

(ex·ploring)^{SERIES}

1. Investigating in a systematic way; examining
2. Searching into or ranging over for the purpose of discovery



Microsoft® Access® 2016

COMPREHENSIVE



Series Editor **Mary Anne Poatsy**

Cameron | Williams

Series Created by Dr. Robert T. Grauer

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Dedications

For my husband, Ted, who unselfishly continues to take on more than his share to support me throughout the process; and for my children, Laura, Carolyn, and Teddy, whose encouragement and love have been inspiring.

Mary Anne Poatsy

I dedicate this book to my wife Anny, for supporting me through the writing process, to my nieces Daniela and Gabriela, who someday will be old enough to think it is cool their names are in a book, and to my students, who make a career in teaching fulfilling. May you all go forward, change the world and inspire others.

Eric Cameron

I offer thanks to my family and colleagues who have supported me on this journey. I would like to dedicate the work I have performed toward this undertaking to my little grandson, Yonason Meir (known for now as Mei-Mei), who as his name suggests, is the illumination in my life.

Jerri Williams

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The Exploring Series and You

Exploring is Pearson's Office Application series that requires students like you to think "beyond the point and click." In this edition, we have worked to restructure the Exploring experience around the way you, today's modern student, actually use your resources.

The goal of Exploring is, as it has always been, to go farther than teaching just the steps to accomplish a task—the series provides the theoretical foundation for you to understand when and why to apply a skill. As a result, you achieve a deeper understanding of each application and can apply this critical thinking beyond Office and the classroom.

The How & Why of This Revision

Outcomes matter. Whether it's getting a good grade in this course, learning how to use Excel so students can be successful in other courses, or learning a specific skill that will make learners successful in a future job, everyone has an outcome in mind. And outcomes matter. That is why we revised our chapter opener to focus on the outcomes students will achieve by working through each Exploring chapter. These are coupled with objectives and skills, providing a map students can follow to get everything they need from each chapter.

Critical Thinking and Collaboration are essential 21st century skills. Students want and need to be successful in their future careers—so we used motivating case studies to show relevance of these skills to future careers and incorporated Soft Skills, Collaboration, and Analysis Cases with Critical Thinking steps in this edition to set students up for success in the future.

Students today read, prepare, and study differently than students used to. Students use textbooks like a tool—they want to easily identify what they need to know and learn it efficiently. We have added key features such as Tasks Lists (in purple), Step Icons, Hands-On Exercise Videos, and tracked everything via page numbers that allow efficient navigation, creating a map students can easily follow.

Students are exposed to technology. The new edition of Exploring moves beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that students need to know.

Students are diverse. Students can be any age, any gender, any race, with any level of ability or learning style. With this in mind, we broadened our definition of "student resources" to include physical Student Reference cards, Hands-On Exercise videos to provide a secondary lecture-like option of review; and MyITLab, the most powerful and most ADA-compliant online homework and assessment tool around with a direct 1:1 content match with the Exploring Series. Exploring will be accessible to all students, regardless of learning style.

Providing You with a Map to Success to Move Beyond the Point and Click

All of these changes and additions will provide students an easy and efficient path to follow to be successful in this course, regardless of where they start at the beginning of this course. Our goal is to keep students engaged in both the hands-on and conceptual sides, helping achieve a higher level of understanding that will guarantee success in this course and in a future career.

In addition to the vision and experience of the series creator, Robert T. Grauer, we have assembled a tremendously talented team of Office Applications authors who have devoted themselves to teaching the ins and outs of Microsoft Word, Excel, Access, and PowerPoint. Led in this edition by series editor Mary Anne Poatsy, the whole team is dedicated to the Exploring mission of moving students **beyond the point and click.**

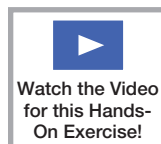
Key Features

The **How/Why Approach** helps students move beyond the point and click to a true understanding of how to apply Microsoft Office skills.

- **White Pages/Yellow Pages** clearly distinguish the theory (white pages) from the skills covered in the Hands-On Exercises (yellow pages) so students always know what they are supposed to be doing and why.
- **Case Study** presents a scenario for the chapter, creating a story that ties the Hands-On Exercises together.
- **Hands-On Exercise Videos** are tied to each Hands-On Exercise and walk students through the steps of the exercise while weaving in conceptual information related to the Case Study and the objectives as a whole.

The **Outcomes focus** allows students and instructors to know the higher-level learning goals and how those are achieved through discreet objectives and skills.

- **Outcomes** presented at the beginning of each chapter identify the learning goals for students and instructors.
- **Enhanced Objective Mapping** enables students to follow a directed path through each chapter, from the objectives list at the chapter opener through the exercises at the end of the chapter.
 - **Objectives List:** This provides a simple list of key objectives covered in the chapter. This includes page numbers so students can skip between objectives where they feel they need the most help.
 - **Step Icons:** These icons appear in the white pages and reference the step numbers in the Hands-On Exercises, providing a correlation between the two so students can easily find conceptual help when they are working hands-on and need a refresher.
 - **Quick Concepts Check:** A series of questions that appear briefly at the end of each white page section. These questions cover the most essential concepts in the white pages required for students to be successful in working the Hands-On Exercises. Page numbers are included for easy reference to help students locate the answers.
 - **Chapter Objectives Review:** Appears toward the end of the chapter and reviews all important concepts throughout the chapter. Newly designed in an easy-to-read bulleted format.
- **MOS Certification Guide** for instructors and students to direct anyone interested in prepping for the MOS exam to the specific locations to find all content required for the test.



End-of-Chapter Exercises offer instructors several options for assessment. Each chapter has approximately 11–12 exercises ranging from multiple choice questions to open-ended projects.



- **Multiple Choice, Key Terms Matching, Practice Exercises, Mid-Level Exercises, Beyond the Classroom Exercises, and Capstone Exercises** appear at the end of all chapters.
 - **Enhanced Mid-Level Exercises** include a **Creative Case** (for PowerPoint and Word), which allows students some flexibility and creativity, not being bound by a definitive solution, and an **Analysis Case** (for Excel and Access), which requires students to interpret the data they are using to answer an analytic question, as well as **Discover Steps**, which encourage students to use Help or to problem-solve to accomplish a task.
- **Application Capstone** exercises are included in the book to allow instructors to test students on the entire contents of a single application.



Instructor Resources

The Instructor's Resource Center, available at www.pearsonhighered.com, includes the following:

- **Instructor Manual** provides one-stop-shop for instructors, including an overview of all available resources, teaching tips, as well as student data and solution files for every exercise.
- **Solution Files with Scorecards** assist with grading the Hands-On Exercises and end-of-chapter exercises.
- **Prepared Exams** allow instructors to assess all skills covered in a chapter with a single project.
- **Rubrics** for Mid-Level Creative Cases and Beyond the Classroom Cases in Microsoft Word format enable instructors to customize the assignments for their classes.
- **PowerPoint Presentations** with notes for each chapter are included for out-of-class study or review.
- **Multiple Choice, Key Term Matching, and Quick Concepts Check Answer Keys**
- **Test Bank** provides objective-based questions for every chapter.
- **Scripted Lectures** offer an in-class lecture guide for instructors to mirror the Hands-On Exercises.
- **Syllabus Templates**
 - Outcomes, Objectives, and Skills List
 - Assignment Sheet
 - File Guide

Student Resources

Student Data Files

Access your student data files needed to complete the exercises in this textbook at www.pearsonhighered.com/exploring.

Available in MyITLab

- **Hands-On Exercise Videos** allow students to review and study the concepts taught in the Hands-On Exercises.
- **Audio PowerPoints** provide a lecture review of the chapter content, and include narration.
- **Multiple Choice quizzes** enable you to test concepts you have learned by answering auto-graded questions.
- **Book-specific 1:1 Simulations** allow students to practice in the simulated Microsoft Office 2016 environment using hi-fidelity, HTML5 simulations that directly match the content in the Hands-On Exercises.
- **eText** available in some MyITLab courses and includes links to videos, student data files, and other learning aids.
- **Book-specific 1:1 Grader Projects** allow students to complete end of chapter Capstone Exercises live in Microsoft Office 2016 and receive immediate feedback on their performance through various reports.

(ex·ploring)^{SERIES}

1. Investigating in a systematic way: examining. 2. Searching into or ranging over for the purpose of discovery.

Microsoft[®]

Access 2016

Comprehensive

Office 2016 Common Features

LEARNING OUTCOME

You will apply skills common across the Microsoft Office suite to create and format documents and edit content in Office 2016 applications.

OBJECTIVES & SKILLS: After you read this chapter, you will be able to:

Getting Started with Office Applications			
OBJECTIVE 1: START AN OFFICE APPLICATION	4	OBJECTIVE 8: RELOCATE TEXT	30
Open a Microsoft Office Application, Change Your Microsoft Account		Cut, Copy, and Paste Text; Use the Office Clipboard	
OBJECTIVE 2: WORK WITH FILES	5	OBJECTIVE 9: CHECK SPELLING AND GRAMMAR	32
Create a New File, Open a File, Save a File		Check Spelling and Grammar	
OBJECTIVE 3: USE COMMON INTERFACE COMPONENTS	8	OBJECTIVE 10: WORK WITH PICTURES AND GRAPHICS	34
Use the Ribbon, Use a Shortcut Menu, Use Keyboard Shortcuts, Customize the Ribbon, Use the Quick Access Toolbar, Customize the Quick Access Toolbar		Insert Pictures and Graphics, Resize and Format Pictures and Graphics	
OBJECTIVE 4: GET HELP	15	HANDS-ON EXERCISE 2:	
Use the <i>Tell me what you want to do</i> Box, Use Enhanced ScreenTips		Format Document Content	37
OBJECTIVE 5: INSTALL ADD-INS	17	Modify Document Layout and Properties	
Use an Add-in from the Store		OBJECTIVE 11: USE BACKSTAGE VIEW	42
HANDS-ON EXERCISE 1:		Customize Application Options, Enter Document Properties	
Getting Started With Office Applications	19	OBJECTIVE 12: CHANGE THE DOCUMENT VIEW	44
		Change the Document View	
Format Document Content		OBJECTIVE 13: CHANGE THE PAGE LAYOUT	45
OBJECTIVE 6: USE TEMPLATES AND APPLY THEMES	24	Change Margins, Change Page Orientation, Use the Page Setup Dialog Box	
Open a Template, Apply a Theme		OBJECTIVE 14: INSERT A HEADER AND FOOTER	48
OBJECTIVE 7: MODIFY TEXT	26	Insert a Footer, Insert a Header	
Select Text, Edit Text, Use the Mini Toolbar, Use Format Painter		OBJECTIVE 15: PREVIEW AND PRINT A FILE	49
		Preview a File, Print a File	
		HANDS-ON EXERCISE 3:	
		Modify Document Layout and Properties	51

CASE STUDY | Spotted Begonia Art Gallery

You are an administrative assistant for Spotted Begonia, a local art gallery. The gallery does a lot of community outreach and tries to help local artists develop a network of clients and supporters. Local schools are invited to bring students to the gallery for enrichment programs.

As the administrative assistant for Spotted Begonia, you are responsible for overseeing the production of documents, spreadsheets, newspaper articles, and presentations that will be used to increase public awareness of the gallery. Other clerical assistants who are familiar with Microsoft Office will prepare the promotional materials, and you will proofread, make necessary corrections, adjust page layouts, save and print documents, and identify appropriate templates to simplify tasks. Your experience with Microsoft Office 2016 is limited, but you know that certain fundamental tasks that are common to Word, Excel, and PowerPoint will help you accomplish your oversight task. You are excited to get started with your work!

Taking the First Step



CHAPTER 1

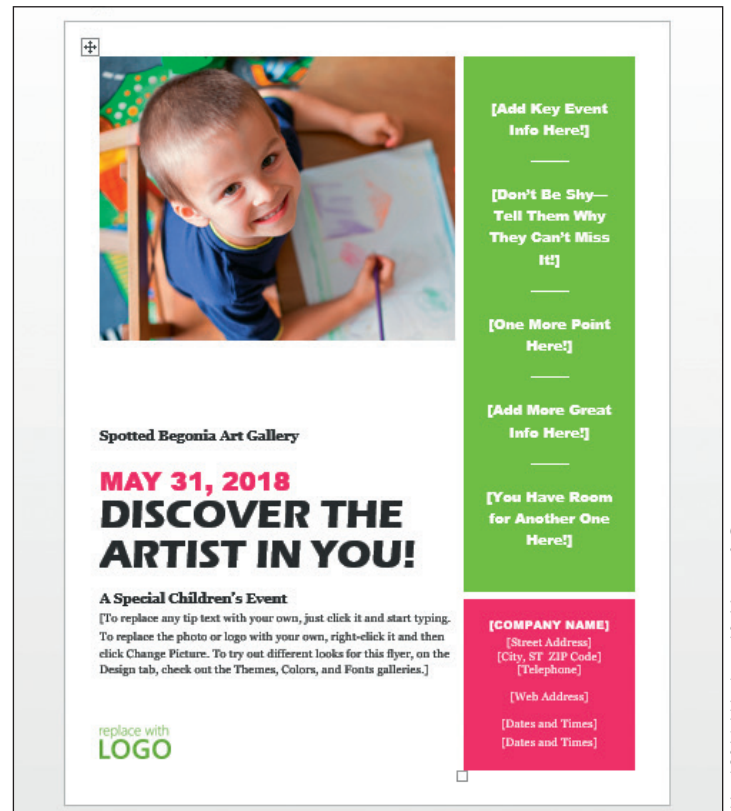


FIGURE 1.1 Spotted Begonia Art Gallery Memo and Flyer

CASE STUDY | Spotted Begonia Art Gallery

Starting Files	Files to be Submitted
f01h1Letter f01h2Flyer Blank document	f01h2Flyer_LastFirst f01h3Letter_LastFirst

Getting Started with Office Applications

Organizations around the world rely heavily on Microsoft Office software to produce documents, spreadsheets, presentations, and databases. **Microsoft Office** is a productivity software suite including a set of software applications, each one specializing in a particular type of output. You can use **Word** to produce all sorts of documents, including memos, newsletters, forms, tables, and brochures. **Excel** makes it easy to organize records, financial transactions, and business information in the form of worksheets. With **PowerPoint**, you can create dynamic presentations to inform and persuade audiences. **Access** is a relational database software application that enables you to record and link data, query databases, and create forms and reports.

You will sometimes find that you need to use two or more Office applications to produce your intended output. You might, for example, find that an annual report document you are preparing in Word for an art gallery should also include a chart of recent sales stored in Excel. You can use Excel to prepare the summary and then incorporate the worksheet in the Word document. Similarly, you can integrate Word tables and Excel charts into a PowerPoint presentation. The choice of which software applications to use really depends on what type of output you are producing. Table 1.1 describes the major tasks of the four primary applications in Microsoft Office.

TABLE 1.1 Microsoft Office Software

Office 2016 Product	Application Characteristics
Word	Word processing software used with text to create, edit, and format documents such as letters, memos, reports, brochures, resumes, and flyers.
Excel	Spreadsheet software used to store quantitative data and to perform accurate and rapid calculations with results ranging from simple budgets to financial and statistical analyses.
PowerPoint	Presentation graphics software used to create slide shows for presentation by a speaker, to be published as part of a website, or to run as a stand-alone application on a computer kiosk.
Access	Relational database software used to store data and convert it into information. Database software is used primarily for decision making by businesses that compile data from multiple records stored in tables to produce informative reports.

Pearson Education, Inc.

As you become familiar with Microsoft Office, you will find that although each software application produces a specific type of output, all applications share common features. Such commonality gives a similar feel to each software application so that learning and working with Office software products is easy.

In this section, you will learn how to open an application, log in with your Microsoft account, and open and save a file. You will also learn to identify features common to Office software applications, including interface components such as the Ribbon, Backstage view, and the Quick Access Toolbar. You will experience Live Preview. You will learn how to get help with an application. You will also learn how to search for and install Office add-ins.

Starting an Office Application

STEP 1

Microsoft Office applications are launched from the Start menu. Click the Start button, and then click the app tile for the application in which you want to work. If the application tile is not on the Start menu, you can open the program from All apps, or alternatively, you can click in the search box on the task bar, type the name of the program, and press Enter. The program will open automatically.

Change Your Microsoft Account

Although you can log in to Windows as a local network user, you can also log in using a Microsoft account. When you have a Microsoft account, you can sign in to any Windows computer and you will be able to access the saved settings associated with your Microsoft account. That means the computer will have the same familiar look that you are used to seeing on other computers and devices. Your Microsoft account will automatically sign in to all of the apps and services that use a Microsoft account as the authentication. You can also save your sign-in credentials for other websites that you frequently visit. If you share your computer with another user, each user can have access to his own Microsoft account; you can easily switch between accounts so you can access your own files.

To switch between accounts in an application such as Word, complete the following steps:

1. Click the profile name at the top-right of the application.
2. Select Switch account. Select an account from the list, if the account has already been added to the computer, or add a new account.

Logging in with your Microsoft account also provides additional benefits such as being connected to all of Microsoft's resources on the Internet. These resources include a free Outlook email account and access to OneDrive cloud storage. **Cloud storage** is a technology used to store files and to work with programs that are stored in a central location on the Internet. **OneDrive** is an app used to store, access, and share files and folders. It is accessible using an installed desktop app or as cloud storage using a Web address. For Office applications, OneDrive is the default location for saving files. Documents saved in OneDrive are accessible from any computer that has an Internet connection. As long as the document has been saved in OneDrive, the most recent version of the document will be accessible when you log in from any computer connected to the Internet. Moreover, files and folders stored on the computer's hard drive or saved on a portable storage device can be synced with those on the OneDrive account.

OneDrive enables you to collaborate with others. You can easily share your documents with others or edit a document on which you are collaborating. You can even work with others simultaneously on the same document.

Working with Files

When working with an Office application, you can begin by opening an existing file that has already been saved to a storage medium, or you can begin work on a new file. When you open an application within Office, you can select a template to use as you begin working on a new file.

Create a New File

After opening an Office application, such as Word, Excel, or PowerPoint, you will be presented with template choices. Click Blank document (workbook, presentation, etc.) to start a new blank file. Perhaps you are already working with a document in an Office application but want to create a new file.

To create a new Office file, complete the following steps:

1. Click the File tab and click New.
2. Click Blank.

Open a File

STEP 2

» You will often work with a file, save it, and then continue the project at a later time. To open an existing file, you can click a location such as This PC or OneDrive and navigate to the folder or drive where your document is stored. Once you make your way to the file to be opened, double-click the file name to open the file (see Figure 1.2).

To open a file, complete the following steps:

1. Open the application.
2. Click Open Other Documents (Workbooks, etc.).
3. Click the location for your file (such as This PC or OneDrive).
4. Navigate to the folder or drive and double-click the file to open it.

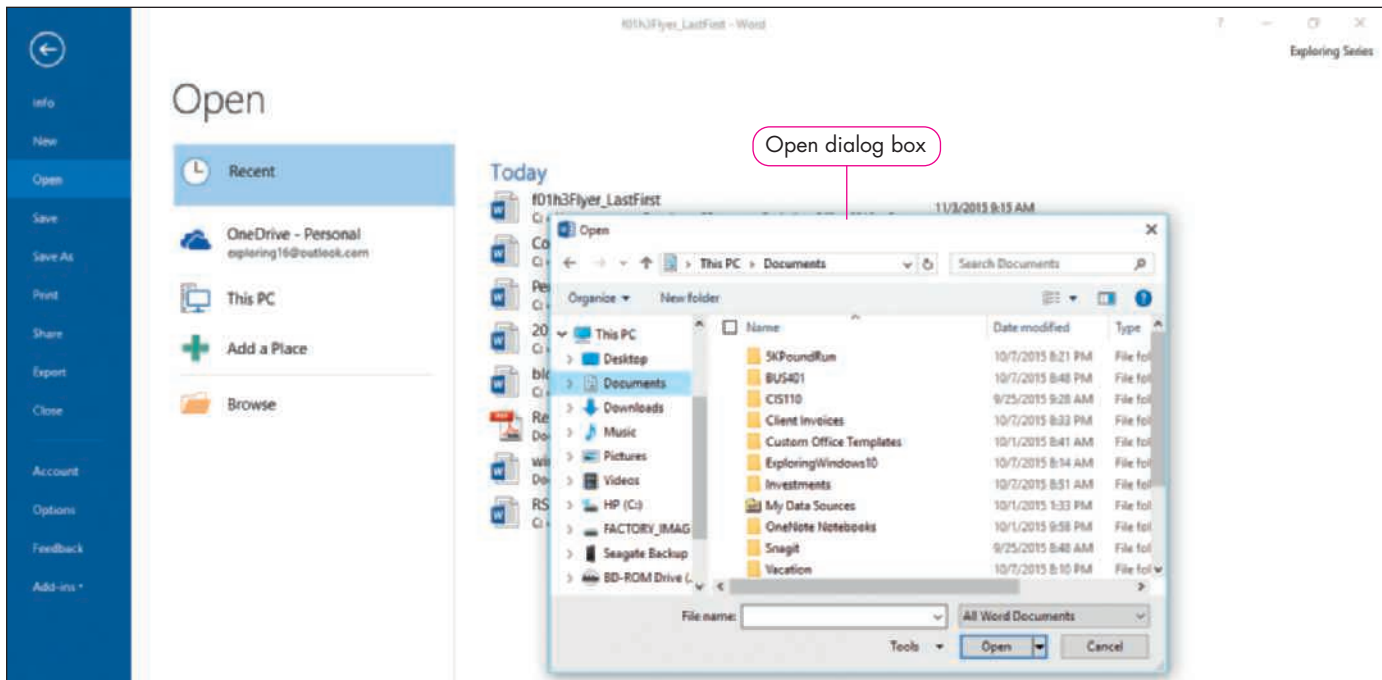


FIGURE 1.2 The Open Dialog Box


Office simplifies the task of reopening the file by providing a Recent documents list with links to your most recently opened files. Previously saved files, such as the data files for this book, are available in the Recent documents list, shown in Figure 1.3. If you just opened the application, the recent list displays at the left. If you do not see your file listed, you can click the link to Open Other Documents (or Workbooks, Presentations, etc.)

To access the Recent documents list, complete the following steps:

1. Open the application.
2. Click any file listed in the Recent documents list to open that document.

The list constantly changes to reflect only the most recently opened files, so if it has been quite some time since you worked with a particular file, you might have to browse for your file instead of using the Recent documents list to open the file.

TIP: KEEPING FILES ON THE RECENT DOCUMENTS LIST

The Recent documents list displays a limited list of only the most recently opened files. You might, however, want to keep a particular file in the list regardless of how recently it was opened. In Figure 1.3, note that the *Pin this item to the list* icon  displays to the right of each file. Click the icon to pin the file to the list. At that point, you will always have access to the file by clicking the File tab and selecting the file from the Recent documents list. The pushpin of the “permanent” file will change direction so that it appears to be inserted, indicating that it is a pinned item. If later you want to remove the file from the list, click the inserted pushpin, changing its direction and allowing the file to be bumped off the list when other, more recently opened, files take its place.

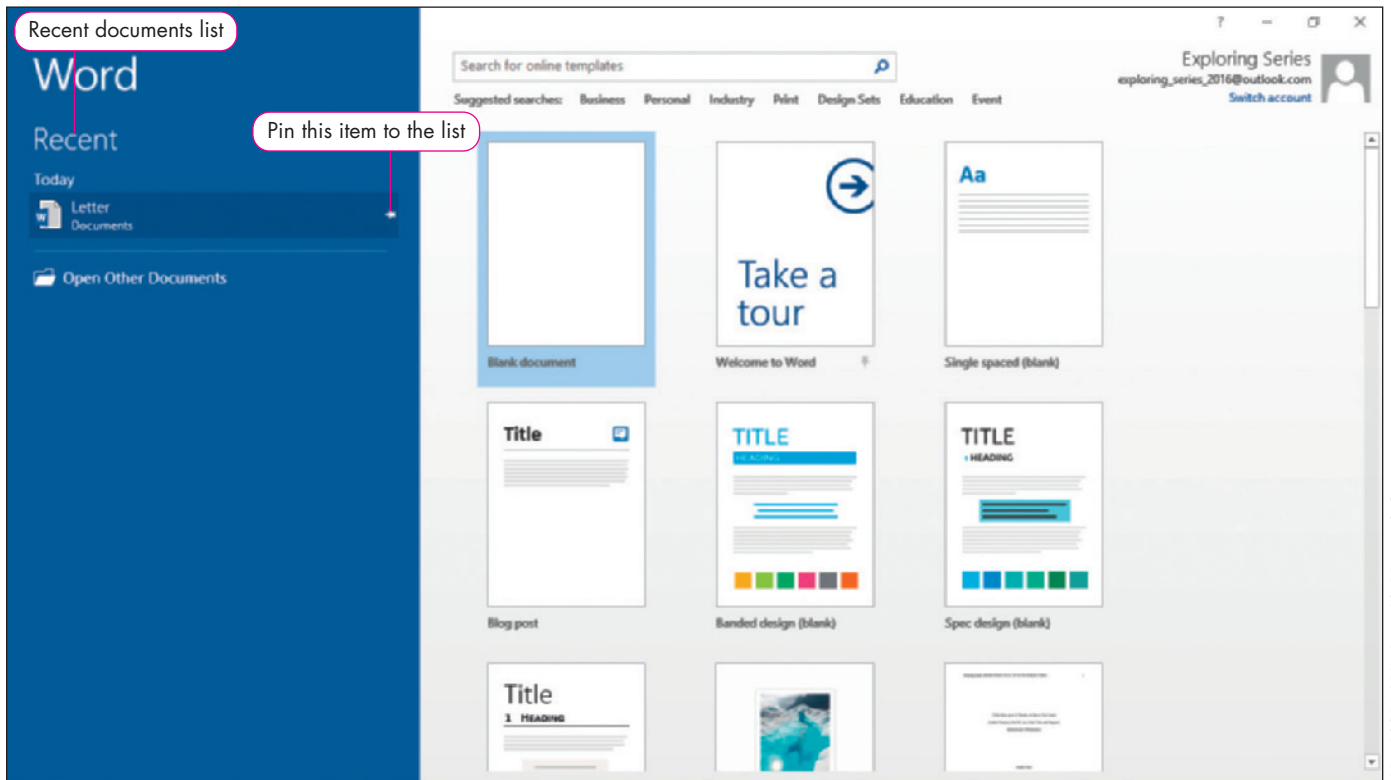


FIGURE 1.3 Recent Documents List

Save a File

STEP 3

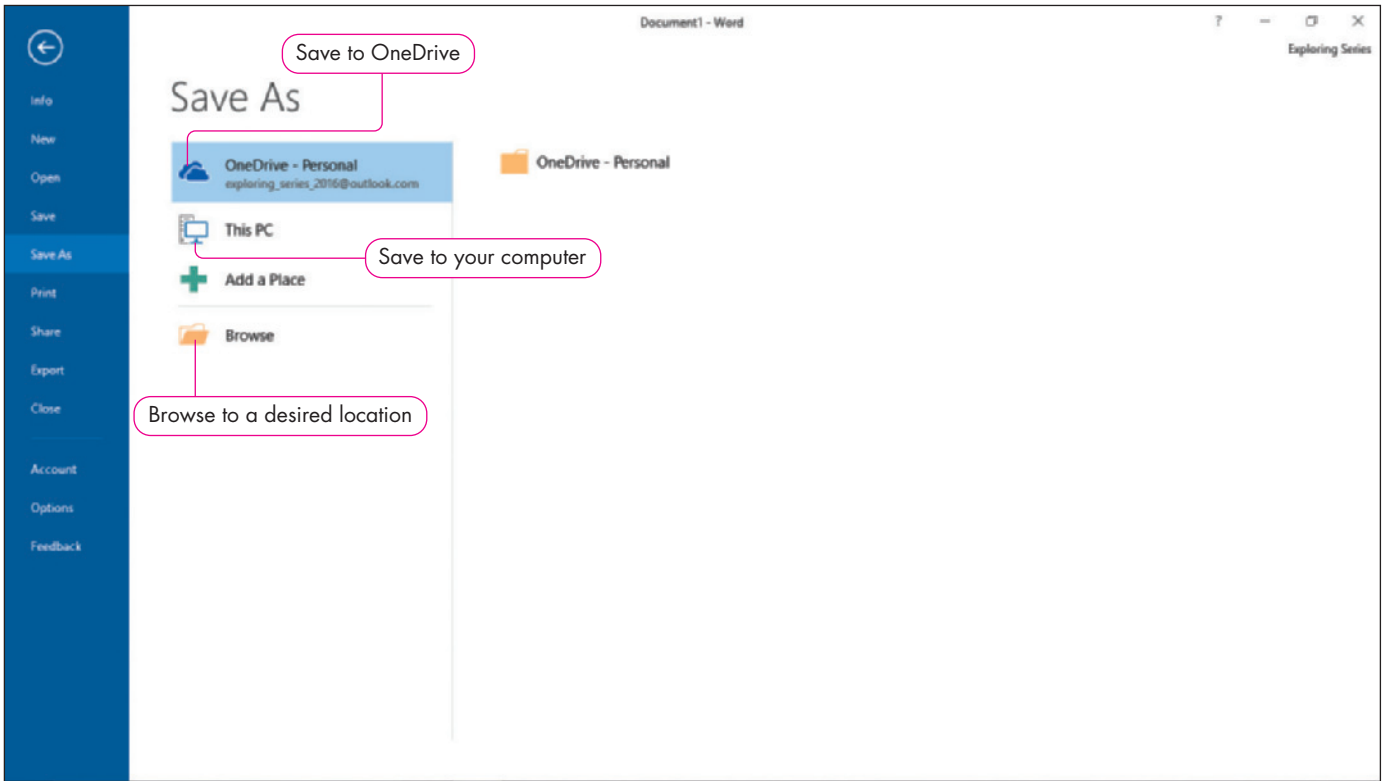
» Saving a file enables you to later open it for additional updates or reference. Files are saved to a storage medium such as a hard drive, CD, flash drive, or to the cloud on OneDrive.

The first time that you save a file, you should indicate where the file will be saved and assign a file name. Of course, you will want to save the file in an appropriately named folder so that you can find it easily later. Thereafter, you can quickly save the file with the same settings, or you can change one or more of those settings, perhaps saving the file to a different storage device as a backup copy. Figure 1.4 shows a typical Save As pane for Office that enables you to select a location before saving the file.

It is easy to save a previously saved file with its current name and file location; click the Save icon on Quick Access Toolbar. There are instances where you may want to rename the file or save it to a different location. For example, you might reuse an event flyer for another event and simply update some of the details for the new event.

To save a file with a different name and/or file location, complete the following steps:

1. Click the File tab.
2. Click Save As.
3. Select a location or click Browse to navigate to the desired file storage location.
4. Type the file name.
5. Click Save.



Word 2016, Windows 10, Microsoft Corporation

FIGURE 1.4 Save As in Backstage View

As previously mentioned, signing in to your Microsoft account enables you to save files to OneDrive and access them from virtually anywhere. To save a file to your OneDrive account follow the same steps as saving a file to your hard drive but select OneDrive and then the desired storage location on your OneDrive. You must be connected to the Internet in order to complete this action.

Using Common Interface Components

When you open any Office application you will first notice the title bar and Ribbon. The **title bar** identifies the current file name and the application in which you are working. It also includes Ribbon display options and control buttons that enable you to minimize, restore down, or close the application window (see Figure 1.5). The Quick Access Toolbar, on the left side of the title bar, enables you to save the file, and undo or redo editing. Located just below the title bar is the Ribbon. The **Ribbon** is the command center of Office applications. It is the long bar located just beneath the title bar, containing tabs, groups, and commands.

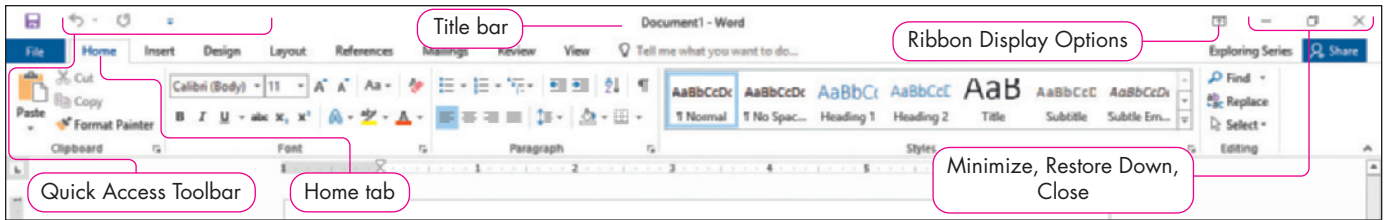


FIGURE 1.5 The Title Bar and Quick Access Toolbar

Word 2016, Windows 10, Microsoft Corporation

Use the Ribbon

The Ribbon is composed of tabs. Each **tab** is designed to appear much like a tab on a file folder, with the active tab highlighted. The File tab is located at the far left of the Ribbon. The File tab provides access to Backstage view which contains Save and Print, as well as additional functions. Other tabs on the Ribbon enable you to modify a file. The active tab in Figure 1.6 is the Home tab.

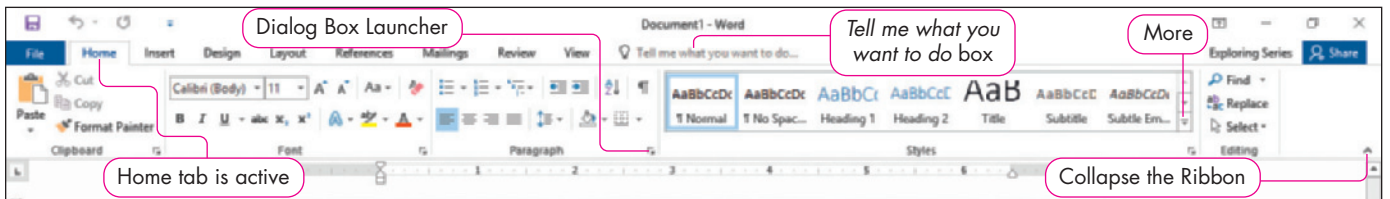


FIGURE 1.6 The Ribbon

Word 2016, Windows 10, Microsoft Corporation

Office applications enable you to work with objects such as images, shapes, charts, and tables. When you include such objects in a project, they are considered separate components that you can manage independently. To work with an object, you must select it. When you select an object, the Ribbon is modified to include one or more **contextual tabs** that contain groups of commands related to the selected object. Figure 1.7 shows a contextual tab related to a selected picture in a Word document. When you click away from the selected object, the contextual tab disappears.

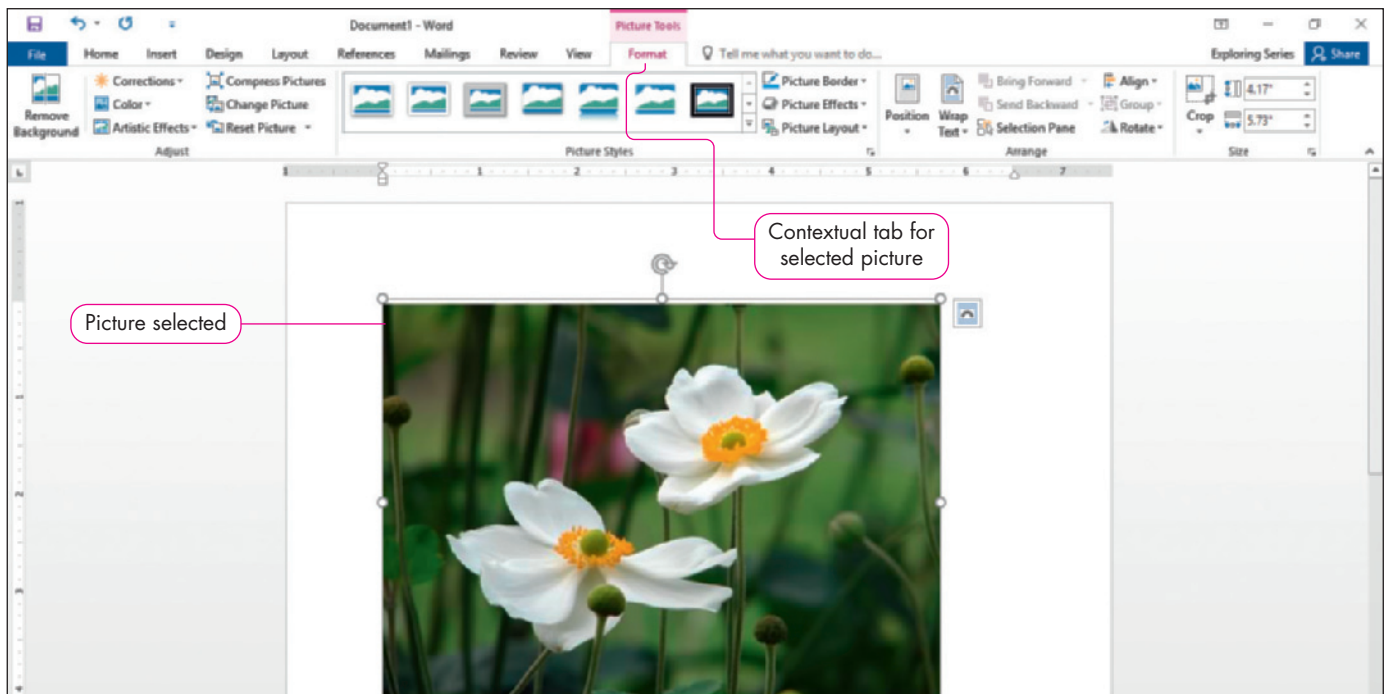


FIGURE 1.7 A Contextual Tab

Word 2016, Windows 10, Microsoft Corporation