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Faithe Wempen

Author of Office 2016 For Seniors For Dummies

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by Faithe Wempen

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CONTENTS AT A GLANCE

Introduction 1

Chapter 1: Getting to Know Office 5
Chapter 2: Creating a Word Document 27
Chapter 3: Paragraph Formatting 57
Chapter 4: Formatting Sections, Pages, and Documents 81
Chapter 5: Working with Tables and Graphics in Word 101
Chapter 6: References and Mail Merges in Word 125
Chapter 7: Creating Basic Excel Worksheets 155
Chapter 8: Creating Excel Formulas and Functions 177
Chapter 9: Formatting and Printing Excel Worksheets 205
Chapter 10: Storing and Managing Databases in Excel 237
Chapter 11: Creating Charts in Excel 257
Chapter 12: Managing Email with Outlook 279
Chapter 13: Using Outlook Contacts and Tasks 319
Chapter 14: Getting Started with PowerPoint 339
Chapter 15: Formatting a Presentation 359
Chapter 16: Adding Movement and Sound to a Presentation 391
Chapter 17: Presenting a Slide Show 415

Index 431

TABLE OF CONTENTS

Introduction 1
- About This Book 1
- Foolish Assumptions 2
- Icons Used in This Book 2
- Beyond the Book 2
- Where to Go from Here 3

CHAPTER 1: Getting to Know Office 5
- Start and exit an Office application 6
- Work with the Ribbon 9
- Use the File menu 11
- Create a new document 13
- Enter text 15
- Move around in an application 17
- Change the view 19
- Save your work 20
- Close a file 23
- Open a saved file 23
- Change locations when saving or opening files 25

CHAPTER 2: Creating a Word Document 27
- Start a new document as Word starts 28
- Select text 29
- Choose between manual and style-based text formatting 30
- Remove manually applied formatting 31
- Change the text font 32
- Change the text size 33
- Select colors from a palette 34
- Change text color 36
- Apply text effects 37
- Copy formatting with Format Painter 40
- Change the style set 41
- Apply a different theme 42
- Check spelling and grammar 43

Email a document to others 46
Save a document in other formats 48
Create a PDF or XPS version of your document 50
Print your work 51

CHAPTER 3: Paragraph Formatting **57**

Change a paragraph's horizontal alignment 58
Indent a paragraph 59
Adjust a paragraph's vertical spacing 63
Place a border around a paragraph 66
Shade a paragraph's background 69
Create a bulleted or numbered list 70
Apply styles 73
Modify styles 74
Create new styles 77

CHAPTER 4: Formatting Sections, Pages, and Documents **81**

Set margins 81
Set page size and orientation 83
Use page headers and footers 86
Create page breaks 91
Create section breaks 92
Set up a multicolumn document 94
Create a page border 95
Apply a page background color 97
Add line numbers 98

CHAPTER 5: Working with Tables and Graphics in Word **101**

Create tables 101
Select cells, rows, and columns 107
Resize table rows and columns 110
Add and remove rows and columns 111
Apply borders to table cells 112
Apply shading to table cells 115
Insert a picture from a file 116
Find pictures online 116
Manage picture placement and size 118
Caption and auto-number pictures 122

CHAPTER 6: References and Mail Merges in Word 125
- Create a table of contents 125
- Insert footnotes or endnotes 130
- Cite sources and create a bibliography 131
- Create an index 134
- Mail merge: An overview 138
- Start a mail merge main document 139
- Select an existing data list for a mail merge 142
- Create a data list for a mail merge 144
- Insert merge fields in the main document 145
- Perform a mail merge 150

CHAPTER 7: Creating Basic Excel Worksheets 155
- Understanding the Excel interface 156
- Move between cells 157
- Select cells and ranges 158
- Enter and edit text in cells 160
- Use AutoFill to fill cell content 162
- Copy and move data between cells 164
- Insert and delete rows, columns, and cells 167
- Use Flash Fill to extract content 171
- Create and manage multiple worksheets 172

CHAPTER 8: Creating Excel Formulas and Functions 177
- Write basic formulas 178
- Copy and move formulas 182
- Insert functions 184
- Show the current date or time with a function 190
- Calculate loan terms 192
- Perform math calculations 194
- Evaluate a condition with an IF function 194
- Refer to named ranges 196
- Use Quick Analysis features 200

CHAPTER 9: Formatting and Printing Excel Worksheets 205
- Apply and customize themes 205
- Apply a worksheet background 212
- Apply cell borders and shading 214
- Format cells using cell styles 217
- Resize rows and columns 219

223
Make text wrap in a cell 224
Use conditional formatting 229
Set up headers and footers 232
Print a worksheet 237

CHAPTER 10: Storing and Managing Databases in Excel **237**
Create an Excel database 237
Sort a table 242
Filter a table 245
Add a Total row to a table 247
Create queries 249
Remove duplicates from a dataset 251
Restrict data entry with validation rules 252

CHAPTER 11: Creating Charts in Excel **257**
Choose the correct chart type 257
Create a chart 259
Move and resize a chart 260
Switch rows and columns 262
Modify the data range for a chart 262
Change the axis scale of a chart 263
Apply a chart style 265
Change a chart's colors 266
Add or remove chart elements 268
Format a chart element 271

CHAPTER 12: Managing Email with Outlook **279**
Understand the Outlook interface 279
Set up a mail account 283
Compose and send email 293
Receive and read email 297
Create folders for managing email 303
Moving messages between folders 304
Create a message handling rule 306
Configure the junk mail filter 309
Use an automatic signature 314

CHAPTER 13: Using Outlook Contacts and Tasks **319**
Add and edit contacts 319
View and search the People list 324
Send a message to a contact 325

Forward contact data via email 327
Create and manage tasks 328

CHAPTER 14: Getting Started with PowerPoint 339
Start a new presentation 339
Move around in a presentation 340
Choose the right view 342
Add and remove slides 345
Change the slide layout 350
Use content placeholders 351
Manually place text on a slide 355
Manually place a picture on a slide 355
Move and resize slide objects 356
Delete slide objects 357

CHAPTER 15: Formatting a Presentation 359
Understanding templates versus themes 359
Change the theme 360
Change the presentation colors and fonts 362
Modify the theme in Slide Master view 364
Enable footer placeholders 373
Format text boxes and placeholders 374
Create SmartArt graphics 380
Modify the structure of a SmartArt graphic 385
Format a SmartArt graphic 388

CHAPTER 16: Adding Movement and Sound to a Presentation 391
Add slide transition effects 392
Set slides to advance manually or automatically 393
Animate objects 394
Insert a sound clip 405
Insert a video clip on a slide 409

CHAPTER 17: Presenting a Slide Show 415
Display a slide show onscreen 416
Annotate slides with the pen tools 421
Use Presenter view 422
Print handouts 424
Export handouts to Word 428

Index 431

INTRODUCTION

Microsoft Office 2016 is by far the most popular suite of productivity applications in the world, and with good reason. Its applications are powerful enough for business and professional use, and yet easy enough that a beginner can catch on to the basics with just a few simple lessons.

If you're new to Office 2016, this book can help you separate the essential features you need from the obscure and more sophisticated ones that you don't. For the four major Office applications I cover in this book — Word, Excel, Outlook, and PowerPoint — I walk you through the most important and common features, showing you how to put them to work to make it easier to do your job.

I designed this book for time-pressed Office users who simply want to figure out the task at hand without spending a lot of time looking for answers. This full-color book presents the most common Office tasks in illustrated, step-by-step instructions and organizes them so that they're easy to find, read, and apply. It covers classic Office tasks such as typing and formatting text, calculating with spreadsheets, organizing email and to-do lists, and creating PowerPoint presentations.

About This Book

This book is organized into chapters, each split into a series of common tasks. It begins by familiarizing you with Office 2016 and showing you how to perform basic tasks such as starting and exiting each application, entering text, moving around, and saving your work. Then it covers each of the four main applications:

Word (Chapters 2–6): A word processing application, suitable for creating reports, newsletters, manuscripts, memos, and mail merges.

Excel (Chapters 7–11): A spreadsheet application, great for storing data lists, calculating columns of numbers, and creating graphical charts that summarize numeric data.

Outlook (Chapters 12–13): An email and personal information management application you can use to send and receive mail, manage an address book, and track your daily to-do list.

PowerPoint (Chapters 14–17): A presentation graphics application for building and delivering attractive presentations that include graphics, animations, and even sound and video.

You can read the chapters in any order, at any time. Although each task is explained step by step, if you have trouble with a particular task, I recommend