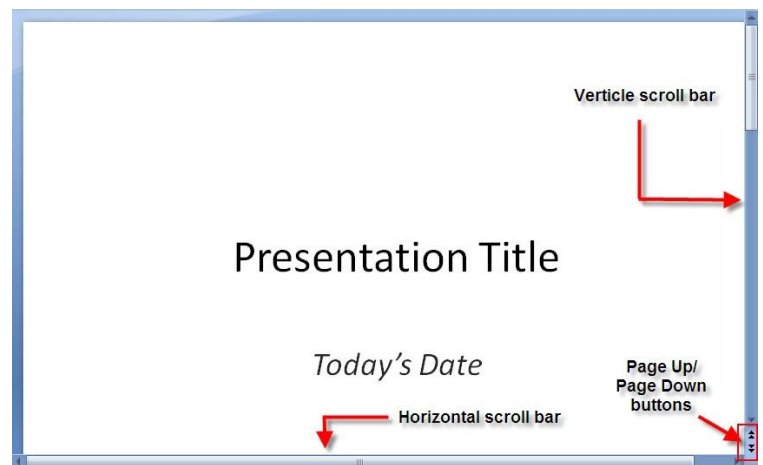
- Located at the very top of the screen.
- Displays the program title as well as the filename you assign your presentation upon saving it.

❖ The **Task Bar**:

- Located at the bottom of the screen.
- The **Task bar** displays the number of the current slide in the presentation (e.g., *Slide 1 of 1*, *Slide 2 of 2*, etc.).
- It also allows you to zoom in and out of your current slide (note the magnification slider on the right side of the Status Bar), and to change your slide view from the normal editing screen to multiple slide view (the **Slide Sorter**) and **Slide Show** view.

❖ The **vertical and horizontal scroll bars**:

- Located to the right of and beneath the slide pane.
- The **vertical scroll bar** allows you to scroll through your slides.
- Dragging the **elevator** (the button located between the up and down arrows) moves you



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quickly through the presentation. A slide indicator box to the left indicates each slide number as you pass by it.

- The **horizontal scroll bar** appears when you zoom in on part of the slide so that the entire slide doesn't fit within the viewable area. This scroll bar lets you see parts of the slide not currently displaying on-screen

❖ **The page up/page down buttons:**

- Located beneath the vertical scroll bar. (Look for the buttons that display double-arrows, one set facing up [page up] and the other facing down [page down].)
- Moves you slide-by-slide in either direction.

### 1.7.Create a Title Slide

When you open PowerPoint, the program takes you by default to a **Title Slide** screen.

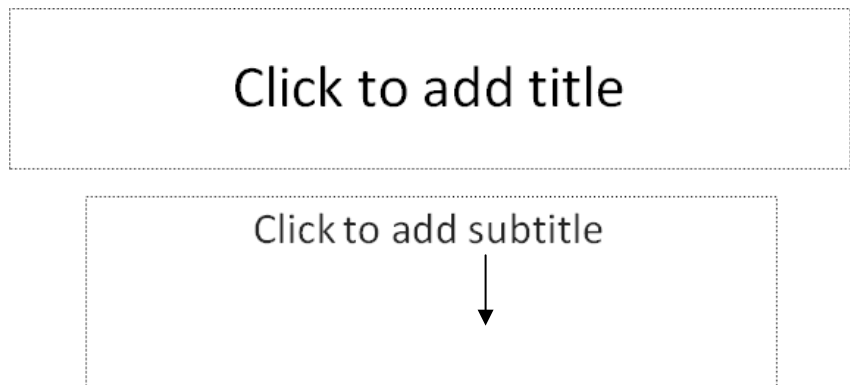
- Follow PowerPoint's on-screen prompts to enter text ("**Click to add...**").

**NOTE:** All "**Click to add...**"

prompts are optional. If you don't type a sub-title, for instance, the

**Click to add...** sub-title prompt

won't appear when you present your slide.



### 1.8.Save Your Presentation

- Choose **Save** from the **Quick Access** toolbar.
- Use the **Save in** window to locate where you plan to save your file.
- Enter a filename in the **Filename** window for the presentation and press **Save**.



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To use the Save As command:

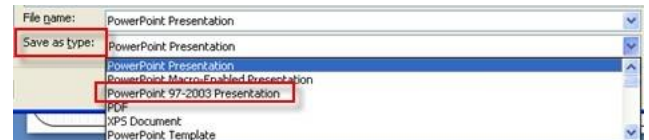
- Click the File tab.
- Select Save As. Save As.

The Save As dialog box will appear. Select the location where you want to save the presentation.

- Enter a name for the presentation, then click Save. The Save As dialog box.

**NOTE:** To save your presentation in a previous version of PowerPoint:

- Click on the down arrow by the **Save as type** window.
- Select the version in which you'd like to save the presentation.
- Click **Save**.



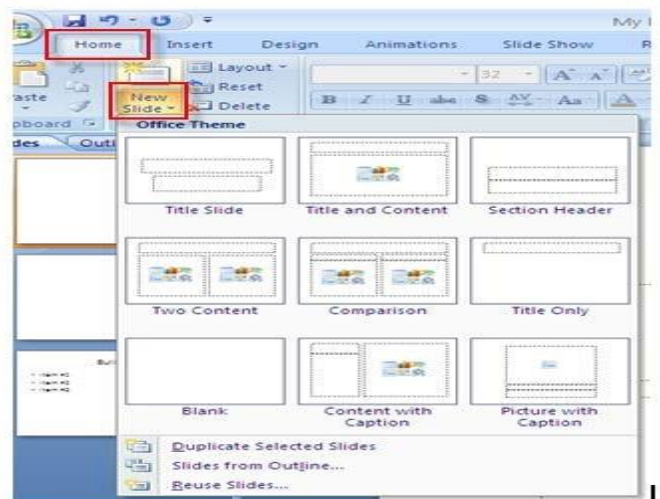
### 1.9.Create a New Slide

- Click on **New Slide** from the **Home** tab.

A list of thumbnails appears, outlining your various slide content options to choose from.

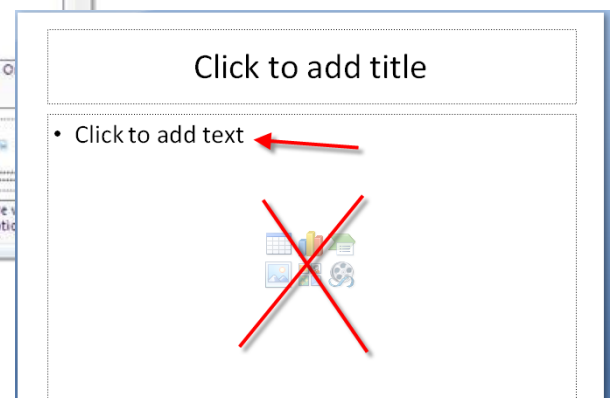
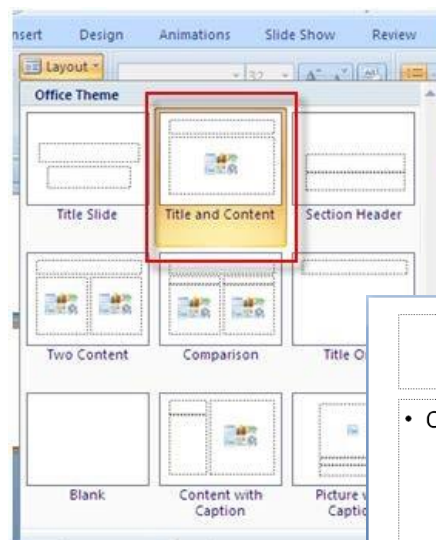
- Click once on the appropriate thumbnail to bring up the next slide.

**NOTE:** Selecting **Title and Content** allows you to create the most common slide types such as bullet lists, tables, and charts.



### 1.10. Create a Bullet List

- Click on **Title and Content**



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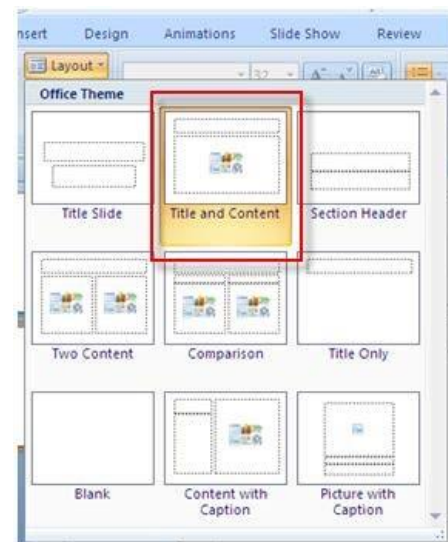
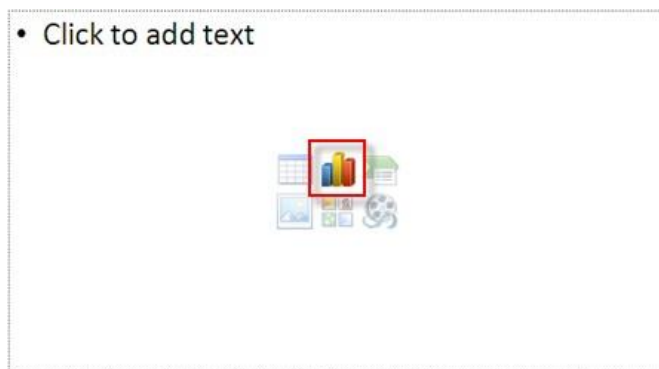
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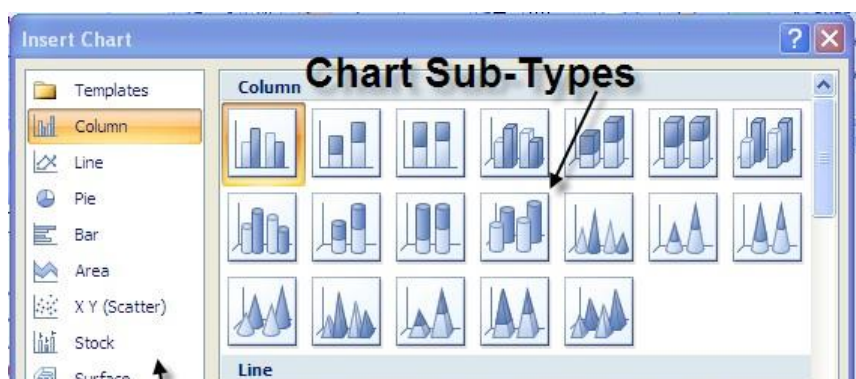
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## □1.11. Create a Chart

- Click on **Title and Content** from the list of layout options displayed.
- Click on the **Chart** icon in the center of the slide.



- Select a chart type from the list on the left side of the **Insert Chart** dialog box.





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- Next, choose a sub-type from the icons to the right and click **OK**.

The screenshot shows a split-screen view of Microsoft Office. On the left is the PowerPoint application window, titled 'Presentation1 - Microsoft ...', showing a slide with a bar chart. The chart has a title 'Click to add title' and three data series: Series 1 (blue), Series 2 (red), and Series 3 (green). The x-axis is labeled 'Category 1', 'Category 2', 'Category 3', and 'Category 4'. The y-axis ranges from 0 to 6. On the right is the Microsoft Excel application window, titled 'Chart in Microsoft Office PowerPoint - M...', showing a spreadsheet with the following data:

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	3			

A red box highlights the data range from B2 to D5. A text box below the table states: 'To resize chart data range, drag lower right corner of range.'

- You'll now see a split screen; PowerPoint is on the left and Microsoft Excel has just launched and appears to the right, with sample chart data displayed. Data for PowerPoint charts is actually entered in Excel. As you enter your own data in place of the sample data, PowerPoint automatically updates the chart displaying on the PowerPoint side of the split screen.
- You'll notice a blue boundary line at the right and bottom edges

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of the sample data.

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	Blue boundary lines
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	3	
6					

- ❖ If you have more columns/rows in your chart than are filled in by sample data, simply click on the lower right corner where the blue lines meet and drag the mouse down/to the right until you see displayed the correct number of columns and rows. You may only drag in one direction at a time (either horizontally to expand the number of columns or vertically to expand the number of rows). To expand both columns and rows, release the mouse after having dragged it in one direction and then repeat the process in the other direction.

➤ **. Entering data labels (*categories*):**

- Enter the categories you are measuring in the column labeled A. Start entering data in Row 2.

*NOTE:* As you begin typing data in each cell, the sample data from the next cell disappears automatically.

- Press the down arrow key to move row by row, or click on the next cell down using the mouse.

	A	B	C	D
1		Series 1	Series 2	Series 3
2	North	4.3	2.4	2
3	East	2.5	4.4	2
4	South	3.5	1.8	3
5	West	4.5	2.8	5
6				

➤ **Entering legend headings (*series*):**

- Enter legend headings directly beneath the cells labeled B, C, D and so on. Start entering legend headings in Column B.

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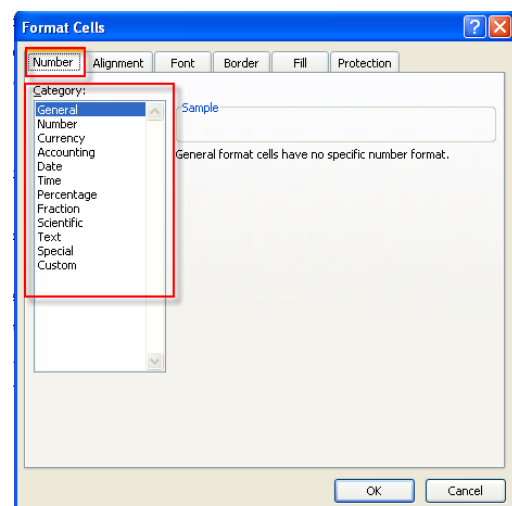
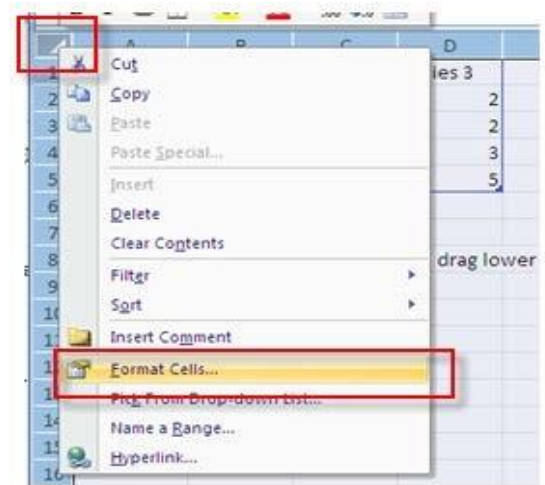
	A	B	C	D
1		2008	2009	2010
2	North	4.3	2.4	2
3	East	2.5	4.4	2
4	South	3.5	1.8	3
5	West	4.5	2.8	5

### 1.13.Entering values (numeric data):

Before entering values, you can specify the kind of values you are entering (percentage, dollar amounts, etc.).

- Click on the upper left blue cell of the spreadsheet . (This highlights the info in your spreadsheet.)
- Click with the *right* mouse button on the same cell.
- Choose **Format Cells...** with the left mouse button.
- Choose **Number** from the pop-up menu.
- Choose the type of values being represented from the **Category** listing at left.
- Click **OK**.

*NOTE:* If you choose Percentage, you will need to enter your values in the datasheet using decimal points in front of the



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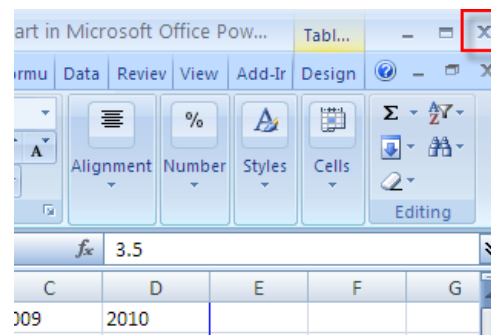
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numbers (e.g. for 23%, enter **.23** [not 23]).

### 1.13.1 When done entering data:

- Click on the **x** in the upper right corner of the Excel window.



### 1.14. Returning to the Excel spreadsheet to edit data (if necessary):

- Click once anywhere inside the chart to select it. This launches a **Chart Tools** contextual command tab that doesn't appear on the normal editing screen.
- Make sure the **Design** tab under **Chart Tools** is selected and then click on **Edit Data** from the **Data** group.



### 1.15. When done editing data:

- Click on the **x** in the upper right corner of the Excel window.

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**1.16.Change the chart type (to a line chart, area chart, etc.):**

- If your chart is not currently selected, click once in the white space above or below the legend to select it. This launches a **Chart Tools** contextual tab that doesn't appear on the normal editing screen. If the chart is already selected (has a blue bounding box around it), the **Chart Tools** tab will display.
- Make sure the **Design** tab under **Chart Tools** is selected and then click on **Change Chart Type** from the **Type** group.



Select a new chart type and sub-type and click OK.

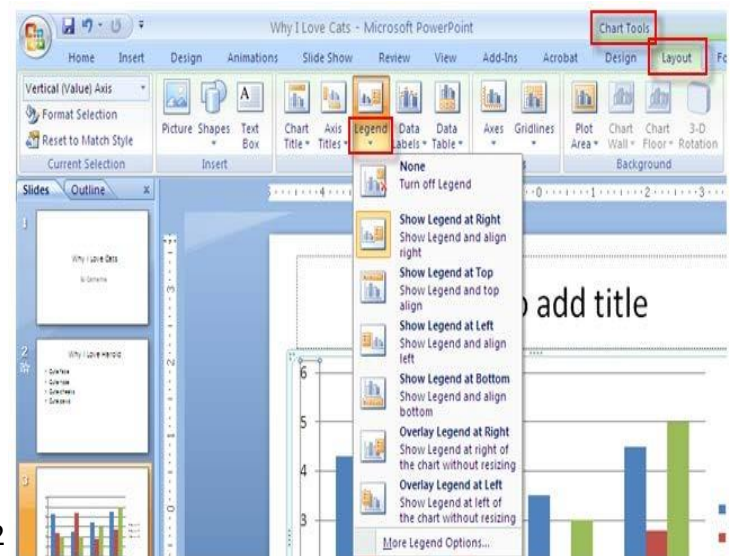
### 1.17. Relocating or deleting the legend:

deleting the legend:

- click once in the white space above or below the legend to select it.

This launches a Chart Tools contextual

- Make sure the Layout tab under Chart Tools is selected and then click on Legend from the Labels group.
- Select an alternate location on the slide for the legend, or select None to delete it.



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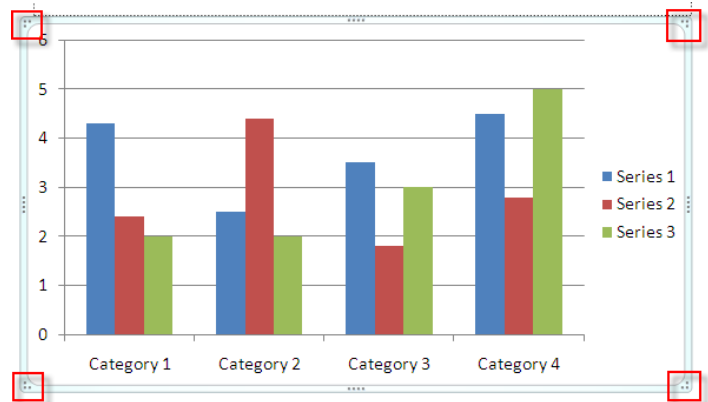
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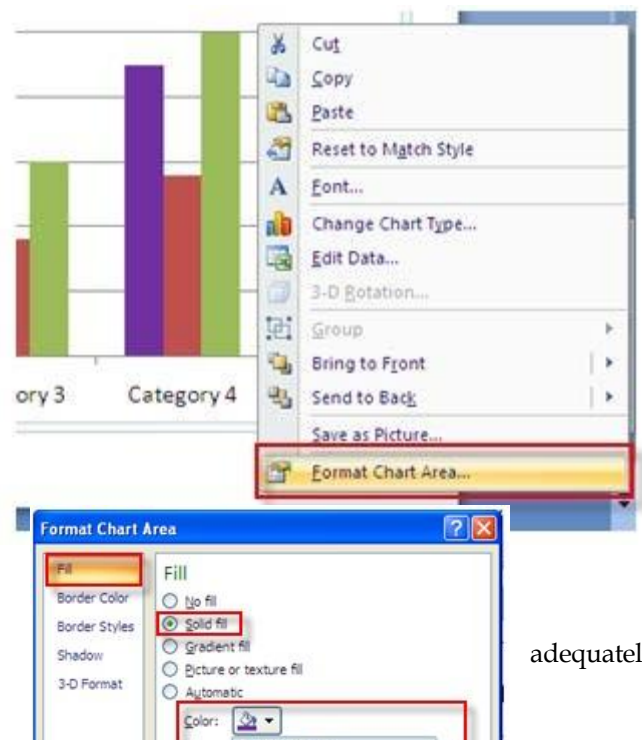
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**1.18.Resize the chart:**

- If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.
- Click on any of the four corners of the selection box (position the pointer tip directly on the 3 dots; the pointer will change from a 4-sided to a double- sided arrow).
- Drag the mouse button diagonally to stretch or shrink the chart area.

**1.19. Apply a contrasting color to the chart's background:**

- If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.
- Position the mouse pointer tip in a blank area of the chart until the **Chart Area** indicator appears beneath the arrow.
- Click once with the *RIGHT* mouse button. A pop-up menu should appear.
- Select **Fill**, if it isn't already, and then choosing **Solid fill**.
- Click on the down arrow by the paint bucket





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next to where it reads: **Color**.

- Choose a color for your background that contrasts with your other chart elements.
- Click **Close** when done.

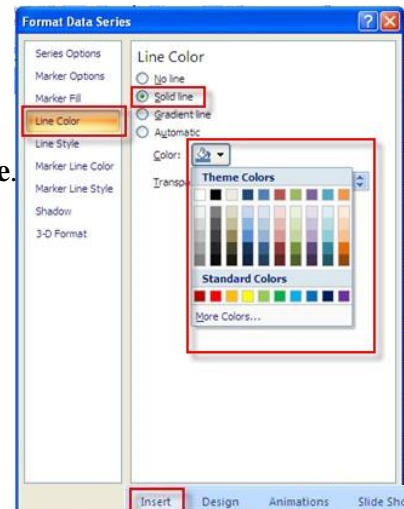
### 1.120. Change the color of the line in a line chart:

- If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.
- Position the mouse pointer tip directly over the line (anywhere *except* where it intersects a gridline) and click once to select it.
- Choose **Format** beneath the **Chart Tools** tab and click on **Shape Outline**.
- Choose a color for your chart line that contrasts adequately with the chart's background color.

**NOTE:** You may also change the width

of the line by choosing **Line Style** and then adjusting the default weight.

- Click **Close** when done.



### 1.21. Add Shapes to Your Slide

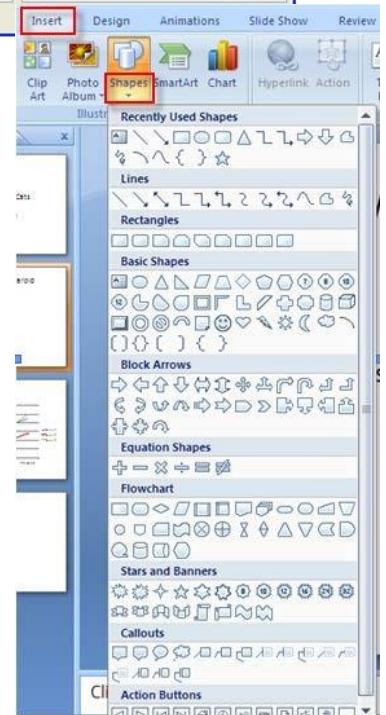
- Click on the **Insert** tab and choose **Shapes** from the **Illustrations** group.
- Click on the desired shape.

The mouse pointer changes shape to that of a crosshair.

- Position the crosshair where you want to begin drawing the shape.
- Click and hold down the mouse button as you drag to create the shape.
- Let go of the mouse when done.

### 1.22. Relocate/resize/recolor the shape as you wish.

*To relocate:*





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- Click and hold down the mouse button anywhere inside the shape.
- Drag it to a different location and let go of the mouse button.

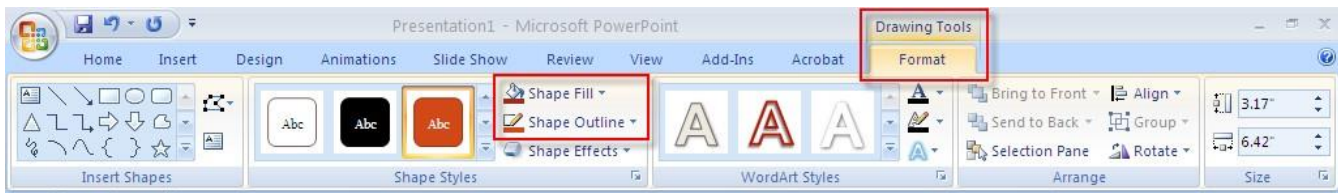
**1.23. To resize:**

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the shape, and let go of the mouse button.

*NOTE:* Holding down the Shift key while dragging the mouse preserves the shape's proportions as you resize.

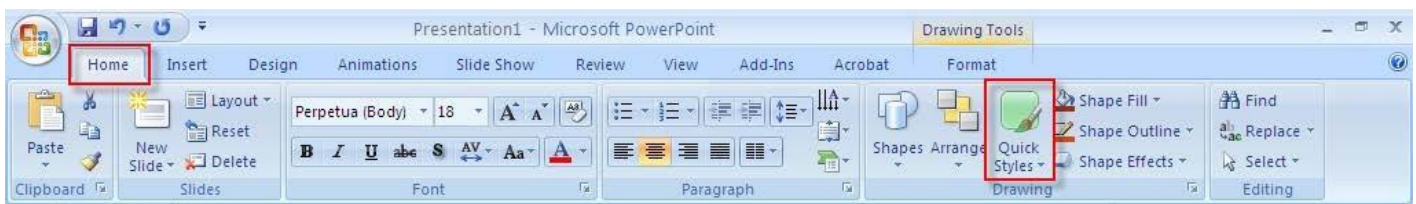
**1.24. To recolor:**

- Click anywhere inside the shape.
- Click on the **Home** tab.

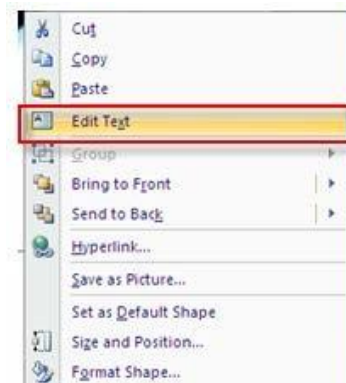


A contextual tab called **Drawing Tools (Format)** appears.

- Change the color and/or outline of the shape by selecting **Shape Fill** and/or **Shape Outline**.
- You may also click on the **Home** tab and select **Quick Styles** from the **Drawing** group to select from some preset designs offered by PowerPoint.

**1.25. Add text to the shapes**

- Right-mouse click inside the shape.
- Select **Edit Text** (with the left mouse button).
- Enter your text.

**1.26. Recolor/resize the text as you wish.**

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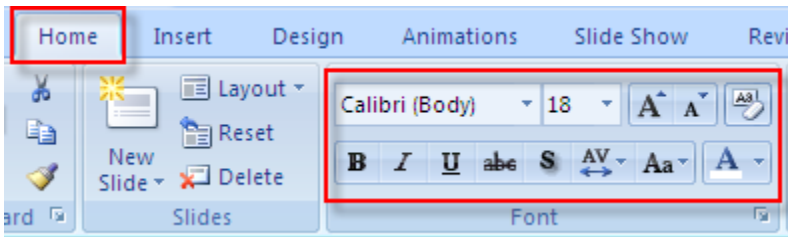
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- Highlight the text using the mouse.
- Click on the **Home** tab.
- Use the tools in the **Font** group to make changes to the text.



### 1.27. Add Additional Text to Your Slide

You may want to insert additional text on your slide besides that which goes in the text placeholders.

- Click on the **Insert** tab and select **Text Box** from the **Text** group.

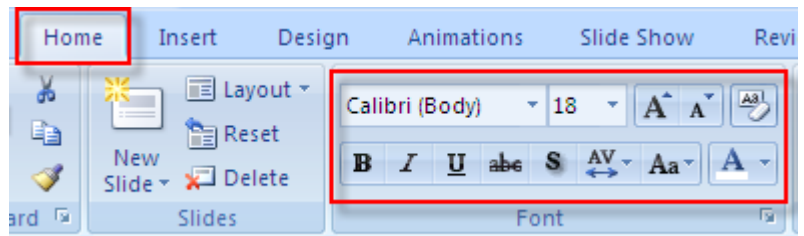


The mouse pointer changes shape to a cursor.

- Position the cursor where you want to insert the text box.
- Hold down the left mouse button (the pointer changes to a crosshair shape) and drag the crosshair to create a text box.
- Type text inside the box.

### 1.28.1 Recolor/resize the text as you wish.

- Highlight the text using the mouse.
- Click on the **Home** tab.
- Use the tools in the **Font** group to make changes to the text.



### 1. 29. Add Clip-Art to a Slide



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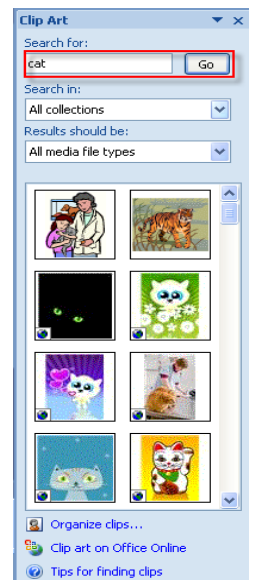
---

- Click on the **Insert** tab and choose **Clip Art** from the **Illustrations** group.

### 1.30. A Clip Art

task pane appears on the right side of the screen.

- Enter word or phrase that describes the image you are looking for in the **Search for:** window and click on **Go**.
- Scroll through the list of images that match your
  - description and click once on the thumbnail of the image you wish to insert.
    - The image will appear on your slide with "handles" around it.



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**1.31. Relocate/resize/recolor the image as you wish.****1.31.1 To relocate:**

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

**1.31.2. To resize:**

- Position the mouse pointer tip directly over any of the *corner* handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

**1.32. Import an Image from the World-Wide Web**

If you find an image on the Web that you want to include in your PowerPoint presentation,

**At the website:**

- Position the mouse on the image and click on it with the **right** mouse button.
- Choose **Save Image as...** from the pop-up menu. (Use your **left** mouse button this time!)
- Choose where on your computer you wish to save the image from the **Save In** window.
- If you wish, you can overwrite the given filename listed in the **File name** window, or you can stick with the given file name already assigned to the image.
- Click on **Save**.
- **1.32.1. To relocate:**
  - Click and hold down the mouse button anywhere inside the image.
  - Drag it to a different location and let go of the mouse button.

**1.32.2 To resize:**

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.

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### 1.33. Adjust Images Using Picture Tools

- The **Picture Tools (Format)** tab appears when an image is selected (has handles around it). Click once



- inside the image if no handles appear.

The **Picture Tools** tab allows you to crop your image, add a frame, and adjust image contrast, brightness, etc.

- Place the mouse pointer tip over the various icons (without clicking) and a description box appears, identifying what each one does. (Most are self-explanatory.)

### 1.34. To crop the image:

- Click on the **Crop** icon on the **Picture Tools** tab.
- The handles surrounding your image change shape.
- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a crop tool as it nears a handle, and then assumes the same shape as the handle when positioned directly over it.
- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.
- Release the mouse button when finished cropping
- . To turn off the **Crop** tool, click again on the **Crop** icon.



**NOTE:** If you overcrop your image, you can “uncrop” by clicking on the same handle and dragging it outward. Cropped portions of your image will return to view.

### 1.35. Re-arrange Slides in Your Presentation Using the Slide Sorter

- Click on the **View** tab and choose **Slide Sorter** from the **Presentation Views** group.



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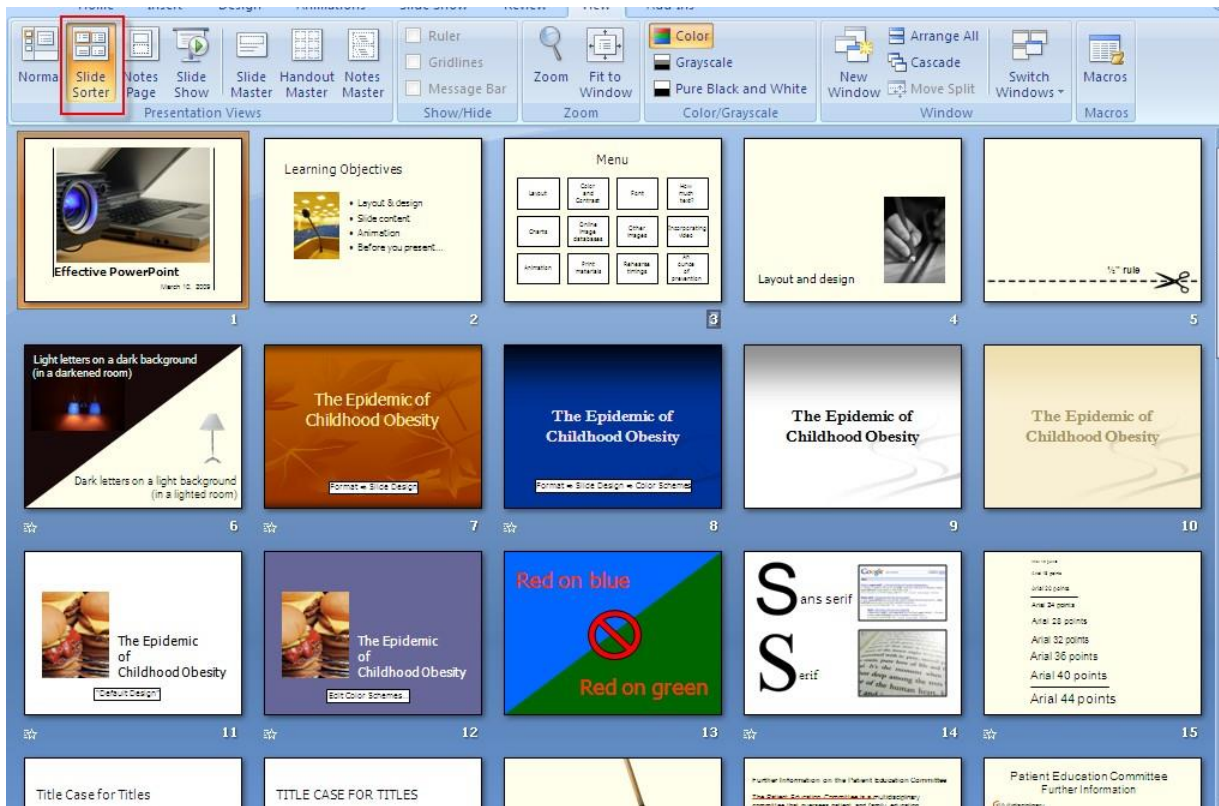
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The **Slide Sorter** displays the slides of your presentation side-by-side in miniature. Depending on the number of slides in your presentation, some or many of the slides may be out of view. (If so, you'll notice the vertical scroll bar on the right, which you can use to navigate through the presentation.)



- Position the mouse pointer over the slide you wish to relocate, and then click and hold down the mouse.

As you drag the mouse around the screen, a thin vertical line follows, moving between the slides.

- When the thin line is in the location you wish to move the slide to, let go of the mouse button.

To restore single slide view:

- Double-click on a slide to restore single slide view.

The slide you double-click on will appear in single slide view.



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### 1.36. Create Slide Transitions

- Click on the **Animations** tab.
- Glide your mouse over each of the transition effects located in the **Transition to This Slide** group to preview them on your slide.

**Note** the vertical scroll bar to the right; there are more effects to preview than are currently in view.



- Click once on an effect to select it.
- To apply the transition to the entire presentation, click on **Apply To All**.

### 1.37. View Your Presentation



- Click on the **Slide Show** tab.
- Click on **From Beginning** to view the entire presentation or **From Current Slide** to view from the current slide onward.
- Click on the left mouse button to advance from slide to slide.
  - If you have animated your bullet list, clicking on the mouse brings up each successive bullet.
- At the end of your presentation, a black screen appears, with the message: **End of slide show, click to exit.**
- Click once more to return to the editing screen.

**NOTE:** To move backwards in your presentation, simply press the **Backspace** key.

**NOTE:** You can press **Escape** on the keyboard at any time to exit the presentation. The slide currently being displayed in

**Slide Show** view will appear on the editing screen.



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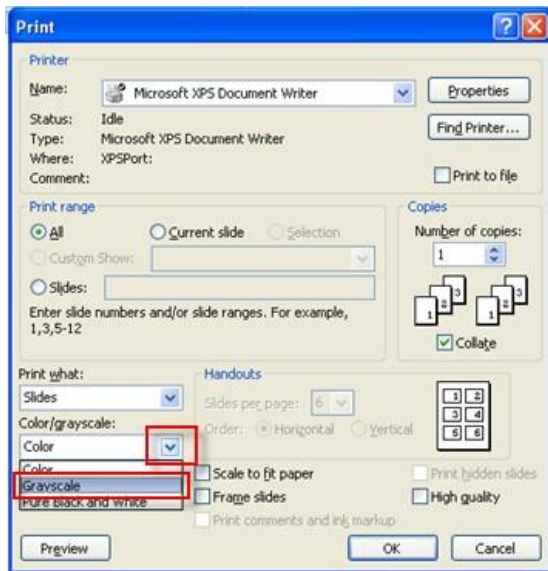
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## 1.38. Print Your Presentation

- Click on the **Microsoft Office button** and choose **Print**.
- Select your printer, the number of copies, etc.
- If you are using a black and white printer, select the **Grayscale** option in the lower left corner of the print menu.
- Click **OK**.



- **Office button** and choose **Close**.

**NOTE:** If your most recent changes to the presentation have not been saved, you'll first be asked if you want to resave.

## 1.39. Open a Saved Presentation

- Click on the **Microsoft Office button** and choose **Open**.
- Click on the down arrow by the **Look in** window.
- Scroll until you find the location of your file and click on it.
- Click on the file in the window below.
- Click **Open**.



## PowerPoint Keyboard Shortcuts– Lecture (10)

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**PowerPoint Keyboard Shortcuts 2010**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Save a presentation	CTRL+S
Print a presentation	CTRL+P
Open a presentation	CTRL+O
Create a new presentation	CTRL+N
New slide	CTRL+M
Duplicate	CTRL+D
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo (last action)	CTRL+Z
Redo (last action)	CTRL+Y or F4
Select all	CTRL+A
Close active presentation	CTRL+W or CTRL+F4
Close PowerPoint	CTRL+Q or ALT+F4 *
<b>Moving In a Presentation</b>	
<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
First slide	CTRL+HOME

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Last slide	CTRL+END
Next slide (depending on Zoom)	PAGE DOWN
Previous slide (depending on Zoom)	PAGE UP
Move from pane to pane	F6
<b>Moving Around In Text</b>	
<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
One character to the left	←
One character to the right	→
One line up	↑
One line down	↓
One word to the left	CTRL+←
One word to the right	CTRL+→
To the end of a line	END
To the beginning of a line	HOME
Up one paragraph	CTRL+↑
Down one paragraph	CTRL+↓
To the end of a text box	CTRL+END
To the beginning of a text box	CTRL+HOME
To the next title or body text placeholder	CTRL+ENTER
Find	CTRL+F or F4

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To repeat the last Find action	SHIFT+F4
<b>Formatting In a Presentation</b>	
<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Align left	CTRL+L
Align right	CTRL+R
Center	CTRL+E
Bold text	CTRL+B
Insert hyperlink	CTRL+K

<b>Selecting Text and Objects</b>	
<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
One character to the right	SHIFT+→
One character to the left	SHIFT+←
To the end of a word	CTRL+SHIFT+→
To the beginning of a word	CTRL+SHIFT+←
One line up	SHIFT+↑
One line down	SHIFT+↓
An object	TAB or SHIFT+TAB until the object you

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	want is selected
All objects (slide view)	CTRL+A
All slides (slide sorter view)	CTRL+A
All text (outline view)	CTRL+A
Show/Hide grid lines	SHIFT+F9
Show/Hide guide lines	ALT+F9 *
<b>Deleting and Copying Text and Objects</b>	
<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected object	CTRL+X
Copy selected object	CTRL+C
Paste cut or copied object	CTRL+V
Undo the last action	CTRL+Z
<b>Working In an Outline</b>	
<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>

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Switch between Outline and Slides pane in Normal View	CTRL+SHIFT+TAB
Promote a paragraph	SHIFT+TAB
Demote a paragraph	TAB
Move selected paragraphs up	ALT+SHIFT+↑ *
Move selected paragraphs down	ALT+SHIFT+↓ *
Show heading level 1	ALT+SHIFT+1 *