Microsoft Office 2013 Reference Card Kit

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Excel 2013

Quick Reference Card

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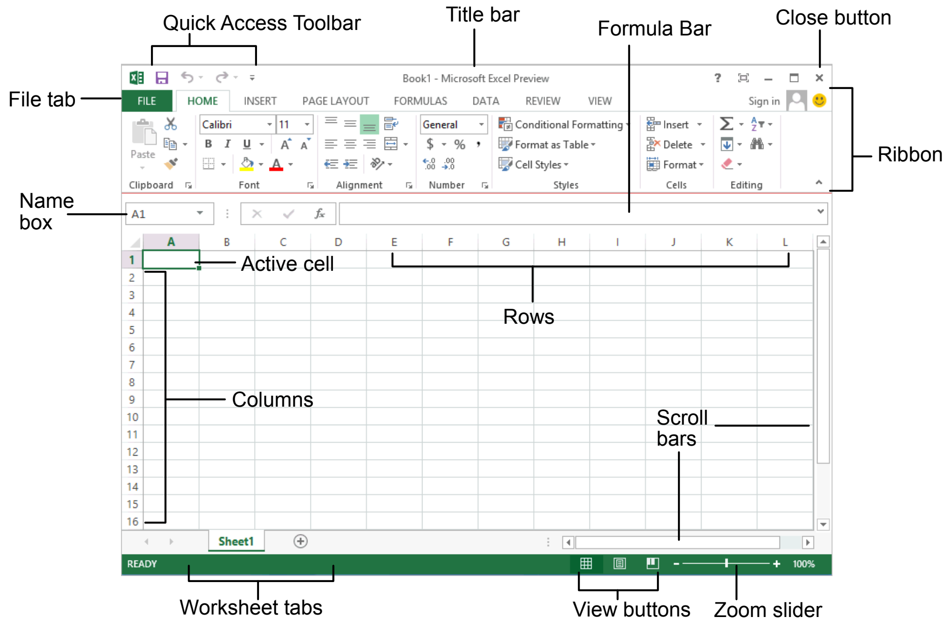
The Excel 2013 Screen



The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- **To Create a New Workbook:** Click the **File tab**, select **New**, and double-click workbook, or press **<Ctrl>** + **<N>**.
- **To Open a Workbook:** Click the **File tab** and select **Open**, or press **<Ctrl>** + **<O>**.
- **To Save a Workbook:** Click the **Save button** on the Quick Access Toolbar, or press **<Ctrl>** + **<S>**.
- **To Preview and Print a Workbook:** Click the **File tab** and select **Print**, or press **<Ctrl>** + **<P>**.
- **To Undo:** Click the **Undo button** on the Quick Access Toolbar, or press **<Ctrl>** + **<Z>**.
- **To Redo or Repeat:** Click the **Redo button** on the Quick Access Toolbar, or press **<Ctrl>** + **<Y>**.
- **To Close a Workbook:** Click the **Close button**, or press **<Ctrl>** + **<W>**.
- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- **Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard
- **To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- **To Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **<Shift>** key while using the **<arrow keys>** to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the **Select All button** where column and row headings meet. Or press **<Ctrl>** + **<A>**.
- **To Minimize the Ribbon:** Click the **Minimize Ribbon button** on the Ribbon. Or, press **<Ctrl>** + **<F1>**. Or, right-click a **tab** and select **Unpin the Ribbon** from the contextual menu.
- **To Change Program Settings:** Click the **File tab** and select **Options**.
- **To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In buttons** on the slider.
- **To Change Views:** Click a **View button** in the status bar. Or, click the **View tab** and select a view.

Keyboard Shortcuts

General

Open a Workbook	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Help	<F1>
Run Spelling Check	<F7>
Calculate worksheets	<F9>
Create an absolute, normal, or mixed reference	<F4>

Navigation:

Move Between Cells	<↑>, <↓>, <←>, <→>
Right One Cell	<Tab>
Left One Cell	<Shift> + <Tab>
Down One Cell	<Enter>
Up One Cell	<Shift>+<Enter>
Down One Screen	<Page Down>
Up One Screen	<Page Up>
To Cell A1	<Ctrl>+<Home>
To Last Cell	<Ctrl> + <End>
Go To Dialog Box	<F5>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Edit active cell	<F2>
Clear cell contents	<Delete>

Formatting

Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Open Format Cells Dialog Box	<Ctrl> + <Shift> + <F>
Select All	<Ctrl> + <A>
Select entire row	<Shift>+<Space>
Select entire column	<Ctrl>+<Space>
Hide selected rows	<Ctrl> + <9>
Hide selected columns	<Ctrl> + <0>

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Editing

- **To Edit a Cell's Contents:** Select the cell and click the **Formula Bar**, or double-click the cell. Edit the cell contents and press **<Enter>**.
- **To Clear a Cell's Contents:** Select the cell(s) and press the **<Delete>** key.
- **To Cut or Copy Data:** Select cell(s) and click the **Cut** or **Copy button** in the Clipboard group on the Home tab.
- **To Paste Data:** Place the insertion point where you want to paste and click the **Paste button** in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting**: Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold the mouse over the paste option to preview.
- **To Paste Special:** Select the destination cell(s), click the **Paste button list arrow** in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- **To Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Complete a Series Using AutoFill:** Select the cells that define the series. Click and drag the fill handle to complete the series.
- **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down **<Ctrl>** key while dragging.
- **To Insert a Column or Row:** Right-click to the right of the column, or below the row you want to insert. Select **Insert** from the contextual menu, or click the **Insert button** in the Cells group on the Home tab.
- **To Delete a Column or Row:** Select the row or column heading(s). Right-click and select **Delete** from the contextual menu, or click the **Delete button** in the Cells group on the Home tab.
- **To Insert a Comment:** Select the cell where you want to insert a comment and click the **Review tab** on the Ribbon. Click the **New Comment button** in the Comments group. Type a comment and click outside the comment box.

Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total and click the **Sum button** in the Editing group on the Home tab. Verify the selected cell range and click the **Sum button** again.
- **To Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **<Enter>** when you're finished.
- **To Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function button** on the Formula Bar.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.
- **To Create an Absolute Cell Reference:** Precede the cell references with a $ sign or press **<F4>** after selecting cell(s) to make it absolute.
- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the **Insert tab** on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.
- **To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the **Insert tab** on the Ribbon. Select the sparkline you want to insert from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click **OK**.

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Format Values:** Use the commands in the Number group on the Home tab, or click the **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the **Format Painter button** in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- **To Apply a Cell Style:** Select the cell(s) you want to apply a cell style to. Click the **Cell Styles button** in the Styles group of the Home tab on the Ribbon and select a style from the gallery.
- **To Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table button** in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.
- **To Apply a Document Theme:** Click the **Page Layout tab** on the Ribbon, click the **Themes button** in the Themes group, and select a theme from the gallery.
- **To Apply Conditional Formatting:** Select the cells to which you want to apply conditional formatting. Click the **Conditional Formatting button** in the Styles group of the Home tab. Select the formatting scheme you wish to use, then set the conditions in the dialog box.
- **To Adjust Column Width or Row Height:** Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

Workbook Management

- **To Insert a New Worksheet:** Click the **Insert Worksheet button** next to the sheet tabs at the bottom of the program screen. Or, press **<Shift>** + **<F11>**.
- **To Delete a Worksheet:** Select the sheet want to delete, click the **Delete button** in the Cells group on the Home tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** from the contextual menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **<Enter>**.
- **To Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.
- **To Move or Copy a Worksheet:** Click and drag a tab to move a worksheet. Hold down the **<Ctrl>** key while clicking and dragging to copy the worksheet.
- **To Split a Window:** Click the **View tab** and click the **Split button** in the Window group. Or, press **<Alt>** + **WS** (one at a time).
- **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View tab** on the Ribbon, click the **Freeze Panes button** in the Window group, and select an option from the list.
- **To Select a Print Area:** Select the cell range you want to print, click the **Page Layout tab** on the Ribbon, click the **Print Area button** in the Page Setup group, and select **Set Print Area**.
- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout tab** on the Ribbon and use the commands in the Page Setup group, or click the **Dialog Box Launcher** in the Page Setup group to open the Page Setup dialog box.
- **To Protect or Share a Workbook:** Click the **Review tab** on the Ribbon and use the commands in the Changes group.
- **To Recover Autosaved Versions:** Click the **File tab** on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions button** and select **Recover Unsaved Workbooks**.

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Outlook 2013

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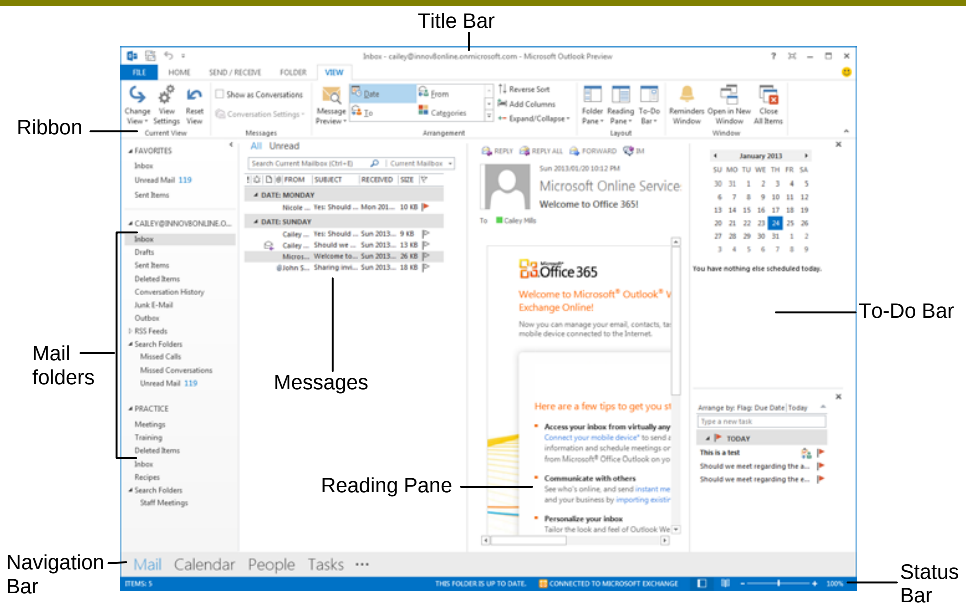
Outlook 2013 Screen



Navigation Pane

Mail

Contains mail-related folders like your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.

Calendar

Enables you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.

People

Use to store and keep track of addresses, numbers, and e-mail addresses.

Tasks

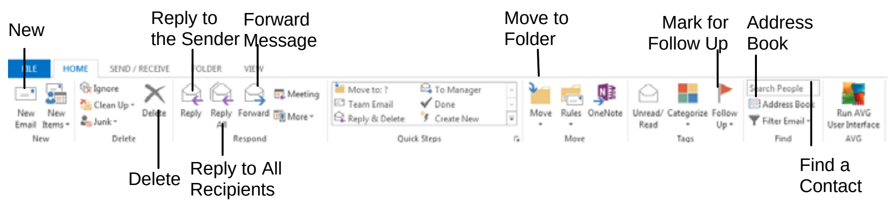
Use to organize to-do lists, track task progress, and delegate tasks.

Notes
Use like electronic Post-It® Notes to write down information.

Folder List
Displays a list of all your Outlook folders in the Navigation pane.

Shortcuts
Add shortcuts to folders and locations in Outlook for quick access.

Messages: Basic Tasks



- To Access the Inbox: Click the Mail button in the Navigation Bar.
- To Check for New Messages: Click the Send/Receive button on the Quick Access toolbar, or press <F9>.
- Message Indicators:
  Message has not been read.
  Message has been read.
  File is attached to the message.
  Message has high or low importance.
- To Open a Message: Click a message to preview or double-click to open it.
- To Reply to the Message Sender: Click the message, click the Reply button, type your reply, and click the Send button.
- To Reply to All Message Recipients: Click the message, click the Reply to All button, type your reply, and click the Send button.
- To Forward a Message: Click the message, click the Forward button, enter e-mail addresses in the To box, enter comments in the text box, and click the Send button.
- To Delete a Message: Select the message and press the <Delete> key.
- To Create a New Message:
  1. Click the New button or press <Ctrl> + <N>.
  2. Enter the e-mail addresses in the To box, or click the To... button to use the address book.
  3. Click the Cc... Cc button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
  4. Enter the subject of the message in the Subject box.
  5. Enter the text of your message in the text box.
  6. Click the Send button.
- To Attach a File: Create a new message, click the Attach File button in the Include group on the Ribbon in the Message window, select the file you want to send, and click Insert.
- To Send a Blind Carbon Copy (Bcc): In the message window, click the Options tab on the Ribbon and select Show Bcc in the Fields group. Click the Bcc... Bcc: button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- To Open an Attachment: Double-click the attachment at the top of the message window.

Keyboard Shortcuts

Save	<Ctrl> + <S>
Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<F7>
Check for Mail	<F9>
Save, Close, and Send	<Alt> + <S>
Reply	<Ctrl> + <R>
Reply to All	<Alt> + <L>
Address Book	<Ctrl> + <Shift> + <B>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>
New Item	<Ctrl> + <N>

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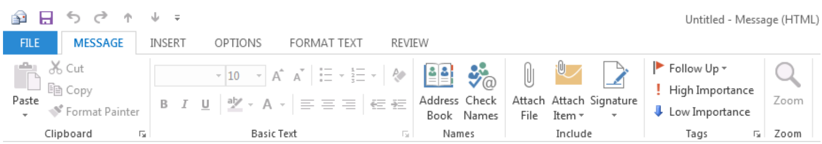
Message Window Features

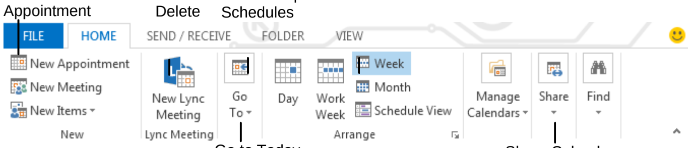
Like in Outlook 2010, the FILE menu and Ribbon replace the Office button and Standard Toolbar in Outlook 2013.



Messages: Advanced Tasks

- To Flag a Message as a To-Do Item: Right-click the message, select Follow Up from the contextual menu, and select a flag. Or, click the flag icon on the message. Or, select the message, click the Follow Up button on the Ribbon and select a flag.
- To Clear a Flagged Message: Right-click the message, select Follow Up from the contextual menu, and select Clear Flag.
- To Categorize a Message by Color: Click the Quick Click icon on the message. Or, right-click the message, select Categorize from the contextual menu, and select a color category. Or, select the message, click the Categorize button on the Ribbon, and select a flag.
- To Recall a Message: Open the Sent Items folder. Double-click the message, click the Actions button in the Move group on the Ribbon, and select Recall This Message. Choose to delete the message or replace the message with a new one in the dialog box and click OK. *You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.*
- To Resend a Message: Open the Sent Items folder. Double-click the message, click the Actions button in the Move group on the Ribbon, and select Resend This Message. Enter new recipients in the message window and click Send.
- To Save a Message as a Draft: Click the Save button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- To Move an Item to a Different Folder: Select the item, click the Move to Folder button and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- To Create a Distribution List: Click the New Items button arrow on the Ribbon and point to More Items and select Contact Group. Click Add Members in the Members group on the Ribbon, select the location of the contacts you wish to use and select a name in the list. Click the Members button and repeat for each name to be added. Click OK, then click Save & Close in the Actions group.
- To Create a Signature: Go to FILE, select Options and click the Mail tab. Click the Signatures button, and create the new signature.
- To Change a Message's Options: In the message window, click the Options tab on the Ribbon and click the More Options Dialog Box Launcher. Here you can specify the level of importance or sensitivity of the message, add voting buttons to the message, indicate where replies should be sent to, choose to receive read receipts and encrypt the message or delay its delivery.
- To Use the Rules Wizard:
  1. Make sure that you're in the Inbox.
  2. Click FILE on the menu bar, click the Info tab select Manage Rules and Alerts, and click the New Rule button.
  3. Select the type of rule you want to create and click Next.
  4. Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
  5. Specify the criteria—a person's name, a keyword, etc.—and click OK.
  6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
  7. Click Finish to complete the rule and click OK.

Calendar



- To View the Calendar: Click the Calendar button in the Navigation Bar.
- To Change Views: Click the VIEW tab on the menu bar and select the desired view. Or, click one of the Day, Week, or Month view buttons.
- To Schedule an Appointment: Click the New button or press <Ctrl> + <N>.
- To Schedule a Recurring Appointment: Click New Items on the Ribbon and select Appointment from the menu. Click the Options arrow and then the Recurrence button. Fill in the fields and click OK.
- To Schedule a Meeting Request: Click the New Meeting button on the Ribbon and in the To…field type the contact that you wish to include.
- To Schedule an All Day Event: Click New Items arrow on the Ribbon and select New All Day Event from the menu.
- To Reschedule an Item: Double-click the meeting, appointment, or event, make your changes and click the Save & Close button.

Contacts

- To View Your Contacts: Click the People button in the Navigation Bar.
- To Create a New Contact: Click the New button on the Ribbon.
- To Edit a Contact: Double-click the contact.
- To Find a Contact: Type words to search for in the Search Contacts box.
- To Delete a Contact: Select the contact and press the <Delete> key.
- To Change Views: Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks and To-Do Items

- To View Your Tasks: Click the Tasks button in the Navigation Bar.
- To Create a New Task: Click the New button, press <Ctrl> + <N>, or type a new task in the text box at the top of the window or in the "Type a new task" box in the To-Do Bar.
- To Complete a Task: In Simple List view, check the task's check box.
- To Delete a Task: Select the task and press the <Delete> key.
- To Create a Recurring Task: Double-click the task and click the Recurrence button on the Ribbon.
- To Assign a Task: Double-click the task, click the Assign Task button in the Manage Task group on the Ribbon, enter the person's name in the To box, and click Send.

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PowerPoint 2013

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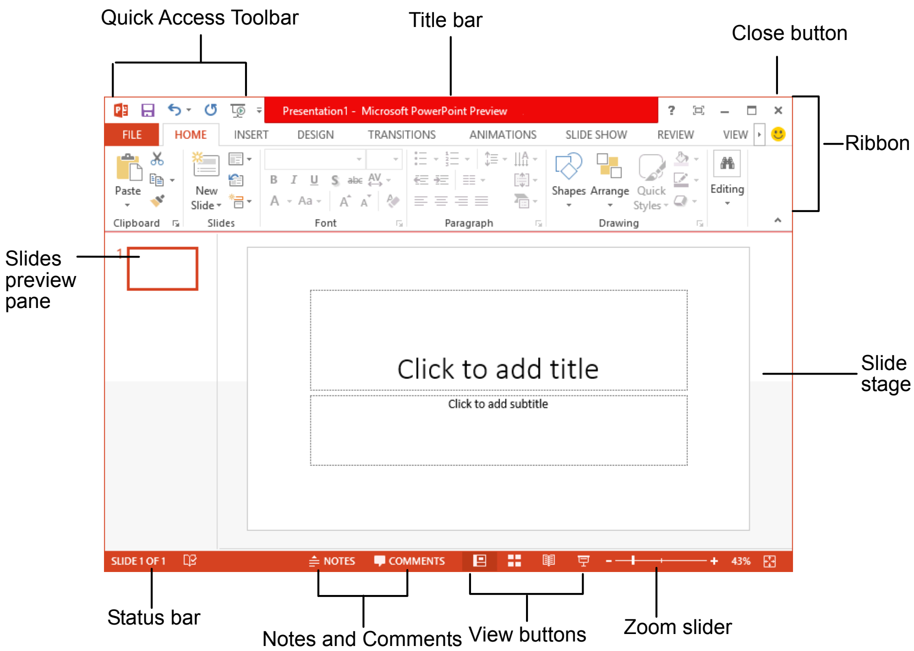
The PowerPoint 2013 Screen



Keyboard Shortcuts

General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.

- **To Create a New Presentation:** Click the **File tab**, click **New**. Or, press **<Ctrl>** + **<N>**.
- **To Open a Presentation:** Click the **File tab** and click **Open**, or press **<Ctrl>** + **<O>**.
- **To Save a Presentation:** Click the **Save button** on the Quick Access Toolbar, or press **<Ctrl>** + **<S>**.
- **To Save a Presentation with a Different Name:** Click the **File tab**, click **Save As**, enter a new name for the presentation, and click **Save**.
- **To Preview and Print a Presentation:** Click the **File tab** and click **Print**, or press **<Ctrl>** + **<P>**.
- **To Close a Presentation:** Click the **File tab** and click **Close**, or press **<Ctrl>** + **<W>**.
- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- **To Exit PowerPoint:** Click the **File tab** and click **Exit**.

Slides

- **To Insert a New Slide:** Click the **Home** tab and click **New Slide** in the Slides group, or press **<Ctrl>** + **<M>**.
- **To Change the Slide Layout:** Click the **Home tab**, click the **Layout button** in the Slides group, and select a layout.
- **To Return a Slide to its Default Settings:** Click the **Home tab** and click the **Reset button** in the Slides group.
- **To Apply a Document Theme:** Click the **Design tab** on the Ribbon, click the **More button** in the Themes group, and select a theme from the gallery.
- **To View the Slide Master:** Click the **View tab** on the Ribbon, click the **Slide Master button** in the Master Views group, and click the **Slide Master**.
- **To Insert a Header or Footer:** Click the **Insert tab** on the Ribbon and click the **Header & Footer button** in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- **To Add a Section:** Click the **Home tab** on the Ribbon, click the **Section button** in the Slides group, and click **Add Section**.

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

Slide Show Delivery

Begin Slide Show	<F5>
Resume Slide Show	<Shift> + <F5>
End Slide Show	<Esc>
Jump to Slide	<*Slide #*> + <Enter>
Toggle Screen Black	<B>
Toggle Screen White	<W>
Pause Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Doodles	<E>

Formatting

Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Justify	<Ctrl> + <J>

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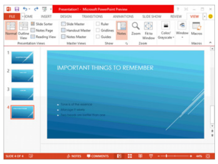
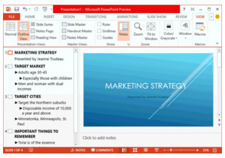
Formatting

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the Cut **Cut** or **Copy button** in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the **Paste button** in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the Format Painter **Format Painter button** in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the **Bullets** or **Numbering button** in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the **Line Spacing button** in the Paragraph group on the Home tab, and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.

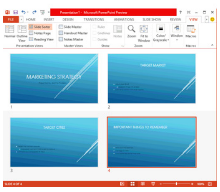
Views



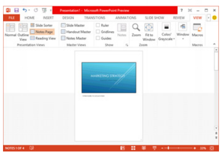
Normal view: This is the default view in PowerPoint 2013. Normal view includes the Slide pane and Notes pane.



Outline view: This view focuses on content. You can use this for adjusting text structure or adding a large amount of text.



Slide Sorter view: Displays all the slides in the presentation on one screen. Use Slide Sorter view to rearrange the order of slides or add transition effects between slides.



Notes Page view: Displays all presentation slides in a print layout with your notes beneath.

Reading View: Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.

Slide Show view: Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is the view to use.

Images, Multimedia, and Objects

- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Images group. Find the picture you want to insert and click **Insert**.
- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Online Pictures** button in the Images group. Type the name of what you're looking for in the "Search for" box and Enter.
- **To Insert a Video file:** Click the **Insert** tab on the Ribbon and click the **Video** button in the Media group and click **Video On My PC**. Find the video you want to insert and click **Insert**.
- **To Insert a Video from the Web:** Click the **Insert** tab on the Ribbon, click the **Video** button list arrow in the Media group, and select **Online Video**. Search for videos on the web, select your choice, and click **Insert**.
- **To Insert an Audio clip:** Click the **Insert** tab on the Ribbon, click the **Audio** button list arrow in the Media group, and select **Audio On My PC** or **Online Audio**. Find the audio clip that you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Illustrations group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt you want to insert and click **OK**.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles ( ), and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.

Transitions and Animation Effects

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Transitions** tab on the Ribbon, click the **More** button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon. Click the **More** button in the Animation group, and select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the **Animations** tab on the Ribbon, and click the **Animation Painter** button in the Advanced Animation group. Then, click the object you want to apply the copied animation effect to.

Slide Show Delivery

- **To Present a Slide Show:** Click the **Slide Show** button on the status bar, or press **<F5>**.
- **To Use the Laser Pointer:** In Slide Show view, press and hold down the **<Ctrl>** key while clicking and holding the **left mouse button**.
- **To Use the Pen:** In Slide Show view, press **<Ctrl>** + **<P>** and then draw on the screen. Press **<Ctrl>** + **<A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Advance to the Next Slide:** Press **<Spacebar>**. Or, click the **left mouse button**.
- **To Go Back to the Previous Slide:** Press **<Backspace>** or **<Page Up>**.
- **To Add Slide Timings:** Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.
- **To End a Slide Show:** Press **<Esc>**.

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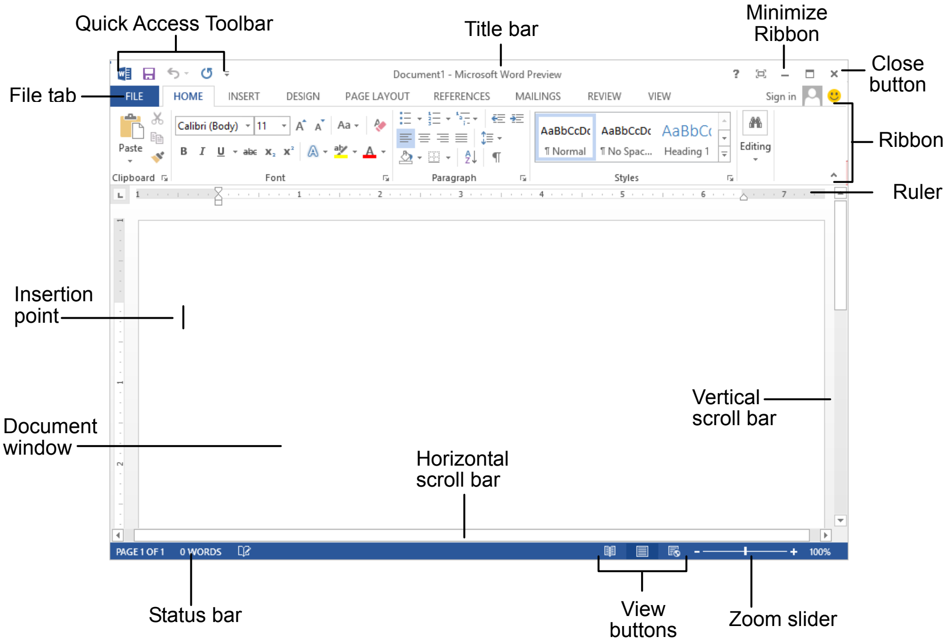

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- **To Create a New Document**: Click the **File tab**, select **New**, select a template and click the **Create button**. Or, press **<Ctrl>** + **<N>**.
- **To Open a Document**: Click the **File tab** and select **Open**, or press **<Ctrl>** + **<O>**.
- **To Save a Document**: Click the **Save button** on the Quick Access Toolbar, or press **<Ctrl>** + **<S>**.
- **To Save a Document with a Different Name**: Click the **File tab**, select **Save As** and enter a new name for the document.
- **To Preview a Document**: Click the **File tab** and select **Print**, or press **<Ctrl>** + **<P>**.
- **To Print a Document**: Click the **File tab** and select **Print**, or press **<Ctrl>** + **<P>**.
- **To View Advanced Printing Options**: Click the **File tab** and select **Print**. Select from the options under Settings.
- **To Undo**: Click the **Undo button** on the Quick Access Toolbar, or press **<Ctrl>** + **<Z>**.
- **To Move Text with the Mouse**: Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- **To Replace Text**: Click the **Replace button** in the Editing group on the Home tab. Or, press **<Ctrl>** + **<H>**.
- **To Close a Document**: Click the **Close button**, or press **<Ctrl>** + **<W>**.
- **To Correct a Spelling Error**: Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.
- **To Use the Thesaurus**: Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- **To Minimize the Ribbon**: Click the **Minimize Ribbon button** on the Ribbon. Or, press **<Ctrl>** + **<F1>**. Or, double-click a tab. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- **To Change Program Settings**: Click the **File** tab and click the **Options button**.
- **To Get Help**: Press **<F1>** to open the Help window. Type your question and press **<Enter>**.

Keyboard Shortcuts

General

Open a Document	**<Ctrl> + <O>**
Create New	**<Ctrl> + <N>**
Save a Document	**<Ctrl> + <S>**
Print a Document	**<Ctrl> + <P>**
Close a Document	**<Ctrl> + <W>**
Help	**<F1>**

Navigation:

Up One Screen	**<Page Up>**
Down One Screen	**<Page Down>**
Beginning of Line	**<Home>**
End of Line	**<End>**
Beginning of Document	**<Ctrl> + <Home>**
End of Document	**<Ctrl> + <End>**
Open the Go To dialog box	**<F5>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**

Formatting

Bold	**<Ctrl> + <B>**
Italics	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**
Align Left	**<Ctrl> + <L>**
Center	**<Ctrl> + <E>**
Align Right	**<Ctrl> + <R>**
Justify	**<Ctrl> + <J>**

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold **<Ctrl>** and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	**<Ctrl> + <A>**

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Navigation

- **To Open the Navigation Pane**: Click the **Find button** in the Editing group on the Home tab. Or, press **<Ctrl>** + **<F>**.
- **To Search for a Word or Phrase**: Click the **Search** box, type the word or phrase.
- **To Search for Graphics, Tables, Equations, or Comments**: Click the **Magnifying Glass** and select an option from the list. Click the **Search** box, enter the information you are searching for, and press **<Enter>**.
- **To View Search Results**: Click **Results** in the Navigation Pane.
- **To View a Document's Headings**: Browse **Headings** in your document tab.
- **To View a Document's Pages**: Browse **Pages** in your document tab.

Styles

- **To Apply a Style**: Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on the Home tab.
- **To Apply a Document Theme**: Click the **Themes button** in the Document Formatting group on the Design tab of the Ribbon and select a theme.
- **To View All Available Styles**: Click the **Dialog Box Launcher** in the Styles group on the Home tab.
- **To Change a Style Set**: Look through styles by clicking the **Change Styles button** in the Styles group on the Home tab and choose the Style Set.
- **To Create a Style**: Select the text that contains the formatting of the new style, right-click the text, and click on **Styles**. Select **Create a Style** from the contextual menu and **Save Selection as a New Quick Style**, enter a name for the style, and click **OK**.
- **To Check Your Styles**: Select the text you wish to check. Click the **Dialog Box Launcher** in the Styles group on the Home tab of the Ribbon. Click the **Style Inspector button** in the Styles task pane.

Formatting

- **To Format Text**: Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Copy Formatting with the Format Painter**: Select the text with the formatting you want to copy and click the Format Painter **Format Painter button** in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Indent a Paragraph**: Click the **Increase Indent button** in the Paragraph group on the Home tab.
- **To Decrease an Indent**: Click the **Decrease Indent button** in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the **Bullets** or **Numbering button** in the Paragraph group on the Home tab.
- **To Change Page Orientation**: Click the **Page Layout tab** on the Ribbon, click the **Orientation button** in the Page Setup group, and select an option from the list.
- **To Insert a Header or Footer**: Click the **Insert tab** on the Ribbon and click the **Header** or **Footer button** in the Header & Footer group.
- **To Insert a Manual Page Break**: Click the **Insert tab** on the Ribbon and click the **Page Break button** in the Pages group.

Editing

- **To Cut or Copy Text**: Select the text you want to cut or copy and click the Cut **Cut** or Copy **Copy button** in the Clipboard group on the Home tab.
- **To Paste Text**: Place the insertion point where you want to paste and click the **Paste button** in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting**: Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold your mouse over the option you'd like to preview.
- **To Insert a Comment**: Select the text where you want to insert a comment and click the **Review tab** on the Ribbon. Click the **New Comment button** in the Comments group. Type a comment, then click outside the comment text box.
- **To Delete a Comment**: Select the comment, click the **Review tab** on the Ribbon, and click the **Delete Comment button** in the Comments group.

Drawing and Graphics

- **To Insert a Clip Art Graphic**: Click the **Insert tab** on the Ribbon and click the **Clip Art button** in the Illustrations group. Type the name of what you're looking for in the "Search for" box and press **<Enter>**.
- **To Insert a Picture**: Click the **Insert tab** on the Ribbon and click the **Picture button** in the Illustrations group. Find and select the picture you want to insert and click **Insert**.
- **To Insert a Screenshot**: Click the **Insert tab** on the Ribbon and click the **Screenshot button** in the Illustrations group. Select an available window from the list, or select the **Screen Clipping** option to take a screen clip.
- **To Draw a Shape**: Click the **Insert tab** on the Ribbon, click the **Shapes button** in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert WordArt**: Click the **Insert tab** on the Ribbon, click the **WordArt button** in the Text group, and select a design from the WordArt Gallery. Click the text box and enter your text. If necessary, click the text box and drag it to the desired position.
- **To Insert SmartArt**: Click the **Insert tab** on the Ribbon, click the **SmartArt button** in the Illustrations group, select a layout, and click **OK**.
- **To Adjust Text Wrapping**: Double-click the object, click the **Wrap Text button** in the Arrange group on the Page Layout tab, and select an option from the list.
- **To Resize an Object**: Click the object to select it, click and drag one of its sizing handles ( ), and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Format an Object**: Double-click the object and use the commands located on the Format tab.
- **To Delete an Object**: Select the object and press the **<Delete>** key

Tables

- **To Insert a Table**: Click the **Insert tab** on the Ribbon, click the **Table button** in the Tables group, and select **Insert Table** from the menu.
- **To Insert a Column or Row**: Click the **Layout tab** under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.
- **To Delete a Column or Row**: Select the column or row you want to delete, click the **Layout tab** under Table Tools on the Ribbon, click the **Delete button** in the Rows & Columns group, and select an appropriate option from the menu.
- **To Adjust Column Width or Row Height**: Select the column or row you want to adjust, click the **Layout tab** under Table Tools on the Ribbon, and use the commands located in the Cell Size group.

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Project 2013

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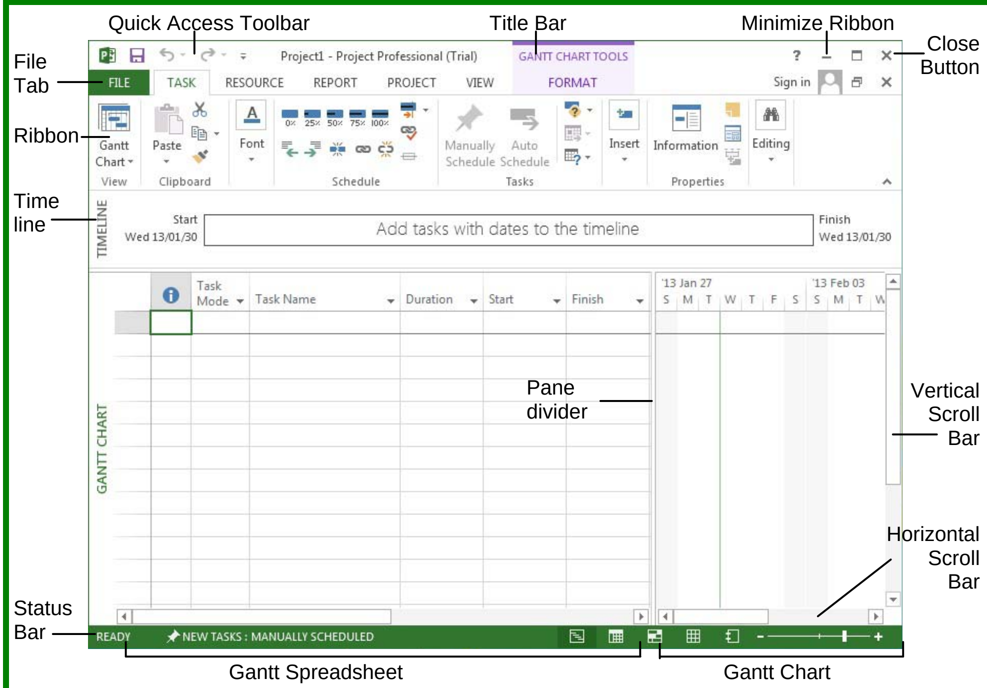
Project 2013 Screen



Common Views

To Display a View: Select the **VIEW** tab and choose from the Task Views available.

Gantt Chart: Default view. Displays a list of tasks with bar chart information.

Task Usage: Displays a list of tasks showing assigned resources under each task.

Network Diagram: Displays a sequence or logic diagram that shows the project's tasks and dependencies.

Calendar: Displays tasks and durations in a monthly calendar.

Other Views: Provides additional views:

- **Task Form:** Detailed information of the select task.
- **Task Sheet:** List of all the tasks and selected details.
- **Timeline:** An expanded view of the timeline.

Project 2013 Fundamentals

- **To Create a New Project:** Click the **FILE** tab, click the **NEW** tab and click the **Blank Project** option. Or press **<Ctrl>** + **<N>**.
- **To Use a Template**: Click the **FILE** tab, click the **NEW** tab. Select a template from the menu and click **OK**.
- **To View Information About the Project**: Select the **PROJECT** tab and click **Project Information** in the Properties group.
- **Set the Working Time Calendar**: Select the **PROJECT** tab and click **Change Working Time** in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the **Start** and **Finish** boxes.
- **To Use Spell check**: Select the **PROJECT** tab and click **Spelling** in the Proofing group.
- **To Use Undo and Redo**: Click the **Undo** button and **Redo** button on the Quick Access toolbar.
- **To Adjust the Timescale**: Select the **VIEW** tab and choose from the options in the **Timescale** list arrow in the Zoom group.
- **To Adjust the Zoom Level**: Select the **VIEW** tab and click the **Zoom** button to either zoom in or zoom out. Alternatively, click the **Entire Project** button to zoom to a level where the whole project is visible.
- **To Save a Project File**: Click the **Save** button on the Quick Access toolbar or click **FILE** tab and select **Save** or **Save As** if you wish to change the file name or location.
- **To Set a Baseline Plan**: Click the **PROJECT** tab, click the **Set Baseline** drop list arrow in the Schedule group and choose **Set Baseline**. Click the **Set Baseline Plan** option, choose the baseline number, save the plan for the entire project or selected tasks, and click **OK**.
- **To Set an Interim Plan**: Click the **PROJECT** tab, click the **Set Baseline** drop list arrow in the Schedule group and choose **Set Baseline**. Select the baseline details and click **OK**. Click the **Set Interim plan** option, choose where to copy from and where they should be copied into, save the plan for the entire project or selected tasks, and click **OK**.
- **To Show or Hide the Planning Wizard**: Click the **FILE** tab and click **Options**. Click the **Advanced** tab and either select or deselect the **Advice from Planning Wizard** checkbox.
- **To View a Task'sUsage**: Select the task and click the **View** tab. Click the **Task Usage** button in the Task Views group.
- **To Get Help**: Press **<F1>** to open the Project Help task pane, type your question, and click the **Search** button.

Keystroke Shortcuts

Save Project File	**<Ctrl> + <S>**
Close Current Project	**<Ctrl> + <W>**
Open Existing Project	**<Ctrl> + <O>**
Print/Print Preview	**<Ctrl> + <P>**
Task or Resource Information	**<Shift> + <F2>**
Assign Resources	**<Alt> + <F10>**
Copy	**<Ctrl> + <C>**
Cut	**<Ctrl> + <X>**
Paste	**<Ctrl> + <V>**
Help	**<F1>**
Go To Selected Task	**<Ctrl> + <Shift> + <F5>**
Link Selected Task	**<Ctrl> + <F2>**
Unlink Selected Task	**<Ctrl> + <Shift> + <F2>**
Create a Hyperlink	**<Ctrl> + <K>**
Zoom In	**<Ctrl>+ </>**
Zoom Out	**<Ctrl> + <Shift> + < * >**
Undo	**<Ctrl> + <Z>**
Redo	**<Ctrl> + <Y>**
Bold	**<Ctrl> + <B>**
Italics	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**

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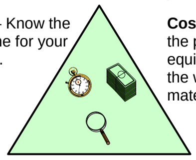
Plan and Manage the Project

- There are six basic steps to follow when planning a project: (1) Define a project (2) Plan project activities (3) Plan for and gather resources (4) Plan project costs (5) Plan for quality and risks (6) Plan security and communication.
- Project management is the process of planning, organizing, and managing tasks and resources to accomplish an objective within constraints of time, resources, or cost.
- Adjusting one constraint of the Project Triangle affects the other two.

Project Triangle

Time – Know the deadline for your project.

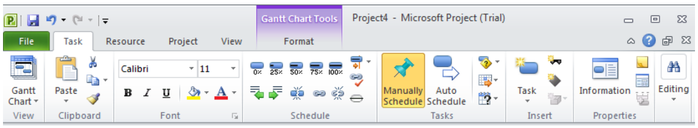
Cost – This includes the people and the equipment that do the work, and the materials they use.



Scope – This includes the quality, functions, and features of your product or service, and the work required to deliver it.

Working with Tasks

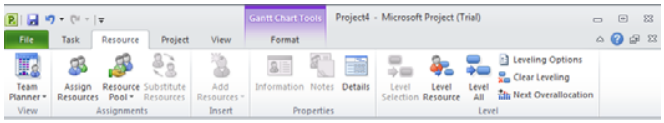
The Task Tab



- **To Enter a Task:** Type the task's name in the Task Name column and press **<Enter>**.
- **To Enter a Duration:** Type the duration (m = minutes; h = hours; d = days; w = weeks; mo = months) in the Duration column and press **<Enter>**.
- **To Create a Milestone:** Enter 0 (zero) in the Duration column. Or, click the **Information** button in the Properties group, select the **ADVANCED** tab and click the **Mark task as Milestone** check box.
- **To Create a Recurring Task:** Click the **Task** list arrow in the Insert group and select **Recurring Task** from the list. Enter information into the Recurring Task Information dialog box.
- **To Access Task Information:** Select the task and click the **Information** button in the Properties group. Or, press **<Ctrl> + <F2>**
- **To Organize the Task List:** Create summary tasks and subtasks by selecting the task(s) and clicking the **Outdent Task** or **Indent Task** buttons in the Schedule group.
- **To Link Tasks:** Press **<Ctrl>** and select the two tasks you want to link in the order that you want to link them and click the **Link Tasks** button in the Schedule group.
- **To Unlink Tasks:** Press **<Ctrl>** and select two linked tasks in the order they are linked. Click the **Unlink Tasks** button in the Schedule group.
- **To Split a Task:** Select the task, click the **Split Tasks** button in the Schedule group, and use the dividing tool to split the task's Gantt bar.
- **To Enter Lag or Lead Time:** Click the successor task and click the **Information** button in the Properties group. Click the **Predecessors** tab and enter a lead time with a (-) minus sign, or lag time with a (+) plus sign in the **Lag** box.
- **To Enter a Task Deadline or Constraint:** Click the task to which you want to add a deadline and click the **Information** button in the Properties group. Click the **Advanced** tab, and select a date in the Deadline box, or select the relevant constraint and enter the Constraint date.
- **To Assign a Task Calendar:** Select the task, click the **Information** button in the Properties tab and click the **Advanced** tab. Click the **Calendar** list arrow and select a calendar from the drop-down list.
- **To Apply a Filter:** Click the **Filter** list arrow for the relevant column and select the filter you want to apply to the project.

Working with Resources and Costs

The Resource Tab



- **To Enter Resource Availability:** Click the **Information** button in the Properties group. Enter the Available To and Available From dates in the Resource Availability table, and enter the Maximum Units available in the Units field.
- **To Assign a Resource:** Select a task and click the **Assign Resources** button, select the resource(s) and click **Assign**.
- **To Enter Costs:** Click the **Information** button in the Properties group and click the **COSTS** tab. Enter amounts in the **Standard Rate** field, the **Overtime Rate** field, or the **Per Use Cost** fields. Then choose when you'd like to begin accruing the resource cost in the **Cost Accrual** field.

Viewing the Project

- **Applying a Split View:** Select one of the options from the **Timeline** or **Details** list arrows in the Split View group on the VIEW tab.
- **Applying Groups:** Select one of the options from the **Group By** list arrow in the Data group on the VIEW tab.
- **Applying Filters:** Select one of the options from the **Filter** list arrow in the Data group on the VIEW tab.
- **Sort the Information:** Select one of the options from the **Sort** list arrow in the Data group on the VIEW tab.
- **View the Critical Path:** In the Gantt Chart View, select **Critical** from the options in the **Highlight** list arrow in the Data group on the VIEW tab.

Tracking Progress

Always save a baseline plan before beginning to track progress.

- **Update Tasks:** Select the task you want to update and select the percentage complete in the Schedule group on the TASK tab.
- **Update Resources:** In Resource Usage or Task Usage view, select the resource you wish to update, click the **Details** button in the Properties group on the RESOURCE tab and update the Work value.
- **Update Costs:** Turn off automatic cost updating: click the **FILE** tab and select **Options**. Click the **Schedule** tab and select the **Off** option for Calculate project after each edit at the bottom of the menu.
- **Check Project Variance:** In a task or resource view, click the **VIEW** tab and click the **Tables** list arrow. Click More Tables and select **Variance** from the options.

Balancing the Project

- **To Identify an Overallocated Resource:** In the Resource Usage View, select **Overallocated Resources** from the options in the **Highlight** list arrow on the VIEW tab.
- **To Balance Overallocated Resources Automatically:** Click the **Leveling Options** button in the Level group on the RESOURCE Tab. Select **Automatic** under Leveling Calculations.
- **To Reassign Work:** Open **Gantt Chart** view, select the overallocated resource and click the **Assign Resources** button in the Assignments group on the RESOURCE tab. Select the overallocated resource, click the **Remove** button, select another resource and click **Assign**.

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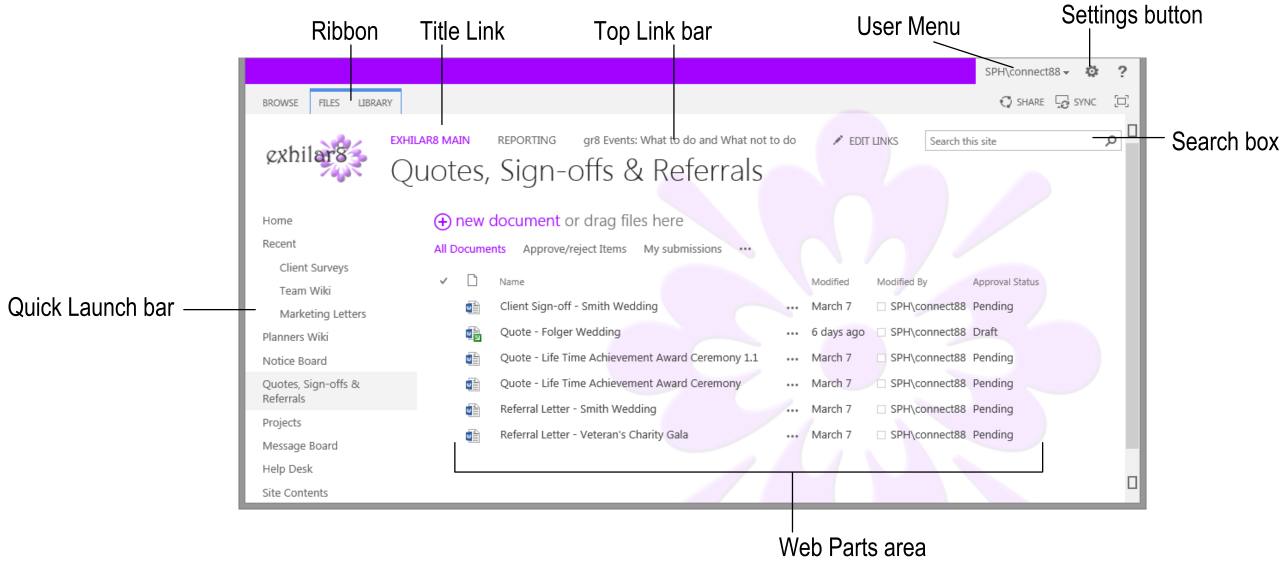
SharePoint Window



Permission Levels

- **Full Control:** Site Owners are given this permission level by default.
- **Design:** Create lists and document libraries, edit pages and change the site appearance.
- **Contribute:** Add, edit, and delete existing items in libraries and lists. Site Members are given this permission level by default.

- **Read:** View and open items, pages and documents. Site Visitors are given this permission level by default.
- **Limited Access:** Get access to a specific list, item, or document without access to the entire site.

Quick Launch Tip

Because the Quick Launch bar is customizable (depending on your permission level) not all the lists and libraries may be listed here. If you can't find what you're looking for, go to the Site Contents page.

The Fundamentals

- **To navigate in a SharePoint site:** SharePoint works like any other website, and depending on your permission level, you will have access to the Office Ribbon for editing and formatting.
- **To view all the content on the Current Site:** Click the **Site Contents** link at the bottom of the Quick Launch bar to view all the lists, libraries, discussion boards, surveys, and subsites.
- **Understanding Permission Levels:** Each user that has access to a site is assigned a permission level. See the list on the right for more information about permission levels in SharePoint.
- **To Search:** Click in the Search box at the top of the page. Type your search word or term and press **<Enter>**.
- **To Change Views:** You can change how items are displayed in a library or list by changing views. Click the **LIST** or **LIBRARY** tab on the Ribbon and then select the **Current View** list arrow in the Manage Views Group to select the view you want to use.
- **To Sign Out:** Click the **User menu** at the top of the screen and select **Sign Out**.
- **To Sign In as a Different User:** Sign out and then on the logon window, click the **Use another account** option. Enter the alternative user information in the dialog boxes provided and logon.
- **To Change User Settings:** Click the **User menu** at the top of the screen and select **My Settings**. Click the **Edit Item** link and update or change your settings as necessary.
- **To Get Help:** Click the ? **Help** button in the top right corner of the SharePoint site page.

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Documents

- **Document Library:** A document library lets users share, collaborate, collect, and manage files with others.
- **Open and Edit a Shared Document:** Open the library containing the document you want to open or edit. Select the document link and in the dialog box that appears, click **Allow**. To edit a document, click the **FILES** tab, then select **Edit Document** from the Open & Check-out Group.
- **Check Out a Document:** Click the **FILES** tab, then select **Check Out** from the Open & Check-out Group.
- **Check In a Document:** Open the Library containing the document you want to check in. Select the document, click the **FILES** tab, then select **Check In** from the Open & Check-out Group. (If you're editing a document when you save it, you will be given the option to check it back in at that time.)
- **Create a New Document:** Navigate to the library or folder in which you want to create a document. Click the **FILES** tab, then select **New Document** from the New Group – MS Word is the default program for this action.
- **Create a New Folder:** Navigate to the library or folder in which you want to create a new folder. Click the **FILES** tab, then select **New Folder** from the New Group.
- **Upload a Document:** Open the Library into which you want to upload a document. Click the **FILES** tab, then select **Upload Document** from the New Group.

Wikis

- **View a Wiki:** Click the name of the Wiki in the Quick Launch bar or on the Top Link bar if it's a Subsite.
- **Add a Wiki Page:** Open the wiki site and click the **New Wiki Page** link.
- **Create a Wiki Link:** Type the page name enclosed in double brackets in the wiki content area. E.g. type [[`Page Name`]].
- **Edit a Wiki:** Open the wiki page and click the **PAGE** tab, then select **Edit** from the Edit Group.

Blogs

- **View a Blog:** Click the name of the Blog in the Quick Launch bar or on the Top Link bar.
- **Create a Blog Post:** Open the blog site and click **Create a post** in the Blog Tools list on the right side of the page.
- **Comment on a Blog Post:** Open the post and click the **Comments** link below the post.
- **Receive Blog Updates through an RSS Feed:** Open the blog site. Click the **RSS Feed** link below the Blog Tools list.

Surveys & Discussions

- **Respond to a Survey:** Open the survey to which you want to respond. Click **Respond to this Survey**.
- **View Survey Responses:** Open the survey for which you want to see responses. Click the **Show a graphical summary of responses** or **Show all responses** link. (You can also change the View using the Ribbon.)
- **Create a New Discussion Topic**: Open the discussion to which you want to contribute. Click the **New Discussion** link.
- **Reply to a Discussion Topic**: Open the discussion to which you want to reply. Select the discussion thread and click the **Reply** link beneath the post, or type your reply directly into the **Add Reply** field below all the posts.

Lists

- **Add an Event:** Open the calendar you want to add an event to, and click the **EVENTS** tab and then select **New Event** from the New Group.
- **Synchronize SharePoint Calendar with Outlook:** Open the calendar you want to synchronize. Click the **CALENDAR** tab and then select **Connect to Outlook** from the Connect & Export Group.
- **Add a Task:** Open the tasks list you want to add a task to, and click the **New Task** link.
- **Update a Task:** Select the task and click the **Edit** link, or click the task link, and then select **Edit Item** from the Manage Group on the Ribbon.
- **Edit an Item:** Open the list that contains the item you want to edit. Select the item and click the Open Menu button **(…)**, then select **Edit Item** from the list.
- **Delete an Item:** Select the item you want to delete and click the Open Menu button **(…)**, then select **Delete Item** from the list.
- **Restore an Item:** Click the **Settings** button and then select **Site Settings**. Open the Recycle Bin from the Site Collection Administration section. Check the box next to each item you want to restore and select the **Restore Selection** link.
- **Receive Alerts:** You can receive alerts on most items. Open the item you want to be alerted on, click the **ITEMS** tab and then select **Alert Me** from the Share & Track Group.

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