

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Getting Started with Office 2013</i>	7
Chapter 1: Introducing Microsoft Office 2013	9
Chapter 2: Selecting and Editing Data	33
Chapter 3: Modifying Pictures	47
Chapter 4: Getting Help from Office 2013	57
<i>Part II: Working with Word</i>	63
Chapter 5: Typing Text in Word	65
Chapter 6: Formatting Text	85
Chapter 7: Designing Your Pages	105
<i>Part III: Playing the Numbers with Excel</i>	133
Chapter 8: The Basics of Spreadsheets: Numbers, Labels, and Formulas	135
Chapter 9: Playing with Formulas	167
Chapter 10: Charting and Analyzing Data	193
<i>Part IV: Making Presentations with PowerPoint</i>	221
Chapter 11: Creating a PowerPoint Presentation	223
Chapter 12: Adding Color and Pictures to a Presentation	241
Chapter 13: Showing Off a Presentation	263
<i>Part V: Getting Organized with Outlook</i>	283
Chapter 14: Managing E-Mail with Outlook	285
Chapter 15: Calendars, Contacts, and Tasks	299
<i>Part VI: Storing Stuff in Access</i>	313
Chapter 16: Using a Database	315
Chapter 17: Searching, Sorting, and Querying a Database	331
Chapter 18: Creating a Database Report	351
<i>Part VII: The Part of Tens</i>	365
Chapter 19: Ten Tips for Using Office 2013	367
Chapter 20: Almost Ten Ways to Make Office 2013 Easier to Use	383
<i>Index</i>	389

Table of Contents

<i>Introduction</i>	1
Who Should Buy This Book.....	1
How This Book Is Organized	2
Part I: Getting Started with Microsoft Office 2013	2
Part II: Working with Word	2
Part III: Playing the Numbers with Excel.....	2
Part IV: Making Presentations with PowerPoint.....	3
Part V: Getting Organized with Outlook.....	3
Part VI: Storing Stuff in Access.....	3
Part VII: The Part of Tens.....	4
How to Use This Book.....	4
Conventions.....	4
Icons Used in This Book	5
Getting Started	5
 <i>Part I: Getting Started with Office 2013</i>	7
 Chapter 1: Introducing Microsoft Office 2013	9
Starting an Office 2013 Program	9
Introducing the Microsoft Office Ribbon.....	11
The File tab	13
Using the Ribbon	18
Deciphering Ribbon icons	19
Identifying Ribbon icons	22
Displaying dialog boxes	23
Minimizing the Ribbon	24
Using the Quick Access Toolbar.....	25
Using the Quick Access icons	26
Adding icons	26
Removing icons	28
Moving the Quick Access toolbar.....	28
Customizing an Office 2013 Program	29
Changing the file format and default location.....	29
Customizing the Ribbon icons	30
Exiting Office 2013	31

Chapter 2: Selecting and Editing Data33
Adding Data by Pointing.....	33
Selecting Data.....	35
Selecting data with the mouse	35
Selecting data with the keyboard	36
Selecting multiple chunks of data with the mouse and keyboard.....	37
Editing Text with the Pop-up Toolbar.....	37
Deleting Data.....	38
Cutting and Pasting (Moving) Data	39
Copying and Pasting Data.....	39
Using Paste Options	40
Dragging with the Mouse to Cut, Copy, and Paste	42
Undo and Redo	43
Sharing Data with Other Office 2013 Programs	44
Using the Office Clipboard.....	44
Viewing and pasting items off the Office Clipboard	44
Deleting items from the Office Clipboard	45
Chapter 3: Modifying Pictures47
Adding (and Deleting) Pictures	48
Manipulating Pictures	48
Moving a picture	48
Resizing a picture.....	49
Rotating a picture	50
Enhancing Pictures.....	50
Choosing visual effects	51
Choosing a picture style	53
Adding a border around a picture.....	55
Chapter 4: Getting Help from Office 201357
Browsing the Help Window	57
Searching in the Help Window.....	59
Making the Help Window Easier to Read.....	60
Resizing and pinning the Help window	61
Enlarging the text in the Help window	62
Printing the text in the Help window.....	62
Part II: Working with Word63
Chapter 5: Typing Text in Word65
Moving the Cursor with the Mouse.....	65
Moving the Cursor with the Keyboard	67
Navigating through a Document.....	68
Navigating with the mouse	68
Using the Go To command	69

Finding and Replacing Text	70
Using the Find command	70
Customizing text searching	72
Searching by headings	73
Browsing through pages	74
Using the Find and Replace command	75
Checking Your Spelling	77
Checking Your Grammar	78
Viewing a Document	79
Switching between views	79
Using Read Mode view	80
Using Outline view	81
Chapter 6: Formatting Text	85
Changing the Font	86
Changing the Font Size	87
Changing the Text Style	88
Changing Colors	88
Changing the color of text	88
Highlighting text with color	89
Using Text Effects	90
Justifying Text Alignment	91
Adjusting Line Spacing	92
Making Lists	93
Indenting list items	94
Converting list items back into text	94
Customizing a list	95
Renumbering numbered lists	96
Using the Ruler	97
Adjusting left and right paragraph margins	98
Defining indentation with the Ruler	99
Using Format Painter	100
Using Styles	101
Using Templates	102
Removing Formatting from Text	103
Chapter 7: Designing Your Pages	105
Inserting New Pages	105
Adding (and Deleting) a Cover Page	106
Inserting Page Breaks	107
Inserting Headers and Footers	107
Creating a header (or footer)	108
Defining which pages display a header (or footer)	108
Deleting a header (or footer)	110
Organizing Text in Tables	110
Creating a table by highlighting rows and columns	110
Creating a table with the Insert Table dialog box	111
Creating a table with the mouse	112
Creating a table from existing text	114

Formatting and Coloring a Table.....	116
Selecting all or part of a table	116
Aligning text in a table cell	117
Picking a table style.....	117
Resizing columns and rows	118
Sorting a Table.....	119
Deleting Tables	121
Deleting an entire table.....	121
Deleting rows and columns	122
Deleting cells	122
Deleting cell borders	123
Making Text Look Artistic	124
Creating drop caps	124
Creating WordArt.....	125
Dividing Text into Columns.....	126
Editing columns	127
Removing columns	128
Previewing a Document before Printing.....	129
Defining page size and orientation	129
Using Print Preview	130

Part III: Playing the Numbers with Excel..... 133

Chapter 8: The Basics of Spreadsheets: Numbers, Labels, and Formulas	135
Understanding Spreadsheets	135
Storing Stuff in a Spreadsheet.....	137
Typing data into a single cell.....	137
Typing data in multiple cells	137
Typing in sequences with AutoFill	138
Formatting Numbers and Labels	139
Formatting numbers	140
Formatting cells	143
Navigating a Spreadsheet	146
Using the mouse to move around in a spreadsheet.....	146
Using the keyboard to move around a spreadsheet	147
Naming cells	148
Searching a Spreadsheet	150
Searching for text.....	150
Searching for formulas	151
Editing a Spreadsheet	152
Editing data in a cell	152
Changing the size of rows and columns with the mouse	153
Typing the size of rows and columns.....	153
Adding and deleting rows and columns.....	154

Adding sheets.....	155
Renaming sheets.....	156
Rearranging sheets.....	156
Deleting a sheet.....	156
Clearing Data	157
Printing Workbooks	158
Using Page Layout view	158
Adding a header (or footer)	159
Printing gridlines.....	160
Defining a print area	160
Inserting (and removing) page breaks	161
Printing row and column headings.....	162
Defining printing margins	164
Defining paper orientation and size	164
Printing in Excel	165
Chapter 9: Playing with Formulas	167
Creating a Formula	167
Organizing formulas with parentheses.....	170
Copying formulas.....	171
Using Functions	172
Using the AutoSum command.....	174
Using recently used functions.....	175
Editing a Formula.....	176
Conditional Formatting.....	176
Comparing data values.....	177
Creating conditional formatting rules.....	178
Data Validation	179
Goal Seeking	182
Creating Multiple Scenarios	184
Creating a scenario	184
Viewing a scenario	186
Editing a scenario	187
Viewing a scenario summary	188
Auditing Your Formulas.....	189
Finding where a formula gets its data	190
Finding which formula(s) a cell can change.....	190
Checking for Errors	191
Chapter 10: Charting and Analyzing Data	193
Understanding the Parts of a Chart.....	193
Creating a Chart.....	195
Editing a Chart	197
Moving a chart on a worksheet.....	197
Moving a chart to a new sheet	198
Resizing a chart.....	199

Using the Chart Tools	199
Changing the chart type.....	200
Changing the data source	201
Switching rows and columns.....	202
Changing the parts of a chart.....	202
Designing the layout of a chart	204
Deleting a chart.....	204
Using Sparklines	205
Creating a Sparkline.....	205
Customizing a Sparkline.....	206
Deleting a Sparkline	207
Organizing Lists in Pivot Tables	207
Creating a pivot table	208
Rearranging labels in a pivot table.....	210
Modifying a pivot table	211
Filtering a pivot table	213
Summing a pivot table.....	214
Slicing up a pivot table.....	215
Creating PivotCharts	217

Part IV: Making Presentations with PowerPoint 221

Chapter 11: Creating a PowerPoint Presentation 223

Defining the Purpose of Your Presentation.....	223
Creating a PowerPoint Presentation	224
Designing a presentation with Slide view	225
Designing a presentation with Outline view.....	228
Working with Text	231
Typing text in a text box	231
Formatting text.....	232
Aligning text.....	233
Adjusting line spacing	234
Making numbered and bulleted lists	235
Making columns	236
Moving and resizing a text box	237
Rotating a text box.....	238

Chapter 12: Adding Color and Pictures to a Presentation 241

Applying a Theme.....	241
Changing the Background	243
Choosing a solid color background.....	243
Choosing a gradient background.....	244
Choosing a picture background.....	246
Adding Graphics to a Slide	247
Placing picture files on a slide.....	247
Placing clip art on a slide.....	248

Creating WordArt.....	249
Capturing screenshots	249
Resizing, moving, and deleting graphic images	250
Rotating graphics.....	251
Layering objects.....	252
Adding Movies to a Slide	253
Searching for a video on the Internet.....	253
Searching for video on your computer.....	254
Trimming a video.....	255
Coloring a video.....	256
Formatting the shape of a video	257
Adding Sound to a Slide.....	259
Adding an audio file off the Internet.....	259
Adding audio from a file.....	260
Recording audio.....	261
Chapter 13: Showing Off a Presentation	263
Spell-Checking Your Presentation.....	263
Organizing Slides in Sections	265
Adding a section	265
Expanding and collapsing a section	266
Deleting a section.....	268
Adding Visual Transitions	268
Adding slide transitions	269
Text and graphic transitions	271
Using the Animation Painter.....	272
Adding Hyperlinks	273
Creating web page hyperlinks	273
Creating hyperlinks to external files	274
Running a program through a hyperlink	274
Viewing a Presentation	276
Creating a custom slide show	277
Hiding a slide	279
Organizing with Slide Sorter view.....	279
Creating Handouts.....	281
Part V: Getting Organized with Outlook.....	283
Chapter 14: Managing E-Mail with Outlook	285
Configuring E-Mail Settings.....	285
Creating E-Mail	287
Creating a new e-mail message	287
Replying to an e-mail message	288
Using a stored e-mail address to create a new e-mail message ...	289
Attaching Files to Messages	291



Reading and Organizing E-Mail	292
Grouping messages into categories	292
Changing the appearance of the Reading Pane.....	293
Retrieving a file attachment from a message	295
Deleting E-Mail Messages	297
Chapter 15: Calendars, Contacts, and Tasks	299
Setting Appointments	299
Making an appointment	299
Viewing appointments.....	302
Deleting an appointment.....	303
Storing Names and Addresses	304
Adding a name.....	304
Viewing names	305
Searching names	306
Managing Tasks	307
Storing a task.....	307
Searching tasks	310
Viewing tasks.....	311
Part VI: Storing Stuff in Access	313
Chapter 16: Using a Database	315
Understanding the Basics of a Database	316
Designing a Database	317
Editing and Modifying a Database.....	320
Naming a field.....	320
Adding and deleting a field	321
Defining the type and size of a field.....	321
Typing Data into a Database	323
Using Datasheet view	324
Using Form view.....	324
Creating a form.....	325
Viewing and editing data in a form.....	326
Editing a form	326
Closing and Saving a Database	329
Closing a database.....	329
Exiting Access	330
Chapter 17: Searching, Sorting, and Querying a Database	331
Searching a Database	332
Searching for a specific record	332
Filtering a database	333
Sorting a Database.....	340

Querying a Database	341
Creating a simple query	341
Creating a crosstab query	343
Creating a query that finds duplicate field data	347
Creating an unmatched query.....	348
Viewing, renaming, closing, and deleting queries	349
Chapter 18: Creating a Database Report	351
Using the Report Wizard.....	351
Manipulating the Data in a Report	355
Switching a report to Layout view.....	355
Counting records or values	356
Sorting a field.....	357
Filtering a field.....	357
Editing a Report	358
Resizing fields.....	358
Deleting fields	360
Making Reports Look Pretty.....	360
Applying themes	360
Creating conditional formatting.....	361
Deleting a Report	363
Part VII: The Part of Tens.....	365
Chapter 19: Ten Tips for Using Office 2013	367
Saving Office 2013 Files	367
Password-Protecting Your Files	369
Guarding Against Macro Viruses.....	370
Customize the Ribbon.....	372
Save to SkyDrive	374
When in Doubt, Right-Click the Mouse	375
Freezing Row and Column Headings in Excel	375
Displaying Slides Out of Order in PowerPoint.....	376
Reduce Spam in Outlook	376
Setting up Outlook's junk e-mail filter	376
Creating a Safe Senders list	378
Creating a Blocked Senders list	379
Using Office Web and Windows RT	380
Chapter 20: Almost Ten Ways to Make Office 2013 Easier to Use..	383
Build Your Own Apps for Office	383
Collaborating with the Review Tab	384
Using Word's References Tab	384

Using Excel's Data Tab.....	385
Saving and Sending Files.....	385
Encrypting a File	386
Checking File Compatibility	387
Ignoring the Silly Office Ribbon	387
<i>Index</i>	389