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10 BOOKS
IN 1

- Common Office Tasks
- Word
- Excel®
- PowerPoint®
- OneNote®
- Outlook®
- Access®
- Charts and Graphics
- Advanced Office
- Office on the Web

Peter Weverka



Introduction

This book is for users of Microsoft Office 2016 who want to get to the heart of Office without wasting time. Don't look in this book to find out how the different applications in the Office suite work. Look in this book to find out how *you* can get *your* work done better and faster with these applications.

I show you everything you need to make the most of each of the Office applications. On the way, you have a laugh or two. No matter how much or how little skill you bring to the table, this book will make you a better, more proficient, more confident user of the Office 2016 applications.

About This Book

Besides the fact that this book is easy to read, it's different from other books about Office 2016:

- ◆ **Easy-to-find information:** I have taken great pains to make sure that the material in this book is well organized and easy to find. The descriptive headings help you find information quickly. The bulleted and numbered lists make following instructions simpler. The tables make options easier to understand and compare.
- ◆ **A task-oriented approach:** Most computer books describe what the software is, but this book explains how to complete tasks with the software. I assume that you came to this book because you want to know how to *do* something — create a table, create a chart, or give a PowerPoint presentation. You came to the right place. This book describes how to get tasks done.

♦ **Meaningful screen shots:** The screen shots in this book show only the part of the screen that illustrates what is being explained in the text. When instructions refer to one part of the screen, only that part of the screen is shown. I took great care to make sure that the screen shots in this book serve to help you understand the Office 2016 programs and how they work. Compare this book to the next one on the bookstore shelf. Do you see how clean the screen shots in this book are?

I want you to understand all the instructions in this book, and in that spirit, I've adopted a few conventions.

Where you see boldface letters or numbers in this book, it means to type the letters or numbers. For example, "Enter **25** in the Percentage text box" means to do exactly that: Enter the number 25.

Sometimes two tabs on the Ribbon have the same name. To distinguish tabs with the same name from one another, I sometimes include one tab's "Tools" heading in parentheses if there could be confusion about which tab I'm referring to. In PowerPoint, for example, when you see the words "(Table Tools) Design tab," I'm referring to the Design tab for creating tables, not the Design tab for changing a slide's appearance. (Book I, [Chapter 1](#) describes the Ribbon and the tabs in detail.)

To show you how to step through command sequences, I use the \Rightarrow symbol. For example, on the Insert tab in Word 2016, you can click the Page Number button and choose Top of Page \Rightarrow Simple to number pages. The \Rightarrow symbol is a shorthand method of saying "Choose Top of Page and then choose Simple."

To give most commands, you can press combinations of keys. For example, pressing Ctrl+S saves the file you're

working on in the Office 2016 applications. In other words, you can hold down the Control key and press the S key to save a file. Where you see Control+, Alt+, or Shift+ and a key name or key names, press the keys simultaneously.

Foolish Assumptions

Please forgive me, but I made one or two foolish assumptions about you, the reader of this book. I assumed that:

- ◆ You own a copy of Office 2016, the latest edition of Office, and you have installed it on your computer.
- ◆ You use a Windows operating system. All people who have the Windows operating system installed on their computers are invited to read this book. It serves people who have Windows 10, Windows 8.1, Windows 8, and Windows 7.
- ◆ You are kind to foreign tourists and small animals.

Icons Used in This Book

To help you get the most out of this book, I've placed icons here and there. Here's what the icons mean:



Next to the Tip icon, you can find shortcuts and tricks of the trade to make your visit to Officeland more enjoyable.



Where you see the Warning icon, tread softly and carefully. It means that you are about to do something that you may regret later.



When I explain a juicy little fact that bears remembering, I mark it with a Remember icon. When you see this icon, prick up your ears. You will discover something that you need to remember throughout your adventures with Word, Excel, PowerPoint, or the other Office application I am demystifying.



When I am forced to describe high-tech stuff, a Technical Stuff icon appears in the margin. You don't have to read what's beside the Technical Stuff icons if you don't want to, although these technical descriptions often help you understand how a software feature works.

Beyond the Book

In addition to the information you find in the book, I have included these online bonuses:

◆ **Online articles covering additional topics at**

www.dummies.com/extras/office2016aio

Here you'll see how to tell Office 2016 where you prefer to store files, quickly create an index in Word 2016 by making use of a concordance file, create two data columns from one in Excel 2016, edit a video in PowerPoint 2016, copy the text from an Office 2016

file into a OneNote 2016 note, be alerted in Outlook 2016 when you get email from specific people, copy an Access 2016 report into a Word 2016 document, use images to represent data in a bar chart, put your favorite buttons on the Quick Access toolbar, and show Office 2016 files to people who don't have Office 2016 by displaying them on the Internet.

♦ **The Cheat Sheet for this book is at**

(www.dummies.com/cheatsheet/office2016aio)

Here you'll find descriptions of some indispensable Office 2016 commands, instructions for customizing an Office 2016 application, and tips for adding visual elements to the files you create with Office 2016.

♦ **Updates:** Occasionally, we have updates to our technology books. If this book does have technical updates, they will be posted at

dummies.com/go/office2016aio.

Where to Go from Here

You are invited to read this book from start to finish or to go where you need instructions for completing a task. This book's index and table of contents will help you find the information you need.

Book I describes basic techniques that will serve you well no matter which Office 2016 application you're working in. If you came to this book to be a more capable user of Word 2016, look to Book II, which explains everything from laying out pages to taking advantage of Word's desktop publishing capabilities.

Book III delves into Excel 2016 and shows you how to construct meaningful worksheets for storing and crunching data. In Book IV, you discover how to create a

PowerPoint presentation that makes the audience say, “Wow!” Book V shows you how to take and organize notes in OneNote.

Book VI explains how Outlook 2016 can help you handle your email as well as scheduling and tasks. In Book VII, you explore Access 2016, the Office application for storing and fetching data in databases.

Book VIII show how to create charts and graphs, as well as how to decorate files with shapes and pictures. In Book IX, you see how to customize Office 2016, print and otherwise distribute files, and use Publisher 2016. Book X demonstrates how you can collaborate with others using Microsoft OneDrive.

Book I

Common Office Tasks



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Chapter 1

Office Nuts and Bolts

In This Chapter

- ✓ **Introducing the Office applications**
 - ✓ **Understanding Office 365**
 - ✓ **Exploring the Office interface**
 - ✓ **Saving and auto-recovering your files**
 - ✓ **Opening and closing an Office file**
 - ✓ **Recording a file's document properties**
 - ✓ **Clamping a password on a file**
-

Chapter 1 is where you get your feet wet with Office 2016. Walk right to the shore and sink your toes in the water. Don't worry; I won't push you from behind.

In this chapter, you meet the Office applications and discover speed techniques for opening files. I show you around the Ribbon, Quick Access toolbar, and other Office landmarks. I also show you how to open files, save files, and clamp a password on a file.

A Survey of Office Applications

Office 2016, sometimes called the *Microsoft Office Suite*, is a collection of computer applications. Why is it called Office? I think because the people who invented it wanted to make software for completing tasks that need

doing in a typical office. When you hear someone talk about “Office” or “Office software,” they’re talking about several different applications. [Table 1-1](#) describes the Office applications.

[Table 1-1](#) Office Applications

Application	Description
Word	A word processor for writing letters, reports, and so on. A Word file is called a <i>document</i> (see Book II).
Excel	A number cruncher for performing numerical analyses. An Excel file is called a <i>workbook</i> (see Book III).
PowerPoint	A means of creating slide presentations to give in front of audiences. A PowerPoint file is called a <i>presentation</i> , or sometimes a <i>slide show</i> (see Book IV).
OneNote	A way to take notes and organize your ideas (see Book V).
Outlook	A personal information manager, scheduler, and emailer (see Book VI).
Access	A database management application (see Book VII).
Publisher	A means of creating desktop-publishing files — pamphlets, notices, newsletters, and the like (see Book IX, Chapter 3).

Microsoft offers many different versions of Office 2016, some aimed at home users and some at business users. Not all versions of Office 2016 have Outlook, Access, and Publisher. Visit this web page to compare and contrast the different versions of Office:

<https://products.office.com>

Follow these steps to find out which Office 2016 applications are installed on your computer:

- 1. Open any Office 2016 application.**
- 2. Click the File tab.**

This tab is located in the upper-left corner of the screen. The Backstage window opens after you click

the File tab.

3. Select the Account category.

As shown in [Figure 1-1](#), the Account window opens. Under “This Product Contains” is an icon for each Office application that is installed on your computer.

4. Click the Back button when you finish gazing at the Account window.

The Back button, a left-pointing arrow, is located in the upper-left corner of the Account window.

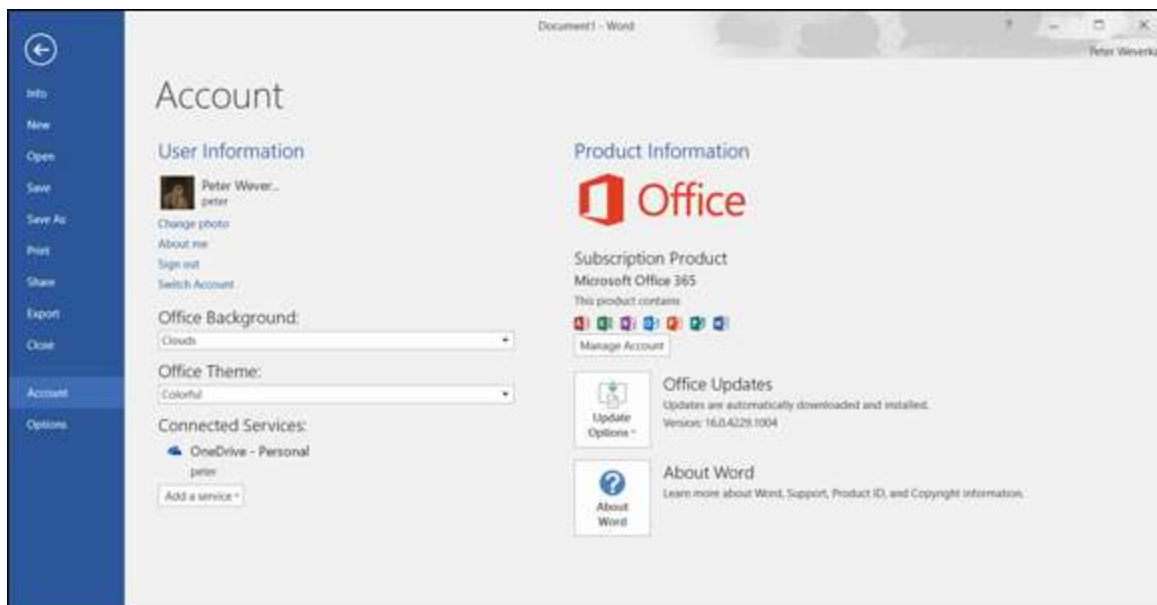


Figure 1-1: The Account window tells you which Office applications are installed.



If you're new to Office, don't be daunted by the prospect of having to study so many different applications. The applications have much in common, with the same commands showing up throughout. For example, the method of choosing fonts is the same in Word, Outlook, PowerPoint, Excel, Access, and Publisher. Master one Office program and you're well on your way to mastering the next.

All about Office 365

Office 365 is the name of Microsoft's online services division. To install Office 2016 software on your computer, you need an Office 365 account. In other words, you must be a paid subscriber to Office 365.

As of this writing, a subscription to the Home edition of Office 365 costs \$99.99 per year or \$9.99 per month (Microsoft also offers a Business edition and University edition). An Office 365 subscription entitles you to these goodies:

- ◆ The opportunity to install Office 2016 on five computers.
- ◆ The opportunity to install Word, Excel, and PowerPoint on five iPads and/or Windows tablets.
- ◆ Automatic updates to the Office software on your computer. As long as your subscription is paid up, Microsoft updates the Office software automatically.
- ◆ The opportunity to store files on OneDrive, Microsoft's cloud service. In computer jargon, *the cloud* is the name for servers on the Internet where individuals can store files. Rather than keep files on your computer, you can keep them on the Internet so that you can open them wherever your travels take you. Subscribers to Office 365 get an unlimited amount of storage space on OneDrive. (Book X explains how to store and share files with OneDrive.)
- ◆ The opportunity to use *Office Online*, the online versions of Word, Excel, PowerPoint, OneNote, and Outlook. To use an Office Online program, you open it in a browser and give commands through the browser window. Office Online software is useful for co-editing and sharing files.

To find out all there is to know about Office 365, visit this website:

<http://office.microsoft.com/en-us/office365home>

Automatic Office 2016 updates

From time to time, Microsoft updates Office 2016 software. The updates are performed automatically. Follow these steps to find out when your version of Office 2016 was last updated:

1. **In any Office application, click the File tab.**
2. **In the Backstage window, click Account to open the Account window (refer to [Figure 1-1](#)).**
3. **Click the Update Options button and choose View Updates on the drop-down menu that appears.**

Click the Manage Account button in the Account window to go online and visit your Account page at Office 365. From there, you can see when you installed Office 365 on your computer, update your credit card information, and see when your subscription needs renewing, among other things.

Finding Your Way Around the Office Interface

Interface, also called the *user interface*, is a computer term that describes how a software program presents itself to the people who use it (and you probably thought *interface* meant two people kissing). [Figure 1-2](#) shows the Word interface. You will be glad to know that the interface of all the Office programs is pretty much the same.

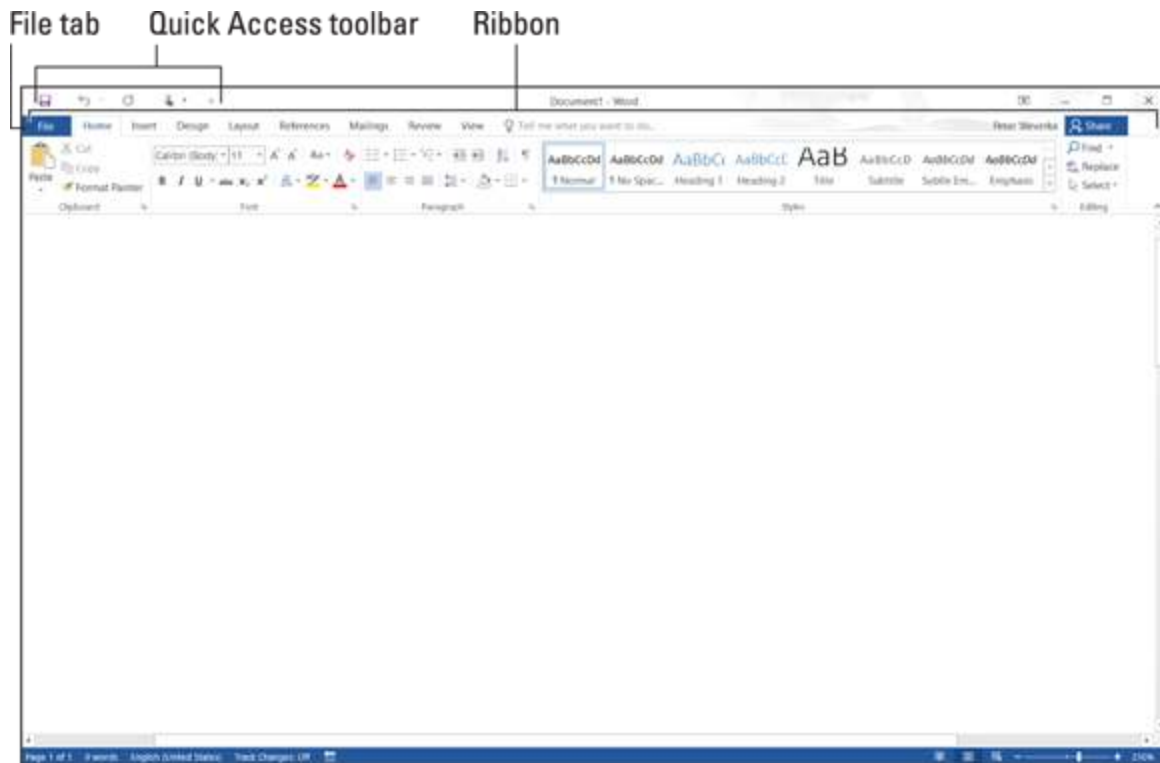


Figure 1-2: The File tab, Quick Access toolbar, and Ribbon.

These pages give you a quick tour of the Office interface and explain what the various parts of the interface are. Click along with me as I describe the interface and you'll know what's what by the time you finish reading these pages.

The File tab and Backstage

In the upper-left corner of the window is the *File tab* (see [Figure 1-2](#)). Clicking the File tab opens the Backstage (Microsoft's word, not mine). As shown in [Figure 1-3](#), the *Backstage* offers commands for creating, saving, printing, and sharing files, as well as performing other file-management tasks. Notice the Options command on the Backstage. You can choose Options to open the Options dialog box and tell the application you are working in how you want it to work.

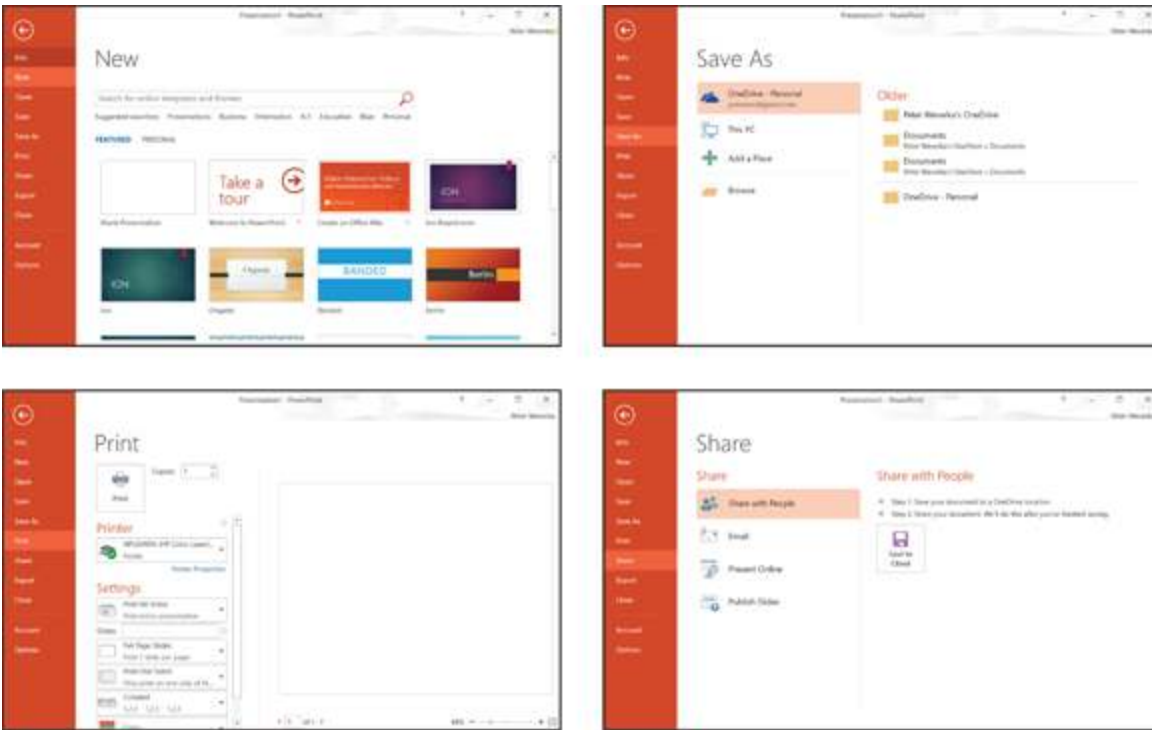


Figure 1-3: Go to the Backstage to manage, print, and share files.



To leave the Backstage and return to the application window, click the Back button. This button is located in the upper-left corner of the Backstage.

The Quick Access toolbar

No matter where you travel in an Office program, you see the *Quick Access toolbar* in the upper-left corner of the screen (refer to [Figure 1-2](#)). This toolbar offers the all-important Save button, the trusty Undo button, and the convenient Repeat button (as well as the Touch/Mouse Mode button if your screen is a touchscreen). You can place more buttons on the Quick Access toolbar as well as move the toolbar lower in the window. I explain how to customize the Quick Access toolbar in Book IX, [Chapter 1](#).

The Ribbon and its tabs

Across the top of the screen is the *Ribbon*, an assortment of different *tabs* (see [Figure 1-2](#)); click a tab to view a different set of commands and undertake a task. For example, click the Home tab to format text; click the Insert tab to insert a table or chart. Each tab offers a different set of buttons, menus, and galleries.

Collapsing and showing the Ribbon

To get more room to view items on-screen, consider collapsing the Ribbon. When the Ribbon is collapsed, only tab names on the Ribbon appear; the buttons and galleries are hidden from view.

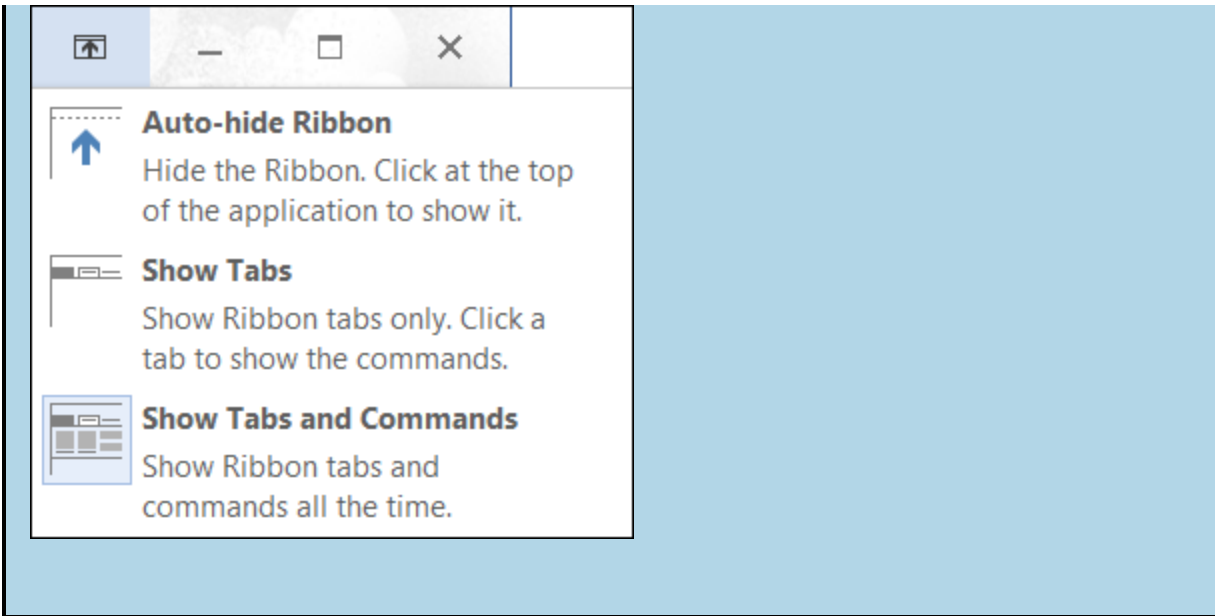
Use these techniques to collapse the Ribbon:

- ✓ Click the Collapse the Ribbon button (located to the right of the Ribbon).
- ✓ Press Ctrl+F1.
- ✓ Right-click a tab on the Ribbon and select Collapse the Ribbon on the shortcut menu.
- ✓ Double-click a tab on the Ribbon.
- ✓ Click the Ribbon Display options button and choose Show Tabs.

Use these techniques to show the Ribbon when it is collapsed:

- ✓ Click a tab to display the Ribbon and then click the Pin the Ribbon button.
- ✓ Press Ctrl+F1.
- ✓ Right-click a tab and deselect Collapse the Ribbon.
- ✓ Double-click a tab on the Ribbon.
- ✓ Click the Ribbon Display options button and choose Show Tabs and Commands.

Want to hide the Ribbon altogether? Click the Ribbon Display Options button and choose Auto-Hide Ribbon on the drop-down list. To see the Ribbon again, click the top of the application.



Context-sensitive tabs

To keep the Ribbon from getting too crowded with tabs, Microsoft has arranged for some tabs to appear only in context — that is, they appear on the Ribbon after you insert or click something. These tabs are called *context-sensitive* tabs.

In [Figure 1-4](#), for example, I inserted a table, and two additional tabs — the Design and the Layout tab — appear on the Ribbon under the heading “Table Tools.” These context-sensitive tabs offer commands for designing and laying out tables. The idea behind context-sensitive tabs is to direct you to the commands you need and exclude all other commands.

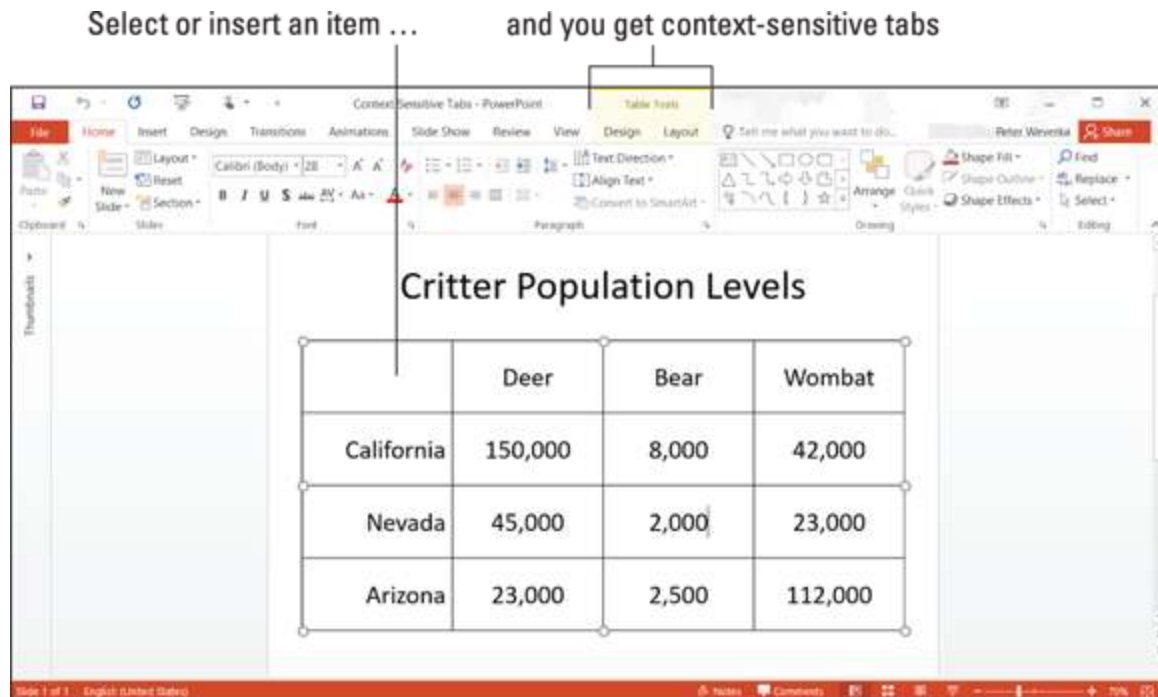


Figure 1-4: After you insert or select an item, context-sensitive tabs appear on the Ribbon.



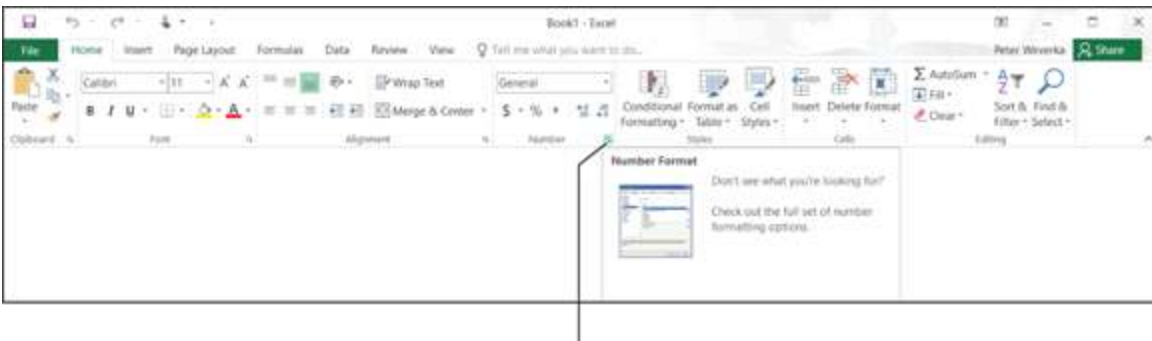
If you can't find a tab on the Ribbon, the tab is probably context-sensitive. You have to insert or select an item to make some tabs appear on the Ribbon. Context-sensitive tabs always appear on the right side of the Ribbon under a heading with the word *Tools* in its name.

The anatomy of a tab

All tabs are different in terms of the commands they offer, but all are the same insofar as how they present commands. On every tab, commands are organized in groups. On every tab, you find group buttons, buttons, and galleries. Group buttons, buttons, galleries — what's up with that?

Groups and group buttons

Commands on each tab are organized into *groups*. The names of these groups appear below the buttons and galleries on tabs. For example, the Home tab in Excel is organized into several groups, including the Clipboard, Font, Alignment, and Number group, as shown in [Figure 1-5](#).



Move the pointer over a group button to see a dialog box image

Figure 1-5: Each tab is organized into groups; some groups offer group buttons.

Groups tell you what the buttons and galleries above their names are used for. On the Home tab in Excel, for example, the buttons in the Font group are for formatting text. Read group names to help find the command you need.



Many groups have a *group button* that you can click to open a dialog box or task pane (officially, Microsoft calls these little buttons *dialog box launchers*, but let's act like grownups, shall we?). Group buttons are found to the right of group names. Move the pointer over a group button to open a pop-up help box with a description of the dialog box or task pane that appears when the button is clicked (refer to [Figure 1-5](#)).

Buttons and galleries

Go to any tab and you find buttons of all shapes and sizes. What matters isn't a button's shape or size, but whether a down-pointing arrow appears on its face. Click a button *with* an arrow and you get a drop-down list with options you can choose.



You can find out what clicking a button does by moving the pointer over it, which makes a pop-up description of the button appear.

Built in to some tabs are galleries. A *gallery* presents you with visual options for changing an item. When you move the pointer over a gallery choice, the item on your page or slide — the table, chart, or diagram, for example — changes appearance. In galleries, you can preview different choices before you click to select the choice you want.

Mini-toolbars and shortcut menus

A *mini-toolbar* is a toolbar that appears on-screen to help you do a task, as shown in [Figure 1-6](#). You can select an option from a drop-down list or click a button on the mini-toolbar to complete a task. Mini-toolbars are very convenient. They save you the trouble of going to a different tab to complete a task.

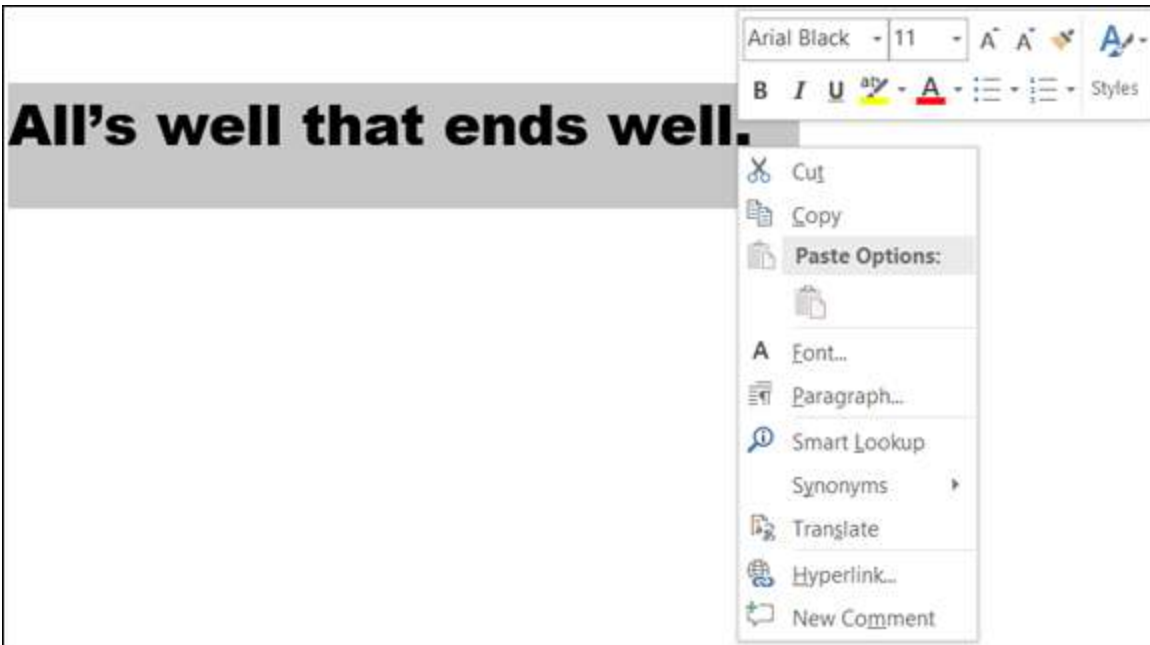


Figure 1-6: A mini-toolbar (top) and shortcut menu (bottom).

Similar to mini toolbars are the shortcut menus you get when you right-click, as shown in [Figure 1-6](#). *Right-click* means to click the right, not the left, mouse button. Right-click just about anywhere and you get a shortcut menu of some kind.

In Word, Excel, and PowerPoint, you see a mini-toolbar *and* a shortcut menu when you right-click text.

Office 2016 for keyboard lovers

People who like to give commands by pressing keyboard shortcuts will be glad to know that Office offers Alt+key shortcuts. Press the Alt key and letters — they're called *KeyTips* — appear on tab names, as shown in [Figure 1-7](#). After you press the Alt key, follow these instructions to make use of KeyTips:

- ◆ **Go to a tab:** Press a KeyTip on a tab to visit a tab.
- ◆ **Make KeyTips appear on menu items:** Press a KeyTip on a button or gallery to make KeyTips appear on menu items.

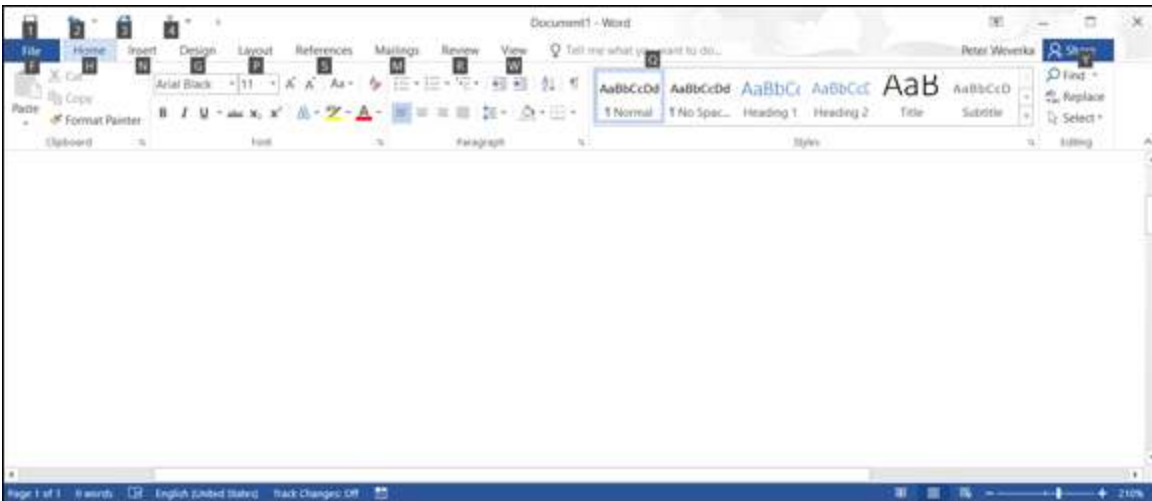


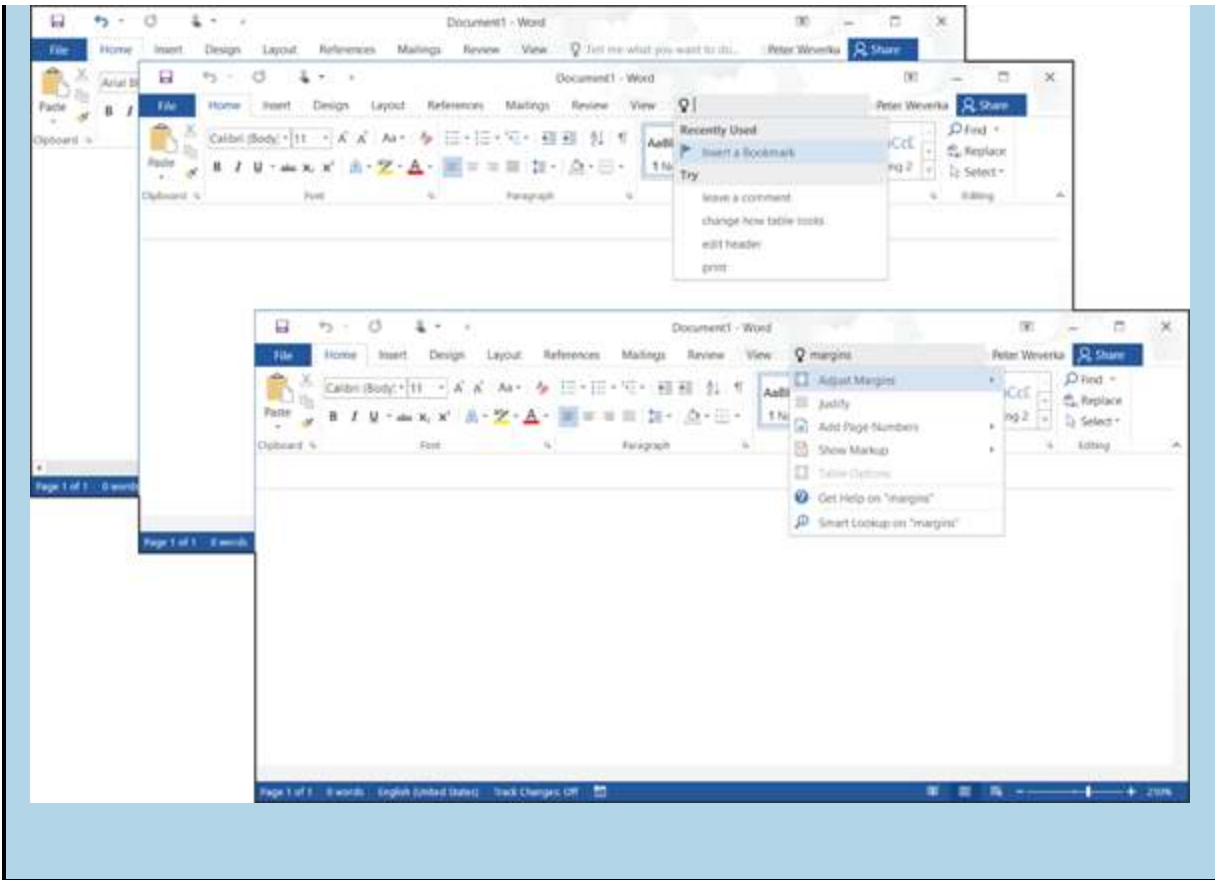
Figure 1-7: Press the Alt key to see KeyTips.

Telling Office what you want to do

In all Office applications, the words *Tell me what want me to do* appear on the Ribbon to the right of the last tab. The words are meant to help you complete tasks when you can't locate a command you're looking for.

Follow these steps the next time you can't seem to locate a command in an Office application:

1. Click the words *Tell me what want me to do* (or press Alt+Q). Your Office application presents a list of tasks in a drop-down menu called Try. Tasks you recently attempted appear under the Recently Used heading.
2. Enter a word or two to describe the task that needs completing (if the Try list doesn't list the task). A new task list appears.
3. Select your task on the list (or enter a different term to describe the task). You see a dialog box to help you complete the task.



Saving Your Files

Soon after you create a new file, be sure to save it. And save your file from time to time while you work on it as well. Until you save your work, it rests in the computer's electronic memory (RAM), a precarious location. If a power outage occurs or your computer stalls, you lose all the work you did since the last time you saved your file. Make it a habit to save files every ten minutes or so, or when you complete an important task.

These pages explain how to save a file, declare where you want to save files by default, and handle files that were saved automatically after a computer failure.

Saving a file

To save a file:

- ◆ Click the Save button (you'll find it on the Quick Access toolbar).
- ◆ Press Ctrl+S.
- ◆ Go to the File tab and choose Save.

Saving a file for the first time

The first time you save a presentation, the Save As window opens. It invites you to give the file a name and choose a folder in which to store it. Enter a descriptive name in the File Name text box. To locate a folder for storing your presentation, see “[Navigating the Save As and Open Windows](#),” later in this chapter.

Converting Office 97-2003 files to 2016

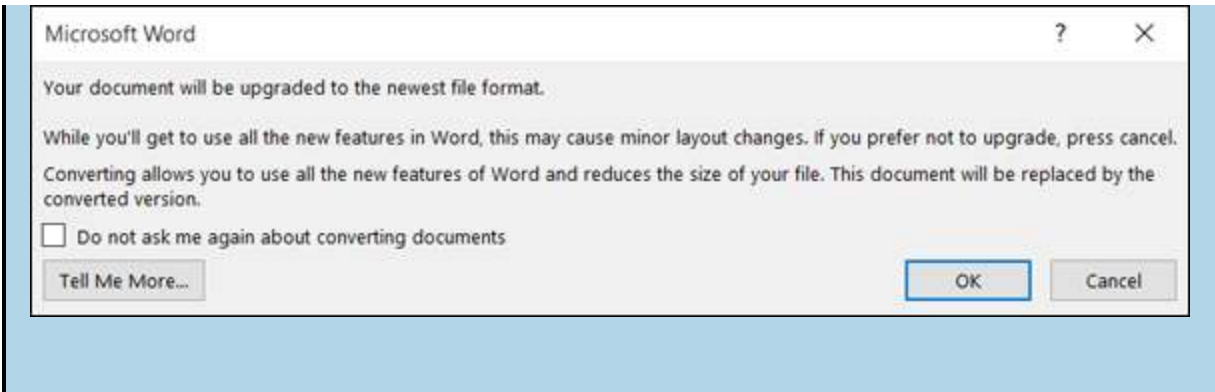
When you open a file made in Office 97– 2003, the program switches to *compatibility mode*. Features that weren't part of earlier versions of the program are shut down. You can tell when a file is in compatibility mode because the words *Compatibility Mode* appear in the title bar next to the file's name.

Follow these steps to convert a 97–2003 file for use in an Office 2016 program:

1. **Go to the File tab.**
2. **Choose Info.**
3. **Click the Convert button.**

A dialog box informs you what converting means. If you don't see the Convert option, your file has been converted already.

4. **Click OK.**



Saving AutoRecovery information

To ensure against data loss owing to computer and power failures, Office saves files on its own every ten minutes. These files are saved in an AutoRecovery file. After your computer fails, you can try to recover some of the work you lost by getting it from the AutoRecovery file (see the “[When disaster strikes!](#)” sidebar).

Office saves AutoRecovery files every ten minutes, but if you want the program to save the files more or less frequently, you can change the AutoRecovery setting. Auto-recovering taxes a computer's memory. If your computer is sluggish, consider making AutoRecovery files at intervals longer than ten minutes; if your computer fails often and you're worried about losing data, make AutoRecovery files more frequently.

Follow these steps to tell Office how often to save data in an AutoRecovery file:

- 1. On the File tab, choose Options.**
The Options dialog box appears.
 - 2. Select the Save category.**
 - 3. Enter a Minutes setting in the Save AutoRecover Information Every box.**
 - 4. Click OK.**
-

When disaster strikes!

After your computer fails and you restart an Office program, you see the Document Recovery task pane with a list of files that were open when the failure occurred:

- ✓ *AutoSave* files are files that Office saves as part of its AutoRecovery procedure (see “[Saving AutoRecovery information](#)”).
- ✓ *Original* files are files that you save by clicking the Save button.

The Document Recovery task pane tells you when each file was saved. By studying the time listings, you can tell which version of a file — the AutoRecovery file or the file you saved — is most up to date.

Open the drop-down list for a file and select one of these options:

- ✓ **Open/View:** Opens the file so that you can examine and work on it. If you want to keep it, click the Save button.
- ✓ **Save As:** Opens the Save As dialog box so that you can save the file under a different name. Choose this command to keep a copy of the recovered file on hand in case you need it.
- ✓ **Delete:** Deletes the AutoRecovery file.
- ✓ **Show Repairs:** Shows repairs made to the file.

Navigating the Save As and Open Windows

The Open window and Save As window offer a bunch of different ways to locate a file you want to open or locate the folder where you want to save a file. [Figure 1-8](#) shows the Open and Save As windows. To open these windows, click the File tab and choose Open or Save As.

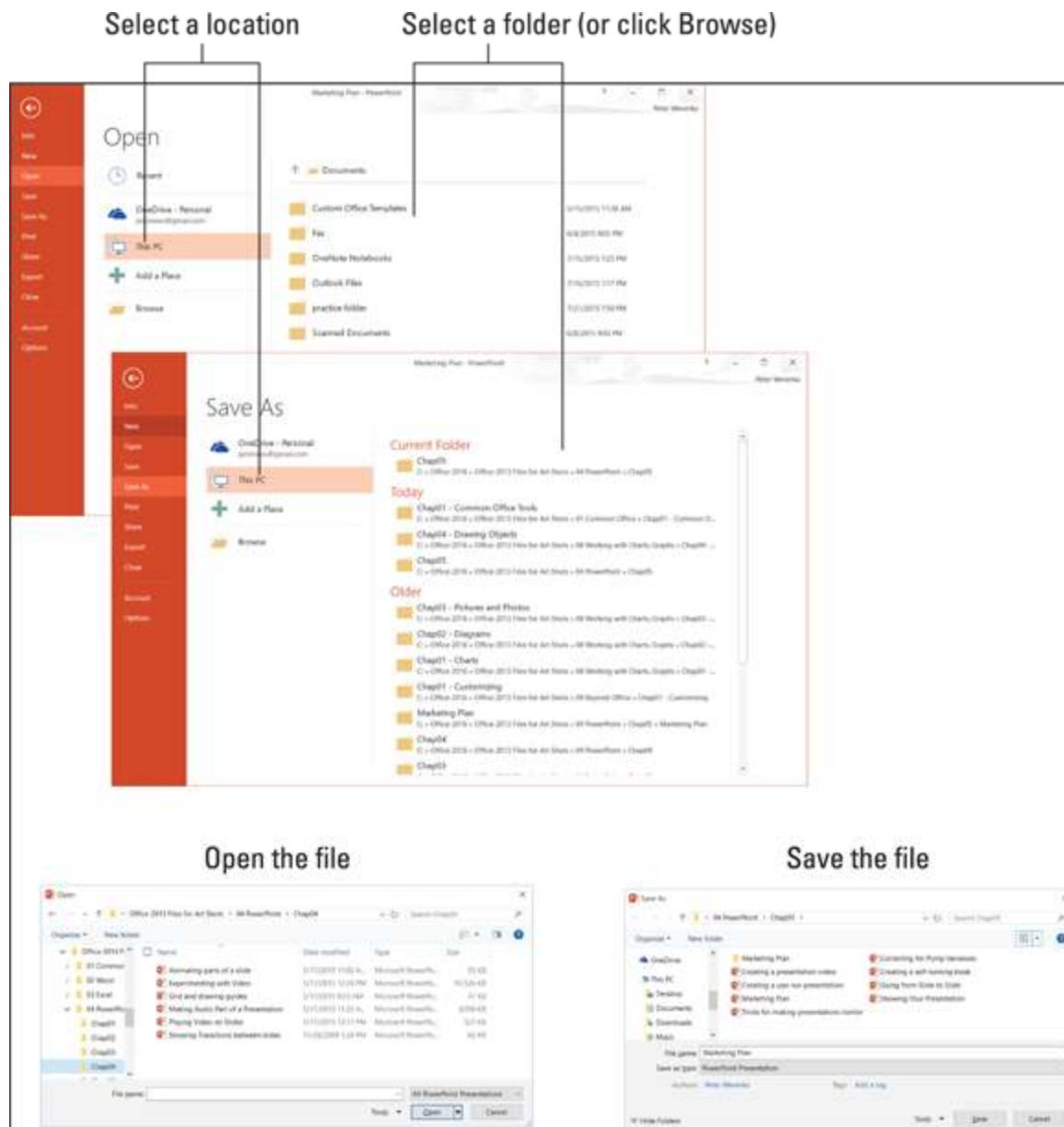


Figure 1-8: The Open window (top) and Save As window (bottom) work much the same way.

Follow these steps to open a file or save a file for the first time (or save a file under a different name or in a different location):

1. **Click the File tab.**
2. **Choose Open or Save As.**

The Open or Save As window opens (refer to [Figure 1-8](#)).



On the Recent list, the Open window lists files you recently opened. You can open a file on this list by clicking its name. To list files you open frequently at the top of the Recent list, click the Pin This Item button. You see this button when you move the pointer over a filename on the list.

3. **Select the location where you expect to find or want to save the file (select This PC, most likely).**

Select This PC to rummage in folders on your computer. You can also list network and OneDrive locations in the Open and Save As windows. (I explain OneDrive in Book X.)

4. **Select the folder where you expect to find or want to save the file.**

The window provides a couple of shortcuts for finding that folder:

- **Current Folder:** Click the name of the folder you most recently opened.
- **Recent Folders:** Click the name of a folder you opened recently.
- **Browse button:** Click the Browse button, and in the Open or Save As dialog box, locate and select a folder.

The Open or Save As dialog box appears.

5. **Open or save the file.**

At last, the moment of truth:

- **Open the file:** Select the filename and click the Open button (or double-click the filename).

- **Save the file:** Enter a descriptive name for the file and click the Save button.

Opening and Closing Files

To get to work on a file, you have to open it first. And, of course, you close a file when you're finished working on it and want to stop and smell the roses.

Opening a file

Follow these steps to open a file:

1. **On the File tab, choose Open (or press Ctrl+O).**

You see the Open window. It lists files you recently opened (and files you pinned to the Recent list).

2. **If the name of the file you want to open is on the Recent list, click the name to open the file.**

If the name isn't on the list, go to Step 3.

3. **Click the location — This PC, OneDrive, a network folder — where the file is located.**

Click This PC if the file is located on your computer.

4. **Select the folder where the file you want to open is stored; if the folder isn't listed in the Open window, click the Browse button and select the folder in the Open dialog box.**

The Open dialog box appears.

5. **Select the file.**

6. **Click the Open button.**

Your file opens. You can also double-click a filename in the Open dialog box to open a file.