

Microsoft Office® 365 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. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, 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 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 "Mouse" or "Touch."

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

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. To **pin a recent document to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. To **un-pin**, click it again.

To **open a document**, click to select a "Recent" or "Pinned" file. Or:

1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file and 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. To **enable macros**, click 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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Microsoft Office Quick Reference Guide:

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Services, Inc,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint **Microsoft Office for iPad Introductory**

Quick Reference Training Guide Laminated Cheat Sheet Training Guide TeachUcomp,2018-09-18 New to Microsoft Office for iPad Designed with the busy professional in mind this two page laminated quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint for iPad When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 31 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Topics Include Interface Terms File Management Text Pictures Shapes Objects Formatting Tables Reviewing and Correcting and Printing and Sharing [Quick Reference Guide for Microsoft Office 97](#)

Rain,Davis,1997-06 For Microsoft s latest Office Suite this book includes Microsoft Word Excel PowerPoint and Access It includes integrating various types of documents No lengthy exposition just illustrated keystrokes and brief instruction give readers the answers they need in seconds instead of minutes Unique hardcover spiral allows the title to be displayed on the spine [Microsoft Word 2016 Quick Reference Guide \(Cheat Sheet of Instructions and Tips - Laminated Card\)](#) TeachUcomp

Inc,2016-11-11 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Word 2016 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 61 topics covered this guide is perfect for someone new to Word or upgrading from a previous version Topics Include Interface Basics File Management Text Pictures Shapes Objects Basic Formatting Basic Editing Formatting Paragraphs Page Layout Reviewing and Correcting Reading Documents Previewing Printing and Sharing Using a Touch Interface Keyboard Shortcuts

[What's New in Microsoft Office 2013 \(from 2007\) Quick Reference Guide](#) Beezix,2013-07-24 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2007 Also includes a command reference for each product showing changed Office 2007 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Customizing the Ribbon Backstage View The File Menu Chagnes to Templates Using Touch in Office 2013 Opening and Saving Exiting All Open Windows New or Changed Picture Features Cropping a Picture Integration with Online Services Switching Online Accounts Adding a Service Such as

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This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. Topics include: Office The Start Screen, Local Custom Templates, Changing the Look of Office, Optimizing for Touch, Using the Touch Mini Toolbar, Integration with Online Services, Signing into an Online Account, SkyDrive, SharePoint, Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365, SharePoint, Opening the Folder Your Current Document is in, Opening and Saving, Inviting People to Collaborate on a SkyDrive Document, Viewing, Changing Access to a Document, Using On object Chart Tools, Presenting Online, Using Apps for Office, Other New or Changed Features, Communicating with a Commenter, Replying to a Comment, Features No Longer Available, Word Tracking Changes, Switching Between Simple Markup and All Markup, Locking Track Changes On, Expanding Collapsed Comments, Marking Comments as Done, Resuming Reading, Read Mode, Collapsing Expanding Parts of a Document in Print Layout View, Opening and Editing a PDF, Using Alignment Guides, Text Wrapping with the Layout Options Tool, Quickly Inserting Rows Columns Within a Table Using the Border Painter, Copying Border Style, Border Sampler, Repeating Section, Form Control, Other New or Changed Features, PowerPoint, Creating New Shapes, Merge Shapes, Zoom and Pan While Presenting, Jumping to a Slide, Widescreen, Applying Design Theme Variants, Changes to Guides, Using Eyedropper to Match Colors, Using Smart Guides, Paying Audio for Several Slides, Other New or Changed Features, Features No Longer Available, Excel, Excel Windows, Using Flash Fill, Using Chart Recommendations, 3 D Pyramid and Cone Chart Types, Combining Chart Types, Changes to Chart Data Labels, New Data Label Formatting, Using Quick Analysis, Filtering Tables with Slicers, Using PivotTable Recommendations, PivotTable and PivotChart Changes, Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources, Advanced Data Analysis.

VBA for Dummies Quick Reference Paul Litwin, 1997 This quick reference gives tips and techniques that can be applied to VBA programming for any application. Non programmers also will be able to use VBA with Microsoft Office and many other VBA licensed software packages.

Group Policy Fast Start: A Quick Start Guide for Group Policy Smart Brain Training Solutions, 2014-08-15 Anyone working with Windows computers can use Group Policy to simplify the application of common and repetitive tasks as well as unique tasks that are difficult to implement manually but can be easily automated. Group Policy includes both managed settings referred to as policy settings and unmanaged settings referred to as policy preferences. Group Policy is in fact a collection of preferences and settings that can be applied to user and computer configurations. Regardless of whether you are an IT manager, developer, administrator or an advanced user, this Fast Start guide will help you learn the essential concepts needed to successfully work with Group Policy. Covers Group Policy for Windows Server 2008, Windows Server 2008 R2, Windows Server 2012 and Windows Server 2012 R2.

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc., Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010. This guide is suitable as a training handout or simply an easy to use

reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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