

Making Learning Easier!

Microsoft®

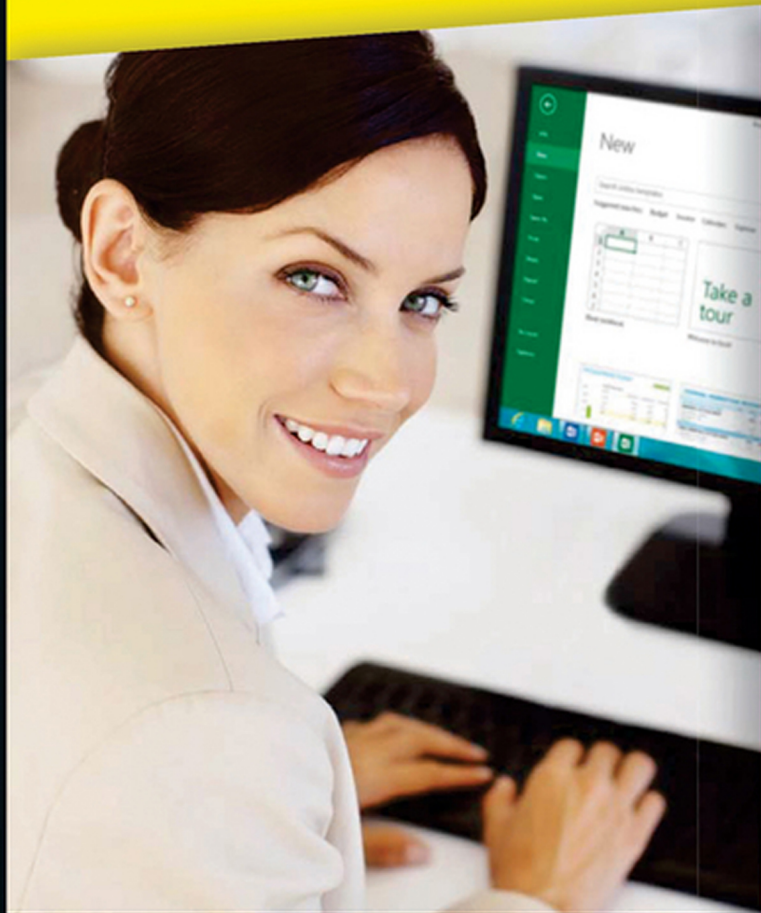
Office 2013

FOR

DUMMIES®

A Wiley Brand

eLEARNING KIT



Includes:

- Full color book plus online training course
- FREE 1 year access to online self-paced training via access code
- 13 interactive lessons cover the essentials of Office 2013

Faithe Wempen

Office 2013
FOR
DUMMIES[®]
A Wiley Brand
eLEARNING KIT

by Faithe Wempen

FOR
DUMMIES[®]
A Wiley Brand

Office 2013 For Dummies® eLearning Kit

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

Copyright © 2014 by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

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 the prior written permission of the Publisher. 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 <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. 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 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 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: 2013952431

ISBN 978-1-118-49032-7 (pbk); ISBN 978-1-118-49033-4 (ebk); ISBN 978-1-118-49050-1 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Contents at a Glance

<i>Introduction</i>	1
Chapter 1: Getting to Know Office.....	7
Chapter 2: Creating a Word Document	57
Chapter 3: Paragraph and Page Formatting in Word.....	97
Chapter 4: Working with Tables and Graphics in Word	143
Chapter 5: Creating Basic Worksheets in Excel.....	175
Chapter 6: Creating Formulas and Functions in Excel	203
Chapter 7: Formatting and Printing Excel Worksheets	235
Chapter 8: Managing E-Mail with Outlook	267
Chapter 9: Using Outlook Contacts and Tasks.....	311
Chapter 10: Getting Started with PowerPoint	337
Chapter 11: Formatting a Presentation.....	369
Chapter 12: Adding Movement and Sound to a Presentation	409
Chapter 13: Presenting a Slide Show	431
<i>Index</i>	447

Table of Contents

<i>Introduction</i>	1
About This Kit	1
Foolish Assumptions	3
Icons Used in This Kit	3
Accessing the Office 2013 eCourse.....	4
Beyond the Book	5
Where to Go from Here.....	5
Chapter 1: Getting to Know Office	7
Starting an Office Application	9
Starting an Office application in Windows 8	10
Starting an Office application in Windows 7	12
Exploring the Office Interface	13
Exploring the Ribbon and tabs.....	13
Understanding the File menu	19
Creating Your First Document	22
Starting a new document	22
Typing text.....	23
Inserting a picture.....	26
Moving Around	29
Moving using the mouse	29
Moving using the keyboard	32
Changing the Onscreen View	33
Zooming in and out.....	33
Changing views	35
Saving and Opening Documents	40
Saving your work for the first time.....	40
Navigating in the Save As dialog box	44
Opening a document	50
Recovering lost work.....	51
Summing Up	53
Try-it-yourself lab	54
Know this tech talk.....	54
Chapter 2: Creating a Word Document	57
Creating a New Document Using a Template.....	59
Adjusting Page Settings	62
Setting page margins	63
Setting paper size and orientation.....	65

Editing Text	67
Filling text placeholders.....	67
Typing and editing text	69
Selecting Text.....	71
Formatting Text	73
Choosing text font, size, and color	73
Applying text attributes and effects	76
Working with themes	80
Applying style sets.....	83
Checking Spelling and Grammar.....	85
Sharing Your Document with Others	88
E-mailing your document to others.....	88
Sharing your document in other formats	90
Printing Your Work	92
Summing Up	93
Try-it-yourself lab	94
Know this tech talk.....	94

Chapter 3: Paragraph and Page Formatting in Word..... 97

Formatting Paragraphs	99
Applying horizontal alignment.....	100
Indenting a paragraph.....	102
Changing vertical spacing.....	105
Adding Borders and Shading	109
Placing a border around a paragraph	110
Shading a paragraph's background.....	112
Creating Bulleted and Numbered Lists.....	114
Creating a basic numbered or bulleted list	115
Changing the bullet character.....	115
Changing the numbering style	118
Working with Styles.....	121
Applying a style.....	122
Modifying a style.....	125
Creating a new style	128
Copying Formats with Format Painter.....	130
Using Headers and Footers	132
Numbering the pages	133
Using a header or footer preset	135
Creating a custom header or footer	137
Summing Up	139
Try-it-yourself lab	140
Know this tech talk.....	141

Chapter 4: Working with Tables and Graphics in Word	143
Creating a Table.....	145
Converting text to a table	147
Selecting rows and columns.....	149
Resizing rows and columns.....	150
Formatting table borders.....	153
Inserting Pictures from the Web.....	156
Understanding vector and raster graphics	157
Finding and inserting pictures from the web	158
Inserting Photos from Files	161
Managing Picture Size and Placement	162
Changing the text wrap setting for a picture.....	162
Moving a picture	165
Resizing a picture.....	169
Summing Up	171
Try-it-yourself lab	171
Know this tech talk.....	172
Chapter 5: Creating Basic Worksheets in Excel	175
Understanding the Excel Interface	177
Touring the Excel interface	178
Moving the cell cursor	182
Selecting ranges	183
Typing and Editing Cell Content.....	186
Typing text or numbers into a cell	186
Editing cell content.....	188
Copying and moving data between cells	190
Using AutoFill to fill cell content.....	192
Using Flash Fill to extract content.....	193
Changing the Worksheet Structure	195
Inserting and deleting rows and columns.....	195
Inserting and deleting cells and ranges	196
Working with Worksheets	197
Summing Up	199
Try-it-yourself lab	200
Know this tech talk.....	201
Chapter 6: Creating Formulas and Functions in Excel.	203
Finding Out About Formulas	205
Writing formulas that calculate	205
Writing formulas that reference cells.....	207
Referencing a cell on another sheet	209
Moving and Copying Formulas	210
Copying formulas with relative referencing.....	210
Copying formulas with absolute referencing	213

Introducing Functions.....	215
Using the SUM function.....	215
Inserting a function.....	218
Touring some basic functions.....	221
Working with Named Ranges.....	222
Naming a range.....	223
Using a named range in a formula.....	225
Using Quick Analysis.....	226
Summing Up.....	231
Try-it-yourself lab.....	232
Know this tech talk.....	233
Chapter 7: Formatting and Printing Excel Worksheets.....	235
Adjusting Rows and Columns.....	237
Changing a row's height.....	238
Changing a column's width.....	240
Formatting an Entire Worksheet.....	242
Applying a worksheet background.....	242
Creating a header or footer.....	245
Using Theme Formatting.....	247
Applying a workbook theme.....	248
Customizing a theme.....	250
Formatting a range as a table.....	252
Creating a custom table style.....	254
Printing Worksheets.....	257
Previewing and print the active worksheet.....	257
Setting and using a print range.....	258
Adjusting the page size, orientation, and margins while printing.....	260
Summing Up.....	264
Try-it-yourself lab.....	264
Know this tech talk.....	265
Chapter 8: Managing E-Mail with Outlook.....	267
Touring the Microsoft Outlook Interface.....	269
Setting Up Outlook for E-Mail.....	275
Changing account settings during setup.....	277
Setting up additional mail accounts.....	279
Troubleshooting mail setup problems.....	280
Composing a New Message.....	284
The Three Rs of Mail: Receiving, Reading, and Replying.....	286
Sending and receiving e-mail manually.....	286
Setting the send/receive interval.....	287
Reading an e-mail message.....	288
Replying to a message.....	290