

Document Pane

This is where you'll type and edit text in the document.



Scroll Bar

Click and drag the vertical scroll bar to move up and down through the pages of your document.

Page and Word Count

From here, you can quickly see the number of words and pages in your document.

Page 1 of 1 0 words

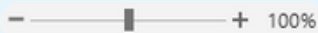
Document Views

There are three ways to view a document: **Read mode, print layout, web layout.**



Zoom Control

Click and drag the slider to use the zoom control. The number to the right of the slider bar reflects the zoom percentage.



SAVE

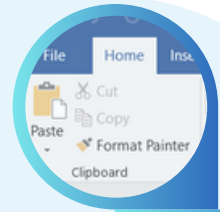
When you create or edit a document, you'll use the **Save command** to save your changes. **When you save a file, you'll only need to choose a file name and location the first time.** After that, you can click the Save command to save it with the same name and location.

- Locate and select the Save command on the Quick Access Toolbar.
- **If you're saving the file for the first time, the Save As pane will appear in Backstage view.**
- You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer.
- The Save As dialog box will appear. **Select the location where you want to save the document.**
- Enter a file name for the document, then click **Save.**

SAVE AS You'll use this command to create a copy of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

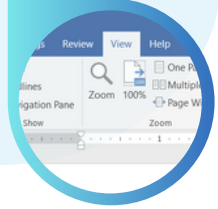
Command Group

Each group contains a series of different commands. Simply click any command to apply it. Some groups also have an arrow in the bottom-right corner, which you can click to see even more commands.



The Ruler

The Ruler is located at the top and to the left of your document. It makes it easier to make alignment and spacing adjustments.



THE BACKSTAGE VIEW

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the File tab on the Ribbon.



Open

From here, you can open documents saved to your computer or to your OneDrive.



Save and Save As

You'll use Save and Save As to save documents to your computer or to OneDrive.



Print

From the Print pane, you can change the print settings and print your document. You can also see a preview of your document.



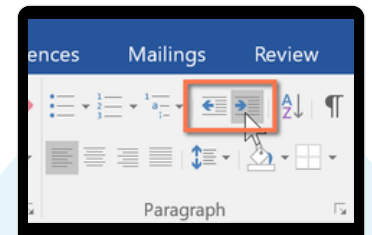
Export

From here, you can export your document in another file format, such as PDF/XPS.



Close

Click here to close the current document.

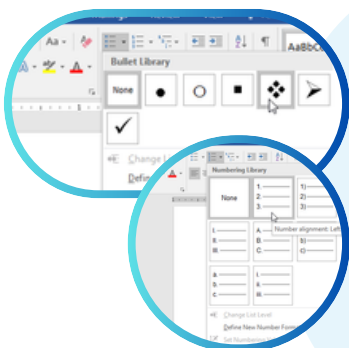


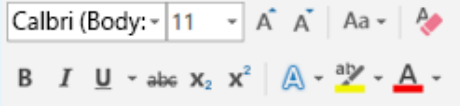
In many types of documents, you may want to indent only the first line of each paragraph. This helps to visually separate paragraphs from one another.

A quick way to indent is to use the Tab key. This will create a first-line indent of 1/2 inch

To create a bulleted list: To create a numbered list:

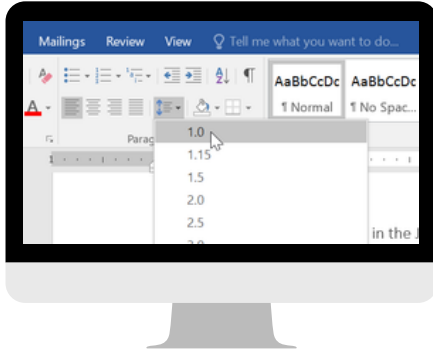
- Select the text you want to format as a list.
- On the Home tab, click the drop-down arrow next to the Bullets command. A menu of bullet styles will appear.
- Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.
- The text will be formatted as a bulleted list.
- Select the text you want to format as a list.
- On the Home tab, click the drop-down arrow next to the Numbering command. A menu of numbering styles will appear.
- Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.
- The text will format as a numbered list.





Format text

1. Select the text you want to format.
2. To select a single word, double-click it. To select a line of text, click to the left of it.
3. Select an option to change the font, font size, font color, or make the text bold, italic, or underline.



Line spacing is the space between each line in a paragraph.

Word allows you to customize the line spacing to be single spaced (one line high), double spaced (two lines high), or any other amount you want. The default spacing in Word is 1.08 lines, which is slightly larger than single spaced.

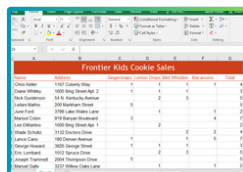
To insert a picture from a file:

Select Insert > Pictures > This Device for a picture on your PC.

To insert an online picture:

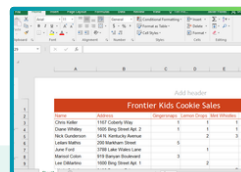
- Place the insertion point where you want the image to appear.
- Select the Insert tab, then click the Online Pictures command.
- The Insert Pictures dialog box will appear.
- Choose Bing Image Search or your OneDrive. In our example, we'll use Bing Image Search
- Press the Enter key. Your search results will appear in the box.
- Select the desired image, then click Insert.
- The image will appear in the document.

MS Excel Cheat Sheet



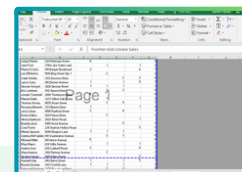
Normal View

is the default view for all worksheets in Excel.



Page Layout view

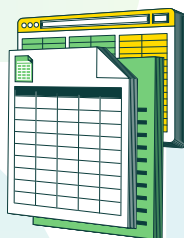
displays how your worksheets will appear when printed. You can also add headers and footers in this view.



Page Break view

allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.

Some parts of the Excel window (like the Ribbon and scroll bars) are standard in most other Microsoft programs. However, there are other features that are more specific to spreadsheets, such as the **formula bar, name box, and worksheet tabs**.



The Mouse Pointer

Used for selecting cells.



The I-beam which indicates the cursor position when editing a cell entry.



The fill handle. Used for copying formula or extending a data series.



To select cells on the worksheet. Selects whole row/column when positioned on the number/letter heading label.



At borders of column headings. Drag to widen the column.



At borders of row letters. Drag to increase height of row.



Cell

Each rectangle in a workbook is called a cell. A cell is the intersection of a row and a column. Simply click to select a cell.

Column

A column is a group of cells that runs from the top of the page to the bottom. In Excel, columns are identified by letters.

Row

A row is a group of cells that runs from the left of the page to the right. In Excel, rows are identified by numbers.

Name Box

The Name box displays the location, or name, of a selected cell.



Formula Bar

In the formula bar, you can enter or edit data, a formula, or a function that will appear in a specific cell.



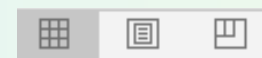
Worksheets

Excel files are called workbooks. Each workbook holds one or more worksheets. Click the tabs to switch between them, or right-click for more options.



Worksheet View Options

There are three ways to view a worksheet. Simply click a command to select the desired view.



You can also use the **Delete key** on your keyboard to delete content from multiple cells at once. **The Backspace key will only delete content from one cell at a time.**

To select a cell:

1. Click a cell to select it.
2. A **border** will appear around the selected cell, and the column heading and row heading will be highlighted. The cell will remain selected until you click another cell in the worksheet.

To select a cell range:

- Sometimes you may want to select a larger group of cells, or a cell range.
1. Click and drag the mouse until all of the adjoining cells you want to select are highlighted.
 2. Release the mouse to select the desired cell range. The cells will remain selected until you click another cell in the worksheet.

To insert content:

1. Click a cell to select it.
2. Type something into the selected cell, then press **Enter** on your keyboard. The content will appear in the **cell** and the **formula bar**. You can also input and edit cell content in the formula bar.

To delete (or clear) cell content:

1. Select the **cell(s)** with content you want to delete.
2. Select the **Clear** command on the **Home** tab, then click **Clear Contents**.
3. The cell contents will be deleted.

To delete cells:

1. Select the cell(s) you want to delete.
2. Select the **Delete** command from the **Home** tab on the **Ribbon**.
3. The cells below will **shift up** and **fill in the gaps**.

To use the fill handle:

1. Select the cell(s) containing the content you want to use, then hover the mouse over the lower-right corner of the cell so the fill handle appears.



2. Click and drag the **fill handle** until all of the cells you want to fill are selected.
3. Release the mouse to fill the selected cells.



To continue a series with the fill handle:
 The fill handle can also be used to continue a series. Whenever the content of a row or column follows a sequential order, like numbers (1, 2, 3) or days (Monday, Tuesday, Wednesday), the fill handle can guess what should come next in the series. In most cases, you will need to select multiple cells before using the fill handle to help Excel determine the series order.



MS Excel Cheat Sheet



Cell Content

	A	B	C
1	Date	Sales	Percentage of Total
2	4/4/16	93	
3	4/5/16	42	
4	4/6/16	46	
5	4/7/16	73	
6	4/8/16	12	
7	4/9/16	24	
8	4/10/16	19	

Text: Cells can contain text, such as letters, numbers, and dates.

	A	B	C
1	Date	Sales	Percentage of Total
2	April 4, 2016	\$93.00	
3	April 5, 2016	\$42.00	
4	April 6, 2016	\$46.00	
5	April 7, 2016	\$73.00	
6	April 8, 2016	\$12.00	
7	April 9, 2016	\$24.00	
8	April 10, 2016	\$19.00	

Formatting attributes: Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed.

	A	B	C	D
	Sales	Percentage of Total		
April 4, 2016	\$93.00		71%	
April 5, 2016	\$42.00		78%	
April 6, 2016	\$46.00		86%	
April 7, 2016	\$73.00		28%	
April 8, 2016	\$12.00		49%	
April 9, 2016	\$24.00		65%	
April 10, 2016	\$19.00		57%	
Exley Sales	\$309.00			

Formulas and functions: Cells can contain formulas and functions that calculate cell values.

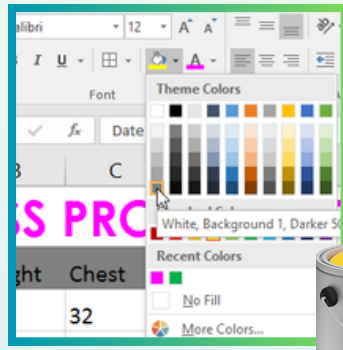
Understanding Number Formats

Whenever you're working with a spreadsheet, it's a good idea to use appropriate number formats for your data. Number formats tell your spreadsheet exactly what type of data you're using, like percentages (%), currency (\$), times, dates, and so on.

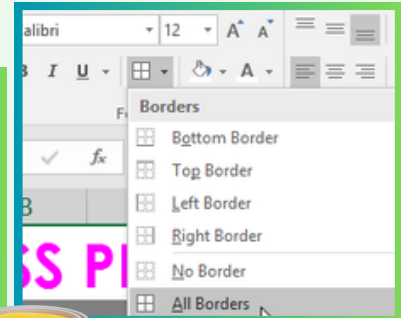
Applying number formats

Just like other types of formatting, like changing the font color, you'll apply number formats by selecting cells and choosing the desired formatting option. There are two main ways to choose a number format:

To add a fill color:

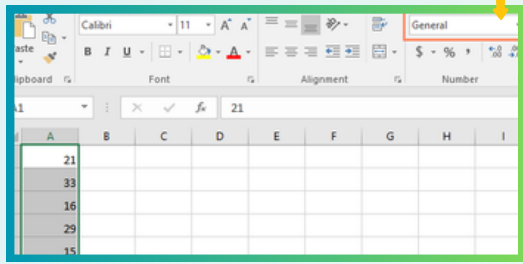


To add a border:



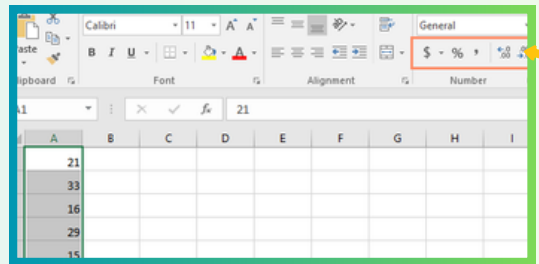
01

Go to the Home tab, click the Number Format drop-down menu in the Number group, and select the desired format.



02

Click one of the quick number-formatting commands below the drop-down menu.



Formulas

Mathematical operators Excel uses standard operators for formulas: a plus sign for addition (+), minus sign for subtraction (-), asterisk for multiplication (*), forward slash for division (/), and caret (^) for exponents.

All formulas in Excel must begin with an equals sign (=). This is because the cell contains, or is equal to, the formula and the value it calculates.

Addition	+
Subtraction	-
Multiplication	*
Division	/
Exponents	^

To create a formula:

- Select the cell that will contain the formula.
- Type the equals sign (=). Notice how it appears in both the cell and the formula bar.
- Type the cell address of the cell you want to reference first in the formula. A blue border will appear around the referenced cell.
- Type the mathematical operator you want to use.
- Type the cell address of the cell you want to reference second in the formula.
- A red border will appear around the referenced cell.
- Press Enter on your keyboard. The formula will be calculated, and the value will be displayed in the cell.

=A1+A2	Adds cells A1 and A2
=C4-3	Subtracts 3 from cell C4
=E7/J4	Divides cell E7 by J4
=N10*1.05	Multiplies cell N10 by 1.05
=R5^2	Finds the square of cell R5

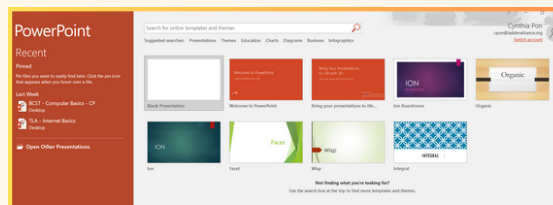
MS PowerPoint Cheat Sheet



PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more.

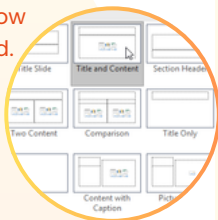
The PowerPoint Interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a new presentation, choose a template, and access your recently edited presentations. From the Start Screen, locate and select Blank Presentation to access the PowerPoint interface.

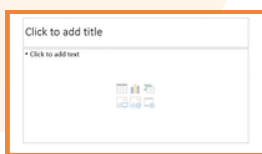


Slides and Slides Layouts

When you insert a new slide, it will usually have placeholders to show you where content will be placed. Slides have different layouts for placeholders, depending on the type of information you want to include.



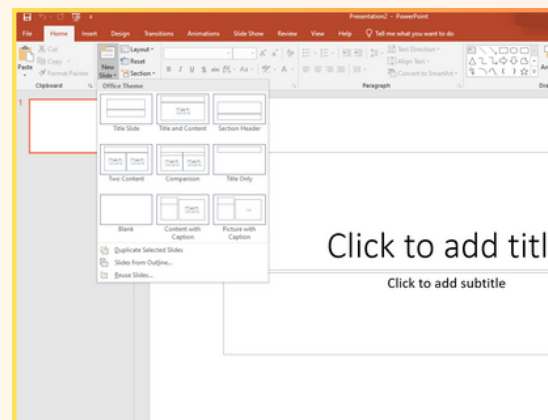
Placeholders can contain different types of content, including text, images, and videos.



To Insert a New Slide

Whenever you start a new presentation, it will contain one slide with the Title Slide layout. You can insert as many slides as you need from a variety of layouts.

- From the Home tab, click the bottom half of the New Slide command.
- Choose the desired slide layout from the menu that appears.
- The new slide will appear. Click any placeholder and begin typing to add text. You can also click an icon to add other types of content, like a picture or chart.

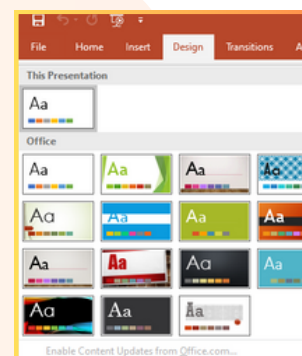


To Apply a Theme

A **theme** is a predefined combination of colors, fonts, and effects that can quickly change the look and feel of your entire slide show.

1. Select the **Design tab** on the Ribbon, then click the **More drop-down arrow** to see all of the available themes.
2. Select the desired **theme**.
3. The theme will be applied to your entire presentation.

Try applying a few themes to your presentation. Some themes will work better than others, depending on your content.



To apply a transition:

1. **Select the desired slide** from the Slide Navigation pane. This is the slide that will appear after the transition.
2. **Click the Transitions tab**, then locate the Transition to This Slide group. By default, None is applied to each slide.
3. **Click the More drop-down arrow to display all transitions.**
4. **Click a transition to apply it to the selected slide.** This will automatically preview the transition.
5. You can use the **Apply To All** command in the Timing group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

To Play a Presentation

1. Click the **Start From Beginning** command on the **Quick Access Toolbar** to see your presentation.
2. The presentation will appear in **full-screen mode**.
3. You can **advance** to the next slide by **clicking your mouse** or **pressing the spacebar** on your keyboard. *You can also use the arrow keys on your keyboard to move forward or backward through the presentation.*
4. Press the **Esc** key to exit presentation mode.

You can also press the **F5** key at the top of your keyboard to start a presentation.

