

LEARNING MADE EASY



3rd Edition

Microsoft® 365

Office®

ALL-IN-ONE

for
dummies®

A Wiley Brand



Paul McFedries

Author of *HTML, CSS, & JavaScript*
All-in-One For Dummies



Microsoft[®] 365 Office[®]

ALL-IN-ONE

3rd Edition

by Paul McFedries

**for
dummies[®]**
A Wiley Brand

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Contents at a Glance

Introduction	1
Book 1: Common Office Tasks	5
CHAPTER 1: Getting Your Bearings	7
CHAPTER 2: Populating Documents with Text	27
CHAPTER 3: Becoming Enviously Efficient	47
CHAPTER 4: Making Office 365 Your Own	55
CHAPTER 5: Handling Graphics and Photos	69
Book 2: Word 365	97
CHAPTER 1: Getting Up to Speed with Word	99
CHAPTER 2: Laying Out Pages Just So	117
CHAPTER 3: Making Looking Good Look Easy: Styles	141
CHAPTER 4: Building a Table with Your Bare Hands	159
CHAPTER 5: Polishing Your Prose	181
CHAPTER 6: Designing Fancy-Schmancy Documents	201
CHAPTER 7: Printing Envelopes and Labels	219
CHAPTER 8: Advanced (But Useful) Document Design	233
CHAPTER 9: Writing and Editing with Copilot at Your Side	263
Book 3: Excel 365	277
CHAPTER 1: Excel: The 50-Cent Tour	279
CHAPTER 2: Sprucing Up a Worksheet	307
CHAPTER 3: Fiddling with Your Worksheets	319
CHAPTER 4: Taming Your Worksheets	337
CHAPTER 5: Building Basic Formulas	359
CHAPTER 6: Analyzing Data	387
CHAPTER 7: Visualizing Data with Charts	409
CHAPTER 8: Automating Excel with Copilot	427
Book 4: PowerPoint 365	447
CHAPTER 1: Putting Together a PowerPoint Presentation	449
CHAPTER 2: Formatting Slides	481
CHAPTER 3: Creating Dynamic Presentations	505
CHAPTER 4: Delivering a Presentation	523

Book 5: Outlook 365	537
CHAPTER 1: Sending and Receiving Email	539
CHAPTER 2: Managing Your Contacts	567
CHAPTER 3: Keeping Track of Appointments	581
Book 6: Access 365	601
CHAPTER 1: Forging Databases and Tables	603
CHAPTER 2: Entering, Sorting, and Filtering Data	637
CHAPTER 3: Querying Data	661
Book 7: Microsoft Teams	691
CHAPTER 1: Getting around in Teams	693
CHAPTER 2: Getting Up to Speed with Teams and Channels	719
CHAPTER 3: Chin-wagging with Channels and Chats	739
CHAPTER 4: Fiddling with Files in Teams	763
CHAPTER 5: Getting Together for Online Meetings	777
Book 8: File Sharing and Collaborating	803
CHAPTER 1: Sharing Files	805
CHAPTER 2: Making the Most of OneDrive	821
CHAPTER 3: Collaborating in SharePoint	833
CHAPTER 4: Collaborating on Documents	861
Index	883

Table of Contents

INTRODUCTION	1
About This Book	1
Foolish Assumptions	2
Conventions Used in This Book	2
Icons Used in This Book	3
Beyond the Book	4
BOOK 1: COMMON OFFICE TASKS	5
CHAPTER 1: Getting Your Bearings	7
Saying “Hello” to Office 365	8
Meeting the Office 365 applications	8
Getting to know the Office 365 cloud services	9
Finding out what software and Office 365 version you have	10
Managing your Microsoft account	12
Navigating the Office 365 Apps	13
Heading backstage via the File tab	13
Getting comfy with the all-important Ribbon	14
Commands only when you need ‘em: context-sensitive tabs	16
Taking a closer look at Ribbon tabs	16
Accessing stuff quickly I: The Quick Access toolbar	19
Accessing stuff quickly II: Mini-toolbars and shortcut menus	19
Accessing stuff quickly III: Keyboard shortcuts	21
Saving Your Files	22
Saving a file	22
Saving a new file for the first time	23
Saving AutoRecovery information	23
Opening and Closing Files	24
Opening a file	25
Closing a file	25
CHAPTER 2: Populating Documents with Text	27
Messing with Capitalization	28
Entering Symbols, Foreign Letters, and Other Oddball Characters	29
Forging Hyperlinks	30
Linking a hyperlink to a web page	31
Creating a hyperlink to another place in your file	32
Creating an email hyperlink	33
Repairing and removing hyperlinks	34
Dictating the Words	34
Manipulating Text Like a Pro	35

Selecting text	35
Moving or copying text	36
Taking advantage of the Clipboard task pane	37
Deleting text	38
Formatting Text for Fun and Profit	38
Formatting text: let me count the ways	40
Upgrading text with a new font	41
Making text larger or smaller	41
Applying styles to text	42
Fancifying text with effects	43
Coloring text	44
CHAPTER 3: Becoming Enviously Efficient	47
Undoing and Repeating Commands	48
Undoing a mistake	48
Repeating an action — and quicker this time	49
Zooming In, Zooming Out	49
Viewing a File Through More Than One Window	50
Correcting Typos on the Fly	51
Entering Text Quickly with the AutoCorrect Command	53
CHAPTER 4: Making Office 365 Your Own	55
Giving the Ribbon a Facelift	56
Displaying and selecting tab, group, and command names	57
Moving a tab or group on the Ribbon	58
Creating new tabs and groups	58
Adding an item to the Ribbon	59
Removing an item from the Ribbon	60
Renaming tabs and groups	60
Resetting your Ribbon customizations	61
Refurbishing the Quick Access Toolbar	61
Adding a button to the Quick Access toolbar	61
Changing the position of a button on the Quick Access toolbar	62
Removing a button from the Quick Access toolbar	62
Placing the Quick Access toolbar above or below the Ribbon	63
Sprucing Up the Status Bar	64
Changing the Screen Background and Office Theme	65
Customizing Keyboard Shortcuts in Word	65
CHAPTER 5: Handling Graphics and Photos	69
Plopping a Shape into a Document	70
Inserting a line	70
Inserting any other shape	71
Creating a drawing canvas in Word	72

Livening Up a Document with a Picture	72
Sprucing Up Your Work with a Stock Image	73
Cobbling Together a SmartArt Graphic	75
Tossing In a Text Box	77
Turning Text into a Work of Art with WordArt	77
Creating a Drop Cap in Word.	78
Messing Around with Graphic Objects.	79
Selecting graphic objects	79
Sizing a graphic object	80
Reshaping a graphic object	81
Rotating a graphic object	81
Moving a graphic object	82
Aligning graphic objects	83
Copying graphic objects	83
Deleting a graphic object	84
Grouping graphic objects.	84
Stacking overlapped graphic objects	85
Stacking graphic objects and text in Word	86
Wrapping text around a graphic object in Word.	87
Formatting the fill	89
Formatting lines.	90
Applying a shadow effect.	92
Applying other effects.	93
Formatting and editing shapes	93
Formatting and editing pictures	95
BOOK 2: WORD 365	97
CHAPTER 1: Getting Up to Speed with Word	99
Cranking Out a Shiny, New Word Document	100
Fussing with the View	102
Views you can use	102
Splitting the screen	106
Snappier Ways to Edit and Format Text.	107
Selecting text lickety-split.	107
Editing text from the keyboard	108
Formatting from the keyboard	109
Navigating Like a Pro	112
Keys for getting around quickly.	112
Navigating by heading or by page.	112
Navigating with the Go To command.	114
Bookmarks for hopping around	115

CHAPTER 2: Laying Out Pages Just So	117
Them's the Breaks	118
Take a line break	118
Give me a page break	118
Catch a section break	120
Managing Margins	121
Shifting Text Sideways with Indents	123
Indenting via the Ribbon	123
“Eyeballing” it with the ruler	124
Indenting via the Paragraph dialog box	125
Making Heads and Tails of Headers and Footers	126
Adding a prefab header or footer	126
Editing a header and footer	127
Populating a header or footer	127
Creating a unique first-page header or footer	129
Creating unique odd and even page headers or footers	129
Navigating headers and footers	129
Creating unique section headers and footers	130
Breathing Room: Setting the Spacing	131
Adjusting the space between lines	131
Adjusting the space between paragraphs	133
Making Lists, Optionally Checking Them Twice	133
Putting your affairs in order with numbered lists	134
Scoring points with bulleted lists	135
Managing a multilevel list	136
Getting Things to Line Up Nice and Neat with Tabs	137
Hyphenating Text	139
 CHAPTER 3: Making Looking Good Look Easy: Styles	 141
Getting Acquainted with Styles	142
Learning how styles make your life better	142
Understanding the connection between styles and templates	143
Checking out the style types	144
Making Your Documents Stylish	144
Applying a style	144
Experimenting with style sets	146
Choosing which style names appear on the Style menus	147
Concocting a New Style	149
Creating a style from a paragraph	149
Creating a style from the ground up	150
Tweaking a Style	151

Creating and Managing Templates	153
Creating a new template	153
Opening a template so that you can modify it	157
Modifying, deleting, and renaming styles in templates	157
CHAPTER 4: Building a Table with Your Bare Hands	159
What Is a Table?	160
Constructing a Table	161
Converting text to a table	161
Creating a blank table from scratch	162
Creating a table from a template	163
Selecting Table Bits and Pieces	163
Populating the Table	164
Messing with the Table Layout	165
Resizing a column width or row height	165
Resizing the entire table	166
Shoehorning columns and rows into a table	166
Deleting table elements	167
Moving a column or row	168
Refinishing Your Table	169
Designing a table with a table style	169
Calling attention to different rows and columns	170
Decorating your table with borders and colors	171
Getting Your Geek on with Table Formulas	173
Understanding formula fields	173
Referencing table cells	175
Picking Up a Few Table Tricks	176
Aligning text in columns and rows	177
Merging and splitting cells	177
Repeating headers for multipage tables	179
Wrapping text around a table	179
CHAPTER 5: Polishing Your Prose	181
Correcting Spelling Slip-Ups	182
Working with on-the-fly spell checking	182
Checking spelling directly	183
Managing your custom dictionary	184
Creating a new custom dictionary	185
Customizing the spell checker	186
Fixing Grammar Gaffes	187
Working with on-the-fly grammar checking	187
Checking grammar directly	188
Getting the Editor on the Job	189
Using the Splendiferous Thesaurus	191

Finding and Replacing Text	193
The basics: Finding stray words and phrases	193
Narrowing your search	193
Conducting a find-and-replace operation	198
CHAPTER 6: Designing Fancy-Schmancy Documents	201
Giving a Document a Makeover with a Theme	202
Applying a prefab theme	202
Trying different theme colors	203
Creating your very own custom color scheme	203
Giving different theme fonts a whirl	205
Fabricating a custom theme font combo	205
Applying theme effects	207
Creating a custom theme	207
Adding Some Finishing Touches	208
Setting page borders	208
Setting the page background	209
Corralling Text into Columns	210
Laying Out Text in Linked Text Boxes	212
Linking two text boxes	213
Navigating linked text boxes	213
Creating a navigation link to the second text box	214
Trying Out More of Word's Page Setup Options	215
Changing the page orientation	215
Changing the paper size	216
Adding line numbers	217
CHAPTER 7: Printing Envelopes and Labels	219
Addressing an Envelope	220
Addressing a Label (or a Page of Labels)	222
Churning Out Letters, Envelopes, and Labels for Mass Mailings	224
Preparing the data source	224
Merging the document with the data source	226
Printing form letters, envelopes, and labels	231
CHAPTER 8: Advanced (But Useful) Document Design	233
Keeping a Document Organized with an Outline	234
Switching to Outline view	234
Collapsing and expanding outline levels	236
Changing the number of levels displayed	237
Promoting and demoting outline items	237
Rearranging outline items	238
Defining outline levels for custom styles	239

The Bird's-Eye View: Creating a Table of Contents	239
Creating a predefined TOC	240
Creating a custom TOC	241
Updating a TOC	244
Defining TOC levels for custom styles	244
Organizing Images with Captions and Tables of Figures	245
Inserting a caption	245
Creating a TOF	247
Updating a TOF	248
Creating a custom TOF label	248
Supplementing Your Text with Footnotes and Endnotes	249
Adding a default footnote	250
Adding a default endnote	250
Creating custom footnotes and endnotes	251
Navigating footnotes and endnotes	253
Naming Names: Inserting Citations and Bibliographies	254
Inserting a citation	254
Editing a citation's source	255
Suppressing a citation's fields	256
Managing your sources	256
Inserting a bibliography	258
Making an Index, Checking It Twice	258
Marking index entries directly in the document	259
Marking index entries with a concordance file	261
Creating the index	262
Updating an index	262
CHAPTER 9: Writing and Editing with Copilot at Your Side	263
Getting to Know Copilot	264
Meeting your new assistant	265
Checking for Copilot access	266
Drafting New Text	266
Adding Text to an Existing Document	269
Transforming Existing Text	270
Referencing a File	271
Getting Copilot's Help with a Document	273
Understanding a document	274
Improving a document	275
BOOK 3: EXCEL 365	277
CHAPTER 1: Excel: The 50-Cent Tour	279
Getting Comfy with the Excel Window	279
Fooling around with the Formula bar	281

Touring the worksheet area	282
Taking a closer look at the status bar	285
Creating Fresh Workbooks	286
Taking it from a template	286
Opening a new blank workbook	292
Data Entry 101	292
Data entry keyboard style	293
Entering text labels	294
Entering numeric values	295
Entering date and time values	295
You AutoFill me	297
Flash Fill to the rescue	303
CHAPTER 2: Sprucing Up a Worksheet	307
Selecting Cells and Ranges	308
Selecting cells with the mouse	308
Selecting cells with the keyboard	310
Adjusting Columns and Rows	311
Fitting the column to its contents automatically	311
Adjusting columns the old-fashioned way	312
Hiding a column or two	313
Fiddling with rows	313
Formatting Cells from the Ribbon	314
Formatting Numbers, Dates, and Time Values	316
Hiring Out the Format Painter	317
CHAPTER 3: Fiddling with Your Worksheets	319
Editing a Cell	320
Changing your mind with Undo and Redo	320
Clearing cells	322
Deleting cells	323
Inserting cells	324
A Worksheet with a View	326
Zooming in and back out again	326
Freezing window panes	328
Copying and Moving Stuff Around	330
Copying and moving with drag-and-drop	331
Copying and moving with copy, cut, and paste	332
CHAPTER 4: Taming Your Worksheets	337
Revamping a Worksheet	337
Being cautious when deleting and inserting columns and rows	338
Deleting columns or rows	339

Inserting new columns or rows	340
Splitting the worksheet into panes	341
Outlining a worksheet	344
Overhauling a Workbook	350
Renaming a worksheet	350
Outfitting a workbook with designer sheets	351
Adding worksheets	353
Deleting worksheets	353
Changing the sheets	354
Editing and formatting multiple worksheets as a group	355
Hiding worksheets	356
CHAPTER 5: Building Basic Formulas	359
Getting Started with Formulas	360
Pointing at formula cells	361
Editing formulas	362
Using AutoSum to add numbers	362
Building formulas with computational operators	364
Augmenting Formulas with Functions	367
Inserting a function	368
Entering function arguments	370
Copying Formulas	372
Copying with relative cell references	372
Copying with absolute references	374
Copying with mixed cell references	376
Adding Array Formulas	377
Creating an array formula	378
Editing a dynamic array formula	380
Building old-fashioned array formulas	380
Editing an old-fashioned array formula	381
Naming Cells and Ranges	382
Defining cell and range names	382
Using names in building formulas	383
Creating names from column and row headings	384
Managing names	386
CHAPTER 6: Analyzing Data	387
Getting Quick Analyses from Excel	387
Running a rough-and-ready data analysis	388
Seeing what the sparklines say	389
Generating a forecast sheet	390
Eyeballing Trends and Outliers with Conditional Formatting	391

Managing Information in Tables	393
Converting a range to a table	394
Sorting a table	394
Filtering a table	395
What If You Used What-If Analysis?	396
Experimenting with Goal Seek	397
Kicking your analysis up a notch with data tables	398
Summarizing Data with PivotTables	403
Getting a PivotTable recommendation from Excel	404
Creating a PivotTable from scratch	405
Putting the finishing touches on a PivotTable	407
CHAPTER 7: Visualizing Data with Charts	409
Learning Some Crucial Chart Basics	409
Reviewing chart parts	410
Understanding how Excel converts worksheet data into a chart	411
Getting to know Excel's chart types	413
Forging a Fresh Chart	414
Inserting a recommended chart	414
Creating an embedded chart	415
Creating a chart in a separate sheet	417
Activating a chart	417
Moving a chart between a chart sheet and a worksheet	417
Changing the chart type	418
Selecting Chart Elements	419
Dressing Up Your Charts	419
Formatting chart elements	420
Formatting a chart axis	422
Displaying and formatting chart gridlines	423
Adding chart text	424
CHAPTER 8: Automating Excel with Copilot	427
Getting Copilot on the Job	428
Analyzing Data	429
Data cleaning	430
Basic data summarization	431
Trend analysis	431
Forecasts	431
PivotTables	431
What-if and sensitivity analysis	432
Scenario analysis	432
Advanced analysis queries	432
Creating Formulas	432
Basic mathematical formulas	433

Statistical formulas	434
Text formulas	434
Logical formulas	434
Date and time formulas	435
Lookup and reference formulas	435
Conditional formulas	435
Financial formulas	436
Array formulas	436
Nested formulas	436
Highlighting Data	437
Basic conditional formatting	437
Top/bottom rules	438
Data bars, color scales, and icon sets	438
Highlighting duplicates	438
Custom formula-based conditional formatting	438
Sorting and Filtering Data	439
Basic sorting	440
Sorting by multiple criteria	440
Custom sorting	440
Basic filtering	440
Filtering by date	441
Filtering by text criteria	441
Filtering by number criteria	441
Advanced filtering	441
Sorting and filtering combined	442
Visualizing Data	442
Basic charts	443
Advanced charts	443
Combination charts	443
Highlighting data trends	443
Comparative analysis	444
Pie and donut charts	444
Histograms and box plots	444
Data distribution and density	445
Geographical data visualization	445
Sparklines and small multiples	445
BOOK 4: POWERPOINT 365	447
CHAPTER 1: Putting Together a PowerPoint Presentation	449
Producing a New PowerPoint Presentation	450
Perusing the PowerPoint Window	452
Changing views	453
Looking at the different views	453

It's All About the Slides	454
Adding a Slide to the Presentation	455
Inserting a new slide	456
Duplicating a slide	456
Reusing a slide from another presentation	457
Filling Out a Slide with Data	458
Adding text	459
Adding a graphic or video	459
Creating a photo album presentation	460
Adding a table	461
Adding a chart	462
Adding notes	463
Getting Copilot to Help	465
Messing Around with Slides	465
Selecting slides	466
Rearranging slides	466
Changing the layout of a slide	466
Hiding a slide	467
Deleting a slide	467
Defining slide footers	468
Printing slide handouts	469
Building a Presentation from an Outline	471
Creating the outline by hand	471
Creating an outline from a text file	474
Creating an outline from a Word file	474
Controlling the display of outline levels	475
Editing the presentation outline	475
Peeking Behind the Curtain: The Slide Master	476
Viewing the Slide Master	477
Using multiple Slide Masters	478
 CHAPTER 2: Formatting Slides	 481
Applying a Slide Theme	482
Choosing a predefined theme	482
Changing the theme colors	483
Creating custom theme colors	483
Changing the theme fonts	485
Creating custom theme fonts	486
Applying theme effects	487
Changing the slide background	488
Creating a custom theme	489
Reusing a slide theme from another presentation	489
Formatting Slide Text	490
PowerPoint's font buttons	490
Easier formatting	491

Replacing fonts	494
Creating advanced text shadows	495
Formatting Tips and Techniques.	496
Selecting slide objects.	497
Using drawing guides to position objects	497
Nudging an object	498
Recoloring a picture	499
Compressing pictures to reduce presentation size	499
Repeating a shape at evenly spaced intervals.	500
Forcing shapes and text to get along	501
Specifying the default formatting for a shape.	502
Slide Formatting Best Practices.	502
CHAPTER 3: Creating Dynamic Presentations	505
Animation Guidelines	506
Setting Up a Slide Transition	507
Defining Slide Animations	508
Animating a slide title, picture, clip art, or table	509
Animating a bulleted list.	510
Animating a chart by series or category.	511
Animating a SmartArt graphic	512
Customizing an animation	512
Setting Up Hyperlinks and Action Buttons.	513
Adding a text link.	514
Assigning an action to an object	517
Inserting a media object.	518
Inserting an action button	519
Using a link to run a macro	520
CHAPTER 4: Delivering a Presentation	523
Rehearsing Slide Timings	524
Adding Voice and Video	525
Recording narration for a slide	526
Making a cameo appearance.	527
Recording a presentation.	528
Creating a Custom Slide Show.	530
Running a Slide Show	532
Setting some slide show options.	532
Setting up an automatic slide show	532
Starting the slide show.	533
Navigating slides	533
Navigating the slide show from the keyboard	535
Annotating slides.	535

BOOK 5: OUTLOOK 365	537
CHAPTER 1: Sending and Receiving Email	539
Setting Up Your Accounts.....	540
Setting up your initial account.....	540
Adding more accounts	541
Removing an account	542
Getting Acquainted with Outlook	542
Surveying the Outlook window	542
What's with all the Mail folders?	544
Displaying Outlook's settings.....	544
Shipping Out a New Message	545
Composing a message	545
Composing a message with Copilot's help	547
Scheduling a send	548
Undoing a send	549
Using the People app list to specify recipients	550
Attaching a file to a message.....	551
Setting message options	551
Creating and inserting signatures.....	552
Reading Incoming Mail.....	553
Retrieving messages	553
Controlling message notifications.....	554
Reading a message	555
Getting Copilot to summarize a message	556
Replying to a message	556
Reacting to a message	557
Forwarding a message	557
Dealing with attachments	558
Working with your messages.....	558
Snoozing a conversation	559
Setting up a vacation responder.....	560
Categorizing a message	561
Setting a message follow-up flag.....	562
Using Rules to Process Messages Automatically	563
Creating a rule from scratch	563
Creating a rule from a message	565
CHAPTER 2: Managing Your Contacts	567
Exploring the People App.....	568
Adding a New Contact	569
Creating a new contact from scratch	569
Creating a contact from an email message.....	571
Importing contact data.....	572
Creating a contact list.....	572

Working with Your Contacts	574
Editing contact data.	574
Adding a photo for a contact.	575
Designating a contact as a favorite.	576
Deleting contacts.	576
Displaying contact activity	577
Sorting the contacts	577
Exporting your contacts	577
Performing Contact Tasks	578
Phoning a contact	578
Sending an email to one or more contacts	578
Starting a chat with a contact	579
CHAPTER 3: Keeping Track of Appointments	581
Getting Together with the Calendar App.	582
Changing the displayed date	582
Changing the number of days displayed	583
Creating a custom view.	584
Changing the time scale	585
Configuring the work week	585
Displaying a second time zone	586
Items You Can Schedule in Calendar	587
Setting Up an Event.	588
Scheduling a basic event	588
Creating a recurring event	589
Getting reminded of an event	592
Scheduling an All-Day Event.	594
Requesting a Meeting	595
Sending out a new meeting request.	596
Planning a meeting	598
Tracking a meeting	599
Cancelling a meeting.	599
BOOK 6: ACCESS 365	601
CHAPTER 1: Forging Databases and Tables	603
Understanding Access Databases.	603
Tables: Containers for your data.	604
Forms: Making data entry easier.	605
Queries: Asking questions of your data	605
Creating an Access Database.	606
Creating a blank database	606
Creating a database from a template.	607

Working in the Navigation Pane	608
Switching the Navigation pane category	609
Filtering the Navigation pane by group	610
Creating a custom Navigation pane category	611
Designing a Table	612
Does the table belong in the current database?	613
What type of data should I store in each table?	613
What fields should I use to store the data?	614
Deciding which field to use for a primary key	614
Creating a Table	615
Creating a table using the Datasheet view	616
Creating a table using the Design view	617
Switching between the Design and Datasheet views	629
Importing External Data	629
Creating and Using Forms	631
Creating a basic form	631
Creating a simple form	632
Creating a split form	633
Creating a multiple items form	633
Running the Form Wizard	634
Navigating form fields and records	636
CHAPTER 2: Entering, Sorting, and Filtering Data	637
The Population Boom: Entering Data	638
Getting comfy with the Datasheet view	638
Navigating field-to-field	639
Entering data	640
Adding more records	641
Navigating records	641
Selecting a record	642
Deleting a record	642
Formatting the datasheet	643
Putting Things in Apple-Pie Order: Sorting Records	645
Sorting on a single field	645
Sorting on multiple fields	645
Knocking Things Down to Size: Filtering Data	647
Filtering by field value	649
Filtering by partial field value	649
Filter excluding field value	650
Filter excluding partial field value	650
Filtering by form	651
Creating an advanced filter	654
Relating Multiple Tables	656
Understanding referential integrity	658
Relating tables	658

CHAPTER 3: Querying Data	661
Designing a Simple Query	662
Adding fields to the query	663
Specifying the query criteria	664
Running the query	664
Getting Comfy with Query Criteria	666
Using operands in criteria expressions	666
Using operators in criteria expressions	667
Working with the Expression Builder	674
Using Calculations in Queries Like a Pro	676
Constructing a totals column	676
Setting up a calculated column	679
Getting Fancy with a Multiple-Table Query	682
Adding multiple tables to a query	682
Adding fields from multiple tables	683
Modifying Table Data with an Update Query	685
Removing Records from a Table with a Delete Query	686
Creating a New Table with a Make Table Query	688
Adding Records to a Table with an Append Query	689
 BOOK 7: MICROSOFT TEAMS	 691
CHAPTER 1: Getting around in Teams	693
Introducing Teams	694
Taking a Look Around	695
Personalizing Teams to Use It Effectively	696
Adding a profile photo	696
Setting your status	697
Setting up priority access	700
Customizing Teams via settings	701
Noticing Notifications	704
Filtering and Searching	705
Filtering your Activity feed	705
Searching for a post, message, or other content	706
Saving time with slash commands	708
Using Teams to Know Your Colleagues Better	709
Viewing a person's profile card	709
Viewing the org chart	711
Enhancing Your Teams Experience with Helpful Extras	711
Using built-in apps	712
Using tabs	714
Using the Teams App store	716

CHAPTER 2:	Getting Up to Speed with Teams and Channels	719
	What's All This About a Team? And a Channel?	720
	Managing and Working with a Team or Two	720
	Joining an existing team	721
	Opening a team and viewing its channels	724
	Creating a team	724
	Adding people to a team	728
	Sharing a team	728
	Managing team settings	730
	Leaving a team	731
	Getting to Know Channels	732
	Creating a channel	732
	Using private channels	734
	Renaming a channel	735
	Pinning a channel	735
	Taming channel notifications	736
	Hiding a channel	737
CHAPTER 3:	Chin-wagging with Channels and Chats	739
	Channels versus Chats	740
	Conversing in a Channel	742
	Configuring channel moderation	742
	Getting a conversation off the ground	746
	Getting in your two cents: replying to a conversation	749
	@mentioning in a conversation	750
	Reacting to conversations	751
	More conversation options to mess with	752
	Bouncing between Teams conversations and Outlook emails	753
	Chatting with Your Team	755
	Sending someone a quick message	755
	Starting a private or group chat	755
	Keeping the chat going: responding to a chat message	757
	Renaming a chat	758
	Adding and removing people (including yourself) from a chat	759
	Setting chat and message options	760
CHAPTER 4:	Fiddling with Files in Teams	763
	Getting to Know Teams' Files Tools	764
	Sharing Files in a Team	765
	Attaching a file to a channel post	765
	Uploading a file or folder from the Files tab	767

Creating a file or folder in a team	768
Managing files and folders.	769
Understanding where channel files are stored.	770
Adding a new document library to access in Teams	772
Sharing Files in a Chat.	773
Attaching a file to a chat post	773
Using the Shared tab in a chat.	774
Understanding where files shared in a chat are stored	775
CHAPTER 5: Getting Together for Online Meetings	777
Getting a Meeting Off the Ground	778
Scheduling a meeting	778
Launching an immediate meeting	783
Using dial-in conference lines	784
Joining in the Meeting Fun	784
Joining from a browser	785
Joining a channel meeting	786
Setting your meeting video, audio, and effects options	786
Participating in a Meeting.	788
Adding people to the meeting.	788
Viewing the participants list.	789
Changing the view	790
Pinning and spotlighting participants.	791
Muting yourself and others	792
Sharing your screen and content	793
Using PowerPoint Live	794
Sharing files in a meeting.	795
Viewing the meeting chat.	796
Recording the meeting	796
Using live captions and transcription	797
Reacting and raising your hand.	797
Messing with meeting options.	798
Using breakout rooms	799
Leaving and ending the meeting.	800
Finding Resources after a Meeting	800
BOOK 8: FILE SHARING AND COLLABORATING	803
CHAPTER 1: Sharing Files	805
Knowing when to Use OneDrive or SharePoint	806
When to use OneDrive	806
When to use SharePoint.	807
Syncing Office 365 Files to Your Devices	808
Linking OneDrive to your Office 365 business account.	809

Keeping files always available on your device.	810
Syncing Teams and SharePoint files to your device.	811
Staying Sane When Editing Files	813
Editing Office files in their desktop versus web versions	813
Editing Office files with colleagues	814
Keeping track of a file's version history	814
Using the Recycle Bin to Restore Deleted Files.	815
Copying and Moving Files between OneDrive and Teams	816
Sharing Files Outside Your Organization	817
Sharing a file.	817
Sharing a link	818
CHAPTER 2: Making the Most of OneDrive	821
Getting Started in OneDrive.	822
Navigating the navigation pane.	822
Viewing and locating stuff in OneDrive	824
Managing Your OneDrive Content	826
Selecting files and folders	827
Performing actions on files and folders.	827
Creating a folder	827
Creating a file	828
Uploading files and folders	829
Managing File and Folder Permissions.	830
Adding SharePoint and Teams Files to OneDrive.	831
CHAPTER 3: Collaborating in SharePoint	833
Getting Oriented with SharePoint.	833
Managing SharePoint Team Sites	836
Understanding the connection between SharePoint	
team sites and Microsoft 365 groups.	839
Finding your way around a team site	840
Adding members.	842
Getting familiar with site permissions	842
Working with SharePoint Pages	846
Creating a page	846
Enhancing a page with web parts	847
Working with Document Libraries	849
Creating a new document library	850
Uploading files to a document library	851
Opening and editing a file in a document library	852
Sharing files from a document library	852
Viewing file and folder options	855
Working with columns and views	855
Taking a Brief Look at Microsoft Lists.	858

CHAPTER 4: Collaborating on Documents	861
Protecting a Document from Mischief	861
Opening a document as read-only	862
Marking a document as final	863
Protecting a document with a password	865
Commenting on a Word Document	868
Entering comments	869
Viewing and displaying comments	869
Replying to and resolving comments	870
Caring for and feeding comments	870
Tracking Changes to Documents	871
Telling Word to start marking changes	872
Reading and reviewing a document with revision marks	873
Accepting and rejecting changes to a document	874
Marking changes when you forgot to turn on revision marks	875
Documenting a Worksheet with Notes	877
Collaborating on a Workbook with Comments	879
Keeping Others from Tampering with Worksheets	880
Hiding a worksheet	880
Protecting a worksheet	880
INDEX	883

Introduction

You've heard of Microsoft Office, but what's all this about Office "365." Is that how many days it's going to take you to learn how to use this thing? Is that how many headaches you're going to have to suffer through before you know what you're doing? Is that how many tissues you'll need to wipe away the tears caused by your struggles to tame this beast of a suite? Is that how many questions I'm going to ask before I get to my point?

To be honest, I have no idea what the "365" of Office 365 is supposed to mean. What I *can* tell you is that, although from the outside Office 365 appears hideously complex and impossible to master, once you get inside it's nowhere near as bad as it seems.

Or, I should say, Office 365 isn't as complicated as it looks *if* you have a guide who knows the easiest and simplest ways to navigate the Office landscape. Office 365 is a powerful set of tools *if* you have a teacher who can reduce convoluted Office tasks to simple steps that get the job done. Office 365 makes sense *if* you have an interpreter who can translate esoteric Office lingo into plain English.

Where are you supposed to find a guide, a teacher, and an interpreter for Office 365? Reader, you're looking right at it!

About This Book

Welcome to *Microsoft 365 Office All-in-One For Dummies*, 3rd Edition! The "All-in-One" part of the title means, first, that you don't need to buy a bunch of books to learn Office 365; all you need is this one. Sweet! But that "All-in-One" in the title also means that this book is your guide, teacher, and interpreter for Office 365. Bliss!

What the "All-in-One" part of the title does *not* mean is that this book tells you everything there is to know about Office 365. First, such a book would be ten times the size and, second, such a book would be *incredibly boring*! Knowing Office 365's abstruse technical minutiae and arcane for-geeks-only settings won't help you get your work (or play) done, so you won't find any of that nonsense in this book. Instead, I introduce every Office 365 feature with just enough background to give

you some context, then I get right down to the business of showing you how to use that feature to do your thing, whatever that might be.

Does this mean you have to start on Page 1 and read right through to the end? Well, you certainly *could* do that if you wanted to; there's no law against it (at least, none that I know of). But, happily, you don't have to read the entire book from start to finish. *Office 365 All-in-One For Dummies*, 3rd Edition, is a reference book, so you can dip in and out of the book as needed to get just the info you need to accomplish a task. To help you with that, I've tried to organize everything in a sensible way, with lots of useful headings to help you get your bearings quickly. The book also offers a detailed table of contents and an index created by a professional indexer so, despite the book's formidable size, you can find anything you need quickly and easily.

Foolish Assumptions

This book isn't a primer on using a computer or working with your device's operating system. This is a book on Office 365, pure and simple. This means I assume the following:

- » You have an Office 365 subscription and you have installed it on your computer.
- » You know how to wield a mouse (or a trackpad) and know your way around a keyboard.
- » You use the Windows 10 or 11 operating system. Office 365 works on machines that run Windows 10 or higher, not machines that run Windows 8.1, Windows 8, or Windows 7.
- » You know how to perform basic Windows tasks, such as starting and closing apps, switching between running apps, and navigating the file system.
- » You brush and floss your teeth regularly.

Conventions Used in This Book

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