

Table of Contents

Chapter 1 Introducing the Computer

1.1	Mechanical Devices	1-1
1.2	Electro-Mechanical Devices	1-3
1.3	First Generation Computers	1-4
1.4	The Stored Program Computer	1-5
1.5	Second Generation Computers	1-6
1.6	High-Level Programming Languages ...	1-6
1.7	Third Generation Computers	1-7
1.8	Mainframes	1-7
1.9	Fourth Generation Computers	1-8
1.10	The Personal Computer	1-8
1.11	Memory	1-9
1.12	The CPU	1-10
1.13	Bits and Bytes	1-10
1.14	Storage Devices	1-11
1.15	Peripheral Devices	1-12
1.16	Networks	1-12
1.17	Transmission Media	1-14
1.18	Using a Network	1-15
1.19	The Internet	1-15
1.20	Internet Service Providers	1-15
1.21	Telecommunications	1-16
1.22	Internet Services	1-16
1.23	Computer Use Privacy Issues	1-17
1.24	Computers at Home	1-18
1.25	Computer-Related Careers	1-19
	Chapter Summary	1-21
	Vocabulary	1-22
	Review Questions	1-25

Chapter 2 Introducing Outlook

2.1	What is Outlook?	2-1
2.2	Calendar	2-2
2.3	Date Navigator	2-3
2.4	Calendar Views	2-4
2.5	Calendar Events	2-6
2.6	Calendar Appointments	2-8
2.7	Minimizing and Quitting Outlook	2-10
2.8	Outlook Tasks	2-12
2.9	Previewing and Printing the Calendar	2-13
	Chapter Summary	2-16
	Vocabulary	2-18
	Outlook Commands and Buttons	2-18
	Review Questions	2-19
	Exercise	2-20

Chapter 3 Advanced Outlook Features and E-mail

3.1	The Outlook Contacts Tool	3-1
3.2	Adding a Contact	3-2
3.3	Modifying a Contact	3-3
3.4	Contacts Views	3-5
3.5	Printing Contacts	3-7
3.6	What is E-mail?	3-9

3.7	The Address Book.....	3-10
3.8	Using Outlook to Send E-mail	3-10
3.9	Organizing E-mail Messages	3-13
3.10	Adding a Signature to E-mail Messages	3-15
3.11	Using Contacts to Create a vCard	3-18
3.12	E-mail Etiquette.....	3-19
3.13	E-mail Viruses	3-19
3.14	Sending Meeting Requests	3-20
	Chapter Summary	3-22
	Vocabulary	3-23
	Outlook Commands and Buttons	3-24
	Review Questions	3-25
	Exercise	3-26

Chapter 4 Introducing the Word Processor

4.1	What is a Word Processor?	4-1
4.2	Creating a New Word Document	4-1
4.3	Using the Keyboard with Word	4-2
4.4	Editing Text in a Document	4-3
4.5	Word Wrap	4-3
4.6	Using Menus	4-4
4.7	Saving a Document	4-7
4.8	Automatic Spelling and Grammar Checking	4-8
4.9	Using the Toolbar	4-9
4.10	Displaying Formatting Marks	4-11
4.11	Closing a Document and Quitting Word	4-12
4.12	Smart Tags	4-12
4.13	Opening a File	4-14
4.14	Printing a Document	4-15
4.15	Changing Views	4-16
4.16	Moving a Document in the Window ...	4-17
	Chapter Summary	4-19
	Vocabulary	4-21
	Word Commands and Buttons	4-22
	Review Questions	4-23
	Exercises	4-24

Chapter 5 Formatting Documents

5.1	What is Formatting?	5-1
5.2	The Undo Command and the Repeat Command	5-1
5.3	Selecting Text	5-2
5.4	Character Formats - Fonts	5-4
5.5	Character Formats - Size	5-5
5.6	Character Formats - Style	5-6
5.7	Previewing a Document	5-6
5.8	Character Formats - Superscripts and Subscripts	5-8
5.9	Paragraph Formats - Alignment	5-10
5.10	Paragraph Formats - Line Spacing	5-11
5.11	Page Formats - Margins	5-13
5.12	Page Formats - Headers and Footers ...	5-16
5.13	Adding Page Numbers	5-17
5.14	Page Formats - Pagination	5-19
5.15	Tabs and Tab Stops	5-20
5.16	Setting Individual Tab Stops	5-22
5.17	Selecting a Vertical Block of Text	5-23
	Chapter Summary	5-25
	Vocabulary	5-27
	Word Commands and Buttons	5-28
	Review Questions	5-29
	Exercises	5-30

Chapter 6 Word Processor Features

6.1	Copying and Moving Text	6-1
6.2	The Office Clipboard	6-2
6.3	Finding Text in a Document	6-4
6.4	Finding Special Characters	6-5
6.5	Replacing Text	6-7
6.6	Using the Thesaurus	6-8
6.7	Paragraph Formats - Indents	6-10
6.8	Copying and Pasting Paragraph Formats	6-11
6.9	The Reveal Formatting Task Pane	6-11
6.10	Paragraph Formats - Hanging and First Line Indents	6-14
6.11	Creating Lists	6-15
6.12	Creating Footnotes and Endnotes	6-17
6.13	Inserting Time Stamps	6-19
6.14	Displaying Document Information	6-20
6.15	Adding Clip Art to a Document	6-22
6.16	Formatting a Document in Columns ...	6-24
	Chapter Summary	6-26
	Vocabulary	6-27
	Word Commands and Buttons	6-28
	Review Questions	6-29
	Exercises	6-30

Chapter 7 Advanced Word Processor Features

7.1	Using Tables	7-1
7.2	Formatting Cell Contents	7-2
7.3	Inserting Symbols	7-4
7.4	Hyphenating a Document	7-5
7.5	Styles	7-5
7.6	Creating a Style	7-6
7.7	Using Outline View	7-9
7.8	Creating a Table of Contents	7-11
7.9	Creating Sections in a Document	7-12
7.10	Using Section Headers and Footers	7-14
7.11	Using Section Page Numbers	7-15
7.12	Creating a Hyperlink to a Web Page ...	7-17
7.13	Creating a Hyperlink to a Heading	7-18
7.14	Creating a Newsletter	7-18
7.15	E-mailing a Document	7-20
7.16	Creating Labels	7-21
7.17	Recording Macros	7-22
7.18	Where can you go from here?	7-24
	Chapter Summary	7-24
	Vocabulary	7-26
	Word Commands and Buttons	7-26
	Review Questions	7-28
	Exercises	7-29

Chapter 8 Introducing the Spreadsheet

8.1	What is a Spreadsheet?	8-1
8.2	Creating a New Excel Workbook	8-2
8.3	The Active Cell	8-3
8.4	Entering Data into a Worksheet	8-3
8.5	Editing Cell Contents	8-4
8.6	Saving, Closing, and Opening a Workbook and Quitting Excel	8-6
8.7	Previewing and Printing a Worksheet	8-6
8.8	Adding a Header and Footer	8-7
8.9	Changing the Width of a Column	8-9
8.10	Selecting Cells	8-10
8.11	Alignments and Fonts	8-10
8.12	Formatting Numeric Data	8-12
8.13	Using Formulas to Perform Calculations	8-14
8.14	Using Cell References in Formulas	8-17
8.15	Using Functions to Perform Calculations	8-19
8.16	Common Error Values	8-20
8.17	Entering Formulas - Pointing	8-21
8.18	Displaying Formulas	8-21
8.19	Copying Adjacent Cells	8-23

8.20	Copying Formulas	8-23
8.21	The ROUND Function	8-24
	Chapter Summary	8-26
	Vocabulary	8-28
	Excel Commands and Buttons	8-29
	Review Questions	8-30
	Exercises	8-32

Chapter 9 Spreadsheet Techniques

9.1	Planning a Worksheet	9-1
9.2	The Find and Replace Commands	9-2
9.3	Copying and Moving Data	9-3
9.4	The MAX and MIN Functions	9-4
9.5	Inserting a Function into a Formula	9-5
9.6	Absolute Cell References	9-7
9.7	Inserting and Deleting Rows and Columns	9-8
9.8	Printing a Large Worksheet	9-10
9.9	The IF Function	9-11
9.10	Using Text in the IF Function	9-14
	Chapter Summary	9-15
	Vocabulary	9-17
	Excel Commands and Buttons	9-17
	Review Questions	9-18
	Exercises	9-19

Chapter 10 Worksheets and Charts

10.1	Using Multiple Sheets	10-1
10.2	Copying and Moving Data Between Sheets	10-2
10.3	Using Cell References from Different Sheets	10-3
10.4	Linking Cells	10-4
10.5	Printing Sheets	10-5
10.6	Charts	10-7
10.7	Creating a Pie Chart	10-8
10.8	Moving, Sizing, and Deleting Charts	10-13
10.9	Printing a Chart	10-14
10.10	Creating Bar and Line Charts	10-15
10.11	Modifying a Chart	10-18
10.12	Adding Adjacent Series and Labels ...	10-19
10.13	Adding Nonadjacent Series and Labels	10-21
10.14	Formatting a Chart	10-23
	Chapter Summary	10-28
	Vocabulary	10-29
	Excel Commands and Buttons	10-30
	Review Questions	10-31
	Exercises	10-32

Chapter 11 Advanced Spreadsheet Techniques

11.1	Asking “What If?”	11-1
11.2	Sorting Data	11-2
11.3	Adding a Picture	11-4
11.4	The CHOOSE Function	11-6
11.5	Naming a Cell or Range	11-8
11.6	The VLOOKUP Function	11-8
11.7	Freezing Cells	11-10
11.8	Using Text in the CHOOSE and VLOOKUP Functions	11-12
11.9	Amortization Tables and the PMT Function	11-14
11.10	Printing a Selected Worksheet Area ...	11-14
11.11	Creating a Hyperlink to a Worksheet Location	11-17
11.12	E-mailing a Worksheet	11-19
11.13	Saving Excel Data in HTML Format ...	11-20
	Chapter Summary	11-21
	Vocabulary	11-22
	Excel Commands and Buttons	11-23
	Review Questions	11-24
	Exercises	11-25

Chapter 12 Integrating Data Between Word and Excel

12.1	Working with Multiple Files in an Application	12-1
12.2	Saving and Closing Multiple Files	12-2
12.3	Copying Text Between Word Documents	12-2
12.4	Copying Data Between Excel Workbooks	12-4
12.5	Working with Multiple Applications	12-6
12.6	Copying Data Between Applications	12-6
12.7	Using the Office Clipboard to Copy Data	12-8
12.8	Copying a Chart Object into a Word Document	12-10
12.9	Creating a Hyperlink to a File	12-12
12.10	Embedding and Linking a Word Document Object	12-13
12.11	Embedding and Linking an Excel Worksheet Object	12-15
12.12	Embedding and Linking an Excel Chart Object	12-18

Chapter Summary	12-20
Vocabulary	12-21
Word and Excel Commands and Buttons	12-21
Review Questions	12-22
Exercises	12-23

Chapter 13 Introducing the Relational Database

13.1	What is a Database?	13-1
13.2	Defining Fields	13-2
13.3	Tables and Records	13-3
13.4	Designing a Relational Database	13-4
13.5	Creating a New Relational Database ...	13-5
13.6	Creating Tables and Fields	13-6
13.7	Saving and Closing a Table	13-8
13.8	Closing and Opening a Database and Quitting Access	13-8
13.9	Creating a Form	13-11
13.10	Using Forms and Entering Records ...	13-14
13.11	Viewing Records in Datasheet View ...	13-15
13.12	Formatting Datasheet View	13-18
13.13	Printing Records	13-19
13.14	Filtering	13-21
13.15	Using Saved Filters	13-22
13.16	Advanced Filtering	13-23
	Chapter Summary	13-25
	Vocabulary	13-27
	Access Commands and Buttons	13-28
	Review Questions	13-28
	Exercises	13-30

Chapter 14 Relational Database Techniques

14.1	Modifying a Table and Updating a Form	14-1
14.2	Sorting Records	14-2
14.3	Modifying Records	14-3
14.4	Defining Relationships	14-4
14.5	Using Subdatasheets	14-7
14.6	Using Select Queries	14-9
14.7	Modifying and Deleting a Select Query	14-13
14.8	Sorting Select Query Results	14-14
14.9	Range Queries	14-16
14.10	Select Queries Involving “And”	14-18
14.11	Select Queries Using “Or”	14-20
14.12	Query Criteria Wildcards	14-22
	Chapter Summary	14-23

Vocabulary	14-25
Access Commands and Buttons	14-26
Review Questions	14-27
Exercises	14-28

Chapter 15

Relational Database Reports and Advanced Database Techniques

15.1 Reports	15-1
15.2 Creating a Report	15-2
15.3 Report Summaries	15-8
15.4 Using Fields in Query Criteria	15-10
15.5 Calculation Fields	15-11
15.6 Where can you go from here?	15-6
Chapter Summary	15-13
Vocabulary	15-14
Access Commands and Buttons	15-14
Review Questions	15-14
Exercises	15-15

Chapter 16

Integrating Data Between Access, Word, and Excel

16.1 Copying Data From Access to Word ...	16-1
16.2 Inserting and Linking Access Data into a Word Document	16-3
16.3 Creating a Workbook From Access Data	16-6
16.4 Using Excel Data to Create an Access Table	16-8
16.5 Mail Merge - Form Letters	16-10
16.6 Mail Merge - Mailing Labels	16-17
Chapter Summary	16-23
Vocabulary	16-24
Access and Word Commands and Buttons	16-25
Review Questions	16-25
Exercises	16-26

Chapter 17

PowerPoint Presentations

17.1 What is a Presentation?	17-1
17.2 Creating a New PowerPoint Presentation	17-2
17.3 PowerPoint Views	17-3
17.4 Displaying Slides	17-3
17.5 Viewing a Presentation	17-4
17.6 Editing Text	17-5
17.7 Adding and Deleting Slides	17-6
17.8 Adding a Picture to a Slide	17-8
17.9 Changing the Order of Slides	17-9
17.10 Printing a Presentation	17-9
17.11 Adding Footers to Slides	17-13
17.12 Slide Transitions	17-13
17.13 Animation	17-14
17.14 Adding a Chart to a Slide	17-16
17.15 Planning a Presentation	17-17
17.16 Presentation Design	17-18
17.17 Creating and Printing Speaker Notes	17-20
17.18 Where can you go from here?	17-21
Chapter Summary	17-21
Vocabulary	17-22
PowerPoint Commands and Buttons	17-23
Review Questions	17-24
Exercises	17-25

Appendix A

Using Microsoft Office Help

A.1 The Assistant	A-1
A.2 Finding a Help Topic	A-1
A.3 Displaying the Contents of a Topic	A-3
A.4 Printing a Help Topic	A-4
A.5 Displaying ScreenTips	A-1
A.6 Where can you go from here?	A-1

Appendix B

Functions and Keyboard Shortcuts

Functions	B-1
Keyboard Shortcuts	B-3

Appendix C

Creating Customized Forms and Reports

- C.1 Creating Forms in Design View C-1
- C.2 Customizing Forms in Design View C-2
- C.3 Creating Reports in Design View C-3
- C.4 Customizing Reports in Design View .. C-5
- C.5 Adding Summaries to a Report C-5