

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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Office User Guide for MicroStrategy 9.5 MicroStrategy

Product Manuals,MicroStrategy,2015-02-01 The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft Excel PowerPoint Word and Outlook to analyze format and distribute business data

Microsoft Office 365 User Guide Michel M Duncan,2024-05-30

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book you'll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization's productivity. What you will learn: Understand the UI of Office 365; Perform a variety of email functions through Exchange; Communicate using Skype for Business and Microsoft Teams; Explore file management using OneDrive for Business; Collaborate using SharePoint; Understand how to leverage Office 365 in your daily tasks; Who this book is for: If you are an IT professional who wants to upgrade your traditional Office suite, this book is for you. Users looking to learn, configure, manage, and maintain an Office 365 environment in their organization will also find this book useful. Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial.

Essential Office 365 Third Edition Kevin Wilson, 2018-11-10
The twenty first century offers more technology than we have ever seen before but with new updates and apps coming out all the time it's hard to keep up. Essential Office 365 is here to help. Along with easy to follow step by step instructions, illustrations and photographs, this guide offers specifics in: Downloading and Installing Microsoft Office Suite; Getting started with Office Online using Sway; OneDrive Mail; Calendar Using Office Apps on your iPad or Android device; Constructing professional looking documents with Microsoft Word; Adding and using graphics, photographs and clipart; Changing fonts; Creating tables, graphs, clipboard, sorting and formatting text and mail merge; Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint; Adding animations and effects to PowerPoint slides; Using 3D and cinematic transitions to spice up your presentations; Using Excel to create spreadsheets that analyse, present and manipulate data; Creating Excel charts, graphs, pivot tables, functions and formulas; The basics of Microsoft Access databases; Keeping in touch with friends, family and colleagues using Outlook; Maintaining calendars and keeping appointments with Outlook; Taking notes with OneNote and more. Unlike other books and manuals that assume a computing background not possessed by beginners, Essential Office 365 tackles the fundamentals of Microsoft Office so that everyone from students to senior citizens to home users pressed for time can understand. So if you're looking for an Office manual, a visual book, simplified tutorial, dummies guide or reference, Essential Office 365 will help you maximize the potential of Microsoft Office to increase your productivity and help you take advantage of the digital revolution.

Exploring Microsoft Office Kevin Wilson, 2020-12-07
Microsoft 365, formerly known as Office 365, offers many improved productivity features and services. Updated and revised, Exploring Microsoft Office is here to help. Packed with easy to follow step by step instructions, illustrations, photographs and video demos, this guide offers specifics in: Downloading and Installing the Microsoft Office Suite; Getting started with Office Online using Sway; OneDrive Mail; Calendar Using Office Apps on your iPad or Android device; Constructing professional looking documents with Microsoft Word; Adding and using graphics, photographs and clipart; Changing fonts; Creating tables, graphs, clipboard, sorting and formatting text and mail merge; Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint; Adding animations and effects to PowerPoint slides; Using 3D and cinematic transitions to spice up your presentations; Using Excel to create spreadsheets that analyse, present

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[Installation and Configuration Guide for MicroStrategy 9.3](#) MicroStrategy Product Manuals, MicroStrategy, 2012-09-30

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Microsoft Office 97 User Manual Rick Winter, 1998 Microsoft Office 97 User Manual picks up where other user manuals fall short by providing detailed documentation of Office's many commands dialog boxes buttons toolbars and more Here you'll find documentation for the many complex tools found in Word Excel PowerPoint and Outlook 98 features all organized by menu

Microsoft Office 365 Mastery Bible User Guide 2026 Edition Ethan J. Collins, Juggling apps in Microsoft Office 365 feels like herding cats

This suite is your productivity power house Word for docs Excel for data PowerPoint for pitches Outlook for flow Teams for connection but siloed skills waste your genius The Microsoft Office 365 Mastery Bible User Guide 2026 Edition unites them in one epic tome with integrated tutorials 2026 cross app synergies and AI accelerators For multitaskers admins or learners it's the blueprint to seamless mastery Conquer the ecosystem Sync workflows Embed Excel charts in Word link Teams chats to Outlook tasks Harness Copilot across apps for auto summaries and smart suggestions Customize ribbons and shortcuts for your unique hustle Secure and scale with One Drive backups and compliance dashboards Troubleshoot and optimize for peak performance on any device With modular chapters video QR links and cheat sheet appendices this bible builds holistic habits Envision a day where apps anticipate your needs efficiency elevated One suite infinite power don't fragment it Claim your mastery now Written by a Microsoft MVP who's optimized workflows for global teams

SharePoint 2003 User's Guide

Seth Bates,Tony Smith,2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier's books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

The Compact Guide to Microsoft Office Ron Mansfield,1994 An all in one one stop guide to Microsoft's popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an illustrated tutorial and reference the guide introduces readers to each of the component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software

Microsoft Office Made Easy Andrew Dixon,2005-08 Microsoft Office is the next most used Microsoft product after Windows Internet Explorer and Outlook Express Yet most of those who use the suite use only a small fraction of the tools available This book shows purchasers how to make the most of the programs that come as part of the package Word Excel Outlook and PowerPoint From basic tasks such as setting up budgeting spreadsheets in Excel and sending emails in Outlook to more complex projects such as using animations in PowerPoint and mail merging letters in Word this book will help readers to utilise the full range of functions available with this suite of programs The book is divided into sections each section taking the reader through aspects of Word Excel and PowerPoint at different levels the first section is for beginners the next is for those whose skills are developing then comes a section for those ready for more advanced skills The final section of the book deals with Outlook Readers will also see how the programs link together to create an easy work flow For example it shows how to use a basic Excel worksheet within PowerPoint and how to insert Word or other files into the Notes field when setting up an appointment in Outlook There are screen shots throughout to help the reader and the text is simple and easy to follow

[Microsoft Office V. X for Mac Power User's Guide](#) Mark Chambers,2002 [MICROSOFT OFFICE 365 User GUIDE](#) Miles T Archer,2025-10-03

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<https://crm.allthingsbusiness.co.uk/About/virtual-library/default.aspx/Fall%20Clearance%20This%20Month%20Same%20Day%20Delivery.pdf>

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