

# Microsoft Office® 2019 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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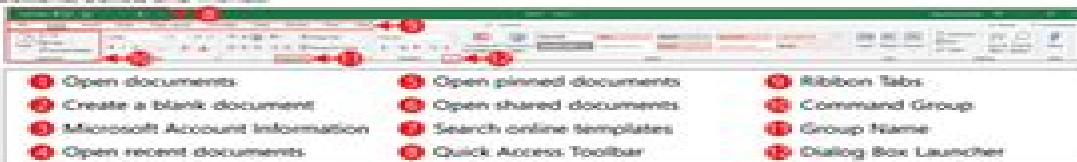
## Interface Terms

### 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 "View," "Presentation View," or "Workbook View" 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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**Jeff Strong**

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Micro:Bit - A Quick Start Guide for Teachers Ray Chambers, 2015-10-30 The BBC micro bit Quickstart Guide for Teachers is designed to support educators in effective use of the BBC micro bit devices distributed to all Year 7 students in the United Kingdom as part of the BBC's Make It Digital initiative Supported by Microsoft and published by Hodder Education this indispensable guide features An introduction to the Make It Digital initiative An outline of what the BBC micro bit is and what it's designed to do Advice on how teachers and students can get the most out of the BBC micro bit device including how the hardware and the supporting services work including the BBC micro bit website code editors and code compiler Guidance on how to get started with creating programs for the BBC micro bit using the Microsoft Touch Develop Editor and how to compile them and upload them to your device Coding lessons of varying difficulty with step by step walkthroughs and solutions for each activity Curriculum references providing educators with opportunities to introduce key computational thinking concepts and map outcomes back to aspects of the English computing program of study

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InfoWorld , 1994-10-03 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects InfoWorld , 1988-10-31 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

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contextual practical exercises Part in a series of texts it first summarizes the standard CRISP DM working methodology used in this work and in Data Science projects As this text uses Orange for the application aspects it describes its installation and widgets The data modeling phase is considered from the perspective of machine learning by summarizing machine learning types model types problem types and algorithm types Advanced aspects associated with modeling are described such as loss and optimization functions such as gradient descent techniques to analyze model performance such as Bootstrapping and Cross Validation Deployment scenarios and the most common platforms are analyzed with application examples Mechanisms are proposed to automate machine learning and to support the interpretability of models and results such as Partial Dependence Plot Permuted Feature Importance and others The exercises are described with Orange and Python using the Keras Tensorflow library The text is accompanied by supporting material and it is possible to download the examples and the test data

Learning C# by Developing Games with Unity Harrison Ferrone, 2022-11-29 Learn C programming from scratch using Unity as a fun and accessible entry point with this updated edition of the bestselling series Includes invitation to join the online Unity Game Development community to read the book alongside peers Unity developers C programmers and Harrison Ferrone Get With Your Book PDF Copy AI Assistant and Next Gen Reader Free Key Features Develop a strong foundation of programming concepts and the C language Become confident with Unity fundamentals and features in line with Unity 2023 Build a playable game prototype in Unity a working first person shooter game prototype Book DescriptionIt s the ability to write custom C scripts for behaviors and game mechanics that really takes Unity the extra mile That s where this book can help you as a new programmer Harrison Ferrone in this seventh edition of the bestselling series will take you through the building blocks of programming and the C language from scratch while building a fun and playable game prototype in Unity This book will teach you the fundamentals of OOPs basic concepts of C and Unity engine with lots of code samples exercises and tips to go beyond the book with your work You will write C scripts for simple game mechanics perform procedural programming and add complexity to your games by introducing intelligent enemies and damage dealing projectiles You will explore the fundamentals of Unity game development including game design lighting basics player movement camera controls collisions and more with every passing chapter Note The screenshots in the book display the Unity editor in full screen mode for a comprehensive view Users can easily reference color versions of images by downloading them from the GitHub repository or the graphics bundle linked in the book What you will learn Understanding programming fundamentals by breaking them down into their basic parts Comprehensive explanations with sample codes of object oriented programming and how it applies to C Follow simple steps and examples to create and implement C scripts in Unity Divide your code into pluggable building blocks using interfaces abstract classes and class extensions Grasp the basics of a game design document and then move on to blocking out your level geometry adding lighting and a simple object animation Create basic game mechanics such as player controllers and shooting projectiles using C Become familiar with

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**Office 2000 for New CLAIT & CLAIT Plus** Angela Bessant,2002 This text contains a range of instructions and exercises to assist the reader in learning Office 2000 to the standard required for CLAIT and IBT II including skills such as databases word processing and spreadsheets Includes a CD ROM containing all the material needed for the work in the book

*Software Engineer's Reference Book* John A McDermid,2013-10-22 Software Engineer s Reference Book provides the fundamental principles and general approaches contemporary information and applications for developing the software of computer systems The book is comprised of three main parts an epilogue and a comprehensive index The first part covers the theory of computer science and relevant mathematics Topics under this section include logic set theory Turing machines theory of computation and computational complexity Part II is a discussion of software development methods techniques and technology primarily based around a conventional view of the software life cycle Topics discussed include methods such as CORE SSADM and SREM and formal methods including VDM and Z Attention is also given to other technical activities in the life cycle including testing and prototyping The final part describes the techniques and standards which are relevant in producing particular classes of application The text will be of great use to software engineers software project managers and students of computer science Training For Dummies Elaine Biech,2005-03-25 Tackle training and development the fun

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