

Microsoft Office® 2016 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Excel, PowerPoint or Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window in Excel, PowerPoint and Word and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



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|-------------------------------|----------------------------------|------------------------|
| 1. Open documents | 2. Display custom templates | 3. Ribbon Tabs |
| 4. Open recent documents | 4. Microsoft Account Information | 4. Command Group |
| 5. Search online templates | 5. Create a blank document | 5. Group Name |
| 6. Display featured templates | 6. Quick Access Toolbar | 6. Dialog Box Launcher |

Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **use additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views," "Presentation Views," or "Workbook Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Documents

To **overwrite a file that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a file for the first time or to save with a different name or location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

1. Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Click to select a "Recent" file, or
3. Click to select the file's location ("This PC," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the file to open in the "Open" dialog box.
6. Click to select the file and then click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but **can** contain malicious code. By default, Office **disables** macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Workbooks," "Recover Unsaved Documents," or "Recover Unsaved Presentations" button.
4. Select the file in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

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Excel by

Example Aubrey Kagan,2004-05-19 The spreadsheet has become a ubiquitous engineering tool and Microsoft Excel is the standard spreadsheet software package Over the years Excel has become such a complex program that most engineers understand and use only a tiny part of its power and features This book is aimed at electronics engineers and technicians in particular showing them how to best use Excel s features for computations circuit modeling graphing and data analysis as applied to electronics design Separate chapters cover lookup tables and file I O using macros graphing controls using Analysis Toolpak for statistical analysis databases and linking into Excel from other sources such as data from a serial port The book is basically an engineering cookbook with each chapter providing tutorial information along with several Excel recipes of interest to electronics engineers The accompanying CD ROM features ready to run customizable Excel worksheets derived from the book examples which will be useful tools to add to any electronics engineer s spreadsheet toolbox Engineers are looking for any and all means to increase their efficiency and add to their bag of design tricks Just about every electronics engineer uses Excel but most feel that the program has many more features to offer if they only knew what they were The Excel documentation is voluminous and electronics engineers don t have the time to read it all and sift through looking for those features that are directly applicable to their jobs and figure out how to use them This book does that task for them pulls out those features that they need to know about and shows them how to make use of them in specific design examples that they can then tailor to their own design needs This is the ONLY book to deal with Excel specifically in the electronics field Distills voluminous and time consuming Excel documentation down to nitty gritty explanations of those features that are directly applicable to the electronics engineer s daily job duties The accompanying CD ROM provides ready to use fully customizable worksheets from the book s examples

Microsoft Office 365 2017 for Mac: An Easy Guide

for Beginners Michael Galeso,2017-01-11 Microsoft has released another update to the Microsoft Office 365 suite of programs This latest update for the Office suite is designed as the initial versions to meet the needs of Mac users in the professional home or school spheres Consequently it has received rave reviews for its attention to the demands of the market The updated Suite of programs include Microsoft Word Microsoft PowerPoint Microsoft Excel and Microsoft Outlook This update is an enhanced version of the model released in July 2015 for the OS X software Microsoft PowerPoint in this version boasts an improved user interface provides users with new and modern animation panes Collaboration and the Threaded Comments feature that enables seamless integration of notations pointers and slides Microsoft Excel is designed to be compatible with the basic keyboard shortcuts It also boasts features that include Analysis Toolpak and Pivot Table both ideal for efficient analytical functions and filters

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Access Database Design & Programming Steven Roman, PhD,2002-01-07 Access Database Design Programming takes you behind the details of the Access interface focusing on the general knowledge necessary for Access power users or developers to create effective database applications When using software products with graphical interfaces we frequently focus so much on the interface that we forget about the general concepts that allow us to understand and use the software effectively In particular this book focuses on three areas Database design The book provides an enjoyable informative overview of database design that carefully shows you how to normalize tables to eliminate redundancy without losing data Queries The book examines multi table queries i e various types of joins and shows how to implement them indirectly by using the Access interface or directly by using Access SQL Programming The book examines the VBA integrated development environment IDE It then goes on to provide an excellent introduction to Data Access Objects DAO ActiveX Data Objects ADO and ADO Extensions for Data Definition and Security ADOX These sections serve as a handy introduction and primer for basic database operations such as modifying a table under program control dynamically adding and deleting a record and repositioning a record pointer The concluding chapter focuses on common programming problems such as computing running sums and comparing two sets Unlike other Access books that take the long detailed approach to every topic of concern to Access programmers Access Database Design Programming instead focuses on the core concepts enabling programmers to develop solid effective database applications This book also serves as a second course in Access that provides a relatively experienced Access user who is new to programming with the frequently overlooked techniques necessary to develop successfully in the Microsoft Access environment Anyone interested in learning Access in depth rather

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