

# **Microsoft® Office 2010 Bible**

**John Walkenbach**

**Herb Tyson**

**Michael R. Groh**

**Faithe Wempen**

**Lisa A. Bucki**



WILEY

Wiley Publishing, Inc.

# Contents at a Glance

Introduction .....	xxxix
<b>Part I: Common Office Features. ....</b>	<b>1</b>
Chapter 1: Welcome to Microsoft Office 2010 .....	3
Chapter 2: Navigating in Office .....	23
Chapter 3: Mastering Fundamental Operations .....	51
<b>Part II: Creating Documents with Word .....</b>	<b>87</b>
Chapter 4: Making a Document .....	89
Chapter 5: Formatting 101: Font/Character Formatting .....	121
Chapter 6: Paragraph Formatting .....	139
Chapter 7: Styles .....	159
Chapter 8: Page Setup and Sections .....	177
Chapter 9: Tables and Graphics .....	203
Chapter 10: Data Documents and Mail Merge .....	255
Chapter 11: Security, Tracking, and Comments .....	283
<b>Part III: Making the Numbers Work with Excel .....</b>	<b>307</b>
Chapter 12: Using Excel Worksheets and Workbooks .....	309
Chapter 13: Entering and Editing Worksheet Data .....	327
Chapter 14: Essential Worksheet and Cell Range Operations .....	347
Chapter 15: Introducing Formulas and Functions .....	391
Chapter 16: Working with Dates and Times .....	421
Chapter 17: Creating Formulas That Count and Sum .....	453
Chapter 18: Getting Started Making Charts .....	479
Chapter 19: Communicating Data Visually .....	497
<b>Part IV: Persuading and Informing with PowerPoint .....</b>	<b>525</b>
Chapter 20: A First Look at PowerPoint 2010 .....	527
Chapter 21: Creating a Presentation, Slides, and Text .....	545
Chapter 22: Working with Layouts, Themes, and Masters .....	595
Chapter 23: Working with Tables and Charts .....	631
Chapter 24: Using SmartArt Diagrams, Clip Art, and Pictures .....	685
Chapter 25: Building Animation Effects, Transitions, and Support Materials .....	741
Chapter 26: Preparing and Delivering a Live Presentation .....	773

## Contents at a Glance

---

<b>Part V: Organizing Messages, Contacts, and Time with Outlook . . . . .</b>	<b>803</b>
Chapter 27 : Fundamentals of E-mail .....	805
Chapter 28: Processing and Securing E-mail .....	859
Chapter 29: Working with Contacts.....	893
Chapter 30: Working with Appointments and Tasks .....	919
<b>Part VI: Designing Publications with Publisher . . . . .</b>	<b>957</b>
Chapter 31: Introducing Publisher .....	959
Chapter 32: Design Dazzling Publications with Publisher .....	983
<b>Part VII: Managing Information with Access and OneNote . . . . .</b>	<b>1005</b>
Chapter 33: An Introduction to Database Development .....	1007
Chapter 34: Creating Access Tables .....	1029
Chapter 35: Creating and Entering Data with Basic Access Forms.....	1079
Chapter 36: Selecting Data with Queries .....	1125
Chapter 37: Presenting Data with Access Reports.....	1157
Chapter 38: Keeping Information at Hand with OneNote.....	1175
<b>Part VIII: Sharing and Collaboration. . . . .</b>	<b>1197</b>
Chapter 39: SharePoint and SkyDrive .....	1199
Chapter 40: SharePoint Workspace.....	1211
Chapter 41: Integration with Other Office Applications.....	1227
<b>Appendix A: Customizing Office. . . . .</b>	<b>online</b>
<b>Appendix B: Optimizing Your Office Installation. . . . .</b>	<b>online</b>
<b>Appendix C: International Support and Accessibility Features. . . . .</b>	<b>online</b>
Index.....	1245

# Contents

<b>Introduction</b> .....	<b>xxxix</b>
---------------------------	--------------

<b>Part I: Common Office Features</b>	<b>1</b>
---------------------------------------	----------

---

<b>Chapter 1: Welcome to Microsoft Office 2010</b> .....	<b>3</b>
--	----------

Learning about Office Applications .....	3
Word .....	4
Excel .....	5
PowerPoint .....	8
Outlook .....	10
Taking Advantage of Other Office Applications .....	11
Publisher .....	11
Access .....	11
OneNote .....	12
Starting an Application .....	13
Closing an Application .....	16
Finding Files .....	17
Getting Help .....	19
Browsing Help Contents .....	19
Searching Office.com .....	19
Summary .....	21

<b>Chapter 2: Navigating in Office</b> .....	<b>23</b>
--	-----------

Discoverability .....	24
The “Results-Oriented” User Interface .....	25
Ribbons and Things .....	27
Title Bar .....	28
The Tab Row .....	29
KeyTips .....	29
Ribbon .....	30
Quick Access Toolbar .....	32
Live Preview .....	33
Galleries .....	34
The MiniBar or Mini Toolbar .....	35
Shortcut or Contextual Menus .....	36
Enhanced ScreenTips .....	37
Dialog Boxes and Launchers .....	37

# Contents

---

Task Panes .....	37
Status Bar .....	40
Go Backstage with File .....	42
Options .....	43
Truth in Advertising, or What's in a Name? .....	44
Advanced... versus Not Advanced? .....	45
Working with Dialog Boxes .....	48
Navigating Dialog Boxes .....	48
Using Tabbed Dialog Boxes .....	49
Summary .....	50
<b>Chapter 3: Mastering Fundamental Operations .....</b>	<b>51</b>
Working with Files .....	51
Understanding Office 2010 File Formats .....	51
Creating a New, Blank File .....	53
Creating a File with a Document Template .....	54
Saving and Naming a File .....	57
Opening a File .....	60
Closing a File .....	61
Printing a File .....	62
Performing a Basic Preview and Print .....	63
Understanding Page Design Settings .....	64
Choosing Print Settings and Printing .....	66
Working with Multiple Windows .....	69
Switching to Another File or Application Window .....	69
Arranging Windows .....	71
Moving and Copying Information .....	72
Understanding the Clipboard .....	72
Selecting Information .....	72
Copying .....	74
Cutting .....	75
Pasting .....	75
Finding and Replacing .....	78
Spell Checking .....	79
AutoCorrect, AutoFormat, and Actions .....	82
Styles and Live Preview .....	84
Summary .....	85
<b>Part II: Creating Documents with Word .....</b>	<b>87</b>
<b>Chapter 4: Making a Document .....</b>	<b>89</b>
Creating a Blank File .....	89
Typing Text .....	89
Using Word Wrap .....	90
Inserting versus Overtyping .....	91

Using Default Tabs.....	91
Making a New Paragraph.....	92
Creating a File from a Template .....	92
Understanding Templates.....	93
Creating the File from the Template .....	94
Working with Template Content .....	94
Saving and File Formats.....	96
Convert.....	98
Save & Send (Formerly Publish).....	99
Compatibility with Previous Versions of Word.....	100
To .doc or Not to .doc.....	102
Persistent Save As .....	103
Microsoft Office Compatibility Pack.....	104
.docx versus .docm.....	104
Converting a .docx File into a .docm File .....	105
Understanding .docx.....	105
Navigation Tips and Tricks.....	107
Tricks with Clicks.....	108
Seldom Screen .....	110
Keyboard .....	113
Views.....	115
Draft View Is the New Normal View.....	115
Print Layout.....	117
Full Screen Reading.....	117
Web Layout.....	118
Outline (Master Document Tools) .....	118
Summary.....	120
<b>Chapter 5: Formatting 101: Font/Character Formatting .....</b>	<b>121</b>
The Big Picture.....	121
Styles and Character/Font Formatting.....	122
Style versus Direct .....	123
Character Formatting.....	124
Formatting Techniques.....	125
The Font Group .....	127
The Font Dialog Box .....	134
The Mini Toolbar .....	136
Character-Formatting Shortcut Keys .....	137
Summary.....	138
<b>Chapter 6: Paragraph Formatting .....</b>	<b>139</b>
Styles and Paragraph Formatting.....	139
When to Use Styles.....	140
What Exactly Is a Paragraph, Anyway?.....	140
Paragraph-Formatting Attributes.....	142

# Contents

---

Paragraph-Formatting Techniques.....	145
Structural Formatting.....	145
Indentation.....	145
Alignment.....	147
Tabs.....	148
Paragraph Decoration.....	151
Numbering/Bullets.....	151
Shading.....	154
Borders and Boxes.....	156
Random Bonus Tip #1 — Sort Paragraphs That Aren't in a Table.....	157
Random Bonus Tip #2 — Move Paragraphs Easily.....	157
Summary.....	157
<b>Chapter 7: Styles .....</b>	<b>159</b>
Styles Group.....	159
Using Styles.....	161
Creating and Modifying Styles.....	163
Quick Style Sets.....	165
Styles Task Pane.....	169
Manage Styles.....	171
Style Inspector.....	174
Summary.....	175
<b>Chapter 8: Page Setup and Sections.....</b>	<b>177</b>
Page Setup Basics.....	177
Section Formatting.....	178
Styles, Section Formatting, and Paragraph Formatting.....	181
Page Setup Choices.....	182
Page Layout Settings.....	188
Page Borders.....	190
The Header and Footer Layer.....	191
Document Sections.....	192
Header and Footer Navigation and Design.....	192
Editing the Header and Footer Areas.....	192
Header and Footer Styles.....	193
Section Surfing.....	193
Link to Previous.....	194
Different First Page.....	194
Different Odd & Even Pages.....	195
Show Document Text.....	195
Distance from Edge of Paper.....	195
Adding Header and Footer Material.....	196
Page Numbers.....	196
Themes.....	200
What Are Themes?.....	200

Using Built-In Themes .....	200
Summary .....	201
<b>Chapter 9: Tables and Graphics .....</b>	<b>203</b>
Quick Start .....	203
Table Basics .....	204
Inserting Tables from Scratch .....	205
Inserting Tables Based on Existing Data .....	207
Handling Tables .....	209
Table Properties .....	213
Table Layout and Design .....	215
Modifying Table Layout .....	216
Table Math .....	223
Modifying Table Design .....	223
Inserting Pictures from Files .....	230
If Your Picture Format Isn't Supported .....	232
Pictures from the Clipboard and Internet .....	234
Manipulation 101 .....	234
Wrapping .....	235
Dragging and Nudging .....	238
Resizing and Cropping .....	238
Adjust .....	242
Arranging Pictures on the Page .....	244
Inserting Clip Art .....	245
SmartArt .....	247
Inserting SmartArt .....	247
Summary .....	252
<b>Chapter 10: Data Documents and Mail Merge .....</b>	<b>255</b>
Understanding Data Sources .....	255
Choosing the Type of Data Document .....	257
Restoring a Word Document to Normal .....	258
Attaching a Data Source .....	258
Selecting Recipients .....	259
Assembling a Data Document .....	264
Merge Fields .....	265
Rules .....	269
Match Fields .....	271
Preview Results .....	271
Find Recipient .....	271
Update Labels .....	273
Highlight Merge Fields .....	274
Auto Check for Errors .....	274
Finishing the Merge .....	274
Mail Merge Task Pane/Wizard .....	277



## Contents

---

Step 1: Document Type.....	277
Step 2: Starting Document.....	278
Step 3: Select Recipients.....	278
Step 4: Write Your Letter .....	279
Step 5: Preview Your Letters .....	280
Step 6: Complete the Merge .....	280
Summary.....	281
<b>Chapter 11: Security, Tracking, and Comments .....</b>	<b>283</b>
Protection Types.....	283
Restricting Permission (Information Rights Management) .....	284
Digital Signatures .....	288
Document Inspector (Removing Private/Personal Information) .....	290
Formatting and Editing Restrictions.....	292
Password to Open/Modify.....	296
Comments and Tracked Changes.....	298
Comments .....	298
Tracked Changes .....	301
Show Markup .....	302
Display for Review .....	304
Reviewing Pane.....	304
Reviewing Comments and Changes .....	305
Accepting and Rejecting Comments .....	305
Accepting and Rejecting Changes.....	306
Protecting Documents for Review .....	306
Summary.....	306
<b>Part III: Making the Numbers Work with Excel .....</b>	<b>307</b>
<b>Chapter 12: Using Excel Worksheets and Workbooks .....</b>	<b>309</b>
What Is Excel Good For? .....	309
What's New in Excel 2010?.....	310
Understanding Workbooks and Worksheets .....	311
Moving around a Worksheet .....	314
Navigating with Your Keyboard.....	315
Navigating with Your Mouse.....	316
Introducing Excel's Ribbon Tabs .....	317
Ribbon Tabs.....	317
Contextual Tabs.....	318
Creating Your First Excel Worksheet .....	319
Getting Started on Your Worksheet .....	319
Filling in the Month Names.....	319
Entering the Sales Data.....	319
Formatting the Numbers .....	320

Making Your Worksheet Look a Bit Fancier.....	321
Summing the Values.....	322
Creating a Chart.....	322
Printing Your Worksheet.....	323
Saving Your Workbook.....	324
Summary.....	325
<b>Chapter 13: Entering and Editing Worksheet Data . . . . .</b>	<b>327</b>
Exploring the Types of Data You Can Use.....	327
About Numeric Values.....	327
About Text Entries.....	328
About Formulas.....	329
Entering Text and Values into Your Worksheets.....	329
Entering Dates and Times into Your Worksheets.....	331
Entering Date Values.....	331
Entering Time Values.....	332
Modifying Cell Contents.....	332
Erasing the Contents of a Cell.....	332
Replacing the Contents of a Cell.....	333
Editing the Contents of a Cell.....	333
Learning Some Handy Data-Entry Techniques.....	334
Applying Number Formatting.....	340
Using Automatic Number Formatting.....	341
Formatting Numbers by Using the Ribbon.....	342
Using Shortcut Keys to Format Numbers.....	342
Formatting Numbers Using the Format Cells Dialog Box.....	343
Summary.....	346
<b>Chapter 14: Essential Worksheet and Cell Range Operations . . . . .</b>	<b>347</b>
Learning the Fundamentals of Excel Worksheets.....	347
Working with Excel Windows.....	347
Adding a New Worksheet to Your Workbook.....	352
Deleting a Worksheet You No Longer Need.....	352
Changing the Name of a Worksheet.....	353
Changing a Sheet Tab Color.....	353
Rearranging Your Worksheets.....	353
Hiding and Unhiding a Worksheet.....	355
Controlling the Worksheet View.....	356
Zooming in or out for a Better View.....	356
Viewing a Worksheet in Multiple Windows.....	356
Comparing Sheets Side-by-Side.....	359
Splitting the Worksheet Window into Panes.....	359
Keeping the Titles in View by Freezing Panes.....	359
Monitoring Cells with a Watch Window.....	361
Working with Rows and Columns.....	362

# Contents

---

Inserting Rows and Columns .....	363
Deleting Rows and Columns.....	364
Hiding Rows and Columns.....	364
Changing Column Widths and Row Heights.....	364
Understanding Cells and Ranges.....	366
Selecting Ranges .....	367
Selecting Complete Rows and Columns.....	368
Selecting Noncontiguous Ranges.....	368
Selecting Multisheet Ranges.....	369
Selecting Special Types of Cells.....	371
Selecting Cells by Searching.....	372
Copying or Moving Ranges .....	373
Copying by Using Ribbon Commands .....	374
Copying by Using Shortcut Menu Commands.....	374
Copying or Moving by Using Drag-and-Drop.....	375
Copying to Adjacent Cells .....	376
Copying a Range to Other Sheets .....	377
Using the Office Clipboard to Paste.....	377
Pasting in Special Ways .....	379
Using the Paste Special Dialog Box .....	380
Using Names to Work with Ranges .....	382
Creating Range Names in Your Workbooks.....	383
Managing Names.....	385
Adding Comments to Cells.....	387
Formatting Comments.....	388
Working Further with Comments .....	388
Summary.....	389
<b>Chapter 15: Introducing Formulas and Functions. ....</b>	<b>391</b>
Understanding Formula Basics.....	391
Using Operators in Formulas.....	392
Understanding Operator Precedence in Formulas.....	394
Using Functions in Your Formulas .....	396
Entering Formulas into Your Worksheets.....	398
Entering Formulas Manually .....	400
Entering Formulas by Pointing.....	400
Pasting Range Names into Formulas .....	401
Inserting Functions into Formulas .....	402
Function Entry Tips.....	404
Editing Formulas.....	404
Using Cell References in Formulas .....	405
Using Relative, Absolute, and Mixed References.....	405
Changing the Types of Your References.....	408
Referencing Cells Outside the Worksheet.....	408
Using Formulas in Tables .....	409

Summarizing Data in a Table.....	409
Using Formulas within a Table.....	410
Referencing Data in a Table.....	412
Correcting Common Formula Errors.....	414
Handling Circular References.....	415
Specifying When Formulas Are Calculated.....	416
Tips for Working with Formulas.....	417
Don't Hard-Code Values.....	417
Using the Formula Bar as a Calculator.....	418
Making an Exact Copy of a Formula.....	418
Converting Formulas to Values.....	419
Summary.....	419

**Chapter 16: Working with Dates and Times . . . . . 421**

How Excel Handles Dates and Times.....	421
Understanding Date Serial Numbers.....	421
Entering Dates.....	422
Understanding Time Serial Numbers.....	424
Entering Times.....	426
Formatting Dates and Times.....	426
Problems with Dates.....	427
Date-Related Worksheet Functions.....	430
Displaying the Current Date.....	431
Displaying Any Date.....	431
Generating a Series of Dates.....	432
Converting a Nondate String to a Date.....	433
Calculating the Number of Days Between Two Dates.....	434
Calculating the Number of Workdays between Two Dates.....	435
Offsetting a Date Using only Workdays.....	436
Calculating the Number of Years between Two Dates.....	436
Calculating a Person's Age.....	437
Determining the Day of the Year.....	438
Determining the Day of the Week.....	439
Determining the Date of the Most Recent Sunday.....	439
Determining the First Day of the Week after a Date.....	439
Determining the Nth Occurrence of a Day of the Week in a Month.....	440
Calculating Dates of Holidays.....	440
Determining the Last Day of a Month.....	443
Determining Whether a Year Is a Leap Year.....	443
Determining a Date's Quarter.....	444
Time-Related Functions.....	444
Displaying the Current Time.....	444
Displaying any Time.....	445
Calculating the Difference between Two Times.....	446
Summing Times that Exceed 24 Hours.....	447

# Contents

---

Converting from Military Time.....	449
Converting Decimal Hours, Minutes, or Seconds to a Time .....	449
Adding Hours, Minutes, or Seconds to a Time.....	450
Rounding Time Values.....	450
Working with Non-Time-of-Day Values.....	451
Summary.....	452
<b>Chapter 17: Creating Formulas That Count and Sum .....</b>	<b>453</b>
Counting and Summing Worksheet Cells .....	453
Basic Counting Formulas .....	455
Counting the Total Number of Cells.....	456
Counting Blank Cells.....	456
Counting Non-Blank Cells.....	457
Counting Numeric Cells.....	457
Counting Text Cells.....	457
Counting Non-text Cells.....	457
Counting Logical Values.....	457
Counting Error Values in a Range.....	458
Advanced Counting Formulas.....	458
Counting Cells by Using the COUNTIF Function.....	458
Counting Cells Based on Multiple Criteria .....	460
Counting the Most Frequently Occurring Entry.....	463
Counting the Occurrences of Specific Text.....	463
Counting the Number of Unique Values.....	465
Creating a Frequency Distribution .....	465
Summing Formulas.....	470
Summing All Cells in a Range .....	470
Computing a Cumulative Sum.....	472
Summing the “Top <i>n</i> ” Values .....	473
Conditional Sums Using a Single Criterion .....	474
Summing Only Negative Values.....	475
Summing Values Based on a Different Range.....	475
Summing Values Based on a Text Comparison.....	476
Summing Values Based on a Date Comparison.....	476
Conditional Sums Using Multiple Criteria.....	476
Using And Criteria.....	476
Using Or Criteria.....	478
Using And and Or Criteria .....	478
Summary.....	478
<b>Chapter 18: Getting Started Making Charts .....</b>	<b>479</b>
What Is a Chart?.....	479
Understanding How Excel Handles Charts .....	480
Embedded Charts.....	481
Chart Sheets .....	482

Creating a Chart .....	484
Hands On: Creating and Customizing a Chart.....	485
Selecting the Data .....	485
Choosing a Chart Type .....	486
Experimenting with Different Layouts .....	486
Trying Another View of the Data .....	487
Trying Other Chart Types .....	488
Trying Other Chart Styles .....	488
Working with Charts.....	490
Resizing a Chart .....	490
Moving a Chart.....	490
Copying a Chart .....	491
Deleting a Chart .....	491
Adding Chart Elements .....	491
Moving and Deleting Chart Elements.....	491
Formatting Chart Elements .....	492
Printing Charts.....	492
Understanding Chart Types .....	493
Choosing a Chart Type.....	494
Summary.....	495
<b>Chapter 19: Communicating Data Visually.....</b>	<b>497</b>
About Conditional Formatting .....	497
Specifying Conditional Formatting.....	499
Formatting Types You Can Apply .....	499
Making Your Own Rules.....	500
Conditional Formats That Use Graphics .....	501
Using Data Bars .....	501
Using Color Scales .....	503
Using Icon Sets .....	505
Creating Formula-Based Rules .....	508
Understanding Relative and Absolute References .....	509
Conditional Formatting Formula Examples .....	510
Working with Conditional Formats .....	513
Managing Rules .....	514
Copying Cells That Contain Conditional Formatting.....	514
Deleting Conditional Formatting.....	515
Locating Cells That Contain Conditional Formatting.....	515
Introducing Sparklines.....	515
Sparkline Types .....	516
Creating Sparklines .....	517
Customizing Sparklines.....	519
Specifying a Date Axis .....	522
Auto-updating Sparklines.....	523
Summary.....	524

## **Part IV: Persuading and Informing with PowerPoint** **525**

### **Chapter 20: A First Look at PowerPoint 2010** **527**

What's New in PowerPoint 2010? .....	528
Backstage View .....	528
Better Support for Video Import and Editing .....	529
Output to Video and DVD .....	529
Collaboration .....	529
Other Changes .....	529
Learning Your Way around PowerPoint .....	530
Starting and Exiting PowerPoint .....	531
Changing the View .....	532
Normal View .....	533
Slide Sorter View .....	534
Slide Show View .....	535
Notes Page View .....	536
Zooming In and Out .....	536
Enabling Optional Display Elements .....	538
Ruler .....	538
Gridlines .....	539
Guides .....	540
Color/Grayscale/Pure Black and White Views .....	541
Opening a New Display Window .....	542
Arranging Windows .....	542
Switching among Windows .....	543
Summary .....	543

### **Chapter 21: Creating a Presentation, Slides, and Text** **545**

Starting a New Presentation .....	545
Starting a Blank Presentation from Scratch .....	545
Starting a Presentation from a Template or Theme .....	546
Basing a New Presentation on an Existing One .....	548
Basing a New Presentation on Content from Another Application .....	550
Saving Your Work .....	551
Saving for the First Time .....	551
Saving Subsequent Times .....	552
Changing Drives and Folders .....	553
Saving in a Different Format .....	557
Specifying Save Options .....	562
Setting Passwords for File Protection .....	564
Closing and Reopening Presentations .....	566
Closing a Presentation .....	566
Opening a Presentation .....	566
Opening a File from a Different Program .....	569
Finding a Presentation File to Open .....	569

Creating New Slides .....	570
Creating New Slides from the Outline Pane.....	571
Creating a Slide from the Slides Pane.....	571
Creating a Slide from a Layout.....	572
Copying Slides.....	572
Inserting Content from External Sources .....	574
Copying Slides from Other Presentations.....	574
Inserting New Slides from an Outline .....	576
Opening a Word Document as a New Presentation.....	578
Importing Text from Web Pages .....	579
Managing Slides .....	579
Selecting Slides .....	580
Deleting Slides .....	581
Undoing Mistakes.....	581
Rearranging Slides.....	582
Using Content Placeholders.....	584
Inserting Content into a Placeholder .....	584
Placeholders versus Manually Inserted Objects .....	585
Creating Text Boxes Manually .....	585
When Should You Use a Manual Text Box?.....	586
Creating a Text Box Manually.....	587
Working with Text Boxes .....	587
Selecting Text Boxes .....	587
Sizing a Text Box .....	588
Positioning a Text Box .....	589
Changing a Text Box's AutoFit Behavior.....	590
Summary.....	593

## **Chapter 22: Working with Layouts, Themes, and Masters . . . . . 595**

Understanding Layouts and Themes .....	595
Themes versus Templates .....	596
Where Themes Are Stored .....	597
Themes, Layouts, and Slide Master View .....	597
Changing a Slide's Layout.....	598
Applying a Theme .....	600
Applying a Theme from the Gallery.....	601
Applying a Theme from a Theme or Template File .....	602
Changing Colors, Fonts, and Effects .....	603
Understanding Color Placeholders.....	603
Switching Color Themes.....	604
Understanding Font Placeholders .....	605
Switching Font Themes .....	606
Changing the Effect Theme .....	606
Creating and Managing Custom Color and Font Themes.....	608
Creating a Custom Color Theme.....	608



## Contents

---

Sharing a Custom Color Theme with Others .....	610
Deleting a Custom Color Theme .....	610
Creating a Custom Font Theme .....	611
Sharing a Custom Font Theme with Others .....	611
Deleting a Custom Font Theme .....	612
Changing the Background .....	613
Applying a Background Style .....	614
Applying a Background Fill .....	615
Working with Background Graphics .....	616
Working with Placeholders .....	617
Formatting a Placeholder .....	618
Moving, Deleting, or Restoring Placeholders .....	619
Displaying the Date, Number, and Footer on Slides .....	620
Customizing and Creating Layouts .....	621
Understanding Content Placeholders .....	622
Adding a Custom Placeholder .....	622
Deleting and Restoring a Custom Placeholder .....	623
Overriding the Slide Master Formatting for a Layout .....	624
Creating a New Layout .....	624
Renaming a Layout .....	625
Duplicating and Deleting Layouts .....	625
Copying Layouts between Slide Masters .....	625
Managing Slide Masters .....	626
Creating and Deleting Slide Masters .....	626
Renaming a Slide Master .....	627
Preserving a Slide Master .....	628
Managing Themes .....	628
Creating a New Theme .....	628
Renaming a Theme .....	629
Deleting a Theme .....	629
Copying a Theme from Another Presentation .....	630
Summary .....	630

## **Chapter 23: Working with Tables and Charts . . . . . 631**

Creating a New Table .....	631
Creating a Table with the Insert Table Dialog Box .....	632
Creating a Table from the Table Button .....	633
Drawing a Table .....	633
Moving Around in a Table .....	635
Selecting Rows, Columns, and Cells .....	635
Editing a Table's Structure .....	636
Resizing the Overall Table .....	637
Inserting or Deleting Rows and Columns .....	637
Merging and Splitting Cells .....	639
Applying Table Styles .....	639

Formatting Table Cells .....	641
Changing Row Height and Column Width.....	641
Table Margins and Alignment.....	642
Applying Borders.....	642
Applying Fills .....	643
Applying a Shadow to a Table.....	649
Applying a 3-D Effect to a Table .....	649
Changing Text Alignment .....	651
Changing Text Direction .....	652
Understanding Charts.....	652
Parts of a Chart.....	653
PowerPoint 2010 versus Legacy Charts.....	654
Starting a New Chart.....	656
Working with Chart Data.....	659
Plotting by Rows versus by Columns.....	659
Redefining the Data Range.....	660
Chart Types and Chart Layout Presets .....	662
Working with Labels .....	663
Working with Chart Titles.....	665
Working with Axis Titles.....	665
Working with Legends.....	667
Adding Data Labels.....	669
Adding a Data Table.....	671
Controlling the Axes .....	672
Using Axis Presets .....	672
Setting Axis Scale Options.....	673
Setting a Number Format .....	676
Formatting a Chart.....	677
Clearing Manually Applied Formatting .....	678
Formatting Titles and Labels .....	678
Applying Chart Styles.....	679
Formatting the Chart Area .....	679
Formatting the Legend .....	680
Formatting Gridlines and Walls .....	680
Formatting the Data Series .....	681
Rotating a 3-D Chart .....	682
Summary.....	683

## **Chapter 24: Using SmartArt Diagrams, Clip Art, and Pictures . . . . . 685**

Understanding SmartArt Types and Their Uses .....	685
List.....	686
Process.....	686
Cycle.....	687
Hierarchy.....	688
Relationship.....	689

## Contents

---

Matrix.....	689
Pyramid.....	689
Picture.....	690
Inserting a Diagram.....	691
Editing SmartArt Text.....	691
Modifying SmartArt Structure.....	693
Inserting and Deleting Shapes.....	693
Adding Bullets.....	694
Promoting and Demoting Text.....	694
Changing the Flow Direction.....	694
Reordering Shapes.....	694
Repositioning Shapes.....	695
Resetting a Graphic.....	696
Changing to a Different Diagram Layout.....	696
Modifying a Hierarchy Diagram Structure.....	696
Inserting and Deleting Shapes.....	696
Changing a Person's Level in the Organization.....	698
Controlling Subordinate Layout Options.....	698
Formatting a Diagram.....	699
Applying a SmartArt Style.....	700
Changing SmartArt Colors.....	701
Manually Applying Colors and Effects to Individual Shapes.....	701
Manually Formatting the Diagram Text.....	702
Making a Shape Larger or Smaller.....	702
Resizing the Entire SmartArt Graphic Object.....	703
Editing in 2-D.....	703
Changing the Shapes Used in the Diagram.....	704
Saving a SmartArt Diagram as a Picture.....	704
Choosing Appropriate Clip Art.....	705
About the Clip Organizer.....	706
Inserting Clip Art on a Slide.....	706
Clip Art Search Methods.....	707
Using Multiple Keywords.....	708
Specify Which Media File Types to Find.....	708
Work with Found Clips.....	708
Working with Clip Art Collections.....	710
Opening and Browsing the Clip Organizer.....	710
Using the Clip Organizer to Insert Clip Art.....	712
Creating and Deleting Folders.....	712
Moving Clips between Collections.....	713
Cataloging Clips.....	713
Deleting Clips from the Clip Organizer.....	715
Making Clips Available Offline.....	716
Browsing for More Clips on Office.com.....	716
Understanding Raster Graphics.....	718

Resolution.....	720
Color Depth.....	723
File Format.....	723
Importing Image Files into PowerPoint.....	725
Linking to a Graphic File.....	727
Acquiring Images from a Scanner.....	727
Acquiring Images from a Digital Camera.....	729
Capturing and Inserting Screenshots.....	730
Sizing and Cropping Photos.....	732
Sizing a Photo.....	732
Cropping a Photo.....	733
Resetting a Photo.....	737
Compressing Images.....	737
Reducing Resolution and Compressing Images in PowerPoint.....	737
Reducing Resolution with a Third-Party Utility.....	739
Summary.....	739

**Chapter 25: Building Animation Effects, Transitions,  
and Support Materials ..... 741**

Understanding Animation and Transitions.....	741
Assigning Transitions to Slides.....	742
Setting Transition Effects and Timings.....	742
More about Transition Sounds.....	744
Rehearsing and Recording Transition Timings.....	745
Animating Slide Content.....	747
Understanding Animations.....	747
Choosing an Animation Effect.....	749
Animating Parts of a Chart.....	750
The When and How of Handouts.....	755
Creating Handouts.....	756
Choosing a Layout.....	756
Printing Handouts.....	757
Setting Printer-Specific Options.....	760
Using the Handout Master.....	762
Setting the Number of Slides per Page.....	763
Using and Positioning Placeholders.....	764
Setting Handout and Slide Orientation.....	765
Formatting Handouts.....	766
Creating Speaker Notes.....	766
Typing Speaker Notes.....	767
Changing the Notes Page Layout.....	768
Printing Notes Pages.....	769
Printing an Outline.....	770
Printing Slides.....	770
Summary.....	771

## Contents

---

<b>Chapter 26: Preparing and Delivering a Live Presentation . . . . .</b>	<b>773</b>
Starting and Ending a Show .....	773
Using the Onscreen Show Controls.....	774
Moving from Slide to Slide.....	776
Jumping to Specific Slides.....	777
Blanking the Screen.....	778
Using the Onscreen Pen .....	779
Hiding Slides for Backup Use .....	781
Hiding and Unhiding Slides .....	781
Showing a Hidden Slide during a Presentation.....	782
Using Custom Shows.....	782
Ideas for Using Custom Shows.....	784
Creating Custom Shows.....	785
Editing Custom Shows.....	786
Copying Custom Shows.....	787
Deleting Custom Shows.....	787
Displaying a Custom Show .....	787
Using a Custom Show as the Main Presentation .....	791
Giving a Presentation on a Different Computer .....	792
Copying a Presentation to CD .....	792
Creating a CD Containing Multiple Presentation Files .....	794
Setting Copy Options .....	795
Copying a Presentation to Other Locations .....	796
Working with Audiovisual Equipment.....	797
Presenting with Two Screens.....	798
Configuring Display Hardware for Multi-screen Viewing.....	798
Setting Up a Presentation for Two Screens.....	800
Presenting with Two Screens Using Presenter View .....	800
Summary.....	802

## **Part V: Organizing Messages, Contacts, and Time with Outlook** **803**

---

<b>Chapter 27: Fundamentals of E-mail. . . . .</b>	<b>805</b>
Setting Up Your E-mail Accounts .....	805
Automatic E-mail Account Setup.....	806
Manual E-mail Account Setup (POP and IMAP).....	808
Manual E-mail Account Setup (Exchange Server).....	815
Manual E-mail Account Setup (Web).....	816
Modifying Account Settings .....	818
Using Outlook Profiles .....	819
Understanding Profiles .....	819
Creating a New Profile.....	819
Switching Profiles .....	820

Composing and Sending Messages.....	820
Quick Compose and Send .....	821
Message Addressing Options.....	822
Changing the Reply To Address.....	822
Entering Recipients Manually .....	823
Entering Recipients from Your Contacts (Address Book).....	823
Sending Attachments.....	824
Reading and Replying to Messages.....	826
Reading a Message .....	826
Replying to and Forwarding Messages.....	830
Working with Received Attachments.....	831
Understanding the Inbox Display.....	834
Understanding Files and Folders.....	834
Outlook Data Files.....	835
Offline Folders File .....	835
Working with Outlook Folders.....	836
Outlook's Default Folders .....	836
Creating a New E-mail Folder.....	837
Creating a New Non-E-mail Folder.....	839
Organizing Folders in Groups .....	841
Working with Folders, Groups, and Items.....	842
Deleting Items and Using the Deleted Items Folder.....	844
Setting Options for an Individual E-mail Message.....	845
Changing the Send Account .....	846
Saving Sent Items .....	846
Sending Items with a Message .....	846
Setting Message Importance and Sensitivity.....	850
Setting Message Restrictions.....	850
Flagging a Message for Follow-up.....	851
Assigning a Message to a Category .....	853
Requesting Delivery and Read Receipts.....	853
Delaying Delivery and Setting Message Expiration.....	854
Setting Global E-mail Options.....	855
Summary.....	857

## **Chapter 28: Processing and Securing E-mail . . . . . 859**

Understanding Junk E-mail Filtering.....	859
Setting Junk E-mail Options.....	860
Blocking and Allowing Specific Addresses .....	862
Defining Safe Senders .....	862
Blocking/Allowing Individual Senders.....	863
Defining Safe Recipients .....	864
Defining Blocked Senders.....	864
International Junk E-mail Options .....	864
Understanding E-mail Rule Basics.....	865

# Contents

---

Creating a New Rule .....	866
Selecting a Rule Template .....	867
Editing a Rule Description .....	867
Finishing the Rule .....	867
Creating a Rule from a Blank Template .....	868
Some Rule Examples .....	871
Rule Example 1 .....	871
Rule Example 2 .....	873
Rule Example 3 .....	874
Managing Rules .....	876
Protecting against Viruses .....	877
On-demand E-mail Scan .....	878
Dealing with Attachments .....	878
Automatically Blocked Attachments .....	878
Other Attachment Types .....	880
Sending Blocked File Types .....	880
Macro Security .....	881
Using Certificates and Digital Signatures .....	883
Obtaining a Digital ID .....	883
Importing/Exporting Digital IDs .....	884
Receiving Digitally Signed Messages .....	886
Obtaining Other People's Public Keys .....	886
Encrypting and Digitally Signing Messages .....	887
Encrypting Messages .....	888
Digitally Signing Messages .....	889
HTML Message Dangers .....	890
Summary .....	891
<b>Chapter 29: Working with Contacts .....</b>	<b>893</b>
Understanding Outlook Contacts .....	893
The Contacts Window .....	894
Adding a New Contact Group .....	895
Customizing a Contacts View .....	896
Finding Contacts .....	898
Adding Contacts .....	900
Adding a Contact Manually .....	900
Adding a Contact from a Received E-mail .....	901
Adding a Contact from an Outlook Contact .....	901
Sending an E-mail to a Contact or Group .....	902
More about Contacts .....	903
The Contact Window .....	903
Other Contact Displays .....	906
Editing the Business Card .....	909
Dialing the Phone .....	910

Sending Contact Information by E-mail ..... 912  
Other Contact Actions ..... 912  
Performing a Mail Merge from Your Contacts..... 915  
Working with Multiple Address Books..... 917  
Setting Contact Options ..... 917  
Summary ..... 918

**Chapter 30: Working with Appointments and Tasks. . . . . 919**

Understanding the Outlook Calendar ..... 919  
Using the Calendar ..... 920  
    Working with Calendar Views..... 921  
    Using the To-Do Bar with Appointments..... 924  
Working with Appointments..... 926  
    Creating a Simple Appointment..... 926  
    Editing and Deleting Appointments ..... 929  
    Appointment Options..... 930  
Searching the Calendar ..... 938  
Setting Calendar Options ..... 939  
Understanding Tasks..... 942  
Using the Tasks Feature..... 942  
Creating a New Task..... 945  
    Entering Task Details..... 946  
    Assigning a Task..... 946  
    Specifying Task Recurrence..... 949  
Working with Assigned Tasks ..... 950  
    Receiving a Task Assignment..... 950  
    Task Status Reports ..... 951  
    Sending a Status Report Manually ..... 952  
Other Ways of Viewing Tasks..... 952  
    Viewing Tasks on the To-Do Bar ..... 952  
    Viewing Tasks on the Calendar ..... 952  
Setting Task Options ..... 953  
Summary ..... 955

**Part VI: Designing Publications with Publisher 957**

---

**Chapter 31: Introducing Publisher . . . . . 959**

The Publisher Workspace..... 959  
Using a Template to Create a Publication ..... 963  
Working with Text ..... 965  
    Typing Text in a Placeholder..... 966  
    Creating a Placeholder and Adding Text..... 966  
    Inserting a Text File..... 968



## Contents

---

Resizing, AutoFlow, and Linked Text Boxes .....	969
Formatting Text .....	971
The Measurement Task Pane .....	974
Working with Graphics .....	974
Inserting a Picture File .....	974
Inserting a Clip Art Image .....	976
Changing a Placeholder Picture .....	977
Formatting Pictures .....	977
Drawing Lines and Shapes .....	977
Working with Tables .....	979
Entering and Editing Table Data .....	981
Working with the Table Format .....	981
Summary .....	982

### **Chapter 32: Design Dazzling Publications with Publisher . . . . . 983**

Adding Special Effects .....	983
BorderArt .....	983
Drop Caps .....	986
WordArt .....	988
Text Effects and Typography Tools .....	989
Using Building Blocks .....	990
Updating a Publication .....	991
Changing the Background .....	991
Changing Page Settings .....	992
Changing Colors .....	993
Fine-Tuning Objects .....	993
Aligning Objects .....	994
Grouping Objects .....	995
Wrapping and Hyphenating Text .....	996
Working with Pages .....	997
Adding Pages .....	997
Numbering Pages .....	999
Checking and Printing .....	999
Using the Design Checker .....	999
Printing .....	1001
Preparing for Outside Printing .....	1001
Summary .....	1003

### **Part VII: Managing Information with Access and OneNote 1005**

---

#### **Chapter 33: An Introduction to Database Development . . . . . 1007**

The Database Terminology of Access .....	1008
Databases .....	1008
Tables .....	1009
Records and Fields .....	1011

Values .....	1012
Relational Databases.....	1012
Access Database Objects and Views.....	1013
Datasheets.....	1014
Queries .....	1014
Data-Entry and Display Forms .....	1015
Reports .....	1016
Database Objects .....	1016
A Five-Step Design Method .....	1016
Step 1: The Overall Design — From Concept to Reality .....	1017
Step 2: Report Design .....	1018
Step 3: Data Design.....	1019
Step 4: Table Design .....	1022
Step 5: Form Design .....	1026
Summary.....	1026

## **Chapter 34: Creating Access Tables . . . . . 1029**

Getting Started with Access.....	1029
The Templates Section .....	1030
The Office Backstage View .....	1031
Creating a Database.....	1032
The Access 2010 Environment .....	1035
The Navigation Pane.....	1035
The Ribbon.....	1038
Other Relevant Features of the Access Environment .....	1039
Creating a New Table .....	1039
The Importance of Naming Conventions.....	1041
The Table Design Process .....	1043
Adding a New Table to the Database .....	1043
Using the Table Tools Design Tab.....	1047
Working with Fields.....	1049
Creating a Table.....	1056
Using AutoNumber Fields .....	1057
Completing tblCustomers .....	1057
Setting the Primary Key .....	1057
Choosing a Primary Key.....	1057
Creating the Primary Key.....	1058
Creating Composite Primary Keys.....	1059
Indexing Access Tables.....	1060
The Importance of Indexes.....	1061
Multiple-Field Indexes.....	1061
When to Index Tables.....	1063
Printing a Table Design .....	1064
Saving the Completed Table .....	1065
Manipulating Tables .....	1066

## Contents

---

Renaming tables .....	1066
Deleting Tables .....	1066
Copying Tables in a Database .....	1066
Copying a Table to Another Database .....	1067
Adding Records to a Database Table .....	1068
Opening a Datasheet .....	1068
Moving within a Datasheet .....	1069
Using the Navigation Buttons .....	1069
Entering New Data .....	1070
Saving the Record .....	1071
Understanding Automatic Data-Type Validation .....	1072
Navigating Records in a Datasheet .....	1073
Moving between Records .....	1073
Finding a Specific Value .....	1074
Changing Values in a Datasheet .....	1076
Manually Replacing an Existing Value .....	1076
Fields that You Can't Edit .....	1077
Summary .....	1077

### **Chapter 35: Creating and Entering Data with Basic Access Forms . . . . 1079**

Adding a Form .....	1079
Creating a New Form .....	1081
Looking at Special Types of Forms .....	1085
Resizing the Form Area .....	1090
Saving Your Form .....	1090
Working with Controls .....	1091
The Different Control Types .....	1092
Adding a Control .....	1094
Selecting and Deselecting Controls .....	1098
Selecting a Single Control .....	1098
Selecting Multiple Controls .....	1099
Deselecting Controls .....	1100
Manipulating Controls .....	1100
Resizing a Control .....	1100
Sizing Controls Automatically .....	1101
Moving a Control .....	1102
Aligning Controls .....	1102
Modifying the Appearance of a Control .....	1105
Grouping Controls .....	1106
Attaching (and Reattaching) a Label to a Control .....	1106
Changing a Control's Type .....	1107
Copying a Control .....	1108
Deleting a Control .....	1108
Understanding Properties .....	1109
Displaying the Property Sheet .....	1109
Getting Acquainted with the Property Sheet .....	1110

Changing a Control's Property Setting .....	1111
Naming Control Labels and Their Captions .....	1112
Entering Records in Form View.....	1114
The Form View Ribbon Appearance .....	1115
Navigating between Fields.....	1116
Moving between Records in a Form .....	1117
Changing Values in a Form .....	1118
Controls That You Can't Edit .....	1119
Working with Pictures and OLE Objects.....	1119
Entering Data in a Memo Field .....	1120
Entering Data in a Date Field.....	1120
Using Option Groups.....	1120
Using Combo Boxes and List Boxes.....	1122
Switching to Datasheet View.....	1122
Saving a Record .....	1123
Printing a Form .....	1123
Summary.....	1124

**Chapter 36: Selecting Data with Queries . . . . . 1125**

Understanding Queries .....	1126
What Queries Are.....	1126
Types of Queries.....	1129
What Queries Can Do .....	1130
What Queries Return.....	1130
Creating a Query .....	1131
Adding Fields .....	1134
Adding a Single Field.....	1134
Adding Multiple Fields .....	1135
Displaying the Recordset.....	1137
Working with Fields.....	1138
Selecting a Field in the QBE Grid .....	1138
Changing Field Order.....	1138
Resizing Columns in the QBE Grid .....	1139
Removing a Field.....	1141
Inserting a Field.....	1141
Providing an Alias for the Field Name .....	1141
Showing a Field .....	1142
Changing the Sort Order.....	1144
Displaying Only Selected Records.....	1145
Understanding Selection Criteria.....	1146
Entering Simple String Criteria.....	1146
Entering Other Simple Criteria.....	1148
Printing a Query's Recordset .....	1149
Saving a Query .....	1149
Adding More Than One Table to a Query.....	1150
Working with the Table Pane .....	1151

# Contents

---

Looking at the Join Line .....	1151
Manipulating Field Lists .....	1152
Moving a Table .....	1152
Removing a Table.....	1152
Adding More Tables.....	1152
Viewing Table Names .....	1153
Adding Multiple Fields .....	1153
Understanding Multi-Table Query Limitations.....	1154
Overcoming Query Limitations.....	1155
Summary.....	1156

## **Chapter 37: Presenting Data with Access Reports . . . . . 1157**

Introducing Reports .....	1157
Identifying the Different Types of Reports.....	1158
Distinguishing between Reports and Forms.....	1159
Creating a Report, from Beginning to End .....	1161
Defining the Report Layout .....	1161
Assembling the Data.....	1161
Creating the Report with the Report Wizard.....	1162
Printing the Report.....	1173
Saving the Report .....	1173
Summary.....	1174

## **Chapter 38: Keeping Information at Hand with OneNote . . . . . 1175**

Who Needs OneNote and Why .....	1175
Touring OneNote .....	1176
Creating a Notebook.....	1178
Creating a Section .....	1179
Creating a Page.....	1180
Inserting Notes.....	1182
Plain Notes .....	1182
Tagged Notes .....	1183
Extra Writing Space.....	1184
Formatting Information.....	1184
Inserting an Outlook Task.....	1184
Inserting a Picture or File.....	1186
Inserting a Screen Clipping.....	1186
Writing on a Page .....	1188
Using Linked Note Taking.....	1190
Organizing, Finding, and Sharing.....	1190
Reorganizing.....	1190
Viewing Tagged Notes .....	1192
Searching Notes.....	1193
Saving Note Information for Others .....	1194
Summary.....	1195

**Part VIII: Sharing and Collaboration 1197**

**Chapter 39: SharePoint and SkyDrive . . . . . 1199**

What Happened to Workspace Management? ..... 1200

Accessing Your SharePoint Server..... 1200

    Using Office 2010 with SharePoint 2010 ..... 1202

    Using Save to SharePoint from Backstage View..... 1202

    Co-authoring ..... 1204

    Co-authoring Indicators ..... 1205

Save to Web (SkyDrive) ..... 1206

    Creating a SkyDrive Account..... 1206

    Accessing SkyDrive Documents ..... 1207

Summary..... 1209

**Chapter 40: SharePoint Workspace . . . . . 1211**

Who Needs SharePoint Workspace 2010? ..... 1212

Groove Workspaces versus SharePoint Workspaces..... 1213

Using the SharePoint Workspace 2010 Client..... 1214

    Deleting an Account ..... 1214

    The SharePoint Workspace 2010 Interface..... 1215

SharePoint Workspaces ..... 1216

    Deleting a SharePoint Workspace ..... 1219

Groove Workspaces..... 1219

    Workspaces ..... 1219

    Sending Workspace Invitations ..... 1221

    Canceling Pending Invitations..... 1222

    Accepting Workspace Invitations ..... 1222

    Working with Groove Documents ..... 1223

Shared Folders..... 1223

    Deleting a Shared Folder..... 1224

Summary..... 1225

**Chapter 41: Integration with Other Office Applications. . . . . 1227**

OneNote ..... 1227

    Printing from Word to OneNote..... 1228

    Sending from OneNote to Word..... 1229

Excel..... 1229

    Using Excel Content in Word ..... 1230

    Using Word Content in Excel ..... 1236

PowerPoint ..... 1238

    Converting Word to PowerPoint Presentations..... 1239

    Converting PowerPoint Presentations to Word Documents..... 1239

Outlook ..... 1240

    Using the Outlook Address Book in Word..... 1241

Summary..... 1243

## Contents

---

<b>Appendix A: Customizing Office . . . . .</b>	<b>online</b>
<b>Appendix B: Optimizing Your Office Installation. . . . .</b>	<b>online</b>
<b>Appendix C: International Support and Accessibility Features. . . . .</b>	<b>online</b>
<b>Index . . . . .</b>	<b>1245</b>