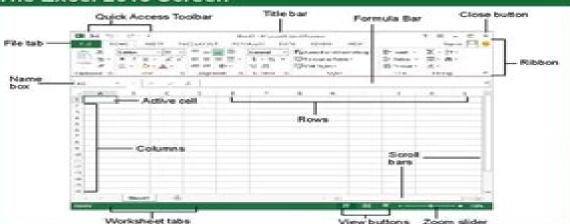
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The Fundamentals

 The File tab menu and Backstage view contain commands. for working with a program's files, such as Open, Save. Close, New and Print.



- To Create a New Workbook: Click the File tab, select New, and double-click workbook, or press of Chris + chie.
- . To Open a Workbook: Click the File tab and select Open, or press. excessive and other
- . To Save a Workbook: Click the Save button on the Quick Access Toolbar, or press «Ctrl» + «S».
- To Preview and Print a Workbook: Click the File tab and select Print, or press «Ctri» » «P».
- To Undo: Click the *> * Undo button on the Quick Appeas Toolbar. or press «Cod» + «Z».
- . To Redo or Repeat: Click the * Redo button on the Ouick. Access Toolbar, or press «Ctrl» +
- To Close a Workbook: Click the Close button, or press «Ctri» ALCOHOL: N
- To Get Help: Press *F1* to open. the Help window. Type your question and press «Enter».

- Cell addresses: Cells are referenced by: addresses made from their column letter and row number, such as cell A1, A2, B1. B2, etc. You can find the address of a cell by looking at the Name Box under the dipboard.
- . To Select a Cell: Click a cell or use the kerboard arrow keys to select it.
- To Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the <\$hitt> key while using the carrow keys > to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet: Click the Sielect All button where column and row headings meet. Or press «Ctrl» + and the second
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press «Carl» » «F1». Or, right-click atab and select Unpin the Ribbon from the constitute with partition of the control of
- To Change Program Settings: Click the File tab and select Outlors.
- To Use Zoom: Click and drag the zoom. slider to the left or right, Or, click the Zoom Out and 🖸 Zoom in buttons on
- To Change Views: Click a View button in. the status bar. Or, click the View tab and select a view.

General

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from Text 6 Creating a New Style 7 Modifying an Existing Style 8 Selecting All Instances of a Style in a Document 9 Renaming Styles 10 Deleting Custom Styles 11 Using the Style Inspector Pane 12 Using the Reveal Formatting Pane Themes and Style Sets 1 Applying a Theme 2 Applying a Style Set 3 Applying and Customizing Theme Colors 4 Applying and Customizing Theme Fonts 5 Selecting Theme Effects Page Backgrounds 1 Applying Watermarks 2 Creating Custom Watermarks 3 Removing Watermarks 4 Selecting a Page Background Color or Fill Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2 Formatting Bullets and Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2 Creating Tables 3 Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging and Splitting Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11 Formatting Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3 Viewing Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop Caps 2 Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks Outlines 1 Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and Expanding Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Mail Merge Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The Merge Record Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a PDF or XPS File 7 Saving as a Different File Type Creating a Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1 Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6

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