

Microsoft Office® 365 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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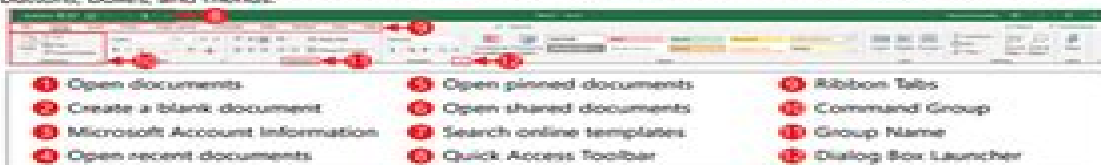
Interface Terms

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 "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

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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Microsoft Office Quick Reference Guide

Thomas Griffiths



Microsoft Office Quick Reference Guide:

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more deeply into a topic you're interested in. Quite a few scientists, including a few Nobel laureates, claim that they had their first major breakthrough while researching a science fair project. And besides, a good science fair project can open a lot of doors academically and professionally, but you already knew that. Stuck on what to do for your science project? This easy-to-follow guide is chock-full of more than 50 fun ideas and experiments in everything from astronomy to zoology. Your ultimate guide to creating crowd-pleasing displays shows you everything you need to know to choose the best project idea for you. Make sure your project idea is safe, affordable, and doable. Research, take notes, and organize your facts. Write a clear, informative research paper. Design and execute your projects. Ace the presentation and wow the judges. Science fair guru Maxine Levaren walks you step-by-step through every phase of choosing, designing, assembling, and presenting a blue ribbon science fair project. She gives you the inside scoop on what the judges are really looking for and coaches you on all the dos and don'ts of science fairs. And she arms you with in-depth coverage of more than 50 winning projects, including projects involving experiments in virtually every scientific discipline: Computer projects that develop programs to solve a particular problem or analyze system performance; Engineering projects that design and build new devices or test existing devices to compare and analyze performance; Research projects involving data collection and mathematical analysis of results. Your complete guide to doing memorable science projects and having fun in the process. *Science Fair Projects For Dummies* is a science fair survival guide for budding scientists at every grade level. *Christian Prayer For Dummies* Richard Wagner, 2011-05-04 Advice and examples help you find your own prayer style. Discover how prayer works and why you need it now more than ever. Do you want to pray but you're not sure how? This friendly guide explains the different kinds of prayer, revealing how and why to pray and how to discern God's answers. You'll see how to overcome hindrances, how to use a journal, and how to pray on your own. Discover what Thy will be done means and how to approach prayers that seemingly haven't been answered. The Dummies Way: Explanations in plain English. Get in, get out information. Icons and other navigational aids. Tear out cheat sheet. Top ten lists. A dash of humor and fun. **NCLEX-RN For Dummies** Patrick R. Coonan, 2006-09-18 NCLEX-RN For Dummies is essential for any nursing candidate who wishes to join the workforce as soon as possible and who wants to increase their score on the NCLEX-RN National Council Licensure Examination for Registered Nurses. Featuring a companion CD-ROM with an extra practice test, this friendly guide provides readers with a point-by-point review of typical test questions, helping them hone their skills in each of the different phases of the nursing process covered in the exam. It also provides savvy test-taking tips and practice exams. Patrick R. Coonan, EdD, RN, Garden City, NY, is a Professor and Dean of Adelphi University's School of Nursing. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. *Windows XP For Dummies Quick Reference* Greg Harvey, 2004-09-23 Next to your keyboard and mouse, this could be your most important accessory. Just keep it next to your keyboard and your mouse and refer to it to capitalize on the terrific capabilities at your fingertips with Windows XP. *Windows XP For Dummies Quick Reference*, Second Edition, covers the

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Final Cut Pro HD For Dummies Helmut Kobler,2004-09-24 Edit video like a pro Save it in the edit is a common saying among film professionals Editing makes the difference between boring vacation movies and exciting travelogues between the whole dull news conference and the highlights on the evening news Whether you re a budding Spielberg a proud parent who wants two year old Junior s every feat documented for posterity or a band that wants your music video to rock *Final Cut Pro HD For Dummies* tells you what you need to know to edit regular digital or high definition video like a pro It covers the basics of capturing importing and editing digital videos with detailed how to for Organizing your media Navigating the audio and video Timeline tracks and selecting clips and frames on the Timelines Getting fancier with split roll ripple slip and slide edits Working with audio including mixing editing out scratches and pops and using filters to

create effects Using Soundtrack to compose a musical score even if you don't know the difference between horns and strings Apply transitions such as 3D simulation dissolve iris stretch and squeeze and more Adding text for captions opening titles and closing credits Color correcting video Compositing rendering and outputting your final product to tape CD DVD or the Web Three bonus chapters online go into more depth about rendering customizing the interface and managing media so you can refine your skills even further Final Cut Pro HD For Dummies was written by Helmut Kobler a Los Angeles based filmmaker owner of K2Films and a frequent contributor to Macaddict Magazine Having this book next to your editing equipment is the next best thing to having him sit next to you and guide you through the editing process Quicken 2005 For Dummies
Stephen L. Nelson, 2004-09-07 The fun and easy way to get started with Quicken the #1 personal financial software with more than fifteen million users A bestseller year after year now updated throughout for the latest release of Quicken Helps readers take control of their money by showing how to track their day to day finances better manage their investments and evaluate the tax implications of their financial decisions all without hiring expensive professional financial consultants Expert advice shows how to manage bills maximize investment performance save money for college or retirement bank online maintain detailed financial records and more Written by veteran For Dummies author Stephen L Nelson MBA CPA and author of more than 100 books

Microsoft Office Quick Reference Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Office Quick Reference Guide**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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