

The
New York Society Library
Presents:



Microsoft Word & Excel

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MICROSOFT WORD

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MICROSOFT EXCEL

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WORD & EXCEL OVERVIEW

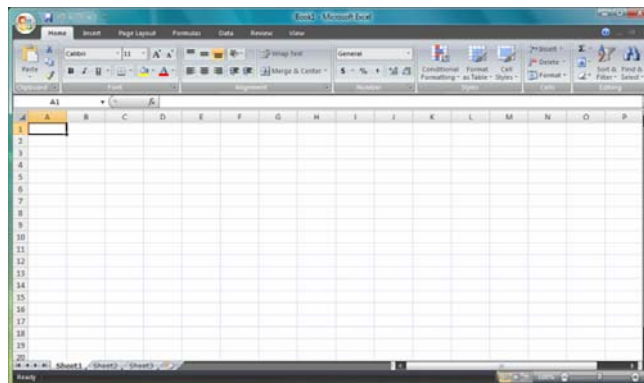


MICROSOFT WORD

Microsoft Word, first released in 1983, is a sophisticated word-processing program that can be used for writing and editing, as well as desktop publishing and bulk mailings.

Versions include:

- Word 95 (aka Word 7.0) 1995
- Word 97 (aka Word 8.0) 1997
- Word 2000 (aka Word 9) 1999
- Word 2002 (aka Word 10 or Word XP) 2002
- Word 2003 ("Microsoft Office Word 2003") 2003
- Word 2007 ("Microsoft Office Word 2007") 2007



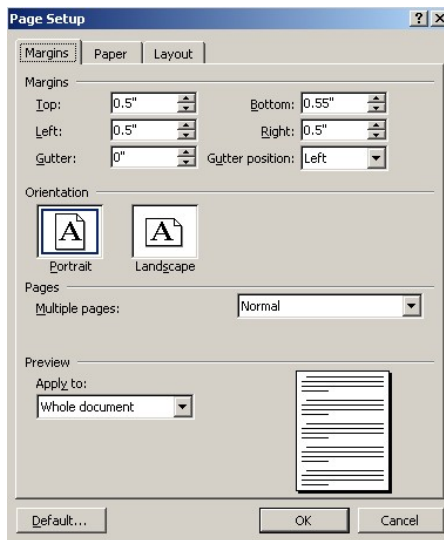
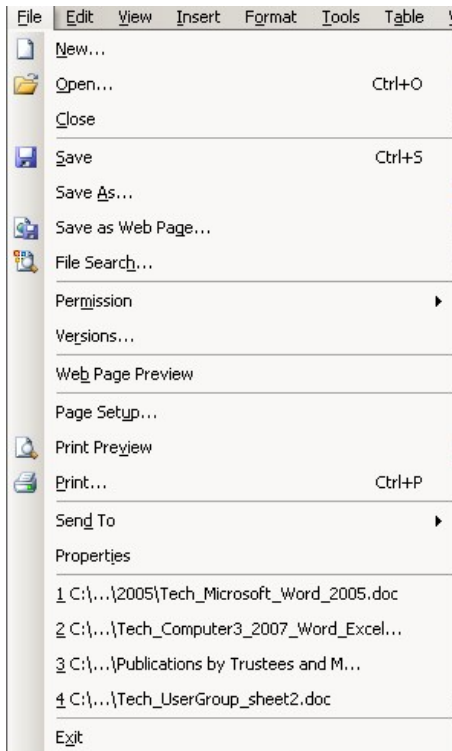
MICROSOFT EXCEL

Microsoft Excel, first released for the Mac in 1985, is a spreadsheet application used for accounting and sorting text.

Versions include:

- Excel 7.0 (aka Office 95) 1995
- Excel 8.0 (aka Office 97) 1997
- Excel 9.0 (aka Office 2000) 1999
- Excel 10.0 (aka Office XP) 2001
- Excel 11.0 (aka Office 2003) 2003
- Excel 12.0 (aka Office 2007) 2007

WORD & EXCEL FILE MENU



CREATING A NEW DOCUMENT:

File → New

When you first open Microsoft Word, you have already created a new document and do not need to use this feature. To create a second new document, select File → New from the menu.

SAVING A DOCUMENT:

File → Save (or CTRL+S)

When you create new document, you will need to select a name to save your file as. All subsequent saves will overwrite that initial file. If you wish to save the file under a different name, version, type or location, select "Save As" instead.

PASSWORDS:

File → Save As → Tools → Security Options

To password-protect a file, select File → Save As → Tools → Security Options. You can set a password either to open or to modify a document.

PAGE DEFAULTS:

File → Page Setup (or Print Setup)

Enter File → Page Setup to set the margins, paper and layout options for your document. Press "Default" if you wish to use these settings for all your documents.

PRINT PREVIEW:

File → Print Preview

Before you print your document, select File → Print Preview to view how it is laid out on the page.

PRINT:

File → Print (or CTRL+P)

To print your document, select File → Print (or CTRL+P). This will open your local printer, and will give you the option to specify multiple copies or selected sections to print.

EXITING:

File → Exit

To exit out of Microsoft Word (after properly saving your document), select File → Exit (or, for Windows users, click on the top-right X in the Microsoft Word window). If you have not saved your document, you will be asked if you wish to save the most current version.

WORD & EXCEL

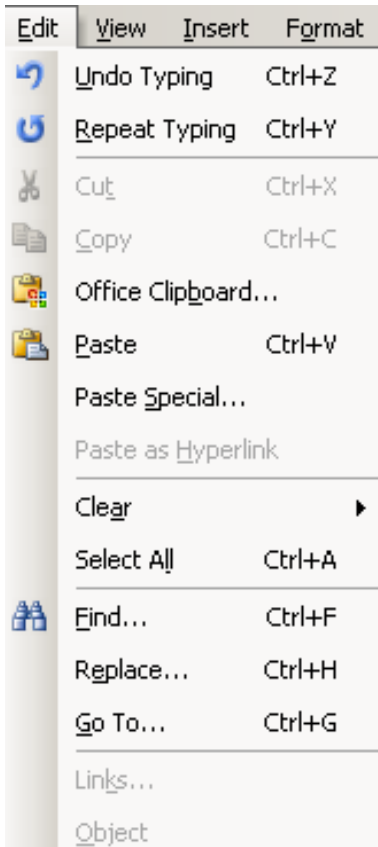
EDIT MENU

CUT/COPY AND PASTE:

Edit → Cut (or CTRL+X) OR

Edit → Copy (CTRL+C) AND

Edit → Paste (or CTRL+V)



One of the advantages with using a word-processing program on a computer is the ability to easily cut and paste text from one section to another.

To cut a paragraph of text, use your cursor to highlight the section you wish to move. You can do this either with your mouse (hold down the left mouse button at the start of the text, drag the cursor to the end of the text, and release the mouse button) or with your keyboard (using the arrow keys, move to the start of the section. Hold the shift key down and use the arrow keys to move to the end of the section you wish to move). Your selected text should be highlighted in black (with white text inside).

Select Edit → Cut (or CTRL+X) to remove the text entirely. Move to the new section of your document and select Edit → Paste (or CTRL+P). Cut is always paired up with Paste (otherwise, you've just deleted a section of text). Also, a word of caution: If you Cut text twice without pasting it, you lose the first cut. If you wish to be more careful, select Copy: Edit → Copy (CTRL+C) instead of Cut. Copy will leave the original text intact, but will also add the highlighted text to another section.

Special Note: You can CUT/COPY and PASTE between different software programs - it doesn't only have to be in Microsoft Word. For example, you can CUT/COPY a paragraph from a web page and PASTE it into Microsoft Word.

UNDO/REPEAT:

Edit → Undo (or CTRL+Z) AND Edit → Repeat (or CTRL+Y)

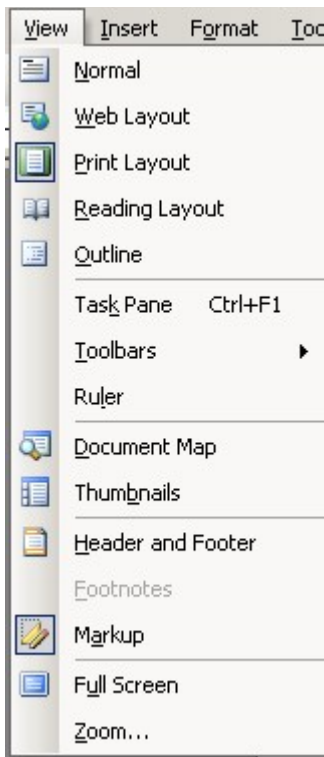
If you wish to repeat your last Word action (i.e. pasting a series of names multiple times into a document), you can select Edit → Repeat (or CTRL+Y) as many times as you wish. If you'd made a serious mistake while typing, you can undo your last few actions from the last save by selecting Edit → Undo. (or CTRL+Z).

FIND OR REPLACE:

Edit → Find (CTRL+F) OR Edit → Replace (CTRL+H).

To find the occurrence of a word or phrase in your Word document, select Edit → Find. To replace all instances of a word or phrase with another, select Edit → Replace. These two actions are mutually exclusive (much as with Cut/Copy, you will need to select one, not the other).

WORD & EXCEL VIEW MENU



PRINT LAYOUT:

View → Print Layout

Most of the time, you will want to do all of your Word work in Print Layout mode. This is how the page will print out onto a sheet of paper. Normal Layout adds page breaks to your document and Web Layout will show you how the document would look as a web page. Reading layout adds two pages per screen, and Outline shows all non-printing characters.

TOOLBARS:

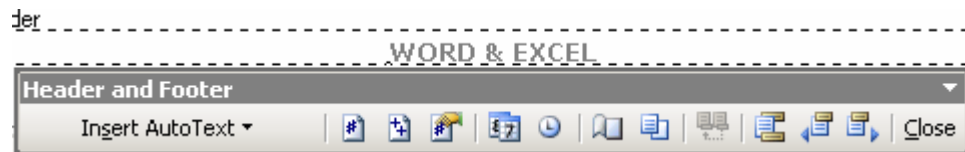
View → Toolbars

If they are not already active, add Standard and Formatting (both should have checkmarks next to them) to your document. All toolbar functions can be found on the text menus, but many people find it convenient to have the graphic icons on top of the document as well. You can add as many toolbars to your document as you wish, but your workspace decreases with each additional toolbar.

RULER:

View → Ruler

To turn the ruler on/off, select View → Ruler (it will have a checkmark next to it if it is on). The Ruler option is useful for aligning tabbed text.

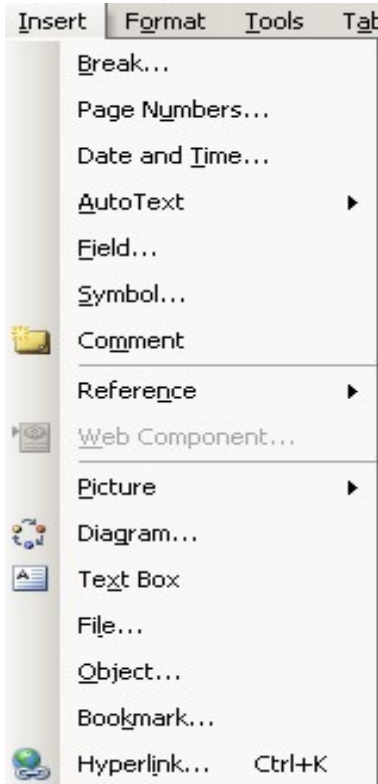


HEADER AND FOOTER:

View → Header and Footer

To insert a Header and Footer to your document (text that prints across the tops and bottoms of all pages), select View → Header and Footer. This will activate the boxes at the top and bottom of your document for your header and footer - you'll need to type the appropriate information in these sections. Some automatic text you might wish to include (found on the Header/Footer toolbar): page number, total pages in document, current date, current time, and file name and location. You can align the Header/Footer text to the left, center or right of the document. In this document, my Header is "WORD & EXCEL" and my Footer is "Page" X "of" Y and "Printed:" Current Date.

WORD & EXCEL INSERT MENU



PAGE/COLUMN BREAK:

Insert → Break

To manually insert a page break into your document, select Insert → Break → Page Break. You can also divide up columns of text with an Insert → Break → Column Break command.

PAGE NUMBERS/DATE & TIME:

Insert → Page Numbers or Date and Time

If you are not using the Header/Footer section to insert date and page information in your document, you can also add it through Insert → Page Numbers OR Date and Time.

SYMBOLS:

Insert → Symbol

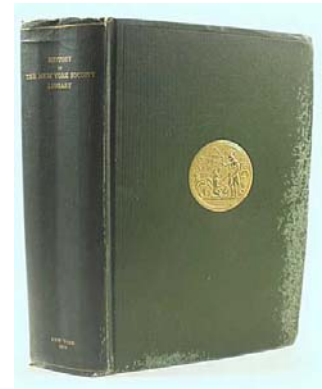
(£ ½ â è © ☞)

To add foreign characters to your document, select Insert → Symbols and select one of the fonts on your computer (symbols come bundled with the fonts). Arial font contains most European foreign characters, Times New Roman includes many Greek characters, and Wingding and Webding contain many graphic images.

PICTURES:

Insert → Picture → From File

To add pictures to your Word document (for desktop publishing, etc.) select Insert → Picture → From File. This will open a search box on your computer for the location of the picture. To take a snapshot of your computer (as I've done with this document), select CTRL+PrintScreen, and paste into a graphics program.

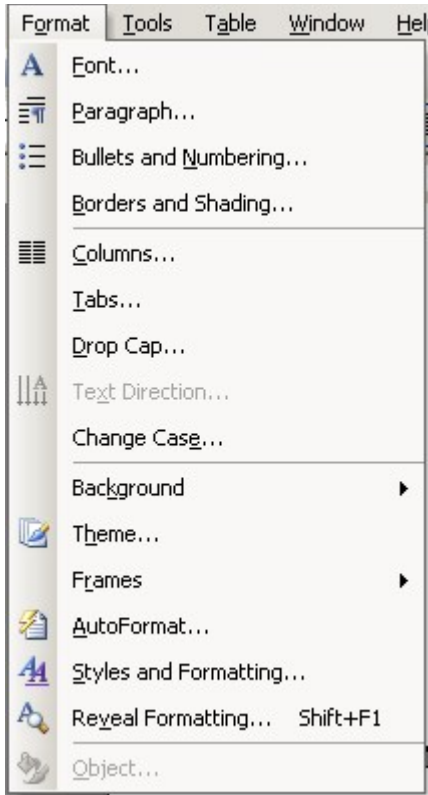


TEXT BOXES:

Insert → Text Box

To insert a text box (fixed portion of text in your document, such as an aside), select Insert → Text Box and use your mouse to define the upper left and bottom right corners of the text box. Click inside the text box to add text. Caution: Spellcheck will skip the information you've included in a text box.

WORD & EXCEL FORMAT MENU



FONT:

Format → Font

To change the font, style or color of your text, highlight the appropriate text (CTRL+A will select all of the text in your document) and select Format→ Font.

PARAGRAPH SPACING:

Format → Paragraph → Line Spacing

To switch from single-space to double-space (or any variations in between), select Format → Paragraph → Line Spacing. Options include: Single, 1.5, Double and exact specifications.

BULLETS AND NUMBERING:

Format → Bullets and Numbering

To add numbered lists to your document, highlight the column of items and select Format → Bullets and Numbering.

- | | |
|-----------------|------------------|
| • New York | 1. New York |
| • Los Angeles | 2. Los Angeles |
| • San Francisco | 3. San Francisco |

COLUMNS:

Format → Columns

To add multiple columns to your document, highlight the area you wish to break and select Format → Columns. You can divide the text into 2-4 separate columns. Use Insert → Break → Column Break to specify column division.

DROP CAP:

Format → Drop Cap

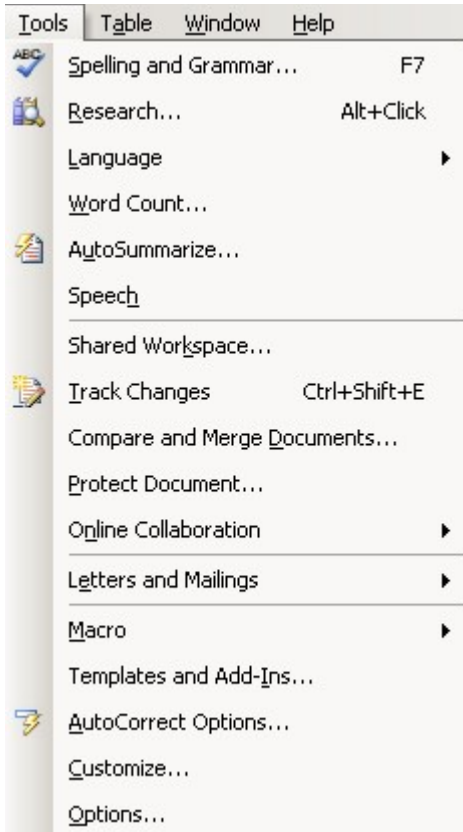
To create a larger first letter in a paragraph, highlight the letter and select Format → Drop Cap.

CHANGE CASE:

Format → Change Case

To change the case of a section of your document, highlight the area you wish to change and select Format → Change Case. Options include: Sentence case., lowercase, UPPERCASE, Title Case, and tOGGLE cASE.

WORD & EXCEL TOOLS MENU



SPELLING AND GRAMMAR:

Tools → Spelling and Grammar

To spell-check your document, select Tools → Spelling and Grammar. You can add words (such as proper names) to the custom dictionary so that spell-check won't keep questioning it.

To turn on or off the automatic spell-check function, select Tools → Spelling and Grammar → Options and check or uncheck the appropriate box ("Check spelling as you type" and "Check grammar as you type").

To manually add or remove files from the custom dictionary, select Tools → Spelling and Grammar → Options → Custom Dictionary → Modify

WORD COUNT:

Tools → Word Count

To view a running total of your word count, select Tools → Word Count.

AUTOCORRECT OPTIONS:

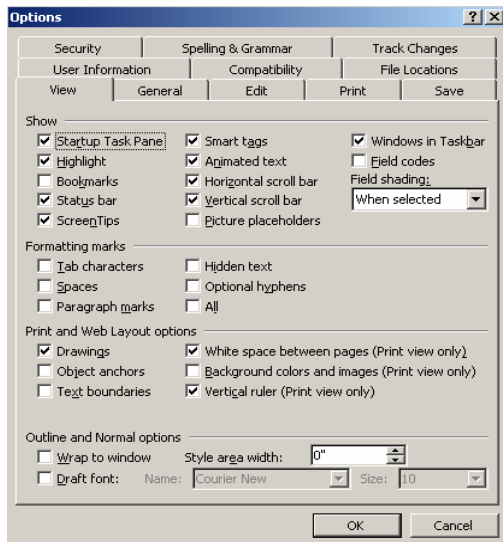
Tools → AutoCorrect Options

Does Microsoft Word capitalize the first word of a new sentence, even if you don't want it to? Does it keep trying to complete your sentences for you? Select Tools → AutoCorrect Options to turn these features off.

GENERAL OPTIONS:

Tools → Options

To view all of the startup options for Microsoft Word in one place, select Tools → Options. Here, you can turn off the paperclip guy (View → ScreenTips), remove all non-printing characters (View → Formatting Marks) and adjust Macro Security (Security → Macro Security).



WORD & EXCEL TABLE MENU

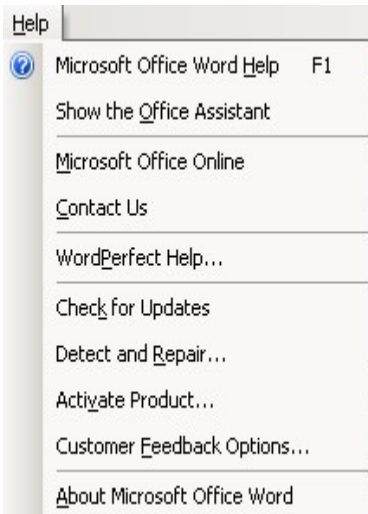
For now, I would say ignore all options on the Table Menu screen. These only come into play when you're creating or importing a Microsoft Excel Document.

WINDOW MENU



Windows Menu keeps track of multiple open windows (at the bottom of the menu), to allow you to quickly move between documents. You can also split the screen of your current document, or compare two documents side-by-side using the Windows Menu function. For advanced editing.

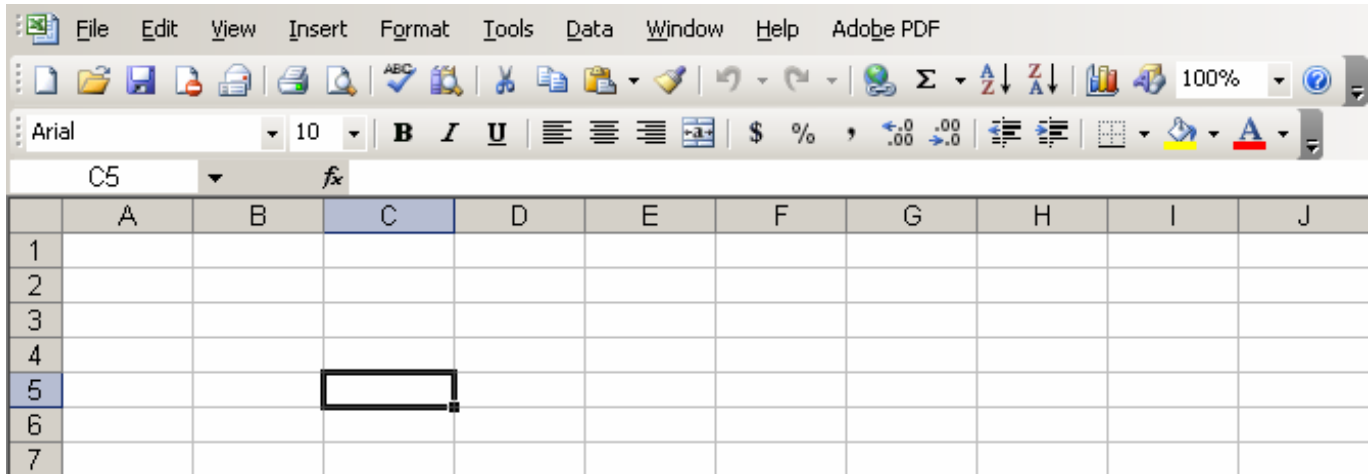
HELP MENU



There are a couple of interesting features on the Help Menu at the very top and very bottom of the menu. The first item is "Microsoft Office Word Help", a built-in book of help topics. This is where I would go first if you are having problems or need a tutorial with using any feature (i.e. Mail Merge)

The last interesting feature on the Help Menu is "About Microsoft Office Word". This will not only tell you which version of Microsoft Word you are running, but it will also give you your license number and some information about your computer system.

WORD & EXCEL LAYOUT



ABOUT EXCEL:

Microsoft Excel is a spreadsheet application ideal for accounting (you can change interest rates, starting balances, etc. in one cell and each dependent cell will also change) and sorting uncomplicated data (such as a list of names).

Microsoft Excel is comprised of a worksheet with a grid of rows and columns. Each cell in the worksheet is named by the intersection of a column and row (e.g. B4 is the intersection of Column B and Row 4). Columns are assigned letters; rows are assigned numbers.

Active cells appear highlighted on your screen by a heavy border (in the above picture, A1 is the selected cell). Only one cell is active at a time (to activate a different cell, either click the mouse on the appropriate cell or use the directional arrow keys). The active cell will also reflect the address in the FORMULA BAR at the top of the cells.

To enter information in an active cell, start typing in the active cell (the text will also be reflected after the = sign on the formula bar). You can either type straight data (words, numbers) or relational formulas (=sum (A1:A2)). It will also appear on the formula bar.

To modify existing information in a cell, activate the cell by clicking on it, move your mouse to the formula bar, and insert the cursor where you wish to start editing (you need to edit the information on the status bar instead of in the cell directly). When you're done, press "Enter" on the keyboard to change the cell.

EXCEL SPREADSHEETS are divided into three major parts:

- The drop-down menus and toolbars at the top of the screen, many of which resemble the drop-down menu options of Microsoft Word
- The Formula Line, signified by fx in the above document
- The Grid of Cells. Each cell has a specific address with letters running across the top and numbers running down the left. In the above example, cell C5 is selected.

WORD & EXCEL CALCULATIONS

G112 fx =SUM(G100:G111)

	A	B	C	D	E	F	G	J
1		AUDIO	CHILDREN	CS	LOBBY	NEW	STACKS	TOTAL
100	Jan-06	209	1,035	61	1,945	517	3,195	6,966
101	Feb-06	219	911	21	2,027	554	2,995	6,728
102	Mar-06	234	970	31	2,232	661	3,570	7,706
103	Apr-06	185	952	25	2,041	531	3,163	6,902
104	May-06	212	875	36	1,943	59	3,196	6,858
105	Jun-06	345	899	37	2,218	881	4,253	8,636
106	Jul-06	140	308	14	1,030	315	2,004	3,815
107	Aug-06	241	471	28	1,882	644	2,751	6,020
108	Sep-06	244	883	30	1,964	635	2,930	6,696
109	Oct-06	201	981	33	2,119	641	2,964	6,944
110	Nov-06	228	961	22	2,167	686	3,099	7,166
111	Dec-06	208	727	26	1,876	603	2,821	6,265
112	TOTAL '06	2,666	9,973	364	23,444	6,727	36,941	80,702

ADDING NUMBERS:

To add a column of numbers, click on the cell directly below the numbers and type =SUM (A1:A3) on the function line (where A1 is the starting cell and A3 is the ending cell (the "=" is necessary for Excel to recognize this as a formula)). You can also use the mouse to select the cells. Hit ENTER to view the results. In the above example, Cell G122 adds up the numbers from G100 (Stacks for January 2006) through G111 (Stacks for December 2006).

ARITHMETIC OPERATORS:

+	Addition	/	Division	%	Percent
-	Subtraction	*	Multiplication	^	Exponentiation

AVERAGING CELLS:

Take the average of a column by typing: =AVERAGE (A1:A4) in the Function bar. Hit ENTER to view the results

DELETING ROWS OR COLUMNS:

Click on the row or column header (the letter for the column or the number for the row) to highlight everything in that section. On the menu, choose Edit → Delete

FILLING CELLS:

To fill a column with the same number, highlight the cells you want filled (including the starting number to fill) and hold down CTRL-D (for "Fill Down"). Use CTRL-R to Fill Right with rows.

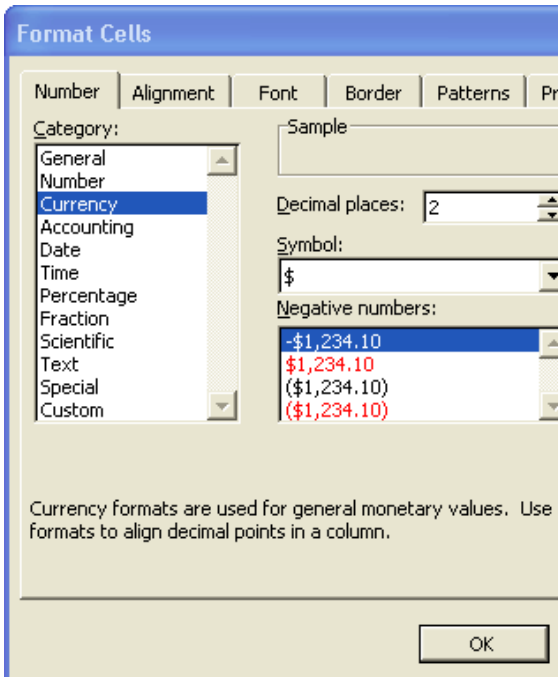
RESIZING ROWS OR COLUMNS:

To adjust the size of a row or column, move the mouse between the headers (e.g. between "A" and "B" for columns) until it forms a two-way arrow. Click and hold down the left mouse button and drag the line to the appropriate size. Release the mouse button.

SORTING ROWS:

To sort a list of names, type CTRL-A (for "Select All") and choose Data → Sort. You can sort in increasing or decreasing order.

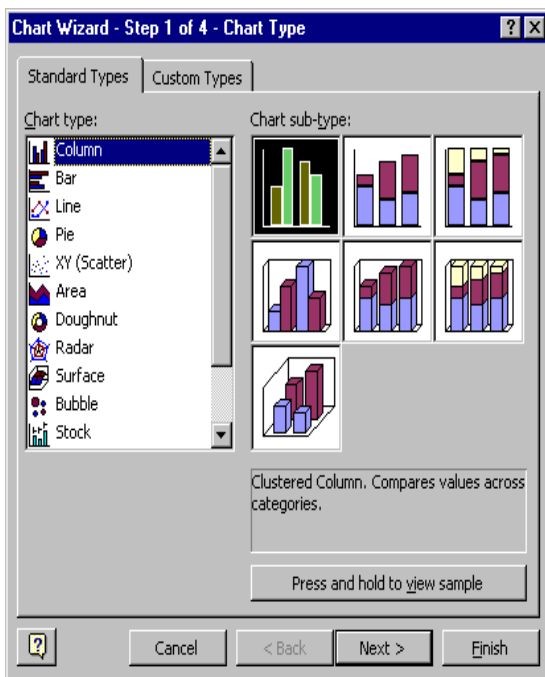
WORD & EXCEL FORMATTING: Format → Style → Modify



You can format either individual cells or entire rows or columns (click on either the cell or the column or row heading). Highlight the information you want to format. Right-click the mouse and select "Format Cells" (or select Format → Style → Modify from the drop-down menu).

Common formatting options are:

- Number: Treats number as operational number, no formatting
- Text: Treats numbers as pure text
- Currency: \$XX.XX
- Date: Treats numbers as dates
- Time: Treats numbers as times
- Percentage: Converts to percent
- Special: Zip code, phone numbers and social security numbers



EXCEL CHARTS Insert → Chart

Highlight the cells you wish to graph. Choose Insert → Chart to start the Chart Wizard.

1. Select type of chart: Column, Bar, Line, Pie, XY, Area, Doughnut, Radar, Surface, Bubble, Stock, Cylinder, Cone or Pyramid
2. Confirm the Range of Data.
3. Verify the Legend for the Data
4. Chose new graph in original document or on own sheet.

WORD & EXCEL APPENDIX



Adding Numbers	12	Options	09
Arithmetic Operators	12	Page Break	07
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Bullets	08	Paragraph	08
Change Case	08	Passwords	04
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Date & Time	07	Print Preview	04
Deleing Rows	12	Repeat	05
Deleting Columns	12	Replace	05
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Exit	04	Save As	04
Filling cells	12	Saving	04
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Help	10	Word Count	09
New Document	04		