# Instructor’s Manual Exploring Office 365 Common Features: Taking the First Step

## 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 | cf01\_answerkey\_match.docx |
| Multiple Choice | cf01\_answerkey\_mc.docx |
| Concepts Checks | cf01\_answerkey\_concepts.docx |
| **Scorecards** | Various, example:  cf01p1Design \_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | cf01 \_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  cf01p1Design\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | cf01\_script.docx | Online Instructor Resource Center |
| Scripted Lecture Data | cf01\_script\_data.xlsx |
| Scripted Lecture Solution | cf01\_script\_solution.xlsx |
| **PowerPoint Presentation** | cf01\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | cf01\_testbank.docx | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | cf01\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | cf01\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | cf01\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | cf01\_exam\_chap\_data.xlsx |
| Prepared Exam-Chap Solution | cf01\_exam\_chap\_solution.xlsx |
| Prepared Exam-Chap Annotated Sol. | cf01\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | cf01\_exam\_chap\_scorecard.xlsx |
| **File Guide** | cf01\_fileguide.xlsx | Online Instructor Resource Center |
| **Objective Map** | cf01\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  | Online Instructor Resource Center |
| Grader Instruction | cf01\_grader\_instruction.docx |
| Grader Data | cf01\_grader\_data.xlsx |
| Grader Solution | cf01\_grader\_solution.xlsx |
| Grader Annotated Solution | cf01\_grader\_annsolution.pdf |
| Grader Scorecard | cf01\_grader\_scorecard.xlsx |

## CHAPTER OBJECTIVES

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

* Start an Office Application
* Work with Files
* Use Common Interface Components
* Get Help
* Install Add-Ins
* Use Templates and Apply Themes
* Modify Text
* Relocate Text
* Review a Document
* Work with Pictures
* Change the Document View
* Change the Page Layout
* Create a Header and Footer
* Configure Document Properties
* 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 2019 applications.

### The major sections in this chapter are:

1. **Getting Started with Office Applications.** In this section, the students 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 2019 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:

* Use Your Microsoft Account
* Use OneDrive
* Create a New File
* Save a File
* Open a Saved File
* Use the ribbon
* Use a Dialog Box and Gallery
* Customize the ribbon
* Use the Quick Access Toolbar
* Customize the Quick Access Toolbar
* Use a Shortcut Menu
* Use Keyboard Shortcuts
* Use the *Tell me* Box
* Use the Help tab
* Use Enhanced Screen Tips
* Use an Add-in from the Store
* Open a Template
* Apply a Theme
* Select Text
* Format Text
* Use the Mini Toolbar
* Cut, Copy and Paste Text
* Use the Office Clipboard
* Check Spelling and Grammar
* Insert Pictures
* Modify Pictures
* Change the Document View using the ribbon
* Change the Document View using the Status Bar
* Change Margins
* Change Page Orientation
* Use the Page Setup Dialog Box
* Insert a Footer
* Insert a Header
* View and Edit Document Properties
* Preview a File
* Change Print Settings
* Print a File

## KEY TERMS

**Add-in–**A custom program or additional command that extends the functionality of a Microsoft Office program.

**Backstage view–**A component of Office 2019 that provides a concise collection of commands related to an open file.

**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.

**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.

**Keyboard Shortcut–**A combination of two or more keys pressed together to initiate a software command.

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

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

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

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

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

**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.

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

**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 to 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.

**Quick Access Toolbar–**A toolbar located at the top-left corner of any Office application window, that 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.

**Smart Lookup–**A feature that provides information about tasks or commands in Office, and can also be used to search for general information on a topic such as President George Washington.

**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.

**Tag–**A data element or metadata that is added as a document property. Tags help in indexing and searching.

***Tell me* 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.

**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 2019 applications?
* What is the purpose of the Quick Access Toolbar and when might you want to customize it?
* What are three reasons you would use the Tell me box?
* What is the benefit of using a template and when would you want to start from a blank document?
* What considerations should you be aware of when incorporating pictures into a document?
* Why is it useful to add tags to a document?

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

* Open and Save a File
* Open a Saved File and Use the Ribbon
* Use a Dialog Box and Gallery
* Use and Customize the Quick Access Toolbar
* Use a Shortcut Menu
* Use the Tell Me Box
* Open a Template
* Apply a Theme
* Select and Format Text
* Cut, Copy, and Paste Text
* Check Spelling and Grammar
* Insert a Picture
* Modify a Picture
* Change the Document View
* Change the Page Layout
* Insert a Header and a Footer
* Enter Document Properties
* Preview a File and Change Print Settings

## CONNECTIONS: PRACTICAL PROJECTS AND APPLICATIONS

* Collaborate on projects with other classmates or colleagues by saving your file to OneDrive and sharing with others. Changes by multiple authors can be viewed in real-time. This eliminates passing files around via email and everyone always has access to the latest changes.
* Use the *Tell me* box when you can’t remember where a command or feature is located on the ribbon to be automatically directed to that command. You can also use Tell me box to execute simple tasks automatically.
* Before you start a project from scratch, search through the available templates for each application. Beginning with a template could save you a lot of time or give you ideas on how to arrange or format content for a more professional look.
* If you are creating a project that eventually will combine content from multiple applications (such as a report in Word that uses charts from Excel, or a PowerPoint presentation that includes an Excel chart and a Word table) then format the individual files with the same theme for a more professional look.
* Use Format Painter whenever you need to copy formatting. It can be used with text, images, and objects. Format Painter is a lot simpler than trying to recreate multiple formats.
* Customize the Quick Access Toolbar with the Editor or Spell command. Doing so will make it easy to quickly check your file for spelling errors before you save.
* Consider formatting any image you place in a Word document or PowerPoint presentation with a simple frame, border, or modest shadowing to make the image stand out and give your document a more professional look.
* To facilitate document searches, get in the habit of including at least one document tag for each file.
* Always preview a document before printing to ensure the document fits nicely on each page, that the margins and orientation settings are appropriate, and that there are no unnecessary blank pages at the end of the 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 that includes 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 Tip:** Demonstrate the commonality of Word, Excel, PowerPoint, and Access.
* **Teaching Tip:** 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 Tip:** It saves time to have an app tile for each of the Office 2019 applications you frequently use on the desktop or even pinned to the task bar.
* **Teaching Tip:** 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.
* **Teaching Tip:** Explain the difference between Office 365 and Office 2019. Students might have Office 365 installed on their home devices and might be using Office 2019 at school or work. Explain that Office 365 is updated regularly while Office 2019 is not, therefore there may be differences in user interface or features between the two products (and what is showing in the text).
* **Teaching Tip:** Discuss the value of using OneDrive. OneDrive facilitates collaboration and file sharing in addition to providing access to files on any device that has an Internet connection.

#### 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 blank document or a ready to use template.
* 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 Tip:** Stress the importance of determining where you will be storing your files once they are created and saved.
* **Teaching Tip:** Show students how to open an existing file using the Open dialog box and explain the various components of that box.
* **Teaching Tip:** 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 Tip:** 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. Shortcut menus display when you right-click and are context sensitive, providing choices related to the object, selection, or area of the document at which you did a right-click.
* Keyboard shortcuts can also be used to streamline executing commands without having your fingers leave the keyboard. Keyboard shortcuts are executed by pressing combinations of keyboard keys. 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 (QAT), located at the top-left corner of any Office application window, provides one-click access to commonly executed tasks. You can customize the QAT by adding additional commands such as Editor (Spell check) or Quick Print.
* Discuss that the most commonly used features in each application are available on the ribbon by task, but that additional commands can be found in Dialog boxes. Dialog boxes are displayed by clicking the Dialog box launcher that is found at the bottom right corner of a ribbon group. Not every ribbon group has a Dialog Box Launcher.
* Discuss that clicking More reveals additional gallery options.
* **Teaching Tip:** Demonstrate the ability to maximize your workspace by temporarily hiding the ribbon and then unhide it.
* **Teaching Tip:** Discuss how the ribbon tabs group related tasks together and that tasks are further organized by named groups. Also mention that contextual tabs display for certain tasks such as working with pictures, objects, or tables.
* **Teaching Tip:** Reveal commands that are visible when a Dialog Box Launcher is activated, such as a gallery of Excel chart styles and PowerPoint transitions.
* **Teaching Tip:** Demonstrate how to customize the ribbon and the Quick Access Toolbar. The Quick Access Toolbar can be customized directly through the QAT or by right-clicking a command on the ribbon and selecting “Add to Quick Access Toolbar”. Click File and Options to customize the ribbon or the Quick Access Toolbar.

#### 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* box, located to the right of the last tab on the ribbon 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.
* Smart Lookup, on the References tab, provides information about tasks or commands in Office, and can also be used to search for general information on a topic.
* The Help tab offers direct access to Customer support, training videos and other helpful tutorials.
* Enhanced Screen Tips display when you point to a command, and include a brief description of the command along with a keyboard shortcut, if available.
* **Teaching Tip:** 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 Tip:** Show students the ease of locating a command on the ribbon using the *Tell me* box. A list of commands related to the skill will display.
* **Teaching Tip:** Demonstrate the Smart Lookup which is available on the shortcut menu when you right-click text, on the References tab, or through the Tell me box.
* **Teaching Tip:** 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 Tip:** Demonstrate the steps used to search for and install an add-in from the Microsoft Store. Note that some add-ins require fees to use.

### 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.

#### Using Templates and Applying Themes

* A template is a predesigned file that incorporates formatting elements such as a theme and layout, 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.
* When using multiple Office applications in one project, formatting each output with the same theme provides consistency across all applications.
* **Teaching Tip:** Demonstrate how to view the Templates list when creating a new document and how to locate other templates that are available online.
* **Teaching Tip:** 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 changes conveniently 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 Tip:** Demonstrate editing text using various shortcuts to select the text.
* **Teaching Tip:** 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 it from the Mini toolbar.
* **Teaching Tip:** Expand the Font dialog box and discuss additional font features that are not on the ribbon.

#### 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 Tip:** Show students how to relocate text using the cut, copy, and paste commands.
* **Teaching Tip:** Demonstrate using the Office Clipboard by cutting or copying several sections of text and then pasting all or some of the cut/copied text to a new location.

#### Checking Spelling and Grammar

* Spelling and grammar are automatically checked as you enter text in Word and PowerPoint. You run the spelling checker in Excel to check spelling. Spell check in Access is available only in Forms and Reports.
* When the Check Document (Word), Spelling (Excel and PowerPoint) command is activated, the Editor pane opens. Use the Editor pane to work through suggested replacements for identified errors.
* 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.
* Some correctly spelled words are identified as being incorrect because the word does not exist in the application’s dictionary. You can add the word to the dictionary to avoid future error notations or choose to Ignore all or each instance of the word.
* AutoCorrect automatically applies corrections to common typing errors and misspellings. You modify AutoCorrect settings to add or delete words and replacement text.
* **Teaching Tip:** Show students how to make corrections or bypass all occurrences of a flagged error in the current document.
* **Teaching Tip:** Demonstrate how to add a word, phrase, or often-used names to the application dictionary, so an error is not flagged in the future.
* **Teaching Tip:** Demonstrate how to access and modify AutoCorrect.

#### Working with Pictures

* Pictures and other graphic elements can be included in a project to add energy, interest, 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 Tip:** Demonstrate how to insert a picture from a file stored on your computer.
* **Teaching Tip:** 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 Tip:** 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.

#### Changing Document Views

* 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 are available on the View tab.

**Teaching Tip:** 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 Page Layout tab in Excel provides access to a full range of options, such as margin settings and page orientation. PowerPoint and Access do not have Layout tabs.
* 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 Tip:** 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.

#### Creating a Header and a 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, often to include a page number or one or more lines of text.
* PowerPoint offers only footers for slides and headers and footers for handouts.
* One advantage of using headers and footers is that you specify the content only once, after which it displays automatically on all pages.
* **Teaching Tip:** Demonstrate how text in a header or footer can be formatted like any other text in any font or font size.
* **Teaching Tip:** Discuss and demonstrate how to set headers and footers so they do not appear on the first page.

#### Configuring Document Properties

* Backstage view, in addition to open, save, and print a file, is used to view settings related to protection, permissions, versions, and properties of a file. The Info tab houses document properties.
* Document properties include author name, file size, permissions, and date modified information.
* **Teaching Tip:** Demonstrate where documents properties are found on the Info tab in Backstage view.

#### 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 Tip:** 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. What’s new in Office 365: <https://support.office.com/en-us/article/What-s-new-in-Office-365-95c8d81d-08ba-42c1-914f-bca4603e1426#Platform=Windows_Desktop>
2. Office 2019 Quick Start Guides: <https://support.office.com/en-us/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?ui=en-US&rs=en-US&ad=US>
3. Office 365 basics – video training: <https://support.office.com/en-us/article/office-365-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb?wt.mc_id=otc_home>
4. Office tips and tricks: <https://support.office.com/office-training-center/featured-tips?wt.mc_id=OTC_HOME>
5. Office cheat sheets: <https://support.office.com/en-us/article/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>
6. Create a local user account in Windows 10: <http://windows.microsoft.com/en-us/windows-10/create-a-local-user-account-in-windows-10>
7. Keyboard shortcuts in Windows: <http://windows.microsoft.com/en-us/windows-10/keyboard-shortcuts>
8. Office 365 subscription: <https://products.office.com/EN-US/buy?Wt.mc_id=OAN_mscom_prog_officepostholidayattach_buyoffice365>
9. Getting started with OneDrive: <http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial>
10. 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** | **Student Solution File** |
| Hands-On Exercise 1 | cf01h1Letter.docx | cf01h1Letter\_LastFirst.docx |
| Hands-On Exercise 2 | cf01h2Flyer.docx cf01h2Art.jpg | cf01h2Flyer\_LastFirst.docx |
| Hands-On Exercise 3 | Blank Document | cf01h3Letter\_LastFirst.docx |
| Practice Exercise 1 | cf01p1Design.pptx cf01p1Website.jpg | cf01p1Design\_LastFirst.pptx |
| Practice Exercise 2 | cf01p2Business.docx cf01p2Cupcake.jpg | cf01p2Business\_LastFirst.docx |
| Mid-Level Exercise 1 | cf01m1RefLetter.docx  cf01m1College.jpg | cf01m1RefLetter\_LastFirst.docx |
| Mid-Level Exercise 2 | cf01m2Tracker.xlsx  cf01m2BloodPressure.jpg | cf01m2Tracker\_LastFirst.xlsx |
| Running Case | cf01r1NCCTSRates.xlsx | cf01r1NCCTSRates\_LastFirst.xlsx |
| Disaster Recovery | cf01d1Resume.docx | cf01d1Resume\_LastFirst.docx |
| Capstone | cf01c1SocialMedia.pptx  cf01c1Sharing.jpg | cf01c1SocialMedia\_LastFirst.pptx |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

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

**J. Microsoft Office**

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

**O. Ribbon**

1. Custom program or additional command that extends the functionality of a Microsoft Office program.

**A. Add-in**

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 data element or metadata that is added as a document property.

**Q. Tag**

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

**B. Backstage view**

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

**K. Mini Toolbar**

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

**I. Microsoft Access**

1. A feature in a document that consists of one or more lines at the bottom of each page.

**D. 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 feature that enables 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 box**

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

**E. Format Painter**

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

**L. Office Clipboard**

1. A task-oriented section of a ribbon tab that contains related commands.

**F. Group**

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

**M. OneDrive**

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

**H. Margin**

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

**C. Cloud storage**

1. A feature in a document that consists of one or more lines at the top of each page.

**G. Header**

### Multiple Choice Answer Key

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

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

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

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

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

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

1. What does a red wavy underline in a document or presentation mean?

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

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

**c. Headers appear at the top of every page in a document.**

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

**a. The Tell me box**

1. To access commands that are not on the ribbon, you need to open which of the following?

**b. Dialog Box**

1. To create a document without knowing much about the software, you should use which of the following?

**c. Template**

1. Which is the preferred method for resizing a picture so that it keeps its proportions?

**b. Use a corner sizing handle**

1. Which is not a description of a tag in a Word document?

**d. Document title**

### Quick Concept Check Answer Key

1. **Explain what the benefits are 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.

1. **Describe when you would use Save and when you would use Save As when saving a document.**

Save As is used when saving a new document or when changing the name of an existing file or where an existing file is stored. Save is used when saving changes to an existing file, without making changes to file name or storage location.

1. **Explain how the ribbon is organized.**

The ribbon is the command center of any Microsoft Office application. The ribbon is organized by tabs, which sort skills into groups by task.

1. **Describe the Office application features that are available to assist you in getting help with a task.**When a task is typed into the Tell Me box, a menu of possible commands will appear from which you can select either further assistance on the task, or the task will be completed automatically. The Smart Lookup feature provides information on general and Office related tasks through a Bing search. Enhanced ScreenTips are available by simply hovering the mouse pointer over a command on the ribbon, prompting a text box of information about the command to appear. Lastly, the Help tab on any Office application provides links to training documents and videos.
2. **Discuss the differences between themes and templates.**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 layout, 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.
3. **Discuss several ways text can be modified.**

Text can be modified by using the font commands accessed on the ribbon, using a short-cut menu, or through the Mini Toolbar. Font styles, sizes, colors, and effects such as bold, italics, and underline are available. Other formatting options not found on the ribbon (or through shortcut menus or the Mini Toolbar) can be accessed by using the Font Dialog Box Launcher to display the Font Dialog Box.

1. **Explain how the Office Clipboard is used when relocating text.**

When you cut or copy selections, they are placed in the Office Clipboard. Instead of cutting or copying and pasting items individually, you can cut or copy all the items to the Office Clipboard, then paste each or all Office Clipboard items to the new location.

1. **Explain how to review a document for spelling and grammar.**

Word and PowerPoint automatically check your spelling and grammar as you type. If a word is unrecognized, it is flagged as misspelled or grammatically incorrect. Misspellings are identified with a red wavy underline, and grammatical or word usage errors (such as using bear instead of bare) have a blue double underline. To review for spelling and grammar errors throughout a document, use the Spelling & Grammar command. When it is selected, the Editor pane will open on the right. For each error, you are offered one or more suggestions as a correction. You can select a suggestion and click Change, or if it is an error that is made more than one time throughout the document, you can select Change All.

1. **Explain why it is important to use the corner sizing handles of a picture when resizing.**

To adjust the size while maintaining the proportions, use the corner sizing handles. If one of the center edge sizing handles is used, the picture will stretch or shrink out of proportion.

1. **Discuss 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.
2. **Discuss the various ways you can change a page layout.**

Most commonly the layout of a page or worksheet can be modified by changing margins and page orientation. In Excel, you can also center the worksheet vertically or horizontally on a page. In Word, contents can also be aligned in columns. Other less common page setup options can be found in the Page Setup dialog box.

1. **What functions and features are included in Backstage View?**The Backstage view is a component of Office 2019 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.
2. **Explain what document properties are and why they are helpful.**

Document properties are data elements about a file that include the author, file size, permissions, and when the file was modified. Additionally, tags can be added to help with future searches and indexing.