

Microsoft Office

(Office 2021 and Microsoft 365)

Step by Step

Joan Lambert Curtis Frye





Microsoft Office Step by Step (Office 2021 and Microsoft 365)

Microsoft Office Step by Step (Office 2021 and Microsoft 365)

Table of Contents

Cover

Title Page

Copyright Page

Contents at a glance

Contents

Acknowledgments

About the authors

Introduction

Who this book is for

The Step by Step approach

Features and conventions

Download the practice files

E-book edition

Get support and give feedback

Errata and support

Stay in touch

Adapt exercise steps

Part 1: Microsoft Office (Microsoft 365 Apps)

1 Explore Office

Work in the Office user interface

Identify app window elements

Work with the ribbon and status bar



Adapt procedures for your environment

Discover new features

Change Office and app options

Manage account information

Microsoft account options

Manage app options

Display and customize the Quick Access Toolbar

Customize the ribbon

Get help and provide feedback

Key points

Practice tasks

2 Create and manage files

Create files

Open and move around in files

Display different views of files

Display and edit file properties

File types and compatibility with earlier versions of Office apps

Save and close files

Save files to OneDrive

Key points

Practice tasks

Part 2: Microsoft Word

3 Modify the structure and appearance of text

Apply paragraph formatting

Configure alignment

Configure vertical spacing

Configure indents

Configure paragraph borders and shading

Apply character formatting

Character formatting and case considerations



Format the first letter of a paragraph as a drop cap

Structure content manually

Create and modify lists

Format text as you type

Apply built-in styles to text

Apply styles

Manage outline levels

Change the document theme

Key points

Practice tasks

4 Collaborate on documents

Mark up documents

Insert comments

Track changes

Display and review document markup

Display markup

Review and respond to comments

Review and process tracked changes

Remember to check for errors

Compare and combine documents

Compare and combine separate copies of a document

Compare separate versions of a document

Control content changes

Restrict actions

Restrict access by using a password

Coauthor documents

Key points

Practice tasks

5 Merge data with documents and labels

Understand the mail merge process

Start the mail merge process



Get started with letters

Get started with labels

Get started with email messages

Attaching files to email merge messages

Choose and refine the data source

Select an existing data source

Create a new data source

Refine the data source records

Refresh data

Insert merge fields

Preview and complete the merge

Create individual envelopes and labels

Generate individual envelopes

Generate individual mailing labels

Key points

Practice tasks

Part 3: Excel

6 Perform calculations on data

Name data ranges

Operators and precedence

Create formulas to calculate values

Summarize data that meets specific conditions

Copy and move formulas

Create array formulas

Find and correct errors in calculations

Configure automatic and iterative calculation options

Key points

Practice tasks

7 Manage worksheet data

Filter data ranges and tables



Summarize filtered data

Randomly select list rows

Enforce data entry criteria

Key points

Practice tasks

8 Reorder and summarize data

Sort worksheet data

Sort data by using custom lists

Outline and subtotal data

Key points

Practice tasks

9 Analyze alternative data sets

Define and display alternative data sets

Forecast data by using data tables

Identify the input necessary to achieve a specific result

Key points

Practice tasks

Part 4: PowerPoint

10 Create and manage slides

Add and remove slides

Insert new slides

Copy and import slides and content

Hide and delete slides

Apply themes

Change slide backgrounds

Non-theme colors

Divide presentations into sections

Rearrange slides and sections

Key points

Practice tasks



11 Insert and manage simple graphics

Insert, move, and resize pictures

Graphic formats

Edit and format pictures

Provide additional information about pictures

Create a photo album

Insert and format icons

Work with scalable vector graphics

Draw and modify shapes

Draw and add text to shapes

Locate additional formatting commands

Move and modify shapes

Format shapes

Connect shapes

Key points

Practice tasks

12 Add sound and movement to slides

Animate text and pictures on slides

Animate this

Morphing slide content into new forms

Customize animation effects

Bookmark points of interest in media clips

Add audio content to slides

Add video content to slides

Compress media to decrease file size

Hyperlink to additional resources

Key points

Practice tasks

Part 5: Microsoft Outlook

13 Send and receive email messages



Create and send messages

Create messages

Troubleshoot message addressing

Save and send messages

Send from a specific account

Attach files and Outlook items to messages

New mail notifications

Display messages and message attachments

Display message content

Display attachment content

Display message participant information

Respond to messages

Resending and recalling messages

Key points

Practice tasks

14 Organize your Inbox

Display and manage messages

Select the primary Inbox content

Display and manage conversations

Arrange messages by specific attributes

Categorize items

Store information in Outlook notes

Organize messages in folders

Print messages

Key points

Practice tasks

15 Manage scheduling

Display different views of a calendar

Use the Date Navigator

Schedule appointments and events

Convert calendar items



Add holidays to your calendar

Configure calendar item options

Schedule and change meetings

Respond to meeting requests

Key points

Practice tasks

Appendix: Keyboard shortcuts

Index

