

Office 2010

Made Simple

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Part



Quick Start Guide

To start using Microsoft Office, you need to log on to Windows, launch the program you want to use, and create documents in it. This Quick Start Guide shows you how to do just that.

You also learn what the major components of the Office programs' interface are and what they do, how to close a program when you finish using it, and where to look to find information about the topics you want to learn about.

Let's get started!

Logging On to Windows

First, get Windows up and running.

Start your PC by pressing its power button.

When the login screen appears, click your user name, type your password, and then press **Enter**, as shown in Figure 1.



Figure 1. To get started with Office, log in to Windows by typing your password and pressing **Enter**.

Locating the Office Programs and Launching Word

Now that you've logged in to Windows, locate the Office programs and click Microsoft Word 2010 as shown in Figure 2. You'll normally find the Office programs in the **Microsoft Office** group on the **Start** menu.

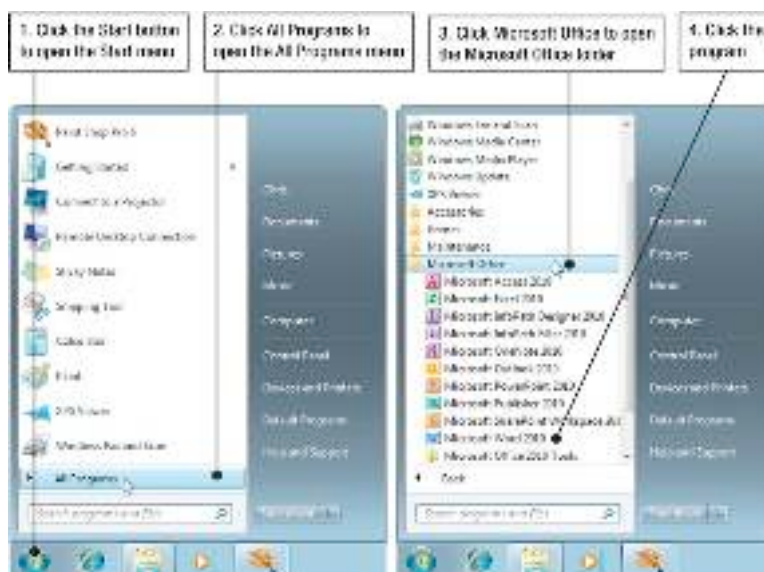


Figure 2. Locate the Office programs on the **Start** menu, and then click **Microsoft Word 2010** to launch Word.

Meeting the Major Components of the Word Window

When Word opens, it automatically creates a new document for you and displays it in a window. Figure 3 explains what you should be seeing at this point.

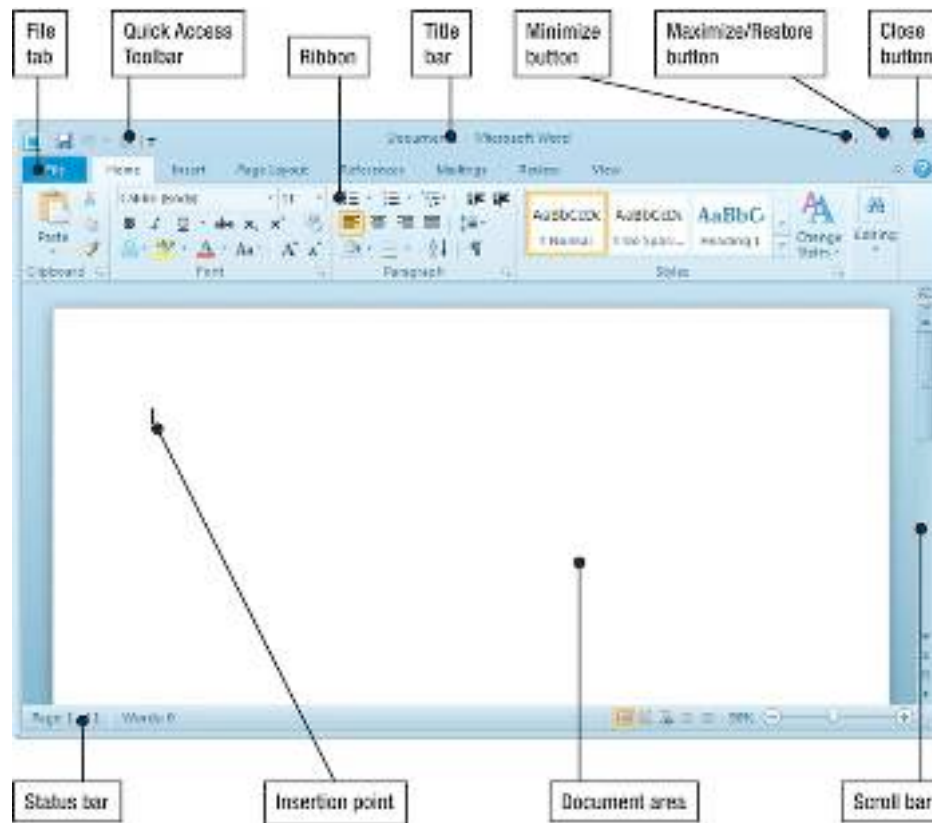


Figure 3. Each of the Office programs has the same major components, including the **File tab**, **Quick Access Toolbar**, **Ribbon**, and **status bar**.

Here's what the main elements of the Word window do:

- **Title bar.** Running across the top of the window, the title bar shows the name of the file open in the window (in this case, Document1) and the program's name.
- **File tab.** This tab, at the left end of the Ribbon, opens Backstage view, which you use to give commands for opening, printing, saving, and otherwise manipulating documents.
- **Quick Access Toolbar.** This bar at the left end of the title bar provides instant access to the commands you need most often.

- *Ribbon*. This control strip across the top of the program window contains tabs that hold groups of controls. The Ribbon is your main means of giving commands in the Office 2010 programs. (You can also give commands by right-clicking and using the context menus and by pressing keyboard shortcuts.)
- *Minimize, Maximize/Restore, and Close buttons*. At the right end of the title bar are (from left to right) the **Minimize** button, the **Maximize/Restore** button, and the **Close** button. Click the **Minimize** button to minimize the window to the taskbar; click the **Maximize** button to enlarge the window to full screen, or click the **Restore** button (which replaces the **Maximize** button) to return it to the size it was before you maximized it; or click the **Close** button to close the window.
- *Document area*. This is the main part of the window, where you enter the content of your document.
- *Insertion point*. This indicator shows where text you type on the keyboard will land in the document.
- *Status bar*. This bar at the bottom of the window shows readouts giving you information about the status of the file or the current object together with controls for changing the view and zooming in and out.
- *Scroll bar*. This bar at the right side of the window frame lets you scroll up and down through your documents.

As you'll see later in the book, the other Office programs also use most of these elements.

Closing a Document

As you saw a moment ago, Word automatically opens a new blank document for you when you launch the program. If you need such a document, you can start work by typing in it. If not, you can close it as shown in Figure 4.

When you click the File tab, Backstage view opens, as you can see in Figure 4, giving you access to commands for manipulating the document as a whole.

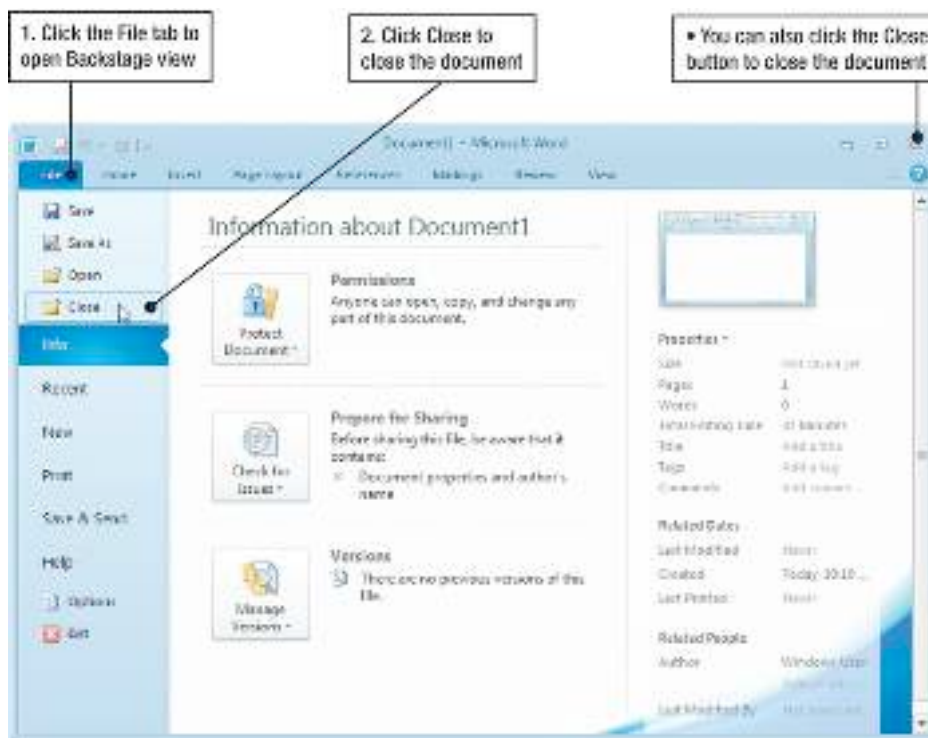


Figure 4. You can close a document by choosing **File > Close** or by clicking the **Close** button at the upper-right corner of the window.

Creating and Saving a New Document

To create a new document, you use Backstage view as well. When you click the **Open** button in the left column of Backstage view, as shown in Figure 5. Word displays the **New** pane. You can then use the controls in the **Available Templates** area to choose the template you want, and then click the **Create** button to create a new document based on that template.

NOTE: A *template* is a file that contains the framework for a new document. For example, a report template contains placeholders for items such as the report's title, author name, headings, and body text. Using a template helps you create consistently formatted documents quickly and easily.

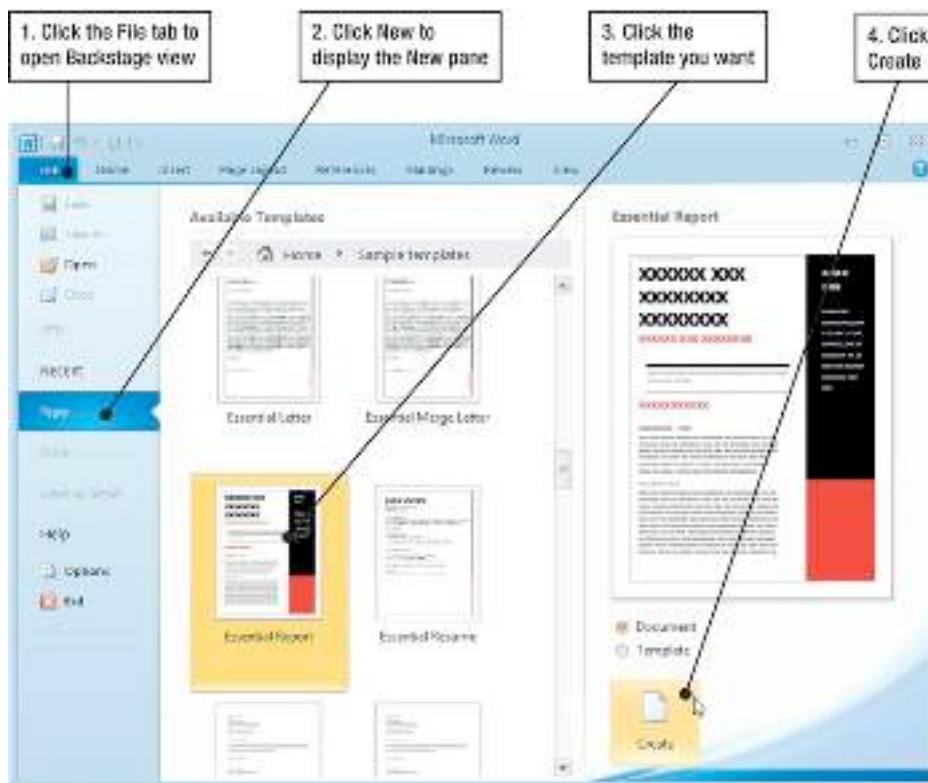


Figure 5. To create a new document, choose **File** ➤ **New**, click the template you want to use, and then click the **Create** button.

Now that you've created a document, save it as shown in Figure 6.

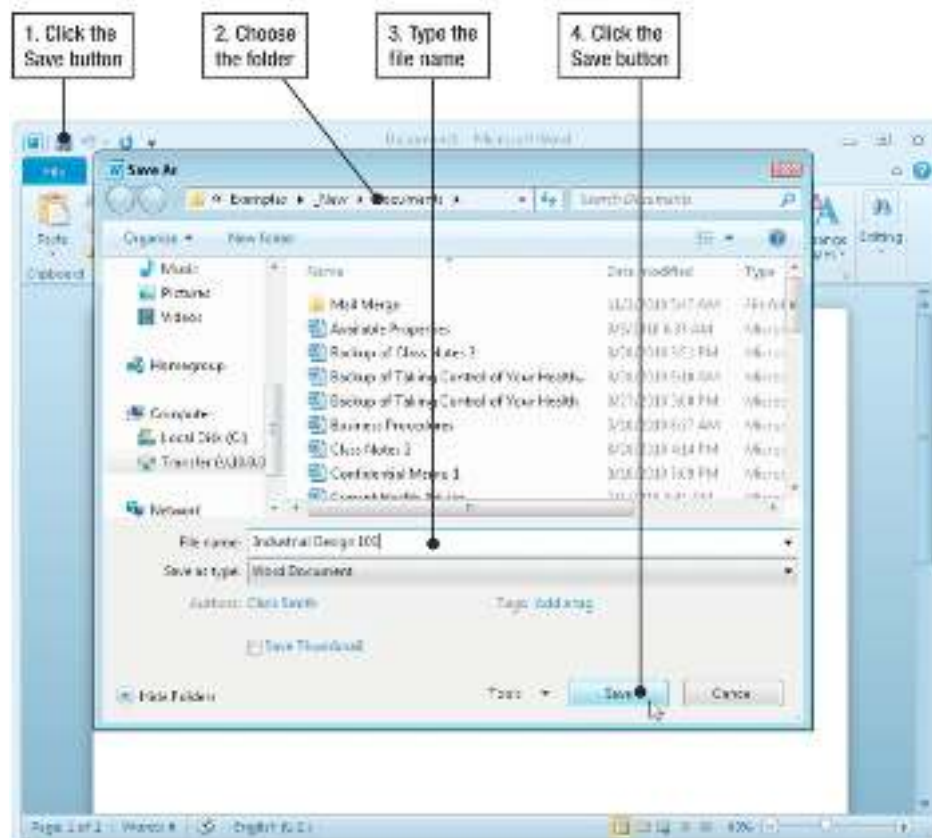


Figure 6. When you save a new file for the first time, you use the **Save As** dialog box to specify the file name and choose the folder to save the file in.

After saving and naming the document, you can add content to it—for example, by typing text or inserting pictures. To save the changes you make, click the **Save** button on the Quick Access Toolbar or press **Ctrl+S**.

Closing Word

When you finish using Word, close it as shown in Figure 7. If any of your open documents contain unsaved changes, Word prompts you to save them.

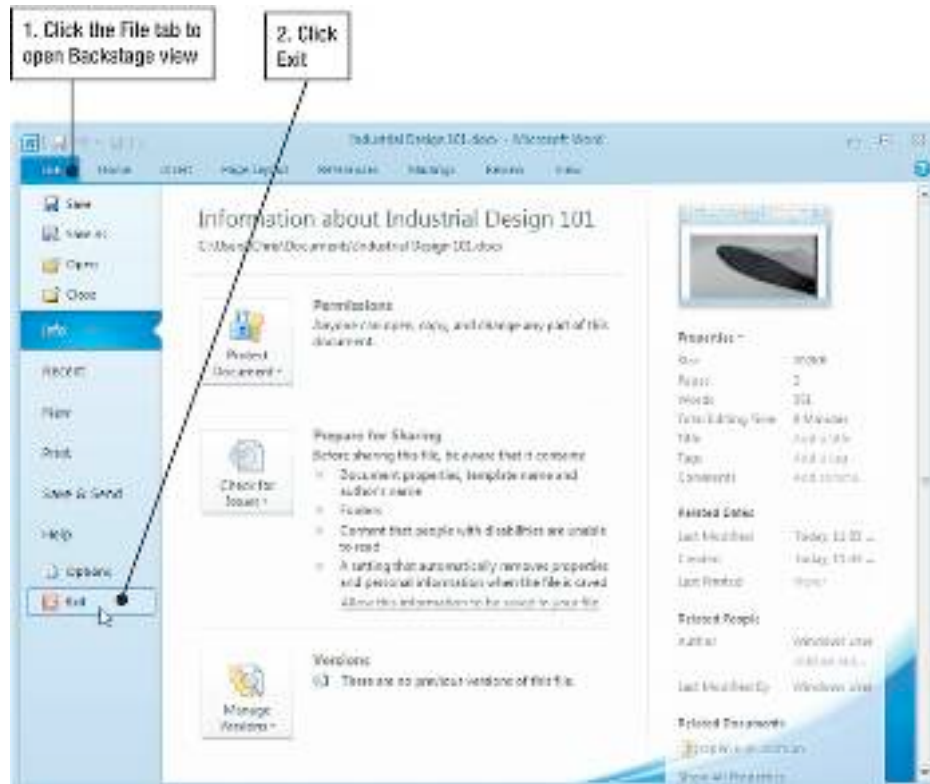


Figure 7. To close Word, open Backstage view and give the **Exit** command.

Where to Learn More

Table 1 lists the major Office topics this book discusses and where you'll find them.

Table 1: Major Office Topics

Topic	Where to Learn More (Chapter and Section)
Starting programs the easy way	Chapter 1, "Launching a Program"
Opening a recent file	Chapter 1, "Reopening a File You've Used Recently"
Giving commands with the Ribbon and keyboard	Chapter 2, "Using the Ribbon"

Topic	Where to Learn More (Chapter and Section)
Using the AutoCorrect feature	Chapter 2, "Entering Text Faster Using AutoCorrect"
Checking spelling and grammar	Chapter 2, "Checking Spelling and Grammar in Your Files"
Printing	Chapter 2, "Printing Your Documents"
Entering text and symbols	Chapter 3, "Entering Text in Your Documents"
Formatting text and objects	Chapter 3, "Applying Direct Formatting to Text and Objects"
Working with Cut, Copy, and Paste	Chapter 3, "Using Cut, Copy, and Paste"
Finding and replacing text	Chapter 3, "Using Find and Replace"
Creating tables	Chapter 3, "Laying Out Material with Tables"
Adding links	Chapter 3, "Inserting Hyperlinks in Your Documents"
Adding clip art items to documents	Chapter 4, "Inserting Clip Art Items in Your Documents"
Adding pictures to documents	Chapter 4, "Inserting Other Pictures in Your Documents"
Laying out graphical objects	Chapter 4, "Positioning Graphical Objects"
Adjusting picture color, style, and cropping	Chapter 4, "Making Your Pictures Look the Way You Want Them"
Creating diagrams	Chapter 4, "Creating Illustrations by Inserting SmartArt Graphics"
Working on the same document as your colleagues	Chapter 5, "Coauthoring in Real Time"
Sharing documents with your colleagues via a network	Chapter 5, "Sharing Documents on a Network"
Sharing documents via the Internet	Chapter 5, "Sharing Documents via E-mail, SkyDrive, and Electronic Documents"
Putting the buttons you need on the Quick Access Toolbar	Chapter 6, "Customizing the Quick Access Toolbar"

Topic	Where to Learn More (Chapter and Section)
Customizing the status bar	Chapter 6, "Customizing the Status Bar"
Changing the Ribbon	Chapter 6, "Customizing the Ribbon"
Choosing General options and Save options	Chapter 6, "Setting Essential Options"
Adding text to a Word document	Chapter 7, "Entering Text in Your Word Documents"
Selecting text and moving through documents	Chapter 7, "Selecting Text and Navigating Through Your Documents"
Seeing exactly the information you need to see	Chapter 7, "Working the Smart Way by Using Views and Windows"
Formatting a document using styles	Chapter 8, "Applying Styles to a Document"
Creating styles that look the way you want	Chapter 8, "Creating Custom Styles"
Adding further formatting to styled text	Chapter 8, "Applying Direct Formatting on Top of Styles"
Breaking up a document into sections	Chapter 9, "Using Sections to Create Complex Layouts"
Creating headers and footers	Chapter 9, "Adding Headers, Footers, and Page Numbers"
Creating tables in Word documents	Chapter 9, "Adding Tables to Your Documents"
Creating columns of text	Chapter 9, "Creating Newspaper-Style Columns of Text"
Using revision marks and comments	Chapter 10, "Revising a Document"
Creating a final version of a document	Chapter 10, "Finalizing a Document"
Printing only some pages of a document	Chapter 10, "Printing Your Documents"
Navigating the Excel interface	Chapter 11, "Navigating the Excel Interface, Worksheets, and Workbooks"

Topic	Where to Learn More (Chapter and Section)
Entering data in Excel	Chapter 11, "Entering Data in Your Worksheets"
Rearranging the worksheets in a workbook	Chapter 11, "Inserting, Renaming, Deleting, and Rearranging Worksheets"
Using views, splitting, and freezing	Chapter 11, "Displaying Worksheets the Way You Prefer to See Them"
Collaborating with your colleagues on a workbook	Chapter 11, "Sharing Your Workbooks and Tracking Changes"
Setting up the rows and columns in a worksheet	Chapter 12, "Working with Rows and Columns"
Formatting elements in worksheets	Chapter 12, "Formatting Cells and Ranges"
Creating headers and footers	Chapter 12, "Adding Headers and Footers to Your Worksheets"
Printing worksheets and workbooks	Chapter 12, "Printing Your Excel Worksheets and Workbooks"
Understanding the basics of formulas and functions	Chapter 13, "Referring to Cells and Ranges in Formulas and Functions"
Using formulas	Chapter 13, "Performing Custom Calculations by Creating Formulas"
Using functions	Chapter 13, "Performing Standard Calculations by Inserting Functions"
Understanding how charts work in Excel	Chapter 14, "Learning the Essentials of Charts in Excel"
Creating a chart	Chapter 14, "Creating, Laying Out, and Formatting a Chart"
Creating a database in Excel	Chapter 15, "Creating Databases"
Sorting a database	Chapter 15, "Sorting a Database by One or More Fields"
Finding records in a database by criteria	Chapter 15, "Filtering a Database"
Solve business problems in Excel	Chapter 15, "Solving Business Problems with Scenarios and Goal Seek"
Getting started with OneNote	Chapter 16, "Meeting the OneNote User Interface"

Topic	Where to Learn More (Chapter and Section)
Working with notebooks and elements	Chapter 16, "Working with Notebooks, Section Groups, Sections, and Pages"
Taking notes in OneNote	Chapter 16, "Entering Notes on a Page"
Viewing your notes	Chapter 16, "Using Views, Windows, and Side Notes"
Searching your notes for information	Chapter 17, "Searching for Information in Your Notebooks"
Securing sensitive notes	Chapter 17, "Protecting Your Notes with Passwords"
Sharing a notebook with your colleagues	Chapter 17, "Sharing an Existing Notebook"
Customizing OneNote to work your way	Chapter 18, "Choosing the Most Important Options for OneNote"
Taking audio and video notes	Chapter 18, "Recording Audio and Video into Your Notebooks"
Printing your notes	Chapter 18, "Previewing and Printing Your Notebook Pages"
Using OneNote with Word, Excel, PowerPoint, and Outlook	Chapter 18, "Using OneNote with the Other Office Programs"
Starting a new presentation in PowerPoint	Chapter 19, "Creating a Presentation"
Getting around the PowerPoint interface	Chapter 19, "Navigating the PowerPoint Window"
Creating the slides for a presentation	Chapter 19, "Adding, Deleting, and Rearranging Slides"
Using PowerPoint's views	Chapter 19, "Using Views to Work on Your Presentation"
Outlining a presentation	Chapter 19, "Creating the Outline of a Presentation"
Planning a presentation	Chapter 20, "Planning the Slides in Your Presentation"
Choosing slide layouts	Chapter 20, "Choosing Slide Layouts to Suit the Contents"
Formatting text on slides	Chapter 20, "Formatting Text on Your Slides"

Topic	Where to Learn More (Chapter and Section)
Adding other objects to slides	Chapter 20, "Adding Tables, SmartArt, Charts, and Hyperlinks to Slides"
Adding pictures to slides	Chapter 21, "Adding Pictures to a Presentation"
Adding movies and sounds to slides	Chapter 21, "Adding Movies and Sounds to a Presentation"
Marking changeovers with transitions	Chapter 21, "Adding Transitions to Slides"
Enlivening slides with animations	Chapter 21, "Adding Animations to Slides"
Keeping extra information in reserve	Chapter 21, "Keeping Extra Information Up Your Sleeve with Hidden Slides"
Getting ready to deliver a presentation	Chapter 22, "Preparing to Deliver a Presentation in Person"
Giving a live presentation	Chapter 22, "Delivering a Presentation to a Live Audience"
Creating handouts	Chapter 22, "Creating a Handout for a Presentation"
Recording narration	Chapter 22, "Recording Narration into a Presentation"
Broadcasting a presentation or publishing slides	Chapter 22, "Exporting and Sharing a Presentation"
Set up e-mail accounts in Outlook	Chapter 23, "Setting Up Your E-mail Accounts in Outlook"
Changing an e-mail account's settings	Chapter 23, "Changing the Default Settings for an E-mail Account"
Learning the Outlook interface	Chapter 23, "Meeting the Outlook Interface"
Sending and receiving e-mail messages	Chapter 24, "Sending an E-mail Message"
Sending and receiving attachments	Chapter 24, "Sending and Receiving Attachments"
Organizing your e-mail messages	Chapter 24, "Deleting, Storing, and Organizing Messages"

Topic	Where to Learn More (Chapter and Section)
Dealing with junk mail	Chapter 24, "Dealing with Spam"
Creating contact records in Outlook	Chapter 25, "Creating Contacts"
Viewing, sorting, and communicating with your contacts	Chapter 25, "Working with Contacts"
Keeping your diary	Chapter 26, "Organizing Your Schedule with the Calendar"
Tracking your tasks	Chapter 26, "Working with Tasks"
Taking notes	Chapter 26, "Taking Notes"

Part II

Introduction

Do you need to get your work done with the Office programs—smoothly, easily, and quickly?

Do you prefer to pick up information graphically rather than by reading long explanations?

If so, you've picked up the right book.

Who Is This Book For?

This book is designed to help beginning and intermediate users get up to speed quickly with the Office 2010 programs and immediately become productive with them.

If you need to learn to use Word, Excel, OneNote, PowerPoint, and Outlook to accomplish everyday tasks, at work or at home, you'll benefit from this book's focused approach and detailed advice. You can either start from the beginning of the book and work through it, or use the table of contents or the index to find the topic you need immediately, and then jump right in there.

What Does This Book Cover?

This book contains six parts that cover the shared Office features and the five leading programs: Word, Excel, OneNote, PowerPoint, and Outlook.

Part III of the book brings you up to speed with the common features that the Office programs share.

- Chapter 1: "Meeting the Office Programs and Learning What They Do" introduces you to the five main Office programs and what you can do with them. You learn how to open and close the programs; you'll meet the key components of the programs; and you'll create, save, close and reopen documents.

- Chapter 2: "Using the Ribbon, Backstage, and Common Tools" shows you how to control the Office programs using the Ribbon and how to access Backstage and use its document-management features. It also explains Office's common ways of sharing a document with others, how to make the most of the AutoCorrect and AutoFormat features, and how to use the Spelling checker and Grammar checker. You'll also learn how to print documents.
- Chapter 3: "Working with Text" shows you how to do everything from entering text (using the keyboard or other means) to creating tables and hyperlinks. Along the way, you learn how to work with the Cut, Copy, and Paste tools, and how to use the Find and Replace features.
- Chapter 4: "Using Graphics in Your Documents" teaches you how to position graphical objects, insert clip art items or your own pictures, and make your pictures look the way you want them to. You also learn how to create illustrations by inserting SmartArt graphics in your documents and how to arrange graphical objects to control which ones are visible.
- Chapter 5: "Coauthoring in Real Time and Sharing Documents" explains how to use the coauthoring feature to work on a document at the same time as your colleagues in Word, Excel, PowerPoint, and OneNote. You also learn how to share a single copy of the document on a network drive so that your colleagues can work on it in turn, how to create multiple copies of documents so that people can work on them simultaneously, and how to share documents via e-mail and other means.
- Chapter 6: "Making the Office Programs Work Your Way" walks you through customizing the Quick Access Toolbar, the Ribbon, and the status bar to make them show the commands and information you need. You'll also learn how to set essential options in the programs, such as the General options and the Save options.

Part IV of the book covers using Microsoft Word, the powerful word processing program.

- Chapter 7: "Entering and Editing Text in Your Documents" shows you how to enter text quickly in Word documents, how to select text in advanced ways with the mouse and the keyboard, how to move around your documents, and how to tell Word where to find your custom templates. You'll also learn to create backup documents automatically, to make the most of Word's five different views of a document, and to work with multiple windows on the same document.

- Chapter 8: “Formatting Your Documents Easily and Efficiently” teaches you the right way to format a document quickly and consistently by using styles rather than by applying direct formatting one piece at a time. It also shows you how to get around your documents by using the Navigation pane.
- Chapter 9: “Adding Headers, Footers, Tables, and Columns” explains how to break a document into multiple sections; how to add headers, footers, and page numbers; and how to create newspaper-style columns of text.
- Chapter 10: “Revising, Finalizing, and Printing Your Documents” shows you how to use Word’s powerful Track Changes feature to track exactly those changes that you want to be able to review, how to work in a document with Track Changes on, and how to integrate your colleagues’ tracked changes into a single document. You also learn how to use comments in your documents, how to use the tools that Word gives you for comparing or combining different versions of the same document, and how to use Word’s extra features for printing a document.

Part V of the book teaches you to create spreadsheets and charts with Excel.

- Chapter 11: “Creating Workbooks and Entering Data” covers creating different types of workbooks in Excel and entering data in them. You learn how to navigate the Excel interface, use workbooks and worksheets, and use Excel’s assorted views and features to see the data you need.
- Chapter 12: “Editing Worksheets and Applying Formatting” explains how to insert, delete, and format rows and columns in worksheets, and how to format cells and ranges. This chapter also shows you how to use table formatting and styles, how to add headers and footers to worksheets, and how to print the parts of worksheets you want on paper.
- Chapter 13: “Performing Calculations with Formulas and Functions” lays out the difference between a formula and a function, then shows you first how to create custom formulas and then how to use Excel’s built-in functions.
- Chapter 14: “Creating Charts to Present Your Data” teaches you how Excel’s charts work and how to add them to your workbooks. You learn how to lay out a chart effectively, how to make it look good, and how to hide any components you don’t want to display.

- Chapter 15: “Creating Databases and Solving Business Problems” shows you how to use Excel to create databases for storing and manipulating your information. You learn how to enter information in a database, how to sort the information, and how to filter it to find only the results you want. You also learn how to use Excel’s scenarios feature to experiment with different values in a worksheet, and how to use the Goal Seek feature to make one cell’s value reach a particular figure by changing one other value.

Part VI of the book teaches you to use OneNote, Office’s program for recording, storing, and manipulating information.

- Chapter 16: “Getting Up to Speed and Taking Notes” shows you how to get around the OneNote interface and how to use its features to capture and view your information. You learn how to work with notebooks, sections, section groups, and pages; how to enter notes on a page; and how to use views, windows, and side notes.
- Chapter 17: “Organizing and Synchronizing Your Notes” explains how to organize your pages, sections, and notebooks so that you can find the information you need. Skills you pick up include searching for information, protecting your notes with passwords, and sharing your notebooks with other people.
- Chapter 18: “Customizing OneNote and Using It with Word, Excel, PowerPoint, and Outlook” first shows you how to choose settings for the options that make the most difference to your work in OneNote. The chapter then teaches you how to add audio and video to your notebooks, how to print your notebooks, and how to export data from OneNote to the other Office programs.

Part VII of the book takes you through creating good-looking, persuasive presentations with PowerPoint.

- Chapter 19: “Starting a Presentation” gets you started by creating a presentation document using either a design template or a content template. The chapter then shows you how to add, delete, and rearrange slides; how to use PowerPoint’s four views effectively; how to develop the outline of a presentation; and how to break a presentation into separate sections.
- Chapter 20: “Building Effective Slides for Your Presentation” shows you how to create slides that convey your meaning clearly and powerfully. This chapter explains how to plan a presentation, choose suitable slide layouts (or create your own), and how to add text and other content—such as tables, charts, and hyperlinks—to your slides.

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