

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.



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 see 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 customizations, 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."

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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.
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.

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 (or display) or un-check (do 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.

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Juliana J. Brixey, Jack E. Brixey, Virginia K. Saba, Kathleen A. McCormick, 2015-09-05 Introducing the most complete compact guide to teaching and learning nursing informatics If you're looking for a clear streamlined review of nursing informatics fundamentals *Essentials of Nursing Informatics Study Guide* is the go to reference Drawn from the newly revised 6th Edition of Saba and McCormick's bestselling textbook *Essentials of Nursing Informatics* this indispensable study guide helps instructors sharpen their classroom teaching skills while offering students an effective self study and review tool both in and out of the classroom Each chapter features a concise easy to follow format that solidifies students understanding of the latest nursing informatics concepts technologies policies and skills For the nurse educator the study guide includes teaching tips class preparation ideas learning objectives review questions and answer explanations all designed to supplement the authoritative content of the core text Also included is an online faculty resource to supplement classroom teaching offering instructors PowerPoints with concise chapter outlines learning objectives key words and explanatory illustrations and tables To request Instructor PowerPoint slides Visit www.EssentialsofNursingInformatics.com and under the Downloads and Resources tab click Request PowerPoint to access the PowerPoint request form Focusing on topics as diverse as data processing and nursing informatics in retail clinics the nine sections of *Essentials of Nursing Informatics Study Guide* encompass all areas of nursing informatics theory and practice Nursing Informatics Technologies System Life Cycle Informatics Theory Standards Foundations of Nursing Informatics Nursing Informatics Leadership Advanced Nursing Informatics in Practice Nursing Informatics Complex Applications Educational Applications Research Applications Big Data Initiatives The comprehensive yet concise coverage of *Essentials of Nursing Informatics Study Guide* brings together the best nursing informatics applications and perspectives in one exceptional volume More than any other source it enables registered nurses to master this vital specialty so they can contribute to the overall safety efficiency and effectiveness of healthcare *Computer Buyer's Guide and Handbook*, 1993 **Official Export Guide** North American Publishing Company, 1987 [Bangladesh Police ICT Master Plan 2015-2020](http://www.BangladeshPoliceICTMasterPlan2015-2020.com), 2015 **Excel VBA 24-Hour Trainer** Tom

Urtis,2015-03-30 Master VBA automation quickly and easily to get more out of Excel Excel VBA 24 Hour Trainer 2nd Edition is the quick start guide to getting more out of Excel using Visual Basic for Applications This unique book video package has been updated with fifteen new advanced video lessons providing a total of eleven hours of video training and 45 total lessons to teach you the basics and beyond This self paced tutorial explains Excel VBA from the ground up demonstrating with each advancing lesson how you can increase your productivity Clear concise step by step instructions are combined with illustrations code examples and downloadable workbooks to give you a practical in depth learning experience and results that apply to real world scenarios This is your comprehensive guide to becoming a true Excel power user with multimedia instruction and plenty of hands on practice Program Excel's newest chart and pivot table object models Manipulate the user interface to customize the look and feel of a project Utilize message boxes input boxes and loops to yield customized logical results Interact with and manipulate Word Access PowerPoint and Outlook from Excel If you're ready to get more out of this incredibly functional program Excel VBA 24 Hour Trainer 2nd Edition provides the expert instruction and fast hands on learning you need

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secure your Windows Server infrastructure effectively this book is for you

Exploring Microsoft Office Kevin Wilson,2020-12-07 Microsoft 365 formerly known as Office 365 offers many improved productivity features and services

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