Getting Started with Microsoft Office 2013

CASE

This unit introduces you to the most frequently used programs in Office, as well as common features they all share.

Unit Objectives

After completing this unit, you will be able to:

- Understand the Office 2013 suite
- Start an Office app
- Identify Office 2013 screen elements
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help, close a file, and exit an app

File You Will Need

OFFICE A-1.xlsx

Microsoft® product screenshots used with permission from Microsoft® Corporation.
custom page.
Understand the Office 2013 Suite

Microsoft Office 2013 is a group of programs—which are also called applications or apps—designed to help you create documents, collaborate with coworkers, and track and analyze information. You use different Office programs to accomplish specific tasks, such as writing a letter or producing a presentation, yet all the programs have a similar look and feel. Microsoft Office 2013 apps feature a common, context-sensitive user interface, so you can get up to speed faster and use advanced features with greater ease. The Office apps are bundled together in a group called a suite. The Office suite is available in several configurations, but all include Word, Excel, and PowerPoint. Other configurations include Access, Outlook, Publisher, and other programs. As part of your job, you need to understand how each Office app is best used to complete specific tasks.

The Office apps covered in this book include:

- **Microsoft Word 2013**
  When you need to create any kind of text-based document, such as a memo, newsletter, or multipage report, Word is the program to use. You can easily make your documents look great by inserting eye-catching graphics and using formatting tools such as themes, which are available in most Office programs. Themes are predesigned combinations of color and formatting attributes you can apply to a document. The Word document shown in Figure A-1 was formatted with the Organic theme.

- **Microsoft Excel 2013**
  Excel is the perfect solution when you need to work with numeric values and make calculations. It puts the power of formulas, functions, charts, and other analytical tools into the hands of every user, so you can analyze sales projections, calculate loan payments, and present your findings in a professional manner. The Excel worksheet shown in Figure A-1 tracks personal expenses. Because Excel automatically recalculates results whenever a value changes, the information is always up to date. A chart illustrates how the monthly expenses are broken down.

- **Microsoft PowerPoint 2013**
  Using PowerPoint, it’s easy to create powerful presentations complete with graphics, transitions, and even a soundtrack. Using professionally designed themes and clip art, you can quickly and easily create dynamic slide shows such as the one shown in Figure A-1.

- **Microsoft Access 2013**
  Access is a relational database program that helps you keep track of large amounts of quantitative data, such as product inventories or employee records. The form shown in Figure A-1 was created for a grocery store inventory database. Employees use the form to enter data about each item. Using Access enables employees to quickly find specific information such as price and quantity.

Microsoft Office has benefits beyond the power of each program, including:

- **Common user interface: Improving business processes**
  Because the Office suite programs have a similar interface, or look and feel, your experience using one program’s tools makes it easy to learn those in the other programs. In addition, Office documents are compatible with one another, meaning that you can easily incorporate, or integrate, an Excel chart into a PowerPoint slide, or an Access table into a Word document.

- **Collaboration: Simplifying how people work together**
  Office recognizes the way people do business today, and supports the emphasis on communication and knowledge sharing within companies and across the globe. All Office programs include the capability to incorporate feedback—called online collaboration—across the Internet or a company network.
What is Office 365?

Until the release of Microsoft Office 2013, most consumers purchased Microsoft Office in a traditional way: by buying a retail package from a store or downloading it from Microsoft.com. You can still purchase Microsoft Office 2013 in this traditional way—but you can also now purchase it as a subscription service called Microsoft Office 365 (for businesses) and Microsoft Office 365 Home Premium (for consumers). Office 365 requires businesses to pay a subscription fee for each user. Office 365 Home Premium Edition allows households to install Office on up to 5 devices. These subscription versions of Office provide extra services and are optimized for working in the cloud.
Start an Office App

To get started using Microsoft Office, you need to start, or launch, the Office app you want to use. If you are running Microsoft Office on Windows 8, an easy way to start the app you want is to go to the Start screen, type the app name you want to search for, then click the app name in the Results list. If you are running Windows 7, you start an app using the Start menu. (If you are running Windows 7, follow the Windows 7 steps at the bottom of this page.)

**CASE** You decide to familiarize yourself with Office by starting Microsoft Word.

1. **Go to the Windows 8 Start screen**
   
   Your screen displays a variety of colorful tiles for all the apps on your computer. You could locate the app you want to open by scrolling to the right until you see it, or you can type the app name to search for it.

2. **Type word**
   
   Your screen now displays “Word 2013” under “Results for ‘word’”, along with any other app that has “word” as part of its name (such as WordPad). See **FIGURE A-2**.

3. **Click Word 2013**
   
   Word 2013 launches, and the Word start screen appears, as shown in **FIGURE A-3**. The start screen is a landing page that appears when you first start an Office app. The left side of this screen displays recent files you have opened. (If you have never opened any files, then there will be no files listed under Recent.) The right side displays images depicting different templates you can use to create different types of documents. A **template** is a file containing professionally designed content that you can easily replace with your own. You can also start from scratch using the Blank Document option.

**Starting an app using Windows 7**

1. Click the **Start button** on the taskbar
2. Click All Programs on the Start menu, click the Microsoft Office 2013 folder as shown in **FIGURE A-4**, then click Word 2013

   Word 2013 launches, and the Word start screen appears, as shown previously in **FIGURE A-3**. The start screen is a landing page that appears when you first start an Office app. The left side of this screen displays recent files you have opened. (If you have never opened any files, then there will be no files listed under Recent.) The right side displays images depicting different templates you can use to create different types of documents. A **template** is a file containing professionally designed content that you can easily replace with your own. Using a template to create a document can save time and ensure that your document looks great. You can also start from scratch using the Blank Document option.

**Using shortcut keys to move between Office programs**

You can switch between open apps using a keyboard shortcut. The [Alt][Tab] keyboard combination lets you either switch quickly to the next open program or file or choose one from a gallery. To switch immediately to the next open program or file, press [Alt][Tab]. To choose from all open programs and files, press and hold [Alt], then press and release [Tab] without releasing [Alt]. A gallery opens on screen, displaying the filename and a thumbnail image of each open program and file, as well as of the desktop. Each time you press [Tab] while holding [Alt], the selection cycles to the next open file or location. Release [Alt] when the program, file, or location you want to activate is selected.
FIGURE A-2: Searching for Word app from the Start screen in Windows 8

FIGURE A-3: Word start screen

FIGURE A-4: Starting an app using Windows 7

Using the Office Clipboard

You can use the Office Clipboard to cut and copy items from one Office program and paste them into others. The Office Clipboard can store a maximum of 24 items. To access it, open the Office Clipboard task pane by clicking the dialog box launcher in the Clipboard group on the HOME tab. Each time you copy a selection, it is saved in the Office Clipboard. Each entry in the Office Clipboard includes an icon that tells you the program it was created in. To paste an entry, click in the document where you want it to appear, then click the item in the Office Clipboard. To delete an item from the Office Clipboard, right-click the item, then click Delete.
Identify Office 2013 Screen Elements

One of the benefits of using Office is that the programs have much in common, making them easy to learn and making it simple to move from one to another. Individual Office programs have always shared many features, but the innovations in the Office 2013 user interface mean even greater similarity among them all. That means you can also use your knowledge of one program to get up to speed in another.

A user interface is a collective term for all the ways you interact with a software program. The user interface in Office 2013 provides intuitive ways to choose commands, work with files, and navigate in the program window.

CASE: Familiarize yourself with some of the common interface elements in Office by examining the PowerPoint program window.

1. Go to the Windows 8 Start screen, type pow, click PowerPoint 2013, then click Blank Presentation.

PowerPoint becomes the active program displaying a blank slide. Refer to FIGURE A-5 to identify common elements of the Office user interface. The document window occupies most of the screen. At the top of every Office program window is a title bar that displays the document name and program name. Below the title bar is the Ribbon, which displays commands you're likely to need for the current task. Commands are organized onto tabs. The tab names appear at the top of the Ribbon, and the active tab appears in front.

2. Click the FILE tab

The FILE tab opens, displaying Backstage view. It is called Backstage view because the commands available here are for working with the files "behind the scenes." The navigation bar on the left side of Backstage view contains commands to perform actions common to most Office programs.

3. Click the Back button to close Backstage view and return to the document window, then click the DESIGN tab on the Ribbon

To display a different tab, click its name. Each tab contains related commands arranged into groups to make features easy to find. On the DESIGN tab, the Themes group displays available design themes in a gallery, or visual collection of choices you can browse. Many groups contain a dialog box launcher, which you can click to open a dialog box or pane from which to choose related commands.

4. Move the mouse pointer over the Ion theme in the Themes group as shown in FIGURE A-6, but do not click the mouse button

The Ion theme is temporarily applied to the slide in the document window. However, because you did not click the theme, you did not permanently change the slide. With the Live Preview feature, you can point to a choice, see the results, then decide if you want to make the change. Live Preview is available throughout Office.

5. Move away from the Ribbon and towards the slide

If you had clicked the Ion theme, it would be applied to this slide. Instead, the slide remains unchanged.

6. Point to the Zoom slider on the status bar, then drag to the right until the Zoom level reads 166%

The slide display is enlarged. Zoom tools are located on the status bar. You can drag the slider or click the Zoom In or Zoom Out buttons to zoom in or out on an area of interest. Zooming in (a higher percentage) makes a document appear bigger on screen but less of it fits on the screen at once; zooming out (a lower percentage) lets you see more of the document at a reduced size.

7. Click the Zoom Out button on the status bar to the left of the Zoom slider until the Zoom level reads 120%
Using Backstage view

Backstage view in each Microsoft Office program offers “one stop shopping” for many commonly performed tasks, such as opening and saving a file, printing and previewing a document, defining document properties, sharing information, and exiting a program. Backstage view opens when you click the FILE tab in any Office program, and while features such as the Ribbon, Mini toolbar, and Live Preview all help you work in your documents, the FILE tab and Backstage view help you work with your documents. You can return to your active document by pressing the Back button.
Create and Save a File

When working in an Office program, one of the first things you need to do is to create and save a file. A file is a stored collection of data. Saving a file enables you to work on a project now, then put it away and work on it again later. In some Office programs, including Word, Excel, and PowerPoint, you can open a new file when you start the program, then all you have to do is enter some data and save it. In Access, you must create a file before you enter any data. You should give your files meaningful names and save them in an appropriate location, such as a folder on your hard drive or SkyDrive so they’re easy to find. SkyDrive is the Microsoft cloud storage system that lets you easily save, share, and access your files from anywhere you have Internet access. See “Saving Files to SkyDrive” for more information on this topic.

**CASE**
Use Word to familiarize yourself with creating and saving a document. First you’ll type some notes about a possible location for a corporate meeting, then you’ll save the information for later use.

1. Click the **Zoom In button** on the taskbar, click **Blank document**, then click the **Zoom In button** until the level is **120%**, if necessary

2. **Type Locations for Corporate Meeting**, then press [Enter] twice
   The text appears in the document window, and the **insertion point** blinks on a new blank line. The insertion point indicates where the next typed text will appear.

3. **Type Las Vegas, NV**, press [Enter], type **San Diego, CA**, press [Enter], type **Seattle, WA**, press [Enter] twice, then type your name

4. Click the **Save button** on the **Quick Access toolbar**
   Backstage view opens showing various options for saving the file, as shown in **FIGURE A-7**.

5. Click **Computer**, then click **Browse**
   Because this is the first time you are saving this document, the Save As command is displayed. Once you choose a location where you will save the file, the Save As dialog box displays, as shown in **FIGURE A-8**. Once a file is saved, clicking **saves any changes to the file without opening the Save As dialog box. The Address bar in the Save As dialog box displays the default location for saving the file, but you can change it to any location. The File name field contains a suggested name for the document based on text in the file, but you can enter a different name.

6. **Type Of A-Potential Corporate Meeting Locations**
   The text you type replaces the highlighted text. (The “OF A -” in the filename indicates that the file is created in Office Unit 1. You will see similar designations throughout this book when files are named.)

7. **In the Save As dialog box, use the Address bar or Navigation Pane to navigate to the location where you store your Data Files**
   You can save files on your computer, a network drive, your SkyDrive, or any acceptable storage device.

8. Click **Save**
   The Save As dialog box closes, the new file is saved to the location you specified, and the name of the document appears in the title bar, as shown in **FIGURE A-9**. (You may or may not see the file extension “.docx” after the filename.) See **TABLE A-1** for a description of the different types of files you create in Office, and the file extensions associated with each.

**TABLE A-1: Common filenames and default file extensions**

<table>
<thead>
<tr>
<th>file created in</th>
<th>is called a</th>
<th>and has the default extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>document</td>
<td>.docx</td>
</tr>
<tr>
<td>Excel</td>
<td>workbook</td>
<td>.xlsx</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>presentation</td>
<td>.pptx</td>
</tr>
<tr>
<td>Access</td>
<td>database</td>
<td>.accdb</td>
</tr>
</tbody>
</table>
Saving files to SkyDrive

All Office programs include the capability to incorporate feedback—called online collaboration—across the Internet or a company network. Using cloud computing (work done in a virtual environment), you can take advantage of commonly shared features such as a consistent interface. Using SkyDrive, a free file storage service from Microsoft, you and your colleagues can create and store documents in the cloud and make the documents available anywhere there is Internet access to whomever you choose. To use SkyDrive, you need a free Microsoft Account, which you obtain at the signup.live.com website. You can find more information about SkyDrive in the “Working in the Cloud” appendix. When you are logged into your Microsoft account and you save a file in any of the Office apps, the first option in the Save As screen is your SkyDrive. Double-click your SkyDrive option and the Save As dialog box opens displaying a location in the address bar unique to your SkyDrive account. Type a name in the File name text box, then click Save and your file is saved to your SkyDrive. To sync your files with SkyDrive, you’ll need to download and install the SkyDrive for Windows app. Then, when you open Explorer, you’ll notice a new folder called SkyDrive has been added to the Users folder. In this folder is a sub-folder called Documents, in which an updated copy of your Office app files resides. This means if your Internet connection fails, you can work on your files offline. The SkyDrive folder also displays Explorer in the list of Favorites folders.
Open a File and Save It with a New Name

In many cases as you work in Office, you start with a blank document, but often you need to use an existing file. It might be a file you or a coworker created earlier as a work in progress, or it could be a complete document that you want to use as the basis for another. For example, you might want to create a budget for this year using the budget you created last year; instead of typing in all the categories and information from scratch, you could open last year’s budget, save it with a new name, and just make changes to update it for the current year. By opening the existing file and saving it with the Save As command, you create a duplicate that you can modify to suit your needs, while the original file remains intact.

CASE Use Excel to open an existing workbook file, and save it with a new name so the original remains unchanged.

1. Go to the Windows 8 Start screen, type Excel, click Excel 2013, click Open Other Workbooks, click Computer on the navigation bar, then click Browse.

   The Open dialog box opens, where you can navigate to any drive or folder accessible to your computer to locate a file. You can click Recent Workbooks on the navigation bar to display a list of recent workbooks; click a file in the list to open it.

2. In the Open dialog box, navigate to the location where you store your Data Files.

   The files available in the current folder are listed, as shown in FIGURE A-10. This folder displays one file.

3. Click Office A-1.xlsx, then click Open.

   The dialog box closes, and the file opens in Excel. An Excel file is an electronic spreadsheet, so the new file displays a grid of rows and columns you can use to enter and organize data.

4. Click the FILE tab, click Save As on the navigation bar, then click Browse.

   The Save As dialog box opens, and the current filename is highlighted in the File name text box. Using the Save As command enables you to create a copy of the current, existing file with a new name. This action preserves the original file and creates a new file that you can modify.

5. Navigate to the location where you store your Data Files if necessary, type Of A-Budget for Corporate Meeting in the File name text box, as shown in FIGURE A-11, then click Save.

   A copy of the existing workbook is created with the new name. The original file, Office A-1.xlsx, closes automatically.

6. Click cell A19, type your name, then press [Enter], as shown in FIGURE A-12.

   In Excel, you enter data in cells, which are formed by the intersection of a row and a column. Cell A19 is at the intersection of column A and row 19. When you press [Enter], the cell pointer moves to cell A20.

7. Click the Save button on the Quick Access toolbar.

   Your name appears in the workbook, and your changes to the file are saved.

Exploring File Open options

You might have noticed that the Open button in the Open dialog box includes a list arrow to the right of the button. In a dialog box, if a button includes a list arrow you can click the button to invoke the command, or you can click the list arrow to see a list of related commands that you can apply to a selected file in the file list. The Open list arrow includes several related commands, including Open Read-Only and Open as Copy.

Clicking Open Read-Only opens a file that you can only save with a new name; you cannot make changes to the original file.

Clicking Open as Copy creates and opens a copy of the selected file and inserts the word “Copy” in the file’s title. Like the Save As command, these commands provide additional ways to use copies of existing files while ensuring that original files do not get changed by mistake.
**Working in Compatibility Mode**

Not everyone upgrades to the newest version of Office. As a general rule, new software versions are **backward compatible**, meaning that documents saved by an older version can be read by newer software. To open documents created in older Office versions, Office 2013 includes a feature called Compatibility Mode. When you use Office 2013 to open a file created in an earlier version of Office, “Compatibility Mode” appears in the title bar, letting you know the file was created in an earlier but usable version of the program. If you are working with someone who may not be using the newest version of the software, you can avoid possible incompatibility problems by saving your file in another, earlier format. To do this in an Office program, click the FILE tab, click Save As on the navigation bar, click the location where you want to save the file, then click Browse. In the Save As dialog box, click the Save as type list arrow in the Save As dialog box, then click an option on the list. For example, if you’re working in Excel, click Excel 97-2003 Workbook format in the Save as type list to save an Excel file so it can be opened in Excel 97 or Excel 2003.
View and Print Your Work

Each Microsoft Office program lets you switch among various views of the document window to show more or fewer details or a different combination of elements that make it easier to complete certain tasks, such as formatting or reading text. Changing your view of a document does not affect the file in any way, it affects only the way it looks on screen. If your computer is connected to a printer or a print server, you can easily print any Office document using the Print button on the Print tab in Backstage view. Printing can be as simple as previewing the document to see exactly what a document will look like when it is printed and then clicking the Print button. Or, you can customize the print job by printing only selected pages. The Backstage view can also be used to share your document with others, or to export it in a different format. **CASE** Experiment with changing your view of a Word document, and then preview and print your work.

### STEPS

1. **Click the Word program button** on the taskbar
   Word becomes the active program, and the document fills the screen.

2. **Click the VIEW tab on the Ribbon**
   In most Office programs, the VIEW tab on the Ribbon includes groups and commands for changing your view of the current document. You can also change views using the View buttons on the status bar.

3. **Click the Read Mode button in the Views group on the VIEW tab**
   The view changes to Read Mode view, as shown in **FIGURE A-13**. This view shows the document in an easy-to-read, distraction-free reading mode. Notice that the Ribbon is no longer visible on screen.

4. **Click the Print Layout button on the Status bar**
   You return to Print Layout view, the default view in Word.

5. **Click the FILE tab, then click Print on the navigation bar**
   The Print tab opens in Backstage view. The preview pane on the right side of the window displays a preview of how your document will look when printed. Compare your screen to **FIGURE A-14**. Options in the Settings section enable you to change margins, orientation, and paper size before printing. To change a setting, click it, and then click a new setting. For instance, to change from Letter paper size to Legal, click Letter in the Settings section, then click Legal on the menu that opens. The document preview updates as you change the settings. You also can use the Settings section to change which pages to print. If your computer is connected to multiple printers, you can click the current printer in the Printer section, then click the one you want to use. The Print section contains the Print button and also enables you to select the number of copies of the document to print.

6. **If your school allows printing, click the Print button in the Print section (otherwise, click the Back button)**
   If you chose to print, a copy of the document prints, and Backstage view closes.

### Customizing the Quick Access toolbar

You can customize the Quick Access toolbar to display your favorite commands. To do so, click the Customize Quick Access Toolbar button in the title bar, then click the command you want to add. If you don’t see the command in the list, click More Commands to open the Quick Access Toolbar tab of the current program’s Options dialog box. In the Options dialog box, use the Choose commands from list to choose a category, click the desired command in the list on the left, click Add to add it to the Quick Access toolbar, then click OK. To remove a button from the toolbar, click the name in the list on the right in the Options dialog box, then click Remove. To add a command to the Quick Access toolbar as you work, simply right-click the button on the Ribbon, then click Add to Quick Access Toolbar on the shortcut menu. To move the Quick Access toolbar below the Ribbon, click the Customize Quick Access Toolbar button, and then click Show Below the Ribbon.
Creating a screen capture

A screen capture is a digital image of your screen, as if you took a picture of it with a camera. For instance, you might want to take a screen capture if an error message occurs and you want a Technical Support person to see exactly what's on the screen. You can create a screen capture using features found in Windows 8 or Office 2013. Both Windows 7 and Windows 8 come with the Snipping Tool, a separate program designed to capture whole screens or portions of screens. To open the Snipping Tool, click the Start screen thumbnail, type "snip", then click the Snipping Tool when it appears in the left panel. After opening the Snipping Tool, click New, then drag the pointer on the screen to select the area of the screen you want to capture. When you release the mouse button, the screen capture opens in the Snipping Tool window, and you can save, copy, or send it in an email. In Word, Excel, and PowerPoint 2013, you can capture screens or portions of screens and insert them in the current document using the Screenshot button in the Illustrations group on the INSERT tab. And finally, you can create a screen capture by pressing [PrtScn]. (Keyboards differ, but you may find the [PrtScn] button in or near your keyboard's function keys.) Pressing this key places a digital image of your screen in the Windows temporary storage area known as the Clipboard. Open the document where you want the screen capture to appear, click the HOME tab on the Ribbon (if necessary), then click the Paste button in the Clipboard group on the HOME tab. The screen capture is pasted into the document.
Get Help, Close a File, and Exit an App

You can get comprehensive help at any time by pressing [F1] in an Office app or clicking the Help button on the right end of the title bar. You can also get help in the form of a ScreenTip by pointing at almost any icon in the program window. When you’ve finished working in an Office document, you have a few choices regarding ending your work session. You close a file by clicking the FILE tab, then clicking Close; you exit a program by clicking the Close button on the title bar. Closing a file leaves a program running, while exiting a program closes all the open files in that program as well as the program itself. In all cases, Office reminds you if you try to close a file or exit a program and your document contains unsaved changes. **CASE** Explore the Help system in Microsoft Office, and then close your documents and exit any open programs.

**STEPS**

1. **Point to the Zoom button** in the Zoom group on the VIEW tab of the Ribbon
   A ScreenTip appears that describes how the Zoom button works and explains where to find other zoom controls.

2. **Click the Microsoft Word Help (F1) button** in the upper-right corner of the title bar
   The Word Help window opens, as shown in **FIGURE A-15**, displaying the home page for help in Word. Each entry is a hyperlink you can click to open a list of topics. The Help window also includes a toolbar of useful Help commands such as printing and increasing the fontsize for easier readability, and a Search field. If you are not connected to Office.com, a gold band is displayed telling you that you are not connected. Office.com supplements the help content available on your computer with a wide variety of up-to-date topics, templates, and training. If you are not connected to the internet, the Help window displays only the help content available on your computer.

3. **Click the Learn Word basics link** in the Getting started section of the Word Help window
   The Word Help window changes, and a list of basic tasks appears below the topic.

4. **If necessary, scroll down until the Choose a template topic fills the Word Help window**
   The topic is displayed in the pane of the Help window, as shown in **FIGURE A-16**. The content in the window explains that you can create a document using a template (a preformatted document) or just create a blank document.

5. **Click in the Search online help text box, type Delete, then press [Enter]**
   The Word Help window now displays a list of links to topics about different types of deletions that are possible within Word.

6. **Click the Keep Help on Top button** in the upper-right corner (below the Close button)
   The Pin Help button rotates so the pin point is pointed towards the bottom of the screen; this allows you to read the Help window while you work on your document.

7. **Click the Word document window**, then notice the Help window remains visible

8. **Click a blank area of the Help window**, click to Unpin Help, click the Close button in the Help window, then click the Close button in the upper-right corner of the screen
   Word closes, and the Excel program window is active.

9. **Click the Close button** to exit Excel, click the Close button to exit the remaining Excel workbook, click the PowerPoint program button on the taskbar if necessary, then click the Close button to exit PowerPoint
   Excel and PowerPoint both close.
Enabling touch mode

If you are using a touch screen with any of the Office 2013 apps, you can enable the touch mode to give the user interface a more spacious look. Enable touch mode by clicking the Quick Access toolbar list arrow, then clicking Touch/Mouse Mode to select it. Then you’ll see the Touch Mode button in the Quick Access toolbar. Click , and you’ll see the interface spread out.

Recovering a document

Each Office program has a built-in recovery feature that allows you to open and save files that were open at the time of an interruption such as a power failure. When you restart the program(s) after an interruption, the Document Recovery task pane opens on the left side of your screen displaying both original and recovered versions of the files that were open. If you’re not sure which file to open (original or recovered), it’s usually better to open the recovered file because it will contain the latest information. You can, however, open and review all versions of the file that were recovered and save the best one. Each file listed in the Document Recovery task pane displays a list arrow with options that allow you to open the file, save it as is, delete it, or show repairs made to it during recovery.
Practice

Concepts Review

Label the elements of the program window shown in FIGURE A-17.

Match each project with the program for which it is best suited.

8. Microsoft Access
   a. Corporate convention budget with expense projections
9. Microsoft Excel
   b. Presentation for city council meeting
10. Microsoft Word
    c. Business cover letter for a job application
11. Microsoft PowerPoint
    d. Department store inventory

Independent Challenge 1

You just accepted an administrative position with a local independently owned produce vendor that has recently invested in computers and is now considering purchasing Microsoft Office for the company. You are asked to propose ways Office might help the business. You produce your document in Word.

a. Start Word, create a new Blank document, then save the document as OF A-Microsoft Office Document in the location where you store your Data Files.
c. Click the line beneath each program name, type at least two tasks you can perform using that program (each separated by a comma), then press [Enter].
d. Save the document, then submit your work to your instructor as directed.
e. Exit Word.