**Microsoft Office 2013 Illustrated**

# **Office 2013 Unit C: Getting Started with Microsoft Office 2013**

# **A Guide to this Instructor’s Manual:**

We have designed this Instructor’s Manual to supplement and enhance your teaching experience through classroom activities and a cohesive chapter summary.

This document is organized chronologically, using the same heading in **blue** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Figures and Boxes found in the section, if any, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor’s Manual, our Instructor’s Resources CD also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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# **Unit Objectives**

Students will have mastered the material in Office Unit C when they can:

* Understand Office Professional Plus 2013
* Start an Office app
* Identify common screen elements in an Office app
* Use the Ribbon and zoom controls
* Use the Quick Access toolbar
* Save a file
* Get Help
* Exit an Office app

**Office 82: Understand Office Professional Plus 2013**

LEARNING OUTCOMES

* Identify and explain the uses for the four main apps in Office 2013
* Explain the benefits of Office 2013

LECTURE NOTES

* Explain what programs (apps) are and introduce Microsoft Office Web Apps
* Explain that Microsoft Word is a word processing program you can use to create text documents.
* Explain that Microsoft Excel is a spreadsheet program you can use to manipulate, chart, and analyze quantitative data.
* Explain that Microsoft Access is a database management program you can use to store, organize and retrieve information.
* Explain that Microsoft PowerPoint is a presentation graphics program you can use to create online, Web-based, or paper-based presentations along with a wide array of supporting printed materials.
* Explain that the following programs are not covered in the book, but it is important that they understand that they are part of Microsoft Office Professional suite:
  + Explain that Microsoft Outlook is an e-mail and information manager you can use to send and receive e-mail messages, schedule appointments, store contact information and much more.
  + Mention that Microsoft Publisher is a desktop publishing program that lets you create printed documents that combine text and graphics.
  + Introduce Microsoft OneNote and discuss its use in capturing information.

FIGURES: C-1, C-2, C-3, C-4

TABLE C-1: Other Office Apps

TEACHER TIP

Students may already have some familiarity with Office 2013 applications. Give examples of the types of tasks that you can use Word to complete, such as a memo, letter, or report. Give examples of the types of tasks you can use Excel to complete, such as product order worksheets, sales reports and analyses, and charts. Give examples of the types of tasks you can use Access for, such as storing customer information. Point out that in addition to storing information, Access contains powerful tools for retrieving information about stored data. For instance, you could use Access to store information about all the products in your inventory, and then create a report to show which products are out of stock or low in inventory. Mention different uses for PowerPoint, such as creating an online presentation for sales reps to describe new products, or Web-based presentations that provide information to customers about your services.

CLASSROOM ACTIVITY

1. Quick Quiz
2. Which Office application should you use to keep track of all your assets in your home? (Answer: Access)
3. Which Office application should you use to write a memo? (Answer: Word)
4. Which Office application should you use to create a chart showing the number of visitors to a theme park over a five-year period? (Answer: Excel)
5. Which Office application should you use to present a proposal to a large audience? (Answer: PowerPoint)

**Office 84: Start an Office App**

LEARNING OUTCOMES

* Start an Office app
* Explain the purpose of a template

LECTURE NOTES

* Explain that starting a program is also called launching a program.
* Demonstrate how to find Word, using FIGURE C-5 as a guide.
* Explain the Word start screen, using FIGURE C-6 as a guide.

FIGURES: C-5, C-6, C-7

BOXES:

1. Trouble: If you are running Windows 7, follow the steps at the bottom of this page.
2. Clues to Use: Follow these steps if you are running Windows 7

1. Click the Start button on the taskbar. The Start menu opens.

2. Click All Programs, click the Microsoft Office 2013 folder, then click Word 2013.

Office 2013 launches, and the Word start screen appears. The start screen is a landing page that appears when you first start an Office app. The left side of this screen displays recent files you have opened. (If you have never opened any files, then there will be no files listed under Recent.) The right side displays the images depicting different templates you can use to create different types of documents. A template is a file containing professionally designed content that you can easily replace with your own. Using a template to create a document can save time and ensure your document looks great. You can also start from scratch using the Blank document option.

1. Clues to Use: What is Office 365

Until the release of Microsoft Office 365, most consumers purchased Microsoft Office in a traditional way: by buying a retail package from a store or downloading it from Microsoft.com. You can still purchase Microsoft Office 2013 in this traditional way—but you can also now purchase it as a subscription service called Microsoft Office 365 (for business) and Microsoft Office 365 Home Premium (for consumers). Office 365 requires businesses to pay a subscription fee for each user. Office 365 Home Premium Edition allows households to install Office on up to 5 devices. These subscription versions of Office provide extra services and are optimized for working in the cloud.

CLASSROOM ACTIVITIES

1. Classroom Activity: Switch between applications

If a demonstration computer is available, demonstrate how to start two or three Office programs. Show how to use the taskbar to switch between apps.

2. Group Activity:

Display FIGURE C-6 on a projection screen. Point to the different elements of the Word start screen. Explain how these elements are similar across Office apps. Call on students to name different areas of the start screen, and explain when they would use each area.

TEACHER TIP

Students should understand that every computer can be customized. Some computers are set up so that students can launch a program using desktop shortcuts or by clicking a program icon on the Start menu. Make sure that students understand there are a variety of ways to start a program and that the steps in this lesson show only one of the methods.

**Office 86: Identify Common Screen Elements in an Office App**

LEARNING OUTCOMES

* Start a new blank document
* Identify common elements of the Office user interface

LECTURE NOTES

* Explain that to complete any task in an Office app, you need to choose commands that carry out actions you specify.
* Reviewing the last lesson, explain that all Office apps share the Ribbon, tabs, and the Quick Access toolbar; both of which contain commands you can choose to help you complete tasks.
* Show students where the Ribbon is located, and point out the tabs. Explain that the Ribbon is the band at the top of the screen in all Office 2013 applications that you use to execute commands. Explain that the Ribbon contains multiple tabs.
* Explain that related commands in a program are grouped together in related tabs. Show how to open a different tab by clicking its name.
* Explain that Office programs share common tabs; for instance, the HOME tab is shared by all programs and contains the most common commands for working with that application.
* Point out that you can minimize the Ribbon by double-clicking any tab. To restore the Ribbon, double-click the tab again. Also demonstrate the Ribbon Display Options button in the upper-right corner of the window, which can also be used to open and close the Ribbon.
* Use FIGURE C-8 to point out the commands on the HOME tab. Point out generic elements on the Ribbon that are common to all tabs such as tabs, groups, the dialog box launcher, the More button, and list arrows.
* Explain to students that in addition to the tabs they see on the Ribbon, there are contextual tabs that become available as needed, such as the DRAWING TOOLS FORMAT tab which becomes available when a shape is selected.

FIGURES: C-8

TABLE C-2: Office 2013 product offerings

BOX

1. Quick Tip: To learn how to sign up for a Microsoft account and more about using the cloud features of Office 2013, see the appendix “Working in the Cloud.”

TEACHER TIP

Make sure that students understand that the live preview feature associated with formatting, such as font, font color, and styles, is not actually applied to the text until the option has been selected.

CLASSROOM ACTIVITIES

1. Class Discussion: If possible, project FIGURE C-8. Have students point out the Ribbon, tabs, and the Quick Access toolbar, along with other common window elements, such as the title bar, scroll bars, status bar, and control buttons. Discuss how each is used.

2. Quick Quiz

1. Which tab has commands that let you work with the whole document, such as open, save, print, and close documents? (Answer: FILE tab)
2. Where do you find most of the commands you will use while working with a document in Word? (Answer: on the Ribbon)

**Office 88: Use the Ribbon and Zoom Controls**

LEARNING OUTCOMES

* Use the Ribbon to execute commands
* Change the zoom level
* Change the view

LECTURE NOTES

* Discuss Read Mode view and when it might be useful. Use FIGURE C-9 to show how a document looks in Read Mode view.
* Use FIGURE C-10 to point out the commands on the VIEW tab. Point out that you use this tab to change the view of a document. All Office programs have different predefined views that are best for viewing the document for a particular purpose. For example, if you want to view a document on screen, you could choose Read Mode view.
* You can also use the VIEW tab to increase or decrease the magnification level of a document to make the content larger or smaller.
* Use FIGURE C-11 to show a document with the zoom level set to 200%. Point out the zoom slider and view buttons to the right of the status bar. Explain and/or demonstrate how to use these buttons to change the view of the document or change the zoom level.

FIGURES: C-9, C-10, C-11

BOXES

1. Trouble: If the Navigation Pane is open on the left side of your screen, click its close button to close it.
2. Quick Tip: You can also switch to Read Mode view by clicking the Read Mode button on the status bar.
3. Quick Tip: Double-click any Ribbon tab to minimize the Ribbon so only the tab names appear. Double-click any tab to restore the Ribbon to its full size.

CLASSROOM ACTIVITIES

1. Critical Thinking: What appears in the document window when you increase the zoom to 120% or higher? (The horizontal scroll bar.) Why is this feature necessary at this zoom level? Why is it not necessary at a lower zoom level?
2. Quick Quiz
3. Name two ways to change the zoom level. (Answer: (1)Dragging the Zoom slider or (2) clicking the Zoom button on the VIEW tab)
4. What view should you use if you wanted to read your document text on screen? (Answer: Read Mode view)
5. How can you hide the Ribbon to make more room on the screen? (Answer: Double-click any tab or use the Ribbon Display Options button)
6. How can you bring the Ribbon back into view when it is hidden? (Answer: Double-click any tab again or use the Ribbon Display Options button)

**Office 90: Use the Quick Access Toolbar**

LEARNING OUTCOMES

* Undo and redo an action
* Move the Quick Access toolbar

LECTURE NOTES

* Explain that the Quick Access toolbar is always available no matter what Office program is running, except when the FILE tab is active.
* By default, the Quick Access toolbar contains the Undo, Save and Redo buttons. Explain what these buttons are used for. Explain that the buttons are also available on the Ribbon, but the Quick Access toolbar allows you to work faster.
* Explain that you can also customize the Quick Access toolbar to include any other buttons that you frequently use.

FIGURES: C-12, C-13, C-14

BOXES

1. Clues to Use: Customizing the Quick Access toolbar

You can add any button that you use frequently to the Quick Access toolbar. To do this, click the Customize Quick Access Toolbar button, then click More Commands to open the Quick Access Toolbar tab of the Word Options dialog box. Click any command listed in the Popular Commands list, click Add, then click OK. Another way to add a button to the Quick Access toolbar is to right-click the button you want to add on the Ribbon, then click Add to Quick Access Toolbar on the shortcut menu. To remove any button from the Quick Access toolbar, right-click the button, then click Remove from Quick Access Toolbar on the shortcut menu.

CLASSROOM ACTIVITIES

1. Group Activity:

Break students into small groups, ask each group to read the Clues to Use on customizing the Quick Access toolbar (at the bottom of page 90), and then direct each group to customize their Quick Access toolbar by adding three new buttons. Each group should describe the buttons they put on the toolbar and “defend” their choices. For example, a group might state that they feel the Open button should be on the Quick Access toolbar because it is one of the most frequently used buttons. Another group might state that the Spelling button belongs on the Quick Access toolbar because everyone should check the spelling of a document to avoid printing a document or delivering a presentation that contains errors. Once students have completed the activity, direct them to return the Quick Access toolbar to its default state: the Save button, Undo button, and Redo button.

2. Quick Quiz:

1. The buttons on the Quick Access toolbar are available anytime except when \_\_\_\_\_\_\_\_\_\_ is active. (Answer: the FILE tab)
2. What are the default buttons that are on the Quick Access toolbar? (Answer: Save, Undo, Redo)
3. The buttons on the Quick Access toolbar are also available on other tabs in the \_\_\_\_. (Answer: Ribbon)

**Office 92: Save a File**

LEARNING OUTCOMES

* Save a file to a specific location

LECTURE NOTES

* When you first type data in a document, the data is stored in your computer’s random access memory (RAM), a temporary storage area that is erased of all contents when you turn off your computer. In order to store your work permanently, you must save it as a file. When you save a file, you must give it a unique filename and specify the drive and folder where you want to store it.
* Explain what Backstage view is, and use FIGURE C-15 to review the commands and tools for working with your files on the Save As screen.
* You can save a file by clicking the Save button on the Quick Access toolbar or by using the Save or Save As command on the FILE tab. Using the Save or Save As command the first time you save a file opens the Save As dialog box. Use FIGURE C-16 to illustrate how to use the Save As dialog box.
* Explain that if you make changes to a file that has already been saved, you should click the Save button to save those changes. If you forget to save your changes and try to close the file, a dialog box will open asking if you want to save your changes. Click Yes to save your changes.
* Make sure to tell students where you expect them to save their files when in the lab. Explain that in a typical installation, when the Save As dialog box opens, by default, it displays the My Documents folder. The displayed folder may be different (depending on how your network is configured); the files in the default folder may also be different.
* Explain that when you save a file, the program that created it automatically assigns it a file extension to identify the program that created it.

FIGURES: C-15, C-16

BOXES

1. Quick Tip: If you click the Save command before you save a file for the first time, the Save As dialog box opens, so that you can assign the file a name and folder location.
2. Clues to Use: Using SkyDrive and Web Apps

If you are signed into your Microsoft account, you can easily save your files to SkyDrive and be able to access them on other devices—such as a tablet or smartphone. SkyDrive is available as an app on smartphones, which makes access very easy. If you have the SkyDrive app installed on your phone, you can open files to view them. You can even make edits to documents on SkyDrive using Office Web Apps, which are simplified versions of the apps found in the office 2013 suite. Because the Web Apps are online, they take up no computer disk space, and you can use them on any computer (as long as it is connected to the Internet). Using SkyDrive, you and your colleagues can create, edit, and store documents in the “cloud” and make the documents available to whomever you grant access. To use SkyDrive, you need a free Microsoft account, which you obtain at http://skydrivelive.com. You can find more information in the “Working in the Cloud” appendix.

LAB ACTIVITY

Examining different file formats

To help students feel comfortable saving files, have them open the Save As dialog box. Once open, click the Save as type list arrow. Make sure students are aware of the various file formats they can save a file in.

CLASSROOM ACTIVITIES

1. Discussion Question: Choosing a File Format for a File

Ask students why—and under what circumstances—they would want to save a file using another format.

2. Class Discussion: Ask students to discuss the advantages and disadvantages of storing files in the following locations: network, flash drive, and hard drive. For example, what are the advantages of saving files to a flash drive? Answers might include that a flash drive is portable, relatively inexpensive, and holds a reasonably large number of files. What are the disadvantages of saving files to a flash drive? Answers might include that a flash drive is very easy to lose and it may not hold a sufficient number of large files. What about a computer hard drive or a network drive at college or university? For example, the advantage of storing files on a hard drive is that very large files can probably be stored. However, if files are needed at another location, they are not accessible. With regard to a network drive at college or university, an advantage is that the network probably holds a large number of files. A disadvantage could be that files could be lost if the network is damaged or “goes down.”

Although some students may not have a lot of experience with different methods of storing files, the class discussion should help them learn from other students who have more experience.

3. Critical Thinking: Discuss the use of floppy disks to save files. Ask if any students own computers that include floppy drives. If any do, discuss the limitations of floppy disks and note that most new computers are no longer equipped with floppy drives. Ask students to consider why this change was made. One reason could be that floppy disks were not able to store large files or a sufficient number of files.

TEACHER TIP

Explain to students that if they ever experience a power failure, they should know that Office 2013 contains a built-in recovery feature that allows them to open and save files that were open at the time of the interruption. When students restart a program after an interruption, the Document Recovery task pane opens on the left side of the screen with both the original and recovered versions of the files that were open. If you’re not sure which file to open (original or recovered), it’s usually better to open the recovered file because it will contain the latest information. You can, however, open and review all versions of the file that were recovered and save the best one. Each file listed in the Document Recovery task pane displays a list arrow with options that allow you to open the file, save it as is, delete it, or show repairs made to it during recovery.

**Office 94: Get Help**

LEARNING OUTCOMES

* Find information using Microsoft’s Help system

LECTURE NOTES

* Explain that the Office 2013 Help system is an excellent resource to help you become a more productive Office user. You can use Help to get information about how to complete a task or use a feature in any Office program.
* Demonstrate ScreenTips. Explain that each ScreenTip includes the name of the button and a short description of how to use the button.
* Explain that Help is context-sensitive; it displays instructions geared to a specific task that you are performing.
* Review the use of [F1] to get help in any Office program.
* Explain that in order to access the full Help system, you must be online, because many topics listed are located on the Microsoft Office Online Web site.
* Define what a keyword is, a term with which students may be familiar from their use of search engines, for example.
* Point out that in addition to Help topics, students can also get online training using the Help system.

FIGURES: C-17, C-18, C-19

TABLE C-3: Word Help dialog box icons

BOX

1. Quick Tip: You can also open the Help window in any Office application by pressing [F1].

CLASSROOM ACTIVITY

1. Assign a Project: Using Help

Divide students into small groups. Ask each group to use the Office Help system to learn more about a topic related to Microsoft Office 2013 covered in this Unit and then report back to the group on their findings. Here are some potential topics:

* Microsoft Office 2013 interface
* Saving a file
* What’s new in Microsoft Word 2013
* Customizing the Ribbon
* Moving the Quick Access toolbar

**Office 96: Exit an Office App**

LEARNING OUTCOMES

* Open a file from the Recent list
* Close a file and exit an app

LECTURE NOTES

* After you’ve completed an Office session, you should save and close all files, and then exit the program.
* You exit a program by clicking Exit on the FILE tab.
* If you don’t save and close your open files and instead simply use the Exit [Program Name] command to quit a program, a dialog box will appear and ask you whether you want to save changes before it closes each of your open files.
* Explain how you can use Backstage view to close your document.
* Explain the Recent command and how you can use it to quickly locate the most recently used files.
* Explain that when you close a file, you close only the file and not the program.

FIGURES: C-20, C-21

BOXES

1. Quick Tip: To remove a document from the Recent Documents list, right-click the document name on the list, then click Remove from list.
2. Clues to Use: Using Office on a touch screen device

If you are running Office 2013 on a Windows 8 device with a touch screen, you can use gestures instead of mouse clicks to do various tasks including choosing commands. The basic gestures are tap (touch screen quickly with one finger), pinch (bring two fingers together), stretch (move two fingers apart), slide (drag an object using your finger), and swipe (move your finger from left to right). To choose a command on the Ribbon or in a dialog box, tap the button. To scroll, swipe the screen up, down, left, or right. To zoom in, stretch two fingers apart. To zoom out, pinch your fingers together. To hide the Ribbon, tap the Ribbon Display Options button on the title bar, then tap Auto-Hide Ribbon.

1. Clues to Use: Sharing your saved documents

As you work through this book, you will create many documents that you will need to submit to your instructor. To conserve paper and be more efficient, your instructor might ask you to submit your completed documents electronically. You can e-mail your saved documents easily from within Office using the Share page on the FILE tab. To do this, click the FILE tab, then click Share. On the Share page, click Email, then click Send as Attachment. If your file is saved to SkyDrive, you can click the Get a Link button to create an email containing a link to where the recipient can download the document. The Share page also lets you fax a document or email a copy of a document in PDF or XPS formats. These formats preserve the content and formatting in the document, but make the content difficult for others to change or edit.

TEACHER TIP

Make sure students understand the difference between exiting a program and closing a file. Students may be confused after they close a file to see the program still running. By closing a file, Office puts a file away but leaves the program loaded in the computer's memory. Exiting a program puts all open files away and stops the program from being used in the computer's random access memory (RAM), thus allowing the computer memory to be available for other uses.

CLASSROOM ACTIVITIES

1. Quick Quiz:

* How do you exit a program? (Answer: Click the FILE tab, then click Close, or click the Close button in the application window)
* How do you remove a document from the Recent Documents list? (Answer: Right-click the document name on the list and then click Remove from list)

**End of Unit Material**

* **Concepts Reviews** consist of multiple choice, matching, and screen identification questions.
* **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
* **Independent Challenges** are case projects requiring critical thinking and application of the unit skills. The Independent Challenges increase in difficulty, with the first one in each unit being the easiest. Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.
* **Real Life Challenges** are practical exercises to help students with their everyday lives by focusing on important and useful essential skills, including creating photo montages for scrapbooks and photo albums, retouching and color-correcting family photos, applying layer styles and getting Help online.
* **Advanced Challenge Exercises** set within the Independent Challenges provide optional steps for more advanced students.
* **Visual Workshops** are practical, self-graded capstone projects that require independent problem solving.

**Glossary of Key Terms**

* suite (Office 82)
* apps (Office 82)
* the cloud (Office 82)
* SkyDrive (Office 82)
* Office Web Apps (Office 82)
* Microsoft Word (Office 82)
* word processing program (Office 82)
* Microsoft Excel (Office 82)
* spreadsheet program (Office 82)
* Microsoft Access (Office 82)
* database management program (Office 82)
* Microsoft PowerPoint (Office 82)
* presentation graphics program (Office 82)
* Microsoft Outlook (Office 82)
* Microsoft Publisher (Office 82)
* desktop publishing program (Office 82)
* Microsoft OneNote (Office 82)
* launch (Office 84)
* Start screen (Office 84)
* Template (Office 84)
* user interface (Office 86)
* title bar (Office 86)
* Ribbon (Office 86)
* Ribbon Display Options button (Office 86)
* command (Office 86)
* tabs (Office 86)
* HOME tab (Office 86)
* FILE tab (Office 86)
* groups (Office 86)
* dialog box (Office 86)
* dialog box launcher (launcher) (Office 86)
* Quick Access toolbar (Office 86)
* document window (Office 86)
* insertion point (Office 86)
* status bar (Office 86)
* View buttons (Office 86)
* Zoom slider (Office 86)
* filename (Office 92)
* Backstage view (Office 92)
* file extension (Office 92)
* context-sensitive (Office 94)
* keywords (Office 94)

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