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**Faithe Wempen**

*Author of Office 2016 For Seniors  
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# ***Microsoft® Office 2016 At Work***

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**by Faithe Wempen**

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## Microsoft® Office 2016 At Work For Dummies®

Published by: John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030-5774,  
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Published simultaneously in Canada

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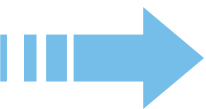
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Library of Congress Control Number: 2015952187

ISBN 978-1-119-14460-1 (pbk); ISBN 978-1-119-14465-6 (epdf); 978-1-119-14464-9 (epub)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

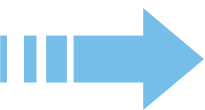


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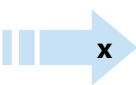
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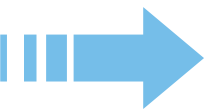
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# INTRODUCTION

**M**icrosoft Office 2016 is by far the most popular suite of productivity applications in the world, and with good reason. Its applications are powerful enough for business and professional use, and yet easy enough that a beginner can catch on to the basics with just a few simple lessons.

If you're new to Office 2016, this book can help you separate the essential features you need from the obscure and more sophisticated ones that you don't. For the four major Office applications I cover in this book — Word, Excel, Outlook, and PowerPoint — I walk you through the most important and common features, showing you how to put them to work to make it easier to do your job.

I designed this book for time-pressed Office users who simply want to figure out the task at hand without spending a lot of time looking for answers. This full-color book presents the most common Office tasks in illustrated, step-by-step instructions and organizes them so that they're easy to find, read, and apply. It covers classic Office tasks such as typing and formatting text, calculating with spreadsheets, organizing email and to-do lists, and creating PowerPoint presentations.

## About This Book

This book is organized into chapters, each split into a series of common tasks. It begins by familiarizing you with Office 2016 and showing you how to perform basic tasks such as starting and exiting each application, entering text, moving around, and saving your work. Then it covers each of the four main applications:

**Word** (Chapters 2–6): A word processing application, suitable for creating reports, newsletters, manuscripts, memos, and mail merges.

**Excel** (Chapters 7–11): A spreadsheet application, great for storing data lists, calculating columns of numbers, and creating graphical charts that summarize numeric data.

**Outlook** (Chapters 12–13): An email and personal information management application you can use to send and receive mail, manage an address book, and track your daily to-do list.

**PowerPoint** (Chapters 14–17): A presentation graphics application for building and delivering attractive presentations that include graphics, animations, and even sound and video.

You can read the chapters in any order, at any time. Although each task is explained step by step, if you have trouble with a particular task, I recommend



reading the entire chapter for that task — it's just possible that you'll find a different, better approach to accomplishing the task.

## Foolish Assumptions

This book assumes that you can start your computer and use the keyboard and mouse (or whatever device moves the pointer onscreen).

Office 2016 runs on Windows 10 (the newest version of Windows), Windows 8, and Windows 7 computer operating systems, so I assume you're using one of these. The examples in this book show Office 2016 running in Windows 10, but Office works mostly the same on all operating systems. If you are using Office applications on some other platform, like Linux, Mac, or a tablet or smart phone, things may not look or work exactly the same as described in this book.

## Icons Used in This Book



The following icons highlight important or useful information in this book.

Tips can save you time or make it easier to do something.



This icon emphasizes useful information to keep in mind when using Office.



Watch out! This icon alerts you about something that can hurt or wipe out important data. Read this information before making a mistake that you may not be able to recover from.

## Beyond the Book

[www.dummies.com](http://www.dummies.com) has a heaping handful of additional Office information:

- You can find a cheat sheet with shortcuts for working in Office 2016 at [www.dummies.com/cheatsheet/office2016atwork](http://www.dummies.com/cheatsheet/office2016atwork).
- Visit [www.dummies.com/go/dummiesvideo](http://www.dummies.com/go/dummiesvideo) to access the *Office 2016 For Dummies* online video course, featuring 150 how-to videos on Office 2016.



To gain access to the online video, all you have to do is register. Just follow these simple steps:

**1 Find your PIN code.**

- **Print book:** If you purchased a hard copy of this book, turn to the inside back cover of this book to find your PIN.
- **E-book:** If you purchased this book as an e-book, you can get your PIN by registering your e-book. Go to [www.dummies.com/go/dummiesvideo](http://www.dummies.com/go/dummiesvideo) and follow the instructions. You'll be asked to fill in some registration information and answer a security question to verify your purchase. Once you handle those steps, you'll receive an e-mail with your PIN.

**2 Go to [www.dummies.com/go/dummiesvideo](http://www.dummies.com/go/dummiesvideo).**

**3 Follow the onscreen instructions to create an account, enter your PIN, and establish your own login information.**

Now you're ready to start watching your videos! Your PIN gives you access to watch as often as you want for 12 months after you register. Once you create your registration, simply return to the video site and log on with the username and password you created. No need to enter your PIN a second time.



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## Where to Go from Here

This is your book; use it how you want. You can start at the beginning and read it straight through, or you can hop to whatever chapter or topic you want. For those of you who are pretty new to computers, you might want to start at the beginning. If you're new to Office, the beginning part will give you a good foundation on what features work similarly in all the programs.

If you're new to Office 2016, I recommend that you start by reading Chapter 1, which introduces Office 2016 concepts you may not be familiar with, and explains what all (or most) of the Office apps have in common.



# CHAPTER ONE

## Getting to Know Office

**M**icrosoft Office is a suite of applications. A *suite* is a group of applications designed to work together and that have similar user interfaces in order to cut down on the learning curve for each one. Office 2016 includes a word processor (Word), a spreadsheet program (Excel), a presentation graphics program (PowerPoint), and an e-mail program (Outlook). Depending on the version of Office, it may also include other programs. Sweet, eh? Er . . . *suite*.

Because all the Office apps have similar interfaces, many of the skills you pick up while working with one program also translate to the others. In this lesson, I introduce you to the Office interface and show you some things the programs have in common. For the examples in this lesson, I mostly use Word and Excel, because they are the most popular of the applications. Keep in mind, though, that the skills you learn here apply to the other applications, too.

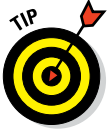
Throughout the book, the examples all show Windows 10 as the operating system. Where Windows 7 or 8 are substantially different, I let you know what to expect.

### In This Chapter

- ▶▶▶ Starting and exiting an Office application
- ▶▶▶ Using the Ribbon
- ▶▶▶ Using the File menu
- ▶▶▶ Creating a new document
- ▶▶▶ Changing the view
- ▶▶▶ Saving your work
- ▶▶▶ Closing a file
- ▶▶▶ Opening a saved file

# Start and exit an Office application

There are several ways to start Office applications. For example, you can select it from the Start menu's All Apps list. (Hint: It's in a folder called Microsoft Office 2016, so look in the "M" section.) You can also use the Search feature: with the Start menu open, begin typing the application's name and then click its name when it appears. Depending on how your PC is set up, you might also have shortcuts to one or more of the Office apps on your desktop or taskbar, or pinned to the top level of the Start menu.



You can also double-click a data file that's associated with one of the Office applications to start that application.

The following steps explain how to start an Office application in Windows 10; if you are using earlier versions of Windows, check out the Tips throughout this book that point out differences:

- 1 On the taskbar, click the Start button.

If the application you want to run appears at the top of the Start menu, click it and you're done with these steps.

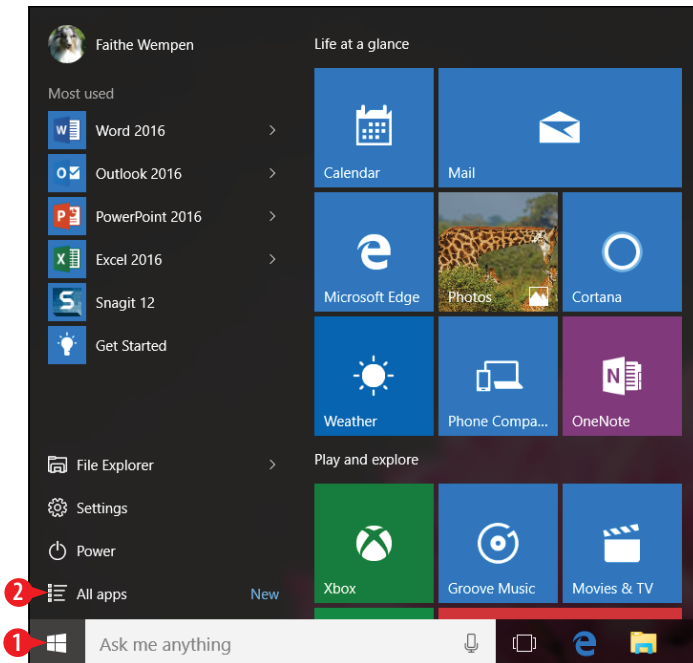


Figure 1-1: Click Start and then click All Apps.



**2** Click All Apps.

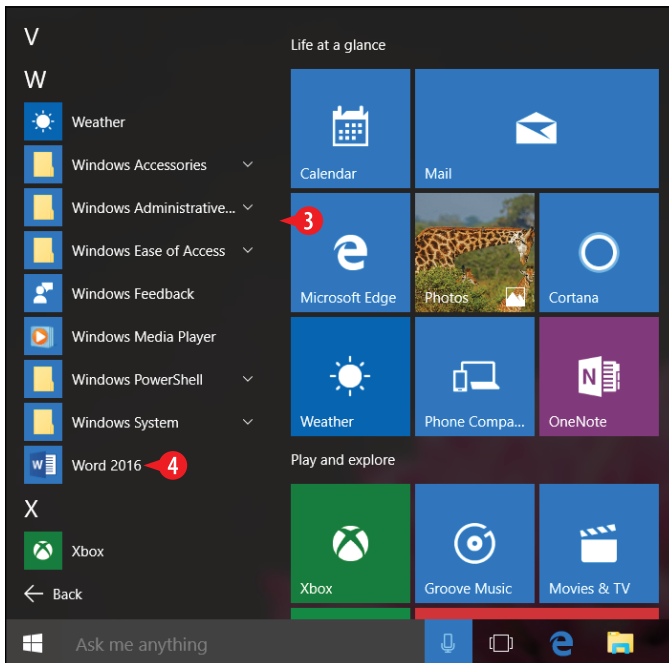
If you have Windows 8.1, the All Apps button is a down-pointing arrow at the bottom of the Start screen. If you have Windows 7, click All Programs instead of All Apps.

**3** Scroll down to the section for the first letter of the application name. For example, to run Word, scroll down to the W section.



In step 3, if you have Windows 8.1, the applications won't be in the lettered sections because the alphabetical list is only for modern apps, not desktop apps; scroll to the right to find the Microsoft Office 2016 section. If you have Windows 7, all the folders and shortcuts are arranged in a single alphabetical list, so it should be fairly easy to find Microsoft Office 2016.

**4** Click the desired application.



**Figure 1-2:** Scroll to the W section and click the desired application.

**5.** Press the Esc key to bypass the Start screen that appears.



In Word, Excel, and PowerPoint, a Start screen appears when you run the application from which you can select a template for a new document or open an existing document.



- 6 Click the Close (X) button in the application window's upper-right corner to close the application.

If you have any unsaved changes, you are prompted to save them here. See “Save your work” later in this chapter for more information about saving.



**Figure 1-3:** The Close button shuts down an application.

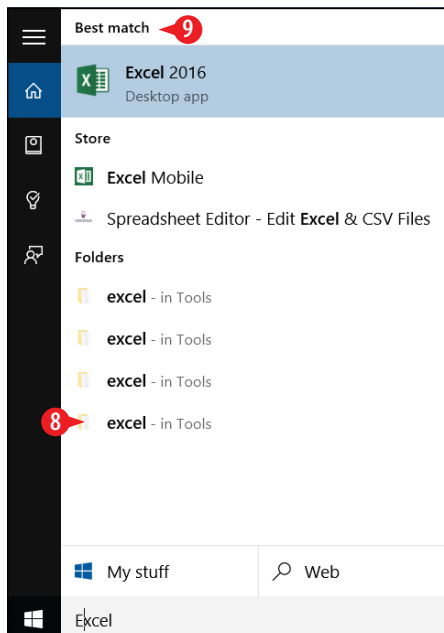
Now let's try opening and closing again, this time using a different method for both.

- 7 Click in the Search box on the taskbar.



**Figure 1-4:** Click in the Search box.

- 8 Begin typing the name of the application to open (for example, type *Excel*).
- 9 In the search results that appear, find the name of the application you're typing, then click that name. The application opens.



**Figure 1-5:** Search for the application's name and then click it in the search results.

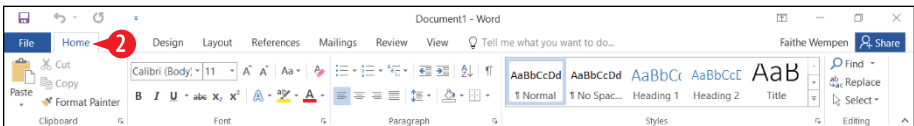
10. Press Alt+F4 close the application.

Now that you know how to start and exit Office applications, let's take a look at the interface of a typical Office application.

## Work with the Ribbon

All Office applications have a common system of navigation called the *Ribbon*, which is a tabbed bar across the top of the application window. Each tab is like a page of buttons. You click different tabs to access different sets of buttons and features. To explore the Ribbon, follow these steps:

1. Open an Office application, as discussed in the previous section, and if needed press Esc to bypass the Start screen.
2. On the Ribbon, click the desired tab.
3. Click the desired command.

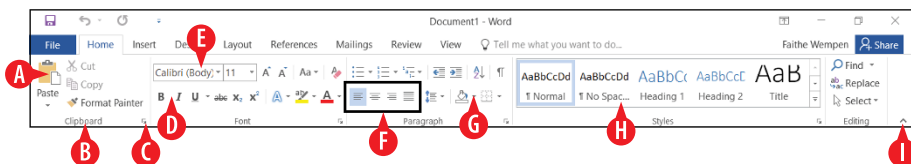


**Figure 1-6:** Click a tab, and then click the desired command.

Here are some key facts to know about Ribbon commands:

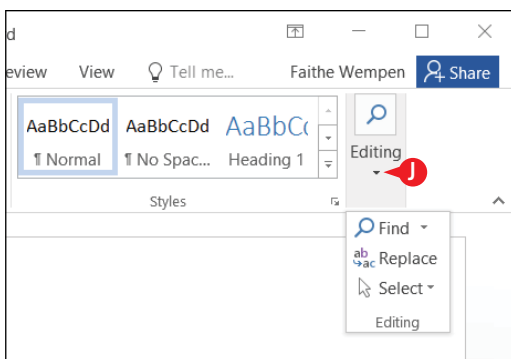
- A Not all commands are available all the time. For example, you can't paste content until you first cut or copy it. Commands that appear gray (dimmed) are currently unavailable.
- B Buttons are organized into groups. The group names appear at the bottom.
- C Some groups have dialog box launchers; these open a dialog box or task pane relating to the commands in that group. The one in the Font group, for example, opens the Font dialog box.
- D Some buttons, such as Bold or Italic, are on/off toggles. Each time you click the button, it switches its state from one to the other.
- E Some groups contain drop-down lists from which to choose settings such as fonts or sizes.
- F Some buttons work as a group from which only one button can be selected at a time. One example is the four buttons in the Paragraph group that control horizontal alignment of paragraph text.

- G** Some buttons have a small arrow on them. In some cases, if you click the button face (not the arrow), the current setting is applied. If you click the arrow, on the other hand, a menu opens for changing the current setting. In other cases, clicking the arrow or the button face has the same effect: opening a menu.
- H** Some groups, such as the Styles group, contain galleries from which you can choose settings by graphical example.
- I** You can hide the Ribbon to save space by clicking the Collapse the Ribbon arrow or pressing Ctrl+F1. When you do so, the tab names remain onscreen; click a tab name to reopen the Ribbon. Then click the Pin the Ribbon icon (the tiny pushpin) at the far right end of the Ribbon to re-pin it open.



**Figure 1-7:** Ribbon controls.

- J** Depending on the width of the application window, some groups may appear collapsed. When a group is collapsed, it appears as a single button with the group's name. When you click the button, a palette appears containing all the group's individual commands.



**Figure 1-8:** When the application window is not wide enough to display all the Ribbon content, some groups appear collapsed.



## Use the File menu

In each Office application, clicking the File tab opens the File menu, also known as *Backstage view*. Backstage view provides access to commands that have to do with the data file you're working with — commands such as saving, opening, printing, mailing, and checking the file's properties. The File tab is a different color in each application. In Excel, for example, it's green. To explore Backstage view, follow these steps:

1. Click the File tab. Backstage view opens.
2. Click the desired page from the navigation pane at the left.

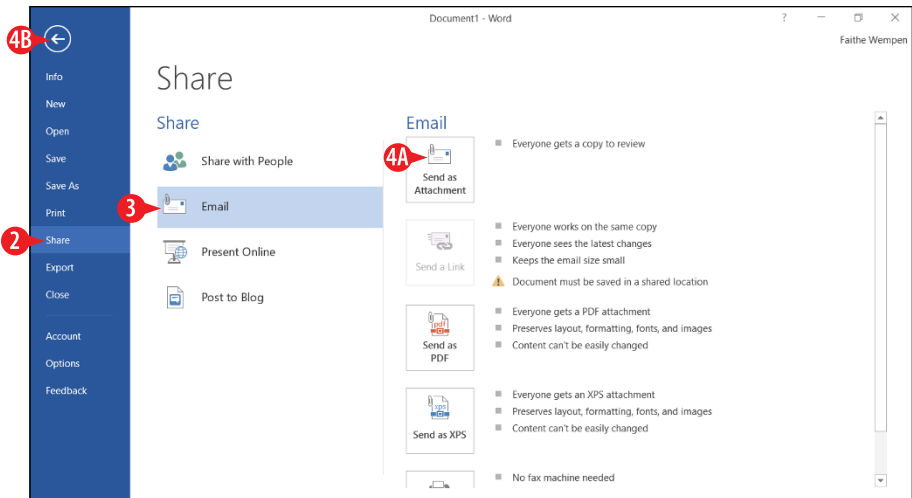


The pages are the same between applications. Table 1-1 summarizes them.

3. If applicable, click a section. Not all pages have sections.
- 4A. Click the desired command.

OR

- 4B. Click the back arrow or press Esc to leave Backstage view without making a selection.



**Figure 1-9:** After clicking File, click a page and choose the command to issue.

**Table 1-1 Pages on the File Menu in Word, Excel, and PowerPoint**

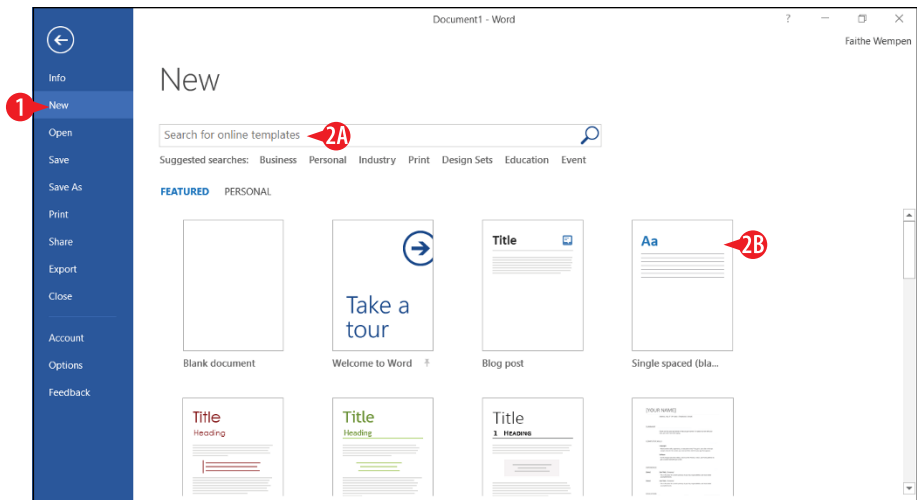
<b>Page</b>	<b>What You Can Do</b>
Info	See and edit file properties Password-protect the file and restrict editing Inspect the file for privacy, accessibility, and compatibility Recover unsaved versions
New	Start a new file using a template
Open	Open an existing file
Save	Save the active file for the first time, or save changes to an existing file using the same settings
Save As	Save changes to an existing file using different settings
Print	Print the active file
Share	Invite others to view or edit the file online Send the file via email to others Present online (Word and PowerPoint only) Publish slides (PowerPoint only) Post to blog (Word only)
Export	Create a PDF or XPS version Change the file type Create a video (PowerPoint only) Package a presentation for CD (PowerPoint only) Create handouts (PowerPoint only)
Account	View and change the active Microsoft account Change the background and theme for the application window Connect to online services (OneDrive, YouTube, Facebook) Manage updates and subscriptions
Options	Control application settings
Close	Close the active document

# Create a new document

When you start an application, a Start screen appears. From there, you can choose a template on which to base a new document. (I'm using *document* generically here to refer to a Word document, Excel workbook, or PowerPoint presentation file.) If you just want a blank file with default settings, press Esc to start one without having to choose a template. (Choosing the Blank template is the same as pressing Esc.)

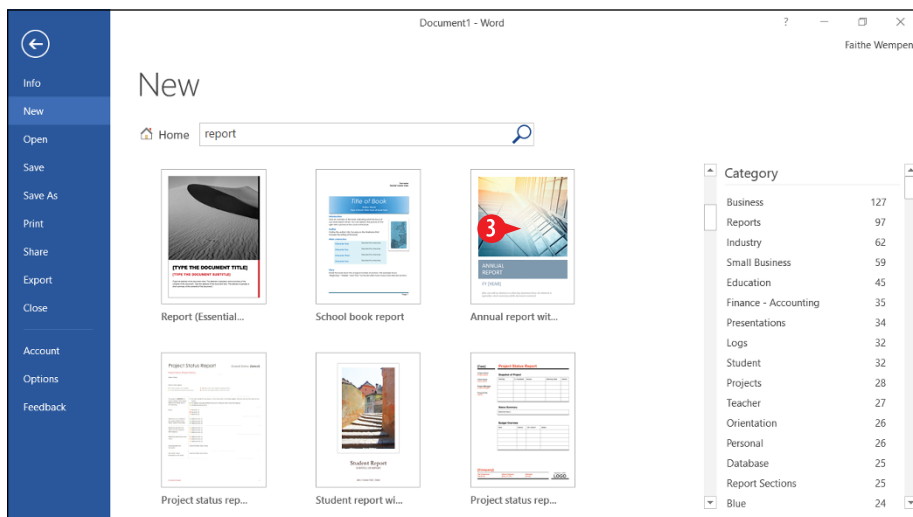
You can also create additional new files without exiting and restarting the application. If you want an additional blank file with default settings, the easiest way is to press Ctrl+N. If you want a new file based on a template, follow these steps:

- 1 Click the File tab, and click New. A gallery of templates appears.
  - 2A Type a keyword in the Search for online templates box and press Enter.
- OR
- 2B Click any template you want, then skip to step 4.



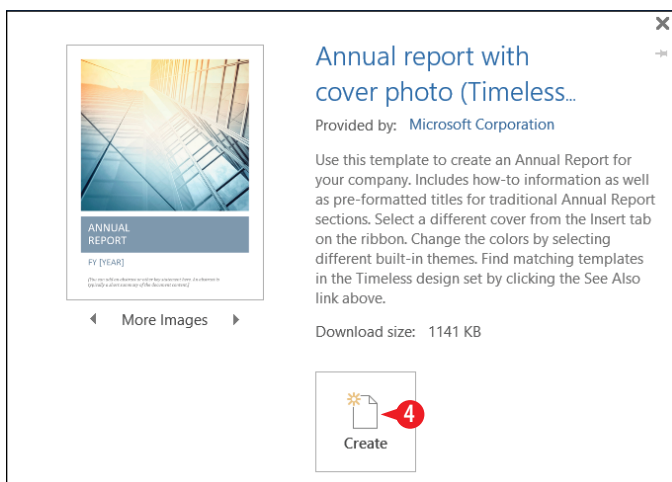
**Figure 1-10:** Select a template thumbnail, or type a keyword to search for templates.

- 3 In the search results, click the desired template to see details about it.



**Figure 1-11:** Choose a template from the search results.

- 4 Click Create to download the template and start a new file based on it.



**Figure 1-12:** Choose a template from the search results.

Depending on the template you choose, the document might not behave exactly like a blank document would. There might be pre-entered content, special formatting, or text placeholders. You are not locked into any of the content or formatting that comes with a template. You can delete any content that you don't want, and make any changes as desired.

## Enter text

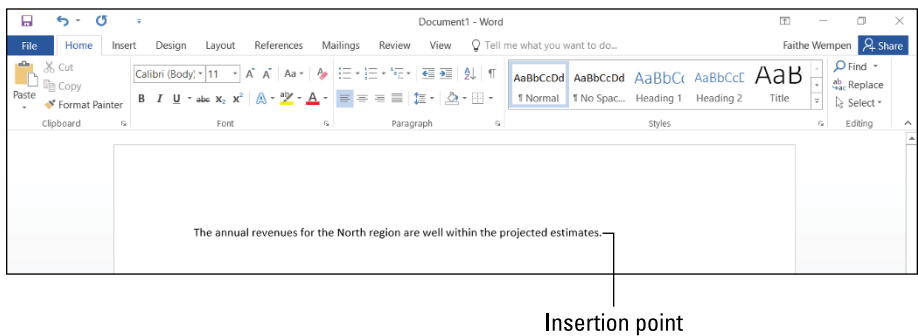
Because of the layout differences among Excel, Word, and PowerPoint, the process of entering text in each program differs.

### Word

Word places text directly on the document page (unless you happen to be using a template that employs text boxes, which is common for complicated layouts like newsletters). To type text in a Word document, just start typing. The *insertion point* (a flashing vertical line) shows where the text you type will appear. (See Figure 1-13.)

Press Enter to start a new paragraph. (You don't have to press Enter at the end of each line, because Word wraps text to the next line automatically as needed.)

To edit text, press Backspace to erase the character to the left of the insertion point or Delete to erase the character to its right. You can also select text (see "Select text" in Chapter 2) and then press either of those keys to delete the selection or type new text to replace the selection.



**Figure 1-13:** Type text directly onto the document page in Word.

### Excel

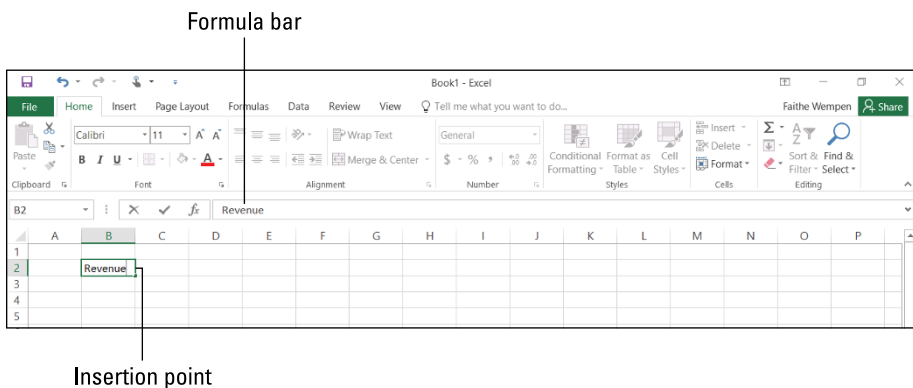
Excel stores text in *cells*, which are boxes at the intersections of rows and columns. To type text in an Excel cell, click the desired cell to make that cell active, and then type.



It's okay if the text is so long that it doesn't fit in the cell. The text can spill over into cells to the right if they are empty. In Chapter 7 you will learn how to format an Excel worksheet to correct cell width problems.

When you are finished typing in that cell, click a different cell, or press an arrow key on the keyboard to move one cell in the direction of the arrow, or press Enter to move to the cell below the active one.

If you need to edit the text in a cell, double-click the cell to move the insertion point into it, or click the cell to select it and then make your edits in the formula bar, which lies between the Ribbon and the column headings. (See Figure 1-14.)



**Figure 1-14:** Type text and numbers into cells in Excel.

## PowerPoint

PowerPoint places text in movable, resizable boxes on slides. Different slide layouts come with different placeholder boxes, and you can change layouts if you want a slide to have different placeholders. You can create your own text boxes, but you can't type text directly onto the slide. Everything has to be in some sort of box or frame. To place text in a placeholder, click inside it and start typing. At that point, text editing is the same as in Word. (See Figure 1-15.)