

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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Computer Software Training & Continuing Education



Microsoft 2010 Cheat Sheet

Dan Gookin



Microsoft 2010 Cheat Sheet:

Office 2010 For Dummies Wallace Wang, 2010-04-07 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide *Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix Software Services, Inc, 2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **Microsoft Office 2010 In Depth** Joe Habraken, 2010-10-31 Office 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to

streamline their work with Office 2010 and get more done in less time Best selling technology expert Joe Habraken provides specific tested proven solutions to the problems Office users run into every day challenges other books ignore or oversimplify Habraken thoroughly covers all facets of working with Office 2010 s core features and techniques and powerful new enhancements such as The updated customizable Ribbon and new Backstage full screen options menu Vastly improved image and illustration tools Live Preview for tasks like Paste Insert or Theme change Improved integration with SharePoint services Windows Live and Office Web Apps And much more Simply put no other book offers Office 2010 users this much simplicity usable content flexibility and value As with all In Depth books Office 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out This book is both a reference and a desk side resource providing in depth coverage of important Office 2010 applications features and tools By Joe Habraken an Office expert and best selling author Covers the hottest new features in Word Excel PowerPoint Outlook Access and Publisher For everyone who wants to get the most out of Office 2010 from hobbyists to power users to corporate developers **Word 2010 For Dummies** Dan Gookin,2010-05-10 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must read [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

Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat

Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **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 *Office 2010 Visual Quick Tips* Sherry Kinkoph Gunter,2011-02-16 Get more done in Office 2010 in less time with these Quick Tips Whether you re new to Microsoft Office or updating from older versions this is the perfect resource to get you quickly up to speed on Office 2010 Every application is covered including Word Excel PowerPoint Outlook and Publisher Full color screenshots and numbered steps clearly explain dozens of features and functions while quick shortcuts tips and tricks help you save time and boost productivity You ll also find great new ways to access and use some Office apps right from the Web Walks you through dozens of new features and functions of Microsoft Office 2010 Covers Word Excel PowerPoint Outlook and Publisher Uses straightforward descriptions and explanations full color screenshots and easy to follow numbered steps to help you glean what you need fast Boosts your productivity with shortcuts tips and tricks that help you work smarter and faster Put Office 2010 to work for you in no time with the invaluable quick tips in Office 2010 Visual Quick Tips *Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then

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Office 2010 Library John Walkenbach, Michael R. Groh, Herb Tyson, Faithe Wempen, 2010-11-17 A must have collection of Office 2010 application Bibles written by the world's leading experts Talk about a bargain Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program Three CDs are also included that feature bonus material including helpful templates worksheets examples and more to enhance your Microsoft Office 2010 experiences Features four essential books on the most popular applications included in the Office 2010 suite Excel Access PowerPoint and Word Excel 2010 Bible serves as an indispensable reference for Excel users no matter your level of expertise and updates you on the latest Excel tips tricks and techniques Access 2010 Bible offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible begins with a detailed look at all the new features in Word 2010 and then expands to cover more advanced intricate topics Office 2010 Library presents you with all encompassing coverage that you won't find anywhere else

Office 2010 Bible John Walkenbach, Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A. Bucki, 2010-08-31 The best of the best from the bestselling authors of Excel Word and PowerPoint Bibles Take your pick of applications from the Office 2010 suite and your choice of leading experts to show you how to use them This Office 2010 Bible features the best of the best content from the Excel 2010 Bible by Mr Spreadsheet John Walkenbach the Word 2010 Bible by Microsoft MVP Herb Tyson the PowerPoint 2010 Bible by PowerPoint expert Faithe Wempen and coverage of Access 2010 from Microsoft MVP Michael Alexander If you want to quickly and effectively begin using Office 2010 start in the experts corner with this must have book Gives you the best of the best content on Office 2010 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word expert and Microsoft MVP Herb Tyson PowerPoint expert Faithe Wempen and Excel and Access expert and Microsoft MVP Michael Alexander Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to conquer critical business tasks Hones in with expert coverage of the

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logical straightforward approach to learning the C language C is a complicated programming language for building NET connected software for Microsoft Windows the Web and a wide range of devices The friendly All in One For Dummies format is a perfect way to present it Each minibook is a self contained package of necessary information making it easy to find what you re looking for Upgrades in C 2010 include the ability to build Windows 7 applications and compatibility with Python and Ruby C is a somewhat complex programming language for building NET connected software for Microsoft Windows the Web and other devices Beginning C programmers will appreciate how the All in One format breaks the topic into minibooks each one addressing a key body of information Minibooks include creating your first C program Windows 7 programming basic C programming object based programming object oriented programming Windows programming with C and Visual Studio and debugging Companion Web site includes all sample code Beginning C programmers will find C 2010 All in One For Dummies explains a complicated topic in an easy understandable way Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Access 2010 For Dummies Laurie A. Ulrich,Ken Cook,2010-04-07 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application

System Center Service Manager 2010 Unleashed Kerrie Meyler,Alexandre Verkinderen,Anders Bengtsson,Patrik Sundqvist,David Pultorak,2011-08-03 System Center Service Manager 2010 offers enterprises a complete integrated platform for adopting and automating service management best practices such as those found in ITIL and Microsoft Operations Framework MOF Now there s a comprehensive independent reference and technical guide to this powerful product A team of expert authors offers step by step coverage of related topics in every feature area organized to help IT professionals quickly plan design implement and use Service Manager 2010 After introducing the product and its relationship with the rest of Microsoft s System Center suite the authors present authoritative coverage of Service Manager s capabilities for incident and problem resolution change control configuration management and compliance Readers will also find expert guidance for integrating Service Manager with related Microsoft technologies This book is an indispensable resource for every IT professional

planning installing deploying and or administering Service Manager including ITIL MOF and other IT consultants system administrators and developers creating customized solutions Understand Service Manager s architecture and components Discover how Service Manager supports ITIL and MOF processes Accurately scope and specify your implementation to reflect organizational needs Plan to provide redundancy ensure scalability and support virtualization Design deploy and maintain Service Manager with security in mind Use Service Manager s consoles and portals to provide the right resources to each user Create complete service maps with Service Manager s business services Fully automate incident management and ticketing Implement best processes for identifying and addressing root causes of problems Systematically manage the life cycle of changes Use Service Manager to strengthen governance risk management and compliance Customize Service Manager s data layer workflows and presentation layer Use management packs to simplify service desk customization Make the most of Service Manager s reporting and dashboards

Decoding **Microsoft 2010 Cheat Sheet**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Microsoft 2010 Cheat Sheet**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

<https://staging.conocer.cide.edu/About/browse/fetch.php/Grandkids%20Gone%20Wild%20Garden%20Girls%20Christian%20Cozy%20Mystery%20Book%20.pdf>

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