

9. Minimize the Excel window.

Next, let's add a picture to a Word document.

10. Restore the Word window.

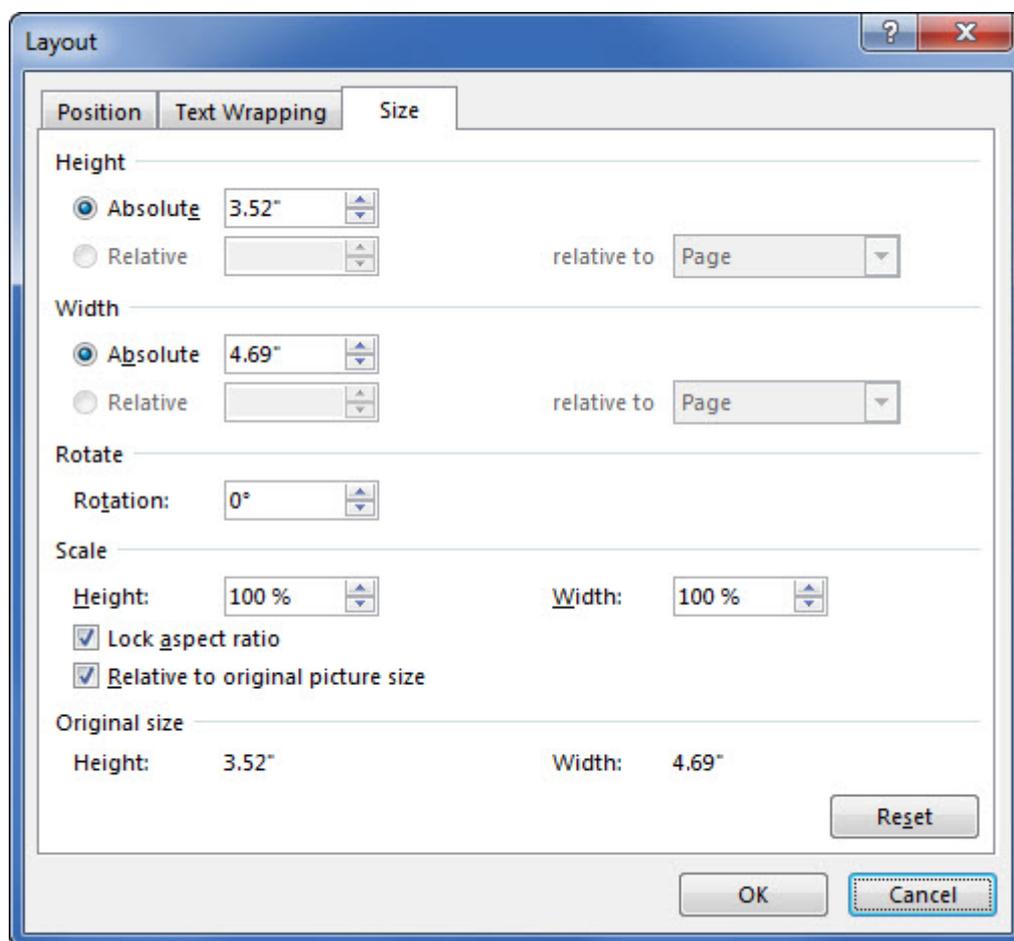
11. In the document, click in the blank line above the text *What Makes the Polar Bear Special?*

12. Press **Enter** once, then press the **↑** once to position the cursor.

13. In the Ribbon, click the **Insert** tab, then in the Illustrations group, click **Pictures**. The Insert Picture dialog box opens.

14. Navigate to the *7328 Student Files\Common Features* folder if necessary, then double-click **polarbearonice** to insert the picture.

15. Right-click the image, then click **Size and Position** in the shortcut menu to open the Size tab of the Layout dialog box.



16. In the dialog box, make sure that the **Lock aspect ratio** check box is selected, then in the Height section select the value in the Absolute box and type: 3 to specify a new Absolute height.

17. Press **Tab**. Notice that the value in the Width section changed automatically because selecting the Lock aspect ratio option ensures that a picture remains proportional as you change its height or width.

18. Click **OK** to apply the changes.

19. With the picture still selected, position the mouse pointer over the rotation handle at the top of the picture.

20. Click and drag down until the picture appears as shown below. The text that comes after the picture should move to the next page.

Adult polar bears often eat only the seal blubber – leaving the meat for younger still growing bears, who need the protein from the meat.



21. Save your changes, then minimize the Word window.

Now, let's add some media in PowerPoint.

22. Restore the PowerPoint window.

23. In the slide thumbnails pane on the left side of the window, click slide 3.

24. In the Slide pane notice there is a placeholder box with six symbols inside it.

Narwhal Tusks

- Have almost 10 million nerve endings
- Are teeth
- Are spiraled
- Can grow to be 10 feet long

• Click to add text

A dashed rectangular box containing six small icons arranged in two rows of three. The top row includes a calendar, a bar chart, and a document with a checkmark. The bottom row includes a laptop, a globe, and a film strip.

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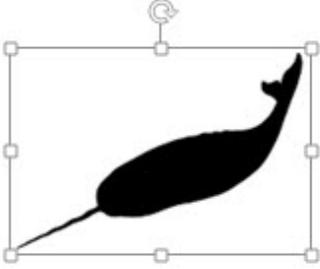
While you can use the Insert menu to add pictures into a presentation, it is common to use specialized

placeholders. (You will learn more about these in the Presentations lesson.)

25. In the placeholder box, click the  **Pictures** button. The Insert Picture dialog box opens.
26. Navigate to the *7328 Student Files\Common Features* folder if necessary, then double-click **narwhal-1** to insert the picture into the slide. The picture should be selected and the Format tab of the Picture Tools ribbon should be visible.
27. In the Ribbon, in the Arrange group, click **Rotate**, then click **Flip Horizontal** in the menu.
28. Drag the picture up so that it looks good in relation to the rest of the text on the slide.

Narwhal Tusks

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29. In the slide thumbnails pane, click slide **6**.
30. In the Ribbon, click the **Insert** tab, then in the Media group, click **Audio**, then click **Audio on My PC** to open the Insert Audio dialog box.
31. Navigate to the *7328 Student Files\Common Features* folder if necessary, then double-click **narwhal** to insert an audio clip. PowerPoint may display a message that it is upgrading the media file. Just let it finish what it is doing. When the sound clip has been inserted the slide will appear as shown below.

How do they communicate?

- With clicks and other noises

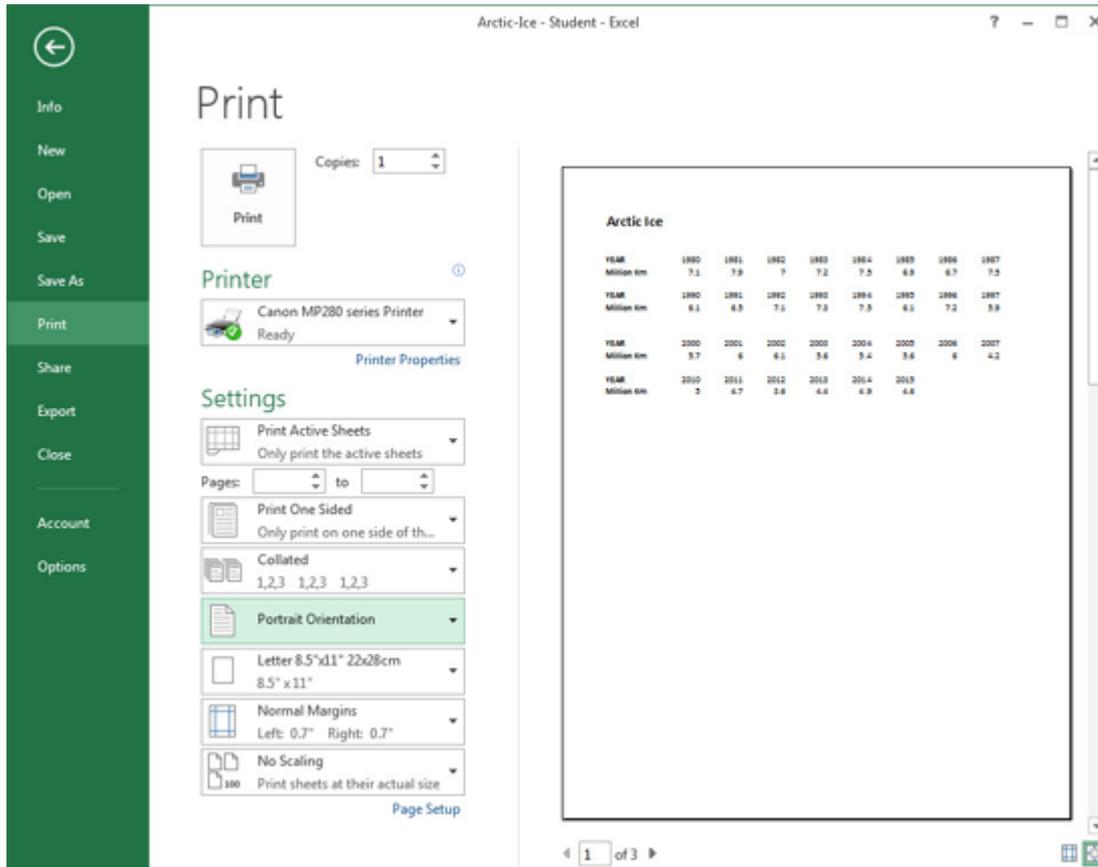


32. In the slide, click the **Play** button to listen to the audio clip.
33. Save your changes, then close the PowerPoint application window.

Print Options

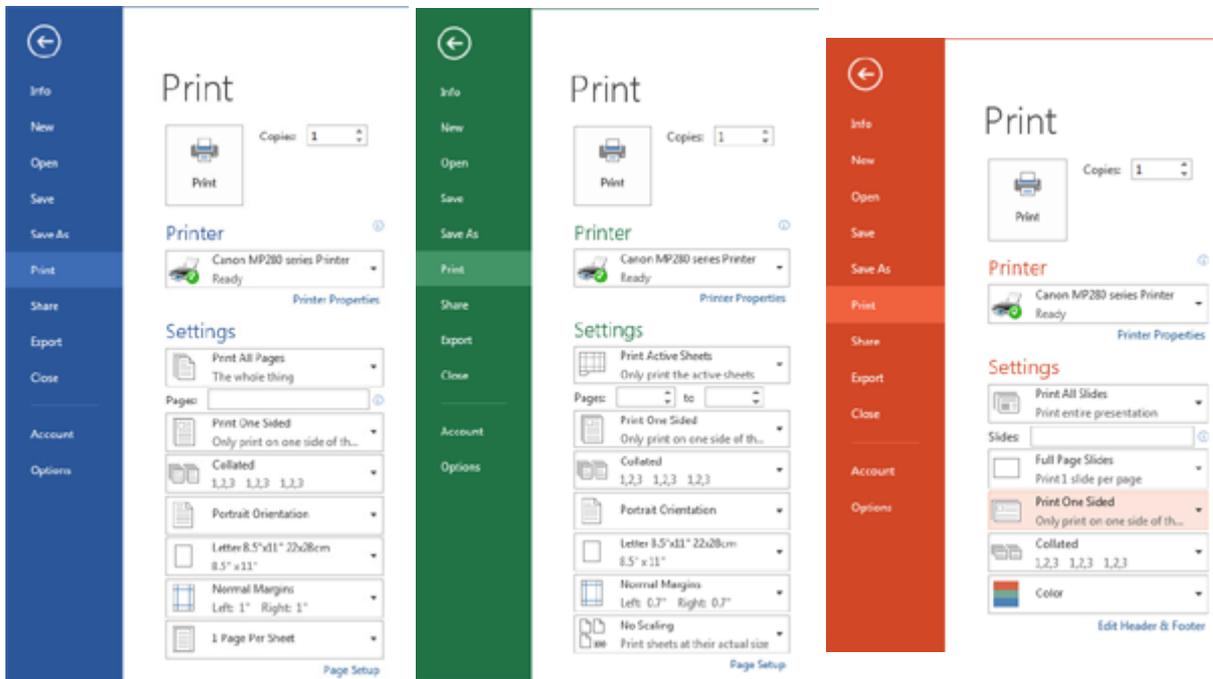
IC3 Objective 2-1.1

The Print tab in Backstage view allows you preview how your document will appear when printed it is printed.



It also allows you to select items such as which printer to use, whether to print in color or black and white, how many copies to print, which portions of the document to print, and which layout to use.

The following figures shows the Print tab in Word, Excel and PowerPoint.



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Notice there are many settings in common.

Print section	<p>Use the spinner button in the Copies box to select how many copies you want to print.</p> <p>This section also contains the Print button. When you have selected all the settings you want, click this button to print.</p>
Printer section	<p>Click the arrow in the Printer box to select one of the available printers. These will display in a list.</p> <p>If you are working in Word or Excel and you want to print in grayscale rather than color, click the Printer Properties link and select the grayscale setting in the appropriate page of the printer properties dialog box. (Each printer is different.)</p>
Settings section	<p>Use the boxes in this section to specify which pages/worksheet ranges/slides to print.</p> <p>If you are working in PowerPoint, you can use the Color box in this section to specify whether you want to print in color, grayscale or black and white.</p> <p>If you are working in Excel, this section includes a box for page orientation. You can choose from Portrait (the page is taller than it is wide) or Landscape (the page is wider than it is tall).</p>

To preview or print a document, use one of the following methods:

- Click the **File** tab and click **Print**; or
- press **Ctrl+P**.

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Try It! Exercise

In this exercise you will print.

1. Restore the Word window.

2. Click **File, Print**.
3. Click the arrow in the Printer box and select a printer. Ask your teacher which printer to use.
Notice the settings – by default, Word prints one copy of all the pages in a document.
4. Click **Print** to print the document. (You may also click the **Back** button if your teacher does not want you to print.)
5. Save the document once more, then close the Word application window.
6. Restore the Excel window, then click **File, Print**. Notice that at the bottom of the screen, the preview area indicates you are looking at page 1 of a 2-page printout.
7. Click the **Next Page** arrow to view page 2. The text is too wide to fit on one page.
8. In the Settings section, click **Portrait Orientation** to open the menu, then click **Landscape Orientation**. The printout will now fit on one page.
9. Click **Print** to print the document. (You may also click the **Back** button if your teacher does not want you to print.)
10. Save the workbook once more, then close the Excel application window.

Lesson Summary

In this lesson you examined some common features shared among Microsoft Office 2013 applications. You also explored a few basic techniques for working in an Office application. You should now be familiar with:

- starting and exiting Microsoft Office applications
- identifying similar layouts and features on the screen between applications
- creating, opening and saving files
- cutting, copying, and pasting text
- using undo and redo
- using the spell checker
- inserting pictures and multimedia files
- basic printing options

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Review Questions

1. Amanda has not yet saved changes to her Word document, but she just clicked the close button for the Word application window. What will happen next?
 - a. Word will automatically save her changes for her.
 - b. Word will display a message box and ask if she wants to save her changes.
 - c. Word will not allow her to close the application window until she saves her document.
 - d. Amanda will have to re-create all her work.
2. Which keyboard shortcut can you use to save a file?
 - a. CTRL+S
 - b. CTRL+V
 - c. CTRL+X
 - d. CTRL+Z
3. What is the name of the toolbar located immediately above the Ribbon in a Microsoft Office program?
 - a. Standard
 - b. Page Setup

- c. Quick Access
 - d. File
4. In which Office application does the Print tab include an Orientation box?
- a. Word
 - b. Excel
 - c. PowerPoint
 - d. All of these
 - e. a and b
5. Sebastian inserted a picture into his Word document, but it is much too big. What can he do?
- a. Go online and look for a similar picture that is smaller.
 - b. Pick his favorite part of the picture, and crop it out.
 - c. Resize the picture.
 - d. Insert a paragraph of descriptive text instead of the picture.

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