# Instructor’s Manual Exploring Microsoft Common Features 2016

## Available Instructor Resources

|  |  |  |
| --- | --- | --- |
| **Resource** | **File Name** | **Found** |
| **Student Data Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Solution Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | f01\_answerkey\_match.docx |
| Multiple Choice | f01\_answerkey\_mc.docx |
| Concepts Checks | f01\_answerkey\_concepts.docx |
| **Scorecards** | Various, example:  f01\_b2StockData \_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | f01 \_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  f01\_b2StockData\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | f01\_script.docx | Online Instructor Resource Center |
| Scripted Lecture Data | f01\_script\_data.xlsx |
| Scripted Lecture Solution | f01\_script\_solution.xlsx |
| **PowerPoint Presentation** | f01\_powerpoints.pptx | Online Instructor Resource Center |
| **Testbank** | f01\_testbank.doc | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | f01\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | f01\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | f01\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | f01\_exam\_chap\_data.xlsx |
| Prepared Exam-Chap Solution | f01\_exam\_chap\_solution.xlsx |
| Prepared Exam-Chap Annotated Sol. | f01\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | f01\_exam\_chap\_scorecard.xlsx |
| **File Guide** | f01\_file\_guide.xlsx | Online Instructor Resource Center |
| **Objective Map** | f01\_objectivesmap | Online Instructor Resource Center |
| **Grader Project** |  | Online Instructor Resource Center |
| Grader Instruction | f01\_grader\_instruction.docx |
| Grader Data | f01\_grader\_data.xlsx |
| Grader Solution | f01\_grader\_solution.xlsx |
| Grader Annotated Solution | f01\_grader\_annsolution.pdf |
| Grader Scorecard | f01\_grader\_scorecard.xlsx |

## CHAPTER OBJECTIVES

### When students have finished reading this chapter, they will be able to:

* Start and Office Application
* Work with Files
* Use Common Interface Components
* Get Help
* Install Add-Ins
* Use Templates and Apply Themes
* Modify Text
* Relocate Text
* Check Spelling and Grammar
* Work with Pictures and Graphics
* Use Backstage View
* Change the Document View
* Change the Page Layout
* Insert a Header and Footer
* Preview and Print a File

## CHAPTER OVERVIEW

The students will be asked to apply skills that are common across the Microsoft Office suite to create and format documents and edit content in Office 2016 applications.

### The major sections in this chapter are:

1. **Getting Started with Office Applications.** In this section, the student will learn how to start an Office application, work with files, use common interface components, get Help, and install Microsoft or third-party add-ins.
2. **Format Document Content.** In this section students will learn how to use templates, apply themes, modify text, relocate text, check spelling and grammar, and work with pictures and graphics.
3. **Modify Document Layout and Properties.** Students will learn how to use Backstage view, change the document view, change the Page Layout, insert a Header and Footer, and preview and print a file.

## CLASS RUN-DOWN

1. Have students turn in homework assignments.
2. Talk about the chapter using the discussion questions listed below.
3. Use a PowerPoint presentation to help students understand the chapter content.
4. Demonstrate common features in Office 2016 applications.
5. [Run through the Scripted Lecture for the chapter. Give special attention to areas in which students might be challenged.](#_WHEN_USING_SCRIPTED)
6. Have students complete the Capstone Exercise.
7. Use MyITLab for in-class work or to go over homework.
8. Give students the homework handout for the next class period.

## LEARNING OBJECTIVES

### At the end of this lesson students should be able to:

* Open a Microsoft Office Application
* Change Your Microsoft Account
* Create a New File
* Open a File
* Save a File
* Use the Ribbon
* Use a Shortcut Menu
* Use Keyboard Shortcuts
* Customize the Ribbon
* Use the Quick Access Toolbar
* Customize the Quick Access Toolbar
* Use the *Tell me what you want to do* Box
* Use Enhanced Screen Tips
* Use an Add-in from the Store
* Open a Template
* Apply a Theme
* Select Text
* Edit Text
* Use the Mini Toolbar
* Use Format Painter
* Cut, Copy and Paste Text
* Use the Office Clipboard
* Check Spelling and Grammar
* Insert Pictures and Graphics
* Resize and Format Pictures and Graphics
* Customize Application Options
* Enter Document Properties
* Change the Document View
* Change Margins
* Change Page Orientation
* Use the Page Setup Dialog Box
* Insert a Footer
* Insert a Header
* Preview a File
* Print a File

## KEY TERMS

**Access–**A relational database management system in which you can record and link data, query databases, and create forms and reports.

**Backstage view–**A component of Office 2016 that provides a concise collection of commands related to an open file.

**Clipboard–**An area of memory reserved to temporarily hold selections that have been cut or copied and allows you to paste the selections.

**Cloud storage–**A technology used to store files and to work with programs that are stored in a central location on the Internet.

**Command–** A button or area within a group that you click to perform tasks.

**Contextual tab–**A tab that contains a groups of commands related to the selected object.

**Copy–** A command used to duplicate a selection from the original location and place a copy in the Office Clipboard.

**Cut–**A command used to remove a selection from the original location and place it in the Office Clipboard.

**Dialog box–** A box that provides access to more precise, but less frequently used, commands.

**Dialog Box Launcher–** A button that when clicked opens a corresponding dialog box.

**Enhanced ScreenTip–**A small message box that displays when you place the pointer over a command button. The purpose of the command, short descriptive text, or a keyboard shortcut if applicable will display in the box.

**Excel–**An application that makes it easy to organize records, financial transactions, and business information in the form of worksheets.

**Footer–**Information that displays at the bottom of a document page.

**Format Painter–**A feature that enables you to quickly and easily copy all formatting from one area to another in Word, PowerPoint, and Excel.

**Gallery–**An area in Word which provides additional text styles. In Excel, the gallery provides a choice of chart styles, and in Power Point, the gallery provides transitions.

**Group–**A subset of a tab that organizes similar tasks together.

**Header–**An area with one or more lines of information at the top of each page.

**Landscape orientation–**A document layout when a page is wider than it is tall.

**Live Preview–**An Office feature that provides a preview of the results of a selection when you point to an option in a list or gallery. Using Live Preview, you can experiment with settings before making a final choice.

**Margin–**The area of blank space that displays to the left, right, top, and bottom of a document or worksheet.

**Microsoft Office–**A productivity software suite including a set of software applications, each one specializing in a particular type of output.

**Mini toolbar–**A toolbar that provides access to the most common formatting selections, such as adding bold or italic, or changing font type or color. Unlike the Quick Access Toolbar, the Mini toolbar is not customizable.

**OneDrive–**Microsoft’s cloud storage system. Saving file to OneDrive enables them to sync across all Windows devices and to be accessible from any Internet-connected device.

**Paste–**A command used place a cut or copied selection into another location.

**Picture–**A graphic file that is retrieved from storage media or the Internet and placed in an Office project.

**Portrait orientation–**A document layout when a page is taller than it is wide.

**PowerPoint–**An application that enables you to create dynamic presentations to inform groups and persuade audiences.

**Quick Access Toolbar–**A toolbar located at the top-left corner of any Office application window, this provides fast access to commonly executed tasks such as saving a file and undoing recent actions.

**Ribbon–**The command center of Office applications. It is the long bar located just beneath the title bar, containing tabs, groups, and commands.

**Shortcut menu–**A menu that provides choices related to the selection or area at which you right-click.

**Status bar–**A bar located at the bottom of the program window that contains information relative to the open file. It also includes tools for changing the view of the file and for changing the zoom size of onscreen file contents.

**Tab–**Located on the Ribbon, each tab is designed to appear much like a tab on a file folder, with the active tab highlighted.

***Tell me what you want to do* box–**Located to the right of the last tab, this box enables you to search for help and information about a command or task you want to perform and also presents you with a shortcut directly to that command.

**Template–**A predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified.

**Theme–**A collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, presentation, or database form or report.

**Title bar–**The long bar at the top of each window that displays the name of the folder, file, or program displayed in the open window and the application in which you are working.

**Toggle commands–**A button that acts somewhat like light switches that you can turn on and off. You select the command to turn it on, then select it again to turn it off.

**View–**The various ways a file can appear on the screen.

**Word–**An application that can produce all sorts of documents, including memos, newsletters, forms, tables, and brochures.

**Zoom slider–**A feature that displays at the far right side of the status bar. It is used to increase or decrease the magnification of the file.

## DISCUSSION QUESTIONS

* What are the benefits of having common features in the Office 2016 applications?
* What is the purpose of the Quick Access Toolbar?
* What is done when the Speller indicates that a word is misspelled but it is correctly spelled?
* Why would you need or want to change the view of a document?
* What feature is used to have consistent headings in a document?
* Backstage view includes what functions and features?

## WHEN USING SCRIPTED LECTURE IN CLASS, DEMONSTRATE HOW TO:

* Start Microsoft Office Application
* Open a File
* Save a File
* Use a Shortcut Menu
* Use the *Tell me what you want to do* Box
* Open a Template
* Select and Edit Text
* Use Format Painter
* Cut, Copy, and Paste Text
* Check Spelling and Grammar
* Insert a Picture
* Enter Document Properties
* Change the Document View
* Change Page Layout
* Insert a Footer
* Preview a File
* Change Page Orientation

## CONNECTIONS: PRACTICAL PROJECTS, AND APPLICATIONS

* Use the *Tell me what you want to do* box to search for text in a letter and apply the Heading 1 style to the first line in the letter.
* Search online for a flyer template that has a photo placeholder, create a new document with that template, and then replace the photo with your own.
* Using the created flyer document, select the text of a heading to not copy the text but copy text formats using Format Painter and then apply it to all other headings in the flyer that should appear the same.
* For an arts gallery, use Excel to generate a chart showing art sales for the week. Then create a PowerPoint file and insert the Excel chart with bullet points explaining the sales; then check the spelling of text on all of the slides.
* Create a flyer and use the Bing Image Search to find an online picture of a “Garage Sale” sign to insert the graphics in the flyer you are generating.
* Locate a picture of your house from your digital picture files stored on your computer and insert it in the Garage Sale flyer you generated, to make it easier to find your pink house.
* Customize your application options to set defaults of Arial font and 14pts as the font size whenever you create a Word document.

## TEACHING NOTES

### Getting Started with Office Applications

In this section, the student will learn how to start an Office application, work with files, use common interface components, get help, and install add-ins.

#### Starting an Office Application

* Microsoft Office is a productivity software suite including a set of software applications, each one specializing in a particular type of output. Word (word-processing software), Excel (spreadsheet software), PowerPoint (presentation graphics software) and Access (relational database software) are the most used applications in the suite.
* Log in using a Microsoft account to sign in to any Windows computer and access the saved settings associated with your Microsoft account. This also provides additional benefits such as being connected to all of Microsoft’s resources on the Internet, such as cloud storage with OneDrive.
* Click the Start button and then click the app tile for the Office application in which you want to work. If the application tile is not on the start menu, you can open the program from All apps.
* Alternatively, you can click in the search box on the task bar, type the name of the program, and press Enter. The program will open automatically.
* **Teaching Tips**: Demonstrate the commonality of Word, Excel, PowerPoint, and Access.
* **Teaching Tips**: Explain the process of choosing which office application to use and how it really depends on what type of output you want to produce. Sometimes you may need to use two or more Office applications to produce the intended output.
* **Teaching Tips**: It saves time to have an app tile for each of the Office 2016 applications you frequently use on the desktop or even pinned to the task bar.
* **Teaching Tips:** You can switch between Microsoft accounts in an application using the profile name at the top-right of the open application. Click the profile name, select Switch account, and then select an account from the list.

#### Working with Files

* You can begin working with an Office application by opening an existing file that has already been saved to a storage medium or you can begin work on a new file by selecting a template to use.
* Saving a file enables you to open it later for additional updates or references. Files are saved to a storage medium such as a hard drive, CD, flash drive, or to the cloud on OneDrive.
* **Teaching Tips:** Stress the importance of determining where you will be storing your files once they are created and saved.
* **Teaching Tips:** Show students how to open an existing file using the Open dialog box and explain the various components of that box.
* **Teaching Tips:** Demonstrate how the Recent documents list simplifies the task of reopening the most recently opened files in an application. If you do not see your file listed, you can click the link to Open Other Documents (or Workbooks, Presentations, etc.).
  + To keep a particular file in the list, click the icon to pin the file to the list.
  + The “pushpin” of the file will change directions so that it appears to be inserted.
  + If later you want to remove the file from the list, click the inserted pushpin, changing its direction and allowing the file to be bumped off the list.
* **Teaching Tips:** Demonstrate to students the difference between using the command “Save” and the command “Save As”.

#### Using Common Interface Components

* Word, PowerPoint, Excel, and Access all share a similar Ribbon structure. Although the specific tabs, groups, and commands vary among the Office programs, the way in which you use the Ribbon and the descriptive nature of tab titles are the same regardless of which program you are using.
* Another way you can accomplish tasks in Office is to use the Shortcut menu, which provides choices related to the object, selection, or area of the document at which you did a right-click.
* You might find that you prefer to use keyboard shortcuts, which are keyboard equivalents for software commands. Universal keyboard shortcuts in Office include Ctrl+C (Copy), Ctrl+X (Cut), Ctrl+V (Paste), and Ctrl+Z (Undo); there are others.
* You can personalize the Ribbon by adding, renaming, and removing Ribbon tabs, as well as creating customized tabs. The custom tabs are unique to the Office program in which they are created.
* The Quick Access Toolbar, located at the top-left corner of any Office application window, provides one-click access to commonly executed tasks. You can add other buttons in addition to the default ones used to save a file and undo or redo a recent action.
* **Teaching Tips:** Demonstrate the ability to maximize your workspace by temporarily hiding the Ribbon and then unhide it.
* **Teaching Tips:** Reveal commands that are visible when a Dialog Box Launcher is activated, such as a gallery of Excel chart styles and PowerPoint transitions.

#### Getting Help

* As you work with any Office application, you can access help online as well as within the current software installations.
* The *Tell me what you want to do* box, located to the right of the last tab on the Ribbon, is new to Office 2016 and enables you to search for help and information about a command or task you want to perform. It will also present you with a shortcut directly to that command and in some instances will complete the action for you.
* Another new feature for Office 2016 is Smart Lookup which provides information about tasks or commands in Office, and can also be used to search for general information on a topic.
* **Teaching Tips:** Demonstrate the Help button that appears with a dialog box; it is displayed as a question mark in the top right corner of the dialog box.
* **Teaching Tips:** Show students the ease of locating a command on the Ribbon using the *Tell me what you want to do* box. A list of commands related to the skill will display.
* **Teaching Tips:** Demonstrate the Smart Lookup which is available on the shortcut menu when you right-click text.
* **Teaching Tips:** Demonstrate how to display an Enhanced ScreenTip which describes the command button that the mouse pointer is hovering over.

#### Installing Add-ins

* A Microsoft or third-party add-in is a custom program or additional command that extends the functionality of an Office program. As an example, in Excel, add-ins provide additional functionality that can help with statistics and data mining.
* **Teaching Tips:** Demonstrate the steps used to search for an install and add-in from the Microsoft Store.

### Format Document Content

In this section, the student will explore themes and templates, explore tools to make formatting changes, check grammar and spelling, and format pictures and graphics.

#### Using Templates and Applying Themes

* A template is a predesigned file that incorporates formatting elements such as a theme and layouts, and may include content that can be modified.
* A theme is a collection of design choices that include colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation.
* Themes are a bit different for each of the Office applications.
* **Teaching Tips:** Demonstrate how to view the Templates list when creating a new document and how to locate other templates that are available online.
* **Teaching Tips:** Demonstrate how applying a theme enables you to visually coordinate various page elements.

#### Modifying Text

* In all Office applications, the Home tab provides tools for editing selected text. You can also use the Mini toolbar to make quick changes to selected text.
* Before making any changes to existing text or numbers, you must first select the characters. Once you have selected the desired text, besides applying formatting, you can delete or simply type over text to replace it.
* There are shortcuts to selecting text, such as clicking and dragging, using double-click, and using the Ctrl, and Shift keys with other keys on the keyboard.
* You can find the most common formatting commands in the Font group on the Home tab.
* The Font determines the way characters display onscreen or print in documents, including qualities such as size, spacing, and shape.
* **Teaching Tips:** Demonstrate editing text using various shortcuts to selecting the text.
* **Teaching Tips:** Show students how to apply a different font to a section of a project by selecting the font from within the Font group on the Home tab or selecting from the Mini toolbar.

#### Relocating Text

* The Office Clipboard is an area of memory reserved to temporarily hold selections that have been cut or copied and allows you to paste the selections. It is important to finalize the paste procedure during the current session before the computer is shut down or loses power, for the contents of the Clipboard are then erased.
* **Teaching Tips:** Demonstrate using Format Painter to copy formatting from one area to another.
* **Teaching Tips:** Show students how to relocate text using the cut, copy, and paste commands.

#### Checking Spelling and Grammar

* Word and PowerPoint check your spelling and grammar as you type. You run the spelling checker in Excel and Access to check spelling.
* Misspellings are identified with a red wavy underline.
* Grammatical problems are underlined in green, and word usage errors (such as using bear instead of bare) have a blue underline.
* If the word or phrase is truly in error—that is, it is not a person’s name or an unusual term that is not in the application’s dictionary—you can correct it manually, or you can let the software correct it for you.
* **Teaching Tips:** Show students how to make corrections or bypass all occurrences of a flagged error in the current document.
* **Teaching Tips:** Demonstrate how to add a word, phrase, or often-used names to the application dictionary, so an error is not flagged in the future.

#### Working with Pictures and Graphics

* Pictures and other graphic elements can be included in a project to add energy and additional description.
* You can insert pictures from your own library of digital photos you have saved on your hard drive, OneDrive, or another storage medium.
* You can initiate a Bing Image Search for online pictures directly inside the Office program being used.
* When a picture is selected, the Picture Tools Format tab includes options for modifying a picture. You can apply a picture style or effect, and add a picture border from selections in the picture Styles group.
* **Teaching Tips:** Demonstrate how to insert a picture from a file stored on your computer.
* **Teaching Tips:** Show students how to use the sizing handles of a picture to resize it and how to use the cropping tool, which adjusts the amount of a picture that displays.
* **Teaching Tips:** Demonstrate how to create a document using a template and then replace the picture placeholder with one of your own.

### Modify Document Layout and Properties

In this section, the students will learn about views and how to change a document view to suit their needs. Additionally, they will learn how to modify the page layout, including page orientation and margins, as well as how to add headers and footers. Finally, the students will explore Print Preview and the various printing options available.

#### Using Backstage View

* Using Backstage View, you can view or specify setting related to protection, permissions, versions, and properties. It also includes options for customizing program settings, signing in to an Office account, and exiting the application.
* A file’s properties include information that identifies a document, such as the author, document purpose, intended audience, file size, permissions, and date modified.
* Data elements or metadata are saved with the document, but do not appear in the document as it displays onscreen or is printed.
* **Teaching Tips:** Demonstrate how tags can be applied to multiple documents and how later those keywords can be used as search terms to locate all associated documents.
* **Teaching Tips:** Display the Info page located in the Backstage view of the current document to show statistical information such as the file size, number of pages, and total words.
* **Teaching Tips:** Word does not automatically populate the Author box under Related People in Word Properties when the Author name is added through the Advanced Properties dialog box. In previous versions of Word the box was automatically populated.

#### Changing the Document View

* A document view is the way a file appears onscreen. The view buttons on the status bar of each application enable you to change the view of the open file.
* Additional views for all Office applications are available on the View tab.
* **Teaching Tips:** Demonstrate using the Zoom slider, which is a horizontal bar on the bottom right side of the status bar, to increase and decrease the size of the document onscreen. Beware that the changing size of text onscreen does not change the font size when the file is printed or saved.

#### Changing the Page Layout

* The Layout tab in Word and in Excel provides access to a full range of options, such as margin settings and page orientation.
* The Page Setup group contains the most commonly used page options in the particular Office application. Other less common settings are available in the Page Setup dialog box.
* **Teaching Tips:** Demonstrate how changing page orientation can be executed using an option in the Print area of Backstage view, from the Page Layout tab, or the Page Setup dialog box.

#### Inserting a Header and Footer

* A header and footer in a document better identify the document and give it a professional appearance.
* A header consists of one or more lines at the top of each page.
* A footer displays at the bottom of each page.
* One advantage of using headers and footers is that you specify the content only once, after which it displays automatically on all pages.
* **Teaching Tips:** Demonstrate how text in a header or footer can be formatted like any other text in any font or font size.
* **Teaching Tips:** Demonstrate in Word or Excel that, when you want to leave the header and footer area and return to the document, click Close Header and Footer.

#### Previewing and Printing a File

* The Print Preview feature of Office enables you to take a look at how your document or worksheet will appear before you print it.
* In the Print Preview page, you will see all items, including any headers, footers, graphics, and special formatting.
* There are various print options to select when you want to print an Office file, including the number of copies and the specific pages to print.
* **Teaching Tips:** Demonstrate the options available in the Backstage Print view and how they vary depending on the application in which you are working.

## OBJECTIVE TESTS IN MYITLAB

To find an objective test to help your students practice for tests, have them sign in to MyITLab:   
[www.myitlab.com](http://www.myitlab.com)

## ADDITIONAL WEB RESOURCES

1. Office 2016 Quick Start Guides: <https://support.office.com/en-us/article/Office-2016-Quick-Start-Guides-25f909da-3e76-443d-94f4-6cdf7dedc51e>
2. What’s New and Improved in Office 2016: <https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>
3. Office 2016 Training: <https://support.office.com/en-us/article/Office-2016-Training-8e50dbf2-8993-44d0-9e29-076b60fe93e6>
4. Create a local user account in Windows 10: <http://windows.microsoft.com/en-us/windows-10/create-a-local-user-account-in-windows-10>
5. Keyboard shortcuts in Windows: <http://windows.microsoft.com/en-us/windows-10/keyboard-shortcuts>
6. Office 365 subscription: <https://products.office.com/EN-US/buy?Wt.mc_id=OAN_mscom_prog_officepostholidayattach_buyoffice365>
7. Getting started with OneDrive: <http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial>
8. How to customize the Ribbon: <https://support.office.com/en-us/article/Customize-the-ribbon-3C610B47-6F0F-4179-83D3-68A254A80EA6>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | f01h1Letter.docx | f01h1Letter\_LastFirst.docx |
| Hands-On Exercise 2 | f01h2Flyer.docx f01h2Art.jpg | f01h2Flyer\_LastFirst.docx |
| Hands-On Exercise 3 |  | f01h3Letter\_LastFirst.docx |
| Practice Exercise 1 | f01p1Design.pptx f01p1Website.jpg | f01p1Design\_LastFirst.pptx |
| Practice Exercise 2 | f01p2Business.docx f01p2Cupcake.jpg | f01p2Business\_LastFirst.docx |
| Mid-Level Exercise 1 | f01m1RefLetter.docx | f01m1RefLetter\_LastFirst.docx |
| Mid-Level Exercise 2 | f01m2Tracker.xlsx | f01m2Tracker\_LastFirst.xlsx |
| Mid-Level Exercise 3 (collaboration) |  | f01m3Music\_GroupName.pptx |
| BYC General Case | f01b1Exercise.xlsx | f01b1Exercise\_LastFirst.xlsx |
| BYC Disaster Recovery |  | f01b2Household\_LastFirst.xlsx |
| Capstone | f01c1Quit.pptx | f01c1Quit\_LastFirst.pptx |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. A tool that copies all formatting from one area to another.

**F. Format Painter**

1. Stores up to 24 cut or copied selections for use later on in your computing session.

**C. Clipboard**

1. A task-oriented section of the Ribbon that contains related commands.

**H. Group**

1. An online app used to store, access, and share files and folders.

**M. OneDrive**

1. Custom programs or additional commands that extend the functionality of a Microsoft Office program.

**B. Add-in**

1. A component of Office that provides a concise collection of commands related to an open file and includes save and print options.

**D. Backstage view**

1. A tool that displays near selected text that contains formatting commands.

**L. Mini toolbar**

1. Relational database software used to store data and convert it into information.

**A. Access**

1. Consists of one or more lines at the bottom of each page.

**G. Footer**

1. A predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified.

**S. Template**

1. A collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation.

**T. Theme**

1. A component of the Ribbon that is designed to appear much like a tab on a file folder.

**Q. Tab**

1. Provides handy access to commonly executed tasks such as saving a file and undoing recent actions.

**N. Quick Access Toolbar**

1. The long bar at the bottom of the screen that houses the Zoom slider and various View buttons.

**P. Status bar**

1. A productivity software suite including a set of software applications, each one specializing in a particular type of output.

**K. Microsoft Office**

1. Allows you to search for help and information about a command or task you want to perform, and will also present you with a shortcut directly to that command.

**R. *Tell me what you want to do* box**

1. The long bar located just beneath the title bar containing tabs, groups, and commands.

**O. Ribbon**

1. The area of blank space that displays to the left, right, top, and bottom of a document or worksheet.

**J. Margin**

1. A technology used to store files and to work with programs that are stored in a central location on the Internet.

**E. Cloud storage**

1. Consists of one or more lines at the top of each page.

**I. Header**

### Multiple Choice Answer Key

1. The Recent documents list shows documents that have been previously:

**b. Opened.**

2. In Word or PowerPoint a quick way to select an entire paragraph is to:

**b. Triple-click inside the paragraph.**

3. When you want to copy the format of a selection but not the content, you should:

**d. Click Format Painter in the Clipboard group.**

4. Which of the following is *not* a benefit of using OneDrive?

**c. Hold video conferences with others.**

5. What does a red wavy underline in a document, spreadsheet, or presentation mean?

**a. A word is misspelled or not recognized by the Office dictionary.**

6. Which of the following is *true* about headers and footers?

**c. Headers appear at the top of a document.**

7. Live Preview:

**b. Provides a preview of the results of a choice you are considering before you make a final selection.**

8. You can get help when working with an Office application in which one of the following areas?

**a. The *Tell me what you want to do* box**

9. In PowerPoint, a file that includes formatting elements such as a background, a color scheme, and slide layout is a:

**b. Template.**

10. A document or worksheet printed in landscape orientation is:

**b. Wider than it is tall.**

### Quick Concept Check Answer Key

1. **What are the benefits of logging in with your Microsoft account?**When you log in with your Microsoft account, you will be able to access the saved settings that are associated with your Microsoft account. Additionally, signing in with your Microsoft account allows access to OneDrive, allowing you to save, retrieve, and edit files from the Internet.
2. **What is the purpose of the Quick Access Toolbar?**The Quick Access Toolbar gives you access to some commonly executed tasks, such as saving a file, undoing a mistake, or redoing certain actions. The Quick Access Toolbar can also be customized to include additional commands such as printing or spelling and grammar checking.
3. **You are having trouble completing a task in Microsoft Word. What are some of the Office application features you could use to assist you in getting help with that task?**One possible solution is to use the “Tell me what you want to do…” box. When a task is typed into the box, a drop down menu of possible commands will appear and allow you to select a task to perform. You can also use the Smart Lookup feature, which provides information on general and Office related tasks through a Bing search. You can also view Enhanced ScreenTips by simply hovering your mouse cursor over a command on the Ribbon, prompting a text box of information about the command to appear.
4. **What is the difference between a theme and a template?**You can enhance your file by using a template or applying a theme. A template is a predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified. A theme is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation. Microsoft provides high quality templates and themes, designed by professional designers to make it faster and easier to create high-quality documents. Even if you use a theme to apply colors, fonts and special effects, they can later be changed individually or to a completely different theme.
5. **Give an example of when Format Painter could be used.**Using the Clipboard group’s Format Painter, you can quickly and easily copy all formatting from one area to another in Word, PowerPoint, and Excel. If, for example, a heading in Word includes multiple formatting features, you will save a great deal of time by copying the entire set of formatting options to the other headings. In so doing, you will ensure the consistency of formatting for all headings because they will appear exactly alike.
6. **When will an Office application identify a word as misspelled that is not actually misspelled?**If a word is unrecognized by the application’s dictionary, it is flagged as misspelled or grammatically incorrect. Misspellings are identified with a red wavy underline, grammatical problems are underlined in green, and word usage errors have a blue underline. If you right-click a word or phrase that is identified as a mistake, you will see a shortcut menu. If the application’s dictionary has a suggestion as to the correct spelling, you can click to accept the suggestion and make the change. If a grammatical rule is violated, you will have an opportunity to select a correction. However, if the text is actually correct, you can click Ignore or Ignore All (to bypass all occurrences of the flagged error in the current document). Click Add to Dictionary if you want the word to be considered correct whenever it appears in all documents. Similar selections on a shortcut menu enable you to ignore grammatical mistakes, if they are not errors.
7. **What functions and features are included in Backstage View?**The Backstage view is a component of Office 2016 that provides a concise collection of commands related to an open file. You access the Backstage view by clicking the File tab. Using the Backstage view, you can find out information such as protection, permissions, versions, and properties. A file’s properties include the author, file size, permissions, and date modified. You can create a new document or open, save, print, share, export, or close.
8. **Why would you need to change the view of a document?**As you prepare a file, you may find that you want to change the way you view it. A section of your document may be easier to view when you can see it magnified, for example. Alternatively, some applications have different views to make working on your project easier.
9. **What is the purpose of a header or footer?**The purpose of including a header or footer in a document is to better identify the document and give it a professional appearance. A header consists of one or more lines at the top of each page. A footer displays at the bottom of each page. One advantage of using headers and footers is that you specify the content only once, after which it displays automatically on all pages. Although you can type the text yourself at the top or bottom of every page, it is time-consuming, and the possibility of making a mistake is great.