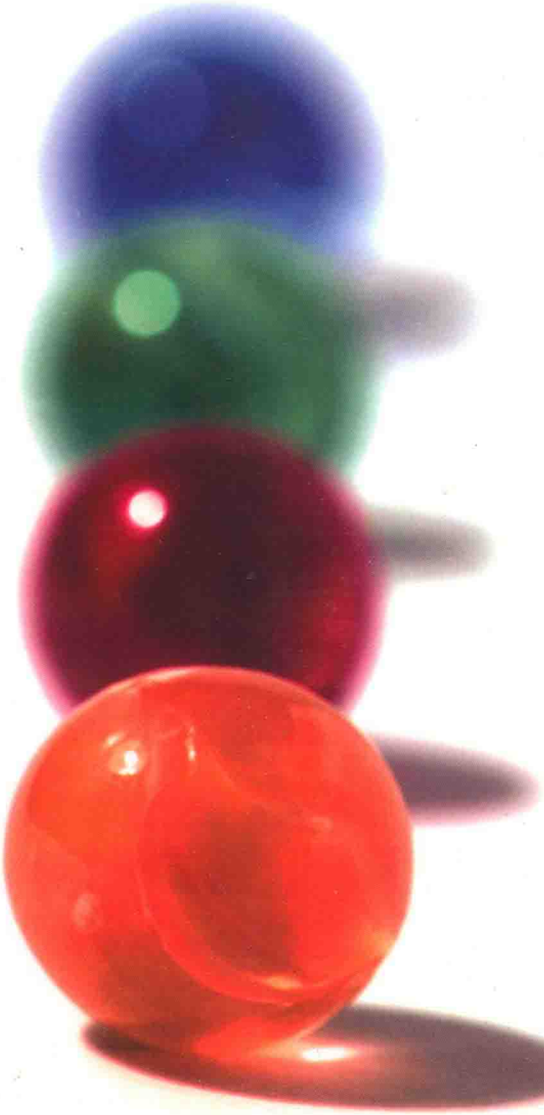
Microsoft®

Office 2013



THE O'LEARY SERIES

TIMOTHY J. O'LEARY
LINDA I. O'LEARY

A Case Approach

THE O'LEARY SERIES

Microsoft® Office 2013: A Case Approach

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THE O'LEARY SERIES MICROSOFT® OFFICE 2013: A CASE APPROACH
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This book is printed on acid-free paper.

1 2 3 4 5 6 7 8 9 0 RMN/RMN 1 0 9 8 7 6 5 4 3

ISBN 978-0-07-351937-1
MHID 0-07-351937-5

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Typeface: *11/13 Times LT Std Roman*
Compositor: *Laserwords Private Limited*
Printer: *R. R. Donnelley*

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Library of Congress Cataloging-in-Publication Data

O'Leary, Timothy J., 1947-
Microsoft Office 2013: a case approach / Timothy J. O'Leary, Professor Emeritus, Arizona State University, Linda I. O'Leary.
pages cm.—(The O'Leary series)
Includes index.
ISBN 978-0-07-351937-1 (alk. paper)
ISBN 0-07-351937-5 (alk. paper)
1. Microsoft Office. 2. Business—Computer programs. I. O'Leary, Linda I. II. Title.
HF5548.4.M525O446 2014
005.5—dc23

2013007267

The Internet addresses listed in the text were accurate at the time of publication. The inclusion of a website does not indicate an endorsement by the authors or McGraw-Hill, and McGraw-Hill does not guarantee the accuracy of the information presented at these sites.

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Acknowledgments

We would like to extend our thanks to the instructors who took time out of their busy schedules to provide us with the feedback necessary to develop the 2013 Edition of this text. The following instructors offered valuable suggestions on revising the text:

Anne Acker
Jacksonville University

Jack Alanen
California State University–Northridge

Ken Araujo
Francis Marion University

Tahir Aziz
J. Sargeant Reynolds Community College

Lois Blais
Walters State Community College

Bob Clary
Patrick Henry Community College

Robert Doyle
Dona Ana Community College

Michael Dunklebarger
Alamance Community College

Jeffrey Finch
Kanawha Valley Community & Technology College

Kimberly Fish
Butler County Community College

Bob Forward
Texarkana College

Terry Griffin
Midwestern State University

Dexter Harlee
York Technical College

Tina Johnson
Midwestern State University

Dee Joseph
San Antonio College

Philip Kim
Walsh University

Ben Martz
Northern Kentucky University

Theresa McDonald
Texarkana College

David McNair
Jefferson College

Barb Norstrom
Kaskaskia College

Terry Rooker
Germanna Community College

Victor Suich
Walters State Community College

Lakeisha Vance
Alamance Community College

Barbara Wells
Central Carolina Technical College

Jensen Zhao
Ball State University

We would like to thank those who took the time to help us develop the manuscript and ensure accuracy through painstaking edits: Barbara Norstrom of Kaskaskia College, Robert Doyle of Dona Ana Community College, Candice Spangler of Columbus State Community College, and Kate Scalzi.

Finally, we would like to thank team members from McGraw-Hill, whose renewed commitment, direction, and support have infused the team with the excitement of a new project. Leading the team from McGraw-Hill are Wyatt Morris, Senior Brand Manager; Tiffany Russell, Marketing Manager; and Alaina Tucker, Developmental Editor II.

The production staff is headed by Marlena Pechan, Project Manager, whose planning and attention to detail have made it possible for us to successfully meet a very challenging schedule; Jana Singer, Designer; Michael McCormick, Senior Buyer; Kevin White, Digital Developmental Editor; Jeremy Cheshareck, Senior Content Licensing Specialist; Betsy Blumenthal and Chet Gottfried, copy editors; Sharon O'Donnell and Peter DeLissovoy, proofreaders—team members on whom we can depend to do a great job.

About the Contributors

Excel

Kathleen Stewart has authored Access and Excel textbooks for McGraw-Hill's Professional Approach series (later the Lesson Approach) since its inception. She has a master's degree in Education as well as an MBA. After several years teaching at a suburban high school, Kathleen became Department Chairperson and Professor of Information Management Systems at Moraine Valley Community College in suburban Chicago, working with students with many interests, skill levels, and backgrounds. In addition, as president of her own training and consulting company, she and her staff delivered individual and classroom instruction and help-desk support in the public and private sectors. Kathleen is retired from her position at the college but remains active in Illinois with organizations that address higher education issues.

Access

Paula Gregory was influenced at an early age by her mother, who had enrolled in computer classes at the local community college in the early 1980s. When her mother brought home a computer made by Radio Shack, the cassette-driven TRS-80, Paula became hooked on technology and learning. Paula has since majored in computer science and received an associate's degree with honors in 1990 from Yavapai College. Thereafter, she began teaching and helping people one-on-one with computers, receiving her teaching certification in 1998. Paula is MCAS-certified in Microsoft Word and Access, as well as ACA-certified in Adobe Photoshop. Now teaching full time at Yavapai College, Paula loves helping students learn all about computers and software, in particular the Microsoft Office and Adobe Creative suites. Also being an artist and a writer, Paula enjoys combining all her skills to develop material that engages the audience and makes learning fun.

PowerPoint

Bonnie Gundlach is employed as an independent technical writer, instructor, and voice messaging consultant. Possessing many years' experience in developing and delivering comprehensive technical training, system design, and voice messaging solutions to clients, Ms. Gundlach holds a BA in Elementary Education from the University of South Florida, as well as a post-baccalaureate certificate in Information Systems from Virginia Commonwealth University. As an instructor with Asheville-Buncombe Technical Community College, she has worked teaching computer skills to new and returning adult students. Residing in Asheville, North Carolina, she enjoys life with her husband and treasured feline companions.

Preface

The 20th century brought us the dawn of the digital information age and unprecedented changes in information technology. There is no indication that this rapid rate of change will be slowing—it may even be increasing. As we begin the 21st century, computer literacy is undoubtedly becoming a prerequisite in whatever career you choose.

The goal of the O'Leary Series is to provide you with the necessary skills to efficiently use these applications. Equally important is the goal to provide a foundation for students to readily and easily learn to use future versions of this software. This series accomplishes this by providing detailed step-by-step instructions combined with careful selection and presentation of essential concepts.

Times are changing, technology is changing, and this text is changing too. As students of today, you are different from those of yesterday. You put much effort toward the things that interest you and the things that are relevant to you. Your efforts directed at learning application programs and exploring the web seem, at times, limitless.

On the other hand, it's easy to be shortsighted, thinking that learning the skills to use the application is the only objective. The mission of the series is to build upon and extend this interest not only by teaching the specific application skills but by introducing the concepts that are common to all applications, providing students with the confidence, knowledge, and ability to easily learn the next generation of applications.

Instructor's Resource Center

The Online **Instructor's Resource Center** contains access to a computerized Test Bank, an Instructor's Manual, Solutions, and PowerPoint Presentation Slides. Features of the Instructor's Resource are described below.

- **Instructor's Manual** The Instructor's Manual, authored by the primary contributor, contains lab objectives, concepts, outlines, lecture notes, and command summaries. Also included are answers to all end-of-chapter material, tips for covering difficult materials, additional exercises, and a schedule showing how much time is required to cover text material.
- **Computerized Test Bank** The test bank, authored by the primary contributor, contains hundreds of multiple choice, true/false, and discussion questions. Each question will be accompanied by the correct answer, the level of learning difficulty, and corresponding page references. Our flexible EZ Test software allows you to easily generate custom exams.
- **PowerPoint Presentation Slides** The presentation slides, authored by the primary contributor, include lab objectives, concepts, outlines, text figures, and speaker's notes. Also included are bullets to illustrate key terms and FAQs.

Online Learning Center/Website

Found at **www.mhhe.com/oleary**, this site provides additional learning and instructional tools to enhance the comprehension of the text. The OLC/website is divided into these three areas:

- **Information Center** Contains core information about the text, supplements, and the authors.
- **Instructor Center** Offers the aforementioned instructional materials, downloads, and other relevant links for professors.
- **Student Center** Contains data files, chapter competencies, chapter concepts, self-quizzes, additional web links, and more.

SimNet Assessment for Office Applications

SimNet Assessment for Office Applications provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 2013 and provides flexibility for you in your applications course by offering:

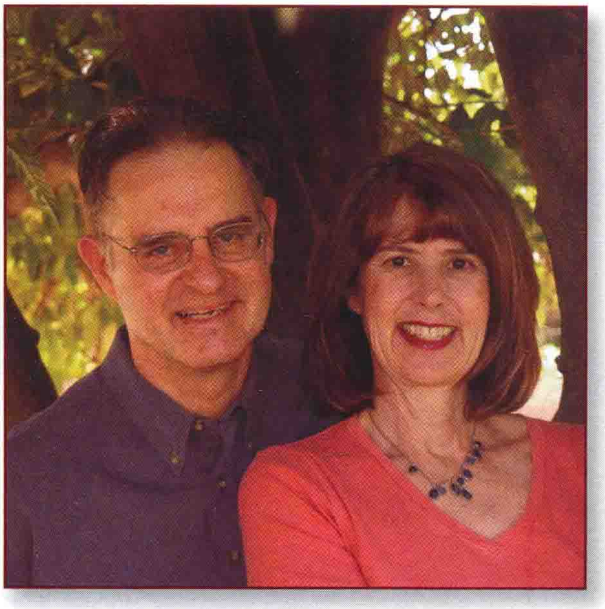
Pretesting options
Post-testing options
Course placement testing
Diagnostic capabilities to reinforce skills
Web delivery of tests
Certification preparation exams
Learning verification reports

For more information on skills assessment software, please contact your local sales representative, or visit us at **www.mhhe.com**.

Computing Concepts

Computing Essentials 2014 offers a unique, visual orientation that gives students a basic understanding of computing concepts. *Computing Essentials* encourages "active" learning with exercises, explorations, visual illustrations, and screen shots. While combining the "active" learning style with current topics and technology, this text provides an accurate snapshot of computing trends. When bundled with software application lab manuals, students are given a complete representation of the fundamental issues surrounding the personal computing environment.

About the Authors



Tim and Linda O'Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for over 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, in terms of both content and method of delivery.

A powerful and creative team, Tim combines his 30 years of classroom teaching experience with Linda's background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, and at Rochester Institute of Technology in upstate New York, and is currently a professor emeritus at Arizona State University in Tempe, Arizona. Linda offered her expertise at ASU for several years as an academic advisor. She also presented and developed materials for major corporations such as Motorola, Intel, Honeywell, and AT&T, as well as various community colleges in the Phoenix area.

Tim and Linda have talked to and taught numerous students, all of them with a desire to learn something about computers and applications that make their lives easier, more interesting, and more productive.

Each new edition of an O'Leary text, supplement, or learning aid has benefited from these students and their instructors who daily stand in front of them (or over their shoulders). The O'Leary Series is no exception.

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Brief Contents

- Introduction to Microsoft Office 2013 IO.2
- Word 2013 WD1.1
- Excel 2013 EX1.1
- Access 2013 AC1.1
- PowerPoint 2013 PP1.1
- Command Summary OFCS.1
- Glossary of Key Terms OFG.1
- Index OFI.1

Detailed Contents

OFFICE

- **INTRODUCTION TO MICROSOFT OFFICE 2013** IO.2
- **Objectives** IO.2
- **What Is Microsoft Office 2013?** IO.3
- **Word 2013** IO.3
  - Word 2013 Features IO.3
- **Excel 2013** IO.6
  - Excel 2013 Features IO.6
- **Access 2013** IO.8
  - Access 2013 Features IO.8
- **PowerPoint 2013** IO.11
  - PowerPoint 2013 Features IO.11
- **Instructional Conventions** IO.13
  - Commands IO.13
  - File Names and Information to Type IO.13
- **Common Office 2013 Features** IO.14
  - Common Interface Features IO.14
  - Common Application Features IO.29
  - Using Office Help IO.63
  - Exiting an Office 2013 Application IO.67
- **LAB REVIEW** IO.68
  - Key Terms IO.68
  - Command Summary IO.68
- **LAB EXERCISES** IO.70
  - Hands-On Exercises IO.70
    - Step-by-Step IO.70
    - On Your Own IO.72

WORD

- **LAB 1 CREATING AND EDITING A DOCUMENT** WD1.1
- **Objectives** WD1.1
- **Case Study** WD1.2
- **Concept Preview** WD1.4
- **Creating New Documents** WD1.4
  - Developing a Document WD1.4
  - Exploring the Word 2013 Window WD1.5
  - Changing the Document View WD1.6
- **Entering Text** WD1.8
  - Typing Text WD1.9
  - Revealing Formatting Marks WD1.10
- **Identifying and Correcting Errors Automatically** WD1.11
  - Checking Grammar WD1.11
  - Checking Spelling WD1.14
  - Using AutoCorrect WD1.16
- **Using Word Wrap** WD1.18
- **Editing Documents** WD1.21
  - Inserting and Replacing Text WD1.23
  - Deleting Text WD1.24
  - Undoing Editing Changes WD1.26
  - Changing Case WD1.28
- **Copying and Moving Selections** WD1.29
  - Using Copy and Paste WD1.29
  - Using Cut and Paste WD1.33
  - Using Drag and Drop WD1.33
- **Formatting a Document** WD1.34
  - Changing Fonts and Font Sizes WD1.34
  - Applying Character Effects WD1.39
  - Setting Paragraph Alignment WD1.44
  - Clearing Formats WD1.45
- **Working with Graphics** WD1.47
  - Inserting a Picture from Your Computer WD1.48
  - Inserting a Picture from Online Sources WD1.49
  - Deleting a Graphic WD1.52
  - Changing the Layout WD1.53
  - Sizing and Moving a Graphic WD1.54
  - Adding a Watermark WD1.55
  - Modifying Document Properties WD1.57
- **Printing a Document** WD1.58
  - Previewing the Document WD1.58
- **Working with Templates** WD1.60
  - Replacing Placeholders WD1.62
  - Entering Body Text WD1.64
- **Exiting Word** WD1.65
- **FOCUS ON CAREERS** WD1.65
- **CONCEPT SUMMARY** WD1.66
- **LAB REVIEW** WD1.68
  - Key Terms WD1.68
  - Command Summary WD1.69
- **LAB EXERCISES** WD1.72
  - Screen Identification WD1.72
  - Matching WD1.73
  - True/False WD1.73
  - Fill-In WD1.74
  - Multiple Choice WD1.74
  - Hands-On Exercises WD1.76
    - Step-by-Step WD1.76
    - On Your Own WD1.83
- **LAB 2 REVISING AND REFINING A DOCUMENT** WD2.1
- **Objectives** WD2.1
- **Case Study** WD2.2

Concept Preview WD2.4
Revising a Document WD2.4
    Spell-Checking the Entire Document WD2.5
    Using the Thesaurus WD2.9
Working with Multiple Documents WD2.12
    Arranging and Scrolling Windows WD2.12
    Copying between Documents WD2.15
    Controlling Document Paging WD2.17
    Inserting a Hard Page Break WD2.18
Finding and Replacing Text WD2.20
    Finding Text WD2.20
    Replacing Text WD2.24
Inserting the Current Date WD2.27
Modifying Page Layout WD2.31
    Indenting Paragraphs WD2.31
    Setting Tab Stops WD2.35
    Adding Leader Characters WD2.38
    Changing Line and Paragraph Spacing WD2.40
Formatting Text WD2.44
    Adding Color Highlighting WD2.44
    Underlining Text WD2.45
    Copying Formats with Format Painter WD2.47
Creating Lists WD2.47
    Numbering a List WD2.48
    Bulleting a List WD2.50
    Sorting a List WD2.50
Using Quick Parts WD2.52
    Using Supplied Building Blocks WD2.52
    Creating a Custom Building Block WD2.54
Adding and Modifying Shapes WD2.56
    Inserting a Shape WD2.56
    Changing the Shape Style WD2.58
    Filling the Shape with Color WD2.59
    Adding Text to a Shape WD2.60
Finalizing the Document WD2.63
    Viewing the Entire Document WD2.63
    Applying a Picture Style WD2.65
    Inserting a Section Break WD2.66
    Setting Page Margins WD2.68
    Adding a Page Border WD2.73
Securing Content WD2.76
    Setting File Compatibility WD2.76
    Checking for Private Information WD2.77
E-mailing a Document WD2.79
Preparing and Printing Envelopes WD2.83

FOCUS ON CAREERS WD2.85

CONCEPT SUMMARY WD2.86

LAB REVIEW WD2.88
    Key Terms WD2.88
    Command Summary WD2.89

LAB EXERCISES WD2.92
    Matching WD2.92
    True/False WD2.92
    Fill-In WD2.93
    Multiple Choice WD2.94
    Hands-On Exercises WD2.96
        Step-by-Step WD2.96
        On Your Own WD2.104

LAB 3 CREATING REPORTS AND TABLES WD3.1

Objectives WD3.1
Case Study WD3.2
Concept Preview WD3.4
Using Heading Styles WD3.4
    Using Read Mode WD3.4
    Applying Heading Styles WD3.5
    Updating the Normal Style WD3.9
Navigating a Document WD3.9
    Browsing by Headings WD3.9
    Browsing by Pages WD3.12
    Collapsing and Expanding Parts of a Document WD3.13
Creating a Cover Page WD3.15
    Inserting a Cover Page WD3.15
    Modifying a Cover Page WD3.16
Using Document Themes WD3.18
    Applying a Theme WD3.19
    Customizing a Theme WD3.20
    Saving a Custom Theme WD3.23
    Changing the Style Set WD3.25
Creating a Table of Contents WD3.26
    Inserting a Blank Page WD3.27
    Generating a Table of Contents WD3.27
    Modifying a Table of Contents WD3.29
    Using a Table of Contents Hyperlink WD3.30
    Creating a Custom Style WD3.31
Including Source References WD3.33
    Selecting a Reference Style WD3.34
    Creating Citations WD3.34
    Editing a Source WD3.38
Including Footnotes WD3.40
    Inserting Footnotes in Draft View WD3.41
    Inserting Footnotes in Print Layout View WD3.42
Adding a Web Video WD3.44
    Finding and Inserting Video WD3.45
    Manipulating and Playing a Video WD3.46
Referencing Figures WD3.48
    Adding a Figure Caption WD3.48
    Adding a Cross-Reference WD3.50
    Using a Cross-Reference Hyperlink WD3.53
Creating a Simple Table WD3.54
    Inserting a Table WD3.55
    Entering Data in a Table WD3.56
    Inserting a Row WD3.57
    Sizing a Column WD3.58
    Sizing a Table WD3.59
    Sorting a Table WD3.60
    Formatting a Table WD3.61
Including a Table of Figures WD3.65
    Creating a Table of Figures WD3.66
    Modifying a Table of Figures WD3.67
    Updating a Table of Figures WD3.68

- **Creating a Bibliography** WD3.69
  - Generating the Bibliography WD3.69
  - Updating a Bibliography WD3.70
  - Modifying a Bibliography WD3.72
- **Creating an Index** WD3.73
  - Marking Entries for Indexing WD3.74
  - Creating the Index WD3.76
  - Updating and Modifying the Index WD3.77
- **Creating Headers and Footers** WD3.79
  - Using a Predesigned Header WD3.80
  - Modifying Header Settings WD3.82
  - Adding Header Content with Quick Parts WD3.84
  - Inserting and Modifying the Date WD3.86
  - Inserting and Modifying Page Numbers WD3.87
- **Updating a Table of Contents** WD3.89
- **Printing Selected Pages** WD3.92

FOCUS ON CAREERS WD3.93

CONCEPT SUMMARY WD3.94

LAB REVIEW WD3.96
- Key Terms WD3.96
- Command Summary WD3.97

LAB EXERCISES WD3.100
- Matching WD3.100
- True/False WD3.100
- Fill-In WD3.101
- Multiple Choice WD3.102
- Hands-On Exercises WD3.104
  - Step-by-Step WD3.104
  - On Your Own WD3.114

WORKING TOGETHER: COPYING, LINKING, AND EMBEDDING BETWEEN APPLICATIONS *WDWT.1*

- **Case Study** WDWT.1
- **Copying between Applications** WDWT.2
- **Linking between Applications** WDWT.6
  - Updating a Linked Object WDWT.10
  - Editing Links WDWT.11
- **Embedding an Object in Another Application** WDWT.12
  - Updating an Embedded Object WDWT.14

LAB REVIEW WDWT.17
- Key Terms WDWT.17
- Command Summary WDWT.17

LAB EXERCISES WDWT.18
- Step-by-Step WDWT.18

EXCEL

LAB 1 CREATING AND EDITING A WORKSHEET *EX1.1*

- **Objectives** EX1.1
- **Case Study** EX1.2
- **Concept Preview** EX1.4
- **Creating a Workbook** EX1.4
- **Exploring the Workbook Window** EX1.6
  - Moving around the Worksheet EX1.8
  - Developing a Worksheet EX1.11
- **Entering and Editing Data** EX1.12
- **Adding Text Entries** EX1.13
  - Clearing an Entry EX1.14
  - Editing an Entry EX1.15
  - Using AutoCorrect EX1.18
  - Adding Number Entries EX1.20
- **Modifying Column Widths** EX1.20
  - Dragging the Column Boundary EX1.21
  - Using a Specified Value EX1.22
  - Using AutoFit EX1.22
- **Saving, Closing, and Opening a Workbook File** EX1.23
- **Using Proofing Tools** EX1.24
  - Checking Spelling EX1.25
  - Using the Thesaurus EX1.27
- **Copying and Pasting Cell Contents** EX1.28
  - Copying and Pasting Data EX1.28
  - Selecting a Range EX1.30
  - Using the Fill Handle EX1.32
  - Inserting Copied Cell Content EX1.33
  - Cutting and Pasting Data EX1.34
- **Working with Formulas** EX1.36
  - Entering Formulas EX1.37
  - Copying Formulas with Relative References EX1.38
  - Summarizing Data EX1.40
  - Using the Quick Analysis Tool EX1.42
  - Using the Min, Max, and Average Functions EX1.44
  - Using Pointing to Enter a Formula EX1.45
  - Recalculating the Worksheet EX1.47
- **Inserting and Deleting Rows and Columns** EX1.48
  - Inserting Rows EX1.49
  - Deleting Columns EX1.50
- **Formatting Cells and Cell Content** EX1.50
  - Changing Cell Alignment EX1.51
  - Changing Row Height EX1.53
  - Indenting Cell Content EX1.53
  - Merging Cells EX1.55
  - Changing Fonts and Font Sizes EX1.56
  - Applying Text Effects EX1.58
  - Clearing Formats EX1.60
  - Using Format Painter EX1.60
  - Formatting Numbers EX1.61
  - Adding Font Color EX1.64
  - Adding Fill Color EX1.66
  - Adding and Removing Cell Borders EX1.66
- **Hide and Unhide Rows and Columns** EX1.69

Creating a Simple Chart EX1.70
  Specifying Data to Chart EX1.70
Formatting Values as a Date EX1.71
Documenting a Workbook EX1.73
Previewing and Printing a Worksheet EX1.73
  Displaying and Printing Formulas EX1.75
  Changing Worksheet Orientation and Scaling Content EX1.76
Exiting Excel 2013 EX1.77
FOCUS ON CAREERS EX1.77
CONCEPT SUMMARY EX1.78
LAB REVIEW EX1.80
  Key Terms EX1.80
  Command Summary EX1.81
LAB EXERCISES EX1.84
  Screen Identification EX1.84
  Matching EX1.85
  True/False EX1.85
  Fill-In EX1.86
  Multiple Choice EX1.86
  Hands-On Exercises EX1.88
    Step-by-Step EX1.88
    On Your Own EX1.95

LAB 2 ENHANCING THE WORKSHEET WITH GRAPHICS AND CHARTS EX2.1

Objectives EX2.1
Case Study EX2.2
Concept Preview EX2.4
Inserting and Formatting Illustrations EX2.4
  Inserting a Picture from a Computer EX2.4
  Sizing and Moving a Graphic EX2.7
  Inserting a Picture from Online Sources EX2.8
  Deleting a Graphic EX2.12
  Applying and Modifying a Picture Quick Style EX2.13
Using Themes EX2.15
  Applying a Theme EX2.16
  Customizing a Theme EX2.17
  Saving a Custom Theme EX2.18
Using Cell Styles EX2.19
  Applying Themed Cell Styles EX2.20
  Applying Heading and Total Cell Styles EX2.21
  Modifying Cell Styles EX2.23
  Applying a Number Cell Style EX2.23
Creating Charts EX2.24
  Selecting the Chart Data EX2.24
  Selecting the Chart Type EX2.26
  Moving and Sizing a Chart EX2.29
  Applying Chart Layouts EX2.30
  Applying Chart Styles EX2.32
  Adding and Removing Chart Labels EX2.33
  Changing the Chart Location EX2.35
Creating a Multiple Data Series Chart EX2.36
  Changing the Data Source EX2.39
  Changing the Chart Type: Line, Bar, Area, Stacked EX2.41
  Moving the Legend EX2.45
  Formatting Chart Elements EX2.45
  Adding and Formatting Data Labels EX2.52
  Changing Worksheet Data EX2.55
Creating a Combo Chart EX2.56
Creating and Formatting a Pie Chart EX2.58
  Selecting the Pie Chart Data EX2.59
  Adding Titles and Data Labels EX2.59
  Exploding and Rotating the Pie EX2.62
  Applying Color and Texture EX2.65
Preparing the Worksheet and Charts for Printing EX2.69
  Scaling the Worksheet EX2.69
  Adding Predefined Headers and Footers EX2.70
  Printing the Entire Workbook EX2.72
  Aligning a Sheet on a Page EX2.75
FOCUS ON CAREERS EX2.77
CONCEPT SUMMARY EX2.78
LAB REVIEW EX2.80
  Key Terms EX2.80
  Command Summary EX2.81
LAB EXERCISES EX2.84
  Matching EX2.84
  True/False EX2.84
  Fill-In EX2.85
  Multiple Choice EX2.86
  Hands-On Exercises EX2.88
    Step-by-Step EX2.88
    On Your Own EX2.95

LAB 3 MANAGING AND ANALYZING A WORKBOOK EX3.1

Objectives EX3.1
Case Study EX3.2
Concept Preview EX3.4
Correcting Formulas EX3.4
  Identifying Formula Errors EX3.5
  Using Absolute References EX3.10
Creating a Second-Quarter Worksheet EX3.14
  Copying Worksheets EX3.15
  Renaming Sheets and Coloring Sheet Tabs EX3.16
  Filling a Series EX3.18
  Using a 3-D Reference EX3.20
  Hiding Gridlines and Headings EX3.22
  Deleting and Moving Worksheets EX3.24

Finding and Replacing Information EX3.27
- Finding Information EX3.28
- Replacing Information EX3.30

Saving to a New Folder EX3.32

Managing Large Worksheets EX3.34
- Going to a Specific Cell EX3.34
- Splitting Windows EX3.35
- Freezing Panes EX3.40
- Watching Cells EX3.43

Forecasting Values EX3.45
- Performing What-If Analysis Manually EX3.45
- Using Goal Seek EX3.47

Using Conditional Formatting EX3.50
- Creating Cell Rules EX3.51
- Applying Top/Bottom Rules, Data Bars, Color Scales, and Icon Sets Conditional Formatting EX3.52
- Clearing Conditional Formatting EX3.57

Using Sparklines EX3.58
- Creating a Sparkline EX3.58
- Enhancing a Sparkline EX3.59

Customizing Print Settings EX3.60
- Controlling Page Breaks EX3.61
- Adding a Custom Header and Footer EX3.63
- Printing Selected Sheets EX3.68
- Printing Selected Areas EX3.69

FOCUS ON CAREERS EX3.71

CONCEPT SUMMARY EX3.72

LAB REVIEW EX3.76
- Key Terms EX3.76
- Command Summary EX3.77

LAB EXERCISES EX3.80
- Matching EX3.80
- True/False EX3.80
- Fill-In EX3.81
- Multiple Choice EX3.82
- Hands-On Exercises EX3.84
  - Step-by-Step EX3.84
  - On Your Own EX3.91

WORKING TOGETHER: LINKING AND EMBEDDING BETWEEN WORD 2013 AND EXCEL 2013 EXWT.1

Case Study EXWT.1

Sharing Information between Applications EXWT.2
- Copying between Excel and Word EXWT.2

Linking between Applications EXWT.4
- Updating a Linked Object EXWT.6
- Editing Links EXWT.8
- Embedding an Object EXWT.11
- Updating an Embedded Object EXWT.13

Deciding When to Link or Embed Objects EXWT.15

LAB REVIEW EXWT.16
- Key Terms EXWT.16
- Command Summary EXWT.16

LAB EXERCISES EXWT.17
- Hands-On Exercises EXWT.17
  - Step-by-Step EXWT.17

ACCESS

LAB 1 CREATING A DATABASE AC1.1

Objectives AC1.1

Case Study AC1.2

Concept Preview AC1.4

Designing a New Database AC1.4
- Planning the Club Database AC1.5

Creating and Naming the Database File AC1.6
- Exploring the Access Window AC1.9
- Using the Navigation Pane AC1.10

Creating a Table AC1.10
- Defining Table Fields AC1.11
- Adding a Field by Entering Data AC1.12
- Changing Field Names AC1.13
- Defining Field Data Type AC1.14
- Adding a Field Using Click to Add AC1.17
- Using Field Models AC1.18
- Deleting a Field in Datasheet View AC1.21

Modifying Field Properties AC1.22
- Switching Views AC1.22
- Setting Field Size AC1.24
- Changing Data Type AC1.26
- Editing Field Names AC1.27
- Defining a Field as a Primary Key AC1.28
- Entering Field Descriptions AC1.29
- Deleting a Field in Design View AC1.31
- Creating a Field in Design View AC1.31
- Creating an Attachment Field AC1.34

Entering and Editing Records AC1.34
- Verifying Data Accuracy and Validity AC1.35
- Using AutoCorrect AC1.37
- Attaching Files to Records AC1.39
- Moving between Fields AC1.44
- Zooming a Field AC1.45

Changing Column Width AC1.47
- Resizing a Column AC1.48
- Using Best Fit AC1.49

Navigating among Records AC1.54
- Moving Using the Keyboard AC1.54
- Moving Using the Record Navigation Buttons AC1.55
- Moving to a Specific Record AC1.56

Deleting Records AC1.57

Creating a Table in Design View AC1.59
- Inserting a Field AC1.59

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