

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.



- | | | |
|--------------------------------|----------------------------------|-------------------------|
| 1. Open documents | 2. Display custom templates | 3. Ribbon Tabs |
| 4. Open recent documents | 5. Microsoft Account Information | 6. Command Group |
| 7. Search online templates | 8. Create a blank document | 9. Group Name |
| 10. Display featured templates | 11. Quick Access Toolbar | 12. 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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children's picture book. Figures of speech humorously imagined and illustrated by Herman Munster himself! Gwynne has a very appealing ... A LITTLE PIGEON TOAD [Paperback] by Fred Gwynne This is a very funny little book about homonyms. A little girl visualizes all the things her parents say in her own misunderstood interpretations. This book is ... A Little Pigeon Toad by Fred Gwynne This is fun and inventive fare for all ages. Ages 6-10. Copyright 1988 Reed Business Information, Inc. From School Library Journal. Grade 4-8 Using homonyms and ... A Little Pigeon Toad book by Fred Gwynne Rated 5 stars. Full Star Great for teachers, parents, and children alike! ... This book is a wonderful guide to literal humor. I have read it to my all my classes ... A Little Pigeon Toad A Little Pigeon Toad · Fred Gwynne. Simon & Schuster, \$12.95 (0pp) ISBN 978-0-671-66659-0 · More By and About this Authorchevron_right · Featured Nonfiction ... A Little Pigeon Toad Book Review A collection of common (and not-so-common) expressions, altered with clever homonyms, then depicted literally in pictures, to zany effect. The text is just the ... A Little Pigeon Toad - Fred Gwynne Humorous text and illustrations introduce a variety of homonyms and figures of speech. A Little Pigeon Toad A Little Pigeon Toad ; by Fred Gwynne ; No reviews yet Write a review ; Contact Us. customercare@discoverbooks.com · (855) 702-6657 ; Accept. Reject. Little Pigeon Toad by Fred Gwynne A Little Pigeon Toad by Fred Gwynne and a great selection of related books, art and collectibles available now at AbeBooks.com. Oil Politics: A Modern History of Petroleum Oil politics in the twenty-first century remain fraught with tensions, and this book offers a uniquely accessible guide to understanding this complex but ... A Modern History of Petroleum by Francisco Parra by C Watkins · 2004 · Cited by 1 — Oil Politics - A Modern History of Petroleum by Francisco Parra. (I.B.Tauris, 2004), 364 pages, ISBN 1-86064-977-7. Hardcover. This is a splendid volume ... Oil Politics: A Modern History of Petroleum The politics of oil revolves around its price and the reliability of its suppliers. In turn, many international conflicts in the world today are rooted in ... Oil Politics: A Modern History of Petroleum Nov 21, 2003 — Oil politics in the twenty-first century remain fraught with tensions, and this book offers a uniquely accessible guide to understanding this ... OIL POLITICS - A Modern History of Petroleum Enter OPEC: The Early Years 1960-1968. 6. The Tehran and Tripoli Agreements, 1971. 7. The Struggle for Control, 1971-1973. 8. Importers Take Heed, 1971-1973. Oil politics : a modern history of petroleum "Understanding the politics and most recent history of world oil affords critical insights into the politics of the contemporary world generally. Oil Politics: A Modern History of Petroleum - Parra, Francisco Oil Politics: A Modern History of Petroleum by Parra, Francisco - ISBN 10: 1848851294 - ISBN 13: 9781848851290 - I.B. Tauris - 2009 - Softcover. Oil Politics: A Modern History of Petroleum (Paperback) Dec 1, 2009 — Oil Politics surveys the tumultuous history of the international petroleum industry, from its extraordinary growth between 1950 and 1979, ... Oil Politics: A Modern History of Petroleum - Francisco Parra The politics of oil revolves around its price and the reliability of its suppliers. In turn, many international conflicts in the world today are rooted in ... Oil Politics: A Modern History of Petroleum Oil politics in the twenty-first century remain fraught with tensions, and this book offers a uniquely accessible guide to understanding this

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