

Microsoft Office® 2021 & 365 Basics

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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 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.

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Microsoft 20cheat Sheet

David H. Ringstrom

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

Microsoft 20cheat Sheet:

Microsoft Office 2000 Cheat Sheet Jennifer Fulton,1999 You don't have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don't have much time but want to update skills Building Profitable Solutions with Microsoft BackOffice Small Business Server 4.5 Joshua Feinberg,1999-08 Microsoft Press features the only comprehensive solutions based resource for both small business network service providers and their customers with information on installing and administering BackOffice 4.5 CD offers templates for project management and proposal building tasks HTML code and scripts Microsoft Exchange Server and Microsoft Small Business Server console Windows Forensics Chuck Easttom,William Butler,Jessica Phelan,Ramya Sai Bhagavatula,Sean Steuber,Karely Rodriguez,Victoria Indy Balkissoon,Zehra Naseer,2024-05-29 This book is your comprehensive guide to Windows forensics It covers the process of conducting or performing a forensic investigation of systems that run on Windows operating systems It also includes analysis of incident response recovery and auditing of equipment used in executing any criminal activity The book covers Windows registry architecture and systems as well as forensic techniques along with coverage of how to write reports legal standards and how to testify It starts with an introduction to Windows followed by forensic concepts and methods of creating forensic images You will learn Windows file artefacts along with Windows Registry and Windows Memory forensics And you will learn to work with PowerShell scripting for forensic applications and Windows email forensics Microsoft Azure and cloud forensics are discussed and you will learn how to extract from the cloud By the end of the book you will know data hiding techniques in Windows and learn about volatility and a Windows Registry cheat sheet What Will You Learn Understand Windows architecture Recover deleted files from Windows and the recycle bin Use volatility and PassMark volatility workbench Utilize Windows PowerShell scripting for forensic applications Who This Book Is For Windows administrators forensics practitioners and those wanting to enter the field of digital forensics *Microsoft 365 Access For Dummies* Laurie A. Ulrich,Ken Cook,2025-02-11 Join the millions of people already using Microsoft Access and become a database power user in no time In the newly revised edition of Microsoft Access For Dummies professional database developer and Access extraordinaire Laurie Ulrich Fuller walks you through the ins and outs of one of the world's most popular database platforms This is the perfect beginner's guide to Microsoft Access showing you how to create databases extract data create reports and more The author demonstrates a ton of tips tricks and best practices you can use immediately to create maintain and improve your databases You'll also find Updates outlining edge browser controls in forms Step by step guides explaining how to import export and edit data Easy to follow query writing tutorials to help you find the exact data you're looking for when you need it Whether you're a database novice or a data science whiz Microsoft Access For Dummies has the info you need to supercharge your database skills It's the perfect how to guide to get you up to speed on everything you need to know to get started with Microsoft's world famous database app *Microsoft 365 Excel For*

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Optimizing Hyperparameters for Machine Learning Algorithms in Production Jonathan Krauß, 2022-04-13 Machine learning ML offers the potential to train data based models and therefore to extract knowledge from data Due to an increase in networking and digitalization data and consequently the application of ML are growing in production The creation of ML models includes several tasks that need to be conducted within data integration data preparation modeling and deployment One key design decision in this context is the selection of the hyperparameters of an ML algorithm regardless of whether this task is conducted manually by a data scientist or automatically by an AutoML system Therefore data scientists and AutoML systems rely on hyperparameter optimization HPO techniques algorithms that automatically identify good hyperparameters for ML algorithms The selection of the HPO technique is of great relevance since it can improve the final performance of an ML model by up to 62 % and reduce its errors by up to 95 % compared to computing with default values As the selection of the HPO technique depends on different domain specific influences it becomes more and more popular to use decision support systems to facilitate this selection Since no approach exists which covers the requirements from the production domain the main research question of this thesis was Can a decision support system be developed that supports in the selecting of HPO techniques in the production domain

Guerilla Data Analysis Using Microsoft Excel Bill Jelen, 2002-09-30 This book includes step by step examples and case studies that teach users the many power tricks for analyzing data in Excel These are tips honed by Bill Jelen MrExcel during his 10 year run as a financial analyst charged with taking mainframe data and turning it into useful information quickly Topics include perfectly sorting with one click every time matching lists of data data consolidation data subtotals pivot tables and much more

Microsoft 365 Excel VBA Programming For Dummies Dick Kusleika, 2025-02-11 Your step by step guide to doing more with Microsoft Excel Fully updated for the latest version of Office 365 Excel VBA Programming For Dummies will take your Excel knowledge to the next level With a little background in Visual Basic for Applications VBA programming you can go well beyond basic

spreadsheets and functions Learn the coding basics and syntax you need to write simple or complex macros that can automate your routine Excel tasks Become an Excel power user by automating data management user forms pivot tables and beyond When you use VBA to perform Excel operations you can reduce errors save time and integrate with other Microsoft applications This handy guide also teaches you how to control the security settings for your macros and save macros to use across files and apps Plus you ll get updated coverage of Copilot AI integration Your spreadsheets are about to get much more powerful Get started with VBA coding to create macros and automate tasks in Excel Follow step by step instructions to write and execute your first scripts Learn about the advanced functions available with the VBA language Perform tasks faster and integrate excel with other Microsoft apps This Dummies guide is right up your alley if you re an Excel user looking to learn some next level features Students and professionals alike will reap the benefits of automation thanks to Excel VBA Programming For Dummies

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Financially Stupid People Are Everywhere Jason Kelly, 2010-04-30 A hard hitting look at achieving financial freedom by avoiding excessive borrowing and spending If you don't actively resist America's culture of debt you'll end up precisely where the government banks and big business want you to be indentured servitude The mistakes people make with their money are basic and avoidable and unless you understand what they are you're probably going to repeat them What you need is someone who can shed light on the obstacles we face and show you how to avoid getting tripped up by them Financially Stupid People Are Everywhere shows how society is rigged to take as much of your wealth as possible and simple ways you can resist It investigates explains and offers advice for all those who have fallen into debt taken a second mortgage been trapped by credit cards or found themselves unable to get ahead Discusses what you can do to stop the destructive

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