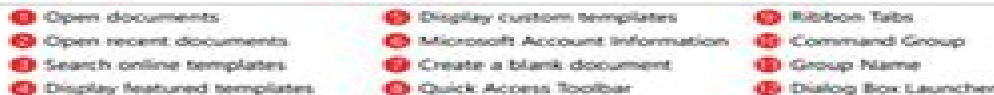


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...it is still subject to

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.



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.**

i. To open "Backstage View" and perform file management, click the "File" tab at the left end of the Ribbon.

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."

- To remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
- 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".

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

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

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" groups.

1. 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" [4].

Click the "File" tab in the Ribbon and select "New".

(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.

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.

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 subscriptions).

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.

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

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

- Click the "Create PDF/XPS" button.
- Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
- 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.

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.

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.

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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Microsoft Office User Guide

Mark Chambers



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