

office 2013



Essential Skills for Office 2013

In this chapter, you will learn the following skills:

- › Learn about Microsoft Office 2013 and its applications Word, Excel, PowerPoint, and Access
 - › Demonstrate how to open, save, and close files
 - › Recognize Office 2013 common features and navigation elements
 - › Modify account information and the look of Office
 - › Create new files
 - › Use Microsoft Help
- Skill 1.1 Introduction to Microsoft Office 2013
 - Skill 1.2 Opening Files
 - Skill 1.3 Closing Files
 - Skill 1.4 Getting to Know the Office 2013 User Interface
 - Skill 1.5 Using the Start Page
 - Skill 1.6 Changing Account Information
 - Skill 1.7 Changing the Look of Office
 - Skill 1.8 Working in Protected View
 - Skill 1.9 Picking Up Where You Left Off
 - Skill 1.10 Creating a New Blank File
 - Skill 1.11 Using Help
 - Skill 1.12 Working with File Properties
 - Skill 1.13 Saving Files to a Local Drive
 - Skill 1.14 Saving Files to a SkyDrive
 - Skill 1.15 Saving Files with a New Name
 - Skill 1.16 Closing the Application

skills

introduction

This chapter introduces you to Microsoft Office 2013. You will learn about the shared features across the Office 2013 applications and how to navigate common interface elements such as the Ribbon and Quick Access Toolbar. You will learn how to open and close files as well as learn how to work with messages that appear when you first open files. You will become familiar with the Office account and learn how to modify the account as well as the look of Office 2013. Introductory features such as creating and closing files and using Office Help are explained.

Skill 1.1 Introduction to Microsoft Office 2013

Microsoft Office 2013 is a collection of business “productivity” applications (computer programs designed to make you more productive at work, school, and home). The most popular Office applications are:

Microsoft Word—A word processing program. Word processing software allows you to create text-based documents, similar to how you would type a document on a typewriter. However, word processing software offers more powerful formatting and design tools, allowing you to create complex documents, including reports, résumés, brochures, and newsletters.

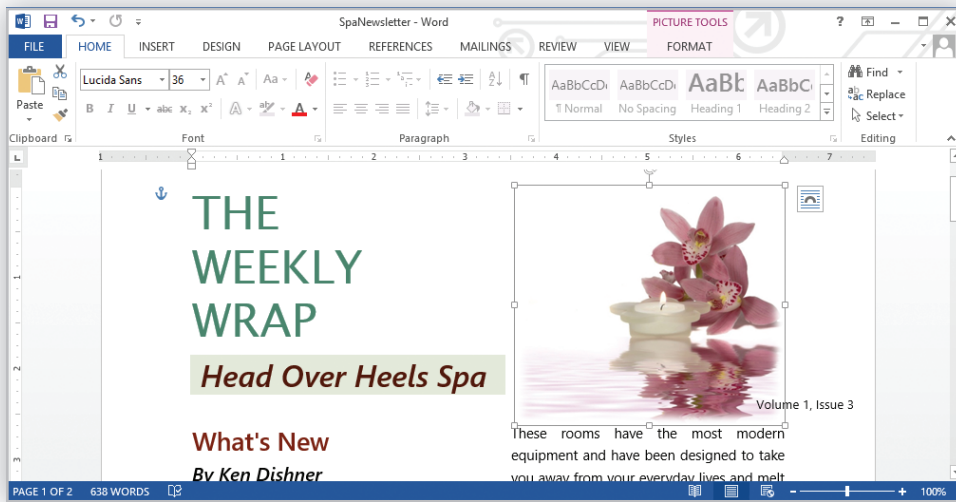


FIGURE OF 1.1
Microsoft Word 2013

Microsoft Excel—A spreadsheet program. Originally, spreadsheet applications were viewed as electronic versions of an accountant’s ledger. Today’s spreadsheet applications can do much more than just calculate numbers—they include powerful charting and data analysis features. Spreadsheet programs can be used for everything from personal budgets to calculating loan payments.

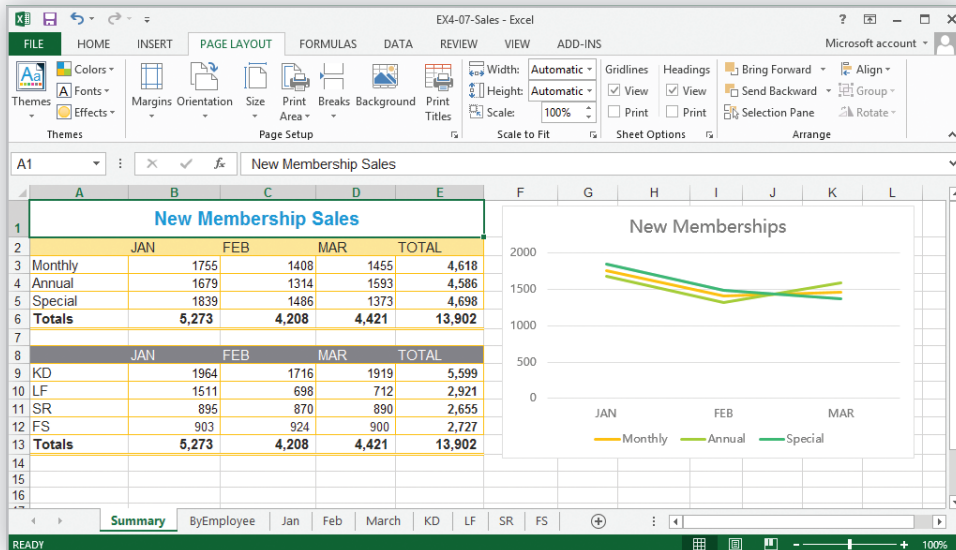


FIGURE OF 1.2
Microsoft Excel 2013

Microsoft PowerPoint—A presentation program. Such applications enable you to create robust, multimedia presentations. A presentation consists of a series of electronic slides. Each slide contains content, including text, images, charts, and other objects. You can add multimedia elements to slides, including animations, audio, and video.

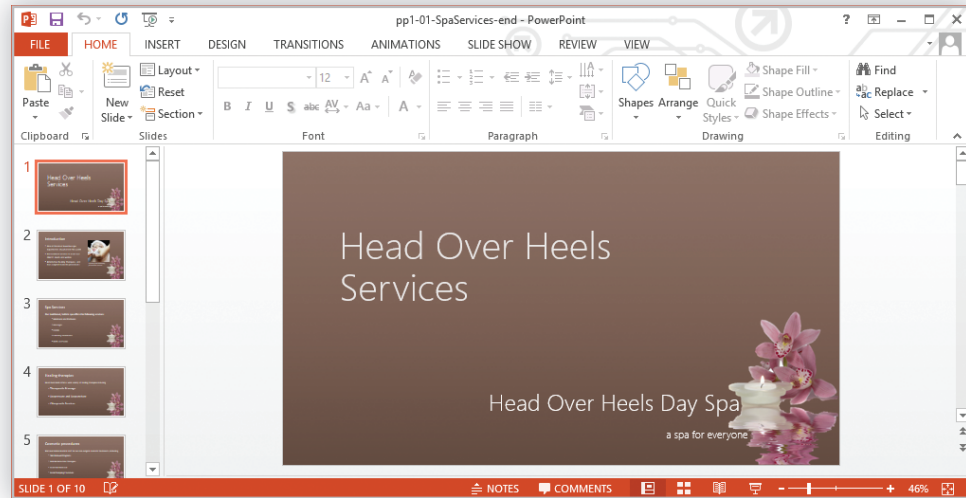


FIGURE OF 1.3
Microsoft PowerPoint 2013

Microsoft Access—A database program. Database applications allow you to organize and manipulate large amounts of data. Databases that allow you to relate tables and databases to one another are referred to as *relational* databases. As a database user, you usually see only one aspect of the database—a *form*. Database forms use a graphical interface to allow a user to enter record data. For example, when you fill out an order form online, you are probably interacting with a database. The information you enter becomes a record in a database *table*. Your order is matched with information in an inventory table (keeping track of which items are in stock) through a *query*. When your order is filled, a database *report* can be generated for use as an invoice or a bill of lading.

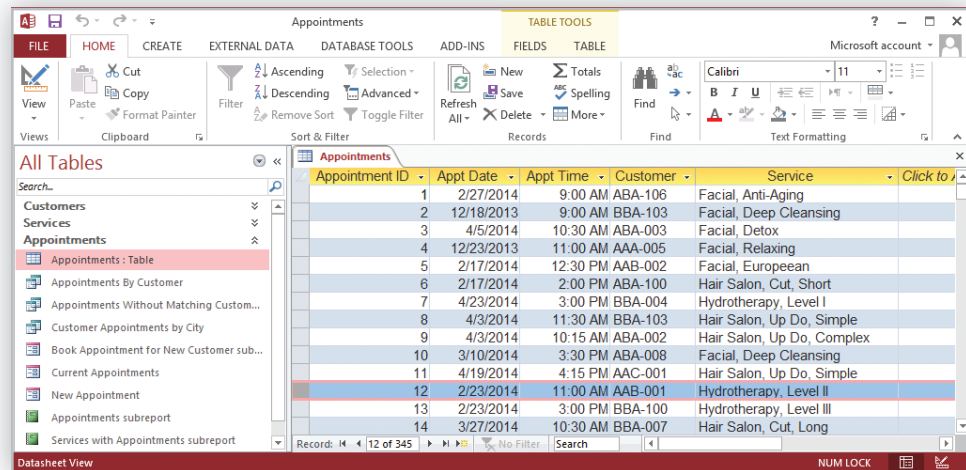


FIGURE OF 1.4
Microsoft Access 2013

To open one of the Office applications using the Windows 8 operating system:

1. Display the **Start** screen.
2. In the *Pinned Apps* section, click the tile of the application you want to open.

To open one of the Office applications using the Windows 7 operating system:

1. Click the Windows **Start** button (located in the lower left corner of your computer screen).
2. Click **All Programs**.
3. Click the **Microsoft Office** folder.
4. Click the application you want to open.

tips & tricks

You can download a free trial version of Microsoft Office from Microsoft's Web site (<http://office.microsoft.com>). The trial allows you to try the applications before buying them. When your trial period ends, if you haven't purchased the full software license yet, you will no longer be able to use the applications (although you will continue to be able to open and view any files you previously created with the trial version).

tell me more

There are two main versions of Microsoft Office, each offering a different way to pay for the program:

Office 365—This version allows you to download and install Office and pay for it on a yearly or monthly subscription basis. It includes full versions of the different Office applications along with online storage services for your files. When the next version of Office is released, the subscription can be transferred to the new version. If you do not want to install the full version of Office on your computer, you can access limited versions of each application online with an Office 365 subscription.

Office 2013—This version allows you to install Office and pay for it once, giving you a perpetual license for the programs. This means that when the next version of Office is released, you will need to purchase the application suite again. You can associate a Windows Live account with Office 2013, giving you access to online storage for your files.

If you are a home user, business, or a student, there are different purchasing options for both Office 365 and Office 2013. Both versions require that you are running the Windows 7 or Windows 8 operating system.

Skill 1.2 Opening Files

Opening a file retrieves it from storage and displays it on your computer screen. The steps for opening a file are the same for Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases.

To open an existing file from your computer:

1. Click the **File** tab to open Backstage view.
2. Click **Open**.
3. The *Open* page displays listing the recently opened files by default.
4. Click **Computer**.
5. A list of folders you have recently opened files from appears on the right. Click a folder to open the **Open** dialog with that folder displayed.

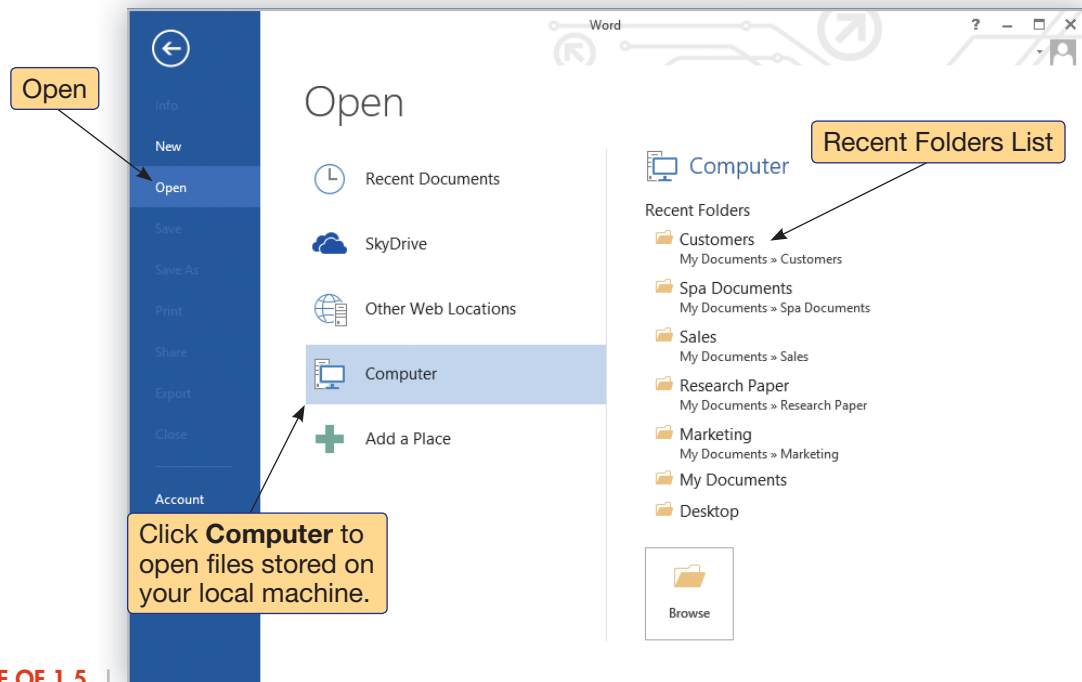


FIGURE OF 1.5

6. Select the file name you want to open in the large list box.
7. Click the **Open** button in the dialog.

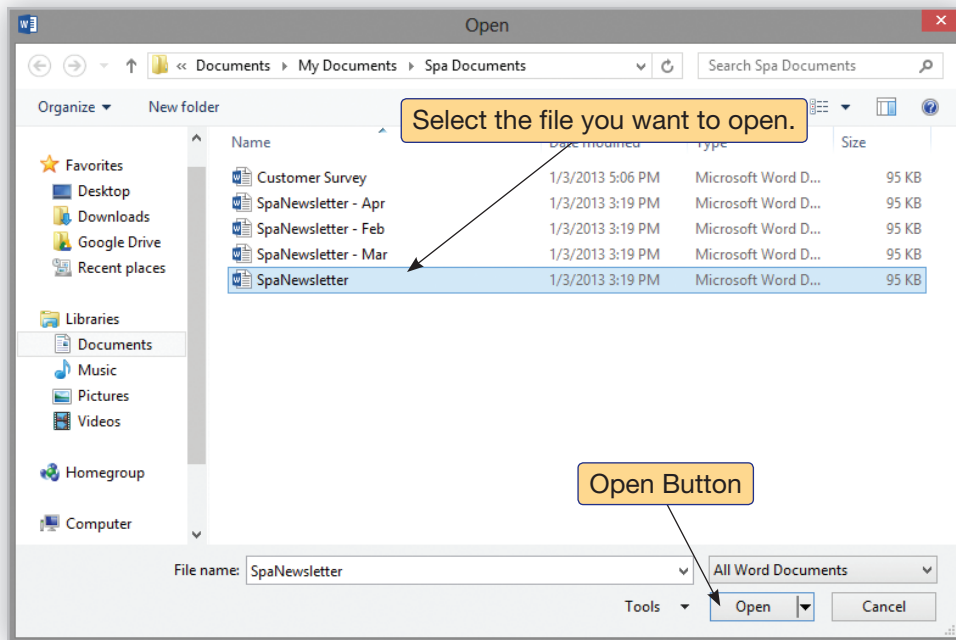


FIGURE OF 1.6

tips & tricks

If you do not see the folder containing the file you want to open, click the **Browse** button. The *Open* dialog will open to your *Documents* folder. Navigate to the location where the file you want to open is located, select the file, and click **Open**.

tell me more

The screen shot shown here is from Word 2013 running on the Microsoft Windows 8 operating system. Depending on the operating system you are using, the *Open* dialog will appear somewhat different. However, the basic steps for opening a file are the same regardless of which operating system you are using.

another method

To display the *Open* page in Backstage view, you can also press **(Ctrl) + (O)** on the keyboard.

To open the file from within the *Open* dialog, you can also:

- ▶ Press the **(Enter)** key once you have typed or selected a file name.
- ▶ Double-click the file name.

let me try

Try this skill on your own:

1. Open the student data file **of1-SpaNewsletter**.

NOTE: You may see a yellow security message at the top of the window. See the skill *Working in Protected View* to learn more about security warning messages.

2. Keep the file open to work on the next skill.

Skill 1.3 Closing Files

Closing a file removes it from your computer screen and stores the last-saved version for future use. If you have not saved your latest changes, most applications will prevent you from losing work by asking if you want to save the changes you made before closing.

To close a file and save your latest changes:

1. Click the **File** tab to open Backstage view.
2. Click the **Close** button.
3. If you have made no changes since the last time you saved the file, it will close immediately. If changes have been made, the application displays a message box asking if you want to save the changes you made before closing.

Click **Save** to save the changes.

Click **Don't Save** to close the file without saving your latest changes.

Click **Cancel** to keep the file open.

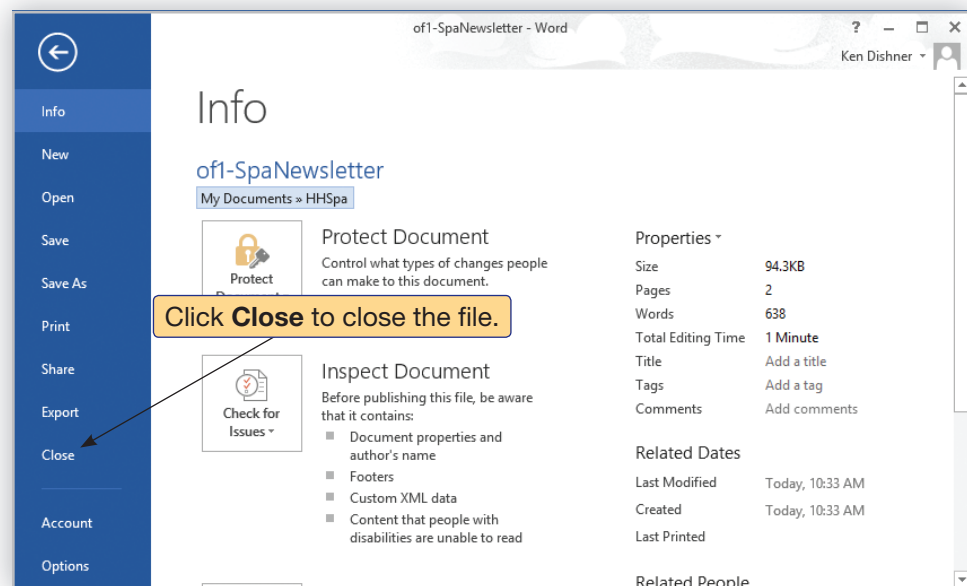


FIGURE OF 1.7

another method

To close a file, you can also press **(Ctrl) + (W)** on the keyboard.

let me try

If necessary, open the student data file **of1-SpaNewsletter** and try this skill on your own:

Close the file.

Skill 1.4 Getting to Know the Office 2013 User Interface

THE RIBBON

If you have used a word processing or spreadsheet program in the past, you may be surprised when you open one of the Microsoft Office 2013 applications for the first time. Beginning with Office 2007, Microsoft redesigned the user experience—replacing the familiar menu bar/toolbar interface with a new Ribbon interface that makes it easier to find application functions and commands.

The **Ribbon** is located across the top of the application window and organizes common features and commands into tabs. Each **tab** organizes commands further into related **groups**.

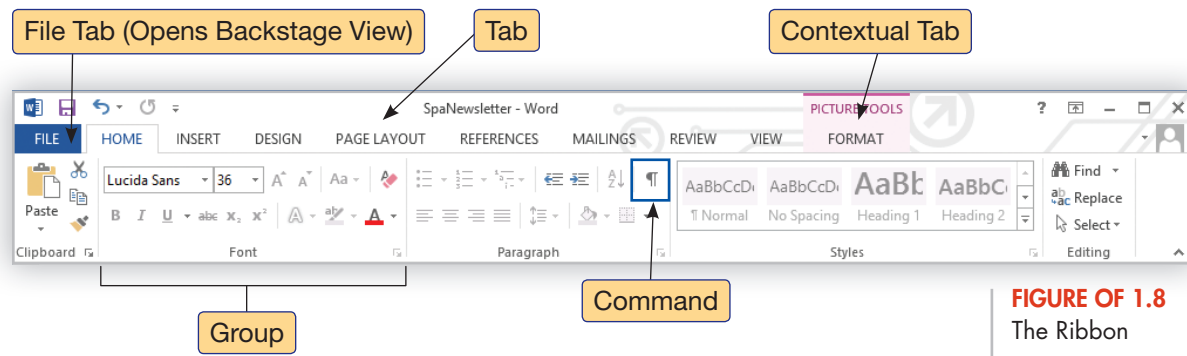


FIGURE OF 1.8
The Ribbon

When a specific type of object is selected (such as a picture, table, or chart), a contextual tab will appear. **Contextual tabs** contain commands specific to the type of object selected and are only visible when the commands might be useful.

Each application includes a **Home tab** that contains the most commonly used commands for that application. For example, in Word, the *Home* tab includes the following groups: *Clipboard*, *Font*, *Paragraph*, *Styles*, and *Editing*, while the Excel *Home* tab includes groups more appropriate for a spreadsheet program: *Clipboard*, *Font*, *Alignment*, *Number*, *Styles*, *Cells*, and *Editing*.

tips & tricks

If you need more space for your file, you can minimize the Ribbon by clicking the **Collapse the Ribbon** button in the upper-right corner of the Ribbon (or press **Ctrl + F1**). When the Ribbon is minimized, the tab names appear along the top of the window (similar to a menu bar). When you click a tab name, the Ribbon appears. After you select a command or click away from the Ribbon, the Ribbon hides again. To redisplay the Ribbon permanently, click the **Ribbon Display Options** button in the upper-right corner of the window and select **Show Tabs and Commands**. You can also double-click the active tab to hide or display the Ribbon.

BACKSTAGE

Notice that each application also includes a **File tab** at the far left side of the Ribbon. Clicking the *File* tab opens the **Microsoft Office Backstage view**, where you can access the commands for managing and protecting your files, including *Save*, *Open*, *Close*, *New*, and *Print*. Backstage replaces the Office Button menu from Office 2007 and the *File* menu from previous versions of Office.

To return to you file from Backstage view, click the **Back** button located in the upper left corner of the window.



KEYBOARD SHORTCUTS

Many commands available through the Ribbon and Backstage view are also accessible through keyboard shortcuts and shortcut menus.

Keyboard shortcuts are keys or combinations of keys that you press to execute a command. Some keyboard shortcuts refer to F keys or function keys. These are the keys that run across the top of the keyboard. Pressing these keys will execute specific commands. For example, pressing the F1 key will open Help in any of the Microsoft Office applications. Keyboard shortcuts typically use a combination of two keys, although some commands use a combination of three keys and others only one key. When a keyboard shortcut calls for a combination of key presses, such as **Ctrl** + **V** to paste an item from the *Clipboard*, you must first press the modifier key **Ctrl**, holding it down while you press the **V** key on the keyboard.

Press and hold **Ctrl** and then press **V** to paste text or item in a file.



FIGURE OF 1.9

tell me more

Many of the keyboard shortcuts are universal across all applications—not just Microsoft Office applications. Some examples of universal shortcut keys include:

- Ctrl** + **C** = Copy
- Ctrl** + **X** = Cut
- Ctrl** + **V** = Paste
- Ctrl** + **Z** = Undo
- Ctrl** + **O** = Open
- Ctrl** + **S** = Save

SHORTCUT MENU

Shortcut menus are menus of commands that display when you right-click an area of the application window. The area or object you right-click determines which menu appears. For example, if you right-click in a paragraph, you will see a shortcut menu of commands for working with text; however, if you right-click an image, you will see a shortcut menu of commands for working with images.

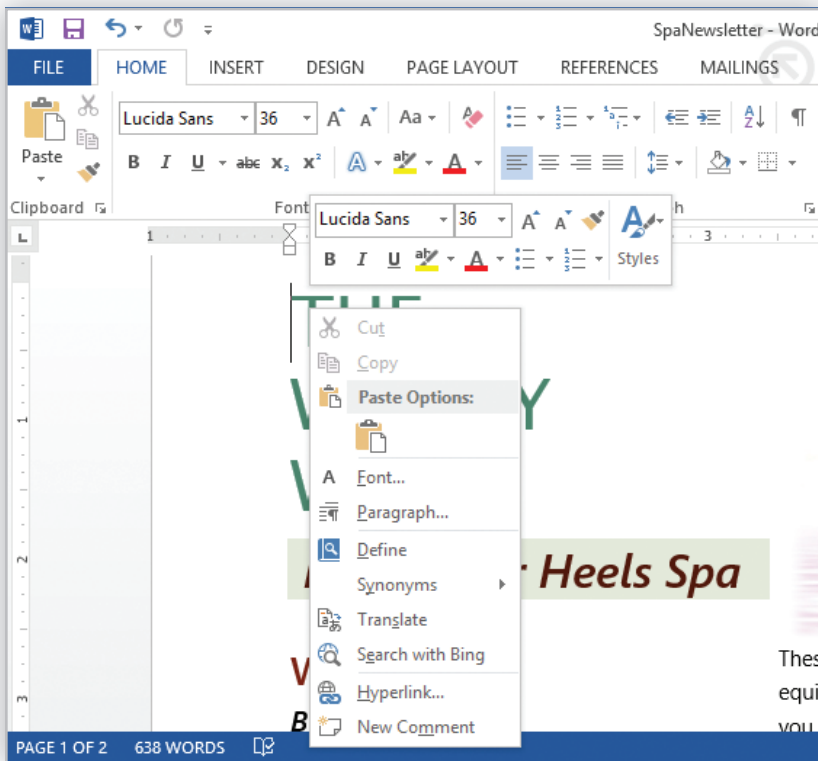


FIGURE OF 1.10

Right-Click Shortcut Menu

THE MINI TOOLBAR

The **Mini toolbar** gives you access to common tools for working with text. When you select text and then rest your mouse over the text, the Mini toolbar fades in. You can then click a button to change the selected text just as you would on the Ribbon.

another method

To display the Mini toolbar, you can also right-click the text. The Mini toolbar appears above the shortcut menu.



FIGURE OF 1.11

QUICK ACCESS TOOLBAR

The **Quick Access Toolbar** is located at the top of the application window above the *File* tab. The Quick Access Toolbar, as its name implies, gives you quick one-click access to common commands. You can add commands to and remove commands from the Quick Access Toolbar.

To modify the Quick Access Toolbar:

1. Click the **Customize Quick Access Toolbar** button located on the right side of the Quick Access Toolbar.
2. Options with checkmarks next to them are already displayed on the toolbar. Options with no checkmarks are not currently displayed.
3. Click an option to add it to or remove it from the Quick Access Toolbar.

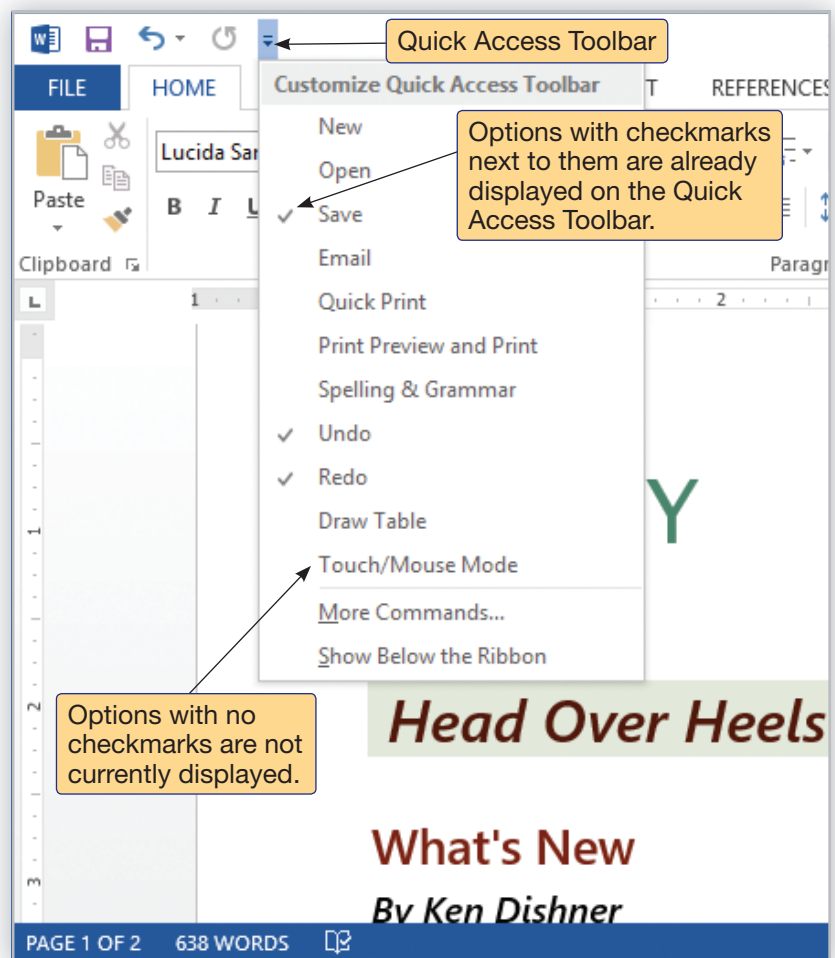


FIGURE OF 1.12

tips & tricks

If you want to be able to print with a single mouse click, add the *Quick Print* button to the Quick Access Toolbar. If you do not need to change any print settings, this is by far the easiest method to print a file because it doesn't require opening Backstage view first.

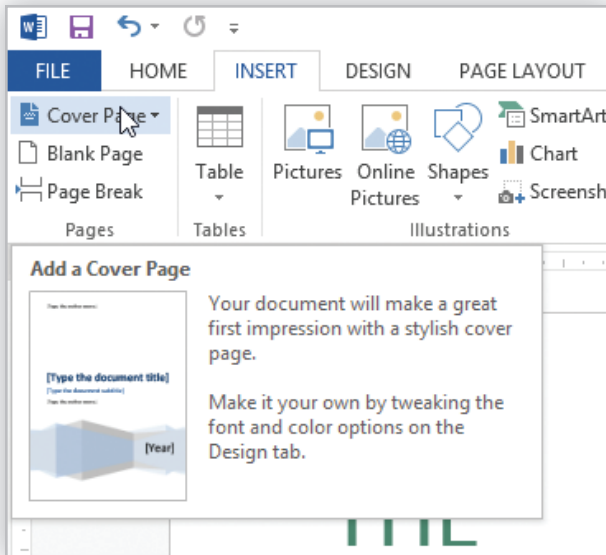


FIGURE OF 1.13
Cover Page
Enhanced ScreenTip

ENHANCED SCREENTIP

A **ScreenTip** is a small information box that displays the name of the command when you rest your mouse over a button on the Ribbon. An **Enhanced ScreenTip** displays not only the name of the command, but also the keyboard shortcut (if there is one) and a short description of what the button does and when it is used. Certain Enhanced ScreenTips also include an image along with a description of the command.

USING LIVE PREVIEW

The **Live Preview** feature in Microsoft Office 2013 allows you to see formatting changes in your file before actually committing to the change. When Live Preview is active, rolling over a command on the Ribbon will temporarily apply the formatting to the currently active text or object. To apply the formatting, click the formatting option.

Use Live Preview to preview the following:

Font Formatting—Including the font, font size, text highlight color, and font color

Paragraph Formatting—Including numbering, bullets, and shading

Quick Styles and Themes

Table Formatting—Including table styles and shading

Picture Formatting—Including correction and color options, picture styles, borders, effects, positioning, brightness, and contrast

SmartArt—Including layouts, styles, and colors

Shape Styles—Including borders, shading, and effects

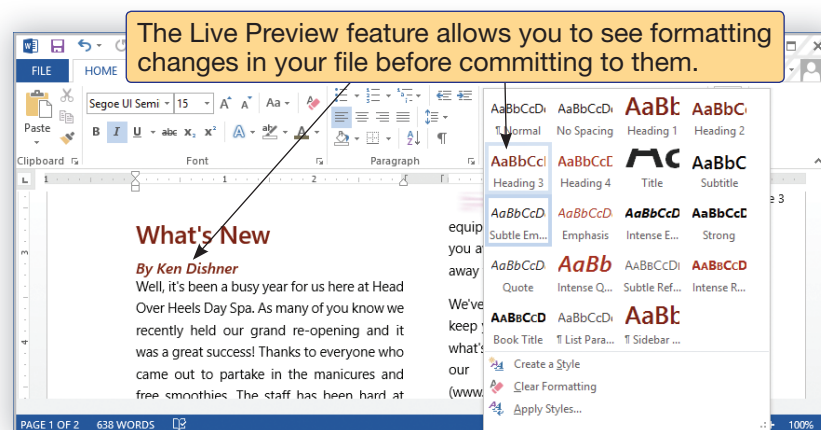


FIGURE OF 1.14

THE OPTIONS DIALOG

You can enable and disable some of the user interface features through the *Options* dialog.

1. Click the **File** tab to open Backstage view.
2. Click **Options**.
3. Make the changes you want, and then click **OK** to save your changes.
 - › Check or uncheck **Show Mini toolbar on selection** to control whether or not the Mini toolbar appears when you hover over selected text. (This does not affect the appearance of the Mini toolbar when you right-click.)
 - › Check or uncheck **Enable Live Preview** to turn the live preview feature on or off.
 - › Make a selection from the *ScreenTip style* list:
 - **Show feature descriptions in ScreenTips** displays Enhanced ScreenTips when they are available.
 - **Don't show feature descriptions in ScreenTips** hides Enhanced ScreenTips. The ScreenTip will still include the keyboard shortcut if there is one available.
 - **Don't show ScreenTips** hides ScreenTips altogether, so if you hold your mouse over a button on the Ribbon, nothing will appear.

You can enable and disable some of the user interface features through the *Options* dialog.

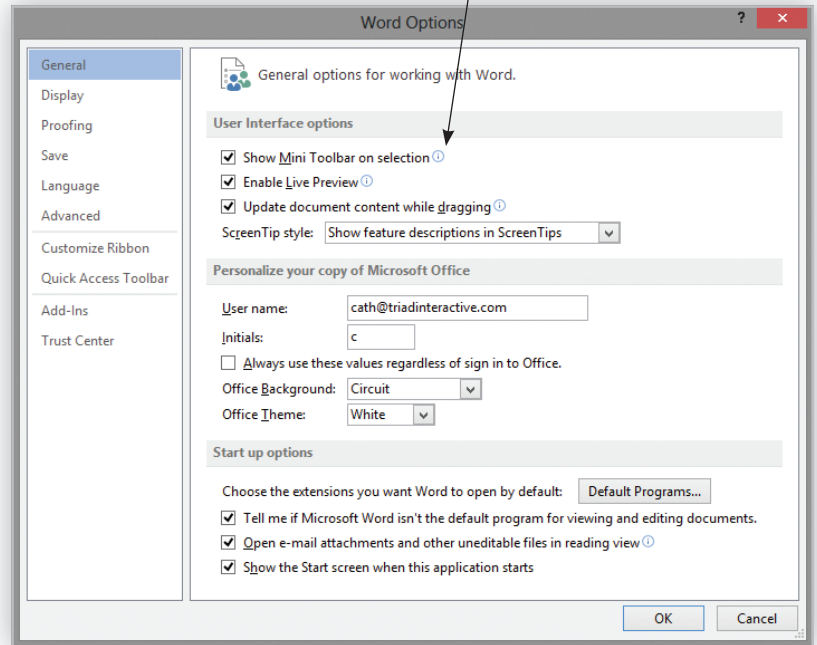


FIGURE OF 1.15

let me try

Open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Explore the Ribbon. Click on different tabs and note how commands are arranged together in groups.
2. Click the picture to display the *Picture Tools* contextual tab.
3. Click the **File** tab to display Backstage view. Click the **Back** button to return to the file.
4. Right-click an area of the file to display the shortcut menu.
5. Explore the Mini Toolbar at the top of the shortcut menu. Click away from the menu to hide it.
6. Click the **Customize Quick Access Toolbar** arrow to display the menu of items that can be displayed on the Quick Access Toolbar. Note the ones with checkmarks are the items currently displayed.
7. Click the **Insert** tab. In the *Pages* group, roll your mouse over the **Cover Page** button to display the Enhanced ScreenTip.
8. Click the **File** tab.
9. Click **Options** to open the *Options* dialog.
10. Disable **Live Preview**.
11. Change the ScreenTips so they don't show feature descriptions.
12. Close the file.

Skill 1.5 Using the Start Page

When you launch an Office 2013 application you are first taken to the **Start page**. The *Start* page gives you quick access to recently opened files and templates for creating new files in each of the applications.

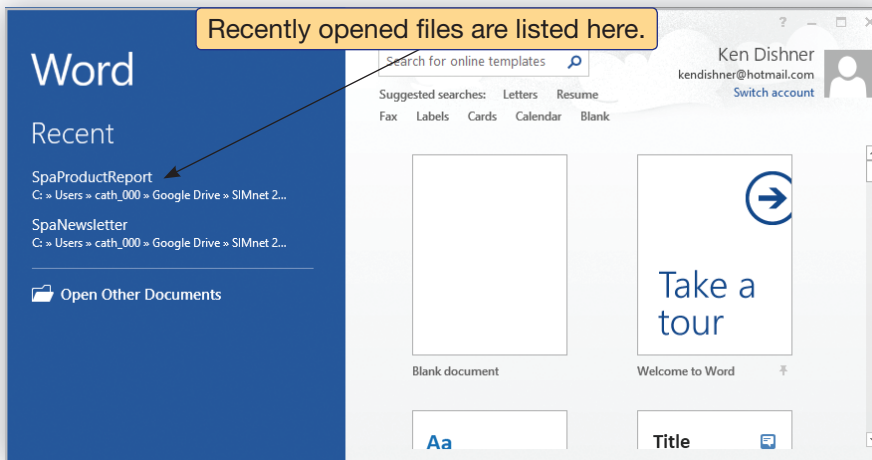


FIGURE OF 1.16

To open a recent file from the *Start* page:

1. Launch the application.
2. The *Start* page displays.
3. Click a file in the left pane to open the file.

tips & tricks

If you do not see the file you want to open in the list of recent files, click **Open Other Documents** at the bottom of the left pane. This will display the *Open* page that includes buttons for finding and opening files from other locations such as your computer or your SkyDrive.

tell me more

In previous versions of Office when you launched an application, a blank file opened ready for you to begin working. If you want to start a new blank file, click the blank file template in the list of templates. It is always listed as the first option.

let me try

To try this skill on your own:

1. Launch **Microsoft Word**.
2. If you have files listed under *Recent*, click a file to open it.
3. Close the file.

from the perspective of . . .



A BUSY PARENT

Learning Microsoft Office was one of the best things I did to help manage my family's busy lifestyle. I use Word to write up and print a calendar of everyone's activities for the week. I keep a handle on the family finances with a budget of all expenses in an Excel spreadsheet. I've even learned how to use Excel to calculate loan payments and found the best offer when I had to buy a new family car. I used PowerPoint to create a presentation for my family of our summer vacation pictures. Once I became more familiar with Access, I used it to help organize my family's busy schedule. I created a database with one table for activities, another for parent contact information, another one for carpooling, and another one for the schedule. Being able to organize all the information in a database has been invaluable. I always thought Office was only for businesses, but now I can't imagine running my household without it!

Skill 1.6 Changing Account Information

Office 2013 includes an **Account page** that lists information for the user currently logged into Office. This account information comes from the Microsoft account you used when installing Office. From the *Account* page, you can update your user profile, including contact and work information. You can also change the picture associated with the user account.

To change the user information

1. Click the **File** tab.
2. Click **Account**.
3. The current user profile is listed under *User Information*.
4. Click the **Change photo** link.

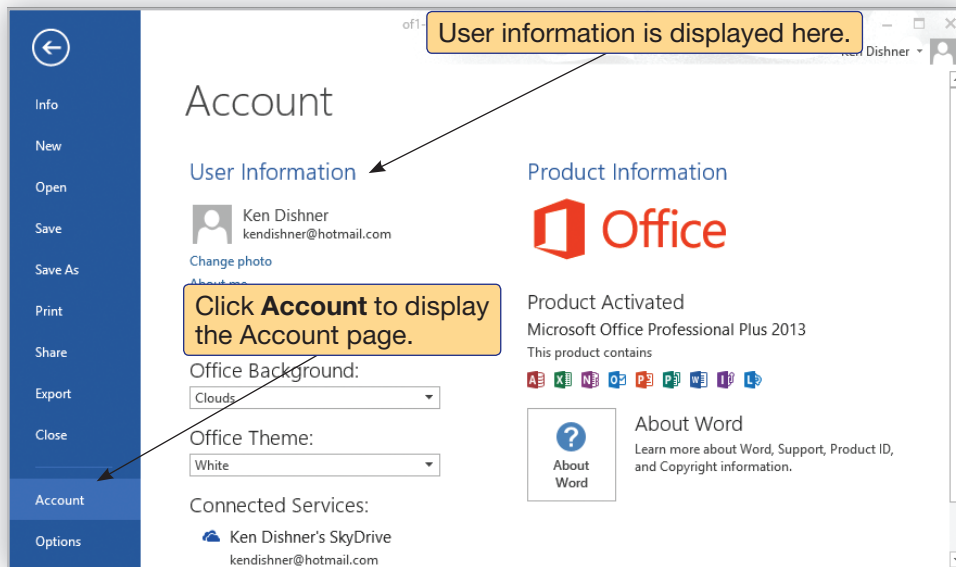


FIGURE OF 1.17

5. The *Profile* page on *live.com* is displayed in the browser window.
6. Click the **Change Picture** link.
7. On the *Picture* page, click the **Browse** button.
8. Navigate to the location of the picture you want to use for your profile and select it.
9. Click the **Open** button.
10. The picture appears on the page. Click the **Save** button to save the profile change.

From the *Profile* page, you can also edit your contact information and work information. Click the **Edit** link under each section to display the edit page. Fill in the form with your information and click the **Save** button.

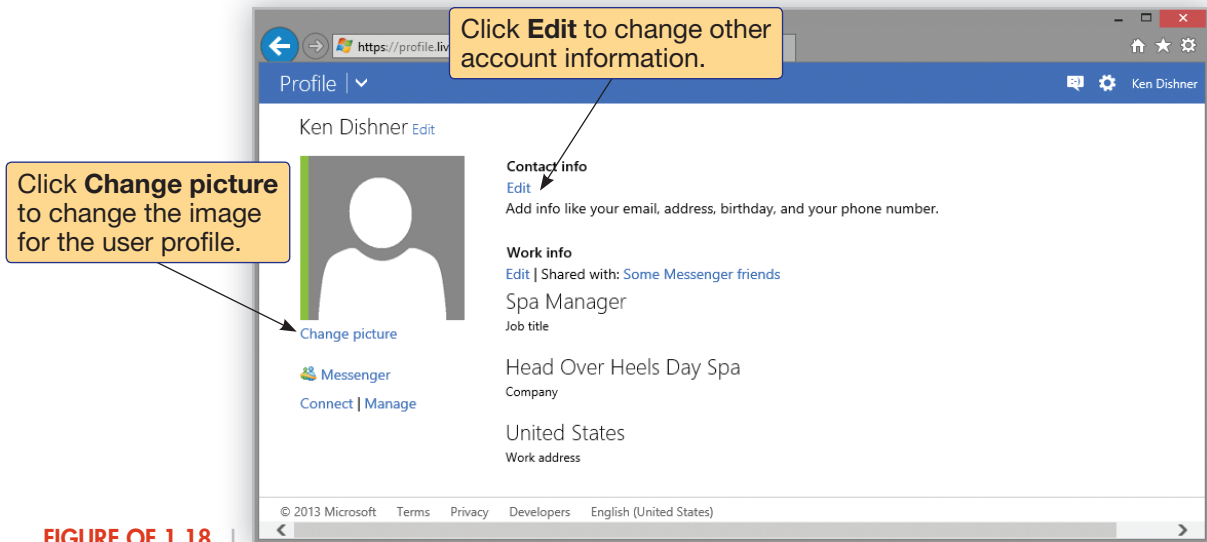


FIGURE OF 1.18

tell me **more**

Depending on the version of Office 2013 you have, you can have multiple accounts use the same installation of Office. When you switch accounts, any personalization that person has done to Office will be applied. The account will also have access to that person's SkyDrive account and all files that have been saved there. To learn more about SkyDrive, see the skill *Saving Files to a SkyDrive*.

another **method**

To change the user photo, you can also click the arrow next to the user name in the upper right corner of the window and click the **Change photo** link.

let me **try**

Open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Open the **Account** page in Backstage view.
NOTE: If you are using this in class or in your school's computer lab, check with your instructor about permissions before completing the following steps.
2. Change the photo for the user account.
3. Change the picture using a photo of your choice.
4. Save the changes to the picture.
5. Close the browser window.
6. Keep this file open for working on the next skill.

Skill 1.7 Changing the Look of Office

In addition to managing the Office account, you can also control the look of Office from the *Account* page. Changing the Office background changes the background image that displays in the upper right corner of the window near the user profile. Changing the Office theme changes the color scheme for Office, affecting the look of the Ribbon and dialogs.

To change the look of Office:

1. Click the **File** tab to open Backstage view.
2. Click **Account**.
3. Click the **Office Background** drop-down list and select an option to display as the background.
4. Click the **Office Theme** drop-down list and select a color option for your applications.

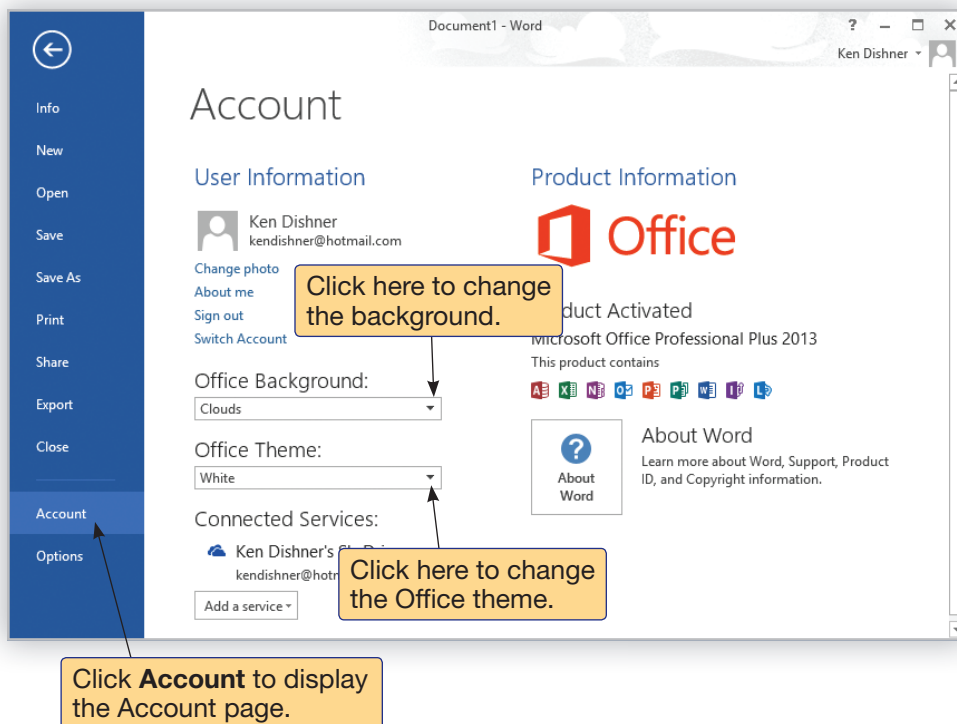


FIGURE OF 1.19

let me try

If necessary, open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Open the **Account** page in Backstage view.
NOTE: If you are using this in class or in your school's computer lab, check with your instructor about permissions before completing the following steps.
2. Change the Office background to the **Circuit** background.
3. Change the Office color to **Light Gray**.
4. Close the file.

Skill 1.8 Working in Protected View

When you download a file from a location that Office considers potentially unsafe, it opens automatically in **Protected View**. Protected View provides a read-only format that protects your computer from becoming infected by a virus or other malware. Potentially unsafe locations include the Internet, e-mail messages, or a network location. Files that are opened in Protected View display a warning in the Message Bar at the top of the window, below the Ribbon.

To disable Protected View, click the **Enable Editing** button in the Message Bar.

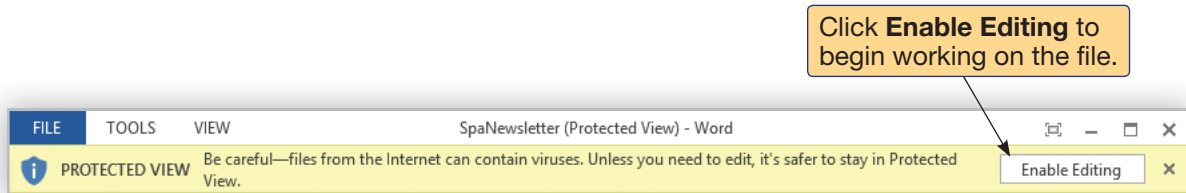


FIGURE OF 1.20

tips & tricks

To learn more about the security settings in Office 2013, open the Trust Center and review the options. We do not recommend changing any of the default Trust Center settings.

another method

You can also enable editing from the Info page in Backstage.

1. Click the **File** tab to open Backstage.
2. Click **Info**.
3. The Info page provides more information about the file. If you are sure you want to remove it from Protected View, click the **Enable Editing** button.

let me try

Open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. If you downloaded the file from the Internet, the file will open in Protected View.
2. Click the **Enable Editing** button to begin working with the file.
3. Close the file.

Skill 1.9 Picking Up Where You Left Off

When you are working in a long document or a presentation and reopen it to work on it, you may not remember where you were last working. Office 2013 includes a new feature that automatically bookmarks the last location that was worked on when the file was closed.

To pick up where you left off in a document or presentation:

1. Open the document or presentation.
2. A message displays on the right side of the screen welcoming you back and asking if you want to pick up where you left off. The message then minimizes to a bookmark tag.
3. Click the **bookmark tag** to navigate to the location.

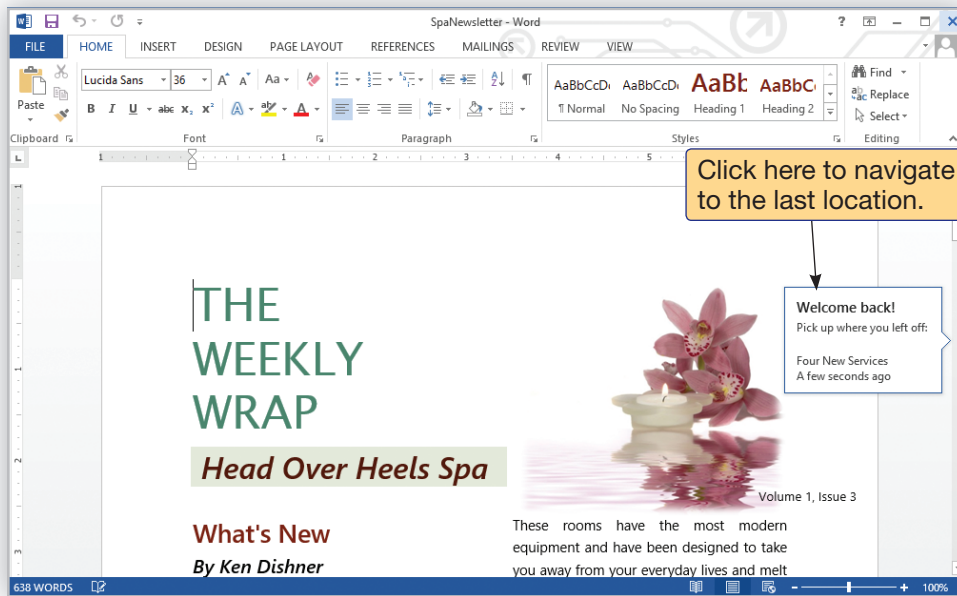


FIGURE OF 1.21

tips & tricks

The bookmark tag only displays until you navigate to another part of the document. If you scroll the document, the bookmark tag disappears.

tell me more

This feature is only available in Word and PowerPoint. Excel and Access do not give you the option of picking up where you left off when you open a file.

let me try

Open the student data file **of1-09-SpaNewsletter** and try this skill on your own:

1. Navigate to the location where the last location the file was at when last closed.
2. Close the file.

Skill 1.10 Creating a New Blank File

When you first open an Office application, the *Start* page displays giving you the opportunity to open an existing file or create a new blank file or one based on a template. But what if you have a file open and want to create another new file? Will you need to close the application and then launch it again? The **New command** allows you to create new files without exiting and reopening the program.

To create a new blank file:

1. Click the **File** tab to open Backstage view.
2. Click **New**.
3. The first option on the *New* page is a blank file. Click the **Blank document** thumbnail to create the new blank file.

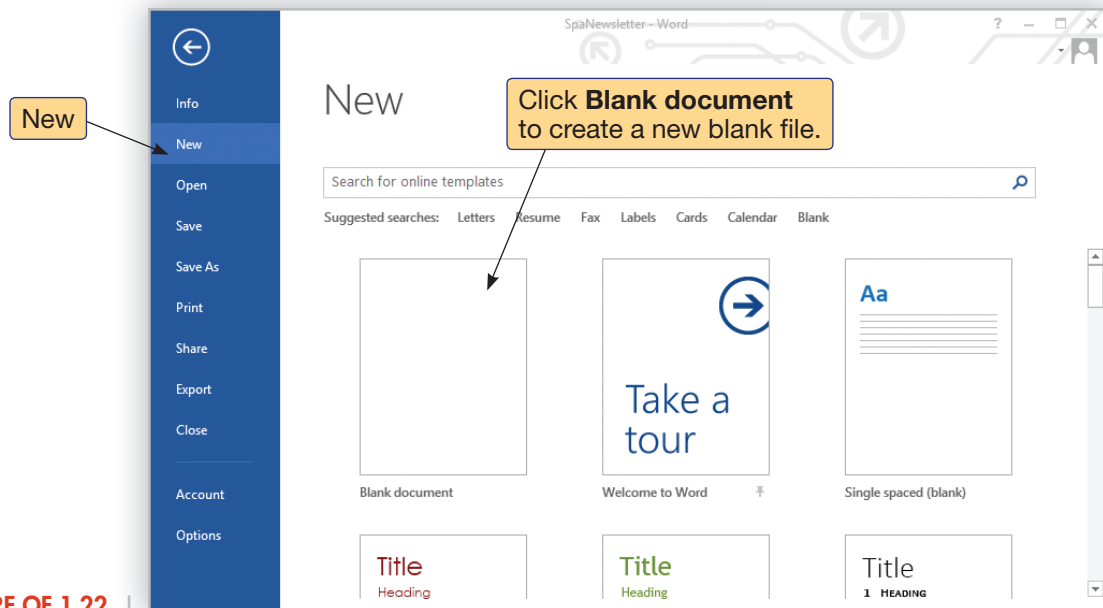


FIGURE OF 1.22

tell me **more**

In addition to a blank file, you can create new files from templates from the *New* page.

another **method**

To bypass the Backstage view and create a new blank file, press **(Ctrl) + (N)** on the keyboard.

let me **try**

Open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Create a new blank file.
2. Close the file but do not save it.

Skill 1.11 Using Help

If you don't know how to perform a task, you can look it up in the **Office Help** system. Each application comes with its own Help system with topics specifically tailored for working with that application.

To look up a topic using the Microsoft Office Help system:

1. Click the **Microsoft Office Help** button. It is located at the far right of the Ribbon.
2. Click in the **Search online help box** and type a word or phrase describing the topic you want help with.
3. Click the **Search** button.
4. A list of results appears.
5. Click a result to display the help topic.

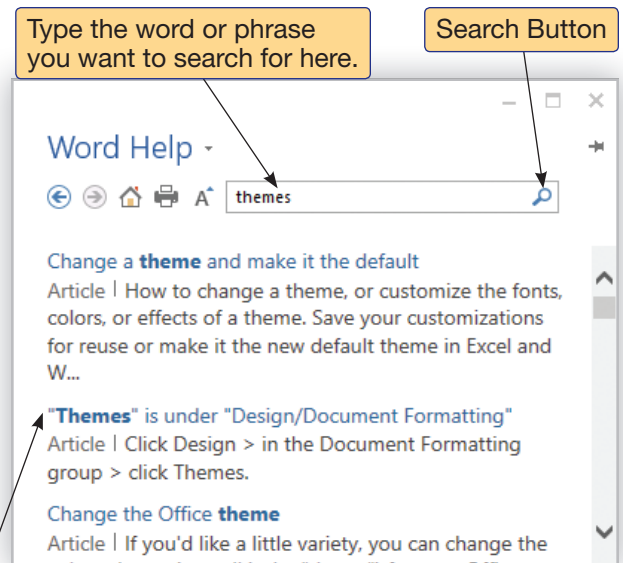


FIGURE OF 1.23

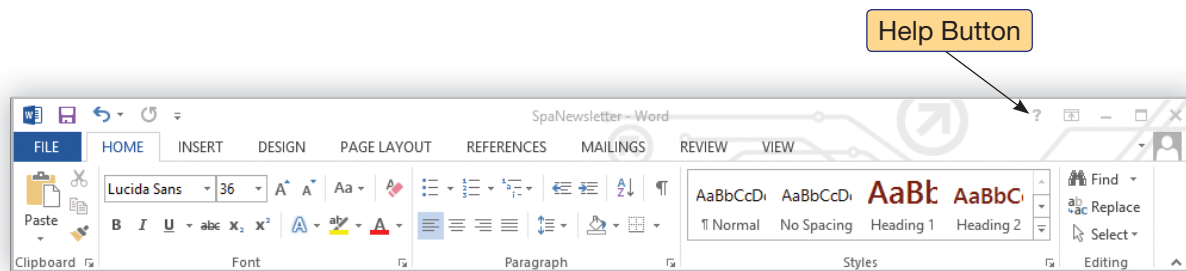


FIGURE OF 1.24

tips & tricks

To search for topics in Microsoft Office Help, you must have an active Internet connection. If you are working offline (not connected to *Office.com*), Help is still available, but it is limited to information about finding buttons of the Ribbon.

tell me more

The Help toolbar is located at the top of the Help window. This toolbar includes buttons for navigating between screens, changing the size of text, and returning to the *Help Home* page. Click the **printer icon** on the toolbar to print the current topic. Click the **pushpin icon** to keep the Help window always on top of the Microsoft Office application.

another method

To open the Help window, you can also press **(F1)** on the keyboard.

let me try

Open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Click the **Microsoft Office Help** button.
2. Search for topics about **themes**.
3. Click a link of your choice.
4. Close the **Help** window.
5. Keep this file open for working on the next skill.

Skill 1.12 Working with File Properties

File Properties provide information about a file such as the location of the file, the size of file, when the file was created and when it was last modified, the title, and the author. Properties also include keywords, referred to as **tags**, that are useful for grouping common files together or for searching. All this information about a file is referred to as **metadata**.

To view a file's properties, click the **File** tab to open Backstage view. Properties are listed at the far right of the *Info* tab. To add keywords to a file, click the text box next to *Tags* and type keywords that describe the file, separating each word with a comma. The Author property is added automatically using the account name entered when you installed and registered Office. You can change the author name or add more names by editing the Author property.

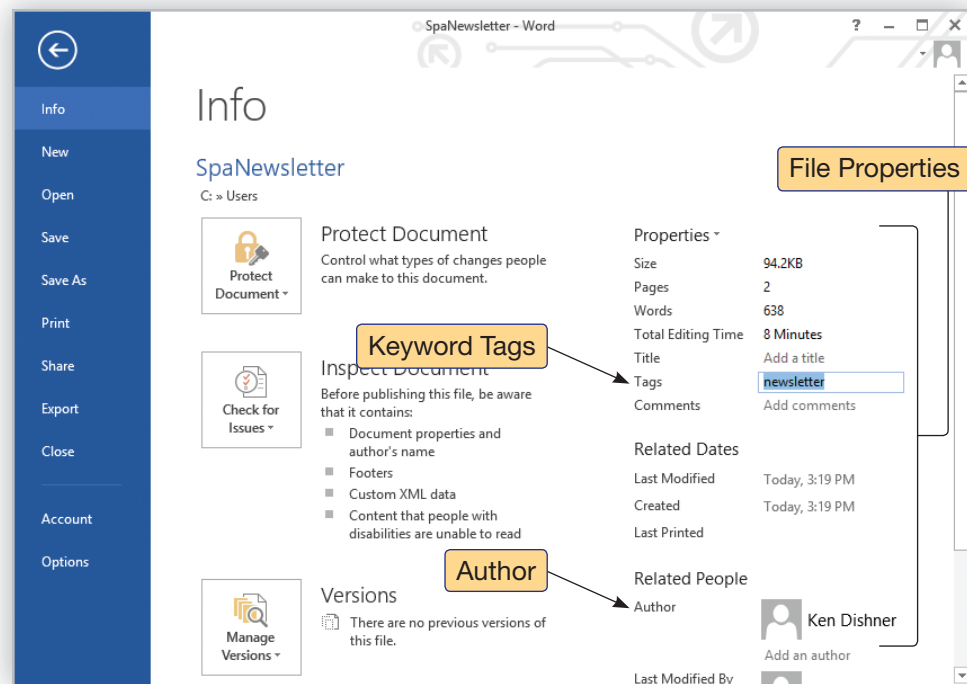


FIGURE OF 1.25

tips & tricks

Some file properties are generated automatically by Windows and cannot be edited by the user, such as the date the file was created and the size of the file.

let me try

If necessary, open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Add a tag to the document that reads **newsletter**.
2. Keep this file open for working on the next skill.

Skill 1.13 Saving Files to a Local Drive

As you work on a new file, it is displayed on-screen and stored in your computer's memory. However, it is not permanently stored until you save it as a file to a specific location. The first time you save a file, the *Save As* page in Backstage view will display. Here you can choose to save the file to your SkyDrive, your local computer, or another location.

To save a file to a local drive:

1. Click the **Save** button on the Quick Access Toolbar.
2. The *Save As* page in Backstage view appears.
3. On the left side of the page, click **Computer** to save the file to a local drive.
4. Word displays a list of recent folders; select a folder where you want to save the file.

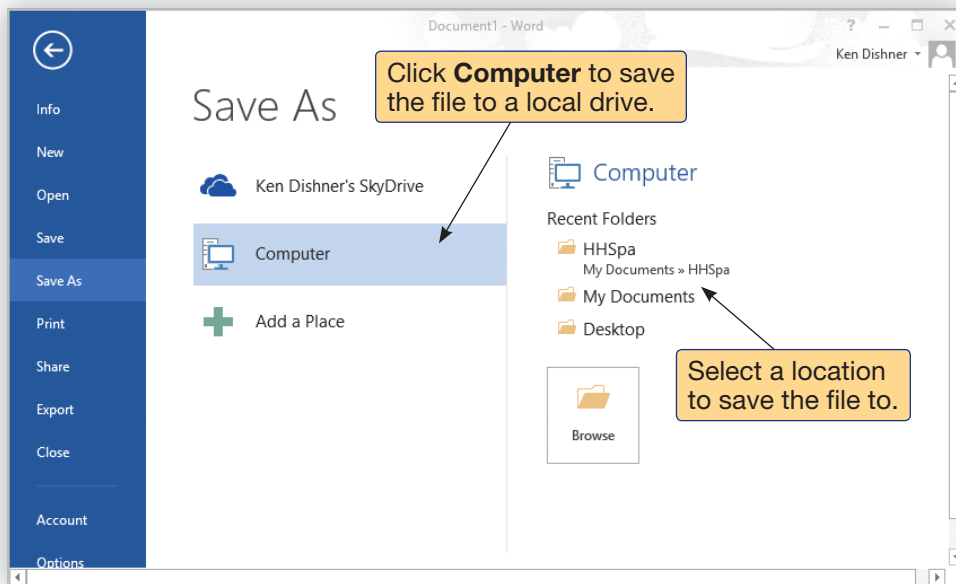


FIGURE OF 1.26

5. The *Save As* dialog opens.
6. If you want to create a new folder, click the **New Folder** button near the top of the file list. The new folder is created with the temporary name *New Folder*. Type the new name for the folder and press **Enter**.
7. Click in the **File name** box and type a file name.
8. Click the **Save** button.

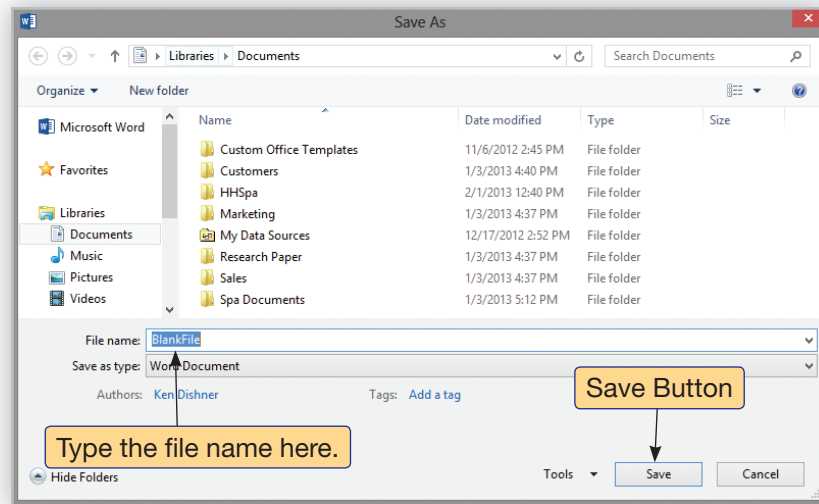


FIGURE OF 1.27

The next time you save this file, it will be saved with the same file name and to the same location automatically.

As you are working with files, be sure to **save often!** Although Office 2013 includes a recovery function, it is not foolproof. If you lose power or your computer crashes, you may lose all the work done on the file since the last save.

tips & tricks

If the location where you want to save the file is not listed under *Recent Folders*, click the **Browse** button to open the Save As dialog. Navigate to the location where you want to save the file.

another method

To save a file, you can also:

- › Press **(Ctrl) + (S)** on the keyboard.
- › Click the **File** tab, and then select **Save**.
- › Click the **File** tab, and then select **Save As**.

let me try

Try this skill on your own:

1. Create a new blank file.
2. Save the file to the **My Documents** folder on your computer. Name the file **BlankFile**.
3. Close the file.

Skill 1.14 Saving Files to a SkyDrive

SkyDrive is Microsoft's free cloud storage where you can save documents, workbooks, presentations, videos, pictures, and other files and access those files from any computer or share the files with others. When you save files to your SkyDrive, they are stored locally on your computer and then "synced" with your SkyDrive account and stored in the "cloud" where you can then access the files from another computer or device that has SkyDrive capability.

To save a file to your SkyDrive:

1. Click the **File** tab.
2. Click **Save As**.
3. Verify the SkyDrive account is selected on the left side of the page.
4. Under *Recent Folders*, click the **SkyDrive** account you want to save to.
5. The *Save As* dialog opens to your SkyDrive folder location on your computer.
6. Click in the **File name** box and type a file name.
7. Click the **Save** button.

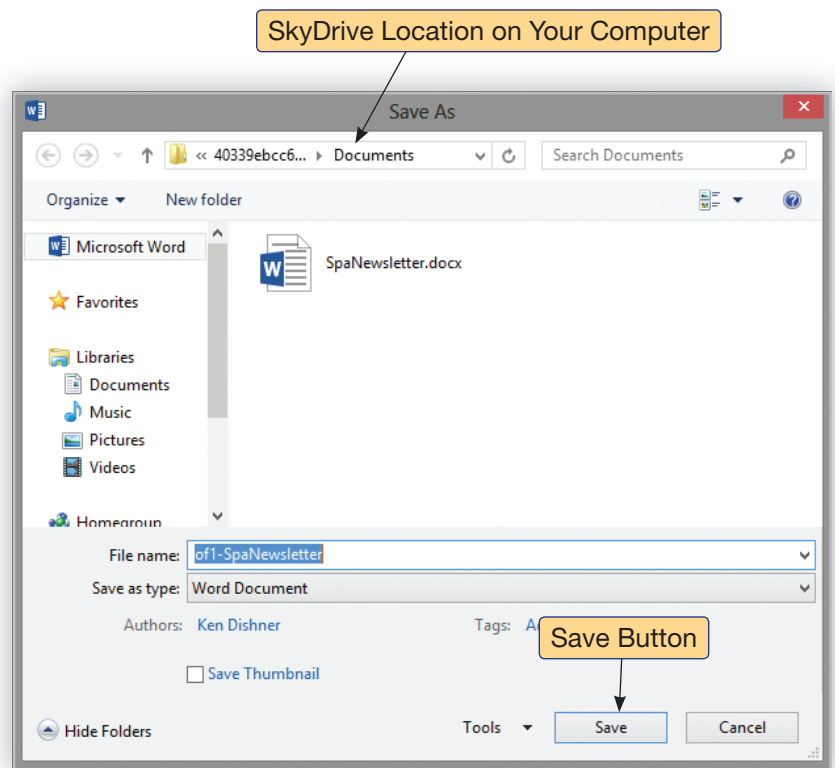


FIGURE OF 1.28

tips & tricks

By default, your SkyDrive includes folders for documents, pictures, and files you want to make public. You can save your files in any of these folders or create your own. To create a new folder in your SkyDrive, click the **New Folder** button near the top of the file list. The new folder is created with the temporary name *New Folder*. Type the new name for the folder and press **Enter**.

tell me more

When you are working on an Excel or Word file that has been saved to your SkyDrive, others can work on the file at the same time you are working the file. The application will mark the area being worked on as read only so others cannot modify the same information you are working on. However, if you are sharing a PowerPoint presentation, only one user at a time can work on the presentation.

let me try

If necessary, open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Save the file to the **Documents** folder on your SkyDrive. **NOTE:** If you are using this in class or in your school's computer lab, check with your instructor before completing this step.
2. Keep this file open for working on the next skill.

Skill 1.15 Saving Files with a New Name

When working on files you may want to save a file but not overwrite the original file you opened. In this case, you should save the file with a new name. When you save a file with a new name, the original file still exists in its last saved state and the new file you save will include all the changes you made.

To save a file with a new name:

1. Click the **File** tab.
2. Click **Save As**.
3. Select a location to save the file, either your SkyDrive or your local drive.
4. In the *Save As* dialog, click in the **File name** box, type a new name for the file, and click **Save**.

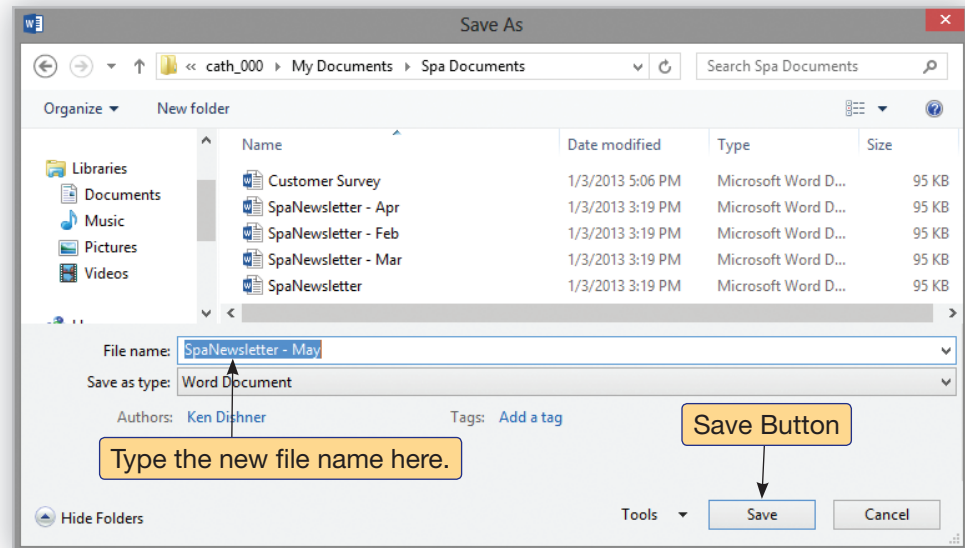


FIGURE OF 1.29

tell me more

Beginning with Office 2007, Microsoft changed the file format for Office files. If you want to share your files with people who are using Office 2003 or older, you should save the files in a different file format.

1. In the *Save As* dialog, click the arrow at the end of the *Save as type* box to expand the list of available file types.
2. To ensure compatibility with older versions of Office, select the file type that includes 97-2003 (for example, Word 97-2003 Document or Excel 97-2003 Workbook).

let me try

If necessary, open the student data file **of1-SpaNewsletter** and try this skill on your own:

1. Save the file to the **Documents** folder on your computer with the name **SpaNewsletter**.
2. Keep this file open for working on the next skill.

Skill 1.16 Closing the Application

When you close a file, the application stays open so you can open another file to edit or begin a new file. Often, when you are finished working on a file, you want to close the file and exit the application at the same time. In this case, you will want to close the application.

To close an application:

1. Click the **Close** button in the upper-right corner of the application.
2. If you have made no changes since the last time you saved the file, it will close immediately. If changes have been made, the application displays a message box asking if you want to save the changes you made before closing.
Click **Save** to save the changes.
Click **Don't Save** to close the file without saving your latest changes.
Click **Cancel** to keep the file open.

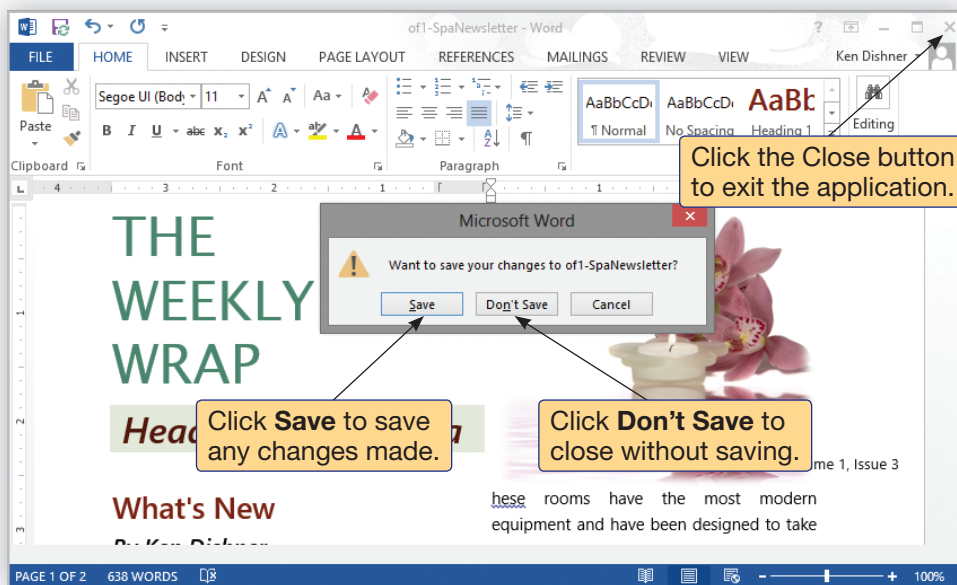


FIGURE OF 1.30

another method

To close the application, you can also:

- › Right-click the title bar and select **Close**.
- › Click the application icon in the upper-left corner of the application and select **Close**.

let me try

If necessary, open the student data file **of1-SpaNewsletter** and try this skill on your own:

Close the application.

key terms

Microsoft Word	Quick Access Toolbar
Microsoft Excel	ScreenTip
Microsoft PowerPoint	Enhanced ScreenTip
Microsoft Access	Live Preview
Ribbon	Start page
Tab	Account page
Groups	Protected View
Contextual tabs	New command
Home tab	Office Help
File tab	File Properties
Backstage	Tags
Keyboard shortcuts	Metadata
Shortcut menus	SkyDrive
Mini toolbar	

concepts review

1. Microsoft _____ is a spreadsheet program.
 - a. Word
 - b. Excel
 - c. Access
 - d. PowerPoint
2. Click the _____ tab to display Backstage view.
 - a. File
 - b. Home
 - c. View
 - d. Contextual
3. To display a shortcut menu _____ an area of the file.
 - a. left-click
 - b. right-click
 - c. double-click
 - d. None of the above
4. If you have downloaded a file from the Internet and it opens in Protected View, you should never open the file.
 - a. True
 - b. False
5. The _____ is located across the top of the application window and organizes common features and commands into tabs.
 - a. menu bar
 - b. toolbar
 - c. title bar
 - d. Ribbon

6. The _____ provide(s) information about a file such as the location of the file, the size of file, when the file was created and when it was last modified, the title, and the author.
 - a. file properties
 - b. user profile
 - c. account information
 - d. Options dialog
7. When you save files to your SkyDrive, they are available to access from other computers that have SkyDrive capability. If you are working on an Excel or Word file, others can be working on the same file at the same time you are working on the file.
 - a. True
 - b. False
8. You can change user information from the _____ page in Backstage view.
 - a. Account
 - b. Options
 - c. Share
 - d. Info
9. To paste an item from the *Clipboard*, use the keyboard shortcut _____.
 - a. **Ctrl** + **C**
 - b. **Ctrl** + **X**
 - c. **Ctrl** + **V**
 - d. **Ctrl** + **P**
10. The _____ gives you quick one-click access to common commands and is located at the top of the application window above the *File* tab.
 - a. Ribbon
 - b. Quick Access Toolbar
 - c. Options dialog
 - d. Backstage view