

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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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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12 business event invitation email strategies and templates letter - Feb 25 2022

web aug 16 2022 here are seven business date invitation email samples to help you write emails that engage insert prospects 1 invitation to recent customers use this master when emailing latest customer or past attendees to invite themselves to this year s event select string options

writing an invitation to an exhibition invitation letters - Jun 12 2023

web mar 6 2018 invitation for participation this can be an invitation to rent exhibition stalls invitation to volunteer or an invitation to sponsor samples of invitations for attendance at an exhibition physical letter printed or hand written deliverable personally or by courier

invitation letter to attend an exhibition program - Oct 04 2022

web below briefly describe on sample invitation letter to attend an exhibition program whenever you are holding an exhibition it is essential to let people know about it you should keep in mind that all the essential information regarding the

exhibition should be provided including the date timings and venue of the event

invitation sample letter to a trade exhibition letterspro com - Apr 29 2022

web invitation sample letter to a trade exhibition guidelines this letter commonly serves a personalized sales to payment to strengthen your relationship with your clients and workmates and to encourage new ones make the reader interested relay the invitation and at the same time provide the reader an incentive to attend

sample invitation to attend an exhibition letter - Apr 10 2023

web dec 10 2019 a sample exhibition letter is always written in order to invite a person for an event or exhibition organized by a company or organization this letter is majorly written to inform others about the function so that everyone attends it an exhibition becomes successful only when more and more people come to visit it

exhibition invitation letter to client for business purpose - May 31 2022

web we cordially invite yourself to our annual exhibition ceremony type of event of his company to the exhibition we will display all our company products it would be an trust to do your presence int the event

tips sample letter of invitation to attend an exhibition - Jan 07 2023

web jan 6 2020 the invitation to attend the exhibition letter is the best way to invite people relating to the same industry this letter acts as a personal request to others and is an affectionate way to enhance your contacts and business

exhibition invitation letter 4 templates writolay - Aug 14 2023

web sep 18 2023 letter template 1 exhibition invitation letter your name your address street city state zip code date to mention the name mention the address city state zip code subject letter of invitation to an exhibition dear sir madam this letter is an invitation to an exhibition hosted by our esteemed company name of the

exhibition invitation letter sample semioffice com - Jul 13 2023

web exhibition invitation letter to client to the client dear sir we cordially invite you to our annual exhibition ceremony of our company in the exhibition we will display all our company products it would be an honor to have your presence in the event a detailed introduction to all of products will be provided

6 trade show invitation templates you need proexhibits - Feb 08 2023

web aug 13 2021 1 general trade show invitation this sample invitation is aimed at people with whom you already have a working relationship such as current customers clients and vendors they re not necessarily potential leads but it doesn t hurt to let people know you re attending an industry event

letter of invitation to an exhibition 10 samples captions boy - Sep 03 2022

web sample 3 dear name we are pleased to invite you to our upcoming exhibition exhibition name which will be held on date at venue the exhibition will showcase the latest in industry field and feature works from some of the most talented artists and

creators in the industry

exhibition invitation email templates examples best practices - Sep 15 2023

web nov 18 2021 invitation email template for your contacts from last year it is important not to forget to invite your former customers to the trade fair you are attending as this can help you to reconnect with them here is a template for getting back in touch with one of your customers from last year

letter of invitation exhibition invitation letter rika sensors - Nov 05 2022

web 2022 07 08 letter of invitation exhibition invitation letter dear sir or madam rika sensor hereby sincerely invite you to visit our booth at the shenzhen exhibition convention center in guangdong from august 18 to 20 2022

how to write an invitation to exhibit idoinspire - Aug 02 2022

web increase your visibility among insert audience leaders by becoming an exhibitor today insert exhibits schedule at a glance including exhibit set up and break down sincerely your insert conference committee this letter invitation to exhibit will help you get more sponsorship for a meeting

235 best exhibition invitation messages to share thewordyboy - Dec 06 2022

web here is a list of some examples to help you let s make this day worth something nice as we invite you to see the work of art in the exhibition on behalf of name on date time and place we cordially invite you to visit this exhibition of art and witness the work of name on date time and place