

# Microsoft Office® 2021 & 365 Basics

TEACHUComp, INC.®

...it's all about you

Quick Reference Guide for Excel®, PowerPoint® and Word

Comprehensive video training & instruction manuals available at [www.teachucomp.com](http://www.teachucomp.com)

## 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 an 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 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 **show or hide the Quick Access Toolbar**, click the "Ribbon Display Options" button in the Ribbon and select "Show (or Hide) Quick Access Toolbar."
2. To **change the location of the Quick Access Toolbar**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
3. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. 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, 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 document for the first time or to save a document with a different name or in a different 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. Click the "Recover Unsaved Workbooks," "Recover Unsaved Documents," or "Recover Unsaved Presentations" button at the bottom of the "Recent" pane at the right.
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button.

TeachuComp, Inc.  
Computer Software Training & Continuing Education



# Microsoft 20cheat Sheet

**S Ashworth**

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

## **Microsoft 20cheat Sheet:**

This is likewise one of the factors by obtaining the soft documents of this **Microsoft 20cheat Sheet** by online. You might not require more era to spend to go to the ebook introduction as capably as search for them. In some cases, you likewise attain not discover the proclamation Microsoft 20cheat Sheet that you are looking for. It will categorically squander the time.

However below, like you visit this web page, it will be so unquestionably easy to get as well as download guide Microsoft 20cheat Sheet

It will not resign yourself to many period as we notify before. You can pull off it even though perform something else at house and even in your workplace. correspondingly easy! So, are you question? Just exercise just what we provide under as with ease as review **Microsoft 20cheat Sheet** what you considering to read!

[https://staging.conocer.cide.edu/results/scholarship/Download\\_PDFS/massage\\_therapy\\_documentation.pdf](https://staging.conocer.cide.edu/results/scholarship/Download_PDFS/massage_therapy_documentation.pdf)

## **Table of Contents Microsoft 20cheat Sheet**

1. Understanding the eBook Microsoft 20cheat Sheet
  - The Rise of Digital Reading Microsoft 20cheat Sheet
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft 20cheat Sheet
  - 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 20cheat Sheet
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft 20cheat Sheet
  - Personalized Recommendations

- Microsoft 20cheat Sheet User Reviews and Ratings
- Microsoft 20cheat Sheet and Bestseller Lists
- 5. Accessing Microsoft 20cheat Sheet Free and Paid eBooks
  - Microsoft 20cheat Sheet Public Domain eBooks
  - Microsoft 20cheat Sheet eBook Subscription Services
  - Microsoft 20cheat Sheet Budget-Friendly Options
- 6. Navigating Microsoft 20cheat Sheet eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft 20cheat Sheet Compatibility with Devices
  - Microsoft 20cheat Sheet Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft 20cheat Sheet
  - Highlighting and Note-Taking Microsoft 20cheat Sheet
  - Interactive Elements Microsoft 20cheat Sheet
- 8. Staying Engaged with Microsoft 20cheat Sheet
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft 20cheat Sheet
- 9. Balancing eBooks and Physical Books Microsoft 20cheat Sheet
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft 20cheat Sheet
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft 20cheat Sheet
  - Setting Reading Goals Microsoft 20cheat Sheet
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft 20cheat Sheet
  - Fact-Checking eBook Content of Microsoft 20cheat Sheet

- 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

### **Microsoft 20cheat Sheet Introduction**

In the digital age, access to information has become easier than ever before. The ability to download Microsoft 20cheat Sheet has revolutionized the way we consume written content. Whether you are a student looking for course material, an avid reader searching for your next favorite book, or a professional seeking research papers, the option to download Microsoft 20cheat Sheet has opened up a world of possibilities. Downloading Microsoft 20cheat Sheet provides numerous advantages over physical copies of books and documents. Firstly, it is incredibly convenient. Gone are the days of carrying around heavy textbooks or bulky folders filled with papers. With the click of a button, you can gain immediate access to valuable resources on any device. This convenience allows for efficient studying, researching, and reading on the go. Moreover, the cost-effective nature of downloading Microsoft 20cheat Sheet has democratized knowledge. Traditional books and academic journals can be expensive, making it difficult for individuals with limited financial resources to access information. By offering free PDF downloads, publishers and authors are enabling a wider audience to benefit from their work. This inclusivity promotes equal opportunities for learning and personal growth. There are numerous websites and platforms where individuals can download Microsoft 20cheat Sheet. These websites range from academic databases offering research papers and journals to online libraries with an expansive collection of books from various genres. Many authors and publishers also upload their work to specific websites, granting readers access to their content without any charge. These platforms not only provide access to existing literature but also serve as an excellent platform for undiscovered authors to share their work with the world. However, it is essential to be cautious while downloading Microsoft 20cheat Sheet. Some websites may offer pirated or illegally obtained copies of copyrighted material. Engaging in such activities not only violates copyright laws but also undermines the efforts of authors, publishers, and researchers. To ensure ethical downloading, it is advisable to utilize reputable websites that prioritize the legal distribution of content. When downloading Microsoft 20cheat Sheet, users should also consider the potential security risks associated with online platforms. Malicious actors may exploit vulnerabilities in unprotected websites to distribute malware or steal personal information. To protect themselves,

individuals should ensure their devices have reliable antivirus software installed and validate the legitimacy of the websites they are downloading from. In conclusion, the ability to download Microsoft 20cheat Sheet has transformed the way we access information. With the convenience, cost-effectiveness, and accessibility it offers, free PDF downloads have become a popular choice for students, researchers, and book lovers worldwide. However, it is crucial to engage in ethical downloading practices and prioritize personal security when utilizing online platforms. By doing so, individuals can make the most of the vast array of free PDF resources available and embark on a journey of continuous learning and intellectual growth.

### **FAQs About Microsoft 20cheat Sheet Books**

1. Where can I buy Microsoft 20cheat Sheet 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 Microsoft 20cheat Sheet 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 Microsoft 20cheat Sheet 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 Microsoft 20cheat Sheet 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 Microsoft 20cheat Sheet 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 Microsoft 20cheat Sheet :**

**massage therapy documentation**

**massey ferguson 130 hydraulic manual**

**marriage therapy a dom a sub a cuckold english edition**

*marking scheme for zimsec a level african history paper*

[mars and venus nutrition guide](#)

[massey ferguson 128 owners manual](#)

[marking scheme of 0580 21 m j 11](#)

**mashairi ya wasakatonge**

[married by monday weekday brides series book 2](#)

*massey ferguson 187 baler computer manual*

[markscheme 2013 mayjune](#)

*marsupilami tome la queue du marsupilami*

[mass effect 2 miranda romance guide](#)

~~martial crafting guide~~

**marzi tome tout va mieux**

### **Microsoft 20cheat Sheet :**

CAP Study Guide - 4th Ed. - IAAP The IAAP CAP Study Guide takes the CAP exam's Body of Knowledge and provides candidates with a foundation to prepare for the exam. Since the certification exam ... CAP (Certified Administrative



Professional) Exam Guide: Home Nov 17, 2023 — CAP Study Guide, 3rd Edition by International Association of Administrative Professionals "This edition of the IAAP CAP Study Guide is ... Free IAAP CAP Practice Test The IAAP CAP Exam measures a variety of competencies that are necessary for administrative professionals. The test is based on the IAAP CAP Body of Knowledge, ... Free CAP Practice Test (updated 2023) This exam tests the skills and knowledge that an administrative professional would need to know in order to be competent at their job. Click "Start Test" above ... Certified Administrative Professional (CAP) Exam Nov 9, 2023 — Get prepared today with Certified Administrative Professional exam practice questions. Learn about the CAP exam with study tips and sample ... CAP Certified Administrative Professional Exam Study ... This product provides extensive and in-depth coverage on a wide variety of business and office management topics to help you prepare for the exam. If you are ... CAP Exam Secrets Study Guide Book overview ; CAP Exam Secrets Study Guide · A thorough and detailed overview of skills needed to become a certified administrative professional; An in-depth ... IAAP CAP Exam Study Guide - Certified Administrative ... Prepare for the IAAP CAP exam with this comprehensive 44-hour course, covering hardware, software, business communication, HR management, accounting, ... IAAP Practice Test Questions (Prep for the IAAP Tests) The IAAP Certified Administrative Professional exam is a bit more ... Prepare with our IAAP Study Guide and Practice Questions. Print or eBook. Guaranteed to ... CAP Certified Administrative Professional Exam Study ... This book has topics compatible with the Fall 2018 exam: Organizational Communication Business Writing and Document Production Technology and Information ... Zyxel PK5001Z modem user guide Learn all about the Zyxel PK5001Z modem. Follow our guide to using the Zyxel PK5001Z, including setup options, compatibility details, firmware and more. PK5000Z Modem User Guide Learn about using your PK5000Z modem/router, including features and specs, popular modem settings, and troubleshooting. You can also watch a video about ... Setup instructions for PK5001Z modem router Aug 21, 2021 — I would like to download a PDF copy of the installation/setup instructions for a ZyXel K5001Z Modem Router. Is there a document out there ... Zyxel PK5001Z Product Manual - DSL Modem Manuals Factory resetting your modem is a quick but important troubleshooting tool that you can use to help resolve most common networking problems. PK5001Z Users Manual (802.11n Wireless ADSL2+ 4-port ... View the Users Manual for the ZyXEL Communications model PK5001Z 802.11n Wireless ADSL2+ 4-port Gateway I88PK5001Z. View the PDF file for free. How do I configure a CenturyLink ZyXEL PK5001Z modem ... Select the Daktronics Router if listed or manually enter the WAN IP address assigned to it. Click Apply. Ensure that the modem is physically connected to the ... Download Manuals for the ZyXEL PK5001Z Advertisements User Manuals for the ZyXEL PK5001Z Download manuals for the DSL Modem for CenturyLink Phone Line and Internet Service ; Playback Rate ; Chapters. Configuring Actiontec M1000, C1000, and W1000, ZyXel ... Oct 13, 2021 — For Actiontec and ZyXel routers and most CenturyLink router/modems, there are two places for DNS settings. 1. Access the router's browser-based ... CenturyLink DSL Modem 2017 ZyXEL PK5001Z WiFi Modem design, the PK5001Z CenturyLink DSL modem supports

WPA2/WPA/WEPA and features a hardware WPS button allowing customers to enjoy easy setup using a simple button.

Everything About the ZyXEL PK5001Z Router Sep 23, 2022 — Below is a list of guides that we have for the ZyXEL PK5001Z router. ZyXEL PK5001Z CenturyLink Guides. ZyXEL PK5001Z CenturyLink - Reset the ... Holt Elements of Literature: PowerNotes: Lesson ... Holt Elements of Literature: PowerNotes: Lesson Presentations with Motivational Videos Third Course. ISBN-13: 978-0030963223, ISBN-10: 0030963222. 'Holt Elements Of Literature, Third Course - One-Stop ... Elements of Literature: One Stop Planner with Test Generator and State Specific Resources CDROM Grade 9 Third Course. by HOLT, RINEHART AND WINSTON. Editions of Elements of Literature: Third Course by Holt ... Editions for Elements of Literature: Third Course: 0030672813 (Hardcover published in 2002), (Hardcover published in 2007), (CD-ROM), (Unknown Binding), ... Holt Elements of Literature Third Course Power Notes (CD ... Holt Elements of Literature Third Course Power Notes (CD-Rom) Brand New Sealed ; Item number. 394381889632 ; Type. Audiobook ; Format. Audio CD ; Accurate ... Elements of literature. Third course [grade 9] Holt audio tutor (CD's). Grammar notes: effective grammar for writing (DVD-ROM). Power Notes: lesson Presentations with motivational video (DVD-ROM). Writing ... Holt elements of literature : third course - WorldCat Holt elements of literature : third course | WorldCat ... CD-ROM (one-stop planner) contents: Disc 1 (Collections 1-6). Disc 2 (Collections 7-12). Notes:. Holt Adapted Reader Audio CD Library (Elements ... Holt Adapted Reader Audio CD Library (Elements of Literature Third Course) by Holt, Rinehart, And Winston, Inc ... Brand New CD-ROM! Factory Sealed. Seller ... Elements of literature. Second course : Free Download ... Feb 11, 2022 — CD-ROMs included are: PowerNotes for Literature and Reading, Sedond course and Holt Interactive Spelling System requirements for PowerNotes CD- ... Elements of Literature - Third Course (Holt Reader ... Elements of Literature - Third Course (Holt Reader, Student Edition) by HOLT, RINEHART AND WINSTON - ISBN 10: 0030683939 - ISBN 13: 9780030683930 - HOLT, ...