Book I

Common Office Tools

"The odd thing is he always insists on using the latest version of Office."

Chapter 1: Office Nuts and Bolts

In This Chapter

- **Introducing the Office programs**
- **Running an Office program**
- **Exploring the Office interface**
- **Saving and automatically recovering your files**
- **Opening and closing an Office file**
- **Recording a file's document properties**
- **Clamping a password on a file**

Chapter 1 is where you get your feet wet with Office 2010. Walk right to the shore and sink your toes in the water. Don't worry; I won't push you from behind.

In this chapter, you meet the Office programs and discover speed techniques for opening programs and files. I show you around the Ribbon, Quick Access toolbar, and other Office program landmarks. I also show you how to open files, save files, and clamp a password on a file.

A Survey of Office Programs

Office 2010, sometimes called the *Microsoft Office Suite,* is a collection of computer programs. Why is it called Office? I think because the people who invented it wanted to make software for completing tasks that need doing in a typical office. When you hear someone talk about "Office" or the "Office software," they're talking about several different programs:

- **Word:** A word processor for writing letters, reports, and so on. A Word file is called a *document* (see Book II).
- **Outlook:** A personal information manager, scheduler, and e-mailer (see Book III).
- **PowerPoint:** A means of creating slide presentations to give in front of audiences. A PowerPoint file is called a *presentation,* or sometimes a *slide show* (see Book IV).

- **Excel:** A number cruncher for performing numerical analyses. An Excel file is called a *workbook* (see Book V).
- **Access:** A database management program (see Book VI).
- **Publisher:** A means of creating desktop-publishing files — pamphlets, notices, newsletters, and the like (see Book VII).

Office 2010 also comes with the *Clip Organizer,* for managing and inserting clip-art images in files and managing media files on your computer; the *Picture Manger,* for inserting and editing pictures; and *OneNote 2010,* a program for taking notes and brainstorming. These programs are explained in Book VIII.

If you're new to Office, don't be daunted by the prospect of having to study so many different computer programs. The programs have much in common. You find the same commands throughout Office. For example, the method of choosing fonts is the same in Word, Outlook, PowerPoint, Excel, Access, and Publisher. Creating diagrams and charts works the same in Word, PowerPoint, and Excel. Book I describes tasks that are common to all or most of the Office programs. Master one Office program and you're well on your way to mastering the next.

Starting an Office Program

Unless you start an Office program, you can't create a document, construct a worksheet, or make a database. Many have tried to undertake these tasks with mud and papier-mâché without starting a program first, but all have failed. Here are the various and sundry ways to start an Office program:

- **The old-fashioned way:** Click the Start button, choose All Programs➪ Microsoft Office, and then choose the program's name on the submenu.
- **The Start menu:** Click the program's name on the Start menu, as shown in Figure 1-1. The *Start menu* is the menu you see when you click the Start button. By placing a program's name on the Start menu, you can open the program simply by clicking the Start button and then clicking the program's name. To place an Office program on the Start menu:

  1. **Click the Start button and choose All Programs➪Microsoft Office.**
  2. **Move the pointer over the program's name on the submenu, but don't click to select the program's name.**
  3. **Right-click the program's name and choose Pin to Start Menu on the shortcut menu that appears.**

     To remove a program's name from the Start menu, right-click the name and choose Remove from This List.

Starting a program along with your computer

Yet another way to start an Office program is to make the program start automatically whenever you turn on your computer. If you're the president of the Office Fan Club and you have to run, for example, Outlook each time your computer starts, create an Outlook shortcut icon and copy it into the Startup folder. Note which Windows operating system you have, and copy the shortcut icon into the Startup folder in one of these locations:

* **Windows 7 and Vista:** `C:\Users\`*`Username`*`\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup`
* **Windows XP:** `C:\Documents and Settings\`*`Username`*`\Start Menu\Programs\Startup`

- **Quick Launch toolbar (Windows Vista and XP only):** Click a shortcut icon on the Quick Launch toolbar (refer to Figure 1-1). The Quick Launch toolbar appears on the Windows taskbar and is easy to find. Wherever your work takes you, you can see the Quick Launch toolbar and click its shortcut icons to start programs. Create a shortcut icon and follow these steps to place a copy of it on the Quick Launch toolbar:

  1. **Click the shortcut icon to select it.**
  2. **Hold down the Ctrl key.**
  3. **Drag the shortcut icon onto the Quick Launch toolbar.**

     To change an icon's position on the toolbar, drag it to the left or the right. To remove an icon, right-click it and choose Delete.

Finding Your Way Around the Office Interface

Interface, also called the *user interface,* is a computer term that describes how a software program presents itself to the people who use it (and you probably thought *interface* meant two people kissing). These pages give you a quick tour of the Office interface and explain what the various parts of the interface are. You will be glad to know that the interface of all the Office programs is pretty much the same. Click along with me as I describe the interface and you'll know what's what by the time you finish reading these pages.

- **Go to a tab.** Press a KeyTip on a tab to visit a tab.
- **Make KeyTips appear on menu items.** Press a KeyTip on a button or gallery to make KeyTips appear on menu items.

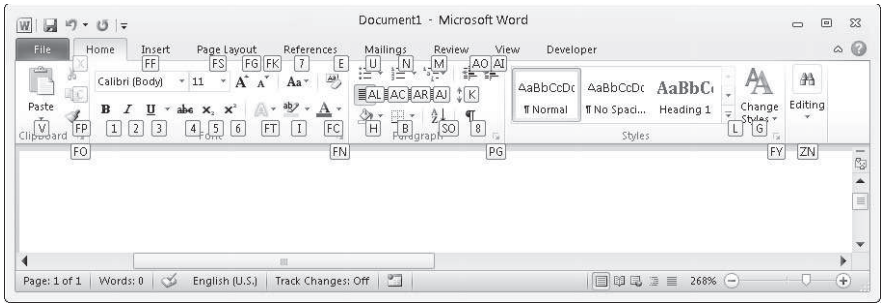


Figure 1-8: Press the Alt key to see KeyTips.

Saving Your Files

Soon after you create a new file, be sure to save it. And save your file from time to time while you work on it as well. Until you save your work, it rests in the computer's electronic memory (RAM), a precarious location. If a power outage occurs or your computer stalls, you lose all the work you did since the last time you saved your file. Make it a habit to save files every ten minutes or so or when you complete an important task.

These pages explain how to save a file, name a file, choose the folder where you want to save a file, declare where you want to save files by default, save files for use in 97–2003 editions of Office, and handle files that were saved automatically after a computer failure.

Saving a file

To save a file:

- Click the Save button (you find it on the Quick Access toolbar).
- Press Ctrl+S.

- Go to the File tab and choose Save.

Saving a file for the first time

The first time you save a presentation, the Save As dialog box opens. It invites you to give the file a name and choose a folder in which to store it. Enter a descriptive name in the File Name text box. To locate a folder for storing your presentation, see "Navigating the Save As and Open Dialog Boxes," later in this chapter.

1. **On the File tab, choose Options.**

   The Options dialog box appears.

2. **Select the Save category (refer to Figure 1-9).**
3. **Enter a Minutes setting in the Save AutoRecover Information Every box.**
4. **Click OK.**

Navigating the Save As and Open Dialog Boxes

The Open dialog box and Save As dialog box offer a bunch of different ways to locate a file you want to open or locate the folder where you want to save a file. Figure 1-10 shows the Open dialog box. I'm happy to report that both dialog boxes, Open and Save As, work the same way.

- **Retracing your search:** Click the Back and Forward buttons (or open the drop-down list on the Back button) to retrace your search for a folder or revisit a folder you previously visited.

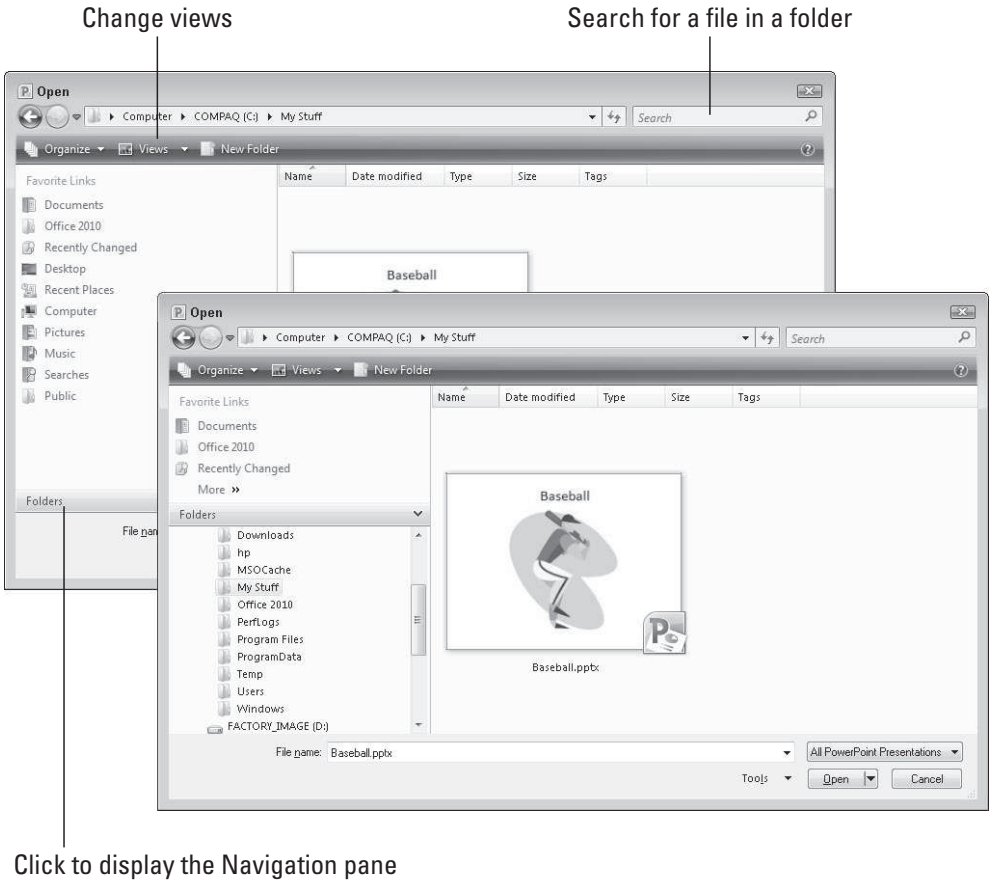


Figure 1-10: The Open dialog box.

Putting a favorite folder on the Favorites list

The Favorites list (or Favorite Links list) in the Open dialog box and Save As dialog box gives you the opportunity to go lickety-split to a folder on your computer or network. All you have to do is click a folder name on the list to see the contents of the folder. If there's a particular folder you visit often that deserves "favorite" status, you can put that folder on the Favorites list by following these steps:

1. **In the Open or Save As dialog box, locate and select the folder that you want to be a favorite.**
2. **Drag the folder into the Favorites list. That's right — just drag it. Moreover, you can slide it up or down the list to put it where you are most likely to find it.**

To remove a folder from the Favorites list, right-click it and choose Remove Link.

- **Searching for files in a folder:** Use the Search box to search for subfolders and files in the folder you're currently viewing. After you type the first few letters of a filename or subfolder, you see only the names of items that start with the letters you typed. To see all the files and subfolders again, click the Close button (the *X*) in the Search box.
- **Changing views:** Display folder contents differently by choosing a view on the Views drop-down list (in Windows 7, look for the View arrow in the upper-right corner of the dialog box). In Details view, you see how large files are and when they were last edited.
- **Creating a new folder:** Click the New Folder button to create a new subfolder for storing files. Select the folder that your new folder will be subordinate to and click the New Folder button. Then type a name for the saved file.
- **Open one of your favorite folders (Windows Vista):** Select a folder in the Favorite Links list to see its contents. Later in this chapter, the "Putting a favorite folder on the Favorite list" sidebar explains how to place the name of a folder in the list.
- **Navigate to different folders:** Click the Folders bar (in the lower-left corner of the dialog box) to open the Navigation pane and look for folders or presentations on a different drive, network location, or folder on your computer. If you don't see the Folders bar, click the Organize button and choose Layout➪Navigation Pane.

Opening and Closing Files

To get to work on a file, you have to open it first. And, of course, you close a file when you're finished working on it and want to stop and smell the roses.

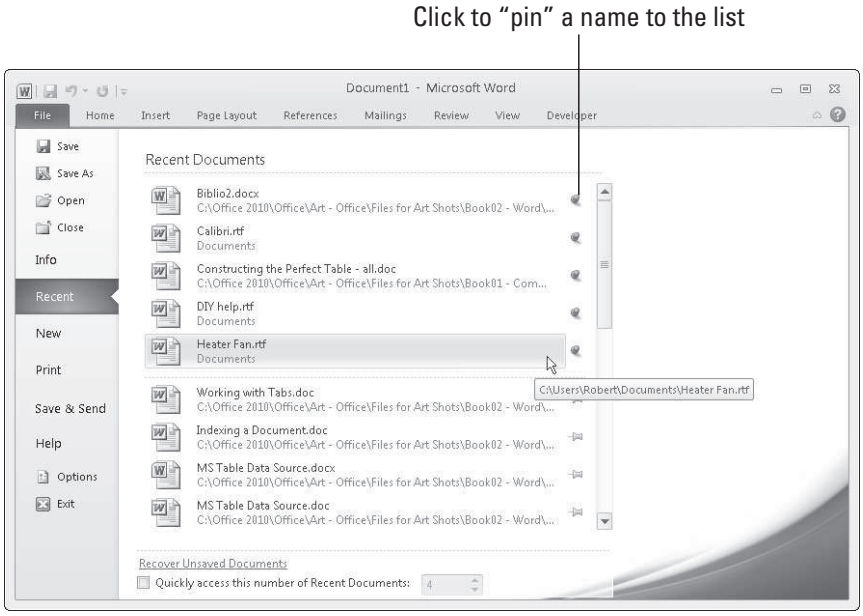


Figure 1-11: Opening a file on the Recent Documents list.

Closing a file

Closing a file is certainly easier than opening one. To close a file, save your file and use one of these techniques:

- On the File tab, choose Close. The program remains open although the file is closed.
- Click the Close button — the *X* in the upper-right corner of the window. (Alternatively, press Alt+F4.) Clicking the Close button closes the program as well as the file.
- Click the program icon (in the upper-left corner of the screen) and choose Close.

If you try to close a file without first saving it, a message box asks whether ditching your file is in your best interests, and you get a chance to click Save in the message box and save your file. Sometimes closing a file without saving the changes you made to it is worthwhile. If you made a bunch of editorial mistakes and want to start over, you can close the file without saving the changes you made. Next time you open the file, you see the version that you had before you made all those mistakes.

Reading and Recording File Properties

Properties are a means of describing a file. If you manage two dozen or more files, you owe it to yourself to record properties. You can use them later to identify files.

File

To read property descriptions, go to the File tab and examine the Information window. Property descriptions are found on the right side of the window, as shown in Figure 1-12.

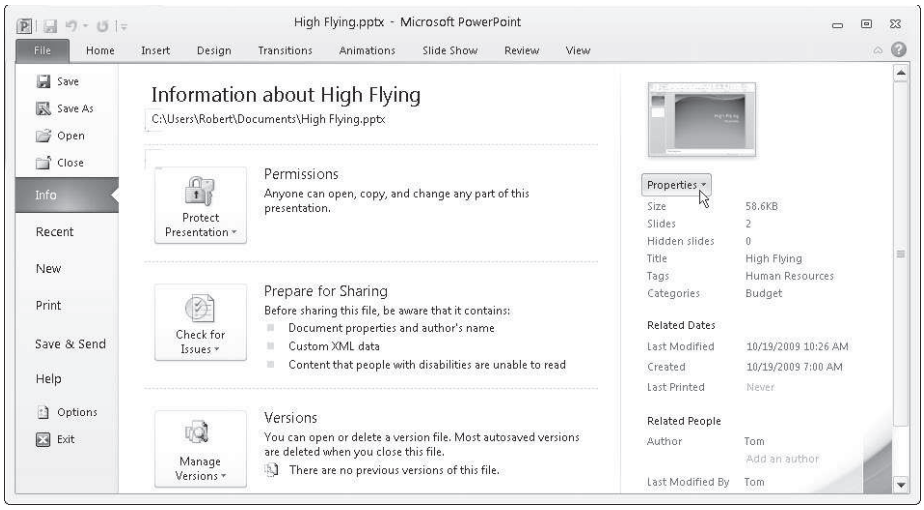


Figure 1-12: Enter properties in the Information window.

To record even more descriptions, click the Properties button and choose one of these commands on the drop-down list:

- **Show Document Panel:** The Document Properties panel appears so that you can enter more descriptions and comments.
- **Advanced Properties:** The Properties dialog box appears. Enter information about your file on the Summary and Custom tab.

You can read a file's properties without opening a file. In Windows Explorer, Computer, or the Open dialog box, right-click a file's name and choose Properties. You see the Properties dialog box. Go to the Details tab to see descriptions you entered.

Word, Excel, and PowerPoint offer a command for erasing document properties. On the File tab, choose Info, click the Check for Issues button, and choose Inspect Document. In the Document Inspector dialog box, click the Inspect button, and then click the Remove All button if you want to remove document properties.

Locking a File with a Password

Perhaps you want to submit your file to others for critical review but you don't want any Tom, Dick, or Harry to look at your file. In that case, lock your file with a password and give out the password only to people whose opinions you trust. These pages explain how to password-protect a file, open a file that is locked with a password, and remove the password from a file.

Chapter 2: Wrestling with the Text

In This Chapter

- **Selecting, moving, copying, and deleting text**
- **Changing the appearance, size, and color of text**
- **Changing the case of letters**
- **Inserting foreign characters and symbols**
- **Finding text — and replacing it if you want**
- **Hyperlinking to Web pages and other places in a file**

To enter text, all you have to do is wiggle your fingers over the keyboard. Everybody knows that. But not everyone knows all the different ways to change the look and size of text in an Office 2010 file. In this chapter, I explain how to do that as well as how to move, copy, and delete text. You find out how to quickly change a letter's case, enter a symbol or foreign character, and find and replace text in a file. Finally, I show you how to link your files to the Internet by fashioning a hyperlink.

Manipulating the Text

This short but important part of Chapter 2 describes the many techniques for selecting, deleting, copying, and moving text. You find an inordinate number of tips on these pages because there are so many shortcuts for manipulating text. Master the many shortcuts and you cut down considerably on the time you spend editing text.

Selecting text

Before you can do anything to text — move it, boldface it, delete it, translate it — you have to select it. Here are speed techniques for selecting text:

by selecting text and then starting to type. The letters you type immediately take the place of and delete the text you selected.

You can always click the Undo button (or press Ctrl+Z) if you regret deleting text. This button is located on the Quick Access toolbar.

Changing the Look of Text

What text looks like is determined by its font, the size of the letters, the color of the letters, and whether text effects or font styles such as italic or boldface are in the text. The text's appearance really matters in Word, PowerPoint, and Publisher because files you create in those programs are meant to be read by all and sundry. Even in Excel, Access, and Outlook messages, however, font choices matter because the choices you make determine whether your work is easy to read and understand.

A *font* is a collection of letters, numbers, and symbols in a particular typeface, including all italic and boldface variations of the letters, numbers, and symbols. Fonts have beautiful names and some of them are many centuries old. Most computers come with these fonts: Arial, Tahoma, Times New Roman, and Verdana. By default, Office often applies the Calibri and Cambria fonts to text.

Format Painter: A fast way to change the look of text

When you're in a hurry to change the look of text and reformat paragraphs, consider using the Format Painter. This nifty tool works something like a paintbrush. You drag it over text to copy formats from place to place. Follow these instructions to use the Format Painter:

1. **Click a place with text and paragraph formats that you want to copy elsewhere (or select the text).**
2. **On the Home tab (or the Format Text tab in an Outlook message), click or double-click the Format Painter button (or press Ctrl+Shift+C).**

You can find the Format Painter button in the Clipboard group. Click the button to copy formats once; double-click to copy formats to more than one location. The pointer changes into a paintbrush.

3. **Drag the pointer across text to which you want to copy the formats.**

   You can go from place to place with the Format Painter.

4. **Click the Format Painter button a second time or press Esc when you're finished with the Format Painter.**

   Press Esc or click the Format Painter button again to cease using the Format Painter if you used it to copy formats to more than one location.

At the opposite end of the spectrum from the Format Painter button is the Clear Formatting button on the Home tab. You can select text and click this button to strip text of all its formats, whatever they may be.

Changing the color of text

Before you change the color of text, peer at your computer screen and examine the background theme or color you chose. Unless the color of the text is different from the theme or color, you can't read the text. Besides choosing a color that contributes to the overall tone, choose a color that is easy to read.

Select the text that needs touching up and use one of these techniques to change its color:

- On the mini-toolbar, open the drop-down list on the Font Color button and choose a color, as shown in Figure 2-4.

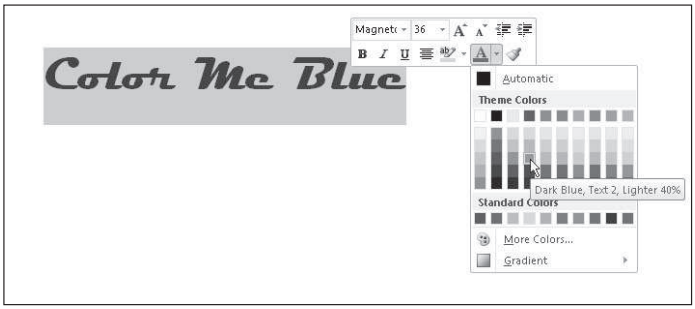


Figure 2-4: Choosing a font color on the mini-toolbar.

- Right-click, open the drop-down list on the Font Color button, and choose a color on the shortcut menu.
- On the Home tab, open the drop-down list on the Font Color button and choose a color.
- On the Home tab, click the Font group button to open the Font dialog box, open the Font Color drop-down list, and choose a color.

The Font Color drop-down list offers theme colors and standard colors. You are well advised to choose a theme color. These colors are deemed *theme colors* because they jive with the theme you choose for your file.

Quick Ways to Handle Case, or Capitalization

Case refers to how letters are capitalized in words and sentences. Table 2-1 explains the different cases, and Figure 2-5 demonstrates why paying attention to case matters. In the figure, the PowerPoint slide titles are presented using different cases, and the titles are inconsistent with one another. In one slide, only the first letter in the title is capitalized (sentence case); in another slide, the first letter in each word is capitalized (capitalize each word); in another, none of the letters is capitalized (lowercase); and in another, all the letters are capitalized (uppercase). In your titles and headings, decide on a capitalization scheme and stick with it for consistency's sake.

- **Capitalize Each Word:** Capitalizes the first letter in each word. If you choose this option for a title or heading, go into the title and lowercase the first letter of articles *(the, a, an),* coordinate conjunctions *(and, or, for, nor),* and prepositions unless they're the first or last word in the title.
- **tOGGLE cASE:** Choose this option if you accidentally enter letters with the Caps Lock key pressed.

You can also change case by pressing Shift+F3. Pressing this key combination in Word and PowerPoint changes characters to uppercase, lowercase, each word capitalized, and back to uppercase again.

Entering Symbols and Foreign Characters

Don't panic if you need to enter an umlaut, grave accent, or cedilla because you can do it by way of the Symbol dialog box, as shown in Figure 2-6. You can enter just about any symbol and foreign character by way of this dialog box. Click where you want to enter a symbol or foreign character and follow these steps to enter it:

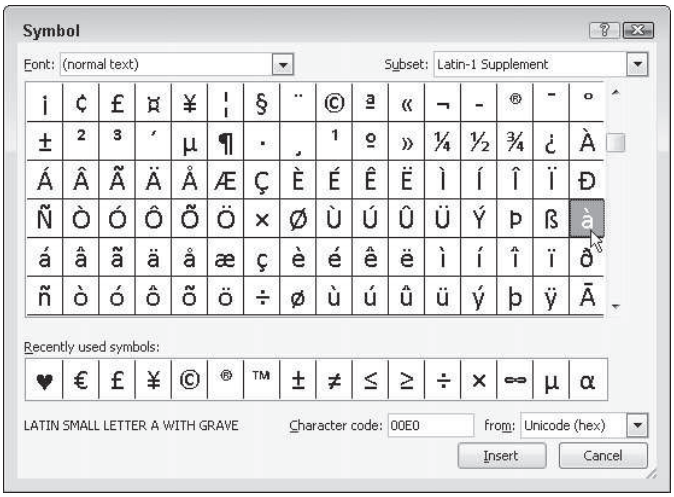


Figure 2-6: To enter a symbol or foreign character, select it and click the Insert button.

1. **On the Insert tab, click the Symbol button. (You may have to click the Symbols button first, depending on the size of your screen.)**

   In Word, Outlook, and Publisher, click More Symbols after you click the Symbol button if no symbol on the drop-down list does the job for you. You see the Symbol dialog box (refer to Figure 2-6).

2. **If you're looking to insert a symbol, not a foreign character, choose Webdings or Wingdings 1, 2, or 3 in the Font drop-down list.**

   Webdings and the Wingdings fonts offer all kinds of weird and wacky symbols.

3. **Select a symbol or foreign character.**

   You may have to scroll to find the one you want.

4. **Click the Insert button to enter the symbol and then click Close to close the dialog box.**

The Symbol dialog box lists the last several symbols or foreign characters you entered under Recently Used Symbols. See whether the symbol you need is listed there. It spares you the trouble of rummaging in the Symbol dialog box. In Word, Outlook, and Publisher, you see the last several symbols or foreign characters you entered on a drop-down list after you click the Symbol button.

Finding and Replacing Text

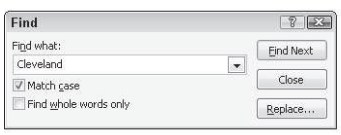
Use the Find command to locate a name or text passage. Use its twin, the powerful Replace command, to find and replace a name or text passage throughout a file. For an idea of how useful the Replace command is, imagine that the company you work for just changed its name and the old company name is in many different places. By using the Replace command, you can replace the old company name with the new name throughout a long file in a matter of seconds.

The basics: Finding stray words and phrases

To locate stray words, names, text passages, and formats, follow these basic steps:

1. **Press Ctrl+F or go to the Home tab and click the Find button. (In Excel, click the Find & Select button and choose Find on the drop-down list.)**

   A dialog box or pane appears so that you can enter search criteria. Figure 2-7 shows the Find dialog box in PowerPoint and the Find and Replace dialog box in Excel.



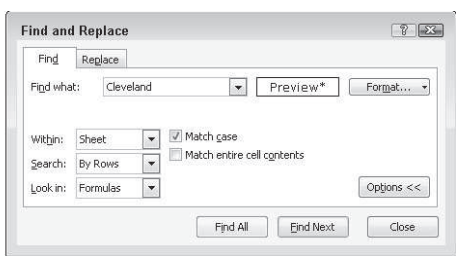


Figure 2-7: Conducting a Find operation in PowerPoint (left) and Excel (right).

Click the Replace All button only if you are very, very confident that the thing your program found is the thing you want to replace.

Be sure to examine your file after you conduct a find-and-replace operation. You never know what the powerful Replace command will do. If the command makes a hash of your file, click the Undo button.

Creating Hyperlinks

A *hyperlink* is an electronic shortcut from one place to another. If you've spent any time on the Internet, you know what a hyperlink is. Clicking hyperlinks on the Internet takes you to different Web pages or different places on the same Web page. In the Office programs, you can use hyperlinks to connect readers to your favorite Web pages or to a different page, slide, or file. You can fashion a link out of a word or phrase as well as any object — a clip-art image, text box, shape, or picture.

These pages explain how to insert a hyperlink to another place in your file as well as create links to Web pages. You also discover how to enter an e-mail hyperlink that makes it easy for others to e-mail you. By the way, the Office programs create a hyperlink for you automatically when you type a word that begins with *www* and ends with *.com* or *.net*. The programs create an automatic e-mail hyperlink when you enter letters that include the symbol (@) and end in *.com* or *.net*.

Linking a hyperlink to a Web page

It could well be that a Web page on the Internet has all the information your readers need. In that case, you can link to the Web page so that viewers can visit it in the course of viewing your file. When a viewer clicks the link, a Web browser opens and the Web page appears.

Follow these steps to hyperlink your file to a Web page on the Internet:

1. **Select the text or object that will form the hyperlink.**

   For example, select a line of text or phrase if you want viewers to be able to click it to go to a Web page.

2. **On the Insert tab, click the Hyperlink button (or press Ctrl+K).**

   Depending on the size of your screen, you may have to click the Links button before you can get to the Hyperlink button. You see the Insert Hyperlink dialog box, as shown in Figure 2-10. You can also open this dialog box by right-clicking an object or text and choosing Hyperlink on the shortcut menu.

Chapter 3: Speed Techniques Worth Knowing About

In This Chapter

- **Undoing mistakes and repeating actions**
- **Zooming to get a better view of your work**
- **Working with two different files at the same time**
- **Instructing Office to correct typos automatically**
- **Entering hard-to-type text with the AutoCorrect command**

This brief chapter takes you on a whirlwind tour of shortcut commands that can save you time and effort no matter which Office program you're working in. This chapter is devoted to people who want to get it done quickly and get away from their computers. It explains the Undo and Repeat commands, zooming in and out, and opening more than one window on the same file. You also discover how to display windows in different ways, correct your typos automatically, and enter hard-to-type terminology with a simple flick of the wrist.

Undoing and Repeating Commands

If I were to choose two commands for the Hall of Fame, they would be the Undo command and the Repeat command. One allows you to reverse actions you regret doing, and the other repeats a previous action without you having to choose the same commands all over again. Undo and Repeat are explained forthwith.

Undoing a mistake

Fortunately for you, all is not lost if you make a big blunder because Office has a marvelous little tool called the Undo command. This command "remembers" your previous editorial and formatting changes. As long as you catch your error in time, you can undo your mistake.

Click the Undo button on the Quick Access toolbar (or press Ctrl+Z) to undo your most recent change. If you made your error and went on to do something else before you caught it, open the drop-down list on the Undo button.

Zooming In, Zooming Out

Eyes weren't meant to stare at the computer screen all day, which makes the Zoom controls all the more valuable. You can find these controls in the lower-right corner of the window and on the View tab, as shown in Figure 3-2. Use them freely and often to enlarge or shrink what is on the screen and preserve your eyes for important things, such as gazing at the sunset.

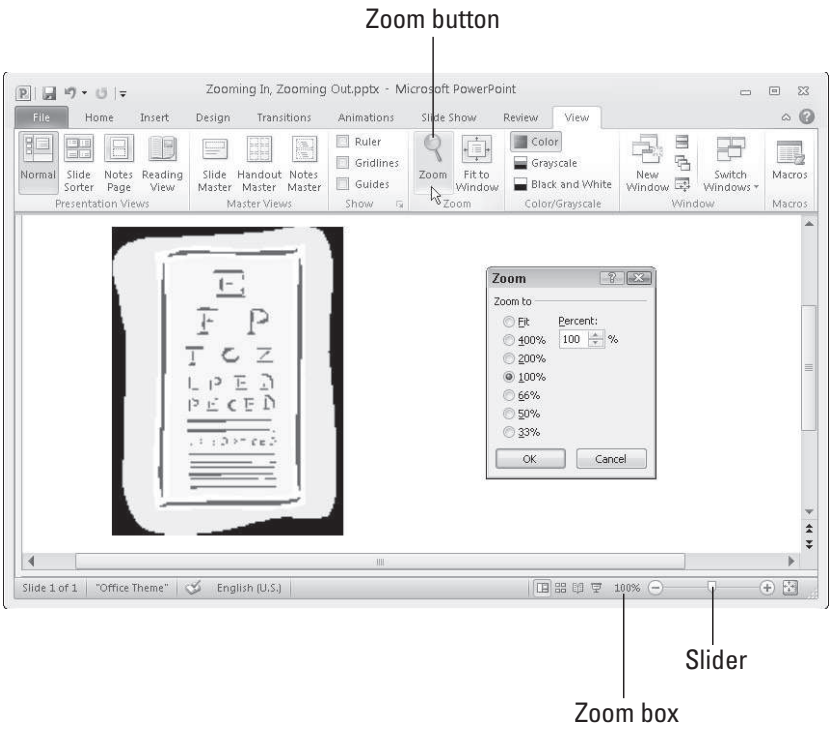


Figure 3-2: The Zoom controls.

Meet the Zoom controls:

- **Zoom dialog box:** Click the Zoom button on the View tab or the Zoom box (the % listing) to display the Zoom dialog box, as shown in Figure 3-2. From there, you can select an option button or enter a Percent measurement.
- **Zoom button:** Click the Zoom In or Zoom Out button on the Zoom slider to zoom in or out in 10-percent increments.
- **Zoom slider:** Drag the *Zoom slider* left to shrink or right to enlarge what is on your screen.
- **Mouse wheel:** If your mouse has a wheel, you can hold down the Ctrl key and spin the wheel to quickly zoom in or out.

Each Office program offers its own special Zoom commands in the Zoom group on the View tab. In Word, for example, you can display one page or many pages; in Excel, you can click the Zoom to Selection button and enlarge a handful of cells. Make friends with the Zoom commands. They never let you down.

Viewing a File through More Than One Window

By way of the commands in the Window group in the View tab, you can be two places simultaneously, at least where Office is concerned. You can work on two files at once. You can place files side by side on the screen and do a number of other things to make your work a little easier.

Word, Excel, and PowerPoint offer these buttons in the Window group:

- **New Window:** Opens another window on your file so you can be two places at once in the same file. To go back and forth between windows, click a taskbar button or click the Switch Windows button and choose a window name on the drop-down list. Click a window's Close button when you're finished looking at it.

- **Arrange All:** Arranges open windows side by side on-screen.

- **Switch Windows:** Opens a drop-down list with open windows so you can travel between windows.

You can also take advantage of these Window buttons in Word and Excel to compare files:

- **View Side by Side**: Displays files side by side so you can compare and contrast them.

- **Synchronous Scrolling:** Permits you to scroll two files at the same rate so you can proofread one against the other. To use this command, start by clicking the View Side by Side button. After you click the Synchronous Scrolling button, click the Reset Window Position button so both files are displayed at the same size on-screen.

- **Reset Window Position:** Makes files being shown side by side the same size on-screen to make them easier to compare.

Correcting Typos on the Fly

The unseen hand of Office 2010 corrects some typos and misspellings automatically. For example, try typing **accomodate** with one *m* — Office corrects the misspelling and inserts the second *m* for you. Try typing

Entering Text Quickly with the AutoCorrect Command

The preceding part of this chapter explains how you can use the AutoCorrect command to help correct typing errors, but with a little cunning you can also use it to quickly enter hard-to-type jargon, scientific names, and the like. To open the AutoCorrect dialog box, go to the File tab, choose Options, go to the Proofing category in the Options dialog box, and then click the AutoCorrect Options button. Select the AutoCorrect tab in the AutoCorrect dialog box, as shown in Figure 3-4.

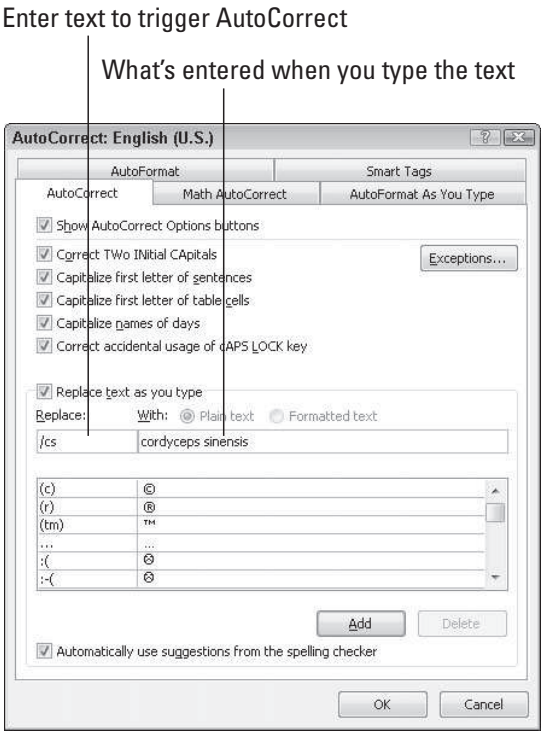


Figure 3-4: With a little cunning, you can use AutoCorrect to enter hard-to-type text.

In the Replace column in the AutoCorrect tab are hundreds of common typing errors and codes that Office corrects automatically. The program corrects the errors by entering text in the With column whenever you mistakenly type the letters in the Replace column. However, you can also use this dialog box for a secondary purpose to quickly enter text.

To make AutoCorrect work as a means of entering text, you tell Office to enter the text whenever you type three or four specific characters. In Figure 3-4, for example, Office is instructed to insert the words *Cordyceps sinensis* (a mushroom genus) whenever I enter the characters **/cs** (and press the spacebar). Follow these steps to use AutoCorrect to enter text:

Chapter 4: Taking Advantage of the Proofing Tools

In This Chapter

- **Fixing spelling errors and customizing the spelling dictionary**
- **Repairing grammatical errors in Word documents**
- **Conducting outside research while you work in an Office program**
- **Looking for a better word in the thesaurus**
- **Working with and translating foreign language text**

I was going to call this chapter "Foolproofing Your Work," but that seemed kind of presumptuous because keeping every error from slipping into your work is well-nigh impossible. Still, you can do a good job of proofing your work and eliminating errors by using the tools that Office provides for that purpose. This chapter describes how to proof your work for spelling and grammatical errors. It shows how to conduct research in reference books and on the Internet without leaving an Office program. You also find out how to translate text and proof foreign language text in an Office file. The Office proofing tools are not foolproof, but they're close to it.

Correcting Your Spelling Errors

Office keeps a dictionary in its hip pocket, which is a good thing for you. Who wants to be embarrassed by a spelling error? Office consults its dictionary when you enter text in Word, PowerPoint, Access, Excel, Outlook, and Publisher. To correct misspellings, you can either address them one at a time or start the spell checker and proof many pages or slides simultaneously. You can even create your own dictionary with the jargon and slang peculiar to your way of life and have Office check the spelling of your jargon and slang.

Don't trust the smell checker to be accurate all the time. It doesn't really locate misspelled words — it locates words that aren't in its dictionary. For example, if you write "Nero diddled while Rome burned," the spell checker won't catch the error. Nero *fiddled* while Rome burned, but because *diddle* is a legitimate word in the spelling dictionary, the spell checker overlooks the error. The moral: Proofread your files carefully and don't rely on the spell checker to catch all your smelling errors.

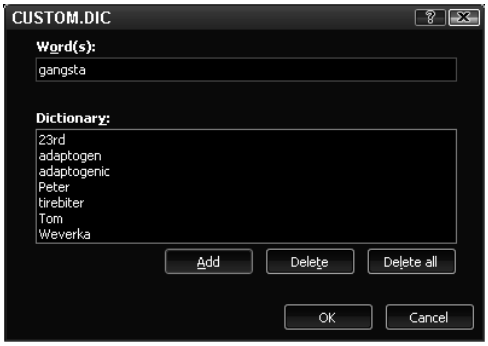


Figure 4-4: Edit the words in a custom dictionary in this dialog box.

Preventing text from being spell-checked

Spell-checking address lists, lines of computer code, and foreign languages such as Spanglish for which Microsoft doesn't offer foreign language dictionaries is a thorough waste of time. Follow these steps in Word, PowerPoint, and Outlook to tell the spell checker to ignore text:

1. **Select the text.**
2. **In the Review tab, click the Language button and choose Set Proofing Language on the drop-down list.**

   You see the Language dialog box.
3. **Select the Do Not Check Spelling or Grammar check box.**
4. **Click OK.**

Checking for Grammatical Errors in Word

Much of what constitutes good grammar is, like beauty, in the eye of the beholder. Still, you can do your best to repair grammatical errors in Word documents by getting the assistance of the grammar checker. The grammar checker identifies grammatical errors, explains what the errors are, and gives you the opportunity to correct the errors.

Figure 4-5 shows the grammar checker in action in the Spelling and Grammar dialog box. As long as the Check Grammar check box is selected, Word looks for grammatical errors along with spelling errors. To open the Spelling and Grammar dialog box, press F7 or go to the Review tab and click the Spelling & Grammar button.

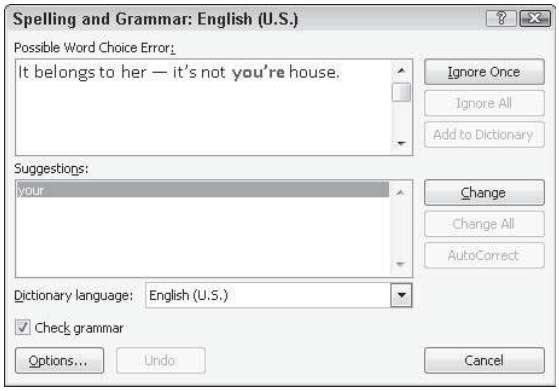


Figure 4-5: Fix grammatical errors with the grammar checker.

Sentences in which grammatical errors appear are underlined in blue in your document. Meanwhile, the grammatical errors themselves appear in bright blue in the box at the top of the Spelling and Grammar dialog box (along with spelling errors, which are red). When Word encounters an error, take one of these actions to correct it:

- ✦ Select a correction in the Suggestions box and click the Change button.
- ✦ Delete the grammatical error or rephrase the sentence in the top of the dialog box, enter a correction, and click the Change button.
- ✦ Click outside the Spelling and Grammar dialog box, correct the grammatical error in your document, and then click the Resume button (you find it where the Ignore Once button used to be).

Click one of the Ignore buttons to let what Word thinks is a grammatical error stand.

If you want to fine-tune how Word runs its grammar checker, click the Options button in the Spelling and Grammar dialog box. You land in the Proofing category of the Word Options dialog box. Under When Correcting Spelling and Grammar in Word, choose whether to underline grammatical errors in your documents, whether to check for grammatical as well as spelling errors, and in the Writing Style drop-down list, how stringent you want the rules of grammar to be. Choose Grammar & Style, not Grammar Only, if you want Word to enforce style rules as well as the rules of grammar.

Researching a Topic Inside an Office Program

Thanks to the Research task pane, your desk needn't be as crowded as before. The Research task pane offers dictionaries, foreign language dictionaries, a thesaurus, language translators, and encyclopedias, as well as Internet searching, all available from inside the Office programs. As shown in Figure 4-6, the Research task pane can save you a trip to the library. Table 4-1

3. **Enter a research term in the Search For text box (if one isn't there already).**

   If you weren't able to click a word or select words in Step 1, enter research terms now.

4. **Open the Search For drop-down list and tell Office where to steer your search (refer to Table 4-1).**

   Choose a reference book, research Web site, or business and financial Web site. To research in a category, choose a category name — All Reference Books, All Research Sites, or All Business and Financial Sites. Later in this chapter, "Choosing your research options" explains how to decide which researching options appear on the drop-down list.

5. **Click the Start Searching button (or press Enter).**

   The results of your search appear in the Research task pane.

If your search yields nothing worthwhile or nothing at all, scroll to the bottom of the task pane, click Can't Find It?, and try the All Reference Books or All Research Sites link. The first link searches all reference books — the dictionaries, thesauruses, and translation services. The second searches research sites — Bing, Factiva iWorks, and HighBeam Research.

You can retrace a search by clicking the Previous Search button or Next Search button in the Research task pane. These buttons work like the Back and Forward buttons in a Web browser.

Choosing your research options

Which research options appear in the Search For drop-down list is up to you. Maybe you want to dispense with the for-a-fee services. Maybe you want to get stock quotes from a particular country. To decide which research options appear in the Research task pane, open the task pane and click the Research Options link (at the bottom of the task pane). You see the Research Options dialog box. Select the research services you want and click OK.

Finding the Right Word with the Thesaurus

If you can't find the right word or if the word is on the tip of your tongue but you can't quite remember it, you can always give the thesaurus a shot. To find synonyms for a word, start by right-clicking the word and choosing Synonyms on the shortcut menu, as shown in Figure 4-7 (you can't do this in Excel). With luck, the synonym you're looking for appears on the submenu, and all you have to do is click to enter the synonym. Usually, however, finding a good synonym is a journey, not a Sunday stroll.

Proofing Text Written in a Foreign Language

In the interest of cosmopolitanism, Office gives you the opportunity to make foreign languages a part of Word documents, PowerPoint presentations, Publisher publications, and Outlook messages. To enter and edit text in a foreign language, start by installing proofing tools for the language. With the tools installed, you tell Office where in your file a foreign language is used. After that, you can spell-check text written in the language.

To spell-check text written in Uzbek, Estonian, Afrikaans, and other languages apart from English, French, and Spanish, you have to obtain additional proofing tools from Microsoft. These can be obtained at the Microsoft Product Information Center at `www.microsoft.com/products` (enter **proofing tools** in the Search box). Proofing tools include a spell checker, grammar checker, thesaurus, hyphenator, AutoCorrect list, and translation dictionary, but not all these tools are available for every language.

In PowerPoint and Word, the status bar along the bottom of the window lists which language the cursor is in. Glance at the status bar if you aren't sure which language Office is whispering in your ear.

Telling Office which languages you will use

Follow these steps to inform Word, PowerPoint, Publisher, and Outlook that you will use a language or languages besides English in your files:

1. **On the Review tab, click the Language button and choose Language Preferences.**

   The Options dialog box opens to the Language category.

2. **Open the Add Additional Editing Languages drop-down list, select a language, and click the Add button to make that language a part of your presentations, documents, and messages.**

3. **Click OK.**

Marking text as foreign language text

The next step is to tell Office where in your file you're using a foreign language. After you mark the text as foreign language text, Office can spell-check it with the proper dictionaries. Follow these steps to mark text so that Office knows in which language it was written:

1. **Select the text that you wrote in a foreign language.**

2. **Go to the Review tab.**

3. **Click the Language button and choose Set Proofing Language on the drop-down list.**

   You see the Language dialog box, as shown in Figure 4-8.

4. **Select a language and click OK.**

Figure 4-8: Identifying foreign language words for spell-checking.

Translating Foreign Language Text

Office offers a gizmo for translating words and phrases from one language to another. The translation gizmo gives you the opportunity to translate single words and phrases as well as entire files, although, in my experience, it is only good for translating words and phrases. To translate an entire file, you have to seek the help of a real, native speaker.

Follow these steps to translate foreign language text:

1. **Select the word or phrase that needs translating.**

2. **On the Review tab, click the Translate button and choose a Translate option on the drop-down list.**

   Office offers these ways to translate words:

   - *Translate Document (Word only):* Word sends the text to a translation service at Bing Translator, and the translated text appears on a Web page. Copy the text and do what you will with it. (If the wrong translation languages are listed, choose the correct languages from the drop-down lists.)

Chapter 5: Creating a Table

In This Chapter

- **Understanding table jargon**
- **Creating a table and entering the text and numbers**
- **Aligning table text in various ways**
- **Merging and splitting cells to make interesting layouts**
- **Changing the size of rows and columns**
- **Decorating a table with table styles, colors, and borders**
- **Doing math calculations in a Word table**
- **Discovering an assortment of table tricks**

The best way to present a bunch of data at once in Word, PowerPoint, or Publisher is to do it in a table. Viewers can compare and contrast the data. They can compare Elvis sightings in different cities or income from different businesses. They can contrast the number of socks lost in different washing machine brands. A table is a great way to plead your case or defend your position. On a PowerPoint slide, the audience can see right away that the numbers back you up. In a Word or Publisher document, readers can refer to your table to get the information they need.

As everyone who has worked on tables knows, however, tables are a chore. Getting all the columns to fit, making columns and rows the right width and height, and editing the text in a table isn't easy. This chapter explains how to create tables, enter text in tables, change the number and size of columns and rows, lay out tables, format tables, and (in Word) do the math in tables. You also discover a few tricks — including using a picture for the background — that only magicians know. And to start you on the right foot, I begin by explaining table jargon.

Talking Table Jargon

As with much else in Computerland, tables have their own jargon. Figure 5-1 describes this jargon. Sorry, but you need to catch up on these terms to construct the perfect table:

- **Cell:** The box that is formed where a row and column intersect. Each cell holds one data item.
- **Header row:** The name of the labels along the top row that explain what is in the columns below.
- **Row labels:** The labels in the first column that describe what is in each row.
- **Borders:** The lines in the table that define where the rows and columns are.
- **Gridlines:** The gray lines that show where the columns and rows are. Unless you've drawn borders around all the cells in a table, you can't tell where rows and columns begin and end without gridlines. To display or hide the gridlines, go to the (Table Tools) Layout tab and click the View Gridlines button.

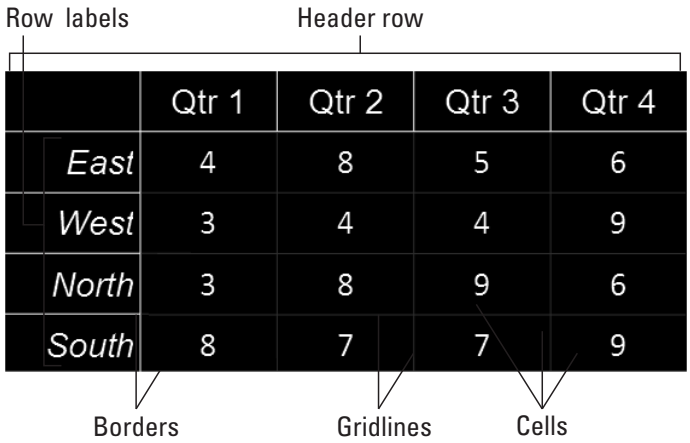


Figure 5-1: The parts of a table.

Creating a Table

Word, PowerPoint, and Publisher offer several ways to create a table:

- **Drag on the Table menu.** On the Insert tab, click the Table button, point in the drop-down list to the number of columns and rows you want, click, and let go of the mouse button.

After you create a table, you get two new tabs on the Ribbon. The (Table Tools) Design tab offers commands for changing the look of the table; the (Table Tools) Layout tab is for changing around the rows and columns.

Entering the Text and Numbers

After you create the table, you can start entering text and numbers. All you have to do is click in a cell and start typing. Select your table and take advantage of these techniques to make the onerous task of entering table data a little easier:

- **Quickly changing a table's size**: Drag the bottom or side of a table to change its overall size. In Word, you can also go to the (Table Tools) Layout tab, click the AutoFit button, and choose AutoFit Window to make the table stretch from margin to margin.
- **Moving a table**: In Word, switch to Print Layout view and drag the table selector (the square in the upper-left corner of the table). In PowerPoint and Publisher, move the pointer over the table's perimeter, and when you see the four-headed arrow, click and drag.
- **Choosing your preferred font and font size**: Entering table data is easier when you're working in a font and font size you like. Select the table, visit the Home tab, and choose a font and font size there. In Word and PowerPoint, you can select a table by going to the (Table Tools) Layout tab, clicking the Select button, and choosing Select Table on the drop-down list.
- **Quickly inserting a new row:** Click in the last column of the last row in your table and press the Tab key to quickly insert a new row at the bottom of the table.

Here are some shortcuts for moving the cursor in a table:

Press	*Moves the Cursor to*
Tab	Next column in row
Shift+Tab	Previous column in row
↓	Row below
↑	Row above
Alt+Page Up	Top of column (Word and PowerPoint)
Alt+Page Down	Bottom of column (Word and PowerPoint)

Selecting Different Parts of a Table

It almost goes without saying, but before you can reformat, alter, or diddle with table cells, rows, or columns, you have to select them:

- **Selecting cells:** To select a cell, click in it. You can select several adjacent cells by dragging the pointer over them.

- **Selecting rows:** Move the pointer to the left of the row and click when you see the right-pointing arrow; click and drag to select several rows. You can also go to the (Table Tools) Layout tab, click inside the row you want to select, click the Select button, and choose Select Row on the drop-down list. To select more than one row at a time, select cells in the rows before choosing the Select Row command.
- **Selecting columns:** Move the pointer above the column and click when you see the down-pointing arrow; click and drag to select several columns. You can also start from the (Table Tools) Layout tab, click in the column you want to select, click the Select button, and choose Select Column in the drop-down list. To select several columns, select cells in the columns before choosing the Select Column command.
- **Selecting a table:** On the (Table Tools) Layout tab, click the Select button, and choose Select Table on the drop-down list. In PowerPoint, you can also right-click a table and choose Select Table on the shortcut menu.

Aligning Text in Columns and Rows

Aligning text in columns and rows is a matter of choosing how you want the text to line up vertically and how you want it to line up horizontally. Select the cells, columns, or rows, with text that you want to align (or select your entire table) and then align the text:

- **In Word and Publisher:** On the (Table Tools) Layout tab, click an Align button (you may have to click the Alignment button first, depending on the size of your screen). Word offers nine of them in the Alignment group.
- **In PowerPoint:** On the (Table Tools) Layout tab, click one Horizontal Align button (Align Left, Center, or Align Right), and one Vertical Align button (Align Top, Center Vertically, or Align Bottom). You may have to click the Alignment button first.

Merging and Splitting Cells

Merge and split cells to make your tables a little more elegant than run-of-the-mill tables. *Merge* cells to break down the barriers between cells and join them into one cell; *split* cells to divide a single cell into several cells (or several cells into several more cells). In the table shown in Figure 5-2, the cells in rows two, four, and six have been merged and a baseball player's name appears in each merged cell. Where rows two, four, and six originally had nine cells, they now have only one.

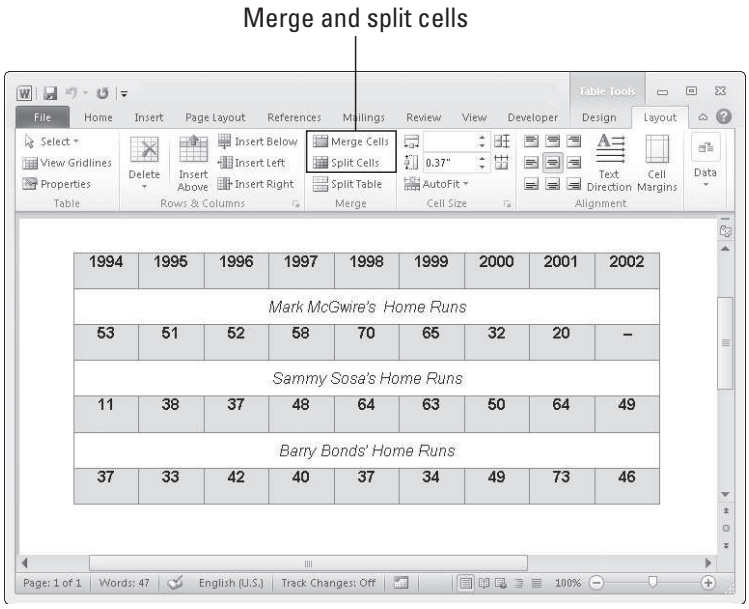


Figure 5-2: Merge cells to create larger cells.

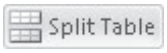
Select the cells you want to merge or split, go to the (Table Tools) Layout tab, and follow these instructions to merge or split cells:

- **Merging cells:** Click the Merge Cells button (in Word and PowerPoint, you can also right-click and choose Merge Cells).

- **Splitting cells:** Click the Split Cells button (in Word and PowerPoint, you can also right-click and choose Split Cells). In the Split Cells dialog box, declare how many columns and rows you want to split the cell into and then click OK. In Publisher, you can only split cells that were previously merged.

In Word and PowerPoint, you can merge and split cells by clicking the Draw Table or Eraser button on the (Table Tools) Design tab. Click the Draw Table button and then draw lines through cells to split them. Click the Eraser button and drag over or click the boundary between cells to merge cells. Press Esc when you finish drawing or erasing table cell boundaries. You can

click the Pen Color button and choose a color on the drop-down list to draw in a particular color.



Need to split a table? In Word, place the cursor in what you want to be the first row of the new table, go to the (Table Tools) Layout tab, and click the Split Table button.

Laying Out Your Table

Very likely, you created too many or too few columns or rows for your table. Some columns are probably too wide and others too narrow. If that's the case, you have to change the table layout by deleting, inserting, and changing the size of columns and rows, not to mention changing the size of the table itself. In other words, you have to modify the table layout. (Later in this chapter, "Decorating your table with borders and colors" shows how to put borders around tables and embellish them in other ways.)

Changing the size of a table, columns, and rows

The fastest way to adjust the width of columns, the height of rows, and the size of a table itself is to "eyeball it" and drag the mouse:

- **Column or row:** Move the pointer onto a gridline or border, and when the pointer changes into a double-headed arrow, start dragging. Tug and pull, tug and pull until the column or row is the right size.

  In Word and PowerPoint, you can also go to the (Table Tools) Layout tab and enter measurements in the Height and Width text boxes to change the width of a column or the height of a row. The measurements affect entire columns or rows, not individual cells.

- **A table:** Select your table and use one of these techniques to change its size in Word and PowerPoint:

  - *Dragging:* Drag the top, bottom, or side of the table. You can also drag the lower-right corner to change the size vertically and horizontally.
  - *Height and Width text boxes:* On the (Table Tools) Layout tab, enter measurements in the Height and Width text boxes. In Publisher, these text boxes are found on the (Table Tools) Design tab. In PowerPoint, click the Lock Aspect Ratio check box if you want to keep the table's proportions when you change its height or width.
  - *Table Properties dialog box (Word only):* On the (Table Tools) Layout tab, click the Cell Size group button, and on the Table tab of the Table Properties dialog box, enter a measurement in the Preferred Width text box.

Moving columns and rows

Because there is no elegant way to move a column or row, you should move only one at a time. If you try to move several simultaneously, you open a can of worms that is best left unopened. To move a column or row:

1. **Select the column or row you want to move.**

   Earlier in this chapter, "Selecting Different Parts of a Table" explains how to select columns and rows.

2. **Right-click in the selection and choose Cut on the shortcut menu.**

   The column or row is moved to the Clipboard.

3. **Insert a new column or row where you want the column or row to be.**

   Earlier in this chapter, "Inserting and deleting columns and rows" explains how.

4. **Move the column or row:**

   - *Column:* Click in the topmost cell in your new column and then click the Paste button or press Ctrl+V.
   - *Row:* Click in the first column of the row you inserted and then click the Paste button or press Ctrl+V.

Formatting Your Table

After you enter text in the table, lay out the columns and rows, and make them the right size, the fun begins. Now you can dress up your table and make it look snazzy. You can change fonts, choose colors for columns and rows, and even land a graphic in the background of your table. You can also play with the borders that divide the columns and rows and shade columns, rows, and cells by filling them with gray shades or a black background. Read on to find out how to do these tricks.

Designing a table with a table style

The fastest way to get a good-looking table is to select a table style in the Table Styles gallery, as shown in Figure 5-3. A *table style* is a ready-made assortment of colors and border choices. You can save yourself a lot of formatting trouble by selecting a table style. After you've selected a table style, you can modify it by selecting or deselecting check boxes in the Table Style Options group.

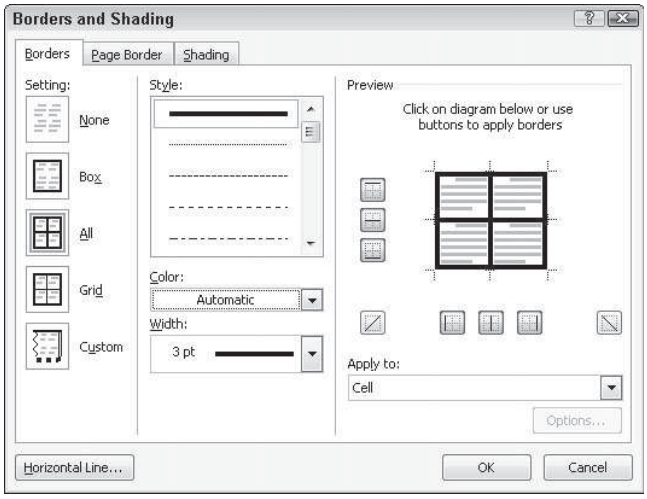


Figure 5-5: In Word, you can draw borders with the Borders and Shading dialog box.

Selecting colors for columns, rows, or your table

Follow these steps to paint columns, rows, or your table a new color:

1. **Select the part of the table that needs a paint job.**

2. **In the (Table Tools) Design tab, open the drop-down list on the Shading button and choose a color (refer to Figure 5-5).**

   This button is called Fill in Publisher.

Later in this chapter, "Using a picture as the table background" explains how to use a picture as the background in a table.

Using Math Formulas in Word Tables

No, you don't have to add the figures in columns and rows yourself; Word gladly does that for you. Word can perform other mathematical calculations as well. Follow these steps to perform mathematical calculations and tell Word how to format sums and products:

1. **Put the cursor in the cell that will hold the sum or product of the cells above, below, to the right, or to the left.**

2. **On the (Table Tools) Layout tab, click the Formula button.**

   Depending on the size of your screen, you may have to click the Data button first. The Formula dialog box appears, as shown in Figure 5-6. In its wisdom, Word makes an educated guess about what you want the formula to do and places a formula in the Formula box.

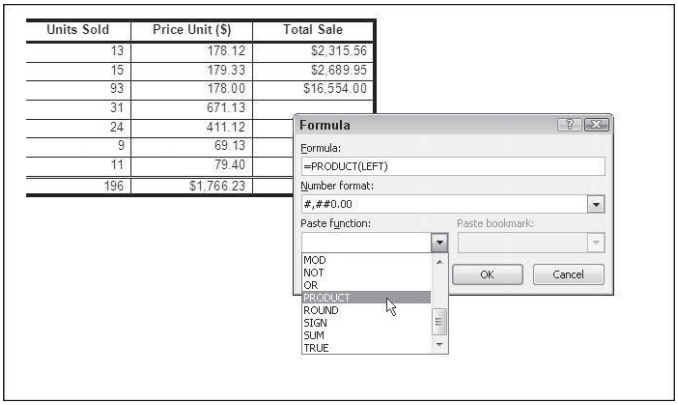


Figure 5-6: A math formula in a table.

3. **If this isn't the formula you want, delete everything except the equal sign in the Formula box, open the Paste Function drop-down list, and choose another function for the formula.**

   For example, choose PRODUCT to multiply figures. You may have to type **left**, **right**, **above**, or **below** in the parentheses within the formula to tell Word where the figures that you want it to compute are.

4. **In the Number Format drop-down list, choose a format for your number.**

5. **Click OK.**

Word doesn't calculate blank cells in formulas. Enter 0 in blank cells if you want them to be included in calculations. You can copy functions from one cell to another to save yourself the trouble of opening the Formula dialog box.

Neat Table Tricks

The rest of this chapter details a handful of neat table tricks to make your tables stand out in a crowd. Why should all tables look alike? Read on to discover how to make text in the header row stand on its ear, put a picture behind a table, draw diagonal border lines, draw on top of a table, and wrap slide text around a table.

Changing the direction of header row text

In a top-heavy table in which the cells in the first row contain text and the cells below contain numbers, consider changing the direction of the text in the first row to make the table easier to read. Changing text direction in the first row is also a good way to squeeze more columns onto a table. Consider how wide the table shown in Figure 5-7 would be if the words in the first row were displayed horizontally.

Chapter 6: Creating a Chart

In This Chapter

- **Looking at the different parts of a chart**
- **Creating a chart**
- **Examining the different types of charts**
- **Entering chart data in an Excel worksheet**
- **Positioning a chart in Excel, Word, and PowerPoint**
- **Changing the appearance of a chart**
- **Saving a customized chart as a template so that you can use it again**
- **Exploring some fancy-schmancy chart tricks**
- **Fixing common problems with charts**

Nothing is more persuasive than a chart. The bars, pie slices, lines, or columns show instantaneously that production is up or down, that cats are better than dogs or dogs better than cats, or that catsup tastes better than ketchup. Fans of charts and graphs will be glad to know that putting a chart in a Word document, Excel worksheet, or PowerPoint slide is fairly easy.

This chapter explains how to create a chart. It looks at which charts are best for presenting different kinds of data, how to change a chart's appearance, and how to save charts in a template that you can use again. You discover some nice chart tricks, including how to make a picture the backdrop for a chart and how to annotate a chart. This chapter also addresses common chart problems.

A Mercifully Brief Anatomy Lesson

Throughout this chapter, I show you many ways to tinker with charts, but before you can begin tinkering, you need to know what you're tinkering with. In other words, you have to know what the different parts of a chart are. Here is a brief chart anatomy lesson. Figure 6-1 points out where some of the terms described here are found on a real, live chart:

- **Data series:** A group of related data points presented by category on a chart. The chart in Figure 6-1 has two data series, one for Texas and one for Utah.
- **Categories:** The actual items that you want to compare or display in your chart. In Figure 6-1, the categories are the three years in which UFO sightings occurred in the two states.
- **Legend:** A text box located to the side, top, or bottom of a chart that identifies the chart's data labels.
- **Horizontal and vertical axes:** For plotting purposes, one side of the plot area. In the chart in Figure 6-1, UFO sightings are plotted on the *horizontal axis;* categories are plotted on the *vertical axis.* Sometimes these axes are called the *category axis* (or *x axis*) and the *value axis* (or *y axis*).

  Axes can be confusing, but these axes aren't as evil as they seem. All you really need to know about them is this: You can label the axes in different ways and you can rotate the chart so that the horizontal becomes the vertical axis and vice versa (click the Switch Row/Column button).
- **Data point:** A value plotted on a chart that is represented by a column, line, bar, pie slice, dot, or other shape. Each data point corresponds to a value entered in the worksheet. In Figure 6-1, for example, the data points for Texas UFO sightings are 14 in 2005, 11 in 2006, and 9 in 2007. Hence the Texas columns in the table rise to the 14, 11, and 9 level.
- **Data marker:** Shapes on a chart that represent data points. Data markers include columns, lines, pie slices, bubbles, and dots. In Figure 6-1, columns are the data markers.
- **Data label:** A label that shows the actual values used to construct the data markers. In the chart in Figure 6-1, there are six data labels, one on the top of each column. Displaying data labels in charts is optional.

The good news where the anatomy of a chart is concerned is that you can click anywhere on a chart and see a pop-up box that tells you what part of the chart you just clicked. I wish biology class were that easy!

The Basics: Creating a Chart

Throughout this chapter, I explain the whys, wherefores, and whatnots of creating a chart. Before going into details, here are the basic steps that everyone needs to know to create a chart in Word, Excel, and PowerPoint:

1. **Go to the Insert tab.**
2. **If you're working in Excel, select the data you'll use to generate the chart (in Word and PowerPoint, skip to Step 3).**

4. **In Word and PowerPoint, replace the sample data in the Excel worksheet with the data you need for generating your chart.**

   Later in this chapter, "Providing the Raw Data for Your Chart" explains how to enter data in an Excel worksheet. After you finish entering the data, you can close Excel by clicking the Close button in the Excel window or going to the File tab and choosing Close.

5. **To modify your chart, start by selecting it.**

   Click a chart to select it. Selecting a chart makes the Chart Tools tabs appear in the upper-right corner of the window. Use these tabs — Design, Layout, and Format — to make your chart just-so.

   In Word, you must be in Print Layout view to see a chart.

6. **Select the (Chart Tools) Design tab when you want to change the chart's layout, alter the data with which the chart was generated, or select a different chart type.**

   Later in this chapter, "Changing a Chart's Appearance" explains how to change the design of a chart.

7. **Select the (Chart Tools) Layout tab when you want to change the chart's title, labels, or gridlines.**

   You can add or remove parts of a chart starting on the Layout tab. Later in this chapter, "Changing the layout of a chart" describes how to change around the text and gridlines on a chart.

8. **Select the (Chart Tools) Format tab when you want to change the appearance of your chart.**

   You can change colors and fills on your chart, as "Changing a chart element's color, font, or other particular" explains later in this chapter.

And if you decide to delete the chart you created? Click its perimeter to select it and then press the Delete key.

Choosing the Right Chart

If you're a fan of charts, the huge selection of charts can make you feel like a kid in a candy store, but if charts aren't your forte, the wealth of charts you can choose from can be daunting. You can choose among 6 dozen charts in 11 categories (refer to Figure 6-3). Which chart is best? The golden rule for choosing a chart type is to choose the one that presents information in the brightest possible light. The purpose of a chart is to compare information across different categories. Select a chart that draws out the comparison so that others can clearly make comparisons. Table 6-1 describes the 11 chart categories and explains in brief when to use each type of chart.

Providing the Raw Data for Your Chart

Every chart is constructed from *raw data* — the numbers and category names you select in an Excel worksheet (in Excel) or enter in an Excel worksheet (in Word and PowerPoint). If you're operating in Word or PowerPoint, you see, in the Excel worksheet, sample data in a *data range.* The information inside the data range is used to generate the chart. You can tell where the data range begins and ends because it is enclosed in a blue border. Your job is to replace the sample data in the data range with data of your own. As you enter your data, the chart on your slide or page takes shape.

Book V, Chapter 1 explains in detail how to enter data in an Excel worksheet, but here are the basics of entering data in case you're new to Excel:

- **Entering the data in a cell:** A cell is the box in a worksheet where a column and row intersect; each cell can contain one data item. To enter data in a cell, click the cell and start typing. When you're finished, press Enter, press Tab, or click a different cell. You can also click in the Formula bar (above the worksheet) and enter the data there.
- **Deleting the data in a cell:** To delete the data in a cell, including the sample data Excel provides for charts, click the cell and press Delete.

- **Displaying the numbers:** When a number is too large to fit in a cell, Excel displays pound signs (###) or displays the number in scientific notation. Don't worry — the number is still recorded and is used to generate your chart. You can display large numbers by widening the columns in which the numbers are found. Move the pointer between column letters (A, B, and so on at the top of the worksheet) and when you see the double-headed arrow, click and drag to the right.

To enclose more or fewer cells in the data range, move the pointer to the lower-right corner of the data range, and when the pointer changes into a two-headed arrow, click and drag so that the blue box encloses only the data you want for your chart.

In Word and PowerPoint, click the Edit Data button on the (Chart Tools) Design tab at any time to open Excel and fiddle with the numbers and data from which your chart is generated.

Positioning Your Chart in a Workbook, Page, or Slide

To change the position of a chart, click to select it, click its perimeter, and when you see the four-headed arrow, start dragging. Otherwise, follow these instructions to land your chart where you want it to be:

- **Excel:** To move your chart to a different worksheet or create a new worksheet to hold your chart, go to the (Chart Tools) Design tab and click the Move Chart button. You see the Move Chart dialog box.
  - To move your chart to a different worksheet, click the Object In option button, choose the worksheet in the drop-down list, and click OK.
  - To create a new worksheet for a chart, click the New Sheet option button, enter a name for the new worksheet, and click OK.

- **Word:** Starting in Print Layout view, select your chart, and in the Page Layout or (Chart Tools) Format tab, click the Position button (you may have to click the Arrange button first, depending on the size of your screen). You see a drop-down list with text-wrapping options. Choose the option that describes how you want surrounding text to behave when it crashes into your chart. Book II, Chapter 4 looks in detail at wrapping text around charts and other objects in Word.
- **PowerPoint:** Select the chart and drag it on the slide to the right position.

Changing a Chart's Appearance

Charts are awfully nice already, but perhaps you want to redesign one. Perhaps you're an interior decorator type and you want to give charts your own personal touch. Excel, PowerPoint, and Word offer these Chart Tools tabs for redecorating charts:

- **Design tab:** For quickly changing a chart's appearance. Go to the Design tab if you're in a hurry. The ready-made gallery choices give you the opportunity to change a chart's layout and appearance in a matter of seconds. You can also choose a new chart type from the Design tab. See "Relying on a chart style to change appearances," later in this chapter.
- **Layout tab:** For rearranging, hiding, and displaying various parts of a chart, including the legend, labels, title, gridlines, and scale. Go to the Layout tab to tweak your chart and make different parts of it stand out or recede into the background. For example, you can display axis labels more prominently or make them disappear, enter a title for your chart, or display more or fewer gridlines. See "Changing the layout of a chart" and "Handling the gridlines," later in this chapter.
- **Format tab:** For changing the color, outline, font, and font size of various parts of a chart, including the labels, bars, and pie slices. You have to really know what you're doing and have a lot of time on your hands to change colors and fonts throughout a chart. See "Changing a chart element's color, font, or other particular," later in this chapter.

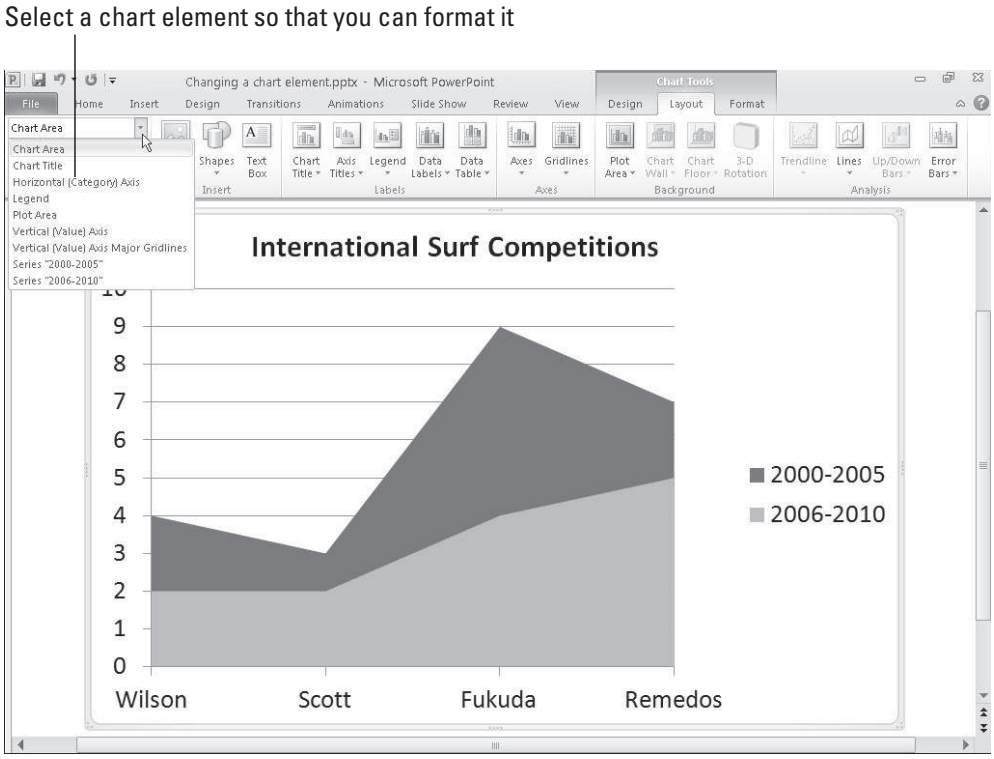


Figure 6-8: Choose what you want to format on the Chart Elements drop-down list.

The (Chart Tools) Layout tab also offers these convenient commands for changing the color of a chart element:

- **Plot area:** The *plot area* is the rectangle in which the chart's gridlines, bars, columns, pie slices, or lines appear. In some chart designs, the plot area is filled with color. To remove this color or choose a different color, click the Plot Area button and choose an option. Choose More Plot Area Options to open the Format Plot Area dialog box and select a new fill color.
- **3-D chart wall and chart floor:** Three-dimensional charts have chart walls and a chart floor. The *chart wall* forms the backdrop of a 3-D chart; the *chart floor* forms the bottom of the chart. Click the Chart Wall button and choose an option to remove the chart wall or change its color; click the Chart Floor button and choose an option to remove the chart floor or change its color.

Saving a Chart as a Template So That You Can Use It Again

If you go to the significant trouble of redecorating a chart and you expect to do it again the same way in the future, save your chart as a template. This way, you can call on the template in the future to create the same chart and not have to decorate it again. Perhaps you've created charts with your

company's colors or you've created a chart that you're especially proud of. Save it as a template to spare yourself the work of reconstructing it.

A chart template holds data series colors, gridline settings, plot area colors, font settings, and the like. It doesn't hold data. These pages explain how to save a chart as a template and how to create a chart with a template you created.

Saving a chart as a template

Follow these steps to make a template out of a chart:

1. **Save your file to make sure that the chart settings are saved on your computer.**
2. **Select your chart.**
3. **Go to the (Chart Tools) Design tab.**
4. **Click the Save As Template button.**

   You can find this button in the Type group. You see the Save Chart Template dialog box.
5. **Enter a descriptive name for the template and click the Save button.**

   Include the type of chart you're dealing with in the name. This will help you understand which template you're selecting when the time comes to choose a chart template.

By default, chart templates are saved in this folder in Windows 7 and Windows Vista: `C:\Users\`*`Username`*`\AppData\Roaming\Microsoft\Templates\Charts`. Chart templates are stored in this folder in Windows XP: `C:\Documents and Settings\`*`Username`*`\Application Data\Microsoft\Templates\Charts`. The templates have the `.ctrx` extension. If you want to delete or rename a template, open the Charts folder in Windows Explorer or Computer and do your deleting and renaming there. You can open the Charts folder very quickly by clicking the Manage Templates button in the Insert Chart dialog box (refer to Figure 6-3).

Creating a chart from a template

To create a chart from your own customized template, open the Create Chart dialog box (click the Chart button) and go to the Templates category. The dialog box shows a list of templates you created. Move the pointer over a template to read its name in a pop-up box. Select a template and click OK.

Chart Tricks for the Daring and Heroic

This chapter wouldn't be complete without a handful of chart tricks to impress your friends and intimidate your enemies. In the pages that follow, you discover how to make charts roll over and play dead. You also find out

2. **Click the Trendline button and choose a trendline option on the drop-down list.**

   You can choose More Trendline Options on the drop-down list to open the Format Trendline dialog box and choose additional types of trendlines.

   To change the look of a trendline, right-click it and choose Format Trendline. In the Format Trendline dialog box, choose a line color and line style.

To remove a trendline from a chart, go to the (Chart Tools) Layout tab, click the Trendline button, and choose None on the drop-down list.

Troubleshooting a Chart

Sometimes tinkering with a chart opens a Pandora's box of problems. You find yourself having to correct little errors that appear in charts. Here are some shorthand instructions for fixing common chart problems:

- **The dates in the chart aren't formatted right.** To change the way in which dates are formatted on a chart, go to the (Chart Tools) Format tab, open the Chart Elements drop-down list, and choose Horizontal (Value) Axis or Vertical (Value) Axis. Then click the Format Selection button, and in the Format Axis dialog box, go to the Number category, select Date in the Category menu, and choose a date format.
- **The numbers in the chart aren't formatted right.** To change the number of decimal places, include comma separators in numbers, display currency symbols, or do all else that pertains to numbers, go to the (Chart Tools) Format tab, open the Chart Elements drop-down list, and choose Horizontal (Value) Axis or Vertical (Value) Axis. Then click the Format Selection button. You see the Format Axis dialog box. Visit the Number category and select options for displaying numbers.
- **"Category 1" or "Series 1" appears in the chart legend.** To direct you to the right place to enter data in Excel worksheets, phantom names such as "Category 1" and "Series 1" appear in worksheets. Sometimes these phantoms wind up in chart legends as well. To remove them, go to the (Chart Tools) Design tab and click the Edit Data button. You see the Excel worksheet, where the data range used to generate the chart is enclosed in a blue box. Drag the lower-right corner of the box so that the box encloses only the data you want for your chart.

Chapter 7: Making a SmartArt Diagram

In This Chapter

- **Creating a diagram**
- **Repositioning and resizing diagrams**
- **Laying out and changing the look of diagram shapes**
- **Entering text on a diagram shape**
- **Changing the appearance of a diagram**
- **Creating a diagram from shapes**

Along with charts and tables, diagrams are the best way to present your ideas. Diagrams clearly show, for example, employees' relationships with one another, product cycles, workflow processes, and spheres of influence. A diagram is an excellent marriage of images and words. Diagrams allow an audience to literally visualize a concept, idea, or relationship.

This chapter explains how to construct diagrams from SmartArt graphics and how to create a diagram. It shows how to customize diagrams by changing the size of diagrams and diagram shapes, adding and removing shapes, and changing shapes' colors. You also discover how to change the direction of a diagram and enter the text. Finally, this chapter demonstrates how to create a diagram from scratch with shapes and connectors.

The Basics: Creating SmartArt Diagrams

In Word, PowerPoint, and Excel, diagrams are made from *SmartArt graphics.* These diagram graphics are "interactive" in the sense that you can move, alter, and write text on them. In other words, you can use them to construct diagrams. You can alter these diagrams to your liking. You can make a diagram portray precisely what you want it to portray, although you usually have to wrestle with the diagram a bit.

The first step in creating a diagram is to select a layout in the Choose a SmartArt Graphic dialog box, shown in Figure 7-1. After you create the initial diagram, you customize it to create a diagram of your own. About 120 diagrams are in the dialog box. They fall into these eight categories:

After you select a generic diagram in the Choose a SmartArt Graphic dialog box and click OK, the next step is to make the diagram your own by completing these tasks:

- **Change the diagram's size and position:** Change the size and position of a diagram to make it fit squarely on your page or slide. See "Changing the Size and Position of a Diagram," later in this chapter.
- **Add shapes to (or remove shapes from) the diagram:** Adding a shape involves declaring where to add the shape, promoting or demoting the shape with respect to other shapes, and declaring how the new shape connects to another shape. See "Laying Out the Diagram Shapes," later in this chapter.
- **Enter text:** Enter text on each shape, or component, of the diagram. See "Handling the Text on Diagram Shapes," later in this chapter.

If you so desire, you can also customize your diagram by taking on some or all of these tasks:

- **Changing its overall appearance:** Choose a different color scheme or 3-D variation for your diagram. See "Choosing a Look for Your Diagram," later in this chapter.
- **Changing shapes:** Select a new shape for part of your diagram, change the size of a shape, or assign different colors to shapes to make shapes stand out. See "Changing the Appearance of Diagram Shapes," later in this chapter.

If you're comfortable creating a diagram of your own by drawing shapes and lines, no law says that you have to begin in the Choose a SmartArt Graphic dialog box. Later in this chapter, "Creating a Diagram from Scratch" looks into creating a diagram by making use of text boxes, lines, and shapes.

Creating the Initial Diagram

The first step in fashioning a diagram is to choose a SmartArt graphic in the Choose a SmartArt Graphic dialog box. After that, you roll up your sleeves, change the diagram's size and shape, and enter the text. If you select the wrong diagram to start with, all is not lost. You can choose another diagram in its place, although how successful swapping one diagram for another is depends on how lucky you are and how far along you are in creating your diagram. These pages explain how to create an initial diagram and swap one diagram for another.

are in creating your diagram and whether your diagram is simple or complex. Follow these steps to swap one diagram for another:

1. **Click your diagram to select it.**
2. **Go to the (SmartArt Tools) Design tab.**
3. **Open the Layouts gallery (you may have to click the Change Layout button first).**

   You see a gallery with diagrams of the same type as the diagram you're working with.
4. **Select a new diagram or choose More Layouts to open the Choose a SmartArt Graphic dialog box and select a diagram there.**

You may have to click the trusty Undo button and start all over if the diagram you selected for the swap didn't do the job.

Changing the Size and Position of a Diagram

To make a diagram fit squarely on a page or slide, you have to change its size and position. Resizing and positioning diagrams and other objects is the subject of Book I, Chapter 8, but in case you don't care to travel that far to get instructions, here are shorthand instructions for resizing and positioning diagrams:

- **Resizing a diagram:** Select the diagram, move the pointer over a selection handle on the corner or side, and start dragging after the pointer changes into a two-headed arrow. You can also go to the (SmartArt Tools) Format tab and enter new measurements in the Width and Height boxes. (You may have to click the Size button to see these text boxes, depending on the size of your screen.)

- **Repositioning a diagram:** Select the diagram, move the pointer over its perimeter, and when you see the four-headed arrow, click and start dragging.

Notice when you resize a diagram that the shapes in the diagram change size proportionally. Most diagrams are designed so that shapes fill out the diagram. When you change the size of a diagram, remove a shape from a diagram, or add a shape, shapes change size within the diagram.

Laying Out the Diagram Shapes

At the heart of every diagram are the rectangles, circles, arrows, and whatnots that make the diagram what it is. These shapes illustrate the concept or idea you want to express to your audience. Your biggest challenge when creating a diagram is laying out the diagram shapes.

Handling the Text on Diagram Shapes

When you create a new diagram, "[Text]" (the word *Text* enclosed in brackets) appears on shapes. Your job is to replace this generic placeholder with something more meaningful and less bland. These sections explain how to enter text and bulleted lists on shapes.

Entering text on a diagram shape

Use one of these techniques to enter text on a diagram shape:

- **Click in the shape and start typing:** The words you type appear in the shape, as shown in Figure 7-7.
- **Enter text in the Text pane:** Enter the text by typing it in the Text pane, as shown in Figure 7-7. The text pane opens to the left of the diagram. To open the text pane:

  - On the (SmartArt Tools) Design tab, click the Text Pane button.
  - Click the Text Pane button on the diagram. This button is not labeled, but you can find it to the left of the diagram.

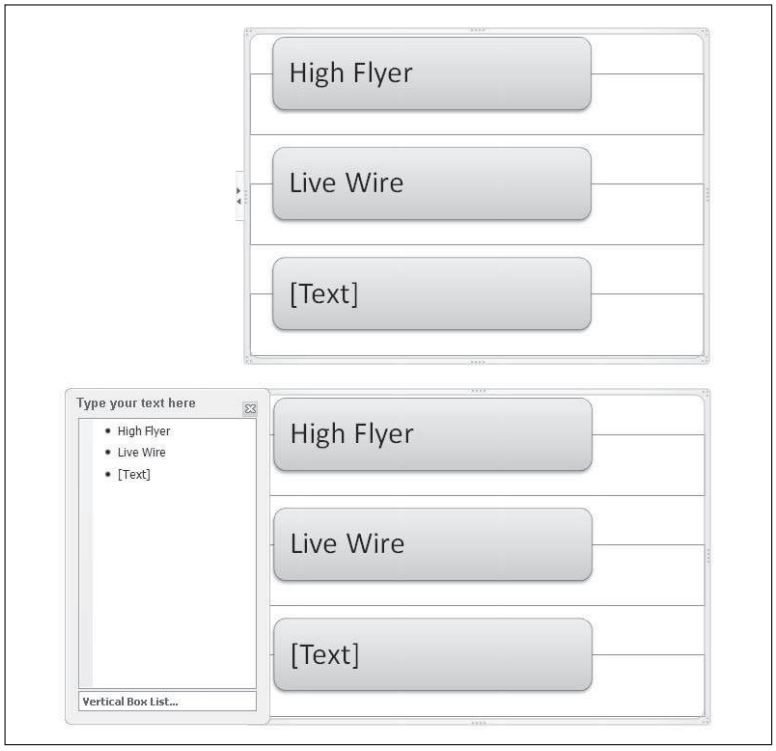


Figure 7-7: Type directly on diagram shapes (top) or enter text on the Text pane (bottom).

Turning a bulleted list into a diagram (PowerPoint)

Suppose you're working along in PowerPoint when suddenly the realization strikes you that a bulleted list in a text frame or text box would work much better as a diagram. For those occasions, you click the Convert to SmartArt button. By clicking this button, you can turn the text in a text frame or text box into a diagram. If the text frame or box contains a bulleted list, each bulleted item becomes a diagram shape.

Follow these steps to turn a text frame or text box into a diagram:

1. **Select the text frame or text box.**
2. **On the Home tab, click the Convert to SmartArt button.**

   You see a drop-down list with basic diagram choices.
3. **Either select a diagram on the list or choose More SmartArt Graphics to open the Choose a SmartArt Graphic dialog box and select a diagram there.**

The text in diagrams shrinks as you enter more text so that all text is the same size. If you want to make the text larger or smaller in one shape, see "Changing fonts and font sizes on shapes," later in this chapter.

Entering bulleted lists on diagram shapes

Some diagram shapes have built-in bulleted lists, but no matter. Whether a shape is prepared to be bulleted or not, you can enter bullets in a diagram shape. Here are instructions for entering and removing bullets:

- **Entering a bulleted list:** Select the shape that needs bullets, and on the (SmartArt Tools) Design tab, click the Add Bullet button. Either enter the bulleted items directly into the shape (pressing Enter as you type each entry) or click the Text Pane button to open the Text pane (refer to Figure 7-7) and enter bullets there.
- **Removing bulleted items:** Click before the first bulleted entry and keep pressing the Delete key until you have removed all the bulleted items. You can also start in the Text pane (refer to Figure 7-7) and press the Delete key there until you've removed the bulleted items, or drag to select several bulleted items and then press Delete.

Changing a Diagram's Direction

As long as your diagram is horizontally oriented, you can change its direction. As shown in Figure 7-8, you can flip it over such that the rightmost shape in your diagram becomes the leftmost shape, and what was the leftmost shape becomes the rightmost shape. If arrows are in your diagram, the

arrows point the opposite direction after you flip the diagram. You can't flip vertically oriented diagrams this way. Sorry, but diagrams that run north to south, not west to east, can't be rolled over.

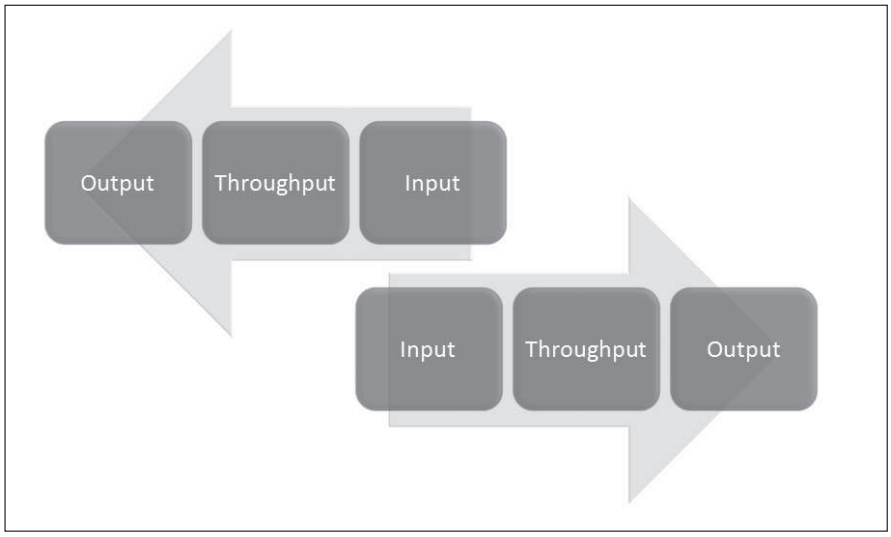


Figure 7-8: You can flip horizontal diagrams so that they run the opposite direction.

Follow these steps to flip a horizontally oriented diagram:

1. **Select the diagram.**
2. **On the (SmartArt Tools) Design tab, click the Right to Left button.**

If you don't like what you see, click the button again or click the Undo button.

Choosing a Look for Your Diagram

Decide how a diagram looks by starting on the (SmartArt Tools) Design tab. Starting there, you can choose a color scheme for your diagram and a different style. Between the Change Colors drop-down list and the SmartArt Styles gallery, you can find a combination of options that presents your diagram in the best light:

- **Change Colors button:** Click the Change Colors button to see color schemes for your diagram on the drop-down list, as shown in Figure 7-9. Point at a few options to live-preview them.
- **SmartArt Styles gallery:** Open the SmartArt Styles gallery to choose simple and 3-D variations on the diagram.

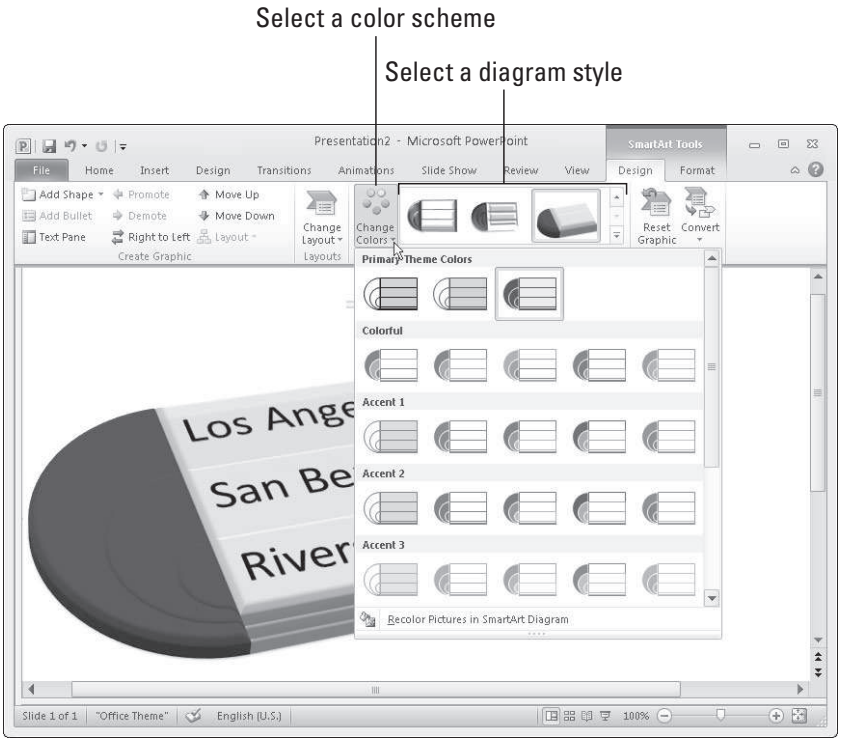


Figure 7-9: Experiment freely with the Change Colors and SmartArt Styles gallery options.

If you experiment too freely and want to backpedal, click the Reset Graphic button on the (SmartArt Tools) Design tab. Clicking this button reverses all the formatting changes you made to your diagram.

If your Word document, Excel worksheet, or PowerPoint presentation includes many diagrams, make sure that your diagrams are consistent in appearance. Choose similar colors for diagrams. If you like 3-D diagrams, make the majority of your diagrams 3-D. Don't let the diagrams overwhelm the ideas they are meant to express. The point is to present ideas in diagrams, not turn your work into a SmartArt diagram showcase.

Changing the Appearance of Diagram Shapes

To call attention to one part of a diagram, you can change the appearance of a shape and make it stand out. Any part of a diagram that is different from the other parts naturally gets more attention. To change the appearance of a shape, consider changing its size or color, exchanging one shape for another, or changing the font and font size of the text. These topics are covered in the following pages.

Changing fonts and font sizes on shapes

To make a diagram shape stand out, try changing the font and font size of the text on the shape. Before you change fonts and font sizes, however, you should know that changing fonts in a shape effectively disconnects the shape from the other shapes in the diagram. Normally, text changes size throughout a diagram when you add or remove shapes, but when you change the font or font size in one shape, it is no longer associated with the other shapes; its letters don't change their size or appearance when shapes are added or removed from the diagram of which it is a part.

To alter the text on a diagram shape, select the text, go to the Home tab, and choose a different font, font size, and font color, too, if you want.

Creating a Diagram from Scratch

If you have the skill and the wherewithal, you can create a diagram from scratch by piecing together shapes, arrows, and connectors. The diagram in Figure 7-12, for example, was made not from SmartArt graphics but from shapes, arrows, and connectors. Book I, Chapter 8 explains how to draw shapes and lines between shapes. You can enter text on any shape merely by clicking inside it and wiggling your fingers over the keyboard.

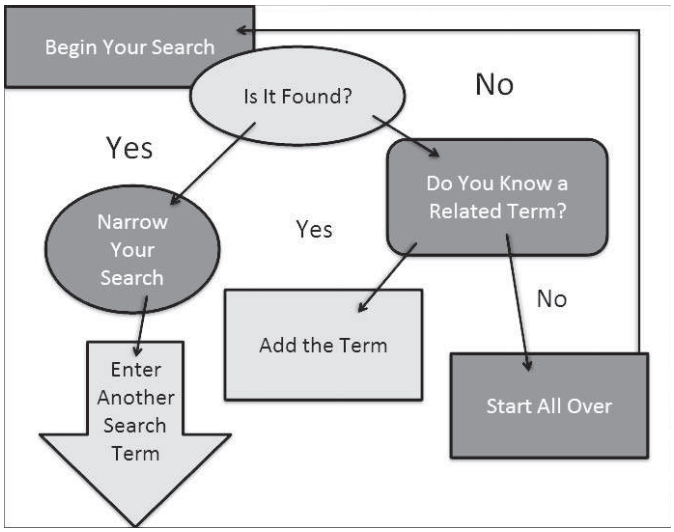


Figure 7-12: A homegrown diagram made without SmartArt graphics.

Making a diagram from scratch has some advantages. You can draw the connectors any which way. Lines can cross the diagram chaotically. You can include text boxes as well as shapes (the diagram in Figure 7-12 has four text boxes). Don't hesitate to fashion your own diagrams when a presentation or document calls for it.

Chapter 8: Drawing and Manipulating Lines, Shapes, and Other Objects

In This Chapter

- **Drawing and manipulating lines, arrows, and connectors**
- **Creating and modifying shapes**
- **Creating WordArt images**
- **Selecting, resizing, moving, aligning, overlapping, rotating, and grouping objects**
- **Changing the color and border around an object**

Whether you know it or not, Office 2010 comes with drawing commands for drawing lines, arrows, shapes, block arrows, stars, banners, and callout shapes. And Office provides numerous ways to manipulate these objects after you draw them. The drawing commands are meant to bring out the artist in you. Use them to make diagrams, fashion your own ideagrams, and illustrate difficult concepts and ideas. Lines and shapes give you a wonderful opportunity to exercise your creativity. A picture is worth a thousand words, so they say, and the drawing commands give you a chance to express yourself without having to write a thousand words.

In this chapter, you discover all the many ways to manipulate lines, shapes, text boxes, WordArt images, clip-art images, and graphics. You discover how to lay out these objects on a page or slide, flip them, change their colors, resize them, move them, and otherwise torture them until they look just right. You discover how to draw lines and arrows, draw connections between shapes, and draw ovals, squares, other shapes, and WordArt images. Use the techniques I describe in this chapter to bring something more to your Word documents, PowerPoint presentations, Publisher publications, and Excel worksheets: originality. With the techniques I describe in this chapter, you can bring the visual element into your work. You can communicate with images as well as words and numbers.

The Basics: Drawing Lines, Arrows, and Shapes

Figure 8-1 demonstrates how you can use lines, arrows, and shapes (not to mention text boxes) to illustrate ideas and concepts. Sometimes, saying

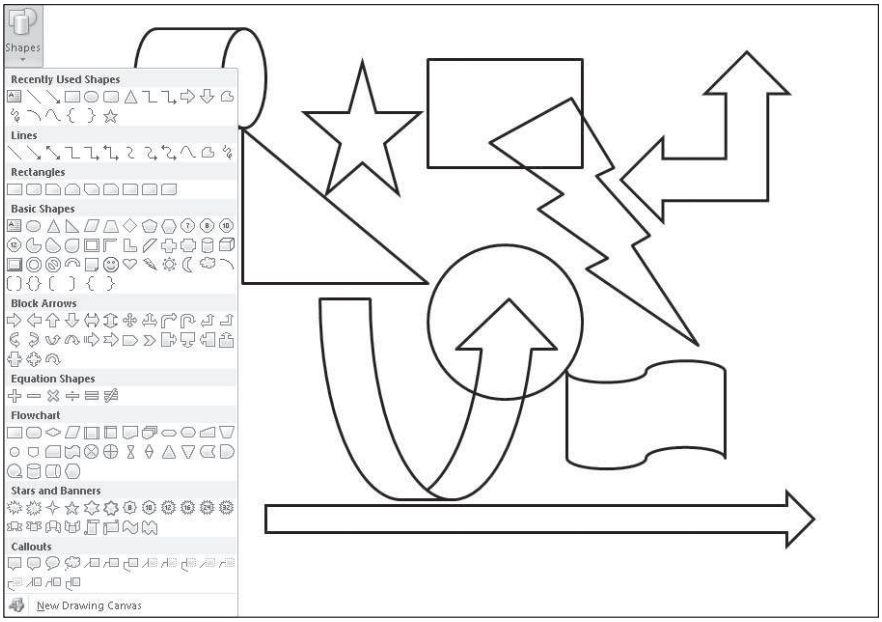


Figure 8-2: To draw a line, arrow, or shape, choose it in the Shapes gallery.

In the upper-left corner of the (Drawing Tools) Format tab is another Shapes gallery for creating new shapes to go along with the one you created.

Handling Lines, Arrows, and Connectors

Earlier in this chapter, Figure 8-1 shows examples of how you can use lines and arrows to present ideas. As well as lines and arrows, the Insert Shapes gallery offers *connectors,* the special lines that link shapes and can bend and stretch as you move shapes around. Use connectors along with lines and arrows to describe the relationships between the people or things in a diagram. These pages explain how to handle lines, arrows, and connectors.

Changing the length and position of a line or arrow

To change anything about a line or arrow, start by clicking to select it. You can tell when a line has been selected because round selection handles appear at either end. Follow these instructions to move a line or adjust its length or angle:

- **Changing the angle of a line:** Drag a selection handle up, down, or sideways. A dotted line shows where your line will be when you release the mouse button.
- **Changing the length:** Drag a selection handle away from or toward the opposite selection handle.

If your connector is attached to the wrong shape, don't despair. Select the connector, and on the (Drawing Tools) Format tab, click the Edit Shape button and choose Reroute Connectors. Then move the pointer over the red handle on the side of the connector that needs to be attached elsewhere, click, drag the connector elsewhere on the other shape, and release the mouse button when you see the red selection handles.

Adjusting a connector

Chances are, your connector needs adjusting to make it fit correctly between the two shapes. Click to select your connector and follow these techniques to adjust it:

- **Changing the shape of a connector:** Drag the yellow diamond on the connector. As you drag, the connector assumes different shapes.
- **Changing the connector type:** Right-click the connector, choose Connector Types, and choose Straight Connector, Elbow Connector, or Curved Connector on the submenu.
- **Handling arrows on connectors:** If the arrows on the connector aren't there, are pointing in the wrong direction, or shouldn't be there, change the arrowheads around using the same techniques you use with standard arrows. See "Attaching and handling arrowheads on lines and connectors," earlier in this chapter.

Make sure that the connector lines in your diagram are consistent with one another. Give them the same style and appearance, or else it will be hard to make sense of your diagram.

Handling Rectangles, Ovals, Stars, and Other Shapes

Figure 8-5 illustrates how shapes can come in very handy for illustrating concepts and ideas. You can combine shapes to make your own illustrations. Apart from the standard rectangle and oval, you can draw octagons and various other "-agons," arrows, stars, and banners. You are hereby encouraged to make shapes a part of your work, and you'll be glad to know that drawing shapes is not difficult. These pages explain how to draw a shape, exchange one shape for another, change a shape's symmetry, and enter words on a shape.

In Word, you must be in Print Layout view to draw and handle shapes. If you intend to draw more than one shape in Word, create a drawing canvas to hold the shapes (click the Shapes button and choose New Drawing Canvas). Book II, Chapter 4 describes the drawing canvas in Word.

- **Allowing the shape to enlarge for text:** You can allow the shape to enlarge and receive more text. Click the Shape Styles group button, and in the Text Box category of the Format Shape dialog box, select the Resize Shape to Fit Text option button.

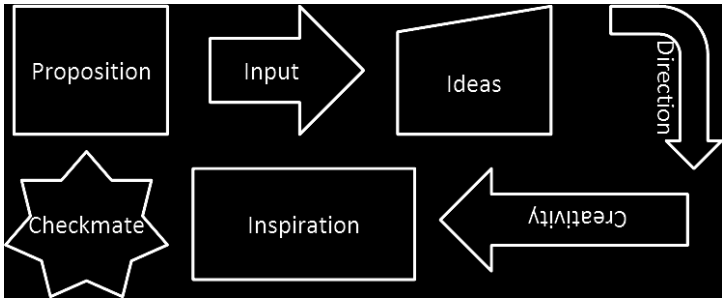


Figure 8-7: Shapes can do double duty as text boxes.

WordArt for Bending, Spindling, and Mutilating Text

A *WordArt image* consists of a word that has been stretched, crumpled, or squeezed into an odd shape. Actually, a WordArt image can include more than one word. Figure 8-8 shows the WordArt gallery, where WordArt images are made, and an example of a WordArt image. After you insert a WordArt image, you can fool with the buttons on the WordArt toolbar and torture the word or phrase even further.

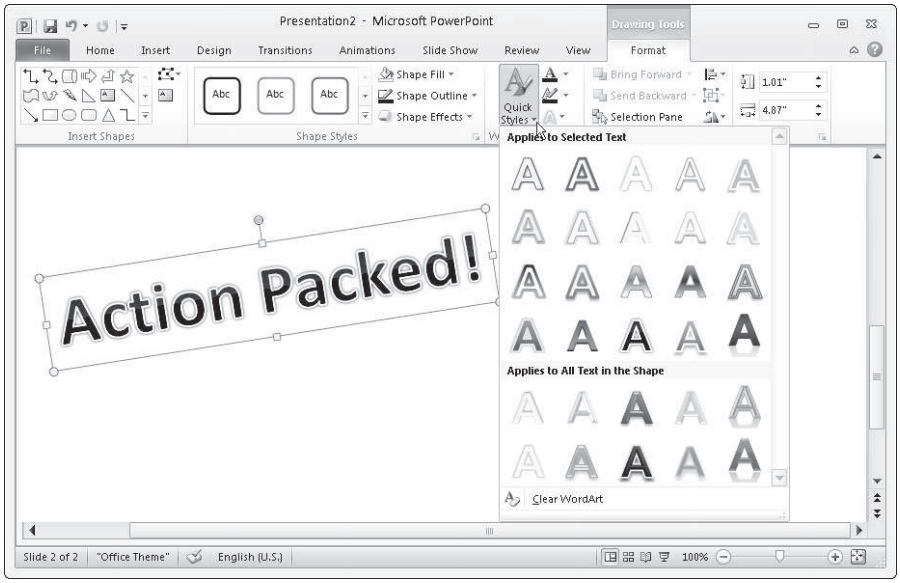


Figure 8-8: Creating a WordArt image.

To apply color or an outline to some of the letters or words in a WordArt image, select the letters or words before choosing options on the (Drawing Tools) Format tab.

Manipulating Lines, Shapes, Art, Text Boxes, and Other Objects

After you insert a shape, line, text box, clip-art image, graphic, diagram, WordArt image, chart, or embedded object in a file, it ceases being what it was before and becomes an *object*. Figure 8-9 shows eight objects. I'm not sure whether these eight objects resent being objectified, but Office objectifies them. As far as manipulating these items in Office is concerned, these are just objects.

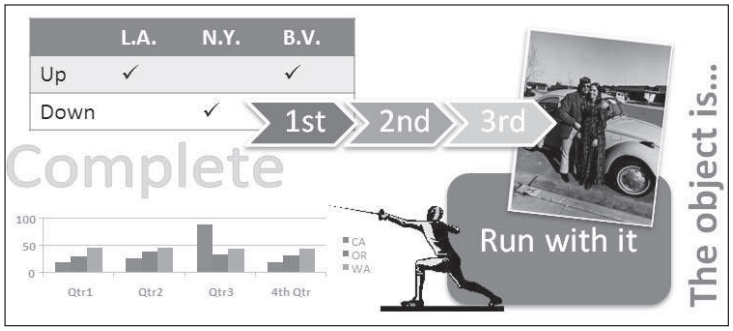


Figure 8-9: Examples of objects.

The techniques for manipulating objects are the same whether you're dealing with a line, shape, graphic, clip-art image, diagram, or text box. The good news from your end is that you have to master only one set of techniques for handling these objects. Whether you want to move, change the size of, or change the outline of a text box, clip-art image, graphic, or shape, the techniques are the same.

In the remainder of this chapter are instructions for doing these tasks with objects:

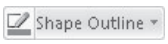
- **Selecting:** Before you can do anything to objects, you have to select them. See "Selecting objects so that you can manipulate them," later in this chapter.
- **Making use of the rulers and grid:** Rulers (in Word, PowerPoint, Excel, and Publisher) and the grid (in Word and PowerPoint) can be very helpful for aligning and placing objects. See "Hiding and displaying the rulers and grid."

Changing an Object's Color, Outline Color, and Transparency

If an object's color or outline color doesn't suit you, you have the right to change colors. For that matter, you can opt for a "blank" object with no color or remove the color from around the perimeter of the object. As the saying goes, "It's a free country."

Office has its own lingo when it comes to an object's color. Remember these terms when you make like Picasso with your shapes, text boxes, graphics, and clip-art images:

- **Shape fill colors:** The color that fills in an object is called the *shape fill.* You can apply shape fills to shapes, text boxes, and WordArt images, but not clip art or graphics. Besides colors, you can fill a shape with a picture, a gradient, or a texture. (See the next topic in this chapter, "Filling an object with a color, picture, or texture.")



- **Shape outline colors:** The line that goes around the perimeter of the object is called the *shape outline.* You can choose a color, style, and line width for outlines. (See "Putting the outline around an object," later in this chapter.)

The easiest way to decorate a shape, text box, or WordArt image is to visit the Format tab and make a selection in the Shape Styles gallery. These ready-made gallery selections can spare you the work of dealing with fill colors, outlines, and shape effects. Just remember not to mix and match different Shape Style options; use them with consistency.

Filling an object with a color, picture, or texture

Shapes, text boxes, and WordArt images are empty when you first create them, but you can fill them with a color, picture, gradient, or texture by following these basic steps:

1. **Select the object that needs a facelift.**

2. **On the Format tab, click the Shape Fill button.**
3. **On the drop-down list, choose a fill color, picture, gradient, or texture.**

   Choose No Fill to remove the fill color, picture, gradient, or texture from an object.

Figure 8-17 shows the same object filled with a color, picture, gradient, and texture. Which do you prefer? Your choices are as follows:

- **Color:** Applies a single color to the object.