

Tables of Contents

MS-Office 2010



Seminarunterlagen aus dem Dettmer-Verlag

Ihr Interesse an Seminarunterlagen aus dem Dettmer-Verlag freut uns, und wir bedanken uns dafür.

Werfen Sie einen Blick hinein. Sie werden den besonderen Vorteil der Schulungsunterlagen des Dettmer-Verlags sofort erkennen: Sie kaufen die Unterlagen als Word-Dokument und können sie dann für Ihre eigenen Schulungen so oft kopieren wie Sie wollen.

Unsere Seminarunterlagen werden von kompetenten Autoren verfasst. Die Inhalte sind leicht verständlich und mit Beispielen und Übungen aufbereitet. Sie gestalten selbst die Kopf- und Fußzeilen. Sie können einzelne Kapitel herausnehmen oder Ihre eigenen bewährten Übungen einfügen. Damit wird es Ihre individuelle Schulungsunterlage.

Das Bestellen geht ganz leicht mit unseren [Formularen](#). Eine schnelle Belieferung versprechen wir Ihnen schon jetzt. Gerne beantworten wir Ihre Fragen auch in einem persönlichen Telefongespräch.

© 2011 Seminarunterlagen-Verlag Helmut Dettmer

Neuer Schafweg 12, D-76889 Kapellen

www.Dettmer-Verlag.de

Tel. +49(0)6343 939 047

Fax +49(0)6343 939 048

info@Dettmer-Verlag.de

Tables of Contents

Word 2010 Introduction

1	Preliminary Notes	6
2	Word Processing Program MS Word 2010.....	7
2.1	Starting Word.....	7
2.2	The Word screen.....	8
3	Executing Commands	9
3.1	The ribbon	9
3.2	The File menu.....	11
3.3	Icons	13
3.4	Context menus and toolbars.....	14
3.5	Keys (shortcuts).....	15
3.6	Mouse pointer.....	15
3.7	Help	15
3.8	Switching to other programs.....	16
3.9	Exiting Word	18
4	Entering Text	21
4.1	Paragraph return and paragraph marks	21
4.2	Spelling and grammar check.....	22
4.3	Paragraph	23
4.4	Automatic line break	23
4.5	Text with a hyperlink	24
5	Saving Text.....	25
5.1	The Save As Explorer window.....	25
5.2	Save and Save As commands	26
5.3	Default folders and automatic saving	26
5.4	Backup copy	27
5.5	Closing a file	28
5.6	Opening a file.....	28
5.7	Creating a new document.....	30
5.8	Summary: files and exiting Word.....	33
6	Moving Around Within the Text	34
6.1	Customizing the status bar	34
6.2	Current cursor position	34
6.3	Scrolling by page	35
6.4	Zoom	36
6.5	Tab key	36
6.6	Print layout (Print preview).....	37
6.7	Exercises	38
7	Windows	39
7.1	Opening multiple documents	39
7.2	Icons on the taskbar	39
7.3	Maximize mode	40
7.4	Switching windows.....	40
8	Making Changes to Text (Editing).....	41
8.1	Insert and overtype mode	41
8.2	Undo changes	42
8.3	Repeat	42
8.4	Selecting text	42
8.5	Deleting text.....	44
8.6	Clipboards.....	44
8.7	Context menu	45
8.8	Cutting text.....	45
8.9	Copying text.....	46
8.10	Pasting text from clipboard	46
8.11	Find and replace	47
8.12	Summary: text editing.....	50
8.13	Exercises	52

Tables of Contents

9	Formatting Text.....	53
10	Character Formats.....	54
10.1	Bold.....	54
10.2	Underline	55
10.3	Font.....	55
10.4	Font size	56
10.5	Font color.....	57
10.6	Reveal formatting	57
10.7	Transfer format.....	57
10.8	Clear formatting	58
10.9	Summary: character formats	59
11	Paragraph Formats Part 1	60
11.1	Measurement unit.....	60
11.2	Paragraph formatting types	60
11.3	Numbering	63
11.4	Left indent.....	63
11.5	Ruler	64
11.6	Inserting special characters.....	64
12	Screen Views.....	66
13	Printing Text.....	69
13.1	Printer settings.....	69
13.2	Printing.....	69
13.3	Duplex printing.....	71
13.4	Page break	73
14	Paragraph Formats Part 2	75
14.1	Manual line break	75
14.2	Setting the numbering	76
14.3	Deleting or copying a paragraph mark	77
14.4	Summary: paragraph formats.....	78
14.5	Exercises	80
15	Additional Exercise.....	81
16	Styles	82
16.1	Creating a style.....	82
16.2	Transferring the style	84
16.3	Changing the paragraph format.....	85
16.4	Modifying the style	85
16.5	The Styles pane.....	87
16.6	Office themes	89
16.7	Summary: styles	90
16.8	Exercises	91
17	Text Division (Hyphenation)	92
17.1	Formatting marks	92
17.2	Hyphenation options	93
17.3	Exercises	94
18	Quick Parts (AutoText).....	95
18.1	Defining a building block.....	95
18.2	Using a building block.....	96
18.3	Building block name	97
18.4	AutoCorrect	97
18.5	Standard text building blocks.....	98
18.6	Summary: building blocks.....	100
18.7	Exercises	100
19	Text and Tabs.....	102
19.1	Default tab stops.....	102
19.2	Tab alignment.....	103
19.3	Individual tab stops	103
19.4	Paragraph format.....	104

Tables of Contents

19.5	Right-aligned and decimal tab stops	104
19.6	Tabs dialog box	105
19.7	Summary: tab stops.....	106
20	Text with Tables.....	107
20.1	Inserting a new table.....	107
20.2	Context tools.....	107
20.3	Changing the column width	107
20.4	Moving a table with the mouse	108
20.5	Using the tab key in tables.....	108
20.6	Selecting and formatting cells.....	108
20.7	Gridlines and borders	109
20.8	Table styles.....	110
20.9	Inserting columns and rows.....	111
20.10	Deleting rows or columns	111
20.11	Summary: tables.....	112
21	Section Formats.....	113
21.1	Margins	113
21.2	Headers and footers	114
21.3	Summary: section formats.....	119
21.4	Exercises	120
22	Combining Text (Form Letter)	122
22.1	Data source	122
22.2	Main document	123
22.3	Mail Merge Wizard.....	124
22.4	Inserting data fields	126
22.5	Form letter preview.....	127
22.6	Printing the form letter	129
22.7	Summary: form letter	130
22.8	Exercise	132
23	Further Options and Overview Tables.....	133
23.1	Saving as another file type	133
23.2	Customizing the Quick Access Toolbar.....	136
23.3	SmartTags and paste options.....	138
23.4	Copying text between two documents	139
23.5	Collecting and pasting	139
23.6	Inserting a complete text file.....	140
23.7	Copying text with the mouse.....	140
23.8	Moving text with the mouse	140
23.9	Drag & Drop.....	141
23.10	Function key configuration.....	142
23.11	Additional fields in the status bar.....	142
23.12	Shortcuts	143
23.13	Character set table	144
24	Subject Index.....	145

Tables of Contents

Word 2010 Continuation

1	Preliminary Notes	5
2	Lists.....	6
2.1	Numbering	6
2.2	Bulleting	7
2.3	Exercise.....	11
3	Borders and Shading	12
3.1	Page border	13
3.2	Background and watermark	14
4	Tables.....	16
4.1	Creating tables.....	16
4.2	Context tool.....	17
4.3	Moving within a table	18
4.4	Highlighting table items.....	18
4.5	Moving a table using the mouse	19
4.6	Borders and gridlines.....	19
4.7	Formatting tables.....	19
4.8	Table styles.....	20
4.9	Modifying tables	21
4.10	Exercise.....	26
5	Multi-column Text	27
5.1	Specifying the column width	28
5.2	Inserting a column break	28
5.3	Exercise.....	29
6	Edit Tools	30
6.1	Spelling and grammar checking	30
6.2	Exercise.....	32
6.3	The Thesaurus	33
6.4	Exercise.....	33
7	Revision Features	34
7.1	Track changes	34
7.2	Review tab	35
7.3	Default settings	37
7.4	Entering comments.....	38
7.5	Accepting or rejecting changes	39
7.6	Exercises	40
7.7	Printing markups.....	41
7.8	Comparing two separate documents.....	41
7.9	Providing a document with password protection and enabling correction mode.....	42
7.10	Consolidating changes and comments made by different users.....	43
7.11	Preparing the document for distribution.....	44
7.12	Trust Center.....	48
8	Fields.....	49
8.1	Things worth knowing	49
8.2	Inserting a field	49
8.3	Major field codes	50
8.4	Editing the fields	50
9	Document Templates	52
9.1	Using document templates	52
9.2	Creating document templates.....	54
9.3	Editing document templates	56
10	Forms.....	57
10.1	Creating a form	58
10.2	Developer tab	63
10.3	Inserting form fields	64
10.4	Protecting the form	67

Tables of Contents

10.5	Using a form in a new document.....	67
10.6	Printing.....	68
10.7	Saving.....	69
11	Data Import and Export	70
11.1	Data import and export.....	70
11.2	Copying and cutting	70
11.3	OLE and DDE	71
11.4	Object Linking and Embedding - OLE	71
11.5	Dynamic data exchange - DDE	76
11.6	Exercise	79
12	Microsoft Office 2010 Web Apps	80
13	Objects - Graphics, Images, Shapes, WordArt	85
13.1	Importing graphics	85
13.2	Picture Tools.....	87
13.3	Line break	90
13.4	Editing graphics	94
13.5	Picture compression	96
13.6	Shapes (AutoForm)	97
13.7	WordArt	103
14	Merge Text (Form Letters)	107
14.1	Variable.....	108
14.2	Field name	108
14.3	Main document	109
14.4	Mail Merge Wizard.....	109
14.5	Data source	110
14.6	Importing the records.....	115
14.7	Inserting data fields	116
14.8	Form letter preview.....	118
14.9	Printing form letters	120
14.10	Sorting records	123
14.11	Filtering records	124
14.12	Word fields in form letters.....	125
14.13	Label printing	131
14.14	Re-opening the main document	135
15	Outline.....	137
15.1	Things worth knowing	137
15.2	Outline view	137
15.3	Document structure	140
15.4	Creating an outline.....	140
15.5	Formatting headlines	142
15.6	Numbering the outline	143
15.7	Exercise	145
16	Footnote Management	146
16.1	Creating footnotes or endnotes	146
16.2	Modifying footnotes or endnotes.....	146
16.3	Copying, moving, or deleting footnotes or endnotes	148
16.4	Converting footnotes or endnotes	149
16.5	Exercise	149
17	Tables of Contents and Indexes.....	150
17.1	Table of contents	150
17.2	Index.....	152
17.3	Table of figures.....	155
17.4	Cross-reference	157
18	Master Documents and Subdocuments	159
18.1	Things worth knowing	160
18.2	Creating master document and subdocument	161
18.3	Master document views	161
18.4	Editing subdocuments	162

Tables of Contents

19 Macros	164
19.1 Recording macros	164
19.2 Running macros	166
19.3 Deleting macros.....	168
19.4 Editing macros.....	169
20 Character Set Table	170
21 Appendix Solutions	171
22 Subject Index.....	182

Tables of Contents

Excel 2010 Introduction

1	Preliminary Notes	6
2	Excel 2010 Program.....	7
2.1	Starting Excel.....	7
2.2	The Excel screen.....	8
3	Executing Commands	9
3.1	The ribbon	9
3.2	The File menu.....	11
3.3	Icons	12
3.4	Context menus and toolbars.....	13
3.5	Keys (shortcuts).....	13
3.6	Help	14
3.7	Switching to other tasks.....	15
3.8	Exiting Excel	16
4	Workbook	17
4.1	Moving within the sheet	17
4.2	Zoom	19
4.3	Entering data	20
4.4	Saving entries	20
4.5	Canceling entries	20
4.6	Changing entries.....	21
4.7	Calculating sums	22
5	Saving the Workbook	24
5.1	The Save As Explorer window.....	24
5.2	The Save and Save As commands	25
5.3	Backup file	26
5.4	Automatic save	26
5.5	Exiting a file	27
5.6	Opening a file.....	27
5.7	Creating a new workbook	29
5.8	Summary: files and exiting Excel.....	30
6	Ranges	32
6.1	Selecting ranges	32
6.2	Clipboards.....	34
6.3	Copying cells	35
6.4	Undoing changes.....	35
6.5	Repeat	36
6.6	Exercises	36
6.7	Cutting cell contents	36
6.8	Pasting cell contents from a clipboard.....	37
6.9	Collecting and pasting	39
6.10	Drag & Drop.....	39
6.11	Deleting.....	40
6.12	Summary: ranges	42
7	Functions.....	43
7.1	Function structure.....	43
7.2	Statistical evaluations	43
7.3	Applying the functions.....	43
8	Formatting Sheets	47
8.1	Changing the column width	47
8.2	Changing the column width using the mouse.....	48
8.3	Changing the row height.....	48
8.4	Alignment.....	48
8.5	Formatting numbers	49
8.6	Inserting rows and columns.....	52
8.7	Font style	53

Tables of Contents

8.8	Centering headings.....	55
8.9	Borders	56
8.10	Fill color	57
8.11	Find and replace	58
8.12	Spell checking	59
8.13	Exercises	61
8.14	Summary: formatting sheets	62
9	Calculating Premiums	63
9.1	Locking columns and rows	63
9.2	Calculation signs of the 4 basic calculation types.....	63
9.3	Calculating with constants	63
9.4	Exercises	63
9.5	Calculating with variables	64
9.6	Relative and absolute addressing.....	64
9.7	Exercises	65
9.8	Errors in a workbook.....	65
9.9	Styles	67
9.10	Office themes	68
9.11	Range names	69
9.12	Exercise.....	70
9.13	Window commands	70
9.14	Calculations with the IF function	72
9.15	Exercises:	73
9.16	Conditional formatting.....	73
9.17	Data illustration with conditional formatting	75
9.18	Summary: Calculating premiums	77
10	Chart.....	78
10.1	Creating a new chart.....	78
10.2	Context tools.....	79
10.3	Plotting charts	79
10.4	Exercises	84
10.5	Changing the chart appearance	84
10.6	3-D pie charts	86
10.7	Drawing elements in the chart	87
10.8	Summary: Chart	90
11	Printing	91
11.1	Printer setup	91
11.2	Print preview	91
11.3	Page setup.....	92
11.4	Page break preview	94
11.5	Headers and footers	95
11.6	Page layout view	96
11.7	Printing.....	97
12	3-D Spreadsheets.....	100
12.1	Inserting and deleting worksheets	100
12.2	Copying and pasting in several worksheets	101
12.3	Group mode.....	101
12.4	3-D ranges	102
12.5	Exercise	102
13	Filling Data.....	103
13.1	Filling in date values	104
13.2	Autofill using the mouse	104
14	Database.....	105
14.1	Preliminary considerations - new database	106
14.2	Database ranges	106
14.3	Filters	108

Tables of Contents

14.4	Entering criteria.....	110
14.5	Exercise.....	112
14.6	Sorting	112
14.7	Summary: database	114
15	Appendix.....	115
15.1	Saving in another file type	115
15.2	Customizing the Quick Access Toolbar.....	117
15.3	Customizing the status bar	119
15.4	Keyboard shortcuts.....	120
16	Subject Index.....	121

Tables of Contents

Excel 2010 Continuation

1	Preliminary Notes	5
2	Further Formulas and Functions	6
2.1	Errors in a worksheet.....	6
2.2	Text category.....	8
2.3	Date & Time category.....	13
2.4	Add-Ins	15
2.5	Math & Trig category	16
2.6	Statistical category.....	17
2.7	Logical category.....	17
2.8	Lookup & Reference category.....	19
2.9	Nested functions.....	21
2.10	Arrays	23
2.11	Exercise	25
2.12	Working with a lookup function.....	25
2.13	Protecting cells	29
2.14	Unprotecting documents.....	30
2.15	Exercise 1	30
2.16	Exercise 2	31
2.17	Custom number formats.....	32
2.18	Conditional formatting.....	37
2.19	Index function	41
2.20	Exercise	42
3	Working with Data Lists	43
3.1	General information for creating a list.....	43
3.2	Complex sorting using a dialog box.....	43
4	Working with Data Validation	46
4.1	Setting data validation criteria.....	46
4.2	Checking data validation.....	49
4.3	Applying data validation to other cells.....	50
5	Goal Seek.....	51
6	Consolidate	52
7	Scenario Manager	54
7.1	Task.....	54
7.2	Working with estimates	54
7.3	Opening the Scenario Manager.....	55
7.4	Creating a scenario report	56
7.5	Deleting a scenario	57
7.6	Exercise	57
8	Solver	58
8.1	An application example of the Solver	58
8.2	Exercises	63
9	PivotTable.....	64
9.1	What is a PivotTable?.....	64
9.2	Creating a data list.....	64
9.3	PivotTable Tools.....	64
9.4	Creating the PivotTable report	67
9.5	Advanced PivotTable features.....	68
9.6	Changing the PivotTable	68
9.7	Rearranging rows and columns.....	69
9.8	Hiding contents	70
9.9	Displaying extreme values.....	70
9.10	Exercise	71
9.11	PowerPivot.....	71

Tables of Contents

10	Outlining Excel Data.....	72
10.1	Sample spreadsheet.....	72
10.2	Showing and hiding cell ranges	73
10.3	Removing the outline	74
10.4	Customizing levels and ranges.....	74
10.5	Exercise.....	74
11	Subtotals.....	75
11.1	Exercise.....	76
12	Charts.....	77
12.1	Car suspension.....	77
12.2	Exercises	78
12.3	Break-even analysis	79
12.4	Sparklines	82
13	Macros - Task Automation.....	87
13.1	Recording a macro	87
13.2	Running a macro	89
13.3	Opening a workbook with macros	90
13.4	Exercise.....	90
14	Creating a Custom Function.....	91
14.1	Procedures	91
14.2	Custom function features	91
14.3	The custom function: gross amount	91
14.4	Using the custom function	93
14.5	Exercise.....	94
15	Data Import and Export	95
15.1	Using the clipboard to exchange data	95
15.2	OLE and DDE	97
15.3	Object Linking and Embedding - OLE	97
15.4	Dynamic Data Exchange - DDE	101
15.5	Exercise.....	105
15.6	Importing graphics	105
15.7	Editing imported graphics	106
15.8	Picture Tools.....	106
15.9	Preparing a document for sharing	111
16	Templates	115
16.1	The benefits of a template	115
16.2	Creating a template	115
16.3	Saving the template	118
16.4	Using the template for a new workbook	119
16.5	Exercise.....	121
17	Forms	122
17.1	Validation and cell protection.....	122
17.2	Controls	125
17.3	Other controls (calendar).....	130
17.4	Format	131
17.5	Print	132
17.6	Exercise: scroll bar	133
18	Microsoft Office 2010 Web Apps.....	135
19	Performing Settings in Excel	140
19.1	Options	140
19.2	Customizing the Quick Access Toolbar.....	145
20	Appendix: Solutions	148
21	Subject Index.....	157

Tables of Contents

PowerPoint 2010

1	Preliminary Notes	6
2	PowerPoint Program	7
2.1	Starting PowerPoint	7
2.2	The PowerPoint screen	8
3	Executing Commands	9
3.1	The ribbon	9
3.2	The File menu.....	11
3.3	Icons	12
3.4	Context menus and toolbars.....	13
3.5	Keys (shortcuts).....	14
3.6	Exiting PowerPoint.....	14
4	The First Presentation.....	15
4.1	A new presentation	15
4.2	The views.....	17
4.3	Moving in the presentation.....	19
4.4	Zooming.....	20
4.5	Slide theme.....	20
4.6	Exercise.....	21
4.7	Slide layout	21
5	Files.....	22
5.1	Folders.....	22
5.2	The Save and Save As commands	23
5.3	Save as another file type	24
5.4	Closing files	26
5.5	Opening (loading) files.....	26
5.6	Help	27
5.7	Switching to other programs.....	28
5.8	Summary: files and exiting the program	30
6	Editing Objects	31
6.1	Insert mode.....	31
6.2	Undoing changes.....	31
6.3	Repeat	32
6.4	Selecting text	32
6.5	Deleting.....	33
6.6	Clipboard	33
6.7	Cut	34
6.8	Copy	35
6.9	Pasting an object from a clipboard	35
6.10	Collecting and pasting	36
6.11	Drag & Drop.....	36
6.12	Copying objects between two files.....	37
6.13	Importing an outline file	37
6.14	Find and replace	38
6.15	Spell checking	38
6.16	The Thesaurus	41
6.17	Summary: editing objects	42
7	Slide Show.....	43
7.1	Setting up a slide show.....	43
7.2	Exercise.....	45
7.3	Action buttons	46
7.4	Exercise.....	47
7.5	Target group-oriented presentations (custom shows).....	47
7.6	Exercise	48
7.7	Changing the order of slides.....	48
8	Master View	50
8.1	Formatting text.....	51
8.2	Selecting	52
8.3	Character formatting.....	52

Tables of Contents

8.4	Changing the page title.....	54
8.5	Setting the background.....	54
8.6	The title slide layout.....	56
8.7	Changing the Slide Master	56
8.8	Summary of the character formats.....	57
9	Bulleted Text Lists.....	58
9.1	List levels	58
9.2	Paragraph formatting.....	59
9.3	A new slide	60
10	A Chart.....	62
10.1	Excel 2010.....	63
10.2	The data sheet.....	64
10.3	Data entry	65
10.4	Context tools.....	66
11	Editing the Chart.....	68
11.1	Changing colors in the chart.....	68
11.2	Changing the chart data range	69
11.3	Data points and data series.....	70
11.4	Chart type	70
11.5	Title.....	71
11.6	Exercises	72
11.7	Copying the current slide.....	73
11.8	Scale.....	73
11.9	Exercise.....	74
11.10	Gridlines.....	75
11.11	Legend.....	76
11.12	Formatting the vertical major (Y) axis.....	77
11.13	Changing the formatting of the columns.....	77
11.14	Changing the appearance of the chart	78
11.15	Data labels.....	79
11.16	Making the chart bigger	80
11.17	Dragging the chart	80
11.18	Data table	80
12	Drawing Objects	82
12.1	Inserting an arrow	82
12.2	Inserting a text box	83
13	Windows	85
13.1	Opening multiple files	85
13.2	Switching windows.....	86
14	Importing Data	87
14.1	OLE and DDE	87
14.2	Dynamic data exchange	87
14.3	Formatting numbers	92
14.4	A new chart type	93
14.5	Exercise	94
15	Line Chart	95
15.1	Opening Excel	95
15.2	Formatting lines	97
15.3	Making the PowerPoint and Excel program windows smaller	98
15.4	Changing data in the Excel sheet.....	99
16	XY Scatter Chart.....	100
17	Printout	104
17.1	Page view (print preview)	104
17.2	Headers and footers	105
17.3	Printing.....	106
18	Creating a Drawing	109
18.1	Editing an object	110
18.2	Drawing a bridge	110
18.3	Importing pictures	113
18.4	Editing imported pictures	115
18.5	The Picture Tools	115

Tables of Contents

18.6 Exercises	120
18.7 Inserting pictures in the Slide Master	121
18.8 WordArt	121
18.9 AutoShapes	127
18.10 Exercise	129
18.11 Creating a default animation.....	130
18.12 Exercise.....	132
19 Organization Chart	133
19.1 Entering text.....	134
19.2 Adding more boxes.....	135
19.3 Designing the organizational chart	136
19.4 Formatting text, text boxes and connection lines	136
20 Appendix.....	137
20.1 Customizing the Quick Access Toolbar.....	137
20.2 Setting up the status bar.....	138
21 Subject Index.....	139

Tables of Contents

Access 2010 Introduction

1	Preliminary Notes	6
2	Brief Preface.....	7
3	Introduction into Databases	8
4	Access 2010 Database Program.....	10
5	Executing Commands	13
5.1	The File menu.....	13
5.2	Icons	14
5.3	The ribbon	15
5.4	Context tools.....	18
5.5	Context menus	18
5.6	Keys (shortcuts).....	19
5.7	Help	19
5.8	Changing to other application programs.....	20
5.9	Exiting Access	21
6	Creating a New Table	22
6.1	Preliminary considerations for a new table.....	22
6.2	Datasheet view and design view	22
6.3	Field names	24
6.4	Data types.....	25
6.5	Field properties	26
6.6	Defining the Suppliers table.....	28
7	Editing a Table	31
7.1	Entering records	31
7.2	Items of a datasheet view.....	32
7.3	Edit and navigation modes	33
7.4	Modifying the appearance of a table.....	35
8	Editing Data.....	37
8.1	Copying a table	37
8.2	Marking	37
8.3	Undoing modifications	38
8.4	Insert and Overtype modes	38
8.5	Deleting data.....	39
8.6	Clipboards.....	40
8.7	Copying data.....	41
8.8	Cutting data	41
8.9	Pasting data.....	42
8.10	Find and replace	43
8.11	Font design	44
9	Printing Table Contents	47
9.1	Print Preview.....	47
9.2	Page setup.....	49
9.3	Printer setup	50
9.4	Printing.....	50
9.5	Closing a table	52
10	Modifying the Table Structure.....	53
10.1	Copying the table	53
10.2	Modifying the table design	53
10.3	Freezing columns	56
10.4	Editing Yes/No fields.....	57
10.5	Editing memo fields	57
10.6	Setting decimal separators, currency, and date	58
11	Queries.....	59
11.1	Query types	59
11.2	Setting up a query.....	59
11.3	Layout of the query window	60
11.4	Adding fields to the design grid.....	61
11.5	Showing the result of a query	62
11.6	Dynaset.....	63

Tables of Contents

11.7	Modifying the design grid.....	63
11.8	Saving, closing, and opening a query.....	63
11.9	Exercise.....	64
12	Select Queries	65
12.1	Criteria for text fields.....	65
12.2	Filtering using an operator.....	66
12.3	Condition for numerical fields	66
12.4	Use of wildcards * ?	66
12.5	Exercises	67
12.6	Filtering for names that sound identically	67
13	Query Containing Several Conditions	68
13.1	Exercises	68
13.2	BETWEEN value1 AND value2	68
13.3	Conditions for the date/time type	69
13.4	Conditions for Yes/No fields	69
13.5	Criterion for memo fields	69
13.6	Using queries for calculations.....	69
14	Organizing and Filtering Records	71
14.1	Sorting	71
14.2	Indexing	72
14.3	Filtering within the table	74
15	Action Queries	79
15.1	Doubling the Sales field contents	79
15.2	Exercise.....	80
16	Forms	81
16.1	Creating an AutoForm	81
16.2	Form views	82
16.3	Modifying the appearance of the form	82
16.4	Inserting a title	85
16.5	Entering new records.....	85
16.6	Exercise.....	85
17	Importing an Excel Spreadsheet	86
18	Reports	91
18.1	Report views	91
18.2	Creating a report.....	91
18.3	Modifying the appearance of the report.....	95
18.4	Exercise.....	96
18.5	Design view	97
18.6	Report properties.....	100
18.7	Report view	100
18.8	Print preview	100
19	Linked Tables	101
19.1	Data redundancy	101
19.2	Exercises	101
19.3	Linking tables.....	102
19.4	Referential integrity.....	103
19.5	Deleting links	105
20	Database File	106
20.1	Navigation pane	106
20.2	Saving, closing, and opening a database	106
20.3	Creating a new database	108
20.4	Access file format	110
20.5	Saving in another database type	110
21	Appendix	112
21.1	Specifics of e-mail addressing.....	112
21.2	Customizing the Quick Access Toolbar.....	112
21.3	Setting the status bar.....	113
22	Subject Index.....	115

Tables of Contents

Access 2010 Continuation

1	Preliminary Notes	5
2	Theoretical Database Fundamentals	6
2.1	Principles of a database	6
2.2	Conventional data processing and database	7
2.3	Tables	8
2.4	Primary and secondary keys	9
3	Database Design	11
3.1	Normalization	11
3.2	Exercise	15
3.3	Determining the relationships between the tables	16
3.4	Exercise	21
3.5	Exercise	22
4	Connecting Tables	24
4.1	Main and detail table	24
4.2	Creating relationships between tables	24
4.3	Editing relationships	26
4.4	Deleting relationships	27
4.5	Referential integrity	27
4.6	Subdatasheets	30
4.7	Exercise	31
5	Formulas and Functions	32
5.1	Facts on formulas and functions worth knowing	32
5.2	Summary	35
5.3	Functions	35
6	Queries	42
6.1	Queries across several tables	42
6.2	Calculations in queries	43
6.3	Field properties in queries	45
6.4	Exercise	47
6.5	Action queries	48
6.6	Parameter query	58
7	Queries Using SQL	59
7.1	Basic structure of the SELECT command	59
7.2	Setting the font size in query design and in SQL Editor	60
7.3	Summary	61
7.4	Creating a query using an SQL command	61
7.5	Components of the SELECT command	62
7.6	JOIN operation	66
7.7	Predicates	67
8	Forms	68
8.1	Creating a new form	68
8.2	Record source	70
8.3	Controls	71
8.4	Inserting controls	74
8.5	Changing the size and position of the bound fields	78
8.6	Exercise	79
8.7	Inserting objects	86
8.8	Lines and rectangles	87
8.9	Alignment tools	88
8.10	Properties	88
8.11	Defining the field order	89
8.12	Exercise	90
8.13	Split form	91
8.14	Subforms	92
8.15	Exercise	96

Tables of Contents

9 Reports	97
9.1 Creating a new report	97
9.2 Report sections.....	98
9.3 Record source	99
9.4 Group report	99
9.5 Multi-column report.....	101
9.6 Inserting data fields	102
9.7 Report views	104
9.8 Properties in reports	105
9.9 Inserting calculating fields and functions	106
9.10 Exercise.....	109
10 Privacy and Data Security.....	110
10.1 Data security.....	110
10.2 Privacy	110
11 Appendix.....	112
11.1 Customizing the Quick Access Toolbar.....	112
11.2 Setting the status bar.....	113
11.3 Solutions for the exercises on page 27 and page 36	113
12 Subject Index.....	119

Tables of Contents

Outlook 2010

1	Preliminary Notes	6
2	The Outlook 2010 Program - Tasks and Options	7
3	The Outlook Program Window	9
3.1	The ribbon	9
3.2	The file menu.....	12
3.3	Icons	13
3.4	Context menus and toolbars.....	14
3.5	Keys (Shortcuts)	14
3.6	The navigation pane	15
3.7	The To-Do Bar.....	16
3.8	Setting the Start folder.....	17
3.9	The list of folders	17
3.10	Help	17
3.11	Switching to other programs.....	19
3.12	Exiting Outlook	20
4	The Electronic Address Book.....	21
4.1	Creating a new contact.....	21
4.2	Formatting notes.....	24
4.3	Categories	24
4.4	The different pages of the Contact window	26
4.5	Exercises	26
4.6	Displaying contacts.....	28
4.7	Searching for addresses.....	30
4.8	Filtering addresses	31
4.9	Deleting an address from the address book.....	34
4.10	Exercises	34
4.11	Adding columns	34
5	The Electronic Mail (E-mail).....	36
5.1	Outlook as a universal information box	36
5.2	Advantages.....	37
5.3	Disadvantages	37
5.4	Automatic forwarding.....	37
5.5	The commands Send and Receive	38
6	Receiving E-mails	39
6.1	The Inbox folder.....	39
6.2	Preview	39
6.3	Opening a message in its own window.....	41
6.4	Automatically downloading pictures.....	41
6.5	Read receipt	42
6.6	Attached file	42
6.7	Computer viruses	42
6.8	Opening and saving attachments	47
6.9	Transferring the address from an e-mail into your address book.....	49
6.10	Closing the message window	49
7	Sending E-mails	50
7.1	The text format	50
7.2	Writing an e-mail	51
7.3	Message options	53
7.4	Setting up a contact group (distribution list)	56
7.5	Sending messages to different recipients	58
7.6	Special features of e-mail addresses	58
7.7	Personal signature.....	59
7.8	Encryption, digital signature, certificate, ID.....	61
7.9	Spelling check	62
7.10	Attaching a file	64

Tables of Contents

7.11	Zipping attached files.....	67
7.12	The Outbox	69
7.13	Replying to e-mails received.....	70
7.14	Forwarding received messages.....	72
8	Changing the Text in the Message (Editing).....	73
8.1	Insert and Overtype mode	73
8.2	Highlighting text	73
8.3	Deleting text.....	74
8.4	Undoing the last action	75
8.5	Clipboards.....	75
8.6	Copying text.....	77
8.7	Cutting out text and moving it	77
8.8	Drag & Drop.....	77
8.9	Transferring text from a text processing document.....	78
8.10	Searching for and replacing texts in the current message window	78
8.11	Saving the message	79
9	Managing Messages.....	81
9.1	Tagging messages	81
9.2	Junk mail (spam).....	82
9.3	A new folder.....	84
9.4	Deleting messages from the list of messages.....	85
9.5	Arranging the columns in the list of messages.....	86
9.6	Sorting messages according to name, subject, date etc.....	87
9.7	Finding messages	87
9.8	Archiving	90
9.9	Quick Steps	91
9.10	Rules Wizard	96
10	Managing and Planning Appointments	103
10.1	Organization of time management	103
10.2	Working with the calendar	103
10.3	The basic settings of the calendar.....	104
10.4	Working with the calendar	106
10.5	This is how to enter appointments in the calendar	107
10.6	Planning events	115
10.7	Sending the calendar by e-mail	116
10.8	Publishing the calendar on the network or the Internet	117
10.9	Exercises	120
11	Managing and Assigning Tasks	121
11.1	Entering new tasks	121
11.2	Completed tasks.....	122
11.3	Grouping tasks together	123
11.4	Recurrent tasks	126
11.5	Assigning tasks.....	127
11.6	Always show tasks.....	129
11.7	Exercises	129
12	Notes - The Electronic Notepad	130
12.1	Setting up notes.....	130
12.2	Displaying and deleting notes	131
12.3	Exercises	131
13	Printing Plans and Lists.....	132
13.1	Page view (print preview)	132
13.2	The Print dialog box.....	133
13.3	Page setup.....	135
13.4	Headers and footers	135
13.5	Exercise	135
14	Connected to Exchange.....	136
14.1	Delegation.....	136
14.2	Sharing a calendar.....	138
14.3	Meetings	139
14.4	Automatic reply to e-mail messages.....	142
14.5	Exchange and address books	143

Tables of Contents

15	Appendix.....	146
15.1	Customizing the Quick Access Toolbar.....	146
15.2	Setting the status bar.....	147
15.3	E-mail account settings	147
15.4	POP3 or IMAP	149
15.5	The Action Center.....	150
15.6	Windows Firewall.....	151
15.7	Virus protection.....	152
15.8	Windows Defender	153
15.9	Automatic updates.....	154
16	Subject Index.....	155

Tables of Contents

Transition Office 2010 Standard (without Access)

1	Preliminary Notes	5
2	Microsoft Office 2010	6
2.1	Opening an Office program	6
2.2	An office screen.....	7
2.3	Task pane.....	7
3	Executing Commands	9
3.1	The ribbon	9
3.2	The File menu.....	11
3.3	Icons	13
3.4	Context menus and toolbars.....	15
3.5	Keys (shortcuts).....	15
3.6	Switching to other programs.....	16
3.7	Closing an Office program.....	17
4	Compatibility with Office 2000, 2002/XP and 2003	18
5	New Office Characteristics	19
5.1	Improved operation.....	19
5.2	The Explorer window	19
5.3	Help	20
5.4	The View tab.....	21
5.5	Zooming.....	21
5.6	Live preview.....	21
5.7	Context tools (need-based tools).....	22
5.8	Galleries.....	26
5.9	Office themes	26
5.10	SmartArt	27
5.11	Office 2010 clipboards	28
5.12	Web connection (Web Access)	28
5.13	Trust Center.....	29
5.14	Preparing a document for sharing	30
5.15	XPS print file	34
5.16	Print view (print preview)	34
5.17	Printing.....	35
6	Word 2010.....	37
6.1	Pasting text from the Windows clipboard	37
6.2	Quick search.....	38
6.3	Saving as another file type	38
6.4	Styles	42
6.5	Creating styles	43
6.6	Transferring styles	44
6.7	Quick Styles.....	44
6.8	The Styles pane	45
6.9	Creating tables.....	47
6.10	Table styles.....	48
6.11	The views.....	49
6.12	Setting up the status bar.....	50
6.13	Comparing two separate documents.....	51
6.14	Watermark	53
6.15	Margins	54
7	Merging Text (Form Letter).....	56
7.1	Data source	56
7.2	Main document	57
7.3	Mail Merge Wizard	58
7.4	Inserting data fields	60
7.5	Form letter preview	61
7.6	Printing form letters	63
7.7	Summary: form letter	64
7.8	Exercise	66

Tables of Contents

8	Excel 2010.....	67
8.1	The Excel screen.....	67
8.2	The Paste icon and the Paste options.....	68
8.3	Microsoft Office 2010 Web Apps.....	68
8.4	Headers and footers	73
8.5	Page Layout view.....	73
8.6	Creating a new workbook.....	74
8.7	Office themes	75
8.8	Formatting numbers	76
8.9	The Function Library group.....	77
8.10	The Name Manager for naming ranges	77
8.11	Data illustration with conditional formatting	77
8.12	Improvement in charts	78
8.13	Sparklines	80
8.14	The PivotTable Tools.....	84
8.15	Opening a workbook with macros	87
9	PowerPoint 2010	88
9.1	The PowerPoint screen	88
9.2	A new presentation	88
9.3	Slide theme	90
9.4	Exercise	91
9.5	Saving as another file type	92
9.6	Setting up a slide show	92
9.7	Improvements in text presentation and WordArt.....	94
9.8	Charts	96
9.9	Exercises	98
9.10	Drawing Tools.....	98
9.11	Organization chart	99
10	Outlook 2010	102
10.1	The navigation pane	103
10.2	The To-Do Bar	104
10.3	Contacts	104
10.4	Exercises	106
10.5	Receiving e-mail messages.....	108
10.6	Writing a new message	108
10.7	Junk E-Mail (spam).....	110
10.8	Encryption, digital signature, certificate, ID.....	112
10.9	Finding messages	113
10.10	Quick Steps	116
10.11	POP3 or IMAP	121
10.12	Getting acquainted with the calendar	121
10.13	Sending the calendar via e-mail	124
10.14	Publishing the calendar on the network or on the Internet	125
10.15	Exercises	128
10.16	Managing and delegating tasks	128
10.17	The electronic notepad	129
10.18	Printing plans and lists.....	130
11	Subject Index.....	131