Microsoft Office

For Lifelong Learners

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Expectations

This class is designed for students who are beginning with Microsoft Office. The entire Office Suite is introduced, and then the fundamentals of Word and Excel are explored in detail. The class covers how to copy and paste text, format content, insert pictures, and other simple skills which can be used in most computer applications.

Microsoft Office

Introduction

The Microsoft Office Suite is the most popular software package in the United States, and it's been around since way back in 1988. This suite includes some handy tools like Word (for writing stuff), Excel (for crunching numbers), PowerPoint (for making cool presentations), OneNote (for taking notes), Outlook (for emails), Access (for organizing data), and Publisher (for creating neat documents).

Now, here's the scoop: Microsoft Office and Windows are like peanut butter and jelly – they go great together, but you've got to buy them separately. So, if you get a new computer, don't be surprised if you must buy Office separately. They're two different things, but they work well together.

Office Applications

Here's a friendly breakdown of the key Microsoft Office apps in the suite:

Word: This one's a champ! It's like your trusty word buddy. People have been using it since 1983, and it's all about writing stuff. It's famous for bringing the computer mouse into the spotlight.

Excel: Think of it as your spreadsheet superhero. It used to go head-to-head with Lotus 1-2-3 but eventually became the big cheese. It landed on Mac in 1985 and Windows in 1987.

PowerPoint: Imagine creating slideshows that dazzle with text and pictures. PowerPoint makes it happen. You can show them on a screen or print them out for reports.

OneNote: This one's your digital notebook. You can put all kinds of things in here—handwritten notes, typed notes, drawings, clippings from your screen, even audio notes!

Outlook: It's like your all-in-one email friend. But it's not just email; it's also your calendar, to-do list, and address book rolled into one.

Access: Picture it as your Windows database wizard. It's not just about managing data—it can also grab info from other apps and databases.

Publisher: Need to make snazzy brochures, calendars, business cards, or newsletters? Publisher is your go-to for creating stylish documents on Windows.

These apps are like your trusty tools in the Microsoft Office toolbox.

Microsoft Word

Starting Word

To kickstart your Word adventure and whip up a fresh document, just follow these simple steps.

ACTIVITY 1: START WORD

1. Go to the search box on the left side of the taskbar at the bottom of your screen and enter *Word*.
2. Look for the **WORD APP** in the little popup box that appears and click on it.
3. Once you're in *Word*, you'll see the *Word Home Page*. Click on **BLANK DOCUMENT**. If you can't find that option, try clicking **NEW**.

Now, you're all set to start crafting your masterpiece in Word!

At the tippity-top of your Word screen, you'll find something called the Ribbon. It's like a super handy menu with tabs that have all sorts of buttons and links. For example, there's an "Insert" tab up there. If you want to do something cool like add pictures, comments, or equations to your document, just click on that tab, and then click on the button for what you want to do.
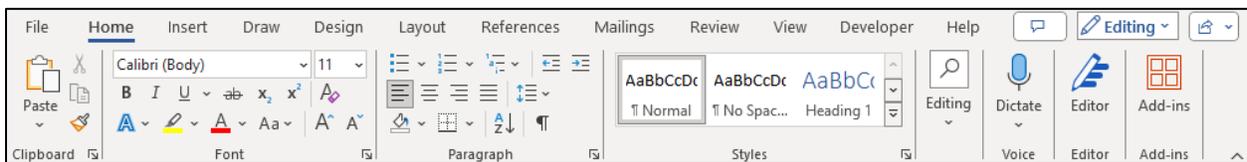
Now, *Microsoft Word* is all geared up and ready for your creative genius! Just click on that blank page, and you can start typing away. Keep an eye on the blinking vertical line – that's your trusty "insertion point." It shows you exactly where your typed letters will pop up. Oh, and don't sweat it if you make a typo; just tap the "Backspace" key to whisk those mistakes away. Easy peasy!

ACTIVITY 2: THE INSERTION POINT

1. Type your first and last name. For example, *Sarah Johnson*.
2. Use the left arrow key, ⬅, on your keyboard to move the insertion point back to the beginning of the line.
3. Use the right arrow key, ➡, to position the insertion point just before the first character of your last name. It should look like this: *Sarah |Johnson*.
4. If you have a middle name, type it after your first name, followed by a space. If not, feel free to invent one.

Now, you're ready to continue with your Word document!

Now you've got your name typed out, and you're all set for the next exercise, where we'll explore the basics of editing a document.

ACTIVITY 3: ENTER AND DELETE TEXT

1. Use the arrow keys to position the insertion point after the first letter of your middle name. It should look like this: *Sarah R|enee Johnson*.
2. Press the **DEL** key until only your middle initial remains. Now it should look like: *Sarah R| Johnson*.
3. Type a period, then move the insertion point to the end of the line by pressing **END** on your keyboard.
4. Create some empty lines by tapping **ENTER** four times.

5. On the last line, type your City, State, and Zip code.
6. Return the insertion point to the start of the line by pressing $\boxed{\text{HOME}}$ on your keyboard.
7. Adjust the city placement by pressing the $\boxed{\text{BACKSPACE}}$ key three times to align the city text neatly below your name.
8. After aligning the city, move the insertion point to the end of the first line, right after your name.
9. Press $\boxed{\text{ENTER}}$ one more time.
10. Type your street address on this new line.

There you go! You've successfully edited your document, and your information looks tidy.

Word indeed treats the Enter key and the Space bar just like any other characters. You can add or remove them, and they can be made visible in your document, like letters and numbers. They are the building blocks of your document's structure!

ACTIVITY 4: HIDDEN CHARACTERS

1. Click **HOME** in the top menu bar and then find the **PARAGRAPH** symbol (¶) on the ribbon and click it to reveal hidden characters like *Enter* and *Space*.
2. Move the insertion point to the end of the first line, right after your name, making it look like this: *Sarah R Johnson|*.
3. Press $\boxed{\text{ENTER}}$.
4. Glide the insertion point to the beginning of the fourth line, just before the city name, making it look like this: *|City*.
5. Press $\boxed{\text{ENTER}}$ again.
6. Use the *backspace* key to remove any extra blank lines and tidy up your document.
7. Press the $\boxed{\text{HOME}}$ key, and then **PARAGRAPH** (¶) again to hide the display of hidden characters.

There you go! Your document looks clean and organized, and you've become an editing pro.

Moving the Insertion Point

You've got options when it comes to moving that blinking insertion point:

Arrow keys: You've already learned about these. They're super handy for precise movement.

Mouse: If you prefer the mouse, just point to where you want the insertion point and click the left mouse button. The blinking line will pop up right there. Quick reminder, though: the mouse pointer is NOT the insertion point, so make sure to click where you want to type.

And here's a little tip: When your document gets longer than one screen, you can use the *Page Up* and *Page Down* keys to jump big chunks, and the arrow keys for more fine-tuned navigation. Easy peasy!

Understanding Word Wrap

You don't always need to tap the Enter key to start a new line. Word is smart, and it'll automatically wrap your text to the next line when you reach the end of the page width. This handy feature makes it a breeze to type long paragraphs without worrying about hitting Enter all the time.

ACTIVITY 5: WORD WRAP

1. Create a new document by clicking **FILE** on the top menu bar.
2. Select **NEW** in the left-side menu.
3. Choose **BLANK DOCUMENT** to create a fresh, empty canvas.
4. Type this odd phrase on the first line of the new document: *=rand(1,5)*
5. Press ENTER .
6. Word will generate a paragraph containing the following dummy text.

> *Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.*

Notice that Word automatically wraps text in long paragraphs into neat lines.

Selecting Text

Word's "Select then Do" principle is like a little magic trick for formatting text. Here are several ways to select text:

Click and drag: You can use your mouse to click and drag across the text you want to select. It'll change color to show it's selected.

Double-click: Double-click on a word to select just that one word. Easy peasy!

Triple-click: For a whole paragraph, simply triple-click anywhere within it. Bam! The entire paragraph is selected.

Click in the left margin: To select a single line, click in the left margin next to the line. That line is all yours!

Shift key + arrow keys: Position the insertion point at the beginning of the text you want to select. Then, hold down the Shift key and use the arrow keys to highlight your selection.

Shift key + mouse click: Put the insertion point at the start of what you want to select, hold down the Shift key, and click the mouse at the end of your desired selection. Voilà!

With these tricks up your sleeve, you'll be a text-selecting pro in no time.

Formatting Text

Try the following to practice selecting and formatting the Video text.

ACTIVITY 6: FORMAT TEXT

1. On line one, click and drag your mouse to select the words **HELP YOU**.

2. To italicize the selected text, click **HOME** in the top menu bar, go to **FONT**, and click the **ITALIC** button (it looks like an "I").
3. Double-click the word **PROVIDES** to select it.
4. Remove the selected word by pressing the | **DEL** | key on your keyboard.
5. Double-click the word **POWERFUL** to select it.
6. Make the selected word bold by clicking **HOME**, going to **FONT**, and clicking the **BOLD** button (it looks like a "B").
7. To undo the changes, press and hold | **CTRL** | + | **Z** | two times.
8. Move the insertion point to the beginning of line one.
9. Hold down the | **SHIFT** | key and click the end of the document.
10. Change the font and size by clicking **HOME**, then **FONT**, and using the **DROP-DOWN ARROW** to change the *Font* to **TIMES NEW ROMAN** and the *Size* to **14**.

Cut, Copy, and Paste

Cut-and-paste or copy-and-paste is like a magical teleporter for your text, and it relies on something called the *Windows Clipboard*. This Clipboard is a sort of temporary storage space where you can cut (remove) or copy a selected piece of text and then paste it elsewhere.

Here's the deal: the Clipboard will hang onto whatever you've put there until you cut or copy something new. It's like a holding zone for your text adventures!

Using the text from the previous exercise, try the following to practice cutting and copying text.

ACTIVITY 7: COPY/PASTE TEXT

1. In line one, double-click the word **POWERFUL** to select it.
2. Copy the selected word by clicking **HOME → CLIPBOARD → COPY**.
3. On line three, click your mouse just before the word *keyword* to position the insertion point.
4. Paste the copied word by clicking **HOME → CLIPBOARD → PASTE** to place the word you copied.
5. To undo this action, press and hold | **CTRL** | + | **Z** | key two times.
6. In line three, double-click the word **ONLINE** to select it.
7. Cut the selected word by clicking **HOME → CLIPBOARD → CUT**.
8. In line six (the last line), click your mouse just before the word *cover* to position the insertion point.
9. Paste the copied word by clicking **HOME → CLIPBOARD → PASTE** to place the word you copied.

Here's a handy recap of the steps for cutting and copying text:

1. Select an area: Choose the text you want to move or duplicate.
2. Cut or Copy: Tap the "Cut" or "Copy" button to put your selection on the Clipboard.
3. Position the insertion point: Move your cursor to where you want to place the text.
4. Paste: Click the "Paste" button to insert your selection in the new location.

And remember, the Clipboard is like a treasure chest that keeps your cut or copied items handy, even for use much later. You can paste the same thing in multiple spots, and the copy stays on the Clipboard until you replace it with something new.

Saving a Document for the First Time

When you're working with Word, the document is kept in the computer's memory, and it's a good habit to save your work regularly to a disk or other storage location. Otherwise, it'll vanish into thin air when you turn off your computer.

Here are a couple of important points to keep in mind:

Choose a meaningful filename: When you save a document for the first time, make sure to give it a filename that accurately describes what the document is about. Generic names like "Memo" won't help you differentiate between documents. Instead, go for something descriptive, like "Memo About Job Acceptance."

Frequent saves: Saving your work regularly is like creating checkpoints for your progress. It ensures that you won't lose important changes if something unexpected happens, like a power outage or a computer crash.

So, remember to save early and save often!

ACTIVITY 8: SAVE A DOCUMENT

1. Click **FILE** in the top menu.
2. Select **SAVE AS** from the left-side menu to open the *Save As* dialog.
3. Click **BROWSE** and choose your *Student Files* folder as the save location.
4. Replace the suggested filename with *Video*.
5. Click **SAVE** in the lower right-hand corner of the dialog.
6. The dialog will close, and you'll see the file named *Video* in the title bar.
7. To finish, close the document by clicking the **X** in the window's top right corner.

Great job! You've saved a document and finished the introduction to editing with *Word*.

Microsoft Excel

Start Excel

Let's get started with Excel and create a new blank worksheet.

ACTIVITY 9: START EXCEL

1. Go to the search box on the left edge of the taskbar at the bottom of your screen and enter *Excel*.
2. Find the **EXCEL APP** in the popup box that appears and click on it.
3. In Excel's start page, click on the first option, which is **BLANK WORKBOOK**.

Now, you're ready to start working on a fresh, blank worksheet in Excel.

Navigate Worksheets

In Excel, you work with data in a grid-like structure known as a worksheet. This grid is made up of individual rectangles called cells, and each cell has its own unique address.

These addresses are defined by a column letter followed by a row number. For instance, if you're looking at the cell where a column labeled "D" intersects with a row labeled "5," that cell is referred to as "D5."

So, D5 is the place to be in the Excel world!
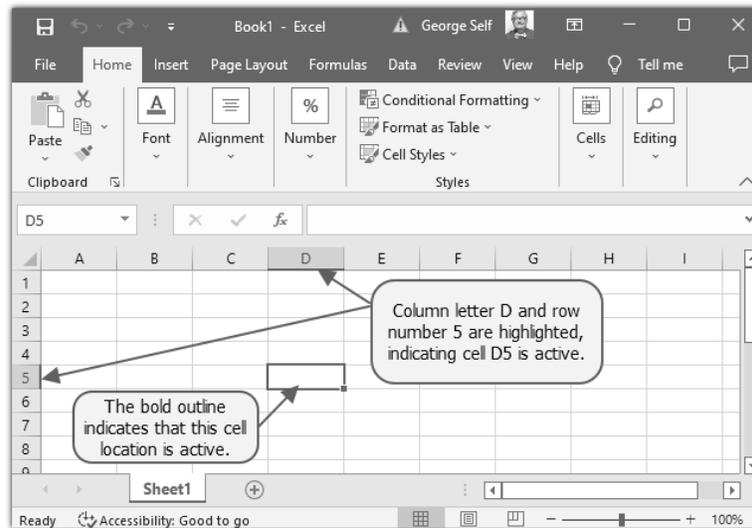
Save A Workbook (Save As)

ACTIVITY 10: SAVE A WORKBOOK

1. Click **FILE** in the top menu.
2. Choose **SAVE AS** from the drop-down menu to open the *Save As* dialog.
3. Click **BROWSE** to select a location to save your file. For this activity, choose your student files folder.
4. Replace the suggested filename with *Tickets*.
5. Review the settings to make sure they're what you want. When you're ready, click **SAVE**.

Enter Data

ACTIVITY 11: ENTER DATA

1. Click cell **A2** in the worksheet to select it.
2. Type *Venue* and press tab to activate cell **B2**.
3. Type *Tickets* and press tab to activate cell **C2**.
4. Type *Average Price* and press tab to activate cell **D2**.
5. Type *Total* and press ENTER to move down to *Row 3*.

You're making progress on your worksheet. Notice that the word *Price* in cell location C2 is not visible since the column is too narrow to fit the entry, but this will be corrected shortly.

ACTIVITY 12: COMPLETE DATA ENTRY

Enter the remaining data into your Excel worksheet.

Column A:
1. Click cell **A3**.
2. Type *Mesa* and press | ENTER | to activate cell **A4**.
3. Type *Tucson* and press | ENTER | to activate cell **A5**.
4. Type *Flagstaff* and press | ENTER | to activate cell **A6**.
5. Type *Tempe* and press | ENTER | to activate cell **A7**.
6. Type *Total* and press | ENTER |.

Column B:
1. Click cell **B3**.
2. Type *1750* and press | ENTER | to activate cell **B4**.
3. Type *1300* and press | ENTER | to activate cell **B5**.
4. Type *925* and press | ENTER | to activate cell **B6**.
5. Type *1830* and press | ENTER |.

Column C:
1. Click cell **C3**.
2. Type *95* and press | ENTER | to activate cell **C4**.
3. Type *85* and press | ENTER | to activate cell **C5**.
4. Type *80* and press | ENTER | to activate cell **C6**.
5. Type *95* and press | ENTER |.

Column D:
1. Click cell **D3**.
2. Type *166250* and press | ENTER | to activate cell **D4**.
3. Type *110500* and press | ENTER | to activate cell **D5**.
4. Type *74000* and press | ENTER | to activate cell **D6**.
5. Type *173850* and press | ENTER |.

Your worksheet now contains the data as shown below. Well done!

	A	B	C	D
1				
2	Venue	Tickets	Average P	Total
3	Mesa	1750	95	166250
4	Tucson	1300	85	110500
5	Flagstaff	925	80	74000
6	Tempe	1830	95	173850
7	Total			
8				

Format Cells

ACTIVITY 13: FORMAT CELLS

1. Select cells **A2:D2** by clicking and dragging from **A2** to **D2**.
2. Click **HOME → BOLD** to make the text bold.
3. In the **HOME** tab, click the down arrow next to **BORDER**, and choose **BOTTOM BORDER** to add a bottom border to *Row 2*.
4. Select cells **A7:D7** by clicking and dragging from **A7** to **D7**.
5. Click **HOME → BOLD** to make the text bold.
6. In the **HOME** tab, click the down arrow next to **BORDER**, and choose **TOP BORDER** to add a top border to *Row 7*, where totals will be displayed.
7. Select cells **B3:B6** by clicking and dragging from **B3** to **B6**.
8. Click **HOME → NUMBER → COMMA STYLE** to format the numbers with a comma and two decimal places.
9. To remove decimal places, click **DECREASE DECIMAL** two times.
10. Select cells **C3:C6** by clicking and dragging from **C3** to **C6**.
11. Click **HOME → NUMBER → ACCOUNTING NUMBER** to add a currency symbol ($) and two decimal places.
12. Select cells **D3:D6** by clicking and dragging from **D3** to **D6**.
13. Click **HOME → NUMBER → ACCOUNTING NUMBER** to add the US currency symbol ($) and set them to two decimal places.

Create a Header Row

ACTIVITY 14: THE HEADER ROW

1. Click and drag to select cells **A1: D1**.
2. Click **HOME → FONT → FILL COLOR DOWN ARROW** and choose **BLUE, ACCENT 1, DARKER 25%** from the color palette.
3. Click cell **A1** to select it.
4. Type *Black Hat Band Sales* and press **ENTER**.
5. Click cell **A1**.
6. To improve readability, change the font color to white. Click **HOME → FONT COLOR DOWN ARROW** and choose **WHITE**.
7. Click the **HOME** tab, then the down arrow next to **FONT**, and select **ARIAL**.
8. Clicking cell **A1** and then click **HOME → FONT → BOLD**.

Ensure the worksheet looks like the following figure.

Align Data

ACTIVITY 15: ALIGN DATA

1. Click and drag to select cells **A2:D2**.
2. Click **HOME → ALIGNMENT → CENTER**.
3. Click **HOME → ALIGNMENT → MIDDLE ALIGN**.
4. With cells **A2:D2** still selected, click **HOME → ALIGNMENT → WRAP TEXT**. The height of *Row 2* will automatically expand so all cell contents are visible.
5. Select cells **A1:D1** by clicking and dragging from **A1** to **D1**.
6. Click **HOME → ALIGNMENT → MERGE & CENTER**.

Autosum

Notice that *Row 7* is intended to show totals, and here's how to quickly sum values in a column using the AutoSum command.

ACTIVITY 16: AUTOSUM

1. Click cell **B7**.
2. Go to the **HOME → EDITING → AUTOSUM**.
3. Press ENTER to complete the formula. The sum of values in *Column B* will appear in cell **B7**.
4. Click cell **D7**.
5. Go to the **HOME → EDITING → AUTOSUM**.
6. Press ENTER to complete the formula. The sum of values in *Column D* will appear in cell **D7**.

The completed worksheet should look like the following figure.

	A	B	C	D
1	**Black Hat Band Sales**			
2	Venue	Tickets	Average Price	Total
3	Mesa	1,750	$ 95.00	$166,250.00
4	Tucson	1,300	$ 85.00	$110,500.00
5	Flagstaff	925	$ 80.00	$ 74,000.00
6	Tempe	1,830	$ 95.00	$173,850.00
7	Total	5,805		$ 524,600.00

Close A Workbook

ACTIVITY 17: CLOSE A WORKBOOK

1. Click **SAVE** icon in the quick links bar at the top of the page (it looks like an old-fashioned "floppy" disk). This will save the workbook changes.
2. To close the workbook, click the **X** in the window's top right corner.

Your workbook is now saved and closed. If you ever need to open it again, simply double-click on the saved file, and you'll be right back where you left off. Well done!

Final Thoughts

In this introductory class, we covered the basics of getting started with Word and Excel, navigating documents and worksheets, entering and formatting text and numbers, and performing common tasks like editing, selecting, cutting, copying, and pasting. While this was just a high-level overview, I hope it has provided you with a helpful foundation and piqued your interest in continuing to explore all that Word and Excel have to offer. Whether for work, school, or personal use, learning these widely used programs can serve you well. I encourage you to build on what you learned here by joining future classes that will take you even deeper into the capabilities of Microsoft Office. Have fun putting your new skills to work!
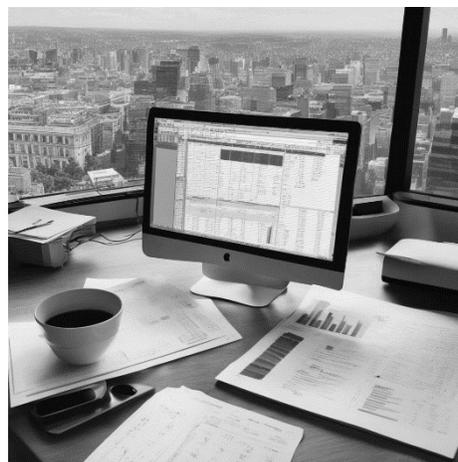
Appendix: Formatting Tips for Professional Documents

Microsoft Word

1. Consistent Font Style and Size: Use the same font style and size throughout the document for a cohesive look.

2. Use Styles for Headings: Utilize the 'Styles' feature for headings and subheadings for uniformity.

3. Bullet Points and Numbered Lists: Use bullet points for lists without a specific order and numbered lists for sequential information.

4. Margins and Alignment: Standardize margins and ensure text is aligned properly (left-aligned for most documents).

5. Spacing: Maintain consistent spacing between paragraphs and lines.

6. Inserting Images: Ensure images are clear and sized appropriately, with text wrapping set for easy readability.

Microsoft Excel

1. Uniform Column Widths and Row Heights: Adjust column widths and row heights for readability.

2. Use Cell Borders and Shading: Apply borders and shading to highlight important data.

3. Header Rows: Freeze header rows for ease of navigation in large spreadsheets.

4. Conditional Formatting: Use conditional formatting to visually distinguish different types of data.

5. Charts and Graphs: Incorporate charts and graphs for data visualization.

6. Formula Auditing: Regularly audit formulas for accuracy and efficiency.