

Microsoft Office® 2016 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 in Excel, PowerPoint and Word and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



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|-------------------------------|---------------------------------|------------------------|
| 1 Open documents | 2 Display custom templates | 3 Ribbon Tabs |
| 4 Open recent documents | 5 Microsoft Account Information | 6 Command Group |
| 7 Search online templates | 8 Create a blank document | 9 Group Name |
| 10 Display featured templates | 11 Quick Access Toolbar | 12 Dialog Box Launcher |

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 **use 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 the "Mouse" or "Touch" option.

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

1. Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Click to select a "Recent" file, or
3. Click to select the file's location ("This PC," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the file to open in the "Open" dialog box.
6. Click to select the file and then 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. If the file is from a trusted source, enable the macros by clicking 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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Planchard, Marie P. Planchard, 2010. The Commands Guide Tutorial for SolidWorks 2011 is a comprehensive reference book written to assist the beginner to intermediate user of SolidWorks 2011. SolidWorks is an immense software package and no one book can cover all topics for all users. The book provides a centralized reference location to address many of the tools, features, and techniques of SolidWorks 2011. This book covers the following: System and Document properties, FeatureManagers, PropertyManagers, ConfigurationManagers, RenderManagers, 2D and 3D Sketch tools, Sketch entities, 3D Feature tools, Motion Study, Sheet Metal, Motion Study, Sustainability, Sustainability Xpress, FlowXpress, PhotoView, 360 Pack and Go, Intelligent Modeling techniques, and more. Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2011 software. If you are completely new to SolidWorks, you should read Chapter 1 in detail and complete Tutorial 1, Tutorial 2, and Tutorial 3 in the SolidWorks Tutorials. If you are familiar with an earlier release of SolidWorks, you might still want to skim Chapter 1 to get acquainted with some of the new commands, menus, and features that you haven't used or you can simply jump to any section in any chapter. Each chapter (18 total) provides detailed PropertyManager information on key topics with individual stand-alone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature. All models for the 240 plus tutorials are provided on the enclosed book CD with their solution initial and final. Learn by doing, not just reading. Formulate the skills to create, modify, and edit sketches and solid features. You will also learn the techniques to reuse features, parts, and assemblies through symmetry, patterns, copied components, design tables, configurations, and more. The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks 2011. The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs. **Sharepoint Designer Tutorial** Mike Poole, 2008-07-21. Get started with

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SolidWorks 2013 is a comprehensive reference book written to assist the beginner to intermediate user of SolidWorks 2013. SolidWorks is an immense software package and no one book can cover all topics for all users. This book provides a centralized reference location to address many of the tools, features, and techniques of SolidWorks 2013. This book covers the following: System and Document properties, FeatureManagers, PropertyManagers, ConfigurationManagers, RenderManagers, 2D and 3D Sketch tools, Sketch entities, 3D Feature tools, Motion Study, Sheet Metal, Motion Study, Sustainability, Sustainability Xpress, FlowXpress, PhotoView 360, Pack and Go, Intelligent Modeling techniques, and more. Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2013 software. If you are completely new to SolidWorks, you should read Chapter 1 in detail and complete Lesson 1, Lesson 2, and Lesson 3 in the SolidWorks Tutorials. If you are familiar with an earlier release of SolidWorks, you still might want to skim Chapter 1 to become acquainted with some of the commands, menus, and features that you have not used or you can simply jump to any section in any chapter. Each chapter provides detailed PropertyManager information on key topics with individual stand-alone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature. All models for the 240 plus tutorials are located on the enclosed book CD with their solution initial and final. Learn by doing, not just by reading. Formulate the skills to create, modify, and edit sketches and solid features. Learn the techniques to reuse features, parts, and assemblies through symmetry, patterns, copied components, design tables, configurations, and more. The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks 2013. The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs. The authors developed the tutorials by combining their own industry experience with the knowledge of engineers, department managers, professors, vendors, and manufacturers. These professionals are directly involved with SolidWorks everyday. Their responsibilities go far beyond the creation of just a 3D model.

SOLIDWORKS 2021 Tutorial David Planchard, 2020-12. SOLIDWORKS 2021 Tutorial is written to assist students, designers, engineers, and professionals who are new to SOLIDWORKS. The text provides a step-by-step project-based learning approach. It also contains information and examples on the five categories in the CSWA exam. The book is divided into four sections. Chapters 1-5 explore the SOLIDWORKS User Interface and CommandManager, Document and System properties, simple and complex parts and assemblies, proper design intent, design tables, configurations, multi-sheet multi-view drawings, BOMs, and Revision tables using basic and advanced features. In chapter 6, you will create the final robot assembly. The physical components and corresponding Science, Technology, Engineering, and Math (STEM) curriculum are available from Gears Educational Systems. All assemblies and components for the final robot assembly are provided. Chapters 7-10 prepare you for the Certified Associate Mechanical Design (CSWA) exam. The certification indicates a foundation in and apprentice knowledge of 3D CAD and engineering practices and principles. Chapter 11 covers the benefits of additive manufacturing, 3D printing, how it differs from subtractive manufacturing, and its features. You will also learn the terms and technology used in

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The Compact Guide to Microsoft Office Ron Mansfield, 1994 An all in one one stop guide to Microsoft s popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an illustrated tutorial and reference the guide introduces readers to each of the

component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software **Commands Guide Tutorial for Solidworks 2010** David C. Planchard,Marie P. Planchard,2010 The Commands Guide Tutorial for SolidWorks 2010 is a comprehensive reference book written to assist beginner to intermediate users of SolidWorks SolidWorks is an immense software package and no one book can cover all topics for all users The book provides a centralized reference location to address many of the System and Document properties FeatureManagers PropertyManagers ConfigurationManagers and RenderManagers along with 2D and 3D Sketch tools Sketch entities 3D Feature tools Motion Study SustainabilityXpress DFMXpress SimulationXpress Sheet Metal PhotoView 360 and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2010 software If you are completely new to SolidWorks you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SolidWorks Tutorials If you are familiar with an earlier release of SolidWorks you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter 17 total provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature All models for the 230 plus tutorials are located on the enclosed CD with their solution initial and final Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks 2010 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The authors developed the tutorials by combining their own industry experience with the knowledge of engineers department managers vendors and manufacturers These professionals are directly involved with SolidWorks everyday Their responsibilities go far beyond the creation of just a 3D model

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In a world inundated with displays and the cacophony of instantaneous communication, the profound energy and psychological resonance of verbal artistry frequently fade in to obscurity, eclipsed by the regular barrage of noise and distractions. However, nestled within the musical pages of **Microsoft Office Tutorials Guide**, a captivating work of fictional beauty that pulses with organic feelings, lies an wonderful trip waiting to be embarked upon. Penned by a virtuoso wordsmith, this mesmerizing opus guides viewers on a psychological odyssey, softly exposing the latent possible and profound affect embedded within the intricate web of language. Within the heart-wrenching expanse of the evocative analysis, we shall embark upon an introspective exploration of the book is central themes, dissect its fascinating publishing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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Table of Contents Microsoft Office Tutorials Guide

1. Understanding the eBook Microsoft Office Tutorials Guide
 - The Rise of Digital Reading Microsoft Office Tutorials Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Tutorials Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office Tutorials Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Tutorials Guide

- Personalized Recommendations
- Microsoft Office Tutorials Guide User Reviews and Ratings
- Microsoft Office Tutorials Guide and Bestseller Lists
- 5. Accessing Microsoft Office Tutorials Guide Free and Paid eBooks
 - Microsoft Office Tutorials Guide Public Domain eBooks
 - Microsoft Office Tutorials Guide eBook Subscription Services
 - Microsoft Office Tutorials Guide Budget-Friendly Options
- 6. Navigating Microsoft Office Tutorials Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office Tutorials Guide Compatibility with Devices
 - Microsoft Office Tutorials Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office Tutorials Guide
 - Highlighting and Note-Taking Microsoft Office Tutorials Guide
 - Interactive Elements Microsoft Office Tutorials Guide
- 8. Staying Engaged with Microsoft Office Tutorials Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office Tutorials Guide
- 9. Balancing eBooks and Physical Books Microsoft Office Tutorials Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office Tutorials Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office Tutorials Guide
 - Setting Reading Goals Microsoft Office Tutorials Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office Tutorials Guide

- Fact-Checking eBook Content of Microsoft Office Tutorials Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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