

Microsoft Office® 2019 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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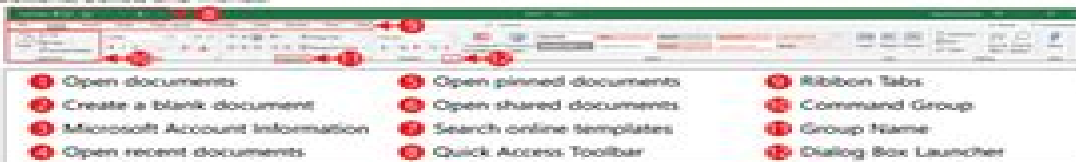
Interface Terms

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 "View," "Presentation View," or "Workbook View" 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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FFS Quick Reference Guide ,1991 **Handbook of Water Purity and Quality** Satinder Ahuja,2021-04-21 Handbook of Water Purity and Quality Second Edition provides those involved in water purification research and administration with a comprehensive resource of methods for analyzing water to assure its safety from contaminants both natural and human caused The book includes an overview of the subject and discusses major water related issues in developing and developed countries Issues covered include sampling for water analysis regulatory considerations and forensics in water quality and purity investigations Microbial as well as chemical contaminations from inorganic compounds radionuclides disinfectants pesticides and pharmaceuticals including endocrine disruptors are discussed at length In addition the luxury of municipal water purified for human consumption is unavailable for a very large number of people To help solve this problem some economical water purification techniques including a million dollar Grainger prizewinner that can save millions of lives have been included This fully updated second edition includes four new chapters on topics such as the GenX Water Contamination Problem the impact of climate change on water and green chemistry solutions to water pollution Covers the scope of water contamination problems on a worldwide scale with an overview of major water related issues in developing and developed countries including monitoring techniques for potential terrorist related activities Provides a rich source of methods for analyzing water to ensure its safety from natural and deliberate contaminants Includes a review of water quality forensics with the objective of tracking new potential water contaminants **Quick Start Toolkit - The Entrepreneur's step-by-step guide to POWER up your business fast!** , **Inspect what You Expect** United States. Congress. House. Committee on Veterans' Affairs. Subcommittee on Oversight and Investigations,2011 [Export Certification Manual](#) ,1995

Perl For Dummies Paul Hoffman,2011-05-09 In the days before personal computers BASIC was the easy programming language to learn and serious programmers learned FORTRAN or COBOL to do real work Today many people have discovered that Perl is both a great beginning programming language and one that enables them to write powerful programs with little effort If you re interested in discovering how to program or how others program Perl For Dummies 4th Edition is for you If you already know something about programming but not about Perl this book is also for you If you re already an expert programmer you re still welcome to read this book you can just skip the basic stuff you never know what kind of new tips and tricks you ll pick up This reference guide shows you how to use Perl under many different operating systems such as UNIX many flavors of Windows Windows 95 98 Windows NT Windows 2000 Windows Me and Windows XP and Macintosh OS 9 and OS X in fact Perl runs on many more operating systems than these Here s a sampling of what Perl For Dummies 4th Edition has to offer Installing Perl on various platforms Nailing down the basics of building Perl programs Working with text and numbers Constructing lists and working with them Creating conditionals and loops Delving into more advanced features such as operators and functions Reading and writing files and directories Using subroutines for modularity Demystifying Web

server programs Creating your own Internet clients The Perl programming language enables you to write fully working computer programs with just a few steps It s particularly good at common programming tasks such as reading and writing text files but it also excels at reducing the work that programmers have to do Perl For Dummies 4th Edition shows you how to do all of that and how to modify programs to your heart s content After all one of the common phrases in the world of Perl programmers is There s more than one way to do it **QuickBooks Simple Start For Dummies** Stephen L.

Nelson,2011-03-01 Get expert advice on daily monthly and yearly activities Define your business maintain records manage sales tax and produce reports So you ve pulled off the corporate highway and started your own business Good for you Now you need a small business accountant and guess what With QuickBooks Simple Start and this handy guide it just might be YOU Find out how to set up an accounting system prepare invoices pay expenses organize your tax stuff and more 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 Discover how to Install Simple Start and understand its features Create invoices and sales receipts Save big on business taxes Set up and reconcile bank accounts Measure your profits National Library of Medicine Current Catalog National Library of Medicine (U.S.),1992 **Houseplants For Dummies** Larry

Hodgson,National Gardening Association,1998-08-26 Looking to bring some outside greenery indoors Maybe you already have an indoor garden and are looking to create a botanical jungle Whatever the case may be houseplants are an ideal inexpensive way to beautify your dwelling You ll be rewarded with purer air and you re sure to enjoy watching your plant sprout climb and even flower Of course before you start working on crafting a greenhouse you need to know what kinds of plants you can grown in your home and which plants are best suited to your taste and style Houseplants For Dummies introduces dozens of different foliage plants flowering plants cacti and exotic varieties Your green thumb is sure to get even greener once you ve read about Houseplant basics Identifying indoor microclimates Indoor plant biographies Differentiating between direct indirect and low light Watering needs Rules of fertilizing Temperature and growing cycles Houseplants For Dummies is packed with houseplant growing techniques tips tricks and even goes the extra mile with a chapter devoted to the various ways you can display houseplants if you re looking for some bragging rights Whether you re new to the world of houseplant basics or you re a seasoned gardener you ll get the inside dirt on topics such as Various potting soil mixes Preparing plants for indoor life Cleaning pruning and staking Propagating houseplants Dealing with pests and diseases Building your own controlled climate And much more The material is arranged into six clear and helpful sections houseplant basics houseplant profiles growing essentials potted plant maintenance houseplant settings and valuable ideas each section helping you create your own indoor forest Even if you re convinced you have a black thumb Houseplants For Dummies will have you living among the green in no time *Sleep Disorders For Dummies* Max Hirshkowitz,Patricia B. Smith,2011-04-27 When the last dinner dishes have been put away and the evening news is over most of us think about going to bed But for the

millions who suffer from a chronic sleep disorder going to bed doesn't necessarily mean going to sleep. And for millions more who experience occasional sleep disturbances nighttime might not be such a picnic either. Now there's an easy-to-follow guide to help you get a good night's rest. *Sleep Disorders For Dummies* is for anyone who has trouble sleeping or has a loved one who suffers from a sleep disorder. Written by a sleep specialist and a medical reporter, this no-nonsense guide helps you prevent and manage sleep disorders, improve your sleep habits, find relief from your symptoms, ask your doctor the right questions, enhance the quality of sleep. This fact-packed guide walks you through the different types of sleep disorders including sleep apnea, insomnia, narcolepsy, and restless legs syndrome. You'll discover the causes and symptoms of each disorder, the various medical conditions that can disrupt sleep, and the most common treatments. Plus, you'll see how to use good nutrition and exercise to promote sounder sleep and avoid known sleep disruptors such as caffeine and problem foods. The authors also give you solid, reassuring advice on finding the right doctor to diagnose and treat your sleep disorder, managing stress and anxiety, turning your bedroom into a sleep sanctuary, choosing between the different types of sleep clinics, handling sleep disorders in children. Featuring savvy tips on preventing jet lag, sleeping well if you work the night shift, and getting kids to bed without fuss, *Sleep Disorders for Dummies* will help you get your zzzzzzzzs. *Law School For Dummies* Rebecca Greene, 2011-04-27 The straightforward guide to surviving and thriving in law school. Every year more than 40,000 students enter law school, and at any given moment there are over 125,000 law school students in the United States. Law school's highly pressurized, super-competitive atmosphere often leaves students stressed out and confused, especially in their first year. Balancing life and schoolwork, passing the bar, and landing a job are challenges that students often need help facing. In *Law School For Dummies*, former law school student Rebecca Fae Greene uses straight talk, sound advice, and gentle humor to help students sort through the swamp of coursework and focus on what's important all while maintaining a life. She also offers rare insight on the law school experience for women, minorities, non-traditional, and non-Ivy League students. **Adoption For Dummies** Tracy L. Barr, Katrina Carlisle, 2011-04-22 You hear all sorts of things said or implied about adoption. Some information comes from people who know a lot about it, while some comes from people who don't know anything about it but make assumptions anyway. Some comes from people whose experiences have been good, some from those whose experiences have been bad. The result? Enough conflicting information to make your head spin. So when everyone has an opinion and most of the books on the market deal with specific aspects of adoption or particular types of adoptions, where do you turn to for reliable information? Start with *Adoption For Dummies*. The great thing about this guide is that you decide where to start and what to read. It's a reference you can jump into and out of at will. Just head to the table of contents or the index to find the information you want. Each part of *Adoption For Dummies* covers a particular aspect of adoption, including: Answering the basic adoption questions: How much does it cost? Who's involved? How long does it take? What do I need to know that I don't know to ask? And more. Getting started and figuring out what steps you have to take.

Dealing with birthmothers and birthfathers and why even though they may not be part of your life they re still important to you Confronting the issues adoptive families face issues from sharing the adoption story with your child to answering your child s questions about his birthparents to handling rude family members who treat your child differently than her cousins Finding help from books resources and support groups No adoption book at least no adoption book that you can carry around without a hydraulic lift can tell you everything there is to know about adoption What Adoption For Dummies tells you is what you need to know all in an easy to use reference Raising Smart Kids For Dummies Marlene Targ Brill,2011-04-22 So you wanna turn Junior into a smarty pants What parent doesn t Thing is kids nowadays are more independent than ever and aren t always receptive to what parents want In fact if you tell your kids that studying is good for them they re more than likely to mumble Yeah sure in your general direction and head off to do something fun Sharpening the minds of your youngsters presents more challenges than climbing Mt Everest and the responsibility of making your kids use more of their brain cells can be overwhelming even when you don t encounter resistance Raising smart kids requires long term commitment sacrifice and diligence not to mention the patience of a saint And as long as you don t obsess about being the perfect parent you will be able to enjoy your kids journey of self discovery right along with them But how do you accomplish this How do you overcome the resistance How do you tackle the overwhelming task of not only helping your children succeed in school but also increasing their ability to make their own way in the world That s where Raising Smart Kids For Dummies steps in to help Written in easy to understand terms and absolutely no slick psycho babble this book gives you sound advice on encouraging your kids to set their sights high and achieve success whether at school with friends or in your community And you don t have to be a new parent to gain insight from this book experienced parents can reap rewards with the help of this book in their effort to raise fulfilled children Here s just a sampling of what you ll find in Raising Smart Kids For Dummies Recognizing the characteristics of smart kids Knowing when to push and when not to Disciplining your kids in a positive way Growing smarter kids from healthier bodies Planning the development of your kids brains From newborns to teenagers Taking your smart kids beyond high school Eliminating brain drain from school skipping drug abuse and raging hormones Top Ten lists of family characteristics that nurture smart kids what smart kids read and resources for bolstering parents confidence You ve heard it said a thousand times The children are the future Children have such potential but rarely live up to it Why take this chance with your own kids Make the commitment to prepare your kids for life on their own With Raising Smart Kids For Dummies you too can achieve success and have a little fun along the way U.S. Citizenship For Dummies Cheri Sicard,Steven Heller,2003-07-01 The decision to become a United States citizen is one of the most important choices you can ever make Before you can become a U S citizen however you first must be a lawful permanent resident ofthe U S For this reason before you begin the process you need to know what you want to achieve legal immigration or naturalization and if you can expect to qualify for it U S Citizenship For Dummies will help you get through this often confusing process from

determining how best to qualify to live permanently in the United States to gaining a green card and then citizenship This reference guide is for anyone who Is interested in living permanently in the U S Is a friend or relative of someone who wishes to live permanently in the U S Wants to become a naturalized citizen Has no legal background or any familiarity with U S immigration This book helps you discover the important requirements you need to meet and offers tips and insights into dealing with the Bureau of Citizenship and Immigration Services BCIS You also get to know other government agencies that you ll work with while attempting to immigrate to the U S or become a citizen U S Citizenship For Dummies covers the following topics and more Clear information on the immigration process Up to date information on various application forms The rights of legal aliens Recent changes in immigration laws Review of English and Civics tests Pointers on the interview process Survey of U S history government and culture Coverage on visas and green cards Troubleshooting immigration problems Becoming a U S citizen carries important duties and responsibilities as well as rights rewards and privileges Before you make the decision to pursue U S citizenship you need to be aware of what you stand to lose and what you stand to gain you also need to be sure you re ready to fulfill all the obligations of a good citizen U S Citizenship For Dummies will help you understand all that it means to become a citizen of the United States of America

Fit Pregnancy For Dummies Catherine Cram, Tere Stouffer Drenth, 2011-05-04 Are you intrigued by the idea of working out during pregnancy but think it can t be safe Are you unsure how the words fit and pregnancy actually make sense in the same sentence If so you ve come to the right place This easy to follow guide shows you how you can be fit and pregnant whether you re new to exercise or have been working out for years and whether you re in your second week of pregnancy or your 32nd Fit Pregnancy For Dummies is for you if you re pregnant if you re thinking about becoming pregnant and You want to be as fit and healthy as you can be whatever your current fitness level without in any way jeopardizing your health or the health of your baby This guide gives you the straight facts on Staying safe when you exercise Developing a plan with your health provider Choosing the right equipment Modifying your routine for each trimester Eating well for nine months and beyond From yoga and swimming to weight training aerobics and much more you ll see how to get started with a fun step by step fitness routine that will make your entire pregnancy easier to manage Postpartum expert and prenatal fitness class instructor Catherine Cram and fitness expert Tere Stouffer Drenth give you the scoop on the activities that work best for pregnant women and how to set up a routine that works best for you You ll understand how a fit pregnancy helps you with delivery and postpartum shape up Plus you get expert advice on activities to avoid eating well and staying motivated during and after your pregnancy as well as Dressing comfortably for your workout Warming up and stretching to increase flexibility and avoid injury Modifying your exercise routine Staying fit after giving birth Finding the time for exercise and motherhood Complete with special tips on exercising indoors staying motivated getting your family hooked on fitness and helping your child grow up healthy and fit Fit Pregnancy For Dummies is the key to exercising safely and staying fit throughout your pregnancy and beyond

Windows

Server 2003 For Dummies Ed Tittel,James Michael Stewart,2011-03-16 The perfect handbook for those who need to deploy install and configure installations upgrade from previous versions understand network addresses manage day to day operations configure storage manage users and groups implement security measures configure mail services and perform other vital administrative tasks Covers the enhanced features and updates of the new version including the Microsoft NET framework Active Directory and its new drag and drop object management Internet Information Server and the Microsoft Management Console

Ballet For Dummies Scott Speck,Evelyn Cisneros,2011-05-04 Whether you want to participate in ballet or just watch it the ballet experience can excite and inspire you Ballet is among the most beautiful forms of expression ever devised an exquisite mix of sight and sound stunning aesthetics and awesome technique Ballet For Dummies is for anyone who wants to enjoy all that the dance forms offers as an onlooker who wants to get a leg up on the forms you re likely to see or as an exercise enthusiast who understands that the practice of ballet can help you gain More strength Greater flexibility Better body alignment Confidence in movement Comfort through stress reduction Infinite grace for life From covering the basics of classical ballet to sharing safe and sensible ways to try your hand and toes at moving through the actual dance steps this expert reference shows you how to Build your appreciation for ballet from the ground up Choose the best practice space and equipment Warm up to your leap into the movements Locate musical options for each exercise Look for certain lifts in a stage performance Tell a story with gestures Picture a day in the life of a professional ballet dancer Identify best loved classic and contemporary ballets Speak the language of ballet Today you can find a ballet company in almost every major city on earth Many companies have their own ballet schools some for training future professionals and others for interested amateurs As you fine tune your classical ballet technique or even if you just like to read about it you ll become better equipped to fully appreciate the great choreography and many styles of the dance Ballet For Dummies raises the curtain on a world of beauty grace poise and possibility

Making Candles and Soaps For Dummies Kelly Ewing,2010-03-11 Make floating candles herbal soaps and even a home spa Discover the secrets of color shape and scent the fun and easy way Whether you re a beginner or seasoned craftperson this fun book offers everything you need to make beautiful professional looking candles and soaps at home You get practical tips on dyeing and scenting wax using unusual molds adding embellishments to candles working with soap ingredients and even turning your hobby into a business Discover How To Stock a safe efficient work area Work with all types of wax Add color and scent to your projects Make melt and pour soaps Turn a hobby into a business

Incorporating Your Business For Dummies The Company Corporation,2011-03-16 If you re a business owner incorporation can help you protect your personal assets and cut down your tax bill But all the paperwork and legalese can make incorporation seem like more trouble than it s worth Incorporating Your Business For Dummies offers all the savvy tips you need to get incorporated starting today Whether your business is big or small incorporating isn t as simple as it could be This handy reference makes incorporation make sense and guides you through the

process step by step From handling the mountain of paperwork to getting back to business once you re finished Incorporating Your Business For Dummies offers a wealth of helpful advice on these and many more topics Knowing whether or not incorporation can help you Choosing the type of entity that will work best for your business Dealing with shareholders and shareholder agreements Transferring money and assets in or out of the corporation Documenting corporate actions and maintaining compliance Finding the right attorney accountant tax advisor and other professionals Written by the experts at The Company Corporation who handle more than 100 000 incorporations every year this helpful book offers the kind of advice you can only get from professionals but in a user friendly lingo free format Whether you just want a little help with the paperwork or don t even know what a corporation is you ll find everything you need to know What limited liability means Corporate statutes bylaws and articles Choosing directors and assigning duties The benefits of S corporation status Deciding where to incorporate Registering corporate names and domain names Balancing equity versus debt Understanding shareholder rights Getting your financial information in order Hiring a professional to help with corporate compliance If you want step by step help on setting up your corporation dealing with the paperwork and getting off on the right foot Incorporating Your Business For Dummies is the only resource you need Packed with the kind of tips and advice you ll find nowhere else it s the uncomplicated way to get incorporated

Jack Russell Terriers For Dummies Deborah

Britt-Hay,2011-05-18 With their spunky personalities endless energy and remarkable intelligence it s no wonder Jack Russell Terriers have become a favorite for television ads and Hollywood films Performing comes naturally to Jack Russell Terriers JRTs for short They love to show off their strange and quirky personalities and they have more than their share of fun while entertaining you and themselves Despite their winsome ways Jack Russell Terriers aren t for everyone It takes time patience and an unmistakable sense of humor to tolerate their endless antics and tireless energy For thousands of dog owners across the country however no other breed is worth considering Jack Russell Terriers For Dummies is the guide for you if You re thinking of owning a Jack Russell Terrier You just brought a new puppy home You are curious about this popular breed You already own a JRT and want to know more about its temperament Jack Russell Terriers For Dummies shows you how to cope with the breed s high energy levels and odd but common behaviors You ll become acquainted with the breed standard and look at common faults This book also covers the following topics and more Distinguishing between a pet dog and a show dog Deciding if a puppy or an adult dog is best for you Puppy proofing your house Understanding guidelines for obedience training and agility training Dealing with behavioral problems such as separation anxiety aggression and barking Finding a great veterinarian Knowing how to care for your pet Health grooming exercise Dealing with health concerns specific to JRTs Jack Russell Terriers are cute charming and very smart They re a big dog in a little dog s body and are fun fearless and funny to be around Remember however that they also are pushy extremely active and have a voracious appetite for attention Jack Russell Terriers For Dummies will help you make sure you re making a well educated conscious choice to purchase one of

these little white tornadoes and to give you the knowledge to keep your sanity after the decision has been made

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