

ICT EMPOWERMENT WITH

MS

Office

APPLICATION



Marmelo V. Abante, Ph.D
Dan Michael A. Cortez, Ph.D
Mark Raffy M. Neones
Dean Myra Santos
Jedric Jgabe B. Santos
Marygin E. Sarmiento, Ph.D

ICT
EMPOWERMENT
WITH
MS
Office
APPLICATION

Marmelo V. Abante, Ph.D
Dan Michael A. Cortez, Ph.D
Mark Raffy M. Neones
Dean Myra Santos
Jedric Jgabe B. Santos
Marygin E. Sarmiento, Ph.D

ICT Empowerment with MS Office Application

COPYRIGHT 2018

Marmelo V. Abante, Ph.D

Dan Michael A. Cortez, Ph.D

Mark Raffy M. Neones

Dean Myra Santos

Jedric Jgabe B. Santos

Marygin E. Sarmiento, Ph.D

ISBN: 978-621-427-028-6

ALL RIGHTS RESERVED. No part of this work covered by the copyright thereon may be reproduced, used in any form or by any means - graphic, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems - without written permission from the publisher and the authors.

Published by: UNLIMITED BOOKS LIBRARY SERVICES & PUBLISHING INC.

Room 215 ICP Building, Cabildo St., Intramuros, Manila

Tel. No.: (02) 525-1649 * Tel. No.: (02) 502-2017

email: unlimitedbooks2014@yahoo.com

website: www.unlimitedbooksph.com

Layout and Cover design by: Ricky Guilalas

TABLE OF CONTENTS

INTRODUCTION TO MICROSOFT OFFICE 2013	1
What Is Microsoft Office 2013?	2
WORD 2013	2
Word 2013 Features	2
EXCEL 2013	5
Excel 2013 Features	6
ACCESS 2013	7
Access 2013 Features	8
POWERPOINT 2013	11
PowerPoint 2013 Features	11
COMMANDS	13
File Names and Information to Type	13
Common Office 2013 Features	14
Common Application Features	30
Exiting an Office 2013 Application	71
CHAPTER 1: MICROSOFT WORD 2013	79
Creating Microsoft Word with Word	81
Edit Text in a Document	82
Different View Layout	82
Working with Multiple Documents	84
Working on Two Parts of the Same Documents	85
Moving around in a Document	85
Setting Up the Page	86
Set the Paper Size	86
Adjust Margin Visually	87
Adjust Margins Automatically	87
Creating an Outline	88
Inserting Symbols and Auto Text	89
Checking Spelling Grammar	90

Finding the Right Words	91
Use the Thesaurus	92
Printing a Document	93
Formatting a Document with Word	94
Formatting Text with Emphasis	94
Formatting Text with Special Effects	95
Finding and Replacing Formatting	95
Find an Item or Location	96
Changing Paragraph Alignment	96
Change Line Spacing	97
Change Paragraph Spacing	98
Displaying Rulers	100
Setting Paragraph Tabs	100
Setting a Paragraph Indent	102
Indent Markers	105
Changing Character Spacing	106
Copy a Style with the Format Painter	106
Apply a Style	108
Creating and Modifying Styles	110
Creating Bulleted and Numbered Lists	114
Insert New Pages and Sections	116
Adding Headers and Footers	118
Insert Page Numbers, Date and Time	119
Working with Templates	120
Hide or Unhide Text	121
Enhancing a Document with Word	121
Adding Desktop Publishing Effects	124
Arranging Text in Columns	126
Creating a Blank Table	127
Converting Existing Text to a Table	128
Modifying a Table	130
Creating a Form	130
Create a Form Letter Using Mailmerge	137
Creating and Printing Labels	138
Inserting a Table of Contents	139
Saving Documents	141
Display and Modify Document Properties	

Protecting a Document	142
MS Office Word Activities	143
CHAPTER 2: MICROSOFT EXCEL 2013	187
How to Open MS Office Excel	188
Microsoft Excel 2013 Environment	189
Creating a Worksheet	189
Opening an Existing Workbook	190
Understanding Cells	191
Selecting Cells	192
Deleting Cells	193
Find and Replace	194
Finding Content	194
Replacing Content	194
Columns and Rows	196
Working with Worksheets	201
Renaming	201
Inserting New Worksheet	202
Deleting a Worksheet	202
Copying a Worksheet	202
Change a Worksheet Color	203
Grouping and Ungrouping Worksheets	204
Grouping a Worksheets	204
Ungroup All Worksheets	204
Simple Formulas	205
Mathematical Operators	205
Cell References	205
Creating a Formula	206
Modifying Values with Cell References	208
Creating a Formula Using the Point and Click Method	208
Editing a Formula	210
Creating a Chart	211
To Insert a Chart	211
Chart Layout and Style	213
Other Chart Options	215
To Switch Row and Column Data	215
To Change the Chart Type	216

To Move a Chart	217
Add or Delete a Legend	218
Sorting Data	219
Sorting a Sheet	219
Sorting a Range	219
Creating a Custom Sort	220
Sorting by Cell Formatting	222
Sorting Levels	223
Filtering Data	224
Applying Multiple Filters	226
Clearing a Filter	227
Advance Filtering	227
Filter with Search	227
Using Advance Text Filters	228
Using Advanced Data Filters	230
Using Advanced Number Filters	230
Creating a Conditional Formatting Rule	231
Removing Conditional Formatting	232
Group Rows or Columns	233
To Hide and Show Groups	234
Functions	234
The Parts of the Function	234
Creating a Basic Functions	235
Creating a Function Using the AutoSum Command	236
The Function Library	237
Insert a Function from the Library	238
Printing Workbooks	242
To Access the Print Pane	242
Printing a Workbook	243
Print Active Sheets	244
Printing a Selection	245
Finalizing and Protecting Workbooks	246
Using Spell Check	246
Protecting Your Workbook	247
<i>MS Office Excel Exercises</i>	249

CHAPTER 3: MICROSOFT POWERPOINT 2013 . . . 341

How to Open MS Office Powerpoint	341
----------------------------------	-----

Microsoft PowerPoint Environment	342
Creating Microsoft PowerPoint	342
To Open an Existing Presentation	343
To Pin Presentation	345
Using Templates	346
To Create a New Presentation from a Template	346
Understanding Slides and Slide Layouts	348
To Insert a New Slide	349
Organizing Slides	351
Working with Slides	351
To Copy and Paste Slides	352
To Change the Slide Size	354
To Format the Slide Background	354
To Apply a Theme	355
Customizing Slide Layouts	356
Adjusting Placeholders	356
To Add a Text Box	357
Using Blank Slides	358
To Play the Presentation	359
To Select Text	359
To Copy and Paste	360
To Drag and Drop Text	360
Find and Replace	361
Save and Save As Presentation	364
Auto Recover	368
Exporting Presentations	369
Theme Elements	371
Applying Themes	372
Print Layout	373
To Start a Slide Show	375
To Advance and Reverse Slides	376
Presenter View	377
Slide Show Set Up Options	377
<i>MS Office Powerpoint Practices</i>	379
APPENDICES	415



ISBN: 978-621-427-028-6



UNLIMITED BOOKS

LIBRARY SERVICES & PUBLISHING INC.

Room 215 ICP Building, Cabildo St., Intramuros, Manila

Telefax No.: (02) 525-1649 * Tel. No.: (02) 502-2017

email: unlimitedbooks2014@yahoo.com

website: www.unlimitedbooksph.com