



PEARSON NEW INTERNATIONAL EDITION

Exploring Microsoft Office 2010
Volume 1
Grauer et al.
Second Edition

Pearson New International Edition

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PEARSON

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Table of Contents

1. Office Fundamentals and File Management	1
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
2. Getting Started with Windows 7	73
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
3. Introduction to Word	125
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
4. Document Presentation	173
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
5. Collaboration and Research	229
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
6. Document Productivity	275
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
7. Word Collaboration Exercises	329
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
8. Introduction to Excel	333
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
9. Formulas and Functions	401
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
10. Charts	459
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
11. Datasets and Tables	515
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
12. Excel Collaboration Exercises	577
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
13. Introduction to Access	581
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	

14. Relational Databases and Queries	631
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
15. Customize, Analyze, and Summarize Query Data	701
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
16. Creating and Using Professional Forms and Reports	747
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
17. Access Collaboration Exercises	819
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
18. Introduction to PowerPoint	823
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
19. Presentation Development	877
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
20. Presentation Design	921
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
21. PowerPoint Rich Media Tools	991
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
22. PowerPoint Collaboration Exercises	1057
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
23. Capstone Exercises: Using Office in the Legal, Medical, and Arts Professions	1061
Rober T. Grauer/Mary Anne S. Poatsy/Cynthia Krebs/Keith Mast/Keith Mulbery/Lynn S. Hogan	
Index	1085

OFFICE FUNDAMENTALS

OFFICE FUNDAMENTALS AND FILE MANAGEMENT

Taking the First Step

CASE STUDY | Rails and Trails

You are an administrative assistant for a local historical preservation project. The project involves creating a series of trails designed for hikers, bikers, and horseback riders. The trails generally follow the route of a historic railroad line that traversed the northwestern corner of Kentucky from the early 1900s until it was discontinued in 1991. The 78 miles of trails follow the original rail route, which passed through natural hardwood forests and open meadows. Considered a major impetus of the Kentucky Historical Preservation Society, the project has received both public and private funding through legislative appropriations and private and federal grants.

As the administrative assistant, you are responsible for overseeing the production of documents, spreadsheets, newspaper articles, and presentations that will be used to increase public awareness of the Rails and Trails project. Other clerical assistants who are familiar with Microsoft Office will prepare the promotional materials, and you will proofread, make necessary corrections, adjust page layouts, save and print documents, and identify appropriate templates to simplify tasks. Your experience with Microsoft Office 2010 is limited, but you know that certain fundamental tasks that are common to Word, Excel, and PowerPoint will help you accomplish your oversight task. You are excited to get started on the project!

OBJECTIVES

AFTER YOU READ THIS CHAPTER, YOU WILL BE ABLE TO:

1. Use Windows Explorer
2. Work with folders and files
3. Select, copy, and move multiple files and folders
4. Identify common interface components
5. Get Office Help
6. Open a file
7. Print a file
8. Close a file and application
9. Select and edit text
10. Use the Clipboard group tasks
11. Use the Editing group tasks
12. Insert objects
13. Review a file
14. Change page settings

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Files and Folders

If you stop to consider why you use a computer, you will most likely conclude that you want to produce some type of output. That output could be games, music, or the display of digital photographs. Perhaps you use a computer at work to produce reports, financial worksheets, or schedules. All of those items are considered computer **files**. Files include electronic data such as documents, databases, slide shows, and worksheets. Even digital photographs, music, videos, and Web pages are saved as files.

Windows 7 provides tools that enable you to create folders and to save files in ways that make locating them simple.

A **file** is a document or item of information that you create with software and to which you give a name.

A **folder** is a named storage location where you can save files.

You use software to create and save files. For example, when you type a document on a computer, you first open a word processor such as Microsoft Word. Similarly, you could use a type of Web-authoring software to create a Web page. In order to access files later, you must save them to a computer storage medium such as a hard drive or flash drive. And just as you would probably organize a filing cabinet into a system of folders, you can organize storage media by **folders** that you name and into which you place data files. That way, you can easily retrieve the files later. Windows 7 provides tools that enable you to create folders and to save files in ways that make locating them simple. In this section, you will learn to use Windows Explorer to manage folders and files.

Using Windows Explorer

Windows Explorer is a Windows component that can be used to create and manage folders.

A **subfolder** is a folder that is housed within another folder.

Windows Explorer is a component that can be used to create and manage folders. The sole purpose of a computer folder is to provide a labeled storage location for related files so that you can easily organize and retrieve items. A folder structure can occur across several levels, so you can create folders within other folders (called **subfolders**), arranged according to purpose. Windows 7 introduces the concept of libraries, which are folders that gather files from different locations and display the files as if they were all saved in a single folder, regardless of where they are physically stored. Using Windows Explorer, you can manage folders, work with libraries, and view favorites (areas or folders that are frequently accessed).

Understand and Customize the Interface

To open Windows Explorer, click Windows Explorer on the taskbar as shown in Figure 1. You can also right-click the Start button and click Open Windows Explorer. Figure 2 shows the Windows Explorer interface containing several areas. Some of those areas are described in Table 1.

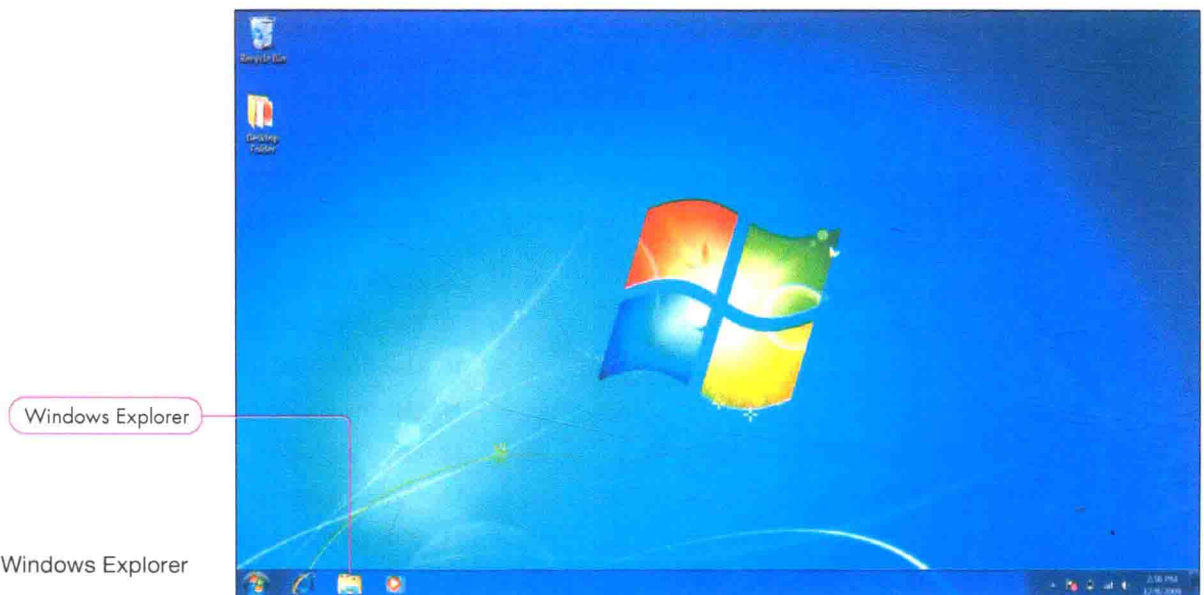


FIGURE 1 Windows Explorer Button ▶

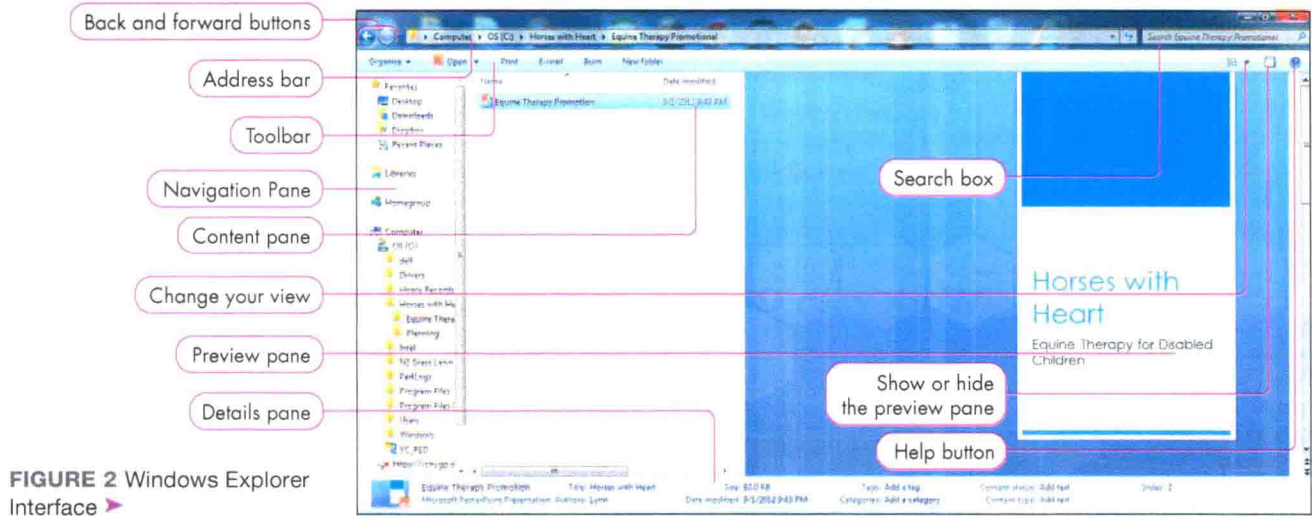


FIGURE 2 Windows Explorer Interface ➤

TABLE 1 Windows Explorer Interface	
Navigation Pane	The Navigation Pane contains five areas: Favorites, Libraries, Homegroup, Computer, and Network. Click an item in the Navigation Pane to display contents and to manage files that are housed within a selected folder.
Back and Forward Buttons	Use these buttons to visit previously opened folders or libraries.
Toolbar	The Toolbar includes buttons that are relevant to the currently selected item. If you are working with a music file, the toolbar buttons might include one for burning to a CD, whereas if you have selected a document, the toolbar would enable you to open or share the file.
Address Bar	The Address bar enables you to navigate to other folders or libraries.
Content Pane	The Content pane shows the contents of the currently selected folder or library.
Search Box	Find files and folders by typing descriptive text in the Search box. Windows immediately begins a search after you type the first character, further narrowing results as you type.
Details Pane	The Details pane shows properties that are associated with a selected file. Common properties include information such as the author name and the date the file was last modified.
Preview Pane	The Preview pane provides a snapshot of a selected file's contents. You can see file contents before actually opening the file. The Preview pane does not show the contents of a selected folder.

As you work with Windows Explorer, you might find that the view is not how you would like it. The file and folder icons might be too small for ease of identification, or you might want additional details about displayed files and folders. Modifying the view is easy. To make icons larger or to provide additional detail, click the **Change your view** arrow (see Figure 2), and select from the views provided. If you want additional detail, such as file type and size, click **Details**. You can also change the size of icons by selecting **Small**, **Medium**, **Large**, or **Extra Large** icons. The **List** view shows the file names without added detail, whereas **Tiles** and **Content** views are useful to show file thumbnails (small pictures describing file contents) and varying levels of detail regarding file locations. To show or hide Windows Explorer panes, click **Organize** (on the **Toolbar**), point to **Layout**, and then select the pane to hide or show. You can widen or narrow panes by dragging a border when the mouse changes to a double-headed arrow. When you click **Show or hide the Preview pane**, you toggle—or change between—views. If the Preview pane is not shown, clicking the button shows the pane. Conversely, if the pane is already open, clicking the button will hide it.

TIP**Displaying the Windows Explorer Menu Bar**

If you are comfortable with the menu bar that was included with previous Windows versions, you can display it in Windows 7. In the Windows Explorer window, click **Organize**. Point to **Layout**, and then click **Menu bar**. Following the same steps, you can remove a menu that is displayed.

Work with Groups on the Navigation Pane

The **Navigation Pane** is located on the left side of the Windows Explorer window, providing access to Favorites, Libraries, Homegroup, Computer, and Network areas.

The **Navigation Pane** provides ready access to computer resources, folders, files, and networked peripherals. It is divided into five areas: Favorites, Libraries, Homegroup, Computer, and Network. In Figure 3, the currently selected area is Libraries. Each of those components provides a unique way to organize contents.

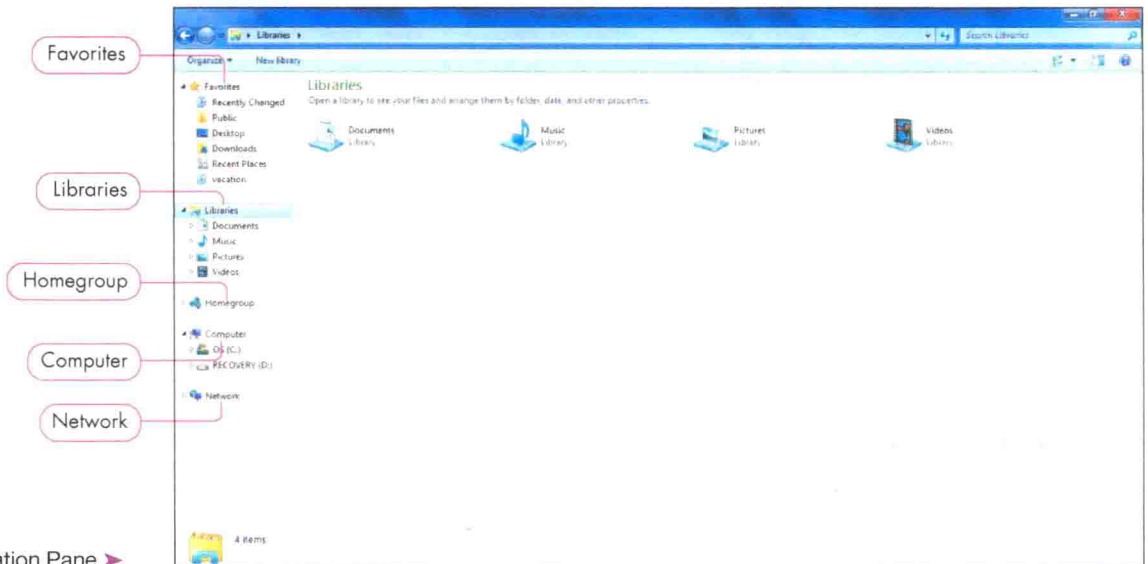


FIGURE 3 Navigation Pane ➤

A **library** is an organization method that collects files from different locations and displays them as one unit.

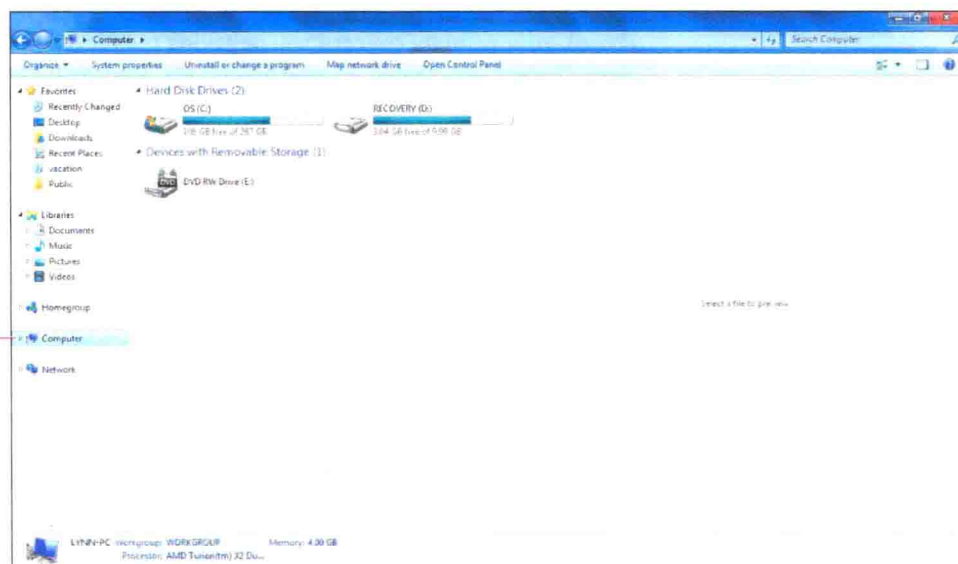
Earlier, we used the analogy of computer folders to folders in a filing cabinet. Just as you would title folders in a filing cabinet according to their contents, computer folders are also titled according to content. Folders are physically located on storage media such as a hard drive or flash drive. You can also organize folders into **libraries**, which are collections of files from different locations that are displayed as single units. For example, the Pictures library includes files from the Pictures folder and from the Public Pictures folder, both of which are physically housed on the hard drive. Although the library content comes from two separate folders, contents are displayed as a unit.

Windows 7 includes several libraries that include default folders or devices. For example, the Documents library includes the My Documents and Public Documents folders, but you can add other folders if you wish so that they are also housed within the Documents library. To add a folder to a library, right-click the folder, and then point to **Include in library**. Then select a library, or select **Create new library** and create a new one. To remove a folder from a library, open Windows Explorer, and then click the library from which you want to remove the folder. In the Library pane shown at the right side of the Windows Explorer window, click the **locations** link (next to the word *Includes*). The link will indicate the number of physical locations in which the folders are housed. For example, if folders in the Pictures library are drawn from two locations, the link will read *2 locations*. Click the folder that you want to remove, click **Remove**, and then click **OK**.

The **Computer** area provides access to specific storage locations, such as a hard drive, CD/DVD, and removable media (including a flash drive). Files and folders housed on those

storage media are accessible when you click Computer. For example, click drive C, shown under Computer in the Navigation Pane, to view its contents in the Content pane on the right. If you simply want to see the subfolders of the hard drive, click the arrow to the left of drive C to expand the view, showing all subfolders. Click the arrow again to collapse the view, removing subfolder detail. It is important to understand that clicking the arrow (as opposed to clicking the folder or area name) does not actually select an area or folder. It merely displays additional levels contained within the area. Clicking the folder or area, however, does select the item. Figure 4 illustrates the difference between clicking the area in the Navigation Pane and clicking the arrow to the left.

Clicking a link or folder name selects an area and shows content in the right pane



Clicking this arrow expands content beneath a link without selecting an area

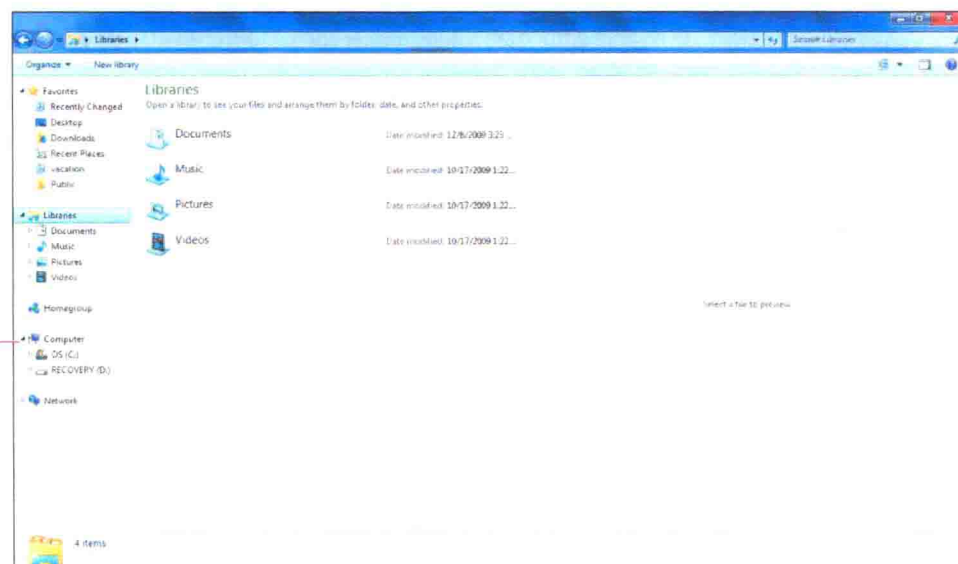


FIGURE 4 Using the Navigation Pane ➤

Click the drive in the Navigation Pane (or double-click the drive in the Content pane). Continue navigating through the folder structure until you find the folder that you seek. Double-click the folder (in the Content pane) or single-click the folder (in the Navigation Pane) to view its contents.

The Favorites area contains frequently accessed folders and recent searches. You can drag a folder, a saved search, a library, or a disk drive to the Favorites area. To remove a favorite, simply right-click the favorite, and then click Remove. You cannot add files or Web sites as favorites.

Homegroup is a Windows 7 feature that enables you to share resources on a home network. You can easily share music, pictures, videos, and libraries with other people in your home through a homegroup. It is password protected, so you do not have to worry about privacy.

Windows 7 makes creating a home network easy, sharing access to the Internet and peripheral devices such as printers and scanners. The Network area provides quick access to those devices, enabling you to see the contents of network computers.

Working with Folders and Files

As you work with software to create a file, such as when you type a report using Microsoft Word, your primary concern will be saving the file so that you can retrieve it later if necessary. If you have created an appropriate and well-named folder structure, you can save the file in a location that is easy to find later.

Create a Folder

You can create a folder a couple of different ways. You can use Windows Explorer to create a folder structure, providing appropriate names and placing the folders in a well-organized hierarchy. You can also create a folder from within a software application at the time that you need it. Although it would be wonderful to always plan ahead, most often you will find the need for a folder at the same time that you have created a file. The two methods of creating a folder are described below.

Suppose you are beginning a new college semester and are taking four classes. To organize your assignments, you plan to create four folders on a flash drive, one for each class. After connecting the flash drive and closing any subsequent dialog box (unless the dialog box is warning of a problem with the drive), open Windows Explorer. Click Computer in the Navigation Pane. Click the removable (flash) drive in the Navigation Pane, or double-click it in the Content pane. You can also create a folder on the hard drive in the same manner, clicking drive C instead of the removable drive. Click New folder on the Toolbar. Type the new folder name, such as English 101, and press Enter. Repeat the process for the other three classes.

Undoubtedly, you will occasionally find that you have just created a file but have no appropriate folder in which to save the file. You might have just finished the slide show for your speech class but have forgotten first to create a speech folder for your assignments. Now what do you do? As you save the file, a process that is discussed later in this chapter, you can click New folder shown in Figure 5. Type the new folder name, and then press Enter. After indicating the file name, click Save.

Click here to create a new folder

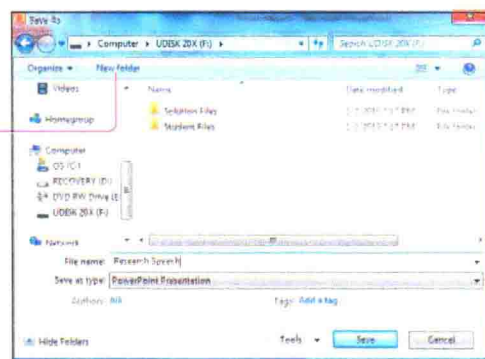


FIGURE 5 Create a New Folder ➤

TIP**Working with the Address Bar**

As you manage folders and work with files in Windows Explorer, keep a close eye on the Address bar (shown in Figure 2). It will always inform you of the current drive or folder, which is a very important detail. For example, if you have created a folder titled Summer Semester, and you want to create a subfolder for each class that you plan to take during the semester, you will want to be sure the Summer Semester folder is selected before creating the subfolders. If the Address bar does not show the correct folder, you should select the correct folder in the Navigation Pane before proceeding.

Open, Rename, and Delete Folders and Files

You have learned that folders can be created in Windows Explorer but that files must be created in other ways, such as within a software package. Although Windows Explorer cannot create files, you can use it to open, rename, and delete files just as you use it for folders.

Using the Navigation Pane, you can locate and select a folder containing a file that you want to open. For example, you will want to open the speech slide show so that you can practice before giving the presentation to the class. Open Windows Explorer, and navigate to the speech folder on your removable drive (flash drive). The file will display in the right pane. Double-click the file. The program that is associated with the file will open the file. For example, if you used PowerPoint to create the slide show, then PowerPoint will open the file. To open a folder and display the contents, just single-click the folder in the Navigation Pane or double-click it in the Content pane.

At times, you may find a more suitable name for a file or folder than the one that you originally gave it. Or perhaps you made a typographical mistake when you entered the name. In these situations, you should rename the file or folder. In Windows Explorer, move through the folder structure to find the folder or file. Right-click the name, and then click Rename. Type the new name, and then press Enter. You can also rename an item when you click the name twice, but much more slowly than a double-click. Type the new name, and then press Enter. Finally, you can click a file or folder once to select it, click Organize, click Rename, type the new name, and then press Enter.

TIP**Renaming Several Files at Once**

Suppose you are collecting digital photos that you took during a recent trip to Las Vegas. The camera gives the photo files very cryptic names, so you want to give them names that will identify them as Las Vegas photos. You can rename all the files at once. In Windows Explorer, select all of the files. To do so, click the first file, hold down Shift, and then click the last file in the list. Right-click any selected file, click Rename, and then type a new name—perhaps *Las Vegas*. Press Enter. All files will be saved with the new name and a different sequential number. Your photos will be named *Las Vegas (1)*, *Las Vegas (2)*, and so forth.

It is much easier to delete a folder or file than it is to recover it if you remove it by mistake. Therefore, be very careful when deleting items so that you are sure of your intentions before proceeding. When you delete a folder, all subfolders and all files within the folder are also removed. If you are certain you want to remove a folder or file, the process is simple. Right-click the item, click Delete, and then click Yes if asked to confirm removal to the Recycle Bin. Items are only placed in the Recycle Bin if you are deleting them from a hard drive. Files and folders deleted from a removable storage medium, such as a flash drive, are permanently deleted, with no easy method of retrieval. You can also delete an item (file or folder) when you click to select the item, click Organize, and then click Delete.

Save a File

As you create or modify a project such as a document, presentation, or worksheet, your work is placed in RAM, which is the computer's temporary memory. When you shut down the computer or inadvertently lose electrical power, the contents of RAM are erased. Even with a loss of electrical power, however, RAM on a laptop will not be erased until the battery runs down. Because you will most likely want to continue the project at another time or keep it for later reference, you need to save it to a storage medium such as a hard drive, CD, or flash drive. When you save a file, you will be working within a software package. Therefore, you must follow the procedure dictated by that software to save the file. Thankfully, most software requires that you save files in a similar fashion, so you can usually find your way through the process fairly quickly.

The first time that you save a file, you must indicate where the file should be saved, and you must assign a file name. Of course, you will want to save the file in an appropriately named folder so that you can find it easily later. Thereafter, you can quickly save the file with the same settings, or you can change one or more of those settings, perhaps saving the file to a different storage device as a backup copy. Figure 6 shows a typical Save As dialog box that enables you to confirm or change settings before finally saving the file.

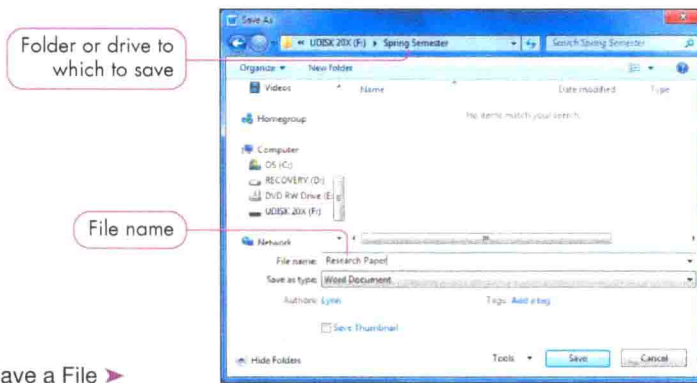


FIGURE 6 Save a File ►

Selecting, Copying, and Moving Multiple Files and Folders

You will want to select folders and files when you need to rename, delete, copy, or paste them, or open files and folders so that you can view the contents. Single-click a file or folder to *select* it; double-click a file or folder (in the Content pane) to *open* it. To apply an operation to several files at once, such as deleting or moving them, you will want to select all of them.

Select Multiple Files and Folders

You can select several files and folders, regardless of whether they are adjacent to each other in the file list. Suppose that your digital pictures are contained in the Pictures folder. You might want to delete some of the pictures because you want to clear up some hard drive space. To select pictures in the Pictures folder, open Windows Explorer, and then click the Pictures library. Locate the desired pictures in the Content pane. To select the adjacent pictures, select the first picture, press and hold Shift, and then click the last picture. All pictures will be highlighted, indicating that they are selected. At that point, you can delete, copy, move, or rename the selected pictures.

If the files or folders to be selected are not adjacent, click the first item. Press and hold Ctrl while you click all files or folders, releasing Ctrl only when you have finished.

To select all items in a folder or disk, use Windows Explorer to navigate to the desired folder. Open the folder, press and hold Ctrl, and press A on the keyboard. You can also click Organize, and then Select All to select all items.

TIP**Using a Check Box to Select Items**

In Windows 7, it is easy to make multiple selections, even if the items are not adjacent. Open Windows Explorer, and then change the view to Details. Click Organize, and then select Folder and search options. The Folder Options dialog box opens. Click the View tab, scroll down in the Advanced settings box, click Use check boxes to select items (see Figure 7), and then click OK. As you move the mouse pointer along the left side of files and folders, a check box appears. Click in the check box to select the file. If you want to quickly select all items in the folder, click the check box that appears in the Name column.

Click here to select items with check boxes

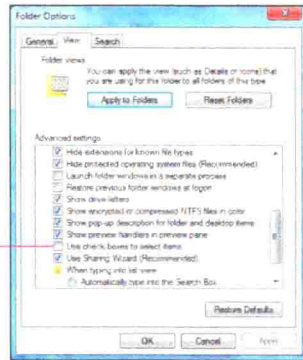


FIGURE 7 Use Check Boxes to Select Items ➤

Copy and Move Files and Folders

When you copy or move a folder, you move both the folder and any files that it contains. You can move or copy a folder or file to another location on the same drive or to another drive. If your purpose is to make a **backup** copy of an important file or folder, you will probably want to copy it to another drive.

To move or copy an item in Windows Explorer, select the item. If you want to copy or move multiple items, follow the directions in the previous section to select them all at once. Right-click the item(s), and select either Cut or Copy on the shortcut menu. In the Navigation Pane, locate the destination drive or folder, right-click the destination drive or folder, and then click Paste.

A **backup** is a copy of a file, usually on another storage medium.

Quick Concepts Check

1. The Navigation Pane in Windows Explorer contains five major areas. Name and briefly describe each area.
2. If the Preview pane is open, it shows the contents of a selected file. When might it be helpful to see a file preview and when might it not be beneficial?
3. A library is not actually a folder, although it does help organize files. How does a library differ from a folder?
4. After creating a file, such as a Word document, you will most likely want to save it. However, as you begin to save the file, you realize that you have not yet created a folder in which to place the file. Is it possible to create a folder as you are saving the file? If so, how?
5. You want to delete several files, but the files are not consecutively listed in Windows Explorer. How would you select and delete them? What should you consider when deleting files or folders from a removable storage medium such as a flash drive?

HANDS-ON EXERCISES

1 Files and Folders

You will soon begin to collect files from volunteers who are preparing promotional and record-keeping material for the Rails and Trails project. It is important that you save the files in appropriately named folders so that you can easily access them later. Therefore, you plan to create folders. You can create folders on a flash drive or a hard drive. You will select the drive on which you plan to save your student files. As you create a short document, you will save it in one of the folders. You will then make a backup copy of the folder structure, including all files, so that you do not run the risk of losing the material if the drive is damaged or misplaced.

Skills covered: Create Folders and Subfolders • Create and Save a File • Rename and Delete a Folder • Open and Copy a File

STEP 1 CREATE FOLDERS AND SUBFOLDERS

You decide to create a folder titled *Rails and Trails Project*, and then subdivide it into subfolders that will help categorize the project files. Refer to Figure 8 as you complete Step 1.

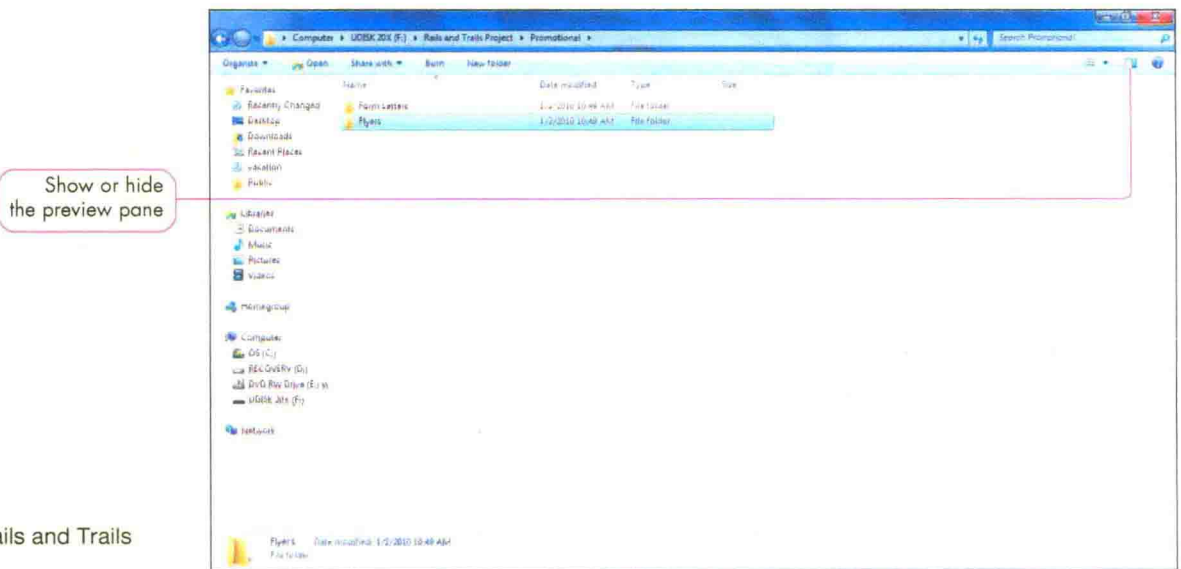


FIGURE 8 Rails and Trails Folders ➤

- Insert your flash drive (if you are using a flash drive for your student files), and close any dialog box that opens (unless it is informing you of a problem with the drive). Click **Windows Explorer** on the taskbar. Click **Show the preview pane** unless the Preview pane is already displayed.

The removable drive shown in Figure 8 is titled UDISK 20X (F:), describing the drive manufacturer and the drive letter. Your removable drive will be designated in a different manner, perhaps also identified by manufacturer. The drive letter identifying your flash drive is likely to be different because the configuration of disk drives on your computer is unique.

TROUBLESHOOTING: If you do not have a flash drive, you can use the hard drive. In the next step, simply click drive C in the Navigation Pane instead of the removable drive.

- Click the removable drive in the Navigation Pane (or click **drive C** if you are using the hard drive). Click **New folder** on the Toolbar, type **Rails and Trails Project**, and then press **Enter**. You create a folder where you can organize subfolders and files for the Rails and Trails project.

TROUBLESHOOTING: If the folder you create is called *New folder* instead of *Rails and Trails Project*, you probably clicked away from the folder before typing the name, so that it received the default name. To rename it, right-click the folder, click **Rename**, type the correct name, and then press **Enter**.

- c. Double-click **Rails and Trails Project** in the Content pane (middle pane). The Address bar should show that it is the currently selected folder. Click **New folder**, type **Promotional**, and then press **Enter**.

You decide to create subfolders of the Rails and Trails Project folder to contain promotional material, presentations, and office records. You create three subfolders, appropriately named.

- d. Check the Address bar to make sure *Rails and Trails Project* is still the current folder. Click **New folder**, type **Presentations**, and then press **Enter**.
- e. Click **New folder**, type **Office Records**, and then press **Enter**.
- f. Double-click **Promotional** in the middle pane. Click **New folder**, type **Form Letters**, and then press **Enter**. Click **New folder**, type **Flyers**, and then press **Enter**.

To subdivide the promotional material further, you create two subfolders, one to hold form letters and one to contain flyers. Your screen should appear as in Figure 8.

- g. Close Windows Explorer.

STEP 2 CREATE AND SAVE A FILE

As the project gears up, you assign volunteers to take care of certain tasks. After creating an Excel worksheet listing those responsibilities, you will save it in the Office Records folder. Refer to Figure 9 as you complete Step 2.

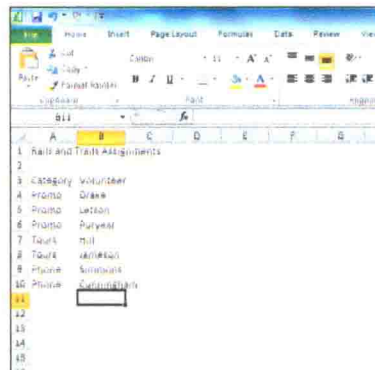


FIGURE 9 Volunteers Worksheet ➤

- a. Click the **Start** button, and then point to **All Programs**. Scroll down the program list, if necessary, and then click **Microsoft Office**. Click **Microsoft Excel 2010**.
You use Microsoft Excel to create the volunteers worksheet.
- b. Type **Rails and Trails Assignments** in cell A1. Press **Enter** twice.
Your cursor will be in cell A3.
- c. Type **Category**. Press **Tab** to move the cursor one cell to the right, and then type **Volunteer**. Press **Enter**. Complete the remaining cells of the worksheet as shown in Figure 9.

TROUBLESHOOTING: If you make a mistake, click in the cell and retype the entry.

- d. Click the **File** tab (in the top-left corner of the Excel window). Click **Save**.

The Save As dialog box displays. The Save As dialog box is where you determine the location, file name, and file type of any document. You can also create a new folder in the Save As dialog box.

- e. Scroll down if necessary, and then click **Computer** in the left pane. In the Content pane, double-click the drive where you will save the file. Double-click **Rails and Trails Project** in the Content pane. Double-click **Office Records**. Click in the **File name box**. Type **f01h1volunteers_LastnameFirstname** in the **file name box**, replacing *LastnameFirstname* with your own last name and first name. Click **Save**.

The file is now saved as *f01h1volunteers_LastnameFirstname*. You can check the title bar of the workbook to confirm the file has been saved with the correct name.

- f. Click the **Close button** in the top-right corner of the Excel window to close Excel.

TROUBLESHOOTING: If you click the lower X instead of the one in the top-right corner, the current Excel worksheet will close, but Excel will remain open. In that case, click the remaining X to close Excel.

The Volunteers workbook is saved in the Office Records subfolder of the Rails and Trails Project folder.

STEP 3 RENAME AND DELETE A FOLDER

As often happens, you find that the folder structure is not exactly what you need. You will remove the Flyers folder and the Form Letters folder and will rename the Promotional folder to better describe the contents. Refer to Figure 10 as you complete Step 3.

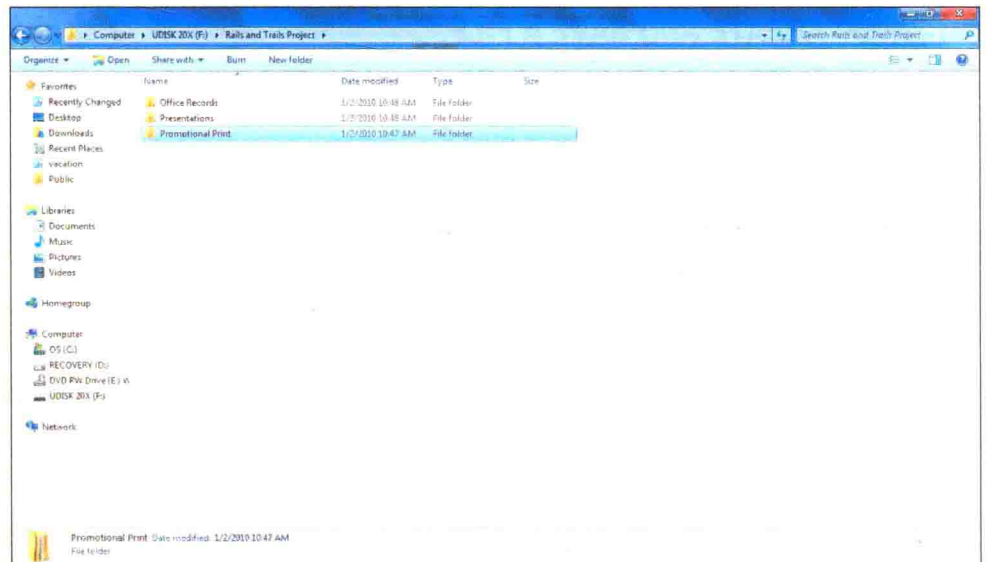


FIGURE 10 Rails and Trails Project Folder Structure ➤

- a. Right-click the **Start button**. Click **Open Windows Explorer**. Click the disk drive where you save your files (under Computer in the Navigation Pane). Double-click **Rails and Trails Project** in the Content pane.
- b. Click the **Promotional** folder to select it.

TROUBLESHOOTING: If you double-click the folder instead of using a single-click, the folder will open and you will see its title in the Address bar. To return to the correct view, click Rails and Trails Project in the Address bar.

- c. Click **Organize**, click **Rename**, type **Promotional Print**, and then press **Enter**.

Since the folder will be used to organize all of the printed promotional material, you decide to rename the folder to better reflect the contents.