

Microsoft Office® 365 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

Comprehensive video training & instruction manuals available at www.teachucomp.com

TEACHUComp, INC.®

...it's all about you

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.

TeachuComp, Inc.
Computer Software Training & Continuing Education



www.teachucomp.com

info@teachucomp.com

877.925.8080

Ms Office Quick Reference Guides

Ensheng Dong



Ms Office Quick Reference Guides:

Fuel your quest for knowledge with Authored by is thought-provoking masterpiece, Dive into the World of **Ms Office Quick Reference Guides** . This educational ebook, conveniently sized in PDF (*), is a gateway to personal growth and intellectual stimulation. Immerse yourself in the enriching content curated to cater to every eager mind. Download now and embark on a learning journey that promises to expand your horizons. .

<https://staging.conocer.cide.edu/About/scholarship/Documents/harpers%20bazaar%20the%20big%20black.pdf>

Table of Contents Ms Office Quick Reference Guides

1. Understanding the eBook Ms Office Quick Reference Guides
 - The Rise of Digital Reading Ms Office Quick Reference Guides
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Office Quick Reference Guides
 - 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 Ms Office Quick Reference Guides
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Office Quick Reference Guides
 - Personalized Recommendations
 - Ms Office Quick Reference Guides User Reviews and Ratings
 - Ms Office Quick Reference Guides and Bestseller Lists
5. Accessing Ms Office Quick Reference Guides Free and Paid eBooks
 - Ms Office Quick Reference Guides Public Domain eBooks
 - Ms Office Quick Reference Guides eBook Subscription Services
 - Ms Office Quick Reference Guides Budget-Friendly Options

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

Ms Office Quick Reference Guides Introduction

Ms Office Quick Reference Guides Offers over 60,000 free eBooks, including many classics that are in the public domain.

Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Ms Office Quick Reference Guides Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. **Ms Office Quick Reference Guides :** This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. **Internet Archive for Ms Office Quick Reference Guides :** Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. **Free-eBooks Ms Office Quick Reference Guides** Offers a diverse range of free eBooks across various genres. Ms Office Quick Reference Guides Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Ms Office Quick Reference Guides Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Ms Office Quick Reference Guides, especially related to Ms Office Quick Reference Guides, might be challenging as theyre often artistic creations rather than practical blueprints.

However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Ms Office Quick Reference Guides, Sometimes enthusiasts share their designs or concepts in PDF format.

Books and Magazines Some Ms Office Quick Reference Guides books or magazines might include. Look for these in online stores or libraries. Remember that while Ms Office Quick Reference Guides, sharing copyrighted material without permission is not legal. Always ensure youre either creating your own or obtaining them from legitimate sources that allow sharing and downloading. **Library** Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Ms Office Quick Reference Guides eBooks for free, including popular titles.

Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. **Authors Website** Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Ms Office Quick Reference Guides full book , it can give you a taste of the authors writing style.

Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Ms Office Quick Reference Guides eBooks, including some popular titles.

FAQs About Ms Office Quick Reference Guides Books

1. Where can I buy Ms Office Quick Reference Guides books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
3. How do I choose a Ms Office Quick Reference Guides book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
4. How do I take care of Ms Office Quick Reference Guides books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.
6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
7. What are Ms Office Quick Reference Guides audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer a wide selection of audiobooks.
8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.
9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
10. Can I read Ms Office Quick Reference Guides books for free? Public Domain Books: Many classic books are available for free as they're in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

Find Ms Office Quick Reference Guides :

harpers bazaar the big black

hawaiian dictionary hawaiian english english h

harry potter and the sorcerers stone.

hawaii blossoms text and color photography

haunted souls deep is the night series

~~harry teels no nonsense guide to fly fishing in central and southeastern oregon~~

harrogate past

harry sidney and the egg

hawaii on 25 dollars a day

have you ever 391 questions to help you know yourself and others

harvard project manager/total project manager. controlling your resources

have pet will travel guide south east region

harriet marwood governess

harriet tubman negro soldier and abolitionist

hawaii isles of enchantment

Ms Office Quick Reference Guides :

Skill Practice 1 Classify the following as chemical changes (C) or physical changes (P). ... Given your answers to question 1 and the fact that this reaction takes place at 25oC ... Skill Practice 23 2004 by Jason Neil. All rights reserved. Skill Practice 23. Name: Date: Hour: _____. Draw Lewis structures for each of the following. 1. NO3. 1-. 2. CH4. Skill Practice 26 Skill Practice 26. Name: Date: Hour: _____. 1. What does it mean to say that a bond is polar? One of the atoms ... Skill Practice 16 - Atomic Size Skill Practice 16. Atomic Size. Practice. Name: KEY. Date: Hour: 1. What force of attraction does the second energy level of a phosphorus atom "feel" from the ... Skill Practice 13 Obtain permission for classroom use at www.ChemistryInquiry.com. Skill Practice 13. Name: Date: Hour: _____. 1 ... Sample Guided Inquiry Chemistry Lessons Please evaluate all of the materials for the unit. You will find ChemQuests, Skill Practice assignments, review sheets, video explanations, and labs. To ... Skill Practice 9 Skill Practice 9. Practice Problems. Name: Average Atomic Mass. Date: Period: _____. A certain element exists as ... Skill Practice 14 (ANSWER KEY) Skill Practice 14 (ANSWER KEY). Lewis Practice. Name: Date: Hour: _____. How many valence electrons does each of ... Skill Practice 30-33 answers.doc View Homework Help - Skill

Practice 30-33 answers.doc from CHEM 202 at Simon Fraser University. Skill Practice 30 Name: _ Date: _ Hour: _ 1. Test Bank for Campbell Essential Biology with ... Feb 4, 2023 — Sell ? Test Bank for Campbell Essential Biology with Physiology 5th Edition Simon Chapter 1 - 29 Updated 2023 \$19.99 Add to cart. test bank for campbell essential biology ... - Knoowy Sep 2, 2023 — TEST BANK FOR CAMPBELL ESSENTIAL BIOLOGY WITH PHYSIOLOGY, 5TH EDITION BY SIMON, DICKEY, REECE, HOGAN · Preview document (3 of 367 pages) · Knoowy ... Test bank Campbell Essential Biology with Physiology, 5th ... Mar 29, 2023 — Test bank Campbell Essential Biology with Physiology, 5th Edition, Simon Isbn-9780321967671. Course; CAMPBELL ESSENTIAL BIOLOGY WITH PHYSIOLOGY, ... Campbell Essential Biology 5th Edition Simon Test Bank 1 Campbell Essential Biology 5th Edition Simon Test Bank 1 - Free download as PDF File (.pdf), Text File (.txt) or read online for free. Test Bank. Test Bank For Campbell Essential Biology 5th Edition By ... Test Bank For Campbell Essential Biology 5th Edition By Simon Pdf Pdf. INTRODUCTION Test Bank For Campbell Essential Biology 5th Edition By Simon Pdf Pdf ... Test Bank for Biology, Campbell and Reece, 5th Edition Book details · Print length. 688 pages · Language. English · Publisher. Addison Wesley · Publication date. January 1, 1999 · ISBN-10. 0805365613 · ISBN-13. 978- ... Campbell Essential Biology With Physiology Global 5th ... Campbell Essential Biology With Physiology Global 5th Edition Simon Test Bank - Free download as PDF File (.pdf), Text File (.txt) or read online for free. Pin on Study Guides for textbooks Complete downloadable Solutions Manual for Campbell Essential Biology 5th Edition by Simon. ... Test Bank for Economics Canada in the Global Environment 7th ... Campbell Biology Test Bank Test Bank for Campbell Biology Ninth Edition [Paperback] Paperback - January 1, 2011. by Louise Paquin · 3.03.0 out of 5 stars (1). Campbell Essential Biology with Physiology, 5th Edition ... Feb 9, 2023 — Below are summaries, lecture notes, study guides and practice exams for Campbell Essential Biology with Physiology, 5th Edition Test Bank of ... Exams You must pass the final exam in order to pass the course. All high school and some university exams can be retaken for a \$15 fee. Proctor: Students must take ... How Exams Work If you are requesting a final exam, make sure you have completed all previous course requirements. Select the option to take the exam online in your own home. Requesting and Taking Online Exams Transcript This is a step-by-step video showing you how to request a BYU Independent Study online exam. ... request your final exam. Once finished with everything else ... Administering and Accessing Online Exams for Proctors ... This tutorial is a guide for proctors administering and accessing online exams. BYU Independent Study relies on proctors to be diligent while administering ... BYU Independent Study Final Exam question : r/byu How do you prepare cheat sheets or crib sheets for tests? What about math-based assignments? What are the frustrating parts? 5 upvotes · 3 ... BYU Independent Study - Final Exam - Semester 2 Study with Quizlet and memorize flashcards containing terms like In "Contents of a Dead Man's Pockets," is Clare Bernecke a static character or a dynamic ... BYU Independent study Exam-Karteikarten They are designed to help you review and study for other assignments and final exams. They are the same questions you will see on the final exam. They are ... BYU Independent Study Questions For anyone

out there who have taken any classes through the BYU Independent Study program, I have a couple questions ... Online Degrees and CLEP and DSST Exam ... Byu Independent Study Final Exam Cheat Sheet.pdf book Byu Independent Study Final Exam Cheat Sheet along with it is not directly done, you could take even more something like this life, vis--vis the world ... Byu Independent Study Final Exam Cheat Sheet Byu Independent Study Final Exam Cheat Sheet. 1. Byu Independent Study Final Exam Cheat Sheet. Byu Independent Study Final Exam Cheat Sheet. Downloaded from ...