IITM GROUP OF INSTITUITIONS, MURTHAL SONIPAT

BACHELOR OF BUSINESS ADMINISTRATOR

COMPUTER FUNDAMENTALS

SUBJECT CODE: BBA B   SEM: II

Viva questions:

1) **How you can set password in PowerPoint 2013?**
   To set a password in power point
- Go to File > Click on Info
- Click on protect presentation
- Under which there is an option, "Encrypt with Password", click on it
- Hit "OK" once you enter the password
- Now it will again ask to Re-enter the password
- Ok Exit

2) **How can you show your presentation online in PowerPoint 2013?**
   To present your online presentation in PowerPoint
- Click on File > Share > Present Online
- Select the option **enable remote viewers to download the presentation** check box
- Click **Present Online**
- Send your meeting invitation to attendees by **copying link** or **send in email**
- To get out of the Slide Show press ESC and click on **End Online Presentation** to end the presentation

3) **What is the short cut key for last action performed and to move the mouse insertion point to the next panel in PowerPoint 2013?**

a)   Short cut key for last action performed: F4

b)   Short cut key to move the mouse insertion point to the next panel: F6

4) **How you can record a slide show in PowerPoint 2013?**

To record a slide show in power point

- Click the slide show tab, then locate the **Set Up** group
- Click the **Record Slide Show** drop down arrow. Select either "Start recording from current slide" or "Start recording from Beginning"

- A dialog box will appear, select the desired options "Select and animation timings" and second option is "Narration and laser pointer" and then click on " Start Recording" option.
- Soon you click on "Start Recording" your presentation will open on a full screen
- Perform your slide show, when you are ready to move to the next slide, click "Next" button represented with an arrow mark on the **"Recording Toolbar"**

5) How you can create a video in PowerPoint 2013?
- Select the **file** tab
- Select **Export** and then click **Create a Video,** video export option will appear on the right
- Click the drop-down arrow next to Computer and HD Displays for the size and quality of your video
- Select the option according whether you want to record narration or not
- Click **Create Video** and then save the video

6) How can you play music for the duration of your slide show in PowerPoint 2013?
- Download or store music to your PC hard drive and from there upload it to PowerPoint
- In the main menu on the **"Insert"** tab, click **"Audio"** and then click on "Audio on my PC"
- Locate and double click the music file
- Click on **"Play in Background"** under **"Playback"** tab

7) How you can use and Eyedropper Tool in PowerPoint 2013?

To match the text color match with the slide, Eyedropper function can be useful.

- Click inside an already created text box, with in "home tab", select the font color icon in the navigation bar. In the drop down menu, click the "Eyedropper" at the bottom
- Select the Eyedropper option over the part of the image you want to colour and click on it. The font color will change

8) How to merge shapes in PowerPoint 2013?
To merge two shapes in PowerPoint 2013,
- Go to à Insert tab
- You will see the **"Shapes"** button, click on it
- Select the shape you want
- Repeat the same step again to add second shape to the slide
- Select the two shapes
- Go to à Format tab
- Click on the small icons available and choose your options, like Union, Combine, etc. Here we use option **Combine** to merge shapes

9) How you can copy slide master from one presentation to another in PowerPoint 2013?
- Open both the presentation which you want to copy and where you want to copy
- In the presentation that contains the slide master that you want to copy on the **view** tab and click **Slide Master**
- In the slide thumbnail panel, right click the slide master and then click **Copy**
- On the **View** tab, click Slide Master.
- In the thumbnail panel, right click the slide master and then do one
- Click **Close Master View** on the **Slider Master** tab once done

10) Can we make PowerPoint slides into PDF files in PowerPoint 2013?
To convert PowerPoint slides into PDF files select
- **File à Export à Create PDF/XPS document**. Click the create PDF/XPS button

11) How someone can check compatibility check when you share PowerPoint 2013 slide to previous or older version?
When you share or send PowerPoint slide 2013 to an older version and want to check compatibility test, Go to **File** à **Info** à **Check for issues à Check Compatibility.** The tool tells you which new features are not compatible with older versions.

12) How you can add services in PowerPoint 2013?
To add services in PowerPoint 2013,

- Select **Account** option from the **file** menu
- A account window will open and you will find a **Connected Services** section
- You will see in this section that the list of services is added for PowerPoint
- With-in **Add a service** drop down menu, you will find options like **Images & Videos** (Flickr, Youtube)**, Storage** (365 Sharepoint, Onedrive) **and Sharing** (Facebook, Twitter)
- Once you click the **Connect** button, it will ask for your mail address and once connected to service click on **Done** button

13) How you can convert text to shapes in PowerPoint 2013?

To convert text into shapes
- On your slide insert a text box and type some text
- Select the text box on a slide
- Insert a shape that overlaps your text box in a way that covers it completely
- Once the rectangle shape is placed, re-order the rectangle shape by sending it behind the existing text box
- Select the text box first and then select the rectangle shape, after that access the **Drawing Tools Format** and click the **Merge Shapes** button
- Under **Merge Shapes** drop down gallery, click on **Intersect** option
- It will convert text into shapes
- To ensure the text is converted into shape, right click on the text and a context menu will appear, you will see the edit point option
- If no edit points option is available, it means your text has not been converted into a shape
- When you click on Edit Points option, you will see all the edit points on text

14) How to use PowerPoint 2013 Slide Zoom Feature?

To use PowerPoint 2013 Slide Zoom,
- Beneath the main slide, click on the magnifying glass icon in Presenter View
- Hover around the area of the slide you want to magnify
- Click and drag the hand tool over the slide to move the slide around while still zoomed in
- To zoom back out click the magnifying glass icon

15) How to customize your slide PowerPoint 2013?

To customize your slide, first open a new PowerPoint slide

- Choose a theme from **Design** menu, once you have selected the slide theme then you can change the look of a slide by clicking on **variant**
- To change the color of slide you can use **customize** option, this option gives various option to customize slide to your liking
- You can also customize the text box by clicking on the text and it will give text customization option

16) How you can use Document Inspector and what is the role of it in PowerPoint presentation?

The Document Inspector function can be used to remove certain personal information which may be added to the file automatically.

- Click on **File** tab under **Backstage View**
- From the **Info** panel, click **Check for Issues ,** then select **Inspect Document** from the drop down menu
- The Document Inspector will appear. Check or uncheck the boxes, depending upon the content you want to review, then click **Inspect**
- For any potentially sensitive data the inspection result will show exclamation mark and a **Remove All** button to remove the sensitive data

17) How you can protect your presentation in PowerPoint 2013?

To protect your presentation in PowerPoint 2013,

- Click the **File** to **Backstage View**
- In Info panel, click the **Protect Presentation** command
- In drop down menu, choose the option that best suits your needs.
- Let say if you mark it as final a pop up box will appear asking you to save document as final
- When you click OK another pop up box appear confirming the document is saved as final

18) How you can insert online video in PowerPoint 2013?
To insert online video in PowerPoint,
- Go to à **Insert**
- At the end of Insert menu, you see an option **Video,** click on it
- Click on **online Video**, and you can upload video
- You can upload video from Facebook account, by clicking on the Facebook icon

19) How you can trim video in PowerPoint 2013?

To work on specific part of video or to delete some part of video, PowerPoint gives trim option, the playback tab has several options which you can use to **edit** your video.

- Select the video you want to trim and click the **Playback** tab on the ribbon
- Click the command **Trim Video**
- A dialog box will appear, to set the start time use the green handle and to set the end time use the red handle
- To preview the video, click the **Play** button
- When you are done trimming the video, click **OK**

20) How you can add bookmark to the video in PowerPoint 2013?
To add bookmark to the video,
- To locate the desired part of the videos, click on the **timeline**
- Click the **Add Bookmark** command from the playback tab
- On timeline, Bookmark will appear, click the bookmark to jump to that location

21) How you can customize slide layout?
To customize slide layout
- Navigate to **Slide Master** view
- Locate and select the desired layout in the left navigation panel. Over each layout you can hover the mouse to see which slides are currently using that layout in presentation
- The background graphics may be hidden in some layouts, to show this graphic uncheck the box next to **Hide Background Graphics**
- You can also add, remove or delete any objects as desired
- When you finish click on **Close Master View** command on the **Slide Master** tab

22) How you can rehearse the slide show timing in PowerPoint 2013?
 To set or rehearse the slide show
- Select the **Slide Show** tab and then locate the **Set Up** group
- Click the **Rehearse Timing** icon on ribbon and it will take you to the full screen of your presentation
- You can start rehearsing your PowerPoint presentation, and your presentation timing will be noted down by rehearsing time
- Click on next arrow on the **Recording Toolbar** to move to the next slide
- At the end of your presentation, PowerPoint will close the full screen view and give the total timing for the presentation at the end.

23) How to change effect's start option?
To change the effect's start option,

- From the animation pane, select an effect. A drop-down arrow will appear next to the effect
- Click the drop-down arrow, there will be three option that will appear

Start on Click: It will start the effect when mouse is clicked
Start with Previous: It will start the effect at the same time as the previous
Start after Previous: It will start the effect when the previous effects end

24) How you can embed a chart from Excel to PowerPoint?

To embed a chart from excel to PowerPoint,
- Go to **Insert** tab
- In the **Text** group click the **Object** command
- A dialog box will pop up, select **Create from file** and then click on **Browse**
- Select your Excel file and then click on **Insert**
- Check the box next to **Link to file** if you would like to **link the data** to the Excel chart. This will update your chart automatically whenever the changes are made to the excel chart
- Click **OK** and the chart will appear in presentation

25) How you can record a slide show?

Record a slide show option is similar to rehearse time function but more comprehensive, you can include narration for your presentation by using **record a slide show**
- In main menu, click the **Slide Show** tab and locate the **Set Up** group
- Click the **Record Slide Show** from the drop down.
- Now can select either of the option **Start recording from beginning** or **Start recording from current slide**
- A checkbox will appear asking "slide and animation timing" and "Narration and laser points". If you have checkbox the option clicks on **Start Recording**
- When you finish recording first slide you can move to record next slide by clicking on next button on the **Recording Toolbar** in the top left corner or use the right arrow key

26) How you can connect with cloud service on word 2013?

To connect with the cloud service on word 2013 you have to go to a Main Menu Open One Drive click on sign in option   enter the e-mail address and it will connect you with cloud service

27) How you can insert video in Microsoft Word 2013?

To insert video into the word document you have to go to INSERT a Online Video Media Enter the keyword or video you are looking for Press enter click on the video you want to add it To add or download video, click Insert .The

video will appear on word as an image when the download is completed, click on play button to play your video

28) How you can collapse or expand parts of a document?

To make readers read or see only the part they are interested in, this function is very useful. To do this you have to first give heading to your topic as ***heading 1, heading 2*** …. from Home Menu. Once this done a small icon will appear on the corner of the heading, on clicking on this icon it will merge the content and on re-clicking on it, it will expand the content back to its normal place.

29) How to edit PDF document in 2013?

To edit PDF document in 2013,
a)   Click the file menu
b)   Click on Open icon
c)   Select the PDF file from your local disk
d)   Select the file and click Open
e)   When word displays the informational dialog, click ok
f)   If word display, the protected view bar at the top of the document, click enable editing
g)   You can edit PDF file now with word, once file is edited you can save it as PDF or in Word format

30) How to add foot-node & end note in word?

To add foot node, bring the cursor at the end of page where you want to add the foot node than go to main menu click on Reference Option click on Insert Footnotes. Likewise, you can add end note by clicking on "Insert endnote".

31) What is the shortcut keys for creating hyperlink?

Create a hyperlink Cntrl +K

32) In MS word 2013 how you can create a user entry forms?

A user entry form can help you to create a document with check box, drop down list, combo box and any other content control
To create user entry forms in Ms word 2013,
Go to File tab Selection Options Click on Customize Ribbon click on check box for 'Developer'
This will add the developer tab to your ribbon
To create entry form, let say you want a form that include basic information like
Name:
Gender:
Marital Status:
Occupation:
E-mail:

Date of birth:
And for that you might need drop down list, check box or combo box. To add this
Go to **Developer** option in Main menu Select your tag, click on drop down list click on control properties Add information in control properties Click OK
You can do same for rest of entries for occupation, gender and for date of birth there is a different property available in developer ribbon 'Date Picker Content Control'

33) **In word 2013 how you can insert a column break?**

To insert a column break , first of all bring cursor where you want to break the column then Go to page layout option Select column break from column break down option and select your option (2, 3, 4)

34) How to delete a break in column?
To delete a break in column that you no longer need
- Click the **show/ hide** button on the **Home tab** in the paragraph section to display non-printing characters
- Click in the section break
- Press delete button from keyboard, it will remove break from column
-

35) How you can take a screen shot in word 2013?
Go to INSERT option In Illustrations option, click on icon with camera click on screen clipping option and choose the portion you which you want a screenshot.

36) How to insert caption in your image?
- To insert caption for your image either Select your image right click you will see an option "INSERT CAPTION". And you can enter the details , the other way to enter caption is
- Select your image or table then, Click on "REFERENCE" menu under reference menu, click on option "Insert Caption"
- A caption box will appear, where you can select caption for figure, table or equation
-

37) What is the use of XML mapping panel in MS word 2013?
If you have added "DEVELOPER" TAB in your main menu, then under this tab you have an option "XML Mapping Panel". This option helps to map xml contents into word document.

38) How to create a Macro in word 2013 ?
To create a Macro follow the given steps
- On the View tab choose macros   Record macro and give macro a name in the record macro dialog box

- Click the keyboard button to assign a keyboard shortcut to the macro
- Type a keyboard shortcut combinations Ctrl+R and then click the assign button
- Click the close button
- To stop recording choose macros Stop recording

39) How to create cross referencing in word 2013?

To create cross referencing follow the steps mentioned below

- Open your word document and bring cursor where you want to insert cross-referencing
- Click on the, Reference tab"
- Now in captions group, click on "Cross reference"
- A window will pop up asking for "Reference Type" like – Heading, Figure, Foot Note etc.
- Select any option from "Reference Type" and then click insert
- After bringing cursor where newly reference link is created, on pressing "Cntrl+Click" will direct to the reference object

40) How you can restrict editing for someone in word 2013?

- To restrict editing, follow the menu as mention below
- Go to review tab, click on Restrict Editing
- Pop up window appears on right side of your document
- In pop up window, go to " editing restriction", select the drop down for which you want to put restriction for like only comment , track changes, filling in the form, or read only
- At end you will be asked to set a password for the document to keep access limited to you

41) How you can insert an online picture in your word document in word 2013?

To insert picture that is online, like you have picture on Facebook or Flickr and you want to insert it in word document you can use this feature

- Bring the cursor where you want to insert the image
- Under **INSERT** tab, click the **online picture** button in the illustrations section.
- Insert dialog box opens
- Type a phrase that describes the image you want in the office.com or Skydrive
- Click on the image you want to use to select it
- Click the Insert button to insert the image

42) How you can customize the indent amount?

To customize the indent amount, you have to select the text which you want indent. After that under "Page Layout" in paragraph section, you can set the indent left or right.

43) What is the short cut to move the insertion point to the beginning of the document?

To move the insertion point to the beginning of the document the short cut key used to <Ctrl> + <Home>

44) What is the correct procedure for creating a hanging indent?

You can create a hanging indent by Opening the paragraph dialog box Select "Special" list Select hanging specify an amount in "By" box.

45) How you can create a custom watermark?

To create your own **Watermark**, Got to Page Layout tab in the Page Background group click Watermark and select **Custom Watermark**. Select the **Picture Watermark** or text watermark option and make changes accordingly.

46) What is the short cut key to insert a page break?

The short cut key to insert a page break is press <Ctrl> + <Enter>

47) What is the easiest way to save a chart so you can use it another document?

You can save a chart as a chart template; this will allow you to change the data but reuse the chart's formatting and styles

48) What you can add to label the values of individual chart elements?

Add "data labels" to label the values of individual chart elements

49) In what ways you can see the difference between two similar documents?

To see the difference between two similar documents, click the compare buttons and select compare from the review tab in the compare group in the Ribbon.

50) How you can accept or reject track changes in word 2013?

To accept or reject track changes in word 2013,
- Select the track changes made in the document
- From the review tab, click the **Accept** or **Reject** command, the mark-up will disappear and word will automatically jump to the next change

51) What is Microsoft Excel?

Microsoft Excel is an electronic worksheet or spreadsheet application which is used for organizing, storing, and manipulating and analyzing data. It is developed by Microsoft.

52) What are cells?
The area where data is stored is known as cell.

53) Does each cell have unique address?
Yes, each cell has a unique address depends on the row and column value of the cell.

54) How can you add cells, rows or columns in Excel?
If you want to add a cell, row or column in Excel, right click the cell you want to add to and after that select insert from the cell menu. The insert menu makes you able to add a cell, a column or a row and to shift the cells affected by the additional cell right or down.

55) How would you format a cell? What are the options?
A cell can be formatted by using the format cells options. There are 6 format cells options:
- Number
- Alignment
- Font
- Border
- Fill
- Protection

56) What is the use of comment? How to add comments to a cell?

- Comments are used for a lot of reasons:
- Comments are used to clarify the purpose of the cells.
- Comments are used to clarify a formula used in the cell.
- Comments are used to leave notes for others users about a cell.
- To add a comment: Right click the cell and choose insert comment from the cell menu. Type your comment.

57) What does the red triangle indicate at the top right hand corner of the cell?

The red triangle at the top right hand corner of a cell indicates that there is a comment linked to the particular cell. If you put your cursor on it, it will show the comment.

58) How would you add comments to a cell?

To add a comment to a cell, you right click the cell and choose insert comment from the cell menu. Type your comment in the comment area provided. A red triangle at the top right hand corner of a cell indicates that there is a comment linked to that particular cell. To remove a comment from a cell, right lick the cell and then select delete comment from the cell menu.

59) What are charts in MS Excel?
Charts are used to enable graphical representation of the data in Excel. A user can use any chart type, including column, bar, line, pie, scatter, etc. by selecting an option from Insert tab?s Chart group.

60) What is Freeze Panes in MS-Excel?
Freeze Panes are used to lock any row or column. The locked row or column will be visible on the screen even after we scroll the sheet vertically or horizontally.

61) Which are the different workbook protection types in Excel?
There are three ways to protect a workbook in Excel:
- o Password protection for opening a workbook
- o Protection for adding, deleting, hiding and unhiding sheets
- o Protection from changing size or position of windows.

62) What is the difference among COUNT, COUNTA, COUNTIF and COUNTBLANK in Ms-Excel?
COUNT is used to count cells containing numbers, dates, etc. any value stored as number excluding blanks.
COUNTA or Count All is used to count any cell value containing numbers, text, logical values, etc. any type of value excluding blanks.
COUNTBLANK count blank cells or cells with an empty string.
COUNTIF and COUNTIFS count cells matching a certain criterion.

63) What is Ribbon?

The ribbon specifies an area which runs along the top of the application and contains menu items and toolbars available in Excel. The ribbon has various tabs that contain groups of commands for use in the application.

64) Is it possible to hide or show the ribbon?
You can hide or show (minimize or maximize) the ribbon by pressing CNTRL F1.

65) How to prevent someone from copying the cell from your worksheet?
If you want to protect your worksheet from being copied, go into Menu bar > Review > Protect sheet > Password.
By entering password, you can prevent your worksheet from getting copied.

66) How can you resize the column?
There are two ways to resize a column:
1. To change the width of one column, drag the boundary on the right side of the column until you find your desirable width.
2. Select the Format from the home tab, and in Format, select the AUTOFIT COLUMN WIDTH under cell section. Click on this to change the cell size.

67) What are the several report formats in Excel?
There are three report formats in Excel:
o Compact
o Report
o Tabular

68) Is it possible to make Pivot table using multiple sources of data?
If the multiple sources are different worksheets from the same workbook, then you can use these multiple sources of data to make Pivot table.

69) How can you check whether the Pivot table is modified or not?
To check whether the Pivot table is modified or not, you should use the "PivotTableUpdate" in worksheet containing the pivot table.

70) What does the IF function in Excel?
IF function is used in Excel to check whether certain conditions are true or false. If the condition is true then it will give the result accordingly and if the condition is false the result or output will be different.

71) What filter should we use, if you want more than two conditions or if you want to analyze the list using database function?
You should use "Advanced Criteria Filter" to analyze the list or test more than two conditions.

72) What are the advantages of using formula in Excel sheet?
Formula makes it easy to calculate the numbers in Excel sheet. It also calculates automatically the number replaced by another number or digit. It is used to make complex calculations easy.

73) What is the order of sequence of operating mathematical operation in Excel?

The order of sequence is written as BEDMAS:

- o Brackets
- o Exponents
- o Division
- o Multiplication
- o Addition
- o Subtraction

74) What is the use of LOOK UP function in MS Excel?

The LOOK UP function is used to return a value from an array.

75) What is a Macro in Excel? How to create an Excel Macro?

Excel Macro is the set of instructions that is recorded by users for repetition purposes. It is created by the users for repetitive instructions and functions they perform on a regular basis.

How would you reduce the file size? What is the easiest way to reduce the file size?

You can use the following steps to reduce the file size:

- o Find the last cell that contains data in the sheet. Delete all rows and columns after this cell.
- o To delete the rows, press the key Shift+Space then press Ctrl+Shift+Down on your keyboard.
- o Rows will get selected till the last row. Press Ctrl+- on the keyboard to delete the blank rows.
- o To delete the column, Press the key Ctrl+Space then press Ctrl+Shift+Right Arrow key on your keyboard.
- o Columns will get selected till the last row.
- o Press Ctrl+- on the keyboard to delete the blank columns.

76) How many rows and columns are there in Microsoft Excel 2003 and later versions?

You can see the number of columns, rows, cells for Microsoft Excel version 2003 and later versions in the following table:

Excel Versions	Rows	Columns	Total C

MS Excel 2003	65536	256	16777
MS Excel 2007	1048576	16384	17179
MS Excel 2010	1048576	16384	17179
MS Excel 2013	1048576	16384	17179

77) What is the syntax of Vlookup?
Vlookup Syntax:
VLOOKUP (lookup_value,table_array,col_index_num,[range_lookup])

78) Is it possible to make pivot table using multiple sources of data?
Yes. It is possible by using data modeling technique.

79)Which day is celebrated as world Computer Literacy Day?
Ans : December 2

80)Who invented Java?
Ans: James A Gosling

81) Longhorn was the code name of?
Ans: Windows Vista

82)Who is known as the Human Computer of India?
Ans: Shakunthala Devi

83) What is mean by Liveware?
Ans: People who work with the computer

84) Which computer engineer got Nobel Prize for literature in 2003?
J.M. Coetzee

85) Weaving the Web' was written by....
Ans: Tim Burners Lee

86) What is Beta Test?
Ans: Trial test of a computer or software before the commercial launch

87) 'Do no evil' is tag line of ......
Ans: Google

88) First Indian cinema released through internet is ....
Ans: Vivah

89) Rediff.com was founded by....
Ans: Ajith Balakrishnan and Manish Agarwal

90) What is the extension of PDF?
Ans: Portable document format

91) Mows is a type of mouse for .... people
Ans: Physically handicapped people

92) Expand RDBMS?
Ans: Relational Data Base Management System

93) Difference engine was developed by....
Ans: Charles Babbage

94) Orkut.com is now owned by ......
Ans: Google

95). World's first microprocessor is .....
Ans : Intel 4004

96) What is SQL?
Ans: Structured Query Language

97) What is the expansion of COBOL?
Ans: Common Business Oriented Language

98) What is the expansion of SMS?
Ans: Short Message Service

99) Which IT company's nickname is ' The Big Blue ' ?
Ans : IBM

100)What is the full form of IEEE?
Ans: Institute of Electric and Electronic Engineers

101) Who developed COBOL?
Ans: Grace Murry Hopper

102) Email was developed by......
Ans: Raymond Samuel Tomlinson (Ray Tomlinson)

103) Green dam is ......
Ans: Web Filter

104) What is the expanded form of CMOS?
Ans: Complementary Metal Oxide Semiconductor

105) Who is Netizen?
Ans: Net Citizen (Citizen who uses internet)

106) What is Scareware?
Ans: Fake antivirus software's.

107) When was the first smart phone launched?
Ans: 1992 (IBM Simon)

108) Who invented Compact Disc?

Ans: James T Russel

SOME BASIC FULL FORMS RELATED TO COMPUTER:

PC: PERSONAL COMPUTER

CPU: CENTRAL PROCESSING UNIT

OS: OPERATING SYSTEM

UP: UNINTERRUPTIBLE POWER SUPPLY

RAM: RANDOM-ACCESS MEMORY

ROM: READ-ONLY MEMORY

LCD: LIQUID CRYSTAL DISPLAY

LED: LIGHT-EMITTING DIODE

NTFS: NEW TECHNOLOGY FILE SYSTEM

FAT: FILE ALLOCATION TABLE

DOC: DOCUMENT

TXT = TEXT

MS: MICROSOFT

SD: SECURE DIGITAL

MMC: MULTIMEDIA CARD

CD: COMPACT DISC

DVD: DIGITAL VERSATILE DISC

BRD – BD: BLU-RAY DISC

ISO: INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

DB: DATABASE

IC: INTEGRATED CIRCUIT

SYS: SYSTEM

CONFIG: CONFIGURATION

CTRL: CONTROL

ALT: ALTERNATE

ESC: ESCAPE

DEL: DELETE

NUM LOCK: NUMBER LOCK

FN: FUNCTION

PrNT- Scrn: PRINT SCREEN

SysRq: SYSTEM REQUEST

ScrLk : SCROLL LOCK

PgUp : PAGE UP

PgDn : PAGE DOWN

Ins: INSERT

WINXP: WINDOWS XP

WIN7: WINDOWS 7

SP: SERVICE PACK

CMD: COMMAND

TEMP: TEMPORARY

WMP: WINDOWS MEDIA PLAYER

MP3: MOVING PICTURE EXPERTS GROUP PHASE 3 (MPEG-3)

MPEG: MOVING PICTURE EXPERTS GROUP PHASE (MPEG)

MPEG 1: MOVING PICTURE EXPERTS GROUP PHASE 1 (MPEG-1)

MPEG 2: MOVING PICTURE EXPERTS GROUP PHASE 2 (MPEG-2)

JPG: JOINT PHOTOGRAPHIC EXPERTS GROUP

AVI: AUDIO VIDEO INTERLEAVE

WMV: WINDOWS MEDIA VIDEO

GIF: GRAPHICS INTERCHANGE FORMAT

RGB: RED – GREEN – BLUE

CMYK: CYAN – MAGENTA – YELLOW – KEY (BLACK)

ACPI: ADVANCED CONFIGURATION AND POWER INTERFACE

APM: ADVANCED POWER MANAGEMENT

REGEDIT: REGISTRY EDITOR

PRO: PROFESSIONAL

BAT: BATCH

GPEDIT: GROUP POLICY EDITOR

OSK: ON-SCREEN KEYBOARD

COM: COMPONENT OBJECT MODEL

USB: UNIVERSAL SERIAL BUS

IT: INFORMATION TECHNOLOGY

NET: INTERNET

IP: INTERNET PROTOCOL

AP: ACCESS POINT

DNS: DOMAIN NAME SYSTEM

HTTP: HYPERTEXT TRANSFER PROTOCOL

HTTPS: HYPERTEXT TRANSFER PROTOCOL SECURE

HTML: HYPERTEXT MARKUP LANGUAGE

PHP: HYPERTEXT PREPROCESSOR

XML: EXTENSIBLE MARKUP LANGUAGE

CSS: CASCADING STYLE SHEETS

ASP: ACTIVE SERVER PAGES

SQL: STRUCTURED QUERY LANGUAGE

WWW: WORLD WIDE WEB

.COM: COMMERCIAL

.NET: NETWORK

.ORG: ORGANIZATION

.EDU: EDUCATIONAL

.GOV: GOVERMENTAL

.INFO: INFORMATION

.BIZ: BUSINESS

.BD: BANGLADESH

.US: UNITED STATE

.UK: UNITED KINGDOM

TLD: TOP-LEVEL DOMAIN

DL: DOWNLOAD

UL: UPLOAD

PR: PAGE RANK

SEO: SEARCH ENGINE OPTIMIZATION

CEO: CHIEF EXECUTIVE OFFICER

E-MAIL: ELECTRONIC MAIL

SMS: SHORT MESSAGE SERVICE

MMS: MULTIMEDIA MESSAGING SERVICE

PW – PASS – P. CODE – CODE : PASSWORD

AP: ALERTPAY

MB: MONEYBOOKERS

PP: PAYPAL

LR: LIBERTY RESERVE

INFO: INFORMATION

LAN: LOCAL AREA NETWORK

WLAN: WIRELESS LOCAL AREA NETWORK

NAT: NETWORK ADDRESS TRANSLATION

UPDATE: UP-TO-DATE

IDM: INTERNET DOWNLOAD MANAGER

DAP: DOWNLOAD ACCELERATOR PLUS

KB: KILOBYTE

MB: MEGA BYTE

GB: GIGA BYTE

GiB: GIBI BYTE

TB: TERA BYTE

TiB: TEBI BYTE

PB: PETA BYTE

PiB: PEBI BYTE

EB: EXA BYTE

EiB: EXBI BYTE

ZB: ZETTA BYTE

ZiB: ZEBI BYTE

YB: YOTTA BYTE

YiB: YOBI BYTE

GOOGLE: GOOGLE IS NOT AN ABBREVIATION. IT IS DISTORTED FORM OF GOOGOL NUMBER (10 TO THE POWER OF 100) , THAT IS 1 FOLLOWED BY 100 ZEROS (0) .

YAHOO: YET ANOTHER HIERARCHICAL OFFICIOUS ORACLE

INTEL: INTEGRATED ELECTRONICS

HP: HEWLETT PACKARD

LG: LIFE'S GOOD

IBM: INTERNATIONAL BUSINESS MACHINES

IPV4: INTERNET PROTOCOL VERSION 4

IPV6: INTERNET PROTOCOL VERSION 6

WI-FI: WIRELESS FIDELITY

UNIT:1

Booting

In computing, **booting** is the process of starting a computer. It can be initiated by hardware such as a button press, or by a software command. After it is switched on, a computer's central processing unit (CPU) has no software in its main memory, so some process must load software into memory before it can be executed. This may be done by hardware or firmware in the CPU, or by a separate processor in the computer system.

Restarting a computer also is called rebooting, which can be "hard", e.g. after electrical power to the CPU is switched from off to on, or "soft", where the power is not cut. On some systems, a soft boot may optionally clear RAM to zero. Both hard and soft booting can be initiated by hardware such as a button press or by software command. Booting is complete when the operative runtime system, typically operating system and some applications, is attained.

The process of returning a computer from a state of hibernation or sleep does not involve booting. Minimally, some embedded sytems do not require a noticeable boot sequence to begin functioning and when turned on may simply run operational programs that are stored in ROM. All computing systems are state machines, and a reboot may be the only method to return to a designated zero-state from an unintended, locked state.

In addition to loading an operating system or stand-alone utility, the boot process can also load a storage dump program for diagnosing problems in an operating system.

Boot is short for bootstrap or *bootstrap load* . The usage calls attention to the requirement that, if most software is loaded onto a computer by other software already running on the computer, some mechanism must exist to load the initial software onto the computer. Early computers used a variety of ad-hoc methods to get a small program into memory to solve this problem. The invention of read only memory (ROM) of various types solved this paradox by allowing computers to be shipped with a start-up program that could not be erased.

Growth in the capacity of ROM has allowed ever more elaborate start up procedures to be implemented.

Booting:

When we start our Computer then there is an operation which is performed automatically by the Computer which is also called as Booting. In the Booting, System will check all the hardware's and Software's those are installed or Attached with the System and this will also load all the Files those are needed for running a system.

In the Booting Process all the Files those are Stored into the ROM Chip will also be Loaded for Running the System. In the Booting Process the System will read all the information from the Files those are Stored into the ROM Chip and the ROM chip will read all the instructions those are Stored into these Files. After the Booting of the System this will automatically display all the information on the System. The Instructions those are necessary to Start the System will be read at the Time of Booting.

There are two Types of Booting

1) **Warm Booting**: when the System Starts from the Starting or from initial State Means when we Starts our System this is called as warm Booting. In the Warm Booting the System will be Started from its beginning State means first of all, the user will press the Power Button , then this will read all the instructions from the ROM and the Operating System will b Automatically gets loaded into the System.

2) **Cold Booting**: The Cold Booting is that in which System Automatically Starts when we are Running the System, For Example due to Light Fluctuation the system will Automatically Restarts So that in this Chances Damaging of system are More. and the System will no be start from its initial State So May Some Files will b Damaged because they are not Properly Stored into the System.

Checking system information :

How to check computer specs using Settings

To check some of the basic tech specs, such as processor, memory, and the current version of Windows 10, you can use the Settings app to view this information with these steps:

1. Open **Settings**.

2. Click on **System**.

3. Click on **About**.

4. Check the **Device specifications** section to find out the device name, processor, installed memory, system architecture, and if the device includes support for touch and pen.
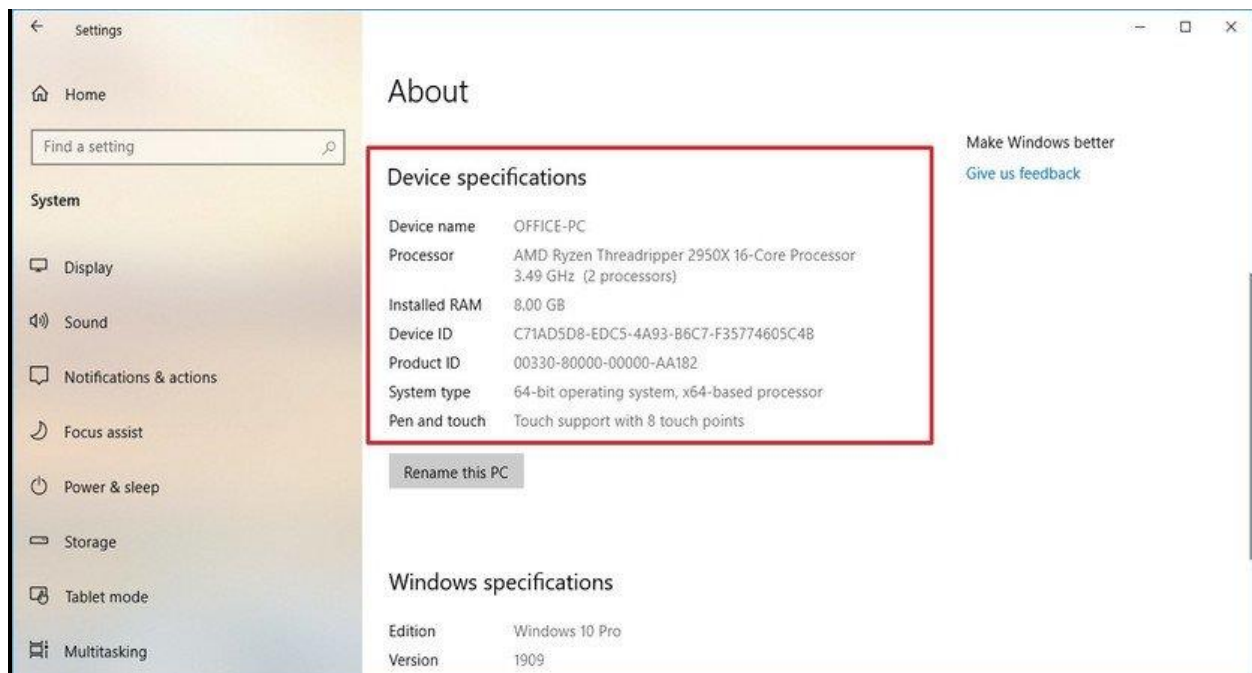
5. Check the **Windows specifications** section to determine the edition of Windows 10 (Home, Pro, Enterprise, or Education), version number, the date when the feature update was installed, and the current build number (the number after the period indicates the quality update version).
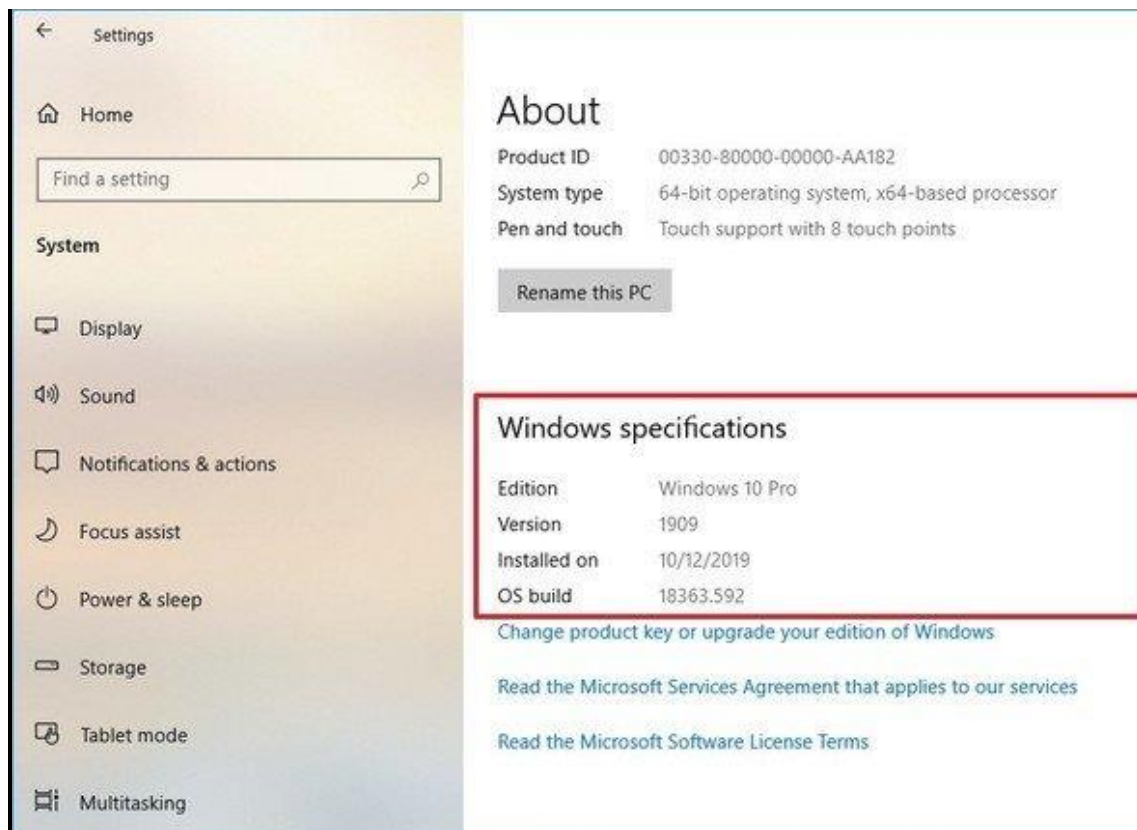
Once you complete the steps, you'll have a clear understanding of the basic specifications of your device.

Managing files and folders :

A file is a collection of numbers which have been written to your computer's hard drive. These numbers can be converted into a picture, a sound, text, or a set of instructions for a program to perform certain actions. A clue to a file's type is given by its Icon or by its file extension. Folders are containers for anything on a computer including files and other folders. A path lists the folders that have to be opened to get to the required file.

Folders were called directories on older Microsoft systems.

These are some typical file icons. They help the user to identify the file type. There are innumerable file types, some of the common ones are represented here:

1. .bmp – a bitmap image
2. .doc – a Word document
3. .wav – a sound file

4. .ppt – animated slides
5. .txt – plain text
6. .xls – a spreadsheet
7. .dbf – a database file
8. A shortcut (note the arrow)
9. .exe – an application (a program)

Windows allows you to view information about files in different ways. the icon view – the default used by Windows XP.

To change the icon view, click on View on the menu bar. Select the required view from the available list.

By default if a file type is a known one, such as a Microsoft Word Document, Windows won't display its file extension. To view all file extensions click on Tools on the menu bar.

Various options can be configured. e.g. Display compressed files and folders with alternate colours. To display all file extensions, untick the Hide file extensions for known file types box.

File extensions are best left alone. Opening a file with the wrong application can sometimes damage the file. However you may at some stage need to change a file's extension.

Folders

Each of these is a folder. They may contain files or other folders (called subfolders) or both. There may be many "nestings" of folders within folders.
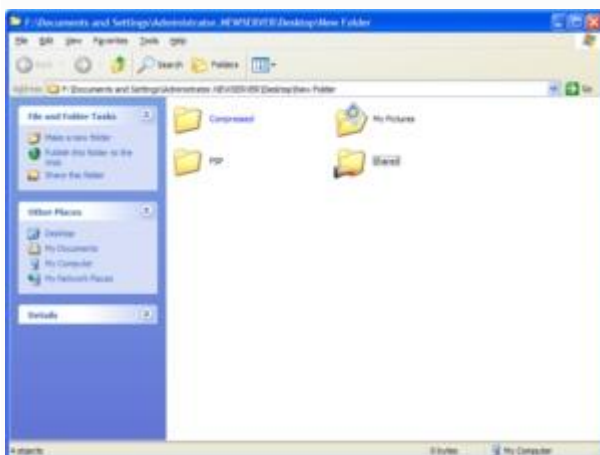
Files and folders are located on the computer by using a file path. The "James" folder is located inside a folder called "Home", which is located inside a folder

called "es-net", which is located on the "C:" drive. The file path will be "C:\es-net\Home\James".

Moving and Copying

To move a file or folder, either right click on its icon OR left click on the Edit option on the toolbar. Choose cut to move or copy to copy!

At this point the item has been placed onto a clipboard – an area of memory accessible from nearly any application in Windows. Right click (or open Edit in the toolbar) in an open destination folder and choose "Paste" (or use drag and drop) .

When an attempt is made to move an item between volumes, it is effectively copied, and the original remains.

Creating Files and Folders

This is mercifully easy. Simply right-click on some empty space in any suitable folder or the desktop and choose to create a new object from the choices offered.

Be careful not to alter the file extension, as this can render the file unreadable. File extensions are usually hidden for this reason.

Deleting a file and folder

First method :

This is the easiest method to delete files and folders in Windows.

1. You can use either Windows Explorer or My Computer to navigate to the file or folder you wish to delete.
   - Using Windows Explorer: Open Windows Explorer (Left click Start then Programs then Accessories then Windows Explorer) or (Hold down the Windows key and press E)
   - Using My Computer: Windows XP Users click Start then My Computer. All other Windows users double left click the My Computer icon on your desktop.
2. Navigate to the file or folder that you would like to delete.
3. Highlight the file or folder by left clicking it once.
4. Now press the Delete key on your keyboard.
5. A window will then popup asking for confirmation to send the file or folder to the Recycle Bin. Click Yes to move the file to the recycle bin or No to keep the file where it is.

1. SECOND METHOD You can use either Windows Explorer or My Computer to navigate to the file or folder you wish to delete.
   o Using Windows Explorer: Open Windows Explorer (Left click Start then Programs then Accessories then Windows Explorer) or (Hold down the Windows key and press E)
   o Using My Computer: Windows XP Users click Start then My Computer. All other Windows users double left click the My Computer icon on your desktop.
2. Navigate to the file or folder that you would like to delete.
3. Highlight the file or folder by left clicking it once.
4. Then from the top toolbar click File then Delete.

5. A window will then popup asking for confirmation to send the file or folder to the Recycle Bin. Click Yes to move the file to the recycle bin or No to keep the file where it is.

CHECKING FILES/ FOLDERS PROPERTIES:

To access the properties of a file or folder, right-click on it and select Properties.
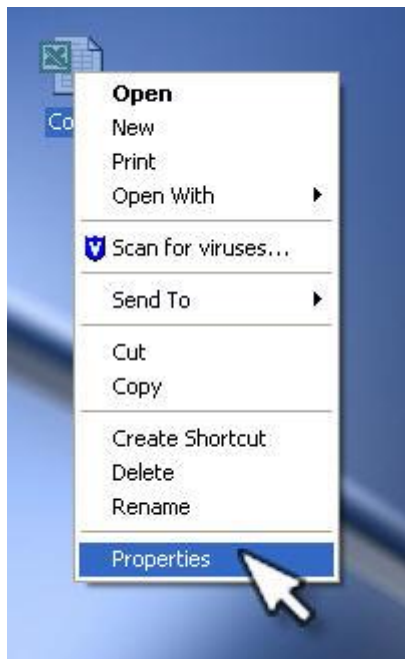
You can also Alt-click on a file or folder to access its properties. The General tab of the Properties dialog box will provide you with information such as the full path to the file or folder, its size, what application is configured to open it, and the date it was created, last modified, and accessed.
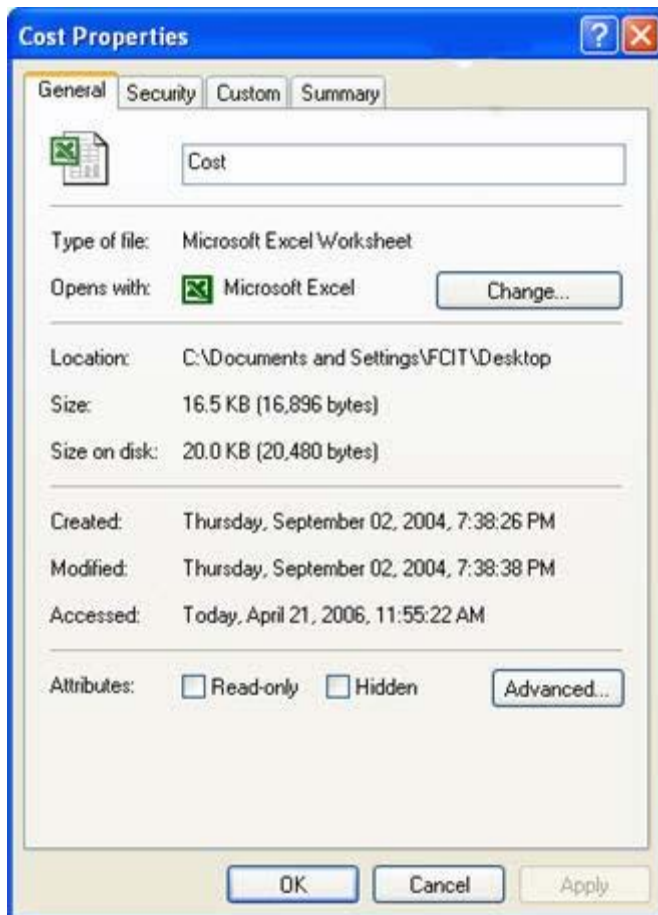
You will also see check boxes at the bottom of the window where you can make a file Read-only or Hidden. A Read-only file can be opened to see its contents, but it cannot be modified (any changes that you make to it cannot be saved), A Hidden file will not appear when you browse the contents of the folder where it is stored using Explorer, unless you set up Explorer to display Hidden files (in which case they will be displayed in a lighter color than regular files).

The General tab has an Advanced button.
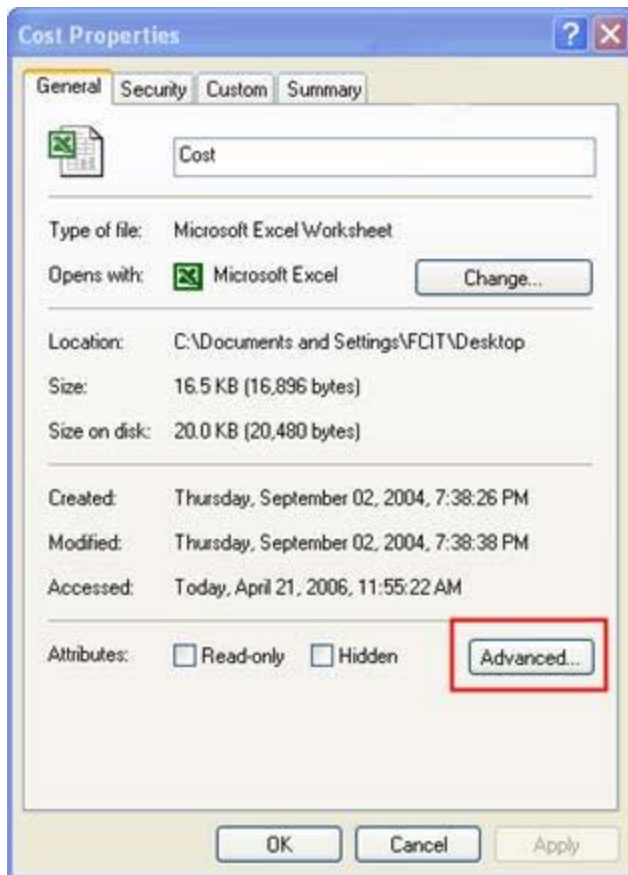
You can click on this button to enable compression for the file or folder, which will make it take up less space on your hard drive.

If you are accessing the properties for a file, you will also see a Change button at the top of the window. This button can be used to open the file with a program other than the one that is assigned to that type of file by Windows.

Cost Properties

General | Security | Custom | Summary

Cost

Type of file: Microsoft Excel Worksheet

Opens with: Microsoft Excel — [Change...]

Location: C:\Documents and Settings\FCIT\Desktop

Size: 16.5 KB (16,896 bytes)

Size on disk: 20.0 KB (20,480 bytes)

Created: Thursday, September 02, 2004, 7:38:26 PM

Modified: Thursday, September 02, 2004, 7:38:38 PM

Accessed: Today, April 21, 2006, 11:55:22 AM

Attributes: ☐ Read-only ☐ Hidden [Advanced...]

[OK] [Cancel] [Apply]

Open With

Choose the program you want to use to open this file:

File: Cost.xls

Programs

Recommended Programs:
- Internet Explorer
- Microsoft Excel

Other Programs:
- Adobe Photoshop
- Adobe Photoshop CS2
- Authorware
- Authorware
- Authorware Runtime
- Authorware Working Model
- Dreamweaver MX

☑ Always use the selected program to open this kind of file

[Browse...]

[OK] [Cancel]

If you are viewing the properties for a folder, you will see a Sharing tab where you can set up the folder as a shared folder that can be accessed by others over the network.

The Customize tab allows you to change the icon for the folder, and you can even assign a picture to be displayed when the folder is viewed as a thumbnail in Windows Explorer (View, Thumbnails).
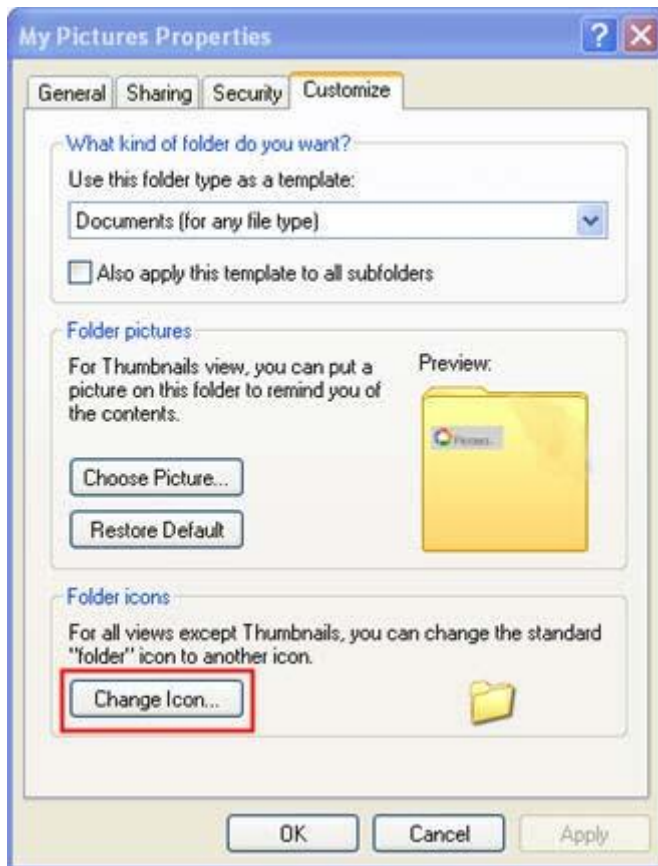
MANAGING WINDOWS:

How to Move or Resize an Off-Screen Window in Windows?

I'm sure you have faced this situation many times when a program window opens in a way that you can't see either its titlebar or the whole program window. Most of the times it happens when you close a full screen program like a game or movie.

I have faced this problem many times with Internet Download Manager (IDM). I think its a bug in IDM. Whenever I open IDM, each time its window automatically shifts a few pixels to the left side of screen. After many open and close operations, one moment comes when the whole program window disappears and moves off-screen. Sometimes you can only see its border as shown in following screenshot:

There is one more similar problem when a program window automatically moves a few pixels to the top of the screen which hides the window titlebar completely as shown in following screenshot:
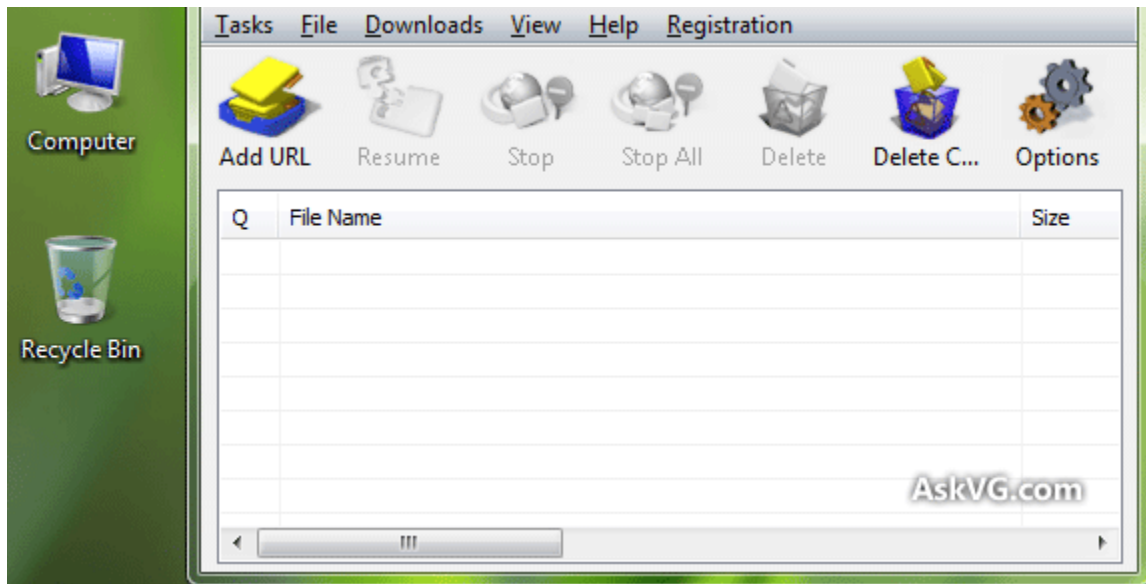
In both situations, you can't move the program window as you need to click and hold the cursor on program titlebar and then you can move it on the screen by dragging the window.

So if you face such kind of problem in future, how will you fix it? How will you move or resize an off-screen window? Don't worry! Here is the solution.

Today in this tutorial, we'll tell you a very simple and easy to use trick to move and resize a program window which is not showing properly on screen or the window is too large and wide that you can't resize it.

There are 2 ways to move or resize an off-screen program window:

o Using keyboard shortcut

o Using mouse

METHOD 1: Using Keyboard Shortcut

You just need to press "**ALT+SPACEBAR**" keys together and it'll open the **System Menu** which shows minimize, maximize, restore, close, size and move options.
Once you get the menu, you can use arrow keys to go to the desired option and press Enter key.

For example, to move the window select "**Move**" option (or press **m** key to select the option) and then you can use arrow keys to move the program window to left, right, top or bottom.

Similarly, to resize a large and wide window, select "**Size**" option (or press **s** key to select the option) and then use arrow keys to resize it.

METHOD 2: Using Mouse

If you don't want to use keyboard shortcut, you can use your mouse to access system menu. Just right-click on the program button present in Taskbar. **Windows 7** users will need to press **SHIFT** key while right-clicking on the program button otherwise it'll bring jumplist.
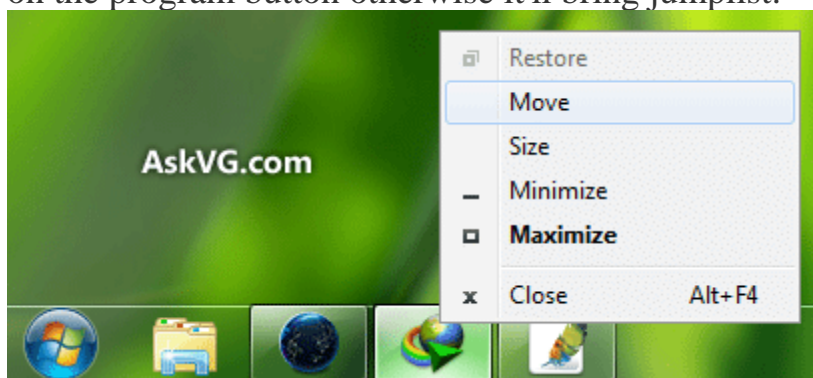
Right-clicking on the program button will show the same system menu and then you can click on the desired option but you'll still need to use arrow keys to move or resize the program window.

ADJUSTING MOUSE PROPETIES:

When you need to change your computer mouse properties such as a pointer, or wheel, you will need to **open the Mouse Properties** dialog. Now, this post will show you three ways you can open mouse properties in windows 10.

- Way 1 : with run dialog
- Way 2 : via pc settings
- Way 3 : via control panel

Way 1: Open Mouse Properties in Windows 10 with Run dialog

Step 1: bring up the run diallog using **Win** + **R** keys on your keyboard.

Step 2: Type in **main.cpl** and click **OK**.
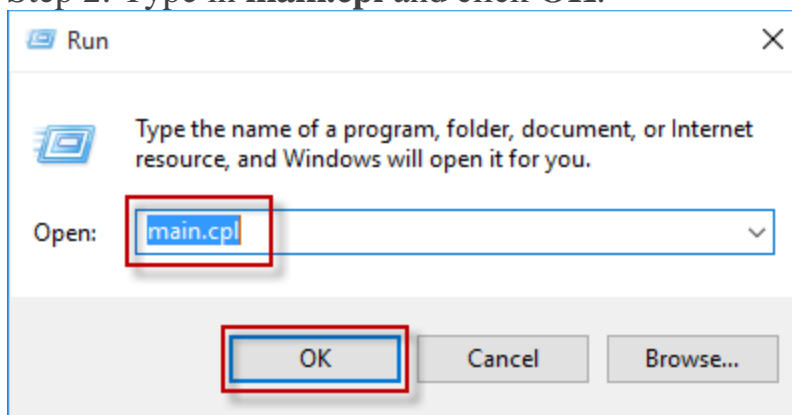
Way 2: Open Mouse Properties via PC Settings

You have two options.

Option 1:

Step 1: Right-click on the Windows 10 desktop and select **Personalize** from the context menu.
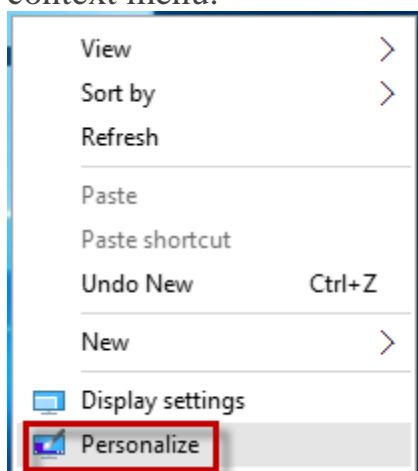
Step 2: After you get to the **Personalization** page of the Settings app, click **Themes** and click **Mouse pointer settings**. Then the Mouse Properties dialog will open.
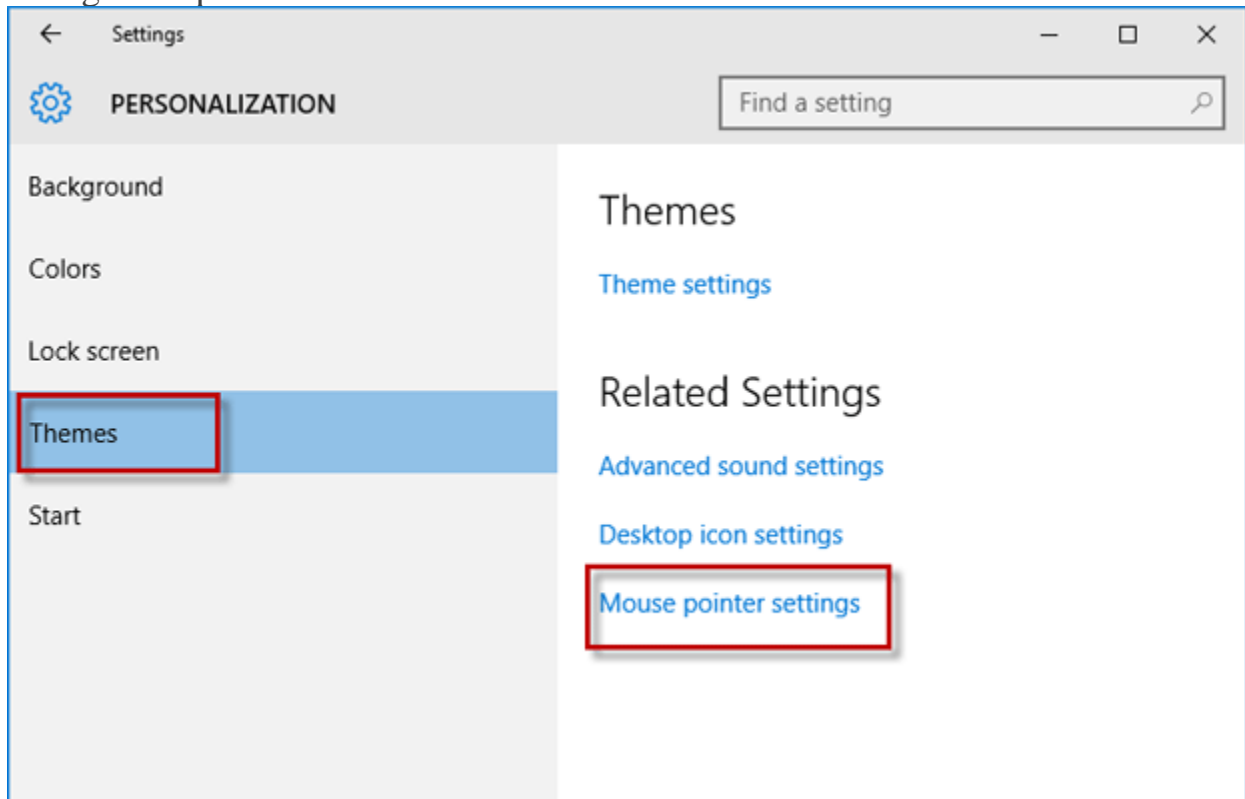
Option 2:

Step 1: Click in the Search field on the left side of the Windows 10 taskbar, and start typing **mouse**. When the search results show up, click **Change your mouse settings** or **Mouse & touchpad settings**. This will quickly get to the **Devices** page of the Settings app.
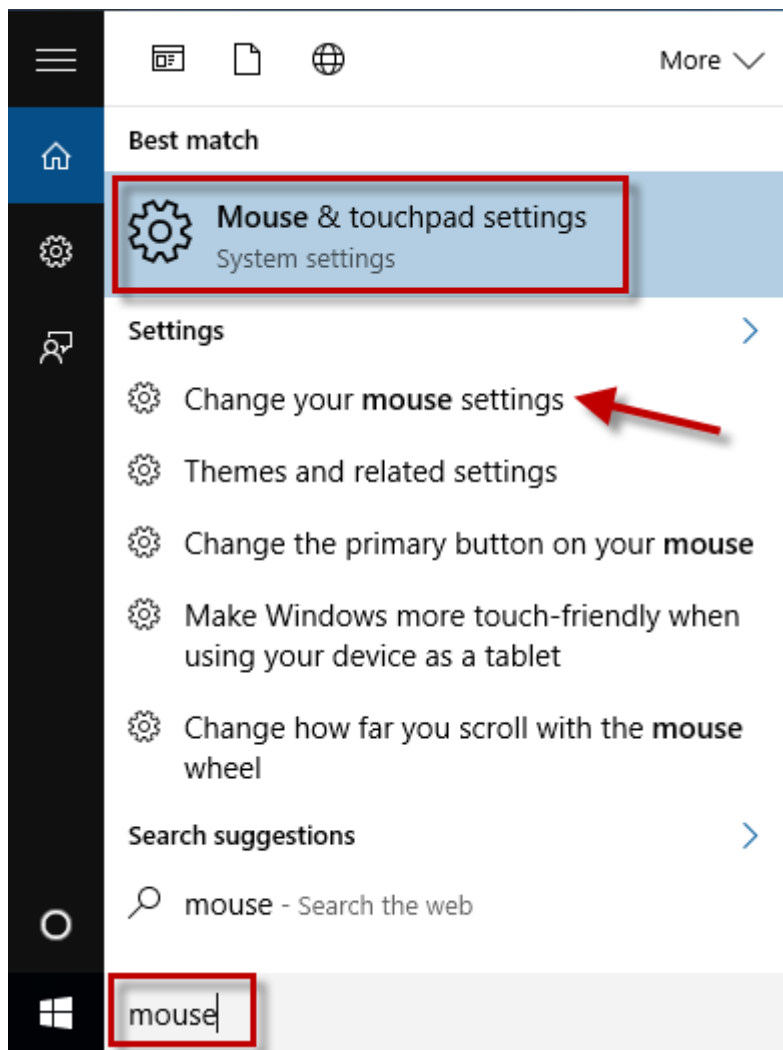
Step 2: Keep **Mouse & touchpad** selected, and click **Additional mouse options**.
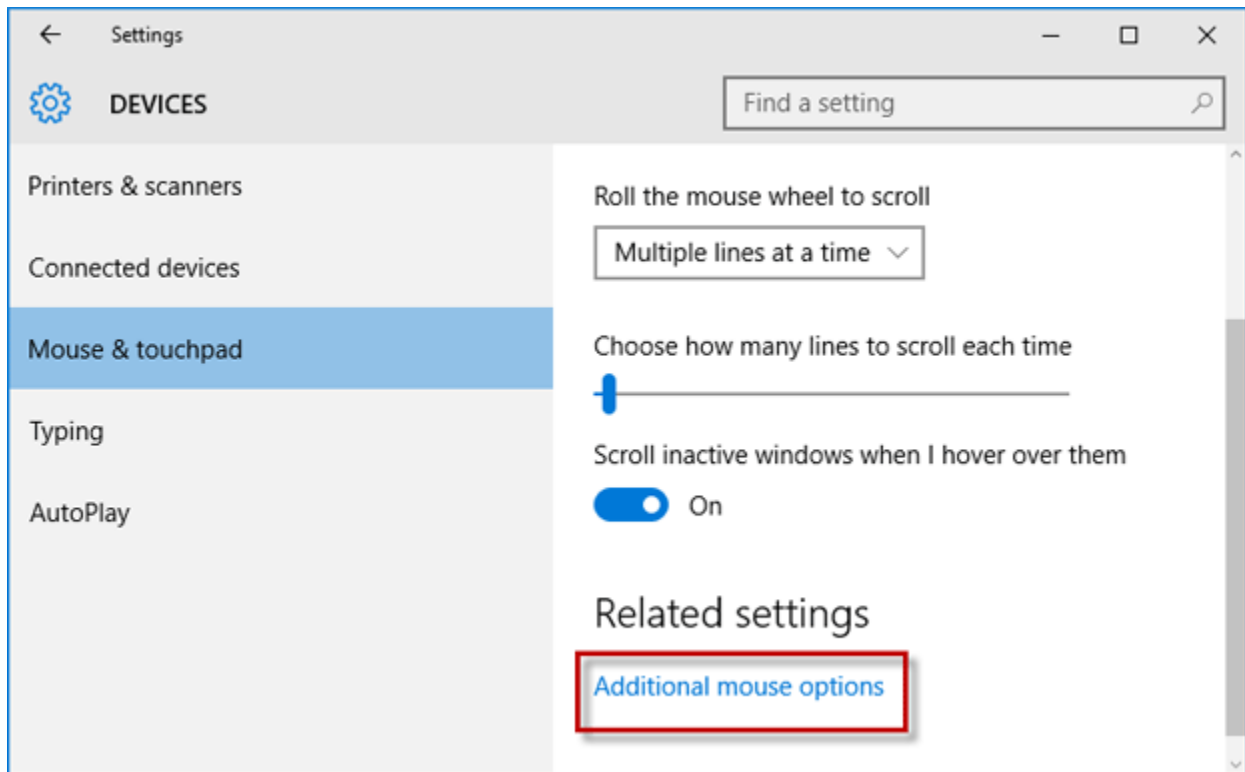
Way 3: Open Mouse Properties through Control Panel

You have two options.

Option 1:

Step 1: Open the Windows 10 Control Panel by pressing **Win + X** and then select **Control Panel**.

Step 2: Click the **Hardware and Sound** link.

Step 3: Click the **Mouse** link under the **Devices and Printers** to open the Mouse Properties dialog.
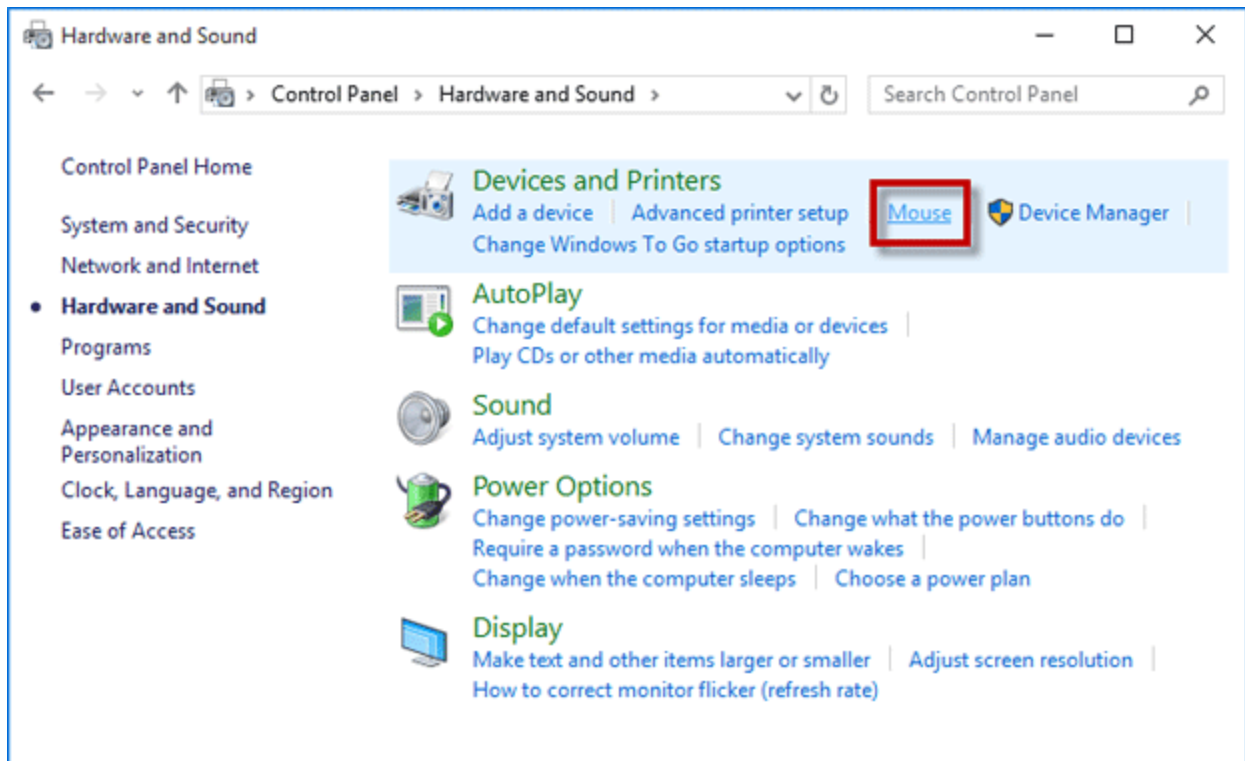
Option 2:

Step 1: Press **Win + U** keyboard shortcuts to get to the **Ease of Access Center** page of the Control Panel.

Step 2: Scroll down, and click the **Make the mouse easier to use** link.
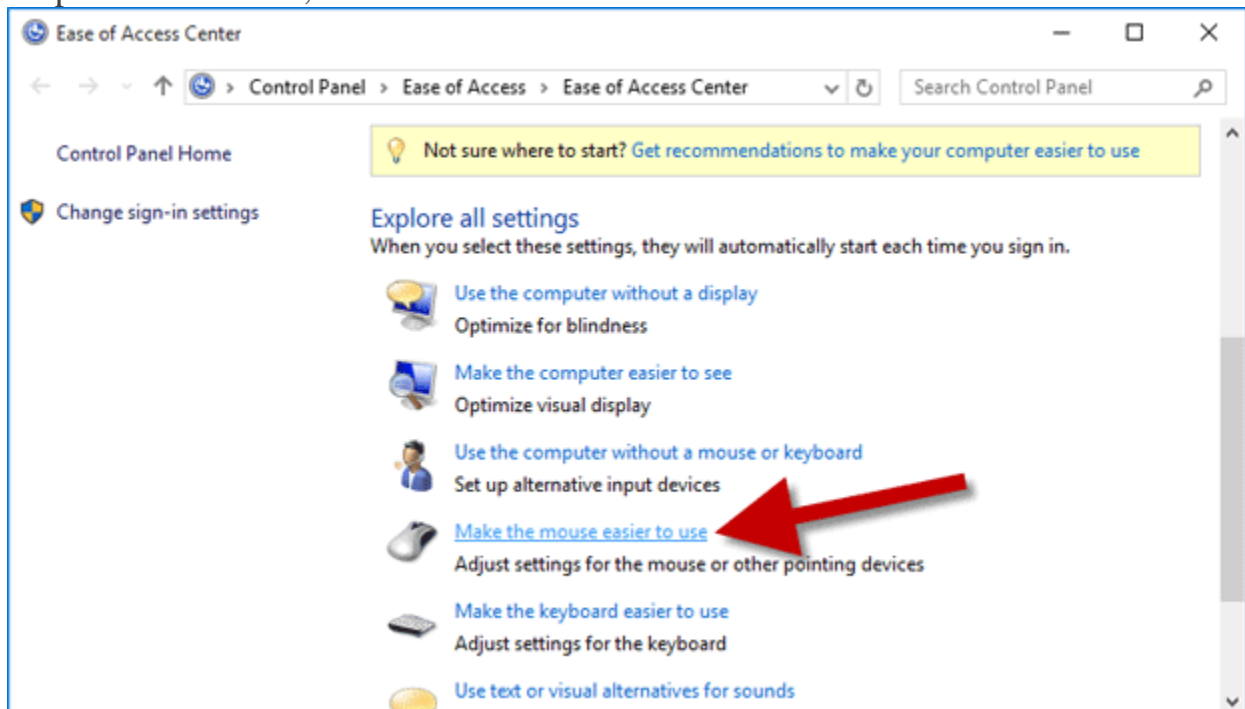
Step 3: Scroll down, and click the **Mouse settings** link. This can also open the Mouse Properties dialog.
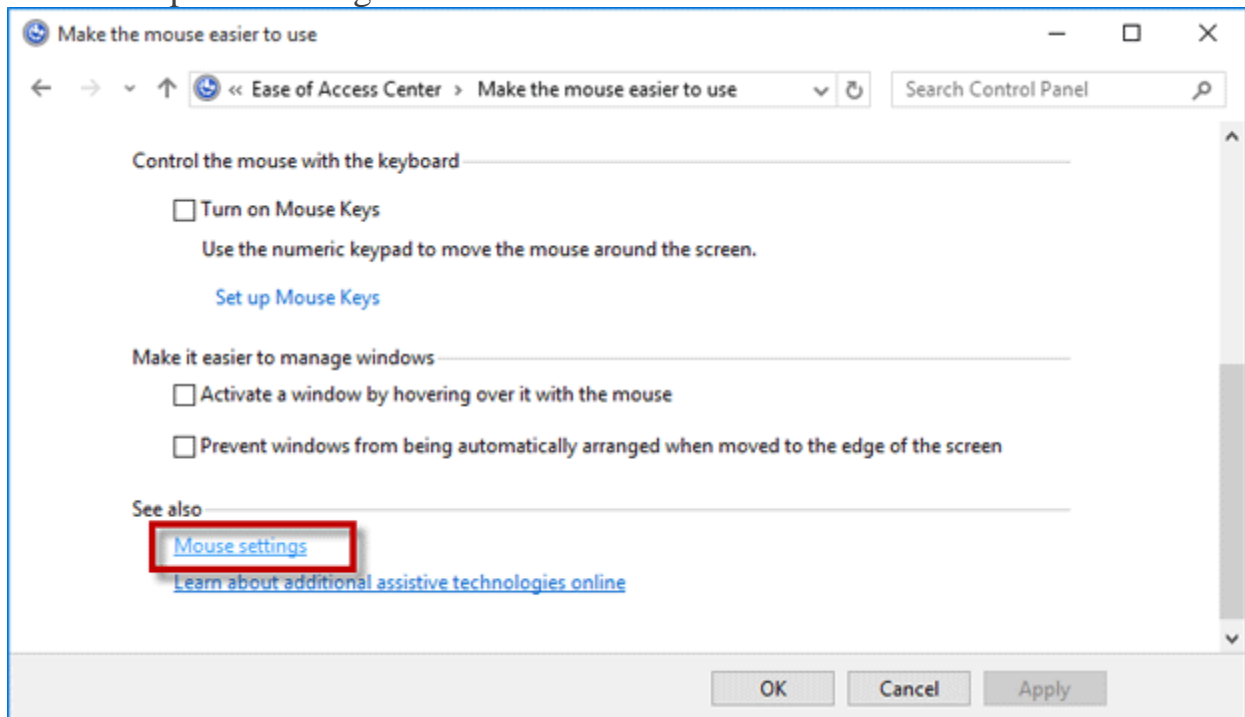
ADJUSTING DISPLAY PROPERTIES

The steps for changing the screen resolution are quick and straightforward, but there are differences depending on your version of Windows.

1. Open Control Panel from the *Power User Menu* (or use the keyboard shortcut **Win**+**X**) if you are running Windows 10 or 8. Use the *Start menu* in older versions of Windows.

   Open Control Panel from the **Run** dialog box or a Command Prompt too, with the *control panel command*.

2. Open **Appearance and Personalization** (called **Appearance and Themes** in XP). Skip this step if you're viewing the Control Panel applets by their icons.
3. Choose **Display** or, if on Windows Vista, **Personalization**.
4. To find the screen resolution setting in Windows 10, 8, or 7, select **Change display settings** from the left side of the screen. If you're on Windows 10, also select the **Advanced display settings** link. Windows Vista users need to use

the **Display Settings** option, while Windows XP users, go to the **Settings** tab of **Display Properties**.

5. Use the drop-down menu or slider next to **Resolution** (XP calls it **Screen Resolution**) to pick a different resolution setting. In most circumstances, the best choice is **800 by 600 pixels** or **1024 by 768 pixels**, possibly higher if you're using a 19-inch or larger monitor. The "best" setting is highly subjective to your personal preferences and your equipment.

6. Click or tap **Apply** or **OK** to save the changes. A reboot is unnecessary.

Some types of software require the screen resolution settings to be set to a specific size. If you receive errors when opening certain software titles, make any screen resolution changes as necessary.

Tips About Screen Resolution

Another way to change the screen resolution setting in some versions of Windows is to right-click the desktop and choose **Display**, **Screen resolution**, or **Properties**, depending on the version you're using. Then, just follow the same steps above.

If more than one monitor is shown, you can change the resolution for each monitor individually. Just click the monitor you want to adjust the setting for. If you're not sure which monitor is "1" or "2" or so on, click the **Identify** button to display a number on each monitor.

What to Do When Your Monitor Doesn't Support a Screen Resolution

It's possible to change the screen resolution to a setting not supported by your monitor. If this happens, the screen will probably turn black and prevent you from seeing anything, including your mouse. Fixing this is a simple as starting Windows in Safe Mode and then following the directions above. This time, just make sure to lower the resolution to something that's likely supported by your monitor. If Safe Mode doesn't work, try choosing the **Enable low-resolution video** option in *Startup Settings* (Windows 10 and 8) or *Advanced Boot Options menu* for older versions of Windows. It's called Windows *Advanced Options Menu* in Windows XP, and the option to select is **Enable VGA Mode**.

If you have another monitor you can connect to the computer—one that supports the higher resolution—it might be quicker to do that to change the resolution than to boot Windows into Safe Mode.

SETTING SYSTEM DATE AND TIME :

1. Right-click or tap the date and time in the Windows Notification Area in the bottom right corner of the screen.

2. Click **Adjust date/time**.

3. Make sure your **Time zone** is set properly if your computer is displaying the wrong time.

4. To manually adjust the time, **turn off the Set time automatically** option and then click the **Change** button.

Setting the date and time in Windows 8

1. In the lower-right corner of the screen, click or tap the Windows Notification Area where you see the date and time.

2. Select **Change date and time settings...** in the bottom of the window that appears (shown below).
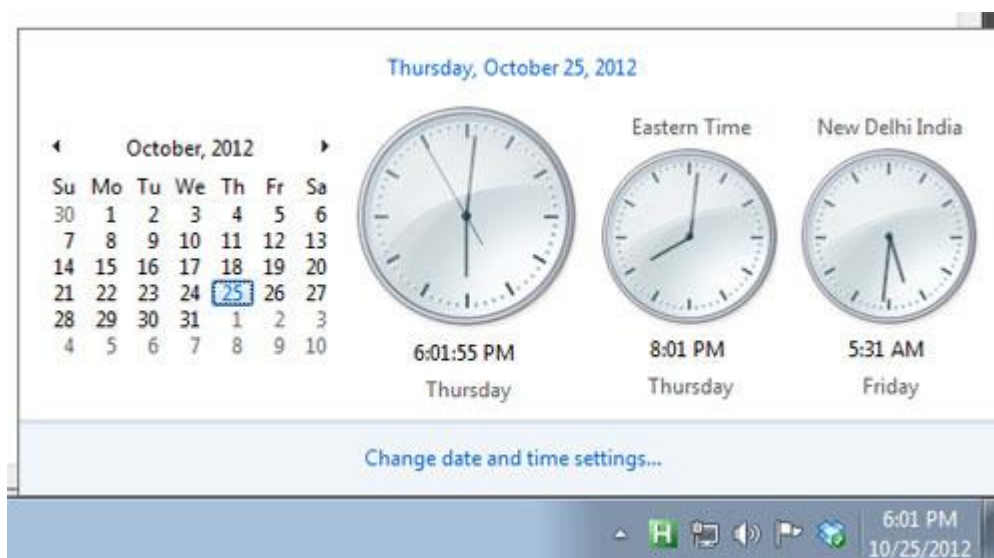
4. In the *Date and Time* window, under the *Date and Time* [tab](#), click the **Change date and time...** button.

5. Make your adjustments and click **OK**.

6. Click **OK** on the main *Date and Time* window to save the changes.

Adjusting the time zone

1. In the *Date and Time* window from above, under the *Date and Time* tab, click the **Change time zone...** button.

2. Select the new time zone in the **Time zone** drop-down field and click **OK**.

3. Click **OK** on the main *Date and Time* window to save the time zone change.

Setting the date and time in Windows Vista and 7

1. Press **Windows key** + **D** or navigate to the Windows [desktop](#).

2. In the lower-right corner of the screen, click or tap the [Windows Notification Area](#) where you see the time and date.

3. Select **Change date and time settings...** in the bottom of the window that appears (shown below).
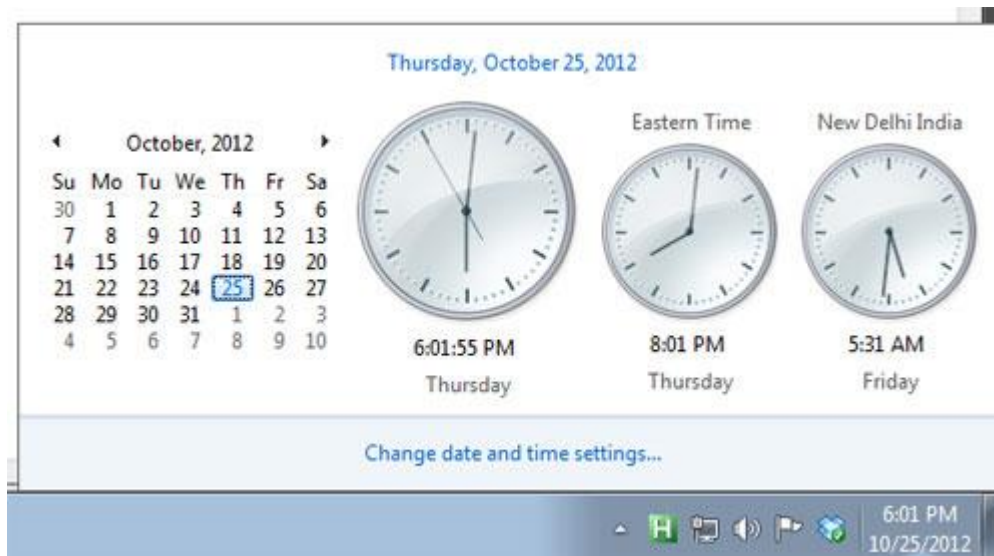
4. In the *Date and Time* window, under the *Date and Time* tab, click the **Change date and time...** button.

5. Make your adjustments and click **OK**.

6. Click **OK** on the *Date and Time* window to save the changes.

Adjusting the time zone

1. In the *Date and Time* window from above, under the *Date and Time* tab, click the **Change time zone...** button.

2. Select the new time zone in the **Time zone** drop-down field and click **OK**.

3. Click **OK** on the main *Date and Time* window to save the time zone change.

Set the date and time in Windows 95, 98, ME, NT 4, 2000, and XP

1. Navigate to the Windows desktop.

2. Right-click the time in your Systray; usually located in bottom-right of your screen.

3. Click the **Adjust Date/Time** menu item.

4. This action opens the Date/Time Properties window. In this window, you can adjust the time, date, and time zone.

5. Once the proper date and time are set, click **Apply**, and then **Ok**.

CUSTOMIZING WINDOWS START MENU:

Quickly, let's break down how the Start menu is organized. It's divided into three sections.

- The narrow panel on the left features icons for important menu items that vary depending on your settings (more on this later), including your account, settings, and power options. These icons are unlabeled by default, but if you need help figuring out which is which, you can tap or click the menu button at the top of this section (looks like three horizontal lines) to reveal labels for each icon.

- The center (but still mostly left) panel houses a list of all your applications, starting with those you recently added at the top and then an alphabetical

- The large panel on the right contains the colorful tiles in sections labeled as Create, Play, Explore and so on.

Now that you know the lay of the Start menu land, let's get to the ways in which you can customize it.

Customize the far-left panel

The far-left panel of the Start menu can have a minimum of two icons (your account icon and the power options icon) and a maximum of 12 icons. You can customize the icons that appear by opening the **Settings menu** and going to **Personalization > Start > Choose which folders appear on Start**. Here, you can toggle on/off the following icons: File Explorer, Settings, Documents, Downloads, Music, Pictures, Videos, HomeGroup, Network and Personal folder.

Screenshot by Matt Elliott/CNET

Full-screen Start or not

The full-screen Start menu is the default menu if you're using a tablet, while the partial-screen Start menu is the default if you have a desktop or laptop. If you want the full-screen experience on a PC, go to **Settings > Personalization > Start** and toggle on **Use Start full screen**. And on a tablet, you can go to **Settings > System > Tablet mode** and choose which mode -- desktop or tablet -- you want your device to start in.

Change the color

To change the color of your Start menu, Start screen, taskbar and window borders, go to **Settings > Personalization > Colors > Show color on Start, taskbar, and action center**. Turn this option on and pick the accent color you'd like to use from the options above. If you'd like your Start menu to be transparent-ish, you can also turn on **Make start, taskbar, and action center transparent**.
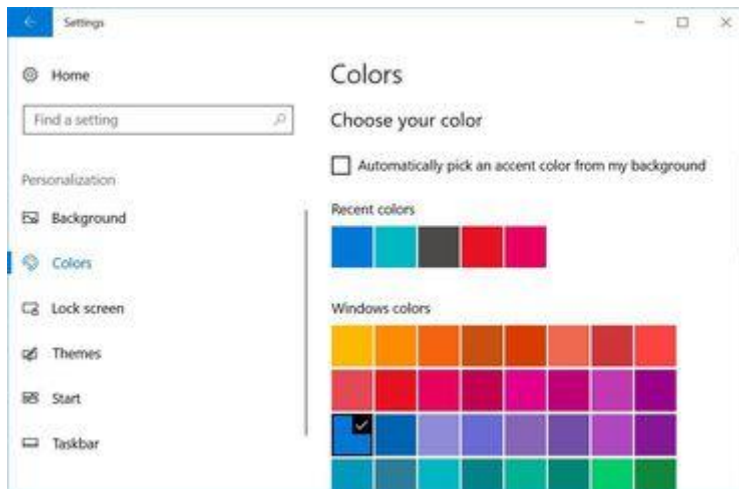
Screenshot by Matt Elliott/CNET

Pin and unpin tiles

To pin an app to the right panel of the Start menu as a tile, find the app in the center-left panel of the Start menu and right-click it. Click **Pin to Start**, or drag and drop it into the tile section of the Start menu. To unpin a tile, right-click the tile and click **Unpin from Start**.

Move and resize tiles

To resize a tile, right-click on it and use **Resize** option to pick a size. Depending on the tile/app, you will be able to choose small, medium, wide or large. Most tiles will only be able to be sized to small or medium, but native Windows apps such as Edge or Maps will be able to be sized to wide or large. To move a tile, click or tap it, hold it, and drag it to another part of the Start menu.
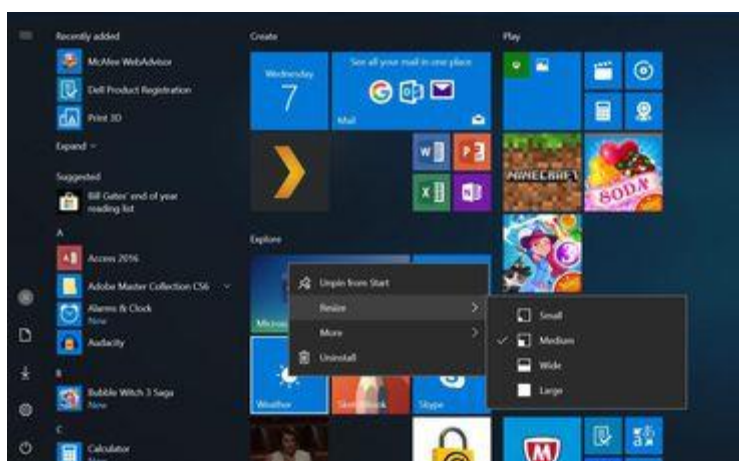
Screenshot by Matt Elliott/CNET

Go wide

If your Start menu is starting to feel crowded, you can make it wider by going to **Settings > Personalization > Start** and toggling on **Show more tiles**.

Create Start menu folders

Even with an extra-wide Start menu, it can start to feel cluttered if you have added a bunch of tiles to it. As with the thumbnails littering your desktop, you can organize Start menu tiles into folders. Just drag on tile on top of another tile to create a folder of like-minded tiles. It'll feel very familiar to iPhone owners who pride themselves on their neat and orderly collection of app folders, though there's no jiggling involved.

Edit the tile sections

In Windows 10 (like Windows 8/8.1), you can divide your live tiles into different categories. To create a new category, click a tile, hold it and drag it to the bottom of the Start menu until a solid bar shows up. Drop the tile below this bar, and your tile will end up in its own little section, which you can name.

MANIPULATING TASK BAR :

Most often when visiting VC++ forums, we see questions like how to show the ShutDown dialog, Logoff dialog, how to lock the windows taskbar and others. Hence it quite fascinated me to try out a few things with the windows taskbar. The article is a result of this fascination. :)

Well this article is for those who don't know how to do this. This article simply lists the message numbers which when sent to the taskbar makes it do something (so don't expect too much). ;)

How I Did This

Well I started off by posting a few messages to the taskbar. I started off from Zero. It was a long and tedious process. The process was like:

1. Post a message
2. Then wait
3. If nothing happens, post another
4. If something happens, jot it down. Hehe

I know this is quite trivial, but anyway, this is how I did it. :)

The Message Numbers

Heh, now let me show you the real content of this article...

Note: I am using WM_COMMAND and the message number goes into the WPARAM parameter.

Serial.	Msg Number	Description Of The Message
1.	305	Displays the Start menu
2.	401	Displays Run Dialog
3.	402	Displays Logoff Dialog
4.	403	Command to cascade all toplevel windows
5.	404	Command to Tile Horizontally all top level windows
6.	405	Command to Tile Vertically all top level windows
7.	407	Shows the desktop. Do look at message number 419.
8.	408	Shows the Date and Time Dialog
9.	413	Shows taskbar properties
10.	415	Minimize all windows
11.	416	Maximize all windows. To see the effect of this command first do Minimize and then Maximize all.
12.	419	Well I am a bit confused about this message. This also shows the desktop. Maybe somebody can notice the difference.
13.	420	Shows task manager
14.	421	Opens Customize Taskbar Dialog
15.	424	Locks the taskbar
16.	503	Opens Help and Support Center Dialog
17.	505	Opens Control panel
18.	506	Shows the Shutdown computer dialog
19.	510	Displays the Printers and Faxes dialog
20.	41093	Displays Find Files Dialog
21.	41094	Displays Find Computers Dialog

RECYCLE BIN:

Definition - What does *Recycle Bin* mean?

In Windows, the Recycle Bin is a folder or directory where deleted items are temporarily stored. Deleted files are not permanently removed from the hard drive but are sent instead to the Recycle Bin, unless they are too large. The files in the Recycle Bin can be restored to their original location. They cannot be used directly while they are in the Recycle Bin.

The Recycle Bin is available in all versions of Windows starting with Windows 95.

The Recycle Bin comes in handy when an item has been accidentally deleted. When a file is deleted, the system does not actually remove it from the system; it sends it instead to the Recycle Bin where it can be restored if necessary. If a file is deleted from the Recycle Bin, it is permanently deleted and cannot be recovered. Moreover, if a file in Windows is deleted through the DOS Command Prompt, it is also deleted permanently rather than sent to the Recycle Bin. Users can configure their settings such that a deleted file or folder is not sent to the Recycle Bin once deleted.

Then you delete a file or folder in Windows, it is placed in the Recycle Bin. Items are temporarily stored in the Recycle Bin before they are permanently deleted by the user.

The Recycle Bin is located on the Windows desktop. When it is empty, the icon is an empty recycle bin. If it contains one or more items, the icon changes to a recycle bin with papers in it. You can move items to the Recycle Bin by either dragging them to the Recycle Bin icon or by selecting the items and pressing the Delete key. You may also right-click an item and select "Delete" from the pop-up menu.

You can open the Recycle Bin by double-clicking its icon. This allows you to view the files the Recycle Bin contains, just like a typical folder. However, in the left sidebar of the window, there is a "Recycle Bin Tasks" section that includes the options "Empty the Recycle Bin" and "Restore all items." Since Windows remembers the original location of each item, if you select "Restore all items," the files will each be placed back in their original location. You can also select items individually and restore them back to their previous folders.

Emptying the Recycle Bin

If you select "Empty the Recycle Bin," all the items in the Recycle Bin will be will permanently deleted. If you only want to delete a single item, you can select it, press Delete, then confirm you want to delete it. Deleted items cannot be restored, so you should only empty the Recycle Bin if you are sure you no longer

need the files. It is a good idea to empty the Recycle Bin on a regular basis because it frees up disk space for other files.

Recycle or Trash?

The Recycle Bin serves the same purpose as the trash found on Macintosh computers. While the name is not as simple, it is admittedly, more eco-friendly. It also reflects the idea that when you empty the Recycle Bin, it makes more disk space available, thereby "recycling" the sections of the disk that contained the previous data

USING SYSTEM ADMINISTRTION TOOLS:

DISK CHECKUP:

One of our readers asked us to create a tutorial about the Check Disk tool in Windows Vista. Even though nothing has changed about this tool since Windows XP, we decided to create such a tutorial and make sure all our readers understand what this tool does and how to use it. This tool hasn't changed much over the years and it's still the same process in Windows 10.

Basically, Check Disk is a tool that verifies your disks for file system integrity, locates bad sectors and recovers readable information. This can be very helpful when you have some form of hardware failure which affects the integrity of your files. Unless you have some serious hardware problems, Check Disk can help you recover corrupted information from your hard disk, floppy disk or memory stick.

How to find Check Disk

Unfortunately there is no direct shortcut for Check Disk. First, you need to either double click on the *Computer* shortcut or to start *Windows Explorer*. Then select the partition you want to check, right click on it and select *Properties*.
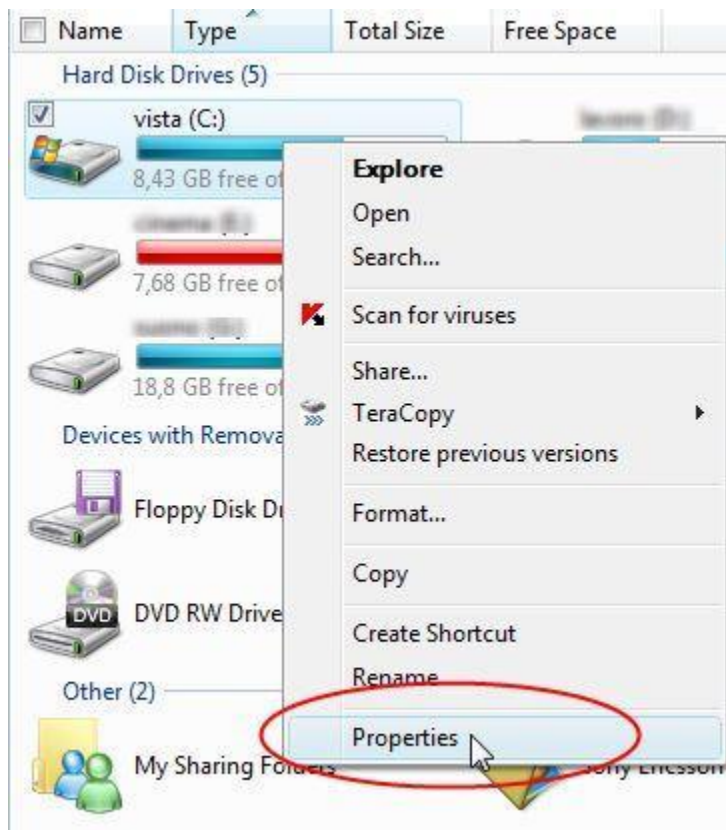
In the *Properties* menu go to the *Tools* tab. There you will have access to three sections: error-checking, defragmentation and backup. Go to *Error-checking* and click on the *Check Now* button. If UAC (User Account Control) is enabled, you will have to confirm that you want to start the Check Disk tool.
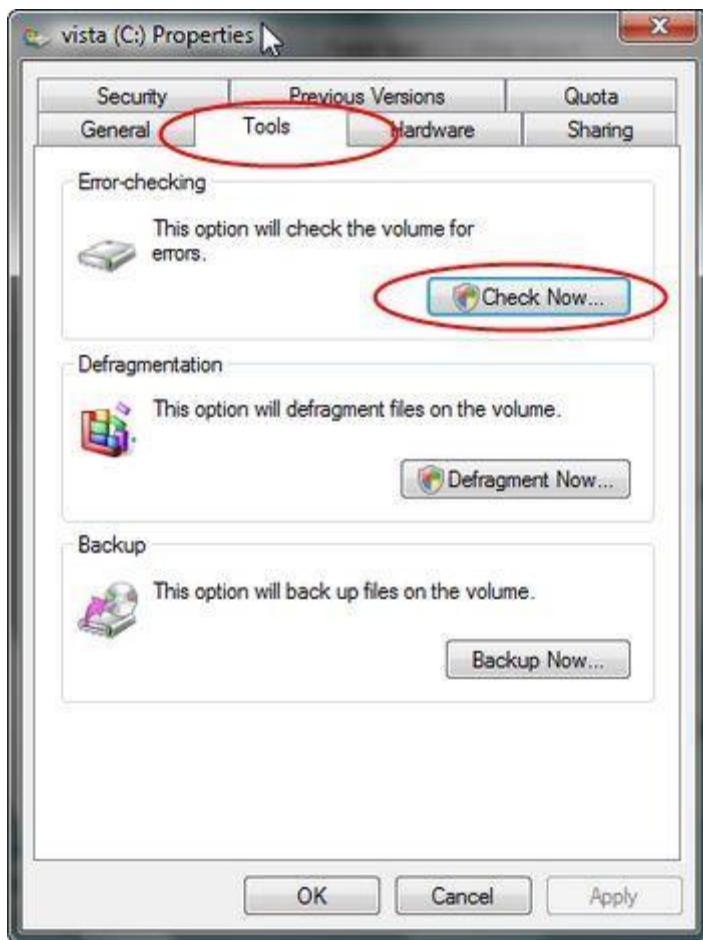
How to use Check Disk

The Check Disk window is very simple. Check both options, click on the *Start* button and the error-checking process will start.
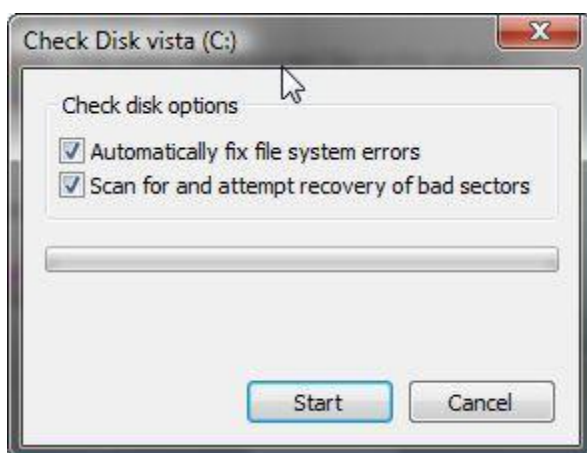
If the disk you want to check is used by an application or by the operating system, you will receive a warning saying that the disk cannot be checked while it's in use. In this case, click on *Schedule disk check*.

When you will restart your PC, the selected disk will be checked for errors and repaired, if needed. After the restart you will see a black screen like the one in the screenshot below. Do not press any keys and wait for the Check Disk tool to finish it's job.

Using Check Disk from the Command Prompt

You can also use the Check Disk tool directly from the Command Prompt. Search for the word *'command'* in the Start Menu search box, right click on

the *Command Prompt* shortcut and select the option that says *Run as administrator*.
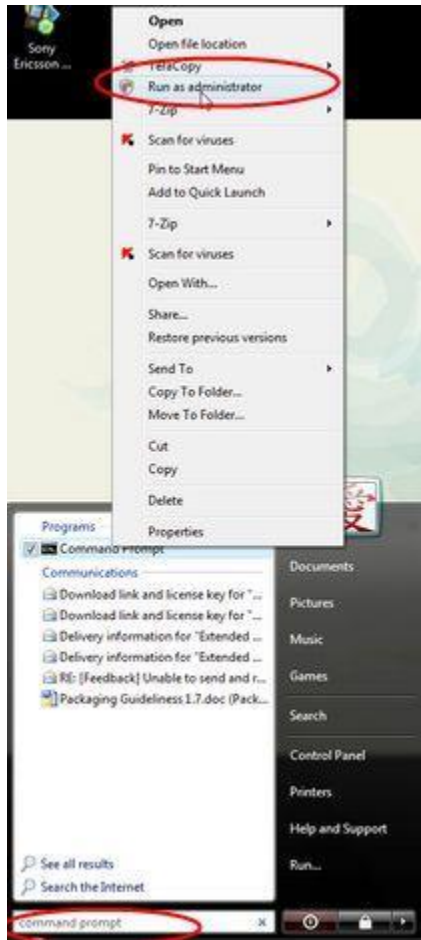
To find the complete list of command line parameters, type *'chkdsk /?'* and then press *Enter*.

DISK DEFRAGMENTOR:

Disk Defragmenter is one of the applications that hasn't been changing much over the years. Unlike other applications that were modified, Disk Defragmenter was simplified to a bare minimum. You no longer have menus or the colored graphs showing you how the data is arranged on your hard drive. The application offers only two options: "Defragment now" and "Modify schedule". Even though some people will miss the old interface and the configuration features, others will welcome the change. One thing is for sure - working with the Disk Defragmenter is easier than ever.

In this article I will go through the new interface and the available options and you will see for yourselves how easy it is to use the new Disk Defragmenter.

In **Windows 10** you can find the disk defragment tool by first clicking the small search icon in the bottom-left corner of the screen. Then type: "defrag" and now click the "Defragment and Optimize Drives". Since Vista, defragment has been automatic so if your hard disk needs defragmenting and you leave your computer open for a few hours, Windows should automatically defrag your drive.

To find Disk Defragmenter, go to *Start Menu -> All Programs -> Accessories -> System Tools*.

As mentioned earlier, the application offers only two options: "Modify Schedule" and "Defragment now".
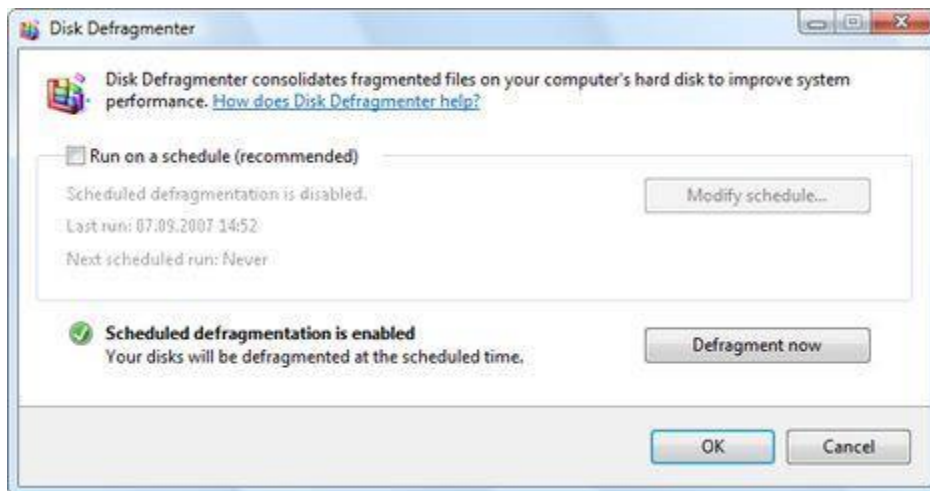
If you press the *Defragment now* button, the defragmentation process will start. Unfortunately you won't see a progress bar nor an estimation about the time left until the end of the process. You just have to wait until it finishes. This is why I recommend you to do this during the night or when you go to work and the computer is not being used.

If you want to cancel the process, just press the *Cancel defragmentation* button.

If you want to schedule automatic defragmentations, first click on *Modify schedule*.
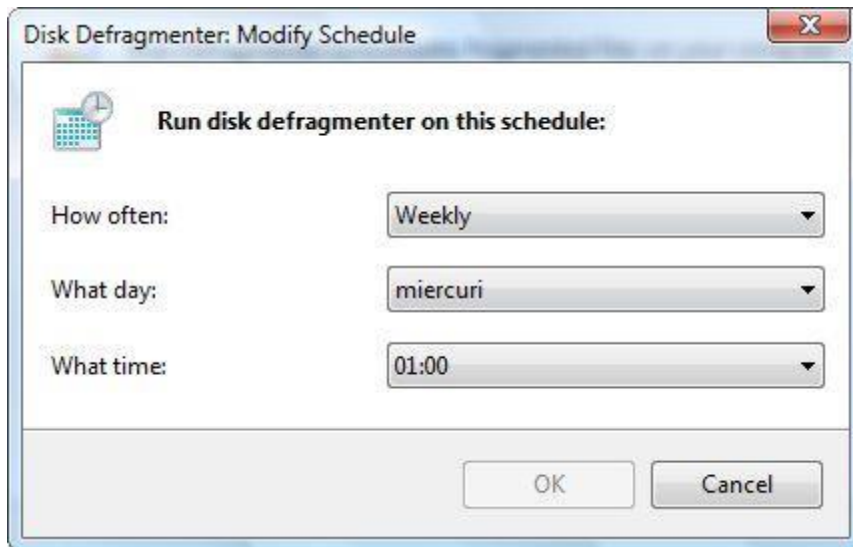
CONTROL PANEL:

The control panel, in the context of Windows, is a software module used to perform administrative and management operating system tasks and/or provide access to specific software features.

The control panel is used to configure and manage almost all aspects of Windows, including keyboard and mouse functionality, users and passwords, power options, network settings, desktop background, display settings, sound settings, mouse settings, hardware and software options, installation and removal of programs, parental control, speech recognition, etc. The control panel is normally part of the system's graphical user interface (GUI), which provides easy management and access to panel components.

The control panel is made up of a group of individual control panel applets. Therefore, using the control panel actually implies the use of one or more applets to modify the way in which some parts of Windows works.

WIRED AND WI RELESS LAN :

Wired Network

As we know "wired" is the term refers to any physical medium consisting of cables. The cables can be copper wire, twisted pair or fiber optic. Wired network is used to carry different forms of electrical signals from one end to the other. Mostly in wired network one internet connection is being taken using T1

line, cable modem or using any other means. This connection is shared among multiple devices using wired network concept.

EXAMPLEs of wired network: LAN (Local Area Network): This network consists of ethernet cards housed in PCs or laptops. These cards are connected using ethernet cables. The data flows between these cards. For small wired network router is used to connect few number of desktop or laptop computers. In order to increase the network coverage for more number of systems multiple switches and routers are used.

Wireless Network

As we know "Wireless" is the term refers to medium made of electromagnetic waves (i.e. EM Waves) or infrared waves. All the wireless devices will have antenna or sensors. Typical wireless devices include cellular mobile, wireless sensors, TV remote, satellite disc receiver, laptops with WLAN card etc. Wireless network does not use wires for data or voice communication; it uses radio frequency waves as mentioned above. The other examples are fiber optic communication link and broadband ADSL etc.

EXAMPLES of wireless network:
1. Outdoor cellular technologies such as GSM, CDMA, WiMAX, LTE, Satellite etc.
2. Indoor wireless technologies such as Wireless LAN(or WiFi), Bluetooth, IrDA, Zigbee, Zwave etc.

Wired network vs Wireless network | Difference between Wired network and Wireless network

Following table compares Wired network vs Wireless network and mentions difference between wired network and wireless network types.

Specifications	Wired network	Wireless network
Speed of operation	Higher	lower compare to wired networks, advanced wireless technologies suc LTE-A and WLAN-11ad will mak to achieve speed par equivalent to network
System Bandwidth	High	Low, as Frequency Spectrum is ver resource
Cost	Less as cables are not expensive	More as wireless subscriber station routers, wireless access points and expensive
Installation	Wired network installation is cumbersome and it requires more time	Wireless network installation is eas requires less time
Mobility	Limited, as it operates in the area covered by connected systems with the wired network	Not limited, as it operates in the en network coverage
Transmission medium	copper wires, optical fiber cables, ethernet	EM waves or radiowaves or infrare
Network coverage extension	requires hubs and switches for network coverage limit extension	More area is covered by wireless b which are connected to one anothe
Applications	LAN (Ethernet), MAN	WLAN, WPAN(Zigbee, bluetooth) Cellular(GSM,CDMA, LTE)

Channel Interference and signal power loss	Interference is less as one wired network will not affect the other	Interference is higher due to obsta[c] wireless transmitter and receiver e. conditions, reflection from walls, e
QoS (Quality of Service)	Better	Poor due to high value of jitter and connection setup
Reliability	High compare to wireless counterpart, as manufactured cables have higher performance due to existence of wired technology since years.	Reasonably high, This is due to fai[l] router will affect the entire networ[k]

WORKING WITH WEB BROWSER:

A browser is a software application used to locate, retrieve and display content on the World Wide Web, including Web pages, images, video and other files. As a client/server model, the browser is the client run on a computer that contacts the Web server and requests information. The Web server sends the information back to the Web browser which displays the results on the computer or other Internet-enabled device that supports a browser.

Today's browsers are fully-functional software suites that can interpret and display HTML Web pages, applications, JavaScript, AJAX and other content hosted on Web servers. Many browsers offer plug-ins which extend the capabilities of the software so it can display multimedia information (including sound and video), or the browser can be used to perform tasks such as videoconferencing, to design web pages or add anti-phishing filters and other security features to the browser.

A browser is a group of structured codes which together performs a series of tasks to display a web page on the screen. According to the tasks they perform, these codes are made as different components.

High-level architecture of browser

The below image shows the main components of a web browser:
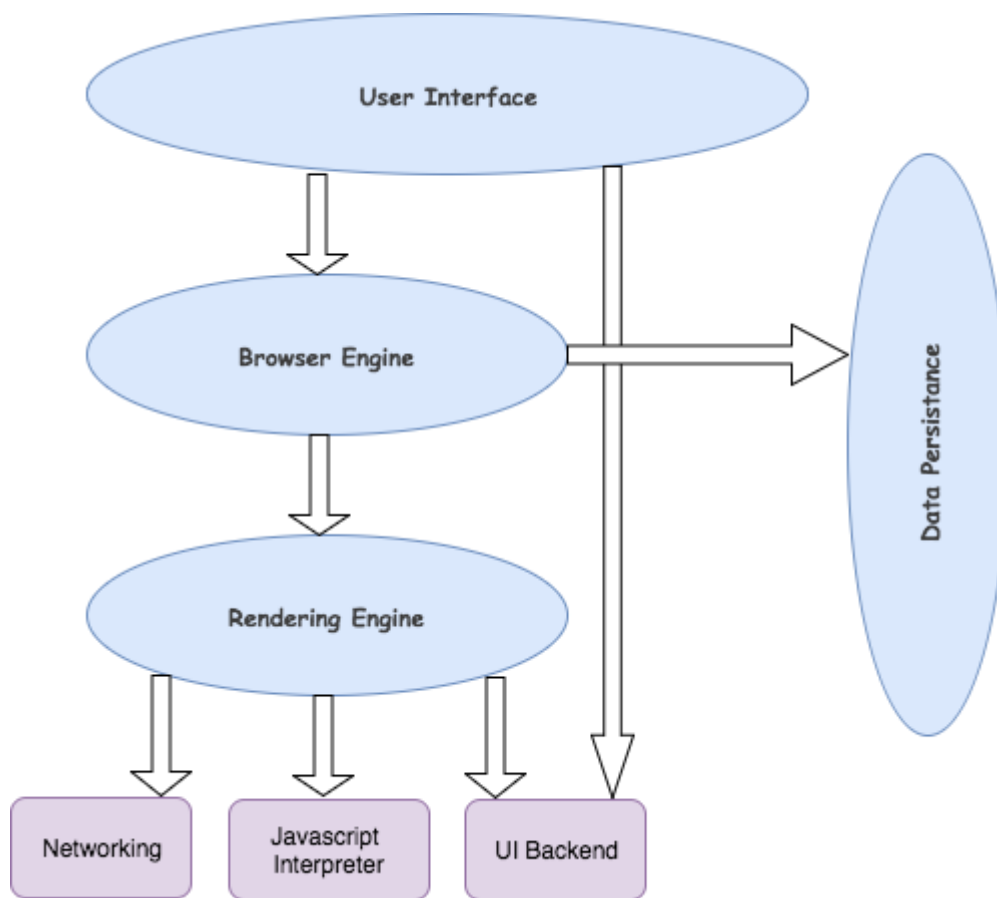
Main components of the browser

1. **The User Interface**: The user interface is the space where User interacts with the browser. It includes the address bar, back and next buttons, home button, refresh and stop, bookmark option, etc. Every other part, except the window where requested web page is displayed, comes under it.

2. **The Browser Engine**: The browser engine works as a bridge between the User interface and the rendering engine. According to the inputs from various user interfaces, it queries and manipulates the rendering engine.

3. **The Rendering Engine**: The rendering engine, as the name suggests is responsible for rendering the requested web page on the browser screen. The rendering engine interprets the HTML, XML documents and images that are formatted using CSS and generates the layout that is displayed in the User Interface. However, using plugins or extensions, it can display other types data also. Different browsers user different rendering engines:
   * Internet Explorer: Trident
   * Firefox & other Mozilla browsers: Gecko

        * Chrome & Opera 15+: Blink
        * Chrome (iPhone) & Safari: Webkit

4. **Networking**: Component of the browser which retrieves the URLs using the common internet protocols of HTTP or FTP. The networking component handles all aspects of Internet communication and security. The network component may implement a cache of retrieved documents in order to reduce network traffic.

5. **JavaScript Interpreter:** It is the component of the browser which interprets and executes the javascript code embedded in a website. The interpreted results are sent to the rendering engine for display. If the script is external then first the resource is fetched from the network. Parser keeps on hold until the script is executed.

6. **UI Backend**: UI backend is used for drawing basic widgets like combo boxes and windows. This backend exposes a generic interface that is not platform specific. It underneath uses operating system user interface methods.

7. **Data Persistence/Storage:** This is a persistence layer. Browsers support storage mechanisms such as localStorage, IndexedDB, WebSQL and FileSystem. It is a small database created on the local drive of the computer where the browser is installed. It manages user data such as cache, cookies, bookmarks and preferences.

Rendering engine

The networking layer will start sending the contents of the requested documents to the rendering engine in chunks of 8KBs.

Rendering engine basic flow

The rendering engine parses the chunks of HTML document and convert the elements to DOM nodes in a tree called the "**content tree**" or the "**DOM tree**". It also parses both the external CSS files as well in style elements.

While the DOM tree is being constructed, the browser constructs another tree, the **render tree**. This tree is of visual elements in the order in which they will be

displayed. It is the visual representation of the document. The purpose of this tree is to enable painting the contents in their correct order. Firefox calls the elements in the render tree "frames". WebKit uses the term renderer or render object.

After the construction of the render tree, it goes through a "**layout process**" of the render tree. When the renderer is created and added to the tree, it does not have a position and size. The process of calculating these values is called layout or reflow. This means giving each node the exact coordinates where it should appear on the screen. The position of the root renderer is 0,0 and its dimensions are the viewport–the visible part of the browser window. All renderers have a "layout" or "reflow" method, each renderer invokes the layout method of its children that need layout.

The next stage is **painting**. In the painting stage, the render tree is traversed and the renderer's "paint()" method is called to display content on the screen. Painting uses the UI backend layer.

The rendering engine always tries to display the contents on the screen as soon as possible for better user experience. It does not wait for the HTML parsing to complete before starting to build and layout the render tree. It parses and displays the content it has received from the network, while rest of the contents stills keeps coming from the network.

CHECKING IP ADDRESS:

How to Find the IP Address of Your Windows 10 PC

Your computer's IP address (Internet Protocol) is, as the name suggests, an address that provides an identity for your device on a network. Whether it's a local network within an intranet at a business, your home, or a massive network such as the Internet. Every website you visit on the Internet uses a unique IP address, too. But luckily for that, we can use simple names like *Microsoft.com* using DNS.

Why would you want to know your IP address, though? Well, we live in a world where we are surrounded by multiple devices that need to talk to each other. Whether it is connecting two computers together in a peer to peer fashion for sharing resources or for accessing another device remotely. Also, if you need to troubleshoot devices on a network, knowing your IP Address can help a lot.

Finding the IP Address of a Windows 10 PC

There are a few ways you can find your IP address. Let's start with the easiest method that allows you to use the UI and not the command line.

Go to **Settings > Network & Internet.** Then select either Wi-Fi or Ethernet (depending on how the device connects). In this example, I'm connected to Ethernet.
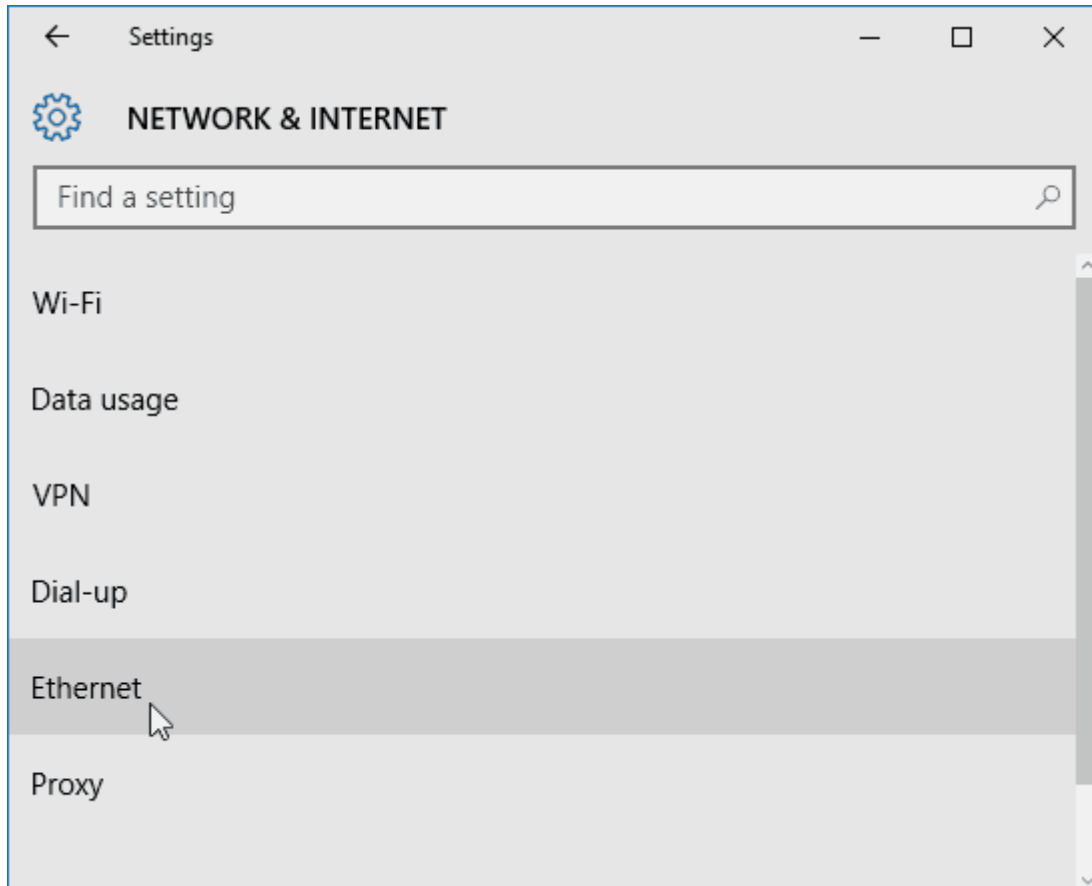
Then select the Ethernet Connected icon. Scroll down to the **Properties** section and you'll see your IPV4 address information.
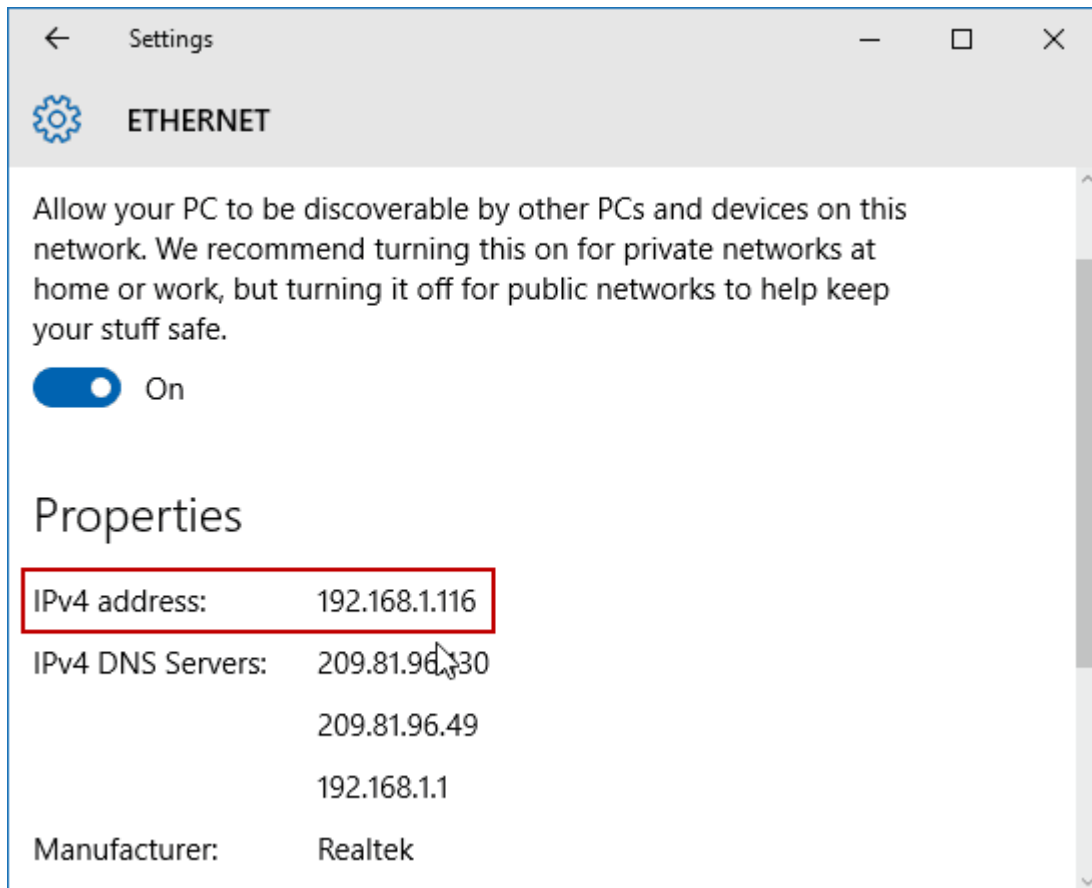
Finding your Wi-Fi IP address is a bit different. You still go to *Settings > Network & Internet*, but then select *Advanced options*. Then scroll down to the **Properties** section to see the IP address of the device.
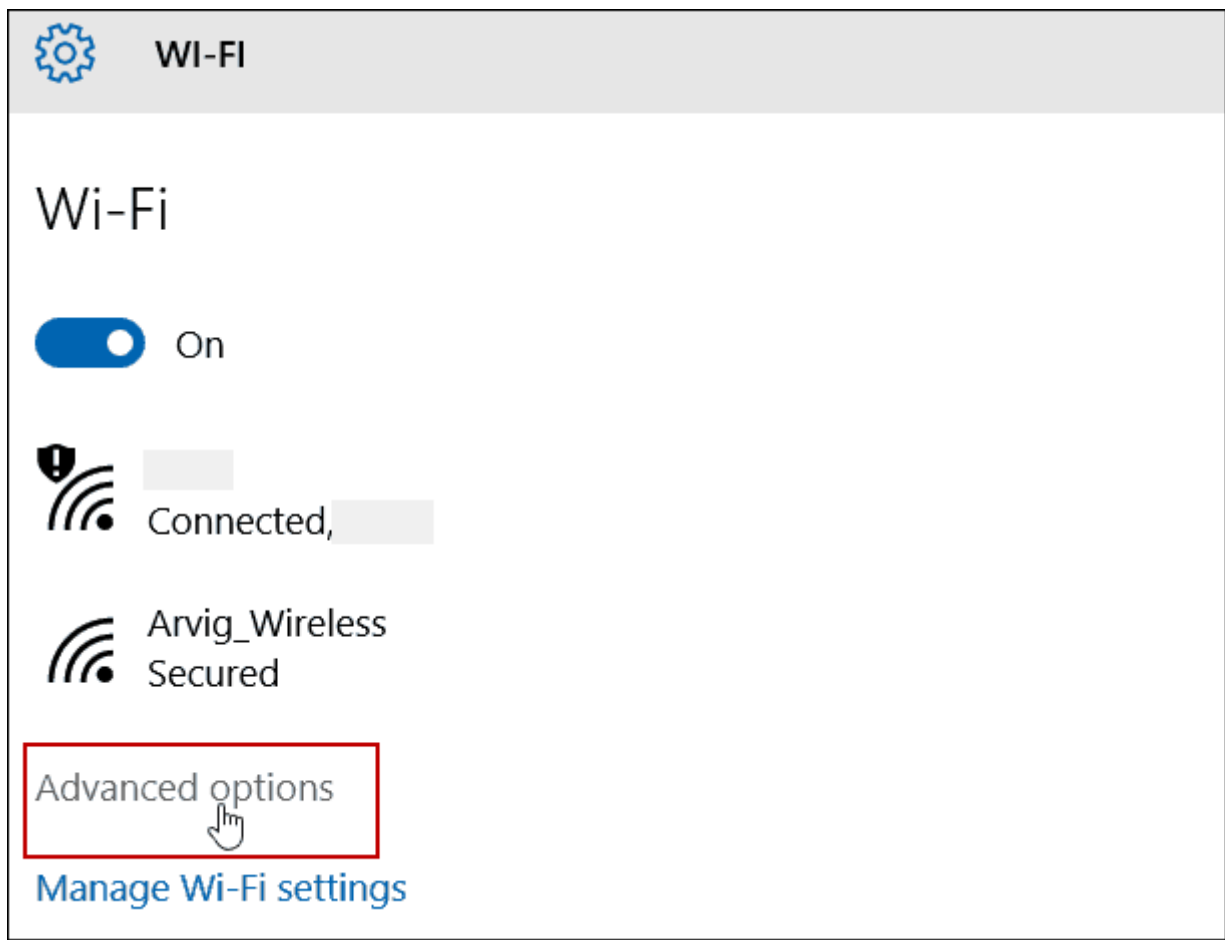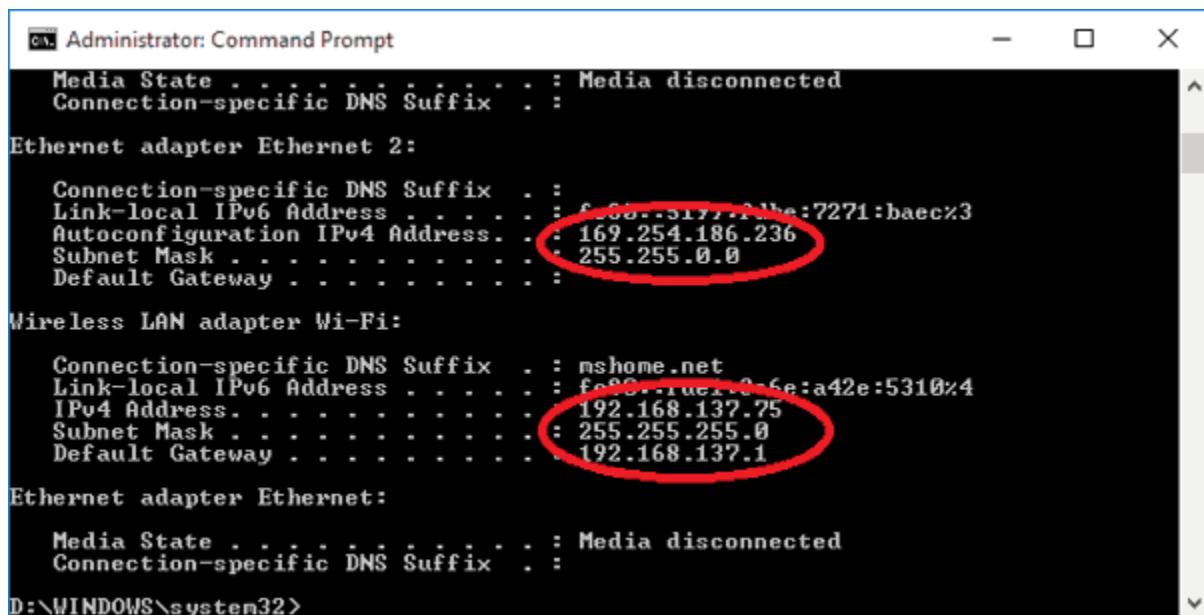
Find an IP Address Using the Command Prompt

Right-click the Start button or hit **Windows Key+X** to bring up the hidden quick access menu and select *Command Prompt (Admin) or — select Windows PowerShell (Admin)* depending on your version of Windows 10.
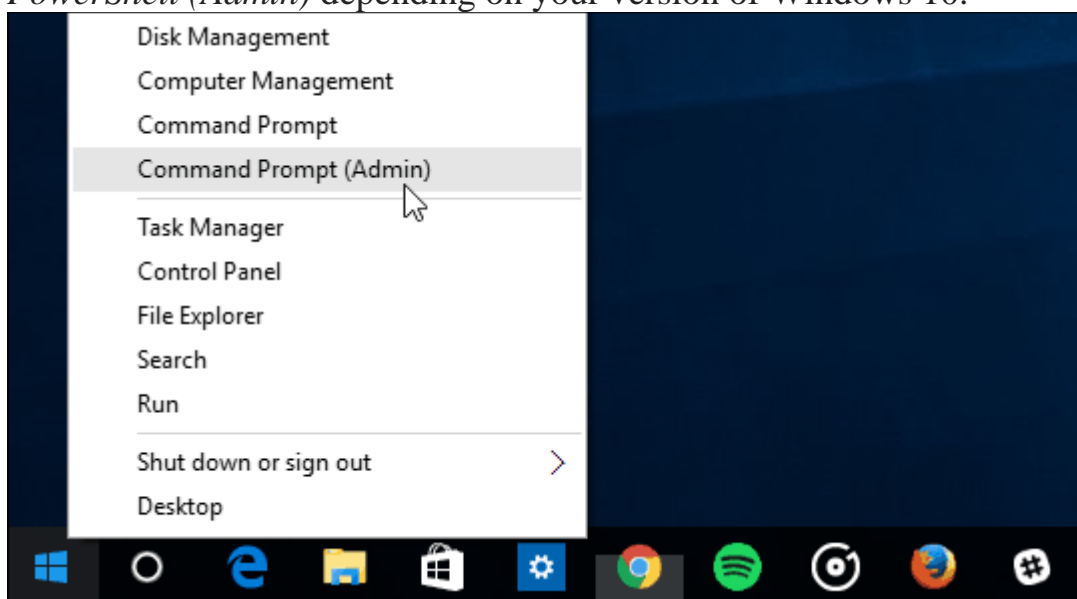
Now **type:** *ipconfig* then press the Enter key.

In this case, I am connected to both Wireless and Wired networks, so I have IP addresses displayed for both.

Finding your IP address on Windows PCs hasn't changed much over the years. But if you haven't upgrade to windows10 yet, you might be interested in how to Find your local i.p adderess.

Also, if you have several devices on your home network, read our article on how to find ip of all connected devices.

UNIT-2

(WORKING WITH MS WORD)

UNDERSTANDING MS WORD WINDOW AND ITS COMPONENTS:

Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product.

It was initially launched in 1983 and has since been revised numerous times. Microsoft Word is available for both Windows and Macintosh operating systems.

Microsoft Word is often called simply Word or MS Word.

In 1981, Microsoft hired Charles Simonyi to develop a word-processing application. The first version was released in 1983. It was not initially popular, owing to its radically different look compared to WordPerfect, the leading word processor at that time. However, Microsoft improved Word continually over the years, including a 1985 version that could run on a Mac. The second major release of Word, in 1987, included an upgrade of major features in addition to new functionalities such as support for the rich text format (RTF).

In 1995, with the release of Windows 95 and Office 95, which offered a bundled set of office productivity software, sales of Microsoft Word increased significantly.

Microsoft Word offers several features to ease document creation and editing, including:

- WYSIWYG (what-you-see-is-what-you-get) display: It ensures that everything displayed on screen appears the same way when printed or moved to another format or program.
- Spell check: Word features a built-in dictionary for spell checking; misspelled words are marked with a red squiggly underline. Sometimes, Word auto-corrects an obviously misspelled word or phrase.
- Text-level features such as bold, underline, italic and strike-through
- Page-level features such as indentation, paragraphing and justification
- External support: Word is compatible with many other programs, the most common being the other members of the Office suite.

The default file format was .doc prior to the Microsoft Word 2007 version; in 2007, .docx became the default file format.

Various window elements of MS- Word

- Title bar
- Menu Bar
- Toolbars
- Workspace
- Status Bar
- Scroll Bars
- Scroll Box
- Task Pane

Exploring the Word Interface

Components of the Word Window

Besides the usual PC window components (close box, title bar, scroll bars, etc.), a Word window has other elements

Component	Functionality or Purpose of the Component
Menu Bar	Contains File,Edit, View, Insert, Format, Tools, Table, Window and Help menus
Standard Toolbar	Contains icons for shortcuts to menu commands.
Formatting Tool Bar	Contains pop-up menus for style, font, and font size; icons for boldface, italic, and underline; alignment icons; number and bullet list icons; indention icons, the border icon, highlight, and font color icons.
Ruler	Ruler on which you can set tabs, paragraph alignment, and other formats.
Insertion Point	Blinking vertical bar that indicates where text you type will be inserted. Don't confuse the insertion point with the mouse I-beam. To move the insertion point, just click the mouse where you want the point moved.
End-of-File Marker	Non-printing symbol that marks the end of the file. You cannot insert text after this mark.
Selection Bar (Gutter)	Invisible narrow strip along the left edge of the window. Your mouse pointer changes to a right-pointing arrow when it is in this area. It is used to select a line, a paragraph, or the entire document.
Split Handle	Double-click to split the window in two (to view different portions of the same file). Double-click to return to one window
Status Bar	Displays page number, section number, and total number of pages, pointer position on page and time of day.
Task Pane	Displays and groups commonly used features for convenience.
Office Assistant	An animated character that can provide help and suggestions. There are multiple characters to choose from, and it is possible to turn the Office Assistant off.

A blank document, ready to type in.

Callout 1 The first document you open is called Document1 in the title bar at the top of the window.
Callout 2 The menu bar. The File menu is the first one on the left.

Callout 3 The Standard and Formatting toolbars.
Callout 4 The insertion point.

When you start Word, a new **file** opens. That file is called a **document**. Above the document you'll see the menu bar and the toolbars displayed across the top of the window, as shown in the illustration.

If you've already started Word, you create a new document by clicking **New** on the **File** menu. In the **New Document** task pane that opens, click **Blank document**.

In the upper-left corner of the document, or page, is the insertion point, a blinking vertical line. The first thing you type will appear there. You can start further down the page if you want to by pressing ENTER until the insertion point is where you want the first line to begin. As you type, the insertion point moves to the right.

If you're typing a letter, you might start by typing the date. After that, press ENTER to move the insertion point down the page one line.

If there's an address, you might add a few empty lines before you type. Press ENTER several times, until the insertion point is where you want it. Then type the first line of the address, press ENTER, type the next line, press ENTER, and so on. Then type the greeting.

When you type the body of the letter, if you want to indent the first line of a paragraph, you can do that by pressing the TAB key on your keyboard to move the insertion point one-half inch to the right.

Go ahead and type. When you get to the end of the first line, you don't have to press ENTER, as you would if you were using a typewriter; Word takes care of that for you. Just continue to type. Whatever you are typing will continue on to the next line.

CREATING WORK DOCUMENTS

There was a time when you had to have Microsoft Office installed to create, edit, or even view a Microsoft Word document. Thankfully, that's no longer the case. There are a number of free alternatives for working with those Word documents people occasionally send you.

Word Online
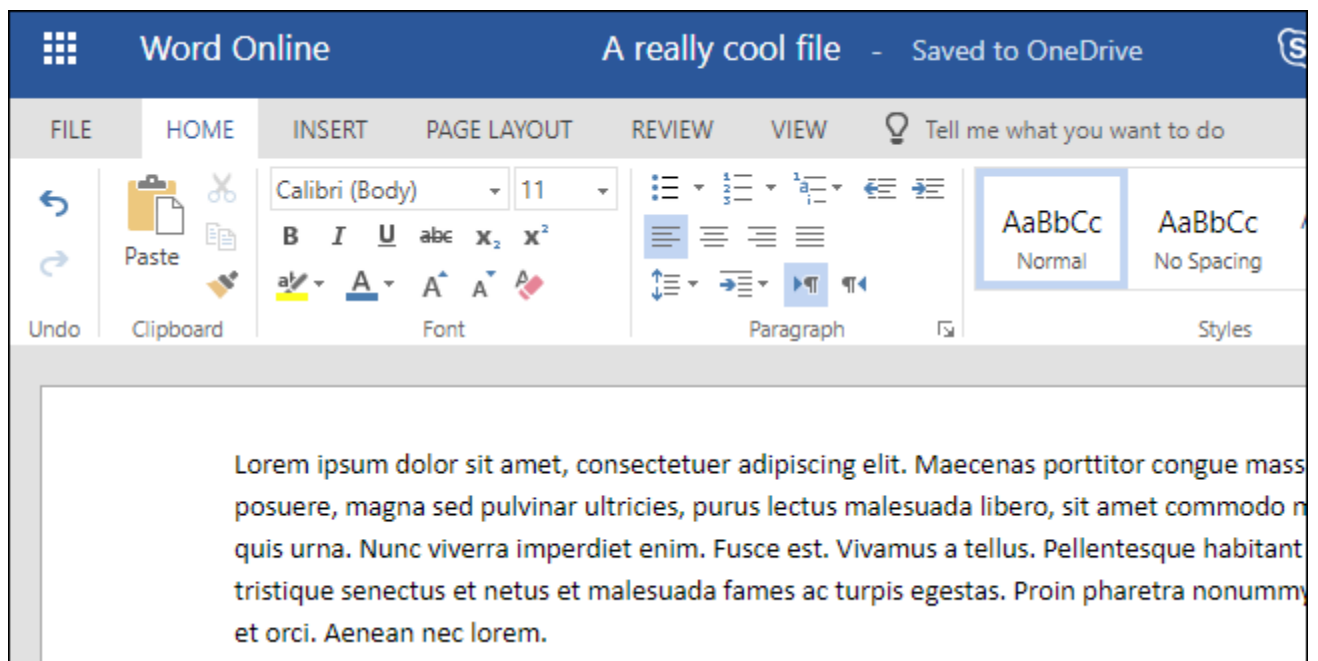
[Word Online](#) is Microsoft's own cloud-based solution for working with Word files. It's part of the Microsoft Office Online suite, and you can access it without a subscription. You just have to sign in with a free Microsoft account.

The interface of the Word Online is similar to the desktop version of Microsoft Word, so if you're familiar with Word, you'll feel right at home.

Documents you create with Word Online are saved automatically to your OneDrive folders. Word Online also integrates with the desktop version of Microsoft Word, and you can seamlessly switch to the desktop app with the click of a button. All the changes you make to one version are automatically synced to the other. However, you cannot work in the web-app and the desktop app simultaneously.

Word Online also features real-time collaboration that lets multiple people work on the same document at the same time. This feature works with Word Online, the Windows and Mac desktop apps, and the mobile apps. The [iOS](#) and [Android app](#) are also free and allow you to view and edit documents on the go.

Word Online is probably your best bet for working with Word documents (other than actually using the desktop app), because it does a good job of maintaining the original formatting of the Word documents. For viewing and editing documents, it's a great solution.

That said, there are a few disadvantages. You have to be online for it to work; there's no way to edit a local file offline. Not all the features of the desktop version of Word are present, either. All the basics are there, but you won't be able to some of the more advanced stuff like create captions and bibliographies, create or apply styles, or use advanced reviewing tools. You can view all those things if they're already present in the document; you just can't work with them.

Word Online also has a few restrictions on printing, and you might not be able to fine-tune your prints as you would in the desktop app.

Google Docs
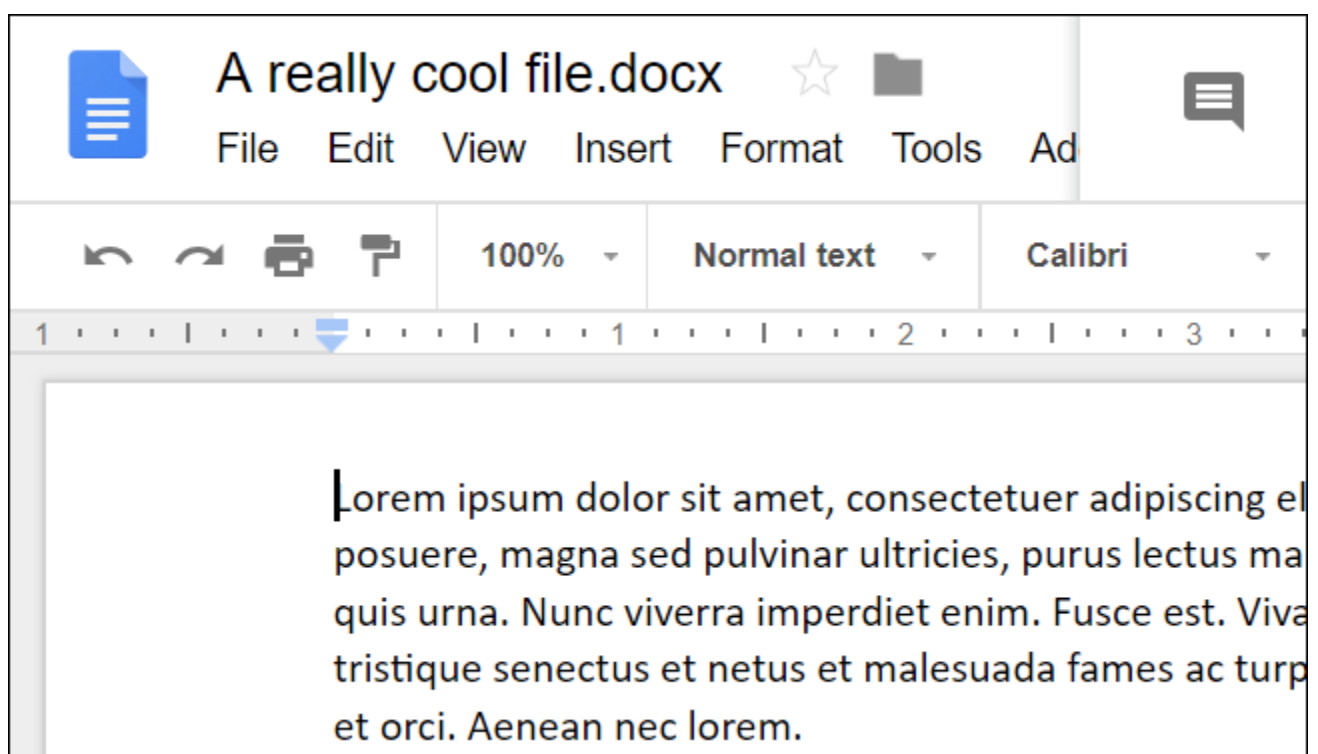
Much like Word Online, [Google Docs](#) works in your browser. You can use it to create new document files and collaborate with other users. By default, you can't work directly with a Word file in Google Docs. Instead, you have to upload the file to Google Drive, and then open it in Google Docs—a process that converts it to a Google Docs file.

For simple, mostly text documents, that might be fine, especially if the document is something you're just going to be using yourself. However, Google Docs doesn't do a great job at retaining most formatting that can go along with a Word document. And, if it's a document you need to edit and return to someone else that uses Word, converting it and then reconverting it isn't ideal.

The good news is that if you use the Chrome browser, Google makes an extension that lets you open Microsoft Office files (Word, Excel, and PowerPoint) directly into their Google counterparts (Docs, Sheets, and Slides) without converting them. The extension is named Office Editing for Docs, Sheets, and Slides—a bit on the nose, but whatever—and it's free from the Chrome Web Store.

Unfortunately, that leaves users of other browsers out in the cold, unless they can install Chrome extensions. If you need to edit Word documents semi-regularly and want to use Google Docs to do it, it might be worth installing Chrome just for that purpose.

RELATED: *How to Install Any Chrome Extension in Firefox*

On the features front, Google Docs does fall a bit behind Word Online, but only power users will feel the pinch.

By default, Google Docs works only when you are online. If you want offline access, then you'll need to install a Chrome extension that enables offline viewing and editing of files. For mobile access, Google offers apps for both iOS and Android devices. Both platforms' apps support offline file access with editing features, as well.

Zoho Writer
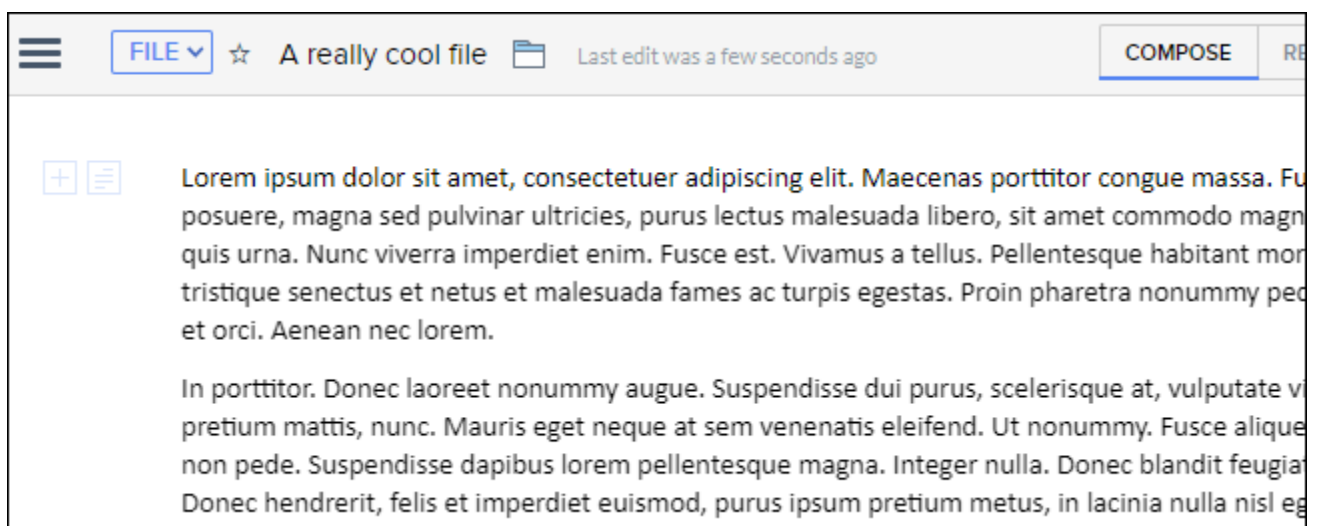
If you're not a fan of using Word Online or Google Docs, but still want an online solution, Zoho Writer is a free online word processor that lets you import Word documents, without needing to convert them. The only real catch with Zoho Writer is that you can only upload Word documents up to 10 MB in size.

That's big enough to accommodate most documents, but if you've got something larger than that, you'll need another solution.

Zoho Writer supports all the recent Word file formats, and it does a really good job of maintaining the layout of the original Word file. You can also save and export the document to many other formats, such as ODT, RTF, txt, HTML, ePub, and PDF.

Apart from the web app, Zoho also offers mobile apps for Writer which are available for [Android](#) and [iOS](#). Both apps also support collaboration and offline editing features.

Libre Office
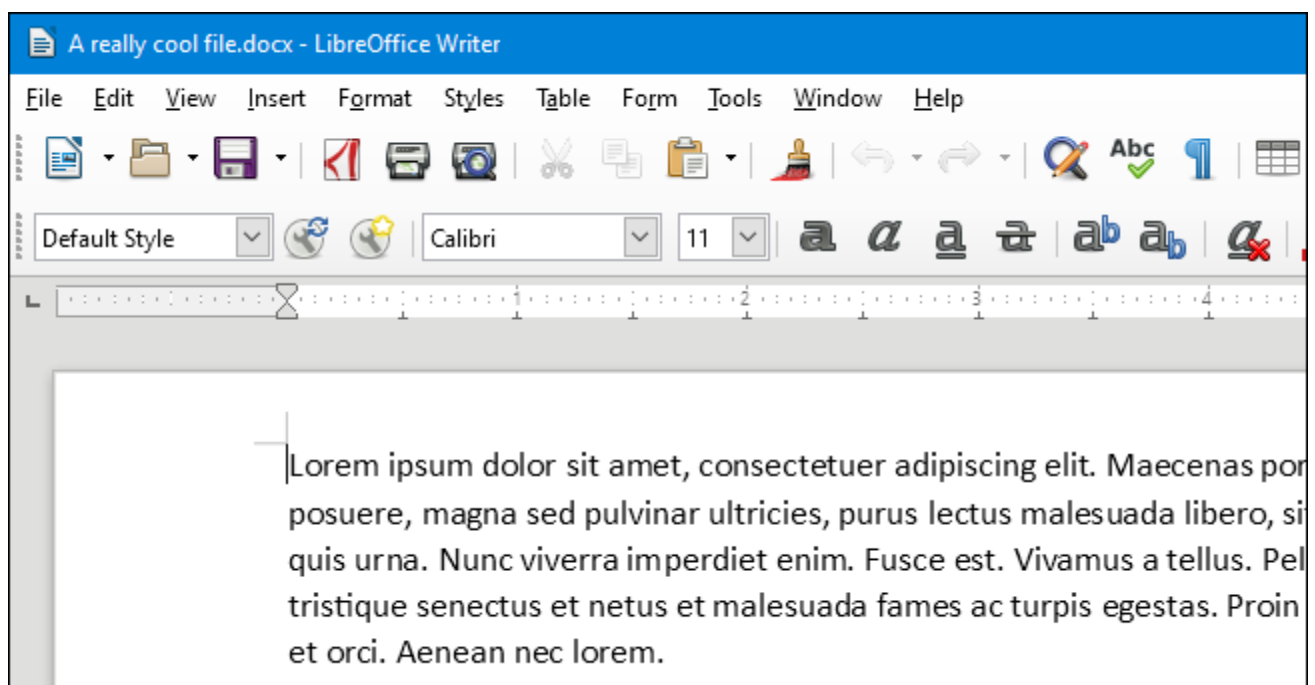
So far, we've looked at several free online services for working with Word documents. [LibreOffice](#) is a full desktop app suite that aims to be a free, open source replacement for Microsoft Office. And it's a capable app. It's not quite as full-featured as Word itself, but it's easily out-features any of the online solutions we've talked about. It's available for Windows, Mac, and Linux operating systems.

While LibreOffice is primarily designed to work with local documents, it does support services that you can use to edit remote documents, as well.

Unless you're a real Word power user (in which case, you'd likely have Word, anyway) or you have very specific needs, you should find that LibreOffice can do almost all of what you need when editing a Word document. It even retains formatting pretty well, and supports native Word formats—so, no conversion needed. That said, it can sometimes have issues with image placement in Word documents, especially those documents created in the newer versions of Word.

Libre Office does have a mobile app, but only for android , and it can only be used to view documents. The app is rough around the edges, so expect some bugs and user experience issues.

FORMATTING AND MANAGING TEXT

On the lower left side of the Font group in Word 2016 you find some of the most common character formats that enable you to change the appearance of your text. These formats enhance the selected font or typeface.
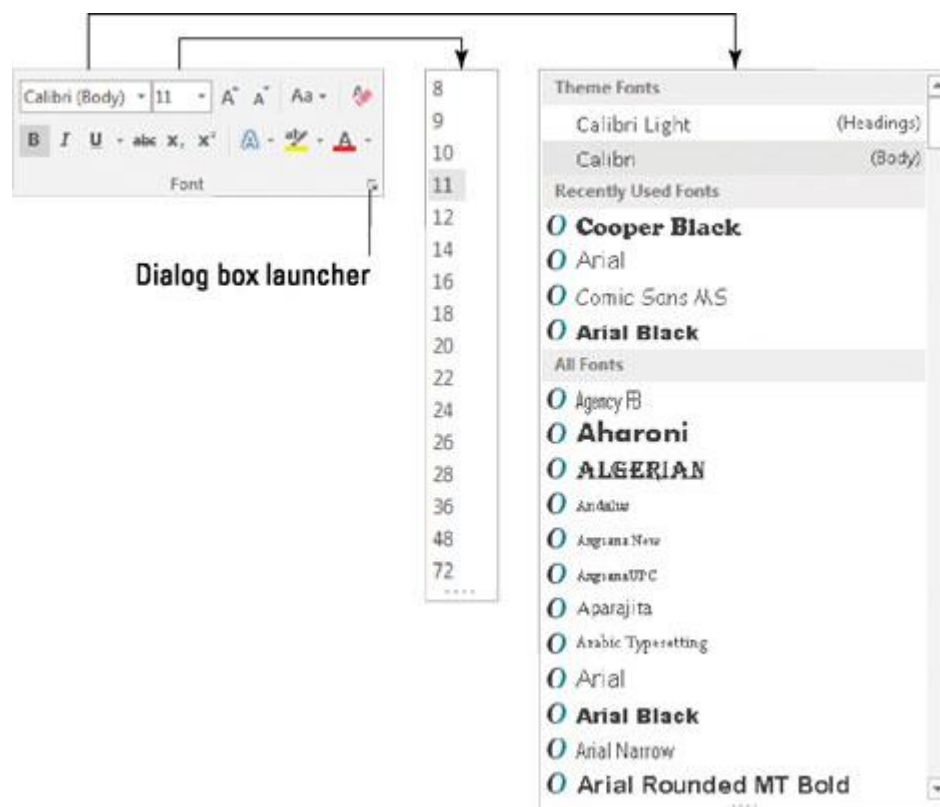
Bold, italic, and underline are among the most common text character formats.

To make text bold, press Ctrl+B or click the Bold command button.

B

Use **bold** to make text stand out on a page — for titles and captions or when you're uncontrollably angry.

To make text italic, press Ctrl+I or click the Italic command button.

I

Italic has replaced underlining as the preferred text-emphasis format. Italicized text is light and wispy, poetic, and free.

Underline text by pressing Ctrl+U or clicking the Underline command button. You can click the down arrow next to the Underline command button to choose from a variety of underline styles or set an underline color.

U

The double-underline format is available from the Underline command button's menu, but it does have a keyboard shortcut: Ctrl+Shift+D.

Also available is word-underlining format. Word underlining looks like <u>this</u>. The keyboard shortcut is Ctrl+Shift+W.

Strike through text by clicking the Strikethrough command button. (A keyboard shortcut is unavailable.)

~~abc~~

Why did strikethrough text make it to the Font group? Small caps should be up there instead. Strikethrough is commonly used in legal documents, when you mean to say something but then change your mind think of something better to say.

Click the Subscript command button to make text subscript. The keyboard shortcut is Ctrl+= (equal sign).

Subscript text appears below the baseline, such as the 2 in H_2O.

To make text superscript, click the Superscript command button. The keyboard shortcut is Ctrl+Shift+= (equal sign), which is the shifted version of the subscript keyboard shortcut.

Superscript text appears above the line, such as the 10 in 2^{10}.

Another popular format, but apparently not popular enough to sport a command button in the Fonts group, is small caps. The small caps keyboard shortcut is Ctrl+Shift+K.

Small caps formatting is ideal for headings. It's often used for character names in a script or play:

Bill. That's a clever way to smuggle a live grenade into prison.

The All Caps text format sets the text to uppercase letters only. As with small caps, this format doesn't feature a command button, although it has a shortcut key: Ctrl+Shift+A.

To find all these text formats and more, open the Font dialog box shown at the beginning of this article.

- All character formats work like a toggle switch. Use the command to apply a text format. Use the same command again to remove that format.

- Text-formatting commands affect text as you type. They can also be applied to a block of text.

- More than one character format can be applied at a time to any text. For example, use Ctrl+B and then Ctrl+I to apply bold and italic formats.

- The best way to use superscript or subscript is to write text first and then apply the superscript or subscript format to selected text. So 42 becomes 4^2 and CnH2n+1OH becomes $C_nH_{2n+1}OH$. If you apply superscript or subscript as you type, the text tends to be difficult to edit.

When will the Underline text attribute die? Microsoft must be waiting for the last typewriter-clutching librarian from the 1950s to pass on before underlining is officially gone as a text attribute. And please don't fall prey to the old rule about underlining book titles. It's *Crime and Punishment,* not Crime and Punishment.

HOW TO FORMAT THE PARAGRAPH:

Word provides default font formatting and paragraph formatting that is applied to content entered into new documents. However, you can change the paragraph formatting in the default Normal template for new documents as well as in existing documents. We'll show how to do both.

Change Paragraph Formatting in the Default Normal Template

To change paragraph formatting for the current document and all new documents based on the default Normal template, create a new Word file or open an existing Word file. If you create a new file, the Normal style is selected by default for any content initially entered. If you want to change the formatting for a different paragraph style, apply that style to the paragraph at the current cursor position. If you open an existing document, put the cursor in the paragraph you want to format differently, or select it. Make sure the "Home" tab is active and click the "Paragraph Settings" button in the lower-right corner of the "Paragraph" section.
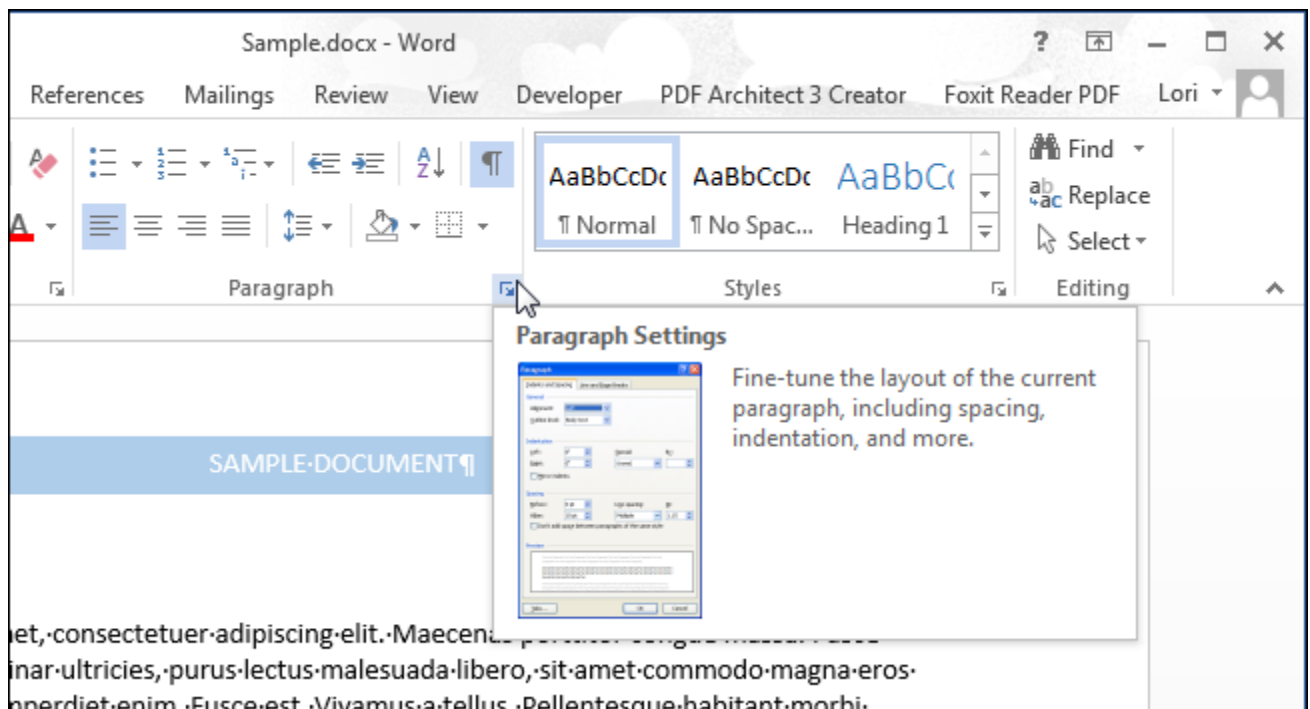
On the "Paragraph" dialog box, select the settings you want to change (for "Indents and Spacing" and "Line and Page Breaks", as desired). When you've made your changes, click "Set As Default". This sets the default for the style currently applied to the paragraph containing the cursor.
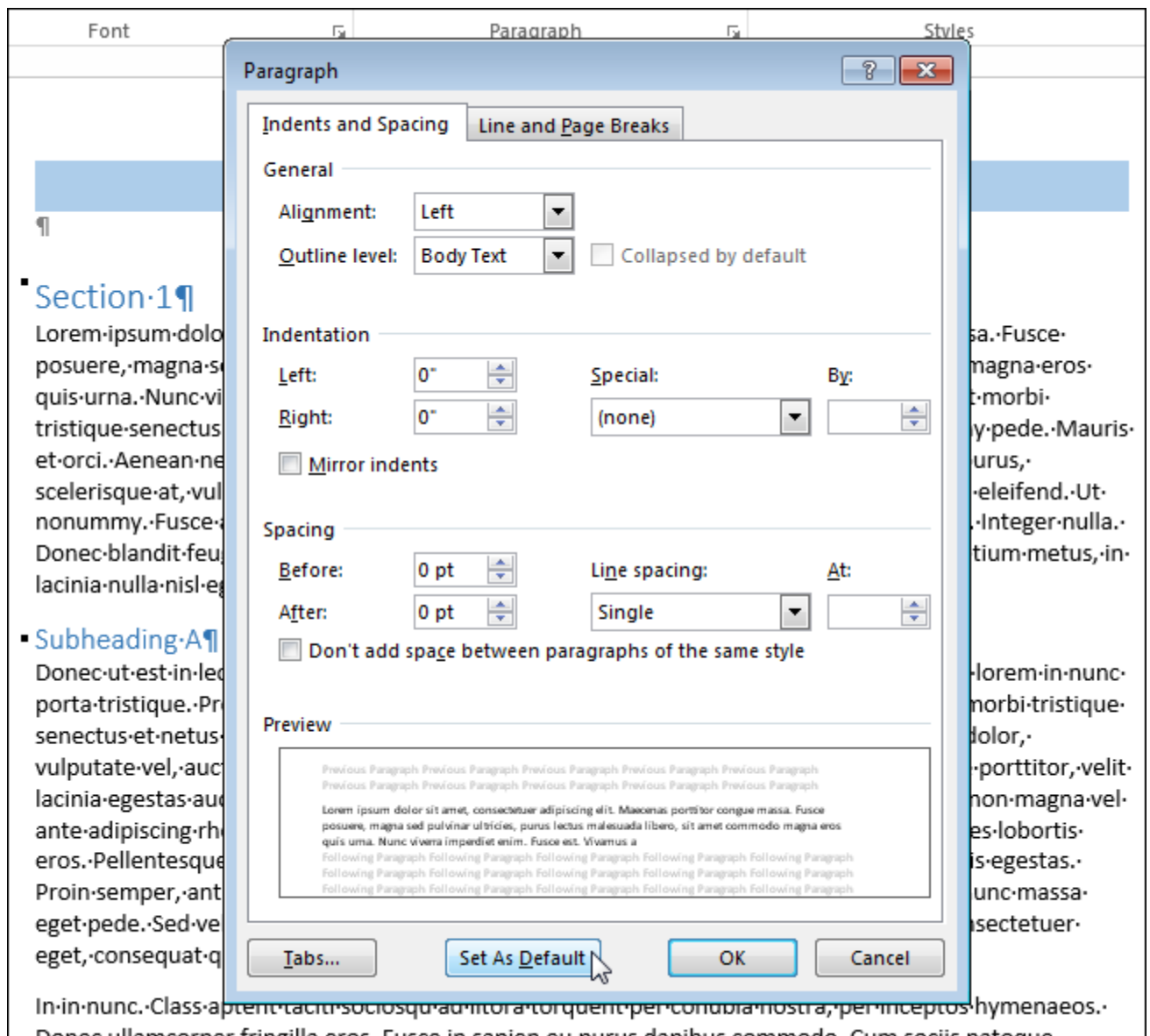
The following dialog box displays asking if you want to change the default formatting for the current document only or all documents based on the Normal template. If you want this new paragraph formatting to be available for all new documents you create from now on, select the "All documents based on the Normal.dotm template" option and click "OK".
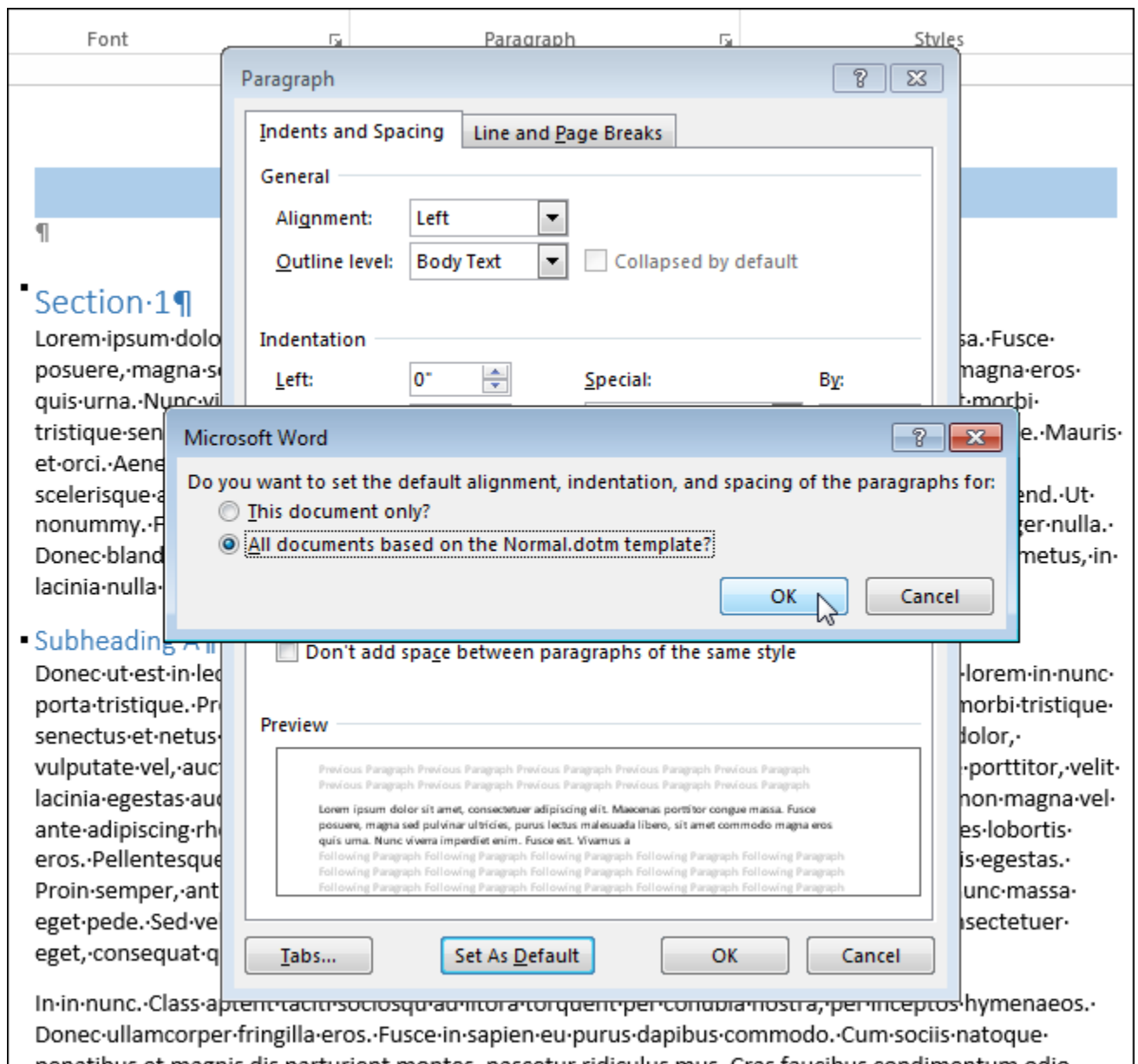
All paragraphs using the same style as the paragraph you selected are changed
to the new formatting.

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▪ Subheading A¶

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senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor,
vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit
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Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non
cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna.
Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras.

Change Paragraph Formatting for an Existing Document

You can also quickly change the formatting for all paragraphs with the same style in an existing document. Open the document and click the "Styles" button in the "Styles" section of the "Home" tab.

The "Styles" pane displays. Find the style you want to change in the list and move your mouse over it. Click down arrow and select "Modify" from the drop-down list.
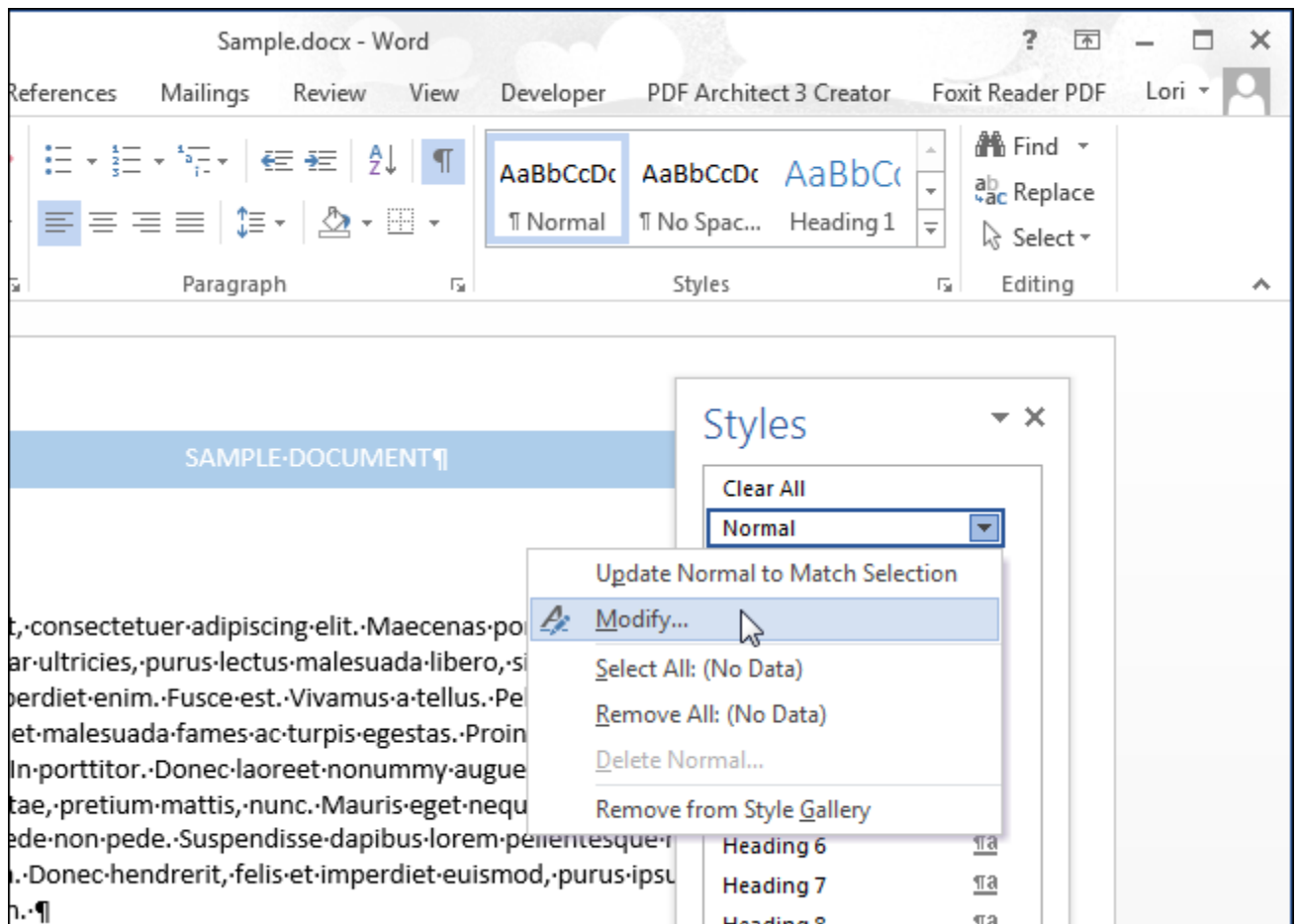
Select options on the "Modify Style" dialog box to change the formatting to what you want. Click the "Format" button for access to additional formatting options.
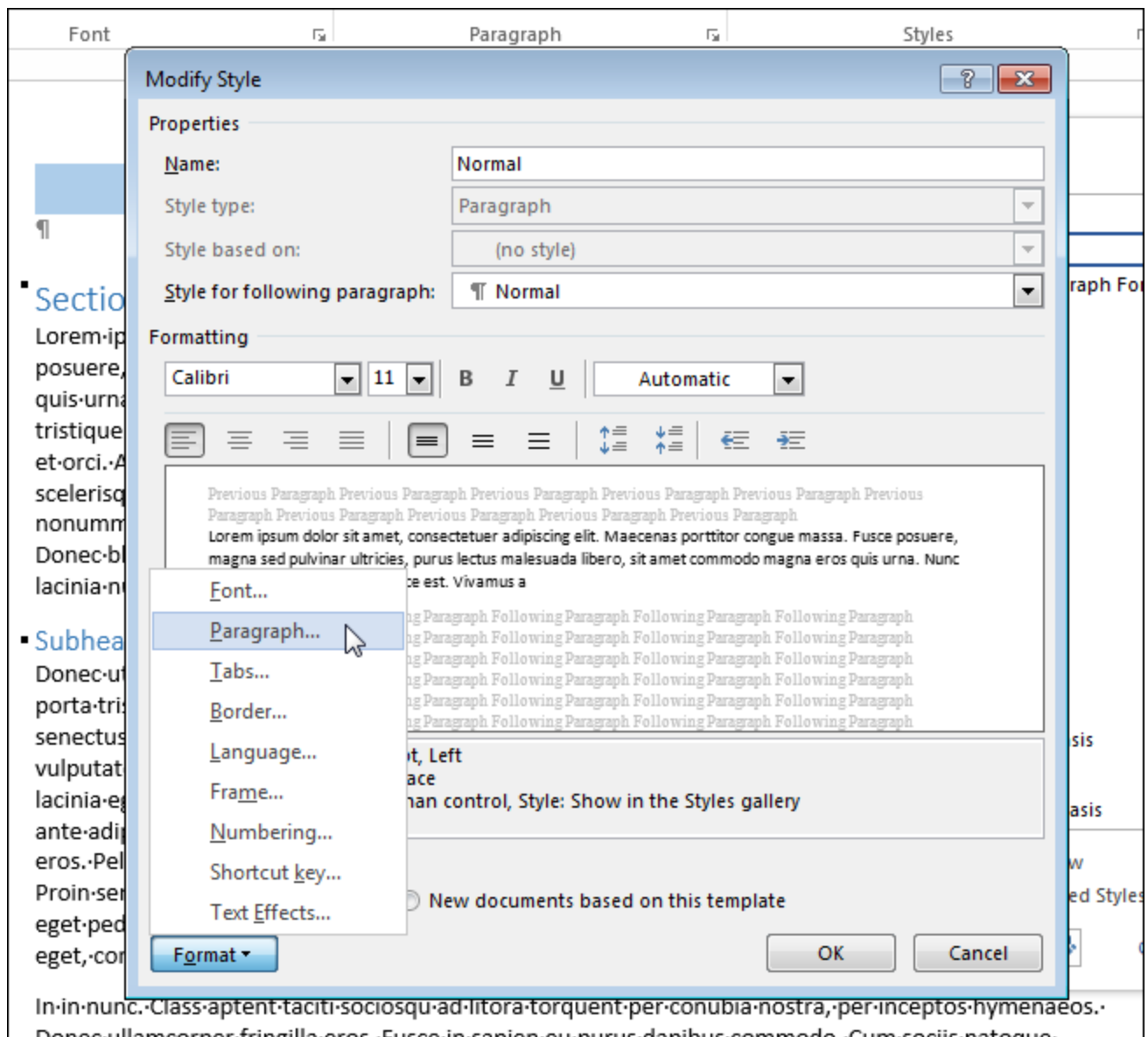
To apply the formatting changes to all new documents based on the current template, select the "New documents based on this template" radio button. This saves the formatting changes to the current template so that the next time you create a document based on this template, the new formatting will be used.

Click "OK" to accept your changes and close the "Modify Style" dialog box.

Modify Style

Properties

Name: Normal

Style type: Paragraph

Style based on: (no style)

Style for following paragraph: ¶ Normal

Formatting

Calibri | 11 | **B** *I* U | Automatic

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a

Following Paragraph Following Paragraph

Font: (Default) Calibri, 11 pt, Left
Line spacing: single, Space
After: 8 pt, Widow/Orphan control, Style: Show in the Styles gallery

☑ Add to the Styles gallery
○ Only in this document   ● New documents based on this template

Format ▾   OK   Cancel

All the paragraphs in the current document based on this style are changed to reflect the new formatting.

WORKING WITH STYLE SETS:

Word 2019 provides styles and style sets to help you customize your content. Using a *style* — a named set of formatting specifications — makes it easy to apply consistent formatting throughout a **Word 2019** document. For example, you might apply the style named Heading 1 to all headings in the document and the style named Normal to all the regular body text. Here are the advantages of this approach:

- **Ease:** Applying a style is easier than manually applying formatting. And changing the formatting is a snap. If you want the headings to look different, for example, you can modify the Heading 1 style to change them all at once.

- **Consistency:** You don't have to worry about all the headings being formatted consistently; because they're all using the same style, they're automatically all the same.

Unless you specify otherwise, each paragraph is assigned a style called Normal. In Word 2019, this default uses a Calibri 11 point (pt) font and left-aligns your text. (Calibri is a font that comes with Office.)

In the Styles group on the Home tab, you can find samples of several different styles. This is the *Styles gallery*. Not all available styles appear in the Styles gallery; each individual style's definition specifies whether or not it appears there.

Styles gallery   **More button**
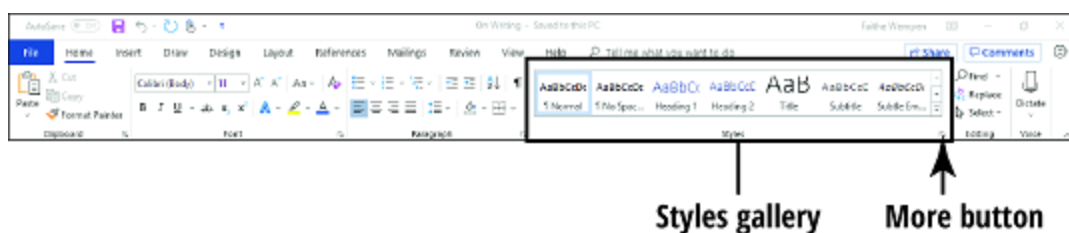
To assign a different style to a paragraph in Word 2019, follow these steps:

1. Click your mouse anywhere in the paragraph you want to change.

2. Click the Home tab.

3. Click the More arrow (the down arrow with the horizontal line above it) to the right of the Styles gallery, opening the full list of the Styles gallery styles.

On Writing - Saved to this PC
Faithe Wempen
iew   View   Help   Tell me what you want to do
Share   Comments

1. Click the style you want.

Other styles are available besides the ones in the Styles gallery. To see them, click the dialog box launcher in the Styles group to open a Styles pane that contains a larger list. You can select any style by clicking the style in the Styles pane.

Click the dialog box launcher to display the Styles pane
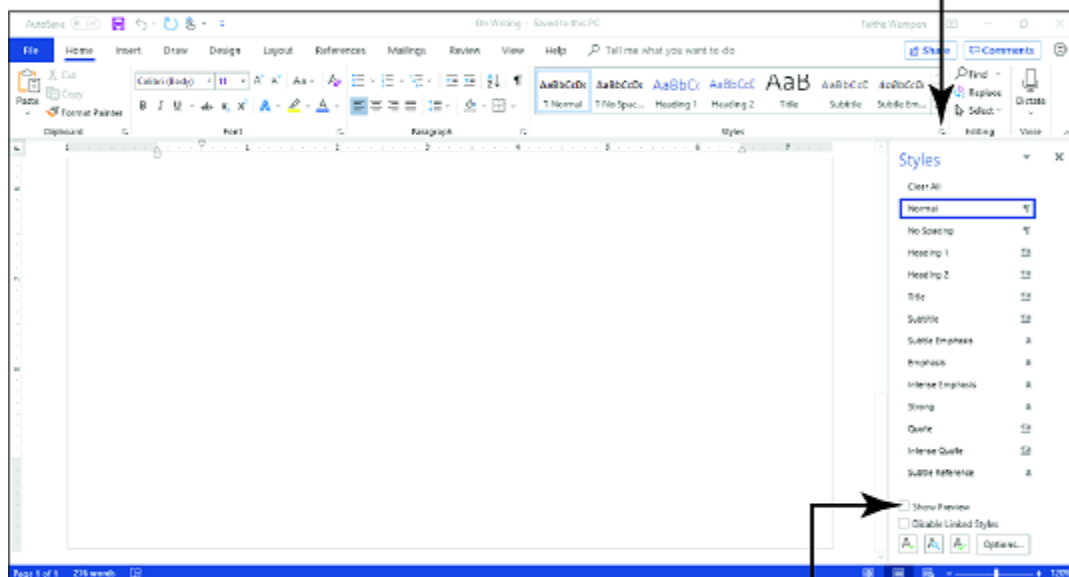
Mark this checkbox to preview the styles in the Styles pane

Select the Show Preview check box in the Styles pane if you want to show each style's name with the formatting the style contains.

If the Styles pane floats (that is, it's not anchored to the right side of the screen), you can anchor it there by dragging it to the far right until it snaps into place. You can make it float again by dragging it by its title (Styles) back out toward the center of the Word window.

The definitions of the styles are determined by the *style set* in use. Different style sets can quickly change the look of an entire document by redefining each built-in style (fonts, sizes, colors, line spacing, and so on).

To change to a different style set in Word 2019, follow these steps:

1. On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

   The new style set is previewed in your document's existing text.

Style Sets gallery

2. Click the style set you want.

   If you don't like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.
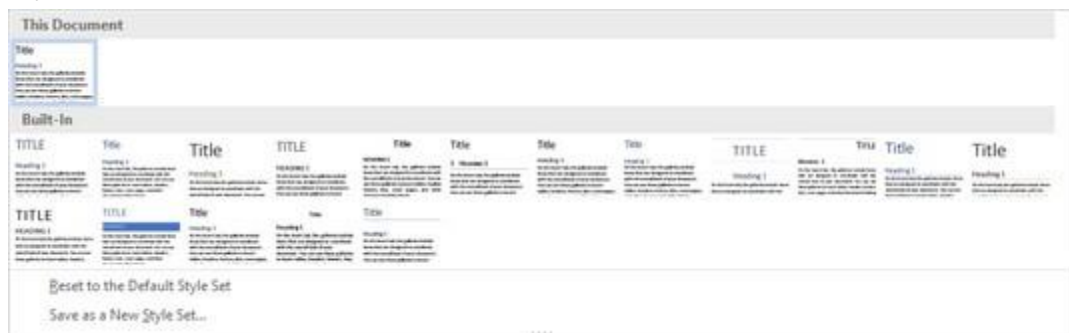
You can also manually modify any style's definition. Suppose that you want the body text in a document to be a little larger. To do this, follow these steps:

1. Open the Styles pane by clicking the dialog box launcher for the Styles group (on the Home tab).

2. In the Styles pane, point to the style you want to modify so that a down arrow appears to its right.

3. Click the down arrow to open a menu.

4. Click Modify.

5. In the Modify Style dialog box that appears, make any formatting changes as desired.

This dialog box contains a variety of text and paragraph formatting settings.
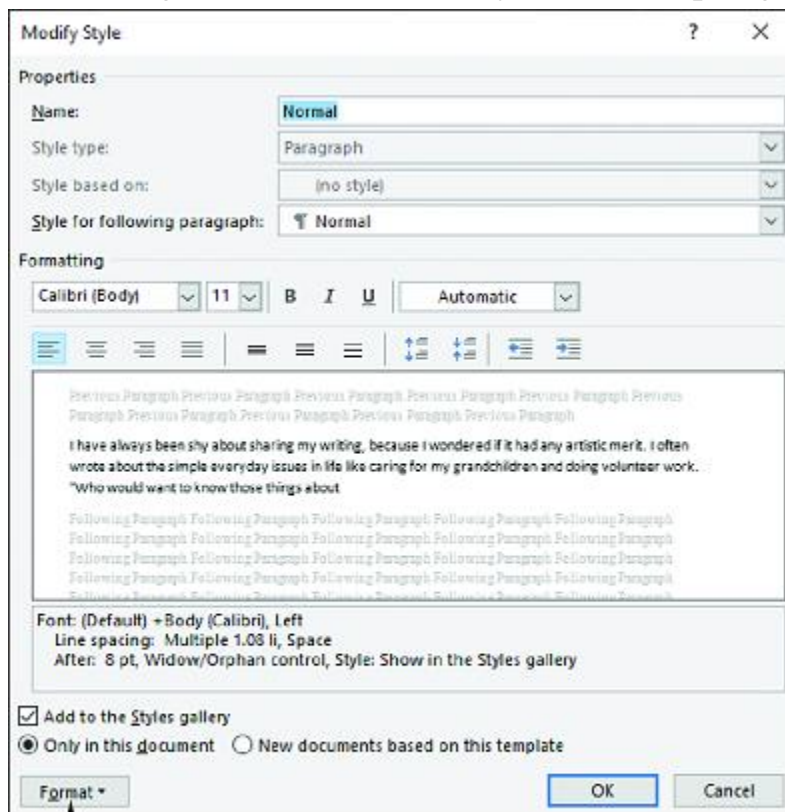
Click here for more formatting settings you can adjust
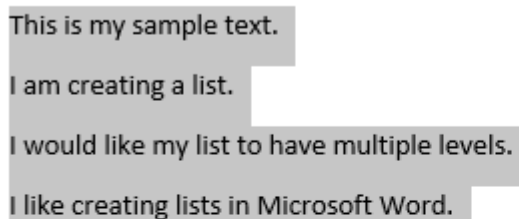
6. Click OK

Working with lists and tables :

Microsoft Word lets you easily create and format multilevel lists in your documents. You can choose from a variety of formatting options, including bulleted, numbered, or alphabetized lists. Let's take a look.

How to Create a Multilevel List in Microsoft Word

Creating a multilevel list in Word is dead simple. Start by typing out one or more lines of your list, with each item of your list on a different line. Then, select those lines.

On the "Home" tab of the Ribbon, click the "Multilevel Lists" button, and then click one of the built-in lists types shown on the dropdown menu.
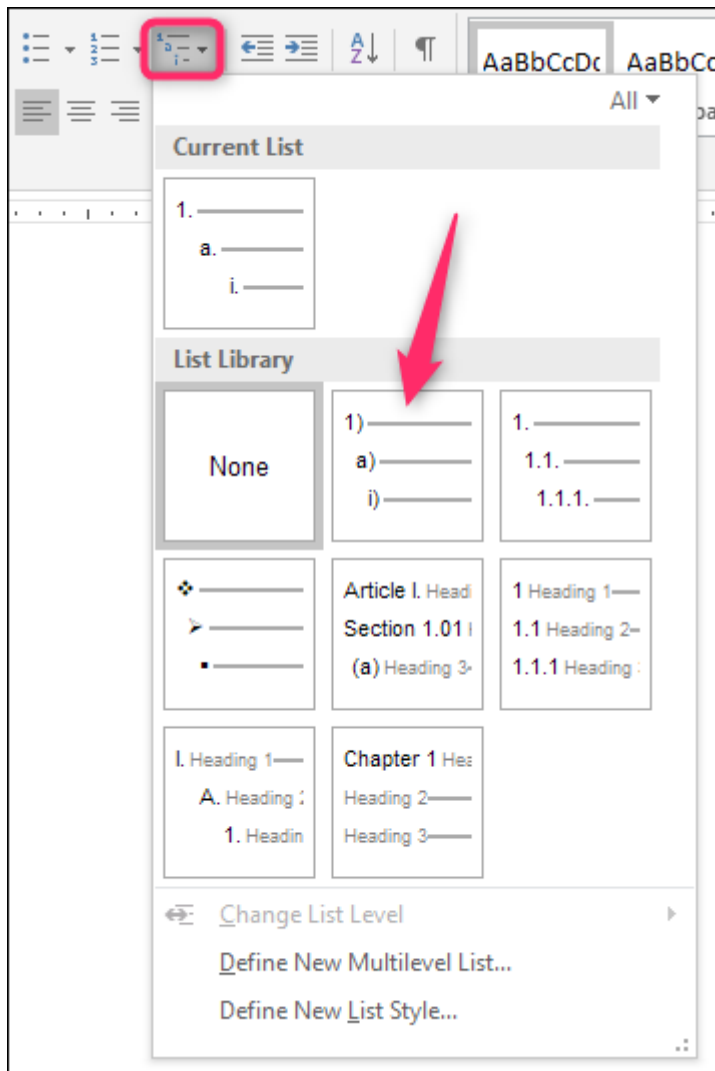
Your list will now be formatted in the style you chose.

1) This is my sample text.
2) I am creating a list.
3) I would like my list to have multiple levels.
4) I like creating lists in Microsoft Word.

And yes, right now, it's a single-level list. The truth is that technically, single- and multi-level lists are not much different in Word. It's not until you start promoting and demoting list items that it turns into a multilevel list.

Demoting and Promoting Lines On Your Multilevel List

Demoting a line in your list indents the line and bumps it to a lower list level. Promoting a line does just the opposite.

Demote or Promote a List Item By Pressing Tab or Shift-Tab

Start by placing your cursor at the beginning of the line you want to demote or promote.
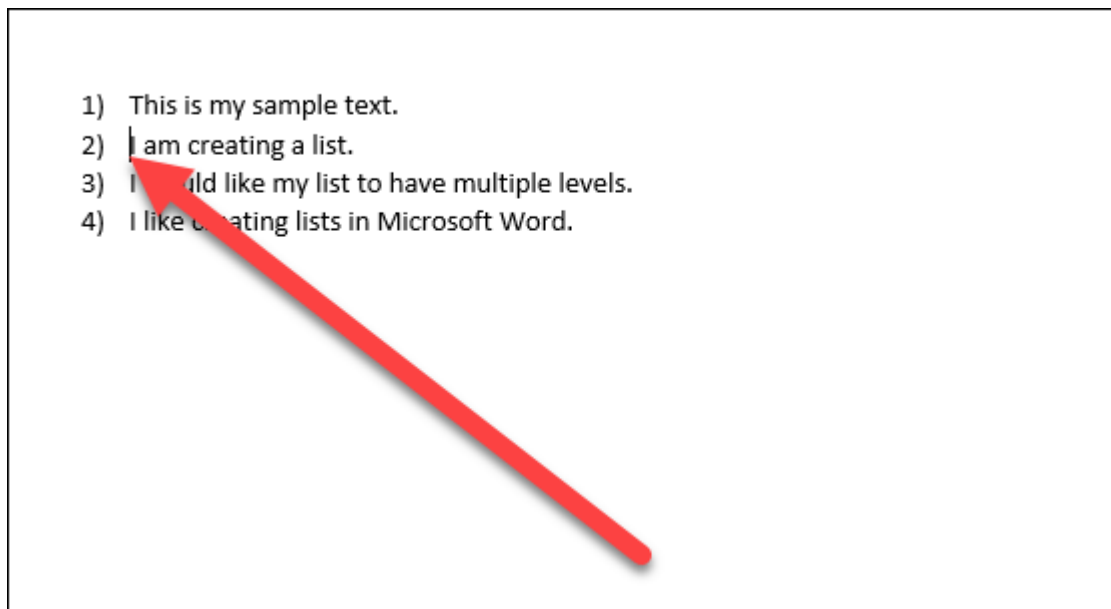
To demote that line to a lower list level, just hit your Tab key.

1) This is my sample text.
   a) I am creating a list.
2) I would like my list to have multiple levels.
3) I like creating lists in Microsoft Word.
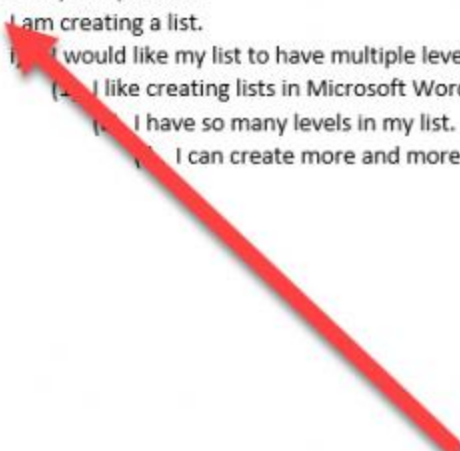
You can also demote a line more than once by just pressing Tab however many times you need. Here, we've demoted the third line in our list twice.

1) This is my sample text.
   a) I am creating a list.
      i)   I would like my list to have multiple levels.
2) I like creating lists in Microsoft Word.

Repeat these steps if you would like to add four, five, or even more levels to your multilevel list.

1) This is my sample text.
    a) I am creating a list.
        i) I would like my list to have multiple levels.
            (1) I like creating lists in Microsoft Word.
                (a) I have so many levels in my list.
                    (i) I can create more and more levels of my list.

You can also promote a line (move it back a level) by placing your cursor at the beginning of the line…

1) This is my sample text.
    a) I am creating a list.
        i) I would like my list to have multiple levels.
            (1) I like creating lists in Microsoft Word.
                (a) I have so many levels in my list.
                    (i) I can create more and more levels of my list.

And then hitting Shift+Tab.

```
1)  This is my sample text.
2)  I am creating a list.
        i)   I would like my list to have multiple levels.
            (1) I like creating lists in Microsoft Word.
                (a) I have so many levels in my list.
                    (i)   I can create more and more levels of my list.
```

You can also demote or promote multiple lines at a time by selecting them…

```
1)  This is my sample text.
        a)   I am creating a list.
2)  I would like my list to have multiple levels.
3)  I like creating lists in Microsoft Word.
```

and then hitting the Tab or Shift+Tab keys.

```
1)  This is my sample text.
        a)   I am creating a list.
            i)    I would like my list to have multiple levels.
            ii)   I like creating lists in Microsoft Word.
```

Pick a Specific List Level for a Line

While just using the Tab and Shift+Tab key combos is probably the easiest way to promote or demote lines on your list, Word does have a menu option for choosing a specific level.

Place your cursor anywhere in the line you want to change (or select multiple lines if you want to change more than one).

1) This is my sample text.
2) I am creating a list.
3) I would like my list to have multiple levels.
4) I like creating lists in Microsoft Word.
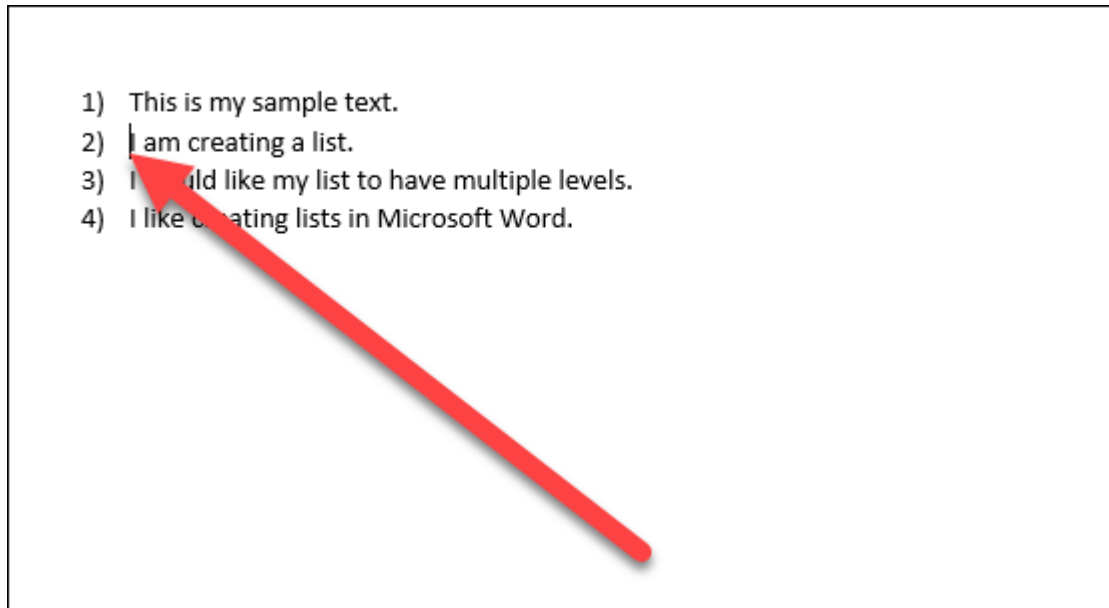
Click the "Multilevel List" button on the Home tab of the Ribbon, point to the "Change List Level" option on the dropdown, and then select the level you want.
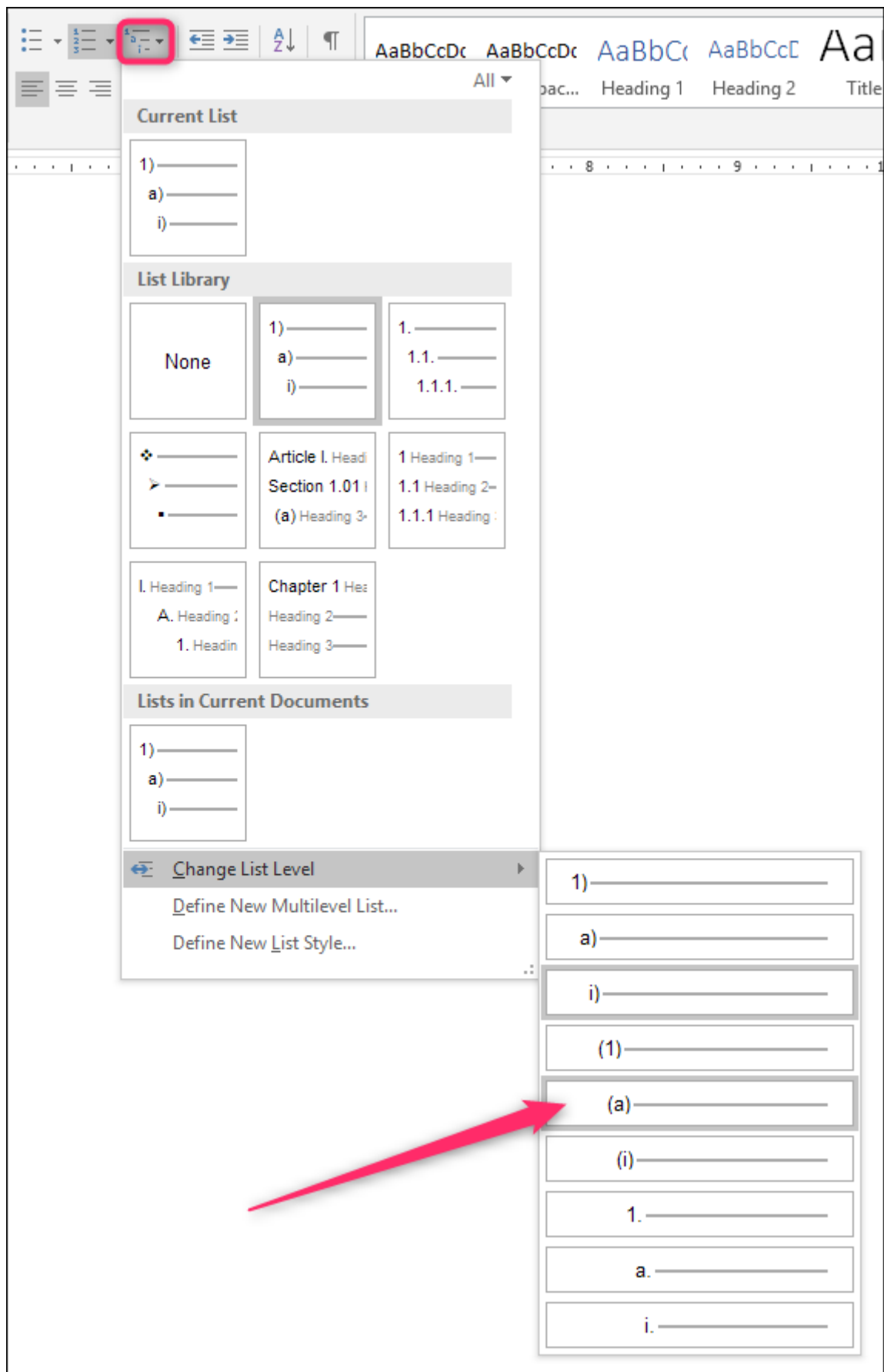
And the line (or lines) you selected get changed to that level.

```
1.  This is my sample text.
                                         a.  I am creating a list.

2.  I would like my list to have multiple levels.
3.  I like creating lists in Microsoft Word.
4.  I have so many levels in my list.
5.  I can create more and more levels of my list.
```

How to Quickly Change the Type of Your Multilevel List

Sometimes, you may decide that you want to change the basic type of multilevel list you're using. Perhaps you originally went with numbers, but now want to use bullet points. Or maybe you just want a different numbering scheme. Whatever the case, you can easily make that change.

Place your cursor anywhere on any line of your list. It really doesn't matter where, because this is going to change the whole list.

```
1)  This is my sample text.
2)  I am creating a list.
        i)  I would like my list to have multiple levels.
            (1) I like creating lists in Microsoft Word.
                (a) I have so many levels in my list.
                    (i)  I can create more and more levels of my list.
```

Open that "Multilevel Lists" dropdown menu again, and this time, just click any of the other default list types on the menu.
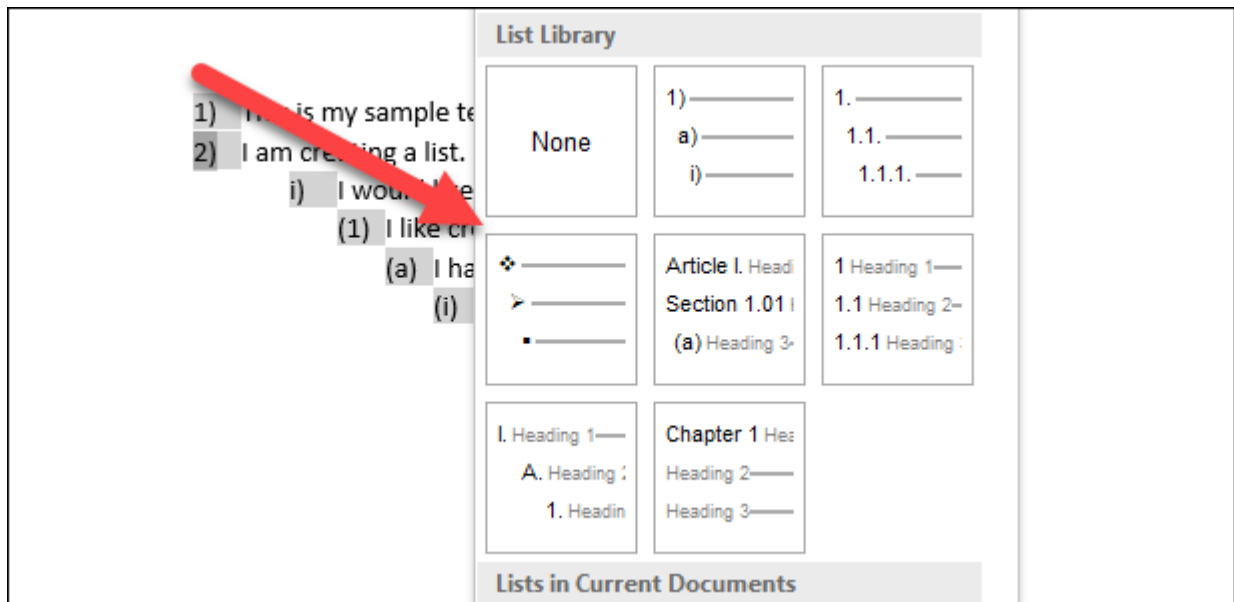
Your whole list changes to that new type.
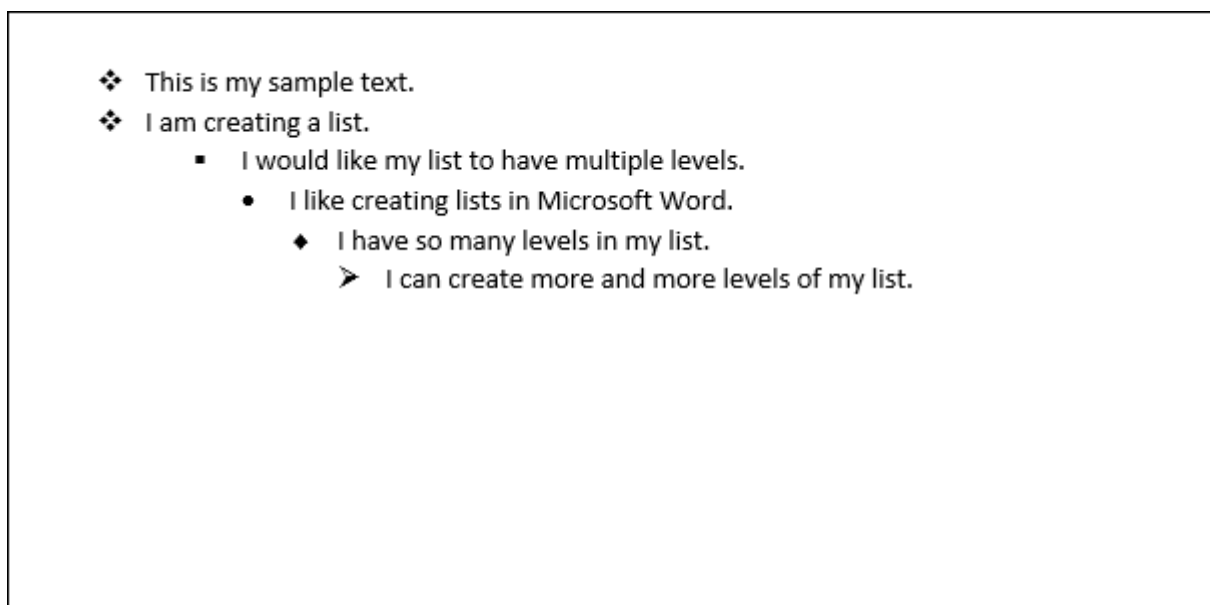
How to Customize Your Multilevel List

So, what if you want to change something about your list like the way just one line level is numbered or how the levels are aligned. Well, you can do that, too. Multilevel lists in Word are pretty customizable, letting you make changes to just about every aspect.

Start by placing your cursor anywhere on any line of your list. Open the "Multilevel List" dropdown, and then choose the "Define New Multilevel List" command.
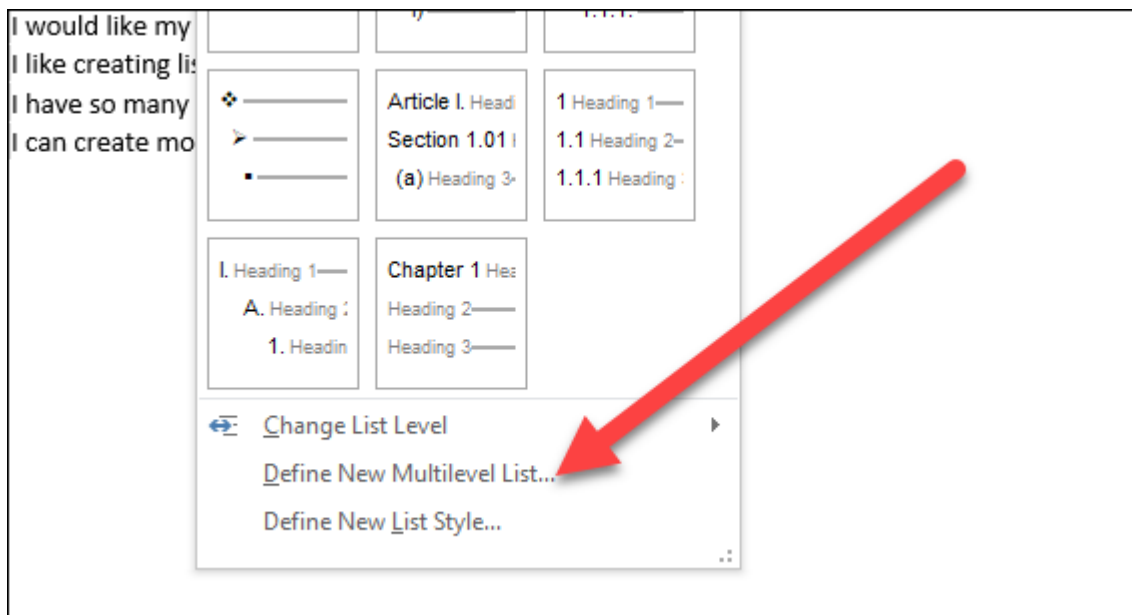
The Define New Multilevel List window pops up, showing you a number of basic options for customizing how the lines in your list appear. However, there's more here than meets the eye, so go ahead and click that "More" button down in the bottom left corner.
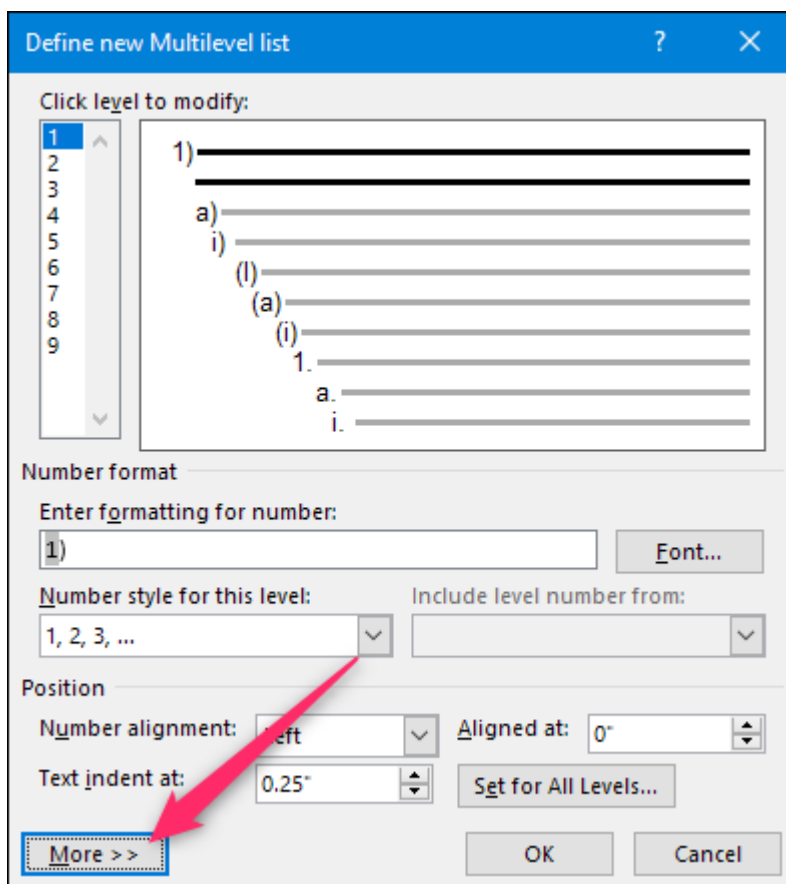
Now, your window should look like this, with a bunch of extra options off to the right.

So, here's the rundown. First, select the level of the list that you want to modify. You can click either in the simple numbered list to the left, or on a line in the center window that shows how the list actually looks.

Below that, you'll find a bunch of options for changing the number format and positioning for the selected level appears.

Here's what you can do there (and note that this list includes the extra stuff revealed by that "More" button):

- **Enter formatting for number:** You can type the text for the line number as you want it to appear in this box. Click the "Font" button to its right to change the font used for the level.

- **Number style for this level:** Use this dropdown to change the style of the selected number level. You can change it to pretty much any number or bullet style you want. You can even mix bullet points into a numbered list this way (or vice versa).

- **Include level number from:** Use this dropdown to include the number from a previous level. This lets you create line numbers like 1.1; 1.1.1; and so on.

- **Start at:** Choose the number or letter where you want to start the numbering.

- **Restart list after:** Have the list restart after it reaches a certain number or letter.

- **Position:** Use the controls in the "Position" section to change how the selected number level is aligned and indented. You can also click the "Set For All Levels" button to control alignment and indents for your whole list. You can also choose whether the line number is followed by a tab character (the default), a space, or no character at all.

And at the top right of the window, you'll find a few extra options, including:

- **Apply changes to:** Choose whether you want to apply changes to the whole list, from the point where your cursor is placed in the list, or only levels you've selected.

- **Link level to style:** You can use this dropdown to link your selected level to a style, whether a built-in Word style or one you've created. This can be particularly handy for linking levels to heading styles.

- **Level to show in gallery:** This dropdown lets you choose the level of the list that's shown in the gallery on Word's Home tab. Honestly, its not a very useful option, and it's usually best to leave it set to its default—Level 1.

- **ListNum field list name:** Use this field to associate the level with a name that you can then use along with Word's LISTNUM function. This is useful if you're creating functions to generate lists.

After making changes to a particular level, you'll need to repeat the process for each additional level of the list you want to modify. So, select a level, make your changes, select the next level, make those changes, and so on.

When you have finished changing all the levels you want, click the "OK" button, and your multilevel list will now show your changes.

How to Turn Your Multilevel List into a New Style

After customizing you multilevel list just the way you want it, you may find yourself wanting to use that same formatting for other lists—even lists in other documents. You can do this by turning the list into a style.

Place your cursor anywhere on any line of your list, open the "Multilevel List" dropdown menu again, and this time, choose the "Define New List Style" option.
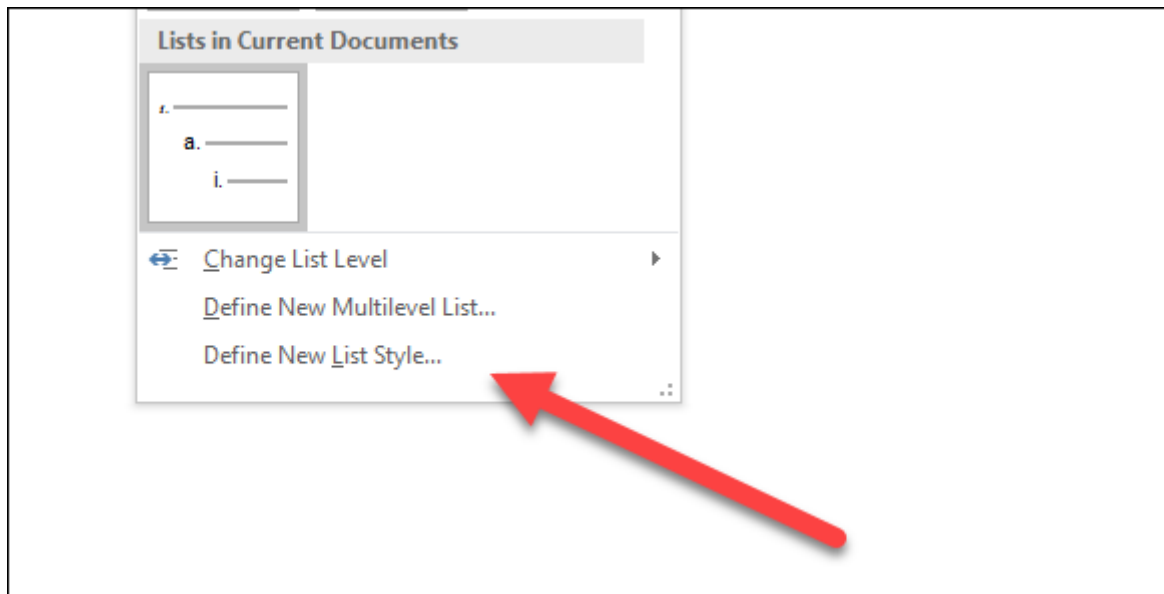
In the Define New List Style window, start by giving your new style a name.

Now, there are a number of formatting options available in this window. You can change the font, character formatting, type (number or bullet), and several other things that you were also able to change when customizing your list.

While these options can be useful if you want to create a quick new multilist style from scratch (i.e., when you have not already created and customized a list you want to turn into a style), we highly recommend that you don't bother with them. Instead, it's much more effective to create your list, customize using the more powerful tools we talked about in the previous section, and then creating your style. The new style will include all those customizations you've already made to the list.

One option you will want to pay attention to is whether you want the style to be available only in the current document, or in new documents based on the template attached to the document. You'll want to choose the latter if you need to access the style when you create other documents.
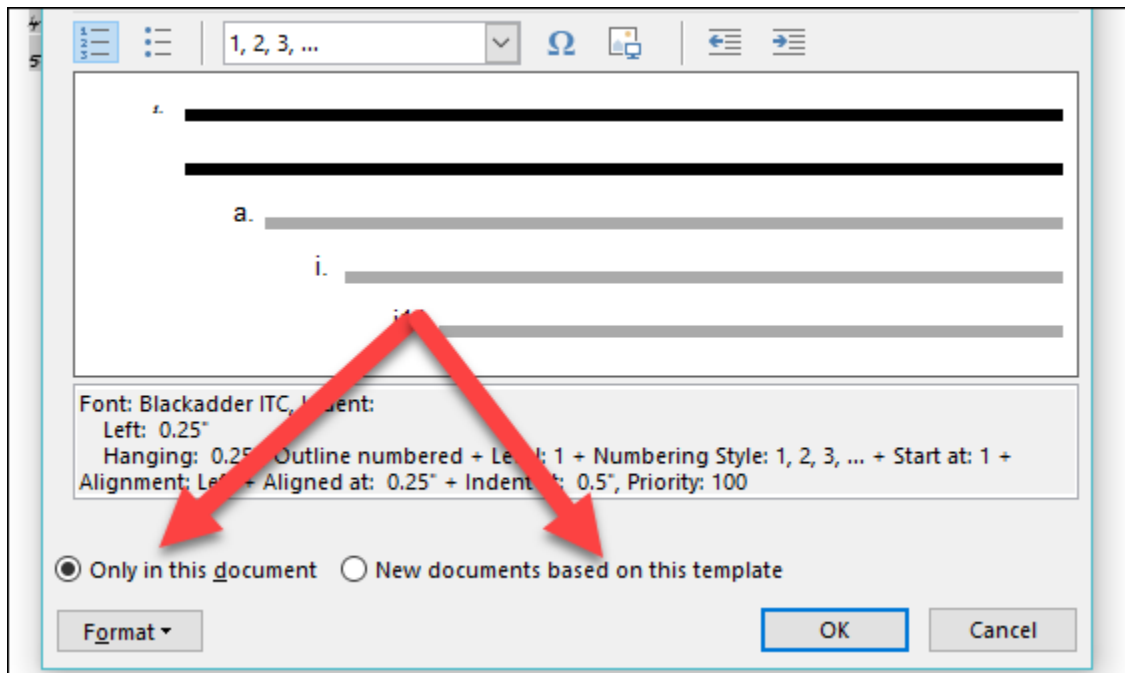
Choose what you want, and then click "OK" to save your new style.

Now, you'll be able to choose that style (or any other list styles you've created) from the "Multilevel List" dropdown menu any time you want to create another multilevel list.
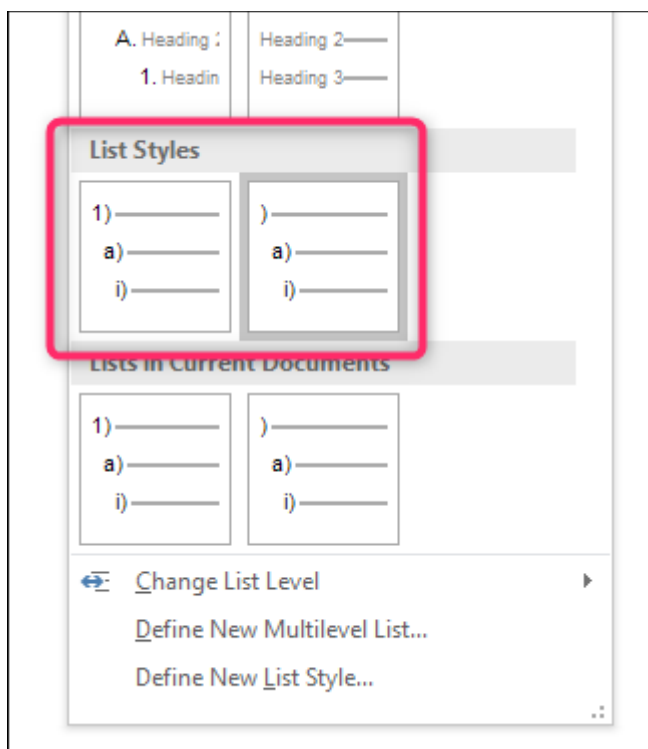
And now you know more than you ever wanted to know about creating multilevel lists in Word.

Creating tables in Microsoft Word used to be so annoying that most people just did it in Excel, then imported it into Word. It's worth giving Word 2013's table tools a try, though, because the process is easier, and there are some new graphical options.

Seven ways to create tables

Microsoft now provides five different methods for creating tables: the Graphic Grid, Insert Table, Draw Table, insert a new or existing Excel Spreadsheet table, and Quick Tables, plus an option for converting existing text into a table. To start, open a blank Word document from the Home/New page. Position your cursor in the document where you want the table inserted.

Graphic Grid/Select Table from Graph

Under the Insert tab, click the *Table* button. The Insert Table dialog box will open, showing a basic grid pattern as well as traditional menu options below it. Place your cursor on the first cell in the grid and slide it down and over until you highlight (for this example) four columns and five rows, then click once.

Notice that once the table is created, a new option called Table Tools appears on the Ribbon bar with two new tabs: Design and Layout. See the Layout and Design section below for details regarding these options.
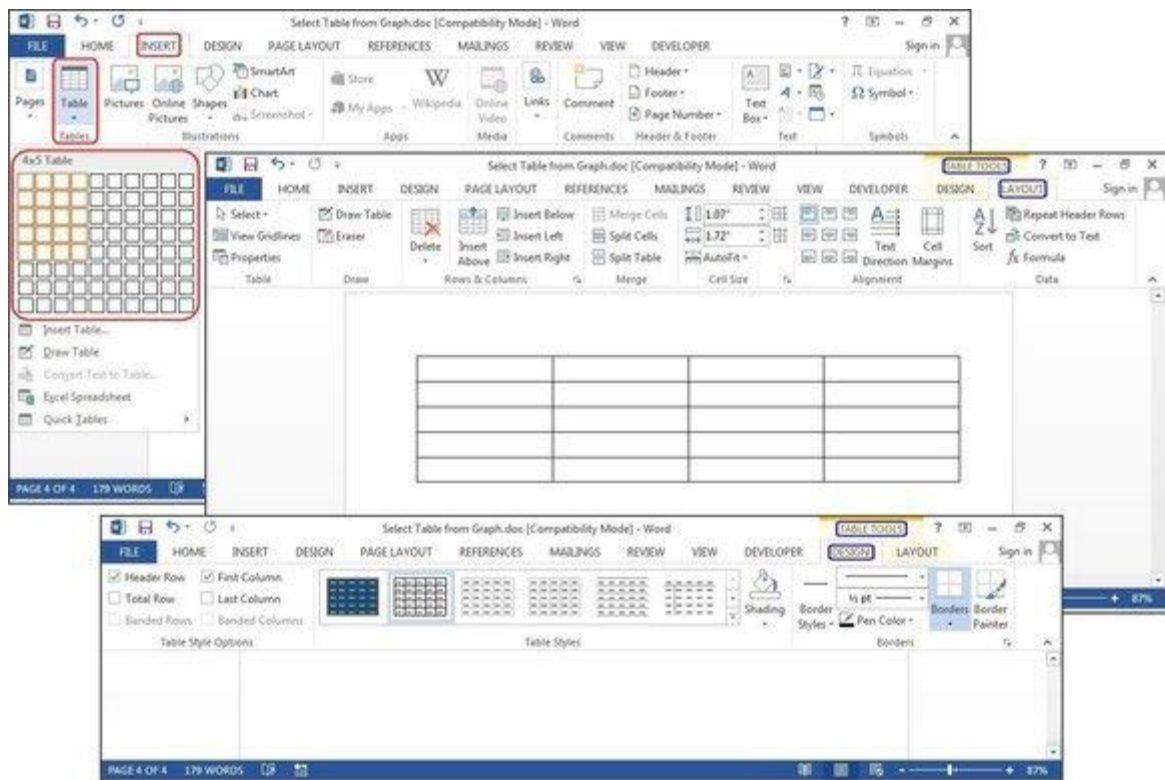
Create a new table using the graphical grid.

Insert Table

Click *Insert > Tables > Insert Table* from the dropdown menu. In the Insert Table dialog box, enter the number of columns and rows you want in this table (four columns and five rows). In the AutoFit Behavior panel, select *Auto*, or click the down arrow to choose a specific size. You can also choose AutoFit to Contents (produces narrow columns that expand as you add data) or AutoFit to Window (expands the table to fit the document size). Check the *Remember Dimensions for New Tables* box if you want the sizes you're entering now to become your defaults for future tables.
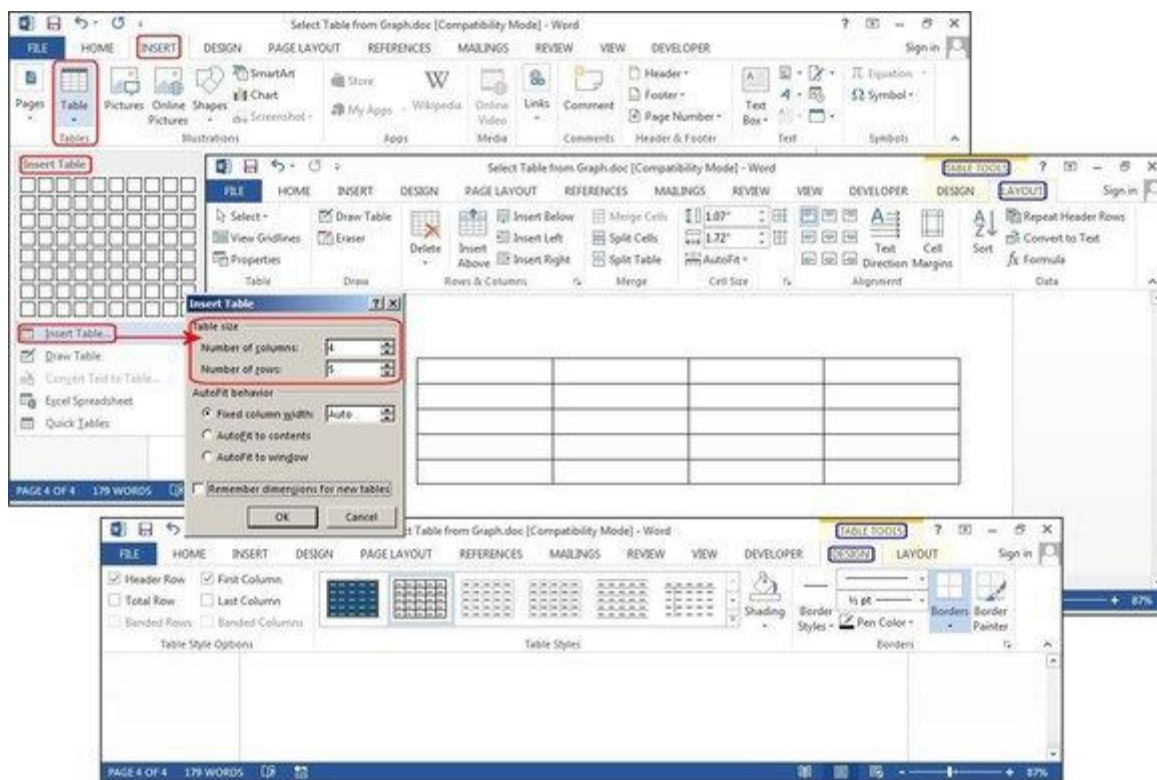
Create a new table using Insert Table.

Draw Table

Click *Insert> Tables > Draw Table*. The cursor turns into a pencil, which you drag down and across to draw a box. Don't worry about the exact dimensions; you can modify it any time.

Once the box is created, position the cursor inside the box and draw lines over and down for the columns and rows (one at a time). Don't worry about crooked lines, either—Word straightens them as you draw.

To add or remove columns and/or rows later, click anywhere inside the table, then select the Design tab under Table Tools. Click the *Draw Table* button to add or continue drawing lines with your pencil cursor, or click the *Eraser* button to remove lines with the eraser cursor. To remove a line, just touch the line with the eraser cursor, and the line disappears.
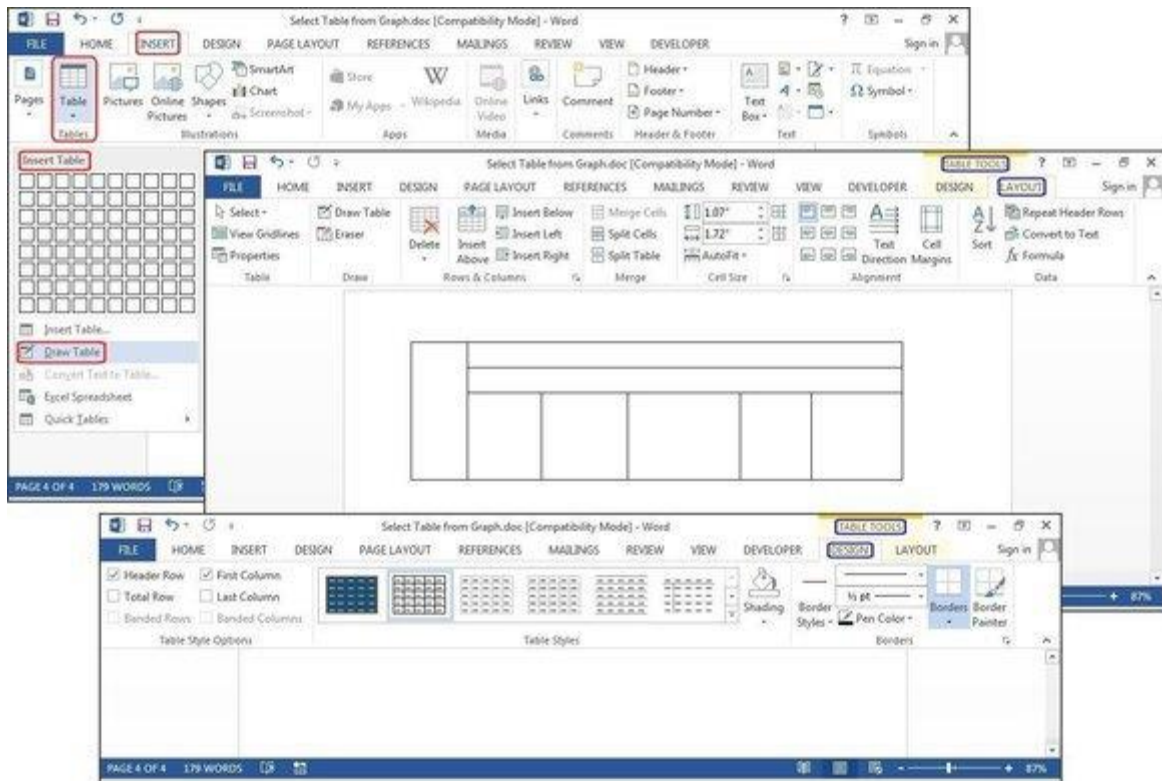
Create a new table using Draw Table.

Excel Spreadsheet (create In Word)

Click *Insert > Tables > Excel Spreadsheet*. An Excel spreadsheet inserts at your cursor location. You can continue using Excel and its menus and commands, but after you enter your data it converts to a non-editable graphic.

If you want to add, delete, or modify the spreadsheet, right-click anywhere inside the worksheet graphic, select *Worksheet Object* from the dropdown menu, then click *Edit*. The original spreadsheet reappears for editing. Notice the top menu has changed to an Excel menu for edits.

Also from the Worksheet Object dropdown menu, you can click *Open* to open the spreadsheet in Excel, so you can manipulate it in that program. Or click *Convert* to view a Windows dialog box that lists file-conversion options.
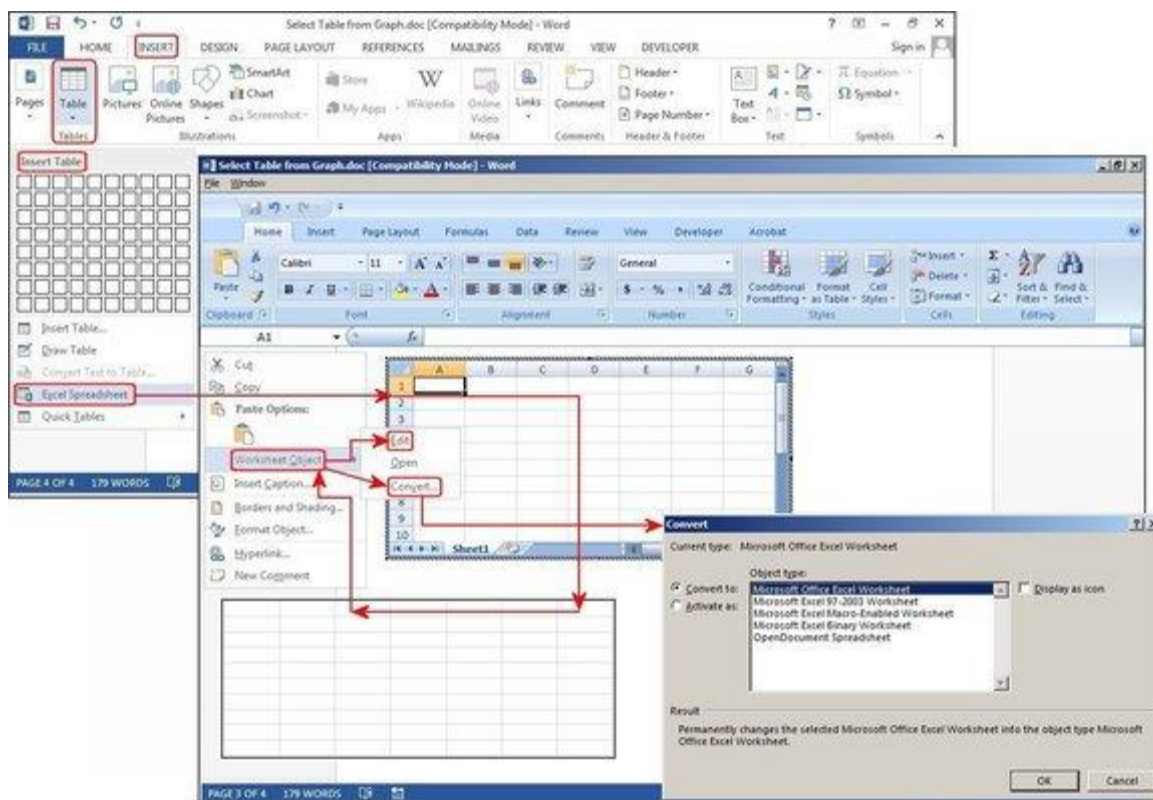
Create a new table using Excel Spreadsheet.

Excel Spreadsheet (copy and paste existing worksheet)

In the old days, Excel spreadsheets had to be imported into Word. Now you can just copy and paste. Open Excel, highlight the spreadsheet, and copy it. Then open Word, position your cursor at the desired location, and select *Paste > Keep Source Formatting*.

The other options on the Paste dialog menu are Merge Formatting, which changes the text format to match the file into which you pasted the spreadsheet, and Keep Text Only, which pastes the text without the Excel grid, meaning you will likely have to realign your columns with tabs.
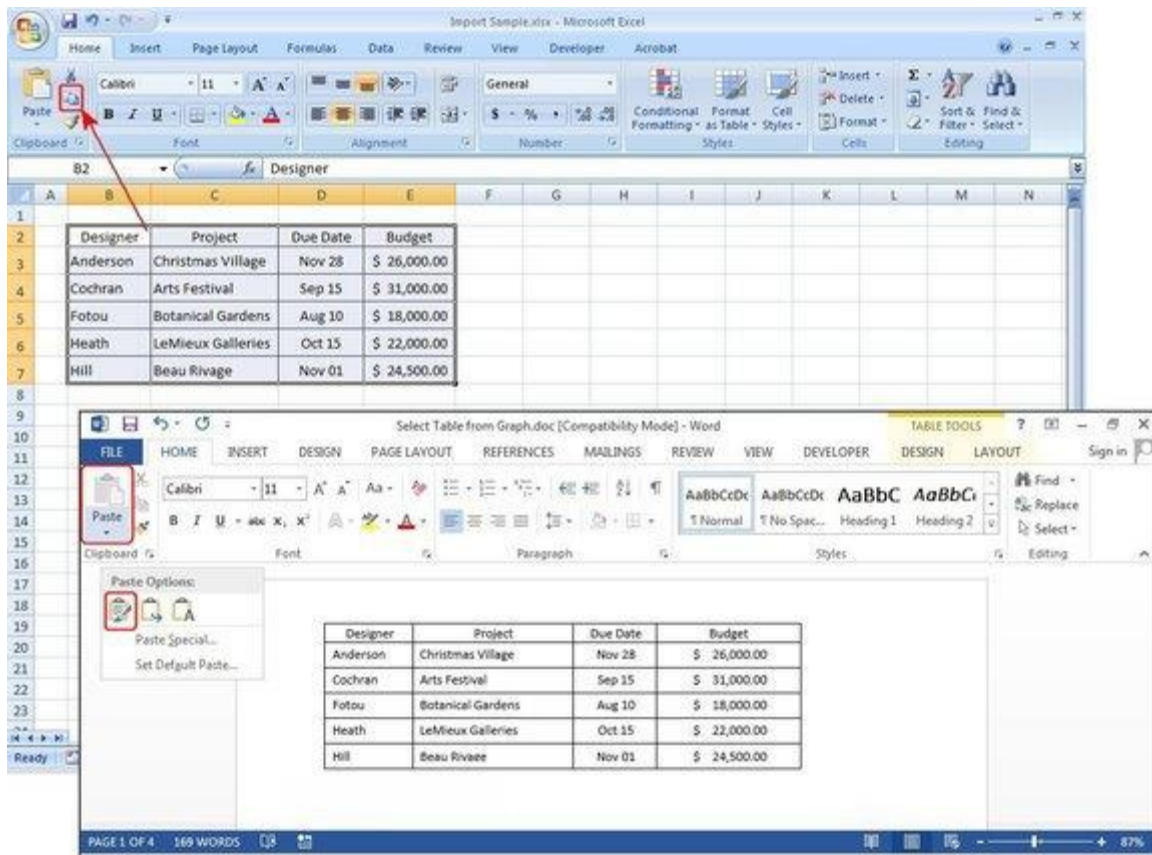
Copy and paste an existing table from Excel.

Quick Tables

Quick Tables are Word's table templates. In addition to the nine templates provided, you can create your own designs and save them to the Quick Tables Gallery to use later. Click *Insert > Tables > Quick Tables*. Select a table template from the Quick Tables menu, then modify it to fit your project.
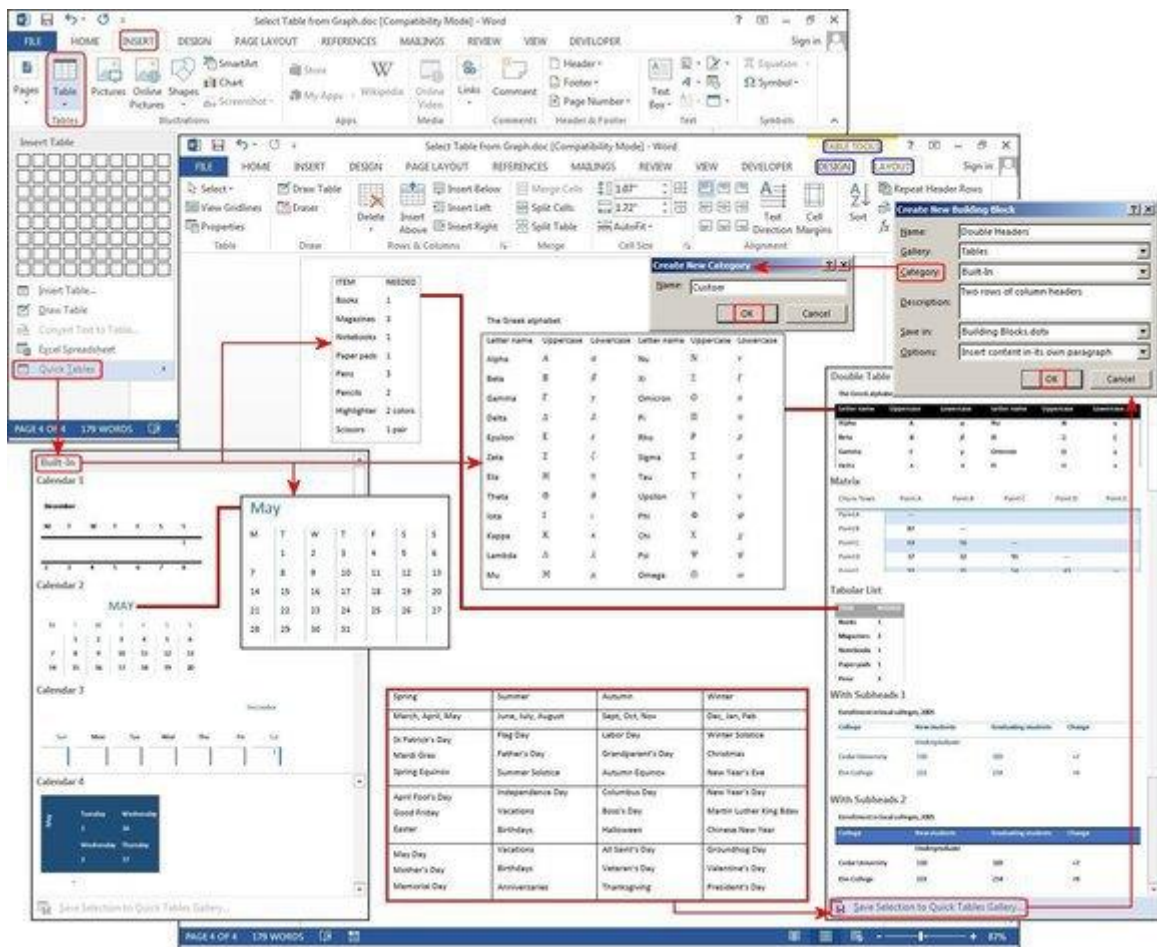
Create a new table using Quick Tables.

Convert Text to Table

The table tools can also make lists a lot easier to customize and even reorganize later. For our example, we'll turn a classic contact list into a table, using a list of names—first, middle, last—plus the city, state, region, and profession of each person on the list.

For eons, people have used tabs to separate the fields, adding a tab or two to accommodate longer strings of data. But if you do this, when you convert the table to text, it misplaces all the data.

With the Convert Text to Table feature, you can separate the fields (Name, City, State, etc.) with paragraphs, tabs, commas, or other separator character, but use only one separator between each field.
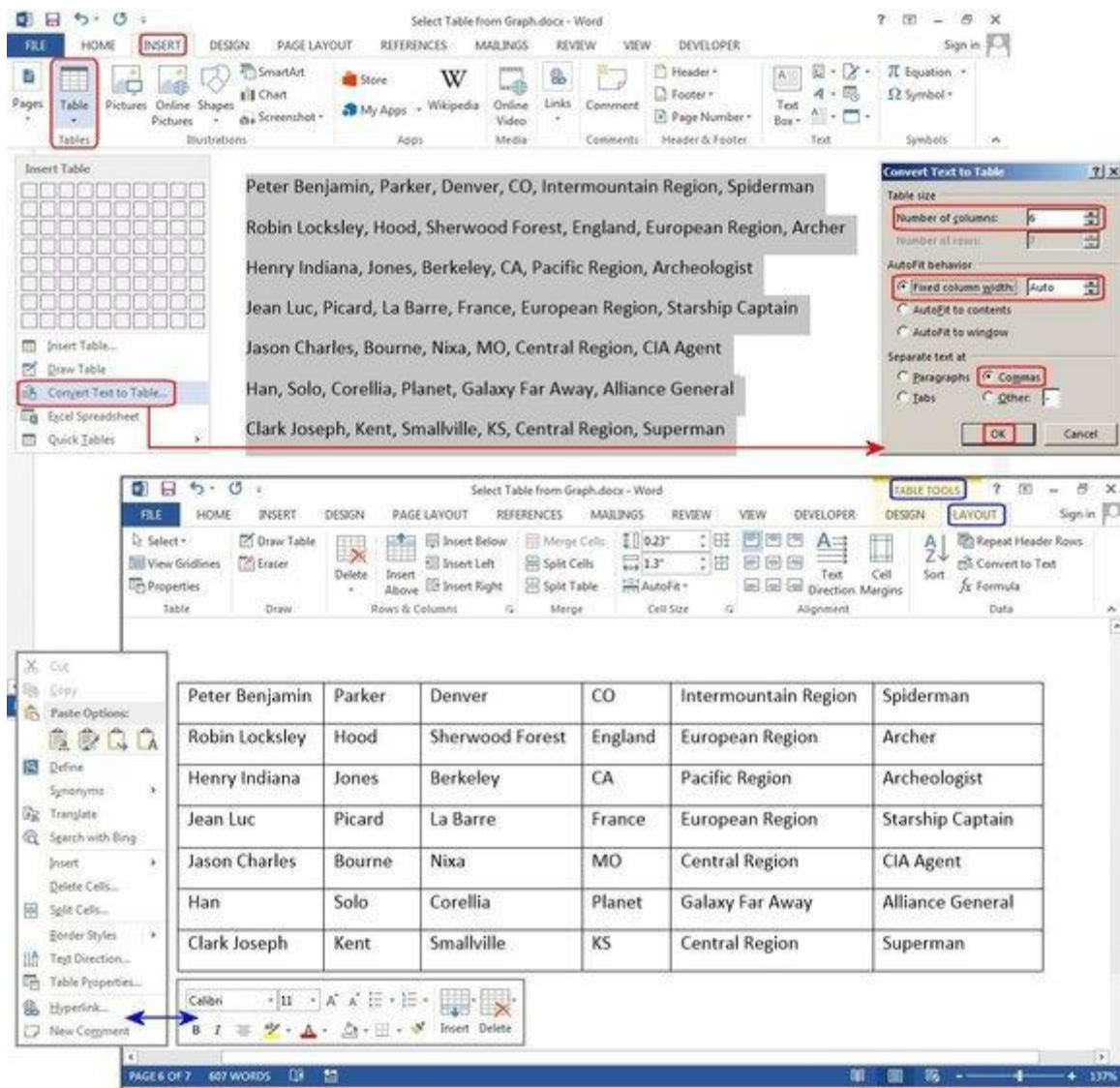
sorting of paragraphs :

Word offers a powerful sorting feature and it can do more than you might think, even sort paragraphs.

Unlike Access and Excel, sorting doesn't come naturally in Word. Fortunately, Word offers a robust sorting feature that can handle most needs - even the more creative ones! For instance, let's suppose you have a document of paragraphs and you decide you want to rearrange the paragraphs. You might spend some time using cut and paste to move them around, but would it surprise you to learn that Word can sort them for you? Let's work through a simple example. Let's rearrange the paragraphs in the document below.

Eventually, I combined my technical skills with my love of writing to forge a new career, as an Editor-in-Chief for the world's largest publisher of technical journals, The Cobb Group. When the publisher moved to New York in 1996, I remained in central Kentucky, my lifetime home. Que contacted me to see if I might be interested in writing a book on MS Access and of course, I was. Over the next decade, I wrote more than a dozen technology books, while continuing to offer development and general consulting services to small businesses.

Almost three decades ago, I jumped at the chance to join the computer literate when my employer bought one PC, at a cost of nearly $5,000, for the entire company! Instead of going to lunch, I discovered spreadsheets. I was a young, single mother and that PC was opportunity knocking loud upon my door.

It didn't take long for the word to get out; people started dropping spreadsheets and floppies on my desk. Then, a small door opened when a real estate company asked me to write a dynamic spreadsheet that would magically print amortization schedules for prospective clients. Moonlighting as a developer led to full-time self-employment providing automated solutions for small businesses. Back then, we called it Applications Development.

While I love writing for children, my main focus remains on IT.

First, determine the new order. In this case, I want the paragraphs in the following order:

- First paragraph will be third.
- Second paragraph will be first.
- Third paragraph will be second.
- Fourth paragraph will be fifth.
- Fifth paragraph (not shown above) will be fourth.

That's a lot of cutting and pasting and it's a short document! Imagine how much more work a long document would be. Fortunately, Word's sort feature can help. By putting a representative number at the beginning of each paragraph and then sorting by paragraph, Word will rearrange the paragraphs. Here's how:

1. First, add the representative numbers to the beginning of each

3Eventually, I combined my technical skills with my love of writing to forge a new career, as an Editor-in-Chief for the world's largest publisher of technical journals, The Cobb Group. When the publisher moved to New York in 1996, I remained in central Kentucky, my lifetime home. Que contacted me to see if I might be interested in writing a book on MS Access and of course, I was. Over the next decade, I wrote more than a dozen technology books, while continuing to offer development and general consulting services to small businesses.

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5While I love writing for children, my main focus remains on IT.

4Between 2005 and 2009, I took on a new challenge and co-authored over two dozen nonfiction books for children with my husband, Bill. Writing for children is harder than writing for adults!

paragraph.

2. In Word 2010, click the Home tab. Then, click Sort in the Paragraph group. In Word 2003, choose Sort from the Table menu.
3. In the Sort Text dialog box, choose Paragraphs from the Sort By dropdown (it's the default, you shouldn't have to change it).
4. Choose Number from the Type dropdown.
5. Select an order—Ascending is the

default.
6. Click OK and Word sorts the paragraphs by their preceding numbers.

How to insert chart and picture in Ms word :

You can make a chart in Word. If you have lots of data to chart, create your chart in Excel, and then copy from Excel to another Office program. This is also the best way if your data changes regularly and you want your chart to always

reflect the latest numbers. In that case, when you copy the chart, keep it linked to the original Excel file.

To create a simple chart from scratch in Word, click **Insert** > **Chart**, and pick the chart you want.
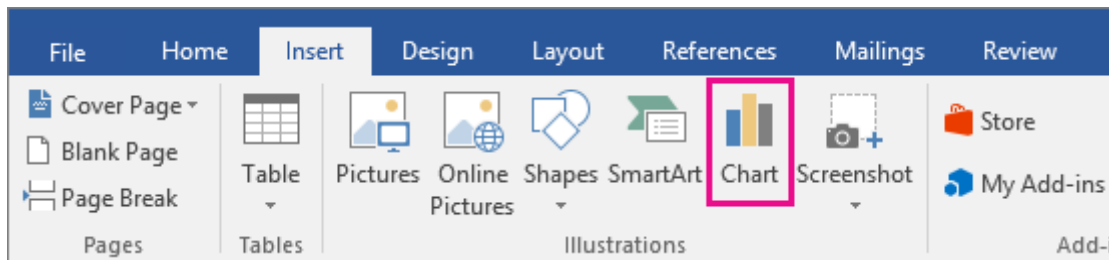
1. Click **Insert** > **Chart**.

2. Click the chart type and then double-click the chart you want.
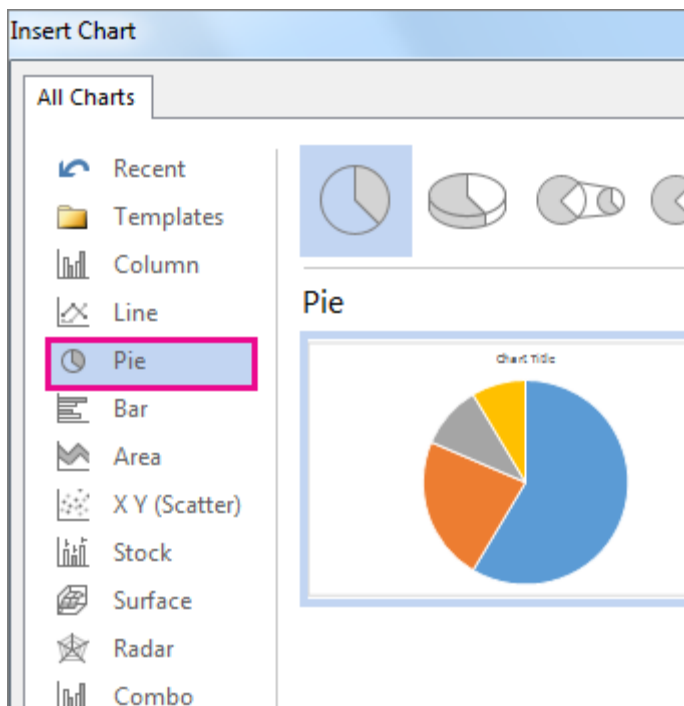
Tip: For help deciding which chart is best for your data, see Available chart types.

3. In the spreadsheet that appears, replace the default data with your own information.
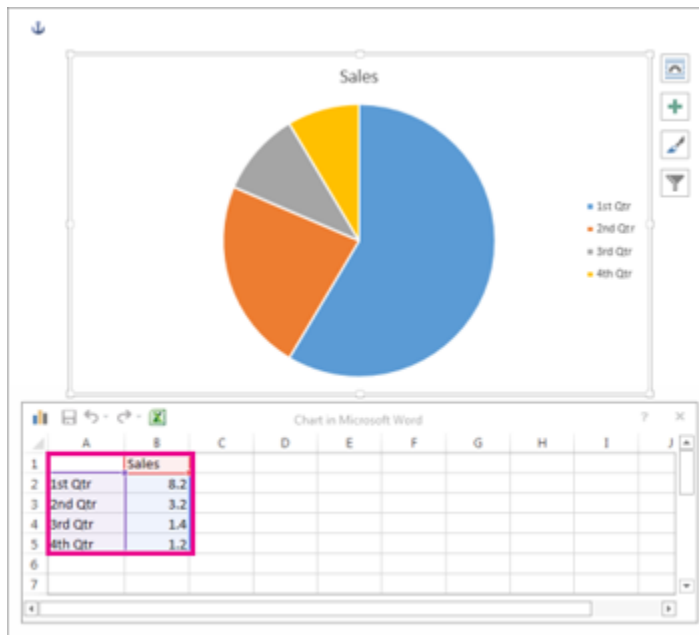
Tip: When you insert a chart, small buttons appear next to its upper-right corner. Use the **Chart Elements** button to show, hide, or format things like axis titles or data labels. Or use the **Chart Styles** button to quickly change the color or style of the chart. The **Chart Filters** button is a more advanced option that shows or hides data in your chart.

4. When you've finished, close the spreadsheet.

5. If you want, use the **Layout Options** button to arrange the chart and text in your document.

How to insert picture :

Microsoft removed the ability to scan images directly into a Word 2013 document, but you can insert images from the local hard drive or images from online sources using Bing Image Search. Although Word can use a wide range of image formats, the JPG and PNG formats give the best trade-off between quality and size. You can insert large images into Word documents and then resize them; keep in mind, however, that large images increase the file size of the document.
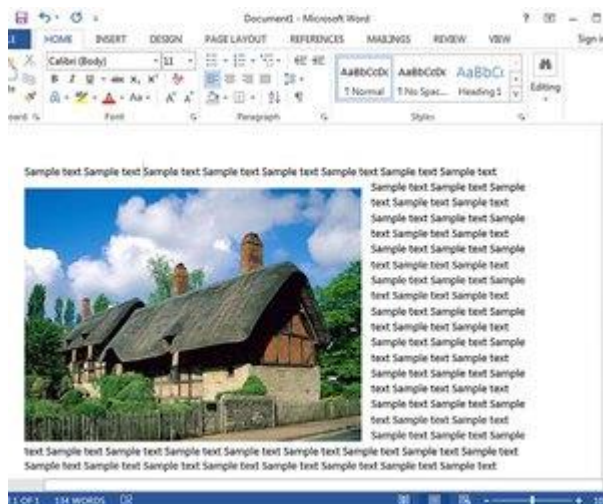
A sample image surrounded by test words in Word 2013.
credit: Image courtesy of Microsoft

The Insert tab and the Illustrations group where the Pictures button is located.
credit: Image courtesy of Microsoft

Open a new document in Word 2013 and switch to the Insert tab. All objects that you can insert into a Word document, including images and shapes, are located on the Insert tab.

Click on the spot where you want to place the image and then click the Pictures button in the Illustrations group to display the Insert Picture dialog.

Smart art:

SmartArt is a useful tool for creating graphs, charts, and graphics that pertain to your presentation or document. It is featured in PowerPoint and Word. This article will show you how to use it, so you can utilize this feature to its full potential.

Steps

1

Open a Microsoft Office 2007 program. Excel does not feature SmartArt, only Word and PowerPoint do. Open one of these programs from your desktop. You can do this by clicking on the start button, then clicking on All Programs > Microsoft Office > Microsoft PowerPoint / Microsoft Word.

2

Click on the Insert tab in the top left hand corner, to the right of the Home tab. This button is in the same place for both PowerPoint and Word.

3

Click on the SmartArt button that is in between the Shapes button and the Chart button. A small window will pop up with the various types of graphics that you can insert into your presentation or document, depending on the the

program you chose earlier. To explore all the variations of Smart Art, follow the next seven steps. If you do not want to do this,(although it is highly recommended if you have never used the SmartArt feature before) skip down to the Tips section of this article.

4

Click on the Lists tab on the left side of the page. Lists are the most basic forms of SmartArt. They are intended for information that does not have a specific order.

5

Click on the Process tab on the left side of the page. Processes are a slightly more sophisticated form of SmartArt. They show a sequence of steps or events. The designs are quite similar to the ones in the Lists category, but they contain directional arrows, similar to the ones in a flow chart.

6

Click on the Cycle tab on the left side of the page. Cycles are more similar to Processes than to Lists, however while they contain arrows like a Process, most graphics in this category have a circular pattern that never ends, similar to the concept of evaporation and condensation. Processes have a strict beginning and end, or cause and effect.

7

Click on the Hierarchy tab on the left side of the page. Hierarchies are unique in the sense that they are unlike Lists, Processes or Cycles. An appropriate use of a Hierarchy graphic would be a family tree or a display of various company positions. It shows various "parent" pieces of data that can represent an "umbrella," like the term "mammal." These serve as broad titles for more specific names that are classified in the "umbrella term." In this case, a more specific word would be "cat" or "dog." You can have various levels in the hierarchy until the terms become more specific.

8

Click on the Relationship tab on the left side of the page. Relationship graphics are simple: they explain how two pieces of data are connected. They are the explanation behind the arrow in the flow chart.

9

Click on the Matrix tab on the left side of the page. The purpose of a Matrix graphic is extremely similar to one of a Relationship graphic; it is simply meant for more data. Most designs contain 3-5 boxes of supporting data surrounding a central data space, meant for a title or "umbrella" term.

10

Click on the Pyramid tab on the left side of the page. The Pyramid graphics are for comparing amounts of data. An appropriate situation for the Pyramid graphic to be used is a dietary guide, like the Food Pyramid.

Using mail merge :

Microsoft Word. Mail Merge allows you to use a spreadsheet of contact information to assign automatically a different address, name, or other piece of information to each copy of a document. This is useful when personalizing newsletters or statements, as you don't have to write by hand each person's name or address at the top of each document.

Creating a contact sheet

1Open Microsoft Excel. Microsoft Excel's app icon resembles a white "X" on a dark-green background. The Excel "New" page will open.
- If you already have a contact sheet in Excel, skip ahead to importing the Excel contacts instead.

2

Click Blank workbook. It's in the upper-left side of the "New" page. This will open a new, blank Excel document.

3

Add your contact headers. Starting in cell **A1** and moving right from there, enter the following headers:[1]
- *FirstName* - Your contacts' first names will go in this column (cell **A1**).
- *LastName* - Your contacts' last names will go in this column (cell **B1**).
- *Tel* - Your contacts' phone numbers will go in this column (cell **C1**).
- *StreetAddress* - Your contacts' street addresses will go in this column (cell **D1**).

- *City* - Your contacts' cities of residence will go in this column (cell **E1**).
- *State* - Your contacts' states of residence will go in this column (cell **F1**).
- *ZIP* - Your contacts' ZIP codes will go in this column (cell **G1**).
- *Email* - Your contacts' email addresses will go in this column (cell **H1**).

4

Enter your contacts' information. Starting in column A, cell 2, begin entering the contact information for each of the people for whom you want to generate a mail merge.

- Make sure that this information is accurate before proceeding.

5

Save your document. To do so:

- *Windows* - Click **File**, click **Save As**, double-click **This PC**, click a save location on the left side of the window, type the document's name into the "File name" text box, and click **Save**.
- *Mac* - Click **File**, click **Save As...**, enter the document's name in the "Save As" field, select a save location by clicking the "Where" box and clicking a folder, and click **Save**.
- Keep in mind your selected save location—you'll need to find the Excel spreadsheet later.

6

Close Excel. Click the **X** in the upper-right corner of Excel (Windows) or the red circle in the upper-left corner (Mac). You can now proceed to creating the mail merge in Microsoft Word.

Part2

Importing Contacts to Word

1

Open Microsoft Word. The Word app icon looks like a white "W" on a dark-blue background. As with Excel, the "New" page will open.

- If you have an existing Microsoft Word document into which you want to import the Excel contacts, you'll instead double-click it to open it and skip the next step.

2

Click Blank document. It's a white box in the upper-left side of the page. A blank Microsoft Word document will open.

3

Click the Mailings tab. This tab is at the top of the Microsoft Word window. A toolbar will appear just below the row of tabs here.

4

Click Select Recipients. It's in the "Start Mail Merge" section of the **Mailings** toolbar. Doing so prompts a drop-down menu.

5

Click Use an Existing List…. You'll find this option in the drop-down menu. A new window will open.

- If you ever want to use Outlook contacts instead, you can select the **Choose from Outlook Contacts** option in the drop-down menu.
- You can also type a temporary list of contact information into Word by selecting the **Type a New List** option. This is useful when you only need to create a handful of contacts' information.

6

Select your Microsoft Excel contact sheet. On the left side of the window, click the folder in which you saved the Excel sheet, then click the Excel sheet to select it.

7

Click Open. It's in the bottom-right corner of the window.

8

Confirm the decision. Click the Excel sheet's name in the pop-up window, then click **OK** at the bottom of the window. Your Excel sheet will be selected as the location from which your contacts will load.

- Make sure that the "First row of data contains column headers" checkbox at the bottom of this window is checked.

Checking spelling and grammar :

To run a Spelling and Grammar check:

1. From the **Review** tab, click the **Spelling & Grammar** command.
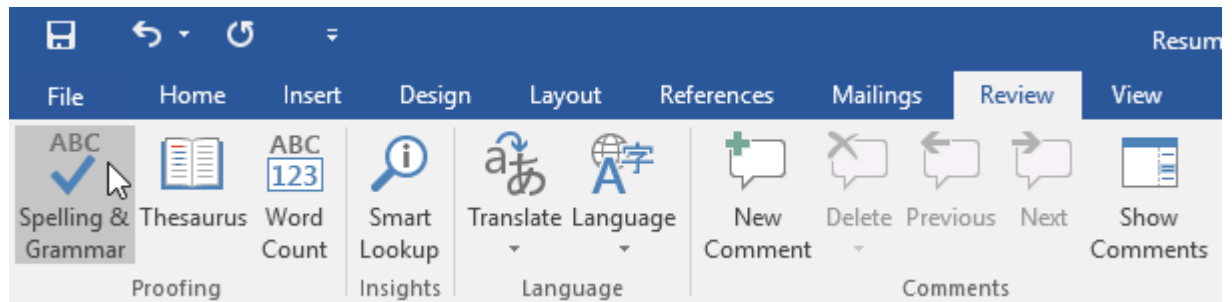
2. The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.
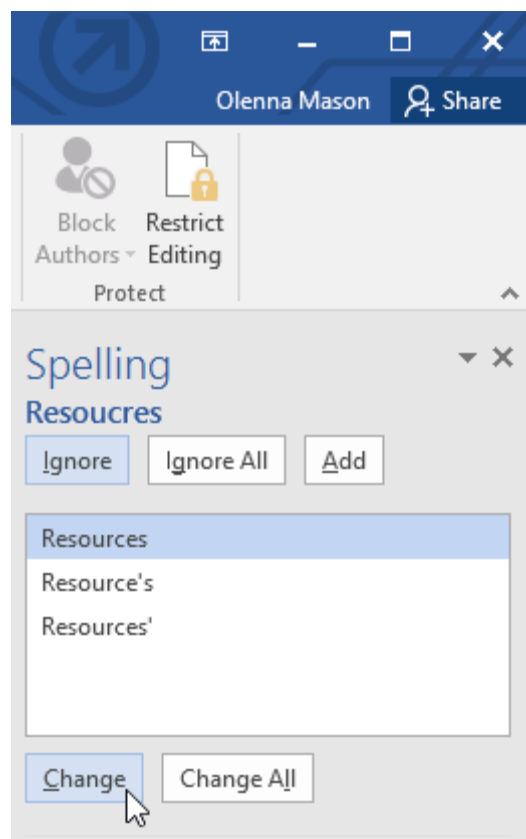
3. Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.
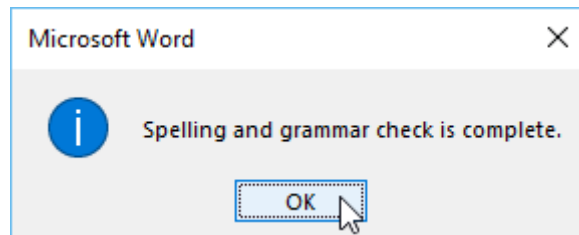
If no suggestions are given, you can manually type the correct spelling in your document.

Ignoring "errors"

The spelling and grammar check is **not always correct**. Particularly with grammar, there are many errors Word will not notice. There are also times when the spelling and grammar check will say something is an error when it's actually not. This often happens with names and other proper nouns, which may not be in the dictionary.

If Word says something is an error, you can choose not to change it. Depending on whether it's a spelling or grammatical error, you can choose from several options.

For spelling "errors":

- **Ignore:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in the document.
- **Add:** This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.
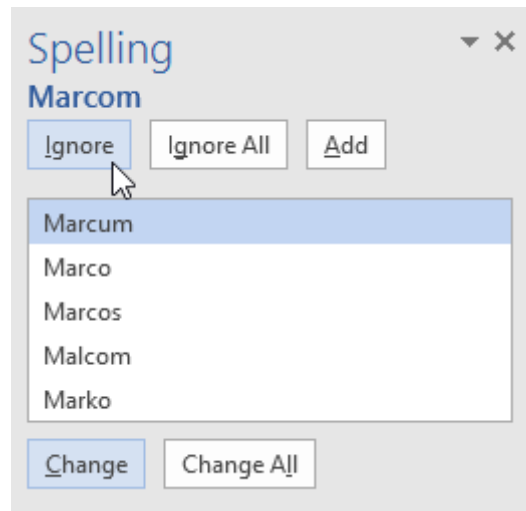
For grammar "errors":

- **Ignore:** This will skip the word or phrase without changing it.
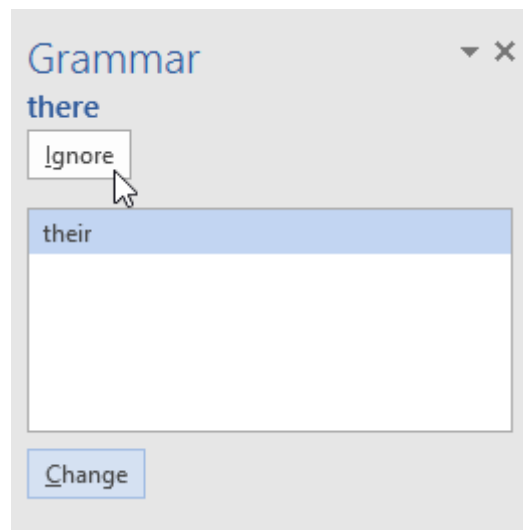
For some grammatical errors, Word will provide an explanation for why it thinks something is incorrect. This can help you determine whether you want to change or ignore it.
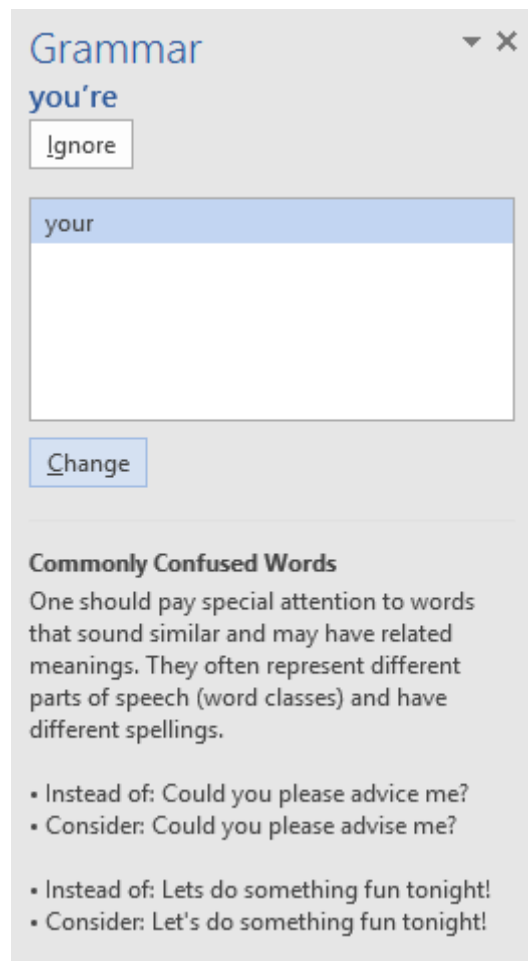
Automatic spelling and grammar checking

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate check. These errors are indicated by **colored wavy lines**.

- The **red line** indicates a misspelled word.

- The **blue line** indicates a grammatical error, including misused words.

A **misused word**—also known as a contextual spelling error—occurs when a word is spelled correctly but used incorrectly. For example, if you used the phrase **Deer Mr. Theodore** at the beginning of a letter, **deer** would be a contextual spelling error. **Deer** is spelled correctly, but it is used incorrectly in the letter. The correct word is **Dear**.

To correct spelling errors:

1. Right-click the **underlined word**, then select the **correct spelling** from the list of suggestions.
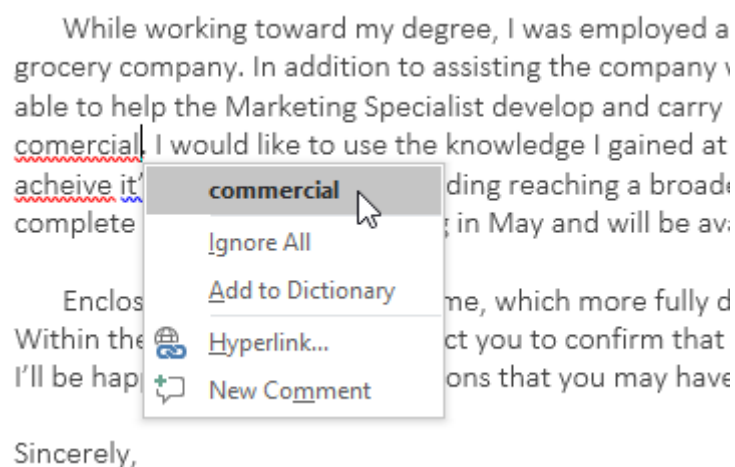
2. The corrected word will appear in the document.

You can also choose to **Ignore All** instances of an underlined word or add it to the **dictionary**.

To correct grammar errors:

1. Right-click the **underlined word or phrase**, then select the **correct spelling or phrase** from the list of suggestions.

While working toward my degree, I was employed a
grocery company. In addition to assisting the company
able to help the Marketing Specialist develop and carry
commercial. I would like to use the knowledge I gained
achieve it's marketing goals, including reaching a broad
complete m   g in May and will be av

| its |

Ignore

⊕ Hyperlink...   me, which more fully d
Enclose   ct you to confirm that
Within the   ions that you may have
I'll happy ⤵ New Comment

Sincerely,
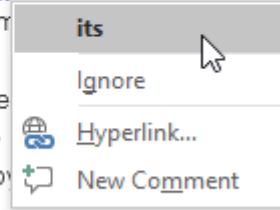
2. The corrected phrase will appear in the document.

To change the automatic spelling and grammar check settings:

1. Click the **File** tab to access **Backstage view**, then click **Options**.
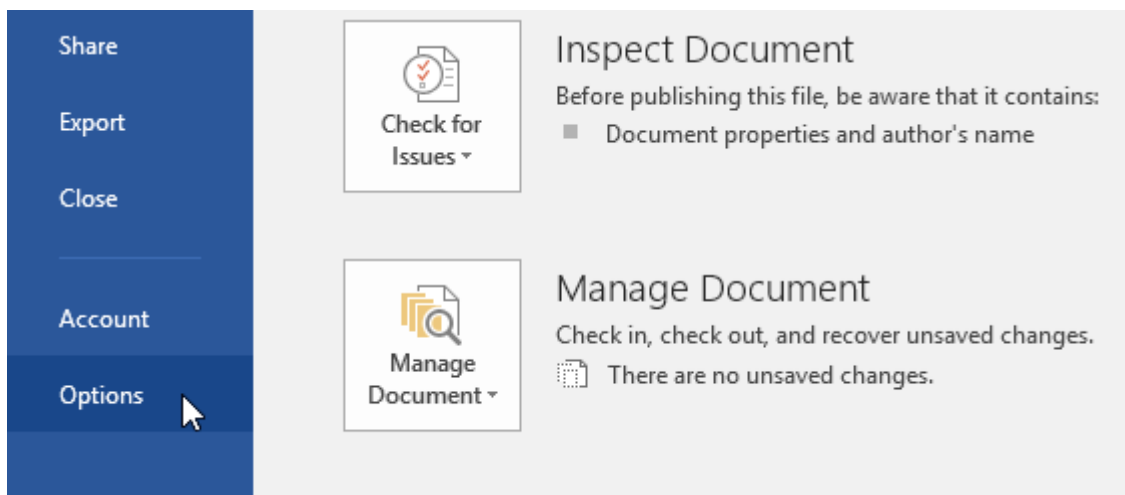
2. A dialog box will appear. On the left side of the dialog box, select **Proofing**. From here, you have several options to choose from. For example, if you don't want Word to mark **spelling errors**, **grammar errors**, or **frequently confused words** automatically, simply uncheck the desired option.
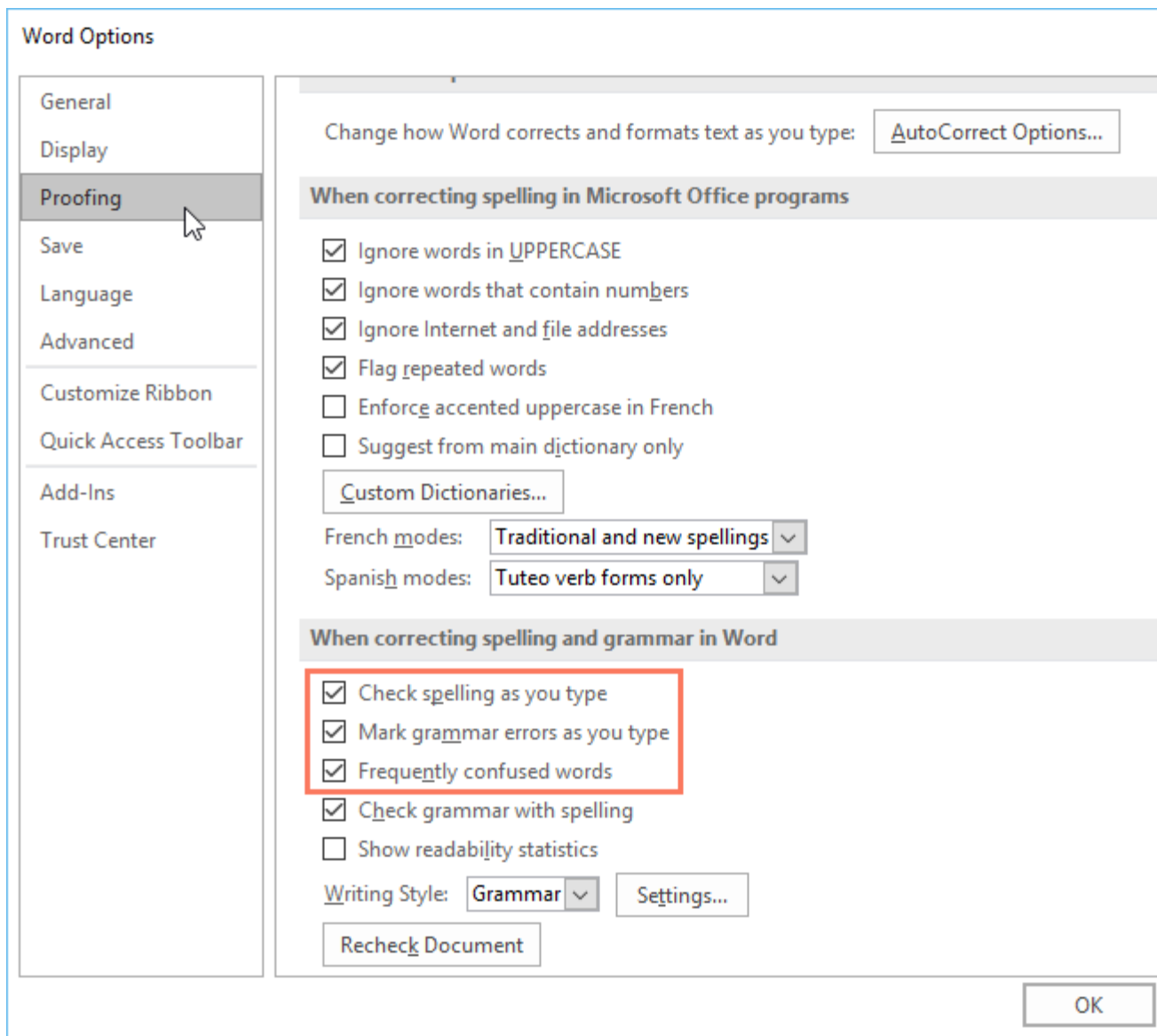
If you've turned off the automatic spelling and/or grammar checks, you can still go to the **Review** tab and click the **Spelling & Grammar** command to run a new check.

To hide spelling and grammar errors in a document:

If you're sharing a document like a resume with someone, you might not want that person to see the red and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Fortunately, Word allows you to hide spelling and grammar errors so the lines will not show up on any computer.

1. Click the **File** tab to go to **Backstage view**, then click **Options**.

2. A dialog box will appear. Select **Proofing**, then check the box next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**, then click **OK**.
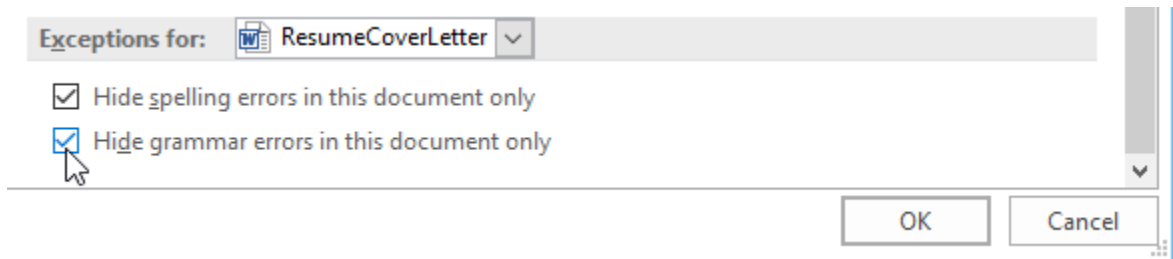
3. The lines in the document will be hidden.

Managing comments:

Attaching your comments to specific parts of a document makes your feedback more clear. If someone else is commenting on the document, replying to their comments lets you have a discussion, even when you're not all in the document at the same time.

1. Select the content you want to comment on.
2. Go to **Review** > **New Comment**.
3. Type your comment. If you want to make changes to any of your comments, just go back and edit them.
4. To reply to a comment, go to the comment, and select **Reply.**

Note: Keep in mind that it's possible for others to edit your comments. Comments in an Office document are stored in the file, so anyone with edit access to your file can edit your comment.

Delete comments

Right-click the comment, and choose **Delete Comment.**

To delete all the comments in the document, go to the **Review** tab, click the down-arrow on **Delete**, and choose **Delete All Comments in Document.**

Footnotes and end notes :

Footnotes appear at the bottom of the page and endnotes come at the end of the document. A number or symbol on the footnote or endnote matches up with a reference mark in the document.
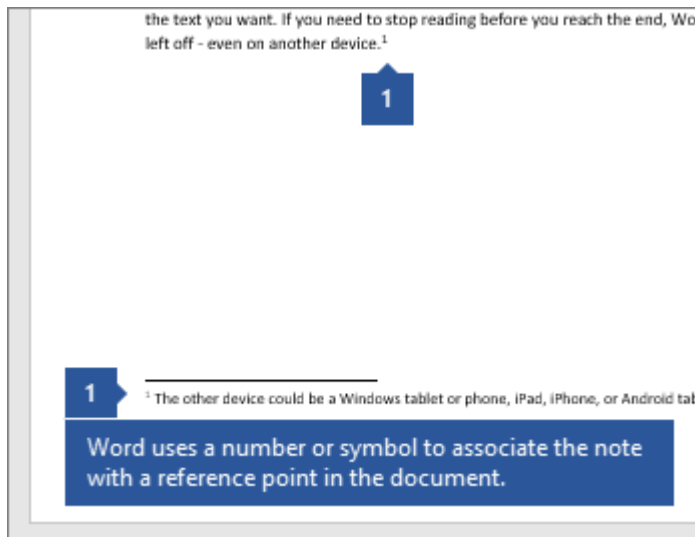
1. Click where you want to reference to the footnote or endnote.
2. On the **References** tab, select **Insert Footnote** or **Insert Endnote**.
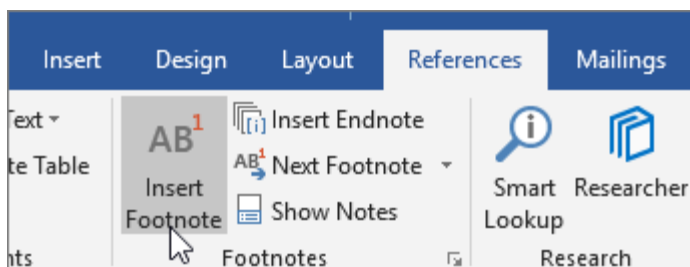
3. Enter what you want in the footnote or endnote.
4. Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

Tracking changes in documents :

Turning on Track Changes gives you and your coworkers a way to make changes that are easy to spot. The changes are like suggestions that you can review, and then remove them or make them permanent.

Turn Track Changes on and off by going to **Review** > **Track Changes**.
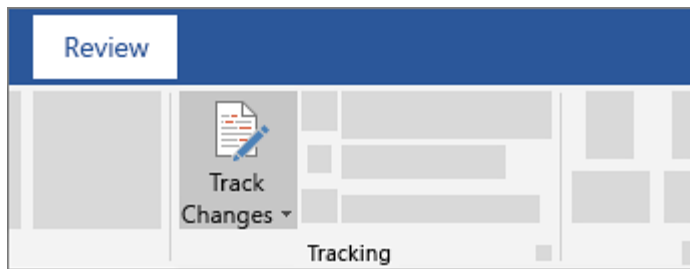
- When it's turned on, deletions are marked with a strikethrough, and additions are marked with an underline. Different authors' changes are indicated with different colors.
- When it's turned off, Word stops marking changes, but the colored underlines and strikethrough are still in the document.

Managing header and footer:

1. Go to **Insert** > **Header** or **Footer**.
2. Choose the header style you want to use.
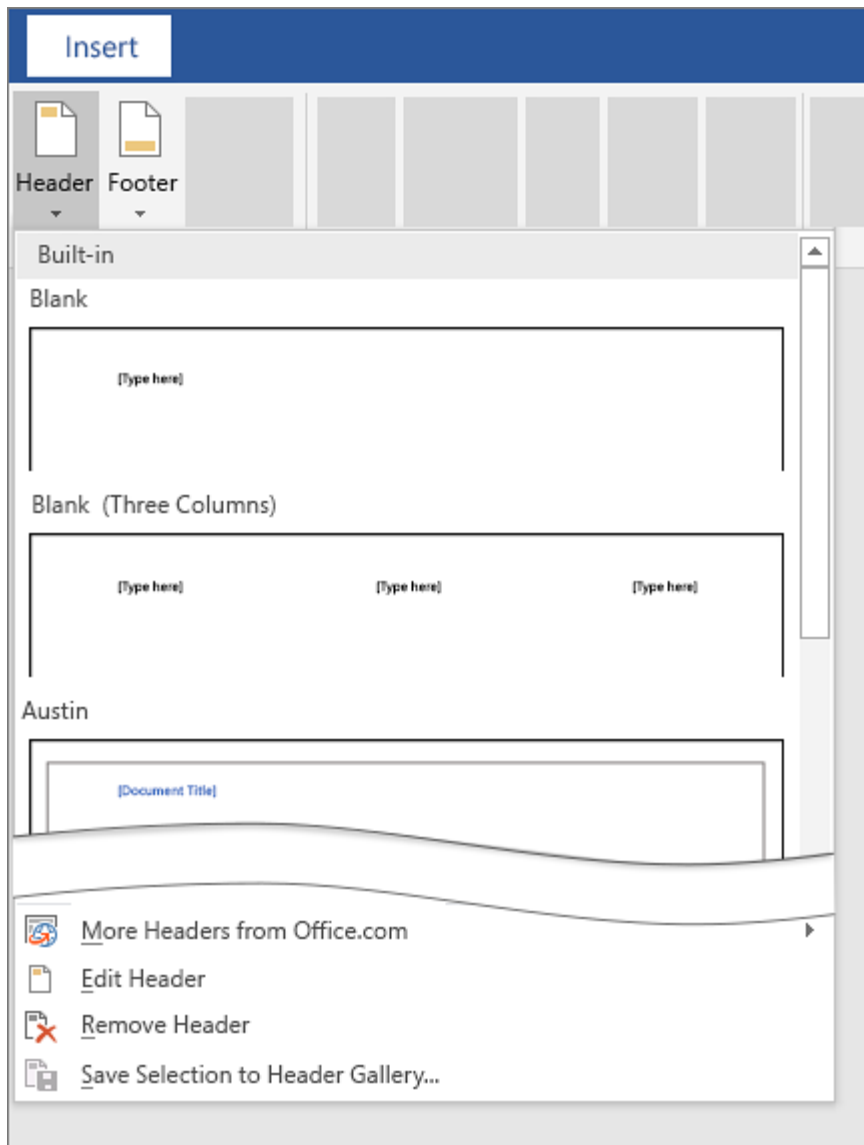
Tip: Some built-in header and footer designs include page numbers.

3. Add or change text for the header or footer. For more info on things you can do with headers .
4. Select **Close Header and Footer** or press Esc to exit.
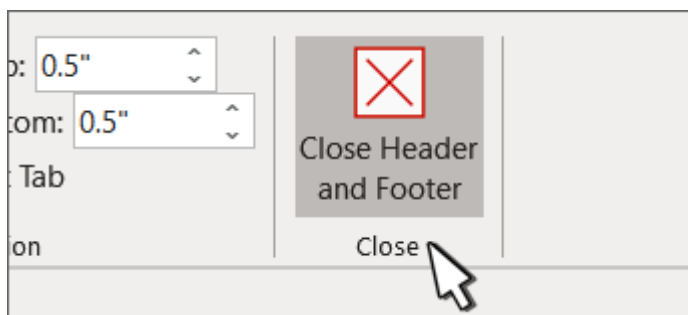
Adding security passwords to word documents :

1

Open your Microsoft Word document. Double-click the Word document that you want to protect with a password. The document will open in Microsoft Word.

- If you haven't yet created the document: open Microsoft Word, click **Blank document**, and create your document before continuing.

2

Click File **.** It's a tab in the upper-left corner of the Word window. Doing so will open the **File** menu.

3

Click the Info **tab.** You'll find this at the top of the column of options that's on the far-left side of the window.

- If nothing happens when you click **Info**, you're already on the Info tab.

4

Click Protect Document **.** It's a lock icon below the document's name near the top of the page. A drop-down menu will appear.

5

Click Encrypt with Password **.** This option is near the top of the drop-down menu. Clicking it prompts a window to open.

6

Enter a password. Type the password that you want to use into the "Password" text field in the middle of the window.

7

Click OK **.** It's at the bottom of the pop-up window.

8

Re-enter the password, then click OK **.** This will confirm your password choice. Once you close the document, no one will be able to re-open it without typing in the password.

- You can still delete the document without opening it or entering the password.

Method 2:on mac

1

Open your Microsoft Word document. Double-click the Word document that you want to protect with a password. The document will open in Microsoft Word.

- If you haven't yet created the document, open Microsoft Word and create your document before continuing.

2

Click Review **.** This tab is at the top of the Microsoft Word window. Clicking **Review** prompts a toolbar to appear below the row of tabs at the top of the window.[1]

3

Click Protect Document **.** It's a lock-shaped icon on the far-right side of the toolbar. A pop-up window will appear.

4

Enter a password. Type a password into the "Password" field at the top of the window. This will prevent people from being able to open the document without first entering the password.

- If you want to prevent people from modifying the document, type a password into the bottom text field on this window.

5

Click OK **.** It's at the bottom of the pop-up window.

6

Re-enter your password(s), then click OK **.** This will confirm your password choice. Once you close the document, no one will be able to re-open it without typing in the password.

Printing word documents:
Steps

1

Open or create a Microsoft Word document. To do so, click on the blue app with a white document icon and bold "**W,**" then click on **File** in the menu bar at

the upper-left of the screen. Click on **Open...** to open an existing document or **New...** to create a new one.

- When you are ready to print, open the Print dialog box.

2

Click on File**.** It's in the menu bar at the upper-left of the screen or a tab at the upper-left of the window.

3

Click on Print...**.** The Print dialog box will open.

4

Select your printing options. Use the selections in the dialog box to select:

- Your default printer is displayed. Click on its name to select another printer from the drop-down menu.
- The number of copies to print. The default is 1; increase the quantity to print more copies.
- Which pages to print. The default is to print all the pages in the document, but you can choose to print the currently-displayed page, a highlighted selection, specific pages in the document, odd-numbered pages only, or even-numbered pages only.
- The size of paper to print on.
- The number of pages to print per sheet.
- Orientation of the paper. Select either Portrait (paper length vertical, width horizontal) or Landscape (paper width vertical, length horizontal).
- Margins. You can adjust the top, bottom, left, and right margins with the labeled up and down arrows or by typing numbers in the boxes.

5

Click on Print **or** OK**.** The button label will vary based on the version of Word you're using. Your document will print to the printer you selected.

Unit-3

(Introduction to Ms power point)

Define:

Microsoft PowerPoint is a presentation program created by Robert gaskins and Dennis Austin at a software company named forethought inc. It was released on April 20, 1987, initially for macintosh computers only.microsoft acquired PowerPoint for $14 million three months after it appeared. This was Microsoft's first significant acquisition, and Microsoft set up a new business unit for PowerPoint in Silicon Valley where Forethought had been located. Microsoft PowerPoint is one of many programs run by the company Microsoft and can be identified by its trademark orange, and P initial on the logo. It offers users many ways to display information from simple presentations to complex multimedia presentations.

PowerPoint became a component of the micosoft offfice suite, first offered in 1989 for Macintosh and in 1990 for windows which bundled several Microsoft apps. Beginning with PowerPoint 4.0 (1994), PowerPoint was integrated into Microsoft Office development, and adopted shared common components and a converged user interface.

PowerPoint's market share was very small at first, prior to introducing a version for Microsoft Windows, but grew rapidly with the growth of Windows and of Office) Since the late 1990s, PowerPoint's worldwide market share of presentation software has been estimated at 95 percent.

PowerPoint was originally designed to provide visuals for group presentations within business organizations, but has come to be very widely used in many other communication situations, both in business and beyond.[16] The impact of this much wider use of PowerPoint has been experienced as a powerful change throughout society,[1] with strong reactions including advice that it should be used less,[1] should be used differently, or should be used better

The first PowerPoint version (Macintosh 1987) was used to produce overhead transparencies, the second (Macintosh 1988, Windows 1990) could also produce color 35mm slides. The third version (Windows and Macintosh 1992) introduced video output of virtual slideshows to digital projectors, which would over time completely replace physical transparencies and slides. A dozen major versions since then have added many additional features and modes of operation and have made PowerPoint available beyond Apple Macintosh and Microsoft Windows, adding versions for iOS, Android, and web access

erPoint had been included in ms office from the beginning. PowerPoint 2.0 for Macintosh was part of the first Office bundle for Macintosh which was offered in mid-1989.[52] When PowerPoint 2.0 for Windows appeared, a year later, it was part of a similar Office bundle for Windows, which was offered in late 1990. Both of these were bundling promotions, in which the independent applications were packaged together and offered for a lower total price.

PowerPoint 3.0 (1992) was again separately specified and developed,[54] and was prominently advertised and sold separately from Office. It was, as before, included in [Microsoft Office 3.0](#), both for Windows and the corresponding version for Macintosh.

A plan to integrate the applications themselves more tightly had been indicated as early as February 1991, toward the end of PowerPoint 3.0 development, in an internal memo by Bill Gates:[1]

Another important question is what portion of our applications sales over time will be a set of applications versus a single product. ... Please assume that we stay ahead in integrating our family together in evaluating our future strategies—the product teams WILL deliver on this. ... I believe that we should position the "OFFICE" as our most important application.

The move from bundling separate products to integrated development began with PowerPoint 4.0, developed in 1993–1994 under new management from Redmond. The PowerPoint group in Silicon Valley was reorganized from the independent "Graphics Business Unit" (GBU) to become the "Graphics Product Unit" (GPU) for Office, and PowerPoint 4.0 changed to adopt a converged user interface and other components shared with the other apps in Office.

When it was released, the computer press reported on the change approvingly: "PowerPoint 4.0 has been re-engineered from the ground up to resemble and work with the latest applications in Office: Word 6.0, Excel 5.0, and Access 2.0. The integration is so good, you'll have to look twice to make sure you're running PowerPoint and not Word or Excel." Office integration was further underscored in the following version, PowerPoint 95, which was given the version number PowerPoint 7.0 (skipping 5.0 and 6.0) so that all the components of Office would share the same major version number.

Ms power point components:

Menus and Tools

Depending on which version of PowerPoint you are using, the topmost portion of your screen will display bars (version 2003 and earlier) or a ribbon (version 2007 and later). The classic bar format shows a title bar, menu bar, standard toolbar and formatting toolbar by default. The new ribbon format replaces those bars with a more intuitive interface and makes a few other key changes. For one, a Microsoft Office button replaces the old file menu. A customizable quick

access toolbar gathers utilitarian tasks like save, undo and spell check in one spot. A tab bar creates tabs for activities like design, animation and slide show, and places all related tasks and commands within them. In any case, whether you're working with a ribbon or bars format, this section of the PowerPoint screen gives you access to all the tools you need to create, modify and save your presentation.

Navigation Pane

Located on the left side of the PowerPoint screen, the navigation pane gives you the option to view your presentation in outline or slides mode. The outline tab, which can expand each slide's thumbnail to show its wording, makes text editing very easy. On the other hand, the slides tab comes in handy for navigating through and reorganizing your presentation. You can sort, reorder, add or delete slides by simply cutting and pasting, or dragging and dropping the slide thumbnails.

Slide Pane

The slide pane is the most prominent section of the PowerPoint screen, located center right. This pane displays your slides one at a time. In the pane, you can create and modify content, add media, set transitions, apply animations and design each of your slides individually.

Notes Pane

Directly beneath the slide pane is the notes pane, again in the center-right portion of the screen. As its name suggests, this is where you can jot down notes to elaborate on or substantiate the content of each slide. You could also key in a script, talking points or reminders to guide presenters in the actual presentation.

Bottom Bar

In versions 2003 and earlier, the PowerPoint screen's bottom bar offers three small buttons to the left that allow you to switch from normal to slide sorter to presentation view. The bar also indicates the slide number of the slide you are currently viewing and which presentation template you are using. In versions 2007 and later, PowerPoint's bottom bar provides the same information, but scoots the small view buttons to the right, next to a new zoom control slider.

Different views of power point window:

Audio features

● Feature is supported
○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow Mo
Playing audio	●	●	●	●	●	●
Adding audio	●	○	●	○	●	○
Removing audio	●	●	●	●	●	●
Playing in slide show	●	●	●	○	○	●
Playing across slides	●	●	●	○	○	●
Playing in the background across slides	●	●	●	○	○	●
Trimming, bookmarking, and fading	●	○	Subscribers only	○	○	○

Bi-directional text features

● Feature is supported

◌ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android
Support for right-to-left (RTL) languages	●	◌	●	●

Collaboration features

● Feature is supported
◌ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint Mob
Adding, removing, and changing comments	●	●	●	●	●	Lin
@mention tags in comments	●	◌	◌	◌	◌	◌
Real-time co-authoring	●	●	●	●	●	◌
Chat	●	●	●	◌	◌	◌
Recent-activity notifications	●	◌	●	●	●	●

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow... Mob...
Revision highlighting	●	Limited¹	●	●	●	●

*Supported on phone; not supported on tablet.

¹Supported on OneDrive for Business and SharePoint Online, but not on OneDrive.

Design and layout features

● Feature is supported
○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow... Mob...
Editing footers, headers, date/time, numbering	●	○	●			
Showing footers, headers, date/time, numbering	●	●	●			
Add a theme	●	●	●	●	●	●
Editing the Slide Master	●	○	●	○	○	○
Adding, changing, and removing background color	●	●	●	●	●	●
Changing slide size or orientation	●	●	●	○	○	○

*Not supported on Windows Phone or Android Phones.

Keyboard features:

● Feature is supported
◌ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint for Mob
COMMAND key shortcuts	N/A	N/A	●	N/A	Limited	N/A
CONTROL key shortcuts	●	●	●	◌	Limited	Lim
FN key shortcuts	●	●	●	◌	◌	Lin
ALT key shortcuts	●	●	◌	◌	◌	Lin
Customizing shortcuts	●	◌	●	◌	◌	◌

Object insertion features

● Feature is supported
◌ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint for Mob
Adding tables	●	●	●	●	●	●
Adding shapes	●	●	●	●	●	●
Adding SmartArt graphics	●	**Limited**	●	Limited*	◌	Lim

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow Mok
Adding charts	●	○	●	○	○	○

*Not supported on Windows Phone or Android Phones.

Picture features

● Feature is supported
○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow Mok
Finding and adding pictures	●	●	●	●	●	●
Inserting online pictures	●	●	●	○	○	○
Picture styles	●	●	●	●	●	●
Compressing pictures	●	○	●	○	○	○
Displaying background images	●	●	●	●	●	●
Adding, changing, and removing background images	●	●	●	○	○	○

Print features

● Feature is supported

○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint Mob
Printing slides	●	●	●	●	●	●
Printing notes	●	Limited*	●	○	○	○
Printing handouts	●	Limited*	●	○	○	○

* Printing notes or handouts is available in PowerPoint for the web to Office 365 business subscribers using OneDrive for Business or SharePoint Online.

Slide features

● Feature is supported

○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint Mob
Adding, removing, and rearranging slides	●	●	●	●	●	●
Adding, removing, and changing slide transitions	●	Limited	●	●	●	●
Playing slide animations	●	●	●	●	●	●
Adding, removing, and changing slide animations	●	Limited	●	●	●	●

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow Mob
Animation triggers	●	○	○	○	○	○

Video features

● Feature is supported
○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	Pow Mob
Playing YouTube videos	●	●	●	●	○	○
Playing other video types	●	●	●	●	●	●
Adding video	●	●	●	○	●	○
Removing video	●	●	●	●	●	●
Trimming, bookmarking, and fading	●	○	●	○	○	○
Inserting YouTube videos	●*	●	●	○	○	○

* In PowerPoint 2010, a third-party add-in is needed.

Text-formatting features

● Feature is supported
○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint for Mob...
Lists	●	●	●	●	●	●
Hyperlinks	●	●	●	●	●	●
Add text boxes	●	●	●	●	●	●
Paragraph formatting	●	●	●	●	●	●
Superscript / subscript	●	○	●	●	●	●
Highlighting	●	Subscribers only	Subscribers only	○	○	○
Text direction settings	●	○	●	●	●	○

Slide Show features

● Feature is supported
○ Feature is not supported

Feature action	PowerPoint for PCs	PowerPoint for the web	PowerPoint for Mac	PowerPoint for Android	PowerPoint for iOS	PowerPoint for Mob...
Speaker notes	●	●	●	●	●	●
Self-running presentation	●	○	●	○	○	○
Presenter View	●	○	●	○	○	●
Record presentations	●	○	●	○	○	○
Custom slide show	●	○	●	●	●	●

Working with slides and slide layout:

Slide layouts contain formatting, positioning, and placeholder boxes for all of the content that appears on a slide. *Placeholders* are the dotted-line containers on slide layouts that hold such content as titles, body text, tables, charts, SmartArt graphics, pictures, clip art, videos, and sounds. Slide layouts also contain the colors, fonts, effects, and the background (collectively known as the theme) of a slide.
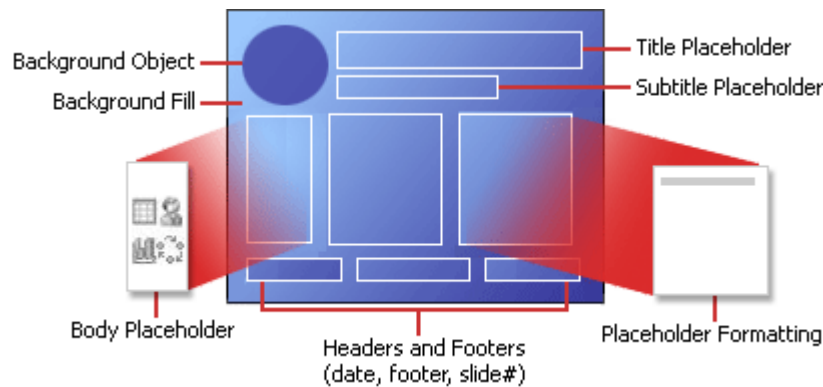
Figure 1: All of the layout elements that you can include on a PowerPoint slide

PowerPoint includes built-in slide layouts, and you can modify these layouts to meet your specific needs, and you can share your custom layouts with other people who create presentations in PowerPoint.
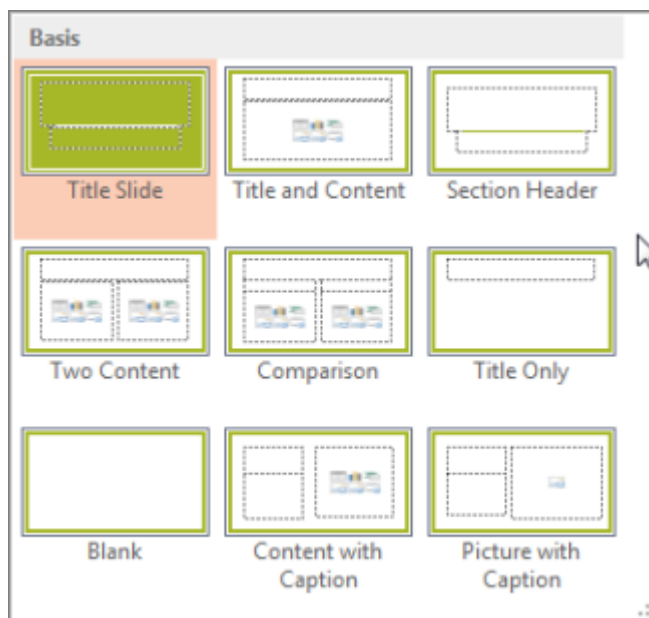
Figure 2: Standard slide layouts in PowerPoint, showing the placement of various placeholders for text or graphics

You can change the standard slide layouts that are built in to PowerPoint in Slide Master view. The picture below shows the slide master and two of the layout masters for a theme in Slide Master view.
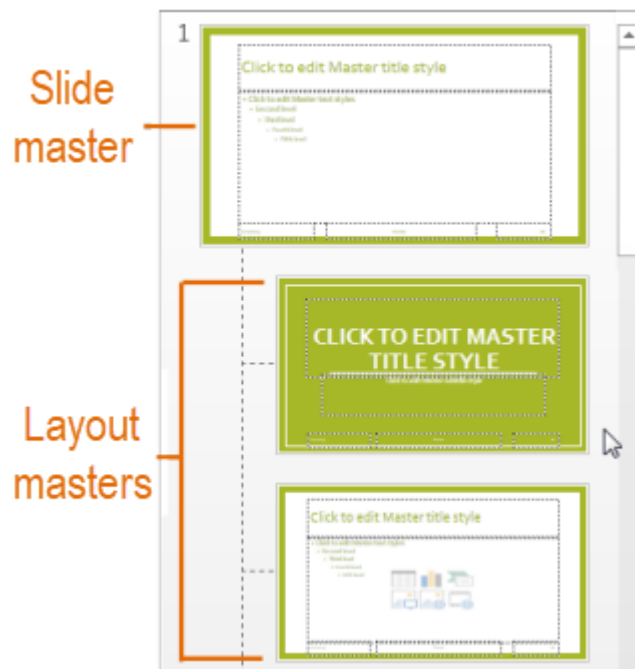
Figure 3: In Slide Master view, in the thumbnail pane on the left, a slide master appears at the top, followed by layout masters that define layouts you can use like the Title slide and the Title And Content slide.

Where can I find slide layouts?

- **If you want to apply a defined slide layout to a particular slide**, select the slide. Then, on the toolbar ribbon, select **Home** > **Layout** and choose a layout from the gallery of options that appears.
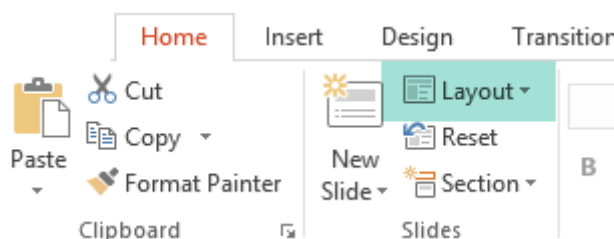
- **If you want to customize the definition of a slide layout** that you then later apply to individual slides, on the toolbar ribbon, select **View** > **Slide Master**. (This feature isn't available in PowerPoint for the web.)
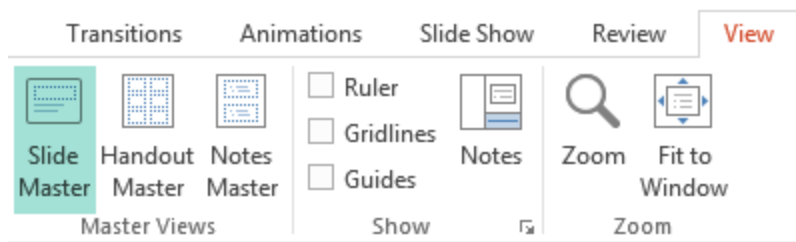
The layout masters appear as thumbnails in the thumbnail pane under the slide master. Click a layout master in the thumbnail pane, and then begin customizing.

Inserting text:

How to Add Text in PowerPoint

On most slide layouts, you'll start off with **text placeholders,** which are PowerPoint text boxes that you can add your own text to.
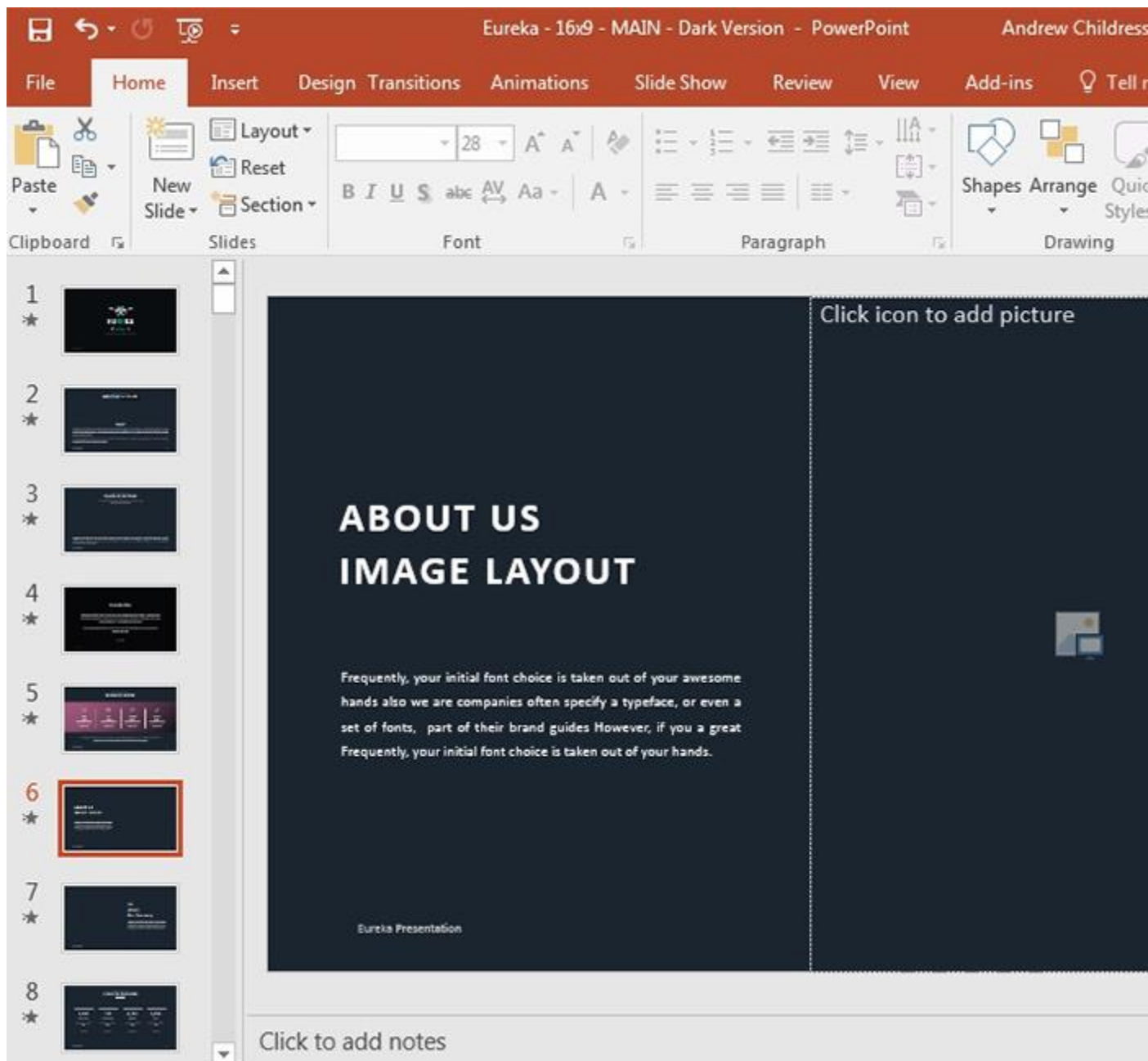
Click in an existing text box and add your own content to work with text in PowerPoint.

These might appear as empty text boxes with cues like **"Click to add title"**, or on pre-made PowerPoint presentations as starter text that you can replace with your own content. In either case, click in these boxes and add your own text to the slide.

Add a Text Box in PowerPoint

If you want to add more text outside of the built-in placeholders, you can add an entirely new text box to your PowerPoint slide.

To add a new text box to your slide, choose the **Insert > Text Box** option.
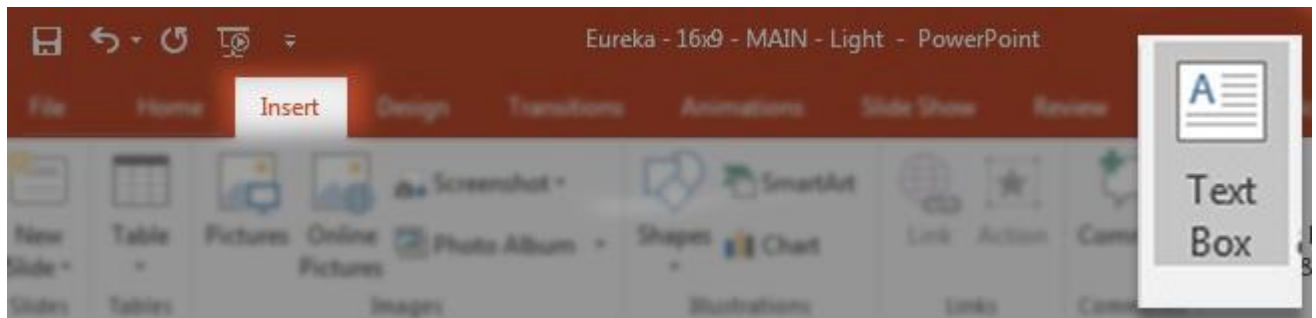
To add a totally new text box to your slide, choose the **Insert > Text Box** option on PowerPoint's ribbon.

Now, click and drag on the slide to draw in your text box. I like to make my text box slightly larger than the text I expect to fill it. Once your box is on the slide, type in it to add text to the slide.
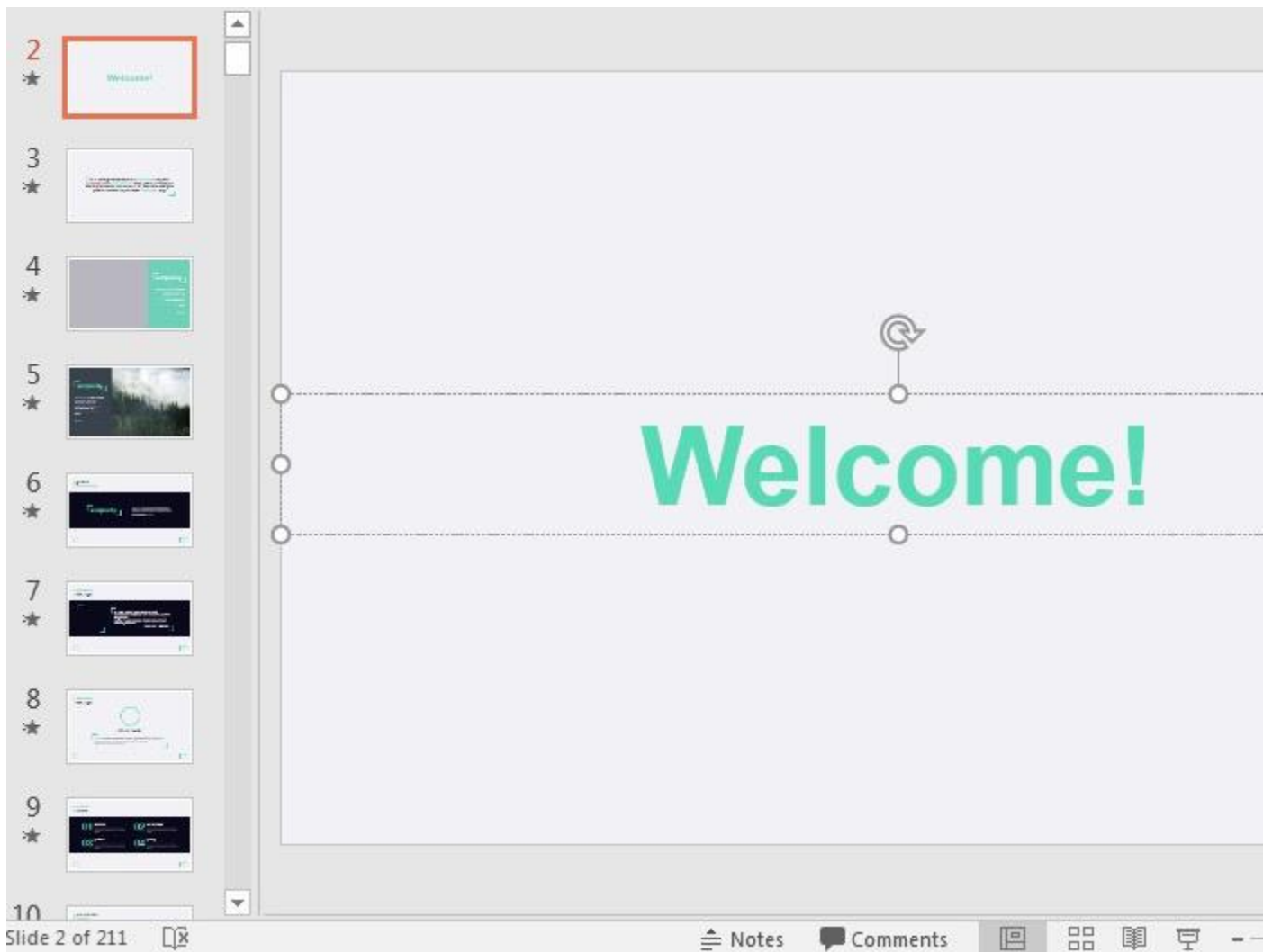
In this screenshot, I drew a text box to cover the slide from edge to edge and centered the text.

We've covered the basics of adding text to a slide. Now, it's time to start modifying how that text appears.

How to Change Font Appearance

Once you've added your text to the slide, you might want to change how it appears. Whether that's the color or font of the text, simply select the text in PowerPoint and choose one of these options to modify it:

Here's a helpful guide to each of the 13 standard font tools in PowerPoint:

 I think of these as PowerPoint's basic font tools; see the list below for what each tool does and when you might use it.

1. **Bold** - Use this option to make your font heavier and thicker.
2. **Italic** - An italic effect gives your text a bit of "lean" and is great for captions or annotations.
3. **Underline** - An underline is a popular tool for text headings and adds a horizontal line below your text.
4. **Shadow** - When your text needs contrast to stand out from the slide, add a shadow to make it more readable.
5. **Strikethrough** - A strikethrough is a horizontal line through the center of your text, making it appear crossed out.
6. **Character Spacing** - This is also sometimes called kerning, and it describes how much space is between each character in your text.
7. **Change Case** - This tool is a major timesaver for converting text between "cases", such as uppercase, lowercase, and sentence case. If you have all uppercase text for example, you can change it to appear more natural.
8. **Text Color** - Choose from any color swatch to change the color of your text.
9. **Font** - Choose from different typefaces like Arial, Times New Roman, or a custom font.
10. **Font Size** - A higher number would show your text larger, while a smaller number decreases the text size.

11. **Increase Text Size** - Make your text size larger.
12. **Decrease Text Size** - Make your text size smaller.
13. **Clear Formatting** - Remove all of the text options you've applied to reset it.

I think of these text tools as the "standard" text effects. You can create unique text styles by using multiple combinations, but let's take a look at making true text effects in PowerPoint next:

Use Built-In PowerPoint Text Effects

PowerPoint has plenty of built-in text effects that you can apply with just a couple of clicks. With your text selected, click on the **Drawing Tools > Format** option on the menu.

The first option that I usually use is the **WordArt Styles** menu option, which has a selection of one click options that you can choose from. Click on any of these to apply it to your text.
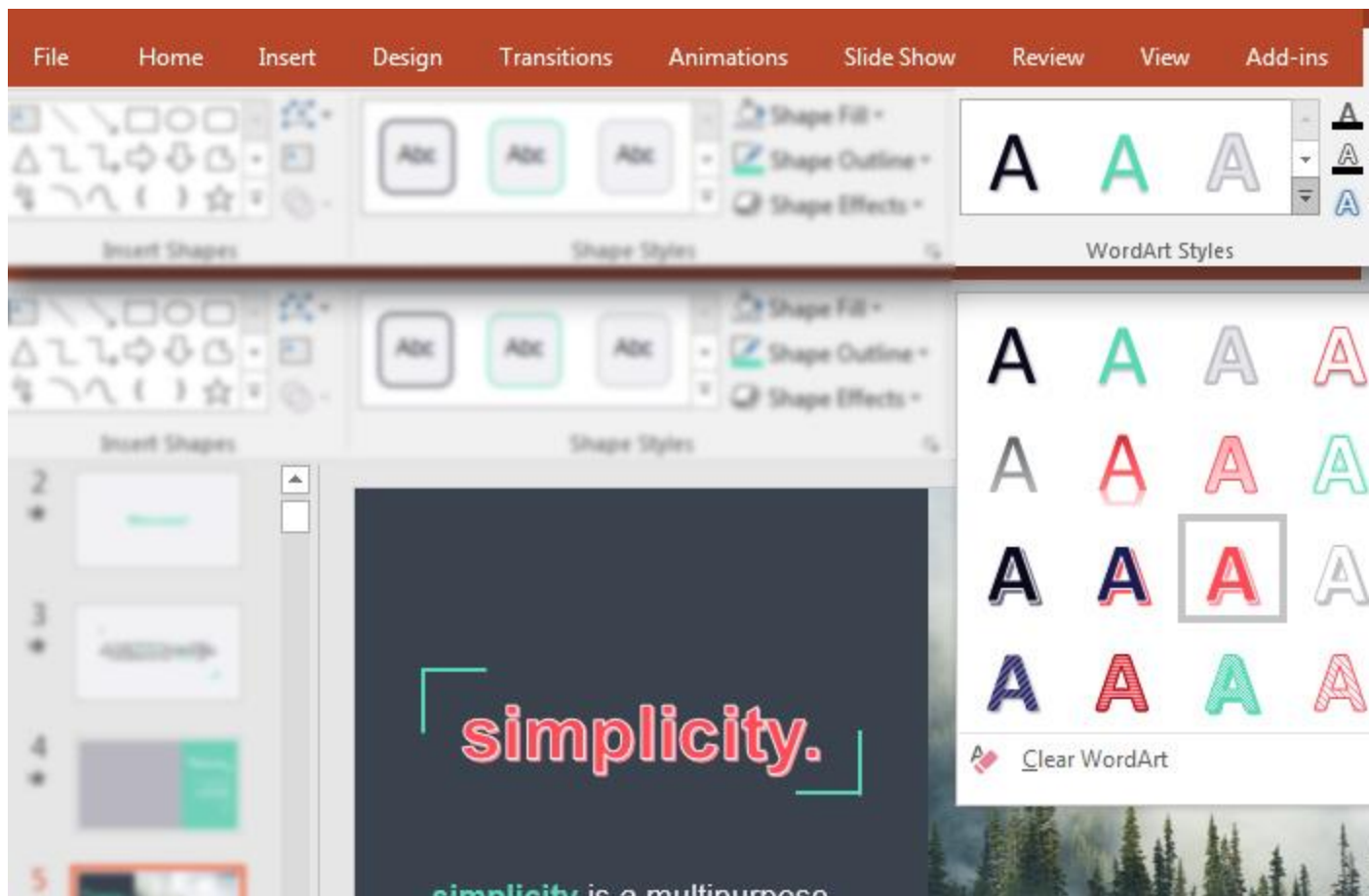
Click on one of the WordArt Styles in PowerPoint to apply it to your text.
In addition to the pre-built styles, you can completely customize the text effects.
To the right of the WordArt presets, there are dropdowns for other text styles.
You can choose from effects like **Shadow, Reflection, Glow, Bevel,** and more
to really modify your text.
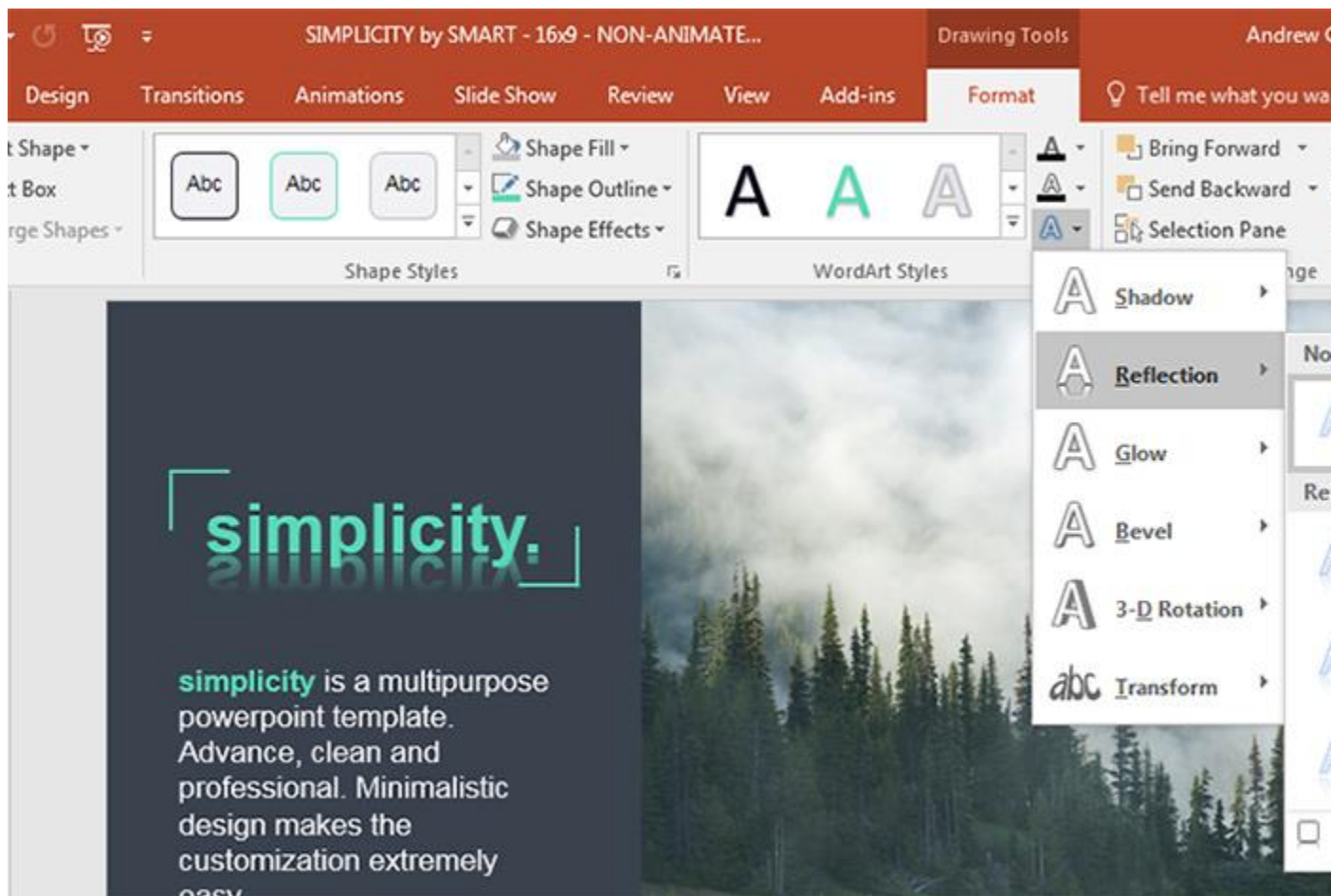
Choose from one of the built-in text effect presets in PowerPoint with the thumbnails in the dropdown menu.

Think of these options as the one click preset styles for your text. If you want to completely customize your text though, keep reading:

Create Custom Text Effects in PowerPoint

What if you have your own idea for how to style your text in PowerPoint? Let's look at how to use one of my favorite options, the **Format Text Effects** option. This hidden menu has every feature imaginable to create text effects in PowerPoint.

With your text selected, right click on it and choose **Format Text Effects.** On the right side, you'll see a new window with many advanced options for text effects:
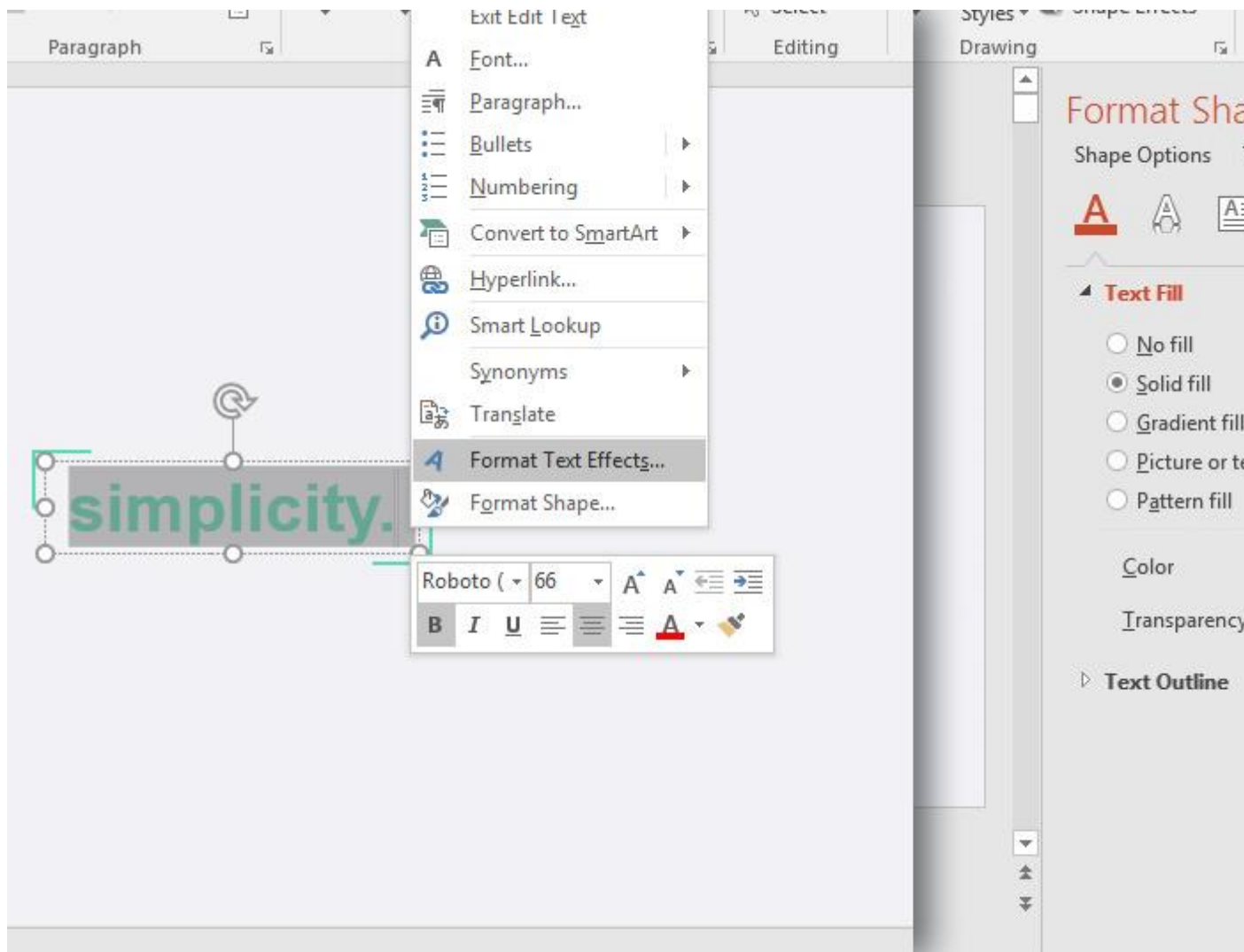
GRAPHICS IN POWER POINT :   Inserting graphics in PowerPoint 2013 is very similar to inserting them in Word. The commands on the Insert tab in both applications include buttons for inserting a graphic from a file and also for inserting online images such as clip art.

However, PowerPoint has one big difference: placeholders. You have two ways of inserting graphics in PowerPoint: via the Insert tab (as in Word) and via the icons in a content placeholder. Depending on which method you choose, the graphic behaves differently.

Digital photographs are photos taken with a digital camera or scanned into a computer by using a scanner. They are very realistic, take up quite a bit of disk space, and can lose quality if you size them larger than their original size.

1**Open your file.**

Choose a file from one of your folders.

2 **Click the Online Pictures icon in the empty content placeholder box.**

The Insert Pictures dialog box opens, as shown in this figure.

3 **In the Office.com Clip Art search box, type Greek and press Enter.**

Search results appear.

4 **Click an image that shows Greek columns, like the one in this figure, and then click the Insert button.**

The image appears in the placeholder.

5 **Click slide 5 to display it.**

This slide has no placeholder suitable for artwork.

6 **Click the Insert tab and click Online Pictures.**

The Insert Pictures dialog box opens. It's the same dialog box as in the figure.

7 **In the Office.com Clip Art search box, type phone and press Enter.**

Images of phones appear.

8 **Click one of the clip art drawings (not a photograph) that shows a telephone and then click the Insert button.**

It appears in the center of the slide.

9 **Drag the picture to the upper-right corner of the slide, as shown.**

10 **Save the presentation.**

It's that simple.

CHARTS IN SLIDES :

To create a simple chart from scratch in PowerPoint, click **Insert** > **Chart** and pick the chart you want.
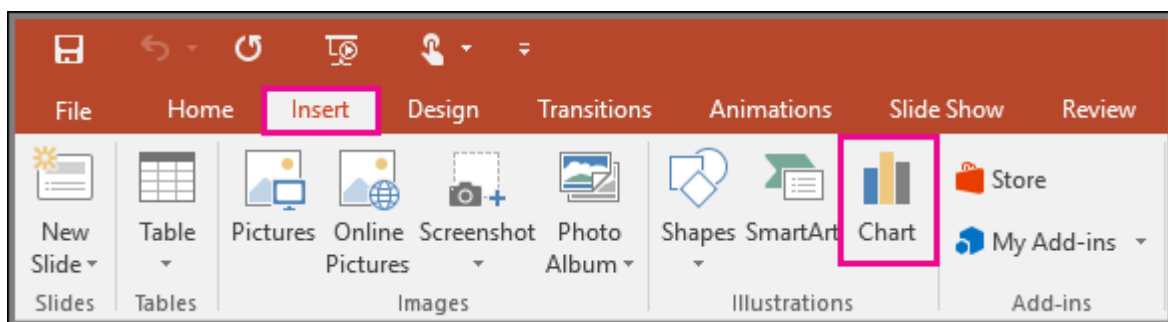
1. Click **Insert** > **Chart**.

2. Click the chart type and then double-click the chart you want.
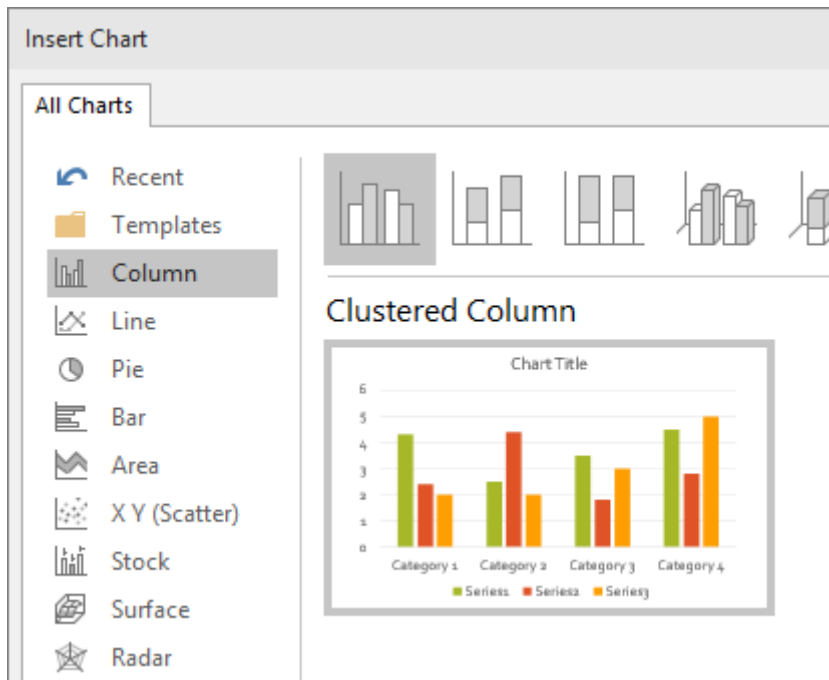
Tip: For help deciding which chart is best for your data, see [Available chart types](#).

3. In the worksheet that appears, replace the placeholder data with your own information.
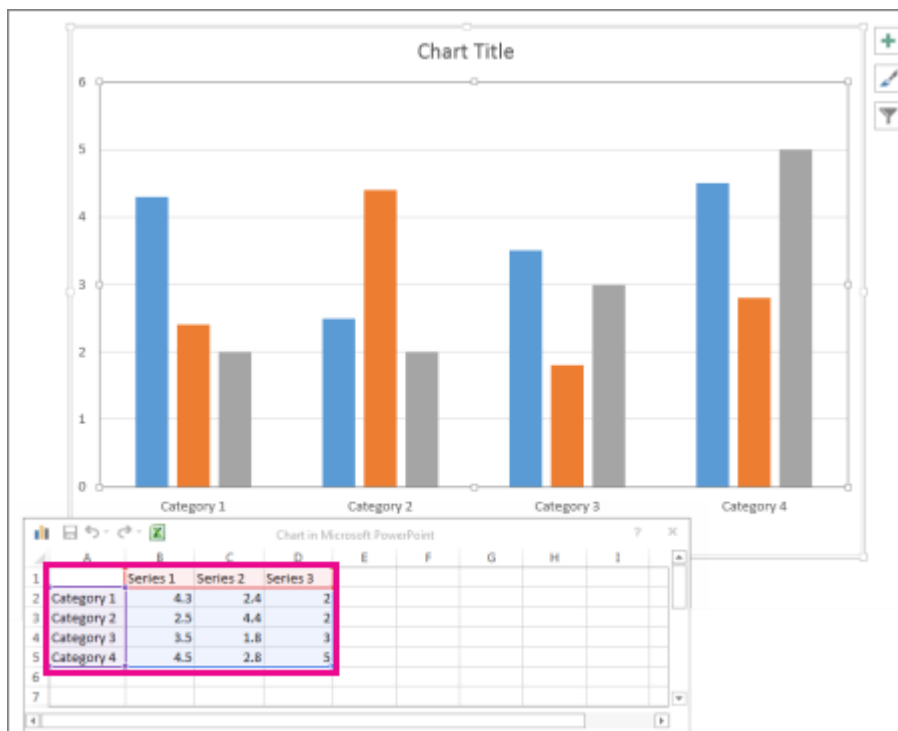
4. When you've finished, close the worksheet.

INSERTING AUDIO AND VIDEO IN SLIDES:

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

To insert audio from a file:

1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Audio on My PC**.
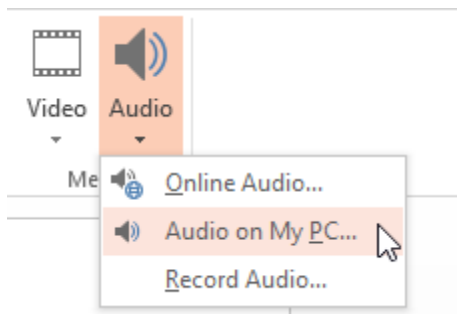
2. Locate and select the desired audio file, then click **Insert**.
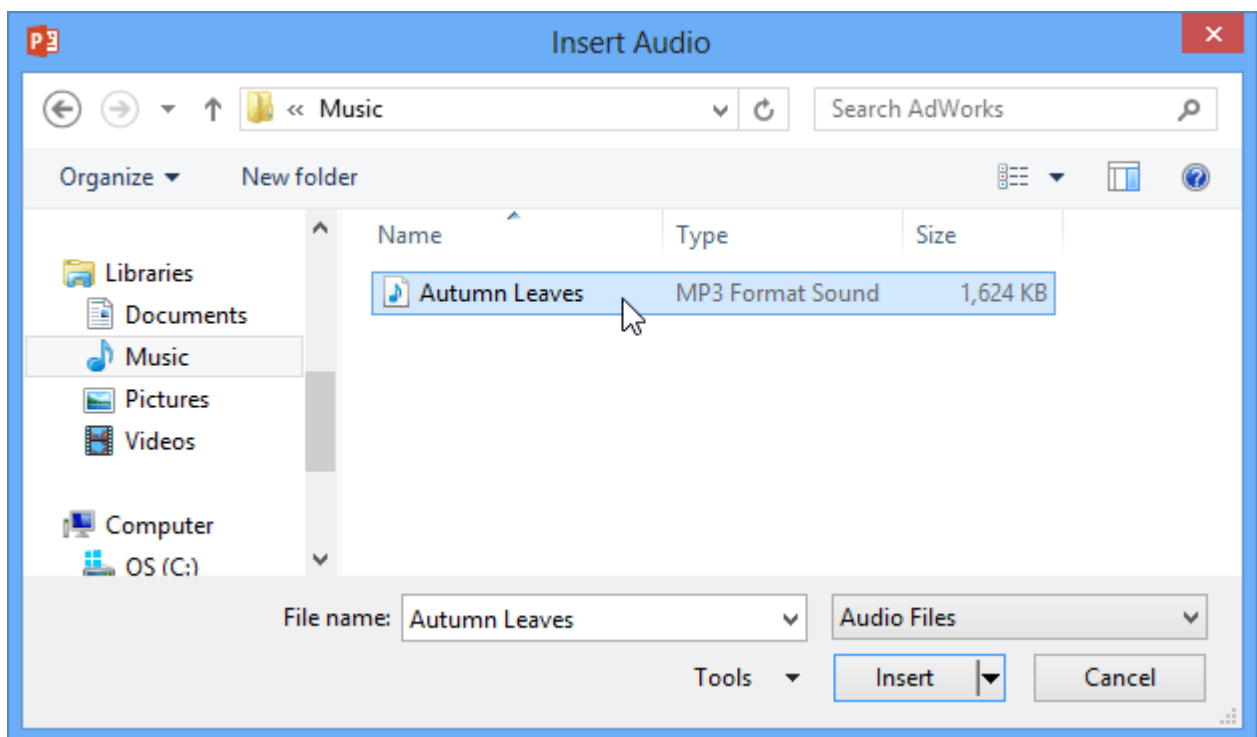
3. The audio file will be added to the slide.

Recording your own audio

Sometimes you may want to **record** audio directly into a presentation. For example, you might want the presentation to include **narration**. Before you begin, make sure you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged in** to the computer.

To record audio:

1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Record Audio**.
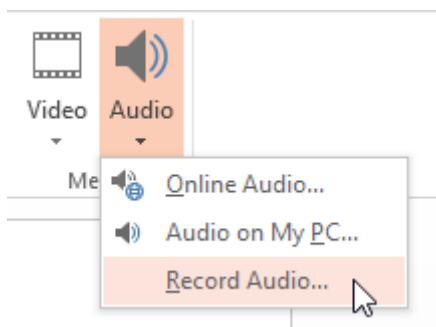
2. Type a **name** for the audio recording, if desired.
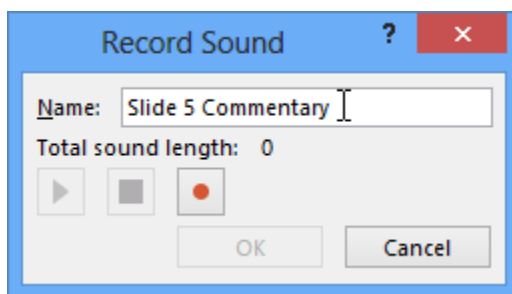
3. Click the **Record** button to start recording.
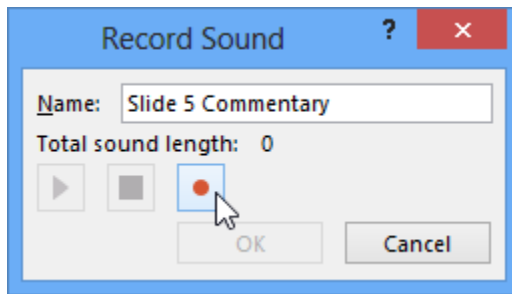
4. When you're finished recording, click the **Stop** button.
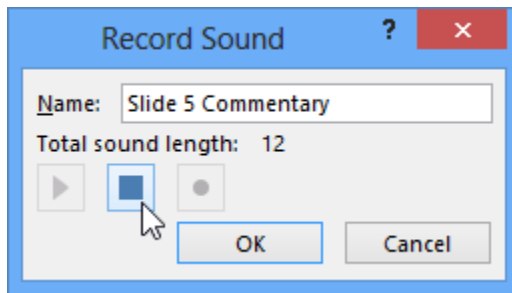
5. To preview your recording, click the **Play** button.
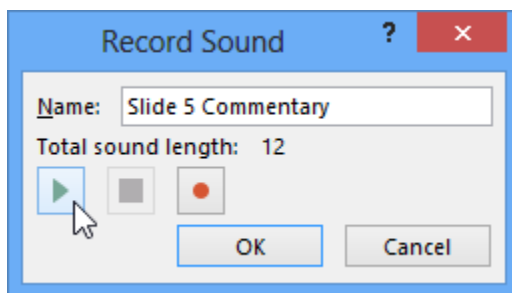
6. When you're done, click **OK**. The audio file will be inserted into the slide.

Working with audio

To preview an audio file:

1. Click an audio file to select it.

2. Click the **Play/Pause** button below the audio file. The sound will begin playing, and the **timeline** next to the Play/Pause button will advance.

3. To jump to a different part of the file, click anywhere on the **timeline**.

To move an audio file:

- Click and drag to **move** an audio file to a new location on a slide.

To delete an audio file:

- Select the audio file you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

ADDING NOTES TO SLIDES:

Many users of PowerPoint, or any other presentation software, only know the fundamental features of those applications such as creating a nice presentation document and running slide-shows with fancy transition effects. It is quite

unfortunate that many trainers forget to teach their PowerPoint class about the importance of using Speaker Notes in their presentations.

Speaker Notes are an important tool in ensuring a smooth presentation of your work. Your presentation can be presented by another speaker as he will be able to know what to say when every slide in the presentation appears. They are a short paragraph that reminds the speaker of the contents of the current slide in the slide-show. The most interesting thing about them is the fact that they are not viewable by the audience during a presentation.

There are two simple ways to add speaker notes to a PowerPoint slide. I will show you the simplest:

Adding notes in PowerPoint using the Notes pane

In the Normal View of your PowerPoint document, select the slide that you want to add notes for by clicking on it on the tile of slides on the left hand side of the window.
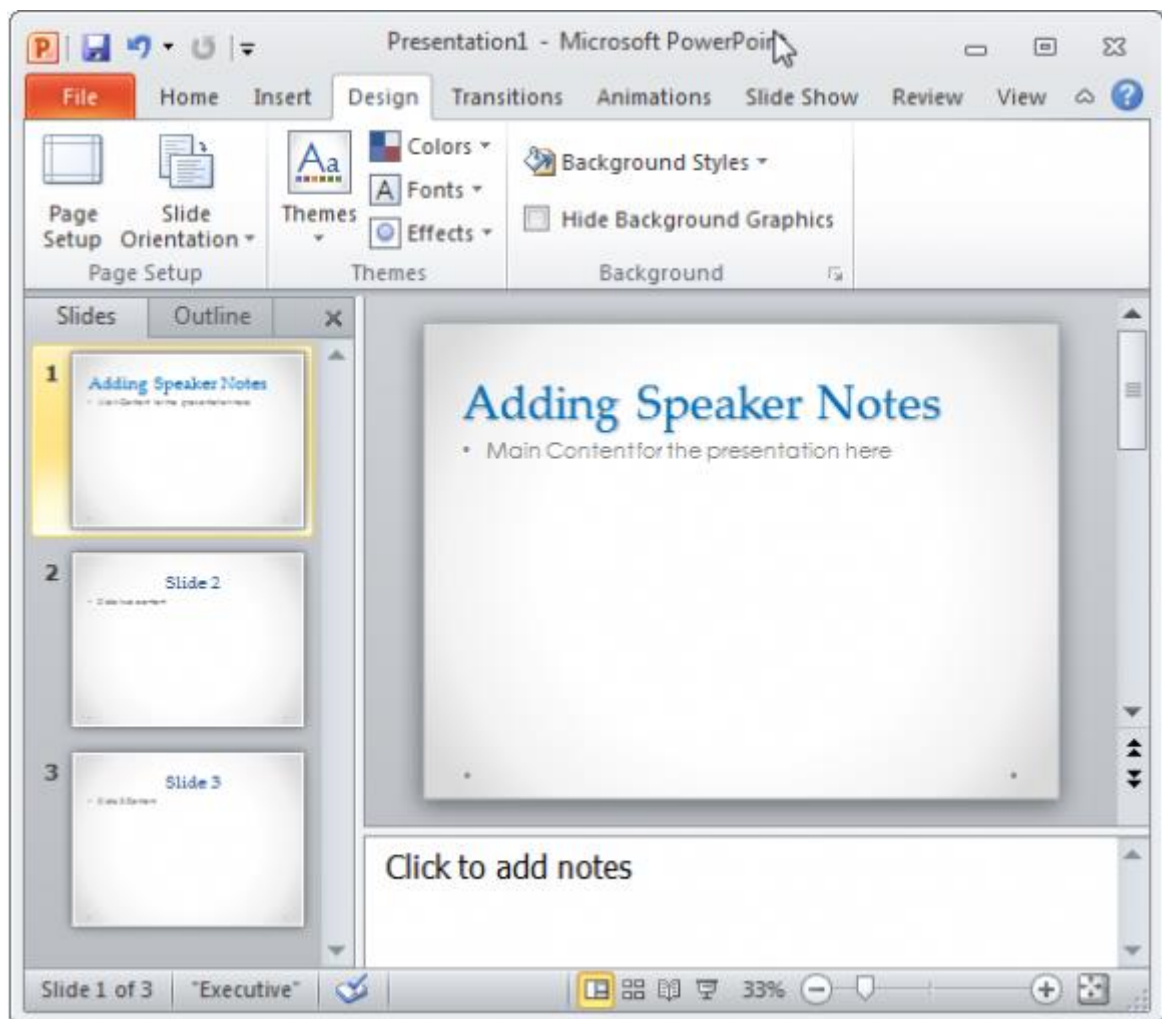
Click on the Notes pane to position your cursor there and type your notes in the field. In case you want to add a new paragraph to your notes, just hit enter and type the new paragraph.
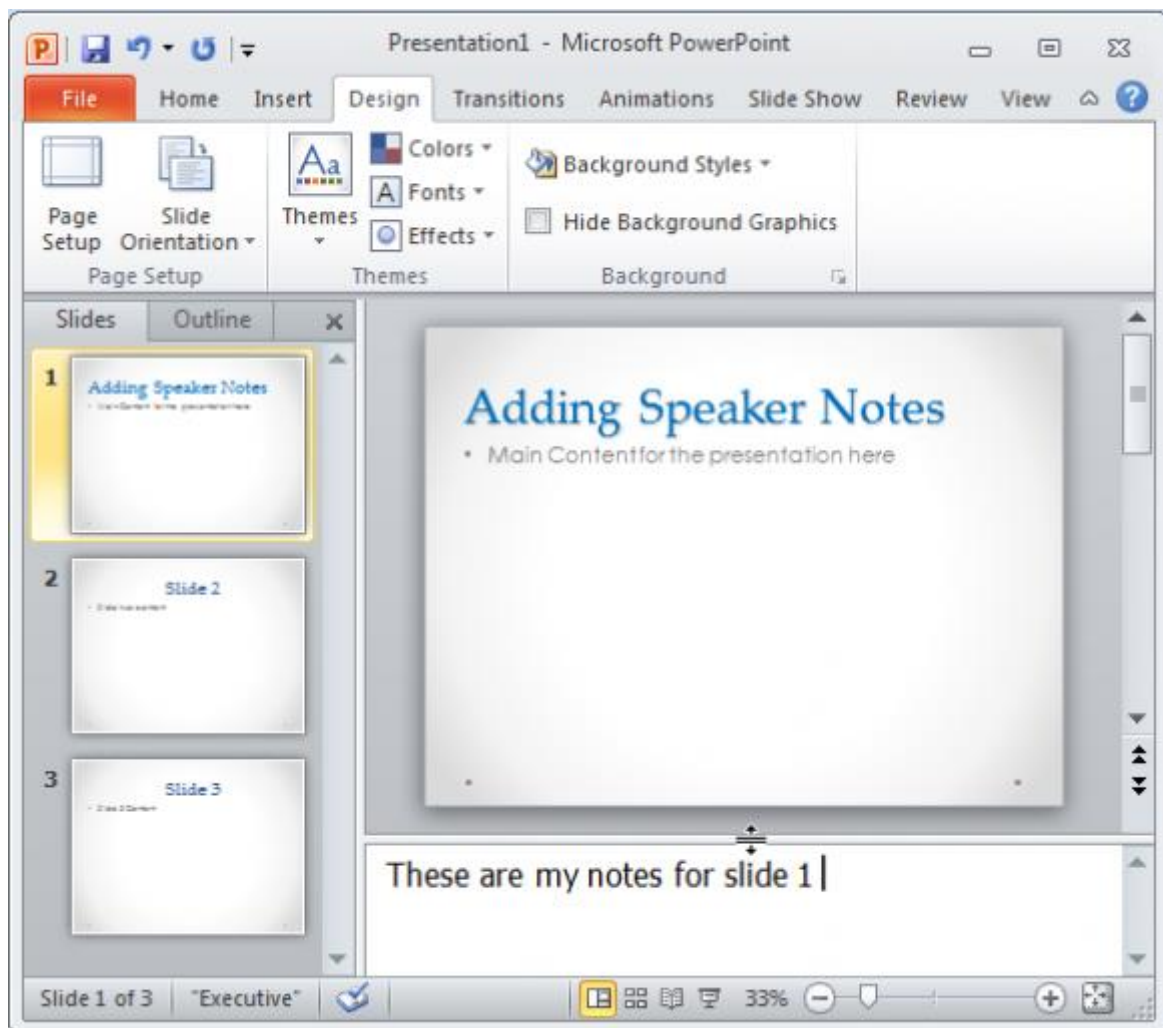
You can increase the size of the Notes Pane in case you want to enter more text or otherwise reduce its size.

Click on the boundary between the Notes Pane and the slide and drag while holding down your mouse button.

Adding Speaker Notes in PowerPoint using the Notes Page

The other way to add notes to your slide involves:

Click on the View tab from PowerPoint's Menu bar.

Select Notes Page button and click on it to view the window below. This shows the current slide and a text area on which you can enter your notes.
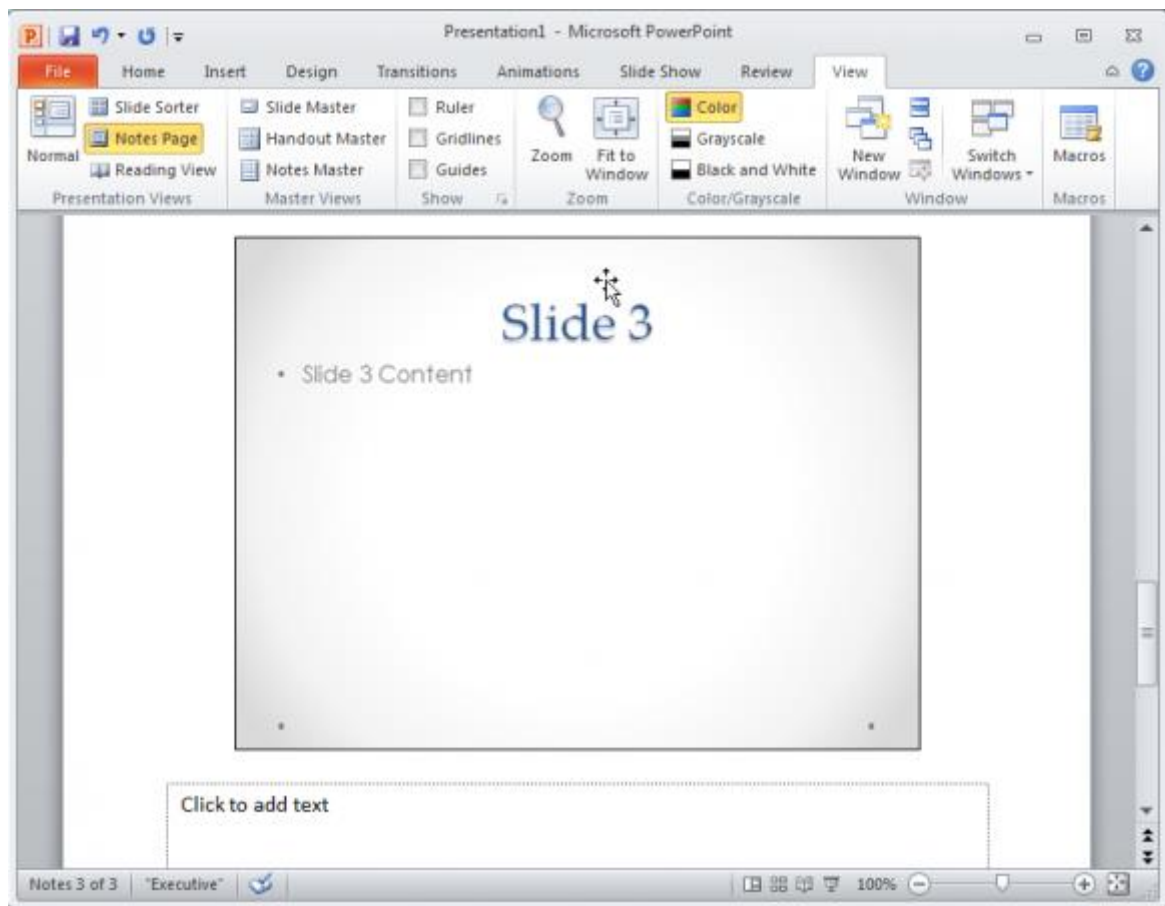
Click on the Notes Pane below the slide and type your notes.

You can scroll up or down using the scroll bar to go to the other slides in your presentation document.

Click on the Home tab on the Menu Bar to return to the original view of your presentation document. This allows you to continue editing your slides but your notes will still be viewable on the Notes Pane.

The second method is often used when you want to concentrate more on notes. This is because a bigger area is given for you to enter more notes.

The Notes Pane can still be re-sized by clicking on a handle and dragging it in either direction.

MANIPULATING SLIDE DESIGN AND STYLES:

1. Find Slide Design Variants in PowerPoint

I'm working in a PowerPoint presentation and let's switch to the Design tab. Here you can see the **Variants** section. Variants are a part of the same theme that you've selected, but are usually a different look.
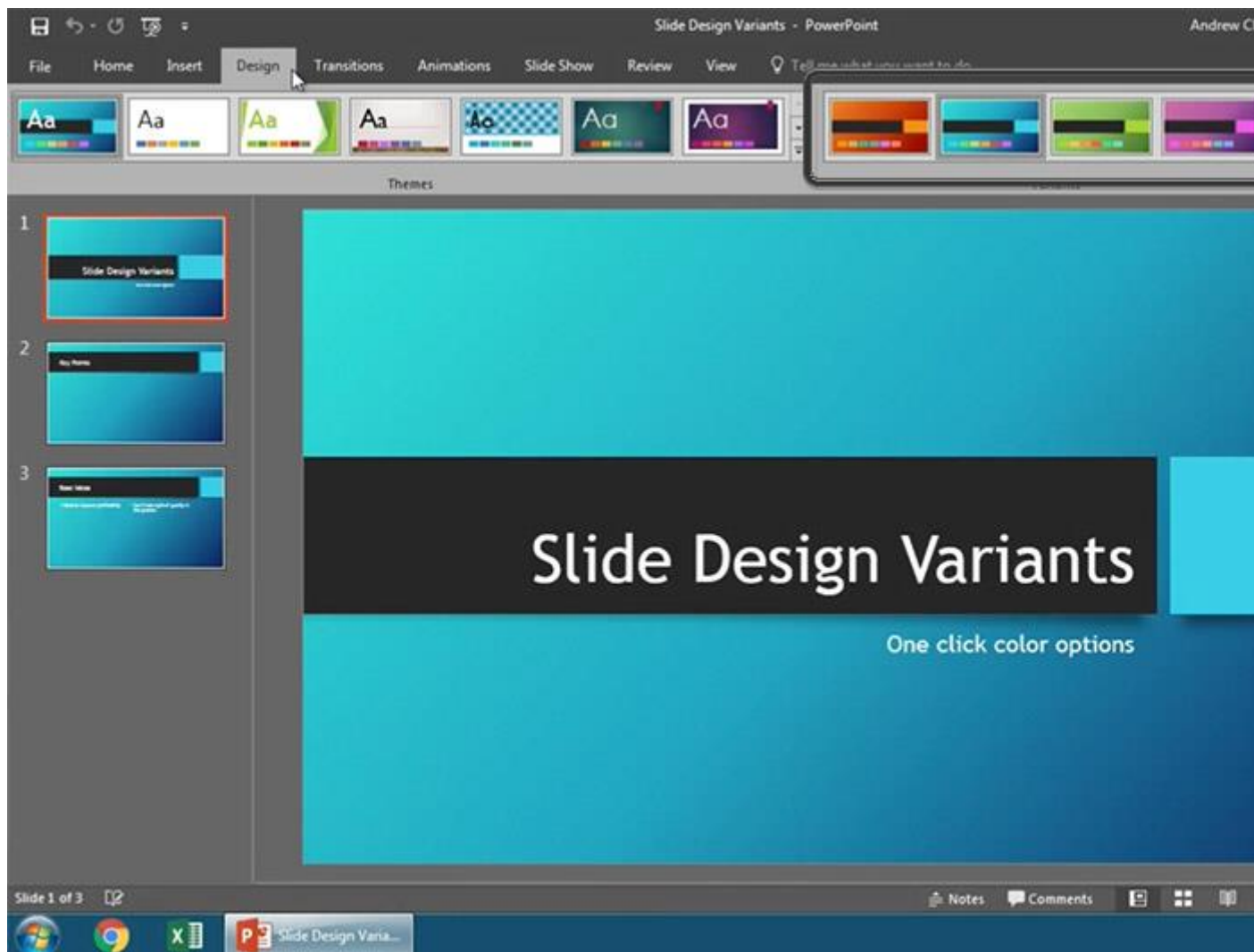
2. Modify PowerPoint Slide Designs Variants

The easiest way to get started is to simply click on one of the thumbnails to try out another variant. When you change your design variant, you're leaving your original content untouched, but changing the visual styles and effects. Click to change between these variants and try a few out as a way of spicing up your presentation.
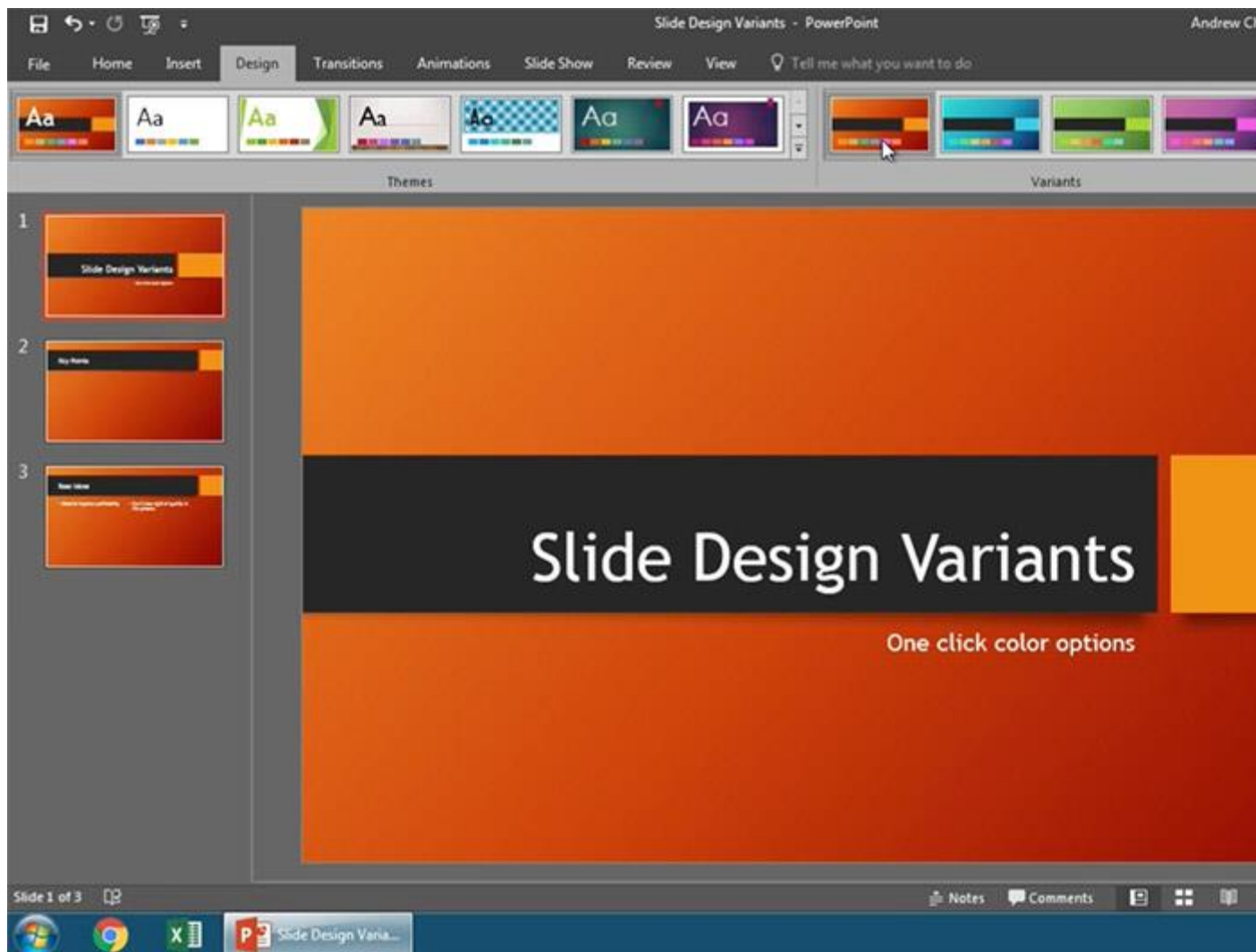
3. Change One Style in a PowerPoint Variant

Let's look at one other option. Let's say that we only want to change one part of the style, like the font set for example. I'm going to go ahead and click this drop down arrow in the corner of the Variant section. Let's choose **Fonts** and now I'll choose one of these other font combos.
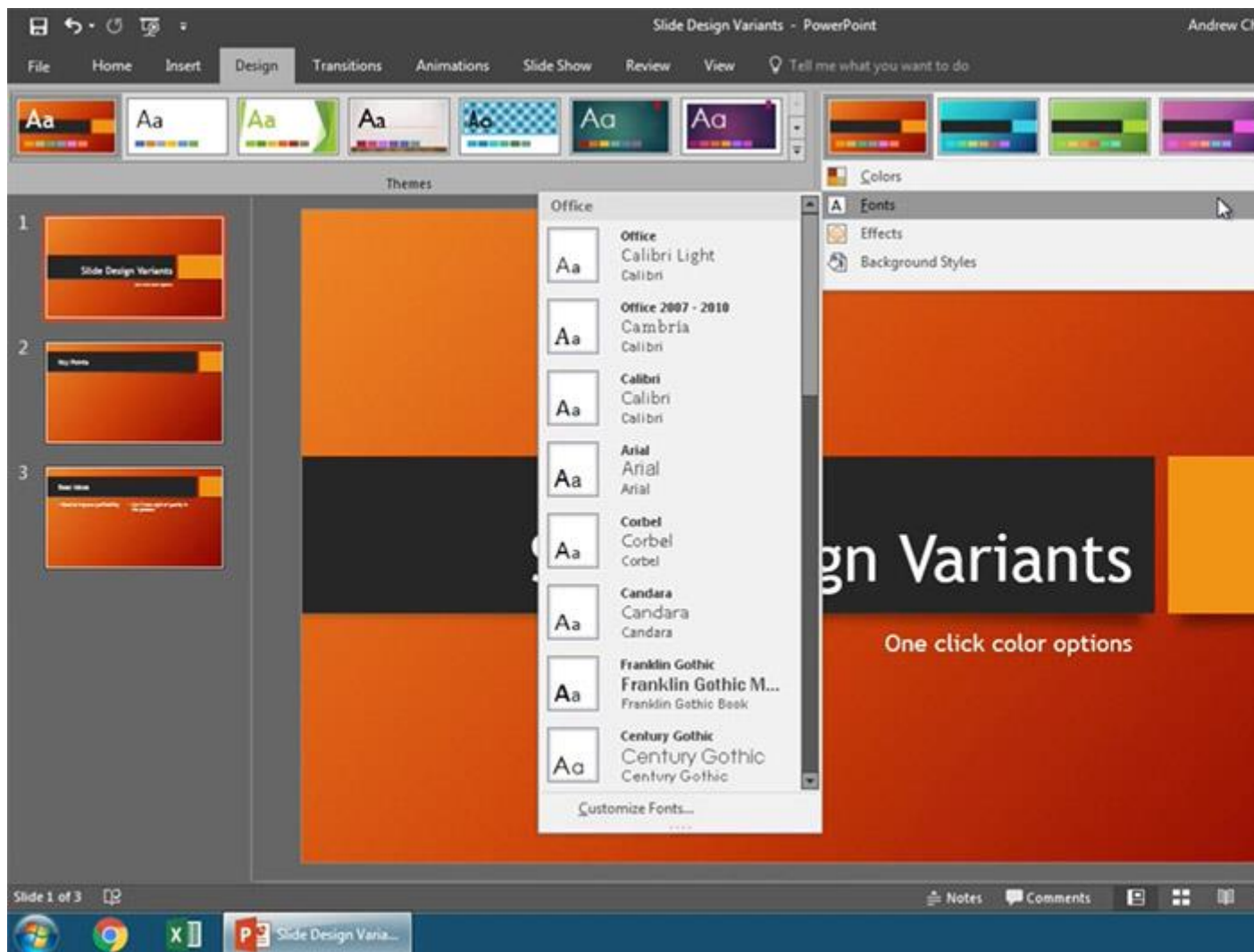
Finishing Up!

With a couple of clicks, it updates all of the slides in our presentation. Variants are really a tool to slightly tweak the style of a presentation, but across all the slides at the same time

SETTING SLIDE LAYOUT:

1. Review Your Slide Layout Options

To use a layout, make sure that you're on the Home tab. Let's go ahead and insert a new slide by clicking on New Slide. Now let's click the Layout drop-down button that's right next to New Slide.
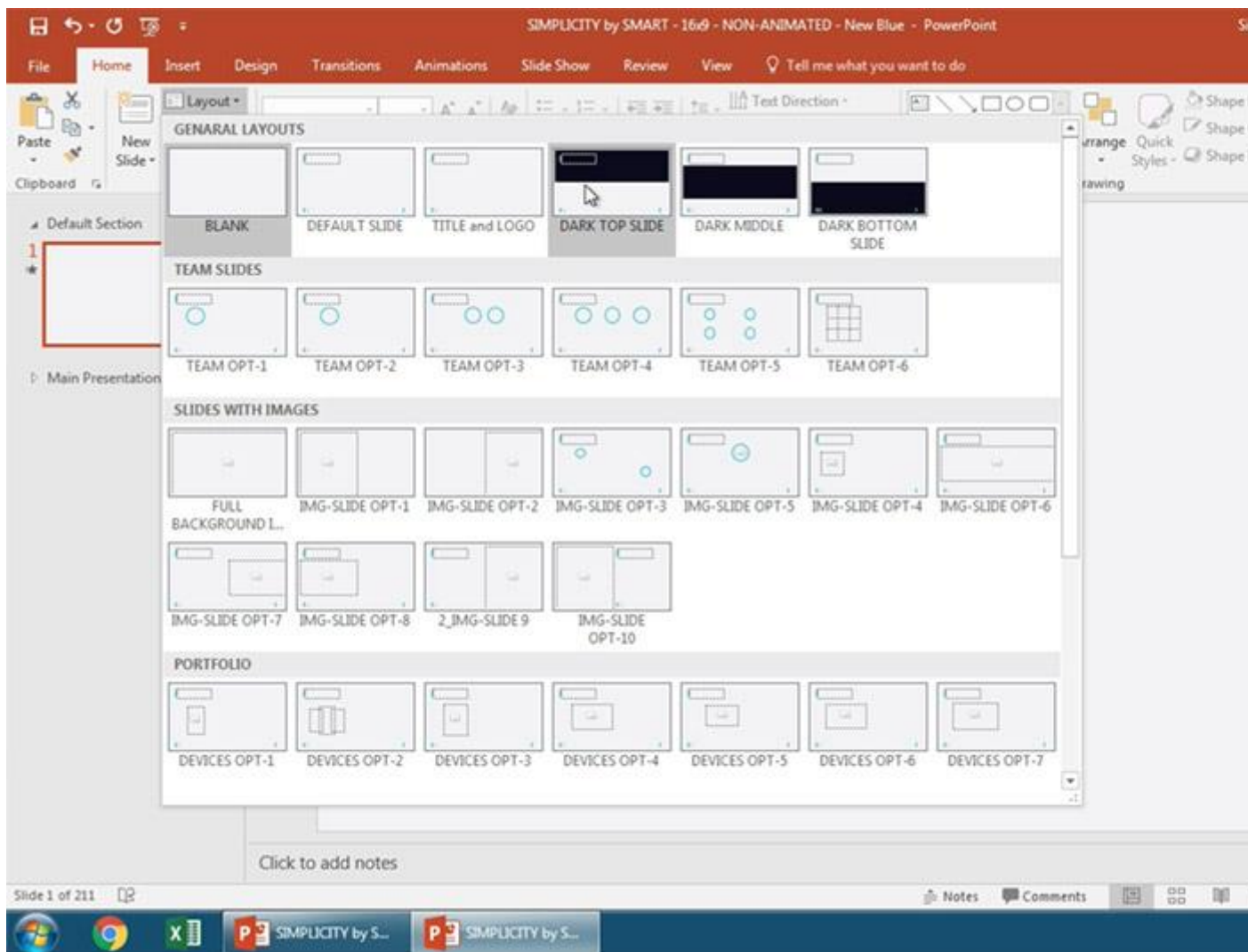
2. Choose a PowerPoint Slide Layout to Use

PowerPoint themes like the Simplicity presentation template have a great selection of layouts to use. These thumbnails are previews of what each layout looks like. I'm going to click on one of these layouts called Dark Top slide.
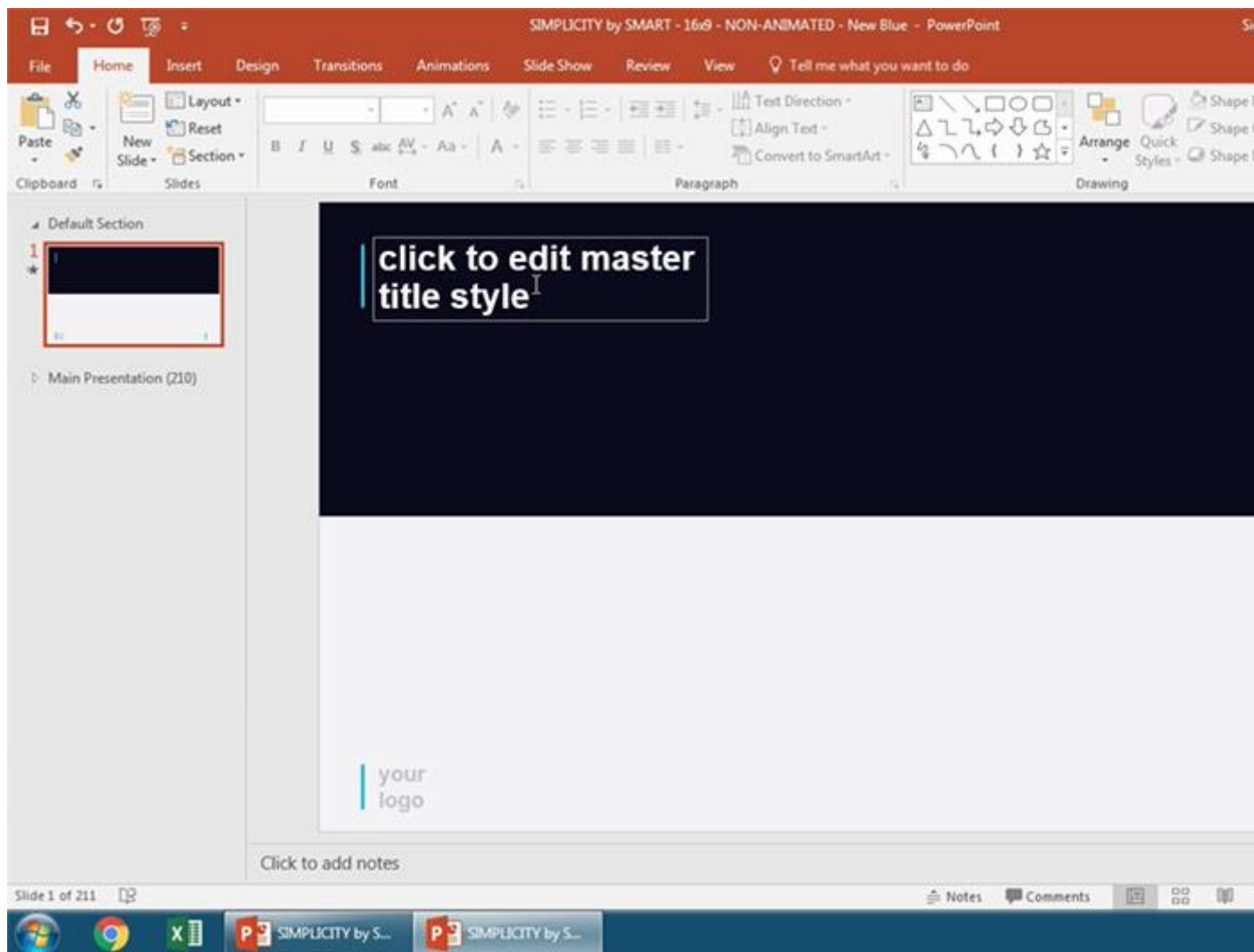
3. Quickly Change Your PowerPoint Slide Layout

You can see here that we're now working in a great looking slide. Now, we could go ahead and add our content to the slide and type into these boxes or add images for example. We could always change up our layout by clicking on Layout and choosing another layout as you're seeing me do here.
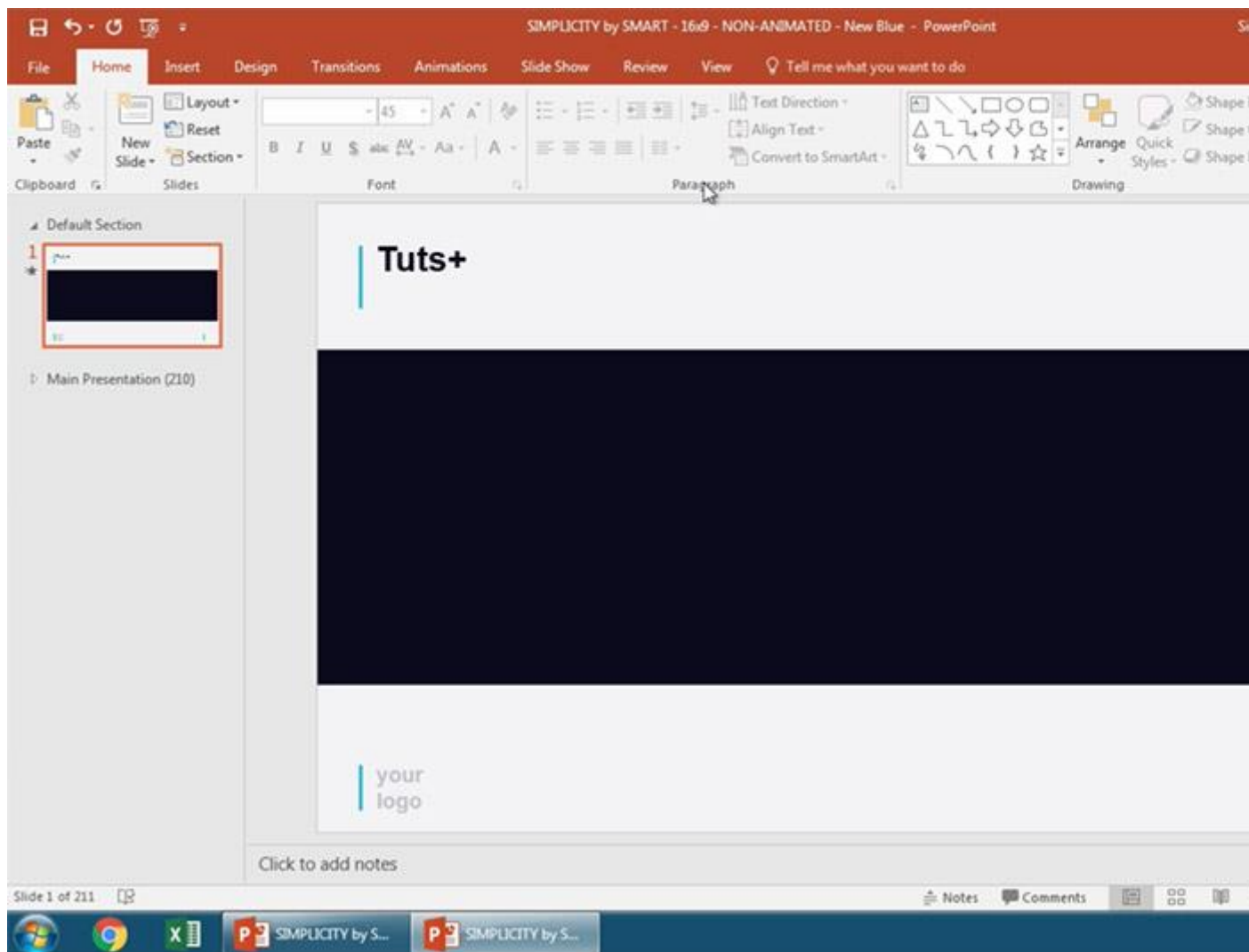
Finishing Up!

Notice that our content is still on the slide, but in a different layout. Layouts are all about having pre-built elements that make it easy to build out great looking slide decks quickly.

ADDING ANIMATION EFFECTS TO SLIDE COMPONENTS:

Animations can be used in Powerpoint to add a bit of flair to a presentation. You can animate both text or objects on a page as well as create transitions between pages. First you'll need to select the object that you want to animate, then select an animation from the "Animations" tab and modify the animation settings to your liking. Slide transitions are handled similarly from the "Transitions" tab. Powerpoint also supports the addition of animated images or videos to a slide via the "Insert" tab.

SETTING UP OF SLIDE SHOWS:

PowerPoint slideshows are not always used by a live presenter. Slideshows set to loop continuously can run unattended in a booth or kiosk. You can even save it as a video to share.

Instructions in this article apply to PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, PowerPoint for Office 365, PowerPoint 2019 for Mac, PowerPoint 2016 for Mac, and PowerPoint for Mac 2011.

Create a Self-Running PowerPoint Slideshow

To create a continuously looping presentation, you will need to set it up and record slide timings.

To run the slideshow unattended, set timings for slide transitions and animations to run automatically.

Set Up the Presentation

1. Open the PowerPoint presentation you want to loop continuously.
2. Go to **Slide Show**.
3. Select **Set Up Slide Show**. The Set Up Show dialog box opens.
4. Select **Browsed at a Kiosk (Full Screen)**. This enables the presentation to loop continuously until the viewer presses **Esc**.
5. Select **OK**.

Rehearse and Record Timings

To ensure that your automated presentation is the right length, record timings to set the amount of time each slide appears on the screen.

PowerPoint for Mac does not have the rehearsal option. Instead, go to **Transitions**, choose the transition you want to use, set the duration you want, and select **Apply to All**.

1. Go to the first slide of the presentation.
2. Go to **Slide Show**.
3. Select **Rehearse Timings**. The slideshow starts and records the time spent on the slide. The time appears in the **Slide Time** box on the Recording toolbar.
4. Select **Next** on the Recording toolbar when you want to move to the next slide.

5. Select **Pause** any time you want to pause or resume recording.
6. Type a length of time in the **Slide Time** box if you want to display a slide for a specific amount of time.
7. Select **Repeat** if you want to restart the recording time for the current slide only.
8. Select **Close** when you're done recording.
9. You'll be asked if you want to save the new slide timings. Select **Yes** to save the slide timings at the end of the presentation.

PRINTING SLIDES:

PowerPoint presentations are often shared on a projector or display, but sometimes you might need to create a printed copy for your audience. It's great to have a physical copy of your presentation for reference.

When it comes to printing slides in PowerPoint, there are three key formats that you can print your slides:

- **Full Page Slides** - This is basically the same view as the standard view in PowerPoint, simply printing each slide on its own page.
- **Notes Pages** - If you use the important **Speaker Notes** feature to add reminders on what to say, you can print Notes Pages to keep them nearby. Imagine keeping these on the podium while speaking.
- **Handouts** - You can save paper and ink by printing **Handouts,** which include multiple slides on the same page with space to write notes.

Why Print Your PowerPoint Slides?

Because PowerPoint often lives in digital format, you might be wondering why you might want to print the slides. Here are some situations that you should consider printing your PowerPoint slides:

1. Printing your presentation can help you spot errors or typos in your presentation; I always find something in a printed copy that I miss on-screen.
2. Hand out copies of your presentation for the audience to retain after the meeting, or to review beforehand.
3. Maybe you don't use PowerPoint for sharing presentations on screen at all, and instead use it as a simple tool to design handouts or posters.

1. Choose Your Printer

Above all, you should choose the printer that you want to send your presentation to. If you work in an office environment with many network printers, always double check this setting to ensure that the file won't land on a co-worker's desk! The default printer that shows is controlled by your system's default printer, so you'll need to go to the **Control Panel** on Windows or **System Preferences** on Mac to lock in those changes.

My virtual machine currently doesn't have a printer connected, so I'll choose the virtual printer that sends a simulated document to Microsoft OneNote.

2. Choose the Pages to Print

You may not want to print every slide in your presentation. The good news is that PowerPoint makes it easy to choose a selection of pages to print.

To make a selection for the slides to print, click on the dropdown just under **Settings.** This defaults to **Print All Slides**, but there are several options.

If you choose custom range, you'll see a box where you can enter the selection of slides to print. Simply put in the first slide you want to print and the last slide you want to print with a dash in between, such as **"6-12"** to print slides from 6 to 12.

Use **Print Current Slide** to print only the slide you selected before jumping to the print options.

3. Choose Orientation and Color Settings

Orientation describes the direction that your content is printed on. You can choose between **Portrait** and **Landscape** orientation. Portrait orientation means paper is taller than it is wide, while landscape orientation is wide.

Full Page Slides

Full page slides are simply printed copies of your slides, one per page. This is a great choice when you need to review the slide before presenting.

Print PowerPoint Slide Handouts

What are handouts in PowerPoint? **Slide handouts** are an ideal choice for printed copies. It's a great way to fit many slides on the same page and conserve paper in the process.

Use PowerPoint slide handouts for reference copies to keep your place int he presentation, or to review your PowerPoint for typo's and misspellings.

Click on the dropdown option for print style (it defaults to "**Full Page Slides**") and you'll see a variety of options for presentation Handouts. You can choose how many slides you want to fit on each page before you send it to the printer.

How to Print as a PDF

One of the most popular questions for exporting and "virtually printing" a presentation is to print a presentation as a PDF.

This is a crucial tip when someone else is helping you print and they don't have PowerPoint installed. If you're taking your presentation to a print shop for example, a PDF on a thumb drive is more likely to work and print properly.

To create a PDF of your presentation, go to the **File > Export** option in Microsoft PowerPoint. Then, click on **Create PDF/XPS Document** and choose **Create PDF/XPS.**

WORKING WITH POWERPOINT OPTIONS:

Many less commonly used PowerPoint options are located in the **Advanced** pane in the **PowerPoint Options** dialog box.

Editing options

When selecting, automatically select entire word   Select this check box to select the entire word when you click a word, or clear this check box to select an individual letter in a word when you click a word.

Allow text to be dragged and dropped   Select this check box to move or copy text within a presentation or from PowerPoint to another Microsoft Office program by dragging the text, or clear this check box to prevent dragging text to move or copy it.

Automatically switch keyboard to match language of surrounding text   Select this check box when you are working with text in different languages. PowerPoint automatically detects the language in which the insertion point is placed, and switches to the correct keyboard language.

Do not automatically hyperlink screenshot   (PowerPoint 2013 and newer versions) When you use **Insert** > **Screenshot** and capture an image from the Internet Explorer web browser, PowerPoint can make the image a hyperlink that points to the web page that you take the screenshot of. Select this option if you don't want such images hyperlinked.

Maximum number of undos   On the QUICK ACCESS TOOLBAR , the **Undo** command allows you to undo one or more of the recent changes that you made to your presentation. In this box, enter the number of times that you can click **Undo** to undo your changes at any particular time.

Figure: The Undo command on the Quick Access Toolbar

Cut, copy, and paste

Use smart cut and paste   Select this check box if you want PowerPoint to adjust the spacing of words and objects that you paste into your presentation. Smart cut and paste ensures that pasted content does not run up against other words or objects that appear before or after the content that you paste. Clear this check box if you do not want PowerPoint to automatically adjust the spacing of words or objects.

Show Paste Options buttons   Select this check box to show the **Paste Options** buttons, or clear this check box to hide the **Paste Options** buttons. The **Paste Options** buttons appear alongside text that you paste. By using these

buttons, you can quickly choose between keeping the source formatting or pasting text only.

Note: When you clear the **Show Paste Options buttons** check box, you turn off this feature in all Office programs in which it is an option.

Pen

(The pen option is only available in PowerPoint 2016 and newer versions.)

Use pen to select and interact with content by default   If you don't want to automatically be in inking mode when Office detects your active pen or stylus, select this check box to use your pen to select objects by default.

Image size and quality

These options area available in PowerPoint 2010 and newer versions.)

Options that you set in this section are only applicable to the presentation file that you have open at the time.

Discard editing data   If you have [cropped a picture](#) or made other changes to the picture, such as [applying an artistic effect](#) or [changing the brightness, contrast, or sharpness of a picture](#), information to reverse those changes is stored in your file. You can reduce the size of your file by deleting this editing data. Checking this option will reduce your document size, but if you want to undo your edits, you will need to reinsert the picture into your document if you want to undo any changes you have made. For more information, see [Reduce the file size of a picture](#).

Do not compress images in file   Compressing images in a file saves space, but it reduces the picture quality. If picture quality is more important to you than file size, select this check box. . To compress an individual picture or set other picture quality or resolution options, see [Reduce the file size of a picture](#).

Default resolution / Set default target output to   PPI (pixels per inch) is a measure of image resolution. The higher the PPI value, the richer the image. **High fidelity** resolution preserves picture quality, but may increase the file size of your presentation.

Chart options

These options area available in PowerPoint 2013 and newer versions.)

Properties follow chart data point for all new presentations   Select this check box to have custom formatting and chart data labels follow data points as they move or change in the chart. This setting applies to all presentations created hereafter.

Properties follow chart data point for current presentation   Select this check box to have custom formatting and chart data labels follow data points as they move or change in the chart. This setting only applies to the current presentation.

Display

Show this number of recent documents/presentations   Enter the number of recently opened or edited presentations that you want to appear in the **Recent Documents** list.

- To view the **Recent Presentations** list in PowerPoint 2013 or newer versions, Click **File** > **Open**.
- To view the **Recent Presentations** list in PowerPoint 2010, Click **File** > **Recent**.
- To view the **Recent Documents** list in PowerPoint 2007, click the **Microsoft Office Button** , and the list appears to the right of the menu options.

Quickly access this number of Recent Presentations   (PowerPoint 2013 and newer versions) A quick-access list of recent presentations appears at the bottom left of the window, after the **Options** command, as shown in the following image, labeled 1.

Show this number of unpinned Recent Folders   (PowerPoint 2013 and newer versions) A quick-access list of recent folders appears on the **Recent** tab in the **Open** dialog, as shown in the following image, labeled 2. Specify the number of folders you want listed there, when you select a particular source, such as **OneDrive** or **This PC.**.
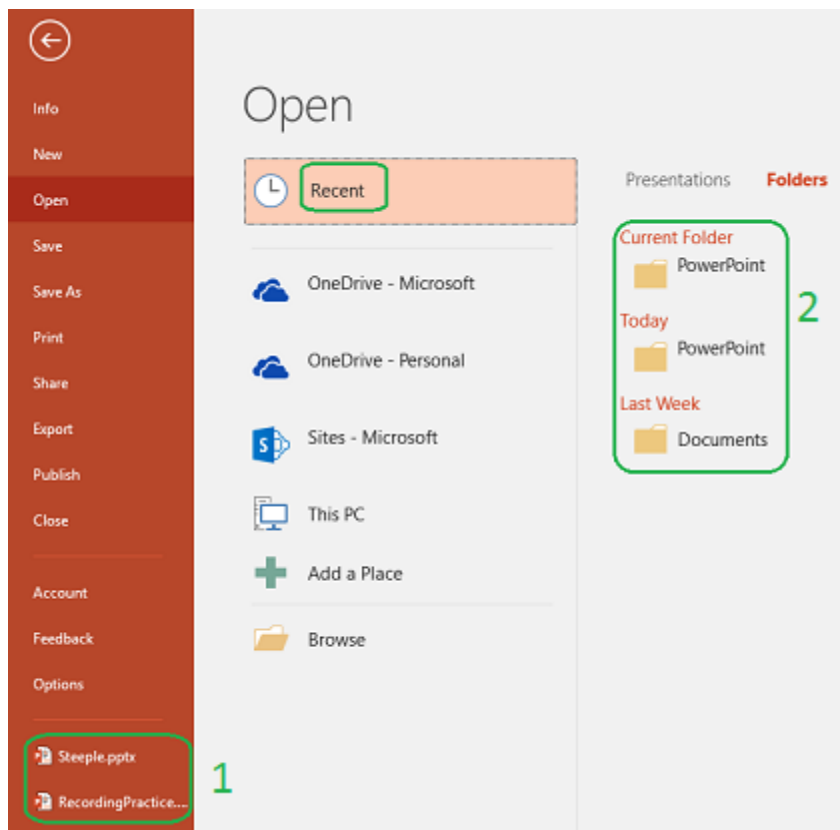
Show all windows in the Taskbar   (PowerPoint 2007) Select this check box if you want PowerPoint 2007 to display all windows (identified by individual file names) on the Microsoft Windows taskbar, enabling you to move among presentations quickly and easily, or clear this check box to show only the active presentation window.

Show shortcut keys in ScreenTips   Select this check box to show the keyboard shortcuts in all ScreenTips, or clear this check box to hide the keyboard shortcuts in all ScreenTips.

Show vertical ruler   Select this check box to show the vertical ruler, or clear this check box to hide the vertical ruler. The vertical ruler is a bar that appears alongside your PowerPoint presentation and that you can use to measure and align objects.

Disable hardware graphics acceleration   (PowerPoint 2010 and newer versions) Using hardware graphics acceleration increases the performance speed when you are playing your presentation. Selecting this check box turns off the use of that graphics acceleration. For more information, see Tips for improving audio and video playback and compatibility.

Disable Slide Show hardware graphics acceleration   (PowerPoint 2013 and newer versions) If you are using transitions between slides and they are not

behaving as expected (that is, you see flashing black screens instead of the transitions you've chosen) try selecting this check box.

Automatically extend display when presenting on a laptop or tablet   (PowerPoint 2013 and newer versions) To turn off using presenter view, clear this check box. By default, PowerPoint uses presenter view for slide shows. This mode "extends" the computer's desktop, creating two separate monitors on the presenter's computer. One monitor is the built-in screen on the presenter's laptop or tablet. The other monitor is the display device, or projector, attached to the presenter's laptop or tablet.

Show presence flags for selected items   (PowerPoint 2016 and newer versions) This option takes effect when you are working on a shared presentation with others. If you select an item that someone else is editing a small flag appears indicating who is currently editing that item.

Open all documents using this view   Select an option from the list to specify that all presentations open in a specific view each time that you start PowerPoint.

Slide Show

Show menu on right mouse click   Select this check box to show a shortcut menu when you right-click a slide in Slide Show view, or clear this check box to prevent the shortcut menu from showing.

Show popup toolbar   Select this check box to show a toolbar at the bottom of a full screen presentation that allows you to navigate between slides and apply annotations to your presentation, or clear this check box to hide the toolbar.

Prompt to keep ink annotations when exiting   Select this check box to be prompted to save your changes when you draw on or highlight slides during a presentation, or clear this check box to exit without being prompted to save your ink annotations.

End with black slide   Select this check box to insert a black slide at the end of your presentation, or clear this check box to end your presentation without a black slide. If you clear this check box, the last thing your audience sees is the last slide in your presentation, rather than a black slide.

Print

Print in background   Select this check box to work in PowerPoint while you print your presentation (printing can slow the response time in PowerPoint), or clear this check box to turn off background printing when you want rapid response time while you work in PowerPoint.

Print TrueType fonts as graphics   Select this check box to turn your fonts into vector graphics so that your fonts will be printed clearly and at any size (or scale), or clear this check box if the print quality or scalability is not important to you.

Print inserted objects at printer resolution   Select this check box when you want quality printouts of inserted objects, such as pie charts or tables, or clear this check box to ignore distorted or vertically stretched objects when printing.

High quality   Select this check box when you want to see improvements in your print jobs such as increased resolution, blended transparent graphics, or printed soft shadows. By selecting this option, you get the best possible output, but printing may take longer.

Align transparent graphics at printer resolution   Select this check box to ensure that your transparent content lines up properly with all other content. By selecting this option, PowerPoint uses the printer's resolution to print, which can slow down performance if the printer has a very high resolution.

Print slide numbers on handouts   (Only in PowerPoint for Office 365, beginning with version 1810) By default, slide numbers appear below slide thumbnail images on printed handout pages. Turn this feature on or off by selecting or clearing this check box.

When printing this document

When printing this document   In this list, select the presentation that you want to apply settings to, and then click one of the following:

- **Use the most recently used print settings**   To print the presentation according to the options that you used previously in the **Print** dialog box, click this button.
- **Use the following print settings**   To choose new print settings for the presentation, click this button, and then do the following:
- **Print what**   In this list, select what you want to print.

- **Color/grayscale**   In this list, select the setting that you want. For information about printing in color, grayscale, or black and white, see PRINT YOUR HANDOUTS ,NOTES OR SLIDES.
- **Print hidden slides**   Select this check box to print slides that you have previously hidden, or clear this check box to print only slides that are not hidden. For information about why you would want to hide a slide and how to hide a slide, see HIDE OR SHOW SLIDE.
- **Scale to fit paper**   Select this check box to scale the contents of a slide, handout, or notes page to fit the paper size that you are printing on, or clear this check box to print the default font and object sizes on the default paper size.
- **Frame slides**   Select this check box to add a border-like frame around each slide, or clear this check box if you do not want a frame around each slide.

Save

Link sounds with file size greater than X KB   (PowerPoint 2007) Enter the size at which sound files will be linked, rather than embedded, in your presentation.

General

Provide feedback with sound   (PowerPoint 2007–2016 only) Select this check box to make a sound when an error appears, or clear this check box if you do not want to hear a sound when an error appears.

Show add-in user interface errors   If you are a developer, select this check box to show errors in your user interface customization code, or clear this check box to hide the errors.

Show customer-submitted Office.com content   (PowerPoint 2010 only) Select this option to see templates and images created by customers in addition to the content provided by Microsoft Office.

Web Options   (PowerPoint 2007) Click this button to set criteria for browsers, file types, pictures, encoding, and fonts for a Web-based presentation.

Service Options   (PowerPoint 2007) Click this button to see options for managing documents that are part of a workspace or SharePoint site.

UNIT:4

INTRODUCTION TO MS EXCEL:

What is Microsoft Excel?

Basically, it's a spreadsheet program used to store, organize, and analyze data. But it's much more than that. Excel has been around for a very long time (since 1982!) and since its inception tons of features have been added that help people create reports, charts, automate tasks, and much more.

So what does it look like?

Here is the main window of Excel 2007 when started. If you're coming from Excel 2003 or earlier, you'll notice some big changes (more on that later):
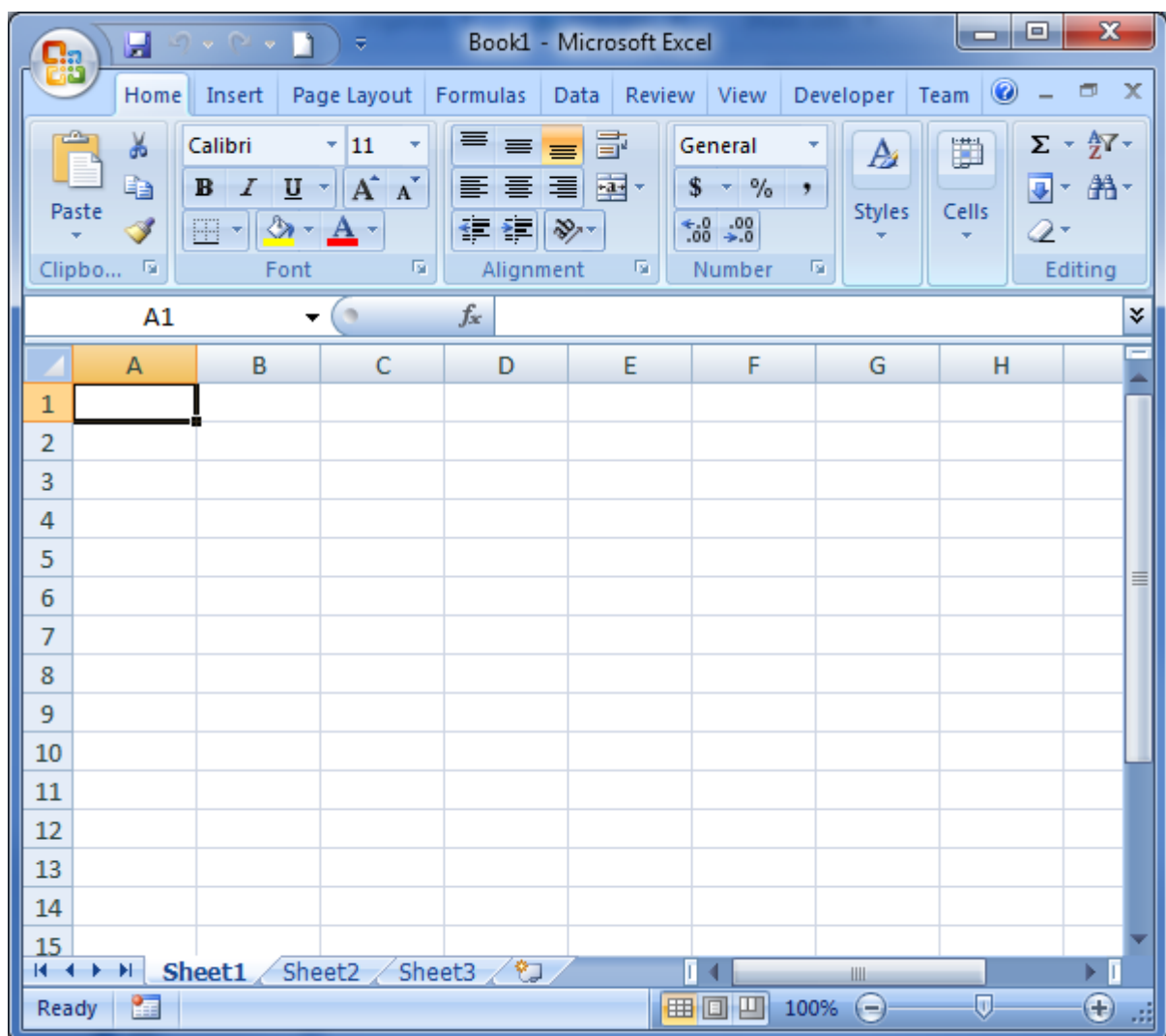
There are many components to what you see here. For simplicity, let's break it up into five sections:

1. Workbooks and Worksheets

2. Quick Access Toolbar
3. The Ribbon
4. Formula Bar
5. Name Box

Workbooks and Worksheets

In Excel, Worksheets are kind of like sheets of paper in a notebook with graph paper. Each worksheet has its own grid full of "Cells." A Cell is a container for data and each little rectangle you see in the worksheet is a cell. Cells are organized by columns (A, B, C, …) and rows (1, 2, 3, …). They can hold plain text, or calculate data with formulas (more on formulas later).

Tip: A collection of cells is called a Cell Range.

A notebook would just be loose leaf paper if it weren't bound together somehow. So just like a notebook, worksheets are kept together by Workbooks. A workbook is a collection of worksheets. That's it.

Quick Access Toolbar

The Quick Access Toolbar lets you add commands that are always visible to you while working with the Workbook. Commonly found commands are Save, Undo, Redo, and the New Workbook commands.

Also, if you're looking for the "File" button, there is none. However, you can use the new Office Button as shown below.
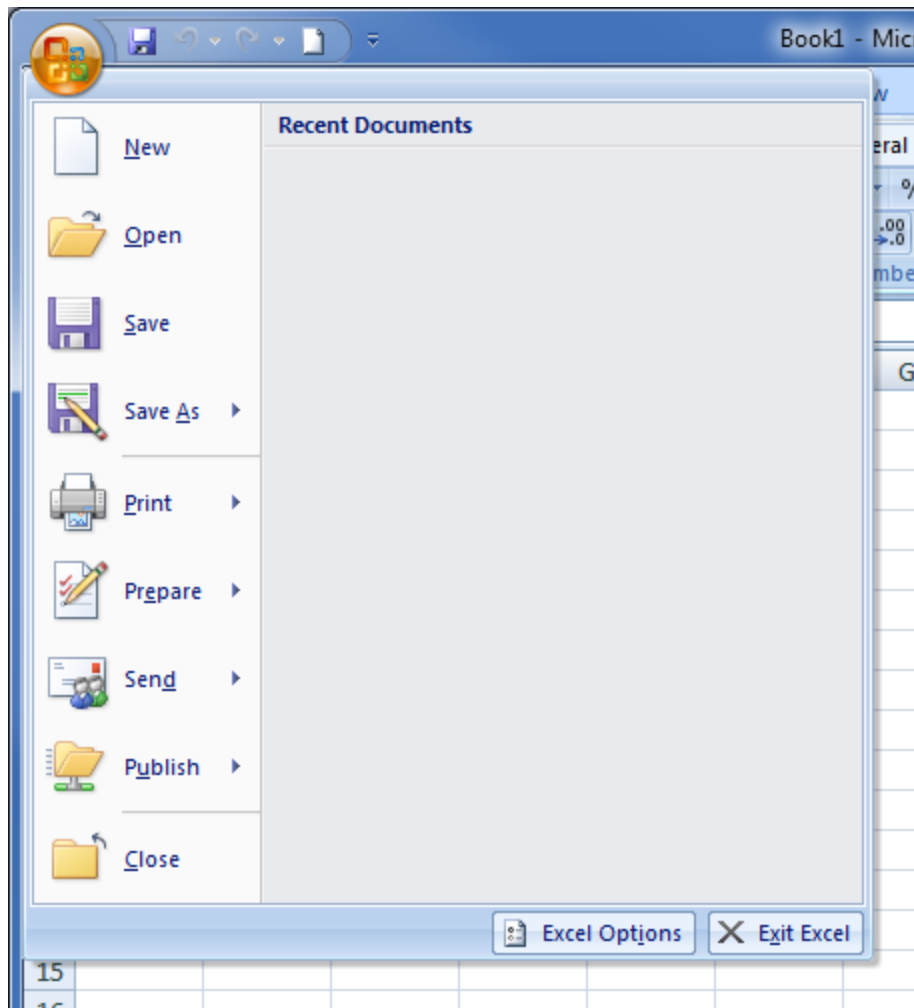
The Ribbon

If you're coming from Excel 2003 or previous, you'll immediately notice that the toolbar is gone. It has been changed for what is now called "The Ribbon," which organizes common commands into "groups" and further organizes them into "tabs." The tabs are found at the top of the Ribbon such as the Home, Insert, and Page Layout tabs.
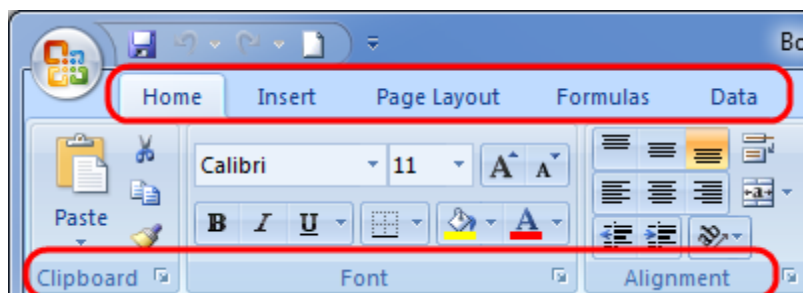
The groups are found at the bottom of each tab. So for the Home tab, you'll find the Clipboard group, Font group, etc. Within each group are commands associated with the group name. So for the Clipboard group you have the Cut, Copy, and Paste commands. Also, if you look closely at some of the group

names, you'll see a small icon to the right of their name. Clicking this will open advanced options for the group.

Tip: Double-clicking the active tab toggles the Ribbon on and off.

If you feel the Ribbon is in your way, you can double-click the active tab (the tab that is highlighted) and it will minimize the Ribbon. You can display the Ribbon temporarily by clicking any tab once while minimized. To get the Ribbon back to full size, double-click any tab once more. And for those of you who love keyboard shortcuts, you can use CTRL+F1.

That's pretty much it for the Ribbon. There are ways to customize and enhance it, but those are more advanced topics and we're keeping things simple in this post.

Formula Bar

The Formula Bar is an area to display a cell's data. If the cell uses a formula, it will display the formula; if not, it will show the value. Take a look at the image below. The cell A1 is selected, but the formula bar shows a formula.
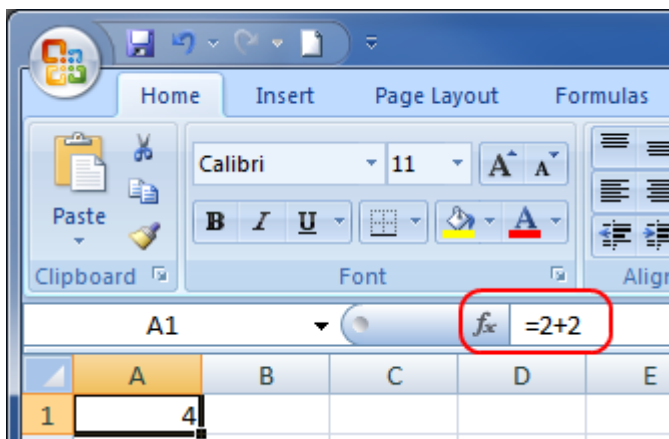
Also, the little "fx" icon to the left of the Formula Bar is actually a button that will open up an "Insert Function" window. This window allows you to easily insert simple formulas into the Formula Bar. We'll talk more about formulas in a later post and I'm sure we'll dig into more complex formulas in due time.

Name Box

Finally, we come to the Name Box. Located just to the left of the Formula Bar, the Name Box displays a reference to the selected cell (in the image below, it states "A1"). The Name Box will also display a "Named Range" if a cell range was given a name. The little arrow to the right will display all Named Ranges in the current workbook which, when selected, will highlight the cells in the Named Range.
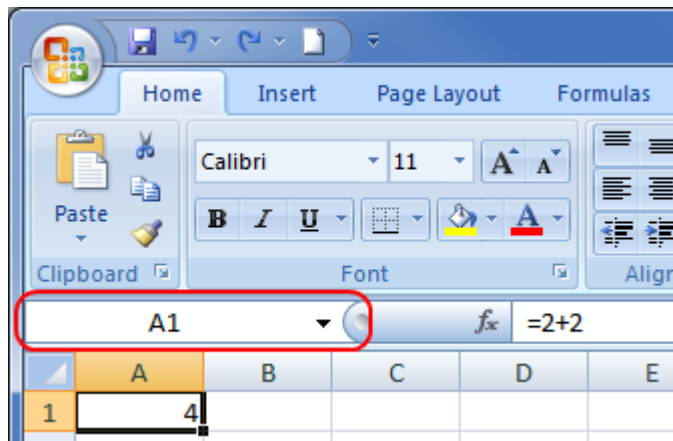
Wrap Up

That pretty much covers the very basics of Excel 2007. If you enjoyed the content, please subscribe for more posts about how to create formulas, make charts, and more

Different components of Excel Workbook User Interface

Following image shows an Excel Workbook window with its main Graphical User Interface components.
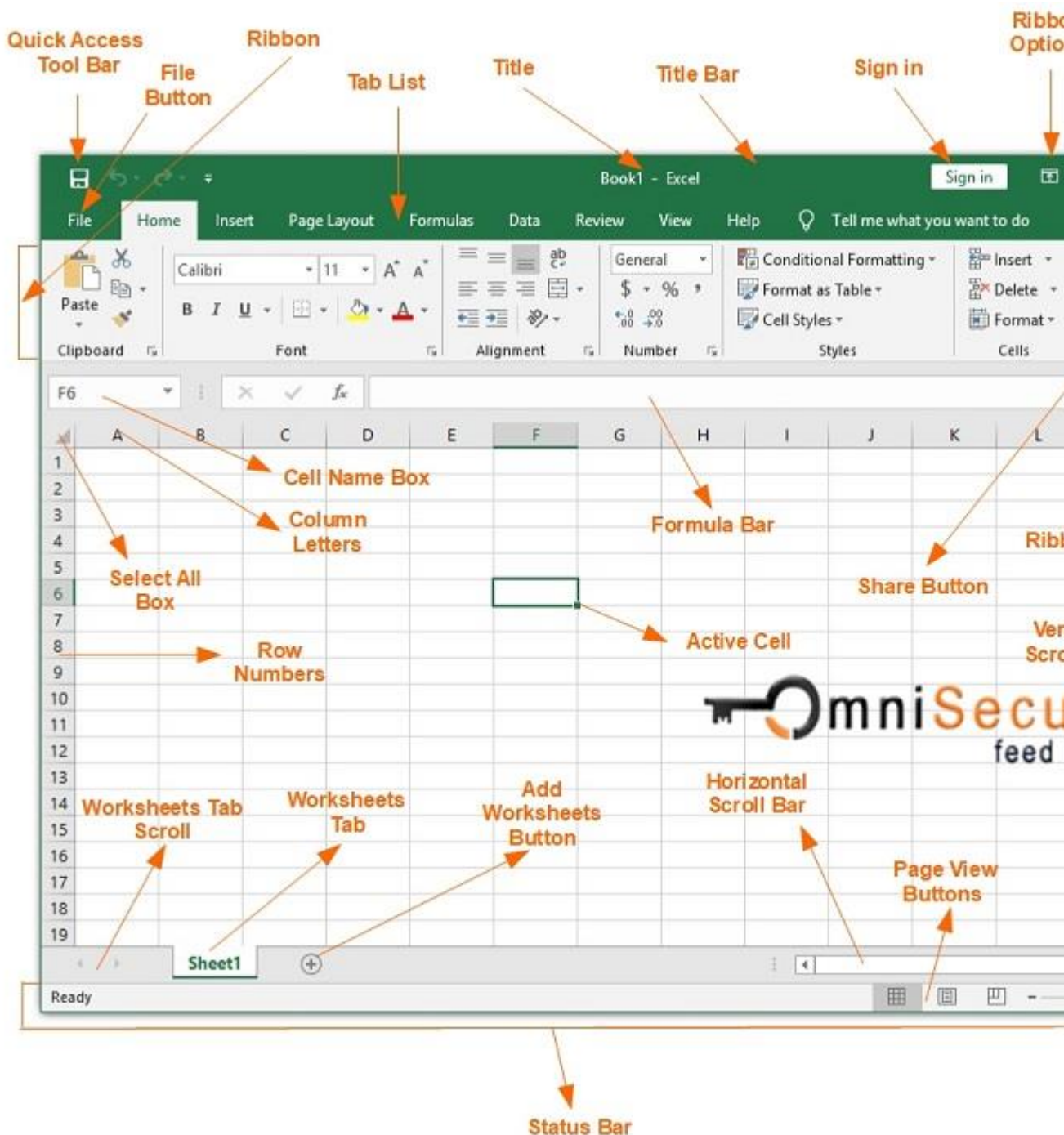
Graphical User Interface components of Excel Workbook window

Main Graphical User Interface components of Excel Workbook window are explained below.

• **Ribbon** : Excel Ribbon is the technical term for the row of Tabs above Formula bar. Excel Ribbon is a strip of buttons and icons (refer below image) in Excel Workbook window where Excel commands are located. The buttons and icons of Excel Ribbon are grouped in to different tabs based on the category of their functionalities. Clicking a tab in the tab list changes the Tab of Excel Ribbon.
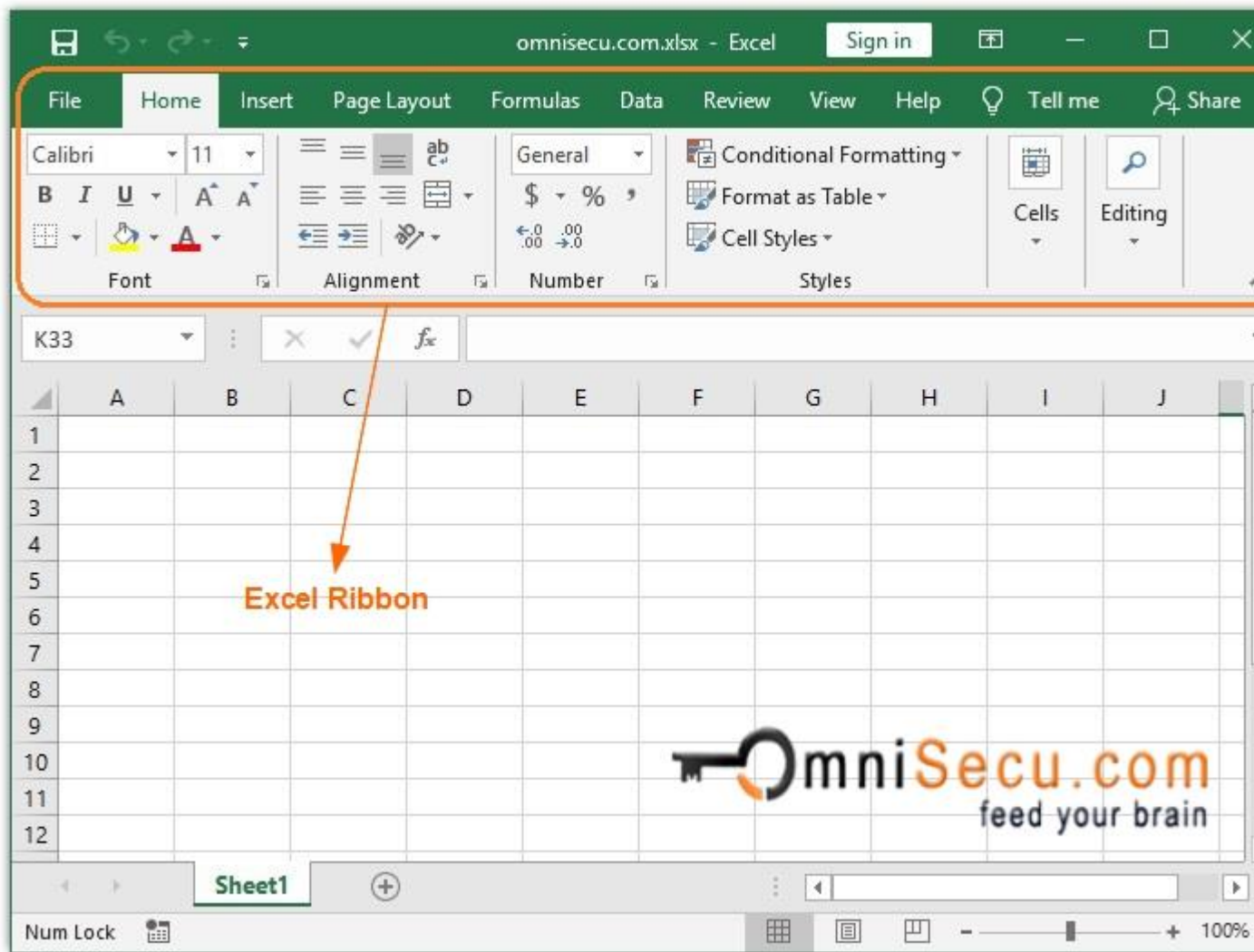
Excel Ribbon

• **Ribbon Options** : When you click Ribbon Options button, three different options related with the display of Ribbon is shown. Available options in Excel 2019 are "Auto-hide Ribbon", "Show Tabs", "Show Tabs and Commands".

• **Quick Access Tool Bar** : Quick Access Tool Bar (QAT) is located above Excel Ribbon. It is used to hold commonly used commands. Quick Access Tool Bar (QAT) is always visible, regardless of which tab is selected. By default, the Quick Access Tool Bar (QAT) contains the Save, Undo and Redo button. The Quick Access Tool Bar (QAT) is customizable so that we can add commonly used commands there.
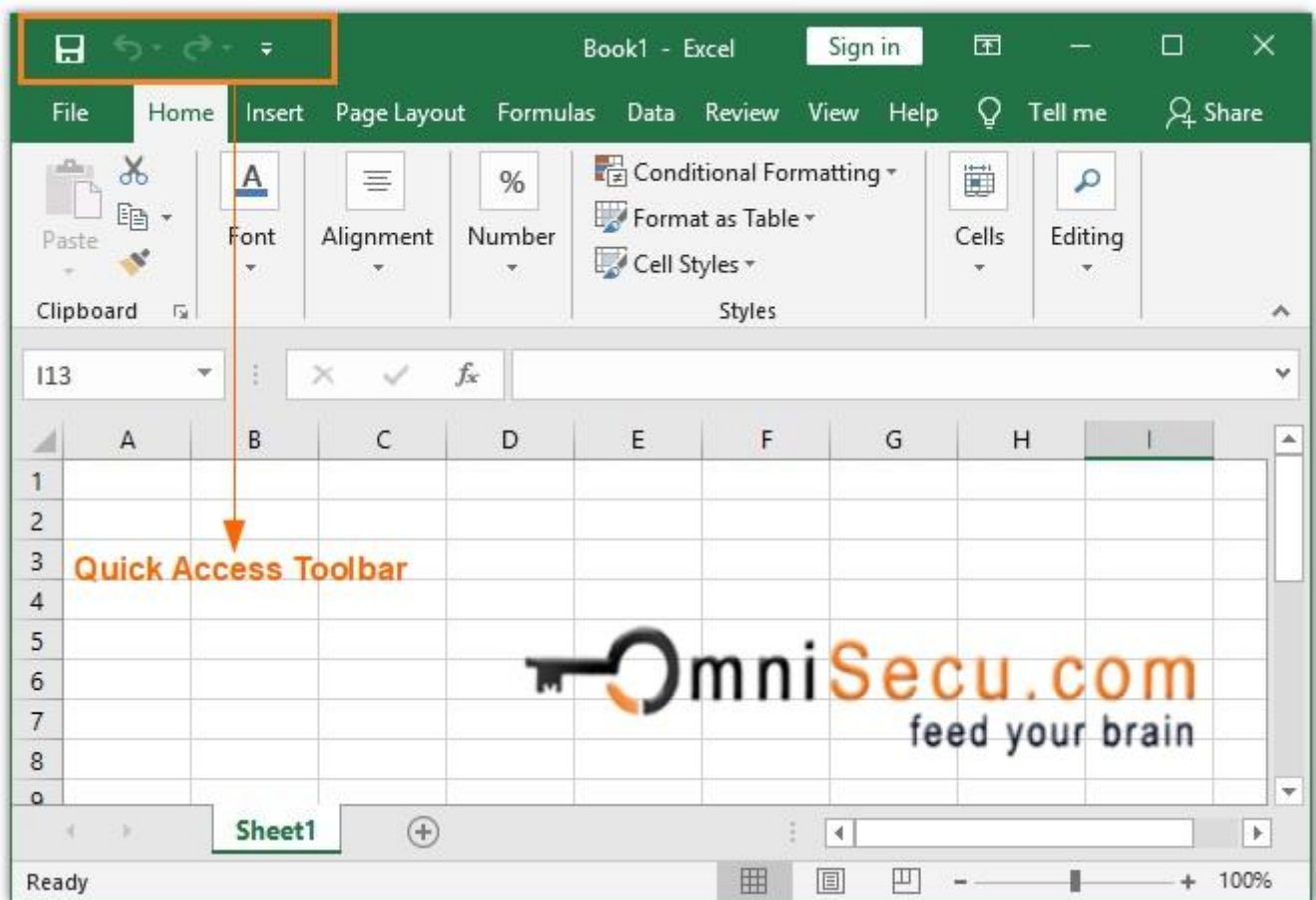
• **Formula bar** : Excel Formula bar is located at the top of the Excel Worksheet window. Excel Formula bar has three parts. The left most is the "Cell Name Box", middle one "Formula Bar Buttons" and right one is the contents of the currently selected cell. The data or formula entered in the Active cell will appear in right-most section.
Excel Formula bar components are shown in below image.
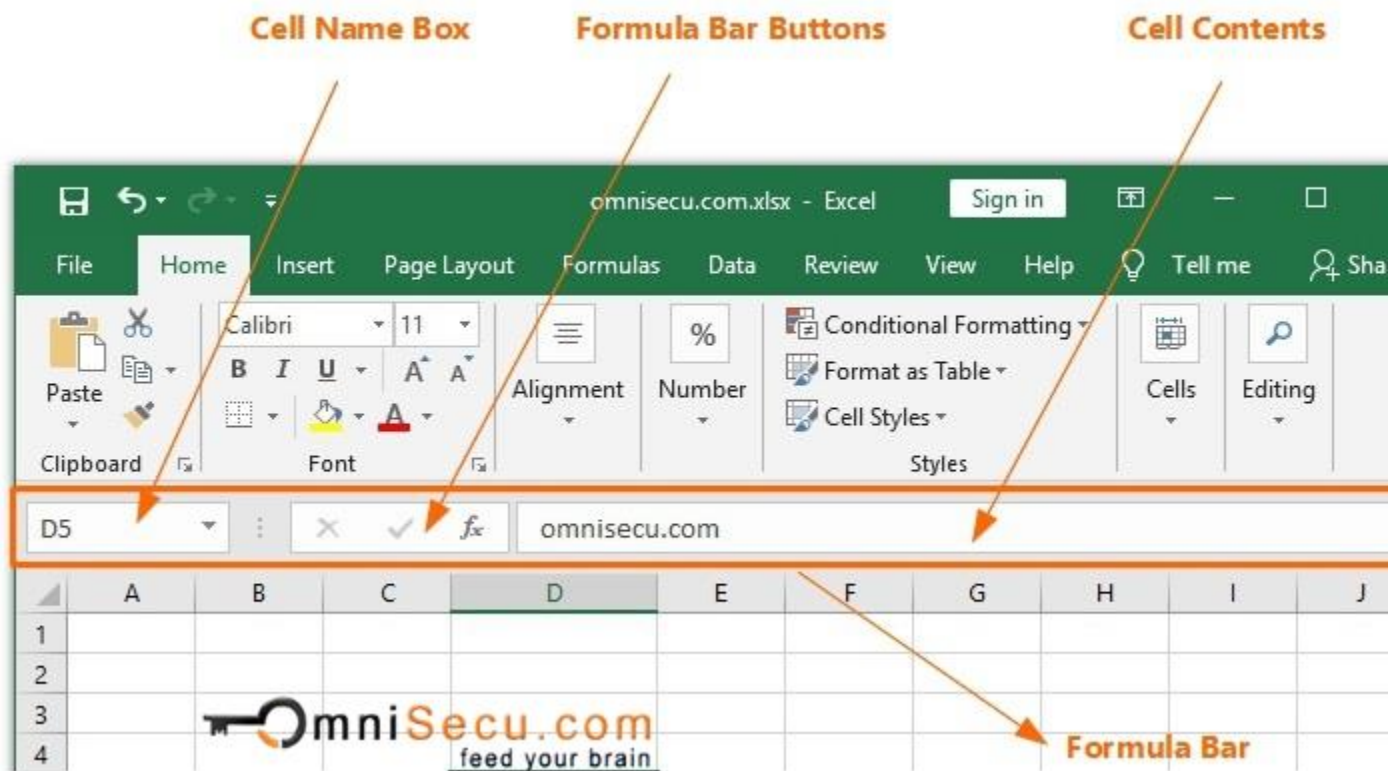
• **Column Letters** : Each column in Excel Worksheet is identified using letters from A to XFD. From A to XFD, there are total of 16384 columns available. Below image shows the last Column letter (XFD) of Excel 2019.
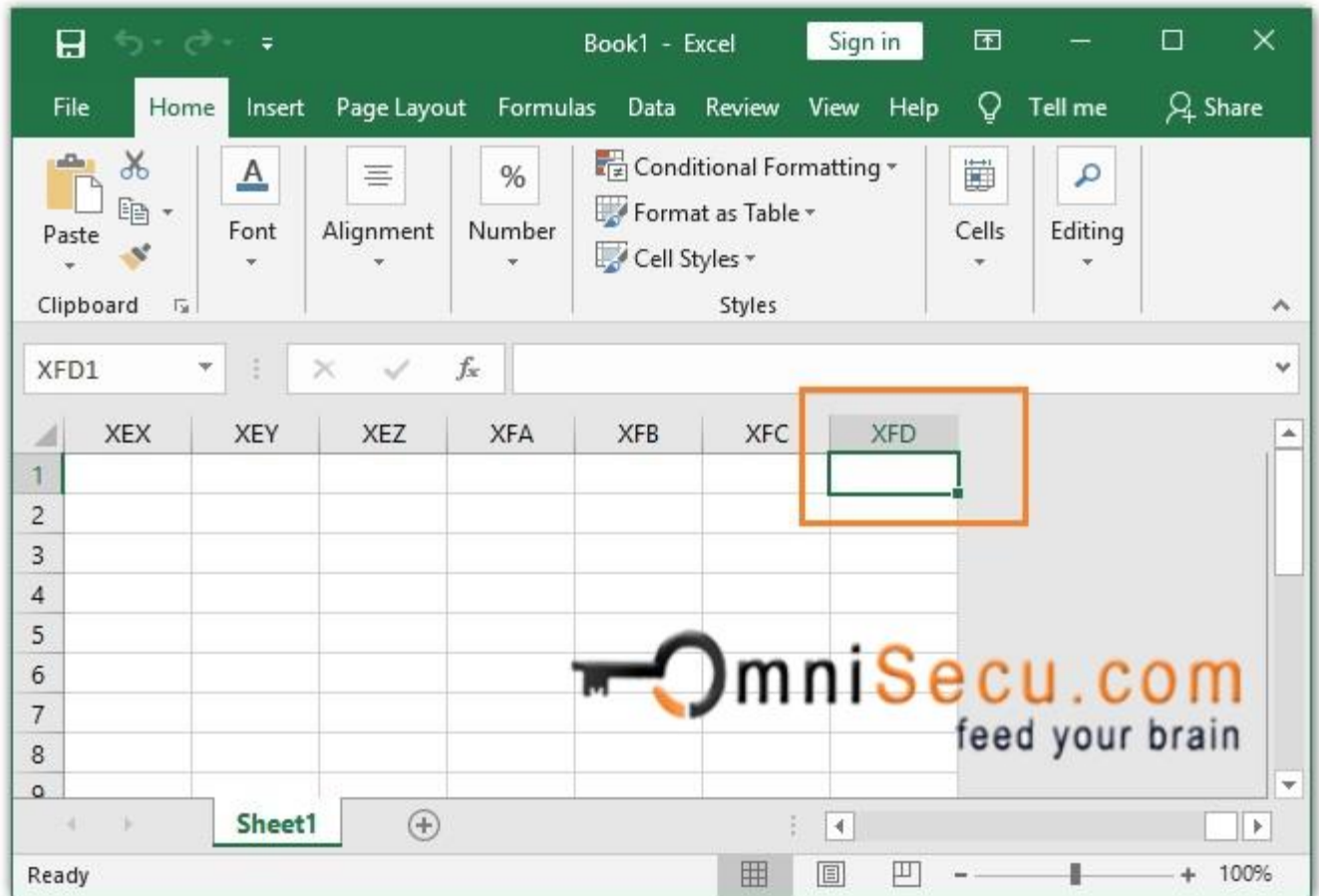
• **Row Numbers** : Each Row in Excel Worksheet is identified using numbers from 1 to 1048576. From 1 to 1048576, there are total of 1048576 rows available. The image below shows the last Row number (1048576) of Excel 2019.
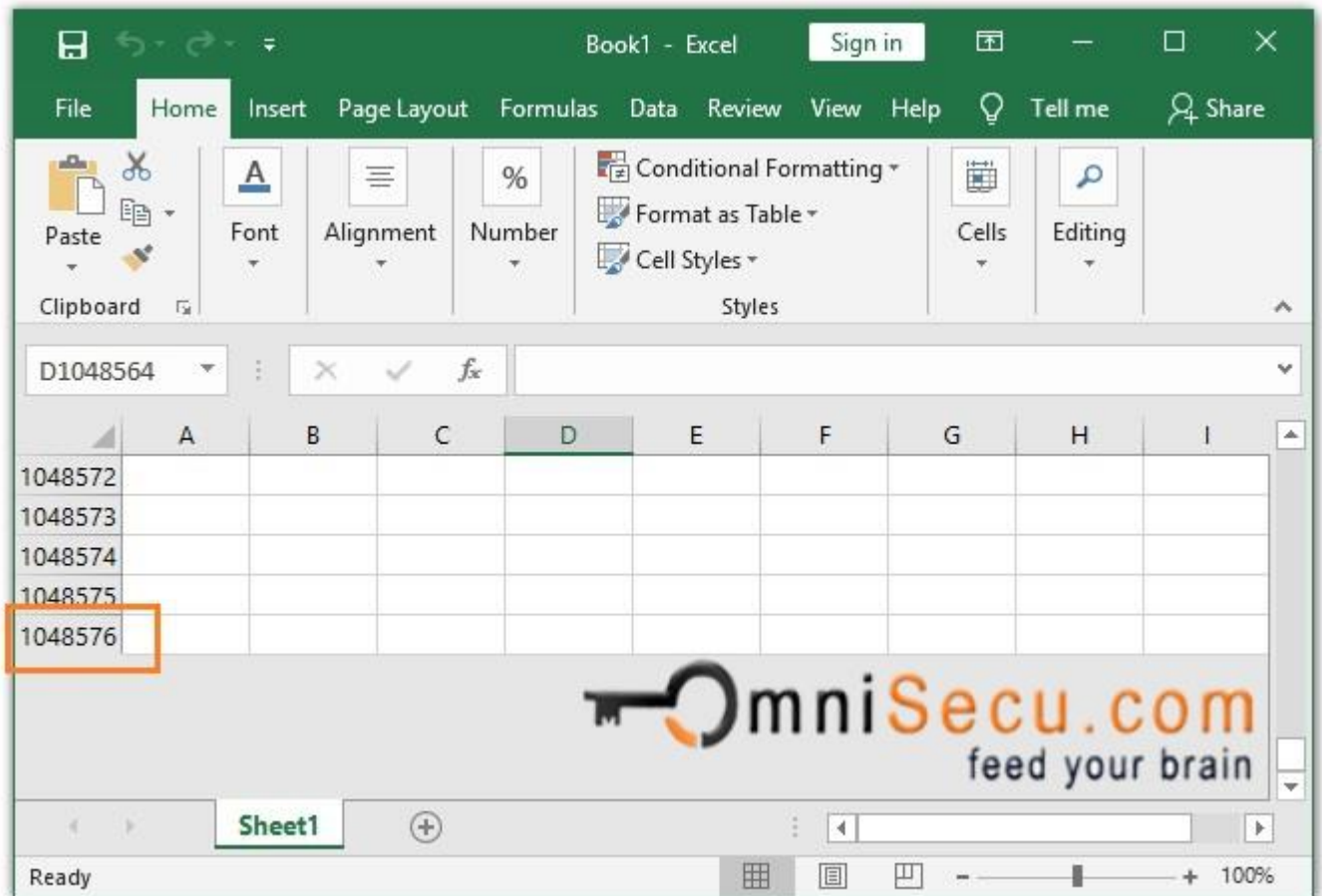
• **Active Cell** : The thick border outline around the cell indicates that it is the Active cell inside Excel Worksheet. The Active cell inside Excel Worksheet is used to identify the cell which is currently active. The Active cell is where the focus is on and where the data will be entered. Below image shows the Actice Cell as C5, which is hi-lighted with a thick border.
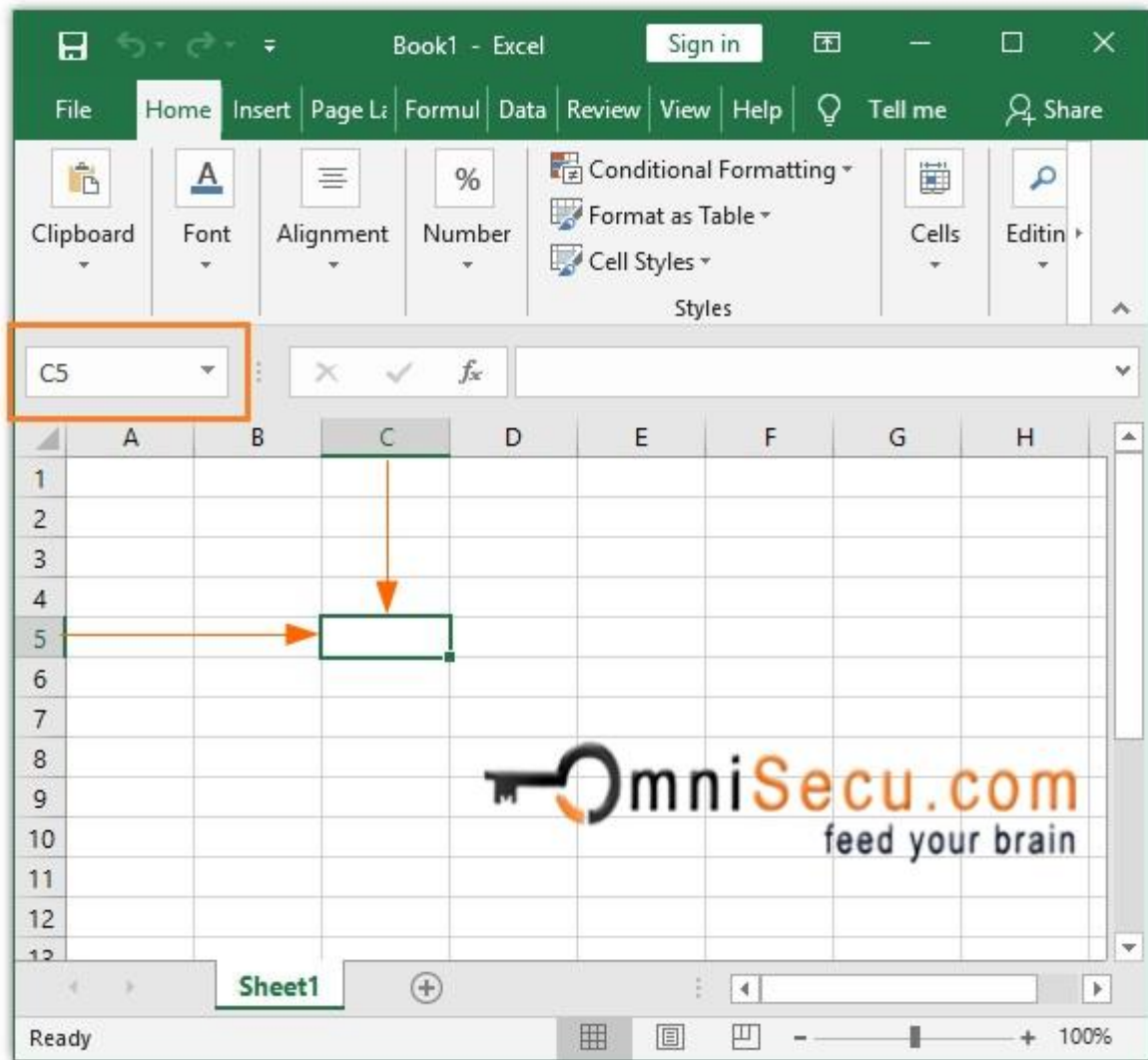
• **File Button** : File Button can be used to open a menu (called as Excel Backstage View) which contains many options to work with the Excel file. Important options are "New", "Open", "Save", "Save As" and "Print". When you click the File button, a menu (Excel Backstage View) similar to the image below is opened.
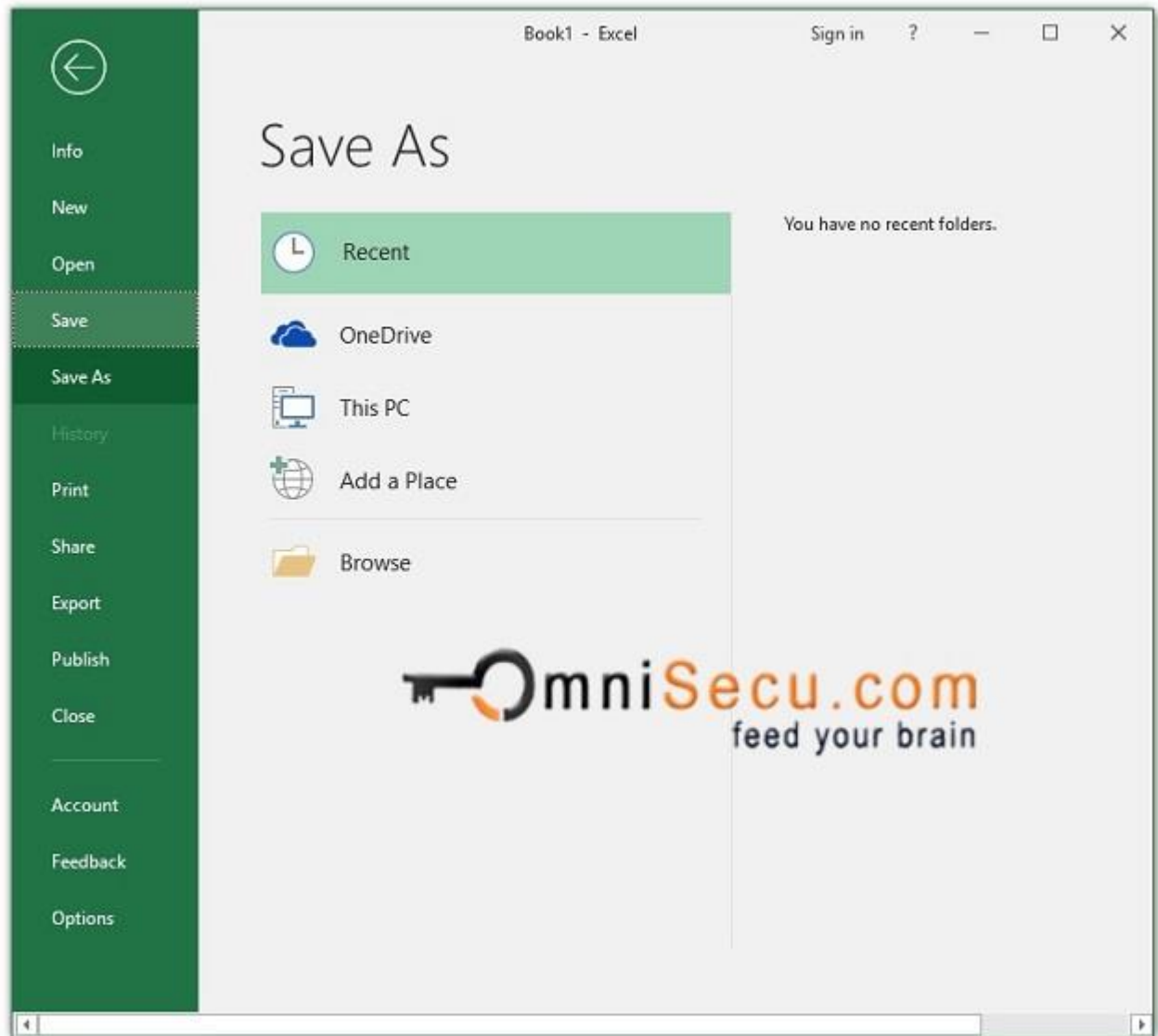
• **Cell Name Box** : Cell Name box is where the Active Cell Name is displayed. Refer the image below to understand what is Cell Name.
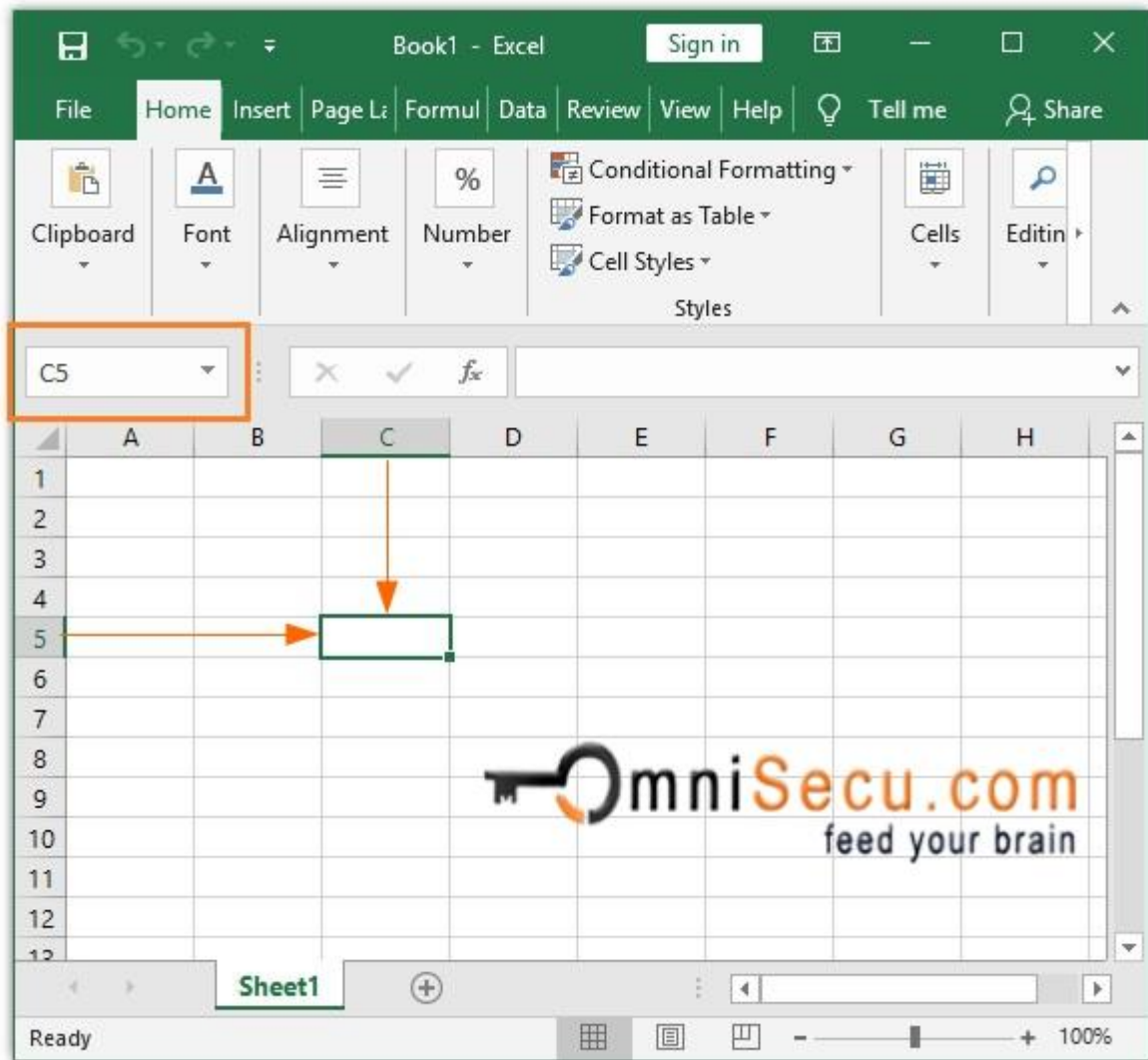
• **Tab List** : Tab List is where different Ribbons are displayed as Tabs in Excel Ribbon. Different Tabs contain commads with similar functionalities which are grouped together.

• **Window Controls** : Window controls are used to control the main Excel window. Similar to any normal Windows application, three buttons are used for minimizing the window, maximizing / restoring the window, and closing the window.

• **Zoom Bar** : Zoom Bar is used to zoom in or zoom out of Excel worksheet. Percentage of zoom is also shown.

• **Horizontal scrollbar and Vertical scrollbar** : Similar to any normal Windows application, Horizontal scrollbar and Vertical scrollbar can be used to scroll the contents horizontally or vertically.

Worksheets

Select a Worksheet | Insert a Worksheet | Rename a Worksheet | Move a Worksheet | Delete a Worksheet | Copy a Worksheet

A worksheet is a collection of cells where you keep and manipulate the data. Each Excel workbook can contain multiple worksheets.

Select a Worksheet

When you open an Excel workbook, Excel automatically selects Sheet1 for you. The name of the worksheet appears on its sheet tab at the bottom of the document window.
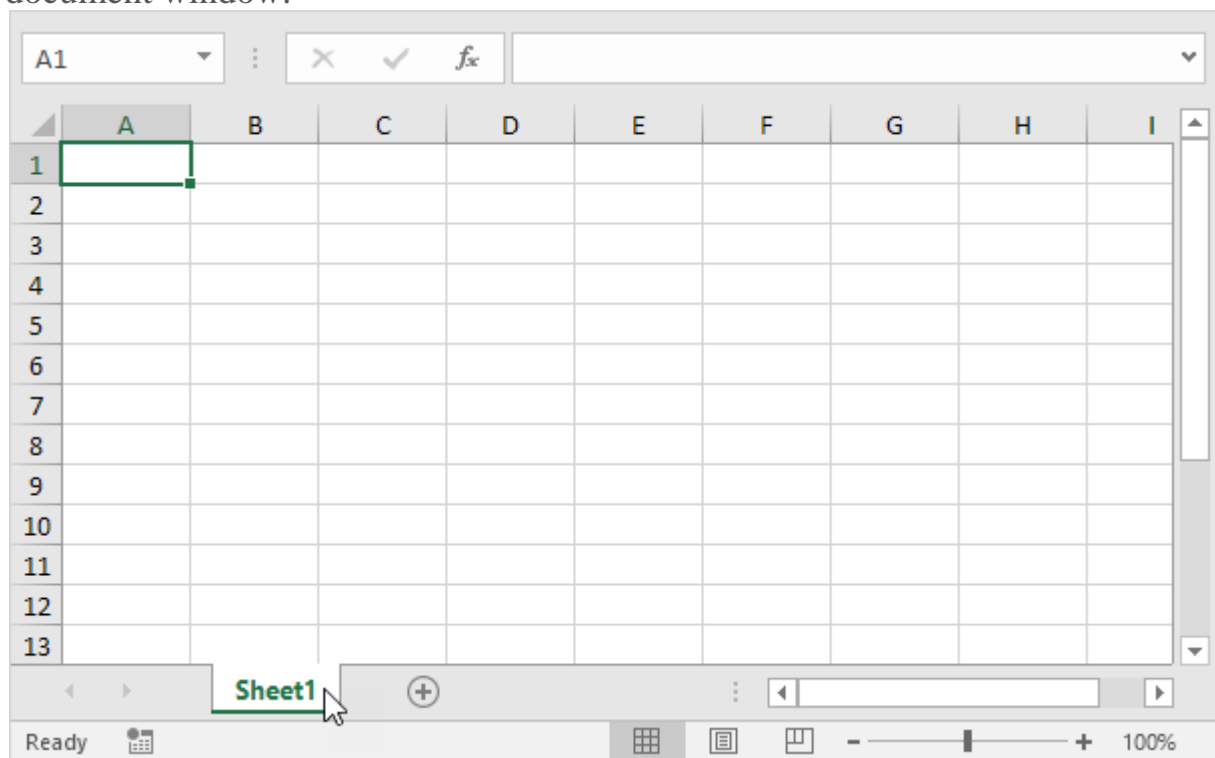
Insert a Worksheet

You can insert as many worksheets as you want. To quickly insert a new worksheet, click the plus sign at the bottom of the document window.
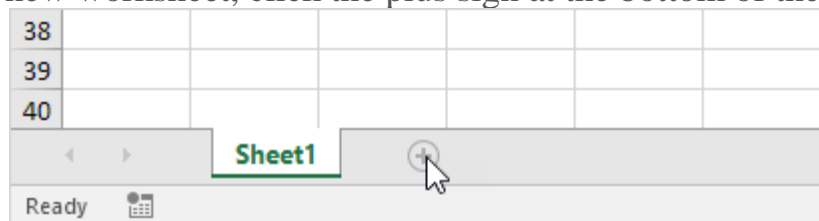
Result:
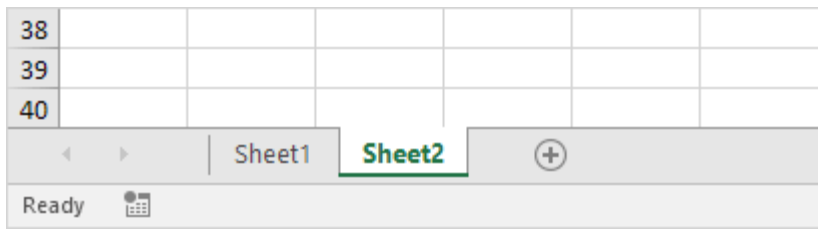
Rename a Worksheet

To give a worksheet a more specific name, execute the following steps.

1. Right click on the sheet tab of Sheet1.

2. Choose Rename.
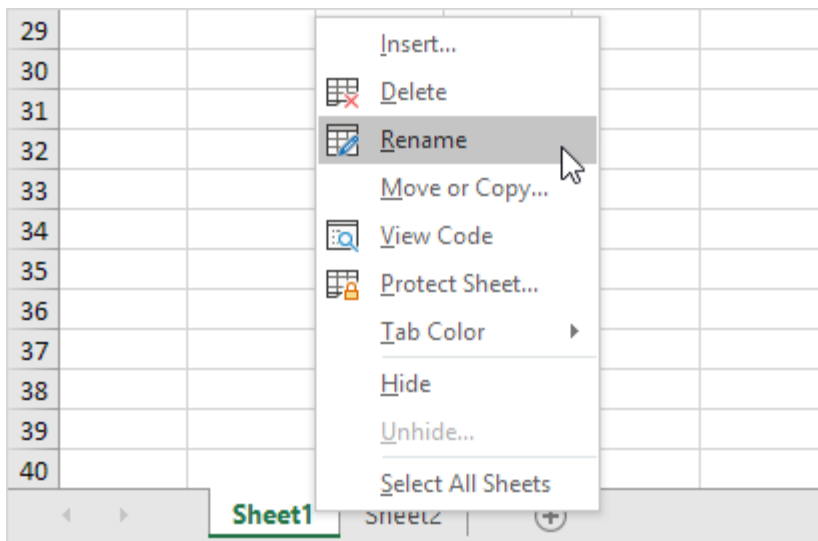
3. For example, type Sales 2016.
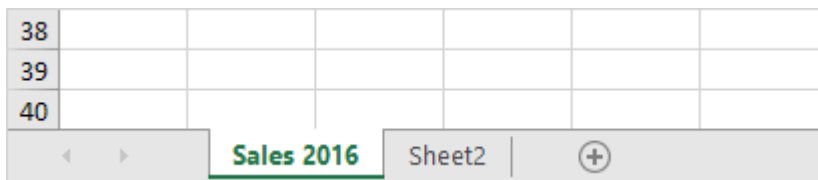
Move a Worksheet

To move a worksheet, click on the sheet tab of the worksheet you want to move and drag it into the new position.

1. For example, click on the sheet tab of Sheet2 and drag it before Sales 2016.
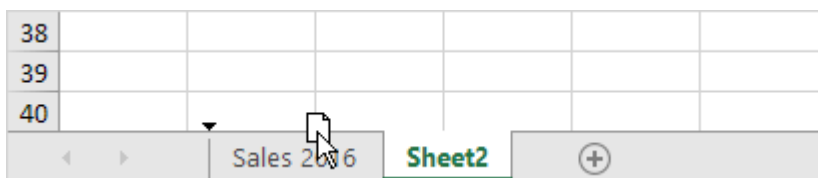
Result:
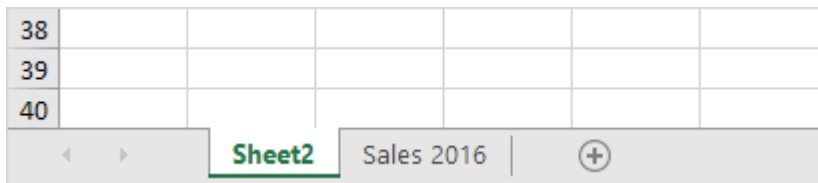
Delete a Worksheet

To delete a worksheet, right click on a sheet tab and choose Delete.

1. For example, delete Sheet2.
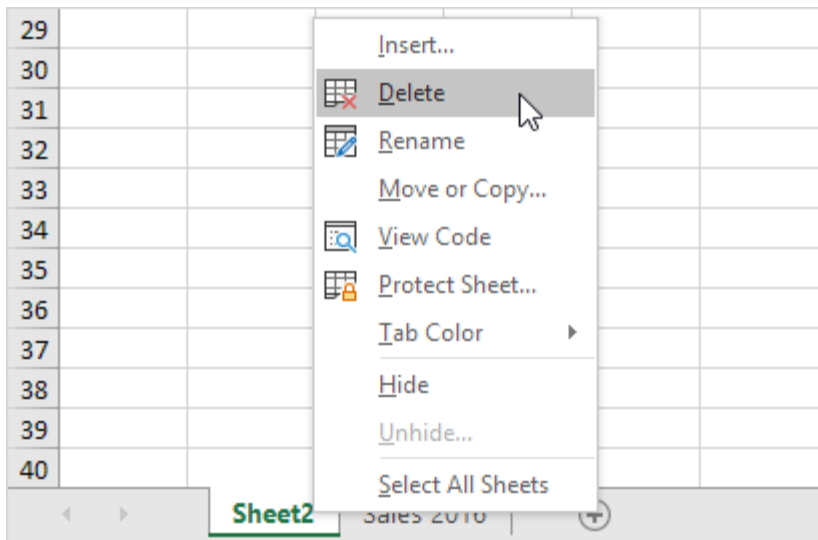
Result:
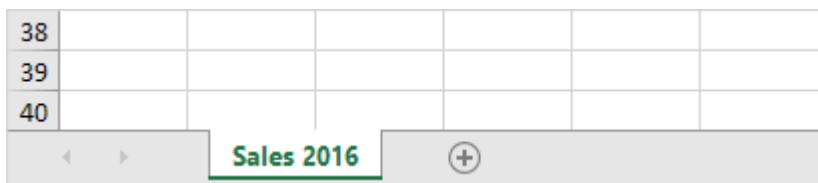
Copy a Worksheet

Imagine, you have got the sales for 2016 ready and want to create the exact same sheet for 2017, but with different data. You can recreate the worksheet, but this is time-consuming. It's a lot easier to copy the entire worksheet and only change the numbers.

1. Right click on the sheet tab of Sales 2016.

2. Choose Move or Copy.
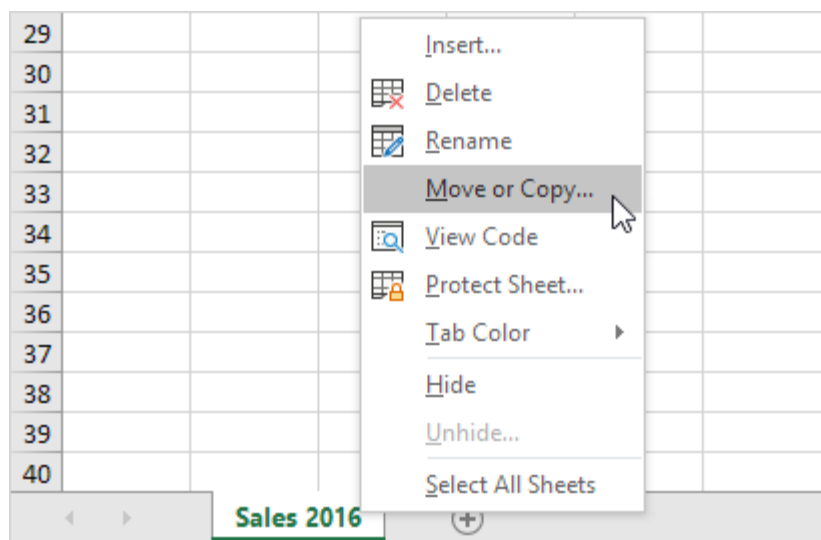
The 'Move or Copy' dialog box appears.

3. Select (move to end) and check Create a copy.
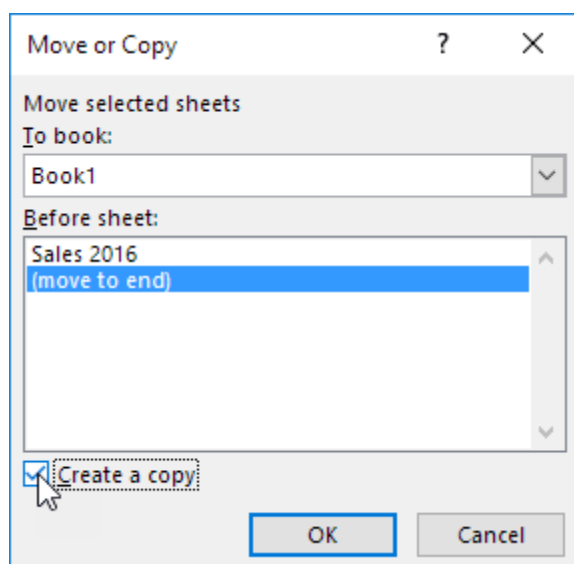
4. Click OK.

Result:
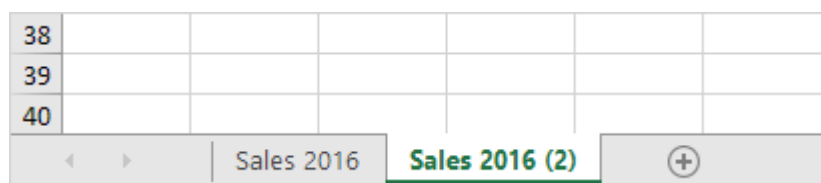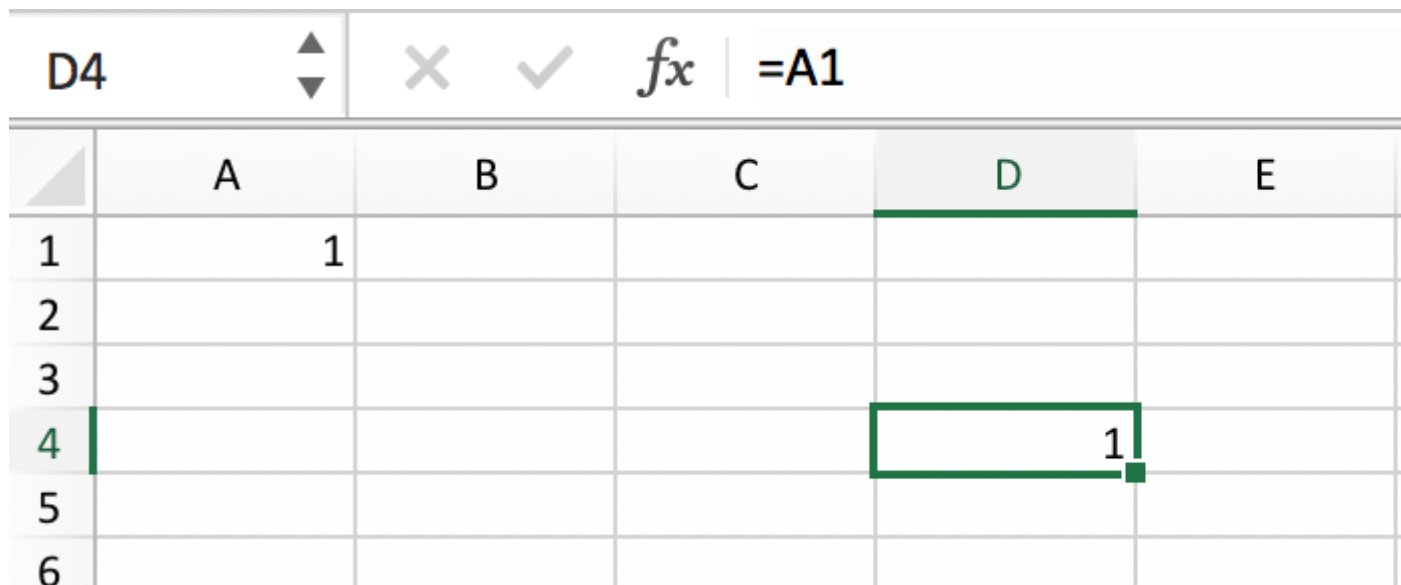
Note: you can even copy a worksheet to another Excel workbook by selecting the specific workbook from the drop-down list (see the dialog box shown earlier).

What is a Cell Reference

A cell reference in Excel refers to the value of a different cell or cell range on the current worksheet or a different worksheet within the spreadsheet. A cell reference can be used as a variable in a formula.

The simplest cell reference appears as a simple mention of the referred cell after an equal sign. For example (=C5) refers to the value within cell C5. It means that the value of the current cell is equal to the value of C5.

Reference to a Cell Range

The notation (=A1:C6) refers to cell range A1 through C6. Independently it doesn't mean anything and Excel will return standard error #VALUE! You can find more information about standard Excel errors in our Excel Guideline for Professionals: Don't Neglect Excel Errors!

| E6 | ↕ | ✕ | ✓ | fx | =A1:C6 |

	A	B	C	D	E
1	2	56	8		
2	7	3	5		
3	56	7	8		
4	5	4	7		
5	3	3	4		
6	1	21	9		#VALUE!
7					

Cell Reference in a Function

But when the reference to a range is used in a function, the magic happens. For example =SUM(A1:C6) will return the total value of the cell range A1 through C6 and =AVERAGE(A1:C6) returns the average of this cell range.

| E6 | ↕ | ✕ | ✓ | fx | =SUM(A1:C6) |

	A	B	C	D	E
1	2	56	8		
2	7	3	5		
3	56	7	8		
4	5	4	7		
5	3	3	4		
6	1	21	9		2
7					

	A	B	C	D	E
E6			fx	=AVERAGE(A1:C6)	
1	2	56	8		
2	7	3	5		
3	56	7	8		
4	5	4	7		
5	3	3	4		
6	1	21	9		11,611111
7					
8					

Cell References and Range Issues

Larger spreadsheets are usually stuffed with formulas based on cell ranges. When spreadsheets are edited or expanded over time, different types of range issues may occur. These issues are usually hard to detect, but they can be very risky! We've seen big numbers and large sums of money 'disappear' because of range issues.

Certain risks concerning cell references in spreadsheets occur frequently. Like references to empty cells, references to merged cells (it is not obvious how to correctly refer to the merged cells) or when a referred cell range is expected to be longer or shorter, because the actual table in the spreadsheet is. PerfectXL detects these risks and provides the user with suggestions to fix the problem.

Range

Cell, Row, Column | Range Examples | Fill a Range | Move a Range | Copy/Paste a Range | Insert Row, Column
A range in Excel is a collection of two or more cells. This chapter gives an overview of some very important range operations.
Cell, Row, Column
Let's start by selecting a cell, row and column.

1. To select cell C3, click on the box at the intersection of column C and row 3.

2. To select column C, click on the column C header.

3. To select row 3, click on the row 3 header.

Range Examples

A range is a collection of two or more cells.

1. To select the range B2:C4, click on cell B2 and drag it to cell C4.

2. To select a range of individual cells, hold down CTRL and click on each cell that you want to include in the range.

Fill a Range

To fill a range, execute the following steps.

1a. Enter the value 2 into cell B2.

	A	B	C	D	E
1					
2		2			
3					
4					
5					

1b. Select cell B2, click on the lower right corner of cell B2 and drag it down to cell B8.

	A	B	C	D	E
1					
2		2			
3					
4					
5					
6					
7					
8					
9		2			
10					

Result:

	A	B	C	D	E
1					
2		2			
3		2			
4		2			
5		2			
6		2			
7		2			
8		2			
9					
10					

This dragging technique is very important and you will use it very often in Excel. Here's another example.

2a. Enter the value 2 into cell B2 and the value 4 into cell B3.

	A	B	C	D	E
1					
2		2			
3		4			
4					
5					

2b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.

	A	B	C	D	E
1					
2		2			
3		4			
4		6			
5		8			
6		10			
7		12			
8		14			
9					
10					

Excel automatically fills the range based on the pattern of the first two values. That's pretty cool huh!? Here's another example.

3a. Enter the date 6/13/2016 into cell B2 and the date 6/16/2016 into cell B3.

	A	B	C	D	E
1					
2		6/13/2016			
3		6/16/2016			
4					
5					

3b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.

	A	B	C	D	E
1					
2		6/13/2016			
3		6/16/2016			
4		6/19/2016			
5		6/22/2016			
6		6/25/2016			
7		6/28/2016			
8		7/1/2016			
9					
10					

Note: visit our page about AutoFill for many more examples.

Move a Range

To move a range, execute the following steps.

1. Select a range and click on the border of the range.

2. Drag the range to its new location.

Copy/Paste a Range

To copy and paste a range, execute the following steps.

1. Select the range, right click, and then click Copy (or press CTRL + c).

2. Select the cell where you want the first cell of the range to appear, right click, and then click Paste under 'Paste Options:' (or press CTRL + v).

Insert Row, Column

To insert a row between the values 20 and 40 below, execute the following steps.

1. Select row 3.

2. Right click, and then click Insert.
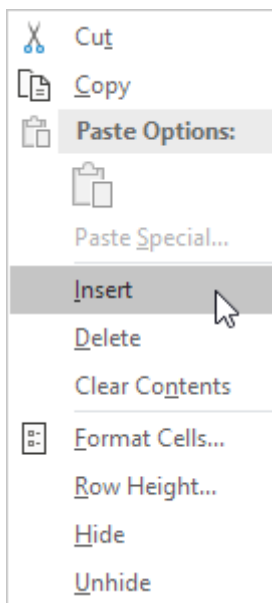
Result:

The rows below the new row are shifted down. In a similar way, you can insert a column.

Using Copy, Cut, Paste, Paste Special to Enter Data

You can copy or cut data from different sources, such as other workbooks, Word documents, or web pages, and paste the information onto a sheet. Depending on how the data appeared in the original source, you might have to modify it after you paste it in Excel.

One of the ways you can clean up data copied or cut from another source is to use the Paste Special command instead of just Paste. To access this special command, go to Home, Clipboard and click the arrow on the Paste button or right-click on a cell. Various Paste Special options will appear. If you place your cursor over one of the icons, a tip appears, as shown in Figure 3.3. You can access more options by clicking Paste Special at the bottom of the drop-down.
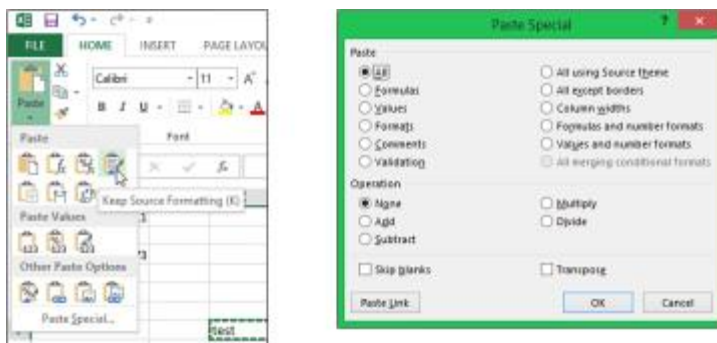
Figure 3.3. The Paste Special drop-down provides quick access to the more commonly used options. Click Paste Special at the bottom of the list to access the full dialog box.

Using Paste Special with Ranges

Figure 3.3 shows the Paste Special options available if pasting a range copied or cut from within Excel. The Paste area of the dialog box has different paste options you can choose from. For example, if you select Values, you will only paste the value of what you copied. The formatting and formulas will not be

pasted. If you do want the original formatting but also the values, select Values and Number Formats. If you want a combination of values and comments, then you need to use Paste Special twice, selecting Values once and then Comments the second time.

The Operation area allows you to perform simple math on the selected range. For example, if you have a list of prices that need to go up by 1.5%, type .015 in a cell and copy the cell. Select your range of prices and bring up the Paste Special dialog box. From the dialog box, select Values (so you don't lose any formatting you have on your prices) from the Paste area and Multiply from the Operation area. Click OK. Your prices will have increased by 1.5%.

Using Paste Special with Text

If you copy or cut data within a cell (versus the entire cell) or from a non-Excel source, such as a Word document or web page, the Paste Special options are limited. Depending on the source, text, or graphic, you may get the options shown in Figure 3.4.
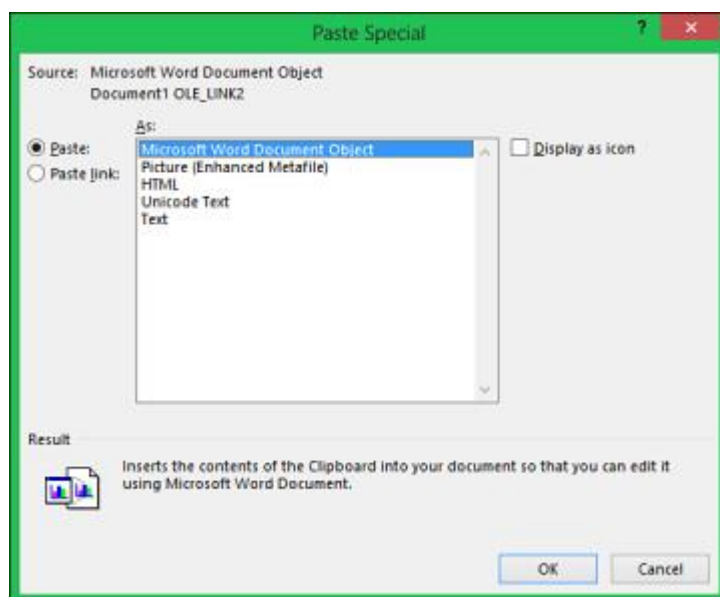
Figure 3.4. When doing a Paste Special with text, there are fewer options available.

NOTE

The options available depend on the original source. For example, if you copied text from within a cell (versus the entire cell), you would only see pasting

options for Unicode Text and Text. You wouldn't have the option of pasting the text as a Word document object because it didn't originate from Word.

As you select an option in the As list box, an explanation appears in the Result area at the bottom of the dialog box. If you select the Paste Link option to the left of the list, you'll also be able to link the pasted data to its original source.
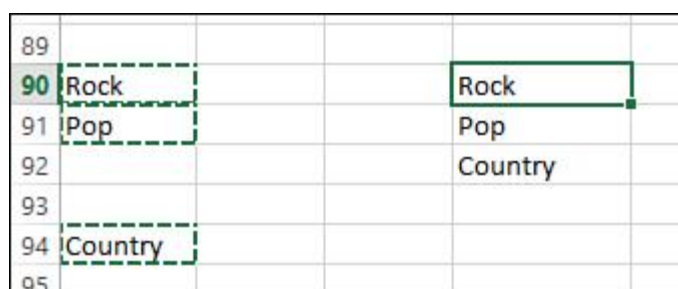
If available, the Display as Icon option lets you paste an icon instead of the text. Double-clicking on the icon opens the text in an editing application (for example, if pasting text from a Word document, you can edit the text in Word).

Using Paste Special with Images and Charts

When pasting images and charts, the dialog box is similar to that shown in Figure 3.4, but the As list box options differ, listing various image types. The different types can affect image resolution and workbook size.

Using Paste to Merge a Noncontiguous Selection in a Row or Column

If you try to copy/paste a noncontiguous selection from different rows and columns, an error message appears. But if the selection is in the same row or column, Excel allows you to copy and paste the data. When the data is pasted, though, it is no longer separated by other cells, as shown in Figure 3.5. You can use this method to create a table of specific values copied from another table.

Figure 3.5. Data from rows 90, 91, and 94 was copied from the table on the left to create the list on the right using the method explained in this section.

Formulas and Functions

Enter a Formula | Edit a Formula | Operator Precedence | Copy/Paste a Formula | Insert a Function
A formula is an expression which calculates the value of a cell. Functions are predefined formulas and are already available in Excel.

For example, cell A3 below contains a formula which adds the value of cell A2 to the value of cell A1.

A3			⋮	✕	✓	*fx*	=A1+A2		

	A	B	C	D	E	F
1	2					
2	3					
3	5					
4						

For example, cell A3 below contains the SUM function which calculates the sum of the range A1:A2.

A3			⋮	✕	✓	*fx*	=SUM(A1:A2)		

	A	B	C	D	E	F
1	2					
2	3					
3	5					
4						

Enter a Formula

To enter a formula, execute the following steps.

1. Select a cell.

2. To let Excel know that you want to enter a formula, type an equal sign (=).

3. For example, type the formula A1+A2.

A3			⋮	✕	✓	*fx*	=A1+A2		

	A	B	C	D	E	F
1	2					
2	3					
3	5					
4						

Tip: instead of typing A1 and A2, simply select cell A1 and cell A2.

4. Change the value of cell A1 to 3.

A1			⋮	✕	✓	*fx*	3		

	A	B	C	D	E	F
1	3					
2	3					
3	6					
4						

Excel automatically recalculates the value of cell A3. This is one of Excel's most powerful features!

Edit a Formula
When you select a cell, Excel shows the value or formula of the cell in the formula bar.

A3	▼	⋮	✕	✓	*fx*	=A1+A2		
	A	**B**	**C**	**D**	**E**	**F**		
1	2							
2	3							
3	5							
4								
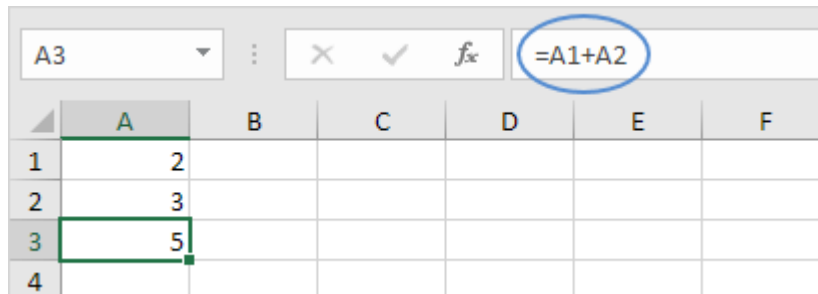
1. To edit a formula, click in the formula bar and change the formula.

SUMIF	▼	⋮	✕	✓	*fx*	=A1-A2		
	A	**B**	**C**	**D**	**E**	**F**		
1	2							
2	3							
3	=A1-A2							
4								

2. Press Enter.

A4	▼	⋮	✕	✓	*fx*			
	A	**B**	**C**	**D**	**E**	**F**		
1	2							
2	3							
3	-1							
4								
5								
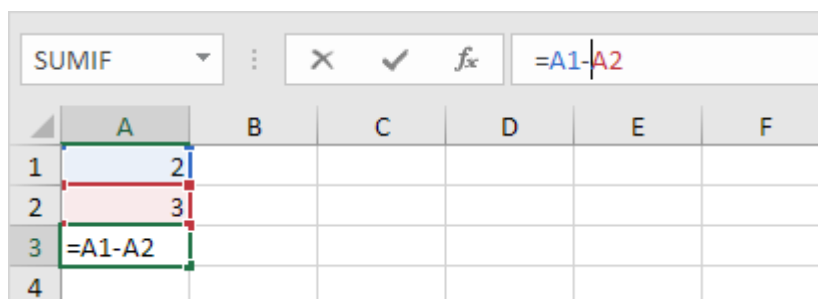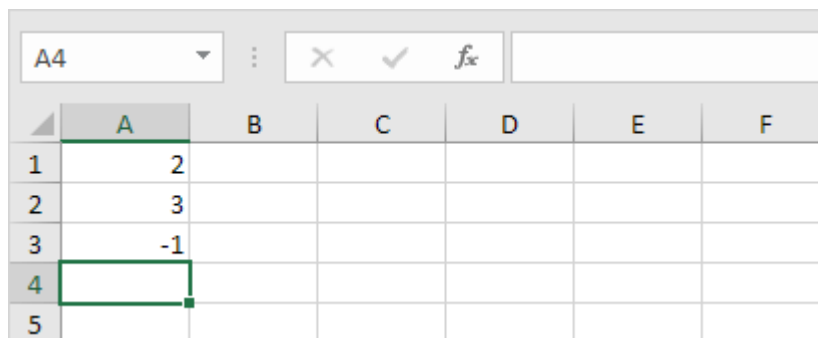
Operator Precedence
Excel uses a default order in which calculations occur. If a part of the formula is in parentheses, that part will be calculated first. It then performs multiplication or division calculations. Once this is complete, Excel will add and subtract the remainder of your formula. See the example below.

A4	▾	⋮	✕	✓	*fx*	=A1*A2+A3

	A	B	C	D	E	F
1	2					
2	2					
3	1					
4	5					
5						

First, Excel performs multiplication (A1 * A2). Next, Excel adds the value of cell A3 to this result.

Another example,

A4	▾	⋮	✕	✓	*fx*	=A1*(A2+A3)

	A	B	C	D	E	F
1	2					
2	2					
3	1					
4	6					
5						

First, Excel calculates the part in parentheses (A2+A3). Next, it multiplies this result by the value of cell A1.

Copy/Paste a Formula
When you copy a formula, Excel automatically adjusts the cell references for each new cell the formula is copied to. To understand this, execute the following steps.

1. Enter the formula shown below into cell A4.

A4	▾	⋮	✕	✓	*fx*	=A1*(A2+A3)

	A	B	C	D	E	F
1	2	5				
2	2	6				
3	1	4				
4	6					
5						

2a. Select cell A4, right click, and then click Copy (or press CTRL + c)...
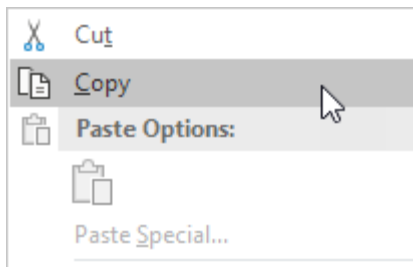
...next, select cell B4, right click, and then click Paste under 'Paste Options:' (or press CTRL + v).
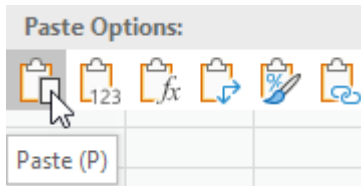
2b. You can also drag the formula to cell B4. Select cell A4, click on the lower right corner of cell A4 and drag it across to cell B4. This is much easier and gives the exact same result!

Result. The formula in cell B4 references the values in column B.

Insert a Function

Every function has the same structure. For example, SUM(A1:A4). The name of this function is SUM. The part between the brackets (arguments) means we give Excel the range A1:A4 as input. This function adds the values in cells A1, A2, A3 and A4. It's not easy to remember which function and which arguments to use for each task. Fortunately, the Insert Function feature in Excel helps you with this.

To insert a function, execute the following steps.

1. Select a cell.

2. Click the Insert Function button.
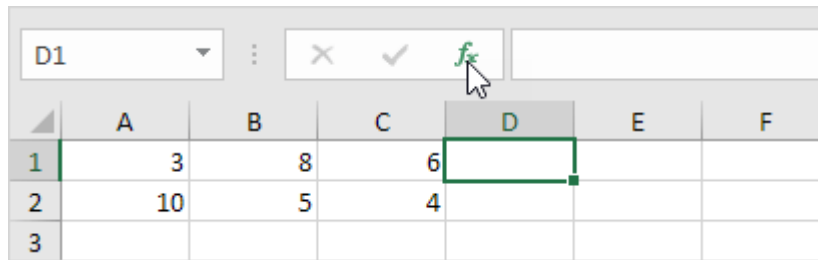
The 'Insert Function' dialog box appears.

3. Search for a function or select a function from a category. For example, choose COUNTIF from the Statistical category.
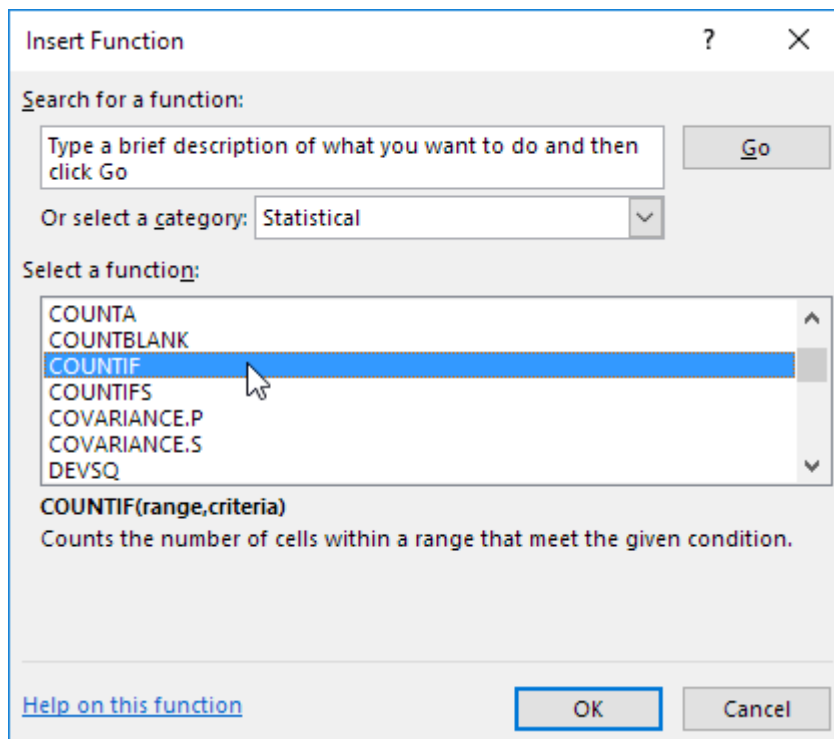
4. Click OK.

The 'Function Arguments' dialog box appears.

5. Click in the Range box and select the range A1:C2.

6. Click in the Criteria box and type >5.

7. Click OK.

Function Arguments

COUNTIF

Range A1:C2	= {3,8,6;10,5,4}
Criteria >5	=

=

Counts the number of cells within a range that meet the given condition.

Criteria is the condition in the form of a number, expression, or text that defines which cells will be counted.

Formula result =

Help on this function   OK   Cancel

Result. The COUNTIF function counts the number of cells that are greater than 5.

D1		⋮	✕	✓	*fx*	=COUNTIF(A1:C2,">5")

	A	B	C	D	E	F
1	3	8	6	3		
2	10	5	4			
3						

Note: instead of using the Insert Function feature, simply type =COUNTIF(A1:C2,">5"). When you arrive at: =COUNTIF(instead of typing A1:C2, simply select the range A1:C2.

AutoFill

Use AutoFill in Excel to automatically fill a series of cells. This page contains many easy to follow AutoFill examples. The sky is the limit!
1. For example, enter the value 10 into cell A1 and the value 20 into cell A2.

	A	B	C	D	E	F	G	H	I
1	10								
2	20								
3									

2. Select cell A1 and cell A2 and drag the fill handle down. The fill handle is the little green box at the lower right of a selected cell or selected range of cells.

	A	B	C	D	E	F	G	H	I
1	10								
2	20								
3	30								
4	40								
5	50								
6	60								
7									
8									

Note: AutoFill automatically fills in the numbers based on the pattern of the first two numbers.

3. Enter Jan into cell A1.

	A	B	C	D	E	F	G	H	I
1	Jan								
2									

4. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the month names.

	A	B	C	D	E	F	G	H	I
1	Jan								
2	Feb								
3	Mar								
4	Apr								
5	May								
6	Jun								
7									
8									

5. Enter Product 1 into cell A1.

	A	B	C	D	E	F	G	H	I
1	Product 1								
2									

6. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the product names.

	A	B	C	D	E	F	G	H	I
1	Product 1								
2	Product 2								
3	Product 3								
4	Product 4								
5	Product 5								
6	Product 6								
7									
8									

7. Enter Friday into cell A1.

	A	B	C	D	E	F	G	H	I
1	Friday								
2									

8. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the day names.

	A	B	C	D	E	F	G	H	I
1	Friday								
2	Saturday								
3	Sunday								
4	Monday								
5	Tuesday								
6									
7									

9. Enter the date 1/14/2019 into cell A1.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2									

10. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the days.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	1/15/2019								
3	1/16/2019								
4	1/17/2019								
5	1/18/2019								
6	1/19/2019								
7									
8									

11. Instead of filling in days, use the AutoFill options to fill in weekdays (ignoring weekend days), months (see example below) or years.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	2/14/2019								
3	3/14/2019								
4	4/14/2019								
5	5/14/2019								
6	6/14/2019								
7									
8		○ Copy Cells							
9		○ Fill Series							
10		○ Fill Formatting Only							
11									
12		○ Fill Without Formatting							
13		○ Fill Days							
14		○ Fill Weekdays							
15		◉ Fill Months							
16		○ Fill Years							
17									
18		○ Flash Fill							
19									

Note: also see the options to fill the formatting only and to fill a series without formatting.

12. Enter the date 1/14/2019 into cell A1 and the date 1/21/2019 into cell A2.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	1/21/2019								
3									

13. Select cell A1 and cell A2 and drag the fill handle down. AutoFill automatically fills in the dates based on the pattern of the first two dates.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	1/21/2019								
3	1/28/2019								
4	2/4/2019								
5	2/11/2019								
6	2/18/2019								
7									
8									

14. Enter the time 6:00 AM into cell A1.

	A	B	C	D	E	F	G	H	I
1	6:00 AM								
2									

15. Select cell A1 and drag the fill handle across. AutoFill automatically fills in the times.

	A	B	C	D	E	F	G	H	I
1	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	
2									
3									

Format Cells

When we format cells in Excel, we change the appearance of a number without changing the number itself. We can apply a number format (0.8, $0.80, 80%, etc) or other formatting (alignment, font, border, etc).
1. Enter the value 0.8 into cell B2.

B2   ▼   ⋮   ✕   ✓   *fx*   0.8

	A	B	C	D	E	F	G	H	I
1									
2		0.8							
3									

By default, Excel uses the General format (no specific number format) for numbers. To apply a number format, use the 'Format Cells' dialog box.
2. Select cell B2.

3. Right click, and then click Format Cells (or press CTRL + 1).
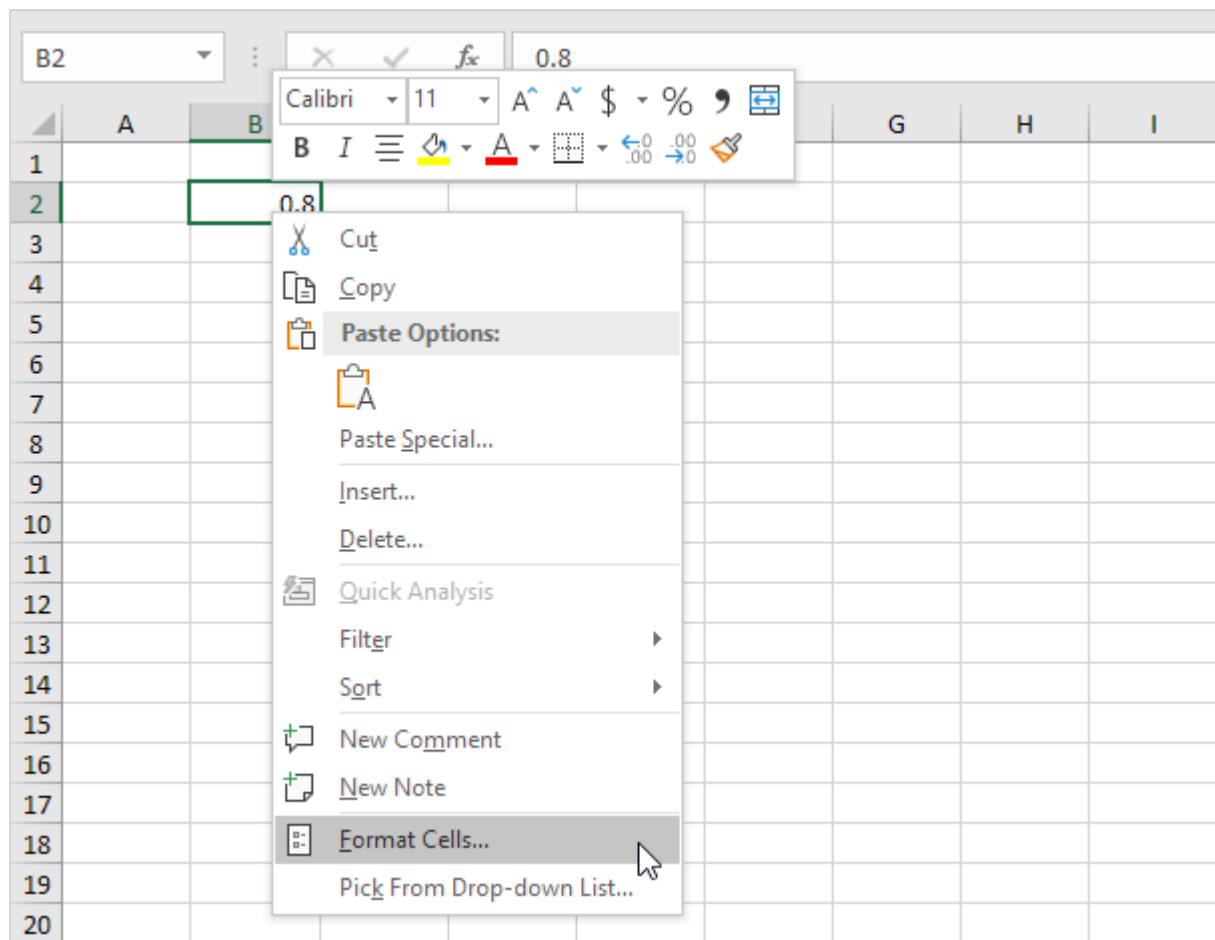
The 'Format Cells' dialog box appears.

4. For example, select Currency.
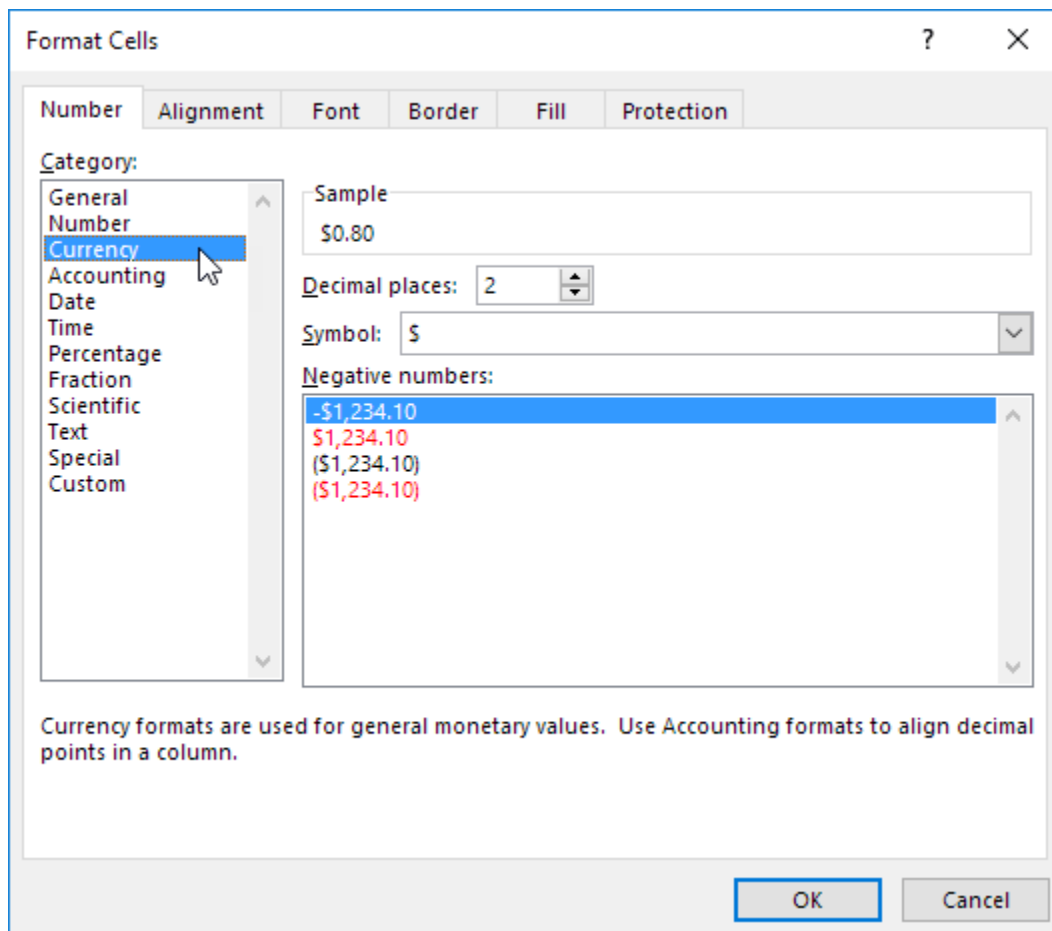
Note: Excel gives you a life preview of how the number will be formatted (under Sample).

5. Click OK.
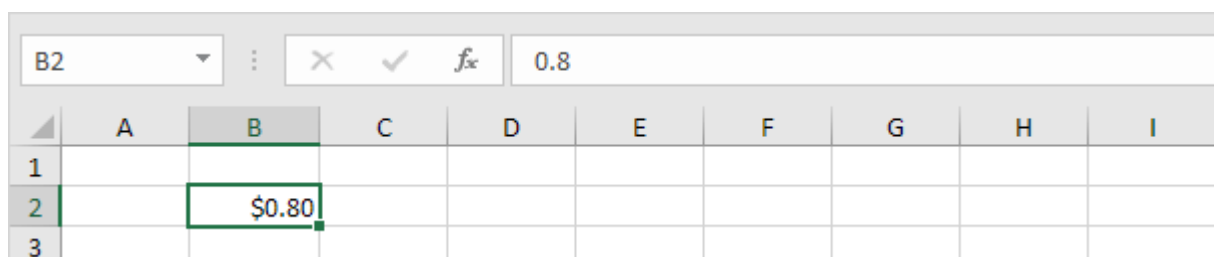
Cell B2 still contains the number 0.8. We only changed the appearance of this number. The most frequently used formatting commands are available on the Home tab.

6. On the Home tab, in the Number group, click the percentage symbol to apply a Percentage format.
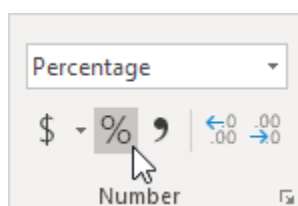
7. On the Home tab, in the Alignment group, center the number.
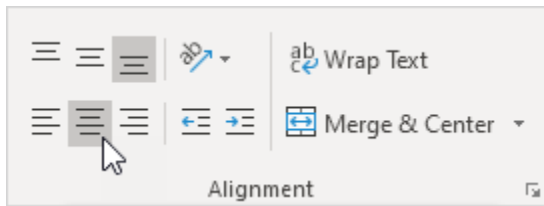
8. On the Home tab, in the Font group, add outside borders and change the font color to blue.
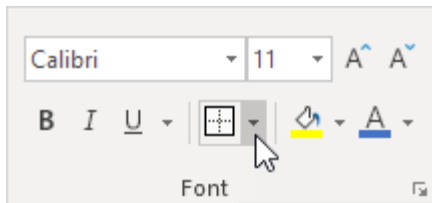
Result:

	A	B	C	D	E	F	G	H	I
1									
2		80%							
3									

Conditional Formatting

Highlight Cells Rules | Clear Rules | Top/Bottom Rules | Conditional Formatting with Formulas

Conditional formatting in Excel enables you to highlight cells with a certain color, depending on the cell's value.

Highlight Cells Rules

To highlight cells that are greater than a value, execute the following steps.

1. Select the range A1:A10.

	A	B
1	14	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

2. On the Home tab, in the Styles group, click Conditional Formatting.
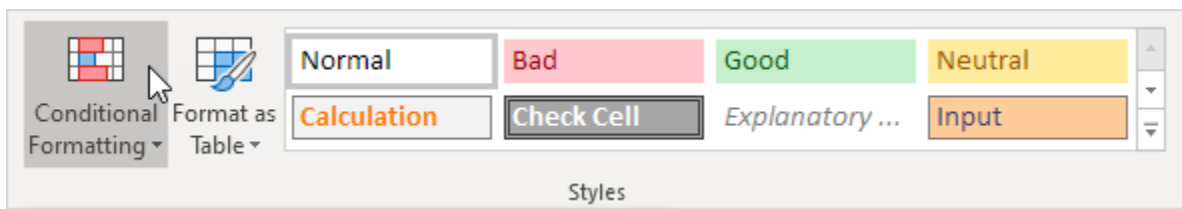
3. Click Highlight Cells Rules, Greater Than.
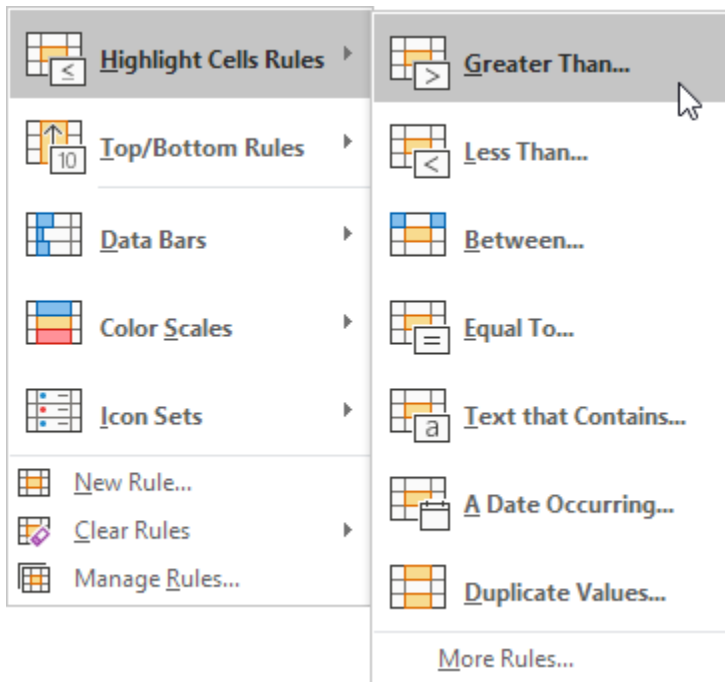
4. Enter the value 80 and select a formatting style.
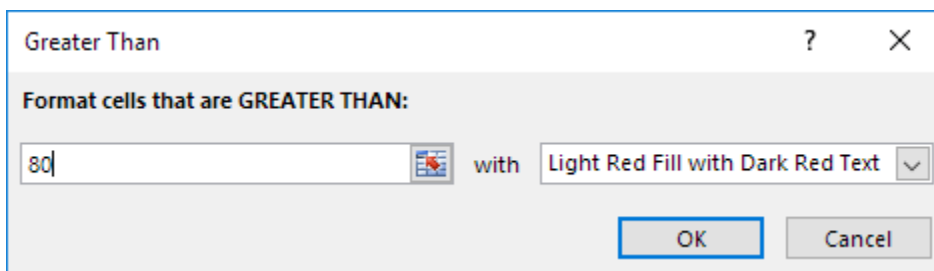
5. Click OK.

Result. Excel highlights the cells that are greater than 80.

	A	B
1	14	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

6. Change the value of cell A1 to 81.

Result. Excel changes the format of cell A1 automatically.

	A	B
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

Note: you can also use this category (see step 3) to highlight cells that are less than a value, between two values, equal to a value, cells that contain specific text, dates (today, last week, next month, etc.), duplicates or unique values.

Clear Rules

To clear a conditional formatting rule, execute the following steps.

1. Select the range A1:A10.

2. On the Home tab, in the Styles group, click Conditional Formatting.

3. Click Clear Rules, Clear Rules from Selected Cells.
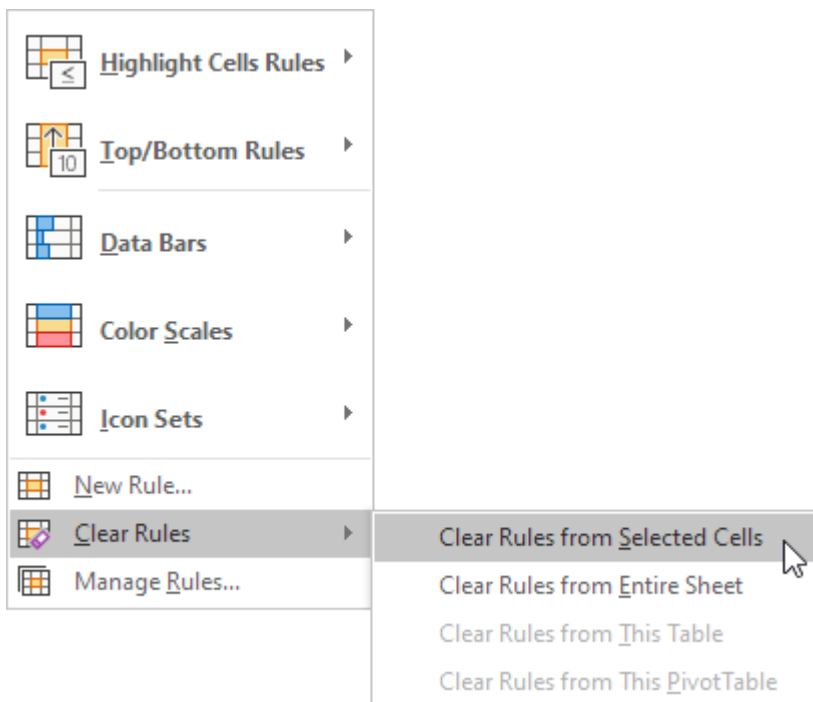
Top/Bottom Rules

To highlight cells that are above average, execute the following steps.

1. Select the range A1:A10.

2. On the Home tab, in the Styles group, click Conditional Formatting.

3. Click Top/Bottom Rules, Above Average.
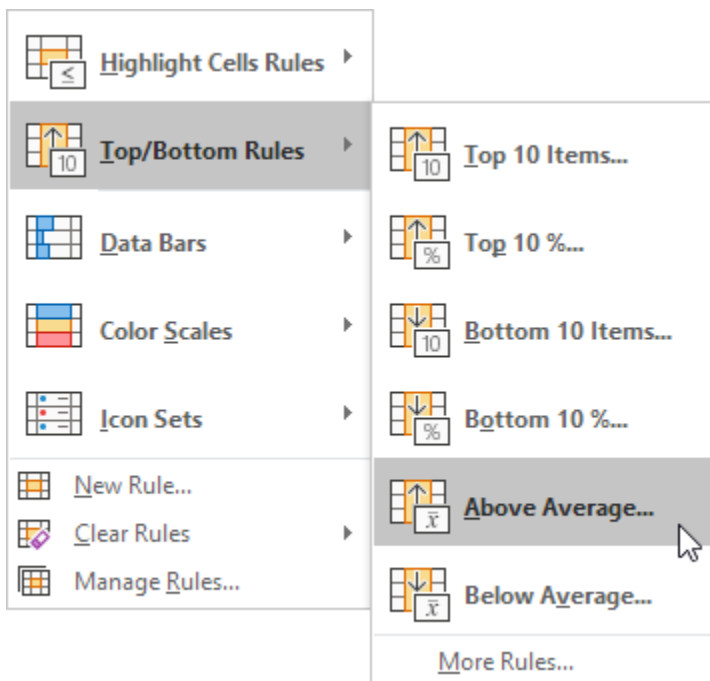
4. Select a formatting style.
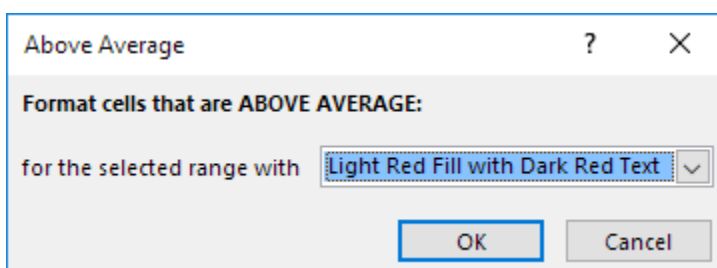
5. Click OK.

Result. Excel calculates the average (42.5) and formats the cells that are above this average.

	A	B
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

Note: you can also use this category (see step 3) to highlight the top n items, the top n percent, the bottom n items, the bottom n percent or cells that are below average.

Conditional Formatting with Formulas
Take your Excel skills to the next level and use a formula to determine which cells to format. Formulas that apply conditional formatting must evaluate to TRUE or FALSE.

1. Select the range A1:E5.

	A	B	C	D	E	F
1	90	77	33	20	96	
2	59	66	20	61	44	
3	94	99	97	41	52	
4	36	43	70	13	54	
5	15	6	28	28	15	
6						

2. On the Home tab, in the Styles group, click Conditional Formatting.

		Normal	Bad	Good	Neutral
Conditional Formatting ▾	Format as Table ▾	Calculation	Check Cell	Explanatory ...	Input
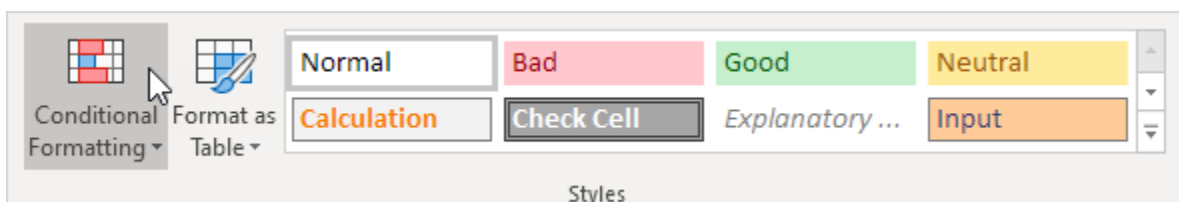
Styles

3. Click New Rule.
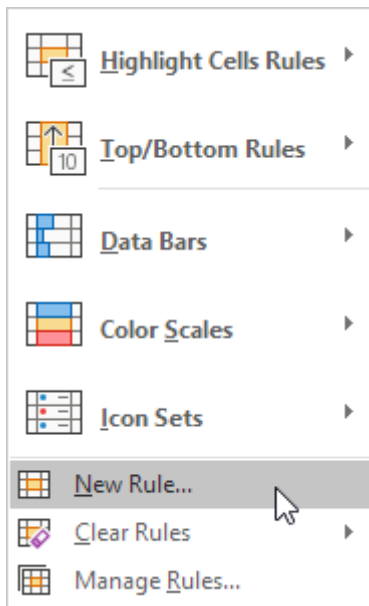
4. Select 'Use a formula to determine which cells to format'.

5. Enter the formula =ISODD(A1)

6. Select a formatting style and click OK.
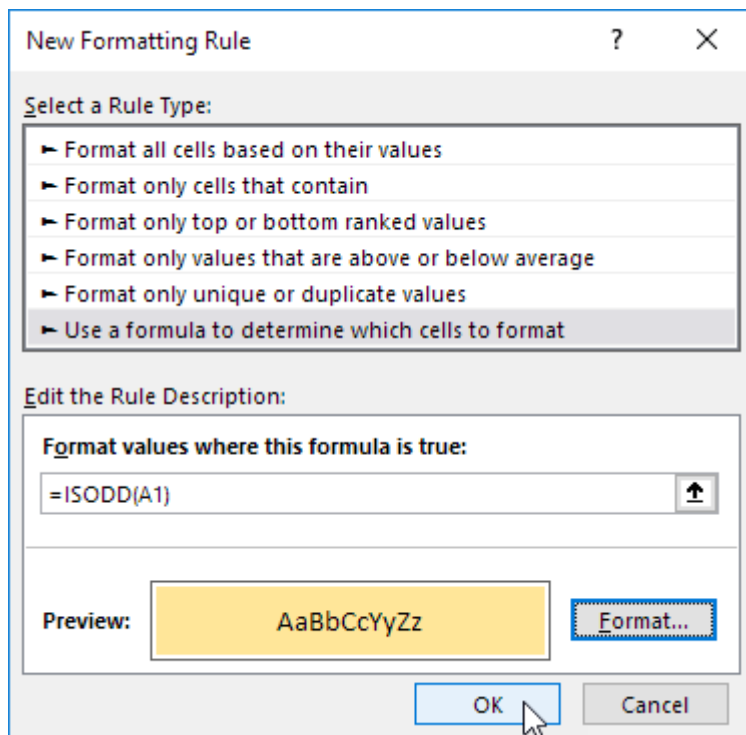
Result. Excel highlights all odd numbers.

	A	B	C	D	E	F
1	90	77	33	20	96	
2	59	66	20	61	44	
3	94	99	97	41	52	
4	36	43	70	13	54	
5	15	6	28	28	15	
6						

Explanation: always write the formula for the upper-left cell in the selected range. Excel automatically copies the formula to the other cells. Thus, cell A2 contains the formula =ISODD(A2), cell A3 contains the formula =ISODD(A3), etc.

Here's another example.

7. Select the range A2:D7.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	$16,753.00	UK	Qtr 3	
3	Johnson	$14,808.00	USA	Qtr 4	
4	Williams	$10,644.00	UK	Qtr 2	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
7	Williams	$12,438.00	UK	Qtr 1	
8					

8. Repeat steps 2-4 above.

9. Enter the formula =$C2="USA"

10. Select a formatting style and click OK.

Result. Excel highlights all USA orders.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	$16,753.00	UK	Qtr 3	
3	Johnson	$14,808.00	USA	Qtr 4	
4	Williams	$10,644.00	UK	Qtr 2	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
7	Williams	$12,438.00	UK	Qtr 1	
8					

Explanation: we fixed the reference to column C by placing a $ symbol in front of the column letter ($C2). As a result, cell B2, C2 and cell D2 also contain the formula =$C2="USA", cell A3, B3, C3 and D3 contain the formula =$C3="USA", etc.

Sorting and Filtering Data With Excel

There are many built-in Excel tools to help with data management and the sorting and filtering features are among the best. The filter tool gives you the ability to filter a column of data within a table to isolate the key components you need. The sorting tool allows you to sort by date, number, alphabetic order and more. In the following example, we will explore the usage of sorting and filtering and show some advanced sorting techniques.

For today's example, we will use the following spreadsheet:

Order Number	Product	Salesperson	Price	Date	Customer
333222	ABC	John Smith	$100.00	2/3/2016	Eastern Company
333221	DEF	Rachel Adams	$200.00	2/2/2016	Western Company
333223	ABC	John Smith	$100.00	2/4/2016	Eastern Company
333220	XYZ	Cheryl Myers	$800.00	2/1/2016	Southern Company
333119	GHI	Rachel Adams	$300.00	1/31/2016	Northern Company
333224	JKL	Michael Brent	$400.00	2/5/2016	Northern Company
333118	DEF	Cheryl Myers	$200.00	1/30/2016	Western Company
333225	MNO	Dylan Rogers	$500.00	2/6/2016	Eastern Company
333117	PQR	Michael Brent	$600.00	1/29/2016	Southern Company
333226	STU	Cheryl Myers	$700.00	2/7/2016	Northern Company
333116	ABC	Rachel Adams	$100.00	1/28/2016	Western Company
333227	MNO	John Smith	$500.00	2/3/2016	Eastern Company
333228	PQR	Rachel Adams	$600.00	2/2/2016	Western Company
333229	ABC	John Smith	$100.00	2/4/2016	Eastern Company
333230	XYZ	Cheryl Myers	$800.00	2/1/2016	Southern Company
333231	DEF	Rachel Adams	$200.00	1/31/2016	Northern Company
333232	STU	Michael Brent	$700.00	2/5/2016	Northern Company
333233	GHI	Cheryl Myers	$300.00	1/30/2016	Western Company
333234	DEF	Dylan Rogers	$200.00	2/6/2016	Eastern Company
333235	ABC	Michael Brent	$100.00	2/3/2016	Southern Company

As you can see, the order dates, order numbers, prices, etc. are all out of order. Let's get started on running some sorting and filtering techniques.

Sorting Data

Let's say you had the spreadsheet above and wanted to sort by price. This process is fairly simple. You can either highlight the whole column or even click on the first cell in the column to get started. Then you will:

- Right click to open the menu
- Go down to the Sort option – when hovering over Sort the sub-menu will appear
- Click on Largest to Smallest
- Select Expand the selection
- Click OK

	A	B	C	D	E	F	G	H	I
1	Order Number	Product	Salesperson	Price	Date	Customer			
2	333222	ABC	John Smith	$100.00	2/3/2016	Eastern Company			
3	333221	DEF	Rachel Adams	$200.00	2/2/2016	Western Company			
4	333223	ABC	John Smith	$100.00	2/4/2016	Eastern Company			
5	333220	XYZ	Cheryl Myers	$800.00	2/1/2016	Southern Company			
6	333119	GHI	Rachel Adams	$300.00	1/31/2016	Northern Company			
7	333224	JKL	Michael Brent	$400.00	2/5/2016	Northern Company			
8	333118	DEF	Cheryl Myers	$200.00	1/30/2016	Western Company			
9	333225	MNO	Dylan Rogers	$500.00	2/6/2016	Eastern Company			
10	333117	PQR	Michael Brent	$600.00	1/29/2016	Southern Company			
11	333226	STU	Cheryl Myers	$700.00	2/7/2016	Northern Company			
12	333116	ABC	Rachel Adams	$100.00	1/28/2016	Western Company			
13	333227	MNO	John Smith	$500.00	2/3/2016	Eastern Company			
14	333228	PQR	Rachel Adams	$600.00	2/2/2016	Western Company			
15	333229	ABC	John Smith	$100.00	2/4/2016	Eastern Company			
16	333230	XYZ	Cheryl Myers	$800.00	2/1/2016	Southern Company			
17	333231	DEF	Rachel Adams	$200.00	1/31/2016	Northern Company			
18	333232	STU	Michael Brent	$700.00	2/5/2016	Northern Company			
19	333233	GHI	Cheryl Myers	$300.00	1/30/2016	Western Company			
20	333234	DEF	Dylan Rogers	$200.00	2/6/2016	Eastern Company			
21	333235	ABC	Michael Brent	$100.00	2/3/2016	Southern Company			
22									
23									

Sheet1

The whole table has now adjusted for the sorted column. Note: when the data in one column is related to the data in the remaining columns of the table, you want to select Expand the selection. This will ensure the data in that row carries over with sorted column data.

Filtering Data

The filter feature applies a drop down menu to each column heading, allowing you to select specific choices to narrow a table. Using the above example, let's

say you wanted to filter your table by Company and Salesperson. Specifically, you want to find the number of sales Dylan Rogers made to Eastern Company.

To do this using the filter you would:

- Go to the Data tab on Excel ribbon
- Select the Filter tool
- Select Eastern Company from the dropdown menu
- Select Dylan Rogers from the Salesperson dropdown menu

Boom – you now have the exact number of sales Dylan Rogers made to Eastern Company.

The Sort & Filter Tool

In addition to the right-click menu sorting option and the Filter tool on the Data ribbon, Excel has a Sort & Filter tool that allows for custom sorting.

In the following GIF, we can see how the Custom Sorting tool can be used to sort date ranges or price ranges.

Order Number	Product	Salesperson	Price	Date	Customer
333222	ABC	John Smith	$100.00	2/3/2016	Eastern Company
333221	DEF	Rachel Adams	$200.00	2/2/2016	Western Company
333223	ABC	John Smith	$100.00	2/4/2016	Eastern Company
333220	XYZ	Cheryl Myers	$800.00	2/1/2016	Southern Company
333119	GHI	Rachel Adams	$300.00	1/31/2016	Northern Company
333224	JKL	Michael Brent	$400.00	2/5/2016	Northern Company
333118	DEF	Cheryl Myers	$200.00	1/30/2016	Western Company
333225	MNO	Dylan Rogers	$500.00	2/6/2016	Eastern Company
333117	PQR	Michael Brent	$600.00	1/29/2016	Southern Company
333226	STU	Cheryl Myers	$700.00	2/7/2016	Northern Company
333116	ABC	Rachel Adams	$100.00	1/28/2016	Western Company
333227	MNO	John Smith	$500.00	2/3/2016	Eastern Company
333228	PQR	Rachel Adams	$600.00	2/2/2016	Western Company
333229	ABC	John Smith	$100.00	2/4/2016	Eastern Company
333230	XYZ	Cheryl Myers	$800.00	2/1/2016	Southern Company
333231	DEF	Rachel Adams	$200.00	1/31/2016	Northern Company
333232	STU	Michael Brent	$700.00	2/5/2016	Northern Company
333233	GHI	Cheryl Myers	$300.00	1/30/2016	Western Company
333234	DEF	Dylan Rogers	$200.00	2/6/2016	Eastern Company

But notice how this example is either/or. What if you wanted to sort by date and by price? This where the Custom Sort option really comes in handy. After selecting your first sorting conditions, you can add a level to get event more accurate data:

As you can see, Excel offers a variety of sorting and filtering tools to help you refine your data and keep it organized. We hope you found today's tips useful. Now go out there and get your data sorted!

Resources for teachers to help children create graphs with Microsoft Excel
- by *Jon Wittwer*

Skills For the Young Analyst

Charts and graphs are used to make information clearer and easier to understand. *A good picture is worth a thousand numbers.* The most common place for people to see charts and graphs is in the news. News publishers use graphics all the time to show comparisons and explain important trends for things such as weather, gas prices, crime rate, or who is winning an election and by how much. Charts and graphs are also critical to engineers, scientists and financial analysts who use them to help visualize large amounts of information, make better decisions, and communicate their results to other people.

There are good reasons for learning to create graphs by hand, but there are also some great tools that everyone ought to learn how to use at some point, such as Excel. The purpose of this article is to highlight some of the common types of graphs and charts that you can create with Excel, explain when you might use the different types, and provide a great set of resources for learning about and teaching about charts and graphs.

Bar Graph

A bar graph is a graph that shows you information about two or more **discrete objects, events, locations, groups of people, etc**. You can use the bar graph to make comparisons. For example, if you count the number of students in your class who are girls and the number who are boys, you could make a bar graph to compare the totals. One bar would represent the number of boys, and another bar would represent the number of girls.
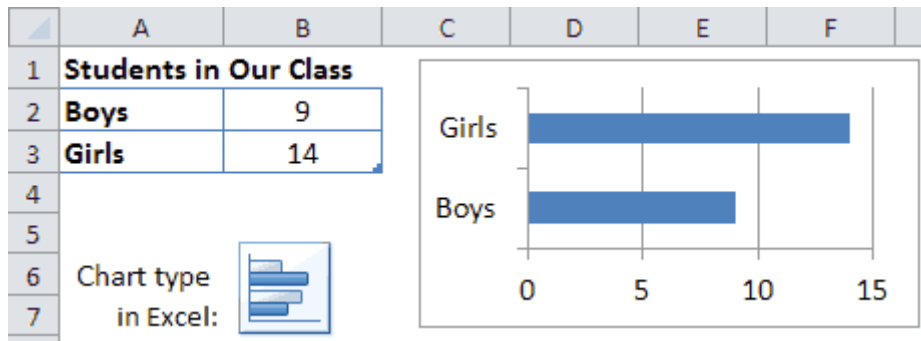
Example of a bar graph created with Excel.

Below are some useful resources for helping kids learn about bar graphs.

- Tally Charts and Bar Graphs (Movie)
- Kids Have Pets: A Lesson on Using Graphs
- Bar Graph Worksheets

- Graphing Lesson Examples
- Basic Bar Graph Worksheet (PDF)

Column Chart

A column chart in Excel is just a bar graph where the bars are displayed as columns. Instead of the labels or categories listed on the left, they are listed on the bottom. The example below shows how you can set up the data table for creating a column chart showing the number of apples eaten in a particular month.
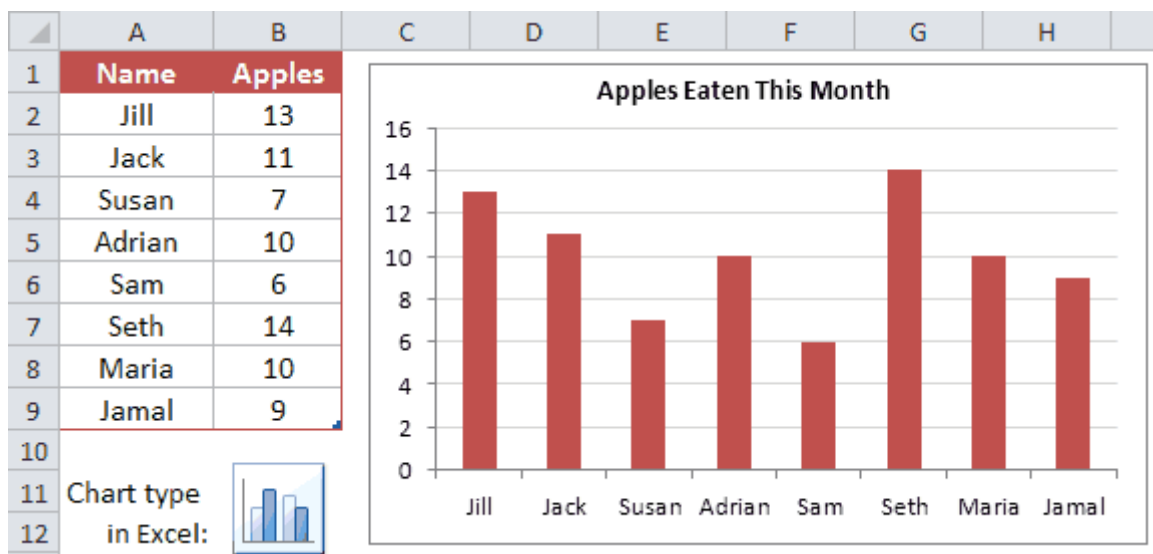
Example of a column chart created using Excel

Pictograph

A pictograph shows data using a series of pictures, where a picture represents a number. The example below takes the same data used for the column chart but uses pictures of apples, where one complete picture represents 5 apples eaten. Pictographs can be a fun way to display information, and they are easy to create in Excel. You first create a bar graph or column chart and then you edit the fill options for the bars or columns.
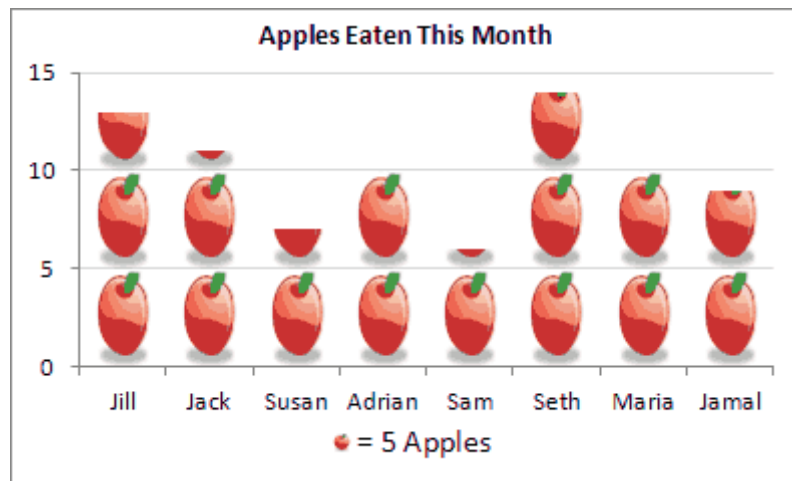
Example of a Pictograph created with Excel
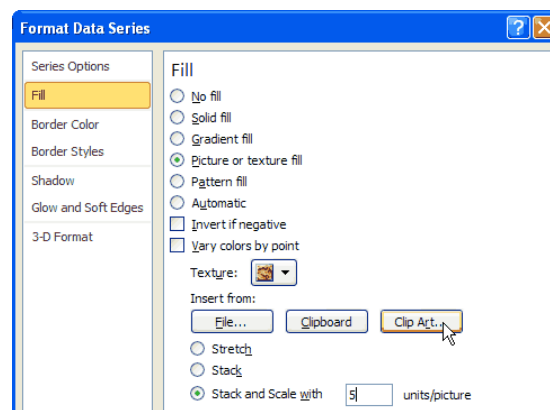
Fill Settings for Creating a Pictograph
Click to Enlarge

Pictures can say a lot more than numbers. But, it is very important that we don't misrepresent information by the way that we use images and graphics. For example, it would be very confusing if the pictograph above used images of oranges instead of apples to represent the number of apples eaten. We must think about whether the **sizes**, **shapes** and **colors** of graphics are helping to make information more clear and helping to increase understanding.

Line Graph

A line graph is great for showing **continuous change over time**. For example, you could use a line graph to watch the changes in temperature in the month of March. If it is hotter one day than on the day before, the line will go up. If it is cooler, it will go down. By analyzing the line graph, you can get a better idea of the changes that took place as time went on. You can also easily determine when the value you are graphing was highest or when it was lowest. Including 2 lines on the same graph lets you visualize comparisons, such as the difference between the High and Low temperatures for each day.
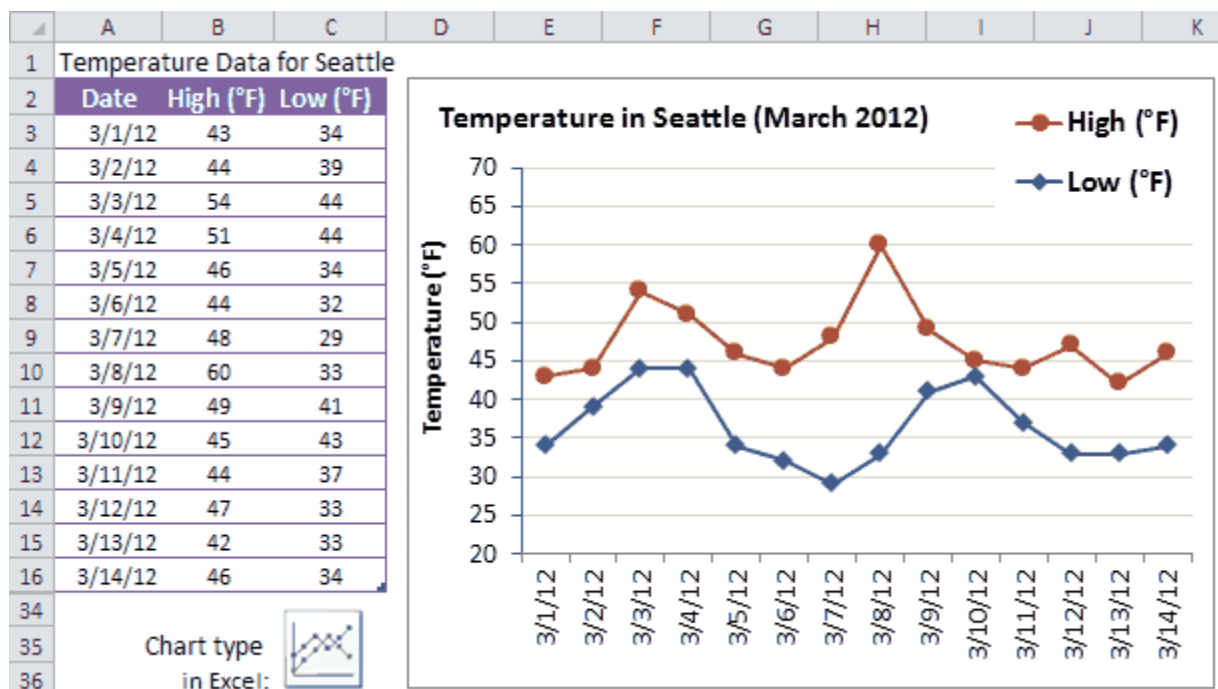
Example of a line graph in Excel
Data Source: http://www.beautifulseattle.com/mthsum.asp

You can create a line graph from the same data table as a bar graph, and vice versa. But, what you decide to use should largely depend upon whether you are showing how something changes over time (line graph) or showing comparisons between discrete things (bar graph).

It is important to be aware of color choices when using graphs. People often associate meanings with different colors, such as red for hot and blue for cold, so in the example above it could be confusing if the colors of the lines were switched. It makes more sense for red to be used for the High temperature and blue to be used for the Low temperature.

Here are a couple resources for learning more about line graphs:

Pie Charts

A pie chart is a circular graph where the pieces of the pie are used to represent a **percentage of a whole**. For example, if you took a survey of the students in your class and asked them each about their favorite pizza, you could use the results to make a pie chart that would show what toppings earned the most votes. In this case, each triangle would represent a different topping. The triangle with the largest area would represent the topping that got the most votes, while the toppings that got the least votes would be represented by smaller triangles.
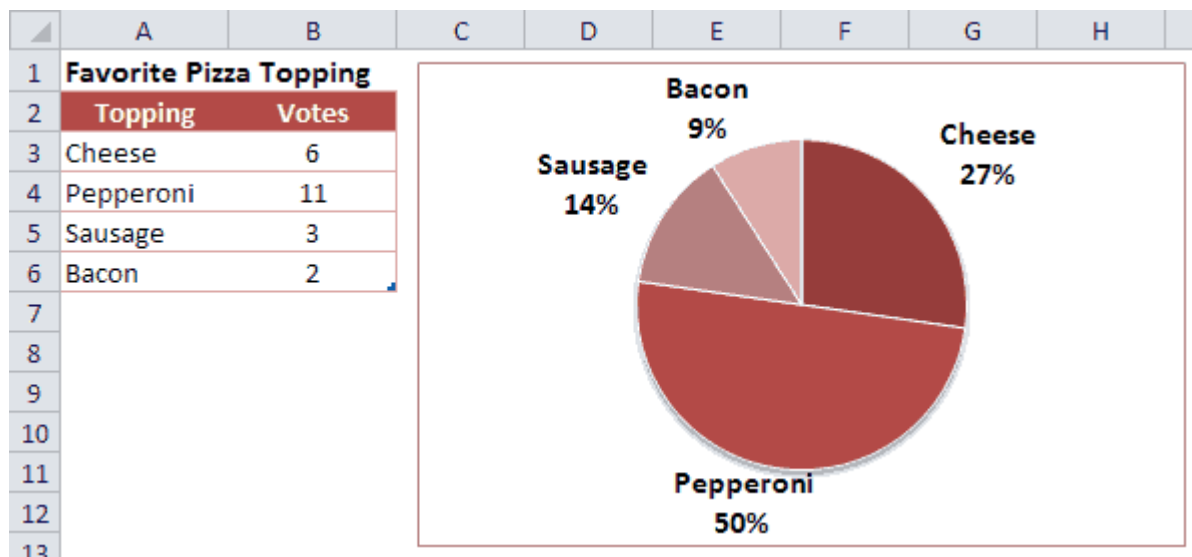
Example of a pie chart in Excel

In the example above, it is pretty easy to see that Pepperoni was the favorite. It is also easy to see that Pepperoni received the same amount of votes as all of the others combined. That would not be as easy to see if you were just staring at the numbers in the table. One problem with a pie chart is that it can take up a lot of space to show only a little bit of information.

Another major problem with pie charts is making comparisons between a lot of different things, and especially when you have a lot of little slices. To help with that, Excel provides a "Bar of Pie" graph that breaks out some of the pieces into a separate stacked bar graph like in the example below.
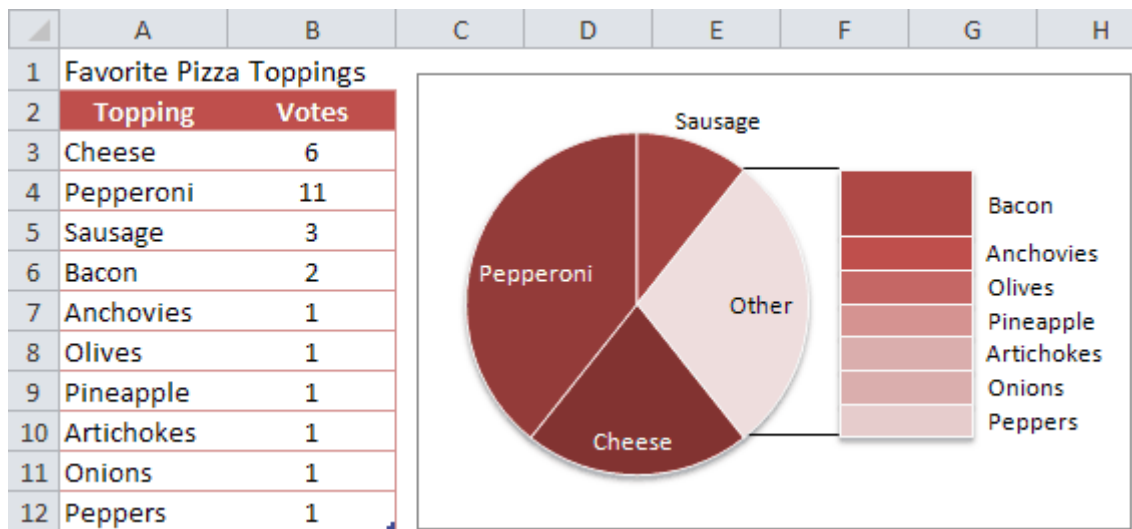
Example of a "bar of pie" graph in Excel

People already have a hard time comparing sizes of areas when they are fairly close in size. But, it is even harder when the areas are different shapes. If you tried to compare Sausage and Bacon in the above example (without using the data table), you could end up coming to an incorrect conclusion. Can you tell why? Is the Sausage slice larger or smaller than the Bacon? Without the numbers to help you, you probably couldn't tell for sure. In fact, the Sausage received 3 votes and the Bacon only received 2. It turns out that the sizes of the rectangles can only be compared within the stacked bar chart. The size of the rectangles cannot be compared to the size of the pie slices - not only because of the difficulty between comparing rectangles and pie slices, but also because the total area of the stacked bar chart is not the same as the total area of the "Other" slice from which it was taken.

- Pie Graph Lesson Plan
- Circle Graph Generator

Area Charts

An area chart or area graph combines some of the characteristics of line graphs with the characteristics of bar graphs. It looks like a line graph with shading underneath the line. Sometimes, the shading can help add meaning to a line graph. For example, if a line graph represented the height of water in a reservoir over time, shading the area under the line could make the line graph look like actual water rising and falling.

Stacked area charts and stacked column charts provide a way to compare differences or proportions over time or between different locations or groups of

people. The height of each of the areas as well as the total height of all the areas may change over time. If you had a series of pie charts that compared the same items from month to month, all of that information could be displayed in a single area chart. For example, let's say that a teacher offered the same pizza topping survey to each of her classes over a period of 10 years. You can display that information as an area chart like the image below.

	A	B	C	D	E	F	G	H	I	J	K
1	Votes for Favorite Pizza Toppings in Ms. Anderson's 5th Grade Class										
2	Topping	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
3	Cheese	6	7	5	8	5	9	8	5	7	6
4	Pepperoni	11	8	9	12	13	8	4	6	10	11
5	Sausage	3	2	2	0	2	1	2	0	1	2
6	Bacon	2	1	3	0	0	1	1	2	1	0
7	BBQ	0	1	0	1	0	2	5	6	1	1
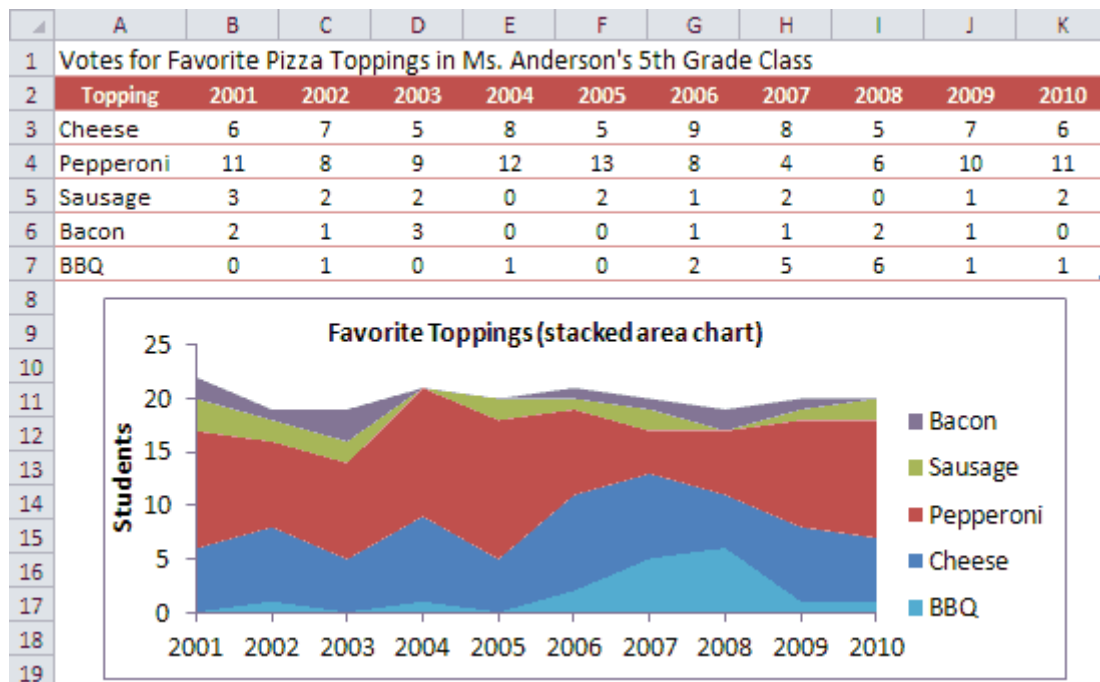
Example of a stacked area chart in Excel

This type of area chart is time-based (same survey offered year after year), but it's not truly continuous because the class stays the same throughout the entire year. So, this is a case where it might be more appropriate to show the graph as a stacked column chart (see below) which will depict the results as discrete events. Everything about the data table and the graph is pretty much the same. All you have to do is change the chart type.
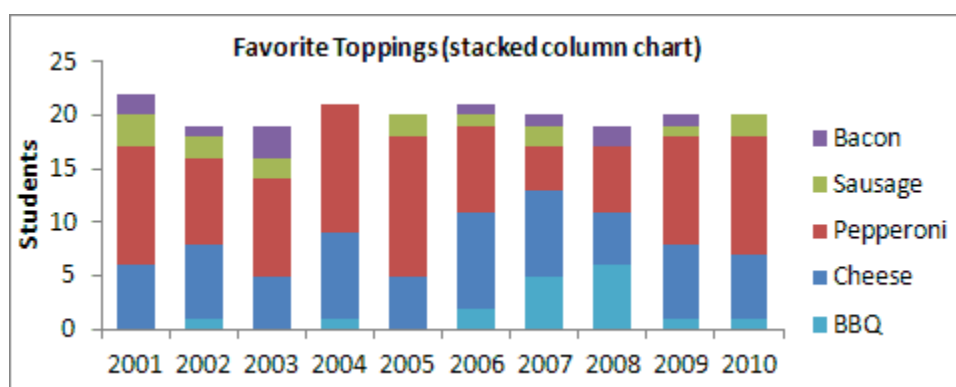
Example of a stacked column chart in Excel

XY Graph (Scatter Plot)
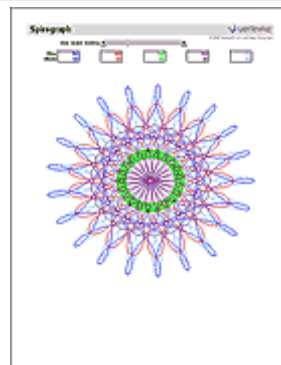
[Spirograph Template](#)

An X-Y graph, also called a coordinate graph or scatter plot, is a graph that shows different ordered pairs on an X-Y axis (Cartesian coordinate system). X-Y graphs are used to look at and find patterns in sets of data and to plot mathematical formulas. The points on the graph may form a straight line or a curved line, and may be connected with a line. Unlike bar graphs and line graphs, the line in an X-Y graph can curve back on itself, forming complex patterns such as the spirograph shown on the right. In some cases, the points may not form a line at all. They might just be shown as a bunch of random dots scattered all over the place (thus the name).

To plot a point on [graph paper](#), you first need to draw the coordinate system and then you simply find the point's x-coordinate, move straight up or down the line to its y-coordinate, and draw a point. To create a scatter plot in Excel, you first create a simple table with one column for listing the X-coordinates and a second column for the Y-coordinates, select the data table, then insert the scatter chart by choosing it from a menu.
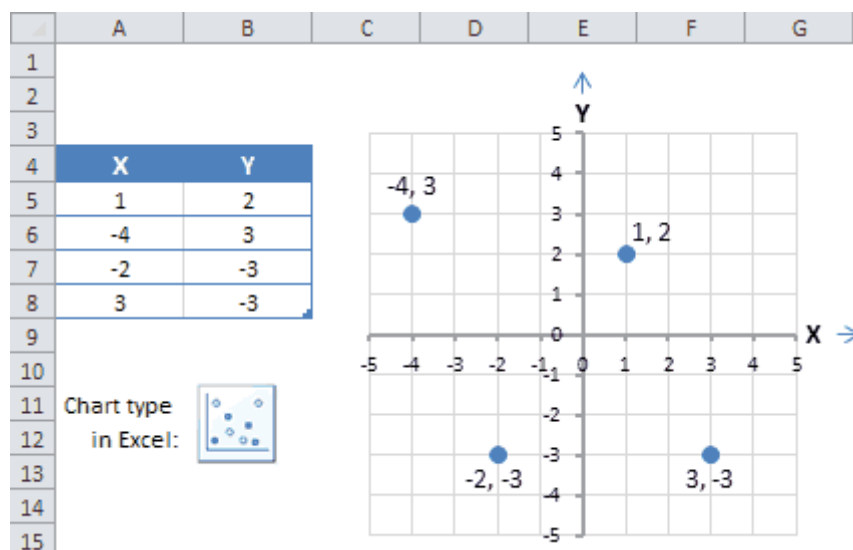
Example of a scatter plot in Excel

More information about scatter plots:

- [What's the Point?](#)
- [Plotting Ordered Pairs](#)
- [Examining Scatter Plots (nces.ed.gov)](#)

Other Charts and Graphs

There are many other types of charts and graphs, as well as many other variations on the types listed above. But most of the more advanced types of graphs, charts, and plots require a more advanced knowledge of math, science, and statistics. Some of the names for these other types of charts (but definitely not all of them) are: surface plots and other 3-dimensional graphs, bubble charts, candlestick charts, radar plots, forest plots, glyph plots, histograms, stem-and-leaf plots, dot plots, biplots, box plots, gauge charts, control charts, geo charts, tree maps, combination charts, stepped area charts, dendrogram plots, and many others.

Excel 2016 - Page Layout and Printing
Back to Tutorial

Introduction

There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

Optional: Download our **practice workbook**.

Watch the video below to learn more about page layout and printing.

To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.
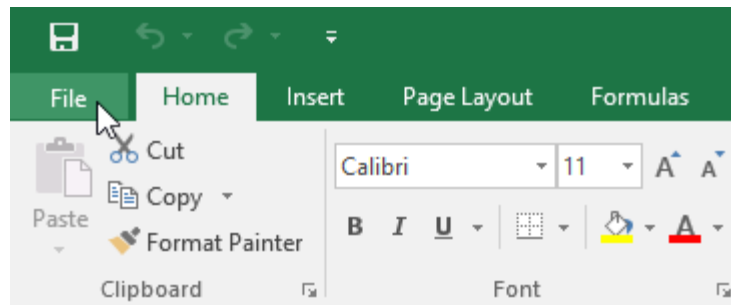
2. Select **Print**. The **Print** pane will appear.
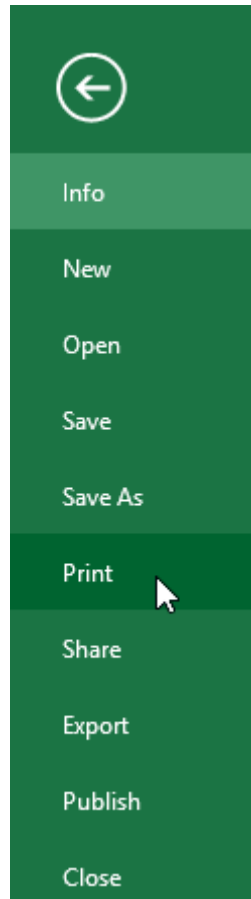
Click the buttons in the interactive below to learn more about using the Print pane.

Print

Copies: 1

🖨 Print

Printer

ⓘ

Lexmark MX310dn
Ready

▼

Printer Properties

Settings

Print Active Sheets
Only print the active sheets

▼

Pages: ____ to ____

Collated
1,2,3   1,2,3   1,2,3

▼

Portrait Orientation

▼

Custom Page Size

▼

Normal Margins
Left: 0.7"   Right: 0.7"

▼

No Scaling
Print sheets at their actual size

▼

Page Setup

◀ 1 of 6 ▶

To print a workbook:

1. Navigate to the **Print** pane, then select the desired **printer**.
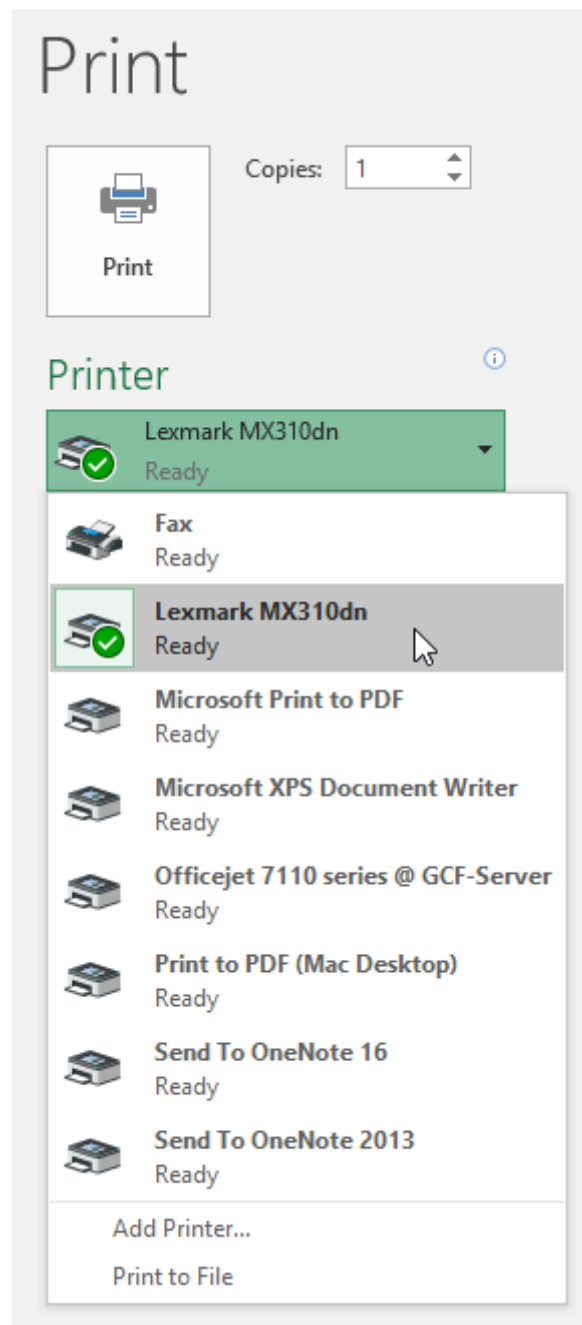
2. Enter the number of **copies** you want to print.
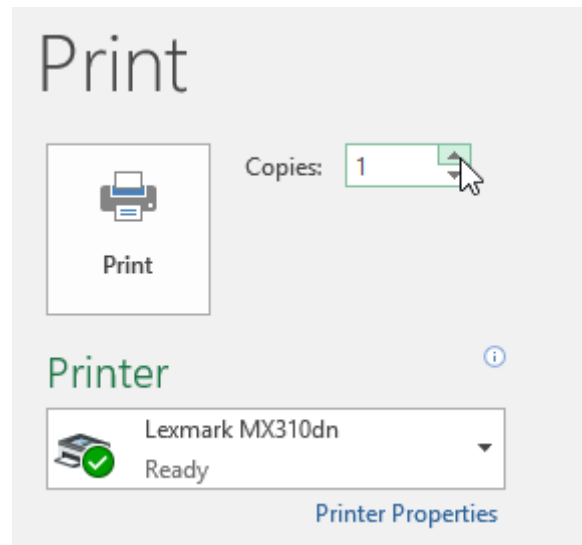
3. Select any additional **settings** if needed (see above interactive).

4. Click **Print**.

Choosing a print area

Before you print an Excel workbook, it's important to decide exactly what information you want to print. For example, if you have multiple worksheets in your workbook, you will need to decide if you want to print the **entire workbook** or only **active worksheets**. There may also be times when you want to print only a **selection** of content from your workbook.

To print active sheets:

Worksheets are considered active when **selected**.

1. Select the **worksheet** you want to print. To print **multiple worksheets**, click the first worksheet, hold the **Ctrl** key on your keyboard, then click any other worksheets you want to select.
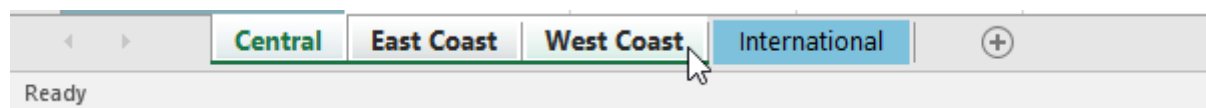
2. Navigate to the **Print** pane.

3. Select **Print Active Sheets** from the **Print Range** drop-down menu.
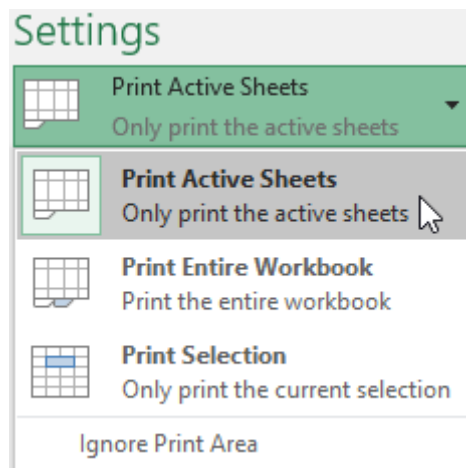
4. Click the **Print** button.
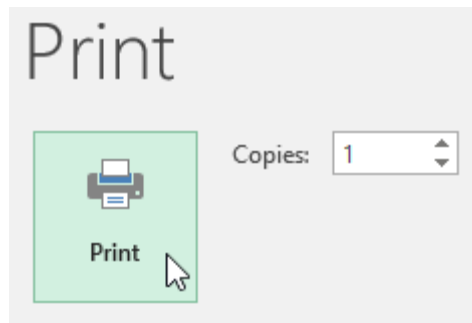
To print the entire workbook:

1. Navigate to the **Print** pane.

2. Select **Print Entire Workbook** from the **Print Range** drop-down menu.
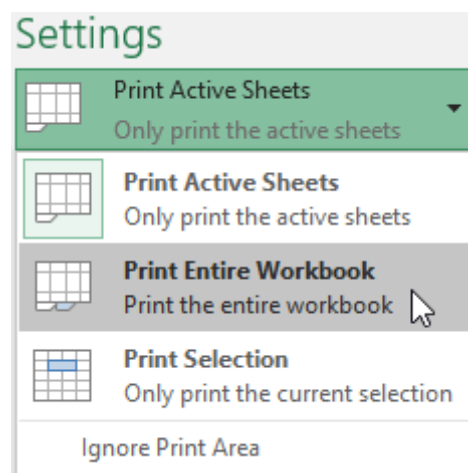
3. Click the **Print** button.
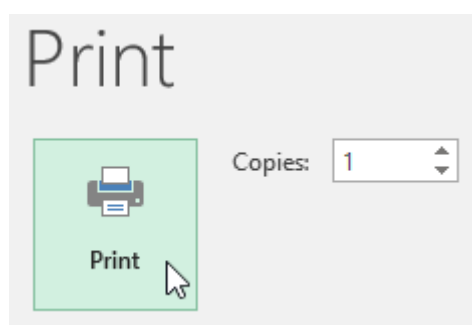
To print a selection:

In our example, we'll print the records for the top 40 salespeople on the Central worksheet.

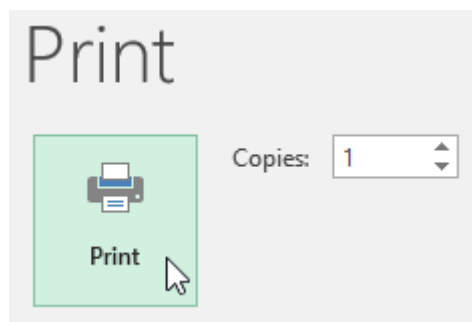1. Select the **cells** you want to print.

2. Navigate to the **Print** pane.

3. Select **Print Selection** from the **Print Range** drop-down menu.
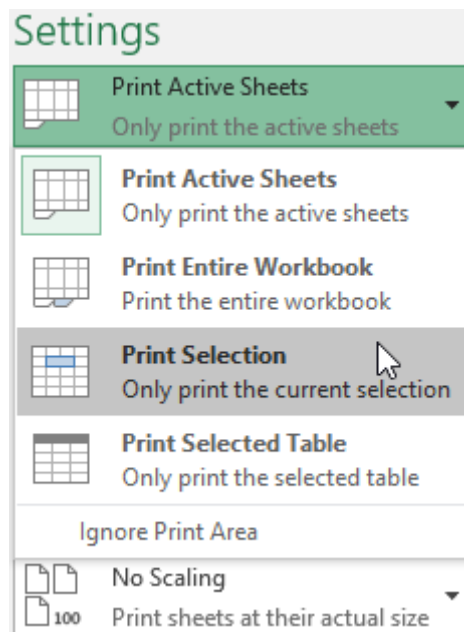
4. A **preview** of your selection will appear in the **Preview** pane.

NAME	JANUARY	FEBRUARY	MARCH	APRIL
Gomez, Alexander	$ 5,110.00	$ 9,739.00	$ 6,861.00	$ 3,889.00
Stone, Jeremy	$ 9,935.00	$ 8,365.00	$ 7,639.00	$ 3,533.00
Petty, Cheyenne	$ 6,640.00	$ 4,046.00	$ 9,632.00	$ 7,803.00
Doyle, Quincy	$ 7,161.00	$ 577.00	$ 8,605.00	$ 4,046.00
Conrad, Alfonso	$ 4,108.00	$ 7,172.00	$ 6,964.00	$ 2,122.00
Good, Carlos	$ 6,759.00	$ 9,019.00	$ 5,144.00	$ 7,087.00
Rice, Ivy	$ 7,897.00	$ 1,544.00	$ 9,071.00	$ 8,210.00
Min, Wang	$ 4,046.00	$ 9,632.00	$ 7,803.00	$ 8,392.00
Alford, Lacota	$ 9,778.00	$ 737.00	$ 6,302.00	$ 8,430.00
Hogan, Abdul	$ 7,750.00	$ 4,275.00	$ 4,267.00	$ 6,759.00
Reeves, Savannah	$ 1,568.00	$ 8,922.00	$ 8,765.00	$ 4,653.00
Abbott, Raymond	$ 1,413.00	$ 6,759.00	$ 9,019.00	$ 5,144.00
Glass, Mufutau	$ 9,590.00	$ 257.00	$ 8,210.00	$ 9,293.00
Chambers, Bethany	$ 4,573.00	$ 605.00	$ 3,215.00	$ 8,517.00
Green, Buckminster	$ 8,765.00	$ 8,258.00	$ 636.00	$ 7,087.00
Evans, Marcia	$ 7,703.00	$ 7,235.00	$ 7,619.00	$ 2,410.00
Williams, Claire	$ 7,032.00	$ 6,255.00	$ 9,218.00	$ 5,106.00
Lucas, Basia	$ 5,233.00	$ 1,650.00	$ 3,052.00	$ 3,779.00
Day, Salvador	$ 627.00	$ 7,909.00	$ 3,204.00	$ 7,710.00
Fleming, Aaron	$ 1,885.00	$ 4,996.00	$ 6,925.00	$ 3,493.00
Ross, May	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.00
Hogan, Kalia	$ 4,996.00	$ 8,430.00	$ 7,882.00	$ 4,876.00
Clemons, Amela	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.00
Huff, Amy	$ 6,925.00	$ 7,430.00	$ 7,882.00	$ 4,876.00
Doyle, Lani	$ 8,789.00	$ 7,621.00	$ 3,435.00	$ 8,015.00
Molina, Zeus	$ 4,075.00	$ 1,240.00	$ 2,243.00	$ 4,383.00
Guthrie, Mona	$ 9,779.00	$ 7,042.00	$ 3,373.00	$ 4,383.00
Ellis, Breanna	$ 8,369.00	$ 1,645.00	$ 3,527.00	$ 7,430.00
Hernandez, Vivien	$ 5,288.00	$ 5,276.00	$ 8,031.00	$ 4,876.00
Murphy, Haviva	$ 9,665.00	$ 1,126.00	$ 9,935.00	$ 2,611.00
Lowe, Morgan	$ 6,516.00	$ 1,112.00	$ 2,516.00	$ 7,565.00
Parrish, Urielle	$ 3,052.00	$ 4,653.00	$ 9,474.00	$ 8,517.00
Brewer, Rachel	$ 619.00	$ 5,319.00	$ 8,891.00	$ 4,533.00
Larsen, Alden	$ 3,582.00	$ 2,286.00	$ 3,898.00	$ 7,565.00
Miller, Evangeline	$ 7,134.00	$ 7,595.00	$ 7,130.00	$ 619.00
Conrad, Channing	$ 6,302.00	$ 358.00	$ 9,943.00	$ 4,964.00
Fisher, Clio	$ 3,527.00	$ 5,575.00	$ 4,046.00	$ 8,910.00
O'Connor, Hayden	$ 4,707.00	$ 3,391.00	$ 5,556.00	$ 6,210.00
Ayala, Kendall	$ 9,385.00	$ 2,501.00	$ 3,609.00	$ 3,177.00
Curry, Emma	$ 885.00	$ 6,979.00	$ 4,996.00	$ 7,897.00
Long, Bert	$ 745.00	$ 9,721.00	$ 725.00	$ 7,235.00
Hooper, Aiko	$ 2,881.00	$ 4,462.00	$ 7,032.00	$ 8,365.00
Henry, Jordan	$ 2,849.00	$ 7,186.00	$ 666.00	$ 7,042.00
Glover, Chandler	$ 7,172.00	$ 6,964.00	$ 2,122.00	$ 4,876.00
O'Neil, Nicholas	$ 1,425.00	$ 8,732.00	$ 7,703.00	$ 2,356.00
Wilkerson, Dustin	$ 5,889.00	$ 9,385.00	$ 2,501.00	$ 3,609.00

5. Click the **Print** button to print the selection.

Print

Print   Copies: 1

If you prefer, you can also set the **print area** in advance so you'll be able to visualize which cells will be printed as you work in Excel. Simply **select** the cells you want to print, click the **Page Layout** tab, select the **Print Area** command, then choose **Set Print Area**. Keep in mind that if you ever need to print the entire workbook, you'll need to clear the print area.
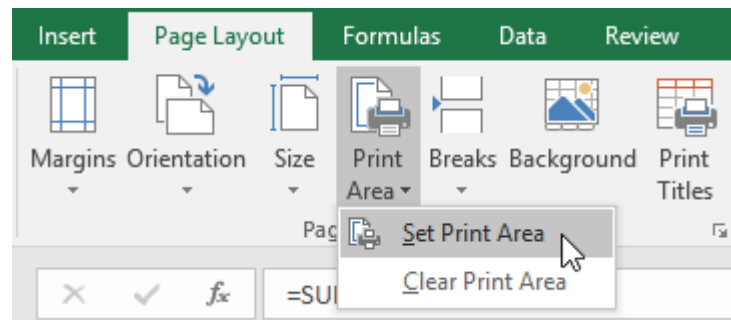
Adjusting content

On occasion, you may need to make **small adjustments** from the Print pane to fit your workbook content neatly onto a printed page. The Print pane includes several tools to help fit and scale your content, such as **scaling** and **page margins**.

To change page orientation:

Excel offers two page orientation options: **landscape** and **portrait**. **Landscape** orients the page **horizontally**, while **portrait** orients the page **vertically**. In our example, we'll set the page orientation to landscape.

1. Navigate to the **Print** pane.
2. Select the desired orientation from the **Page Orientation** drop-down menu. In our example, we'll select **Landscape Orientation**.

3. The new page orientation will be displayed in the Preview pane.

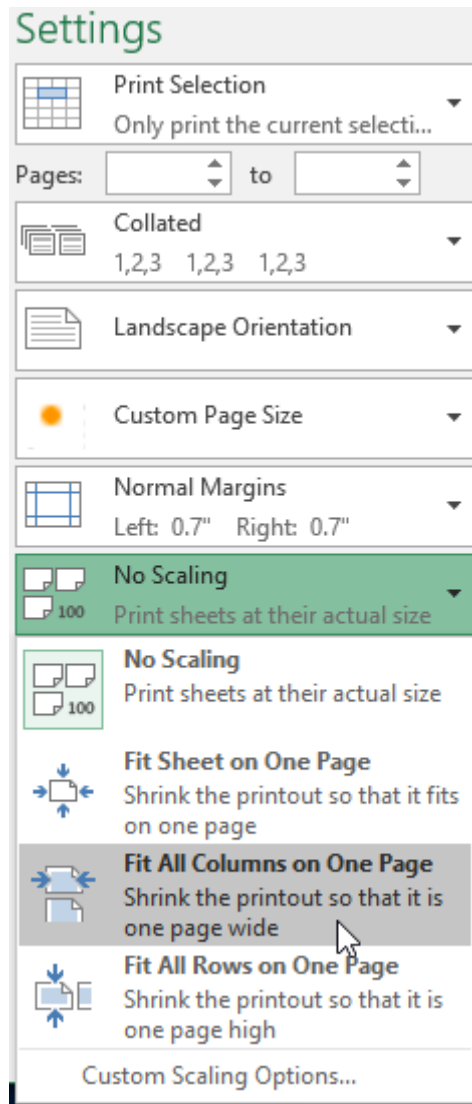| NAME		JANUARY		FEBRUARY		MARCH		APRIL		MAY	
Gomez, Alexander	$	5,110.00	$	9,739.00	$	6,861.00	$	3,889.00	$	6,292.00	$
Stone, Jeremy	$	9,935.00	$	8,365.00	$	7,639.00	$	3,533.00	$	9,665.00	$
Petty, Cheyenne	$	6,640.00	$	4,046.00	$	9,632.00	$	7,803.00	$	6,076.00	$
Doyle, Quincy	$	7,161.00	$	577.00	$	8,605.00	$	4,046.00	$	9,632.00	$
Conrad, Alfonso	$	4,108.00	$	7,172.00	$	6,964.00	$	2,122.00	$	9,542.00	$
Good, Carlos	$	6,759.00	$	9,019.00	$	5,144.00	$	7,087.00	$	1,568.00	$
Rice, Ivy	$	7,897.00	$	1,544.00	$	9,071.00	$	8,210.00	$	7,750.00	$
Min, Wang	$	4,046.00	$	9,632.00	$	7,803.00	$	8,392.00	$	745.00	$
Alford, Lacota	$	9,778.00	$	737.00	$	6,302.00	$	8,430.00	$	7,882.00	$
Hogan, Abdul	$	7,750.00	$	4,275.00	$	4,267.00	$	6,759.00	$	9,019.00	$
Reeves, Savannah	$	1,568.00	$	8,922.00	$	8,765.00	$	4,653.00	$	9,474.00	$
Abbott, Raymond	$	1,413.00	$	6,759.00	$	9,019.00	$	5,144.00	$	8,550.00	$
Glass, Mufutau	$	9,590.00	$	257.00	$	8,210.00	$	9,293.00	$	6,804.00	$
Chambers, Bethany	$	4,573.00	$	605.00	$	3,215.00	$	8,517.00	$	5,233.00	$
Green, Buckminster	$	8,765.00	$	8,258.00	$	636.00	$	7,087.00	$	1,568.00	$
Evans, Marcia	$	7,703.00	$	7,235.00	$	7,619.00	$	2,410.00	$	1,425.00	$
Williams, Claire	$	7,032.00	$	6,255.00	$	9,218.00	$	5,106.00	$	2,881.00	$
Lucas, Basia	$	5,233.00	$	1,650.00	$	3,052.00	$	3,779.00	$	9,405.00	$
Day, Salvador	$	627.00	$	7,909.00	$	3,204.00	$	7,710.00	$	7,161.00	$
Fleming, Aaron	$	1,885.00	$	4,996.00	$	6,925.00	$	3,493.00	$	2,469.00	$
Ross, May	$	4,267.00	$	9,590.00	$	257.00	$	8,210.00	$	7,750.00	$
Hogan, Kalia	$	4,996.00	$	8,430.00	$	7,882.00	$	4,876.00	$	885.00	$
Clemons, Amela	$	4,267.00	$	9,590.00	$	257.00	$	8,210.00	$	7,700.00	$
Huff, Amy	$	6,925.00	$	7,430.00	$	7,882.00	$	4,876.00	$	1,885.00	$
Doyle, Lani	$	8,789.00	$	7,621.00	$	3,435.00	$	8,015.00	$	5,248.00	$
Molina, Zeus	$	4,075.00	$	1,240.00	$	2,243.00	$	4,383.00	$	3,425.00	$
Guthrie, Mona	$	9,779.00	$	7,042.00	$	3,373.00	$	4,383.00	$	3,425.00	$
Ellis, Breanna	$	8,369.00	$	1,645.00	$	3,527.00	$	7,430.00	$	7,882.00	$
Hernandez, Vivien	$	5,288.00	$	5,276.00	$	8,031.00	$	4,876.00	$	1,885.00	$
Murphy, Haviva	$	9,665.00	$	1,126.00	$	9,935.00	$	2,611.00	$	4,106.00	$
Lowe, Morgan	$	6,516.00	$	1,112.00	$	2,516.00	$	7,565.00	$	6,256.00	$
Parrish, Urielle	$	3,052.00	$	4,653.00	$	9,474.00	$	8,517.00	$	5,233.00	$
Brewer, Rachel	$	619.00	$	5,319.00	$	8,891.00	$	4,533.00	$	7,752.00	$

To fit content before printing:

If some of your content is being cut off by the printer, you can use **scaling** to fit your workbook to the page automatically.
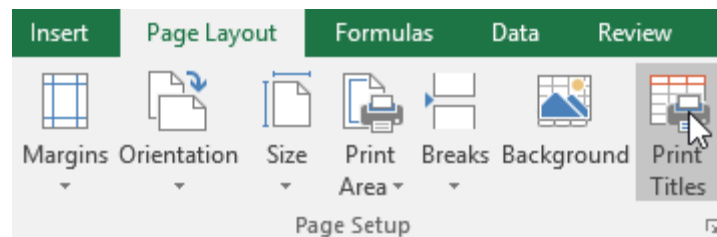
1. Navigate to the **Print** pane. In our example, we can see in the Preview pane that our content will be cut off when printed.

NAME		JANUARY		FEBRUARY		MARCH		APRIL		MAY	
Gomez, Alexander	$	5,110.00	$	9,739.00	$	6,861.00	$	3,889.00	$	6,292.00	$
Stone, Jeremy	$	9,935.00	$	8,365.00	$	7,639.00	$	3,533.00	$	9,665.00	$
Petty, Cheyenne	$	6,640.00	$	4,046.00	$	9,632.00	$	7,803.00	$	6,076.00	$
Doyle, Quincy	$	7,161.00	$	577.00	$	8,605.00	$	4,046.00	$	9,632.00	$
Conrad, Alfonso	$	4,108.00	$	7,172.00	$	6,964.00	$	2,122.00	$	9,542.00	$
Good, Carlos	$	6,759.00	$	9,019.00	$	5,144.00	$	7,087.00	$	1,568.00	$
Rice, Ivy	$	7,897.00	$	1,544.00	$	9,071.00	$	8,210.00	$	7,750.00	$
Min, Wang	$	4,046.00	$	9,632.00	$	7,803.00	$	8,392.00	$	745.00	$
Alford, Lacota	$	9,778.00	$	737.00	$	6,302.00	$	8,430.00	$	7,882.00	$
Hogan, Abdul	$	7,750.00	$	4,275.00	$	4,267.00	$	6,759.00	$	9,019.00	$
Reeves, Savannah	$	1,568.00	$	8,922.00	$	8,765.00	$	4,653.00	$	9,474.00	$
Abbott, Raymond	$	1,413.00	$	6,759.00	$	9,019.00	$	5,144.00	$	8,550.00	$
Glass, Mufutau	$	9,590.00	$	257.00	$	8,210.00	$	9,293.00	$	6,804.00	$
Chambers, Bethany	$	4,573.00	$	605.00	$	3,215.00	$	8,517.00	$	5,233.00	$
Green, Buckminster	$	8,765.00	$	8,258.00	$	636.00	$	7,087.00	$	1,568.00	$
Evans, Marcia	$	7,703.00	$	7,235.00	$	7,619.00	$	2,410.00	$	1,425.00	$
Williams, Claire	$	7,032.00	$	6,255.00	$	9,218.00	$	5,106.00	$	2,881.00	$
Lucas, Basia	$	5,233.00	$	1,650.00	$	3,052.00	$	3,779.00	$	9,405.00	$
Day, Salvador	$	627.00	$	7,909.00	$	3,204.00	$	7,710.00	$	7,161.00	$
Fleming, Aaron	$	1,885.00	$	4,996.00	$	6,925.00	$	3,493.00	$	2,469.00	$
Ross, May	$	4,267.00	$	9,590.00	$	257.00	$	8,210.00	$	7,750.00	$
Hogan, Kalia	$	4,996.00	$	8,430.00	$	7,882.00	$	4,876.00	$	885.00	$
Clemons, Amela	$	4,267.00	$	9,590.00	$	257.00	$	8,210.00	$	7,700.00	$
Huff, Amy	$	6,925.00	$	7,430.00	$	7,882.00	$	4,876.00	$	1,885.00	$
Doyle, Lani	$	8,789.00	$	7,621.00	$	3,435.00	$	8,015.00	$	5,248.00	$
Molina, Zeus	$	4,075.00	$	1,240.00	$	2,243.00	$	4,383.00	$	3,425.00	$
Guthrie, Mona	$	9,779.00	$	7,042.00	$	3,373.00	$	4,383.00	$	3,425.00	$
Ellis, Breanna	$	8,369.00	$	1,645.00	$	3,527.00	$	7,430.00	$	7,882.00	$
Hernandez, Vivien	$	5,288.00	$	5,276.00	$	8,031.00	$	4,876.00	$	1,885.00	$
Murphy, Haviva	$	9,665.00	$	1,126.00	$	9,935.00	$	2,611.00	$	4,106.00	$
Lowe, Morgan	$	6,516.00	$	1,112.00	$	2,516.00	$	7,565.00	$	6,256.00	$
Parrish, Urielle	$	3,052.00	$	4,653.00	$	9,474.00	$	8,517.00	$	5,233.00	$
Brewer, Rachel	$	619.00	$	5,319.00	$	8,891.00	$	4,533.00	$	7,752.00	$

2. Select the desired option from the **Scaling** drop-down menu. In our example, we'll select **Fit All Columns on One Page**.

3. The worksheet will be **condensed** to fit onto a single page.

Keep in mind that worksheets will become more **difficult to read** as they are scaled down, so you may not want to use this option when printing a worksheet with a lot of information. In our example, we'll change the scaling setting back to **No Scaling**.

To include Print Titles:

If your worksheet uses **title headings**, it's important to include these headings on each page of your printed worksheet. It would be difficult to read a printed workbook if the title headings appeared only on the first page. The **Print Titles** command allows you to select specific rows and columns to appear on each page.

1. Click the **Page Layout** tab on the **Ribbon**, then select the **Print Titles** command.

2. The **Page Setup** dialog box will appear. From here, you can choose **rows** or **columns** to repeat on each page. In our example, we'll repeat a row first.

3. Click the **Collapse Dialog** button next to the **Rows to repeat at top:** field.
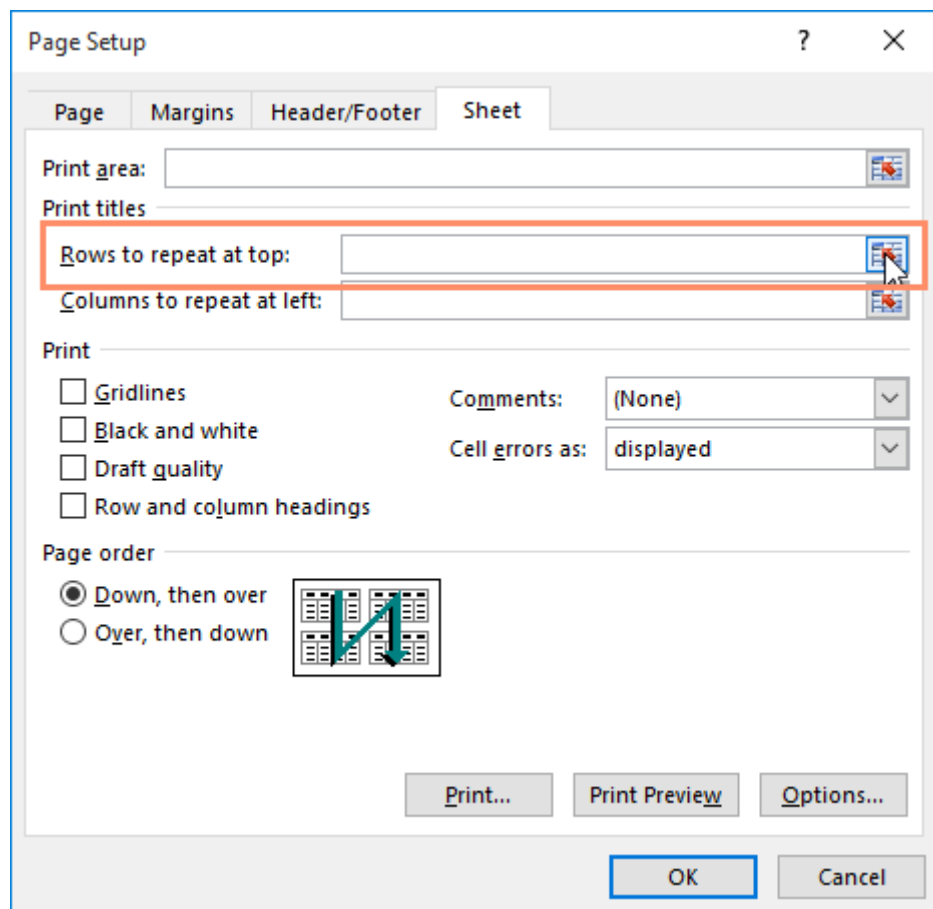
4. The cursor will become a small **selection arrow,** and the **Page Setup** dialog box will be collapsed. Select the **row(s)** you want to repeat at the top of each printed page. In our example, we'll select row 1.

5. Row 1 will be added to the **Rows to repeat at top:** field. Click the **Collapse Dialog** button again.

6. The **Page Setup** dialog box will expand. To repeat a column as well, use the same process shown in steps 4 and 5. In our example, we've selected to repeat row 1 and column A.

7. When you're satisfied with your selections, click **OK**.

8. In our example, row 1 appears at the top of every page, and column A appears at the left of every page.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Larsen, Alden	$ 4,046.00	$ 9,632.00	$ 7,803.00	$ 4,548.00	$ 619.00	$ 5,319.00
Miller, Evangeline	$ 7,882.00	$ 4,876.00	$ 1,885.00	$ 666.00	$ 6,210.00	$ 5,994.00
Conrad, Channing	$ 6,302.00	$ 358.00	$ 9,943.00	$ 4,964.00	$ 9,778.00	$ 737.00
Fisher, Clio	$ 3,527.00	$ 5,575.00	$ 4,046.00	$ 8,910.00	$ 8,369.00	$ 1,645.00
O'Connor, Hayden	$ 9,943.00	$ 4,964.00	$ 9,778.00	$ 3,527.00	$ 5,575.00	$ 4,046.00
Ayala, Kendall	$ 7,235.00	$ 7,619.00	$ 2,410.00	$ 666.00	$ 6,210.00	$ 5,994.00
Curry, Emma	$ 9,405.00	$ 3,588.00	$ 1,912.00	$ 1,413.00	$ 6,759.00	$ 9,019.00

To adjust page breaks:

1. Click the **Page Break Preview** command to change to Page Break view.
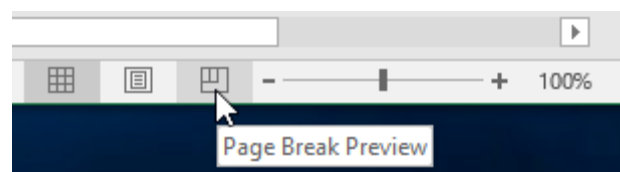
2. Vertical and horizontal **blue dotted lines** denote the page breaks. Click and drag one of these lines to adjust that page break.

		JULY	AUGUST	SEPTEMBER	OCTOBER
16	Green, Buckminster	$ 8,765.00	$ 8,258.00	$ 636.00	$ 7,087.0
17	Evans, Marcia	$ 7,703.00	$ 7,235.00	$ 7,619.00	$ 2,410.0
18	Williams, Claire	$ 7,032.00	$ 6,255.00	$ 9,218.00	$ 5,106.0
19	Lucas, Basia	$ 5,233.00	$ 1,650.00	$ 3,052.00	$ 3,779.0
20	Day, Salvador	$ 627.00	$ 7,909.00	$ 3,204.00	$ 7,710.0
21	Fleming, Aaron	$ 1,885.00	$ 4,996.00	$ 6,925.00	$ 3,493.0
22	Ross, May	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.0
23	Hogan, Kalia	$ 4,996.00	$ 8,430.00	$ 7,882.00	$ 4,876.0
24	Clemons, Amela	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.0
25	Huff, Amy	$ 6,925.00	$ 7,430.00	$ 7,882.00	$ 4,876.0
26	Doyle, Lani	$ 8,789.00	$ 7,621.00	$ 3,435.00	$ 8,015.0
27	Molina, Zeus	$ 4,075.00	$ 1,240.00	$ 2,243.00	$ 4,383.0
28	Guthrie, Mona	$ 9,779.00	$ 7,042.00	$ 3,373.00	$ 4,383.0
29	Ellis, Breanna	$ 8,369.00	$ 1,645.00	$ 3,527.00	$ 7,430.0
30	Hernandez, Vivien	$ 5,288.00	$ 5,276.00	$ 8,031.00	$ 4,876.0
31	Murphy, Haviva	$ 9,665.00	$ 1,126.00	$ 9,935.00	$ 2,611.0
32	Lowe, Morgan	$ 6,516.00	$ 1,112.00	$ 2,516.00	$ 7,565.0
33	Parrish, Urielle	$ 3,052.00	$ 4,653.00	$ 9,474.00	$ 8,517.0
34	Brewer, Rachel	$ 619.00	$ 5,319.00	$ 8,891.00	$ 4,533.0
35	Larsen, Alden	$ 3,582.00	$ 2,286.00	$ 3,898.00	$ 7,565.0

3. In our example, we've set the horizontal page break between rows 21 and 22.

16	Green, Buckminster	$	8,765.00	$	8,258.00	$	636.00	$	7,087.0
17	Evans, Marcia	$	7,703.00	$	7,235.00	$	7,619.00	$	2,410.0
18	Williams, Claire	$	7,032.00	$	6,255.00	$	9,218.00	$	5,106.0
19	Lucas, Basia	$	5,233.00	$	1,650.00	$	3,052.00	$	3,779.0
20	Day, Salvador	$	627.00	$	7,909.00	$	3,204.00	$	7,710.0
21	Fleming, Aaron	$	1,885.00	$	4,996.00	$	6,925.00	$	3,493.0
22	Ross, May	$	4,267.00	$	9,590.00	$	257.00	$	8,210.0
23	Hogan, Kalia	$	4,996.00	$	8,430.00	$	7,882.00	$	4,876.0
24	Clemons, Amela	$	4,267.00	$	9,590.00	$	257.00	$	8,210.0
25	Huff, Amy	$	6,925.00	$	7,430.00	$	7,882.00	$	4,876.0
26	Doyle, Lani	$	8,789.00	$	7,621.00	$	3,435.00	$	8,015.0
27	Molina, Zeus	$	4,075.00	$	1,240.00	$	2,243.00	$	4,383.0
28	Guthrie, Mona	$	9,779.00	$	7,042.00	$	3,373.00	$	4,383.0
29	Ellis, Breanna	$	8,369.00	$	1,645.00	$	3,527.00	$	7,430.0
30	Hernandez, Vivien	$	5,288.00	$	5,276.00	$	8,031.00	$	4,876.0
31	Murphy, Haviva	$	9,665.00	$	1,126.00	$	9,935.00	$	2,611.0
32	Lowe, Morgan	$	6,516.00	$	1,112.00	$	2,516.00	$	7,565.0
33	Parrish, Urielle	$	3,052.00	$	4,653.00	$	9,474.00	$	8,517.0
34	Brewer, Rachel	$	619.00	$	5,319.00	$	8,891.00	$	4,533.0
35	Larsen, Alden	$	3,582.00	$	2,286.00	$	3,898.00	$	7,565.0

4. In our example, all the pages now show the same number of rows due to the change in the page break.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Ross, May	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.00	$ 7,750.00	$ 4,275.00
Hogan, Kalia	$ 4,996.00	$ 8,430.00	$ 7,882.00	$ 4,876.00	$ 885.00	$ 6,979.00
Clemons, Amela	$ 4,267.00	$ 9,590.00	$ 257.00	$ 8,210.00	$ 7,700.00	$ 4,000.00
Huff, Amy	$ 6,925.00	$ 7,430.00	$ 7,882.00	$ 4,876.00	$ 1,885.00	$ 4,996.00
Doyle, Lani	$ 8,789.00	$ 7,621.00	$ 3,435.00	$ 8,015.00	$ 5,248.00	$ 840.00
Molina, Zeus	$ 9,779.00	$ 7,042.00	$ 9,293.00	$ 9,779.00	$ 7,042.00	$ 3,373.00
Guthrie, Mona	$ 9,779.00	$ 7,042.00	$ 3,373.00	$ 4,383.00	$ 3,425.00	$ 5,545.00
Ellis, Breanna	$ 257.00	$ 8,210.00	$ 7,750.00	$ 6,302.00	$ 358.00	$ 9,943.00
Hernandez, Vivien	$ 619.00	$ 5,319.00	$ 8,891.00	$ 4,996.00	$ 8,430.00	$ 7,882.00
Murphy, Haviva	$ 9,632.00	$ 7,803.00	$ 6,076.00	$ 1,928.00	$ 6,595.00	$ 677.00
Lowe, Morgan	$ 6,516.00	$ 1,112.00	$ 2,516.00	$ 7,565.00	$ 6,256.00	$ 8,794.00
Parrish, Urielle	$ 3,052.00	$ 4,653.00	$ 9,474.00	$ 8,517.00	$ 5,233.00	$ 1,650.00
Brewer, Rachel	$ 9,739.00	$ 6,861.00	$ 3,889.00	$ 3,527.00	$ 5,575.00	$ 4,046.00
Larsen, Alden	$ 4,046.00	$ 9,632.00	$ 7,803.00	$ 4,548.00	$ 619.00	$ 5,319.00
Miller, Evangeline	$ 7,882.00	$ 4,876.00	$ 1,885.00	$ 666.00	$ 6,210.00	$ 5,994.00
Conrad, Channing	$ 6,302.00	$ 358.00	$ 9,943.00	$ 4,964.00	$ 9,778.00	$ 737.00
Fisher, Clio	$ 3,527.00	$ 5,575.00	$ 4,046.00	$ 8,910.00	$ 8,369.00	$ 1,645.00
O'Connor, Hayden	$ 9,943.00	$ 4,964.00	$ 9,778.00	$ 3,527.00	$ 5,575.00	$ 4,046.00
Ayala, Kendall	$ 7,235.00	$ 7,619.00	$ 2,410.00	$ 666.00	$ 6,210.00	$ 5,994.00
Curry, Emma	$ 9,405.00	$ 3,588.00	$ 1,912.00	$ 1,413.00	$ 6,759.00	$ 9,019.00

To modify margins in the Preview pane:

A **margin** is the space between your content and the edge of the page. Sometimes you may need to **adjust** the margins to make your data fit more comfortably. You can modify page margins from the **Print** pane.

1. Navigate to the **Print** pane.

2. Select the desired margin size from the **Page Margins** drop-down menu. In our example, we'll select **Narrow Margins**.

3. The new page margins will be displayed in the Preview pane.

NAME	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		TOTAL
Ross, May	$ 9,590.00	$ 257.00	$ 8,210.00	$ 7,750.00	$ 4,275.00	★ $	68,698.00
Hogan, Kalia	$ 8,430.00	$ 7,882.00	$ 4,876.00	$ 885.00	$ 6,979.00	★ $	68,096.00
Clemons, Amela	$ 9,590.00	$ 257.00	$ 8,210.00	$ 7,700.00	$ 4,000.00	★ $	68,048.00
Huff, Amy	$ 7,430.00	$ 7,882.00	$ 4,876.00	$ 1,885.00	$ 4,996.00	★ $	67,988.00
Doyle, Lani	$ 7,621.00	$ 3,435.00	$ 8,015.00	$ 5,248.00	$ 840.00	★ $	67,896.00
Moline, Zeus	$ 7,042.00	$ 9,293.00	$ 9,779.00	$ 7,042.00	$ 3,373.00	★ $	67,219.00
Guthrie, Mona	$ 7,042.00	$ 3,373.00	$ 4,383.00	$ 3,425.00	$ 5,545.00	★ $	67,094.00
Ellis, Breanna	$ 8,210.00	$ 7,750.00	$ 6,302.00	$ 358.00	$ 9,943.00	★ $	66,549.00
Hernandez, Vivien	$ 5,319.00	$ 8,891.00	$ 4,996.00	$ 8,430.00	$ 7,882.00	★ $	66,489.00
Murphy, Haviva	$ 7,803.00	$ 6,076.00	$ 1,928.00	$ 6,595.00	$ 677.00	★ $	65,785.00
Lowe, Morgan	$ 1,112.00	$ 2,516.00	$ 7,565.00	$ 6,256.00	$ 8,794.00	★ $	65,518.00
Parrish, Urielle	$ 4,653.00	$ 9,474.00	$ 8,517.00	$ 5,233.00	$ 1,650.00	★ $	65,158.00
Brewer, Rachel	$ 6,861.00	$ 3,889.00	$ 3,527.00	$ 5,575.00	$ 4,046.00	★ $	64,507.00
Larsen, Alden	$ 9,632.00	$ 7,803.00	$ 4,548.00	$ 619.00	$ 5,319.00	★ $	64,348.00
Miller, Evangeline	$ 4,876.00	$ 1,885.00	$ 666.00	$ 6,210.00	$ 5,994.00	★ $	64,201.00
Conrad, Channing	$ 358.00	$ 9,943.00	$ 4,964.00	$ 9,778.00	$ 737.00	★ $	64,164.00
Fisher, Clio	$ 5,575.00	$ 4,046.00	$ 8,910.00	$ 8,369.00	$ 1,645.00	★ $	64,144.00
O'Connor, Hayden	$ 4,964.00	$ 9,778.00	$ 3,527.00	$ 5,575.00	$ 4,046.00	★ $	63,939.00
Ayala, Kendall	$ 7,619.00	$ 2,410.00	$ 666.00	$ 6,210.00	$ 5,994.00	★ $	63,535.00
Curry, Emma	$ 3,588.00	$ 1,912.00	$ 1,413.00	$ 6,759.00	$ 9,019.00	★ $	63,468.00

You can adjust the margins manually by clicking the **Show Margins** button in the lower-right corner, then dragging the **margin markers** in the **Preview** pane.
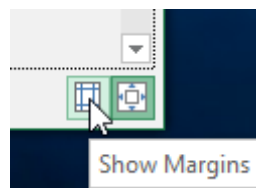
Challenge!

1. Open our **practice workbook**.
2. Click the **East Coast** tab at the bottom of the workbook.

3. In the **Page Layout** tab, use the **Print Titles** feature to repeat **row 1** at the top and **column A** at the left.

4. Using the **Page Break Preview** command, move the break between rows 47 and 48 up so it's between rows 40 and 41.

5. In **Backstage view**, open the **Print Pane**.

6. In the **Print pane**, change the **orientation** to **Landscape**.

7. Change the margins to **Narrow**.

8. Change the scaling to **Fit All Columns on One Page**.

9. When you are finished, your print preview should look like this:
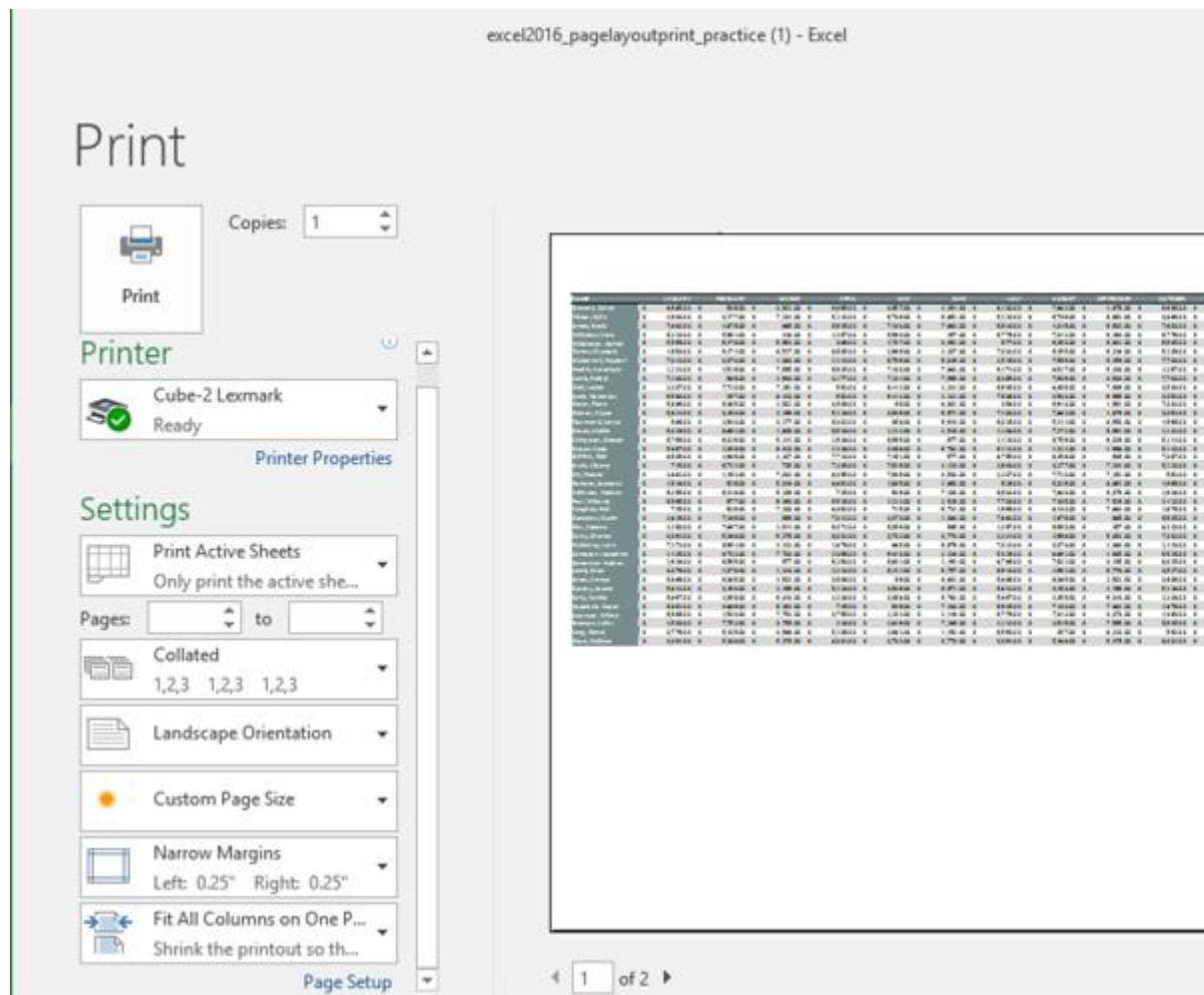
Adding a password

Step 1: In Excel, open the document you want to secure with a password.

Step 2: Click *File*, followed by *Info*.

Step 3: Next, click the *Protect Workbook* button. From the drop-down menu, select *Encrypt with Password*.

Step 4: Excel will then prompt you to type in a password. Pick one that's complicated and unique and note it down in your password manager.

It is paramount that you remember it, or have access to a copy of it in a secure location because if you forget it, you will lose access to the Excel file and recovering it will be very difficult.

From now on, any time you try to open that file, Excel will prompt you to input your newly chosen password.

Note: This password only protects that individual document, not every Excel document on your PC. If you want all Excel files to have similar protection, you'll need to password protect each file individually or look at more advanced protections.

If you want to see whether an Excel file has password protection or not, check out the *Info* tab for the document and look at the *Protect Workbook* section. It will tell you whether a password is required to open it or not.

Now that you've password-protected your most important files, it might be worth considering adding extra layers of security to your system. The easiest way to protect a large number of files is to encrypt them. Luckily, encryption programs are not hard to find. Windows 10 Professional users have a built-in encryption utility called Bitlocker, but if you want to download a free version with lots of customization options for many types of data, you can try Crypto Expert 8 or VeraCrypt open source downloads.
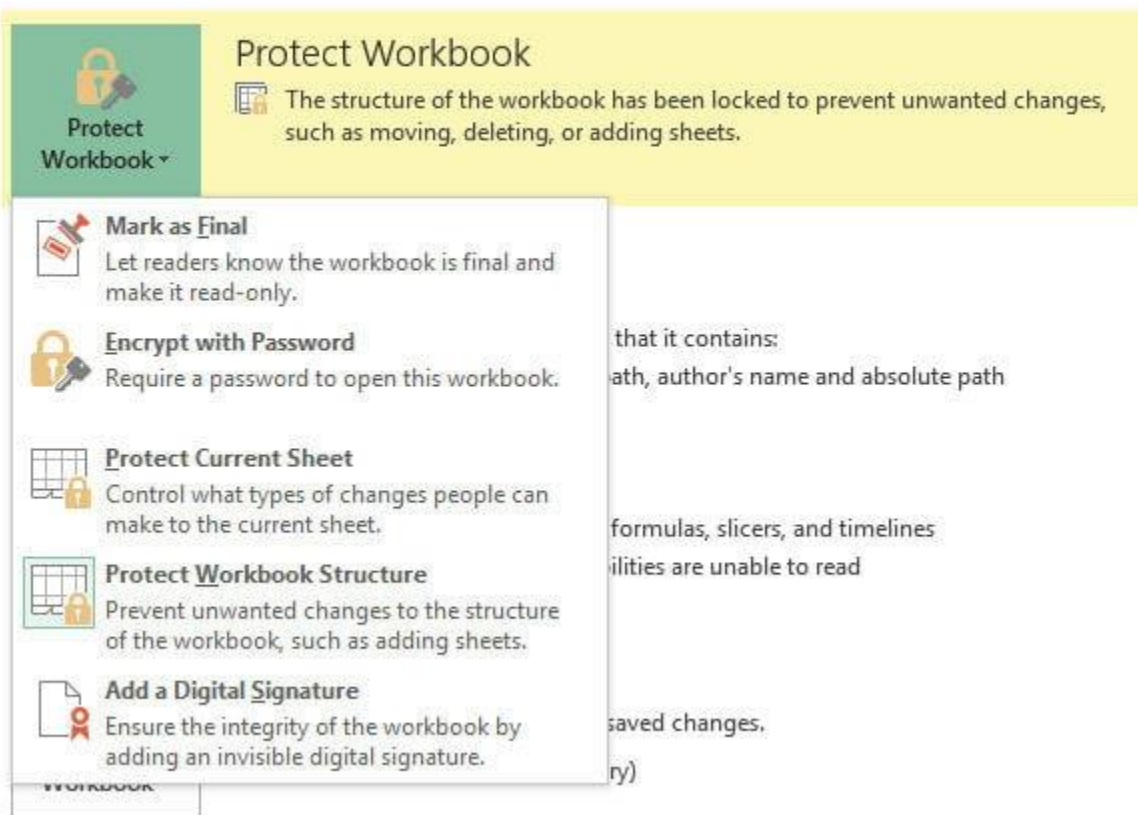
Excel also allows you to apply more customized security options to your file if necessary. It's important to know what these other options do so you can create the right security for your project. Under *Protect Document*, you'll find several additional features that may prove useful:

Mark as Final: This will mark the file as completed, which lets other people know that they shouldn't make any changes. Using this option will *not* secure the data behind a password, however, so it doesn't offer any security.

Protect Current Sheet: This will guard the currently selected worksheet with a password so that people can't make any changes. It's a handy option if there's only one sheet in the workbook that you want to protect, and you don't mind if people can see the info — you just don't want them messing with anything. You will notice that there's also an option to do this with "Workbook Structure," which protects data throughout the workbook from changes unless people have the password.

Restrict Access: This is a unique option used by organizations where IT has created security templates that essentially lock Excel files to only certain people

or ranks. It's handy in larger organizations where some people should be able to access the file, but not everyone.

Add a Digital Signature: This simply verifies the file as the real version, which is useful when sending it to other people or organizations, and to make sure it hasn't been altered. It also helps files from being spied on when you send them digitally.

How to Switch Between Worksheets in Excel

Keyboard Shortcuts To Switch Between Sheets In Excel

So you've got an Excel document in front of you with multiple worksheets. When you've got to switch between them, the obvious choice would be to do it by manually selecting a different sheet at the bottom of the workbook. However, that option might not be available.

In case you can't use your mouse or touchpad or have a big workload and don't waste time on that, you can switch between sheets in Excel using a keyboard shortcut.

There are two shortcuts that you'll need to learn here: **Ctrl** + **PgDn** (page down) for moving to the sheet on the right, and **Ctrl** + **PgUp** (page up) for moving to the sheet on the left. Or simply follow these steps to switch between sheets in the workbook:

1. In order to move one sheet to the right, hold down **Ctrl**, then press the **PgDn** key.
2. To keep moving to the right, press the **PgDn** key again.
3. In order to move back or one sheet to the left, hold down **Ctrl**, then press the **PgUp** key.
4. To keep moving to the left, press the **PgUp** key again.

That's just one example of a useful keyboard shortcut for Excel. Learning a few more essential shortcuts can help improve your productivity. For example, it will save you time while navigating Excel, or doing such routine tasks like changing row height and column width in the program.

Use The Go To Command

Using the Go To command is another handy way of moving around your Excel worksheet. You will especially appreciate this method if you have to deal with overloaded Excel documents with lots of rows and columns on a daily basis.

In order to move to a different space of your workbook using the Go To command, follow these steps:

- Open your Excel worksheet.
- Choose **Edit** from the menu on top of the screen.

- Select **Go To…** option from the drop down menu. You will see the Go To window open. You can use that to jump from one place in your document to another.

- In the dialog window, find the **Reference** line and type in your cell reference, like "C22" or "H134". Then press **OK**.

This will take you to the place you've chosen by moving the active cell box onto that specific cell.

Enable Go To Command Using Keyboard Shortcuts

A quicker way to use the Go To command in Excel is by learning the right keyboard shortcuts for it. There are two different options here, you can either press the **F5** key or use the **Ctrl + G** keyboard shortcut to bring the Go To window up.

Once you start using the Go To feature, you will see that it also stores all of your previous searches in that little window. So you can find a list of all your previous cell references in the top box above the **Reference** line. A useful feature if you find yourself jumping back and forth between specific areas of your Excel document.

However, remember that this information will disappear once you close your Excel workbook. So if you think you'll need it for future reference, make sure you save it elsewhere before exiting the document.

Switch Between Sheets in Excel Using Go To

If you don't want to jump to a specific cell in a different worksheet, but just want to open the whole thing, you can also use the Go To command to do it.

In order to switch between sheets in your Excel workbook, follow these steps:

- Open your Excel workbook.
- Bring up the Go To window using one of the shortcuts or manually.

- In the **Reference** line, type in the desired sheet name along with the cell reference. For example, if you're on Sheet 2 and want to move to Sheet 3, you'll need to type in "Sheet3 + exclamation mark + the cell reference" in the Reference line, like **Sheet3!B5**.

  The exclamation mark here serves as a separator between the sheet name and the cell number, as you can't use spaces in cell references.
- That command will take you to a different sheet and move the active cell box to the cell you've chosen. In order to move back to the previous sheet, repeat the whole process but change the sheet name that you type in the Go To window.

  Use Hyperlink To Change Worksheets
  You can navigate around your Excel workbook and jump from one sheet to another using hyperlinks as well. In Excel, there are different hyperlink types, and you can link to an existing file on your computer, a web page, or an e-mail address.

  If you want to create a hyperlink and use it to move to a different worksheet, do the following:

- Select a place in your sheet (a cell) where you want to insert the hyperlink.

- Right-click on it and choose **Hyperlink** from the drop-down menu.

- From the options in the middle of the box, choose **Document**.
- Move on to the Anchor line below, find the **Locate…** button next to it and click it.

- In the pop-up window, choose the sheet you want to link to and type in the cell reference where you'd like the hyperlink to take you.

- After you press OK, you'll be taken to the previous window where you can change the text of the hyperlink that you'll see in the document. Type it in under **Display**.

You can later delete or edit this hyperlink to change its destination or appearance.

Use a VBA Script to Move Between Sheets

While all of the above options are great for switching between Excel sheets, you might find yourself in a situation when you need more. For example, if you're working with an Excel document of many worksheets and constantly need to move back and forth between them. In that case you can create a VBA macro or script to automate that process for you.

Excel allows you to automate many different features and commands using Visual Basic for Applications (VBA) scripting. It's the programming language that Excel uses to create macros.

If you're completely new to the topic, check out our beginner's guide to VBA and an advanced VBA guide for MS Excel to learn everything about DIY programming in Microsoft Office.

If you already know a thing or two about it, then you can use macros like the following to move around your Excel workbook.

VBA Macro To Move To The Right

Sub **Change_Sheets_Right**()

Dim **SheetNum**, **CurrentSheet** As Integer
SheetNum = Sheets.Count
CurrentSheet = ActiveSheet.Index

If **CurrentSheet** < **SheetNum** Then
Sheets(**CurrentSheet** + 1).Activate
Else
Sheets(1).Select
End If

End Sub

VBA Macro To Move To The Left

Sub **Change_Sheets_Left**()

Dim **SheetNum**, **CurrentSheet** As Integer
SheetNum = Sheets.Count
CurrentSheet = ActiveSheet.Index

If **CurrentSheet** > 1 Then
Sheets(**CurrentSheet** - 1).Activate
Else
Sheets(**SheetNum**).Activate
End If

End Sub

Inserting New Worksheets

Inserting a new worksheet into a workbook is easy. Excel inserts a new worksheet before the currently selected worksheet

Method

To insert a new worksheet:

1. From the Insert menu, choose Worksheet.
   or
2. Click the Insert new worksheet button next to the worksheet tabs as show in Figure 1.1

Exercise

In the following exercise, you will insert two new worksheets into a workbook

1. Select the Tuition Generated worksheet from the **Latham College** workbook.
2. Click on the **Home** tab, in the **Cells** group, click **Insert**, and then click **Insert Sheet**. *[A new worksheet, Sheet1, is inserted in front of the Tuition Generated worksheet].*

3. Repeat steps 1 and 2 to insert another worksheet in front of the Tuition Generated worksheet. *[A second new worksheet, Sheet2, is inserted].*

Renaming Worksheets

Once you have created a new worksheet, you can rename it. You can create worksheet names up to 31 characters long, including spaces. The worksheet name cannot be enclosed in square brackets and cannot include the following characters: colon (:), slash (/), backslash (\), question mark (?), and asterisk (*).

Method

To rename a worksheet:

1. Double-click the worksheet tab.
2. Type the new worksheet name.
3. Press **Enter**

Exercise

In the following exercise, you will rename worksheets.

1. Double-click the Sheet2 sheet tab. *[The Sheet2 sheet tab is selected and the worksheet name is highlighted].*
2. Type **Notes**.
3. Press **Enter**. *[The worksheet is renamed Notes].*
4. Double-click the Sheet1 sheet tab. *[The Sheet1 sheet tab is selected and the worksheet name is highlighted..*
5. Type **Temporary**.
6. Press **Enter**. *[The worksheet is renamed Temporary].*

Deleting Worksheets

You can delete a worksheet simply by choosing Delete Sheet from the Cells group on the Home tab. Be very careful, however. Once you have deleted a worksheet from a workbook, you cannot undelete it.

Method

To delete a worksheet:

1. Select the worksheet to be deleted.
2. On the Home tab, in the Cells group, click the arrow next to Delete, and then click Delete Sheet.

Note: You can also right-click the sheet tab to view a shortcut menu, from which you can choose Delete.

Hide Columns or Rows

Hide | Unhide
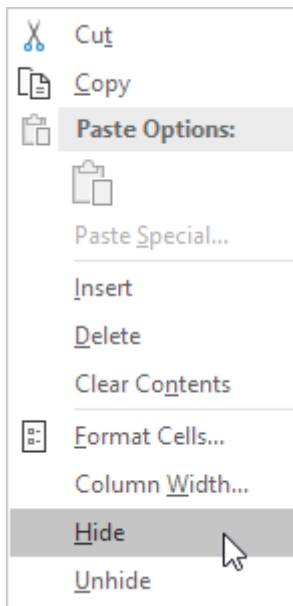Sometimes it can be useful to hide columns or rows in Excel.
Hide
To hide a column, execute the following steps.

1. Select a column.

	A	B	C	D	E	F
1	Age	Marital status	Address	Income	Car price	Education
2	55	1	12	72	37	1
3	56	0	29	153	76	1
4	28	1	9	28	13.9	3
5	24	1	4	26	13	4
6	25	1	2	23	11.3	2
7	45	0	9	76	37.3	3
8	44	1	17	144	72.1	2
9	46	1	20	75	37.1	1
10	41	0	10	26	13	1
11	29	0	4	19	9.6	2
12	34	0	0	89	44.4	3
13	55	0	17	72	36.1	3
14	28	0	9	55	28.2	4
15	21	1	2	20	9.6	3

2. Right click, and then click Hide.

✂	Cut	
📋	Copy	
📋	**Paste Options:**	
	📋	
	Paste Special...	
	Insert	
	Delete	
	Clear Contents	
▦	Format Cells...	
	Column Width...	
	Hide	
	Unhide	

Result:

	A	B	C	E	F
1	Age	Marital status	Address	Car price	Education
2	55	1	12	37	1
3	56	0	29	76	1
4	28	1	9	13.9	3
5	24	1	4	13	4
6	25	1	2	11.3	2
7	45	0	9	37.3	3
8	44	1	17	72.1	2
9	46	1	20	37.1	1
10	41	0	10	13	1
11	29	0	4	9.6	2
12	34	0	0	44.4	3
13	55	0	17	36.1	3
14	28	0	9	28.2	4
15	21	1	2	9.6	3

Note: to hide a row, select a row, right click, and then click Hide.
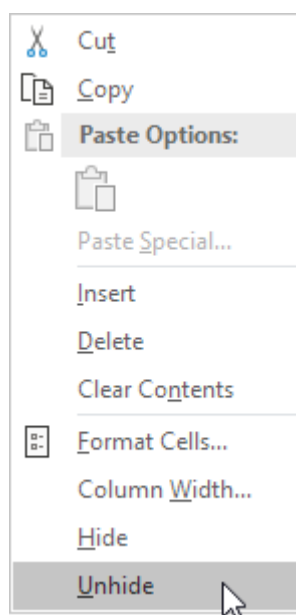
Unhide
To unhide a column, execute the following steps.
1. Select the columns on either side of the hidden column.

	A	B	C	E	65536R x 3C
1	Age	Marital status	Address	Car price	Education
2	55	1	12	37	1
3	56	0	29	76	1
4	28	1	9	13.9	3
5	24	1	4	13	4
6	25	1	2	11.3	2
7	45	0	9	37.3	3
8	44	1	17	72.1	2
9	46	1	20	37.1	1
10	41	0	10	13	1
11	29	0	4	9.6	2
12	34	0	0	44.4	3
13	55	0	17	36.1	3
14	28	0	9	28.2	4
15	21	1	2	9.6	3

2. Right click, and then click Unhide.

Cut
Copy
Paste Options:

Paste Special...

Insert
Delete
Clear Contents
Format Cells...
Column Width...
Hide
Unhide

Result:

	A	B	C	D	E	F
1	Age	Marital status	Address	Income	Car price	Education
2	55	1	12	72	37	1
3	56	0	29	153	76	1
4	28	1	9	28	13.9	3
5	24	1	4	26	13	4
6	25	1	2	23	11.3	2
7	45	0	9	76	37.3	3
8	44	1	17	144	72.1	2
9	46	1	20	75	37.1	1
10	41	0	10	26	13	1
11	29	0	4	19	9.6	2
12	34	0	0	89	44.4	3
13	55	0	17	72	36.1	3
14	28	0	9	55	28.2	4
15	21	1	2	20	9.6	3

Note: to unhide a row, select the rows on either side of the hidden row, right click, and then click Unhide.

Accessing Excel Options

To open the Excel Options dialog box:

In Excel 2010/13: Go to File –> Options.

In Excel 2007: Go to Menus –> Tools –> Excel Options.
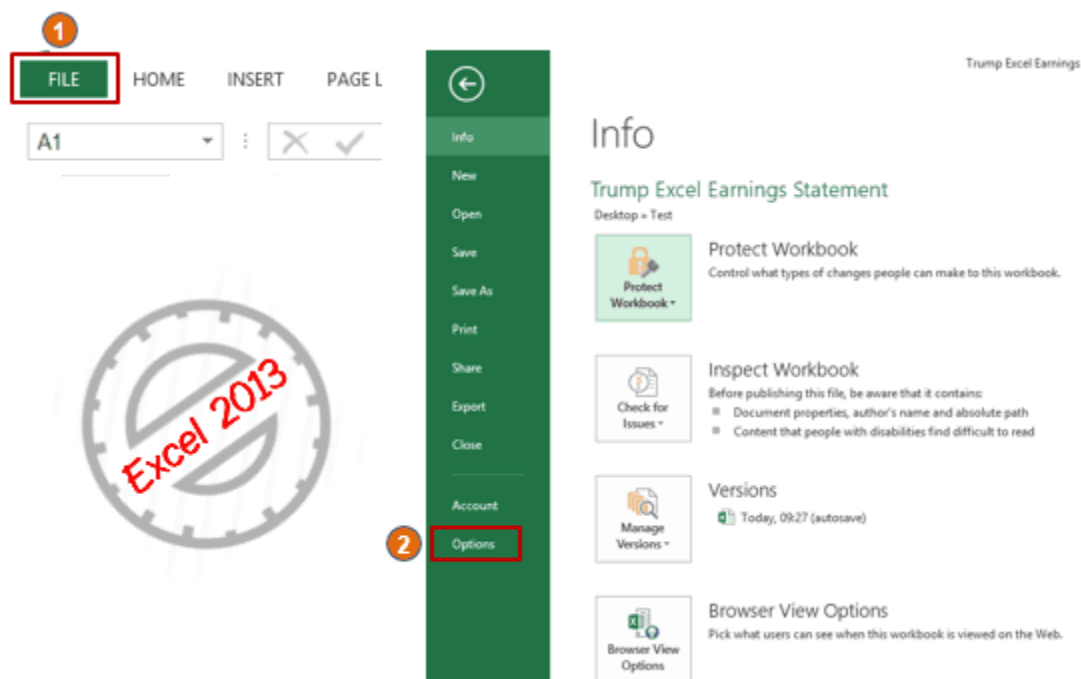
Don't be overwhelmed with all the categories and checkboxes in the Excel Options dialog box. You do not need to change everything, and in most cases, default setting works just fine. But here are some of the features that can give you more control on the way your Excel spreadsheets behave.

#1 Change the Default Font Type and Size

By default, Excel uses Calibri (body font) font size 11. If you or your organization is using a different font type and size, you can change the default by following these steps:

- In Excel Options, select General.

- In General options, within 'When creating new workbooks' section, change the default font type and font size.
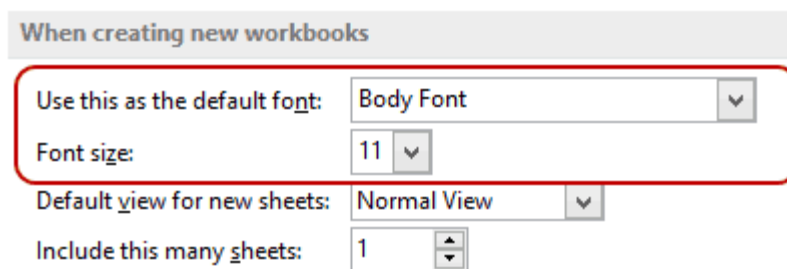
Now when you open a new workbook, it will use the new font setting by default.

#2 Always Save Files in .xls format

If you are sharing your excel workbooks with people who have 2003 version, you need to manually change the format to .xls. Instead of doing this manually every time, you can change the default file format Save setting.

Here are the steps to do this:

- In Excel Options, select Save.

- In Save options, within 'Save workbooks' section, change the Save File format to Excel 97-2003 Workbook.

You can also set the default to Excel Macro-Enabled Workbook if you work with macros.

Now whenever you save a workbook, it will get saved in .xls format.

#3 Change Calculation mode from Automatic to Manual

With automatic calculation, a recalculation is triggered whenever there is a change in a cell/value that affects formulas (more so with volatile formulas). With worksheets that are loaded with a lot of data and formulas, this recalculation can waste a lot of time (and most of the time it is unnecessary) and make our workbooks slow.

To save time, you can change the calculation setting to manual. To do this:

- In Excel Options, select Formulas.

- In Formulas options, change calculation options to Manual.

When manual mode is selected, you need to manually force a recalculation by pressing F9 key.

#4 Keep the active cell selected after pressing Enter

By default, if you select a cell and press enter, the selection goes down. In a lot of cases, you may want to keep the same cell selected after hitting Enter.

Here is how you can make this change:

- In Excel Options, select Advanced.

- In Editing Options, uncheck the option 'After pressing Enter, move selection'.

TIP: You can also achieve the same effect by pressing Control + Enter (instead of Enter).

#5 Automatically Insert Decimal Points during Data Entry

If your work involves a lot of numeric data entry with decimals, this one would be mighty useful.

How it works – If you have to enter numeric values with 2 data points, instead of typing 123.45, you can simply type 12345, and Excel would automatically insert 2 decimal places.

Here is how you can enable this:

- In Excel Options, select Advanced.

- In Editing Options, select 'Automatically insert a decimal point' and specify the places.

Advanced options for working with Excel.

Editing options

☑ After pressing Enter, move selection
Direction: Down ▼
☑ Automatically insert a decimal point
Places: 2

Caution: Remember, every time you enter a number, it will have 2 decimal places. So if you need 1 as the value, you will have to type 100 (considering there are 2 decimal places).
#6 Show All Comments at Once

When you insert a comment, by default there is a small red triangle that appears at the top left of the cell. While this is a good enough indicator, you are likely to miss comments if you have a lot of data/comments.

One workaround could be to show all the comments at once.

To do this:

- In Excel Options, select Advanced.

- In the Display section, under the 'For cells with comments, show:' option, select Comments and Indicators.

Display

Show this number of Recent Workbooks: 25

☐ Quickly access this number of Recent Workbooks: 4

Show this number of unpinned Recent Folders: 5

Ruler units Default Units ▽

☑ Show formula bar

☑ Show function ScreenTips

☐ Disable hardware graphics acceleration

For cells with comments, show:

   ○ No comments or indicators

   ○ Indicators only, and comments on hover   *Check this to show all comments*

   ◉ Comments and indicators ◀

TIP: This would also be helpful if you are editing comments. Just click on the comment and edit it.
#7 Hide All 0's

You can hide all the 0 values in your spreadsheet with one single click (you heard it right!).

Here is how to do this:

- In Excel Options, select Advanced.

- Scroll down and go to the section – 'Display Options for this worksheet'.

- Uncheck 'Show a zero in cells that have zero value'.

Display options for this worksheet: 📗 Sheet1 ▽

☑ Show row and column headers

☐ Show formulas in cells instead of their calculated results

☐ Show sheet right-to-left

☐ Show page breaks

☐ Show a zero in cells that have zero value

☑ Show outline symbols if an outline is applied

☑ Show gridlines

#8 Open Selected Workbooks Whenever You Start Excel

If you start your work with the same set of Excel workbooks (for example, to-do lists, project trackers, etc.), there is a way Excel will automatically open these workbooks whenever you start it. Here is how to do this:

- In Excel Options, select Advanced.

- Scroll Down and go to General section.

- In the field. 'At startup, open all files in:', enter the path of the folder that has the files that you want to open whenever you start Excel.
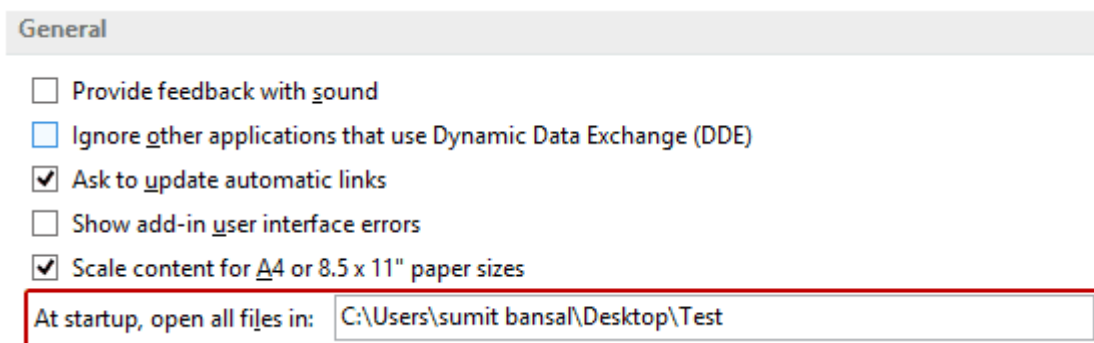

Note: You can add more files to the folder and it would automatically open when you open Excel next.
See Also: Excel Data Entry Tips.
#9 Automatically Complete Abbreviations

There is a feature in Excel where you can specify shorthand text and Excel will automatically complete it for you. For example, whenever you type ABC, Excel would automatically replace it with ABC Technology Corporation Limited. Something as shown below:
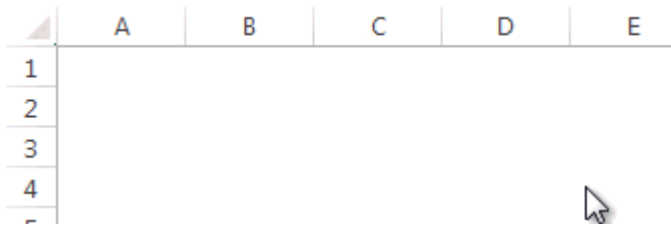
Here is how you can enable this:

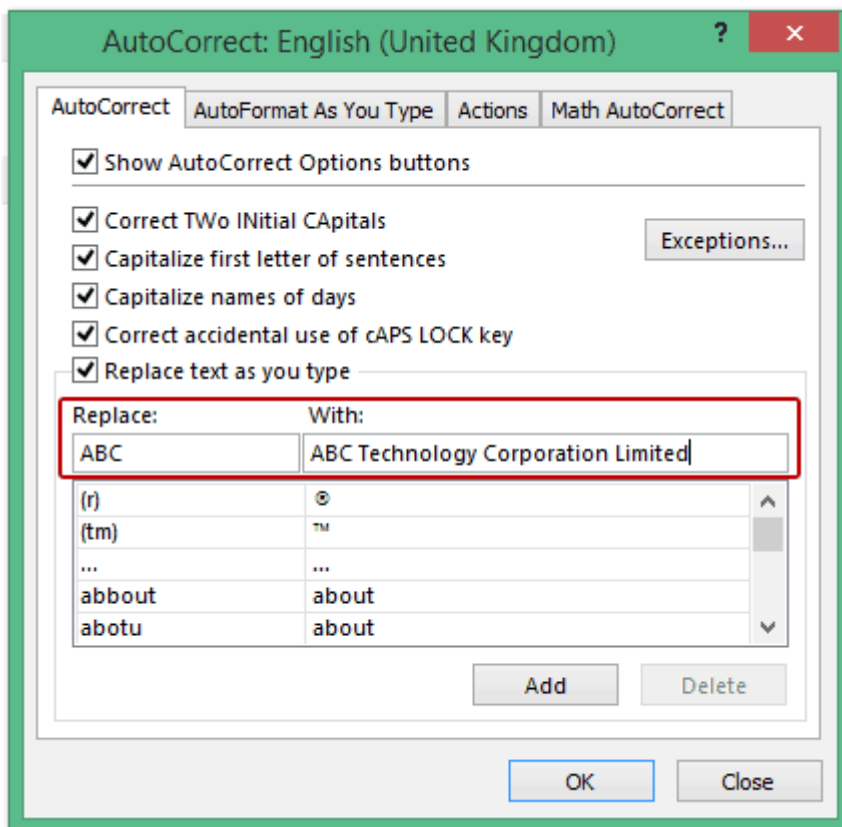- In Excel Options, select Proofing

- Click on AutoCorrect Options button

Change how Excel corrects and formats your text.

AutoCorrect options

Change how Excel corrects and formats text as you type: AutoCorrect Options...

- In the AutoCorrect dialog box, type what you want to Replace (in Replace field) with what you want to replace it with (in With field)

- Click Add and then Ok

Now whenever you type ABC and hit enter (or space bar), it will automatically get replaced with ABC Technology Corporation Limited.