

Lesson 8: Common Features

Lesson Objectives

In this lesson you will examine some of the common features shared among the applications in Microsoft Office 2013. You will also explore basic techniques for working in an Office application. On completion of the lesson, you should 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

Getting Started

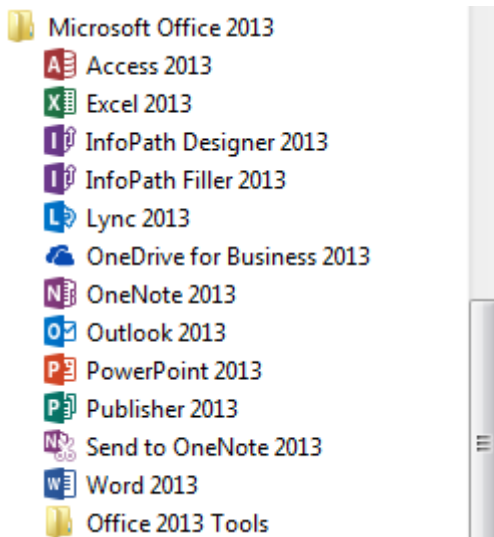
IC3 Objective 2-1.3

Even though they are designed to produce different types of documents, you will find that the Microsoft Office word processing, spreadsheet and presentation applications have many features in common. This lesson highlights these common features. You will learn more about working in each application in upcoming lessons.

Starting a Program

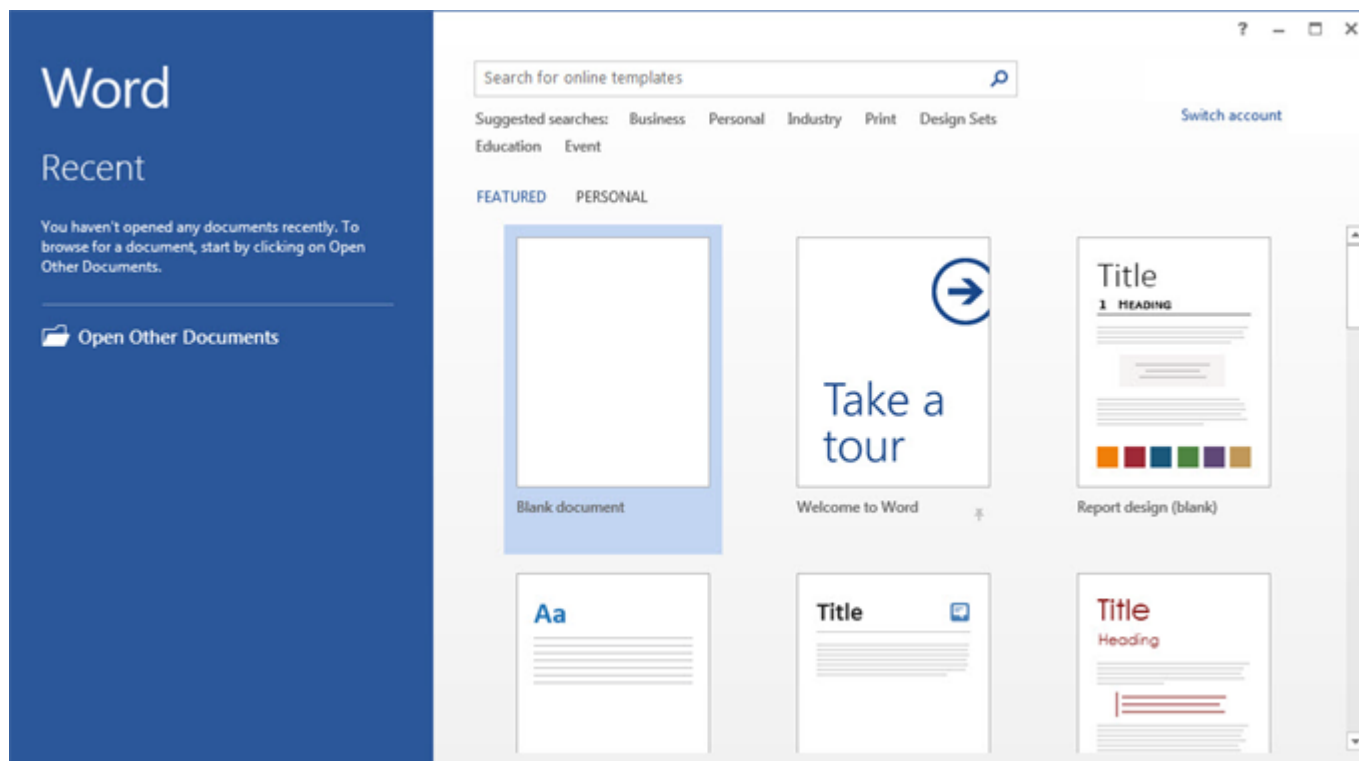
To start a Microsoft Office 2013 program, click **Start**, point to **All Programs**, click **Microsoft Office 2013** and then click the program you want to use.

If shortcut icons for any of the programs appear on the desktop, you can start the program by double-clicking the icon. If an icon appears on the taskbar, click it once.



The Startup Screen

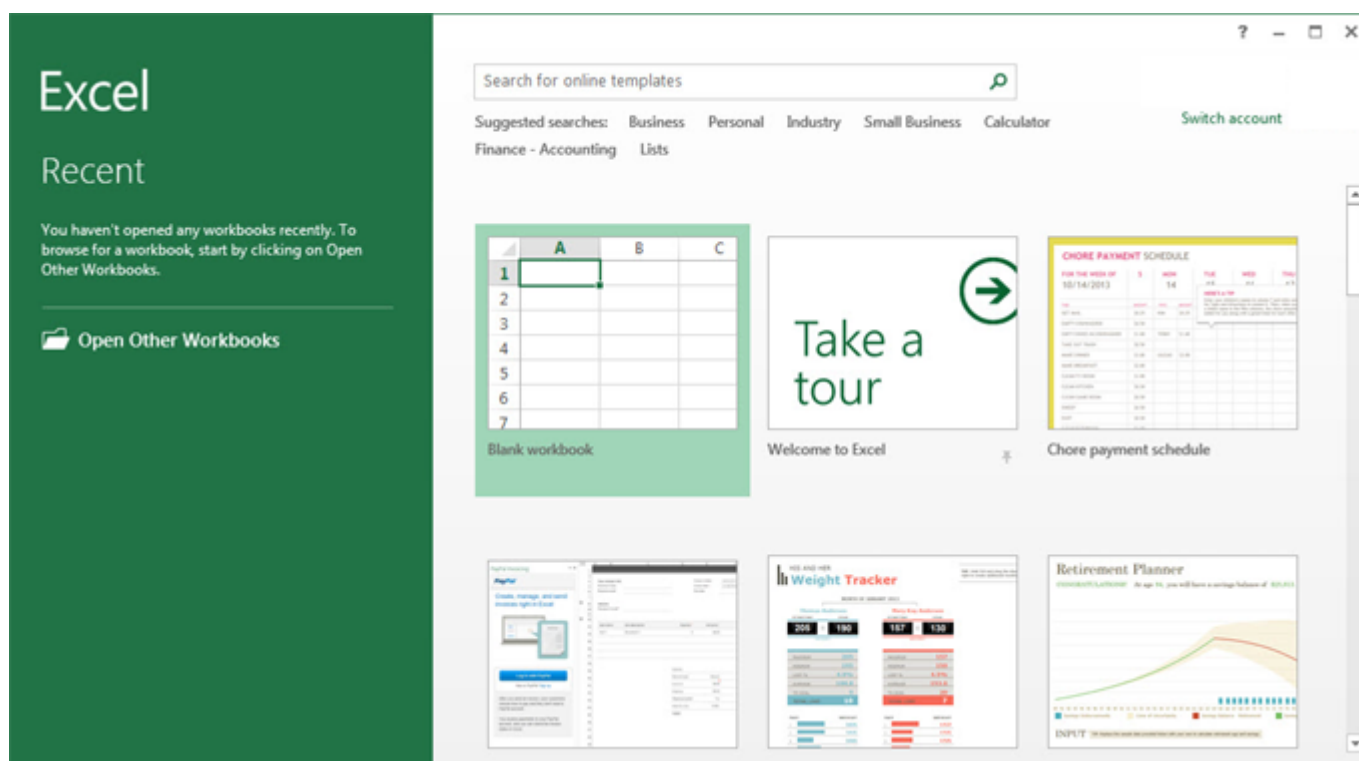
When you first start an Office application, a startup screen displays.



Each startup screen includes two sections: a recent files list and a template gallery.

The Recent files list displays on the left side. As you begin working in the application, recently used files will appear in the list.

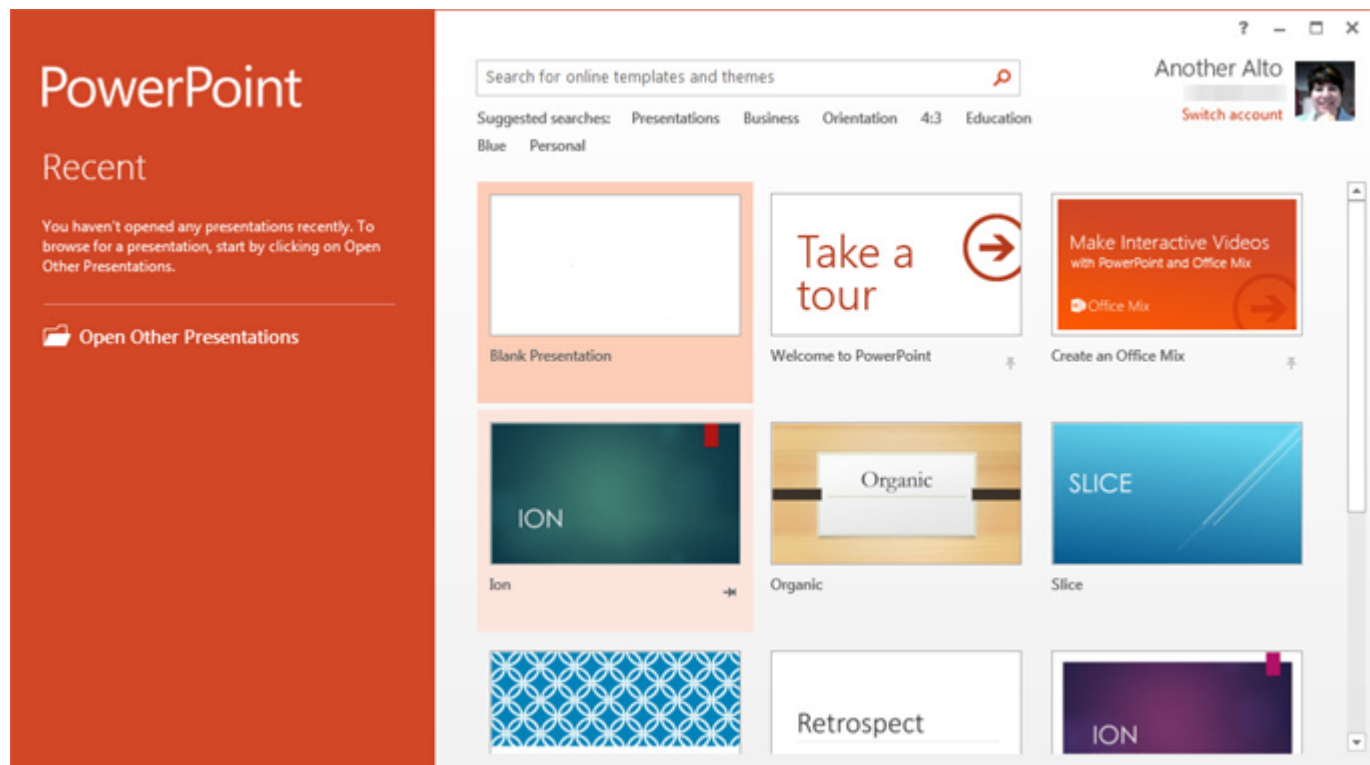
At the bottom of the Recent files list is an Open Other *files* link. Click it to browse for and open a saved file.



To create a new file, click an icon in the template gallery, which display on the right side of the screen.

A *template* is a pre-designed file you can use to quickly create documents, spreadsheets, or presentations.

Templates often include sample text and placeholders to help get you started creating the type of document you want.



- Click the first template in the gallery (blank document, blank workbook, or blank presentation) to create a new blank file.
- Click any other template for a pre-designed document.

Window Controls

Each program runs inside its own application window. The title bar across the top of the window displays the name of the current file and the name of the application.

You can move and resize an application window (just like you can with any other window) and each window contains its own control buttons in the upper-right corner.

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