Simplified

e- Book

M . S O F F I C E 2 0 0 7

SARVA EDUCATION [SM] *- An I.T & Skill Advancement Training Programme, Initiated by* ***SITED®-India***

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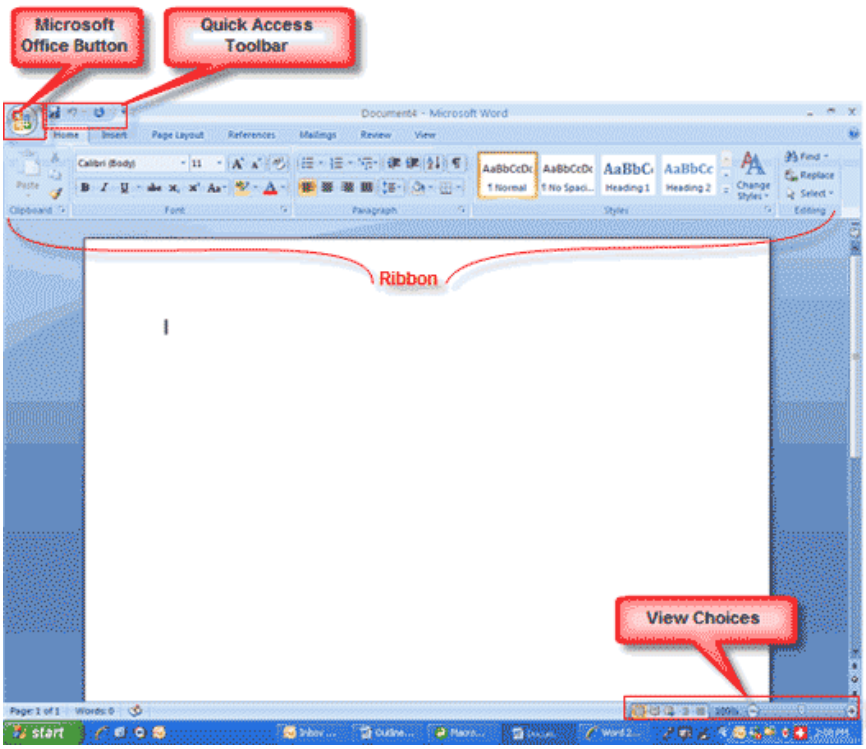
UNIT-I MS WORD 2007

LESSON-1

GETTING STARTED

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. This tutorial teaches Microsoft Word 2007 basics. Although this tutorial was created for the computer novice, because Microsoft Word 2007 is so different from previous versions of Microsoft Word, even experienced users may find it useful.

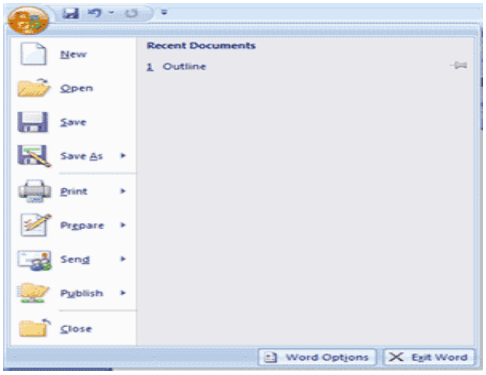
Screen Layout



Menus

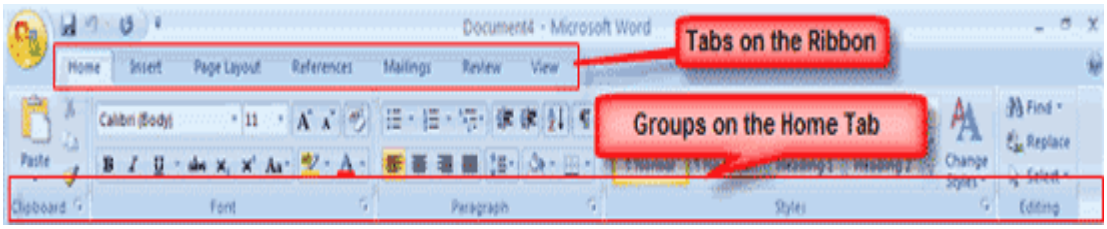
When you begin to explore Word 2007 you will notice a new look to the menu bar. There are three features that you should remember as you work within Word 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. These three features contain many of the functions that were in the menu of previous versions of Word. The functions of these three features will be more fully explored below.

The Microsoft Office Button

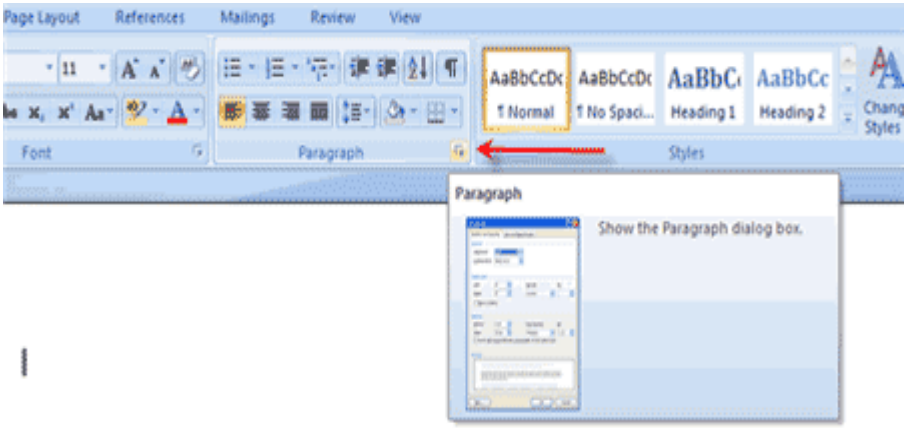


The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish or close.

The Ribbon



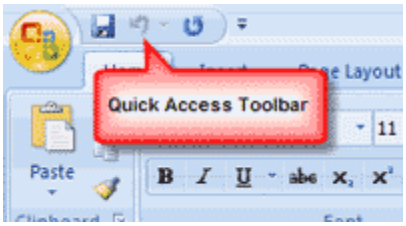
The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.



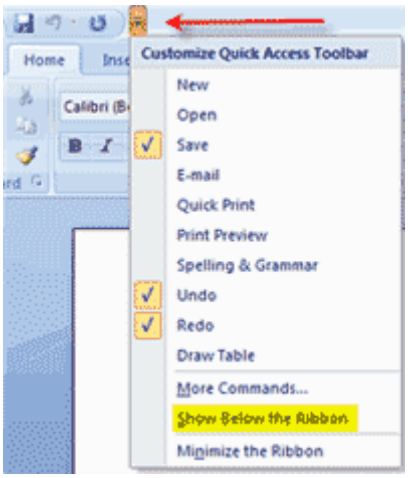
Each of the tabs contains the following tools:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.
Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols
Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange
References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
Review: Proofing, Comments, Tracking, Changes, Compare, Protect
View: Document Views, Show/Hide, Zoom, Window, Macros

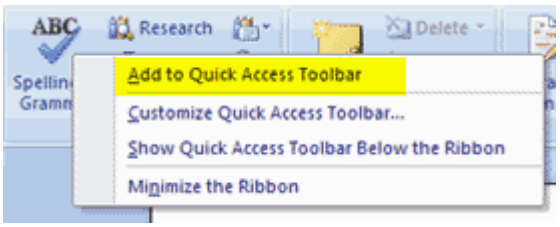
Quick Access Toolbar



The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show Below the Ribbon.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



LESSON-2

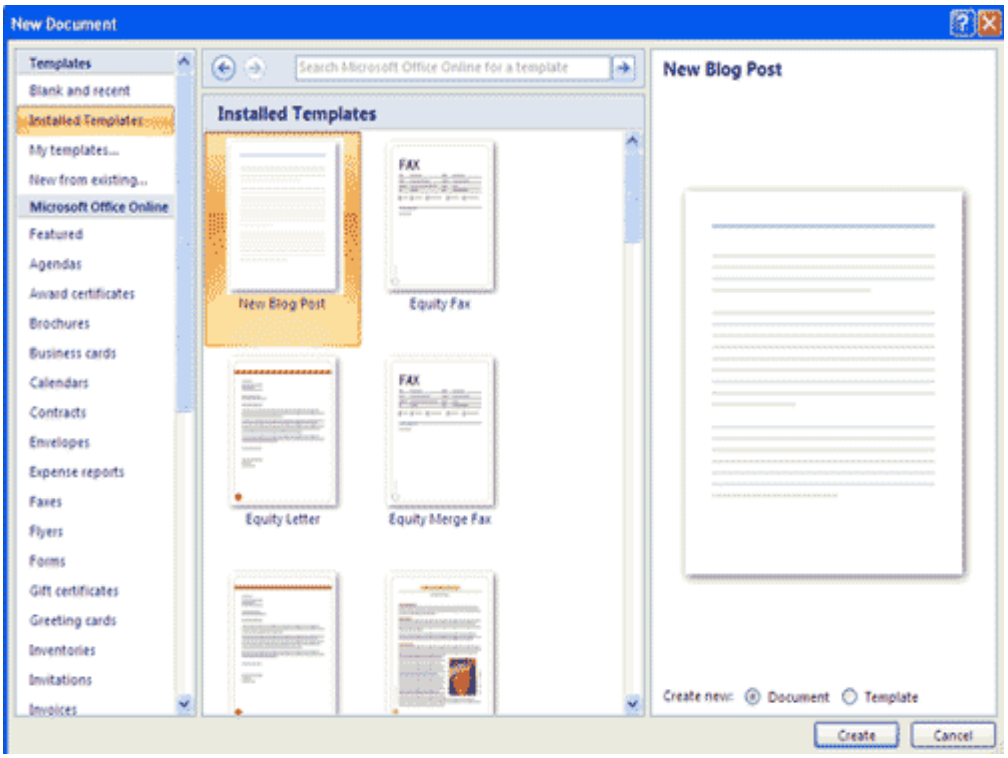
WORKING WITH DOCUMENTS

Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:

- Click the **Microsoft Office Button** and Click **New** or
- Press CTRL+N (Depress the CTRL key while pressing the "N") on the keyboard

You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.

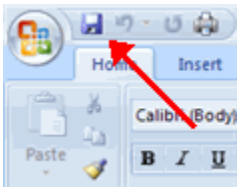


Opening an Existing Document

- Click the **Microsoft Office Button** and Click **Open,** or
- Press CTRL+O (Depress the CTRL key while pressing the "O") on the keyboard, or
- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window Insert picture of recent docs

Saving a Document

- Click the **Microsoft Office Button** and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click**Word 97-2003 Document**), or
- Press CTRL+S (Depress the CTRL key while pressing the "S") on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar



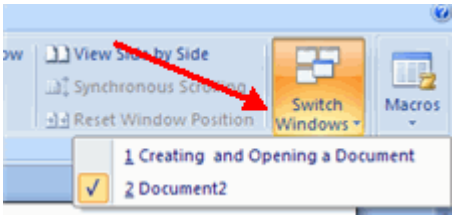
Renaming Documents

To rename a Word document while using the program:

- Click the **Office Button** and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.

Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the **View Tab** of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.

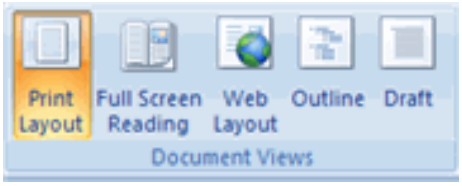


Document Views
There are many ways to view a document in Word.

- **Print Layout**: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading**: This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout**: This is a view of the document as it would appear in a web browser.
- **Outline**: This is an outline form of the document in the form of bullets.
- **Draft**: This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen or:

- Click the **View Tab** on the Ribbon
- Click on the appropriate document view.



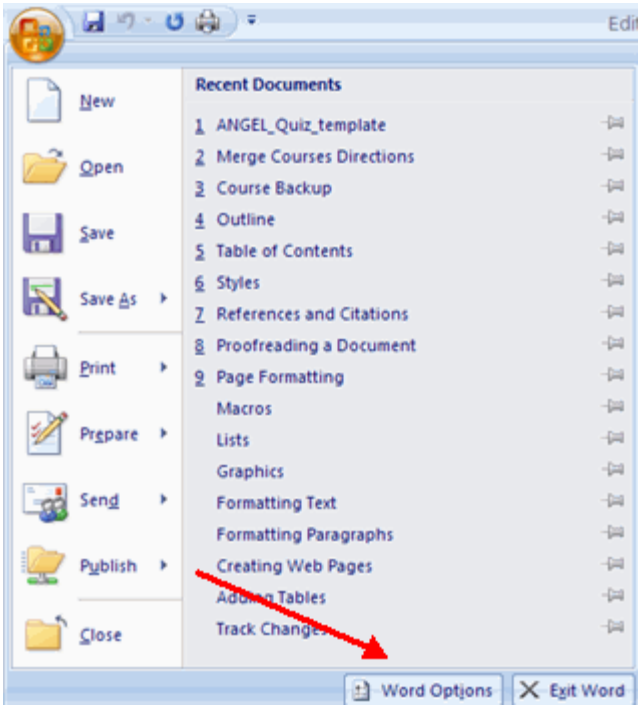
Close a Document
To close a document:

- Click the **Office Button**
- Click **Close**

Customize the Word Environment

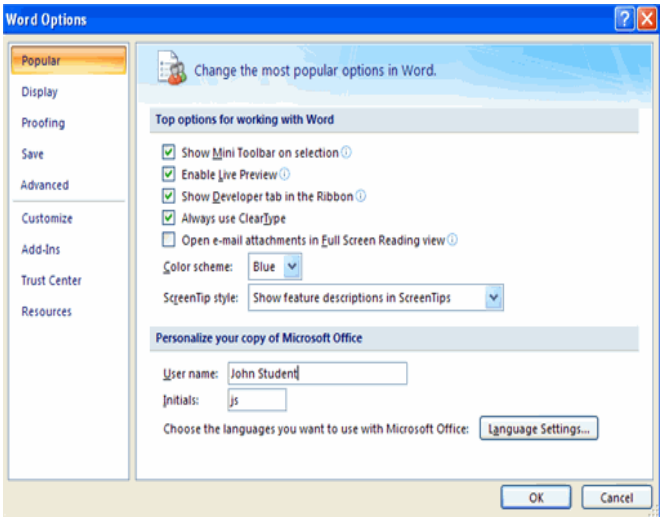
Word 2007 offers a wide range of customizable options that allow you to make Word work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **Word Options**



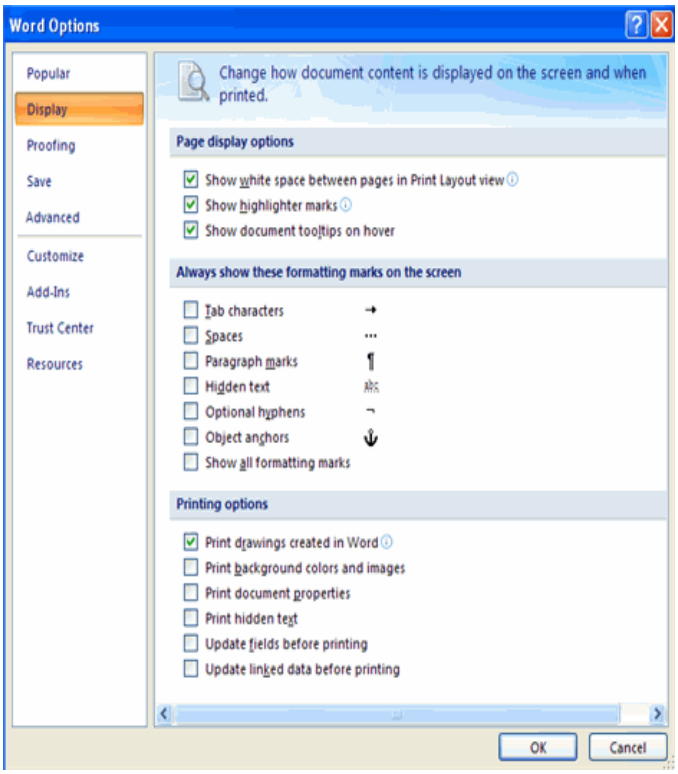
Popular

These features allow you to personalize your work environment with language, color schemes, user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



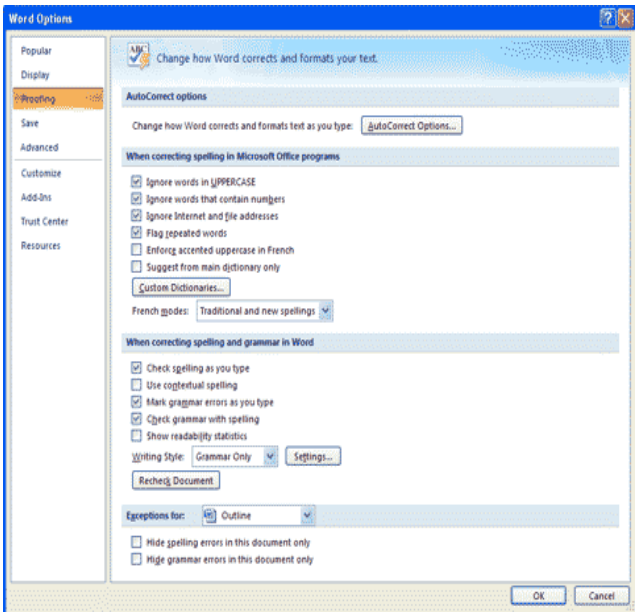
Display

This feature allows you to modify how the document content is displayed on the screen and when printed. You can opt to show or hide certain page elements.



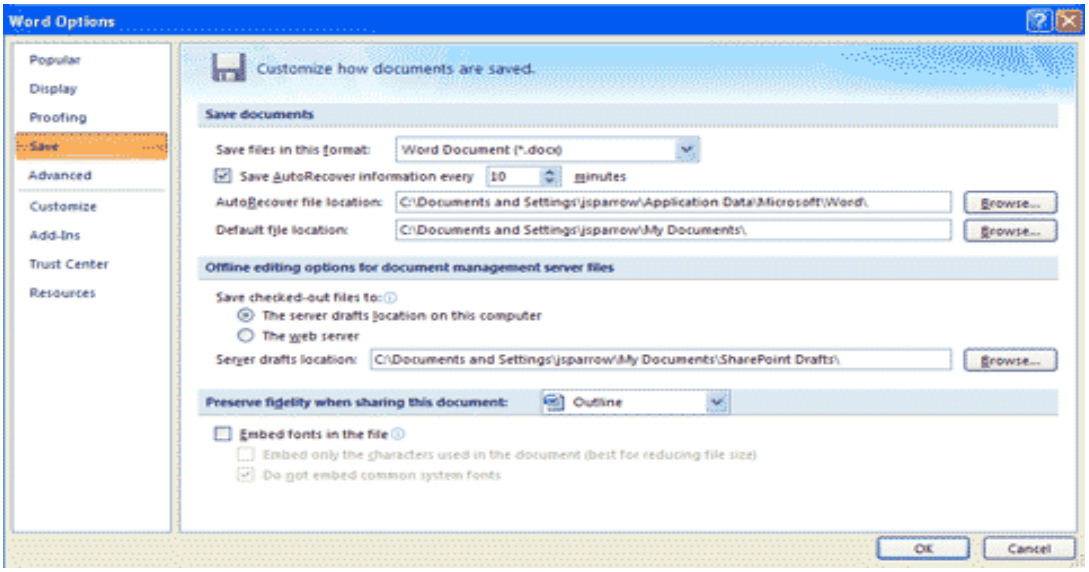
Proofing

This feature allows you personalize how word corrects and formats your text. You can customize auto correction settings and have word ignore certain words or errors in a document.



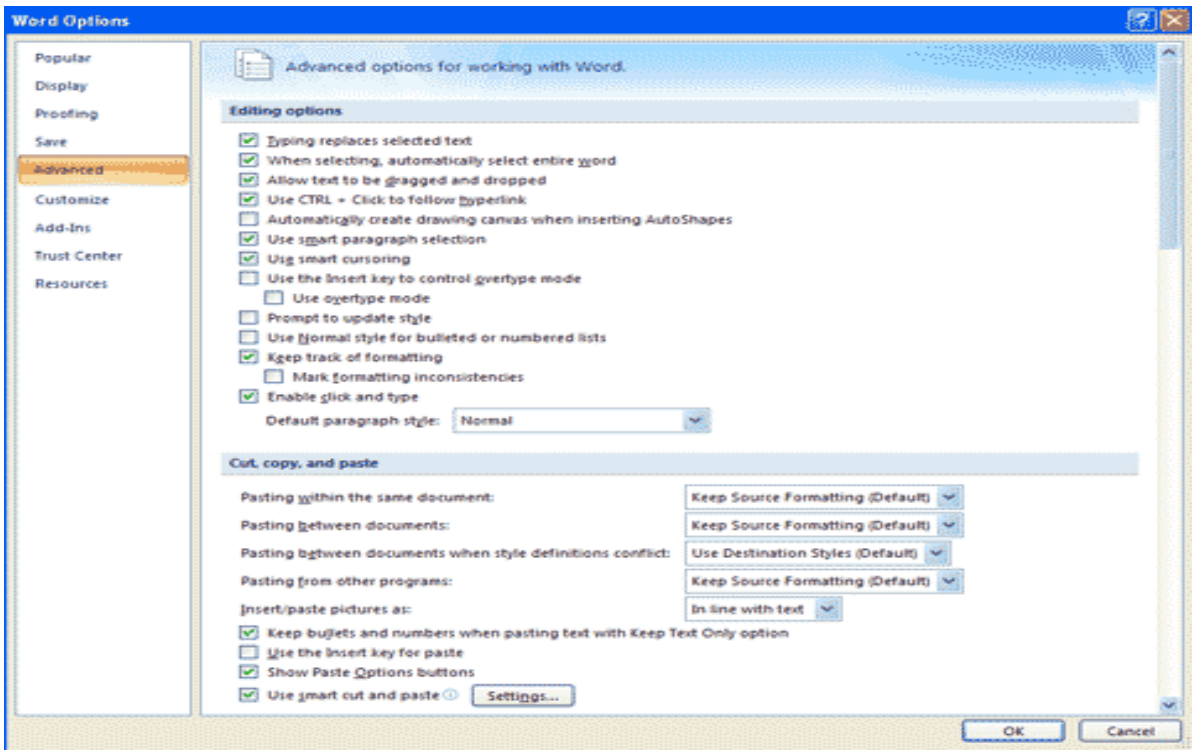
Save

This feature allows you personalize how your document is saved. You can specify how often you want auto save to run and where you want the documents saved.



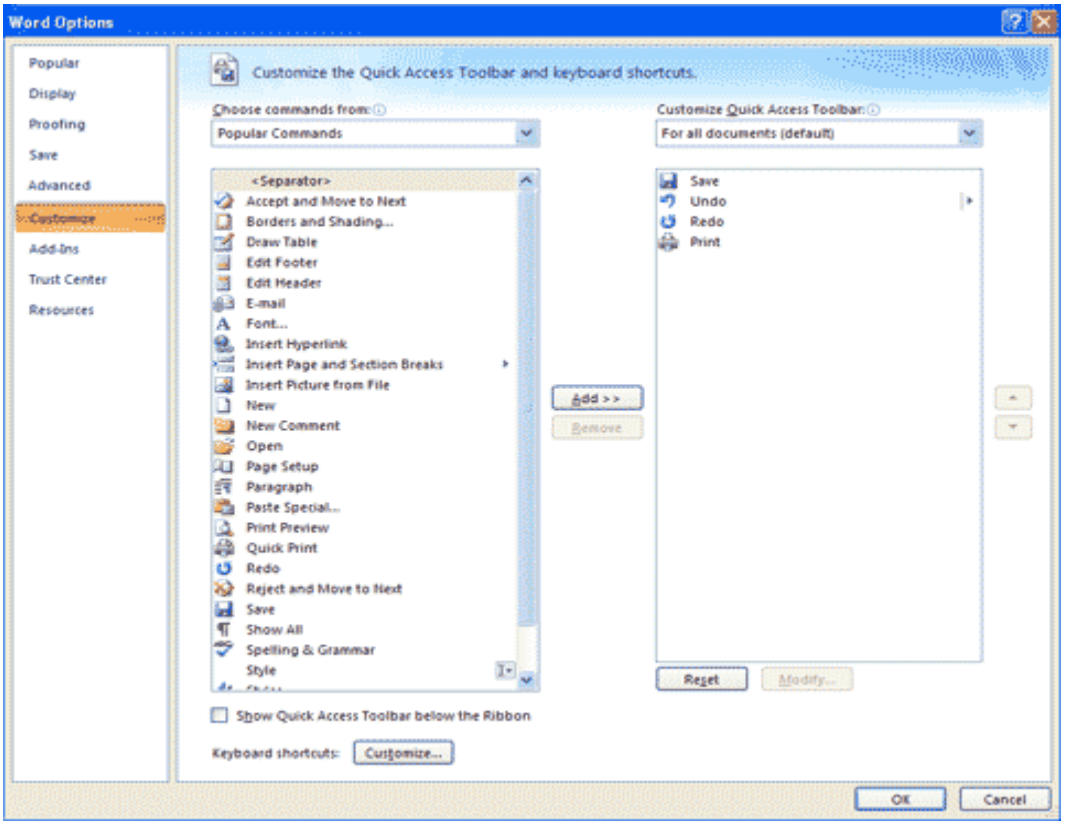
Advanced

This feature allows you to specify options for editing, copying, pasting, displaying, printing and saving.



Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



Editing a Document

Move Action	Keystroke
Beginning of the line	**HOME**
End of the line	**END**
Top of the document	**CTRL+HOME**

Typing and inserting Text
To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Selecting Text
To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down **SHIFT** while using the arrow keys
Entire document	choose **Editing | Select | Select All** from the Ribbon, or press **CTRL+A**

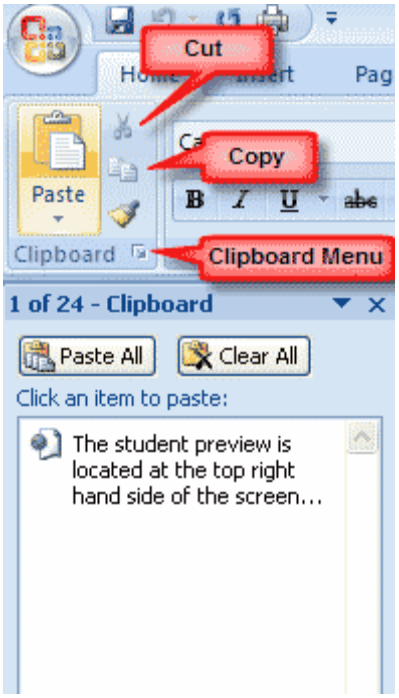
Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Inserting Additional Text
Text can be inserted in a document at any point using any of the following methods:

- **Type Text**: Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text**: Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.

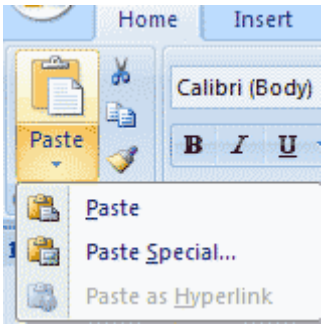
- **Cut and Paste Text**: Highlight the text you wish to copy and right click and click **Cut**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Drag Text**: Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

You will notice that you can also use the Clipboard group on the Ribbon.



Rearranging Blocks of Text
To rearrange text within a document, you can utilize the **Clipboard Group** on the **Home Tab** of the Ribbon.
Insert picture of clipboard group labeled

- **Move text**: Cut and Paste or Drag as shown above
- **Copy Text**: Copy and Paste as above or use the Clipboard group on the Ribbon
- **Paste Text**: Ctrl + V (hold down the CTRL and the "V" key at the same time) or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink



Deleting Blocks of Text
Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Search and Replace Text
To find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon
- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon.

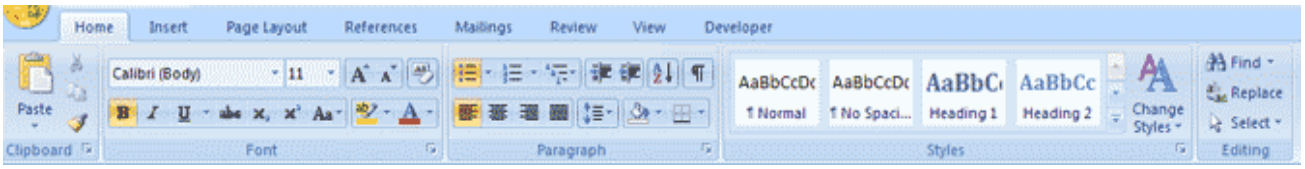
Undo Changes
To undo changes:

- Click the **Undo Button** on the Quick Access Toolbar

LESSON-3

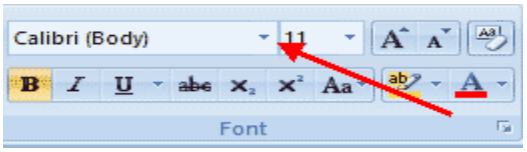
FORMATTING TEXT & PARAGRAPH

Styles
A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.

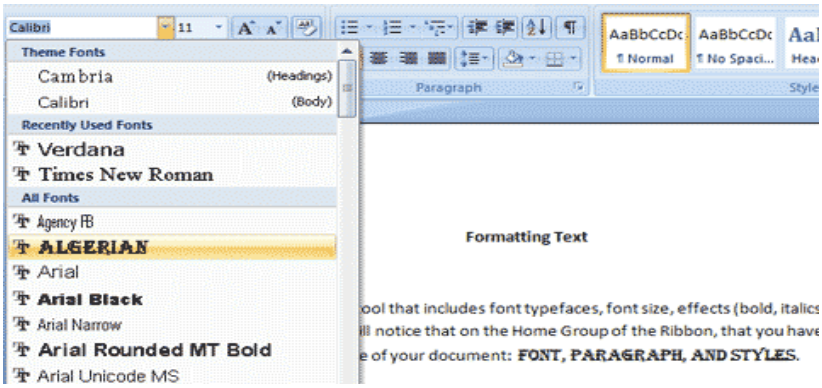


Change Font Typeface and Size

To change the font typeface:

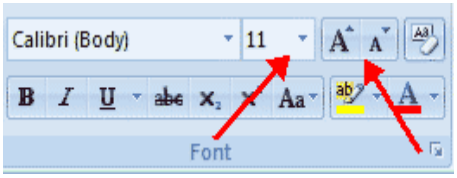


- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



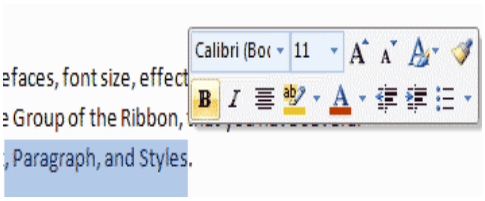
To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase** or **decrease** font size buttons.



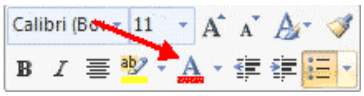
Font Styles and Effects
Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools



Change Text Color
To change the text color**:**

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

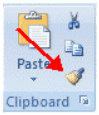


Highlight Text
Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:

- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.

Copy Formatting
If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.

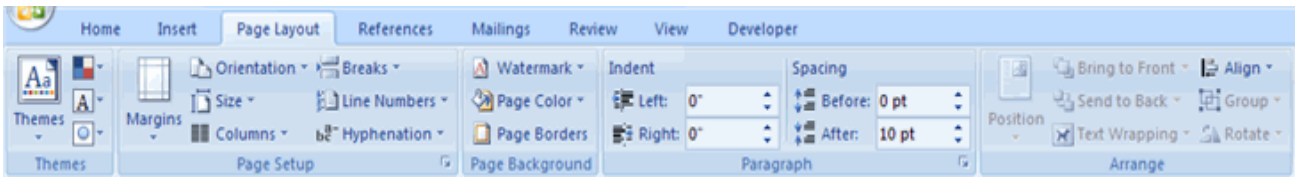


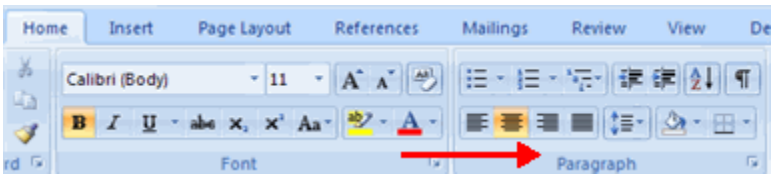
Clear Formatting
To clear text formatting:

- Select the text you wish to clear the formatting
- Click the **Styles** dialogue box on the Styles Group on the Home Tab
- Click **Clear All**

Formatting Paragraphs

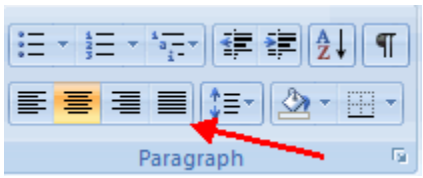
Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the **Paragraph** Group on the Home Tab of the Ribbon.





Change Paragraph Alignment
The paragraph alignment allows you to set how you want text to appear. To change the alignment:

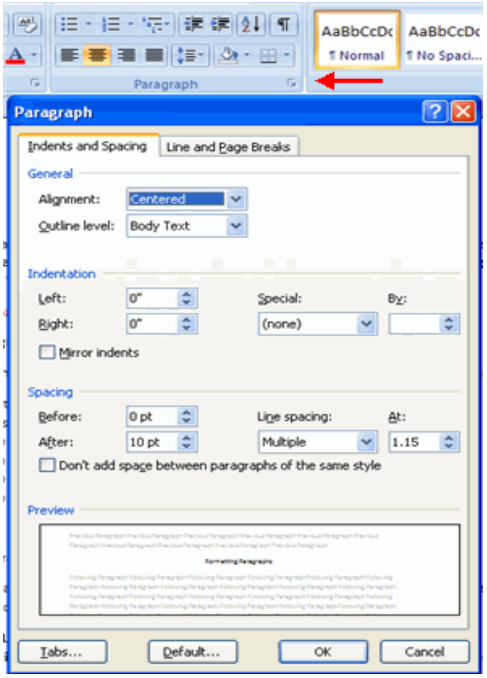
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
  - **Align Left**: the text is aligned with your left margin
  - **Center**: The text is centered within your margins
  - **Align Right**: Aligns text with the right margin
  - **Justify**: Aligns text to both the left and right margins.



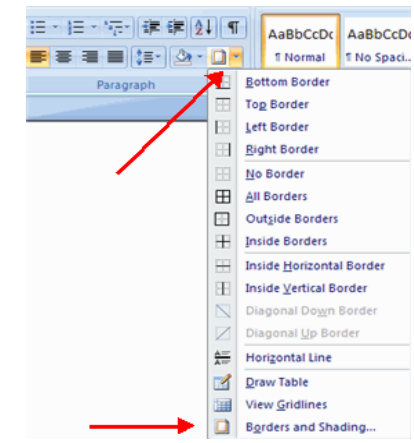
Indent Paragraphs
Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- **First Line**: Controls the left boundary for the first line of a paragraph
- **Hanging**: Controls the left boundary of every line in a paragraph except the first one
- **Left**: Controls the left boundary for every line in a paragraph
- **Right**: Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:



- Select the area of text where you want the border or shading.
- Click the **Borders** Button on the Paragraph Group on the Home Tab
- Choose the **Border and Shading**
- Choose the appropriate options



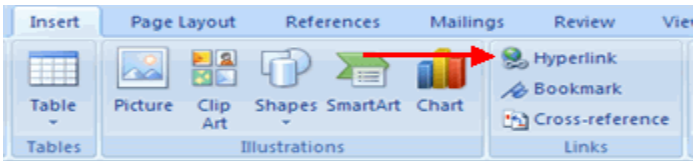
Apply Styles
Styles are a present collection of formatting that you can apply to text. To utilize **Quick**

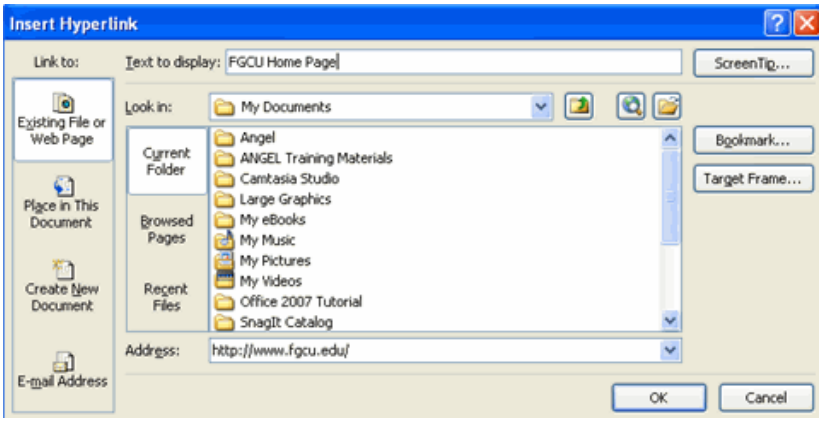
Styles:

- Select the text you wish to format.
- Click the dialog box next to the **Styles Group** on the Home Tab.
- Click the style you wish to apply.

Create Links
Creating links in a word document allows you to put in a URL that readers can click on to visit a web page. To insert a link:

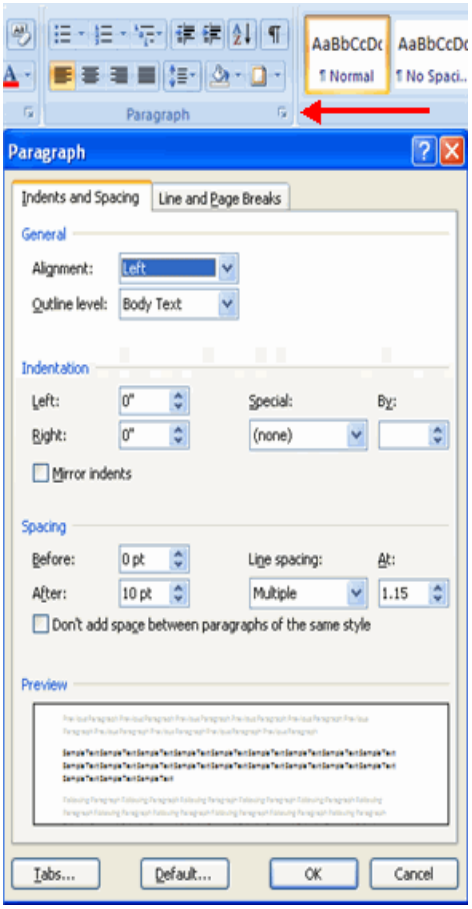
- Click the **Hyperlink Button** on the Links Group of the Insert Tab.
- Type in the text in the "Text to Display" box and the web address in the "Address" box.





Change Spacing Between Paragraphs and Lines
You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly

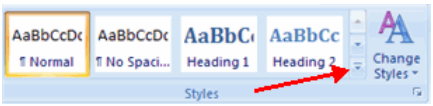


Styles

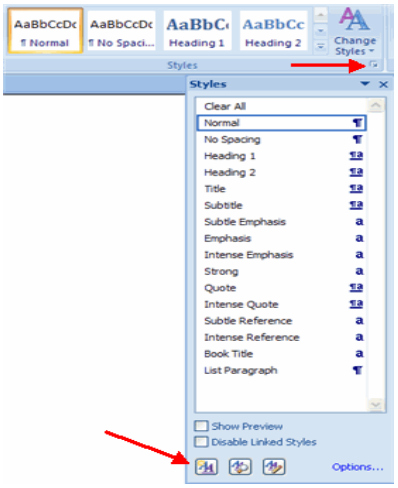
The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Apply Styles
There are many styles that are already in Word ready for you to use. To view the available styles click the **Styles** dialog box on the Styles Group in the Home Tab. To apply a style:

- Select the text
- Click the **Styles** Dialog Box
- Click the **Style** you choose



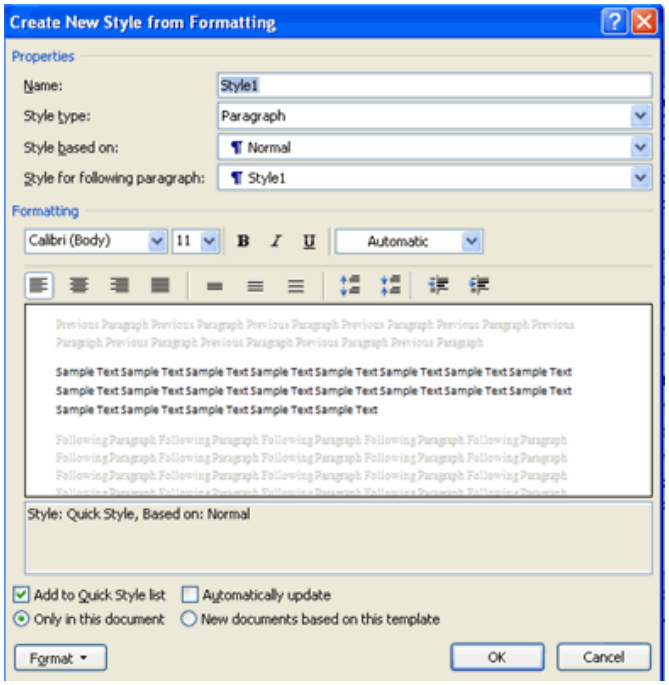
Creating New Styles
You can create styles for formatting that you use regularly. There are two ways to do this: New Styles or New Quick Styles.



New Styles
To create a new style:

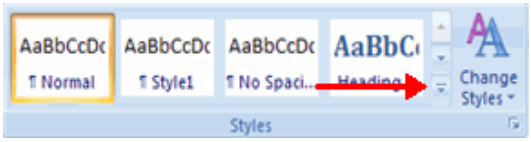
- Click the **Styles** Dialog Box
- Click the **New Style** Button

- Complete the **New Style** dialog box.
- At the bottom of that dialog box, you can choose to add this to the **Quick Style List** or to make it available only in this document.



New Quick Style
To create a style easily:

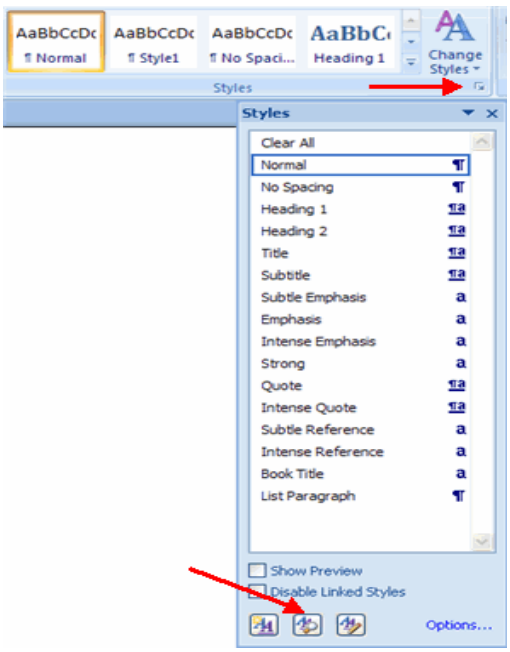
- Insert your cursor anywhere in the chosen style
- Click the **Styles** dialog box

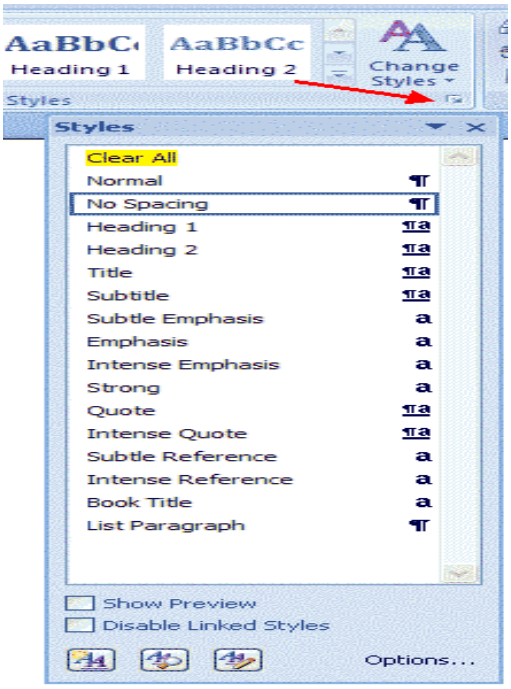


- Click **Save Selection** as New Quick Style

Style Inspector
To determine the style of a particular section of a document:

- Insert cursor anywhere in the text that you want to explain the style
- Click the **Styles Drop Down** Menu
- Click the **Style Inspector** Button





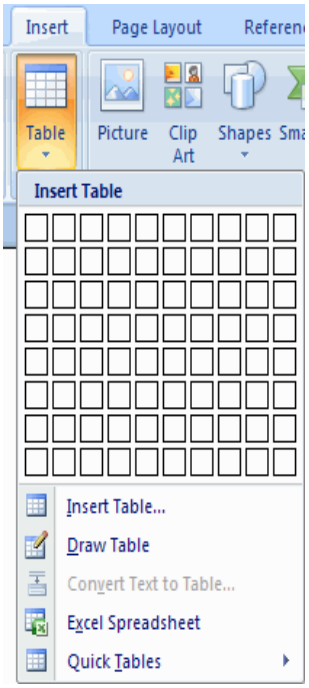
LESSON-4

ADDING TABLES & GRAPHICS

Tables are used to display data in a table format.

Create a Table
To create a table:

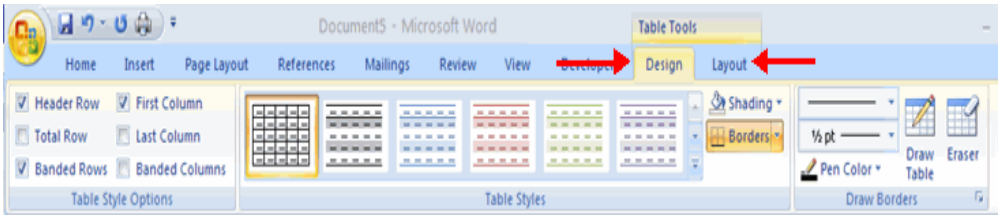
- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
  - Highlight the number of row and columns
  - Click **Insert Table** and enter the number of rows and columns
  - Click the **Draw Table**, create your table by clicking and entering the rows and columns
  - Click **Quick Tables** and choose a table



Enter Data in a Table
Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table
To **modify** the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

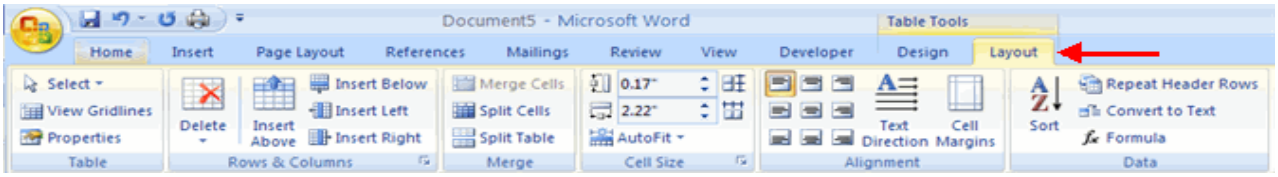


On the Design Tab, you can choose:

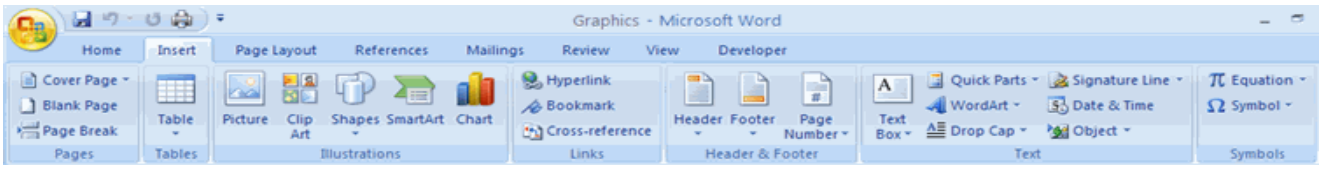
- **Table Style Options**
- **Table Styles**
- **Draw Borders**

To **format** a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

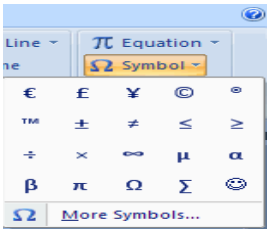
- **View Gridlines and Properties** (from the Table Group)
- **Insert Rows and Columns** (from the Rows & Columns Group)
- **Delete the Table, Rows and/or Columns** (from the Rows & Columns Group)
- **Merge or Split Cells** (from the Merge Group)
- **Increase and Decrease cell size** (Cell Size Group)
- **Align text within the cells and change text directions** (Alignment Group)



Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



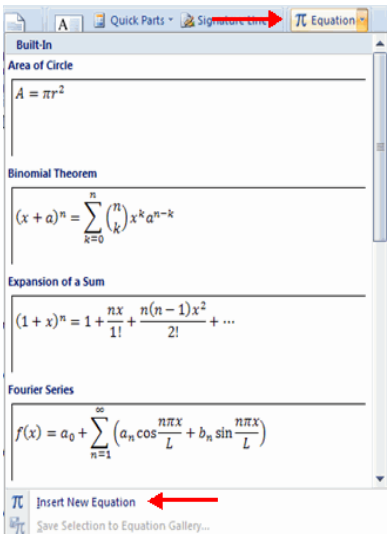
Symbols and Special Characters
Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:



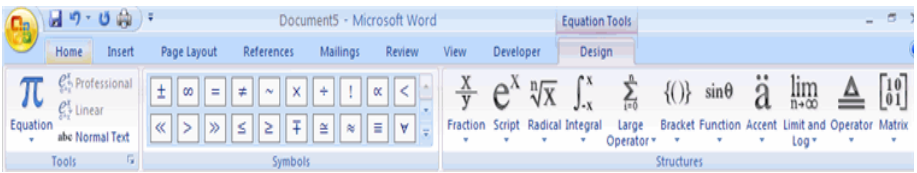
- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.

Equations
Word 2007 also allows you to insert mathematical equations. To access the mathematical equations tool:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Equation** Button on the Symbols Group
- Choose the appropriate equation and structure or click Insert New Equation

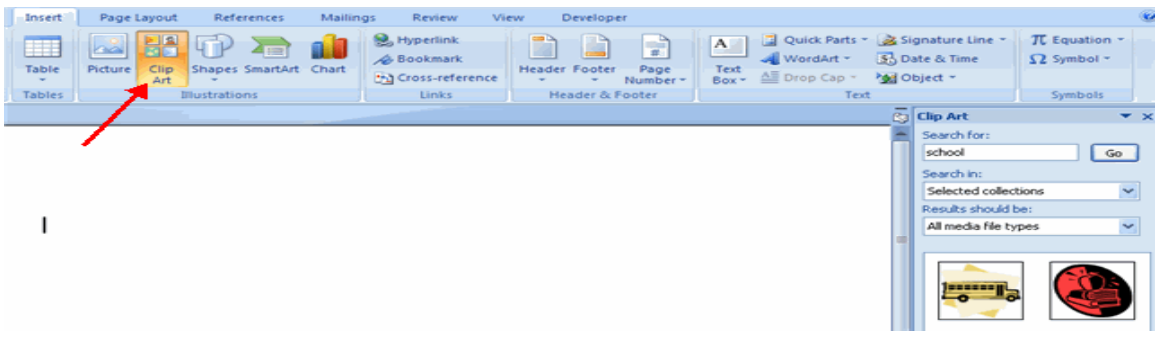


- To edit the equation click the equation and the **Design** Tab will be available in the Ribbon



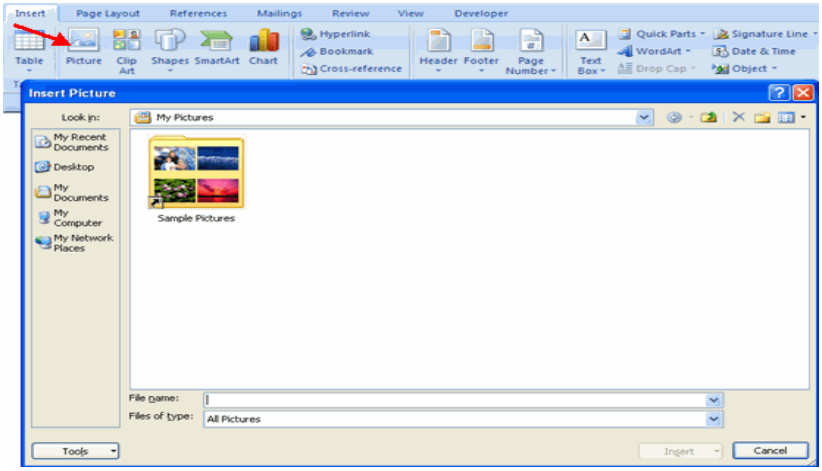
Illustrations, Pictures, and SmartArt
Word 2007 allows you to insert illustrations and pictures into a document. To insert **illustrations**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include



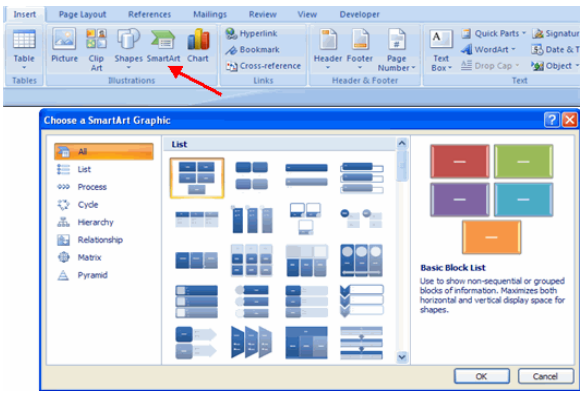
To insert a **picture**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**



Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

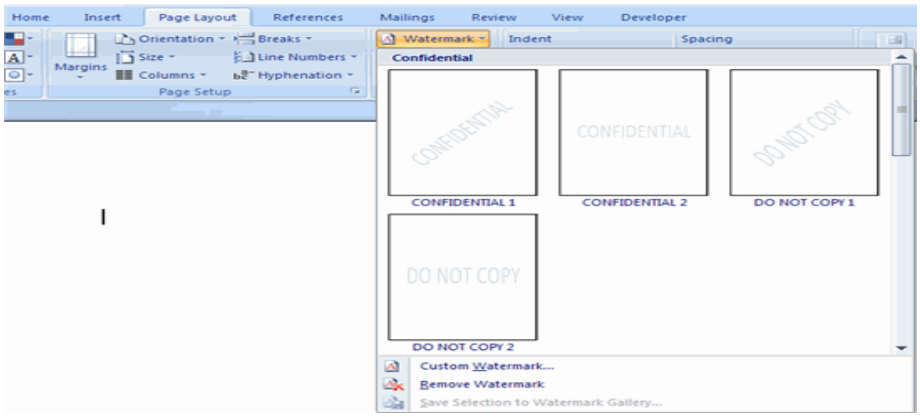
- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.



Resize Graphics
All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.

Watermarks
A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

- Click the **Page Lay**out Tab in the Ribbon
- Click the **Watermark** Button in the Page Background Group
- Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark
- To remove a watermark, follow the steps above, but click **Remove Watermark**

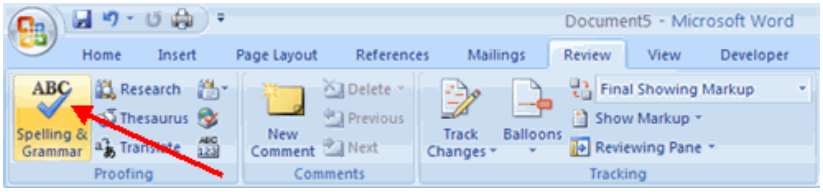


LESSON-5

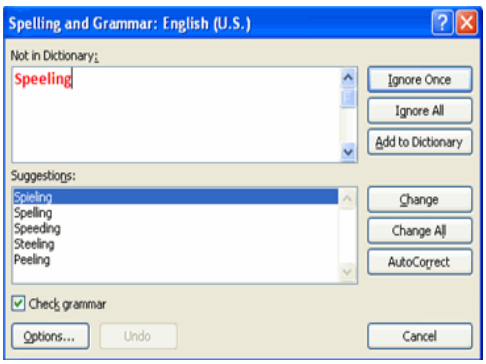
PROOFREADING A DOCUMENT & PAGE FORMATTING

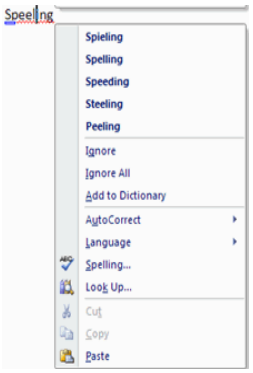
There are many features to help you proofread your document. These include: Spelling and Grammar, Thesaurus, AutoCorrect, Default Dictionary, and Word Count.

Spelling and Grammar
To check the spelling and grammar of a document



- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.
- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.

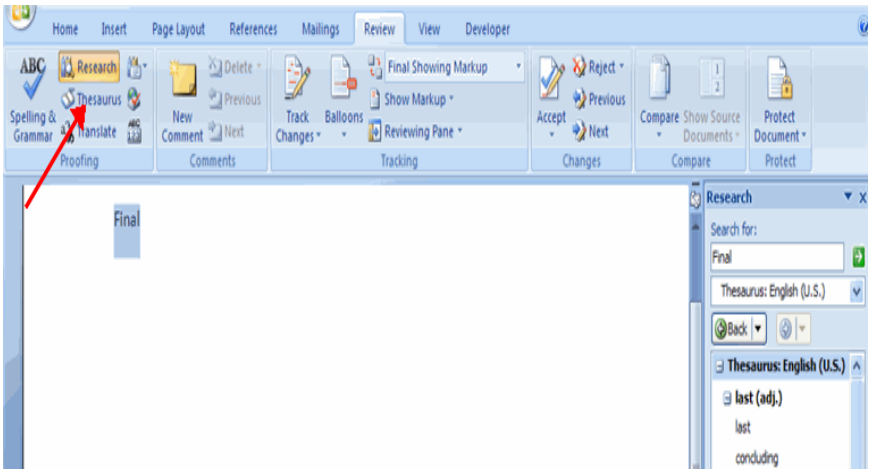




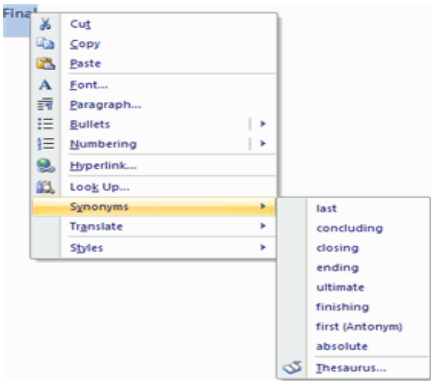
If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.

Thesaurus
The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.



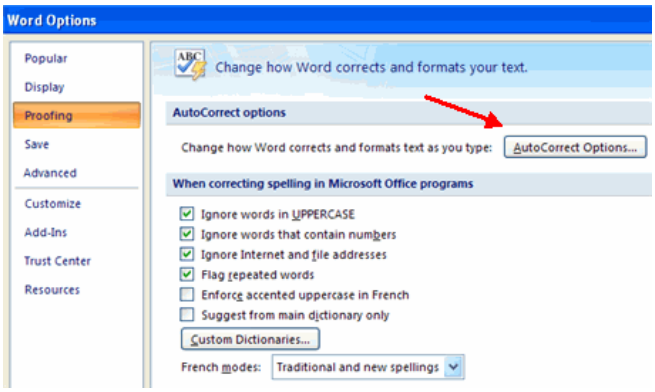
You can also access the thesaurus by right-clicking any word and choosing **Synonyms** on the menu.



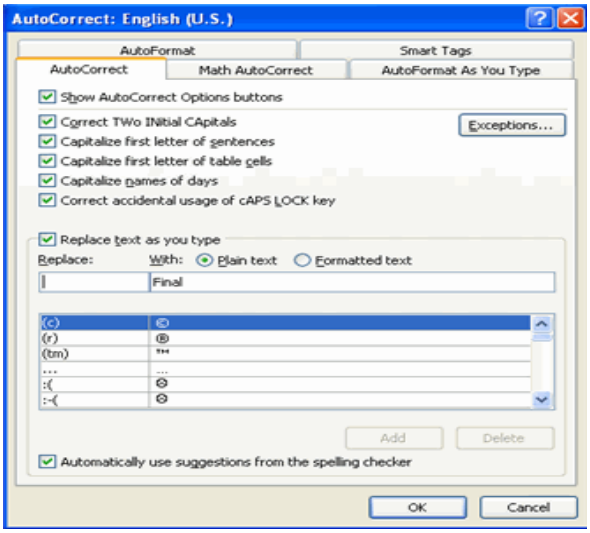
Customize AutoCorrect
You can set up the AutoCorrect tool in Word to retain certain text the way it is. To customize AutoCorrect:

- Click the **Microsoft Office** button
- Click the **Word Options** Button
- Click the **Proofing** tab

- Click **AutoCorrect Options** button



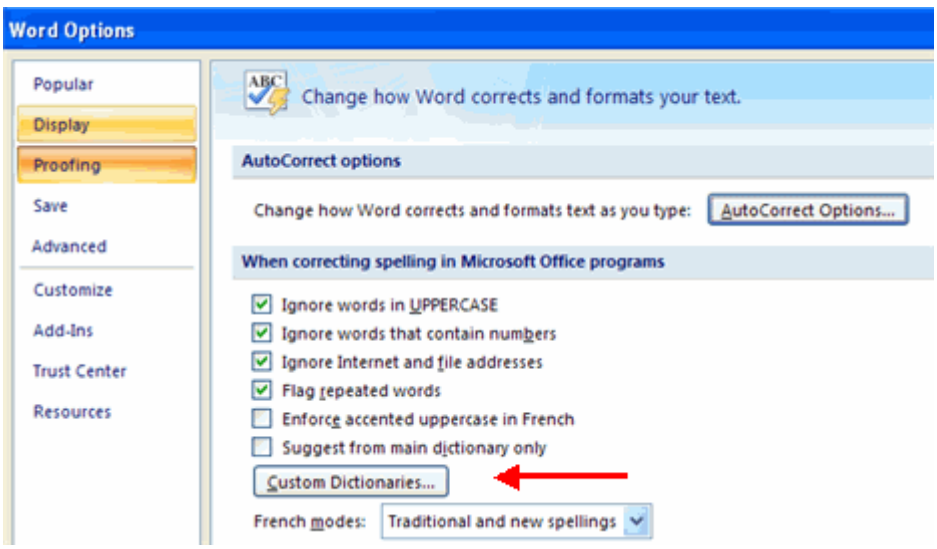
- On the **AutoCorrect Tab**, you can specify words you want to replace as you type



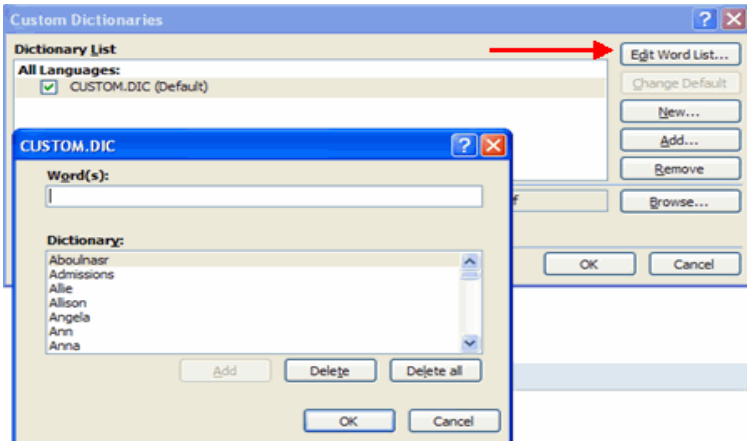
Create a New Default Dictionary

Often you will have business or educational jargon that may not be recognized by the spelling and/or grammar check in Word. You can customize the dictionary to recognize these words.

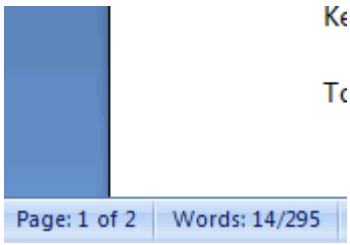
- Click the **Microsoft Office** button
- Click the **Word Options** Button
- Click the **Proofing** tab
- Click the **When Correcting Spelling** tab
- Click **Custom Dictionaries**



- Click **Edit Word List**
- Type in any words that you may use that are not recognized by the current dictionary.

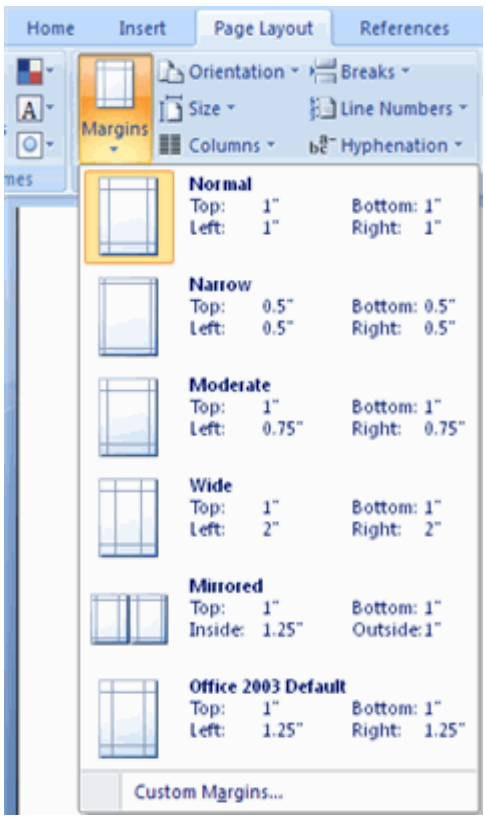


Check Word Count
To check the word count in Word 2007 look at the bottom left corner of the screen. It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.



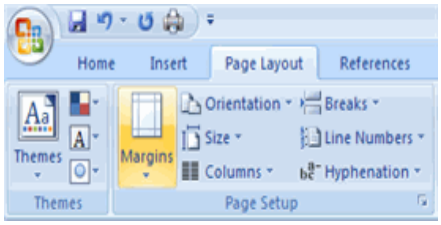
Modify Page Margins and Orientations
The page margins can be modified through the following steps:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.



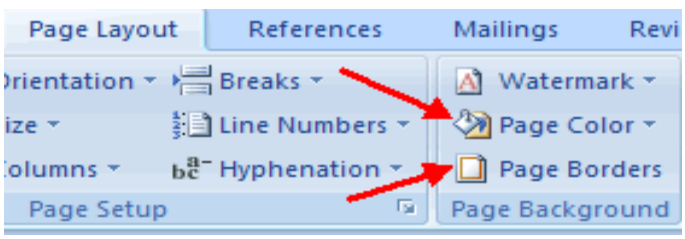
To change the Orientation, Size of the Page, or Columns:

- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice



Apply a Page Border and Color
To apply a page border or color:

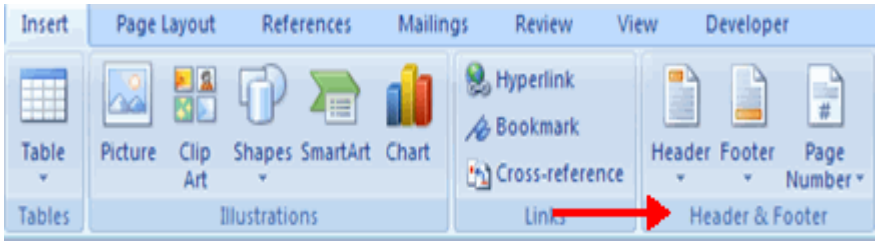
- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus



Insert Common Header and Footer Information
To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer

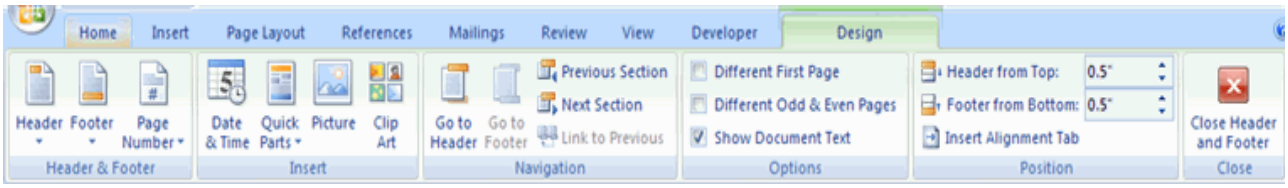
(at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**



- Choose a style
- The **Header/Footer Design** Tab will display on the Ribbon

- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer

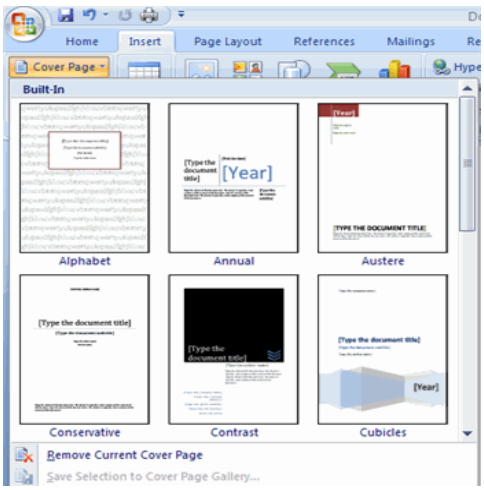


Create a Page Break
To insert a page break:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, click the **Breaks Drop Down Menu**
- Click **Page Break**

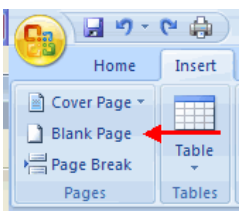
Insert a Cover Page
To insert a cover page:

- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a style for the cover page



Insert a Blank Page
To insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group



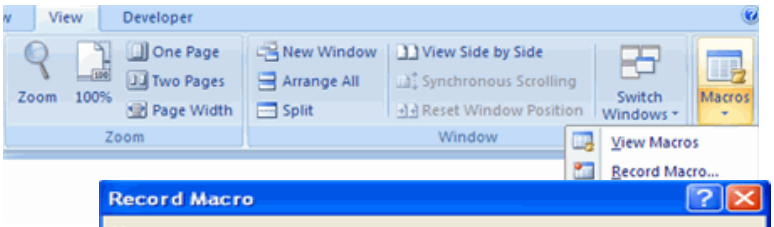
LESSON-6

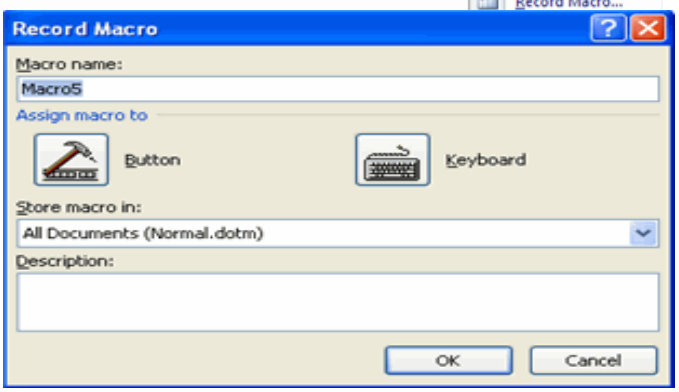
MACROS

Macros are advanced features that can speed up editing or formatting you may perform often in a Word document. They record sequences of menu selections that you choose so that a series of actions can be completed in one step.

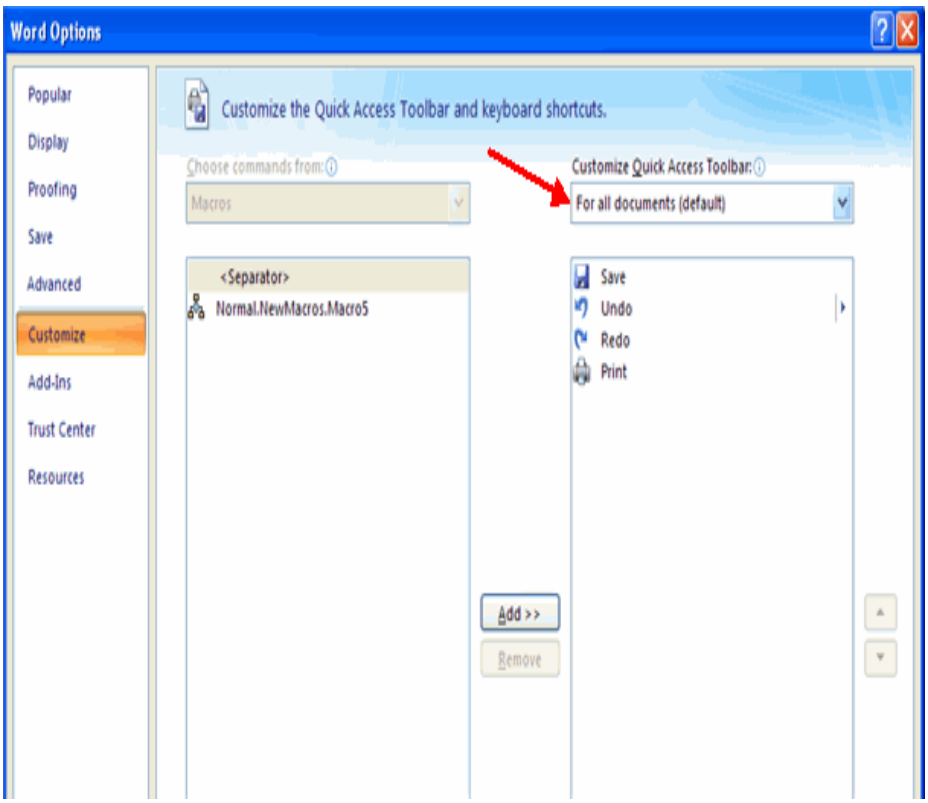
Recording a Macro
To record a Macro:

- Click the **View** Tab on the Ribbon
- Click **Macros**
- Click **Record Macro**
- Enter a name (without spaces)

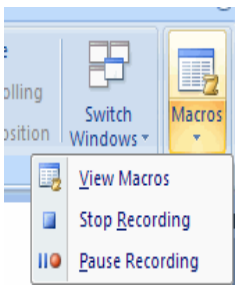




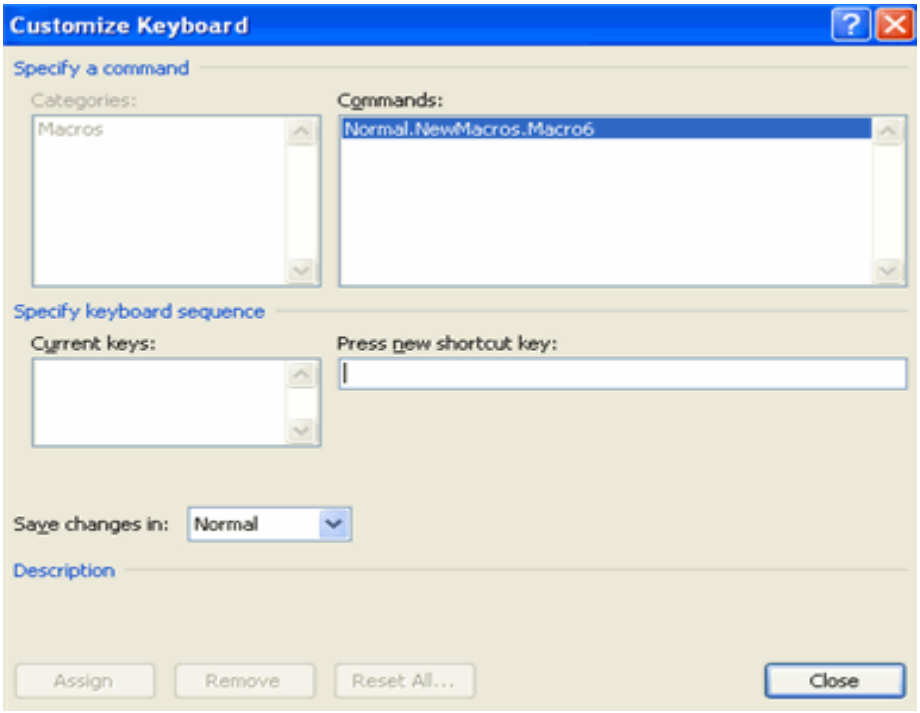
- Click whether you want it assigned to a **button** (on the Quick Access Toolbar) or the **keyboard** (a sequence of keys)
- To assign the macro a **button** on the Quick Access Toolbar:
  - Click **Button**
  - Under the **Customize Quick Access Toolbar**, select the document for which you want the Macro available



- Under Choose Commands: Click the **Macro** that you are recording
- Click **Add**
- Click **OK** to begin Recording the Macro
- Perform the actions you want recorded in the Macro
- Click on **Macros**
- Click on **Stop Recording Macros**



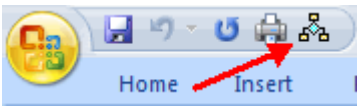
- To assign a macro button to a **keyboard shortcut**:
- Click **Keyboard**
- In the **Press New Shortcut Key** box, type the key sequence that you want and click **Assign**



- Click **Close** to begin recording the Macro
- Perform the actions you want recorded in the Macro
- Click on **Macros**
- Click on **Stop Recording Macros**

Running a Macro
Running a macro depends on whether it's been added to the Quick Access Toolbar or if it's been given a Keyboard Shortcut.

- To run a Macro from the Quick Access Toolbar, simply click the **Macro Icon**



- To run a Macro from the Keyboard shortcut, simply **press the keys** that you have programmed to run the Macro.

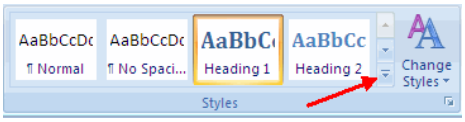
LESSON-7

TABLE OF CONTENTS

The easiest way to create a **Table of Contents** is to utilize the **Heading Styles** that you want to include in the Table of Contents. For example: Heading 1, Heading 2, etc. based on the content of your document. When you add or delete headings from your document, Word updates your **Table of Contents**. Word also updates the page number in the table of contents when information in the document is added or deleted. When you create a Table of Contents, the first thing you want to do is mark the entries in your document. The Table of Contents is formatted based on levels of headings. Level 1 will include any text identified with the style Heading 1.

Mark Table of Contents Entries
You can mark the Table of Contents entries in one of two ways: by using built-in heading styles or by marking individual text entries.

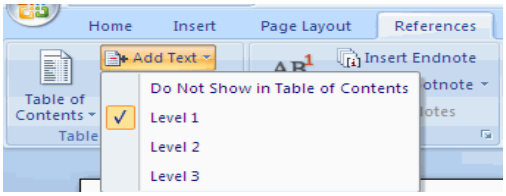
To Use Built-In Heading Styles



- Select the text that you wish to be the heading
- Click the **Home** Tab
- In the Styles Group, click **Heading 1** (or the appropriate heading)
- If you don't see the style you want, click the arrow to expand the **Quick Styles Gallery**
- If the style you want does not appear click **Save Selection** as New Quick Style

To Mark Individual Entries:

- Select the text you wish to make a heading
- Click the **References** Tab
- Click **Add Text** in the Table of Contents Group
- Click the **Level** that you want to label your selection

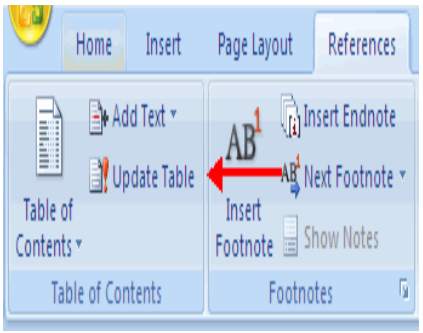


Create a Table of Contents
To create the table of contents:

- Put your cursor in the document where you want the Table of Contents
- Click the **References** Tab
- Click the **Table of Contents** button

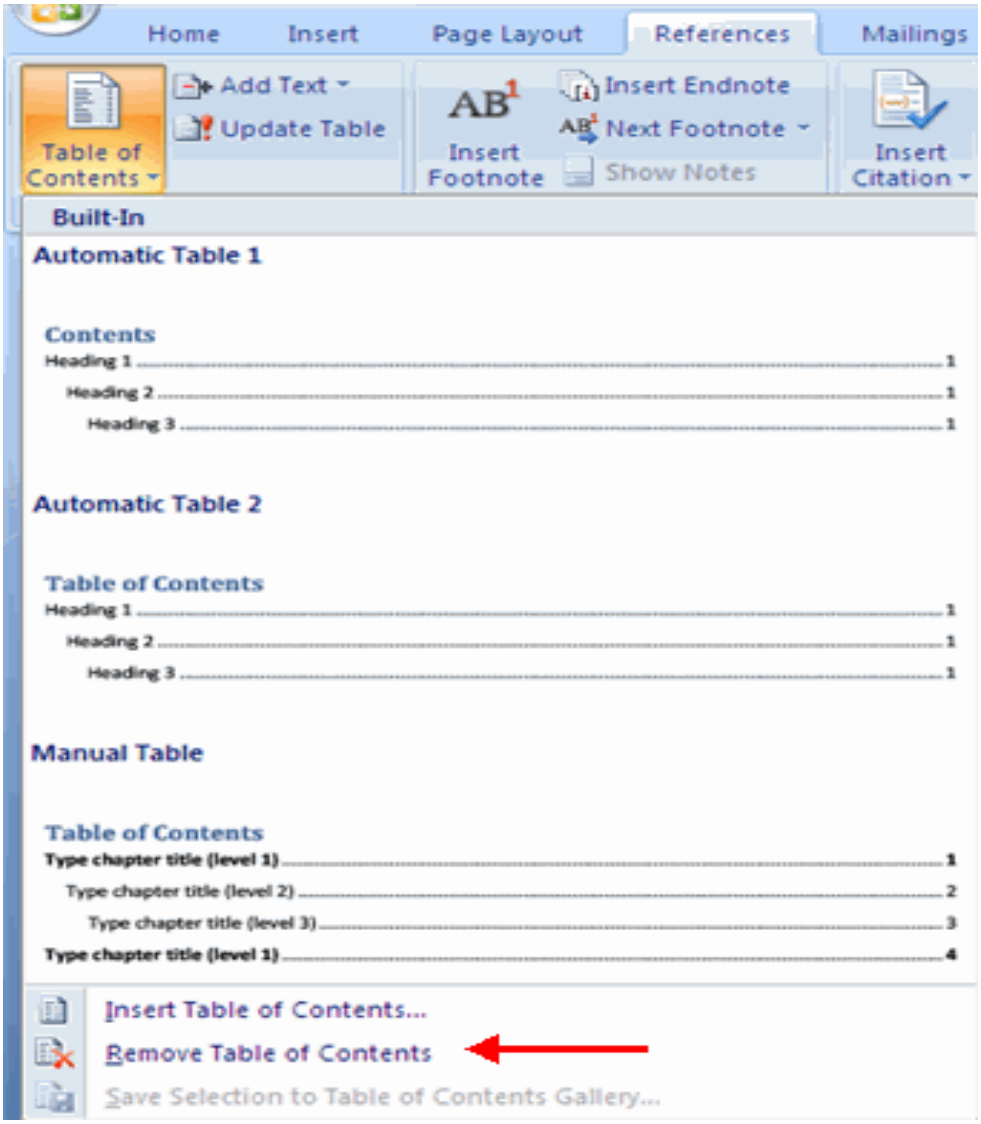
Update Table of Contents
If you have added or removed headings or other table of contents entries you can update by:

- Apply headings or mark individual entries as directed above
- Click the **References** Tab in the Ribbon
- Click **Update Table**



Delete Table of Contents
To delete a table of contents:

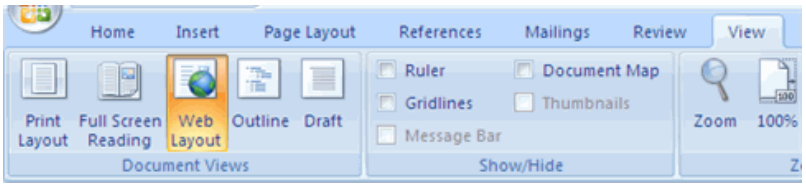
- Click the **References** Tab on the Ribbon
- Click **Table of Contents**
- Click **Remove Table of Contents**



LESSON-8

CREATING WEB PAGES

Simple web pages can be created in Word using the Save as Feature. In a web document, you can insert pictures and hyperlinks. To view the document as you would a web page:

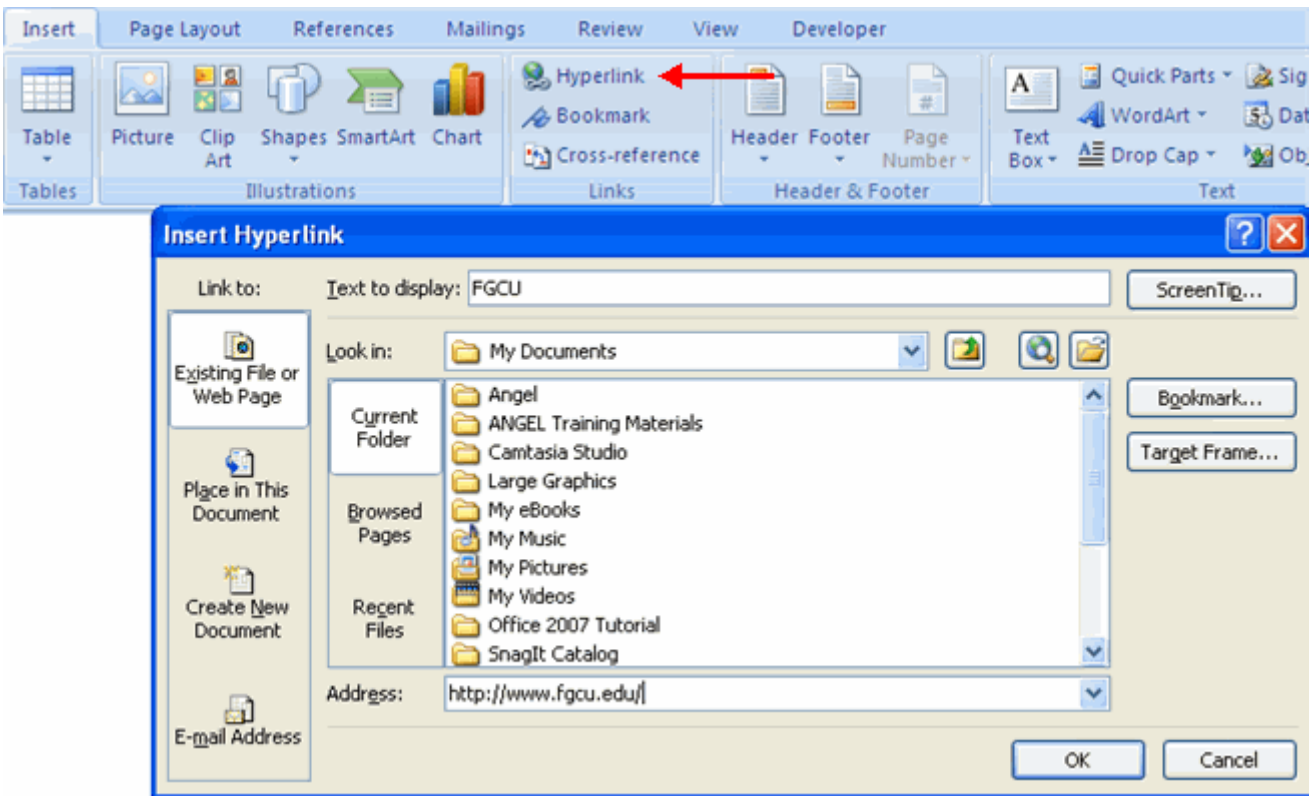


- Click the **View** Tab on the Ribbon
- Click the **Web Layout** Button in the Document Views Group

Entering Text
To enter text into the document, simply begin typing. If you want to adjust the layout of the page and text, you should use tables to format the page properly.

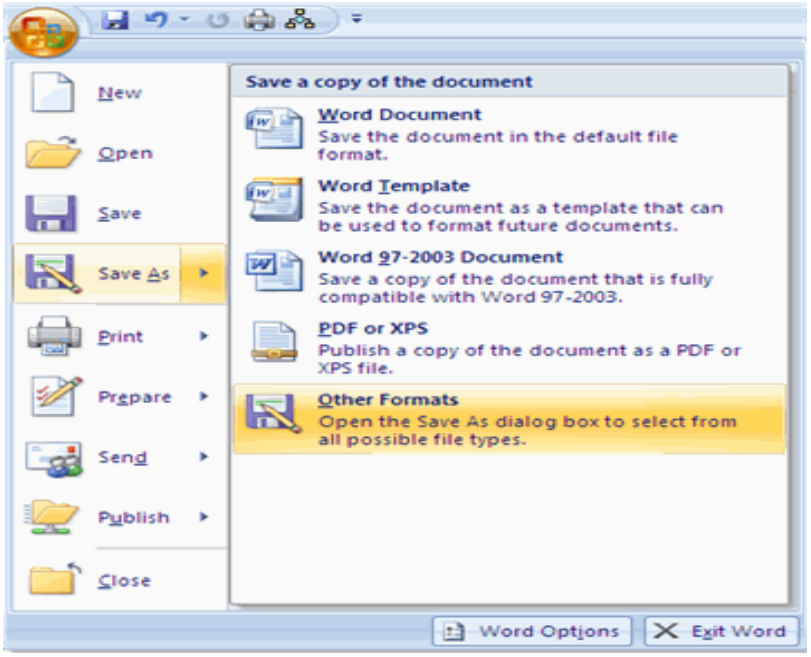
Hyperlinks
Hyperlinks, or links, allow the reader to click on text and go to another web site. To create a hyperlink:

- Select the text that will be the link
- Click the **Insert** Tab of the Ribbon
- Click the **Hyperlink** Button on the Links Group
- Type in the web address, or URL, of the link
- Click **OK**

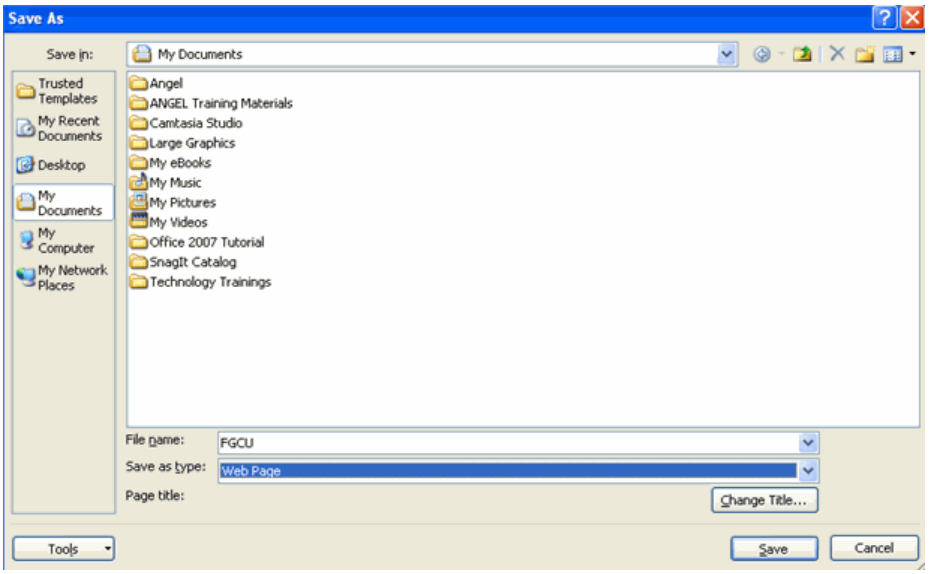


Saving Web Pages
To save a web page:

- Click the **Office** Button
- Move the cursor over **Save As**
- Click **Other Formats**



- Under Save as Type, click **Web Page**
- Type in the name of the document (without spaces)



LESSON-9

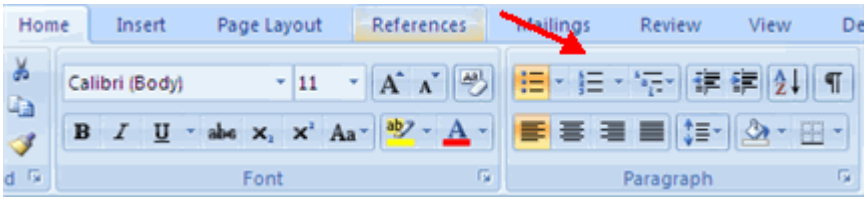
LISTS, REFERENCES, CITATIONS & TRACK CHANGES

Lists allow you to format and organize text with numbers, bullets, or in an outline.

Bulleted and Numbered Lists
Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To **add** a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the **Bulleted or Numbered Lists** button

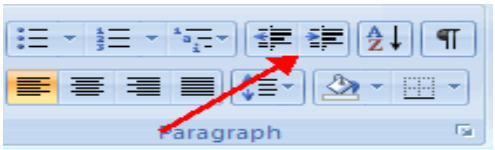


To **create** a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

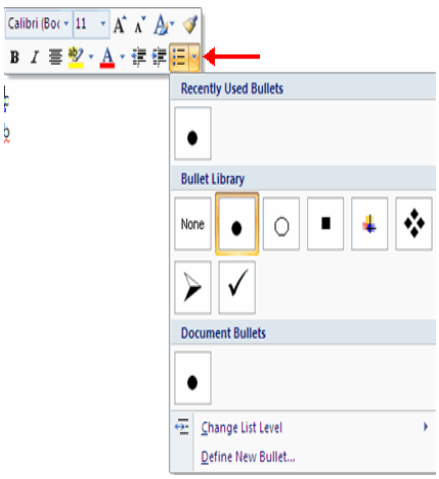
Nested Lists
A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



Formatting Lists
The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

- Select the entire list to change all the bullets or numbers, or
  Place the cursor on one line within the list to change a single bullet
- Right click
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



References and Citations

Word 2007 offers great tools for citing sources, creating a bibliography, and managing the sources. The first step to creating a reference list and citations in a document is to choose the appropriate style that you will be using for formatting the citations and references.

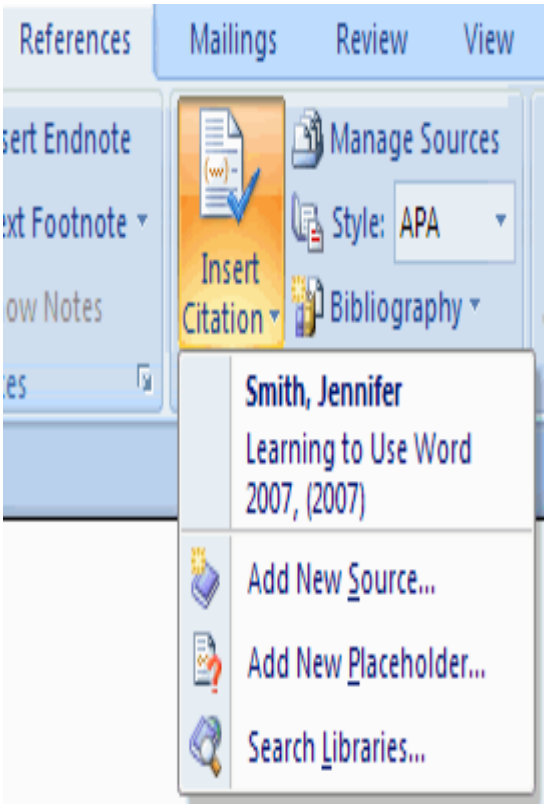
Style
To choose a publishing style:

- Click the **References** Tab on the Ribbon
- Click the drop down box next to **Style** in the Citations & Bibliography Group
- Choose the appropriate style.

Citations

To insert a citation in the text portion of your document:

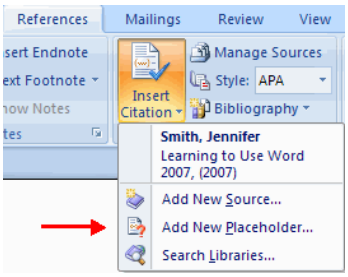
- Click the **References** Tab on the Ribbon
- Click the **Insert Citation** Button on the Citations & Bibliography Group
- If this is a new source, click **New Source**
- If you have already created this source, it will in the drop down list and you can click on it



- If you are creating a **New Source**, choose the **type of source** (book, article, etc.)
- Complete the **Create Source Form**
- If you need additional fields, be sure to click the **Show All Bibliography Fields** check box
- Click **OK**

Placeholders

Placeholders can be utilized when there is a reference to be cited, but you do not have all of the information on the source. To insert a Placeholder:

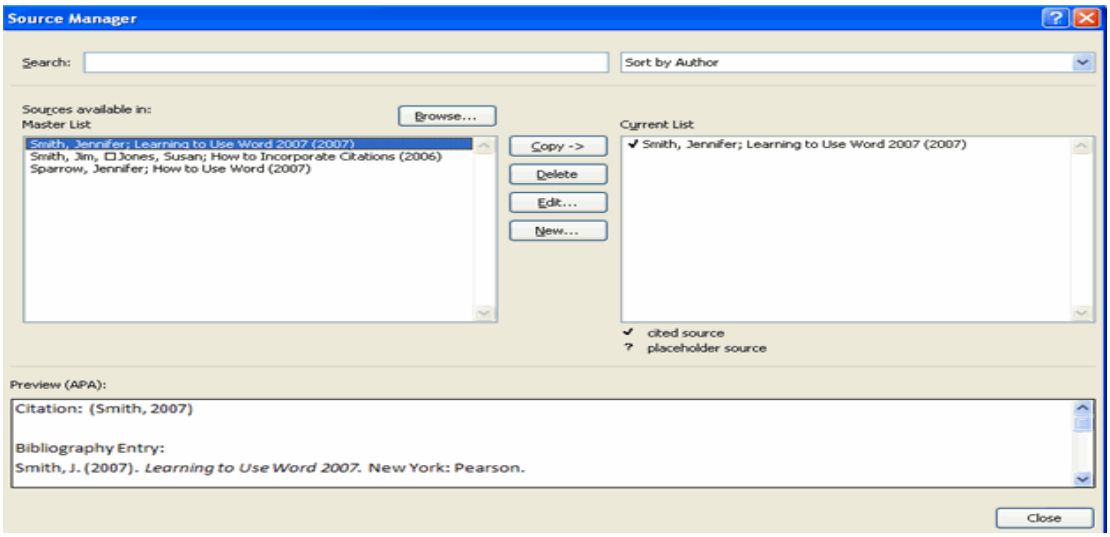


- Click **Insert Citation**
- Click **Add New Placeholder**

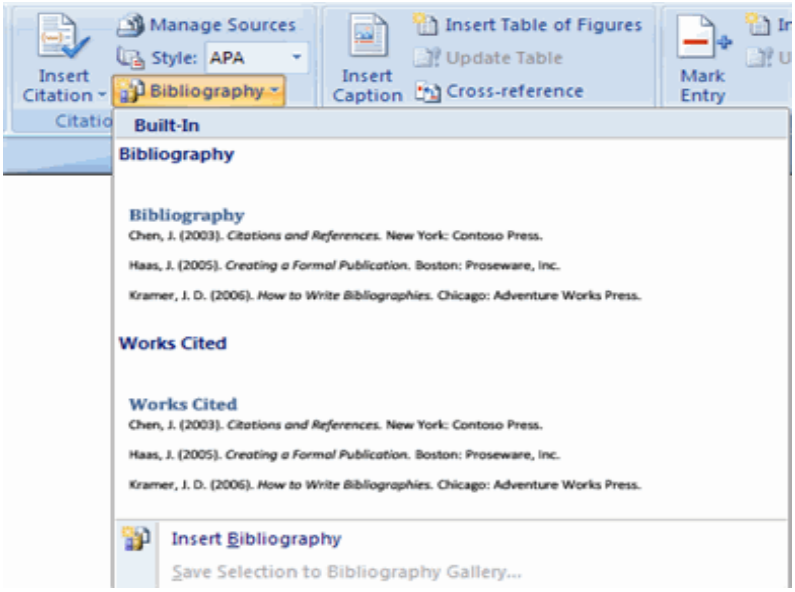
Manage Sources

Once you have completed a document you may need to add or delete sources, modify existing sources, or complete the information for the placeholders. To Manage Sources:

- Click the **References** Tab on the Ribbon
- Click the **Manage Sources** Button on the Citations & Bibliography Group
- From this menu you can **Add, Delete, and Edit Sources** (note, you can preview the source in the bottom pane of the window



Bibliography

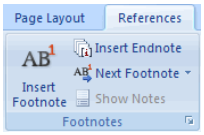


To add a Bibliography to the document:

- Place the cursor in the document where you want the bibliography
- Click the **References** Tab on the Ribbon
- Click the **Bibliography** Button on the Citations & Bibliography Group
- Choose **Insert Built-in Bibliography/Works Cited** or **Insert Bibliography**

Insert Footnote

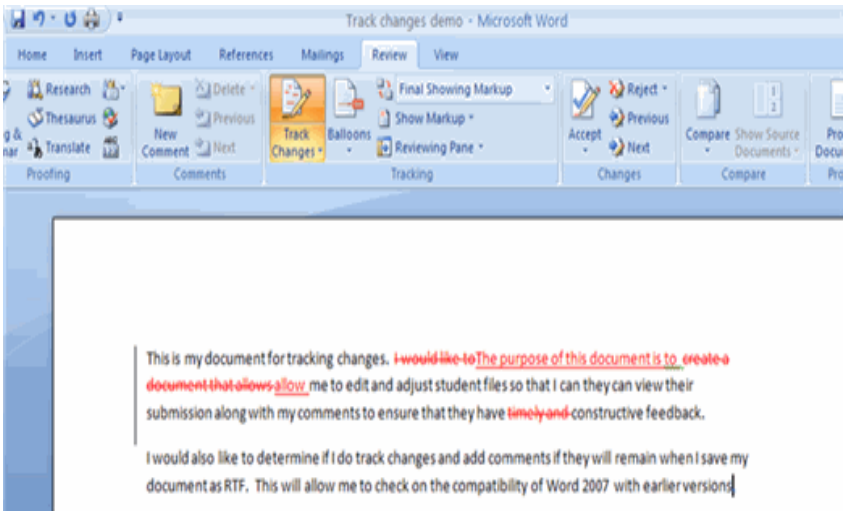
Some types of academic writing utilize footnotes. To insert a footnote:



- Click the **References** Tab on the Ribbon
- Click **Insert Footnote** (or Insert Endnote depending on your needs)
- Begin typing the footnote

Track Changes

Track Changes is a great feature of Word that allows you to see what changes have been made to a document. The tools for track changes are found on the Reviewing tab of the Ribbon.

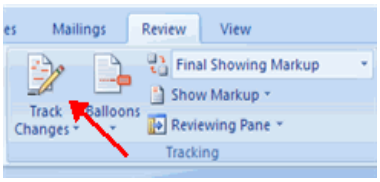


Begin Track Changes

To keep track of the changes you'll be making to a document, you must click on **Track Changes** icon.

To start Tracking Changes:

- Click **Review** Tab on the Ribbon
- Click **Track Changes**
- Make the changes to your document and you will see any changes you have made.

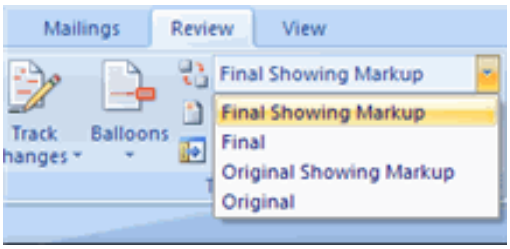


Document Views

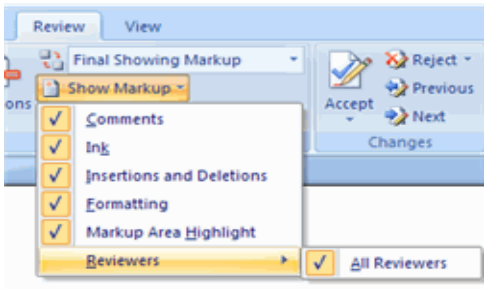
There are four ways to view a document after you have tracked changes:

- **Final Showing Markup**: This shows the document with the changes displayed
- **Final:** This shows the changed document, without the changes displayed
- **Original Showing Markup:** The original document with the changes displayed
- **Original:** The original document without any changes.

To change the view, click the appropriate choice in the Tracking Group of the Review Tab on the Ribbon.

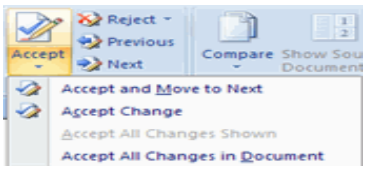


The **Show Markup** feature allows you to view different items (comments, formatting, etc.) and choose to view different authors' comments.



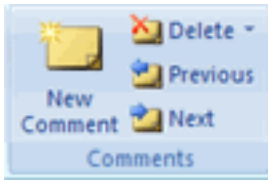
Accept or Reject Changes

When you view the changes in a document you can either choose to accept or reject the changes. This allows you to review the document by each change to accept or reject each change.



Comments

The New Comments icon also lets you add comments to the document. To add a new comment, put your cursor where you would like to add the comment and click on New Comment.



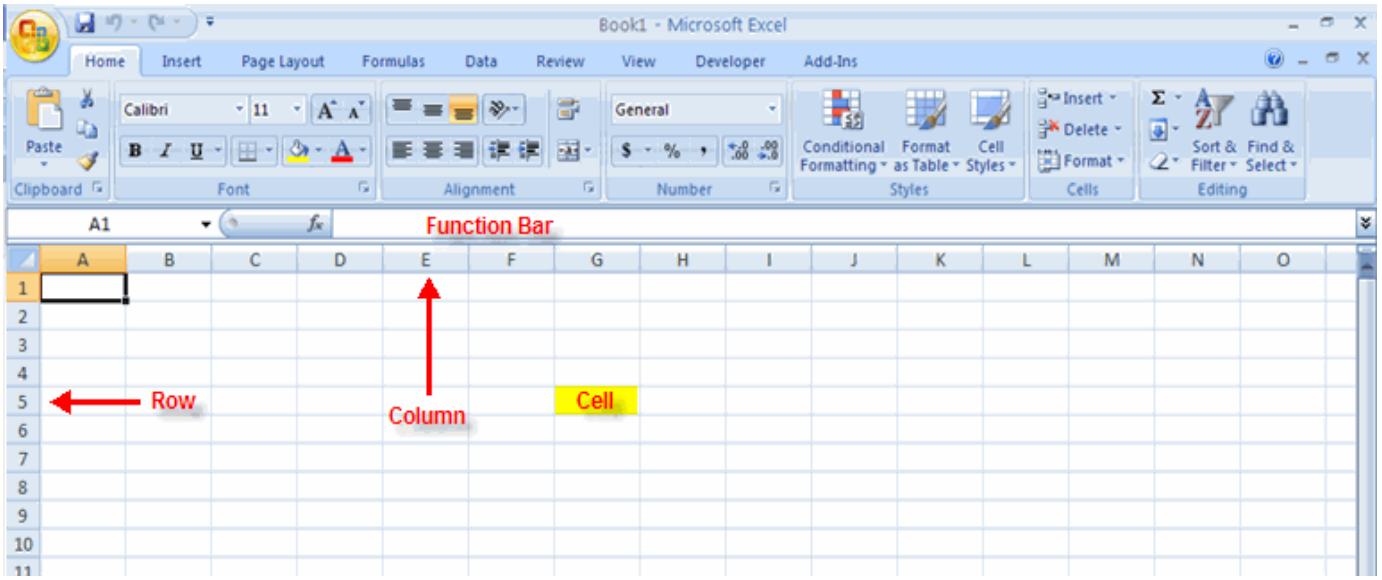
UNIT-II MS EXCEL 2007

LESSON-1

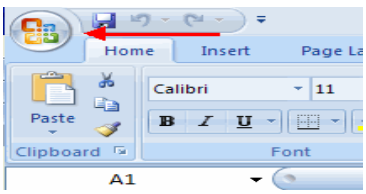
GETTING STARTED

Getting started with Excel 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within Excel 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

Microsoft Excel is an electronic spreadsheet that runs on a personal computer. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly.

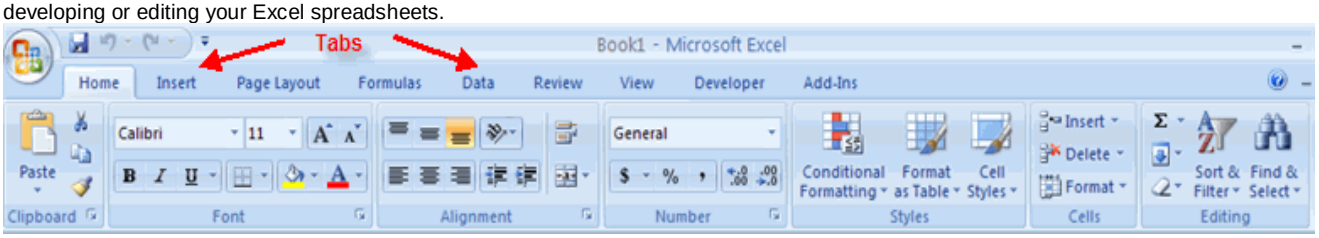


Spreadsheets
A spreadsheet is an electronic document that stores various types of data. There are vertical columns and horizontal rows. A cell is where the column and row intersect. A cell can contain data and can be used in calculations of data within the spreadsheet. An Excel spreadsheet can contain workbooks and worksheets. The workbook is the holder for related worksheets.

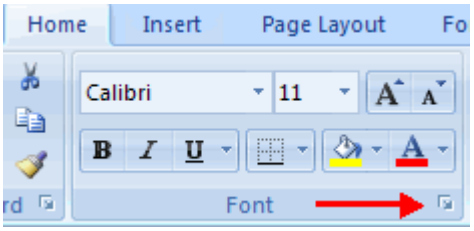


Microsoft Office Button
The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Excel. This button allows you to create a new workbook, Open an existing workbook, save and save as, print, send, or close.

Ribbon
The ribbon is the panel at the top portion of the document It has seven tabs: Home, Insert, Page Layouts, Formulas, Data, Review, and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets.



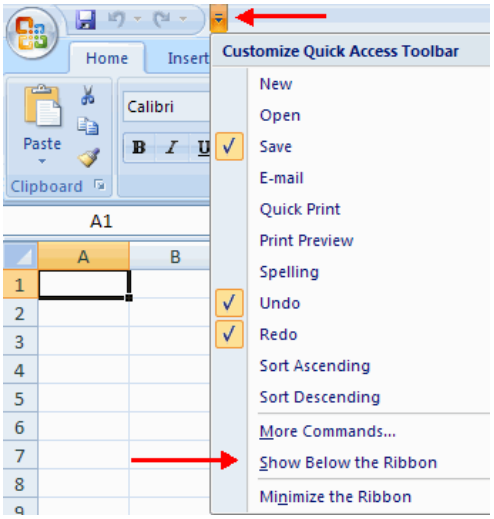
Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



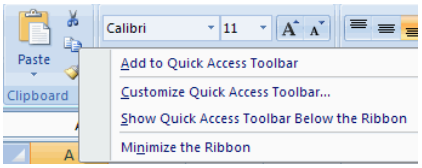
Home: Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing
Insert: Tables, Illustrations, Charts, Links, Text
Page Layouts: Themes, Page Setup, Scale to Fit, Sheet Options, Arrange
Formulas: Function Library, Defined Names, Formula Auditing, Calculation
Data: Get External Data, Connections, Sort & Filter, Data Tools, Outline
Review: Proofing, Comments, Changes
View: Workbook Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

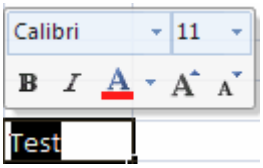


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



Mini Toolbar

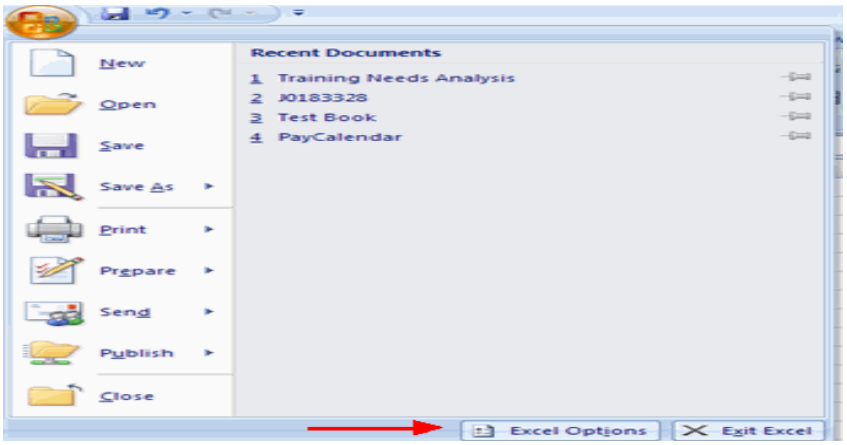
A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



Customize

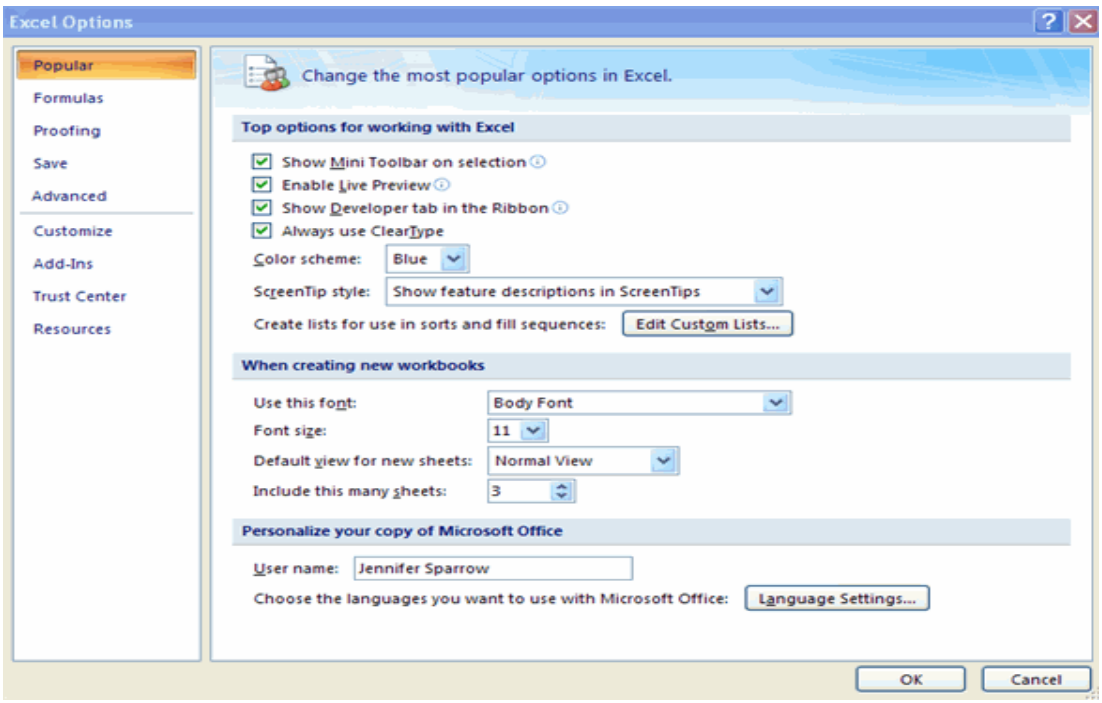
Excel 2007 offers a wide range of customizable options that allow you to make Excel work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **Excel Options**



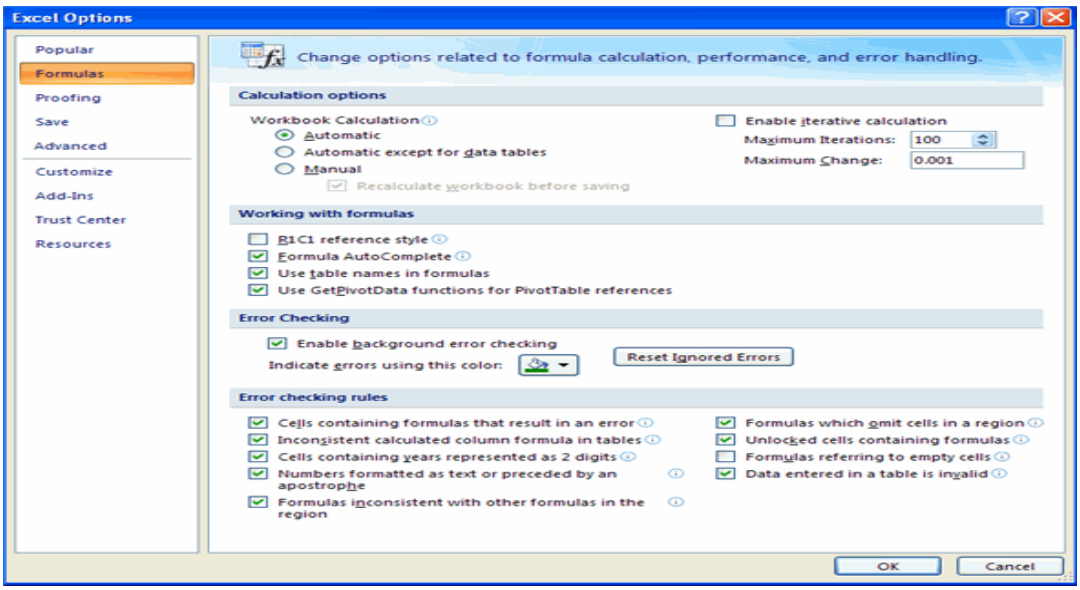
Popular

These features allow you to personalize your work environment with the mini toolbar, color schemes, default options for new workbooks, customize sort and fill sequences user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



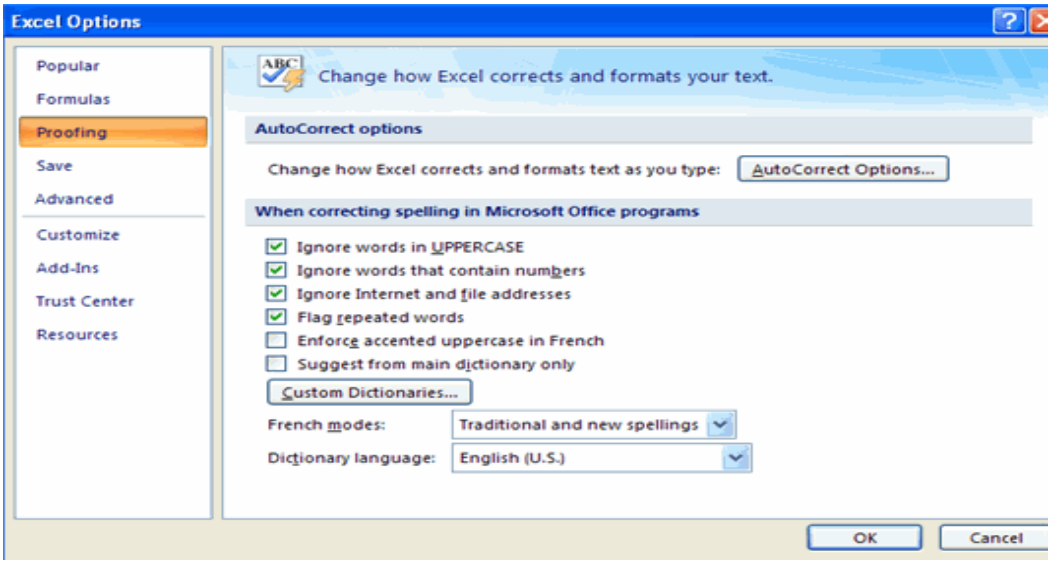
Formulas

This feature allows you to modify calculation options, working with formulas, error checking, and error checking rules.



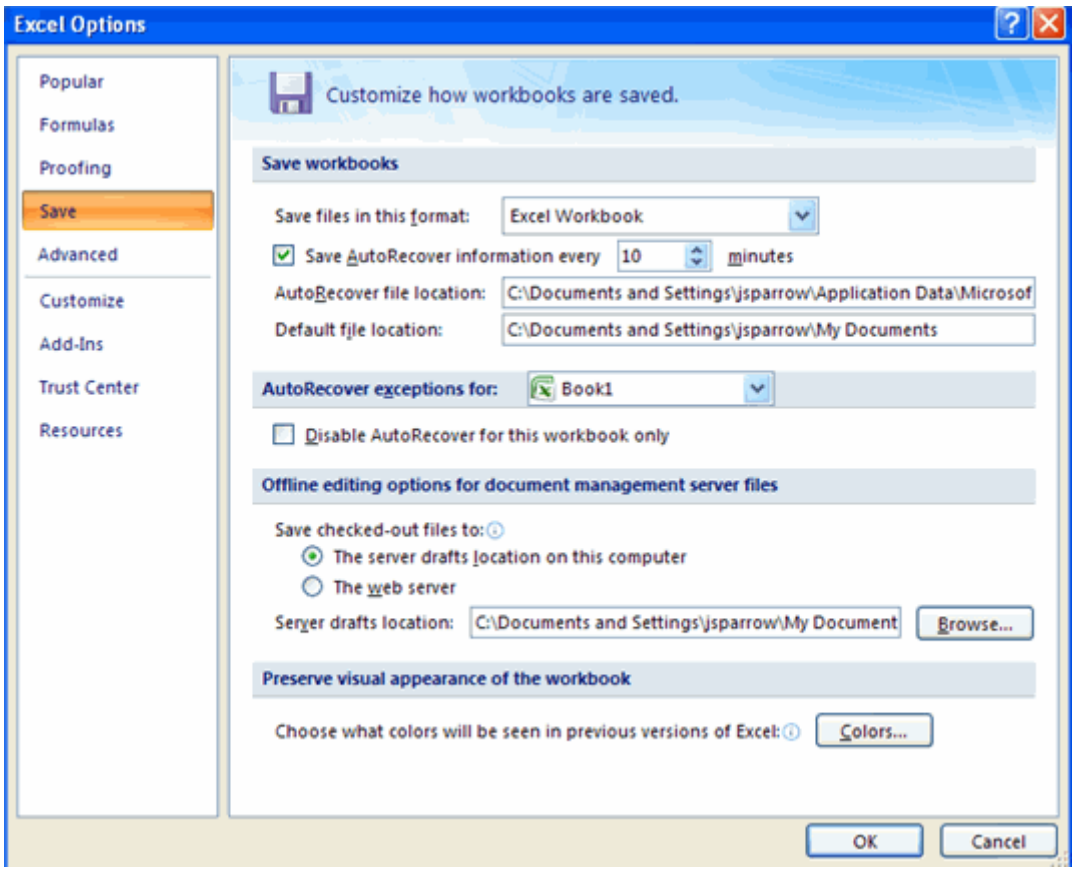
Proofing

This feature allows you personalize how word corrects and formats your text. You can customize auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.



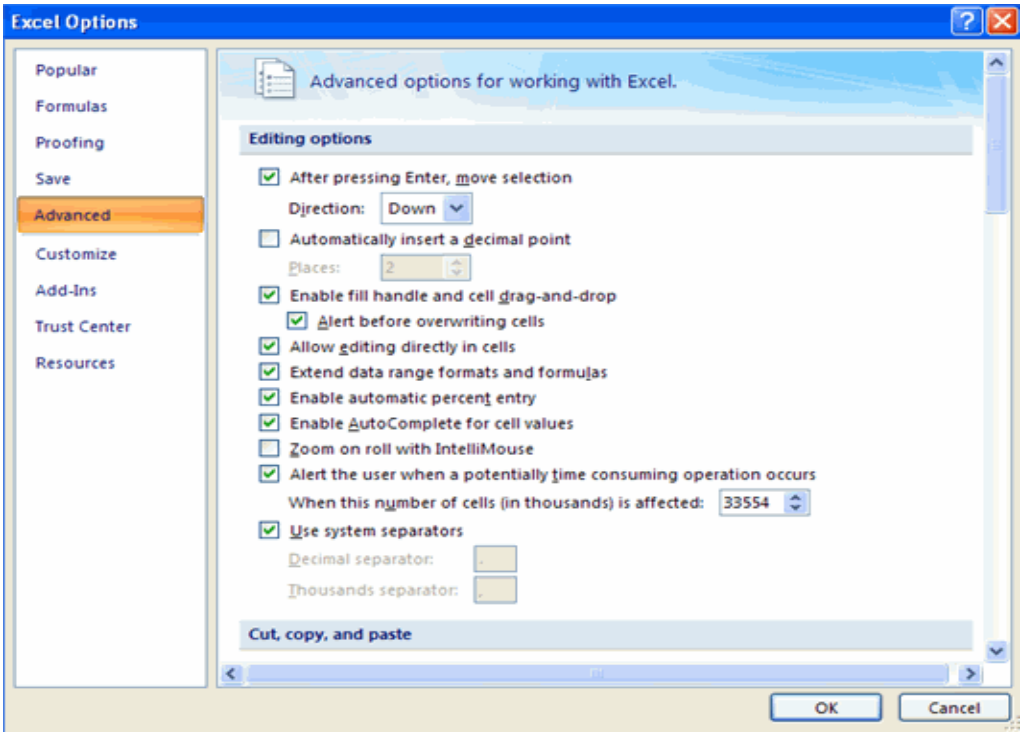
Save

This feature allows you personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.



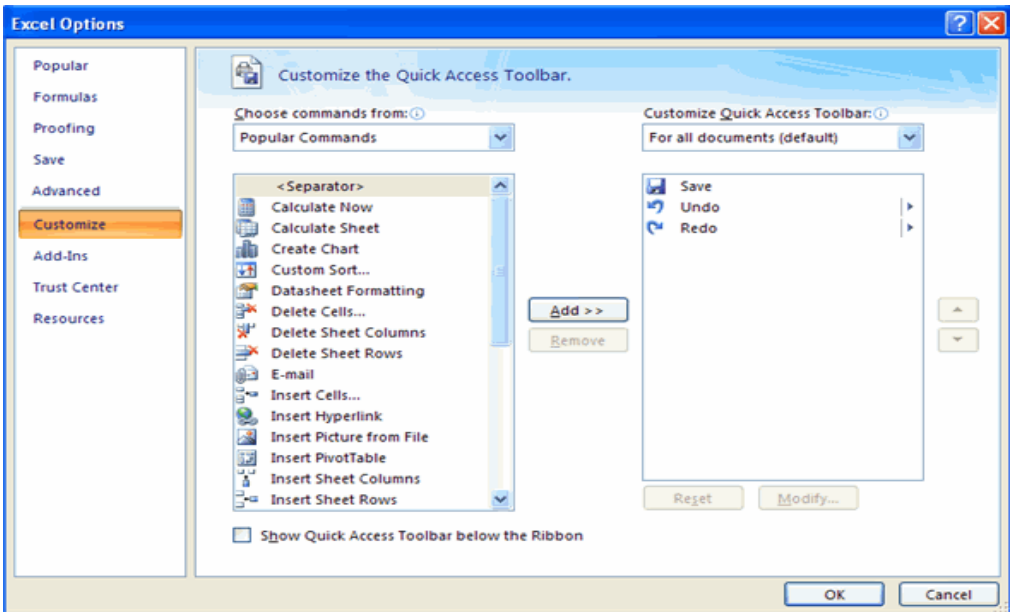
Advanced

This feature allows you to specify options for editing, copying, pasting, printing, displaying, formulas, calculations, and other general settings.



Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.

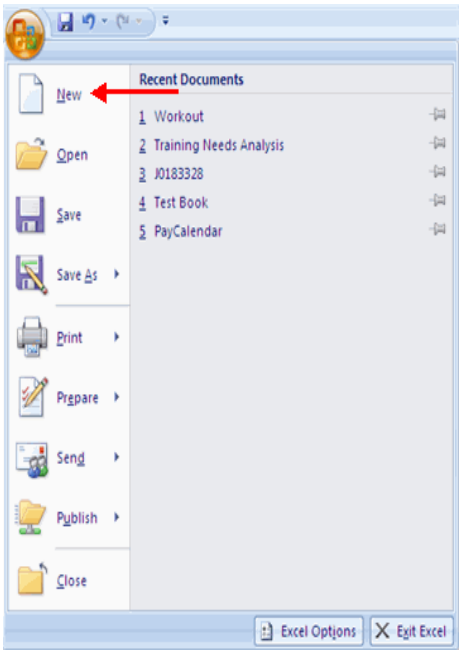


LESSON-2

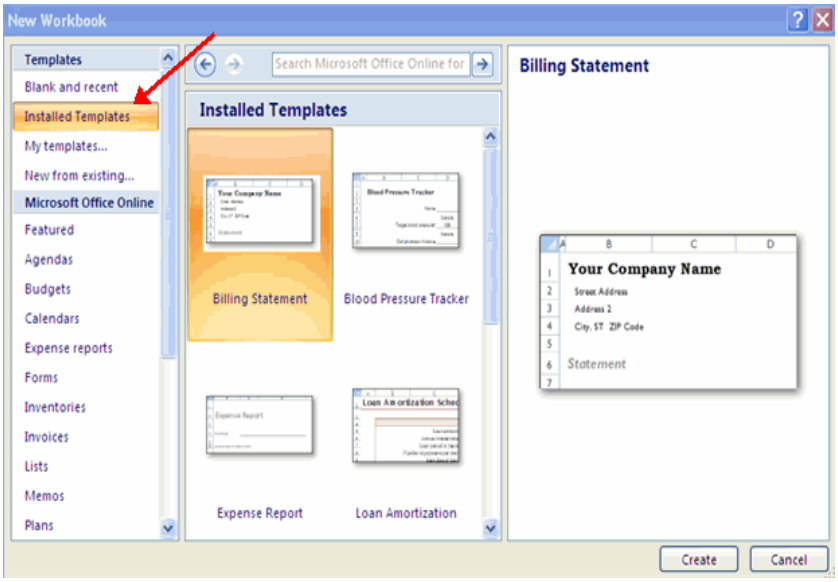
Workbook

Create a Workbook
To create a new Workbook:

- Click the **Microsoft Office Toolbar**
- Click **New**
- Choose **Blank Document**

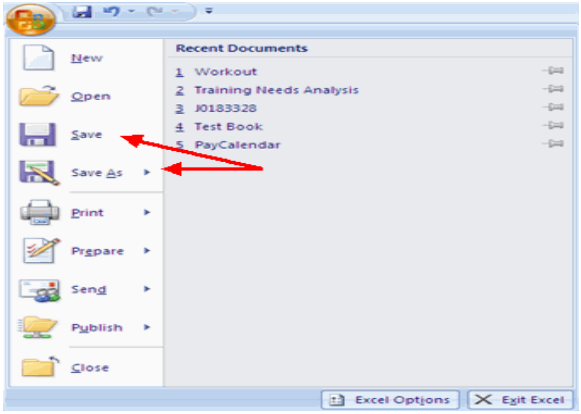


If you want to create a new document from a template, explore the templates and choose one that fits your needs.



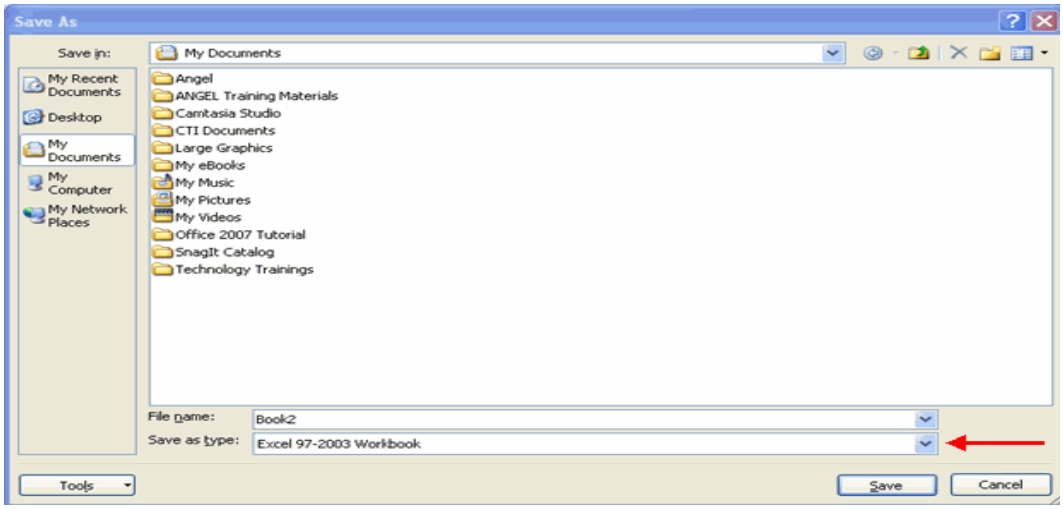
Save a Workbook
When you save a workbook, you have two choices: **Save** or **Save As**.
To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



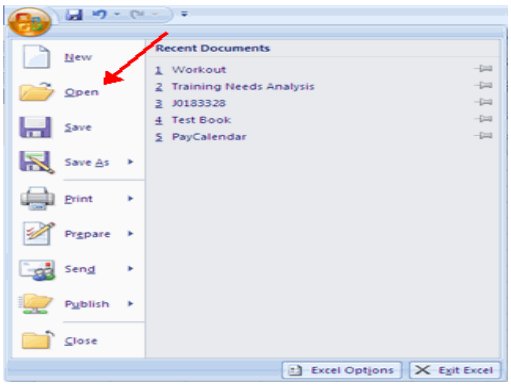
You may need to use the **Save As** feature when you need to save a workbook under a different name or to save it for earlier versions of Excel. Remember that older versions of Excel will not be able to open an Excel 2007 worksheet unless you save it as an Excel 97-2003 Format. To use the **Save As** feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Workbook
- In the **Save as Type** box, choose **Excel 97-2003 Workbook**



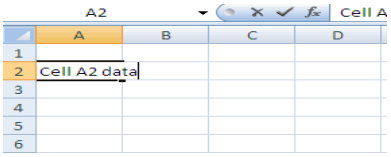
Open a Workbook
To open an existing workbook:

- Click the **Microsoft Office Button**
- Click **Open**
- Browse to the workbook
- Click the title of the workbook
- Click **Open**



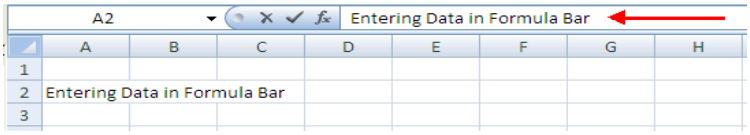
Entering Data
There are different ways to enter data in Excel: in an active cell or in the formula bar.
To enter data in an active cell:

- Click in the **cell** where you want the data
- Begin typing

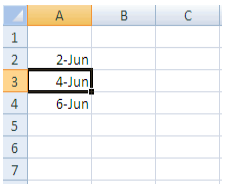


To enter data into the **formula bar**

- Click the cell where you would like the data
- Place the cursor in the **Formula Bar**
- Type in the data



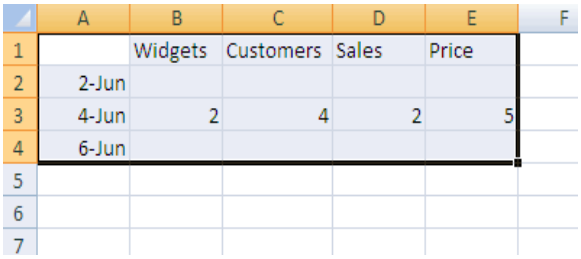
Data
Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.



Select Data
To select a cell or data to be copied or cut:

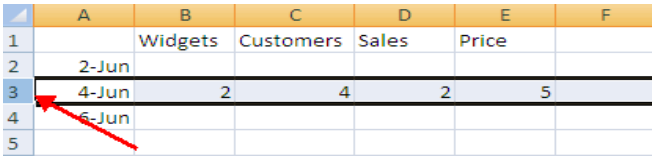
- Click the **cell**

- Click and drag the cursor to select many cells in a range



	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						
6						
7						

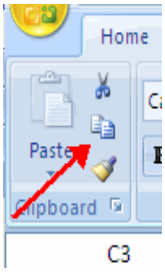
Select a Row or Column
To select a row or column click on the **row** or **column header**.

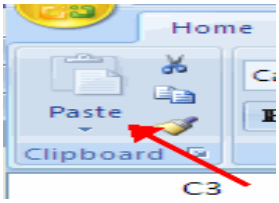


	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						

Copy and Paste
To copy and paste data:

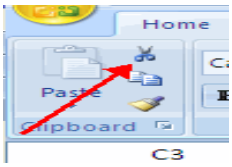
- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Copy**
- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**





Cut and Paste
To cut and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Cut**

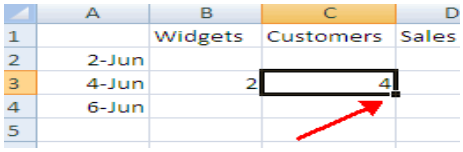


- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**

Undo and Redo
To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**

Auto Fill
The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells. If you want the same data copied into the other cells, you only need to complete one cell. If you want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature. To use the Auto Fill feature:



	A	B	C	D
1		Widgets	Customers	Sales
2	2-Jun			
3	4-Jun	2	4	
4	6-Jun			
5				

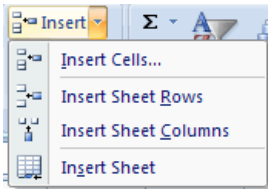
- **Click** the **Fill Handle**
- **Drag** the **Fill Handle** to complete the cells

Modifying a Worksheet

Insert Cells, Rows, and Columns
To insert cells, rows, and columns in Excel:

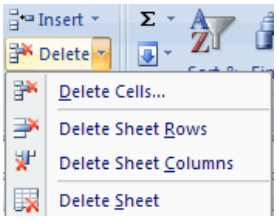
- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the **Insert** button on the **Cells** group of the **Home** tab

- Click the appropriate choice: **Cell, Row, or Column**



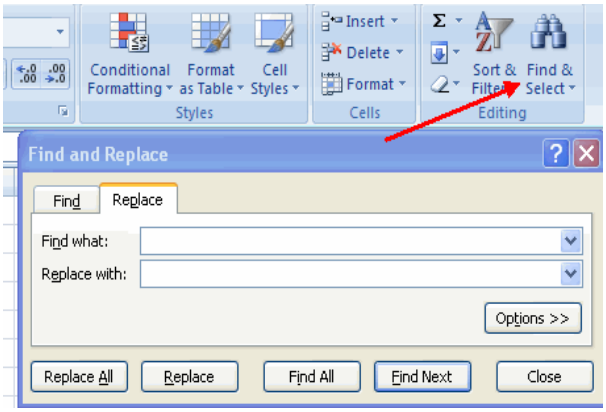
Delete Cells, Rows and Columns
To delete cells, rows, and columns:

- Place the cursor in the cell, row, or column that you want to delete
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



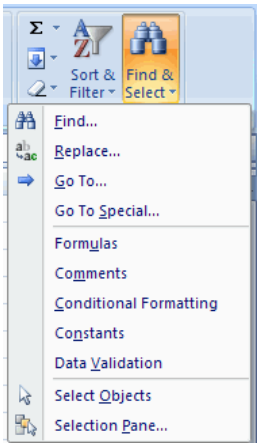
Find and Replace
To find data or find and replace data:

- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Choose **Find** or **Replace**
- Complete the **Find What** text box
- Click on **Options** for more search options



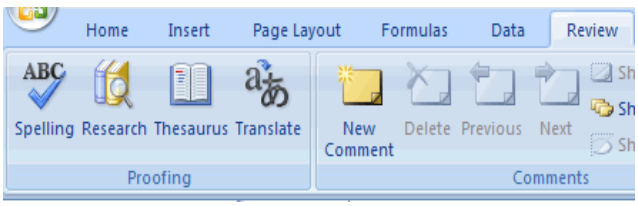
Go To Command
The Go To command takes you to a specific cell either by cell reference (the Column Letter and the Row Number) or cell name.

- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Click **Go To**



Spell Check
To check the spelling:

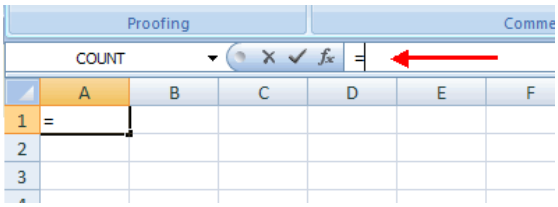
- On the **Review** tab click the **Spelling** button



LESSON-3

FORMULAS

Excel Formulas
A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formals are started in the formula box with an = sign.

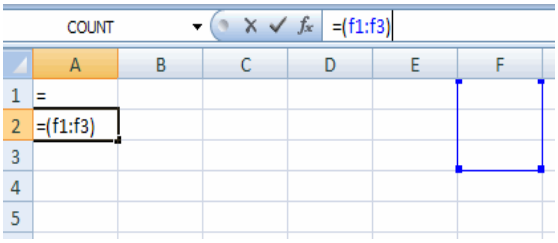


There are many elements to and excel formula.

References: The cell or range of cells that you want to use in your calculation
Operators: Symbols (+, -, *, /, etc.) that specify the calculation to be performed
Constants: Numbers or text values that do not change
Functions: Predefined formulas in Excel

To create a basic formula in Excel:

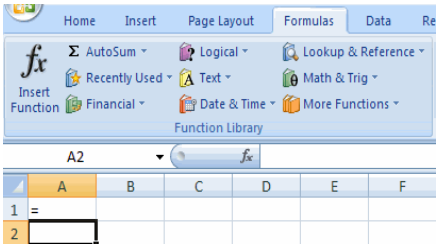
- Select the **cell** for the formula
- Type **=** (the equal sign) and the **formula**
- Click **Enter**



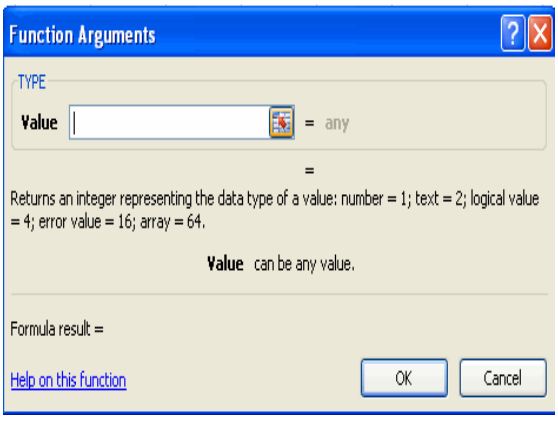
Calculate with Functions
A function is a built in formula in Excel. A function has a name and arguments (the mathematical function) in parentheses. Common functions in Excel:

Sum: Adds all cells in the argument
Average: Calculates the average of the cells in the argument
Min: Finds the minimum value
Max: Finds the maximum value
Count: Finds the number of cells that contain a numerical value within a range of the argument

To calculate a function:

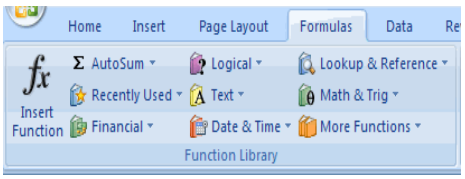


- Click the **cell** where you want the function applied
- Click the **Insert Function** button
- Choose the function
- Click **OK**
- Complete the Number 1 box with the first cell in the range that you want calculated
- Complete the Number 2 box with the last cell in the range that you want calculated



Function Library
The function library is a large group of functions on the Formula Tab of the Ribbon. These functions include:

AutoSum: Easily calculates the sum of a range
Recently Used: All recently used functions
Financial: Accrued interest, cash flow return rates and additional financial functions
Logical: And, If, True, False, etc.
Text: Text based functions
Date & Time: Functions calculated on date and time
Math & Trig: Mathematical Functions



Relative, Absolute and Mixed References

Calling cells by just their column and row labels (such as "A1") is called **relative referencing**. When a formula contains relative referencing and it is copied from one cell to another, Excel does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to. For example, if a simple addition formula in cell C1 "=(A1+B1)" is copied to cell C2, the formula would change to "=(A2+B2)" to reflect the new row. To prevent this change, cells must be called by **absolute referencing** and this is accomplished by placing dollar signs "$" within the cell addresses in the formula. Continuing the previous example, the formula in cell C1 would read "=(A1+B1)" if the value of cell C2 should be the sum of cells A1 and B1. Both the column and row of both cells are absolute and will not change when copied. **Mixed referencing** can also be used where only the row OR column fixed. For example, in the formula "=(A$1+$B2)", the row of cell A1 is fixed and the column of cell B2 is fixed.

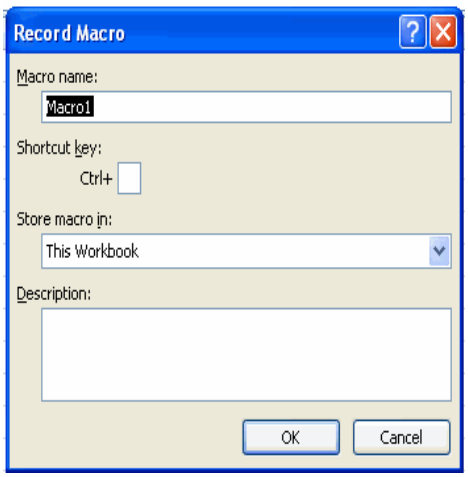
Linking Worksheets
You may want to use the value from a cell in another worksheet within the same workbook in a formula. For example, the value of cell A1 in the current worksheet and cell A2 in the second worksheet can be added using the format "sheetname!celladdress". The formula for this example would be "=A1+Sheet2! A2" where the value of cell A1 in the current worksheet is added to the value of cell A2 in the worksheet named "Sheet2".

MACROS

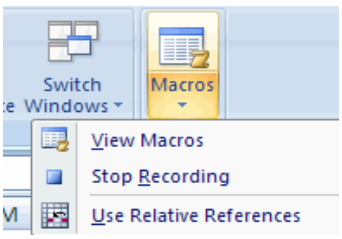
Macros are advanced features that can speed up editing or formatting you may perform often in an Excel worksheet. They record sequences of menu selections that you choose so that a series of actions can be completed in one step.

Recording a Macro
To record a Macro:

- Click the **View** tab on the Ribbon
- Click **Macros**
- Click **Record Macro**
- Enter a name (without spaces)
- Enter a **Shortcut Key**
- Enter a **Description**

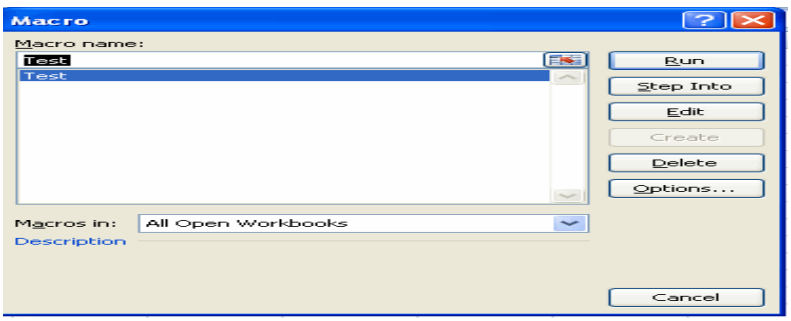


- Perform the **Macro**
- Click **Macros**
- Click **Stop Recording**



Running a Macro
To run a Macro from the Keyboard shortcut, simply **press the keys** that you have programmed to run the Macro. Or you can view all macros and run by:

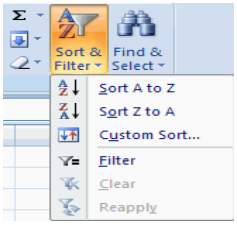
- Click **Macros**
- Click **View Macros**
- Choose the **Macro** and click **Run**



LESSON-4

SORT, FILTER, GRAPHICS & CHART

Sorting and Filtering allow you to manipulate data in a worksheet based on given set of criteria.

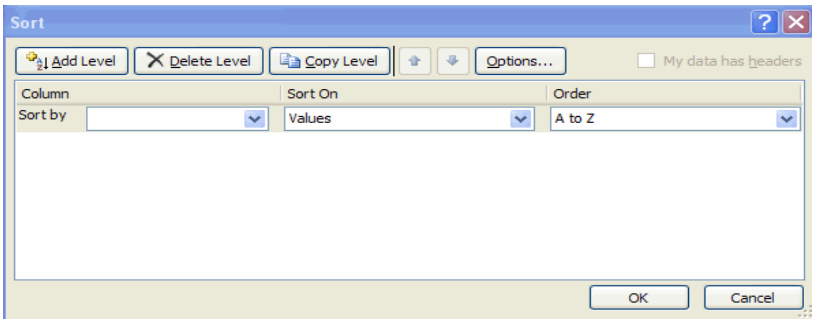


Basic Sorts
To execute a basic descending or ascending sort based on one column:

- Highlight the cells that will be sorted
- Click the **Sort & Filter** button on the **Home** tab
- Click the **Sort Ascending** (A-Z) button or **Sort Descending** (Z-A) button

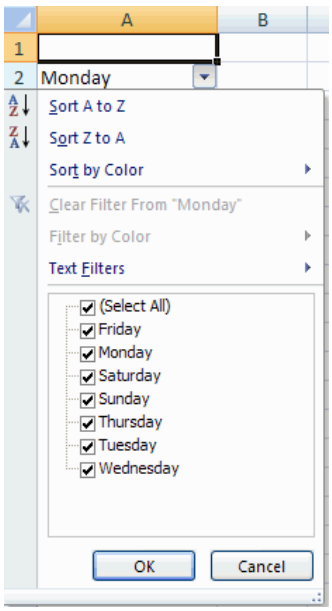
Custom Sorts
To sort on the basis of more than one column:

- Click the **Sort & Filter** button on the **Home** tab
- Choose which column you want to sort by first
- Click **Add Level**
- Choose the next column you want to sort
- Click **OK**

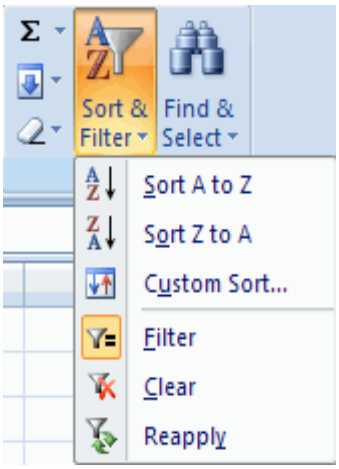


Filtering
Filtering allows you to display only data that meets certain criteria. To filter**:**

- Click the column or columns that contain the data you wish to filter
- On the **Home** tab, click on **Sort & Filter**
- Click **Filter** button
- Click the **Arrow** at the bottom of the first cell
- Click the **Text Filter**
- Click the **Words** you wish to Filter



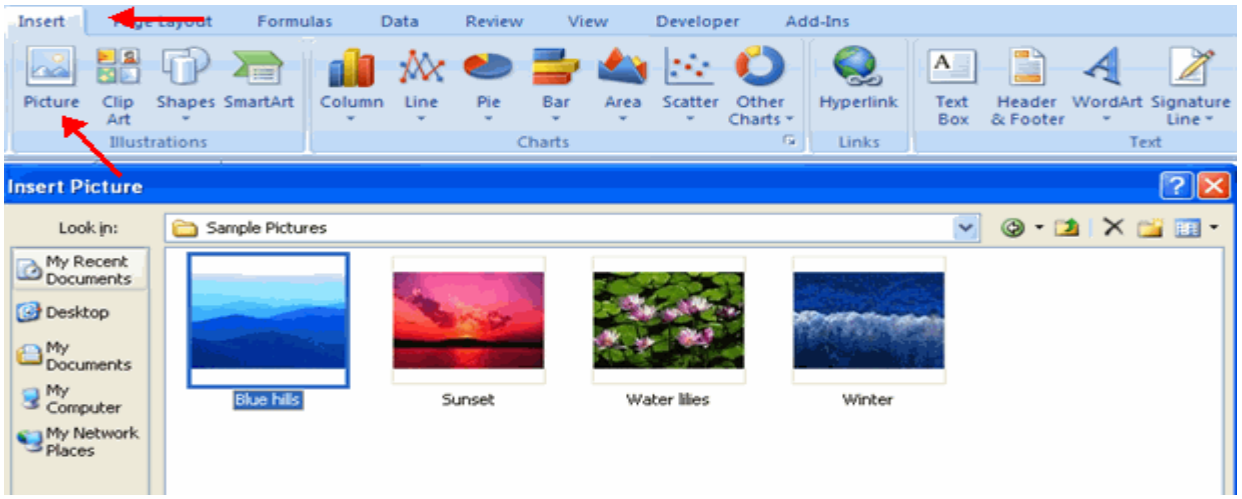
- To clear the filter click the **Sort & Filter** button
- Click **Clear**



GRAPHICS

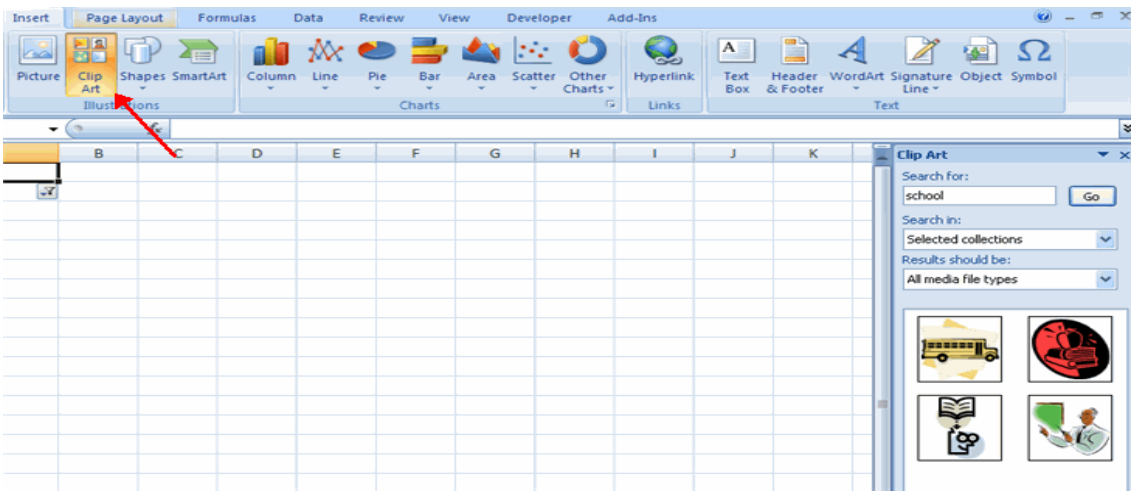
Adding a Picture
To add a picture:

- Click the **Insert** tab
- Click the **Picture** button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **Insert**
- To move the graphic, click it and drag it to where you want it



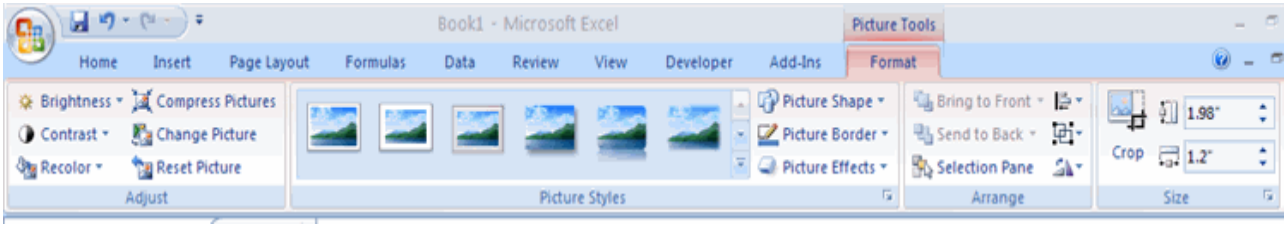
Adding Clip Art
To add Clip Art:

- Click the **Insert** tab
- Click the **Clip Art** button
- Search for the clip art using the search **Clip Art** dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it.



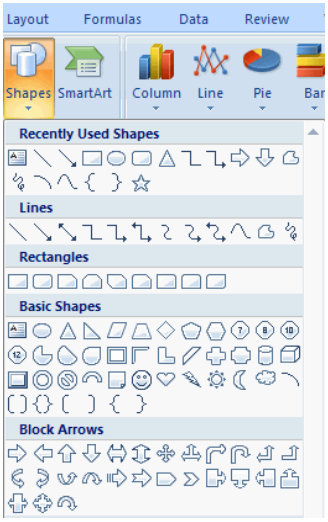
Editing Pictures and Clip Art
When you add a graphic to the worksheet, an additional tab appears on the Ribbon. The Format tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors
Picture Style: Allows you to place a frame or border around the picture and add effects
Arrange: Controls the alignment and rotation of the picture
Size: Cropping and size of graphic

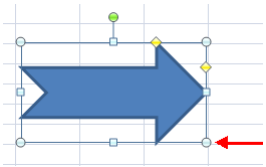


Adding Shapes
To add Shape:

- Click the **Insert** tab
- Click the **Shapes** button
- Click the shape you choose

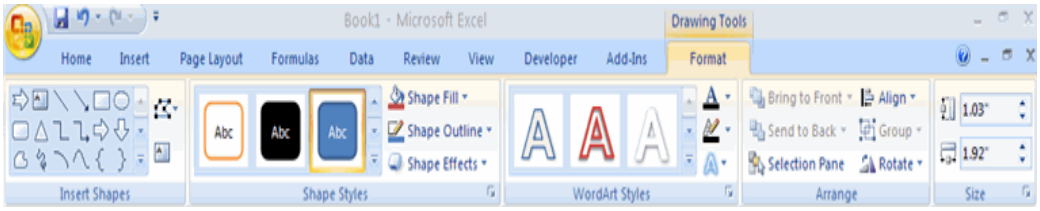


- Click the **Worksheet**
- Drag the cursor to expand the Shape



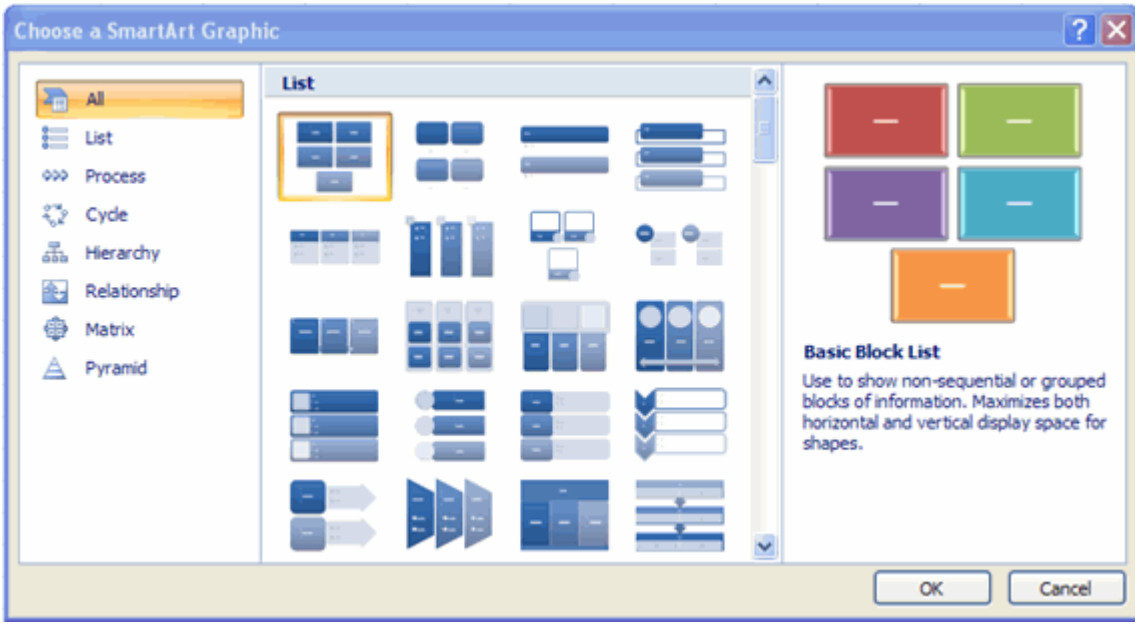
To format the shapes:

- Click the **Shape**
- Click the **Format** tab



Adding SmartArt
SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

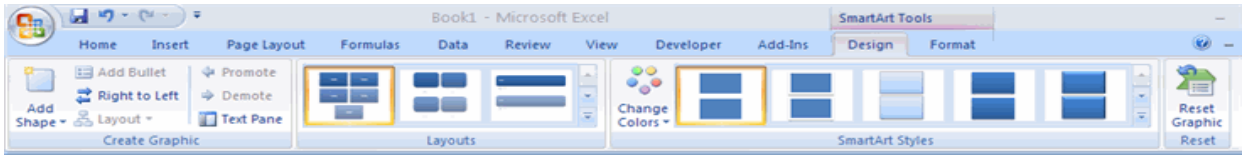
- Click the **Insert** tab
- Click the **SmartArt** button
- Click the **SmartArt** you choose



- Select the **Smart Art**
- Drag it to the desired location in the worksheet

To format the SmartArt:

- Select the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.

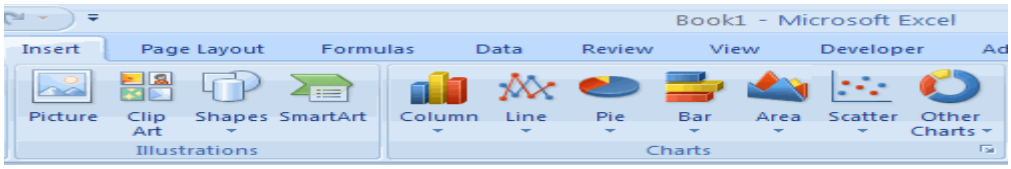


CHART

Charts allow you to present information contained in the worksheet in a graphic format. Excel offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

Create a Chart
To create a chart:

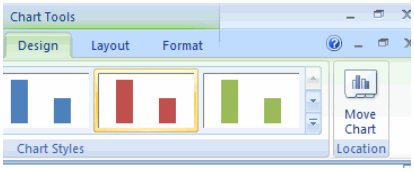
- Select the **cells** that contain the data you want to use in the chart
- Click the **Insert** tab on the Ribbon
- Click the type of **Chart** you want to create



Modify a Chart
Once you have created a chart you can do several things to modify the chart.

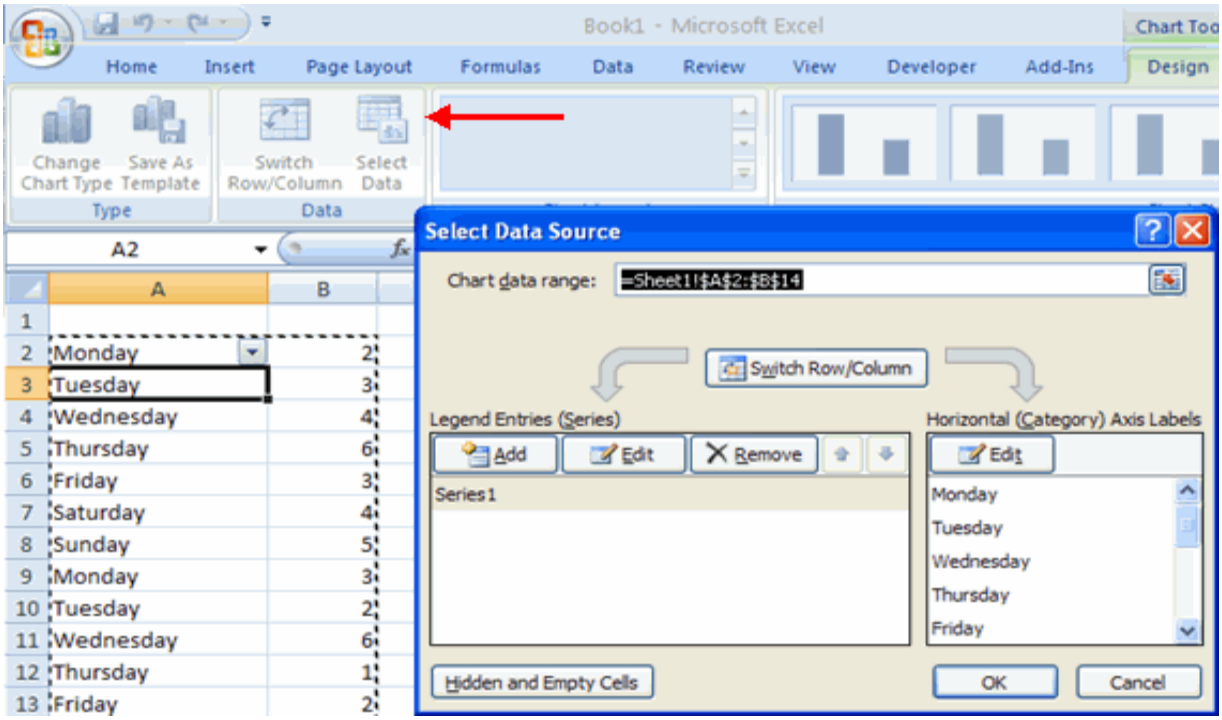
To move the chart:

- Click the **Chart** and **Drag** it another location on the same worksheet, or
- Click the **Move Chart** button on the **Design** tab
- Choose the desired location (either a new sheet or a current sheet in the workbook)



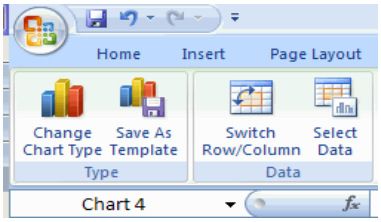
To change the data included in the chart:

- Click the **Chart**
- Click the **Select Data** button on the **Design** tab



To reverse which data are displayed in the rows and columns:

- Click the **Chart**
- Click the **Switch Row/Column** button on the **Design** tab



To modify the labels and titles:

- Click the **Chart**
- On the **Layout** tab, click the **Chart Title** or the **Data Labels** button
- Change the **Title** and click **Enter**

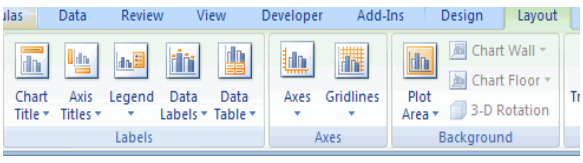
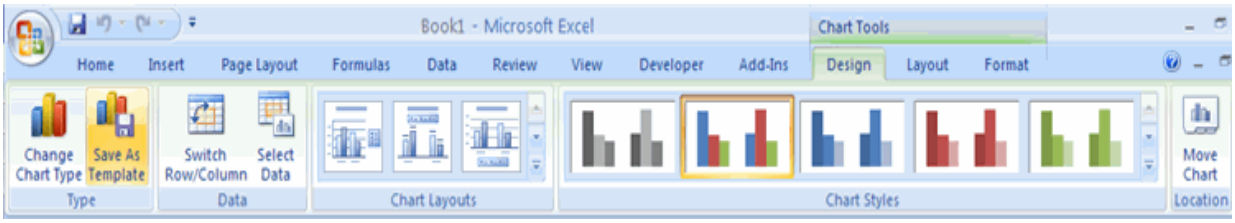
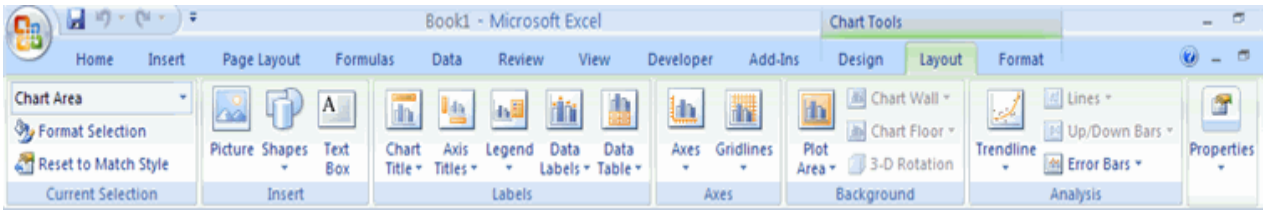


Chart Tools
The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

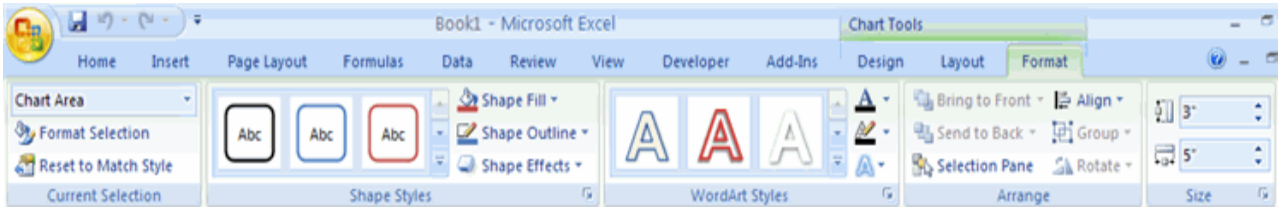
Within the **Design** tab you can control the chart type, layout, styles, and location.



Within the **Layout** tab you can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis.

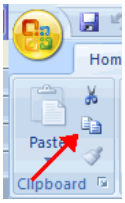


Within the **Format** tab you can modify shape styles, word styles and size of the chart.



Copy a Chart to Word

- Select the **chart**
- Click **Copy** on the **Home** tab
- Go to the **Word** document where you want the chart located
- Click **Paste** on the **Home** tab

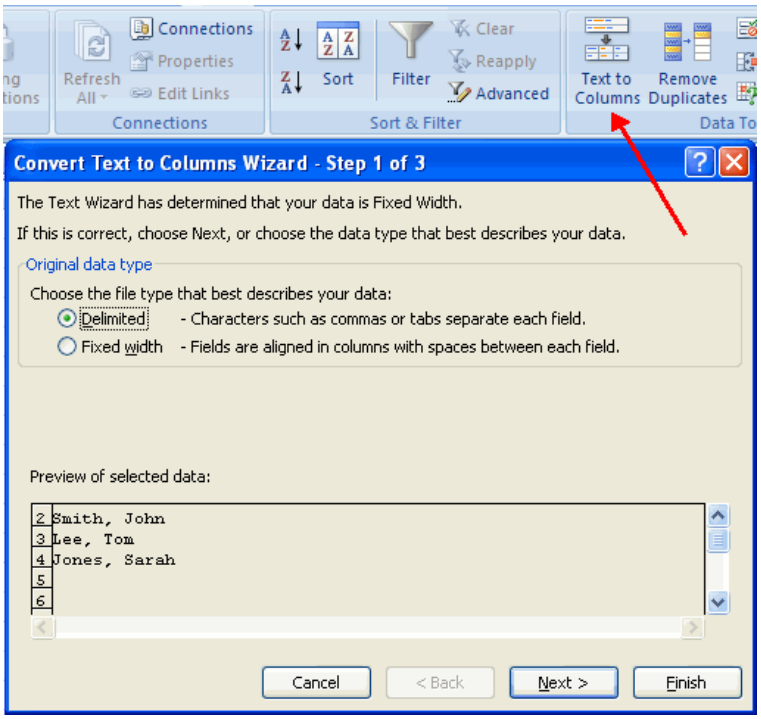


LESSON-5

FORMAT WORKSHEET

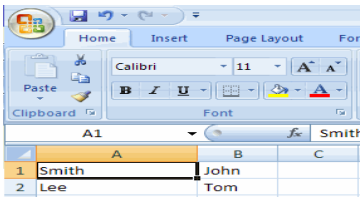
Convert Text to Columns
Sometimes you will want to split data in one cell into two or more cells. You can do this easily by utilizing the Convert Text to Columns Wizard.

- Highlight the column in which you wish to split the data
- Click the **Text to Columns** button on the **Data** tab
- Click **Delimited** if you have a comma or tab separating the data, or click fixed widths to set the data separation at a specific size.



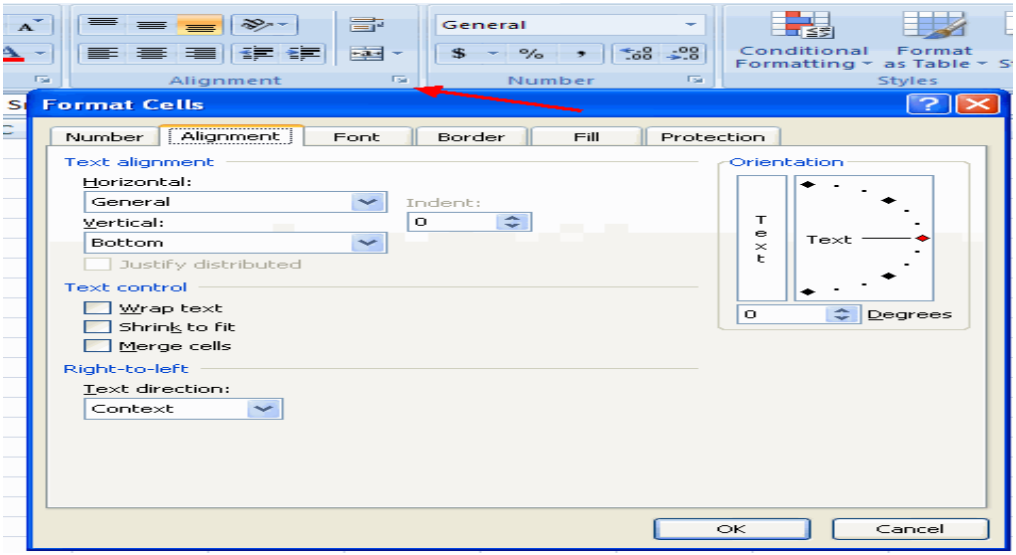
Modify Fonts
Modifying fonts in Excel will allow you to emphasize titles and headings. To modify a font:

- Select the cell or cells that you would like the font applied
- On the **Font** group on the **Home** tab, choose the font type, size, bold, italics, underline, or color



Format Cells Dialog Box
In Excel, you can also apply specific formatting to a cell. To apply formatting to a cell or group of cells:

- Select the cell or cells that will have the formatting
- Click the **Dialog Box** arrow on the **Alignment** group of the **Home** tab

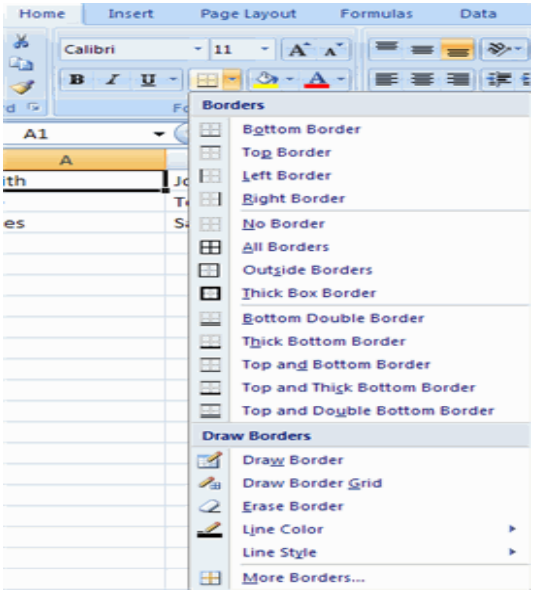


There are several tabs on this dialog box that allow you to modify properties of the cell or cells.

Number: Allows for the display of different number types and decimal places
Alignment: Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.
Font: Allows for control of font, font style, size, color, and additional features
Border: Border styles and colors
Fill: Cell fill colors and styles

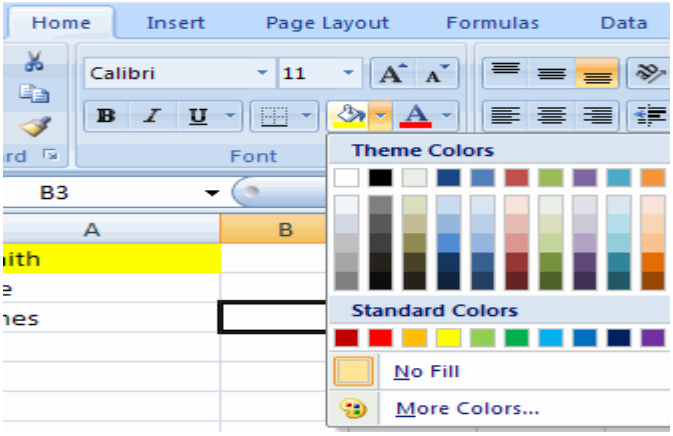
Add Borders and Colors to Cells
Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

- Click the **Borders** drop down menu on the **Font** group of the **Home** tab
  - Choose the appropriate border



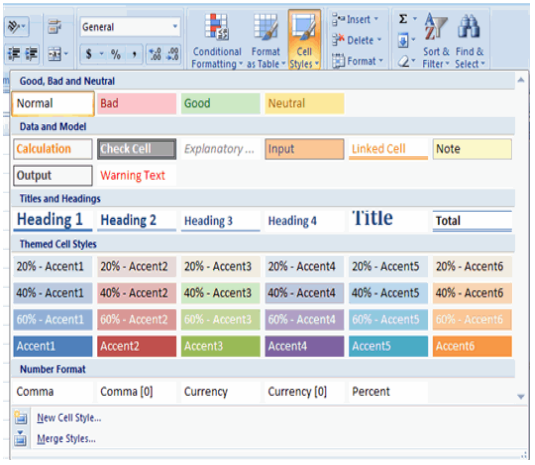
To apply colors manually:

- Click the **Fill** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate color



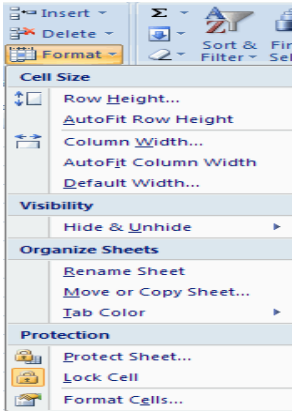
To apply borders and colors using styles:

- Click **Cell** Styles on the **Home** tab
- Choose a style or click **New Cell Style**



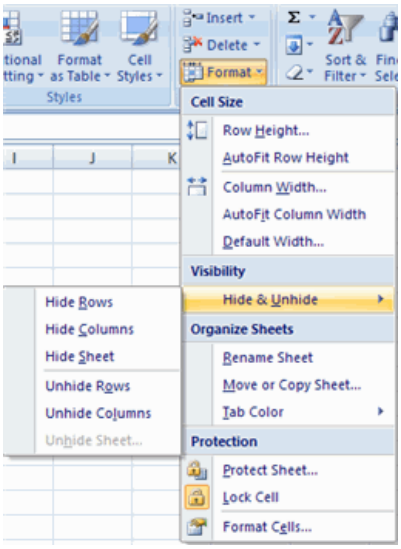
Change Column Width and Row Height
To change the width of a column or the height of a row:

- Click the **Format** button on the **Cells** group of the **Home** tab
- Manually adjust the height and width by clicking **Row Height** or **Column Width**
- To use **AutoFit** click **AutoFit Row Height** or **AutoFit Column Width**



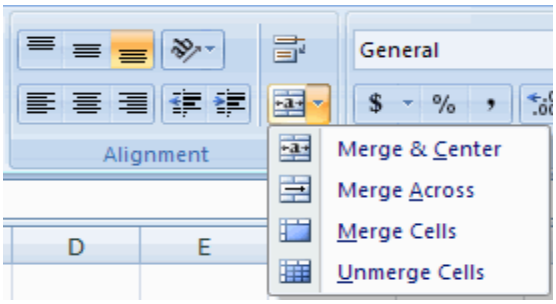
Hide or Unhide Rows or Columns
To hide or unhide rows or columns:

- Select the row or column you wish to hide or unhide
- Click the **Format** button on the **Cells** group of the **Home** tab
- Click **Hide & Unhide**

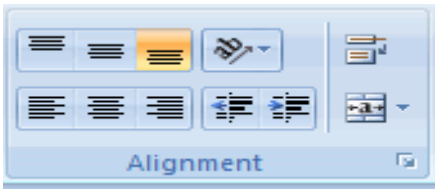


Merge Cells
To merge cells select the cells you want to merge and click the **Merge & Center** button on the **Alignment** group of the **Home** tab. The four choices for merging cells are:

Merge & Center: Combines the cells and centers the contents in the new, larger cell
Merge Across: Combines the cells across columns without centering data
Merge Cells: Combines the cells in a range without centering
Unmerge Cells: Splits the cell that has been merged

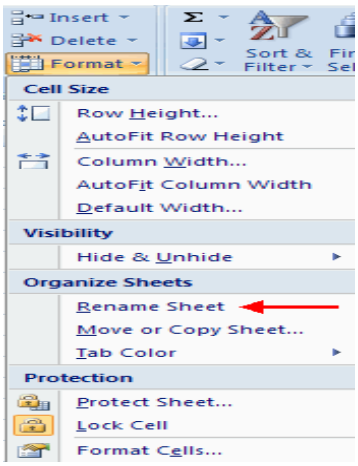


Align Cell Contents
To align cell contents, click the cell or cells you want to align and click on the options within the **Alignment** group on the **Home** tab. There are several options for alignment of cell contents:



Top Align: Aligns text to the top of the cell
Middle Align: Aligns text between the top and bottom of the cell
Bottom Align: Aligns text to the bottom of the cell
Align Text Left: Aligns text to the left of the cell
Center: Centers the text from left to right in the cell
Align Text Right: Aligns text to the right of the cell
Decrease Indent: Decreases the indent between the left border and the text
Increase Indent: Increase the indent between the left border and the text
Orientation: Rotate the text diagonally or vertically

DEVELOPING A WORKBOOK



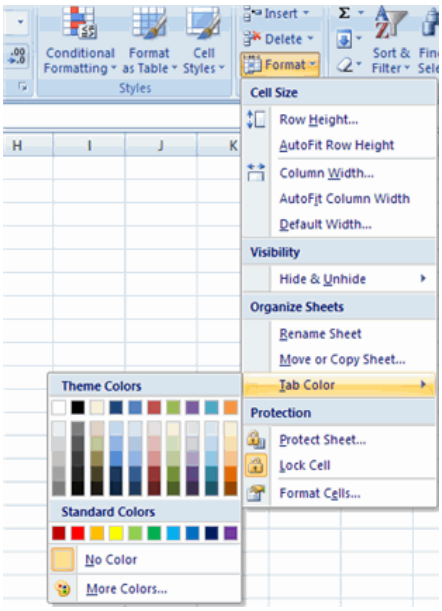
Format Worksheet Tab
You can rename a worksheet or change the color of the tabs to meet your needs.
To rename a worksheet:

- Open the sheet to be renamed
- Click the **Format** button on the **Home** tab
- Click **Rename** sheet
- Type in a new name
- Press **Enter**

To change the color of a worksheet tab:

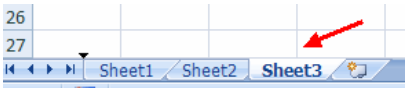
- Open the sheet to be renamed
- Click the **Format** button on the **Home** tab

- Click **Tab** Color
- Click the color

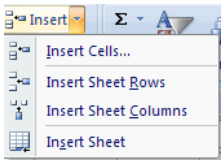


Reposition Worksheets in a Workbook
To move worksheets in a workbook:

- Open the workbook that contains the sheets you want to rearrange
- **Click and hold** the worksheet tab that will be moved until an arrow appears in the left corner of the sheet
- **Drag** the worksheet to the desired location

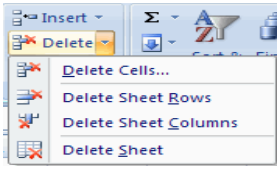


Insert and Delete Worksheets
To insert a worksheet



- Open the workbook
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click **Insert Sheet**

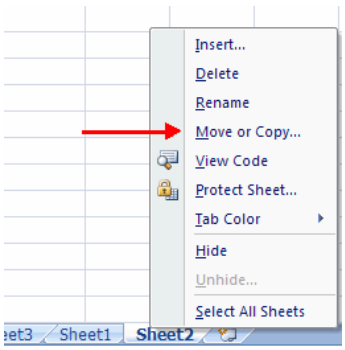
To delete a worksheet



- Open the workbook
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click **Delete Sheet**

Copy and Paste Worksheets:
To copy and paste a worksheet:

- Click the tab of the worksheet to be copied
- **Right click** and choose **Move** or **Copy**
- Choose the desired position of the sheet
- Click the check box next to **Create a Copy**
- Click **OK**



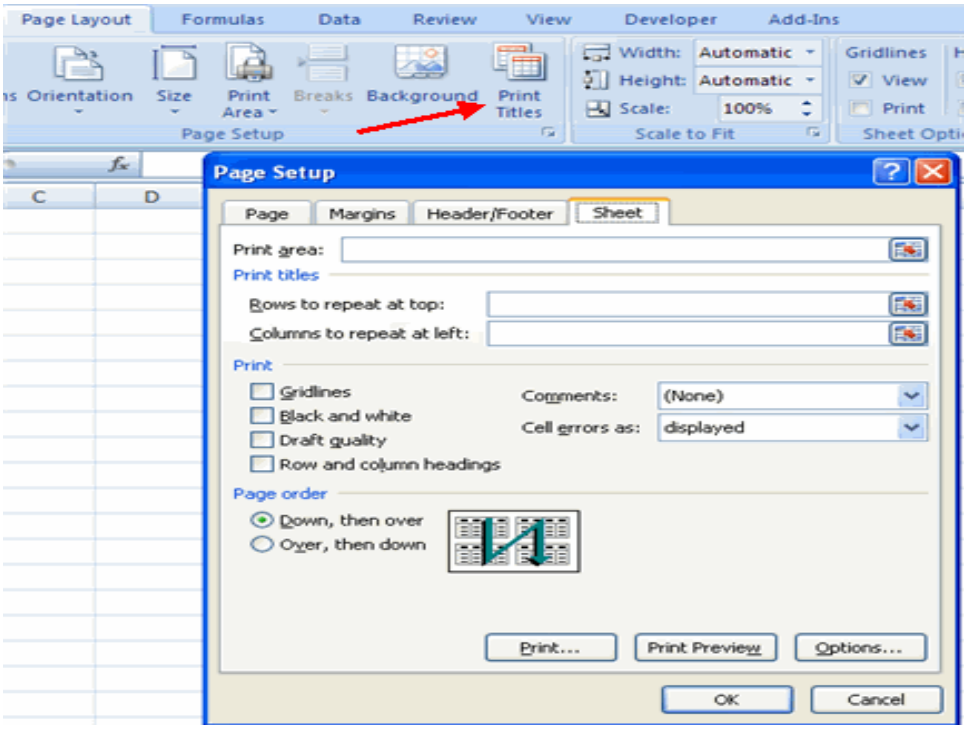
LESSON-6

PAGE PROPERTIES, PRINTING & LAYOUT

Set Print Titles

The print titles function allows you to repeat the column and row headings at the beginning of each new page to make reading a multiple page sheet easier to read when printed. ***To Print Titles:***

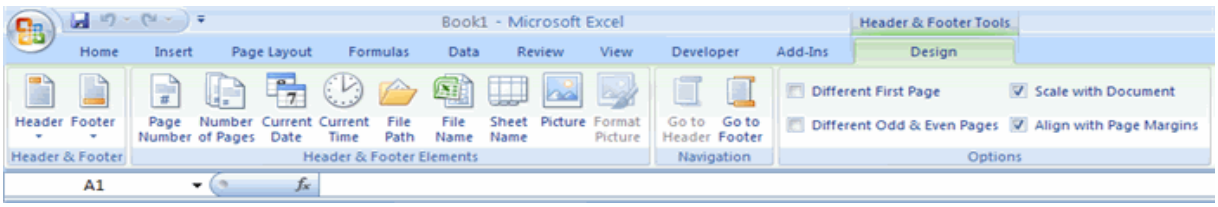
- Click the **Page Layout** tab on the Ribbon
- Click the **Print Titles** button
- In the **Print Titles** section, click the box to select the rows/columns to be repeated
- Select the row or column
- Click the **Select Row/Column Button**
- Click OK



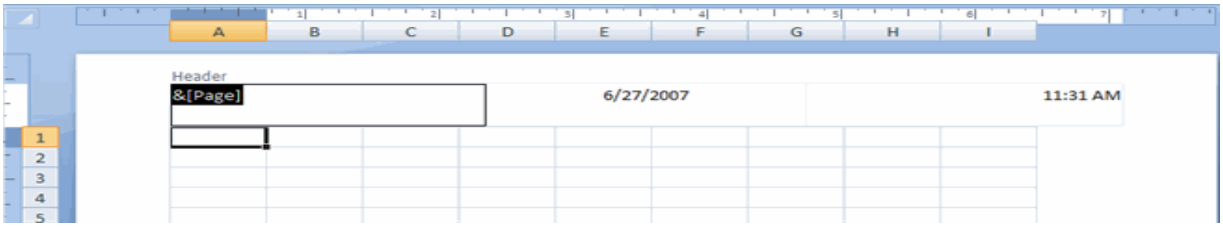
Create a Header or Footer

To create a header or footer:

- Click the **Header & Footer** button on the **Insert** tab
- This will display the **Header & Footer Design Tools Tab**
- To switch between the Header and Footer, click the **Go to Header** or **Go to Footer** button

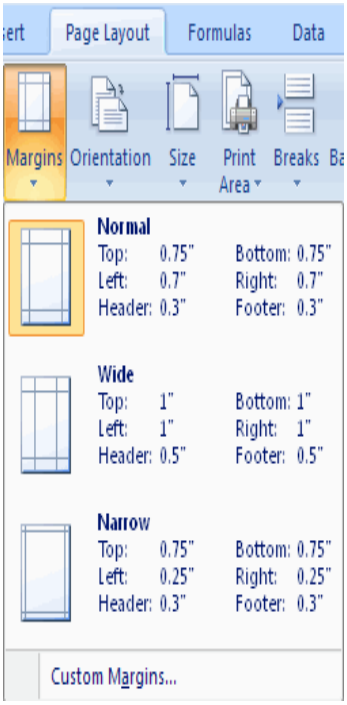


- To insert text, enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button
- To change the location of data, click the desired cell

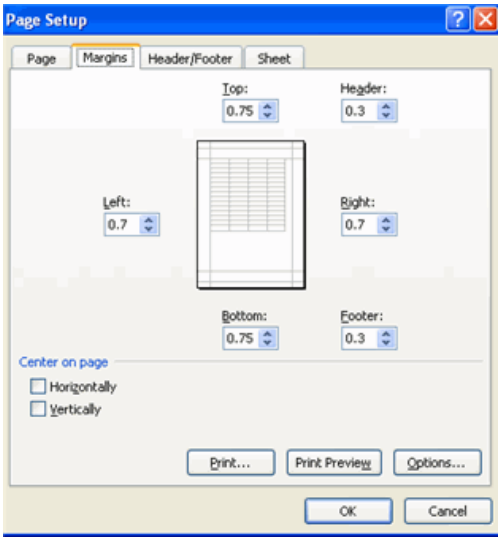


Set Page Margins
To set the page margins:

- Click the **Margins** button on the **Page Layout** tab
- Select one of the give choices, or

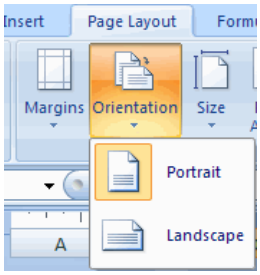


- Click **Custom Margins**
- Complete the boxes to set margins
- Click **Ok**



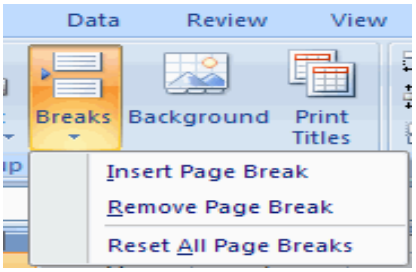
Change Page Orientation
To change the page orientation from portrait to landscape:

- Click the **Orientation** button on the **Page Layout** tab
- Choose **Portrait** or **Landscape**



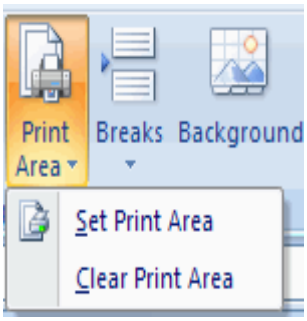
Set Page Breaks
You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed. To set a page break:

- Click the **Breaks** button on the **Page Layout** tab
- Click **Insert Page Break**



Print a Range
There may be times when you only want to print a portion of a worksheet. This is easily done through the Print Range function. To print a range:

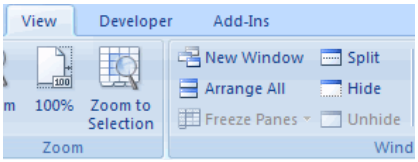
- Select the area to be printed
- Click the **Print Area** button on the **Page Layout** tab
- Click **Select Print Area**



Layout

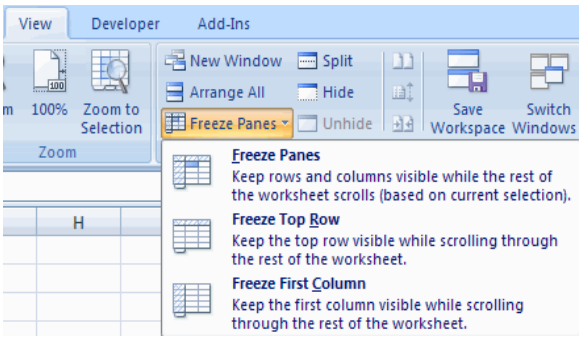
Split a Worksheet
You can split a worksheet into multiple resizable panes for easier viewing of parts of a worksheet. To split a worksheet:

- Select any cell in center of the worksheet you want to split
- Click the **Split** button on the **View** tab
- Notice the split in the screen, you can manipulate each part separately



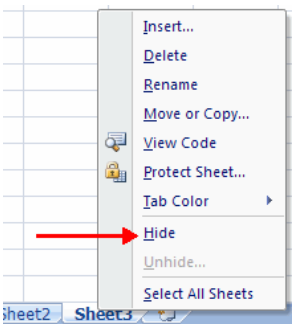
Freeze Rows and Columns
You can select a particular portion of a worksheet to stay static while you work on other parts of the sheet. This is accomplished through the Freeze Rows and Columns Function. To Freeze a row or column**:**

- Click the **Freeze Panes** button on the **View** tab
- Either select a section to be frozen or click the defaults of top row or left column
- To unfreeze, click the **Freeze Panes** button
- Click **Unfreeze**



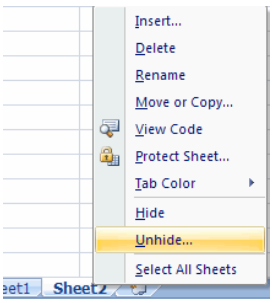
Hide Worksheets
To hide a worksheet:

- Select the tab of the sheet you wish to hide
- **Right-click** on the tab
- Click **Hide**



To unhide a worksheet:

- **Right-click** on any worksheet tab
- Click **Unhide**
- Choose the worksheet to unhide



UNIT-III MS POWERPOINT 2007

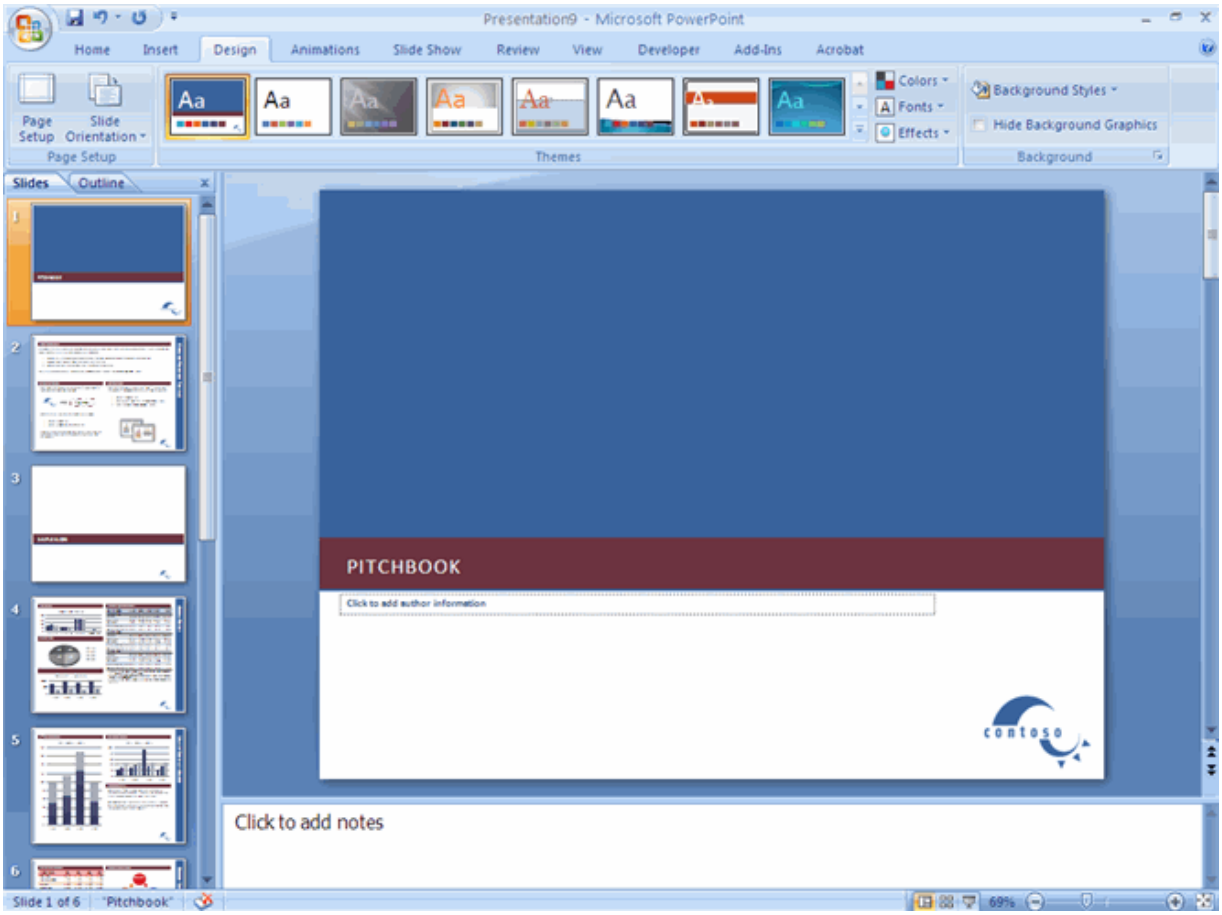
LESSON-1

Getting Started

Getting started with PowerPoint 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize.

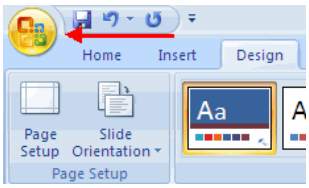
PowerPoint is a presentation software package. With PowerPoint, you can easily create slideshows. Trainers and other presenters use slide shows to illustrate their presentations.

There are three features that you should remember as you work within PowerPoint 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.



Presentations

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

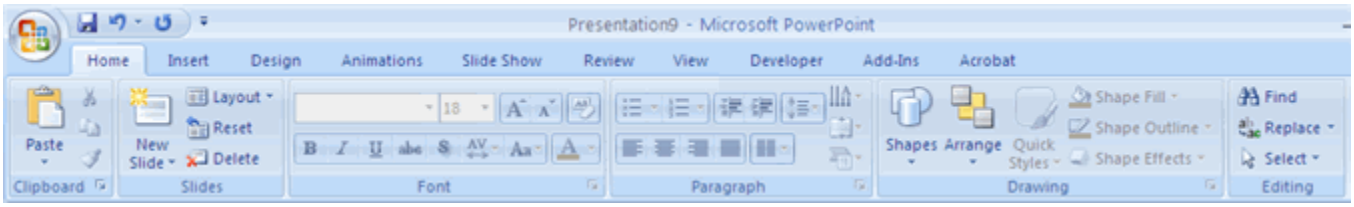


Microsoft Office Button

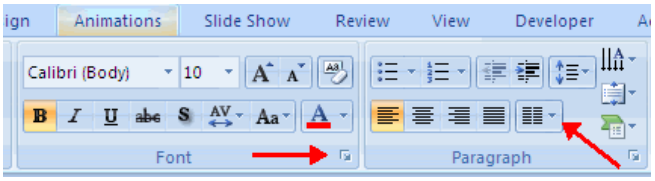
The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.

Ribbon

The ribbon is the panel at the top portion of the document It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.



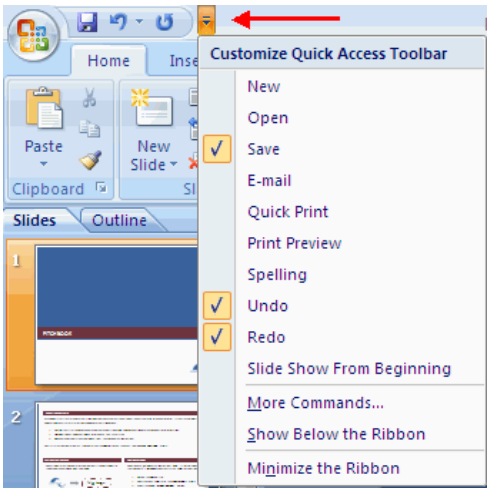
Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



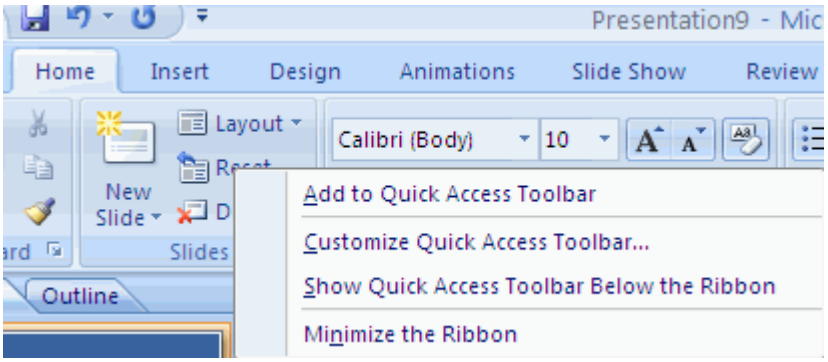
Home: Clipboard, Slides, Font, Paragraph, Drawing, and Editing
Insert: Tables, Illustrations, Links, Text, and Media Clips
Design: Page Setup, Themes, Background
Animations: Preview, Animations, Transition to this Slide
Slide Show: Start Slide Show, Set Up, Monitors
Review: Proofing, Comments, Protect
View: Presentation Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

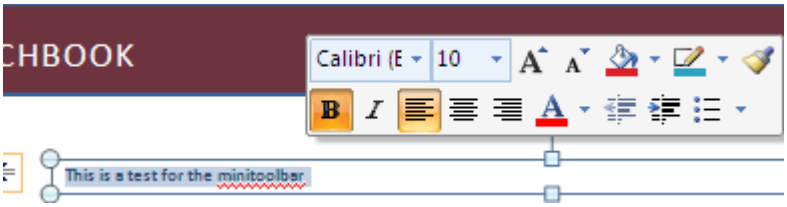


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.

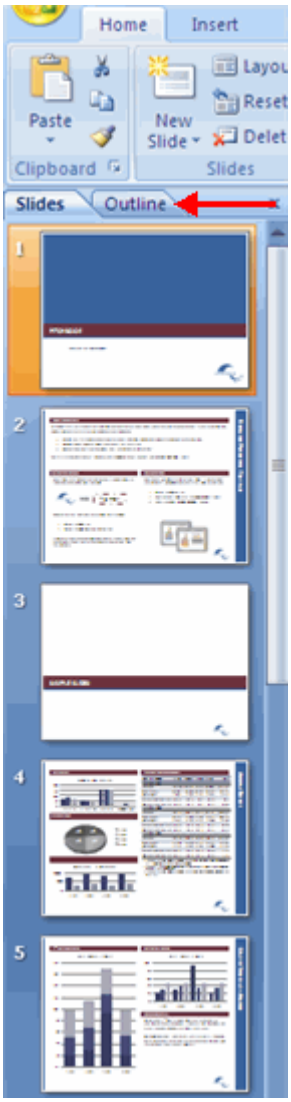


Mini Toolbar

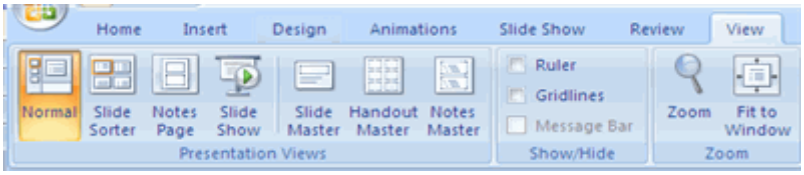
A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



Navigation
Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen. Also, an outline appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



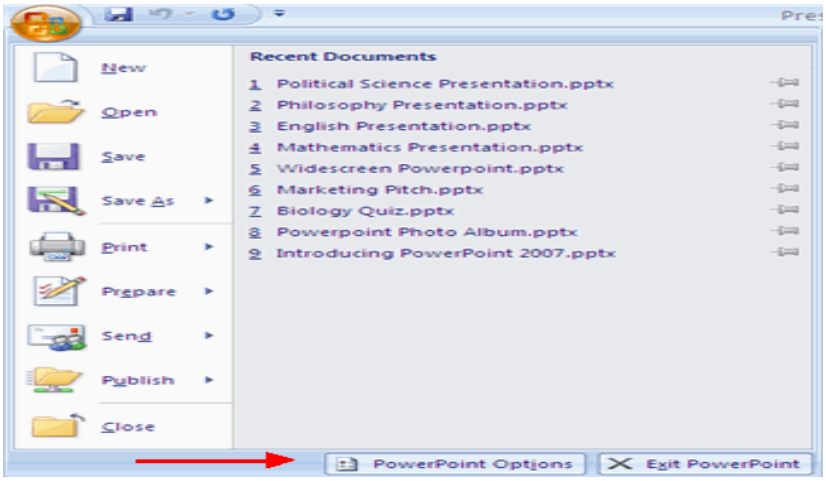
Slide Views
Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.



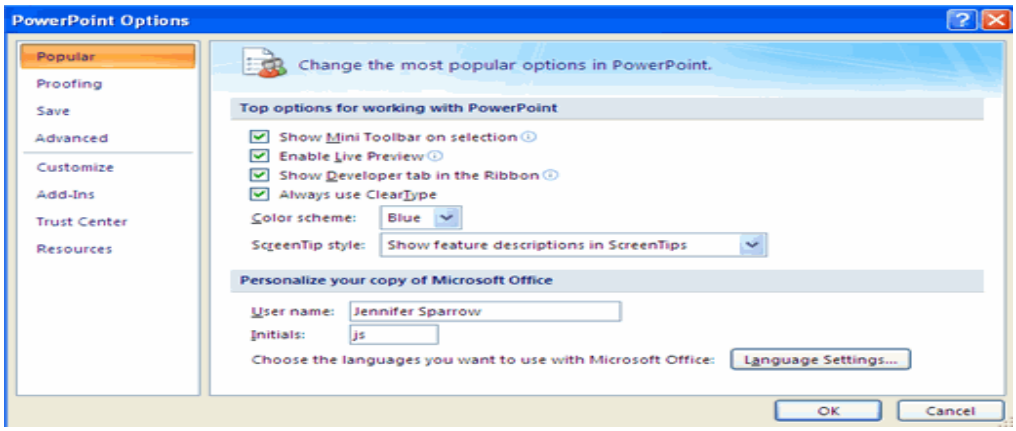
Customize PowerPoint

PowerPoint 2007 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:

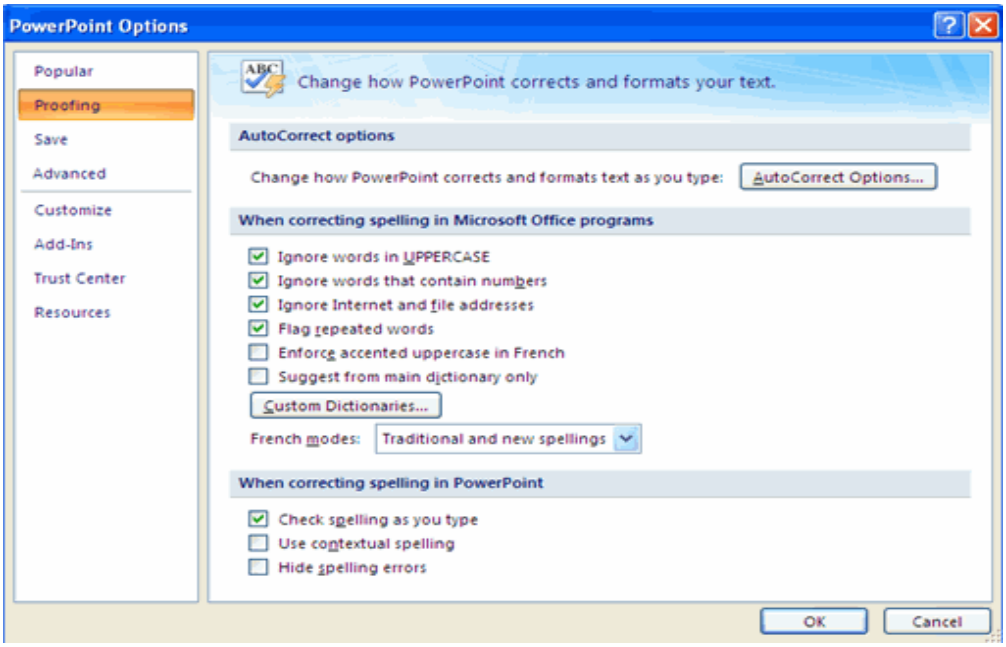
- Click the **Office Button**
- Click **PowerPoint Options** include picture of OB menu.



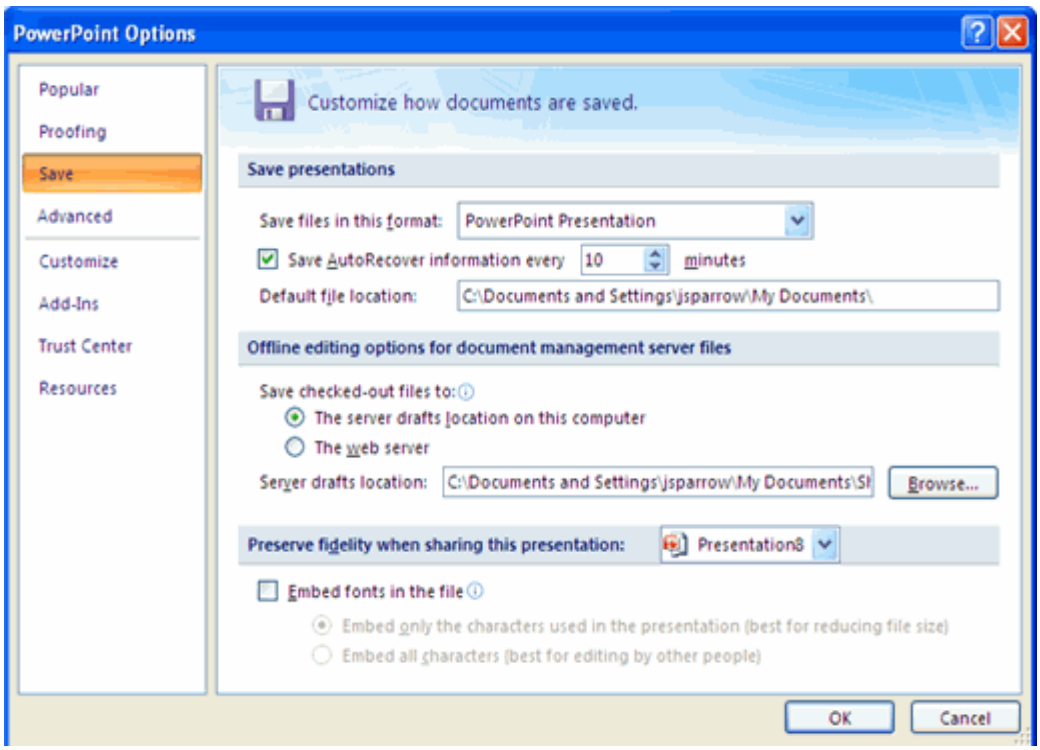
Popular
These features allow you to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



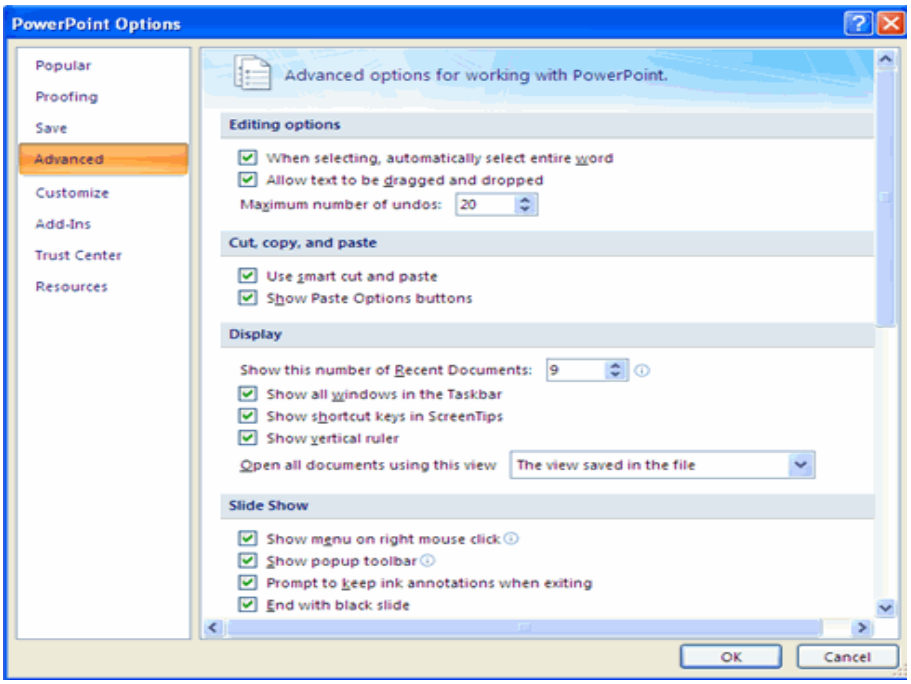
Proofing
This feature allows you personalize how word corrects your text. You can customize auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.



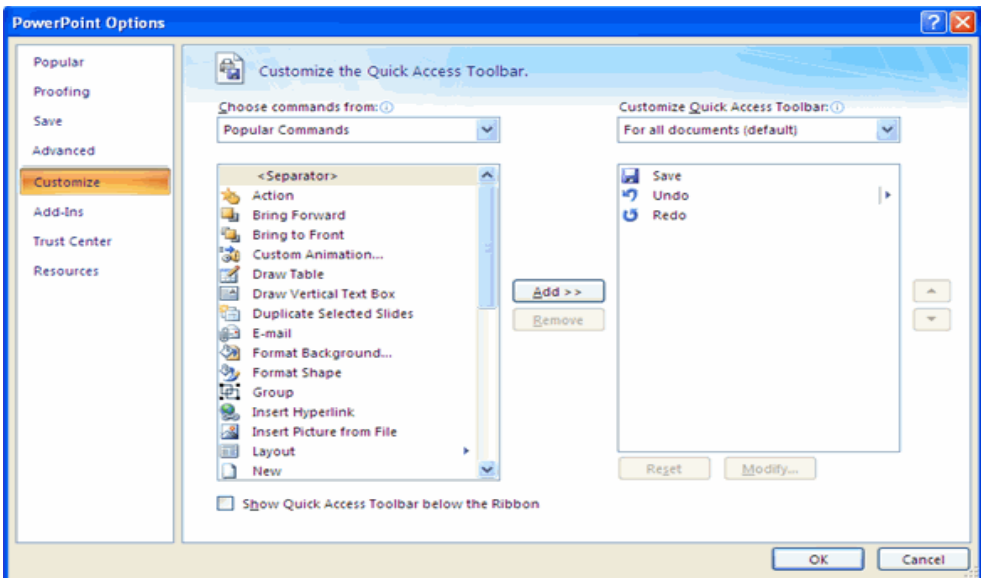
Save
This feature allows you personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.



Advanced
This feature allows you to specify options for editing, copying, pasting, printing, displaying, slide shows, and other general settings.



Customize
Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.

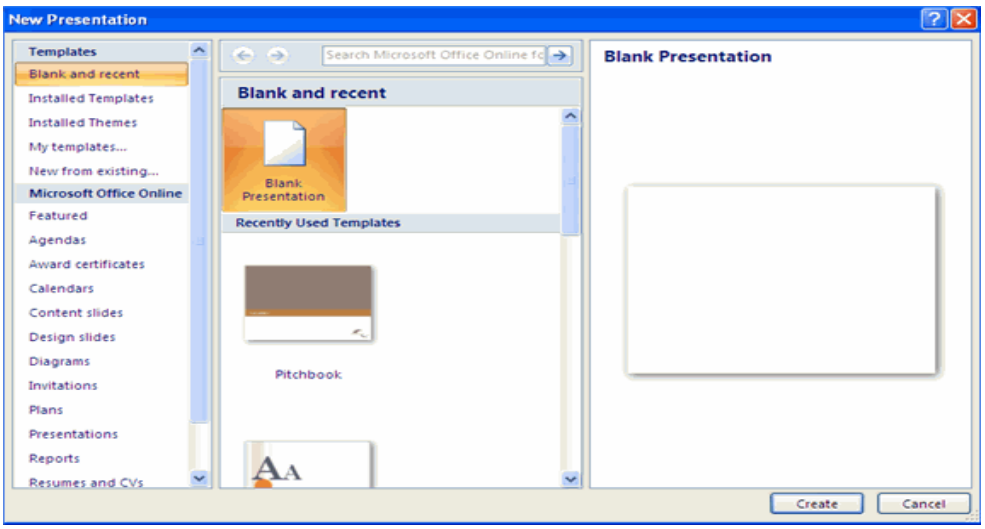


LESSON-3

CREATING A PRESENTATION

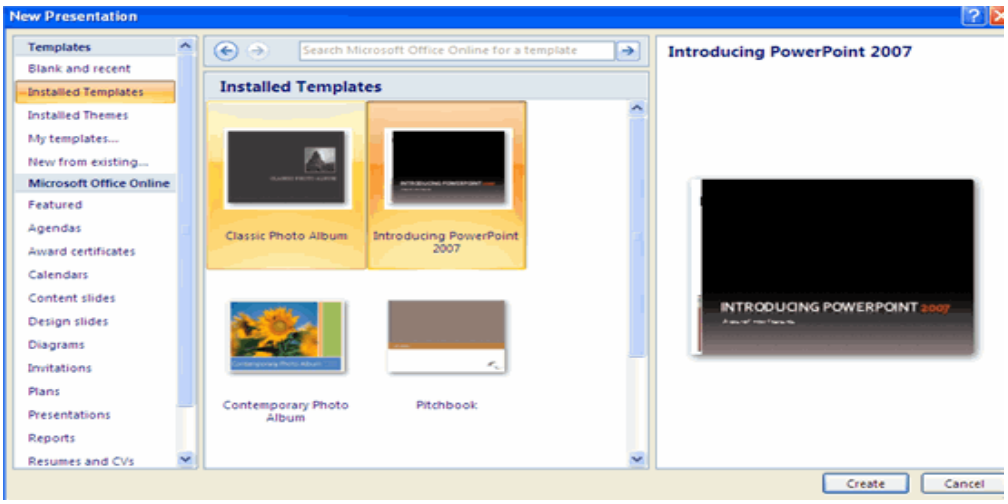
New Presentation
You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**

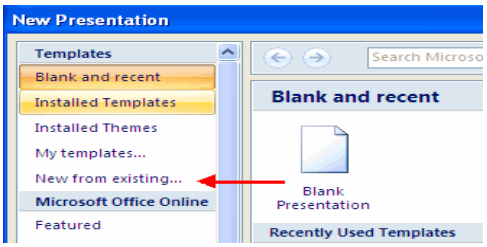


To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



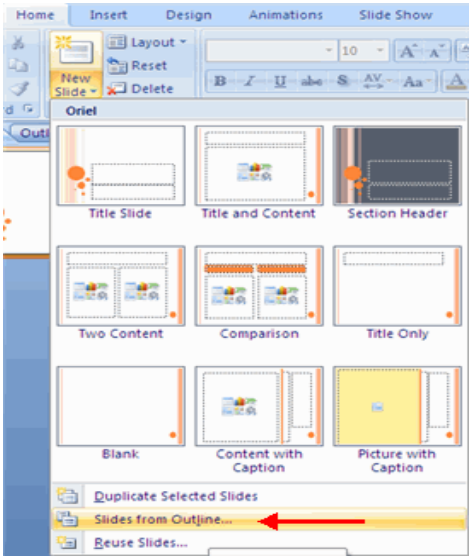
To create a new presentation from an existing presentation:



- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation

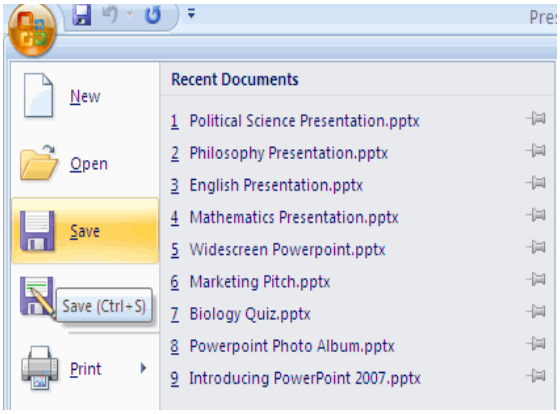
To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline

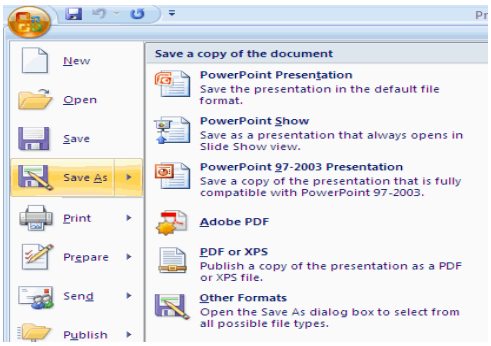


Save a Presentation
When you save a presentation, you have two choices: **Save** or **Save As**.
To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



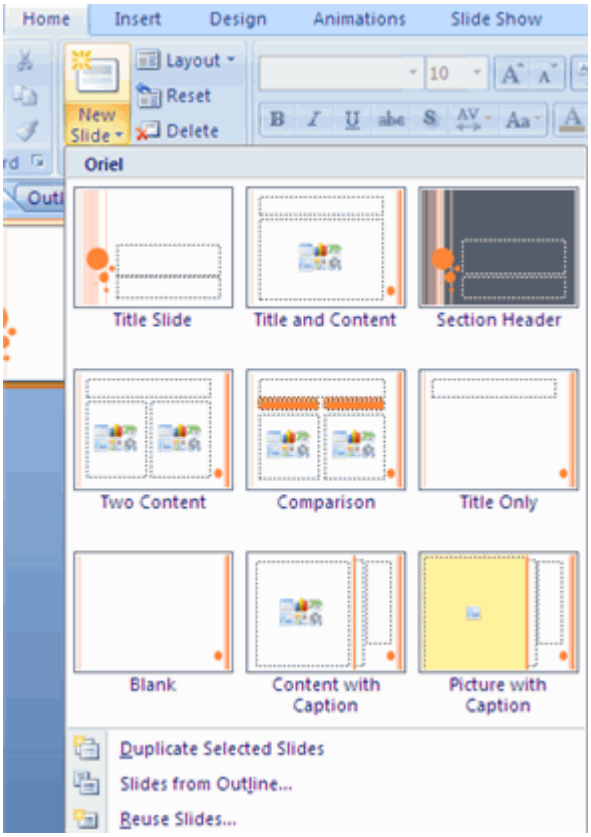
You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:



- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**

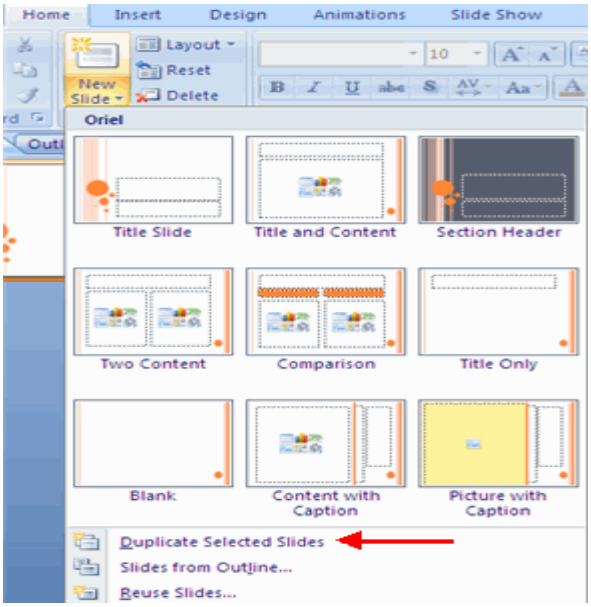
Add Slides
There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material



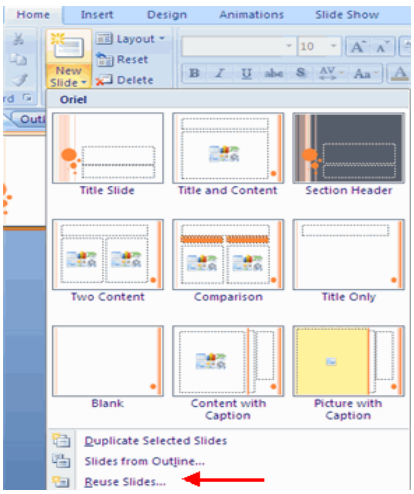
To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



To create a new slide from another presentation:

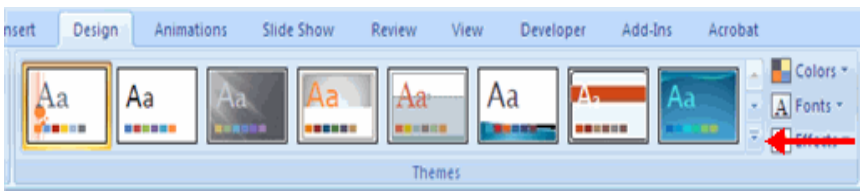
- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



Themes

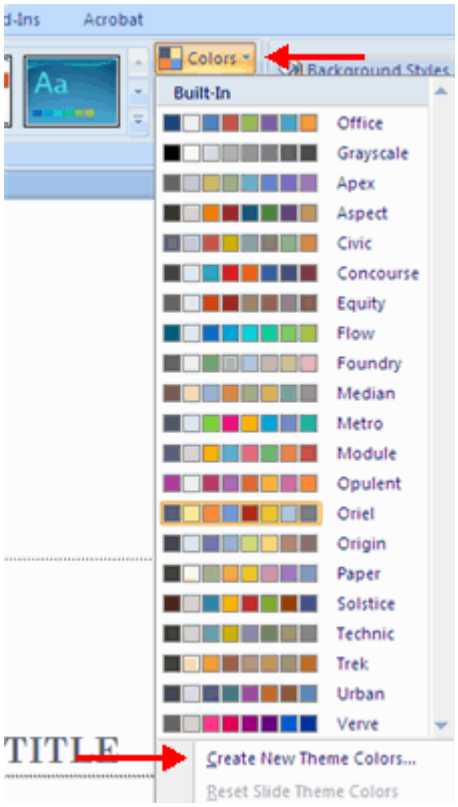
Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



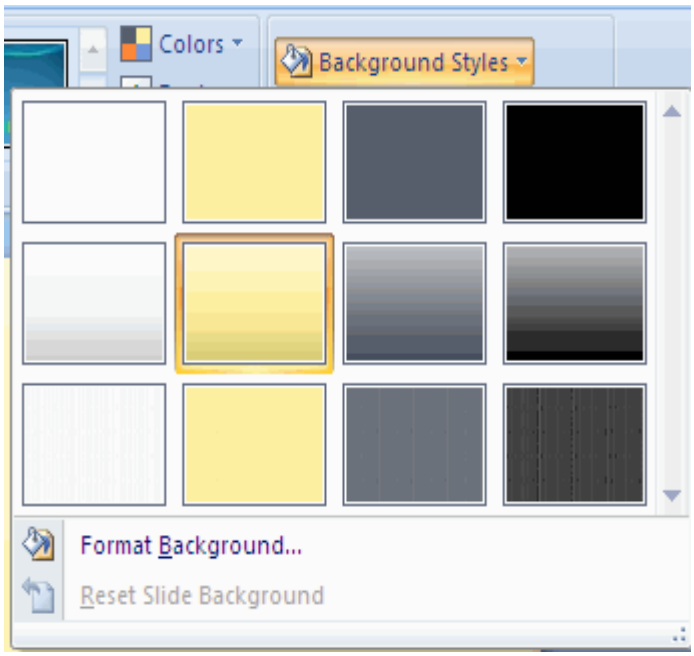
To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab

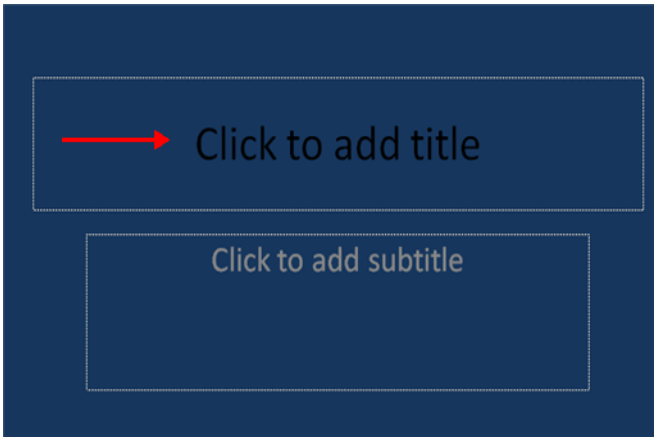


LESSON-4

Working with Contents

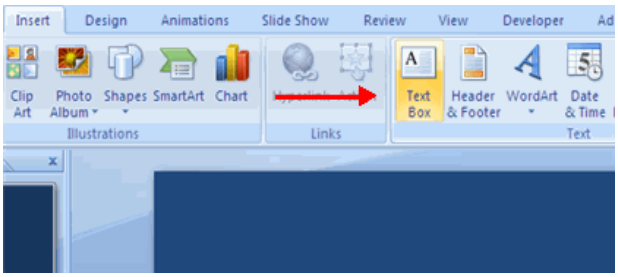
Enter Text
To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



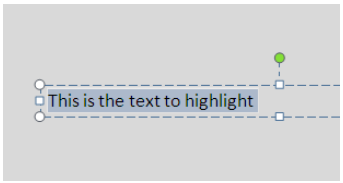
To add a text box:

- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



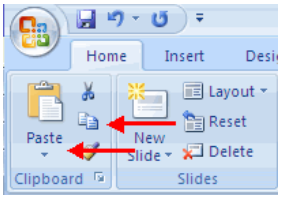
Select Text
To select the text:

- Highlight the text



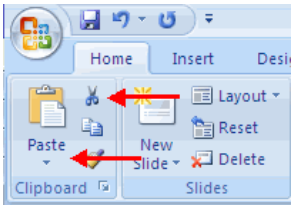
Copy and Paste
To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



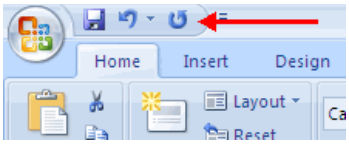
Cut and Paste
To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



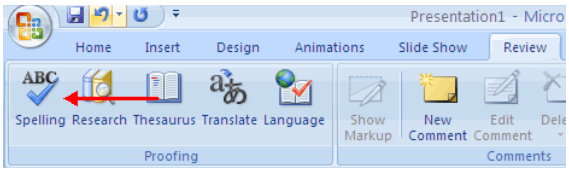
Undo and Redo
To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



Spell Check
To check the spelling in a presentation:

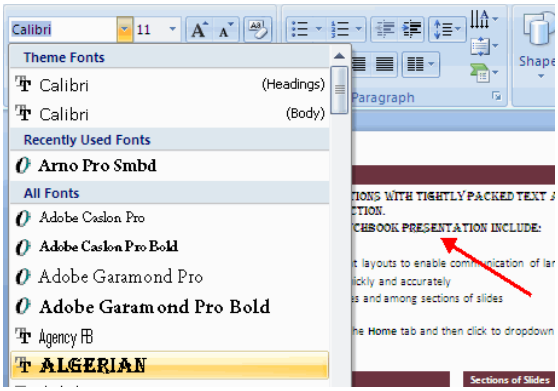
- Click the **Review** tab
- Click the **Spelling** button



Formatting Text

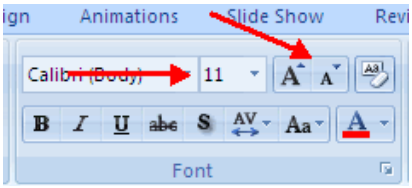
Change Font Typeface and Size
To change the font typeface:

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



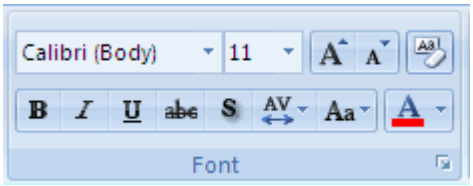
To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



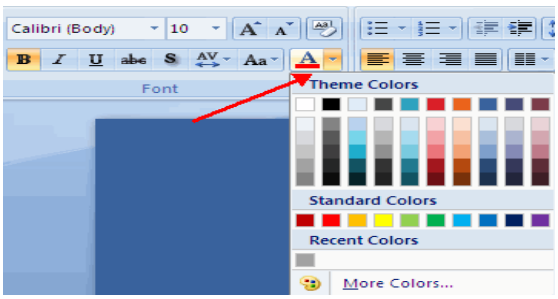
Font Styles and Effects
Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



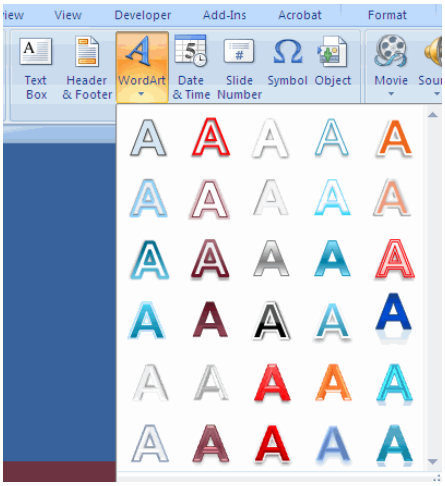
Change Text Color
To change the text color:

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



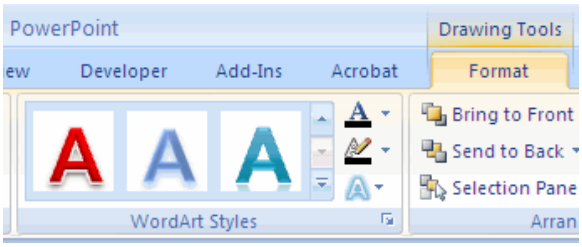
WordArt
WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



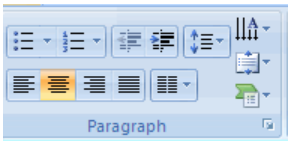
To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button



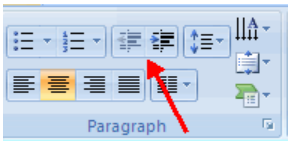
Change Paragraph Alignment
The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
  - **Align Left**: the text is aligned with your left margin
  - **Center**: The text is centered within your margins
  - **Align Right**: Aligns text with the right margin
  - **Justify**: Aligns text to both the left and right margins.



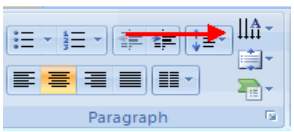
Indent Paragraphs
To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the I**ndent** button repeated times to increase the size of the indent.

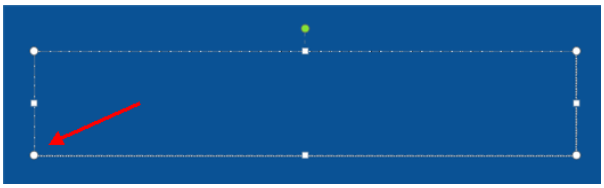


Text Direction
To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection



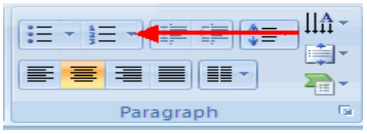
ADDING CONTENT



Resize a Textbox
To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size

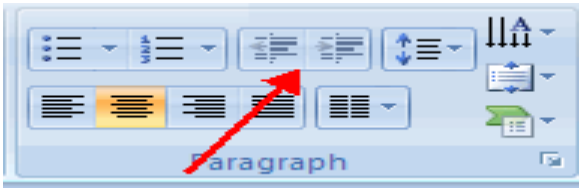
Bulleted and Numbered Lists
Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.
To add a list to existing text:



- Select the text you wish to make a list
- Click the **Bulleted or Numbered Lists** button

To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

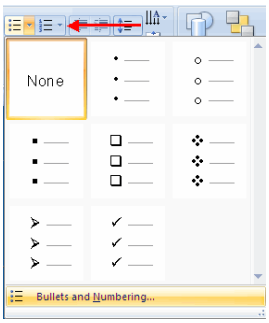


Nested Lists
A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the **Increase or Decrease Indent** button

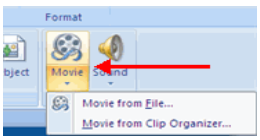
Formatting Lists
The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

- Select the entire list to change all the bullets or numbers, or
  Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



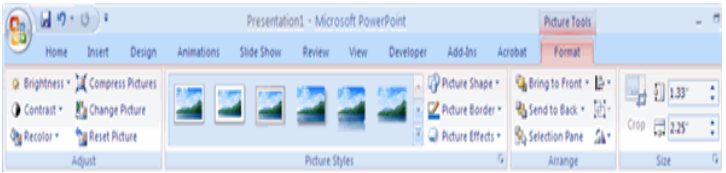
- Click the **Format** tab

Adding Video
Video clips can be added to the presentation. To add a video clip:



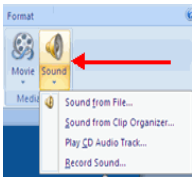
- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**

To edit the video options:



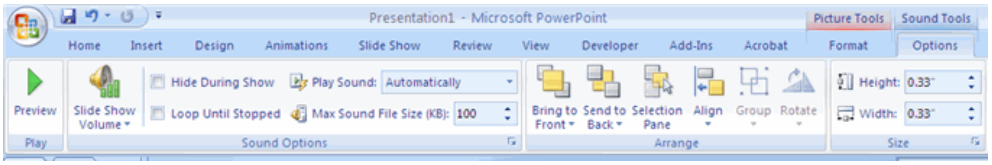
- Click the movie icon

Adding Audio
Audio clips can be added to the presentation. To add an audio clip:



- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**

To edit the audio options:



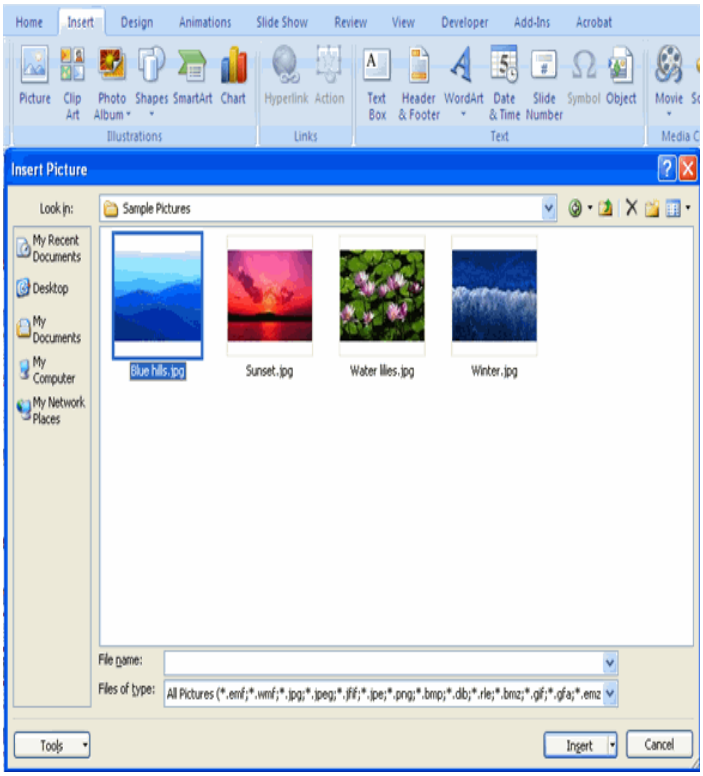
- Click the audio icon
- Click the **Format** tab

LESSON-5

WORKING WITH GRAPHICS, TABLE & CHART

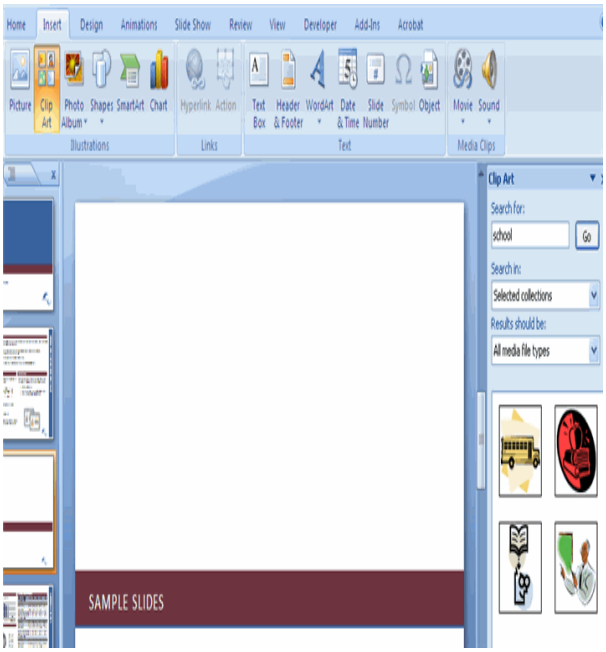
Adding Picture
To add a picture:

- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



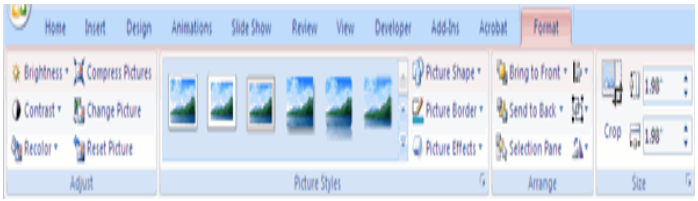
Adding Clip Art
To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



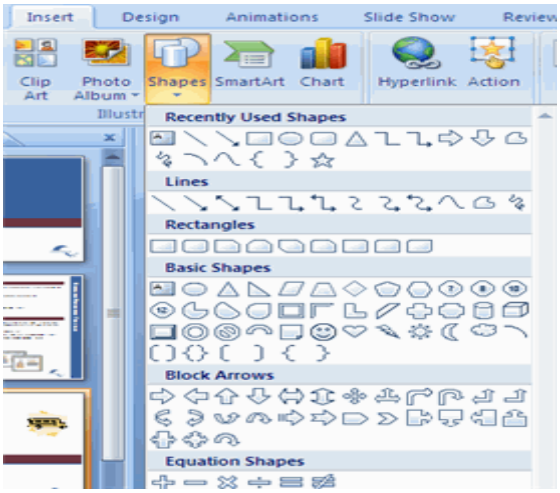
Editing Pictures and Clip Art
When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors
Picture Style: Allows you to place a frame or border around the picture and add effects
Arrange: Controls the alignment and rotation of the picture
Size: Cropping and size of graphic

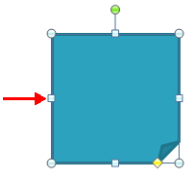


Adding a Shape
To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

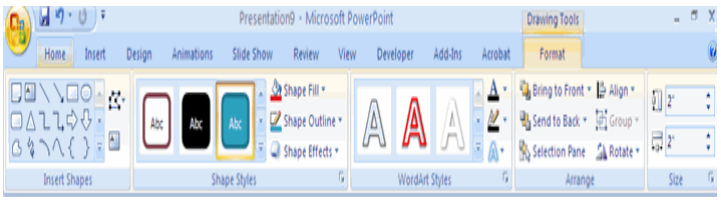


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

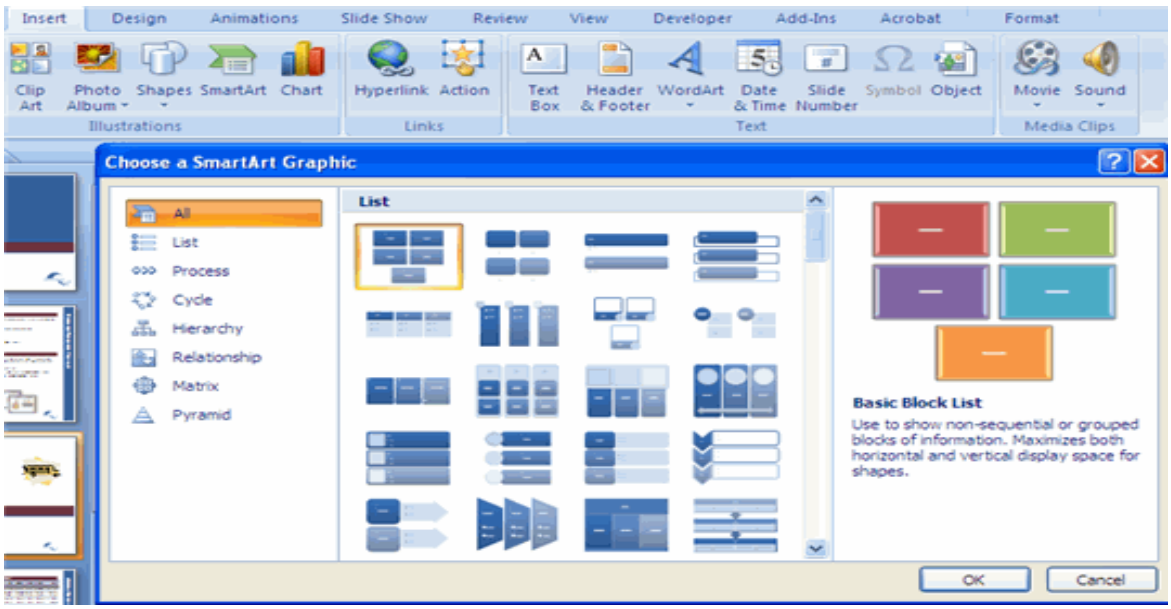
- Click the **Shape**
- Click the **Format** tab



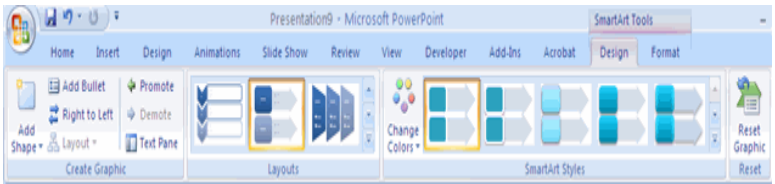
Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide

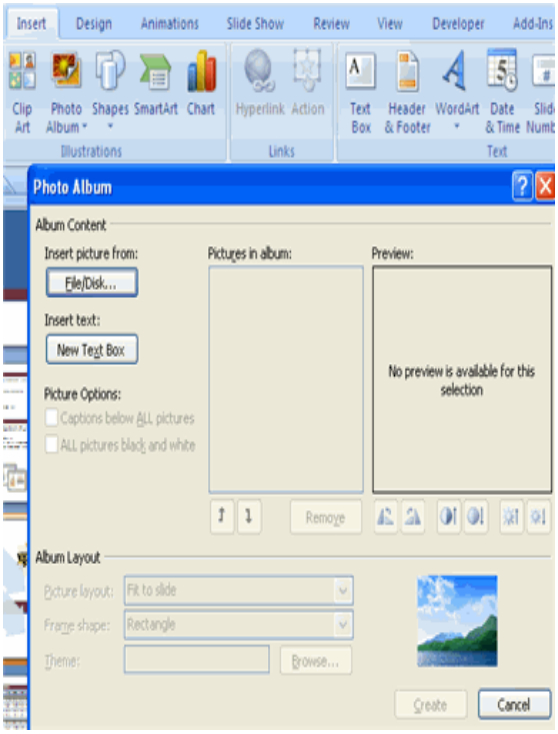


To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.

Adding a Photo Album
The photo album feature is new in PowerPoint 2007 and allows you to easily create a photo album to share pictures. To create a photo album:

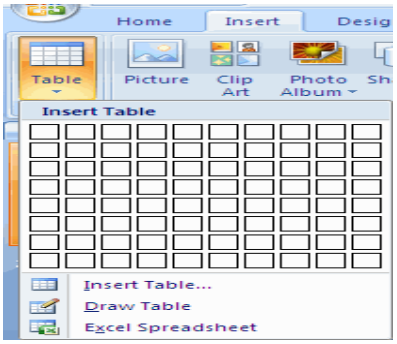
- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows



Tables

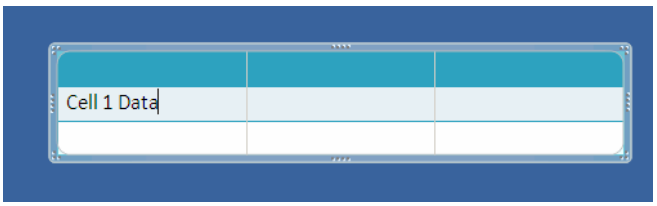
Tables are used to display data in a table format.

Create a Table
To create a table:



- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
  - Highlight the number of row and columns
  - Click **Insert Table** and enter the number of rows and columns
  - Click the **Draw Table**, create your table by clicking and entering the rows and columns
  - Click **Excel Spreadsheet** and enter data

Enter Data in a Table
Place the cursor in the cell where you wish to enter the information. Begin typing.

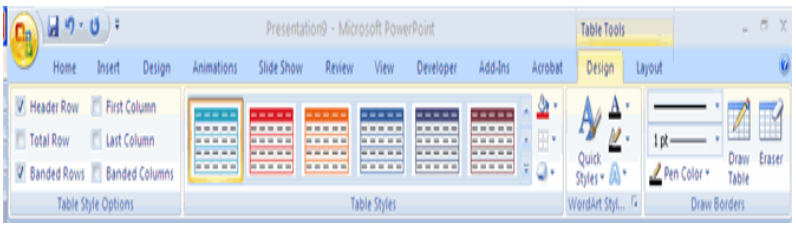


Modify the Table Structure and Format a Table
To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

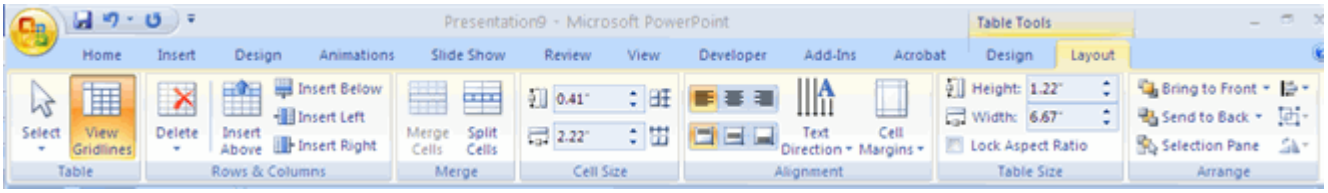
- **Table Style Options**
- **Table Styles**
- **Draw Borders**



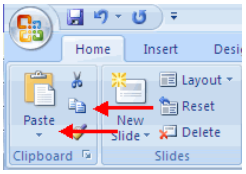
To format a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- **View Gridlines** and **Properties** (from the Table Group)
- **Insert Rows** and **Columns** (from the Rows & Columns Group)

- **Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- **Merge** or **Split** Cells (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- **Align text** within the cells and change text directions (Alignment Group)

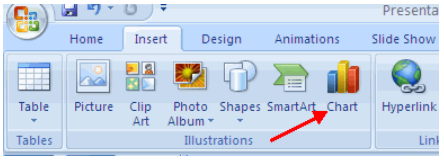


Insert a Table from Word or Excel



- Open the Word document or Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

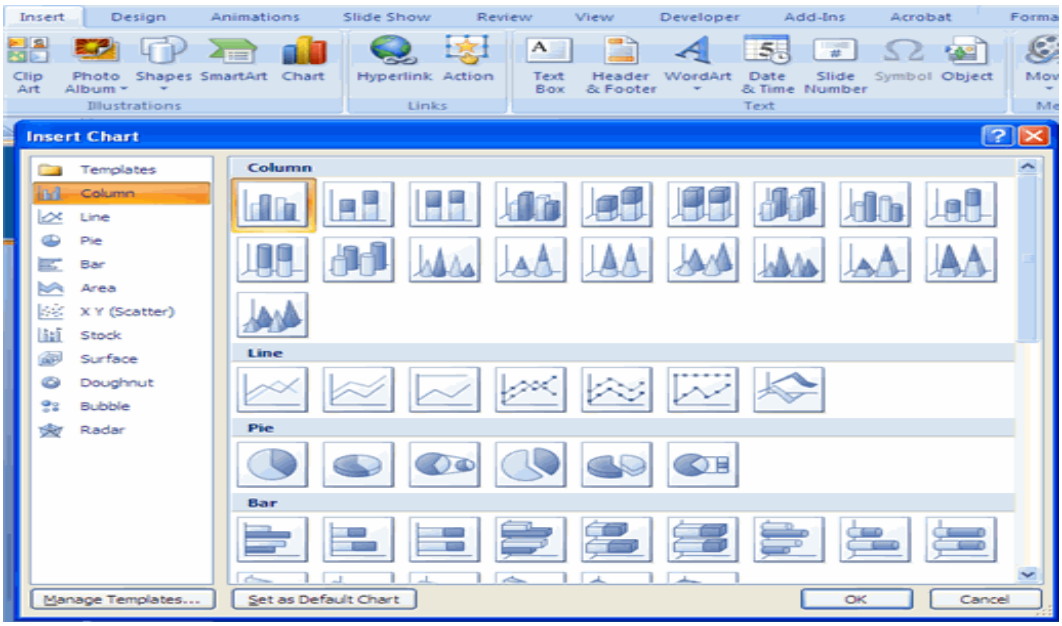
CHARTS



Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

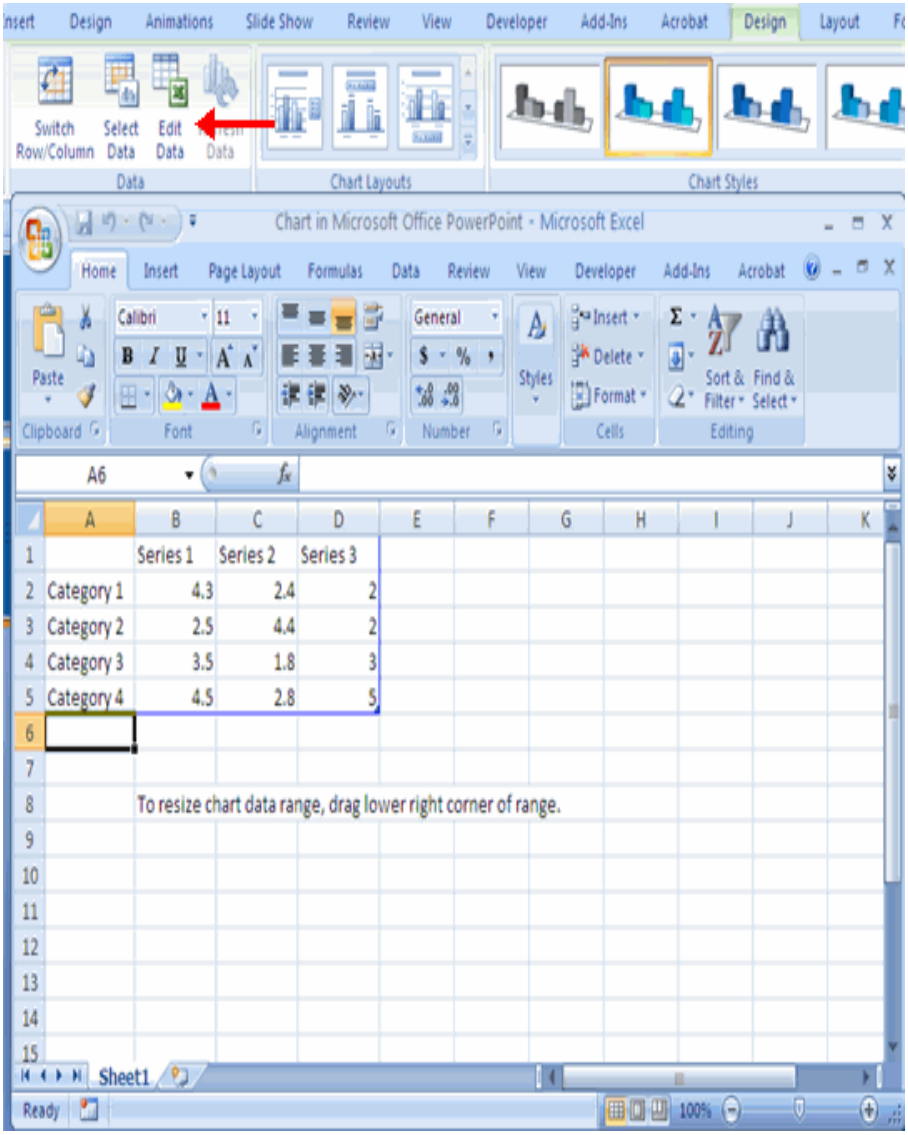
Create a Chart
To create a chart:

- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**



Edit Chart Data
To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet



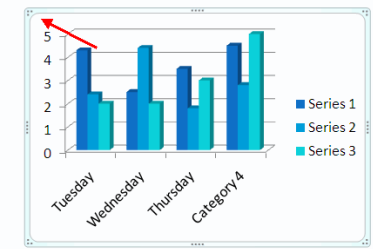
Modify a Chart
Once you have created a chart you can do several things to modify the chart.

To move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**

To modify the chart size:

- Click the **Chart**
- Click on any of the corners and drop and drag to resize

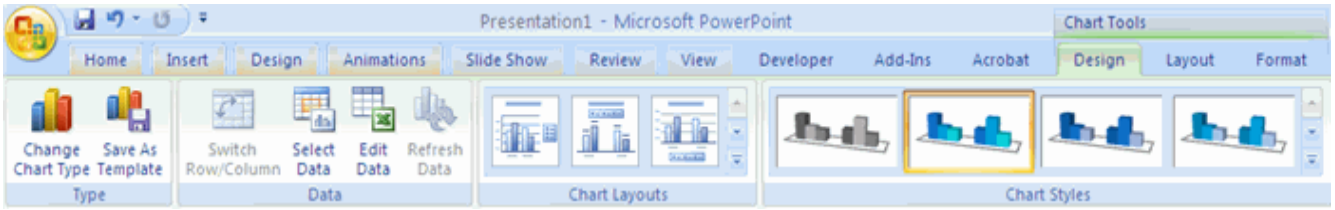


To modify the labels and titles:

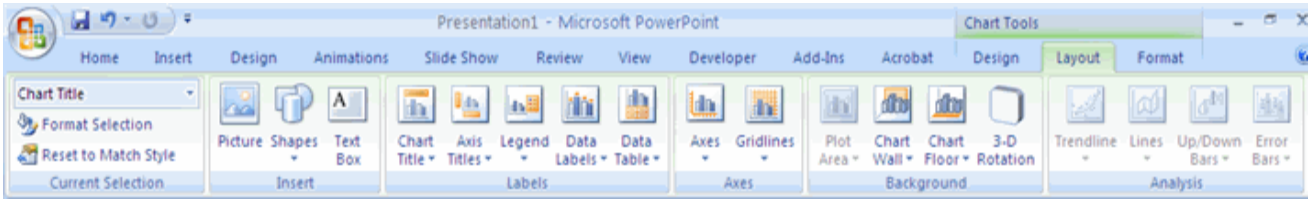
- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change

Chart Tools
The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

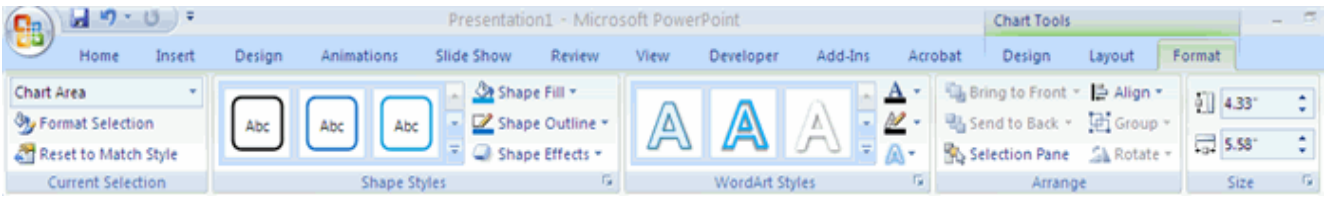
Within the **Design tab** you can control the chart type, layout, styles, and location.



Within the **Layout tab** you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.

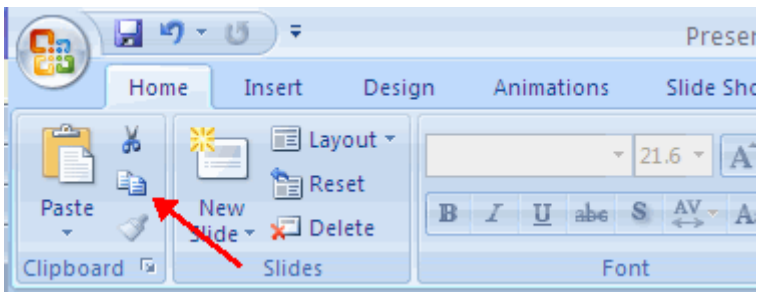


Within the **Format tab** you can adjust the Fill Colors and Word Styles.



Paste a Chart from Excel

- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

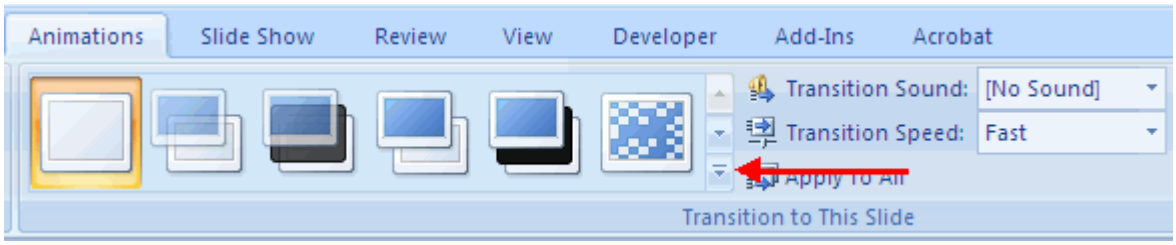


LESSON-6

WORKING WITH SLIDE EFFECTS & PRINTING

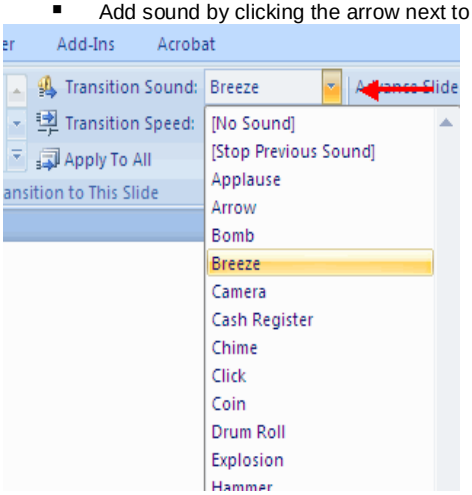
Slide Transitions
Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box

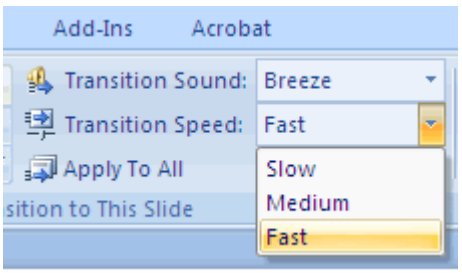


To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**

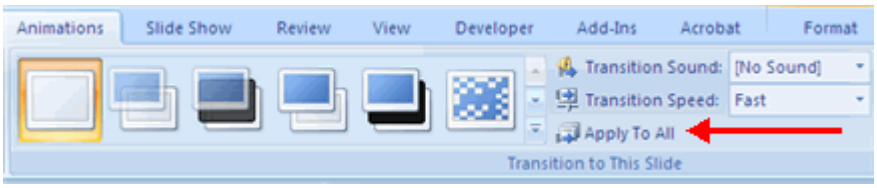


- Modify the transition speed by clicking the arrow next to **Transition Speed**



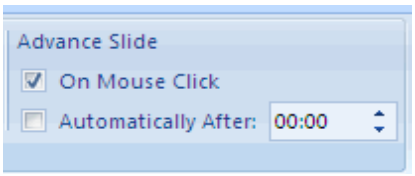
To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab



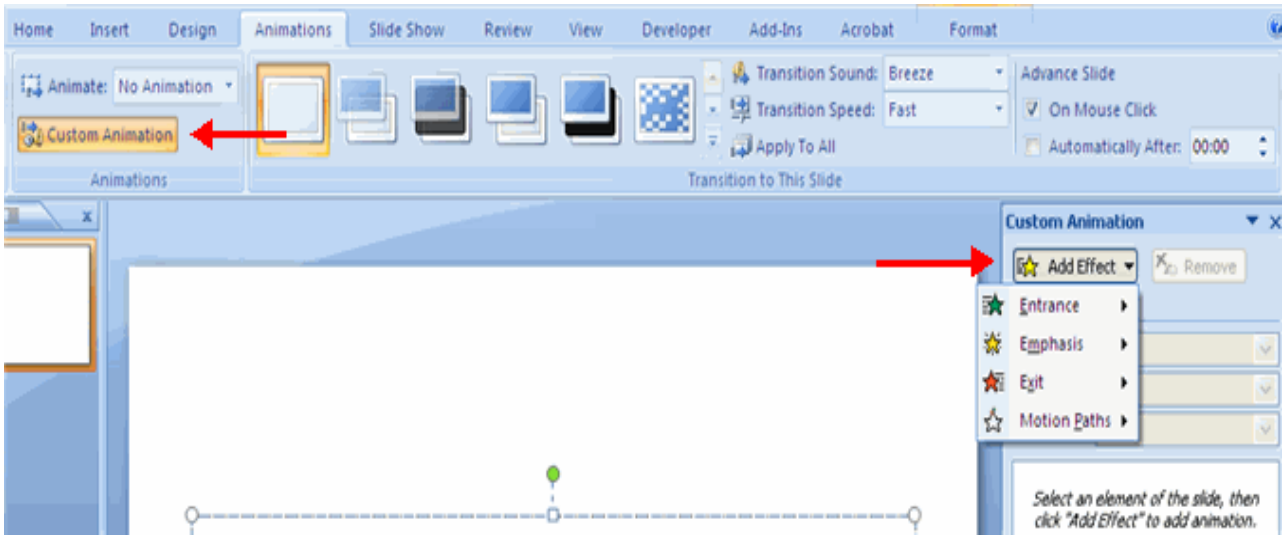
To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



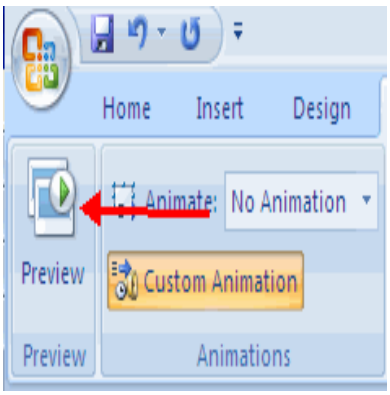
Slide Animation
Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



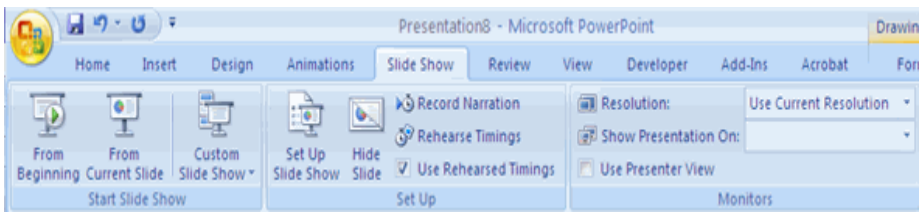
Animation Preview
To preview the animation on a slide:

- Click the **Preview** button on the **Animations** tab



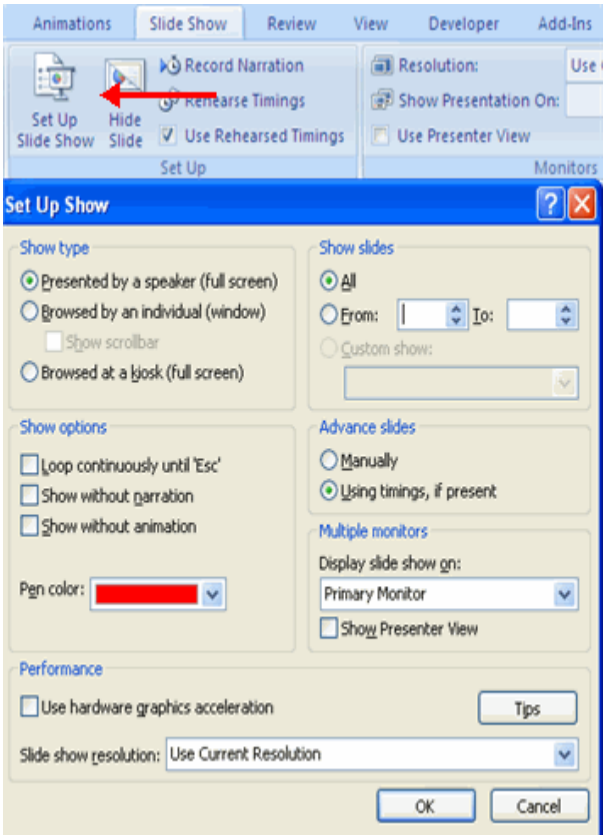
Slide Show Options
The Slide Show tab of the ribbon contains many options for the slide show. These options include:

- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



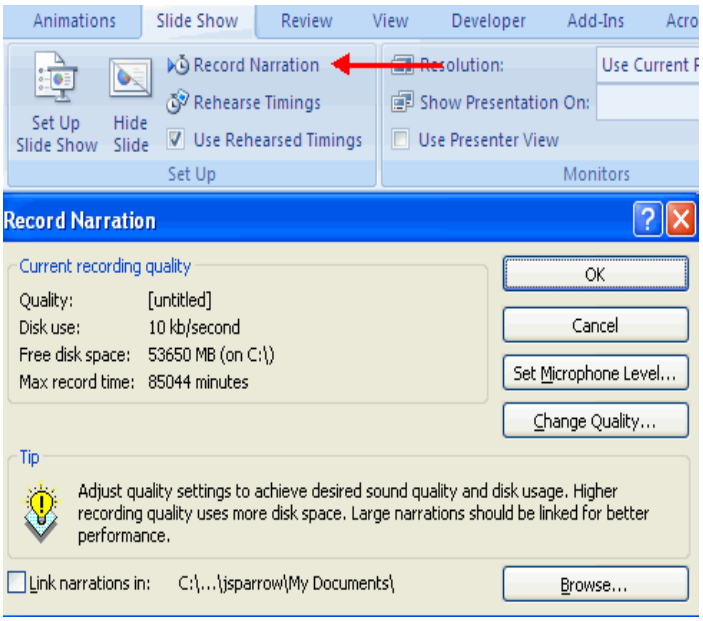
Set Up Slide Show
This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions



Record Narration
When you want to record narration for the slides:

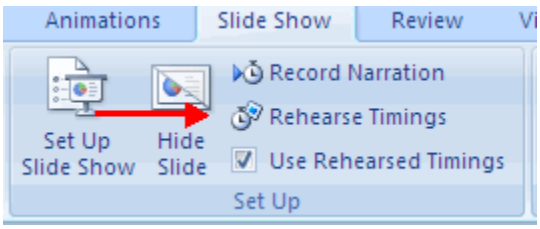
- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration



Rehearse Timings

Use Rehearsed Timings to rehearse the timings of slide with audio.

- Click the Rehearse Timings button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry

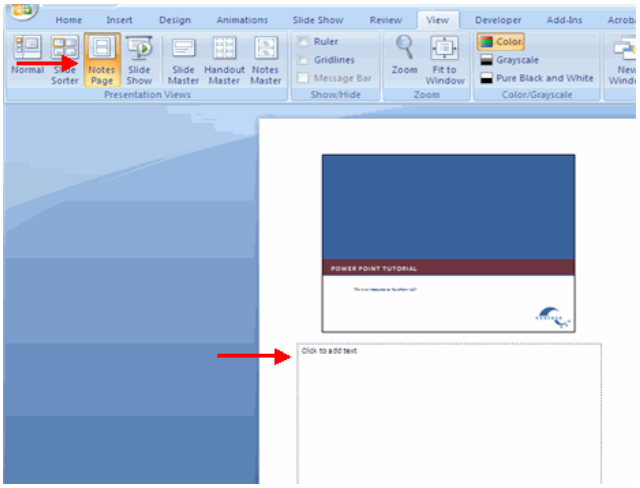


PRINTING

Create Speaker Notes
Speaker Notes can be added to allow you to create notes for each slide. To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**

- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide

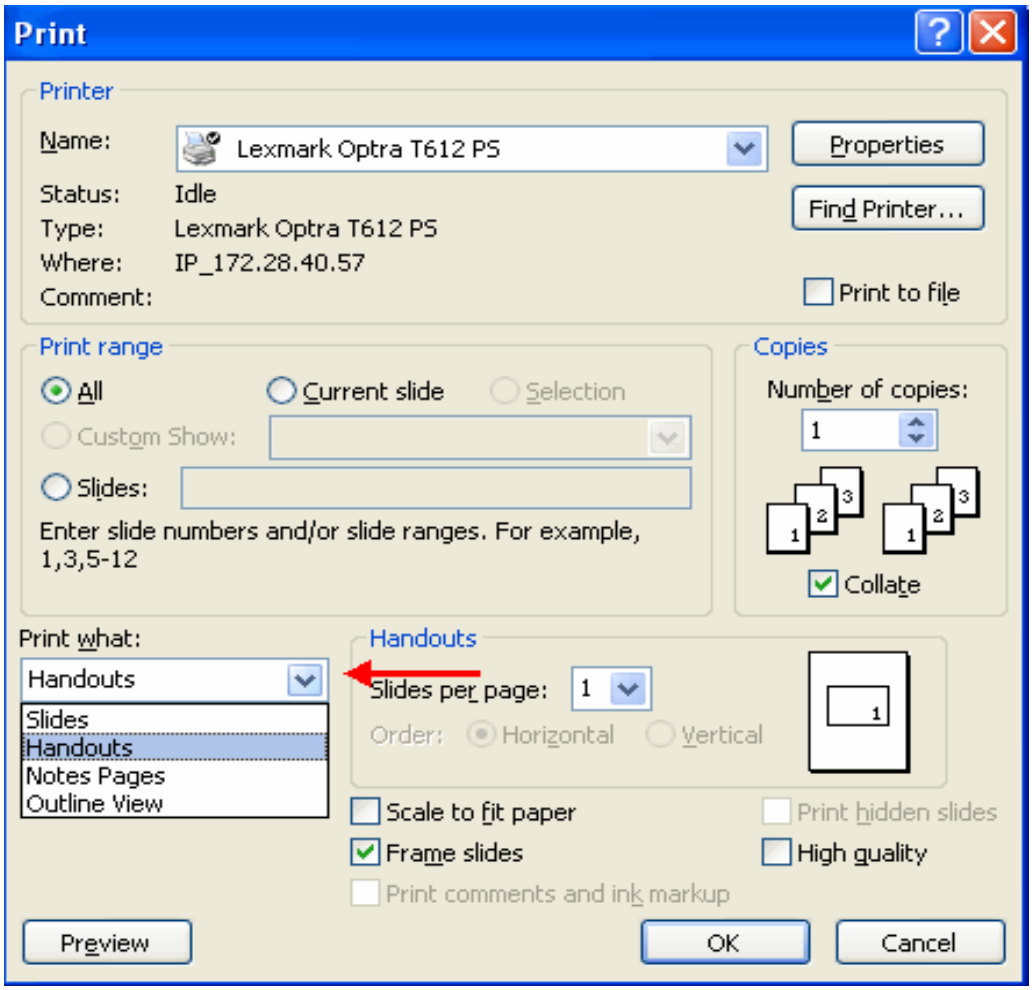


Print a Presentation
There are many options for printing a presentation. They are:

- **Slides**: These are slides that you would see if you were showing the presentation, one slide per page
- **Handouts**: 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- **Notes Page**: This includes the slides and the speaker notes
- **Outline View**: This will print the outline of the presentation

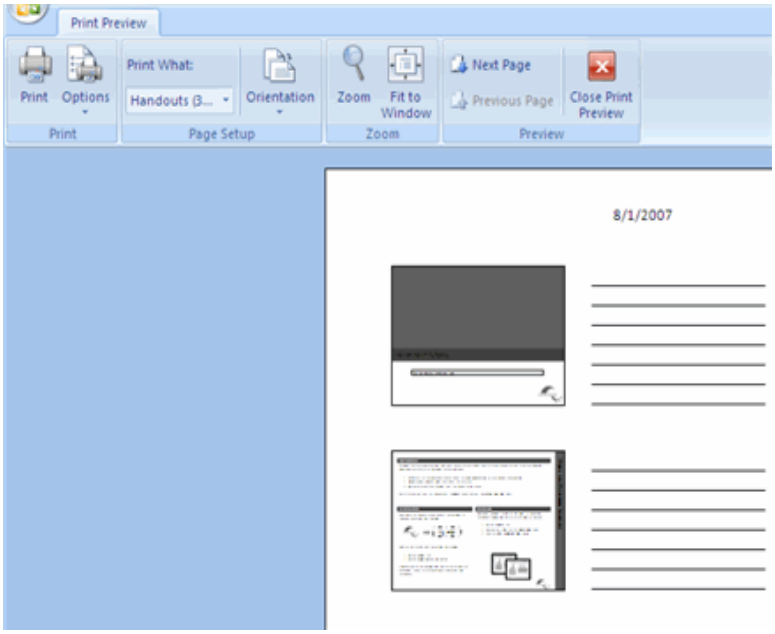
To access the print options:

- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print



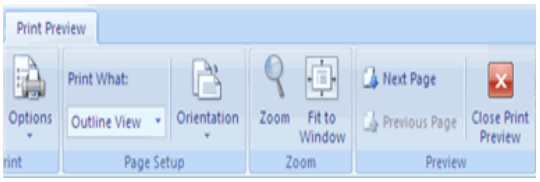
To print preview:

- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**
- Click the arrow next to **Print What** to change print options
- To print from Print Preview, click **Print**



To Exit Print Preview:

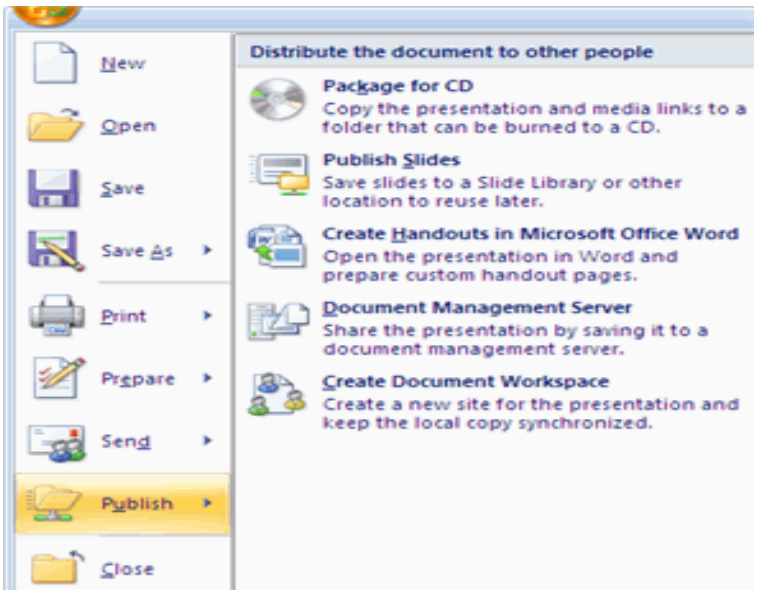
- Click the **Close Print Preview** button



Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**



LESSON-7

POWERPOINT TIPS

Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

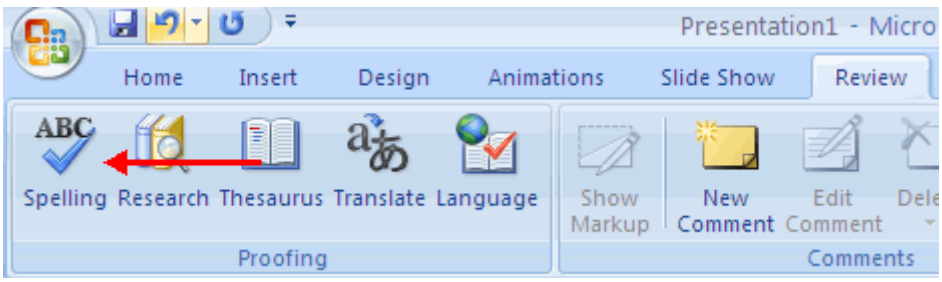
Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click **Slide Show** on the **Presentation Views** group on the **View** tab
- Use the arrow keys to move forward or backward in a presentation
- Press the **Escape (Esc)** key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press**CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Spell Check

To check the spelling throughout a presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab



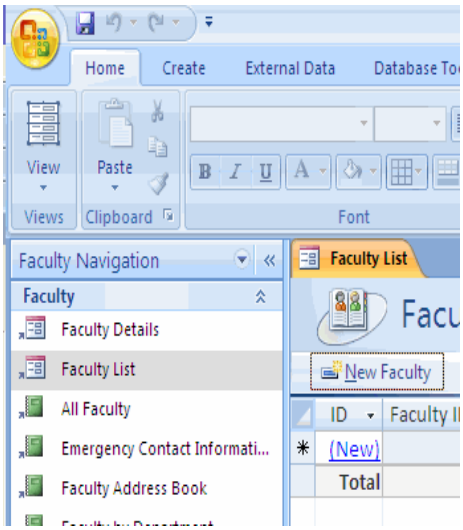
UNIT-IV MS ACCESS 2007

LESSON-1

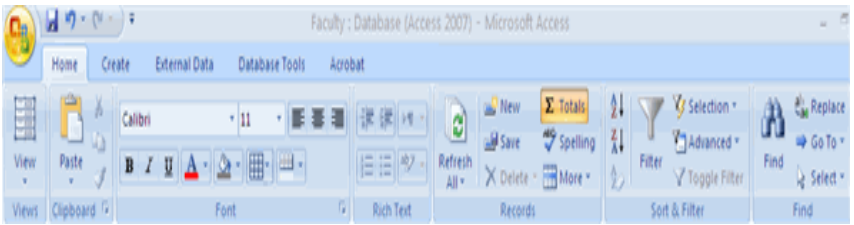
GETTING STARTED

Microsoft Access is a database software package. A database is an organized collection of records. Telephone and address books are examples of paper databases. With Access, you can create a computerized database. For example, you can use Access to organize the students who attend a school, the courses they take, and the instructors who teach them. After you create an Access database, you can search it, manipulate it, and extract information from it.

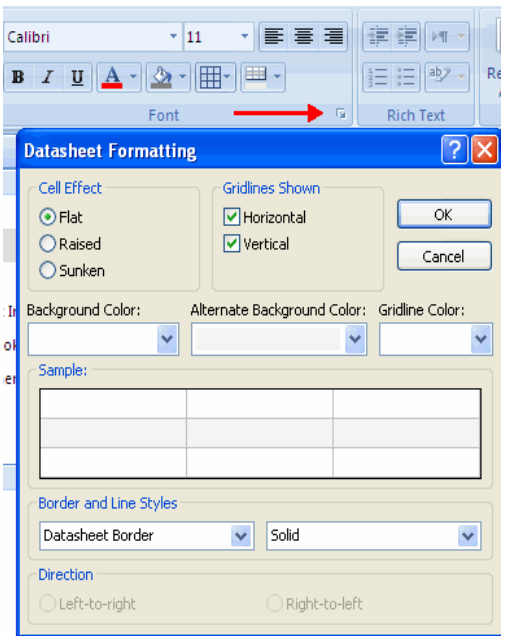
Microsoft Office Button
The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Access. This button allows you to create a new database, open an existing database, save and save as, print, send, or close.



The Ribbon
The ribbon is the panel at the top portion of the document It has four tabs: Home, Create, External Data, and Database Tools. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Access database.

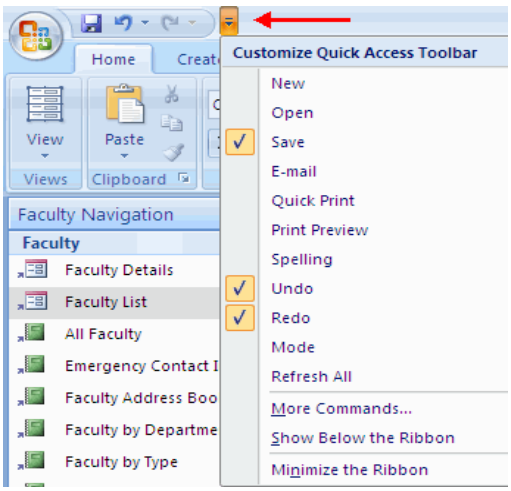


Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.

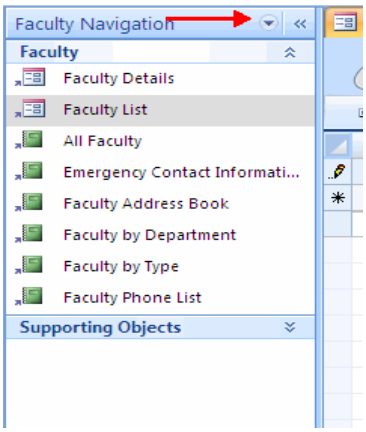


Home: Views, Clipboard, Fonts, Rich Text, Records, Sort & Filter, Find
Create: Tables, Forms, Reports, Other
External Data: Import, Export, Collect Data, SharePoint Lists
Database Tools: Macro, Show/Hide, Analyze, Move Data, Database Tools

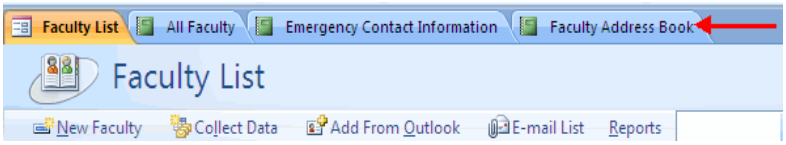
Quick Access Toolbar
The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the error at the end of the toolbar and click **Show the Ribbon**.



Navigation Pane
The Navigation Pane displays database objects such as tables, forms, queries, and reports.



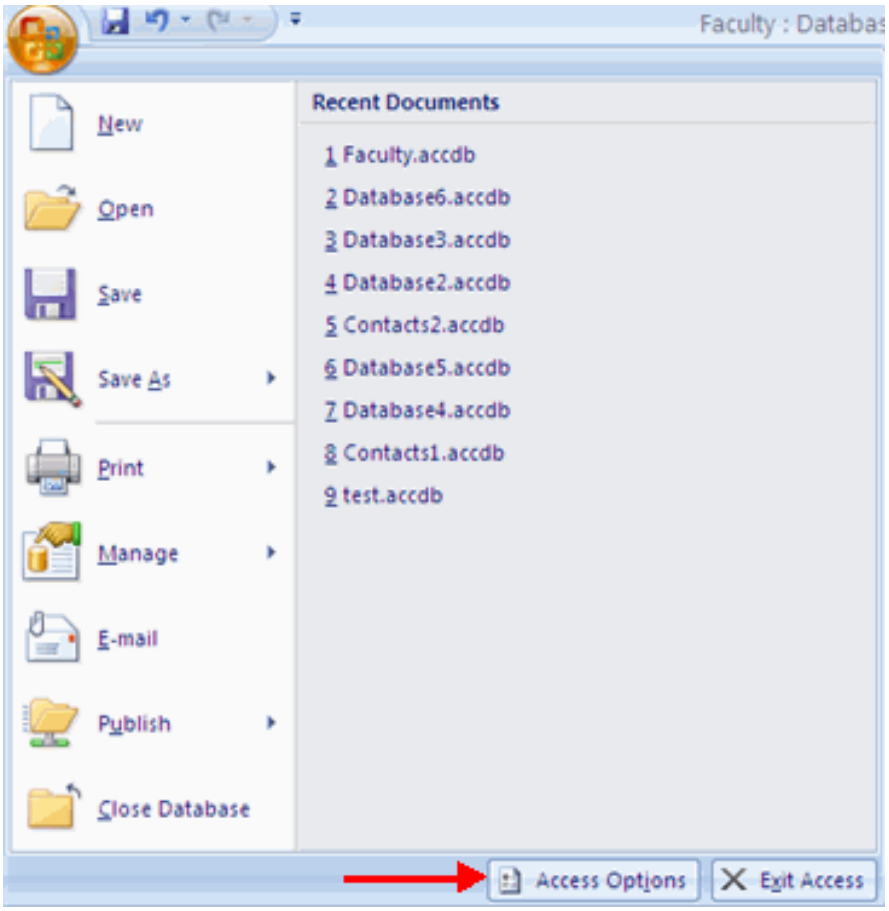
Tabbed Document Window Viewing
Tabbed document viewing opens tables, forms, queries and reports in the same window. Click the tabs to switch between windows.



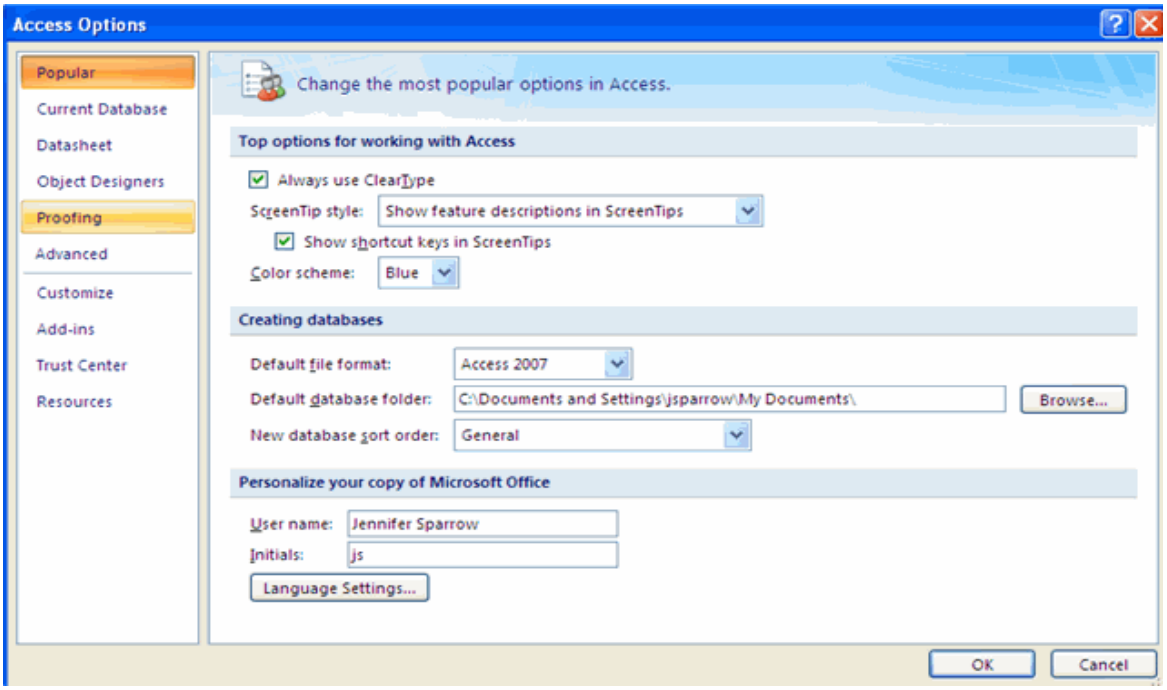
Customize Access

Access 2007 offers a wide range of customizable options that allow you to make Access work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **Access Options**

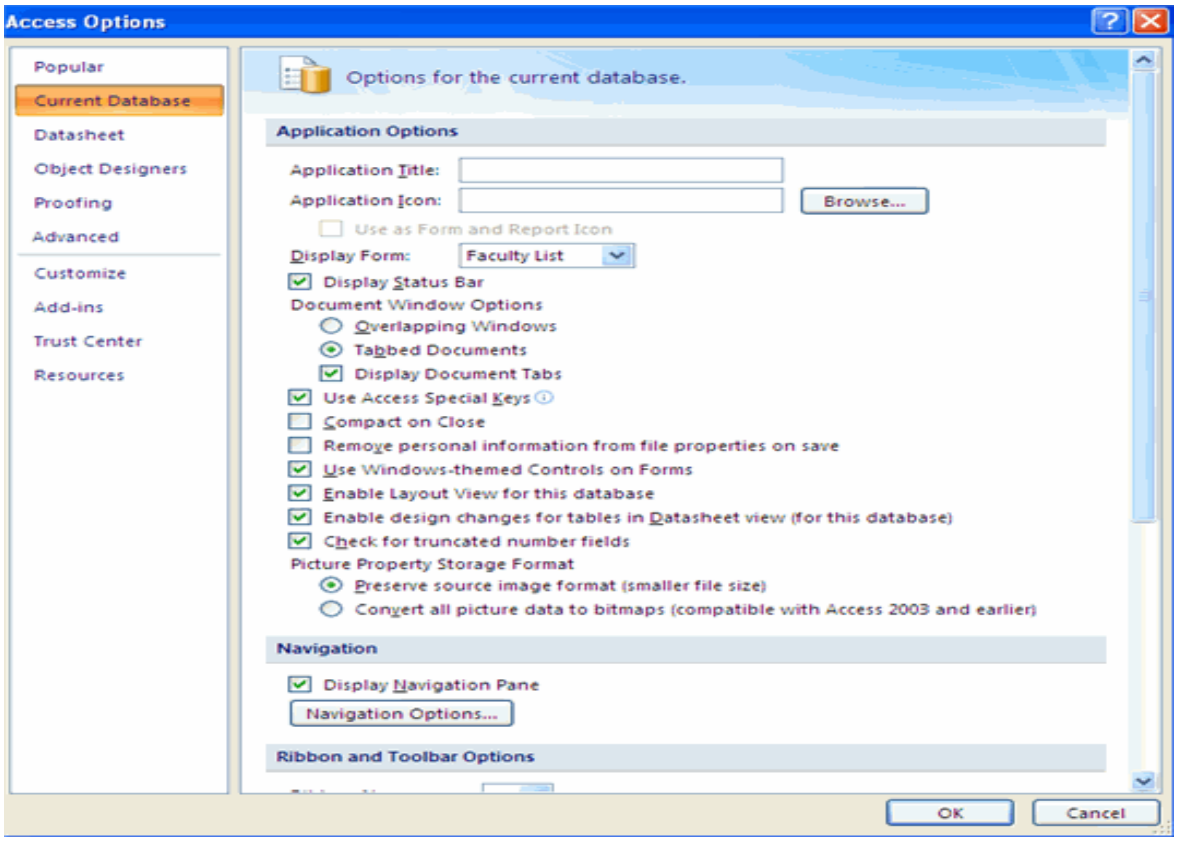


Popular
These features allow you to personalize your work environment with the use of ScreenTips, the location and file format of the databases, and the username.

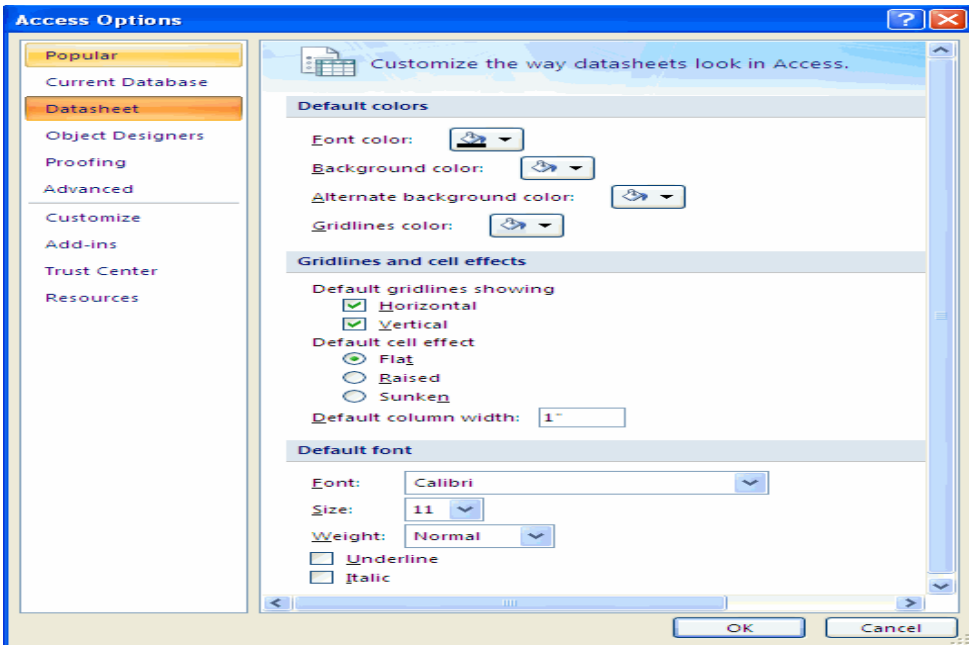


Current Database

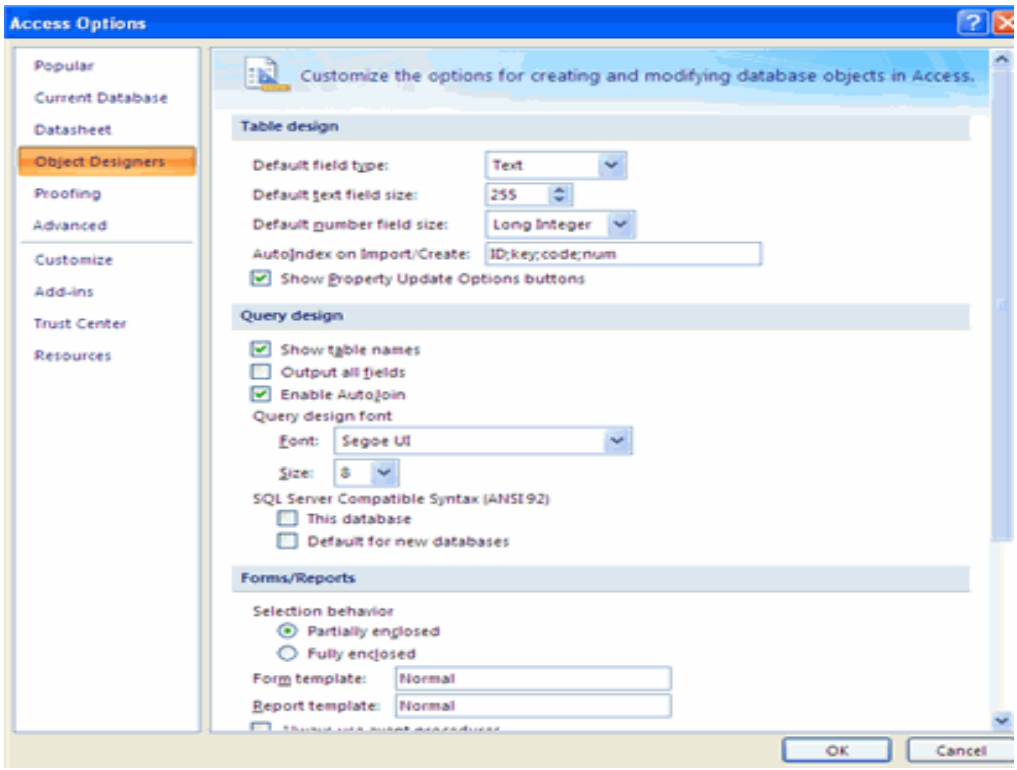
This feature allows you to set options for the Application, Navigation, Ribbon and Toolbars, AutoCorrect, and Filters.



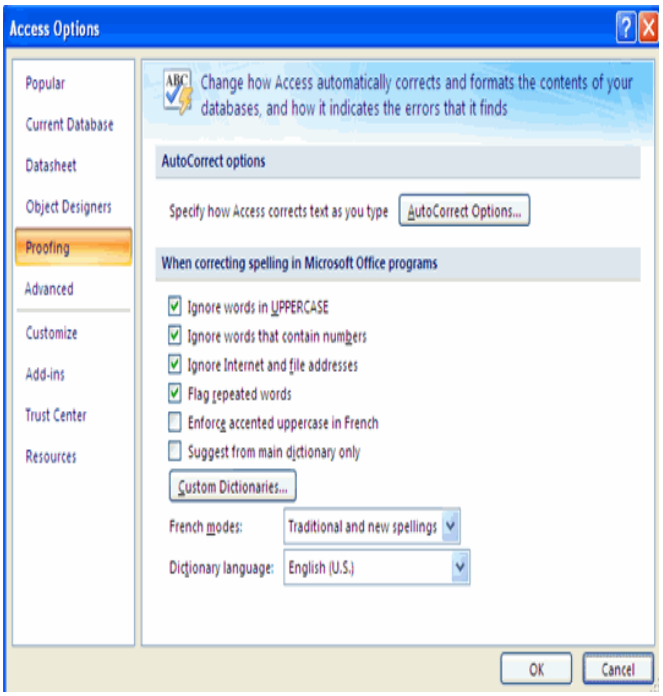
Datasheet
This features allows you to personalize options in the way the datasheet looks, including default colors, gridlines and cell effect, and font.



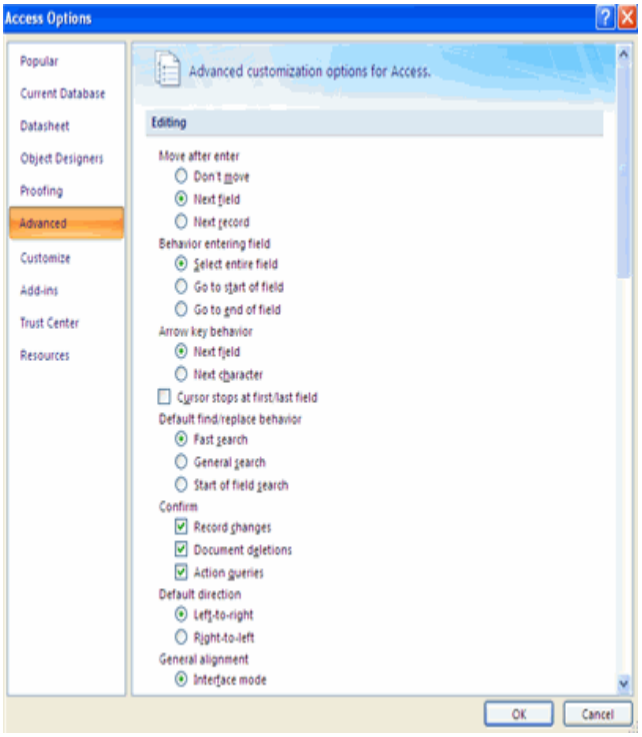
Object Designers
This feature allows you to customize the options for creating and modifying database objects in Access including Table Design, Query Design, Forms/Reports, and Error Checking.



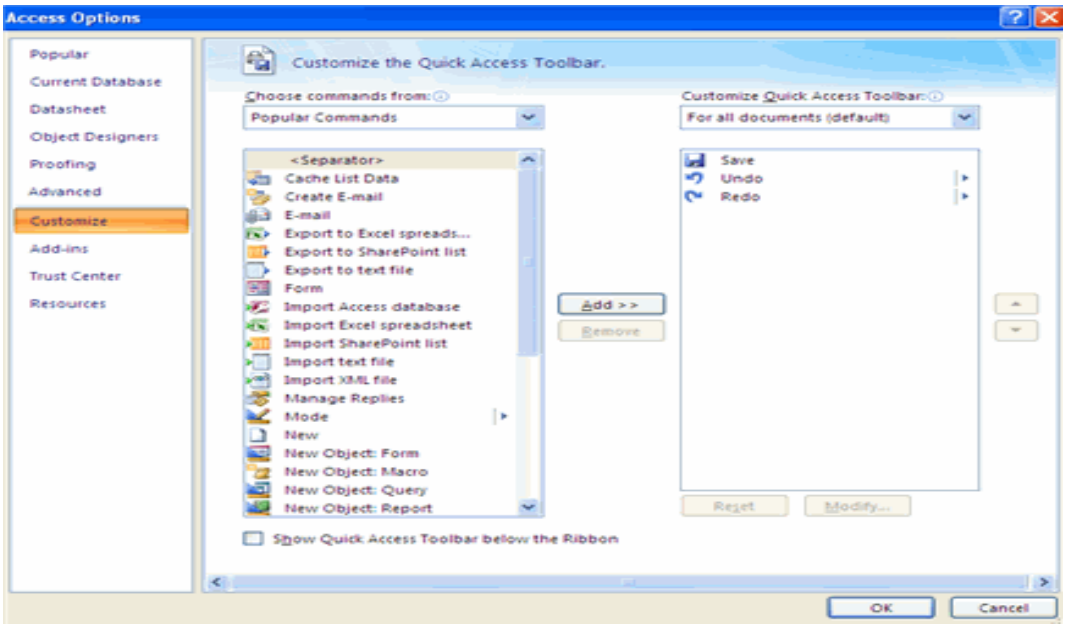
Proofing
This features allows you to change how Access automatically correct and formats the contents of the database and how it indicates errors.



Advanced
This feature allows for advanced customization of Access including, Editing, Display, Printing, and other advanced options.



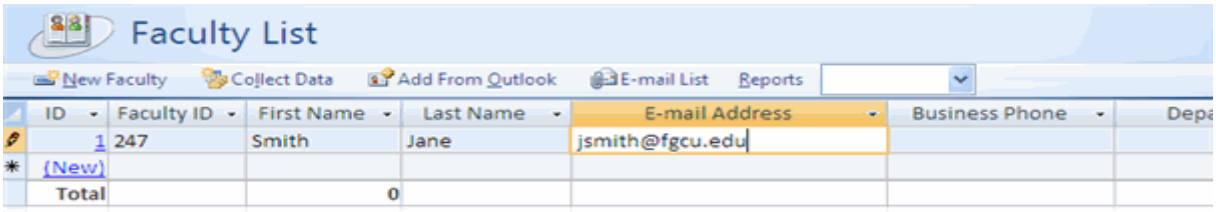
Customize
Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



LESSON-2

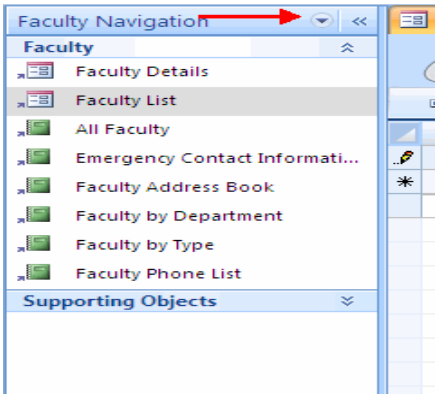
DATABASE TERMS

Table
A table is a collection of information arranged in rows and columns. Information about an item is displayed in a row. Columns contain the same type of information for each item. The table has a header row that tells you what data is contained in the columns.



To view data in a table:

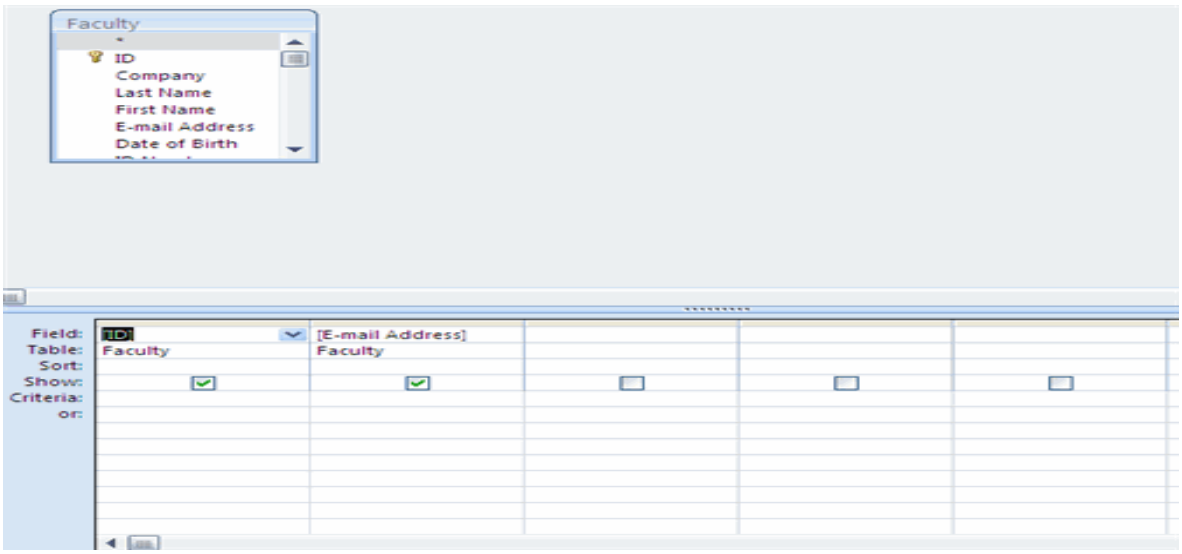
- Click the **arrow** to open the navigation pane
- Double-click on the table name to open the table



Query
Queries select records from one or more tables in a database so they can be viewed, analyzed, and sorted on a common datasheet. A query can also perform calculations and display the results. The resulting collection of records, called a **dynaset** (short for dynamic subset), is saved as a database object and can therefore be easily used in the future. The query will be updated whenever the original tables are updated. Types of queries are **select queries** that extract data from tables based on specified values, **find duplicate** queries that display records with duplicate values for one or more of the specified fields, and **find unmatched** queries display records from one table that do not have corresponding values in a second table.

To run a query:

- Click the **arrow** to open the navigation pane
- Double-click on the query name

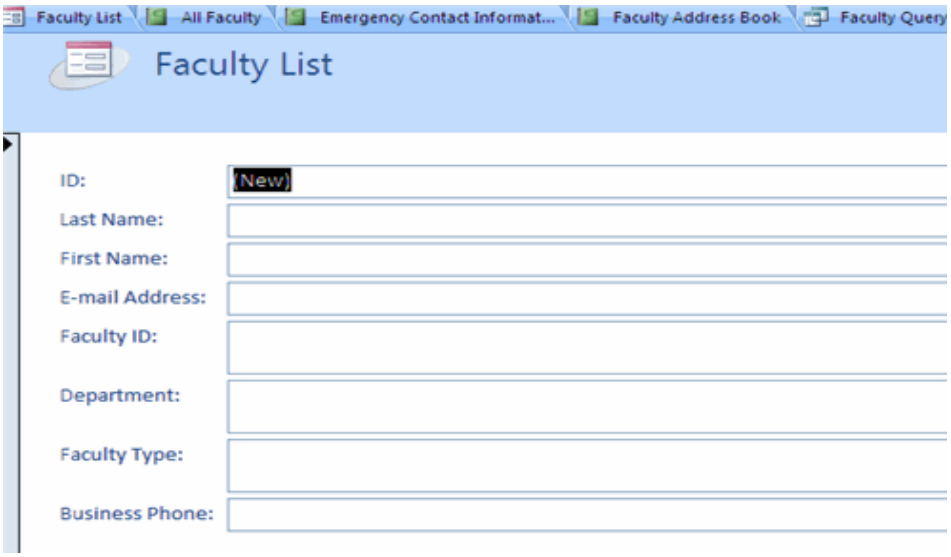


Recordset
A recordset is a table that displays groups of records from a base table or as a query result.

Form
A form is a graphical interface that is used to display and edit data. Forms can be developed from a table or a query. Forms can include calculations, graphics and objects.

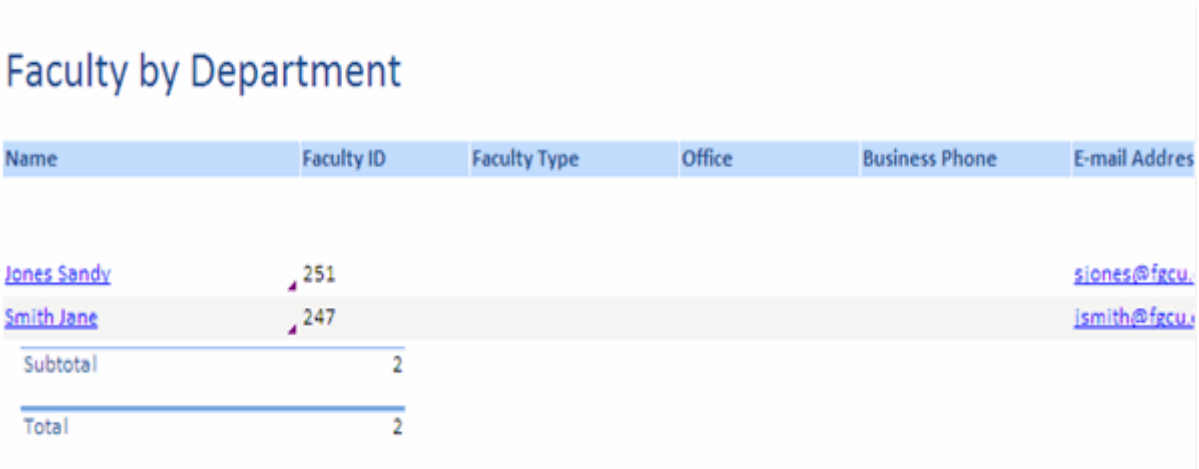
To view data using a form:

- Click the **arrow** to open the navigation pane
- Double-click on the form name



Report
A report is an output of data arranged in the order you specify. Reports can perform calculations and display the results. Reports can be used to print data.
To view data using a form:

- Click the **arrow** to open the navigation pane
- Double-click on the report name

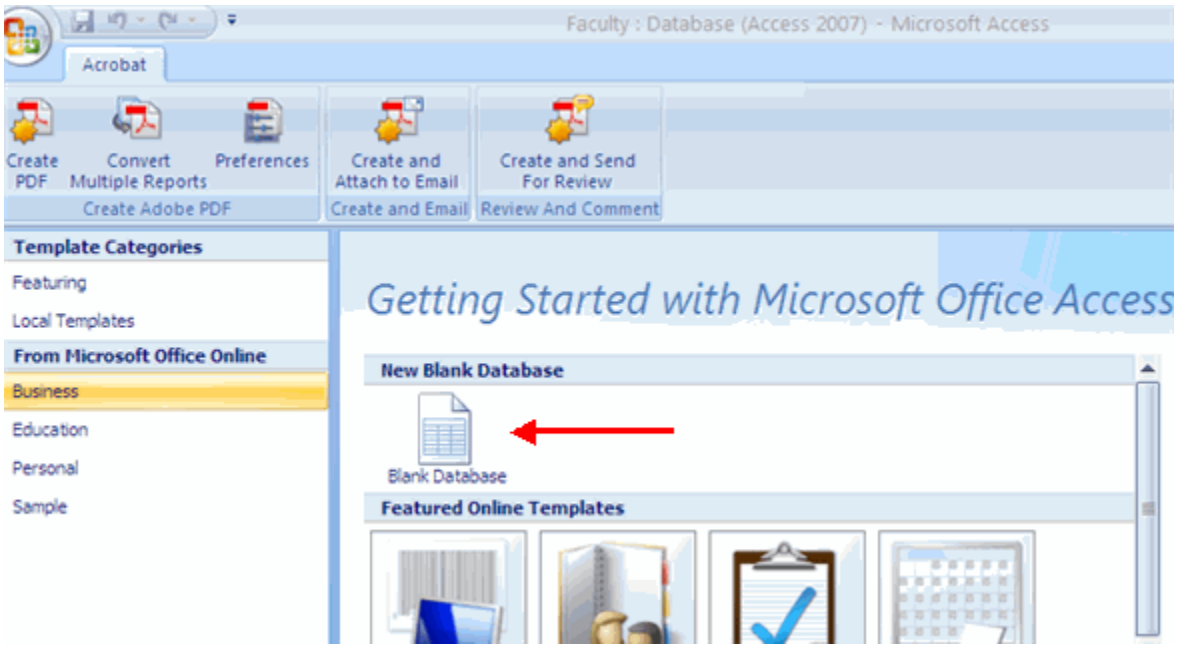


Create a New Database

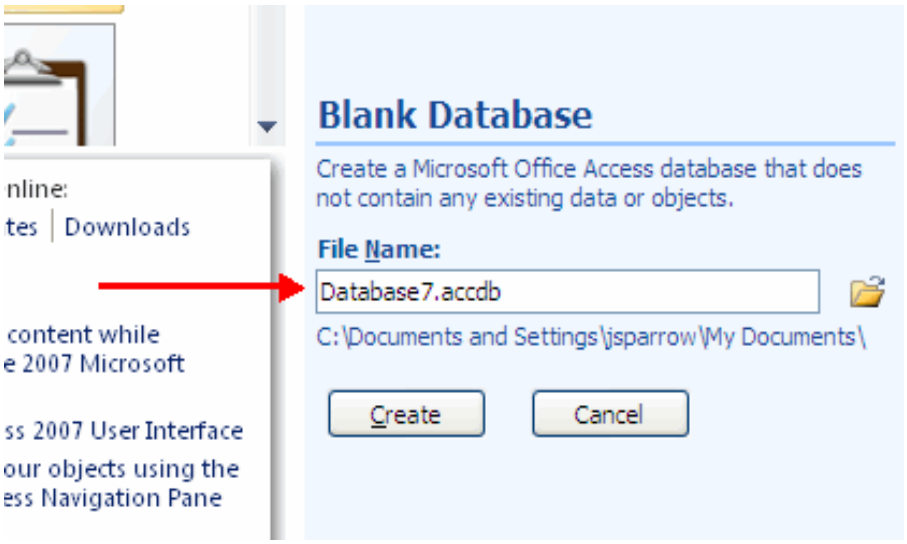
You can create a new database from scratch or you can create a database from the database wizard.

New Database
To create a new database from scratch:

- Click the **Microsoft Office Button**
- Click New
- Click the **New Blank Database** icon

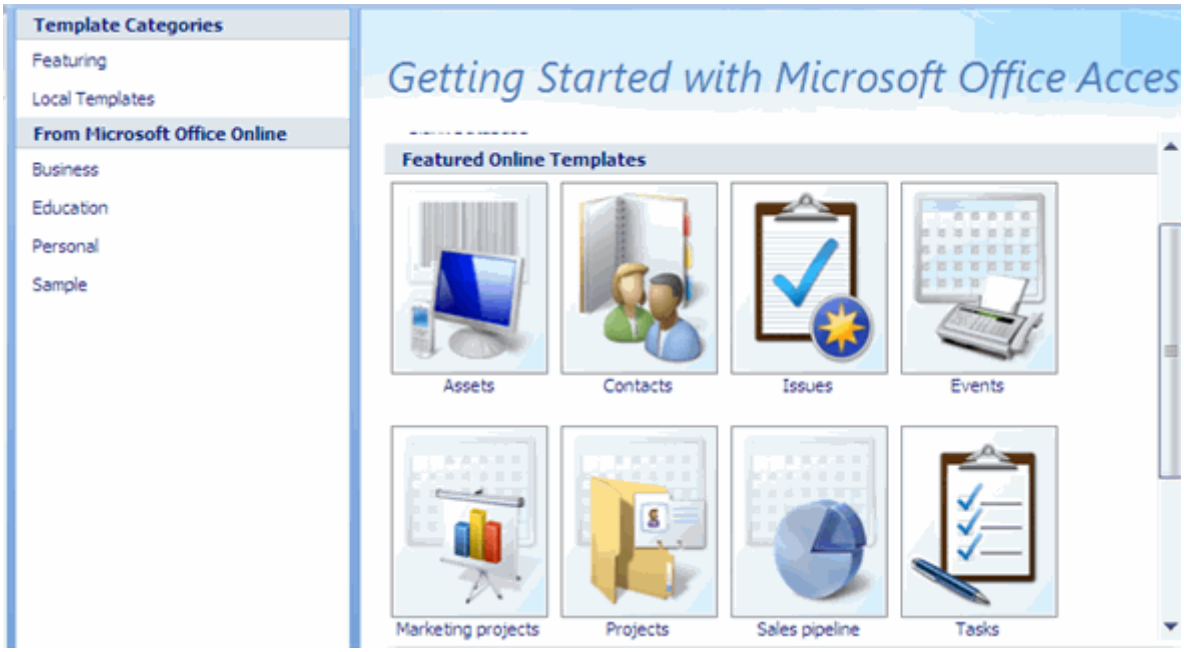


- Type in a name for the database
- Click **Create**

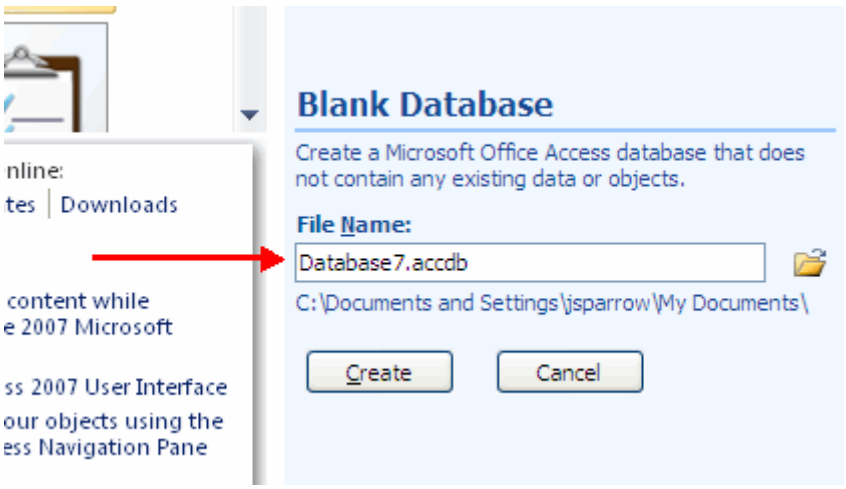


Database Templates
To create a new database from the database templates:

- Click the **Microsoft Office Button**
- Click **New**
- Choose the type of database you wish to create



- Type in the name for the database
- Click **Create**

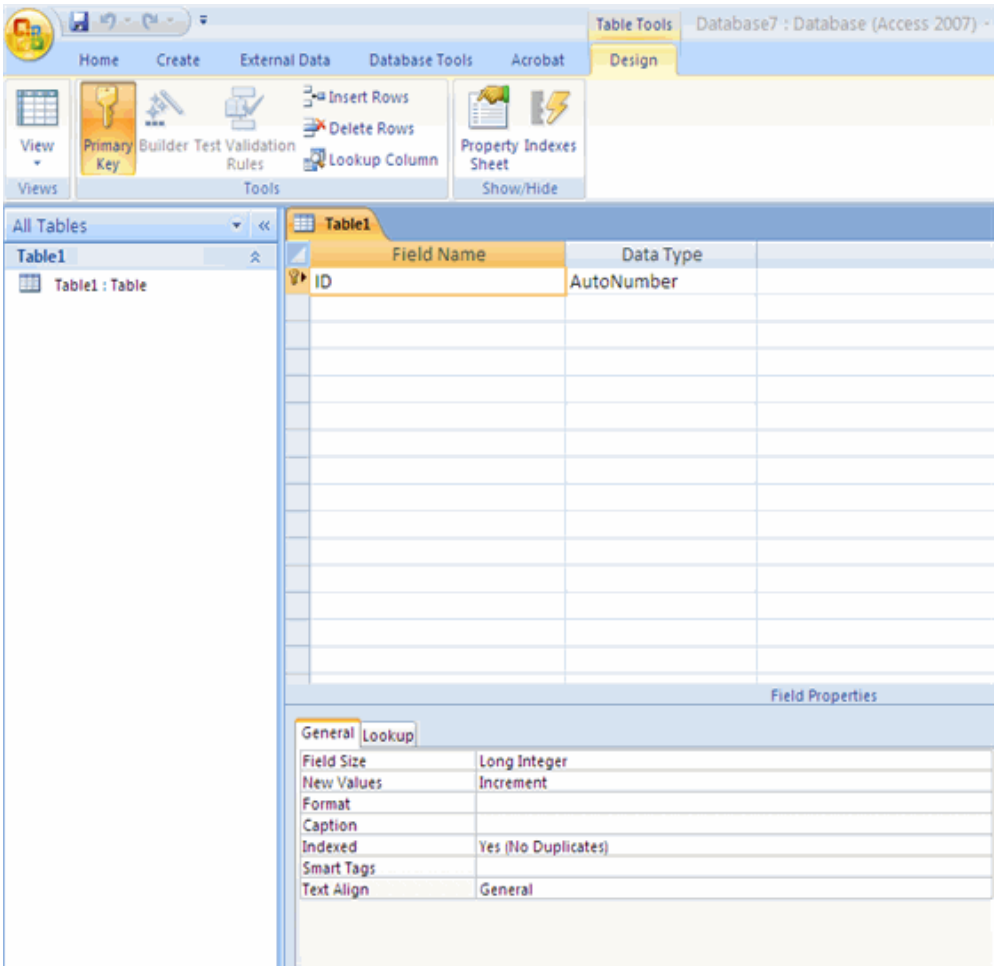


LESSON-3

CREATE A TABLE

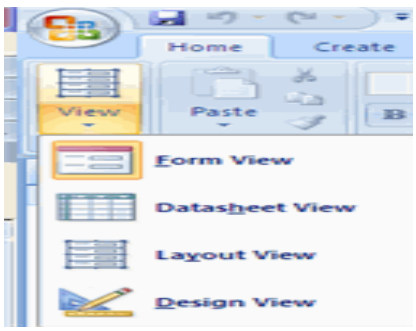
Table Views
There are two ways to view a table in Access to add data to the table: **Design View** and **Datasheet View**.

In **Design View** you can view all the fields with the data types and descriptions. The records of information that has been added to the database is not viewable.

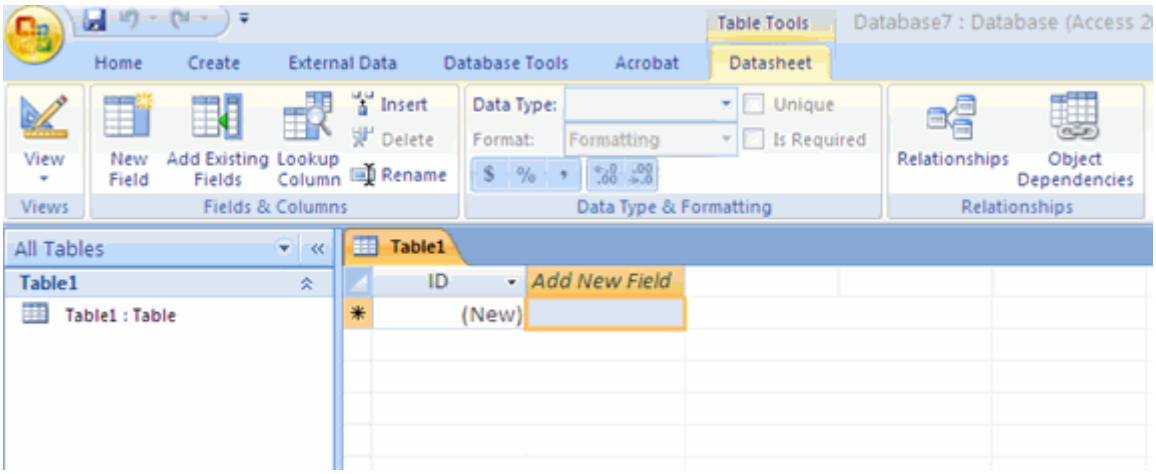


To go to **Design View**:

- Click the down arrow on the **View** button
- Click **Design View**

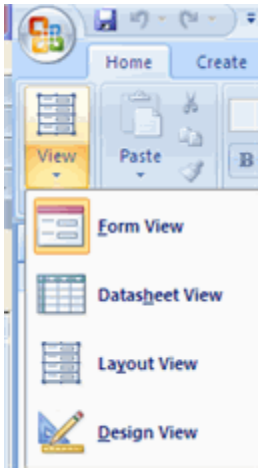


In **Datasheet View** you can display the records in a table, where one row is one record. The column headers are the fields you have defined for the database.



To go to **Datasheet View**:

- Click the down arrow on the **View** button
- Click Datasheet View

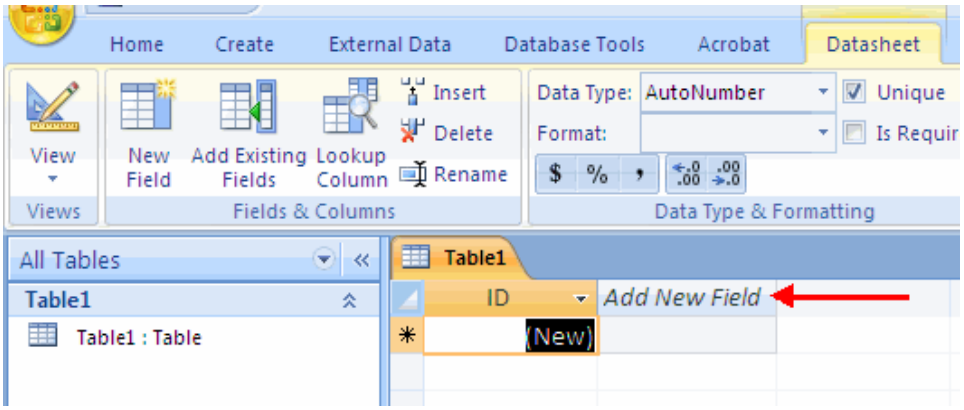


Adding New Fields
There are many ways to enter new fields into a database. New fields can be added in the Datasheet View or in the Design View.

There are two ways to add a new field in Datasheet View: Add A New Field or the New Field Button.

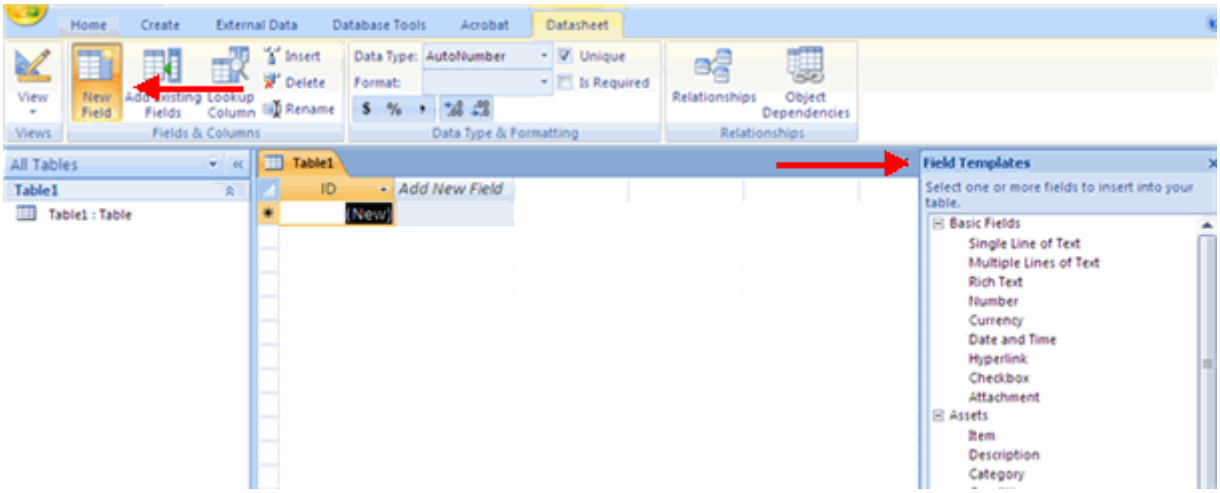
To add a New Field within the Datasheet:

- Click the **Add New Field** column



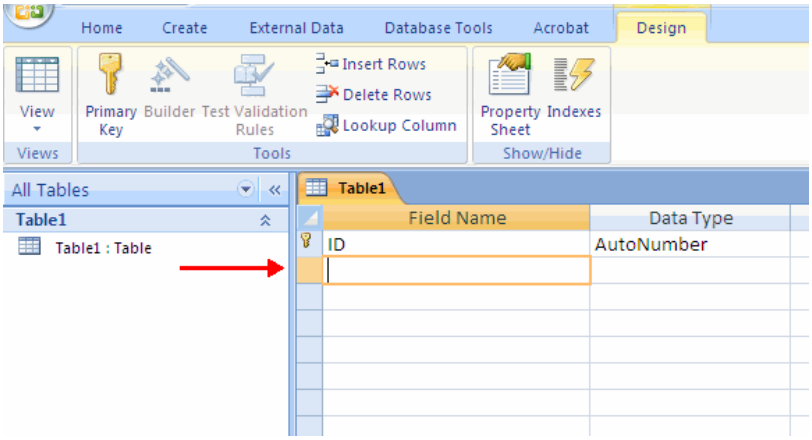
To add a new field by using the **New Field Button**

- Click the **Datasheet** tab on the Ribbon
- Click the **New Field Button**
- Choose the type of field you wish to add from the **Field Templates** window



To add a new field in Design View:

- Click the **Design View** button
- Click on the next available field
- Type in the **Name** of the field



Data Types

There are many types a data that a field can be predefined to hold. When you create a new field in a database you should closely match the data type to what will be entered into the field.

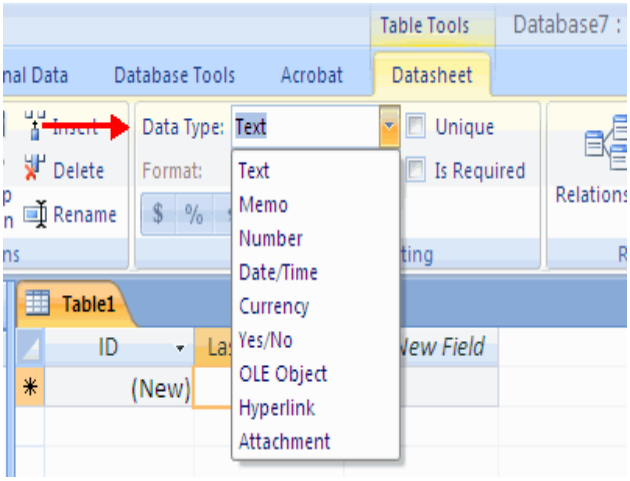
Text	Text, number, or a combination up to 255 characters
Memo	Similar to the text field, can contain text, numbers, or a combination up to 2 GB of data.
Number	Numbers up to 16 bytes of data
Date/Time	Date and Time information
Currency	Currency up to 8 bytes and precise to 4 decimal places
AutoNumber	Access creates a unique number for each new record. This is often the primary key for the table
Yes/No	Yes and No, stored as -1 for yes and 0 for no
OLE Object	Images, documents, graphs up to 2 GB
Hyperlink	Web addresses
Attachment	Attachments such as images, spreadsheets, documents, and charts.

Editing Data Types in Fields

When creating tables, you should define the data types of the tables to most closely match the type of data that will be entered in the field.

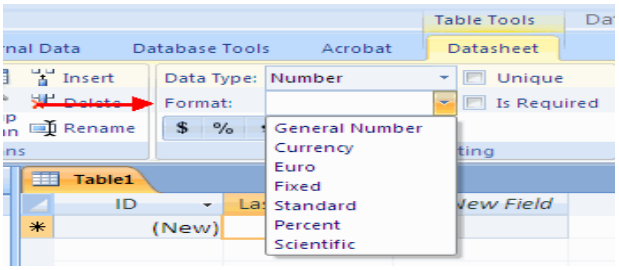
To edit the **Data Type** in **Datasheet View**:

- Click the field you wish to define
- Click the **Datasheet** tab on the Ribbon
- Click the down arrow next to **Data Type**
- Choose the type of data that will be entered into the field



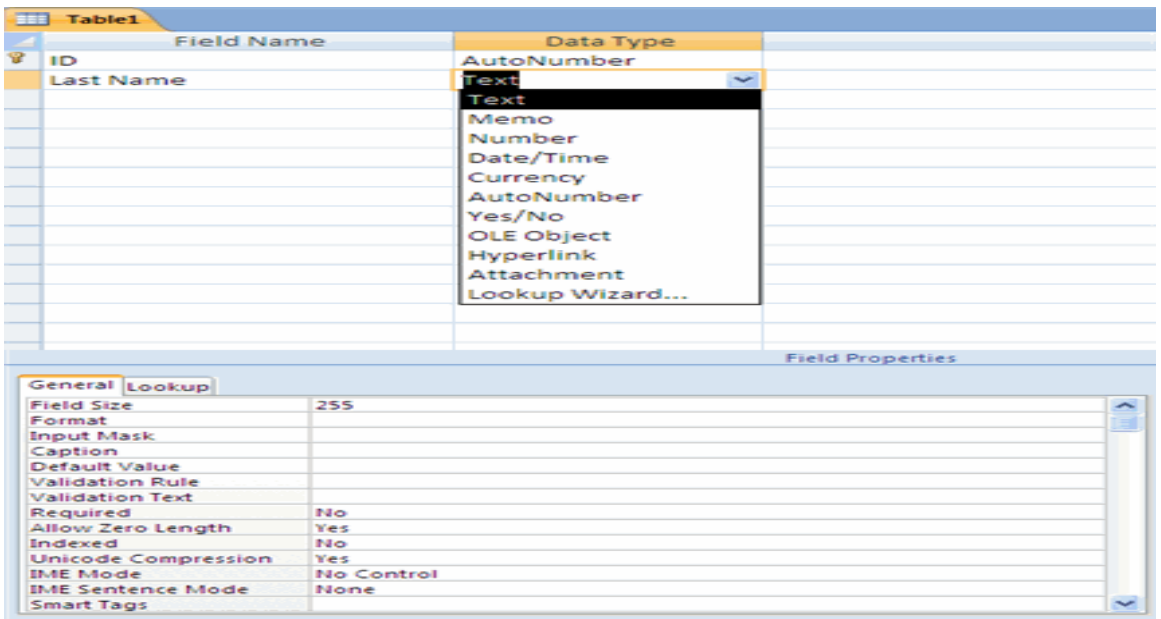
To edit the format of the data:

- Click the field you wish to define
- Click the **Datasheet** tab on the Ribbon
- Click the down arrow next to **Format**



To edit the **Data Type** in the **Design View**:

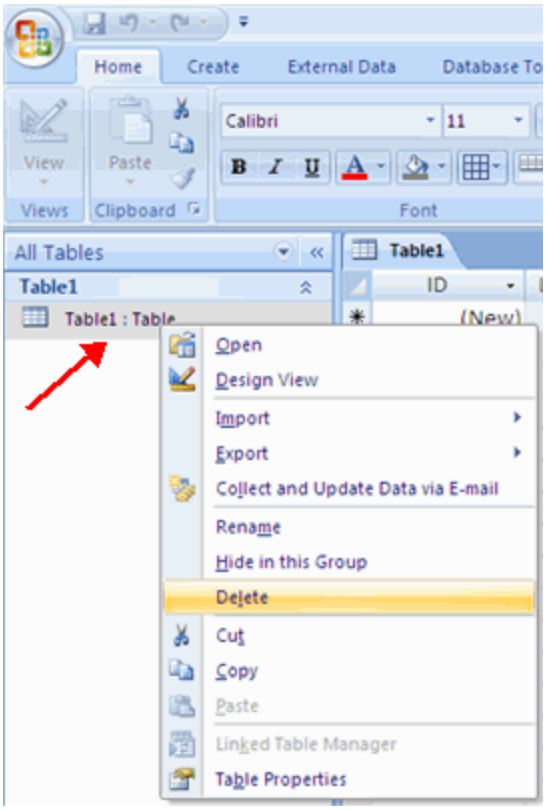
- Click **Design View**
- Click the field name you wish to define or create a new field
- Click the **Data Type**
- Choose the appropriate **Data Type**
- Format the field in the **Field Properties Dialog box**



MANAGE TABLES

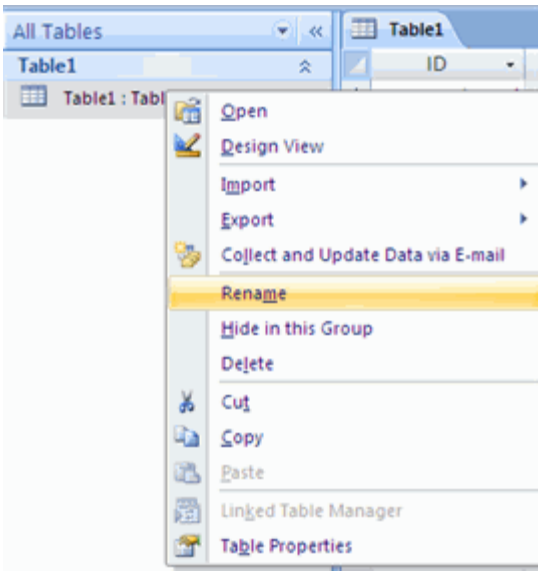
Delete a Table
To delete a table:

- Open the desired database by clicking the **Microsoft Office Button** and clicking **Open**
- Right click on a table and choose **Delete**



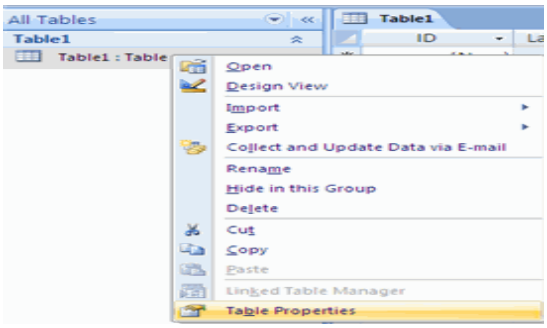
Rename a Table
To rename a table:

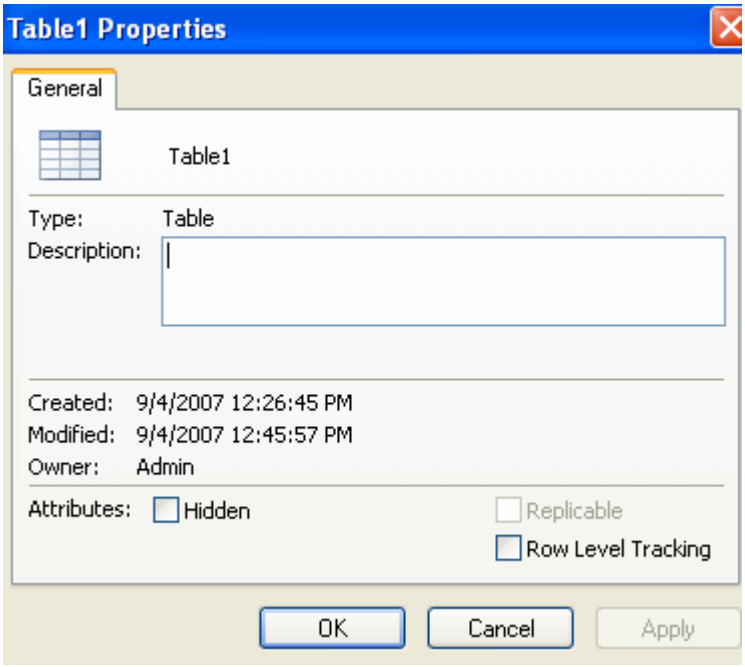
- Open the desired database by clicking the **Microsoft Office Button** and clicking **Open**
- Right click on a table and choose **Rename**
- Type in the new name



Add a Description to a Table
To add a description to a table

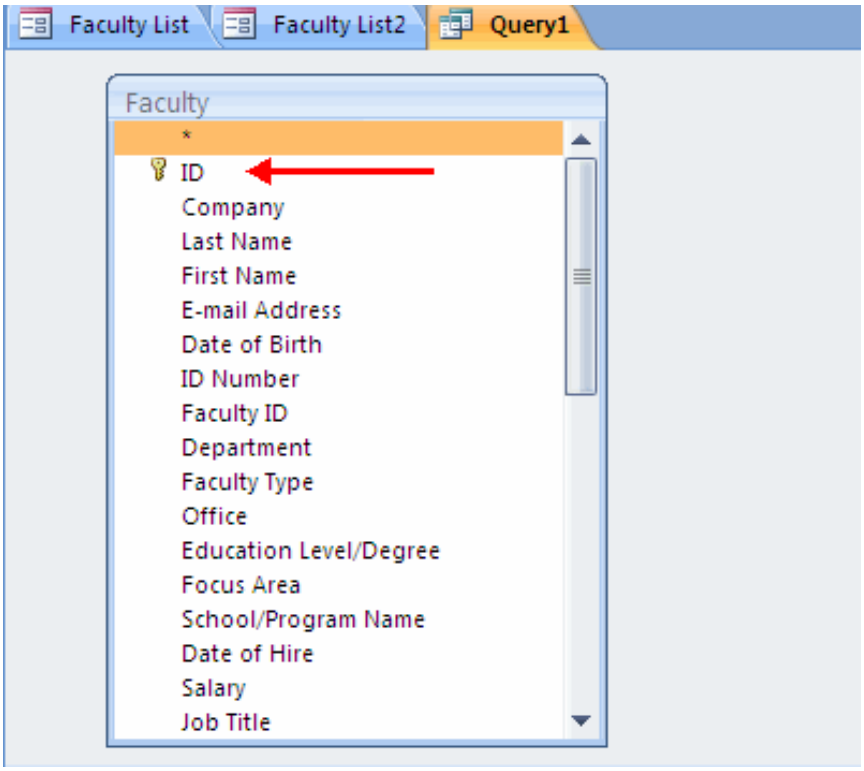
- Open the desired database by clicking the **Microsoft Office Button** and clicking **Open**
- Right click on a table and choose **Table Properties**
- Click the **Description** text box
- Type in the description





Keys

Primary Key
The primary key is a unique identifier for a record. The primary key cannot be the same for two records. This field can never be blank.

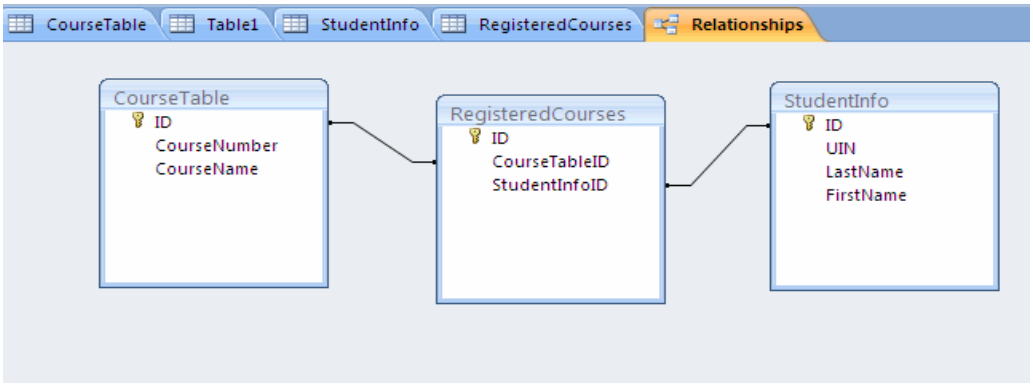


Composite Key
A composite key is a primary key that is comprised of two or more fields. It can also be called a compound or concatenated key.

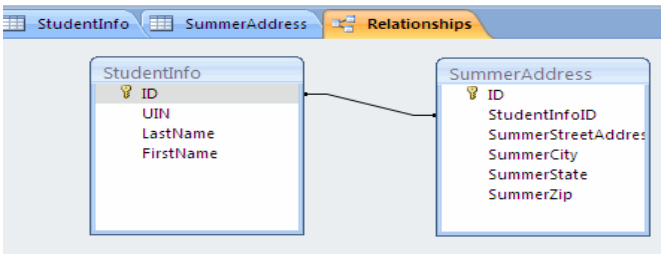
Foreign Key
A foreign key is a field or combination of fields that are related to the primary key of another table.

Table Relationships

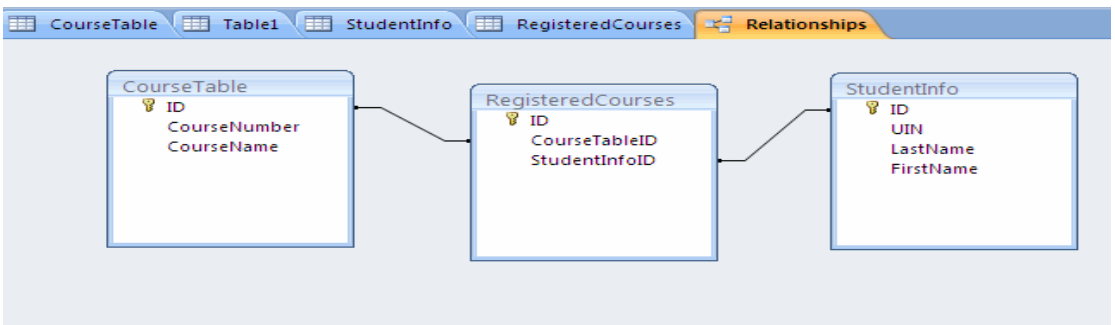
Table relationships are the associations of data between tables. By defining table relationships, you can pull records from related tables based on matching fields.



One-to-One Relationship
A one-to-one relationship is between two tables where the primary key in one table and the foreign key in another table are the same. For each record in the first table, there is a single matching record in the second table.

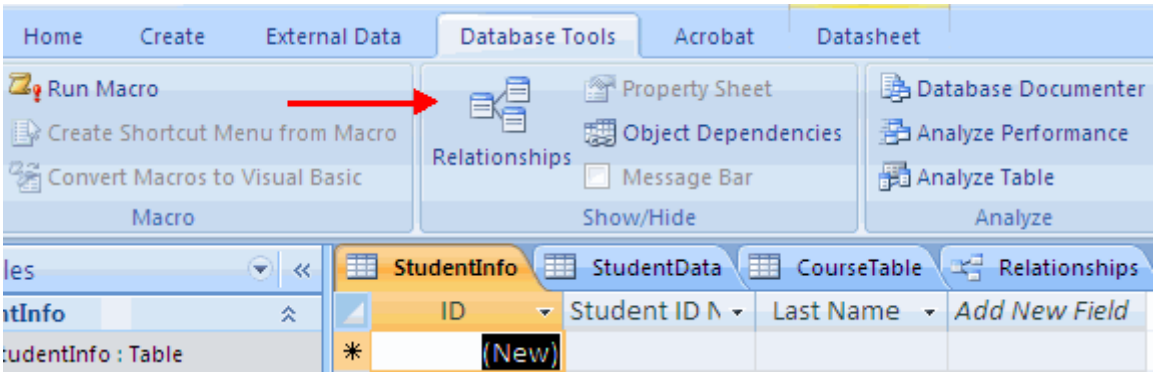


One-to-Many Relationship
A one-to-many relationship occurs between two tables where the primary key in one table can be duplicated many times in another table

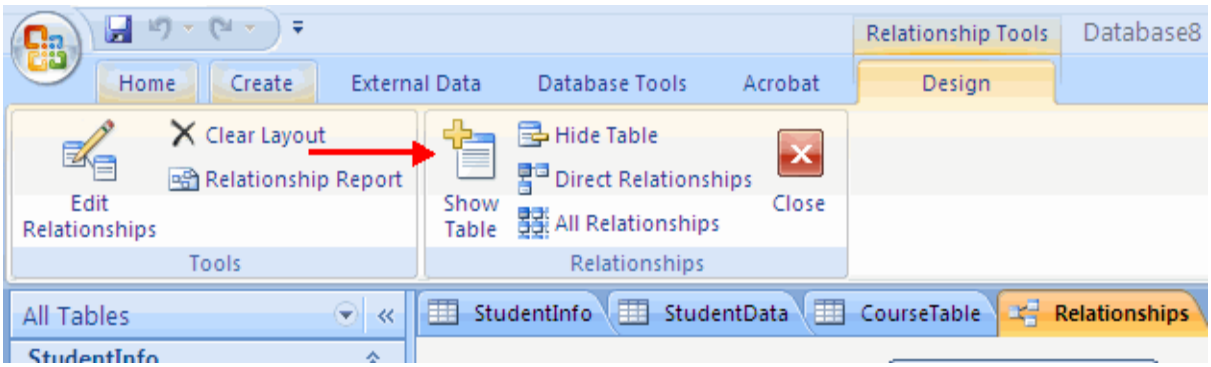


Creating Table Relationships
To create relationships between tables:

- Click the **Database Tools** tab on the Ribbon
- Click the **Relationships** button

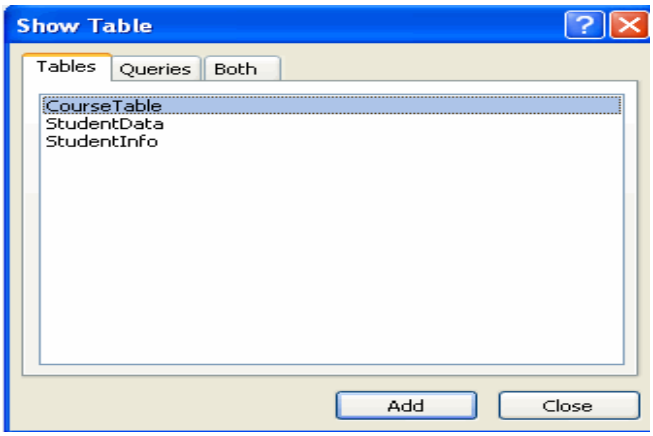


- Click on the **Design** tab
- Click **Show Table**



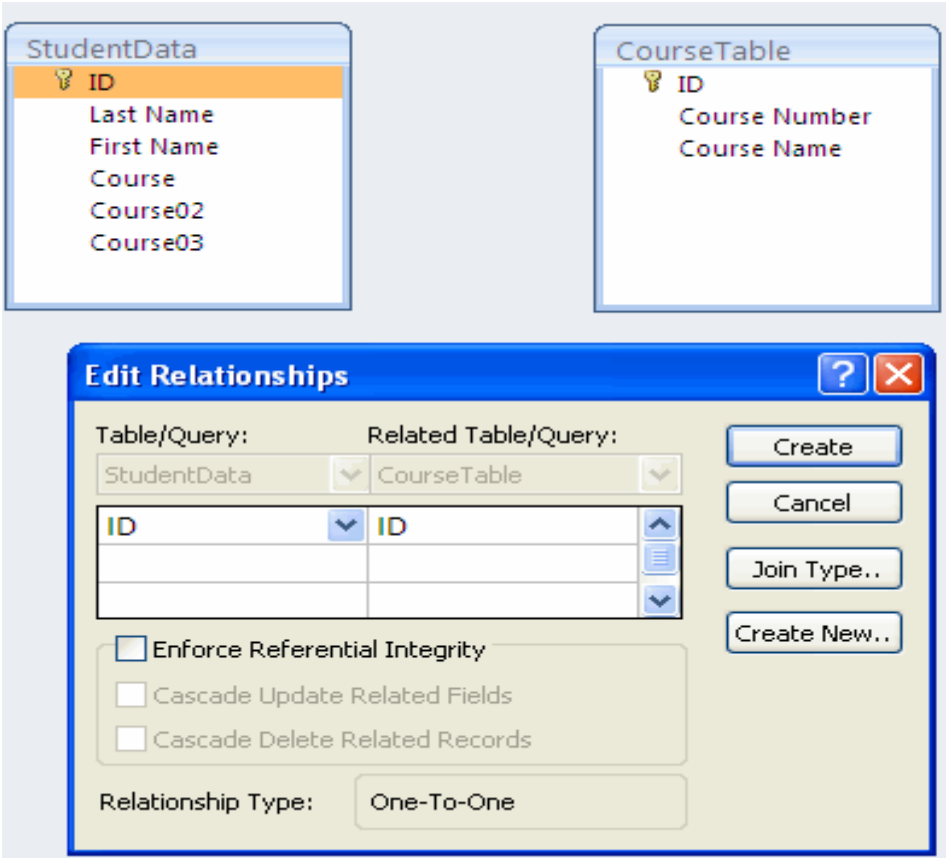
Select the desired tables

- Click **Add**
- Click **Close**



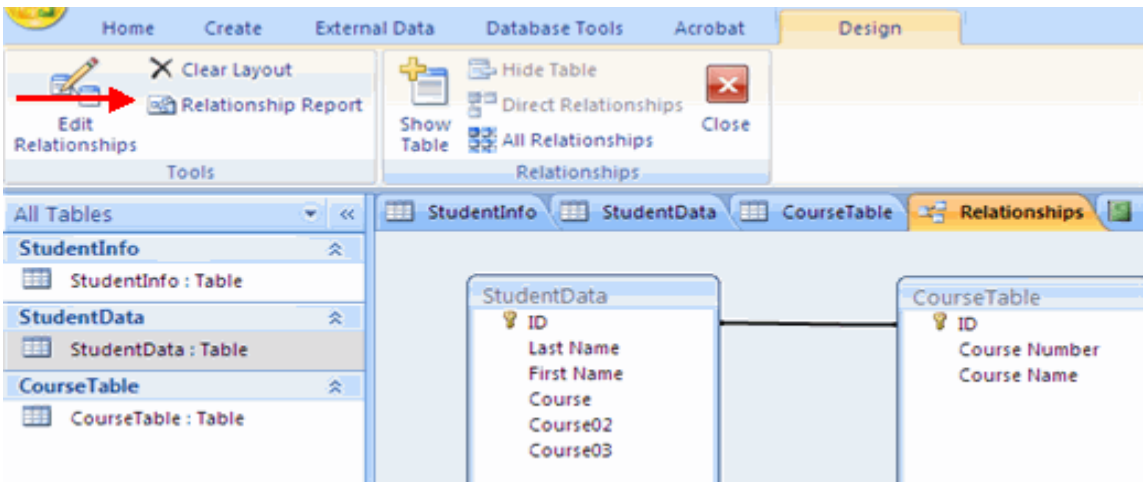
- Click the field you wish to create a relationship from

- Drag it to the matching field in the other table
- Click **Create**

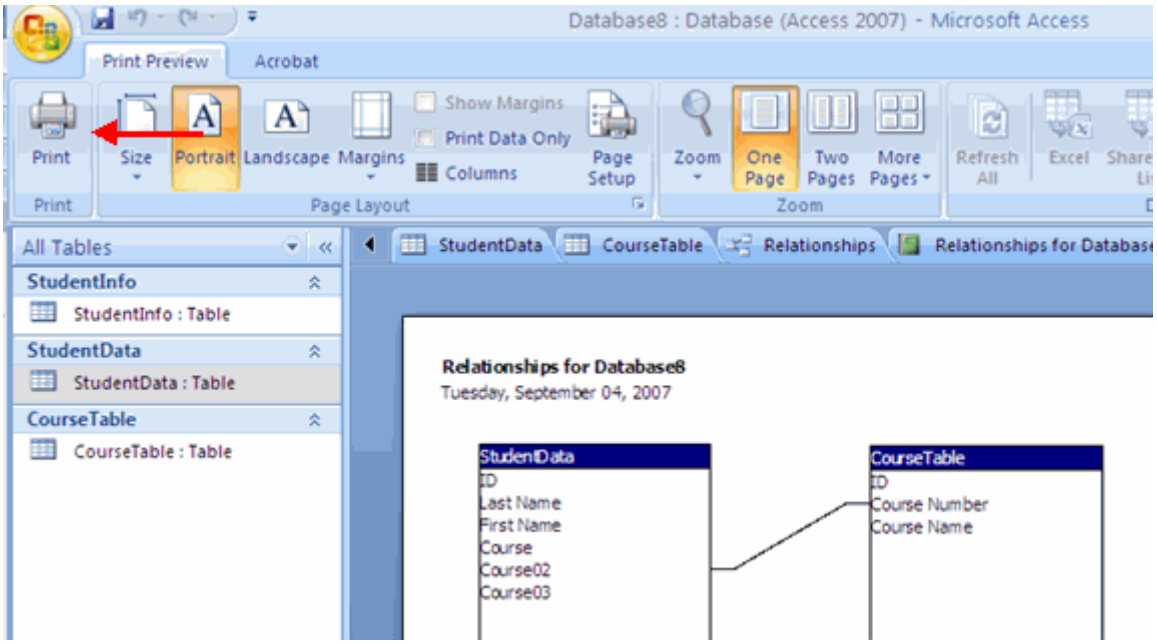


Print a Table Relationship

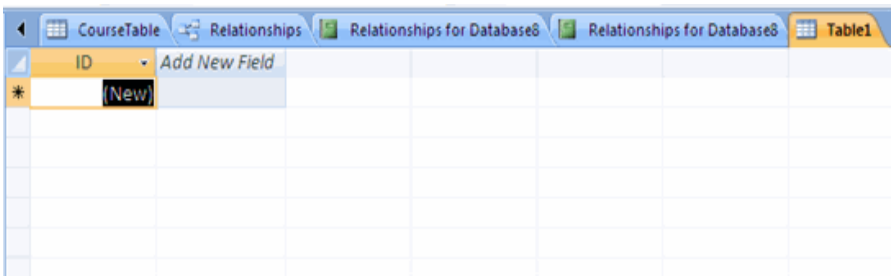
- Click the **Database Tools** tab
- Click the **Relationships Button**
- Click the **Relationship Report Button** on the **Design** tab



- Click the **Print** button



MANAGING DATA

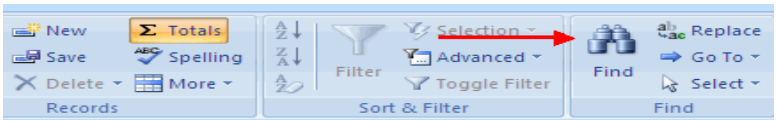


Add Records to a Table
To add a new record to a table:

- Open the table in **Datasheet View**
- Click the **New** Cell
- Type in your new record

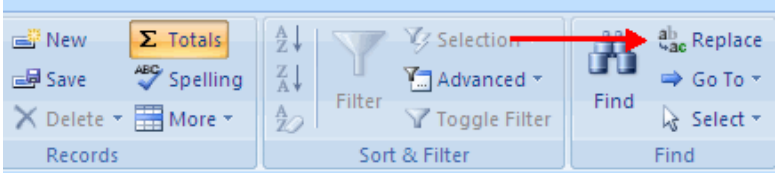
Find and Replace
To find data:

- Click the **Find** button on the Home tab



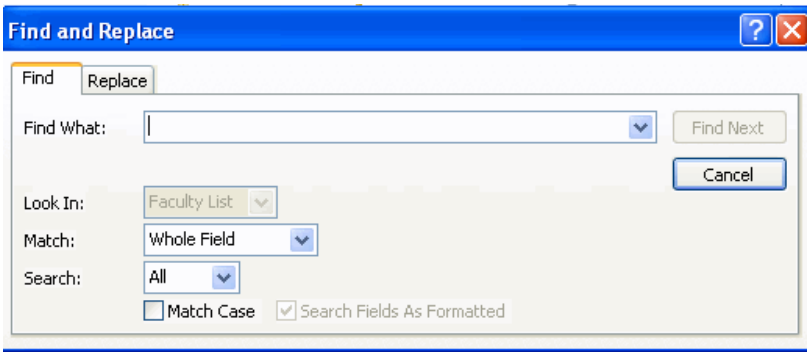
To find and replace data:

- Click the **Replace** button on the Home tab



When you are searching for data for a find, replace or go to, you have several options in the Find Dialog Box. ***These options are:***

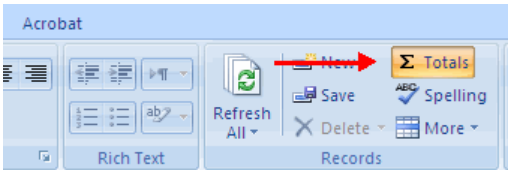
Find What Text Box	Type the text you wish to find
Link in Drop Drop-Down List	Use the drop-down list to specify a table or a column to search
Match Drop-Down List	Use the drop-down list to narrow down the search to a field or the beginning of a field
Search Drop-Down List	Use this drop-down to specify the direction to search.
Match Case Check Box	Use this check box to specify whether to search by the same upper and lower case letters.



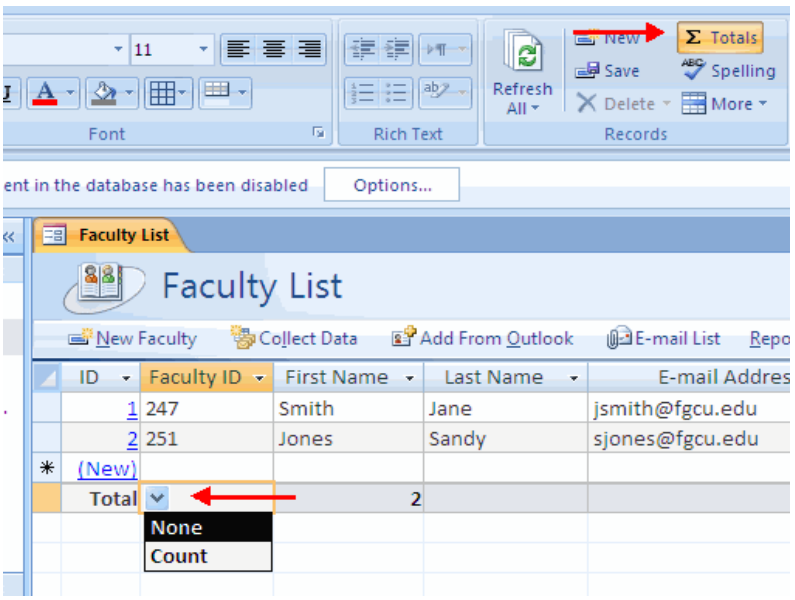
Totals

The totals button provides you the opportunity to add a totals row to your database. The total can be the sum, average, a count, minimum, maximum, standard deviation, or the variance. To set up a totals row:

- Click the **Totals** button on the Home tab

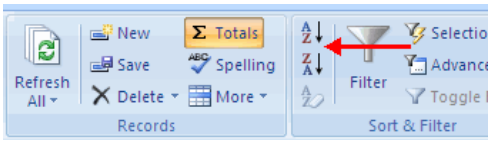


- Click the down arrow of the cell where you want the totals
- Click the appropriate choice



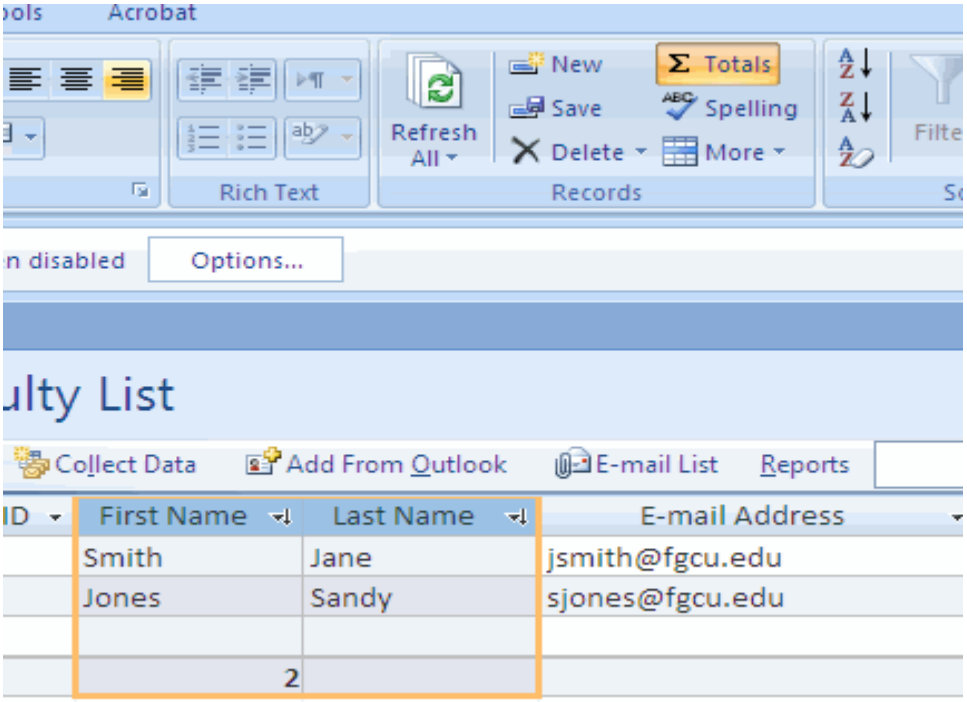
Sort Records
You can sort records in a datasheet by a single column or by two adjacent columns. To sort records by a single column:

- Select the field you wish to sort
- Click the **Sort Ascending** or **Sort Descending** button



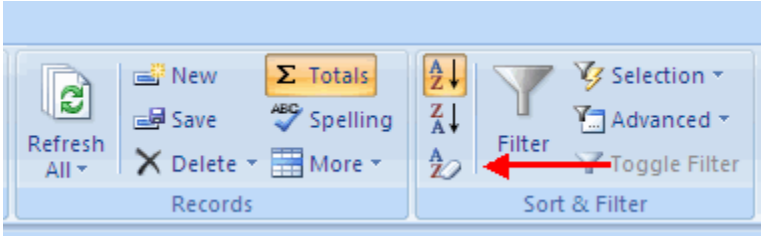
To sort two columns:

- Move the columns to they are adjacent to each other
- Select the desired columns for sorting by holding the shift key and clicking the columns
- Click the **Sort Ascending** or **Sort Descending** button



To clear the sort:

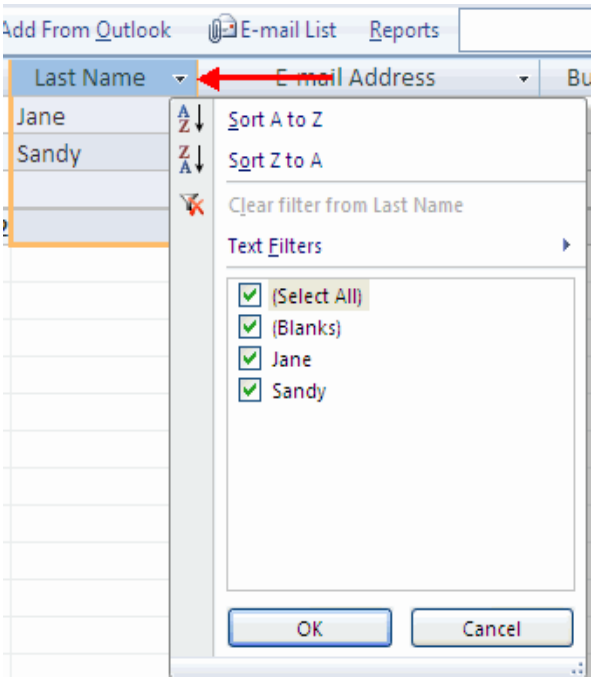
- Click the **Clear Sort** button



Filter
You can filter records to include only records that you want to display. To filter by a column:

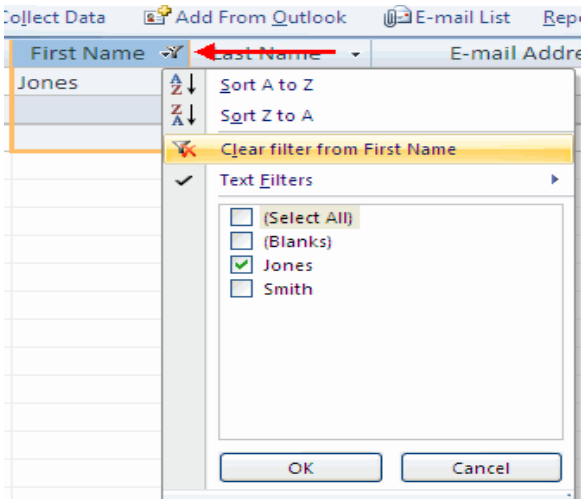
- Open the database in Datasheet View
- Click the **down arrow** in the field label

- Choose the appropriate filter criteria
- Click **OK**



To remove a filter:

- Click the filter button on the field label
- Click Clear Filter
- Click **OK**



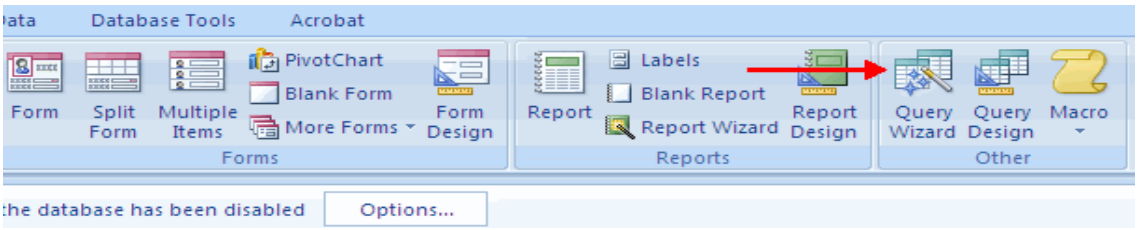
LESSON-4

QUERYING A DATABASE

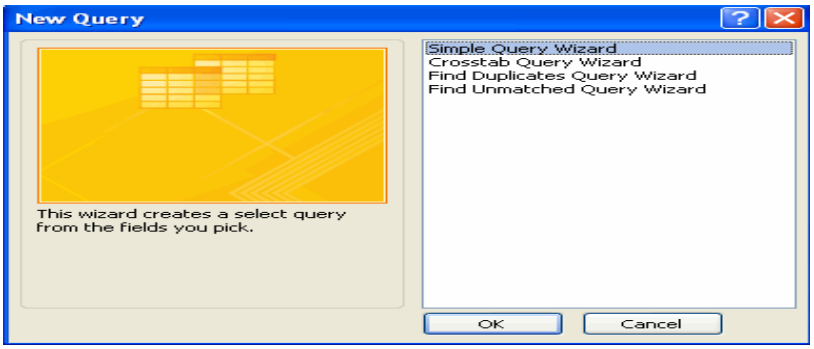
A query allows you to select and filter data from multiple tables. Queries can be saved and utilized as often as you need them.

Query Wizard
The Query Wizard walks you through the steps to set up a query. To run a query using the query wizard:

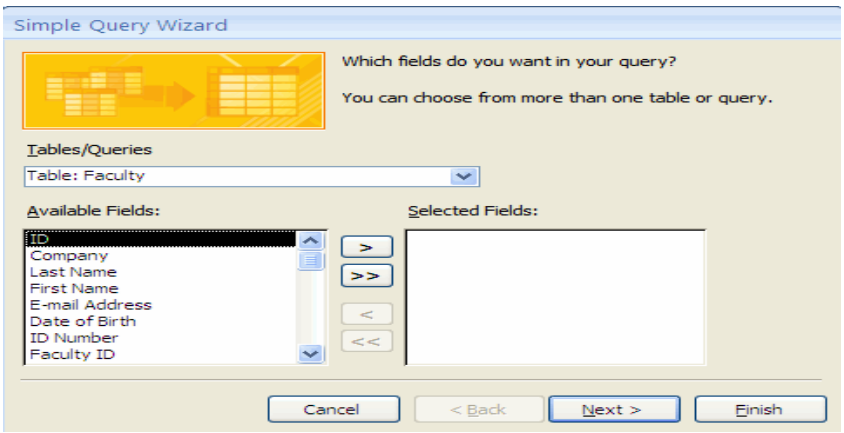
- Click the **Create** tab
- Click the **Query Wizard** button



- Choose the type of query you wish to run
- Click **OK**

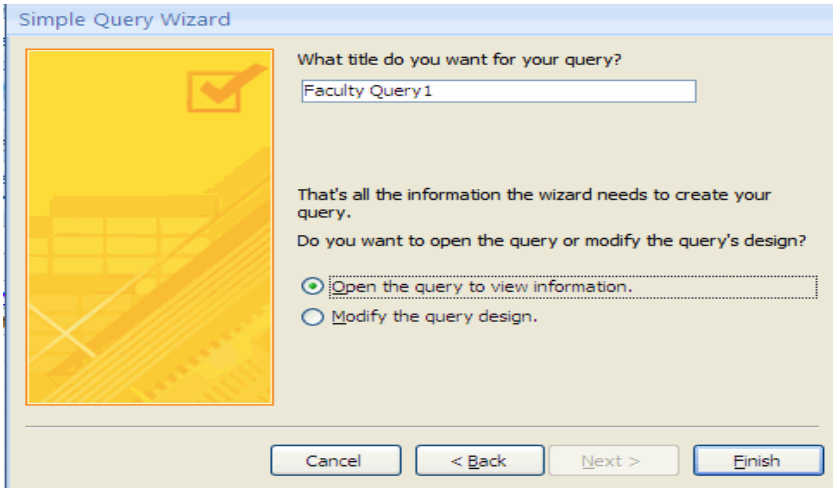


- Choose the fields you wish to include from each table
- To select fields from different tables, click the **Tables/Queries** down arrow
- Click **Next**



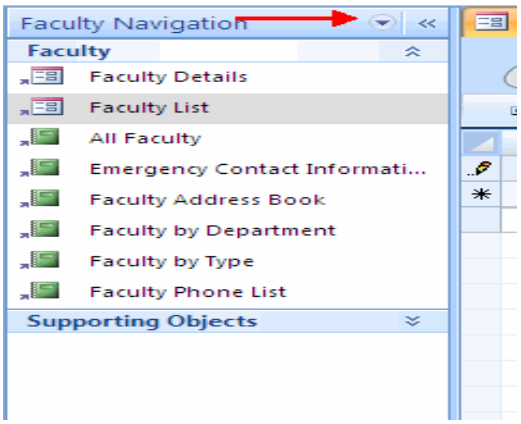
Insert pic of query wizard

- Type in a title for the query
- Click **Finish**
- The query will display



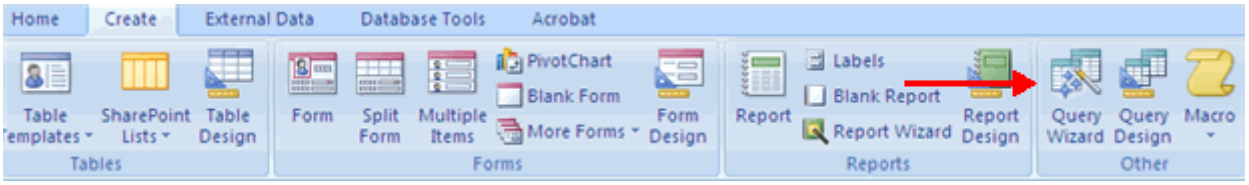
To switch between tables and queries:

- Open the **Navigation Pane**
- Double click the name of the table or query you wish to view

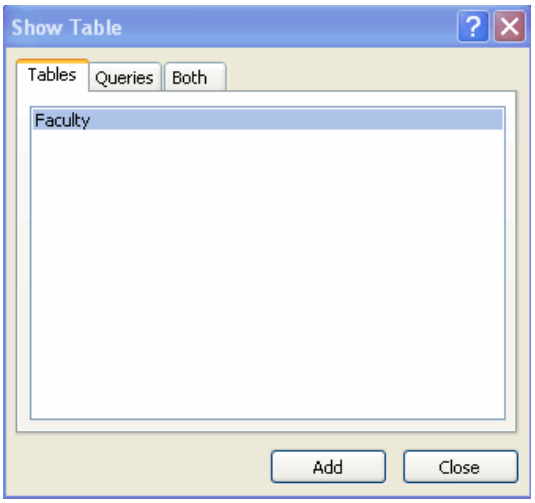


Query Design Feature
You can also design a query with the Query Design Button. To design a query using the Query Design Button:

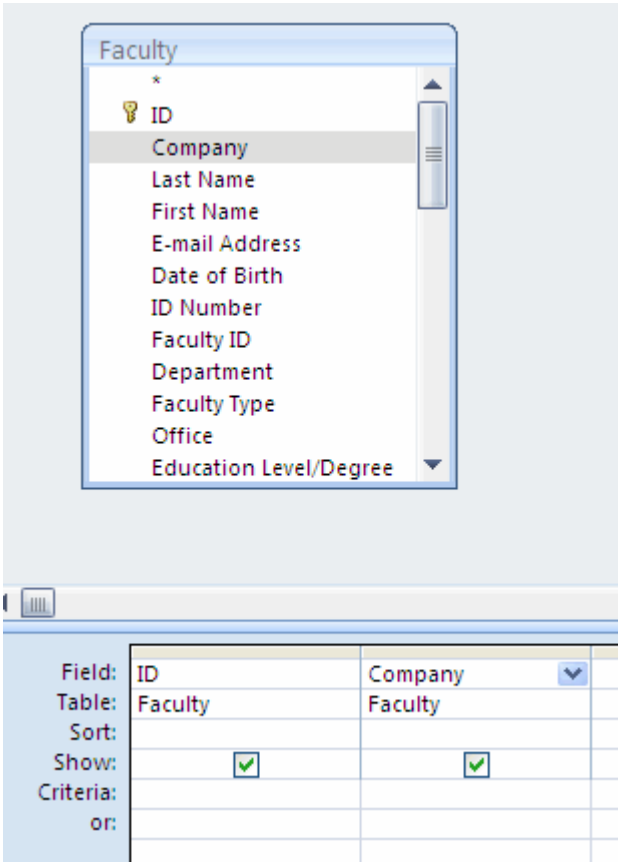
- Click the Query Design Button on the Create tab



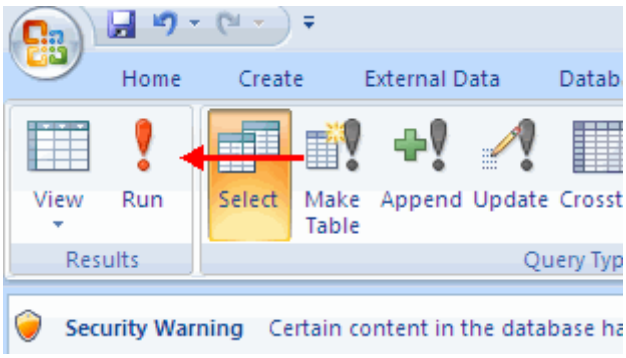
- Select the tables that you would like to query
- Click **Add**



- Double click the name of the field you would like to query
- Repeat this process for as many fields as you would like in the query



- Click Run



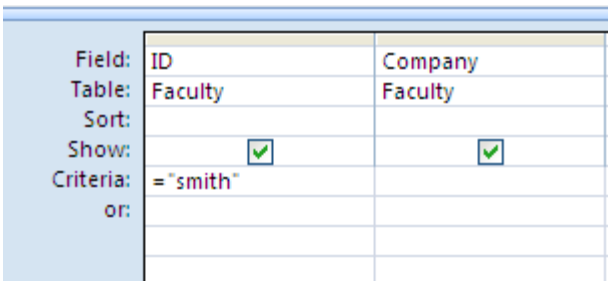
Query Criteria

Query criteria are search conditions used in a query to retrieve specific data. You can set query criteria to be a specific number or data set, or you can set the criteria to be a range of data.

"value"	Will only display items that are that exact value (replace the word value with what you want to search by)
=	Is equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to
Between X And Y	Within a range (replace X & Y with values)
Is Null	Null values
And	True only if both conditions exist
Or	True if either condition exists
Not	True if the single instance is not true

To specify search criteria:

- Click the query that you wish to add conditions
- Type in the appropriate query criteria in the **Criteria Box**



Calculated Fields

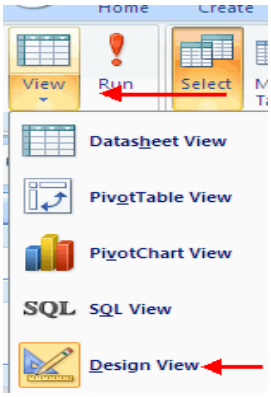
A calculated field is a field that gets its information from the calculations performed on other fields. You can build calculated fields in the Query screen by using the addition (+), subtraction (-), multiplication (*) and division (/) operators.

Expressions

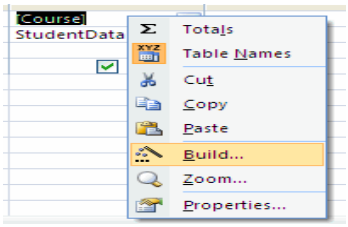
Expressions a combination of functions, field names, numbers, text, and the operators listed above.

To build an expression to create a calculated field:

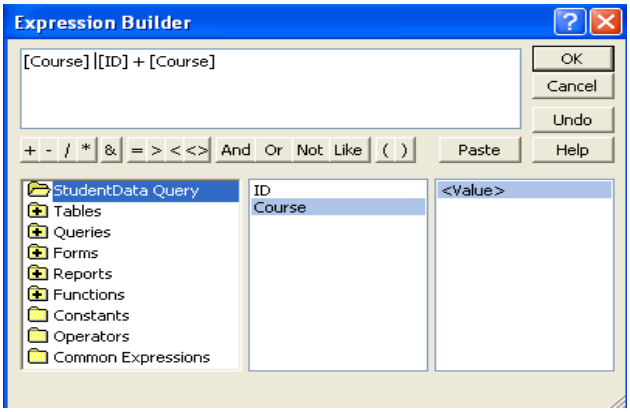
- Open an existing query or start a new query
- Click on the **View** Button
- Click on **Design View**



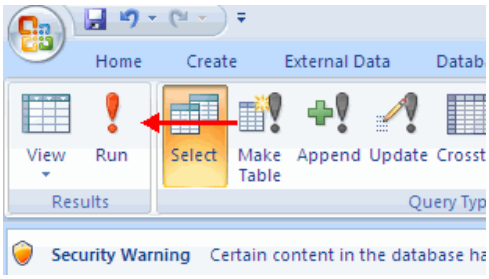
- In the **Query** Pane, right-click on the field where you would like to create the calculation
- Click **Build**



- Choose the **tables** that you wish to build the calculation from
- Double-click the **field** that you want to include in the calculation
- Click the **operator** that you wish to include in the calculation
- Click the **second field** you wish to include in the calculation
- Click **OK**



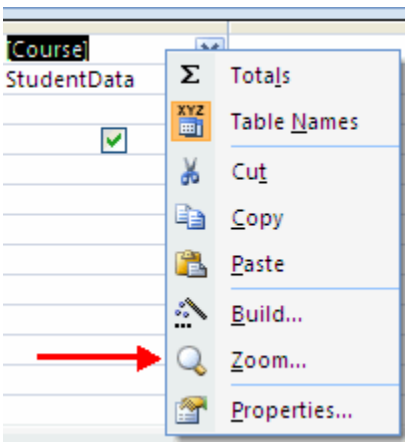
- Click Run



Zoom

The Zoom Dialog Box allows you to view an entire expression at one time. To view the Zoom Dialog Box:

- In **Design View**, right click on the field you want to display
- Click **Zoom**



LESSON-5

DESIGNING FORMS

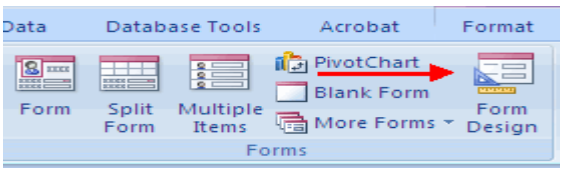
Forms allow you to control the look and feel of the screen for the input of data and the reports generated.

Form Views
There are three ways to view forms in Access:

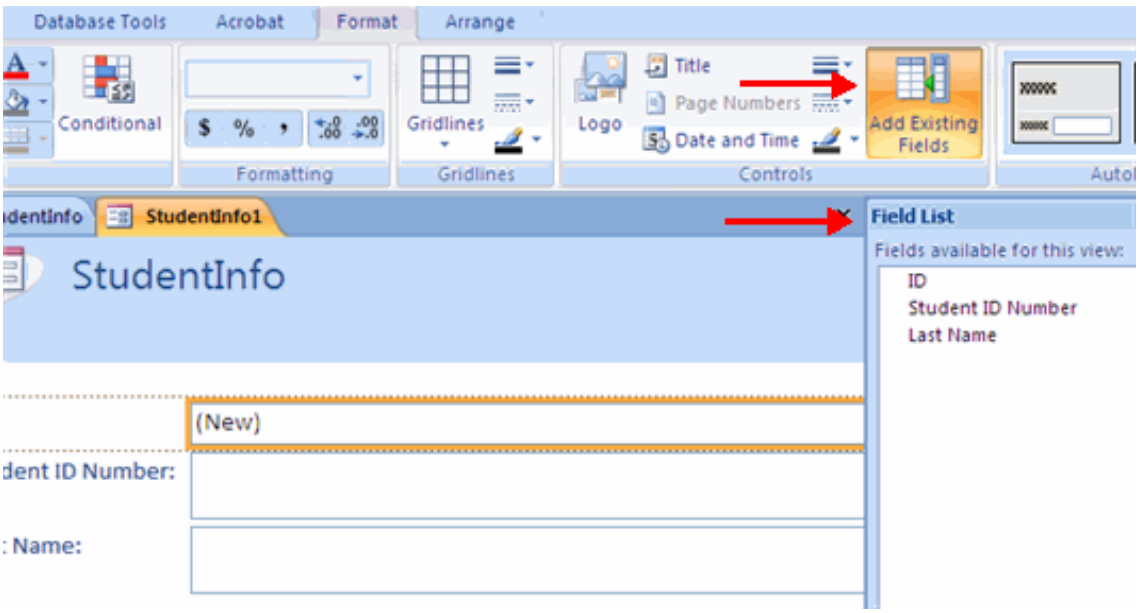
Design View	Allows you to design a form that includes a header, a footer, and details in the form. You can also add images and control which fields appear on the form.
Form View	This is a dynamic page which allows the user to enter and edit data or navigate through data in a field.
Layout View	This view allows you to design the form and manipulate data.

Create a Form
You can create a form from a table or a query. To create a form:

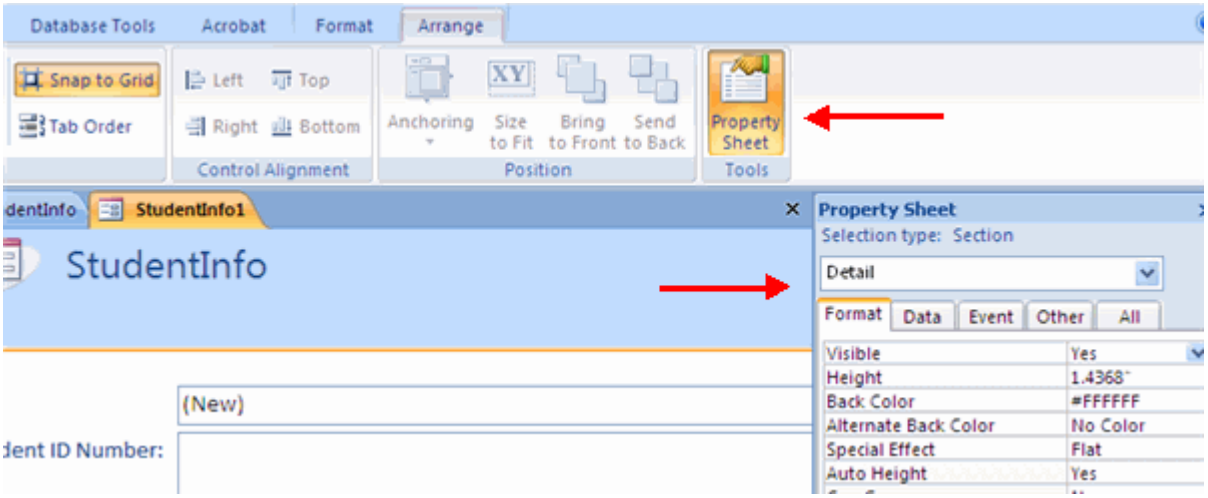
- Click the **Create** tab
- Click the **Form Design** button



- Click the **Format** tab
- Click the **Add Existing Fields Button**
- In the **Field List** box on the right, click and drag the fields you would like on the form

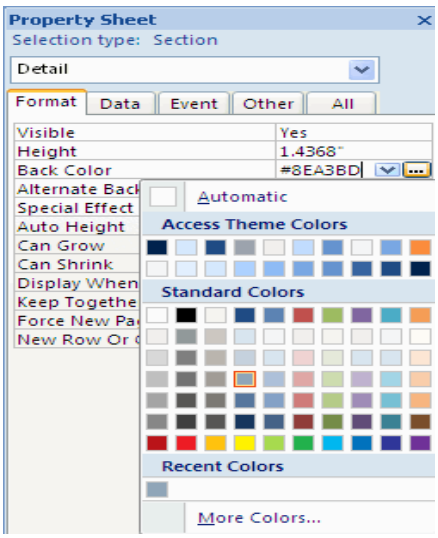


- To change the colors and fonts, click the **Property Sheet** button on the **Arrange** tab



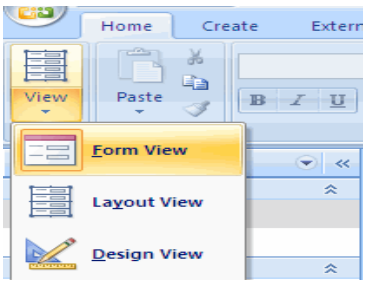
Insert pic of property sheet button

- Choose the **Section** you wish to modify
- Choose the properties you wish to modify



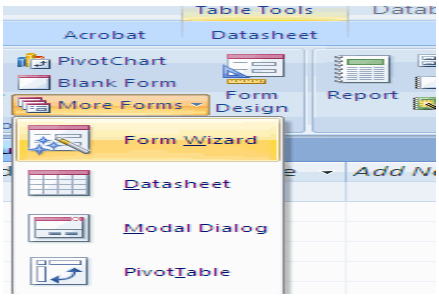
To preview the form:

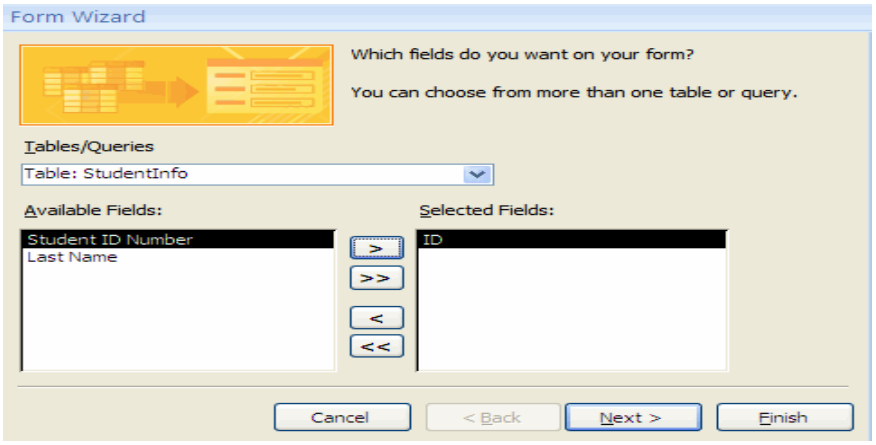
- Click the **Views** button on the Home tab
- Click the **Form View** button



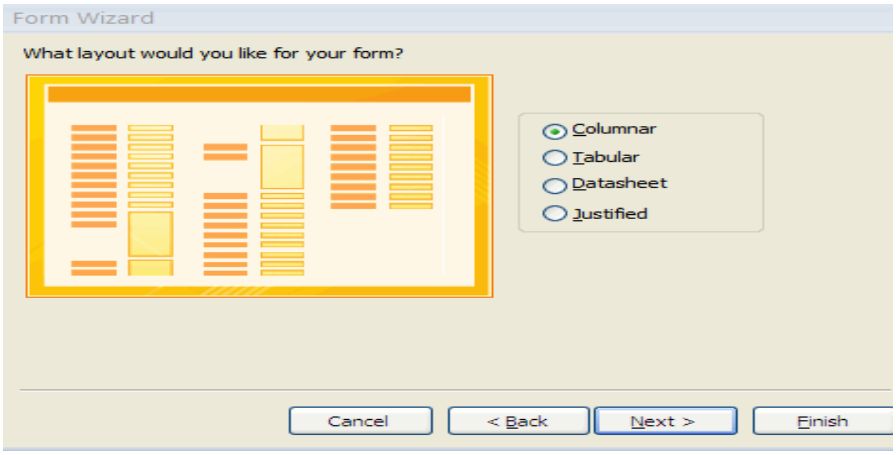
Form Wizard
You can create forms with the help of the Form Wizard. To use the form wizard:

- On the create tab, click the **More Forms** down arrow
- Click **Form Wizard**
- Choose the **Tables/Queries** that you wish to have on the form
- Choose the fields you wish to have on the forms
- Click **Next**

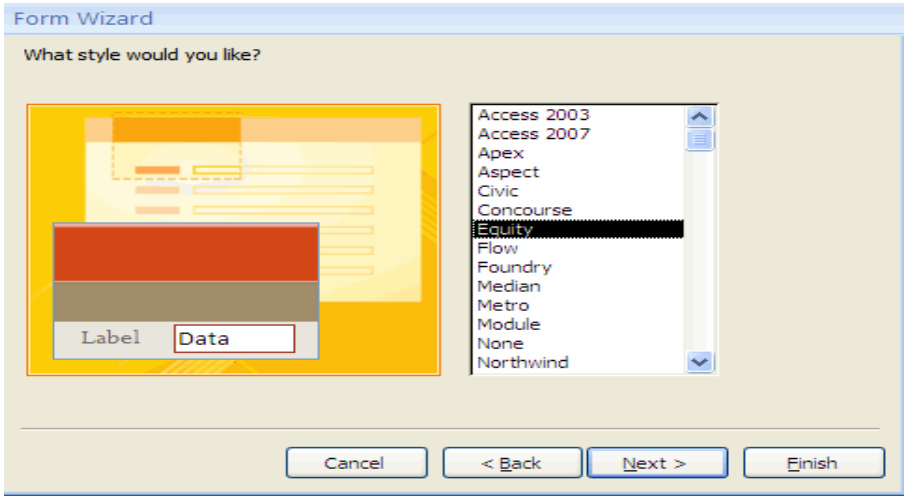




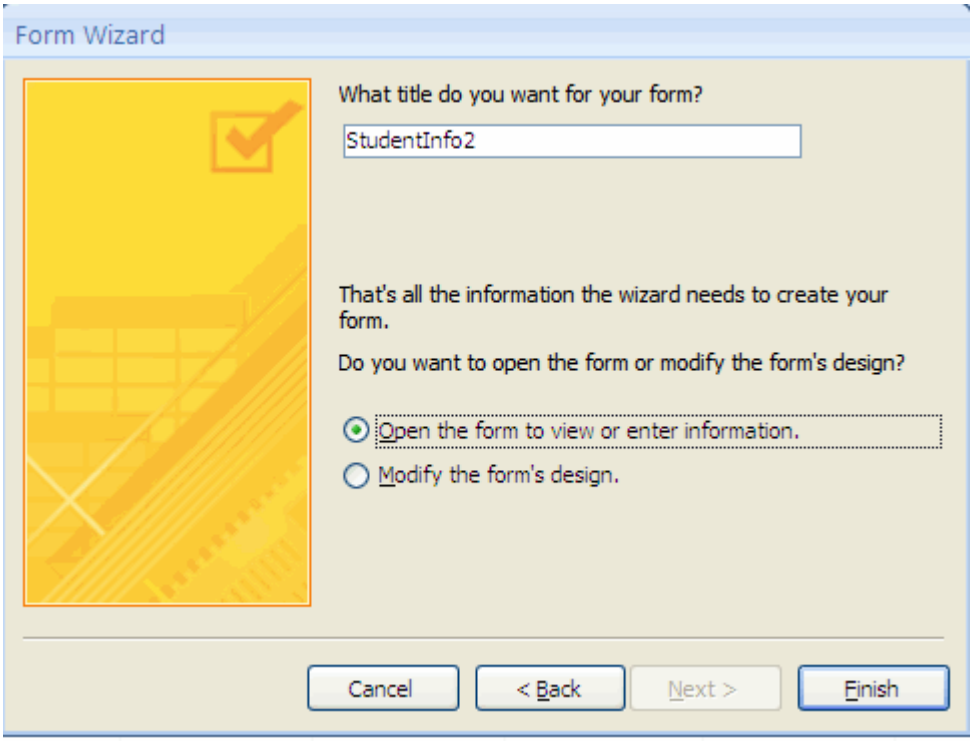
- Chose the layout for the form
- Click **Next**



- Choose a style
- Click **Next**



- Create a title for the form
- Choose whether you want to open the form to view it or modify the form's design
- Click **Finish**



LESSON-6

GENERATING REPORTS

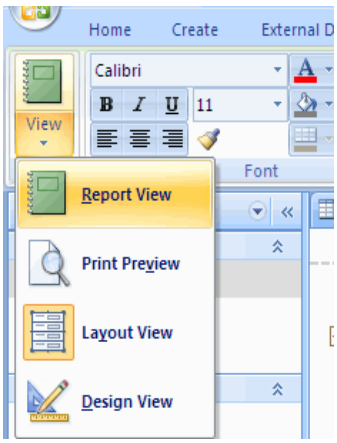
Reports are a means to view and analyze large amounts of data. You can use the Report Wizard or create a custom report that meets your specific needs.

Report Views
Reports can be displayed in four views:

Design View	This view provides you with the structure of your report. You can add, modify or delete components of the report but you cannot manipulate the data in the tables associated with the report.
Report View	This view allows you to view the data from the table but not to change any layout of the report.
Layout View	This view allows you to see data from the table and add, modify, and delete components of the report.
Print Preview	This view allows you to see what your report will look like when it is printed.

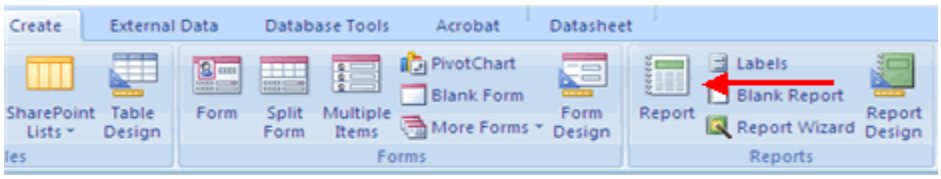
To change report views:

- Click the **View** button on the Home tab

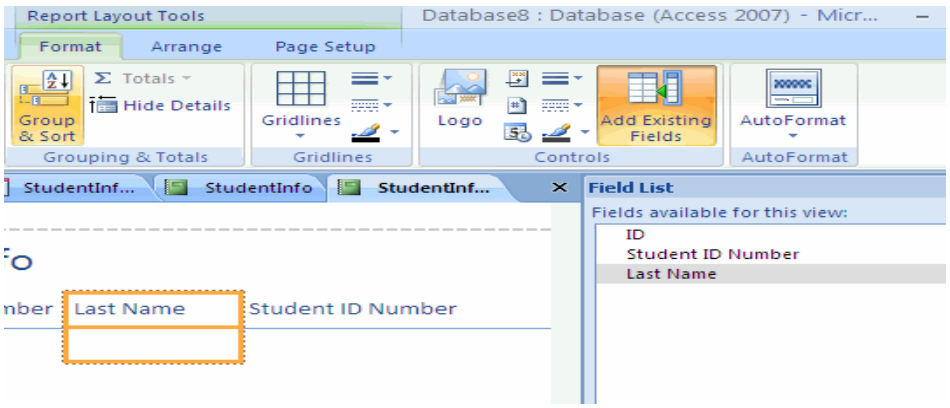


Create a Report
To create a blank report:

- Click the **Blank Report** button on the **Create** tab

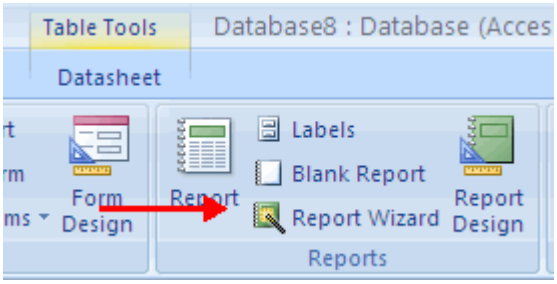


- Click the **Add Existing Fields** button
- From the field list, Click and drag the fields to the report

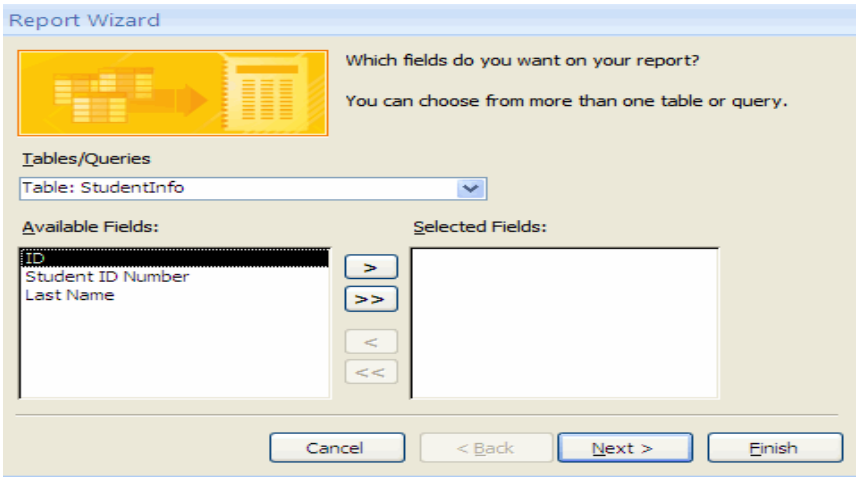


Report Wizard
To create a report using the report wizard:

- On the **Create** tab, click the **Report Wizard** button

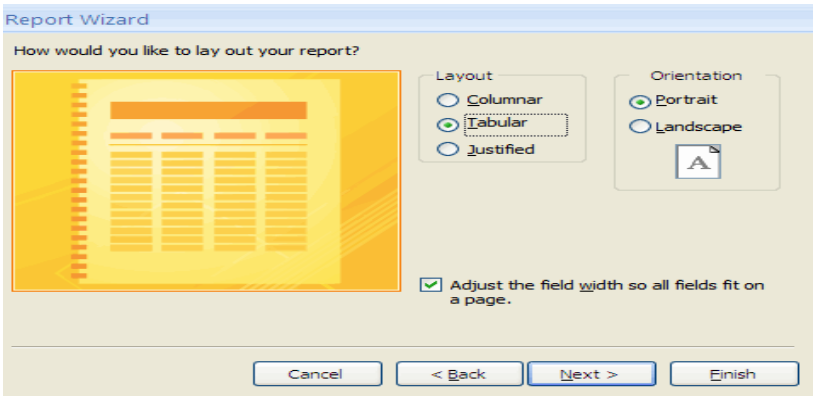


- Choose the **Tables/Queries** that you wish to have on the form
- Choose the fields you wish to have on the forms
- Click **Next**

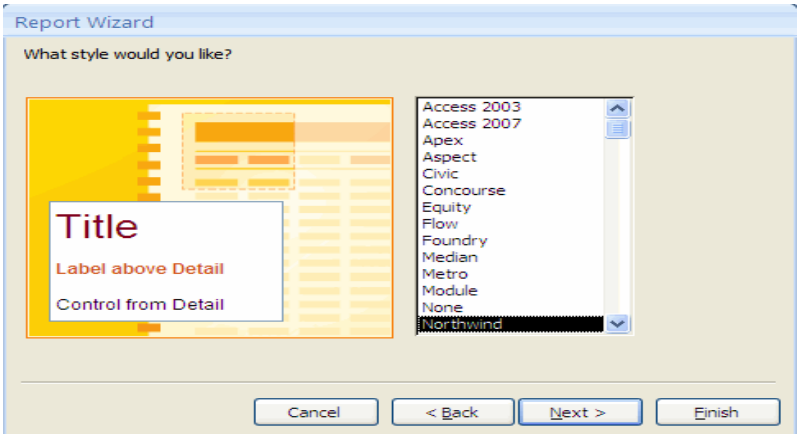


- Choose the sort order for your report

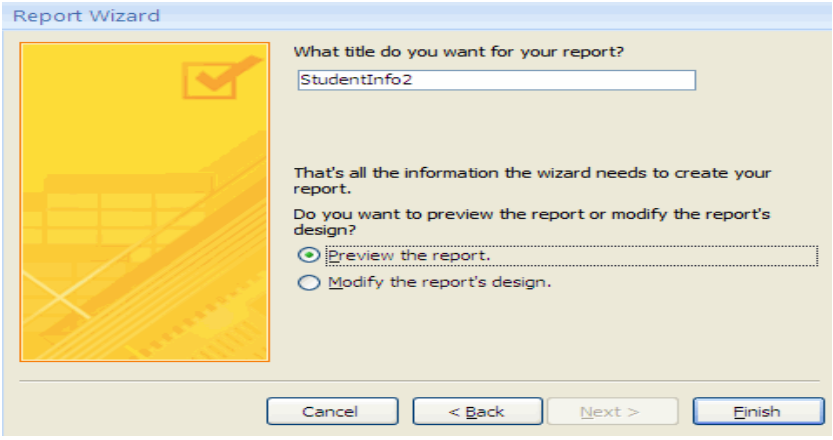
- Chose the layout for the form
- Click **Next**



- Choose a style
- Click **Next**



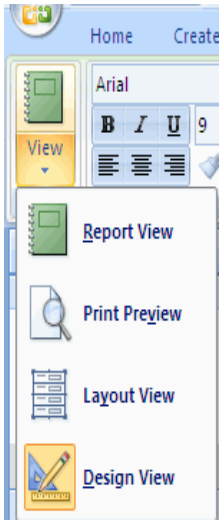
- Create a title for the form
- Choose whether you want to open the form to view it or modify the form's design
- Click **Finish**



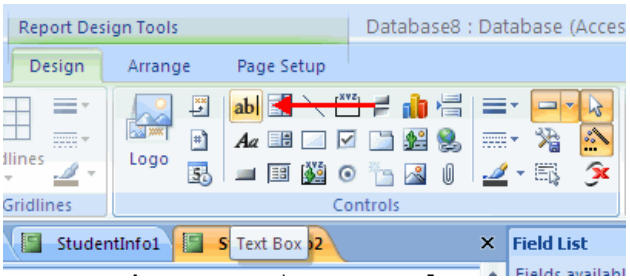
Custom Calculated Fields

You can create reports that include calculated fields. These reports will display information that you wish to report with an arithmetic calculation. To add a custom calculated field to a report:

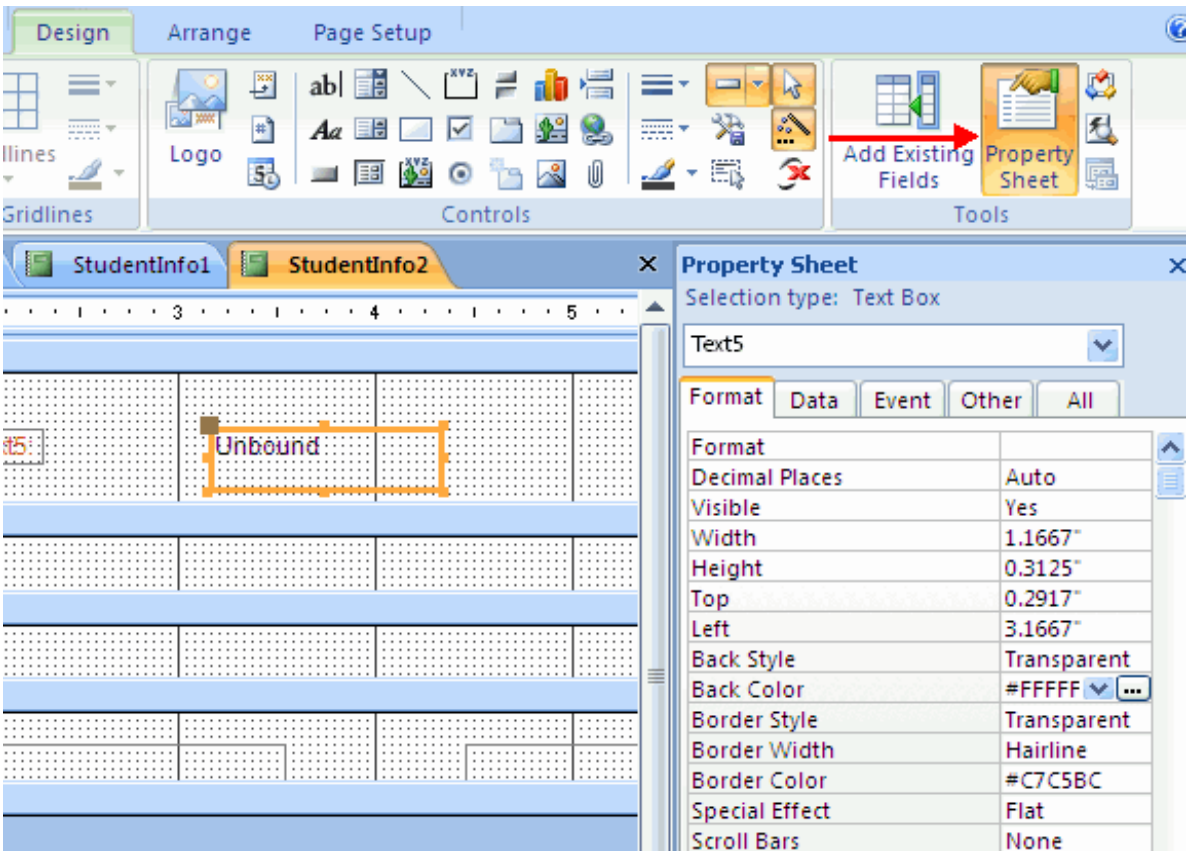
- Open the **Report** that you wish to add to
- Click the **View** button
- Click **Design** View



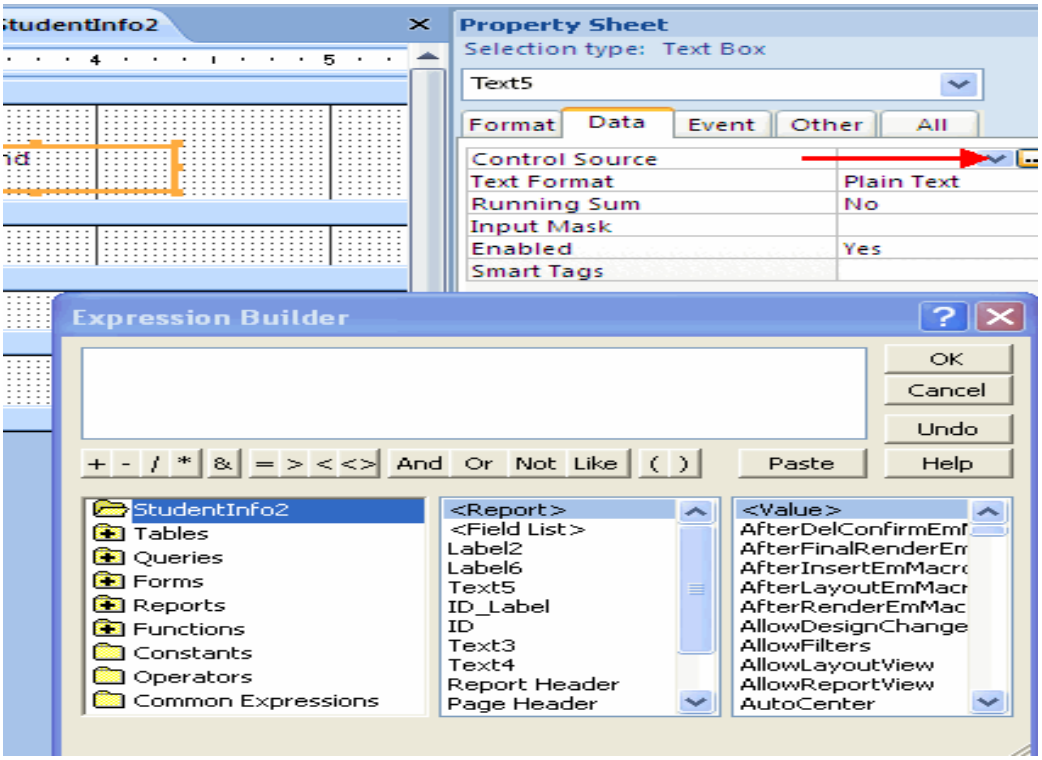
- Click the **Design** tab
- Click the **Text Box** button



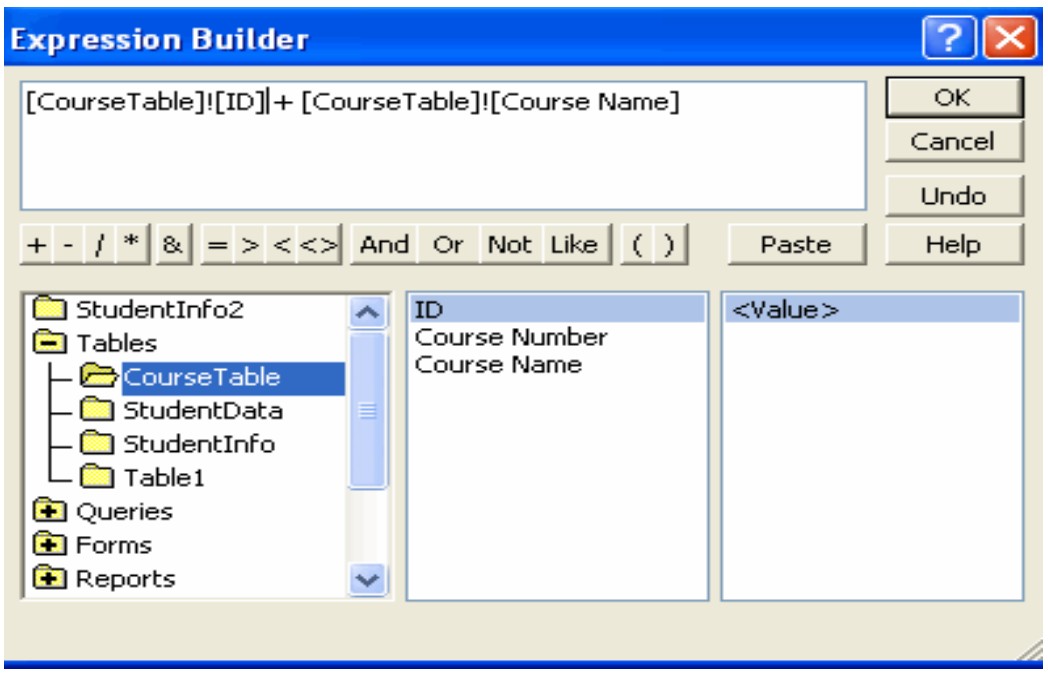
- Click the section on the report where you would like to locate the textbox
- Click the **Property Sheet Pane**



- Click the **Data** tab
- Click the three dots next to **Control Source**



- Insert the fields you wish to include in the calculation and the mathematical operations.
- Click **OK**

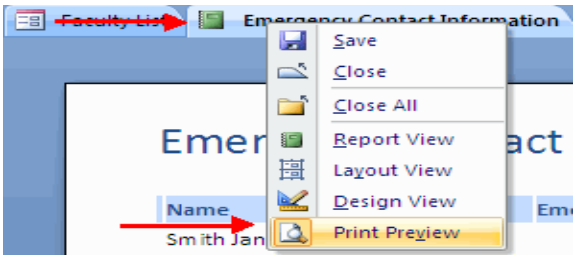


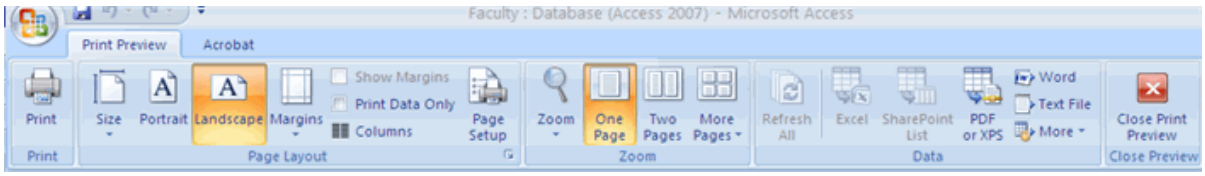
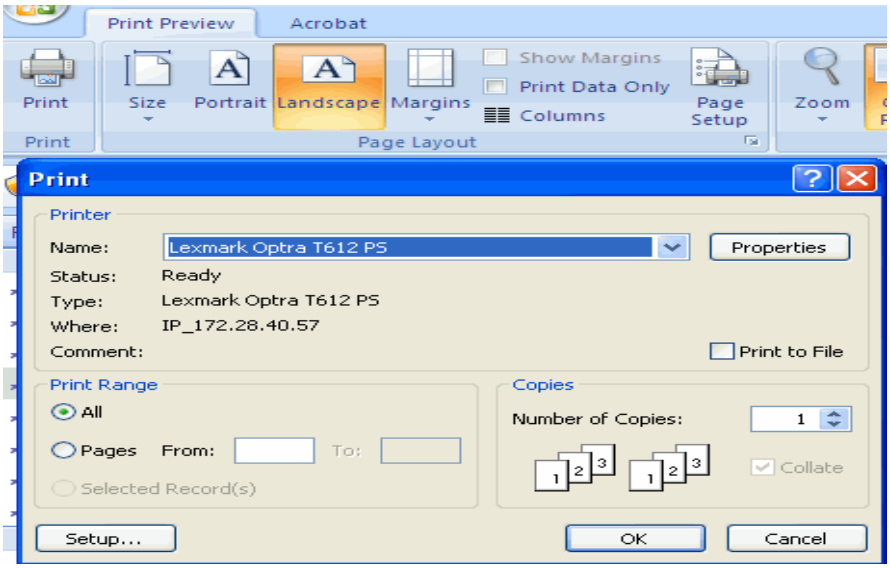
PRINT A REPORT

After you have generated a report, you can print the report. To print the report:

To print a report:

- Select the report you wish to print
- Right-click on the **Report Name**
- Click **Print Preview**
- Choose the appropriate layout, margins, and paper size in the Page Layout group





- Click **Print**
- Click **OK**