

# Microsoft Office® 365 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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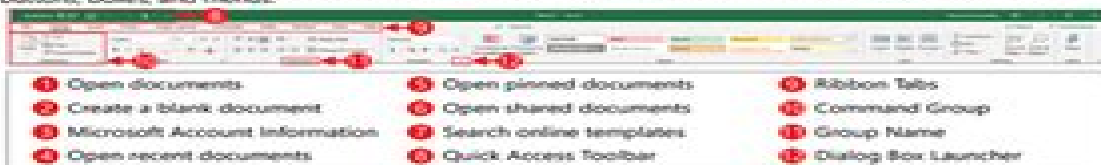
## Interface Terms

### 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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# Dummies Guide To Windows Office

**Tom Negrino**



## **Dummies Guide To Windows Office:**

Office 2016 All-in-One For Dummies Peter Weverka, 2015-11-02 The fast and easy way to get things done with Office Perplexed by PowerPoint Looking to excel at Excel From Access to Word and every application in between this all encompassing guide provides plain English guidance on mastering the entire Microsoft Office suite Through easy to follow instruction you ll quickly get up and running with Excel Word PowerPoint Outlook Access Publisher Charts and Graphics OneNote and more and make your work and home life easier more productive and more streamlined Microsoft Office is the leading productivity tool in the world From word processing to business communication to data crunching it requires a lot of knowledge to operate it let alone master it Luckily Office 2016 All in One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office s advanced features Create customized documents and add graphic elements proofing and citations in Word Build a worksheet create formulas and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages tasks contacts and calendars in Outlook Clocking in at over 800 pages Office 2016 All in One For Dummies will be the singular Microsoft Office resource you ll turn to again and again

Office 2019 For Dummies Wallace Wang, 2018-09-27 Now updated and revised to cover the latest features of Microsoft Office 2019 The world s leading suite of business productivity software Microsoft Office helps users complete common business tasks including word processing email presentations data management and analysis and much more Whether you need accessible instruction on Word Excel PowerPoint Outlook or Access or all of the above this handy reference makes it easier In Office X For Dummies you ll get help with typing and formatting text in Word creating and navigating an Excel spreadsheet creating a powerful PowerPoint presentation adding color pictures and sound to a presentation configuring email with Outlook designing an Access database and more Information is presented in the straightforward but fun language that has defined the Dummies series for more than twenty years Get insight into common tasks and advanced tools Find full coverage of each application in the suite Benefit from updated information based on the newest software release Make your work life easier and more efficiently If you need to make sense of Office X and don t have time to waste this is the trusted reference you ll want to keep close at hand

Office 2019 All-in-One For Dummies Peter Weverka, 2018-10-24 One practical book that s ten books in one Learn everything you need to know about Microsoft Office with one comprehensive guide on your bookshelf To know your way around all the applications within Microsoft Office would require you to be part mathematician part storyteller and part graphic designer with some scheduling wizard and database architect sprinkled in If these talents don t come naturally to you in equal measure don t panic Office 2019 All in One For Dummies can help This hefty but easily accessible tome opens with Book 1 an overview of the Office suite of applications and tips for handling text and becoming more efficient From there you ll find a book on each of the suite s major applications Word Learn the basics of word processing with Word plus lay out text and pages use Word s styles and proofing tools

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*Microsoft Office Home and Student Edition 2013 All-in-One For Dummies* Peter Weverka,2013-04-11 The go to reference for the new Office Home Student 2013 The Home Student version of Microsoft Office targets the home and education markets covering the four applications most used outside the workplace Word Excel PowerPoint and OneNote The minibooks in this essential All in One guide include real world examples and projects that cover the new features and capabilities of Office 2013 Straightforward advice and beneficial projects help you to learn the basics of creating a resume in Word establishing a home budget in Excel developing a dynamic school presentation with PowerPoint and taking notes in OneNote Targets home and school users of Office 2013 who primarily use Word Excel PowerPoint and OneNote Walks you through how to use Office 2013 for everyday projects such as creating a cover letter in Word or reusable templates in Excel Demonstrates how to jazz up a school presentation with PowerPoint Provides you with straightforward instructions for taking notes in OneNote Shares common Office 2010 tools and details the basics of the Office ribbon Office Home Student 2013 All in One For Dummies is an easy to understand guide to the essentials of Office 2013

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**Office 2016 For Dummies** Wallace Wang,2015-09-29

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**Office For Seniors For Dummies** Faithe Wempen, 2022-01-12. Send emails, stay on top of your finances, and manage your everyday life with this no experience necessary Office 2021 handbook. Microsoft Office offers huge benefits to people of all ages. The popular software suite has always made creating to-do lists, sending emails, drafting documents, and processing spreadsheets a breeze, and the updates and upgrades found in Office 2021 make those tasks even easier. *Office For Seniors For Dummies* offers step-by-step instructions to learn every part of Office 2021, including Word, Excel, and PowerPoint. This trusted guide starts at the very beginning, showing you how to start each application and understand the interface. It walks you through the most commonly used functions of each program and explains how to apply it in your everyday life. Written in large, crystal-clear type and full of helpful images and screenshots, the book also demonstrates how to Stay in touch with

friends and family using Office 2021's built-in communications tools including Outlook. Keep your finances up to date with functional spreadsheets in Excel. Take advantage of existing Office templates for things like budgets, letters, faxes, and more. You don't have to be a computer scientist to get the most out of Office 2021. Let this handy guide clarify and demystify some of the most practical and user-friendly applications available today.

**Office for iPad and Mac For Dummies** Peter Weverka, 2015-04-06

The easy way to work with Office on your iPad or Mac. Are you a Mac user who isn't accustomed to working with Microsoft Office? Consider this friendly guide your go-to reference. Written in plain English and packed with easy-to-follow step-by-step instructions, *Office for iPad and Mac For Dummies* walks you through every facet of Office, from installing the software and opening files to working with Word, Excel, PowerPoint, and Outlook and beyond. Plus, you'll discover how to manage files, share content, and collaborate online through social media, and find help when you need it. Two things are clear: the iPad and Microsoft Office are here to stay. Office for iPad was downloaded 27 million times in its first six weeks on the Apple App Store, and Office 365 received nearly one million new subscribers in the last quarter reported. While iPads continue to dominate the enterprise with a 91% market share, the current version of Office for Mac is fully supported by Office 365 and brings Exchange support via Outlook and native compatibility with Windows Office documents. There's never been a better time to bring Office to your iPad or Mac, and this hands-on guide makes it easier than ever to get up and running fast. Take advantage of Word and its many features and tools. Make impressive PowerPoint presentations using your Mac or iPad. Use Excel to refine worksheets for data analysis and reporting. Email with Outlook on a Mac or iPad. If you're an Apple enthusiast who wants to get the most out of Microsoft Office, *Office for iPad and Mac For Dummies* shows you how. Simplifying and organizing your work or personal life is just a click away.

**The British National Bibliography** Arthur James Wells, 2009

**Exploring Microsoft Office** Kevin Wilson, 2020-12-07

Microsoft 365, formerly known as Office 365, offers many improved productivity features and services. Updated and revised, *Exploring Microsoft Office* is here to help. Packed with easy-to-follow step-by-step instructions, illustrations, photographs, and video demos, this guide offers specifics in downloading and installing the Microsoft Office Suite; getting started with Office Online using Sway, OneDrive, Mail, Calendar; using Office Apps on your iPad or Android device; constructing professional-looking documents with Microsoft Word; adding and using graphics, photographs, and clipart; changing fonts; creating tables, graphs, clipboard sorting, and formatting text and mail merge; creating presentations for your lessons, lectures, speeches, or business presentations using PowerPoint; adding animations and effects to PowerPoint slides; using 3D and cinematic transitions to spice up your presentations; using Excel to create spreadsheets that analyze, present, and manipulate data; creating Excel charts, graphs, pivot tables, functions, and formulas; the basics of Microsoft Access databases, tables, forms, queries, and SQL; keeping in touch with friends, family, and colleagues using Outlook; maintaining calendars and keeping appointments with Outlook; taking notes with OneNote; and more. Unlike other books and manuals that assume a computing background not possessed by beginners, *Exploring Microsoft*

Office tackles the fundamentals of Microsoft Office so that everyone from students to senior citizens to home users pressed for time can understand So if you re looking for an Office manual a visual book simplified tutorial dummies guide or reference Exploring Microsoft Office will help you maximize the potential of Microsoft Office to increase your productivity and help you take advantage of the digital revolution

**Word For Dummies** Dan Gookin,2021-12-29 Write on with Microsoft Word If you create professional looking documents on a regular basis you require a mighty word processor that offers all the power and capabilities to create them Enter Microsoft Word Pair it with Word For Dummies to hone all your word processing skills The book is filled with useful tips and suggestions that allow you to get the most out of Word as well as helpful information on the latest features It also shows you how to customize and configure Word for your optimal workflow Get details on the new Word interface tools to quickly edit and format your documents methods to organize your text with tables techniques to insert charts photos and other graphics for visual interest ways to automate routine document creation tasks and how best to collaborate share and exchange documents with co workers Use Windows tools to quickly access Word and optimize your productivity Seamlessly integrate Word with other Office applications Outlook PowerPoint and Excel Employ document formatting features to create a clean layout and text presentation Exchange comments with co workers using mention notifications Customize the Word interface including the dark mode feature Have a friendly useful guide on Microsoft Word on hand when you need it With Word For Dummies by your side you can once again make working with Word a pleasure Soon you ll be creating picture letter and word perfect documents *The Publishers Weekly* ,2002

**Office 365 All-in-One For Dummies** Peter Weverka,2019-06-25 The deepest reference on Microsoft s productivity service Office 365 offers the same productivity power as past versions of Microsoft Office along with tools designed to boost collaboration in the workplace and instant access to the latest Office updates without buying a whole new software package It s an ideal solution for both the office and home use The author of the bestselling Office All in One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365 Look inside for step by step instructions on Excel Outlook Word PowerPoint Access and OneNote along with a dive into the cloud services that come with Office 365 Access Office 365 Make sense of common Office tasks Use Excel Word outlook PowerPoint and more Take advantage of 365 online services If you re a home or business user interested in having a complete reference on the suite this book has you covered

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