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- Charts and Graphics
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- Office on the Web

Peter Weverka



Office 2016

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by Peter Weverka

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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 ⇄ symbol. For example, on the Insert tab in Word 2016, you can click the Page Number button and choose Top of Page ⇄ Simple to number pages. The ⇄ 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.

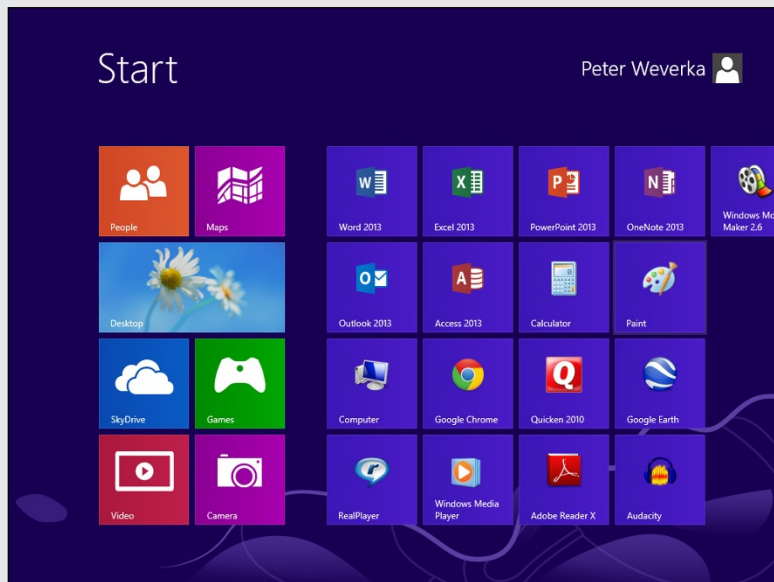
Book III delves into Excel 2016 and shows you how to construct meaningful worksheets for storing and crunching data. In Book IV, you discover how to create a PowerPoint presentation that makes the audience say, "Wow!" Book V shows you how to take and organize notes in OneNote.

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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