

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.



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 customizations, 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."

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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.
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.

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 (or display) or un-check (do 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.

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A Guide To Microsoft Office 2015

Mike Meyers,Faithe Wempen

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Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exam (7th Edition) Disha Experts, The thoroughly revised updated 7th edition of Comprehensive Guide to IBPS CWE Bank PO Exam has been designed specially for the CWE Bank PO stage 1 2 of the exam The book covers all the sections of the Preliminary Main PO exam English Language Quantitative Aptitude Reasoning Ability Computer Aptitude and Banking Knowledge General Awareness The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book incorporates fully solved 2012 2013 2014 2015 2016 2017 IBPS PO question papers with solutions The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants

Comprehensive Guide to SBI Bank PO Preliminary & Main Exam 7th edition Disha Experts, The thoroughly Revised Updated 7th edition of the book Comprehensive Guide to SBI Bank PO Exam is based on the new pattern Preliminary and Main The book covers all the 3 sections asked in the Preliminary Exam and the 4 sections asked in the Main exam English Language Data Analysis Interpretation Reasoning Computers and General Banking Economy Awareness The theory of the book has been updated as per the various questions asked in the past examination as conducted by the SBI The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book provides separate sections for General Awareness including Banking Knowledge Computer Knowledge and Marketing Aptitude The book incorporates fully solved 2011 2017 papers

Comprehensive Guide to SBI Bank PO Preliminary & Main Exam (8th Edition) Disha Experts,2019-04-01 The thoroughly Revised Updated 8th edition of the book Comprehensive Guide to SBI Bank PO Exam is based on the new pattern Preliminary and Main The book covers all the 3 sections asked in the Preliminary Exam and the 4 sections asked in the Main exam English Language Data Analysis Interpretation Reasoning Computers and General Banking Economy Awareness The USP of this new edition is the inclusion of new Questions based on the 2017 18 format of Banking exams New Variety of High Level Questions have been included are Data Analysis Interpretation Problem Solving Direction Input Output Coding Decoding RC Filler Sentence Rearrangement column based etc The theory of the book has been updated as per the various questions asked in the past examination as conducted by the SBI The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book provides separate sections for General Awareness including Banking Knowledge Computer Knowledge and Marketing Aptitude The book incorporates fully solved 2011 2019 papers

Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exam (6th Edition) Disha Experts,2017-10-07 The thoroughly revised updated 6th edition of Comprehensive Guide to IBPS CWE Bank PO Exam has been designed specially for the CWE Bank PO stage 1 2 of the exam A chapter on Sentence Exclusion has been introduced as asked in the 2016 PO Mains Exam The book

covers all the sections of the Preliminary Main PO exam English Language Quantitative Aptitude Reasoning Ability Computer Aptitude and Banking Knowledge General Awareness The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book incorporates fully solved 2012 2013 2014 2015 2016 IBPS PO question papers with solutions of Descriptive Test The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants [CompTIA Network+ Review Guide](#) Jon Buhagiar,2018-04-10 Essential last minute review aid for the updated CompTIA Network Exam N10 007 CompTIA Network Review Guide Exam N10 007 4th Edition is your ideal study companion for preparing for the CompTIA Network exam N10 007 Organized by exam objectives this is a focused concise review guide that works hand in hand with any learning tool including the Sybex CompTIA Network Study Guide CompTIA Network Deluxe Study Guide and CompTIA Network Practice Tests The book is broken into 5 parts each part corresponding to one of the 5 objective domain areas of the Network exam Network Architecture Network Operations Network Security Troubleshooting and Industry Standards Practices and Network Theory Readers will also be given access to the comprehensive online Sybex test bank which includes two bonus practice tests electronic flashcards and a glossary of terms that you ll need to know come exam day CompTIA s Network certification covers advances in networking technology and reflects changes in associated job tasks The exam places greater emphasis on network implementation and support and includes expanded coverage of wireless networking topics This review guide gives you the opportunity to identify your level of knowledge while there s still time to study and avoid exam day surprises Review network architecture and security Understand network operations and troubleshooting Gain insight into industry standards and best practices Get a firmer grasp of network theory fundamentals If you re looking for a beginning vendor neutral networking certification look no further than CompTIA Network

[Comprehensive Guide to IBPS RRB Officers Scale II & III Exams 2020](#) Disha Experts,2020-07-15 [Learn Microsoft Office 2019](#) Linda Foulkes,2020-05-29 Publisher s note This edition is based on MS Office 2019 and does not make use of the most recent features in MS Office 2021 A new second edition updated for MS Office 2021 including new topics and the latest productivity feature enhancements for Office web and desktop has now been published Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book DescriptionLearn Microsoft Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word Excel PowerPoint Access and Outlook With the help of illustrated explanations this Microsoft Office book will take you through the updated Office 2019 applications and guide you through implementing them using practical examples You ll start by exploring the Word 2019 interface and creating professional Word documents using elements such as citations and cover pages tracking changes and performing mail merge You ll then learn how to create impressive PowerPoint presentations and

advance to performing calculations and setting up workbooks in Excel 2019 along with discovering its data analysis features. Later chapters will focus on Access 2019 assisting you in everything from organizing a database to constructing advanced queries. You'll then get up to speed with Outlook covering how to create and manage tasks as well as how to handle your mail and contacts effortlessly. Finally you'll find solutions to commonly encountered issues and best practices for streamlining various workplace tasks. By the end of this book you'll have learned the essentials of Office business apps and be ready to work with them to boost your productivity. What you will learn: Use PowerPoint 2019 effectively to create engaging presentations. Gain working knowledge of Excel formulas and functions. Collaborate using Word 2019 tools and create and format tables and professional documents. Organize emails, calendars, meetings, contacts and tasks with Outlook 2019. Store information for reference, reporting and analysis using Access 2019. Discover new functionalities such as Translator Read Aloud, Scalable Vector Graphics, SVG and data analysis tools that are useful for working professionals. Who this book is for: Whether you're just getting started or have used Microsoft Office before and are looking to develop your MS Office skills further, this book will help you to make the most of the different Office applications. Familiarity with the Office 2019 suite will be useful but not mandatory.

Standards for Reporting Data to Educators Jenny Grant Rankin, 2016-03-02
Standards for Reporting Data to Educators provides a synthesis of research and best practices of how data should be presented to educators in order to optimize the effectiveness of data use. Synthesizing over 300 sources of peer-reviewed research, expert commentary and best practices, Rankin develops a set of data reporting standards that education data system vendors, providers and creators can apply to improve how data is displayed for educators. The accurate and effective presentation of data is paramount to educators' ability to successfully implement and make use of the most current knowledge in the field. This important book reveals the most effective ways to communicate data to ensure educators can use data easily and accurately.

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
Networking: The Complete Reference, Third Edition Bobbi Sandberg, 2015-03-27
The most comprehensive current guide to networking. Build and administer high performance networks of all sizes, from small home systems to enterprise internetworks, using the practical information in this detailed resource. Thoroughly revised to cover the latest technologies, Networking: The Complete Reference, Third Edition offers concise explanations, start-to-finish deployment plans, real world examples and expert tips. Find out how to select a networking protocol, connect devices, set up wireless LANs and WANs, configure Internet servers, virtualize your network and migrate to the cloud. Cutting edge backup, tuning and security techniques are fully explained. Filled with proven solutions to a wide array of networking issues, this comprehensive

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Adamski,Kathy T. Finnegan,2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Access 2003 New Perspectives on Microsoft Office XP June Jamrich Parsons,Dan Oja,2002 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Office XP New Perspectives on Microsoft Office Access 2003 Joseph J. Adamski,Kathleen T. Finnegan,Joe Adamski,2003-12 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology to make learning Microsoft Access 2003 skills both meaningful and memorable for students Updated to include the new features of Access 2003 the text begins with the basics such as queries forms and reports and moves on to more advanced topics including advanced queries macros Visual Basic and more The Complete Guide to Executive Compensation, Fourth Edition Bruce R. Ellig,2021-12-28 The

definitive guide to executive compensation fully updated and revised to reflect today s business environment Executive pay is one of the most fluid flexible and important aspects of today s corporate landscape and an integral part of every company s strategic business plan The Complete Guide to Executive Compensation has long been considered the go to guide to executive pay Written by renowned compensation expert Bruce Ellig the book is filled with winning strategies and techniques for structuring appropriate executive pay plans This updated fourth edition addresses important changes that have occurred from 2013 to 2019 in designing and administering compensation packages In detail Ellig discusses executive pay elements including salary employee benefits executive benefits and long and short term incentives He also examines the role of the board of directors and its compensation committee along with the influence of the major stakeholders most notably the shareholder The Complete Guide to Executive Compensation Fourth Edition covers New rulings and laws such as the 2018 Tax Act and recent changes in proxy statements required by the SEC Changes in healthcare and pension requirements Executive pay elements and contributing factors The difference between current and deferred compensation including statutory requirements Various performance measurements of the income statement the balance sheet and the cash flow statement that are used in incentive plan payouts The book also includes appendices of selected laws Internal Revenue Code sections IRS revenue rulings SEC actions accounting interpretations U S Supreme Court decisions selected books history of CPI DJIA NASDAQ S P 500 Averages and Social Security taxes as well as a glossary with more than 2 000 definitions The

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Perspectives on Microsoft Office 2003, First Course, Premium Edition Ann Shaffer, Patrick Carey, Kathy Finnegan, Joseph Adamski, Roy Ageloff, 2006-02-10 The case based problem solving approach to learning Office 2003 skills This Premium Edition includes an integrated training solution to transform the way your students learn Office 2003 skills Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs Lab Manual, Sixth Edition (Exams 220-1001 & 220-1002)** Mike Meyers, Mark Edward Soper, 2019-07-05 Publisher's Note Products

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Unveiling the Magic of Words: A Review of "**A Guide To Microsoft Office 2015**"

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