## Microsoft Office 2016 Basics

TEACHUCOMP, INC.

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

- To hide and show the contents in the Ribbon, double-click the active tab in the Ribbon.
- To change button groups shown in the Ribbon, click the tabs at the top of the Ribbon.
- To show or hide "Contextual" tabs, click to select or click away to de-select the object.
- To access commands, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
- 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

- To open "Backstage View" and perform file management, click the "File" tab at the left end of the Sabbon.
- To see additional options for a command, click on a command in the left section of "Backstage View."

#### Using the Quick Access Toolbar

- 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." [870000 \$100.]
- To add a button, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
- 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.
- Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mourie" or "Touch" option.

#### Using the Status Bar

#### Changing Document Views

- 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.
- To use the "Zoom Slider," click and drag the slider control at the far-right end of the Status Bar.
- 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." [3].

#### File Management

#### Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

- To create a new document, click either the BLANK document thumbnall or a template thumbnall (and any available variants) and then click the "Create" button.
- To find online templates, click a "Suggested searches" link or type in the "Search for Online Templates" box box and press "Enter" or click the "Start searching" button. [9]
- 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 is:

#### 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:

- Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
- 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. ......
- Navigate to the location where you want to save the file in the "Save As" dialog box.
- Type a name in the "File name" text box and click the "Save" button.

#### Saving Documents as a PDF or XPS

POF 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:

- Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
- Click the "Create PDF/XPS Document" command in the "Export" area.
- 4. Navigate to the location where you want to save the
- file in the "Publish as POF or XPS" dialog box. 5. Type a name in the "File name" text box, choose
- type a hame in the "life hame text box, choose either "PDF" or "XFS 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.
- 2. Click to select a "Recent" file, or
- Click to select the file's location ("This PC," "OneOrive" or other locations.
- Click a recent folder or the "Browse" button, at home.
   Navigate to the file to open in the "Open" dialog.
- Navigate to the file to open in the "Open" dialog box.
- 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 hamiless, 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 Bat. [Institute]

#### Recovering Unsaved Documents

- Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
- Select the "Recent" command in the "Open" area in the middle pane.
- 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.
- Select the file in the "Open" dialog box in the "UnsavedFiles" folder.
- 5. Click the "Open" button. | 1 -- H

#### TeachtLicomp, Inc.



www.teachucomp.com

info@seachucomp.com



877.925.8080

# **Vocabulary Guide For Microsoft Office**

**Allan F. Livers** 

#### **Vocabulary Guide For Microsoft Office:**

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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 templatesthe 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 knowldege that was gained through years of hard experience LOWER DIVISION CLERK COMPLETE GUIDE 2021 Pradip Podder, Sunita Chowdhury, 2021-04-20 500 Questions Previous year important questions 2019 2020 are included in this book New syllabus wise question answer LOWER DIVISION CLERK syllabus LOWER DIVISION CLERK question pattern LOWER DIVISION CLERK 2021 last minute suggestion The complete practice book set LOWER DIVISION CLERK syllabus wise all subject are included in this book This book is designed by the important question answer sets It will divide by 5 important sets LOWER DIVISION CLERK all subject are included in the sets reasoning General Awareness Quantitative aptitude English General Hindi and Computer Operator all these subjects are included in this sets you will get the all important question answer in this book It will help you to prepare for this LOWER DIVISION CLERK examination A complete guide for the preparation of the LOWER DIVISION CLERK examination After reading carefully this box you will be prepared for the LOWER DIVISION CLERK examination

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web the school district of collier county ccps serves more than 47 000 total students in 29 elementary schools 10 middle schools 8 high schools and a prek thru 12 school everglades city school

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