



VISUAL  
QUICKSTART  
GUIDE

DAN HENDERSON

MICROSOFT

# OFFICE

FOR MACINTOSH

*Teach yourself Office the quick and easy way! This Visual QuickStart Guide uses pictures rather than lengthy explanations. You'll be up and running in no time!*

98

*VISUAL QUICKSTART GUIDE*

# **Microsoft Office 98**

*FOR MACINTOSH*

**Dan Henderson**  
with Steve Sagman

 **Peachpit Press**

Visual QuickStart Guide

## **Microsoft Office 98 for Macintosh**

Dan Henderson  
with Steve Sagman

### **Peachpit Press**

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Cover design: The Visual Group

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ISBN: 0-201-35351-2

0 9 8 7 6 5 4 3 2

Printed in the United States.



Printed on recycled paper

## **Thank You**

To **Jeanne Woodward, Mimi Heft, Cheryl Applewood,** and **Nancy Ruenzel** at Peachpit Press.

To Dan's amazing sister, for her business sense and help getting started.

To **Josephine Bacon** of Chanterelle Translations in London, for getting us together in the first place.

To **Eric** and **Lola** for their patience and love.

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# Table of Contents

## Part 1 Common Office Techniques

### 1. Basic Macintosh Procedures

What Is Macintosh? .....	3
Starting the Macintosh .....	4
Shutting Down the Macintosh .....	4
Using the Pointing Device .....	5
Terminology .....	5
The Desktop .....	6
Key to the Desktop .....	7
An Application Layout .....	8
Key to the Application Layout .....	9
Choosing From Menus .....	10
Selecting Options in Dialog Boxes .....	11
Using the Toolbars .....	12
Starting Applications .....	12
Quitting Applications .....	13
About Manipulating Windows .....	14
Moving a Window .....	14
Zooming a Window .....	15
Collapsing a Window .....	16
Switching Windows .....	17
Opening a File on the Desktop .....	18
Opening a File in an Application .....	19
Opening a File with Drag and Drop .....	20

## 2. Essential Office Techniques

About Office Techniques .....	21
Undoing Any Change .....	21
Entering Text .....	22
Moving the Insertion Point .....	23
Using the Scroll Bars .....	24
Selecting Text with the Mouse: Part I .....	25
Selecting Text with the Mouse: Part II .....	26
Selecting Text with the Keyboard .....	27
Selecting and Replacing Text .....	28
Dragging and Dropping Text .....	29
Selecting Objects .....	30
Formatting Objects .....	31
Copying Formatting with the Format Painter .....	32
Selecting Toolbars .....	33
Getting a Shortcut Menu .....	34
Getting Help .....	35
Zooming In and Out .....	35
Setting Up the Page Margins .....	36
Choosing a Printer .....	37
Printing .....	37
Saving Your Work .....	38
Reopening a Saved File .....	39
Special Note on Folders .....	39
Quitting an Office Application .....	40

## 3. Office and the Internet

Office and the Internet .....	41
Installing the Internet Applications .....	42
Internet Explorer .....	42
Opening a Web Page .....	43
Managing Links .....	44
Using Outlook Express E-Mail .....	45
Using Outlook Express Newsgroups .....	46
Creating Links in Word, Excel, and PowerPoint .....	47
Links in PowerPoint .....	47
Creating Web Pages in Word .....	48

## Part 2 Microsoft Word

### 4. About Word

What Is Word? .....	51
The Road to a Word Document .....	52
Entering and Editing the Text .....	53
Formatting the Characters .....	53
Formatting the Paragraphs .....	53
Formatting the Pages .....	53
Adding Tables or Objects from Other Applications .....	53
Proofing the Document .....	53
Printing or Mailing the Document .....	53
Extras .....	53
The Word Window .....	54
Key to the Word Window .....	55
Starting Word .....	56

### 5. Entering and Editing Text

Starting a New Document .....	57
Entering the Text .....	58
About the Paragraph Marks (Show/Hide ¶ button) .....	59
Text Editing .....	60
Finding Text .....	61
Replacing Text .....	62
Switching to Page Layout View .....	63
The Other Views .....	64

### 6. Font Formatting

About Font Formatting .....	65
Changing the Font and Font Size .....	66
Boldfacing, Italicizing, and Underlining .....	67
Expanding and Condensing Character Spacing .....	68
Changing the Case of Characters .....	69
Special Font Effects .....	70

## 7. Paragraph Formatting

About Paragraph Formatting .....	71
Selecting Paragraphs .....	71
Indenting Paragraphs with the Ruler .....	72
Changing the First Line Indent .....	73
Indenting with the Paragraph Dialog Box .....	74
Double Spacing Paragraphs .....	75
Centering and Justifying Paragraphs .....	76
Setting Tabs .....	77
Adding Bullets to Paragraphs .....	78
Numbering Paragraphs .....	79
Finding and Replacing Formatting .....	80

## 8. Automatic Text Formatting

About Styles .....	81
Choosing a Style from the Style List .....	81
Creating a Paragraph Style .....	82
Modifying a Paragraph Style .....	83
Creating a Character Style .....	84

## 9. Page Formatting

About Page Formatting .....	85
Changing the Page Size and Shape .....	85
Changing the Margins .....	86
Setting Up Headers and Footers .....	87
Creating Multiple Sections .....	88
Paginating the Document .....	89
Numbering Pages .....	90
Setting up Multiple Columns .....	91
AutoFormatting a Document .....	92

## 10. Creating Tables

About Tables .....	93
Starting a Table .....	94
Entering Data in the Table .....	97
Aligning Data in the Table .....	98
Working with Numeric Data .....	99

Deleting Data from the Table .....	100
Inserting Columns or Rows .....	101
Merging Cells .....	102
Turning on Borders and Shading .....	103
Converting Text to a Table .....	104

## 11. Creating Graphics

About Graphics .....	105
Creating Your Own Graphics .....	105
Drawing Lines .....	106
Making Shapes .....	107
Adding Color, Shadows, and 3-D Effects .....	108
Adding Text as a Graphic Object .....	109
Making Text Conform to Shapes .....	110
Using Clip Art .....	112

## 12. Special Word Techniques

Automatically Correcting Typos .....	113
Automatically Entering Text .....	114
Inserting Symbols from the Wingdings Font .....	116
Printing Envelopes .....	117
Envelope Printing Options .....	118
Saving a Document as a Template .....	119
Modifying an Existing Template .....	120
Using Automatic Saves .....	121
Creating Form Letters with Mail Merge .....	122
Changing the Appearance of the Word Window .....	124

# Part 3 Microsoft Excel

## 13. About Excel

What Is Excel? .....	127
The Road to an Excel Sheet .....	128
Fill Cells with Row and Column Headings and Data .....	129
Enter the Calculations .....	129
Changing the Sheet Structure .....	129

Formatting the Sheet .....	129
Annotating and Auditing the Sheet .....	129
Printing the Sheet .....	129
Extras .....	129
The Excel Window .....	130
Key to the Excel Window .....	131
Starting Excel .....	132

**14. Entering Headings and Data**

Planning the Worksheet .....	133
Moving Within a Sheet .....	134
Typing Data Into a Cell .....	135
Editing Cells .....	136
Filling an Entry Range .....	137
AutoFilling a Range .....	138

**15. Entering the Calculations**

Entering Simple Calculations .....	139
Building a Simple Formula .....	140
Summing Columns or Rows .....	141
Totaling a Column with the Sum Function .....	142
Copying Formulas to Adjacent Cells .....	143
Another Example of a Function: Averaging Numbers .....	144
Calculating Numbers in Non-Adjacent Cells .....	145
Using Functions .....	146
Some Useful Functions .....	147

**16. Changing a Sheet's Structure**

Widening Columns and Rows .....	149
Inserting Rows and Columns .....	150
Inserting and Deleting Cells .....	151
Moving and Copying Data .....	152
Freezing the Headings .....	153
Splitting a Sheet .....	154

**17. Formatting the Sheet**

Choosing an AutoFormat .....	155
Text Formatting .....	156

Centering a Title Above a Range .....	157
Number Formatting .....	158
Adding Borders to a Range .....	159
Adding Shading to a Range .....	160
Selecting Styles .....	161
Creating Styles .....	162
<b>18. Using Multiple Sheets</b>	
About Using Multiple Sheets .....	163
Changing to Another Sheet .....	163
Naming Sheets .....	164
Referring to Data from Other Sheets in Formulas .....	165
Consolidating to a Sheet .....	166
<b>19. Creating Charts</b>	
About Creating Charts .....	167
Creating a Chart .....	168
Modifying a Chart .....	170
Modifying the Chart Type and Data Series .....	171
Modifying the Chart Area, Plot Area, and Gridlines .....	172
Modifying the Title, Axes, and Legend .....	173
Data Tables and Trendlines .....	174
<b>20. Excel Database Techniques</b>	
About Excel's Database Capabilities .....	175
Setting Up the Database .....	176
Creating a Form .....	177
Sorting the Database .....	178
Extracting Data .....	179
Totaling Numeric Data in a Database .....	180
<b>21. Special Excel Techniques</b>	
Inserting Comments in Cells .....	181
Naming Ranges .....	182
Auditing a Worksheet .....	183
Tracking Changes .....	184
Reviewing Changes .....	185
Goal Seeking .....	186

## Part 4 Microsoft PowerPoint

### 22. About PowerPoint

What Is PowerPoint? .....	189
The Road to a PowerPoint Presentation .....	190
Starting the Presentation .....	191
Creating the Text Slides .....	191
Creating Graphs and Tables .....	191
Customizing the Presentation .....	191
Adding Special Graphics .....	191
Creating a Slide Show .....	191
The PowerPoint Window .....	192
Key to the PowerPoint Window .....	193
Starting PowerPoint .....	194

### 23. Starting a Presentation

About Starting a Presentation .....	195
Using the AutoContent Wizard .....	196
Graphic Design Templates .....	198
Content + Design Templates .....	199
Changing Views .....	200
Adding Slides .....	202

### 24. Outlining the Presentation

About Outlining .....	203
Switching to Outline View .....	203
Entering the Text .....	204
Replacing Existing Text .....	205
Reorganizing the Slides .....	206
Showing the Slide Titles Only .....	207
Inserting Slides .....	208
Deleting Slides .....	208

### 25. Creating Text Slides

Starting a Text Slide .....	209
Filling in Text Placeholders .....	210

---

Selecting Text Blocks .....	211
Moving and Resizing Text Blocks .....	212
Formatting Text .....	213
Rearranging Text in a Block .....	214
<b>26. Creating Chart Slides</b>	
About Charting .....	215
Starting a Chart .....	215
Replacing the Sample Data on the Data Sheet .....	216
Changing the Chart Type .....	217
Saving a Custom Chart Format .....	218
Displaying a Legend and Gridlines .....	219
Adding Chart Titles .....	220
Adding Data Labels .....	221
By Rows vs. By Columns .....	222
<b>27. Formatting Charts</b>	
About Chart Formatting .....	223
Formatting a Chart Element .....	223
Cutting a Pie Chart Slice .....	224
Creating High-Low-Close Charts .....	225
Switching Between 3-D and 2-D Chart Types .....	226
Changing the View of 3-D Charts .....	227
<b>28. Org Charts and Tables</b>	
Starting an Org Chart .....	229
Entering Org Members .....	230
Adding Subordinates .....	231
Adding an Assistant .....	232
Formatting the Boxes, Text, and Lines .....	233
Finishing the Chart and Leaving Microsoft Organization Chart .....	234
Starting a Table .....	235
Entering the Data and Formatting the Table .....	236
<b>29. Using the Slide Sorter</b>	
About the Slide Sorter .....	237
Switching to Slide Sorter View .....	237

Reordering Slides .....	238
Changing the Overall Design in Slide Sorter View .....	239
Duplicating and Deleting Slides .....	240

### **30. Customizing Presentations**

Selecting a New Design .....	241
Adding a Logo to the Background .....	242
Changing the Background Color and Shading .....	243
Changing the Text Fonts .....	244
Changing the Color Scheme .....	245
Saving a Custom Design .....	246

### **31. Drawing on Slides**

Drawing Shapes .....	247
Grouping and Ungrouping Shapes .....	248
Aligning and Rotating Shapes .....	249
Overlapping Shapes .....	250

### **32. Creating Slide Shows**

Adding Transition Effects .....	251
Adding Text Body Animation .....	252
Displaying the Show .....	253

## **Part 5 Combining the Applications**

### **33. Basic Techniques**

About Sharing Information Among the Office Applications .....	257
About Dragging and Dropping Among the Applications .....	258
Drag and Drop: Moving an Object .....	259
Editing an Object After Dragging and Dropping .....	260
Embedding an Object with Copy and Paste Special .....	261
Creating an Embedded Object .....	262
Linking Objects with Copy and Paste Link .....	263
Updating a Link .....	264

---

**34. Copying and Linking**

Excel to Word: Copying Ranges of Numbers .....	265
Excel to Word: Linking Numbers .....	266
Excel to PowerPoint: Graphing Numbers .....	267
Excel to PowerPoint: Linking Excel Data to a PowerPoint Chart .....	268
Excel to Word: Publish and Subscribe .....	269
Word to Excel or PowerPoint: Copying Text .....	270
Word to PowerPoint: Using a Word Outline File .....	271
PowerPoint to Word: Copying a Presentation Outline to Word .....	272
Index .....	273

# Part 1

## Common Office Techniques

Chapter 1: Basic Macintosh Procedures .....	3
Chapter 2: Essential Office Techniques .....	21
Chapter 3: Office and the Internet .....	41

# Part 1

## Common Office Techniques

### Chapter 1: Basic Macintosh Techniques

- What Is Macintosh?*
- Starting the Macintosh*
- Shutting Down the Macintosh*
- Using the Pointing Device*
- Terminology*
- The Desktop*
- Key to the Desktop*
- An Application Layout*
- Key to the Application Layout*
- Choosing From Menus*
- Selecting Options in Dialog Boxes*
- Using the Toolbars*
- Starting Applications*
- Quitting Applications*
- About Manipulating Windows*
- Moving a Window*
- Zooming a Window*
- Collapsing a Window*
- Switching Windows*
- Opening a File on the Desktop*
- Opening a File in an Application*
- Opening a File with Drag and Drop*

### Chapter 2: Essential Office Techniques

- About Office Techniques*
- Undoing Any Change*
- Entering Text*
- Moving the Insertion Point*
- Using the Scroll Bars*

- Selecting Text with the Mouse: Part I*
- Selecting Text with the Mouse: Part II*
- Selecting Text with the Keyboard*
- Selecting and Replacing Text*
- Dragging and Dropping Text*
- Selecting Objects*
- Formatting Objects*
- Copying Formatting with the Format Painter*
- Selecting Toolbars*
- Getting a Shortcut Menu*
- Getting Help*
- Zooming In and Out*
- Setting Up the Page Margins*
- Choosing a Printer*
- Printing*
- Saving Your Work*
- Reopening a Saved File*
- Special Note on Folders*
- Quitting an Office Application*

### Chapter 3: Office and the Internet

- Office and the Internet*
- Installing the Internet Applications*
- Internet Explorer*
- Opening a Web Page*
- Managing Links*
- Using Outlook Express E-Mail*
- Using Outlook Express Newsgroups*
- Creating Links in Word, Excel, and PowerPoint*
- Links in PowerPoint*
- Creating Web Pages in Word*

# Basic Macintosh Procedures

# 1

## What Is Macintosh?

The Macintosh is a personal computer system that provides both picture and text controls you can use to run *applications* (programs that perform specific tasks, such as word processing). These controls are menus, buttons, scroll bars, and other onscreen items that you operate with a mouse, trackball, or trackpad.

All Macintosh applications run in windows on the screen and feature nearly identical menus, buttons, scroll bars, dialog boxes, and other

controls that work alike in every program. This makes it easy to learn and use one program and transfer your knowledge to many other programs.

The Macintosh has always offered “plug and play” simplicity for installing a wide variety of peripheral devices, such as printers, modems, CD-ROM drives, scanners, and removable cartridge drives.

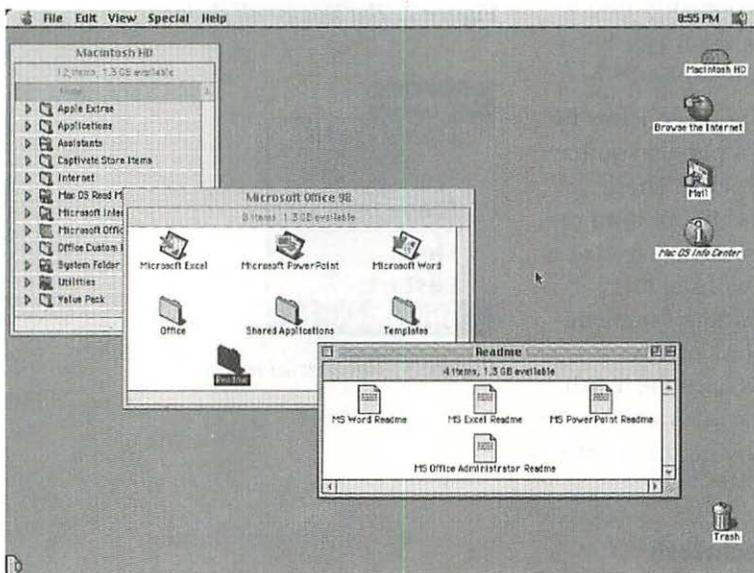


Figure 1. The Macintosh desktop.

## Starting the Macintosh

Start your Mac by pressing the triangle key, which is at the upper right corner of most keyboards. Earlier Macs can be started other ways; consult your user documentation.

If the Macintosh passes its internal self tests, you will hear a musical chord. If it then finds a disk containing a valid System Folder, you see the “Happy Mac” icon followed by the “Welcome to Macintosh” screen. If the Macintosh does not find a disk with a valid System Folder, you see a disk icon with a flashing question mark.

During normal start-up, you see icons for any extensions or control panels you have installed in the System Folder. These appear one by one across the bottom of the screen. When your system software is completed loaded, you will see the Macintosh Desktop, including the menu bar of the Finder, the icons of any available storage devices, and the Trash icon. (Figure 2) You may also see one or more windows open showing the contents of storage devices.

## Shutting Down the Macintosh

You should *never* shut down the Macintosh by simply turning the power off. Instead, return to the Finder, pull down the Special menu, and choose Shut Down. (Figure 3) On some models, you may also push the Power button on the keyboard, or choose Shut Down from the Apple menu.

If any documents are open and changes have not been saved, you will get the opportunity to save or discard them properly.

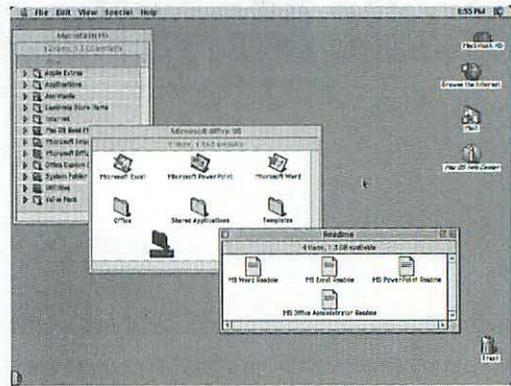


Figure 2. The Macintosh desktop.



Figure 3. The Special menu.

## Using the Pointing Device

Moving the mouse on the desktop moves the pointer on the screen. Rolling the ball on a trackball or moving your finger across a trackpad also moves the mouse pointer. Here are the three basic mouse techniques:

### Click



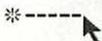
Place the pointer on something and click the mouse button once. Click on an icon to select it, or click on an onscreen button to press it.

### Double-click



Place the pointer on something and then click the mouse button twice in quick succession. Double-click a storage device or folder to show its contents, double-click an icon to launch an application, or double-click a word to select the word. Don't move the mouse between clicks.

### Drag



Place the pointer on something, press and hold down the mouse button, move the mouse, and then release the mouse button. Drag to highlight text or move an object or window.

## Terminology

### Select

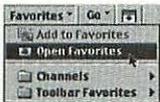


Click on an object on the screen. Your next action will affect the selected object. To select a menu, click its name and hold down the mouse button. To select text, place the pointer at the beginning of the text and then drag across the text. Selected text is highlighted.

### Press

Press a key on the keyboard.

### Drop-down list



Click the drop-down arrow at the right end of a text box or pop-up menu to pull down a list of alternatives. Drag through the list until an item is highlighted and then release the mouse button.

### Check/Uncheck



Click the checkbox next to an option to turn it on or off. A checked box indicates that the option is turned on.

### Scroll

Click to scroll up.



Drag up or down.



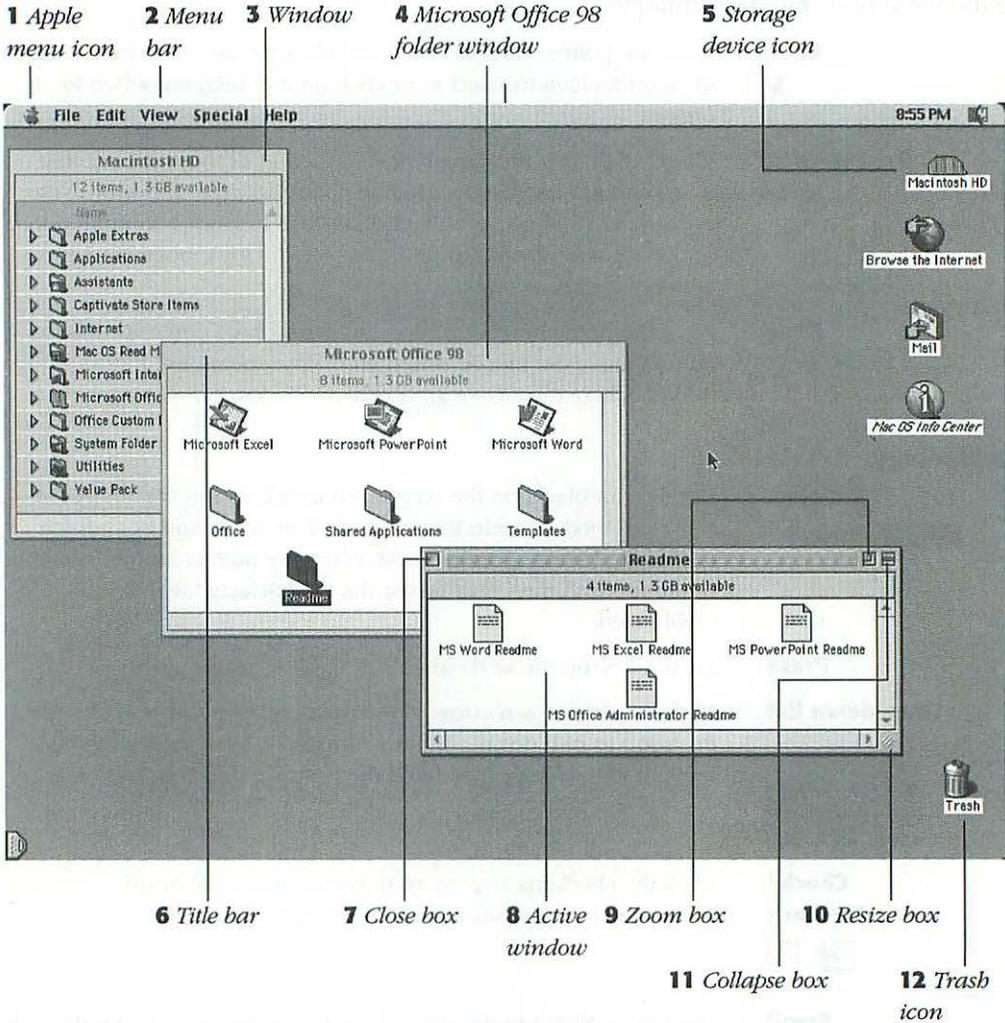
Click to scroll down.



Use the scroll bar to the right of a list to move up or down through the list. Drag the scroll position indicator along the scroll bar or click the up or down arrow buttons at the ends of the scroll bar. You may also click in the gray area between the scroll button and an arrow button to scroll a window-full at a time. Horizontal scroll bars at the bottom of windows work in similar ways.

# The Desktop

The Desktop



## Key to the Desktop

### **1 Apple menu icon**

Click this icon to open a menu of items you have placed in the Apple Menu Items folder inside the System Folder on the disk used to start up your Macintosh.

### **2 Menu bar**

Each word or icon represents a menu. Use the pointing device to place the pointer on a word or icon, and then click and hold down the button to see the menu. Continue to hold down the button and drag the pointer down the menu until a selection is highlighted, then release the button.

### **3 Window**

Shows the contents of a storage device or folder.

### **4 Microsoft Office 98 folder window**

This window contains icons for the Microsoft Office applications and utilities.

### **5 Storage device icon**

To see the files and folders contained in a storage device, place the pointer on the storage device icon and double-click.

### **6 Title bar**

Names the window. Drag the title bar to move a window.

### **7 Close box**

Click here to close a window. To close all windows, hold down the Option key and click in the close box of the active window.

### **8 Active window**

The window that displays horizontal lines in its title bar. The active window can be

moved or resized. To make a window the active window, click in any portion of the window.

### **9 Zoom box**

Click in the zoom box to resize a window so it shows as many files and folders as possible. Click in the zoom box again to restore the window's size and shape.

### **10 Resize box**

Click in this box, hold down the mouse button, and drag to move the lower right corner of a window. The upper left corner of the window stays anchored in place.

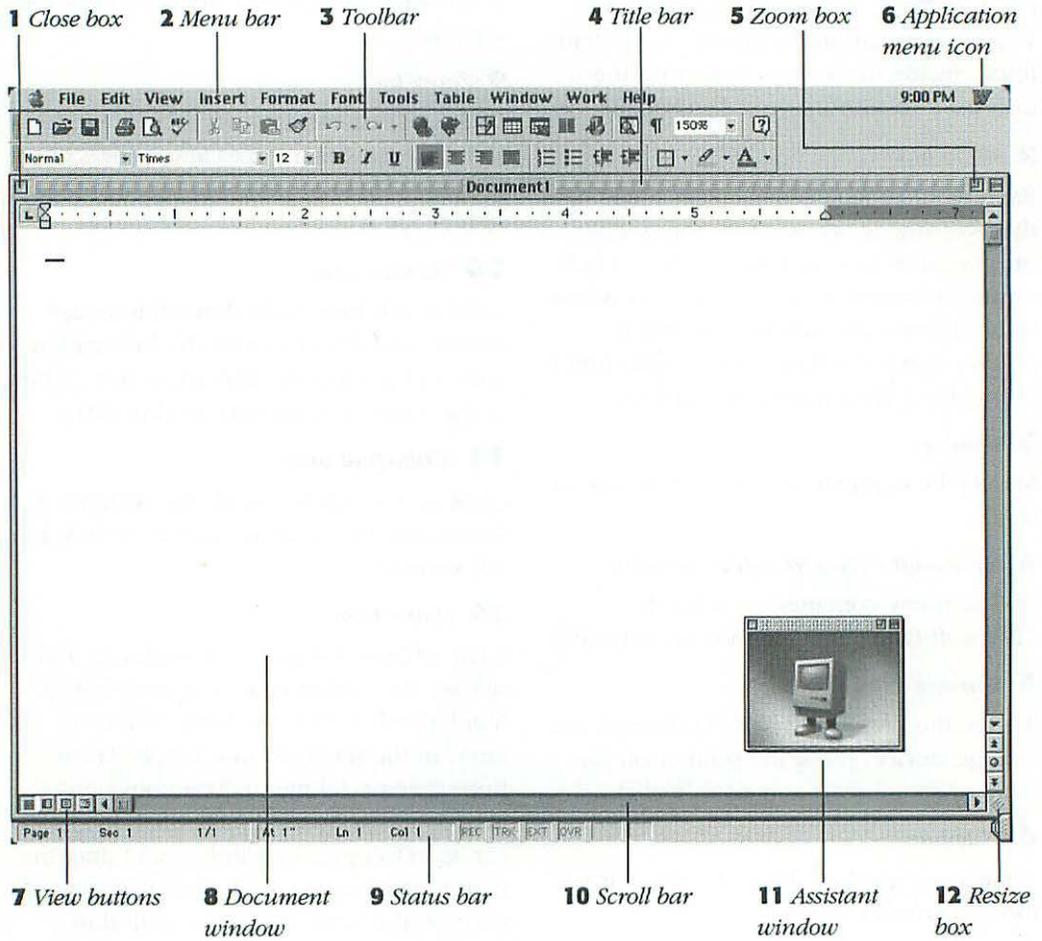
### **11 Collapse box**

Click in this box to shrink the window to just its title bar; click it again to restore the full window.

### **12 Trash icon**

Drag a file or folder to the trash can and release the button when the trash can is highlighted. To permanently delete the items in the trash, choose Empty Trash from the Special menu. To retrieve an item from the trash, double-click the trash can icon to open its window and drag the item to be rescued to another window or click on the item to select it, pull down the File menu, and choose Put Away. Drag the icon of a storage device to the trash to take it off the desktop, or, if it is removable, eject it. This does *not* delete the information on the storage device.

## An Application Layout



## Key to the Application Layout

### **1 Close box**

Click in the close box to close the window. This closes the currently active document and leaves the application running.

### **2 Menu bar**

Place the pointer on a menu name, then click and hold down the mouse button to pull down a menu. Keep the button held down and drag the pointer down the list until the item you want to select is highlighted. Release the mouse button.

### **3 Toolbar**

Click a tool to perform a frequently needed task. Place the pointer on a tool without clicking and pause to see a description of the tool in a small window called a tooltip.

### **4 Title bar**

Displays the document name. Drag the title bar to move the document window.

### **5 Zoom box**

Click in this box to resize a document window to fill the screen. Click in the zoom box again to restore a window to its previous size and shape.

### **6 Application menu icon**

Click this icon to open a menu of applications currently running. Select an

application on the menu to move the application in front of other applications.

### **7 View buttons**

Click these buttons to switch among alternate views of the document.

### **8 Document window**

Shows contents of the currently active document.

### **9 Status bar**

Displays the current status of the document.

### **10 Scroll bar**

Click the arrows at either ends of a scroll bar or drag the scroll position indicator to see more of a document than shows in the current window. Click in the gray areas to move a window-full at a time.

### **11 Assistant window**

Shows the animated Assistant. Double-click the Assistant, click the Help button in the toolbar, or pull down the Help menu, to get help. Hold down the Control key and click on the Assistant to see other options. The Close, Zoom, and Collapse boxes in the Assistant's title bar work as they do in other windows.

### **12 Resize box**

Drag the resize box to resize or reshape the document window.

## Choosing From Menus

Every application has a menu bar that crosses the top of the screen. Each menu name and icon on the menu bar represents a group of commands or options on a menu that drops down when you click the menu name.

1. Place the pointer on a menu name and press and hold the mouse button. (Figure 4)
2. Keep the mouse button down and drag down the list of items on the menu. (Figure 5)
3. Release the mouse button when the item you want is highlighted.

### ✓ Tips

- Many menu options have keyboard equivalents indicated to the right of the option. These keyboard alternatives allow you to invoke an action without removing your hands from the keyboard.
- Items that are shown in gray text cannot be performed at the time the menu is pulled down.

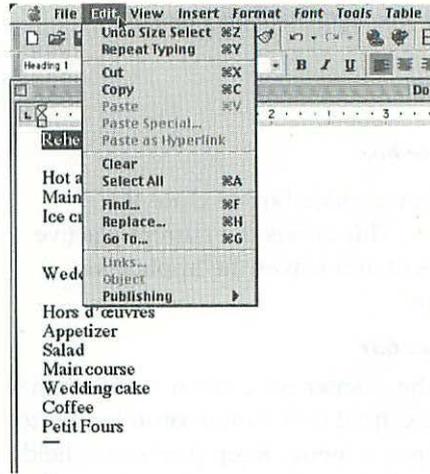


Figure 4. Click a menu name.

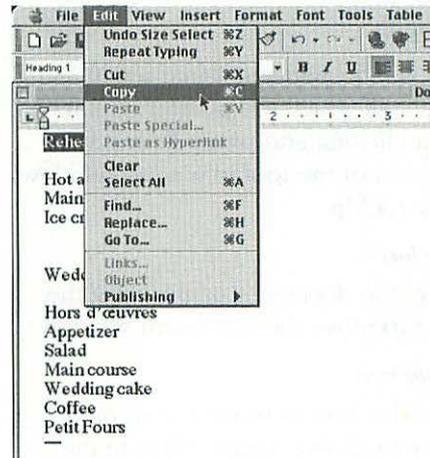


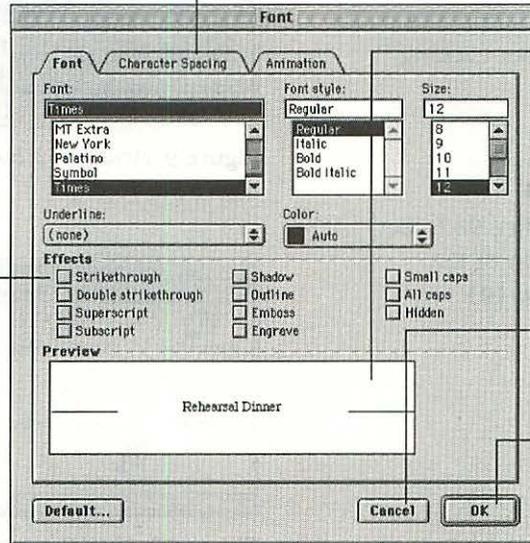
Figure 5. A menu.

## Selecting Options in Dialog Boxes

Click on a **tab** to bring a different set of options to the front within the dialog box.

Press **Tab** to move to the next entry. Press **Shift+Tab** to move to the previous entry.

Click on a **checkbox** to turn the option on or off. When a checkbox is checked with a check mark, the option is on.



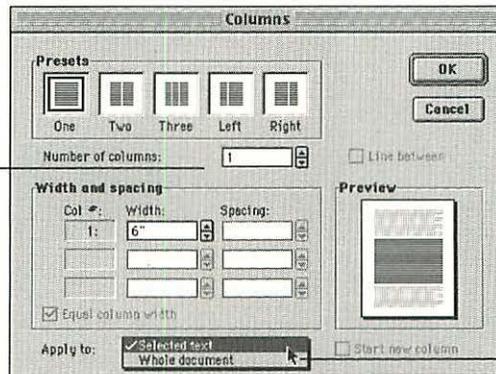
Many dialog boxes show **previews** of the changes as you make them.

Click on **Cancel** to abandon any changes to the settings, or press **Esc**.

Click on **OK** after you change the settings on a dialog box, or press **Enter**.

Figure 6. The Font dialog box.

Select an entry in a text box by clicking it. Then you can type a replacement.



Click on a **drop-down list** to see a list of alternatives for an option.

Figure 7. The Columns dialog box.

### Using the Toolbars

Click any toolbar button to perform an action. (Figure 8)

✓ **Tip**

- To see a description of a button, place the pointer on the button and pause for a moment without clicking. (Figure 9)

### Starting Applications

In the Microsoft Office 98 folder, double-click the icon of the application. (Figure 10)



Figure 8. The Forms toolbar for Word.

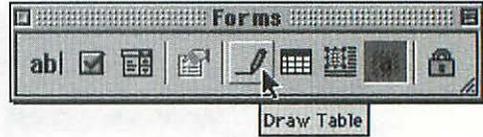


Figure 9. Pause on a button to get a descriptive ToolTip.

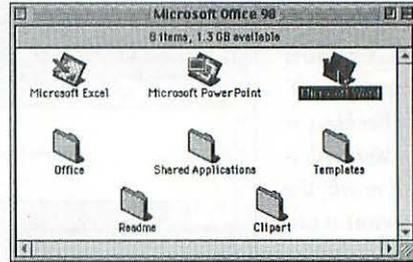


Figure 10. The Microsoft Office 98 folder.

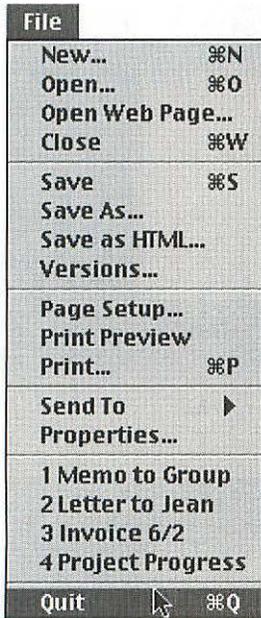


Figure 11. The File menu.

## Quitting Applications

Pull down the File menu and choose Quit. (**Figure 11**)

*or*

Use the keyboard equivalent for the Quit command. (⌘+Q)

### ✓ Tips

- If you have changed any of the documents that are open in an application, the system asks if you want to save the changes, so you need not worry about losing work by quitting prematurely.
- Simply clicking the close box of the document you are working on does not quit the program. Even though there are no active windows open, the program continues to occupy your system memory until you Quit.

## About Manipulating Windows

As you work in an application, you might want to move one of its windows or zoom a window to the fill the screen. You might also want to collapse a window to just its title bar or switch among the windows that are already open on the screen.

Moving, zooming, collapsing, and switching among windows are all indispensable tasks while working on the Macintosh.

### Moving a Window

1. Place the mouse pointer on the window's title bar. **(Figure 12)**
2. Press and hold the mouse button.
3. Move the mouse to drag the window. **(Figure 13)**
4. Release the mouse button. **(Figure 14)**

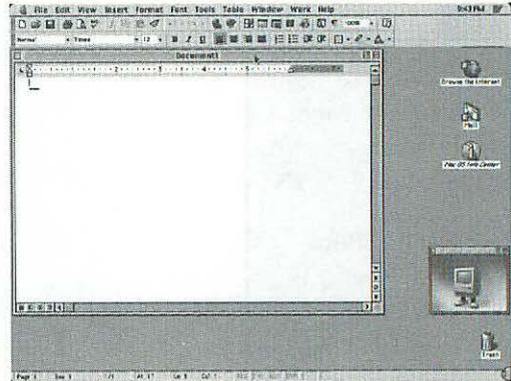


Figure 12. Point to the title bar.

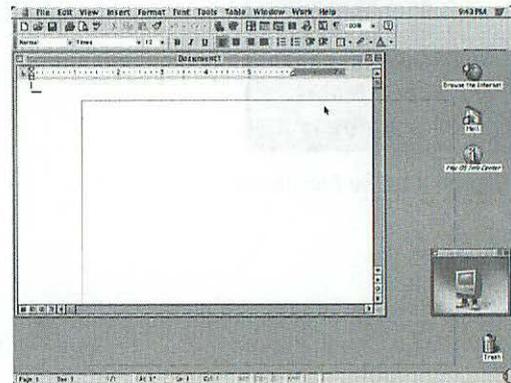


Figure 13. Hold down the mouse button and move the mouse.

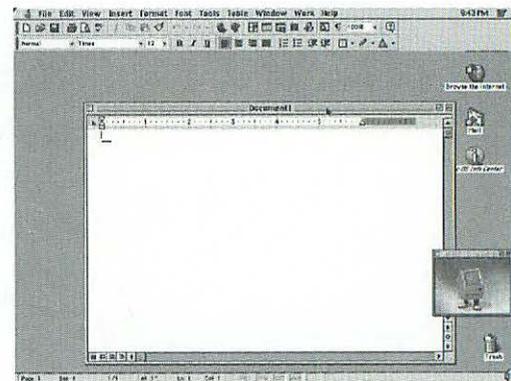
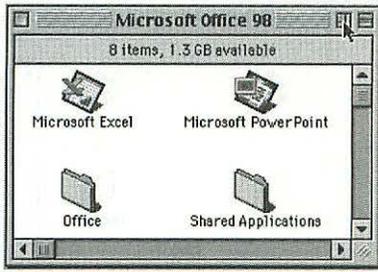
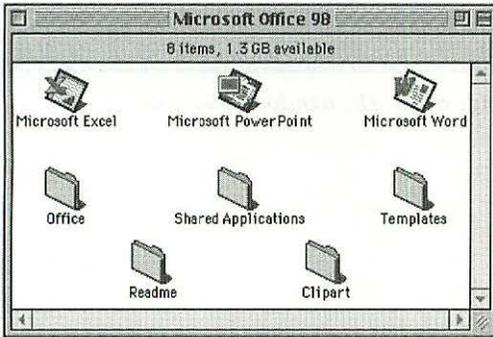


Figure 14. The window after it has been moved.



**Figure 15.** The Zoom box on a standard window.



**Figure 16.** The window after it has been zoomed.

## Zooming a Window

The active window has a zoom box that you can click to make the window larger. Zooming a window allows you to see more of its contents. For example, you can zoom a window that contains the contents of a folder to show more of the files inside.

Place the pointer on the zoom box and click. (**Figures 15–16**)

### ✓ Tips

- Click the zoom box again to return the window to its previous size and shape.
- Scroll bars are active only when there is more to see in a window than is currently visible.
- If the zoom box is off the screen, click and drag the title bar of the window left until you can see the right edge of the window.

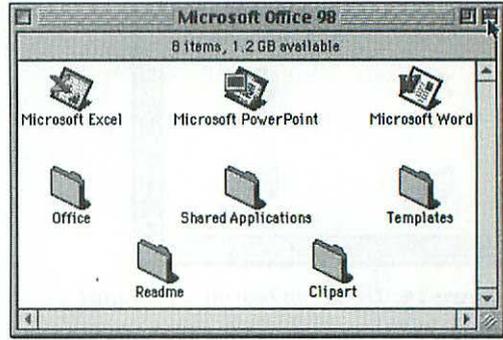
## Collapsing a Window

The active window has a collapse box that you can click to reduce a window to its title bar.

Place the pointer on the collapse box and click. (**Figures 17–18**)

### ✓ Tips

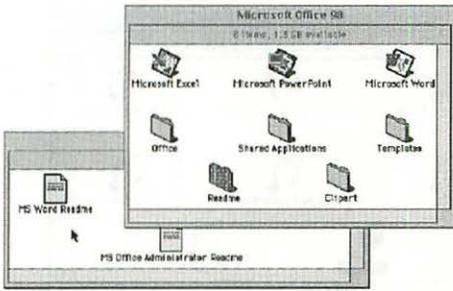
- Click the collapse box again to return the window to its previous size and shape.
- If the collapse box is off the screen, click and drag the title bar of the window left until you can see the right edge of the window.



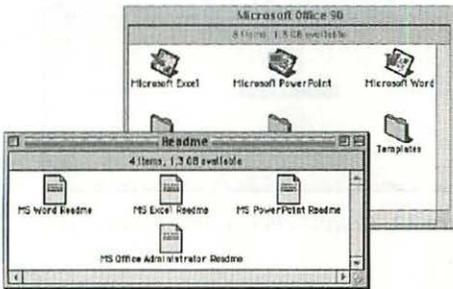
**Figure 17.** Open window.



**Figure 18.** The window collapsed.



**Figure 19.** Place the pointer on any visible part of a window.



**Figure 20.** The window comes to the front when you click the mouse button.

## Switching Windows

You can work in only one window at a time, even though you may have several windows open on the screen.

1. Place the pointer on any visible part of the window. **(Figure 19)**
2. Click the mouse button. **(Figure 20)**

### ✓ Tip

- If one window fills the screen, you may have to click the window's zoom box or use its resize box to restore it to a more manageable size. Then, you will be able to see and click in other windows.

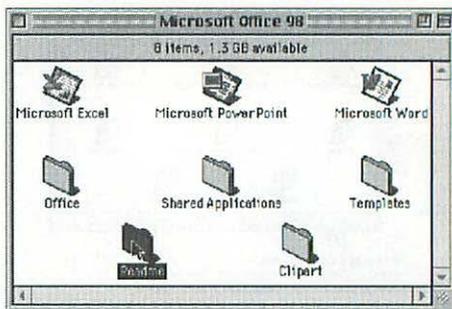
## Opening a File on the Desktop

When you double-click a file's icon, the application in which the file was originally created is automatically opened. If the application was already open, the file becomes the active file in the application.

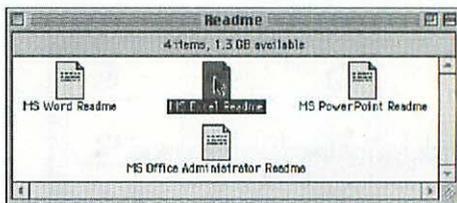
1. Open the folder that contains the file's icon. (**Figure 21**)
2. Double-click the file's icon. (**Figure 22**)

### ✓ Tips

- Because you can simply double-click a file to open it, you don't have to worry about which application to use to open the file.
- If you want to try to open a file in a program other than the one that created it, use the Open command on the program's File menu instead of double-clicking the file. See *Opening a File in an Application*, page 19.



**Figure 21.** The Microsoft Office 98 window.



**Figure 22.** Double-click a file's icon to open the file.

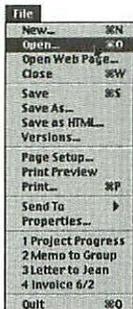


Figure 23. The File menu.

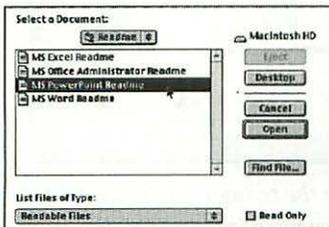


Figure 24. Double-click a filename.

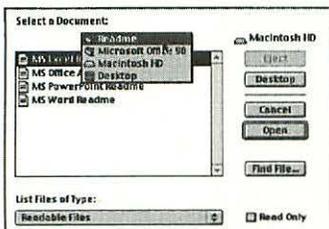


Figure 25. Place the mouse pointer on the name of the current folder and release the mouse button.

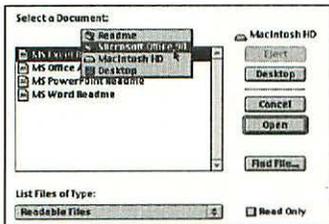


Figure 26. Choose a folder from this list.

## Opening a File in an Application

If you have already opened an application, you can use the application's File menu to open a file.

1. From the File menu, choose Open. (Figure 23)
2. Double-click the name of a file to open. (Figure 24)  
*or, if the file you want is not visible on the list*
3. Click and hold on the name of the current folder or disk so that the pop-up list opens. (Figure 25)
4. Select one of the items on the list that opens so you can look inside that folder or disk for your file. (Figure 26)

### ✓ Tips

- If you click the name of the current folder, you will see in the pop-up list the levels of storage organization from your current folder, to the disk that contains the folder, to the desktop. You can select any item on this list to open it. If you select Desktop, you can see any other disks you have mounted on your system and choose any of those.
- When you pull down the File menu, the file you want to open may appear on a list of recently used files. If so, simply choose the file you want to open.

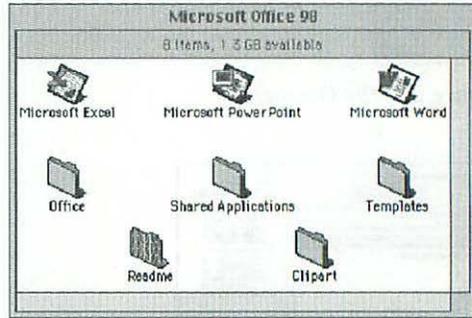
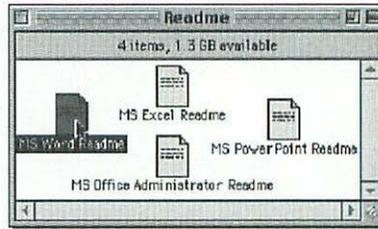
## Opening a File with Drag and Drop

Another technique you can use to open a file, if your Macintosh supports drag and drop, is to drag the file's icon on top of an icon for an application.

1. Place the pointer on the icon for the file you want to open. **(Figure 27)**
2. Press and hold the mouse button.
3. Drag the icon on top of the icon for an application.
4. When the application's icon is highlighted, release the mouse button.

### ✓ Tip

- Microsoft Office applications can open files created in some other applications. Drag the file you want to open to a Microsoft Office application icon. If the Office application can open the dragged file, it does.



**Figure 27.** Place the pointer on the icon for a file and drag it on top of the icon of the program in which you want to open it.

# Essential Office Techniques

# 2

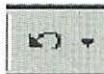
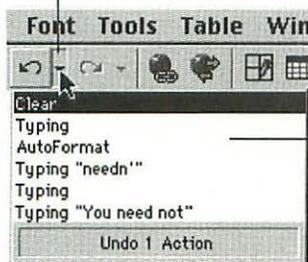


Figure 1. The Undo button.



Figure 2. The Edit menu.

Click here to pull down the undo list...



...then select an item on the list.

Figure 3. The undo list.



Figure 4. The Redo button.

## About Office Techniques

One advantage of working in Microsoft Office is the body of procedures that the applications share in common. If something works a certain way in one application, it almost always works identically in all the other applications.

Become acquainted with these common techniques early and try them in any application. You'll be using them constantly.

## Undoing Any Change

Remember Undo! You can undo just about any error.

Click the Undo button on the Standard toolbar. (Figure 1)

or

Press  $\text{⌘}+Z$ .

or

From the Edit menu, choose Undo action. (Figure 2)

### ✓ Tips

- Click the pull-down button next to the Undo button to choose from a list of recent actions that you can undo. (Figure 3)

- To redo something you've undone, click the Redo button. Redo undoes an Undo. (Figure 4)

### Entering Text

Whenever an application is ready for you to type text, a blinking insertion point appears. Whatever you type appears at the insertion point. (Figures 5–6)

Simply begin typing to insert text at the insertion point.

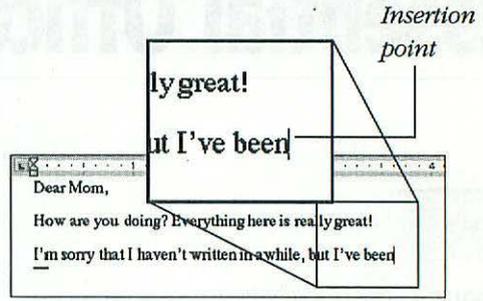


Figure 5. The insertion point.

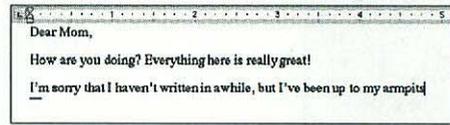


Figure 6. Anything you type is inserted at the insertion point.

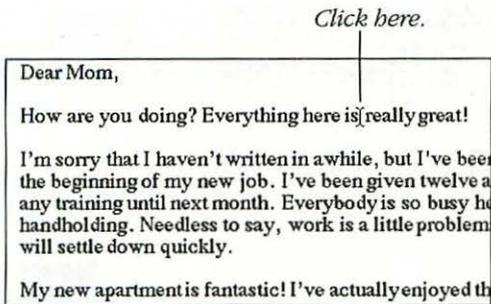


Figure 7. Click at the spot to insert new text.

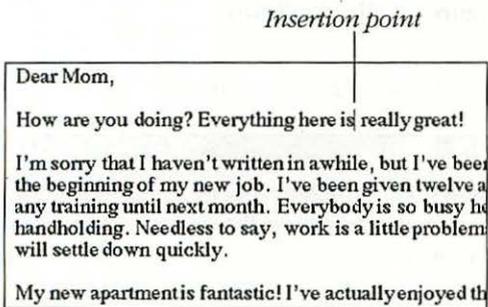


Figure 8. An insertion point appears.

My new apartment is fantastic! I've actually enjoyed the renovations.

Figure 9. Hold down  $\mathbb{A}$  and press the right-arrow key to move the insertion point a whole word.

## Moving the Insertion Point

To revise or add to existing text, you must move the insertion point to the spot for editing.

Click once in the existing text where you'd like to add or edit text.

(Figures 7–8)

or

Press the arrow keys on the keyboard to move the insertion point.

### ✓ Tips

- Hold down  $\mathbb{A}$  while pressing the right- or left-arrow key to move the insertion point a whole word to the right or left. (Figure 9)
- Hold down  $\mathbb{A}$  while pressing the up- or down-arrow keys to move paragraph by paragraph.
- In *Excel*, the insertion point appears on the edit line.
- Table 2-1 lists other keyboard shortcuts you can use to move the insertion point.

Table 2-1. Other Keyboard Shortcuts

<b>Home</b>	Beginning of a line.
<b>End</b>	End of a line.
<b><math>\mathbb{A}</math>+Home</b>	Top of document.
<b><math>\mathbb{A}</math>+End</b>	Bottom of document.

## Using the Scroll Bars

The scroll bars show the current vertical or horizontal location in a document. They also provide a quick method for jumping to a position along the length or width of a document. (Figure 10)

The span of each scroll bar represents the entire length or width of the document. The position of the *scroll position indicator* along the scroll bar shows your extent through the document. To use the scroll bars:

1. Click an arrow button at the end of a scroll bar to move a single increment in one direction.  
*or*
2. Drag the scroll position indicator along the scroll bar to move to a particular location. (Figure 11)  
*or*
3. Press and hold the mouse button at the spot along the scroll bar that represents the extent in the document to jump to. For example, press and hold halfway down the vertical scroll bar to jump to a point halfway through a file. (Figure 12)

### ✓ Tip

- Scroll bars appear only when you can move to a point that does not show on the screen.

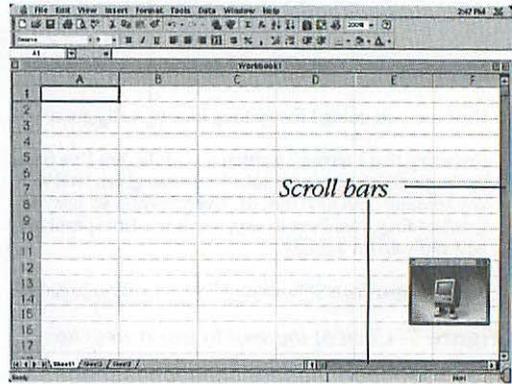


Figure 10. The scroll bars.

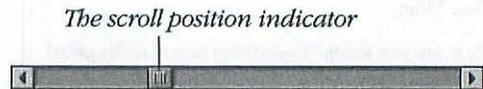


Figure 11. Drag the scroll position indicator to move to a new spot on the screen or in a document.

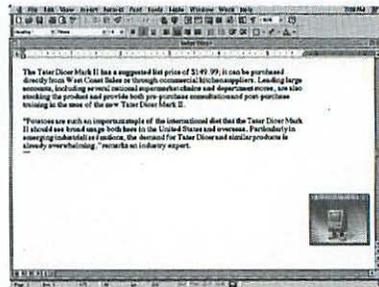
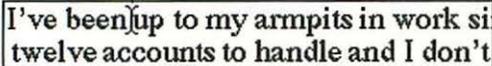
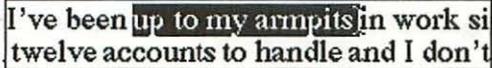


Figure 12. Halfway down the vertical scroll bar represents halfway through the length of the entire document.

*The I-beam pointer*


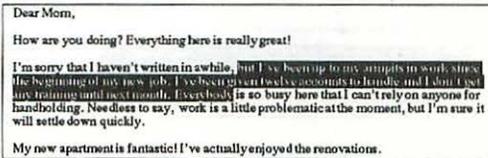
I've been up to my armpits in work since twelve accounts to handle and I don't

Figure 13. Place the pointer on the first word...



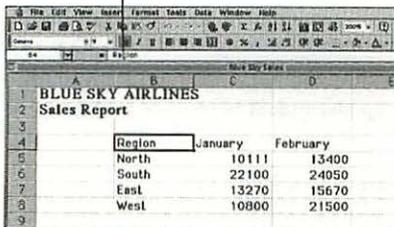
I've been up to my armpits in work since twelve accounts to handle and I don't

Figure 14. ...then drag across the text to select.



Dear Mom,  
How are you doing? Everything here is really great!  
I'm sorry that I haven't written in awhile, but I've been up to my armpits in work since the beginning of my new job. I've been pretty busy accounts to handle and I don't get my bedtime until just now. Everybody is so busy here that I can't rely on anyone for handholding. Needless to say, work is a little problematic at the moment, but I'm sure it will settle down quickly.  
My new apartment is fantastic! I've actually enjoyed the renovations.

Figure 15. Drag down to select several lines.

*The Edit Line*


BLUE SKY AIRLINES			
Sales Report			
Region	January	February	
North	10111	13400	
South	22100	24050	
East	13270	15670	
West	10800	21500	

Figure 16. The Edit Line in Excel.

## Selecting Text with the Mouse: Part I

Knowing how to select text is critically important as you must *always* select text *before* you can format, copy, move, or delete it.

1. Place the I-beam pointer at one end of the text you want to select. (Figure 13)
2. Hold down the mouse button and drag to the other end of the text to select. (Figure 14)  
*or, to select text on multiple lines*  
Hold down the mouse button and drag down through the document to highlight multiple lines. (Figure 15)
3. Release the mouse button.

### ✓ Tips

- The Automatic Word Selection option guarantees that the entire first and last word of the selection are highlighted.
- In *Excel*, you must select text on the edit line. (Figure 16)
- *Mouse shortcut*: Click to place an insertion point at the beginning of the text, release the mouse button, press and hold the Shift key, and click at the end of the text.

## Selecting Text with the Mouse: Part II

To select a *word*, double-click the word. (Figure 17)

To select a *paragraph*, triple-click the paragraph. (Figure 18)

### ✓ Tips

- *Word tip:* To select an entire line of text, click in the left margin next to the line. (Figure 19)
- *Word tip:* To select multiple entire lines, click to the left of a line and then drag down through the left margin.

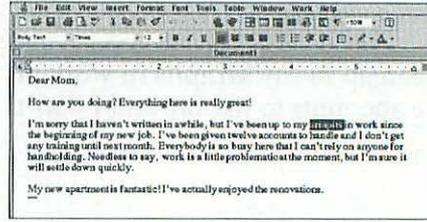


Figure 17. Select a word by double-clicking it.

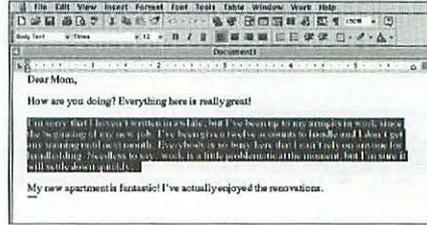


Figure 18. Triple-click to select a paragraph.

Click in left margin.

I'm sorry that I haven't written in awhile, but I've been up to my armpits in work since the beginning of my new job. I've been given twelve accounts to handle and I don't get any training until next month. Everybody is so busy here that I can't rely on anyone for handholding. Needless to say, work is a little problematic at the moment, but I'm sure it will settle down quickly.

Figure 19. In Word, click in the left margin to select a line.

*The insertion point*

I'm sorry that I haven't written in awhile, but I've been

**Figure 20.** *The insertion point.*

I'm sorry that I haven't written in awhile, but I've been

**Figure 21.** *Hold Shift and move to the last character to select.*

I'm sorry that I haven't written in awhile, but I've been

**Figure 22.** *Press ⌘+Shift+arrow key to select text word by word.*

## Selecting Text with the Keyboard

1. Use the arrow keys to position the insertion point in front of the first character. **(Figure 20)**
2. Press and hold the Shift key and use the arrow keys to move the insertion point to the end of the last word to select. **(Figure 21)**

### ✓ Tips

- Press and hold Shift and press the down arrow key to select multiple lines of text.
- Press the ⌘ and Shift keys along with the left or right arrow keys to select a word at a time. **(Figure 22)**

## Selecting and Replacing Text

To replace text in a document or in a text box on a dialog box, you can always select the text and simply type over it. The characters that are selected will be replaced when you begin typing.

1. Select the text to replace.  
(Figure 23)
2. Type replacement text.  
(Figure 24)

### ✓ Tip

- To quickly replace an entry in a text box, click the entry and then type a replacement. (Figures 25–26)

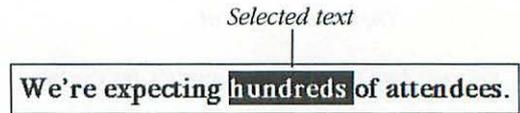


Figure 23. Selecting text in a document.

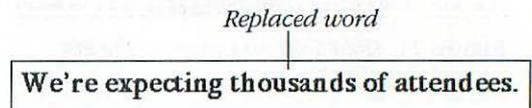


Figure 24. Typed text replaces selected text.

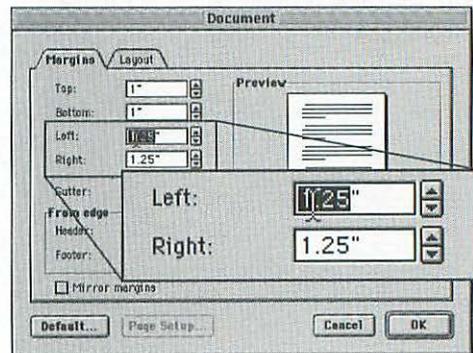


Figure 25. Click to select a text box entry.

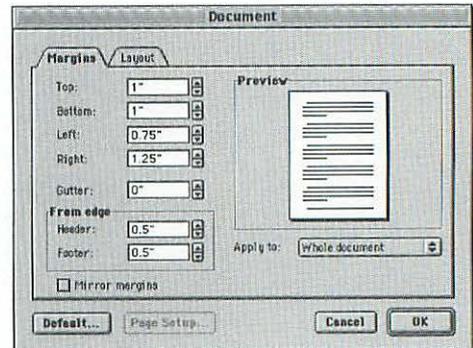


Figure 26. A new typed entry replaces a selected entry.

## Interoffice Memo

Date: 4/24/93  
 To: Sales team  
 From: Dan Henderson  
 RE: Pricelist

Thank you for your superb performance last quarter; you have once again set records for units and dollar amounts sold, and I know the entire company is cheering you on. Attached is our 1993 price sheet, which will go to customers in another couple of weeks.

If you have questions about any of the changes, please don't hesitate to contact any of us on the Marketing team.

We have unfortunately had to increase prices on a few items as a result of higher costs. But you will be pleased to note that, thanks to the diligence of Lyra Myers, our Purchasing Director, we have actually been able to reduce costs on a few of our most popular items, and we are passing the savings on to customers. This should help your efforts against the stiff competition we face in the marketplace.

Congratulations again, and good luck for the rest of 1993!  
 DJH

Figure 27. Select the text to move.

## Interoffice Memo

Date: 4/24/98  
 To: Sales team  
 From: Dan Henderson  
 RE: Pricelist

Thank you for your superb performance last quarter; you have once again set records for units and dollar amounts sold, and I know the entire company is cheering you on. Attached is our 1998 price sheet, which will go to customers in another couple of weeks.

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We have unfortunately had to increase prices on a few items as a result of higher costs. But you will be pleased to note that, thanks to the diligence of Lyra Myers, our Purchasing Director, we have actually been able to reduce costs on a few of our most popular items, and we are passing the savings on to customers. This should help your efforts against the stiff competition we face in the marketplace.

Congratulations again, and good luck for the rest of 1998!  
 DJH

Figure 28. Place the mouse pointer on the text.

## Interoffice Memo

Date: 4/24/98  
 To: Sales team  
 From: Dan Henderson  
 RE: Pricelist

Thank you for your superb performance last quarter; you have once again set records for units and dollar amounts sold, and I know the entire company is cheering you on. Attached is our 1998 price sheet, which will go to customers in another couple of weeks.

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We have unfortunately had to increase prices on a few items as a result of higher costs. But you will be pleased to note that, thanks to the diligence of Lyra Myers, our Purchasing Director, we have actually been able to reduce costs on a few of our most popular items, and we are passing the savings on to customers. This should help your efforts against the stiff competition we face in the marketplace.

Congratulations again, and good luck for the rest of 1998!  
 DJH

Figure 29. Drag the gray insertion point to the destination.

## Dragging and Dropping Text

To move text in a document, you can always select the text and then drag it to a new location. You can even drag text from one document to another or from one application window to another.

1. Select the text to move. (Figure 27)
2. Place the mouse pointer on the selected text. The mouse pointer becomes an arrow. (Figure 28)
3. Press and hold the mouse button and drag the pointer to the destination for the text. A gray insertion point indicates the exact spot the text will reappear. (Figure 29)
4. Release the mouse button to drop the text at the new location. (Figure 30)

✓ **Tips**

- To *copy* rather than *move* the text (leaving the original intact), press and hold the Option key while you drag.
- Using these techniques, you can copy and move other kinds of objects as well (graphics, charts, etc.).

## Interoffice Memo

Date: 4/24/98  
 To: Sales team  
 From: Dan Henderson  
 RE: Pricelist

Thank you for your superb performance last quarter; you have once again set records for units and dollar amounts sold, and I know the entire company is cheering you on. Attached is our 1998 price sheet, which will go to customers in another couple of weeks.

We have unfortunately had to increase prices on a few items as a result of higher costs. But you will be pleased to note that, thanks to the diligence of Lyra Myers, our Purchasing Director, we have actually been able to reduce costs on a few of our most popular items, and we are passing the savings on to customers. This should help your efforts against the stiff competition we face in the marketplace.

If you have questions about any of the changes, please don't hesitate to contact any of us on the Marketing team.

Congratulations again, and good luck for the rest of 1998!  
 DJH

Figure 30. Release the mouse button to drop the text.

## Selecting Objects

Passages of text, drawings, charts, scanned images, and other items you can select are called “objects.” You can drag objects to reposition them on the page within an application, and you can usually drag them to other applications, too.

- In *Word*, select text to create an object that you can drag. (Figure 31) See *Selecting Text*, pages 25–27.
- In *Excel*, drag from one corner of a range of cells to the opposite corner to create a selected range. (Figure 32) The selected range, now enclosed in a box, is an object that you can drag. (Figure 33)
- In *PowerPoint*, each item on a page is an object. For example, a set of bulleted text items is an object that you can drag. (Figure 34)

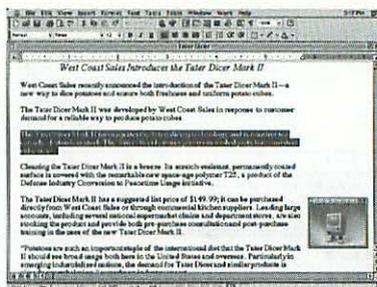


Figure 31. Selected text is an object.

Region	January	February
North	10111	13400
South	22100	24050
East	13270	15670
West	10800	21500

Region	January	February
North	10111	13400
South	22100	24050
East	13270	15670
West	10800	21500

Region	January	February
North	10111	13400
South	22100	24050
East	13270	15670
West	10800	21500

Figure 32. Drag from the upper left corner cell to the lower right corner cell to select a range.

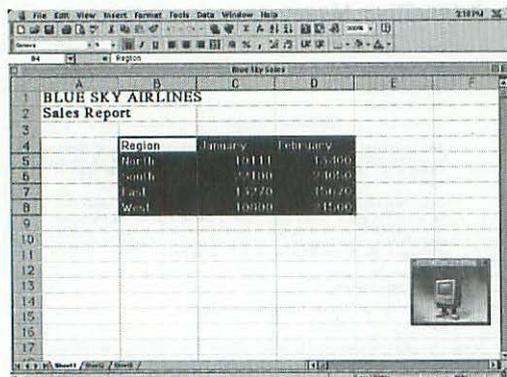


Figure 33. A selected range of cells is highlighted and enclosed in a box.

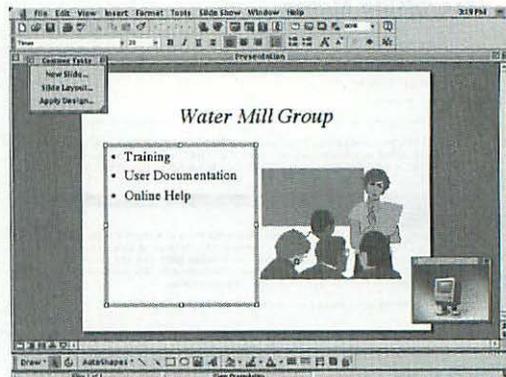


Figure 34. Handles appear around selected objects in PowerPoint.

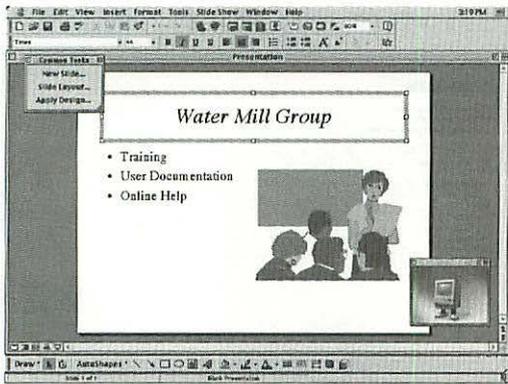


Figure 35. Selected object in PowerPoint.

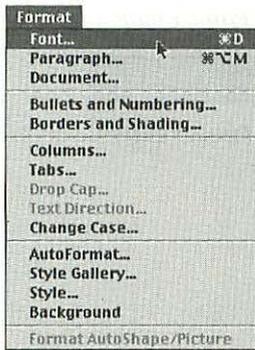


Figure 36. The Word Format menu.

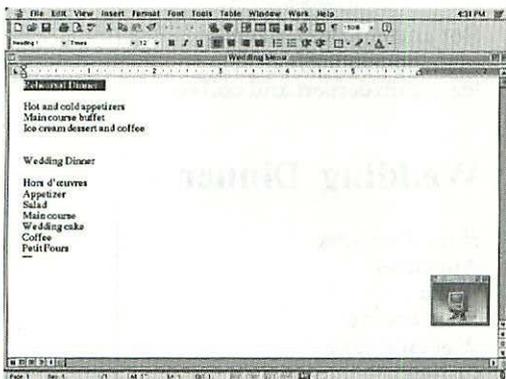


Figure 37. The Excel Format Cells dialog box.

## Formatting Objects

You must always *first* select an object and *then* choose a formatting command, not the other way around.

1. Select the object to format. (Figure 35)
2. Choose a formatting option from the Format menu. (Figure 36)

or

Click the toolbar button for the formatting command.

or

Use the keyboard shortcut for the formatting command. Table 2-2 shows the available keyboard shortcuts.

### ✓ Tips

- In *Excel* and *PowerPoint*, the first command on the Format menu always leads to a customized dialog box with special formatting options for the object you've selected. (Figure 37)
- The most popular formatting commands appear as buttons on the Formatting toolbar.

Table 2-2. Common Keyboard Shortcuts

⌘+b	Bold
⌘+i	Italic
⌘+u	Underline

## Copying Formatting with the Format Painter

The Format Painter transfers formatting from one object to another.

1. Select an object that has the desired formatting. (Figure 38)
2. Click the Format Painter button in the Standard toolbar to pick up the object's formatting. (Figure 39)
3. Select the object to receive the formatting. If the object is a passage of text, drag across the text to format. (Figures 40–41)

### ✓ Tip

- To apply formatting to an entire sentence, press and hold the  $\text{⌘}$  key and then click any word in the sentence.

### Rehearsal Dinner

Hot and cold appetizers  
Main course buffet  
Ice cream dessert and coffee

### Wedding Dinner

Hors d'œuvres  
Appetizer  
Salad  
Main course  
Wedding cake  
Coffee  
Petit Fours

Figure 40. Drag across text with the Format Painter pointer.

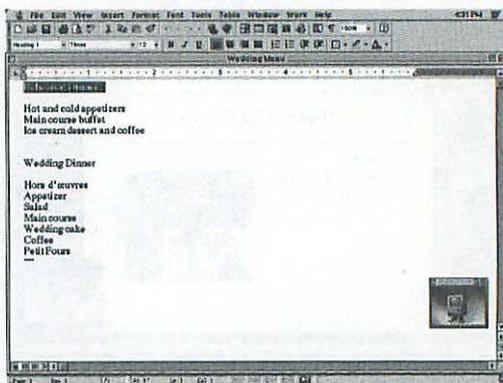


Figure 38. Select the formatted object.

The Format Painter button



Figure 39. The Format Painter button.

### Rehearsal Dinner

Hot and cold appetizers  
Main course buffet  
Ice cream dessert and coffee

### Wedding Dinner

Hors d'œuvres  
Appetizer  
Salad  
Main course  
Wedding cake  
Coffee  
Petit Fours

Figure 41. The newly formatted object.

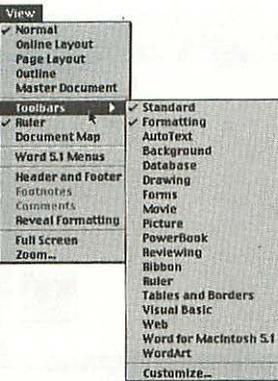


Figure 42. The View menu.

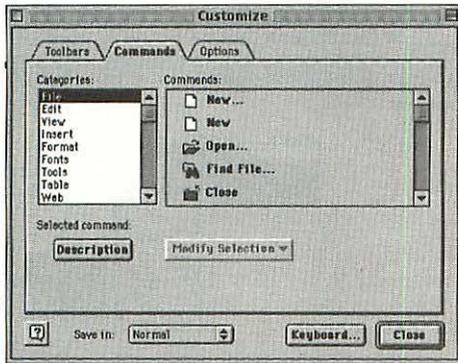


Figure 43. The Customize dialog box.

## Selecting Toolbars

A default group of toolbars appears in each application, but you can select others to add to the screen to gain access to buttons for special tasks.

From the View menu, select Toolbars (Figure 42), and on the submenu that pops out, select a toolbar that isn't showing to make it show, or a toolbar that is showing to hide it.

### ✓ Tips

- To add new toolbar buttons to a toolbar, choose Toolbars from the View menu and then choose Customize from the submenu. On the Customize dialog box, choose a Category from the list and then drag the button you want from the dialog box to the toolbar. (Figure 43)
- To move a button within a toolbar or to a different toolbar, hold down the ⌘ key and drag the button. To copy a button to a different toolbar and leave it in its original place as well, hold down the Option key and drag the tool. To remove a button from a toolbar, hold down the ⌘ key and drag the button out of the toolbar into the document window.

## Getting a Shortcut Menu

A shortcut menu offers the commands you are most likely to need after you select an object. A shortcut menu shows only commands that are applicable to the selected object. (Figures 44–46)

1. In *Word*, select text.
  - In *Excel*, select a range of cells.
  - In *PowerPoint*, select any object.
2. Hold down the Control key and click the mouse button.

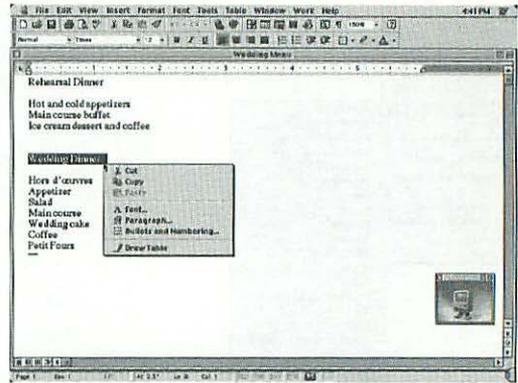


Figure 44. Shortcut menu for text in Word.

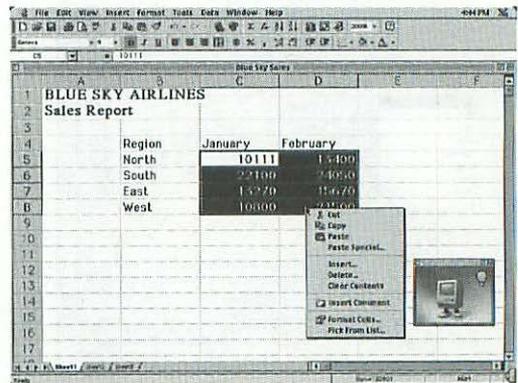


Figure 45. Shortcut menu for a range of cells in Excel.



Figure 46. Shortcut menu for a PowerPoint object.

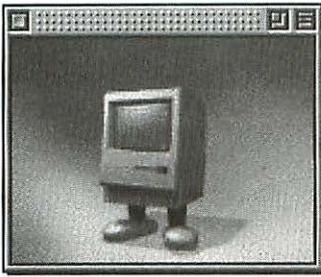


Figure 47. The Office Assistant.

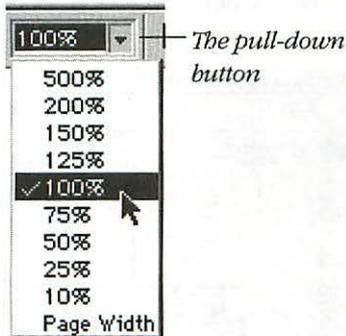


Figure 48. Click the existing zoom percentage to select it and then enter a new percentage.

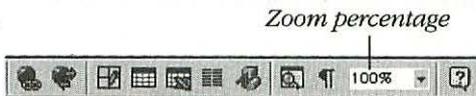


Figure 49. The Zoom Control.

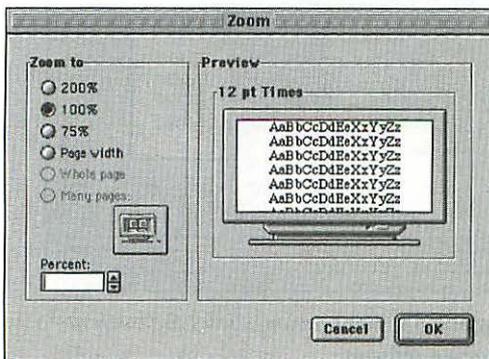


Figure 50. The Zoom dialog box in Word.

## Getting Help

Office 98 has an extensive online help database.

Click on the Office Assistant (**Figure 47**) and type your question in the box that appears.

or

Pull down the Help menu and make a choice.

## Zooming In and Out

To magnify your work on the screen, choose one of the preset zoom percentages or enter your own. For example: 200% makes everything on the screen twice as large.

Click the current zoom percentage number, type a new zoom percentage, and press Enter. (**Figure 48**)

or

Click the pull-down button next to the Zoom Control and then choose a preset percentage from the list. (**Figure 49**)

or

From the View menu, choose Zoom and then choose a preset percentage or enter your own in the Zoom dialog box. (**Figure 50**)

## ✓ Tips

- In *Word*, Page Width zooms to a percentage that neatly fits the text across the screen.
- In *Excel*, Selection zooms to the percentage that neatly fits the selected range of cells to the screen.

## Setting Up the Page Margins

The page margins give you white space at the top, bottom, left, and right sides of the page.

1. From the **Format** menu, choose **Document**. (Figure 51)
2. In the **Document** dialog box, click the **Margins** tab. (Figure 52)
3. Click and then type over the margin settings. (Figure 53)

or

Click the arrow buttons next to each setting to incrementally increase or decrease it.

### ✓ Tips

- Choose **Page Setup** from the **File** menu to print landscape (sideways) rather than portrait, or to specify a paper size other than letter (8½ x 11).
- The **Page Setup** choices are stored as part of the current document. The next new document you create will revert to the original, default page setup.
- In *Word*, you can click **Default** after changing the page setup to change the default for the following new documents.

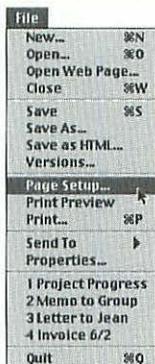


Figure 51. The **Format** menu.

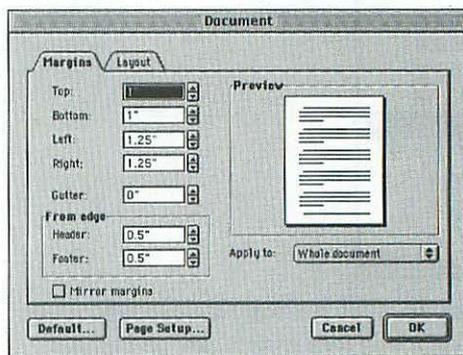


Figure 52. The **Document Layout** dialog box.

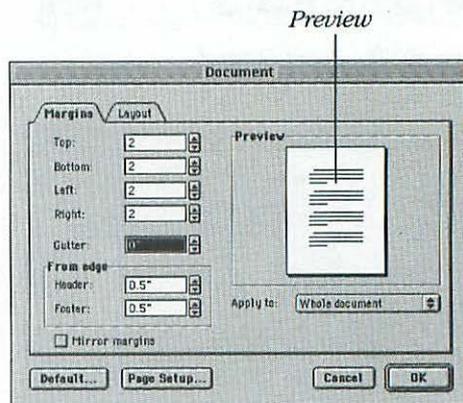


Figure 53. The **preview** shows the current margin settings.

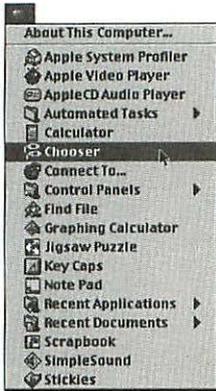


Figure 54. The Apple menu.

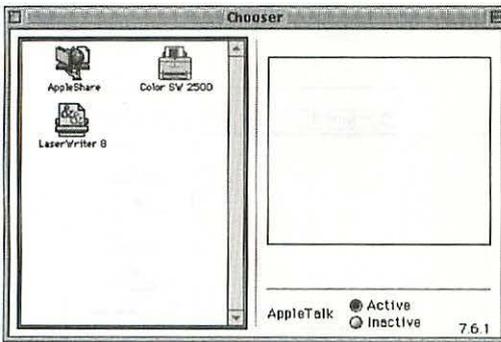


Figure 55. The Chooser dialog box.

## Choosing a Printer

If you have more than one printer available, you can choose a printer other than the default printer.

1. From the Apple menu, choose Chooser. (Figure 54)
2. In the Chooser dialog box, click the printer driver you want to use. (Figure 55)

### ✓ Tip

- The options that come up in the right half of the Chooser dialog box when you click a printer driver will vary depending upon your installation. Click the appropriate options for you and then click the window's close box.

## Printing

1. From the File menu, choose Print.  
or  
Press ⌘+P.
2. If necessary, choose different options in the Print dialog box.
3. Modify the number of copies, if you want.
4. Click All to print the entire document, or enter starting and ending page numbers.

### ✓ Tip

- In *Word*, you can enter a range of pages and individual pages at the same time. Entering 1-3,5 would print pages 1 through 3 and also page 5.

## Saving Your Work

1. From the File menu, choose Save.  
(Figure 56)

or

Click the Save button. (Figure 57)

or

Press  $\text{⌘}+\text{S}$ .

2. On the Save dialog box, type a filename over the temporary document name in the Save Current Document as text box. (Figure 58)
3. Choose where you want the document to be stored and then click Save or press Enter.
4. If the Summary Info dialog box appears, enter as much information into the text boxes as you want and then click OK. Press Tab to move from text box to text box. Summary Info helps you find the file later. (Figure 59)

### ✓ Tip

- Each application has a way to set a default folder for your work. In the online help system, search for help on *defaults* and look for the sub-topic “Creating default directories or folders.”

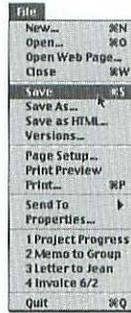


Figure 56. The File menu.

The Save button.



Figure 57. The Save button.

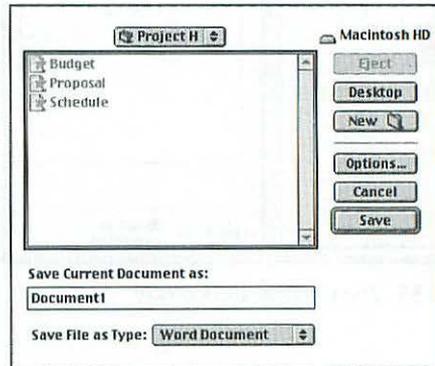


Figure 58. The Save As dialog box.

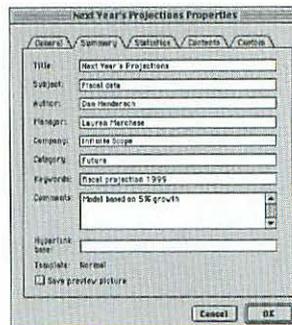


Figure 59. The Summary Info dialog box.



Figure 60. The File menu.



Figure 61. The Open button.

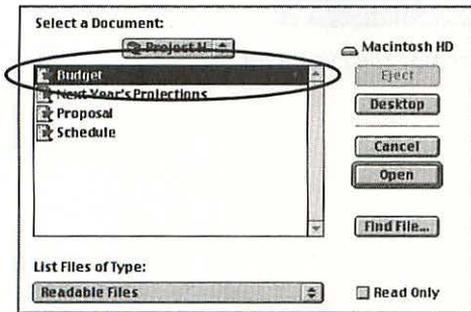


Figure 62. Double-click a filename.

## Reopening a Saved File

1. From the File menu, choose Open. (Figure 60)

or

Click the Open button. (Figure 61)

or

Press ⌘+O.

2. In the Open dialog box, navigate to the location where the file you want is stored, and double-click the filename to open. (Figure 62)

or

Click the filename and click OK.

### ✓ Tips

- You can use Find File on the File menu to search for files based on the Summary Info information you entered when you saved the file or the text contents of the file.
- If the file you want to open is one you've used recently, it may appear in a list of recent documents at the bottom of the File menu. If so, just select it there to open it again.

### Special Note on Folders:

Folders are the way you organize your files on a Macintosh. With the Macintosh system, you can add or delete folders and create folders within folders. The system also lets you manage (move, copy, rename, and delete) folders and the files you accumulate. You'll want to learn more about basic system software procedures to understand folders and files. The manuals that came with your Macintosh are a good place to start.

## Quitting an Office Application

From the File menu, choose Quit.

(Figure 63)

or

Press  $\mathbb{H}+Q$ .

### ✓ Tip

- The Macintosh will not let you quit an application without offering you the chance to save any open documents that have changed since you last saved them.

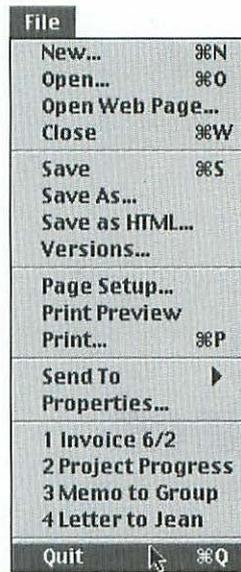
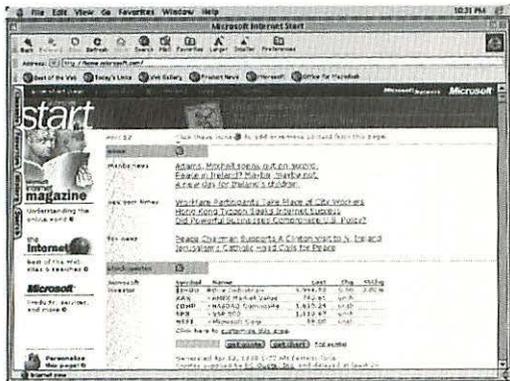


Figure 63. The File menu.

# Office and the Internet

# 3



**Figure 1.** Internet Explorer viewing a Web page

## Office and the Internet

When most people refer to “the Internet,” they usually mean the World Wide Web, or the Web, for short. The Web is the part of the Internet that gives you access to documents that contain text, graphics, links to other documents, and a growing host of multimedia elements. An optional program included with Microsoft Office 98, Internet Explorer, can be your tool for exploring the Web. If you are one of the growing number of people with a Web site to support, Word can help you create and maintain the content of the site.

The Internet is much more than just the Web. For example, if you have ever sent or received e-mail to someone who’s not on your online service, you have used the Internet. Another optional program included with Office 98, Outlook Express, lets you send and receive private e-mail messages, and read and post public messages on any of many thousands of Internet newsgroups.

Word, Excel, and PowerPoint all can use Internet links to connect to other documents. These links can be to files on your own computer, or they can be to files stored on computers that are accessible to you through the Internet.

## Installing the Internet Applications

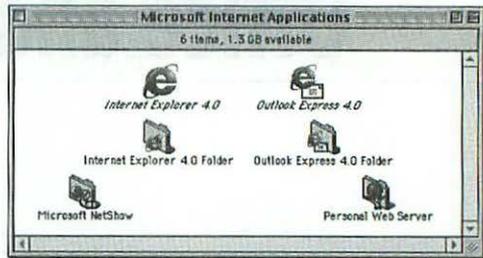
1. Drag the Microsoft Internet Applications folder (**Figure 2**) from the Microsoft Office 98 CD-ROM to your hard disk.
2. Double-click the alias for either Internet Explorer 4.0 or Outlook Express 4.0.

### Internet Explorer

To use Internet Explorer, you must have established a connection with an Internet service provider, a company that has connected one or more of their computers to the global network. Most companies of any size have such a connection through which you can access the Internet with Internet Explorer. The popular online services, such as America Online and, of course, Microsoft Network, provide access to the Internet for their subscribers.

#### ✓ Tip

- Web pages can take a long time to load on your computer. Using a faster modem can make a big difference. If you're interested in getting a faster modem, find out from your Internet service provider the kinds of modems they support and the speeds they can handle now and in the foreseeable future in your service area.



**Figure 2.** The Microsoft Internet Applications folder.

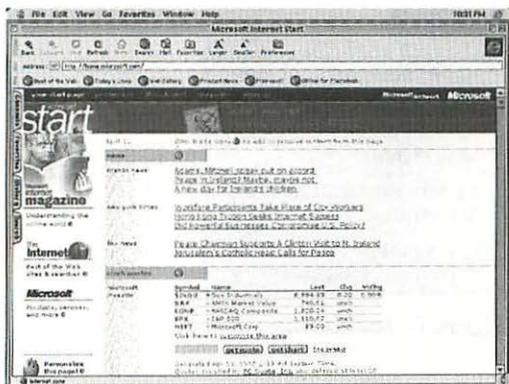


Figure 3. Internet Explorer.



Figure 4. The Internet Explorer address field.

- ▼ Education
- Computing
- Education Resources
- Higher Education
- K-12 Education

Figure 5. Hypertext link.

## Opening a Web Page

1. Double-click the Internet Explorer icon. Internet Explorer opens. (Figure 3)
2. Type the address of the Web page (sometimes referred to as a Universal Resource Locator, or URL) into the Address field. (Figure 4)

or

Click a link on the current Web page to open a different page. Words that are colored or underlined are usually links to other Web pages. (Figure 5)

### ✓ Tips

- You can set the Web page you use as your initial location in the “Home/Search” section of the Preferences dialog.
- Most Web sites have addresses that look like <http://www.microsoft.com/> which you can abbreviate as “microsoft.com” (without the quotes). Internet Explorer will fill in the rest.

## Managing Links

When you find a Web site that you will want to visit again, pull down the Favorites menu and choose Add Page to Favorites. (Figure 6) A link to the site will be added to the bottom of the Favorites menu, so you can get to it directly the next time you want to visit the site.

### ✓ Tips

- When you want to delete or reorganize items in your Favorites menu, pull down the menu and choose Open Favorites.
- Graphics can also be links. As you move your cursor over a Web page, the cursor changes to a hand figure when it passes over a link (Figure 7). Click the link to go to a different Web page or to a different location on the current page.
- Clicking and holding on a link brings up a menu with more options for using the link.



Figure 6. The Favorites menu.

## Computing

[Tech News](#), [Game Downloads](#), [Hardware ...](#)

Figure 7. Hand cursor indicates a link.

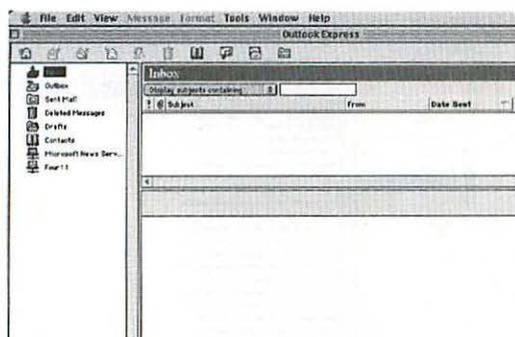


Figure 8. Outlook Express.



Figure 9. Creating a new message.

## Using Outlook Express E-Mail

1. Double-click the Outlook Express icon. Outlook Express opens. (Figure 8)
2. Click a folder in the left window to display its contents in the upper-right window.
3. Double-click one of the messages in the upper-right window to see its contents in the lower-right window.
4. To compose a new e-mail message, pull down the File menu, pause on New, and choose Main Message. (Figure 9)

or

Press ⌘+N.

### ✓ Tips

- You can create a new folder in which to store mail by pulling down the File menu, choosing New, and choosing Folder from the submenu that pops out.
- Use the Message menu to reply to e-mail you've received, forward a message to someone else, or attach a file to a message that you will send.
- Click the Contacts item in the left window to maintain a personal address book of people with whom you correspond. Click the Four11 item to search for someone's contact information.

## Using Outlook Express Newsgroups

Newsgroups (sometimes referred to as UUNet newsgroups) are discussion groups open to anyone with access to a newsgroup server. Each newsgroup is focused on a particular topic. Newsgroup messages look very similar to e-mail messages. The difference is that they are posted publicly, so that anyone with access to a news server can read the message.

1. Double-click Outlook Express.
2. Click a newsgroup server in the left window to show a list of the newsgroups it offers in the right window. (Figure 10)
3. Double-click one of the newsgroups and a new window appears showing the list of messages in that newsgroup.
4. Double-click one of the messages to see the contents of the message in the lower window. (Figure 11)

### ✓ Tip

- To add a newsgroup server to the list, pull down the Edit menu and choose Preferences. Under Accounts, click News, and then click New Server. Your Internet service provider should be able to tell you what you need to know to complete the configuration of a new newsgroup server.

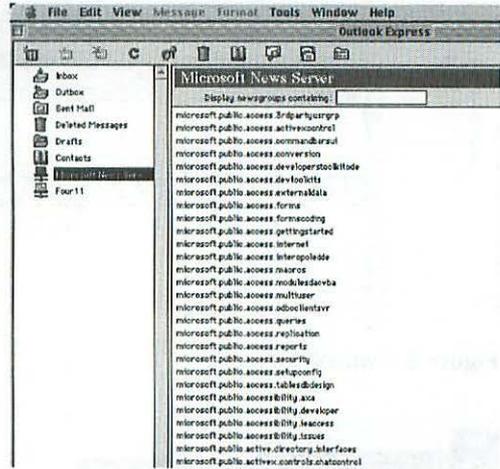


Figure 10. Outlook Express opened to newsgroups.

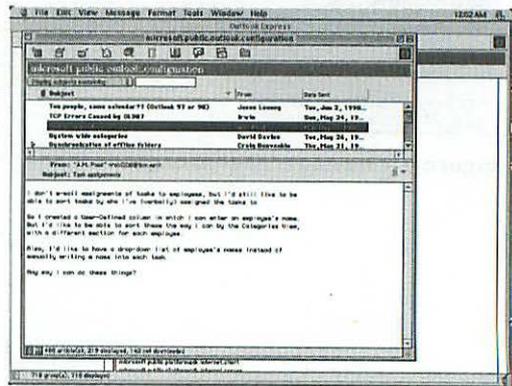


Figure 11. Newsgroup message window.



Figure 12. Insert Hyperlink button.

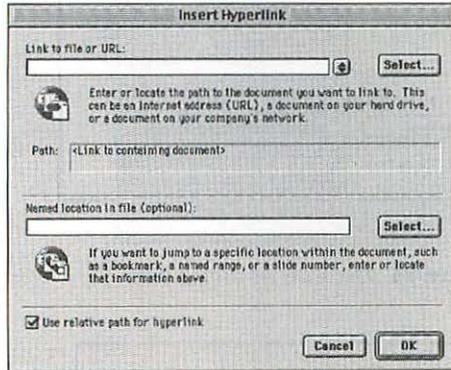


Figure 13. Insert Hyperlink window.

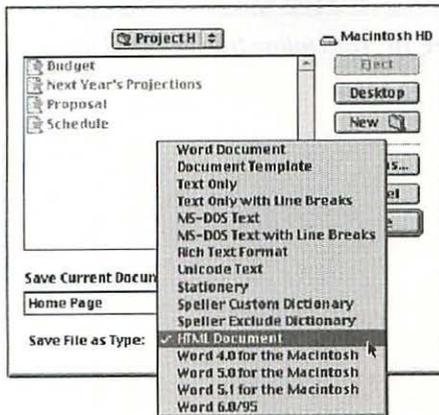


Figure 14. The Action Settings dialog box.

## Creating Links in Word, Excel, and PowerPoint

1. Save your document
2. Click the Insert Hyperlink button on the Standard toolbar. (Figure 12)
3. In the upper text box of the Insert Hyperlink dialog (Figure 13) specify the path to the document if it's on your own computer, or the address of a Web site.
4. In the lower text box, you can specify the point in the document to which you want to link (e.g. a particular slide in a PowerPoint presentation).

## Links in PowerPoint

PowerPoint offers more options for links than the other applications.

1. Pull down the Slide Show menu and choose Action Settings.
2. Use the tabs in the Action Settings dialog box (Figure 14) to specify whether the link occurs when you click it or when you simply pass the mouse pointer over it during a slide show.

### ✓ Tip

- If you specify a Mouse Click action, you may also specify a sound to play when the mouse cursor goes over the link.

## Creating Web Pages in Word

If you have your own Web site, you can use Word to create pages for the site. Web pages use a language called HyperText Markup Language (HTML). Word can translate your document to HTML.

1. Pull down the File menu and choose Save As HTML.

or

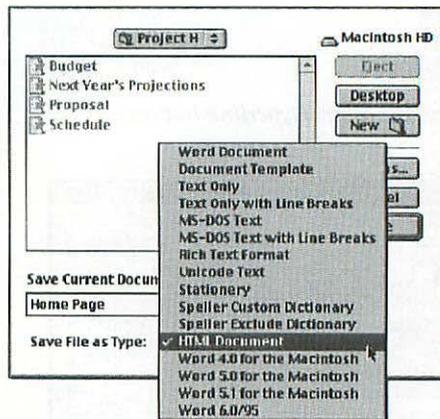
In the regular Save As dialog box, open the Save File As Type popup menu and choose HTML Document.

**(Figure 15)**

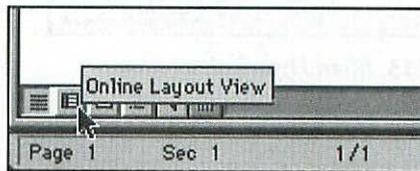
2. To see what your Web page might look like in a Web browser, click the Online Layout View button to the left of the horizontal scroll bar at the bottom of the document window. **(Figure 16)** If your document has headings, you will get a Document Map pane on the left, which allows you to quickly jump to any heading in the document.

### ✓ Tip

- In most Web browsers, users can specify the font and size they want to use for text, so you can never be certain where lines of text will end or how many lines there will be for all visitors to your site.



**Figure 15.** The Save As dialog box.



**Figure 16.** The Online Layout View button.

# Part 2

## Microsoft Word

Chapter 4: About Word .....	51
Chapter 5: Entering and Editing Text....	57
Chapter 6: Font Formatting .....	65
Chapter 7: Paragraph Formatting.....	71
Chapter 8: Automatic Text Formatting .....	81
Chapter 9: Page Formatting .....	85
Chapter 10: Creating Tables .....	93
Chapter 11: Creating Graphics .....	105
Chapter 12: Special Word Techniques .....	113

# Part 2

## Microsoft Word

### Chapter 4: About Word

- What Is Word?*
- The Road to a Word Document*
- The Word Window*
- Key to the Word Window*
- Starting Word*

### Chapter 5: Entering and Editing Text

- Starting a New Document*
- Entering the Text*
- About the Paragraph Marks*  
*(Show/Hide ¶ button)*
- Text Editing*
- Finding Text*
- Replacing Text*
- Switching to Page Layout View*
- The Other Views*

### Chapter 6: Font Formatting

- About Font Formatting*
- Changing the Font and Font Size*
- Boldfacing, Italicizing, and Underlining*
- Expanding and Condensing Character Spacing*
- Changing the Case of Characters*
- Special Font Effects*

### Chapter 7: Paragraph Formatting

- About Paragraph Formatting*
- Selecting Paragraphs*
- Indenting Paragraphs with the Ruler*
- Changing the First Line Indent*
- Indenting with the Paragraph Dialog Box*
- Double Spacing Paragraphs*
- Centering and Justifying Paragraphs*
- Setting Tabs*
- Adding Bullets to Paragraphs*
- Numbering Paragraphs*
- Finding and Replacing Formatting*

### Chapter 8: Automatic Text Formatting

- About Styles*
- Choosing a Style from the Style List*

- Creating a Paragraph Style*
- Modifying a Paragraph Style*
- Creating a Character Style*

### Chapter 9: Page Formatting

- About Page Formatting*
- Changing the Page Size and Shape*
- Changing the Margins*
- Setting Up Headers and Footers*
- Creating Multiple Sections*
- Paginating the Document*
- Numbering Pages*
- Setting up Multiple Columns*
- AutoFormatting Documents*

### Chapter 10: Creating Tables

- About Tables*
- Starting a Table*
- Entering Data in the Table*
- Aligning Data in the Table*
- Working with Numeric Data*
- Deleting Data from the Table*
- Inserting Columns or Rows*
- Merging Cells*
- Turning on Borders and Shading*
- Converting Text to a Table*

### Chapter 11: Creating Graphics

- About Graphics*
- Creating Your Own Graphics*
- Drawing Lines*
- Making Shapes*
- Adding Color, Shadows, and 3-D Effects*
- Adding Text as a Graphic Object*
- Making Text Conform to Shapes*
- Using Clip Art*

### Chapter 12: Special Word Techniques

- Automatically Correcting Typos*
- Automatically Entering Text*
- Inserting Symbols from the Wingdings Font*
- Printing Envelopes*
- Envelope Printing Options*
- Saving a Document as a Template*
- Modifying an Existing Template*
- Using Automatic Saves*
- Creating Form Letters with Mail Merge*
- Changing the Appearance of the Word Window*

# About Word

# 4

## What Is Word?

Word 98, the word processing part of the Microsoft Office suite, creates letters, memos, invoices, proposals, reports, forms, Web pages, and just about any other printed or electronically distributed documents.

You can type text into Word and insert drawings or scanned photos, formatting the text and graphics into sophisticated documents, complete with running headers and footers, footnotes, cross-references, page numbers, tables of contents, and indexes. On the other hand, you can create simple text memos with Word's easy-to-use features.



Word

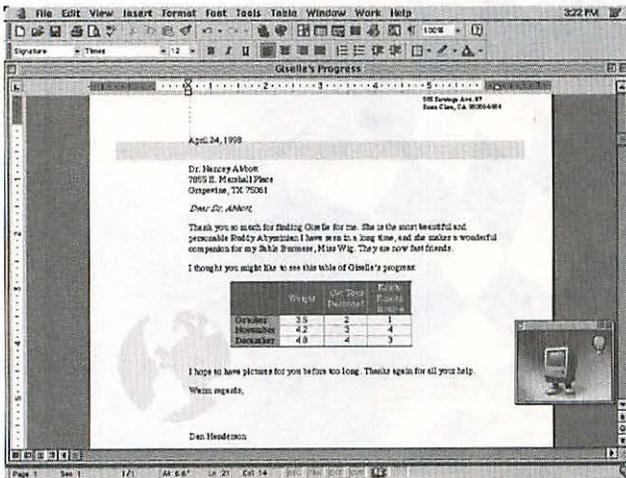


Figure 1. The Microsoft Word window

Word's approach, as with the other applications in the Office suite, is entirely visual. As you work in a document, you see all the text, graphics, and formatting exactly as it will appear when you print it.

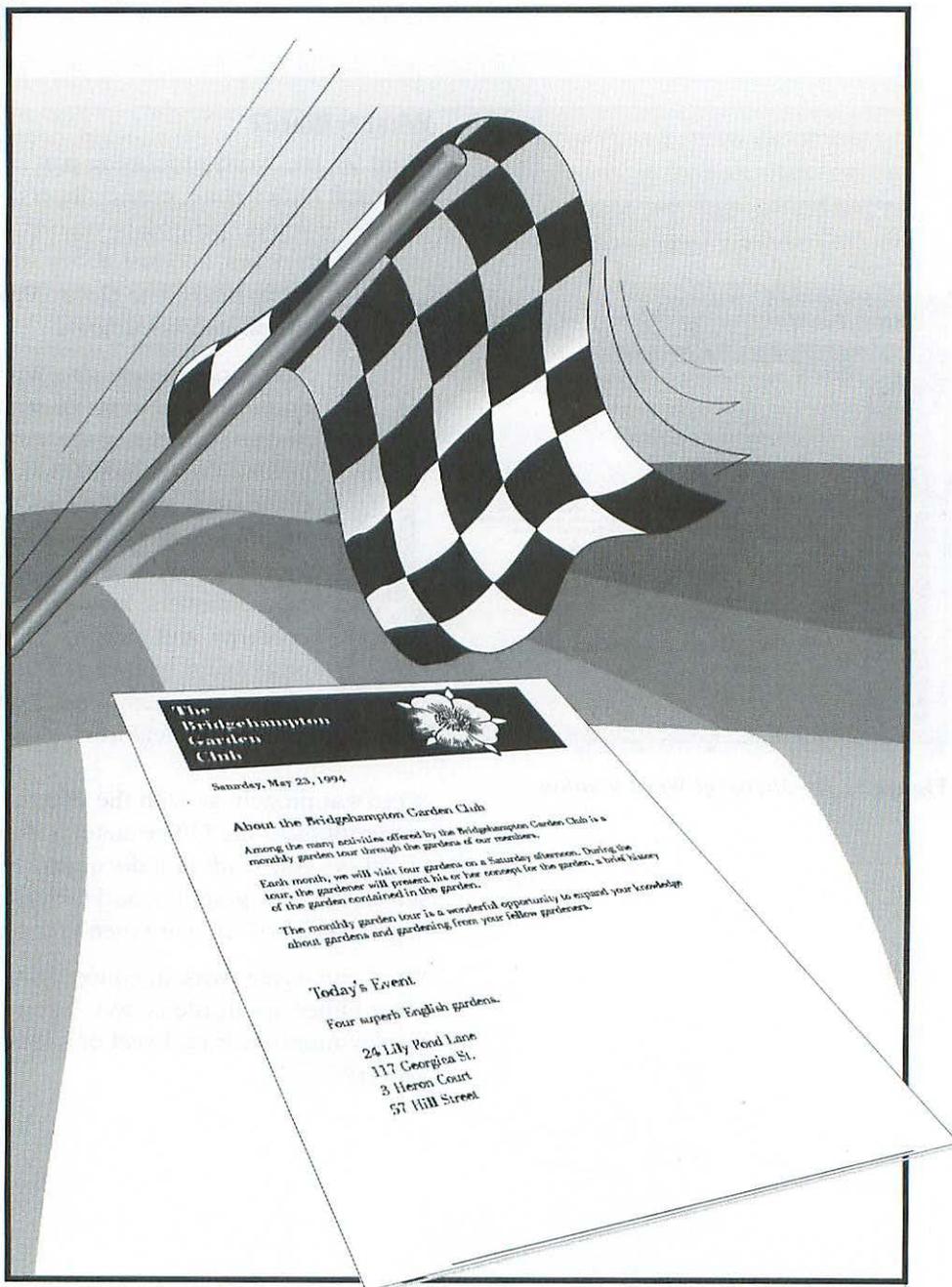
Word can easily work in concert with the other Office applications, too. It can display numbers from Excel or slides from PowerPoint.

## The Road to a Word Document

Road to a Document



Word





### Entering and Editing the Text

Start a new document and type the text. Don't worry about formatting. You'll take care of that later by using styles or by manually formatting the characters and paragraphs. *Pages 57–64.*



### Formatting the Characters

Select words or paragraphs whose characters require a special look (a different font or font size, bold-facing, italicizing, or underlining, or another special font effect) and “font format” them. If you've created styles that contain font formatting, you can apply the styles to save time. *Pages 65–70.*



### Formatting the Paragraphs

Select paragraphs that need a different look and apply paragraph formats to them. Change their indents, line spacing, centering, and tab settings in this step. Also add bullets or numbers, if you want. If you've created styles that contain preset combinations of paragraph formatting options, this is the time to use them. *Pages 71–79.*



### Formatting the Pages

When the text is in shape, you can begin making overall adjustments to the pages. You can change the page size, page shape, and the margins, set up multiple columns of text, and repaginate the text to fit the pages. You can also set up the elements that appear on all pages, such as headers, footers, and page numbers. *Pages 85–92.*



### Adding Tables or Objects from Other Applications

Word's built-in table tools make creating and revising tables of text or numbers quick and easy. If the table you need is a range of numbers from Excel, you can simply drag the range from an Excel window into your document. The range appears and it shows all the data and formatting you applied in Excel. You may want to augment the document with information from other Office applications, too, such as with slides from PowerPoint. *Pages 93–112.*



### Proofing the Document

Word's AutoCorrect and its spelling and grammar checkers can catch many errors on the fly as you type, but you'll still want to check the document to be sure you've fixed everything. *Pages 113–114.*



### Printing or Mailing the Document

Before you print the document, you can preview it to find obvious formatting errors in advance. If you're ready for the “paperless office” you can attach the document to an e-mail message. *Page 45.*

### Extras

Not in the everyday flow are these special features you'll learn about: printing envelopes, creating form letters, and using templates to create virtually automatic documents. *Pages 116–124.*

### The Word Window

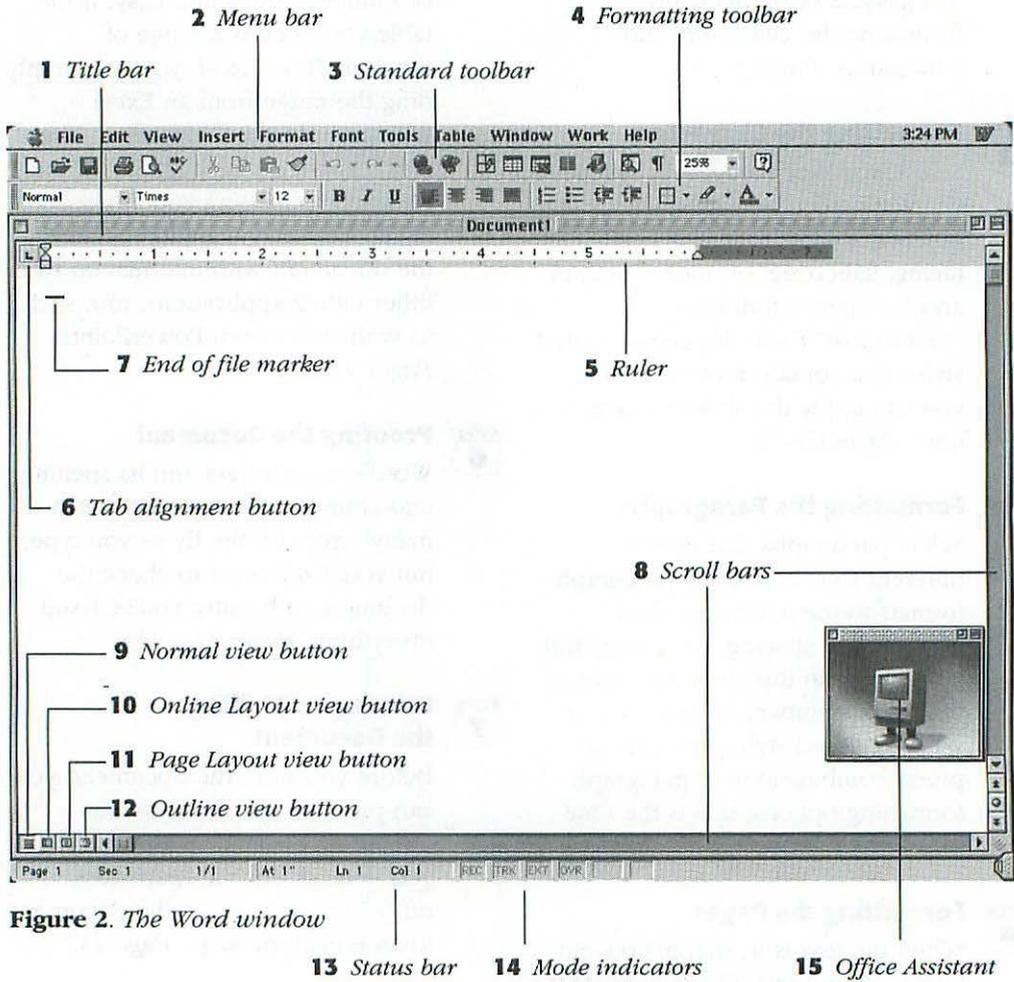


Figure 2. The Word window

## Key to the Word Window

### 1 *Title bar*

Displays the document name. Drag the title bar to move the window.

### 2 *Menu bar*

Click any name on the menu bar to pull down a menu.

### 3 *Standard toolbar*

Contains buttons that you can use for standard file management, text editing and proofing commands.

### 4 *Formatting toolbar*

Contains buttons that you can use for formatting characters and paragraphs.

### 5 *Ruler*

Accurate horizontal ruler showing page width and position of tabs, indents, and columns.

### 6 *Tab alignment button*

Click this button before setting a tab to select a tab type.

### 7 *End of file marker*

Horizontal line showing the end of the current file. When you open a new document, the end of the file is at the top of the screen.

### 8 *Scroll bars*

Use these scroll bars to move the view of the document up or down or to quickly jump to a spot in the document. The length of the vertical scroll bar represents the length of the entire document. The

position of the scroll position indicator represents the position in the document of the currently visible window.

### 9 *Normal view button*

Click this button to switch to a normal view of the document.

### 10 *Online layout view button*

If you're creating a Web page, click this button to see how it will look online.

### 11 *Page Layout view button*

Click this button to switch to Page Layout view, which shows page borders, accurate margins, headers and footers, and other elements exactly as they'll appear when you print them.

### 12 *Outline view button*

Click this button to work with the document as an outline so you can develop the structure of a document.

### 13 *Status bar*

Shows the current page number and position of the insertion point in the document.

### 14 *Mode indicators*

These show special conditions that are in effect, such as recording a macro, tracking changes in the document, extending a selection, or overtyping.

### 15 *Office Assistant*

Click the Office Assistant window for online help.



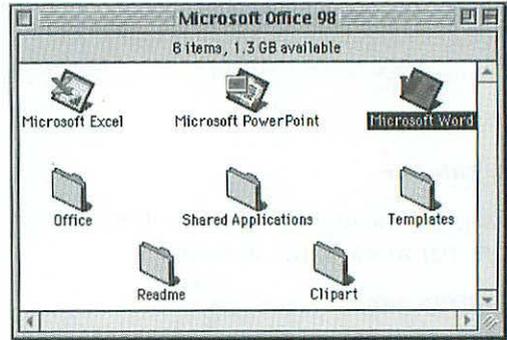
### Starting Word

Double-click the Microsoft Word icon in the Microsoft Office 98 folder.

**(Figure 1)**

✓ **Tip**

- If Microsoft Word is already started, pull down the application menu and choose Microsoft Word from the list of running applications.



**Figure 3.** The Microsoft Word icon in the Microsoft Office 98 folder.



Word

# Entering and Editing Text

# 5

The New button

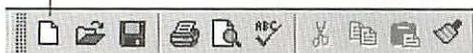


Figure 1. The New button in the Standard toolbar.

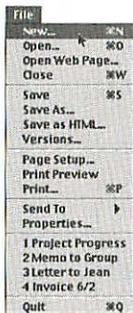


Figure 2. The File menu.

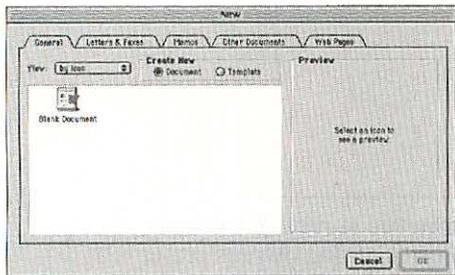


Figure 3. The New dialog box.

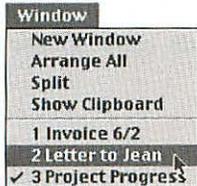


Figure 4. The Window menu.

## Starting a New Document

When Word starts, *Document1* is open and ready for you to type text. Documents are numbered sequentially and several can be open simultaneously. To start *Document2* follow these steps:

Click the New button to open a new document. (Figure 1)

or

Press  $\text{⌘}+\text{N}$ .

or

From the File menu, choose New (Figure 2) and then, in the New dialog box, click the tab that corresponds to the type of document you want, click the template or Wizard you want to use, and click OK. (Figure 3) To learn more about templates, see *Saving a Document as a Template*, page 119.

## ✓ Tips

- To switch from one open document to another, choose a document name from the list of open documents at the bottom of the Window menu. (Figure 4)
- A single document can be displayed within the Word window, or several documents can be arranged in their own windows within the Word window.



Word



Word

## Entering the Text

Typing in Word is just like typing with a typewriter except that you do *not* press Enter at the end of a line. When the insertion point reaches the right margin, it *wraps* automatically to the next line. Press Enter only to start a new paragraph. (Figure 5)

### ✓ Tips

- Press Delete to back up and erase mistakes to the left of the insertion point. (Figure 6)
- Press Clear or Del to delete characters to the right of the insertion point. (Figure 7)
- Word automatically corrects many common typos, such as forgetting to capitalize the first word in a sentence, or typing “teh” instead of “the.” (Figure 8) See *Automatically Correcting Typos*, page 113.

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners like

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners |

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners prefer |

**Figure 7.** Press Clear or Del to delete characters to the **right** of the insertion point.

## Memorandum

To: Malissa August  
From: Dan Henderson  
Date: 4/24/98  
Re: Project X

Our initial survey of the market for pet care products indicates that an overwhelming majority

**Figure 5.** Do not press Enter when you get to the end of a line. Word will jump to the next line when it can fit no more text on the current line.

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners |

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog own |

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners |

**Figure 6.** Press Delete to delete characters to the **left** of the insertion point.

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners prefer teh |

Our initial survey of the market for pet care products indicates that an overwhelming majority of dog owners prefer the |

**Figure 8.** Word automatically corrects typos when you finish a word.

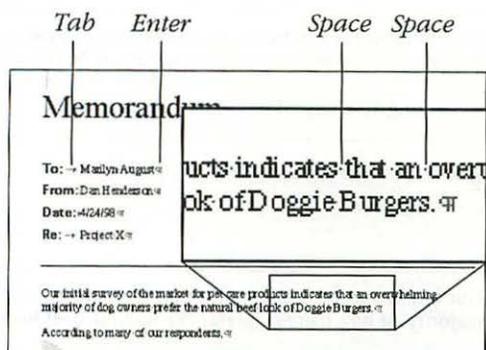


Figure 9. Nonprinting characters.

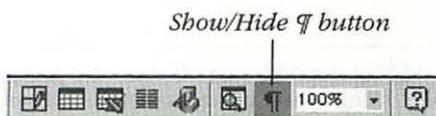


Figure 10. The Show/Hide ¶ button.

## About the Paragraph Marks (Show/Hide ¶ button)

If nonprinting characters are turned on, you will see a Paragraph Mark (¶) at the end of each paragraph and a dot wherever you pressed the Spacebar to help you understand the formatting in your document. (Figure 9) Table 4-1 shows the nonprinting characters you will see in documents.

Click the Show/Hide ¶ button to turn on nonprinting characters. (Figure 10)

### ✓ Tip

- If nonprinting characters are already on, click the Show/Hide ¶ button again to turn them off.

Table 4-1. The Nonprinting Characters

¶	End of paragraph
.	Space
→	Tab
↵	New line, same paragraph





## Text Editing

To insert new text, position the insertion point and then type new text at the insertion point. **(Figures 11–12)** See *Moving the Insertion Point*, page 23.

Press Delete to delete characters to the left of the insertion point or press Clear or Del to delete characters to the right of the insertion point.

To move or copy text, use drag and drop. See *Dragging and Dropping Text*, page 29.

To replace existing text, select the text, and then type new text in its place.

**(Figure 13)**

Our initial survey of the market for pet care products shows that a majority of dog owners prefer the natural beef look

According to many of our |respondents,

**Figure 11.** Place the insertion point at the location for the new text.

Our initial survey of the market for pet care products shows that a majority of dog owners prefer the natural beef look

According to many of our over 1,000 |respondents,

**Figure 12.** Anything you type is inserted at the insertion point.

Our initial survey of the market for pet care products shows that a majority of dog owners prefer the natural beef look

According to many of our **over** 1,000 respondents,

Our initial survey of the market for pet care products shows that a majority of dog owners prefer the natural beef look

According to many of our more than |1,000 responde

**Figure 13.** Anything you type while text is selected replaces the selected text.



Figure 14. The Find command.

Type the text to find here.

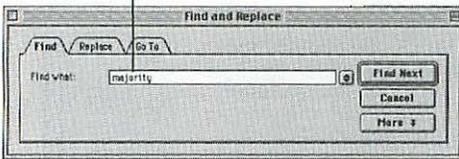


Figure 15. The Find dialog box.

Click here.

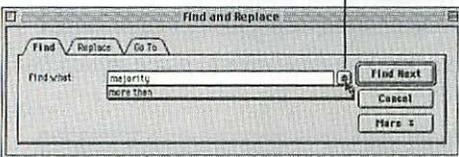


Figure 16. Click to choose an earlier text item to find again.

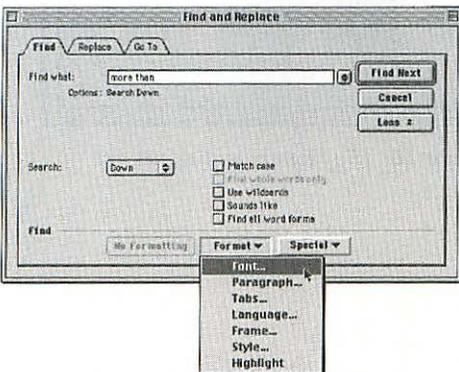


Figure 17. Choose a format type here.

## Finding Text

1. From the Edit menu, choose Find. (Figure 14)  
or  
Press ⌘+F.
2. In the Find dialog box, type text in the Find What text box. (Figure 15)
3. Click Find Next.

### ✓ Tips

- To find the same items again, click the pull-down button next to the Find What text box and select from the list. (Figure 16)
- To search for special formatting, click the Format button and then select a format on the subsequent menu and dialog boxes. (Figure 17) Table 4-2 shows the other options available.

Table 4-2. Special Find Options

<b>Match Case</b>	Finds words that contain the same upper and lower case characters.
<b>Find Whole Words Only</b>	Finds text when not part of a larger word. Finds “art” but not “artistic.”
<b>Use Wildcards</b>	Allows you to enter a code to specify a special character combination to find (for example, a “?” will match any single character).
<b>Sounds Like</b>	Finds text that sounds like the Find What text.
<b>Find All Word Forms</b>	Finds all variations of the chosen word (for example, “apple” and “apples,” “sit” and “sat”).





Word

## Replacing Text

1. From the Edit menu, choose Replace. (Figure 18)

or

Press **⌘+H**.

2. In the Find and Replace dialog box, type the text to find in the Find What text box. Click the More button for more choices. (Figure 19)

3. In the Replace With text box, type the replacement text.

4. Click the Find Next button.

5. Click Replace to replace the text or click Find Next to skip to the next occurrence of the Find What text.

or

Click Replace All to replace all occurrences of the Find What text in the entire document.

### ✓ Tips

- The Search pull-down list gives you the choice to search Up from the insertion point, Down from the insertion point, or All (through the entire document). (Figure 20)
- You can replace formatting as easily as you can replace text.

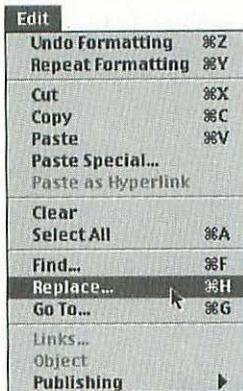


Figure 18. The Edit menu.

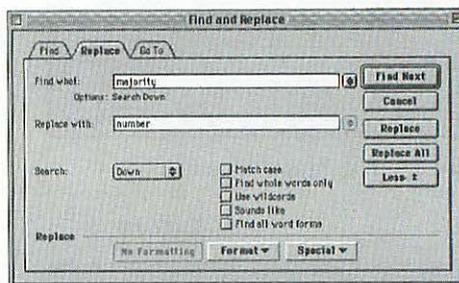


Figure 19. The Find and Replace dialog box.

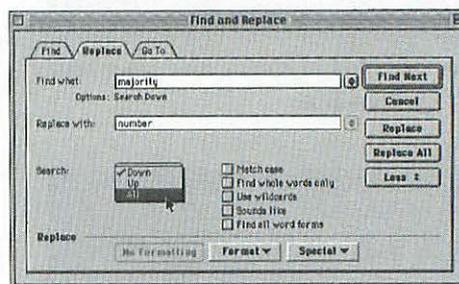
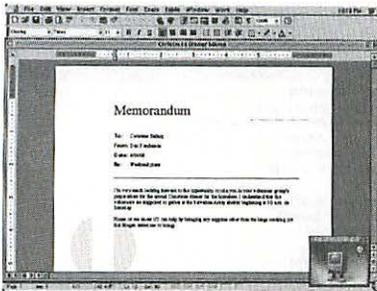
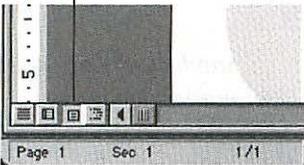


Figure 20. The Search pull-down list.

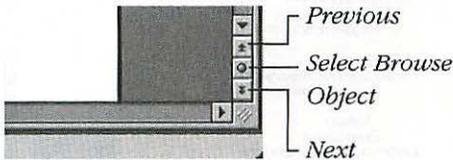


**Figure 21.** Page Layout view.

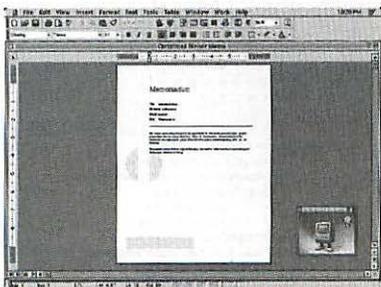
Page Layout view button



**Figure 22.** The Page Layout View button.



**Figure 23.** The Next Page and Previous Page buttons.



**Figure 24.** Viewing the whole page in Page Layout view.

## Switching to Page Layout View

Switch to Page Layout view (**Figure 21**) to see the document as it will look when printed, including the accurate page borders, page margins, headers and footers, multiple columns, and frames that contain images.

Click the Page Layout View button. (**Figure 22**)

or

From the View menu, choose Page Layout.

### ✓ Tips

- Page layout view is an actual working view of the document in which you can enter, edit, and format text.
- While in Page Layout view, turn from page to page by clicking the Next and Previous buttons. (**Figure 23**) The Select Browse Object button, between the Next and Previous buttons, lets you choose to make the Next and Previous buttons take you to the next or previous table, graphic, heading, etc., rather than the next or previous page.
- While in Page Layout view, you can choose Whole Page from the Zoom Control list to see the entire page. (**Figure 24**) See *Zooming In and Out*, page 35.

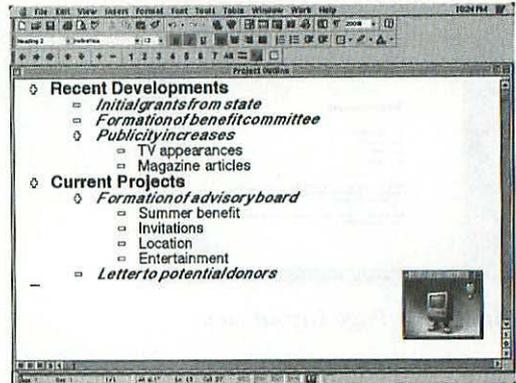


## The Other Views

In Outline view (**Figure 25**), you can enter several levels of headings, type text underneath the headings, and rearrange both the headings and the text as you work out the structure of a document. To edit and rearrange the main headings, you can collapse any lower level headings underneath a heading at any level.

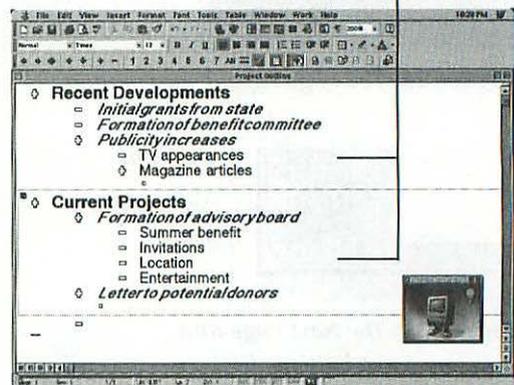
In Master Document view (**Figure 26**), you form a compound document composed of individual documents. Any change made to one of the component documents shows up in the master document, and vice versa.

When you click the Document Map button in the toolbar (to the left of the Show/Hide ¶ button), a new pane opens on the left (**Figure 27**) showing you all the document's headings, so you can jump quickly to any of them.

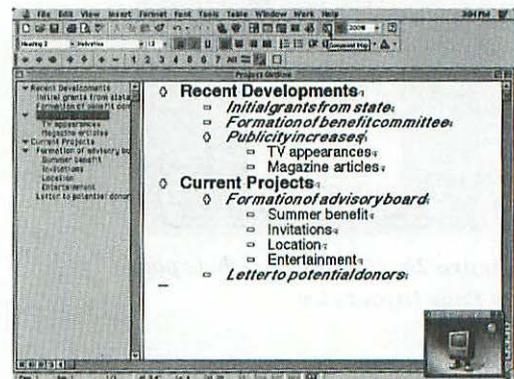


**Figure 25.** Outline view.

### Subdocuments within master document



**Figure 26.** Master Document view.



**Figure 27.** Document Map view.

# Font Formatting

# 6

Times New Roman 12 pt. *Italic, underlined*

Comic Sans MS 20 pt.

**Arial 24 pt. Bold, Italic**

SMALL CAPS

Superscript<sup>1</sup>

**Figure 1.** *Examples of different font formatting.*

## About Font Formatting

The look of the characters (letters, numbers, and punctuation) that you type is automatically set when you begin typing, but you can change it by choosing different *font formatting*. (**Figure 1**)

As with any change, you must select the text to format *first* (an individual character, a word or two, a paragraph, or the entire document) and *then* select font formatting with a menu selection, a click of a toolbar button, or a special keyboard shortcut. New text that you type into the document assumes the character formatting of the text immediately to the left of the insertion point.

For speedy document formatting, font formatting can be part of the information you record in a *style*. Applying a style that you've created to a paragraph automatically applies character formatting to the entire paragraph. See *About Styles*, page 82.



Word

## Changing the Font and Font Size

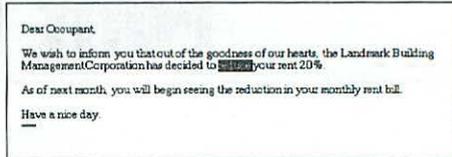
1. Select the text to format. (**Figure 2**)  
See *Selecting Text*, pages 25–27.
2. Pull down the Font list on the Formatting toolbar and select a font name. (**Figure 3**)
3. Pull down the Font Size list and select a different size or click the current size and type a replacement. (**Figure 4**)

or

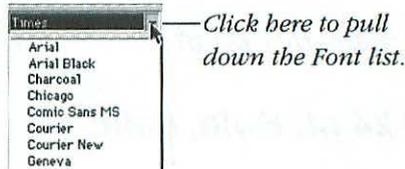
1. Select the text to format. (**Figure 2**)
2. From the Format menu, choose Font and then, on the Font dialog box, select a font on the scrollable list under Font and a Font Size on the scrollable list under Size. (**Figure 5**)

### ✓ Tips

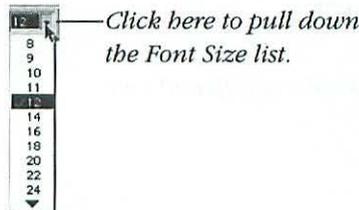
- To use the keyboard to change the font of selected text, press  $\text{⌘}+\text{Shift}+\text{F}$ , press the up or down arrow keys to select a font in the font list in the Formatting toolbar, and then press Enter.
- To return selected text to the standard font and size for the paragraph, select the text and press Control-Spacebar or  $\text{⌘}+\text{Shift}+\text{Z}$ .
- To increase the font size of selected text, press  $\text{⌘}+\text{Shift}+\text{>}$ .
- To decrease the font size of selected text, press  $\text{⌘}+\text{Shift}+\text{<}$ .



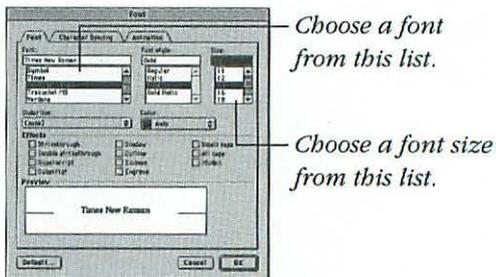
**Figure 2.** Selected text.



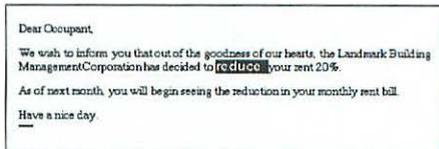
**Figure 3.** The Font list.



**Figure 4.** The Font Size list.



**Figure 5.** The Font dialog box.



**Figure 6.** Text with its new font and font size.



As you know, your lease for office #200 in the East Coast Sales building will expire on August 31, 1998. Enclosed, you will find a contract to extend your tenancy for an additional three years.  
The contract includes a rental rate of \$495.00 per month.

Figure 7. Selected text.



Figure 8. The Bold, Italic, and Underline buttons.

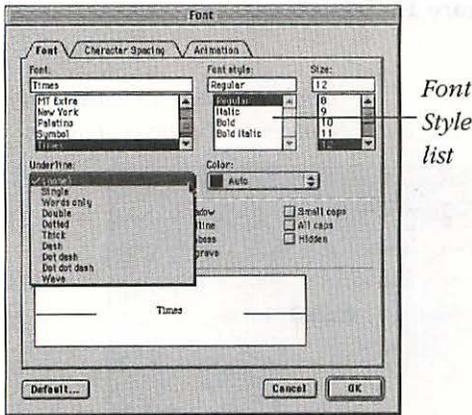


Figure 9. The Font dialog box.

As you know, your lease for office #200 in the East Coast Sales building will expire on **August 31, 1998**. Enclosed, you will find a contract to extend your tenancy for an additional three years.  
The contract includes a rental rate of \$495.00 per month.

Figure 10. Formatted text.

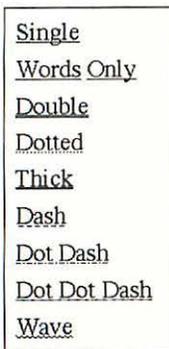


Figure 11. Underline options.

## Boldfacing, Italicizing and Underlining

1. Select the text to format. (Figure 7)
2. Click the Bold, Italic, or Underline buttons on the Formatting toolbar. (Figure 8)

or

From the Format menu, choose Font and then, in the Font dialog box, click an item on the list under Font Style. To change underlining, click the pull-down button next to the Underline text box and then select an underline option on the list. (Figure 9)

or

Press one of the keyboard shortcuts found in Table 5-1, below.

### Tip

- The Bold, Italic, and Underline buttons and keyboard shortcuts are toggles. Use them once to turn formatting on, again to turn formatting off.

Table 5-1. Keyboard Shortcuts

⌘+b	Bold
⌘+i	Italic
⌘+u	Underline



## Expanding and Condensing Character Spacing

1. Select the text to format. (Figure 12)
2. From the Format menu, choose Font.
3. On the Character Spacing tab of the Font dialog box, click the up or down arrows next to the By text box to expand or condense the character spacing. (Figure 13)

### ✓ Tip

- To quickly return expanded or condensed text to normal, select the text and then press Control+Spacebar or ⌘+Shift+Z.

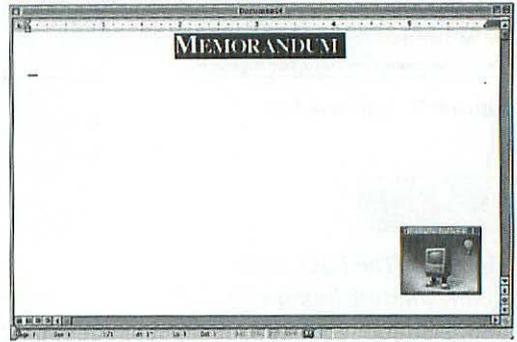
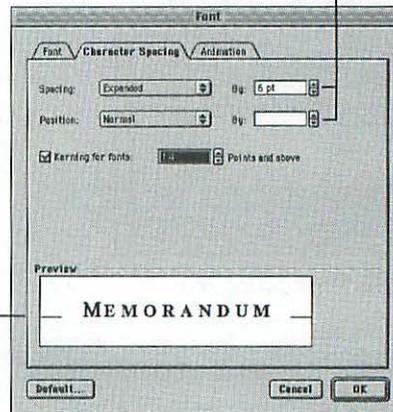


Figure 12. Selected text.

*Click these arrows to expand or condense character spacing.*



*The Preview shows the current setting.*

Figure 13. The Character Spacing tab on the Font dialog box.



Figure 14. Selected text.

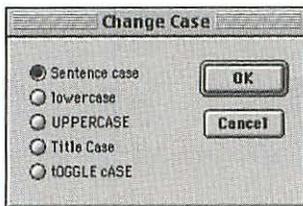


Figure 15. The Change Case dialog box.

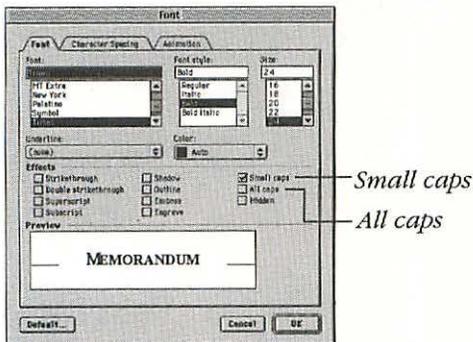


Figure 16. The Font tab of the Font dialog box.

## Changing the Case of Characters

1. Select the text to format. (Figure 14)
2. Press Shift+F3 or ⌘+Option+C to toggle among Initial caps, ALL CAPS, and all lower case.

or

From the Format menu, choose Change Case and select an option on the Change Case dialog box.

(Figure 15)

or

1. Select the text to format. (Figure 14)
2. From the Format menu, choose Font.
3. On the Font tab of the Font dialog box, click the Small Caps or All Caps checkboxes. Click either one again to clear it. (Figure 16)

### ✓ Tip

- You can also select the text and use one of the keyboard shortcuts found in Table 5-2, below.

Table 5-2. Keyboard Shortcuts

Shift+F3	Cycle through case selections.
⌘+Shift+K	Small caps
⌘+Shift+A	All caps
Control+Spacebar	Remove Small caps or All caps applied with keyboard shortcut.





Word

## Special Font Effects

On the Font tab of the Font dialog box, the check boxes let you specify special effects for the selected text.

1. Select the text to format.
2. From the Format menu, choose Font.
3. On the Font tab of the Font dialog box, click as many effects as you'd like to apply to the selected text. (Figure 17)

~~Strikethrough~~

~~Double Strikethrough~~

Text<sup>Superscript</sup>

Text<sub>Subscript</sub>

**Shadow**

**Outline**

**Emboss**

**Engrave**

**SMALL CAPS**

**ALL CAPS**

Hidden

Figure 17. The Font effects.

# Paragraph Formatting

# 7

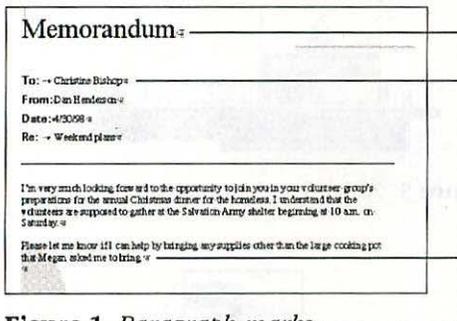


Figure 1. Paragraph marks.

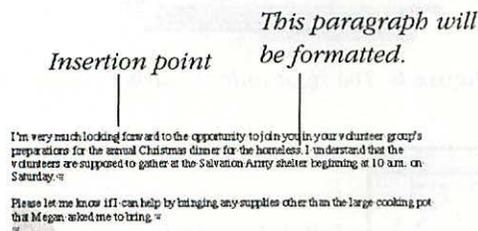


Figure 2. The paragraph containing the insertion point will be formatted.

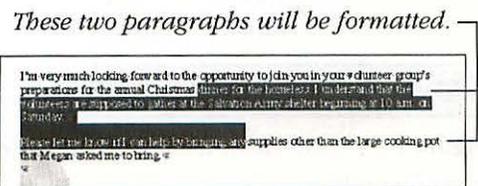


Figure 3. Drag across multiple paragraphs that you want to format.

## About Paragraph Formatting

Paragraph formatting applies changes in appearance to entire paragraphs. The most popular paragraph formatting options include indenting, double spacing, centering, justifying, numbering, and adding bullets to paragraphs.

A paragraph is any amount of text that ends in a paragraph mark (created by pressing the Return or Enter key), from as little as a single word to multiple lines of text. (Figure 1)

### ✓ Tip

- Use the Format Painter to copy paragraph formatting from one paragraph to others. See page 32.

## Selecting Paragraphs

To select a paragraph for paragraph formatting, click anywhere in the paragraph. The paragraph containing the insertion point will be formatted. (Figure 2)

To select multiple paragraphs, drag from anywhere in the first paragraph that you want to format to anywhere in the last paragraph to format. If the selection extends anywhere into a paragraph, the paragraph will be formatted. (Figure 3)

### ✓ Tip

- To select multiple paragraphs quickly, drag down through the left margin next to the paragraphs.



Word



Word

### Indenting Paragraphs with the Ruler

1. Click in or select the paragraph or paragraphs to be formatted. **(Figure 4)**
2. Drag the left indent marker to set the left indent of all of the lines in the paragraph except the first line. **(Figures 5 and 7)**  
*To change the first line, see page 63.*  
*or*  
 Drag the rectangular button below the left indent marker to move the first line indent and the left indent markers simultaneously and maintain their relative positions. **(Figure 7)**
3. Drag the right indent marker to set the right indent. **(Figure 6)**

#### ✓ Tips

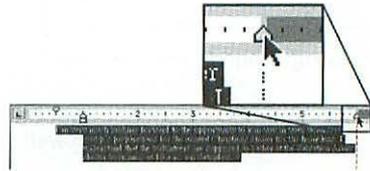
- Click on a paragraph and then examine the indent markers on the ruler to check the indent settings for the paragraph.
- Click the Increase Indent button on the Formatting toolbar to increase the left indent one-half inch. **(Figure 8)**
- Click the Decrease Indent button to decrease the left indent one-half inch. **(Figure 8)**



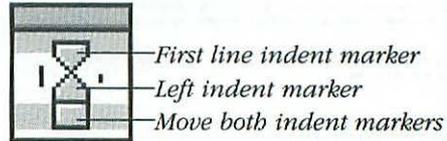
**Figure 4.** Select a paragraph to format.



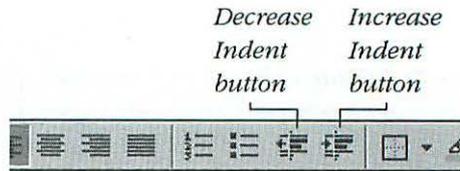
**Figure 5.** The left indent marker.



**Figure 6.** The right indent marker.



**Figure 7.** The indent markers.



**Figure 8.** The Increase Indent and Decrease Indent buttons.

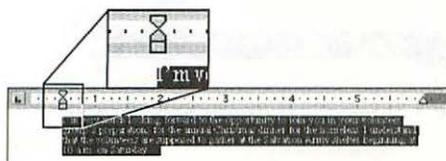


Figure 9. Select a paragraph to format.

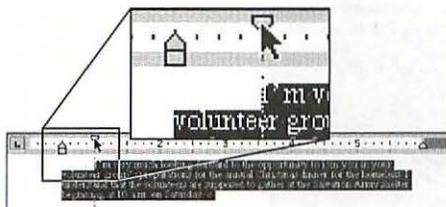


Figure 10. Drag the first line indent marker to create a first line indent.

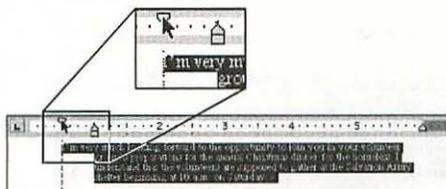


Figure 11. A hanging indent.

## Changing the First Line Indent

1. Select the paragraph or paragraphs to format and locate the left side indent markers in the ruler. (Figure 9)
2. Drag the first line indent marker to set the indent of the first line of a paragraph. (Figure 10)

### ✓ Tips

- Drag the first line indent to the left of the left indent marker to create a hanging indent. (Figure 11)
- Changes to indentation take place when the mouse button is released; the figures here were captured with the changes already applied.



## Indenting with the Paragraph Dialog Box

1. Select the paragraph or paragraphs to format. (Figure 12)
2. From the Format menu, choose Paragraph. (Figure 13)
3. On the Indents and Spacing tab of the Paragraph dialog box, change the left or right indent settings by clicking the increment/decrement buttons (Figure 14) or by double-clicking the current setting and typing a replacement.
4. If you want a first line or hanging indent, pull down the list under Special and choose either First Line or Hanging. Then, set the amount of the indent in the By text box.
5. Click OK.

### ✓ Tips

- Using the Paragraph dialog box gives you the precision to enter exact measurements.
- Indents are measured from the left and right margins.



Figure 12. Select a paragraph to format.

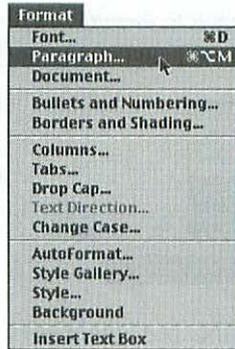


Figure 13. The Format menu.

### The increment/decrement buttons

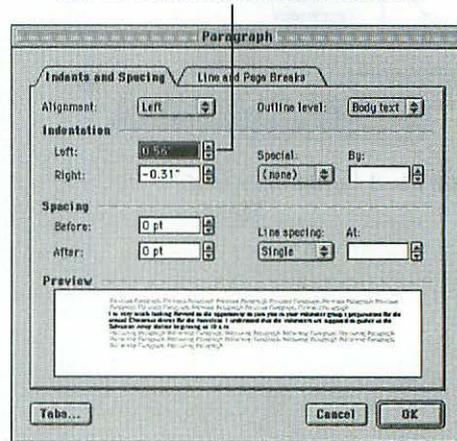


Figure 14. The Paragraph dialog box.





Figure 15. Select a paragraph to format.



Figure 16. Double-spaced paragraph.

Choose an alternate line spacing here.

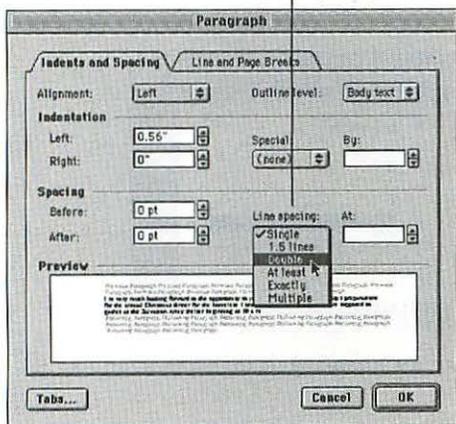


Figure 17. The Line Spacing drop-down list.

## Double Spacing Paragraphs

1. Select the paragraph or paragraphs to format. (Figure 15)
2. Press  $\text{⌘}+2$ . (Figure 16)

or

From the Format menu, choose Paragraph and choose Double from the Line Spacing drop-down list. Then click OK. (Figure 17)

### ✓ Tips

- Press  $\text{⌘}+1$  to return a selected paragraph to single spacing.
- From the Line Spacing drop-down list on the Paragraph dialog box, you can also choose 1.5 lines, or set an exact line spacing in points by choosing Exactly. In the box labeled At, use the arrows to find the number of points of spacing, or type in the value.



## Centering and Justifying Paragraphs

*Centered* paragraphs are horizontally centered between the left and right margins. (Figure 18) The left and right sides of *justified* paragraphs are aligned with the left and right margins.

(Figure 19)

1. Select the paragraph or paragraphs to be formatted.
2. Click the Center or Justify buttons on the Formatting toolbar. (Figure 20)

or

Press  $\text{⌘}+\text{E}$  to center or  $\text{⌘}+\text{J}$  to justify.

### ✓ Tips

- To return a paragraph to standard left alignment (aligned with the left margin and ragged right), click the Left button in the Formatting toolbar or press  $\text{⌘}+\text{L}$ .
- You can also select Paragraph from the Format menu and then, on the Paragraph dialog box, choose an option from the Alignment drop-down list. (Figure 21)
- Paragraphs that are indented will not be centered properly so be sure to remove the indents first.
- To align paragraphs with the right margin, click the Align Right button or press  $\text{⌘}+\text{R}$ .

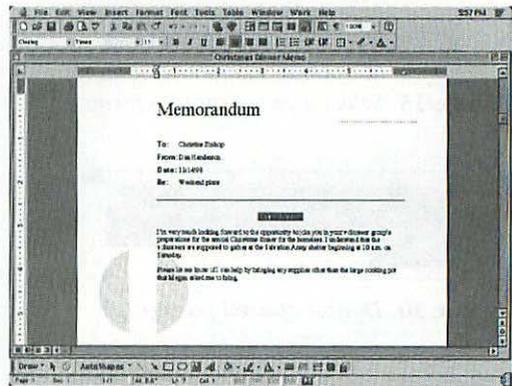


Figure 18. Centered paragraph.

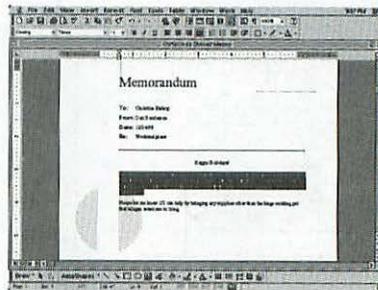


Figure 19. Justified paragraph.



Figure 20. The Align buttons on the Formatting toolbar.

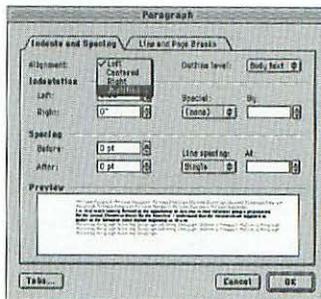


Figure 21. The Alignment drop-down list.





Figure 22. Selected paragraphs.

Tab alignment button

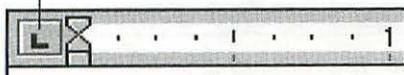


Figure 23. The alignment marker.

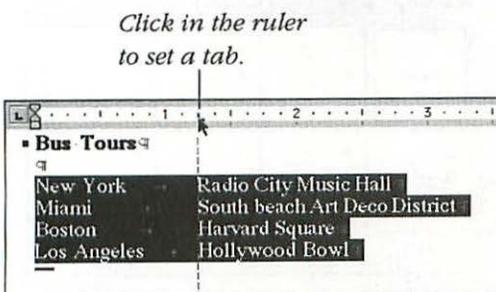


Figure 24. Setting a tab.

## Setting Tabs

1. Select the paragraph or paragraphs to which you want to add tabs. (Figure 22)
2. Click the tab alignment button if you want to change the tab type. The default tab is left-aligned. (Figure 23) Table 6-1 shows the tab alignment settings.
3. Click in the ruler to set a tab of the type shown on the tab alignment button. (Figure 24)
4. Click again at a different spot in the ruler to set another tab of the same type.

or

Click the tab alignment button to select a different tab type before clicking in the ruler to set the tab.

### ✓ Tips

- To delete a tab, drag it up and off the ruler.
- To change tab settings, select the paragraphs to affect and then drag the tab markers left or right along the ruler.

Table 6-1. Tab Alignment Settings

	Left-aligned tab
	Center-aligned tab
	Right-aligned tab
	Decimal-aligned tab



Word

## Adding Bullets to Paragraphs

1. Select the paragraph or paragraphs to format. **(Figure 25)**
2. Click the Bullets button on the Formatting toolbar. **(Figure 26)**  
or, to select a bullet shape and other bullet options:  
From the Format menu, choose Bullets and Numbering.  
or  
Click while holding down the Control key and choose Bullets and Numbering from the shortcut menu.
3. On the Bulleted tab of the Bullets and Numbering dialog box, click one of the large panes to select a bullet shape. **(Figure 27)** The paragraph becomes a bulleted list. **(Figure 28)**

### ✓ Tips

- To remove bullets, select the bulleted paragraphs and then click the Bullets button again.
- Bulleted paragraphs in a list are unsequenced. To order the list, use numbers rather than bullets. See *Numbering Paragraphs on the opposite page*.
- To set the bullet size, distance from text, and other options, click Customize on the Bulleted tab of the Bullets and Numbering dialog box.

### Action Plan

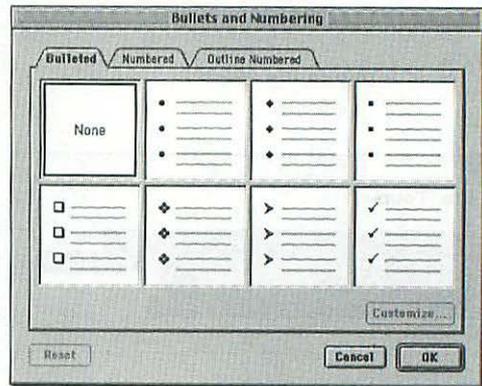
Solicit proposals  
Evaluate bids  
Develop design  
Hire contractor

**Figure 25.** Select a paragraph to format.

The Bullets button



**Figure 26.** The Formatting toolbar.



**Figure 27.** The Bullets and Numbering dialog box.

### Action Plan

- Solicit proposals
- Evaluate bids
- Develop design
- Hire contractor

**Figure 28.** The paragraphs with bullets.

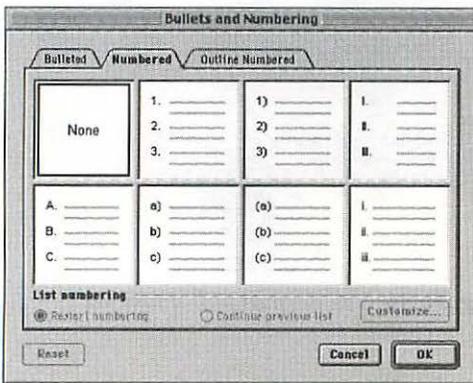


**Figure 29.** Select a paragraph to format.

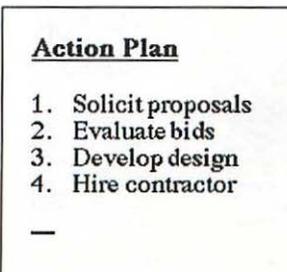
The Numbering button



**Figure 30.** The Formatting toolbar.



**Figure 31.** The Bullets and Numbering dialog box.



**Figure 32.** The numbered list.

## Numbering Paragraphs

1. Select the paragraph or paragraphs to format. (**Figure 29**)
2. Click the Numbering button on the Formatting toolbar. (**Figure 30**)  
or, to select a numbering style and other numbering options  
From the Format menu, choose Bullets and Numbering.

or

Click while holding down the Control key and choose Bullets and Numbering from the shortcut menu.

3. On the Numbered tab of the Bullets and Numbering dialog box, click one of the large panes to select a numbering style. (**Figure 31**) The paragraph becomes a numbered list. (**Figure 32**)

### ✓ Tips

- To remove numbers, select the numbered paragraphs and then click the Numbering button again.
- To set the numbering style, distance from text, and other options, click Customize on the Numbered tab of the Bullets and Numbering dialog box.
- To remove the number from a paragraph in a list, select the paragraph, click while holding down the Control key, choose Bullets and Numbering, and in the dialog box, click the None pane.



## Finding and Replacing Formatting

1. Press  $\text{⌘}+\text{F}$  to find or  $\text{⌘}+\text{H}$  to replace text.

or

From the Edit menu, choose either Find or Replace. (Figure 33)

2. On the Find dialog box or the Replace dialog box, click More for more choices, and click the Format button to pull down a list of formats. (Figure 34)

3. Choose the formatting you want to find or replace. The formatting you choose will be described under the Find What text box. (Figure 35)

4. Click Find Next to find the formatting.

or

If you are replacing formatting, click in the Replace With textbox, click the Format button, choose replacement formatting, and then click Find Next.

### ✓ Tips

- You can search for a style by clicking the Format button on the Find or Replace dialog box, selecting Style on the Format list, and then choosing a style. *To learn about styles, see Automatic Text Formatting, pages 81–84.*
- Type text into the Find What text box at step 2 above to search for specific text with specific formatting.

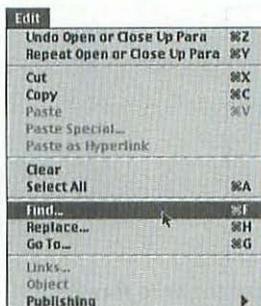


Figure 33. The Edit menu.

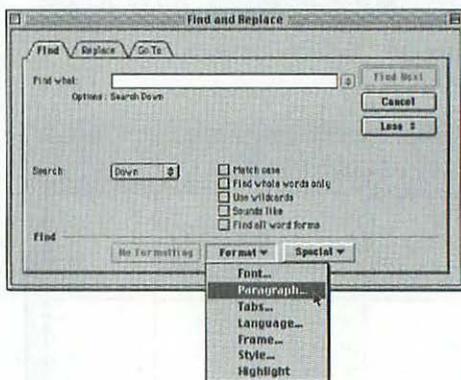


Figure 34. The Format pull-down list.

*The formatting for which you are searching is described here.*

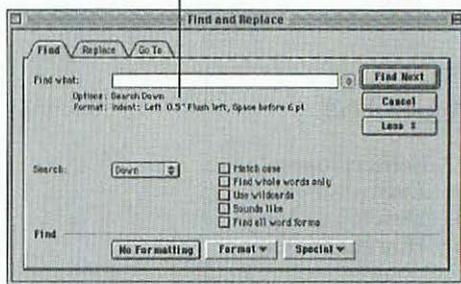


Figure 35. The Find dialog box.

# Automatic Text Formatting

# 8



Figure 1. Select the paragraphs to format.

Click here to pull down the style list.

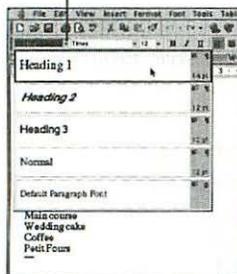


Figure 2. The style list.

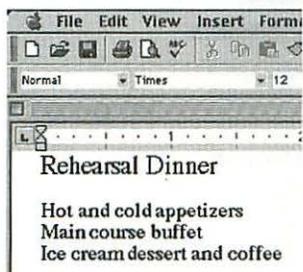


Figure 3. Heading 1 style applied to selected paragraphs.

## About Styles

A *style* contains formatting choices for text. It's useful for quickly and easily applying a preset combination of formatting to characters or paragraphs. A style you create called Heading, for example, can contain all of the formatting for headings. To format a particular heading, you'd select the heading and then choose the style called Heading from the style list.

Character styles, which can be applied to selected characters of text, contain font formatting. Paragraph styles, which are applied to entire paragraphs, hold both font and paragraph formatting.

By default, paragraphs get the Normal style and text gets the Default Paragraph Font style.

## Choosing a Style from the Style List

1. Select the characters or paragraphs to format. (Figure 1)
2. On the Formatting toolbar, click the pull-down button next to the Style box to pull down the list of styles. (Figure 2)
3. Choose a style name from the style list.

### ✓ Tip

- Paragraph styles are marked with a paragraph mark in the pane to the right of the style name; character styles have an "a" there.



Word



Word

## Creating a Paragraph Style

1. Apply font and paragraph formatting to a paragraph and then leave the paragraph selected. **(Figure 4)**
2. On the Formatting toolbar, click the current style name. **(Figure 5)**
3. Type the new style name in place of the old name and press Enter. **(Figure 6)**

### ✓ Tips

- You can also create a style by using the Style command on the Format menu. See *Creating a Character Style*, page 86.
- The styles you create are stored in the document. To use styles from other documents, click the Organizer button in the Style dialog. **(Figure 13)**



Figure 4. Format a sample paragraph.

Click the current style name here.

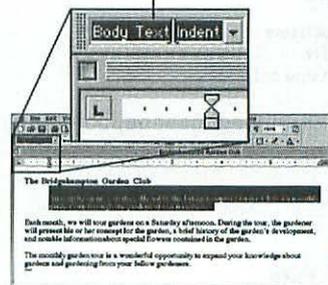


Figure 5. Click the current style name.

Type the new style name in place of the old name and press Enter.

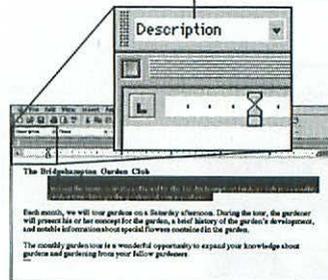


Figure 6. Type the new style name.



Word

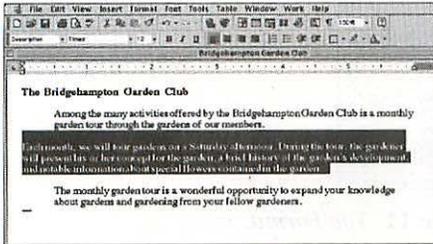


Figure 7. Make font and paragraph formatting changes.

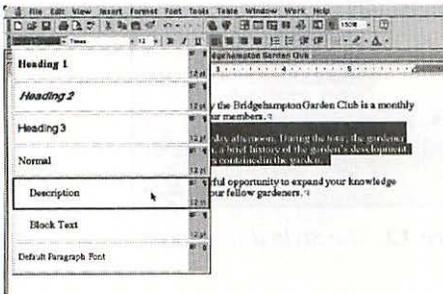


Figure 8. Select the style name.

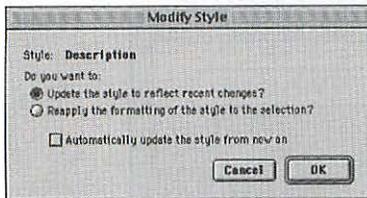


Figure 9. The Modify Style dialog box.

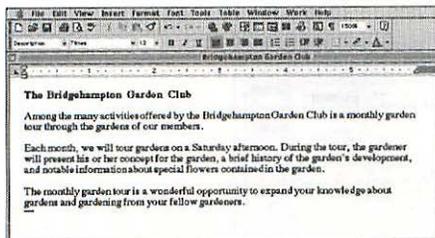


Figure 10. All other paragraphs controlled by the modified style get the formatting, too.

## Modifying a Paragraph Style

1. Make changes to the font or paragraph formatting of a paragraph that has been given the style that you want to modify.
2. Select the entire paragraph. (Figure 7)
3. Pull down the Style list and choose the original style applied to the paragraph. (Figure 8)
4. On the Modify Style dialog box, make sure "Update the style to reflect recent changes;" is selected and click OK. (Figure 9) Every paragraph formatted by the modified style will be reformatted. (Figure 10)

### ✓ Tip

- The Normal style cannot be redefined this way.



## Creating a Character Style

1. Select the first text for which you want to define a new style. From the Format menu, select Style. (**Figure 11**)
2. On the Style dialog box, click New to create a new style. (**Figure 12**)
3. On the New Style dialog box, type a style name to replace the current, selected style name. (**Figure 13**)
4. Choose Character from the drop-down Style Type list.
5. Click the Format button and choose Font from the Format list. (**Figure 14**)
6. On the Font dialog box, select the formatting you'd like and then click OK.
7. Click OK on the New Style dialog box.
8. Click Apply on the Style dialog box. The text you selected in step 1 will be formatted according to the new style, and the new style name will appear in the style list.

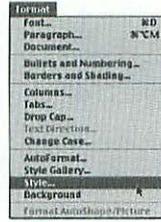


Figure 11. The Format menu.

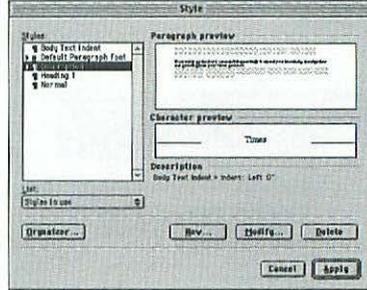


Figure 12. The Style dialog box.

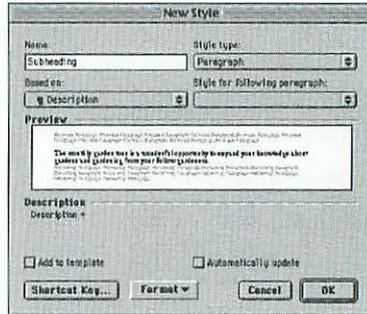


Figure 13. The New Style dialog box.

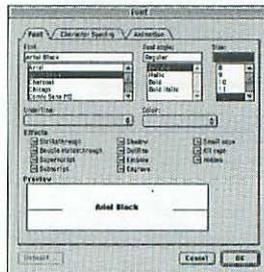


Figure 14. The Font dialog box.

# Page Formatting

# 9

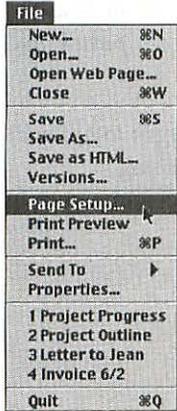


Figure 1. The File menu.

Click here to drop  
down the Paper list.

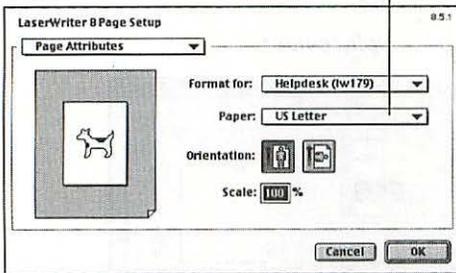


Figure 2. The Paper drop-down list on the Page Setup dialog box.

## About Page Formatting

Page formatting can be the first step in creating a new document or the last. In page formatting, you set the size and shape of the page, and the size of the margins. Word will adjust the text on the page to fit the new page size and margins.

If you always print portrait, 8½ x 11 pages with standard margins, you won't need to worry about page formatting.



Word

## Changing the Page Size and Shape

1. From the File menu, choose Page Setup. (Figure 1)
2. On the Page Setup dialog box, choose one of the standard paper sizes from the drop-down Paper list. (Figure 2)

or

Click the Custom button and enter a custom page size in the Width and Height text boxes.

3. Confirm that the Orientation setting you want for the page is selected: vertical (usually referred to as portrait) or horizontal (landscape).

### ✓ Tip

- The selections you make for paper size and orientation are for the current document only. New documents revert to the default settings.



Word

## Changing the Margins

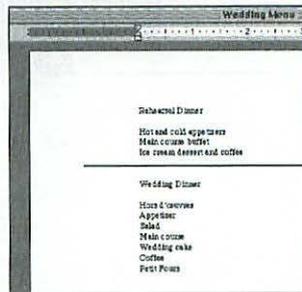
The margins are the blank space at the top, bottom, left, and right edges of the page. To provide extra space for binding or hole punching, you might want to increase the left margin, for example.

### (Figure 3)

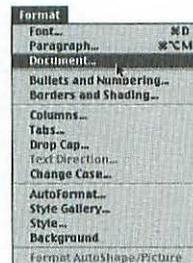
1. From the Format menu, choose Document. **(Figure 4)**
2. On the Margins tab of the Document layout dialog, alter the Top, Bottom, Left, or Right settings. **(Figure 5)**
3. Alter the gutter width if you want to change the space between multiple columns on the page.

### ✓ Tip

- To print a book with text on both sides of the page, click the Mirror Margins check box on the Margins tab of the Document dialog. The Left margin of a right page becomes the Inside margin and the Right margin becomes the Outside margin. On left pages, it's vice versa. To leave space for binding on the left side of the right page and the right side of the left page, you'd increase the Inside margin, for example.

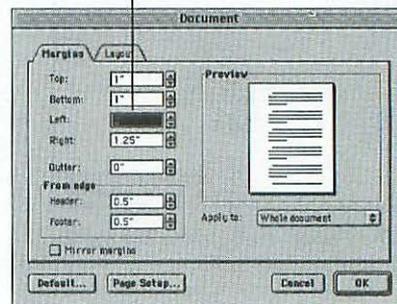


**Figure 3.** Increase the left margin to provide space for binding or hole punching.

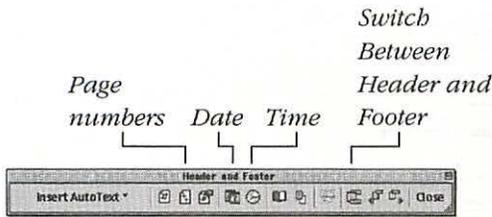


**Figure 4.** The File menu.

Type a replacement.

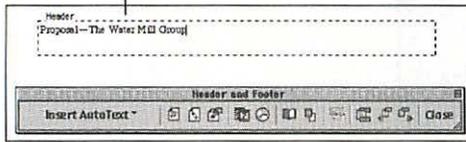


**Figure 5.** The Margins tab of the Page Setup dialog box.



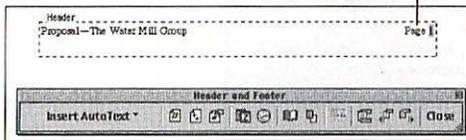
**Figure 6.** The Header and Footer toolbar.

*Left side of the header*



**Figure 7.** Type text at the left side of the header or footer.

*Press Tab twice to move to the right side of the header.*



**Figure 8.** Press Tab twice to skip to the right side of the header or footer.

## Setting Up Headers and Footers

Headers are text that appears at the top of every page. Footers appear at the bottom of every page.

1. From the View menu, choose Header and Footer. Word switches to Page Layout view, places the insertion point in the blank header space, and opens the Header and Footer toolbar.

**(Figure 6)**

2. To edit the footer rather than the header, click the Switch Between Header and Footer button on the Header and Footer toolbar. **(Figure 6)**

3. Type text for the left side of the header or footer. **(Figure 7)**

4. Press Tab and type text for the center of the header or footer.

*or*

Press Tab again and type text for the right side of the header or footer.

**(Figure 8)**

5. Click the Close button on the Header and Footer toolbar to finish editing the header or footer and return to the previous view.

### ✓ Tips

- You may want to change the Zoom setting to see the header or footer more clearly.
- Rather than type text, you can enter the page number, date, or time in the header or footer by clicking the appropriate buttons on the Header and Footer toolbar. **(Figure 6)**





Word

## Creating Multiple Sections

A document can contain multiple sections, each of which can have different page setup attributes: different margins, page numbering, and headers and footers. A new document contains only one section until you insert a section break. Then, you can page format the new section independently.

1. Place the insertion point at the location for the start of the new section. (Figure 9)
2. From the Insert menu, choose Break. (Figure 10)
3. On the Break dialog box (Figure 11), choose one of the Section Breaks options. Word inserts a double dotted line marked with the text “Section Break.” (Figure 12)

### ✓ Tips

- Insert an Odd Page section break when you are printing left and right pages, you've started numbering on a right page (page 1), and you want each section to start on a new right page even if it means leaving a whole left page blank.
- Table 9-1, on the opposite page, shows all the section break options.

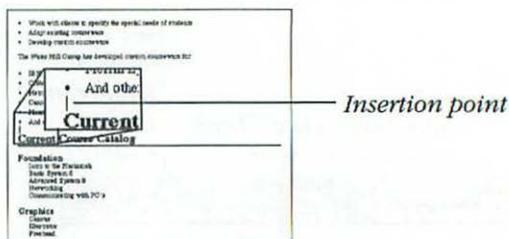


Figure 9. Place the insertion point at the location for a section break.



Figure 10. The Insert menu.

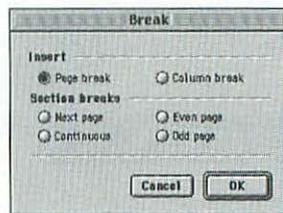


Figure 11. The Break dialog box.

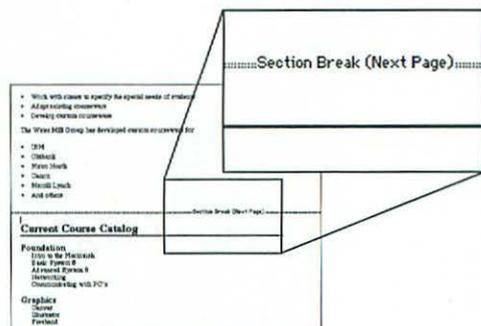
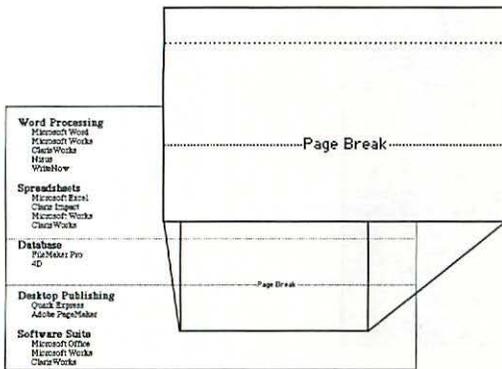


Figure 12. A section break.



**Figure 13.** Manual page break vs. Automatic page break.

**Table 9-1. Section Breaks**

<b>Next Page</b>	Starts a new section at the top of the next page.
<b>Continuous</b>	Starts a new section without moving the text after the section break to a new page. If the previous section has multiple columns, Word evens out the bottoms of the columns.
<b>Even Page</b>	If the section break falls on an odd page, Word starts the new section on the next page. Otherwise, Word leaves the next odd page blank and starts the new section on the next even page.
<b>Odd Page</b>	If the section break falls on an even page, Word starts the new section on the next page. Otherwise, it leaves the next page blank and starts the new section on the next odd page.

## Paginating the Document

As you work in Normal view, Word enters an automatic page break (a dotted line across the page) whenever you fill a page. When you pause while typing, Word readjusts the automatic page breaks.

To start a new page before the automatic page break, enter a manual page break.

### (Figure 13)

1. Position the insertion point on the line that should be the first line of the new page.
2. Press **⌘+Enter**.  
*or*  
From the Insert menu, choose Break.
3. Make sure page break is selected and then click OK.

### ✓ Tips

- To delete a manual page break, select the break and press the Delete key.
- You *cannot* delete an automatic page break or move it down. Your only option is to insert a manual page break above the automatic page break.
- Word's Widow/Orphan Control ensures that Word does not break the page and leave a single line of text at the top or bottom of a page.
- By switching to Page Layout view or a Print Preview, you can see how the text falls on pages with the current page breaks. In Page Layout view, you can enter manual page breaks.
- To keep a heading from appearing at the bottom of one page and the following text at the top of the next page, select the heading, choose Paragraph from the Format menu, and specify Keep With Next.





Word

## Numbering Pages

As you create a document's header or footer, you can always enter page numbering. See *Setting up Headers and Footers*, page 87. Another approach is more direct and it gives you the option to choose a number format and a starting number.

1. From the Insert menu, choose Page Numbers. (Figure 14)
2. On the Page Numbers dialog box, choose Top of Page or Bottom of Page from the Position drop-down list. (Figure 15)
3. Choose an Alignment from the Alignment drop-down list. (Figure 15)
4. To show the page number on the first page, click the Show Number on First Page check box, otherwise the page numbers will first appear on page 2. (Figure 15)
5. Click the Format button and then, on the Page Number Format dialog box, choose a numbering style from the Number Format drop-down list. (Figure 16)

### ✓ Tip

- While the Page Number Format dialog box is open, you can also enter a number in the Start At text box to start numbering at a number other than 1.

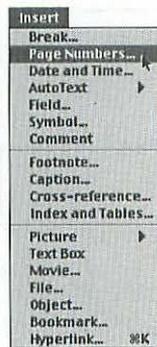


Figure 14. The Insert menu.

Position drop-down list box      Alignment drop-down list box

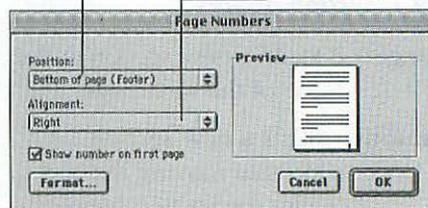


Figure 15. The Page Numbers dialog box.

Choose a numbering style here.

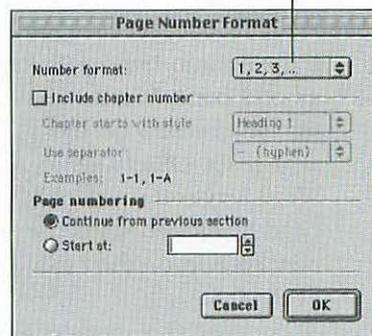


Figure 16. The Page Number Format dialog box.

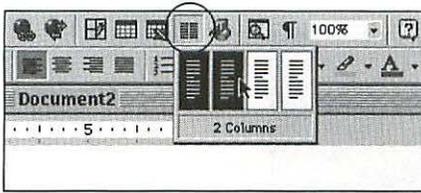


Figure 17. The Columns button.

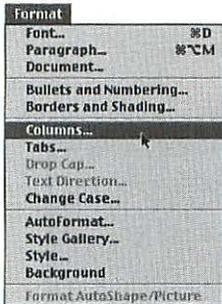


Figure 18. The Format menu.

Click one of these panels to set the number of columns.

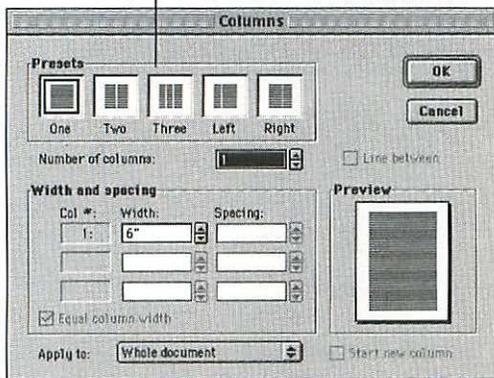


Figure 19. The Columns dialog box.

## Setting up Multiple Columns

1. Click the Columns button on the Standard toolbar and then drag across the number of columns you want. (Figure 17)

or

From the Format menu, choose Columns. (Figure 18)

2. On the Columns dialog, click one of the Presets or enter a number of columns in the Number of Columns text box. (Figure 19)
3. To obtain a vertical line between the columns, click the Line Between check box.

### ✓ Tips

- To vary the widths of columns, clear the Equal Column Width check box on the Columns dialog box and then use the Width and Spacing controls to modify the width and spacing for each column.
- The maximum number of columns on a page is 12.
- The gutter width on the Margins tab of the Page Setup dialog box determines the spacing between equal columns. See *Changing the Margins*, page 86.





Word

## AutoFormatting a Document

AutoFormatting a document causes Word to analyze the document and apply styles to the text. AutoFormatting also removes extra paragraph marks, replaces indents created with spaces or tabs with paragraph indents, replaces asterisks or hyphens in bulleted lists with real bullets, and replaces (C), (R), and (TM) with copyright, registered trademark, and trademark symbols.

1. From the Format menu, choose AutoFormat. (**Figure 20**)
2. On the AutoFormat dialog box, click OK. (**Figure 21**)

### ✓ Tip

- To change the way AutoFormat analyzes the document and to specify which of the standard actions it will carry out, click Options on the AutoFormat dialog box.

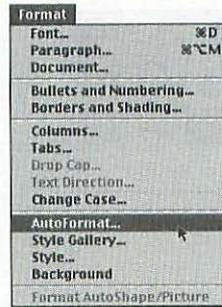


Figure 20. The Format menu.

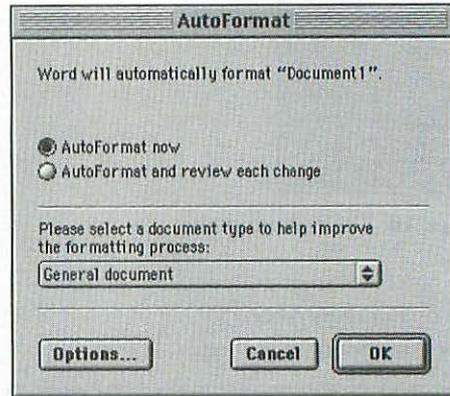


Figure 21. The AutoFormat dialog box.

# Creating Tables

# 10

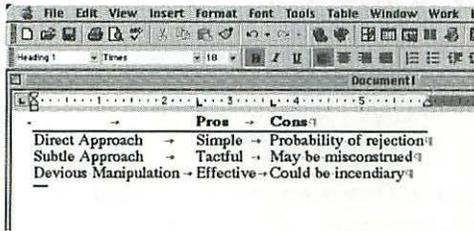


Figure 1. Tabs used to align text in columns.

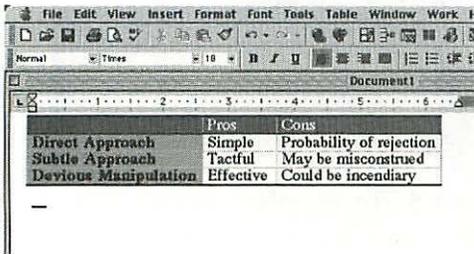


Figure 2. A Word table.

## About Tables

Typewriters and old-fashioned word processors used tabs to align text and numbers in columns. **(Figure 1)** You can still use tabs in Word, but you're better off using Word's tables, which make it easy to both align data in columns and rows and format the table so it looks professional. **(Figure 2)** Tables are so useful in Word that we're devoting an entire chapter to them.



Word



## Starting a Table

You can create the table structure before entering any text, or convert text you've already entered into a table. There's an easy way to create the structure for a simple table, and a way to create a more complex table. We'll talk about both.

To create the structure for a simple table:

1. Position the insertion point at the location for the table.
2. Click the Insert Table button on the Standard toolbar. (Figure 3)
3. Drag across the number of columns and down the number of rows you want. (Figure 4) An unformatted table appears. (Figure 5)

### ✓ Tip

- You can apply an AutoFormat to a table or change the AutoFormat applied at any time by clicking anywhere in the table and then choosing Table AutoFormat from the Table menu.



Figure 3. The Insert Table button.

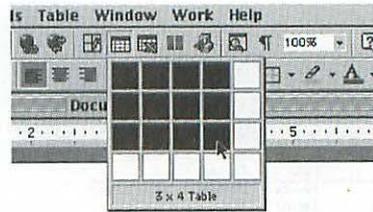


Figure 4. Drag across the grid to specify the table dimensions.

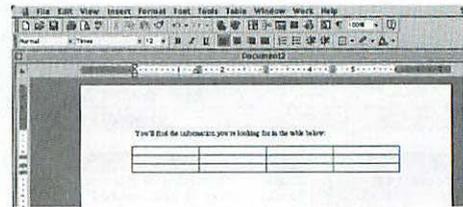


Figure 5. The new table.



Figure 6. The Table menu.

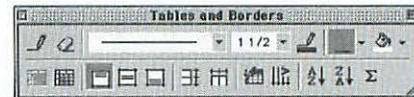


Figure 7. The Tables and Borders toolbar.

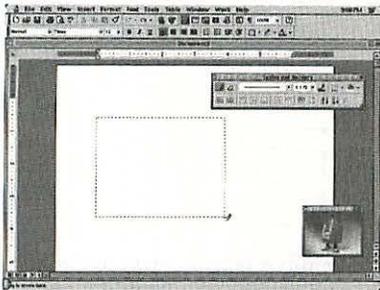


Figure 8. Drawing a table boundary.

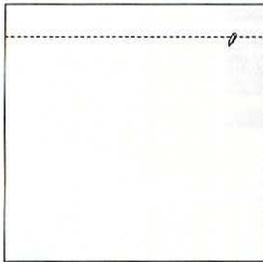


Figure 9. Drawing a row boundary.

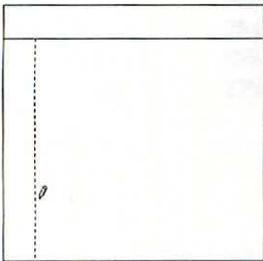


Figure 10. Drawing a column boundary.

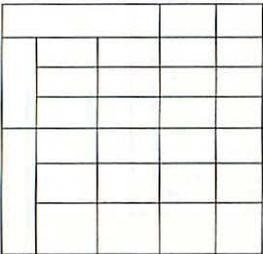


Figure 11. Completed structure.

To create the structure for a more complex table:

1. Pull down the Table menu and choose Draw Table. (Figure 6) The Tables and Borders toolbar appears. (Figure 7)
2. Click the Draw Table button on the toolbar and drag the outline of a table in the document (click and hold where you want one corner, drag diagonally to the other corner, and then release the mouse button). (Figure 8)
3. Continue to use the Draw Table tool to draw the interior cell boundaries. (Figures 9–11)

✓ **Tip**

- If you change your mind about a line and want to erase it, click the Eraser tool and drag along the line you want to erase. (Figure 12)

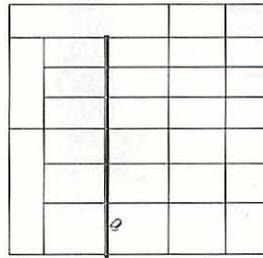


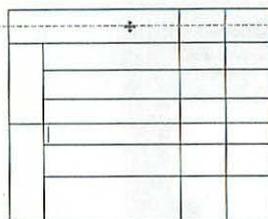
Figure 12. Erasing a boundary.



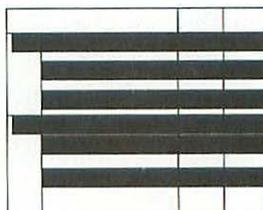


*Editing the structure for a more complex table:*

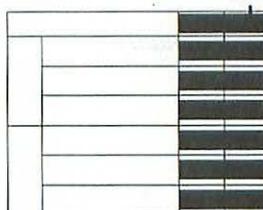
1. To move a line, click it and drag it. **(Figure 13)**
2. To make cell heights or widths even, click outside the table to clear the tool selection, click and drag through the cells you want to adjust, and click either the Distribute Rows Evenly or Distribute Columns Evenly button on the Tables and Borders toolbar. **(Figure 14)**
3. To set row height or column width precisely, select the cells you want to modify, pull down the Table menu, and choose Cell Height and Width. Enter the values you want to use in the text boxes, or use the arrows to choose pre-defined values. **(Figures 15–17)**



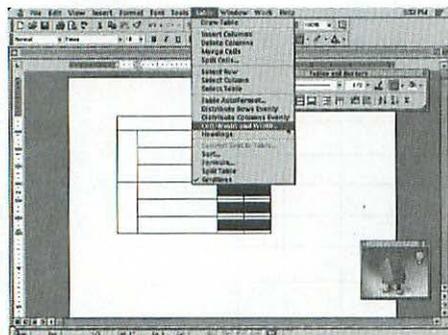
**Figure 13.** Dragging a boundary to move it.



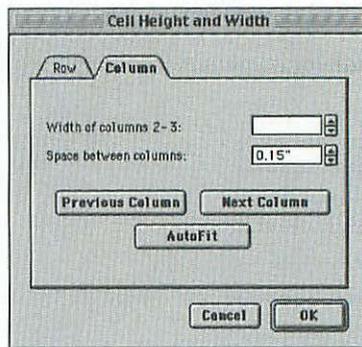
**Figure 14.** Evening row heights.



**Figure 15.** Selecting columns for adjustment.



**Figure 16.** The Table menu.



**Figure 17.** The Cell Height and Width dialog.



Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese		
Dogs	Retriever	51	54
	Corgi	22	29

**Figure 18.** Entering data.

### Entering Data in the Table

1. Click in a cell and then type to insert data into the cell. As you type, the insertion point wraps within the cell and the entire row will become taller if it needs to accommodate multiple lines of text. **(Figure 18)**
2. Press Tab to move to the cell to the right and type text in the next cell. **(Figure 19)**
3. Continue pressing Tab after you finish each cell. When you finish the last cell of the table, press Tab to create a new row. **(Figure 20–21)**

#### ✓ Tips

- When you reach the rightmost cell, pressing Tab moves the insertion point to the next row.
- Press Shift+Tab to move back a cell.
- If there is already text in a cell, pressing Tab to move to the cell both moves to the cell and selects the text.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese		
Dogs	Retriever	51	54
	Corgi	22	29

**Figure 19.** Tab advances to next cell.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
Dogs	Retriever	51	54
	Corgi	22	29

**Figure 20.** Insertion point in last cell.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
Dogs	Retriever	51	54
	Corgi	22	29

**Figure 21.** Tab creates new row.



## Aligning Data in the Table

1. To align data vertically within cells (top, center, bottom), select the cells you want to align, and click the appropriate tool on the Tables and Borders toolbar. (Figures 22–23)
2. To align data horizontally within cells (left, centered, right), select the cells you want to align, and click the appropriate tool on the Formatting toolbar. (Figures 24–25)
3. To change the orientation of data within cells, select the cells you want to orient, and click the Change Text Direction tool in the Tables and Borders toolbar. (Figures 26–27)

### ✓ Tip

- There are three possible text directions; click the Change Text Direction tool repeatedly until you get the one you want.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

Figure 25. Chosen cells centered horizontally.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

Figure 26. Using the Change Text Direction tool.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

Figure 22. Using the Center Vertically tool.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

Figure 23. Chosen cells centered vertically.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

Figure 24. Using the Center Horizontally tool.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

Figure 27. Text in chosen cells reoriented.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total		
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

**Figure 28.** Using the AutoSum tool.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
	Total	56	
Dogs	Retriever	51	54
	Corgi	22	29
	Total		

**Figure 29.** Column of numbers added.

## Working with Numeric Data

To automatically total values in a column, click in the cell below the numbers to be added and click the AutoSum button on the Tables and Borders toolbar. (Figures 28–29)

### ✓ Tip

- You may do more complex calculations with values in a table by clicking in an empty cell and inserting a formula by pulling down the Table menu and choosing Formula.



## Deleting Data from the Table

1. Select the cells you want to delete, pull down the Table menu, and choose Delete Cells. (Figure 30)
2. The Delete Cells dialog gives you the opportunity to delete entire rows or columns, or to delete particular cells and move the rest up or left. (Figures 31–32)

### ✓ Tip

- To delete an entire table, click in the table, type  $\mathbb{W}+\text{Option}+T$ , and click the Cut button from the Standard toolbar or pull down the Edit menu and choose Cut.

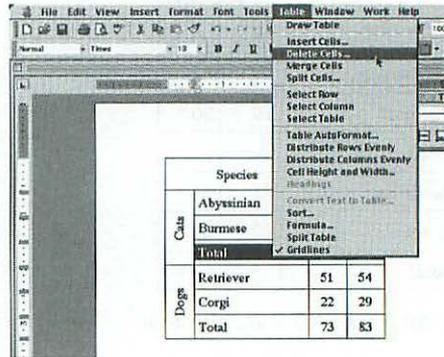


Figure 30. Choose Delete Cells.

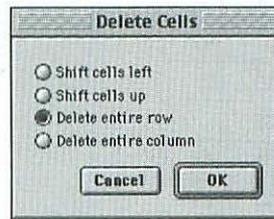


Figure 31. The Delete Cells dialog.

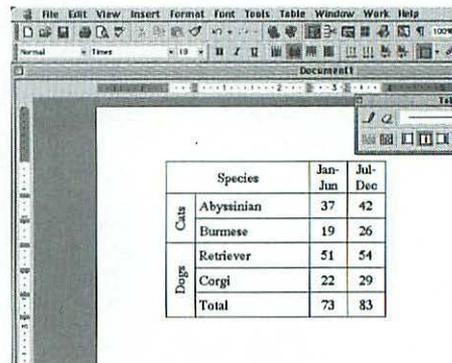


Figure 32. Chosen cells deleted.

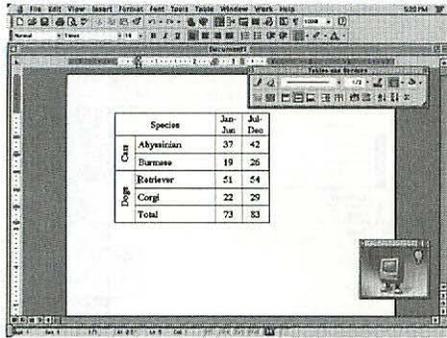


Figure 33. Placing the insertion point for row insertion.

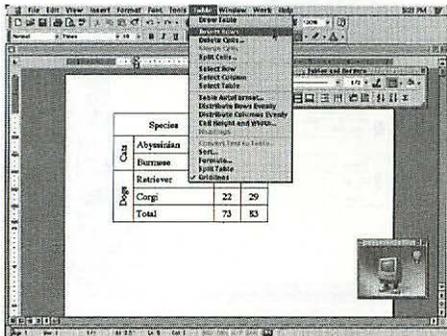


Figure 34. Choosing the Insert Rows menu item.

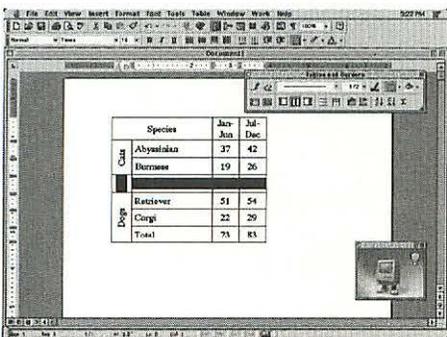


Figure 35. Blank row inserted in table.

## Inserting Columns or Rows

To insert a row:

1. Click in a cell at the location for the new, blank row. (Figure 33)
2. From the Table menu, choose Insert Rows. (Figure 34)

To insert a column:

1. Position the mouse pointer at the top of the column at the location for the new column. A large down-arrow appears.
2. Click while the down-arrow is visible to select the column.
3. From the Table menu, choose Insert Columns.

### ✓ Tip

- To insert multiple columns or rows, first select the number of existing columns or rows that you want to insert. If there are not enough existing columns or rows where you want to do the insertion, do multiple Insert operations.



## Merging Cells

You can combine two or more adjacent cells to create column or row headings.

1. Select the adjacent cells to be merged. (Figure 36)
2. Click the Merge Cells button on the Tables and Borders toolbar. (Figure 37)

### ✓ Tip

- To split merged cells back into their original cells, click the merged cell and click the Split Cells button on the Tables and Borders toolbar.

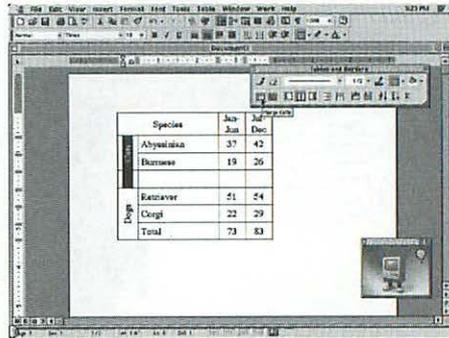


Figure 36. Using the Merge Cells tool.

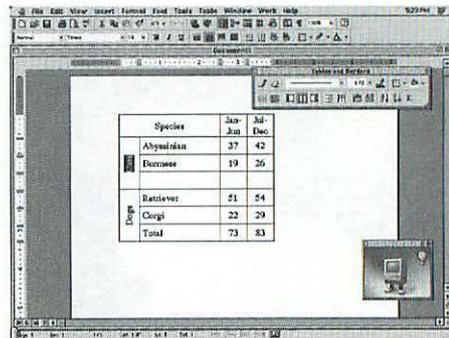


Figure 37. Selected cells merged.



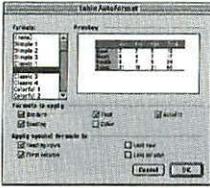


Figure 38. The Table AutoFormat dialog.

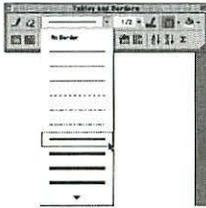


Figure 39. The Line Style drop-down list.

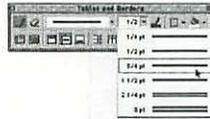


Figure 40. The Line Thickness drop-down list.



Figure 41. The Border palette.

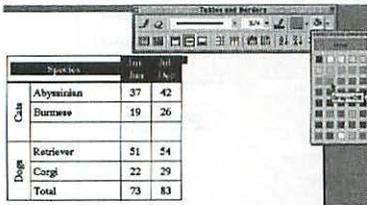


Figure 42. Using the Shading/Fill palette.

Species		Jan-Jun	Jul-Dec
Cats	Abyssinian	37	42
	Burmese	19	26
Dogs	Retriever	51	54
	Corgi	22	29
	Total	73	83

Figure 43. Border and shading selections applied.

## Turning on Borders and Shading

Borders are lines surrounding the cells. Shading is fill within the cells. Word has a collection of templates for borders and shading that you can choose from and apply quickly to a table, or you may set each detail manually.

To automatically format a table according to one of Word's templates:

1. Click anywhere in the table to select it.
2. Pull down the Table menu and choose Table Autoformat.
3. Select one of the templates presented and check the preview window to see if it fits your needs. (Figure 38) Turn on or off any of the component options you like by clicking in the check boxes.
4. Click OK to apply the template.

To manually set borders and shading:

1. Select the cells for which you want to modify the borders or add shading.
2. On the Tables and Borders toolbar, select line thickness and styles from the drop-down lists. (Figures 39–40)
4. Click the Border tool and choose from the palette that drops down to apply borders to the top, bottom, left, right, inside, or outside of the selected cells. (Figure 41)
5. To apply a shading to the selected cells, select a shading from the Shading drop-down list. (Figures 42–43)



## Converting Text to a Table

When someone else has created a table in a document with plain old tabs, you can easily convert the tab table to a standard Word table that you can easily modify and format.

1. Select all the lines of the existing tab table. (Figure 44)
2. Click the Insert Table button on the Standard toolbar.

or

From the Table menu, choose Convert Text to Table. (Figure 45)

3. On the Convert Text to Table dialog box, click AutoFormat to select a format for the table if you want, and then click OK. (Figures 46–47)

### ✓ Tips

- To convert multiple paragraphs into a table, select those paragraphs, pull down the Table menu, choose Convert Text to Table, and in the Separate Text At box, click Paragraphs.
- If you're converting a table made with tabs into a Word table, check first to be sure there aren't multiple tab characters between items that should be in adjacent columns, even if removing the extra tabs makes the spacing look wrong.

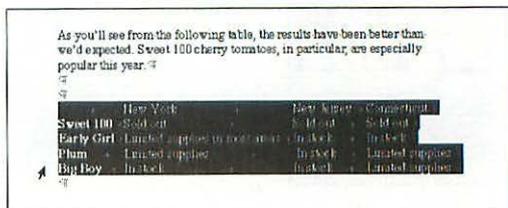


Figure 44. Tabbed table selected for conversion.



Figure 45. The Table menu.

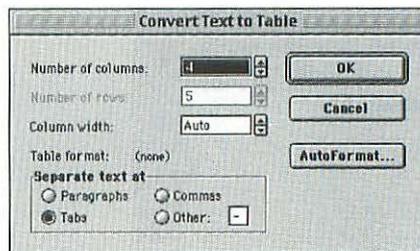


Figure 46. The Convert Text to Table dialog.

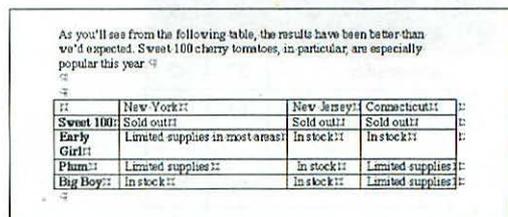
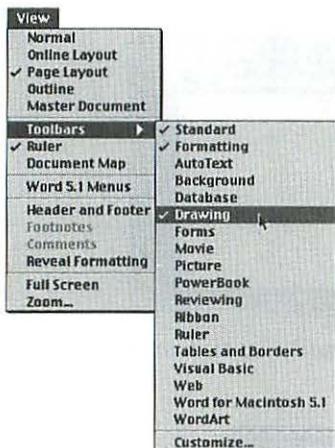


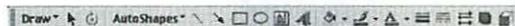
Figure 47. Converted table.

# Creating Graphics

# 11



**Figure 1.** Choose Drawing from the Toolbars pop-out menu.



**Figure 2.** The Drawing toolbar.

## About Graphics

In Microsoft Word you can add graphics to your document in several ways. You can choose an image from the substantial collection of clip art included in the standard Office installation. The Value Pack, included on the CD-ROM, offers even more art. You may also use Word's tools to create your own graphics.

### ✓ Tip

■ Be careful when scanning graphics to include in your documents. Most published graphics are copyrighted and cannot be legally used without the permission of the copyright holder. Exceptions are books of royalty-free clip art that you can buy at art supply stores, or collections of clip art that are distributed electronically or on disk.

## Creating Your Own Graphics

Word has a wide variety of tools for creating and editing graphics.

Start by pulling down the View menu, pausing on Toolbars, and choosing Drawing from the pop-out list. (**Figures 1–2**) The Drawing toolbar will be displayed at the bottom of your document window.



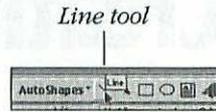
Word

## Drawing Lines

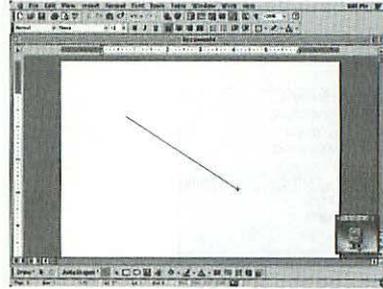
1. Click the Line tool on the Drawing toolbar. (**Figure 3**)
2. Click in your document where you want one end of the line, hold down the mouse button, and drag to the other end of the line. (**Figure 4**)
3. With the line still selected, click and hold down the mouse button on the Line Style button on the Drawing toolbar and choose from among the thicknesses and styles presented, or choose the More Lines item for more choices. (**Figure 5**)

### ✓ Tips

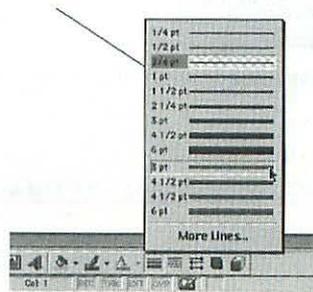
- To move a line, click some place along the line so that handles appear, and drag the middle of the line (not one of the end handles) to the new location.
- To change the length or direction of a line, click to get the handles, and then click a handle at either end of the line and drag it to a new position.
- To get a dashed line, click and hold on the Dash Style button for a list of dashed line styles. (**Figure 6**)
- If you want arrowheads, diamonds, or circular dots at either or both ends of the line, you can use the Arrow Styles tool. (**Figure 7**)



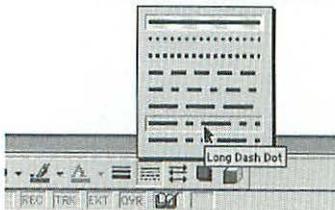
**Figure 3.** Click the Line tool.



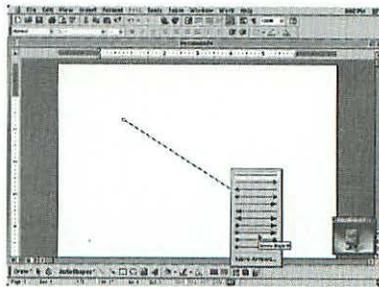
**Figure 4.** Click and drag to draw a line.



**Figure 5.** The Line Styles list.

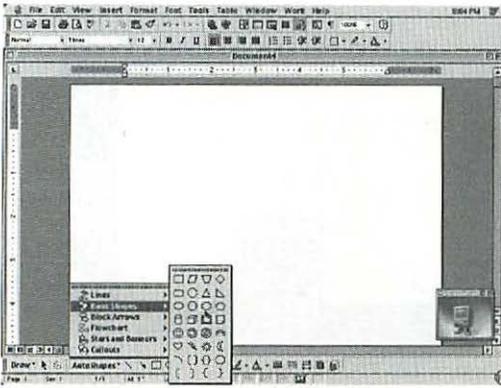


**Figure 6.** The Dash Styles list.

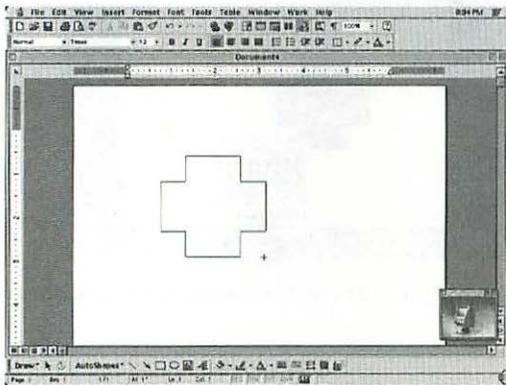


**Figure 7.** The Arrow Styles list.





**Figure 8.** Click the Autoshapes tool and select a shape from the pop-out palette.



**Figure 9.** A drawn shape.

## Making Shapes

1. To draw a pre-defined shape, click and hold down the mouse button on the Autoshapes button on the Drawing toolbar, pause on any of the items on the list, and choose from one of the shapes in the pop-out palette that appears. **(Figure 8)**
2. Imagine your shape being drawn in a rectangle in your document. Click one end of that imaginary rectangle, hold the mouse button down, and drag to the opposite corner of the rectangle; the shape will appear. **(Figure 9)**

### ✓ Tips

- To keep the shape regular (to draw a square or a circle instead of a rectangle or oval), hold down the Shift key as you drag to draw the shape.
- To delete a line, arrow, or shape, click it so that the handles appear, and press Delete.



## Adding Color, Shadows, and 3-D Effects

1. Click a line or shape to select it. Handles appear.
2. Click the small arrow to the right of the Line Color button to bring up a palette of colors. The color that is selected will be the color of the line or the color of the outline of the shape.
3. Click the small arrow to the right of the Fill Color button to bring up a palette of fill colors. **(Figure 10)** The color you select from this palette will fill any empty area of the selected shape. **(Figure 11)**

### ✓ Tips

- To add a shadow to the selected shape, click the Shadow button and choose the location and direction of the shadow you want added to the shape. **(Figures 12–13)** Alternatively, you can add 3-D effects using a similar palette from the 3-D button.
- You can't use both shadow and 3-D effects on the same object.

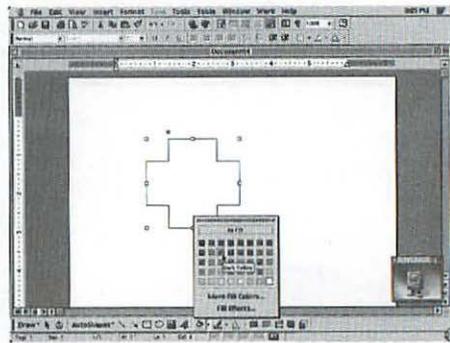


Figure 10. The fill colors.

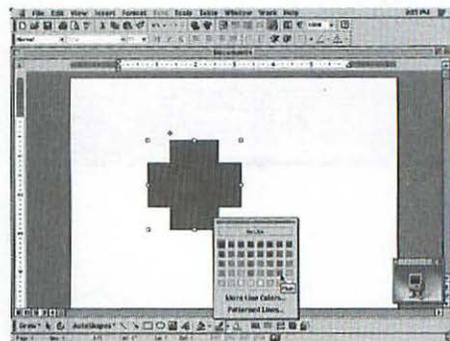


Figure 11. The color you select fills the selected shape.

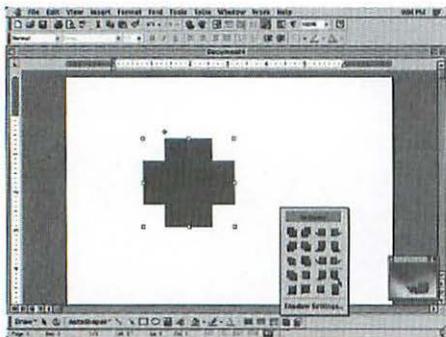


Figure 12. Choose a shadow style.

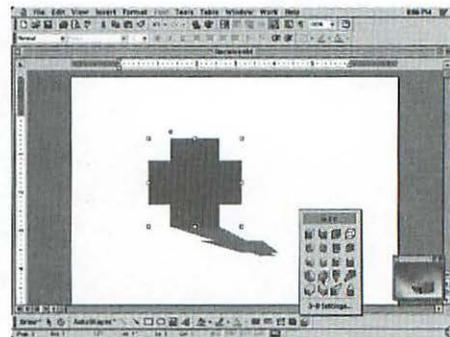


Figure 13. Choose a 3-D effect.



The Text Box tool

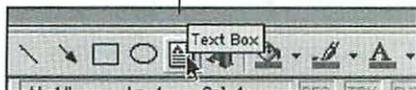


Figure 14. Click the Text Box tool.

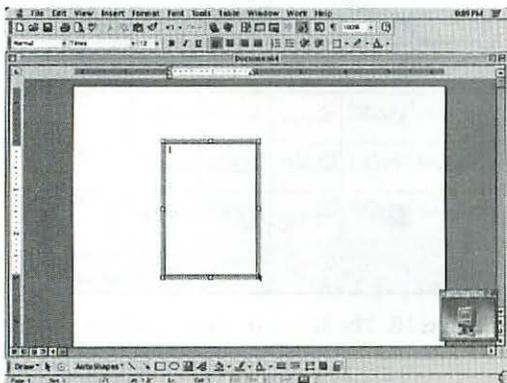


Figure 15. Drag diagonally to create the box.

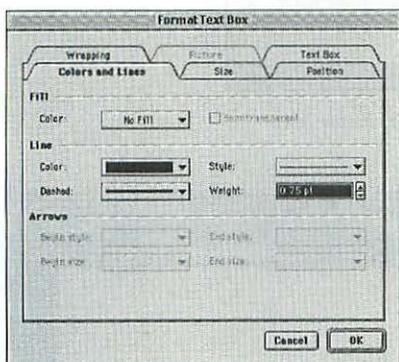


Figure 16. The Format Text Box dialog box.

## Adding Text as a Graphic Object

You can create and edit the size, shape, color, and other aspects of text, just as you can other kinds of graphics.

1. Click the Text Box button on the Drawing toolbar.  
(Figure 14)
2. Drag from one corner of the text box you want to the opposite corner.  
(Figure 15)
3. Click in the text box and type the text you want.
4. For precise control over the parameters of the Text Box (fill and line color, word wrapping, internal margins, position, etc.), double-click one of the sides. The Format Text Box dialog box appears. (Figure 16)

### ✓ Tips

- To keep a text box square, hold down the Shift key while drawing it.
- You can change the size and shape of the text box by dragging any of the handles.
- Change the location of the text box by clicking one of the sides (not at a handle). When the cursor changes to an arrow, drag the box to the new location.
- To delete a text box, click one of the sides so that the insertion point inside disappears, and press Delete.





Word

## Making Text Conform to Shapes

WordArt is specially formatted text that Word can display in a number of preset styles. There are several tools to help you create and edit WordArt.

1. Click the Insert WordArt button on the Drawing toolbar. **(Figure 17)**
2. Click a style on the WordArt Gallery dialog box. **(Figure 18)**
3. In the Edit WordArt Text dialog box, **(Figure 19)** replace “Your Text Here” with your own text. Set the font, size, and style you want, and click OK. The WordArt and the WordArt toolbar appear. **(Figure 20)** You may move, resize, and reshape WordArt using the handles that appear, just as with other graphics.
4. To change the shape of the curve(s) to which the WordArt is bound, click the WordArt Shape button and choose from the palette that appears. **(Figure 21)**
5. To change the angle of the WordArt graphic, click the Free Rotate button on the toolbar. **(Figure 22)** Click and drag the corner handles that appear on the WordArt to rotate it. **(Figures 23–24)**

### ✓ Tip

- For precise control over the appearance of the WordArt, click the Format WordArt button on the toolbar. **(Figure 25)** The Format WordArt dialog appears. **(Figure 26)**



Figure 17. Click the Insert WordArt button.

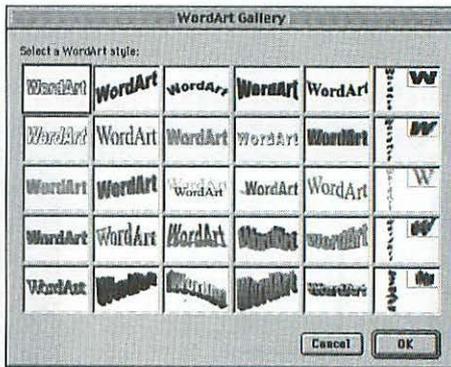


Figure 18. The WordArt Gallery dialog.



Figure 19. Enter text.

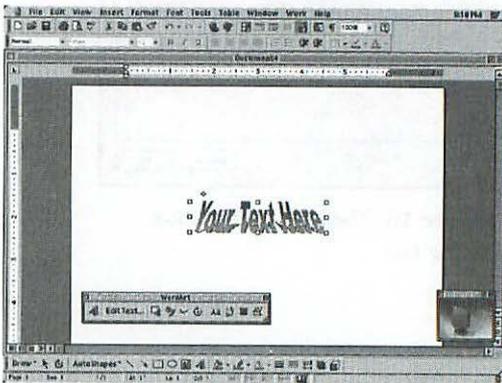


Figure 20. The WordArt and the WordArt toolbar.

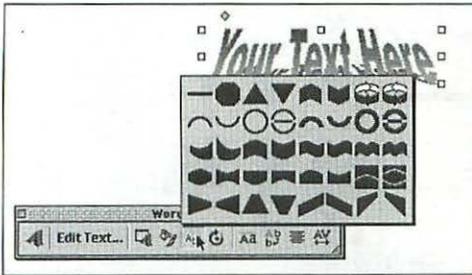


Figure 21. The WordArt Shape selections.

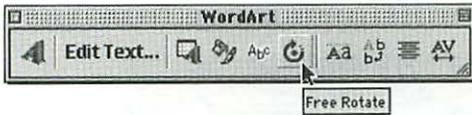


Figure 22. Click the Free Rotate button.



Figure 23. Drag the Free Rotate handle.

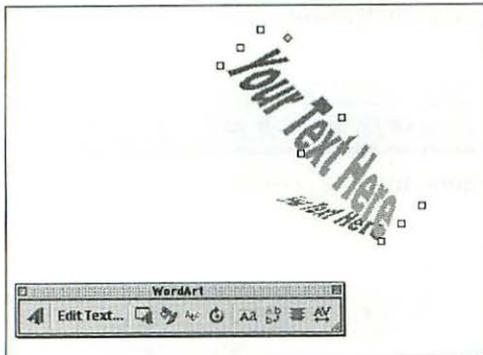


Figure 24. Rotated WordArt.

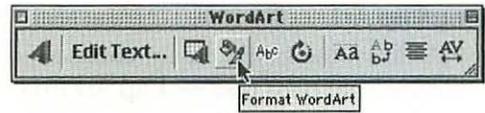


Figure 25. Click the Format WordArt button.

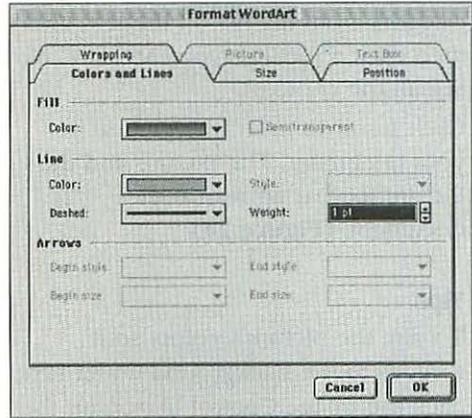


Figure 26. The Format WordArt dialog.



## Using Clip Art

1. Pull down the Insert menu, choose Picture, and then choose Clip Art from the pop-out menu. The Microsoft Clip Gallery window appears. (Figure 27)
2. In the Clip Gallery window, choose a category from the list on the left, and then click a picture (you can scroll to see all the choices).
3. Click Insert to insert the picture in your document. The picture and the Picture toolbar appear in the document. (Figure 28)

### ✓ Tips

- To dim the picture's colors so it recedes to the background under text, click the Image Control button on the Picture toolbar and choose Watermark. (Figure 29)
- To get precise control over the parameters of the picture in the Format Picture dialog box, click the Format Picture button on the Picture toolbar. (Figures 30–31)
- To set whether text on the page flows around or through a picture, click and hold on the Text Wrapping button on the Picture toolbar to see the list of options. (Figure 32)

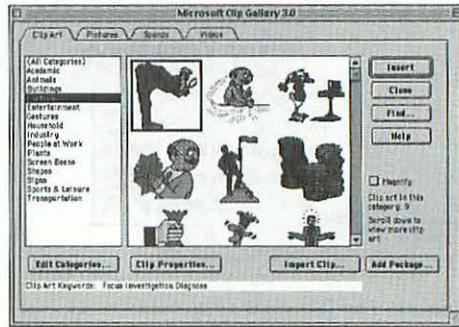


Figure 27. The Microsoft Clip Gallery window.

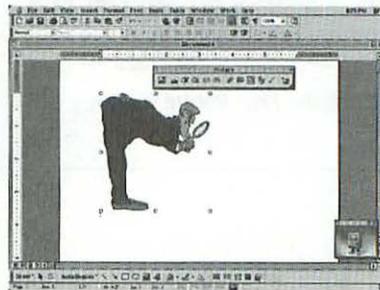


Figure 28. The Picture appears.



Figure 29. Watermark dims a picture's colors.

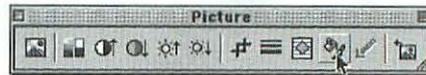


Figure 30. Click Format Picture.

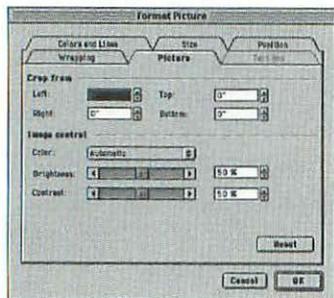


Figure 31. The Format Picture dialog.

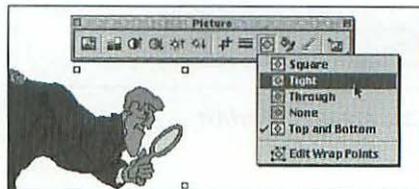


Figure 32. The Text Wrapping options.



# Special Word Techniques

# 12

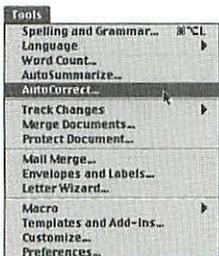


Figure 1. The Tools menu.

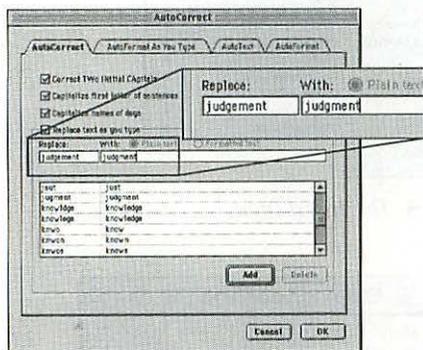


Figure 2. The AutoCorrect dialog.

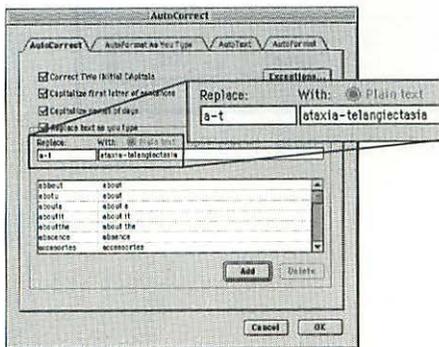


Figure 3. You can use AutoCorrect to expand abbreviations.

## Automatically Correcting Typos

Word's AutoCorrect works quietly behind the scenes, automatically correcting many common typos as you type. It has its own short list of common typos and their corrections, but you can add your own most frequent typos to the list.

AutoCorrect can also capitalize the first word in a sentence if you forget, removes instances of TWO capitals at the beginning of a word, and capitalize the names of days for you.

To add typos and corrections to the AutoCorrect list:

1. From the Tools menu, choose AutoCorrect. (Figure 1)
2. Type the typo in the Replace text box.
3. Type the correction in the With text box. (Figure 2)
4. Click the Add button.

## ✓ Tips

- To insert text with a special font formatting, type the correction and format it in a document, then copy the correction and paste it into the With text box on the AutoCorrect dialog box. Be sure to click Formatted Text before you click Add.
- You can enter an abbreviation as the Replace term and the full technical, medical, or legal term as the With item and then have AutoCorrect enter long, complex terms for you whenever you type the abbreviation. (Figure 3)



Word

## Automatically Entering Text

AutoText saves you from repetitively typing text that you need frequently. With AutoText, you can insert any amount of text in a document, from a single word to multiple paragraphs. Assembling boilerplate documents from standard passages, such as putting together contracts by combining standard clauses, is an ideal task for AutoText.

To use AutoText, type a passage of text once and then save it as an AutoText entry, giving it a name in the process, such as “closing.” To recall an AutoText entry, you type the name and press F3.

*To create an AutoText entry:*

1. Type the text to save and select it. (Figure 4)
2. Pull down the Insert menu, pause on the Autotext item, and choose New from the submenu that appears. (Figure 5)
3. In the Create AutoText dialog, replace the suggested name that is highlighted with a name of your own. (Figure 6)
4. Click OK to add the text to the list of available AutoText entries.

### ✓ Tips

- The name you choose for the AutoText entry must be at least four characters.
- The AutoText entry must be at least two characters longer than the name you assign.

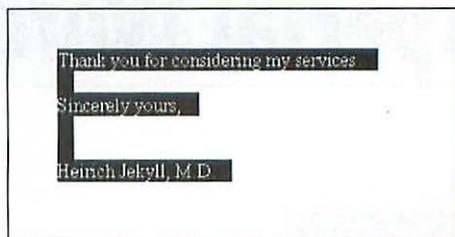


Figure 4. Type and then select the AutoText entry.

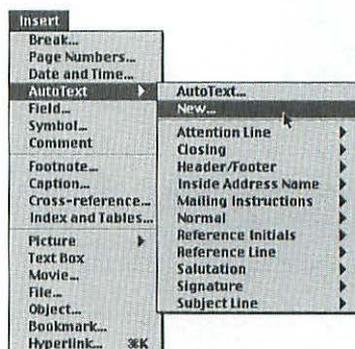


Figure 5. The Insert menu.

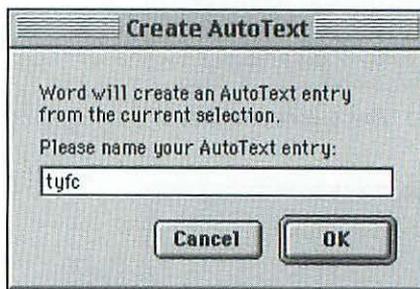


Figure 6. The Create AutoText dialog.

Mr. John Hyde  
24 Barkley Place  
London, England

Dear Mr. Hyde,

I should like to inform you that I will be opening a modest office in your neighborhood, at which I will perform all manner of medical procedures.

Thank you for considering my s...rise, I would be most grateful if you would call.  
Sincerely,  
tytd

**Figure 7.** The AutoText entry appears as you type.

Mr. John Hyde  
24 Barkley Place  
London, England

Dear Mr. Hyde,

I should like to inform you that I will be opening a modest office in your neighborhood, at which I will perform all manner of medical procedures.

If any such needs arise, I would be most grateful if you would call.

Thank you for considering my services.

Sincerely,

Heinrich Jekyll, M.D. | I

**Figure 8.** The AutoText is inserted.

To insert an AutoText entry:

1. As you type, Word watches for you to type the name of an AutoText entry. When it detects one, a yellow box appears with the AutoText entry displayed. **(Figure 7)**
2. To accept the AutoText replacement, hit the Enter key while the yellow box is displayed. **(Figure 8)**

### ✓ Tips

- You can include graphics in an AutoText entry to automatically insert a logo in a document.
- You can use AutoText to automatically enter long medical, legal, or technical terms.
- To save a formatted paragraph as an AutoText entry, include the paragraph mark at the end of the paragraph in your selection in Step 2. Otherwise, the text will be inserted as plain text.



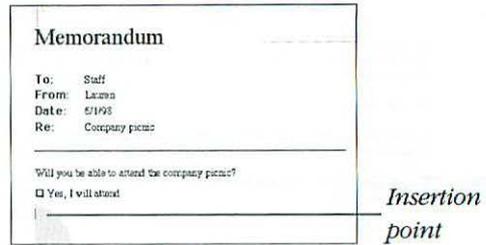
## Inserting Symbols from the Wingdings Font

The Wingdings font contains dozens of useful and fun pictures that you can embed in a document. Word provides an automatic way to insert symbols into a document.

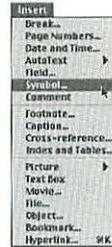
1. Position the insertion point at the destination for the symbol. (**Figure 9**)
2. From the Insert menu, choose Symbol. (**Figure 10**)
3. On the Symbols tab of the Symbol dialog box, pull-down the list of Fonts and choose Wingdings. (**Figure 11**)
4. Click any symbol to magnify it. (**Figure 12**)
5. Click the symbol you want and then click Insert.

### ✓ Tips

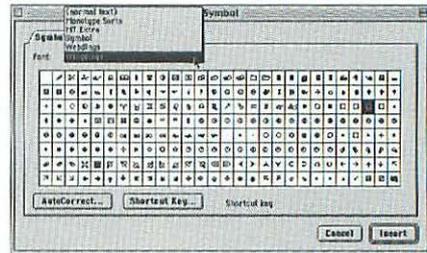
- You can select symbols from other fonts, too.
- On the Special Characters tab of the Symbol dialog box, you'll find frequently used characters that you can select and insert in any document.



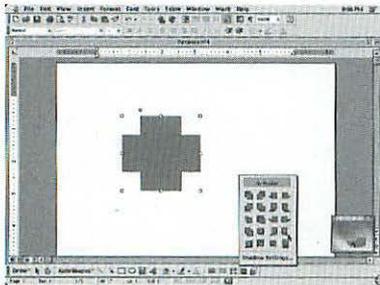
**Figure 9.** Position the insertion point in the document.



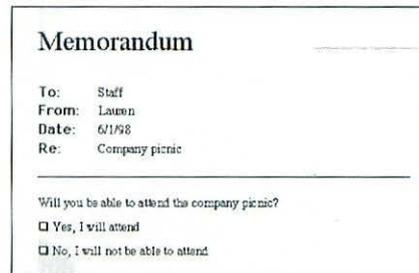
**Figure 10.** The Insert menu.



**Figure 11.** The Font pull-down list.



**Figure 12.** Magnify a symbol by clicking it.



**Figure 13.** The symbol inserted.

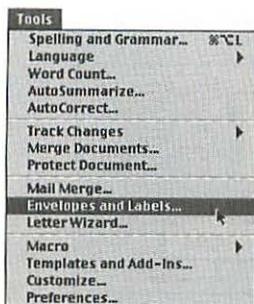


Figure 14. The Tools menu.

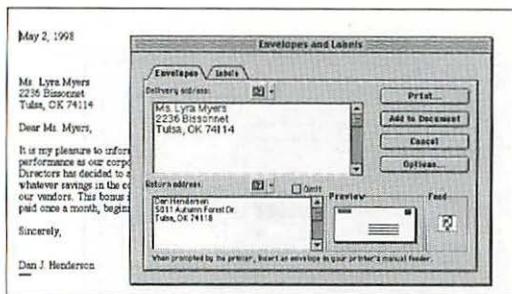


Figure 15. Envelopes tab of the Envelopes and Labels dialog.

## Printing Envelopes

Word can extract the mailing address from a letter and automatically format and print an envelope.

1. From the Tools menu, select Envelopes and Labels. (Figure 14)

or

If the document contains more than one address, select the proper address before you select Envelopes and Labels.

2. Make any necessary modifications to the address and return address, then click Print. (Figure 15)

### ✓ Tips

- If your envelopes have a pre-printed return address, make sure the Omit check box is checked to omit the return address before clicking the Print button.
- To choose a different envelope size, or change the font and location of the addresses on the envelopes, click the Options button on the Envelopes and Labels dialog box to get to the Envelope Options dialog box. See *Envelope Printing Options*, page 118.





Word

## Envelope Printing Options

Before you print envelopes, you can examine the Envelope Printing Options and change the way envelopes print.

1. On the Envelopes and Labels dialog box, click the Options button. (Figure 16)
2. On the Envelope Options tab of the Envelope Options dialog, change the envelope size, the font used, and the locations of the addresses. (Figure 17)
3. On the Printing Options tab of the Envelope Options dialog choose the envelope feed direction that matches the way your printer works. (Figure 18)
4. If your printer has an envelope feeder, select the envelope tray from the Feed From drop-down list.

### ✓ Tips

- The Delivery Point Bar Code option prints a machine-readable version of the ZIP code on the envelope, which assists the Postal Service in processing mail.
- If you are printing Reply envelopes, you can also have Word print an FIM code. FIMs are only necessary with Business Reply mail. Check with the Postal Service for more information about FIMs.

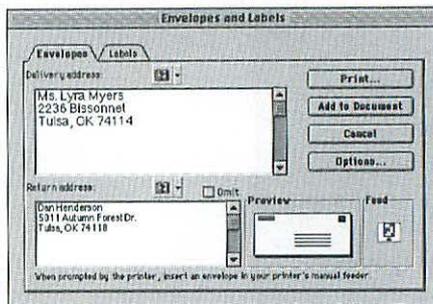


Figure 16. The Envelopes and Labels dialog box.

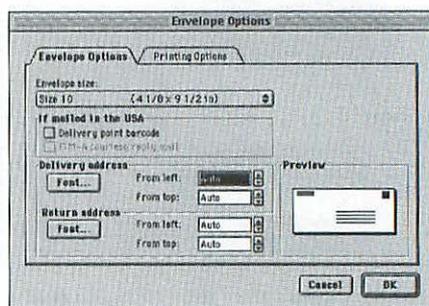


Figure 17. The Envelope Options tab of the Envelope dialog box.

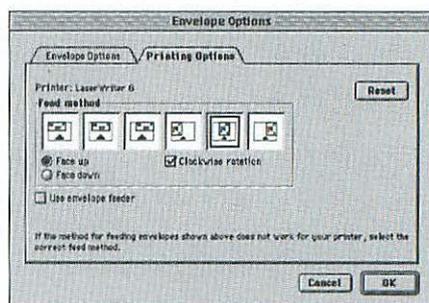


Figure 18. The Printing Options tab of the Envelope Options dialog box.

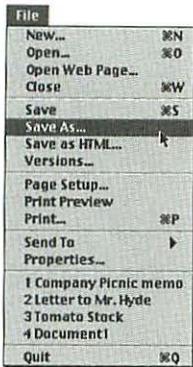


Figure 19. The File menu.

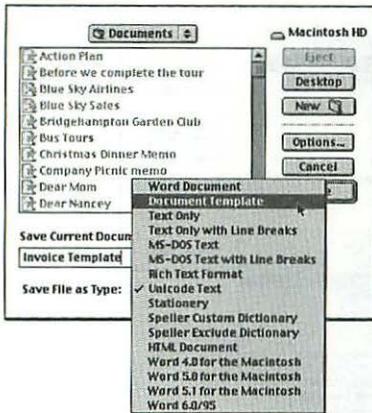


Figure 20. The Save As dialog box.

## Saving a Document as a Template

Templates contain entire document designs, possibly even including some of the text. When you start a new document, you get the option to choose from among the many preformatted templates that come with Word, including templates for popular business and professional documents. If none of the templates suits your needs, you can modify an existing template or save your own document design as a new template, then use it to create new documents.

1. Create a sample document and format it by creating and applying a set of styles.
2. Delete any text that you do not want saved as part of the template. For example, to save only the styles and page formatting, delete all the text.
3. From the File menu, choose Save As. (Figure 19)
4. From the Save File as Type pull-down list, choose Document Template. (Figure 20)
5. Type a name for the template in the File Name text box and choose where you want to save it.
6. Click OK.

### ✓ Tip

- AutoText entries, macros, and custom toolbars are saved in the template, so you may want to create AutoText entries and modify the toolbars before saving the document as a template. See *Automatically Entering Text*, page 114, and *Selecting Toolbars*, page 33.





Word

## Modifying an Existing Template

1. From the File menu, choose Open.  
(Figure 21)  
*or*  
Press ⌘+O.
2. On the Open dialog box, choose Document Templates from the List Files of Type drop-down list.  
(Figure 22)
3. Double-click a template name on the list to open the template.
4. Make editing and formatting changes to the template.
5. From the File menu, choose Save.  
(Figure 23)

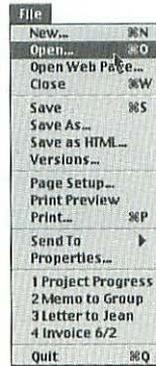


Figure 21. The File menu.

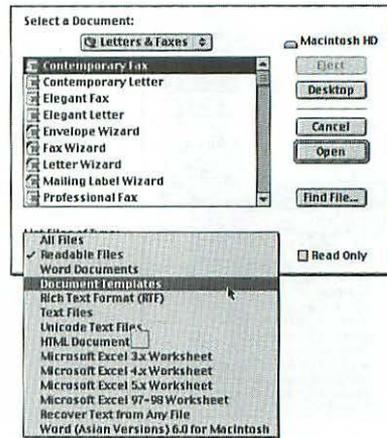


Figure 22. Choose a Document Template here.

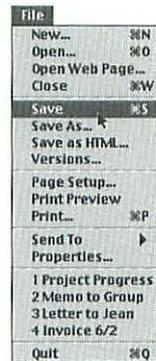


Figure 23. The File menu.

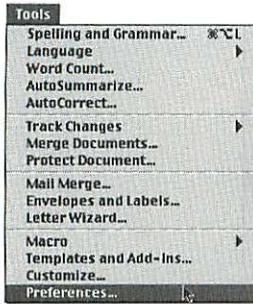


Figure 24. The Tools menu.

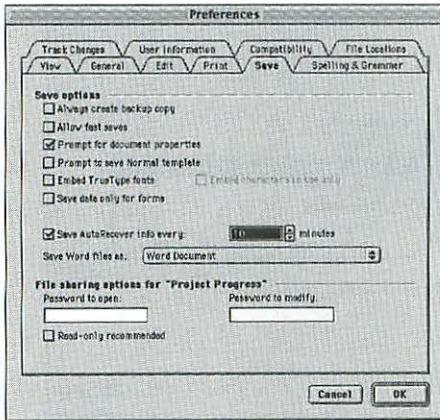


Figure 25. The Options dialog box.

## Using Automatic Saves

You can have Word automatically save your document at preset intervals. It's a good idea to turn this feature on, since it gives you protection in case of a power loss or other calamity. The saving process occurs very quickly and will not disturb your work.

1. From the Tools menu, select Preferences. (Figure 24)
2. Click the Save tab of the Options dialog box. (Figure 25)
3. Make sure Automatic Save Every \_\_\_ Minutes is turned on.
4. Change the number of minutes if you wish.
5. Click OK.

### ✓ Tips

- Even though Word can automatically save your work, you must still save your work in a file as usual when you finish a document. Word's automatic saving simply creates a special file on disk so Word can restore the file if your session is interrupted before you perform a normal Save.
- If the power fails or disaster strikes while you're working, Word will display a list of automatically saved documents when you next start the program. Simply select from the list the document you were working on when you were so rudely interrupted.





Word

## Creating Form Letters with Mail Merge

Word provides built-in, guided help for performing the three major steps in creating mail merged letters, labels, or envelopes: 1. Creating or opening the data source (e.g. a collection of names and addresses); 2. Creating the merge document (with placeholders for the information that changes with each copy); and 3. Printing the merged document.

1. From the Tools menu, select Mail Merge. (Figure 26)
2. In the Mail Merge Helper (Figure 27), click each option and then follow the displayed instructions. Before Word helps you create the actual merge letter, it helps you create or open the data source for the database. It then returns to the merge document and displays the Mail Merge toolbar. (Figure 28)
3. Type the text of the merge document, clicking the Insert Merge Field button whenever you want to include a placeholder for information from the data source. (Figure 28) Then choose a field name from the Insert Merge Field list. (Figure 29)
4. When the merge document is complete, click the Check for Errors button and then click the Merge to Printer button or the Merge to New Document button to create a document you can print later. (Figure 28)

### ✓ Tip

- Click the Mail Merge button on the Mail Merge toolbar to choose a destination for the merge and to select data for the merge.



Figure 26. The Tools menu.

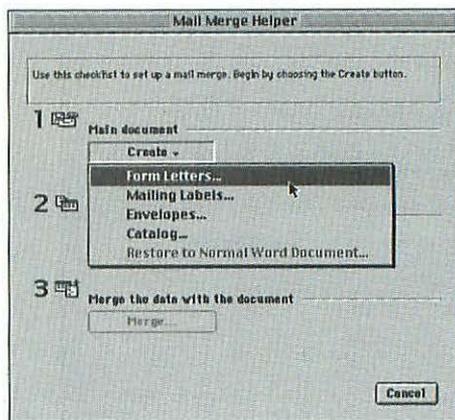
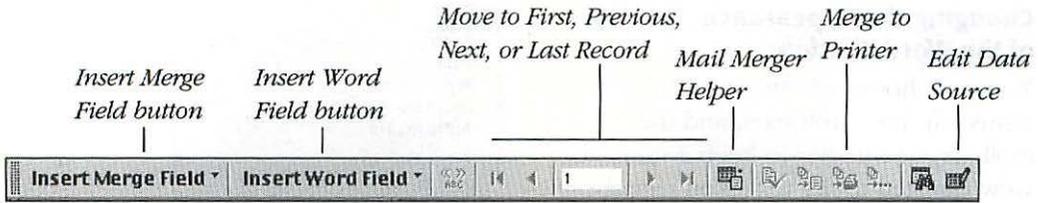
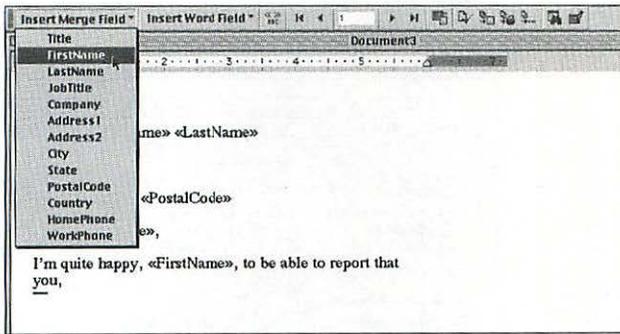
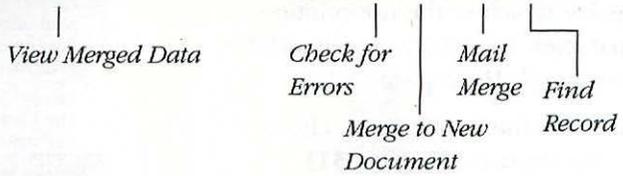


Figure 27. The Mail Merge Helper.



**Figure 28.** The Mail Merge toolbar.



**Figure 29.** Choose field names from the Insert Merge Field list as you type the mail merge letter.



## Changing the Appearance of the Word Window

You can choose whether to display the status bar, the scroll bars, and the toolbars, or whether to keep a minimalist view devoted to the text. You can also decide which of the nonprinting characters to display. See *About the Paragraph Marks*, page 59.

1. From the Tools menu, choose Preferences. (Figure 31)
2. On the View tab of the Preferences dialog box, use the checkboxes in the Window and Nonprinting Characters areas to decide which elements to display. (Figure 32)
3. On the View tab you can also turn on Wrap to Window to keep all the text in view even when you reduce the size of the Word window or increase the Zoom factor. When Wrap to Window is selected, the arrangement of words displayed may not match the arrangement on the printed page.

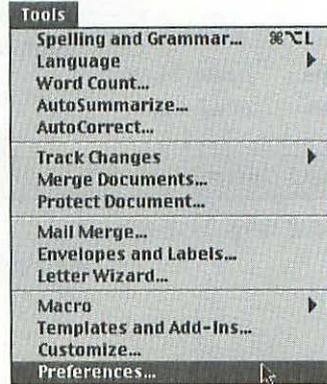


Figure 30. The Tools menu.

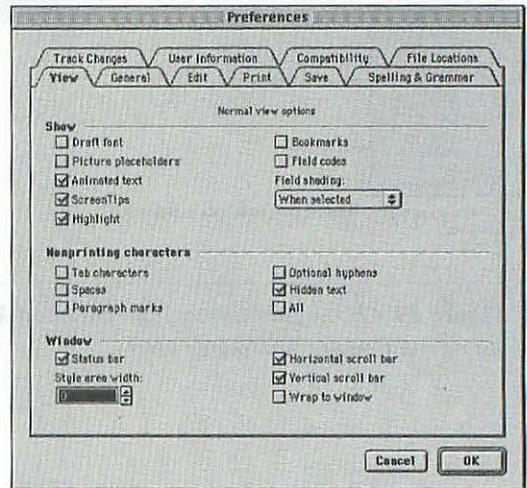


Figure 31. The View tab of the Options dialog box.

# Part 3

## Microsoft Excel

Chapter 13: About Excel .....	127
Chapter 14: Entering Headings and Data .....	133
Chapter 15: Entering the Calculations .....	139
Chapter 16: Changing a Sheet's Structure .....	149
Chapter 17: Formatting the Sheet .....	155
Chapter 18: Using Multiple Sheets ....	163
Chapter 19: Creating Charts .....	167
Chapter 20: Excel Database Techniques .....	175
Chapter 21: Special Excel Techniques .....	181

# Part 3

## Microsoft Excel

### Chapter 13: About Excel

*What Is Excel?*  
*The Road to an Excel Sheet*  
*The Excel Window*  
*Key to the Excel Window*  
*Starting Excel*

### Chapter 14: Entering Headings and Data

*Planning the Worksheet*  
*Moving Within a Sheet*  
*Typing Data Into a Cell*  
*Editing Cells*  
*Filling an Entry Range*  
*AutoFilling a Range*

### Chapter 15: Entering the Calculations

*Entering Simple Calculations*  
*Building a Simple Formula*  
*Summing Columns or Rows*  
*Totaling a Column with the Sum Function*  
*Copying Formulas to Adjacent Cells*  
*Another Example of a Function: Averaging Numbers*  
*Calculating Numbers in Non-Adjacent Cells*  
*Using Functions*  
*Some Useful Functions*

### Chapter 16: Changing a Sheet's Structure

*Widening Columns and Rows*  
*Inserting Rows and Columns*  
*Inserting and Deleting Cells*  
*Moving and Copying Data*  
*Freezing the Headings*  
*Splitting a Sheet*

### Chapter 17: Formatting the Sheet

*Choosing an AutoFormat*  
*Text Formatting*  
*Centering a Title Above a Range*  
*Number Formatting*

*Adding Borders to a Range*  
*Adding Shading to a Range*  
*Selecting Styles*  
*Creating Styles*

### Chapter 18: Using Multiple Sheets

*About Using Multiple Sheets*  
*Changing to Another Sheet*  
*Naming Sheets*  
*Referring to Data from Other Sheets in Formulas*  
*Consolidating to a Sheet*

### Chapter 19: Creating Charts

*About Creating Charts*  
*Creating a Chart*  
*Modifying a Chart*  
*Modifying the Chart Type and Data Series*  
*Modifying the Chart Area, Plot Area, and Gridlines*  
*Modifying the Title, Axes, and Legend*  
*Data Tables and Trendlines*

### Chapter 20: Excel Database Techniques

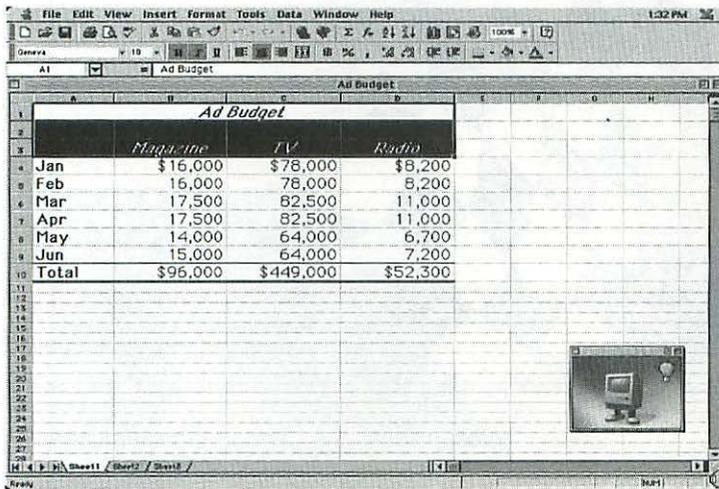
*About Excel's Database Capabilities*  
*Setting Up the Database*  
*Creating a Form*  
*Sorting the Database*  
*Extracting Data*  
*Totaling Numeric Data in a Database*

### Chapter 21: Special Excel Techniques

*Inserting Comments in Cells*  
*Naming Ranges*  
*Auditing a Worksheet*  
*Tracking Changes*  
*Reviewing Changes*  
*Goal Seeking*

## What Is Excel?

Excel, the spreadsheet of the Microsoft Office suite, tracks, calculates and analyzes numbers, and creates charts to depict them visually.



Ad Budget			
	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$96,000	\$449,000	\$52,300

Figure 1. The Excel window.

After typing numbers into a grid of cells on an Excel sheet, you enter formulas into adjacent cells that total, subtract, multiply, or divide the numbers. You can also enter functions (special Excel formulas) that perform dozens of complex calculations on the numbers, from simple averaging to sophisticated financial calculations such as Net Present Value. Excel can

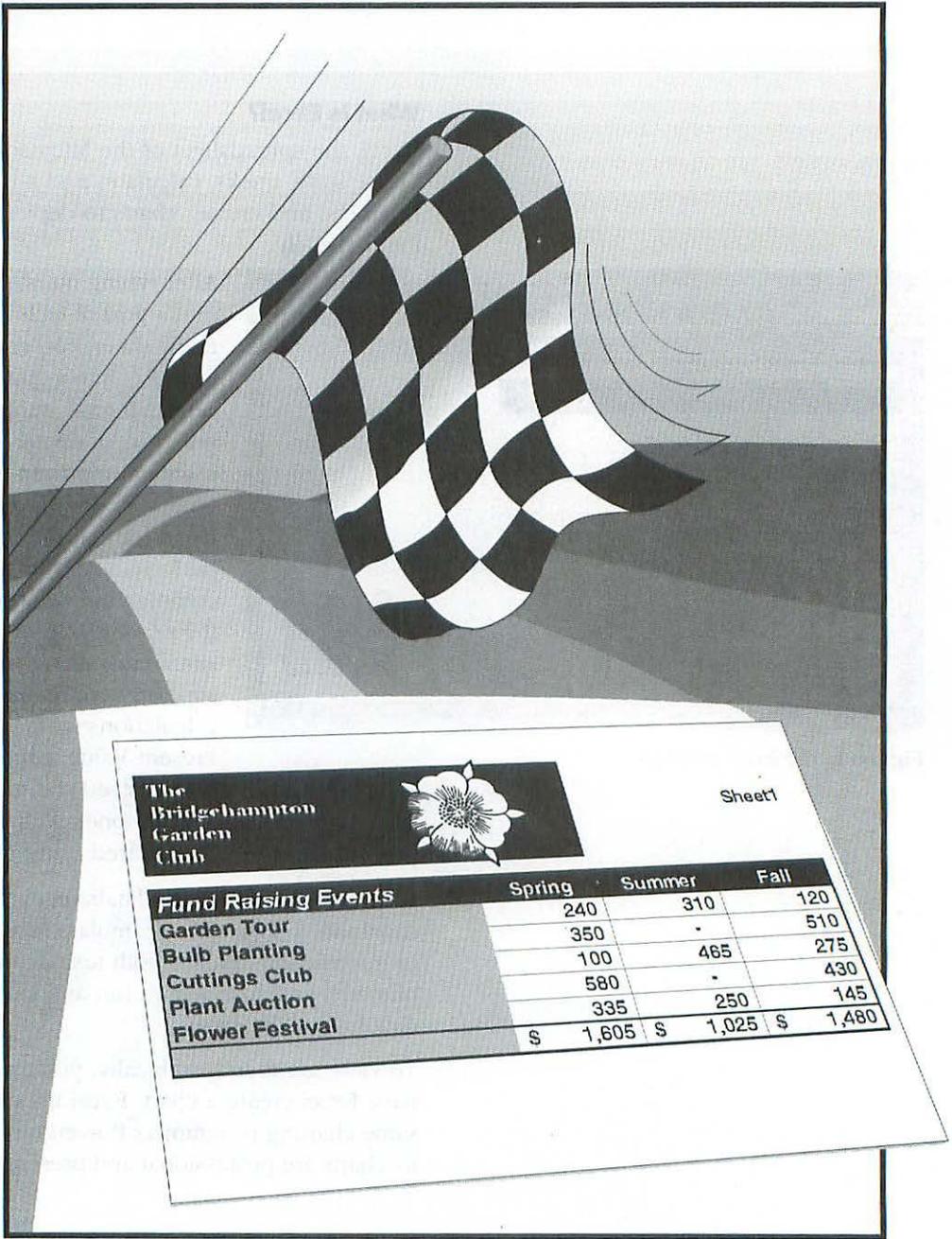
even calculate highly involved statistics, such as the inverse of the one-tailed probability of the chi-squared distribution.

Excel also offers simple database capabilities. You can accumulate records of information that are both textual and numeric, and sort, search for, and extract data from a database.

To view numbers graphically, you can have Excel create a chart. Excel uses the same charting program as PowerPoint, so its charts are professional and presentable.



## The Road to an Excel Sheet





### **Fill Cells with Row and Column Headings and Data**

Into the worksheet grid of cells, enter the row and column headings and the numbers that go underneath. Use AutoFill, if you can, to enter sequences like month names. *Pages 133–138.*



### **Enter the Calculations**

Into cells that are adjacent to the data, enter the formulas that will calculate the results you need. Summing a row or column is the most familiar formula, but Excel provides dozens of special “functions” that can perform sophisticated calculations on your data. *Pages 139–147.*



### **Changing the Sheet Structure**

With the numbers and calculations in place, you can structure the sheet to make it easy to interpret. You might widen a column, lock the headings so they remain on the screen at all times, or split the sheet into panes you can use to view or edit different areas of a sheet simultaneously. *Pages 149–154.*



### **Formatting the Sheet**

AutoFormatting a sheet can enhance the sheet's appearance and make it more presentable or easier to understand. Excel's dozens of AutoFormat designs make designing the sheet a simple menu pick. Then, to refine the sheet, you can further format sheet elements. You can format the text or numbers, add borders and shading to cells, or use styles to apply formatting automatically. *Pages 155–162.*



### **Annotating and Auditing the Sheet**

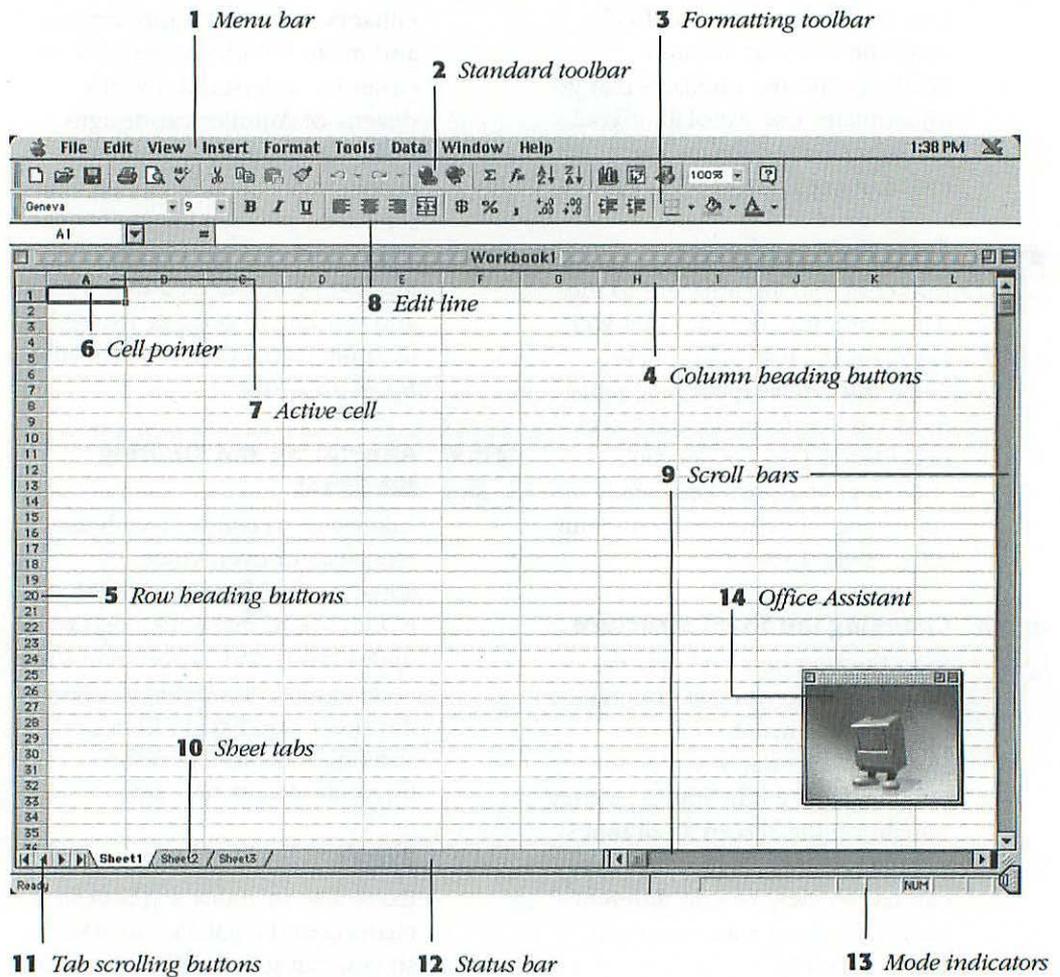
Add notes to cells to attach text messages or even voice annotations. Name the sheets in a workbook to make them easier to understand. And, before you stake your reputation on the accuracy of the sheet, use Excel's built-in auditing tools to check the formulas. *Pages 181–186.*

### **Extras**

Excel also includes sophisticated charting and database capabilities so you can graphically represent numeric data or collect and store large quantities of information. *Pages 167–180.*



## The Excel Window



## Key to the Excel Window

### **1 Menu bar**

Click any name on the menu bar to pull down a menu.

### **2 Standard toolbar**

Toolbar with buttons for standard file management and text editing and proofing commands.

### **3 Formatting toolbar**

Toolbar with buttons for formatting cells and the contents of cells.

### **4 Column heading buttons**

Column labels. Click a column heading button to select a column. Drag across column heading buttons to select multiple columns.

### **5 Row heading buttons**

Row labels. Click a row heading button to select a row. Drag across row heading buttons to select multiple rows.

### **6 Cell pointer**

The cell pointer surrounds the currently selected cell. To move the cell pointer, click a different cell or press the arrow keys, Tab, Enter, Shift+Tab, or Shift+Enter.

### **7 Active cell**

The cell into which data is placed when you start to type. When you select a range, the active cell is the only cell that remains unhighlighted.

### **8 Edit line**

Displays the contents of the selected cell. You can edit the contents here or within the cell.

### **9 Scroll bars**

Use these scroll bars to move the view of the document up or down or to quickly jump to a spot in the document. The length of the vertical scroll bar represents the length of the entire document. The position of the scroll button represents the position of the insertion point in the document.

### **10 Sheet tabs**

Click these tabs to switch from sheet to sheet. Double-click a tab to rename a sheet.

### **11 Tab scrolling buttons**

Use these buttons to scroll forward or back a sheet or to jump to the first or last sheet.

### **12 Status bar**

Provides information about the current sheet or the current operation.

### **13 Mode indicators**

Show special conditions that are in effect, such as a pressed Caps Lock key.

### **14 Office Assistant**

Online help utility.

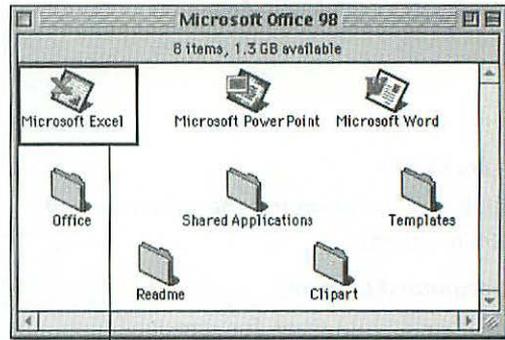


### Starting Excel

Double-click the Microsoft Excel icon in its folder. **(Figure 1)**

✓ **Tip**

- If Microsoft Excel is already started, pull down the application menu and choose Microsoft Excel from the list of running applications. You can also press **⌘+Tab** repeatedly until Microsoft Excel appears.



**Figure 3.** The Microsoft Excel icon in the Microsoft Office 98 folder.



# Entering Headings and Data

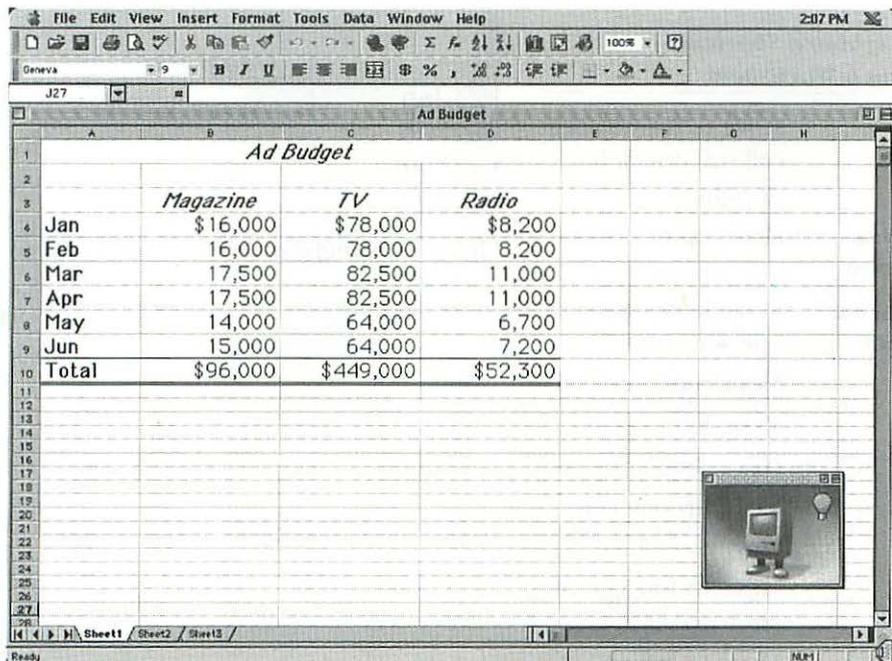
# 14

## Planning the Worksheet

Most worksheets conform to a standard design, with rows and columns of data, headings at the tops of columns and left ends of rows, and calculations at the bottoms of columns and/or the right ends of rows. (Figure 1)

Because everyone is familiar with this basic structure, your worksheet will be universally understood.

Excel is a blank slate, though, onto which you can write any worksheet design. The 256 columns and 65,536 rows should give you ample space to be creative.



The screenshot shows the Microsoft Excel interface with a worksheet titled "Ad Budget". The data is organized as follows:

	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$96,000	\$449,000	\$52,300

Figure 1. The most common worksheet structure.



## Moving Within a Sheet

To enter data into a cell, you must move to the cell first.

Click in the cell. **(Figure 2)**

or

Press the arrow keys to move the cell pointer to the cell.

or

Click the current cell address in the Name Box and type the destination cell address. **(Figure 3)**

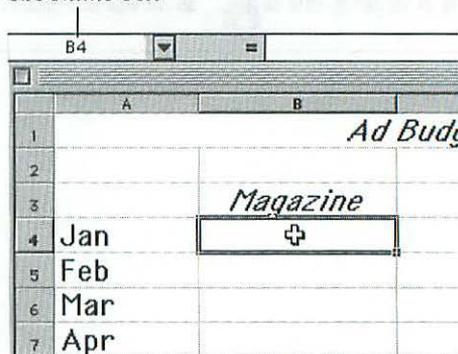
### ✓ Tips

- The cell surrounded by the cell pointer is called the *active cell*.
- You can use the scroll bars to scroll through the document without changing the active cell.
- To help you find it, the column and row labels of the active cell “light up.”

**Table 12-1. Keyboard Shortcuts for Moving Within a Worksheet**

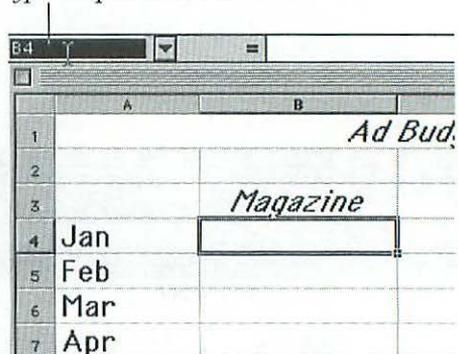
<b>Arrow key</b>	Move to the adjacent cell up, down, left, or right.
<b>⌘+Up arrow or ⌘+Down arrow</b>	Move up or down one screenful.
<b>⌘+Left arrow or ⌘+Right arrow</b>	Move left or right one screenful.
<b>Tab</b>	Move right one cell.
<b>Shift+Tab</b>	Move left one cell.
<b>Enter</b>	Move down one cell.
<b>Shift+Enter</b>	Move up one cell.
<b>⌘+Home</b>	Move to cell A1.
<b>Home</b>	Move to first cell of the row.
<b>⌘+End</b>	Move to last cell of last row with data.

*The Name box*



**Figure 2.** Move the cell pointer to the cell into which you want to enter data and then click.

Click here and then type a replacement address.



**Figure 3.** Editing the current cell address.



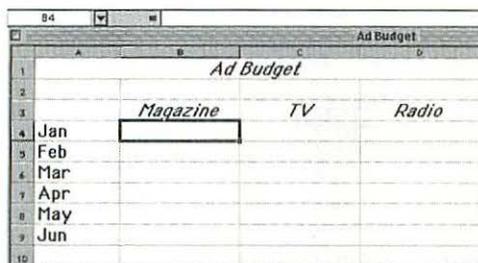


Figure 4. Select the cell.

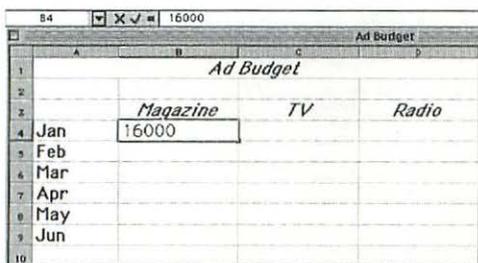


Figure 5. Type the entry.

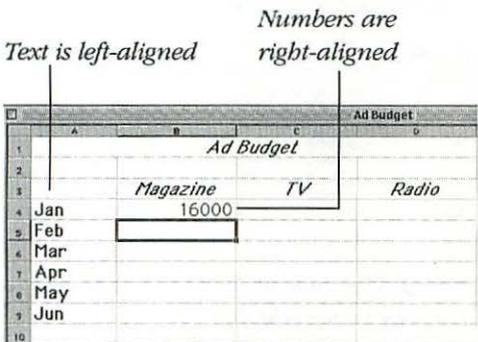


Figure 6. Move to the next cell.

## Typing Data Into a Cell

1. Select the cell. (Figure 4) See *Moving Within a Sheet, on the opposite page.*
2. Type text, a number, or a formula. (Figure 5)
3. Move to the next cell. The data is entered in the previous cell automatically. (Figure 6)

### ✓ Tips

- You don't have to press Enter after you type the contents of a cell. You can simply press an arrow key to move to the next cell.
- Until you specify a different format (as has been done with the column headings in our example), text is automatically left-aligned in cells and numbers are right-aligned. (Figure 6)
- If you need a series of consecutive dates or numbers for column or row headings (month names, for example), use AutoFill to enter them automatically. See *AutoFilling a Range, page 138.*



## Editing Cells

The easiest way to change the text or number in a cell is to click the cell and then type right over the contents. But if you have a formula in the cell, you may want to edit the formula instead, so you don't have to retype the whole entry.

1. Click on the cell and then type over the contents. **(Figure 7)**

or

1. Double-click the cell to place an insertion point in the contents.
2. Edit the contents as though you were editing text in *Word*. See *Text Editing*, page 60.
3. Press Enter to enter the revision into the cell. **(Figure 8)**

### ✓ Tips

- When you click a cell, the cell contents also appear on the edit line. You can click on the edit line and edit the cell contents there. **(Figure 9)**
- To abandon any revisions you've made, press Esc to leave the original contents of a cell intact before you press Enter to exit the cell.
- If you edit a formula, all affected cells are recalculated as soon as you press Enter.

	Magazine	TV	Radio
Jan	10000	78000	8200
Feb	16000	78000	8200
Mar	17500	82500	11000
Apr	17500	82500	11000
May	14000	64000	6700
Jun	15000	64000	7200

**Figure 7.** Select a cell and then type to replace the cell's contents.

	Magazine	TV	Radio
Jan	18000	78000	8200
Feb	16000	78000	8200
Mar	17500	82500	11000
Apr	17500	82500	11000
May	14000	64000	6700
Jun	15000	64000	7200

**Figure 8.** The revised entry.

The contents of the cell you select appears here.

	Magazine	TV	Radio
Jan	18000	78000	8200
Feb	16000	78000	8200
Mar	17500	82500	11000
Apr	17500	82500	11000
May	14000	64000	6700
Jun	15000	64000	7200

**Figure 9.** The contents of the currently selected cell appear on the edit line.



	A	B	C	D
1	Ad Budget			
2				
3		Magazine	TV	Radio
4	Jan			
5	Feb			
6	Mar			
7	Apr			
8	May			
9	Jun			
10				

**Figure 10.** Place the mouse pointer at the first cell for the range.

	A	B	C	D
1	Ad Budget			
2				
3		Magazine	TV	Radio
4	Jan			
5	Feb			
6	Mar			
7	Apr			
8	May			
9	Jun			

**Figure 11.** Drag to the last cell.

	A	B	C	D
1	Ad Budget			
2				
3		Magazine	TV	Radio
4	Jan	18000	78000	
5	Feb	16000		
6	Mar	21500		
7	Apr	21500		
8	May	14000		
9	Jun	14000		

**Figure 12.** Press Enter after typing a value into a cell to move to the cell below.

	A	B	C	D
1	Ad Budget			
2				
3		Magazine	TV	Radio
4	Jan	18000		
5	Feb	16000		
6	Mar	21500		
7	Apr	21500		
8	May	14000		
9	Jun	14000		

**Figure 13.** Press Enter at the bottom of a column to continue at the top of the next column.

## Filling an Entry Range

To quickly enter data into a rectangular range of cells, create an entry range.

1. Place the mouse pointer on the upper left corner cell of the range. **(Figure 10)**
2. Click and drag to the lower right corner cell of the range. **(Figure 11)** The active cell is the cell at the upper left corner of the entry range.
3. Type data into each cell and then press Return. The cell pointer moves down each column from cell to cell automatically. When it reaches the bottom of a column, it jumps to the top of the next column within the entry range. **(Figures 12–13)**

### ✓ Tip

- If you use the Enter key on the numeric keypad instead of the Return key on the alpha keyboard, the active cell moves from left to right until it gets to the end of a row within the range, then jumps to the first highlighted cell in the next row.



## AutoFilling a Range

When a range of cells should be filled with consecutive numbers, numbers that follow a specific pattern, dates, or dates that follow a specific pattern, such as every Monday, use AutoFill as a quick and convenient method of automatically entering the sequence.

1. Into the first cell of the sequence, type the first number or date. **(Figure 14)**
2. Into an adjacent cell, type the next number or date. **(Figure 15)**
3. Select the two cells. **(Figure 16)**
4. Carefully place the mouse pointer on the fill handle at the lower right corner of the border surrounding the two cells.
5. Drag the fill handle to extend the sequence. **(Figure 17)**
6. Release the mouse button when the sequence is complete. **(Figure 18)**

### Tip

- As you drag to extend the sequence, the current value appears in a yellow tooltip next to the cursor.

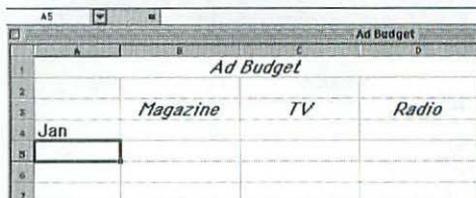


Figure 14. Enter the first number or date.

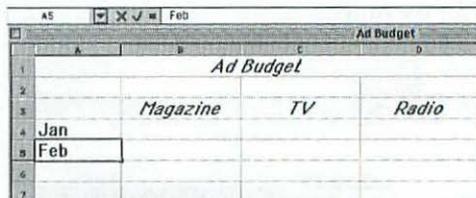


Figure 15. Type the next number or date in an adjacent cell.

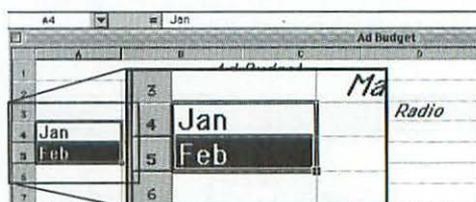


Figure 16. Select the two cells.

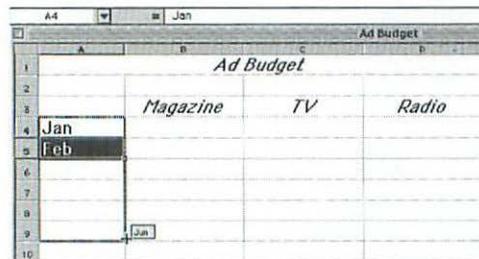


Figure 17. Drag the Fill handle to extend the pattern established in the first two cells.

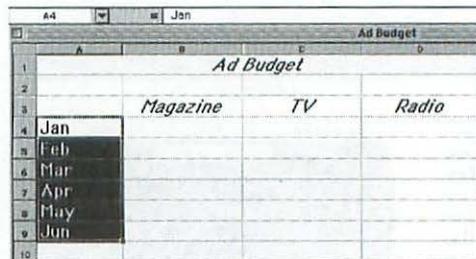


Figure 18. Release the mouse button to complete the sequence.



# Entering the Calculations

# 15

## Entering Simple Calculations

A calculation can be simple (a sum of a column of numbers) or complex (a financial, statistical, or scientific computation), but it is always entered as a *formula* that begins with an equal sign (=).

To sum two numbers in a cell, you could type =23+43, for example. To sum the contents of two cells, you would include their cell addresses in the formula, such as =B3+B4. The cell into which you type the formula displays the result of the calculation. (Figure 1)

If any numbers change in the cells that supply values to the formula, the result of the calculation changes immediately. This immediate recalculation lets you perform what-if analyses; you can see the change in the bottom line immediately when you change any of the contributing numbers.

	A	B	C	D
1	Simple calculation	Sum a column	Mortgage Payment	
2				
3		23	Interest/month	0.71%
4		43	# of payments	360
5		54	Mortgage amt.	249,000
6	101	120	Monthly payment	(\$1,918.13)
7				

=26+75	=SUM(B3:B5)	=PMT(D3,D4,D5)
--------	-------------	----------------

Figure 1. Some typical calculations.



## Building a Simple Formula

1. Click the destination cell for the formula. **(Figure 2)**
2. Type an equal sign (press the equal sign key.) **(Figure 3)**
3. Click the first cell whose address you want in the formula. **(Figure 4)**
4. Type an operator. See Table 13-1. Table of Operators, this page. **(Figure 5)**
5. Click the next cell whose address should appear in the formula. **(Figure 6)**
6. Type another operator to continue the formula if you want.

or

Press Enter to enter the formula into the cell and display the result of the calculation.

### ✓ Tips

- If adjacent cells require a similar formula, you can copy the formula from cell to cell. See *Copying Formulas to Adjacent Cells*, page 143.
- You can enter a combination of typed numbers and cell addresses in formulas, such as =C2\*2.5 (the contents of cell C2 multiplied by 2.5).

**Table 13-1. Table of Operators**

+	Plus
-	Minus
*	Multiply (asterisk)
/	Divide

	Maryland	Virginia
Sales	875	620
Expenses	690	475
Net		

**Figure 2.** Click at the destination for the formula.

	Maryland	Virginia
Sales	875	620
Expenses	690	475
Net	=	

**Figure 3.** The formula builds both in the cell and on the edit line.

	Maryland	Virginia
Sales	875	620
Expenses	690	475
Net	=B2	

**Figure 4.** Click a cell.

	Maryland	Virginia
Sales	875	620
Expenses	690	475
Net	=B2-	

**Figure 5.** Type an operator.

	Maryland	Virginia
Sales	875	620
Expenses	690	475
Net	=B2-B3	

**Figure 6.** The address of each cell you click adds to the formula.



	A	B	C
1		Jimmy	Pete
2	Mon	17.50	12.00
3	Tue	14.25	13.50
4	Wed	16.50	12.75
5	Thu	16.00	14.00
6	Fri	18.00	14.50
7			
8			

Figure 7. Click at the destination for the sum.

The AutoSum button

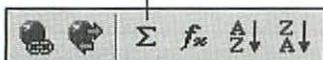


Figure 8. The AutoSum button. Excel creates the formula for you.

	A	B	C
1		Jimmy	Pete
2	Mon	17.50	12.00
3	Tue	14.25	13.50
4	Wed	16.50	12.75
5	Thu	16.00	14.00
6	Fri	18.00	14.50
7		=SUM(B2:B6)	
8			

Figure 9. Excel has created the formula for you.

	A	B	C	D
1		Jimmy	Pete	Tommy
2	Mon	17.50	12.00	9.00
3	Tue	14.25	13.50	9.00
4	Wed	16.50	12.75	11.00
5	Thu	16.00	14.00	12.00
6	Fri	18.00	14.50	15.00
7				
8				

Figure 10. You can select the cells below any number of adjacent columns before clicking the AutoSum button.

## Summing Columns or Rows

Excel includes special help for summing a column or row.

1. Click in the empty cell below the last entry in the column or to the right of the last entry in the row. (Figure 7)
2. Click the AutoSum button. (Figure 8)
3. Press Enter to enter the formula that has automatically appeared in the cell. (Figure 9)

### ✓ Tips

- Excel looks for a range of numbers it can sum that is above the cell you've selected for the total. If it does not find a range of numbers or if it finds text, it looks to the left for a range of numbers.
- Excel will not look past an empty cell when finding a range of cells to Sum.
- To quickly enter sums below a number of adjacent columns, select the empty cells at the bottoms of all the columns before clicking the AutoSum button. Excel will insert a sum in each selected cell. (Figure 10)



## Totaling a Column with the Sum Function

1. Click the destination cell for the formula. **(Figure 11)**
2. Enter an equal sign to start the formula. **(Figure 12)**
3. Type the word SUM. **(Figure 13)**
4. Enter a left parenthesis (Shift-9). **(Figure 14)**
5. Drag down the column of numbers to sum. **(Figure 15)**
6. Press Enter. **(Figure 16)**

### ✓ Tips

- You don't need to close the parentheses before pressing Enter. Excel will do it for you.
- Use this technique instead of AutoSum to sum ranges of cells that contain blanks.
- The word SUM is an example of an Excel *function*. Excel contains hundreds of functions for common and uncommon mathematical, statistical, financial, date, time, and other calculations. See *Using Functions*, page 146.

	A	B	C
1		Jimmy	Pete
2	Mon	17.50	12.00
3	Tue	14.25	13.50
4	Wed	16.50	12.75
5	Thu	16.00	14.00
6	Fri	18.00	14.50
7			

**Figure 11.** Click at the destination for the formula.

	A	B	C
1		Jimmy	Pete
2	Mon	17.50	12.00
3	Tue	14.25	13.50
4	Wed	16.50	12.75
5	Thu	16.00	14.00
6	Fri	18.00	14.50
7		=	

**Figure 12.** Start a formula with an equals sign.

**Figure 13.** Type "sum."

**Figure 14.** Type a left parenthesis.

	A	B	C
1		Jimmy	Pete
2	Mon	17.50	12.00
3	Tue	14.25	13.50
4	Wed	16.50	12.75
5	Thu	16.00	14.00
6	Fri	18.00	14.50
7		=sum(B2:B6)	

**Figure 15.** Drag across the range of numbers to sum. In this case, from B2 to B6.

	A	B	C
1		Jimmy	Pete
2	Mon	17.50	12.00
3	Tue	14.25	13.50
4	Wed	16.50	12.75
5	Thu	16.00	14.00
6	Fri	18.00	14.50
7		82.25	

**Figure 16.** Press Enter to complete the formula.



## The Fill handle

	A	B	C	D
1		Jimmy	Pete	
2	Mon	17.50	12.00	12.00
3	Tue	14.25	13.50	13.50
4	Wed	16.50	12.75	12.75
5	Thu	16.00	14.00	14.00
6	Fri	18.00	14.50	14.50
7		82.25		

Figure 17. Click the cell with the formula.

	A	B	C	D
1		Jimmy	Pete	Tommy
2	Mon	17.50	12.00	9.00
3	Tue	14.25	13.50	9.80
4	Wed	16.50	12.75	11.00
5	Thu	16.00	14.00	12.80
6	Fri	18.00	14.50	15.00
7		82.25		57.60

Figure 18. Drag the Fill handle across adjacent cells.

Excel adjusts the formula as it copies it across to column D so the formula in column D refers to other cells in Column D.

	A	B	C	D
1		Jimmy	Pete	Tommy
2	Mon	17.50	12.00	9.00
3	Tue	14.25	13.50	9.80
4	Wed	16.50	12.75	11.00
5	Thu	16.00	14.00	12.80
6	Fri	18.00	14.50	15.00
7		82.25	66.75	57.60

Figure 19. The formula copied to adjacent cells.

## Copying Formulas to Adjacent Cells

Rather than retype the formula in adjacent cells, copy it automatically. Excel will adjust the formula in the direction of the copy.

1. Click the cell containing the formula. (Figure 17)
2. Drag the fill handle at the lower right corner of the cell across the adjacent cells to which you want to copy the formula. (Figures 18–19)

### Tip

- When the mouse pointer is positioned properly on the fill handle, the pointer becomes a small plus sign. Otherwise, the mouse pointer is a large, heavy plus sign.
- You can drag any direction to copy formulas to the right, left, above, or below.



## Another Example of a Function: Averaging Numbers

1. Click the destination cell for the formula that will calculate the average. (Figure 20)
2. Enter an equal sign.
3. Type the word AVERAGE. (Figure 21)
4. Enter a left parenthesis. (Shift-9)
5. Drag across the cells to average. (Figure 22)
6. Press Enter. (Figure 23)

### ✓ Tip

- Blank cells in the range are *not* counted in the average. Cells that contain zeroes *are* counted in the average.

	Jimmy	Pete	Tommy	Average
Mon	17.50	12.00	9.00	
Tue	14.25	13.50	9.80	
Wed	16.50	12.75	11.00	
Thu	18.00	14.00	12.80	
Fri	18.00	14.50	15.00	
	82.25	66.75	57.60	

Figure 20. Click the destination for the formula.

	Jimmy	Pete	Tommy	Average
Mon	17.50	12.00	9.00	=average()
Tue	14.25	13.50	9.80	
Wed	16.50	12.75	11.00	
Thu	18.00	14.00	12.80	
Fri	18.00	14.50	15.00	
	82.25	66.75	57.60	

Figure 21. Type the formula.

	Jimmy	Pete	Tommy	Average
Mon	17.50	12.00	9.00	=average(B2:D2)
Tue	14.25	13.50	9.80	
Wed	16.50	12.75	11.00	
Thu	18.00	14.00	12.80	
Fri	18.00	14.50	15.00	
	82.25	66.75	57.60	

Figure 22. Drag across the cells to average.

	Jimmy	Pete	Tommy	Average
Mon	17.50	12.00	9.00	12.85
Tue	14.25	13.50	9.80	
Wed	16.50	12.75	11.00	
Thu	18.00	14.00	12.80	
Fri	18.00	14.50	15.00	
	82.25	66.75	57.60	

Figure 23. The cell displays the result of the formula.



	Jimmy	Pete	Tommy
Mon	17.50	12.00	9.00
Tue	14.25	13.50	9.00
Wed	16.50	12.75	11.00
Thu	16.00	14.00	12.80
Fri	18.00	14.50	15.00
	82.25	66.75	57.60
Total of Jimmy and Tommy			

**Figure 24.** Click the destination for the formula.

	Jimmy	Pete	Tommy
Mon	17.50	12.00	9.00
Tue	14.25	13.50	9.00
Wed	16.50	12.75	11.00
Thu	16.00	14.00	12.80
Fri	18.00	14.50	15.00
	82.25	66.75	57.60
Total of Jimmy and Tommy			=sum()

**Figure 25.** Enter the function.

Click on this cell and type a comma...

	Jimmy	Pete	Tommy
Mon	17.50	12.00	9.00
Tue	14.25	13.50	9.00
Wed	16.50	12.75	11.00
Thu	16.00	14.00	12.80
Fri	18.00	14.50	15.00
	82.25	66.75	57.60
Total of Jimmy and Tommy			=sum(B7)

**Figure 26.** Click a cell to include.

...and then click on this cell.

	Jimmy	Pete	Tommy
Mon	17.50	12.00	9.00
Tue	14.25	13.50	9.00
Wed	16.50	12.75	11.00
Thu	16.00	14.00	12.80
Fri	18.00	14.50	15.00
	82.25	66.75	57.60
Total of Jimmy and Tommy			=sum(B7,D7)

**Figure 27.** Type a comma and then click the next cell to include.

## Calculating Numbers in Non-Adjacent Cells

1. Click the destination cell for the formula. (**Figure 24**)
2. Start the formula as usual with an equal sign.
3. Enter a function followed by the left parenthesis. (**Figure 25**)
4. Click the first cell to include. (**Figure 26**)
5. Type a comma.
6. Click the next cell to include. (**Figure 27**)
7. Repeat Steps 5-6 until you have included as many cells as necessary.
8. Press Enter to enter the formula.

### ✓ Tip

- A formula can contain a combination of discrete cells and ranges, such as =SUM(B2,B4,B9:B11). This formula will add the contents of B2, B4, and B9 through B11.



## Using Functions

SUM and AVERAGE are only two of the dozens of functions that are included in Excel. To find others, click the Paste Function button on the Standard toolbar (Figure 28) as you are building the formula. The Function Wizard takes you through the steps of building a formula. (Figures 29–32)

The Paste Function button

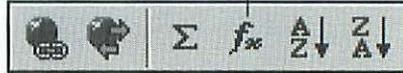


Figure 28. The Paste Function button.

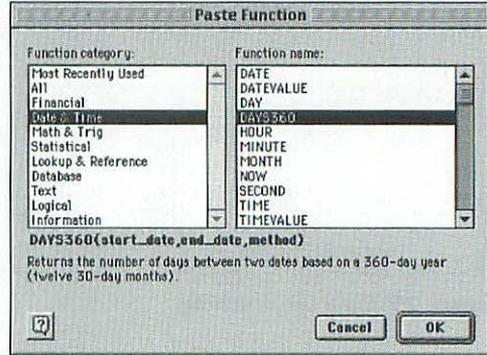


Figure 29. Selecting the function that calculates the number of days between two dates.

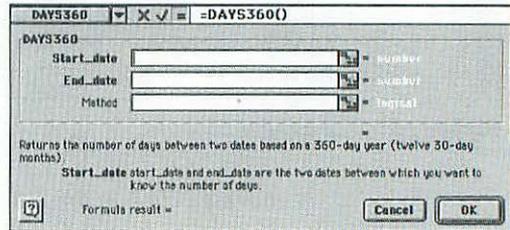


Figure 30. Step 2 asks you to enter the numbers of the start and end dates. You may enter functions as arguments to other functions.

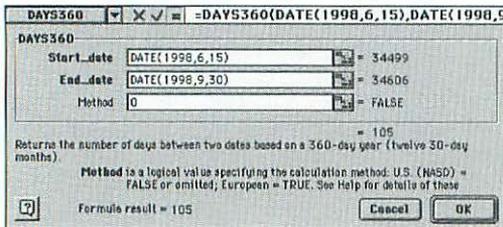


Figure 31. Fill in the required arguments, then click OK.



Figure 32. The completed function.



## Some Useful Functions

<b>DATE</b> (year, month, day)	Provides the serial number of a particular date.
<b>DAYS360</b> (start_date, end_date, method)	Calculates the number of days between two dates based on a 360-day year, which is used in some accounting systems.
<b>TODAY</b> ( )	Provides the serial number of today's date.
<b>NOW</b> ( )	Provides the serial number of the current date and time.
<b>DDB</b> (cost, salvage, life, period, factor)	Provides the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.
<b>FV</b> (rate, nper, pmt, pv, type)	Calculates the future value of an investment.
<b>IRR</b> (values, guess)	Provides the internal rate of return for a series of cash flows.
<b>NPV</b> (rate, value1, value2, ...)	Calculates the net present value of an investment based on a series of periodic cash flows and a discount rate
<b>PMT</b> (rate, nper, pv, fv, type)	Calculates the periodic payment for an annuity or loan
<b>PV</b> (rate, nper, pmt, fv, type)	Calculates the present value of an investment
<b>ROUND</b> (number, num_digits)	Rounds a number to a specified number of digits
<b>SUM</b> (number1, number2, ...)	Calculates the sum of all the numbers in the list of arguments*
<b>AVERAGE</b> (number1, number2, ...)	Calculates the average (arithmetic mean) of the arguments*

*(continued on next page)*



**Some Useful Functions** *(continued)*

**MAX**(number1, number2, ...)

Calculates the maximum value in a list of arguments.\*

**MEDIAN**(number1, number2, ...)

Calculates the median of the given numbers.\*

**MIN**(number1, number2, ...)

Calculates the smallest number in the list of arguments.\*

**VAR**(number1, number2, ...)

Estimates variance based on a sample.\*

**VALUE**(text)

Converts text to a number.

\* (number1, number 2, ...) can also be specified as a range (C25:C47) or comma-separated list of numbers and/or ranges.



# Changing a Sheet's Structure

# 16

	A	B	C
1		Q1 98	Q2 98
2	Income		
3	Beans	12400	13200
4	T-Shirts	2600	2800
5	Baked Goods	8800	9000
6	Coffeemakers	1900	2100
7	Gelato	5600	6700
8			

**Figure 1.** The mouse pointer changes to a double arrow.

	A	B	C
1		Q1 98	Q2 98
2	Income		
3	Beans	12400	13200
4	T-Shirts	2600	2800
5	Baked Goods	8800	9000
6	Coffeemakers	1900	2100
7	Gelato	5600	6700
8			

**Figure 2.** Drag right or left to widen or narrow the column below.

	A	B	C
1		Q1 98	Q2 98
2	Income		
3	Beans	12400	13200
4	T-Shirts	2600	2800
5	Baked Goods	8800	9000
6	Coffeemakers	1900	2100
7	Gelato	5600	6700
8			

**Figure 3.** The newly widened column.

	A	B	C
1			
2	Income		
3	Beans		
4	T-Shirts		

**Figure 4.** The mouse pointer changes to a double arrow.

## Widening Columns and Rows

To change the width of a column:

1. Place the mouse pointer on the right edge of the gray column heading button for the column to widen. (Figure 1)
2. When the mouse pointer changes to a double arrow, drag right or left. (Figures 2–3) While you're dragging, you'll see the new width of the column in a yellow tooltip, measured in characters.

To change the height of a row:

1. Place the mouse pointer on the bottom edge of the gray row heading button for the row to heighten. (Figure 4)
2. When the mouse pointer changes to a double arrow, drag up or down.

### ✓ Tips

- To change the width of multiple columns or rows, select the columns or rows by dragging across their column heading or row heading buttons. Then drag the edge of any column heading or row heading button that is selected. All the selected columns or rows will change uniformly.
- You can also select Column or Row on the Format menu and then choose Width or Height on the submenu to get to the Column Width or Row Height dialog boxes. On these dialog boxes, you can choose an exact setting.



## Inserting Rows and Columns

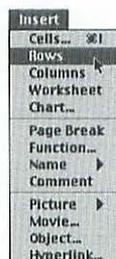
1. Click any cell of the row or column where you'd like the new blank row or column. If you insert a row, it will appear above the selected cell; if you insert a column, it will appear to the left of the selected cell. **(Figure 5)**
2. From the Insert menu choose Rows or Columns. **(Figures 6–7)**

### ✓ Tips

- To insert multiple rows, drag across the row heading buttons (labeled 1, 2, 3, and so on) to highlight the same number of rows you want to insert. **(Figure 8)** To insert multiple columns, drag across multiple column heading buttons.
- You can also click a column or row heading button and, while holding down the Control key, click the mouse button and choose Insert from the shortcut menu.

	A	B	C
1		Q1 98	Q2 98
2	Income		
3	Beans	12400	13200
4	T-Shirts	2600	2800
5	Baked Goods	8800	9000
6	Coffeemakers	1900	2100
7	Gelato	5600	6700
8			
9	Expenses		
10	Personnel	6200	6500
11	Supplies	4100	4100

**Figure 5.** Click a cell in the row where you'd like a new row inserted.



**Figure 6.** The Insert menu.

	A	B	C
1		Q1 98	Q2 98
2	Income		
3	Beans	12400	13200
4	T-Shirts	2600	2800
5	Baked Goods	8800	9000
6	Coffeemakers	1900	2100
7	Gelato	5600	6700
8			
9			
10	Expenses		
11	Personnel	6200	6500
12	Supplies	4100	4100

**Figure 7.** New blank row.

	A	B	C
1		Q1 98	Q2 98
2	Income		
3	Beans	12400	13200
4	T-Shirts	2600	2800
5	Baked Goods	8800	9000
6	Coffeemakers	1900	2100
7	Gelato	5600	6700
8			

**Figure 8.** Drag across two row heading buttons to specify two rows for insertion.



	A	B	C	D	E
		Q1 98	Q2 98	Q3 98	Q4 98
1	Income				
2	Beans	12400	13200	15000	16900
3	T-Shirts	2600	2800	3100	4700
4	Baked Goods	8800	9000	10100	11500
5	Coffeemakers	1900	2100	2400	2600
6	Gelato	5600	6700	11200	9400
7	Grinders	2200	2400	2800	

Figure 9. Click a cell.



Figure 10. The Insert menu.

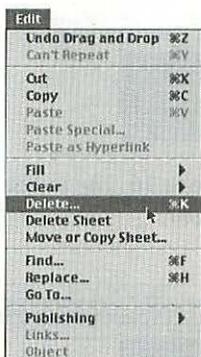


Figure 11. The Edit menu.

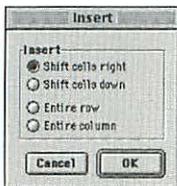


Figure 12. The Insert dialog box.

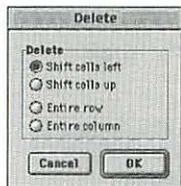


Figure 13. The Delete dialog box.

	A	B	C	D	E
		Q1 98	Q2 98	Q3 98	Q4 98
1	Income				
2	Beans	12400	13200	15000	16900
3	T-Shirts	2600	2800	3100	4700
4	Baked Goods	8800	9000	10100	11500
5	Coffeemakers	1900	2100	2400	2600
6	Gelato	5600	6700	11200	9400
7	Grinders	2200	2400	2800	

Figure 14. Inserted cell.

## Inserting and Deleting Cells

When you tell Excel to insert or delete a cell within a range of data, Excel needs to know how to move the data that's in adjacent cells. You specify your choice on the Insert or Delete dialog box.

1. Click the destination for the new, blank cell. (Figure 9)

or

Click the cell you want to delete.

2. To insert a cell, choose Cells from the Insert menu (Figure 10) or click the mouse button while pressing Control and choose Insert from the shortcut menu.

or

To delete a cell, choose Delete from the Edit menu (Figure 11) or click the mouse button while pressing Control and choose Delete from the shortcut menu.

3. On the Insert dialog box, select either Shift Cells Right or Shift Cells Down. (Figure 12)

or

On the Delete dialog box, select either Shift Cells Left or Shift Cells Up. (Figure 13)

### Tip

- To delete an entire row or column, select at least one cell in the row or column, pull down the Edit menu, choose Delete, and in the Delete dialog, choose either Entire Row or Entire Column.



## Moving and Copying Data

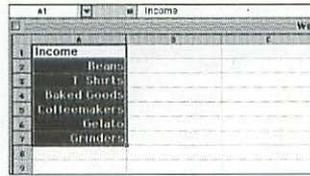
Excel's drag and drop makes moving and copying data especially easy.

1. Select the range of cells to move or copy. **(Figure 15)**
2. Place the mouse pointer on the border of the range so the pointer becomes an arrow. **(Figure 16)**
3. To move the cells, drag the border of the range to move the range to a new location. **(Figure 17)** A yellow tooltip appears to indicate the destination.

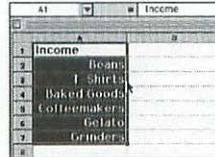
or

To copy the cells, press and hold Option while dragging the border of the range. A small plus appears next to the mouse pointer to indicate that you are copying rather than moving. **(Figure 18)**

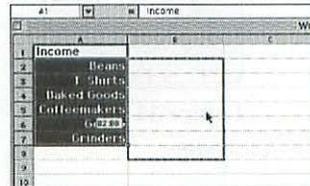
4. Release the mouse button to drop the range at the new location. **(Figure 19)**



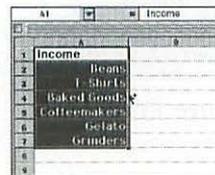
**Figure 15.** Select a range of cells.



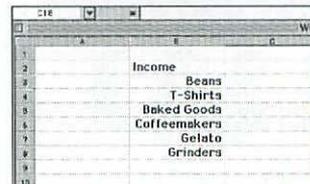
**Figure 16.** The mouse pointer on the range border.



**Figure 17.** Drag the border of the range to move the range.



**Figure 18.** The small plus sign next to the mouse pointer shows that a copy is in progress.



**Figure 19.** The range moved to its new location.



		Coffee Shop			
		Q1 98	Q2 98	Q3 98	Q4 98
1	Income				
2	Beans	12400	13200	15000	16900
3	T-Shirts	2600	2800	3100	4700
4	Baked Goods	8800	9000	10100	11500
5	Coffeemakers	1900	2100	2400	2600
6	Gelato	5600	6700	11200	9400
7	Grinders	2100	2200	2400	2800
8					
9	Expenses				
10	Personnel	6200	6500	6900	7200
11	Supplies	4100	4100	4300	4500
12	Utilities	820	840	840	880
13	Packaging	1100	1200	1400	1500
14	L&P	2000	0	1200	0
15	Accounting	620	740	750	1000
16	Taxes	1900	1900	1900	880
17	Other Services	950	990	1100	1500
18					
19	Net	13610	17530	23410	27640
20	Cumulative	13610	31140	54550	82190
21					
22					

Figure 20. Click the upper left corner of the data range.



Figure 21. The Window menu.

		Coffee Shop			
		Q1 98	Q2 98	Q3 98	Q4 98
1	Income				
2	Beans	12400	13200	15000	16900
3	T-Shirts	2600	2800	3100	4700
4	Baked Goods	8800	9000	10100	11500
5	Coffeemakers	1900	2100	2400	2600
6	Gelato	5600	6700	11200	9400
7	Grinders	2100	2200	2400	2800
8					
9	Expenses				
10	Personnel	6200	6500	6900	7200
11	Supplies	4100	4100	4300	4500
12	Utilities	820	840	840	880
13	Packaging	1100	1200	1400	1500
14	L&P	2000	0	1200	0
15	Accounting	620	740	750	1000
16	Taxes	1900	1900	1900	880
17	Other Services	950	990	1100	1500
18					
19	Net	13610	17530	23410	27640
20	Cumulative	13610	31140	54550	82190
21					
22					

Figure 22. Lines appear to indicate which areas of the sheet are frozen.

		Coffee Shop			
		Q1 98	Q2 98	Q3 98	Q4 98
1	Income				
2	Beans	12400	13200	15000	16900
3	T-Shirts	2600	2800	3100	4700
4	Baked Goods	8800	9000	10100	11500
5	Coffeemakers	1900	2100	2400	2600
6	Gelato	5600	6700	11200	9400
7	Grinders	2100	2200	2400	2800
8					
9	Expenses				
10	Personnel	6200	6500	6900	7200
11	Supplies	4100	4100	4300	4500
12	Utilities	820	840	840	880
13	Packaging	1100	1200	1400	1500
14	L&P	2000	0	1200	0
15	Accounting	620	740	750	1000
16	Taxes	1900	1900	1900	880
17	Other Services	950	990	1100	1500
18					
19	Net	13610	17530	23410	27640
20	Cumulative	13610	31140	54550	82190
21					
22					

Figure 23. The headings stay frozen when you scroll through the data.

## Freezing the Headings

To keep the column and row headings from scrolling off the screen while you scroll through a large worksheet, you can freeze the headings.

1. Click the cell at the upper left corner of the region that contains the data. (Figure 20)
2. From the Window menu, choose Freeze Panes. (Figures 21–23)

### ✓ Tips

- After freezing panes, pressing **⌘+Home** moves the cell pointer to the upper left corner of the data range instead of cell A1.
- To unfreeze the panes, choose Unfreeze Panes from the Window menu.



## Splitting a Sheet

Splitting a sheet lets you display and scroll through four different regions of the sheet independently.

1. Click the cell that you want to become the upper left corner of the bottom right pane. (**Figure 24**)
2. From the Window menu, choose Split. (**Figure 25**)

### ✓ Tips

- To remove the split, choose Remove Split from the Window menu.
- You can drag the thick split lines to change the relative sizes of the panes. (**Figure 26**)

	Q1 98	Q2 98	Q3 98	Q4 98
<b>Income</b>				
Beans	12400	13200	15000	16900
T-Shirts	2600	2800	3100	4700
Baked Goods	8800	9000	10100	11500
Coffeemakers	1900	2100	2400	2600
Gelato	5600	6700	11200	9400
Grinders	2100	2200	2400	2800
<b>Expenses</b>				
Personnel	6200	6500	6900	7200
Supplies	4100	4100	4300	4500
Utilities	820	840	840	880
Packaging	1100	1200	1400	1500
L&P	2000	0	1200	0
Accounting	620	740	750	1000
Taxes	1900	1900	1900	880
Other Services	950	990	1100	1500
<b>Net</b>	13610	17530	23410	27640
<b>Cumulative</b>	13610	31140	54550	82190

**Figure 24.** Click a cell.



**Figure 25.** The Window menu.

	Q1 98	Q2 98	Q3 98	Q4 98
<b>Income</b>				
Beans	12400	13200	15000	16900
T-Shirts	2600	2800	3100	4700
Baked Goods	8800	9000	10100	11500
Coffeemakers	1900	2100	2400	2600
Gelato	5600	6700	11200	9400
Grinders	2100	2200	2400	2800
<b>Expenses</b>				
Personnel	6200	6500	6900	7200
Supplies	4100	4100	4300	4500
Utilities	820	840	840	880
Packaging	1100	1200	1400	1500
L&P	2000	0	1200	0
Accounting	620	740	750	1000
Taxes	1900	1900	1900	880
Other Services	950	990	1100	1500
<b>Net</b>	13610	17530	23410	27640
<b>Cumulative</b>	13610	31140	54550	82190

**Figure 26.** Click and drag here to change the sizes of the panes.



# Formatting the Sheet

# 17

	Hardcover	Paperback	Total
Jan	160	535	695
Feb	158	570	728
Mar	175	595	768
Apr	156	547	703
May	190	580	770
Jun	210	595	805
1st Half	1,047	3,422	4,469
Jul	225	620	845
Aug	230	816	1,046
Sep	189	585	774
Oct	202	612	814
Nov	212	690	902
Dec	525	1,139	1,664
2nd Half	1,583	4,462	6,045
Total	2,630	7,884	10,514

Figure 1. Click a cell in the range to format.

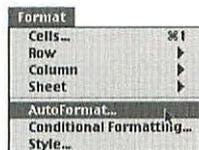


Figure 2. The Format menu.

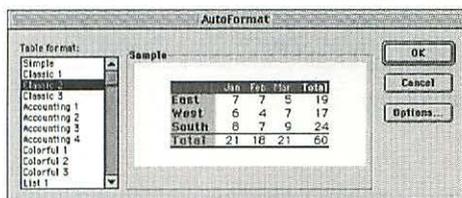


Figure 3. The AutoFormat dialog box.

	Hardcover	Paperback	Total
Jan	160	535	695
Feb	158	570	728
Mar	175	595	768
Apr	156	547	703
May	190	580	770
Jun	210	595	805
1st Half	1,047	3,422	4,469
Jul	225	620	845
Aug	230	816	1,046
Sep	189	585	774
Oct	202	612	814
Nov	212	690	902
Dec	525	1,139	1,664
2nd Half	1,583	4,462	6,045
Total	2,630	7,884	10,514

Figure 4. The AutoFormatted range.

## Choosing an AutoFormat

The fastest and easiest way to make a sheet presentable is to give it an AutoFormat. An AutoFormat contains a complete look for a range of data by changing the font, text alignment, number formatting, borders, patterns, colors, column widths, and row heights. Excel provides a selection of AutoFormats, each with a different look.

1. Click any cell in the range to format. (Figure 1)

or

Select the range to format.

2. From the Format menu, choose AutoFormat. (Figure 2)
3. On the AutoFormat dialog box, select an AutoFormat from the list and then click OK. (Figures 3–4) When you select a format, a preview of that format appears on the right.

## ✓ Tips

- To remove an AutoFormat immediately after applying it, use Undo.
- To remove an AutoFormat later, select the range, follow Steps 2 and 3 above, and then choose None from the list of AutoFormats.



## Text Formatting

1. Select the cell or cells that contain the text to format. (Figure 5)
2. Choose formatting options by clicking the text formatting buttons on the Formatting toolbar. (Figure 6)

or

1. Select the cell or cells that contain the text to format.
2. From the Format menu, choose Cells or click while pressing Control and choose Format Cells from the shortcut menu.
3. On the Format Cells dialog box, change options on the Alignment and Font tabs. (Figures 7–8)

	A	B	C
1	Book Sales		
2			
3		Hardcover	Paperback
4	Jan	160	535
5	Feb	158	570

Figure 5. Select the cells with the text to format.

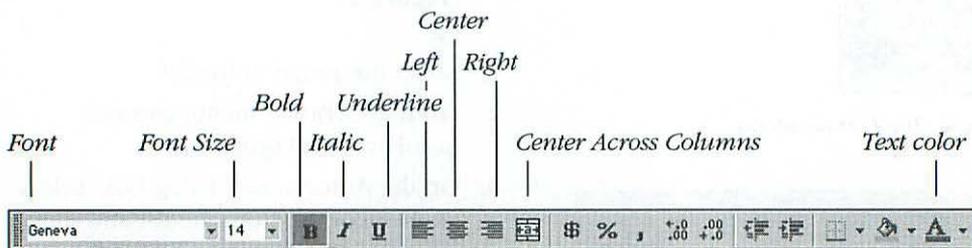


Figure 6. The text formatting buttons on the Formatting toolbar.

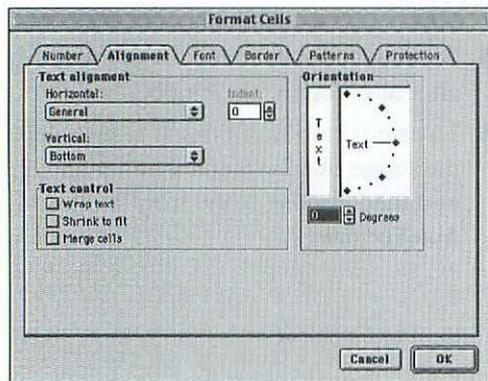


Figure 7. The Alignment tab.

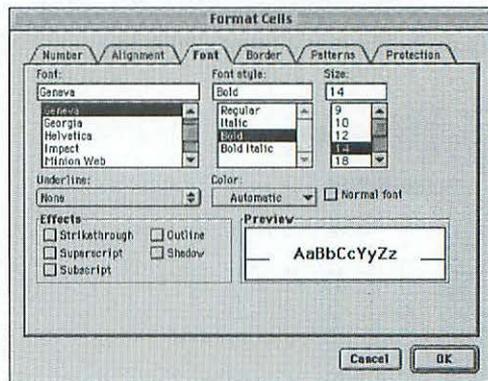


Figure 8. The Font tab.

	A	B	C	D	E
1	Book Sales				
2					
3		Hardcover	Paperback	Total	
4	Jan	160	535	695	
5	Feb	158	570	728	

Figure 9. Enter the title in the leftmost cell above the range.

	A	B	C	D	E
1	Book Sales				
2					
3		Hardcover	Paperback	Total	
4	Jan	160	535	695	
5	Feb	158	570	728	

Figure 10. Select the cells above the range.



Figure 11. The Center Across Columns button.

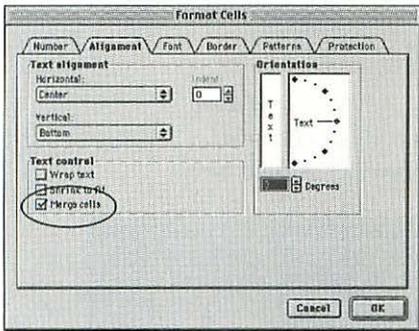


Figure 12. The Alignment tab dialog in the Format Cells dialog.

	A	B	C	D	E
1	Book Sales				
2					
3		Hardcover	Paperback	Total	
4	Jan	160	535	695	
5	Feb	158	570	728	

Figure 13. The centered title.

### Centering a Title Above a Range

1. Type the title into the leftmost cell above the range. (Figure 9)
2. Select the cells above the range. (Figure 10)
3. Click the Center Across Columns button. (Figure 11)

or

From the Format menu, choose Cells. Then in the Alignment tab dialog, pull down the Horizontal list and choose Center, and in the Text Control box, click Merge Cells. (Figure 12)

#### Tip

- Click the Center Across Columns button again to return the text to left aligned.



## Number Formatting

1. Select the numbers to format. (Figure 14)
2. Click the appropriate number formatting button on the Formatting toolbar. (Figure 15)

or

From the Format menu, choose Cells and then, on the Number tab of the Format Cells dialog box, choose a Category and Formatting Code. (Figure 16)

### ✓ Tips

- Until you choose a special number format, numbers are formatted with the General number format (right aligned, up to 11 decimal places).
- If you enter numbers preceded by a dollar sign, Excel automatically applies Currency formatting. If you enter numbers followed by a percent sign, Excel automatically applies Percentage formatting.
- Number formatting can be saved as a style. See *Creating Styles*, page 162.

	A	B	C	D	E
1	Book Sales				
2					
3		Hardcover	Paperback	Total	
4	Jan	160	875	1,035	
5	Feb	150	870	1,020	
6	Mar	175	895	1,070	
7	Apr	150	947	1,097	
8	May	190	900	1,090	
9	Jun	210	890	1,100	
10	1st Half	1,047	5,422	6,469	
11	Jul	225	620	845	
12	Aug	230	816	1,046	

Figure 14. Select the numbers to format.

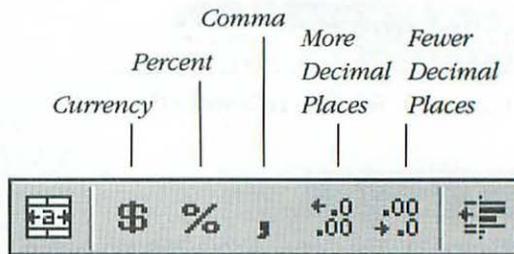


Figure 15. The number formatting buttons on the Formatting toolbar.

Choose a category here... *and then* choose a format here.

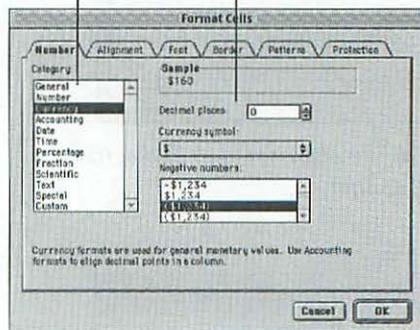


Figure 16. The Number tab of the Format Cells dialog box.



		Hardcover			
	A	B	C	D	E
1	Book Sales				
2					
3		Hardcover	Paperback	Total	
4	Jan	160	535	695	
5	Feb	158	570	728	

Figure 17. Select the range first.

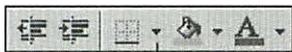


Figure 18. Click here to see the available borders.

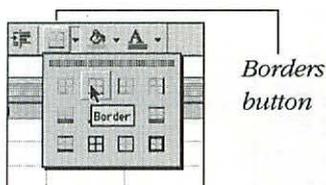


Figure 19. Select one of these panes to choose the border it displays.

		Hardcover			
	A	B	C	D	E
1	Book Sales				
2					
3		Hardcover	Paperback	Total	
4	Jan	160	535	695	
5	Feb	158	570	728	

Figure 20. A border added to the range.

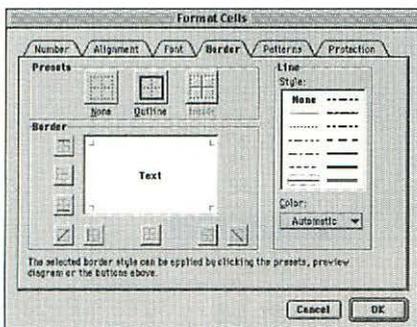


Figure 21. The Border tab of the Format Cells dialog box.

## Adding Borders to a Range

A border is a line at the edge of a cell. You can use borders to divide the information on the sheet into logical regions. Borders both appear on the screen and print out when you print the sheet.

1. Select the range to which you'd like to apply a border. (Figure 17)
2. Click the pull down button next to the Borders button to see the full range of borders. (Figure 18)
3. Select the pane on the display of borders that matches the border you want for the range. (Figures 19–20)
  - or
  - 1. Select the range to which you'd like to apply a border.
  - 2. From the Format menu, choose Cells or click while pressing Control and choose Format Cells from the shortcut menu.
  - 3. On the Border tab of the Format Cells dialog box, choose a border, a border style, and a color. (Figure 21)

### ✓ Tips

- To choose the most recently used border, you can click the Borders button in the toolbar.
- To remove the borders around a range, select the range, pull down the display of borders and choose the pane at the upper left corner.



## Adding Shading to a Range

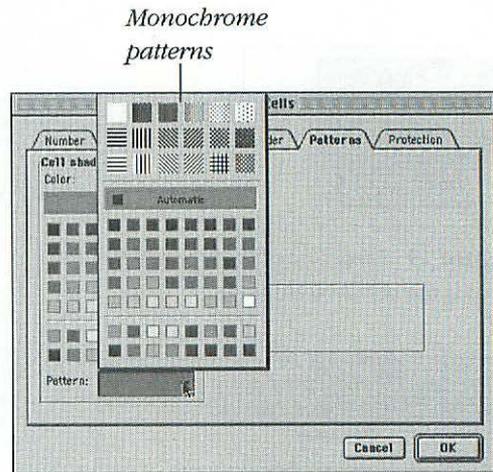
1. Select the range to which you'd like to add shading. (**Figure 22**)
2. From the Format menu, choose Cells, or click while pressing Control and choose Format Cells from the shortcut menu.
3. On the Patterns tab of the Format Cells dialog box, choose a color or shade of gray. To choose a monochrome pattern, pull down the list of patterns and choose one of the patterns at the top of the palette. (**Figures 23–24**)

### ✓ Tip

- Shading is often applied automatically to parts of a range when you select an AutoFormat.

8	May	190	580	770
9	Jun	210	595	805
10	1st Half	1,047	3,422	4,469
11	Jul	225	620	845
12	Aug	230	816	1,046
13	Sep	189	585	774
14	Oct	202	612	814
15	Nov	212	690	902
16	Dec	525	1,139	1,664
17	2nd Half	1,583	4,462	6,045
18	Total	2,630	7,884	10,514
19				
20				

**Figure 22.** Select the range to shade.



**Figure 23.** Choose one of these patterns to shade the selected cells.

8	May	190	580	770
9	Jun	210	595	805
10	1st Half	1,047	3,422	4,469
11	Jul	225	620	845
12	Aug	230	816	1,046
13	Sep	189	585	774
14	Oct	202	612	814
15	Nov	212	690	902
16	Dec	525	1,139	1,664
17	2nd Half	1,583	4,462	6,045
18	Total	2,630	7,884	10,514
19				
20				

**Figure 24.** The shaded cells.



Book Sales				
	Hardcover	Paperback	Total	
Jan	160	535	695	
Feb	159	570	729	
Mar	173	595	768	
Apr	156	547	703	
May	190	580	770	
Jun	210	595	805	
1st Half	1,047	3,422	4,469	
Jul	225	620	845	
Aug	230	816	1,046	
Sep	189	585	774	
Oct	202	612	814	
Nov	212	690	902	
Dec	525	1,139	1,664	
2nd Half	1,583	4,462	6,045	
<b>Total</b>	<b>2,630</b>	<b>7,884</b>	<b>10,514</b>	

Figure 25. Select the cells to format.

Choose a style here.

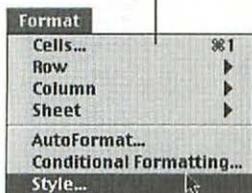


Figure 26. The Format menu.

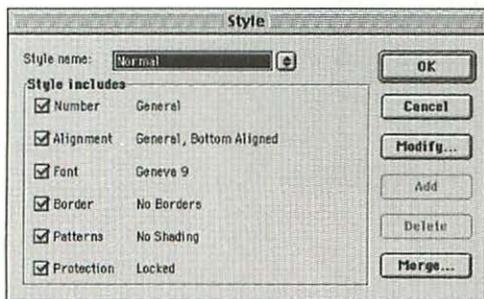


Figure 27. The Style dialog box.

## Selecting Styles

A style is a preset combination of formatting. You can choose one of the existing styles or create your own.

1. Select the cells to format. (Figure 25)
2. From the Format menu, choose Style. (Figure 26)
3. On the Style dialog box, choose a style from the drop-down Style Name list. (Figure 27)
4. Make sure the checkboxes on the Style dialog box are checked for the formatting aspects that you'd like the style to apply.

### ✓ Tips

- Styles on the style list that are followed with a (0) are formatted to zero decimal places.
- Cells are given the Normal style unless you specify a different style.
- To change the default cell formatting, modify the Normal style. See *Creating Styles*, page 162.



## Creating Styles

1. Format a cell with all the formatting you want. (Figure 28) See *Text Formatting*, page 156, and *Number Formatting*, page 158.
2. From the Format menu, choose Style. (Figure 29)
3. Type a new style name into the Style text box. (Figure 30)
4. Click OK.

### ✓ Tip

- By clicking the Merge button on the Style dialog box, you can copy the styles from another open workbook.

13	Sep	189	585	774
14	Oct	202	612	814
15	Nov	212	690	902
16	Dec	525	1,139	1,664
17	2nd Half	1,583	4,462	6,045
18	<b>Total</b>	<b>\$2,630</b>	<b>7,884</b>	<b>10,514</b>
19				
20				

Figure 28. Format a sample cell.

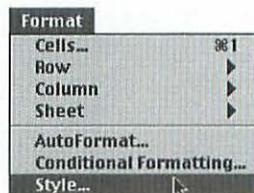


Figure 29. The Format menu.

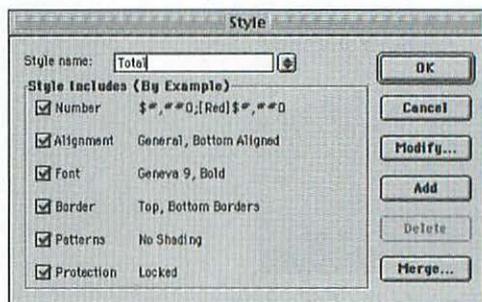


Figure 30. Type a new style name into the Style text box.



# Using Multiple Sheets

# 18

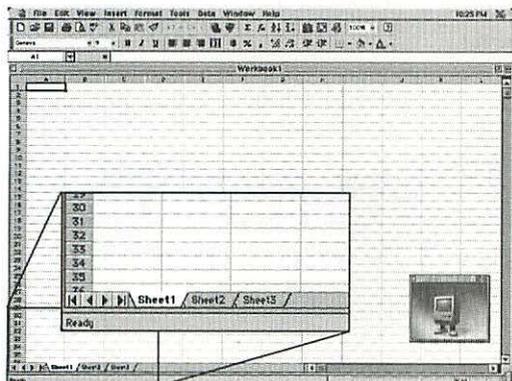


Figure 1. The Worksheet tabs.

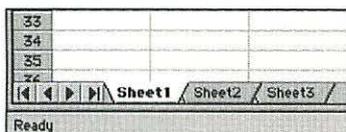


Figure 2. To bring a worksheet to the front, click its tab.

First sheet | Previous sheet | Next sheet | Last sheet



Figure 3. The Tab scrolling buttons.

## About Using Multiple Sheets

Each Excel workbook can contain multiple worksheets. If you like, you may use only the first worksheet for all your data and calculations. But you also might want to organize your information by placing certain data on each worksheet and use one of the sheets to collect data from other sheets.

The worksheet tabs that are visible below the current sheet let you switch easily from sheet to sheet. (Figure 1)

## Changing to Another Sheet

Click the tab of the sheet to display. (Figure 2)

### ✓ Tips

- If the tab is not visible, use the Tab scrolling buttons to scroll through the tabs. (Figure 3)
- You can rearrange the order of sheets by dragging their tabs to the left or right.



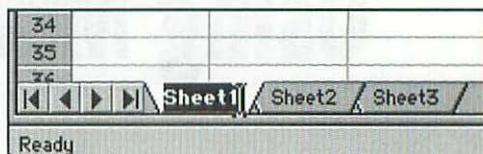
## Naming Sheets

Naming the sheets you use replaces the default names (Sheet1, Sheet2, and so on) with useful, informative names (Marketing, Manufacturing, Personnel, for example).

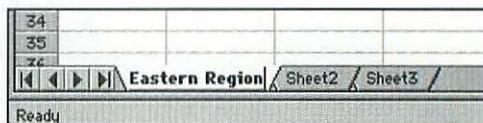
1. Double-click the tab of the sheet to rename. **(Figure 4)**
2. Type the new name over the current name in the sheet tab. **(Figure 5)**

### ✓ Tips

- You can also choose Sheet and then Rename from the Format menu to select the sheet name in the tab of the current sheet, ready to be re-typed.
- Sheet names can be up to 31 characters long and can include spaces.



**Figure 4.** Double-click a tab to rename the sheet.



**Figure 5.** The new name appears on the tab.



DAYS360		X	✓	=	=
	A	B			
1	National				
2					
3	Direct	=			
4	Distributors				
5	Mail Order				
6					
7					

Figure 6. Start the formula.

DAYS360		X	✓	=	=	Eastern Region!E3				
						Regional Sales				
	A	B	C	D	E	F				
1	Eastern Region									
2		NV	CT	PA	Total					
3	Direct	37,000	34,000	31,000	102,000					
4	Distributors	54,000	49,000	46,000	149,000					
5	Mail Order	28,000	25,000	21,000	74,000					
6	Total	119,000	108,000	98,000	325,000					
7										

Figure 7. Switch to another sheet and select the cells to include in the formula.

DAYS360		X	✓	=	=
	A	B			
1	National				
2					
3	Direct			249,400	
4	Distributors				
5	Mail Order				
6					

Figure 8. Press Enter to complete the formula.

## Referring to Data from Other Sheets in Formulas

While building a formula, you can include data from another sheet.

1. Click the destination cell for the formula.
2. Start the formula as usual by entering an equals sign. (Figure 6)
3. Refer to cells on other sheets by switching to the sheets and then selecting the cell or cells. (Figure 7)
4. Press Enter when you finish building the formula. You will be returned to the sheet where you started the formula. (Figure 8)

### ✓ Tip

- If you've named ranges in other sheets, you can enter the range names in the formula without worrying about which sheet the data is on. Excel will find the range on any sheet in the workbook.

Sheet name    Cell reference    Sheet name    Cell reference    Sheet name    Cell reference

= 'Eastern Region'!E3 + 'Western Region'!E3 + 'Southern Region'!E3

Figure 9. The formula.



## Consolidating to a Sheet

When successive sheets of a workbook contain the exact same arrangement of data, you can sum ranges that extend “down” from sheet to sheet data rather than across a single sheet. This is called 3-D referencing. (Figure 10)

1. On the consolidation sheet, click in the destination cell for the formula. (Figure 11)
2. Start the formula by entering an equals sign followed by the function or operator, such as SUM, and the left parenthesis. (Figure 12)
3. Select the range on the first sheet in the range of sheets. (Figure 13)
4. Press and hold the Shift key on the keyboard.
5. Click the tab of the last sheet in the range. (Figure 14)
6. Press Enter. (Figure 15)

Figure 10. 3-D referencing.

Figure 11. Click the destination for the formula. (B3, in this case)

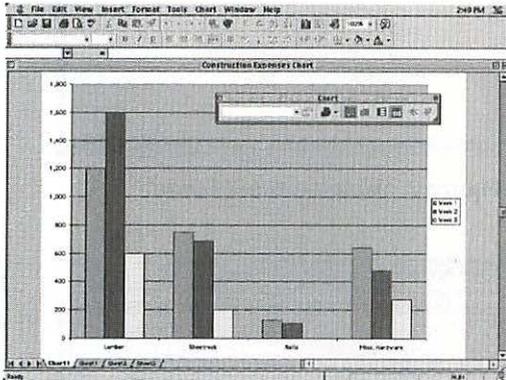
Figure 12. Start the formula as usual.

Figure 13. Select the range on the first sheet.

Figure 14. While holding the Shift key, click the tab on the last range.

Figure 15. The formula.





**Figure 1.** An Excel chart.

## About Creating Charts

Numeric information is often easiest to understand when presented graphically.

In Excel, you can make a default chart with a single keystroke. Once Excel has created the chart, you can tailor it to your needs by clicking any element and using Excel's tools to edit that element. You can add, change, or delete titles, labels, legends, and gridlines. You can choose any of nearly two dozen different chart styles, including bar, column, line, area, pie, scatter, bubble, and radar charts, and you can add 3-D effects to many of them. You can easily add, change, or remove color, patterns, and shading, and you can change the scale, labeling, and look of the axes. If you go back and edit the data used to create the chart, the chart changes to reflect the new values.



## Creating a Chart

1. Select the data to chart. **(Figure 2)**
2. Press F11 to get a chart with all the default settings.

A column chart of the selected data appears in a new worksheet.

**(Figure 3)**

or

2. Click the Chart Wizard button on the Standard toolbar so you can modify the chart settings one by one. **(Figure 4)**

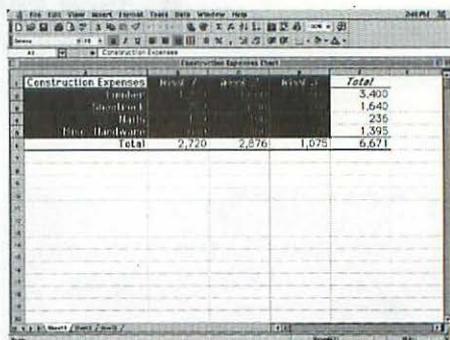
Four Chart Wizard dialog boxes follow.

- Chart Wizard step 1: select a chart type. **(Figure 5)**
- Chart Wizard step 2: confirm the data **(Figure 6)**
- Chart Wizard step 3: add titles, change gridlines, and place the legend, data labels, and data table where you want them to go. **(Figure 7)**
- Chart Wizard step 4: choose whether the chart is embedded in an existing worksheet or created in a separate sheet, and then click Finish. **(Figure 8)**

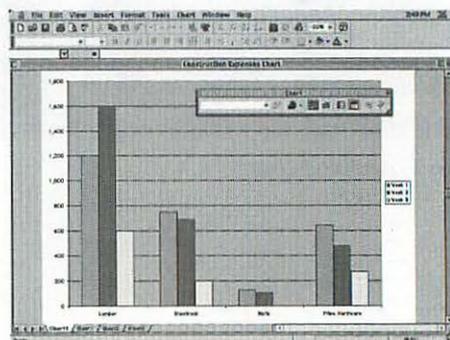
The completed chart is displayed **(Figure 9)**

### ✓ Tips

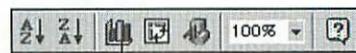
- To select non-adjacent data to chart, press **⌘** while dragging over the selected cells.
- You can change the default chart type from a column chart to any other type you use frequently. Click a chart, and then choose Chart Type from the Chart menu, select a chart type to use, and click the Set as Default Chart button.



**Figure 2.** Select the data to chart.



**Figure 3.** Default chart created on new sheet.



**Figure 4.** The Chart Wizard button.



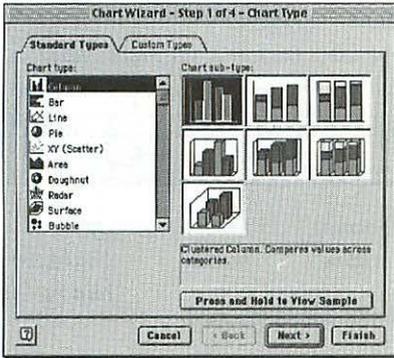


Figure 5. Select a chart type in step 1.

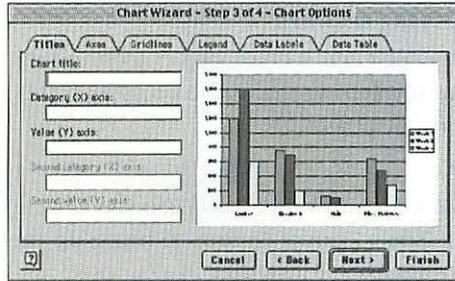


Figure 7. In step 3, add titles, change gridlines, and place the legend, data labels, and data table.

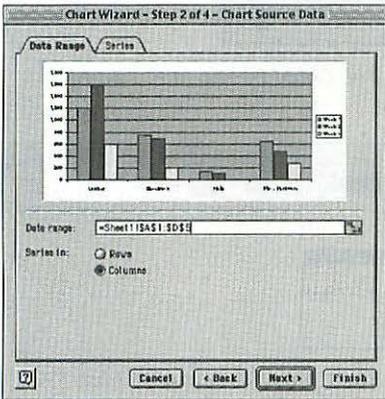


Figure 6. Confirm the data in step 2.

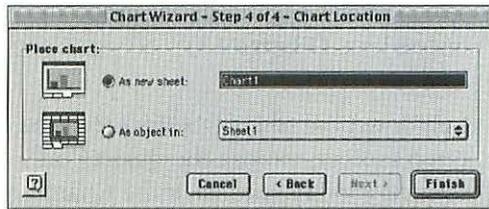


Figure 8. In step 4, choose whether the chart is embedded in an existing worksheet or created in a separate sheet, and then click Finish.

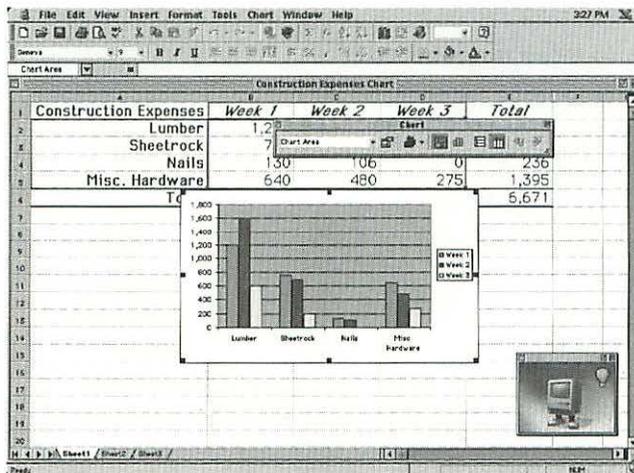


Figure 9. Completed chart.



## Modifying a Chart

Double-click a chart object to bring up the formatting dialog box appropriate for that object.

or

Click a chart object and use the Chart toolbar's Format button to bring up the appropriate formatting dialog box.

**(Figure 10)**

or

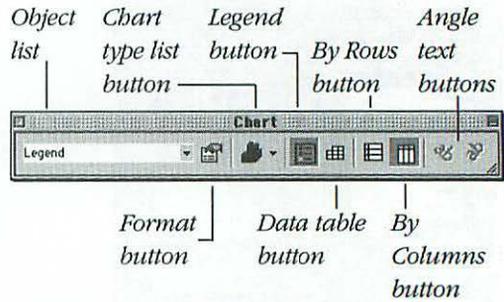
Click a chart object, pull down the Format menu, and choose the first selection to bring up the appropriate dialog box. **(Figure 11)**

or

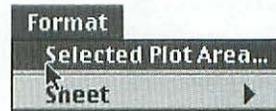
Pull down the Chart Objects list in the Chart toolbar, choose the object you want to modify, and click the Chart toolbar's Format button to bring up the dialog box. **(Figure 12)**

### ✓ Tips

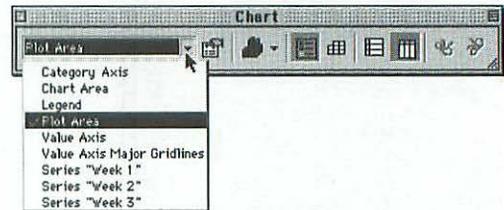
- While a chart is active, you can click any part of the chart once to select it or double-click it to obtain a dialog box that specifies the formatting for that part.
- Drag the chart to move it on the sheet or drag the handles of its window to resize the chart.



**Figure 10.** The Chart Toolbar.



**Figure 11.** The Chart menu.



**Figure 12.** The Chart Toolbar object list.



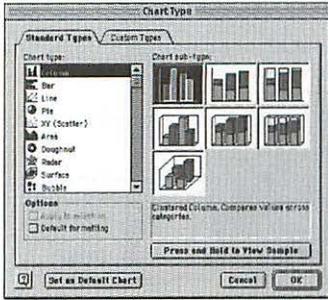


Figure 13. The Chart Type dialog box.

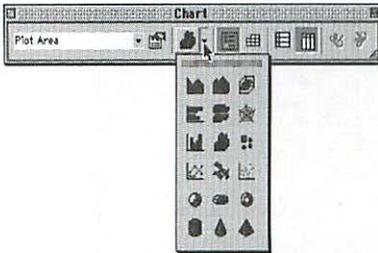


Figure 14. The Chart Toolbar.

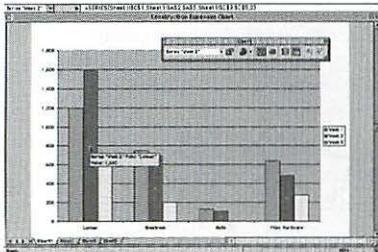


Figure 15. The chart with a data series selected.

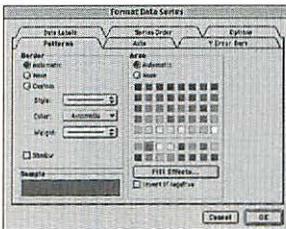


Figure 16. The Format Data Series dialog box.

## Modifying the Chart Type and Data Series

1. Click the chart.
2. Pull down the Chart menu and choose Chart Type to bring up the Chart Type dialog box (Figure 13) and make your selection.

or

Pull down the Chart Type list in the Chart Toolbar to select one of the available types from that list. (Figure 14)

3. Click a data series in the chart.

References to the cells that contain data for that series appear in the edit line above the chart, and a tip window appears defining the data point you clicked. (Figure 15) If you wish to change which cells define that series, you can edit the references in the edit line.

4. Double-click a data series to bring up the Format Data Series dialog box. (Figure 16)
5. Use the Patterns, Axis, Y Error Bars, Data Labels, Series Order, and Options tabs to change virtually any aspect of the data series you wish to change.
6. Click the By Rows or By Columns button on the Chart toolbar to determine whether each series is a row or a column of data in the sheet containing the data cells.

### ✓ Tip

- The Chart Type item under the Chart menu offers more options than the Chart Type list on the Chart toolbar.

## Modifying the Chart Area, Plot Area, and Gridlines

The chart area is the background of the sheet in which the chart is drawn. The plot area is the background of the chart itself, inside the axes. The gridlines are lines in the plot area denoting major values in the axes.

1. Double-click the chart area to bring up the Format Chart Area dialog box. **(Figure 18)** On the Patterns tab, change the border surrounding the chart area, its color and any fill effects, such as gradient, texture, or even using a picture for the chart area. Click the Font tab to set the font characteristics of the axis labels, legend, and chart title.
2. Double-click the plot area to bring up the Format Plot Area dialog box. **(Figure 19)** Use the Patterns tab in this dialog box to change the border surrounding the plot area, its color and any fill effects, such as using a gradient, texture, or even a picture for the plot area.
3. Double-click a gridline to open the Format Gridlines dialog box. **(Figure 20)** Use the Patterns tab in this dialog box to change the style, color, and weight of the gridlines. Use the Scale tab to change the scale of the axis connected to these gridlines and the crossing point of the other axis.

### ✓ Tip

- Format the most general elements of the chart first (such as the chart area), then format individual elements within that area (such as axis labels).

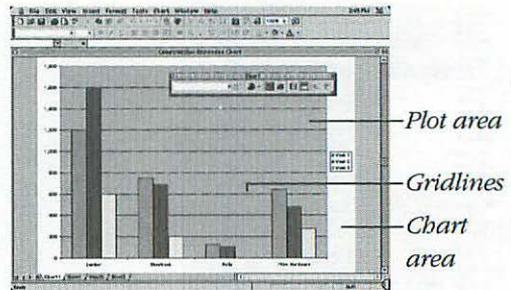


Figure 17. The chart and plot areas.

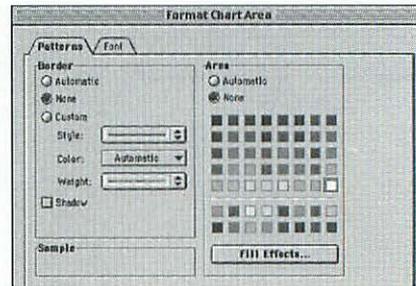


Figure 18. The Format Chart Area dialog box.

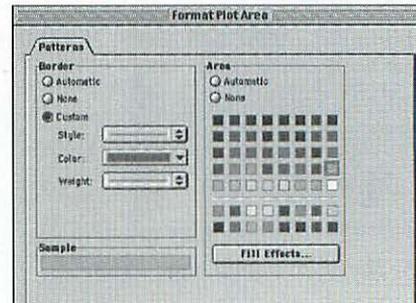


Figure 19. The Format Plot Area dialog box.

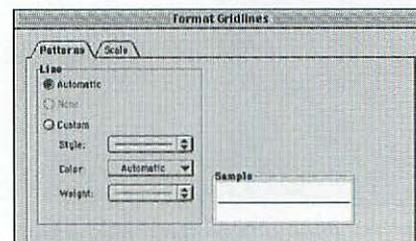


Figure 20. The Format Gridlines dialog box.



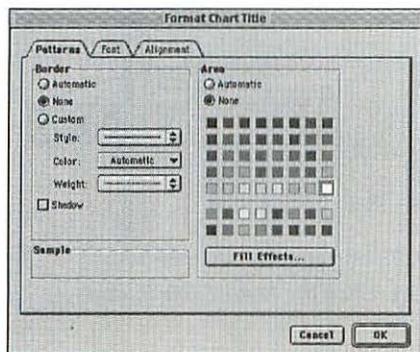


Figure 21. The Format Chart Title dialog box.

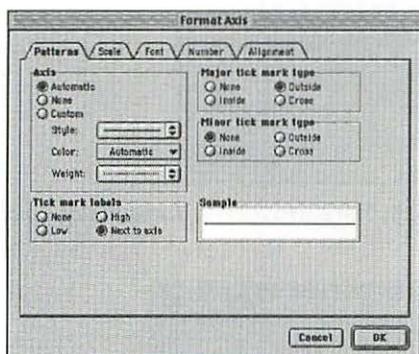


Figure 22. The Format Axis dialog box.

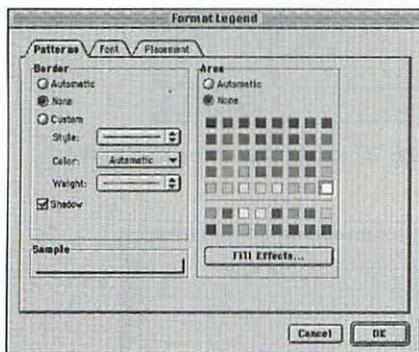


Figure 23. The Format Legend dialog box.

## Modifying the Title, Axes, and Legend

1. Double-click the chart title to bring up the Format Chart Title dialog box. **(Figure 21)** Use the Patterns tab in this dialog box to change the border surrounding the title, its color and any fill effects. Click the Font tab to set the font characteristics. Click the Alignment tab to change the alignment or orientation of the title text. The title text box cannot be resized with the handles.
2. Double-click an axis to bring up the Format Axis dialog box. **(Figure 22)** Use the Patterns, Scale, Font, Number, and Alignment tabs to format those aspects of the axis.
3. Double-click the legend to bring up the Format Legend dialog box. **(Figure 23)** Use the Patterns, Scale, Font, Number, and Alignment tabs to change any of those aspects of the legend. The Alignment tab contains the controls for the placement of the legend in the chart area. If you wish to format only one of the legend entries, click on it to select it, and bring up the Select Legend Entry dialog box to format its font characteristics.

### ✓ Tips

- To delete elements such as the title or legend, click on the border of the element and press Del.
- You may also use buttons on the Chart toolbar to add or delete a legend, or angle axis text upward or downward.



## Data Tables and Trendlines

1. Add a table of the data that contributed to the chart by clicking the Data Table button on the Chart toolbar. The Data Table appears below the chart. (Figure 24)
2. Double-click the data table to bring up the Format Data Table dialog box. (Figure 25)
3. Use the controls on the dialog box to edit the line styles and font characteristics of the data table.
4. Click a data series for which you want to add a trendline. Pull down the Chart menu and choose Add Trendline to bring up the Add Trendline dialog box. (Figure 26) Use the controls on the dialog box to define the kind of trendline you want and set the options. (Figure 27)

### ✓ Tip

- Don't be afraid to experiment with options you don't completely understand; you can easily undo almost any change by using the Undo command on the Edit menu or the Undo button on the Standard toolbar.

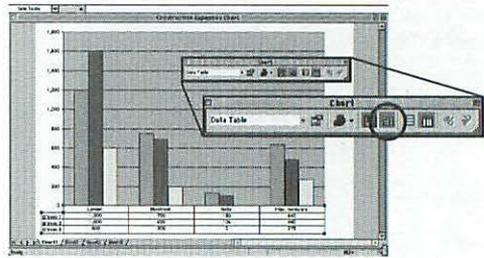


Figure 24. Click the Data Table button.

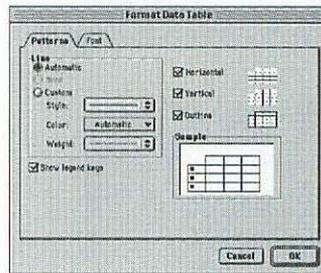


Figure 25. The Format Data Table dialog box.

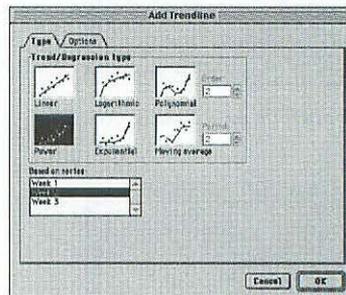


Figure 26. The Add Trendline dialog box.

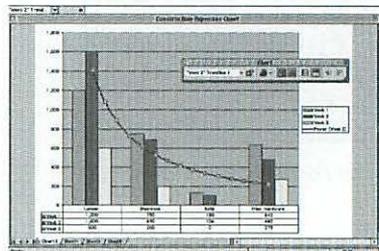


Figure 27. A trendline added to a chart.



# Excel Database Techniques

# 20

	A	B	C	D	E	F
1	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
2	Abbott	Nancey	2176	Permanent	25	5
3	August	Marilyn	1744	Permanent	15	4
4	Inberman	Norman	3244	Temporary	0	0
5	Larson	Sue	2044	Permanent	10	1
6	Bacon	Josephine	3105	Temporary	0	0
7	Kerley	Bill	1126	Permanent	25	2
8	McKrahan	Joan	2966	Permanent	15	9
9						
10						

**Figure 1.** Each record of information occupies a row. Each column is a field.

Sheet1

1 of 7

Fname: Abbott

Lname: Nancey

Employee no.: 2176

Status: Permanent

Total vacation days: 25

Vacation days used: 5

New

Delete

Restore

Find Prev

Find Next

Criteria

Close

**Figure 2.** A data form.

## About Excel's Database Capabilities

Unless you work with extremely large databases (thousands and thousands of sets of data) or need a complex database structure, Excel can provide all the database power you'll need.

In Excel, you enter data in rows. Each row is a *record* (one complete set of information). Each column in the row, called a *field*, contains one particular type of information in the record. (Figure 1)

Rather than enter information directly into the cells of a sheet, you can also create a fill-in-the-blanks data *form* to make it easier to enter, edit, delete and search through information. (Figure 2)

After you enter the data, you can search through it, sort it, and pull out only the information that matches particular criteria.



## Setting Up the Database

1. Enter the field names at the tops of a group of adjacent columns. **(Figure 3)**
2. Enter the data into rows below the field names. **(Figure 4)**

### ✓ Tips

- Press Tab when you complete a cell to move to the next cell to the right.
- Press Enter when you complete a cell to move to the next cell below.

	A	B	C	D	E	F
1	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
2						
3						

**Figure 3.** The field names.

One record    One field

	A	B	C	D	E	F
1	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
2	Abbott	Nancey	2176	Permanent	25	5
3	August	Marilyn	1744	Permanent	15	4
4						
5						

**Figure 4.** Data entered below the field names.



	A	B	C	D	E	F
	fname	lname	Employee no.	Status	Total vacation days	Vacation days used
1						
2	Abbott	Nancy	2176	Permanent	25	5
3	August	Marilyn	1744	Permanent	15	4
4	Imberman	Norman	3244	Temporary	0	0
5	Larson	Sue	2044	Permanent	10	1
6	Bacon	Josephine	3106	Temporary	0	0
7	Varley	Bill	1126	Permanent	25	2
8						
9						

Figure 5. Click any cell in the database.

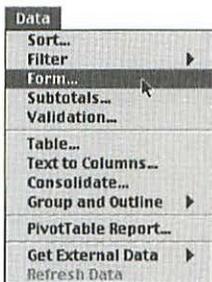


Figure 6. The Data menu.

Sheet1

1 of 6

Fname: Abbott

Lname: Nancy

Employee no.: 2176

Status: Permanent

Total vacation days: 25

Vacation days used: 5

Buttons: New, Delete, Restore, Find Prev, Find Next, Criteria, Close

Figure 7. The data form.

## Creating a Form

1. Click any cell that contains data. (Figure 5)
2. From the Data menu, choose Form. (Figures 6–7)

### ✓ Tips

- To put away the form, click Close.
- Press Tab to move from field to field on a form.
- Press Shift+Tab to return to the previous field on a form.



## Sorting the Database

1. Click any cell in the database.  
(Figure 8)
2. From the Data menu, choose Sort.  
(Figure 9)
3. On the Sort dialog box, choose a field name from the Sort By drop-down list.  
(Figure 10)
4. To perform secondary and tertiary sorts on the data, choose additional fields from the two Then By drop-down lists also on the Sort dialog box.
5. To sort from smallest to largest or earliest to latest, choose Ascending. To sort from largest to smallest or latest to earliest, choose Descending.
6. Click OK. The data are sorted.  
(Figure 11)

	A	B	C	D	E	F
	Firstname	Lastname	Employee no.	Status	Total vacation days	Vacation days used
1						
2	Abbott	Nancy	2176	Permanent	25	5
3	August	Marilyn	1744	Permanent	15	4
4	Inberman	Norman	3244	Temporary	0	0
5	Larson	Sue	2044	Permanent	10	1
6	Bacon	Josephine	3105	Temporary	0	0
7	Kerley	Bill	1126	Permanent	25	2
8	McKrahan	Joan	2986	Permanent	15	9
9						
10						

Figure 8. Click a cell in the database.

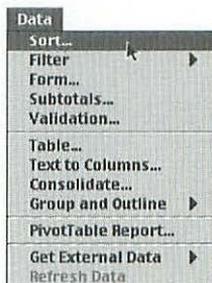


Figure 9. The Data menu.

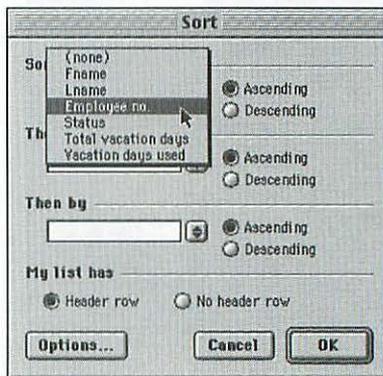


Figure 10. The Sort dialog box.

	A	B	C	D	E	F
	Firstname	Lastname	Employee no.	Status	Total vacation days	Vacation days used
1						
2	Kerley	Bill	1126	Permanent	25	2
3	August	Marilyn	1744	Permanent	15	4
4	Larson	Sue	2044	Permanent	10	1
5	Abbott	Nancy	2176	Permanent	25	5
6	McKrahan	Joan	2986	Permanent	15	9
7	Bacon	Josephine	3105	Temporary	0	0
8	Inberman	Norman	3244	Temporary	0	0
9						
10						

Figure 11. The sorted data.



	A	B	C	D	E	F
	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
1						
2	Kerley	Bill	1126	Permanent	25	2
3	August	Marilyn	1744	Permanent	15	4
4	Larson	Sue	2044	Permanent	10	1
5	Abbott	Nancey	2176	Permanent	25	5
6	McKirachan	Joan	2966	Permanent	15	9
7	Bacon	Josephine	3105	Temporary	0	0
8	Imberman	Norman	3244	Temporary	0	0
9						
10						

Figure 12. Click any cell in the database.

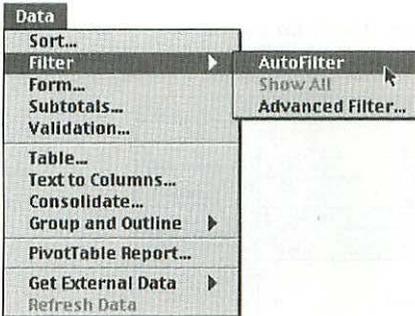


Figure 13. The Data menu.

	A	B	C	D	E	F
	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
1						
2	Kerley	Bill	1126	(All)	25	2
3	August	Marilyn	1744	(Top 10...)	15	4
4	Larson	Sue	2044	(Custom...)	10	1
5	Abbott	Nancey	2176	Temporary	25	5
6	McKirachan	Joan	2966	Permanent	15	9
7	Bacon	Josephine	3105	Temporary	0	0
8	Imberman	Norman	3244	Temporary	0	0
9						
10						

Figure 14. Select an entry from one of the pull-down lists.

	A	B	C	D	E	F
	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
1						
2	Kerley	Bill	1126	Permanent	25	2
3	August	Marilyn	1744	Permanent	15	4
4	Larson	Sue	2044	Permanent	10	1
5	Abbott	Nancey	2176	Permanent	25	5
6	McKirachan	Joan	2966	Permanent	15	9
7						
8						
9						
10						

Figure 15. Only records that match the selected entry appear.

## Extracting Data

1. Click any cell in the database. (Figure 12)
2. From the Data menu, choose Filter.
3. On the Filter submenu, choose AutoFilter. (Figure 13)
4. Click any of the pull-down buttons next to the field names to see a list of the entries in that field. (Figure 14)
5. Choose an entry on the list to view only those records that match the entry. (Figure 15)

### ✓ Tips

- To stop filtering, choose AutoFilter from the Filter submenu again.
- When the database is filtered, the row headings of the extracted data are blue.
- The field upon which the database is filtered shows a blue drop-down button.



## Totaling Numeric Data in a Database

1. Select any cell in the database.
2. From the Data menu, choose Subtotals. (Figure 16)
3. On the Subtotal dialog box, select a field from the At Each Change In dropdown list. A subtotal appears each time this field changes value. A grand total appears at the bottom of the list. (Figures 17)

### ✓ Tip

- Use the controls to the left of the database to show only the subtotals. (Figure 18)

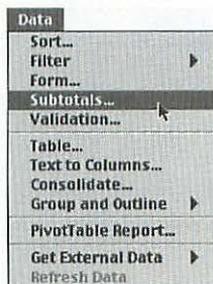


Figure 16. The Data menu.

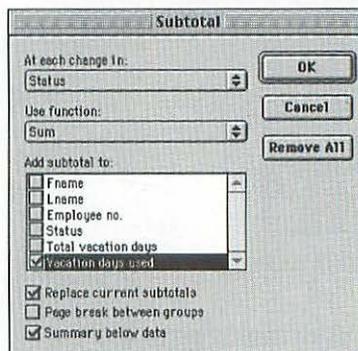


Figure 17. The Subtotals dialog box.

Click the minus buttons to hide detail and show only the totals.

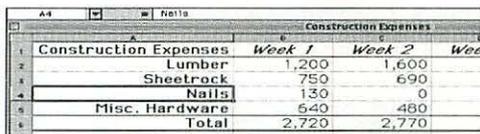
	A	B	C	D	E	F
1	Fname	Lname	Employee no.	Status	Total vacation days	Vacation days used
2	Kerley	Bill	1126	Permanent	25	2
3	August	Marlyn	1744	Permanent	15	4
4	Larson	Sue	2044	Permanent	10	1
5	Abbott	Nancey	2176	Permanent	25	5
6	McKirachan	Joan	2698	Permanent	15	9
7				Permanent Total		21
8	Bacon	Joséphine	3105	Temporary	0	0
9	Imberman	Norman	3244	Temporary	0	0
10				Temporary Total		0
11				Grand Total		21
12						
13						

Figure 18. Use these controls to show only the totals.



# Special Excel Techniques

# 21

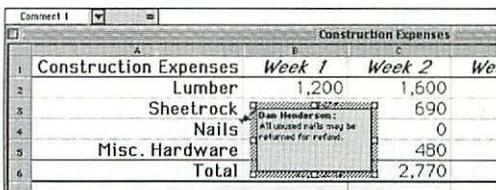


Construction Expenses			
Construction Expenses	Week 1	Week 2	Week 3
Lumber	1,200	1,600	
Sheetrock	750	690	
Nails	130	0	
Misc. Hardware	640	480	
Total	2,720	2,770	

Figure 1. Select a cell.

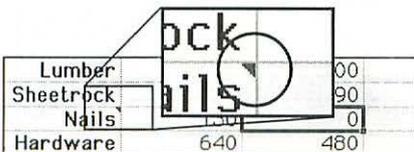


Figure 2. The Insert menu.



Construction Expenses			
Construction Expenses	Week 1	Week 2	Week 3
Lumber	1,200	1,600	
Sheetrock	750	690	
Nails	130	0	
Misc. Hardware	640	480	
Total	2,720	2,770	

Figure 3. The comment text box.



Lumber	1,200	1,600	
Sheetrock	750	690	
Nails	130	0	
Hardware	640	480	

Figure 4. Comment marker.

## Inserting Comments in Cells

A comment is an annotation that you attach to a cell to provide information about the cell's contents.

1. Select the cell to which you want to attach a comment. (Figure 1)
2. From the Insert menu, choose Comment. (Figure 2)
3. In the yellow text box that opens, type the text for the comment. (Figure 3)
4. Click in another cell to close the comment.

### ✓ Tips

- A comment is indicated by a comment marker at the upper right corner of the cell (a small red triangle). (Figure 4) To view the comment, pass the mouse cursor over the cell.
- To remove a comment, pass the mouse cursor over the cell to display the comment, hold down the Control key and click the mouse, and on the shortcut menu that appears, choose Delete Comment.



## Naming Ranges

When you give a name to a range, you can use the name in formulas rather than the range address. **(Figure 5)** Range names make it easier to refer to data and easier to understand formulas.

1. Select the range that you want to name. **(Figure 6)**
2. From the Insert menu, choose Name. **(Figure 7)**
3. On the Name submenu, choose Define.
4. Enter the name into the Define Name dialog box. **(Figure 8)**
5. Click OK.

### Tip

- You can give a name to an individual cell or a range of cells.

Construction Expenses	Week 1	Week 2	Week 3
Lumber	1,200	1,600	
Sheetrock	750	690	
Nails	130	0	
Misc. Hardware	640	480	
Total	2,720	2,770	

Figure 5. Using range names in a formula.

Construction Expenses	Week 1	Week 2	Week 3	Total
Lumber	1,200	1,600	600	3,400
Sheetrock	750	690	200	1,640
Nails	130	0	0	130
Misc. Hardware	640	480	0	1,395
Total	2,720	2,770	1,075	6,565

Figure 6. Select the range to name.

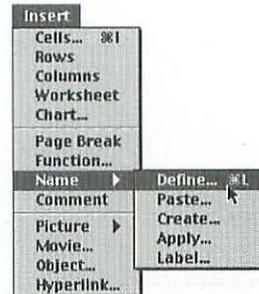


Figure 7. The Insert menu.

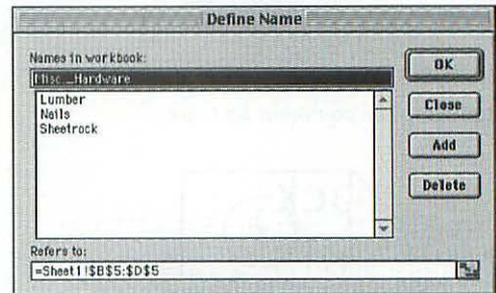


Figure 8. The Define Name dialog box.



Construction Expenses				
Construction Expenses	Week 1	Week 2	Week 3	Total
Lumber	1,200	1,600	600	3,400
Sheetrock	750	690	200	1,640
Nails	130	0	0	130
Misc. Hardware	640	480	275	1,395
<b>Total</b>	<b>2,720</b>	<b>2,770</b>	<b>1,075</b>	<b>6,565</b>

Figure 9. Select the formula or formulas to trace.

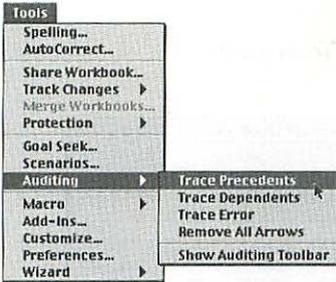


Figure 10. Caption.

Construction Expenses				
Construction Expenses	Week 1	Week 2	Week 3	Total
Lumber	1,200	1,600	600	3,400
Sheetrock	750	690	200	1,640
Nails	130	0	0	130
Misc. Hardware	640	480	275	1,395
<b>Total</b>	<b>2,720</b>	<b>2,770</b>	<b>1,075</b>	<b>6,565</b>

Figure 11. Arrows show the links between a formula and the cells that have supplied data to it.

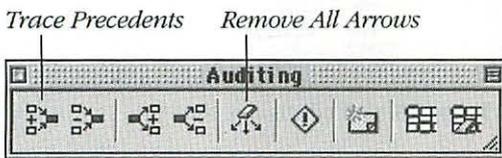


Figure 12. The Auditing toolbar.

## Auditing a Worksheet

To avoid bogus results from incorrect formulas, you can have Excel show you which cells have supplied data for a formula.

1. Select the cell or cells that contain the formulas. (Figure 9)
2. From the Tools menu, choose Auditing. (Figure 10)
3. On the Auditing submenu, choose Trace Precedents.
4. Choose Trace Precedents again to see an additional level of precedents, if it exists.

### ✓ Tips

- To clear the arrows, choose Remove All Arrows from the Auditing submenu.
- The Auditing toolbar contains Trace Precedents and Remove All Arrows buttons. (Figure 12) See *Selecting Toolbars*, page 33.



## Tracking Changes

You can share Excel workbooks with others and automatically track the changes they make. This makes managerial review especially convenient.

1. Pull down the Tools menu, pause on Track Changes, and choose Highlight Changes. (Figure 13)
2. In the Highlight Changes dialog box that appears, use the selections to determine which changes to highlight. To fill in the Where box, you may simply drag through the cells of concern. (Figure 14)
3. Tracked cells display a colored triangle in the upper left corner. To see a change notation, move the cursor onto the cell. (Figure 15)

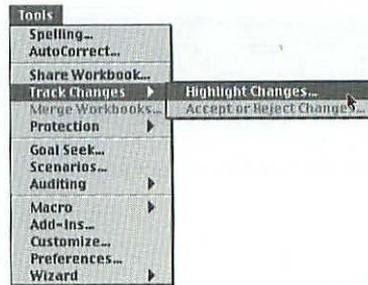


Figure 13. The Tools menu.

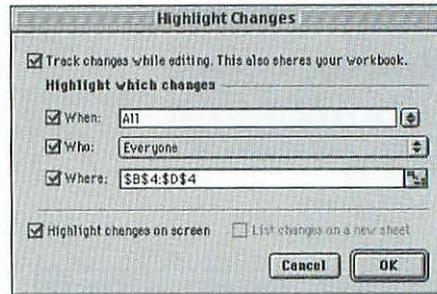


Figure 14. The Highlight Changes dialog.

Construction Expenses	Week 1	Week 2	Week 3	Total
Lumber	1,200	1,600	600	3,400
Sheetrock	750	850	200	1,800
Nails	130	176		306
Misc. Hardware	640	480		1,120
Total	2,720	2,946		5,666

Figure 15. Cell change notice.



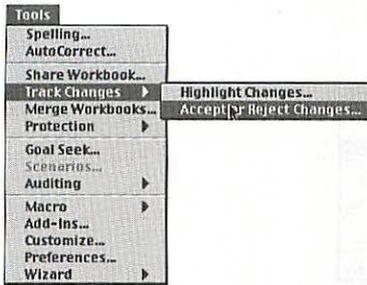


Figure 16. The Tools menu.

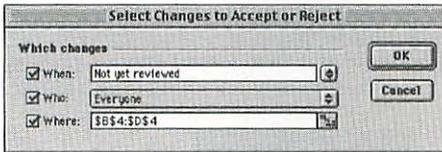


Figure 17. Select Changes to Accept or Reject dialog box.

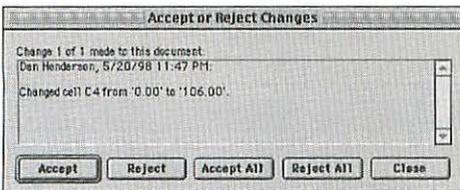


Figure 18. Accept or Reject Changes dialog.

## Reviewing Changes

When someone else has changed cells that have been set up for tracking changes, you may accept or reject their changes.

1. Pull down the Tools menu, pause on Track Changes, and choose Accept or Reject Changes. (Figure 16)
2. In the Select Changes to Accept or Reject dialog box that appears, use the three areas to determine which changes to review. To fill in the Where box, you can drag through the cells of concern. (Figure 17)
3. Click a cell that matches the criteria set up in step 2 to bring up the Accept or Reject Changes dialog box. (Figure 18)
4. On the dialog box, use the buttons (Accept, Reject, Accept All, Reject All) to exercise your choices.



## Goal Seeking

Use Goal Seeking to force a particular result in a calculation by changing one of its components. For example, if you know how much of a monthly payment on a loan you can afford, you can use Goal Seeking to find the down payment necessary to produce that monthly payment.

1. Pull down the Tools menu and choose Goal Seek. **(Figure 19)**
2. In the Goal Seek dialog box, specify the cell whose value you want to set (this should be a cell whose value is usually calculated using a formula), the value you want that cell to be, and the cell whose value can vary to make the result come out to the value you want. **(Figure 20)**
3. If a solution is possible, the Goal Seek Status dialog will tell you, and the cell you selected to change will change. **(Figure 21)**



Figure 19. The Tools menu.

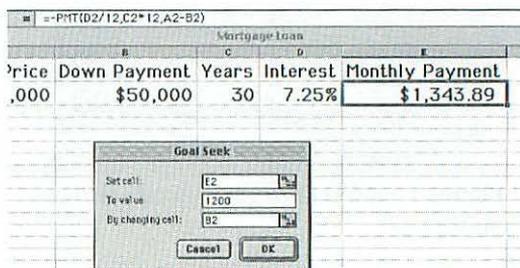


Figure 20. The Goal Seek dialog box.

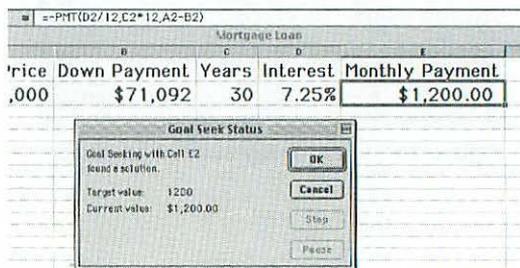


Figure 21. The Goal Seek Status dialog box.



# Part 4

## Microsoft PowerPoint

Chapter 22: About PowerPoint .....	189
Chapter 23: Starting a Presentation ...	195
Chapter 24: Outlining the Presentation.....	203
Chapter 25: Creating Text Slides .....	209
Chapter 26: Creating Chart Slides .....	215
Chapter 27: Formatting Charts .....	223
Chapter 28: Org Charts and Tables ....	229
Chapter 29: Using the Slide Sorter .....	237
Chapter 30: Customizing Presentations.....	241
Chapter 31: Drawing on Slides.....	247
Chapter 32: Creating Slide Shows.....	251

# Part 4

## Microsoft PowerPoint

### Chapter 22: About PowerPoint

*What Is PowerPoint?*  
*The Road to a PowerPoint Presentation*  
*The PowerPoint Window*  
*Key to the PowerPoint Window*  
*Starting PowerPoint*

### Chapter 23: Starting a Presentation

*About Starting a Presentation*  
*Using the AutoContent Wizard*  
*Graphic Design Templates*  
*Content + Design Templates*  
*Changing Views*  
*Adding Slides*

### Chapter 24: Outlining the Presentation

*About Outlining*  
*Switching to Outline View*  
*Entering the Text*  
*Replacing Existing Text*  
*Reorganizing the Slides*  
*Showing the Slide Titles Only*  
*Inserting Slides*  
*Deleting Slides*

### Chapter 25: Creating Text Slides

*Starting a Text Slide*  
*Filling in Text Placeholders*  
*Selecting Text Blocks*  
*Moving and Resizing Text Blocks*  
*Formatting Text*  
*Rearranging Text in a Block*

### Chapter 26: Creating Chart Slides

*About Charting*  
*Starting a Chart*  
*Replacing the Sample Data on the Data Sheet*  
*Changing the Chart Type*  
*Saving a Custom Chart Format*  
*Displaying a Legend and Gridlines*  
*Adding Chart Titles*

*Adding Data Labels*  
*By Rows vs. By Columns*

### Chapter 27: Formatting Charts

*About Chart Formatting*  
*Formatting a Chart Element*  
*Cutting a Pie Chart Slice*  
*Creating High-Low-Close Charts*  
*Switching Between 3-D and 2-D Chart Types*  
*Changing the View of 3-D Charts*

### Chapter 28: Org Charts and Tables

*Starting an Org Chart*  
*Entering Org Members*  
*Adding Subordinates*  
*Adding an Assistant*  
*Formatting the Boxes, Text, and Lines*  
*Finishing the Chart and Leaving Microsoft Organization Chart*  
*Starting a Table*  
*Entering the Data and Formatting the Table*

### Chapter 29: Using the Slide Sorter

*About the Slide Sorter*  
*Switching to Slide Sorter View*  
*Reordering Slides*  
*Changing the Overall Design in Slide Sorter View*  
*Duplicating and Deleting Slides*

### Chapter 30: Customizing Presentations

*Selecting a New Design*  
*Adding a Logo to the Background*  
*Changing the Background Color and Shading*  
*Changing the Text Fonts*  
*Changing the Color Scheme*  
*Saving a Custom Design*

### Chapter 31: Drawing on Slides

*Drawing Shapes*  
*Grouping and Ungrouping Shapes*  
*Aligning and Rotating Shapes*  
*Overlapping Shapes*

### Chapter 32: Creating Slide Shows

*Adding Transition Effects*  
*Adding Text Body Animation*  
*Displaying the Show*

# About PowerPoint

# 22

## What Is PowerPoint?

PowerPoint is the presentation graphics part of the Microsoft Office suite.

It creates charts and graphs, slides, handouts, overheads, and any other presentation materials you might use during a stand-up dog-and-pony show. PowerPoint even creates slide shows, which are electronic presentations that you can run on your computer screen or on a projection device in front of an audience.

PowerPoint comes with dozens of professionally designed templates that take care of the look of a presentation so you can focus on the message. It

even comes with a selection of sample presentation outlines from which you can choose to get a start on the presentation content.

Bulleted text slides, graphs, tables, organization charts, clip art, and drawing tools are all elements of PowerPoint's powerful arsenal.

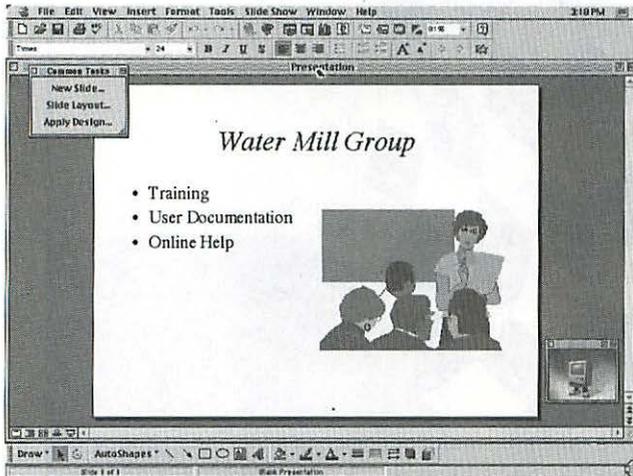
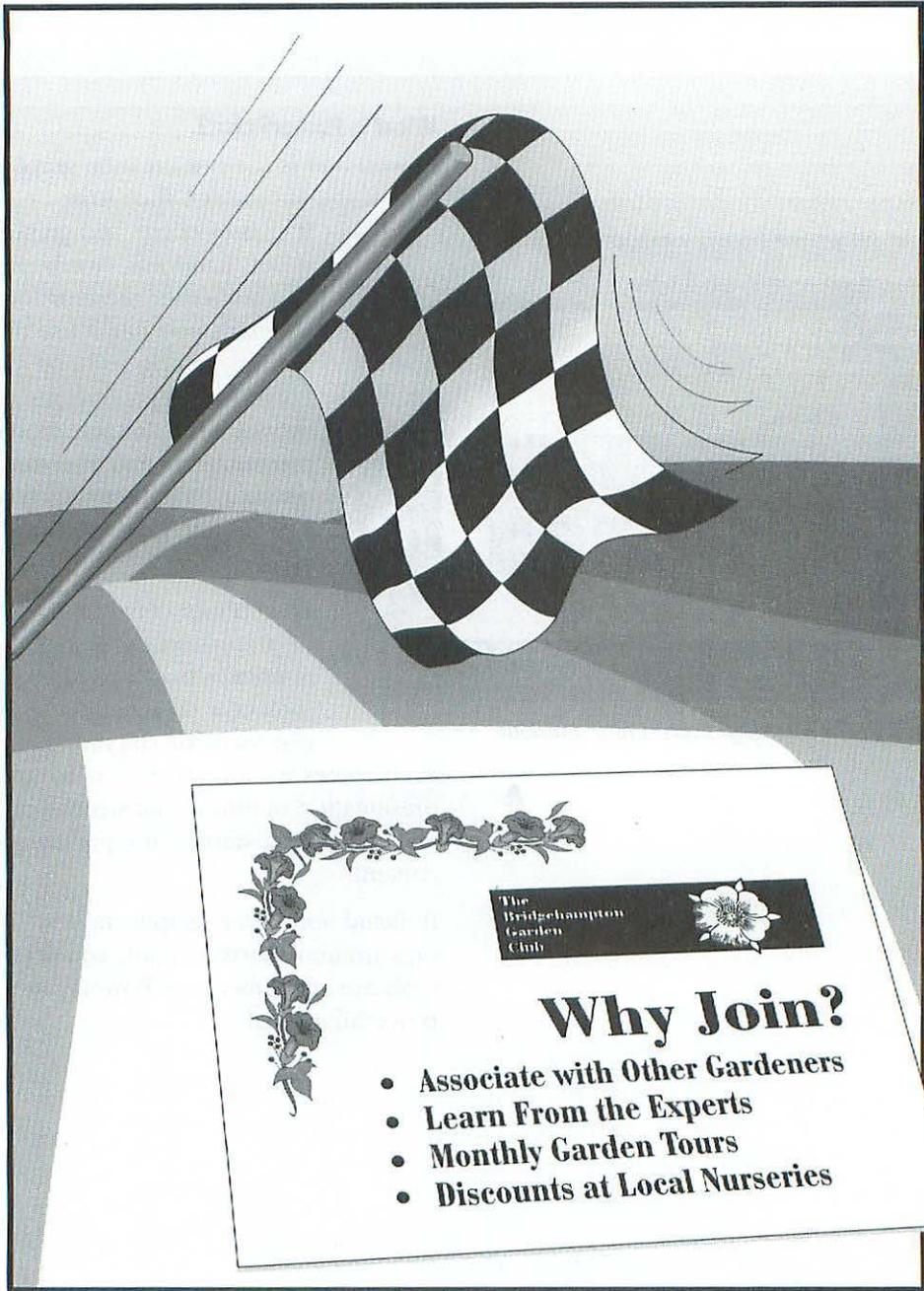


Figure 1. The Microsoft PowerPoint window.



**The Road to a PowerPoint Presentation**





### Starting the Presentation

PowerPoint offers not one, but several different ways to start a presentation, including using any of 40 templates for standard presentations, or the AutoContent Wizard to choose a presentation outline first. *Pages 195–202.*



### Creating the Text Slides

You may prefer to develop the text in Outline view, where you can see all the text in one place. Or, you can generate slides one at a time, typing text directly into the special text placeholders on the slides as you go. Creating slides with PowerPoint is no more difficult than filling in the blanks. If you've outlined the presentation in Word, you can even transfer the outline to a new PowerPoint presentation automatically. *Pages 203–214.*



### Creating Charts and Tables

If the information you need to get across is numeric, you might want to consider a chart slide. PowerPoint also makes organization charts and tables to depict other types of information visually. *Pages 215–236.*



### Customizing the Presentation

In Slide Sorter view, you get a bird's eye view of the entire presentation. You can rearrange

slides, change the overall design, and delete extraneous slides. In Slide view, you can add a logo to or change the color or design of the background, change the font and color schemes, or change the template, which governs the overall look of the presentation. *Pages 237–246.*



### Adding Special Graphics

PowerPoint's sophisticated drawing tools and commands make it easy to embellish slides with special graphics. You can even import a scanned photograph or a graphic from another application. *Pages 247–250.*



### Creating a Slide Show

The big payoff comes when you're ready to present the presentation. You can generate 35mm slides and handouts just as you'd expect, but you can also create an on-screen, electronic presentation complete with TV-like special effects and transitions, and sound and music. Then, you can even send the slide show, along with the special PowerPoint Viewer module, to another computer user who is not fortunate enough to have PowerPoint. *Pages 251–253.*



## The PowerPoint Window

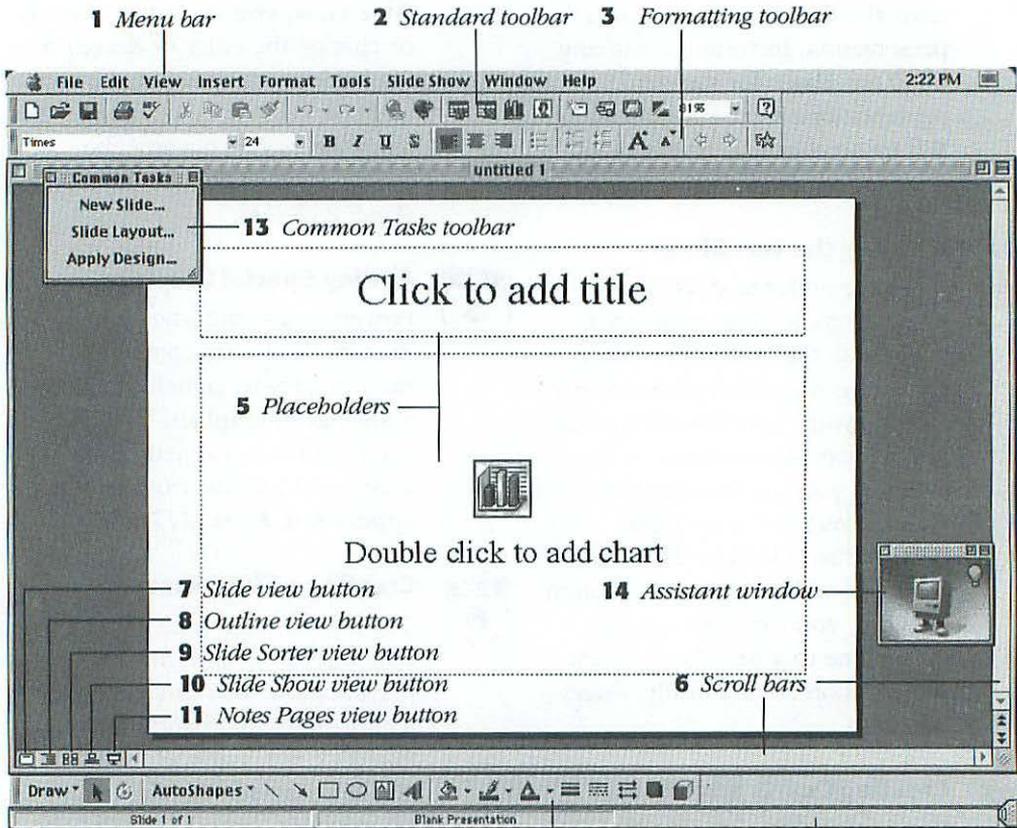


Figure 2. The PowerPoint window.

4 Drawing toolbar

12 Status bar



## Key to the PowerPoint Window

### **1 Menu bar**

Click any name on the menu bar to pull down a menu.

### **2 Standard toolbar**

Toolbar with buttons for file management, editing, and proofing commands.

### **3 Formatting toolbar**

Toolbar with buttons for formatting text.

### **4 Drawing toolbar**

Toolbar with buttons for adding graphic objects to slides.

### **5 Placeholders**

Click or double-click these placeholders to add elements to slides.

### **6 Scroll bars**

Use these scroll bars to move the view of the document up or down or to quickly jump to a spot in the document. The length of the vertical scroll bar represents the length of the entire document. The position of the scroll button represents the position of the insertion point in the document.

### **7 Slide view button**

Click this button to switch to Slide view, which shows a single slide.

### **8 Outline view button**

Click this button to switch to Outline view, which shows the text of the presentation in outline form.

### **9 Slide Sorter view button**

Click this button to switch to Slide Sorter view, which shows miniatures of slides arranged in a grid.

### **10 Slide Show view button**

Click this button to view the slides of the presentation in sequence, as a slide show.

### **11 Notes Pages view button**

Click this button to view a slide and notes you've typed about the slide for the presenter.

### **12 Status bar**

Shows the current slide number.

### **13 Common Tasks toolbar**

Easy access to common tasks. Can be customized with commands you use often.

### **14 Assistant window**

Click for online help.



## Starting PowerPoint

Double-click the Microsoft PowerPoint icon in the Microsoft Office 98 folder. (Figure 3)

### ✓ Tip

- If PowerPoint is already started, choose Microsoft PowerPoint from the list of running applications on the application menu. (Figure 4) You can also press  $\text{⌘}+\text{Tab}$  repeatedly until Microsoft PowerPoint appears.

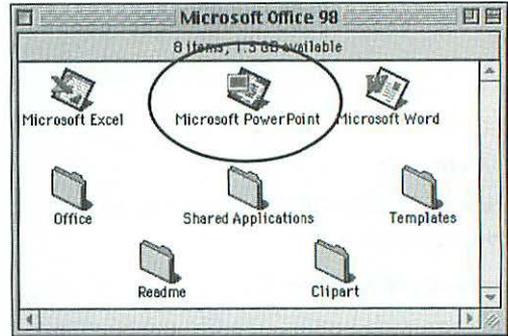


Figure 3. The Microsoft PowerPoint icon in the Microsoft Office 98 folder.

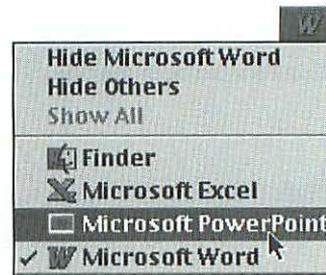


Figure 4. The Application menu.





Figure 1. The New button.

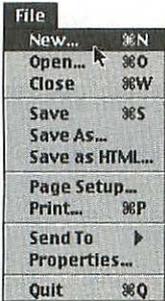


Figure 2. The File menu.

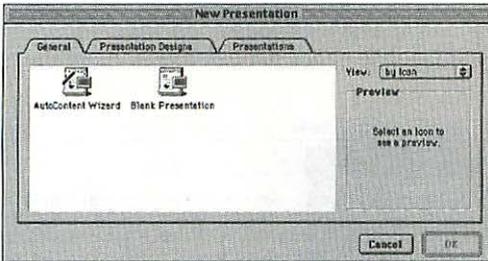


Figure 3. The New Presentation dialog box.

## About Starting a Presentation

Whenever you start a new presentation, PowerPoint offers several choices on the New Presentation dialog box. To concentrate on content first, choose one of the suggested presentation outlines offered by the AutoContent Wizard. If you don't need all the interactive assistance of the AutoContent Wizard, try one of the pre-defined templates in either of the other two tabs.

1. Click the New button on the Standard toolbar (**Figure 1**) to see a choice of slide layouts.

*or, for more choices:*

Press ⌘+N.

*or*

From the File menu, choose New. (**Figure 2**)

2. On the New Presentation dialog box, double-click AutoContent Wizard

*or*

Pick a presentation design on the Presentation Designs tab, or a type of presentation from the Presentations tab. (**Figure 3**)

### ✓ Tips

- To start with a blank presentation and then add formatting later, select Blank Presentation.
- When you launch PowerPoint, you see the PowerPoint dialog box, with buttons for the basic choices, instead of the New Presentation dialog box.



## Using the AutoContent Wizard

The AutoContent Wizard offers a choice of sample presentation outlines, then drops you off in Outline view, where you can replace the sample outline text provided by the Wizard with your own.

1. Click Next on the Step 1 screen of the AutoContent Wizard. (Figure 4)
2. In Step 2, choose a type of presentation. (Figure 5)
3. In Step 3, choose how the presentation will be used. (Figure 6)
4. In Step 4, choose the output medium. (Figure 7)
5. In Step 5, enter information for your title slide. (Figure 8)
6. In Step 6, click the Finish button. The structure of your chosen presentation appears. (Figure 9)

### ✓ Tips

- To return to a previous step, click Back on any Wizard dialog box.
- To skip the following steps and accept their default choices, click Finish.
- Each outline generates a presentation with a preset look. You can change the look by choosing a different template. See *Selecting a New Design*, page 241.

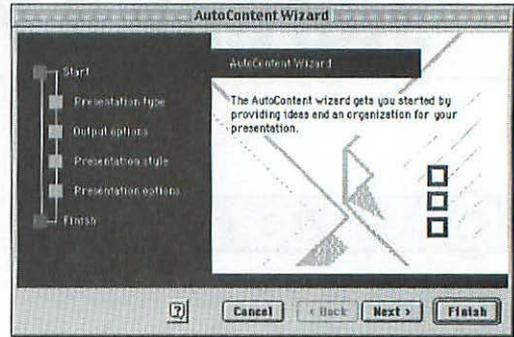


Figure 4. Step 1 of the AutoContent Wizard.

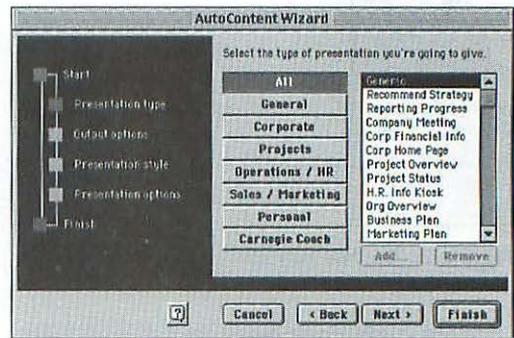


Figure 5. Step 2 of the AutoContent Wizard.

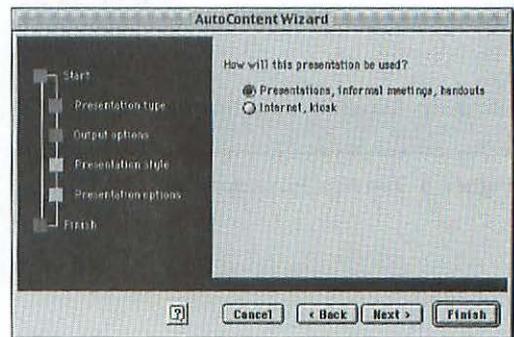


Figure 6. Step 3 of the AutoContent Wizard.



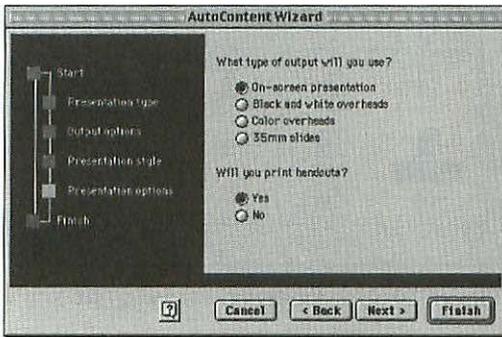


Figure 7. Step 4 of the AutoContent Wizard.

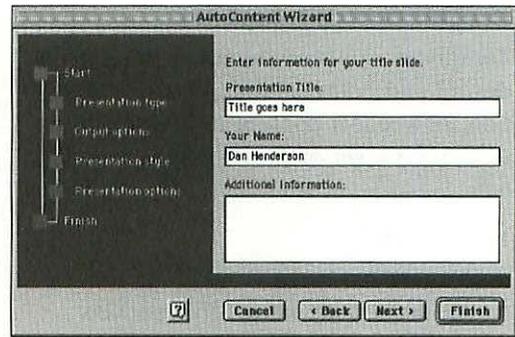


Figure 8. Step 5 of the AutoContent Wizard.

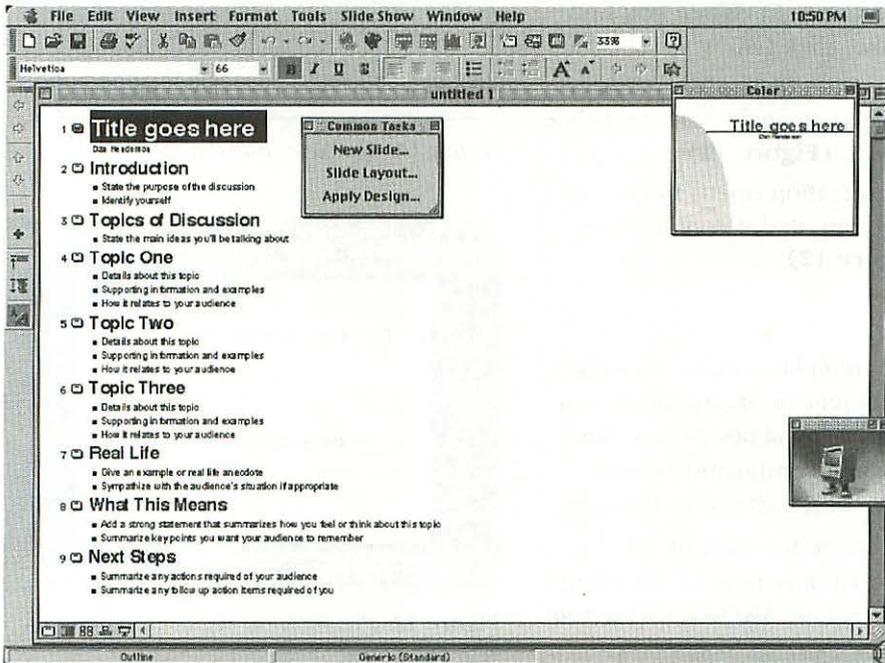


Figure 9. The sample outline provided by the "Generic" option.



## Graphic Design Templates

Templates can provide either the graphic design and color scheme of a presentation, or suggest content and structure as well, with a set of slides whose text you edit.

1. Press  $\mathbb{C}+N$ .  
or  
From the File menu, choose New.
2. In the New Presentation dialog box, click the Presentation Designs tab. **(Figure 10)**
3. Click any of the designs and note the Preview on the right. When you find one you like, click OK.
4. In the New Slide dialog box, click on the appropriate icon for your first slide and click OK. **(Figure 11)**
5. A new presentation opens in the selected design, and it contains one slide. **(Figure 12)**

### ✓ Tips

- The design templates make no suggestions for content or organization; you may add as many slides as you like, containing any combination of elements (text, tables, charts, pictures, etc.)
- You can change the look of a presentation at any time by choosing a different template. *See Selecting a New Design, page 241.*

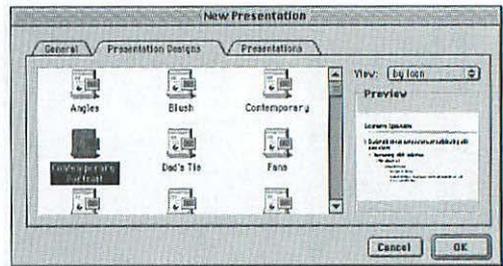


Figure 10. New Presentation dialog box.

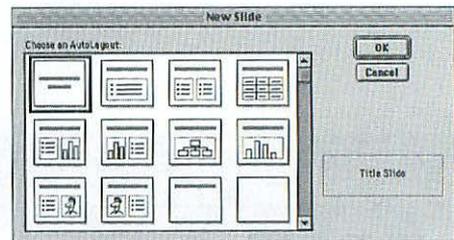


Figure 11. The New Slide dialog box.

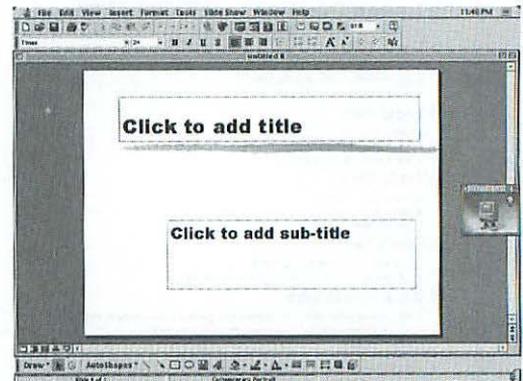


Figure 12. Presentation begun using the selected design.



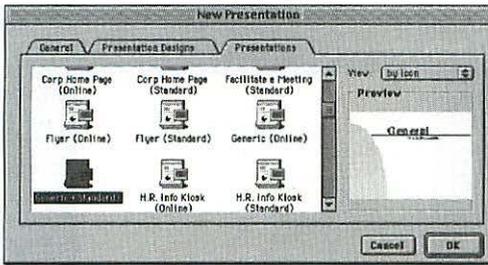


Figure 13. The New Presentation dialog box.

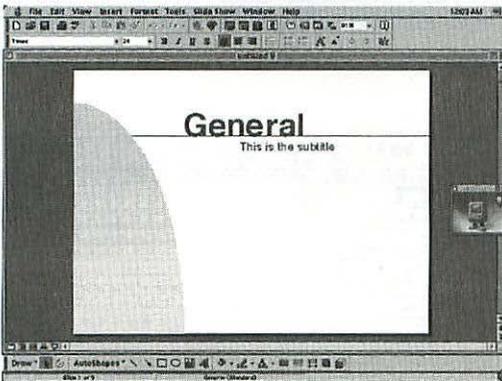


Figure 14. First slide of new presentation.

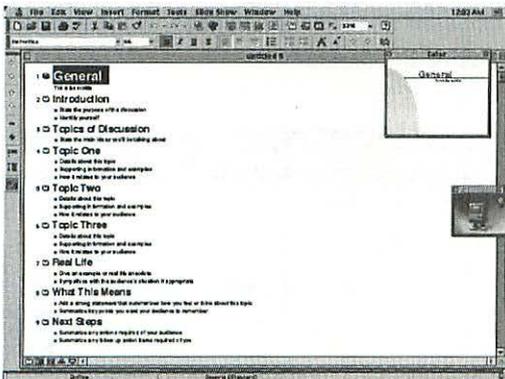


Figure 15. Outline view.

## Content + Design Templates

If you want some suggestions on the content of your presentation and how it might be organized, in addition to specifying a graphic design, PowerPoint offers a different set of templates.

1. Press **⌘+N**.

OR

From the File menu, choose New.

2. In the New Presentation dialog box, click the Presentations tab. (Figure 13)
3. Find a sample presentation that most closely matches the kind of presentation you are creating, click it, then click OK.
4. A new presentation will open in Slide view. (Figure 14) Instead of placeholders, each slide contains a suggestion for the type text to type into that slide.
5. Switch to Outline view for a better look at the suggested content and organization. (Figure 15)

### ✓ Tips

- Use the suggested content for inspiration. It's easiest to change the content and rearrange the slides in Outline view.
- You can change the look of the presentation without changing the content at any time by choosing a different template. See *Selecting a New Design*, page 241.



## Changing Views

*Slide View* displays one slide at a time so you can enter text and graphics.

(Figure 16)

*Outline view* displays only the text of the presentation in outline form so you can work easily with the content. (Figure 17)

*Slide Sorter View* displays miniatures of multiple slides so you can reorganize the slides and change the overall look of the presentation. Here you can also add and edit the transition effects for the slide show. (Figure 18)

*Notes Pages View* lets you enter and edit speaker's notes for the presenter.

(Figure 19)

*Slide Show View* displays the presentation one slide after another in sequence as an automatic slide show (electronic presentation).

Click the appropriate button at the lower-left corner of the presentation window. (Figure 19–20)

or

From the View menu, choose the view you want. (Figure 21)

### ✓ Tips

- Each view shows a different aspect of the same presentation.
- You can switch from one view to another at any time.

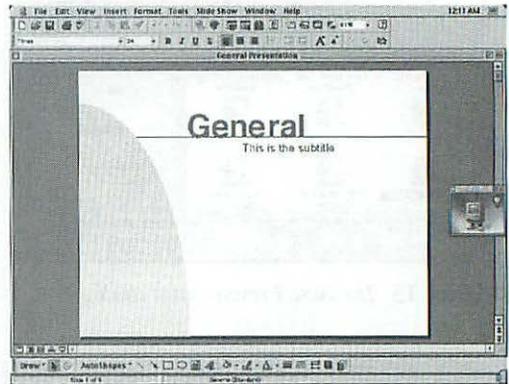


Figure 16. Slide view.

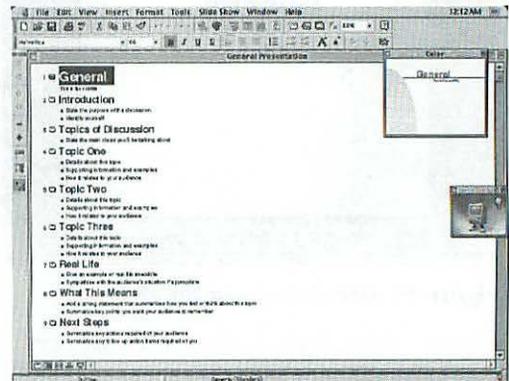


Figure 17. Outline view.

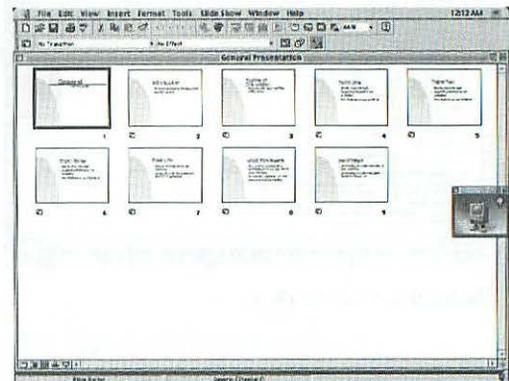


Figure 18. Slide Sorter view.



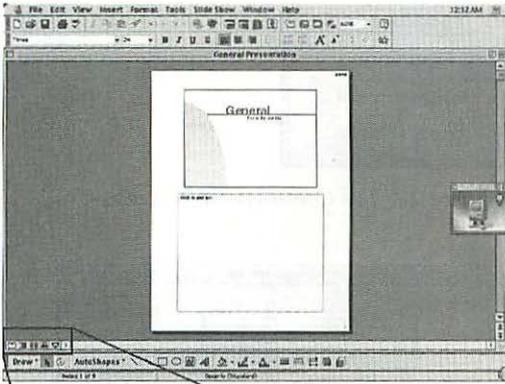


Figure 19. Notes Pages view.

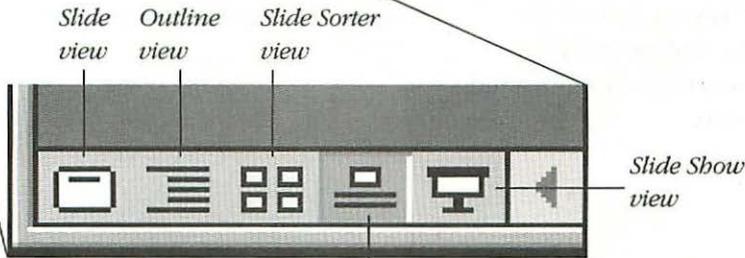


Figure 20. The View buttons.

Notes Pages view



Figure 21. The View menu.



## Adding Slides

1. Click New Slide on the Common Tasks toolbar. (**Figure 22**)

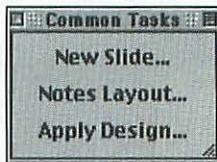
or

Press  $\mathbb{N}+M$ .

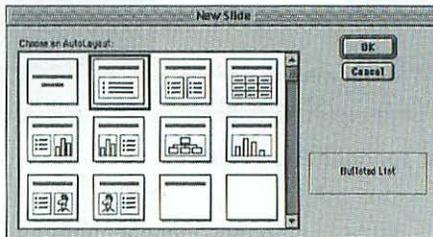
2. On the New Slide dialog box, double-click a slide layout. (**Figure 23**)

### ✓ Tips

- If New Slide Dialog is turned off on the View tab of the Preferences dialog box, a blank slide will appear each time you click the New Slide button.
- If you choose the wrong slide layout, click the Slide Layout item on the Common Tasks toolbar and then choose the correct layout on the Slide Layout dialog box.



**Figure 22.** The Common Tasks toolbar.



**Figure 23.** The New Slide dialog box.



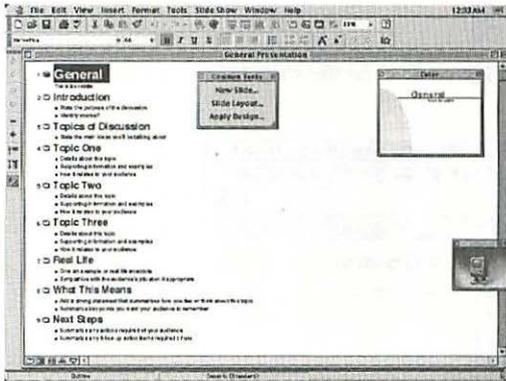


Figure 1. Outline view.

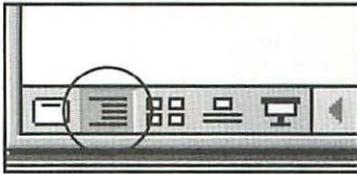


Figure 2. The Outline view button.



Figure 3. The View menu.

## About Outlining

Outline view shows only the text in outline form so you can focus on the content of the presentation rather than the appearance. (Figure 1) In Outline view, you can rearrange the flow, add or delete topics, and refine the wording of slides.

The AutoContent Wizard drops you off in Outline view automatically so you can modify the sample presentation outline it provides. You can also start in Outline view and enter the text of a presentation before switching to Slide view to add charts and graphs, tables, drawings, and other elements to individual slides. Even if you've already created a full presentation in Slide view, you can still switch to Outline view temporarily to focus on the text.

## Switching to Outline View

Click the Outline view button.

(Figure 2)

or

From the View menu, choose Outline.

(Figure 3)



## Entering the Text

1. Type the title for a slide next to the slide icon and press Enter. **(Figure 4)**
2. Type the title of the next slide and press Enter. **(Figure 5)**

or

Press Tab, type the first bulleted text line for the current slide, and press Enter. **(Figure 6)**

3. Type any more bulleted text items, pressing Enter after each.

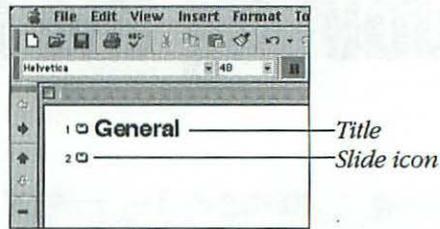
or

Press Shift+Tab to start a new slide. **(Figure 7)**

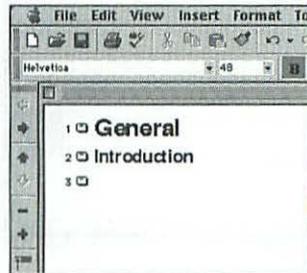
4. Continue as above to create new slides or add bulleted text points to the current slide.

### ✓ Tip

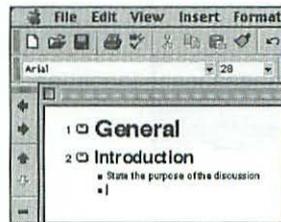
- To create a slide for a graph, organization chart, table, or drawing, simply type a slide title without entering bulleted text items underneath.



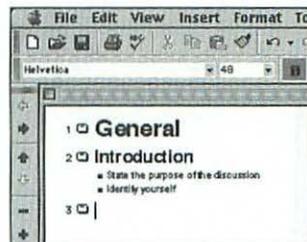
**Figure 4.** Type the slide title.



**Figure 5.** Press Enter to begin a new slide.



**Figure 6.** Press Tab to begin typing bulleted items.



**Figure 7.** Press Shift+Tab to type the next slide's title.



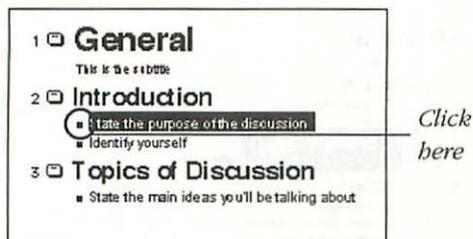


Figure 8. Click a bullet.

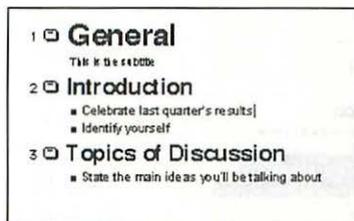


Figure 9. Type a replacement.

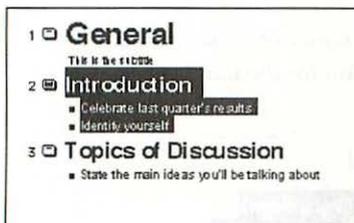


Figure 10. Click a slide icon to select all the text on the slide.

## Replacing Existing Text

If you use the AutoContent Wizard to obtain one of the sample outlines, you should replace the sample text with your own.

1. Click a bullet to select a bulleted text line. (Figure 8)

or

Triple-click anywhere on a bulleted text line.

2. Type replacement text. (Figure 9)

### ✓ Tip

- Click a slide icon to select all the text on a slide. Then type replacement text, slide title and all. (Figure 10)





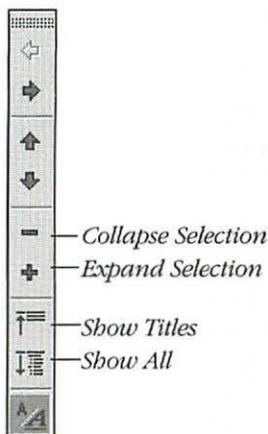


Figure 15. The Outlining toolbar.

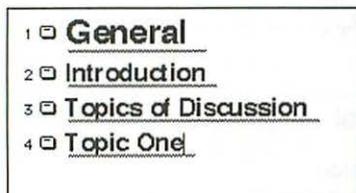


Figure 16. Lines under the slide titles indicate that text is collapsed underneath.

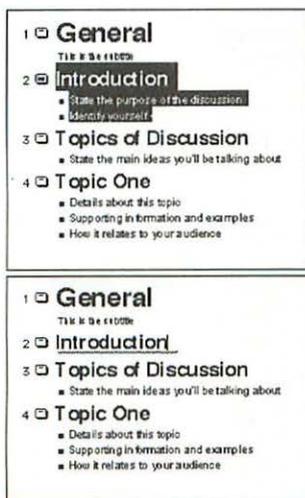


Figure 17. Before and After: Collapsing the text of one slide.

## Showing the Slide Titles Only

Show only the slide titles to temporarily disregard the detail in an outline.

1. Select the slides whose detail you want to hide.
2. Click the Show Titles button on the Outlining toolbar. (Figure 15-16)

### ✓ Tips

- To once again reveal the text on one or more of the slides, select the slides to be expanded and click the Show All button on the Outlining toolbar.
- To hide or reveal text on a single slide, click the slide icon and then click the Collapse Selection button on the Outlining toolbar. (Figure 17) To see the text again, click the Expand Selection button.



## Inserting Slides

1. Click at the end of the last line of a slide. (**Figure 18**)
2. Click the New Slide item in the Common Tasks toolbar. (**Figure 19**)
3. Choose the layout of the new slide from the Slide Layout dialog box. The slide appears. (**Figure 20**)

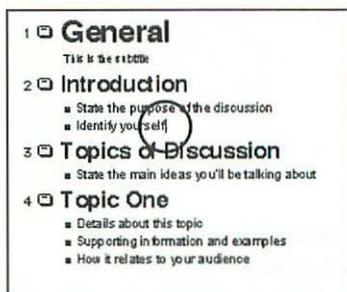


Figure 18. Click at the end of a slide.

## Deleting Slides

1. Click a slide icon to select an entire slide. (**Figure 21**)
2. Press the Delete key on the keyboard. (**Figure 22**)

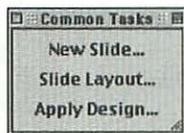


Figure 19. The Common Tasks toolbar.

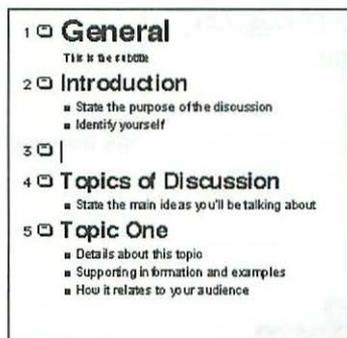


Figure 20. The new, blank slide appears.

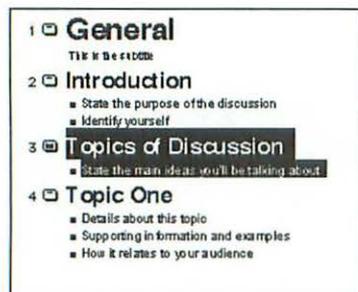


Figure 21. Click a slide icon and press Delete.

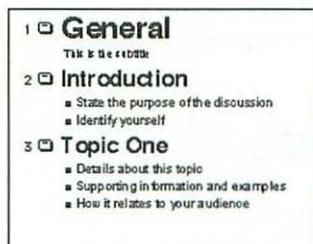


Figure 22. The slide is deleted.



# Creating Text Slides

# 25



Figure 1. The Common Tasks toolbar.

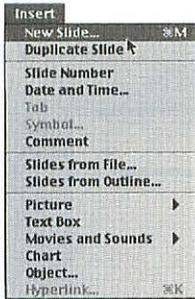


Figure 2. The Insert menu.

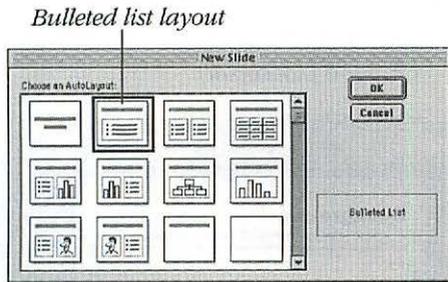


Figure 3. The New Slide dialog box.

## Starting a Text Slide

If you don't use Outline view to enter the text of slides, you can create text slides in Slide view.

1. On the Common Tasks toolbar, click the New Slide button. **(Figure 1)**  
*or*  
From the Insert menu, choose New Slide. **(Figure 2)**  
*or*  
Press ⌘+M.
2. On the New Slide dialog box, choose the second layout, Bulleted List, and then click OK. **(Figures 3–4)**



Figure 4. The Bulleted List layout.



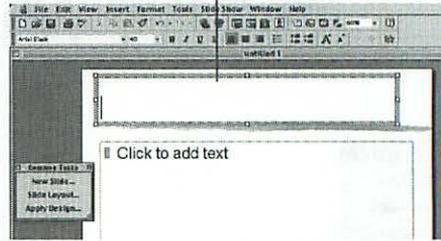
## Filling in Text Placeholders

1. Click a “Click to add title” or “Click to add text” placeholder. (**Figure 5**)
2. Type text. (**Figure 6**)
3. Click the next placeholder and type the next text. (**Figure 7**)

### ✓ Tips

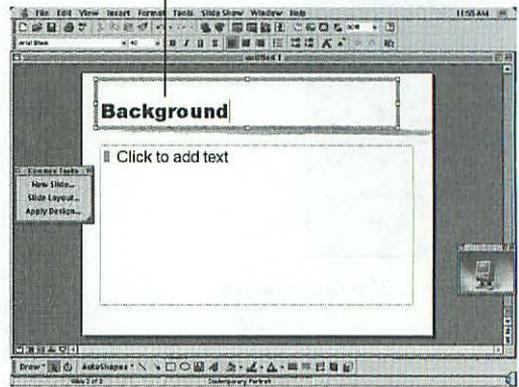
- When you finish typing text into a placeholder, press Option+Return to jump to the next placeholder.
- When you finish the text in the last placeholder on the page, you can press Option+Return to add a new bulleted list slide.

*Click this placeholder.*



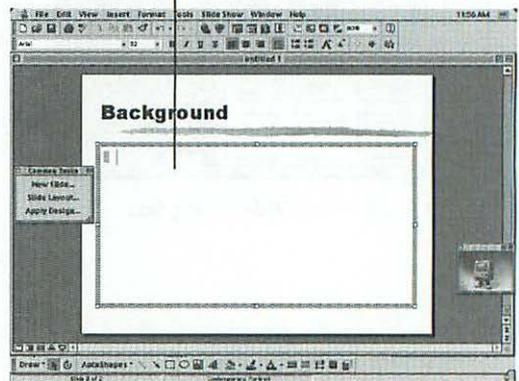
**Figure 5.** Click the “Click to add title” placeholder.

*Type text here.*



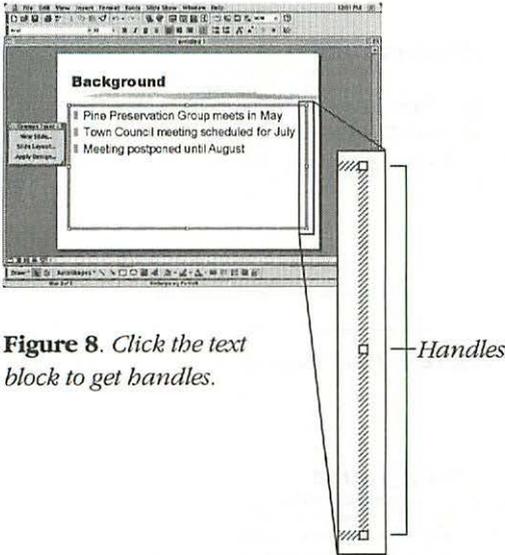
**Figure 6.** Type text.

*Click this placeholder.*



**Figure 7.** Click the next text placeholder.





**Figure 8.** Click the text block to get handles.

## Selecting Text Blocks

Selecting characters, words, or paragraphs within a text block is just like selecting them in a *Word* document. See *Selecting Text*, page 25–27.

To move or format an entire text block, though, PowerPoint makes it easy to select the entire text block.

Click anywhere on a text block. Handles appear. **(Figure 8)**

### ✓ Tips

- Click within a selected text block to select text within the block.
- To select a bulleted item in a text block, click the bullet.



## Moving and Resizing Text Blocks

1. To move a selected text block, place the pointer on the border surrounding a selected text block. **(Figure 9)** See *Selecting Text Blocks*, page 211.

or

To resize a text block, place the pointer on a handle. **(Figure 10)**

2. Hold down the mouse button and drag the mouse. **(Figure 11)**

### ✓ Tips

- The text inside a text block re-wraps to fit within the new size of the block.
- Hold down the Option key as you resize a text block to resize the block about its center.

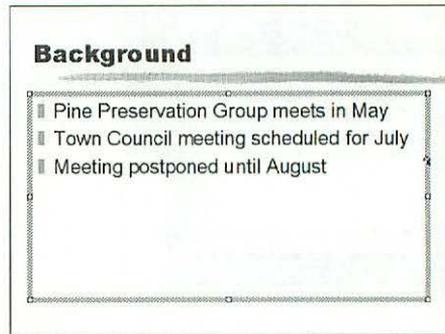


Figure 9. Place the pointer on the border.

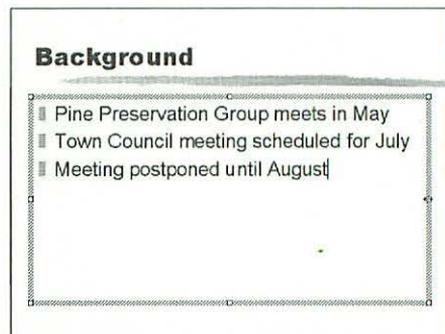


Figure 10. Place the pointer on a handle.

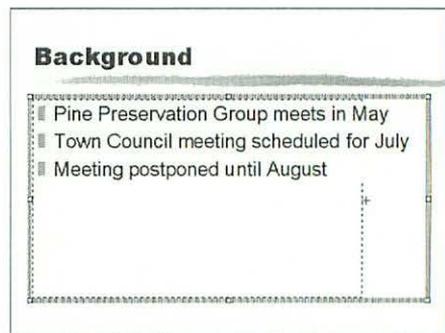


Figure 11. Drag the handle to resize a text block.



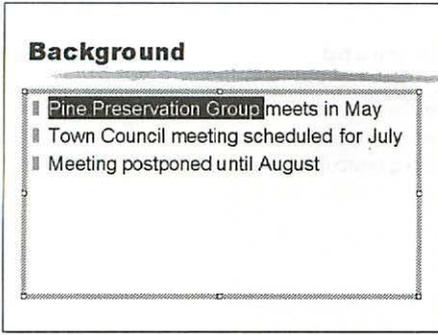


Figure 12. Select text to format.

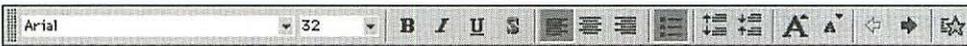


Figure 13. The Formatting toolbar.

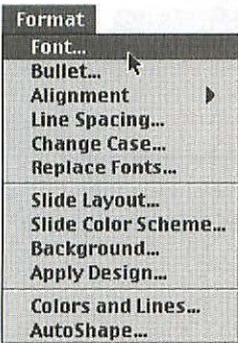


Figure 14. The Format menu.

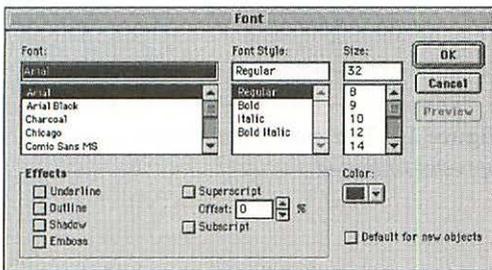


Figure 15. The Font dialog box.

## Formatting Text

1. Select the text within a text block to format. (Figure 12)

or

Select the text block to format.

2. Click a text formatting button on the Formatting toolbar. (Figure 13) See *Font Formatting*, pages 65–70.

or

From the Format menu, choose Font, Bullet, Alignment, Line Spacing,

Change Case, or Replace Fonts and make selections on the next dialog box to appear. (Figure 14)

or

Press and hold the Control key and click the mouse button. Then choose Font or Bullet from the shortcut menu, and make selections on the Font or Bullet dialog box. (Figures 15–16)

### ✓ Tip

- Any text formatting changes you make are preserved when you choose a different template to change the overall design of the presentation.

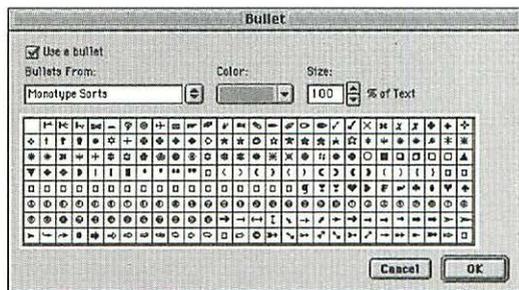


Figure 16. The Bullet dialog box.



## Rearranging Text in a Block

Click a bulleted text item and press Option+Shift+Arrow key to move the text item up, down, left, or right. (Figures 17–18)

### ✓ Tips

- When you move a text item to the right, it appears to be indented under the previous text item. (Figure 19)
- When you move a text item to the left or right, you move the text item to a different level. Each level may have a different default text format and bullet style.

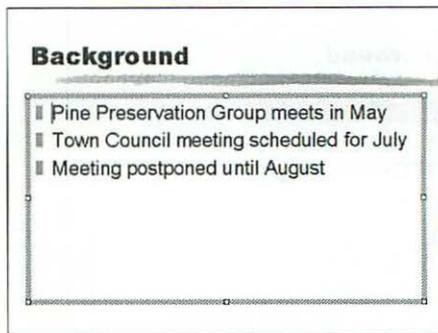


Figure 17. Click a bulleted item.

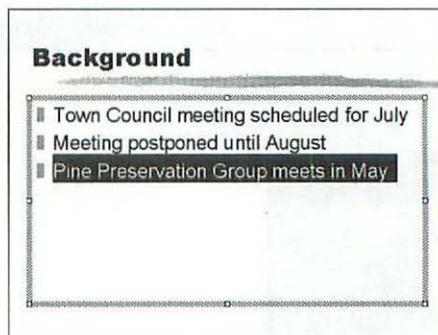


Figure 18. The text moved to its new location.

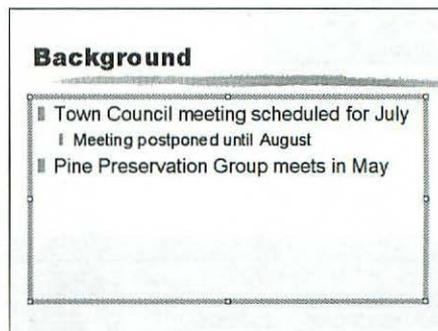


Figure 19. Text moved to the right one level appears indented.



# Creating Chart Slides

# 26

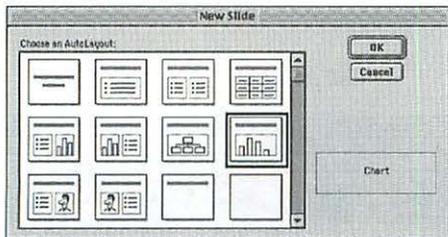


Figure 1. The New Slide dialog box.

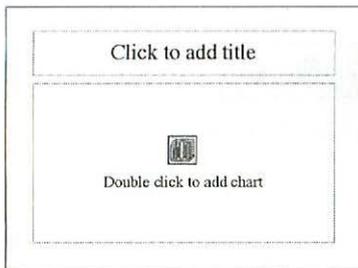


Figure 2. Double click a chart placeholder.



Figure 3. The Insert Chart button.

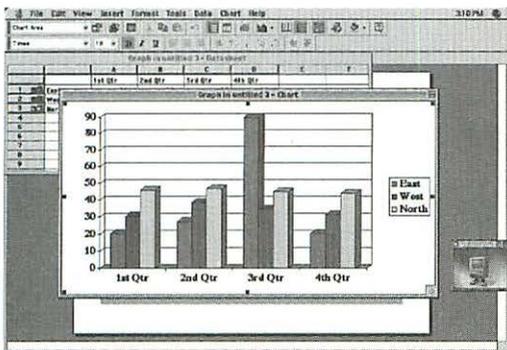


Figure 4. A sample chart and datasheet appear within a border on the current slide.

## About Charting

When chosen wisely, a *chart* can make even complex numeric information visual and therefore easy to interpret and communicate.

To create or edit a chart, PowerPoint uses Microsoft Graph, the same charting module used by Excel. Graph creates a chart, and while doing so commandeers the PowerPoint window, replacing PowerPoint's menus and toolbars with its own. When you click outside the border of the completed chart, the PowerPoint menus and toolbars reappear.

## Starting a Chart

1. Click the New Slide button on the Common Tasks toolbar.
2. On the New Slide dialog box, choose one of the three layouts that includes a chart placeholder (Chart, Text & Chart, Chart & Text.) (Figure 1)
3. Double-click the "Double click to add chart" placeholder. (Figure 2)

or

1. Turn to the slide to which you'd like to add a chart.
2. Click the Insert Chart button on the Standard toolbar. (Figure 3)

or

From the Insert menu, choose Chart.



## Replacing the Sample Data on the Data Sheet

1. Click any cell in the Excel-like grid and type over its contents. (Figure 5)

or

Select all the cells that contain data and begin typing new data in columns. Press Enter after typing each new heading or number. When the cell pointer reaches the bottom of a column, it jumps to the top of the next column automatically. (Figure 6)

2. Click the View Datasheet button in the Graph Standard toolbar to send the datasheet to the background and view the graph. (Figure 7)

or

Click any part of the graph that is visible.

### ✓ Tip

- To exclude a row or column of data from the graph, double-click the row or column heading button. (Figure 8)

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Figure 5. The data sheet.

Cell pointer

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Figure 6. Select the cells that contain data to replace.

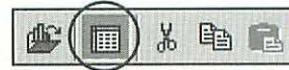


Figure 7. The View Datasheet button.

Row heading buttons

Column heading buttons

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Figure 8. Row and column heading buttons.



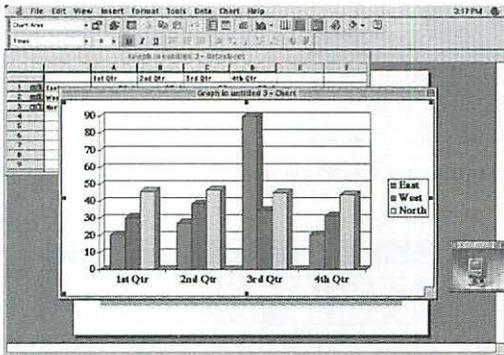


Figure 9. Double-click the chart to format.

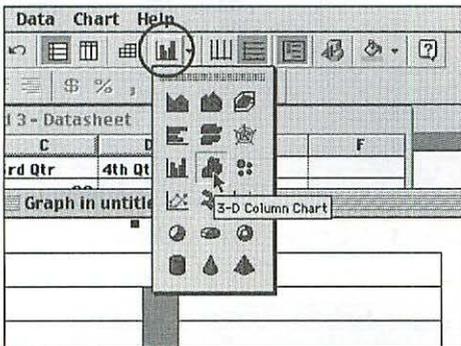


Figure 10. The Chart Type button.

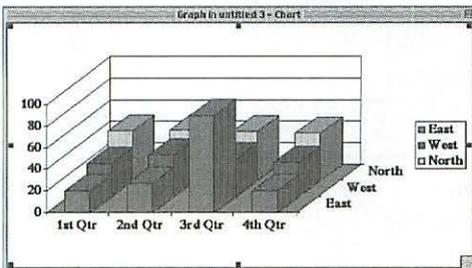


Figure 11. The modified chart.

## Changing the Chart Type

The most basic commands to format a new chart are available as buttons on the Graph Standard toolbar.

1. Double-click the chart if necessary to make it active (handles appear). **(Figure 9)**
2. Click the pull-down button next to the the Chart Type button on the Graph toolbar. **(Figure 10)**
3. Select a chart type pane to change the type of chart.

### ✓ Tips

- Choosing an AutoFormat for the chart gives you many more chart type options.
- You can create a Chart Type toolbar by positioning the pointer on the pull-down Chart Type button, holding down the mouse button, and then dragging to another point on the screen.



## Saving a Custom Chart Format

If you customize a chart format and want to use it for other charts in the future, you can save it.

1. Format the chart the way you want it.
2. From the Chart menu, choose Chart Type. (Figure 12)
3. In the Chart Type dialog box, click the Custom Types tab, (Figure 13) click the User-defined radio button, and click Add.
4. In the Add Custom Chart Type dialog box (Figure 14), type a name for your custom chart, and add a description, if you like. Click OK in both dialog boxes.

### ✓ Tips

- Your custom-defined chart type will be available in the Custom Types list for future charts.
- To delete custom chart types from the list, select one of the charts on the Custom Types tab of the Chart Type dialog box, then click Delete.
- To make one of your custom chart types the default type, select one of the charts on the Custom Types tab of the Chart Type dialog box, then click Set as Default Chart.



Figure 12. Chart menu.

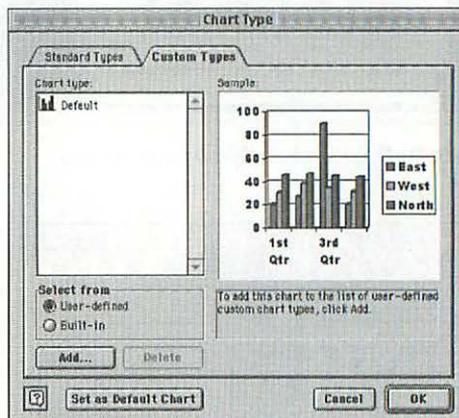


Figure 13. The Chart Types dialog box.

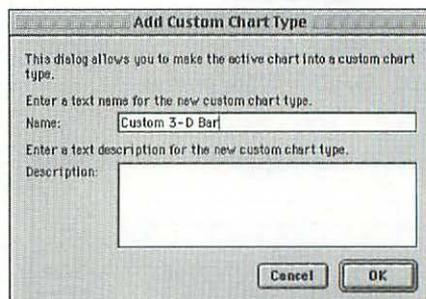


Figure 14. The Add Custom Chart Type dialog box.



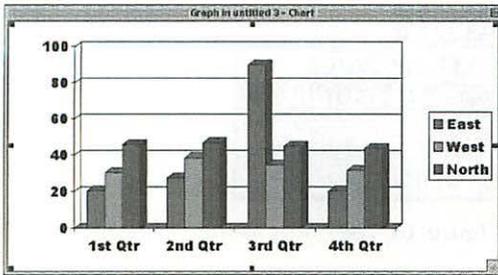


Figure 15. Click the chart to format.

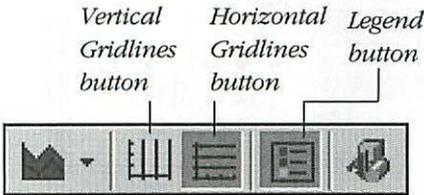


Figure 16. The Graph toolbar.

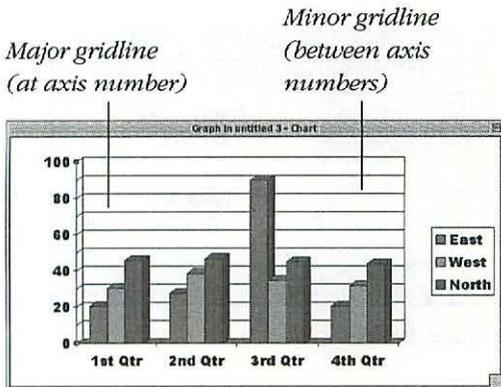


Figure 17. Major and Minor Gridlines.

## Displaying a Legend and Gridlines

1. Click the chart to make it active, if necessary. (Figure 15)
2. To turn the legend on or off, click the Legend button on the Graph toolbar. (Figure 16)

or

To turn the grid lines on or off, click the Vertical Gridlines and/or Horizontal Gridlines buttons on the Graph toolbar. (Figure 16)

### ✓ Tips

- You can also add a legend or gridlines by pulling down the Chart menu and choosing Chart Options.
- When you add gridlines from the Chart Options dialog box, you can choose Major Gridlines or Minor Gridlines for each axis. (Figure 17)



## Adding Chart Titles

1. Click the chart to make it active, if necessary.
2. From the Chart menu, choose Chart Options. (Figure 18)
3. On the Chart Options dialog box, click the Titles tab. (Figure 19)
4. Enter the titles you want and click OK. (Figures 20–21)

### ✓ Tips

- To remove a title, choose the Titles tab in the Chart Options dialog box, and clear the title, or click on the title to select it and press Del.
- As you edit elements in the Chart Options dialog box, note the changes in the Preview chart on the right to be sure you're editing the intended field.



Figure 18. The Chart menu.

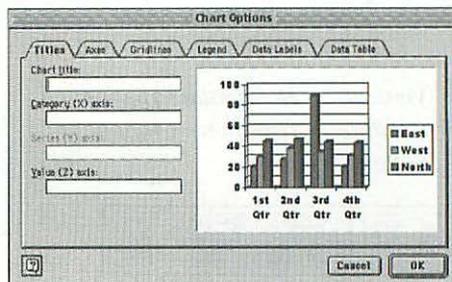


Figure 19. The Chart Options dialog box.

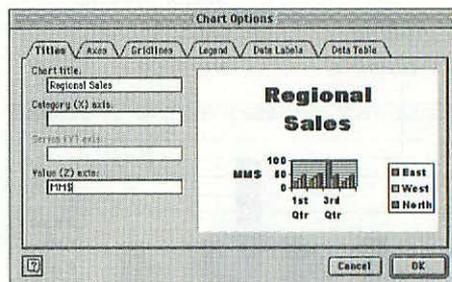


Figure 20. Enter titles.

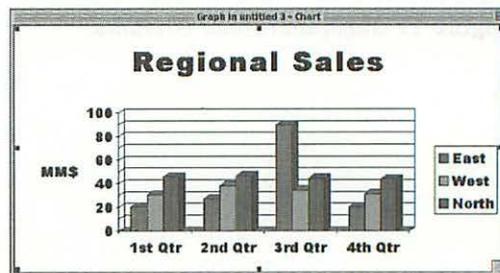


Figure 21. Click OK to apply to chart.



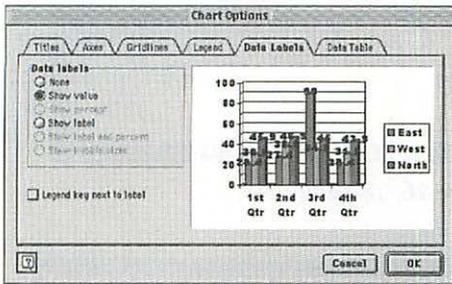


Figure 22. The Chart Options dialog box.

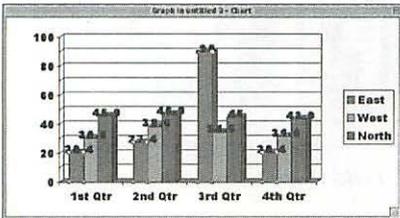


Figure 23. The chart with data labels applied.

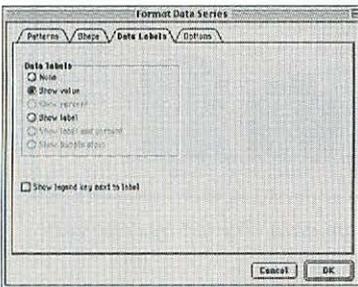


Figure 24. The Format Data Series dialog box.

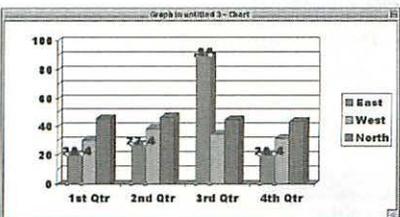


Figure 25. The chart with data labels applied.

## Adding Data Labels

To turn on data labels for every series in the chart:

1. Click the chart if necessary to make it active.
2. From the Chart menu, choose Chart Options.
3. On the Chart Options dialog box, click the Data Labels tab and click the check boxes to select the desired labels. (Figures 22–23)

To turn on data labels for a single series:

1. Double-click a data series to bring up the Format Data Series dialog box. (Figure 24)
2. Click the options you want to invoke and click OK. The reformatted chart reflects your selections. (Figure 25)

### ✓ Tips

- To remove data labels, choose None on the Data Labels tab of the Chart Options dialog box.
- To format data labels, double-click one of the labels and then make changes on the Format Data Labels dialog box.



## By Rows vs. By Columns

The sets of data that you need to chart are arranged either in rows or in columns on the data sheet. (Figures 26–28) To inform Graph how your data is arranged, click the By Rows or By Columns button in the Standard toolbar.

1. Click the chart if necessary to make it active.
2. Click the By Columns or By Rows button. (Figure 29)

or

From the Data menu, choose Series in Rows or Series in Columns. (Figure 30)

(Figure 30)

### ✓ Tip

- Choosing an alternate view of the data (By Rows rather than By Columns, or vice versa) is legitimate only when both the columns and rows of the datasheet hold related series of data (such as sales numbers over time).

	A	B	C	D	E	F
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
1	East	20.4	27.4	99	20.4	
2	West	30.6	39.6	34.6	31.6	
3	North	45.9	46.9	49	43.9	
4						
5						
6						
7						
8						
9						
10						

Figure 26. The datasheet.

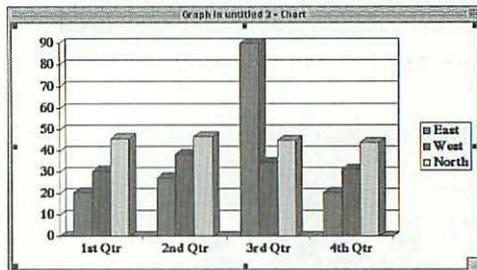


Figure 27. Data charted by rows.

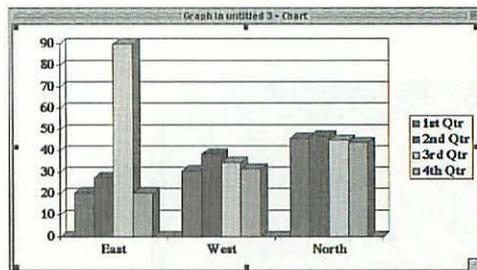


Figure 28. Same data charted by columns.

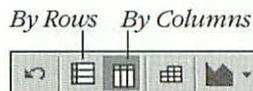


Figure 29. The By Rows and By Columns buttons.

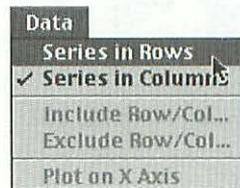
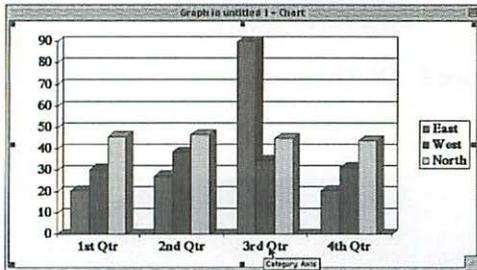
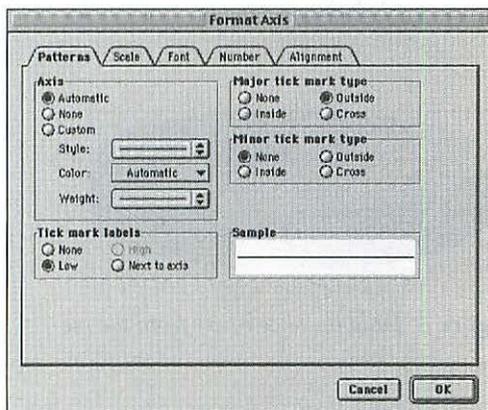


Figure 30. The Data menu.





**Figure 1.** Double-click an axis to format the axis.



**Figure 2.** The Format Axis dialog box and its five tabs of settings.

## About Chart Formatting

You can format the appearance of any individual element of the chart (one set of bars, one line, an axis, etc.). You may also change the style of any series in the chart by formatting a *series group*.

## Formatting a Chart Element

1. Click the chart if necessary to make it active.
2. Double-click the chart element to format. **(Figure 1)**
3. The appropriate dialog box for the element you've chosen appears. Choose formatting settings on the appropriate tab or tabs. **(Figure 2)**

## ✓ Tips

- You can also select a chart element and choose the first command on the Format menu, which reads "Selected Chart Element."
- After you format one chart element, you can double-click a different chart element to format.



### Cutting a Pie Chart Slice

1. Click the chart to make it active, if necessary.
2. Click the pie once to select the entire pie. (Figure 3)
3. Click the slice to cut. (Figure 4)
4. Drag the slice away from the pie. (Figures 5–6)

✓ **Tip**

- To rejoin the slice with the pie, drag the slice back toward the center of the pie.

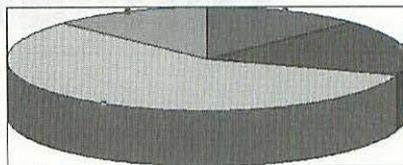


Figure 3. Click the pie.

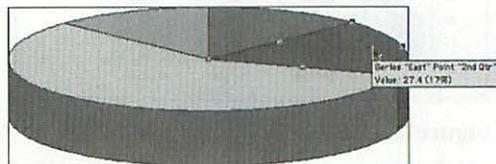


Figure 4. Click the slice to cut.

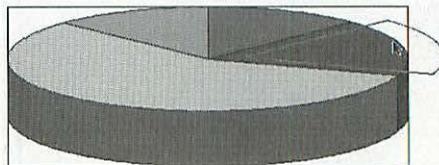


Figure 5. Drag the slice away from the pie.

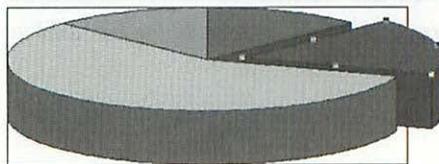


Figure 6. The cut slice.



	A	B	C	D	E	F
	High	Low	Close			
1	17-Apr	41.6	39.2	40.2		
2	19-Apr	40.3	37.9	39.6		
3	26-Apr	45.5	38.7	44.1		
4						
5						
6						
7						
8						

Figure 7. The datasheet for a High-Low-Close chart.

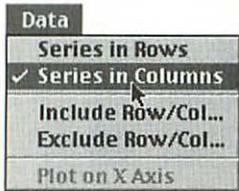


Figure 8. The Data menu.

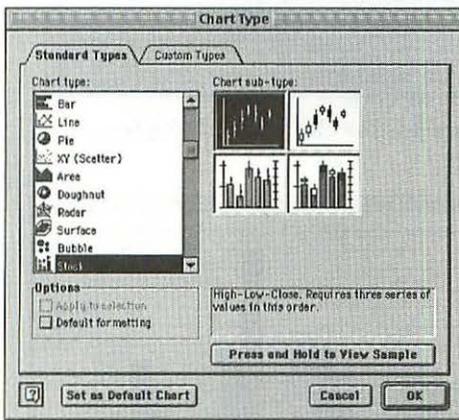


Figure 9. The Chart Type dialog.

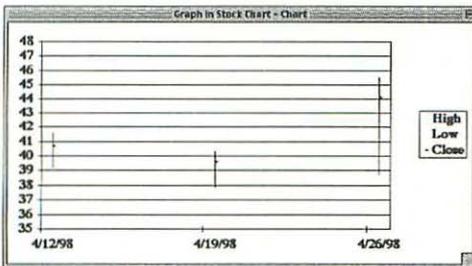


Figure 10. The High-Low-Close chart.

## Creating High-Low-Close Charts

High-Low-Close charts are called Stock Charts in PowerPoint.

1. Click the chart to make it active, if necessary.
2. On the datasheet, make sure the columns are ordered High-Low-Close. (Figure 7)
3. Pull down the Data menu and choose Series in Columns. (Figure 8)
4. Pull down the Chart menu, choose Chart Type, click the Standard Types tab, and choose Stock on the left. On the right, choose the type of Stock chart you want. (Figure 9) Click OK.

### ✓ Tips

- The first column may be either dates or a list of securities.
- You may add a column for Opening price before the High column. You may also add a column for Volume; it must be the first data series. (Figure 10)

	A	B	C	D	E	F
	Volume	Open	High	Low	Close	
1	12-Apr	14250	40.3	41.6	39.2	40.7
2	19-Apr	16822	38.4	40.3	37.9	39.6
3	26-Apr	15983	39.2	45.5	38.7	44.1
4						
5						
6						
7						
8						

Figure 11. Volume and Open columns added to datasheet.



## Switching Between 3-D and 2-D Chart Types

1. Click the chart to make it active, if necessary.
2. From the Chart menu, choose Chart Type. (Figure 12)
3. On the Chart Type dialog box, choose a chart type on the left, and, on the right, note which variety you want. (Figure 13) In chart types where 2-D and 3-D styles exist, you will see both among the Chart sub-type thumbnails on the right.
4. Click OK. (Figure 14)



Figure 12. The Chart menu.

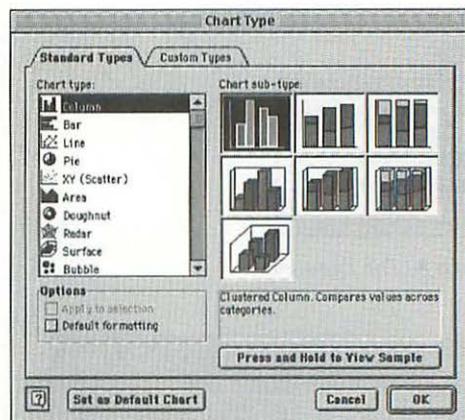


Figure 13. The Chart Type dialog box.

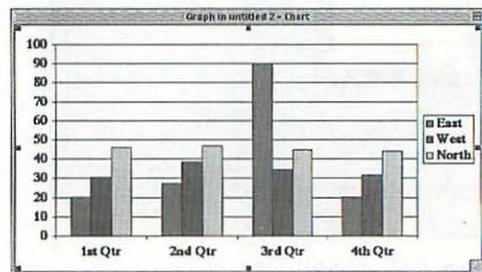


Figure 14. The 2-D Chart.





Figure 15. The Chart menu.

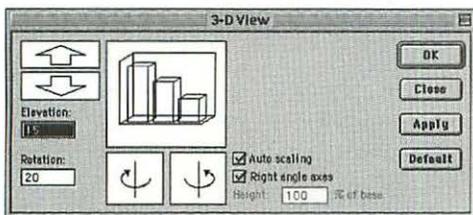


Figure 16. The 3-D View dialog box.

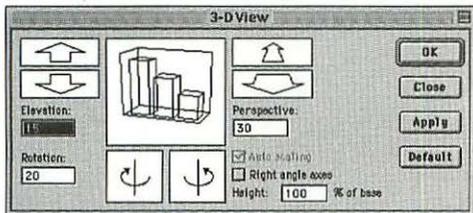


Figure 17. Adding Perspective.

## Changing the View of 3-D Charts

1. Click the chart to make it active, if necessary.
2. From the Chart menu, select Chart Type and choose a 3-D style.
3. Pull down the Chart menu and choose 3-D View. (Figure 15)
4. In the 3-D View dialog box, click the large arrows to change elevation. Click the rotation axes to change the angle on the horizontal plane. (Figure 16)
5. If you want to change the depth of the perspective, un-check Right Angle Axes and click on the perspective arrows. (Figure 17)

### ✓ Tips

- To change the proportions of the chart, clear the Auto Scaling checkbox and change the Height of Base percentage.
- For more precision, you may change the values in any of the text boxes.





Figure 1. The Common Tasks toolbar.

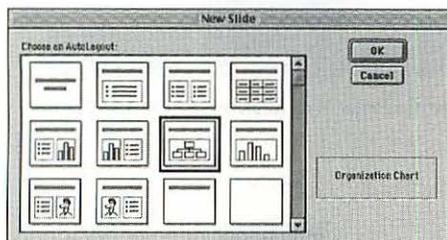


Figure 2. The New Slide dialog box.

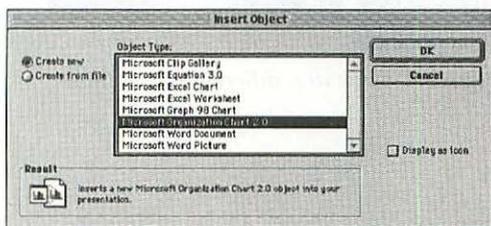


Figure 3. The Insert Object dialog box.

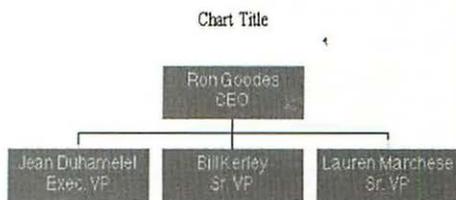


Figure 4. The Microsoft Organization Chart window.

## Starting an Org Chart

1. Click the New Slide button on the Common Tasks toolbar to start a new slide. (Figure 1)
2. On the New Slide dialog box, double-click the Org Chart layout. (Figure 2)
3. On the new slide, double-click the “Double click to add org chart” placeholder.

or, to add an org chart to an existing slide

1. In the slide to which you want to add an org chart, pull down the Insert menu and choose Object.
2. Double-click “Microsoft Organization Chart 2.0” in the Insert Object dialog box. (Figure 3)

### ✓ Tip

- Org charts are created by a module called Microsoft Organization Chart, which appears in a separate window. (Figure 4)



## Entering Org Members

1. Into the box at the top of the hierarchy, type the name of the head of the hierarchy. **(Figure 5)**
2. Press Tab to highlight the next line within the same box and type the organization member's title. **(Figure 6)**

or

Click in a different box and enter a name. **(Figure 7)**

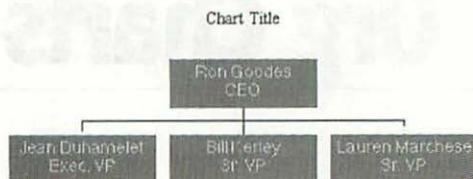
or

Press ⌘+Down arrow to move to the box below and enter a name.

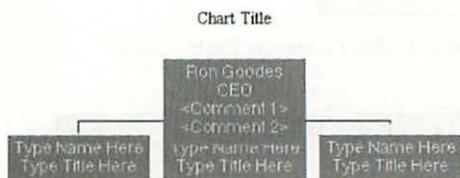
3. If you want to enter additional information in the same box, press Tab to highlight each successive line and then type over the prompt text.

### ✓ Tip

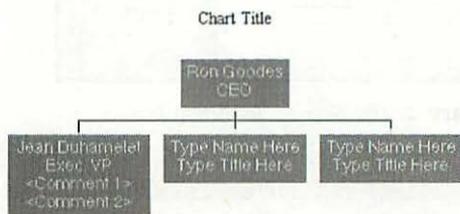
- To edit the information in a box, click the box, pause briefly, and then click again to place an insertion point in the box. If you double-click without pausing between the clicks, the program thinks that you intend to select the box and others at the same level.



**Figure 5.** Type the name of the head of the hierarchy.



**Figure 6.** Press Tab to move to the next line.



**Figure 7.** Click in a different box to fill it.



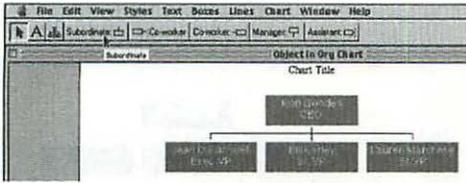


Figure 8. Click the subordinate button.



Figure 9. Place the mouse pointer on a box.

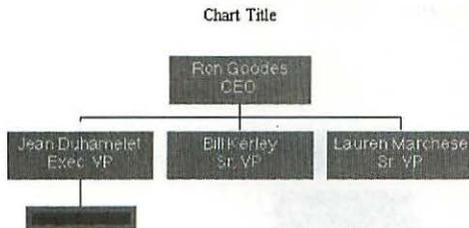
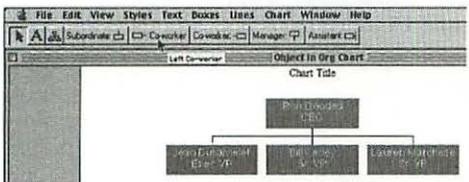


Figure 10. Click to add a subordinate.



Figures 11. The Co-worker buttons.

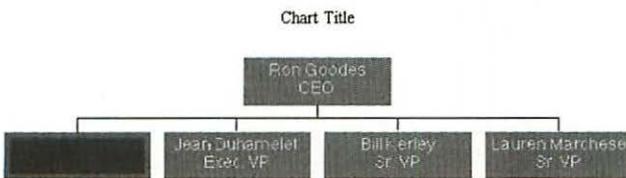


Figure 12. A Co-worker added to a box.

## Adding Subordinates

The initial structure contains only four organization members, a manager and three subordinates. To build a more complete structure, you will need to add more subordinates.

1. Click the Subordinate button. (Figure 8)
2. Place the mouse pointer on a box that requires a subordinate. (Figure 9)
3. Click to add a subordinate. (Figure 10)

### ✓ Tips

- To add multiple subordinates, click the Subordinate button several times (once for each subordinate to add) and *then* click an organization member.
- To add a coworker beside a box, click one of the Co-worker buttons and then click a box. (Figures 11–12)
- To *move* a subordinate to another organization member, drag the subordinate on top of the other member's box and then release the mouse button.



## Adding an Assistant

1. Click the Assistant button. (Figure 13)
2. Click the box for the member who is to receive an assistant. (Figures 14–15)

### ✓ Tips

- You can add several assistants to a single organization member by clicking the Assistant button multiple times before clicking the member who gets the assistants.
- To delete an assistant, click the box and then press the Delete key.

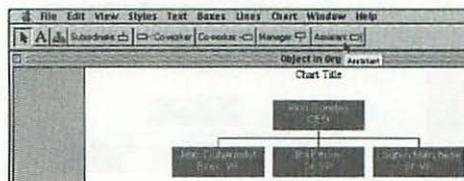


Figure 13. The Assistant button.



Figure 14. Position the mouse pointer on the box for the member who is to receive the assistant.

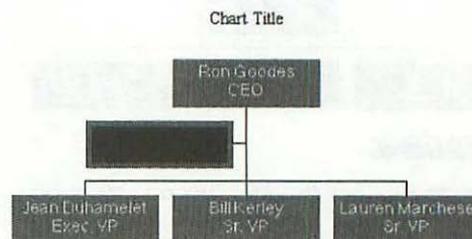


Figure 15. Click the box to add the assistant.



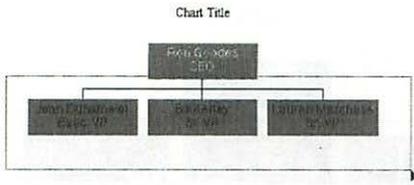
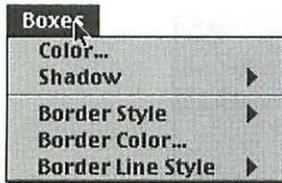


Figure 16. Dragging a selection box.



Figures 17. The Boxes menu.

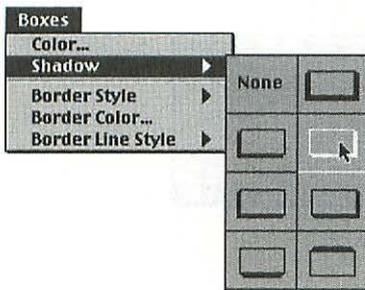


Figure 18. Choose an option from the submenu.



Figure 19. The Text menu.



Figure 20. The Lines menu.

## Formatting the Boxes, Text, and Lines

1. Click a box or line.

or

Drag a selection box that encloses multiple boxes or lines to format.

(Figure 16)

2. To format a box, choose one of the Box options on the Boxes menu and choose a setting from the submenu that appears. (Figures 17–18)

or, to format the text

Choose an option on the Text menu and then choose a setting for the option. (Figure 19)

or, to format the connecting lines

Select one or more connecting lines and choose one of the line options on the Lines menu. (Figure 20)

### ✓ Tips

- To select multiple objects (boxes or connecting lines), you can also hold down the Shift key while clicking each one.
- Double-click a box to select all boxes at the same level.



## Finishing the Chart and Leaving Microsoft Organization Chart

1. Complete the chart. (Figure 21)
2. From the File menu, choose Update *Presentation Name*. (Figure 22)
3. From the File menu, choose Quit and return to *Presentation Name*. (Figure 23)
4. Drag the chart or drag the chart's handles to move or resize the chart on the PowerPoint slide as necessary. (Figure 24)

### ✓ Tip

- Anytime you want to edit an existing chart, double-click the chart.

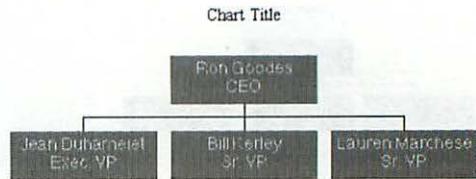


Figure 21. The completed org chart.

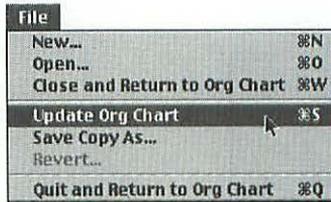


Figure 22. The File menu.

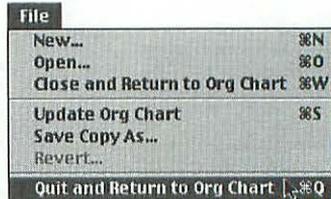


Figure 23. The File menu.

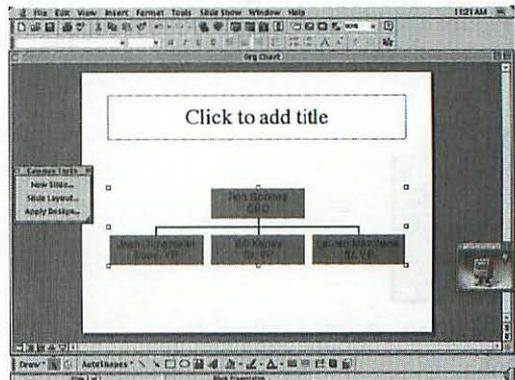


Figure 24. The organization chart on the PowerPoint slide.





Figure 25. The Common Tasks toolbar.

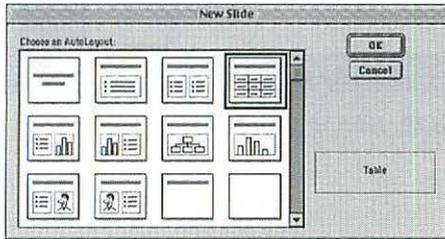


Figure 26. The New Slide dialog box.

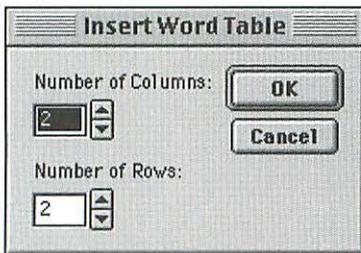


Figure 27. The Insert Word Table dialog box.

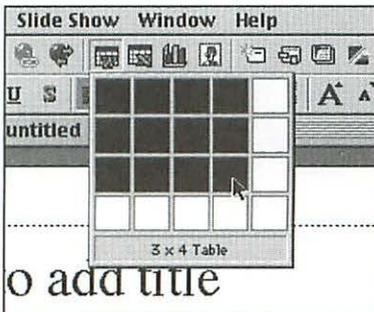


Figure 28. Drag across the number of rows and columns you want.

## Starting a Table

1. Click the New Slide button to start a new slide. (Figure 25)
2. On the New Slide dialog box, double-click the Table layout. (Figure 26)
3. Double click the “Double click to add table” placeholder on the new slide.
4. On the Insert Word Table dialog box, set the number of columns and number of rows. Then click OK. (Figure 27)

or, to add a table to an existing slide:

1. Turn to the slide to which you want to add a table.
2. Click the Insert Microsoft Word Table button in the Standard toolbar and drag across the number of rows and columns you want in the new table. (Figure 28)

or

Choose Microsoft Word Table from the Insert menu.



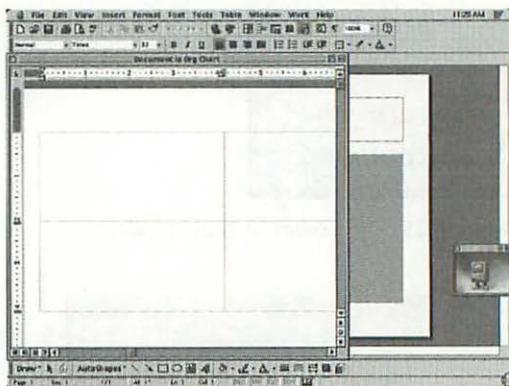
## Entering the Data and Formatting the Table

While you are creating or editing the table, *Microsoft Word's* menus and toolbars occupy the *PowerPoint* window and the table appears in a separate window.

**(Figure 29)** Enter data and edit the table just as you would in *Microsoft Word*. See *Creating Tables*, pages 92–104.

When you finish the table, click outside the frame and *PowerPoint's* menus and toolbars regain the screen.

To edit an existing table, double-click the table. The familiar window will reappear and *Word's* menus and toolbars reemerge.



**Figure 29.** Editing a table.



# Using the Slide Sorter

# 29

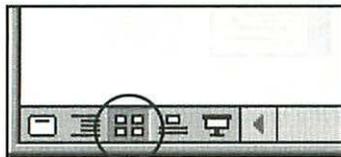


Figure 1. The Slide Sorter View button.

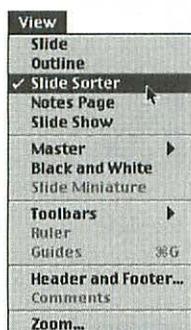


Figure 2. The View menu.

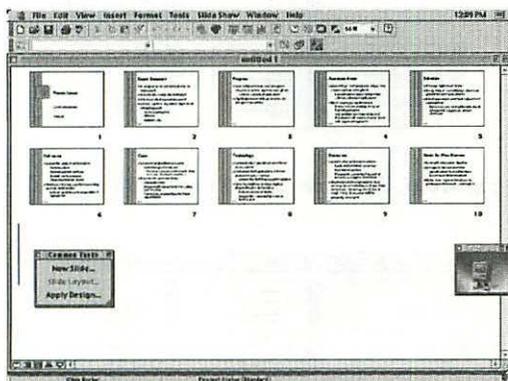


Figure 3. Slide Sorter view.

## About the Slide Sorter

Slide Sorter view is just another of PowerPoint's views of a presentation. It displays rows of slides in miniature the way you place 35mm slides in rows on a light table to get an overview of the presentation. In Slide Sorter view, you can rearrange slides, delete or duplicate slides, and change the template to change the overall look of the presentation.

## Switching to Slide Sorter View

Click the Slide Sorter View button. (Figure 1)

or

From the View menu, choose Slide Sorter. (Figure 2)

## ✓ Tip

- To switch to a view of a single slide, double-click the slide or click the slide and then click the Slide View button.



## Reordering Slides

1. Place the mouse pointer on the slide to reposition in the presentation. (Figure 4)
2. Hold down the mouse button and drag the slide to a new position. A vertical line appears to indicate where the slide will drop when you release the mouse button. (Figure 5)
3. Release the mouse button to drop the slide. (Figure 6)

### ✓ Tips

- You can select several slides to move by drawing a selection box around the group of slides then dragging the group to the new position. (Figure 7)
- To gather slides from different parts of a presentation, hold down the Shift key as you click each slide. Drag any one slide in the group to a new point in the presentation. All the selected slides will appear in sequence and in the same relative order at the new position.

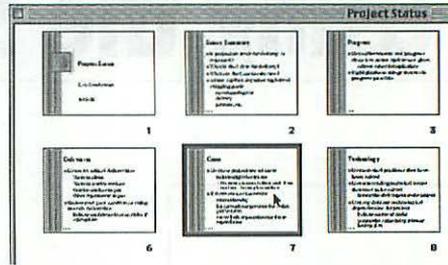


Figure 4. Place the mouse pointer on a slide.

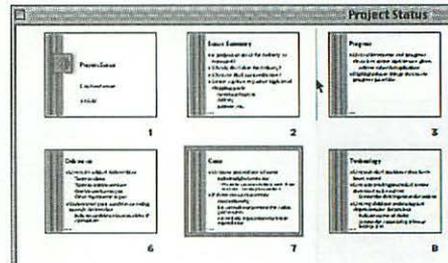


Figure 5. A line shows where the slide will drop.

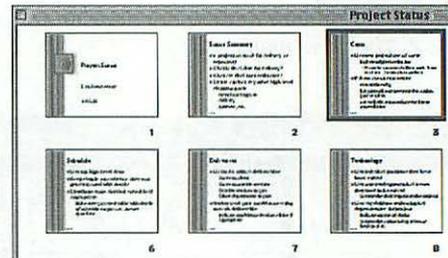


Figure 6. The slide appears in position.

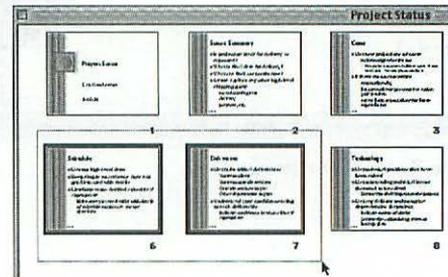


Figure 7. Drag a selection box around several slides to select the slides.



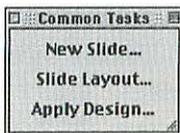


Figure 8. The Common Tasks toolbar.

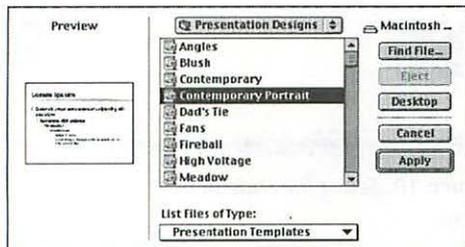


Figure 9. The navigation dialog box.

## Changing the Overall Design in Slide Sorter View

1. Click the Apply Design button on the Common Tasks toolbar. (Figure 8)

or

From the Format menu, choose Apply Design.

2. On the navigation dialog box, go to a folder containing templates (e.g. open the Microsoft Office 98 folder, open the Templates folder within it, then open the Presentation Designs folder). (Figure 9) For more on templates, see *Selecting a New Design*, page 241.
3. Click a design you wish to consider and note the Preview. When you find one you want to use, click Apply, and the slides in the Slide Sorter are changed to the new design.

### ✓ Tip

- To change the appearance of one segment of the presentation, you can select certain slides in the Slide Sorter, choose Slide Color Scheme or Background from the Format menu, and choose a different background color or design.



## Duplicating and Deleting Slides

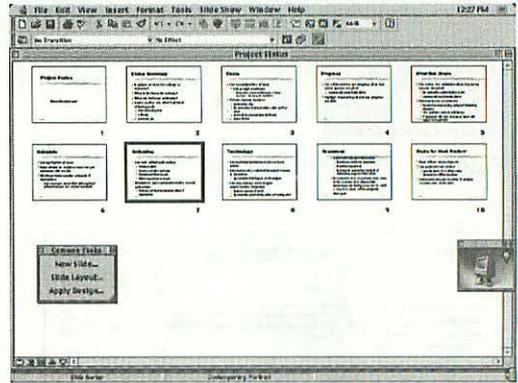
1. Select the slide or slides to delete or duplicate. **(Figure 10)**
2. Press **⌘+D** to duplicate the slide. **(Figure 11)**

or

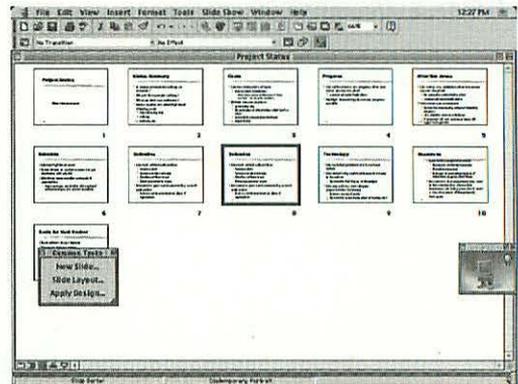
Press **Delete** to delete the slide. **(Figure 12)**

### ✓ Tips

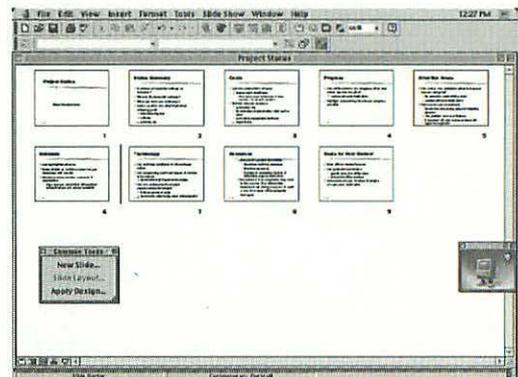
- To delete a slide, you can also choose **Delete Slide** from the **Edit** menu.
- To duplicate a slide, you can also choose **Duplicate** from the **Edit** menu.



**Figure 10.** Select the slide to duplicate or delete.



**Figure 11.** The slide is duplicated.



**Figure 12.** The slide is deleted.



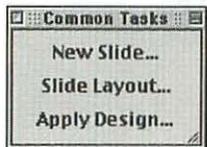


Figure 1. The Common Tasks toolbar.

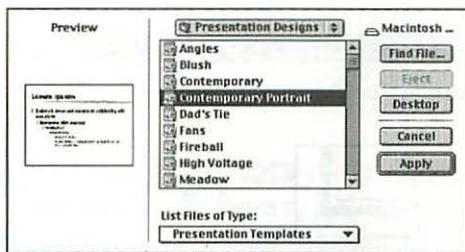


Figure 2. The Apply Design dialog box.

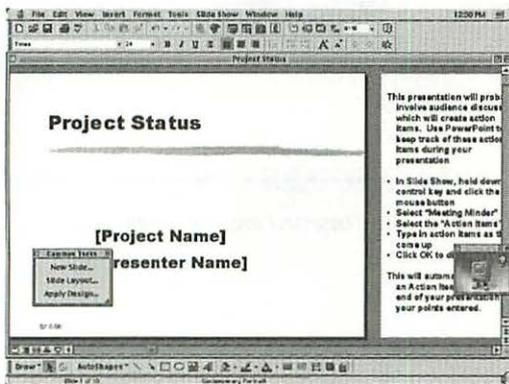


Figure 3. The presentation with new design applied.

## Selecting a New Design

Changing a presentation's *template* can give a presentation an entirely new look, perhaps for a different audience.

A template contains a color scheme (a combination of colors used for text and other foreground presentation elements) and a slide master design (a background color, a selection of text fonts and formatting, and a background graphic design).

1. Click the Apply Design button in the Common Tasks toolbar. (Figure 1)  
or  
From the Format menu, choose Apply Design.
2. In the Apply Design dialog box that appears, open a folder that contains presentations (such as the Presentation Designs folder, inside the Templates folder, inside the Microsoft Office 98 folder). (Figure 2)
3. Click each design you wish to consider, and note its appearance in the Preview frame on the left. When you find one you want to use, click Apply.



## Adding a Logo to the Background

Your company's or client's logo can give a stock presentation that important made-to-order look.

1. From the View menu, choose Master and then choose Slide Master from the submenu. (Figure 4)

or

Hold down the Shift key as you click the Slide View button.

2. With PowerPoint's drawing tools on the Drawing toolbar, modify the existing background graphic objects or add new objects. (Figure 5) See *Drawing Shapes*, page 247.

or, to insert a logo stored in a file:

From the Insert menu, pause on Picture and choose From File in the submenu that appears.

3. Click one of the View buttons to leave Slide Master view and see the effect of the changes you've made. (Figure 6)

### ✓ Tips

- You can copy and paste a graphic image from another program onto the slide master, or copy and paste graphics from the slide master of another presentation onto the slide master of the current presentation.
- Any graphics that are already on the slide master as part of the template background must be ungrouped before you can modify them. See *Grouping and Ungrouping Shapes*, page 248.

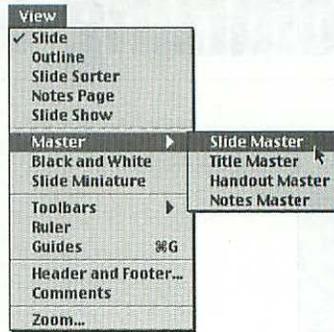


Figure 4. The View menu.

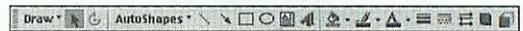


Figure 5. The Drawing toolbar.

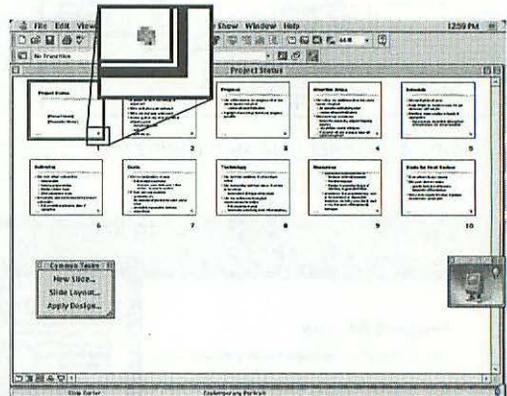


Figure 6. An inserted logo on every slide in Slide View.



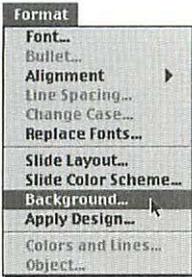


Figure 7. The Format menu.

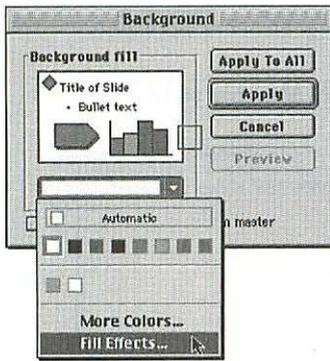


Figure 8. The Background dialog box.

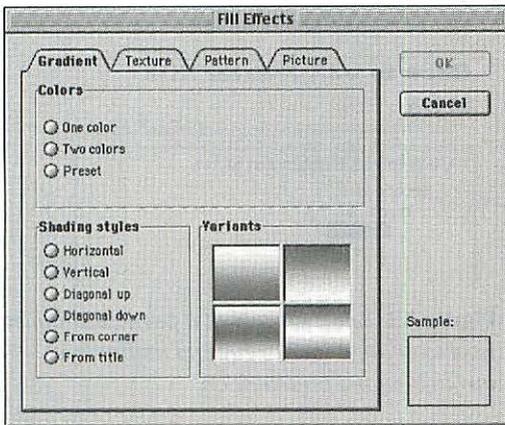


Figure 9. The Fill Effects dialog box.

## Changing the Background Color and Shading

1. In Slide view or Slide Master view, choose Background from the Format menu. (Figure 7)
2. On the Background dialog box, pull down the Background Fill pop-up menu and choose a solid color or Fill Effects. (Figure 8)
3. In the Fill Effects dialog box, click through the tabs and select the features you want. (Figure 9) Click OK when done. Click Apply in the Background dialog box.

### ✓ Tip

- To see the new background shading while the Slide Background dialog box is still open, click the Preview button and then move the dialog box to the side.



## Changing the Text Fonts

1. From the View menu, choose Master and then choose Slide Master from the submenu. (Figure 10)

or

Hold down the Shift key as you click the Slide View button.

2. Select the text in the Title Area or the text in the Object Area on the Slide Master and then change the text formatting as you would text on any slide. (Figure 11) See *Formatting Text*, page 213.

or, to format the text at a particular bullet level on bullet slides

Select the text in the Object area at the bullet level to format and then make formatting changes. (Figure 12)

3. Click any View button to switch to another view. (Figure 13)

### ✓ Tips

- To change the bullet style at a bullet level, select the text at that level, choose Bullet from the Format menu and then choose a different bullet style, size, and color on the Bullet dialog box.
- The color of the text is determined by the color scheme, but changing the color of text on the slide master overrides the color scheme.

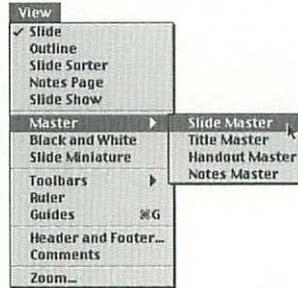


Figure 10. The View menu.



Figure 11. The Slide Master.

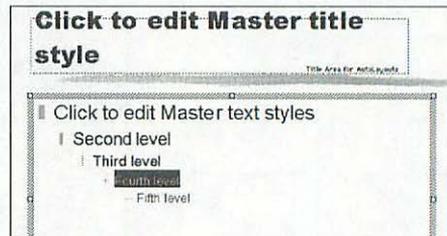


Figure 12. Select the text at a particular bullet level to change text formatting at that level throughout the presentation.

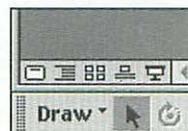


Figure 13. Click any View button.





Figure 14. The Format menu.

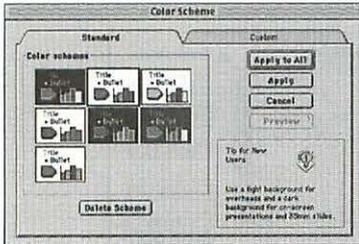


Figure 15. The Color Scheme dialog box.

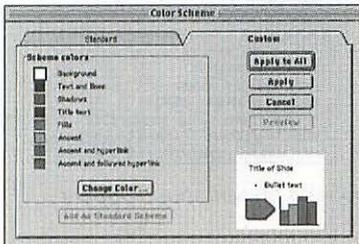


Figure 16. The Custom tab of the Color Scheme dialog box.

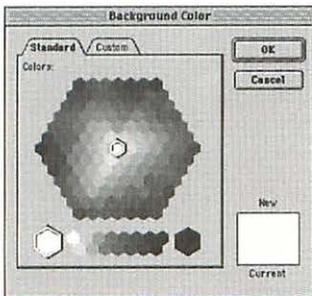


Figure 17. The Background Color dialog box.

## Changing the Color Scheme

The eight colors of the *color scheme* are the colors used by all the elements on slides unless you change the color of a specific element. The color scheme is stored in a template, so when you switch templates, you end up switching color schemes, too.

You can select predefined color schemes or create your own.

1. From the Format menu, choose Slide Color Scheme. (Figure 14)
2. On the Color Scheme dialog box, click the Standard or Custom tab. (Figure 15)
3. Choose a standard color scheme on the Standard tab, or create one of your own on the Custom tab. (Figure 16)
4. On the Slide Color Scheme dialog box, click Apply to All.

### ✓ Tip

- To change a color in the color scheme, click the Custom tab in the Color Scheme dialog, click one of the Scheme colors to change, and click Change Color. Then choose a color on the Color dialog box that appears. (Figure 17)



## Saving a Custom Design

You can open a template, make any or all of the changes detailed in this chapter, and then save the custom template for use with future presentations.

1. Make formatting changes to the color scheme and slide master of a presentation or template.
2. From the File menu, choose Save As. (Figure 18)
3. Pull down the Save File as Type pop-up menu and choose Presentation Template. (Figure 19)
4. Enter the name of the template, choose a location where you want to save it, and click Save.

### ✓ Tip

- You may use any presentation as a template, but saving it as a template conserves disk space.

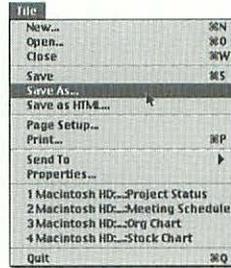


Figure 18. File menu.

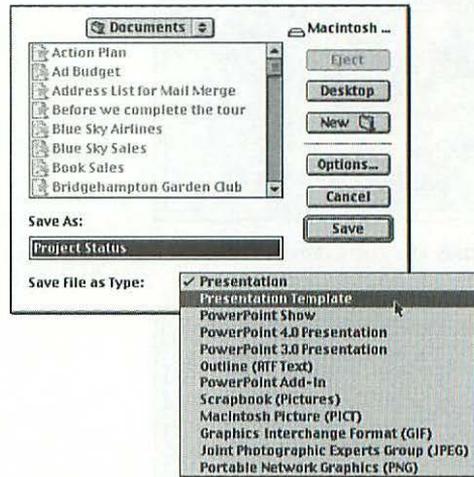


Figure 19. Choose a presentation template.



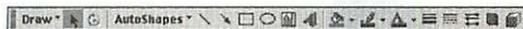


Figure 1. The Drawing toolbar.

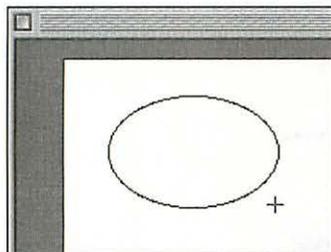


Figure 2. Drag to create the shape.



Figure 3. The Format menu.

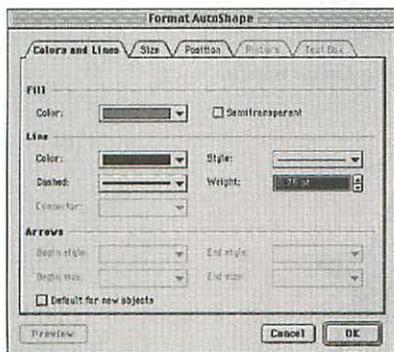


Figure 4. The Colors and Lines dialog box.

## Drawing Shapes

1. In Slide view, click one of the drawing tools or menus on the Drawing toolbar. (Figure 1)
2. Drag with the mouse pointer to create the shape. (Figure 2)
3. Click the shape and choose Colors and Lines from the Format menu. (Figure 3)
4. On the Colors and Lines dialog box, choose a fill color, line color, and line style. (Figure 4)

## ✓ Tips

- To keep a shape regular (e.g. a square instead of a rectangle; a circle instead of an oval), hold down the Shift key while dragging through the area to create the shape.
- Line and fill controls are also on the Drawing toolbar.
- To add text to the center of any shape, click the shape and then begin typing.



## Grouping and Ungrouping Shapes

By grouping several objects, you can treat them as a single object. Simply select and then move, copy, or format the group.

1. Hold down the Shift key as you click each object for the group. (Figure 5)

or

With the Selection Tool, draw a selection box that entirely encloses only the objects to group. (Figure 6)

2. From the Draw or shortcut menus, choose Group. A single set of handles surrounds the objects in the group. (Figures 7–8)

### ✓ Tips

- To ungroup objects, select the group and then choose Ungroup from the Draw or shortcut menus.
- The Regroup command reestablishes the last group that was ungrouped.

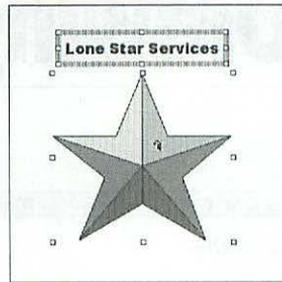


Figure 5. Hold down Shift as you click objects one after another.



Figure 6. Draw a selection box around objects to group with the Selection Tool.



Figure 7. The Draw menu.

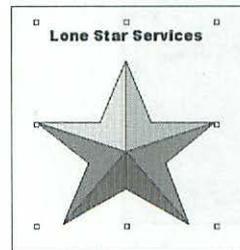


Figure 8. Handles surround the group.



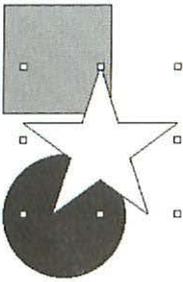


Figure 9. Select an object to rotate.



Figure 10. Select the objects to align.

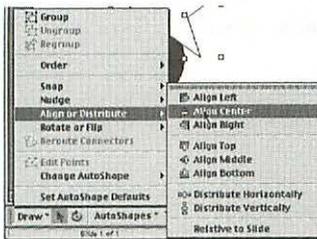


Figure 11. The Align submenu.

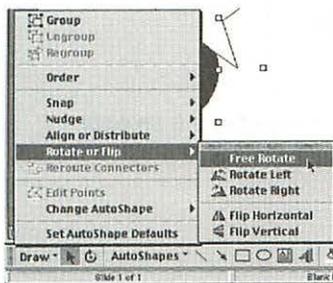


Figure 12. The Rotate/Flip submenu.

## Aligning and Rotating Shapes

1. Select the object to rotate or the objects to align. (Figures 9–10)
2. From the Draw menu, choose Align and then choose an option on the submenu. (Figure 11)

or

From the Draw menu, choose Rotate/Flip and choose an option on the submenu. (Figure 12)

### ✓ Tips

- Objects align with the object that extends farthest from the center of all the objects.
- If you choose Free Rotate, place the pointer on a corner handle and drag around the center of the object to the desired angle. (Figure 13)

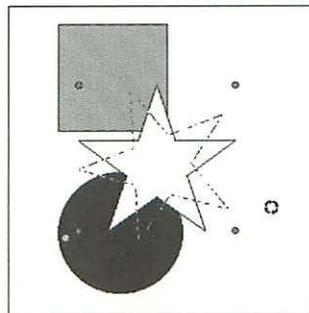


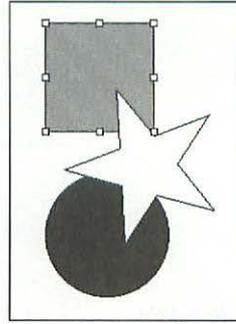
Figure 13. Free Rotating an object.



## Overlapping Shapes

1. Select an object to move above or below other overlapping objects. (Figure 14)
2. From the Draw menu, choose Send to Back, Send to Front, Bring Forward (one level) or Send Backward (one level). (Figures 15–16)

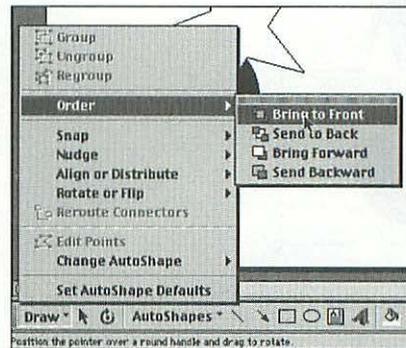
Table 28-1 lists the overlap options.



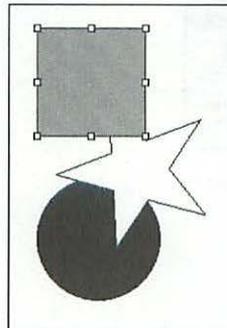
**Figure 14.** Select an object to shift in the overlapping pile.

**Table 28-1. Overlap Options**

<b>Send to Back</b>	Moves an object to the bottom of an overlapping pile.
<b>Bring to Front</b>	Moves an object to the top of an overlapping pile.
<b>Bring Forward</b>	Moves an object one layer closer in the pile.
<b>Send Backward</b>	Moves an object one layer farther down in the pile.



**Figure 15.** The Draw menu.



**Figure 16.** The object after it is brought to the front.

# Creating Slide Shows

# 32

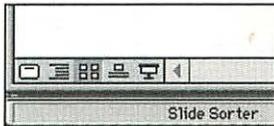


Figure 1. Slide Sorter View button.

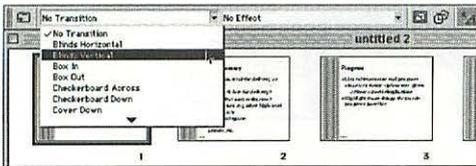


Figure 2. The Slide Sorter toolbar.

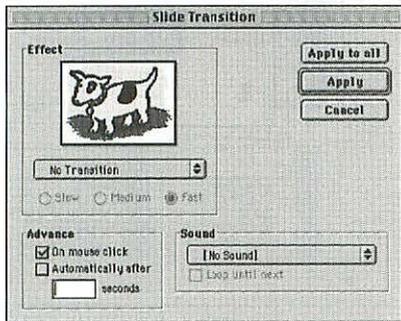


Figure 3. The Transition dialog box.



Figure 4. The transition icon.

## Adding Transition Effects

Transition effects are the dissolves, splits, wipes, and other TV-like effects that a slide show can use to bring each new slide into view.

1. Click the Slide Sorter View button to switch to the Slide Sorter. **(Figure 1)**
2. Click the slide for which you want to change the transition effect.
3. Click the pull-down button next to the Transition Effects box on the Slide Sorter toolbar and select a transition effect from the list. **(Figure 2)**

or

Click the Transition button and choose a transition Effect, Speed, and Advance option on the Transition dialog box. **(Figure 3)**

## ✓ Tips

- To apply the same transition effect to multiple slides, hold down the Shift key and click the slides and then choose a transition effect.
- To preview the transition effect in Slide Sorter view, click the transition icon that appears below each slide that has a transition effect. **(Figure 4)**



## Adding Text Body Animation

Text body animation brings each bullet on a bullet slide into view with a special effect.

1. In Slide Sorter view, click the bullet slide that requires text animation. (Figure 5)
2. Pull down the Text Body Animation list on the Slide Sorter toolbar and select an effect from the list. (Figure 6)

### ✓ Tips

- To apply the same build effect to multiple slides, hold down the Shift key and click the slides and then choose a build effect.
- A slide with a build effect shows a build icon at the lower left corner. Unlike the transition icon, you cannot click the build icon to preview the build. (Figure 7)

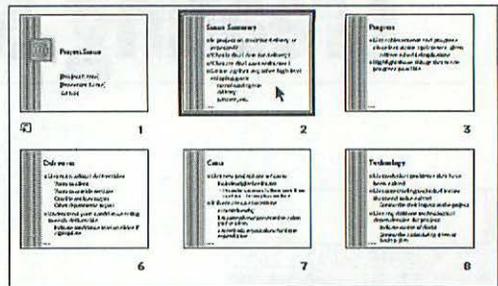


Figure 5. Select the bullet slide.

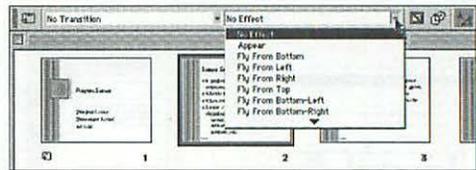


Figure 6. The Slide Sorter toolbar.

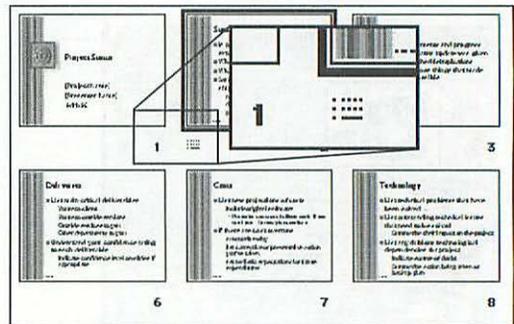


Figure 7. The build icon.





Figure 8. The Slide Show view button.

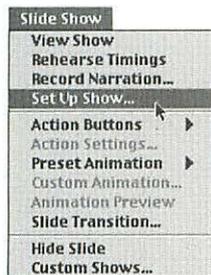


Figure 9. The Slide Show menu.

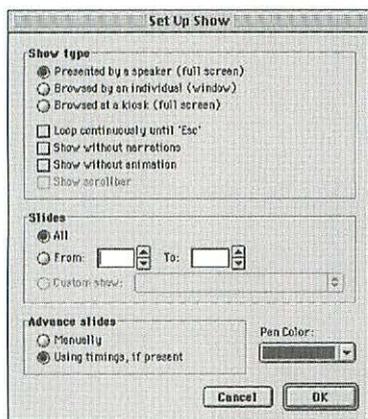


Figure 10. The Set Up Show dialog box.



Figure 11. The Slide Show menu.

## Displaying the Show

1. In Slide Sorter view, click the first slide to view in the show and then click the Slide Show view button. (Figure 9)  
or  
From the Slide Show menu, choose Set Up Show. (Figure 10)
2. On the Set Up Show dialog box, choose the type of show, which slides are to be shown, and the method used to advance slides. (Figure 11)
3. From the Slide Show menu, choose View Show (Figure 11a)

### ✓ Tips

- Choose Rehearse New Timings on the Slide Show menu or click the Rehearse Timings button on the Slide Sorter toolbar to practice manually and record the duration of both the show and each slide. To use these timings, choose Use Slide Timings on the Set Up Show dialog box.
- You can also use the Powerpoint Viewer to display a show. Download the viewer at the following Web address: [www.microsoft.com/office/office/viewers.asp#ppt](http://www.microsoft.com/office/office/viewers.asp#ppt).

Table 29-1. Slide Show Keystrokes and Mouse Clicks.

Next slide	Mouse button, Spacebar, Return, or N
Previous slide	P or Delete
Go to slide number	Number+Return
Stop/restart show	S
Black/white screen or return to show	B or W



# **Part 5**

## **Combining the Applications**

Chapter 33: Basic Techniques .....	257
Chapter 34: Copying and Linking .....	265

# Part 5

## Combining the Applications

### Chapter 33: Basic Techniques

*About Sharing Information Among the Office Applications*

*About Dragging and Dropping Among the Applications*

*Drag and Drop: Moving an Object*

*Editing an Object After Dragging and Dropping*

*Embedding an Object with Copy and Paste Special*

*Creating an Embedded Object*

*Linking Objects with Copy and Paste Link*

*Updating a Link*

### Chapter 34: Copying and Linking

*Excel to Word: Copying Ranges of Numbers*

*Excel to Word: Linking Numbers*

*Excel to PowerPoint: Graphing Numbers*

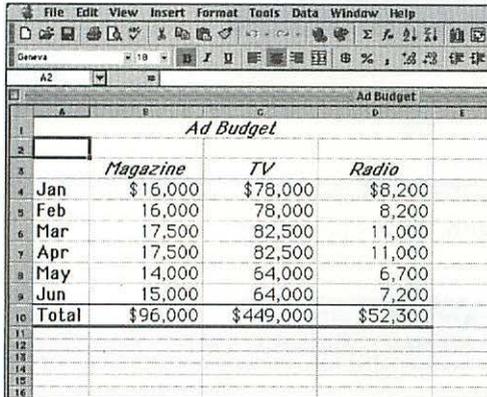
*Excel to PowerPoint: Linking Excel Data to a PowerPoint Chart*

*Excel to Word: Publish and Subscribe*

*Word to Excel or PowerPoint: Copying Text*

*Word to PowerPoint: Using a Word Outline File*

*PowerPoint to Word: Copying a Presentation Outline to Word*



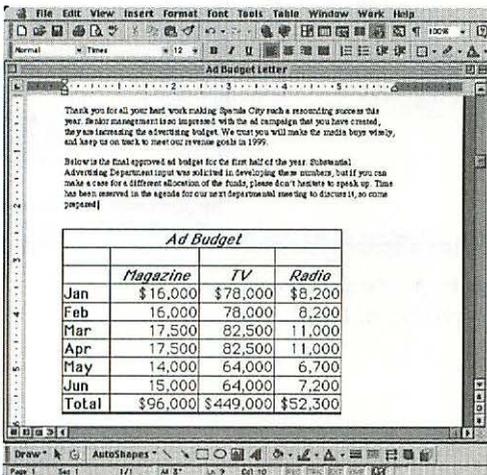
The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Ad Budget'. The spreadsheet has columns for months (Jan to Jun) and categories (Magazine, TV, Radio). The data is as follows:

	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$96,000	\$449,000	\$52,300

## About Sharing Information Among the Office Applications

Alone, each Office application is impressive enough, but combined, they form a powerful system that can pass information among the applications.

To add some numbers to a memo, you can copy a table of numeric data from Excel to a Word document. To ensure that future changes to the Excel numbers will flow through to the document in Word, you can even create a link between the original numbers in Excel and the copies in Word. Then, whenever the Excel numbers are updated, the copies in Word will be updated, too. (Figure 1)



The screenshot shows the Microsoft Word interface with a document titled 'Ad Budget Letter'. The document contains a letter and a table copied from Excel. The table is identical to the one in the Excel screenshot:

Thank you for all your hard work making Spindle City reach a record-high success this year. Senior management has impressed with the ad campaign that you have created, and you are increasing the advertising budget. We trust you will make the media boys weedy, and keep us on track to meet our revenue goals in 1999.

Below is the final approved ad budget for the first half of the year. (Submittal: Advertising Department input was solicited in developing the numbers, but if you can make a case for a different allocation of the funds, please don't hesitate to speak up. This has been reserved in the agenda for our next departmental meeting to discuss it, so come prepared!)

	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$96,000	\$449,000	\$52,300

Figure 1. A table copied from Excel to Word.



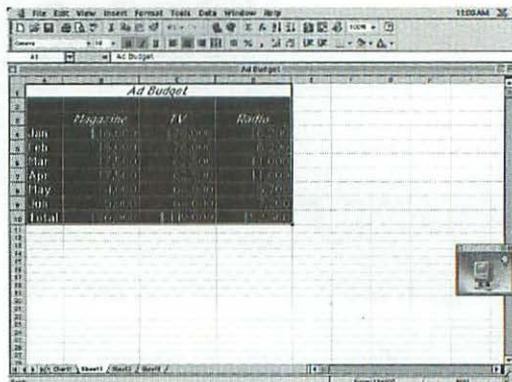
## About Dragging and Dropping Among the Applications

The easiest way to move something from one application to another is with *Drag and Drop*. Dragging and dropping *between* applications works just like dragging and dropping *within* an application. You select an item to drag, called an *object*, and then drag it between two application windows that are arranged so that you can see them both. You can select a range of numbers in Excel, for instance, and drag it to a PowerPoint slide. (Figures 2–3)

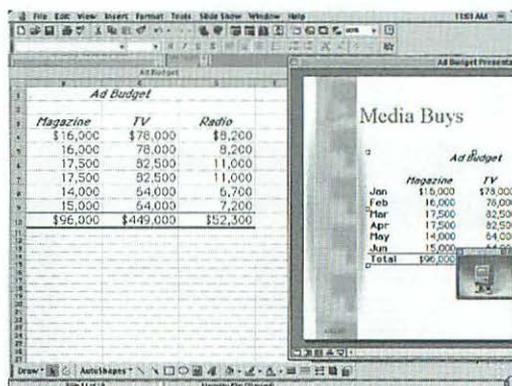
Table 41-1 lists objects that you can drag and drop.

**Table 41-1. Drag and Droppable Objects**

<i>Word</i>	<ul style="list-style-type: none"> <li>• Selected text</li> <li>• A table</li> </ul>
<i>Excel</i>	<ul style="list-style-type: none"> <li>• A cell</li> <li>• Selected range of numbers</li> <li>• Drawn graphics</li> </ul>
<i>PowerPoint</i>	<ul style="list-style-type: none"> <li>• A slide from Slide Sorter view</li> </ul>



**Figure 2.** An Excel range.



**Figure 3.** The Excel range dragged to a PowerPoint slide.



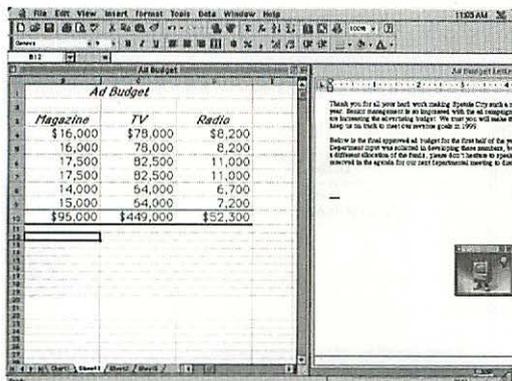


Figure 4. Excel and Word windows.

Ad Budget			
	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$95,000	\$449,000	\$52,300

Figure 5. A selected range in Excel.

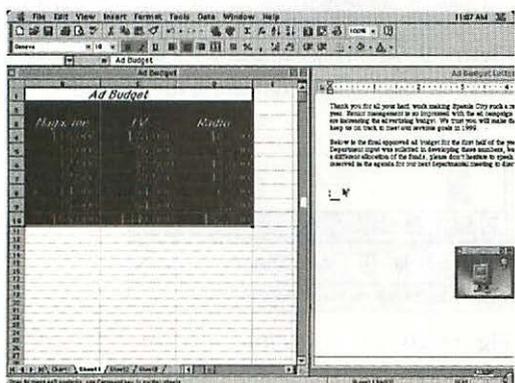


Figure 6. Dragging the Excel range to Word.

## Drag and Drop: Moving an Object

1. Arrange the two application windows so you can see both the source object and its target destination. (Figure 4)
2. Select the object. (Figure 5)
3. Drag the border of the object to the other window. (Figure 6)
4. Release the mouse button to drop the object at its destination. (Figure 7)

### ✓ Tips

- To arrange the windows so that you can see more than one at once, drag the title bar of the windows and/or drag the resize boxes of the windows.
- When you drag and drop an object, it becomes embedded in the destination application. Any changes to the original are not reflected in the copy unless you establish a link using Copy and Paste Link. See *Linking Objects with Copy and Paste Link*, page 263.

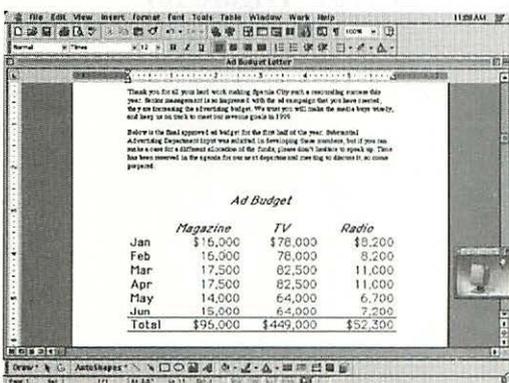


Figure 7. The range as it appears in Word.



## Editing an Object After Dragging and Dropping

Even though you've dragged an object to another application, you can still edit the dragged object using the tools of the original application in which it was created. If the original application is *Word*, *Excel*, or *PowerPoint*, you may even be able to edit the object *in place*.

During in-place editing, the menus, toolbars, and other controls of the originating application temporarily appear within the application window in which you have been working.

Double-click an object that has been dragged from another application. (Figures 8–9)

### ✓ Tip

- If you select an object, you'll see whether you can edit the object in its original application. The status line at the bottom of the application will advise you to double-click if you can edit the object. (Figure 10)

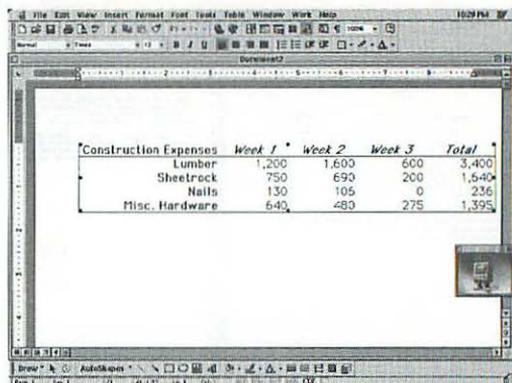


Figure 8. Double-click an Excel range in Word to edit the range with Excel's tools.

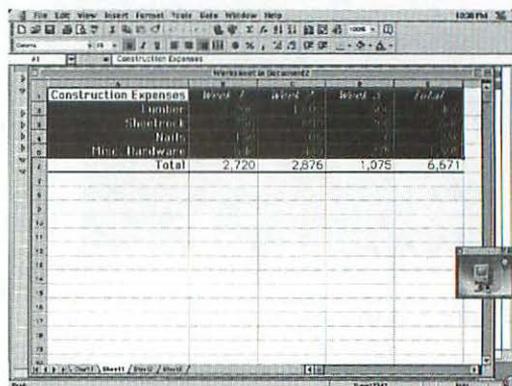


Figure 9. The range appears for editing along with the tools of its originating application.

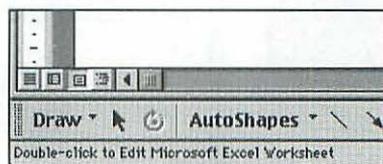


Figure 10. The status line in Word.



	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$96,000	\$449,000	\$52,300

Figure 11. Selecting an Excel range.

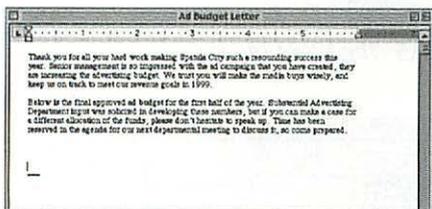


Figure 12. Click at the destination for the Excel object.

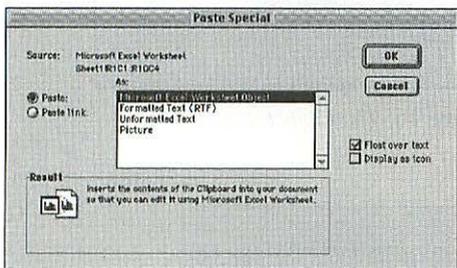


Figure 13. The Paste Special dialog box.

	Magazine	TV	Radio
Jan	\$16,000	\$78,000	\$8,200
Feb	16,000	78,000	8,200
Mar	17,500	82,500	11,000
Apr	17,500	82,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	\$96,000	\$449,000	\$52,300

Figure 14. The range appears in Word.

## Embedding an Object with Copy and Paste Special

To transfer an existing object from a source application to a target application, you can *embed* the object. All the data for the object is copied to the target application. As a result, you can move the target file to another computer, and the object, which has become an integral part of the target file, is moved, too. Objects that are copied and pasted become embedded.

1. Select the object in its source application. (Figure 11)
2. From the Edit menu, choose Copy.
3. Switch to the target application and click at the destination for the object. (Figure 12)
4. From the Edit menu of the destination application, choose Paste Special.
5. On the Paste Special dialog box, double-click the item that is referred to as an "object" on the list. (Figure 13)

### ✓ Tip

- To edit an embedded object, double-click the object. Either the source application will open in a separate window or the controls of the source application will take over the current window. If it appears in a separate window, after you edit the object, select Update from the File menu, and then Close & Return from the File menu. If the controls of the originating application take over the current window, click outside the frame that contains the object when you finish.



## Creating an Embedded Object

Rather than embed in a document an object that you've already created in a different application, you can create the object in the alternate application as you work in your main application. This gives you access to the tools of other Office applications at any time.

1. From the Insert menu of your main application, choose Object. (Figure 15)
2. On the Object dialog box, double-click the appropriate object type. (Figure 16)
3. In the other application, create the object.
4. From the File menu of the other application, select Quit. (Figure 17)
5. On the dialog box that asks if you want to save changes, click Yes. (Figure 18)

### ✓ Tips

- To edit an embedded object, double-click the object.
- If the second application allows in-place editing (the menus and toolbars of the other application appear in the current window) click outside the frame of the new object you are creating rather than follow steps 4 and 5.

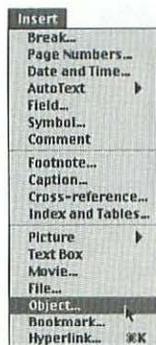


Figure 15. The Word Insert menu.

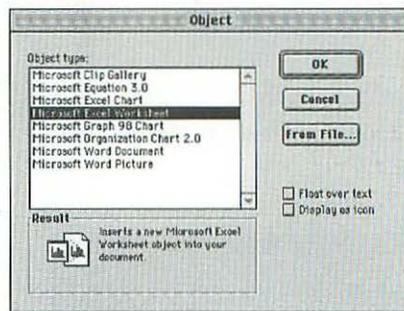


Figure 16. The Object dialog box.

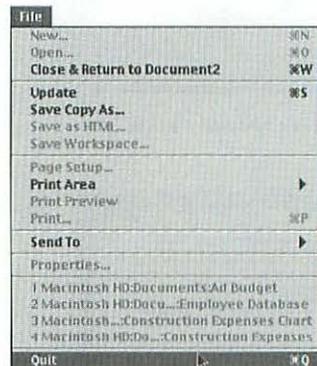


Figure 17. The File menu.

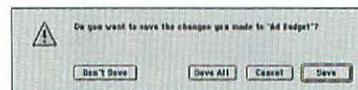


Figure 18. The "Save changes?" dialog box.



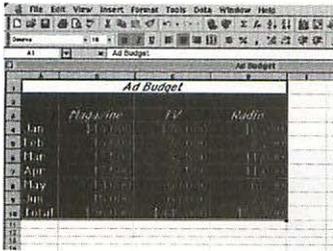


Figure 19. Select range in Excel.



Figure 20. The Edit menu of the source application.

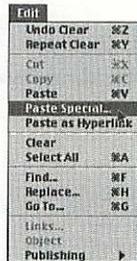


Figure 21. The Edit menu of the target application.

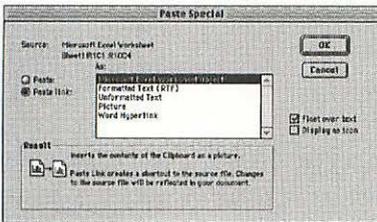


Figure 22. The Paste Special dialog box.

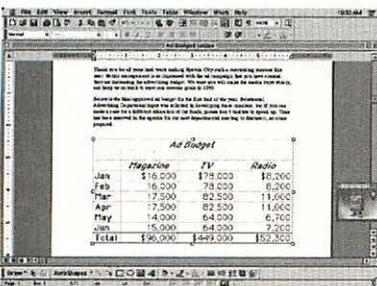


Figure 23. The linked copy in Word.

## Linking Objects with Copy and Paste Link

When you *link* rather than embed an object, the object remains in its originating application. A copy, which is linked to the original, is displayed in the second application. Any changes to the original show up in the linked copy.

When an object will need frequent updating, link it to be sure that the changes to the original will flow to all other applications that display a linked copy.

1. Save the file in which you've created the object.
2. Select the object to link. (Figure 19)
3. From the Edit menu, choose Copy. (Figure 20)
4. Switch to the other application.
5. From the Edit menu of the other application, choose Paste Special. (Figure 21)
6. On the Paste Special dialog box, click Paste Link and then double-click the description of the object to link. (Figures 22–23)

### ✓ Tips

- Double-click the pasted copy to edit the original object.
- Each link automatically updates every time you open a document containing links.



## Updating a Link

Links created with Copy and Paste Link update whenever you reopen a file in which they're found. You can manually update a link at any time, though.

1. From the Edit menu, choose Links. (Figure 24)
2. On the Links dialog box, select the link on the list of links. (Figure 25)
3. On the Links dialog box, click Update Now.
4. Click OK or Close to put away the Links dialog box.

### ✓ Tip

- To set the link so that it updates only when you choose Update Now, choose Manual as the Update option on the Links dialog box.

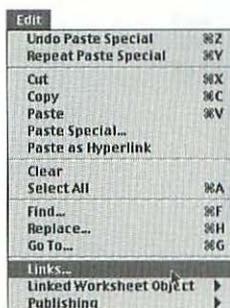


Figure 24. The Edit menu.

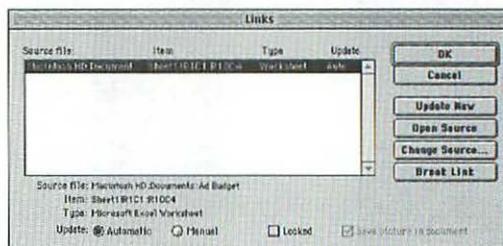


Figure 25. The Links dialog box.



# Copying and Linking

# 34

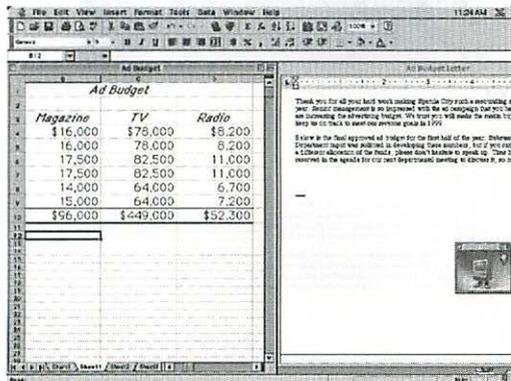


Figure 1. Word and Excel side-by-side.

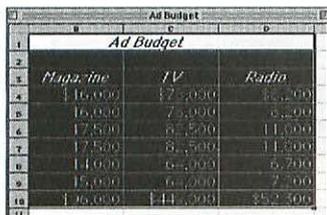


Figure 2. Select the range to copy and drag it from the Excel window to the Word window.

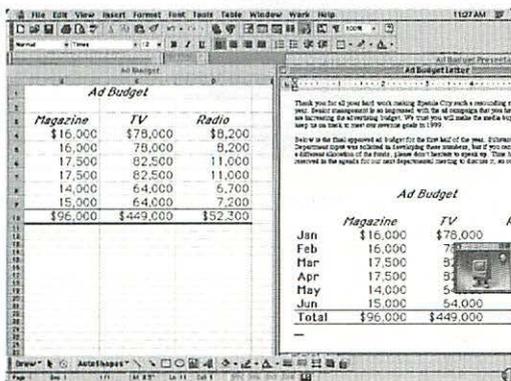


Figure 3. Release the mouse button to drop the Excel range in the document.

## Excel to Word: Copying Ranges of Numbers

1. Arrange the Word and Excel documents so you can see them both. (Figure 1)
2. Select the range of numbers in Excel. (Figure 2)
3. Place the mouse pointer on the border of the range and drag the range to the Word window. (Figure 3)
4. Release the mouse button when the insertion point is properly positioned in the Word document.

### ✓ Tips

- The Excel range becomes embedded in the Word document, not linked. Changes to the numbers in Excel do not flow through to the Word document.
- To modify the numbers in Word using the Excel menus and toolbars, double-click the range in Word. Click in the document outside the range to return the Word menus and toolbars to the window.





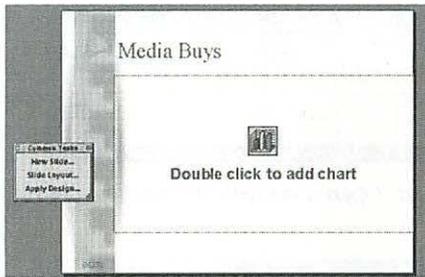


Figure 8. The PowerPoint Chart slide.

	A	B	C	D	E	F
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
1 East	20.4	27.4	30	20.4		
2 West	30.6	38.6	34.6	31.6		
3 North	45.9	46.9	45	45.9		
4						
5						
6						
7						
8						

Figure 9. The datasheet.

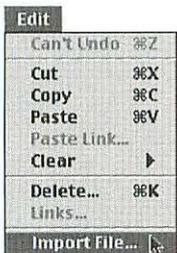


Figure 10. The Graph Edit menu.

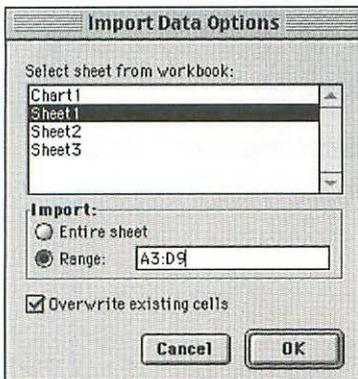


Figure 11. The Import Data Options dialog box.

## Excel to PowerPoint: Graphing Numbers

1. In PowerPoint, create a slide for a chart. (Figure 8)
2. Double-click the “Double click to add chart” placeholder.
3. Click the cell on the datasheet at the upper left corner of the range of cells into which you want to import data from Excel. (Figure 9)
4. From Graph’s Edit menu, choose Import File. (Figure 10)
5. On the Import File dialog box, select the Excel file you want to import. In the Import Data Options dialog box (Figure 11), choose which sheet or chart to import, and specify the range if you want to import only part of a worksheet. (Figure 11)

### ✓ Tips

- You can consolidate data from several worksheets in a single PowerPoint graph by importing data from different ranges.
- The procedure above imports the data but does not establish a link. See *Excel to PowerPoint: Linking Excel Data to a PowerPoint Chart*, on the next page.



### Excel to PowerPoint: Linking Excel Data to a PowerPoint Chart

1. In PowerPoint, start a Chart slide and double-click the "Double click to add chart" placeholder so the datasheet is open. (Figure 12)
2. Switch to Excel and then select the range to link. (Figure 13)
3. From the Excel Edit menu, choose Copy.
4. Switch to PowerPoint and click the datasheet cell at the upper left corner of the destination for the data.
5. From Graph's Edit menu, choose Paste Link. (Figure 14)  
The data appears in the worksheet. (Figure 15)

✓ **Tips**

- Any changes to the numbers in Excel will be reflected in the PowerPoint chart.
- To update the link, choose Links from the Edit menu and then click Update Now on the Links dialog box.
- Be sure not to include totals in the data imported. If you *do* include a total row, double-click the row header button for the total row on the datasheet so the row won't be graphed.

	Q1	Q2	Q3	Q4
East	20.4	27.4	90	20.4
West	30.6	30.6	34.6	31.6
North	45.9	46.9	45	43.9

Figure 12. Open a datasheet for a new chart.

	Magazine	TV	Radio
Jan	116,000	173,000	48,200
Feb	16,000	75,000	8,200
Mar	17,500	62,500	11,000
Apr	17,500	62,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200
Total	195,000	549,000	132,300

Figure 13. Select the range to link.

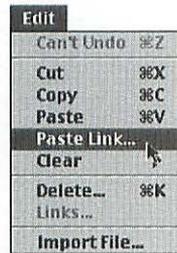
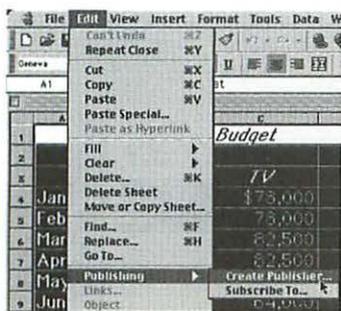


Figure 14. Graph's Edit menu.

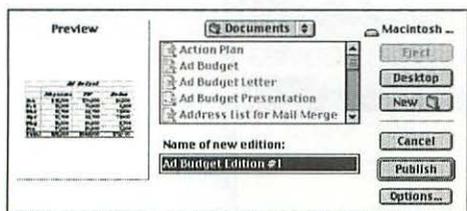
	Magazine	TV	Radio
Jan	116,000	173,000	48,200
Feb	16,000	75,000	8,200
Mar	17,500	62,500	11,000
Apr	17,500	62,500	11,000
May	14,000	64,000	6,700
Jun	15,000	64,000	7,200

Figure 15. The data appears in the datasheet.

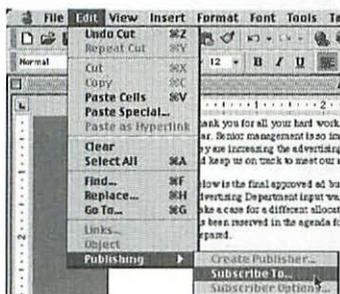




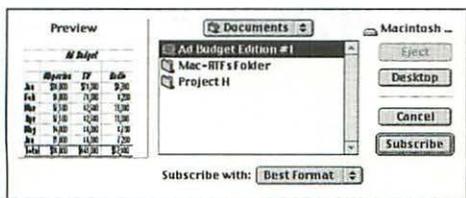
**Figure 17.** Choose *Create Publisher* from the *Publishing* submenu.



**Figure 18.** Choose a name and location for the edition file and click *Publish*.



**Figure 19.** Choose *Subscribe To* from the *Publishing* submenu.



**Figure 20.** Locate the edition and click *Subscribe*.

## Excel to Word: Publish and Subscribe

Office for Macintosh provides an alternative to Copy and Paste Link, called Publish and Subscribe. When you publish a segment of a document, it is saved as an Edition file, to which other documents can subscribe. Changes made later in the published document are reflected in the documents that have subscribed to that edition.

1. Select a range of cells in Excel.
2. From the Edit menu, choose Publishing.
3. From the submenu that pops out, choose Create Publisher. (**Figure 17**)
4. Choose a name and location for the edition file and click Publish. (**Figure 18**)
5. In the Word document, click where you want the Excel edition inserted.
6. From the Edit menu, choose Publishing.
7. From the submenu that pops out, choose Subscribe To. (**Figure 19**)
8. Locate the edition you want to subscribe to and click Subscribe. (**Figure 20**). The information is inserted in your Word document.

### ✓ Tips

- Excel cell ranges are subscribed into Word documents as Word tables.
- To edit all subscribed copies of a published edition, edit the data in the original document that published the edition. Do not attempt to edit the edition file.



## Word to Excel or PowerPoint: Copying Text

1. Arrange the Word window side by side with the Excel or PowerPoint window.
2. In Word, select the text to copy. (Figure 21)
3. Place the mouse pointer on the text.
4. Drag the text to a destination cell in Excel or to a slide in PowerPoint. (Figures 22–23)

### ✓ Tips

- In *Excel*, the text goes into a cell as though you'd typed it into the cell.
- Edit copied text using the destination applications own text tools.

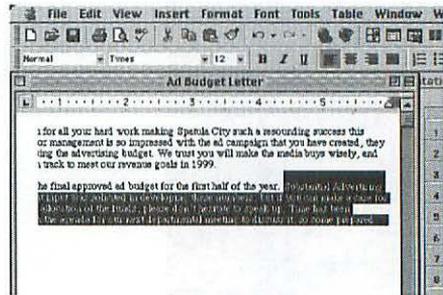


Figure 21. Select text to copy.

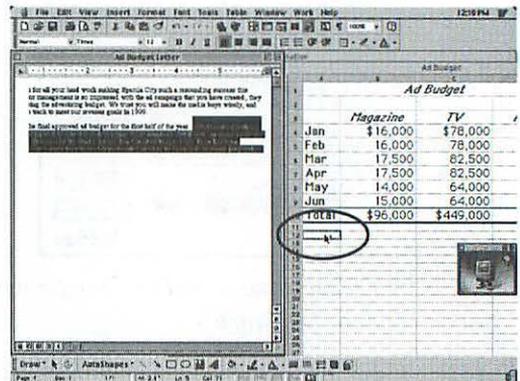


Figure 22. Drag the text to the Excel or PowerPoint window.

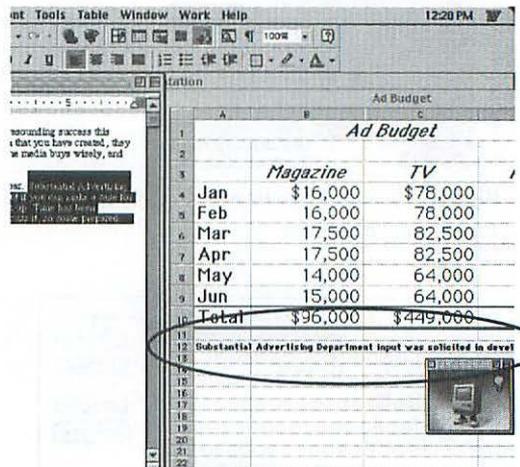


Figure 23. The text on an Excel worksheet.



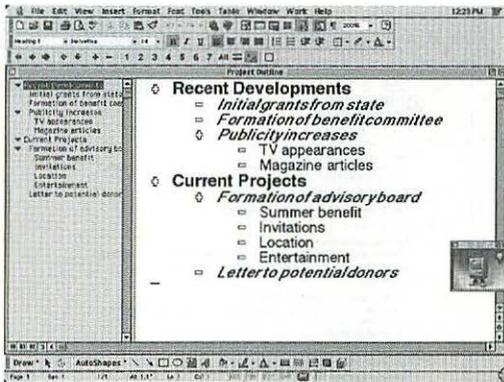


Figure 24. The presentation outline in Word.

## Word to PowerPoint: Using a Word Outline File

1. Create a presentation outline in Word and save it in a file. Each level 1 item will be the title of a new slide. (Figure 24)
2. In the Finder, drag and drop the Word outline file on top of the PowerPoint icon. The outline appears in PowerPoint. (Figures 25–26)

### ✓ Tip

- Generating the outline in Word allows you to use Word tools, such as the thesaurus.

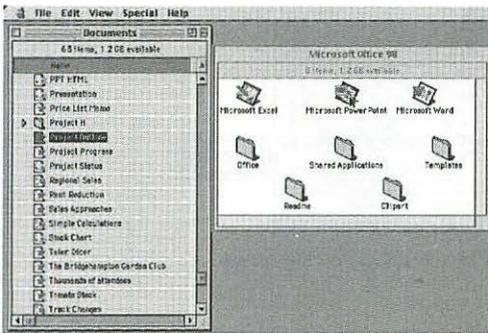


Figure 25. Drag and drop the outline file to the PowerPoint icon.

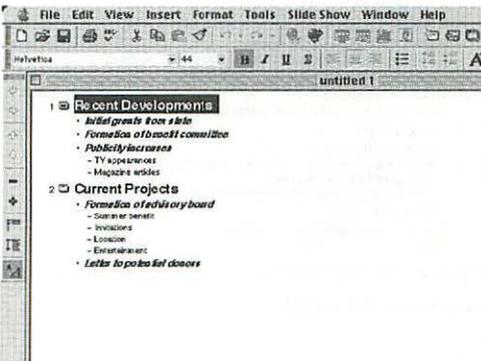


Figure 26. The outline in PowerPoint.



## PowerPoint to Word: Copying a Presentation Outline to Word

1. Switch to Outline view in PowerPoint. (Figure 27)
2. Pull down the File menu and pause on Send To. Select Microsoft Word from the submenu that appears. (Figure 28)
3. In Word, save the temporary file that is created (Figure 29) and give it a permanent file name.

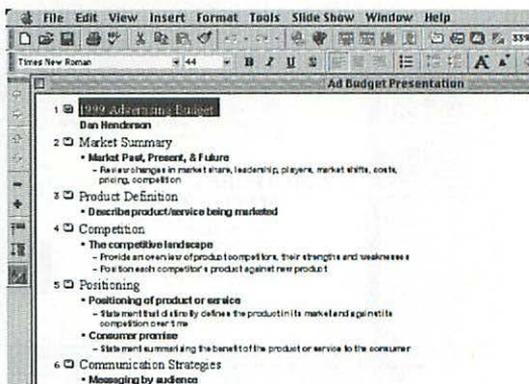


Figure 27. Outline view.

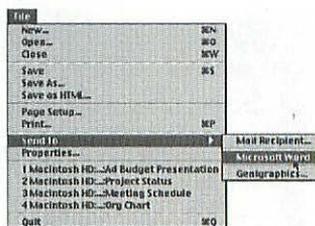


Figure 28. The File menu.

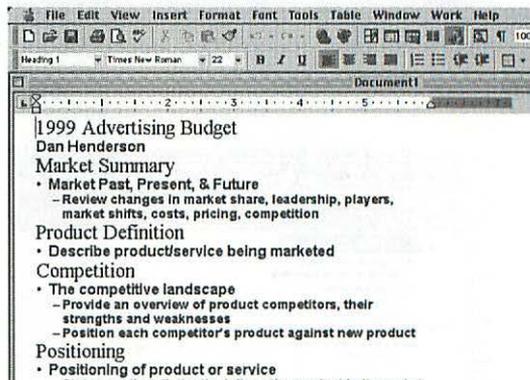


Figure 29. The outline as it appears in a temporary Word file.



# Index

## Symbols

- 3-D charts 226
- 3-D effects 108
- 3-D referencing 166
- 3-D View command 227

## A

- abbreviations 113
- active cell 131, 134
- active file 18
- Add Trendline dialog box 174
- address books 45
- Align command 249
- All Caps 69
- America Online 42
- applications. *See also* Windows
  - defined 3
  - layout 8
  - opening 18
  - opening files in 19
  - quitting 13, 40
  - starting 12
- arrows 106
- Assistant, adding an 232
- auditing sheets 183
- Auto Scaling checkbox 227
- AutoContent Wizard 196
- AutoCorrect 113
- autofilling ranges 138
- AutoFilter command 179
- AutoFormat dialog box 155
- autoformatting 92
- automatic page breaks 89
- automatic saves 121
- automatic word selection 25
- automatically entering text 114

- AutoSum 141
- AutoText 114
  - creating 114
  - inserting 115
- Average function 144, 147
- averaging numbers. *See* Average function

## B

- background color, slide 243
- bar code, Word 118
- binding space, Word 86
- Blank Presentation option 195
- boilerplate text 114
- boldfacing 67
- borders 159
  - Word tables 103
- breaks 89
- Bring Forward option 250
- Bring to Front option 250
- bullets 78
  - bullet level formatting 244
  - bullet style 244
- Bullets and Numbering command 78
- Business Reply Mail 118
- By Columns 171, 222
- By Rows 171, 222

## C

- calculations in Excel 139–148
- case 69
- cells
  - active 131
  - alignment in 135
  - borders 159
  - comments in 181
  - copying data between 152

cells (*continued*)

- deleting 151
- editing 136
- entering data into 135
- formatting numbers in 158
- formatting text in 156
- inserting 151
- moving data between 152
- non-adjacent in formulas 145
- pointer 131
- shading 160
- Center Across Columns button 157
- centering 76
  - titles, Excel 157
- character
  - spacing 68
  - styles 81, 84
- Chart Objects list 170
- Chart Wizard 168
- charts
  - 3-D 226
  - adding data labels to 221
  - adding titles to 220
  - axes 173
  - By Rows vs By Columns 222
  - changing the chart type of 217
  - changing the view of 3-D 227
  - chart area 172
  - Chart Wizard 168
  - creating 168
  - data tables 174
  - Excel 167
  - formatting 223–227
  - formatting an element of 223
  - grid lines in 219
  - gridlines 172
  - High-Low-Close 225
  - legend 173
  - legends in 219
  - linking data from Excel 268
  - modifying in Excel 170
  - objects 170
  - plot area 172
  - starting, PowerPoint 215
  - title 173
  - titles 220
  - trendlines 174
  - types 171
  - types, button 217

- types, default 168
- what are 215
- Chooser dialog box 37
- clip art 105, 112
- Clip Gallery 112
- close box 13
- collapse box 16
- Collapse Selection button 207
- collapsing windows 16
- colors 108
  - fill 108
  - line 108
  - schemes 245
- Column command, Excel 149
- Column Width dialog box 149
- columns
  - deleting 150, 151
  - equal width 91
  - heading buttons 131
  - inserting 150
  - line between 91
  - multiple 91
  - setting up 91
  - widening 149
  - widening multiple 149
- comments 181
- compound documents 64
- condensing character spacing 68
- copying
  - an object from one app to another 259
  - data between cells 152
  - Excel ranges to Word 265
  - formatting 32
- copyright symbol 92
- correcting typos 58, 113
- Create Publisher command 269
- creating an embedded object 262
- Currency formatting 158

**D**

- data
  - extracting 179
  - sheets 216
  - tables 174
- databases in Excel 175–186
  - sorting 178
  - totaling numbers in 180

- Date function 147
  - Days360 function 147
  - DDB function 147
  - Decrease Indent button 72
  - Default Paragraph Font style 81
  - Define Name dialog box 182
  - deleting 58
    - Delete Slide command 240
    - deleting slides 208, 240
  - Delivery Point Bar Code option 118
  - Desktop 6
  - dialog boxes 11
  - discussion groups. *See* newsgroups
  - Document Template command 119
  - documents
    - starting new 57
    - switching among, Word 57
  - double spacing 75
  - drag 5
  - drag and drop 20, 152
    - between applications, defined 258
    - copying an object between two apps with 259
    - editing objects after 260
    - moving an object between two apps with text 259
  - drawing, PowerPoint
    - aligning shapes 249
    - grouping shapes 248
    - in PowerPoint 247–253
    - overlapping shapes 250
    - rotating shapes 249
    - ungrouping shapes 248
  - drop-down lists 5
  - duplicating slides 240
- E**
- e-mail 41, 45. *See also* Outlook Express
    - addressing 45
    - attaching files to 45
    - composing 45
    - forwarding 45
    - reading 45
    - replying to 45
    - storing 45
  - edit line 131, 136
  - editing
    - Excel data 136
    - Word 60
  - edition file 269
  - embedding 261
    - editing embedded objects 261
    - from within another app 262
  - entering
    - text in applications 22
    - text in Word 58
  - entry ranges 137
  - envelopes
    - printing 117
    - printing options 118
    - reply 118
    - trays 118
  - Envelopes and Labels dialog box 118
  - Equal Column Width check box 91
  - Excel
    - charts in 167
    - copying text from Word 270
    - databases 175
    - Excel to PowerPoint: Graphing Numbers 267
    - Excel to PowerPoint: Linking Excel Data 268
    - Excel to Word: Copying Ranges 265
    - Excel to Word: Linking Numbers 266
    - forms, creating 177
    - moving the cursor in 134
    - reviewing 185
    - starting 132
    - tracking 184
    - what is 127
    - window, described 130
  - Expand Selection button 207
  - expanding character spacing 68
  - extracting data 179
- F**
- favorites 44
  - fields in Excel 175
  - files
    - finding 39
    - opening 39
    - opening in applications 19
    - opening on the Desktop 18
    - opening with drag and drop 20
  - fill handle 143
  - filling an Excel range automatically 138

- Filter command, Excel 179
  - filtering data 179
  - FIM codes 118
  - Find dialog box 61, 80
  - Find Whole option 61
  - Finder 4
  - finding 61, 80
    - files 39
    - Find All 61
    - Find Next 62
    - Find Whole 61
    - formatting 80
    - Match Case 61
    - Sounds Like 61
    - Use Wildcards 61
    - Word Forms 61
    - Words Only 61
  - folders 19, 39
  - font
    - changing, Word 66
    - effects 70
    - Font Style option 67
    - formatting 65, 65–70
    - size 66
    - standard size 66
    - Wingdings 116
  - footers
    - date, time, page number in 87
    - Word 87
  - Form command 177
  - form letters, Word 122
  - Format Axis dialog box 173
  - Format Cells dialog box 156, 158, 159, 160
  - Format Chart Area dialog box 172
  - Format Chart Title dialog box 173
  - Format Data Series dialog box 171
  - Format Data Table dialog box 174
  - Format Gridlines dialog box 172
  - Format Legend dialog box 173
  - Format Painter 32
  - Format Plot Area dialog box 172
  - formatting
    - finding 61, 80
    - finding and replacing 80
    - objects 31
    - page 85
    - paragraph 71–92
    - replacing 62
    - toolbar 31, 55, 131
  - forms, Excel 175, 177
  - formulas
    - copying 143
    - defined 139
    - referring to other sheets in 165
    - simple 140
  - Free Rotate command 249
  - Freeze Panes command 153
  - functions 142
    - Average 147
    - Date 147
    - Days360 147
    - DDB 147
    - example of 142
    - Function Wizard 146
    - FV 147
    - IRR 147
    - Max 148
    - Median 148
    - Min 148
    - Now 147
    - NPV 147
    - PMT 147
    - PV 147
    - Round 147
    - Sum 147
    - Today 147
    - using 146
    - Value 148
    - VAR 148
  - FV function 147
- ## G
- General number format 158
  - Goal Seek dialog box 186
  - goal seeking 186
  - grand totals 180
  - graphics
    - drawing 105
    - scanning 105
    - Word 105
  - grid lines 172, 219
  - grouping shapes 248
  - gutters 91
    - width 86

**H**

hanging indents 74  
 headers and footers, Word 87  
 headings, freezing 153  
 Height of Base percentage setting 227  
 Horizontal Gridlines button 219  
 HTML. *See* HyperText Markup Language  
 hyperlinks. *See* links  
 HyperText Markup Language 48

**I**

I-beam pointer 25  
 importing  
   Excel data to PowerPoint chart 268  
   Word outline to PowerPoint presentation 271  
 in-place editing 260, 262  
 Increase Indent button 72  
 indenting  
   first line 73  
   markers 72  
   paragraphs 72, 74  
 Insert dialog box 151  
 Insert Graph button 215  
 Insert Hyperlink 47  
 Insert Microsoft Word Table button 235  
 Insert Object 262  
 Insert Word Table dialog box 235  
 inserting  
   slides 208  
   symbols 116  
   text 22  
 insertion point  
   defined 22  
   moving the 23  
 Internet 41. *See also* Web  
   applications, installing the 42  
   links 41  
   newsgroups 41  
   service provider 42  
 Internet Explorer 41  
   address field 43  
   using 42  
 IRR function 147  
 italicizing 67

**J**

justifying paragraphs 76

**K**

Keep With Next 89  
 keyboard  
   equivalents 10  
   selecting text with 27  
   shortcuts 31, 67, 69, 134

**L**

labels, printing 117  
 landscape printing 36, 85  
 left-aligning paragraphs 76  
 legends 219  
 Line Between check box 91  
 line spacing 75  
 lines  
   dashed 106  
   drawing 106  
   editing 106  
 linking  
   Excel ranges to Word 266  
   Links dialog box 264  
   objects 263  
   updating a link 264  
 links 43  
   creating 47  
   Excel 47  
   managing 44  
   mouse click actions 47  
   PowerPoint 47  
   Word 47

**M**

Macintosh  
   applications 3  
   desktop 4  
   folders 39  
   plug and play 3  
   shutting down 4  
   starting 4  
   what is 3  
 magnifying. *See* zooming

mail merges  
  checking for errors 122  
  creating 122  
  fields 122  
  Mail Merge Helper 122  
  printing 122  
manual page breaks, Word 89  
Manual update option 264  
margins  
  page 36  
  Word 86  
Master Document view 64  
Match Case 61  
Max function 148  
Median function 148  
menu bar 55, 131  
menus  
  choosing from 10  
  keyboard equivalents 10  
Merge Cells command 157  
Microsoft  
  Network 42  
  Office 21  
  Organization Chart 229  
  Word. *See* Word  
  Word Table command 235  
Min function 148  
Mirror Margins check box 86  
mode indicators 55, 131  
modems 42  
Modify Style dialog box 83  
mouse 25  
  click actions 47  
  selecting text with 26  
  using the 5  
Move Down button 206  
Move Up button 206  
moving  
  an object between applications 259  
  data in a sheet 152  
  in a document 24  
  windows 14  
multimedia 41

**N**

naming ranges 182  
New command 57  
New Slide  
  dialog box 202, 209, 215, 229  
New Style dialog box 84  
newsgroups 41, 46  
  reading 46  
  servers 46  
Next button 63  
nonprinting characters 59  
normal style 81, 161  
Notes Pages View 200  
Now function 147  
NPV function 147  
numbering  
  formatting in Excel 158  
  pages, Word 90  
  paragraphs 79  
  paragraphs, numbering style 79  
  removing 79  
**O**  
object area on slides 244  
objects 258  
  creating embedded 262  
  editing after drag and drop 260  
  embedding 261  
  formatting 31  
  linking 263  
  selecting 30  
  updating a link 264  
Office Assistant 55, 131  
Online Layout view 48  
Open command 18, 19, 39  
opening a file 39  
operators 140  
Org Chart layout 229  
organization charts 229–246  
  adding an assistant to 232  
  adding coworkers to 231  
  adding subordinates to 231  
  entering members into 230  
  formatting boxes, text, lines of 233  
  moving a subordinate in 231  
orientation 85

- Outline view
    - about, PowerPoint 203
    - deleting slides in 208
    - entering text in, PowerPoint 204
    - inserting slides in 208
    - reorganizing slides in 206
    - replacing text in, PowerPoint 205
    - showing only slide titles 207
    - switching to, PowerPoint 203
    - Word 64
  - outlining, about 203. *See also* Outline view
  - Outlook Express 41, 45
  - overlap options 250
- P**
- page breaks 89
    - automatic 89
    - manual 89
  - page formatting
    - Word 85–92
  - Page Layout command 63
  - Page Layout view 63, 87
  - Page Number Format dialog box 90
  - Page Numbers dialog box 90
  - Page Setup command, Word 85
  - pages
    - margins, setting 36
    - numbering 90
    - numbers 90
    - shape, Word 85
    - size, Word 85
  - paginating 89
  - panes
    - freezing 153
    - unfreezing 153
  - paper size 36
  - Paragraph command 74, 75
  - Paragraph dialog box 74, 76
  - paragraphs
    - bullets 78
    - centering 76
    - double spacing 75
    - finding and replacing formatting 80
    - formatting 71
    - hanging indent 74
    - indenting 72, 74
    - justifying 76
    - left aligning 76
    - marks 59, 124
    - numbering 79
    - right aligning 76
    - selecting 26, 71
    - styles 81, 81–92. *See also* Styles: character vs paragraph
    - tabs in 77
  - Paste Function button 146
  - Paste Link 263
  - Paste Special
    - command 261
    - dialog box 263
  - Percentage formatting 158
  - pictures 112
    - dimming 112
    - flowing text around 112
  - pie charts, cutting a slice from 224
  - placeholders 210
  - plot area 172
  - PMT function 147
  - pointing devices 5
  - portrait printing 36
    - Word 85
  - PowerPoint
    - copying a presentation outline to Word 272
    - copying text from Word 270
    - drawing in 247–253
    - graphing Excel data 267
    - importing a Word outline file 271
    - linking data from Excel to a chart 268
    - starting 194
    - starting a presentation in 195
    - what is 189
    - window 192
  - precedents 183
  - presentations
    - adding slides to 202
    - adding text slides to 209
    - changing the design of 241
    - changing the fonts of 244
    - customizing 241–246
    - formatting text in 213
    - saving a custom design for 246
    - starting 195
    - viewing in Slide Sorter view 237
  - press 5
  - Previous button 63

Print Preview 89  
printing 37  
    choosing a printer 37  
    envelopes 117  
    labels 117  
    landscape 36  
    mail merges 122  
    orientation, Word 85  
    paper size 36  
    portrait 36  
    previewing 89  
    printers, choosing 37  
Publish and Subscribe 269  
PV function 147

## Q

quitting applications 40

## R

ranges  
    adding borders to 159  
    adding shading to 160  
    autofilling 138  
    autofor­mat­ting 155  
    centering titles above 157  
    copying from Excel to Word 265  
    entering data into 137  
    linking from Excel to Word 266  
    named 165  
    naming 182  
    summing 141, 142  
records in Excel 175  
redo 21  
registered trademark symbol 92  
Regroup command 248  
Rehearse New Timings option 253  
Remove All Arrows command 183  
Remove Split command 154  
repaginating 89  
replacing 80  
    formatting 80  
    Replace command 62  
    replace vs. replace all 62  
    text 28  
resize box 17

reviewing changes 185  
right aligning paragraphs 76  
Rotate/Flip command 249  
Round function 147  
row command, Excel 149  
row heading buttons 131  
Row Height dialog box 149  
rows  
    changing the height of 149  
    changing the height of multiple 149  
    deleting 150, 151  
    inserting 150  
ruler 55, 77

## S

saving 38  
    automatic, Word 121  
scrolling 5  
    scroll bars 24, 124, 131  
    scroll position indicator 24  
searching. *See* finding  
sections 88  
    breaks 88  
Select Browse Object button 63  
selecting 5  
    multiple lines of text 26  
    objects 30  
    paragraphs, Word 71  
    text 25, 26  
    text with the keyboard 27  
Send Backward option 250  
Send to Back option 250  
Series in Columns command 222  
Series in Rows command 222  
shading 160, 243  
    Word tables 103  
shadows 108  
shapes 107  
    aligning 249  
    drawing 247  
    making text conform to 110  
    overlapping 250  
    rotating 249  
sheets  
    auditing 183  
    autofor­mat­ting 155

- consolidating 166
- entering data into 135
- freezing headings 153
- modifying 155–166
- moving within 134
- multiple 163–166
- naming 164
- referring to in formulas 165
- reordering 163
- splitting 154
- switching among 163
- tabs 131
- Shift Cells
  - down 151
  - left 151
  - right 151
  - up 151
- shortcut menus 34
- Show All button, PowerPoint 207
- Show Number on First Page check box 90
- Show Titles button 207
- Shut Down command 4
- shutting down the Macintosh 4
- Slide Color Scheme dialog box 245
- Slide Layout dialog box 202
- slide masters 242
- slide shows 250–253
  - build effects in 252
  - displaying 253
  - keyboard control of 253
  - mouse control of 253
  - transition effects in 250
- Slide Sorter view 200, 237
  - changing templates in 239
  - deleting slides in 240
  - duplicating slides in 240
  - reordering slides in 238
  - switching to 237
- Slide view 200
- slides
  - adding 202
  - background color of 243
  - background of 242
  - default font of 244
  - deleting in outline view 208
  - deleting in Slide Sorter view 240
  - drawing on 247–253
  - duplicating in Slide Sorter view 240
  - entering text on in Outline view 204
  - formatting text on 213
  - gathering in Slide Sorter view 238
  - inserting in Outline view 208
  - org chart 229
  - rearranging text on 214
  - reordering in Slide Sorter view 238
  - reorganizing in Outline view 206
  - shading 243
  - starting text slides 209
  - table 235
  - text levels on 214
- Small Caps 69
- Sort command 178
- sorting 178
  - ascending 178
  - descending 178
- Sounds Like option 61
- spacing 75
- special characters, inserting 116
- splitting sheets 154
- Standard toolbar 55, 131
- starting
  - new documents, Word 57
  - the Mac 4
- status bar 55, 124, 131
- Style command 161
  - Word 82
- Style dialog box 84, 161
- styles
  - character vs paragraph 81
  - choosing, Word 81
  - copying between workbooks, Excel 162
  - creating in Excel 162
  - creating, Word 82
  - defined 65, 81
  - list 81
  - modifying 83
  - normal 81
  - paragraph 81
  - searching for, Word 80
  - selecting, Excel 161
- subordinates 231
- Subscribe To command 269
- Subtotals command 180
- Sum function 142, 147
- Summary Info dialog box 38
- summing numbers 141

Symbol dialog box 116  
symbols 116  
System Folder 4

**T**

tab scrolling buttons 131, 163  
Table layout in PowerPoint 235  
tables 93–124  
    adding lines 95  
    aligning data in 98  
    autofor­mat­ting 94  
    borders 103  
    calculations in 99  
    cell heights 96  
    converting text to 104  
    deleting data from 100  
    deleting lines 95  
    distributing rows or columns 96  
    drawing 95  
    entering data into 97  
        PowerPoint 236  
    formatting, PowerPoint 236  
    inserting columns or rows 101  
    merging cells 102  
    moving lines 96  
    orientation within 98  
    PowerPoint 229–246  
    row widths 96  
    shading 103  
    splitting cells 102  
    starting, PowerPoint 235  
    starting, Word 94  
tabs 77  
    deleting 77  
    settings 77  
    Tab alignment button 77  
    types 77  
templates  
    customizing in PowerPoint 246  
    modifying 120  
    PowerPoint 241  
    Word 119  
text  
    all caps 69  
    autofor­mat­ting in Word 92  
    automatic 114  
    boilerplate 114  
    boldfacing 67  
    bullets 78  
    case of 69  
    centering 76  
    character spacing 68  
    characters styles, Word 84  
    copying 60  
    copying from Word to Excel or  
        PowerPoint 270  
    copying with drag and drop 29  
    correcting 58  
    deleting 58, 60  
    double spacing 75  
    editing, Word 60  
    entering 22  
    entering, Word 58  
    finding 61  
    finding and replacing formatting 80  
    font 66  
    font effects 70  
    formatting in Excel 156  
    hanging indent 74  
    indenting paragraphs, Word 72, 74  
    inserting 22, 60  
    italicizing 67  
    justifying 76  
    left aligning 76  
    moving 60  
    moving with drag and drop 29  
    numbering paragraphs 79  
    placeholders 210  
    replacing 28, 60  
    replacing, Word 62  
    right aligning 76  
    rotating 110  
    selecting 28  
    selecting a line of 26  
    selecting multiple lines of 26  
    selecting paragraphs 26, 71  
    selecting with the keyboard 27  
    selecting with the mouse 25, 26  
    selecting words 26  
    setting tabs in 77  
    shaping 110  
    slides, starting 209  
    small caps 69  
    styles, Word 81–92  
    underlining 67  
    wrapping 112

text blocks  
 formatting 213  
 moving 212  
 rearranging text in 214  
 resizing 212  
 selecting 211

title area on slides 244

Title bar 55

titles  
 centering in Excel 157

Today function 147

toolbars 124  
 adding buttons to 33  
 buttons, described 12  
 choosing 12  
 moving buttons on 33  
 selecting 33  
 using 12

Trace Precedents command 183

Track Changes command 184

tracking 184

trademark symbol 92

transition effects 251

Trash icon 4

trendlines 174

typos 58  
 correcting automatically 113

## U

underlining 67

undo 21

Unfreeze Panes command 153

ungrouping shapes 248

Universal Resource Locator 43

Update Now option 264

updating a link 264

URL. *See* Universal Resource Locator

Use Slide Timings option 253

UUNet newsgroups. *See* newsgroups

## V

Value function 148

Var function 148

Vertical Gridlines button 219

View Datasheet button 216

## W

watermarks 112

Web 41  
 home pages 43  
 links, managing 44  
 pages 42, 43  
 address 43  
 links 43  
 opening 43  
 Word 48

Widow/Orphan Control 89

windows  
 collapsing 16  
 moving 14  
 zooming 15

Wingdings font 116

Word  
 presentation outline from PowerPoint 272  
 starting 56  
 what is 51  
 window, described 54

word processing. *See* Word

WordArt 110

words  
 selecting 26

Words Only option 61

worksheets. *See also* sheets  
 planning 133

World Wide Web. *See* Web

Wrap to Window command 124

wrapping 112, 124

## Z

zooming 15, 35, 63  
 page width 35  
 selection 35  
 zoom box 15  
 zoom control 35

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