

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.



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|-------------------------------|----------------------------------|-------------------------|
| 1. Open documents | 5. Display custom templates | 9. Ribbon Tabs |
| 2. Open recent documents | 6. Microsoft Account Information | 10. Command Group |
| 3. Search online templates | 7. Create a blank document | 11. Group Name |
| 4. Display featured templates | 8. Quick Access Toolbar | 12. Dialog Box Launcher |

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 **use 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 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 (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

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.

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.

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Microsoft Office Reference Guide

David Planchard



Microsoft Office Reference Guide:

Microsoft Office 2021 & 365 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide

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Microsoft Office 2016 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp,2016-03-31 New to Microsoft Office Upgrading from a previous version 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 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 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version

Office 365 and Sharepoint Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2012-07-20 Laminated quick reference card showing step by step instructions and shortcuts as well as general document management for the Word Excel PowerPoint web apps available in Office 365 and SharePoint Intended for users familiar with the desktop Microsoft Office suite 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 General Creating a New Document Opening Existing Documents Saving and Closing Documents Checking Documents In Out Uploading Files Creating Folders Renaming Items Deleting Restoring Documents Web App Limitations Browser Format Support Word Web App Using Reading View Using Edit View Collaborating with Others Printing Documents Excel Web App Using Reading View Using Edit View Collaborating with Others PowerPoint Web App Using Reading View Using Edit View Collaborating with Others Also includes a list of Word Excel PowerPoint keyboard shortcuts

SOLIDWORKS 2018 Reference Guide David Planchard,2018-01-29 The SOLIDWORKS 2018 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SOLIDWORKS 2018 SOLIDWORKS is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SOLIDWORKS 2018

This book covers the following System and Document

propertiesFeatureManagersPropertyManagersConfigurationManagersRenderManagers2D and 3D Sketch toolsSketch entities3D Feature toolsMotion StudySheet MetalMotion StudySOLIDWORKS SimulationPhotoView 360Pack and Go3D PDFsIntelligent Modeling techniques3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SOLIDWORKS 2018 software If you are completely new to SOLIDWORKS you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SOLIDWORKS Tutorials If you are familiar with an earlier release of SOLIDWORKS you still might want to skim Chapter 1 to become acquainted with some of

the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SOLIDWORKS tool or feature The book provides access to over 250 models their solutions and additional support materials Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to complement the Online Tutorials and Online Help contained in SOLIDWORKS 2018 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The author developed the tutorials by combining his own industry experience with the knowledge of engineers department managers professors vendors and manufacturers He is directly involved with SOLIDWORKS every day and his responsibilities go far beyond the creation of just a 3D model

Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamina

Beezix Software Services,2015-11-04 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Word 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Word 2016 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 Margins Orientation and Paper SizeMoving and Copying TextFormatting Text with the Mini Toolbar Suppress Change Header or Footer on the First PageInserting a Page NumberInserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text BoxInserting a Page BreakChecking Spelling Grammar AutoCorrectPreviewing and Printing DocumentsPrinting Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts

SolidWorks 2015 Reference Guide David Planchard,2014-11-02 The SolidWorks 2015 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SolidWorks 2015 SolidWorks is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SolidWorks 2015 This book covers the following System and Document propertiesFeatureManagersPropertyManagersConfigurationManagersRenderManagers2D and 3D Sketch toolsSketch entities3D Feature toolsMotion StudySheet MetalMotion StudySolidWorks SimulationPhotoView 360Pack and Go3D PDFsIntelligent Modeling techniques3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2015 software If you are completely new to SolidWorks you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SolidWorks Tutorials If you are familiar with an earlier release of SolidWorks you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each

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Strawbridge,2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it is available through the Ribbon is described and fully cross referenced This is not a how to guide but a serious reference for power users for whom the online help is not detailed enough Buy this book if you need quick answers to tricky questions about Word 2007 **Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamina** Beezix

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Guide Learning Microsoft's Collaboration and Productivity Platform is the follow up edition to the successful SharePoint 2003 Users Guide Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity

SOLIDWORKS 2019 Reference Guide David Planchard, 2018-12-05 The SOLIDWORKS 2019 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SOLIDWORKS 2019 SOLIDWORKS is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SOLIDWORKS 2019 This book covers the following System and Document properties FeatureManagers PropertyManagers ConfigurationManagers RenderManagers 2D and 3D Sketch tools Sketch entities 3D Feature tools Motion Study Sheet Metal Motion Study SOLIDWORKS Simulation PhotoView 360 Pack and Go 3D PDFs Intelligent Modeling techniques 3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SOLIDWORKS 2019 software If you are completely new to SOLIDWORKS you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SOLIDWORKS Tutorials If you are familiar with an earlier release of SOLIDWORKS you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SOLIDWORKS tool or feature The book provides access to over 260 models their solutions and additional support materials Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to complement the Online Tutorials and Online Help contained in SOLIDWORKS 2019 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The author developed the tutorials by combining his own industry experience with the knowledge of engineers department managers professors vendors and manufacturers He is directly involved with SOLIDWORKS every day and his responsibilities go far beyond the creation of just a 3D model

Quick Reference Guide for Microsoft Office for Windows 95 ,1996 What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff, 2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF

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cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SOLIDWORKS 2016 This book covers the following System and Document propertiesFeatureManagersPropertyManagersConfigurationManagersRenderManagers2D and 3D Sketch toolsSketch entities3D Feature toolsMotion StudySheet MetalMotion StudySolidWorks SimulationPhotoView 360Pack and Go3D PDFsIntelligent Modeling techniques3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SOLIDWORKS 2016 software If you are completely new to SOLIDWORKS you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SOLIDWORKS Tutorials If you are familiar with an earlier release of SOLIDWORKS you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SOLIDWORKS tool or feature The book provides access to over 240 models their solutions and additional support materials Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to compliment the Online Tutorials and Online Help contained in SOLIDWORKS 2016 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The author developed the tutorials by combining his own industry experience with the knowledge of engineers department managers professors vendors and manufacturers He is directly involved with SOLIDWORKS every day and his responsibilities go far beyond the creation of just a 3D model

Outlook 2007 on Your Side User Manual E. N. I. Editions, ENI Publishing, France, 2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook

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Table of Contents Microsoft Office Reference Guide

1. Understanding the eBook Microsoft Office Reference Guide
 - The Rise of Digital Reading Microsoft Office Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Reference 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 Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Reference Guide
 - Personalized Recommendations
 - Microsoft Office Reference Guide User Reviews and Ratings
 - Microsoft Office Reference Guide and Bestseller Lists
5. Accessing Microsoft Office Reference Guide Free and Paid eBooks

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