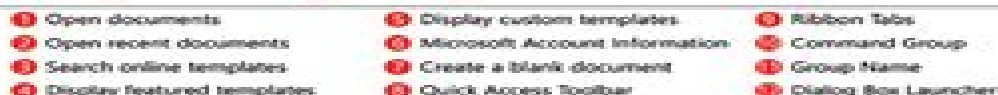


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Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Excel, PowerPoint or Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and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

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

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."

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.

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.

- Click one of the three "view" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon, click one of the views in the "Views," "Presentation Views," or "Workbook Views" group.
- To use the "Zoom Slider," click and drag the slider control at the far-right end of the Status Bar.
- 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."

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 featured templates, click the "Personal" link.
4. To get a template to use, click 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 "Recent" folder, or
3. Click to select a location ("Computer", "OneDrive", or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the location where you want to save the file in the "Save As" dialog box.
6. 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 view the files. To save a file as a PDF or XPS:

- Click the **File** tab in the Ribbon and choose the **"Export"** command at the left of Backstage View.
- Click the **"Create PDF/XPS Document"** command in the **"Export"** area.
- 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 Documents"** from the **"File 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 ("Computer", "OneDrive", or "SharePoint").
4. Click a recent folder or the "Power" button.
5. Navigate to the file to open in the "Open" dialog box.

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.
2. Select "Recent Workbooks," "Recent Documents," or "Recent Presentations" in the "Open" area.
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 "Unsaved files" folder.
5. Click the "Open" button.

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Microsoft Office 2013 Guide

Beezix, Beezix Software Services, Inc

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the Beezix company name.

Microsoft Office 2013 Guide:

A Guide to Microsoft Office 2013 Jan Marrelli, 2014 **Microsoft Office 2013** Steve Schwartz, 2013-04-11 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2013 Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook provides in depth instructions on many of the new features and changes introduced in Office 2013 and offers a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information and tips that not only explain HOW to perform a task but WHY you need this procedure and WHEN it's best to use it Includes eBook In addition to concise step by step explanations of core tools and tasks with plenty of helpful screen shots to keep you on track as you work Microsoft Office 2013 for Windows Visual QuickStart Guide includes the eBook You can download digital versions of this book to load on the mobile device of your choice so that you can continue learning whenever and wherever you are We provide you with EPUB PDF and MOBI eBook formats to ensure that you get the experience that best suits your viewing needs **Microsoft Powerpoint 2016: The Complete Guide** Alexander

Herolson, 2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program's manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program Office 2013 For Dummies Wallace Wang, 2013-02-13

Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you'll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint

presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient **Office 2013 All-In-One**

Absolute Beginner's Guide Patrice-Anne Rutledge,2013-08-08 Make the most of Office 2013 without becoming a technical expert This book is the fastest way to create edit format build review and share virtually any form of Office content Even if you ve never used Office before you ll learn how to do what you want one incredibly clear and easy step at a time Office has never ever been this simple Who knew how simple Microsoft Office 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new Office 2013 productivity suite simple reliable instructions for doing all you really want to do with the brand new versions of Word Excel PowerPoint Outlook and OneNote Here s a small sample of what you ll learn Explore Office 2013 s updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates tables and more Efficiently build and review longer documents by yourself or with teams Quickly create reliable sophisticated Excel workbooks Analyze and visualize Excel data with charts sparklines pivot tables and slicers Create high impact presentations with PowerPoint 2013 s newest tools Supercharge presentations with audio video animations and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts tasks to do lists and notes Use Social Connector to simplify activities on Facebook LinkedIn and beyond Organize research more efficiently with OneNote notebooks Integrate text links files media screen clips and handwriting into your OneNote notebooks And much more **Using Office 2013** Kevin

Wilson,2014-02-28 Learn Office the easy way no jargon Clear concise and to the point Using Office 2013 is the essential step by step guide to getting the most out of Microsoft Office traditional application not SharePoint providing a resource for both the beginner and the enthusiast This book explores constructing professional looking documents adding and using graphics and clipart fonts tables graphs and formatting creating stunning PowerPoint presentations for your lessons lectures speeches or business presentations PowerPoint animations and effects setting up your projector and laptop ready to present using Excel to create spreadsheets to analyse data Excel functions and formulas Excel charts and graphs and more Techniques are illustrated in step by step using photography and screen prints throughout together with concise easy to follow text from an established expert in the field provide a comprehensive guide to office applications Whether you are new to Microsoft Office an experienced user or studying a computer skills course this book will provide you with a firm grasp of the underpinning foundations and equip you with the skills needed to use Office 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 Flickr YouTube SkyDrive Office 365 SharePoint Inviting People to Collaborate Using Apps for Office Recovering Unsaved Versions Other New or Changed Features Word Resumed Reading Read Mode Quickly Inserting Tables Rows Columns Navigate and Organize Using Headings Search Using the Navigation Pane Using the Border Painter Tracking Changes Locking Track Changes On Marking Comments as Done Other New or Changed Features PowerPoint Zoom and Pan While Presenting Jumping to a Slide While Presenting Smart Guides and Fixed Guides Merging Comparing Presentations Organizing Slides with Sections Changes to Animations Video Improvements Linking to a Web Video Syncing Animation Text Overlays With Audio Video Fading In Out and Trimming Audio Video Create a Video File of a Presentation Other New or Changed Features Features No Longer Available Word Communicating with a Commenter Replying to a Comment Excel Excel Windows Using Flash Fill Using Quick Analysis Inserting a Chart in a Cell Sparklines Filtering with Slicers New Functions Using Chart Recommendations Combining Chart Types Changes to Chart Data Labels PivotTable and PivotChart Changes Adding a Timeline Using a Timeline Creating a PivotChart with or without a PivotTable Other New or Changed Features Features No Longer Available For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent [Microsoft Office 2013 52 Success Secrets - 52 Most Asked Questions on Microsoft Office 2013 - What You Need to Know](#) Carl Keller, 2015-01-16 Best book on Microsoft Office 2013 Bar None Microsoft Office 2013 formerly Office 15 is a variant of Microsoft Office a efficiency set for Microsoft Windows It is the replacement of Microsoft Office 2010 and contains expanded file setup aid exploiter interface upgrades and aid aimed at handle amid its spic and span hallmarks Office 2013 is acceptable for IA 32 and x64 setups and needs Windows 7 Windows Server 2008 R2 either a afterward variant of whichever A variant of Office 2013 appears contained on Windows RT implements There has never been a Microsoft Office 2013 Guide like this It contains 52 answers much more than you can imagine comprehensive answers and extensive details and references with insights that have never before been offered in print Get the information you need fast This all embracing guide offers a thorough view of key knowledge and detailed insight This Guide introduces what you want to know about Microsoft Office 2013 A quick look inside of some of the subjects covered Office 365 Microsoft Office 2013 New features Microsoft Office 2013 Traditional editions Office 2013 Traditional editions Segoe UI Availability Microsoft Office 2013 Removed features Microsoft Office 2013 System requirements Office 2013 System requirements RExcel Office 365 Updates Microsoft Office v X Microsoft Office Groove Server Microsoft Office Microsoft Office 2013 Microsoft Office 2013 Development Office 2010 Office Open XML Microsoft SharePoint Workspace

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Davis, 2014-12-16 Get complete coverage of all objectives included on the latest release of the CompTIA Security exam from this comprehensive resource Cowritten by leading information security experts this authoritative guide fully addresses the skills required for securing a network and managing risk You ll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Designed to help you pass CompTIA Security exam SY0 401 this definitive volume also serves as an essential on the job reference COVERS ALL EXAM DOMAINS INCLUDING Network security Compliance and operational security Threats and vulnerabilities Application data and host security Access control and identity management Cryptography ELECTRONIC CONTENT INCLUDES 200 practice exam questions Test engine that provides practice exams or quizzes that can be customized by chapter or exam objective **Excel in MS Excel**

NAVEENKUMAR NAMACHIVAYAM, MS Excel a spreadsheet application of Microsoft playing a critical role in management accounting business deals software industry government agencies statistics and more Excel is one of the most popular program across the globe Millions of people uses MS Excel in a regular basis Not many people know about the amazing features of Excel It is important to know about those features in order to manage your data and perform tasks easily and quickly Excel in MS Excel enables MS Excel users to work efficiently and effectively by lessening the effort and time spent on data manipulations data illustrations modeling data and reports reviewing reports and by creating add ins macros to perform repetitive tasks Excel in MS Excel explains about the user interface of MS Excel 2013 and illustrate the basic useful functionalities of MS Excel in a simple and effective way with relevant examples and screenshots in place It provides useful tips and best practices to work on learn and excel in doing tough tasks in easy and quick methods Features of MS Excel explained using the latest version of MS Office suite i e MS Excel 2013 Arduino Projects for Engineers Neerparaj

Rai, 2018-05-31 Providing 24 projects with wiring diagrams and the programs required to complete each one this book covers both the software and hardware aspects of each project and will help students create their own innovative prototypes

Office 2013 ELearning Kit For Dummies Faithe Wempen, 2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint **Standard and Poors 500 Guide 2013**

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from year to year stock values to overall company performance make this the only resource you need to optimize your investment performance Standard Poor s provides the respected Standard Poor s ratings and stock rankings advisory services data guides and several closely watched and widely reported gauges of stock market activity **Microsoft Office**

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Table of Contents Microsoft Office 2013 Guide

1. Understanding the eBook Microsoft Office 2013 Guide
 - The Rise of Digital Reading Microsoft Office 2013 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2013 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office 2013 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2013 Guide
 - Personalized Recommendations
 - Microsoft Office 2013 Guide User Reviews and Ratings
 - Microsoft Office 2013 Guide and Bestseller Lists
5. Accessing Microsoft Office 2013 Guide Free and Paid eBooks

- Microsoft Office 2013 Guide Public Domain eBooks
- Microsoft Office 2013 Guide eBook Subscription Services
- Microsoft Office 2013 Guide Budget-Friendly Options
- 6. Navigating Microsoft Office 2013 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office 2013 Guide Compatibility with Devices
 - Microsoft Office 2013 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 2013 Guide
 - Highlighting and Note-Taking Microsoft Office 2013 Guide
 - Interactive Elements Microsoft Office 2013 Guide
- 8. Staying Engaged with Microsoft Office 2013 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office 2013 Guide
- 9. Balancing eBooks and Physical Books Microsoft Office 2013 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office 2013 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office 2013 Guide
 - Setting Reading Goals Microsoft Office 2013 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office 2013 Guide
 - Fact-Checking eBook Content of Microsoft Office 2013 Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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