

# Office XP

a comprehensive approach Core



TRƯỜNG ĐẠI HỌC CÔNG NGHIỆP HÀ NỘI  
TRUNG TÂM THÔNG TIN THƯ VIỆN



610  
KMA

Mã sách: 070700610

1993 2010



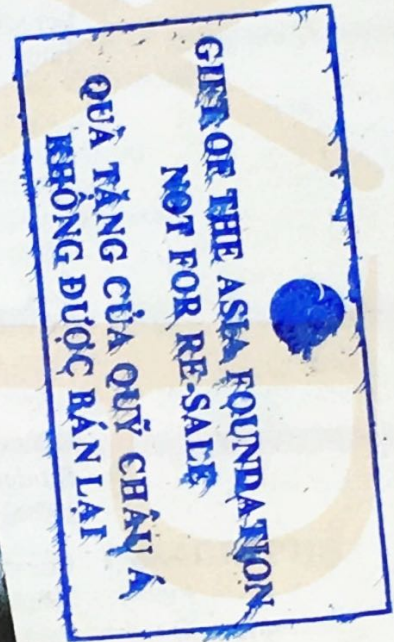
**Kathleen Stewart**  
**Margaret Marple**



A Comprehensive Approach

# Office

Core



Deborah Hinkle  
Margaret Marple  
Kathleen Stewart

**Mc  
Graw  
Hill**

**Glencoe  
McGraw-Hill**

New York, New York   Columbus, Ohio   Chicago, Illinois   Peoria, Illinois   Woodland Hills, California



This program has been prepared with the assistance of Gleason Group, Inc., Norwalk, CT.

*Editorial Director:* Pamela Ross

*Developmental Editors:* Pamela Ross, Thomas Cain, Michele Ruschhaupt, Betsy Stern Hill, Jennifer Zbozny

*Assistant Editor:* Christopher Robinson

*Copy Editors:* Malinda McCain, Sharon Wilkey

*Composition:* PDS Associates; The Format Group LLC; Creative Ink, Inc.

*Design:* Leggitt Associates, Creative Ink, Inc.

Screens were captured using FullShot V6 For Windows from Inbit Incorporated, Mountain View, CA.

**Glencoe/McGraw-Hill**



*A Division of The McGraw-Hill Companies*

**Office XP: A Comprehensive Approach, Core**

*Student Edition*

ISBN 0-07-825299-7

Copyright © 2002 by The McGraw-Hill Companies, Inc. All rights reserved. Printed in the United States of America. Except as permitted under the United States Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a data base or retrieval system, without the prior written permission of the publisher.

5 6 7 8 9 10 058/058 06 05

Microsoft, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access, Office XP, Windows, and the Microsoft Office User Specialist logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

PostScript is a registered trademark of Adobe Systems, Inc.

Glencoe/McGraw-Hill is independent from Microsoft Corporation, and not affiliated with Microsoft in any manner. This publication may be used in assisting students to prepare for a Microsoft Office User Specialist Exam. Neither Microsoft, its designated review company, nor Glencoe/McGraw-Hill warrants that use of this publication will ensure passing the relevant exam.

Between the time that Web site information is gathered and published, it is not unusual for some sites to have closed. URLs will be updated in reprints when possible.

Visit the Comprehensive Approach Series Web site [www.cas.glencoe.com](http://www.cas.glencoe.com)



# C Contents

Preface	xiii
Installation Requirements	xv

## WORD

Case Study	3
------------	---

### UNIT 1

#### BASIC SKILLS 7

<b>LESSON 1</b>	
<b>CREATING A DOCUMENT</b>	<b>8</b>
Starting Word	8
Identifying Parts of the Word Screen	11
Keying Text	15
Basic Text Editing	18
Naming and Saving a Document	20
Printing a Document	22
Closing a Document and Exiting Word	23
USING HELP	24
LESSON SUMMARY	25
COMMAND SUMMARY	27
CONCEPTS REVIEW	28
LESSON APPLICATIONS	30
ON YOUR OWN	33

<b>LESSON 2</b>	
<b>SELECTING AND EDITING TEXT</b>	<b>34</b>
Opening an Existing Document	34
Nonprinting Characters	39
Moving Within a Document	41
Undo and Redo Commands	44
Repeat Command	45
Selecting Text	46
Saving a Revised Document	50
Working with Document Properties	51
USING HELP	53
LESSON SUMMARY	53
COMMAND SUMMARY	55

CONCEPTS REVIEW	56
LESSON APPLICATIONS	58
ON YOUR OWN	61

<b>LESSON 3</b>	
<b>FORMATTING CHARACTERS</b>	<b>62</b>
Basic Character Formatting	62
Working with Fonts	65
Using the Font Dialog Box	67
Repeating and Copying Formatting	72
Changing Case	75
Highlighting Text	75
Using Task Panes to Apply and Remove Character Formatting	76
LESSON SUMMARY	80
COMMAND SUMMARY	82
CONCEPTS REVIEW	83
LESSON APPLICATIONS	85
ON YOUR OWN	88

### UNIT 2

#### PARAGRAPH FORMATTING AND EDITING TOOLS 89

<b>LESSON 4</b>	
<b>FORMATTING PARAGRAPHS</b>	<b>90</b>
Paragraphs Alignment	91
Line and Paragraph Spacing	92
Paragraph Indents	95
Borders and Shading	99
Repeating and Copying Formats	103
Bulleted and Numbered Lists	105
Symbols and Special Characters	110
USING HELP	113
LESSON SUMMARY	114
COMMAND SUMMARY	115
CONCEPTS REVIEW	117
LESSON APPLICATIONS	119
ON YOUR OWN	123

<b>LESSON 5</b>	
<b>TABS AND TABBED COLUMNS</b>	<b>124</b>
Setting Tabs	124
Clearing Tabs	131
Adjusting Tab Settings	133
Setting Leader Tabs	134



USING HELP	136
LESSON SUMMARY	137
CONCEPTS REVIEW	139
LESSON APPLICATIONS	141
ON YOUR OWN	144

## **LESSON 6**

### **WRITING AND EDITING TOOLS 145**

Using AutoComplete, AutoCorrect, AutoText, and Smart Tags	146
Checking Spelling and Grammar	153
Using the Thesaurus	155
Finding and Replacing Text	156
Moving Text	162
Copying Text	167
USING HELP	171
LESSON SUMMARY	171
COMMAND SUMMARY	173
CONCEPTS REVIEW	174
LESSON APPLICATIONS	176
ON YOUR OWN	179

## **UNIT 3**

### **PAGE FORMATTING 181**

<b>LESSON 7</b>	
<b>MARGINS, TEMPLATES, AND PRINTING OPTIONS 182</b>	
Changing Margins	183
Using Print Preview	189
Changing Paper Size and Page Orientation	193
Choosing Print Options	195
Printing Envelopes and Labels	196
Inserting the Date and Time	201
Sending a Document as E-Mail	202
Creating Documents Using Templates and Wizards	204
USING HELP	208
LESSON SUMMARY	209
COMMAND SUMMARY	210
CONCEPTS REVIEW	211
LESSON APPLICATIONS	213
ON YOUR OWN	217

## **LESSON 8**

### **PAGE AND SECTION BREAKS, HEADERS, AND FOOTERS 218**

Using Soft and Hard Page Breaks	219
Controlling Line and Page Breaks	221
Controlling Section Breaks	224
Using the Go To Feature	228
Adding Page Numbers	230
Adding Headers and Footers	234
Creating Continuation Page Headers	238
LESSON SUMMARY	241
COMMAND SUMMARY	242
CONCEPTS REVIEW	243
LESSON APPLICATIONS	245
ON YOUR OWN	248

## **UNIT 4**

### **TABLES AND COLUMNS 249**

<b>LESSON 9</b>	
<b>TABLES 250</b>	
Creating a Table	250
Keying and Editing Text in Tables	256
Selecting Cells, Rows, and Columns	257
Editing Table Structures	260
Formatting Tables and Cell Contents	267
LESSON SUMMARY	273
COMMAND SUMMARY	274
CONCEPTS REVIEW	275
LESSON APPLICATIONS	277
ON YOUR OWN	281

<b>LESSON 10</b>	
<b>COLUMNS 282</b>	
Creating Multiple-Column Layouts	282
Keying and Editing Text in Columns	285
Formatting Columns and Column Text	287
Controlling Column Breaks	289
USING HELP	291
LESSON SUMMARY	292
COMMAND SUMMARY	292
CONCEPTS REVIEW	293
LESSON APPLICATIONS	295
ON YOUR OWN	298



**LESSON 11**  
**GRAPHICS AND CHARTS** **300**

Inserting Clip Art	300
Moving and Formatting Clip Art	304
Creating WordArt	311
Creating Diagrams	314
Creating Charts	317
Editing Chart Data	322
Changing Chart Types and Adding Options	324
LESSON SUMMARY	327
COMMAND SUMMARY	329
CONCEPTS REVIEW	330
LESSON APPLICATIONS	332
ON YOUR OWN	336

**LESSON 12**  
**SHARING YOUR WORK** **337**

Creating Comments	337
Comparing and Merging Documents	343
Converting Documents into Web Pages	346
USING HELP	348
LESSON SUMMARY	348
COMMAND SUMMARY	349
CONCEPTS REVIEW	350
LESSON APPLICATIONS	352
ON YOUR OWN	353

# EXCEL

Case Study	357
------------	-----

**UNIT 1**  
**INTRODUCTION TO EXCEL** **361**

**LESSON 1**  
**GETTING STARTED WITH EXCEL** **362**

Starting Excel	362
Navigating in a Workbook	366
Opening an Existing Workbook	372
Editing a Worksheet	374
Managing Files	380
Printing Excel Files	381
USING HELP	384
LESSON SUMMARY	385
COMMAND SUMMARY	386
CONCEPTS REVIEW	387
LESSON APPLICATIONS	389
ON YOUR OWN	391

**LESSON 2**  
**CREATING A WORKBOOK** **393**

Entering Labels	393
Changing the Font	396
Selecting Cell Ranges	398
Modifying Column Width and Row Height	402
Entering Values and Dates	405
Saving a Workbook	409
Entering Basic Formulas	411
USING HELP	417
LESSON SUMMARY	418
COMMAND SUMMARY	419
CONCEPTS REVIEW	420
LESSON APPLICATIONS	422
ON YOUR OWN	425

**LESSON 3**  
**USING EDITING AND FORMATTING TOOLS** **427**

Using AutoCorrect	427
Looking at Trace Error Options	429
Using Spelling	431



Using Find and Replace	433
Using Series and AutoFill	439
Applying AutoFormats	442
Changing the Page Setup	445
USING HELP	449
LESSON SUMMARY	449
COMMAND SUMMARY	450
CONCEPTS REVIEW	452
LESSON APPLICATIONS	454
ON YOUR OWN	457

## **LESSON 4**

### **WORKING WITH CELLS, COLUMNS, ROWS, AND SHEETS 458**

Inserting and Deleting Worksheets	458
Inserting and Deleting Cells	460
Adding Labels with AutoComplete and Pick From List	462
Copying, Moving, and Pasting Cell Contents	464
Working with Columns and Rows	470
Working with Cell Alignment	474
Using Merge and Center	477
Applying Borders and Shading	479
USING HELP	485
LESSON SUMMARY	486
COMMAND SUMMARY	487
CONCEPTS REVIEW	489
LESSON APPLICATIONS	491
ON YOUR OWN	493

## **UNIT 2**

### **WORKING WITH FORMULAS AND FUNCTIONS 495**

## **LESSON 5**

### **USING SIMPLE FORMULAS AND FUNCTIONS 496**

Using a Template to Create a Workbook	497
Building Addition and Subtraction Formulas	498
Building Multiplication and Division Formulas	501
Using Order of Precedence in a Formula	504
Using Math and Statistical Functions	507
Using Relative, Absolute, and Mixed References	516

Refining Format and Print Options	519
USING HELP	523
LESSON SUMMARY	524
COMMAND SUMMARY	525
CONCEPTS REVIEW	526
LESSON APPLICATIONS	528
ON YOUR OWN	532

## **LESSON 6**

### **USING LOGICAL AND FINANCIAL FUNCTIONS 533**

Using the IF Function	533
Using AND, OR, and NOT Functions	537
Working with Styles	541
Working with Page Breaks	542
Using the PMT and FV Functions	547
LESSON SUMMARY	551
COMMAND SUMMARY	552
CONCEPTS REVIEW	553
LESSON APPLICATIONS	555
ON YOUR OWN	559

## **LESSON 7**

### **USING ADVANCED FUNCTIONS AND HYPERLINKS 560**

Using the INT Function	560
Using the ROUND Function	563
Using Date and Time Arithmetic	566
Creating Nested Functions	570
Using Text Functions	572
Creating a Hyperlink	573
LESSON SUMMARY	576
COMMAND SUMMARY	576
CONCEPTS REVIEW	577
LESSON APPLICATIONS	579
ON YOUR OWN	582

## **UNIT 3**

### **IMPROVING USES OF WORKSHEET INFORMATION 583**

<b>LESSON 8</b>	
<b>BUILDING CHARTS 584</b>	
Previewing and Printing a Chart	584
Editing Chart Objects	586
Creating Charts	592



Editing Chart Data	599
Using Images and Patterns for a Data Series	603
Creating a Combination Chart	608
LESSON SUMMARY	611
COMMAND SUMMARY	612
CONCEPTS REVIEW	613
LESSON APPLICATIONS	615
ON YOUR OWN	619

## LESSON 9

### ADDING DESIGN ELEMENTS

Adding Callouts to a Worksheet	621
Formatting Drawing Objects	626
Inserting WordArt	633
Inserting a Picture as an Object	635
Using a Background Picture	639
Adding an Image to a Header or Footer	639
Inserting Comments	640
Saving a Web Page	642
LESSON SUMMARY	644
COMMAND SUMMARY	645
CONCEPTS REVIEW	647
LESSON APPLICATIONS	649
ON YOUR OWN	652

## LESSON 10

### WORKING WITH MULTIPLE WORKSHEETS AND LISTS

Copying and Grouping Worksheets	653
Creating a 3-D Reference	660
Using Functions and Formulas in a 3-D Reference	663
Copying Data to Another Workbook	667
Sorting and Filtering a List	670
Using COUNTA in a 3-D Reference	676
Using Print Areas and Print Selections	677
Creating Custom Views	679
LESSON SUMMARY	680
COMMAND SUMMARY	681
CONCEPTS REVIEW	682
LESSON APPLICATIONS	684
ON YOUR OWN	688

## CROSS-CURRICULUM PROJECTS

# POWERPOINT

Case Study	691
------------	-----

## UNIT 1

BASIC SKILLS	695
--------------	-----

## LESSON 1

### WHAT IS POWERPOINT?

Starting PowerPoint	696
Navigating in PowerPoint	700
Keying Text on a Slide	706
Using, Tabs, Views, and Task Panes	708
Running a Slide Show	712
Naming and Saving a Presentation	715
Printing Slides and Handouts	717
Closing Presentations and Exiting PowerPoint	721
USING HELP	721
LESSON SUMMARY	723
COMMAND SUMMARY	724
CONCEPTS REVIEW	726
LESSON APPLICATIONS	728
ON YOUR OWN	730

## LESSON 2

### BASIC PRESENTATION TOOLS

Using the Auto Content Wizard	733
Selecting, Rearranging, and Deleting Slides	739
Using the Spelling Checker and Style Checker	743
Using Find and Replace	747
Adding Animation Schemes and Slide Transitions	749
Adding Headers and Footers	752
Choosing Print Options	754
USING HELP	757
LESSON SUMMARY	757
COMMAND SUMMARY	758
CONCEPTS REVIEW	760
LESSON APPLICATIONS	762
ON YOUR OWN	767