

Microsoft Office® 2019 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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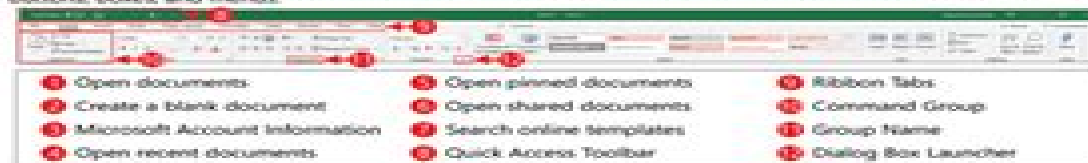
Interface Terms

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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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 *Inspect what You Expect* United States. Congress. House. Committee on Veterans' Affairs.

Subcommittee on Oversight and Investigations, 2011

Export Certification Manual, 1995

Draft Framework for

Watershed-based Trading United States. Environmental Protection Agency. Office of Water, 1996

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 on 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 **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 **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 *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 grow 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

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

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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