

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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Handbook of Research on Human Development in the Digital Age Bryan, Valerie C.,Musgrove, Ann T.,Powers, Jillian R.,2017-07-13 The rapid evolution of technology continuously changes the way people interact work and learn By examining these advances researchers can further optimize the various opportunities that technology provides The Handbook of Research on Human Development in the Digital Age is a pivotal reference source presenting the latest scholarly research on the impact of technology on the population through different theories and perspectives Featuring extensive coverage on a broad range of topics such as cyberbullying mobile technology and social skills development this publication is ideally designed for academicians researchers and practitioners seeking current research on new trends in technology that impact society **The Routledge Handbook of Field Work Education in Social Work** Rajendra Baikady,Sajid S. M.,Varoshini Nadesan,M. Rezaul Islam,2022-04-28 This Handbook provides an authoritative account of international fieldwork education in social work It presents an overview of advances in research in social work field education through in depth analyses and global case studies Key features Discusses critical issues in

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Essentials of Nursing Informatics Study Guide Juliana J.

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Guides,Peterson's Guides Staff,1994-08 Here is complete accurate information on more than 1 400 U S two year colleges schools that grant the associate degree as their highest degree Backed by Peterson's more than 25 years of helping students find the right college this guide presents concise statistical data plus in depth descriptions of each college

Peterson's Annual Guides to Graduate Study Barbara A. Morrison,1981

"Code of Massachusetts regulations, 2015" ,2015

Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

Implementation of State Auditor's Recommendations California. State Auditor (2013-),2017

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Family Nurse Practitioner Review Manual Nurse Practitioner Alternatives in Education, Inc. Staff,2001

Legal Nurse Consulting Principles and Practices

Julie Dickinson,Anne Meyer,2019-09-03 Legal Nurse Consulting Principles and Practices Fourth Edition provides foundational knowledge on the specialty nursing practice of legal nurse consulting Legal nurse consulting is defined and essential information about the practice is discussed history certification scope and standards of practice and ethical and liability considerations The essentials of the law and medical records are explored Analysis of the various types of legal cases on which legal nurse consultants work is provided as are other practice areas for legal nurse consultants The various roles and skills of legal nurse consultants are explored and the textbook concludes with discussion of the ways in which legal cases are adjudicated This volume allows nurses to bridge the gap from their clinical experience to the unfamiliar territory of the legal world with practical advice on topics including tactics for being cross examined in the courtroom and investigative and analytical techniques for medical records Individual chapters by subject matter experts focus on the full

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1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Microsoft Office 2015 Test Guide
- Chapter 2: Essential Elements of Microsoft Office 2015 Test Guide
- Chapter 3: Microsoft Office 2015 Test Guide in Everyday Life
- Chapter 4: Microsoft Office 2015 Test Guide in Specific Contexts
- Chapter 5: Conclusion

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4. In chapter 3, this book will examine the practical applications of Microsoft Office 2015 Test Guide in daily life. The third chapter will showcase real-world examples of how Microsoft Office 2015 Test Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Microsoft Office 2015 Test Guide in specific contexts. The fourth chapter will explore how Microsoft Office 2015 Test Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Microsoft Office 2015 Test Guide. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office 2015 Test Guide.

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