



New
Perspectives

Microsoft[®] 365[®] Office 2021

Introductory

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Perspectives

Microsoft[®] 365[®] Office 2021

Introductory



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**New Perspectives Series® Microsoft®
Office 365® & Office 2021 Introductory**
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Cover Image Source: Artur Debat/Getty Images

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Library of Congress Control Number: 2022935104

Student Edition ISBN: 978-0-357-67208-2

K12 ISBN: 978-0-357-67210-5

Looseleaf ISBN: 978-0-357-67209-9*

*Looseleaf available as part of a digital bundle

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Printed in the United States of America

Print Number: 01 Print Year: 2022

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Getting to Know Microsoft Office Versions

Cengage is proud to bring you the next edition of Microsoft Office. This edition was designed to provide a robust learning experience that is not dependent upon a specific version of Office.

Microsoft supports several versions of Office:

- **Office 365:** A cloud-based subscription service that delivers Microsoft's most up-to-date, feature-rich, modern productivity tools direct to your device. There are variations of Office 365 for business, educational, and personal use. Office 365 offers extra online storage and cloud-connected features, as well as updates with the latest features, fixes, and security updates.
- **Office 2021:** Microsoft's "on-premises" version of the Office apps, available for both PCs and Macs, offered as a static, one-time purchase and outside of the subscription model.
- **Office Online:** A free, simplified version of Office web applications (Word, Excel, PowerPoint, and OneNote) that facilitates creating and editing files collaboratively.

Office 365 (the subscription model) and Office 2021 (the one-time purchase model) had only slight differences between them at the time this content was developed. Over time, Office 365's cloud interface will continuously update, offering new application features and functions, while Office 2021 will remain static. Therefore, your onscreen experience may differ from what you see in this product. For example, the more advanced features and functionalities covered in this product may not be available in Office Online or may have updated from what you see in Office 2021.

For more information on the differences between Office 365, Office 2021, and Office Online, please visit the Microsoft Support site.

Cengage is committed to providing high-quality learning solutions for you to gain the knowledge and skills that will empower you throughout your educational and professional careers.

Thank you for using our product, and we look forward to exploring the future of Microsoft Office with you!

Using SAM Projects and Textbook Projects

SAM Projects allow you to actively apply the skills you learned live in Microsoft Word, Excel, PowerPoint, or Access. Become a more productive student and use these skills throughout your career.

To complete SAM Textbook Projects, please follow these steps:

SAM Textbook Projects allow you to complete a project as you follow along with the steps in the textbook. As you read the module, look for icons that indicate when you should download **sam** ↓ your SAM Start file(s) and when to upload **sam** ↑ the final project file to SAM for grading.

Everything you need to complete this project is provided within SAM. You can launch the eBook directly from SAM, which will allow you to take notes, highlight, and create a custom study guide, or you can use a print textbook or your mobile app. Download IOS or Download Android.

To get started, launch your SAM Project assignment from SAM, MindTap, or a link within your LMS.

Step 1: Download Files

- Click the “Download All” button or the individual links to download your **Start File** and **Support File(s)** (when available). You must use the SAM Start file.
- Click the Instructions link to launch the eBook (or use the print textbook or mobile app).
- Disregard any steps in the textbook that ask you to create a new file or to use a file from a location outside of SAM.
- Look for the SAM Download icon **sam** ↓ to begin working with your start file.
- Follow the module’s step-by-step instructions until you reach the SAM Upload icon **sam** ↑.
- Save and close the file.

Step 2: Save Work to SAM

- Ensure you rename your project file to match the Expected File Name.
- Upload your in-progress or completed file to SAM. You can download the file to continue working or submit it for grading in the next step.

Step 3: Submit for Grading

- Upload the completed file to SAM for immediate feedback and to view the available Reports.
 - The **Graded Summary Report** provides a detailed list of project steps, your score, and feedback to aid you in revising and re-submitting the project.
 - The **Study Guide Report** provides your score for each project step and links to the associated training and textbook pages.
- If additional attempts are allowed, use your reports to assist with revising and resubmitting your project.
- To re-submit the project, download the file saved in step 2.
- Edit, save, and close the file, then re-upload and submit it again.

For all other SAM Projects, please follow these steps:

To get started, launch your SAM Project assignment from SAM, MindTap, or a link within your LMS.

Step 1: Download Files

- Click the “Download All” button or the individual links to download your **Instruction File**, **Start File**, and **Support File(s)** (when available). You must use the SAM Start file.
- Open the Instruction file and follow the step-by-step instructions. Ensure you rename your project file to match the Expected File Name (change _1 to _2 at the end of the file name).

Step 2: Save Work to SAM

- Upload your in-progress or completed file to SAM. You can download the file to continue working or submit it for grading in the next step.



Step 3: Submit for Grading

- Upload the completed file to SAM for immediate feedback and to view available Reports.
 - The **Graded Summary Report** provides a detailed list of project steps, your score, and feedback to aid you in revising and resubmitting the project.
 - The **Study Guide Report** provides your score for each project step and links to the associated training and textbook pages.
- If additional attempts are allowed, use your reports to assist with revising and resubmitting your project.
- To re-submit the project, download the file saved in step 2.
- Edit, save, and close the file, then re-upload and submit it again.

For additional tips to successfully complete your SAM Projects, please view our Common Student Errors Infographic.

Objectives

Session 1.1

- Create and save a document
- Enter text and correct errors as you type
- Use AutoComplete and AutoCorrect
- Select text and move the insertion point
- Undo and redo actions
- Adjust paragraph spacing, line spacing, and margins
- Preview and print a document
- Create an envelope

Session 1.2

- Open an existing document
- Use the Editor pane
- Change page orientation, font, font color, and font size
- Apply text effects and align text
- Copy formatting with the Format Painter
- Insert a paragraph border and shading
- Delete, insert, and edit a photo
- Add a page border
- Create bulleted and numbered lists
- Use Microsoft Word Help

Creating and Editing a Document

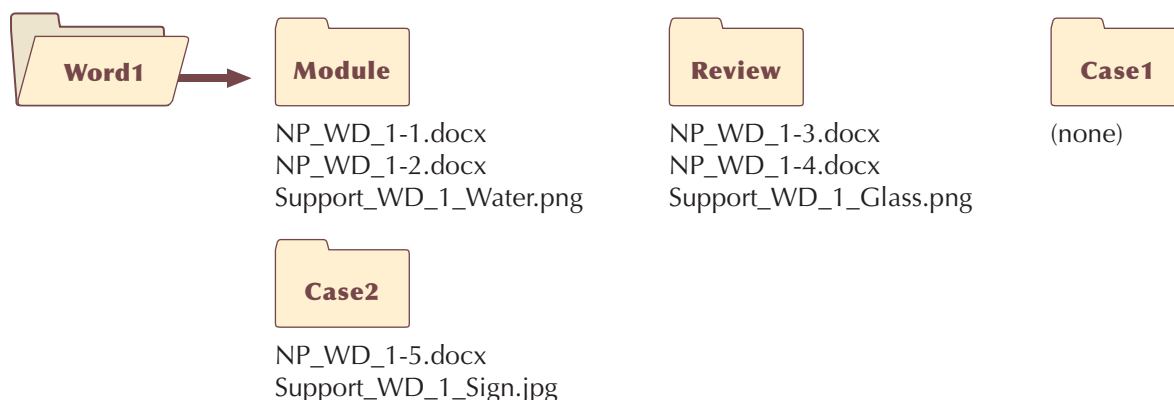
Writing a Business Letter and Formatting a Flyer

Case | Water Resources Department

David Alzacar is the communications director for the Water Resources Department in Portland, Oregon. As part of his outreach efforts, he has produced a set of brochures promoting the city's water conservation efforts. David has asked you to create a cover letter to accompany the brochures he is sending to the organizers of a national sustainability conference. He has also asked you to create an envelope for sending a water quality report to an environmental engineering publication. Next, he wants your help creating a flyer encouraging community members to join a citizen advisory panel. Finally, he would like to add bulleted and numbered lists to the minutes of a recent advisory panel meeting.

You will create the letter and flyer using **Microsoft Word 365** (or simply **Word**), a full-featured word processing app that lets you create professional-looking documents and revise them easily. You'll start by opening Word and saving a new document. Then you'll type the text of the cover letter and print it. In the process of entering the text, you'll learn several ways to correct typing errors and how to adjust paragraph and line spacing. When you create the envelope, you'll learn how to save it as part of a document for later use. As you work on the flyer, you will learn how to open an existing document, change the way text is laid out on the page, format text, add a page border, and insert and resize a photo. Finally, you'll add bulleted and numbered lists to a document, and then learn how to use Microsoft Word Help.

Starting Data Files



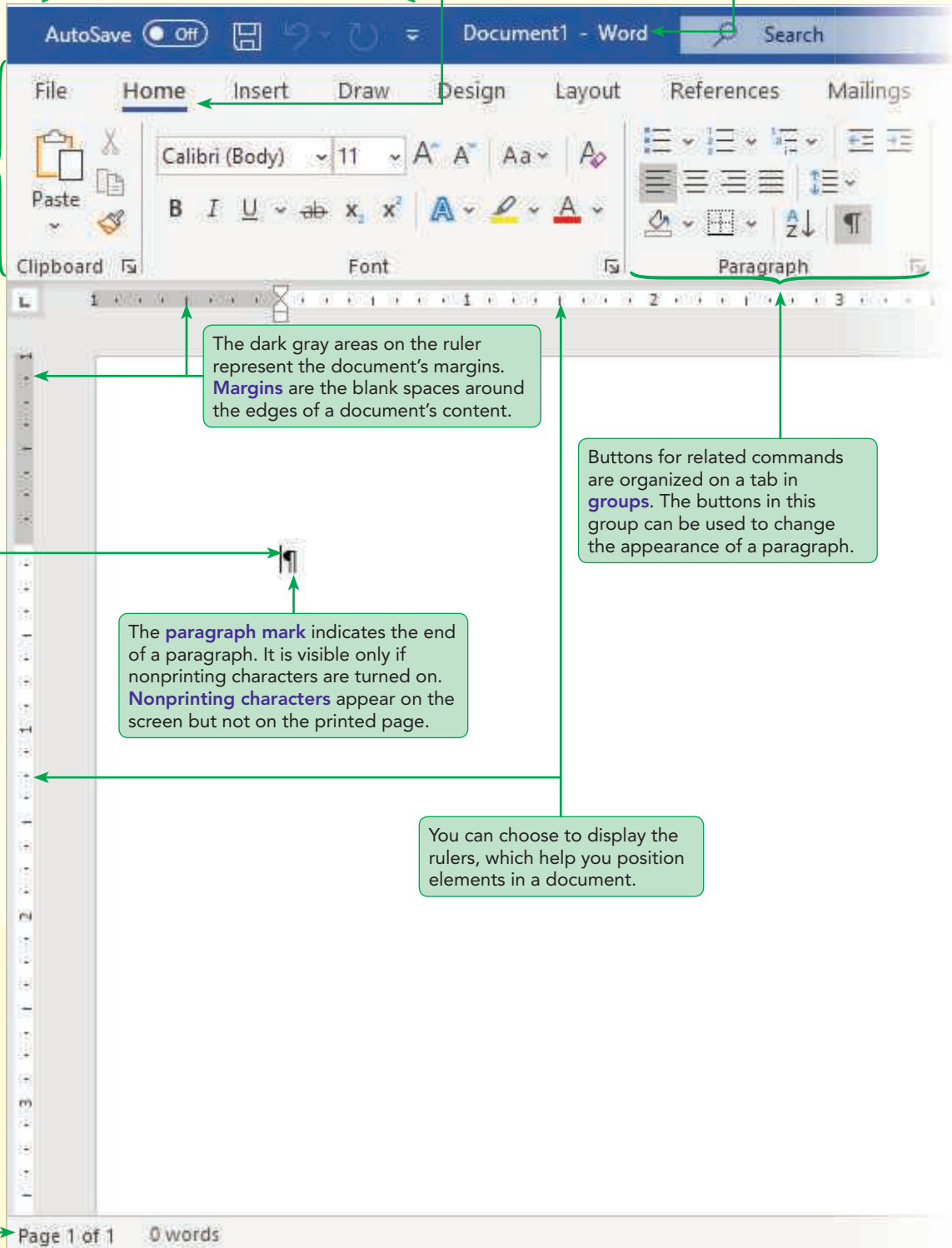
Session 1.1 Visual Overview:

The **Quick Access Toolbar** is a collection of buttons that provides one-click access to commonly used commands, such as Save, Undo, and Repeat; you might see additional buttons here.

Each **tab** includes commands related to particular activities or tasks. The Home tab includes options for formatting and editing text.

The **title bar** displays the name of the open file and the program.

The **ribbon** is the main set of buttons and other tools you can use to complete tasks. It is organized into tabs and groups.



The dark gray areas on the ruler represent the document's margins. **Margins** are the blank spaces around the edges of a document's content.

Buttons for related commands are organized on a tab in **groups**. The buttons in this group can be used to change the appearance of a paragraph.

The **insertion point** shows where characters will appear when you start typing.

The **paragraph mark** indicates the end of a paragraph. It is visible only if nonprinting characters are turned on. **Nonprinting characters** appear on the screen but not on the printed page.

You can choose to display the rulers, which help you position elements in a document.

The **status bar** provides information about the current document, such as the current page and number of words in the document; it also contains buttons and other controls for working with the document.

The Word Window

The Show/Hide button is selected, meaning that nonprinting characters are displayed in the document.

You can click the Ribbon Display Options button to display a menu with options for how the ribbon looks. If the ribbon is hidden, click Show Tabs and Commands in this menu to redisplay it.

You use the Minimize button to reduce the Word window to an icon in the taskbar, which you can click later to display the Word window again.

You use the Restore Down button to reduce the Word window to a smaller size; the Restore Down button is then replaced with the Maximize button, which you can click to restore the Word window to its full size.

If you are signed in, your name appears here as a link that you can click to access information about your Microsoft account.

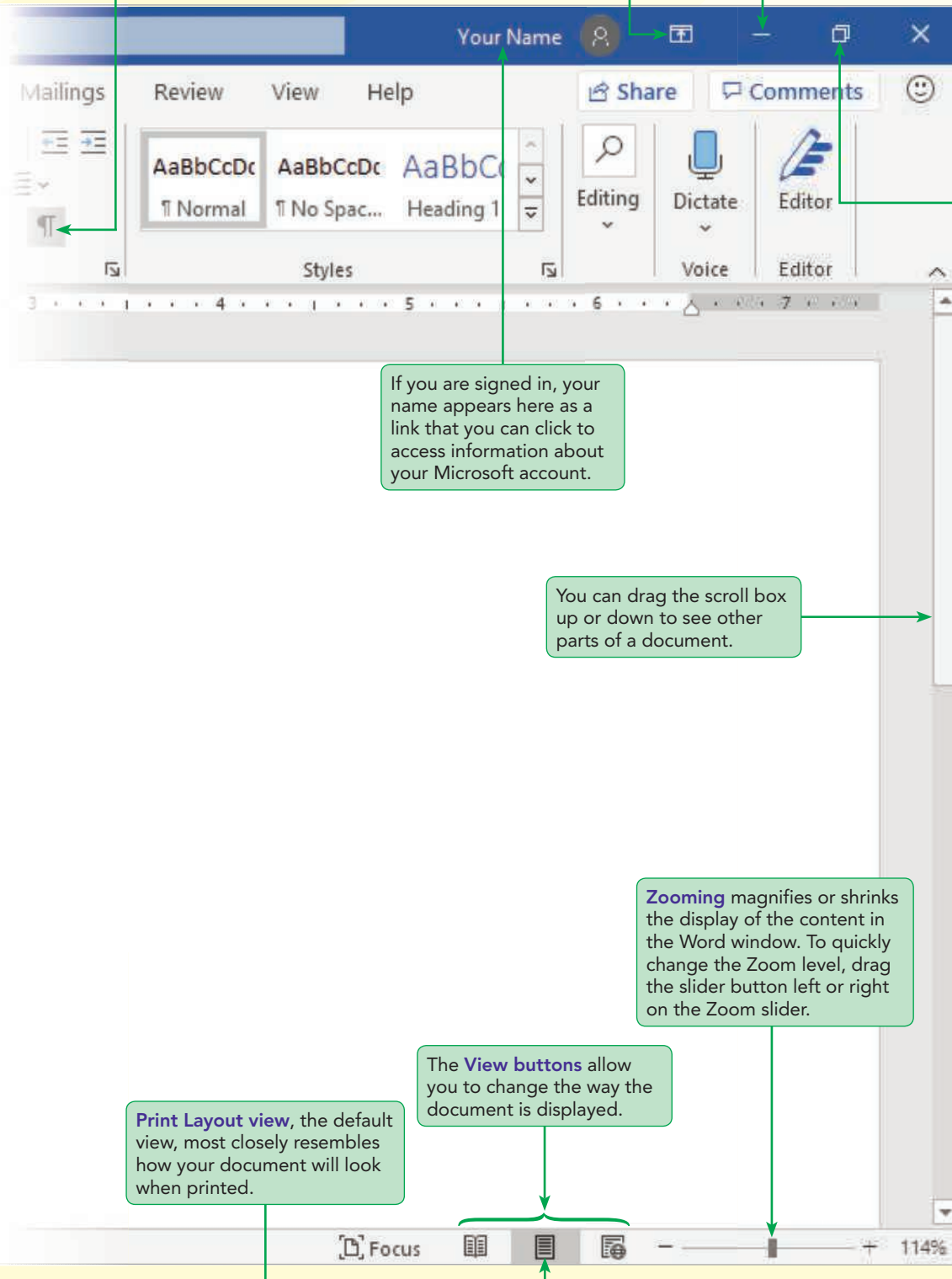
You can drag the scroll box up or down to see other parts of a document.

You can click the scroll arrows to scroll up or down one line, or hold the mouse button to scroll up or down more quickly.

Zooming magnifies or shrinks the display of the content in the Word window. To quickly change the Zoom level, drag the slider button left or right on the Zoom slider.

The **View buttons** allow you to change the way the document is displayed.

Print Layout view, the default view, most closely resembles how your document will look when printed.



Starting Word

With Word, you can quickly create polished, professional documents. You can type a document, adjust margins and spacing, create columns and tables, add graphics, and then easily make revisions and corrections. In this session, you will create one of the most common types of documents—a block-style business letter.

To begin creating the letter, you first need to start Microsoft Word and then set up the Word window.

To start Word:


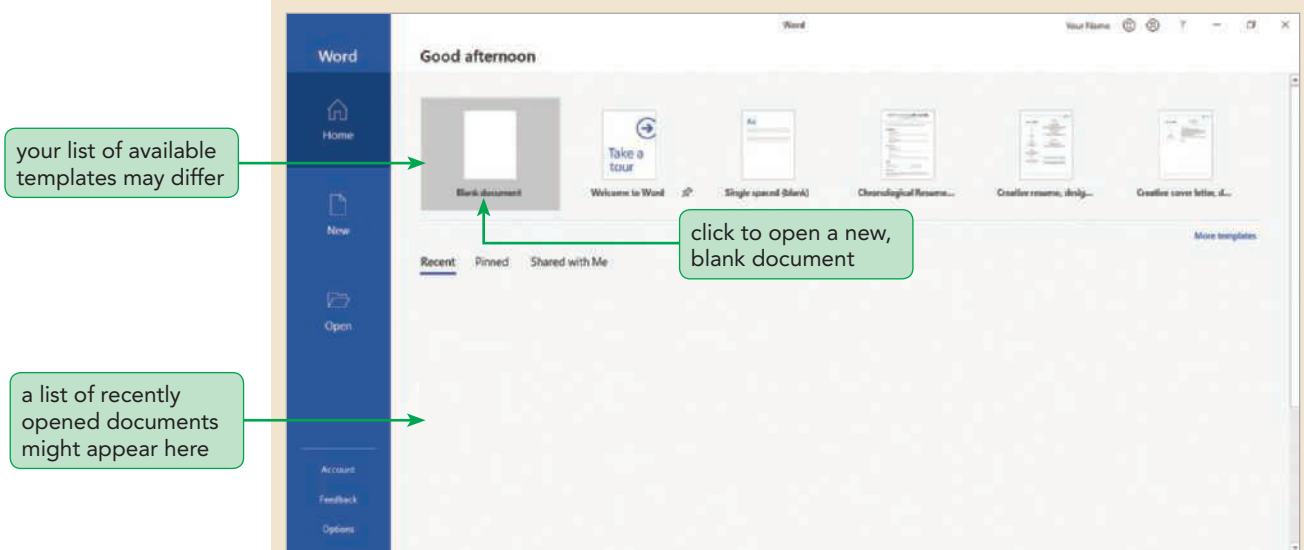

1. **Start** On the Windows taskbar, click the **Start** button . The Start menu opens.
2. On the Start menu, scroll the list of apps, and then click **Word**. Word starts and displays the Recent screen in Backstage view. Backstage view provides access to various screens with commands that allow you to manage files and Word options. See Figure 1-1.

Figure 1-1

Recent screen in Backstage view



3. Click **Blank document**. The Word window opens, with the ribbon displayed.

Trouble? If you don't see the ribbon, click the Ribbon Display Options button , as shown in the Session 1.1 Visual Overview, and then click Show Tabs and Commands.


Don't be concerned if your Word window doesn't match the Session 1.1 Visual Overview exactly. You'll have a chance to adjust its appearance shortly.



Working in Touch Mode

You can interact with the Word screen using a mouse, or, if you have a touchscreen, you can work in Touch Mode, using a finger instead of the pointer. In **Touch Mode**, extra space around the buttons on the ribbon makes it easier to tap the specific button you need. The figures in this text show the screen with Mouse Mode on, but it's helpful to learn how to switch back and forth between Touch Mode and Mouse Mode.

Note: The steps in this module assume that you are using a mouse. If you are instead using a touch device, please read these steps but don't complete them so that you remain working in Touch Mode.

To switch between Touch and Mouse Mode:

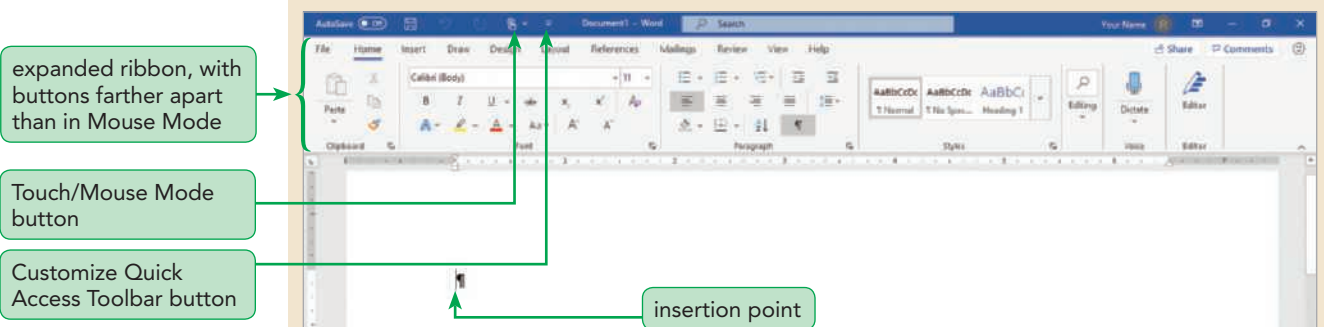
1. On the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button  to open the menu. The Touch/Mouse Mode command near the bottom of the menu does not have a checkmark next to it, indicating that it is currently not selected.

Trouble? If the Touch/Mouse Mode command has a checkmark next to it, press ESC to close the menu, and then skip to Step 3.
2. On the menu, click **Touch/Mouse Mode**. The menu closes, and the Touch/Mouse Mode button  appears on the Quick Access Toolbar.
3. On the Quick Access Toolbar, click the **Touch/Mouse Mode** button . A menu opens with two options—Mouse and Touch. The icon next to Mouse is shaded gray to indicate it is selected.


Trouble? If the icon next to Touch is shaded gray, press ESC to close the menu and skip to Step 5.
4. On the menu, click **Touch**. The menu closes, and the ribbon increases in height so that there is more space around each button on the ribbon. See Figure 1-2.


Figure 1-2

Word window in Touch Mode



Trouble? If you are working with a touchscreen and want to use Touch Mode, skip Steps 5 and 6.


5. On the Quick Access Toolbar, click the **Touch/Mouse Mode** button , and then click **Mouse**. The ribbon changes back to its Mouse Mode appearance, as shown in the Session 1.1 Visual Overview.

- 6. On the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button , and then click **Touch/Mouse Mode** to deselect it. The Touch/Mouse Mode button is removed from the Quick Access Toolbar.


Setting Up the Word Window

Before you start using Word, you should make sure you can locate and identify the different elements of the Word window, as shown in the Session 1.1 Visual Overview. In the following steps, you'll make sure your screen matches the Visual Overview.

To set up your Word window to match the figures in this book:


- 1. If the Word window does not fill the entire screen, click the **Maximize** button  in the upper-right corner of the Word window.

The insertion point on your computer should be positioned about an inch from the top of the document, as shown in Figure 1-2, with the top margin visible.

Trouble? If the insertion point appears at the top of the document, with no white space above it, position the pointer between the top of the document and the horizontal ruler, until it changes to , double-click, and then scroll up to top of the document.

- 2. On the ribbon, click the **View** tab. The ribbon changes to show options for changing the appearance of the Word window.
- 3. In the Show group, click the **Ruler** check box to insert a checkmark, if necessary. If the rulers were not displayed, they are displayed now.

Next, you'll change the Zoom level to a setting that ensures that your Word window will match the figures in this book. To increase or decrease the screen's magnification, you could drag the slider button on the Zoom slider in the lower-right corner of the Word window. But to choose a specific Zoom level, it's easier to use the Zoom dialog box.

- 4. In the Zoom group, click the **Zoom** button to open the Zoom dialog box. Double-click the current value in the **Percent** box to select it, type **120**, and then click **OK** to close the Zoom dialog box.
- 5. On the status bar, click the **Print Layout** button  to select it, if necessary. As shown in the Session 1.1 Visual Overview, the Print Layout button is the middle of the three View buttons located on the right side of the status bar. The Print Layout button in the Views group on the View tab is also now selected.


Tip

Changing the Zoom level affects only the way the document is displayed on the screen; it does not affect the document itself.

Before typing a document, you should make sure nonprinting characters are displayed. Nonprinting characters provide a visual representation of details you might otherwise miss. For example, the (¶) character marks the end of a paragraph, and the (•) character marks the space between words.

To verify that nonprinting characters are displayed:

1. On the ribbon, click the **Home** tab.
2. In the blank Word document, look for the paragraph mark (¶) in the first line of the document, just to the right of the blinking insertion point.

Trouble? If you don't see the paragraph mark, click the Show/Hide ¶ button  in the Paragraph group.

In the Paragraph group, the Show/Hide ¶ button should be highlighted in gray, indicating that it is selected, and the paragraph mark (¶) should appear in the first line of the document, just to the right of the insertion point.

Saving a Document

Tip

To save a document to OneDrive for the first time, you can click the Save button on the Quick Access Toolbar.

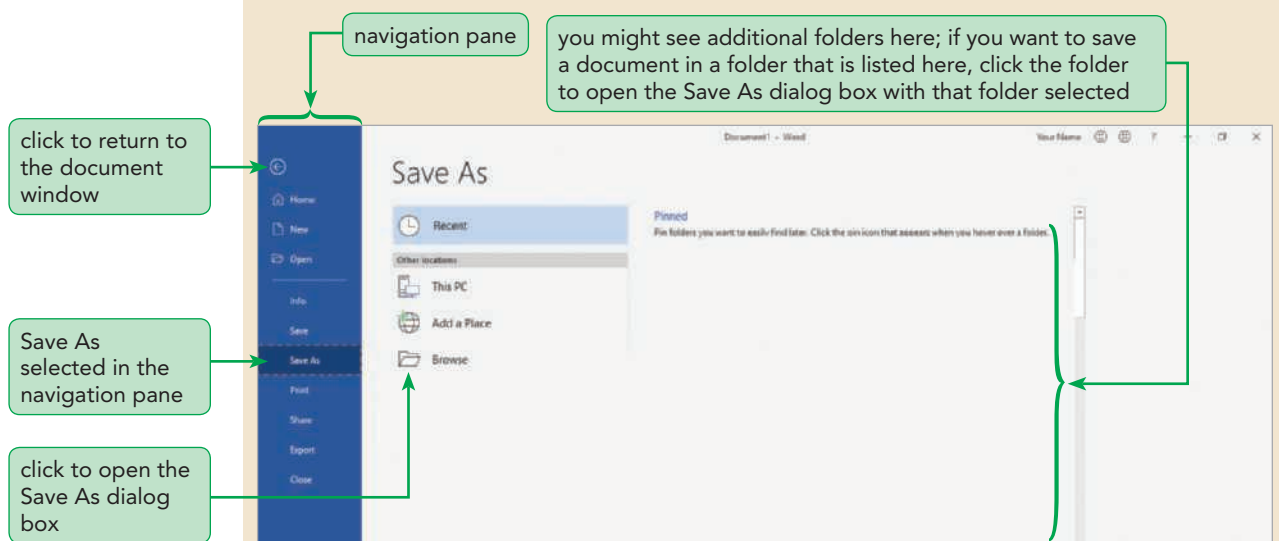
Before you begin working on a document, you should save it with a new name. When you click the File tab and then click Save to save a document for the first time, Word displays the Save As screen in Backstage view. On the Save As screen, you can select the location where you want to store your document. After that, you can click the Save button on the Quick Access Toolbar to save your document to the same location you specified earlier and with the same name.

To save the document:

1. Click the File tab on the ribbon, and then click Save. Word switches to the Save As screen in Backstage view, as shown in Figure 1-3.

Figure 1-3

Save As screen in Backstage view



Because a document is now open, more commands are available in Backstage view than when you started Word. The **navigation pane** on the left contains commands for working with the open document and for changing settings that control how Word works.

2. Click the **Browse** button. The Save As dialog box opens.

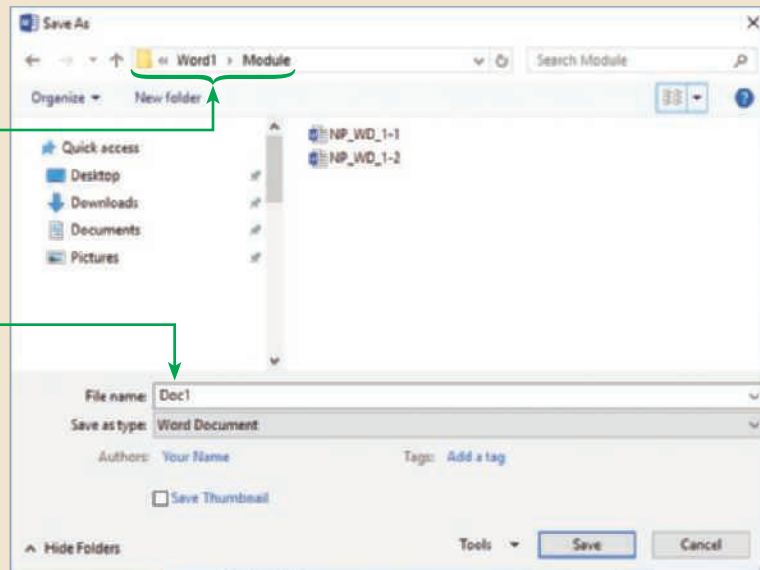
Trouble? If your instructor wants you to save your files to your OneDrive account, click OneDrive, and then log in to your account.

3. Navigate to the location specified by your instructor. The default file name, "Doc1," appears in the File name box. You will change that to something more descriptive. See Figure 1-4.

Figure 1-4 Save As dialog box

you might see something different here, depending on the location specified by your instructor

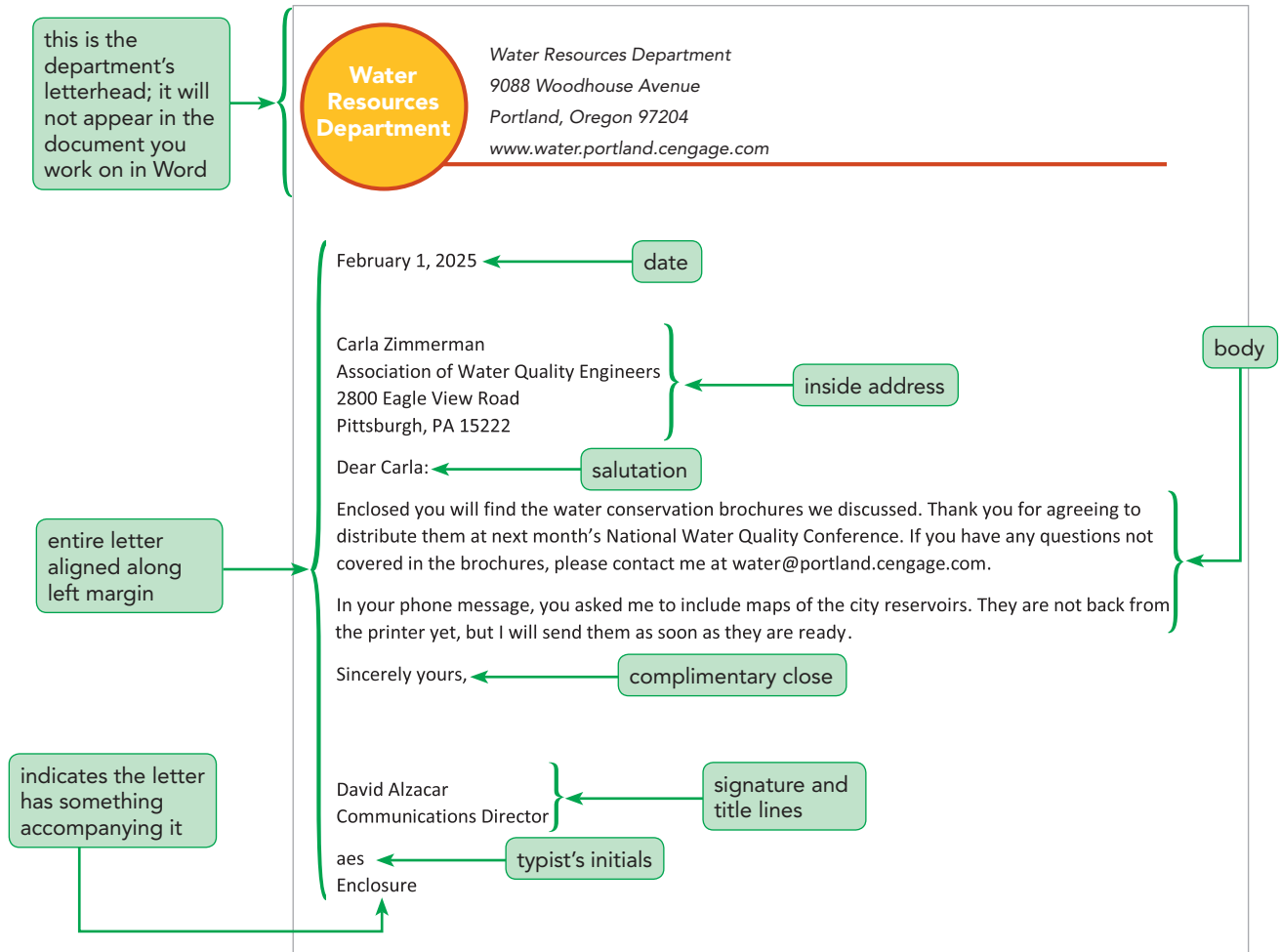
default file name



4. Click the **File name** box, and then type **NP_WD_1_Letter**. The text you type replaces the selected text in the File name box.
5. Click **Save**. The file is saved, the dialog box and Backstage view close, and the document window appears again, with the new file name in the title bar.

Now that you have saved the document, you can begin typing the letter. David has asked you to type a block-style letter to accompany some water conservation brochures that will be sent to Carla Zimmerman. Figure 1-5 shows the block-style letter you will create in this module.

Figure 1-5 Completed block-style letter



Proskills

Written Communication: Creating a Business Letter

Several styles are considered acceptable for business letters. The main differences among the styles have to do with how parts of the letter are indented from the left margin. In the block style, which you will use in this module, each line of text starts at the left margin. In other words, nothing is indented. Another style is to indent the first line of each paragraph. The choice of style is largely a matter of personal preference, or it can be determined by the standards used in a particular business or organization. To further enhance your skills in writing business correspondence, you should consult an authoritative book on business writing that provides guidelines for creating a variety of business documents, such as *Business Communication: Process & Product* by Mary Ellen Guffey and Dana Loewy.

Entering Text

The letters you type in a Word document appear at the current location of the blinking insertion point.

Inserting a Date with AutoComplete

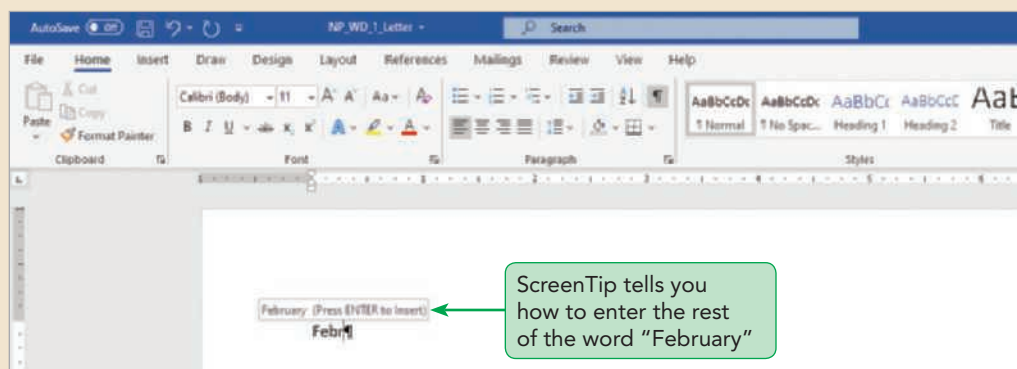
The first item in a block-style business letter is the date. David plans to send the letter to Carla on February 1, so you need to insert that date into the document. To do so, you can take advantage of **AutoComplete**, a Word feature that automatically suggests dates and other regularly used items for you to insert. In this case, you can type the first few characters of the month and let Word insert the rest.

To insert the date:

1. Type **Febr** (the first four letters of “February”). A ScreenTip appears above the letters, as shown in Figure 1–6, suggesting “February” as the complete word.

Figure 1–6

AutoComplete suggestion



A **ScreenTip** is a label with descriptive text or an explanation about what to do next.

If you wanted to type something other than “February,” you could continue typing to complete the word. In this case, you want to accept the AutoComplete suggestion.

2. Press **ENTER**. The rest of the word “February” is inserted in the document. Note that AutoComplete works for long month names like February but not shorter ones like May, because “Ma” could be the beginning of many words besides “May.”
3. Press **SPACEBAR**, type **1, 2025** and then press **ENTER** twice, leaving a blank paragraph between the date and the line where you will begin typing the inside address, which contains the recipient’s name and address. Notice the nonprinting character (•) after the word “February” and before the number “1,” which indicates a space. Word inserts this nonprinting character every time you press **SPACEBAR**.

Trouble? If February happens to be the current month, you will see a second AutoComplete suggestion displaying the current date after you press **SPACEBAR**. To ignore that AutoComplete suggestion, continue typing the rest of the date, as instructed in Step 3.