

# 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 Slides" 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 "Unsaved files" folder.
5. Click the "Open" button.

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# Microsoft Office 2000 Cheat Sheet

**Jennifer Fulton**

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**Microsoft Office 2000 For Windows For Dummies** Wallace Wang,Roger C. Parker,1999-05-21 More than 70 million people have made Microsoft Office the most popular business software package on the planet Whether you re a newcomer to the power and productivity of the entire Office suite with its word processing spreadsheet database presentation Web design desktop publishing and e mail software or discovering Microsoft Office for the first time you ll find yourself right at home with the friendly advice and plain English answers inside Microsoft Office 2000 For Windows For Dummies Get all Office 2000 programs working together Word Excel PowerPoint Access FrontPage Outlook Publisher PhotoDraw and Internet Explorer and take your computing skills to the next level Publish professional looking Web pages from Word Excel PowerPoint Publisher and FrontPage Organize your schedule and e mail with Outlook create dazzling slide presentations with PowerPoint create documents quickly with Word and budget your finances with Excel s cool charts and graphs Microsoft Office 2000 For Windows For Dummies covers the Standard Professional and Premium editions of Office 2000 so whatever your needs we ve got the answers

**Small Business Microsoft Office 2000 For Dummies?** Dave Johnson,Todd Stauffer,1999-05-21 This title comes with a CD ROM featuring over 20 tools that small business owners can use to simplify tasks including Office document viewers Excel budget and billing templates Access rolodex templates and project tracking applications

**Microsoft Access 2000 MOUS Cheat Sheet** Joseph W. Habraken,Doug Klippert,2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available

**Microsoft Office 2000 9 in 1 For Dummies Desk Reference** Greg Harvey,1999-05-24 A user friendly reference book provides separate sections covering each Office 2000 module plus Windows 98 and includes pointers on getting the modules to work together

**Peter Norton's Complete Guide to Microsoft Office 2000** Peter Norton,Jill T. Freeze,Wayne S. Freeze,1999 Ready to use building blocks for integrated circuit design Why start coding from scratch when you can work from this library of pre tested routines created by an HDL expert There are plenty of introductory texts to describe the basics of Verilog but Verilog Designer s Library is the only book that offers real reusable routines that you can put to work right away Verilog Designer s Library organizes Verilog routines according to functionality making it easy to locate the material you need Each function is described by a behavioral model to use for simulation followed by the RTL code you ll use to synthesize the gate level implementation Extensive test code is included for each function to assist you with your own verification efforts Coverage includes Essential Verilog coding techniques Basic building blocks of successful routines State machines and memories Practical debugging guidelines

Although Verilog Designer's Library assumes a basic familiarity with Verilog structure and syntax it does not require a background in programming. Beginners can work through the book in sequence to develop their skills while experienced Verilog users can go directly to the routines they need. Hardware designers, systems analysts, VARs, OEMs, software developers and system integrators will find it an ideal sourcebook on all aspects of Verilog development.

### **Microsoft Word**

**2000 MOUS Cheat Sheet** Mary Millhollon, 1999. Millhollon provides readers with the knowledge base needed to get ready for the Word 2000 MOUS Exam. Each chapter is designed to introduce, explain and teach skills to pass the certification. CD contains code and examples from the book.

**Microsoft Excel 2000** Rick Winter, 1999. This cheat sheet provides a knowledge base needed to ready for the Excel 2000 MOUS exam. Each chapter is designed to introduce, explain and teach necessary skills to pass certification including hands on practice labs requiring usage of learned skills. Highlighted text and margin notes denote special interest topics from the author. Web sites, features, more practice exercises.

[AutoCAD 2004 For Dummies](#) Mark Middlebrook, 2003-05-02. Meet AutoCAD and AutoCAD LT and find out where to draw the line. Tour AutoCAD's new features, make CAD standards rule and find the friendlier xref. Once upon a time, architectural drawings were created with gasp pencils, paper and T squares. Then came AutoCAD with all its capabilities and complications. While this book won't turn back the clock, it will make it easy to explore AutoCAD 2004's new interface, conform with CAD standards, get the lowdown on 3D and discover all the amazing things you and AutoCAD can do. 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.

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*Microsoft Advanced Office 2000* Timothy J. O'Leary, Linda I. O'Leary, 1999. The O'Leary Series emphasizes the learning by doing approach by combining conceptual coverage with detailed software specific instructions. Each lab manual provides a new running case study based on realistic business scenarios that leads the student step by step from problem to solution. The Advanced Office text is a Core Level MOUS Certified book that includes all of the Introductory level O'Leary Office

content Preparing for MOUS Certification, Microsoft Word 2002 Jennifer Fulton,2002 **Microsoft Office 2000 User Specialist Study Guide** Gini Courier,Annette Marquis,1999-10-18 Go into the exams confident and come out MOUS certified Earning your Microsoft Office User Specialist MOUS certification shows your current or future employer that you have the skills they need This book helps you get those skills by reinforcing what you know teaching you what you don t and preparing you for all the questions you ll face on the exam Affordable and comprehensive the Microsoft Office 2000 User Specialist Study Guide is the clear choice and the only study resource you need to ready yourself to pass all the MOUS exams Meet every exam s objectives Word 2000 Format characters and paragraphs Use styles templates and macros Publish documents on the Web Create tables and forms Generate a mail merge Excel 2000 Create modify and print workbooks Format worksheets Create charts Audit worksheets Create and use templates Access 2000 Create and modify a database Integrate information from other applications Publish Access data to the Web Build forms for other users Produce reports PowerPoint 2000 Create and modify presentations Add textual and visual information Deliver and distribute presentations Outlook 2000 Manage a contact list and calendar Send receive and organize e mail Identify and filter spam and other unwanted e mail Make Outlook work with other Office applications FrontPage 2000 Build and manage Web sites Publish Web documents from Word Excel and Access Create hyperlinks to link your site to others Craft your site s navigational structure using Navigation bars PhotoDraw Learn the PhotoDraw interface and expansive tool set Import artwork or create your own graphics Touch up and enhance photos with designer effects Design your own professional images for the Web **The Complete Idiot's Guide to Upgrading and Repairing PCs** Jennifer Fulton,2000 The Complete Idiot s Guide to Upgrading and Repairing PCs Fourth Edition teaches you how to upgrade your PC peripherals to increase productivity on your PC without intimidating or offending you A straight forward conversational tone provides basic information in purchasing and installing the newest technology for multimedia and more You will learn how various software applications and operating systems upgrades can help you use or not use your PC more efficiently This book gives you the foundation on what a PC is and how to upgrade it in everyday language **Microsoft Office 2000 For Windows For Dummies** Wallace Wang,Roger C. Parker,1999-05-21 More than 70 million people have made Microsoft Office the most popular business software package on the planet Whether you re a newcomer to the power and productivity of the entire Office suite with its word processing spreadsheet database presentation Web design desktop publishing and e mail software or discovering Microsoft Office for the first time you ll find yourself right at home with the friendly advice and plain English answers inside Microsoft Office 2000 For Windows For Dummies Get all Office 2000 programs working together Word Excel PowerPoint Access FrontPage Outlook Publisher PhotoDraw and Internet Explorer and take your computing skills to the next level Publish professional looking Web pages from Word Excel PowerPoint Publisher and FrontPage Organize your schedule and e mail with Outlook create dazzling slide presentations with PowerPoint create documents quickly with Word and budget your finances with

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