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Wallace Wang

Author of Office 2007 For Dummies



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by Wallace Wang



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About the Author

In case you're reading this biography, wondering who wrote this book, the answer is simple. I did.

If that simple statement doesn't satisfy your curiosity, you might like to know that I've written several dozen computer books, most of which are out of print (unless someone still wants a book teaching them about the joys of Turbo Pascal programming or how to write macros in WordPerfect 5.0 for DOS).

Besides writing books on obsolete computer topics, I've also written books about the Macintosh, computer hackers, real estate investing, stock market day trading, computer programming, the iPhone, the iPad, and breaking into acting. I enjoy writing about different topics just to keep myself amused and learn something new each time. Otherwise if I let my mind stagnate, I might wind up believing what left and right wing extremists try to tell me.

Dedication

This book is dedicated to all those happy Microsoft Office users who suddenly find themselves trying to figure out Microsoft's latest incarnation without losing their mind and going completely crazy in the process. If you find Microsoft Office 2010 confusing, relax. It's not your fault, it's Microsoft's fault for piling on features and then burying once-familiar commands behind a new user interface that's designed to be easier to use, but which often just winds up being harder to use.

Remember, you're not alone in your suffering trying to master Microsoft Office, and with the help of this book, you can learn what you need to know and start doing something productive right away. For putting up with all of Microsoft's quirks and nuisances, this book is dedicated to every Microsoft Office user in the world.

Author's Acknowledgments

This book could never have been written without Bill Gladstone and Margot Hutchison at Waterside Productions. Of course, if they weren't my agents, they would have just gotten someone else to write this book and that person's name would be plastered across the cover.

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Introduction

Welcome to the most popular office productivity software in the world. If you're already familiar with Microsoft Office 2007, you'll find that the new Microsoft Office 2010 is familiar enough to use right away with minimal training, but comes jam-packed with additional features to make Office even more useful than ever before. If you've been using a much older version of Office such as Office 2003 or earlier, you'll find Office 2010 to be a radical leap forward in both features and its new user interface.

Like most software, the real challenge is figuring out where to find the commands you need to do something useful. While this book won't turn you into a Microsoft Office 2010 expert overnight, it will give you just enough information so you can feel confident using the new Office 2010 and get something done quickly and easily.

In this book, you find out how to master the "Ribbon" user interface along with discovering the dozens of new features that Microsoft added to Office 2010. More important, you find a host of shortcuts and tips to help you work faster and more efficiently than ever before. Whether you rely on Word, Excel, PowerPoint, Access, or Outlook, you're sure to glean something new from this book to help you master Office 2010 on your own computer.

Who Should Buy This Book

This book is targeted toward three distinct groups. First, there are the people already familiar with Microsoft Office 2007 who want to catch up with the new features of Office 2010. For these people, this book can serve as a handy reference to finding out how to use the latest features.

Second, there are people upgrading from an older version of Microsoft Office, such as Office 2003 or Office XP. For these people, this book can serve as a gentle guide to help you make the transition from traditional pull-down menus to the new "Ribbon" user interface.

Finally, there might be people who may have rarely (if ever) used any version of Microsoft Office at all. For those people, this book can serve as a guide through word processing (Microsoft Word), number calculations (Microsoft

Excel), presentations (Microsoft PowerPoint), database management (Microsoft Access), and managing your personal resources like time, appointments, and e-mail (Microsoft Outlook).

No matter how much (or how little) you may know about Microsoft Office, this book can show you how to use the most common and most useful features of Office 2010 so you can start being productive right away.

How This Book Is Organized

To help you find what you need, this book is organized into parts where each part covers a different program in Office 2010.

Part I: Getting to Know Microsoft Office 2010

To use Microsoft Office 2010, you need to know how to find the commands you need. This part of the book focuses on showing you how to use the Ribbon user interface that appears in all Office 2010 programs. By the time you finish this part of the book, you'll feel comfortable using any program in Office 2010.

Part II: Working with Word

Word processing is the most popular use for Office 2010, so this part of the book explains the basics of using Word. Not only will you find out how to create and save different types of documents, but you'll also master different ways to alter text, such as using color, changing fonts, adding headers and footers, checking spelling and grammar, and printing your written masterpiece so it looks perfect.

Part III: Playing the Numbers with Excel

If you need to manipulate numbers, you need Microsoft Excel. This part of the book explains the three basic parts of any spreadsheet, how to format data, how to create formulas, and how to create different types of charts to help you visualize what your spreadsheet numbers really mean. Not only will

you discover how to calculate and “crunch” numbers, but you’ll also find how to analyze the results and turn them into eye-catching charts to help you understand trends that may be buried within your data. If you want to find out how to use Microsoft Excel to create, format, and display spreadsheets, this is the part of the book for you.

Part IV: Making Presentations with PowerPoint

Throw away your overhead transparencies and clumsy whiteboard and pads of paper. If you need to give a presentation to a large group, you need to know how to create colorful and visually interesting presentations with PowerPoint instead. With PowerPoint, you can organize a presentation into slides that can display text, pictures, animation, and even video. By mastering PowerPoint, you can create presentations that grab an audience’s attention and emphasize the points you want to make while holding their interest at the same time.

Part V: Getting Organized with Outlook

Almost nobody feels that they have enough time to stay organized, so this part of the book explains why and how to use Microsoft Outlook. With Outlook, you can read, sort, and write e-mail, keep track of appointments, store names and addresses of your most important contacts, and even organize your daily to-do tasks. By using Outlook to manage your busy schedule, you can turn your computer into a personal assistant to make you more productive than ever before.

Part VI: Storing Stuff in Access

If you need to store large amounts of information, such as tracking inventories, organizing customer orders, or storing names and addresses of prospective customers, you may need to use a database program like Microsoft Access. In this part of the book, you see how to use Access to store, retrieve, sort, and print your data in different ways. With Access able to slice and dice your information, you can better analyze your data to understand how your business really works.

Part VII: The Part of Tens

Almost every program offers multiple ways of accomplishing the same task, and Office 2010 is no exception. After you get familiar with using Office, take a peek in this part of the book to read about different types of shortcuts you can use to work with Office even faster than before. By the time you get to this part of the book, you'll be much more comfortable using Office 2010 so you can feel comfortable exploring and experimenting with different features on your own.

How to Use This Book

Although you can just flip through this book to find the features you need, browse through Part I for a quick refresher (or introduction) to the Office 2010 user interface Ribbon. After you understand the basics of using this new Ribbon user interface, you'll be able to master any Office 2010 program in no time.

Conventions

To get the most from this book, you need to understand the following conventions:

- ✓ The *mouse pointer* usually appears as an arrow and serves multiple purposes. First, you use the mouse pointer to select data (text, numbers, e-mail messages, and so on) to change. Second, you use the mouse pointer to tell Office 2010 which commands you want to use to change the data you selected. Finally, the appearance of the mouse pointer can reveal the options available to you at that moment.
- ✓ *Clicking* means moving the mouse pointer over something on the screen (such as a menu command or a button), pressing the left mouse button once, and then letting go. Clicking tells the computer, "See what I'm pointing at? That's what I want to choose right now."
- ✓ *Double-clicking* means pointing at something with the mouse pointer and clicking the left mouse button twice in rapid succession.
- ✓ *Dragging* means holding down the left mouse button while moving the mouse. Dragging typically moves something from one location to another, such as moving a word from the top of a paragraph to the bottom.
- ✓ *Right-clicking* means moving the mouse pointer over something and clicking the right mouse button once. Right-clicking typically displays a shortcut menu of additional options.

In addition to understanding these terms to describe different mouse actions, you also need to understand different keystroke conventions too. When you see an instruction that reads Ctrl+P, that means to hold down the Ctrl key, press the P key, and then let go of both the Ctrl and P key at the same time.

Finally, most computer mice offer a scroll wheel that lets you roll it up or down, or press on it. This scroll wheel works to scroll windows up or down, whether you're using Office 2010 or nearly any other type of program as well. In Office 2010, the scroll wheel doesn't serve any unique purpose, but it can be a handy tool for rapidly scrolling through windows in any Office 2010 program.

Icons Used in This Book



Icons highlight important or useful information.

This icon highlights information that can save you time or make it easier for you to do something.



This icon emphasizes information that can be helpful, although not crucial, when using Office 2010.



Watch out! This icon highlights something that could hurt or wipe out important data. Read this information before making a mistake that you might not be able to recover from again.



This icon highlights interesting technical information that you can safely ignore but which may answer some questions about why Office 2010 works a certain way.

Getting Started

The best way to master anything is to jump right in and start fiddling with different commands just to see what they do and how they work. In case you're afraid of breaking your computer or wiping out important data, play around with Office 2010 on a "dummy" document filled with useless information you can afford to lose (like your boss's income tax returns).

Here's your first tip. Any time you do something in Office 2010, you can undo or take back your last command by pressing Ctrl+Z. (Just hold down the Ctrl key, press the Z key, and release both keys at the same time.) There, now that you know about the powerful Undo command, you should have a surging sense of invulnerability when using Office 2010, knowing that at any time you make a mistake, you can turn back time by pressing Ctrl+Z to undo your last command.

If you get nothing else from this book, always remember that the Ctrl+Z command can save you from yourself. See? Mastering Office 2010 is going to be easier than you think.

Part I

Getting to Know Microsoft Office 2010

The 5th Wave

By Rich Tennant



"Yeah, this should help me with my business. It's got 'FelonHelper,' 'Goonicator,' 'You Outlookin' at Me?'..."

In this part . . .

If you're already familiar with an earlier version of Microsoft Office, then staring at the bizarre appearance of today's Microsoft Office 2010 might feel foreign and alienating. However, after you get over your initial fear or hesitation about Microsoft Office 2010, you'll soon find that there's actually an elegance behind its seemingly chaotic appearance.

Since you can't really use Microsoft Office 2010 without knowing how to find the commands you need to make the program do what you want, this part of the book gently introduces you to the basics of using all of its programs. You'll learn how to create, edit, add, and delete text and pictures. More importantly, you'll also learn how to modify pictures within each program. If you have pictures captured from a digital camera, Microsoft Office 2010 makes it easier than ever to add those pictures in your documents and modify them for corrective or artistic purposes.

This part of the book also introduces you to the strange new Ribbon user interface. If you're already familiar with Microsoft Office 2007, you'll find that the Ribbon interface has gone through minor modifications. However, if you're more familiar with older versions of Microsoft Office (2003/XP/2000/97), then you might wonder where all the pull-down menus have gone.

Relax. This part of the book is where you can learn how to decipher all icons and commands buried on the Ribbon interface. You'll learn how to tell what various icons do and what kind of information they can show you. Of course, you'll also learn how to see all your options and learn how to find the command you want and accomplish a specific task in the shortest amount of time possible.

While this book can guide you into mastering Microsoft Office 2010, it can't provide all the answers. To get the answers that you need, this part of the book will also show you how to browse and search through Microsoft Office's own help system.

Before you know it, you'll be well on your way to understanding and feeling comfortable using Microsoft Office 2010. At that point, you can start using your favorite program and get something useful done.

Chapter 1

Introducing Microsoft Office 2010

In This Chapter

- ▶ Starting an Office 2010 program
- ▶ Learning the Microsoft Office Backstage View
- ▶ Using the Quick Access toolbar
- ▶ Learning the Ribbon
- ▶ Customizing an Office 2010 program
- ▶ Exiting from Office 2010

Microsoft Office 2010 consists of five core programs: Word, Excel, PowerPoint, Access, and Outlook. Each of these core programs specializes in manipulating different data. Word manipulates words, sentences, and paragraphs; Excel manipulates numbers; PowerPoint manipulates text and pictures to create a slide show; Access manipulates data, such as inventories; and Outlook manipulates personal information, such as e-mail addresses and phone numbers.

Although each Office 2010 program specializes in storing and manipulating different types of data, they all work in similar ways. First, you have to enter data into an Office 2010 program by typing on the keyboard or loading data from an existing file. Second, you have to tell Office 2010 how to manipulate your data, such as underlining, enlarging, coloring, or deleting it. Third, you have to save your data as a file.

To help you understand this three-step process of entering, manipulating, and saving data, Office 2010 offers similar commands among all its programs so you can quickly jump from Word to PowerPoint to Excel without having to learn entirely new commands to use each program. Even better, Office 2010 rearranges its numerous commands so finding the command you need is faster and easier than ever before. (If you think this implies that previous versions of Microsoft Office were clumsy and hard to use, you're right.)



If you're already familiar with computers and previous editions of Microsoft Office, you may want to browse through this chapter just to get acquainted with how Office 2010 rearranges common program commands. If you've never used a computer before or just don't feel comfortable using Microsoft Office, read this chapter first.

Starting an Office 2010 Program

The most straightforward way to load any Office 2010 program is to choose a program from the Start menu, and then create a new document or open an existing one. To do this, follow these steps:

- 1. Click the Start button on the Windows taskbar.**

A pop-up menu appears.

- 2. Choose All Programs.**

Another pop-up menu appears.

- 3. Choose Microsoft Office.**

A list of programs appears on the Start menu.

- 4. Choose the Office 2010 program you want to use, such as Microsoft Word 2010 or Microsoft PowerPoint 2010.**

Your chosen program appears on the screen. At this point, you can open an existing file.

Starting an Office 2010 program from the Start menu is most useful when you want to create a new document. If you just want to load an existing file, loading a Microsoft Office 2010 program and then loading that file is a clumsy two-step process. For a faster way to load a file and the Microsoft Office 2010 program that created it, follow these steps:

- 1. Click the Start button on the Windows taskbar.**

A pop-up menu appears.

- 2. Choose Documents.**

A dialog box appears.

- 3. Double-click the file you want to open.**

You may need to open a different folder or drive to find the file that you want.

Introducing the Microsoft Office Backstage View

One major change in Office 2010 is the Microsoft Office Backstage View, which replaces the traditional File menu in older versions of Office and the Office Button in Office 2007.

The Microsoft Office Backstage View appears in all Office 2010 programs and isolates common file commands on a single screen so you can see all your options at once, as shown in Figure 1-1:

- ✓ The left pane of the Backstage View lists common commands for creating, saving, or printing your file.
- ✓ The middle pane typically displays additional options you can choose for the command selected in the left pane.
- ✓ The right pane displays additional details about your file.

In Figure 1-1, the Info command is selected in the left pane, the middle pane displays three options, and the right pane displays detailed information about your document, such as how long you've been working on it and how many words it contains.

In Figure 1-2, the New command is selected in the left pane, the middle pane displays different types of files you can create, and the right pane displays a preview of a file type selected in the middle pane.

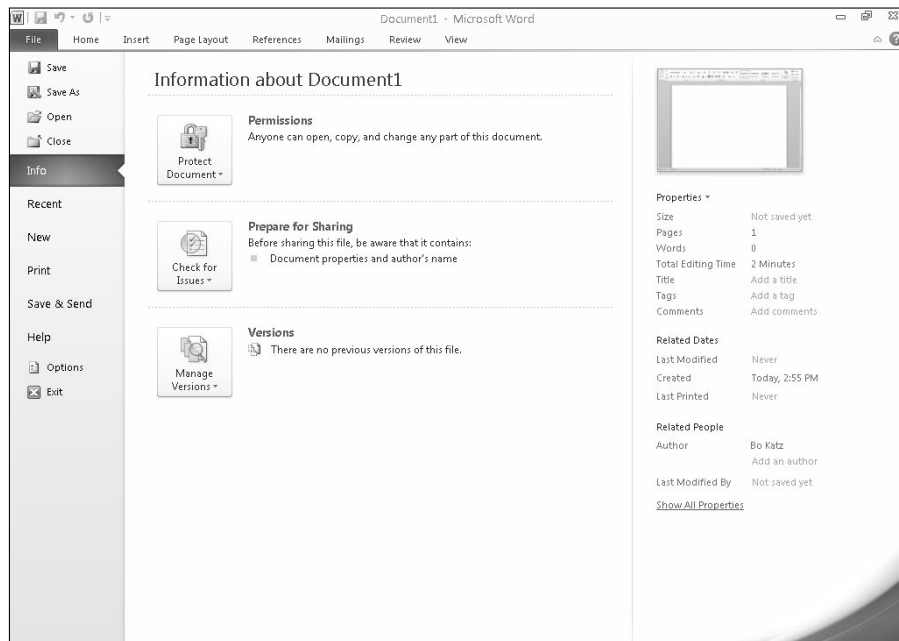
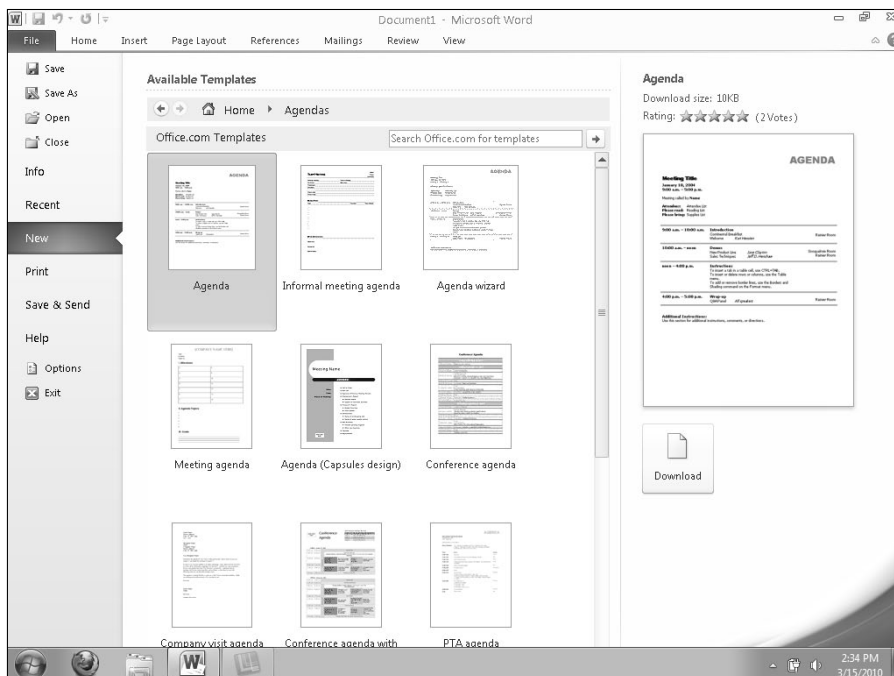


Figure 1-1:
The new
Microsoft
Office
Backstage
View.

Figure 1-2:
The
Microsoft
Office
Backstage
View con-
sists of three
panes of
information.



To use the Backstage View, follow these basic steps:



- 1. Click the File tab to display the Backstage View.**

You can also open the Backstage View by pressing Alt+F and using either the keyboard or the mouse to choose additional commands.

- 2. Select a command in the left pane to view your options in the middle pane.**

- 3. Select an option in the middle pane.**

- 4. View the information (or select a command) in the right pane.**



Sometimes when you select a command in the left pane (such as the Save command), you won't see any further options in the middle or right panes. Likewise, sometimes when you select an option in the middle pane, you won't see any additional information displayed in the right pane.

To exit the Backstage View, click the File tab again.