

Microsoft Office 2016

Step

by

Step

Joan Lambert and Curtis Frye



PRACTICE FILES



Microsoft Office 2016 Step by Step

Joan Lambert
Curtis Frye

PUBLISHED BY
Microsoft Press
A division of Microsoft Corporation
One Microsoft Way
Redmond, Washington 98052-6399

Copyright © 2015 by Curtis Frye and Joan Lambert

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

Library of Congress Control Number: 2015934879
ISBN: 978-0-7356-9923-6

Printed and bound in the United States of America.

First Printing

Microsoft Press books are available through booksellers and distributors worldwide. If you need support related to this book, email Microsoft Press Support at mspinput@microsoft.com. Please tell us what you think of this book at <http://aka.ms/tellpress>.


This book is provided “as-is” and expresses the authors’ views and opinions. The views, opinions, and information expressed in this book, including URL and other Internet website references, may change without notice.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.


Microsoft and the trademarks listed at www.microsoft.com on the “Trademarks” webpage are trademarks of the Microsoft group of companies. All other marks are property of their respective owners.

Acquisitions and Developmental Editor: Rosemary Caperton
Editorial Production: Online Training Solutions, Inc. (OTSI)
Technical Reviewers: Steve Lambert and Rozanne Whalen (OTSI)
Copyeditors: Kathy Krause, Jaime Odell, and Val Serdy (OTSI)
Indexers: Susie Carr, Angela Martin, and Ginny Munroe (OTSI)
Cover: Twist Creative • Seattle

Contents

	Introduction	xi
	Who this book is for	xi
	The <i>Step by Step</i> approach	xii
	Download the practice files	xii
	Ebook edition	xv
	Get support and give feedback	xv
	Errata and support	xv
	We want to hear from you	xvi
Stay in touch	xvi	

Part 1: Microsoft Office 2016

	Explore Office 2016	3
	Work in the Office user interface	4
	Identify app window elements	5
	Sidebar: Tell me what you want to do	10
	Work with the ribbon and status bar	12
Sidebar: Adapt exercise steps	16	



Give us feedback

Tell us what you think of this book and help Microsoft improve our products for you. Thank you!

<http://aka.ms/tellpress>

Change Office and app options	18
Manage account information	18
Manage app options	22
Customize the Quick Access Toolbar	25
Customize the ribbon	29
Skills review	34
Practice tasks	35

2

Create and manage files	39
Create files	40
Open and move around in files	43
Display different views of files	48
Display and edit file properties	53
Sidebar: File types and compatibility with earlier versions of Office apps	54
Save and close files	56
Sidebar: Save files to OneDrive	60
Skills review	62
Practice tasks	63

Part 2: Microsoft Word 2016

3

Modify the structure and appearance of text	69
Apply paragraph formatting	70
Configure alignment	71
Configure vertical spacing	72
Configure indents	76
Sidebar: Configure paragraph borders and shading	79
Structure content manually	79
Apply character formatting	84
Sidebar: Character formatting and case considerations	91
Create and modify lists	91
Sidebar: Format text as you type	96

Apply built-in styles to text	97
Apply styles	97
Manage outline levels	101
Change the document theme	104
Skills review	108
Practice tasks	109

4

Collaborate on documents	115
Mark up documents	116
Insert comments	116
Track changes	119
Display and review document markup	122
Display markup	122
Review and respond to comments	128
Review and process tracked changes	130
Sidebar: Remember to check for errors	133
Compare and merge documents	133
Compare and combine separate copies of a document	134
Compare separate versions of a document	136
Control content changes	137
Restrict actions	138
Restrict access by using a password	144
Sidebar: Restrict access by using rights management	149
Coauthor documents	149
Skills review	153
Practice tasks	154

5

Merge data with documents and labels	159
Understand the mail merge process	160
Start the mail merge process	161
Get started with letters	162
Get started with labels	163
Get started with email messages	166

Choose and refine the data source	168
Select an existing data source	169
Create a new data source	172
Refine the data source records	173
Sidebar: Refresh data	178
Insert merge fields	178
Preview and complete the merge	181
Create individual envelopes and labels	184
Generate individual envelopes	184
Generate individual mailing labels	188
Skills review	190
Practice tasks	191

Part 3: Microsoft Excel 2016

6

Perform calculations on data	197
Name groups of data	198
Define Excel tables	201
Create formulas to calculate values	205
Sidebar: Operators and precedence	218
Summarize data that meets specific conditions	219
Set iterative calculation options and enable or disable automatic calculation	225
Use array formulas	227
Find and correct errors in calculations	229
Skills review	235
Practice tasks	236

7

Manage worksheet data	239
Limit data that appears on your screen	240
Manipulate worksheet data	245
Sidebar: Select list rows at random	246
Summarize data in worksheets that have hidden and filtered rows.	247
Find unique values within a data set	253
Define valid sets of values for ranges of cells	255
Skills review	257
Practice tasks	258

8

Reorder and summarize data	261
Sort worksheet data	262
Sort data by using custom lists	268
Organize data into levels	271
Look up information in a worksheet	276
Skills review	279
Practice tasks	280

9

Analyze alternative data sets	283
Examine data by using the Quick Analysis Lens	284
Define an alternative data set	286
Define multiple alternative data sets	290
Analyze data by using data tables	292
Vary your data to get a specific result by using Goal Seek	295
Find optimal solutions by using Solver	297
Analyze data by using descriptive statistics	303
Skills review	305
Practice tasks	306

Part 4: Microsoft PowerPoint 2016

10

Create and manage slides	313
Add and remove slides	314
Insert new slides	316
Copy and import slides and content	317
Sidebar: SharePoint slide libraries	322
Hide and delete slides	324
Divide presentations into sections	326
Rearrange slides and sections	329
Apply themes	331
Change slide backgrounds	336
Sidebar: Non-theme colors	344
Skills review	346
Practice tasks	347

11

Insert and manage simple graphics	351
Insert, move, and resize pictures	352
Sidebar: Graphic formats	355
Edit and format pictures	356
Draw and modify shapes	361
Draw and add text to shapes	362
Sidebar: Locate additional formatting commands	364
Move and modify shapes	365
Format shapes	367
Sidebar: Connect shapes	371
Capture and insert screen clippings	372
Create a photo album	375
Skills review	380
Practice tasks	381

12

Add sound and movement to slides	385
Animate text and pictures on slides	386
Sidebar: Animate this	392
Customize animation effects	396
Sidebar: Bookmark points of interest in media clips	402
Add audio content to slides	404
Add video content to slides	410
Compress media to decrease file size	415
Skills review	417
Sidebar: Hyperlink to additional resources	418
Practice tasks	420

Part 5: Microsoft Outlook 2016

13

Send and receive email messages	427
Create and send messages	428
Create messages	429
Troubleshoot message addressing	434
Save and send messages	438
Sidebar: Send from a specific account	440
Attach files and Outlook items to messages	444
Sidebar: New mail notifications	451
Display messages and message attachments	452
Display message content	452
Display attachment content	454
Display message participant information	459
Respond to messages	464
Sidebar: Resending and recalling messages	468
Skills review	471
Practice tasks	472

14

Organize your Inbox	475
Display and manage conversations	476
Arrange messages by specific attributes	482
Categorize items	486
Sidebar: Store information in Outlook notes	490
Organize messages in folders	494
Sidebar: Print messages	498
Skills review	499
Practice tasks	500

15

Manage scheduling	503
Schedule appointments and events	504
Sidebar: Add holidays to your calendar	508
Convert calendar items	510
Configure calendar item options	512
Schedule and change meetings	518
Respond to meeting requests	526
Display different views of a calendar	528
Sidebar: Use the Date Navigator	532
Skills review	535
Practice tasks	536
Index	541
About the authors	564



Give us feedback

Tell us what you think of this book and help Microsoft improve our products for you. Thank you!

<http://aka.ms/tellpress>

Introduction



Welcome! This *Step by Step* book has been designed to make it easy for you to learn about key aspects of four of the Microsoft Office 2016 apps—Word, Excel, PowerPoint, and Outlook. In each part, you can start from the beginning and build your skills as you learn to perform specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You’ll also find informative, colorful graphics that support the instructional content.

Who this book is for

Microsoft Office 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office apps who want to use Word, Excel, and PowerPoint to create and edit files, and Outlook to organize email, contacts, and appointments. The content of the book is designed to be useful for people who have previously used earlier versions of the apps, and for people who are discovering the apps for the first time. Although the chapters in this book thoroughly cover key skill sets for each of the four apps, *Microsoft Office 2016 Step by Step* is best used as an introduction. For a full discussion of each app, including in-depth coverage of advanced topics, refer to the *Step by Step* book for each app: *Microsoft Word 2016 Step by Step*, *Microsoft PowerPoint 2016 Step by Step*, and *Microsoft Outlook 2016 Step by Step*, all by Joan Lambert (Microsoft Press, 2015), and *Microsoft Excel 2016 Step by Step* by Curtis Frye (Microsoft Press, 2015). A listing of the contents of each book is provided at the end of this book.

The *Step by Step* approach

The book's coverage is divided into parts, each of which provides a thorough introduction to one of the four apps covered. Each part is divided into chapters representing some of the app's key skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Download the practice files

Before you can complete the practice tasks in this book, you need to download the book's practice files to your computer from <http://aka.ms/Office2016sbs/downloads>. Follow the instructions on the webpage.



IMPORTANT The Office 2016 apps are not available from the book's website. You should install the apps before working through the procedures and practice tasks in this book.

If you later want to repeat practice tasks, you can download the original practice files again.



SEE ALSO For information about opening and saving files, see Chapter 2, "Create and manage files."

The following table lists the practice files for this book.

Chapter	Folder	File
Part 1: Microsoft Office 2016		
1: Explore Office 2016	Ch01	None
2: Create and manage files	Ch02	DisplayProperties.xlsx DisplayViews.pptx NavigateFiles.docx

Chapter	Folder	File
Part 2: Microsoft Word 2016		
3: Modify the structure and appearance of text	Ch03	ApplyStyles.docx ChangeTheme.docx CreateLists.docx FormatCharacters.docx FormatParagraphs.docx StructureContent.docx
4: Collaborate on documents	Ch04	ControlChanges.docx MergeDocs1.docx MergeDocs2.docx ReviewComments.docx TrackChanges.docx
5: Merge data with documents and labels	Ch05	CreateEnvelopes.docx CustomerList.xlsx InsertFields.docx PolicyholdersList.xlsx RefineData.docx StartMerge.docx
Part 3: Microsoft Excel 2016		
6: Perform calculations on data	Ch06	AuditFormulas.xlsx BuildFormulas.xlsx CreateArrayFormulas.xlsx CreateConditionalFormulas.xlsx CreateExcelTables.xlsx CreateNames.xlsx SetIterativeOptions.xlsx
7: Manage worksheet data	Ch07	LimitData.xlsx SummarizeValues.xlsx ValidateData.xlsx
8: Reorder and summarize data	Ch08	LookupData.xlsx OrganizeData.xlsx SortCustomData.xlsx SortData.xlsx

Chapter	Folder	File
9: Analyze alternative data sets	Ch09	BuildSolverModel.xlsx CreateScenarios.xlsx DefineDataTables.xlsx ManageMultipleScenarios.xlsx PerformGoalSeekAnalysis.xlsx PerformQuickAnalysis.xlsx UseDescriptiveStatistics.xlsx
Part 4: Microsoft PowerPoint 2016		
10: Create and manage slides	Ch10	AddRemoveSlides.pptx ApplyThemes.pptx ChangeBackgrounds.pptx CreateSections.pptx ImportOutline.docx RearrangeSlides.pptx ReuseSlides.pptx
11: Insert and manage simple graphics	Ch11	Chickens.jpg DrawShapes.pptx EditPictures.pptx Fish.jpg Flamingos.jpg Flowers01.jpg InsertPictures.pptx InsertScreens.pptx Penguins01.jpg Penguins02.jpg Tiger01.jpg Tiger02.jpg YellowBird.jpg
12: Add sound and movement to slides	Ch12	AddAudio.pptx AddVideo.pptx AnimateSlides.pptx Butterfly.wmv CustomizeAnimation.pptx SoundTrack.wma Wildlife.wmv

Chapter	Folder	File
Part 5: Microsoft Outlook 2016		
13: Send and receive email messages	Ch13	AttachFiles.docx
14: Organize your Inbox	Ch14	None
15: Manage scheduling	Ch15	None

Ebook edition

If you're reading the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at <http://aka.ms/Office2016sbs/details>.

Get support and give feedback

This topic provides information about getting help with this book and contacting us to provide feedback or report errors.

Errata and support

We've made every effort to ensure the accuracy of this book and its companion content. If you discover an error, please submit it to us at <http://aka.ms/Office2016sbs/errata>.

If you need to contact the Microsoft Press Support team, please send an email message to mspinput@microsoft.com.

For help with Microsoft software and hardware, go to <http://support.microsoft.com>.

We want to hear from you

At Microsoft Press, your satisfaction is our top priority, and your feedback our most valuable asset. Please tell us what you think of this book at <http://aka.ms/tellpress>.

The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

Stay in touch

Let's keep the conversation going! We're on Twitter at <http://twitter.com/MicrosoftPress>.

Modify the structure and appearance of text

Documents contain text that conveys information to readers, but the appearance of the document content also conveys a message. You can provide structure and meaning by formatting the text in various ways. Word 2016 provides a variety of simple-to-use tools that you can use to apply sophisticated formatting and create a navigational structure.

In a short document or one that doesn't require a complex navigational structure, you can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can achieve dramatic flair by applying predefined WordArt text effects. To keep the appearance of documents and other Microsoft Office files consistent, you can format document elements by applying predefined sets of formatting called *styles*. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

This chapter guides you through procedures related to applying character and paragraph formatting, structuring content manually, creating and modifying lists, applying styles to text, and changing a document's theme.

3

In this chapter

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Practice files

For this chapter, use the practice files from the Office2016SBS\Ch03 folder. For practice file download instructions, see the introduction.

Apply paragraph formatting

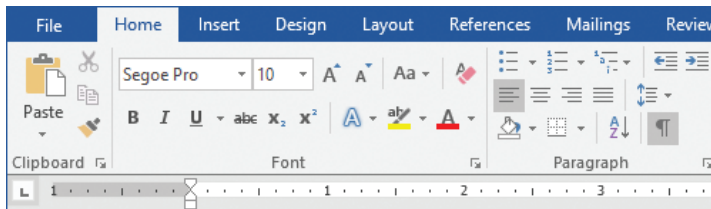
A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.



SEE ALSO For information about working with hidden structural characters, see “Structure content manually” later in this chapter.

You can change the look of a paragraph by changing its indentation, alignment, and line spacing, in addition to the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

You can modify a paragraph’s left and right edge alignment and vertical spacing by using tools on the Home tab of the ribbon, and its left and right indents from the Home tab or from the ruler. The ruler is usually hidden to provide more space for the document content.



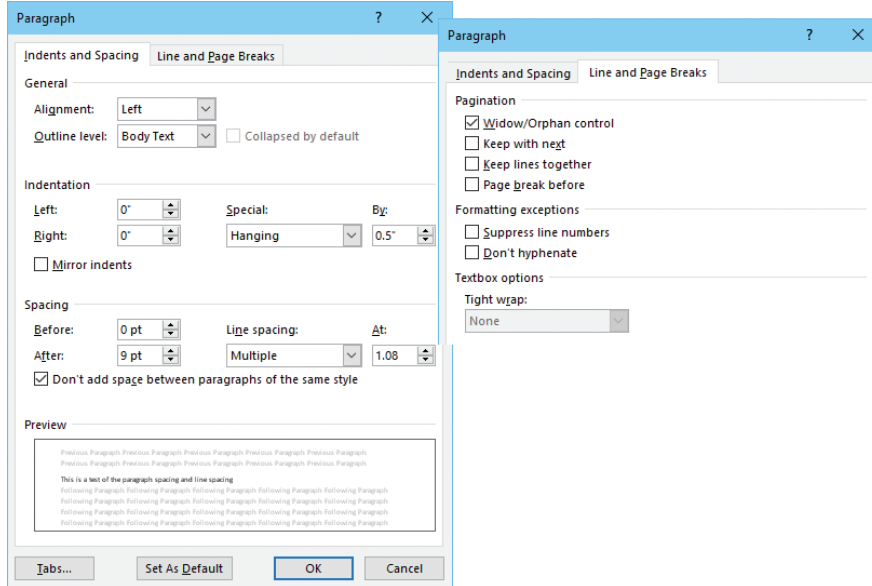
The left indent can be changed from the Home tab or the ruler

If you modify a paragraph and aren’t happy with the changes, you can restore the original paragraph and character settings by clearing the formatting to reset the paragraph to its base style.



SEE ALSO For information about styles, see “Apply built-in styles to text” later in this chapter.

When you want to make several adjustments to the alignment, indentation, and spacing of selected paragraphs, it is sometimes quicker to make changes in the Paragraph dialog box than to click buttons and drag markers.



The Paragraph dialog box

Configure alignment

The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- **Align Right** This sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- **Center** This centers each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.
- **Justify** This alignment adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

The icons on the alignment buttons on the ribbon depict the effect of each alignment option.

To open the Paragraph dialog box

1. Do either of the following:
 - On the **Home** tab or the **Layout** tab, in the **Paragraph** group, click the **Paragraph** dialog box launcher.
 - On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.

To set paragraph alignment

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, **Align Right**, or **Justify** button.
 - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **General** area, click **Left**, **Centered**, **Right**, or **Justified** in the **Alignment** list.

Configure vertical spacing

Paragraphs have two types of vertical spacing:

- **Paragraph spacing** The space between paragraphs, defined by setting the space before and after each paragraph. This space is usually measured in points.
- **Line spacing** The space between the lines of the paragraph, defined by setting the height of the lines either in relation to the height of the text (Single, Double, or a specific number of lines) or by specifying a minimum or exact point measurement.

The default line spacing for documents created in Word 2016 is 1.08 lines. Changing the line spacing changes the appearance and readability of the text in the paragraph and, of course, also changes the amount of space it occupies on the page.

The line spacing of this paragraph is set to the default, 1.08 lines. A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The line spacing of this paragraph is set to Double (2 lines). A paragraph can contain one word, one sentence, or multiple sentences. You can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. You can also put borders around it and shade its background. Collectively, the settings you use to vary the look of a paragraph are called *paragraph formatting*.

The effect of changing line spacing

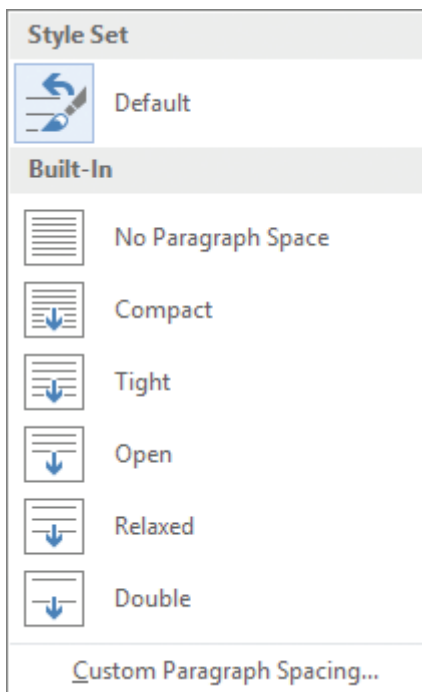
You can set the paragraph and line spacing for individual paragraphs and for paragraph styles. You can quickly adjust the spacing of most content in a document by selecting an option from the Paragraph Spacing menu on the Design tab. (Although the menu is named Paragraph Spacing, the menu options control both paragraph spacing and line spacing.) These options, which are named by effect rather than by specific measurements, work by modifying the spacing of the Normal paragraph style and any other styles that depend on the Normal style for their spacing. (In standard templates, most other styles are based on the Normal style.) The Paragraph Spacing options modify the Normal style in only the current document, and do not affect other documents.

The following table describes the effect of each Paragraph Spacing option on the paragraph and line spacing settings.

Paragraph spacing option	Before paragraph	After paragraph	Line spacing
Default	Spacing options are controlled by the style set		
No Paragraph Space	0 points	0 points	1 line
Compact	0 points	4 points	1 line
Tight	0 points	6 points	1.15 lines
Open	0 points	10 points	1.15 lines
Relaxed	0 points	6 points	1.5 lines
Double	0 points	8 points	2 lines

To quickly adjust the vertical spacing before, after, and within all paragraphs in a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Paragraph Spacing** button to display the Paragraph Spacing menu.

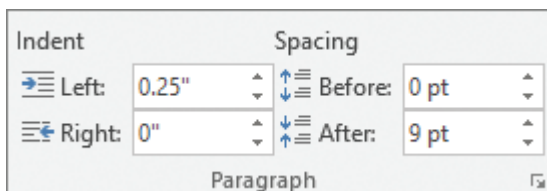


Each paragraph spacing option controls space around and within the paragraph

2. Click the option you want to apply to all of the paragraphs in the document.

To adjust the spacing between paragraphs

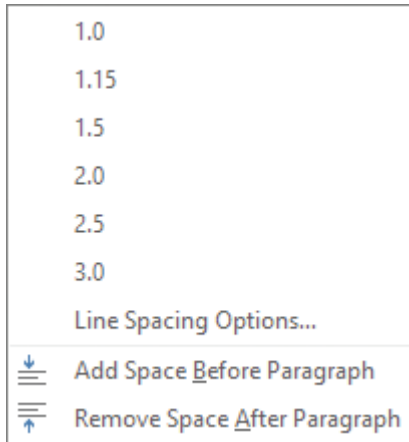
1. Select all the paragraphs you want to adjust.
2. On the **Layout** tab, in the **Paragraph** group, adjust the **Spacing Before** and **Spacing After** settings.



The settings in the Spacing boxes are measured in points

To adjust spacing between the lines of paragraphs

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. To make a quick adjustment to selected paragraphs, on the **Home** tab, in the **Paragraph** group, click **Line And Paragraph Spacing**, and then click any of the line spacing commands on the menu.



You can choose from preset internal line spacing options or adjust paragraph spacing



TIP You can also adjust the space before and after selected paragraphs from the Line And Paragraph Spacing menu. Clicking one of the last two options adds or removes a preset amount of space between the selected paragraphs.

Or

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Spacing** area, make the adjustments you want to the paragraph spacing, and then click **OK**.

Configure indents

In Word, you don't define the width of paragraphs and the length of pages by defining the area occupied by the text; instead, you define the size of the white space—the left, right, top, and bottom margins—around the text.



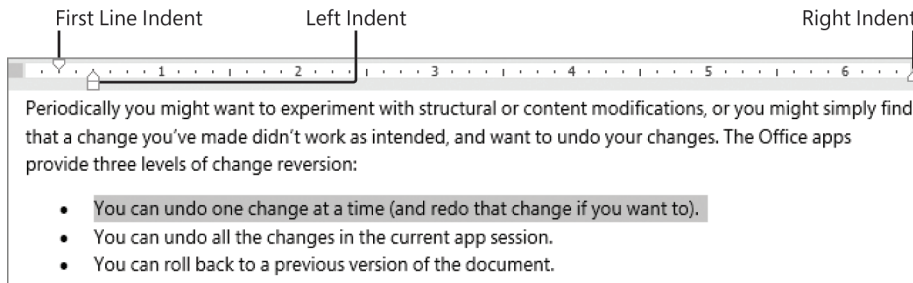
SEE ALSO For information about setting margins, see “Preview and adjust page layout” in Chapter 12, “Finalize and distribute documents,” of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015). For information about sections, see “Control what appears on each page” in the same chapter.

Although the left and right margins are set for a whole document or for a section of a document, you can vary the position of the paragraphs between the margins by indenting the left or right edge of the paragraph.

A paragraph indent is the space from the page margin to the text. You can change the left indent by clicking buttons on the Home tab, or you can set the indents directly on the ruler. Three indent markers are always present on the ruler:

- **Left Indent** This defines the outermost left edge of each line of the paragraph.
- **Right Indent** This defines the outermost right edge of each line of the paragraph.
- **First Line Indent** This defines the starting point of the first line of the paragraph.

The ruler indicates the space between the left and right page margins in a lighter color than the space outside of the page margins.



The indent markers on the ruler

The default setting for the Left Indent and First Line Indent markers is 0.0", which aligns with the left page margin. The default setting for the Right Indent marker is the distance from the left margin to the right margin. For example, if the page size is set to 8.5" wide and the left and right margins are set to 1.0", the default Right Indent marker setting is 6.5".

You can arrange the Left Indent and First Line Indent markers to create a hanging indent or a first line indent. Hanging indents are most commonly used for bulleted and numbered lists, in which the bullet or number is indented less than the main text (essentially, it is *outdented*). First line indents are frequently used to distinguish the beginning of each subsequent paragraph in documents that consist of many consecutive paragraphs of text. Both types of indents are set by using the First Line Indent marker on the ruler.



TIP The First Line Indent marker is linked to the Left Indent marker. Moving the Left Indent marker also moves the First Line Indent marker, to maintain the first line indent distance. You can move the First Line Indent marker independently of the Left Indent marker to change the first line indent distance.

To display the ruler

1. On the **View** tab, in the **Show** group, select the **Ruler** check box.



TIP In this book, we show measurements in inches. If you want to change the measurement units Word uses, open the Word Options dialog box. On the Advanced page, in the Display area, click the units you want in the Show Measurements In Units Of list. Then click OK.

To indent or outdent the left edge of a paragraph

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do any of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button to move the left edge of the paragraph in 0.25" increments.



TIP You cannot increase or decrease the indent beyond the margins by using the Increase Indent and Decrease Indent buttons. If you do need to extend an indent beyond the margins, you can do so by setting negative indentation measurements in the Paragraph dialog box.

- Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the indent in the **Left** box, and then click **OK**.
- On the ruler, drag the **Left Indent** marker to the ruler measurement at which you want to position the left edge of the body of the paragraph.

To create a hanging indent or first line indent

1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indents** area, click **First line** or **Hanging** in the **Special** box.
3. In the **By** box, set the amount of the indent, and then click **OK**.

Or

1. Set the left indent of the paragraph body.
2. On the ruler, drag the **First Line Indent** marker to the ruler measurement at which you want to begin the first line of the paragraph.

To indent or outdent the right edge of a paragraph

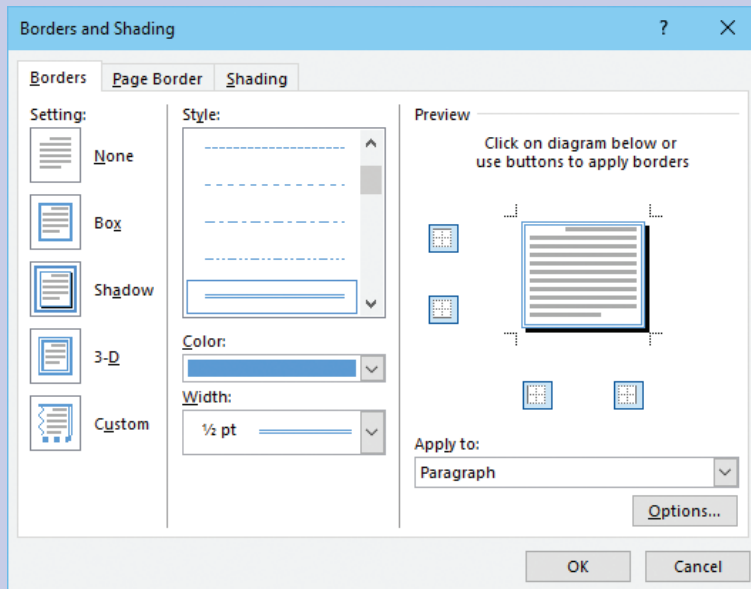
1. Position the cursor anywhere in the paragraph, or select all the paragraphs you want to adjust.
2. Do either of the following:
 - On the ruler, drag the **Right Indent** marker to the ruler measurement at which you want to set the maximum right edge of the paragraph.
 - Open the **Paragraph** dialog box. On the **Indents and Spacing** tab, in the **Indentation** area, set the right indent in the **Right** box, and then click **OK**.



TIP Unless the paragraph alignment is justified, the right edge of the paragraph will be ragged, but no line will extend beyond the right indent or outdent.

Configure paragraph borders and shading

To make a paragraph really stand out, you might want to put a border around it or shade its background. (For real drama, you can do both.) You can select a predefined border from the Borders menu, or design a custom border in the Borders And Shading dialog box.



You can customize many aspects of the border

After you select the style, color, width, and location of the border, you can click the Options button to specify its distance from the text.

Structure content manually

At times it's necessary to manually position text within a paragraph. You can do this by using two different hidden characters: line breaks and tabs. These characters are visible only when the option to show paragraph marks and formatting symbols is turned on.

The hidden characters have distinctive appearances:

- A line break character looks like a bent left arrow: ↵
- A tab character looks like a right-pointing arrow: →

You can use a line break, also known as a *soft return*, to wrap a line of a paragraph in a specific location without ending the paragraph. You might use this technique to display only specific text on a line, or to break a line before a word that would otherwise be hyphenated.

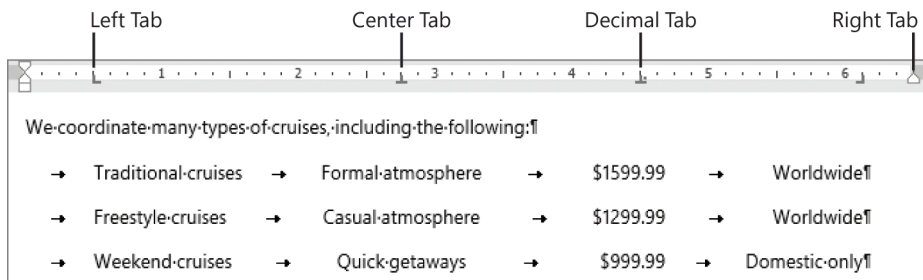


TIP Inserting a line break does not start a new paragraph, so when you apply paragraph formatting to a line of text that ends with a line break, the formatting is applied to the entire paragraph, not only to that line.



SEE ALSO For information about page and section breaks, see “Control what appears on each page” in Chapter 12, “Finalize and distribute documents,” of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015).

A tab character defines the space between two document elements. For example, you can separate numbers from list items, or columns of text, by using tabs. You can then set tab stops that define the location and alignment of the tabbed text.



You can align text in different ways by using tabs

You can align lines of text in different locations across the page by using tab stops. The easiest way to set tab stops is directly on the horizontal ruler. By default, Word sets left-aligned tab stops every half inch (1.27 centimeters). (The default tab stops aren't shown on the ruler.) To set a custom tab stop, start by clicking the Tab button (located at the intersection of the vertical and horizontal rulers) until the type of tab stop you want appears.

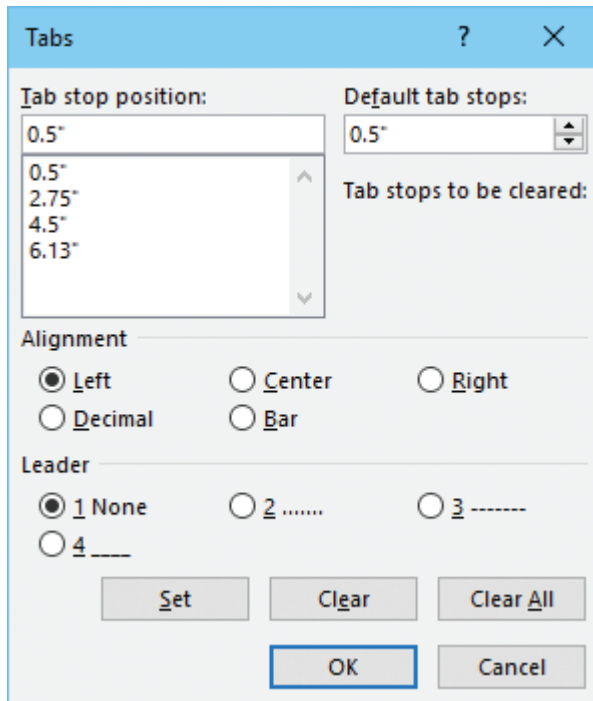


The tab settings

You have the following tab options:

- **Left Tab** Aligns the left end of the text with the tab stop
- **Center Tab** Aligns the center of the text with the tab stop
- **Right Tab** Aligns the right end of the text with the tab stop
- **Decimal Tab** Aligns the decimal point in the text (usually a numeric value) with the tab stop
- **Bar Tab** Draws a vertical line at the position of the tab stop

If you find it too difficult to position tab stops on the ruler, you can set, clear, align, and format tab stops from the Tabs dialog box.



You can specify the alignment and tab leader for each tab

You might also work from this dialog box if you want to use tab leaders—visible marks such as dots or dashes connecting the text before the tab with the text after it. For example, tab leaders are useful in a table of contents to carry the eye from the text to the page number.

When you insert tab characters, the text to the right of the tab character aligns on the tab stop according to its type. For example, if you set a center tab stop, pressing the Tab key moves the text so that its center is aligned with the tab stop.

To display or hide paragraph marks and other structural characters

1. Do either of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
 - Press **Ctrl+Shift+*** (asterisk).

To insert a line break

1. Position the cursor where you want to break the line.
2. Do either of the following:
 - On the **Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Text Wrapping**.
 - Press **Shift+Enter**.

To insert a tab character

1. Position the cursor where you want to add the tab character.
2. Press the **Tab** key.

To open the Tabs dialog box

1. Select any portion of one or more paragraphs that you want to manage tab stops for.
2. Open the **Paragraph** dialog box.
3. In the lower-left corner of the **Indents and Spacing** tab, click the **Tabs** button.

To align a tab and set a tab stop

1. Select any portion of one or more paragraphs that you want to set the tab stop for.
2. Click the **Tab** button at the left end of the ruler to cycle through the tab stop alignments, in this order:
 - Left
 - Center
 - Right
 - Decimal
 - Bar
3. When the **Tab** button shows the alignment you want, click the ruler at the point where you want to set the tab.



TIP When you manually align a tab and set a tab stop, Word removes any default tab stops to the left of the one you set.

Or

1. Open the **Tabs** dialog box.
2. In the **Tab stop position** box, enter the position for the new tab stop.
3. In the **Alignment** and **Leader** areas, set the options you want for this tab stop.
4. Click **Set** to set the tab, and then click **OK**.

To change the position of an existing custom tab stop

1. Do either of the following:
 - Drag the tab marker on the ruler.
 - Open the **Tabs** dialog box. In the **Tab stop position** list, select the tab stop you want to change. Click the **Clear** button to clear the existing tab stop. Enter the replacement tab stop position in the **Tab stop position** box, click **Set**, and then click **OK**.

To remove a custom tab stop

1. Do either of the following:
 - Drag the tab marker away from the ruler.
 - In the **Tabs** dialog box, select the custom tab stop in the **Tab stop position** list, click **Clear**, and then click **OK**.

Apply character formatting

The appearance of your document helps to convey not only the document's message but also information about the document's creator—you. A neatly organized document that contains consistently formatted content and appropriate graphic elements, and that doesn't contain spelling or grammatical errors, invokes greater confidence in your ability to provide any product or service.

Earlier in this chapter, you learned about methods of applying formatting to paragraphs. This topic covers methods of formatting the text of a document. Formatting that you apply to text is referred to as *character formatting*. In Word documents, you can apply three types of character formatting:

- Individual character formats including font, font size, bold, italic, underline, strikethrough, subscript, superscript, font color, and highlight color
- Artistic text effects that incorporate character outline and fill colors
- Preformatted styles associated with the document template, many of which not only affect the appearance of the text but also convey structural information (such as titles and headings)

When you enter text in a document, it is displayed in a specific font. By default, the font used for text in a new blank document is 11-point Calibri, but you can change the font of any element at any time. The available fonts vary from one computer to another, depending on the apps installed. Common fonts include Arial, Verdana, and Times New Roman.

You can vary the look of a font by changing the following attributes:

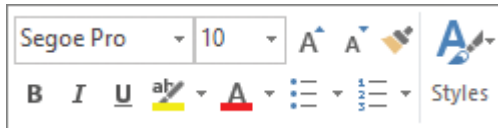
- **Size** Almost every font has a range of sizes you can select from. (Sometimes you can set additional sizes beyond those listed.) The font size is measured in points, from the top of the ascenders (letter parts that go up, as in *h*) to the bottom of the descenders (letter parts that drop down, as in *p*). A point is approximately 1/72 of an inch (about 0.04 centimeters).

- **Style** Almost every font has a range of font styles. The most common are regular (or plain), italic, bold, and bold italic.
- **Effects** Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- **Character spacing** You can alter the spacing between characters by pushing them apart or squeezing them together.

Although some attributes might cancel each other out, they are usually cumulative. For example, you might use a bold font style in various sizes and various shades of green to make words stand out in a newsletter.

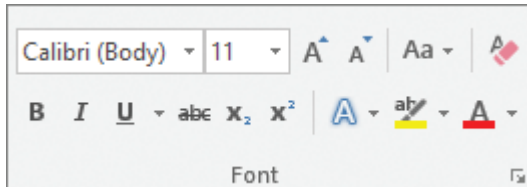
You apply character formatting from one of three locations:

- **Mini Toolbar** Several common formatting buttons are available on the Mini Toolbar that appears when you select text.



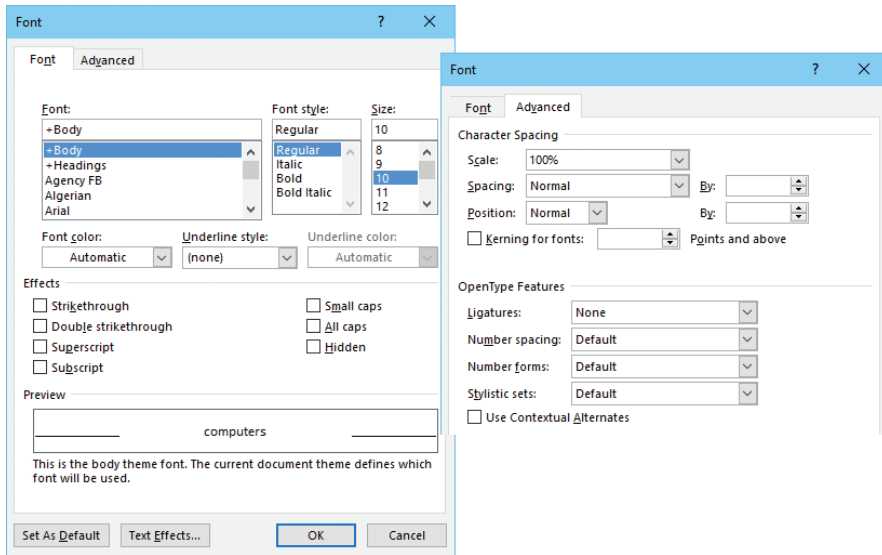
The Mini Toolbar appears temporarily when you select text, becomes transparent when you move the pointer away from the selected text, and then disappears entirely

- **Font group on the Home tab** This group includes buttons for changing the font and most of the font attributes you are likely to use.



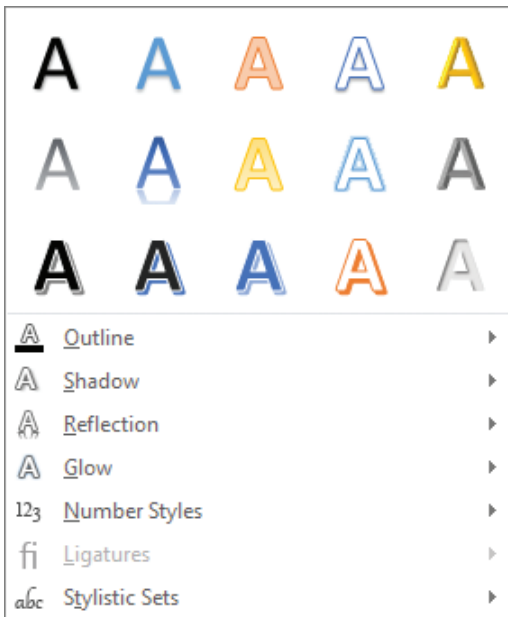
The most common font formatting commands are available on the Home tab

- **Font dialog box** Less-commonly applied attributes such as small caps and special underlining are available from the Font dialog box.



Font attributes that aren't available on the Home tab can be set here

In addition to applying character formatting to change the look of characters, you can apply predefined text effects (sometimes referred to as *WordArt*) to a selection to add more zing. The available effects match the current theme colors.



You can apply any predefined effect in the gallery or define a custom effect

These effects are somewhat dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.

To change the font of selected text

1. On the **Mini Toolbar** or in the **Font** group on the **Home** tab, in the **Font** list, click the font you want to apply.

To change the font size of selected text

1. Do any of the following on the **Mini Toolbar** or in the **Font** group on the **Home** tab:
 - In the **Font Size** list, click the font size you want to apply.
 - In the **Font Size** box, enter the font size you want to apply (even a size that doesn't appear in the list). Then press the **Enter** key.
 - To increase the font size in set increments, click the **Increase Font Size** button, or press **Ctrl+>**.
 - To decrease the font size in set increments, click the **Decrease Font Size** button, or press **Ctrl+<**.

To format selected text as bold, italic, or underlined

1. Do any of the following:
 - On the **Mini Toolbar**, click the **Bold**, **Italic**, or **Underline** button.
 - On the **Home** tab, in the **Font** group, click the **Bold**, **Italic**, or **Underline** button.
 - Press **Ctrl+B** to format the text as bold.
 - Press **Ctrl+I** to format the text as italic.
 - Press **Ctrl+U** to underline the text.



TIP To quickly apply a different underline style to selected text, click the arrow next to the Underline button on the Home tab, and then in the list, click the underline style you want to apply.

To cross out selected text by drawing a line through it

1. On the **Home** tab, in the **Font** group, click the **Strikethrough** button.

To display superscript or subscript characters

1. Select the characters you want to reposition.
2. On the **Home** tab, in the **Font** group, do either of the following:
 - Click the **Subscript** button to shift the characters to the bottom of the line.
 - Click the **Superscript** button to shift the characters to the top of the line.

To apply artistic effects to selected text

1. On the **Home** tab, in the **Font** group, click the **Text Effects and Typography** button, and then do either of the following:
 - In the **Text Effects and Typography** gallery, click the preformatted effect combination that you want to apply.
 - On the **Text Effects and Typography** menu, click **Outline**, **Shadow**, **Reflection**, **Glow**, **Number Styles**, **Ligatures**, or **Stylistic Sets**. Then make selections on the submenus to apply and modify those effects.

To change the font color of selected text

1. On the **Home** tab, in the **Font** group, click the **Font Color** arrow to display the **Font Color** menu.
2. In the **Theme Colors** or **Standard Colors** palette, select a color swatch to apply that color to the selected text.



TIP To apply the Font Color button's current color, you can simply click the button (not its arrow). If you want to apply a color that is not shown in the Theme Colors or Standard Colors palette, click More Colors. In the Colors dialog box, click the color you want in the honeycomb on the Standard page, or click the color gradient or enter values for a color on the Custom page.

To change the case of selected text

1. Do either of the following:
 - On the **Home** tab, in the **Font** group, click the **Change Case** button, and then click **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, or **tOGGLE cASE**.
 - Press **Shift+F3** repeatedly to cycle through the standard case options (Sentence case, UPPERCASE, lowercase, and Capitalize Each Word).



IMPORTANT The case options vary based on the selected text. If the selection ends in a period, Word does not include the Capitalize Each Word option in the rotation. If the selection does not end in a period, Word does not include Sentence case in the rotation.

To highlight text

1. Select the text you want to change, and then do either of the following:
 - On the **Mini Toolbar** or in the **Font** group on the **Home** tab, click the **Text Highlight Color** button to apply the default highlight color.
 - On the **Mini Toolbar** or in the **Font** group on the **Home** tab, click the **Text Highlight Color** arrow, and then click a color swatch to apply the selected highlight color and change the default highlight color.

Or

1. Without first selecting text, do either of the following:
 - Click the **Text Highlight Color** button to select the default highlight color.
 - Click the **Text Highlight Color** arrow, and then click a color swatch to select that highlight color.
2. When the pointer changes to a highlighter, drag it across one or more sections of text to apply the highlight.
3. Click the **Text Highlight Color** button or press the **Esc** key to deactivate the highlighter.

To copy formatting to other text

1. Click anywhere in the text that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, do either of the following:
 - If you want to apply the formatting to only one target, click the **Format Painter** button once.
 - If you want to apply the formatting to multiple targets, double-click the **Format Painter** button.
3. When the pointer changes to a paintbrush, click or drag across the text you want to apply the copied formatting to.

4. If you activated the Format Painter for multiple targets, repeat step 3 until you finish applying the formatting. Then click the **Format Painter** button once, or press the **Esc** key, to deactivate the tool.

To repeat the previous formatting command

1. Select the text to which you want to apply the repeated formatting.
2. Do either of the following to repeat the previous formatting command:
 - On the **Quick Access Toolbar**, click the **Repeat** button.
 - Press **Ctrl+Y**.

To open the Font dialog box

1. Do either of the following:
 - On the **Home** tab, in the **Font** group, click the **Font** dialog box launcher.
 - Press **Ctrl+Shift+F**.

To remove character formatting

1. Select the text you want to clear the formatting from.
2. Do any of the following:
 - Press **Ctrl+Spacebar** to remove only manually applied formatting (and not styles).
 - On the **Home** tab, in the **Font** group, click the **Clear All Formatting** button to remove all styles and formatting other than highlighting from selected text.



IMPORTANT If you have selected an entire paragraph, clicking Clear All Formatting will clear character and paragraph formatting from the paragraph and reset it to the default paragraph style.

- On the **Home** tab, in the **Font** group, click the **Text Highlight Color** arrow and then, on the menu, click **No Color** to remove highlighting.

To change the character spacing

1. Select the text you want to change.
2. Open the **Font** dialog box, and then click the **Advanced** tab to display character spacing and typographic features.

3. In the **Spacing** list, click **Expanded** or **Condensed**.
4. In the adjacent **By** box, set the number of points you want to expand or condense the character spacing.
5. In the **Font** dialog box, click **OK**.

Character formatting and case considerations

The way you use character formatting in a document can influence its visual impact on your readers. Used judiciously, character formatting can make a plain document look attractive and professional, but excessive use can make it look amateurish and detract from the message. For example, using too many fonts in the same document is the mark of inexperience, so don't use more than two or three.

Bear in mind that lowercase letters tend to recede, so using all uppercase (capital) letters can be useful for titles and headings or for certain kinds of emphasis. However, large blocks of uppercase letters are tiring to the eye.

TIP Where do the terms *uppercase* and *lowercase* come from? Until the advent of computers, individual characters made of lead were assembled to form the words that would appear on a printed page. The characters were stored alphabetically in cases, with the capital letters in the upper case and the small letters in the lower case.

Create and modify lists

Lists are paragraphs that start with a character (usually a number or bullet) and are formatted with a hanging indent so that the characters stand out on the left end of each list item. Fortunately, Word takes care of the formatting of lists for you. You simply indicate the type of list you want to create. When the order of items is not important—for example, for a list of people or supplies—a bulleted list is the best choice. And when the order is important—for example, for the steps in a procedure—you will probably want to create a numbered list.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document. After you create a list, you can modify, format, and customize the list as follows:

- You can move items around in a list, insert new items, or delete unwanted items. If the list is numbered, Word automatically updates the numbers.
- You can modify the indentation of the list. You can change both the overall indentation of the list and the relationship of the first line to the other lines.
- For a bulleted list, you can sort list items into ascending or descending order, change the bullet symbol, or define a custom bullet (even a picture bullet).
- For a numbered list, you can change the number style or define a custom style, and you can specify the starting number for a list.

To format a new bulleted or numbered list as you enter content

1. With the cursor at the position in the document where you want to start the list, do either of the following:
 - To start a new bulleted list, enter ***** (an asterisk) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.
 - To start a new numbered list, enter **1.** (the number 1 followed by a period) at the beginning of a paragraph, and then press the **Spacebar** or the **Tab** key before entering the list item text.

When you start a list in this fashion, Word automatically formats it as a bulleted or numbered list. When you press Enter to start a new item, Word continues the formatting to the new paragraph. Typing items and pressing Enter adds subsequent bulleted or numbered items. To end the list, press Enter twice; or click the Bullets arrow or Numbering arrow in the Paragraph group on the Home tab, and then in the gallery, click None.



TIP If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar or press Ctrl+Z.

To convert paragraphs to bulleted or numbered list items

1. Select the paragraphs that you want to convert to list items.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
 - Click the **Bullets** button to convert the selection to a bulleted list.
 - Click the **Numbering** button to convert the selection to a numbered list.

To create a list that has multiple levels

1. Start creating a bulleted or numbered list.
2. When you want the next list item to be at a different level, do either of the following:
 - To create the next item one level lower (indented more), press the **Tab** key at the beginning of that paragraph, before you enter the lower-level list item text.
 - To create the next item one level higher (indented less), press **Shift+Tab** at the beginning of the paragraph, before you enter the higher-level list item text.

In the case of a bulleted list, Word changes the bullet character for each item level. In the case of a numbered list, Word changes the type of numbering used, based on a predefined numbering scheme.



TIP For a multilevel list, you can change the numbering pattern or bullets by clicking the Multilevel List button in the Paragraph group on the Home tab and then clicking the pattern you want, or you can define a custom pattern by clicking Define New Multilevel List.

To modify the indentation of a list

1. Select the list items whose indentation you want to change, and do any of the following:
 - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to move the list items to the right.
 - In the **Paragraph** group, click the **Decrease Indent** button to move the list items to the left.
 - Display the horizontal ruler, and drag the indent markers to the left or right.



TIP You can adjust the space between the bullets and their text by dragging only the Hanging Indent marker.



SEE ALSO For information about paragraph indentation, see “Apply paragraph formatting” earlier in this chapter.

To sort bulleted list items into ascending or descending order

1. Select the bulleted list items whose sort order you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Sort** button to open the Sort Text dialog box.
3. In the **Sort by** area, click **Ascending** or **Descending**. Then click **OK**.

To change the bullet symbol

1. Select the bulleted list whose bullet symbol you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
3. In the **Bullets** gallery, click the new symbol you want to use to replace the bullet character that begins each item in the selected list.

To define a custom bullet

1. In the **Bullets** gallery, click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, click the **Symbol**, **Picture**, or **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new bullet style to the list.

To change the number style

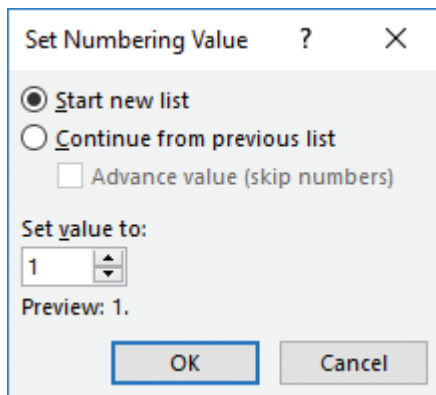
1. Select the numbered list whose number style you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow to display the Numbering gallery.
3. Make a new selection to change the style of the number that begins each item in the selected list.

To define a custom number style

1. In the **Numbering** gallery, click **Define New Number Format**.
2. In the **Define New Number Format** dialog box, do any of the following:
 - Change the selections in the **Number Style**, **Number Format**, or **Alignment** boxes.
 - Click the **Font** button, and make a selection from the wide range of options.
3. Click **OK** to apply the new numbering style to the list.

To start a list or part of a list at a predefined number

1. Place the cursor within an existing list, in the list paragraph whose number you want to set.
2. Display the **Numbering** gallery, and then click **Set Numbering Value** to open the Set Numbering Value dialog box.
3. Do either of the following to permit custom numbering:
 - Click **Start new list**.
 - Click **Continue from previous list**, and then select the **Advance value (skip numbers)** check box.
4. In the **Set value to** box, enter the number you want to assign to the list item. Then click **OK**.

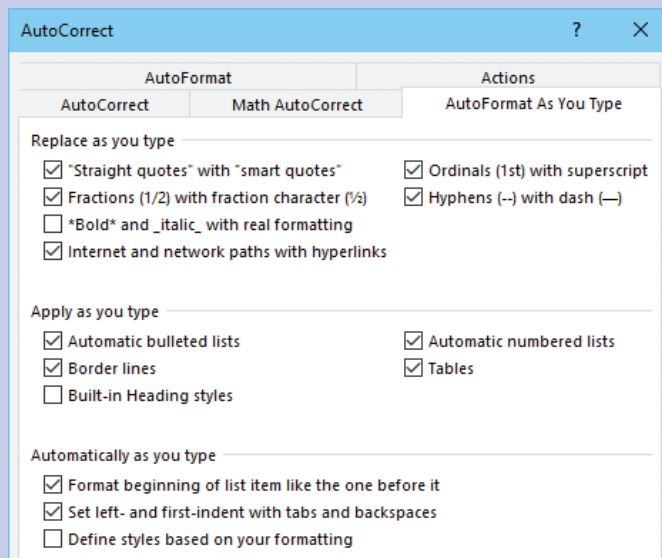


You can start or restart a numbered list at any number

Format text as you type

The Word list capabilities are only one example of the app's ability to intuit how you want to format an element based on what you type. You can learn more about these and other AutoFormatting options by exploring the AutoCorrect dialog box, which you can open from the Proofing page of the Word Options dialog box.

The AutoFormat As You Type page shows the options Word implements by default, including bulleted and numbered lists.



You can select and clear options to control automatic formatting behavior

One interesting option in this dialog box is Border Lines. When this check box is selected, typing three consecutive hyphens (-) or three consecutive underscores (_) and pressing Enter draws a single line across the page. Typing three consecutive equal signs (=) draws a double line, and typing three consecutive tildes (~) draws a zigzag line.

Apply built-in styles to text

You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can build a document outline that is reflected in the Navigation pane and can be used to create a table of contents.

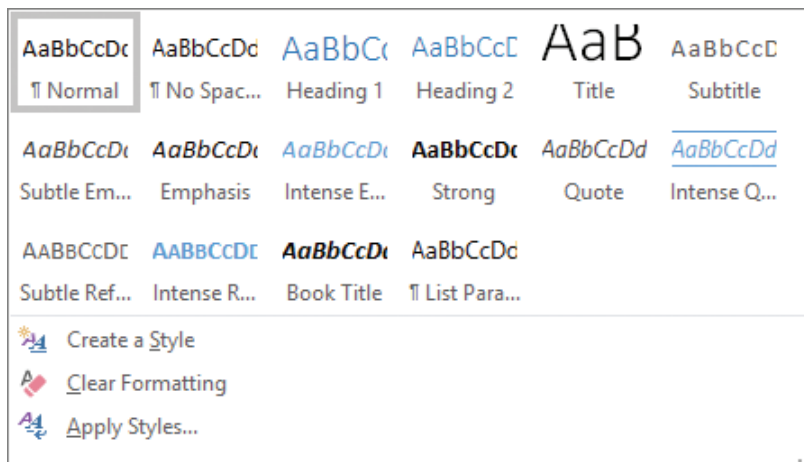


SEE ALSO For information about tables of contents, see "Create and modify tables of contents" in Chapter 13, "Reference content and content sources," of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015).

Apply styles

Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.

By default, most common predefined styles are available in the Styles gallery on the Home tab. You can add styles to the gallery or remove those that you don't often use.



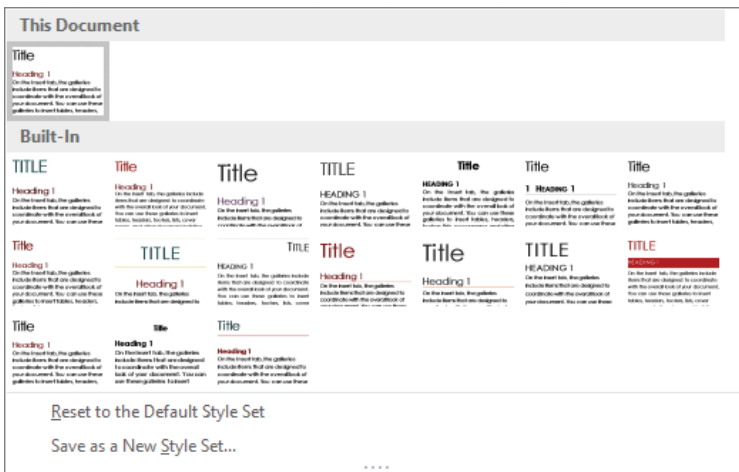
The Styles gallery in a new, blank document based on the Normal template

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply named styles, you can easily change the look of an entire document by switching to a different style set that contains styles with the same names but different formatting.



SEE ALSO For information about document theme elements, see “Change the document theme,” later in this chapter.

Style sets are available from the Document Formatting gallery on the Design tab.



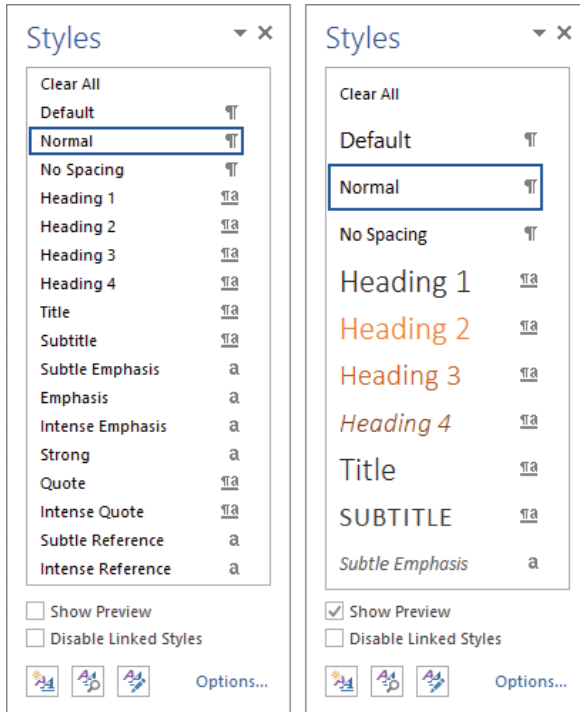
Pointing to a style set in the gallery displays a live preview of the effects of applying that style set to the entire document



TIP Style sets provide a quick and easy way to change the look of an existing document. You can also modify style definitions by changing the template on which the document is based. For more information about styles and templates, see “Create custom styles and templates” in Chapter 15, “Work in Word more efficiently,” of *Microsoft Word 2016 Step by Step* by Joan Lambert (Microsoft Press, 2015).

To open the Styles pane

1. On the **Home** tab, click the **Styles** dialog box launcher.



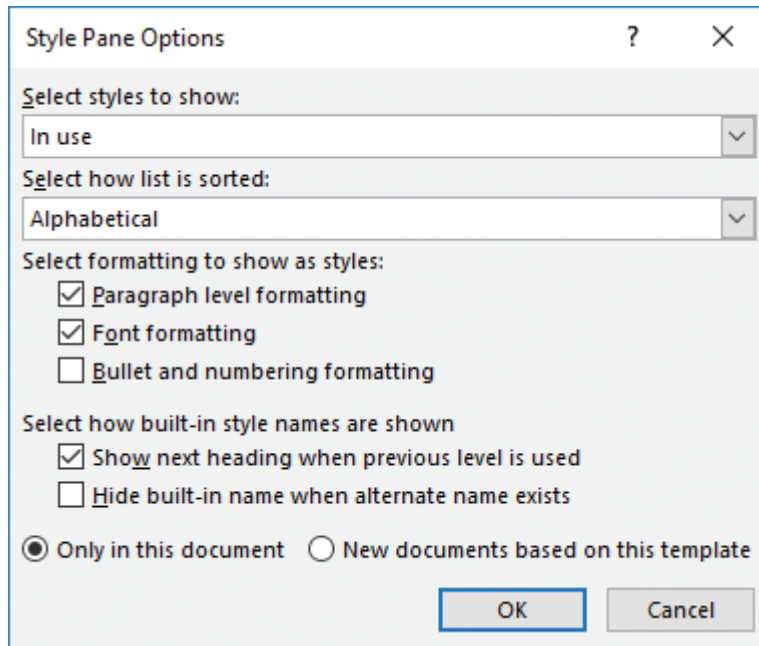
The Styles pane can display style names or previews of the styles



TIP If the Styles pane floats above the page, you can drag it by its title bar to the right or left edge of the app window to dock it.

To change which styles are displayed in the Styles pane

1. Open the **Styles** pane, and then click **Options**.



To make it easier to find specific styles, sort the list alphabetically

2. In the **Style Pane Options** dialog box, do any of the following, and then click **OK**:
 - In the **Select styles to show** list, click one of the following:
 - **Recommended** Displays styles that are tagged in the template as recommended for use
 - **In use** Displays styles that are applied to content in the current document
 - **In current document** Displays styles that are in the template that is attached to the current document
 - **All styles** Displays built-in styles, styles that are in the attached template, and styles that were brought into the document from other templates
 - In the **Select how list is sorted** list, click **Alphabetical**, **As Recommended**, **Font**, **Based on**, or **By type**
 - In the **Select formatting to show as styles** area, select each check box for which you want to display variations from named styles
 - In the **Select how built-in style names are shown** area, select the check box for each option you want to turn on

To display or hide style previews in the Styles pane

1. Open the **Styles** pane, and then select or clear the **Show Preview** check box.

To add a style to the Styles gallery

1. In the **Styles** pane, point to the style, click the arrow that appears, and then click **Add to Style Gallery**.

To remove a style from the Styles gallery

1. Do either of the following:
 - In the **Styles** pane, point to the style, click the arrow that appears, and then click **Remove from Style Gallery**.
 - In the **Styles** gallery, right-click the style, and then click **Remove from Style Gallery**.

To apply a built-in style

1. Select the text or paragraph to which you want to apply the style.



TIP If the style you want to apply is a paragraph style, you can position the cursor anywhere in the paragraph. If the style you want to apply is a character style, you must select the text.

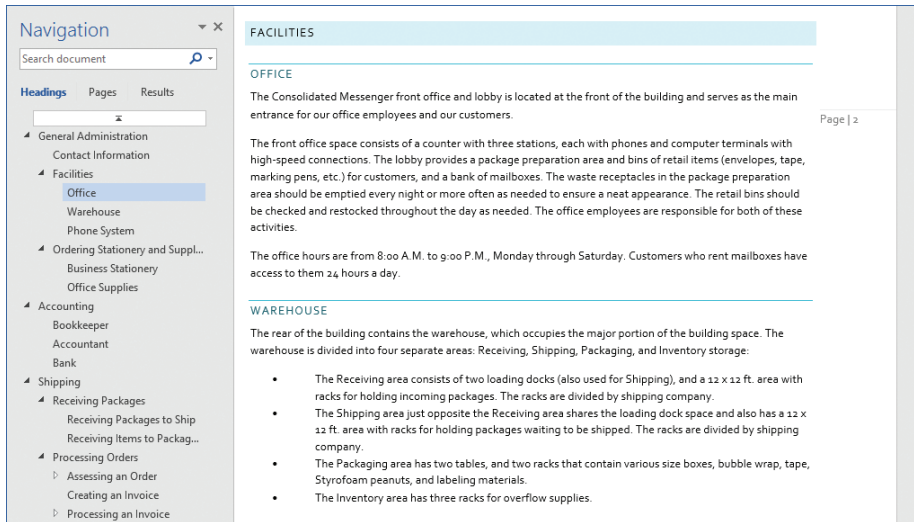
2. In the **Styles** gallery on the **Home** tab, or in the **Styles** pane, click the style you want to apply.

To change the style set

1. On the **Design** tab, in the **Document Formatting** group, click the **More** button if necessary to display all the style sets.
2. Point to any style set to preview its effect on the document.
3. Click the style set you want to apply.

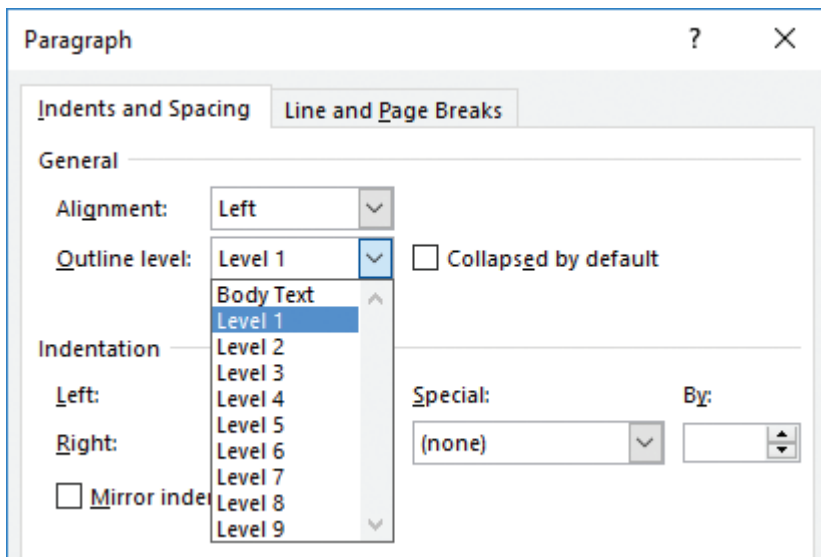
Manage outline levels

Styles can be used for multiple purposes: to affect the appearance of the content, to build a document outline, and to tag content as a certain type so that you can easily locate it.



Heading styles define a document's outline

Each paragraph style has an associated Outline Level setting. Outline levels include Body Text and Level 1 through Level 9. (Most documents make use only of body text and the first three or four outline levels.)



Most documents use only two to four of the outline levels

Paragraphs that have the Level 1 through Level 9 outline levels become part of the hierarchical structure of the document. They appear as headings in the Navigation pane and act as handles for the content that appears below them in the hierarchy. You can collapse and expand the content below each heading, and move entire sections of content by dragging the headings in the Navigation pane.

To display the document outline in the Navigation pane

1. In the **Navigation** pane, click **Headings** to display the document structure.



TIP Only headings that are styled with the document heading styles appear in the Navigation pane.

To expand or collapse the outline in the Navigation pane

1. In the **Navigation** pane, do either of the following:
 - If there is a white triangle to the left of a heading, click it to expand that heading to show its subheadings.
 - If there is a downward-angled black triangle to the left of a heading, click it to collapse the subheadings under that heading.



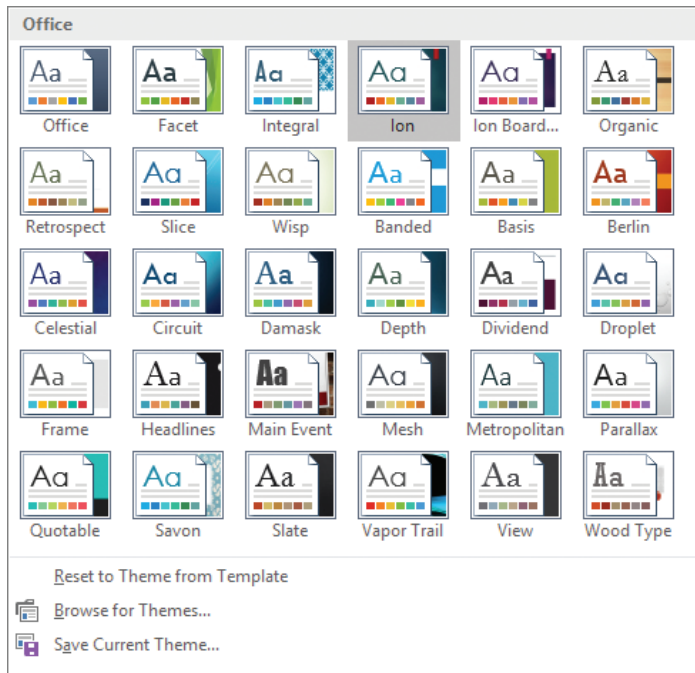
TIP If there is no triangle next to a heading, that heading does not have subheadings.

To expand or collapse sections in the document

1. In a document that contains styles, point to a heading to display a triangle to its left. Then do either of the following:
 - If the triangle is a downward-angled gray triangle, click the triangle to hide the content that follows the heading.
 - If the triangle is a white triangle, click the triangle to display the hidden document content.

Change the document theme

Every document you create is based on a template, and the look of the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. To change the look of a document, you can apply a different theme from the Themes gallery.

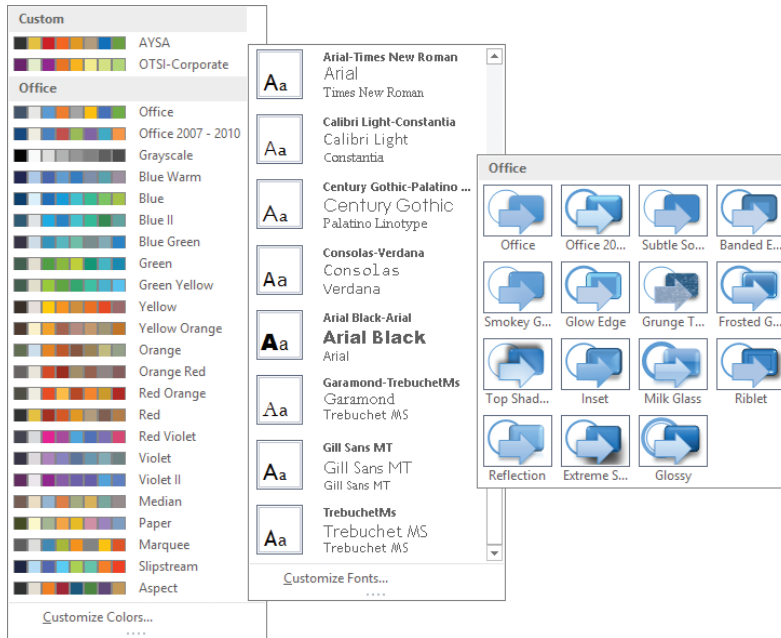


The default installation of Word 2016 offers 30 themes to choose from

Each theme has a built-in font set and color set, and an associated effect style.

- Each font set includes two fonts—the first is used for headings and the second for body text. In some font sets, the heading and body fonts are the same.
- Each color in a color set has a specific role in the formatting of styled elements. For example, the first color in each set is applied to the Title and Intense Reference styles, and different shades of the third color are applied to the Subtitle, Heading 1, and Heading 2 styles.

If you like the background elements of a theme but not the colors or fonts, you can mix and match theme elements.



Word 2016 offers thousands of different combinations for creating a custom theme that meets your exact needs



TIP In addition to colors and fonts, you can control the more subtle design elements, such as paragraph spacing and visual effects that are associated with a theme.

If you create a combination of theme elements that you would like to be able to use with other documents, you can save the combination as a new theme. By saving the theme in the default Document Themes folder, you make the theme available in the Themes gallery. However, you don't have to store custom themes in the Document Themes folder; you can store them anywhere on your hard disk, on removable media, or in a network location.



TIP The default Document Themes folder is stored within your user profile. On a default freestanding installation, the folder is located at C:\Users*<user name>*\AppData\Roaming\Microsoft\Templates\Document Themes. In a corporate environment with managed computer configurations, the user profile folder might be located elsewhere.

By default, Word applies the Office theme to all new, blank documents. In Word 2016, the Office theme uses a primarily blue palette, the Calibri font for body text, and Calibri Light for headings. If you plan to frequently use a theme other than the Office theme, you can make that the default theme.



TIP If multiple people create corporate documents for your company, you can ensure that everyone's documents have a common look and feel by assembling a custom theme and making it available to everyone. Use theme elements that reflect your corporate colors, fonts, and visual style, and then save the theme to a central location or send the theme file by email and instruct your colleagues to save it to the default Document Themes folder.

To apply a built-in theme to a document

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button, and then click the theme you want to apply.



TIP If you have manually applied formatting to document content, the theme does not override the manual formatting. To ensure that all document elements are controlled by the theme, click Reset To The Default Style Set on the Document Formatting menu.

To change theme elements in a document

1. On the **Design** tab, in the **Document Formatting** group, do any of the following:
 - Click the **Colors** button (the ScreenTip says *Theme Colors*), and then click the color set you want to apply.
 - Click the **Fonts** button (the ScreenTip says *Theme Fonts*), and then click the font set you want to apply.
 - Click the **Effects** button (the ScreenTip says *Theme Effects*), and then click the effect style you want to apply.

To save a custom theme

1. Apply a base theme, and then modify the theme colors, fonts, and effects as you want them.
2. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button.
3. At the bottom of the **Themes** menu, click **Save Current Theme** to display the contents of the Document Themes folder in the **Save Current Theme** dialog box.
4. In the **File name** box, replace the suggested name, and then click **Save**.

To apply a custom theme

1. Display the **Themes** menu. If you have created a custom theme, the Themes menu now includes a Custom area that contains your theme.
2. Click the theme to apply it to the document.

To change the default theme

1. In the document, apply the theme you want to use as the default theme.
2. On the **Design** tab, in the **Document Formatting** group, click **Set as Default**.

To apply a theme from a nonstandard location

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button.
2. At the bottom of the **Themes** menu, click **Browse for Themes**.
3. In the **Choose Theme or Themed Document** dialog box, browse to the theme you want to apply, and then click **Open**.

To find the location of your Document Themes folder

1. On the **Design** tab, in the **Document Formatting** group, click the **Themes** button.
2. At the bottom of the **Themes** menu, click **Save Current Theme**.
3. In the **Save Current Theme** dialog box, click the icon at the left end of the address bar to display the full path to the Document Themes folder.

To delete a custom theme

1. Do either of the following:
 - Open File Explorer, browse to the **Document Themes** folder, and delete the theme file.
 - In Word, display the **Themes** menu, right-click the custom theme, and then click **Delete**.

Note that the second method removes the theme choice from the gallery but does not remove the theme file from your Themes folder.

Skills review

In this chapter, you learned how to:

- Apply paragraph formatting
- Structure content manually
- Apply character formatting
- Create and modify lists
- Apply built-in styles to text
- Change the document theme

Practice tasks

The practice files for these tasks are located in the Office2016SBS\Ch03 folder. You can save the results of the tasks in the same folder.



Apply paragraph formatting

Open the FormatParagraphs document, display formatting marks, and then complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. Select the first two paragraphs (*Welcome!* and the next paragraph) and center them between the margins.
3. Select the second paragraph, and apply a first line indent.
4. Select the third paragraph and then apply the following formatting:
 - Format the paragraph so that the edges of the paragraph are flush against both the left and right margins.
 - Indent the paragraph by a half inch on the left and on the right.
5. Indent the *Be careful* paragraph by 0.25 inches.
6. Simultaneously select the *Pillows*, *Blankets*, *Towels*, *Limousine winery tour*, and *In-home massage* paragraphs. Change the paragraph spacing to remove the space after the paragraphs.
7. At the top of the document, apply an outside border to the *Please take a few minutes* paragraph.
8. Save and close the document.

Structure content manually

Open the StructureContent document, display formatting marks, and then complete the following tasks:

1. Display the rulers and adjust the zoom level to display most or all of the paragraphs in the document.
2. In the second paragraph (*We would like...*), insert a line break immediately after the comma and space that follow the word *cottage*.
3. Select the *Pillows*, *Blankets*, *Towels*, and *Dish towels* paragraphs. Insert a left tab stop at the 2 inch mark and clear any tab stops prior to that location.
4. In the *Pillows* paragraph, replace the space before the word *There* with a tab marker. Repeat the process to insert tabs in each of the next three paragraphs. The part of each paragraph that follows the colon is now aligned at the 2-inch mark, producing more space than you need.
5. Select the four paragraphs containing tabs, and then do the following:
 - Change the left tab stop from the 2 inch mark to the 1.25 inch mark.
 - On the ruler, drag the **Hanging Indent** marker to the tab stop at the 1.25 inch mark (the Left Indent marker moves with it) to cause the second line of the paragraphs to start in the same location as the first line. Then press the **Home** key to release the selection so you can review the results.
6. At the bottom of the document, select the three paragraphs containing dollar amounts, and then do the following:
 - Set a **Decimal Tab** stop at the 3 inch mark.
 - Replace the space to the left of each dollar sign with a tab to align the prices on the decimal points.
7. Hide the formatting marks to better display the results of your work.
8. Save and close the document.

Apply character formatting

Open the FormatCharacters document, and then complete the following tasks:

1. In the second bullet point, underline the word *natural*. Then repeat the formatting command to underline the word *all*, in the fourth bullet point.
2. In the fourth bullet point, click anywhere in the word *across*. Apply a thick underline to the word in a way that also assigns the **Thick underline** format to the **Underline** button. Then apply the thick underline to the word *departments*.
3. Select the *Employee Orientation* heading, and apply bold formatting to the heading.
4. Copy the formatting, and then paint it onto the *Guidelines* subtitle, to make the subtitle a heading.
5. Select the *Guidelines* heading, and apply the following formatting:
 - Change the font to **Impact**.
 - Set the font size to **20** points.
 - Apply the **Small caps** font effect.
 - Expand the character spacing by **10** points.
6. Change the font color of the words *Employee Orientation* to **Green, Accent 6**.
7. Select the *Community Service Committee* heading, and apply the following formatting:
 - Outline the letters in the same color you applied to *Employee Orientation*.
 - Apply an **Offset Diagonal Bottom Left** outer shadow. Change the shadow color to **Green, Accent 6, Darker 50%**.
 - Fill the letters with the **Green, Accent 6** color, and then change the text outline to **Green, Accent 6, Darker 25%**.

You have now applied three text effects to the selected text by using three shades of the same green.

8. In the first bullet point, select the phrase *the concept of service* and apply a **Bright Green** highlight.
9. In the fifth bullet point, simultaneously select the words *brainstorming*, *planning*, and *leadership* and change the case of all the letters to uppercase.
10. Save and close the document.

Create and modify lists

Open the CreateLists document, display formatting marks and rulers, and then complete the following tasks:

1. Select the first four paragraphs below *The rules fall into four categories*. Format the selected paragraphs as a bulleted list. Then change the bullet character for the four list items to the one that is composed of four diamonds.
2. Select the two paragraphs below the *Definitions* heading. Format the selected paragraphs as a numbered list.
3. Select the first four paragraphs below the *General Rules* heading. Format the paragraphs as a second numbered list. Ensure that the new list starts with the number 1.
4. Format the next three paragraphs as a bulleted list. (Notice that Word uses the bullet symbol you specified earlier.) Indent the bulleted list so that it is a subset of the preceding numbered list item.
5. Format the remaining three paragraphs as a numbered list. Ensure that the list numbering continues from the previous numbered list.
6. Locate the *No large dogs* numbered list item. Create a new second-level numbered list item (a) from the text that begins with the word *Seeing*. Then create a second item (b) and enter **The Board reserves the right to make exceptions to this rule.**
7. Create a third list item (c). Promote the new list item to a first-level item, and enter **All pets must reside within their Owners' Apartments.** Notice that the *General Rules* list is now organized hierarchically.
8. Sort the three bulleted list items in ascending alphabetical order.
9. Save and close the document.

Apply built-in styles to text

Open the ApplyStyles document in Print Layout view, and then complete the following tasks:

1. Scroll through the document to gain an overview of its contents. Notice that the document begins with a centered title and subtitle, and there are several headings throughout.
2. Open the **Navigation** pane. Notice that the Headings page of the Navigation pane does not reflect the headings in the document, because the headings are formatted with local formatting instead of styles.
3. Open the **Styles** pane and dock it to the right edge of the app window.
4. Set the zoom level of the page to fit the page content between the Navigation pane and the Styles pane.
5. Apply the **Title** style to the document title, *All About Bamboo*.
6. Apply the **Subtitle** style to the *Information Sheet* paragraph.
7. Apply the **Heading 1** style to the first bold heading, *Moving to a New Home*. Notice that the heading appears in the Navigation pane.
8. Hide the content that follows the heading. Then redisplay it.
9. Apply the **Heading 1** style to *Staying Healthy*. Then repeat the formatting to apply the same style to *Keeping Bugs at Bay*.
10. Scroll the page so that both underlined headings are visible. Select the *Mites* and *Mealy Bugs* headings. Then simultaneously apply the **Heading 2** style to both selections.
11. Configure the **Styles** pane to display all styles, in alphabetical order.
12. In the **Navigation** pane, just above the headings, click the *Jump to the beginning* button to return to the document title.
13. In the first paragraph of the document, select the company name *Wide World Importers*, and apply the **Intense Reference** style.
14. In the second paragraph, near the end of the first sentence, select the word *clumping*, and apply the **Emphasis** style. Then, at the end of the sentence, apply the same style to the word *running*.

15. Close the **Navigation** pane and the **Styles** pane. Then configure the view setting to display both pages of the document in the window.
16. Apply the **Basic (Elegant)** style set to the document. Change the view to **Page Width** and notice the changes to the styled content.
17. Save and close the document.

Change the document theme

Open the ChangeTheme document, and then complete the following tasks:

1. Apply the **Facet** theme to the document.
2. Change the theme colors to the **Orange** color scheme.
3. Change the theme fonts to the **Georgia** theme set.
4. Save the modified theme in the default folder, as a custom theme named **My Theme**. Verify that the custom theme is available on the **Themes** menu.
5. Save and close the document.

Index

Symbols

- + (addition) operator 218
- & (concatenation) operator 218
- #DIV/0! error code 230
- / (division) operator 218
- ##### error code 230
- ^ (exponentiation) operator 218
- * (multiplication) operator 218
- #NAME? error code 230
- (negation) operator 218
- % (percentage) operator 218
- #REF! error code 230
- (subtraction) operator 218
- #VALUE! error code 230

A

- absolute references
 - changing from relative 214
 - creating 217
- accepting tracked changes in documents 131–132
- accessing documents
 - restricting with passwords 144–149
 - restricting with rights management 149
- accounts
 - displaying Office settings 20
 - managing 18–20
- Active view 528
- Address Block merge field 179–181
- address books, searching 437–438
- address boxes 430, 464
- address lists
 - searching 438
 - troubleshooting 435
- address resolution 430, 434
- AGGREGATE function 245, 247, 250–252
- aliases 430

- Align Left 71
- Align Right 71
- aligning
 - decimal points 81
 - lines of text 80
 - tabs 83
 - text, using tab stops 80
- All Items list, filtering 463
- All Markup view 122
- Analysis ToolPak 303–304
- animating
 - objects 386, 392–394
 - pictures 386–391
 - pie charts 392
 - text 386–391
- animation effects
 - adding sound 402
 - applying multiple 391, 395
 - configuring 390
 - copying between objects 395
 - customizing 396–402
 - Emphasis 388, 391
 - Entrance 387, 391
 - Exit 389–391
 - fine-tuning 396–397
 - live preview 394
 - Motion Path 389
 - removing 396
 - reordering 400
- Animation Painter 396
- Animation Pane 395–398
- animations 386
 - adding sound effects 402
 - configuring options 390, 395
 - fine-tuning 399
 - indicators 398
 - as individual events 398
 - on click 398

- animations (*continued*)
 - opening effect-specific dialog box 400
 - ordering 391
 - positioning objects on slides 391
 - previewing 394, 396
 - reordering 391
 - selecting 395, 398
 - setting duration 401
 - timing 401
 - triggering 398, 401
 - turning off live preview 394
 - types 386
- annotating documents 135–136
- app windows
 - changing backgrounds 20
 - changing color schemes 20
 - maximizing 13
 - personalizing 19
 - Quick Access Toolbar 6
 - ribbon 6–9
 - status bar 10–11
 - title bar 5–6
- appointment window 504
- appointments 504, 506
 - conflicting 504–505
 - converting into events 510–511
 - converting into meetings 512
 - creating from messages 510–511
 - creating recurrences 517
 - default availability 513
 - displaying on calendars 505
 - editing 507
 - indicating availability 516
 - InfoBar 505
 - modifying 516
 - opening new appointment windows 506
 - recurring 513–514, 517
 - reminders 513, 516
 - resizing 507
 - scheduling 504–508
 - time zones 512–513, 515
- arguments
 - array 253
 - col_index_num 277
 - definition 207
 - function_num 248, 252–253
 - fv 207
 - k 253
 - lookup_value 277
 - nper 207
 - options 251–253
 - pv 207
 - range_lookup 277
 - rate 207
 - ref 252–253
 - table_array 277
 - type 207
 - VLOOKUP function 276
- array formulas 227–229
- arrays 253
- artistic effects
 - applying to pictures 361
 - applying to text 88
- ascending order, sorting bulleted lists 94
- attachments
 - arranging messages by 482
 - copies of online files 449
 - displaying 454–456
 - forwarding messages 465
 - modifying 445
 - opening in default app 457
 - Outlook items 450
 - previewing 454–457
 - removing 445, 449
 - saving to storage drives 457–458
 - scanning for viruses 456
 - sending from File Explorer 449
 - sharing Office files 447–448
- attendees 519
 - adding to meetings 521
 - optional 523
 - removing 524
 - required 523
 - tracking meeting responses 521
- attributes
 - files 53
 - messages 482–486

- audio clips
 - automatically starting 410
 - bookmarking 402–403
 - downloading 404
 - fading into/out of 408
 - inserting onto slides 406
 - looping 409–410
 - preventing from stopping 409
 - restricting playback 407–408
 - supported formats 404
 - audio content
 - adding narration 404
 - customizing 406
 - recording onto slides 406–407
 - starting 405
 - trimming 408
 - audio icons 404–405, 408
 - audio playback
 - automatically starting 409
 - controls 405
 - manually starting 409
 - restricting 407–408
 - auditing formulas for errors 229
 - AutoCalculate
 - summarizing filtered data lists 247
 - summarizing values 252
 - Auto-Complete List 434–436
 - AutoCorrect Options 92, 202
 - AutoFormat As You Type 96, 202
 - AutoFormatting options 96
 - automatic calculations 226
 - AVERAGE function 207, 247–248, 250
 - AVERAGEIF function 220–221
 - AVERAGEIFS function 220
- B**
- Background Removal tool tab 360
 - backgrounds (PowerPoint) 336–346
 - Format Background pane 337, 340
 - gradients 337–338, 342–343
 - patterns 339–340, 346
 - removing from pictures 359–360
 - textures 338–339, 343
 - Backstage view 6–7, 18
 - app-specific options 22–23
 - managing account information 18
 - balloons
 - comments 116
 - displaying markup 125
 - Bar Tab 81
 - Bcc field 430, 432
 - bitmap (BMP) file format 355
 - bits per pixel (bpp) 355
 - blind courtesy copies 430
 - BMP (bitmap) file format 355
 - bookmarks 402–403
 - Border Lines 96
 - borders (Word)
 - adding lines 96
 - paragraphs 79
 - bpp (bits per pixel) 355
 - branches, conversations 477
 - build slides 392
 - built-in styles, applying to text 97–103
 - built-in themes, applying to documents 106
 - bulleted lists 91
 - See also* lists
 - animating on slides 390, 392
 - converting from paragraphs 93
 - formatting on the fly 92
 - sorting into ascending/descending order 94
 - starting new 92
 - bullets 94
- C**
- Cached Exchange Mode, enabling 463
 - calculations
 - See also* formulas; iterative calculations
 - automatic 226
 - dependents 231
 - error codes 230
 - finding errors 229
 - linear 299
 - manual 226
 - setting options 226–227
 - stepping through 234–235

calendar items

- appointments 504, 506
- assigning importance 515
- configuring options 512–517
- converting 510–512
- events 505, 510
- indicating availability 513, 516
- modifying 516
- privacy 514
- recurring 513–514, 517
- reminders 513, 516
- time zones 512, 515

Calendar view 505, 528

calendars

- Active view 528
- adding holidays 508–509
- arrangements 529–531
- Calendar view 528
- changing displayed time period 531
- connecting to 503
- date areas 505
- Day arrangement 529
- displaying seven-day week 534
- displaying specific day 534
- displaying task lists 534
- displaying today's schedule 534
- displaying week numbers 531
- displaying work week schedule 534
- List view 528
- Month arrangement 529
- navigating in Month view 531
- Preview view 528
- privacy indicator 514
- reminder icon 513
- removing holidays 509
- resetting views 530
- returning to default settings 535
- Schedule view arrangement 529
- ScreenTips 505
- time slots 505
- views 528–531, 534–535
- Week arrangement 529
- Work Week arrangement 529

Call or Call All message responses 466

capturing screen clippings 372–374

categories

- See also* messages
- appointments 515
- arranging messages by 483
- assigning 486, 492
- assigning colors 488
- assigning shortcut keys 488
- assigning to notes 490
- Categorize menu 489
- conversations 488
- creating 488, 493
- deleting 494
- elements 488
- events 515
- filtering by 489
- grouping items by 489
- holidays 509
- meetings 515
- naming 488
- Quick Click 488, 492, 494
- removing 493
- renaming 487, 493–494
- searching 486
- sorting by 489
- viewing in Reading Pane 488

Categorize menu 489

Cc field 430, 432

cell colors, sorting data by 267

cell formats and VLOOKUP 278

cell ranges

- converting tables to 205
- creating tables from 202
- defining value sets 255–257
- named 198
- watching values in 234
- with numbers, counting 222

cell references

- absolute 217
- circular 225
- in formulas 211–214
- relative 217

- cells, in worksheets
 - blank, counting 222–223
 - dependents 231, 233
 - error codes 230
 - error indicators 233
 - excluding from tables 202
 - expanding selection 210
 - meeting conditions 223
 - named ranges 198
 - precedents 230, 233
 - references 211–214
 - selecting in formulas 209
 - setting watches 232
 - validation rules 255–256
- Center Shadow Rectangle picture frame style 376
- Center Tab 81
- changes, tracking *See* tracked changes
- character formatting 84–90
 - applying 85
 - best practices 91
 - definition 84
 - removing 90
 - types 84
- character spacing, changing 85, 90–91
- characters, subscript/superscript 88
- Check Spelling As You Type option 133
- chiclet 459
- circular references 225
- cleaning up conversations 480
- closing files 60
- cloud storage 20, 59
- coauthoring 115
 - documents 149–153
 - inserting comments into documents 116–118
- col_index_num argument 277
- collaborating 115–118
- Color Categories dialog box, opening 492
- color schemes, changing for all apps 20
- color sets in themes 104
- colors
 - applying to presentations 334
 - categories 486, 488
 - comments 117–118
 - fonts 88
 - non-theme 344
 - notes 490
 - tracking changes using 119–120
- column input cell 294
- columns, in worksheets
 - adding to Excel tables 202, 204
 - as sort criteria 264–266
- combining documents 134–136
- commands
 - adding to custom groups 33–34
 - formatting 364
 - Quick Access Toolbar 26–31
 - repeating formatting 90
- comments
 - adding to data set scenarios 287
 - balloons 116
 - colors 117–118
 - deleting 130
 - displaying 126
 - editing 130
 - hidden 116
 - inserting into documents 116–118
 - marking as done 130
 - moving between 129
 - responding to 128–130
 - reviewing 128–130
 - specifying user name 23–24
 - viewing 123–124
- comparing documents 133–137
- Compatibility mode 55
- Compound Frame, Black picture frame style 376
- compressing media 415–417
- conditional formulas
 - averages that meet conditions 224
 - counting cells 222–224
 - creating 219
 - summarizing data 222
 - sums that meet conditions 223
- conditional functions 220
- connecting shapes 371–372

connection points 371–372
 contact cards
 displaying for message participants 459–462
 initiating contact from 462–463
 pinning 460
 conversation bubble icons, hidden
 comments 116
 Conversation view 476–477
 conversations 476
 See also messages
 benefits of using 477
 branches 477
 cleaning up 478, 480–481
 deleting 478
 deleting messages from folders 478–481
 displaying all messages 476, 478
 displaying color category blocks 488
 displaying message lists 480
 displaying messages 480
 displaying messages in any folder 478
 displaying most recent messages 476
 expanding 476–478
 headers 476, 478
 history 462
 ignoring 478, 482
 indenting older messages 478
 moving from folders 497
 multiple responses 477
 participants 461
 selecting all messages 477, 480
 sent messages 477–478
 stop ignoring 482
 unique messages 476
 unread messages 477
 copying
 formatting from one shape to another 369
 formulas 211, 214, 217–218
 slide content 317–324
 slides 317–324
 values 270
 copyrighted pictures 352
 COUNT function 207, 220, 248, 250
 COUNTA function 220, 248, 250

COUNTBLANK function 220
 COUNTIF function 220
 COUNTIFS function 220
 courtesy copies 430
 cropping pictures 357
 cursor movement and keyboard 45
 custom color model 345
 custom groups in subtotals 275
 custom lists, sorting data using 268–270

D

Daily Task List 534
 data
 analyzing using data tables 292–295
 analyzing using descriptive statistics 303–304
 analyzing using Quick Analysis Lens 284–286
 circling invalid data 257
 data tables 292–295
 filtering in worksheets 262–268
 organizing into levels 271–275
 sorting in worksheets 262–268
 sorting using custom lists 268–270
 summarizing 247–253
 summarizing in tables 202
 summarizing with AutoCalculate 252
 using tables 201–205
 validation rules 255
 Data Analysis add-ins, adding to ribbon 304
 data lists
 creating custom groups in 275
 hiding/showing details in 274
 removing custom groups 275
 removing subtotals from 275
 data, mail merge
 merging to new documents 182–183
 refreshing 178
 data ranges
 adding total columns/rows 285
 header cells in 240, 250
 data sets
 See also scenarios
 adding tables 286

- adding totals 286
- analysis tools 303–304
- defining alternative values 287, 289
- defining multiple alternative values 290–291
- deleting 290
- displaying 289
- editing 289–290
- finding target values 296–297
- finding unique values 253–254
- formatting summaries 285
- Quick Analysis Lens 284–286
- scenarios 287–292
- Solver 297–303
- using descriptive statistics 304
- varying for specific results 295–297
- data sources, mail merge
 - creating new 172–173
 - filtering records 174–175
 - linking to merge fields 178
 - mail merge 160
 - mail merge requirements 168–169
 - refining records 173
 - removing records 173–174
 - selecting existing 169–172
 - sorting records 177–178
 - types 169–170
- data tables
 - changing variables 293
 - column input cell 294
 - location in cell ranges 292
 - one-variable 293–294
 - row input cell 294
 - two-variable 293–295
- date and time, displaying current 215
- date areas on calendars 505
- Day calendar arrangement 529
- decimal points, aligning 81
- Decimal Tab 81
- deleting
 - See also* removing
 - comments 130
 - slides 324–326
- dependents 231, 233
- descending order, sorting bulleted lists 94
- details, hiding/showing in subtotal summary
 - lists 274
- digital signatures *See* signatures
- Display For Review options 122–123
- displaying
 - author of tracked change 131
 - coauthor changes 152
 - comments 126
 - document markup 122–128
 - time of tracked change 131
- distribution lists 461
- docking panes 99
- Document Formatting gallery 98
- Document Themes folder location 106–107
- documents
 - accessing restricted 144–149
 - adding envelopes 186
 - annotating 135–136
 - applying built-in themes 106
 - browsing objects 48
 - changing theme elements 106
 - closing 60
 - coauthoring 115, 149–153
 - collaborating 115
 - combining 134–136
 - comparing 133–137
 - content restriction 137–149
 - creating based on templates 42
 - default theme 106
 - editing 152
 - expanding/collapsing sections 103
 - formatting marks 52
 - formatting restrictions 138–144
 - hiding/unhiding gridlines 52
 - hiding/unhiding guides 52
 - hiding/unhiding rulers 52
 - highlighting merge fields 180
 - identifying locked areas 152
 - merging 133–137
 - nonprinting characters 52
 - opening 46–47
 - opening protected documents 146–147
 - previewing merged 182
 - restricting edits 138–144

dots (pixels)

documents (*continued*)

restricting styles 139–142

saving 59

spelling checks 133

tracking changes 119–122

versions 136–139

dots (pixels) 355

Draft view 49

drafts

automatic saving increments 441

modifying messages 442–443

saving messages as 438–439, 441–442

drawing shapes 361–371

E

editing

comments 130

inviting others to edit 152

photo album settings 380

pictures 356–361

removing restrictions 144

restricting edits 138–144

tracked changes 119–122

Effect Options 399

effect style, applying to presentations 335–336

effects

fonts 85

WordArt 86

electronic postage 186

email addresses

comma separators 437

removing from Auto-Complete List 436

email messages *See* messages

embed code 410

embedded videos, selecting 414

Emphasis animation effects 388, 391

Encrypted option 144

Entrance animation effects 387, 391

envelopes

adding to documents 186

creating individual 184

editing addresses 184

electronic postage 186

manually entering addresses 186–187

positioning addresses 185

printing 187–188

saving 188

setting up from addresses 187

storing return addresses 185–186

Error Checking tool 232

error codes in calculations 229, 230

errors

changing display options 234

circular references 225

Error Checking tool 232

finding/fixing in calculations 229–232

in formulas 231, 233

tracing precedents 230

events 504

converting to appointments 512

converting to invited events 512

creating recurrences 517

displaying on calendars 505

holidays 508–509

indicating availability 516

invited 510

modifying 516

recurring 513–514

reminders, changing default 516

scheduling 505, 510

time zones 512–513

Evolutionary solver method 299

Excel 2016

file extensions 54

file formats 54

views 49

Exit animation effects 389–391

F

Facebook accounts, connecting to 19

faxing messages 448

fields, mail merge 160

files

accessing from OneDrive 61

attaching to messages 444–447

attributes 53

automatically saving 58

creating 40–43

- creating based on installed templates 42
- creating based on online templates 42
- displaying different views 48–50
- displaying multiple 52
- displaying properties 56
- editing properties 56
- extensions 54
- formats 54–55
- magnifying 51–52
- moving around in 43–45
- Office version compatibility 54–55
- opening 40, 43–51
- opening in web browsers 47
- previewing design templates 41
- properties 53
- saving 56–57, 59
- saving copies 59
- saving in previous Office versions 55
- saving to OneDrive 57, 60
- saving to SharePoint 57
- sending from File Explorer 444, 449
- sending from Office apps 444, 447–448
- settings 53
- starting new 41
- switching among views 51
- switching between 50
- templates 40
- types 39, 54–55
- viewing in multiple windows 50
- filter arrows 240, 243–245
- filtered data lists, summarizing visible cells 247
- filtering
 - All Items list 463
 - by categories 489
 - defining criteria 241
 - summarizing worksheet data 247–253
 - worksheet data 262–268
- filters
 - clearing from worksheets 245
 - creating rules 244
 - search 242, 245
 - selection 244
 - Top 10 242, 244
- Final view (Word 2010) *See* No Markup view
- first line indent, creating 78
- First Line Indent marker 76–77
- flags, arranging messages by 483
- Flickr accounts, connecting to 19
- flipping shapes 366
- folders, messages 496–497
- Font dialog box 90
- font sets
 - applying to presentations 334–335
 - built-in 104
- fonts
 - attributes 85–86
 - changing colors 88
 - changing for selected text 87
 - changing sizes 87
 - default 84
 - effects 85
 - size 84
 - style 85
- Format Background pane 337, 340
- Format tool tab 353, 356
- formatting
 - alignment 71
 - AutoCorrect Options 92
 - characters 84–90
 - commands 364
 - copying to other text 89
 - graphics 355–356
 - lists 92
 - messages 428, 432–433
 - paragraph borders 79
 - paragraph shading 79
 - pictures 356–361
 - previewing 9
 - removing 90
 - removing restrictions 144
 - repeating previous commands 90
 - restricting edits 138–144
 - shapes 367–370
 - text 69, 87–88, 96
 - text as you type 96
 - text on a shape 369
 - tracked changes 119
- formatting marks, displaying 52

Formula AutoComplete 208–210

formulas

See also calculations

absolute references 214

arrays 227–229

averages that meet conditions 224

calculating payments 215

calculating values 206

cell references 217–218

conditional 219–224

copying 211, 214, 217

counting cells 222–224

creating 215

creating AGGREGATE 253

creating subtotals 252

displaying date and time 215

displaying errors 224, 231, 233, 234

duplicate results 228

Error Checking tool 232

error codes 229

Formula AutoComplete 208–210

generating specific results 295, 297

identifying dependents 233

identifying precedents 233

incomplete results 228

inserting functions 222

iterative calculations 225

moving 217

NOW(), updating 215

operator precedence 218

operators 218

predefined 206

recalculating workbooks 226

referring to named ranges 216

referring to table columns 216

relative references 211–213

selecting cells 209–210

stepping through 232–234

summarizing data 222

sums that meet conditions 223

tracer arrows 231

values from named ranges 208

VLOOKUP 278

Forward As Attachment message

responses 465

Forward message responses 465

forwarding messages 464–465, 470

frame styles, pictures 376

framing pictures 358–359

function_num argument 248, 252–253

functions

AGGREGATE 245, 247, 250–252

AVERAGE 207, 247–248, 250

AVERAGEIF 220–221

AVERAGEIFS 220

COUNT 207, 220, 248, 250

COUNTA 220, 248, 250

COUNTBLANK 220

COUNTIF 220

COUNTIFS 220

HLOOKUP 278

IF 222

IFERROR 220

MAX 207, 248, 250

MEDIAN 251

MIN 207, 249–250

MODE.SNGL 251

NOW 207

PERCENTILE.EXC 251

PERCENTILE.INC 251

PMT 207

PRODUCT 249

RAND 245–246

RANDBETWEEN 245–246

SMALL 251

STDEV.P 249, 251

STDEV.S 249, 251

SUBTOTAL 245, 247–248, 250

SUM 207, 247, 249, 251

SUMIF 220

SUMIFS 220

VAR.P 249, 251

VAR.S 249, 251

VLOOKUP 220, 276–279

fv argument 207

G

GIF (Graphics Interchange Format) 355
 Goal Seek 295–297
 gradients, slide backgrounds 337–338,
 342–343
 grammar errors, hiding 23
 graphics
 See also pictures; shapes
 formats 355–356
 formatting commands 364
 screen clippings 372–374
 types 351
 Graphics Interchange Format (GIF) 355
 Greeting Line merge field 179, 181
 GRG Nonlinear solver method 299
 gridlines, hiding 52
 grouping shapes 369
 guides, hiding 52

H

Hanging Indent marker 94
 hanging indents
 creating 77–78
 in lists 91
 hidden characters 80
 hidden comments 116
 hiding
 Animation Pane 395
 data list details 274–275
 document markup 126
 grammar errors 23
 gridlines 52
 guides 52
 paragraph marks 82
 ribbon 13–14
 rulers 52
 slides 324–326
 spelling errors 23
 tracked changes 120
 highlighting text in documents 89
 HLOOKUP function 278
 holidays 508–509
 hyperlinks 418–419

I

IF function 222
 IFERROR function 220
 ignoring conversations 478, 482
 importing
 custom data lists 269
 slide content 317–323
 slides 317–324
 indenting
 lists 93
 paragraphs 78
 indent markers 76–78, 94
 InfoBar 505
 information rights management (IRM) 149
 Insert New Pictures dialog box 377
 Insert Picture dialog box 353
 inserting
 comments into documents 116–118
 on-screen window images onto slides
 372–373
 pictures 352–355
 screen clippings 372–374
 simple graphics 351–382
 slides 316–317
 integer programming 299
 invited events 510, 512
 IR (information rights management) 149
 italic, applying to text 87
 iterative calculations 225–227
 See also calculations

J

jelly bean 459
 JPEG (Joint Photographic Experts Group) 355

K

k argument 253
 keyboard and cursor movement 45
 keyboard shortcuts 45
 creating tables 202
 expanding cell selections 210

L

labels *See* mail merge labels; mailing labels

LARGE function 251

layouts, photo albums 375

Left Indent marker 76–77

Left Tab 81

letters

merge field placeholders 162

merge fields 179

starting mail merge 162–163

templates 162

level buttons in worksheet outlines 273

line break characters 80

line breaks, inserting 82

linear calculations 299

LinkedIn accounts, connecting to 19

List view 528

lists

See also bulleted lists; numbered lists

automatic formatting 92

creating multiple levels 93

customizing 92

definition 91

ending 92

modifying indentation 93

Live Preview 23–24

locking documents 152

lookup_value argument 277

lowercase 91

M

magnifying screen display 13

mail merge

creating new data sources 172–173

data source requirements 168–169

data sources 159, 160, 162, 169–170

definition 159

displaying Mail Merge Recipients list 174

editing custom greetings 167

fields 160

filtering recipients list 174–175

filtering records 175–176

importing contacts 170

importing data from Exchange 170

labels 163–166

letters 162–163

manually excluding records 177

merge fields 161

messages 166–168

process overview 160–161

records 160

refining data source records 173–177

refreshing data 178

removing data source records 173–174

removing duplicate records 176

selecting existing data sources 169–172

sorting records in data sources 177–178

starting 166–168

tools 160

types of output 161

using the Mail Merge wizard 161

validating addresses 174

mail merge labels

manufacturers and products 164

starting mail merge 163–166

uses for 163

Mail Merge wizard 160–161

mailing addresses

editing on envelopes 184

validating 174

mailing labels 188–190

managing simple graphics 351–382

manual calculations 226

markup 116

displaying 122–128

hiding 126

responding to comments 128–130

reviewing comments 128–130

tracking changes 119–122

views 122–123

mathematical operators

controlling order of 218

list of 218

MAX function 207, 248, 250

media, compressing/uncompressing 415–417

- MEDIAN function 251
- meeting invitations, creating from
 - messages 464
- meeting requests 466, 518
 - accepting 526
 - creating 522
 - declining 526
 - editing 524
 - proposing new time 526–528
 - responding to 526–527
 - tentatively accepting 526
- meetings
 - attendee availability 519–520, 523
 - attendees 519, 521
 - canceling 524–525
 - changing times 521
 - conference rooms 519
 - creating recurrences 517
 - default availability 513
 - indicating availability 516
 - inviting groups of people 519
 - inviting managed resources 519
 - meeting window 518–519
 - modifying 516
 - opening new meeting window 521
 - optional attendees 523
 - recurring 513–514
 - reminders 513, 516
 - removing attendees 524
 - requirements 519
 - Room Finder 519
 - scheduling 518–525
 - Scheduling Assistant 518, 520
 - Skype for Business 504
 - Suggested Times list 519, 521
 - time zones 512–513, 515
 - tracking attendee responses 521
- menus, resizing 393
- merge fields 161
 - Address Block 179–181
 - Greeting Line 179, 181
 - highlighting in documents 180
 - inserting 178–181
 - linking to data sources 178
 - placeholders 162
 - previewing results 181–182
- merged documents, previewing 182
- merging
 - data to new documents 182–183
 - documents 133–137
- message folders, creating 496–497
- message headers 430, 452, 476
 - conversations 476, 478
 - drafts 439
 - icons 452
- message lists 475
 - changing default settings 480
 - changing sort order 483–485
 - default order 475
- message participants
 - communication history 462
 - contact cards 459–462
 - online status 459
 - resolving addresses 430, 434
- message responses
 - address boxes 464
 - etiquette 465
 - forwarding 465
 - meeting requests 466
 - modifying recipients 465
 - task assignments 466
 - voting buttons 466
- messages
 - See also* categories; conversations
 - address boxes 464
 - address resolution 430–431
 - arranging by account 482
 - arranging by attachments 482
 - arranging by attributes 482–486
 - arranging by categories 483
 - arranging by flags 483
 - arranging by importance 483
 - arranging by item type 483
 - arranging by primary recipients 483
 - arranging by senders 483
 - arranging by size 483

messages (*continued*)

- arranging by subject 483
- assigning categories 492
- attaching files 444–450
- attaching online file copies 449
- attaching Outlook items 444–445, 450
- attributes 482–483
- Auto-Complete List 434–435
- body 429
- categorizing 486–489
- closing after responding 470–471
- collapsing groups 484, 486
- creating 429–434
- creating appointments from 510–511
- creating folders 496–497
- displaying as conversations 477
- displaying content 452–453
- downloading external content 453
- editing custom greetings 167
- entering content 432
- entering email addresses 432
- entering subjects 432
- expanding groups 486
- faxing 448
- fields 429–430
- formatting 428–429, 432–433
- forwarding 465, 470
- grouping/ungrouping 485
- headers 430, 439, 452
- HTML format 428
- icons in headers 452
- modifying drafts 442–443
- moving to folders 496–497
- multiple categories 487
- opening 452
- organizing in folders 494–497
- personalizing 428
- Plain Text format 428
- previewing 499
- printing 498–499
- Reading Pane 452
- recalling 468–469
- recipients 430

- removing attachments 449
- Reply 464
- Reply All 464
- Reply with Meeting 464
- resending 468–469
- resetting arrangements 486
- responding to 464–467
- Rich Text format 428
- saving as drafts 438–439, 441
- security settings 453
- selecting groups 485
- sending 443
- sending from specific accounts 440
- sending to aliases 430
- signatures 428
- sorting by column 485
- troubleshooting 434–435
- verifying sent items 444
- MIN function 207, 249–250
- Mini Toolbar 23–24, 85
- MODE.SNGL function 251
- Month calendar arrangement 529
- Motion Path animation effects 389
- moving
 - between comments 129
 - formulas 217
 - groups of shapes 370
 - pictures 352–355
 - shapes 366
 - between tracked changes 128
- multiple data set scenarios 290

N

- named ranges
 - creating 200
 - creating from data with headings 200
 - defining cells as 198
 - deleting 201
 - editing 200–201
 - managing 199
 - referring to in formulas 216
 - supplying formula values 208
- names, removing from Auto-Complete List 436

- naming Excel tables 203
 - narration 402
 - holidays 508–509
 - Navigation pane 48, 103
 - new mail notifications 451
 - No Markup view 123
 - nonprinting characters, displaying 52
 - non-theme colors 344–345
 - Normal template styles 97
 - Normal view 49
 - Notes Page view 49
 - notes, storing information in 490–491
 - notifications 451
 - NOW() formulas, updating 215
 - NOW function 207
 - nper argument 207
 - Number Filters 240
 - numbered lists 91
 - See also* lists
 - converting from paragraphs 93
 - formatting on the fly 92
 - predefined numbering 95
 - restarting 95
 - starting 95
 - starting new 92
 - numbers
 - changing styles 94
 - defining custom styles 95
- O**
- objects
 - animating on slides 386, 392–394
 - applying multiple animation effects 391
 - applying multiple effects 395
 - attaching hyperlinks 418–419
 - browsing in documents 48
 - copying effects 395
 - positioning on slides 391
 - removing animations 396
 - Office 365 subscriptions 18, 21
 - Office 2016 3
 - managing updates 21
 - Quick Access Toolbar 6
 - ribbon 6–9
 - starting 4
 - title bar 5–6
 - window elements 4–8
 - Office themes 19
 - on click animations 398
 - OneDrive 60
 - accessing files 61
 - connecting to 19
 - saving files to 57, 60–61
 - OneDrive for Business 61
 - one-variable data tables 293–294
 - opening protected documents 146–147
 - options argument 251–253
 - organization levels in worksheets 273
 - organizing
 - Inbox 494–497
 - items in folders 495
 - messages in folders 494–497
 - Original view 123
 - outdenting paragraphs 77–78
 - outline area, worksheets 273
 - Outline Level settings 102
 - Outline view 49
 - outlines
 - displaying in Navigation pane 103
 - expanding/collapsing 103
 - levels 102
 - managing with styles 101–103
 - subheadings 103
 - Outlook items, attaching to messages 444–445, 450
 - Outlook Options dialog box, opening 436
- P**
- Page Break Preview view 49
 - paragraph indent 76
 - paragraph marks, displaying/hiding 82
 - Paragraph Spacing options 73
 - paragraphs
 - adjusting spacing between lines 75
 - breaking lines 80
 - configuring borders 79
 - converting to lists 93

parentheses, controlling operator order

- first line indents 78
- formatting 70
- formatting as lists 92
- hanging indents 77–78
- hidden characters 80
- indenting 76–78
- indenting beyond margins 78
- indenting right edge 78
- inserting line breaks 82
- line break characters 80
- line spacing 72
- manually positioning text 79
- outdented 77–78
- outdenting right edge 78
- setting alignment 72
- shading 79
- soft returns 80
- spacing 72
- tab characters 80
- wrapping lines 80
- parentheses, controlling operator order 218
- passwords 144–149
- patterns, slide backgrounds 339–340, 346
- People Pane 461–463
- PERCENTILE.EXC function 251
- PERCENTILE.INC function 251
- personalizing messages 428
- Photo Album dialog box 375
- photo albums, creating 375–380
- Picture Tools tab group 353
- pictures
 - See also* graphics
 - pictures animating 386–391
 - artistic effects 361
 - copyrights 352
 - editing and formatting 356–361
 - inserting, moving, and resizing 352–355
- pie charts, animating 392
- pinning contact cards 460
- pixels 355
- placeholders, merge fields 162
- Plain Text format 428
- PMT function 207
- PNG (Portable Network Graphic) 355
- Portable Network Graphic (PNG) 355
- PowerPoint 2016
 - file extensions 55
 - file formats 55
 - views 49–50
- precedence of operators 218
- precedents
 - identifying 233
 - tracing 230
- presence information 459
- presentations
 - adding slides 314–326
 - applying themes 331–336
 - closing 60
 - color schemes 334
 - copying slides 317–324
 - creating based on templates 42
 - deleting slides 324–326
 - dividing into sections 326–328
 - effect style 335–336
 - font sets 334–335
 - hiding slides 324–326
 - hiding/unhiding gridlines 52
 - hiding/unhiding guides 52
 - hiding/unhiding rulers 52
 - importing slides 317–324
 - opening 46–47
 - rearranging sections 329–331
 - rearranging slides 329–331
 - saving 59
 - standard themes 333
- Preview view 528
- previewing
 - animation effects 394
 - animations 396
 - attachments 456–457
 - formatting 9
 - merged documents 182
 - messages 499
- primary key 276
- primary key column 276
- primary slide master, attaching hyperlinks 418
- Print Layout view 48

printing
 envelopes 188
 messages 498–499
 PRODUCT function 249–250
 properties
 displaying 53–54
 editing 56
 pv argument 207

Q

QUARTILE.EXC function 251
 QUARTILE.INC function 251
 Quick Access Toolbar 6
 adding commands 25, 26, 28
 customizing 26
 defining for specific files 28
 displaying separators 28–29
 moving 28
 moving buttons 29
 resetting to default 29
 Quick Analysis Lens
 adding tables 286
 adding totals 286
 formatting cells 285
 Quick Click category 488
 assigning 492
 changing 494
 removing 492
 setting 494

R

RAND function 245–246
 RANDBETWEEN function 245–246
 range_lookup argument 277
 ranges *See* named ranges
 rate argument 207
 Read Mode view 48
 Reading Pane
 displaying 452
 displaying attachments 454
 magnifying 453
 meeting requests 526
 scrolling messages 454
 viewing categories 488
 Reading view 50
 rearranging slides and sections 329–331
 records
 filtering recipients list 174–176
 mail merge 160
 manually excluding from recipients list 177
 removing duplicates 176
 sorting in data sources 177–178
 Rectangle picture frame style 376
 recurring appointments 513–514, 517
 ref argument 252, 253
 references
 absolute 217
 circular 225
 relative 217
 regrouping shapes 370
 relative references
 changing to absolute 214
 creating 217
 in formulas 211–213
 religious holidays 508–509
 reminders 513
 removing
See also deleting
 backgrounds from pictures 359–360
 password protection 147
 restrictions 142–144
 slides 314–326
 tracked changes 132
 Reply All message response 464
 Reply message response 464
 Reply with IM or Reply All with IM message
 response 466
 Reply with Meeting message response 464
 resize handles 202
 resizing
 Excel tables 202
 pictures 352–355
 shapes 366
 resolving addresses 430–431
 responding to comments 128–130
 responding to messages 464–467
 Restrict Editing pane 139

- restricting
 - document access 144–149
 - document actions 138–144
 - styles 139–142
- reviewing comments 128–130
- revising content *See* editing
- Revisions pane 124–128
- ribbon 6–9
 - adding commands 33–34
 - creating custom groups 30, 33
 - creating custom tabs 30, 32
 - displaying tabs 15
 - hiding 13–14
 - hiding/unhiding tabs 30–31
 - moving commands 30–31
 - removing commands 30–31
 - renaming custom groups 32–33
 - renaming custom tabs 32
 - resetting to default 34
 - ScreenTips 8
 - scrolling 12
 - unhiding 14–15
- Rich Text format 428
- Right Indent marker 76–77
- Right Tab 81
- Room Finder pane 519
- rotating shapes 366
- Rounded Rectangle picture frame style 376
- row input cell 294
- rows, worksheets
 - adding to tables 202, 204
 - grouping 275
 - hiding/unhiding 273
 - random, selecting from lists 246
 - restoring 273
 - sorting in worksheets 264
- rulers
 - changing measurements 77
 - displaying 77
 - hiding 52
 - indent markers 76
 - tab stops 80

S

- saving
 - attachments to storage drives 457–458
 - automatically 58
 - documents 59
 - files 56–57
 - files in previous Office versions 55
 - files to OneDrive 57, 60
 - files to SharePoint 57
 - message drafts 441
 - presentations 59
 - workbooks 59
- Scenario Manager 289–292
- scenarios
 - See also* data sets
 - adding comments 287
 - applying multiple 290–291
 - creating 287, 289
 - creating from Solver 299
 - creating summary worksheets 292
 - defining values 288
 - displaying 289
 - editing 289–290
 - Normal 291
 - removing 288
 - size limitations 291
 - summarizing 291
- Schedule view calendar arrangement 529
- scheduling
 - appointments 504–507
 - events 505, 510
 - meetings 518–525
- Scheduling Assistant 518, 520
- screen clippings, capturing and inserting 372–374
- screen resolution 13–14
- Screenshot menu 372
- ScreenTips 23–24
- ScreenTips, calendars 505
- scrolling files 44
- search filters 242–243, 245

- searching
 - address books 437–438
 - address lists 438
 - categories 486
 - folders 494
 - for holidays 509
- security
 - restricting access using passwords 144–149
 - scanning for viruses 456
- security settings, messages 453
- selecting
 - multiple shapes 366
 - pictures for editing 354
 - shapes for editing 366
- selection filters 240, 244
- sending messages 443
- settings, files 53
- shading paragraphs 79
- shapes
 - See also* graphics
 - connecting 371–372
 - drawing and modifying 361–371
 - formatting 367–370
 - Text Box margins 364
- Share pane 150–151
- SharePoint
 - saving files to 57
 - slide libraries 322
- shortcut keys, categories 488
- signatures 428
- Simple Frame, Black picture frame style 376
- Simple Frame, White picture frame style 376
- simple graphics 351
 - creating a photo album 375–380
 - drawing and modifying shapes 361–371
 - editing and formatting pictures 356–361
 - inserting, moving, and resizing pictures 352–355
 - screen clippings 372–374
- Simple Markup view 122, 126
- Simplex LP solver method 299
- Skype for Business 504
- slide libraries 322
- Slide Show view 50
- slide shows 412
- Slide Sorter view 50
- slides
 - adding 314–326
 - adding audio content 404–410
 - adding video content 410–415
 - animating objects 392
 - animation/transition indicator 394
 - audio playback controls 405
 - backgrounds 336–346
 - building with animations 391–392
 - copying 317–324
 - deleting 324–326
 - fitting to window 52
 - hiding 324–326
 - importing 317–324
 - inserting 316–317
 - inserting audio clips 406
 - inserting video clips 413
 - moving video images 414
 - rearranging 329–331
 - recording audio onto 406–407
 - removing 314–326
 - reordering animation effects 400
- SMALL function 251
- social media service, connecting to 20
- Soft Edge Rectangle picture frame style 376
- soft return 80
- Solver
 - adding constraints 301–302
 - adding to ribbon 300
 - creating scenarios 299
 - deleting constraints 303
 - editing constraints 302–303
 - Evolutionary method 299
 - GRG Nonlinear method 299
 - identifying objective cell 300
 - identifying values to change 300
 - installing 298
 - integer programming 299
 - limiting values 299
 - opening 300

- Solver (*continued*)
 - requiring binary number values 302
 - requiring integer values 302
 - requiring non-negative values 303
 - resetting model 303
 - saving results 299
 - selecting methods 303
 - Simplex LP method 299
 - solving methods 299
 - specifying result types 300
 - Sort & Filter 262–268
 - sorting
 - categories 489
 - cell colors 264
 - data set rules 264, 268
 - data using custom lists 268–270
 - default settings, Excel 268
 - Sort & Filter 262–268
 - worksheet columns 264–266
 - worksheet rows 264
 - spelling checks 133
 - spelling errors, hiding 23
 - splitting windows into panes 52
 - standard colors 344
 - standard themes, presentations 333
 - Start screens, enabling/disabling 23
 - status bar 10–11, 15
 - STDEV.P function 249, 251
 - STDEV.S function 249, 251
 - sticky notes 490
 - strikethrough 87
 - style sets 98, 101
 - styles
 - adding to Styles gallery 101
 - applying 97–98
 - built-in, applying to text 97–103
 - defining custom numbers 95
 - fonts 85
 - live preview 98
 - modifying definitions 98
 - numbers 94
 - predefined 97
 - removing from Styles gallery 101
 - restricting 139–142
 - Styles gallery 97
 - adding styles 101
 - removing styles 101
 - Styles pane
 - changing displayed styles 99–100
 - displaying/hiding style previews 101
 - opening 99
 - options 100
 - Subject field 429, 432
 - subscript 88
 - SUBTOTAL function 245, 247–248, 250
 - subtotal summaries 275
 - subtotals
 - defining 271
 - groups 272–273
 - hiding/showing details 274
 - removing 274
 - removing from data lists 275
 - Suggested Times list 521
 - SUM function 207, 247, 249, 251
 - SUMIF function 220
 - SUMIFS function 220
 - summary function, changing 203
 - summary worksheets 291–292
 - superscript 88
- T**
- tab characters 80, 82
 - tab leader 81
 - tab stops 80–81, 83–84
 - table_array argument 277
 - tables (Excel)
 - adding columns 202, 204
 - adding rows 202, 204
 - adding with Quick Analysis Lens 286
 - converting to cell ranges 205
 - creating using keyboard shortcut 202
 - creating with default formatting 204
 - defining 201–205
 - entering values 202
 - excluding cells 202
 - expanding automatically 202
 - naming 203

- overwriting format 202
- renaming 205
- resizing manually 202, 204
- summarizing data 202
- summary function 203
- total row 203–205
- tabs 81, 83
- Tabs dialog box, opening 82
- task assignments 466
- task lists, displaying on calendars 534
- templates
 - creating files from 41
 - finding 43
 - letters 162
 - previewing design 41
 - styles stored in 98
- testing passwords 146
- text
 - adding to shapes 362–363
 - animating 386–391
 - applying artistic effects 88
 - applying bold 87
 - applying built-in styles 97–103
 - changing case 88
 - changing font color 88
 - changing fonts 87
 - changing font size 87
 - character formatting 84–90
 - copying formatting 89
 - crossing out 87
 - effects 86
 - formatting 87
 - formatting as you type 96
 - highlighting 89
 - strikethrough 87
 - underlining 87
 - WordArt 86
- Text Box margins, shapes 364
- textures, slide backgrounds 338–339, 343
- themes 104
 - applying custom 107
 - applying from non-standard locations 107
 - applying to presentations 331–336
 - built-in, applying to documents 106
 - changing default 107
 - changing in documents 104
 - color schemes 334
 - color sets 104
 - custom 105–106, 108
 - effect style 335–336
 - font sets 104, 334–335
 - Office 19
 - saving 105
 - saving custom 107
 - standard 333
- Themes gallery 104
- thumbnails 9
- time slots on calendars 505, 507
- time zones on calendars
 - appointments 515
 - hiding controls 515
 - meetings 515
 - specifying 512
- title bar 5–6
- To field 429–430, 432
- toolbars, displaying 285
- totals, adding with Quick Analysis Lens 286
- tracer arrows 231, 233
- tracked changes
 - accepting 131–132
 - colors 119, 121
 - default formatting 119
 - displaying author of 131
 - displaying revision types 127
 - displaying time of 131
 - hiding 120
 - Microsoft accounts 126
 - moving sequentially among 128
 - preventing from turning off 121
 - rejecting all 132
 - removing selected changes 132
 - reviewing 130–133
 - turning on/off 120
 - unlocking 122
 - user identification 24
- trigger icons 404

triggering animations

- triggering animations 398, 401
- troubleshooting
 - address lists 435
 - Auto-Complete List 434–435
 - message addressing 434
 - multiple recipients 435
- Twitter accounts, connecting to 19
- two-variable data tables 293–295
- type argument 207

U

- Unencrypted option 144
- ungrouping shapes 370
- unhiding
 - Animation Pane 395
 - data list details 274–275
 - gridlines 52
 - guides 52
 - paragraph marks 82
 - rulers 52
- unique messages 476
- unique values 276
- unlocking change tracking 122
- updates 21
- uppercase 91
- user interface 3
- user names 23–24

V

- validation circles 255–257
- validation rules 255–256
- values
 - defining for cell ranges 255–257
 - finding in data sets 253–254
 - watching in ranges 234
- variables, changing 293
- VAR.P function 249, 251
- VAR.S function 249, 251
- versions (documents)
 - comparing 136–137
 - control 137–149
- vertical spacing, paragraphs 72, 74

- video clips
 - bookmarking 402–403
 - embedded, full screen playback 414
 - embedding 411
 - formatting 411
 - inserting 410
 - inserting onto slides 413
 - inserting trigger bookmarks 411
 - linking to online video 410
 - managing 412
 - selecting embedded 414
 - sources 410
- video images 414
- video playback 411
- video soundtracks, setting relative volume 415
- viruses, scanning attachments 456
- visual elements 351–382
- VLOOKUP formula 278
- VLOOKUP function 220, 276–279
- voting buttons 466

W

- Watch Window 232–233
- watches 232, 234
- Web Layout view 48
- websites, linking to 418
- Week calendar arrangement 529
- what-if analysis 286, 289
- windows
 - magnifying files 51–52
 - splitting into two panes 52
 - switching 52
- Word 2016
 - file extensions 54
 - file formats 54
 - views 48
- WordArt 86
- Work Week calendar arrangement 529, 534
- workbooks
 - closing 60
 - creating based on templates 42
 - opening 46–47
 - recalculating 226
 - saving 59

worksheets

- adding validation rules 255
- auditing 229–231
- filtering data in 240–243
- finding information in 276–279
- organization levels 273–274
- recalculating 226
- selecting random rows 246
- setting calculation options 226
- sorting data 262–270
- summarizing data 247–253
- using VLOOKUP 279

Y

YouTube accounts, connecting to 19

Z

zooming 11, 51–52

About the authors



Curtis Frye is the author of more than 30 books, including *Microsoft Excel 2013 Step by Step* for Microsoft Press and *Brilliant Excel VBA Programming* for Pearson, UK. He has also created and recorded more than three dozen courses for lynda.com, including *Excel for Mac 2016 Essential Training* and *Excel 2013: PivotTables in Depth*. In addition to his work as a writer, Curt is a popular conference speaker and performer, both as a solo presenter and as part of the Portland, Oregon ComedySportz improvisational comedy troupe. He lives in Portland with his wife and three cats.



Joan Lambert has worked closely with Microsoft technologies since 1986, and in the training and certification industry since 1997. As President and CEO of Online Training Solutions, Inc. (OTSI), Joan guides the translation of technical information and requirements into useful, relevant, and measurable resources for people who are seeking certification of their computer skills or who simply want to get things done efficiently.

Joan is the author or coauthor of more than three dozen books about Windows and Office (for Windows, Mac, and iPad), video-based training courses about SharePoint and OneNote, and three generations of Microsoft Office Specialist certification study guides.

Joan is a Microsoft Certified Professional, Microsoft Certified Trainer, Microsoft Office Specialist Master (for all Office versions since Office 2007), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified Technology Associate (for Windows), and Microsoft Dynamics Specialist.

Joan currently lives in a small town in Texas with her simply divine daughter, Trinity, and an ever-growing menagerie of dogs, cats, and fish.