

# 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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# Office 20quick Reference Guide

**Huangqi Zhang**

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## **Office 20quick Reference Guide:**

**Research Activities** ,1994      Using Microsoft Excel 2007 Connie Hyslop,2009-01-01 A Quick Reference Guide to Microsoft Excel Includes tips tricks and shortcuts Easy to follow steps written in non technical terms Many computer manuals are TMI Too Much Info The steps in this guide are brief and to the point Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel      *FFS Quick Reference Guide* ,1991

Clinical Forensic Medicine Margaret M. Stark,2011-09-22 The publication of this third edition of the definitive text on clinical forensic medicine comes at an exciting time for a subject now gaining recognition as a speciality in the medical establishment This growing acknowledgement reflects the fact that increasing numbers of health professionals are becoming engaged in general forensic services Nurses and paramedics are more involved than ever in custody care while nurses themselves are conducting more examinations in cases involving alleged sexual offences Thus it is vital that those caring for this vulnerable group of patients whether detainees or complainants have the tools to master this specialist set of skills All the chapters in this new edition have been fully updated with some undergoing extensive revision Recent developments in child protection protocols have prompted a major rewrite of the chapter on non accidental injury and the text now includes a specific chapter on the use of the TASER Other aspects of restraint are now dealt with separately The material on care of detainees and fitness for interview has been split into individual chapters to allow a more comprehensive discussion of the issues In addition new authors have joined the team of contributors facilitating a wider range of international perspectives From its chapters on the history and core principles of clinical forensic medicine right up to the text s discussion of substance misuse and deaths in custody this volume remains the gold standard source for health professionals whose working lives bring them into contact with those in the law enforcement arena      *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

**AutoCAD 2007 For Dummies** David Byrnes, Mark Middlebrook, 2011-04-22 AutoCAD 2007 is a premiere computer aided designing program that lets you organize the objects you draw their properties and their files It also helps you create great looking models But it s not always easy to figure out how to perform these functions and many users end up missing out on AutoCAD s full potential AutoCAD 2007 For Dummies will show you how to perform these tasks and more This hands on guide lets you discover how to navigate around all the complications and start creating cool drawings in no time Soon you ll have the tools you need to use DWG set up drawings add text and work with lines as well as Draw a base plate with rectangles and circles Organize a successful template Zoom and pan with glass and hand Use the AutoCAD design center Navigate through your 3 D drawing projects Plot layout lineweights and colors Design block definitions Slice and dice your drawings to create new designs Create a Web format using AutoCAD This book also features suggestions and tips on how to touch up your creations as well as ways to swap drawing data with other people and programs Written in a friendly straightforward tone that doesn t try to overwhelm you AutoCAD 2007 For Dummies shows you the fun and easy way to draw precise 2 D and 3 D drawings

*Microsoft SharePoint* Scot P. Hillier, 2007-12-27 Microsoft SharePoint Building Office 2007 Solutions in VB 2005 is the third edition of Scot Hillier s market leading SharePoint book The new version includes extensive updates from the previous editions with a complete focus on SharePoint 2007 and its integration with the 2007 Microsoft Office System This edition also features new approaches for using SharePoint to improve business efficiency plus new workflow solutions for SharePoint and BizTalk as well as a brand new chapter on building a SharePoint solution from start to finish With this book you ll gain intermediate level guidance to design and deploy business solutions based on Microsoft SharePoint 2007 technologies And Hillier carefully defines the business cases and scenarios for these new technologies He reviews the installation configuration and administration of business solutions based on Microsoft SharePoint technologies and provides programming instruction guidance and examples for custom web parts and solutions

**DCMC Metrics Guidebook**, 1997 **Operational Energy** Alan Howard, Daniel Nussbaum, Brenda Shaffer, 2024-09-23 Energy is an enabler of and a constraint on military power Operational Energy provides military officers with knowledge and skills to plan effectively for the operational energy needs of their forces Operational energy is the energy used to train move and sustain military forces and weapons platforms for military operations Energy has always played a role in battlefield outcomes Over the twentieth and early twenty first centuries the importance of energy in warfighting has grown Today energy is a critical pillar of national defense and a major factor in military power In modern warfare attaining energy superiority over one s adversaries is a critical condition for success on the battlefield Operational energy planning is an integral part of all combat

and regular operations Operational Energy is a valuable and extensive resource for students of US Department of Defense courses in military universities colleges and academic training programs scholars of geopolitics and researchers on US and global energy security Operational Energy is to date the only textbook on defense energy planning analysis and strategy It examines in detail fuel types geopolitical issues energy supply risks market economic factors and technology presenting topics for future research It also includes chapter summaries main points for study and case studies

*The Complete Guide to Physical Activity and Mental Health* Debbie Lawrence, Sarah Bolitho, 2014-08-24 The Complete Guide to Physical Activity and Mental Health is a practical guide for fitness instructors working with clients with mental health issues The book looks at the signs and symptoms treatment plans and how to approach developing an exercise programme for a range of mental health conditions From depression stress anxiety and eating disorders this book offers background information on the prevalence and various available treatment of each condition discussed Clearly illustrated throughout with a section examining the specific symptoms and causes of a range of mental health conditions it will provide fitness professionals all they need when planning an exercise programme to suit their clients Written in an accessible style by a well established consultant in the fitness industry it will appeal to exercise instructors and fitness professionals working towards the New Level 4 qualification Including real life case studies advice on communication and development strategies when working with clients this book puts theory into practice

*Miscellaneous Publication*, 1982 *InfoWorld*, 1990-09-10 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

*Nursing for Public Health: Promotion, Principles and Practice* Paul Linsley, Roslyn Kane, Sara Owen, 2011-02-17 Nursing for Public Health reflects the growing need for all nurses to promote the health of patients as well as treating illnesses This textbook examines core policies theories and models of public health alongside nursing skills and interventions for health issues such as obesity smoking and sexual health

**Handbook of Toxicology of Chemical Warfare Agents** Ramesh C Gupta, 2020-03-31 Handbook of Toxicology of Chemical Warfare Agents Third Edition covers every aspect of deadly toxic chemicals used in conflicts warfare and terrorism Including findings from experimental as well as clinical studies this essential reference offers in depth coverage of individual toxicants target organ toxicity major incidents toxic effects in humans animals and wildlife biosensors and biomarkers on site and laboratory analytical methods decontamination and detoxification procedures and countermeasures Expanding on the second edition Handbook of Toxicology of Chemical Warfare Agents has been completely updated presenting the most recent advances in field Brand new chapters include a new chapter on emergency preparedness coverage of the chemical warfare agents used in Syria the use of the Novichok agent in the UK and more Unites world leading experts to bring you cutting edge agent specific information on Chemical Warfare Agents CWA and their adverse effects on human and animal health and the environment Provides you with all the information you need on CWA modes of action detection prevention therapeutic treatment and countermeasures New

to this edition a full update to reflect the most recent advances in the field and new chapters on emergency preparedness the chemical warfare agents used in Syria and the use of the Novichok agent in the UK

***Planning and Scheduling Using Microsoft® Project 2010*** Paul E. Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft r Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is designed to teach project management professionals how to use the software in a project environment

**Excel 2007** Helen Dixon, 2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and shortcuts

**Army Support During the Hurricane Katrina Disaster** James A. Wombwell, 2011 This is a print on demand edition of a hard to find publication Hurricane Katrina in Aug 2005 was the costliest hurricane as well as one of the five deadliest storms in U S history It caused extensive destruction along the Gulf coast from central Florida to Texas Some 22 000 Active Duty Army personnel assisted with relief and recovery operations in Mississippi and Louisiana At the same time all 50 states sent approx 50 000 National Guard personnel to deal with the storm s aftermath Because the media coverage of this disaster tended toward the sensational more than the analytical many important stories remain to be told in a dispassionate manner This study offers a dispassionate analysis of the Army s response to the natural disaster by providing a detailed account of the operations in Louisiana and Mississippi

**Handbook of Systems Engineering and Risk Management in Control Systems, Communication, Space Technology, Missile, Security and Defense Operations** Anna M. Doro-on, 2022-09-27 This book provides multifaceted components and full practical perspectives of systems engineering and risk management in security and defense operations with a focus on infrastructure and manpower control systems missile design space technology satellites intercontinental ballistic missiles and space security While there are many existing selections of systems engineering and risk management textbooks there is no existing work that connects systems engineering and risk management concepts to solidify its usability in the entire security and defense actions With this book Dr Anna M Doro on rectifies the current imbalance She provides a comprehensive overview of systems engineering and risk management before moving to deeper practical engineering principles integrated with newly developed concepts and examples based on industry and government methodologies The chapters also cover related points including design

principles for defeating and deactivating improvised explosive devices and land mines and security measures against kinds of threats The book is designed for systems engineers in practice political risk professionals managers policy makers engineers in other engineering fields scientists decision makers in industry and government and to serve as a reference work in systems engineering and risk management courses with focus on security and defense operations

*Health Promotion Throughout the Life Span - E-Book* Carole Lium Edelman, Elizabeth Connelly Kudzma, Carol Lynn Mandle, 2013-10-01 With the advent of health care reform and an emphasis on reducing health care costs health promotion and disease prevention is a priority in nursing care Be prepared with *Health Promotion Throughout the Life Span 8th Edition* your comprehensive guide to major health promotion concepts Featuring practical guidance including boxes on diversity awareness evidence based practice innovative practice hot topics and quality and safety as well as case studies and care plans our experienced authors give you all the tools you need to stay current on the latest research and trends in health promotion Extensive coverage of growth and development throughout the lifespan emphasizes the unique problems and health promotion needs of each age and stage of development Separate chapters on each population group individual family and community stress the unique issues faced when providing care to each group Evidence Based Practice boxes emphasize current research efforts and opportunities in health promotion Hot Topics and Innovative Practice boxes engage students interest by introducing significant issues trends and creative programs and projects in health promotion practice Diversity Awareness boxes address various cultural perspectives and provide important information that needs to be considered in planning care Case studies and care plans present realistic situations that challenge students to reflect upon important health promotion concepts Think About It boxes dig deeper into the chapter topic and encourage critical thinking Numerous pedagogical features such as objectives key terms and textual summaries highlight the most important concepts and terms in each chapter Updated nutrition coverage includes MyPyramid from the FDA as well as the latest information on food safety and fad diets Expanded health policy coverage focuses on global health historical perspectives financing healthcare concierge medical practices and the hospitalist movement *Health Promotion for the Twenty First Century* explores current and future health promotion challenges and research initiatives Updated Healthy People 2010 data includes midcourse review objectives and an introduction to Healthy People 2020 Case Studies and Care Plans summarize key concepts and show how they apply to real life practice

**Introduction to Transportation Security** Frances L. Edwards, Daniel C. Goodrich, 2024-01-22 Providing students and industry managers with the knowledge skills and abilities to effectively manage the security of transportation assets *Introduction to Transportation Security Second Edition* examines The core concepts of security safety and emergency management practices The integrated nature of the U S critical infrastructure and the threats to intermodal transportation Those federal agencies working in emergency management hazmat response and transportation security and their intelligence and response requirements and capabilities Cost beneficial security strategies aimed at preventing catastrophic

failures from disasters or intentional sabotage or attack in each transportation mode Transportation is the lifeline of any nation connecting people supporting the economy and facilitating the delivery of vital goods and services Past failures and terrorist attacks on such transportation systems in the U S and abroad have demonstrated such systems vulnerability the consequences of any potential damage and disruption as well as the substantial impacts on people property and the economy Now more than ever it has become imperative for public transit and transportation systems as well as the many private businesses operating in these sectors to develop comprehensive security programs This includes accounting for both natural and man made hazards and safeguarding people places and equipment while at the same time ensuring operations continuity The book covers all transportation critical infrastructure their modes and their interconnectivity including highway air freight and passenger rail transit maritime and pipeline security Chapters provide learning objectives key words and discussion questions pedagogical elements as well as several case studies to facilitate a practical understanding of the concepts presented New to this edition is a chapter dedicated to gas and oil pipelines as well as an increased focus throughout of recent cyberattacks to emphasize the need for physical and cybersecurity integration Introduction to Transportation Security Second Edition serves as a comprehensive practical overview for students in transportation management homeland security and emergency management programs as well as an up to date reference for professionals charged with safeguarding the movement of assets within our interconnected transportation network



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