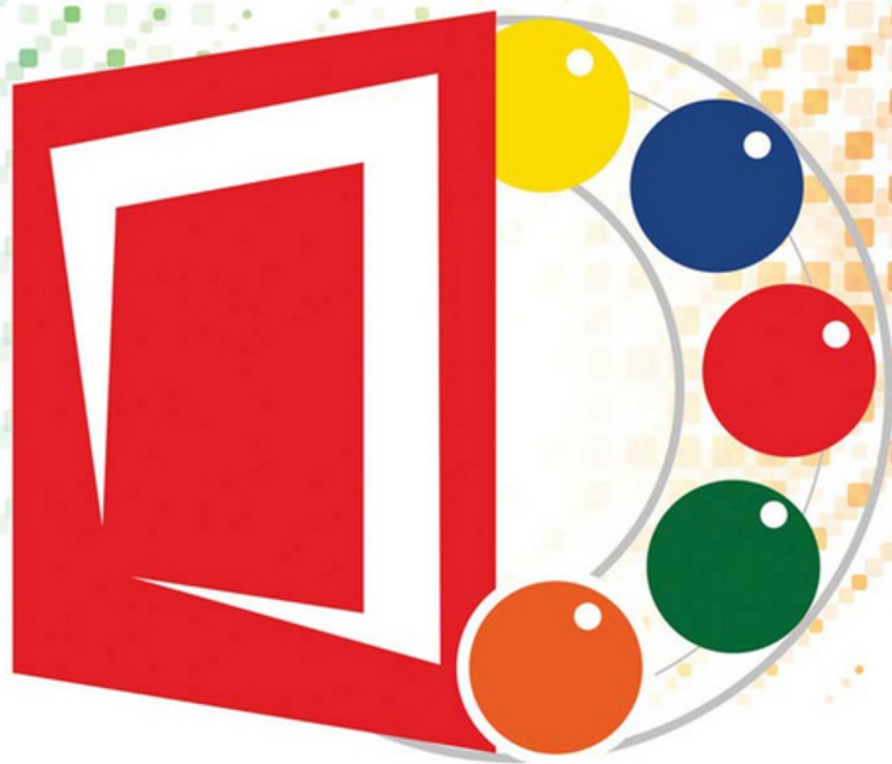


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Microsoft

# Office 2016

The Fast and Easy Way to Learn



Elaine Marmel

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Office 2016

Elaine Marmel

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Published by

**John Wiley & Sons, Inc.**

10475 Crosspoint Boulevard

Indianapolis, IN 46256

[www.wiley.com](http://www.wiley.com)

Published simultaneously in Canada

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Library of Congress Control Number: 2015948801

ISBN: 978-1-119-07477-9 (pbk); ISBN: 978-1-119-07476-2 (ebk); ISBN: 978-1-119-07492-2 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

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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.

## Author's Acknowledgments

Because a book is not just the work of the author, I'd like to acknowledge and thank all the folks who made this book possible. Thanks to Aaron Black for the opportunity to write this book. Thank you, Vince Averello, for doing a great job to make sure that I "told no lies." Thank you, Scott Tullis, for making sure I was understandable and grammatically correct — it's always a pleasure to work with you. And, thank you, Sarah Hellert, for managing all the players and manuscript elements involved in this book; that's a big job, and you're up to the task.

# 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 Tips

Tips offer additional information, including warnings and shortcuts.

### 5 Bold

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

### 6 Italic

*Italic* type introduces and defines a new term.

OFFICE FEATURES **CHAPTER**  
Office Graphics Tools **3**

## Resize and Move Objects

**P**ictures and other types of images are also called *graphic objects*. **6** object is not positioned where you want it or if it is too large or too small, you can **move** or **resize** it. When you select a graphic object, handles appear on each side of the graphic object; you can use these handles to **resize** it. Alignment guides — green lines — appear as you move a graphic object to help you determine where to place it. Once you have picked the spot for the graphic, the alignment guides disappear.

#### Resize and Move Objects

##### Move a Graphic

- 1 Click a graphic object.
- 2 Position the mouse over a graphic object or the edge of a text box (I\* or | changes to ¶). **3**
- 3 Drag the graphic object to a new location.
- 4 Release the mouse button.  
The graphic object appears in the new location and, in Word, the alignment guides disappear.
- 5 Click outside the graphic object to cancel its selection.

##### Resize a Graphic

- 1 Click a graphic object.  
**4** Handles (□) surround the graphic.  
**Note:** In Publisher, □ and ○ surround the graphic.
- 2 Position the mouse over one of the handles (I\* or | changes to ¶, ¶, or ¶). **3**
- 3 Drag the handle inward or outward until the graphic object is the appropriate size (¶, ¶, or ¶ changes to ¶). **4**
- 4 Release the mouse button.  
The graphic object appears in the new size.
- 5 Click outside the graphic object to cancel its selection.

#### TIPS

**Can I control how text wraps around an object?**  
Yes, if you insert the object into a Word or Publisher file. Click the object, click **Wrap Text** in the Format tab, and choose a wrap style.

**Does it matter which handle I use to resize a graphic?**  
Yes. If you click and drag any of the corner handles, you maintain the proportion of the graphic as you resize it. The handles on the sides, top, or bottom of the graphic resize only the width or the height of the graphic, causing your graphic to look distorted.

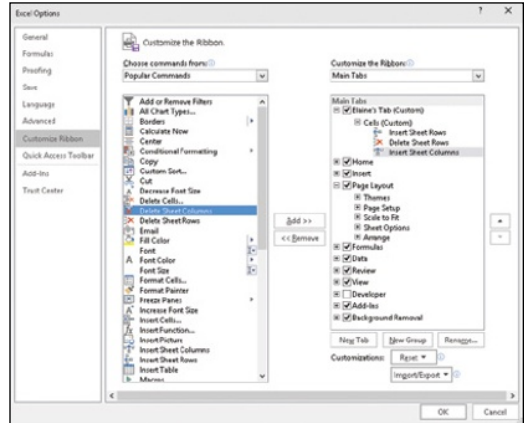


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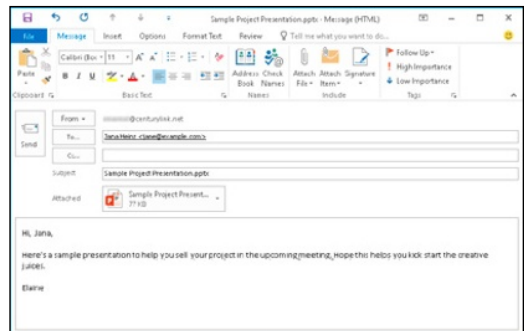
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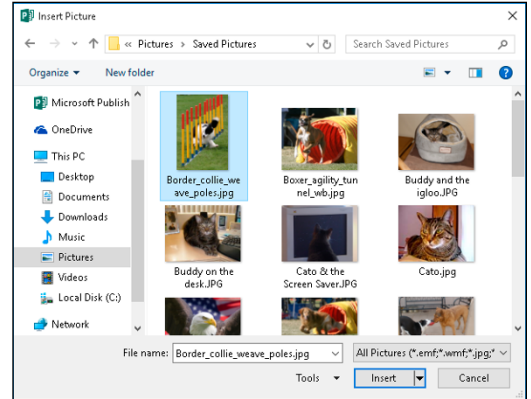
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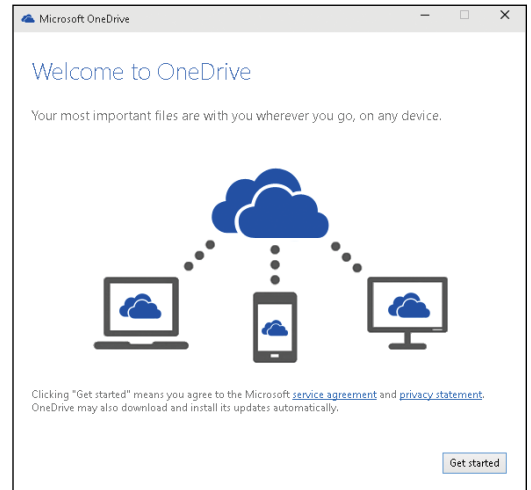
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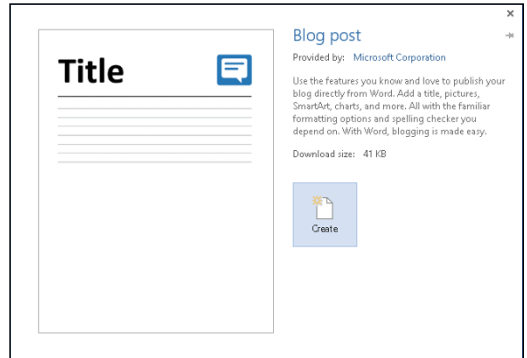


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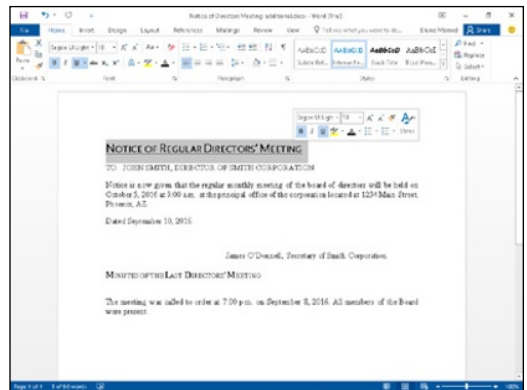
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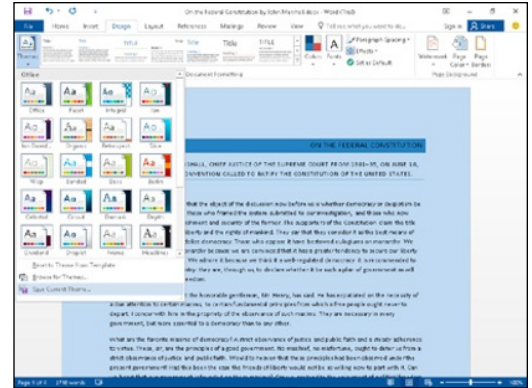
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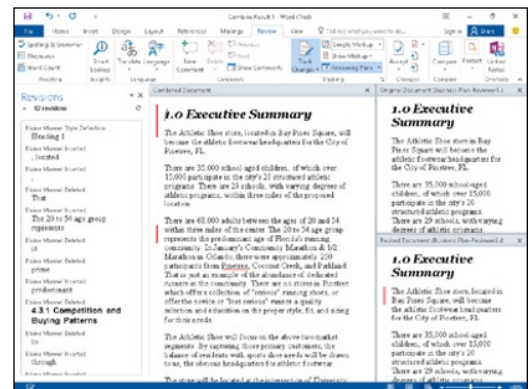
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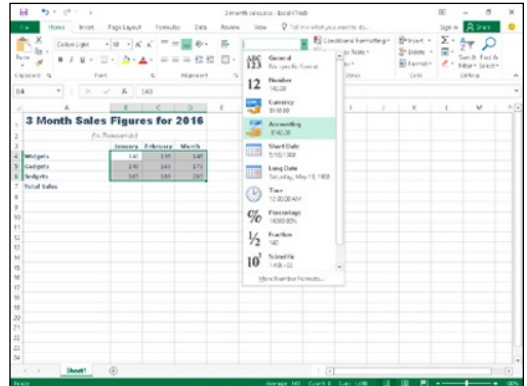


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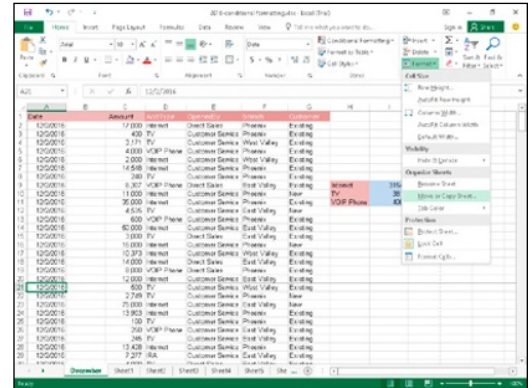
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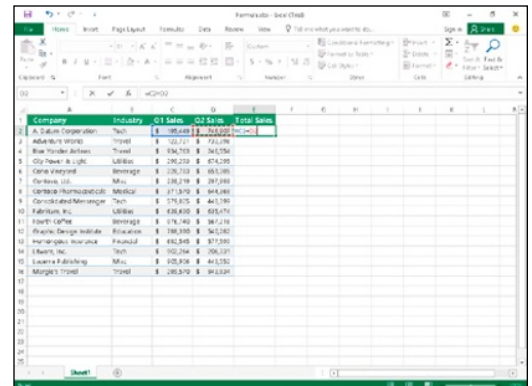
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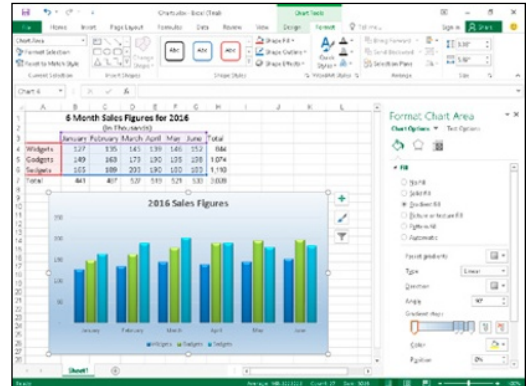
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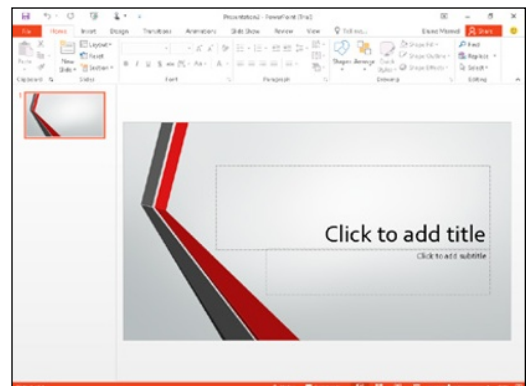
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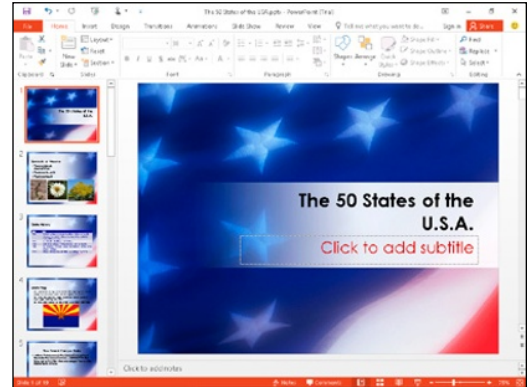
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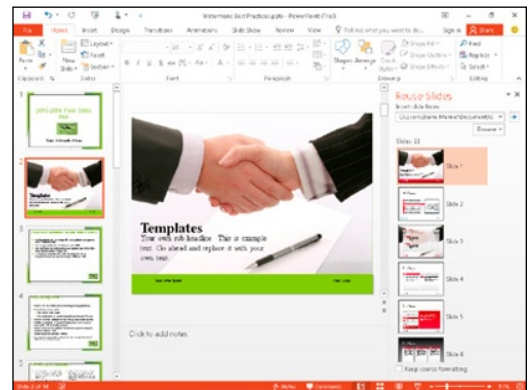
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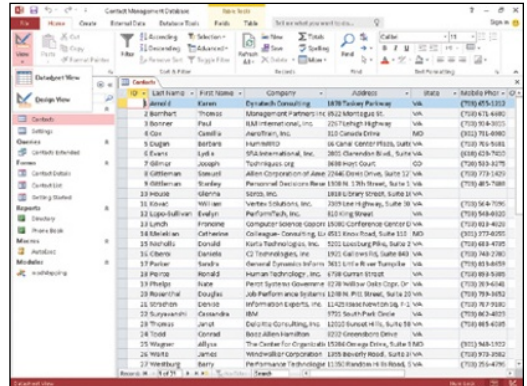


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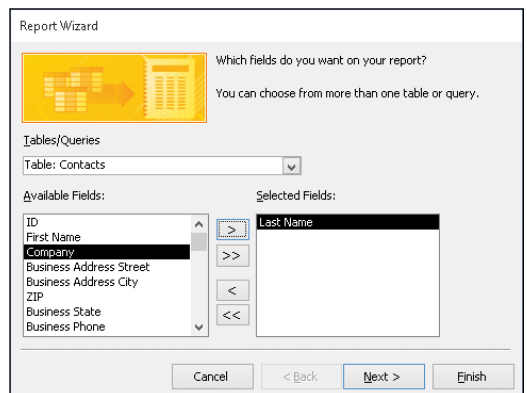
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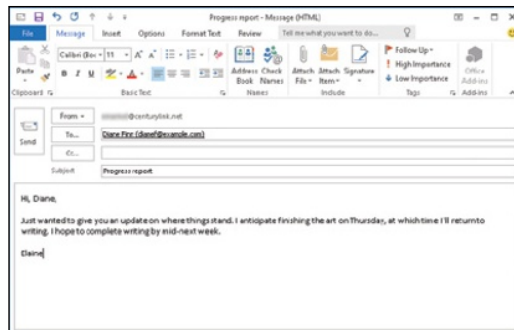
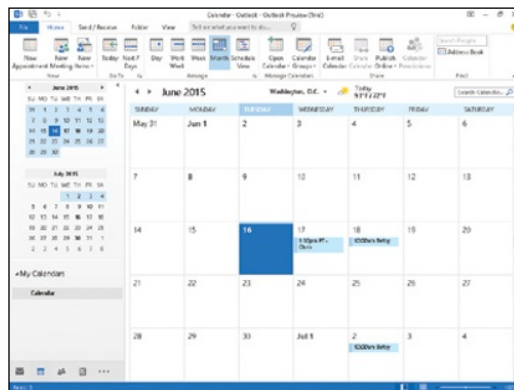
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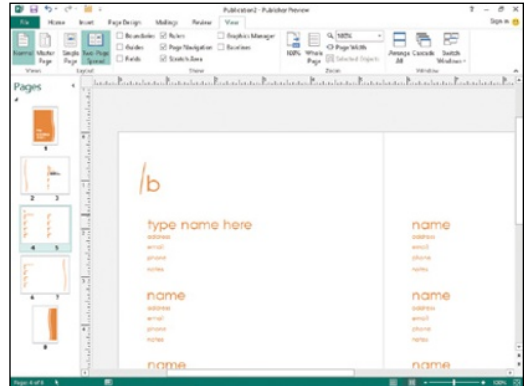


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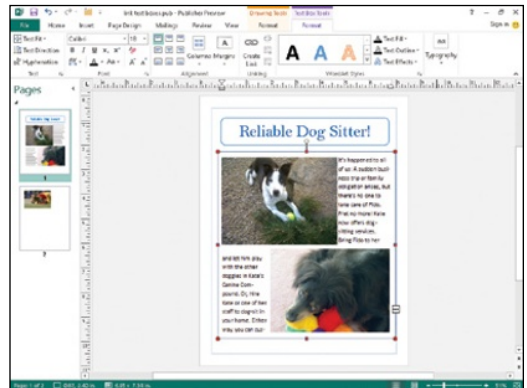
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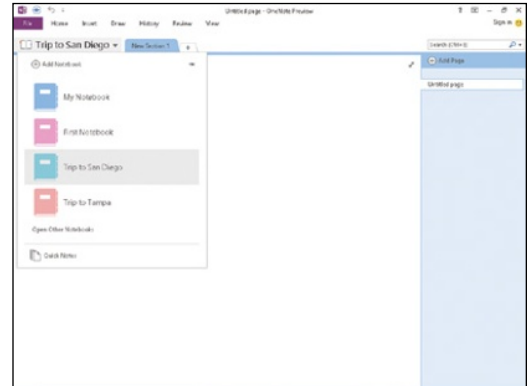
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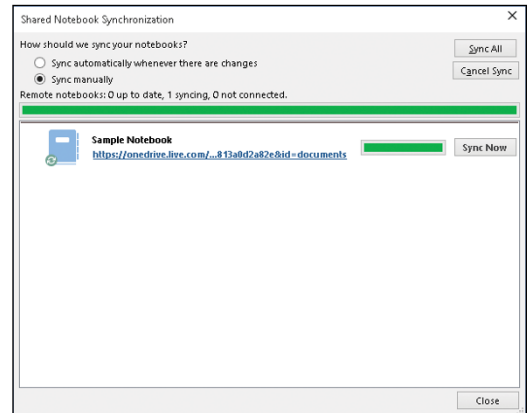
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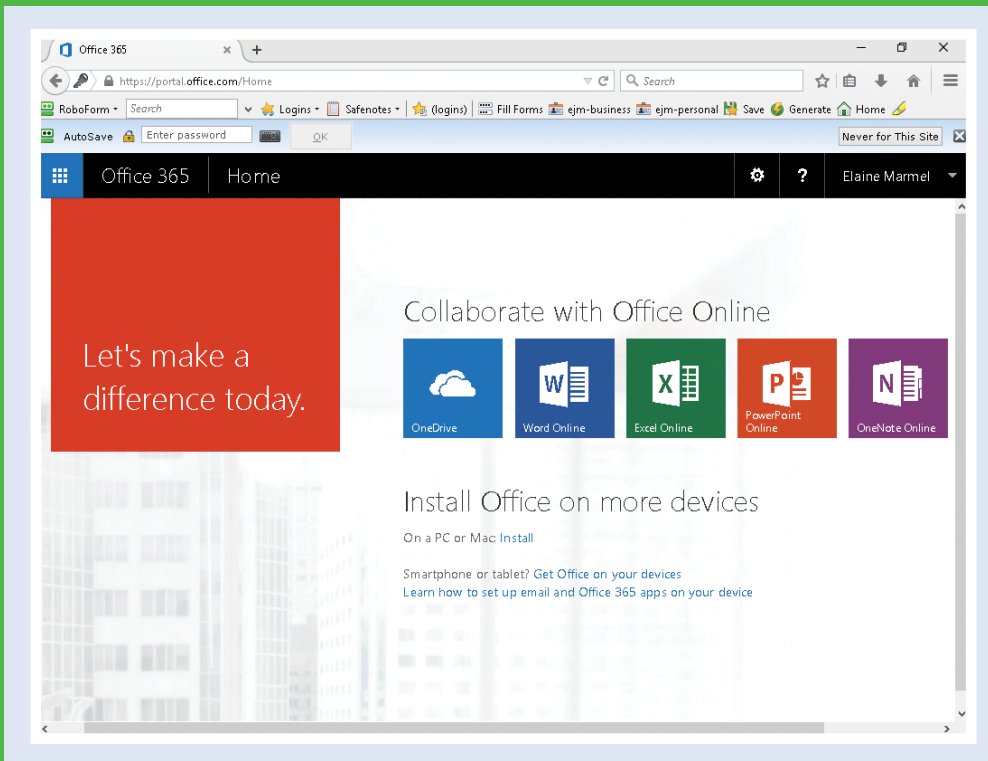
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# PART I

# 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. 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.

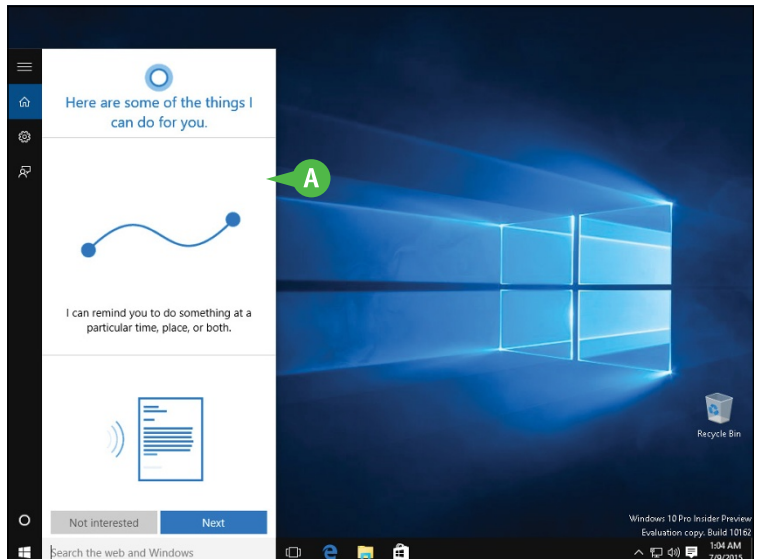
## Start and Exit Office Applications

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.

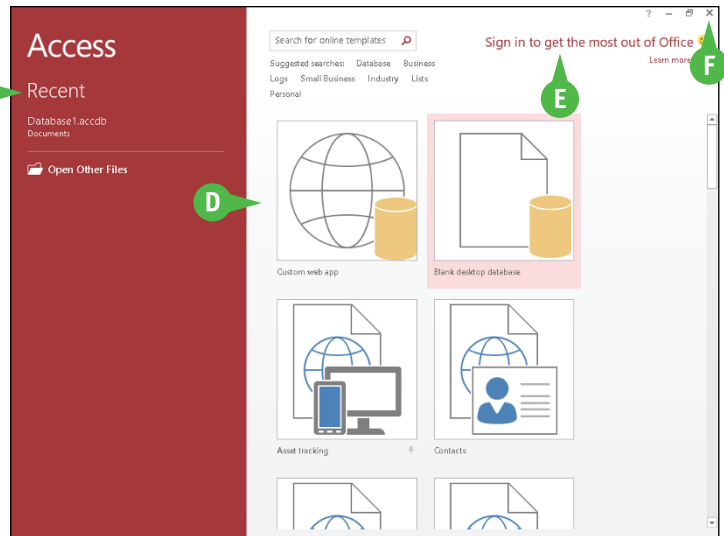
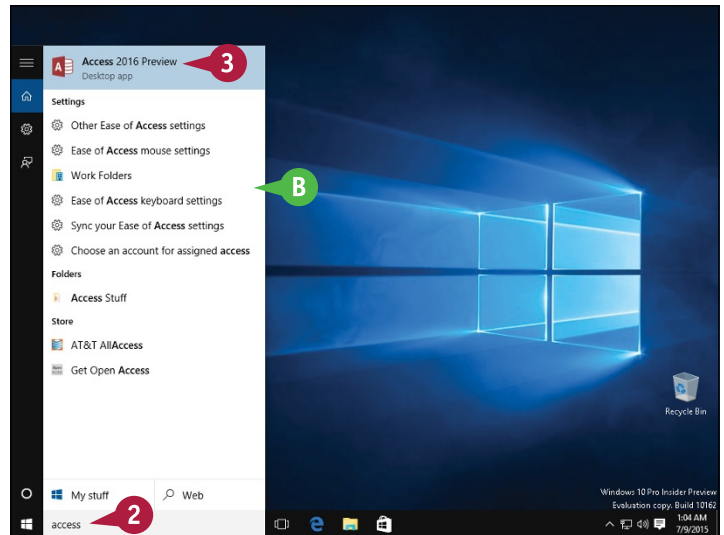
The program opens and displays its Start screen, which helps you open new or existing documents; see Chapter 2 for other ways to open documents.

- 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).

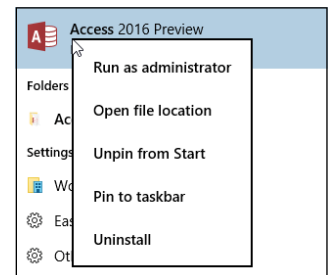
**Note:** If you do not see the **Close** button (X), slide the mouse (☞) into the upper right corner of the screen until it appears.



## TIP

### 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 365.

## F Status Bar

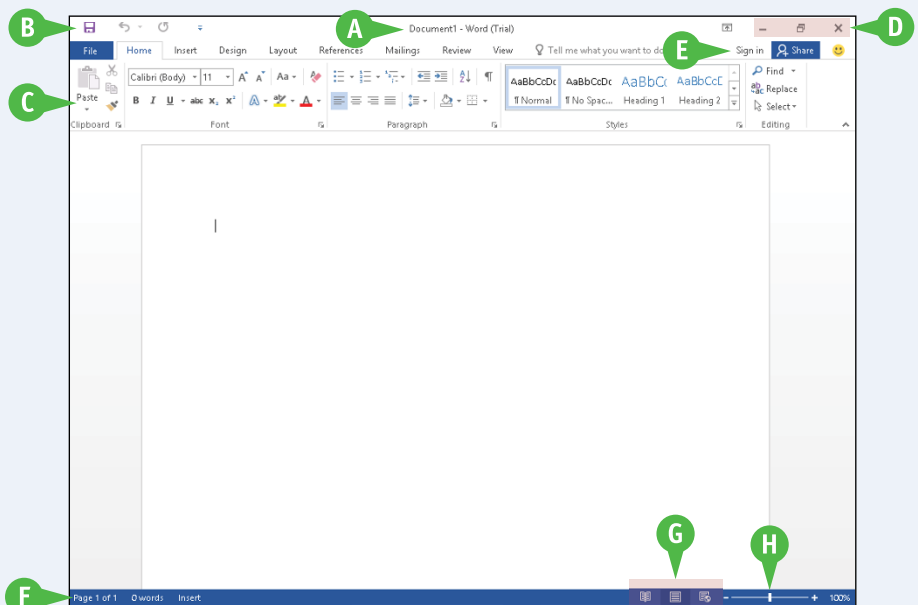
Displays information about the current Office document.

## G View Shortcuts

These shortcuts switch to a different view of your document.

## H Zoom Controls

This feature changes the magnification of a document.



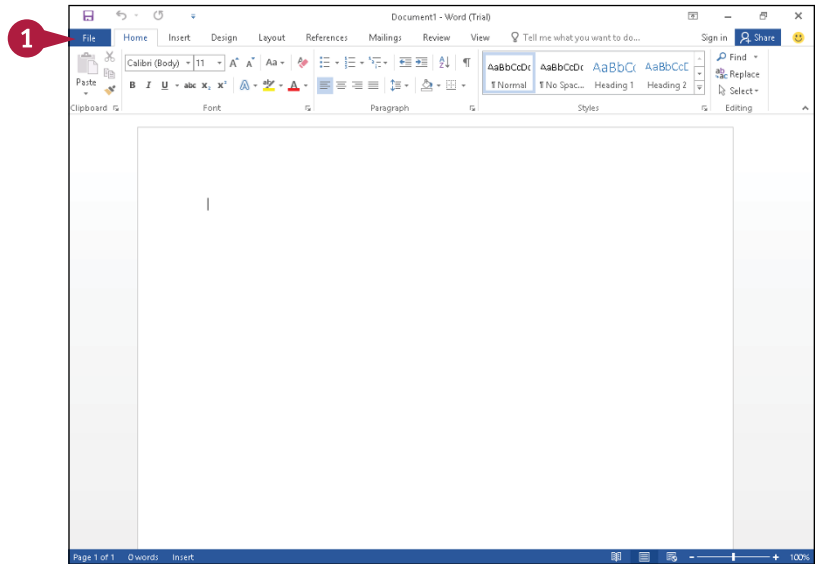


# Work with Backstage View

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

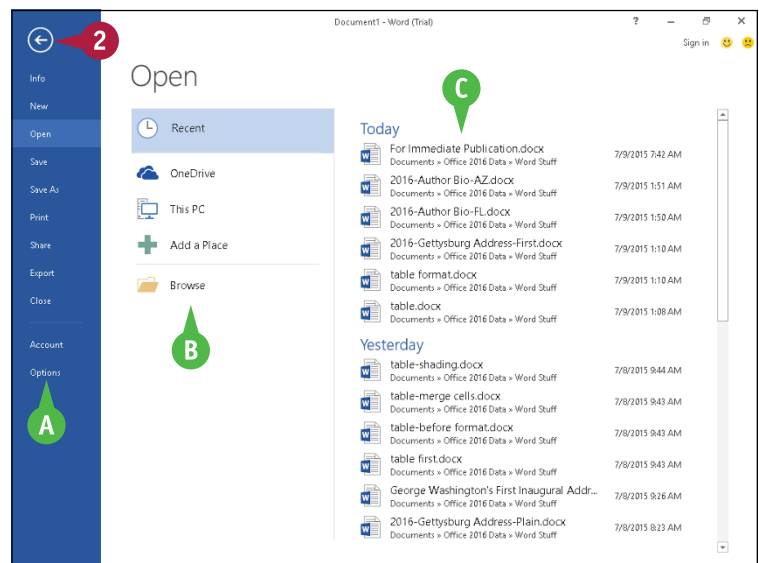
- 1 Click the **File** tab to display Backstage view.



- 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

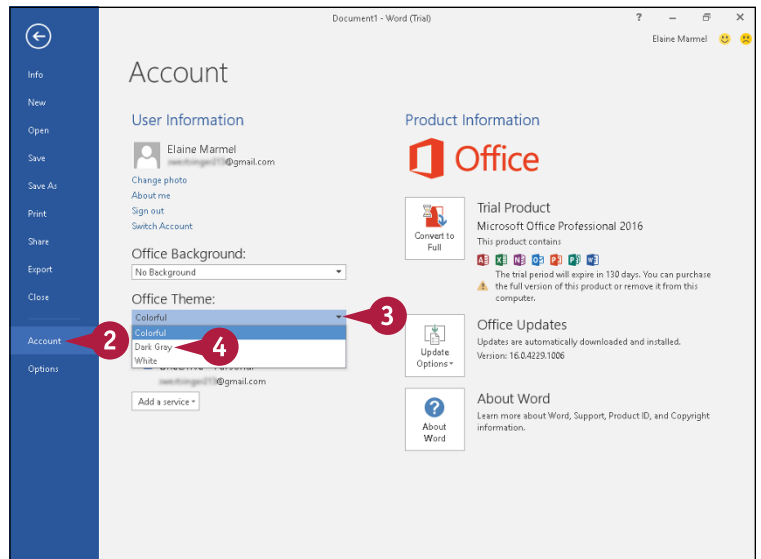
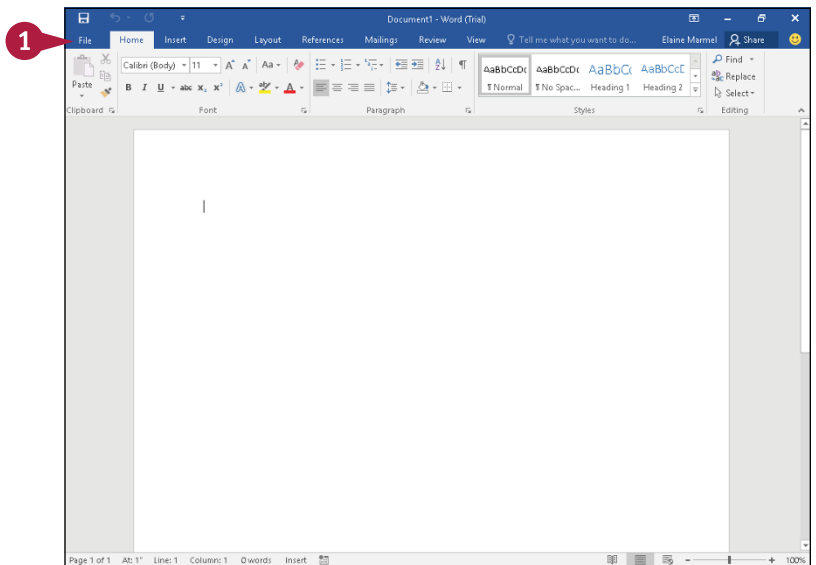
**Note:** Make sure you are signed in to Office 365. See Chapter 4 for details.

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

2 Click **Account**.

3 Click the **Office Theme** ▼.

4 Click an Office theme.



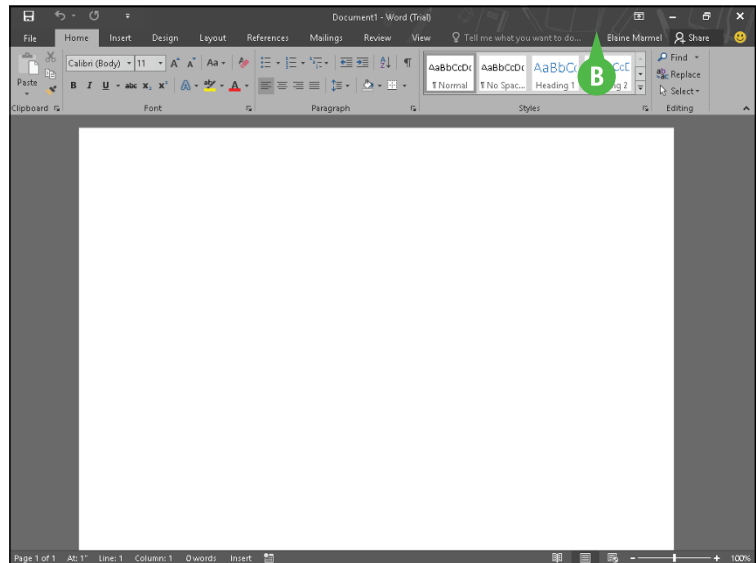
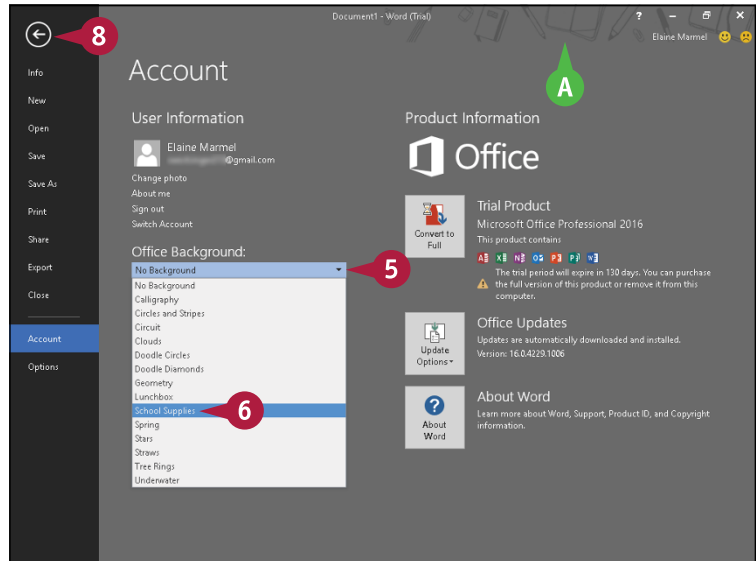
The colors of your program change.

**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.



**TIP**

**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.

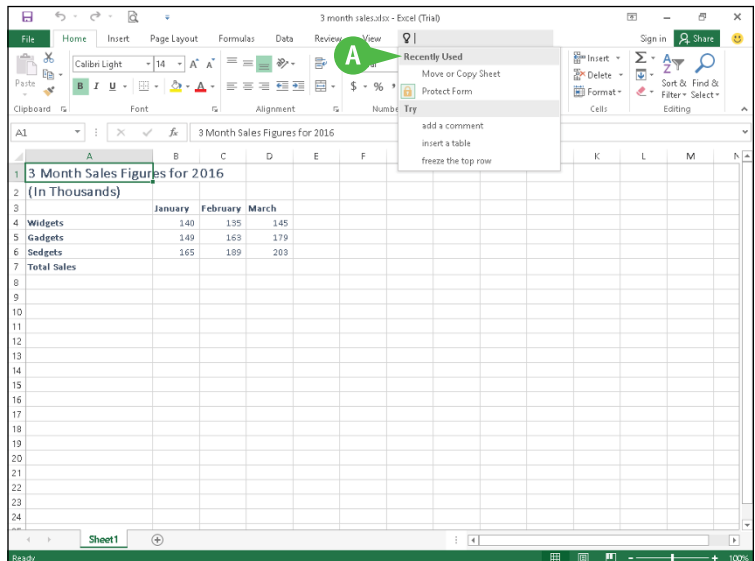
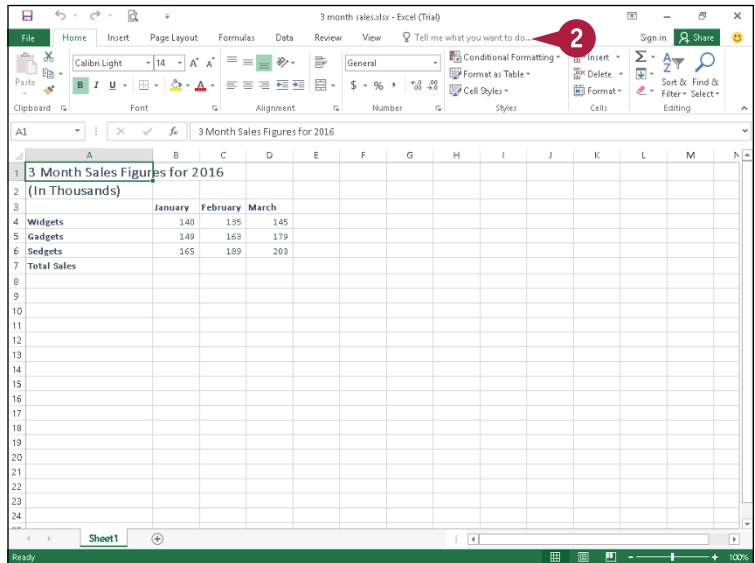
You can still use the Ribbon directly, as described in the next section, "Work with the Ribbon." The Tell Me What You Want To Do search feature is most useful when you are not sure where on the Ribbon to find the command you need.

## Find a Ribbon Command

1 Open a document in an Office program.

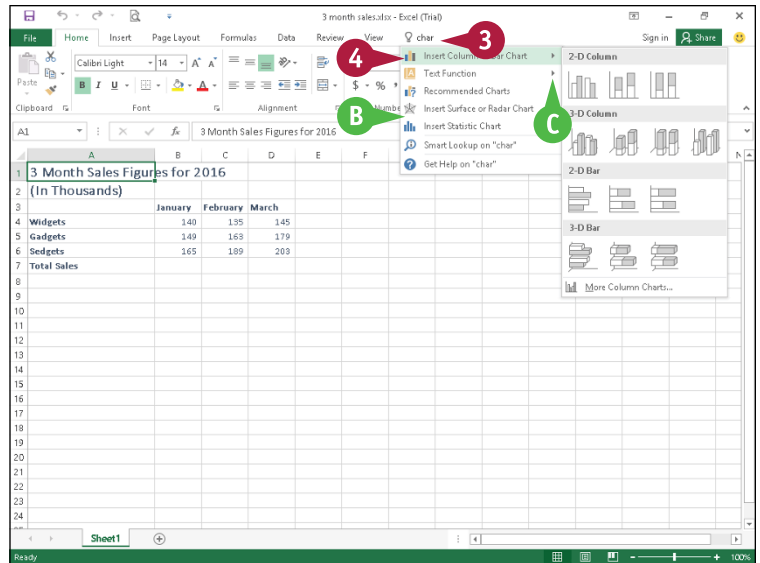
**Note:** See Chapter 2 for details on opening an Office document.

2 Click here.

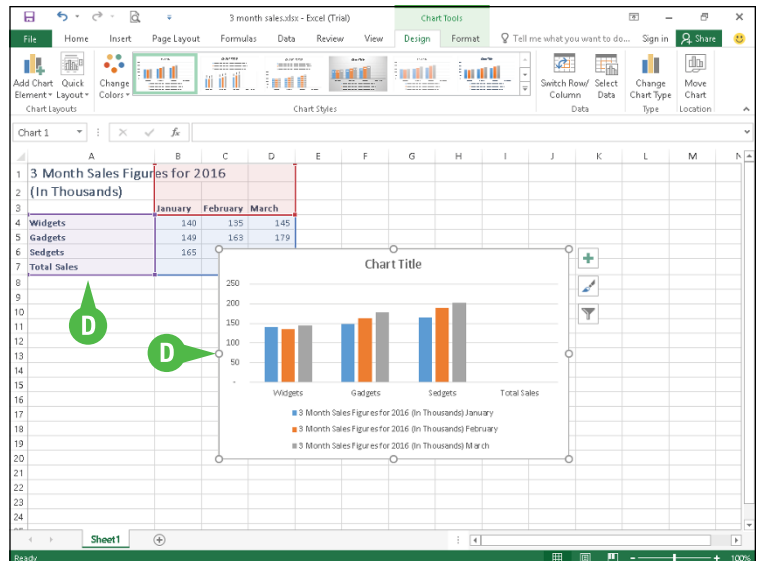


A A list of commonly requested actions appears.

- 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.



## TIPS

**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

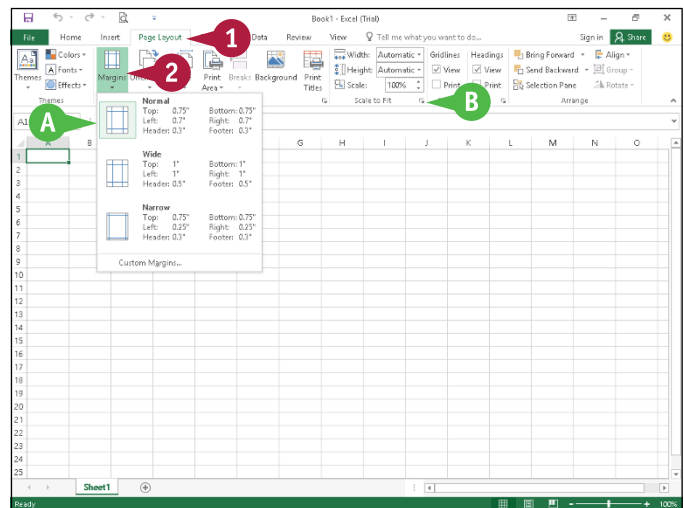
In addition to letting an Office program help you find a command, you can select commands using the Ribbon. Each Ribbon tab contains groups of related command buttons. Each button performs a common task. Some tabs appear only when needed. For example, if you select a table, the Ribbon displays the Table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

