

SHELLY CASHMAN SERIES®

Microsoft®

# OFFICE 2010

INTRODUCTORY



SHELLY | VERMAAT



Hello:

You no doubt are aware that Microsoft will release Microsoft® Office 2010 for general distribution in the middle of June. Once again, you are faced with the chore of learning new software, changing teaching materials, installing a new version of Office on campus, and making any required adjustments in your curriculum to accommodate this new software release.

We on the Shelly Cashman Series® team strive to make your transition to Microsoft® Office 2010 as stress-free as possible while providing you with the finest teaching materials available. As we have done in the past, the authors and others on the team have met over the past few years to assess our work on the Office 2007 books, listen to and evaluate your comments regarding our Office books, and determine what we can do better to enable you and your students to be more successful in your Office classes.

As a result of this analysis, we have made some significant changes to our Office 2010 books that we believe will increase the knowledge and skills your students take from your class. Some of these changes include:

- An Office 2010 and Window® 7: Essential Concepts and Skills Chapter - We listened carefully to your comments that told us we needed to combine certain common Office skills in a beginning chapter so that students need not “relearn” these skills for each of the Office programs. This newly-designed chapter accomplishes that task. In addition, we have increased our file management coverage using actual Office documents and files. We think this chapter is a marked improvement over our previous Office books.
- Expanded Coverage of PowerPoint and Outlook - Once again, many of you have requested this expanded coverage; therefore, it is included in the *Microsoft® Office 2010 Introductory* book. PowerPoint now consists of three chapters, and Outlook coverage is two chapters in length. We also placed PowerPoint as the second Office program in the book because many of you told us this matched your instruction sequence.
- New Pedagogical Elements - We are aware that student retention and transference (remembering what they learned and being able to apply what they learned to a multitude of fact situations) is critical when learning computer software. We have made numerous changes to enhance both retention and transference for your students.

We have included other enhancements as well to the Office 2010 book, all with the aim of creating an even more useful product than you have had in the past.

Also, I would like to remind you that if you desire training in using Microsoft® Office 2010, do not forget the Shelly Cashman Series® Summer Institute at Indiana University to be held July 18 through July 23, 2010. We are placing a special emphasis on Office 2010 this year and have created a schedule that will maximize your exposure to the Office 2010 programs.

As always, I want to thank you for your support and enthusiasm for our work. I hope that your use of the Shelly Cashman Series® Office 2010 products will lead to a successful and rewarding year for you and your students.

Sincerely,

Gary Shelly



## Contents at a Glance

### **Introduction to Computers**

- What Is a Computer?
- The Components of a Computer
- Personal Computers and Mobile Devices
- Input Devices
- System Unit
- Output Devices
- Storage Devices
- Communications Devices
- Computer Software
- Networks and the Internet
- How to Purchase a Desktop Computer
- How to Purchase a Notebook Computer
- How to Purchase a Smart Phone
- How to Purchase a Portable Media Player
- How to Purchase a Digital Camera

### **Office 2010 and Windows 7: Essential Concepts and Skills**

- Introduction to the Windows 7 Operating System
- Introduction to Microsoft Office 2010
- Starting and Using a Program
- Saving and Organizing Files
- Screen Resolution
- Additional Microsoft Office Programs
- Other Office Programs
- Moving, Renaming, and Deleting Files
- Microsoft Office Help
- Using Windows Help and Support

### **Microsoft Office Word 2010**

#### **Chapter 1: Creating, Formatting, and Editing a**

#### **Word Document with Pictures**

- Project — Flyer with Pictures
- Entering Text
- Formatting Paragraphs and Characters
- Inserting and Formatting Pictures in a Word Document
- Enhancing the Page
- Correcting Errors and Revising a Document
- Changing Document Properties
- Printing a Document

#### **Chapter 2: Creating a Research Paper with Citations and References**

- Project — Research Paper
- Changing Document Settings
- Typing the Research Paper Text
- Creating an Alphabetical Works Cited Page
- Proofing and Revising the Research Paper

### **Chapter 3: Creating a Business Letter with a Letterhead and Table**

- Project — Business Letter with a Letterhead and Table
- Creating a Letterhead
- Creating a Business Letter
- Addressing and Printing Envelopes and Mailing Labels

### **Microsoft Office PowerPoint 2010**

#### **Chapter 1: Creating and Editing a Presentation with Clip Art**

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- Choosing a Document Theme
- Creating a Title Slide
- Formatting Characters in a Presentation
- Adding a New Slide to a Presentation
- Creating a Text Slide with a Multi-Level Bulleted List
- Adding New Slides and Changing The Slide Layouts
- PowerPoint Views
- Inserting Clip Art and Photographs into Slides
- Photographs and the Clip Organizer
- Resizing Clip Art and Photographs
- Ending a Slide Show with a Closing Slide
- Making Changes to Slide Text Content
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#### **Chapter 2: Enhancing a Presentation with Pictures, Shapes, and WordArt**

- Project — Presentation with Pictures, Shapes, and WordArt
- Starting PowerPoint
- Creating Slides and Changing Font Colors and Background Style
- Formatting Slide Backgrounds
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- Adding and Formatting a Shape
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#### **Chapter 3: Reusing a Presentation and Adding Media**

- Project — Presentation with Video, Audio, and Pictures with Effects
- Starting PowerPoint
- Inserting Pictures and Adding Effects
- Modifying Placeholders and Deleting a Slide
- Copying and Modifying a Clip
- Adding Media to Slides
- Reviewing and Revising Individual Slides

## **Microsoft Office Excel 2010**

### **Chapter 1: Creating a Worksheet and an Embedded Chart**

Project — Worksheet with an Embedded Chart  
Selecting a Cell  
Entering Text  
Entering Numbers  
Calculating a Sum  
Using the Fill Handle to Copy a Cell to Adjacent Cells  
Formatting the Worksheet  
Using the Name Box to Select a Cell  
Adding a Clustered Cylinder Chart to the Worksheet  
Changing the Worksheet Names  
Changing Document Properties  
Previewing and Printing a Worksheet  
Starting Excel and Opening a Workbook  
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Correcting Errors

### **Chapter 2: Formulas, Functions, and Formatting**

Project — Worksheet with Formulas and Functions  
Entering the Titles and Numbers Into the Worksheet  
Entering Formulas  
Smart Tags and Option Buttons  
Using the AVERAGE, MAX, and MIN Functions  
Verifying Formulas Using Range Finder  
Formatting the Worksheet  
Checking Spelling  
Preparing to Print the Worksheet  
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Displaying and Printing the Formulas Version of the Worksheet

### **Chapter 3: What-If Analysis, Charting, and Working with Large Worksheets**

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Copying a Range of Cells to a Nonadjacent Destination Area  
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Making Decisions — The IF Function  
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## **Microsoft Office Access 2010**

### **Chapter 1: Databases and Database Objects**

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## **Chapter 3: Maintaining a Database**

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Changing the Database Structure  
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## **Microsoft Office Outlook 2010**

### **Chapter 1: Managing E-Mail Messages with Outlook**

Project — Composing and Sending Messages  
Composing and Sending E-Mail Messages  
Working with Incoming Messages  
E-Mail Message Options  
Using Outlook Folders to Organize the Inbox

### **Chapter 2: Managing Your Time Using Calendar**

Project — Managing Your Time Using Outlook  
The Outlook Window for Calendar  
The Calendar—Microsoft Outlook Window  
Entering Appointments  
Scheduling Events  
Scheduling Meetings  
Categorizing Your Calendar  
Printing Your Calendar  
Customizing Calendar Settings

## **Appendices**

### **Capstone Projects**

## **Microsoft® Office 2010 Introductory: Enhancements with YOU and YOUR Students Success in Mind!**

As technology and software continue to evolve, so does the Shelly Cashman Series®! Our *Microsoft® Office 2010 Introductory* book includes new features and approaches that recognize current student learning needs and improve student understanding, retention, transference, and skill in using Office 2010 programs. Our enhancements include the following:

### **Office 2010 and Windows 7: Essential Concepts and Skills chapter prevents repetitive coverage of basic skills in the application chapters.**

- New opening chapter presents essential Office 2010 and Windows® 7 skills such as how to start a program, save a document, and open a file.
- Students can transfer their knowledge of these core skills and refer back to this practical reference any time.

### **Streamlined first chapters for each application allow the ability to cover more advanced skills earlier.**

- New Office 2010 and Windows 7 chapter allows the first chapter in Word, PowerPoint, Excel, Access, and Outlook to focus on the skills relevant to the chapter's project rather than skills common across Office programs.

### **Chapter topic redistribution offers concise chapters that ensure complete skill coverage.**

- Chapter redistribution heightens student learning and application, and leads to more manageable chapters.

### **Expanded coverage of PowerPoint and Outlook gives exposure to the numerous enhancements made to these applications.**

- An increase from two PowerPoint chapters to three and one Outlook chapter to two presents a thorough introduction to these Office 2010 programs.

### **New pedagogical elements enrich material creating an accessible and user-friendly approach.**

- New pedagogical elements help students easily navigate through each chapter's material and better absorb the chapter objectives.

# Pedagogical Enhancements to Ensure YOUR Students Success!

**Break Point:** If you wish to take a break, this is a good place to do so. Be sure to save the The Mobile Masses Biweekly Payroll Report file again and then you can quit Excel. To resume at a later time, start Excel, open the file called Save Sable River Foundation, and continue following the steps from this location forward.

## Break Point

This new boxed element identifies logical stopping points in each chapter and gives students instructions regarding what they should do before taking a break, such as saving. Break Points are positioned directly in the flow of the chapter so that the location of the stopping point is understood clearly.

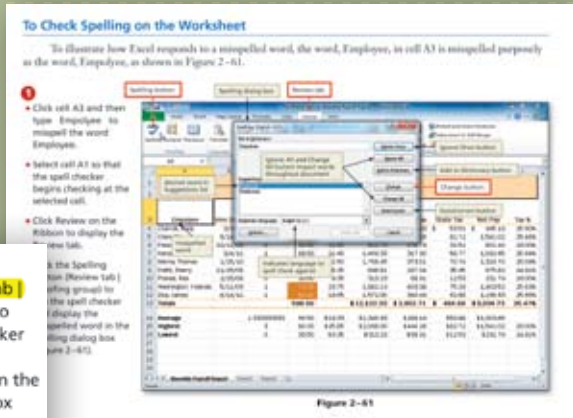


Figure 2-61

• Click the Spelling button (Review tab | Proofing group) to run the spell checker and display the misspelled word in the Spelling dialog box (Figure 2-61).

## Tab | Group Identifiers

This revised wording helps students more easily locate elements in the groups and on the tabs on the Ribbon. This common notation, such as (Home tab | Bold button), appears in step instructions as well as the Quick Reference.

## “Generic Whys”

This term describes our modified presentation for our step-by-step instructions. Our steps now tell the student what to do and provide the generic reason why they are completing the specific task. By providing the “Generic Why”, students will more easily transfer the given skill to a different setting, so they are more successful in completing labs and other assignments.

• Type - (minus sign) and then click cell C4 to add a subtraction operator and a reference to another cell to the formula.

**EX 76 Excel Chapter 2: Formulas, Functions, and Formatting**

### To Enter Formulas Using Point Mode

The sketch of the worksheet in Figure 2-3 on page EX XX calls for the federal tax, state tax, net pay, and tax % for each employee to appear in columns G, H, I, and J, respectively. All four of these values are calculated using formulas in row 6.

Federal Tax (cell G4) = 0.22 \* (Gross Pay - Expenditures + 24.32) or =0.22\*(F4-C4+24.32)  
 State Tax (cell H4) = 0.04 \* Gross Pay or =0.04\*F4  
 Net Pay (cell I4) = Gross Pay - (Federal Tax + State Tax) or =F4-(G4+H4)  
 Tax % (cell J4) = (Federal Tax + State Tax) / Gross Pay or =(G4+H4)/F4

An alternative to entering the formulas in cells G4, H4, I4, and J4 using the keyboard is to enter the formulas using the mouse and Point mode. Point mode allows you to select cells for use in a formula by using the mouse. The following steps enter formulas using Point mode.

1 With cell G4 selected, type =0.22\* to begin the formula and click cell F4 to add a reference formula (Figure 2-7).

2 Press the minus sign (-) on the keyboard or click cell C4 to add a subtraction operator and a reference to another cell to the formula.

3 Type +24.32 to complete the formula (Figure 2-8).

## Meta-Callout and Redesigned Callouts

A special meta-callout provides instruction to students on how they should use the red (action) callouts found with the step-by-step screens to enhance their learning of a skill or task.

The actual red (action) callouts have been redesigned so that they are more distinguishable and easier to identify.

## Illustrate the RELEVANCY of Office 2010 Skills and ASSESS Students Simultaneously!

### Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

#### Applying Conditional Formatting to Cells

Instructions: Start Excel. Open the workbook External 2-1: State Wildlife Department Employee Ratings. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for instructions.

1. Select the range C4:D10.

2. Click the New Rule button in the New Rules dialog box.

3. Select 'Apply a format to cells that I choose' in the Select a cell formatting rule to apply to the selected cells list.

4. Click the Format button in the New Formatting Rule dialog box.

5. Click the OK button in the Format Cells dialog box.

6. With range C4:D10 selected, click the Home tab on the Ribbon.

7. Click the Conditional Formatting button in the Styles group.

8. Click the New Rule button in the Conditional Formatting dialog box.

9. Select 'Use a formula that is true' in the Select a cell formatting rule to apply to the selected cells list.

10. Enter the formula =C4>=D4 in the formula text box.

11. Click the OK button in the Conditional Formatting dialog box.

12. Click the Save button in the Quick Save dialog box.

13. Click the Close button in the External 2-1: State Wildlife Department Employee Ratings workbook.

14. Click the Close button in the External 2-1: State Wildlife Department Employee Ratings workbook.

### In the Lab

#### Lab 2: Sales Summary Worksheet

Problem: You have been asked to build a worksheet for a start-up company, Electric Auto, that analyzes the financing needs for the company's first six months in business. The company is planned to begin operations in January with an investment of \$500,000.00.

Revenue and costs for the first six months is shown in the following worksheet.

The desired worksheet is shown in Figure 2-79. The initial file is shown at the starting location (see B4). The amount of the investment is in cell F12.

Table 2-7: Electric Auto Start-Up Financing Needs Data

Month	Revenue	Costs
January	100000	120000
February	80000	90000

### Cases and Places

Apply your creative thinking and problem-solving skills to design and implement a solution.

#### 1: Analyzing Emergency Student Loans

##### Academic

The Student Assistance office at your school provides emergency loans at simple interest. The data obtained from six types of loans and the desired report format are shown in Table 2-9. The required formulas are shown in Table 2-10. Use the concepts and techniques presented in this chapter to create and format the worksheet. Include total, maximum, and minimum values for Principal, Interest, and Amount Due.

Table 2-9: Emergency Student Loan Data and Worksheet Layout

Loan Type	Principal	Rate	Time in Years
Academic Scholar	\$40,000	7.5%	4
Medical Emergency	\$25,500	12%	33
Personal Emergency	\$12,750	8.25%	5
Room and Board	\$27,000	8.5%	1
Travel Expenses	\$4,500	11%	3
Subsidy Reimbursement	\$107,000	8%	1

### Extend Your Knowledge

These exercises challenge students to extend knowledge gained within the chapter by using the Office program Help to learn new skills.

### In the Lab

Three in-depth assignments per chapter require students to utilize the chapter concepts and techniques to solve real-world problems.

### Cases and Places

These open-ended exercises call on students to create solutions to projects, which illustrate the relevancy of these skills as related to their academic, personal, and professional situations.

## Make the Shift to Office 2010 Easy with the Comprehensive Instructors' Resource Package!

Unique instructor resources from the Shelly Cashman Series® include:

**Instructor's Manual:** Includes lecture notes summarizing the chapter sections, figures, and boxed elements found in every chapter, teacher tips, classroom actives, lab activities, and quick quizzes in Microsoft® Word files.

**Lecture Success System:** Intermediate files that correspond to figures in the book, allowing you to step through the creation of a chapter project without entering large amounts of data.

**Rubrics and Annotated Solution Files:** Grading rubrics provide a customizable framework for assigning point values to the laboratory exercise. Annotated solution files correspond to the grading rubrics making it easy to compare students' results with the correct solutions whether you receive homework via hardcopy or electronic files.

**Additional Activities for Students:** Consist of Chapter Reinforcement exercises, which include true/false, multiple-choice, and short-answer questions that help students gain confidence in the material learned.

### Also includes in the Instructor Resource package:

- Sample Syllabus
- Figure Files
- PowerPoint Presentations
- Solutions to Exercises
- Test Bank and Test Engine
- Data Files for Students

## Need More Information to Prepare for your Microsoft® Office 2010 Course?



Visit [www.cengage.com/ct/office2010](http://www.cengage.com/ct/office2010) for the latest information.

- Take a tour of some new features available in Microsoft® Office 2010 with a recorded webinar.
- See how SAM 2010, our auto-grading assessment system, can help your students succeed and save you time!
- Preorder a review copy of the Shelly Cashman Series® *Microsoft® Office 2010 Introductory* textbook.
- View pages from the Shelly Cashman Series® Office 2010 book before it prints!

## Looking for Professional Development and Training on Microsoft Office 2010?

Attend the Shelly Cashman Series® Institute this Summer.

- Discover the new features of Office 2010 and Adobe® Creative Suite software from the Shelly Cashman Series® authors!
- Connect with colleagues from across the nation and uncover new ideas for teaching your courses.
- Enjoy the beautiful campus of Indiana University as well as nightly events and gatherings while earning Continuing Education credits.

**Shelly Cashman Series® Institute**  
**July 18-23, 2010**  
**Indiana University—Bloomington**

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