

Lesson 11

Exploring Microsoft Office 2013

**Computer Literacy
BASICS: A
Comprehensive Guide
to IC³, 5th Edition**

Objectives

- Start Microsoft Office 2013 applications.
- Switch between application windows.
- Close applications.
- Navigate and identify the common elements in application windows.
- Identify the elements in the new Office 2013 user interface.
- Customize the Quick Access Toolbar.

Objectives (continued)

- Open, save, and close documents.
- Use online Help features.

Words to Know

- application window
- Backstage view
- cursor
- document window
- file
- file compatibility
- file extension
- folder
- I-beam
- insertion point
- Jump List
- minimized
- open
- path
- Ribbon
- save

Words to Know (continued)

- ScreenTip
- scroll
- shortcut
- shortcut menu
- subfolders
- template

Starting and Closing Applications

Microsoft Office 2013 is an integrated software package that enables you to share information between several applications.

TABLE 11-1

APPLICATION	DESCRIPTION
Access	A database application that enables you to organize, manipulate, and analyze information such as addresses and inventory data
Excel	A spreadsheet application that enables you to work with text, numbers, and formulas to create worksheets, tables, charts, and statistical analysis
OneNote	A digital notebook application that enables you to gather, manage, and search notes and information
Outlook	An e-mail and scheduling application that enables you to manage e-mail, contacts, appointments and events, and tasks efficiently
PowerPoint	A presentation application that enables you to create multimedia slide shows, outlines, organizational charts, handouts, and speaker's notes
Publisher	A desktop publishing application that enables you to develop a brand identity and design professional-looking marketing materials such as brochures, calendars, signs, and posters
Word	A word-processing application that enables you to create, edit, print, and share documents such as letters, memos, and reports

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Starting and Closing Applications (continued)

- **Starting Applications and Switching Between Applications**
- The steps for starting and closing all Office applications are the same, and the steps will also apply to other applications such as Internet Explorer and Windows Media Player.
- When you log on to a computer, the Start screen displays. You can start an application by selecting the application on the Start screen.
- You can also start an application using File Explorer. When you double-click a filename, the selected file automatically opens in the correct application.

Starting and Closing Applications (continued)

- **Starting Applications and Switching Between Applications (continued)**
- When you log on to a computer, the Start screen displays.
- You can start an application by selecting a tile on the Start screen.



FIGURE 11-1

Starting and Closing Applications (continued)

- Starting Applications and Switching Between Applications (continued)
- When you select an application, you can choose to open an existing file or a **template**, or you can create a new file.

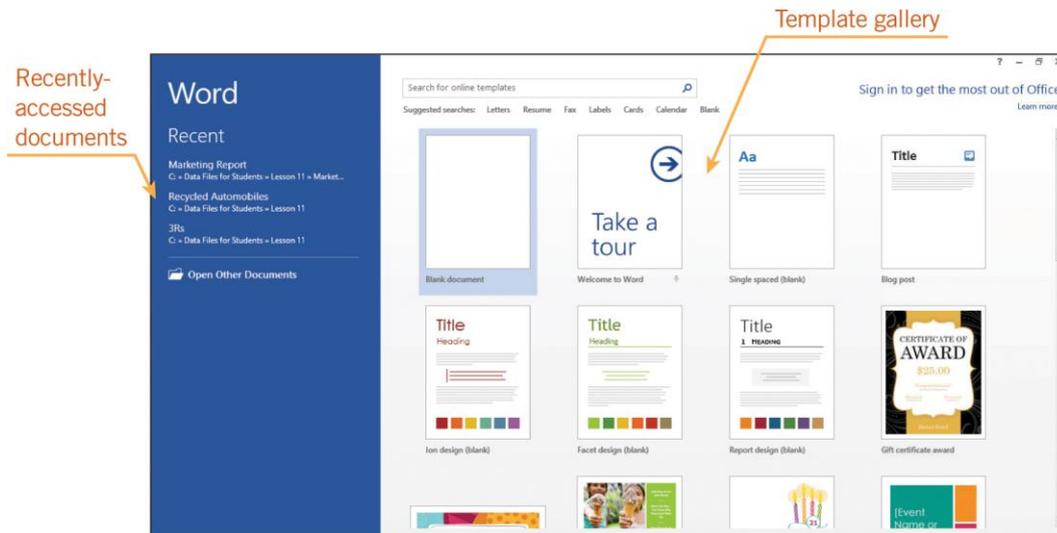


FIGURE 11-2

Starting and Closing Applications (continued)

- Starting Applications and Switching Between Applications (continued)
- The application window serves as the primary interface between the user and the application.

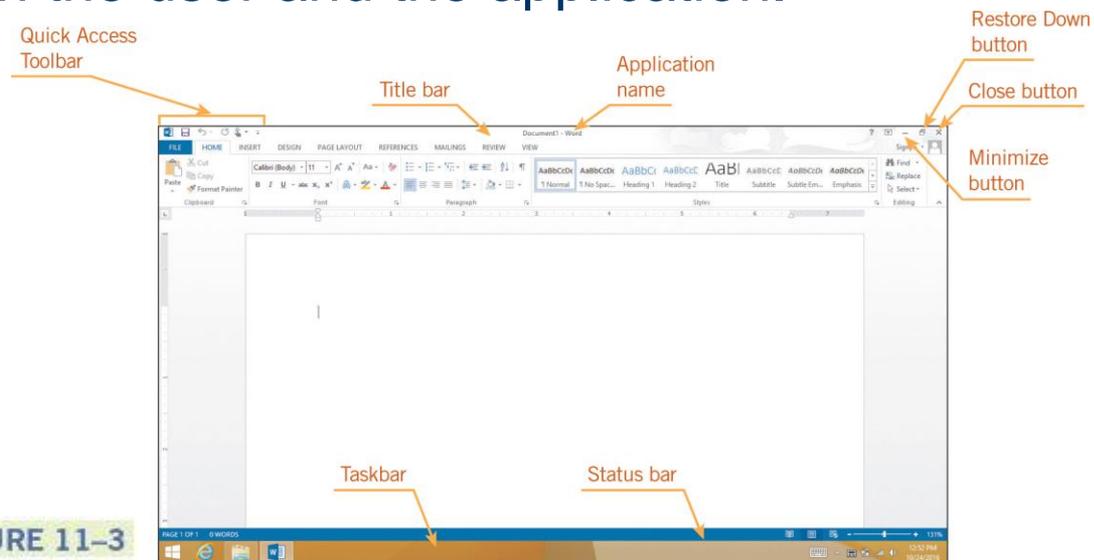
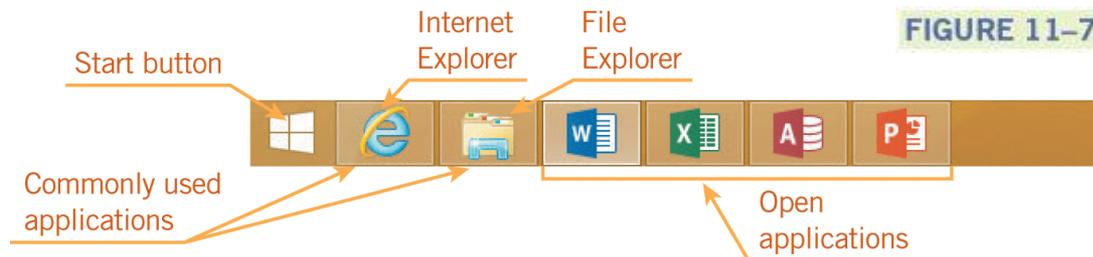


FIGURE 11-3

Starting and Closing Applications (continued)

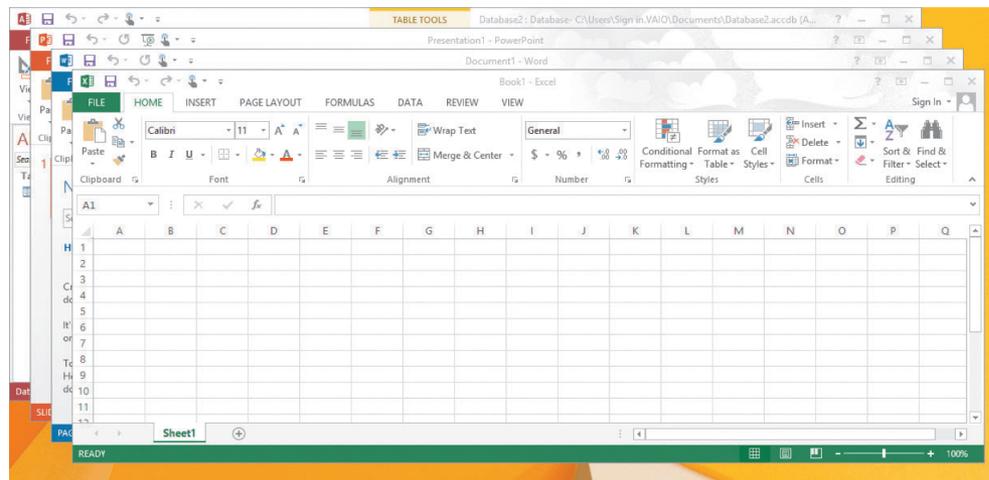
- **Starting Applications and Switching Between Applications (continued)**
- Multiple applications can be open at the same time.
- A button for each open application appears on the taskbar at the bottom of the screen.
- To switch between applications, click the application button on the taskbar.



Starting and Closing Applications (continued)

- Starting Applications and Switching Between Applications (continued)
- You can view multiple application windows at the same time by right-clicking the taskbar and selecting a display option from the shortcut menu, such as *Cascade windows*.

FIGURE 11-8

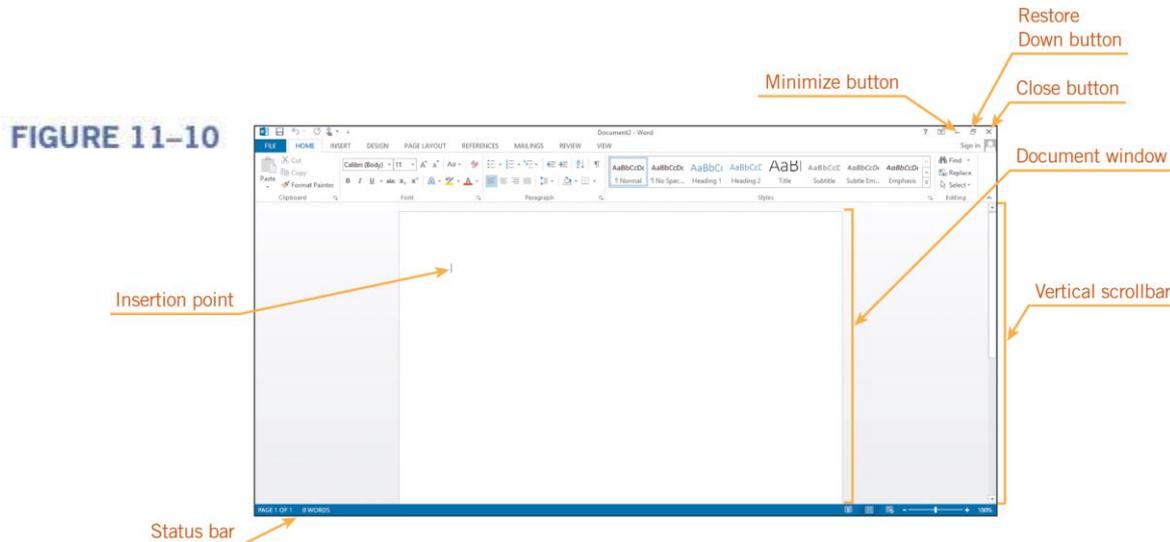


Starting and Closing Applications (continued)

- **Exiting Applications**
- To close a file, you can click the Close button in the upper-right corner of the screen; or you can click the application button in the upper-left corner of the screen, and then in the menu, click Close.
- If only one document is open, the file will close and the application will also close.

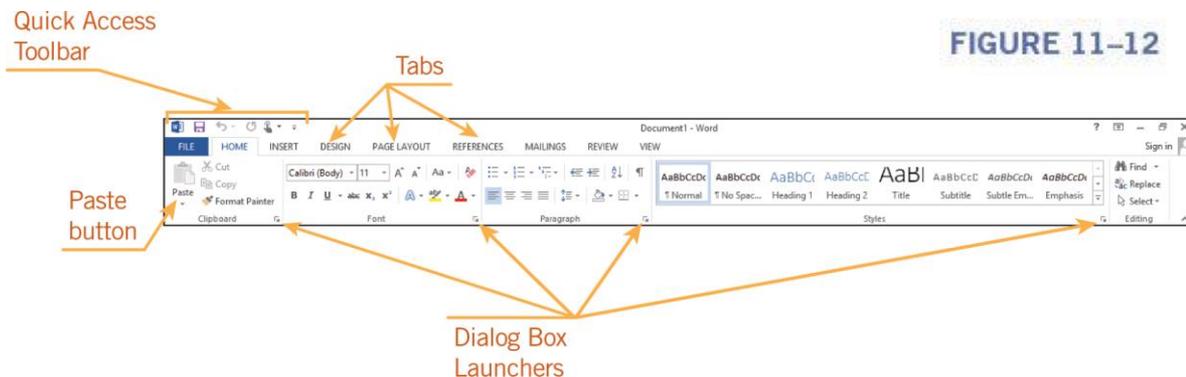
Navigating Application Windows

- The *application window* includes many of the elements of all Windows screens, including the title bar, scroll bars, and the status bar.



Using the Office User Interface

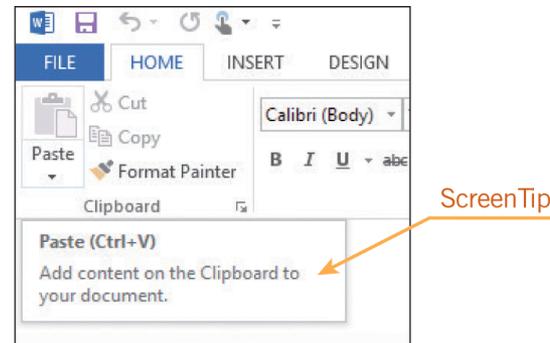
- Using the Office Ribbon
- The **Ribbon** is the blue banner that stretches across the top of the screen, just below the title bar.
- The Ribbon makes it easy to find commands because related commands and options are organized in groups on each tab.



Using the Office User Interface (continued)

- Using the Office Ribbon (continued)
- If you do not know the function of a button, position the mouse pointer over the button, but do not click.
- In a second or two, the name and description of the command are displayed in a window called a **ScreenTip**.

FIGURE 11-13



Using the Office User Interface (continued)

- **Customizing the Quick Access Toolbar**
- The Quick Access Toolbar is positioned above the Ribbon in the upper-left corner of the application window and makes it easy to access commands you use frequently.

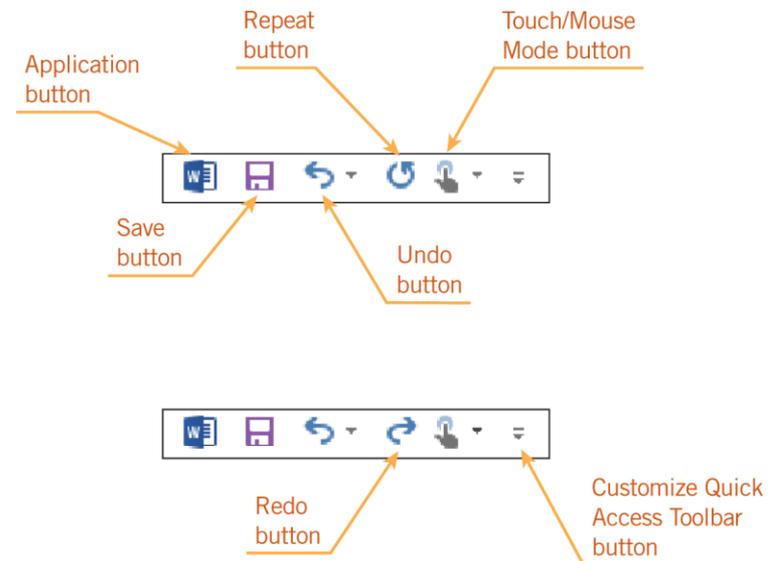
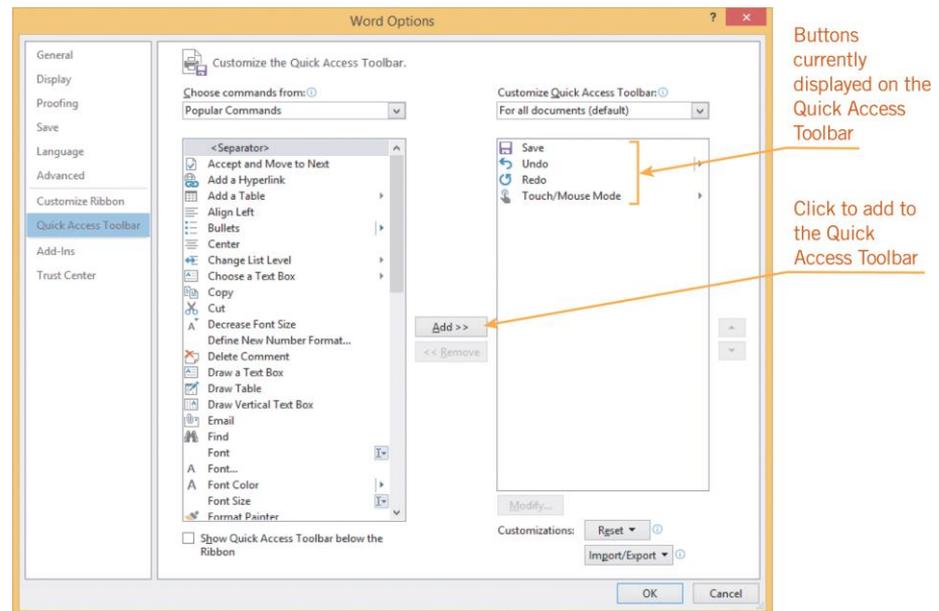


FIGURE 11-16

Using the Office User Interface (continued)

- Customizing the Quick Access Toolbar (continued)
- You can customize the toolbar to include the commands you use most often.

FIGURE 11-17



Opening, Saving, and Closing Documents

- You use similar steps to open and save documents in all Office applications.
- To ***open*** a document means to load a file into an application.
- A ***file*** is a collection of information saved as a unit and identified by a filename.
- The terms *document* and *file* are used interchangeably.

Opening, Saving, and Closing Documents (continued)

- **Opening a Document**
- The Open command in Backstage view, which is accessed using the FILE tab, enables you to open a file from any available disk and folder.
- You can also open a document by navigating to the document on the desktop, or by using File Explorer and double-clicking on the filename.
- Your computer will start the associated application and open the file.

Opening, Saving, and Closing Documents (continued)

- **Opening a Document (continued)**
- A ***file extension*** identifies the type of file and the application that created it.
- A period separates the filename and the three to four characters of the extension.
- For example, Word automatically assigns the extension *.docx*, PowerPoint assigns the extension *.pptx*, and Excel assigns the extension *.xlsx*.

Opening, Saving, and Closing Documents (continued)

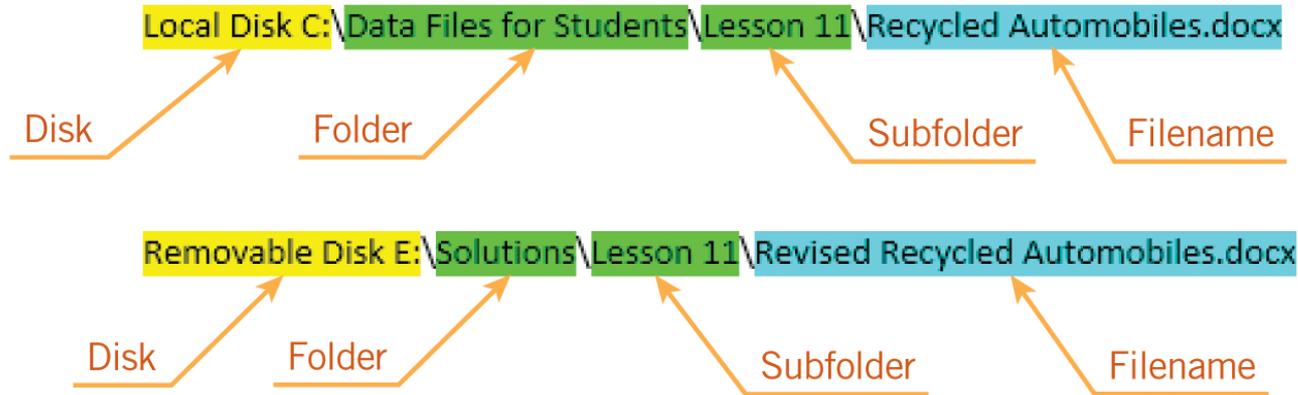
- **Opening a Document (continued)**
- The *x* in the extension indicates the XML format.
- Documents created in Office versions prior to Office 2007 can be quickly identified because they do not include the *x* in the file extension.
- The file extensions in those applications are *.doc*, *.ppt*, and *.xls*.

Opening, Saving, and Closing Documents (continued)

- **Opening a Document (continued)**
- A **folder** is a means for organizing files into manageable groups on a storage disk.
 - All computer files are saved in folders.
- **Subfolders**, which are folders within folders, can also be created.
- The **path** is the route the operating system uses to locate a document.

Opening, Saving, and Closing Documents (continued)

- Opening a Document (continued)
- The path indicates the disk and any folders relative to the location of the document.



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FIGURE 11-18

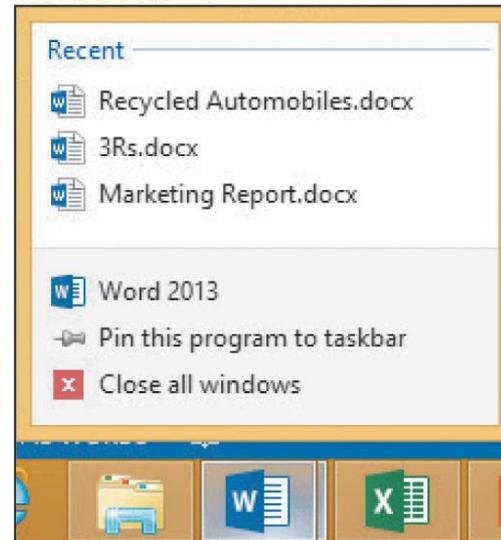
Opening, Saving, and Closing Documents (continued)

- **Opening a Document (continued)**
- You can open multiple documents within each application.
- When multiple documents are open within one application, the taskbar displays the documents stacked behind the application button.
- When you right-click the application on the taskbar, a Jump List is displayed above the button.

Opening, Saving, and Closing Documents (continued)

- Opening a Document (continued)
- A *Jump List* is a collection of links that provides quick access to files and data.
- The links displayed in a Jump List vary depending on the application.

FIGURE 11-23



Opening, Saving, and Closing Documents (continued)

- **Solving Problems with Opening Documents**
- ***File compatibility*** refers to the ability to open and work with files without a format conflict.
 - Files created in an older version of an application can usually be opened with a newer version.
 - Files created in a newer version may not be backwards compatible, meaning they cannot be opened by the older version.

Opening, Saving, and Closing Documents (continued)

- **Solving Problems with Opening Documents (continued)**
 - Files created in one operating system, such as Macintosh, may not open in another operating system, such as Windows.
 - Files created by one application, such as Access, will not open in another application, such as Word.

Opening, Saving, and Closing Documents (continued)

- **Solving Problems with Opening Documents (continued)**
- When you use the Open command from the FILE tab, if you do not see the file you are looking for, you should take the following actions:
 - Verify the document was saved before it was closed.
 - Verify you are looking at the correct disk and folder.
 - If you are unsure of the location, you can use the Search command to find the file.

Opening, Saving, and Closing Documents (continued)

- **Solving Problems with Opening Documents (continued)**
- If a file will not open, it may be corrupted.
 - You may see an error message as you try to open the file.
 - A virus may be stopping you from opening the file.
 - Try to open the file on a different computer to verify the file is corrupted and it is not a problem with your computer.

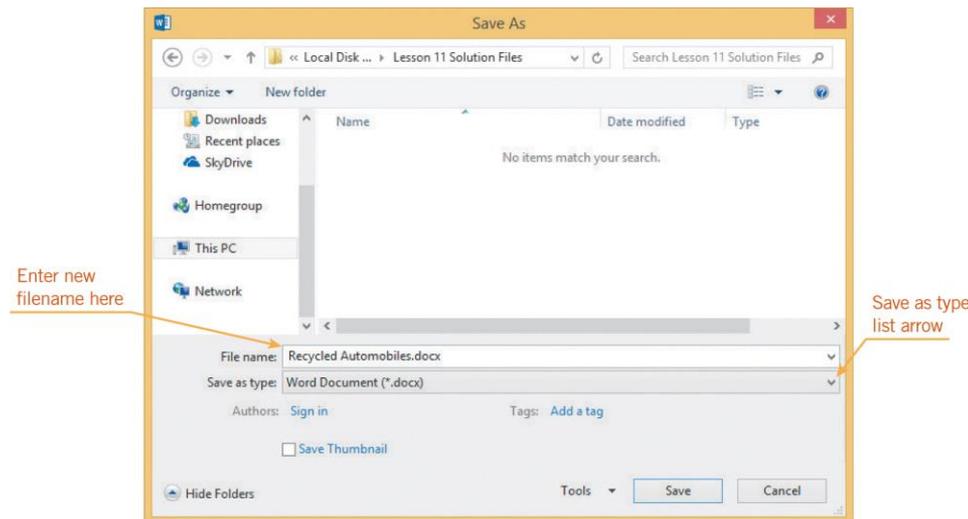
Saving a Document

- To **save** a document means to store it on a disk or other storage medium.
- To make it easier to find documents, choose filenames with words that help describe the document.
- When you click the Save button on the Quick Access Toolbar, the document is saved with the same filename and in the same location.

Saving a Document (continued)

- When you use the Save As command, you have the opportunity to change the document filename, location, and format.

FIGURE 11-24



Saving a Document (continued)

- There are several options for closing a document:
 - In Backstage view, you can access the Close command, which will close the active document.
 - You can also close a document by clicking the Close button on the document thumbnail.
 - With either method, when you close the last open document, the application closes, too.

Getting Help

- Whenever you encounter a problem, your first source of help should be the Help features in each Office application.
- The Help button looks like a question mark.
- Navigating the Help screens is much like navigating a Web page, and you can also type keywords in the Search box.
- If your computer is connected to the Internet, you will also have access to all the current Help information available from the Microsoft Office.com Web site.

Getting Help (continued)

- At the Office.com Web site, you will find a variety of resources including tours, slide shows, tutorials, training videos, articles, product user groups, blogs, and the opportunity to chat online with Microsoft support personnel.
- Other sources for help include assistance from others such as classmates, instructors, coworkers, and help desks.

Summary

In this lesson, you learned:

- You can start an Office application by clicking the Start screen, using a shortcut button on the desktop, or opening a file through File Explorer.
- Common elements found in Office application windows include the taskbar, title bar, scroll bars, and status bar.
- You can maximize the space for the document window by minimizing the Ribbon.

Summary (continued)

- You can customize the Quick Access Toolbar by adding or removing command buttons.
- Backstage view provides quick access to common tasks for managing documents, such as opening, closing, saving, and printing.
- The Open dialog box enables you to open a file from any available disk and folder.

Summary (continued)

- Problems opening files can involve corrupted data or file compatibility issues, such as trying to open a file in a different application, in an earlier version of an application, or in an operating system other than that used to create it.
- When saving a document, you can choose the location where the files will be saved, assign a new filename, and choose a file format.

Summary (continued)

- There are multiple ways to close a document and an application. Sometimes, when only one document is open in an application, the application closes when you close the document.
- Several sources of help are available including application Help features, assistance from others, books and manuals, and online support.