PowerPoint Presentation to Accompany
GO! All In One

Chapter 5

Windows Explorer, File Management, Office Features, and Word Documents

Objectives

- **Locate and Start a Microsoft Office 2010 Program**

- **Enter and Edit Text in an Office 2010 Program**

- **Perform Commands from a Dialog Box**

- **Create a Folder, Save a File, and Close a File**

Objectives

- **Add Document Properties and Print a File**

- **Open an Existing File and Save It with a New Name**

- **Explore Options for an Application**

- **Perform Commands from the Ribbon**

- **Apply Formatting in Office Programs**

Objectives

- **Use the Microsoft Office 2010 Help System**

- **Compress Files**

- **Create a New Document and Insert Text**

- **Insert and Format Graphics**

- **Insert and Modify Text Boxes and Shapes**

Objectives

- **Preview and Print a Document**

- **Change Document and Paragraph Layout**

- **Create and Modify Lists**

- **Set and Modify Tab Stops**

- **Insert a SmartArt Graphic**

Locate and Start a Microsoft Office 2010 Program

- **Microsoft Office 2010:** Includes programs, servers, and services for individuals, small organizations, and large enterprises

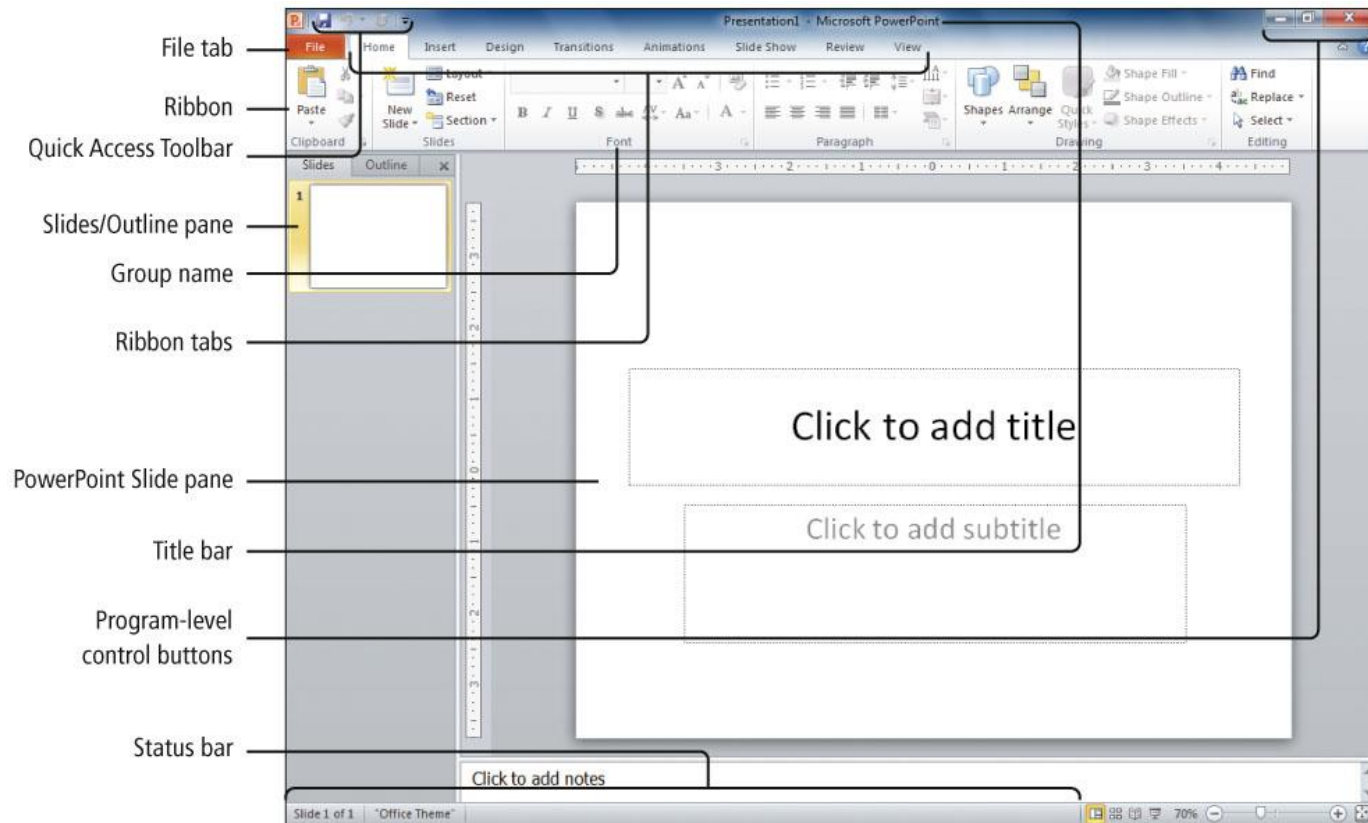- **Program or application:** Set of instructions used by a computer to perform a task

Locate and Start a Microsoft Office 2010 Program

- ## The Start menu

Locate and Start a Microsoft Office 2010 Program

Default PowerPoint Window

All In One

Enter and Edit Text
in an Office 2010 Program

- **All Office 2010 programs require some typed text**

- **Your keyboard is the primary method of entering information into your computer**

- **Techniques to edit text are similar among all Office 2010 programs**

Enter and Edit Text
in an Office 2010 Program

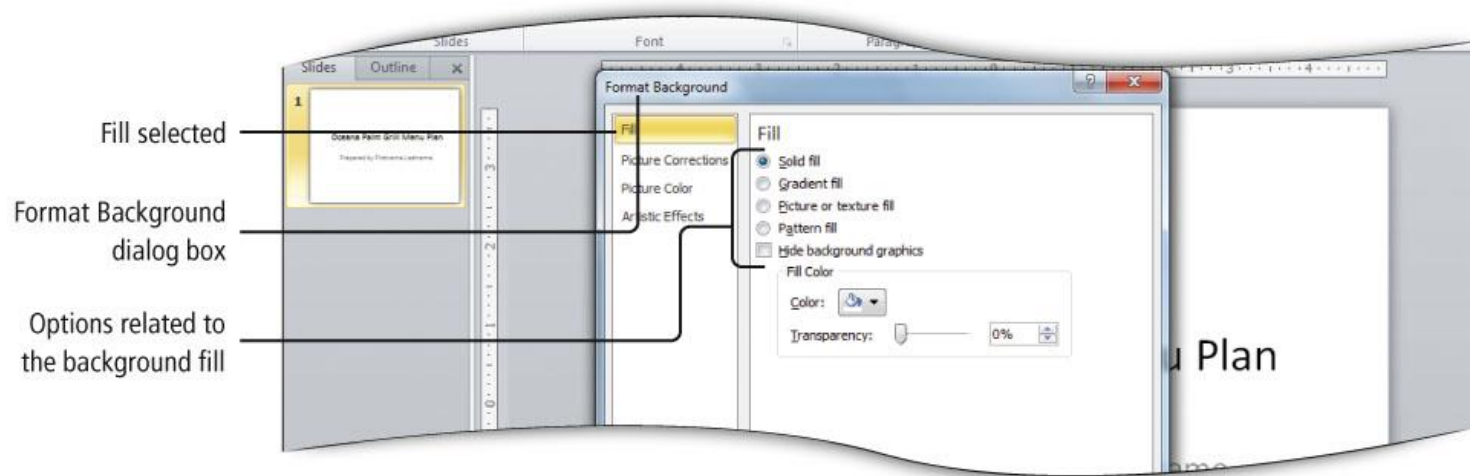Insertion Point to add text by typing or delete text by backspacing
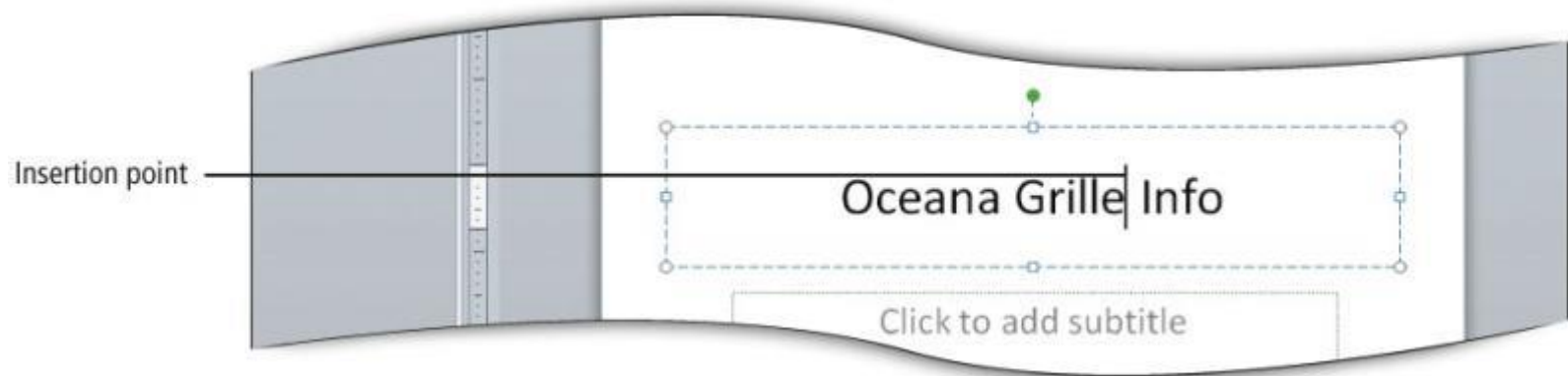
Perform Commands from a Dialog Box

- **Dialog box**
  - In a dialog box, you make decisions about an individual object or topic
  - A dialog box also offers a way to adjust a number of settings at one time

Perform Commands from a Dialog Box

Formatting the background of a slide from the dialog box

Create a Folder, Save a File, and Close a File

- **Location:** Any disk drive, folder, or other place in which you can store files and folders
  - Where you store your files depends on how and where you use your data
- **Take time to name your files and folders in a consistent manner**

Create a Folder, Save a File, and Close a File
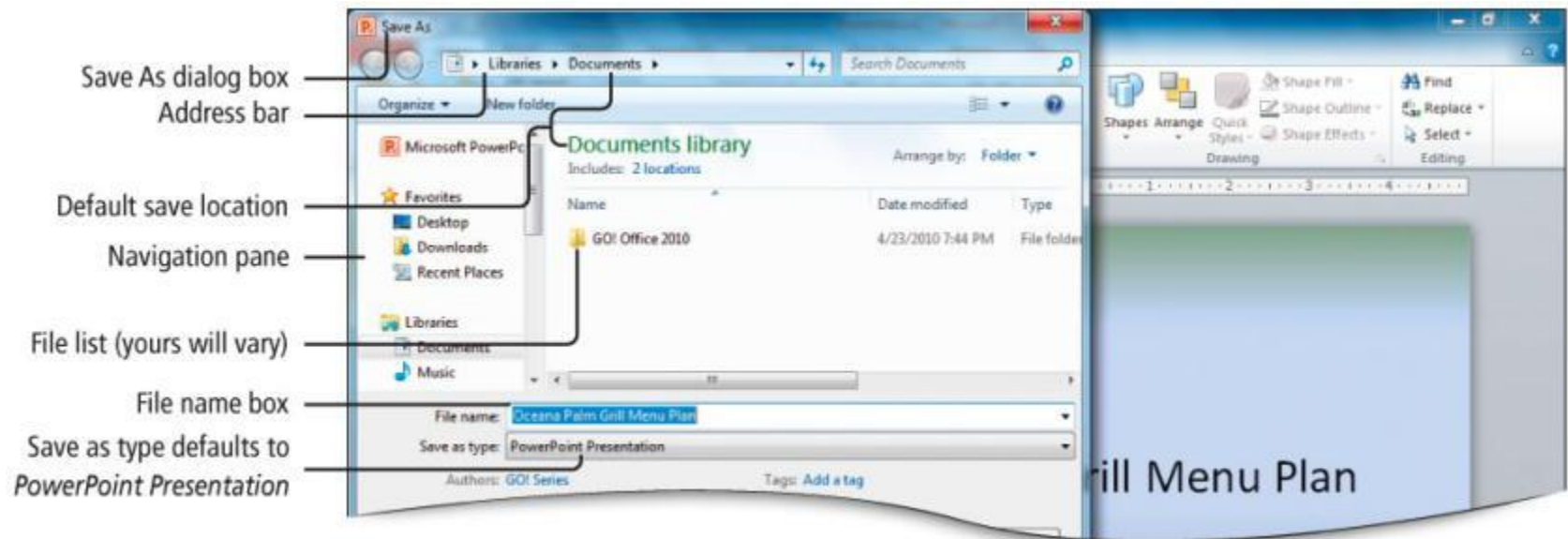
Add Document Properties and Print a File

- **Adding properties to your documents will make them easier to search for in systems such as Microsoft SharePoint**

- **Use your name, subject, and other keywords in the Document Properties panel**

Add Document Properties and Print a File

- **The process of printing a file is similar in all Office applications**
  - The only differences are in the types of options you can select
    - Example: A PowerPoint program can print full slides or handouts with small pictures of slides on a page. Word offers other options.

Add Document Properties and Print a File

GO!

All In One
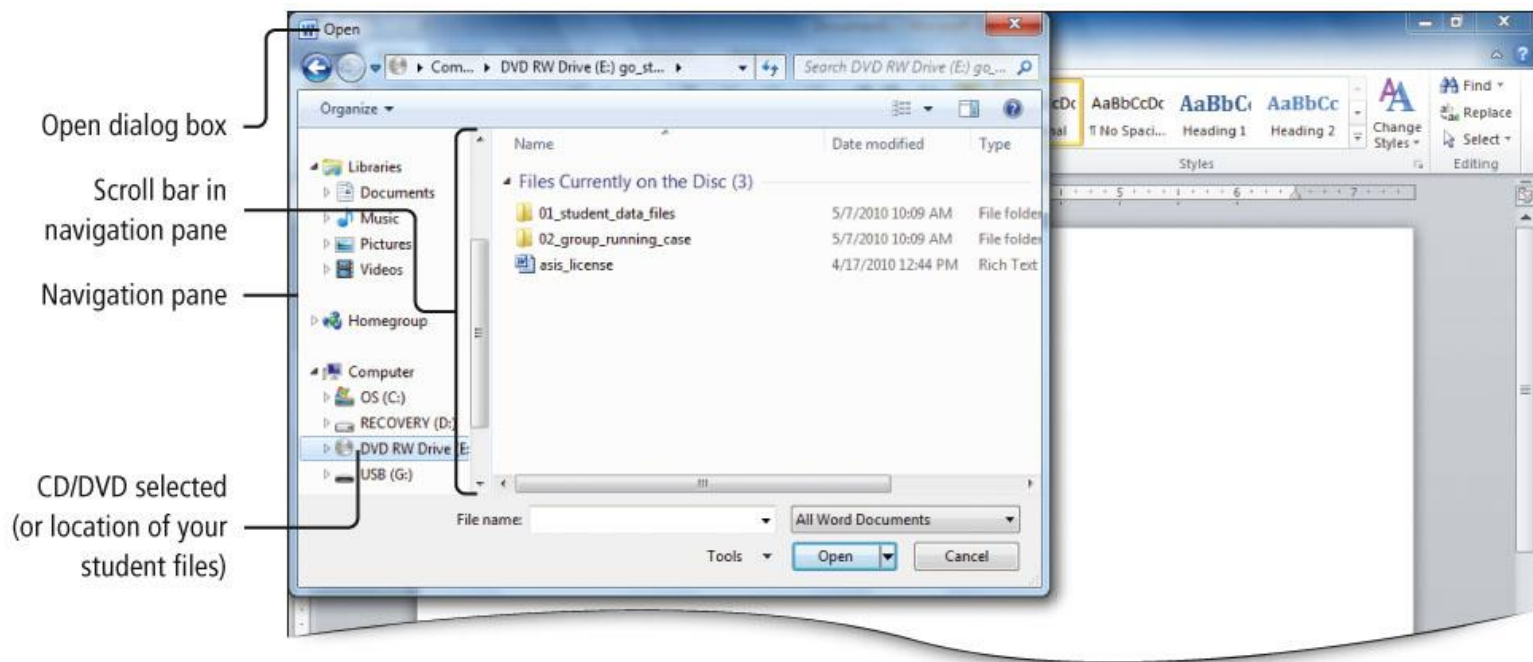
© 2013 Pearson Education, Inc. Publishing as Prentice Hall

Open an Existing File and Save It with a New Name

- **Open command**
  - Display the Open dialog box
  - Navigate to and open existing files from the Open dialog box
- **Common dialog boxes in Office**
  - Open
  - Save
  - Save As

Open an Existing File and Save It with a New Name

Perform Commands from the Ribbon

- **The Ribbon**
  - Displays across the top of the program window
  - Groups commands and features logically
  - Can be minimized so only tab names appear

Perform Commands from the Ribbon

- **Each Office program's Ribbon contains**
  - Tabs
  - Groups
  - Commands

Perform Commands from the Ribbon

- **Tabs:** Relate to a type of activity, such as laying out a page

- **Groups:** Located on tabs; sets of related commands for specific tasks

- **Commands:** Arranged in groups; instructions to computer programs and display as a button, menu, or box

All In One

Perform Commands from the Ribbon

The Quick Access Toolbar contains commands that you use frequently.