Skills

for

success

with Microsoft®

Excel 2016

CHANEY ADKINS | HAWKINS

PROCERT
APPROVED

MOS Certification Prep

SKILLS For SUCCESS

with Microsoft®
Excel 2016 Comprehensive

CHANEY ADKINS | HAWKINS

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Contents in Brief

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Skills for Success Office 2016

With Microsoft Office 2016, productivity is truly possible anywhere, anytime! Understanding this and being able to think and adapt to new environments is critical for today's learners. The *Skills for Success* series focuses on teaching essential productivity skills by providing a highly visual, step-by-step approach for learning Microsoft Office. This concise approach is very effective and provides the depth of skill coverage needed to succeed at work, school, and for MOS certification preparation. Using this approach, students learn the skills they need, and then put their knowledge to work through a progression of review, problem-solving, critical thinking projects, and proficiency demonstration with the NEW *Collaborating with Google* projects. For Office 2016, MOS exam objectives are also woven into the lessons, so students can review and prepare as they learn. Combine the visual approach and real-world projects of the text with the matching, live-in-the-application grader projects and high fidelity Office simulation training and assessments in MyITLab, and you have a truly effective learning approach!

Series Hallmarks

- **Highly Visual Two-Page Landscape Layout —** Gives students the visual illustrations right with the steps—no flipping pages

- **Clearly Outlined Skills —** Each skill is presented in a single two-page spread so that students can easily follow along

- **Numbered Steps and Bulleted Text —** Students don't read long paragraphs or text, but they will read information presented concisely

- **Wide Coverage of Skills —** Gives students the knowledge needed to learn the core skills for work success

Skills for Success with Microsoft Office 2016

Personalized, engaging, effective learning with MyITLab 2016

Using the *Grader* projects and MyITLab *simulations*, students receive immediate feedback on their work to ensure understanding and help students progress.

MyITLab® Grader **Live-in-the-application Grader Projects**—provide hands-on, autograded options for practice and assessment with immediate feedback and detailed performance comments. Grader projects cover all the skills taught in the chapter, including a new grader covering all four *More Skills.*

MyITLab® Simulation **MyITLab Simulation Trainings and Assessment** provide an interactive, highly-realistic simulated environment to practice the Microsoft skills and projects taught in the book. Students receive immediate assistance with the learning aids, *Read, Watch, Practice,* and *detailed click stream data* reports provide effective review of their work. In the simulation assessments, students demonstrate their understanding through a new scenario exam without learning aids. Please note that for chapters 5 – 10, the simulations are topic-based; they cover the skills in chapter, but are not based on the same scenario.

Current Content and Essential Technology Coverage
Three Fundamental Chapters cover the latest technology concepts, key Windows 10 skills, and Internet Browsing with Edge and Chrome. Windows 10 skills are covered in the MyITLab Windows 10 simulations.

Extensive coverage of key skills students need for professional and personal success.
Chapters cover 10 Skills through real-world projects to meet the Learning Objectives and Outcomes. All 10 Skills are covered in the MyITLab grader projects and training and assessment simulations.

More Skills are now included in the text instead of online. These projects go beyond the main skills covered to provide additional training and to meet chapter learning objectives. NEW MyITLab grader project covers the skills from all four.

MOS Objective integration ensures students explore the MOS objectives as they are covered in the text for exam awareness and preparation.

Collaborating with Google **projects**—require students to apply their knowledge with another tool, replicating real-world work environments.

MOS appendix and icons in the text allow instructors to tailor preparation for Microsoft Office Specialist candidates by mapping MOS requirements to the text.

Clearly Defined, Measurable Learning Outcomes and Objectives
Learning *Outcomes* **and Objectives** have been clarified and expanded at the beginning of each chapter to define what students will learn, and are tied to the chapter assessments for clear measurement and efficacy.

Wide range of projects to ensure learning objectives and outcomes are achieved
Objective-based: Matching & Multiple choice, Discussion;

Review projects: Skills Review, Skills Assessments 1 & 2;

Problem-Solving: My Skills and Visual Skills Check;

Critical Thinking: Skills Challenges 1 & 2 and More Skills Assessment

Application Capstone Projects provided for each application help instructors ensure that students are ready to move on to the next application. Also delivered as grader projects in MyITLab.

Integrated Projects follow each application so that as students learn a new application, they also learn how to use it with other applications.

Office Online Projects provide hands-on experience with the web version of the Office applications to ensure students are familiar with the differences and become proficient with working between different versions of the tools.

Effective Learning Tools and Resources
Project Summary Chart—details the end of chapter projects from review, and problem-solving, to critical thinking, and demonstration of proficiency.

Skills Summary Chart lists all the Skills and Procedures and shortcut keys covered in the chapter making remembering what was covered easier!

Watch Skill Videos (formerly Student Training videos) are author-created training videos for each Skill in the chapter! Makes learning and remediation easier. Linked in ebook.

Wide screen images with clear callouts provide better viewing and usability.

Application Introductions provide a brief overview of the application and put the chapters in context for students.

Stay Current
IT Innovation Station keeps you up to date with Office and Windows updates, news, and trends with help from your Pearson authors! Look for the IT "Innovation Station," articles on the MyITLab Community site. These monthly articles from Pearson authors on all things Microsoft Office, include tips for understanding automatic updates, adjusting to and utilizing new capabilities, and optimizing your Office course.

Skills for Success

with Microsoft® Excel 2016 Comprehensive

Application Introductions provide students with a concise overview of each application to put the chapters in context

Two Page Chapter Introduction — Briefs students on what is important and sets the stage for the project they will create

Learning Outcomes and Chapter Objectives clearly define what students will learn and achieve

Clock — Tells how much time students need to complete the chapter

File Summary — A quick summary of the files the students need to open and the names of the files they will turn in

Watch Skills videos (formerly Student Training) for each Skill in the chapter provide a personal, instructor-led walk through

Sequential Pagination — Saves you and your students time in locating topics and assignments

Skills List — A visual snapshot of what skills they will complete in the chapter

Skills for Success

Written for Today's Students — Skills are taught with numbered steps and bulleted text so students are less likely to skip valuable information

Two-Page Spreads — Each skill is presented in a concise, two-page spread to give students the visual illustration right with the steps—no flipping pages

Colored Text — Clearly shows what a student types

SKILL 1: Type Letter Text ▶ WATCH SKILL 1.1

▸ When working with Word documents, a paragraph can be a single line containing a heading or several lines of sentences.

▸ To see where paragraphs begin and end, it is helpful to display **formatting marks**—characters that display in your document to represent nonprinting characters such as paragraphs, spaces, and tabs.

1. Start **Word 2016**, and then on the Start screen, click **Blank document**.

2. On the **Home tab**, in the **Paragraph group**, click the **Show/Hide** button ¶ to display the nonprinting formatting marks, as shown in **Figure 1**. If the Navigation pane is open, Close it.

   The Show/Hide button is a **toggle button**—a button used to turn a feature both on and off. The paragraph mark (¶) indicates the end of a paragraph and will not print.

   Because many elements in the Word window adjust to your monitor size and personal settings, you may need to change your window size, exit Reading Mode, or disable Full Screen Mode to match the figures in this book.

3. With the insertion point in the blank paragraph, type Aspen Falls Human Resources and press Enter. Type 500 S Aspen Street and press Enter. Type Aspen Falls, CA 93463 and press Enter two times.

4. Type May 8, 2018 Press Enter three times, and then compare your screen with **Figure 2**.

   The letter has eight paragraphs—three for the letterhead, one for the date, and four blank paragraphs.

■ Continue to the next page to complete the skill

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Figure 1 — Word 2016, Windows 10, Microsoft Corporation

Paragraph formatting mark

Show/Hide button

Figure 2 — Word 2016, Windows 10, Microsoft Corporation

Eight paragraphs

Figure 3 — Word 2016, Windows 10, Microsoft Corporation

Flagged word

Paragraph wraps to second line

Figure 4 — Word 2016, Windows 10, Microsoft Corporation

Saved document name (your name should display)

SKILL 1: Type Letter Text

5. Type Dr. George Gato and press Enter; type Aspen Falls Community College and press Enter; type 1 College Drive and press Enter; and type Aspen Falls, CA 93464 and press Enter.

   The word Gato is flagged as a spelling error, but it is spelled correctly.

6. Type Dear Dr. Gato: and press Enter. Type Subject: City Hall Internships and press Enter.

7. Type the following, inserting only one space after each sentence: Thank you so much for your letter offering the services of your Information Systems Department students. We currently have several projects that might benefit both us and your students. Compare your screen with **Figure 3**.

8. Press Enter, and then type We have several positions open for students with skills in the four Office applications: Word, Excel, PowerPoint, and Access. We also need students very capable of working with our IT Services Help Desk.

9. Press Enter and type Sincerely, and then press Enter two times. Type Evelyn Stone Press Enter, and then type Human Resources Director

10. Click Save, and then on the **Save As** page, click the location and folder where you are saving your work. If necessary, click Browse.

11. In the **Save As** dialog box, click **New folder**, type Word Chapter 1 and then press Enter two times to open the new folder. Name the file Last_First_wrd01_Interns Click **Save**, and then compare your screen with **Figure 4**.

▪ You have completed Skill 1 of 10

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Hands-On — Students start working on their skills from Step 1

Large Screen Images and clearer Pop-Out Text— Provide a view of the full ribbon and include concise callouts for easy reference

Done! — Students always know when they've completed a skill

Skills for Success

More Skills — Additional skills previously provided online are now included in the chapter to ensure students learn these important skills.

BizSkills Videos and Discussion Questions — Covering the important business skills students need to succeed: *Communication, Dress for Success, Interview Prep,* and more

MOS Objectives — Integrated into the text for quick review and exam prep.

More Skills Assessment — Covers the core skills from the the four More Skills projects in a linear project that tells students what to do, but not necessarily how to do it.

NEW MOS Summary table — Provides quick overview of objectives covered.

Skills for Success

NEW Collaborating with Google — Hands-on projects that allow students to apply the skills they have learned in a Google project to demonstrate proficiency.

Skills and Procedures Summary Chart — Provides a quick review of the skills and tasks covered in each chapter

NEW Project Summary Chart — Provides an overview of project types and locations.

Review

The following table summarizes the **SKILLS AND PROCEDURES** covered in this chapter.

Skills Number	Task	Step	Icon	Keyboard Shortcut
1	Display formatting marks	Home tab → Paragraph group → Show/Hide		Ctrl + *
2	Apply styles	Home tab → Styles group → click desired style		
2	Ignore flagged words	Right-click the word, and click Ignore All		
2	Change spelling and grammar options	File tab → Options → Proofing page → Settings button		
3	Select paragraphs	Triple-click the paragraph, or with the pointer, double-click		
3	Undo an action	Quick Access Toolbar → Undo (repeat as needed)		Ctrl + Z
3	Select all	Home tab → Editing group → Select → Select All		Ctrl + A
3	Move to beginning of document			Ctrl + Home
3	Move to end of document			Ctrl + End
4	Copy text	Select text, then Home tab → Clipboard group → Copy		Ctrl + C
4	Cut text	Select text, then Home tab → Clipboard group → Cut		Ctrl + X
4	Paste text	Position insertion point, then Home tab → Clipboard group → Paste		Ctrl + V
6	Check spelling and grammar	Review tab → Proofing group → Spelling & Grammar		F7
7	Use Format Painter	Select formatted text, then Home → Clipboard group → Format Painter. Click once for one time, double-click for multiple times		
8	Open the Font dialog box	Home tab → Font group → Font Dialog Box Launcher		Ctrl + D
8	Apply small caps	In Font dialog box, select Small caps check box		
8	Expand or stretch text	Font dialog box → Advanced tab		
9	Make footers active	Insert tab → Header & Footer group → Footer → Edit Footer		
9	Insert file names in footers	With footer active → Design tab → Insert group → Quick Parts		
10	View two pages	View tab → Zoom group → Multiple Pages		
10	Save as PDF documents	File tab → Export → Create PDF/XPS		
MS12	Insert screen shot	Insert tab → Illustrations group → Screenshot		
MS13	Show the ruler	View tab → Show group → Ruler check box selected		
MS13	Split the window	View tab → Window group → Split		
MS14	Insert symbol	Insert tab → Symbols group → Symbol		

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Critical Thinking

Collaborating with Google

To complete this project, you will need a Google account (refer to the Common Features chapter)

You will save your files as:
- Last_First_wrd01_GPSnip1
- Last_First_wrd01_GPSnip2

Figure 1

1. Open a web browser. Log into your Google account, and then click the **Google Apps** button.
2. Click the **Drive** button to open Google Drive. If you receive a pop-up message, read the message, and then click **Next**. Read each message, and then close the dialog box.
3. Click the **New** button, and then click **Google Docs** to open a blank document.
4. Type City Engineer Position press Enter twice, and then type the information shown in **Figure 1**.
5. Select City Engineer Position. Click the **Styles** button, and then click **Title**. Click the **Center** button.
6. Select the text Minimum qualifications. On the **Edit tab**, click **Cut**. Click in front of Salary grade. On the **Edit tab**, click **Paste**, and then press Enter.
7. On the **Insert tab**, click **Footer**. In the footer, type Last_First_wrd01_GoogleProject and then click in the document to close the footer area.
8. On the **Tools tab**, click **Spelling**, and then correct any spelling errors.
9. Click the document title, **Untitled document**. Verify **City Engineer Position** displays as the name of the document, and then press Enter.
10. Click the **Share** button, and then in the **Share with others** dialog box, type AspenFallsEvents@gmail.com to share the sheet with another user.
11. In the **Add a note** text box, type I have been informed that Human Resources now has other items that need to be updated. Please add the other items to this document. Compare your screen with **Figure 2.**
12. Click type snip and then press Enter to start the **Snipping Tool**. Click the **New arrow**, and then click **Full-screen Snip**. In the **Snipping**

© 2015 Google Inc. All rights reserved. Google and the Google Logo are registered trademarks of Google Inc.   Figure 2

Tool mark-up window, click the **Save Snip** button. In the **Save As** dialog box, navigate to your Word Chapter 1 folder. Be sure the **Save as type** box displays **JPEG file**. Name the file Last_First_wrd01_GPSnip1 and then **Minimize** the Snipping Tool mark-up window.
13. In the **Share with others** dialog box, click **Send**.
14. On the taskbar, click the **Snipping Tool** button. Click the **New** button, and then create a **Full-screen Snip**. Save the snip in your chapter folder as Last_First_wrd01_GPSnip2
15. **Close** all windows, and then submit the files as directed by your instructor.

DONE! You have completed Collaborating with Google

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Review

Project Summary Chart		
Project	**Project Type**	**Project Location**
Skills Review	Review	In Book & MIL
Skills Assessment 1	Review	In Book & MIL
Skills Assessment 2	Review	Book
My Skills	Problem Solving	Book
Visual Skills Check	Problem Solving	Book
Skills Challenge 1	Critical Thinking	Book
Skills Challenge 2	Critical Thinking	Book
More Skills Assessment	Review	In Book & MIL
Collaborating with Google	Critical Thinking	Book

MOS Objectives Covered (Quiz in MIL)	
1.1.1 C Create a blank document	2.1.2 C Inspect a document for hidden properties or personal information
1.3.4 C Insert headers and footers	2.1.2 C Cut, copy and paste text
1.4.2 C Customize views by using zoom settings	2.1.4 C Insert special characters
1.4.4 C Split the window	2.2.1 C Apply font formatting
1.4.5 C Add document properties	2.2.2 C Apply formatting by using Format Painter
1.4.6 C Show or hide formatting symbols	2.2.6 C Apply built-in styles to text
1.5.2 C Save documents in alternative file formats	5.1.3 C Insert a screen shot or screen clipping
1.5.3 C Print all or part of a document	4.3.4 E Utilize global content standards

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Office Online (formerly Web App) Projects — Students use Cloud computing to save files; create, edit, and share Office documents using Office Online; and create Windows Live groups.

CAPSTONE PROJECT

To complete this project, you will need the following files:
wrd_CAPVisitUs
wrd_CAPFestival

You will save your file as:
Last_First_wrd_CAPVisitUs

1. Start **Word 2016**, and then open the student data file **wrd_CAPVisitUs**. Use **Save As** to create a folder named Word App Level Projects and then save the file to the folder as Last_First_wrd_CAPVisitUs Insert the **FileName** field in the footer. If necessary, display the formatting marks.
2. Use **Find and Replace** to replace all occurrences of City of Aspen Falls with Aspen Falls
3. Change the document's theme to **Ion Boardroom**, and then in the first line of the letterhead, change the font size to **18**, apply the **Small caps** effect, and then set the character spacing to **Expanded by 2 pt**.
4. In the letter greeting, change the word Mrs. to Ms.
5. In the first letter body paragraph, insert a footnote after the word interns. In the footnote, type the following (include the period): This intern is majoring in recreation and did this analysis as a class project.
6. Near the bottom of Page 1, after the text City Hall, insert a manual page break, and then compare your screen with **Figure 1**.
7. At the top of Page 2, delete the blank paragraph, and then select the text Aspen Falls. Change the **Font** to **Verdana** and the size to **42** and then apply the **Gradient Fill - Orange, Accent 4, Outline - Accent 4** text effect.

Figure 1

Application Capstones — For each application we provide two comprehensive projects covering all of the Skills. The capstones are available as a Homework and Assessment version, with the Assessment version earning a MIL Badge. Also available as a Grader project in MyITLab.

EXCEL ONLINE PROJECT

Using Excel Online to Create a Flyer

▶ Recall that Excel Online can be used to create, edit, and format basic worksheets using a web browser. Excel 2016 does not have to be installed on your computer to use Excel Online.
▶ Recall that OneDrive is a free cloud-based service from Microsoft that allows you to save your work to the cloud from an Internet-enabled computer and then work on the file from any other computer that is connected to the Internet.
▶ Using Excel Online and OneDrive, you can easily collaborate with colleagues or a team on workbooks. You have full control over who accesses your workbooks and what they can do with them.
▶ Excel Online provides a minimal number of features. If you need a feature that is not available, you can open your workbook in Microsoft Excel, make the changes you need, and save the workbook on your OneDrive.

Aspen Falls Volunteer Fire Department
In this project, you will create a worksheet for Jim Holt, Fire Chief of the Aspen Falls Volunteer Fire Department (AFVFD). The AFVFD recently sponsored a rummage sale to raise funds for the purchase of new lifesaving equipment. The department exceeded its goal, raising $10,000. The worksheet you will create will compare the recent fund-raiser results with the results of fund-raisers held over the past five years to determine which type of fund-raiser is most effective.
Anyone with a Microsoft OneDrive account can use Excel Online

Skills for Success

MyITLab grader project
covering all 10 skills (homework and assessment versions)

Skills Review
MyITLab Grader

To complete this project, you will need the following file:
- wrd01_SRParkDonations

You will save your files as:
- Last_First_wrd01_SRParks (Word)
- Last_First_wrd01_SRParks (PDF)

1. Start a blank Word document. On the **Home tab**, click the **Show/Hide** button as needed to display the formatting marks. Type **Aspen Falls Parks and Recreation Department** and press **Enter**. Type **500 S Aspen Street** and press **Enter**. Type **Aspen Falls, CA 93463** and press **Enter** two times. Complete the beginning of the letter with the information shown in **Figure 1**.

2. Press **Enter**, and then type Thank you for your interest in making a donation to the Aspen Falls Lake Conservation Area. You asked about prospects for which we need additional resources, so I have attached a list of possible projects.

3. Press **Enter**, type Sincerely, and then press **Enter** two times. Type **Leah Kim**. Press **Enter**, type Parks and Recreation Director and then apply the No Spacing style to the paragraph *Leah Kim*.

4. Select the first two lines of the letterhead. On the **Home tab**, in the **Styles group**, click the **No Spacing** button. Repeat this procedure with the first two lines of the inside address.

5. Click at the end of the paragraph that ends *possible projects*. Press **Enter**, and then type All donations made to the Friends of the Aspen Falls Conservation Areas (FAFCA) are tax deductible. **Compare** your screen with **Figure 2**.

6. Save the document in your **Word Chapter 1** folder as Last_First_wrd01_SRParks.

7. **Open** the student data file **wrd01_SRParkDonations**. On the **Home tab**, in the **Editing group**, click **Select**, and then click **Select All**. On the **Home tab**, in the **Clipboard group**, click **Copy**. **Close** the document.

8. In Last_First_wrd01_SRParks, press **Ctrl** + **End**. On the **Layout tab**, in the **Page Setup group**, click **Breaks**, and then click **Page**.

9. On the **Home tab**, in the **Clipboard group**, click **Paste**.

■ Continue to the next page to complete this Skills Review ➤

Word 2016, Windows 10, Microsoft Corporation   **Figure 1**
Word 2016, Windows 10, Microsoft Corporation   **Figure 2**

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A stronger progression from point and click to practice, and critical thinking.

From Point and Click to Critical Thinking

Skills 1–10 Guided learning	Annotated linear steps that tell '*where* to click' and *why*.
Skills Review Guided practice	Linear steps that tell them '*where* to click' one more time.
2 Skills Assessments Independent practice	Linear steps that tell them '*what* to click' but not necessarily where.
My Skills Transfer of skills	Students transfer their skills to a different scenario—a personal document, instead of business document.
Visual Skills Check Non-linear problem-solving	Students determine their own steps to create the document shown in the figure and described in the directions.
Skills Challenge 1 Apply skills to fix problems	Typically a document that needs 'fixed' by apply the skills in the chapter. The problems are described in a way that the *challenge* is deciding how to fix the problems, not figuring out what the directions mean or how it will be graded.
Skills Challenge 2 Conduct research to solve a problem	Typically a project that requires some research to determine the content of the document. Directions are written in a way that the *challenge* is deciding what to say and how best to format the document, not figuring out what the directions mean or how it will be graded.
More Skills Assessment	A linear project that tells them "what" to do, but not necessarily "where" to do it. Covers the core skills from the 4 More Skills projects

---

My Skills

To complete this project, you will need the following file:
- Blank Word document

You will save your file as:
- Last_First_wrd01_MyLetter

1. Create a blank Word document, and then save the file in your chapter folder as Last_First_wrd01_MyLetter Add the **FileName** field to the footer.

2. Type your **First** and **Last** names and then press **Enter**. On the next two lines of the letterhead, type your own address information. At the beginning of the document, enter the information shown in **Figure 1**.

3. Press **Enter**, and then type One of my instructors at Aspen Falls Community College, Dr. Gato, suggested that I contact you regarding internships at Aspen Falls City Hall. My studies at the college qualify me for such a position starting as early as next term.

4. Press **Enter**, and then type As you review the enclosed resume, please notice my training in Microsoft Office and my organizational skills. Specifically, my experience with Word and my work-study position with Dr. Gato indicate a successful internship as an Office Assistant.

5. Press **Enter**, and then using your e-mail address, type If you have any questions, or if you want to schedule an interview, please contact me at (805) 555-3355 or e-mail me at youremail@address.

6. Press **Enter**, and then type Sincerely, Press **Enter** two times, and then type your name.

7. Select the first two lines of the letterhead, and then apply the **No Spacing** style. Repeat this procedure with the first three lines of the inside address.

8. Using the techniques practiced in this chapter, format the letterhead to make it stand out slightly from the rest of the letter, and then compare your screen with **Figure 2**.

9. **Save** the file, **Close** Word, and then submit the file as directed by your instructor.

DONE! You have completed My Skills

Word 2016, Windows 10, Microsoft Corporation   **Figure 1**
Word 2016, Windows 10, Microsoft Corporation   **Figure 2**

Create Letters and Memos | **Microsoft Word Chapter 1** • **181**

Skills Challenge 1

To complete this project, you will need the following file:
- wrd01_SC1Trustees

You will save your file as:
- Last_First_wrd01_SC1Trustees

Open the student data file **wrd01_SC1Trustees**, and then save it in your chapter folder as Last_First_wrd01_SC1Trustees

For the entire document, apply a single font that is more appropriate than Comic Sans MS. Correct or ignore all flagged spelling, grammar, and style errors as appropriate to their context. Insert a page break so the letter ends on Page 1 and the report starts on Page 2.

On Page 1, correct the paragraph alignment and paragraph spacing so that it follows the block style business letter modeled in Skills 1–10. Format the letterhead so that *Aspen Falls Public Library* stands out from the rest of the letter.

On Page 2, use cut and paste to arrange the headings and their paragraphs in alphabetical order by heading. Format the heading and side headings to visually organize the report. Be sure to apply the same formatting to all five headings.

Insert the FileName field in the footer. Save the file, close Word, and then submit the file as directed by your instructor.

DONE! You have completed Skills Challenge 1
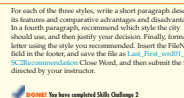
Skills Challenge 2

To complete this project, you will need the following file:
- Blank Word document

You will save your file as:
- Last_First_wrd01_SC2Recommendation

Deborah Davidson, Public Information Specialist at Aspen Falls City Hall, needs to know if the current format for city letters is still the best choice. She specifically needs to know if the *block style*, *modified-block style*, or *modified-block style with indented paragraphs* should be used.

Use a business correspondence guide from your library or search online to compare the three styles under consideration. Summarize your findings in a letter addressed to Deborah Davidson, Public Information Specialist, Aspen Falls City Hall, 500 S Aspen Street, Aspen Falls, CA 93463.

For each of the three styles, write a short paragraph describing its features and comparative advantages and disadvantages. In a fourth paragraph, recommend which style the city should use, and then justify your decision. Finally, format the letter using the style you recommended. Insert the FileName field in the footer, and save the file as Last_First_wrd01_SC2Recommendation Close Word, and then submit the file as directed by your instructor.

DONE! You have completed Skills Challenge 2

Create Letters and Memos | **Microsoft Word Chapter 1** • **183**
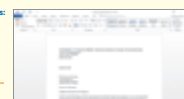
Skills Assessment 1
MyITLab Grader

To complete this project, you will need the following files:
- wrd01_SA1Land
- wrd01_SA1Legacy

You will save your files as:
- Last_First_wrd01_SA1Land (Word)
- Last_First_wrd01_SA1Land (PDF)

1. Start **Word 2016**, and then open the student data file **wrd01_SA1Land**. Save the file in your chapter folder as Last_First_wrd01_SA1Land Add the **FileName** field to the footer.

2. After the date, insert two blank lines and the following inside address: Ms. Shawn McCready, 1414 Bethany Dr., Aspen Falls, CA 93464

3. For the first three lines of the letterhead, apply the **No Spacing** style. Repeat this procedure with the first two lines of the inside address.

4. For the letterhead's first line, apply the **Cambria** font, font size **16**, and then set the **Character Spacing** to **Expanded** by **1.3 pt**.

5. Below the inside address, add the salutation Dear Ms. McCready:

6. After the salutation, insert a new paragraph with the text Subject: McCready Farm Property Company your screen with **Figure 1**.

7. Open the student data file **wrd01_SA1Legacy**. **Copy** all of the text, and then **Close** the document.

8. At the end of Last_First_wrd01_SA1Land, insert a manual page break, and then at the top of Page 2, paste the contents of the clipboard.

9. On Page 2, below *Gift and Estate Planning*, replace the word *various* with the suggested synonym several.

10. Use **Cut** and **Paste** to move the *Outright Gift* heading and its two bullets so that the section comes before the *Life Estate Gift Annuity* heading.

11. Use the **Spelling & Grammar** checker to fix all spelling and grammar errors in the document.

12. Use **Format Painter** to apply the formatting in the *Gift and Estate Planning* heading to the five other headings on Page 2.

13. Compare your screen with **Figure 2**, and then **Save** the file.

14. Save the file as a PDF document in your chapter folder with the file name Last_First_wrd01_SA1Land **Close** Word, and then submit the files as directed by your instructor.

DONE! You have completed Skills Assessment 1

Word 2016, Windows 10, Microsoft Corporation   **Figure 1**
Word 2016, Windows 10, Microsoft Corporation   **Figure 2**

Create Letters and Memos | **Microsoft Word Chapter 1** • **179**

Visual Skills Check
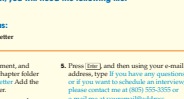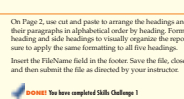
To complete this project, you will need the following file:
- Blank Word document

You will save your file as:
- Last_First_wrd01_VSCenter

ASPEN FALLS COMMUNITY CENTERS

Using the skills practiced in this chapter, create the document shown in **Figure 1**. **Save** the file as Last_First_wrd01_VSCenter in your chapter folder. Format the first line of the letterhead using the **Cambria** font sized at **24** points, small caps, and expanded by **1.5** points. Format the rest of the document using the **Calibri** font and font size **11**. Maintain the space between paragraphs as shown in **Figure 1**. Insert the **FileName** field in the footer. **Save** the file, **Close** Word, and then submit the file as directed by your instructor.

DONE! You have completed Visual Skills Check

Word 2016, Windows 10, Microsoft Corporation   **Figure 1**

182 • **Microsoft Word Chapter 1** | Create Letters and Memos

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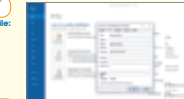
More Skills Assessment
MyITLab Grader

To complete this project, you will need the following file:
- wrd01_MSAMemo

You will save your files as:
- Last_First_wrd01_MSAMemo
- Last_First_wrd01_MSASnip1
- Last_First_wrd01_MSASnip2

1. Start **Word 2016**, and then open the student data file **wrd01_MSAMemo**. Save the file in your chapter folder as Last_First_wrd01_MSAMemo

2. Open the **Document Inspector** dialog box. Verify all of the check boxes are selected, and then click **Inspect**. To the right of **Comments, Revisions, Versions, and Annotations**, click the **Remove All** button, and then **Close** the dialog box.

3. Open the **Document Properties** dialog box. Click in the **Title** box, and then type Electricity Rates Click in the **Company** box, type Aspen Falls City Hall and then compare your screen with **Figure 1**.

4. Click **Start**, type snip and then press **Enter** to start the **Snipping Tool**. Click the **New arrow**, and then click **Full-screen Snip**. In the **Snipping Tool** mark-up window, click the **Save Snip** button. In the **Save As** dialog box, navigate to your Word Chapter 1 folder. Be sure the **Save as type** box displays **JPEG file**. Name the file Last_First_wrd01_MSASnip1 **Minimize** the Snipping Tool mark-up window.

5. In the **Document Properties** dialog box, click **OK**.

6. On Page 2, locate the hyperlink http://www.bc.gov. Press and hold **Ctrl** and then with the pointer, click the hyperlink. If necessary, Maximize the browser window.

7. On the taskbar, click the **Word** button, and then move the insertion point to the end of the document.

8. Insert a screen clipping of the browser window.

9. On the **View tab**, verify the ruler displays, and then split the window. In the upper window, display the top of Page 1, and in the lower window, display the top of Page 2 as shown in **Figure 2**.

10. On the taskbar, click the **Snipping Tool** button. Click the **New** button, and then create a **Full-screen Snip**. Save the snip in your chapter folder as Last_First_wrd01_MSASnip2 **Close** the Snipping Tool mark-up window.

11. Remove the split from the Word window.

12. On Page 1, in the paragraph above the table, replace the two hyphens with the **Em Dash** symbol.

13. Add the **FileName** field to the footer.

14. **Save** the file, **Close** Word, and then submit the files as directed by your instructor.

DONE! You have completed More Skills Assessment

Word 2016, Windows 10, Microsoft Corporation   **Figure 1**
Word 2016, Windows 10, Microsoft Corporation   **Figure 2**

184 • **Microsoft Word Chapter 1** | Create Letters and Memos

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A Special Thank You Pearson Prentice Hall gratefully acknowledges the contribution made by Shelley Gaskin to the first edition publication of this series—*Skills for Success with Office 2007*. The series has truly benefited from her dedication toward developing a textbook that aims to help students and instructors. We thank her for her continued support of this series.

Common Features of Office 2016

- ► Microsoft Office is a suite of several programs—Word, PowerPoint, Excel, Access, and others.
- ► Each Office program is used to create different types of personal and business documents.
- ► The programs in Office 2016 share common tools that you use in a consistent, easy-to-learn manner.

- ► Some common tasks include opening and saving files, entering and formatting text, inserting pictures, and printing your work.
- ► Because of the consistent design and layout of the Office applications, when you learn to use one Microsoft Office application, you can apply many of the same techniques when working in the other Microsoft Office applications.

lculig/Fotolia

Aspen Falls City Hall

In this project, you will create documents for the Aspen Falls City Hall, which provides essential services for the citizens and visitors of Aspen Falls, California. You will assist Janet Neal, Finance Director, to prepare a presentation for the City Council. The presentation will explain retail sales trends in the city. The information will help the council to predict revenue from local sales taxes.

Microsoft Office is a suite of tools designed for specific tasks. In this project, the data was originally stored in an Access database. You will use Word to write a memo to update your supervisor about the project's status. Next, you will use Excel to create a chart from that data, and then use PowerPoint to display the chart to an audience. In this way, each application performs a different function and creates a different type of document.

In this project, you will create a Word document, and open existing files in Excel and PowerPoint. You will write a memo, format an Excel worksheet, and update chart data, and then place a copy of the chart into a PowerPoint presentation. You will also format a database report in Access. In all four applications, you will apply the same formatting to provide a consistent look and feel.

Time to complete all 10 skills — 60 to 90 minutes

60-90 min.

Outcome

Using the skills in this chapter, you will be able to open Office applications, save files, edit and format text and pictures, apply themes, use the Mini toolbar and Backstage view, format worksheets and reports, and paste objects into presentations.

Objectives

1 Explain the common features of Office 2016 applications

2 Modify documents

3 Prepare a presentation

4 Differentiate the uses of each Office 2016 application

5 Create Word, Excel, PowerPoint, and Access files for a presentation

Student data files needed for this chapter:

cf01_Memo (Word)
cf01_Parks (Word)
cf01_RetailChart (Excel)
cf01_RetailSlides (PowerPoint)
cf01_RetailData (Access)

You will save your files as:

Last_First_cf01_Parks (Word)
Last_First_cf01_Memo (Word)
Last_First_cf01_RetailMemo (Word)
Last_First_cf01_RetailChart (Excel)
Last_First_cf01_RetailSlides (PowerPoint)
Last_First_cf01_RetailData (Access)

SKILLS

At the end of this chapter, you will be able to:

Skill 1 Start Office Applications
Skill 2 Open and Save Student Data Files
Skill 3 Type and Edit Text
Skill 4 Format Text and Save Files
Skill 5 Apply Themes and Use the Mini Toolbar
Skill 6 Use Backstage View
Skill 7 Insert and Format Images
Skill 8 Format Worksheets
Skill 9 Copy and Paste Objects and Format Slides
Skill 10 Format Access Reports

MORE SKILLS

Skill 11 Store Files Online
Skill 12 Share Office Files
Skill 13 Install Office Add-ins
Skill 14 Customize the Ribbon and Options

Aspen Falls City Hall

Memo

To:	Janet Neal
From:	Maria Martinez
cc:	First Last
Date:	September 12, 2018
Re:	Sales Revenue Slides

As per your request, the *Retail Sales* slides will be ready by the end of today. I will send them to you so you can insert them into your presentation. Let me know if you have any questions.

Office 2016, Windows 10, Microsoft Corporation

▶ The way that you start an Office application depends on what operating system you are using and how your computer is configured.

▶ Each application's start screen displays links to recently viewed documents and thumbnails of sample documents that you can open.

1. If necessary, turn on the computer, sign in, and navigate to the desktop. Take a few moments to familiarize yourself with the various methods for starting Office applications as summarized in **Figure 1**.

One method that works in both Windows 8.1 and Windows 10 is to press ⊞ (the Windows key located between `Ctrl` and `Alt`) to display the Start menu or screen. With Start displayed, type the application name, verify that Word is selected, and then press `Enter`.

2. Use one of the methods described in the previous step to start **Word 2016**, and then take a few moments to familiarize yourself with the Word start screen as shown in **Figure 2**.

Your list of recent documents will vary depending on what Word documents you have worked with previously. Below the list of recent documents, the *Open Other Documents* link is used to open Word files that are not listed.

Common Methods to Start Office 2016 Applications	
Location	**Description**
Start screen tile	Click the application's tile
Desktop	Double-click the application's desktop icon
Taskbar	Click the application's taskbar button
Windows 10 Start menu	Click Start and look in pinned or most used apps. Or click All apps and locate the Office application or the Microsoft Office 2016 folder.
All locations	Press ⊞ , type the application's name, select the correct application, and then press `Enter` .
Search the web and Windows	Type the application's name, and then press `Enter`

Figure 1

- Word 2016 start page
- Recent documents (yours may be different)
- Open Other Documents link
- Microsoft Account sign in
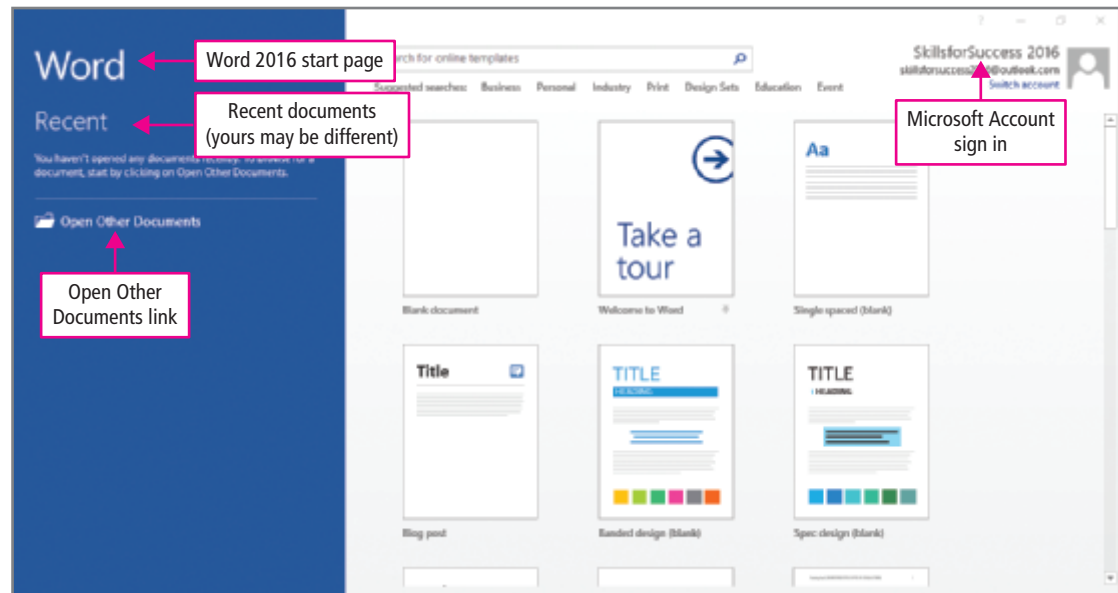
Figure 2   Word 2016, Windows 10, Microsoft Corporation

■ **Continue to the next page to complete the skill**

Excel 2016, Windows 10, Microsoft Corporation
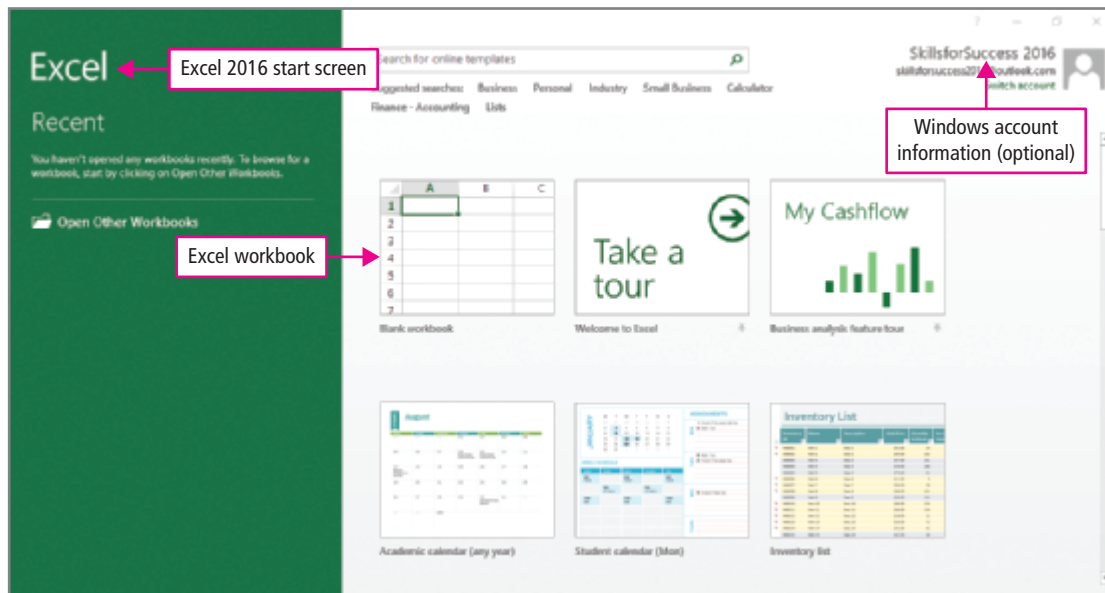
Figure 3

PowerPoint 2016, Windows 10, Microsoft Corporation

Figure 4

3. If desired, click **Sign in to get the most out of Office**, and then follow the onscreen directions to sign in using your Microsoft account.

Logging in enables you to access Microsoft Cloud services such as opening and saving files stored on your OneDrive. Unless otherwise directed, signing in to your Microsoft account is optional in this book. To protect your privacy, you should sign in only if you are already signed in to Windows using a unique username, not a shared account. For example, many public computers share an account for guests. When you are logged in to your Microsoft account, your name and picture will display in the upper right corner of the window.

4. Using the technique just practiced, start **Excel 2016**, and then compare your screen with **Figure 3**.

Worksheets are divided into *cells*—boxes formed by the intersection of a row and column into which text, objects, and data can be inserted. In Excel, cells can contain text, formulas, and functions. Worksheets can also display charts based on the values in the cells.

5. Start **PowerPoint 2016**, and then compare your screen with **Figure 4**.

PowerPoint presentations consist of *slides*—individual pages in a presentation that can contain text, pictures, or other objects. PowerPoint slides are designed to be projected as you talk in front of a group of people. The PowerPoint start screen has thumbnails of several slides formatted in different ways.
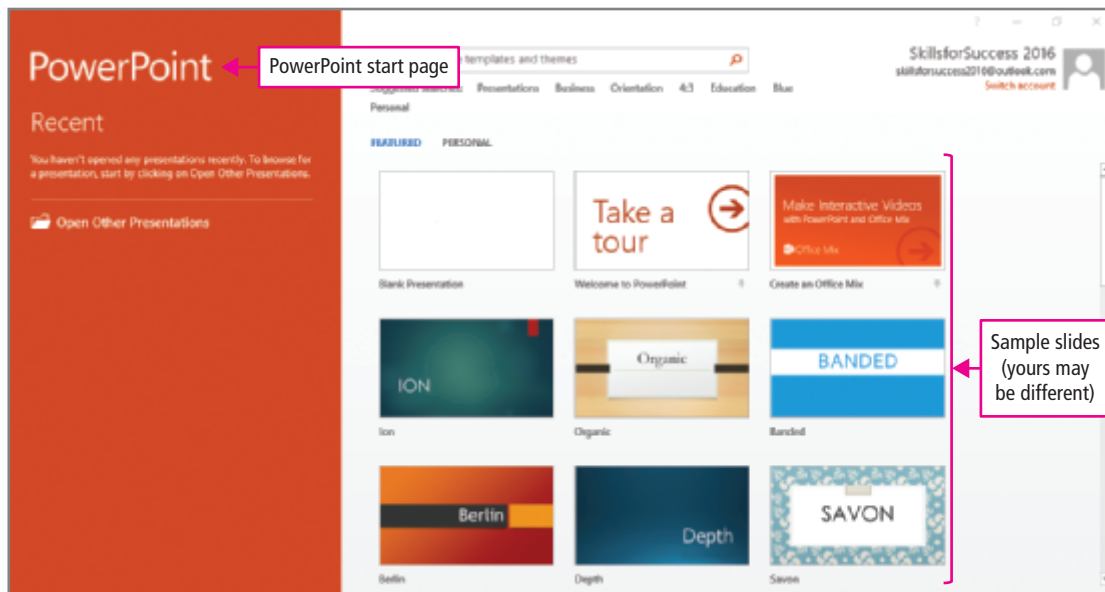
■ **You have completed Skill 1 of 10**

▶ In this book, you will frequently open student data files.

1. Before beginning this skill, download the student data files for this chapter and unzip or copy them; use **Figure 1** as an example. Follow the instructions in the Getting Started with Windows 10 chapter or provided by your instructor.

2. On the taskbar, click the **Word** button. If necessary, start Word.

3. On the **Word** start page, click **Open Other Documents** to display the Open page. If you already had a blank document open, click the File tab instead.

4. On the **Open** page, click **This PC**, and then click the **Browse** button.

5. In the **Open** dialog box navigation pane, navigate to the student files for this chapter, and then compare your screen with **Figure 2**.

6. In the **Open** dialog box, select **cf01_Memo**, and then click the **Open** button.

7. If the **Protected View** message displays, click the **Enable Editing** button.

   Files downloaded from a website typically open in ***Protected View***—a view applied to files downloaded from the Internet that allows you to decide if the content is safe before working with the file.

8. On the **File tab**, click **Save As**. Click **Browse**. Navigate to the location where you will be saving your files. In the **Save As** dialog box, click the **New folder** button, and then type Common Features Chapter

   Save As is used to select the location where you want to save your work. You can choose to save to your OneDrive or other locations on your computer.

■ **Continue to the next page to complete the skill** ➤

Other folders (yours may be different)

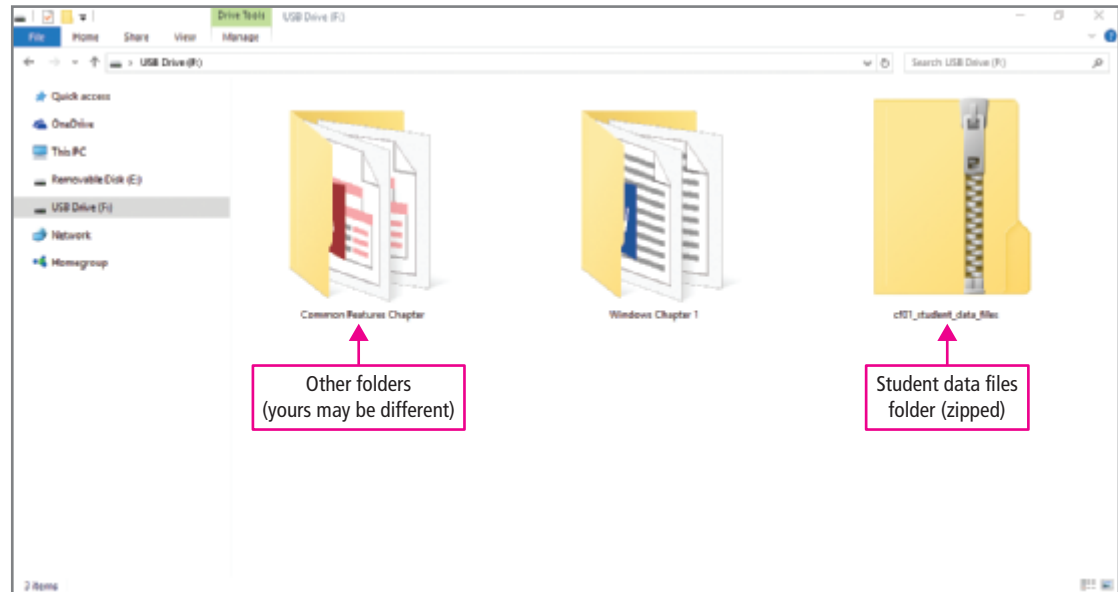Student data files folder (zipped)

Figure 1   Word 2016, Windows 10, Microsoft Corporation

Open dialog box   Word student data file

Figure 2   Word 2016, Windows 10, Microsoft Corporation

Save As dialog box

Common Features file list does not display the Word document

New file name

Word 2016, Windows 10, Microsoft Corporation

New file name in title bar

City Retail Sales

First slide in the PowerPoint presentation
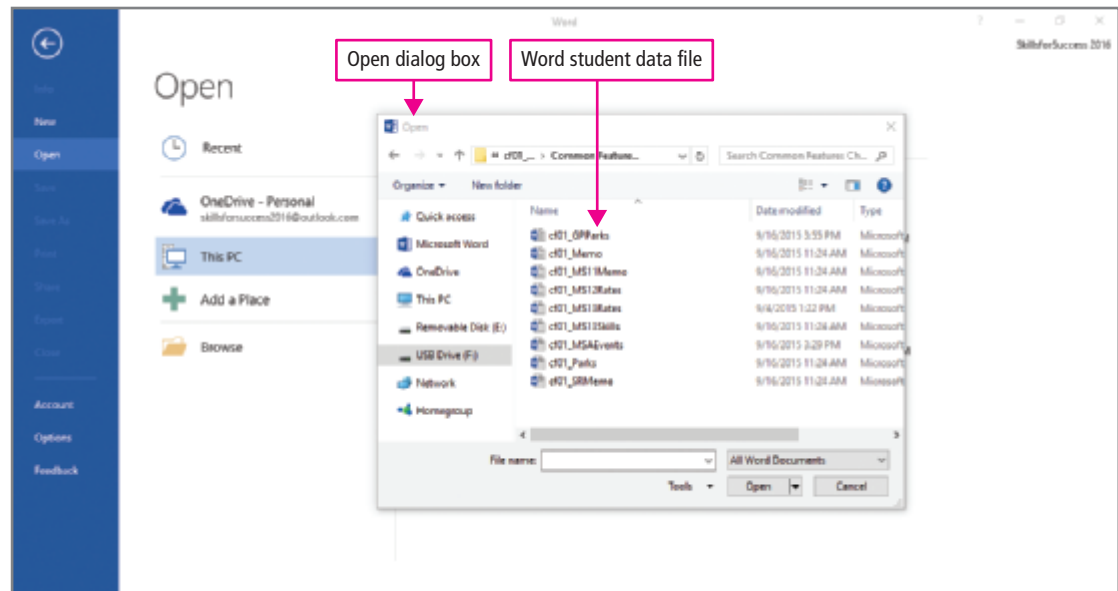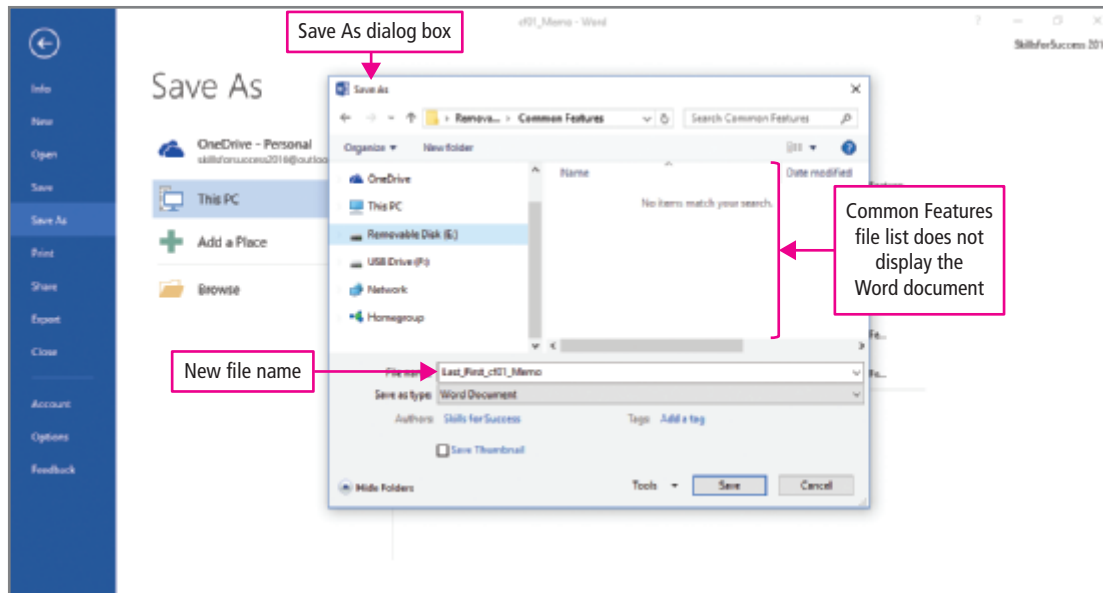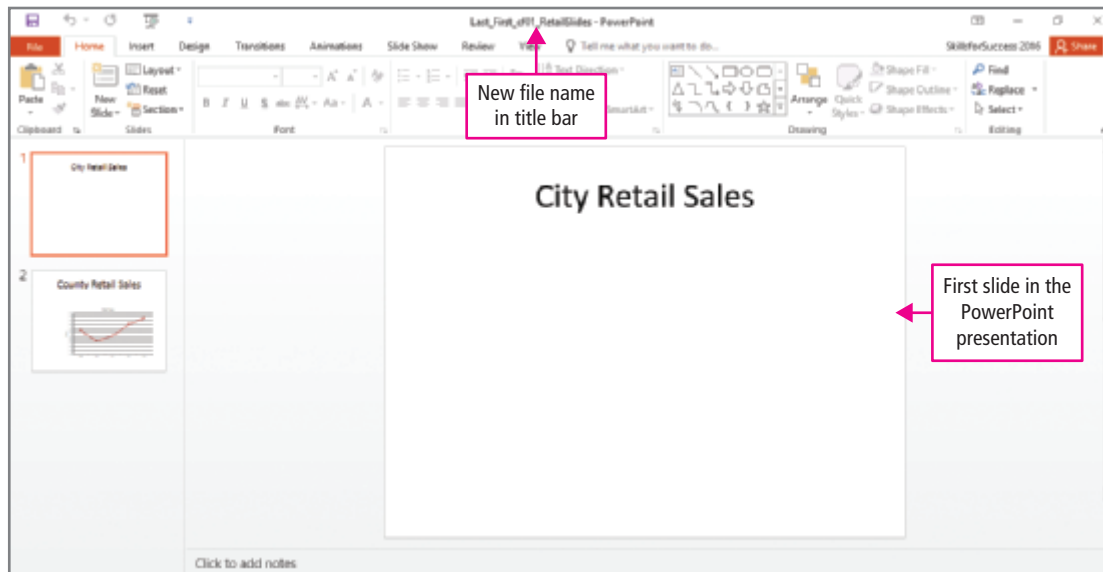
PowerPoint 2016, Windows 10, Microsoft Corporation

9. Press Enter twice. In the **File name** box, change the text to Last_First_cf01_Memo using your own name.

> In this book, you should substitute your first and last name whenever you see the text *Last_First* or *Your Name*.

10. Compare your screen with **Figure 3**, and then click the **Save** button.

> You can use Save As to create a copy of a file with a new name. The original student data file will remain unchanged.

> By default, the Save As dialog box displays only those files saved in the current application file format.

11. On the taskbar, click the **PowerPoint** button to return to the PowerPoint start screen. If necessary, start PowerPoint.

12. On the **PowerPoint 2016** start screen, click **Open Other Presentations** to display the Open page. If you already had a blank presentation open, click the File tab instead.

13. On the **Open** page, click **This PC**, and then click the **Browse** button. In the **Open** dialog box, navigate to the student files for this chapter, and then open **cf01_RetailSlides**. If necessary, enable the content.

14. On the **File tab**, click **Save As**, and then use the **Save As** page to navigate as needed to open your **Common Features Chapter** folder in the Save As dialog box.

> On most computers, your Word and Excel files will not display because the PowerPoint Save As dialog box is set to display only presentation files.

15. Type Last_First_cf01_RetailSlides and then click **Save**. Compare your screen with **Figure 4**.

■ **You have completed Skill 2 of 10**

▶ New documents are stored in **RAM**—the computer's temporary memory—until you save them to more permanent storage such as your hard drive, USB flash drive, or online storage.

▶ To **edit** is to insert, delete, or replace text in an Office document, workbook, or presentation.

▶ To edit text, position the **insertion point**—a flashing vertical line that indicates where text will be inserted when you start typing—at the desired location or select the text you want to replace.

1. On the taskbar, click the **Word** button [W] to return to the *Last_First_cf01_Memo* document.

2. Click the **Date** placeholder—*[Click to select date]*—and then click the **date arrow** to open the calendar. In the calendar, click the current date.

 Placeholders—are reserved, formatted spaces into which you enter your own text or objects. If no text is entered, the placeholder text will not print.

3. In the **Subject** placeholder, type Sales Tax Revenues Compare your screen with **Figure 1**.

4. Press Ctrl + End to place the insertion point in the **Type memo here** placeholder—*[Type memo here]*—and then type the following: As per your request, the Retail Sales slides will be ready by the end of today. I will send them to you so you can insert them into your presentation. Let me know if you have any questions. Compare your screen with **Figure 2**.

 Word determines whether the word will fit within the established margin. If it does not fit, Word moves the entire word to the beginning of the next line. This feature is called **word wrap**.
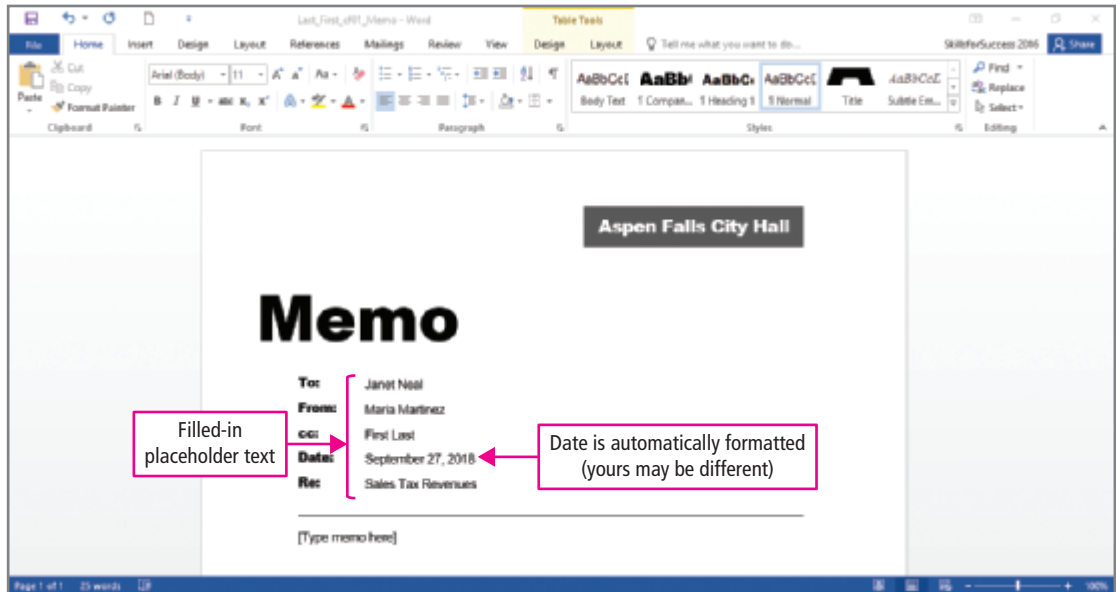
■ **Continue to the next page to complete the skill** ➡

Filled-in placeholder text

Date is automatically formatted (yours may be different)

Figure 1   Word 2016, Windows 10, Microsoft Corporation

Paragraph wraps to second line
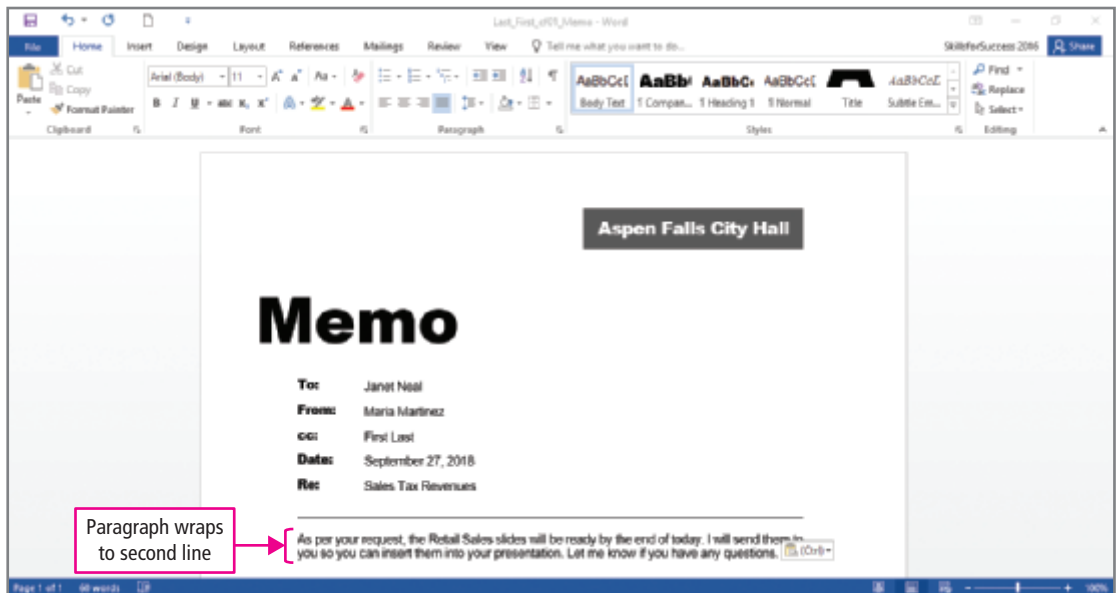
Figure 2   Word 2016, Windows 10, Microsoft Corporation

Figure 3

Figure 4

5. In the **Re:** line, click to the left of *Tax* to place the insertion point at the beginning of the word. Press `Delete` four times to delete the word *Tax* and the space following it.
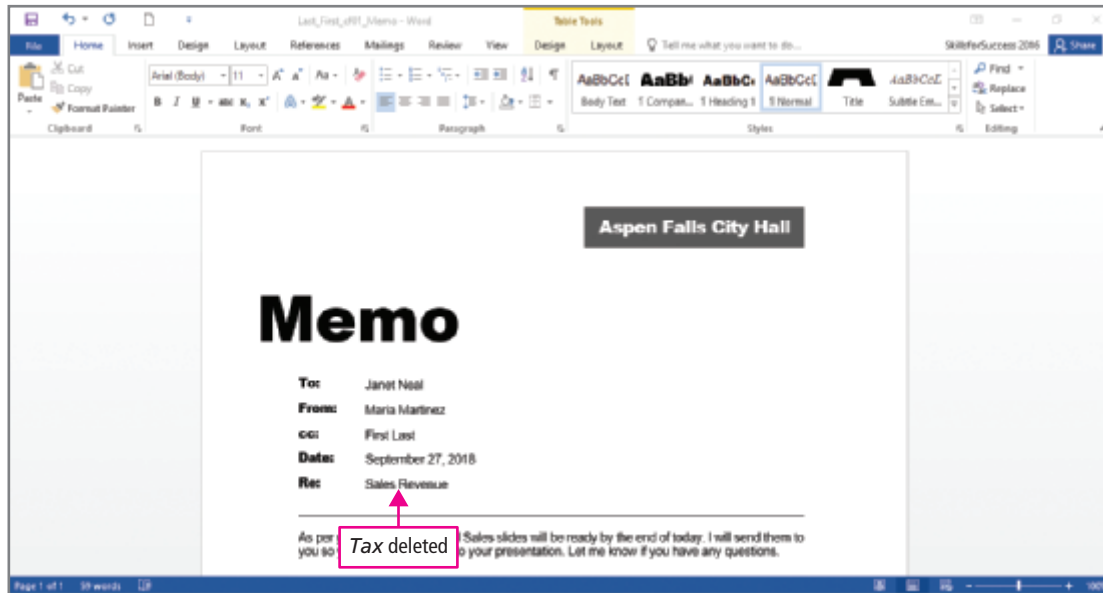
   The Delete key deletes one letter at a time moving from left to right. The name on your keyboard may vary—for example, DEL, Del or Delete. Another option would be to ***double-click***— is to click the left mouse button two times quickly without moving the mouse—or to ***double-tap***—tap the screen in the same place two times quickly—the text to delete the word.

   After selecting text, the ***Mini toolbar***—a toolbar with common formatting commands—displays near the selection.

6. Click to the right of *Revenues*. Press `Backspace` one time to delete the letter *s*, and then compare your screen with **Figure 3**.
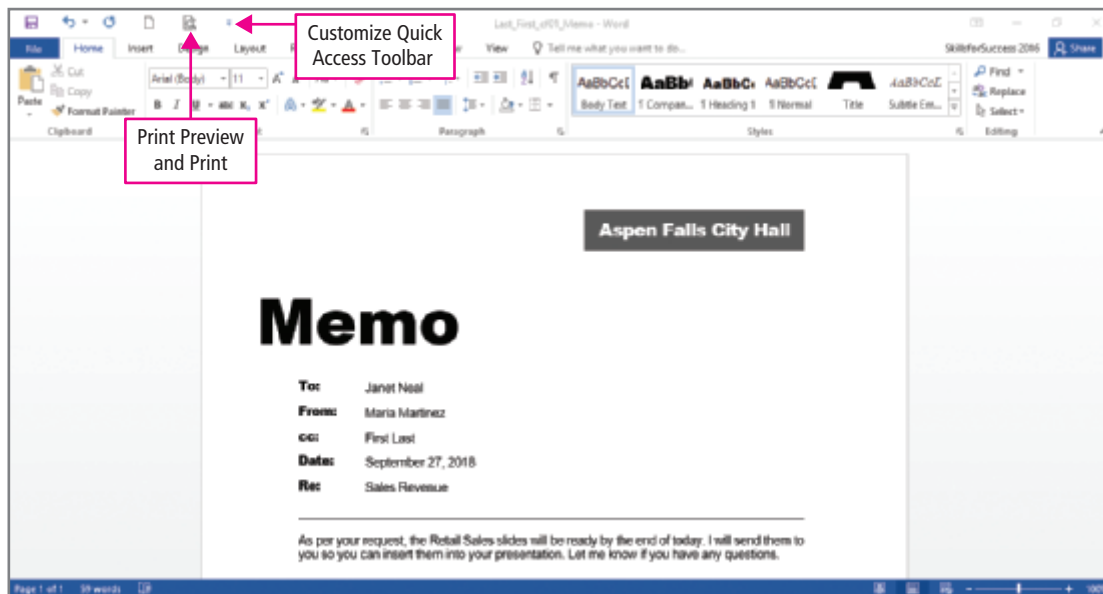
   The Backspace key deletes one letter at a time moving from right to left. The name on your keyboard may vary—for example, BACK, Backspace, or simply a left-facing arrow.

7. Press `Ctrl` + `End`. Type Thank you On the Quick Access Toolbar, and then click **Undo Typing** ↶.

8. Click the **Customize Quick Access Toolbar** button, and then from the menu, click **Print Preview and Print** Compare your screen with **Figure 4**.

9. Click the **Print Preview and Print** button ◳ to view how the memo will look in printed form. Click the **Back** button ⬅ to return to the document. Keep the file open for the next skill.

■ **You have completed Skill 3 of 10**