

The Two-Dollar Tour

Step right up for a tour of Microsoft Office, the most popular suite of applications in the world!

Here are some of the things you can do with Office:

- ➡ Write letters, reports, and newsletters.
- ➡ Track bank account balances and investments.
- ➡ Create presentations to support speeches and meetings.
- ➡ Send and receive e-mail.

The Office suite consists of several very powerful applications (programs), each with its own features and interface, but the applications also have a lot in common with one another. Learning about one application gives you a head start in learning the others.

In this chapter (and Chapter 2), I take you on a quick tour of some of the features that multiple Office applications have in common, including the tabbed Ribbon area. In this chapter, I show you how to insert text and graphics in the various applications, and how to move around and zoom in and out.

Chapter

1

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This book shows Microsoft Office in the Windows Vista operating system, not Windows XP. Office works the same way in both versions of Windows except for minor differences in the dialog boxes where files are saved and opened. Those differences are covered in Chapter 3.

Start an Office Application

All the Office applications are available from the Start menu in Windows, as shown in Figure 1-1.

Office applications are in the Microsoft Office folder

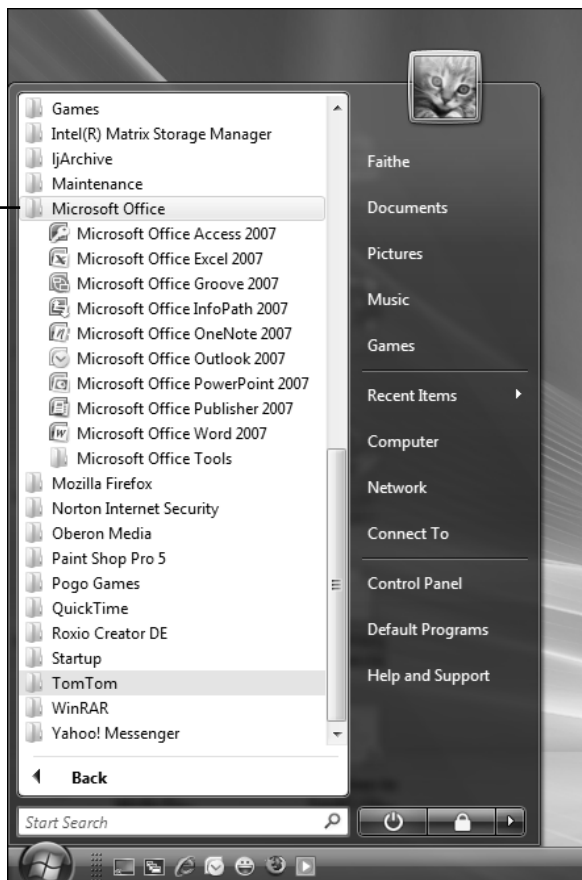


Figure 1-1

To start any of the applications, follow these steps:

1. Click the **Start** button.
2. Click All Programs.
3. Click Microsoft Office.
4. Click the Office application you want to start.

Explore the Office Ribbon and Tabs

All Office 2007 applications (except Outlook) have a common system of navigation called the *Ribbon*, which is a tabbed bar across the top of the application window. Each tab is like a page of buttons. You click different tabs to access different sets of buttons and features.

Figure 1-2 shows the Ribbon in Microsoft Word, with the Home tab displayed. Within a tab, buttons are organized into groups. In Figure 1-2, the Home tab's groups are Clipboard, Font, Paragraph, Styles, and Editing.

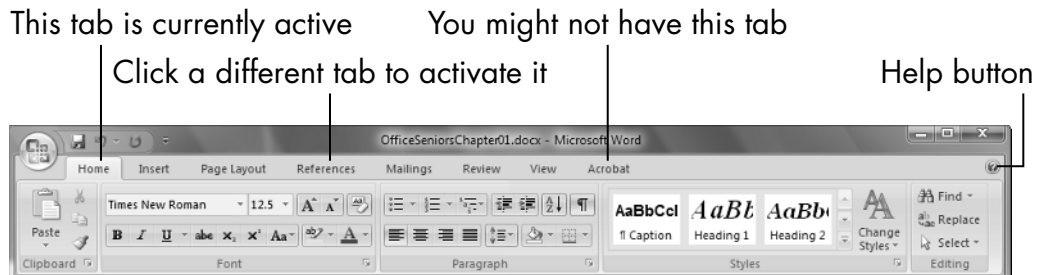


Figure 1-2

Each Office application has a set of tabs for the tasks it performs. For example, Word has a Mailings tab that holds the commands for doing mail merges. Excel has a Formulas tab that holds the commands for setting up calculations.



You might find tabs that were added by *third-party* (non-Microsoft) software. For example, Figure 1-2 has an Acrobat tab. A program called Adobe Acrobat is installed on this computer.

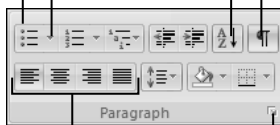
The buttons and controls on the tabs operate in different ways. Figure 1-3 points out some examples on the Paragraph group on Word's Home tab.

Click the button face to apply the most recent setting...

...or click the arrow to open a menu of other settings

A command button

An on/off toggle



A button set

Click here to open the Paragraph dialog box

Figure 1-3

- ➡ **On/off toggles:** When the button is selected (it turns orange), the feature is on. Each time you click the button, it switches between on and off.
- ➡ **Command buttons:** When you click the button, the command executes. If you click a command button again, the command repeats.
- ➡ **Connected button sets:** In connected sets of buttons, selecting a button deselects (cancels) the previous selection in the set.

For example, Figure 1-3 has four buttons in the bottom row for paragraph alignment. The leftmost one is selected; if you clicked one of the others, it's automatically canceled.

➡ **Menu buttons:** Buttons with arrows on them open menus or color palettes.



You can hover the mouse pointer over a button to see a pop-up box, called a ScreenTip, that tells the button's name and/or purpose.

With some buttons that contain arrows, you can click anywhere on the button face — directly on the arrow or not — to open the menu or *palette* (an array of colored squares from which you can choose a color). With others, the button face and the arrow are separate clickable areas. Clicking the arrow opens the menu, but clicking the button face applies whatever setting was most recently chosen from the menu.

To tell the difference between the two types of menu buttons, point the mouse at the button. If you see a thin line separating the arrow from the button face, it's the type where you have to click directly on the arrow to get the menu. If there's no separator line, you can click anywhere on the button.

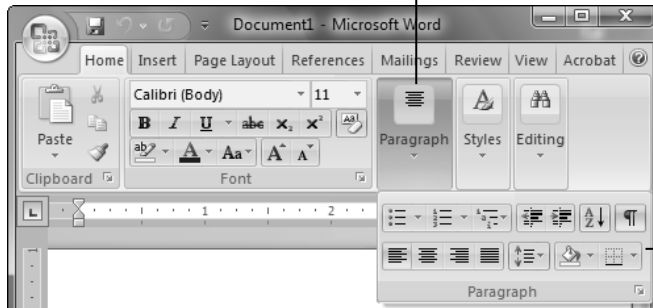
In the bottom-right corner of many of the groups is a small square with an arrow. Clicking this button opens a dialog box related to that group. For example, the one for the Paragraph group in Figure 1-3 opens the Paragraph dialog box, which contains controls for every button in that group plus more options not available on the Ribbon.

At the far right of the Ribbon is a question mark button, the Help button. You can click **Help** at any time to open the Help system for the application you have open.

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When you resize the application's window so the window is narrower than normal, or when you run the application on a computer that has low-resolution video settings, the controls on the Ribbon *compress* (squeeze together). Some of the groups turn into single buttons with drop-down lists for accessing the individual controls within that group. For example, in Figure 1-4, most of the groups are compressed, and one of the groups has been opened as a drop-down list.

Click the button for a collapsed group...



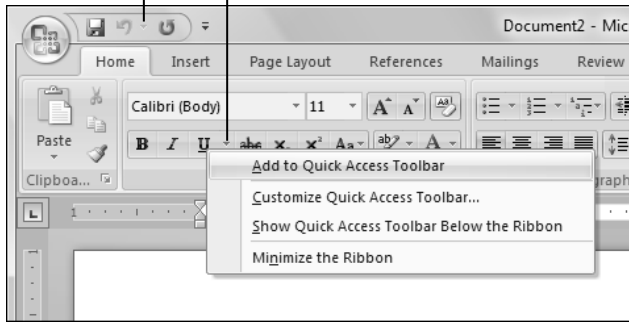
...to expand the group and select a command from it

Figure 1-4

Above the main part of the Ribbon is a small toolbar called the Quick Access toolbar. This is the only customizable area of the Ribbon. You can add buttons for frequently used commands here (as many as you can fit). To add a button, right-click any **control** from any tab and choose **Add to Quick Access Toolbar**, as shown in Figure 1-5. To change the position of the Quick Access Toolbar, right-click it and choose **Show the Quick Access Toolbar Below the Ribbon** (or Above, if it's already below).

Quick Access Toolbar

Right-click any control on any tab to add it to the toolbar

**Figure 1-5**

Understand the Office Button and Office Menu

The Office menu provides access to commands that have to do with the data file you are working with—things like saving, opening, printing, mailing, and checking its properties. Open the Office menu by clicking the big round button (the **Office button**) at the upper left.



The Office menu is similar to the File menu in older Office applications.

The Office menu is organized in two columns, as shown in Figure 1-6:

- ➡ **Left column:** Commands you can select.
- ➡ **Right column:** Shortcuts to recently used files. Click any of these **shortcuts** to reopen that data file.

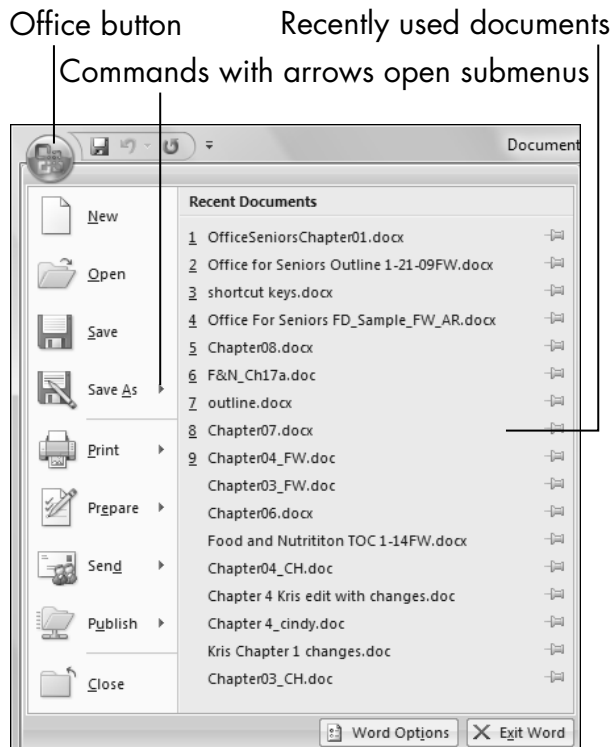


Figure 1-6

Some commands on the Office menu have arrows to their right. These open submenus with more options on them. For example, when you point to the **Send** command, a submenu of commands related to sending documents appears.

Some of the commands that have arrows next to them, such as **Print** and **Save As**, are dual function:

- ➡ Point to its **arrow** to open its submenu of more choices.
- ➡ Click directly on the **command** to choose the most common option for it.

At the bottom right of the menu is an **Exit** button, which you click to quit the application. Next to that is an **Options** button, which opens a dialog box from which you can control the settings for the application. Each of these is named for the application; in Figure 1-6, they're **Exit Word** and **Word Options**.

Create a Document

In Word, Excel, and PowerPoint, a new document (or workbook, or presentation) opens automatically when you start the program. You can just start typing or inserting content into it.

You can also create additional new documents. An easy shortcut to do so is to press Ctrl+N. You can also choose Office→New. That latter method has the advantage of opening up a dialog box where you can choose a template, if you don't want a totally blank document to start with.

Type Text

Putting text on the page (or onscreen) is a little different in each of the three major Office applications: Word, Excel, and PowerPoint.

- ➡ **Word:** The main work area of the program is a blank slate on which you can type directly. Just click in the work area and start typing! Chapter 2 explains more about typing and editing text. See Figure 1-7.

In Word, there is a single work area

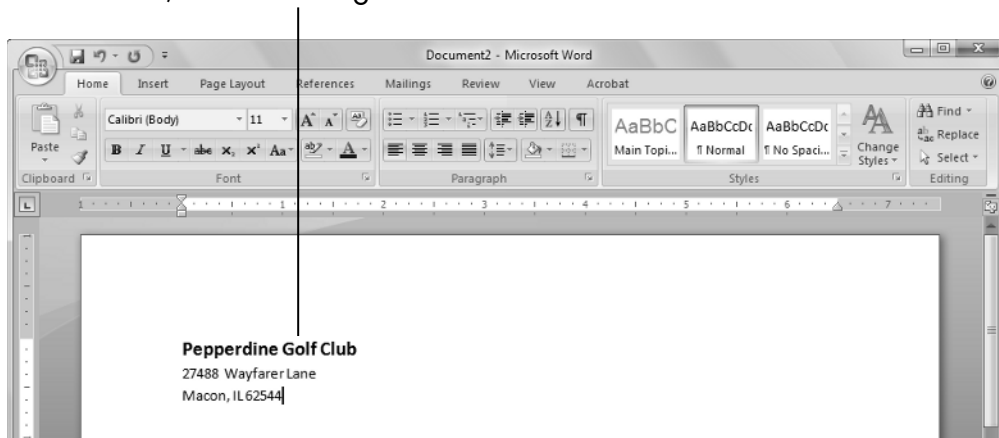


Figure 1-7

- ➡ **Excel:** The work area is divided into a grid of cells. Click any cell to make it active, and type to place text

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into it, as in Figure 1-8. Chapter 7 shows how to work with text in Excel cells.

In Excel, text is entered into individual cells

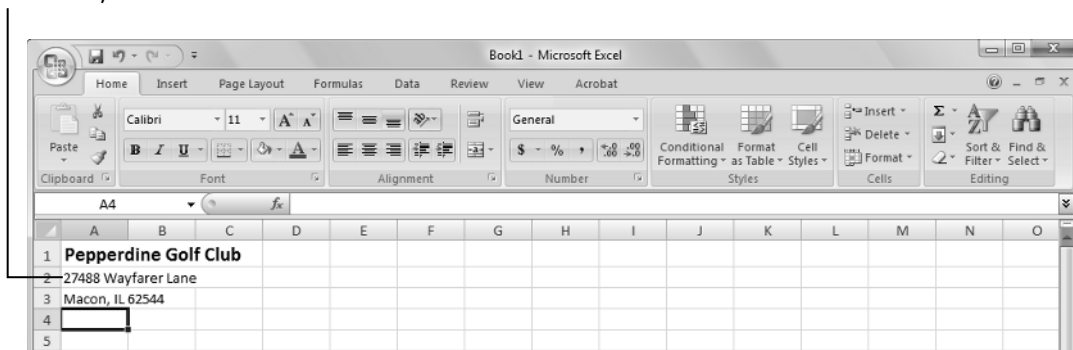


Figure 1-8

- ⇒ **PowerPoint:** The work area is divided into three panes. The largest one, in the center, is where you insert content on a slide.
- If a slide has a text placeholder on it, you can click in the **placeholder** and type, as in Figure 1-9.
 - If there isn't a placeholder on the slide, or if the placeholder doesn't meet your needs, you can place a **text box** on the slide manually. (That's covered in Chapter 11.)

Insert a Picture

All Office applications accept various types of pictures. Here's how to insert a photo (or other graphic file) into Word, Excel, or PowerPoint:

- 1.** Click the **Insert** tab.
- 2.** Click the **Picture** button. The Insert Picture dialog box opens. See Figure 1-10. The default location that opens is the Pictures folder for the user currently logged into Windows.

In PowerPoint, text is entered in placeholder boxes on slide layouts

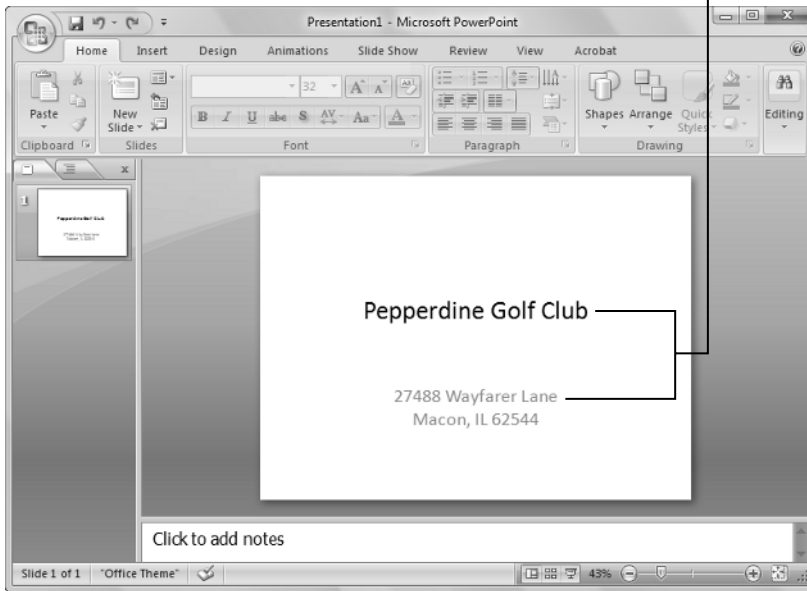


Figure 1-9

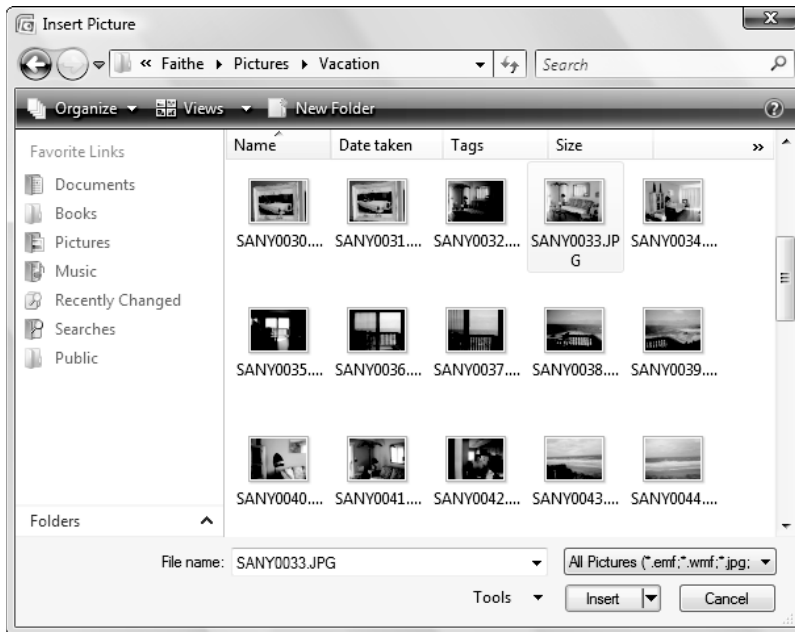


Figure 1-10

3. Select the **picture** you want to insert. (You might need to change to a different location. That's covered in Chapter 3.)
4. Click the **Insert** button.

The preceding steps apply to picture files, such as images from a digital camera or that you downloaded from the Internet. There are lots of other graphic types, such as clip art, WordArt (stylized text), and drawn lines and shapes. Each of these has its own procedure for insertion. Later chapters discuss these in more detail.



You can drag and drop pictures directly into any document in an Office application.

Move Around in a Document

As you add content in one of the applications, there might be so much content that you can't see it all onscreen at once. You might need to scroll through the document to view different parts of it.

The simplest way to move around is by using the **scroll bars** with your mouse:

- ➡ In Excel, a vertical (up and down) and a horizontal (left to right) scroll bar are always available.
- ➡ In Word and PowerPoint, the vertical scroll bar is always available. The horizontal scroll bar disappears if there is no undisplayed text from side-to-side.

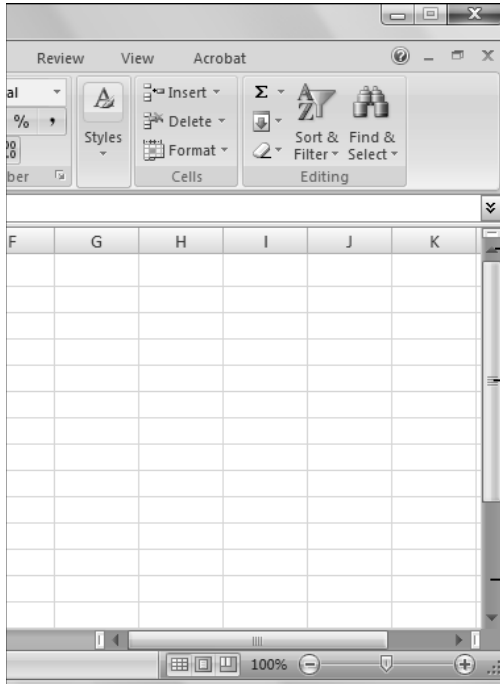
Figure 1-11 shows several ways to use a scroll bar:

- ➡ Click the **arrow** at the end of a scroll bar to scroll the display slowly in the direction of the arrow (a small amount each time you click).
- ➡ Drag the box in the **scroll bar** to scroll quickly.

- ➡ Click in the empty space on the bar to one side or the other of the scroll box to move one screenful at a time in that direction.

Drag the scroll box to scroll quickly

Click an arrow to scroll a small amount in the arrow direction



Click above or below the scroll box to scroll one screenful

Figure 1-11



The size of the scroll box (the blank rectangle you drag in the scroll bar) indicates how much content you can't see at the moment. For example, in Figure 1-11, the scroll bar occupies most of the scroll bar; this means that there isn't much undisplayed content. In a very large spreadsheet, the scroll bar might be very small.



You can also move around by using keyboard shortcuts. As you gain experience with the applications, you might find using keyboard shortcuts more convenient than using the scroll bar. Chapter 4 lists shortcuts for Word, Chapter 7 lists shortcuts for Excel, and Chapter 14 lists shortcuts for PowerPoint.

Select Content

Selecting content is an essential skill for any Office application. Many commands in Office applications apply to whatever text or graphics you select. For example, to make some text bold, select it first, and then click the Bold button. Figure 1-12 shows some selected text.

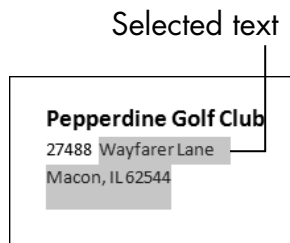


Figure 1-12

To select text in Word or PowerPoint, you can either

- ➡ Drag the **mouse pointer** across it (holding down the left mouse button).
- ➡ Click where you want to start and then hold down **Shift** as you press the arrow keys to extend the selection.

When text is selected, its background changes color. The color depends on the color scheme in use; with the default color scheme, it's light blue.

In Excel, you usually want to select entire cells rather than individual bits of text; when the cell is selected, any formatting or other commands that you issue applies to everything in that cell. To select a cell,

click it. You can extend the selection to multiple cells by dragging across them or by holding down **Shift** and pressing the **arrow keys**.



You can also select text by using keyboard shortcuts. Chapter 4 lists shortcuts for Word, Chapter 7 lists shortcuts for Excel, and Chapter 14 lists shortcuts for PowerPoint.

To select a graphic, click it with the mouse. Selection handles appear around the outside of it. Depending on the graphic type, these handles are blue circles or black squares. Figure 1-13 shows a selected graphic in Word.

Selection handles



Figure 1-13

When a graphic is selected, you can do any of the following to it:

- ➡ **Move it.** Position the **mouse pointer** on the graphic (not on the border) and drag.
- ➡ **Copy it.** Hold down the **Ctrl** key while you move it.
- ➡ **Resize it.** Position the **mouse pointer** on one of the selection handles and drag.
- ➡ **Delete it.** Press the **Delete** key.

Zoom In and Out

While you're working in an Office application, you might want to zoom in to see a close-up view of part of your work, or zoom out to

see a bird's-eye view of the whole project. The lower the zoom percentage, the smaller everything looks — and the more you can see onscreen at once, without scrolling.

Word, Excel, and PowerPoint all have the same Zoom controls, located in the bottom right of the window. (There are also zoom controls on the View tab in each application.) Figure 1-14 shows the Zoom controls on the status bar.

- ➡ Drag the **slider** to adjust the zoom (to the left to zoom out, and to the right to zoom in).
- ➡ Click the **minus** or **plus button** (at opposite ends of the slider) to slightly zoom out (minus) or in (plus).
- ➡ Clicking the **number** of the current zoom percentage opens a Zoom dialog box, which shows more zooming options.



Zooming doesn't affect the size of printouts. It is only an onscreen adjustment.

View buttons (different in each application)



Drag Zoom slider

Click here for Zoom dialog box

Figure 1-14

Change the View

Each Office application has a variety of viewing options available. Each view is suited for a certain type of activity in that application. For example, in Word, you can choose Draft view, which is speedy to work with and presents the text in a simple one-column layout. Or, you can choose a Print Layout view, where you can see any special layout formatting you applied, such as multiple columns.

Each application has shortcut buttons to the most common views. You can find these buttons to the left of the Zoom slider, as pointed out in Figure 1-14. Hover your **mouse** over a button to find out which view it selects. These views are available:

☛ Excel

- *Normal*: Displays a regular row-and-column grid
- *Page Layout*: Displays the content as it will appear on a printed page

☛ Word

- *Print Layout*: Shows the document approximately as it will be printed, including any layout features, such as multiple columns
- *Full-screen Reading*: Displays the document in a format that's easy to read onscreen
- *Web Layout*: Displays the document as it will appear if saved as a Web page and published on a Web site
- *Outline*: Displays the document as an outline, with headings as outline levels
- *Draft*: Displays the document in simple text form, in a single column

☛ PowerPoint

- *Normal*: This default view provides multiple panes for working with the content.
- *Slide Sorter*: All of the slides appear as thumbnail images, which is useful for rearranging the order of slides.

- *Slide Show*: The presentation is shown to the audience, one slide at a time.
- *Notes Page*: Each slide appears as a graphic on a page where notes are displayed.



Notes Page view is available only from the View tab, not from the buttons.

Enjoying the tour so far? There's lots more ahead in Chapter 2, where I continue walking you through the important features that the Office apps have in common.