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Step by Step

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Microsoft®

Office Home and Student 2010

Build *exactly* the skills you need.
Learn at the pace *you* want.

Joyce Cox, Joan Lambert, and Curtis Frye



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Microsoft® Office Home and Student 2010

Step by Step

Joyce Cox
Joan Lambert
Curtis Frye

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Introducing Microsoft Office Home and Student 2010

Microsoft Office 2010 is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer, and four new online program versions. To meet the varying needs of individuals and organizations, Microsoft offers five different Office 2010 software suites, each consisting of a different subset of programs. The following table identifies the programs available in each of the software suites.

	Office Home and Student 2010	Office Home and Business 2010	Office Standard 2010	Office Professional 2010	Office Professional Plus 2010
Access				Yes	Yes
Communicator					Yes
Excel	Yes	Yes	Yes	Yes	Yes
InfoPath					Yes
OneNote	Yes	Yes	Yes	Yes	Yes
Outlook		Yes	Yes	Yes	Outlook with Business Contact Manager
PowerPoint	Yes	Yes	Yes	Yes	Yes
Publisher			Yes	Yes	Yes
SharePoint Workspace					Yes
Word	Yes	Yes	Yes	Yes	Yes
Office Web Apps			Yes		Yes

Office Standard and Office Professional Plus are available only to volume licensing subscribers. The Office Web Apps, which are available with Office Standard and Office Professional Plus, and available to the general public through Windows Live, are online versions of Word, Excel, PowerPoint, and OneNote. You can store documents online and work with them from within any Web browser window by using the Office Web Apps.

This book provides instructional material for the following programs, which together form the Office Home and Student 2010 software suite:

- **Microsoft Word 2010** A word-processing program with which you can quickly and efficiently author and format documents.
- **Microsoft Excel 2010** A spreadsheet program with which you can analyze, communicate, and manage information.
- **Microsoft PowerPoint 2010** A program with which you can develop and present dynamic, professional-looking presentations.
- **Microsoft OneNote 2010** A digital notebook program in which you can collect and organize many types of electronic information, and quickly locate information when you need it.

The information in this book applies to these programs in all the software suites. If you have a software suite other than Office Home and Student, or if you installed one or more of these programs independently of a software suite, this is the right book for you.

Certification

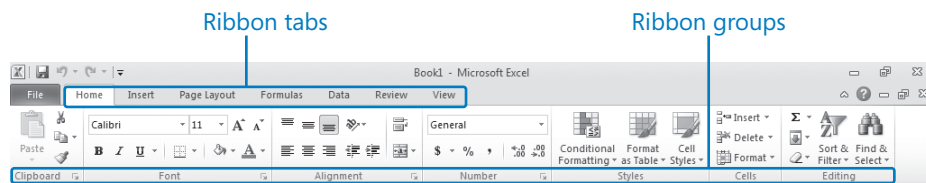
Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, more employers are relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed. A Microsoft Office Specialist (MOS) is an individual who has demonstrated worldwide skill standards through a certification exam in one or more of the Office 2010 programs, including Microsoft Access, Excel, Outlook, PowerPoint, or Word. To learn more about the MOS program, visit the Microsoft Office Specialist Certification page at go.microsoft.com/fwlink/?LinkId=193884.

Let's Get Started!

Office 2010 includes new features, new functionality, and an easy-to-use interface intended to streamline your computing experience and make it easier to learn new programs. We're excited to bring you this glimpse into the inner workings of selected features in the core Office programs. We'll start with the basics and work into the most interesting and necessary features of each program. If you are an experienced Office user, you can skim Chapter 1, "Explore Office 2010," skip Chapter 2, "Work with Files," and jump right into the program-specific chapters.

Modifying the Display of the Ribbon

The goal of the Microsoft Office 2010 working environment is to make working with Office files—including Microsoft Word documents, Excel workbooks, PowerPoint presentations, Outlook e-mail messages, and Access databases—as intuitive as possible. You work with an Office file and its contents by giving commands to the program in which the document is open. All Office 2010 programs organize commands on a horizontal bar called the *ribbon*, which appears across the top of each program window whether or not there is an active document.



A typical program window ribbon.

Commands are organized on task-specific tabs of the ribbon and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries in which you can choose from among multiple options. Some groups have related dialog boxes or task panes that contain additional commands.

Throughout this book, we discuss the commands and ribbon elements associated with the program feature being discussed. In this section, we discuss the general appearance of the ribbon, things that affect its appearance, and ways of locating commands that aren't visible on compact views of the ribbon.

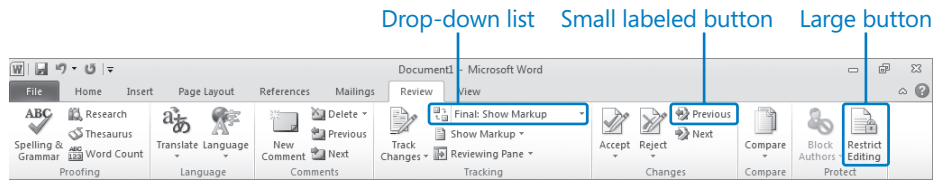
See Also For detailed information about the ribbon, see “Working in the Program Environment” in Chapter 1, “Explore Office 2010.”

Tip Some older commands no longer appear on the ribbon but are still available in the program. You can make these commands available by adding them to the Quick Access Toolbar. For more information, see “Customizing the Quick Access Toolbar” in Chapter 1, “Explore Office 2010.”

Dynamic Ribbon Elements

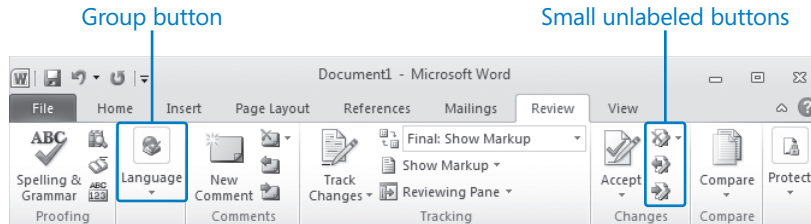
The ribbon is dynamic, meaning that the appearance of commands on the ribbon changes as the width of the ribbon changes. A command might be displayed on the ribbon in the form of a large button, a small button, a small labeled button, or a list entry. As the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available space.

For example, when sufficient horizontal space is available, the buttons on the Review tab of the Word program window are spread out and you're able to see more of the commands available in each group.



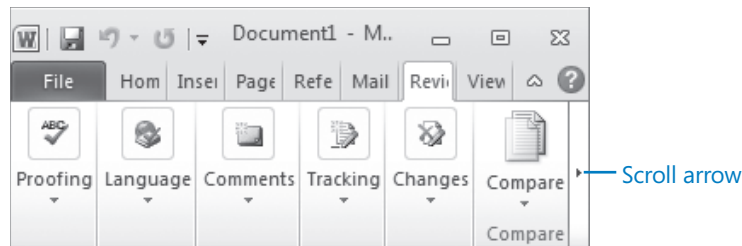
The Review tab of the Word program window at 1024 pixels wide.

If you decrease the width of the ribbon, small button labels disappear and entire groups of buttons are hidden under one button that represents the group. Click the group button to display a list of the commands available in that group.



The Review tab of the Word program window at 675 pixels wide.

When the window becomes too narrow to display all the groups, a scroll arrow appears at its right end. Click the scroll arrow to display hidden groups.



The Review tab of the Word program window at 340 pixels wide.

Changing the Width of the Ribbon

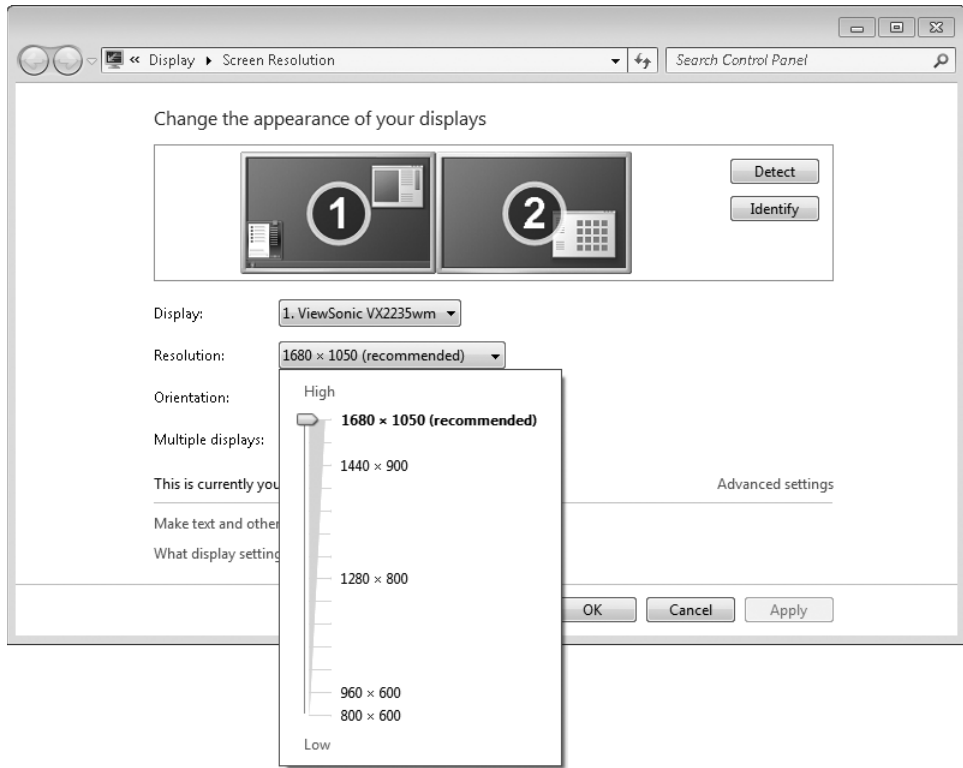
The width of the ribbon is dependent on the horizontal space available to it, which depends on these three factors:

- **The width of the program window** Maximizing the program window provides the most space for ribbon elements. You can resize the program window by clicking the button in its upper-right corner or by dragging the border of a non-maximized window.

On a computer running Windows 7, you can maximize the program window by dragging its title bar to the top of the screen.

- **Your screen resolution** Screen resolution is the amount of information your screen displays, expressed as *pixels wide by pixels high*. The greater the screen resolution, the greater the amount of information that will fit on one screen. Your screen resolution options are dependent on your monitor. At the time of writing, possible screen resolutions range from 800 × 600 to 2048 × 1152. In the case of the ribbon, the greater the number of pixels wide (the first number), the greater the number of buttons that can be shown on the ribbon, and the larger those buttons can be.

On a computer running Windows 7, you can change your screen resolution from the Screen Resolution window of Control Panel.

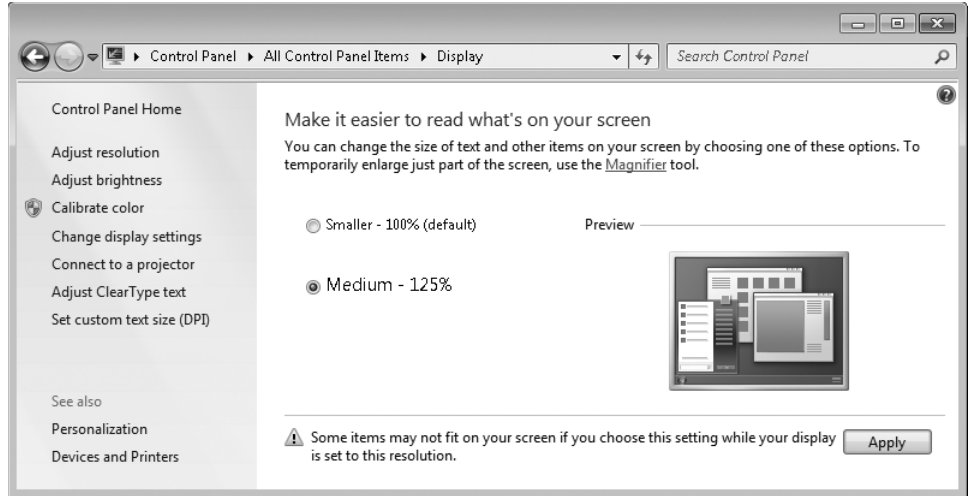


You set the resolution by dragging the pointer on the slider.

- **The density of your screen display** You might not be aware that you can change the magnification of everything that appears on your screen by changing the screen magnification setting in Windows. Setting your screen magnification to 125% makes text and user interface elements larger on screen. This increases the legibility of information, but it means that less information fits onto each screen.

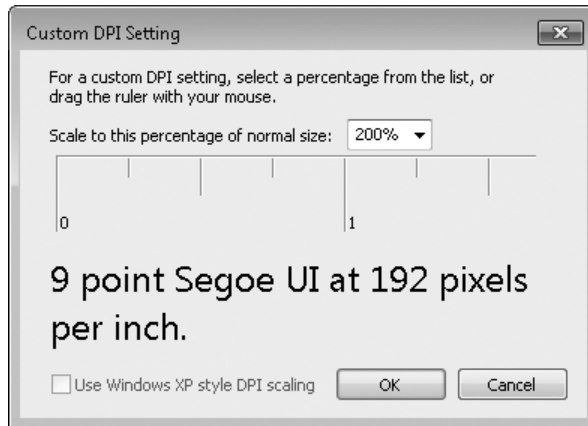
On a computer running Windows 7, you can change the screen magnification from the Display window of Control Panel.

See Also For more information about display settings, refer to *Windows 7 Step by Step* (Microsoft Press, 2009), *Windows Vista Step by Step* (Microsoft Press, 2006), or *Windows XP Step by Step* (Microsoft Press, 2002) by Joan Lambert Preppernau and Joyce Cox.



You can choose one of the standard display magnification options or create another by setting a custom text size.

The screen magnification is directly related to the density of the text elements on screen, which is expressed in dots per inch (dpi) or points per inch (ppi). (The terms are interchangeable, and in fact are both used in the Windows dialog box in which you change the setting.) The greater the dpi, the larger the text and user interface elements appear on screen. By default, Windows displays text and screen elements at 96 dpi. Choosing the Medium - 125% display setting changes the dpi of text and screen elements to 120 dpi. You can choose a custom setting of up to 500 percent magnification, or 480 dpi, in the Custom DPI Setting dialog box.



You can choose a magnification of up to 200 percent from the lists or choose a greater magnification by dragging the ruler from left to right.

Adapting Exercise Steps

The screen images shown in the exercises in this book were captured at a screen resolution of 1024 × 768, at 100% magnification, and with the default text size (96 dpi). If any of your settings are different, the ribbon on your screen might not look the same as the one shown in the book. For example, you might see more or fewer buttons in each of the groups, the buttons you see might be represented by larger or smaller icons than those shown, or the group might be represented by a button that you click to display the group's commands.

When we instruct you to give a command from the ribbon in an exercise, we do it in this format:

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, we give the instruction in this format:

- On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button and then, in the list, click **Page**.

The first time we instruct you to click a specific button in each exercise, we display an image of the button in the page margin to the left of the exercise step.

If differences between your display settings and ours cause a button on your screen to not appear as shown in the book, you can easily adapt the steps to locate the command. First, click the specified tab. Then locate the specified group. If a group has been collapsed into a group list or group button, click the list or button to display the group's commands. Finally, look for a button that features the same icon in a larger or smaller size than that shown in the book. If necessary, point to buttons in the group to display their names in ScreenTips.

If you prefer not to have to adapt the steps, set up your screen to match ours while you read and work through the exercises in the book.

Features and Conventions of This Book


This book has been designed to lead you step by step through tasks you're likely to want to perform in Microsoft Word 2010, Excel 2010, PowerPoint 2010, and OneNote 2010. These four programs are available as part of the Microsoft Office Home and Student 2010 software suite.

See Also *This book, [Microsoft Office Home and Student 2010 Step by Step](#), includes a selection of instructional content for each program in the Office Home and Student 2010 software suite. For more complete coverage of the features of Word, Excel, or PowerPoint, refer to the corresponding program-specific [Step by Step](#) book.*

Each chapter of this book includes self-contained topics that teach you about specific program features. Most topics conclude with a step-by-step exercise in which you practice using the program. The following features of this book will help you locate specific information:

- **Detailed table of contents** Scan the listing of the topics and sidebars within each chapter.
- **Chapter thumb tabs** Easily locate the beginning of each chapter by looking at the colored blocks on the odd-numbered pages.
- **Topic-specific running heads** Within a chapter, quickly locate a topic by looking at the running heads at the top of odd-numbered pages.
- **Glossary** Look up the meaning of a word or the definition of a concept.
- **Detailed index** Look up specific tasks and features in the index, which has been carefully crafted with the reader in mind.

You can save time when reading this book by understanding how the *Step by Step* series shows exercise instructions, keys to press, buttons to click, and other information. These conventions are listed in the table on the next page.

Convention	Meaning
SET UP	This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise. It also indicates any requirements you should attend to or actions you should take before beginning the exercise.
CLEAN UP	This paragraph following a step-by-step exercise provides instructions for saving and closing open files or programs before moving on to another topic. It also suggests ways to reverse any changes you made to your computer while working through the exercise.
1	Blue numbered steps guide you through hands-on exercises in each topic.
2	
1	Black numbered steps guide you through procedures in sidebars and expository text.
2	
See Also	This paragraph directs you to more information about a topic in this book or elsewhere.
Troubleshooting	This paragraph alerts you to a common problem and provides guidance for fixing it.
Tip	This paragraph provides a helpful hint or shortcut that makes working through a task easier.
Important	This paragraph points out information that you need to know to complete a procedure.
Keyboard Shortcut	This paragraph provides information about an available keyboard shortcut for the preceding task.
Key combinations	A plus sign (+) between two keys means that you must press those keys at the same time. For example, "Press Ctrl+B" means that you should hold down the Ctrl key while you press the B key.
	Pictures of buttons appear in the margin the first time the button is used in an exercise.
Interface objects	In exercises that begin with SET UP information, the names of program elements, such as buttons, commands, windows, and dialog boxes, as well as files, folders, or text that you interact with in the steps, are shown in bold black type.
User input	In exercises that begin with SET UP information, text that you should type is shown in bold blue type.

Using the Practice Files

Before you can complete the exercises in this book, you need to copy the book's practice files to your computer. These practice files, and other information, can be downloaded from the book's detail page, located at:

<http://go.microsoft.com/fwlink/?Linkid=192152>

Display the detail page in your Web browser and follow the instructions for downloading the files.

Important The Office Home and Student 2010 software suite is not available from this Web page. You should purchase and install that software suite before using this book.

The following table lists the practice files for this book.

Chapter	File
Chapter 1: Explore Office 2010	None
Chapter 2: Work with Files	Prices_start.docx Procedures_start.docx Rules_start.docx
Chapter 3: Edit and Proofread Text	Bamboo_start.docx Brochure_start.docx Letter_start.docx Orientation_start.docx RulesRegulations_start.docx
Chapter 4: Change the Look of Text	AgendaA_start.docx AgendaB_start.docx Information_start.docx OrientationDraft_start.docx RulesDraft_start.docx
Chapter 5: Organize Information in Columns and Tables	ConsultationA_start.docx ConsultationB_start.docx RepairCosts_start.docx RoomPlanner_start.docx

Chapter	File
Chapter 6: Add Simple Graphic Elements	Announcement_start.docx Authors_start.docx Flyer_start.docx Joan.jpg Joyce.jpg MarbleFloor.jpg OTSI-Logo.png
Chapter 7: Preview, Print, and Distribute Documents	InfoSheetA_start.docx InfoSheetB_start.docx InfoSheetC_start.docx OfficeInfo_start.docx
Chapter 8: Set Up a Workbook	ExceptionSummary_start.xlsx ExceptionTracking_start.xlsx MisroutedPackages_start.xlsx PackageCounts_start.xlsx RouteVolume_start.xlsx
Chapter 9: Work with Data and Excel Tables	2010Q1ShipmentsByCategory_start.xlsx AverageDeliveries_start.xlsx DriverSortTimes_start.xlsx Series_start.xlsx ServiceLevels_start.xlsx
Chapter 10: Perform Calculations on Data	ConveyerBid_start.xlsx ITExpenses_start.xlsx PackagingCosts_start.xlsx VehicleMiles_start.xlsx
Chapter 11: Change Workbook Appearance	CallCenter_start.xlsx Dashboard_start.xlsx ExecutiveSearch_start.xlsx HourlyExceptions_start.xlsx HourlyTracking_start.xlsx Phone.jpg Texture.jpg VehicleMileSummary_start.xlsx

Chapter	File
Chapter 12: Focus on Specific Data by Using Filters	Credit_start.xlsx ForFollowUp_start.xlsx PackageExceptions_start.xlsx
Chapter 13: Work with Slides	Projects.pptx ServiceA_start.pptx ServiceB_start.pptx ServiceC_start.pptx ServiceD_start.pptx ServiceOrientation.docx
Chapter 14: Work with Slide Text	BuyingTripsB_start.pptx BuyingTripsC_start.pptx CommunityServiceA_start.pptx CommunityServiceB_start.pptx CommunityServiceC_start.pptx
Chapter 15: Format Slides	BusinessTravelA_start.pptx BusinessTravelB_start.pptx ColorDesign_start.pptx CompanyMeetingA_start.pptx CompanyMeetingB_start.pptx LandscapingA_start.pptx
Chapter 16: Add Simple Visual Enhancements	Agastache.jpg JournalingA_start.pptx JournalingB_start.pptx Penstemon.jpg WaterConsumption.xlsx WaterSavingA_start.pptx WaterSavingB_start.pptx WaterSavingC_start.pptx
Chapter 17: Review and Deliver Presentations	Harmony_start.pptx Meeting_start.pptx SavingWater_start.pptx ServiceOrientationA_start.pptx ServiceOrientationB_start.pptx YinYang.png

Chapter	File
Chapter 18: Explore OneNote 2010	None
Chapter 19: Create and Configure Notebooks	None
Chapter 20: Create and Organize Notes	SBS Content Entry folder ADatumLogo.png Cabo.jpg California_Poppy.jpg Desert.jpg Landscaping.pptx

Your Companion eBook

The eBook edition of this book allows you to:

- Search the full text
- Print
- Copy and paste

To download your eBook, please see the instruction page at the back of this book.

Getting Help

Every effort has been made to ensure the accuracy of this book. If you do experience problems, please consult the sources listed in the following sections.

Getting Help with This Book

If your question or issue concerns the content of this book or its practice files, please first consult the book's errata page, which can be accessed at:

<http://go.microsoft.com/fwlink/?Linkid=192152>

This page provides information about known errors and corrections to the book. If you do not find your answer on the errata page, send your question or comment to Microsoft Press Technical Support at:

mspinput@microsoft.com

Getting Help with Office 2010

If your question is about one of the programs in the Microsoft Office Home and Student 2010 software suite, and not about the content of this book, your first recourse is the Help system for the individual program. This system is a combination of tools and files stored on your computer when you installed the software suite or program and, if your computer is connected to the Internet, information available from the Microsoft Office Online Web site. You can find Help information in the following ways:

- To find out about an item on the screen, you can display a ScreenTip. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button's name, the associated keyboard shortcut if there is one, and a description of what the button does when you click it.
- In the program window, you can click the Help button (a question mark in a blue circle) at the right end of the ribbon to display the program-specific Help window.
- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the program-specific Help window. Sometimes, topics related to the functions of that dialog box are already identified in the window.

To practice getting help, you can work through the following exercise.



SET UP You don't need any practice files to complete this exercise. Start Word, and then follow the steps.



1. At the right end of the ribbon, click the **Microsoft Word Help** button.
The Word Help window opens.



You can change the size of the font in the window by clicking the Change Font Size button on the toolbar.

If you are connected to the Internet, clicking any of the buttons below the Microsoft Office banner (Products, Support, Images, and Templates) takes you to a corresponding page of the Office Web site.

2. Below the bulleted list under **Browse Word 2010 support**, click **see all**.

The window changes to display a list of Help topics.

3. In the list of topics, click **Activating Word**.

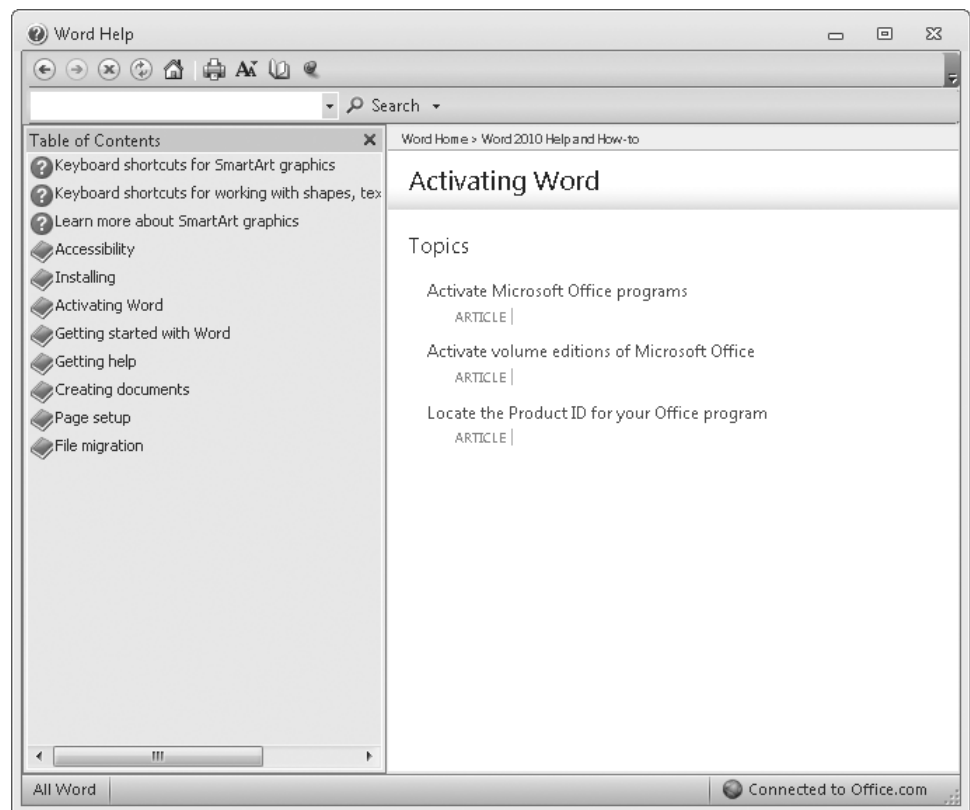
Word Help displays a list of topics related to activating Microsoft Office programs. You can click any topic to display the corresponding information.



4. On the toolbar, click the **Show Table of Contents** button.

The window expands to accommodate two panes. The Table Of Contents pane appears on the left. Like the table of contents in a book, it is organized in sections.

If you're connected to the Internet, Word displays sections, topics, and training available from the Office Online Web site as well as those stored on your computer.

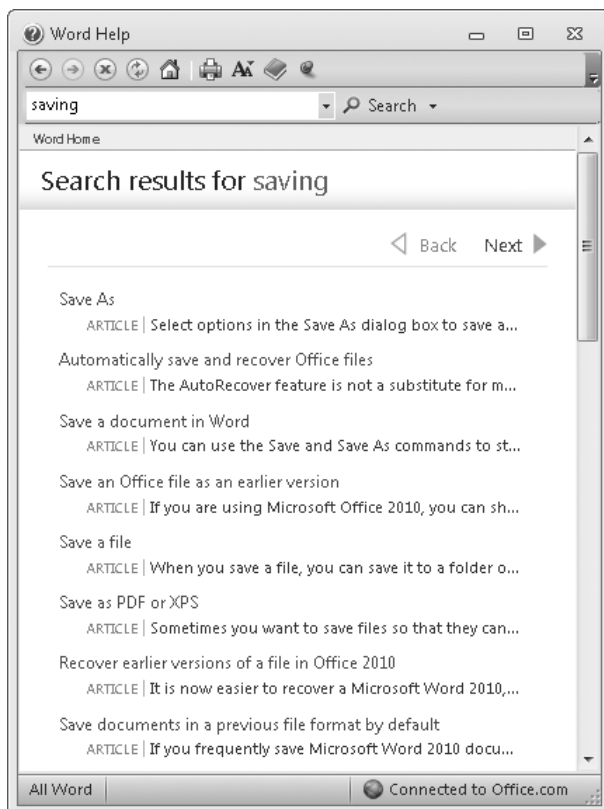


Clicking any section (represented by a book icon) displays that section's topics (represented by Help icons).



5. In the **Table of Contents** pane, click a few sections and topics. Then click the **Back** and **Forward** buttons to move among the topics you have already viewed.
6. At the right end of the **Table of Contents** title bar, click the **Close** button.
7. At the top of the **Word Help** window, click the **Type words to search for** box, type **saving**, and then press the Enter key.

The Word Help window displays topics related to the word you typed.



Next and Back buttons appear, making it easier to search for the topic you want.

8. In the results list, click the **Recover earlier versions of a file in Office 2010** topic. The selected topic appears in the Word Help window.

9. Below the title at the top of the topic, click **Show All**.

Word displays any information that has been collapsed under a heading and changes the Show All button to Hide All. You can jump to related information by clicking hyperlinks identified by blue text.

Tip You can click the Print button on the toolbar to print a topic. Only the displayed information is printed.



CLEAN UP Click the Close button at the right end of the Word Help window.

More Information

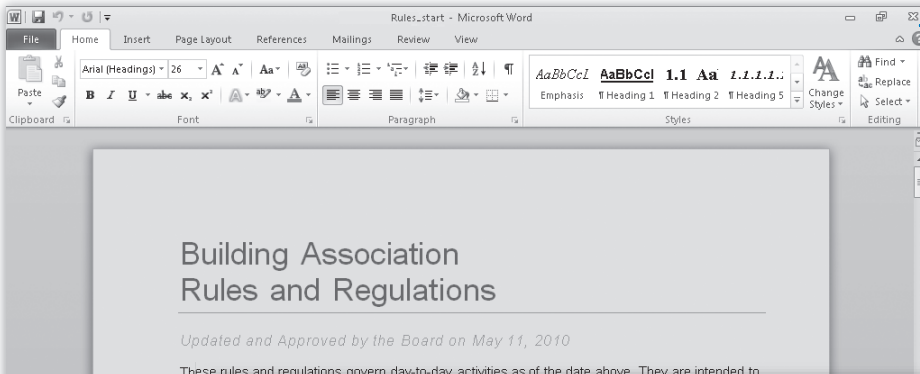
If your question is about an Office 2010 program or another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

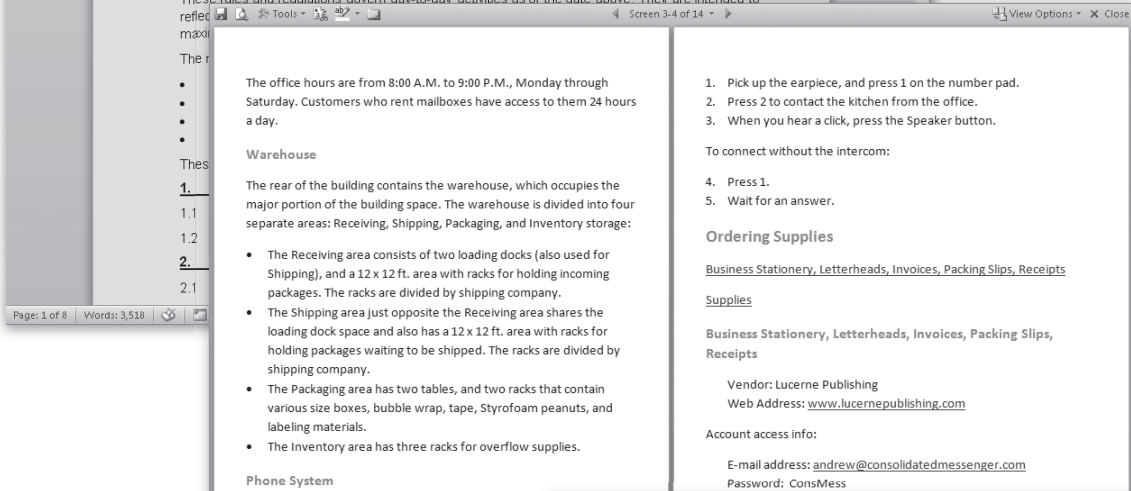
In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

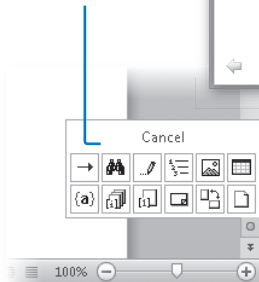
Chapter at a Glance



Create and save files, page 38



Open, move around in, and close files, page 46



View files in different ways, page 52

2 Work with Files

In this chapter, you will learn how to

- ✓ Create and save files.
 - ✓ Open, move around in, and close files.
 - ✓ View files in different ways.
-

When working in Microsoft Word, Excel, or PowerPoint, you save content in individual files. In each program, you can save files as different types depending on each file's purpose. The standard files are Word documents, Excel workbooks, and PowerPoint presentations. Regardless of the program or file type, you use similar techniques for creating, saving, moving around in, and viewing files in each program.

When working in OneNote, content is saved in individual files representing pages that are part of a notebook structure. OneNote creates the files for you and saves your changes as you work, so you don't need to. However, you use some of the same techniques for moving around in and viewing files as you do in other Microsoft Office 2010 programs.

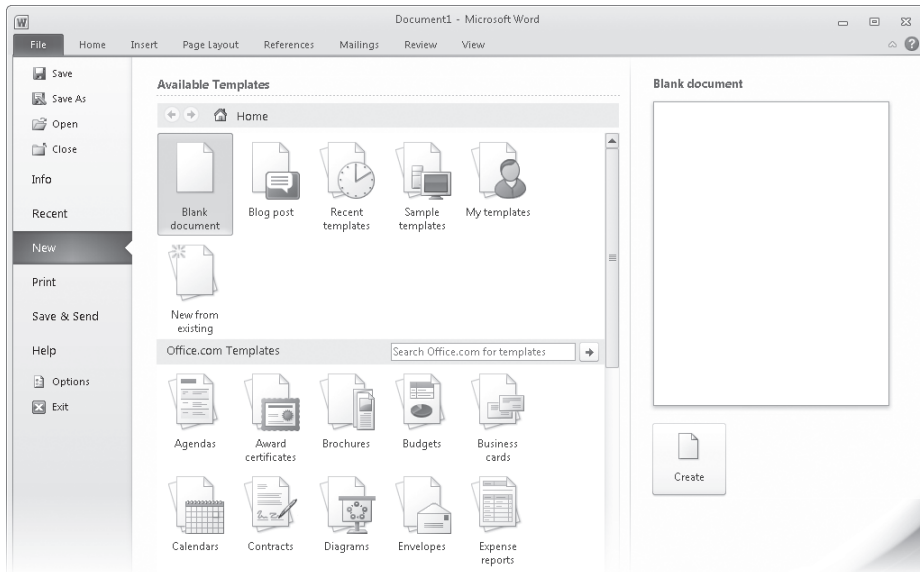
In this chapter, you'll practice working with files in Word, using techniques that are common to working in files created in Word, Excel, or PowerPoint. First you'll create and save a document and then save an existing document in a different location. Then you'll open an existing document, move around in it, and close it. Finally, you'll explore various ways of viewing file content.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter02 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Creating and Saving Files

When you start Word, Excel, or PowerPoint without opening a specific file, the program displays a blank document, workbook, or presentation in which you can start entering content. A blinking cursor (in the form of a vertical line) in the text pane or worksheet cell shows where the next character you type will appear.

When an Office 2010 program is running, you can create a new file from the New page of the Backstage view, which you display by clicking the File tab on the ribbon.



From the New page, you can create a document based on a preformatted template.

Tip More documents may be added to those available from Microsoft Office Online, so the templates available on your New page might be different from those shown here.

The documents listed on the New page are based on templates, which are sets of formats that have been saved in such a way that you can use them as a pattern for new documents. For example, in Word 2010 the icons in the top section of the Available Templates gallery are:

- **Blank document** Clicking this icon opens a document formatted with the standard settings. The document contains no content.

Tip The standard Word document settings are based on a template named Normal, which is installed on your computer as part of the Office installation. You can make changes to the Normal template but it is not customary or advisable to do so.

- **Blog post** Clicking this icon opens a document containing the basic elements of a blog post in a document window. The document window includes additional functionality enabling you to easily post directly to an existing blog site from within Word.
- **Recent templates** Clicking this icon displays a page on which you can select from the most recent templates you have used.
Tip [Clicking the Back button or the Home button takes you back to the New page.](#)
- **Sample templates** Clicking this icon displays a page on which you can select from sample documents that come with Word.
- **My templates** Clicking this icon displays a dialog box in which you can select a template you have created as the basis for a new document.
- **New from existing** Clicking this icon displays a dialog box in which you can select an existing document as the basis for a new document.

The icons in the Office.com Templates section represent categories of common types of files for the program you're working in. Depending on how many templates are available in a category, the icon might be a folder. Regardless, clicking one of these icons displays more templates that are available for download from the Microsoft Office Online Web site. You can also search for specific file types by entering the type you want in the Search Office.com For Templates box and clicking the Start Searching button.

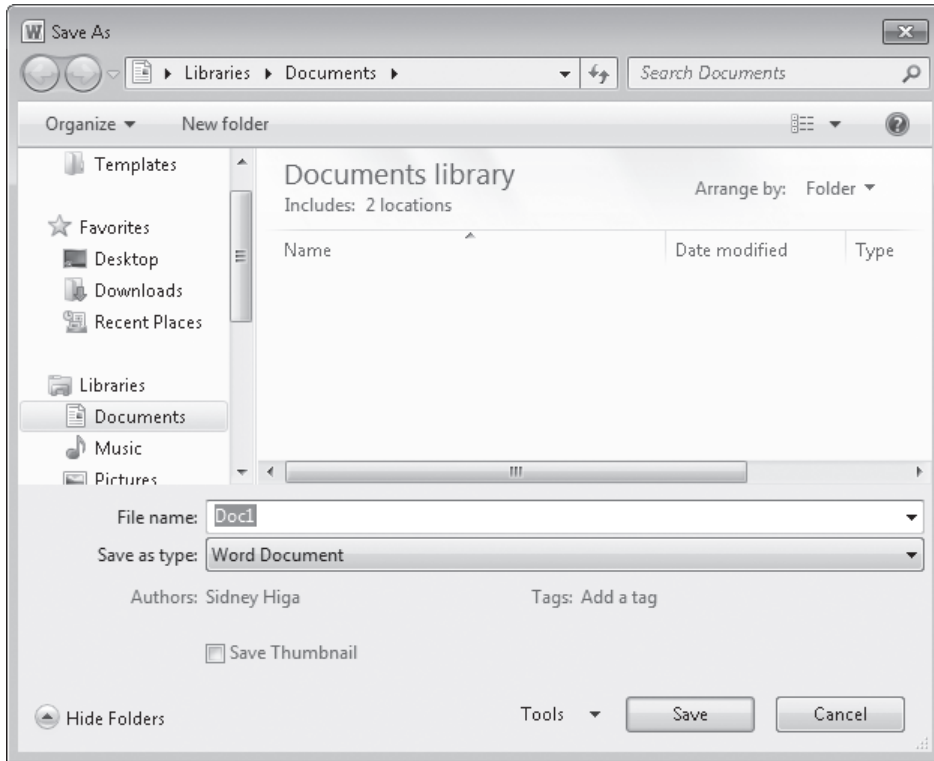
See Also [For information about document templates, refer to *Microsoft Word 2010 Step by Step* by Joyce Cox and Joan Lambert \(Microsoft Press, 2010\).](#)

When you find a template you might want to use as the basis for your new file, clicking its icon displays a preview of that file in the right pane. You can then click the Create button in the right pane to create the file.

Tip [Double-clicking an icon creates that type of file without first displaying it in the preview pane.](#)

Each file you create from the New page of the Backstage view is temporary until you save it. To save a document, workbook, or presentation for the first time, you click the Save button on the Quick Access Toolbar or click Save in the Backstage view. Either action displays the Save As dialog box, where you can assign a name and storage location to the file.





By default, the Save As dialog box displays the contents of your Documents library.

Troubleshooting This graphic shows the Save As dialog box as it appears when Word is running on Windows 7. If you are using a different version of the Windows operating system, your dialog box will look different but the way you work in it will be similar.

If you want to save the file in a folder other than the one shown in the Address bar at the top of the dialog box, you can click the arrow or chevrons in the Address bar or click locations in the Navigation pane on the left to display the folder you want. If you want to create a folder in which to store the file, you can click the New Folder button on the toolbar.

If you want to save a file in a format other than the one shown in the Save As Type box, click the Save As Type arrow and then, in the Save As Type list, click the file format you want.

After you save a file the first time, you can save subsequent changes by clicking the Save button. The new version of the file then overwrites the previous version.

Keyboard Shortcut Press **Ctrl+S** to save the current document.

Tip Windows 7 automatically retains previous file versions. To view previous versions of a file on a computer running Windows 7, right-click the file in Windows Explorer, and then click Restore Previous Versions.

If you want to keep both the new version and the previous version, click Save As in the Backstage view, and then save the new version with a different name in the same location or with the same name in a different location. (You can't store two files of the same type with the same name in the same folder.)

Tip By default, each program periodically saves the file you're working on in case the program stops responding or you lose electrical power. To adjust the frequency at which the program saves the file, display the Backstage view, click Options, click the Save tab in the left pane of the Options dialog box, and specify the period of time in the box to the right of the Save AutoRecover Information Every check box. Then click OK.

In this exercise, you'll work with files in Word by using techniques that are common to all Office 2010 programs. You'll create a blank document, enter text, and save the document in a folder that you create.



SET UP You don't need any practice files to complete this exercise. Start Word, and then follow the steps.

1. On the ribbon, click the **File** tab to display the Backstage view. Then in the left pane of the Backstage view, click **New**.
2. On the **New** page, double-click **Blank document**.

Word creates a blank document temporarily called *Document2* and displays it in its own program window in Print Layout view. Document1 is still open, but its window is hidden by the Document2 window.

Tip Word created Document1 when you started the program.

See Also For information about switching between open windows, see "Viewing Files in Different Ways" later in this chapter.

3. With the cursor at the beginning of the new document, type **Parks Appreciation Day**, and then press the Enter key.

The text appears in the new document.

4. Type the following sentence (including the period):

Help beautify our city by participating in the annual cleanup of Log Park, Swamp Creek Park, and Linkwood Park. This is a lot of fun! Volunteers receive a free T-shirt and barbeque lunch. Bring your own gardening tools and gloves.

Notice that you did not need to press Enter when the cursor reached the right margin because the text automatically continued on the next line.

Parks Appreciation Day

Help beautify our city by participating in the annual cleanup of Log Park, Swamp Creek Park, and Linkwood Park. This is a lot of fun! Volunteers receive a free T-shirt and barbecue lunch. Bring your own gardening tools and gloves.

You press Enter at the end of each paragraph; the Word Wrap feature takes care of wrapping each line.

Tip If a red or green wavy line appears under a word or phrase, Word is flagging a possible error in spelling or grammar. For now, ignore any errors.

5. Press Enter, and then type the following sentence (including the period):


The Service Committee is coordinating groups to participate in this event. If you are interested in spending time outdoors with your family and friends while improving the quality of our parks, contact Paul Shen at paul@tresearch.net.



6. On the Quick Access Toolbar, click the **Save** button.

The Save As dialog box opens, displaying the contents of your Documents library. In the File Name box, Word suggests the first words in the document as a possible name.

7. Navigate to your **Chapter02** practice file folder.



8. On the dialog box's toolbar, click the **New folder** button, type **My New Documents** as the name of the new folder, and press Enter. Then double-click the **My New Documents** folder.
9. In the **File name** box, click anywhere in **Parks Appreciation Day** to select it, and then replace this name by typing **My Announcement**.

Important Each type of file is identified by a specific file name extension. For example, the extension **.docx** identifies documents created in Word 2010 or Word 2007 that don't contain macros. Windows 7 does not display these extensions by default, and you don't need to type them in the Save As dialog box. When you save a file, Word automatically adds whatever extension is associated with the type of file selected in the Save As Type box.

10. Click **Save**.

The Save As dialog box closes, Word saves the My Announcement document in the My New Documents folder, and the name of the document, My Announcement, appears on the program window's title bar.

11. Display the Backstage view, and then click **Save As**.

The Save As dialog box opens, displaying the contents of the My New Documents folder, because that is the last folder you worked with.


12. In the **Address** bar of the **Save As** dialog box, to the left of **My New Documents**, click **Chapter02**.

The dialog box now displays the contents of the Chapter02 practice file folder, which is the folder that contains the My New Documents folder.

See Also For information about working with the file properties that appear at the bottom of the Save As dialog box, see "Preparing Documents for Electronic Distribution" in Chapter 7, "Preview, Print, and Distribute Documents."

13. Click **Save**.

Word saves the My Announcement document in the Chapter02 practice file folder. You now have two versions of the document saved with the same name but in different folders.

 **CLEAN UP** At the right end of the title bar, click the Close button (the X) to close the My Announcement document. Leave Document1 open for use in the next exercise.

File Compatibility with Earlier Versions of Office Programs

The Office 2010 programs use file formats based on a programming language called extended markup language, or more commonly, XML. These file formats, called the *Microsoft Office Open XML Formats*, were introduced with Microsoft Office 2007.

The Office Open XML formats provide the following benefits:

- File size is smaller because files are compressed when saved, decreasing the amount of disk space needed to store the file, and the amount of bandwidth needed to send files in e-mail, over a network, or across the Internet.
- Recovering at least some of the content of damaged files is possible because XML files can be opened in a text program such as Notepad.
- Security is greater because the standard file formats cannot contain macros, and personal data can be detected and removed from the file. (Word 2010 and Word 2007 provide a different file format—.docm—for documents that contain macros.)

Each Office 2010 program offers a selection of file formats intended to provide specific benefits. The file formats and file name extensions for Word 2010 documents include the following:

- Word Document (.docx)
- Word Macro-Enabled Document (.docm)
- Word Template (.dotx)
- Word Macro-Enabled Template (.dotm)
- Word XML Document (.xml)

The file formats and file name extensions for Excel 2010 documents include the following:

- Excel Workbook (.xlsx)
- Excel Macro-Enabled Workbook (.xlsm)
- Excel Binary Workbook (.xlsb)
- Excel Template (.xltx)
- Excel Macro-Enabled Template (.xltn)
- Excel Add-In (.xlam)

The file formats and file name extensions for PowerPoint 2010 documents include the following:

- PowerPoint Presentation (.pptx)
- PowerPoint Macro-Enabled Presentation (.pptm)
- PowerPoint Template (.potx)
- PowerPoint Macro-Enabled Template (.potm)
- PowerPoint Show (.ppsx)
- PowerPoint Macro-Enabled Show (.ppsm)
- PowerPoint Add-In (.ppam)
- PowerPoint XML Presentation (.xml)
- PowerPoint Picture Presentation (.pptx)

Other non-program specific file types, such as text files, Web pages, PDF files, and XPS files, are available from the Save As dialog box of each program.

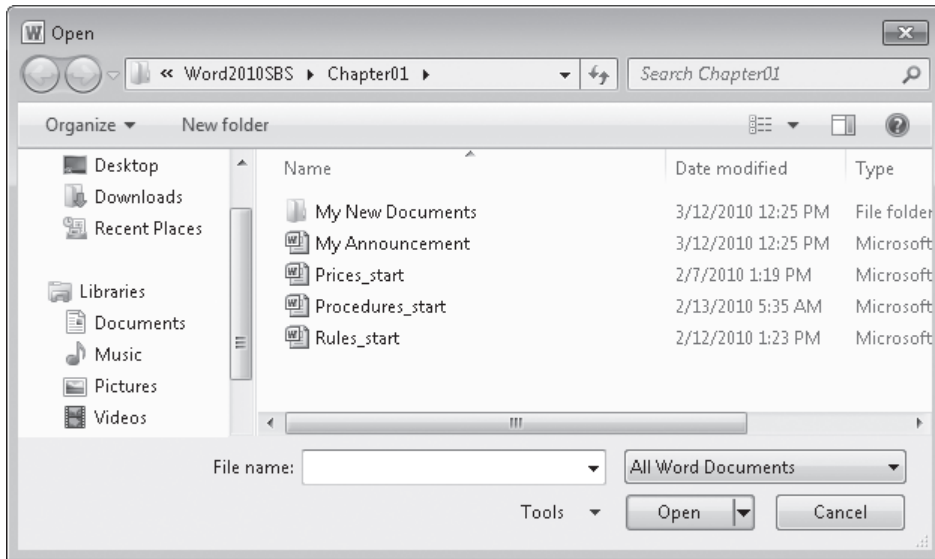
Tip OneNote notebooks are stored in folders. For information about the OneNote file formats, see “Navigating in the OneNote Program Window” in Chapter 18, “Explore OneNote 2010.”

You can open a file created with Office 2003, Office XP, Office 2000, or Office 97 in an Office 2010 program, but new features will not be available. The file name appears in the title bar with *[Compatibility Mode]* to its right. You can work in Compatibility mode, or you can convert the document to the current file format by displaying the Info page of the Backstage view and clicking the Convert button in the Compatibility Mode section. You can also click Save As in the Backstage view to save a copy of the file in the current format.

If you work with people who are using Office 2003, Office XP, Office 2000, or Office 97, you can save your documents in a format that they will be able to open and use by choosing the corresponding *97-2003* file format in the Save As Type list, or they can download the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats from the Microsoft Download Center (located at download.microsoft.com) so that they can open current Office files in their version of Office.

Opening, Moving Around in, and Closing Files

If a program isn't already running, you can start the program and simultaneously open an existing file by double-clicking the file in Windows Explorer. While a program is running, you can open an existing document from the Backstage view. If you have recently worked on the document you want to open, you can display the Recent page and simply click the document you want in the list. If the document is not available on the Recent page, clicking Open in the left pane displays the Open dialog box.



The Open dialog box, displaying the contents of a recently used folder.

By default, the Open dialog box displays your Documents library, with a combined view of your My Documents folder and the Public Documents folder. If you display the dialog box again in the same Word session, it displays the contents of the folder from which you last opened a file. To display the contents of a different folder, you can use the standard Windows techniques described in “Creating and Saving Files” earlier in this chapter. After you locate the document you want to work with, you can open it by clicking its file name and then clicking Open in the lower-right corner of the dialog box, or by simply double-clicking the file name.

Tip Clicking a file name and then clicking the Open arrow (not the button) displays a list of alternative ways in which you can open the file. To look through the file without making any inadvertent changes, you can open it as read-only, or you can open a separate copy of the file. After a computer crash or similar incident, you can open the file and attempt to repair any damage. You can also display the file in other versions and formats.

If you open a document that is too long to fit entirely on the screen, you can bring off-screen content into view without changing the location of the cursor by using the vertical scroll bar in the following ways:

- Click the scroll arrows to move up or down by one line.
- Click above or below the scroll box to move up or down by the height of one window.
- Drag the scroll box on the scroll bar to display the part of the document corresponding to the location of the scroll box. For example, dragging the scroll box to the middle of the scroll bar displays the middle of the document.

If the document is too wide to fit on the screen, Word displays a horizontal scroll bar that you can use in similar ways to move from side to side.

You can also move around in a document by moving the cursor. To place the cursor in a specific location, you simply click there. To move the cursor one page backward or forward, you click the Previous Page and Next Page buttons below the vertical scroll bar. You can also press a keyboard key to move the cursor. For example, pressing the Home key moves the cursor to the left end of a line.



Tip The location of the cursor is displayed on the status bar. You can also display its location by page, section, line, and column, and in inches from the top of the page. Simply select the option you want from the status bar shortcut menu.

The following table lists ways to use your keyboard to move the cursor.

Cursor movement	Key or keyboard shortcut
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	Ctrl+Left Arrow
Right one word	Ctrl+Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	Ctrl+Home
To the end of the document	Ctrl+End
To the beginning of the previous page	Ctrl+Page Up
To the beginning of the next page	Ctrl+Page Down
Up one screen	Page Up
Down one screen	Page Down



In a long document, you might want to move quickly among elements of a certain type; for example, from graphic to graphic. Clicking the Select Browse Object button at the bottom of the vertical scroll bar displays a gallery of browsing options, such as Browse By Page and Browse By Graphic. (These options are also available on the Go To tab of the Find And Replace dialog box, which you display by clicking the Find arrow in the Editing group of the Home tab and then clicking Go To.) You can also display the Navigation task pane and move from heading to heading or page to page.

Keyboard Shortcut Press **Ctrl+G** to display the Go To tab of the Find And Replace dialog box.

See Also For information about using the Navigation task pane to search for specific content in a document, see “Finding and Replacing Text” in Chapter 3, “Edit and Proofread Text.”



If more than one document is open, you can close the active document without exiting Word by clicking the Close button at the right end of the title bar. If only one document is open, clicking the Close button closes the document and also exits Word. If you want to close that document but leave Word running, you must click Close in the Backstage view.

In this exercise, you'll work with files in Word by using techniques that are common to all Office 2010 programs. You'll open an existing document, save a copy of the document, and explore various ways of moving around in it. Then you'll close the document.



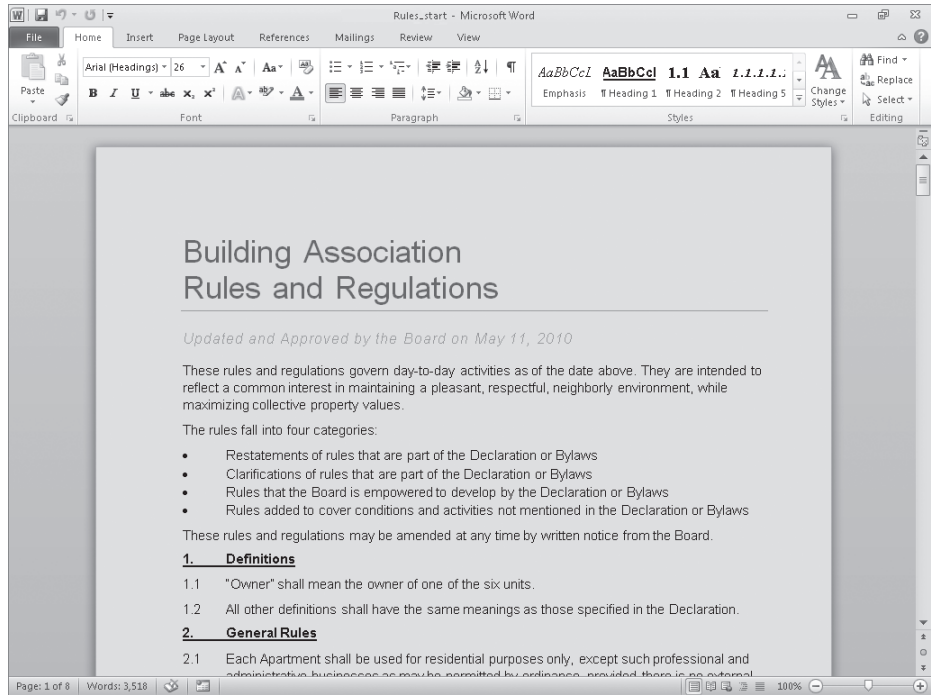
SET UP You need the **Rules_start** document located in your **Chapter02** practice file folder to complete this exercise. Continue from the previous exercise or exit and restart Word so that **Document1** is the only open document. Then follow the steps.

1. Click the **File** tab to display the Backstage view, and then click **Open**.

The Open dialog box opens, showing the contents of the folder you used for your previous open or save action.

2. Navigate to the location in which you saved the practice files for this book, and open the **Chapter02** folder.
3. Click the **Rules_start** document, and then click **Open**.

The **Rules_start** document opens in the Word program window.



An existing document displayed in Print Layout view.

Troubleshooting The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our screen images, see “Modifying the Display of the Ribbon” at the beginning of this book.

4. Display the Backstage view, and in the left pane, click **Save As**. In the **Save As** dialog box, change the file name to **Rules**, and then click **Save**.

Now you can experiment with the document without fear of overwriting the original.

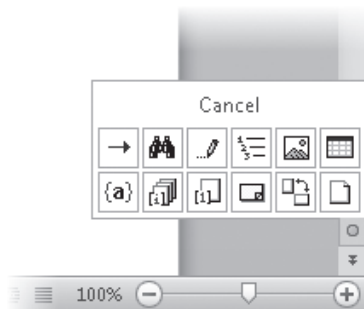
5. In the second line of the document title, click at the end of the paragraph to position the cursor.
6. Press the Home key to move the cursor to the beginning of the line.
7. Press the Right Arrow key six times to move the cursor to the beginning of the word **and** in the heading.

8. Press the End key to move the cursor to the end of the line.
9. Press Ctrl+End to move the cursor to the end of the document.
10. Press Ctrl+Home to move the cursor to the beginning of the document.
11. At the bottom of the vertical scroll bar, click the **Next Page** button.
12. Click above the scroll box to change the view of the document by the height of one window.
13. Drag the scroll box to the top of the scroll bar.

The beginning of the document comes into view. Note that the location of the cursor has not changed—just the view of the document.

14. Click to the left of the first row of the title to place the cursor at the top of the document, and then near the bottom of the vertical scroll bar, click the **Select Browse Object** button.

A gallery of browsing choices opens.



The Select Browse Object gallery.

15. Move the pointer over the buttons representing the objects among which you can browse.

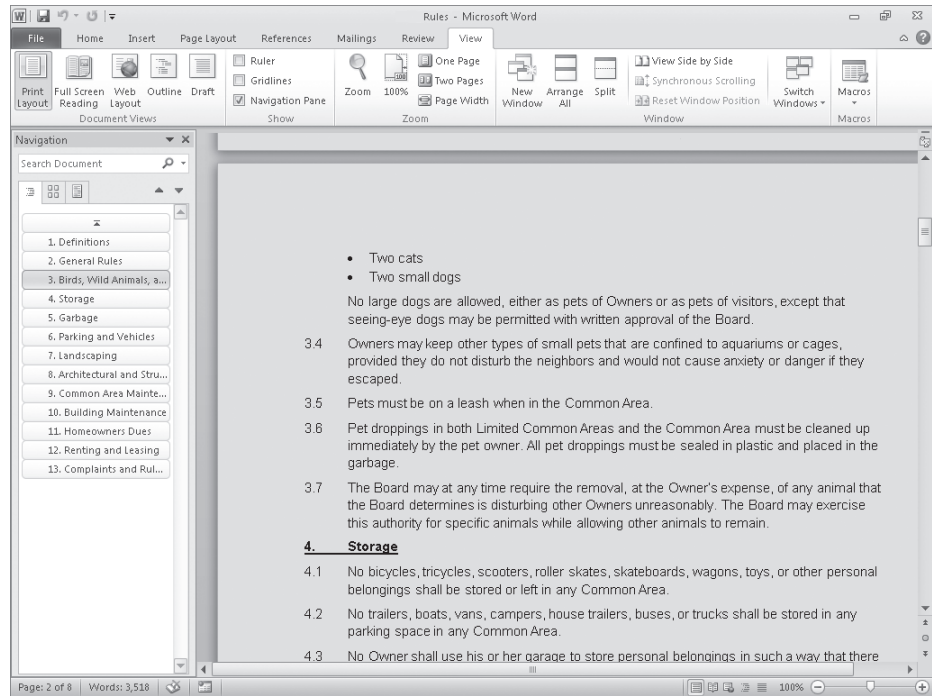
As you point to each button, the name of the browsing option appears at the top of the gallery.

16. Click the **Browse by Page** button.

The cursor moves from the beginning of page 1 to the beginning of page 2.

17. Click the **View** tab, and then in the **Show** group, select the **Navigation Pane** check box.

The Navigation task pane opens on the left side of the screen, displaying an outline of the headings in the document. The heading of the section containing the cursor is highlighted.



From the Navigation task pane, you can move from heading to heading or from page to page.

18. In the **Navigation** task pane, click the **Landscaping** heading.
Word scrolls the document and moves the cursor to the selected heading.
19. In the **Navigation** task pane, click the **Browse the pages in your document** tab (the one with the icon of four small pages). Then scroll through the thumbnails in the task pane, and click page **5**.
20. At the right end of the **Navigation** task pane title bar, click the **Close** button.
21. At the right end of the program window title bar, click the **Close** button.
The Rules document closes, and Document1 becomes the active document.
22. Display the Backstage view, and then click **Close**.
Document1 closes, leaving Word running.

Troubleshooting In step 22, if you click the **Close** button at the right end of the title bar instead of clicking **Close** in the Backstage view, you'll close the open Word document and exit the Word program. To continue working, start Word again.

CLEAN UP If you're continuing directly to the next exercise, leave Word running.

Viewing Files in Different Ways

In each program, you can display the content of a file in a variety of views, each suited to a specific purpose. You switch the view by clicking the buttons in the Document Views group on the View tab, or those on the View Shortcuts toolbar in the lower-right corner of the program window. The views in each program are specific to that program's files.

Word 2010 includes the following views:

- **Print Layout view** This view displays a document on the screen the way it will look when printed. You can see page layout elements such as margins, page breaks, headers and footers, and watermarks.
- **Full Screen Reading view** This view displays as much of the content of the document as will fit on the screen at a size that is appropriate for reading. In this view, the ribbon is replaced by one toolbar at the top of the screen with buttons for saving and printing the document, accessing references and other tools, highlighting text, and making comments. You can move from page to page and adjust the view by selecting options from the View Options menu. You can edit the document only if you turn on the Allow Typing option on this menu, and you can switch views only by clicking the Close button to return to the previous view.
- **Web Layout view** This view displays the document the way it will look when viewed in a Web browser. You can see backgrounds and other effects. You can also see how text wraps to fit the window and how graphics are positioned.
- **Outline view** This view displays the structure of a document as nested levels of headings and body text, and provides tools for viewing and changing its hierarchy.
- **Draft view** This view displays the content of a document with a simplified layout so that you can type and edit quickly. You can't see page layout elements.

See Also For information about Web Layout view and Outline view, refer to *Microsoft Word 2010 Step by Step* by Joyce Cox and Joan Lambert (Microsoft Press, 2010).

Excel 2010 includes the following views:

- **Normal view** This view displays the worksheet with column and row headers.
- **Page Layout view** This view displays the worksheet on the screen the way it will look when printed, including page layout elements.
- **Page Break Preview view** This view displays only the portion of the worksheet that contains content, and any page breaks. You can drag page breaks in this view to move them.

PowerPoint 2010 includes the following views:

- **Normal view** This view displays individual slides with active content objects such as text containers, and a separate pane into which you can enter notes.
- **Slide Sorter view** This view displays all the slides in a presentation. You can apply formatting to individual slides and to groups of slides, but you can't edit the slide content.
- **Notes Page view** This view displays each slide and its accompanying notes as they will look when printed in the Notes Page print layout.
- **Reading view** This view displays individual slides as they will appear on the screen, without active content objects. In this view, the ribbon is hidden. You can move from page to page and adjust the view by selecting options from a menu on the status bar. You can't edit slide content in this view.

See Also For information about OneNote 2010 notebook views, see Chapter 18, "Explore OneNote 2010."

When you want to focus on the layout of a document, worksheet, or slide, you can display rulers and gridlines to help you position and align elements. Simply select the corresponding check boxes in the Show group on the View tab. You can also adjust the magnification of the document by using the tools available in the Zoom group on the View tab, or the Zoom button or Zoom slider at the right end of the status bar. Clicking the Zoom button in either location displays a dialog box where you can select or type a percentage; or you can drag the Zoom slider to the left or right or click the Zoom Out or Zoom In button on either side of the slider to change the percentage incrementally.

You're not limited to working with one file at a time. You can easily switch between open files, and you can display more than one program window simultaneously. If you want to work with different parts of a document, you can open the document in a second window and display both, or you can split a window into two panes and scroll through each pane independently by using options in the Window group on the View tab.

Not represented on the View tab is a feature that can be invaluable when you are fine-tuning the layout of a document. Clicking the Show/Hide ¶ button in the Paragraph group on the Home tab turns the display of nonprinting and hidden characters on and off. Nonprinting characters, such as tabs and paragraph marks, control the layout of your document, and hidden characters provide the structure for behind-the-scenes processes, such as indexing. You can control the display of these characters for each window.



Tip You can hide any text by selecting it, clicking the Font dialog box launcher, selecting the Hidden check box, and clicking OK. When the Show/Hide ¶ button is turned on, hidden text is visible and is identified in the document by a dotted underline.

In this exercise, you'll work with files in Word by using techniques that are common to all Office 2010 programs. First you'll explore various ways that you can customize Print Layout view to make the work of developing documents more efficient. You'll turn white space on and off, zoom in and out, display the rulers and Navigation task pane, and view nonprinting characters and text. Then you'll switch to other views, noticing the differences so that you have an idea of which one is most appropriate for which task. Finally, you'll switch between open documents and view documents in more than one window at the same time.



SET UP You need the *Procedures_start* and *Prices_start* documents located in your *Chapter02* practice file folder to complete this exercise. Open the *Procedures_start* document and save it as *Procedures*. Then follow the steps.

1. In **Print Layout** view, scroll through the document.

As you can see, on all pages but the first, the printed document will have the title in the header at the top of the page, the page number in the right margin, and the date in the footer at the bottom of each page.

See Also For information about headers and footers, refer to *Microsoft Word 2010 Step by Step* by Joyce Cox and Joan Lambert (Microsoft Press, 2010).

2. Point to the gap between any two pages, and when the pointer changes to two opposing arrows, double-click the mouse button. Then scroll through the document again.

The white space at the top and bottom of each page and the gray space between pages are now hidden, as are the header and footer.

<p>Facilities</p> <p><u>Office</u></p> <p><u>Warehouse</u></p> <p><u>Phone System</u></p>	
<p>Office</p> <p>The Consolidated Messenger front office and lobby is located at the front of the building and serves as the main entrance for our office employees and our customers.</p>	<p>Page 2</p>

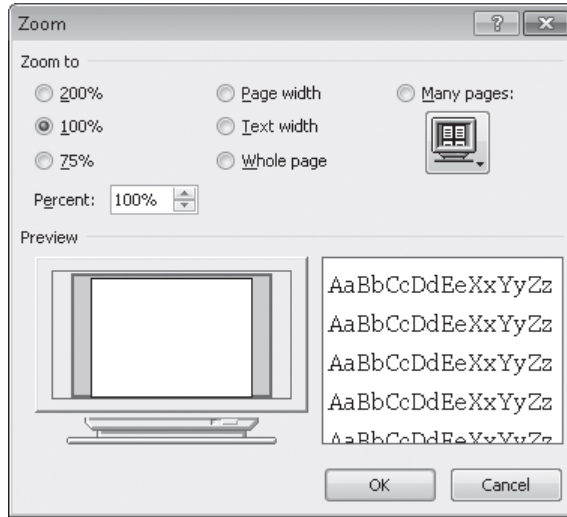
Hiding white space between pages makes it quicker to scroll through a long document and easier to compare the content on two pages.

3. Restore the white space by pointing to the line that separates one page from the next and double-clicking the mouse button.

4. Press **Ctrl+Home** to move to the top of the document, and then near the right end of the status bar, click the **Zoom** button.

100%

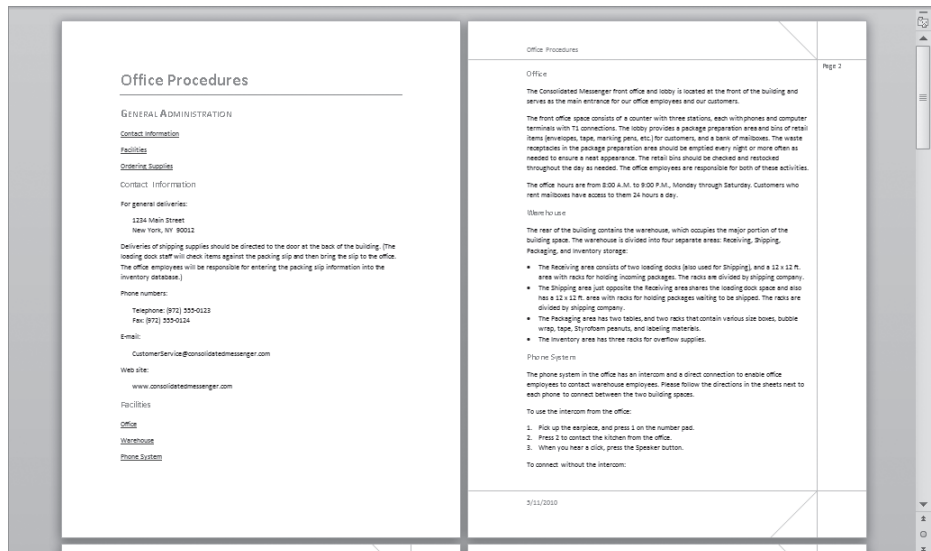
The Zoom dialog box opens.



You can click a preset zoom percentage or specify your own.

5. Click **Many pages**. Then click the monitor button, click the second page thumbnail in the top row, and click **OK**.

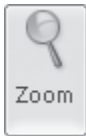
The magnification changes so that you can see two pages side by side.



You can now scroll through the document two pages at a time.



6. At the bottom of the vertical scroll bar, click the **Next Page** button to display the third and fourth pages of the document.



7. On the **View** tab, click the **Zoom** button. Then in the **Zoom** dialog box, click **75%**, and click **OK**.

Notice that the Zoom percentage and slider position are adjusted to reflect the new setting.



8. On the status bar, at the left end of the **Zoom** slider, click the **Zoom Out** button two times.

As you click the button, the Zoom percentage decreases and the slider moves to the left.



9. At the right end of the **Zoom** slider, click the **Zoom In** button until the magnification is 100 percent.

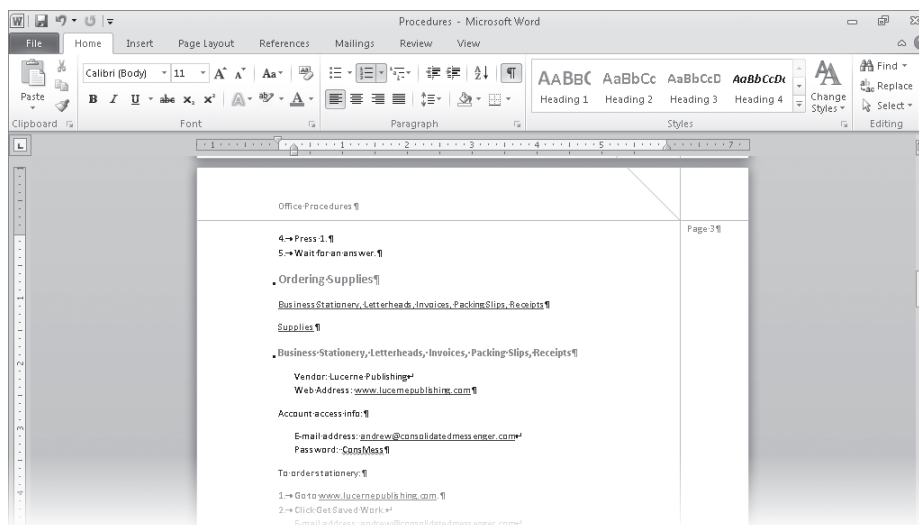
10. On the **View** tab, in the **Show** group, select the **Ruler** check box.

Horizontal and vertical rulers appear above and to the left of the page. On the rulers, the content area of the page is white and the margins are blue.



11. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.

Nonprinting characters such as spaces, tabs, and paragraph marks are now visible.

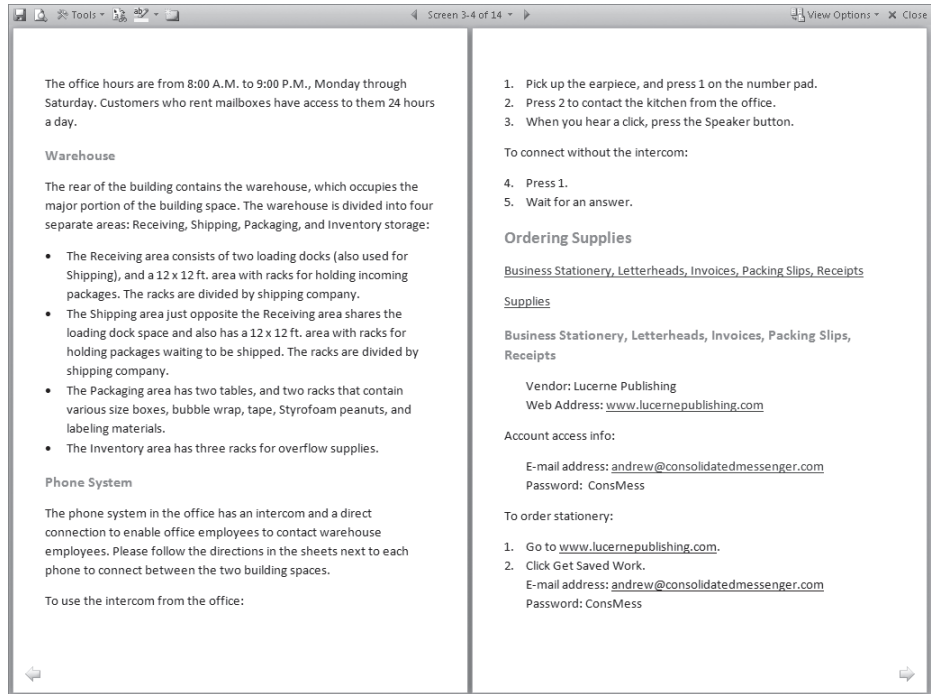


You can display the nonprinting characters that control the layout of the content.



12. On the **View Shortcuts** toolbar, click the **Full Screen Reading** button.

Word displays the document in a format that's easy to read.



You can't edit content in Full Screen Reading view unless you set the view options to Allow Typing.

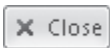


- 13.** In the lower-right corner of the window, click the **Forward** button.

You can now read the next two screens of information.



- 14.** To the right of the screen indicator at the top of the window, click the **Previous Screen** button.



- 15.** Point to each button on the toolbar at the top of the window to display its ScreenTip. Then in the upper-right corner, click the **Close** button to return to **Print Layout** view.



- 16.** Press Ctrl+Home. Then on the **View Shortcuts** toolbar, click the **Web Layout** button, and scroll through the document.

In a Web browser, the text column will fill the window and there will be no page breaks.

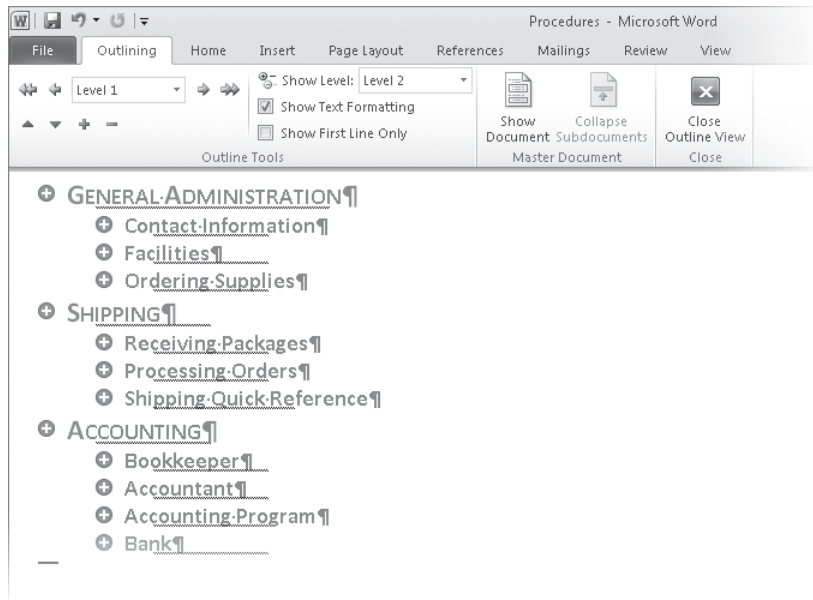


- 17.** Press Ctrl+Home, and then on the **View Shortcuts** toolbar, click the **Outline** button.

Word displays the document's hierarchical structure, and the Outlining tab appears on the ribbon.

18. On the **Outlining** tab, in the **Outline Tools** group, click the **Show Level** arrow, and in the list, click **Level 2**.

The document collapses to display only the Level 1 and Level 2 headings.



You can control the level of detail shown in the document's hierarchy.



19. On the **View Shortcuts** toolbar, click the **Draft** button, and then scroll through the document.

You can see the basic content of the document without any extraneous elements, such as margins and headers and footers. The active area on the ruler indicates the width of the text column, dotted lines indicate page breaks, and scrolling is quick and easy.

20. Display the Backstage view, click **Open**, and then in the **Open** dialog box displaying the contents of your **Chapter02** practice file folder, double-click **Prices_start**.

The Prices_start document opens in Print Layout view in its own window. Notice that the telephone number in the body of the memo has a dotted underline, which indicates that it is formatted as hidden.

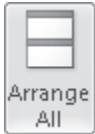
21. Save the **Prices_start** document as **Prices** so that you can work with it without overwriting the original.
22. On the **Home** tab, in the **Paragraph** group, click the active **Show/Hide ¶** button to turn it off.

The telephone number is no longer visible.



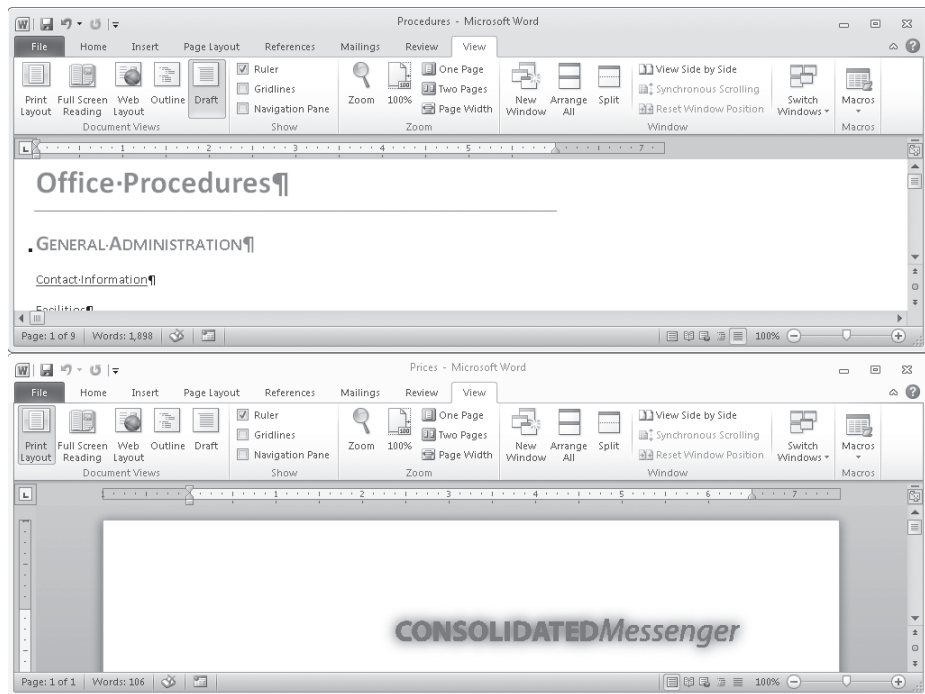
23. On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then in the list of open documents, click **Procedures**.

The Procedures document is displayed in Draft view with nonprinting characters and hidden text turned on.



24. On the **View** tab, in the **Window** group, click the **Arrange All** button.

The open windows are sized and stacked one above the other. Each window has a ribbon, so you can work with each document independently.



You can display more than one window at the same time.

Tip The ribbons in each window take up a lot of screen space. To see more of each document, you can click the **Minimize The Ribbon** button to hide all but the tab names.



25. At the right end of the **Document1** window title bar, click the **Close** button. Then in either open window, click the **Arrange All** button again.

Word resizes the open windows to occupy the available space.



26. At the right end of the **Prices** window title bar, click the **Maximize** button.

The window expands to fill the screen.

27. On the **View** tab, in the **Show** group, clear the **Ruler** check box.



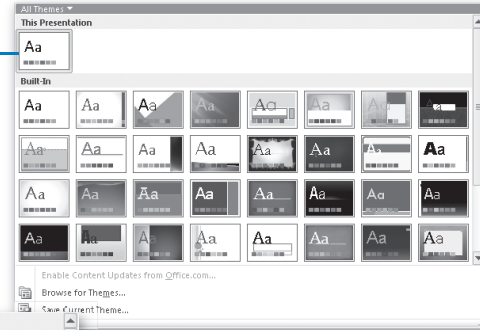
CLEAN UP Close the Procedures and Prices documents.

Key Points

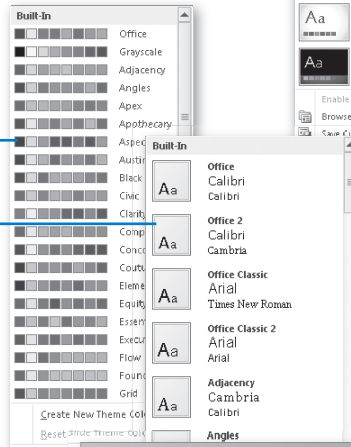
- You create new documents, workbooks, presentations, and notebooks from the New page of the Backstage view. When creating documents, workbooks, and presentations, you can choose a blank template or a template that includes preset formatting and content placeholders.
- When you save a file, you specify its name, location, and file format in the Save As dialog box. Each program offers several file formats.
- The cursor indicates the location in which text will be inserted when you type. It's easy to move the cursor by clicking in the text or by pressing keys and keyboard shortcuts.
- You can view a file in a variety of ways, depending on your needs as you create the file and on the purpose for which you are creating it.

Chapter at a Glance

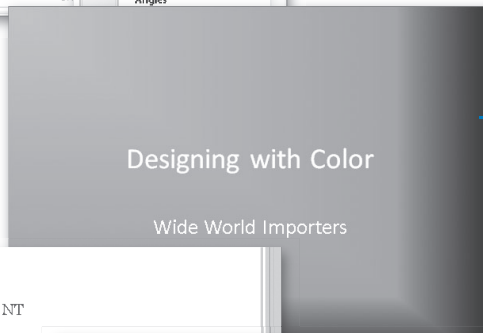
Apply themes,
page 423



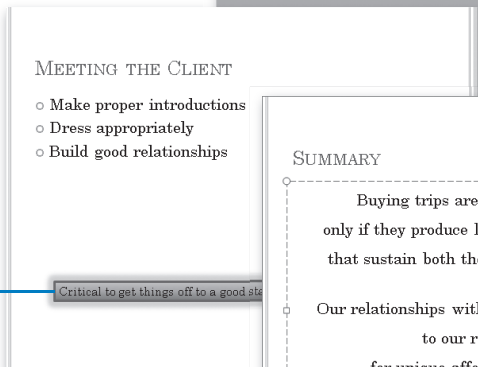
Use different color
and font schemes,
page 426



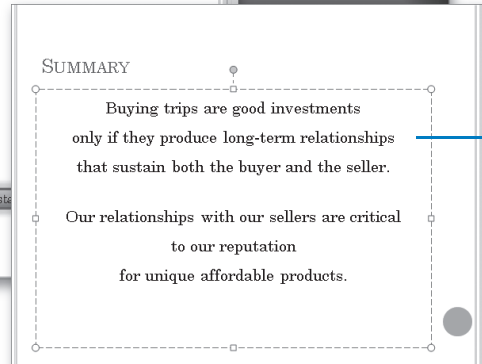
Change the slide
background,
page 429



Change the
look of
placeholders,
page 433



Change the
alignment,
spacing, size,
and look of
text, page 437



15 Format Slides

In this chapter, you will learn how to

- ✓ Apply themes.
 - ✓ Use different color and font schemes.
 - ✓ Change the slide background.
 - ✓ Change the look of placeholders.
 - ✓ Change the alignment, spacing, size, and look of text.
-

An overall consistent look, punctuated by variations that add weight exactly where it is needed, can enhance the likelihood that your message will be well received and absorbed by your intended audience. To make your Microsoft PowerPoint 2010 presentations visually appealing, you can add enhancements to the presentation as a whole or to individual slides.

In this chapter, you'll apply a theme to a presentation and then change the theme's color and font schemes. You'll add color and shading to the background of slides and to the background of placeholders. Finally, you'll change the look of specific text elements.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter15 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Applying Themes

When you create a presentation based on a template or a ready-made design, the presentation includes a theme—a combination of colors, fonts, formatting, graphics, and other elements that gives the presentation a coherent look. Even a presentation developed from scratch has a theme; the Office theme is applied by default. This theme consists of a white background, a very basic set of colors, and the Calibri font.

If you want to change the theme applied to a presentation, you can choose one from the Themes gallery. By using the Live Preview feature, you can easily try different effects until you find the one you want.

See Also For information about creating your own themes, refer to *Microsoft PowerPoint 2010 Step by Step*, by Joyce Cox and Joan Lambert (Microsoft Press, 2010).

In this exercise, you'll change the theme applied to one presentation that was created from scratch and to another that was created from a template.

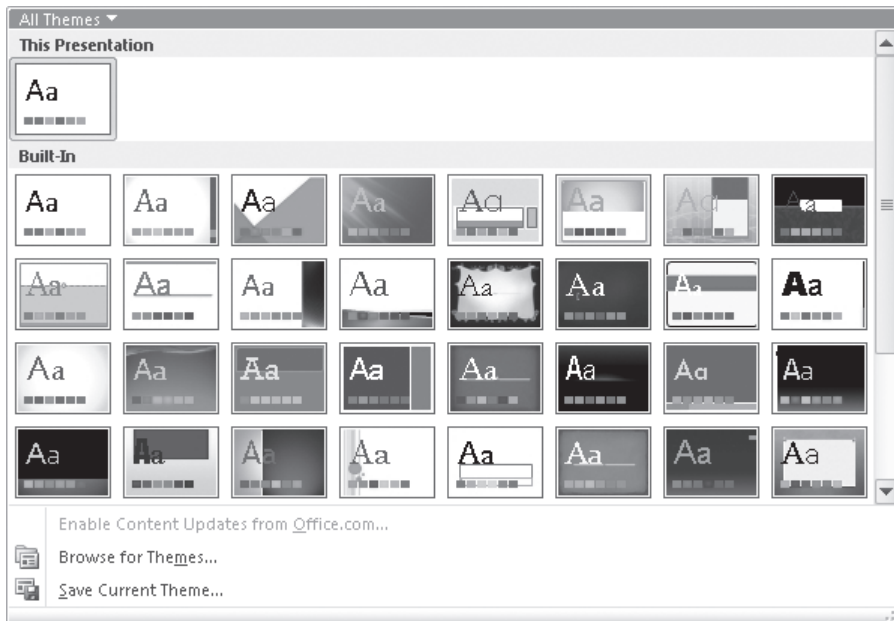


SET UP You need the **Landscaping_start** and **CompanyMeetingA_start** presentations located in your **Chapter15** practice file folder to complete this exercise. Open the presentations, and save them as **Landscaping** and **CompanyMeetingA**, respectively. Then follow the steps.

1. With the **Landscaping** presentation active, on the **Design** tab, in the **Themes** group, click the **More** button.



The Themes gallery appears, displaying all the available themes.



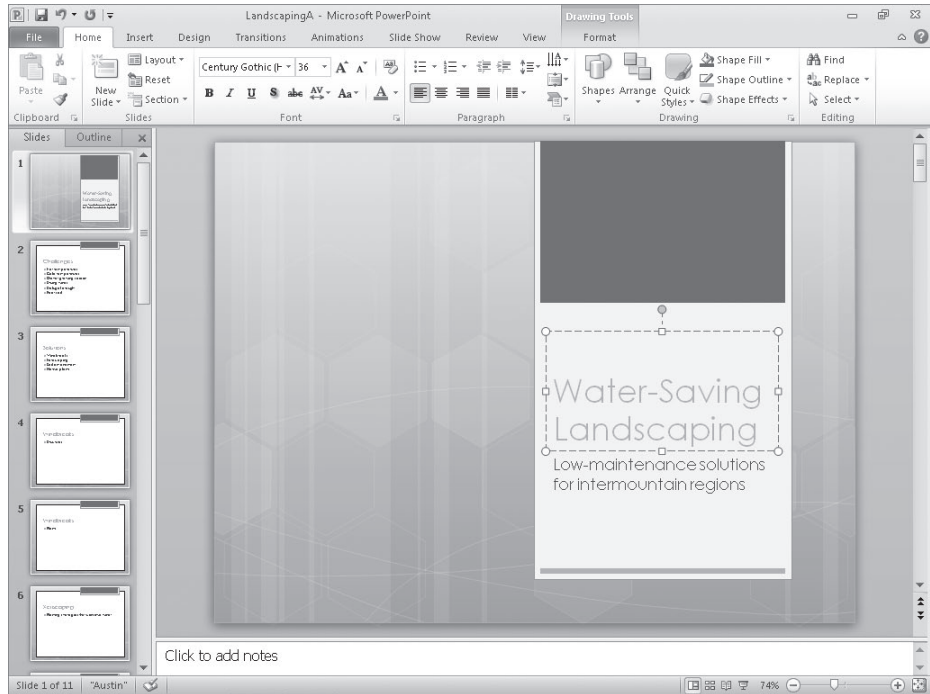
The theme attached to this presentation is identified in the This Presentation area.

2. Point to each theme thumbnail in turn to see a live preview of what the presentation will look like with that theme applied.

Notice that the themes are organized alphabetically and that their names appear in ScreenTips when you point to them.

3. Click the **Austin** thumbnail to apply that theme to the entire presentation.
4. Click the **Home** tab, and then on slide **1**, click the presentation's title.

Instead of a white background with black text in the Calibri font, the presentation now has a green background design with title text in the Century Gothic font.



Most built-in themes have a distinctive title slide design that is modified for all the other slide layouts.

Troubleshooting The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our screen images, see “Modifying the Display of the Ribbon” at the beginning of this book.

5. On the **View** tab, in the **Window** group, click the **Switch Windows** button, and click **CompanyMeetingA** to switch to that presentation.

This presentation already has a theme applied to it.

6. Display the **Themes** gallery, and then click the **Urban** thumbnail.

The background of the presentation now has dark blue and teal accents, and the text is in blue Trebuchet and black Georgia.



✖ CLEAN UP Save and close the **CompanyMeetingA** and **LandscapingA** presentations.

Using Different Color and Font Schemes

Every presentation you create with PowerPoint 2010, even a blank one, has a set of colors, called a *color scheme*, associated with its theme. A color scheme consists of 12 complementary colors designed to be used for the following elements of a slide:

- **Text/Background** Use these four colors for dark text on a light background or light text on a dark background.
- **Accent 1 through Accent 6** Use these six colors for objects other than text.
- **Hyperlink** Use this color to draw attention to hyperlinks.
- **Followed Hyperlink** Use this color to indicate visited hyperlinks.

When you click color buttons such as the Font Color button in the Font group on the Home tab, the color palette displays 10 of the 12 colors with light to dark gradients. (The two background colors are not represented in these palettes.)

Understanding color schemes can help you create professional-looking presentations that use an appealing balance of color. You're not limited to using the colors in a presentation's color scheme, but because they have been selected by professional designers and are based on good design principles, using them ensures that your slides will be pleasing to the eye.

See Also For information about how scheme colors are allocated, refer to *Microsoft PowerPoint 2010 Step by Step*, by Joyce Cox and Joan Lambert (Microsoft Press, 2010). For information about using non-scheme colors, see the sidebar "Non-Color Scheme Colors" later in this chapter.

To view the color schemes you can apply to a presentation, you display the Colors gallery, which has Live Preview capabilities. When you find a color scheme you like, you simply click it to change the color scheme of all the slides in the presentation.

Tip To apply a color scheme only to a selected slide, right-click the scheme and then click **Apply To Selected Slides**

In addition to changing the color scheme, you can change the font scheme, which provides two complementary fonts for each theme. The Fonts gallery lists the combinations in alphabetical order by theme. In each combination, the top font (called the *heading font*) is used for slides titles, and the bottom font (called the *body font*) is used for other slide text.

If none of the color schemes is exactly what you're looking for, you can create your own by clicking Create New Theme Colors at the bottom of the Colors gallery and assembling colors in the Create New Theme Colors dialog box. You can also create a custom font scheme by clicking Create New Theme Fonts at the bottom of the Fonts gallery and then specifying the font combination you want in the Create New Theme Fonts dialog box.

After you save either type of custom scheme, you can apply it to one or all of the slides in a presentation.

When you apply a different color scheme or font scheme to a presentation, your changes are stored with the presentation and do not affect the underlying theme.

Tip Also associated with each theme is an effects scheme. This scheme ensures that the shapes in the presentation have a consistent look. Clicking the Effects button in the Themes group of the Design tab displays a gallery of effect combinations to choose from.

In this exercise, you'll apply a different color scheme to a presentation, create your own scheme, change the color scheme of one slide, and then apply a different font scheme.

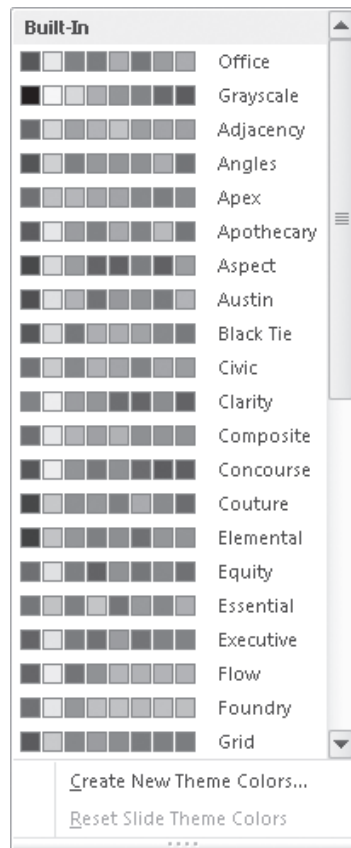


SET UP You need the *CompanyMeetingB_start* presentation located in your Chapter15 practice file folder to complete this exercise. Open the *CompanyMeetingB_start* presentation, and save it as *CompanyMeetingB*. Then follow the steps.



1. On the **Design** tab, in the **Themes** group, click the **Colors** button.

The Colors gallery appears.



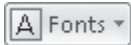
The color schemes show 8 of the 12 available colors.

2. In the gallery, point to a few color schemes, and watch the Live Preview effect on the active slide.
3. Click **Essential** to apply that color scheme to the presentation instead of the default color scheme of the Urban theme.

Notice that the theme retains all of its other characteristics, such as the fonts and background graphic; only the colors change.

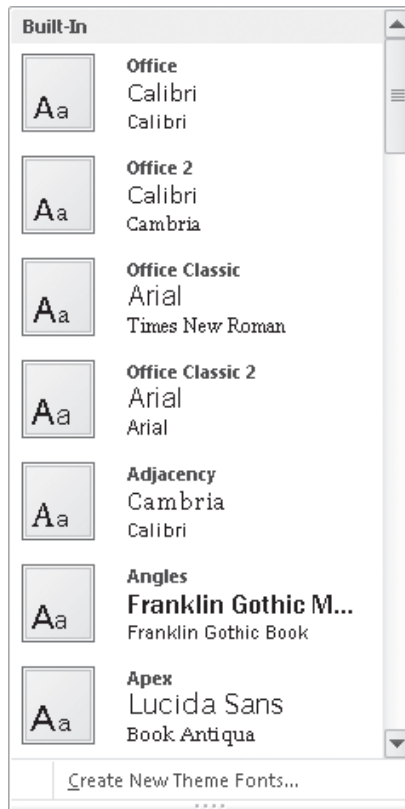
4. With slide **1** displayed, in the **Themes** group, click the **Colors** button.
5. Right-click the **Solstice** color scheme, and then click **Apply to Selected Slides**.

PowerPoint applies the Solstice color scheme to only the title slide, changing its main background color from red to dark brown, but retaining the gold accent color.



6. On the **Design** tab, in the **Themes** group, click the **Fonts** button.

The Fonts gallery appears.



Two fonts are assigned to each theme.

7. In the **Fonts** gallery, point to a few font schemes to display live previews of their effects on the active slide.
8. Click **Newsprint**.

PowerPoint applies that font scheme to the presentation instead of the default font scheme of the Urban theme.



The title slide with the new font scheme.

✖ CLEAN UP Save the `CompanyMeetingB` presentation, and then close it.

Changing the Slide Background

In PowerPoint, you can customize the background of a slide by adding a solid color, a color gradient, a texture, or even a picture.

A color gradient is a visual effect in which a solid color gradually changes from light to dark or dark to light. PowerPoint offers several gradient patterns, each with variations. You can also choose a preset arrangement of colors from professionally designed backgrounds in which different colors gradually merge.

If you want something fancier than a solid color or a gradient, you can give the slide background a texture. PowerPoint comes with several built-in textures that you can easily apply to the background of slides. If none of these meets your needs, you might want to use a picture of a textured surface. For a dramatic effect, you can also incorporate an image or design of your own, although these are best reserved for small areas of the slide rather than the entire background.

In this exercise, you'll shade the background of one slide. Then you'll apply a textured background to all the slides in the presentation.



SET UP You need the *ColorDesign_start* presentation located in your *Chapter15 practice file folder* to complete this exercise. Open the *ColorDesign_start* presentation, and save it as *ColorDesign*. Then follow the steps.

1. On the **Design** tab, in the **Background** group, click the **Background Styles** button.

The Background Styles gallery appears.



The gallery shows four solid colors and two gradients in each of four colors taken from the theme's color scheme.

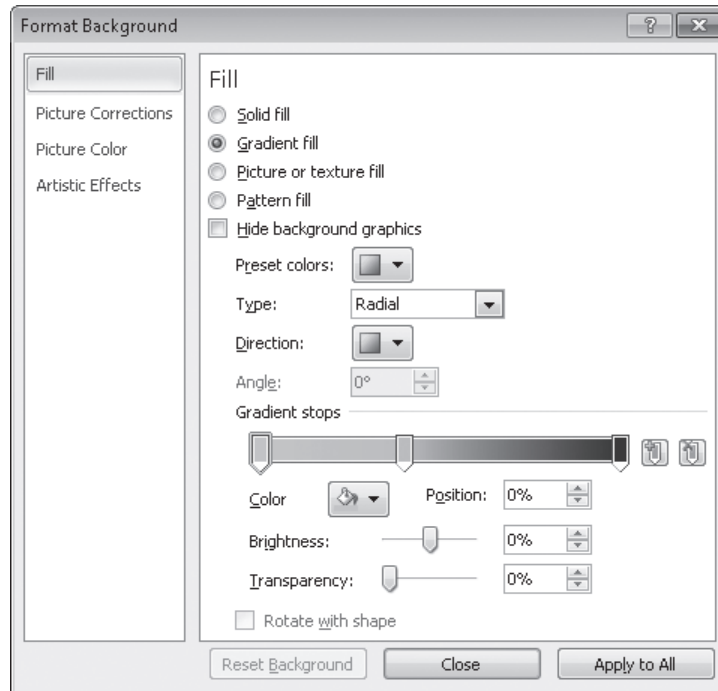
2. In the gallery, point to each thumbnail in turn to see a live preview of its effects.

3. Click the third thumbnail in the second row (**Style 7**).

Instantly, the background of all the slides in the presentation change to a blue gradient.

4. Click the **Background Styles** button again, and then at the bottom of the gallery, click **Format Background**.

The Format Background dialog box opens.



The *Fill* page shows the settings that control the gradient.

5. Click the **Type** arrow to display the list of options, and then click **Rectangular**. Behind the dialog box, the active slide changes to reflect this setting.
6. Display the **Direction** list, and click the rightmost thumbnail (**From Top Left Corner**).

7. In the **Gradient stops** area, drag the middle handle on the slider (**Stop 2 of 3**) to the right until the **Position** setting is **80%**.

Behind the dialog box, you can see that 80 percent of the slide is now a lighter shade, with the gradient to dark occupying only about 20 percent.

8. Display the **Color** list, and then under **Theme Colors**, click the third box in the purple column (**Purple, Accent 4, Lighter 40%**).
9. Click **Close**.

PowerPoint applies the shaded background to the current slide only.



The title slide has a two-tone gradient that gives a raised effect.

10. Click the **Background Styles** button again, and then click **Format Background**.
11. In the **Format Background** dialog box, click **Picture or texture fill**.
The active slide shows a live preview of the default texture.
12. Display the **Texture** gallery, and then click **Purple mesh**.

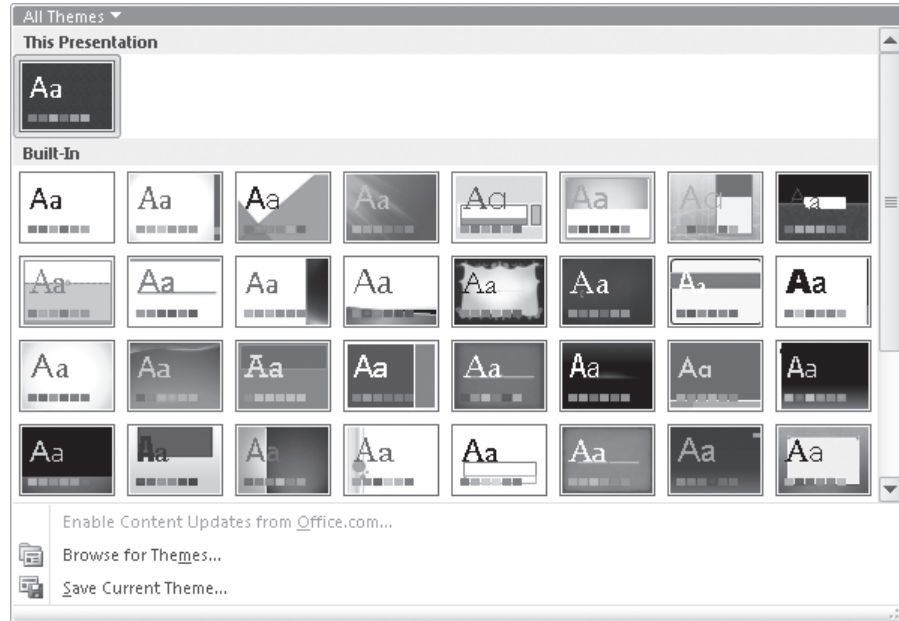
13. Click the **Apply to All** button, and then click **Close**.

PowerPoint applies the textured background to all the slides in the presentation.



14. In the **Themes** group, click the **More** button.

The Themes gallery appears.



At the top of the gallery is a thumbnail reflecting the formatting you have applied to this presentation.

✘ CLEAN UP Save the ColorDesign presentation, and then close it.

Changing the Look of Placeholders

For a consistent look, you won't usually want to change the formatting of a presentation's placeholders. However, when you want to draw attention to an entire slide or an element of a slide, you can do so effectively by making specific placeholders stand out. You might also want to format text boxes that you have drawn manually on a slide.

See Also For information about drawing text boxes, see "Adding Text Boxes" in Chapter 14, "Work with Slide Text."

When you format a placeholder or a text box, you are essentially formatting a shape. You have the following options:

- Fill the background with a color, gradient, texture, pattern, or picture.
- Change the color and style of the shape's outline.
- Apply a style such as a shadow, reflection, or glow.
- Apply a three-dimensional effect.

In this exercise, you'll first apply a color to a text box. Then you'll change its border and give it a glow effect.

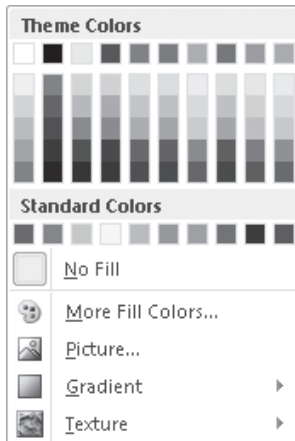


SET UP You need the *BusinessTravelA_start* presentation located in your **Chapter15 practice file folder** to complete this exercise. Open the *BusinessTravelA_start* presentation, and save it as *BusinessTravelA*. Then follow the steps.

1. Display slide **5**, click anywhere in the free-standing text at the bottom of the slide, and then click the border of the text box to select the box for manipulation.
2. On the **Format** contextual tab, in the **Shape Styles** group, click the **Shape Fill** arrow.

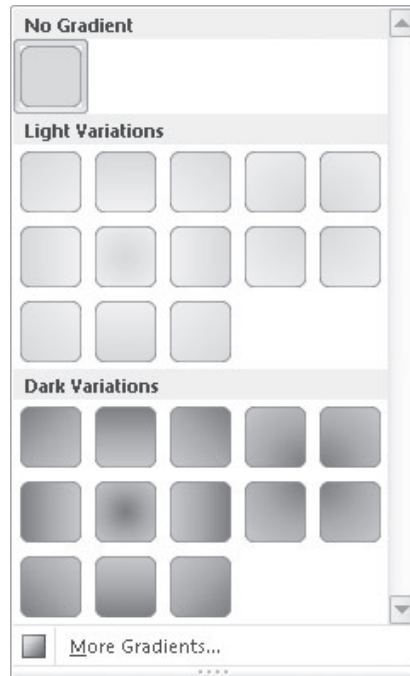


The Shape Fill palette appears.



Like other palettes, the Shape Fill palette reflects the theme's colors.

3. In the palette, point to a few colors in turn to see a live preview of its effects on the background of the text box.
4. Click the third shade in the orange column (**Orange, Accent 1, Lighter 40%**).
The background of the text box is now a medium orange color.
5. Click the **Shape Fill** arrow again, and then below the palette, point to **Gradient**.
The Gradient gallery appears.



This gallery offers light and dark versions of gradients in different directions.

6. Under **Dark Variations**, click the second thumbnail in the third row (**Linear Up**).
7. In the **Shape Styles** group, click the **Shape Outline** arrow, and under **Standard Colors**, click the **Dark Red** box.



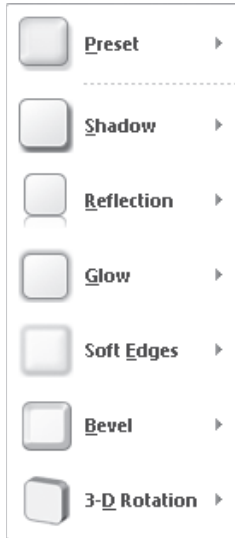
8. Click the **Shape Outline** arrow again. Then below the palette, point to **Weight**, and in the list, click **3 pt**.

Tip The abbreviation *pt* stands for *point*. A point is a unit of measurement used in the design and publishing industries. There are 72 points to the inch.



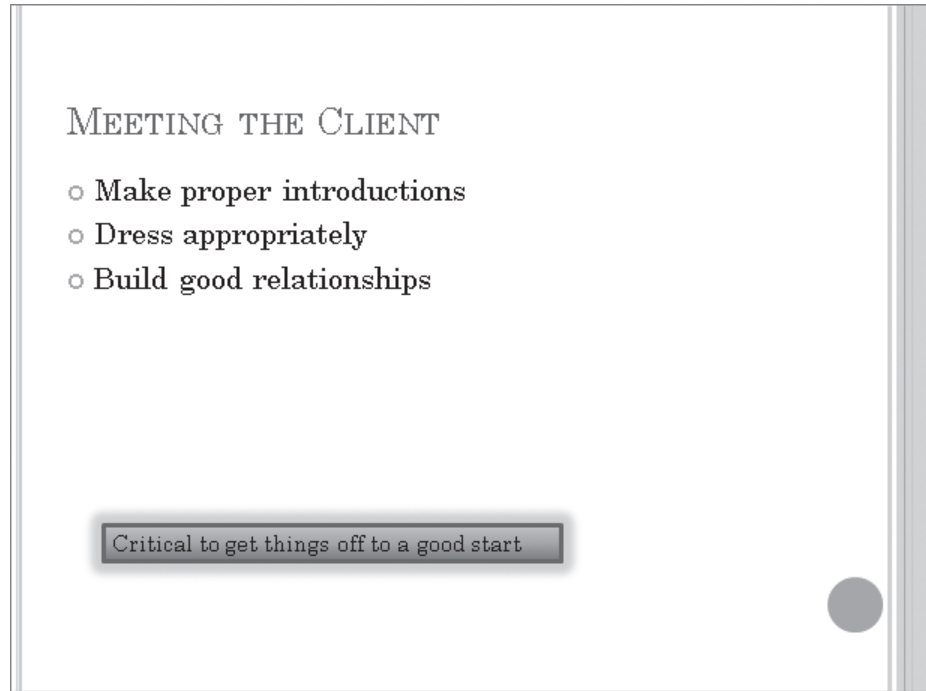
9. In the **Shape Styles** group, click the **Shape Effects** button.

A list of all the types of effects you can apply to the text box appears.



Many possible effects are available with a couple of mouse clicks.

10. In turn, display the options for each type, and point to a few to see their live previews.
11. When you have finished exploring, point to **Glow**, and then click the first thumbnail in the last row (**Orange, 18 pt glow, Accent color 1**).
12. Click away from the text box to release the selection.
The text box is less likely to be overlooked now.



You can easily set off text boxes and placeholders with combinations of color, borders, and effects.

✖ CLEAN UP Save the BusinessTravelA presentation, and then close it.

Changing the Alignment, Spacing, Size, and Look of Text

In most PowerPoint templates, text appears as either a slide title or a bulleted list. The alignment and spacing of the text are controlled by the design built into the template. You can override these settings, which are collectively called *paragraph formatting*. Click anywhere in the paragraph, and then do the following:

- **Lists** Click the Bullets arrow to display a gallery of alternative built-in bullet symbols. You can click None to remove bullet formatting and create an ordinary paragraph. To switch to a numbered list, click the Numbering arrow, and then click the numbering style you want.

- **Alignment** Click one of the following alignment buttons in the Paragraph group on the Home tab:
 - Click the Align Text Left button to align text against the placeholder's left edge. Left-alignment is the usual choice for paragraphs.
Keyboard Shortcut Press **Ctrl+L** to left-align text.
 - Click the Center button to align text in the middle of the placeholder. Center-alignment is often used for titles and headings.
Keyboard Shortcut Press **Ctrl+E** to center text.
 - Click the Align Text Right button to align text against the placeholder's right edge. Right-alignment isn't used much for titles and paragraphs, but you might want to use it in text boxes.
Keyboard Shortcut Press **Ctrl+R** to right-align text.
 - Click the Justify button to align text against both the left and right edges, adding space between words to fill the line. You might justify a single, non-bulleted paragraph on a slide for a neat look.
- **Line spacing** Click the Line Spacing button in the Paragraph group, and make a selection.
- **Paragraph spacing** Open the Paragraph dialog box, either by clicking the Line Spacing button and then clicking Line Spacing Options at the bottom of the menu or by clicking the dialog box launcher in the lower-right corner of the Paragraph group. You can then adjust the Before and After settings for the entire paragraph.

In addition to changing the look of paragraphs, you can manipulate the look of individual words by manually applying settings that are collectively called *character formatting*. After selecting the characters you want to format, you can make changes by using the commands in the Font group on the Home tab, as follows:

- **Font** Override the font specified by the font scheme by making a selection in the Font box.
- **Size** Manually control the size of text either by clicking the Increase Font Size or Decrease Font Size button or by setting a precise size in the Font Size box.
Keyboard Shortcut Press **Ctrl+Shift+>** or **Ctrl+Shift+<** to increase or decrease font size.

Tip If you turn off AutoFit so that you can manually size text, you have two ways to adjust the size of placeholders to fit their text: by manually dragging the handles around a selected placeholder, or by clicking **Resize Shape To Fit Text** on the **Text Box** page of the **Format Shape** dialog box. For information about AutoFit, see “Correcting and Sizing Text While Typing” in Chapter 14, “Work with Slide Text.”

- **Style** Apply attributes such as bold, italic, underlining, and shadow and strike-through effects to selected characters.



The character style buttons.

Keyboard Shortcut Press **Ctrl+B** to make text bold, **Ctrl+I** to make it italic, or **Ctrl+U** to underline it.

- **Color** Change the color of the selected characters by clicking the **Font Color** arrow and then clicking the color you want in the palette.
- **Case** Change the capitalization of the words—for example, you can change small letters to capital letters—by clicking the **Change Case** button and then clicking the case you want.
- **Character spacing** Increase or decrease the space between the letters in a selection by clicking the **Character Spacing** button and then clicking the option you want. You can also click **More Spacing** to display the **Character Spacing** page of the **Font** dialog box, where you can specify spacing more precisely.

Tip You can clear all manually applied character formatting from a selection by clicking the **Clear All Formatting** button.

To make it quick and easy to apply the most common paragraph and character formatting, PowerPoint displays the **Mini Toolbar** when you make a text selection. This toolbar contains the same buttons you’ll find in the **Font** and **Paragraph** groups on the **Home** tab, but they’re all in one place, adjacent to the selection. If you don’t want to apply any of the **Mini Toolbar** formats, you can simply ignore it, and it will disappear.



The Mini Toolbar.

After you have formatted the text on a slide, you might find that you want to adjust the way lines break to achieve a more balanced look. This is often the case with slide titles, but bullet points and regular text can sometimes also benefit from a few manually inserted line breaks. You can simply press **Shift+Enter** to insert a line break at the cursor.

This fine-tuning should wait until you have taken care of all other formatting of the slide element, because changing the font, size, and attributes of text can affect how it breaks.

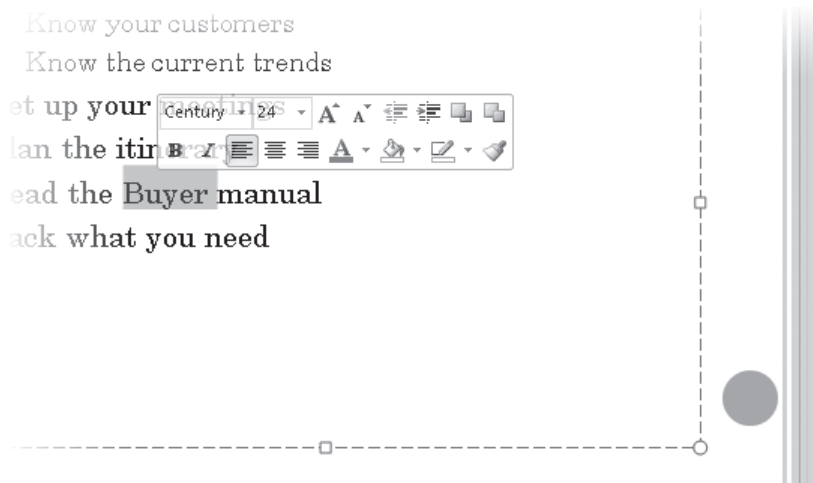
In this exercise, you'll experiment with changing various types of character formatting and paragraph formatting to achieve the look you want. You'll also insert a few line breaks to balance the text on a slide.



SET UP You need the *BusinessTravelB_start* presentation located in your *Chapter15 practice file folder* to complete this exercise. Open the *BusinessTravelB_start* presentation, and save it as *BusinessTravelB*. Then follow the steps.

1. Display slide **3**, and in the fourth bullet point, double-click **Buyer**.

The Mini Toolbar appears.

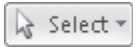


The Mini Toolbar is a shadow until you point to it.



2. Move the pointer over the Mini Toolbar to make it active, and then click the **Italic** button.
3. Display slide **4**, and in the **Slide** pane, drag diagonally across the four bullet points to select them.
4. On the **Home** tab, in the **Font** group, click the **Font Color** arrow. Then under **Standard Colors** in the palette, click the **Red** box.





5. Display slide **5**, and click anywhere in the bulleted list. Then in the **Editing** group, click the **Select** button, and click **Select All**.

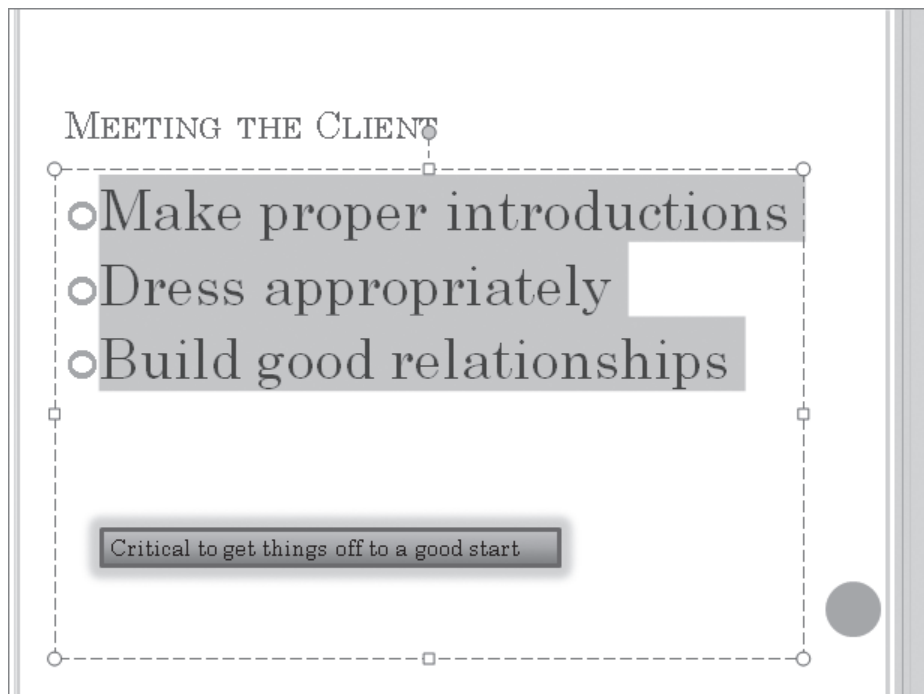
All the text in the placeholder is selected. The text at the bottom is not selected because it is in a separate text box, not in the placeholder.



6. In the **Font** group, click the **Increase Font Size** button until the setting in the **Font Size** box is **44**.

Keyboard Shortcut Press **Ctrl+Shift+>** to increase the font size.

Using the Increase Font Size and Decrease Font Size buttons takes the guesswork out of sizing text.



The first bullet point now spans the width of the placeholder.

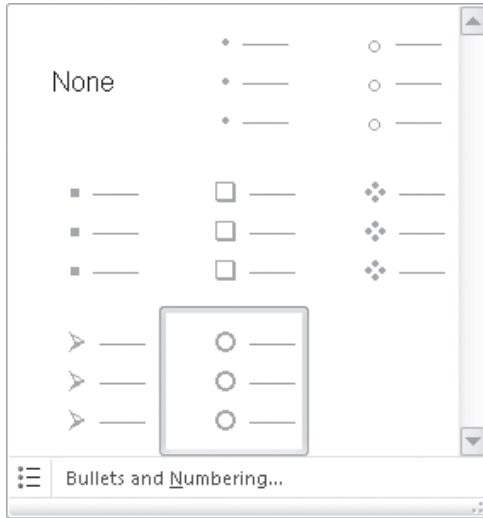


7. In the **Font** group, click the **Clear All Formatting** button to return the font size to **24**.
8. Display slide **9**, and select both bullet points.



9. In the **Paragraph** group, click the **Bullets** arrow.

The Bullets gallery appears.



You can click **Bullets And Numbering** at the bottom of the gallery to create custom bullets.

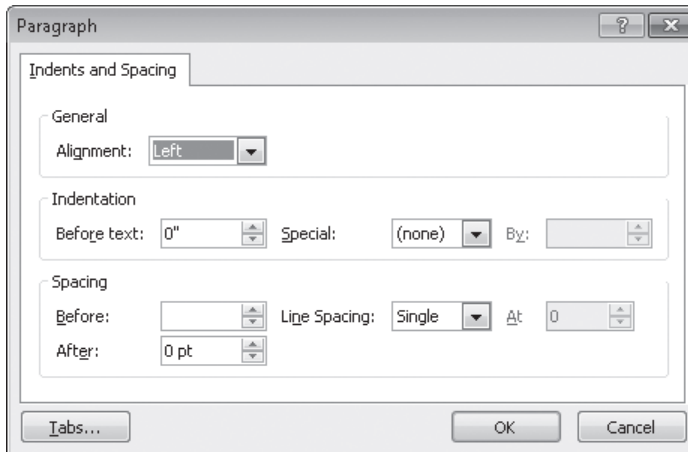
10. In the gallery, click **None**.

The bullet points are converted to regular text paragraphs.



11. With both paragraphs still selected, in the **Paragraph** group, click the **Line Spacing** button, and then click **Line Spacing Options**.

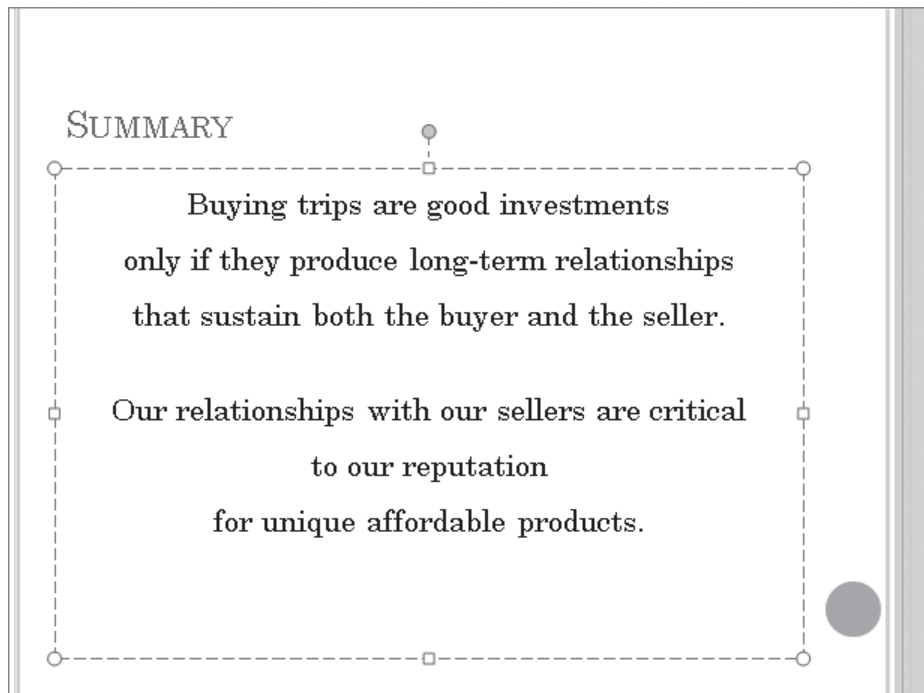
The Paragraph dialog box opens.



You can set alignment, indentation, line spacing, and paragraph spacing all in one place.

12. In the **General** area, change the **Alignment** setting to **Centered**.
13. In the **Spacing** area, change the **Before** setting to **0 pt** and the **After** settings to **24 pt**. Then change the **Line Spacing** setting to **1.5 lines**.
14. Click **OK**.
15. In the first paragraph, click to the left of the word **only**, and press Shift+Enter to insert a line break.
16. Repeat step 15 to insert another line break before the word **that**.
17. In the second paragraph, insert a line break before the word **to** and another before the word **for**.

The phrases of both paragraphs are now nicely balanced.



Line breaks can increase readability as well as the look of text on a slide.



CLEAN UP Save the BusinessTravelB presentation, and then close it.

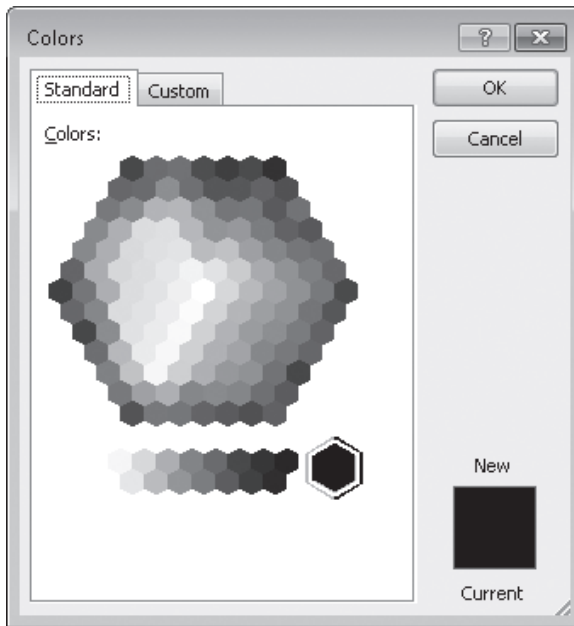
Non-Color Scheme Colors

Although working with the 12 colors of a harmonious color scheme enables you to create presentations with a pleasing design impact, you might want to use a broader range of colors. You can add colors that are not part of the color scheme by selecting the element whose color you want to change and then choosing a standard color from the Font Color palette or a custom color from the wide spectrum available in the Colors dialog box.

To apply a custom color:

1. Select text on a slide, and then on the Home tab, in the Font group, click the Font Color arrow.
2. At the bottom of the color palette, click More Colors.

The Colors dialog box opens.



The Standard page of the Colors dialog box.

3. Click a color in the Colors spectrum, and then click OK.

You can also click the Custom tab to display a color gradient where you can select a color based on precise Red/Green/Blue or Hue/Saturation/Luminescence settings.

After you use a color, it becomes available on all the palettes that appear when you click a button that applies color—for example, the Font Color button in the Font group on the Home tab. The color remains on the palettes even if you change the theme applied to the presentation.

Key Points

- Switching from one predefined theme to another is an easy way of changing the look of an entire presentation.
- You can apply a ready-made color scheme or font scheme to one or all the slides in a presentation, and you can create your own schemes.
- To dress up the background of one slide or of all the slides in a presentation, you can apply a solid color, a color gradient, a texture, or a picture.
- You can change the background, outline, and effect of specific placeholders or of text boxes.
- The formatting of paragraphs and text in a presentation can easily be changed by using the commands in the Font and Paragraph groups on the Home tab.

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