

# 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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# Dummies Guide To Windows Office

**Peter Weverka**



## **Dummies Guide To Windows Office:**

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**Office 2019 All-in-One For Dummies** Peter Weverka, 2018-10-24 One practical book that s ten books in one Learn everything you need to know about Microsoft Office with one comprehensive guide on your bookshelf To know your way around all the applications within Microsoft Office would require you to be part mathematician part storyteller and part graphic designer with some scheduling wizard and database architect sprinkled in If these talents don t come naturally to you in equal measure don t panic Office 2019 All in One For Dummies can help This hefty but easily accessible tome opens with Book 1 an overview of the Office suite of applications and tips for handling text and becoming more efficient From there you ll find a book on each of the suite s major applications Word Learn the basics of word processing with Word plus lay out text and pages use Word s styles and proofing tools

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*Microsoft Office Home and Student Edition 2013 All-in-One For Dummies* Peter Weverka,2013-04-11 The go to reference for the new Office Home Student 2013 The Home Student version of Microsoft Office targets the home and education markets covering the four applications most used outside the workplace Word Excel PowerPoint and OneNote The minibooks in this essential All in One guide include real world examples and projects that cover the new features and capabilities of Office 2013 Straightforward advice and beneficial projects help you to learn the basics of creating a resume in Word establishing a home budget in Excel developing a dynamic school presentation with PowerPoint and taking notes in OneNote Targets home and school users of Office 2013 who primarily use Word Excel PowerPoint and OneNote Walks you through how to use Office 2013 for everyday projects such as creating a cover letter in Word or reusable templates in Excel Demonstrates how to jazz up a school presentation with PowerPoint Provides you with straightforward instructions for taking notes in OneNote Shares common Office 2010 tools and details the basics of the Office ribbon Office Home Student 2013 All in One For Dummies is an easy to understand guide to the essentials of Office 2013 *Microsoft 365 Office All-in-One For Dummies* Paul McFedries,Peter Weverka,2025-02-03 Supercharge your productivity at the office and at home Looking to familiarize yourself with the world s most popular and effective productivity apps Then look no further than the latest edition of Office 365 All in One For Dummies packed with 9 mini books covering each of the super apps included in the famous productivity suite from Microsoft In the books you ll get a handle on Word Excel PowerPoint Outlook Teams Access and more This convenient and authoritative collection will walk you through how to create and edit text documents in Word make new spreadsheets in Excel and set up virtual meetings in Teams You ll also learn how to Use pro level keyboard shortcuts and speed techniques to accelerate your productivity Use Microsoft s new AI powered Copilot to get help and even write and edit your documents Leverage SharePoint and OneDrive to share documents and collaborate remotely with colleagues Office 365 All in One For Dummies is the first and last resource you ll need to reach for when you ve got a question about Microsoft s ubiquitous productivity tools It s perfect for newbies looking to get started and power users looking for fresh tips on the latest features Grab your copy today [Office 2016 For Dummies](#) Wallace Wang,2016-06-02 Office 2016 For Dummies

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**Microsoft Office for Windows 95 for Dummies** Roger C. Parker, 1995 A fun and easy guide to making the most of the top selling programs included with Microsoft Office this book includes an overview of each program to help you understand just the ones you need to use right away You ll also find friendly easy to follow advice on sharing information between Microsoft s programs so you can become more efficient than you ever imagined

*Office 365 For Dummies* Ken Withee, Jennifer Reed, 2012-02-07 Make Office 365 and the cloud crystal clear and learn how they can help you and your business When it comes to more efficient ways to work the cloud s the limit Microsoft s cloud technology Office 365 lets you work from anywhere and collaborate anytime on your PC the Internet or from mobile devices Explore Exchange Online e mail browser based document creation with Office Web Apps SharePoint Online collaboration enhanced communications and more The cloud made clear understand how the cloud works and the benefits of using Office 365 Meeting in a minute have an instant online meeting with coworkers via Lync Online What a site set up and customize a site for team interaction create a simple company intranet and personalize your own site Your virtual library build SharePoint libraries for documents or media and easily find what you need with Search An Office suite in the cloud create and edit desktop quality Office documents spreadsheets and presentations with Office Web Apps New way of working edit your documents or collaborate on them wherever you have Internet access Requesting your presence presence status lets colleagues know who s available for a quick chat Attention admins find out everything you need to know to implement and manage Office 365 Open the book and

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**Office 2010 For Seniors For Dummies** Faithe Wempen, 2010-04-22 Clear easy to understand instructions for seniors who want to get the most out of Microsoft Office 2010 Seniors are buying computers both desktops and laptops in record numbers to stay in touch with family and friends connect with peers research areas of interest make purchases online or learn a new skill Assuming no prior knowledge of Microsoft Office this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word Excel PowerPoint and Outlook Written in large typeface and featuring enlarged figures and drawings to make the book easier to read this fun and friendly book begins by showing you how to start each application and maneuver the interface You'll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates Targets seniors who are interested in using the Microsoft Office suite for any number of reasons keep in touch with family and friends research topics of interest shop online learn a new skill and more Assumes no prior knowledge of Microsoft Office and walks you through each application Word documents Excel spreadsheets PowerPoint presentations and Outlook e mail Features a large font for text and enlarged figures and drawings to make the book accessible and easy to read Explains how to open each application and navigate the interface and clearly demonstrates how to accomplish specific tasks in each application Includes helpful examples and templates of letters faxes a budget grid and more to assist with the learning process With age comes wisdom and with Office 2010 For Seniors For Dummies comes the information you need to establish positive Office 2010 habits

Office 2021 All-in-One For Dummies Peter

Weverka,2022-02-23 Say hello to Office productivity with this one stop reference With Office 2021 All in One For Dummies you can get up and running with Microsoft s legendary software suite This update covers all the tweaks you can find in the latest version of Word Excel PowerPoint Outlook and Teams You ll also learn how to make these apps work harder for you because we dig deep into the tips and features that casual Office users might not know about This edition also offers expanded coverage of Teams and other collaborative tools so you can nail working from home or just get a few of those meetings out of the way without having to leave your desk How can you quickly give documents the same format in Word What was that one useful Excel function again And how does setting up a meeting on Teams work Office 2021 All in One For Dummies serves up quick and simple answers to these questions along with hundreds of other answers you re expected to know when you work in Office Learn how Microsoft Office works and get the most out of Word Excel PowerPoint Outlook and Teams Make amazing charts and graphs that you can plug into your documents spreadsheets and presentations Get better at working collaboratively with file sharing options and other neat features Do more faster with expert tips and guidance on the full suite of Office software for 2021 Whether you re new to Office or just need a refresher for the newest updates the nine mini books inside are your keys to getting stuff done **Office for iPad and Mac For Dummies** Peter Weverka,2015-04-06

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Microsoft 365 formerly known as Office 365 offers many improved productivity features and services Updated and revised Exploring Microsoft Office is here to help Packed with easy to follow step by step instructions illustrations photographs and video demos this guide offers specifics in Downloading and Installing the Microsoft Office Suite Getting started with Office



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