

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 | 4. Command Group |
| 6. Search online templates | 7. Create a blank document | 5. Group Name |
| 8. Display featured templates | 9. Quick Access Toolbar | 6. 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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Vocabulary Guide For Microsoft Office

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Using Microsoft Office to Enhance Student Learning Allan F. Livers, 2008 Provides clear directions for beginner to advanced projects by grade level in math science language arts and social studies plus a CD ROM with templates and sample finished projects

Microsoft Office 2000 Developer's Guide D. F. Scott, 1999 Gives complete coverage of the Office 2000 Object Model Visual Basic for applications ActiveX data objects ODBC and data access objects

Executive Guide to Speech-Driven Computer Systems Malcolm McPherson, 2012-12-06 A new generation of speech driven personal computer systems promises to transform the business use of Information Technology This is not merely a matter of discarding the keyboard but of rethinking business processes to take advantage of the increased productivity that speech driven systems can bring Malcolm McPherson is one of the pioneers of this fast moving field and has been personally involved in the development of systems that have met business needs across many industrial sectors

The Teacher's Guide to Inclusive Education Peggy A. Hammeken, 2007-06-20 Formerly published by Peytral Publications The Teacher's Guide to Inclusive Education 750 Strategies for Success provides practical teacher tested strategies appropriate for all students in the inclusive classroom including learners with special needs at risk students and youngsters who need additional support This guide covers topics such as reading written language and organizational skills and includes 100 reproducibles to aid in communication lesson planning student behavior accommodations assessments and more

The Oxford Guide to Practical Lexicography B. T. Sue Atkins, Michael Rundell, 2008-06-19 This is a down to earth how to do it textbook on the making of dictionaries Written by professional lexicographers with over seventy years experience between them the book presents a step by step course for the training of lexicographers in all settings including publishing houses colleges and universities world wide and for the teaching of lexicography as an academic discipline It takes readers through the processes of designing collecting and annotating a corpus of texts shows how to analyse the data in order to extract the relevant information and demonstrates how these findings are drawn together in the semantic grammatical and pedagogic components that make up an entry The authors explain the relevance and application of recent linguistic theories such as prototype theory and frame semantics and describe the role of software in the manipulation of data and the compilation of entries They provide practical exercises at every stage The Oxford Guide to Practical Lexicography draws on materials developed by the authors over more than twenty years of teaching courses for publishing houses and universities in the US Japan Hong Kong and China South Africa Australia the UK and Europe It will be welcomed everywhere by lexicographers teachers of lexicography and their students It is also fascinating reading for all those interested in discovering how dictionaries are made

Dictionary of Lexicography R. R. K. Hartmann, Gregory James, 2002-01-04 Dictionaries are among the most frequently consulted books yet we know remarkably little about them Who makes them Where do they come from What do they offer How can we evaluate them The Dictionary of Lexicography provides answers to all these questions

and addresses a wide range of issues the traditions of dictionary making the different types of dictionaries and other reference works such as thesaurus encyclopedia atlas and telephone directory the principles and concerns of lexicographers and other reference professionals the standards of dictionary criticism and dictionary use It is both a professional handbook and an easy to use reference work This is the first time that the subject has been covered in such a comprehensive manner in the form of a reference book All articles are self contained cross referenced and uniformly structured The whole is an up to date and forward looking survey of lexicography

Complete Guide to OneNote Scott Zimmerman, 2008-01-01 Complete Guide to OneNote is aimed at making users more productive by helping them organize what are today ephemeral and disconnected scraps of personal information gathered prior to the creation of a formal work product This comprehensive reference explains this new category of software and its user paradigm including detailed discussion of features and interoperability with other programs and services from Microsoft and from third parties The book also provides general and domain specific guidance on how you can use OneNote to increase personal and enterprise productivity and information about customizing OneNote including information for Office XP developers Throughout the book author and Microsoft Most Valuable Professional W Frederick Zimmerman draws on his extensive experience with Microsoft emerging technologies and his deep understanding of how professionals use software in their workflow

Definitive Guide to Excel VBA Michael Kofler, 2008-01-01 New in the second edition Covers Excel 2000 to 2003 Explains how to access Web Services from Excel programs Shows you how to process lists and XML data with Excel 2003 Microsoft's Excel is not only a powerful spreadsheet and graphics tool it contains a programming language called Visual Basic for Applications VBA which allows you to automate simple tasks and enables you to create full featured applications that make Excel users even more productive In the Definitive Guide to Excel VBA Second Edition veteran author Michael Kofler provides exhaustive coverage of VBA for Excel demonstrating how it can be used to implement real world business solutions Designed to be useful to programmers who have never used VBA before it also covers advanced topics needed for users already familiar with VBA First Kofler introduces VBA and the Excel object model focusing on the unique characteristics of programming and debugging code associated with spreadsheets The next few chapters cover menus toolbars forms and templates the tools for creating customized user interfaces and full featured applications He then moves on to a broad range of advanced topics including automating graphs and diagrams accessing external databases from Excel and analyzing data using grouping and pivot tables He even covers ActiveX automation and the access of Web Services using the Web Service Toolkit Throughout the book Kofler never loses sight of the real world problems faced by Excel programmers The book also explores ways to avoid undocumented problems that may arise when programming Excel VBA practical knowledge that was gained through years of hard experience

PC Mag, 1999-08 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 *Edtech for Multilingual Learners* Brent Warner, 2025 This friendly accessible book offers dozens of creative activities to help teachers use edtech tools to engage their students in the language learning process Many teachers of multilingual students could improve learning outcomes through the use of education technology but don't have time for in depth professional development that would help them in their work in this area This book fills that gap offering guidance and inspiration to teachers of English as a Second or Other Language ESOL as well as to educators in other disciplines who work with multilingual learners Organized by six key language acquisition skills reading writing speaking listening vocabulary and pronunciation each chapter features eight to twelve activities to engage students and facilitate language learning The activities are tech driven yet flexible enough to adapt to the needs of different classroom settings While some specific tools are discussed the book shows teachers how to make the activities work with the technology they have available The book Includes links to ready to use slide decks for every activity Offers a knowledgeable and thoughtful introduction to using AI with language learners Features a backward design pedagogical approach in which each activity has an end goal in mind and is then developed to incorporate appropriate and effective tools Is accompanied by the ELT Toolkit a searchable online database of edtech tools for English language teachers hosted by TESOL International Association Includes connections to the ISTE Standards in every chapter Based on research backed practices this book's fun and practical approach will help busy teachers leverage technology to make the language learning process more fun and effective for their students Audience Secondary and higher ed TESOL educators and teachers working with ESL students

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