

Microsoft Office® 2019 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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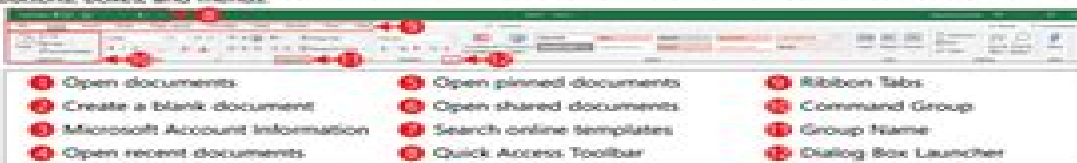
Interface Terms

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 "View," "Presentation View," or "Workbook View" 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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Take Control of Asperger's Syndrome Janet Price,Jennifer Engel Fisher,2021-09-23 A gifted education Legacy Award winner *Take Control of Asperger s Syndrome The Official Strategy Guide for Teens With Asperger s Syndrome and Nonverbal Learning Disorder* is a unique handbook for kids and teens on living successful lives with these disorders by taking control of their strengths to overcome their weaknesses Drawing on their experiences as parents and teachers of students with Asperger s syndrome AS and Nonverbal Learning Disorder NLD the authors provide tips on understanding the disorders living with the symptoms succeeding in school completing homework talking to others about strengths and needs making friends and socializing and using technology to connect with other kids and teens with these disorders By interviewing dozens of kids and teens who live with AS and NLD the authors include ideas information and advice for students by students just like them This handy guidebook is sure to help any child or teen with AS or NLD navigate life s challenges with successful outcomes Named one of the Pennsylvania State Librarians Association s Young Adult Top Forty nonfiction books of 2010 Ages 10 16 **PC Magazine** ,2002

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genetics to genomics in the pharmaceutical sphere this Second Edition traces the evolution of the science of pharmacogenetics and gathers research from the forefront of the field spanning the most influential breakthroughs in molecular diagnostics metabolomics proteomics bioinformatics disease mapping pharmacodynamic *PC Mag*, 2002-02-26 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

Third Grade Technology Curriculum Ask a Tech Teacher, 2020-06-21 Used world wide as a definitive technology curriculum this six volume series Fourth Edition 2011 is the all in one solution to running an effective efficient and fun technology program whether you're the lab specialist IT coordinator classroom teacher or homeschooler It is the choice of hundreds of school districts across the country private schools nationwide and teachers around the world Each volume includes step by step directions for a year's worth of projects samples grading rubrics reproducibles wall posters teaching ideas and hundreds of online connections to access enrichment material and updates from a working technology lab Aligned with ISTE national technology standards the curriculum follows a tested timeline of which skill to introduce when starting with mouse skills keyboarding computer basics and internet Web 2.0 tools in Kindergarten First MS Word Publisher Excel PowerPoint Google Earth internet research email and Photoshop in Second Fifth Each activity is integrated with classroom units in history science math literature reading writing critical thinking and more Whether you're an experienced tech teacher or brand new to the job you'll appreciate the hundreds of embedded links that enable you to stay on top of current technology thinking and get help from active technology teachers using the program Extras include wall posters to explain basic concepts suggestions for keyboarding standards discussion of how to integrate Web 2.0 tools into the classroom curriculum and the dozens of online websites to support classroom subjects

[Advancing Your Nursing Degree](#) Debra A. Wolff, 2016-12-28 Focuses on careful preparation as the key to academic success Brimming with practical ideas and useful resources this book aims to prepare nurses at all levels to advance and attain their educational goals Each chapter details how to prepare and stay motivated for the journey ahead including how to stop contemplating the decision and move forward The book addresses common barriers and fears about a return to school such as how to handle multiple responsibilities refresh writing skills finance a college education and deal with the fear of technology or being too old Through real life examples from nurses who have faced the challenges of re-entering college [Advancing Your Nursing Degree](#) The Experienced Nurse's Guide to Returning to School details the process of selecting a program completing an application and orienting to college life In a friendly and personal voice this book describes the current academic environment and the expectations facing students today Included are checklists on what to look for when deciding on a school and program how to identify gaps in computer skills and what resources may help promote ultimate success Each chapter builds on the previous one and contains resources and examples on preparing mentally for the rigors of school getting family and other support systems

onboard balancing job responsibilities and schedules sharpening academic and computer skills setting up a study area that is conducive to success and celebrating achievements along the way The book also details ideas on how to finance a college education including particular resources available to nurses While written for nurses at all educational levels each chapter includes specific information for graduate nurses Key Features Written by a nurse for nurses at all levels of education and experience Focuses on thoughtful preparation an often overlooked strategy for success when re entering the academic environment Addresses the fears frequently expressed by nurses when returning to school Provides practical ideas and real life examples from nursing students and faculty Includes a checklist of items to consider when exploring program choices Presents strategies and resources to fund nursing education

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The Software Encyclopedia, 1988 **American Book Publishing Record**, 2007 Personal Computing, 1986 *Reference Books Bulletin* 2002-03 Mary Ellen Quinn, 2004 Arranged by broad subject and indexed by narrow subject and title this popular annual publication offers nearly 500 reviews of print and electronic reference sources

Gale Guide to Internet Databases Gale Group, 1999-11 This directory tells how to access and retrieve more than 5 000 Interact databases approximately 1 000 new databases have been added for this 5th edition Five comprehensive indexes master subject host provider white pages and alternate format provide quick access to the desired database

Bibliographic Guide to Education, 2001 lists publications cataloged by Teachers College Columbia University supplemented by The Research Libraries of The New York Public Library *Bowker's Complete Video Directory*, 2000

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