

Microsoft Office® 2019 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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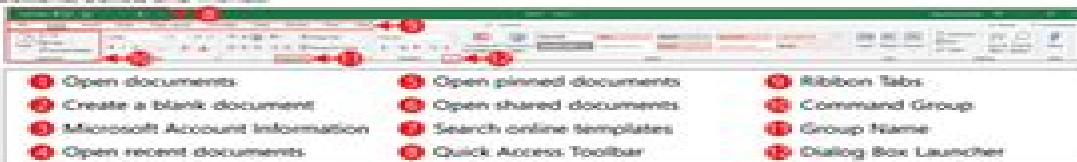
Interface Terms

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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Earl Boysen, Nancy C. Muir



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MS-DOS User's Guide Chris DeVoney, Allen Wyatt, 1988 Guides Users of Victor Zenith Eagle TI Professional or Other Computers Through the MS DOS Operating System *DOS Programmer's Reference* Terry R. Dettmann, 1989 The ultimate reference for DOS programmers features many undocumented DOS functions and helps maximize DOS programming performance Includes in depth coverage of DOS BIOS and DOS programming in other languages *User's Guide* , 1994

Incorporating Your Business For Dummies The Company Corporation, 2011-03-16 If you re a business owner incorporation can help you protect your personal assets and cut down your tax bill But all the paperwork and legalese can make incorporation seem like more trouble than it s worth Incorporating Your Business For Dummies offers all the savvy tips you need to get incorporated starting today Whether your business is big or small incorporating isn t as simple as it could be This handy reference makes incorporation make sense and guides you through the process step by step From handling the mountain of paperwork to getting back to business once you re finished Incorporating Your Business For Dummies offers a wealth of helpful advice on these and many more topics Knowing whether or not incorporation can help you Choosing the type of entity that will work best for your business Dealing with shareholders and shareholder agreements Transferring money and assets in or out of the corporation Documenting corporate actions and maintaining compliance Finding the right attorney accountant tax advisor and other professionals Written by the experts at The Company Corporation who handle more than 100 000 incorporations every year this helpful book offers the kind of advice you can only get from professionals but in a user friendly lingo free format Whether you just want a little help with the paperwork or don t even know what a corporation is you ll find everything you need to know What limited liability means Corporate statutes bylaws and articles Choosing directors and assigning duties The benefits of S corporation status Deciding where to incorporate Registering corporate names and domain names Balancing equity versus debt Understanding shareholder rights Getting your financial information in order Hiring a professional to help with corporate compliance If you want step by step help on setting up your corporation dealing with the paperwork and getting off on the right foot Incorporating Your Business For Dummies is the only resource you need Packed with the kind of tips and advice you ll find nowhere else it s the uncomplicated way to get incorporated

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Advanced Machine Learning and Deployment Mario A. B. Capurso, This work follows the 2021 curriculum of the Association for Computing Machinery for specialists in Data Sciences with the aim of producing a manual that collects notions in a simplified form facilitating a personal training path starting from specialized skills in Computer Science or Mathematics or Statistics It has a bibliography with links to quality material but freely usable for your own training and 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

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