

Office 2016 Simplified[®]



Step-by-step instructions for easy learning

Elaine Marmel

Visual
A Wiley Brand

OFFICE 2016 *Simplified*[®]

by Elaine Marmel

OFFICE 2016 SIMPLIFIED®

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Elaine Marmel is President of Marmel Enterprises, LLC, an organization that specializes in technical writing and software training. Elaine has an MBA from Cornell University and worked on projects to build financial management systems for New York City and Washington, D.C., and train more than 600 employees to use these systems. This experience provided the foundation for Marmel Enterprises, LLC to help small businesses manage the project of implementing a computerized accounting system.

Elaine spends most of her time writing; she has authored and co-authored more than 90 books about Microsoft Excel, Microsoft Word, Microsoft Project, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for the Mac, Microsoft Windows, 1-2-3 for Windows, and Lotus Notes. From 1994 to 2006, she also was the contributing editor to monthly publications *Inside Peachtree* and *Inside QuickBooks*.

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C., and Tampa, FL), where she basks in the sun with her PC, her cross-stitch projects, and her dog Jack.

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How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Simplify It

These tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Swap Pictures

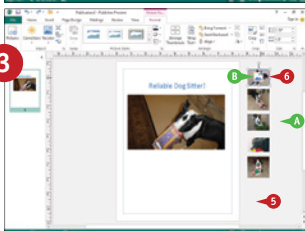
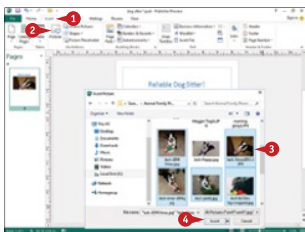
You can add pictures to your publication — pictures stored on your hard drive or pictures you download from the Internet — as described in Chapter 3. But you might not know what photo you want at a particular spot in your publication.

Publisher's Swap Pictures feature enables you to insert several pictures simultaneously into the scratch area.

Swap Pictures

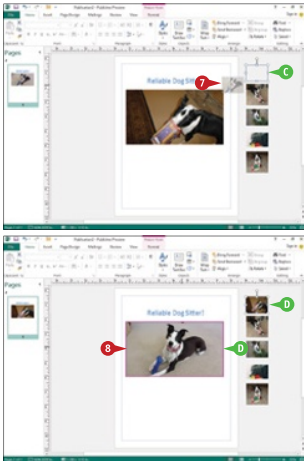
Note: This section assumes that you already have inserted one picture, as described in Chapter 3.

- 1 Click the **Insert** tab.
- 2 Click **Pictures**.
- The Insert Picture dialog box appears.
- 3 Navigate to and select the pictures you want to consider.
- You can select multiple pictures by holding **Ctrl** as you click each one.
- 4 Click **Insert**.
- The pictures appear in the scratch area outside your publication page.
- Note:** Publisher surrounds each picture with selection handles (○ and □) to indicate they are all selected.
- 5 Click anywhere in the scratch area outside the pictures so that none is selected.
- 6 Click a picture you want to place on the publication page.
- A button containing an image of a mountain (🏔️) appears in the center of the selected picture.



Swap Pictures

- 7 Drag 🏔️ to place the picture from the scratch area on top of the image that is already on the publication page.
- 8 The picture disappears from the scratch area as you drag it to the publication page.
- 9 Release the mouse button when a pink outline appears.
- 10 Publisher swaps the original picture for the new one.



simplify it


To swap pictures, do they have to be in the scratch area?
No. You can swap two pictures on a publication page. Just follow the steps in this section, dragging  on one picture on top of the other picture. The two pictures exchange places on the page. The scratch area is useful when you want to choose between multiple pictures for a page or when you want to add pictures to several pages. The pictures can temporarily reside in the scratch area while you make your decisions. When you no longer need a picture in the scratch area, click it to select it and then press **Delete**.

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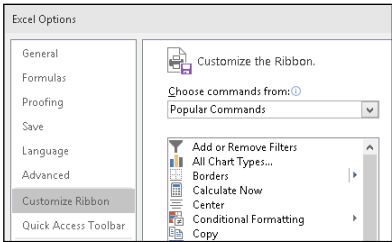
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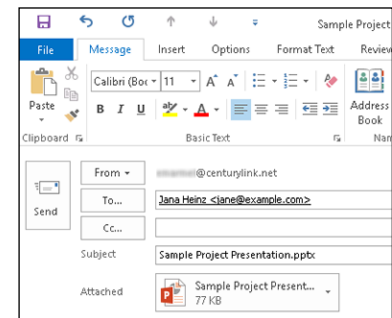


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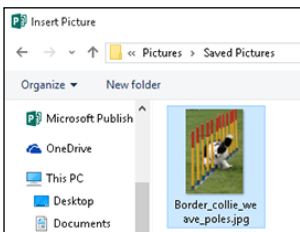


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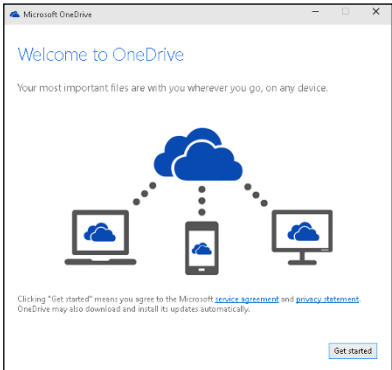


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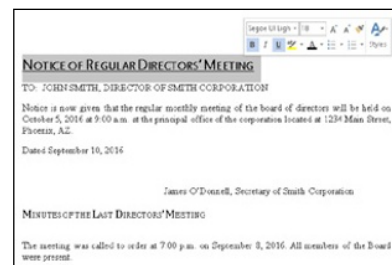


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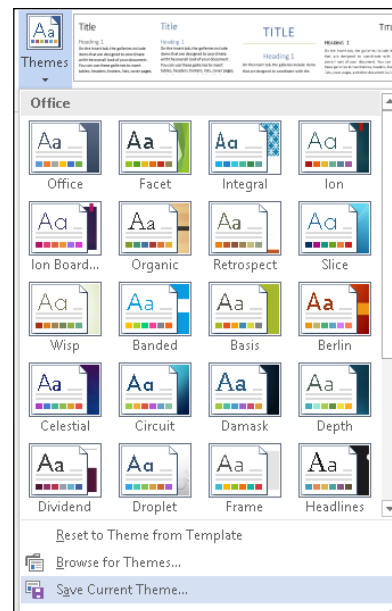
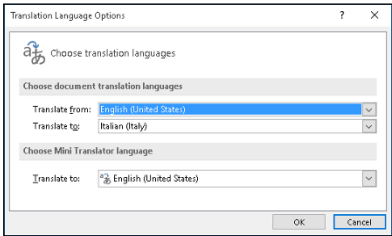


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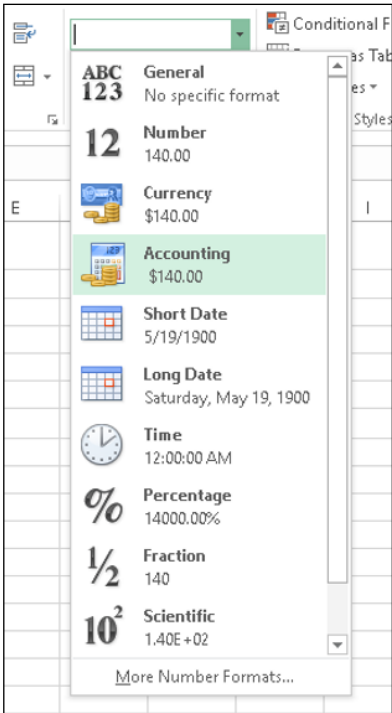


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1	2	3	4	5	6	7
Date	Amount	Account	Customer	Branch	Status	
12/2/2016	17,000	Internet	Direct Sales	Phoenix	Existing	
12/2/2016	400	TV	Customer Service	Phoenix	Existing	
12/2/2016	3,171	TV	Customer Service	West Valley	Existing	
12/2/2016	4,000	VOIP Phone	Customer Service	Phoenix	Existing	
12/2/2016	2,000	Internet	Customer Service	West Valley	Existing	
12/2/2016	14,548	Internet	Customer Service	Phoenix	Existing	
12/2/2016	240	TV	Customer Service	Phoenix	Existing	
12/2/2016	6,807	VOIP Phone	Direct Sales	East Valley	Existing	
12/2/2016	11,000	Internet	Customer Service	Phoenix	New	
12/2/2016	36,000	Internet	Customer Service	Phoenix	Existing	
12/2/2016	4,536	TV	Customer Service	East Valley	New	
12/2/2016	600	VOIP Phone	Customer Service	Phoenix	Existing	
12/2/2016	50,000	Internet	Customer Service	East Valley	Existing	
12/2/2016	3,000	TV	Direct Sales	East Valley	Existing	
12/2/2016	16,000	Internet	Customer Service	Phoenix	New	
12/2/2016	10,373	Internet	Customer Service	West Valley	Existing	
12/2/2016	14,000	Internet	Direct Sales	East Valley	Existing	
12/2/2016	8,000	VOIP Phone	Direct Sales	Phoenix	Existing	
12/2/2016	12,000	Internet	Customer Service	East Valley	Existing	
12/2/2016	500	TV	Customer Service	West Valley	Existing	
12/2/2016	2,749	TV	Customer Service	Phoenix	New	
12/2/2016	75,000	Internet	Customer Service	East Valley	New	
12/2/2016	13,900	Internet	Customer Service	Phoenix	Existing	
12/2/2016	100	TV	Customer Service	Phoenix	Existing	
12/2/2016	250	VOIP Phone	Customer Service	East Valley	Existing	
12/2/2016	245	TV	Customer Service	East Valley	Existing	
12/2/2016	13,428	Internet	Customer Service	Phoenix	Existing	
12/2/2016	7,277	ISA	Customer Service	East Valley	Existing	
12/2/2016	4,000	TV	Customer Service	East Valley	Existing	

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1	2	3	4	5
Company	Industry	Q1 Sales	Q2 Sales	Total Sales
A. Datum Corporation	Tech	\$ 195,449	\$ 746,907	=C2+D2
Adventure Works	Travel	\$ 123,721	\$ 733,396	
Blue Yonder Airlines	Travel	\$ 394,763	\$ 246,554	
City Power & Light	Utilities	\$ 299,292	\$ 674,295	
Coho Vineyard	Beverage	\$ 228,783	\$ 659,385	
Contoso, Ltd.	Misc	\$ 239,219	\$ 287,989	
Contoso Pharmaceuticals	Medical	\$ 371,570	\$ 644,368	
Consolidated Messenger	Tech	\$ 579,825	\$ 448,399	
Fabrikam, Inc.	Utilities	\$ 639,630	\$ 635,474	
Fourth Coffee	Beverage	\$ 876,740	\$ 567,216	
Graphic Design Institute	Education	\$ 789,390	\$ 540,592	
Hunzinger Insurance	Financial	\$ 682,545	\$ 577,599	
Liteware, Inc.	Tech	\$ 902,264	\$ 206,331	
Lucerne Publishing	Misc	\$ 905,906	\$ 443,552	
Margie's Travel	Travel	\$ 289,570	\$ 843,834	

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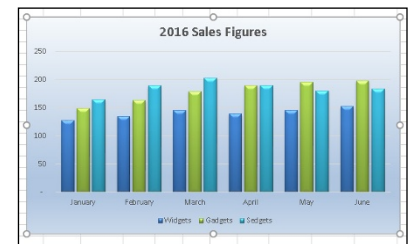


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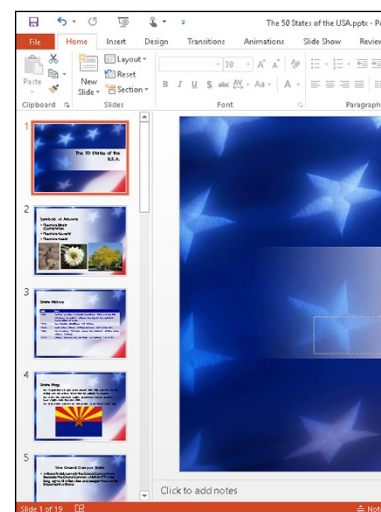
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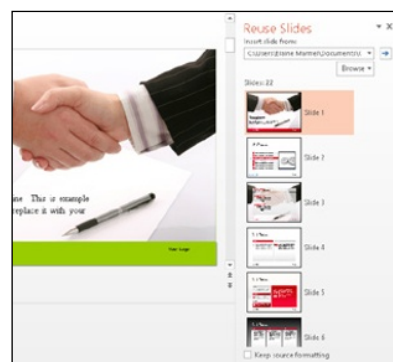
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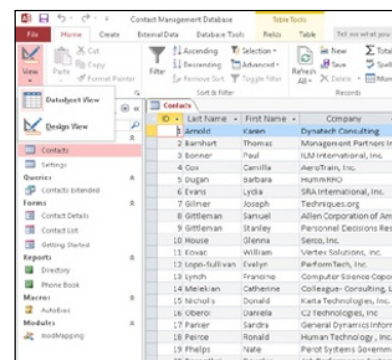


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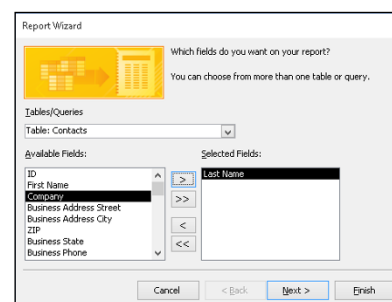


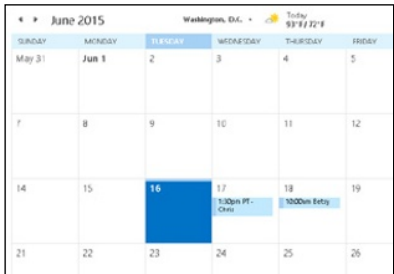
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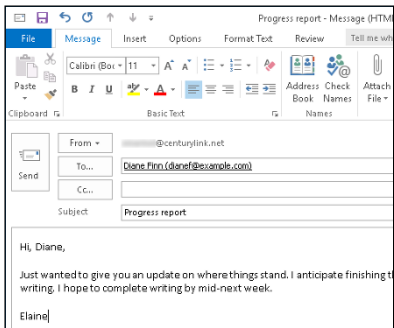
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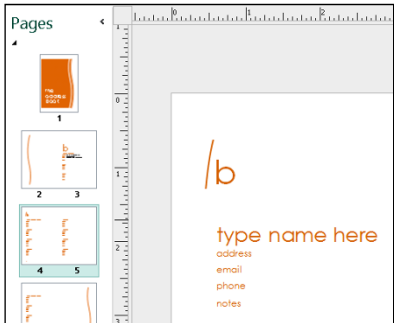


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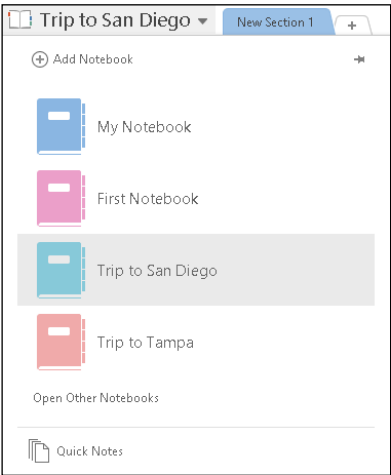
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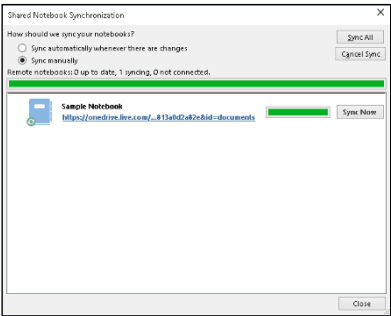
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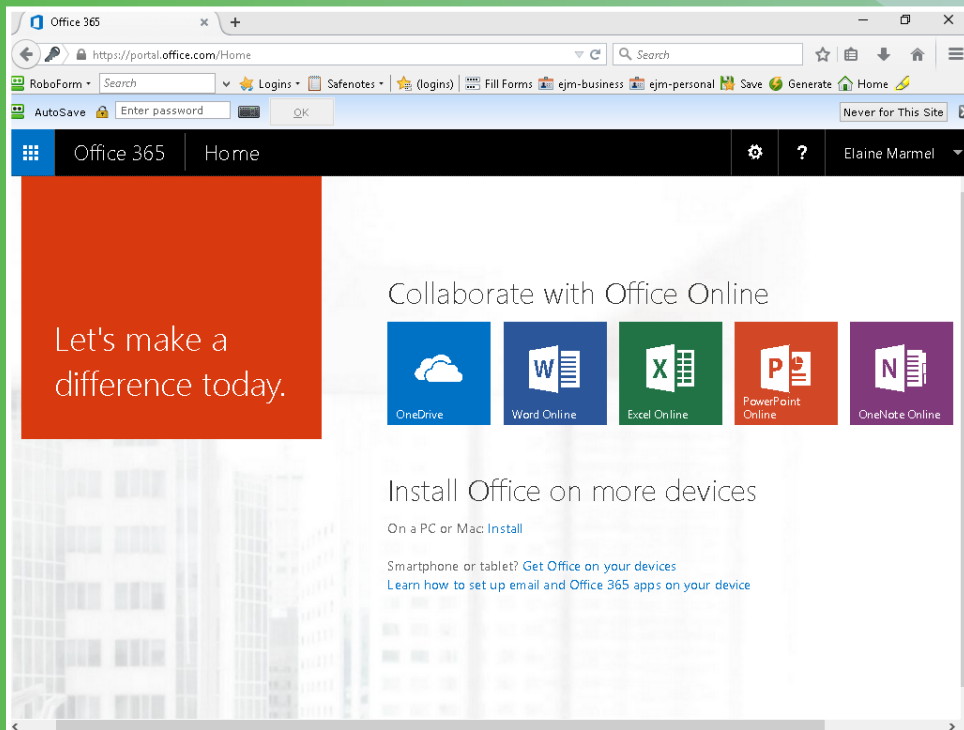


PART I

Office Features

The Office 2016 applications share a common look and feel. You can find many of the same features in each program, such as the Ribbon, Quick Access Toolbar, program window controls, and the File tab. Many of the tasks you perform, such as creating and working with files, share the same processes and features throughout the Office suite.

Even the techniques you use to work with graphic elements, such as moving and resizing them, do not change from one Office application to the next. In this part, you learn how to navigate the common Office features and basic tasks.



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Start and Exit Office Applications

Office 2016 runs on a 1-gigahertz (GHz) or faster x86- or x64-bit processor with 1 or 2 gigabytes of RAM, based on your processor speed. Your system must be running Windows 7, Windows 8, Windows 10, Windows Server 2008 R2, or Windows Server 2012.

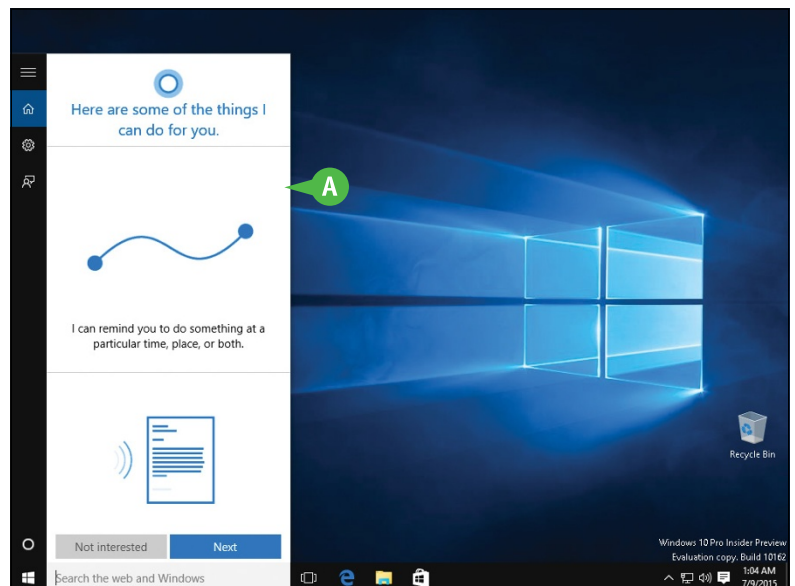
This section uses Access to demonstrate how to open a program from Windows 10. Once an Office program opens, its Start screen appears, helping you to find a document you recently worked on or to start a new document. For other ways to open or start a new document, see Chapter 2.

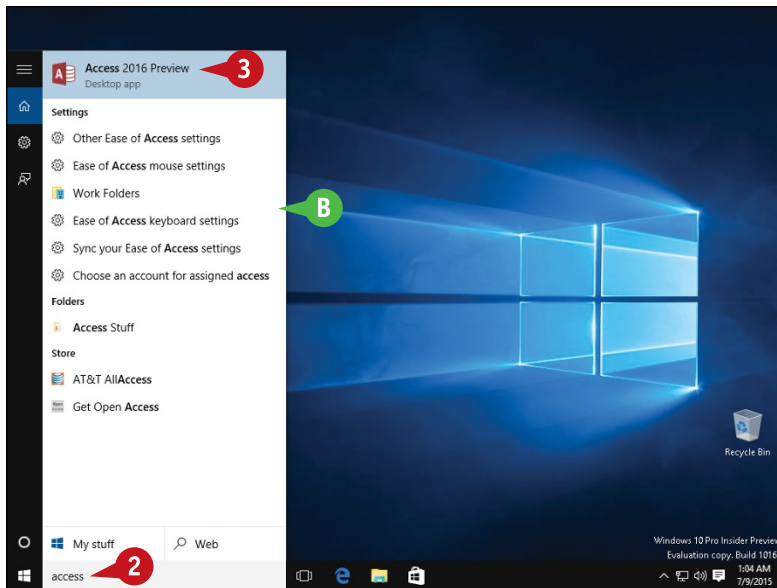
Start and Exit Office Applications

1 Click in the search box.

A The message box introducing Cortana appears.

Note: Cortana is the Windows 10 search assistant. Click **Learn more** to read about Cortana.





2 Start typing the name of the program; for this example, type **Access**.

B A list of choices appears that match the letters you typed.

3 Click the choice matching the program you want to open.

The program opens and displays its Start screen, which helps you open new or existing documents; see Chapter 2 for other ways to open documents.

C You can use this panel to open an existing document.

D You can use this area to start a new document.

E This area indicates whether you have signed in to your Office 365 subscription.

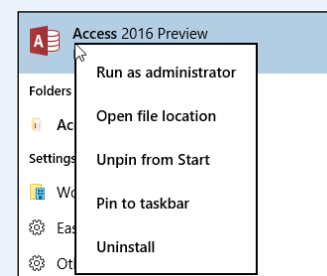
Note: See Chapter 4 for details about signing in to Office 365.

F To exit from the program, click the **Close** button (X).

Note: If you do not see the **Close** button (X), slide the mouse (M) into the upper right corner of the screen until it appears.

Can I create a shortcut to open an Office application?

You can, but pinning the program to the Windows taskbar or Start menu is easier. Follow Steps 1 and 2 in this section. Then, right-click the program name in the list. From the menu that appears, click **Pin to taskbar** or **Pin to Start**. Windows 10 pins the program to the Windows taskbar or the Start menu. To open the program, click the program's button on the taskbar or Start menu. Programs pinned to the Start menu appear on the right side of the menu as tiles.



Navigate the Program Windows

All Office programs share a common appearance and many of the same features, and when you learn your way around one Office program, you can easily use the same skills to navigate the others. These common features include scroll bars, a Ribbon,

and a Quick Access Toolbar (QAT). The Ribbon contains commands that Microsoft Office determines that you use most often, and the QAT contains frequently used commands; you can customize both elements.

A Title Bar

Displays the name of the open file and the Office program.

B Quick Access Toolbar

Displays quick-access buttons to commonly used commands such as Save, Undo, and Redo.

C Ribbon

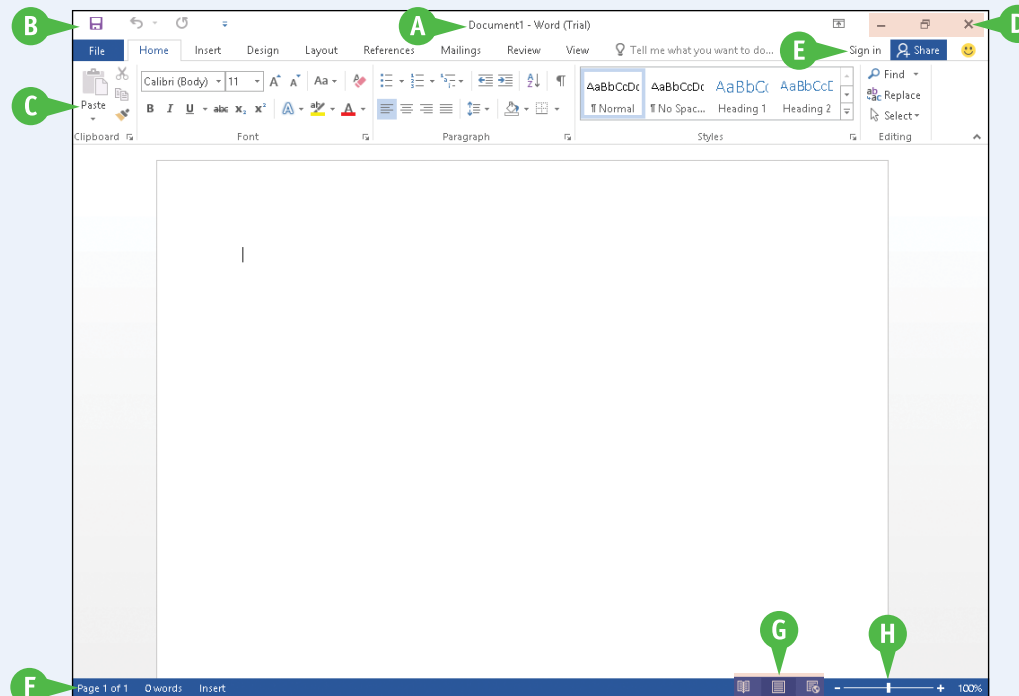
Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

D Program Window Controls

These buttons enable you to control the appearance of the program window. You can minimize the Ribbon, and you can minimize, maximize, restore, or close the program window.

E Office 365 Indicator

If you see your name, you are signed in to your Office 365 subscription. You can click your name to display a menu that enables you to manage your Microsoft account settings or switch to a different Microsoft account. If you are not signed in, this area shows a Sign in link. See Chapter 4 for details about signing in to Office Online.



F Status Bar

Displays information about the current Office document.

G View Shortcuts

These shortcuts switch to a different view of your document.

H Zoom Controls

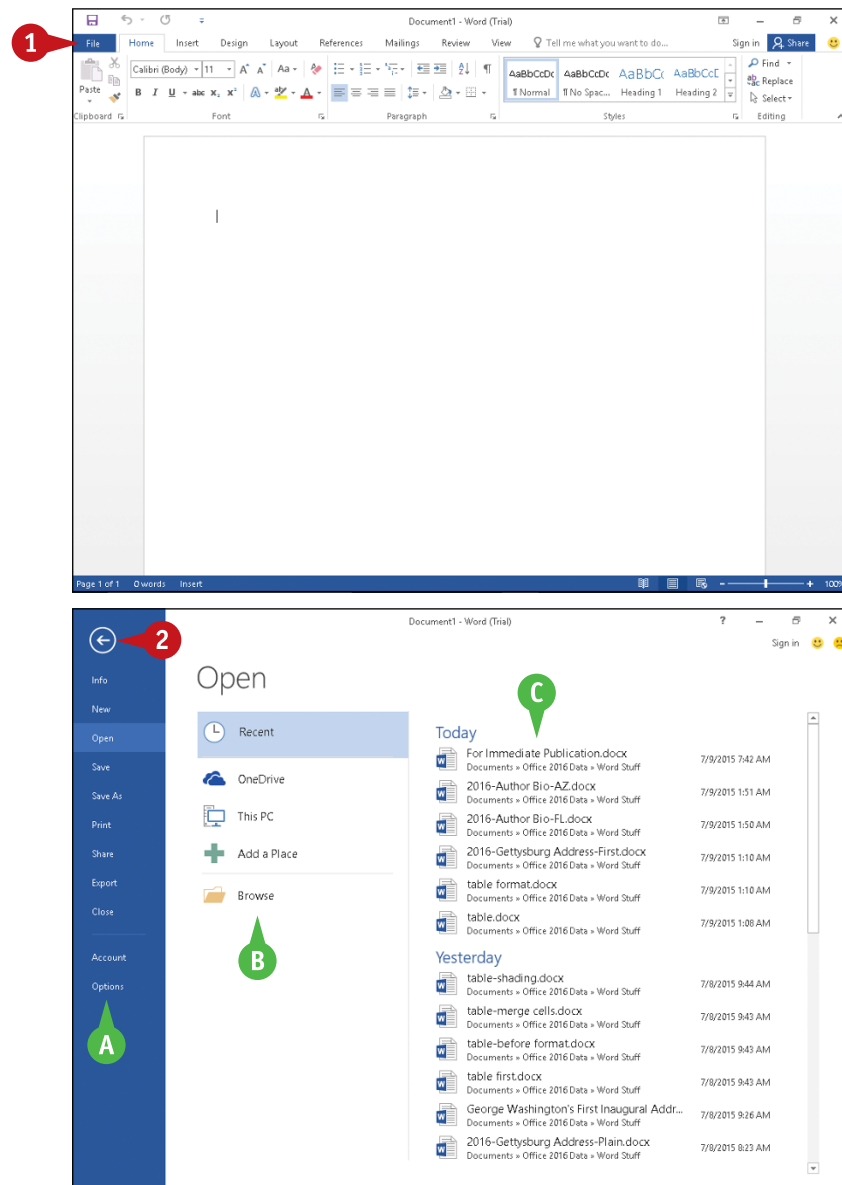
This feature changes the magnification of a document.

Work with Backstage View

You can click the File tab to display Backstage view. In Backstage view, you find a list of actions that you can use to open, save, print, remove sensitive information, and distribute documents as well as set

Word program behavior options. You can also use Backstage to manage the places on your computer hard drive or in your network that you use to store documents, and to manage your Office 365 account.

Work with Backstage View



1 Click the **File** tab to display Backstage view.

- A Commonly used file and program management commands appear here.
- B Buttons you can click appear here.
- C Information related to the button you click appears here. Each time you click a button, the information shown to the right changes.

Note: The *New*, *Close*, and *Options* commands do not display buttons or information, but take other actions.

2 Click the **Back** button (↶) to return to the open document.

Change the Color Scheme

You can use Office themes and background patterns to change the appearance of the program screen. Themes control the color scheme the program uses, and background patterns can add interest to the screen while you work. Color schemes can improve your ability to clearly see the screen, but be aware that background patterns might be distracting.

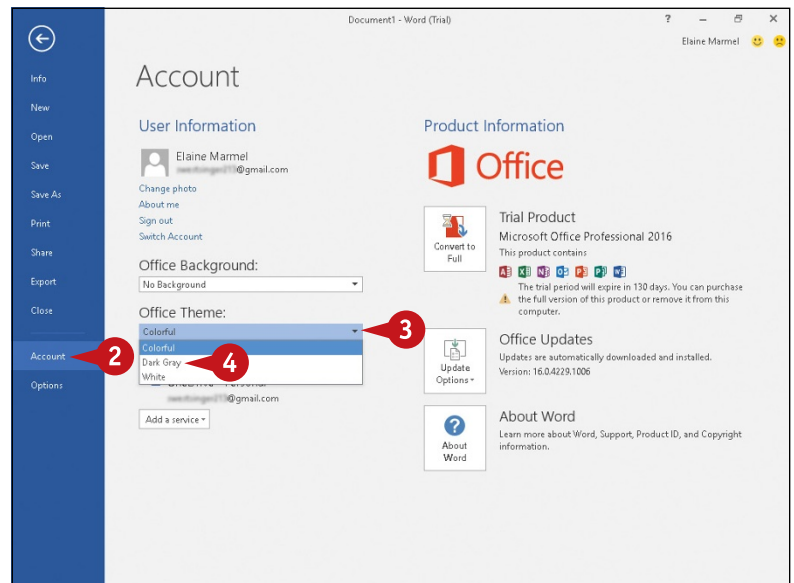
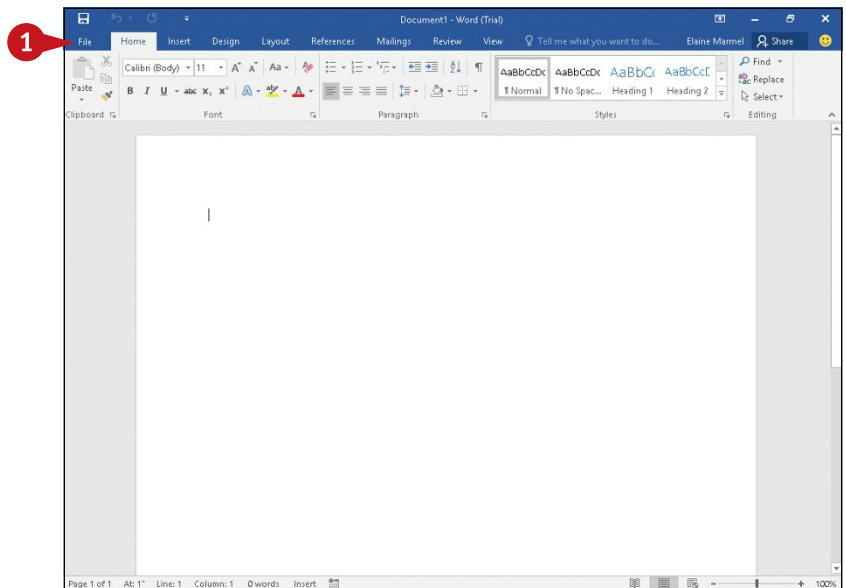
Office themes are available even if you are not signed in to Office 365, but to use background patterns, you must sign in to Office 365. For details on how to sign in and out of Office 365, see Chapter 4.

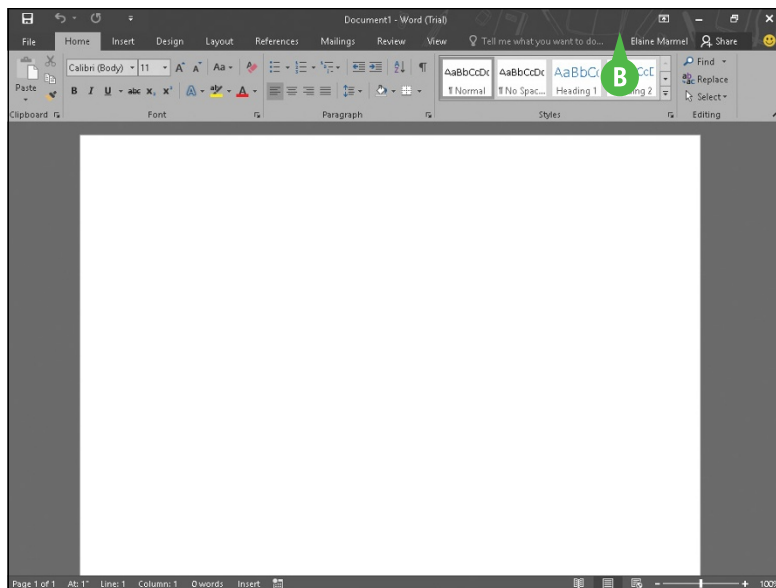
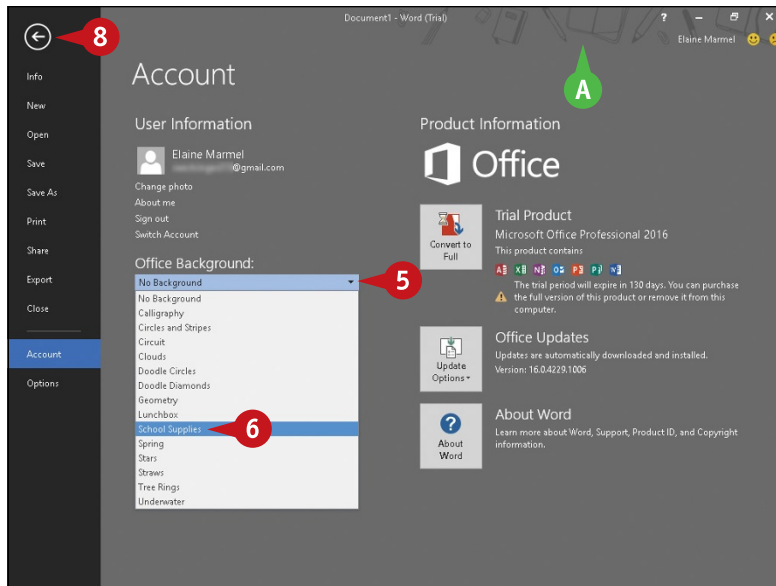
Change the Color Scheme

Note: Make sure you are signed in to Office 365. See Chapter 4 for details.

- 1 Click **File** to open Backstage view.

- 2 Click **Account**.
- 3 Click the **Office Theme** ▼.
- 4 Click an Office theme.





The colors of your program change.

Note: Some theme changes are more subtle than others.

- 5 Click the **Office Background** ▼.
- 6 Point the mouse (🖱️) at a choice in the menu to highlight that choice.
- A A background pattern appears at the top of the window. The pattern remains as you work on documents.
- 7 Click the pattern you want to use or click **No Background**.
- 8 Click the **Back** button (⬅️) to return to your document.

The Office theme and background you selected appear.

- B The background appears in the title bar and the tabs of the Ribbon.

What happens if I select an Office background and then sign out of Office 365?

The background no longer appears in the program, but will reappear when you next sign in to Office 365. Similarly, theme changes you make while signed in to Office 365 might disappear when you sign out of Office 365. With themes, however, you do not need to be signed in to Office 365 to make a selection. Just complete Steps 1 to 4.

Find a Ribbon Command

When you need to take an action that you do not take on a regular basis, you can make use of Office 2016’s new feature, the Tell Me What You Want To Do feature. The Tell Me What You Want To Do search feature helps you find commands on the Ribbon.

You can still use the Ribbon directly, as described in the next section, “Work with the Ribbon.” The Tell Me What You Want To Do search feature is most useful when you are not sure where on the Ribbon to find the command you need.

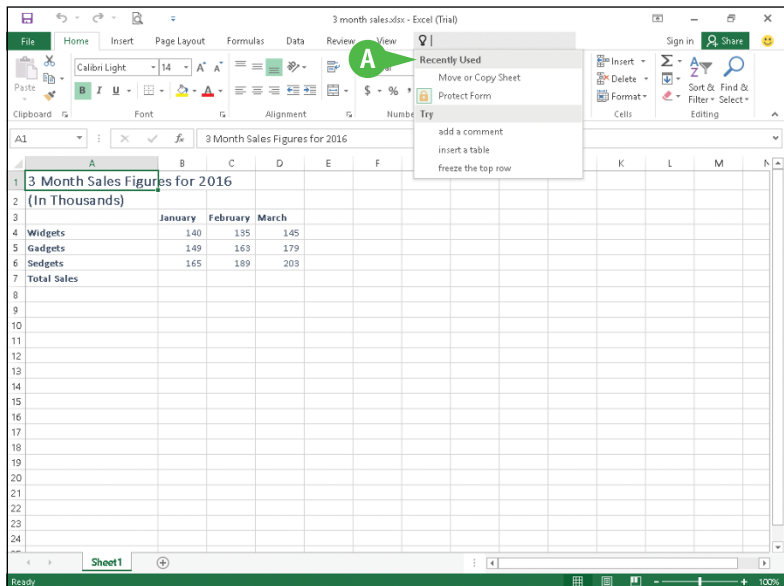
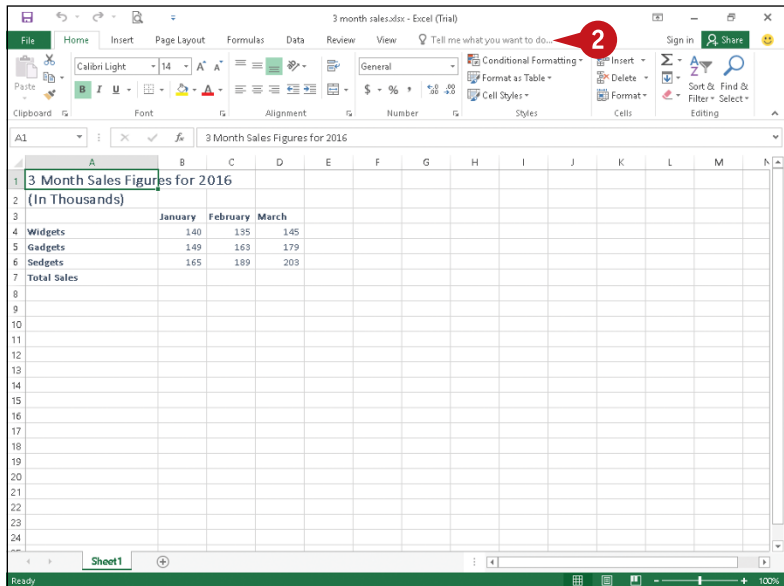
Find a Ribbon Command

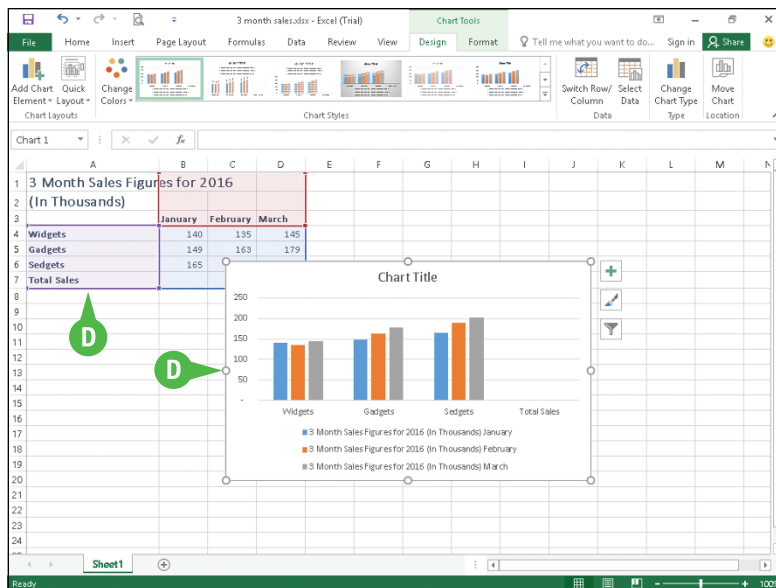
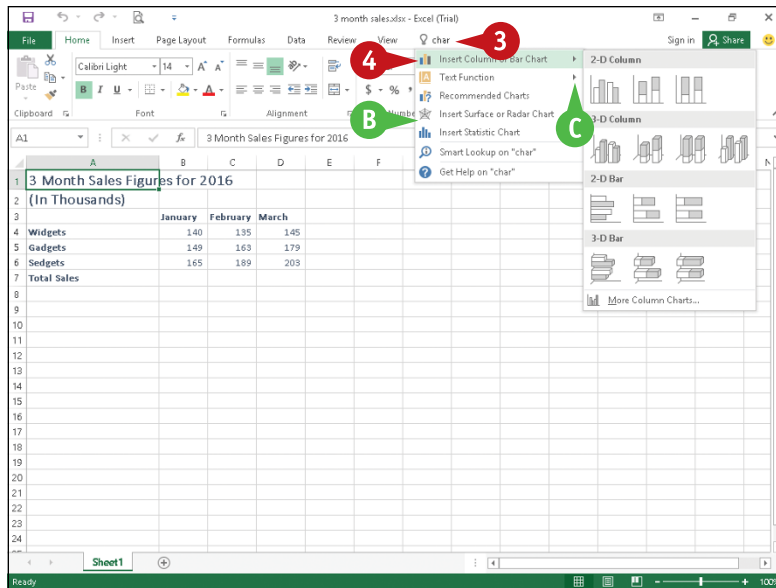
- 1 Open a document in an Office program.

Note: See Chapter 2 for details on opening an Office document.

- 2 Click here.

- A A list of commonly requested actions appears.





3 Type a brief description of the action you want to take.

B The program lists possible commands you can use to complete your task.

4 Click a command to use it.

C Commands with arrows (▶) display additional commands.

D The program performs the action you selected; in this example, Excel charts the worksheet data.

simplify it

Will I need to type a description of the action I want to take if it is the same action I have previously taken?

No. The Tell Me What You Want To Do search box remembers your previous searches and displays them on the menu that appears when you perform Step 2.

If I no longer want my previous searches to appear, can I clear them from the list?

No. The Tell Me What You Want To Do feature retains your searches in the Recently Used section of the menu that appears when you click in the search box.

Work with the Ribbon

In addition to letting an Office program help you find a command, you can select commands using the Ribbon. Each Ribbon tab contains groups of related command buttons. Each button performs a common task. Some tabs appear only when needed. For example, if you select a table, the Ribbon displays the Table Tools tab.

In all Office programs, you can customize the Ribbon to support the way you work. For example, you can create your own Ribbon tab that contains the buttons you use most often; that way, you can avoid switching tabs to use a particular command.

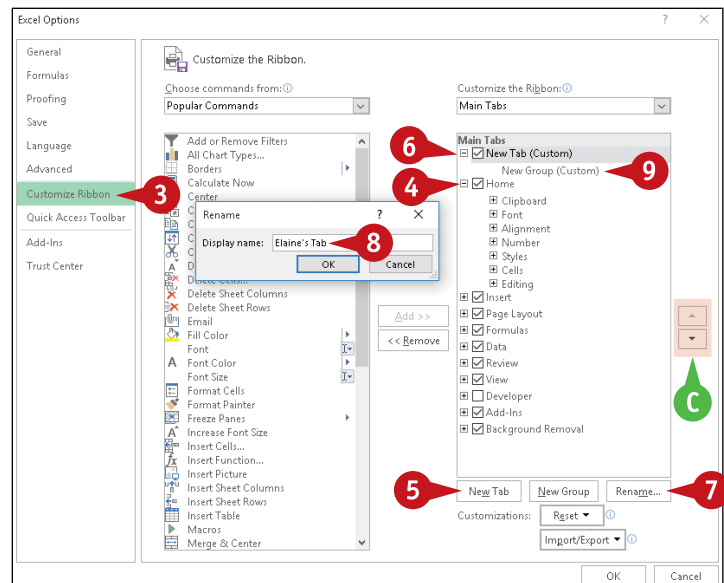
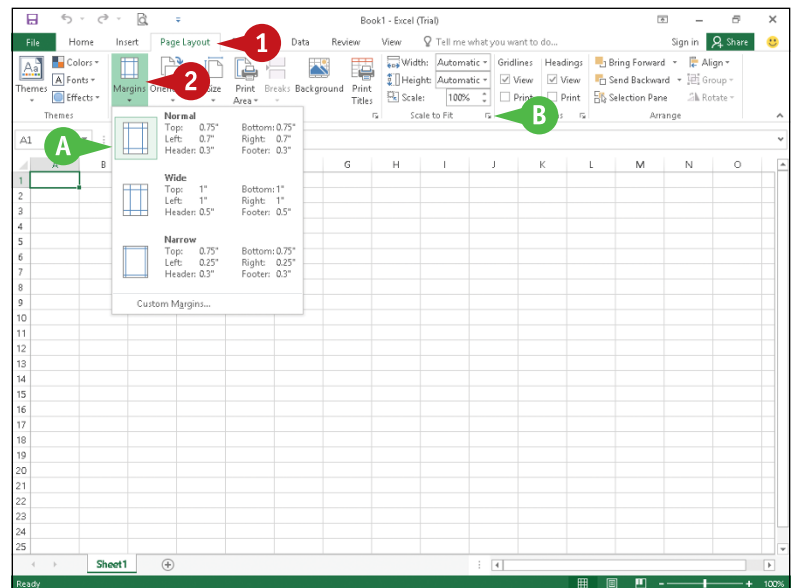
Work with the Ribbon

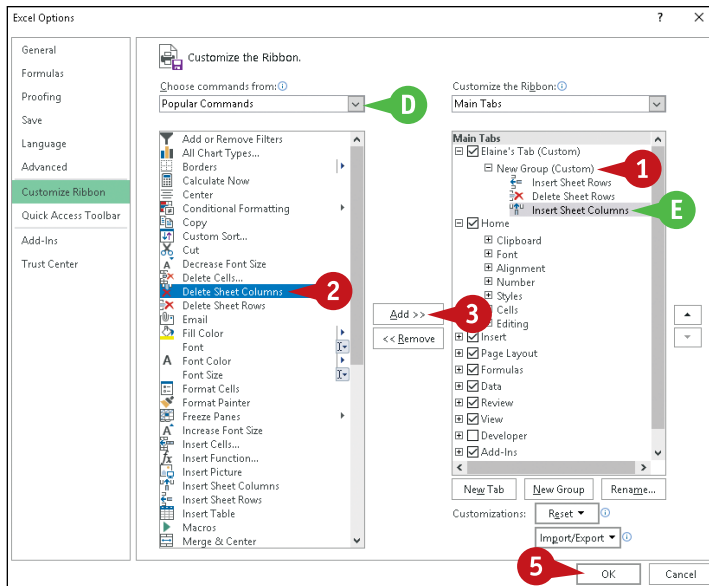
Using the Ribbon

- 1 Click the tab containing the command you want to use.
- 2 Click the command.
- A Buttons with arrows (▼) display additional commands.
- B You can click the dialog box launcher (□) to display a dialog box of additional settings.

Create a Ribbon Tab

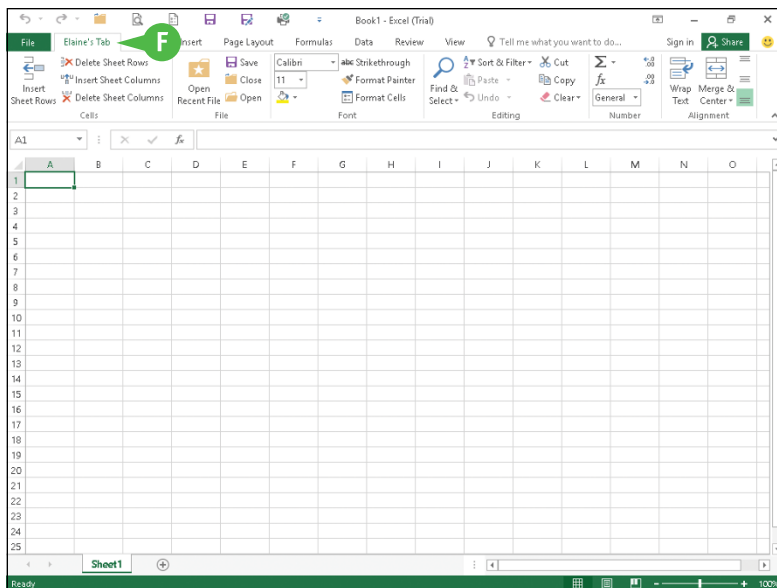
- 1 Click the **File** tab.
- 2 Click **Options** to display the Options dialog box.
- 3 Click **Customize Ribbon**.
- 4 Click the tab you want to appear to the left of the new tab.
- 5 Click **New Tab**.
- C Word creates a new tab and a new group on that tab. To reposition the tab, click it and click the arrows.
- 6 Click **New Tab (Custom)**.
- 7 Click **Rename** to display the Rename dialog box.
- 8 Type a name for your tab and click **OK**.
- 9 Click **New Group (Custom)** and repeat Steps 7 and 8 to rename the group.





Add Buttons

- 1 Click the group on the tab you created.
- 2 Click a command.
- D If the command you want does not appear in the list, you can click the **Choose commands from** ▼ and select **All Commands**.
- 3 Click **Add**.
- E The command appears below the group you created.
- 4 Repeat Steps 2 and 3 for each button you want to add to the group.
- 5 Click **OK**.
- F The new tab appears on the Ribbon. If you positioned your tab as the first tab, it will appear each time you open the program.



simplify it

How do I assign keyboard shortcuts to the buttons I add to my group?

Each Office program assigns keyboard shortcuts for you, based on the keys already assigned to commands appearing on the tab where you placed your group. You can place the same button on two different tabs, and if you do, the program assigns different keyboard shortcuts to that button on each tab.

What can I do if I decide that I do not want a custom tab on the Ribbon?

Reopen the program's Options dialog box and deselect the check box beside the tab you created (☑ changes to ☐). Click **OK**.

Customize the Quick Access Toolbar

The Quick Access Toolbar, or QAT, is located in the top left corner of the program window above the File and Home tabs. It offers quick access to the frequently used Save, Undo, and Redo commands. If you want, you can customize this toolbar to include other commands you use often, such as the Quick Print, Print Preview, or any other command.

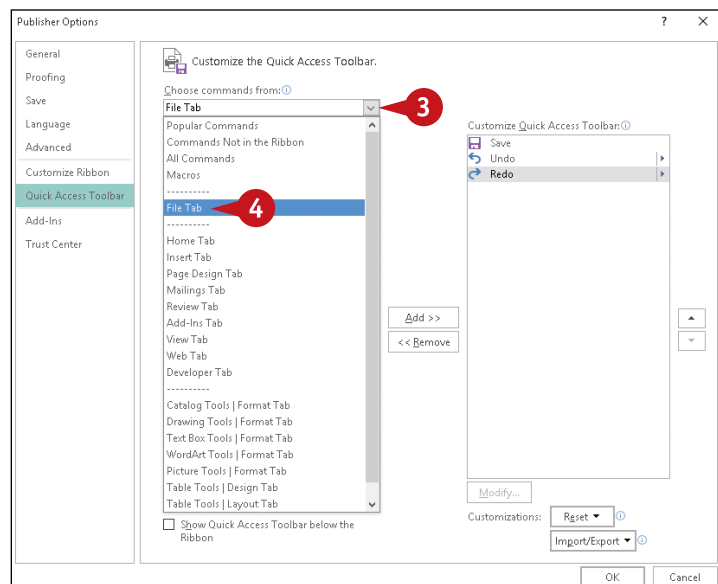
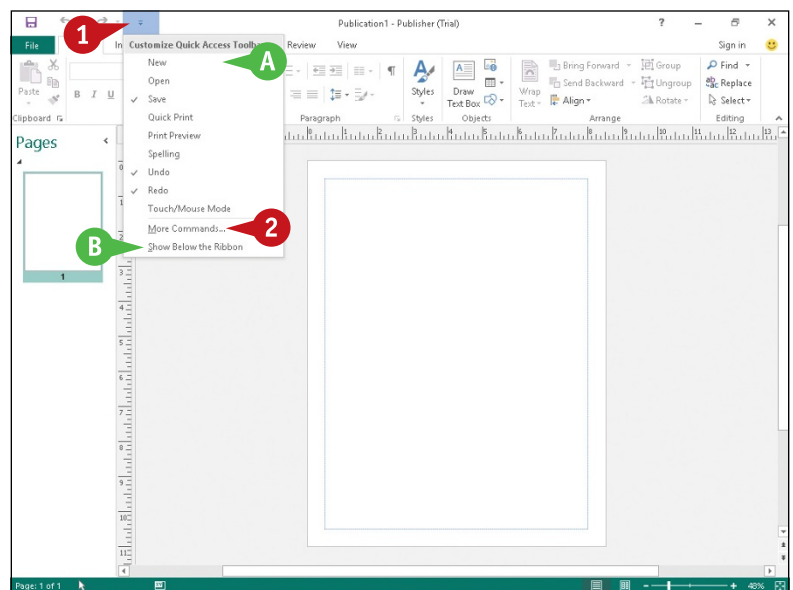
You can also reposition the QAT so that it appears below the Ribbon rather than above it; and, if you change your mind, you can put the QAT back above the Ribbon.

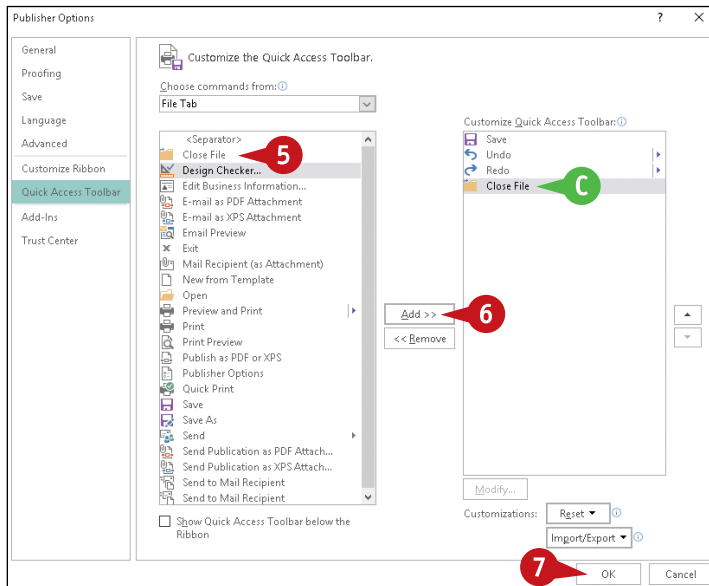
Customize the Quick Access Toolbar

- 1 Click the **More** button (⌵).
- A You can click any of the common commands to add them to the toolbar.
- B You can click **Show below the Ribbon** if you want to display the toolbar below the Ribbon.
- 2 Click **More Commands**.

The Options dialog box appears.

- 3 Click the **Choose commands from** dropdown.
- 4 Click a command group.





5 Click the command that you want to add to the toolbar.

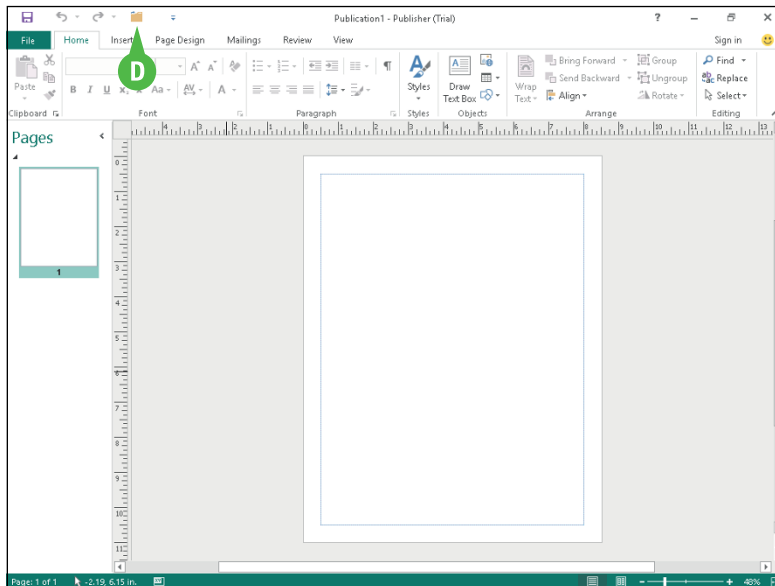
6 Click **Add**.

C Office adds the command.

You can repeat Steps 3 to 6 to move additional buttons to the toolbar.

7 Click **OK**.

D The new command appears on the Quick Access Toolbar.



simplify it

How do I remove a button from the Quick Access Toolbar?

To remove a command, reopen the program's Options dialog box by following the steps in this section, click the command name in the list on the right, click the **Remove** button, and click **OK**. The button no longer appears on the toolbar.

Are there other ways to customize the Quick Access Toolbar?

Yes. You can add commands to the toolbar directly from the Ribbon. Simply click the tab containing the command that you want to add, right-click the command, and then click **Add to Quick Access Toolbar**. The command appears immediately as a button on the toolbar.

Using an Office Program on a Tablet PC

Using Office 2016 on a tablet offers a different experience than using the programs on a computer with a keyboard and mouse. This section shows you how to open an Office program on a touch device and how to switch between Touch and Mouse modes. Office enhancements for tablets are limited primarily to enlarging buttons on the Quick Access Toolbar and

the Ribbon to make selecting commands easier. For a friendlier touch experience, consider using universal Office apps for various mobile devices, which, although not as powerful as Office 2016, were written specifically for touch devices. You can share documents across platforms.

Using an Office Program on a Tablet PC

Start a Program

Note: This section uses PowerPoint to demonstrate gestures.

- 1 Tap the Windows **Start** button (■).
- A The Windows 10 Start menu displays Most Used programs on the left.
- B Program tiles appear on the right side.
- C If the program you want to open appears in the Most Used list, you can tap it to open it. Or you can scroll through the program tiles on the right to find and tap the program you want to open.
- 2 Tap **All apps**.
- D An alphabetical list of programs installed on your computer appears.
- 3 Scroll through the list and tap the Office program you want to start.

