Learn Office 2007

A Practical Course in

Windows XP and Office 2007

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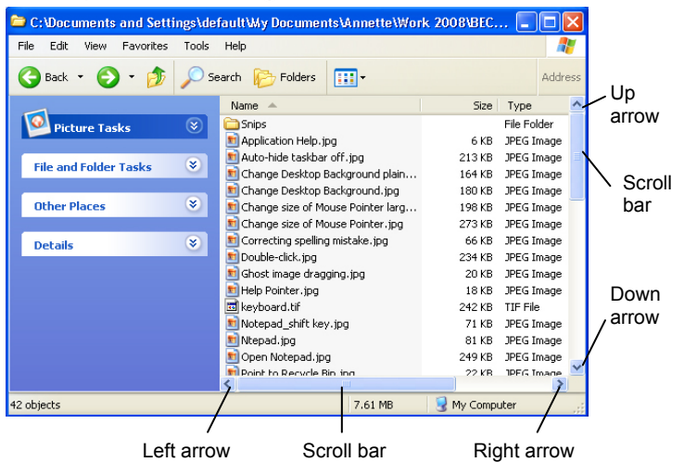
4.2 Scrolling in a Window Containing Folders and Files

When a window is opened on screen, some of the files or folders may be hidden from view. The horizontal and vertical scroll bars are used to access the hidden contents of a window.

To view the full list of contents in a window, do the following:

- Click the down scroll arrow on the vertical scroll bar to scroll to the bottom of the list.
- Click the up scroll arrow on the vertical scroll bar to scroll to the top of the list. *Alternatively*, click and drag the scroll box up or down on the vertical scroll bar.

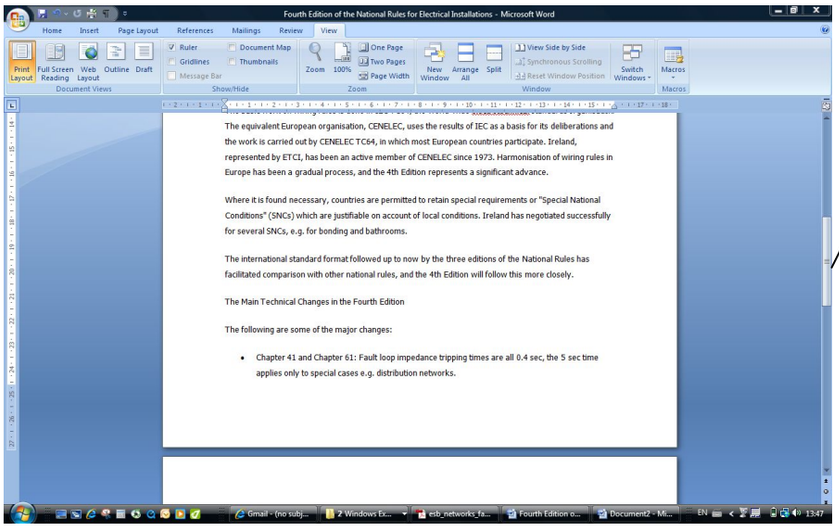


To view the full list of details for files or folders in a window:

- To view the columns on the right-click the right scroll arrow on the horizontal scroll bar.
- To view the columns on the left-click the left scroll arrow on the horizontal scroll bar. *Alternatively*, click and drag the scroll box right or left on the horizontal scroll bar.

4.3 Scrolling in an Application Window

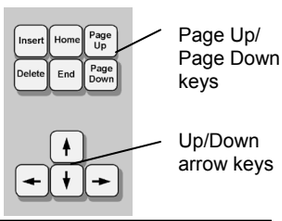
When a document is opened in an application, such as Microsoft Word, the page on the screen represents an A4 page. There may be one or more pages in the document and, therefore, the entire document may not be visible at once. Use the vertical scroll bar as described in Section 3.2 to scroll down or up to view the complete document.



Alternatively, within an application window, use the up and down arrow keys on the keyboard to scroll up and down.

or

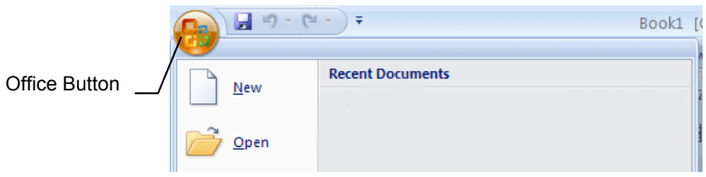
Use the **Page Up** and **Page Down** keys.



1.1.3 Opening a Spreadsheet

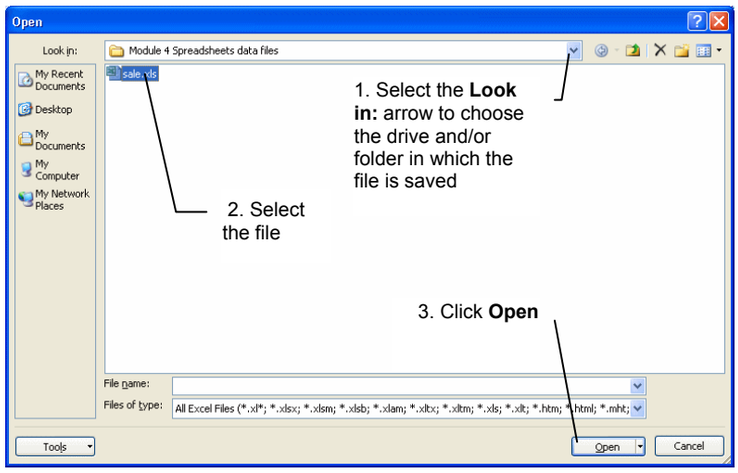
To open an existing spreadsheet, do the following:

- Open **Excel**.
- Select the **Office Button**.
- Select **Open**.



The **Open** window opens.

- Select the location of the file by clicking the **Look in** arrow and choosing a drive and/or folder.
- Select the file.
- Click **Open**.

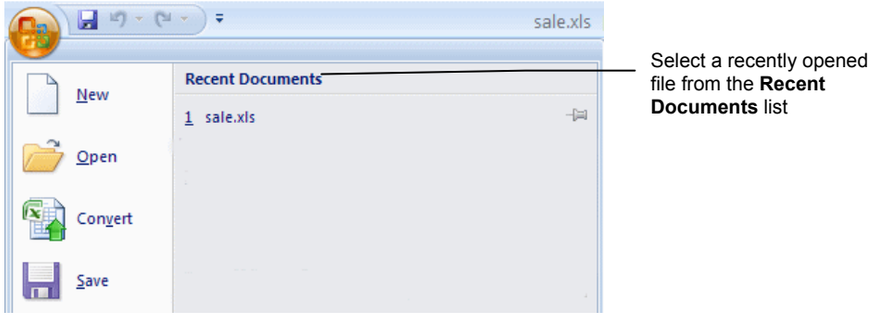


note

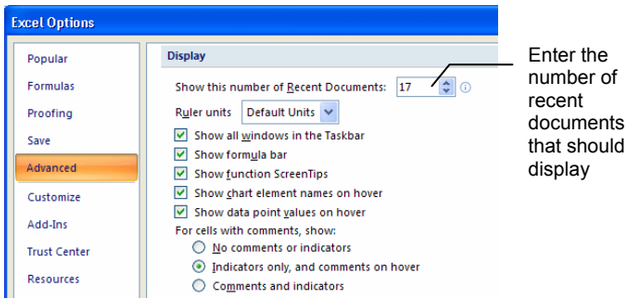
To display the **Open** window using the keyboard, hold down the **CTRL** + **O**.

Opening Recent Documents

Documents that have been opened recently can be accessed by selecting the **Office Button** and then selecting a file from the Recent Documents list.



To change the number of documents listed in **Recent Documents**, select the **Office Button** and then **Excel Options**. Select the **Advanced** button and, in the **Display** section, enter the number of documents that you want to display.



1.1.4 Closing a Spreadsheet

To close a spreadsheet, do the following:

- Select the **Office Button**.
- Select **Close**.

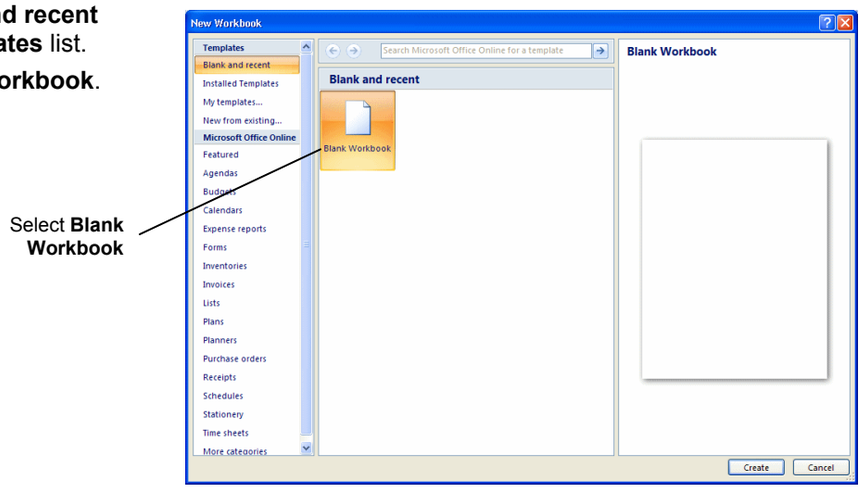
If changes have been made to the file, a message will appear asking if you want to save the file before closing.

- Click **Yes** to save the file.
- Click **No** to close the file without saving.
- Click **Cancel** to cancel the message and return to the spreadsheet.

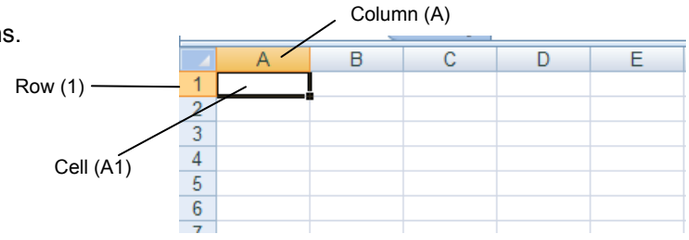
1.1.5 Creating a New Spreadsheet

To create a new spreadsheet, do the following:

- Select the **Office Button**.
- Select **New**.
  The **New Spreadsheet** window opens.
- Select **Blank and recent** from the **Templates** list.
- Select **Blank Workbook**.
- Click **Create**.



A new blank spreadsheet opens.



1.1.6 Saving a Spreadsheet to a Location on a Drive

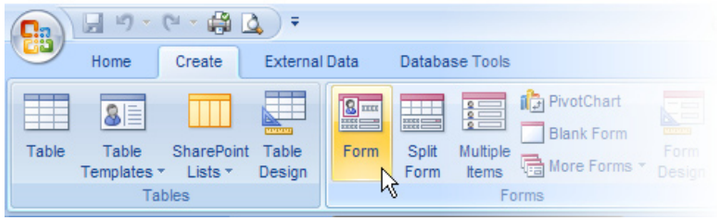
To save a spreadsheet for the first time, do the following:

- Select the **Office Button**.
- Select **Save**.
  The **Save As** window opens.
- Select the correct drive and/or folder from the **Save in** menu.
- Enter a name in the **File name** box.
- Click **Save**.

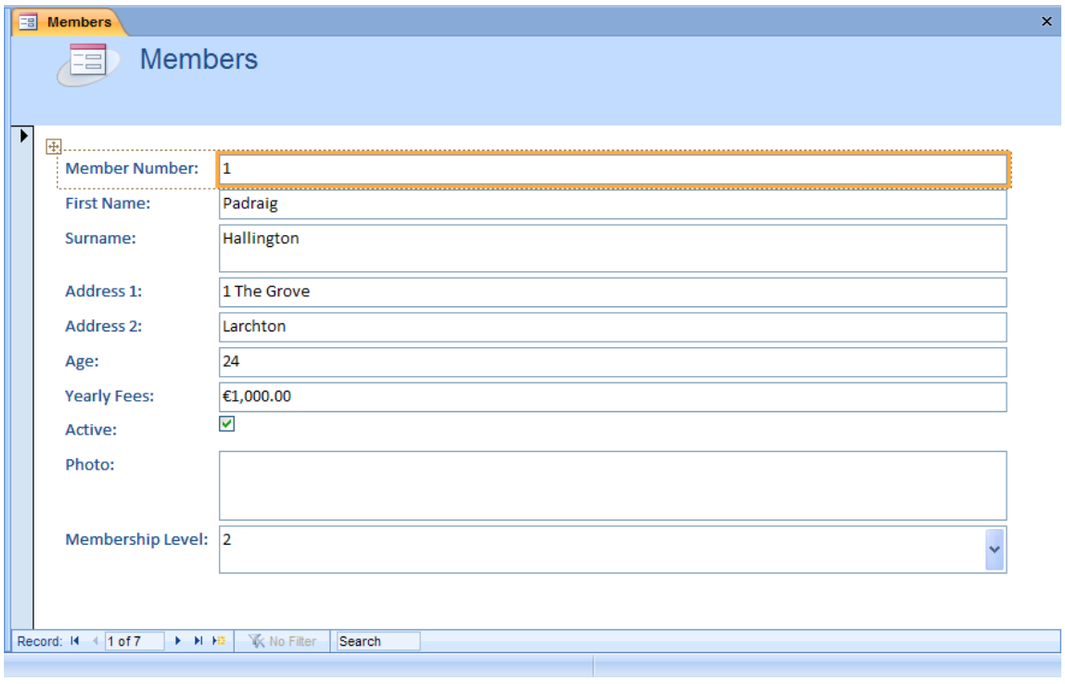
2.4.1 Creating a Form

To create a data entry form for the Members table, do the following:

- In the **Navigation Pane**, ensure the **Members** table is highlighted by clicking it.
- On the ribbon, click the **Create** tab.
- In the **Forms** section, click the **Form** button.



A new form is created, and the first record in the table is displayed.



- The form is in **Layout View**, which is intended for defining the placement of elements.
- Data can be viewed but not added or modified in **Layout View**, enabling elements to be positioned and resized by clicking them and dragging with the mouse.
- The layout consists of **labels**, which display the name of each field, and **controls** which are used for data entry.
- A label/control pair is generated automatically for each field in the Members table.
- The type of control is dictated by the type of the underlying field. So the name and address fields use **TextBox** controls. The Active field uses a **CheckBox** control and the Membership Level uses a **ComboBox**.
- Data can be viewed but not added or altered in **Design View**.
- In a real-world application, the form might act as a **front end** for more than one table, and may or may not have controls for all available fields, as dictated by the person who designed it.

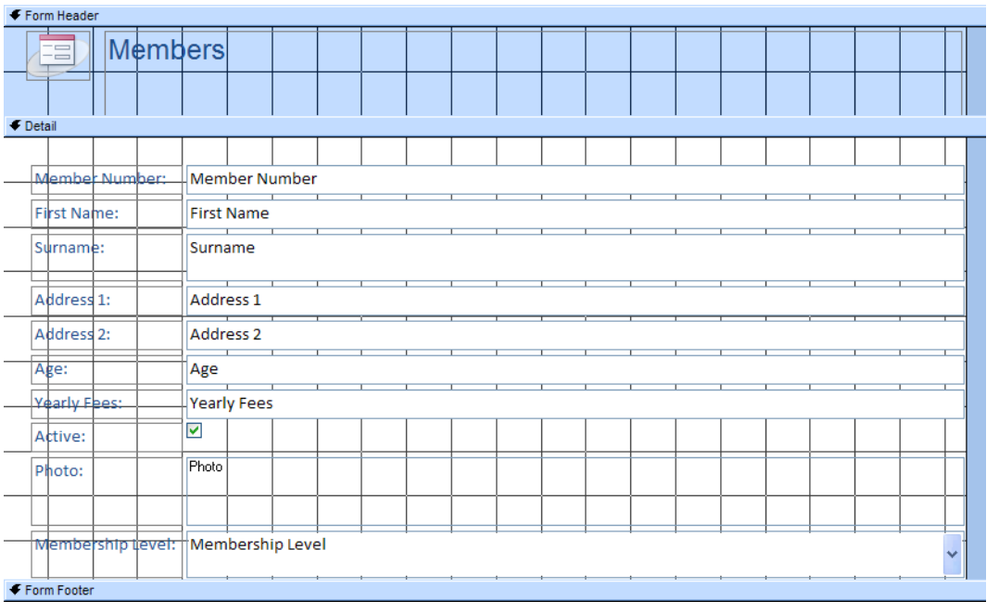
The same navigation toolbar that was seen in table **DataSheet View** is again present at the bottom of the screen and can be used to move between the records in the underlying table.

2.4.2 Form Design View

The contents of a form are actually defined using Design View.

To change to this view, do the following:

- Right-click the form in the **Navigation Pane**.
- Select **Design View**.

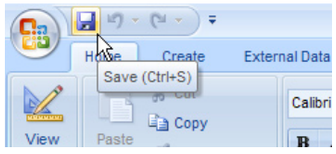


The process of automatically creating a form as described above generates a view similar to that in the above illustration. Using this view, controls for field labels and fields can be added and edited.

2.4.3 Naming and Saving a Form

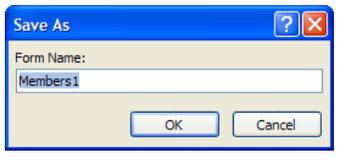
To save a form, do the following:

- Click the **Save** icon, beside the Office button, at the top left of the Access window.



If this is the first time the Form has been saved, a window will open prompting for a name.

- Enter a relevant name.
- Click **OK** to save.

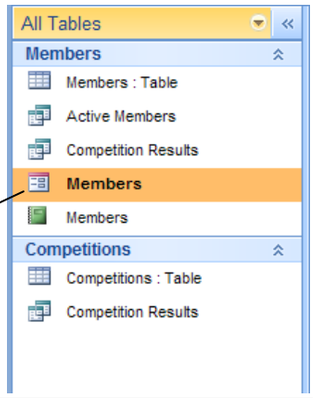


2.4.4 Opening and Closing a Form

Opening a Form

To open a form, do the following:

- Start **Microsoft Access**.
- Open the required database (see Section 2.1.1).
- The objects comprising the database are listed in the **Navigation Pane**.



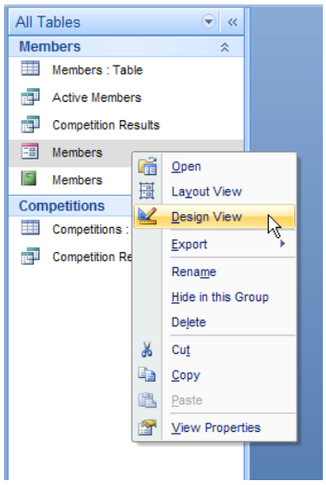
note

Each database object has a different icon. Forms are displayed like this:

Members

- Double-click the desired Form to open it in **Form View.**

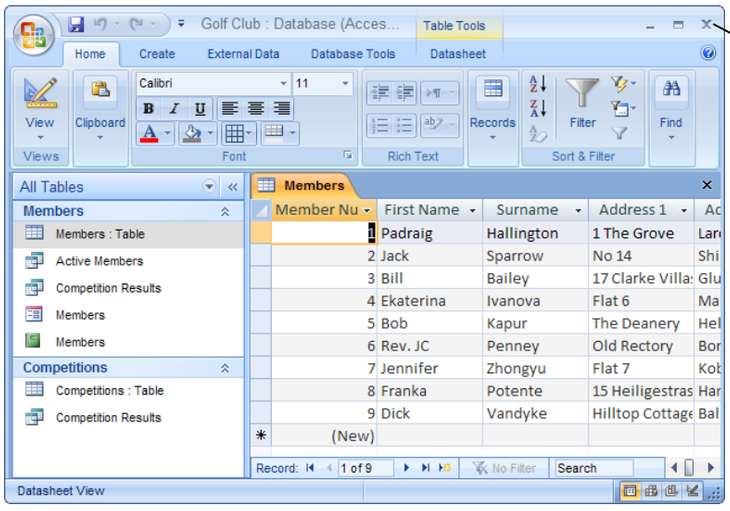
  Alternatively, right-click the Form name and select **Design View** or **Layout View** to open in in that mode.



Closing a Form

To close a form do the following:

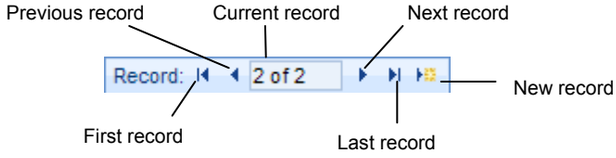
- Click the **Close X** button at the right of the Access window.



Close X button

2.4.5 Navigating Records in Form View

When viewing a form in **Form View**, the standard navigation toolbar is displayed at the bottom of the screen. Clicking on the different sections of the toolbar will change the form to display another record.

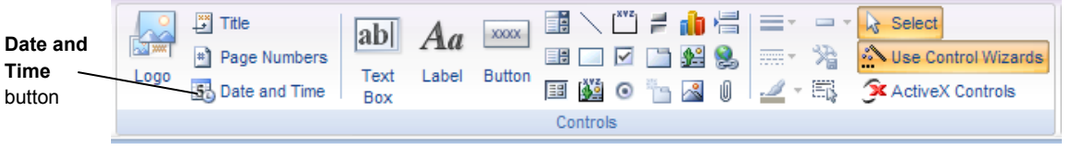


2.4.6 Headers and Footers in a Form

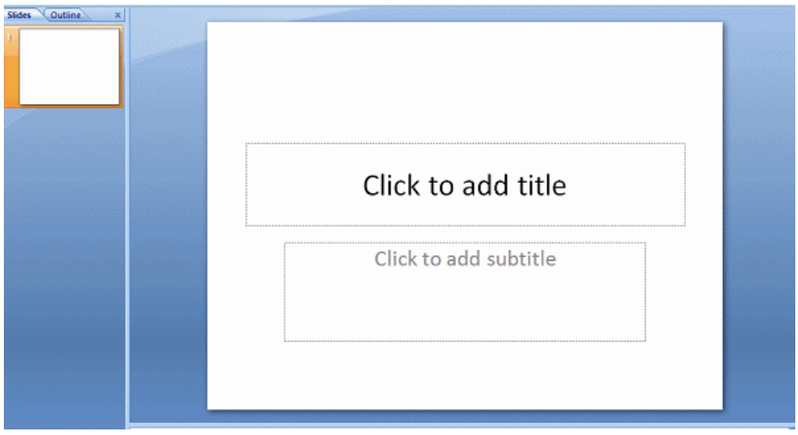
New items, such as the date and time, can be added to the form header or footer.

To add new items, do the following:

- Open the form in **Design View**.
- In the **Controls** section on the ribbon, click the **Date and Time** button.



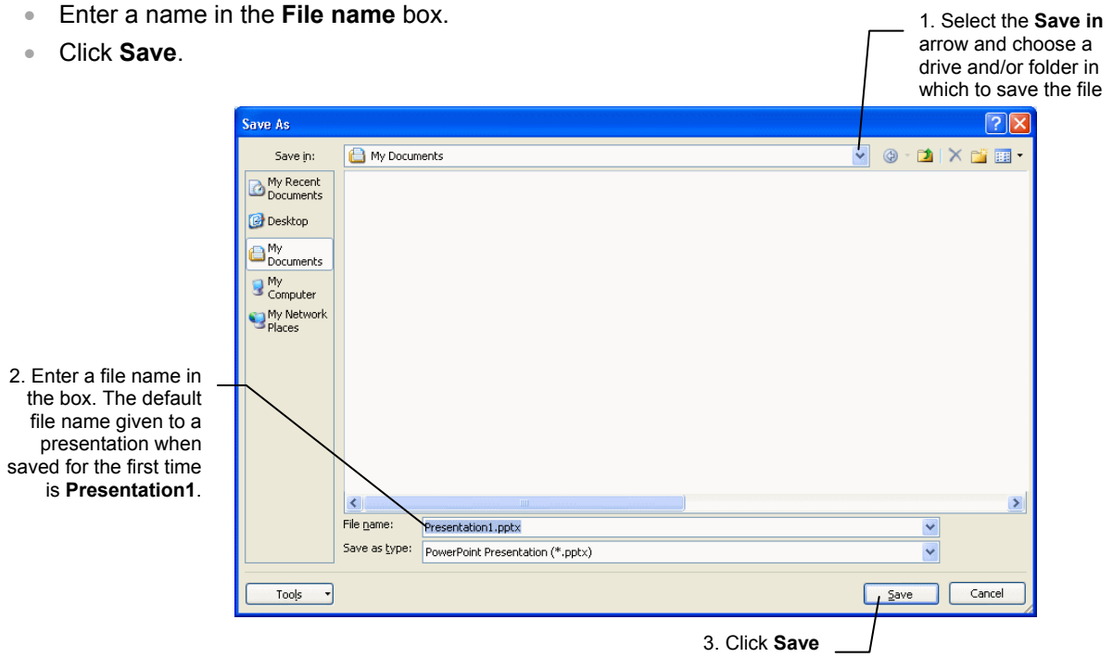
- A new blank slide appears with a default slide layout (**Title Slide** layout).



1.1.6 Saving a Presentation to a Location on a Drive

To save a presentation for the first time, do the following:

- Select the **Office Button**.
- Select **Save**.
  The **Save As** window opens.
- Select the correct drive and/or folder from the **Save in** menu.
- Enter a name in the **File name** box.
- Click **Save**.



Alternatively, click Save on the Quick Access Toolbar to save a file.

note

When saving a presentation for the first time, clicking **Save** or **Save As** from the **Office Button** menu will result in the **Save As** window opening. Subsequent changes to a presentation can be saved by selecting the **Save** option from the **Office Button**. This will save the presentation with the same name and overwrite the original file.

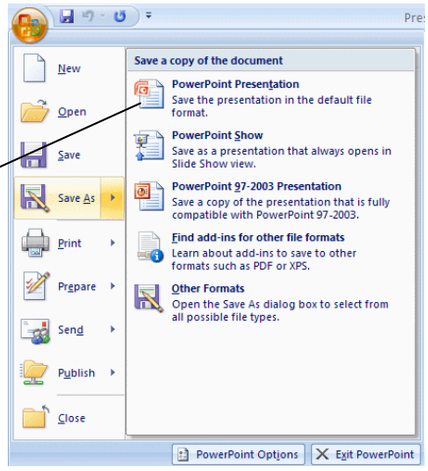
The keyboard shortcut to save is **CTRL** + **S**.

1.1.7 Saving a Presentation under Another Name

To save an existing presentation with a different name, do the following:

- Select the **Office Button**.
- Move the mouse over the **Save As** menu option.
  The **Save a copy of the document** sub-menu opens.
- Select **PowerPoint Presentation**.

Select the **PowerPoint Presentation** option to save the file in the default file format



The **Save As** window opens.

- Select the correct drive and/or folder from the **Save in** menu.
- Enter a name in the **Filename** box and click **Save**.

1.1.8 Saving a Presentation as Another File Type

A presentation can be saved in a variety of different formats. See the different formats listed below.

PowerPoint format	Graphic format	Outline/Rich Text format
Presentation (.pptx) Design Template (.potx) PowerPoint Show (.ppsx)	Windows Metafile (.wmf) GIF (.gif) JPEG (.jpg) PNG (.png)	Outline/rtf (.rtf)

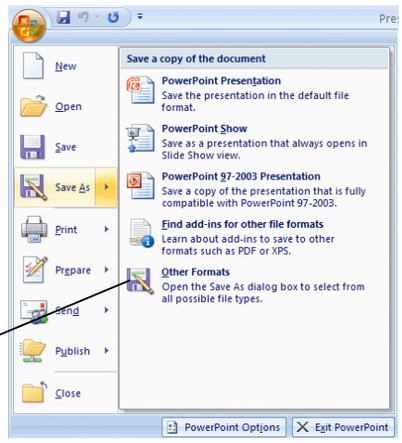
Rich Text Format

When a presentation is saved in Rich Text Format, it retains all its formatting features and saves in a format that enables it to be opened and viewed in outline view. This format loses all the **graphical** content that exists in the presentation.

To save the presentation in Rich Text Format, do the following:

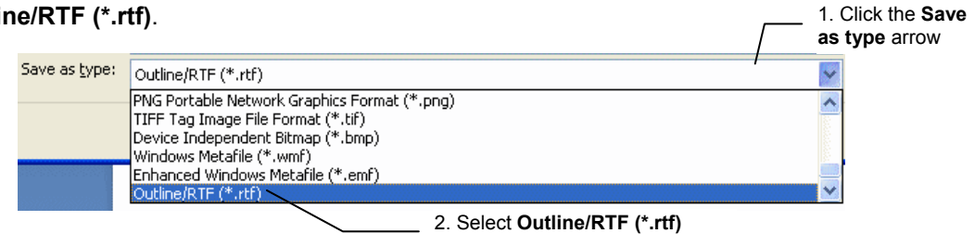
- Select the **Office Button** and then move the cursor over the **Save As** menu option.
  The **Save a copy of the document** sub-menu opens.
- Click **Other Formats**.
  The **Save As** windows opens.

Click **Other Formats**



6

- Select the **Save in** arrow and then select the correct drive and /or folder.
- Enter a file name into the **File name** box and then click the **Save as type** arrow.
- Select **Outline/RTF (*.rtf)**.
- Click **Save**.

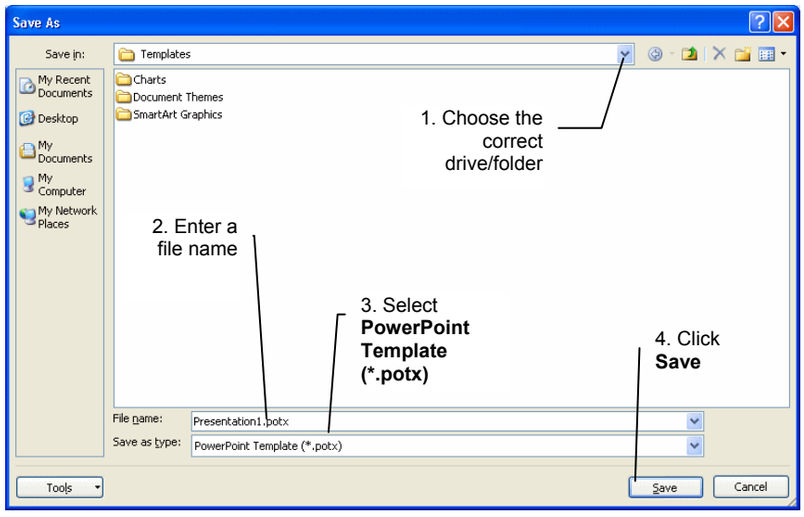
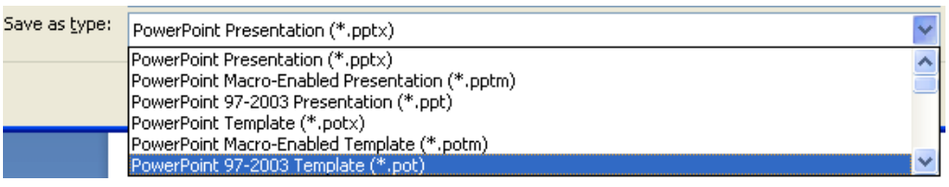


Template

A template contains standard content that will appear on all slides in a presentation. A template can be used repeatedly with other presentations. This saves time and effort when creating a new presentation. Templates are saved with a **potx** file extension and, unless another location is specified, will automatically save in the following location: **C:/Documents and Settings/ Computer Name/Application Data/Microsoft/Templates**

To save a presentation as a template, do the following:

- Select the **Office Button** and then move the mouse over the **Save As** menu option.
  The **Save a copy of the document** sub-menu opens.
- Select **Other Formats**.
  The **Save As** windows opens.
- Select the **Save in** arrow and then select the correct drive and/or folder.
- Enter a file name into the **File name** box.
- Click the **Save as type** arrow.
- Select **PowerPoint Template (.potx)**.
- Click **Save**.



To save a template in a previous version of PowerPoint, select PowerPoint 97-2003 template (*pot).