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# Contents

## Productivity App

<b>Productivity Apps for School and Work</b> .....	<b>PA-1</b>
Introduction to OneNote 2016 .....	PA-2
Introduction to Sway.....	PA-6
Introduction to Office Mix.....	PA-10
Introduction to Microsoft Edge.....	PA-14

## Word 2016

<b>Module 5: Creating and Formatting Tables</b> .....	<b>Word 105</b>
Insert a Table .....	Word 106
Converting text to a table and a table to text	
Insert and Delete Rows and Columns.....	Word 108
Copying and moving rows and columns	
Modify Rows and Columns.....	Word 110
Setting advanced table properties	
Sort Table Data.....	Word 112
Sorting lists and paragraphs	
Split and Merge Cells.....	Word 114
Changing cell margins	
Using tables to lay out a page	
Perform Calculations in Tables.....	Word 116
Working with formulas	
Apply a Table Style .....	Word 118
Customize a Table Format .....	Word 120
Drawing a table	
Practice .....	Word 122

<b>Module 6: Illustrating Documents with Graphics</b> .....	<b>Word 129</b>
Insert a Graphic .....	Word 130
Correcting pictures, changing colors, and applying artistic effects	
Size and Scale a Graphic.....	Word 132
Cropping graphics	
Position a Graphic.....	Word 134
Removing the background from a picture	
Create a Text Box.....	Word 136
Linking text boxes	
Create WordArt.....	Word 138
Enhancing graphic objects with styles and effects	
Draw Shapes .....	Word 140
Creating an illustration in a drawing canvas	
Create a Chart .....	Word 142
Creating SmartArt graphics	
Finalize Page Layout.....	Word 144
Inserting online videos and online pictures in a document	
Practice .....	Word 146
<b>Module 7: Working with Themes and Building Blocks</b> .....	<b>Word 153</b>
Apply Styles to Text.....	Word 154
Saving a document as a webpage	
Apply a Theme .....	Word 156
Changing the style set	
Changing the default theme	
Customize a Theme.....	Word 158

Insert a Sidebar .....	Word 160
Insert Quick Parts .....	Word 162
Add a Cover Page.....	Word 164
Create Building Blocks .....	Word 166
Renaming a building block and editing other properties	
Insert Building Blocks.....	Word 168
Practice .....	Word 170

## Module 8: Merging Word

### Documents ..... Word 177

Understand Mail Merge.....	Word 178
Create a Main Document .....	Word 180
Using a mail merge template	
Design a Data Source.....	Word 182
Merging with an Outlook data source	
Enter and Edit Records .....	Word 184
Add Merge Fields .....	Word 186
Matching fields	
Merge Data .....	Word 188
Create Labels.....	Word 190
Printing individual envelopes and labels	
Sort and Filter Records.....	Word 192
Inserting individual merge fields	
Practice .....	Word 194

## Excel 2016

## Module 5: Analyzing Data Using

### Formulas ..... Excel 105

Format Data Using Text Functions.....	Excel 106
Working with text in other ways	
Sum a Data Range Based on Conditions.....	Excel 108
Entering date and time functions	

Consolidate Data Using a Formula .....	Excel 110
Linking data between workbooks	
Check Formulas for Errors.....	Excel 112
Correcting circular references	
Construct Formulas Using Named Ranges.....	Excel 114
Consolidating data using named ranges	
Managing workbook names	
Build a Logical Formula with the IF Function .....	Excel 116
Build a Logical Formula with the AND Function .....	Excel 118
Using the OR and NOT logical functions	
Calculate Payments with the PMT Function .....	Excel 120
Calculating future value with the FV function	
Practice .....	Excel 122

## Module 6: Managing Workbook

### Data ..... Excel 129

View and Arrange Worksheets.....	Excel 130
Splitting the worksheet into multiple panes	
Protect Worksheets and Workbooks.....	Excel 132
Freezing rows and columns	
Save Custom Views of a Worksheet.....	Excel 134
Using Page Break Preview	
Add a Worksheet Background .....	Excel 136
Working with screenshots in Excel	
Prepare a Workbook for Distribution .....	Excel 138
Sharing a workbook using OneDrive	
Insert Hyperlinks .....	Excel 140
Working with Headers and Footers	
Using research tools	

Save a Workbook for Distribution.....	Excel 142
Saving a workbook in other formats	
Group Worksheets.....	Excel 144
Practice .....	Excel 146

## Module 7: Managing Data Using

### Tables..... Excel 153

Plan a Table.....	Excel 154
Create and Format a Table.....	Excel 156

#### Changing table style options

Add Table Data .....	Excel 158
----------------------	-----------

#### Selecting table elements

Find and Replace Table Data .....	Excel 160
-----------------------------------	-----------

#### Using Find and Select features

Delete Table Data.....	Excel 162
------------------------	-----------

Sort Table Data.....	Excel 164
----------------------	-----------

#### Sorting conditionally formatted data

#### Specifying a custom sort order

Use Formulas in a Table.....	Excel 166
------------------------------	-----------

Print a Table.....	Excel 168
--------------------	-----------

#### Setting a print area

Practice .....	Excel 170
----------------	-----------

## Module 8: Analyzing Table Data ..... Excel 177

Filter a Table .....	Excel 178
----------------------	-----------

Create a Custom Filter.....	Excel 180
-----------------------------	-----------

#### Using more than one rule when conditionally formatting data

Filter a Table with the Advanced Filter.....	Excel 182
---	-----------

#### Saving time with conditional formatting

Extract Table Data.....	Excel 184
-------------------------	-----------

#### Understanding the criteria range and the copy-to location

Look Up Values in a Table .....	Excel 186
---------------------------------	-----------

#### Using other LOOKUP functions

Summarize Table Data.....	Excel 188
---------------------------	-----------

Validate Table Data.....	Excel 190
--------------------------	-----------

#### Restricting cell values and data length

#### Adding input messages and error alerts

Create Subtotals.....	Excel 192
-----------------------	-----------

Practice .....	Excel 194
----------------	-----------

## Integration

### Module 4: Integrating Word and Excel..... Integration 49

Use Paste Special to Modify Formatting.....	Integration 50
--	----------------

Create a Hyperlink Between Word and Excel.....	Integration 52
---	----------------

#### Editing and removing a hyperlink

Create an Excel Spreadsheet in Word .....	Integration 54
--	----------------

Embed an Excel File in Word .....	Integration 56
-----------------------------------	----------------

#### Formatting pasted, embedded, and linked objects

Change Link Sources .....	Integration 58
---------------------------	----------------

#### Reestablishing links

Practice .....	Integration 60
----------------	----------------

## Access 2016

### Module 5: Modifying the Database Structure ..... Access 105

Examine Relational Databases .....	Access 106
------------------------------------	------------

#### Using many-to-many relationships

#### Enforcing referential integrity

Design Related Tables .....	Access 108
-----------------------------	------------

#### Specifying the foreign key field data type



Create One-to-Many Relationships.....Access 110	Align Control Edges .....Access 168
More on enforcing referential integrity	Anchoring, margins, and padding
Create Lookup Fields .....Access 112	Add a Combo Box for Data Entry .....Access 170
Creating multivalued fields	Choosing between a combo box and a list box
Modify Short Text Fields .....Access 114	Add a Combo Box to Find Records .....Access 172
Working with the Input Mask property	Add Command Buttons .....Access 174
Modify Number and Currency Fields.....Access 116	Shape effects
Modifying fields in Datasheet View	Add Option Groups .....Access 176
Modify Date/Time Fields .....Access 118	Protecting data
Using Smart Tags	Add Tab Controls.....Access 178
Modify Validation Properties .....Access 120	Practice .....Access 180
Create Attachment Fields .....Access 122	
Working with database file types	<b>Module 8: Analyzing Data with Reports .....Access 189</b>
Practice .....Access 124	Use Report Design View .....Access 190
<b>Module 6: Improving Queries.....Access 137</b>	Create Parameter Reports .....Access 192
Create Multitable Queries .....Access 138	Parameter criteria
Deleting a field from the query grid	Apply Conditional Formatting.....Access 194
Apply Sorts and View SQL.....Access 140	Conditional formatting using data bars
Specifying a sort order different from the field order in the datasheet	Add Lines.....Access 196
Develop AND Criteria.....Access 142	Line troubles
Develop OR Criteria .....Access 144	Use the Format Painter and Themes .....Access 198
Using wildcard characters in query criteria	Add Subreports .....Access 200
Create Calculated Fields .....Access 146	Modify Section Properties .....Access 202
Build Summary Queries.....Access 148	Create Summary Reports.....Access 204
Build Crosstab Queries .....Access 150	Practice .....Access 206
Using query wizards	
Create a Report on a Query .....Access 152	<b>Integration</b>
Practice .....Access 154	<b>Module 5: Integrating Word and Access .....Integration 65</b>
<b>Module 7: Enhancing Forms.....Access 163</b>	Merge from Access to Word.....Integration 66
Use Form Design View.....Access 164	Export an Access Report to Word.....Integration 68
Add Subforms .....Access 166	Practice .....Integration 70
Linking the form and subform	

**Module 5: Working with Advanced Tools and Masters ..... PowerPoint 97**

Draw and Format Connectors ..... PowerPoint 98

**Changing page setup and slide orientation**Use Advanced  
Formatting Tools ..... PowerPoint 100**Creating columns in a text box**

Customize Animation Effects ..... PowerPoint 102

**Understanding animation timings**

Create Custom Slide Layouts ..... PowerPoint 104

**Restoring the slide master layout**

Format Master Text ..... PowerPoint 106

**Organizing slides into sections**

Change Master Text Indents ..... PowerPoint 108

Adjust Text Objects ..... PowerPoint 110

**Changing text direction**Use Templates and  
Add Comments ..... PowerPoint 112**Understanding PowerPoint templates  
and themes**

Practice ..... PowerPoint 114

**Module 6: Enhancing Charts .... PowerPoint 121**

Work with Charts in PowerPoint ..... PowerPoint 122

**Using Paste Special**Change Chart Design  
and Style ..... PowerPoint 124**Using AutoFit Options to divide and fit  
body text**

Customize a Chart ..... PowerPoint 126

**Using the Insights task pane**

Format Chart Elements ..... PowerPoint 128

**Changing PowerPoint options**

Animate a Chart ..... PowerPoint 130

**Inserting a picture as a slide background**

Embed an Excel Chart ..... PowerPoint 132

**Embedding a worksheet**

Link an Excel Worksheet ..... PowerPoint 134

Update a Linked Excel  
Worksheet ..... PowerPoint 136**Editing links**

Practice ..... PowerPoint 138

**Module 7: Inserting Graphics, Media, and  
Objects ..... PowerPoint 145**

Create a Custom Table ..... PowerPoint 146

Design a SmartArt Graphic ..... PowerPoint 148

**Creating mathematical equations**

Enhance a SmartArt Graphic ..... PowerPoint 150

**Saving a presentation in PDF, XPS, or  
other fixed file formats**

Insert and Edit Digital Video ..... PowerPoint 152

**Trimming a video**

Insert and Trim Audio ..... PowerPoint 154

**Recording a narration on a slide**

Edit and Adjust a Picture ..... PowerPoint 156

**Compressing pictures**

Add Action Buttons ..... PowerPoint 158

**Changing the transparency of a picture**

Insert Hyperlinks ..... PowerPoint 160

**Inserting a screenshot**

Practice ..... PowerPoint 162

**Module 8: Using Advanced  
Features ..... PowerPoint 169**Customize Handout and  
Notes Masters ..... PowerPoint 170**Creating handouts in Microsoft Word**

Send a Presentation for Review ..... PowerPoint 172

**Packaging a presentation**

Combine Reviewed Presentations .....	PowerPoint 174
<b>Coauthoring a presentation</b>	
Set Up a Slide Show .....	PowerPoint 176
<b>Installing and using Office Add-ins</b>	
Create a Custom Show .....	PowerPoint 178
<b>Linking to a custom slide show</b>	
Prepare a Presentation for Distribution .....	PowerPoint 180
<b>Recording a slide show</b>	
Create a Photo Album .....	PowerPoint 182
<b>Publishing slides to a Slide Library</b>	
Deliver a Presentation Online .....	PowerPoint 184
<b>Mastering PowerPoint features and online presentations</b>	
Practice .....	PowerPoint 186

## Integration

### Module 6: Integrating Word, Excel, Access, and PowerPoint .....Integration 73

Insert an Access Table into PowerPoint .....	Integration 74
Insert Word Objects into PowerPoint .....	Integration 76
Link an Excel File into PowerPoint .....	Integration 78
Create PowerPoint Handouts in Word .....	Integration 80
Embed a PowerPoint Slide in Word.....	Integration 82
Practice .....	Integration 84

### Glossary..... Glossary 1

### Index ..... Index 32

# Productivity Apps for School and Work

OneNote  
Sway  
Office Mix  
Edge

Corinne Hoisington



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**Being computer literate no longer means mastery of only Word, Excel, PowerPoint, Outlook, and Access. To become technology power users, Hunter, Nori, Zoe, and Lochlan are exploring Microsoft OneNote, Sway, Mix, and Edge in Office 2016 and Windows 10.**

In this Module	Introduction to OneNote 2016 .....	2
	Introduction to Sway .....	6
	Introduction to Office Mix .....	10
	Introduction to Microsoft Edge .....	14

## Learn to use productivity apps!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

# Introduction to OneNote 2016

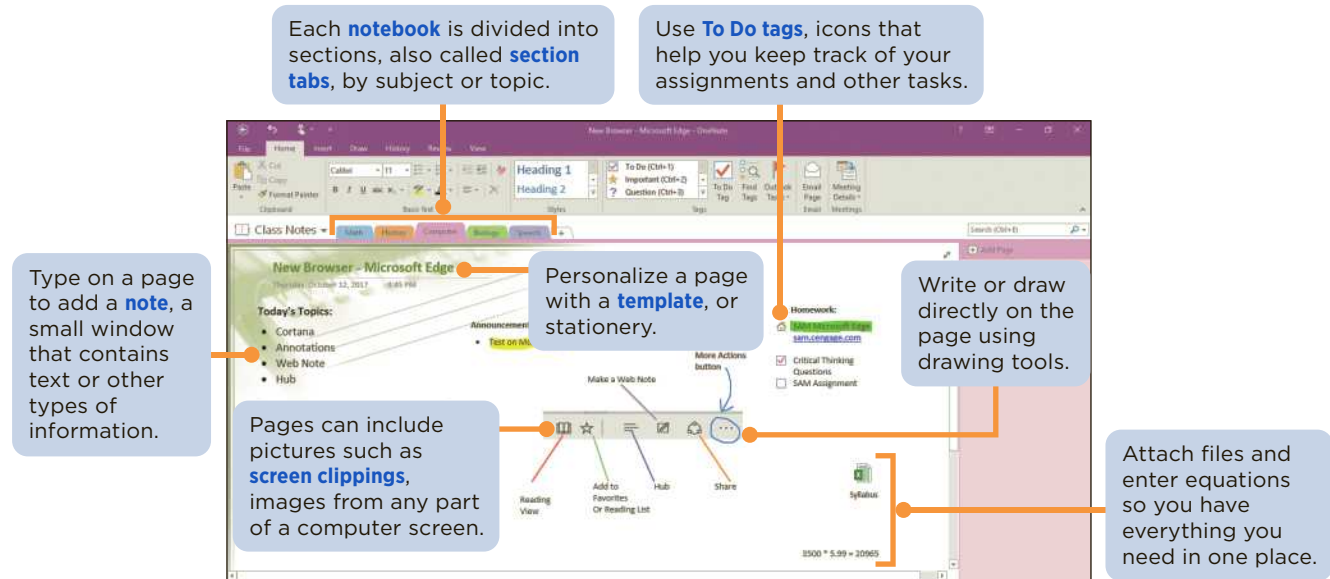
## Bottom Line

- OneNote is a note-taking app for your academic and professional life.
- Use OneNote to get organized by gathering your ideas, sketches, webpages, photos, videos, and notes in one place.

[notebook](#) | [section tab](#) | [To Do tag](#) | [screen clipping](#) | [note](#) | [template](#) | [Microsoft OneNote Mobile app](#) | [sync](#) | [drawing canvas](#) | [inked handwriting](#) | [Link to Text](#)

As you glance around any classroom, you invariably see paper notebooks and notepads on each desk. Because deciphering and sharing handwritten notes can be a challenge, Microsoft OneNote 2016 replaces physical notebooks, binders, and paper notes with a searchable, digital notebook. OneNote captures your ideas and schoolwork on any device so you can stay organized, share notes, and work with others on projects. Whether you are a student taking class notes as shown in **Figure 1** or an employee taking notes in company meetings, OneNote is the one place to keep notes for all of your projects.

**Figure 1:** OneNote 2016 notebook



## Learn to use OneNote!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

## Creating a OneNote Notebook

OneNote is divided into sections similar to those in a spiral-bound notebook. Each OneNote notebook contains sections, pages, and other notebooks. You can use OneNote for school, business, and personal projects. Store information for each type of project in different notebooks to keep your tasks separate, or use any other organization that suits you. OneNote is flexible enough to adapt to the way you want to work.

When you create a notebook, it contains a blank page with a plain white background by default, though you can use templates, or stationery, to apply designs in categories such as Academic, Business, Decorative, and Planners. Start typing or use the buttons on the Insert tab to insert notes, which are small resizable windows that can contain text, equations, tables, on-screen writing, images, audio and video recordings, to-do lists, file attachments, and file printouts. Add as many notes as you need to each page.

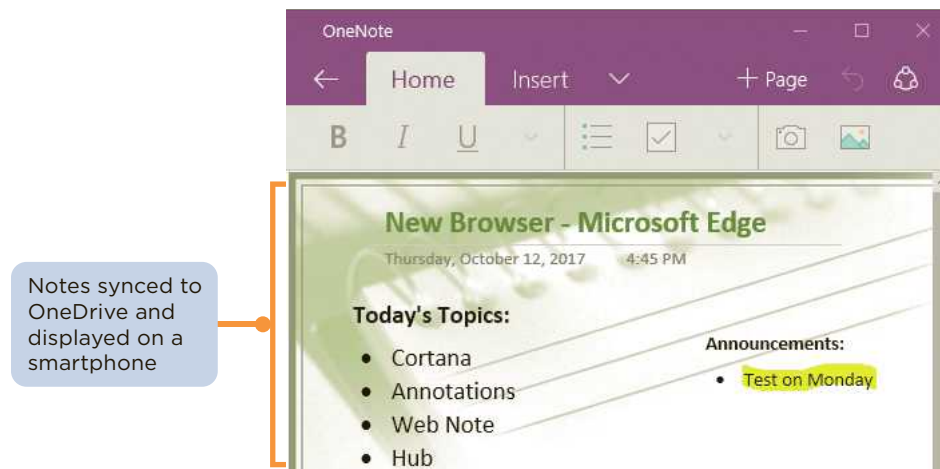
## Syncing a Notebook to the Cloud

OneNote saves your notes every time you make a change in a notebook. To make sure you can access your notebooks with a laptop, tablet, or smartphone wherever you are, OneNote uses cloud-based storage, such as OneDrive or SharePoint. **Microsoft OneNote Mobile app**, a lightweight version of OneNote 2016 shown in **Figure 2**, is available for free in the Windows Store, Google Play for Android devices, and the AppStore for iOS devices.

If you have a Microsoft account, OneNote saves your notes on OneDrive automatically for all your mobile devices and computers, which is called **syncing**. For example, you can use OneNote to take notes on your laptop during class, and then

open OneNote on your phone to study later. To use a notebook stored on your computer with your OneNote Mobile app, move the notebook to OneDrive. You can quickly share notebook content with other people using OneDrive.

**Figure 2:** Microsoft OneNote Mobile app



## Taking Notes

Use OneNote pages to organize your notes by class and topic or lecture. Beyond simple typed notes, OneNote stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

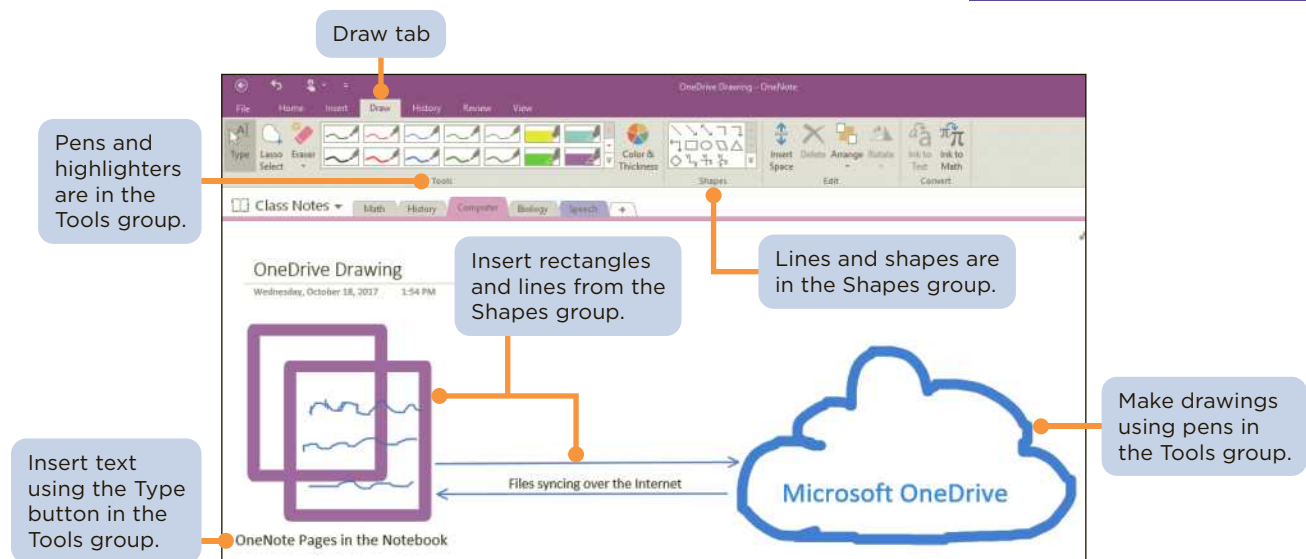
OneNote includes drawing tools that let you sketch freehand drawings such as biological cell diagrams and financial supply-and-demand charts. As shown in **Figure 3**, the Draw tab on the ribbon provides these drawing tools along with shapes so you can insert diagrams and other illustrations to represent your ideas. When you draw on a page, OneNote creates a **drawing canvas**, which is a container for shapes and lines.



## On the Job Now

OneNote is ideal for taking notes during meetings, whether you are recording minutes, documenting a discussion, sketching product diagrams, or listing follow-up items. Use a meeting template to add pages with content appropriate for meetings.

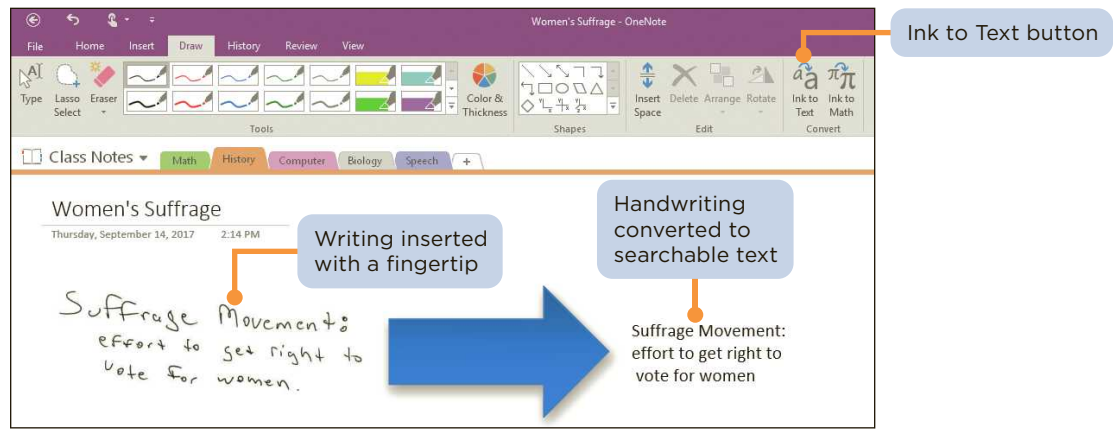
**Figure 3:** Tools on the Draw tab



## Converting Handwriting to Text

When you use a pen tool to write on a notebook page, the text you enter is called **inked handwriting**. OneNote can convert inked handwriting to typed text when you use the **Link to Text** button in the Convert group on the Draw tab, as shown in **Figure 4**. After OneNote converts the handwriting to text, you can use the Search box to find terms in the converted text or any other note in your notebooks.

**Figure 4:** Converting handwriting to text



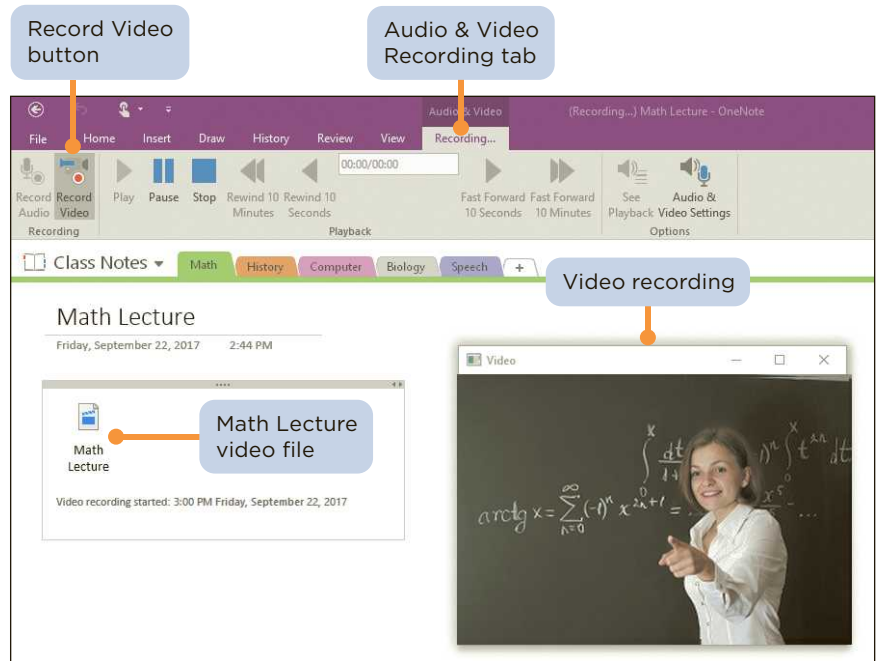
**On the Job Now**

Use OneNote as a place to brainstorm ongoing work projects. If a notebook contains sensitive material, you can password-protect some or all of the notebook so that only certain people can open it.

**Recording a Lecture**

If your computer or mobile device has a microphone or camera, OneNote can record the audio or video from a lecture or business meeting as shown in **Figure 5**. When you record a lecture (with your instructor's permission), you can follow along, take regular notes at your own pace, and review the video recording later. You can control the start, pause, and stop motions of the recording when you play back the recording of your notes.

**Figure 5:** Video inserted in a notebook



## Try This Now

### 1: Taking Notes for a Week

As a student, you can get organized by using OneNote to take detailed notes in your classes. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account (the default location for new notebooks). Name the notebook with your first name followed by “Notes,” as in **Caleb Notes**.
- Create four section tabs, each with a different class name.
- Take detailed notes in those classes for one week. Be sure to include notes, drawings, and other types of content.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

#### Learn to use OneNote!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

### 2: Using OneNote to Organize a Research Paper

You have a research paper due on the topic of three habits of successful students. Use OneNote to organize your research. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account. Name the notebook **Success Research**.
- Create three section tabs with the following names:
  - **Take Detailed Notes**
  - **Be Respectful in Class**
  - **Come to Class Prepared**
- On the web, research the topics and find three sources for each section. Copy a sentence from each source and paste the sentence into the appropriate section. When you paste the sentence, OneNote inserts it in a note with a link to the source.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.

### 3: Planning Your Career

*Note:* This activity requires a webcam or built-in video camera on any type of device.

Consider an occupation that interests you. Using OneNote, examine the responsibilities, education requirements, potential salary, and employment outlook of a specific career. Perform the following tasks:

- Create a new OneNote notebook on your Microsoft OneDrive account. Name the notebook with your first name followed by a career title, such as **Kara - App Developer**.
- Create four section tabs with the names **Responsibilities**, **Education Requirements**, **Median Salary**, and **Employment Outlook**.
- Research the responsibilities of your career path. Using OneNote, record a short video (approximately 30 seconds) of yourself explaining the responsibilities of your career path. Place the video in the Responsibilities section.
- On the web, research the educational requirements for your career path and find two appropriate sources. Copy a paragraph from each source and paste them into the appropriate section. When you paste a paragraph, OneNote inserts it in a note with a link to the source.
- Research the median salary for a single year for this career. Create a mathematical equation in the Median Salary section that multiplies the amount of the median salary times 20 years to calculate how much you will possibly earn.
- For the Employment Outlook section, research the outlook for your career path. Take at least four notes about what you find when researching the topic.
- Sync your notes with your OneDrive. Submit your assignment in the format specified by your instructor.



## Introduction to Sway

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### Bottom Line

- Drag photos, videos, and files from your computer and content from Facebook and Twitter directly to your Sway presentation.
- Run Sway in a web browser or as an app on your smartphone, and save presentations as webpages.

Expressing your ideas in a presentation typically means creating PowerPoint slides or a Word document. Microsoft Sway gives you another way to engage an audience. Sway is a free Microsoft tool available at [Sway.com](#) or as an app in Office 365. Using Sway, you can combine text, images, videos, and social media in a website called a **Sway site** that you can share and display on any device. To get started, you create a digital story on a web-based canvas without borders, slides, cells, or page breaks. A Sway site organizes the text, images, and video into a **responsive design**, which means your content adapts perfectly to any screen size as shown in **Figure 6**. You store a Sway site in the cloud on OneDrive using a free Microsoft account.

**Figure 6:** Sway site with responsive design



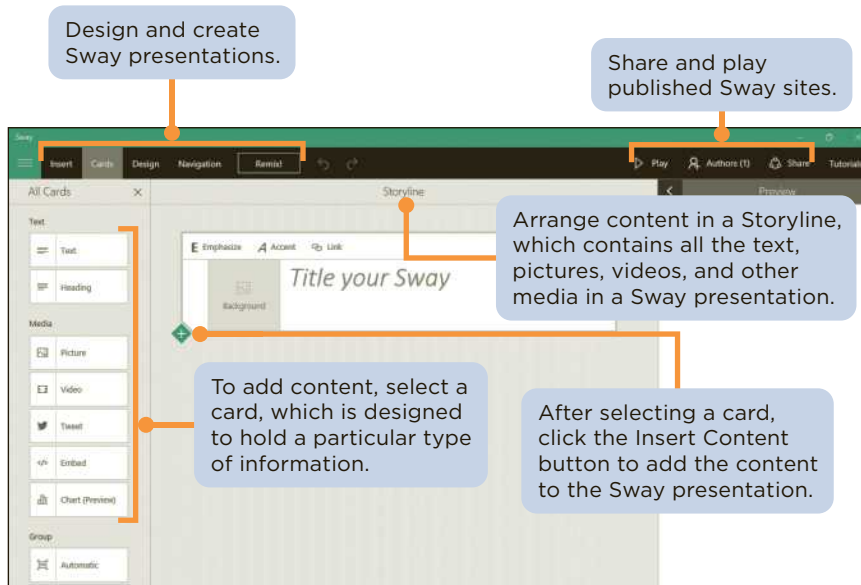
### Learn to use Sway!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

## Creating a Sway Presentation

You can use Sway to build a digital flyer, a club newsletter, a vacation blog, an informational site, a digital art portfolio, or a new product rollout. After you select your topic and sign into Sway with your Microsoft account, a **Storyline** opens, providing tools and a work area for composing your digital story. See **Figure 7**. Each story can include text, images, and videos. You create a Sway by adding text and media content into a Storyline section, or **card**. To add pictures, videos, or documents, select a card in the left pane and then select the Insert Content button. The first card in a Sway presentation contains a title and background image.

**Figure 7:** Creating a Sway site



## Adding Content to Build a Story

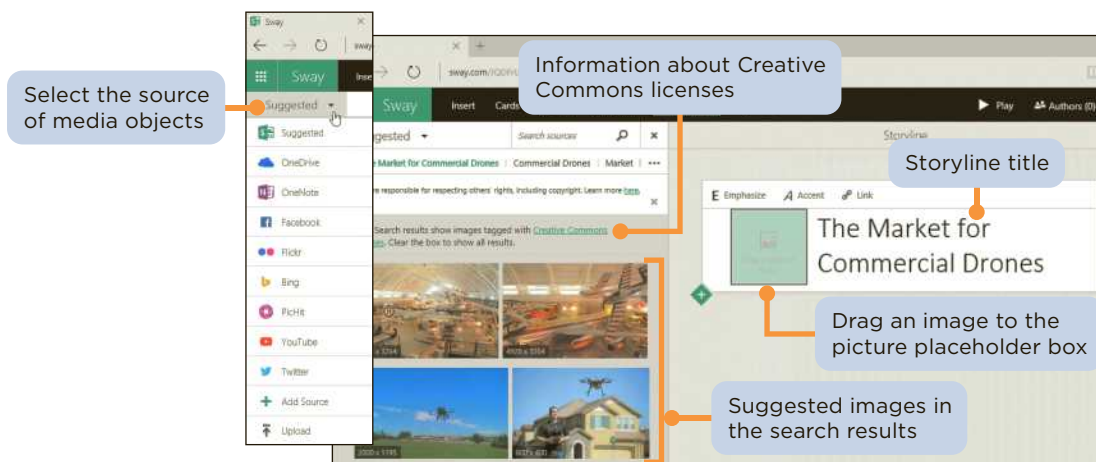
As you work, Sway searches the Internet to help you find relevant images, videos, tweets, and other content from online sources such as Bing, YouTube, Twitter, and Facebook. You can drag content from the search results right into the Storyline. In addition, you can upload your own images and videos directly in the presentation. For example, if you are creating a Sway presentation about the market for commercial drones, Sway suggests content to incorporate into the presentation by displaying it in the left pane as search results. The search results include drone images tagged with a **Creative Commons license** on online sources as shown in **Figure 8**. A Creative Commons license is a public copyright license that allows the free distribution of an otherwise copyrighted work. In addition, you can specify the source of the media. For example, you can add your own Facebook or OneNote pictures and videos in Sway without leaving the app.



### On the Job Now

If you have a Microsoft Word document containing an outline of your business content, drag the outline into Sway to create a card for each topic.

**Figure 8:** Images in Sway search results





### On the Job Now

If your project team wants to collaborate on a Sway presentation, click the Authors button on the navigation bar to invite others to edit the presentation.

## Designing a Sway

Sway professionally designs your Storyline content by resizing background images and fonts to fit your display, and by floating text, animating media, embedding video, and removing images as a page scrolls out of view. Sway also evaluates the images in your Storyline and suggests a color palette based on colors that appear in your photos. Use the Design button to display tools including color palettes, font choices, **animation emphasis effects**, and style templates to provide a personality for a Sway presentation. Instead of creating your own design, you can click the Remix button, which randomly selects unique designs for your Sway site.

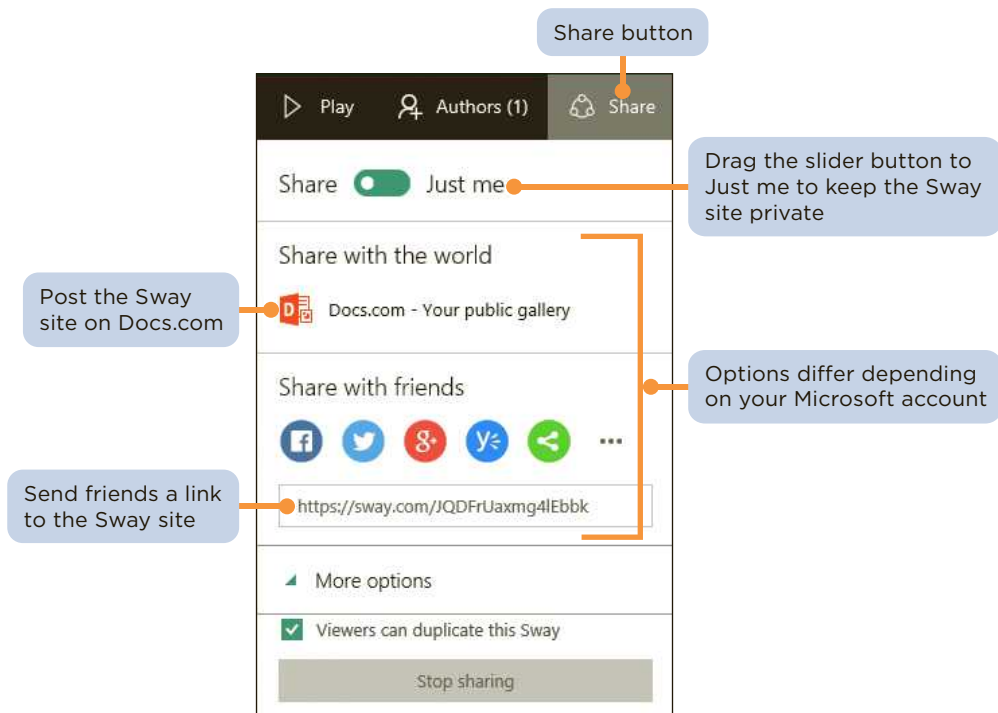
## Publishing a Sway

Use the Play button to display your finished Sway presentation as a website. The Address bar includes a unique web address where others can view your Sway site. As the author, you can edit a published Sway site by clicking the Edit button (pencil icon) on the Sway toolbar.

## Sharing a Sway

When you are ready to share your Sway website, you have several options as shown in **Figure 9**. Use the Share slider button to share the Sway site publicly or keep it private. If you add the Sway site to the Microsoft **Docs.com** public gallery, anyone worldwide can use Bing, Google, or other search engines to find, view, and share your Sway site. You can also share your Sway site using Facebook, Twitter, Google+, Yammer, and other social media sites. Link your presentation to any webpage or email the link to your audience. Sway can also generate a code for embedding the link within another webpage.

**Figure 9:** Sharing a Sway site



## Try This Now

### 1: Creating a Sway Resume

Sway is a digital storytelling app. Create a Sway resume to share the skills, job experiences, and achievements you have that match the requirements of a future job interest.

Perform the following tasks:

- a. Create a new presentation in Sway to use as a digital resume. Title the Sway Storyline with your full name and then select a background image.
- b. Create three separate sections titled **Academic Background**, **Work Experience**, and **Skills**, and insert text, a picture, and a paragraph or bulleted points in each section. Be sure to include your own picture.
- c. Add a fourth section that includes a video about your school that you find online.
- d. Customize the design of your presentation.
- e. Submit your assignment link in the format specified by your instructor.

### 2: Creating an Online Sway Newsletter

Newsletters are designed to capture the attention of their target audience. Using Sway, create a newsletter for a club, organization, or your favorite music group. Perform the following tasks:

- a. Create a new presentation in Sway to use as a digital newsletter for a club, organization, or your favorite music group. Provide a title for the Sway Storyline and select an appropriate background image.
- b. Select three separate sections with appropriate titles, such as Upcoming Events. In each section, insert text, a picture, and a paragraph or bulleted points.
- c. Add a fourth section that includes a video about your selected topic.
- d. Customize the design of your presentation.
- e. Submit your assignment link in the format specified by your instructor.

### 3: Creating and Sharing a Technology Presentation

To place a Sway presentation in the hands of your entire audience, you can share a link to the Sway presentation. Create a Sway presentation on a new technology and share it with your class. Perform the following tasks:

- a. Create a new presentation in Sway about a cutting-edge technology topic. Provide a title for the Sway Storyline and select a background image.
- b. Create four separate sections about your topic, and include text, a picture, and a paragraph in each section.
- c. Add a fifth section that includes a video about your topic.
- d. Customize the design of your presentation.
- e. Share the link to your Sway with your classmates and submit your assignment link in the format specified by your instructor.

#### Learn to use Sway!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

## Introduction to Office Mix

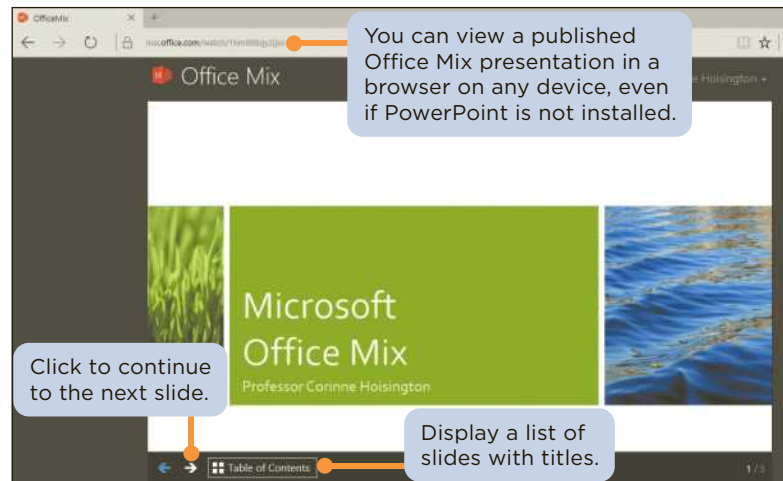
[add-in](#) | [clip](#) | [slide recording](#) | [Slide Notes](#) | [screen recording](#) | [free-response quiz](#)

### Bottom Line

- Office Mix is a free PowerPoint add-in from Microsoft that adds features to PowerPoint.
- The Mix tab on the PowerPoint ribbon provides tools for creating screen recordings, videos, interactive quizzes, and live webpages.

To enliven business meetings and lectures, Microsoft adds a new dimension to presentations with a powerful toolset called Office Mix, a free add-in for PowerPoint. (An **add-in** is software that works with an installed app to extend its features.) Using Office Mix, you can record yourself on video, capture still and moving images on your desktop, and insert interactive elements such as quizzes and live webpages directly into PowerPoint slides. When you post the finished presentation to OneDrive, Office Mix provides a link you can share with friends and colleagues. Anyone with an Internet connection and a web browser can watch a published Office Mix presentation, such as the one in **Figure 10**, on a computer or mobile device.

**Figure 10:** Office Mix presentation



### Learn to use Office Mix!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

## Adding Office Mix to PowerPoint

To get started, you create an Office Mix account at the website [mix.office.com](http://mix.office.com) using an email address or a Facebook or Google account. Next, you download and install the Office Mix add-in (see **Figure 11**). Office Mix appears as a new tab named Mix on the PowerPoint ribbon in versions of Office 2013 and Office 2016 running on personal computers (PCs).

**Figure 11:** Getting started with Office Mix



## Capturing Video Clips

A **clip** is a short segment of audio, such as music, or video. After finishing the content on a PowerPoint slide, you can use Office Mix to add a video clip to animate or illustrate the content. Office Mix creates video clips in two ways: by recording live action on a webcam and by capturing screen images and movements. If your computer has a webcam, you can record yourself and annotate the slide to create a **slide recording** as shown in **Figure 12**.



### On the Job Now

Companies are using Office Mix to train employees about new products, to explain benefit packages to new workers, and to educate interns about office procedures.

**Figure 12:** Making a slide recording



When you are making a slide recording, you can record your spoken narration at the same time. The **Slide Notes** feature works like a teleprompter to help you focus on your presentation content instead of memorizing your narration. Use the Inking tools to make annotations or add highlighting using different pen types and colors. After finishing a recording, edit the video in PowerPoint to trim the length or set playback options.

The second way to create a video is to capture on-screen images and actions with or without a voiceover. This method is ideal if you want to show how to use your favorite website or demonstrate an app such as OneNote. To share your screen with an audience, select the part of the screen you want to show in the video. Office Mix captures everything that happens in that area to create a **screen recording**, as shown in **Figure 13**. Office Mix inserts the screen recording as a video in the slide.



### On the Job Now

To make your video recordings accessible to people with hearing impairments, use the Office Mix closed-captioning tools. You can also use closed captions to supplement audio that is difficult to understand and to provide an aid for those learning to read.

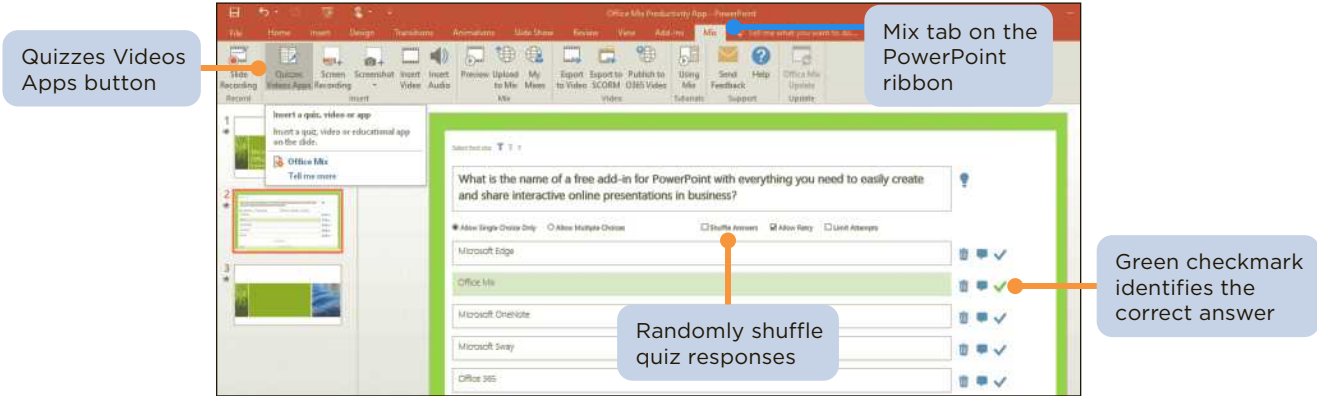
**Figure 13:** Making a screen recording



## Inserting Quizzes, Live Webpages, and Apps

To enhance and assess audience understanding, make your slides interactive by adding quizzes, live webpages, and apps. Quizzes give immediate feedback to the user as shown in **Figure 14**. Office Mix supports several quiz formats, including a **free-response quiz** similar to a short answer quiz, and true/false, multiple-choice, and multiple-response formats.

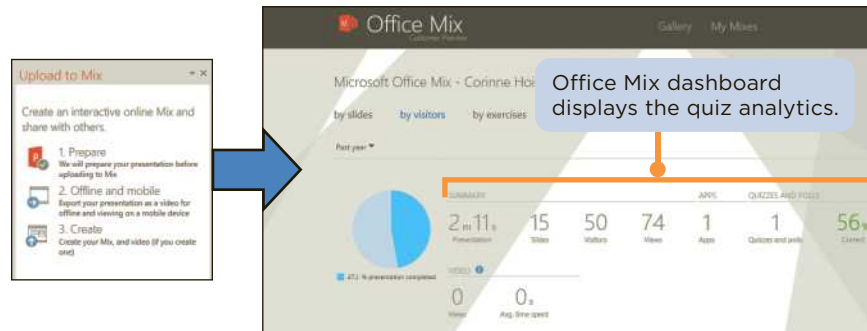
**Figure 14:** Creating an interactive quiz



## Sharing an Office Mix Presentation

When you complete your work with Office Mix, upload the presentation to your personal Office Mix dashboard as shown in **Figure 15**. Users of PCs, Macs, iOS devices, and Android devices can access and play Office Mix presentations. The Office Mix dashboard displays built-in analytics that include the quiz results and how much time viewers spent on each slide. You can play completed Office Mix presentations online or download them as movies.

**Figure 15:** Sharing an Office Mix presentation



## Try This Now

### Learn to use Office Mix!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

### 1: Creating an Office Mix Tutorial for OneNote

*Note:* This activity requires a microphone on your computer.

Office Mix makes it easy to record screens and their contents. Create PowerPoint slides with an Office Mix screen recording to show OneNote 2016 features. Perform the following tasks:

- Create a PowerPoint presentation with the Ion Boardroom template. Create an opening slide with the title **My Favorite OneNote Features** and enter your name in the subtitle.
- Create three additional slides, each titled with a new feature of OneNote. Open OneNote and use the Mix tab in PowerPoint to capture three separate screen recordings that teach your favorite features.
- Add a fifth slide that quizzes the user with a multiple-choice question about OneNote and includes four responses. Be sure to insert a checkmark indicating the correct response.
- Upload the completed presentation to your Office Mix dashboard and share the link with your instructor.
- Submit your assignment link in the format specified by your instructor.

### 2: Teaching Augmented Reality with Office Mix

*Note:* This activity requires a webcam or built-in video camera on your computer.

A local elementary school has asked you to teach augmented reality to its students using Office Mix. Perform the following tasks:

- Research augmented reality using your favorite online search tools.
- Create a PowerPoint presentation with the Frame template. Create an opening slide with the title **Augmented Reality** and enter your name in the subtitle.
- Create a slide with four bullets summarizing your research of augmented reality. Create a 20-second slide recording of yourself providing a quick overview of augmented reality.
- Create another slide with a 30-second screen recording of a video about augmented reality from a site such as YouTube or another video-sharing site.
- Add a final slide that quizzes the user with a true/false question about augmented reality. Be sure to insert a checkmark indicating the correct response.
- Upload the completed presentation to your Office Mix dashboard and share the link with your instructor.
- Submit your assignment link in the format specified by your instructor.

### 3: Marketing a Travel Destination with Office Mix

*Note:* This activity requires a webcam or built-in video camera on your computer.

To convince your audience to travel to a particular city, create a slide presentation marketing any city in the world using a slide recording, screen recording, and a quiz. Perform the following tasks:

- Create a PowerPoint presentation with any template. Create an opening slide with the title of the city you are marketing as a travel destination and your name in the subtitle.
- Create a slide with four bullets about the featured city. Create a 30-second slide recording of yourself explaining why this city is the perfect vacation destination.
- Create another slide with a 20-second screen recording of a travel video about the city from a site such as YouTube or another video-sharing site.
- Add a final slide that quizzes the user with a multiple-choice question about the featured city with five responses. Be sure to include a checkmark indicating the correct response.
- Upload the completed presentation to your Office Mix dashboard and share your link with your instructor.
- Submit your assignment link in the format specified by your instructor.



# Introduction to Microsoft Edge

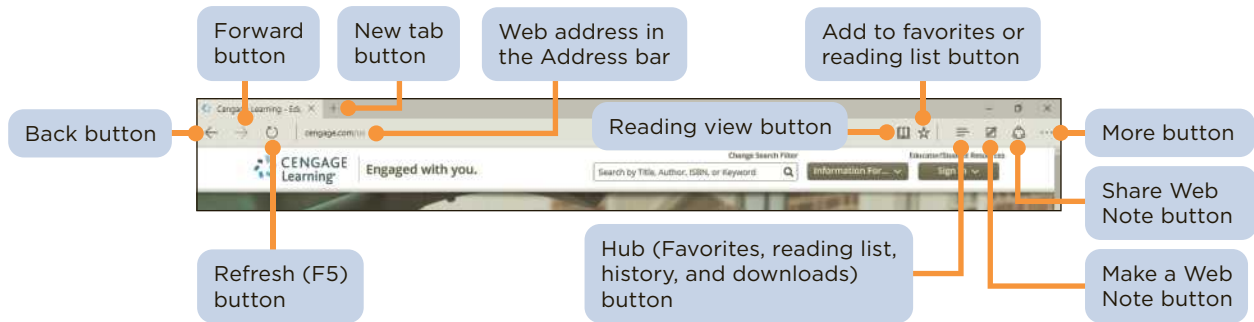
[Reading view](#) | [Hub](#) | [Cortana](#) | [Web Note](#) | [Inking](#) | [sandbox](#)

## Bottom Line

- Microsoft Edge is the name of the new web browser built into Windows 10.
- Microsoft Edge allows you to search the web faster, take web notes, read webpages without distractions, and get instant assistance from Cortana.

Microsoft Edge is the default web browser developed for the Windows 10 operating system as a replacement for Internet Explorer. Unlike its predecessor, Edge lets you write on webpages, read webpages without advertisements and other distractions, and search for information using a virtual personal assistant. The Edge interface is clean and basic, as shown in **Figure 16**, meaning you can pay more attention to the webpage content.

**Figure 16:** Microsoft Edge tools



## Learn to use Edge!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

## Browsing the Web with Microsoft Edge

One of the fastest browsers available, Edge allows you to type search text directly in the Address bar. As you view the resulting webpage, you can switch to **Reading view**, which is available for most news and research sites, to eliminate distracting advertisements. For example, if you are catching up on technology news online, the webpage might be difficult to read due to a busy layout cluttered with ads. Switch to Reading view to refresh the page and remove the original page formatting, ads, and menu sidebars to read the article distraction-free.

Consider the **Hub** in Microsoft Edge as providing one-stop access to all the things you collect on the web, such as your favorite websites, reading list, surfing history, and downloaded files.



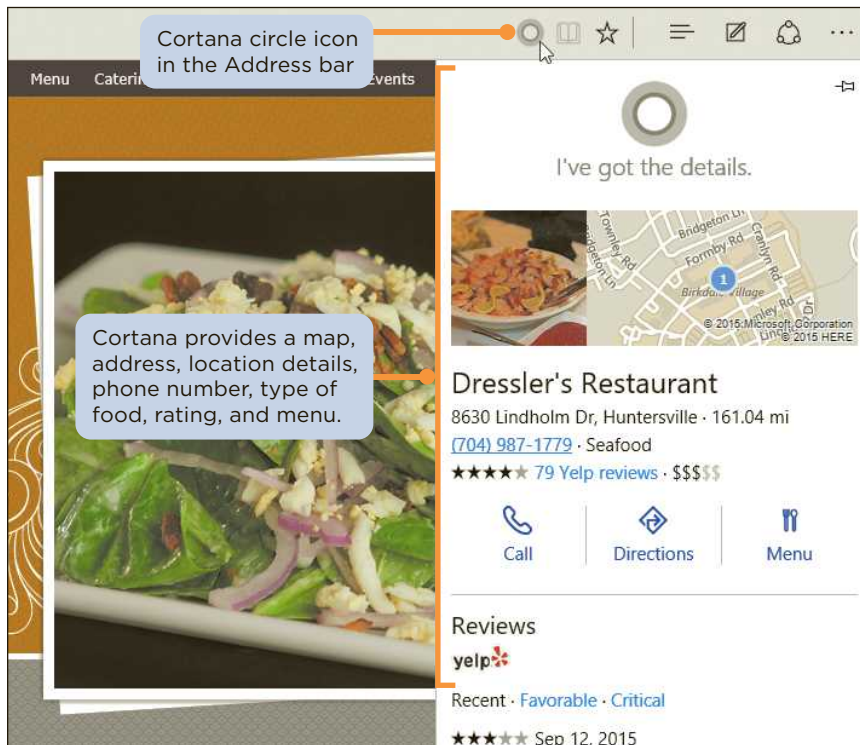
## On the Job Now

Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: to promote interaction with the web and share its contents with colleagues.

## Locating Information with Cortana

**Cortana**, the Windows 10 virtual assistant, plays an important role in Microsoft Edge. After you turn on Cortana, it appears as an animated circle in the Address bar when you might need assistance, as shown in the restaurant website in **Figure 17**. When you click the Cortana icon, a pane slides in from the right of the browser window to display detailed information about the restaurant, including maps and reviews. Cortana can also assist you in defining words, finding the weather, suggesting coupons for shopping, updating stock market information, and calculating math.

**Figure 17:** Cortana providing restaurant information



## Annotating Webpages

One of the most impressive Microsoft Edge features are the **Web Note** tools, which you use to write on a webpage or to highlight text. When you click the Make a Web Note button, an **Inking** toolbar appears, as shown in **Figure 18**, that provides writing and drawing tools. These tools include an eraser, a pen, and a highlighter with different colors. You can also insert a typed note and copy a screen image (called a screen clipping). You can draw with a pointing device, fingertip, or stylus using different pen colors. Whether you add notes to a recipe, annotate sources for a research paper, or select a product while shopping online, the Web Note tools can enhance your productivity. After you complete your notes, click the Save button to save the annotations to OneNote, your Favorites list, or your Reading list. You can share the inked page with others using the Share Web Note button.



### On the Job Now

To enhance security, Microsoft Edge runs in a partial sandbox, an arrangement that prevents attackers from gaining control of your computer. Browsing within the **sandbox** protects computer resources and information from hackers.

**Figure 18:** Web Note tools in Microsoft Edge



## Try This Now

### 1: Using Cortana in Microsoft Edge

*Note:* This activity requires using Microsoft Edge on a Windows 10 computer.

Cortana can assist you in finding information on a webpage in Microsoft Edge. Perform the following tasks:

- a. Create a Word document using the Word Screen Clipping tool to capture the following screenshots.
  - Screenshot A—Using Microsoft Edge, open a webpage with a technology news article. Right-click a term in the article and ask Cortana to define it.
  - Screenshot B—Using Microsoft Edge, open the website of a fancy restaurant in a city near you. Make sure the Cortana circle icon is displayed in the Address bar. (If it's not displayed, find a different restaurant website.) Click the Cortana circle icon to display a pane with information about the restaurant.
  - Screenshot C—Using Microsoft Edge, type **10 USD to Euros** in the Address bar without pressing the Enter key. Cortana converts the U.S. dollars to Euros.
  - Screenshot D—Using Microsoft Edge, type **Apple stock** in the Address bar without pressing the Enter key. Cortana displays the current stock quote.
- b. Submit your assignment in the format specified by your instructor.

### 2: Viewing Online News with Reading View

*Note:* This activity requires using Microsoft Edge on a Windows 10 computer.

Reading view in Microsoft Edge can make a webpage less cluttered with ads and other distractions. Perform the following tasks:

- a. Create a Word document using the Word Screen Clipping tool to capture the following screenshots.
  - Screenshot A—Using Microsoft Edge, open the website **mashable.com**. Open a technology article. Click the Reading view button to display an ad-free page that uses only basic text formatting.
  - Screenshot B—Using Microsoft Edge, open the website **bbc.com**. Open any news article. Click the Reading view button to display an ad-free page that uses only basic text formatting.
  - Screenshot C—Make three types of annotations (Pen, Highlighter, and Add a typed note) on the BBC article page displayed in Reading view.
- b. Submit your assignment in the format specified by your instructor.

### 3: Inking with Microsoft Edge

*Note:* This activity requires using Microsoft Edge on a Windows 10 computer.

Microsoft Edge provides many annotation options to record your ideas. Perform the following tasks:

- a. Open the website **wolframalpha.com** in the Microsoft Edge browser. Wolfram Alpha is a well-respected academic search engine. Type **US\$100 1965 dollars in 2015** in the Wolfram Alpha search text box and press the Enter key.
- b. Click the Make a Web Note button to display the Web Note tools. Using the Pen tool, draw a circle around the result on the webpage. Save the page to OneNote.
- c. In the Wolfram Alpha search text box, type the name of the city closest to where you live and press the Enter key. Using the Highlighter tool, highlight at least three interesting results. Add a note and then type a sentence about what you learned about this city. Save the page to OneNote. Share your OneNote notebook with your instructor.
- d. Submit your assignment link in the format specified by your instructor.

#### Learn to use Edge!

Links to companion **Sways**, featuring **videos** with hands-on instructions, are located on [www.cengagebrain.com](http://www.cengagebrain.com).

# Creating and Formatting Tables

### CASE

You are preparing a summary budget for an advertising campaign aimed at the Boston market. The goal of the ad campaign is to promote winter projects in tropical destinations. You decide to format the budget information as a table so that it is easy to read and analyze.

## Module Objectives

After completing this module, you will be able to:

- Insert a table
- Insert and delete rows and columns
- Modify rows and columns
- Sort table data
- Split and merge cells
- Perform calculations in tables
- Apply a table style
- Customize a table format

## Files You Will Need

WD 5-1.docx

WD 5-2.docx

# Insert a Table

## Learning Outcomes

- Insert a table
- Type text in a table
- Add rows

## STEPS

### QUICK TIP

If the rulers are not displayed, click the Ruler check box in the Show group on the View tab.

1. Start Word, click **Blank document**, click the **View tab**, then click the **Page Width button** in the **Zoom group**
2. Click the **Insert tab**, then click the **Table button** in the **Tables group**  
The Table menu opens. It includes a grid for selecting the number of columns and rows you want the table to contain, as well as several commands for inserting a table. **TABLE 5-1** describes these commands. As you move the pointer across the grid, a preview of the table with the specified number of columns and rows appears in the document at the location of the insertion point.
3. Point to the **second box** in the **fourth row** to select **2x4 Table**, then click  
A table with two columns and four rows is inserted in the document, as shown in **FIGURE 5-1**. Black borders surround the table cells. The insertion point is in the first cell in the first row.

4. Type **Location**, then press **[Tab]**  
Pressing **[Tab]** moves the insertion point to the next cell in the row.
5. Type **Cost**, press **[Tab]**, then type **The Boston Globe**  
Pressing **[Tab]** at the end of a row moves the insertion point to the first cell in the next row.
6. Press **[Tab]**, type **28,900**, press **[Tab]**, then type the following text in the table, pressing **[Tab]** to move from cell to cell

Boston.com	26,000
Taxi tops	16,000

7. Press **[Tab]**  
Pressing **[Tab]** at the end of the last cell of a table creates a new row at the bottom of the table, as shown in **FIGURE 5-2**. The insertion point is located in the first cell in the new row.

8. Type the following, pressing **[Tab]** to move from cell to cell and to create new rows

Cambridge Chronicle	17,460
Wickedlocal.com	5,750
MBTA stops	12,000
Boston Magazine	11,400

9. Click the **Save button**  on the **Quick Access toolbar**, then save the document as **WD 5-Boston Ad Budget** to the location where you store your **Data Files**

The table is shown in **FIGURE 5-3**.

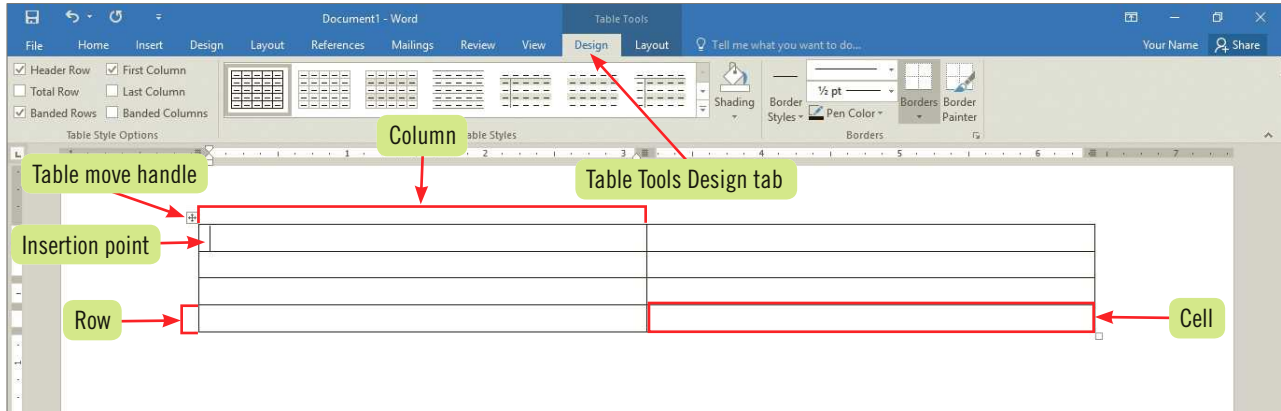
**TABLE 5-1:** Table menu commands

command	use to
Insert Table	Create a table with any number of columns and rows and select an AutoFit behavior
Draw Table	Create a complex table by drawing the table columns and rows
Convert Text to Table	Convert text that is separated by tabs, commas, or another separator character into a table
Excel Spreadsheet	Insert a blank Excel worksheet into the document as an embedded object
Quick Tables	Insert a preformatted table template and replace the placeholder data with your own data

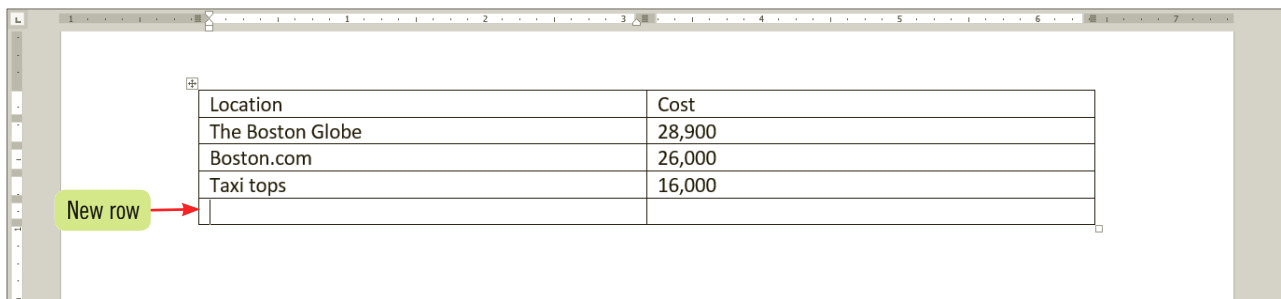
### TROUBLE

If you pressed **[Tab]** after the last row, click the **Undo button**  on the **Quick Access toolbar** to remove the new blank row.

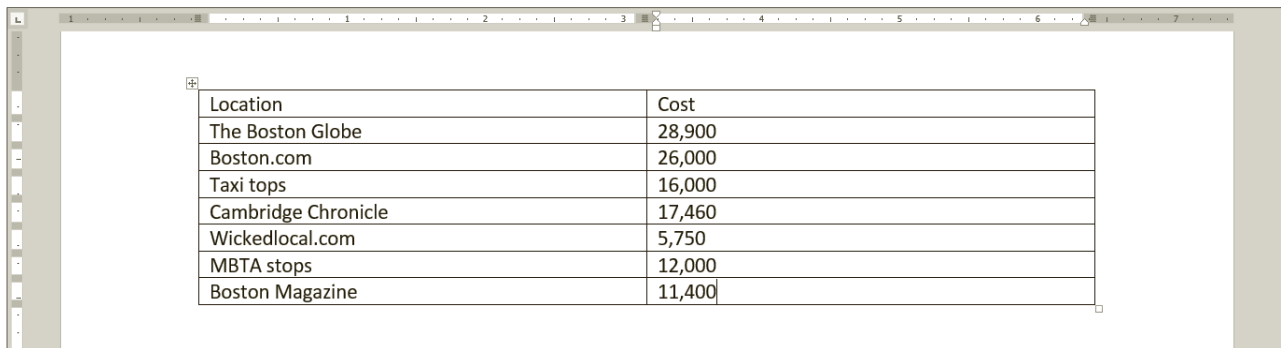
**FIGURE 5-1: Blank table**



**FIGURE 5-2: New row in table**



**FIGURE 5-3: Text in the table**



### Converting text to a table and a table to text

Starting with a blank table is just one way to create a table. You can also convert text that is separated by a tab, a comma, or another separator character into a table. For example, to create a two-column table of last and first names, you could type the names as a list with a comma separating the last and first name in each line, and then convert the text to a table. The separator character—a comma in this example—indicates where you want to divide the table into columns, and a paragraph mark indicates where you want to begin a new row. To convert text

to a table, select the text, click the Table button in the Tables group on the Insert tab, and then click Convert Text to Table. In the Convert Text to Table dialog box, select from the options for structuring and formatting the table, and then click OK to create the table.

Conversely, you can convert a table to text that is separated by tabs, commas, or some other character by selecting the table, clicking the Table Tools Layout tab, and then clicking the Convert to Text button in the Data group.