

Fundamentals of Office 2016

Learn IT the easy way
Clear, concise and to the point...



Fundamentals of Office 2016

Kevin Wilson

About the Author

Kevin Wilson, a practicing computer engineer and tutor, has had a passion for gadgets, cameras, computers and technology for many years.

After graduating with masters in computer science, software engineering & multimedia systems, he has worked in the computer industry supporting and working with many different types of computer systems, worked in education running specialist lessons on film making and visual effects for young

people. He has also worked as an IT Tutor, has taught in colleges in South Africa and as a tutor for adult education in England.

His books were written in the hope that it will help people to use their computer with greater understanding, productivity and efficiency. To help students and people in countries like South Africa who have never used a computer before. It is his hope that they will get the same benefits from computer technology as we do.

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What's New in Microsoft Office

The look and feel of Office 2016 has changed very little from its predecessor Office 2013, although there are a few modifications to the layout and design.

Microsoft has also developed a touch screen version of Microsoft Office called Office Mobile, which is available for download from the App Store, and is geared

towards tablets and phones.

Office 2016 has three themes. The new theme, also the default, known as “colorful”, is colour coded according to the colour of the Office App. So the title bar in Word is coloured blue, Excel is coloured green, PowerPoint is coloured orange, Access is coloured red and so on. This makes it easier to distinguish which application is open.

In addition to this visual theme, both the “white” and “dark” themes from Office 2013 are still available.

Notable New Features

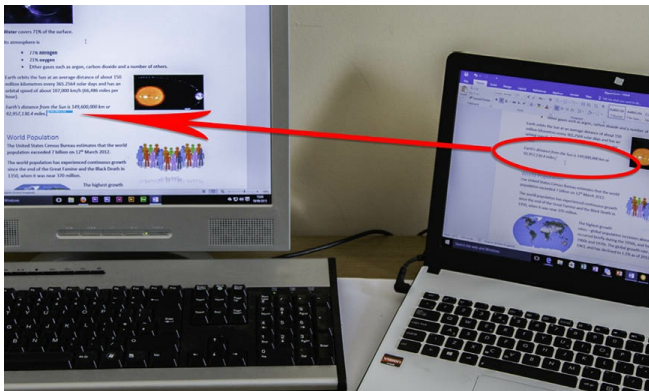
There are a few new features worth taking note of that have been introduced into Office 2016.

Real Time Document Editing

Office documents can now be shared with friends and colleagues that can be edited at the same time.

In the demonstration below, the computer on the left is sharing a

document with the user logged onto the laptop on the right. The user logged onto the laptop is editing the document.



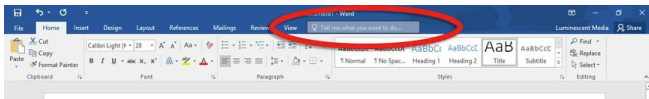
As the laptop user edits the document, his changes appear in the document on the computer highlighted with his username.

Similarly if the user on the computer makes any changes, they will show up on the document open on the laptop.

This feature comes in handy when you are working on a project with a number of other people.

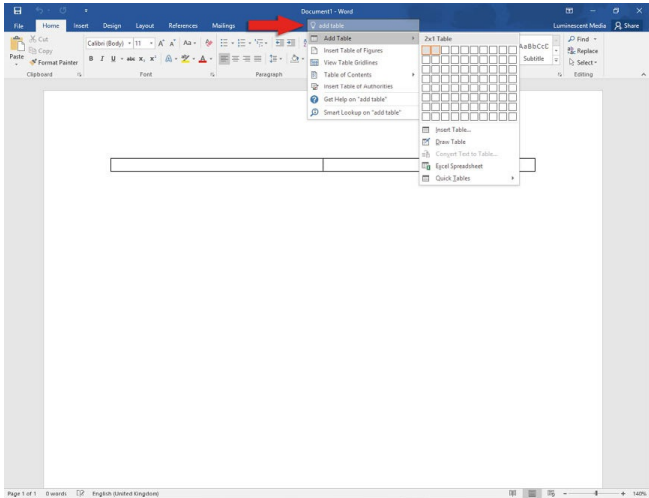
Tell Me Bar

The Tell Me Bar is a useful feature for getting things done quickly without having to search for tools or functions in the ribbon menus.



The Tell Me Bar allows you to type and search for functions.

For example, adding a table, you can just type 'add table' into the bar and Word will return a list of functions to add a table to your document.



Just click on the name of the function to execute it.

This feature is available in all the Office Apps

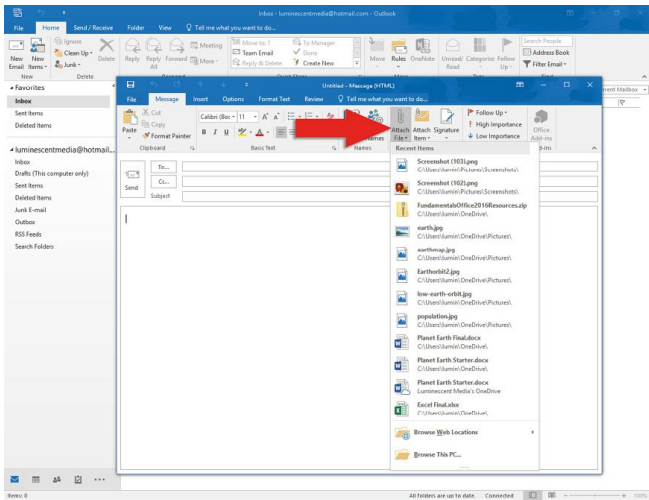
Clutter

Aimed primarily at business users, 'Clutter' filters less important emails into a Clutter folder and works in a similar fashion to the anti-spam filter for junk emails. This can be advertising emails sent out or messages from mailing lists.

The clutter feature keeps track of your reading habits and uses the information to filter out incoming email. However, no system is perfect so you should check the Clutter folder as it may occasionally move important messages into this folder.

Recent Items List for Outlook Attachments

This is a useful feature added to Outlook. When you click on the attach file icon, Outlook will list your most recent files.



Most of the time, the file you want to attach is the one you have just been using or working on. If your file isn't there, you can still browse or search for it.

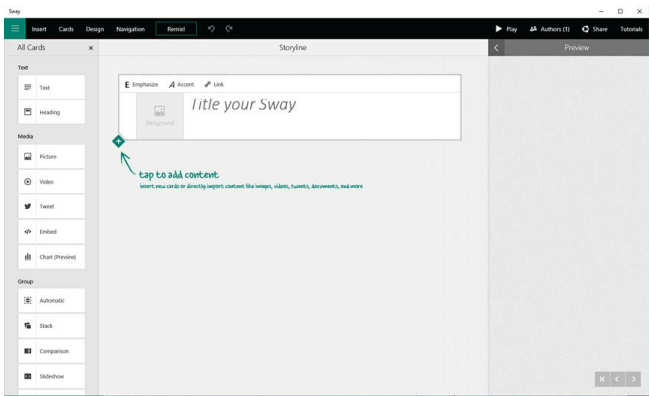
Microsoft Sway

Sway is a presentation tool that allows you to drag and drop files such as images or online videos from social media into presentations, reports, newsletters and personal stories.

You can either use the app on your phone/tablet or using a web browser by navigating to the following website.

sway.com

You can download the App from the App Store and begin creating Sways by typing in a Title where it says 'Title you Sway'.

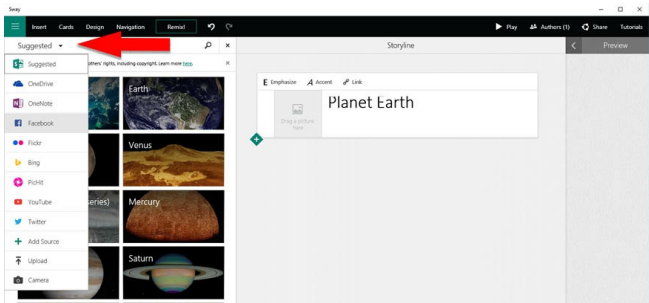


In this example, I'm going to type in the title: "Planet Earth". Sway will begin searching for

information on the web about planet earth. If you click 'Insert' on the top menu, you can insert all different types of media.

In this case Sway has searched the web for images and information on the title I entered earlier, "Planet Earth".

If I click where it says 'suggested', I can select the sources of information. This can be from youtube, my albums on facebook, a bing/google image search, from my own camera or upload from my computer.



I can now start to drag the images and information I want into the timeline on the right hand side. I can also type in text, insert videos.

Planet Earth - Story


Insert Cards Design Navigation **Revised** Play Authors (1) Share Tutorial

Bing Search... Storyline Preview

Earth Mars percent diplomacy conflict earliest life Solar System's ...


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Search results show images tagged with [Creative Commons licenses](#). Check [this box](#) to show all results.



Planet Earth


Picture




The world [isn't](#) half as bad as they point it to be...

Text

Earth, also called the world, is the third planet from the Sun, the densest planet in the Solar System, the largest of the Solar System's four terrestrial planets, and the only astronomical object known to accommodate life. The earliest life on Earth arose at least 3.5 billion years ago. Earth's biodiversity has expanded continually except when interrupted by mass extinctions. Although scholars estimate that over 99 percent of all species of life (over five billion) that ever lived on Earth are extinct, there are still an estimated 10–14 million extant species, of which about 1.2 million have been documented and over 86 percent have not yet been described. Over 7.3 billion humans live on Earth and depend on its biosphere and minerals for their survival. Earth's human population is divided among about two hundred sovereign states which interact through diplomacy, conflict, travel, trade and communication media.

E Emphasis **A** Accent **B** Bullets **N** Numbers **L** Link **O** Options **D** 

Picture



Caption

Upgrading to Office 2016

If Office doesn't update itself automatically, you can update your Office installation on your computer by navigating to the following website and logging into your Office 365 account.

`office.com`

Sign in with your Microsoft Account details

Scroll down to the bottom of the page and click on 'My Account'

Office

Turn on automatic renewal and get one month free

My Office Account

Office 365 Personal

Get the new Office - It's one of the perks of having Office 365.

Install

Slype

OneDrive

Merge account

Help and support

Home Account

Account

Settings

Privacy and cookies

Sign out

Feedback

From 'My Office Account' page click 'install'

Office

Turn on automatic renewal and get one month free

My Office Account

Office 365 Personal > Install

Get the new Office - It's one of the perks of having Office 365.

Install Information

Other Devices

Help and support

Home Account

Account

Settings

Privacy and cookies

Sign out

Feedback

Click 'run' when prompted by your web browser

The screenshot shows a web browser window with the address bar displaying 'stores.office.com/myaccount/home.aspx?ui=en-US&rs=en-GB&ad=GB&fromAR=1#install'. A red banner at the top of the page reads 'Just a few more steps...'. Below the banner are three numbered steps:

- 1 Click Run**
Find it at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
Downloading all of Office might take a while.

At the bottom of the page, there is a 'Close' button and a link 'Need help installing?'. At the very bottom of the browser window, a download bar shows a file named 'Setup.X86.en-US_0365HomePremRetail_a163c90b-e4f9-4194-b0c1-382f5b391091_TX_D... (1).exe' with a 'Run' button circled in red.

The Office installer will run and begin downloading the necessary files to install Office 2016 on your computer.



Installing Office

We'll be done in just a moment.

Once Office is installed, click 'close'



You're all set! Office is installed now

Click Start > All Apps.

Close

You will be able to find your Office 2016 Apps installed on your start menu. You may have to go to 'app apps' if you don't see any tiles or shortcuts on your start menu.

Microsoft Word 2016

Microsoft Word is a word processing application that allows you to create many different types of document, from letters, Resumes/CVs to greetings cards, posters and flyers all from a library of customisable templates or from scratch.

Word 2016 gives you the ability to do more with your word processing projects, with the introduction of several enhanced

features, such as the ability to create and collaborate on documents online using OneDrive.

Your first step in creating a document in Word 2016 is to choose whether to start from a blank document or to let a template do much of the work for you.

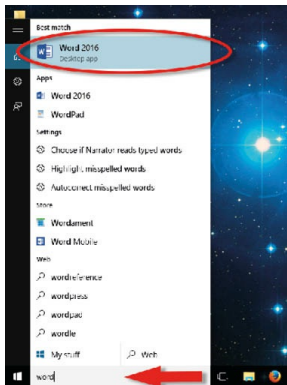
From then on, the basic steps in creating and sharing documents are the same.

Powerful editing and reviewing tools help you work with others to make your document perfect

Lets begin by launching Word
2016

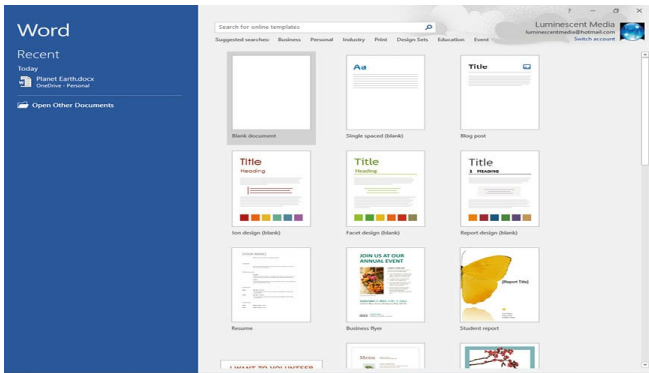
Starting Word

The quickest way to start Microsoft Word is to search for it using the Cortana search field on the bottom left of your task bar. Type “Word 2016”.



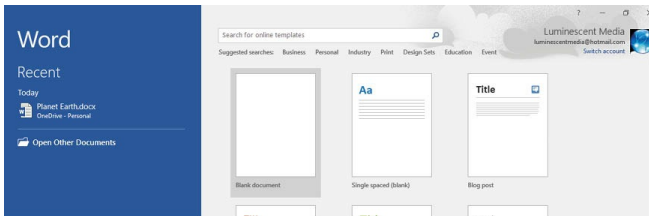
Once Word has loaded, you can

select a document from a wide variety of templates, eg brochures, CVs, letters, flyers, etc. If you want to create your own just select blank. Your recently saved documents are shown on the blue pane on the left hand side.



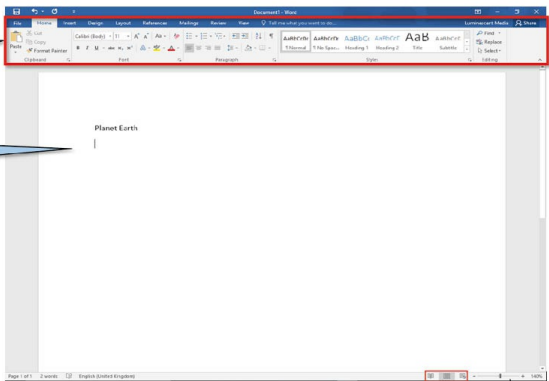
You can also search for a

particular template using the search field.



Getting Around Word

Once you select a template, you will see your main work screen.



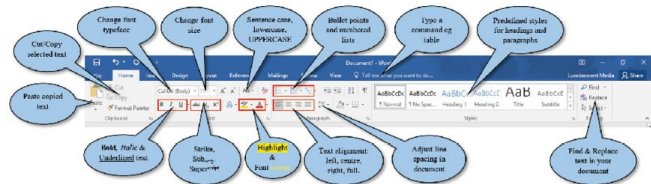
All the tools used in Microsoft

word are organised into ribbons loosely based on their function, circled above.

Lets take a closer look.

The Home Ribbon

You will find your text formatting tools here for making text bold, changing style, font, paragraph alignment etc.



The Insert Ribbon

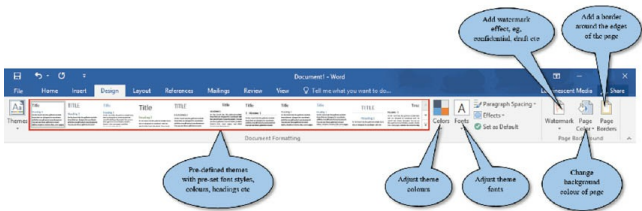
This is where you will find your

clip-art, tables, pictures, page breaks, and pretty much anything you would want to insert into a document.



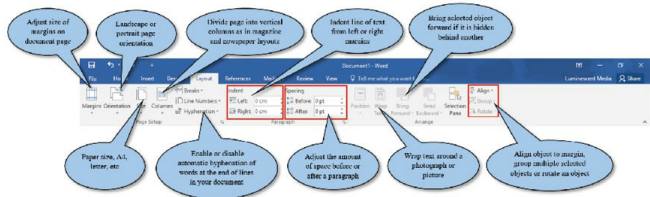
The Design Ribbon

Anything to do with pre-set themes and formatting such as headings, colours and fonts that you can apply to your document and word will automatically format your document according to the themes.



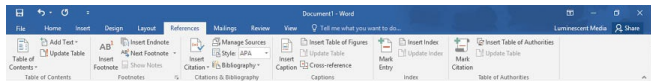
The Page Layout Ribbon

This ribbon you will find your page sizes, margins, page orientation (landscape or portrait) and anything to do with how your page is laid out.



The References Ribbon

This is where you can add automatically generated tables of contents, indexes, footnotes to your documents



The Mailings Ribbon

From the mailings ribbon you can print mailing labels, print on envelopes and create mail-merge documents from a list of names & addresses.

Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Luminescent Media Share

Envelopes Labels Start Mail Merge - Recipients - Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field - Update Labels Rules - Match Fields Preview Results Find Recipient Check for Errors Finish & Merge - Finish

Create Start Mail Merge Recipient List Merge Fields Address Block Greeting Line Insert Merge Field - Update Labels Preview Results Find Recipient Check for Errors Finish & Merge - Finish

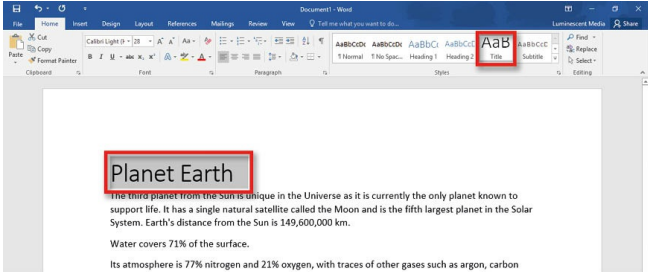
Text Formatting

To format the document we are going to use the formatting tools. These are on the home ribbon shown below.

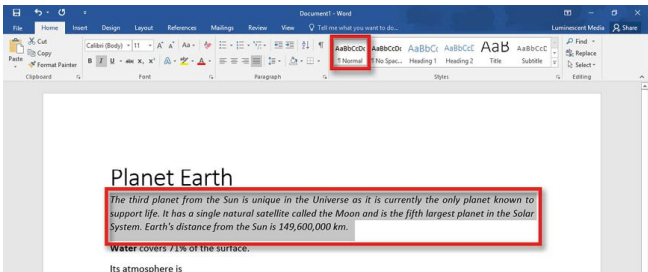
Using Paragraph Styles

Word has a number of paragraph styles that are useful for keeping your formatting consistent.

For example you can set a font style, size and colour for a heading or title style...



...and a different style for your text.

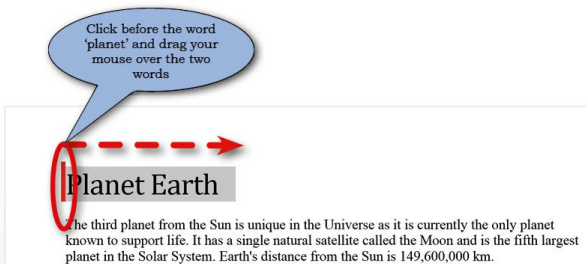


This makes it easier to format your document so you don't have to apply the same font

style, size and colour manually every time you want to a heading.

All the styles are pre-set

To set the styles for a heading or paragraph, just highlight it with your mouse as shown below.



Once you have the text highlighted, click on a style from the home ribbon.

The screenshot shows the Microsoft Word interface. The title bar reads "Document1 - Word". The ribbon is set to "Home". The font is "Calibri Light" size 20. The text "Planet Earth" is selected and highlighted with a red box. The Styles pane on the right shows the "Title" style selected. The document content consists of three paragraphs:

Planet Earth

The third planet from the sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Water covers 71% of the surface.

Its atmosphere is 77% nitrogen and 21% oxygen, with traces of other gases such as argon, carbon dioxide and a number of others.

In this example I will use the title style for the heading of my document.

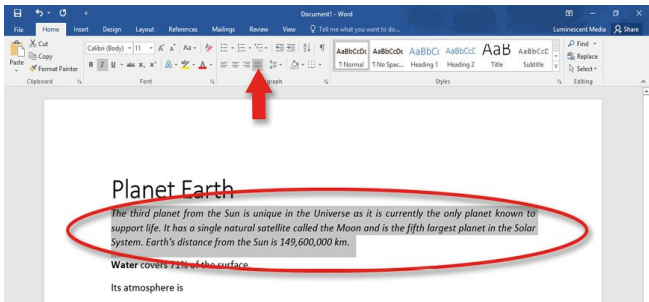
Bold, Italic, Underlined

You can use **bold**, *italic* or underlined text to emphasise certain words or paragraphs. Select the text you want to apply formatting to.

For example, I want to make the text “water”, “nitrogen” and “oxygen” bold, select them with the mouse and click the bold icon on your home ribbon.

formatting to.

In this example, I want to make the paragraphs fully justified. This means the text is aligned both the left and right margins.

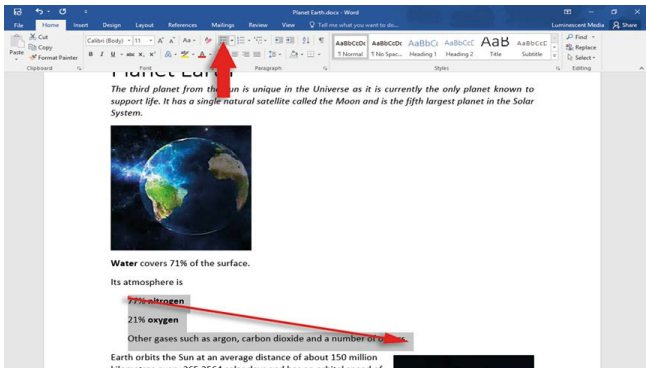


Select the text and in the home ribbon select the fully justify icon.

Bullets and Numbered


Lists

Edit the document and change the sentence explaining atmospheric composition to a bullet point list. Select the text using your mouse as shown below.



The screenshot shows the Microsoft Word interface with the 'Home' ribbon selected. The 'Paragraph' group contains a red arrow pointing to the 'List' icon. The document text is as follows:

The third planet from the sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System.



Water covers 71% of the surface.
Its atmosphere is

- 77% nitrogen
- 21% oxygen
- Other gases such as argon, carbon dioxide and a number of

Earth orbits the Sun at an average distance of about 150 million kilometers every 365.2564 solar days and has an orbital speed of

Then from your home ribbon,

click the bullet points icon.

Cut, Copy & Paste

To ease editing documents, you can use copy, cut and paste to move paragraphs or pictures around in different parts of your document.

First select the paragraph below with your mouse by clicking before the word 'Earth' and dragging your mouse across the line towards the end as shown below.

Planet Earth

The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

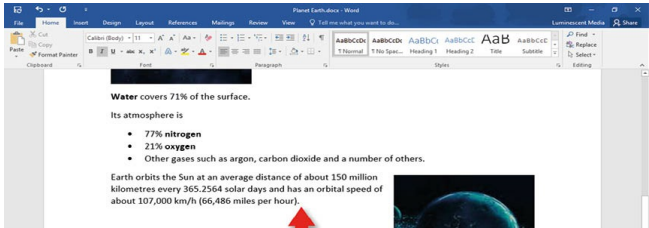
Click and drag

Once you have done that, click 'cut' from the left hand side of your home ribbon. This will 'cut out' the paragraph.

Planet Earth.docx - Word

Cut

Now click on the position you want the paragraph you just cut out to be inserted.



Once you have done that click 'paste' from the home ribbon. If you wanted to copy something ie make a duplicate of the text, then use the same procedure except click 'copy' instead of 'cut'.

Adding Images

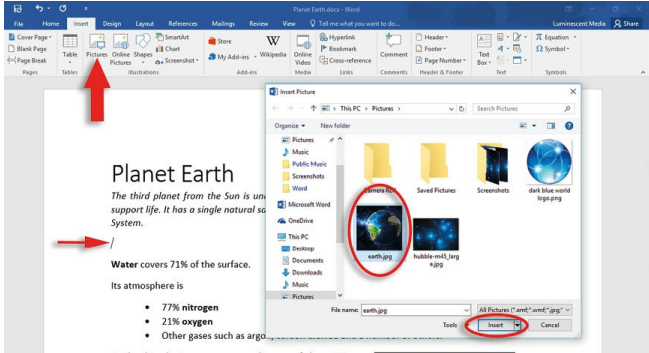
Adding images to your document is easy.

There are two ways.

- Your own photos and pictures stored on your computer or OneDrive.
- Clipart. This is a large library of images that can be used in your documents.

Click on the position in your document where you want your photograph or image to appear.

Go to your insert ribbon and click on 'Pictures'



Choose the picture or photo you want from the dialog box that appears.

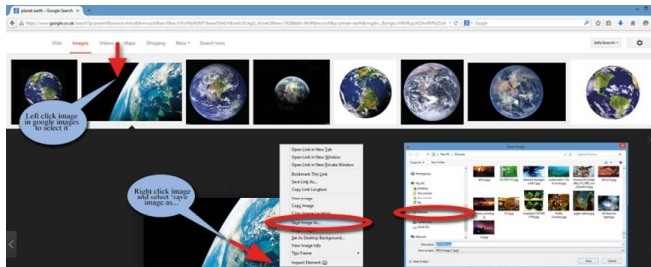
Click insert.

This will insert your photo into your document.

You can move the photo by clicking and dragging it to the position you want it.

You can also search for images on Google. When you download an image, make sure you save them into your pictures folder.

Follow the diagram below starting at the top left.

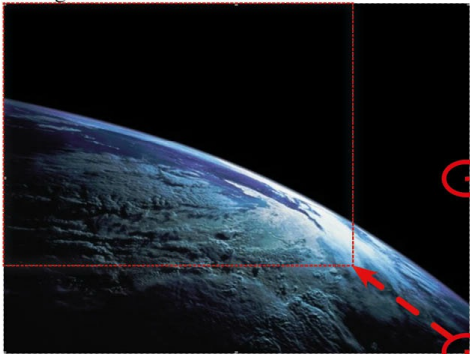


Once your image is saved into your pictures folder, you can import them into your word document using the procedure on the previous page.

Once imported into Word, you may need to resize the image, as sometimes they can come in a bit big.

To do this click on the image, you'll see small handles appear on each corner of the image.

These are called resize handles and you can use them by clicking and dragging a corner toward the centre of the image to make it smaller as shown below.



Adding Clipart

Carrying on with our document, I want to add a new section called “World Population” and I want some clipart to illustrate this. Office.com clipart library is no longer supported and has been replaced with Bing images.

First click the position in your document where you want the clipart to appear.



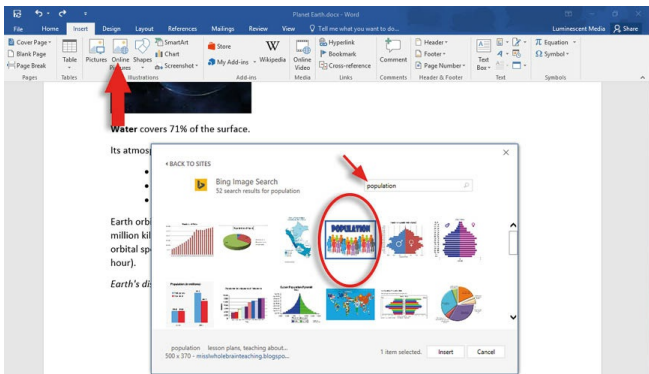
World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012

Go to your insert ribbon and

click 'online pictures'.

Then in the dialog box type in what you are looking for, as shown below. In this case enter the search term 'population'.



The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Online Pictures' task pane is open, and a red arrow points to the 'Online Pictures' icon. Below the task pane, the text 'Water covers 71% of the surface.' is visible. A Bing Image Search results window is open, showing search results for 'population'. A red circle highlights one of the search results, and a red arrow points to it. The search results include various charts and maps related to population.

In the search results, click the image you want then click insert

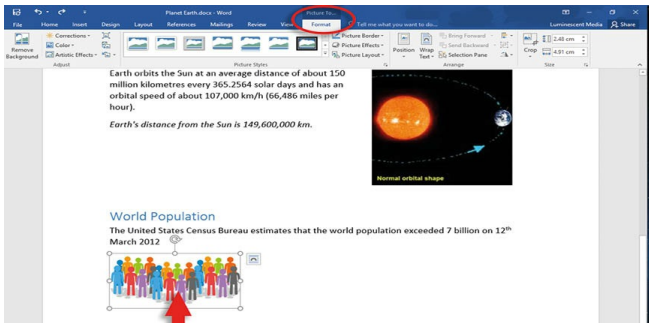
World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012



Formatting Images

When you click on your image another ribbon appears called Format. This allows you to add effects and layout your pictures on your page.



The screenshot shows the Microsoft Word interface. The 'Format' ribbon is highlighted with a red circle. The document content includes:


- Text: "Earth orbits the Sun at an average distance of about 150 million kilometres every 365.2564 solar days and has an orbital speed of about 107,000 km/h (66,486 miles per hour)."
- Text: "Earth's distance from the Sun is 149,600,000 km."
- Image: A diagram of Earth's orbit around the Sun, labeled "Normal orbital shape".
- Section Header: "World Population"
- Text: "The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012"
- Image: A bar chart showing world population growth, with a red arrow pointing to the data.

The first thing we want to do is

change the text wrapping. Text wrapping enables you to surround a picture or diagram with text.

To do this, click on your image and click the format ribbon.

Click Wrap Text. Then select square. This wraps the text squarely around the image.



The screenshot shows the Microsoft Word interface with the 'Format' ribbon selected. The 'Wrap Text' dropdown menu is open, and the 'Square' option is highlighted. The document content includes a paragraph about Earth's orbit, a caption for a picture of Earth, and a section titled 'World Population' with a corresponding illustration of people.

Planet Earth.docx - Word

File Home Insert Design Layout References Mailings Review View **Format** Tell me what you want to do... Luminiscent Media Share

Remove Background Color Artistic Effects Adjust

Picture Styles

Earth orbits the Sun at an average distance of about 150 million kilometres every 365.2564 solar days and has an orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012

Normal orbit

You can now move the image into the correct position, when you do this you will find the text will wrap itself around the image.

Adding Effects to Images

To add effects to your images, such as shadows and borders, click on your image then select the Format ribbon.

In this example, click on the population image.

The screenshot shows the Microsoft Word interface with the 'Format' tab active. The 'Picture Effects' menu is open, and the 'Reflection' option is selected. A sub-menu titled 'Reflection Variations' is also open, showing several reflection styles. A red circle highlights the 'Reflection Variations' sub-menu, and another red circle highlights the 'Reflection' option in the main menu. The document content includes text about Earth's orbit and population, and an image of a group of people.

Planet Earth.docx - Word

File Home Insert Design Layout References Mailings Review View **Format** Tell me what you want to do... Luminescent Media Share

Picture Styles

Earth orbits the Sun at an average distance of about million kilometres every 365.2564 solar days and has orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012

Page 1 of 1 102 words English (United Kingdom)

I want to create a nice reflection style to the image. To do this click 'picture effects', then 'reflection' then select a variation as shown above.

Try different effects, such as 'shadow', 'bevel' or 'glow'.

See what affect they have...

Cropping Images

If you insert an image into your document and it has unwanted parts or you want to concentrate on one particular piece of the picture you can crop your image

First insert an image from your pictures library into your document .

Planet Earth.docx - Word

File Home Insert Design Layout References Mailings Review View **Picture Tools** Format Tell me what you want to do... Luminescent Media Share

Brightness Compress Pictures Shadow Effects Recolor Adjust Shadow Effects Border Picture Border Dashes Weight Position Wrap Test Bring Forward Send Backward Selection Pane Rotate Crop Height Width Size



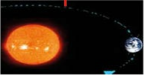
Earth orbits the Sun at an average distance of about 150 million kilometres every 365.2564 solar days and has an orbital speed of about 107,000 km/h (66,486 miles per hour).

Earth's distance from the Sun is 149,600,000 km.

World Population

The United States Census Bureau estimates that the world population exceeded 7 billion on 12th March 2012.

The world population has experienced continuous growth since the end of the Great Famine and the Black Death in 1350, when it was near 370 million.



- The highest growth rates – global population increases above 1.8% per year – occurred briefly during the 1950s, and for longer during the 1960s and 1970s. The global growth rate peaked at 2.2% in 1963, and has declined to 1.1% as of 2012.
- Total annual births were highest in the late 1980s at about 139 million, and are now expected to remain essentially constant at

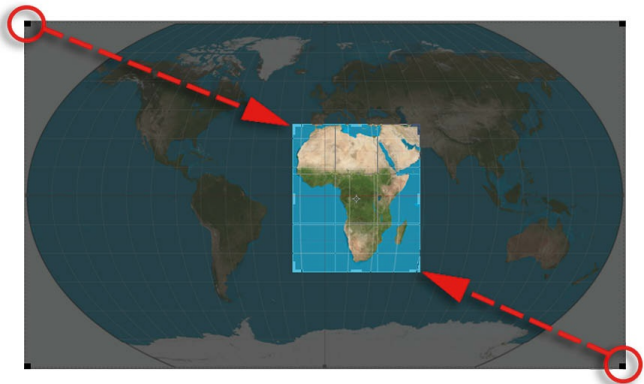
Page 1 of 2 239 words English (United Kingdom) 100%

To crop, click on the image then click the format ribbon.

From the format ribbon click the crop icon.

If you look closely at your image you will see crop handles around

the edges, circled below.



Click and drag these around the part of the image you want. Eg, I just want to show Africa in the image.

The dark grey bits will be removed to leave the bit of the image inside the crop square

Adding Tables

We have added some more text about world population to our document. Now we want to add a table to illustrate our text.

To insert a table click on your document where you want the table to appear. In this example I want it to appear just below world population paragraph.

The screenshot shows the Microsoft Word interface with the 'Insert' ribbon selected. The 'Table' icon is circled in red. A red arrow points to the '2x1 Table' grid in the 'Pages' pane. The main document content includes a world map and text about global population growth. A red arrow points to a table structure in the text.

Planet Earth.docx - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Luminescent Media Share

Cover Page Blank Page Page Break Table Pictures Online Shapes SmartArt Chart My Add-ins Store Wikipedia Online Video Cross-reference Comment Header Footer Page Number Test Box Text Symbols

Pages

2x1 Table

Insert Table... Draw Table Convert Text to Table... Excel Spreadsheet Quick Tables

Global population increases above 1.0% per year occurred briefly during the 1950s, and for longer during the 1960s and 1970s. The global growth rate peaked at 2.2% in 1963, and has declined to 1.1% as of 2012.

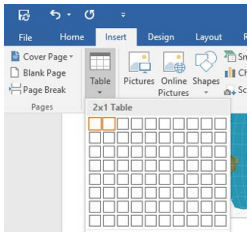
Total annual births were highest in the late 1980s at about 139 million, and are now expected to remain essentially constant at

their 2011 level of 135 million, while deaths number 56 million per year, and are expected to increase to 80 million per year by 2040.

--	--

Go to your insert ribbon and select table.

In the grid that appears highlight the number of rows and columns you want. For this table, 1 row and 2 columns.



This will add a table with 1 rows & columns to your document.

Now just fill in the table. To move between cells on the table press the tab key. When you get to the end of the row, pressing tab will insert a new row.

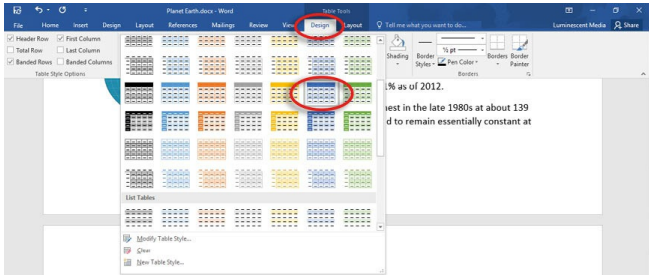
Country	Population
China	1,372,000,000
India	1,276,900,000
USA	321,793,000
Indonesia	252,164,800
Brazil	204,878,000

When working with tables, two

new ribbons appear, design and layout.

The design tab allows you to select pre-set designs for your table such as column and row shading, borders etc.

For this table I am going to choose one with blue headings and shaded rows.



their 2011 level of 135 million, while deaths number 56 million per year, and are expected to increase to 80 million per year by 2040.

Country	Population
China	1,372,000,000
India	1,276,900,000
USA	321,793,000
Indonesia	252,164,800
Brazil	204,878,000

Click any cell in the table and click the design ribbon. From the designs select one you like.

Inserting Rows & Columns

To add a row, right click on the row where you want to insert.

For example, I want to add a row between USA and Indonesia. So right click on Indonesia

From the drop down menu that appears, click insert.

Click 'insert above'. This will insert a row above the one you right clicked on.

Planet Earth.docx - Word

1963, and has declined to 1.1% as of 2012.

Total annual births were highest in the late 1980s at about 139 million, and are now expected to remain essentially constant at

their 2011 level of 135 million, while deaths number 56 million per year, and are expected to increase to 80 million per year by 2040.

Country	Population
China	1,372,000,000
India	1,276,900,000
USA	321,793,000
Indonesia	252,164,800
Br	204,878,000

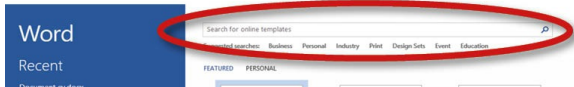
Page 2 of 2 251 words English (United Kingdom) 140%

Templates

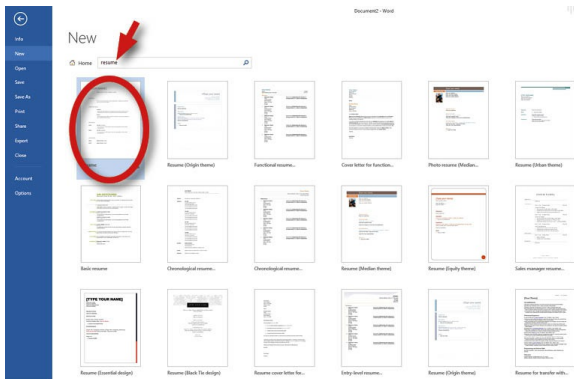
Microsoft Word has a wealth of pre-designed templates for you to use. You can find templates and layouts for letters, CV/Resumes, leaflets, flyers, reports and pretty much any kind of document you can think of.

When you start Word, you will see a screen containing thumbnails of different templates that are available.

The best way to find templates is to search for them.

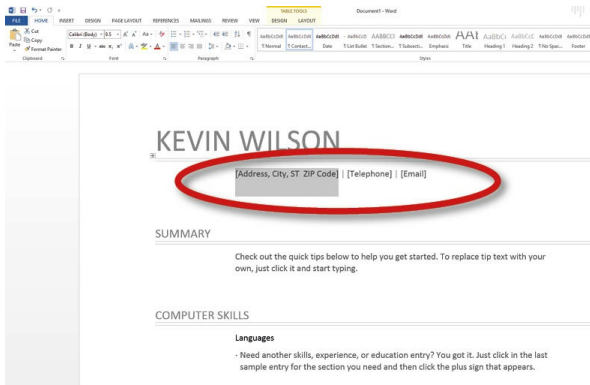


In the search results, double click on the template you want to use.

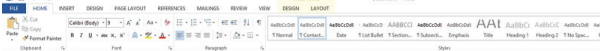


In the document that opens up, notice there are a number of fields. When you click on these fields they will be highlighted in

grey. These are just place-holders where you can enter your information



Click on these and type in your information. You will also be able to fully edit the document as normal.

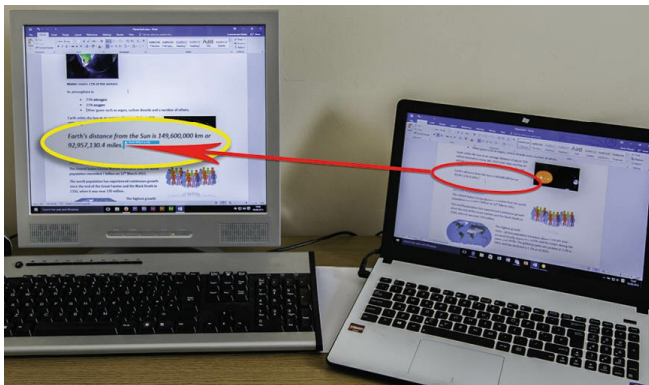


KEVIN WILSON

Elluminet Press, Merseyside, United Kingdom | 051 256-3965 | office@elluminetpress.com

Real Time Co-Authoring

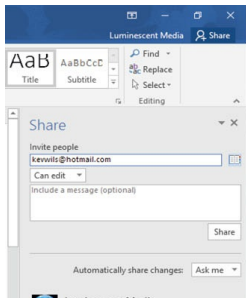
A new feature that allows authors or users to work on a document at the same time



In the top right of Word there is a share button. You can share

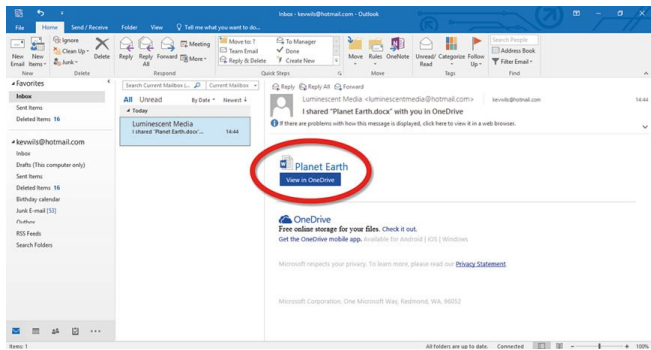
any document you are working on with friends and colleagues.

If you want to share the document you are working on, click on the share button and enter their email address.



Set 'Automatically share changes' to 'always' so your colleagues can see your changes then click 'share'.

When the other person checks their email, they will receive a message inviting them to open the document you just shared.



Click 'view in OneDrive'. The document will open in a web browser. Make sure you click sign in on the top right of the screen and enter your Microsoft Account details.

Planet Earth

The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar system.



Water covers 71% of the surface.

Its atmosphere is

- 77% nitrogen
- 21% oxygen

Once you have signed in, click 'edit document', then click 'edit in word'

Planet Earth.docx - Micr

Microsoft Corporation [US] onedrive.live.com/view.aspx?resid=E3F58FD13239AA33%21341&id=documents&authkey=IARBa-9ExDntbVPUe

Word Online

Kevin Wilson Sign out

Planet Earth


Edit Document - Print Share

Edit in Word
Use the full functionality of Microsoft Word.

Edit in Word Online
Make quick changes right here in your browser.

Planet Earth

The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System.



Water covers 72% of the surface.

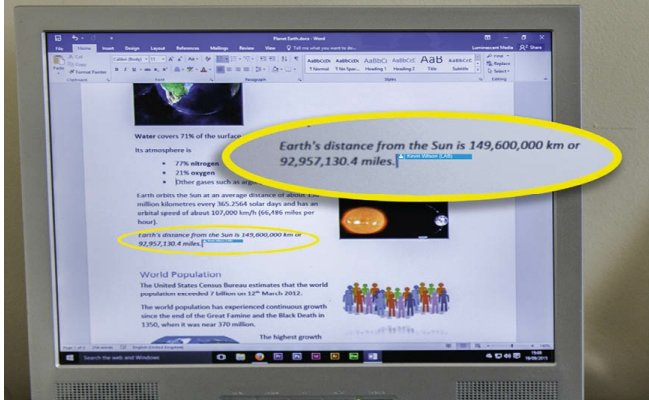
Its atmosphere is

- 77% nitrogen
- 21% oxygen

PAGE 1 OF 2

HELP IMPROVE OFFICE 100%

This will download the document and open it up in Word 2016 installed on your computer.



Once the document has loaded, you'll be able to see the other user editing your document. Any editing they do will be labelled with their username above the cursor as they make changes.

Insights

With insights, you can bring information in from online sources right into Word. Word can gather information from online encyclopedias, web searches and other online sources.

You can find insights by navigating over to your review ribbon. To look something up, click on a particular key word, or highlight a name or heading and click 'smart lookup'.

Document1 - Word

File Home Insert **Design** Layout References Mailings Review View Tell me what you want to do... Luminiscerent Media Share

Spelling & Grammar Thesaurus Word Count Smart Lookup Language New Comment Delete Previous Next Show Comments Track Changes Reviewing Pane Accept Reject Next Compare Block Restrict Authors Editing Compare Protect

Planet Earth

Page 1 of 1 2 words English (United Kingdom) 140%

Insights

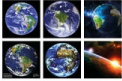
Explore Define

Earth

Human cultures have developed many views of the planet. Earth is sometimes personified as a deity. in many cultures [...]

More

Bing image search



More

Web search

Planet Earth | Discovery

<http://www.discovery.com/shows/planet-earth/>


Watch Planet Earth videos to see stunning footage of the natural world and explore the marvels of our planet. Catch Planet ...

Planet Earth (TV Mini-Series 2006) - IM

<http://www.imdb.com/title/tt0797318/>

With David Attenborough, Sigourney Weaver. Emmy Award winning 11-episodes, 5-years in the making, the mo...

More

Powered by  bing

The insights bar will open on the right hand side of your screen. Here you can find images and information about your search.

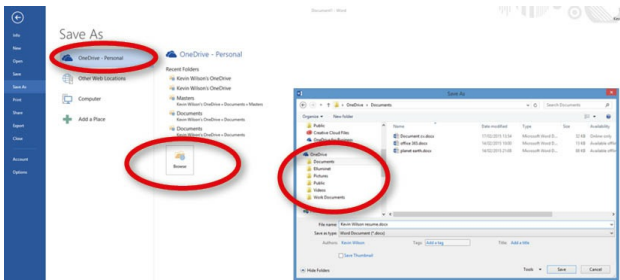
Click and drag the images to your document if you choose to

use them. You can also click on the links in the web searches to view more information.

Saving Documents

To save your work, click the small disk icon in the top left hand corner of the screen

In the save as screen, you need to tell word where you want to save the document.



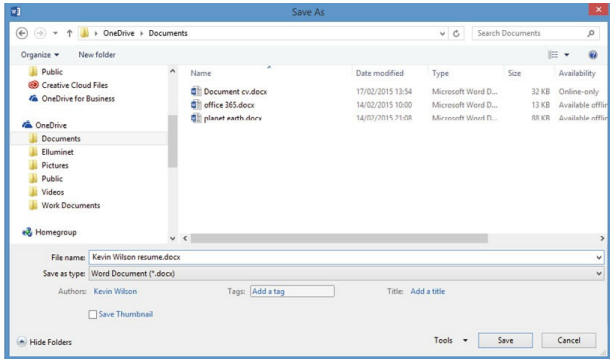
Save it onto “OneDrive Personal”

and in “Documents” folder in the recent folders list, as shown above.

If it isn't there, click “Browse”

Scroll down the left hand side until you see “OneDrive”. Click “OneDrive”

Word will ask you what you want to call the file.



Think of a meaningful name describing the work. In this case “Kevin Wilson Resume”

Click Save.

This will save directly to your OneDrive account.

Printing Documents

To print a document, click **FILE** on the top left of your screen.

The screenshot shows a print dialog for a document titled "planet earth.docx (Compatibility Mode) - Word". The dialog is divided into several sections:

- Print:** Includes a "Print" button and a "Copies" dropdown set to 1.
- Printer:** Shows "Samsung CLP-325" as the selected printer.
- Settings:** Contains several options:
 - Print All Pages:** "The whole thing" (checked).
 - Print One Sided:** "Only print on one side of th..." (checked).
 - Pages:** "Collated" (checked), with a range of "1,2,3 1,2,3".
 - Printed Orientation:** "Portrait" (checked).
 - Paper Size:** "A4" (checked), with dimensions "21 cm x 29.7 cm".
 - Custom Margins:** "1 Page Per Sheet" (checked).
- Page Setup:** A preview window showing four pages (1-4) in a collated sequence. Callouts point to "Page range. Eg 2-5", "Landscape or Portrait", "Paper size, A4, Letter, etc", and "Adjust your margins here".

On the right side of the dialog, there is a preview of the document content:

Planet Earth

The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Water covers 71% of the surface.

The atmosphere is 77% nitrogen and 21% oxygen, with traces of other gases such as carbon dioxide and a number of others.







World Population

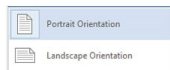
The human population of the world is estimated by the United States Census Bureau to be 6,822,600,000. The world population has been growing continuously since the end of the Black Death around 1400.

Year	Population (billions)
2000	6.1
2005	6.4
2010	6.7
2015	7.3
2020	7.8
2025	8.3
2030	8.8

Down the left hand side you can select options such as number of copies, print individual pages

instead of the whole document and adjust layout and margins.

	Mirrored Top: 1.27 cm Bottom: 1.27 cm Inside: 2.54 cm Outside: 1.27 cm
	Normal Top: 2.54 cm Bottom: 2.54 cm Left: 2.54 cm Right: 2.54 cm
	Narrow Top: 1.27 cm Bottom: 1.27 cm Left: 1.27 cm Right: 1.27 cm
	Moderate Top: 2.54 cm Bottom: 2.54 cm Left: 1.91 cm Right: 1.91 cm
	Wide Top: 2.54 cm Bottom: 2.54 cm Left: 5.08 cm Right: 5.08 cm
	Mirrored Top: 2.54 cm Bottom: 2.54 cm Inside: 3.18 cm Outside: 2.54 cm



You can adjust margins, and print pages in either landscape or portrait orientation. Portrait tends to be for documents or letters etc while landscape works well with pictures, photos etc.

Microsoft Word Mobile

Also called Word for Windows 10, this version of Microsoft Word is designed for touch screen users and allows you to create many different types of document, from letters, Resumes/CVs to greetings cards, posters and flyers all from a library of customisable templates or from scratch.

The touch screen version of Word is a cut down version of the desktop version, has a much

simpler look and has the ability to save documents online using OneDrive.

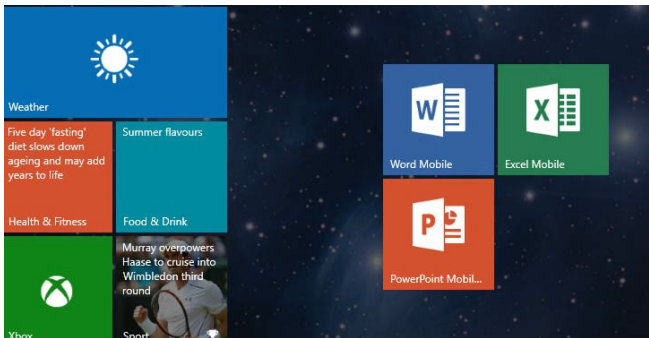
Your first step in creating a document in Word is to choose whether to start from a blank document or to let a template do much of the work for you.

From then on, the basic steps in creating and sharing documents are the same.

Lets begin by launching Word

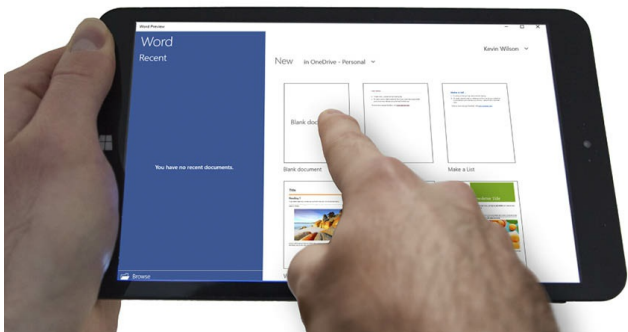
Starting Word

To launch Word go to the start screen and select “Word”.



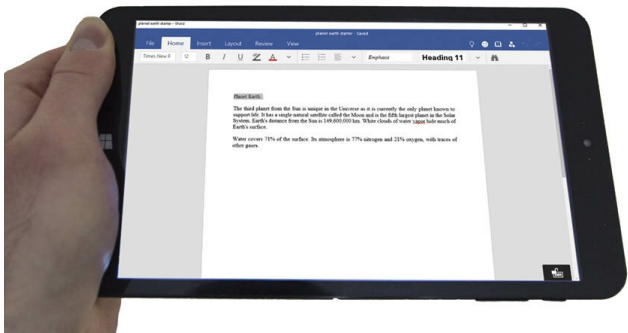
Once Word has loaded, you can select a document from a wide variety of templates, eg brochures, CVs, letters, flyers, etc. If you want to create your

own just select blank. Your recently saved documents are shown on the blue pane on the left hand side.

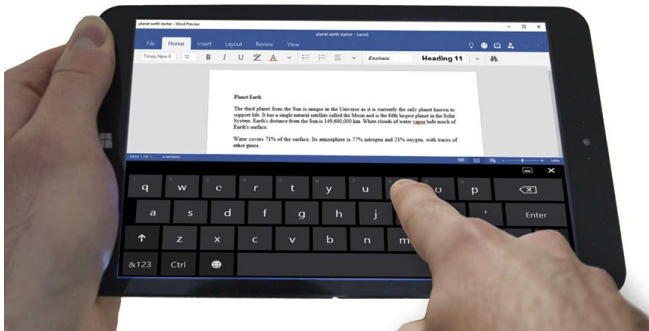


Getting Around Word

Once you select a template, you will see your main work screen.



When you tap on your page an on screen keyboard will appear allowing you to enter your text.



You can also plug in an external keyboard if your tablet has that ability

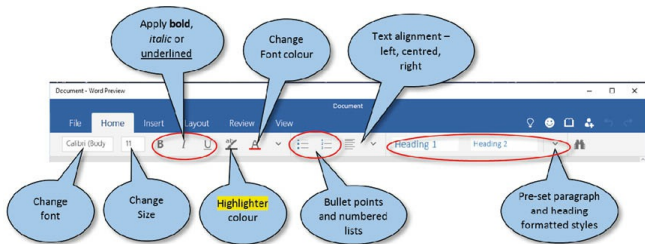


All the tools used in Word are organised into ribbons loosely based on their function, circled above.

Lets take a closer look.

The Home Ribbon

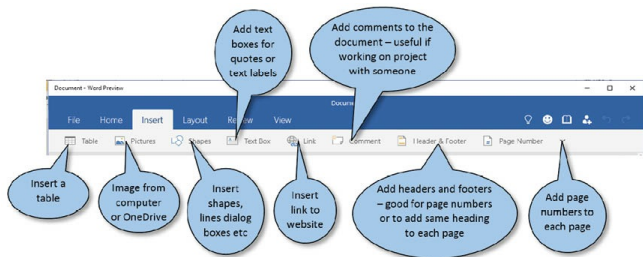
You will find your text formatting tools here for making text bold, changing style, font, paragraph alignment etc.



The Insert Ribbon

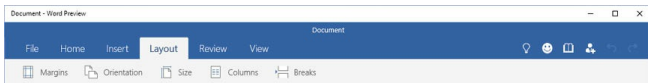
This is where you will find your clip-art, tables, pictures, page breaks, and pretty much anything you would want to

insert into a document.



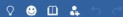
The Layout Ribbon

This ribbon you will find your page sizes, margins, page orientation (landscape or portrait) and anything to do with how your page is laid out.



The Review Ribbon

Here you can check your spelling, check and add comments. This is useful if more than one person is editing a document.

File Home Insert Layout **Review** View

English (United)



Spelling



New Comment



Track Changes



Text Formatting

To format the document we are going to use the formatting tools. These are on the home ribbon shown below.

Using Paragraph Styles

Word has a number of paragraph styles that are useful for keeping your formatting consistent.

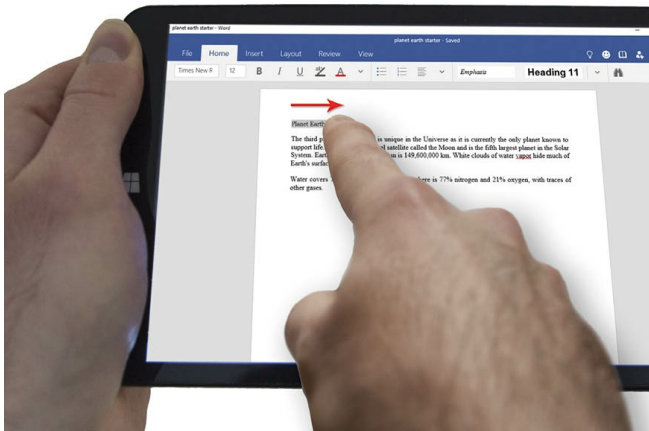
For example you can set a font style, size and colour for a heading or title style and a

different style for your text.

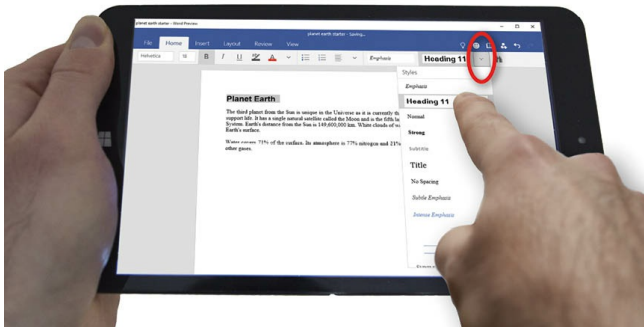
This makes it easier to format your document so you don't have to apply the same font style, size and colour manually every time you want to a heading.

All the styles are pre-set.

To set the styles for a heading or paragraph, just highlight it with your finger as shown below.



Once you have the text highlighted, click on a style from the home ribbon.



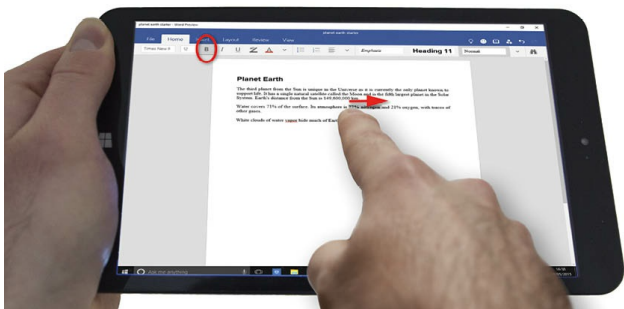
In this example I will use the title style for the heading of my document.

Bold, Italic, Underlined

You can use **bold**, *italic* or underlined text to emphasise certain words or paragraphs.

Select the text you want to apply formatting to.

For example, to make the text “77% nitrogen” and “21 % oxygen” bold, select them with your finger and tap the bold icon on your home ribbon.



Justify Text: Left, Centred, Right, Full

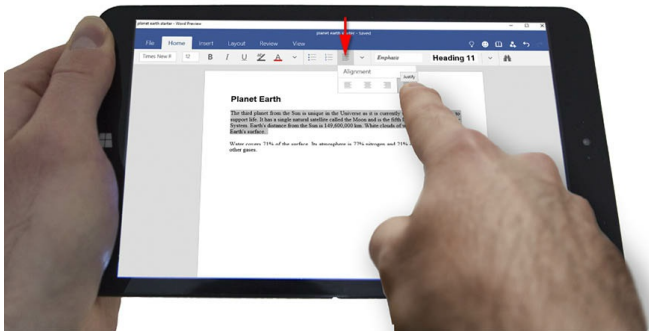
You can align text to different margins.

Most text will be **left aligned** as demonstrated in this paragraph. Only the left margin is aligned, the right margin is not.

Text can also be **right aligned**
this is good for addresses on the top of letters

Text can also be **fully justified**. This means that the left and right margins are both aligned. This helps when creating documents with images as the text will line up neatly around the image.

Select the text you want to apply formatting to.



In this example, I want to make the paragraphs fully justified. This means the text is aligned both the left and right margins.

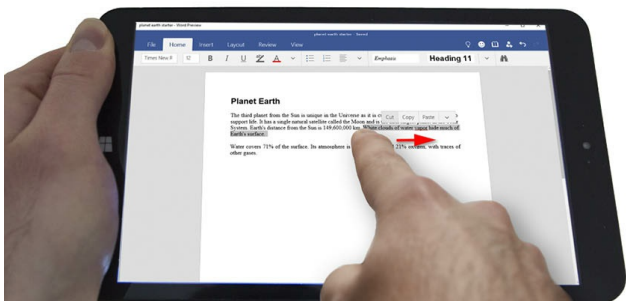
Select the text and in the home ribbon select the fully justify icon.

Cut, Copy & Paste

To ease editing documents, you can use copy, cut and paste to move paragraphs or pictures around in different parts of your document.

First select the paragraph below with your finger by tapping before the word 'white' and dragging your finger across the paragraph towards the word 'surface' in the same paragraph, as shown below. You may need to drag across the sentence then

down when you get to the end of the line.

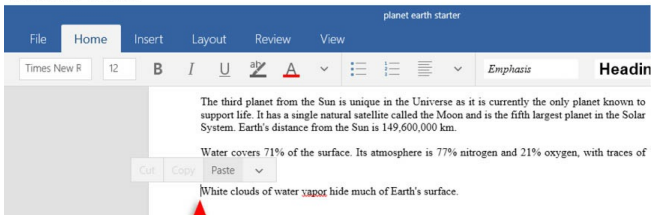


Once you have done that, tap 'cut' from the popup menu that appears.

Now tap on the position you want the paragraph you just cut out to be inserted. You may need to tap and hold your finger down for a second until the menu pops

up.

planet earth starter - Word Preview

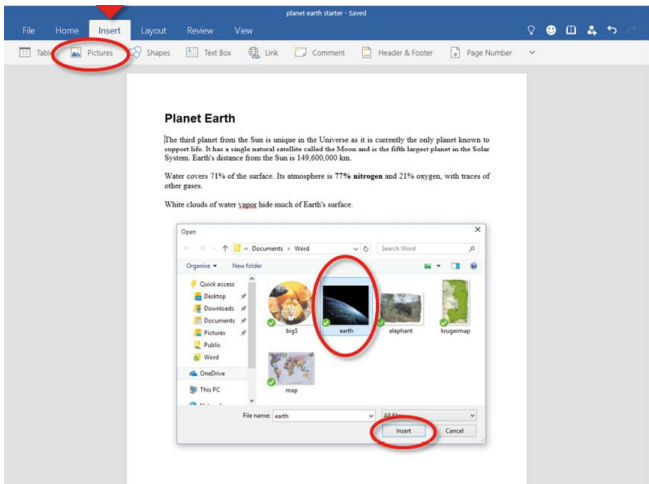


The screenshot shows the Microsoft Word ribbon with the 'Home' tab selected. The ribbon includes options for font (Times New Roman, size 12), bold (B), italic (I), underline (U), strikethrough (ABC), and text color (A). The text in the document reads: "The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km." Below this, a second paragraph begins: "Water covers 71% of the surface. Its atmosphere is 77% nitrogen and 21% oxygen, with traces of". A context menu is open over the word "vapor" in the second paragraph, showing options for Cut, Copy, Paste, and a dropdown arrow. A red triangle cursor is positioned at the start of the word "vapor".

Once you have done that tap 'paste' from the popup menu. If you wanted to copy something ie make a duplicate of the text, then use the same procedure except click 'copy' instead of 'cut'.

Adding Images

You can add a photograph or picture by going to your insert ribbon and tapping on 'Pictures'



Choose the picture or photo you

want from the dialog box that appears.

Tap insert.

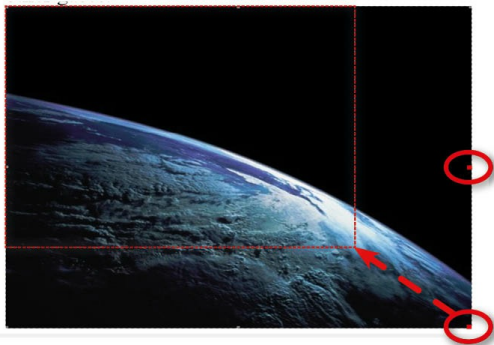
This will insert your photo into your document. You can move the photo by clicking and dragging it to the position you want it.

You may need to resize the image, as sometimes they can come in a bit big.

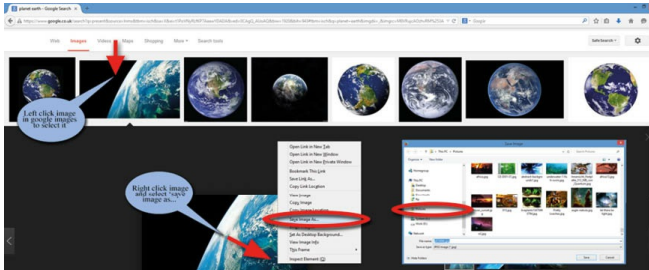
To do this tap on the image, you'll see small handles appear on each corner of the image.

These are called resize handles and you can use them by

tapping and dragging a corner with your finger toward the centre of the image to make it smaller as shown below.



You can also search for images on google images. When you download them, make sure you save them into your pictures folder.

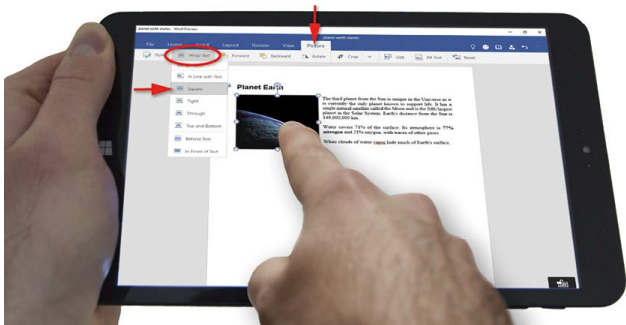


In the dialog box that appears, scroll down the left hand side and look for the pictures folder. This is sometimes under the heading 'this pc' or 'computer'.

You can add them to your document by importing them from the insert ribbon as before.

Formatting Images

When you tap on your image another ribbon appears called Picture. This allows you to add effects and layout your pictures on your page.

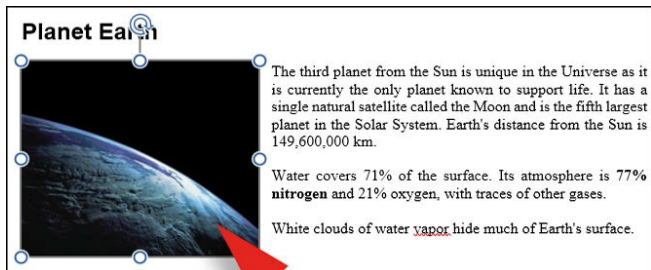


The first thing we want to do is

change the text wrapping. Text wrapping enables you to surround a picture or diagram with text.

To do this, tap on your image and tap the picture ribbon.

Click Wrap Text. Then select square. This wraps the text squarely around the image.




You can now move the image

into the correct position, when you do this you will find the text will wrap itself around the image.


Cropping Images

If you insert an image into your document and it has unwanted parts or you want to concentrate on one particular piece of the picture you can crop your image

First insert an image from your pictures library into your document. In this example I have used the map.

File Home Insert Layout Review View **Picture**  Size Alt Text Reset

Planet Earth




The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Water covers 71% of the surface. Its atmosphere is 77% **nitrogen** and 21% oxygen, with traces of other gases.

White clouds of water **vapor** hide much of Earth's surface.

World Population

The world population is the total number of living humans on Earth. The United States Census Bureau estimates that the world population exceeded 7 billion.

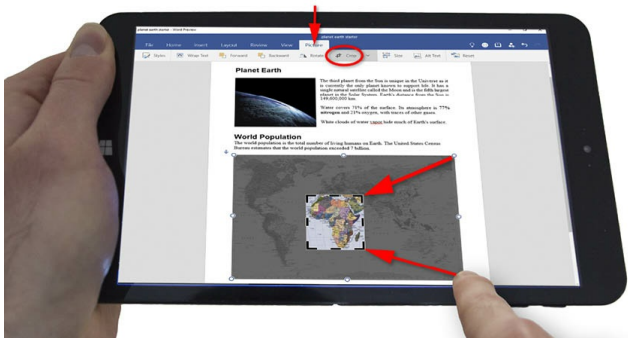


To crop the image, tap on the image then tap the picture ribbon.

From the picture ribbon tap the crop icon circled above.

If you look closely at your image

you will see crop handles around the edges of the image.



Tap and drag these around the part of the image you want as indicated by the arrows above. For example, I just want to show Africa in the map image.

The dark grey bits will be removed to leave the bit of the

image inside the crop square

Adding Tables

We have added some more text about world population to our document. Now we want to add a table to illustrate our text.

To insert a table tap on your document where you want the table to appear. In this example I want it to appear just below world population paragraph.

planet earth starter Kevie Wilson

File Home **Insert** Layout Review View Table

Table Pictures Shapes Text Box Link Comment Header & Footer Page Number

149,600,000 km.

Water covers 71% of the surface. Its atmosphere is 77% **nitrogen** and 21% oxygen, with traces of other gases.

White clouds of water vapor hide much of Earth's surface.

World Population

The world population is the total number of living humans on Earth. The United States Census Bureau estimates that the world population exceeded 7 billion.

Go to your insert ribbon and tap table.

This will add a table with 1 rows & 3 columns to your document.

For this table I need four columns so we need to add another. To do this tap the table ribbon on the top right hand side

planet earth starter - Saving... Kevia Wilson


File Home Insert Layout Review View Table

Delete Insert Style Options

Insert

- Insert Above
- Insert Below
- Insert Left**
- Insert Right

et Earth



The third planet from the Sun is unique in the Universe as it is currently the only planet known to support life. It has a single natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Water covers 71% of the surface. Its atmosphere is 77% **nitrogen** and 21% oxygen, with traces of other gases.

White clouds of water vapor vapor hide much of Earth's surface.

Now just fill in the table. To move between cells on the table press the tab key.

When you get to the end of the row, pressing tab will insert a new row.

World Population

The world population is the total number of living humans on Earth. The United States Census Bureau estimates that the world population exceeded 7 billion.

Country	Population	Census Date	World %
China	1,370,720,000	July 2, 2015	18.90%
India	1,273,530,000	July 2, 2015	17.60%
United States	321,322,000	July 2, 2015	4.43%
Indonesia	255,461,700	July 1, 2015	3.57%
Brazil	204,542,000	July 2, 2015	2.82%
Pakistan	190,229,000	July 2, 2015	2.62%
Nigeria	183,523,000	July 1, 2015	2.53%
Bangladesh	158,605,000	July 2, 2015	2.19%
Russia	146,267,288	January 1, 2015	2.02%
Japan	126,890,000	June 1, 2015	1.75%



When you tap on a table, a new ribbon appears, called Table.

In the Table ribbon you have some options to shade cells, create borders etc. You can select pre designed styles by tapping on the down arrow icon on the Table ribbon circled

below.

planet earth starter Kevin Wilson

File Home Insert Layout Review View Table

Delete Insert Style Options Shading Text AutoFit Distribute

Table Styles

Plain Tables


Grid Tables

planet from the Sun is unique in the Universe as it is the only planet known to support life. It has a natural satellite called the Moon and is the fifth largest planet in the Solar System. Earth's distance from the Sun is 149,600,000 km.

Earth covers 71% of the surface. Its atmosphere is 77% nitrogen and 21% oxygen, with traces of other gases. The oceans are full of water vapor hidden much of Earth's surface.

There are 7 billion humans on Earth. The world population is growing.

			World %
			18.90%
			17.60%
			4.43%
			3.52%
Brazil	204,542,000	July 2, 2015	2.82%
Pakistan	190,229,000	July 2, 2015	2.62%
Nigeria	183,523,000	July 1, 2015	2.53%
Bangladesh	158,605,000	July 2, 2015	2.19%
Russia	146,267,288	January 1, 2015	2.02%
India	136,900,000	July 1, 2015	1.92%



For this table I am going to choose one with shaded rows.

Templates

Microsoft Word has a wealth of pre-designed templates for you to use. You can find templates and layouts for letters, CV/Resumes, leaflets, flyers and reports

When you start Word, you will see a screen containing thumbnails of different templates that are available.



Tap on one of these thumbnails to open that template.

In the document that opens up, notice there are a number of fields. When you click on these fields they will be highlighted in grey. These are just placeholders where you can enter your information

KEVIN WILSON

[Address, City, ST ZIP Code] | [Telephone] | [Email]

SUMMARY

Check out the quick tips below to help you get started. To replace tip text with your own, just click it and start typing.

COMPUTER SKILLS

Languages

• Need another skills, experience, or education entry? You got it. Just click in the last sample entry for the section you need and then click the plus sign that appears.

Click on these and type in your information. You will also be able to fully edit the document as normal.

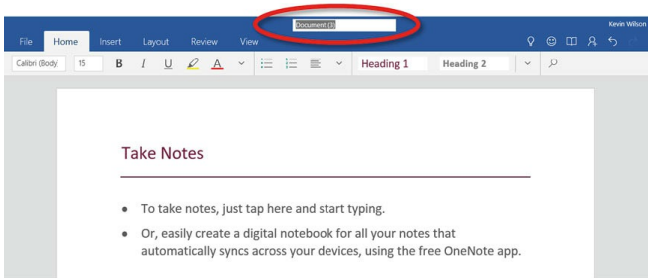


KEVIN WILSON

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Saving Documents

Word will automatically save your documents to your OneDrive. You can rename your file by tapping on the document name at the top of the screen, then type in a name.



To force Word to save your

document tap 'file', tap 'save', tap 'save copy of this file'.



Save

Document (3)

OneDrive > Documents

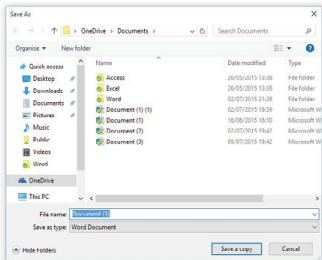
All your changes are saved automatically

Rename this file

Save a copy of this file

Copy a link to this file

Kevin Wilson



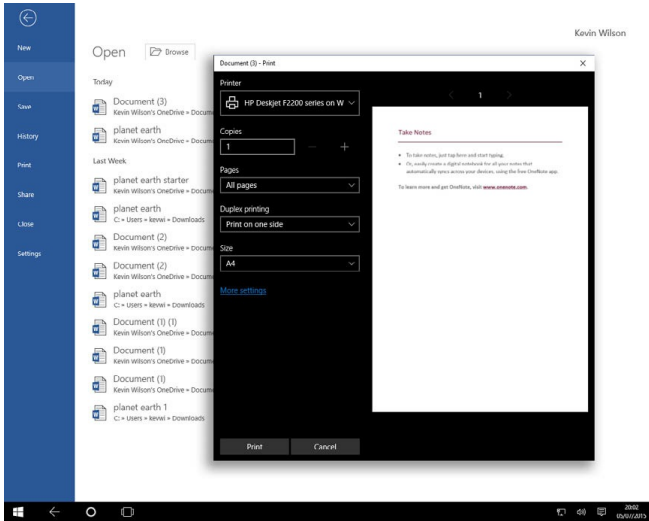
Type in a file name when prompted.

Click Save.

This will save directly to your OneDrive account.

Printing Documents

To print a document, click FILE on the top left of your screen. Then tap print.



Down the left hand side in the pop up dialog box, you can select options such as number of copies, print individual pages instead of the whole document.

If you tap 'more settings', you

can adjust margins, and print pages in either landscape or portrait orientation. Portrait tends to be for documents or letters etc while landscape works well with pictures, photos etc.

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Microsoft Power Point 2016

Microsoft PowerPoint allows you to create multimedia presentations that include animation, narration, images, and videos all from a library of pre designed templates or from a blank canvas.

PowerPoint can be used to create presentations for your upcoming sales pitch. Perhaps you are giving a lecture on a specific

subject or feeding back information in a meeting. All these can be enhanced using PowerPoint presentations as a visual aid.

To get your message across, you break it down into slides. Think of each slide as a canvas for the pictures, words, and shapes that will help you build your presentation.

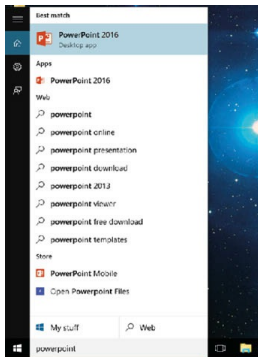
You can also print out your presentation slides to give to your audience.

To launch PowerPoint go to the start screen and tap PowerPoint

2016

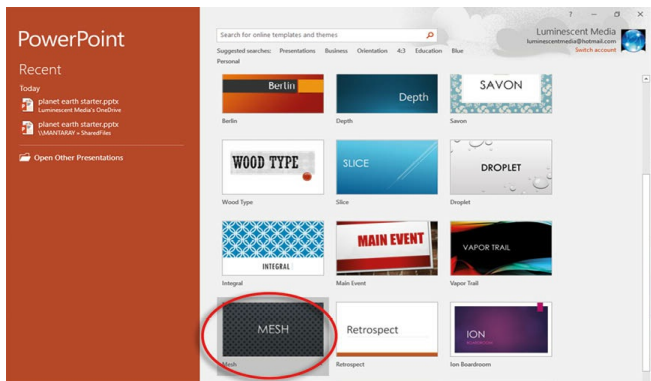
Getting Started

You can start PowerPoint 2016 by searching for it using Cortana's search field on your task bar. Type in 'powerpoint'. Then click 'PowerPoint 2016' desktop app as highlighted below.

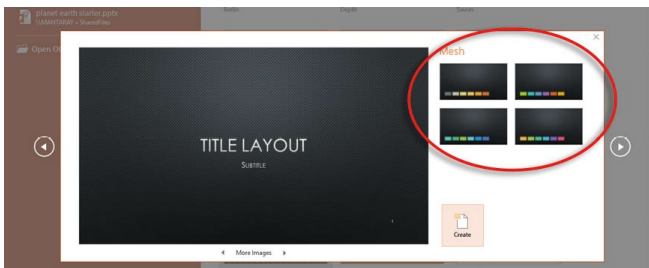


Once PowerPoint has started, select a template open a new presentation or select blank to start your own. I'm going to go with mesh template.

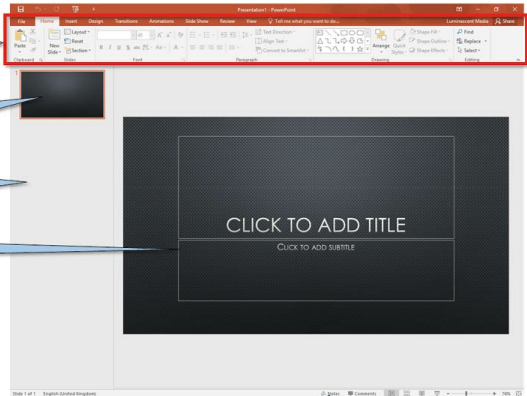
Your most recently saved presentations are shown on the left hand orange pane below.



On some templates you can choose colour schemes and styles for fonts and text. The mesh template has 4 different colour schemes which affect the colour of the text. Select one and click create.



Lets take a look at PowerPoint's main screen. The tools are grouped into tabs called ribbons according to their function.



Ribbon menu

Currently selected slide

List of slides in open presentation

Current slide

Open presenter notes for current slide. Write your key points, or reminders. These show up on your presenter display

Run slideshow presentation

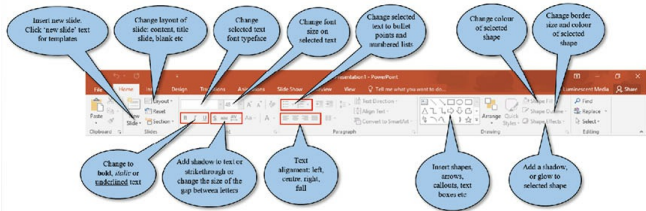
Zoom in and out of current slide

The Ribbon Menus

In PowerPoint, the tools are arranged in tabs according to their use.

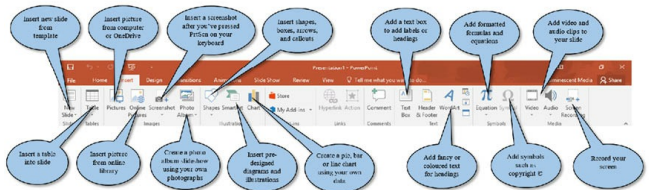
Home Ribbon

All tools to do with text formatting, eg making text bold, changing fonts, and the most common tools



Insert Ribbon

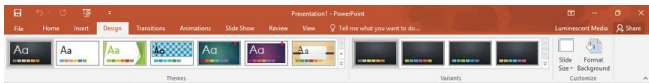
All tools to do with inserting photos, graphics, tables, charts, sounds, movies, etc



Design Ribbon

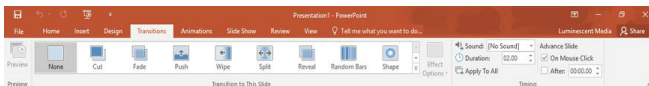
All tools to do with the look of

your slide, eg, the slide background.



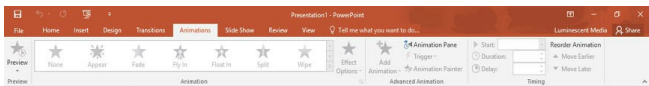
Transitions Ribbon

All tools to add effects to show as slides change from one to the next



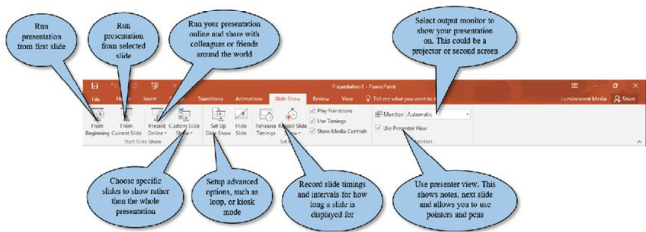
Animations Ribbon

All tools to add slide transitions and adding effects to text boxes.



Slide Show Ribbon

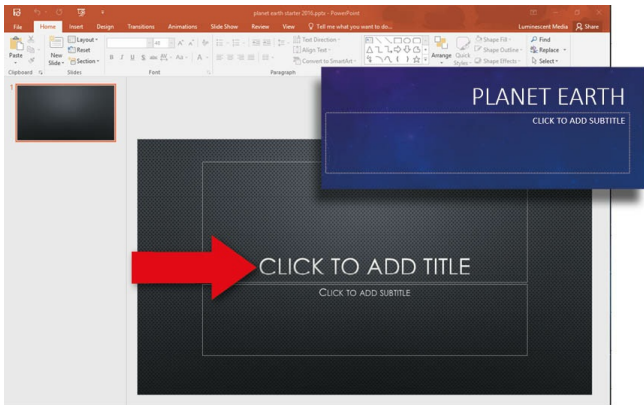
All tools to do with setting up your slide show and running your presentation



Designing a Slide

In PowerPoint you can add photos or clipart, charts, diagrams, text, video, sound and animations.

Lets begin by designing our slide



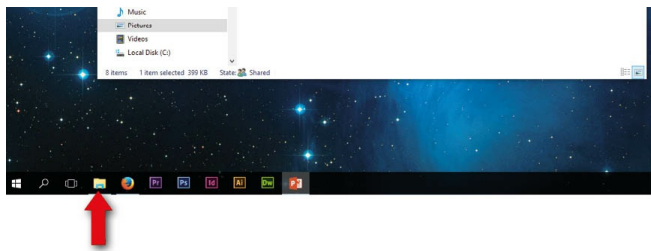
In your slide click where it says

‘click to add title’. This is a place holder for you to enter your title.

Enter the title ‘Planet Earth’

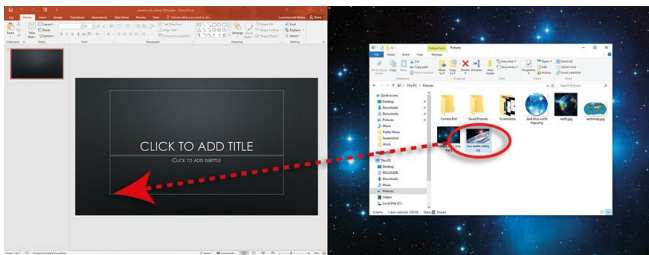
Add an Image

The easiest way to add an image to your slide is to first find the image in your pictures library from explorer on your desktop. The icon is on your task bar.



Open up your pictures library,

then drag and drop the image onto your open slide, as shown below.



You may need to move your explorer window over to the side if it covers your PowerPoint presentation.

Resize an Images

If you click on your image you will notice a border surrounding your image.



In each corner and along the sides you will notice little squares.

These are resize handles. You can click and drag these to resize your image.

To resize the image, click and drag the resize handles until the image is the size you want.

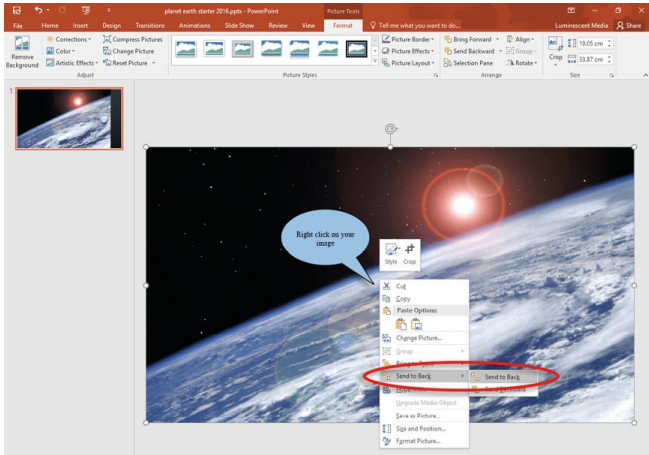
The screenshot shows the Microsoft PowerPoint interface. The title bar reads "planet earth starter 2016.pptx - PowerPoint". The ribbon is set to the "Format" tab, with "Picture Styles" and "Arrange" visible. The main slide area displays a space-themed image of Earth and a bright sun. A callout bubble points to a rotation handle on the image with the text "Click and drag to rotate image". Another callout bubble points to a red arrow on the right edge of the image with the text "Click and drag to resize image". The status bar at the bottom indicates "Slide 1 of 1", "English (United Kingdom)", and a zoom level of "70%".

You will notice that when you have resized the image it covers the title. This is because PowerPoint constructs slides using layers. So the title “Planet Earth” will be on one layer and the image will be on another

layer and because the image was inserted after the title, the image layer is on top of the title.

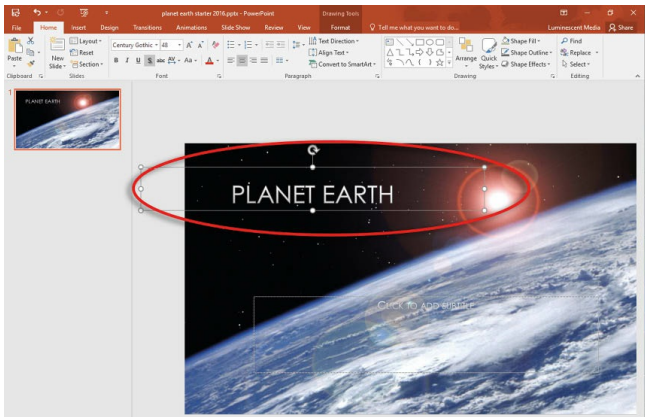


We can adjust this by changing the arrangement.



We want to put the image behind the title, so it's in the background on the slide. Right click on your image, go to 'send to back'.

From the pop down menu select 'send to back'



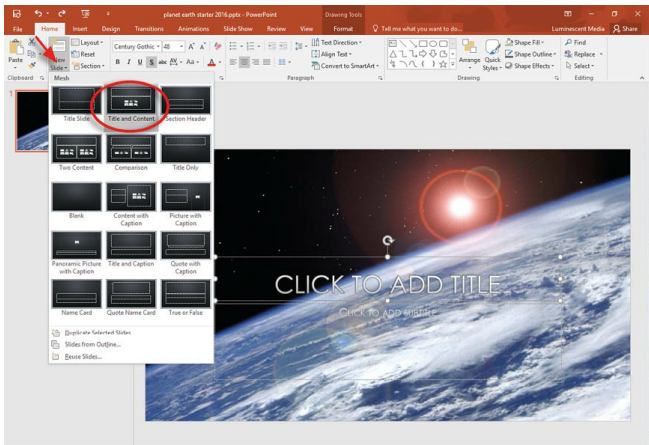
You will see the image drop behind the text layer.

This is useful if you have a lot of images and text that you need to lay out on your slide.

You can now type in the title text box 'Planet Earth' and drag it to the desired position on the slide. In my example, I'm going to put the title in the top left of the slide against the black.

Add a New Slide

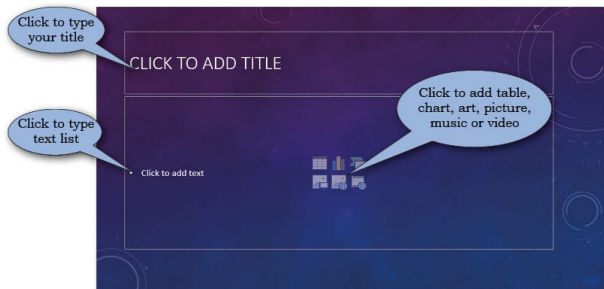
To continue building our presentation we need additional slides to show our information.



To add a new slide go to your home ribbon and click on icon

'New Slide'. Make sure you click on the text to reveal the drop down menu.

From the drop down menu select 'title and content' because we want a title on the slide but also we want to add some information in bullet points.



To add your text and titles just click in the text boxes and start

typing your information as shown below.

The screenshot shows a PowerPoint presentation window titled "planet earth starter 2016.pptx - PowerPoint". The ribbon is set to "Home". The slide thumbnail on the left shows a slide titled "COMMON FACTS" with a dark background and white text. The main slide area shows the same slide with a white border around the text. Two red arrows point to the title "COMMON FACTS" and the first bullet point "• THIRD PLANET FROM THE SUN".

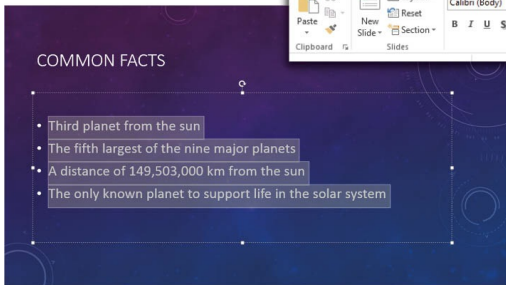
1 PLANET EARTH

2 COMMON FACTS

- THIRD PLANET FROM THE SUN
- THE FIFTH LARGEST OF THE NINE MAJOR PLANETS
- A DISTANCE OF 149,503,000 KM FROM THE SUN
- THE ONLY KNOWN PLANET TO SUPPORT LIFE IN THE SOLAR SYSTEM

You can make text bigger by selecting it by clicking and dragging your mouse over the text so it is highlighted then click the home ribbon. From your home ribbon select the

increase font size icon.



COMMON FACTS

- Third planet from the sun
- The fifth largest of the nine major planets
- A distance of 149,503,000 km from the sun
- The only known planet to support life in the solar system

The image shows a PowerPoint slide with a dark blue background and a list of facts about Earth. The text is highlighted in grey boxes. An inset window shows the Microsoft PowerPoint ribbon, specifically the 'HOME' tab, with the 'Font' section. The font size is set to 28, and the 'Increase Font Size' icon (represented by a large 'A') is circled in black.

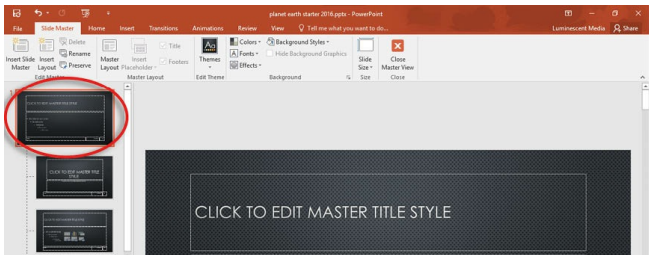
Slide Masters

Slide masters allow you to create layouts and templates that are common to all your slides, so you don't have to make those changes to each slide. A common example is, if you are creating a presentation and want a company logo on the bottom.

To edit your slide masters, go to your view ribbon and click slide master.

The larger slide listed down the left hand side is your master for all slides. The ones below are

masters for specific slides such as title slides or content slides. You can split them up so you can create templates for specific slides.

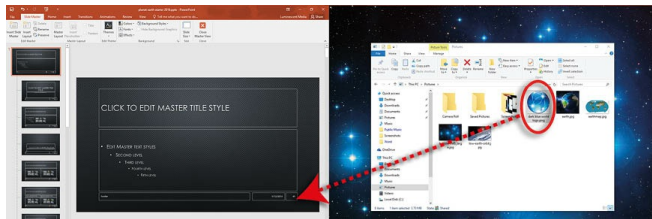


This way you can have a template for all your title slides and another one for all your content and information slides.

In this simple example, I am going to add the company logo to

the bottom right of every slide.

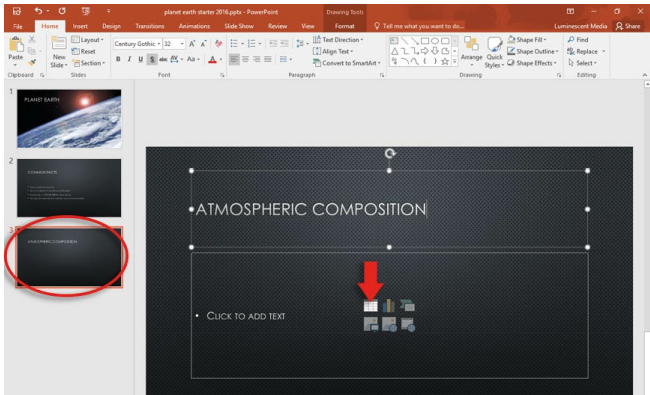
To do this click on the larger master slide in the list on the left hand side. Open your file explorer and navigate to your images. Click and drag your image onto the master slide.



You may need to resize your image and position it in the correct place.

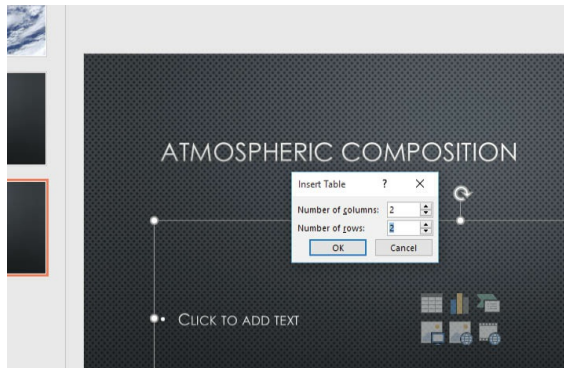
Insert a Table

We are going to add a table to a new slide. In this example I have added a new slide with 'title and content'



To add a table to this slide just click the table icon from the

template as indicated above. In the dialog box that appears enter the number of columns and rows. This table is going to have 2 columns.



Once you have done that, enter the data into your table. Press tab key to move between cells of the table. Don't worry about the

number of rows, a new row will be inserted at the end of each row when entering your data.

You can also format your table using PowerPoint's pre designed templates.

Click on the table and select the design ribbon.

The screenshot shows the Microsoft PowerPoint interface. The Design ribbon is active, and a red circle highlights the 'Table Styles' section. A red arrow points to the 'Table Styles' section. The slide content includes a table titled 'ATMOSPHERIC COMPOSITION' with the following data:

Occuring Gas	Percentage Atmospheric Compositi
Nitrogen	78%
Oxygen	20%
Carbon Dioxide	0.0035%
Other Gases	1.9965%

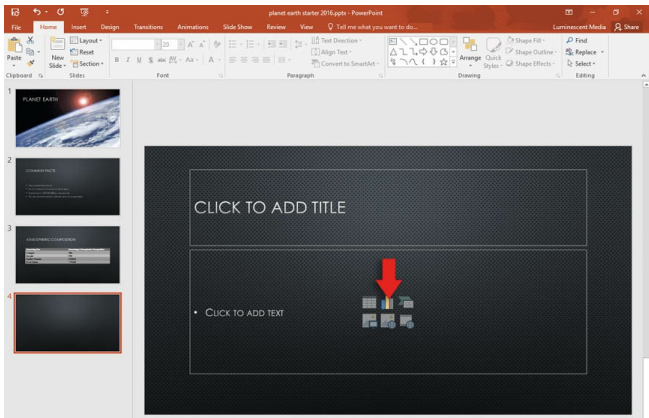
Along the centre of the design ribbon you will see a number of pre sets, you can experiment with the designs by clicking on these.

PowerPoint will automatically format the table using the colours and shadings in the

templates.

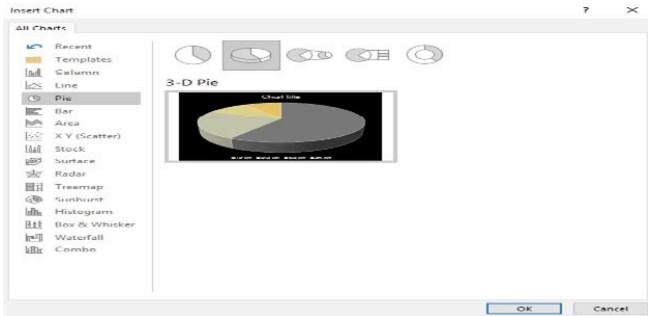
Add a Chart

We are going to add a table to a new slide. In this example I have added a new slide with 'title and content'



On the slide template click the chart icon shown above. From

the dialog box that appears select the type of chart you want. In this example I am going to use a nice 3D pie chart.



Click OK when you are done.

Enter the data in table form shown below.

The screenshot shows a Microsoft PowerPoint presentation. The main slide is titled "POPULATION DENSITY" and features a 3D pie chart. The chart is divided into five segments representing different countries: China (yellow), India (orange), USA (grey), Indonesia (light green), and Brazil (dark green). A legend below the chart identifies these countries. An Excel spreadsheet is embedded in the slide, showing the data used for the chart. The spreadsheet has a green header row with the title "Population" and columns labeled A through I. The data is as follows:

	Population	D	E	F	G	H	I
2	China	1372000000					
3	India	1276900000					
4	USA	321793000					
5	Indonesia	252164800					
	Brazil	204879000					

The Excel spreadsheet is highlighted with a red circle. The PowerPoint interface includes the ribbon with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Design, and Format. The slide navigation pane on the left shows four slides, with the current slide being slide 4.

As you enter your data you'll notice PowerPoint begins to construct your chart.

Column A is the X axis on your chart, Column B is the Y axis.

Adding Special Effects

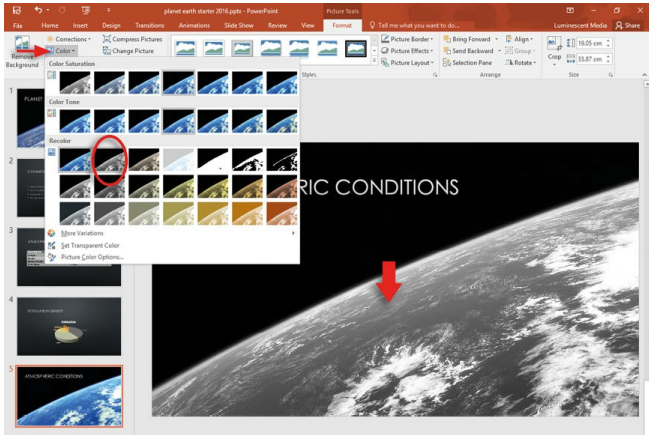
You can adjust brightness and contrast, remove backgrounds, add animations and transitions between slides.

Adjusting Images

Sometimes it helps to make some minor adjustments to your photographs or images to make them blend into your slide a little better. You can change the brightness, contrast and colours of the images. You can do all this

by experimenting with the adjustments on the format ribbon.

For example. If we add another slide with the photograph of planet earth, the photo has a black background. We can make a few adjustments to this image to make it blend into the slide a little better.



Click on the image on the slide and then click the format ribbon. On the format ribbon go to the adjustment section on the left hand side.

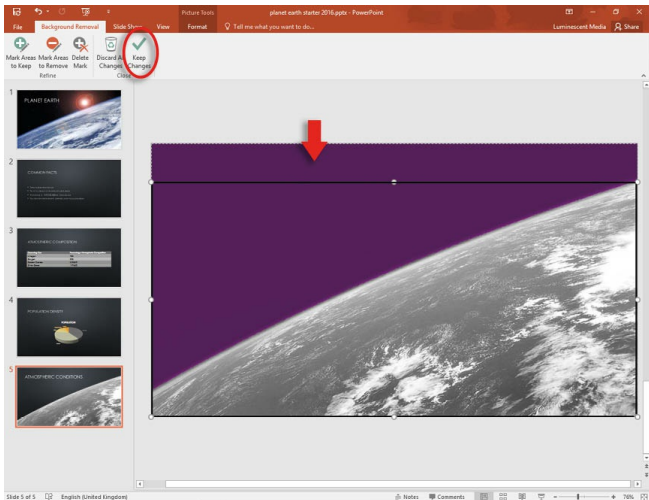
From the drop down menu, you can select 'color' if you want to change the colour blending of

the image, eg select a blue/purple tint to match the background theme of the slide.

You can also do the same for other corrections such as brightness and contrast. Do this by selecting 'corrections' from the format ribbon instead of 'color'.

Another tip is to use the 'remove background' feature. This will only really work if the background of your image is the same colour or a plain background, such as the one below with a solid black background.

Instead of seeing the black background from the image, it would be better to use the slide background itself, rather than covering it up.



To remove the background,

make sure your image is selected and click 'remove background' from the format ribbon.

This will highlight all the bits PowerPoint is going to remove from the image in dark purple. You will also notice a box surrounding the area.

Resize this box by clicking and dragging the resize handles until the box surrounds the area of the image you want to keep as shown above. In this case, around the earth.

Once you have done this click

'keep changes'

Notice you can now see the slide background instead of the black background on the image.

The screenshot shows the Microsoft PowerPoint interface. The title bar indicates the file is 'planet earth starter 2016.pptx'. The ribbon is set to 'Format' under the 'Picture Tools' context menu. The main slide area displays a slide titled 'ATMOSPHERIC CONDITIONS' with a background image of Earth from space. The text 'ATMOSPHERIC CONDITIONS' is centered on the slide. The left sidebar shows a slide thumbnail grid with five slides, the fifth of which is the current slide. The 'Format' ribbon includes options for 'Picture Styles', 'Adjust', and 'Arrange'. The 'Picture Styles' group includes 'Picture Border', 'Picture Effects', and 'Picture Layout'. The 'Adjust' group includes 'Picture Border', 'Picture Effects', and 'Picture Layout'. The 'Arrange' group includes 'Bring Forward', 'Send Backward', 'Group', 'Selection Pane', and 'Rotate'. The 'Size' group shows dimensions of 10.92 cm by 33.87 cm.

Slide Transitions

A slide transition is an animation or effect that is displayed when you move from one slide to the next.

To add transitions to PowerPoint slides click the slide you want to add the transition to then go to the transitions tab

planet earth starter 2016.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do... Luminescent Media Share

Preview None Cut Fade Push Wipe Split Reveal Random Bars Shape Effect Options -

Sound: [No Sound] Advance Slide
Duration: 00:70 On Mouse Click
Apply To All Alter: 00:00:00

Transition to This Slide

1 PLANET EARTH

2 COMMERCIALS

3 ATMOSPHERIC COMPOSITION

4 POPULATION GROWTH

5 ATMOSPHERIC CHANGES

PLANET EARTH

Slide 1 of 5 English (United Kingdom) Notes Comments 70%

From the transitions tab you can select from a number of pre set transitions. If you click on a transition, for example 'fade', this will apply the transition to the selected slide.

To apply the transition to the whole presentation click 'apply to all', on the right hand side of the ribbon.

Slide Animations

Looking at the slide below, say you wanted each bullet point to appear one at a time instead of all at once.

You can do this by adding an animation to the text box. Click into the text box and select your animations ribbon.

planet earth starter 2016.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do... Luminescent Media Share

Appear Fade Fly In Float In Wipe

COMMON FACTS

Click in the text box you want to apply an animation effect to

- THIRD PLANET FROM THE SUN
- THE FIFTH LARGEST OF THE NINE MAJOR PLANETS
- A DISTANCE OF 149,503,000 KM FROM THE SUN
- THE ONLY KNOWN PLANET TO SUPPORT LIFE IN THE SOLAR SYSTEM

Slide 2 of 5 English (United Kingdom) 76%

For this example, I am going to add a fade effect by selecting 'fade' from the animation pre sets circled above.

To view your presentation hit F5 on your keyboard.

Press Esc to return to
PowerPoint

Print your Work

To print your document, click the File tab on the top left hand corner of the screen

In the screen below select the correct printer and number of copies you want.

Print

Copies: 1

Print

Printer: Samsung CLP-320

Printer Properties

Settings

Print All Slides
Print entire presentation

Slides: 6

Full Page Slides
Print 1 slide per page

Print Range

Full Page Slides Notes Pages Outline

Handouts

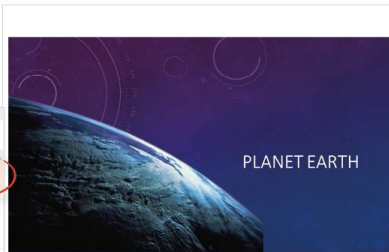
1 Slide 2 Slides 3 Slides

4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal

4 Slides Vertical 6 Slides Vertical 9 Slides Vertical

Erased Slides
Scale to Fit Paper
High Quality

Print Comments and Ink Markup



Then select how you want the presentation to print out. Click where it says “Full Page Slides”.

This allows you to arrange more than one slide per page and with space to write notes.

This is useful if you are giving a

with writing space next to each, shown right.

Sometimes it is useful to select 'black and white' or greyscale printing if you do not have a colour printer.

The image shows a screenshot of the Microsoft PowerPoint interface during a print operation. On the left is a red navigation pane with icons for Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The 'Print' option is selected. The main window displays the 'Print' dialog for a presentation titled 'planet earth starter.pptx'. The dialog includes a printer selection (Samsung CLP-320), a 'Copies' field set to 1, and a 'Settings' section. In the 'Settings' section, the 'Color' option is selected and circled in red, with a red arrow pointing to it. Below it, the 'Grayscale' option is also visible. The 'Print' button is at the top left of the dialog. The background shows a slide titled 'planet earth starter.pptx' with a date of 03/02/2014. The slide content includes a slide titled 'PLANET EARTH' with a picture of Earth, a slide titled 'QUICK FACTS' with a list of facts, and a slide titled 'ASTRONOMICAL DISCOVERY' with a screenshot of a software interface. Each slide has horizontal lines for notes.

Click the print icon to print your presentation.

Microsoft Power Point Mobile

Also called Powerpoint for Windows 10, this version of Microsoft PowerPoint is designed for touch screen users and allows you to create multimedia presentations that include animation, narration, images, and videos all from a library of pre designed templates or from a blank canvas.

PowerPoint can be used to

create presentations for your upcoming sales pitch. Perhaps you are giving a lecture on a specific subject or feeding back information in a meeting. All these can be enhanced using PowerPoint presentations as a visual aid.

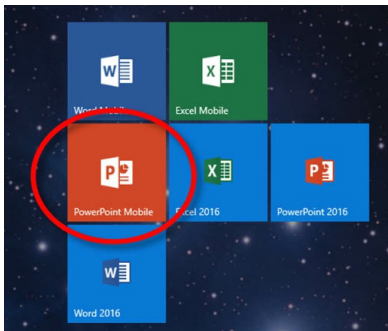
To get your message across, you break it down into slides. Think of each slide as a canvas for the pictures, words, and shapes that will help you build your presentation.

You can also print out your presentation slides to give to your audience.

To launch PowerPoint go to the start menu and tap PowerPoint

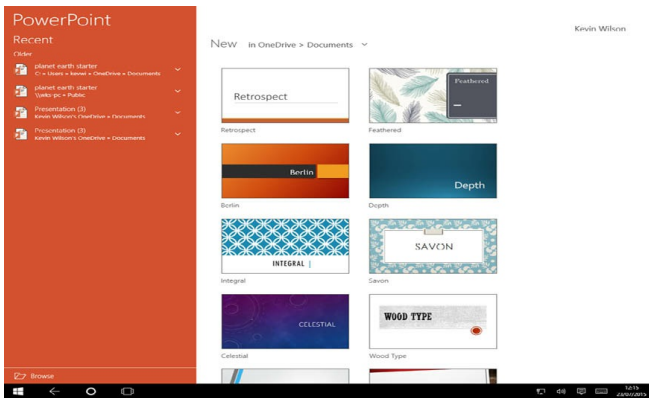
Getting Started

On your start screen click the powerpoint icon to start the application



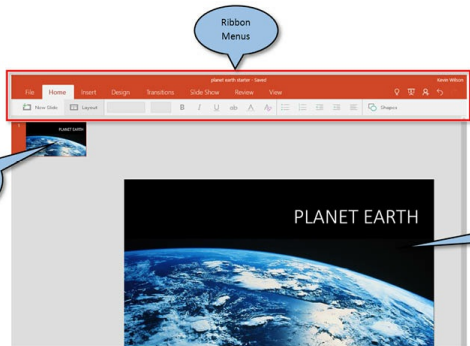
Once PowerPoint has loaded, select a template below to start a new presentation or select blank to start your own. I'm going to go with mesh template

below. Your most recently saved presentations are shown on the left hand orange pane below.



For this example, I am going to use the celestial template.

Lets take a look at PowerPoint's main screen. The tools are grouped into tabs called ribbons according to their function.



Ribbon
Menus

Slides in
presentation

Current
Slide

The Ribbon Menus

In PowerPoint, tools are arranged in tabs according to their use.

Home Ribbon

All tools to do with text formatting, eg making text bold, changing fonts, and the most common tools

Insert a new blank slide

Change Font

Change Font Size

Change Font Colour

Clear formatting on selected text

Align text: left, right, centre, etc



Apply a pre-designed layout with headings, points, images and templates

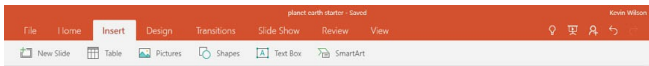
B *I* U ~~ABC~~

• Bullets
1. Numbered List

Insert, rectangles, lines, arrows etc

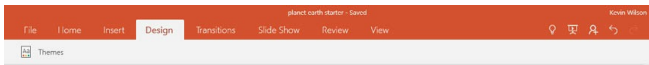
Insert Ribbon

All tools to do with inserting photos, graphics, tables, charts, sounds, movies, etc



Design Ribbon

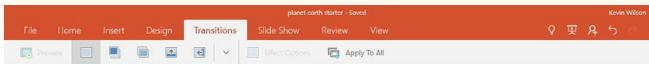
All tools to do with the look of your slide, eg, the slide background.



Transitions Ribbon

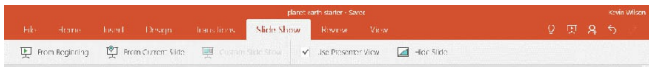
All tools to add effects to show as slides change from one to the

next



Slide Show Ribbon

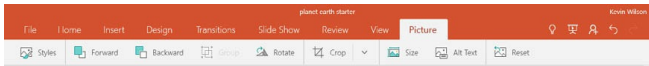
All tools to do with setting up your slide show and running your presentation



Picture Ribbon

The picture ribbon appears when you tap on an image and has tools that allow you to send images behind text or in front of text if your text box happens to get covered up by a picture. You

can also crop images, resize them and rotate images on an angle.



Designing a Slide

In PowerPoint you can add photos or clipart, charts, diagrams, text, video, sound and animations.

Lets begin by designing our slide



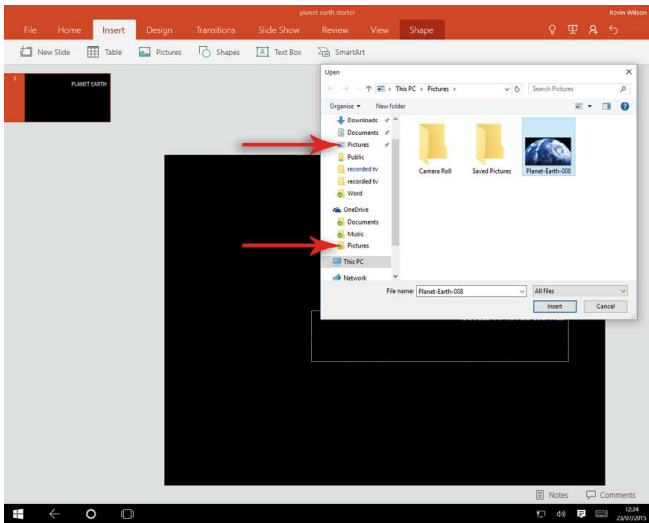
In your slide double tap where it

says 'click to add title' or 'double tap to add title'. This is a place holder for you to enter your title.

Our title for the slide in this exercise is 'Planet Earth'

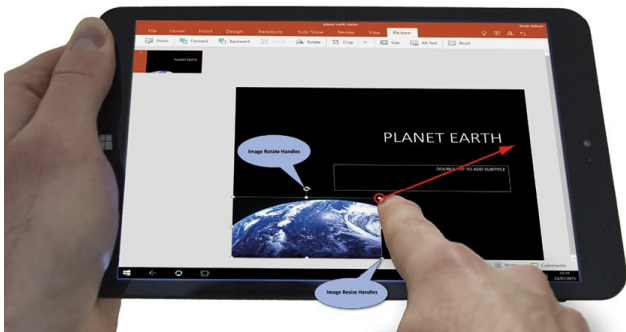
Add an Image

To add an image to your slide, tap the 'insert' ribbon then tap 'pictures'.



Resize an Images

If you tap on your image you will notice a border surrounding your image.

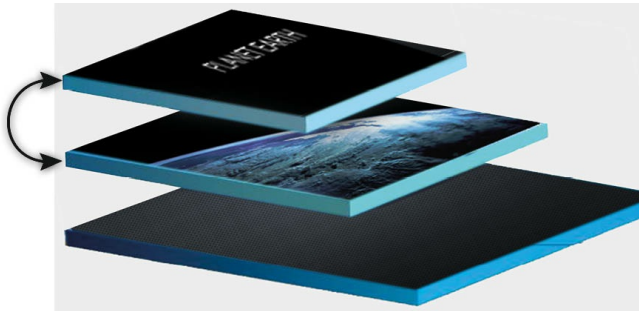


In each corner and along the sides you will notice little squares.

These are resize handles. You can tap and drag these to resize

your image.

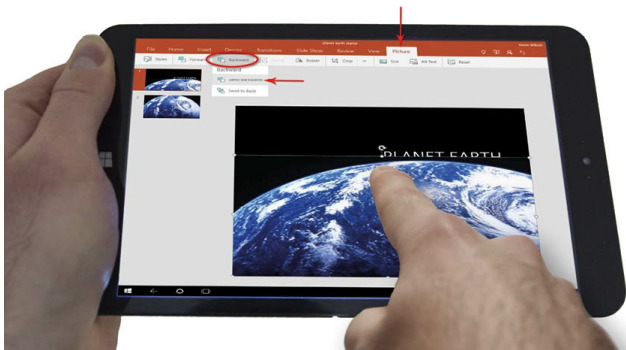
To resize the image, tap and drag the resize handles until the image is the size you want.



You will notice that when you have resized the image it covers the title. This is because PowerPoint constructs slides using layers. So the title “Planet Earth” will be on one layer and

the image will be on another layer and because the image was inserted after the title, the image layer is on top of the title.

We can adjust this by changing the arrangement. Click on the image and select the picture ribbon.



From the picture ribbon tap

where it says 'backward'. We want to put the image behind the title. From the drop down menu select 'send backward'



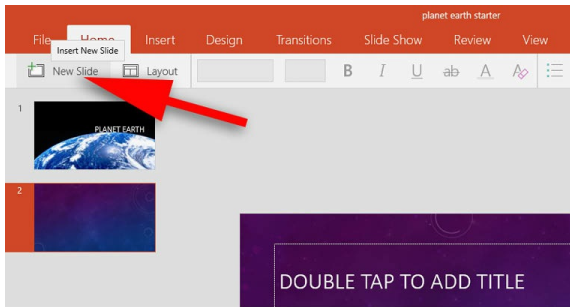
You will see the image drop behind the text layer.

If you tap on a text box such as a heading or list of bullet points, the ribbon will show as 'shape' rather than 'picture'.

This is useful if you have a lot of images and text that you need to lay out on your slide.

Add a New Slide

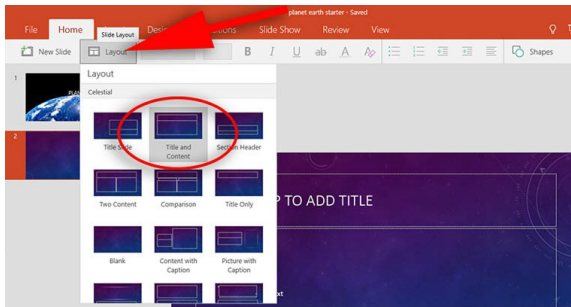
To continue building our presentation we need additional slides to show our information. To add a new slide go to your home ribbon and tap 'New Slide'. Make sure you click on the text to reveal the drop down menu.



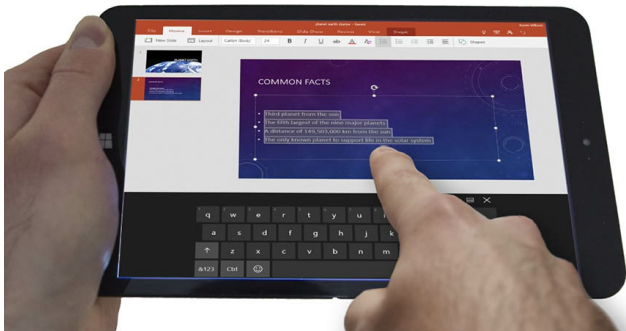
To change the layout of the slide,

Tap 'layout'

From the drop down menu select 'title and content' because we want a title on the slide but also we want to add some information in bullet points.



To add your text and titles just double tap in the text boxes and start typing your information as shown below.



You can make text bigger by selecting it by clicking and dragging your mouse over the text so it is highlighted then click the home ribbon. From your home ribbon select the increase font size icon.

planet earth starter Kevin Wilson

File Home Insert Design Transitions Slide Show Review View Shape

New Slide Layout Calibri (Body) 24 B I U ab A Shapes

1 PLANET EARTH

2

COMMON FACTS

- Third planet from the sun
- The fifth largest of the nine major planets
- A distance of 149,503,000 km from the sun
- The only known planet to support life in the solar system

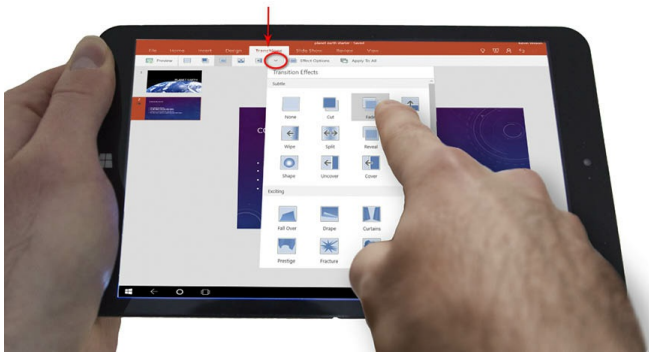
Adding Special Effects

You can adjust brightness and contrast, remove backgrounds, add animations and transitions between slides.

Slide Transitions

A slide transition is an animation or effect that is displayed when you move from one slide to the next.

To add transitions to PowerPoint slides tap the slide you want to add the transition to then go to the transitions tab



From the transitions tab you can select from a number of pre set transitions.

Tap on the downward pointing arrow circled in the screen above. This will reveal a drop down menu with a selection of transitions.

Tap on a transition. In this

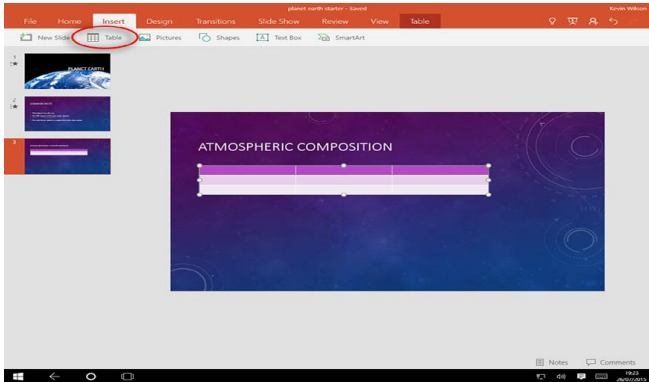
example I'm going to choose a fade effect.

To apply the transition to the whole presentation tap 'apply to all' once you have selected your transition.

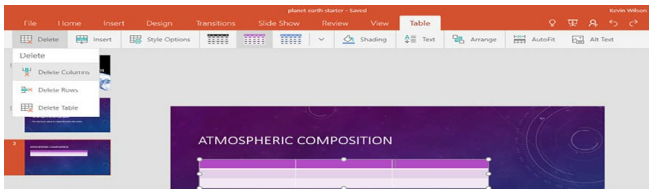
Insert a Table

We are going to add a table to a new slide. In this example I have added a new slide with 'title and content'

To add a table to this slide tap the table icon from the 'insert ribbon'. This will automatically insert a 3x3 table (3 rows and 3 columns).



For the table in this example I only want two columns, so we need to delete one. From the 'table ribbon' that appears when you select a table, tap

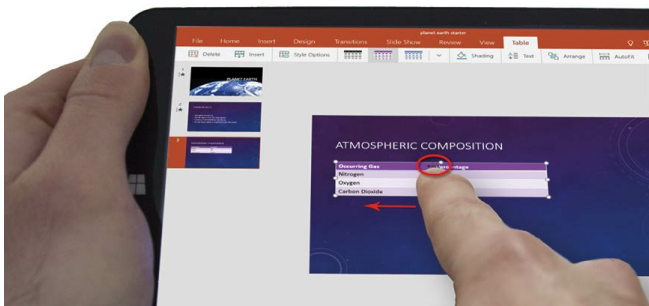


Once you have done that, enter the data into your table. Press tab key to move between cells of the table.

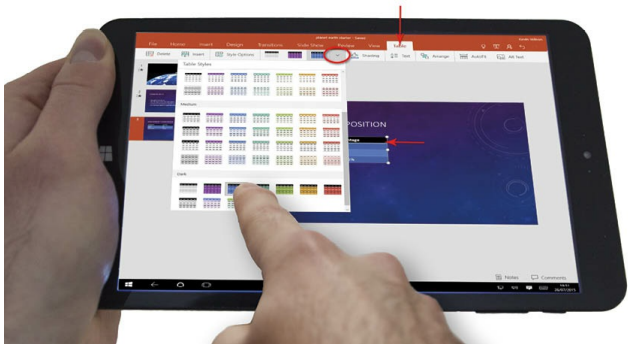
Don't worry about the number of rows, a new row will be inserted at the end of each row when entering your data.

If you needed to insert more columns, tap insert on the 'table ribbon', and tap 'insert left' or 'insert right'.

You can resize columns if they are too small/large. To do this, tap and hold your finger on the column's dividing line, then drag it across the screen.



You can also format your table using PowerPoint's pre designed templates. Tap on the table in the slide and select the 'table ribbon'



Along the centre of the table ribbon you will see a number of pre-sets, you can experiment with the designs by tapping on these. PowerPoint will automatically format the table using the colours and shadings in the templates.

Connect to a Projector

Many tablets have a micro-HDMI port (pictured right).



For example. The Surface Pro and Surface Pro 2 contain a Mini DisplayPort port (centre above). The Surface RT and Surface 2 contain a micro-HDMI port (above right).

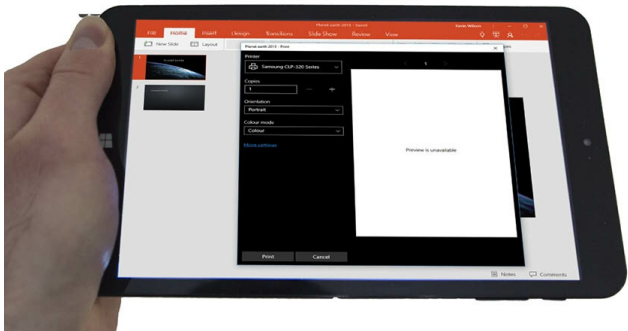
Many modern projectors have an HDMI port (above left) so you can get cables with a micro-HDMI on one end and an HDMI on the other.



Print your Work

To print your document, click the File tab on the top left hand corner of the screen

In the screen below select the correct printer and number of copies you want.



Saving Files

Files are automatically saved to your OneDrive.

To save files, tap file, then tap save.

Select your OneDrive - Personal

Select Browse, and in the dialog box that appears, enter a name for your PowerPoint.

Microsoft Excel 2016

Microsoft Excel is a spreadsheet program that allows you to store, organize, analyse and manipulate numerical data. It allows you to store and present it in tabular form or as a chart.

You can use spreadsheets to create wage slips, company accounts to analyse finance, budgets etc.

You can create simple personal budgets to keep track of your

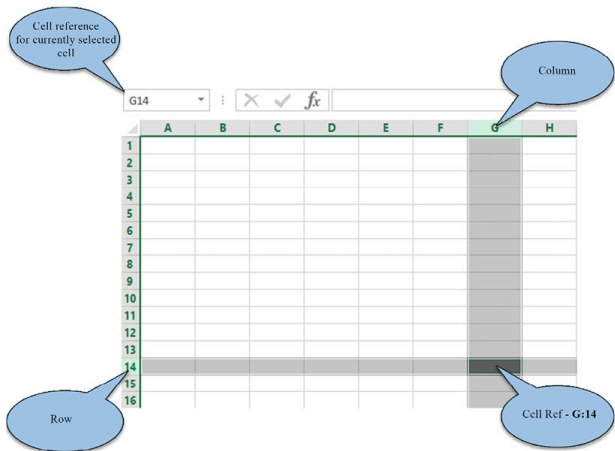
money, and create score sheets for sports events.

You can display all your data as statistical graphs and charts as well as creating tables.

To begin lets explore what a spreadsheet is.

What is a Spreadsheet?

A spreadsheet is made up of cells each identified by a reference.



You can also select multiple cells at the same time. A group of cells is called as a cell range.

You can refer to a cell range using the cell reference of the first cell and the last cell in the range, separated by a colon.

This cell range would be A1:D12

First cell in range

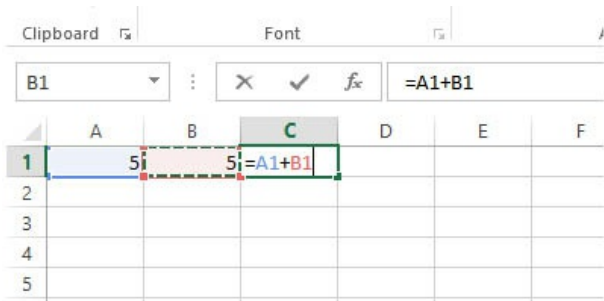
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Last cell in range

Cell references are used when you start applying formulas to the numbers in your cells.

In the example below to add two numbers you can enter a formula into cell C1.

Instead of typing in **=5+5** you would enter **=A1+B1**.



The theory is, if you enter the cell reference instead of the

actual number you can perform calculations automatically and Excel will recalculate all the numbers for you should you change anything.

Eg if I wanted to change it to **5+6**, I would just change the number in cell B1 without rewriting the formula in C1.

Now you can type any number in either cell A1 or B1 and it will add them up automatically.

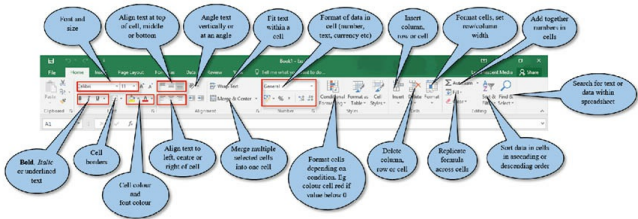
The Ribbon

All the tools used in Microsoft Excel are organised into ribbons loosely based on their function.

The most used ribbons are, home and formulas. For normal use of Excel these are the ones you will be looking in the most.

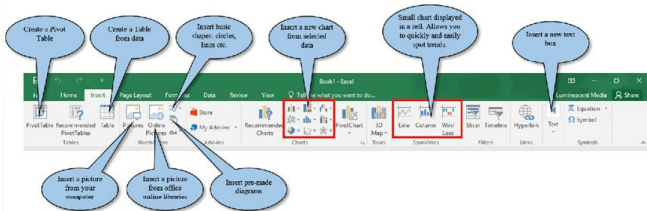
The Home Ribbon

This is where you will find your most used tools, basic text formatting, cell borders, cell formatting for text or numbers or currency, etc.



The Insert Ribbon

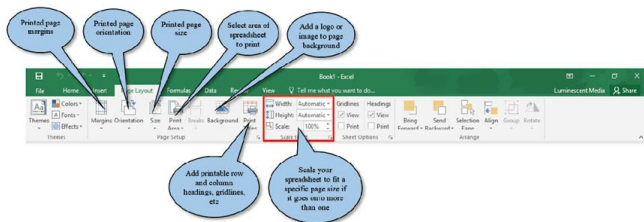
This is where you will find all your objects you can insert into your spreadsheet such as shapes, tables and charts.



The Page Layout

Ribbon

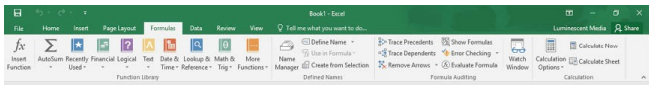
This is where you will find your page formatting functions, such as size of paper, colours & themes, paper orientation when printed, paper margins, etc.



The Formulas Ribbon

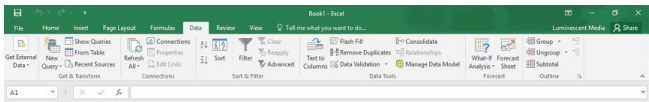
This is where you will find your formulas, functions and your data manipulation tools. Sum

functions, average, counting tools, etc.



The Data Ribbon

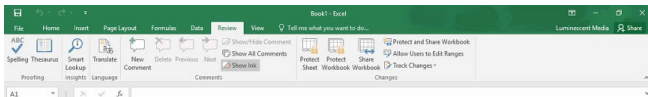
The data ribbon is where you can find tools to connect to external data sources and databases, as well as sort data.



The Review Ribbon

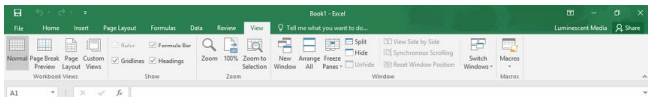
The review ribbon has tools that allow you to add comments as well as check spelling and

protect parts of the spreadsheet from making changes.



The View Ribbon

This is where you will find your view layouts, where you can zoom into your spreadsheet etc.



Creating Spreadsheets

To begin creating your spreadsheet start typing your data into the different cells on the spreadsheet.

Entering Data

In this example we are doing a basic scoring sheet.

	A	B	C	D
1		22-Apr	29-Apr	Total
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	
11				
12				

Simple Text Formatting

Sometimes it improves the readability of your spreadsheet to format the data in the cells.

For example, make the heading rows bold.

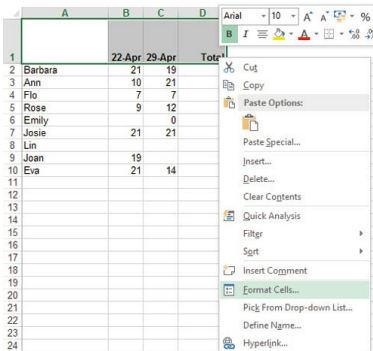
The screenshot shows the Microsoft Excel ribbon with the 'HOME' tab selected. The font settings are set to Arial, size 10. The 'B' (bold) icon is highlighted. Below the ribbon, a table is displayed with the following data:

	A	B	C	D
1		22-Apr	29-Apr	Total
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	

You can do this by selecting the heading row as shown above and click the bold icon.

Now because the headings are quite long and take up a lot of space, you can change the orientation of the headings to read vertically instead of horizontally. This helps save space and looks better when printed on a page.

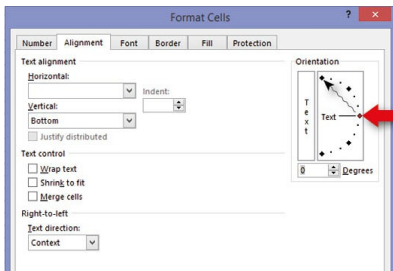
You can do this by selecting the cells you want to change the orientation. Then right click your mouse on the selection.



From the menu that appears, select 'format cells'.

In the dialog box, click the alignment tab. From there go to the orientation section on the

right of the dialog box.



Click the horizontal point and drag it up to the top (the vertical point).

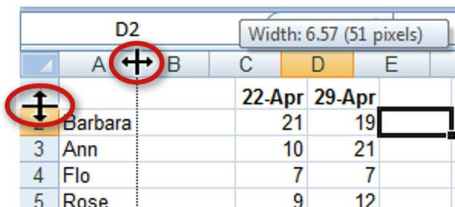
Or you can enter 90 in the degrees box below.

You will see the headings are now oriented vertically.

	A	B	C	D
1		22-Apr	29-Apr	Total

Resizing Rows and Columns

You can resize a column or row by clicking and dragging the column or row divider lines as circled below

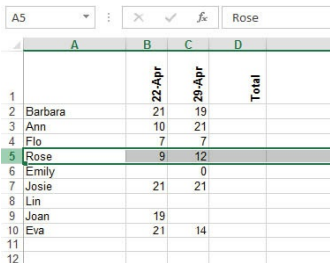


	A	B	C	D	E
			22-Apr	29-Apr	
	Barbara		21	19	
3	Ann		10	21	
4	Flo		7	7	
5	Rose		9	12	

You can also double click on these lines to automatically size the row or column to the data that is in the cell.

Inserting Rows & Columns

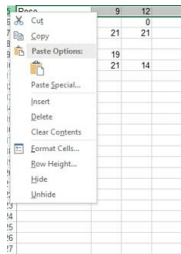
To insert a row between Flo and Rose, right click with your mouse on the row Rose is in. In this case row 5



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1				
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	
11				
12				

From the menu click insert. This will insert a blank row above Rose.



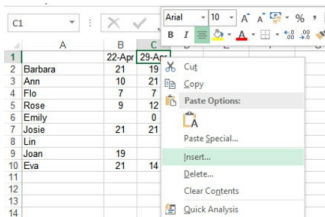
Here we can see Excel has inserted a blank row

	A	B	C	D
1		22-Apr	29-Apr	Total
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5				
6	Rose	9	12	
7	Emily		0	
8	Josie	21	21	
9	Lin			
10	Joan	19		
11	Eva	21	14	
12				

Remember the new row or column is always inserted above or before the one selected, as

shown above.

To insert a column it is exactly the same procedure except you select a column instead of a row.



Using Formulas

Using formulas allow you to perform calculations on the data you have entered. You can add up lists of data, multiply, subtract, find averages, plot charts all depending on what your spreadsheet is analysing.

If I wanted to add up all the scores in my score sheet, I could add another column called total and enter a formula to add up the scores for the two weeks the player has played.

To do this I need to find the cell

references for Barbara's scores.

Her scores are in row 2 and columns B and C circled below.

	A	B	C	D
1		22 Apr	29 Apr	Total
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	

Enter formula
in this cell

So the Cell references are B2 for her score of 21 and C2 for her score of 19.

So we enter into the cell under the heading 'total'

$$= B2+C2$$

Remember all formulas must

start with an equals sign (=).

Now a little tip. To save you entering the formula for each row you can replicate it instead.

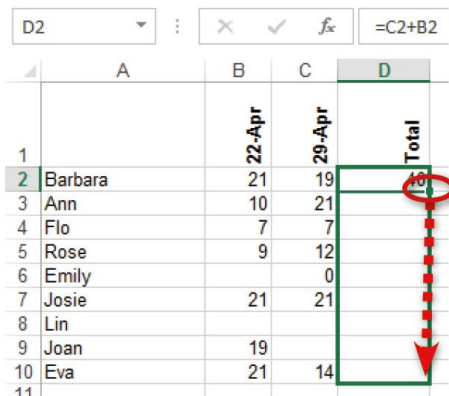
If you click on the cell D2 where you entered the formula above you will notice on the bottom right of the box is a small square handle.

I've enlarged the image so you can see it clearly.



If you click and drag this down the rest of the column you want

to use the formula.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1		22-Apr	29-Apr	
2	Barbara	21	19	40
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	

The formula bar at the top shows the formula `=C2+B2`. A red circle highlights the value 40 in cell D2. A red dashed arrow points downwards from cell D2, indicating that the formula is being copied to the cells below.

Excel will automatically copy the formula and calculate the rest of the totals for you.

Using Functions

A function is a pre-defined formula. Excel has hundreds of different functions all designed

to make analysing your data easier. You can find most of these functions on the formulas ribbon.

Say I wanted to add up the number of games played automatically. I could do this with a function.

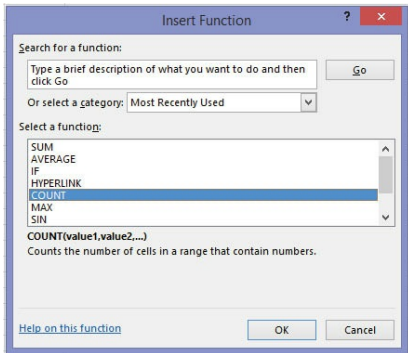
Insert a new column after “29 Apr” into the spreadsheet and call it “Played”. To do this right click on the D column (the ‘Total’ column) and from the menu click insert.

A	B	C	D	E
	22-Apr	29-Apr	Played	Total
	21	21	=	40

Make sure you have selected the cell you want the formula to appear in.

From the formulas ribbon click 'insert function'

In the insert function dialog box select the count function from the list, click OK



Now we need to tell the count function what we want it to count. We want to count the number of games played.

Barbara's scores are in cells B1 and C1, so highlight these two by dragging your mouse over as circled below

	A	B	C	D	E
1		29-Apr	29-Apr	Played	Total
2	Barbara	21	19	=C2	40
3	Ann	10	21		31
4	Flo	7	7		14
5	Rose	9	12		21
6	Emily		0		0
7	Josie		21	21	42
8	I in				0
9	Joan		19		19
10	Eva		21	14	35
11					
12					
13					
14					
15					
16					

Function Arguments

COUNT

Value1: B2:C2 = {21,19}

Value2: = number

= 2

Counts the number of cells in a range that contain numbers.

Value: value1,value2,... are 1 to 255 arguments that can contain or refer to a variety of different types of data, but only numbers are counted.

Formula result = 2

[Help on this function](#) OK Cancel

Click OK. You can see she has played 2 games. Now we can replicate the formula as we did before.

Click and drag the small square on the bottom right hand side of the cell.

	29-Apr	Played	Total
21	19	2	40
10	21		31
7	7		14
9	12		21
	0		0
21	21		42
			0
19			19
21	14		35

Drag it down down the rest of the column.

Types of Data

There are a number of different types of data you will come across using Excel. These can be numeric such as whole numbers called integers (eg 10), numbers with decimal points (eg 29.93), currencies (eg £4.67 or \$43.76), as well as date and time, text and so on.

Going back to our scoring spreadsheet, we need another column for the average scores. Type the heading 'Average' as shown below.

	A	B	C	D	E	F
		22-Apr	29-Apr	Played	Total	Average
1						
2	Barbara	21	19	2	40	=E2/D2
3	Ann	10	21	2	31	
4	Flo	7	7	2	14	
5	Rose	9	12	2	21	
6	Emily		0	1	0	
7	Josie	21	21	2	42	
8	Lin			0	0	
9	Joan	19		1	19	
10	Eva	21	14	2	35	

We are going to work out the average scores over the number of games they players have played. In the Cell F2 enter the formula

$$\text{Average} = \frac{\text{Total Score}}{\text{Total number of Games Played}}$$

The total score is in E2 and the

total number of games played is in D2.

So we enter into F2:

=E2 / D2

Use the forward slash for divide:
/

Replicate the formula down the column as we did previously in the exercise.

Now the number format isn't as accurate as we want it. We need to tell Excel that the data in this column is a number accurate to two decimal places.

Highlight the cells you want to apply the number format to circled below.

The screenshot shows the Microsoft Excel interface. The 'Home' tab is active, and the 'Number' group in the ribbon is selected. The 'Number' dropdown menu is open, showing various number formats. The 'Number' option, which displays '20.00', is highlighted. A black arrow points to the 'Number' option in the menu. Another black arrow points to the 'Alignment' group in the ribbon. In the spreadsheet, column F is selected, and a range of cells from row 10 to row 15 is circled in black. The data in these cells is: 20, 15.5, 7, 10.5, 0, 21, 0, 19, 17.5. The column header 'Average' is visible in cell F10.

	Average
10	20
11	15.5
14	7
11	10.5
0	0
12	21
0	0
19	19
15	17.5

In the home ribbon go up to number format (it will currently say 'general' in box). Click the little arrow next to it.

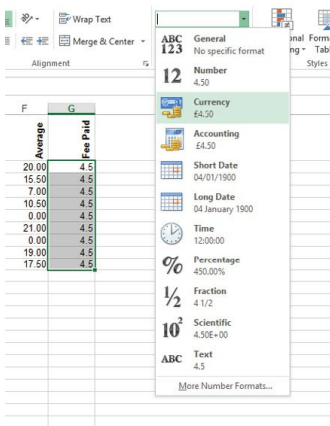
From the drop down menu click number. This will format all the selected cells as a number with 2 decimal places.

It would be the same for if we were recording the fees paid by the players

Insert another column and call it 'fee paid'. Say the fees are 4.50. When we enter 4.5 into the column Excel thinks it's just a number, so we need to tell Excel

that it is currency.

Select all the data in the fee cell.



Go back to the home ribbon and click number format.

This time select currency from the drop down menu.

This will format all the numbers

as a currency.

Formatting your Spreadsheet

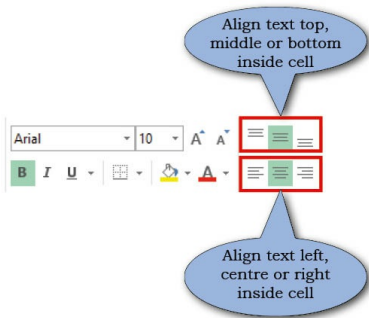
To emphasise certain parts of your spreadsheet such as totals or headings you can apply borders and shading to cells or groups of cells.

Cell Alignment

This helps to align your data inside your cells and make it easier to read.

To do this highlight the cells you want to apply the alignment to, then select 'centre' from the

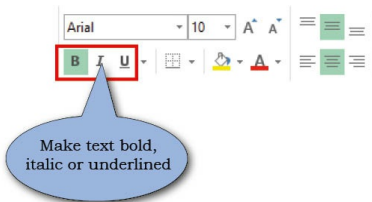
alignment icons highlighted above. The top three align vertically in the cell, the bottom three align horizontally in the cell.



Text Format

As well as aligning the text inside your cell, you can apply bold or italic effects to make

certain parts such as headings stand out.



You can also change the font and size.

To do this in our spreadsheet highlight the headings ('22-Apr' to 'Fee Paid') and then click the bold icon highlighted below.

Make selection bold

	A	B	C	D	E	F	G
1		22-Apr	29-Apr	Played	Total	Average	Fee
2	Barbara	21	19	2	40	20.00	£4.50
3	Ann	10	21	2	31	15.50	£4.50
4	Flo	7	7	2	14	7.00	£4.50
5	Rose	9	12	2	21	10.50	£4.50
6	Emily		0	1	0	0.00	£4.50
7	Josie	21	21	2	42	21.00	£4.50
8	Lin			0	0	0.00	£4.50
9	Joan	19		1	19	19.00	£4.50
10	Eva	21	14	2	35	17.50	£4.50
11							

To align your text in the cells in the centre, again select the cells you want then click the centre icon as highlighted below.

Align middle vertically

Align centre horizontally

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes 'Clipboard', 'Font', and 'Alignment' sections. Two callouts are present: one pointing to the 'Align Middle' button in the Alignment group, and another pointing to the 'Center' button in the Alignment group. Below the ribbon, a table is displayed with the following data:

	A	B	C	D	E	F	G
1		22-Apr	29-Apr	Played	Total	Average	Fee
2	Barbara	21	19	2	40	20.00	£4.50
3	Ann	10	21	2	31	15.50	£4.50
4	Flo	7	7	2	14	7.00	£4.50
5	Rose	9	12	2	21	10.50	£4.50
6	Emily		0	1	0	0.00	£4.50
7	Josie	21	21	2	42	21.00	£4.50
8	Lin			0	0	0.00	£4.50
9	Joan	19		1	19	19.00	£4.50
10	Eva	21	14	2	35	17.50	£4.50
11							

Cell Borders

To apply borders to your spreadsheet. Select with your mouse the cells you want to format. In this case I am going to do the whole table.

Right click on the selected cells and select 'format cells' from the menu.

The screenshot shows an Excel spreadsheet with a table of player statistics. The table has columns for Name, Age, Height, Weight, Points, Total, Average, and Fee. The 'Format Cells' dialog box is open, and the 'Borders' tab is selected. Two callouts point to the 'All' and 'Outside' border options in the dialog box.

	Age	Height	Weight	Points	Total	Average	Fee
Bartone	21	19	2	40	20.00	€4.50	
Alan	19	21	2	21	10.50	€4.50	
Fly	7	7	2	14	7.00	€4.50	
Rose	9	12	2	21	10.50	€4.50	
Finlay	0	1	0	0	0.00	€4.50	
Loane	21	21	2	42	21.00	€4.50	
Spurr	0	0	0	0	0.00	€4.50	
Loan	19	19	1	19	9.50	€4.50	
Evie	21	14	2	35	17.50	€4.50	

Format Cells dialog box, Borders tab:

- Line: All (selected)
- Color: Automatic

Callouts:

- Click for border around outside of selected cells (pointing to the 'All' border option)
- Click for border around outside of selected cells (pointing to the 'Outside' border option)

I want the borders around all

the cells both inside and the outline. So from the dialog box click 'outline' & 'inside'.

Now you can tweak the borders around individual cells. For example, it would make our spreadsheet easier to read if we separated the names from the scores and from the totals. We can do this by adding borders to the cells.

	A	B	C	D	E	F	G	
1								
2		22-Apr	19	2	40	20.00	£4.50	
3		Ann	10	21	2	31	15.50	£4.50
4		Flo	7	7	2	14	7.00	£4.50
5		Rose	9	12	2	21	10.50	£4.50
6		Emily	0	1	0	0.00	£4.50	
7		Josie	21	21	2	42	21.00	£4.50
8		Lin	1	1	0	0.00	£4.50	
9		Joan	19	1	1	19	19.00	£4.50
10		Eva	21	14	2	35	17.50	£4.50
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

The screenshot shows the 'Format Cells' dialog box with the 'Border' tab selected. The 'Style' section shows a thick border style circled in black. A callout bubble labeled '1. Click' points to the border style selection area. Another callout bubble labeled '2. Click' points to the 'None' border style. A red arrow points from the dialog box to column E in the spreadsheet, and a blue arrow points from the dialog box to column G. The spreadsheet data is as follows:

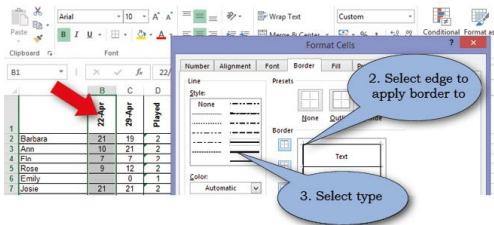
	A	B	C	D	E	F	G	
1								
2		22-Apr	19	2	40	20.00	£4.50	
3		Ann	10	21	2	31	15.50	£4.50
4		Flo	7	7	2	14	7.00	£4.50
5		Rose	9	12	2	21	10.50	£4.50
6		Emily	0	1	0	0.00	£4.50	
7		Josie	21	21	2	42	21.00	£4.50
8		Lin	1	1	0	0.00	£4.50	
9		Joan	19	1	1	19	19.00	£4.50
10		Eva	21	14	2	35	17.50	£4.50
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

In the dialog box select the left most line under the border section. Then under the style section select the size of your line circled above.

Do this with the '22-Apr' column too.

First, highlight the column as shown below. Right click on

selection and select 'format cells' from the menu...



Select the edge that corresponds to the edge of the cell under the border section in the dialog box. Then select the style of your line, eg dotted line, solid line, thick line etc.

Adding a Chart

The easiest way to add a chart is to select from your spreadsheet a column you want for the X-Axis and a column you want for the Y-Axis.

I am going to do a chart on the total scores.

First select all the names in the first column. This will be the X-Axis on the chart.

	A	B	C	D	E	F	G
1		22-Apr	29-Apr	Played	Total	Average	Fee
2	Barbara	21	19	2	40	20.00	£9.00
3	Ann	10	21	2	31	15.50	£9.00
4	Flo	7	7	2	14	7.00	£9.00
5	Rose	9	12	2	21	10.50	£9.00
6	Emily		0	1	0	0.00	£9.00
7	Josie	21	21	2	42	21.00	£9.00
8	I in			0	0	#DIV/0!	£9.00
9	Joan	19		1	19	19.00	£9.00
10	Eva	21	14	2	35	17.50	£9.00
11							
12							
13							

Now hold down the control key on your keyboard. This allows you to multi-select.

While holding control, select the data in the total column with your mouse.

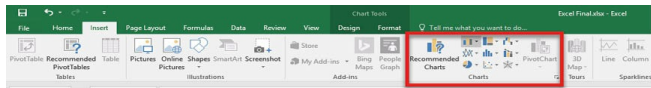


This will be the Y-Axis on the chart. Note the data in the names column is still highlighted

	A	B	C	D	E	F	G
1		22-Apr	29-Apr	Played	Total	Average	Fee
2	Barbara	21	19	2	40	20.00	£9.00
3	Ann	10	21	2	31	15.50	£9.00
4	Flo	7	7	2	14	7.00	£9.00
5	Rose	9	12	2	21	10.50	£9.00
6	Emily		0	1	0	0.00	£9.00
7	Josie	21	21	2	42	21.00	£9.00
8	Lin			0	0	#DIV/0!	£9.00
9	Joan	19		1	19	19.00	£9.00
10	Eva	21	14	2	35	17.50	£9.00
11							
12							
13							

Release the control key and go to the insert ribbon.

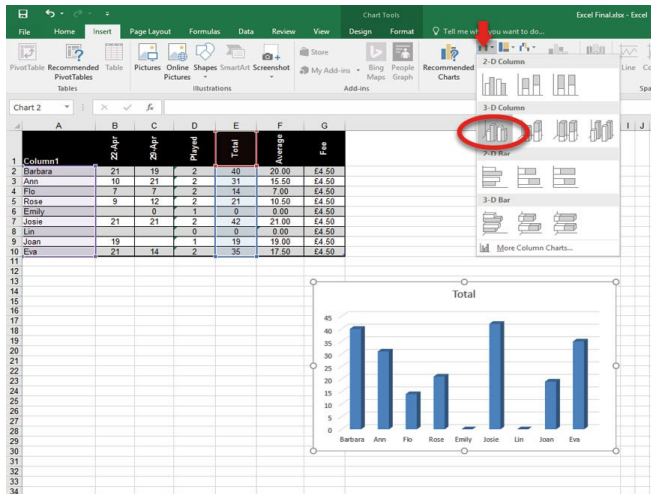
In the centre of the ribbon you will find some different types of charts – line charts, column charts, pie charts.



I am going for a nice 3D column chart.

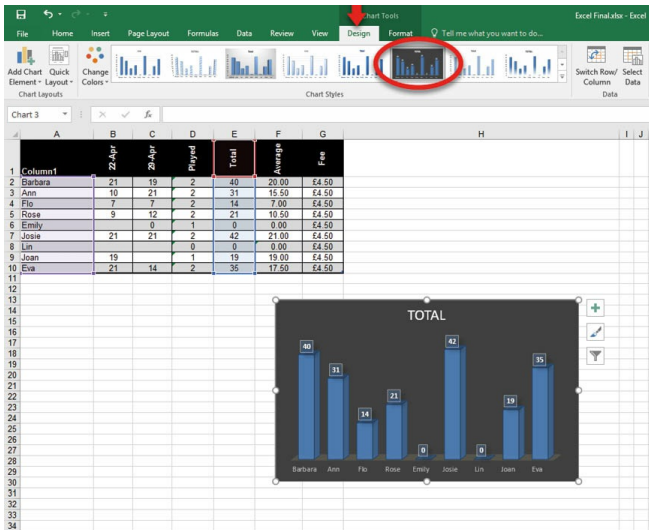
Click the column chart icon,

circled below, to add the chart.



You are automatically taken to the design ribbon where you can select a style to auto-format the chart for you.

Select a style from the options, that looks good. I'm going for a nice shaded effect that matches my shading on my table.



Printing your Spreadsheet

To print your document, click 'file' on the top left hand corner of the screen

In the menu down the left hand side select print.

Print



Copies: 1

Printer



Samsung CLP-320

Printer Properties

Settings



Print Active Sheets

Only print the active sheets



Collated

1,2,3 1,2,3 1,2,3



Landscape Orientation



A4

21 cm x 29.7 cm



Normal Margins

Left: 1.78 cm Right: 1.78 cm

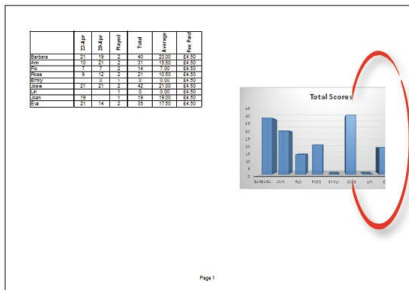


No Scaling



Print sheets at their actual size

Page Setup



From here you can select the number of copies, the printer you're using, the range or pages you want to print. For example, if you just want to print the first page, last page etc. You can select landscape or portrait paper orientation - use

landscape for printing spreadsheets. Paper size such as letter or A4, and margins, you can adjust from here. Scaling can be used to make the spreadsheet bigger or smaller to fit your page.

A tip when printing in Excel is to keep an eye on the preview you can see on the right hand side of the screen above. Notice how the chart is cut off. Sometimes columns can be cut off too.

You can adjust this by going back to your spreadsheet. Do this by clicking the back arrow on the very top left of the screen.

This will take you back to your spreadsheet.

Excel will have placed dotted lines showing the edge of the page print area. Move the content you want on the page inside this area, either by moving charts by dragging or resizing columns etc.

The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	Barbara	21	19	2	40	20.00	£4.50							
3	Ann	10	21	2	31	15.50	£4.50							
4	Flo	7	7	2	14	7.00	£4.50							
5	Rose	9	12	2	21	10.50	£4.50							
6	Emily	8	8	1	0	0.00	£4.50							
7	Josie	21	21	2	42	21.00	£4.50							
8	Lin			1	0	0.00	£4.50							
9	Joan	19		1	19	19.00	£4.50							
10	Eva	21	14	2	35	17.50	£4.50							

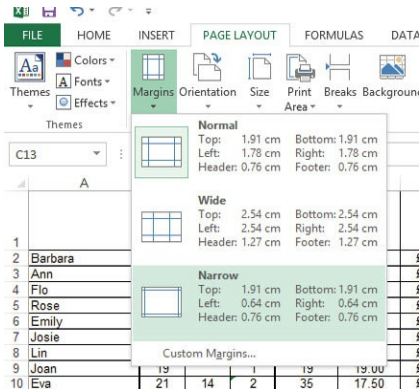
The bar chart 'Total Scores' displays the following data:

Player	Total Score
Barbara	40
Ann	31
Flo	14
Rose	21
Emily	0
Josie	42
Lin	0
Joan	19
Eva	35

A red oval highlights a vertical dotted line in column J, indicating the right edge of the print area.

Also check your margins on the

page layout ribbon, select narrow.



Now go to print your spreadsheet as before. (File -> Print)

Once you are happy with the print preview, print your document.



Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Print



Copies: 1

Printer



Samsung CLP-320

6

[Printer Properties](#)

Settings



Print Active Sheets

Only print the active sheets

6



Pages: 1 to 3



Copied

1,2,3 1,2,3 1,2,3

6



Landscape Orientation

6



A4

21 cm x 29.7 cm

6



Normal Margins

Left: 1.78 cm Right: 1.78 cm

6



No Scaling

Print sheets at their actual size

6

[Page Setup](#)

	22 Apr	23 Apr	24 Apr	25 Apr	26 Apr	27 Apr	28 Apr	29 Apr	30 Apr	Total	Average	Max	Min
Maths	21	18	2	40	20	20	40	20	20	20	20	40	0
Sci	12	21	2	2	2	2	2	2	2	2	2	2	2
PE	0	12	2	2	2	2	2	2	2	2	2	2	2
English	0	12	2	2	2	2	2	2	2	2	2	2	2
Art	21	21	2	2	2	2	2	2	2	2	2	2	2
ICT	0	12	2	2	2	2	2	2	2	2	2	2	2
Music	18	18	2	2	2	2	2	2	2	2	2	2	2
CE	21	14	2	2	2	2	2	2	2	2	2	2	2



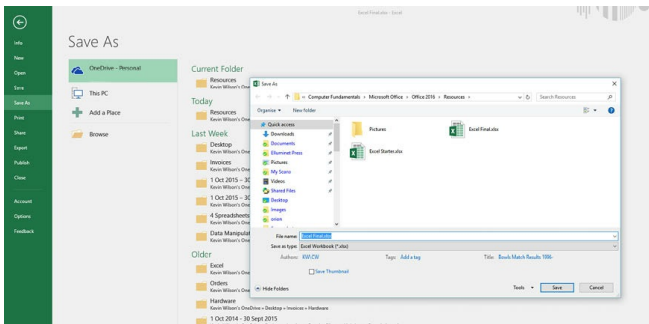
Page 1

Click the print icon to send the spreadsheet to the printer.

Saving Files

To save files, click the small disk icon in the top left hand corner of your screen

Select your OneDrive - Personal



Select Browse, and in the dialog box that appears, enter a name for your spreadsheet.

Save As



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

Feedback

OneDrive - Personal
OneDrive

This PC

Add a Place

Browse

Last Week

Desktop
 Kenil Wilson's OneDrive - Desktop

Invoices
 Kenil Wilson's OneDrive - Desktop

1 Oct 2015 - 30 Sept 2016
 Kenil Wilson's OneDrive - Desktop

1 Oct 2015 - 30 Sept 2016
 Kenil Wilson's OneDrive - Desktop

4 Spreadsheets
 Kenil Wilson's OneDrive - Desktop

Data Manipulation & Excel
 Kenil Wilson's OneDrive - Work Space

Order

Excel
 Kenil Wilson's OneDrive - Classroom

Orders
 Kenil Wilson's OneDrive - Desktop

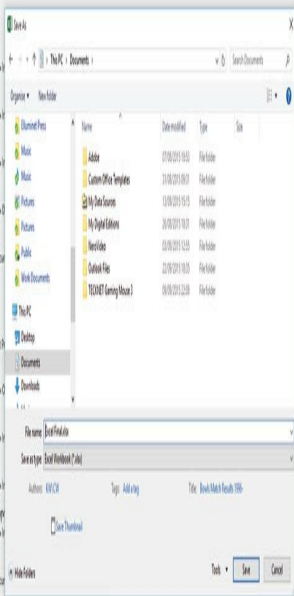
Hardware
 Kenil Wilson's OneDrive - Desktop

1 Oct 2014 - 30 Sept 2015
 Kenil Wilson's OneDrive - Desktop

Computer Training M.I.T. Copy
 Kenil Wilson's OneDrive - Desktop

Work Documents
 Kenil Wilson's OneDrive - Work Space

OneDrive - Personal



Microsoft Excel Mobile

Also called Excel for Windows 10, this version of Microsoft Excel is designed for touch screen users and allows you to store, organize, analyse and manipulate numerical data with a flick of a finger. It allows you to store and present it in tabular form or as a chart.

You can use spreadsheets to create wage slips, company accounts to analyse finance, budgets etc.

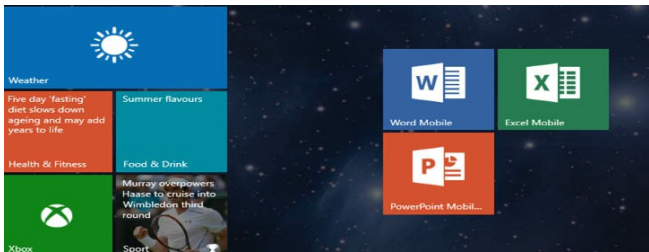
You can create simple personal budgets to keep track of your money, and create score sheets for sports events.

You can display all your data as statistical graphs and charts as well as creating tables.

To begin lets explore what a spreadsheet is.

Getting Started

Start excel by tapping on the icon on your start screen.

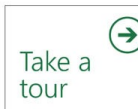


Tap on a blank workbook.

New in OneDrive - Personal

	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Blank workbook



Take a Tour

TOOL TIP TITLE
MAKE A LIST

DATE	VIEW	STATUS
2/2/2012	View	Done
2/2/2012	View	Done
2/2/2012	View	Done
2/2/2012	View	Done
2/2/2012	View	Done

Make a List

Total a List

Total	£139.00
Item	Cost
Item1	£25.00
Item2	£100.00
Item3	£13.00

Total a List

2012-01-01

Task	Status	Start	End	Progress
Task1	Done	2/2/2012	2/2/2012	100%
Task2	Done	2/2/2012	2/2/2012	100%
Task3	Done	2/2/2012	2/2/2012	100%

Track My Tasks



Manage My Money

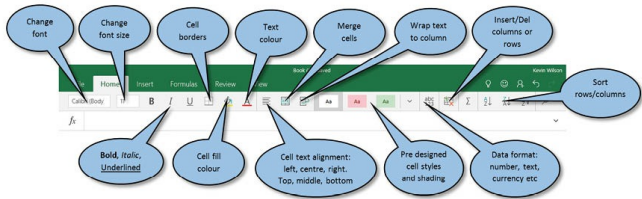
The Ribbon

All the tools used in Microsoft excel are organised into ribbons loosely based on their function.

The most used ribbons are, home and formulas. For normal use of excel these are the ones you will be looking in the most.

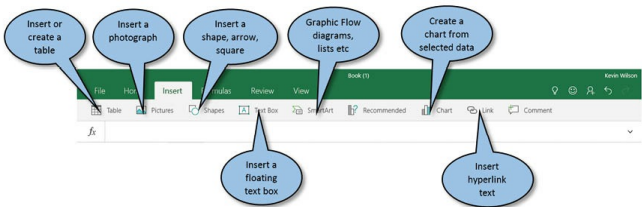
The Home Ribbon

This is where you will find your most used tools, basic text formatting, cell borders, cell formatting for text or numbers or currency, etc.



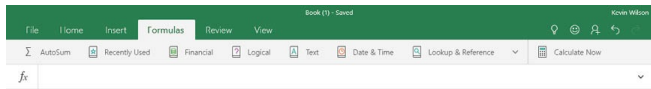
The Insert Ribbon

This is where you will find all your objects you can insert into your spreadsheet such as shapes, tables and charts.



The Formulas Ribbon

This is where you will find your formulas, functions and your data manipulation tools. Sum functions, average, counting tools, etc.



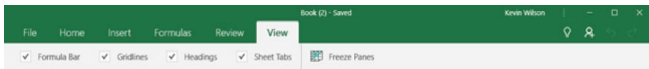
The Review Ribbon

This is where you will find tools to add comments to your excel spreadsheet. This is useful if more than one person is working on a large spreadsheet.



The View Ribbon

From this ribbon you can show or hide the formula bar, spreadsheet grid-lines, column and row headings as well as the tabs along the bottom of your spreadsheet (sheet1, sheet2, sheet3 and so on).



Creating Spreadsheets

To begin creating your spreadsheet start typing your data into the different cells on the spreadsheet.

Entering Data

In this example we are doing a basic scoring sheet.

	A	B	C	D
1		22-Apr	29-Apr	Total
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	
11				

You can do this by selecting the heading row as shown above and click the bold icon.

Resizing Rows and Columns

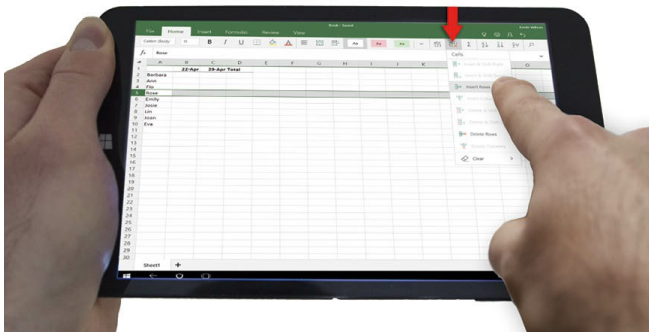
You can resize a column or row by tapping and dragging the column or row divider lines as circled below

	A	B	C	D	E
			22-Apr	29-Apr	
	Barbara		21	19	
3	Ann		10	21	
4	Flo		7	7	
5	Rose		9	12	

You can also double tap on these lines to automatically size the row or column to the data that is in the cell.

Inserting Rows & Columns

To insert a row between Flo and Rose, tap on the row Rose is in. In this case row 5.



From the home ribbon tap the cells icon. This will insert a blank row above Rose.

To insert a column it is exactly the same procedure except you select a column instead of a row.

Remember the new row or column is always inserted above or before the one selected, as

shown above.

Using Formulas

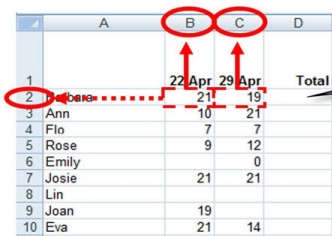
Using formulas allow you to perform calculations on the data you have entered. You can add up lists of data, multiply, subtract, find averages, plot charts all depending on what your spreadsheet is analysing.

If I wanted to add up all the scores in my score sheet, I could add another column called total and enter a formula to add up the scores for the two weeks the player has played.

To do this I need to find the cell

references for Barbara's scores.

Her scores are in row 2 and columns B and C circled below.



The image shows an Excel spreadsheet with the following data:

	A	B	C	D
1		22 Apr	29 Apr	Total
2	Barbara	21	19	
3	Ann	10	21	
4	Flo	7	7	
5	Rose	9	12	
6	Emily		0	
7	Josie	21	21	
8	Lin			
9	Joan	19		
10	Eva	21	14	

Red circles highlight cells B2 and C2. Red arrows point from these cells to cell D2. A blue callout bubble points to cell D2 with the text "Enter formula in this cell".

So the Cell references are B2 for her score of 21 and C2 for her score of 19.

So we enter into the cell under the heading 'total'

$$= B2+C2$$

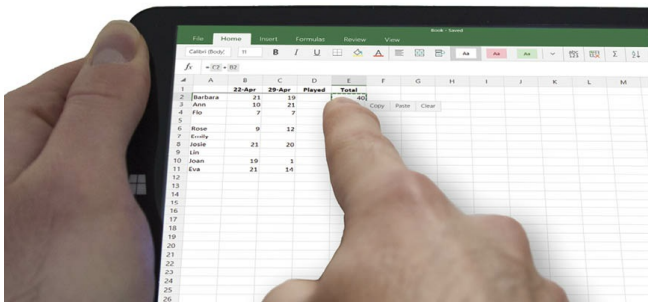
Remember all formulas must

start with an equals sign (=).

Copying Formulas

Instead of typing in the same formula for every row you can copy and paste formulas.

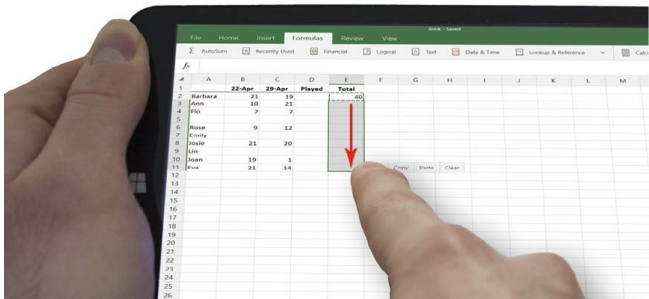
To do this tap and hold your finger on the cell you want to copy until the menu appears.



From the menu tap 'copy'. In this example, I want to copy the formula to the other cells in the 'total' column.

Tap and hold your finger on the glass on the first cell you want to formula in. Then drag down the column of cells you want to copy the formula to.

Hold your finger on the last cell until the menu appears.



From the menu, tap 'paste'

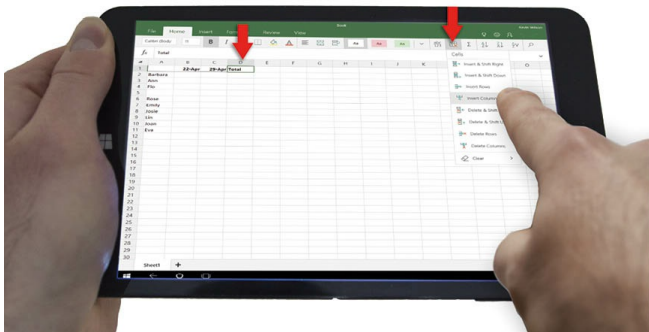
Using Functions

A function is a pre-defined formula. Excel has hundreds of different functions all designed to make analysing your data easier. You can find most of these functions on the formulas ribbon.

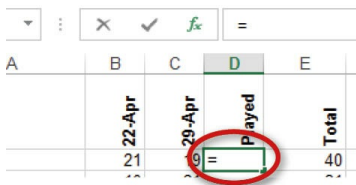
Say I wanted to add up the number of games played automatically. I could do this with a function.

Insert a new column after “29 Apr” into the spreadsheet and call it “Played”.

To do this right click on the D column (the ‘Total’ column) and from the home ribbon tap the cells icon then tap insert columns from the drop down menu.

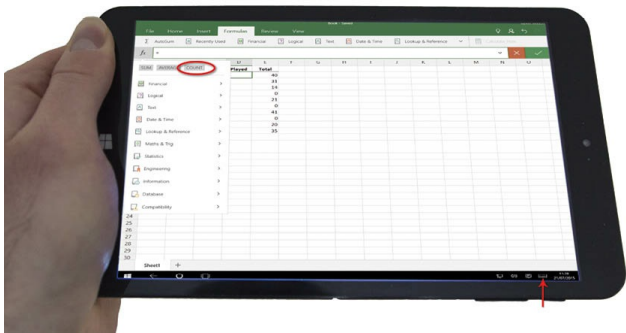


Make sure you have selected the cell you want the formula to appear in.



From the formulas ribbon tap 'fx'
From the drop down menu select

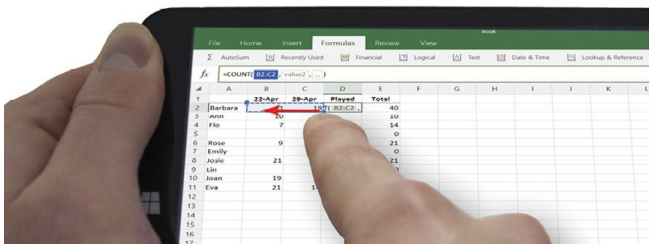
‘count’. If it isn’t there, you can either tap on the categories listed down the menu or type in the function name using the pop up keyboard (tap the icon bottom right of screen)



Now we need to tell the count function what we want it to count. We want to count the

number of games played.

Barbara's scores are in cells B1 and C1, so highlight these two by dragging your finger over as shown below



Now we can replicate the formula as we did before.

Types of Data

There are a number of different types of data you will come across using Excel. These can be numeric such as whole numbers called integers (eg 10), numbers with decimal points (eg 29.93), currencies (eg £4.67 or \$43.76), as well as date and time, text and so on.

Going back to our scoring spreadsheet, we need another column for the average scores. Type the heading 'Average' as shown below.

	A	B	C	D	E	F
		22-Apr	29-Apr	Played	Total	Average
1						
2	Barbara	21	19	2	40	=E2/D2
3	Ann	10	21	2	31	
4	Flo	7	7	2	14	
5	Rose	9	12	2	21	
6	Emily		0	1	0	
7	Josie	21	21	2	42	
8	Lin			0	0	
9	Joan	19		1	19	
10	Eva	21	14	2	35	

We are going to work out the average scores over the number of games they players have played. In the Cell F2 enter the formula

$$\text{Average} = \frac{\text{Total Score}}{\text{Total number of Games Played}}$$

The total score is in E2 and the

total number of games played is in D2.

So we enter into F2:

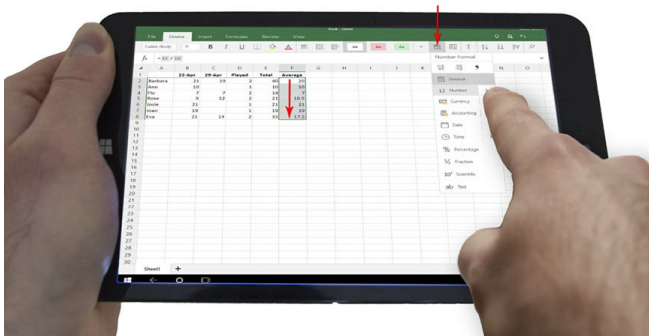
=E2 / D2

Use the forward slash for divide:
/

Replicate the formula down the column as we did previously in the exercise.

Now the number format isn't as accurate as we want it. We need to tell excel that the data in this column is a number accurate to two decimal places.

Highlight the cells you want to apply the number format to circled below.



In the home ribbon go up to

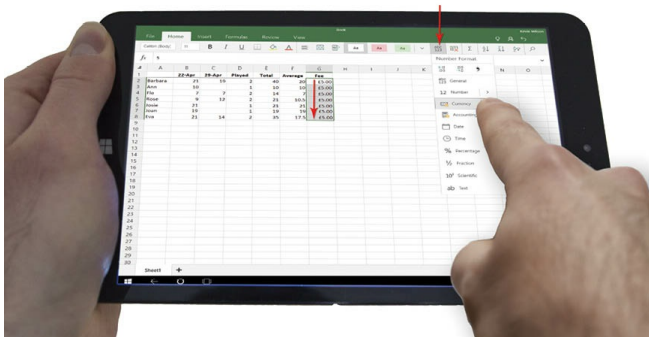
number format (abc123). Tap 'number'.

It would be the same for if we were recording the fees paid by the players

Insert another column and call it 'fee paid'. Say the fees are 4.50.

When we enter 5.0 into the column excel thinks it's just a number, so we need to tell excel that it is currency.

Select all the data in the 'fee' cell.



Go back to the home ribbon and tap number format (abc123).

This time select currency from the drop down menu.

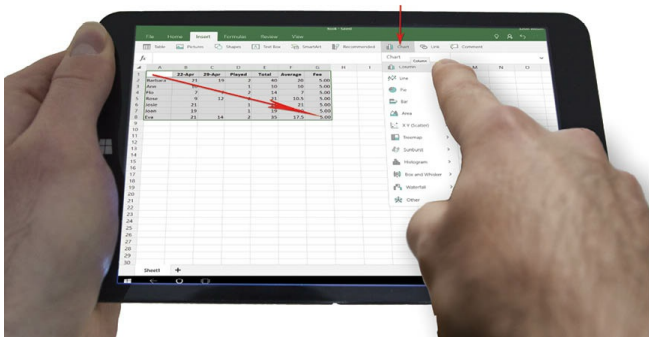
This will format all the numbers as a currency (£ or \$).

Adding a Chart

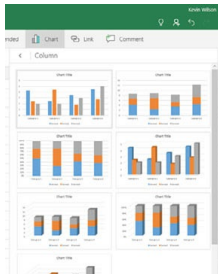
The easiest way to add a chart is to select from your spreadsheet a column you want for the X-Axis and a column you want for the Y-Axis.

I am going to do a chart on the total scores.

First select the whole table. Tap and hold your finger on the first cell then drag the box across all the cells in the table.



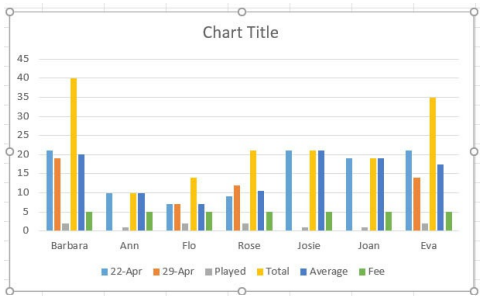
From the Insert Ribbon, tap 'Chart'. In the drop down menu you will find some different types of charts – line charts, column charts, pie charts.



I am going for a nice column chart. To do this tap 'Column'

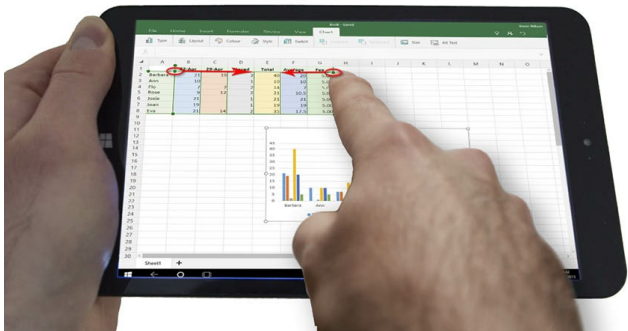
Tap on a chart to add to your spreadsheet.

Now here is the tricky bit. You will notice that the chart wizard has added all the columns to the chart which isn't very informative.



In this example, I only want column A (name) and column E (total) to show in the chart.

You will notice green dots you can use to select the column you want to show.



Drag these dots to the column you want for the Y axis of your chart. In this case, the 'total' column.

The X Axis is column A

The Y Axis you can select by moving the green dots as shown above.

Formatting your Spreadsheet

To emphasise certain parts of your spreadsheet such as totals or headings you can apply borders and shading to cells or groups of cells.

Cell Alignment

This helps to align your data inside your cells and make it easier to read.

To do this, highlight the cells you want to align, then from the home ribbon, tap the cell

alignment icon.

The screenshot shows the Microsoft Excel interface with the Home tab selected. The Alignment group on the ribbon has three icons highlighted with blue callout boxes. The top callout box points to the vertical alignment icons and is labeled "Vertical Alignment (top middle bottom)". The bottom callout box points to the horizontal alignment icons and is labeled "Horizontal Alignment (left, centre, right)".

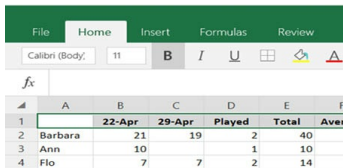
	A	B	C	D	E	F		I	J	K	L	M	N	O
1		22-Apr	29-Apr	Played	Total	Avera								
2	Barbara	21	19	2	40									
3	Ann	10		1	10	10	5.00							
4	Flo	7	7	2	14	7	5.00							
5	Rose	9	12	2	21	10.5	5.00							
6	Josie	21		1	21	21	5.00							
7	Joan	19		1	19	19	5.00							
8	Eva	21	14	2	35	17.5	5.00							

Select 'centre' from the alignment icons highlighted above. The top three align vertically in the cell, the bottom three align horizontally in the cell.

Text Format

As well as aligning the text inside your cell, you can apply bold or italic effects to make

certain parts such as headings stand out.



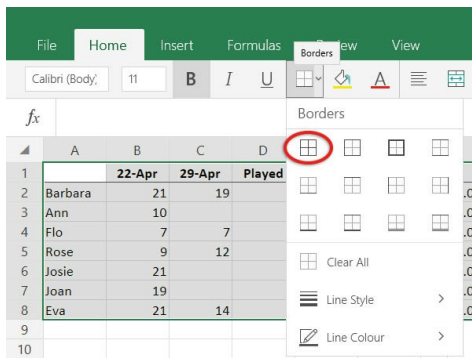
You can also change the font and size.

To do this in our spreadsheet highlight the headings ('22-Apr' to 'Fee Paid') and then click the bold icon highlighted above.

To align your text in the cells in the centre, again select the cells you want then click the centre icon as highlighted in top image.

Cell Borders

To apply borders to your spreadsheet. Select the cells you want to format. In this case I am going to do the whole table.



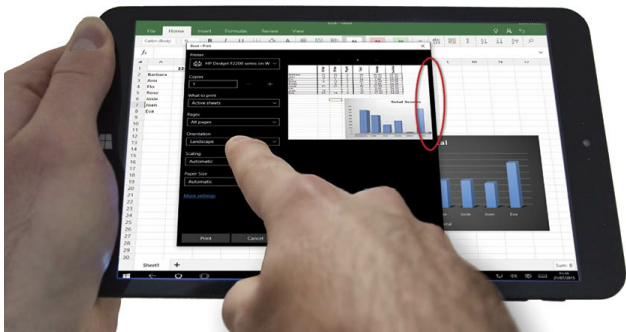
I want the borders around all the cells both inside and the outline. Tap 'outline' & 'inside' (circled above).

Now you can tweak the borders around individual cells. For example, it would make our spreadsheet easier to read if we separated the names from the scores and from the totals. We can do this by adding borders to the cells.

Printing your Spreadsheet

To print your document, tap 'file' on the top left hand corner of the screen

In the menu down the left hand side select print.



From here you can select the number of copies, the printer you're using, the range or pages you want to print. For example, if you just want to print the first page, last page etc. You can select landscape or portrait paper orientation - use landscape for printing spreadsheets. Paper size such as letter or A4, and margins, you can adjust from here. Scaling can be used to make the spreadsheet bigger or smaller to fit your page.

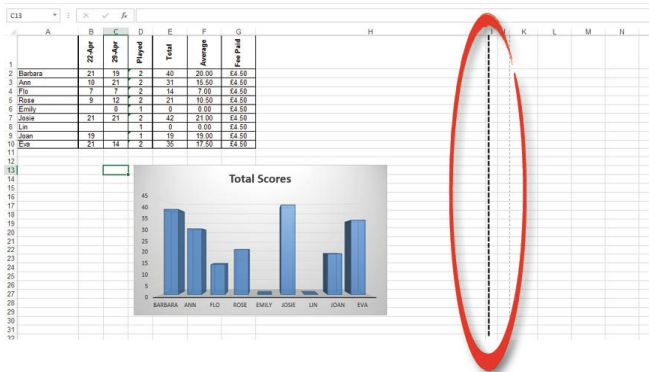
A tip when printing in excel is to keep an eye on the preview you

can see on the right hand side of the screen above. Notice how the chart is cut off. Sometimes columns can be cut off too.

You can adjust this by going back to your spreadsheet. Do this by clicking the back arrow on the very top left of the screen.

This will take you back to your spreadsheet.

Excel will have placed dotted lines showing the edge of the page print area. Move the content you want on the page inside this area, either by moving charts by dragging or resizing columns etc.



Now go to print your spreadsheet as before. (File ->

Print)

Once you are happy with the print preview, print your document.

Saving Files

Files are automatically saved to your OneDrive.

To save files, tap file, then tap save.

Select your OneDrive - Personal

Select Browse, and in the dialog box that appears, enter a name for your spreadsheet.



Microsoft Access 2016

Microsoft Access 2016 is a database creation and management program and allows you to manage and store information for the purpose of reporting and analysis.

You can store names and addresses of people you write to and quickly generate mail shots using mail merge.

If you run a business you can store all your suppliers,

customers, orders, invoices etc and generate these as you service your customers or order new stock.

If you ever visit the doctor, your details are stored in a database.

These are just a few examples of databases.

To understand Access, you must first understand databases.

What is a Database

A database is a collection of records stored in a computer system. A storage and retrieval system that allows users to enter, access, and analyse data quickly and easily.



Databases can store information on almost anything. There are national databases that store driver and car registrations,

details on individuals.

Microsoft Access Databases

In Access, every database is stored in a single file that contains database objects

Tables store information using individual fields. A field is just a piece of information such as name or date of birth. This is where you start to build your database, using tables to store your information.

The screenshot shows the Microsoft Access interface. The ribbon includes FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, and TABLE TOOLS (with sub-tabs FIELDS and TABLE). The TABLE TOOLS ribbon is active, showing options like View, Short Text, Number, Currency, Date & Time, Yes/No, More Fields, Delete, Name & Caption, Default Value, Field Size, Modify, Lookups, Expression, Memo, and Settings. The main window displays a table named 'Table1' with the following data:

ID	Forname	Surname	DOB	Click to Add
1	Kevin	Wilson	1/7/1998	
2	Jon	Smith	7/8/1999	
*	(New)			

Queries let you retrieve information. Or query the database. Depending on what your database stores, you can create queries to return a list of students in a particular year, or best selling items and so on.

The screenshot shows the 'Student Query' design view. The design grid is as follows:

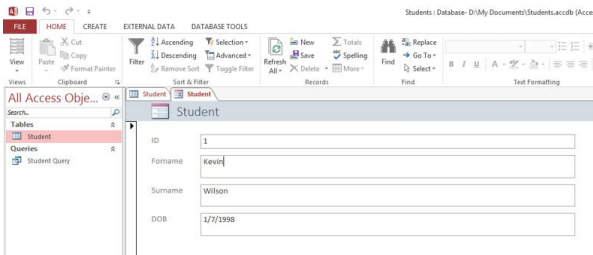
Field	Table	Forname	Surname	DOB
Student	Student	Forname	Surname	DOB
Sort				
Show				
Criteria				
or				

The screenshot shows the 'Student Query' datasheet view. The query results are displayed in a table with the following data:

ID	Forname	Surname	DOB
1	Kevin	Wilson	1/7/1998
2	Jon	Smith	7/8/1999
*	(New)		

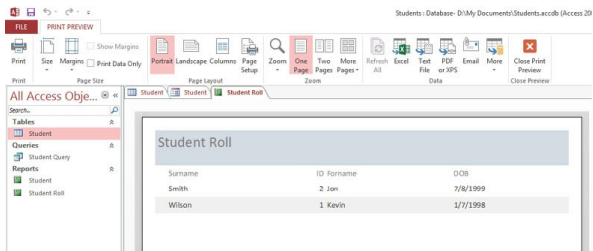
Forms provide the user interface of the database and allow you to create, arrange, and colourize the fields from your tables into an easy way for users to interact with the database.

Forms provide an easy way to view or change the information in a table in a more user friendly fashion.



Reports allow you print

information from a table or query. You can format the information into easily readable reports direct from your tables or more commonly from a query. Eg a list of the students in a particular class or year.

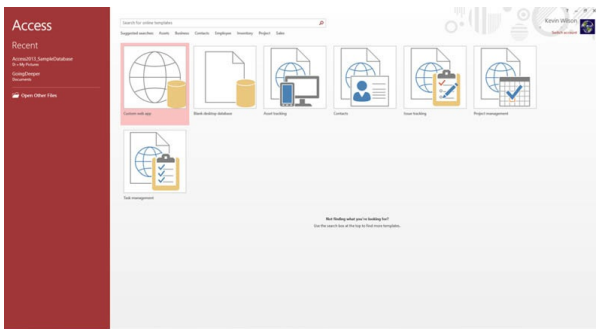


Macros are mini-programs that automate custom tasks. Macros are a simple way to get custom results.

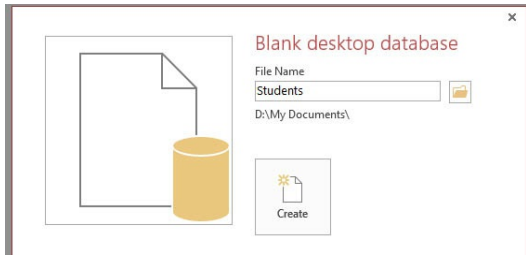
Modules are files that contain Visual Basic code. You can use this code to do just about anything...

Creating a Database

Click the “Blank desktop database” template



Type a file name for the database you're about to create.



Click the Create button

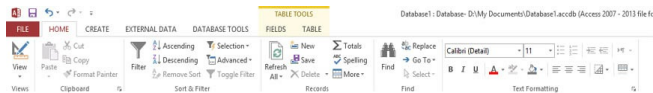
Once the new database has opened, you'll see the home screen. The first thing to take note of are the ribbons at the top of the screen. These contain your tools for working.

The Ribbons

All your tools for creating databases are sorted into ribbons across the top of the screen according to their function.

Home

Clipboard, Sort & Filter, Records, Find, and Text Formatting



Create

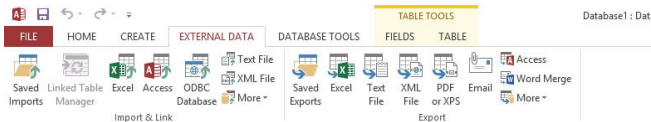
Templates, New Tables, Queries,

Forms, Reports, and Macros & Code



External Data

Import & Link to other databases, data sources or database servers



Database Tools

Macro, Entity Relationships, Analyse, Move Data, and Add-Ins

FILE

HOME

CREATE

EXTERNAL DATA

DATABASE TOOLS

FIELDS

TABLE



Compact and
Repair Database
Tools



Visual
Basic
Macro



Relationships
Relationships



Object
Dependencies
Relationships



Database Documenter
Analyze Performance
Analyze Table
Analyze



Access
Database
Move Data



SharePoint
Move Data



Add-Ins
Add-Ins

Creating Tables

A table is a collection of records. A record contains information about a single item or entity. In a Student table, each record would represent an individual student with name, address, date of birth etc.

Each record is subdivided into fields. Each field stores a bit of the data. For example you'd have a field for student name, one for address, one for date of birth etc.

Students

ID	Forename	Surname	Date of Birth	Address	Click to Add
1	Kevin	Wilson	01/01/1998	21 Barclay Road	
2	Jon	Smith	05/09/1999	69 Lancaster w	
3	Claire	Wilson	06/12/1999	8 Janson Drive	
(New)					

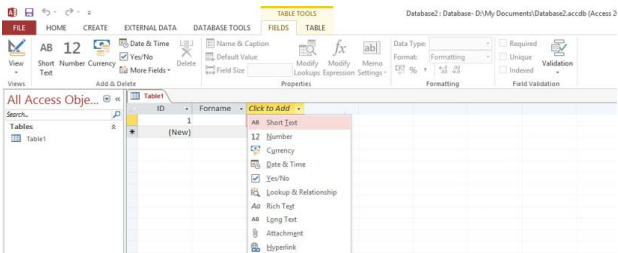
Each field can be assigned a data type. For example a student's name is text, their date of birth is a date, their ID could be a number, their tuition fee is currency, and so on.

Newly created tables get an ID field automatically. The ID field stores a unique number for each record. This is known as a primary key. In the example, the key or ID could be student

number.

Microsoft Access automatically creates the first table for you.

To add your fields, click where it says 'click to add', from the drop down box select the data type. So the first field is going to be the student's Forename so the data type will be short text. Once selected enter 'forename'

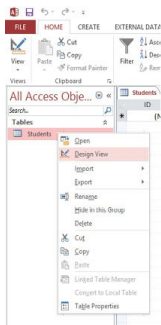


Do the same for adding surname

For Date of Birth, select the date & time data type

For Address select long text as it will be more than one line of text.

Once you have created all your fields you can go into design view for the table to tweak or change any of the fields and data types you have created.

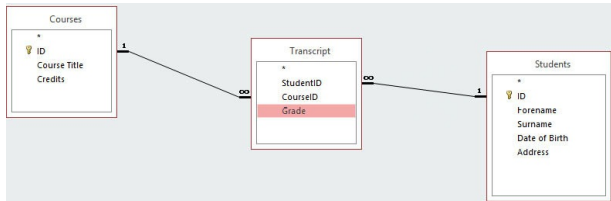


Field Name	Data Type
ID	AutoNumber
Forename	Short Text
Surname	Short Text
Date of Birth	Date/Time
Home Address	Long Text

To go into design view, right click on the table name on the left hand side of the screen

Relationships Between Tables

Each table in the database is related to the other tables. In our student database, the students table holds data on students, the courses table holds data on courses but nothing on students. The transcript table holds the results obtained by the students. All this data needs to be related somehow. This is where entity relationships come in.



The relationships are linked using the ID called the primary key (indicated by the little key symbol next to the field).

Relationships can be one-to-one or one-to-many. For example a student takes more than one (or many) courses. So the relationship is one-to-many.

Entering Data

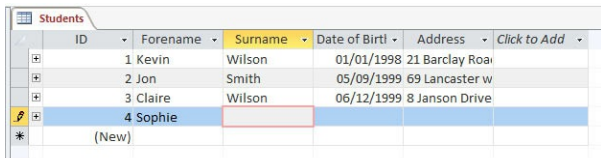
You can enter data directly into the tables as shown in this section, it's just a matter of adding the data to the fields to create the records.

You can also create a form to create a more user friendly interface to enter your data. We will take a look at that in the next section.

Lets take a quick look at adding simple records to a table.

Adding Records

To enter data start typing it into the fields as shown below. Access will automatically add a new record each time you add a name.



ID	Forename	Surname	Date of Birth	Address	Click to Add
1	Kevin	Wilson	01/01/1998	21 Barclay Road	
2	Jon	Smith	05/09/1999	69 Lancaster w	
3	Claire	Wilson	06/12/1999	8 Janson Drive	
4	Sophie				
	(New)				

Deleting Records

Right click on the record by clicking the grey border on the left side of the record.

From the popup menu that appears select delete record.

ID	Forename	Surname	Date of Birth	Address	Click to Add
1	Kevin	Wilson	01/01/1998	21 Barclay Road	
2	Jon	Smith	05/09/1999	69 Lancaster w	
3	Claire	Wilson	06/12/1999	8 Janson Drive	
4	Sophie				

To Resize a Field

Sometimes the data is too long to be able to read it, eg the address fields are quite long. So it helps to widen the column a bit. To do this place your cursor over the right grid-line in the field title. Your mouse will become a double arrow.

Students						
ID	Forename	Surname	Date of Birth	Address	Click to Add	
1	Kevin	Wilson	01/01/1998	21 Barclay Road		
2	Jon	Smith	05/09/1999	69 Lancaster Way		
3	Claire	Wilson	06/12/1999	8 Janson Drive		
4	Sophie					
*	(New)					

Now click and drag the line to the right.

Creating Forms

Forms allow you to create a user interface and form the basis of the data entry for your database records.

This helps to simplify things and make them more user friendly as you may have seen from the previous section adding data directly to a table can be tricky. Forms provide a familiar looking interface where the user can enter data into the tables.

A form containing data from the tables created earlier might look

like this

The screenshot shows a web application interface for a 'Students' database. At the top, there are two tabs labeled 'Students'. Below the tabs is a header bar with the word 'Students'. The main content area is divided into two sections. The upper section is a form with the following fields: ID (with a dropdown menu showing '(New)'), Forename (highlighted with a yellow border), Surname, Date of Birth, and Address. The lower section is a table with two columns: 'CourseID' and 'Grade'. The first row of the table contains a star icon in the 'CourseID' column and the value '0' in the 'Grade' column. At the bottom of the form and table, there are navigation controls including 'Record: 1 of 1', 'No Filter', and a 'Search' button. The bottom of the screenshot shows a global navigation bar with 'Record: 1 of 5', 'No Filter', and a 'Search' button.

As you can see if you compare the form to the table on the opposite page the fields are the same but presented in a more user friendly way with one record at a time. This allows data to be entered and retrieved

quickly.

Forms Wizard

The quickest way to create a form is to use the forms wizard. You can find this on the create ribbon

In this example I am going to create a form for entering course information into our database.

The screenshot shows the Microsoft Access interface. The ribbon is set to 'TABLE TOOLS' > 'TABLE'. The 'Forms Wizard' button is highlighted in the ribbon. A dialog box titled 'Form Wizard' is open, showing the 'Table: Courses' selected in the 'Table/Queries' dropdown. The 'Available Fields' list contains 'ID', 'Course Title', and 'Credits'. The 'Selected Fields' list is currently empty. The dialog box also includes a 'Click to Add' button and navigation buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

ID	Forename	Surname	Date of Birth	Address	Click to Add
1	Kevin	Wilson	01/01/1998	21 Barclay Road	
2	Jon	Smith	05/09/1999	69 Lancaster Way	
3	Claire	Wilson	06/12/1999	8 Janson Drive	
4	Sophie				
	(New)				

Select the courses table on the left hand side.

Then from the create ribbon, select form wizard.

Next follow the instructions on the screen. Select the fields you want by clicking the available fields on the left hand box and click the arrow pointing to the right to add the field.

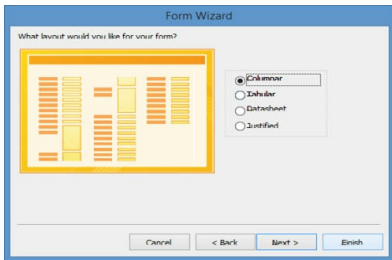
The screenshot shows the 'Form Wizard' dialog box in Microsoft Access. The title bar reads 'Form Wizard'. The main area contains the text 'Which fields do you want on your form?' and 'You can choose from more than one table or query.' Below this, there is a dropdown menu labeled 'Table/Queries' with 'Table: Courses' selected. Underneath, there are two columns: 'Available Fields:' on the left and 'Selected Fields:' on the right. The 'Selected Fields:' list contains 'ID', 'Course Title', and 'Credits'. Between the two columns are four arrow buttons: '>', '>>', '<', and '<<'. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Next select the layout of the form you want.

Columnar arranges the fields under one another (use this in example)

Tabular arranges the fields next to one another

Datasheet arranges the fields into a table



Give the form a meaningful name

Form Wizard

What title do you want for your form?

Courses Form

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.

Modify the form's design.

Cancel < Back Next > Finish

Click finish

Students Courses Form

Courses Form

ID: 1

Course Title: Fundamentals of Office 365

Credits: 120

Record: 1 of 1 | No Filter | Search

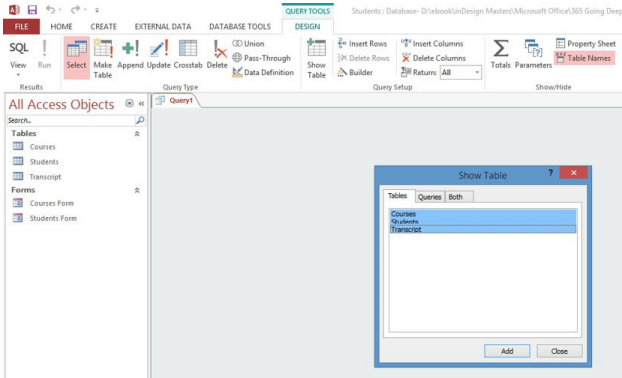
Creating Queries

Queries are a set of commands for retrieving data from one or more tables in the database.

When you build a query in Access, you are defining specific search conditions to find exactly the data you want.

For this example I want to create a query that will show me the results of all the students.

First select design query from the create ribbon. Then select the tables you require fields from



For this query to work I need fields from students table; students name, I need fields from the courses table; course name, and fields from the transcript table; the results. So highlight all the tables in the dialog box.

So by double clicking on the

fields I need, I can build my query

Students: Database- D:\ebook\inDesign Masters\Microsoft Office\365 Going Deeper\Resources\Students.ac

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS QUERY TOOLS DESIGN

View Run Select Make Table Append Update Crosstab Delete Pass-Through Data Definition

Insert Rows Insert Columns Delete Rows Delete Columns Builder Return: All

Totals Parameters Table Names

Results Query Type Query1

All Access Objects

Search Tables

- Courses
- Students
- Transcript

Forms

- Courses Form
- Students Form

Field	Surname	Forename	Course Title	Credits	Grade		
Table:	Students	Students	Courses	Courses	Transcript		
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:							

When you are done, click run, top left of your screen. You will see the results of your new query.

All Access Objects

Search...

Tables

- Courses
- Students
- Transcript

Queries

- Students Results

Forms

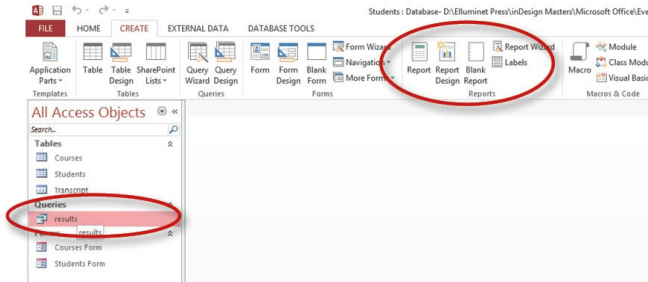
- Courses Form
- Students Form

Forename	Surname	Course Title	Credits	Grade
Kevin	Wilson	Understanding Computer Hardw	120	A
Kevin	Wilson	Fundamentals of Office 365	120	C
Kevin	Wilson	Biology 101	120	B
Jon	Smith	Fundamentals of Office 365	120	C
Jon	Smith	Biology 101	120	A
Jon	Smith	Understanding Computer Hardw	120	D
*				

Creating Reports

Reports allow you to quickly display your data in printable form. This could be for income and expenses reports, names and addresses, student results, etc depending on what data your database stores. These can all be printed off or even emailed.

To create a report, click your data source from the Access Objects listed down the left hand side of your screen then click the Create ribbon.



Report will automatically create report with all of the data from your table or query. This is the simplest report, Access will not structure or group any of the data.

Blank Report & Blank Design will create an empty canvas where you can manually add the fields you want and lay them out according to your own design.

The screenshot shows the Microsoft Access interface with the Report Wizard active. The 'Field List' pane on the right is open, showing a list of fields from the 'results' table. A red dashed arrow points from the 'results' table in the list to the 'results' column in the report preview table.

Forename	Surname	Course Title	Results
Kevin	Wilson	Understanding Computer Hardware	A
Kevin	Wilson	Fundamentals of Office 365	C
Kevin	Wilson	Biology 101	B
Jon	Smith	Fundamentals of Office 365	C
Jon	Smith	Biology 101	A
Jon	Smith	Understanding Computer Hardware	D

Click 'Add Existing Fields' and from the list drag the fields to your report as shown above.

Report Wizard guides you through the report creation process, allowing to select the fields from your chosen source.

To create a report using the wizard, first select your data source from the 'Access Objects' listed down the left hand side.

Reports are usually created from queries so in the student example, select the 'results' query.

From the create ribbon select report wizard.

From the dialog box that appears, select the fields. For this particular report I want to show a list of students and the results they got for their classes.

To do this I need the fields surname, forename, course title and grade.

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Query: results

Available Fields:

ID
Credits

Selected Fields:

Surname
Forename
Course Title
Grade

Buttons: < Back, Next >, Finish, Cancel

Show how you want to show your data. The results are presented per student so in this case I will show them by student

Report Wizard

How do you want to view your data?

by Courses
by Transcript
by Students

Show me more information

Selected Fields:

Surname, Forename
Course Title, Grade

Buttons: < Back, Next >, Finish, Cancel

So in this case, the student's name is printed followed by a list of their results.

Click next, then finish when you get to the end of the wizard.

Students : Database- D:\Elluminate Press\inDesign Masters\Microsoft Office\Everyday Office 365\Resources\

FILE PRINT PREVIEW

Print Size Margins Show Margins Print Data Only

Portrait Landscape Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel Text File PDF or XPS Email More Close Print Preview Close Preview

All Access Objects

Tables: Courses, Students, Transcript

Queries: results

Forms: Courses Form, Students Form

Reports: Student Results, Students

Students

Surname	Forename	Course Title	Grade
Wilson	Kevin	Biology 101	B
		Fundamentals of Office 365	C
Smith	Jon	Understanding Computer Har	A
		Understanding Computer Har	D
		Biology 101	A
		Fundamentals of Office 365	C

Microsoft Outlook 2016

Microsoft Outlook 2016 is a personal information manager and email application available as a part of the Microsoft Office suite. It includes a calendar, contact list or address book as well as the ability to set reminders and make notes.

Outlook 2016 can be used as a stand-alone application for a personal email account, or can work with Microsoft Exchange for multiple users in an

organization, such as shared mailboxes and calendars, public folders and meeting schedules.

Outlook 2016 organizes your email, calendars and contacts all in one place. It all starts with your email account.

From there you can start working with email, composing messages and replying to them. Storing the addresses of the people you interact with in your contacts, so you never have to remember an email address or phone number.

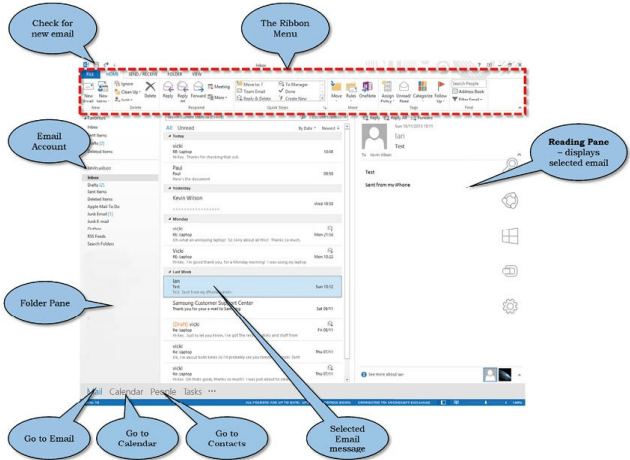
Also dealing with junk mail and

clutter.

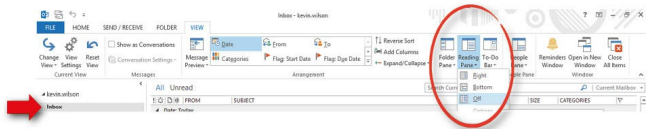
Let's start by taking a quick look at the basics.

Getting Started with Outlook

When you start Outlook you will see the main screen. In the following screen I've highlighted the main features in order to get started quickly and easily.



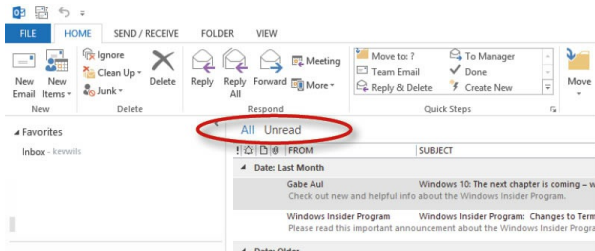
I find it a good idea to turn the reading pane off on your inbox. This helps with security so Outlook doesn't automatically open unknown emails.



Select your inbox on the left hand side. Go to your view ribbon, click 'reading pane' and in the drop down box select 'off'.

This will remove the reading pane. To open any email, double click on the message and it will open in a separate window.

I have found it useful, if you receive a lot of email. You can set Outlook to show only unread emails or all emails.



If you click 'Unread' Outlook will only show email you have not opened.

Main Ribbon Menus

All the main features and functions of Outlook are divided up into tabs called ribbons.

File Ribbon

This is where you can find all your printing, saving, import and account settings.

Inbox - kevin.wilson


Account Information

kevin.wilson
Microsoft Exchange

+ Add Account

Account Settings
Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa>
- Connect to social networks.

 Change

Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

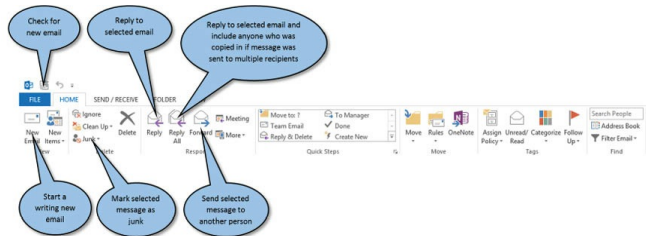
40.4 GB free of 40.5 GB

Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

← Info
Open & Export
Save As
Print
Office Account
Options
Exit

Home Ribbon

This is where you will find all your most used features such as composing new emails, reply and delete functions.



Send/Receive Ribbon

This is where you will find all your functions for manual sending and receiving email.



Most of the time you won't need to use these except when you want to manually check for new emails, etc.

Folder Ribbon

The folder ribbon is where you will find functions to create folders for organizing your emails.



For example, perhaps a folder for “Vicki” for all email from Vicki, or folder for “Accounts” for all email from accounting/banking, etc.

Or all your in-boxes if you have multiple email accounts, all listed under favourites.

To do this, click the ‘show in favourites’ icon.

View Ribbon

The view ribbon allows you to sort your emails by name or date and allows you to turn on or off different sections, such as the reading pane.



Email Message Ribbons

When you go to reply to an email message or compose a new one you will find that the message window has its own set of ribbons.

Message Ribbon

This ribbon shows up when you have opened an email message either to reply to one you have received or one you are composing.



You can find all your common formatting tools here such as fonts, colours, text alignments etc. As well as address books and file attachments.

Insert Ribbon

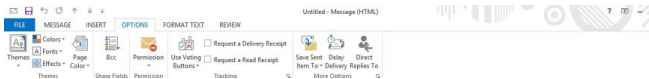
Use this ribbon if you want to insert shapes, charts, tables, calendar appointments, hyperlinks or any kind of symbol.



Options Ribbon

Use this ribbon to enable the BCC field, set up delivery

reports, page colours and effects.



Format Text Ribbon

Use this ribbon to format your text.



To change fonts, align text left or right, change font size, change line or paragraph indent, create bullet and numbered lists, etc

Review Ribbon

The review ribbon has features to check spelling and grammar. It also has statistical features such as word counts.

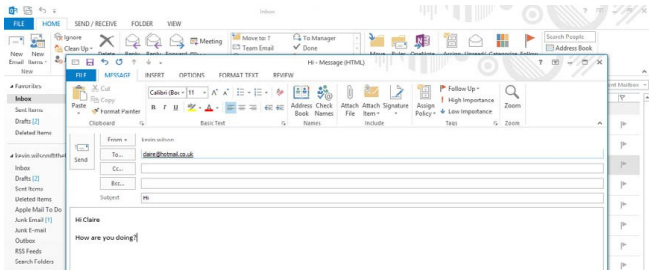


You can lookup certain words and find synonyms for words using a thesaurus.

Translate into different languages etc.

Sending Email

From the home ribbon click New E-mail.



In the window that appears enter the email address of your recipient in the To field. You can do this by typing in the address and Outlook will search your contacts and display suggested addresses.



The image shows a screenshot of an email composition window. On the left side, there is a 'Send' button with a paper plane icon. The main area contains several fields: 'From' with the value 'kccin.watson', 'To...' with the value 'c', 'Cc...' with the value 'claire@hotmail.co.uk' and a small 'X' icon to its right, 'Bcc...', and 'Subject'. The 'To' field is highlighted with a blue border.

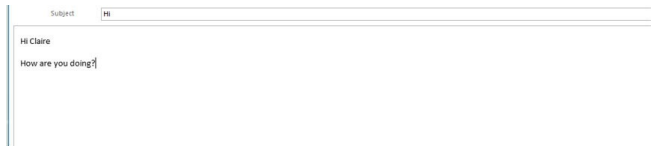
You can also add email addresses by clicking the To field and selecting the recipients from your address book. Note you can select more than one if you want to send the same message to other people.

The Cc field is for carbon copies and is used to send a copy of the message to other people.

The Bcc field is for blind carbon copies - you can enable this on the options ribbon if it isn't there. This works like the CC

field except the recipient can't see the addresses of the other people the message has been sent to.

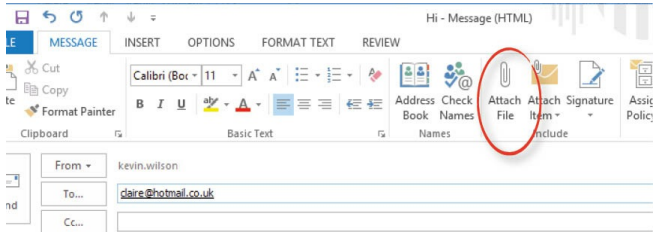
Then type your message in at the bottom.



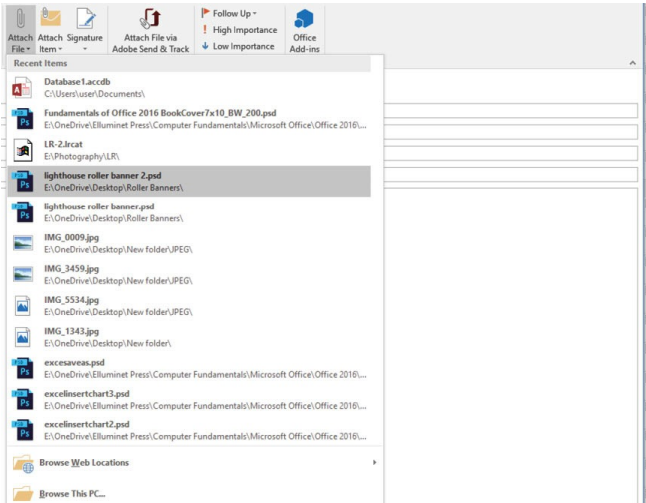
The image shows a screenshot of an email composition interface. At the top, there is a 'Subject' field containing the text 'Hi'. Below this is the main message body area, which contains the text 'Hi Claire' followed by 'How are you doing?' with a cursor at the end of the line.

Attachments

You can also send attachments, such as photos or documents. To do this click on the Attach File icon that looks like a paper clip.

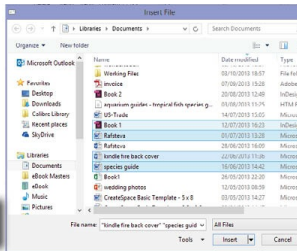
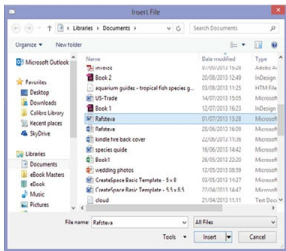


When you click 'attach file', Outlook will list your most recently used documents.



More often than not the file you want to attach is in this list. To attach it, just click on the file in the list. If not click 'browse this PC'.

Select your file from the insert file dialog box and click insert. You can select more than one file by holding down the control (ctrl) key on your keyboard.



Click insert.

Once you are happy with your message, click Send.

Improvements include: the ability to attach most recent files intuitively, improved cloud

attachment features, ability to change file permissions within the email attachment.

Calendar

To start your Calendar, click the calendar icon located at the bottom left of your screen.

The screenshot shows the Microsoft Office 2010 interface with the Calendar application open. The ribbon at the top includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', and 'VIEW'. The 'VIEW' tab is active, showing options for 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar - Manage Calendars', 'Calendar Groups - Manage Calendars', 'E-mail Calendar', 'Share Calendar', 'Publish Online - Share', and 'Calendar Permissions'. A search bar for 'Search People' and 'Address Book' is also visible.

The main calendar area displays a monthly view for November 2013. The days of the week are listed at the top: MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, and SUNDAY. The dates are arranged in a grid. A blue bar highlights the date 25 on Monday, November 25th. A vertical bar on the left side of the calendar indicates a 'Pending Appointment' for the date 10 on Monday, November 10th.

On the left side, there is a navigation pane for 'November 2013' and 'December 2013'. Below this, the 'My Calendars' section is visible, showing a list of calendars: 'Calendar - kwsullivan@thefair...' (checked), 'Calendar - kwsullivan@hotmail.co.uk', and 'Other Calendars'.

At the bottom of the window, there is a status bar with the text: 'Mail Calendar People Tasks ...' and 'CONNECTED TO MICROSOFT EXCHANGE'.

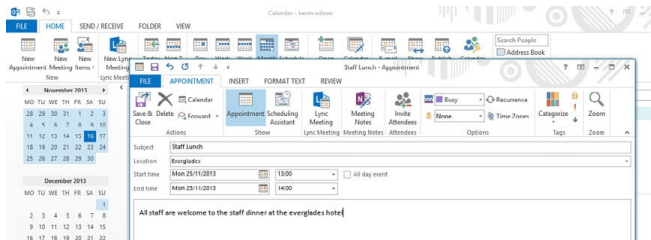
Once you are in your calendar

you can see the calendar with months and dates. It is personal preference but I find it easier to work within month view.

You can do this by clicking on the month icon on your home ribbon shown as shown above.

Add Appointment

The quickest way to add an event or appointment is to double click the day.



So, for example, if you wanted to add an appointment on the 25th, double click 25.

The following dialog appears, Remove the tick from “all day event” this will allow you to enter specific times; start time and estimated finishing times.

Click ‘Save & Close’ when you have finished.

Calendar - kavin.sullivan

CALENDAR TOOLS

APPOINTMENT

Show As: Busy

Reminders: None

Recurrence

Category

Private

High Importance & Low Importance

Tags

Actions: Open, Delete, Forward

Meeting Notes: Meeting Notes

Invite Attendees

Options

November 2013

New York, NY

Tuesday 56°F / 53°F

Tomorrow 81°F / 53°F

Monday 64°F / 44°F

Search Calendar (Ctrl+E)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Oct	29	30	31	1 Nov	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
10	19	20	21	22	23	24
25 1:30 Staff Lunch, Thanksgiving	26	27	28	29	30	1 Dec

My Calendars

Calendar

Other Calendars

Mail Calendar People Tasks ...

ALL FOLDERS ARE UP TO DATE

CONNECTED TO MICROSOFT EXCHANGE

In the screen above you can see the appointment has been added.

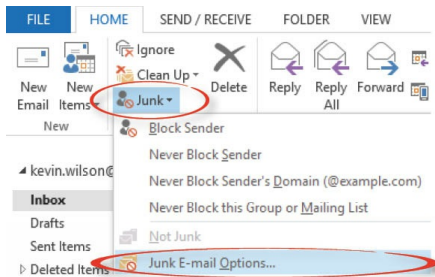
Dealing with Junk Mail

If you have been using the internet you will no doubt have received junk mail in the past. Mail advertising products from unknown senders that you wonder how they got your email address.

Outlook has a junk mail filter. It is good practice to enable this filter as suspicious emails used for phishing personal details, etc.

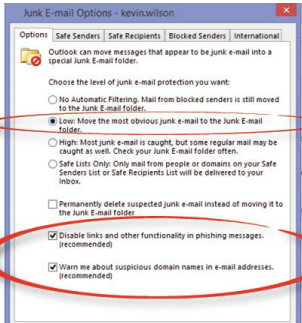
To enable the filter click 'junk'

from the home ribbon



In the dialog box that pops up select 'low: move the most obvious junk email to the junk email folder'

Also select 'disable links...' and 'warn about suspicious domains...'



This helps to filter out emails sent from scammers etc.

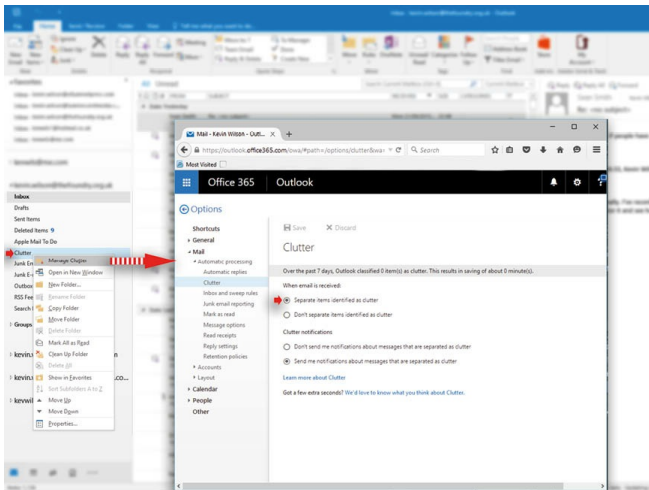
All these emails will be filtered into your junk mail box instead of your inbox.

Clutter

Clutter is available for business users and at the time of writing is only available on certain Office

365 subscriptions.

You can enable clutter by right clicking on the clutter folder in Outlook.



In the menu that appears, select 'manage clutter'. This will

launch your web browser and take you to Microsoft Online where you will need to log in with your Microsoft Account details.