

# Microsoft Office® 365 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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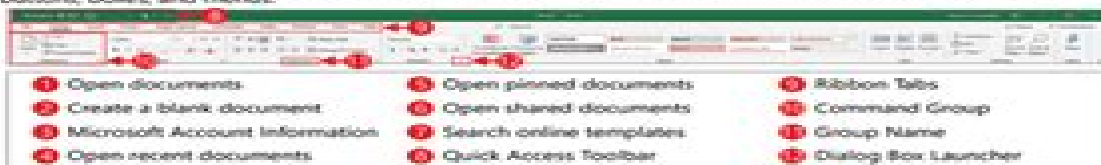
## Interface Terms

### 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. 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.

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**Ciprian Adrian Rusen**



## **Microsoft Office 2010 Standard Quick Reference Guide:**

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**Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables

consistent grading Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

*Effective SQL* John L. Viescas,Douglas J. Steele,Ben G. Clothier,2017-01-09 *Effective SQL* brings together the hands on solutions and practical insights you need to solve a wide range of complex problems with SQL and to design databases that make it far easier to manage data in the future Leveraging the proven format of the best selling *Effective* series it focuses on providing clear practical explanations expert tips and plenty of realistic examples all in full color Drawing on their immense experience as consultants and instructors three world class database experts identify specific challenges and distill each solution into five pages or less Throughout they provide well annotated SQL code designed for all leading platforms as well as code for specific implementations ranging from SQL Server to Oracle and MySQL wherever these vary or permit you to achieve your goal more efficiently Going beyond mere syntax the authors also show how to avoid poor database design that makes it difficult to write effective SQL how to improve suboptimal designs and how to work around designs you can t change You ll also find detailed sections on filtering and finding data aggregation subqueries and metadata as well as specific solutions for everything from listing products to scheduling events and defining data hierarchies Simply put if you already know the basics of SQL *Effective SQL* will help you become a world class SQL problem solver [Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software](#) Microsoft Official Academic Course,2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek *SQL Queries for Mere Mortals* John L. Viescas,Michael James Hernandez,2014 *The 1 Easy Common Sense Guide to SQL Queries Updated for Today s Databases Standards and Challenges* *SQL Queries for Mere Mortals* has earned worldwide praise as the clearest simplest tutorial on writing effective SQL queries The authors have updated this hands on classic to reflect new SQL standards and database applications and teach valuable new techniques Step by step John L Viescas and Michael J Hernandez guide you through creating reliable queries for virtually any modern SQL based database They demystify all aspects of SQL query writing from simple data selection and filtering to joining multiple tables and modifying sets of data Three brand new chapters teach you how to solve a wide range of challenging SQL problems You ll learn how to write queries that apply multiple complex conditions on one table perform sophisticated logical evaluations and think outside the box using unlinked tables Coverage includes Getting started understanding what relational databases are and ensuring that your database structures are sound SQL basics using SELECT statements creating expressions sorting information with ORDER BY and filtering data using

WHERE Summarizing and grouping data with GROUP BY and HAVING clauses Drawing data from multiple tables using INNER JOIN OUTER JOIN and UNION operators and working with subqueries Modifying data sets with UPDATE INSERT and DELETE statements Advanced queries complex NOT and AND conditions if then else using CASE unlinked tables driver tables and more Practice all you want with downloadable sample databases for today s versions of Microsoft Office Access Microsoft SQL Server and the open source MySQL database Whether you re a DBA developer user or student there s no better way to master SQL [informit.com/aw/forMereMortals.com](http://informit.com/aw/forMereMortals.com) **IC3: Internet and Computing Core Certification**

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due to lab assignments projects contact time and or outside reading requirements

**Menopause For Dummies** Marcia L. Jones, Theresa Eichenwald, Nancy W. Hall, 2011-04-18 A comprehensive and practical guide for women of all ages to gain a clear view of the physical mental and emotional changes related to menopause Although menopause is a natural and inevitable stage in every woman s life its physical mental and emotional manifestations can vary greatly from one person to the next Add the conflicting expert information about the benefits risks and side effects to which women are exposed on a daily basis and it s easy to see many women find it difficult to make informed choices about how to deal with their menopausal symptoms Authored by a team of acknowledged experts in treating menopausal symptoms Menopause For Dummies provides you with all the information you need to stay in control every step of the way In plain English it explains the role menopause plays in a variety of common health problems such as osteoporosis stroke and heart disease It walks you through proven measures for minimizing your risk of developing complications including diet and exercise stress management hormone replacement and other techniques And this no nonsense guide gives you authoritative up to the minute coverage of How to identify pre menopause perimenopause and what it means The stages of menopause How menopause can affect your body emotions and libido The latest facts about hormone replacement therapy The pros and cons of various alternative treatments The best ways of handling hot flashes Easing symptoms with diet and exercise Preventing bone loss Helpful lifestyle changes This book has four top ten lists to provide even more ways of navigating the changes you ll experience throughout menopause exposing common myths about menopause giving you the scoop on medical tests you might need kicking around ideas to kick start or rejuvenate your exercise routine and tempting you with fabulous healthy foods because eating healthy doesn t have to be boring Additionally the book has a glossary and a list of resources to find more information about menopause hormones and related conditions With Menopause For Dummies in your corner you ll have a kinder gentler change of life

*SQL Queries for Mere Mortals uCertify Labs Access Code Card, Fourth Edition* John L. Viescas, 2018-01-31 The 1 Easy Common Sense Guide to SQL Queries Updated with More Advanced Techniques and Solutions Foreword by Keith W Hare Vice Chair USA SQL Standards Committee SQL Queries for Mere Mortals has earned worldwide praise as the clearest simplest tutorial on writing effective queries with the latest SQL standards and database applications Now author John L Viescas has updated this hands on classic with even more advanced and valuable techniques Step by step Viescas guides you through creating reliable queries for virtually any current SQL based database He demystifies all aspects of SQL query writing from simple data selection and filtering to joining multiple tables and modifying sets of data Building on the basics Viescas shows how to solve challenging real world problems including applying multiple complex conditions on one table performing sophisticated logical evaluations and using unlinked tables to think outside the box In two brand new chapters you learn how to perform complex calculations on groups for sophisticated reporting and how to partition data into windows for more flexible aggregation Practice all you want with downloadable sample databases for

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*Monthly Catalog of United States Government Publications*, 2004

**Pro SharePoint 2010 Development for Office 365** Dave Milner, Bart McDonough, Paul Stork, 2012-12-31 It's no secret that cloud based computing is the next big movement in IT and Microsoft is right there in the market with Office 365 a cloud based productivity suite which includes a hosted cloud focused version of SharePoint 2010 SharePoint 2010 developers who have traditionally developed for on premise environments will suddenly find themselves being asked to develop for the cloud While there is a lot of overlap between cloud based and traditional SharePoint development there are also some important differences and considerations that must be taken into account as well In particular the proliferation of cloud based solutions was a driving force behind certain new features in SharePoint 2010 like sandboxed solutions and the new client object model As the devil is always in the details Pro SharePoint 2010 Development for Office 365 helps you navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365 Authors Dave Milner Bart McDonough and Paul Stork bring to the table decades of experience in real world development of solutions for customers expertise that is the practical result of what works in real world customer environments This proven team will cover with you the architectural landscape that SharePoint in the cloud represents discuss the steps in setting up a development environment and cover multiple real world development approaches technologies and considerations

*Computerworld*, 1993-12-27 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

Using Microsoft Office 97, Small Business Edition Rick Winter, Patty Winter, Elaine Betts, 1997 This comprehensive reference will assist Microsoft Office Small Business Edition users with creating powerful professional looking documents and marketing materials Readers will learn how to stay on top of correspondence develop proposals create marketing materials budget and



analyze finances service customers and rely on the Internet for a competitive advantage      **Computerworld** ,1988-04-11  
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