

BASICS

Chapter 1

Using the Common Features of Microsoft Office 2013

Lesson 1—Microsoft Office 2013 Basics

Lesson 2—Saving, Printing, and Closing Microsoft Office Files

Lesson 3—Working with Existing Files

Lesson 4—Using Command Options

Lesson 5—Managing Program Windows

Lesson 6—Using Microsoft Office Help

Lesson 7—Managing Information Technology

End-of-Chapter Activities

Lesson 1**Microsoft Office 2013 Basics**

No solution files for this lesson.

Lesson 2**Saving, Printing, and Closing Microsoft Office Files****B02Try_solution**

Firstname Lastname

Today's Date

B02Practice_solution

Firstname Lastname

Today's Date

Notes on using Microsoft Office 2013

B02ApplyA_solution

	A	B	C	D	E
1	Firstname Lastname				
2	Today's Date				
3					
4					
5					
6					
7					
8					
9					
10					
11					

B02ApplyB_solution

Firstname Lastname
Today's Date

Lesson 3

Working with Existing Files

B03TryA_solution

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7							

B03TryC_solution

Firstname

Any name

Lastname

B03Practice_solution

FOR IMMEDIATE RELEASE:

Voyager Travel Adventures Announces Exciting Summer Tours

Denver, Colorado –Today's Actual Date– Voyager Travel Adventures, an adventure tour operator based in Denver, has announced three new travel opportunities for the coming summer months.

For more information contact:

Firstname Lastname

B03Apply_solution

FOR IMMEDIATE RELEASE:

Voyager Travel Adventures Announces Exciting Summer Tours

Denver, Colorado –Today's Date – Voyager Travel Adventures, an adventure tour operator based in Denver, has announced three new travel opportunities for the coming summer months.

The new tours include an African safari, snorkeling in the Caribbean, and kayaking in Alaska. Like all Voyager adventures. These tours include first-class meals and accommodations, small group sizes, and experienced guides.

For more information contact:

Firstname Lastname

B04Practice_solution

	A	B	C	D	E	F	G
1							
2	Position	First Name	Last Name	Date Hired	Email	Telephone	
3	<u>Clerk</u>	Karen	Smith	5/8/2014	karen.smith@wgbreads.net	555-555-5551	
4	<u>Clerk</u>	William	Brown	1/17/2014	william.brown@wgbreads.net	555-555-5552	
5	<u>Baker</u>	Jorge	Hernandez	9/22/2013	jorge.hernandez@wgbreads.net	555-555-5553	
6	<u>Baker</u>	Lisa	McAnn-Dinardo	10/11/2013	lisa.mcann.dinardo@wgbreads.net	555-555-5554	
7	<u>Baker</u>	Amil	Muhammed	6/1/2012	amil.muhammed@wgbreads.net	555-555-5555	
8	<u>Baker</u>	Peter	Shepherd	5/22/2012	peter.j.shepherd@wgbreads.net	555-555-5556	
9	<u>Stock</u>	Jackson	Little	7/13/2014	jackson.little@wgbreads.net	555-555-5557	
10	<u>Assistant Manager</u>	Angela	Greene	8/23/2003	angela.greene@wgbreads.net	555-555-5558	
11	<u>Assistant Manager</u>	Kevin	Duchesne	9/22/2012	kevin.duchesne@wgbreads.net	555-555-5559	
12	<u>Manager</u>	Firstname	Lastname	11/15/2012	mail@student.net	555-555-5560	
13							

B04Apply_solution

Whole Grains Bread Store #89 Employee List

Position	First Name	Last Name	Date Hired	Email	Telephone
Clerk	Karen	Smith	5/8/2014	karen.smith@wgbreads.net	555-555-5551
Clerk	William	Brown	1/17/2014	william.brown@wgbreads.net	555-555-5552
Baker	Jorge	Hernandez	9/22/2013	jorge.hernandez@wgbreads.net	555-555-5553
Baker	Lisa	McAnn-Dinardo	10/11/2013	lisa.mcann.dinardo@wgbreads.net	555-555-5554
Baker	Amil	Muhammed	6/1/2012	amil.muhammed@wgbreads.net	555-555-5555
Baker	Peter	Shepherd	5/22/2012	peter.j.shepherd@wgbreads.net	555-555-5556
Stock	Jackson	Little	7/13/2014	jackson.little@wgbreads.net	555-555-5557
Assistant Manager	Angela	Greene	8/23/2003	angela.greene@wgbreads.net	555-555-5558
Assistant Manager	Kevin	Duchesne	9/22/2012	kevin.duchesne@wgbreads.net	555-555-5559
Manager					555-555-5560

Lesson 5**Managing Program Windows****B05TryA_solution**

Whole Grains Bread
320 Magnolia Avenue
Larkspur, California 94939

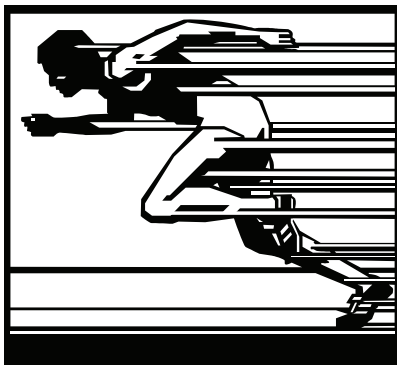


Use our store locator at www.wholegrainsbread.net to find a retail outlet near you.

B05TryG_solution

Whole Grains Bread
320 Magnolia Avenue
Larkspur, California 94939

Use our store locator at www.wholegrainsbread.net to find a retail outlet near you.



B05TryH_solution



Michigan Avenue Athletic Club
235 Michigan Avenue
Chicago, Illinois 60601



B05Practice_solution

Kayak in the Land of the Midnight Sun

Join Voyager Travel Adventures on a 10-day sea kayaking trip in one of the most beautiful and exciting places on earth! Experience the thrill of seeing whales, bears, and other wildlife up close, while enjoying a comfortable base camp and first-class dining.

Kayaking in Alaska



B05PracticeA_solution

Kayak in the Land of the Midnight Sun

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Kayaking in Alaska



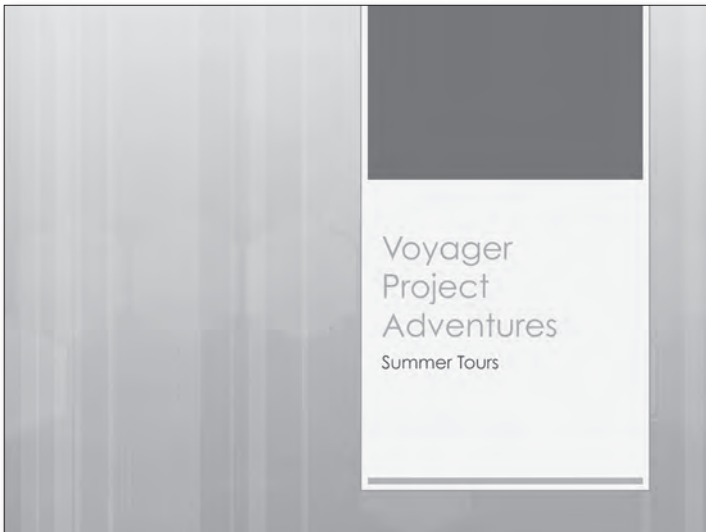
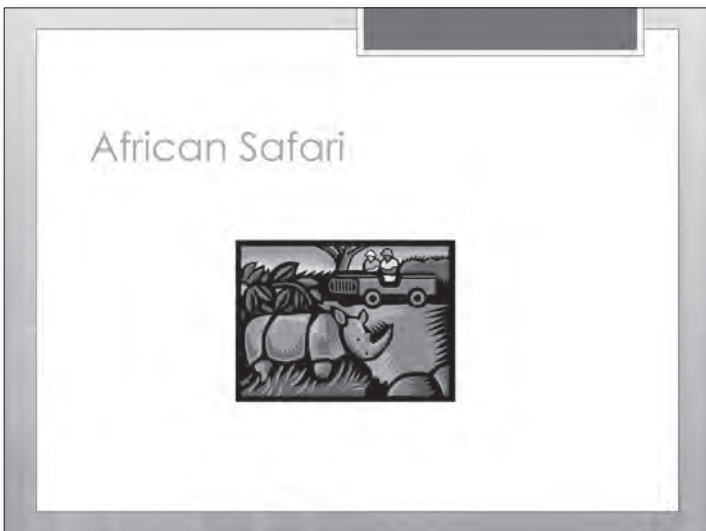
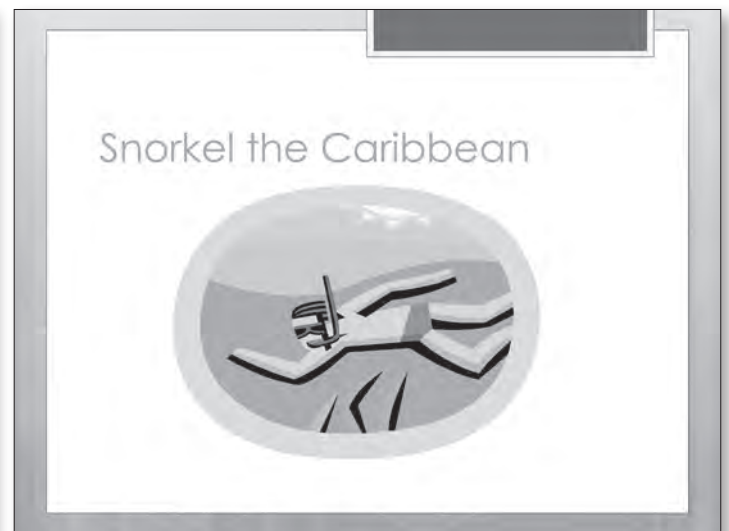
B05ApplyA_solution

African Safari

Join Voyager Travel Adventures on a 14-day photographic safari in the heart of Tanzania. You will spend most of your time viewing wildlife in its natural habitats, including elephants, rhinos, lions, and cheetahs. You will enjoy the luxurious comfort of our private camps, including gourmet meals.

Highlights include the Serengeti National Park, Ngoro Ngoro Crater, Ngoro Ngoro Highlands, and an optional trip to Mount Kilimanjaro. Groups are never larger than twenty people, and all touring is done in well-equipped all-terrain vehicles.



B05ApplyB_solution (1 of 4)**B05ApplyB_solution** (2 of 4)**B05ApplyB_solution** (3 of 4)**B05ApplyB_solution** (4 of 4)

Lesson 6

Using Microsoft Office Help

B06Try_solution

African Safari

Join Voyager Travel Adventures on a 14-day photographic safari in the heart of Tanzania. You will spend most of your time viewing wildlife in its natural habitats, including elephants, rhinos, lions, and cheetahs. You will enjoy the luxurious comfort of our private camps, including gourmet meals.

Highlights include the Serengeti National Park, Ngoro Ngoro Crater, Ngoro Ngoro Highlands, and an optional trip to Mount Kilimanjaro. Groups are never larger than twenty people, and all touring is done in well-equipped all-terrain vehicles.

B06Try_solution

	A	B	C	D
1	Annual Gross Sales			
2	Q1	\$35,000.00		
3	Q2	\$37,325.00		
4	Q3	\$33,475.00		
5	Q4	\$36,525.00		
6	Total	\$142,325.00		
7				

B06Apply_solution

Firstname Lastname

Today's Date

Superscript is a character that displays slightly above other characters on the line. For example, a footnote number is formatted as superscript, as are trademark symbols, and ordinals.

Take the 2nd left and then the 3rd right.

Subscript is a character that displays slightly below other characters on the line. For example, chemical formulas use subscript numbers.

H₂O is the chemical formula for water.

Lesson 7

Managing Information Technology

B07TryA_solution

	A	B	C	D	E	F	G
1	Product	Customer	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
2	Honey	ANTON	\$ -	\$ 702.00	\$ -	\$ -	\$ 702.00
3	Honey	BERGS	\$ 312.00	\$ -	\$ -	\$ -	\$ 312.00
4	Honey	BOLID	\$ -	\$ -	\$ -	\$ 1,170.00	\$ 1,170.00
5	Honey	BOTTM	\$ 1,170.00	\$ -	\$ -	\$ -	\$ 1,170.00
6	Honey	ERNSH	\$ 1,123.20	\$ -	\$ -	\$ 2,607.15	\$ 3,730.35
7	Honey	GODOS	\$ -	\$ 280.80	\$ -	\$ -	\$ 280.80
8	Honey	HUNGC	\$ 62.40	\$ -	\$ -	\$ -	\$ 62.40
9	Honey	PICCO	\$ -	\$ 1,560.00	\$ 936.00	\$ -	\$ 2,496.00
10	Honey	RATTC	\$ -	\$ 592.80	\$ -	\$ -	\$ 592.80
11	Honey	REGGC	\$ -	\$ -	\$ -	\$ 741.00	\$ 741.00
12	Honey	SAVEA	\$ -	\$ -	\$ 3,900.00	\$ 789.75	\$ 4,689.75
13	Honey	SEVES	\$ -	\$ 877.50	\$ -	\$ -	\$ 877.50
14	Honey	WHITC	\$ -	\$ -	\$ -	\$ 780.00	\$ 780.00
15	Maple Syrup	ALFKI	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00
16	Maple Syrup	BOTTM	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
17	Maple Syrup	ERNSH	\$ -	\$ -	\$ -	\$ 180.00	\$ 180.00
18	Maple Syrup	LINOD	\$ 544.00	\$ -	\$ -	\$ -	\$ 544.00
19	Maple Syrup	QUICK	\$ -	\$ 600.00	\$ -	\$ -	\$ 600.00
20	Maple Syrup	VAFFE	\$ -	\$ -	\$ 140.00	\$ -	\$ 140.00
21	Macintosh Apples	ANTON	\$ -	\$ 165.60	\$ -	\$ -	\$ 165.60
22	Macintosh Apples	BERGS	\$ -	\$ 920.00	\$ -	\$ -	\$ 920.00
23	Macintosh Apples	BONAP	\$ -	\$ 248.40	\$ 524.40	\$ -	\$ 772.80
24	Macintosh Apples	BOTTM	\$ 551.25	\$ -	\$ -	\$ -	\$ 551.25
25	Macintosh Apples	BSBEV	\$ 147.00	\$ -	\$ -	\$ -	\$ 147.00
26	Macintosh Apples	FRANS	\$ -	\$ -	\$ -	\$ 18.40	\$ 18.40
27	Macintosh Apples	HILAA	\$ -	\$ 92.00	\$ 1,104.00	\$ -	\$ 1,196.00
28	Macintosh Apples	LAZYK	\$ 147.00	\$ -	\$ -	\$ -	\$ 147.00
29	Macintosh Apples	LEHMS	\$ -	\$ 515.20	\$ -	\$ -	\$ 515.20
30	Macintosh Apples	MAGAA	\$ -	\$ -	\$ -	\$ 55.20	\$ 55.20
31	Macintosh Apples	OTTIK	\$ -	\$ -	\$ 368.00	\$ -	\$ 368.00
32	Macintosh Apples	PERIC	\$ 308.70	\$ -	\$ -	\$ -	\$ 308.70
33							

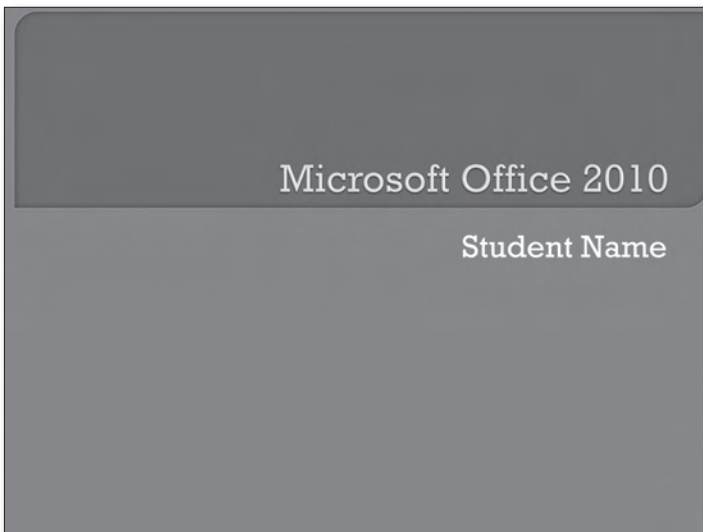
B07TryB_solution

Whole Grains Bread
320 Magnolia Avenue
Larkspur, California 94939



Use our store locator at www.wholegrainsbread.net to find a retail outlet near you.

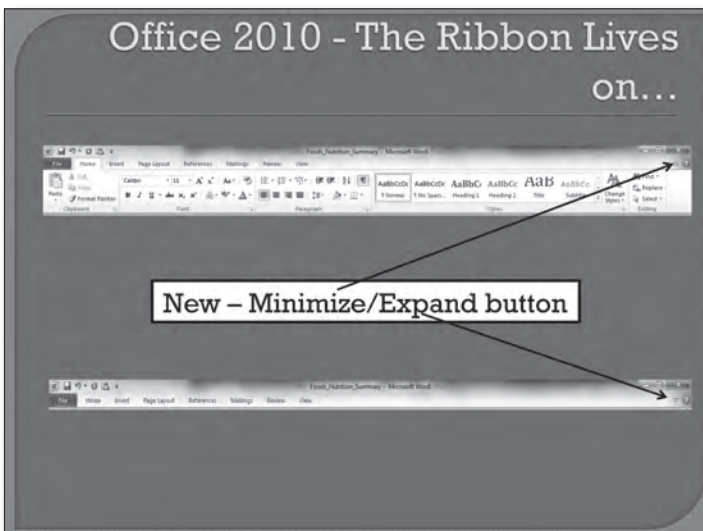
B07TryC_solution (1 of 6)



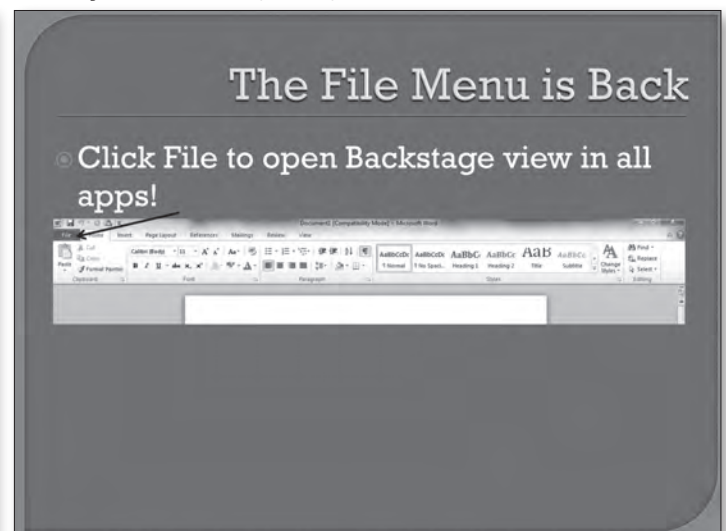
B07TryC_solution (2 of 6)



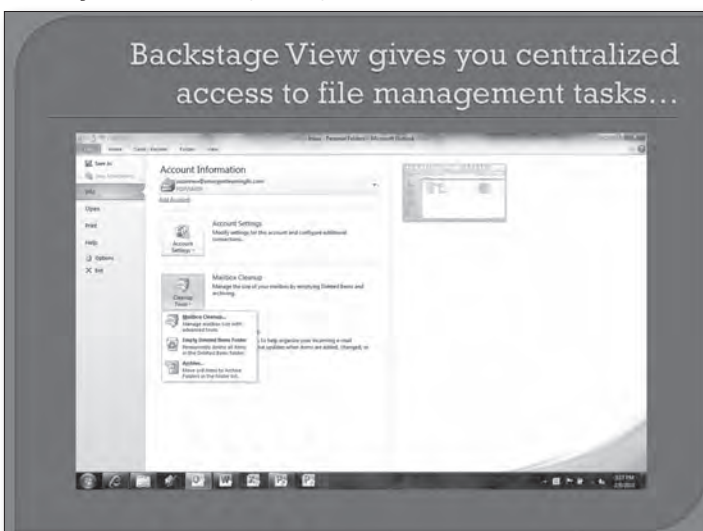
B07TryC_solution (3 of 6)



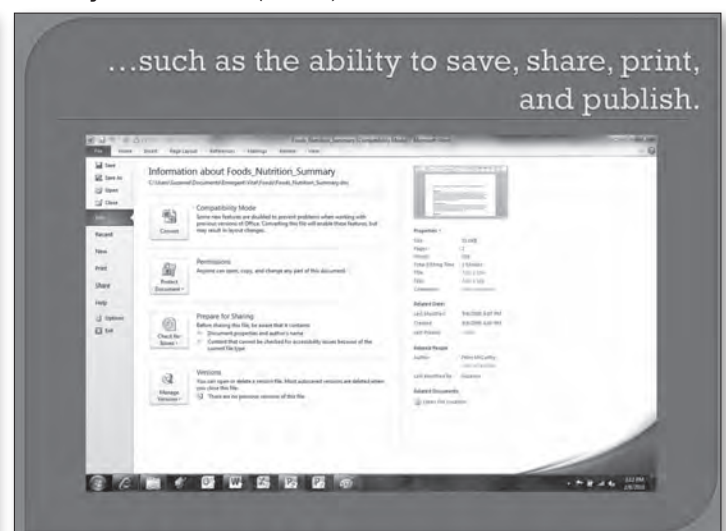
B07TryC_solution (4 of 6)



B07TryC_solution (5 of 6)



B07TryC_solution (6 of 6)



B07TryD_solution (1 of 6)



B07TryD_solution (2 of 6)

MICROSOFT OFFICE 2010

- Better support for remote computing and collaboration
- Ribbon is extended throughout
- Big changes in Outlook
- Small but significant feature enhancements in Word and Excel
- Introduction of Web-based apps
- Introduction of Mobile apps

B07TryD_solution (3 of 6)

OFFICE 2010 - THE RIBBON LIVES ON...

New – Minimize/Expand button

B07TryD_solution (4 of 6)

THE FILE MENU IS BACK

Click File to open Backstage view in all apps!

B07TryD_solution (5 of 6)

BACKSTAGE VIEW GIVES YOU CENTRALIZED ACCESS TO FILE MANAGEMENT TASKS...

B07TryD_solution (6 of 6)

...such as the ability to save, share, print, and publish.

B07Practice_solution

Michigan Avenue Athletic Club
235 Michigan Avenue
Chicago, Illinois 60601

**Memorandum**

To: Office Manager
From: Student's Name
Date: Today's Date
Re: Equipment Inventory

Tom, as a first step in developing policies for purchasing and maintaining the club's IT equipment and supplies, I need to know what we have and what we need. Please take an inventory of the hardware we currently own, the software we currently use, and the maintenance schedule currently in place. I would also like a list of any equipment and supplies we need.

I would like to receive this information by the end of the week. Thanks so much for your assistance. Let me know if you have any questions.

B07ApplyA_solution

	A	B	C	D	E
1					
2	Inventory of Hardware				
3	Item	Count			
4	Personal Computers	15			
5	Notebook Computers	12			
6	Printers	2			
7	Networking devices	3			
8	External hard drives	1			
9	Fax/copiers	1			
10	ID card reader	1			
11	Digital camcorder	1			
12	Digital camera	2			
13					
14	Maintenance				
15	Performed as needed upon request by outside service company				
16					
17					

B07ApplyB_solution

	A	B	C	D	E	F
1						
2	Software Currently Installed					
3	Program	Licenses	Maintenance			
4	Windows XP	5-20	Updates automatically			
5	Microsoft Office 2007	5-20	Updates automatically			
6	Custom Membership Database	N/A	Backed up weekly			
7	Virus Protection	5-20	Updates automatically			
8	Custom Accounting	N/A	Backed up weekly			
9						
10						
11						
12						

B07ApplyC_solution

	A	B	C	D	E
1					
2	Requested Equipment				
3	Hardware	Count	Requested by		
4	Netbook PC	3	Personal Trainers		
5	Photo printer	1	Communications Dept.		
6	Fax/copier	1	Accounting		
7	External hard drive	1	Membership		
8	Digital camera memory card	2	Communications Dept.		
9	Flash drive	5	General		
10					
11	Software				
12	Windows 7				
13	Microsoft Office 2010				
14	Easier to use database system				
15	Easier to use virus protection				
16	Newer accounting program with increased feature set				
17					
18	Supplies				
19	Printer Ink	3-month supply			
20	Copier paper	Ream			
21	Envelopes	1000			
22	Labels	5000			
23	Recordable DVDs	300			
24					
25					

End-of-Chapter Activities

BCT01A_solution

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Firstname	Lastname											
2	Today's Date												
3	<i>Ways the Marching Band Might Use Microsoft Office 2013</i>												
4													
5	Use Microsoft Word to create memos to band members, letters to parents, and fundraising letters to send to neighborhood businesses.												
6	Use Microsoft Excel to create worksheets tracking income and expenses, to create a budget, and to create graphs illustrating the data.												
7	Use Microsoft Access to set up and maintain a database of members, parents, volunteers, and community supporters.												
8	Use Microsoft Publisher to create postcard mailings, flyers, and even brochures.												
9	Use Microsoft PowerPoint to create an informational presentation.												
10	Use Microsoft Outlook for communication.												
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BCT01B_solution

Firstname Lastname

Today's Date

Explanation of My List

I think the marching band could benefit from using all of the Microsoft Office 2013 programs. It will be faster to use Microsoft Word to create all text-based documents such as letters and memos. Old files can be reused and updated, and it is easier to make corrections. It also looks professional. Microsoft Excel automates calculations so it is easier to keep track of income and expenses and to identify ways to save and spend. It makes it easy to create charts that illustrate the data which might help the band convince the school committee to increase funding. By creating databases in Microsoft Access the band can easily keep track of the people and equipment it has. The databases can be used to generate mass mailings and reports. With Microsoft Publisher, the band can create professional quality publications. Microsoft Office makes it easy to create and store email messages, to schedule appointments and meetings, and to keep track of tasks that must be accomplished. With Microsoft PowerPoint, the band can create a presentation to use at back-to-school night and other times to provide information and even a little marketing.



BPB01A_solution

Today's Date

Firstname Lastname

I recommend the following IT equipment to get the new Voyager Travel Adventures office up and running:

- 4 personal computers running Microsoft Windows 8, with Microsoft Office 2013
- 2 notebook computers to be shared as necessary, also running Microsoft Windows 8 and Microsoft Office 2013
- 2 tablet PCs
- Wireless network devices
- 1 printer
- 1 printer/fax/copier all-in-one
- 1 external hard drive for backing up data
- Internet telephone system



BPB01B_solution

	A	B	C	D	E	F
1	Voyager Travel Adventures					
2	Summer Tours					
3						
4	1	African Safari				
5	2	Kayaking in Alaska				
6	3	Diving in the Caribbean				
7	4	Greek Island Cruise				
8	5	Bicycling the American Northwest				
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