

Teach Yourself
VISUALLY

Microsoft[®]

Office 2013

The Fast and Easy Way to Learn



Elaine Marmel



Office 2013



Elaine Marmel



WILEY

John Wiley & Sons, Inc.

Teach Yourself VISUALLY™ Office 2013

Published by
John Wiley & Sons, Inc.
10475 Crosspoint Boulevard
Indianapolis, IN 46256

www.wiley.com

Published simultaneously in Canada

Copyright © 2013 by John Wiley & Sons, Inc., Indianapolis, Indiana

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, 978-750-8400, fax 978-646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, 201-748-6011, fax 201-748-6008, or online at www.wiley.com/go/permissions.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2012956423

ISBN: 978-1-118-51768-0

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Trademark Acknowledgments

Wiley, the Wiley logo, Visual, the Visual logo, Teach Yourself VISUALLY, Read Less - Learn More and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates. Microsoft is a registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, E-MAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

Contact Us

For general information on our other products and services please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993 or fax 317-572-4002.

For technical support please visit www.wiley.com/techsupport.



WILEY | Sales | Contact Wiley at (877) 762-2974 or fax (317) 572-4002.

Credits

Executive Editor

Jody Lefevere

Sr. Project Editor

Sarah Hellert

Technical Editor

Vince Averello

Copy Editor

Marylouise Wiack

Editorial Director

Robyn Siesky

Business Manager

Amy Knies

Sr. Marketing Manager

Sandy Smith

Vice President and Executive Group Publisher

Richard Swadley

Vice President and Executive Publisher

Barry Pruett

Project Coordinator

Sheree Montgomery

Graphics and Production Specialists

Noah Hart

Joyce Haughey

Jennifer Henry

Andrea Hornberger

Jennifer Mayberry

Quality Control Technician

Lauren Mandelbaum

Proofreader

Broccoli Information Mgt.

Indexer

Potomac Indexing, LLC

About the Author

Elaine Marmel is President of Marmel Enterprises, LLC, an organization that specializes in technical writing and software training. Elaine has an MBA from Cornell University and worked on projects to build financial management systems for New York City and Washington, D.C. This prior experience provided the foundation for Marmel Enterprises, LLC to help small businesses manage the project of implementing a computerized accounting system.

Elaine spends most of her time writing; she has authored and co-authored more than 65 books about Microsoft Excel, Microsoft Word, Microsoft Project, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for the Mac, Microsoft Windows, 1-2-3 for Windows, and Lotus Notes. From 1994 to 2006, she also was the contributing editor to monthly publications *Inside Peachtree*, *Inside Timeslips*, and *Inside QuickBooks*.

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C., and Tampa, FL) where she basks in the sun with her PC, her cross stitch projects, and her dog, Jack.

Author's Acknowledgments

Because a book is not just the work of the author, I'd like to acknowledge and thank all the folks who made this book possible. Thanks to Jody Lefevere for the opportunity to write this book. Thank you, Vince Averello, for doing a great job to make sure that I "told no lies." Thank you, Marylouise Wiack, for making sure I was understandable. And, thank you, Sarah Hellert; your top-notch management of all the players and manuscript elements involved in this book made my life easy and writing the book a pleasure.

Dedication

To Buddy (1995-2012), my constant companion for 17 ½ years. You brought me nothing but joy and I will sorely miss you.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names or options that you must click or text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

OFFICE FEATURES CHAPTER 2
Working with Files

Arrange Windows


You can simultaneously view multiple files. For example, you might view two versions of a Word document side by side to compare their contents or view two Excel workbooks to compare data. If the files you want to compare are particularly long, you can enable the Synchronous Scrolling option to scroll both files at the same time.

In addition to viewing multiple files simultaneously, you can split the window of one long file into scrollable panes to view different portions of it. For example, you might split a document to compare how portions of it are formatted.

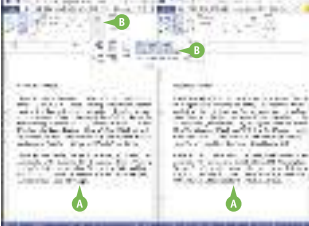
Arrange Windows

View Multiple Files

- 1 Open two or more files.
- 2 Click the **View** tab.
- 3 Click the **View Side by Side** button.




- 4 Both files appear on-screen side by side.
- 5 To scroll both files at the same time, click the **Window** button and then click the **Synchronous Scrolling** button.



Split a Window

- 1 To split the window displaying a single file into scrollable panes, click the **View** tab.
- 2 Click the **Split** button.
- 3 Horizontal and vertical bars appear.
- 4 Drag the bar up, down, right, or left to resize the panes, and click to set the bar in place when the panes are the desired size.
- 5 To return the page to a full document, click the **Split** button again.



TIPS

What does the Switch Windows button do?
If you have two or more files open, click the **Switch Windows** button to view a list of all open files in the current Office program. You can then choose a file in the list to view it.

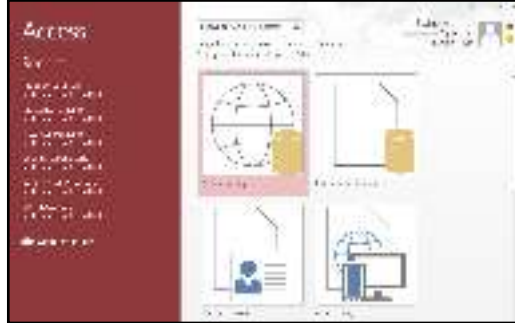
Can I display two Excel files one on top of the other?
Yes. Click the **View** tab and then click the **Arrange All** button. The **Arrange Windows** dialog box opens, and you can select how you want to display multiple files: horizontally, vertically, tiled (where each window appears in a square pane), or cascaded (where windows appear one behind another).

Table of Contents

Part I Office Features

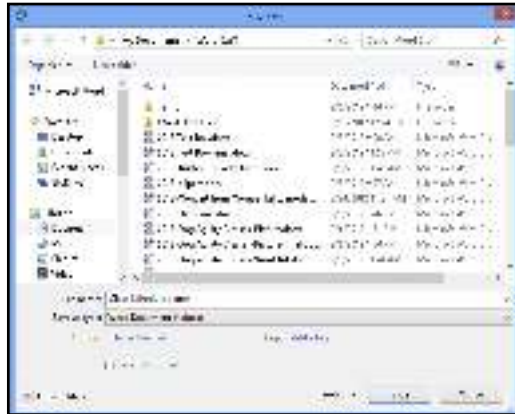
Chapter 1 Office Basics

Start and Exit Office Applications	4
Navigate the Program Windows	6
Work with Backstage View	7
Work with the Ribbon	8
Customize the Quick Access Toolbar	10
Using an Office Program on a Tablet PC	12



Chapter 2 Working with Files

Create a New File	14
Save a File	16
Open a File	18
Print a File.....	20
Check Your File for Hidden or Personal Data.....	22
E-Mail a File.....	24
Select Data	26
Cut, Copy, and Paste Data.....	28
Arrange Windows	30



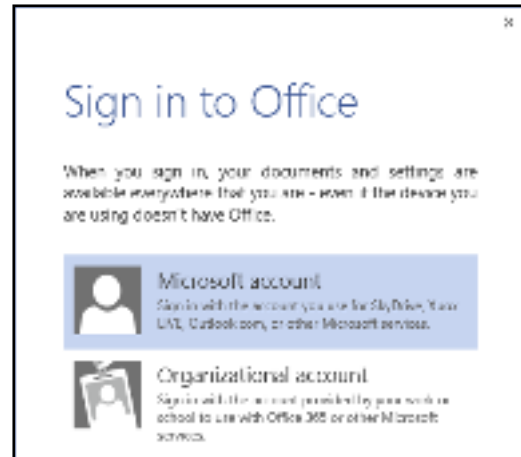
Chapter 3 Office Graphics Tools

Insert a Picture	32
Insert an Online Picture	34
Resize and Move Graphic Objects	36
Understanding Graphic Object Modification Techniques....	38



Chapter 4 Working with Office Files Online

Office and the Cloud.....	40
Sign In to Office Online	42
Share a Document from Office.....	44
Download Apps from the Office Store	46
Sign In to SkyDrive	50
Using a Web App in SkyDrive	52
Using an Office Program from SkyDrive	54
Upload a Document to SkyDrive.....	56
Share a Document Using SkyDrive.....	58



Part II Word

Chapter 5 Adding Text

Change Word's Views.....	62
Type and Edit Text.....	64
Insert Quick Parts	66
Insert Symbols	68
Create a Blog Post.....	70



Table of Contents

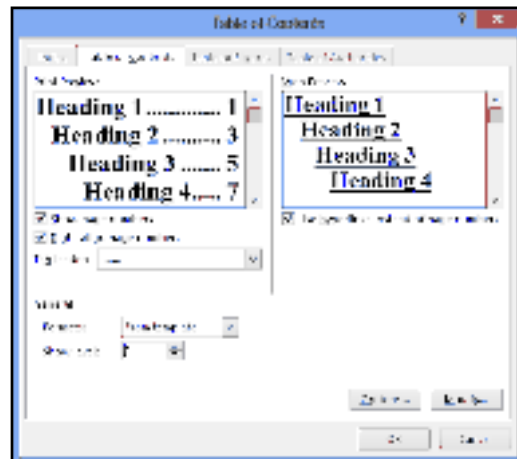
Chapter 6 Formatting Text

Change the Font, Size, and Color	72
Align Text.....	76
Set Line Spacing.....	77
Indent Text.....	78
Set Tabs	80
Set Margins.....	82
Create Lists.....	84
Copy Formatting	86
Clear Formatting	87
Format with Styles	88
Apply a Template	90



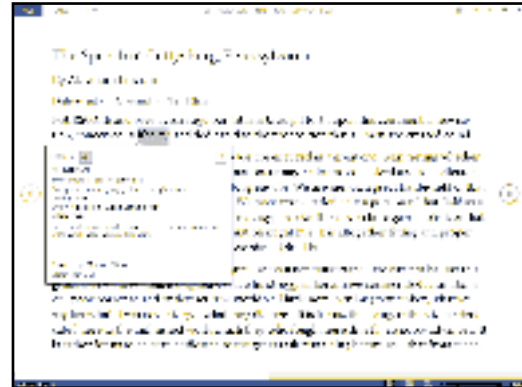
Chapter 7 Adding Extra Touches

Insert an Online Video	92
Assign a Theme	94
Add Borders	96
Create Columns.....	98
Insert a Table.....	100
Apply Table Styles.....	102
Insert an Excel Spreadsheet.....	103
Add Headers and Footers.....	104
Insert Footnotes and Endnotes.....	106
Insert Page Numbers and Page Breaks	108
Mark Index Entries	110
Generate an Index.....	112
Generate a Table of Contents	114
Create a Bibliography	116



Chapter 8 Reviewing Documents

Work in Read Mode View	118
Find and Replace Text.....	122
Scan Document Content	124
Check Spelling and Grammar	126
Work with AutoCorrect	128
Using Word's Thesaurus and Dictionary	130
Translate Text.....	132
Track and Review Document Changes.....	134
Lock and Unlock Tracking	136
Combine Reviewers' Comments	138
Work with Comments	140



Part III Excel

Chapter 9 Building Spreadsheets

Enter Cell Data	144
Select Cells	146
Faster Data Entry with AutoFill.....	148
Turn On Text Wrapping.....	150
Center Data across Columns	151
Adjust Cell Alignment	152
Change the Font and Size.....	154
Change Number Formats.....	156
Increase or Decrease Decimals.....	157
Add Cell Borders and Shading.....	158
Format Data with Styles	160
Apply Conditional Formatting.....	162
Add Columns and Rows	164
Resize Columns and Rows	166

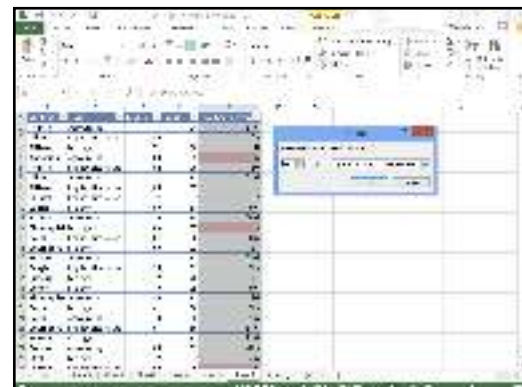
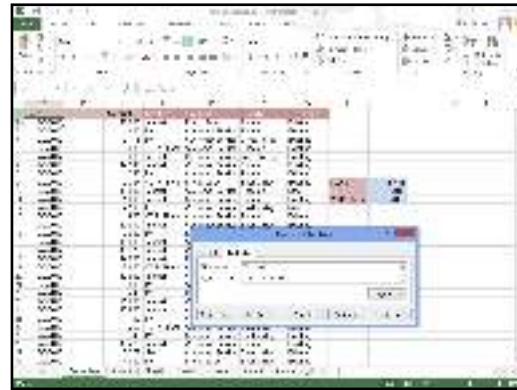


Table of Contents

Freeze Column and Row Titles On-Screen	167
Name a Range	168
Clear or Delete Cells	170
Split and Format a Column of Data.....	172

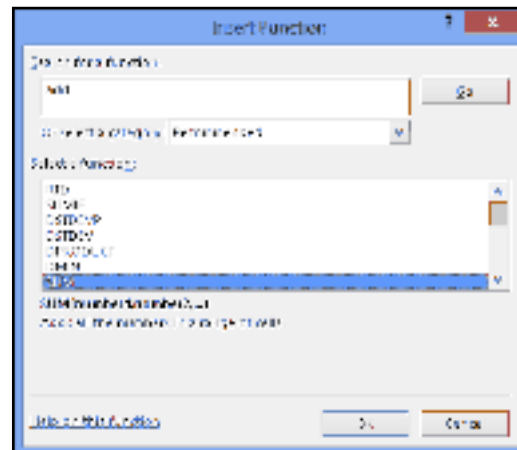
Chapter 10 Worksheet Basics

Add a Worksheet.....	174
Name a Worksheet.....	175
Change Page Setup Options	176
Move and Copy Worksheets	178
Delete a Worksheet	179
Find and Replace Data	180
Create a Table.....	182
Filter or Sort Table Information	184
Analyze Data Quickly	186
Understanding Data Analysis Choices	187
Track and Review Worksheet Changes	188
Insert a Comment	192



Chapter 11 Working with Formulas and Functions

Understanding Formulas.....	194
Create a Formula.....	196
Apply Absolute and Relative Cell References.....	198
Understanding Functions.....	200
Apply a Function.....	202
Total Cells with AutoSum.....	204
Audit a Worksheet for Errors	206
Add a Watch Window	208



Chapter 12 Working with Charts

Create a Chart	210
Move and Resize Charts.....	212
Change the Chart Type	214
Change the Chart Style	215
Change the Chart Layout.....	216
Add Chart Elements	217
Format Chart Objects	218
Change the Chart Data	219
Using Sparklines to View Data Trends	220



Part IV PowerPoint

Chapter 13 Creating a Presentation

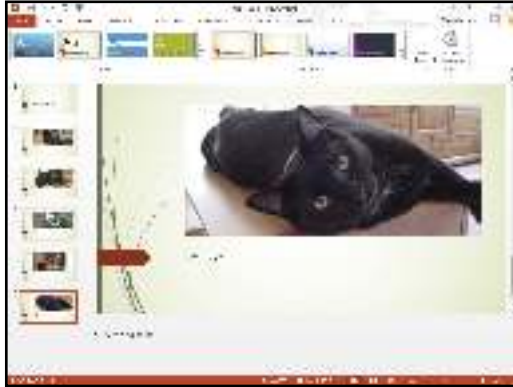
Build a Blank Presentation	224
Create a Presentation Using a Template	226
Create a Photo Album Presentation	228
Change PowerPoint Views	230
Insert Slides.....	232
Change the Slide Layout.....	234
Change the Slide Size	236



Table of Contents

Chapter 14 Populating Presentation Slides

Add and Edit Slide Text	238
Change the Font, Size, and Color	240
Apply a Theme.....	244
Set Line Spacing	245
Align Text.....	246
Add a Text Box to a Slide	247
Add a Table to a Slide.....	248
Add a Chart to a Slide.....	250
Add a Video Clip to a Slide	252
Move a Slide Object.....	254
Resize a Slide Object	255



Chapter 15 Assembling and Presenting a Slide Show

Reorganize Slides.....	256
Reuse a Slide.....	258
Organize Slides into Sections	260
Define Slide Transitions.....	262
Add Animation Effects	264
Create a Custom Animation.....	266
Record Narration.....	268
Insert a Background Song	269
Create Speaker Notes	270
Rehearse a Slide Show	272
Run a Slide Show	274
Review a Presentation	278
Package Your Presentation on a CD	280
Present Online.....	282



Chapter 16 Database Basics

Understanding Database Basics286
Create a Database Based on a Template288
Create a Blank Database.....290
Create a New Table292
Change Table Views294
Add a Field to a Table296
Delete a Field from a Table297
Hide a Field in a Table298
Move a Field in a Table299
Create a Form300
Change Form Views.....302
Move a Field in a Form.....303
Delete a Field in a Form304
Apply a Database Theme305
Format Form Fields.....306
Add a Background Image.....307



Chapter 17 Adding, Finding, and Querying Data

Add a Record to a Table308
Add a Record to a Form.....310
Navigate Records in a Form312
Search for a Record in a Form313
Delete a Record from a Table314
Delete a Record from a Form.....315
Sort Records.....316
Filter Records318

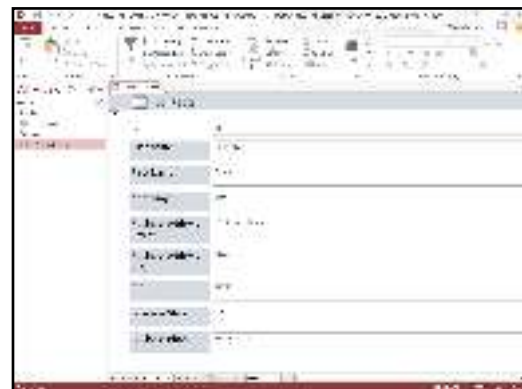


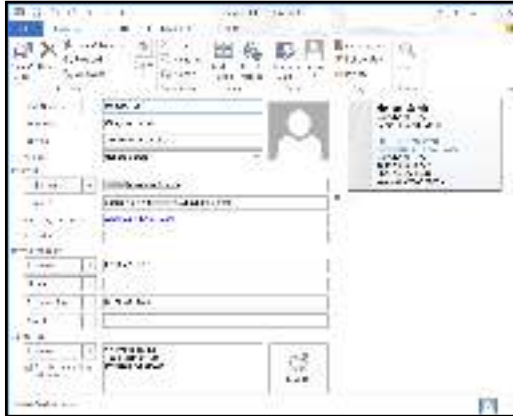
Table of Contents

Apply Conditional Formatting.....	320
Perform a Simple Query.....	322
Create a Report.....	326

Part VI Outlook

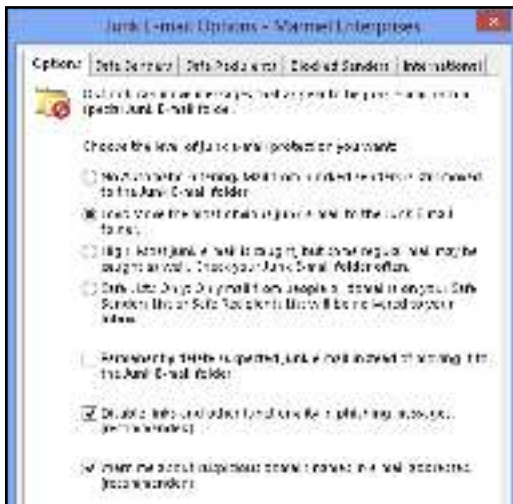
Chapter 18 Organizing with Outlook

Navigate in Outlook	332
Schedule an Appointment.....	334
Create a New Contact.....	336
Create a New Task	338
Add a Note.....	340
Customize the Navigation Bar	342
Peek at Appointments and Tasks.....	344
Search for Outlook Items.....	346
Work with the To-Do Bar	348
Link Contacts	349



Chapter 19 E-Mailing with Outlook

Compose and Send a Message	350
Send a File Attachment.....	352
Read an Incoming Message.....	353
Reply To or Forward a Message	354
Add a Sender to Your Outlook Contacts.....	356
Delete a Message	357
Work with Conversations	358
Screen Junk E-Mail.....	360
Create a Message Rule	362



Part VII Publisher

Chapter 20 Publisher Basics

Create a Publication 366
Zoom In and Out..... 368
Add Text..... 370
Add a New Text Box..... 371
Swap Pictures..... 372
Save a Publication for Photo Center Printing 374



Chapter 21 Fine-Tuning a Publication

Change the Font, Size, and Color 376
Apply a Text Effect..... 380
Change Text Alignment 381
Add a Border 382
Control Text Wrap..... 383
Link Text Boxes..... 384
Move and Resize Publication Objects..... 386
Edit the Background 388
Add a Building Block Object 390
Create a Building Block Object 392

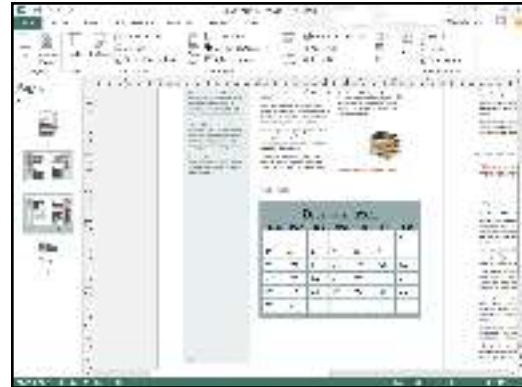
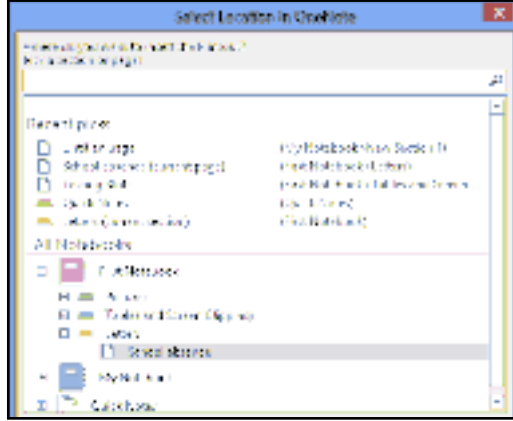


Table of Contents

Part VIII OneNote

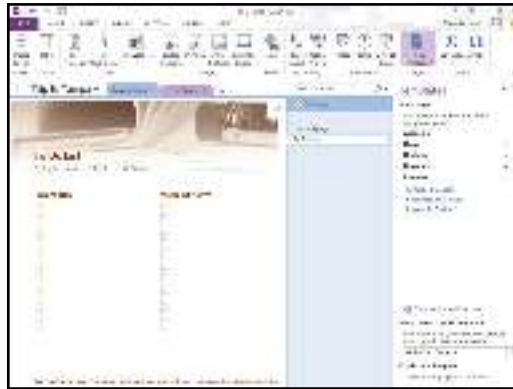
Chapter 22 Taking Notes with OneNote

Navigate OneNote	396
Type and Draw Notes	398
Insert and Format a Table.....	400
Attach Files to Notes	402
Send Information to OneNote	403
Insert a Screen Clipping	404
Create a Quick Note.....	405
Record an Audio Note	406



Chapter 23 Organizing and Sharing Notes

Create a New Notebook	408
Create a New Section	409
Create a New Page.....	410
Rename a Section or Page	411
Group Sections	412
Search Notes	414
Search for Recent Edits	416
Set Synchronization Options	417
Share Notes with People Who Do Not Have OneNote ...	418



Index.....	420
-------------------	------------



Office Features

The Office 2013 applications share a common look and feel. You can find many of the same features in each program, such as the Ribbon, Quick Access Toolbar, program window controls, and File tab. Many of the tasks you perform, such as creating and working with files, share the same processes and features throughout the Office suite. In this part, you learn how to navigate the common Office features and basic tasks.




Chapter 1: Office Basics4
Chapter 2: Working with Files	14
Chapter 3: Office Graphics Tools	32
Chapter 4: Working with Office Files Online	40

Start and Exit Office Applications

Office 2013 runs on a 1-gigahertz (GHz) or faster x86- or x64-bit processor with 1 or 2 gigabytes of RAM, based on your processor speed. Your system must be running Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012. For additional requirements, visit <http://technet.microsoft.com/en-us/library/ee624351%28v=office.15%29.aspx>.

This section uses Access to demonstrate how to open a program from the Windows 8 Start screen. Once an Office program opens, its Start screen appears, helping you to find a document on which you recently worked or to start a new document. For other ways to open or start a new document, see Chapter 2.

Start and Exit Office Applications

- 1 On the Windows Start screen, click  to zoom.

Note: You can start typing the name of the program and then skip to Step 3.



Windows zooms out so that you can see tiles for all installed programs.

- 2 Click any program tile on the right side of the Start screen.



Windows zooms in and enlarges all tiles to their regular size.

- 3 Click the tile of the program you want to open.

Note: This example uses Access 2013.



Windows switches to the Desktop and opens the program, displaying the program's Start screen, which helps you open new or existing documents; see Chapter 2 for other ways to open documents.

- A You can use this panel to open an existing document.
- B You can use this area to start a new document.
- C This area indicates whether you have signed in to Office Online.
- D To exit from the program, click the **Close** button (×) after closing all documents.



TIP

Can I create a shortcut to open an Office application?

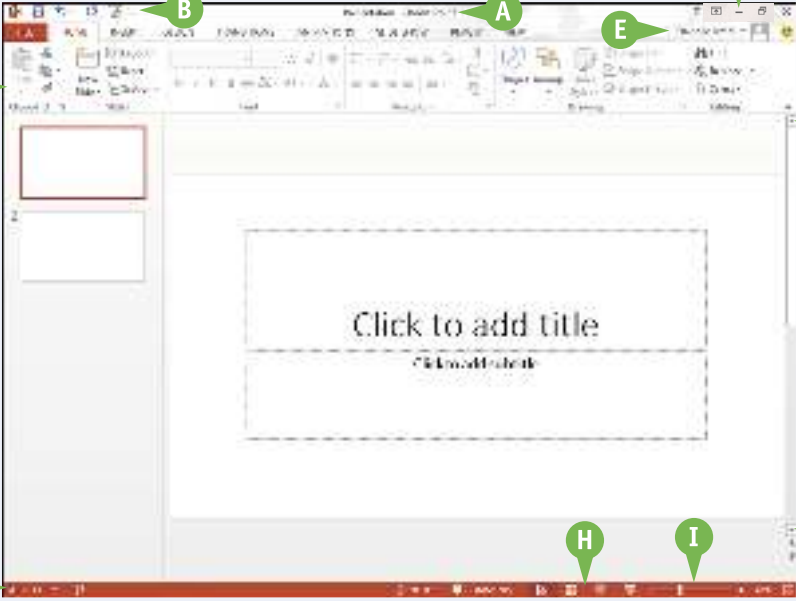
Yes. You can create a shortcut icon that appears on the Windows Desktop; however, pinning the program to the Windows taskbar is easier and just as effective because you can then click the taskbar button to start the program. On the Windows Start screen, right-click the tile of the program that you want to pin to the Windows taskbar. The program's App bar appears; click **Pin to taskbar**. Windows 8 pins the program to the Windows taskbar. To open the program, display the Desktop and click the program's tile on the taskbar.



Navigate the Program Windows

All Office programs share a common appearance and many of the same features, and when you learn your way around one Office program, you can easily use the same skills to navigate the others. These common features include scroll bars, a Ribbon, and a Quick Access Toolbar (QAT). The Ribbon contains commands that Microsoft Office determines that users use most often, and the QAT contains frequently used commands; you can customize both of these elements.

Take a moment to familiarize yourself with each program's various on-screen elements so that you can learn to work quickly and efficiently while you create documents.



A Title Bar
Displays the name of the open file and the Office program.

B Quick Access Toolbar
Displays quick access buttons to the Save, Undo, and Redo commands.

C Ribbon
Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

D Program Window Controls
These buttons enable you to view the program in a full screen, with only scroll bars but no other controls. They also allow you to minimize the program window, to maximize or restore the window including program controls, or to close the window.

E Office Online Indicator
If you see your name, you are signed in to Office Online. You can click ▼ to display a menu

F Scroll Bars
The vertical and, if available, horizontal scroll bars let you scroll through the item shown in the work area, such as a document or worksheet.

G Status Bar
Displays information about the current Office document.

H View Shortcuts
These shortcuts switch to a different view of your document.

I Zoom Controls
This feature changes the magnification of a document.

- [download online *The Brummstein*](#)
- [click Upbuilding Black Durham: Gender, Class, and Black Community Development in the Jim Crow South](#)
- [download On Writing Romance: How to Craft a Novel That Sells pdf, azw \(kindle\), epub, doc, mobi](#)
- [download Walt Disney and the Quest for Community](#)
- [download online The Electric Michelangelo](#)

- <http://thewun.org/?library/Collision-Course--The-Hardy-Boys-Casefiles--Book-33-.pdf>
- <http://tuscalaural.com/library/Upbuilding-Black-Durham--Gender--Class--and-Black-Community-Development-in-the-Jim-Crow-South.pdf>
- <http://diy-chirol.com/lib/La-poes--a-del-pensamiento--Del-helenismo-a-Celan.pdf>
- <http://studystategically.com/freebooks/The-ABCs-of-Classic-Hollywood.pdf>
- <http://www.mmastyles.com/books/Hegel-s-Phenomenology-of-Spirit--A-Critical-Rethinking-in-Seventeen-Lectures.pdf>