


LEARNING MADE EASY



Microsoft

# Office 2016

for  
**dummies**<sup>®</sup>  
A Wiley Brand



All you need to know to get  
up to speed with Office 2016

Build spreadsheets, crunch  
numbers & format charts

Configure email and  
manage your calendar

**Wallace Wang**



---

# Office 2016

for  
**dummies**<sup>®</sup>  
A Wiley Brand





# Office 2016

for  
**dummies**<sup>®</sup>  
A Wiley Brand

by Wallace Wang

for  
**dummies**<sup>®</sup>  
A Wiley Brand

## Office 2016 For Dummies®

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, [www.wiley.com](http://www.wiley.com)

Copyright © 2016 by John Wiley & Sons, Inc., Hoboken, New Jersey

Media and software compilation copyright © 2016 by John Wiley & Sons, Inc. All rights reserved.

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

**Trademarks:** Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. All trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

**LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY:** THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit [www.wiley.com/techsupport](http://www.wiley.com/techsupport).

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit [www.wiley.com](http://www.wiley.com).

Library of Congress Control Number: 2015950488

ISBN 978-1-119-29347-7 (pbk); ISBN 978-1-119-29729-1 (ebk); 978-1-119-29730-7 (ebk)

*Office 2016 For Dummies* (9781119293477) was previously published as *Office 2016 For Dummies* (9781119077374). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product.

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

# Contents at a Glance

<b>Introduction</b> .....	1
<b>Part 1: Getting Started with Office 2016</b> .....	5
CHAPTER 1: Introducing Microsoft Office 2016 .....	7
CHAPTER 2: Selecting and Editing Data .....	35
CHAPTER 3: Modifying Pictures .....	51
CHAPTER 4: Getting Help from Office 2016 .....	65
<b>Part 2: Working with Word</b> .....	73
CHAPTER 5: Typing Text in Word .....	75
CHAPTER 6: Formatting Text .....	99
CHAPTER 7: Designing Your Pages .....	121
<b>Part 3: Playing the Numbers with Excel</b> .....	153
CHAPTER 8: The Basics of Spreadsheets: Numbers, Labels, and Formulas .....	155
CHAPTER 9: Playing with Formulas .....	193
CHAPTER 10: Charting and Analyzing Data .....	225
<b>Part 4: Making Presentations with PowerPoint</b> .....	255
CHAPTER 11: Creating a PowerPoint Presentation .....	257
CHAPTER 12: Adding Color and Pictures to a Presentation .....	275
CHAPTER 13: Showing Off a Presentation .....	297
<b>Part 5: Getting Organized with Outlook</b> .....	321
CHAPTER 14: Managing Email with Outlook .....	323
CHAPTER 15: Calendars, Contacts, and Tasks .....	341
<b>Part 6: Storing Stuff in Access</b> .....	357
CHAPTER 16: Using a Database .....	359
CHAPTER 17: Searching, Sorting, and Querying a Database .....	377
CHAPTER 18: Creating a Database Report .....	399
<b>Part 7: The Part of Tens</b> .....	415
CHAPTER 19: Ten Tips for Using Office 2016 .....	417
CHAPTER 20: Almost Ten Ways to Make Office 2016 Easier to Use .....	431
<b>Index</b> .....	437





# Table of Contents

<b>INTRODUCTION</b> .....	1
Who Should Buy This Book .....	1
Icons Used in This Book .....	3
Beyond the Book .....	4
Getting Started .....	4
<b>PART 1: GETTING STARTED WITH OFFICE 2016</b> .....	5
<b>CHAPTER 1: Introducing Microsoft Office 2016</b> .....	7
Starting an Office 2016 Program .....	8
Windows 10 .....	8
Windows 8 .....	8
Windows 7 .....	9
Introducing the Microsoft Office Ribbon .....	9
The File tab .....	12
Using the Ribbon .....	18
Deciphering Ribbon icons .....	19
Identifying Ribbon icons .....	23
Displaying dialog boxes .....	24
Minimizing the Ribbon .....	25
Using the Quick Access Toolbar .....	27
Using the Quick Access icons .....	27
Adding icons .....	28
Removing icons .....	30
Moving the Quick Access toolbar .....	30
Customizing an Office 2016 Program .....	31
Changing the file format and default location .....	31
Customizing the Ribbon icons .....	32
Exiting Office 2016 .....	33
<b>CHAPTER 2: Selecting and Editing Data</b> .....	35
Adding Data by Pointing .....	35
Selecting Data .....	37
Selecting data with the mouse .....	37
Selecting data with the keyboard .....	39
Selecting multiple chunks of data with the mouse and keyboard .....	39
Editing Text with the Pop-up Toolbar .....	40
Deleting Data .....	41
Cutting and Pasting (Moving) Data .....	41

	Copying and Pasting Data . . . . .	42
	Using Paste Options . . . . .	42
	Dragging with the Mouse to Cut, Copy, and Paste . . . . .	44
	Undo and Redo . . . . .	45
	Sharing Data with Other Office 2016 Programs . . . . .	46
	Using the Office Clipboard . . . . .	46
	Viewing and pasting items from the Office Clipboard . . . . .	47
	Deleting items from the Office Clipboard . . . . .	48
<b>CHAPTER 3:</b>	<b>Modifying Pictures . . . . .</b>	<b>51</b>
	Adding (and Deleting) Pictures . . . . .	52
	Getting pictures from the Internet . . . . .	52
	Capturing screenshots . . . . .	53
	Manipulating Pictures . . . . .	55
	Moving a picture . . . . .	55
	Resizing a picture . . . . .	55
	Rotating a picture . . . . .	56
	Enhancing Pictures . . . . .	57
	Choosing visual effects . . . . .	57
	Choosing a picture style . . . . .	60
	Adding a border around a picture . . . . .	62
<b>CHAPTER 4:</b>	<b>Getting Help from Office 2016 . . . . .</b>	<b>65</b>
	Searching in the Help Window . . . . .	65
	Making the Help Window Easier to Read . . . . .	68
	Resizing and pinning the Help window . . . . .	68
	Enlarging the text in the Help window . . . . .	68
	Printing the text in the Help window . . . . .	70
	Finding the Right Commands to Use . . . . .	70
	<b>PART 2: WORKING WITH WORD . . . . .</b>	<b>73</b>
<b>CHAPTER 5:</b>	<b>Typing Text in Word . . . . .</b>	<b>75</b>
	Moving the Cursor with the Mouse . . . . .	75
	Moving the Cursor with the Keyboard . . . . .	77
	Navigating through a Document . . . . .	78
	Navigating with the mouse . . . . .	78
	Using the Go To command . . . . .	79
	Finding and Replacing Text . . . . .	80
	Using the Find command . . . . .	80
	Customizing text searching . . . . .	82
	Searching by headings . . . . .	84
	Browsing through pages . . . . .	85
	Using the Find and Replace command . . . . .	86

Checking Your Spelling . . . . .	88
Checking Your Grammar . . . . .	90
Viewing a Document . . . . .	91
Switching between views . . . . .	91
Using Read Mode view . . . . .	92
Using Outline view . . . . .	92
<b>CHAPTER 6: Formatting Text . . . . .</b>	<b>99</b>
Changing the Font . . . . .	100
Changing the Font Size . . . . .	101
Changing the Text Style . . . . .	102
Changing Colors . . . . .	103
Changing the color of text . . . . .	103
Highlighting text with color . . . . .	104
Using Text Effects . . . . .	105
Justifying Text Alignment . . . . .	106
Adjusting Line Spacing . . . . .	107
Making Lists . . . . .	108
Indenting list items . . . . .	109
Converting list items back into text . . . . .	109
Customizing a list . . . . .	110
Renumbering numbered lists . . . . .	111
Using the Ruler . . . . .	112
Adjusting left and right paragraph margins . . . . .	113
Defining indentation with the Ruler . . . . .	114
Using Format Painter . . . . .	115
Using Styles . . . . .	117
Using Templates . . . . .	118
Removing Formatting from Text . . . . .	119
<b>CHAPTER 7: Designing Your Pages . . . . .</b>	<b>121</b>
Inserting New Pages . . . . .	121
Adding (and Deleting) a Cover Page . . . . .	122
Inserting Page Breaks . . . . .	123
Inserting Headers and Footers . . . . .	124
Creating a header (or footer) . . . . .	125
Defining which pages display a header (or footer) . . . . .	125
Deleting a header (or footer) . . . . .	127
Organizing Text in Tables . . . . .	127
Creating a table by highlighting rows and columns . . . . .	128
Creating a table with the Insert Table dialog box . . . . .	129
Creating a table with the mouse . . . . .	130
Creating a table from existing text . . . . .	131
Formatting and Coloring a Table . . . . .	133

Selecting all or part of a table .....	134
Aligning text in a table cell .....	135
Picking a table style .....	136
Resizing columns and rows .....	137
Sorting a Table .....	138
Deleting Tables .....	140
Deleting an entire table .....	140
Deleting rows and columns .....	140
Deleting cells .....	141
Deleting cell borders .....	142
Making Text Look Artistic .....	144
Creating drop caps .....	144
Creating WordArt .....	145
Dividing Text into Columns .....	147
Editing columns .....	148
Removing columns .....	149
Previewing a Document before Printing .....	149
Defining page size and orientation .....	150
Using Print Preview .....	151

## **PART 3: PLAYING THE NUMBERS WITH EXCEL** ..... 153

<b>CHAPTER 8: The Basics of Spreadsheets: Numbers, Labels, and Formulas</b> .....	155
Understanding Spreadsheets .....	156
Storing Stuff in a Spreadsheet .....	157
Typing data into a single cell .....	157
Typing data in multiple cells .....	157
Typing in sequences with AutoFill .....	158
Formatting Numbers and Labels .....	160
Formatting numbers .....	160
Formatting cells .....	163
Navigating a Spreadsheet .....	168
Using the mouse to move around in a spreadsheet .....	168
Using the keyboard to move around a spreadsheet .....	169
Naming cells .....	171
Searching a Spreadsheet .....	173
Searching for text .....	173
Searching for formulas .....	174
Editing a Spreadsheet .....	176
Editing data in a cell .....	176
Changing the size of rows and columns with the mouse .....	176
Typing the size of rows and columns .....	177
Adding and deleting rows and columns .....	178

Adding sheets . . . . .	179
Renaming sheets . . . . .	179
Rearranging sheets . . . . .	180
Deleting a sheet . . . . .	180
Clearing Data . . . . .	181
Printing Workbooks . . . . .	182
Using Page Layout view . . . . .	182
Adding a header (or footer) . . . . .	183
Printing gridlines . . . . .	185
Defining a print area . . . . .	185
Inserting (and removing) page breaks . . . . .	187
Printing row and column headings . . . . .	188
Defining printing margins . . . . .	190
Defining paper orientation and size . . . . .	190
Printing in Excel . . . . .	192
<b>CHAPTER 9: Playing with Formulas . . . . .</b>	<b>193</b>
Creating a Formula . . . . .	194
Organizing formulas with parentheses . . . . .	196
Copying formulas . . . . .	197
Using Functions . . . . .	199
Using the AutoSum command . . . . .	201
Using recently used functions . . . . .	202
Editing a Formula . . . . .	203
Conditional Formatting . . . . .	204
Comparing data values . . . . .	204
Creating conditional formatting rules . . . . .	205
Data Validation . . . . .	208
Goal Seeking . . . . .	211
Creating Multiple Scenarios . . . . .	214
Creating a scenario . . . . .	214
Viewing a scenario . . . . .	217
Editing a scenario . . . . .	217
Viewing a scenario summary . . . . .	218
Auditing Your Formulas . . . . .	220
Finding where a formula gets its data . . . . .	220
Finding which formula(s) a cell can change . . . . .	221
Checking for Errors . . . . .	222
<b>CHAPTER 10: Charting and Analyzing Data . . . . .</b>	<b>225</b>
Understanding the Parts of a Chart . . . . .	225
Creating a Chart . . . . .	228
Editing a Chart . . . . .	230
Moving a chart on a worksheet . . . . .	230

Moving a chart to a new sheet . . . . .	231
Resizing a chart . . . . .	232
Using the Chart Tools . . . . .	232
Changing the chart type . . . . .	233
Changing the data source . . . . .	234
Switching rows and columns . . . . .	235
Changing the parts of a chart . . . . .	235
Designing the layout of a chart . . . . .	236
Deleting a chart . . . . .	237
Using Sparklines . . . . .	238
Creating a Sparkline . . . . .	239
Customizing a Sparkline . . . . .	240
Deleting a Sparkline . . . . .	241
Organizing Lists in Pivot Tables . . . . .	241
Creating a pivot table . . . . .	242
Rearranging labels in a pivot table . . . . .	245
Modifying a pivot table . . . . .	245
Filtering a pivot table . . . . .	248
Summing a pivot table . . . . .	249
Slicing up a pivot table . . . . .	250
Creating PivotCharts . . . . .	251

**PART 4: MAKING PRESENTATIONS WITH POWERPOINT . . . . . 255**

**CHAPTER 11: Creating a PowerPoint Presentation . . . . . 257**

Defining the Purpose of Your Presentation . . . . .	258
Creating a PowerPoint Presentation . . . . .	258
Designing a presentation with the Normal view . . . . .	260
Designing a presentation with Outline view . . . . .	262
Working with Text . . . . .	265
Typing text in a text box . . . . .	266
Formatting text . . . . .	267
Aligning text . . . . .	268
Adjusting line spacing . . . . .	269
Making numbered and bulleted lists . . . . .	270
Making columns . . . . .	271
Moving and resizing a text box . . . . .	272
Rotating a text box . . . . .	273

**CHAPTER 12: Adding Color and Pictures to a Presentation . . . . . 275**

Applying a Theme . . . . .	275
Changing the Background . . . . .	277
Choosing a solid color background . . . . .	277
Choosing a gradient background . . . . .	279

Choosing a picture background . . . . .	281
Choosing a pattern background . . . . .	281
Adding Graphics to a Slide . . . . .	282
Placing picture files on a slide . . . . .	283
Placing clip art on a slide . . . . .	283
Creating WordArt. . . . .	284
Capturing screenshots . . . . .	285
Resizing, moving, and deleting graphic images . . . . .	286
Rotating graphics. . . . .	287
Layering objects. . . . .	287
Adding Movies to a Slide . . . . .	288
Searching for a video on the Internet. . . . .	288
Searching for video on your computer . . . . .	290
Trimming a video. . . . .	290
Coloring a video. . . . .	292
Formatting the shape of a video . . . . .	292
Adding Sound to a Slide . . . . .	294
Adding audio from a file. . . . .	295
Recording audio. . . . .	295
<b>CHAPTER 13: Showing Off a Presentation . . . . .</b>	<b>297</b>
Spell-Checking Your Presentation. . . . .	297
Organizing Slides in Sections . . . . .	299
Adding a section . . . . .	299
Expanding and collapsing a section . . . . .	300
Deleting a section . . . . .	301
Adding Visual Transitions. . . . .	303
Adding slide transitions . . . . .	304
Text and graphic transitions . . . . .	306
Using the Animation Painter . . . . .	308
Adding Hyperlinks . . . . .	308
Creating web page hyperlinks . . . . .	308
Creating hyperlinks to external files. . . . .	310
Running a program through a hyperlink. . . . .	310
Removing a hyperlink or action. . . . .	312
Viewing a Presentation . . . . .	312
Creating a custom slide show . . . . .	313
Hiding a slide . . . . .	316
Organizing with Slide Sorter view . . . . .	317
Creating Handouts . . . . .	318

<b>PART 5: GETTING ORGANIZED WITH OUTLOOK</b> .....	321
<b>CHAPTER 14: Managing Email with Outlook</b> .....	323
Configuring Email Settings.....	323
Adding an email account.....	324
Creating Email.....	325
Creating a new email message.....	325
Replying to an email message.....	326
Using a stored email address to create a new email message.....	327
Attaching Files to Messages.....	329
Reading and Organizing Email.....	332
Grouping messages into categories.....	332
Changing the appearance of the Reading Pane.....	333
Retrieving a file attachment from a message.....	333
Deleting Email Messages.....	336
Creating Quick Steps.....	337
<b>CHAPTER 15: Calendars, Contacts, and Tasks</b> .....	341
Setting Appointments.....	341
Making an appointment.....	341
Viewing appointments.....	344
Deleting an appointment.....	345
Storing Names and Addresses.....	346
Adding a name.....	347
Viewing names.....	348
Searching names.....	349
Managing Tasks.....	350
Storing a task.....	350
Searching tasks.....	353
Viewing tasks.....	354
<b>PART 6: STORING STUFF IN ACCESS</b> .....	357
<b>CHAPTER 16: Using a Database</b> .....	359
Understanding the Basics of a Database.....	360
Designing a Database.....	361
Editing and Modifying a Database.....	365
Naming a field.....	365
Adding and deleting a field.....	365
Defining the type and size of a field.....	367
Typing Data into a Database.....	368
Using Datasheet view.....	369
Using Form view.....	369
Creating a form.....	370
Viewing and editing data in a form.....	371



Editing a form . . . . .	371
Closing and Saving a Database . . . . .	374
Closing a database . . . . .	375
Exiting Access . . . . .	375
<b>CHAPTER 17: Searching, Sorting, and Querying a Database . . . .</b>	<b>377</b>
Searching a Database . . . . .	378
Searching for a specific record . . . . .	378
Filtering a database . . . . .	380
Sorting a Database . . . . .	387
Querying a Database . . . . .	388
Creating a simple query . . . . .	389
Creating a crosstab query . . . . .	391
Creating a query that finds duplicate field data . . . . .	395
Creating an unmatched query . . . . .	396
Viewing, renaming, closing, and deleting queries . . . . .	398
<b>CHAPTER 18: Creating a Database Report . . . . .</b>	<b>399</b>
Using the Report Wizard . . . . .	399
Manipulating the Data in a Report . . . . .	403
Switching a report to Layout view . . . . .	404
Counting records or values . . . . .	405
Sorting a field . . . . .	406
Filtering a field . . . . .	406
Editing a Report . . . . .	407
Resizing fields . . . . .	409
Deleting fields . . . . .	409
Making Reports Look Pretty . . . . .	410
Applying themes . . . . .	410
Creating conditional formatting . . . . .	411
Deleting a Report . . . . .	413
<b>PART 7: THE PART OF TENS . . . . .</b>	<b>415</b>
<b>CHAPTER 19: Ten Tips for Using Office 2016 . . . . .</b>	<b>417</b>
Saving Office 2016 Files . . . . .	417
Password-Protecting Your Files . . . . .	419
Guarding Against Macro Viruses . . . . .	420
Customize the Ribbon . . . . .	422
Send Feedback to Microsoft . . . . .	423
When in Doubt, Right-Click the Mouse . . . . .	425
Freezing Row and Column Headings in Excel . . . . .	425

Displaying Slides Out of Order in PowerPoint . . . . .	426
Reduce Spam in Outlook . . . . .	426
Setting up Outlook's junk email filter . . . . .	427
Creating a Safe Senders list . . . . .	428
Creating a Blocked Senders list . . . . .	429
Using Office 365 and Office on Android and iOS . . . . .	430
<b>CHAPTER 20: Almost Ten Ways to Make Office 2016</b>	
<b>Easier to Use</b> . . . . .	431
Build (and Use) Your Own Office Add-Ins . . . . .	431
Collaborating with the Review Tab . . . . .	432
Using Word's References Tab . . . . .	433
Using Excel's Data Tab . . . . .	433
Saving and Sending Files . . . . .	434
Encrypting a File . . . . .	434
Saving to the Cloud . . . . .	435
Ignoring the Silly Office Ribbon . . . . .	436
<b>INDEX</b> . . . . .	437

# Introduction

Welcome to the most popular office productivity software in the world. If you're already familiar with Microsoft Office 2007/2010/2013, you'll find that the new Microsoft Office 2016 is familiar enough to use right away with minimal training, but comes jam-packed with additional features to make Office even more useful than ever before. If you've been using a much older version of Office (such as Office 2003 or earlier), you'll find Office 2016 to be a radical leap forward in both features and its new user interface.

Like most software, the real challenge is figuring out where to find the commands you need and understanding how to use them in the correct order to do something useful. While this book won't turn you into a Microsoft Office 2016 expert overnight, it will give you just enough information so you can feel confident using Office 2016 to get something done quickly and easily without tearing your hair out and losing your mind in the process.

In this book, you find out how to master the "Ribbon" user interface along with discovering the dozens of new features that Microsoft added to your favorite program in Office 2016. More importantly, you find a host of shortcuts and tips to help you work faster and more efficiently than ever before. Whether you rely on Word, Excel, PowerPoint, Access, or Outlook, you're sure to glean something new from this book to help you master Office 2016 on your own computer.

## Who Should Buy This Book

This book is targeted toward three kinds of people like you:

- » You're familiar with recent versions of Microsoft Office (such as 2007, 2010, or 2013), and you want to catch up with the new features of Office 2016.  
*Office 2016 For Dummies* is a handy reference for finding out how to use the latest features and changes.
- » You're upgrading from an older version of Microsoft Office, such as Office 2003 or Office XP.

*Office 2016 For Dummies* is a gentle guide to help you make a less-painful transition from traditional pull-down menus to the Ribbon user interface.

You've rarely (if ever) used any version of Microsoft Office at all.

*Office 2016 For Dummies* can serve as a guide through

- Word processing (Microsoft Word)
- Number calculations (Microsoft Excel)
- Presentations (Microsoft PowerPoint)
- Database management (Microsoft Access)
- Managing your time, appointments, and email (Microsoft Outlook).

No matter how much (or how little) you already know about Microsoft Office, this book can show you how to use the most common and most useful features of Office 2016 so you can start being productive right away.

Although you can just flip through this book to find the features you need, browse through Part 1 for a quick refresher (or introduction) to the Office 2016 user interface Ribbon. After you understand the basics of using this new Ribbon user interface, you'll be able to master any Office 2016 program in no time.

To get the most from this book, you need to understand the following conventions:

- »» The *mouse pointer* usually appears as an arrow and serves multiple purposes. First, you use the mouse pointer to select data (text, numbers, email messages, and so on) to change. Second, you use the mouse pointer to tell Office 2016 which commands you want to use to change the data you selected. Finally, the appearance of the mouse pointer can reveal the options available to you at that moment. (Although it's called a mouse pointer, you can move and control it using either a mouse or a track pad.)
- »» *Clicking* means moving the mouse pointer over something on the screen (such as a menu command or a button), pressing the left mouse button once, and then letting go. Clicking tells the computer, "See what I'm pointing at? That's what I want to choose right now."
- »» *Double-clicking* means pointing at something with the mouse pointer and clicking the left mouse button twice in rapid succession.
- »» *Dragging* means holding down the left mouse button while moving the mouse. Dragging typically moves something from one onscreen location to another, such as moving a word from the top of a paragraph to the bottom.

» *Right-clicking* means moving the mouse pointer over something and clicking the right mouse button once. Right-clicking typically displays a shortcut menu of additional options.

In addition to understanding these terms to describe different mouse actions, you also need to understand different keystroke conventions. When you see an instruction that reads Ctrl+P, that means to hold down the Ctrl key, press the P key, and then let go of both the Ctrl and P keys at the same time.

Finally, most computer mice offer a scroll wheel that lets you roll it up or down, or press it. This scroll wheel works to scroll windows up or down, whether you're using Office 2016 or nearly any other type of program as well. In Office 2016, the scroll wheel doesn't serve any unique purpose, but it can be a handy tool for rapidly scrolling through windows in any Office 2016 program.

## Icons Used in This Book

Icons highlight important or useful information.



TIP

This icon highlights information that can save you time or make it easier for you to do something.



REMEMBER

This icon emphasizes information that can be helpful, although not crucial, when using Office 2016.



WARNING

Watch out! This icon highlights something that can hurt or wipe out important data. Read this information before making a mistake that you may not be able to recover from again.



TECHNICAL  
STUFF

This icon highlights interesting technical information that you can safely ignore but may answer some questions about why Office 2016 works a certain way.

# Beyond the Book

---

You'll find extra resources at [www.dummies.com](http://www.dummies.com):

- » There's a handy Cheat Sheet: To get this Cheat Sheet, simply go to [www.dummies.com](http://www.dummies.com) and search for "Office 2016 For Dummies Cheat sheet" in the Search box.
- » Online articles deliver more information: [www.dummies.com/extras/office2016](http://www.dummies.com/extras/office2016).

## Getting Started

---

Here's your first tip. Any time you do something in Office 2016, you can undo or take back your last command by pressing Ctrl+Z. (Just hold down the Ctrl key, press the Z key, and release both keys at the same time.) There, now that you know about the powerful Undo command, you should have a surging sense of invulnerability when using Office 2016, knowing that at any time you make a mistake, you can turn back time by pressing Ctrl+Z to undo your last command.



REMEMBER

If you get nothing else from this book, always remember that the Ctrl+Z command can save you from making simple or career-threatening mistakes using a computer. See? Office 2016 is going to be easier than you think.

# 1

## **Getting Started with Office 2016**

**IN THIS PART . . .**

Starting an Office 2016 program

---

Using the pop-up toolbar

---

Modifying pictures

---

Opening and browsing the Help window

---

Visit [www.dummies.com](http://www.dummies.com) for great Dummies content online.



## IN THIS CHAPTER

Starting an Office 2016 program

Learning the Ribbon

Customizing an Office 2016 program

Exiting from Office 2016

# Chapter 1

# Introducing Microsoft Office 2016

**M**icrosoft Office 2016 consists of five core programs: Word, Excel, PowerPoint, Access, and Outlook, where each program specializes in manipulating different data. Word manipulates text; Excel manipulates numbers; PowerPoint manipulates text and pictures to create a slide show; Access manipulates organized, repetitive data such as inventories; and Outlook manipulates personal information such as email addresses and phone numbers.

Although each Office 2016 program stores and manipulates different types of data, they all work in similar ways. First, you have to enter data into an Office 2016 program by typing on the keyboard or loading data from an existing file. Second, you have to tell Office 2016 how to manipulate your data, such as underlining, sorting, arranging it on the screen, or deleting it. Third, you have to save your data as a file.

To help you understand this three-step process of entering, manipulating, and saving data, all Office 2016 programs offer similar commands so you can quickly jump from Word to PowerPoint to Excel without having to learn entirely new commands for each program. Even better, Office 2016 organizes commands in tabs to make finding the command you need faster and easier than ever before.



TIP

If you're already familiar with computers and previous editions of Microsoft Office, you may want to browse through this chapter just to get acquainted with the appearance and organization of Office 2016. If you've never used a computer before or just don't feel comfortable using Microsoft Office, read this chapter first.

## Starting an Office 2016 Program

Microsoft Office 2016 runs on Windows 10, Windows 8, or Windows 7.



TECHNICAL  
STUFF

If you're using an older version of Windows (such as Vista or XP), you can't install, let alone run and use, Microsoft Office 2016.

The process to start an Office 2016 application depends on your Windows version. The following sections show how to use each compatible Windows version.

### Windows 10

To start Office 2016 on Windows 10, you must click the Office 2016 tile that represents the program you want to run. Follow these steps:

- 1. Click the Start button on the Windows taskbar.**

A pop-up menu appears.

- 2. Select the program you want to start.**

You can either

- Click the tile that represents the Office 2016 program you want to run, such as Microsoft Word 2016 or Microsoft PowerPoint 2016.
- Click All apps to view a list of all programs installed on your computer.

- 3. Click the Office 2016 program you want to run, such as Microsoft Word 2016 or Microsoft PowerPoint 2016.**

Your chosen program appears on the screen. At this point, you can open an existing file.

### Windows 8

To start Office 2016 on Windows 8, you must click the Office 2016 tile that represents the program you want to run. Follow these steps:

- 1. Open the Windows 8 tiles by either pressing the Windows key on your keyboard or moving the mouse pointer to the bottom-left corner of the screen and clicking when the Start preview window appears.**

The Windows 8 tile interface appears.

- 2. Scroll sideways until you see the Office 2016 tiles that represent the program you want to start.**
- 3. Click the tile that represents the Office 2016 program you want to use, such as Microsoft Word 2016 or Microsoft PowerPoint 2016.**

Your chosen program appears on the screen. At this point, you can open an existing file.

## Windows 7

To start Office 2016 on Windows 7, go through the Start menu. Follow these steps:

- 1. Click the Start button on the Windows taskbar.**

A pop-up menu appears.

- 2. Choose All Programs.**

Another pop-up menu appears.

- 3. Choose Microsoft Office.**

A list of programs appears on the Start menu.

- 4. Choose the Office 2016 program you want to use, such as Microsoft Word 2016 or Microsoft PowerPoint 2016.**

Your chosen program appears on the screen. At this point, you can open an existing file.

# Introducing the Microsoft Office Ribbon

The basic idea behind the Ribbon interface in Microsoft Office is to store commonly used commands under separate tabs. Clicking each tab displays icons that represent related commands; you can see groups of related commands at a glance.

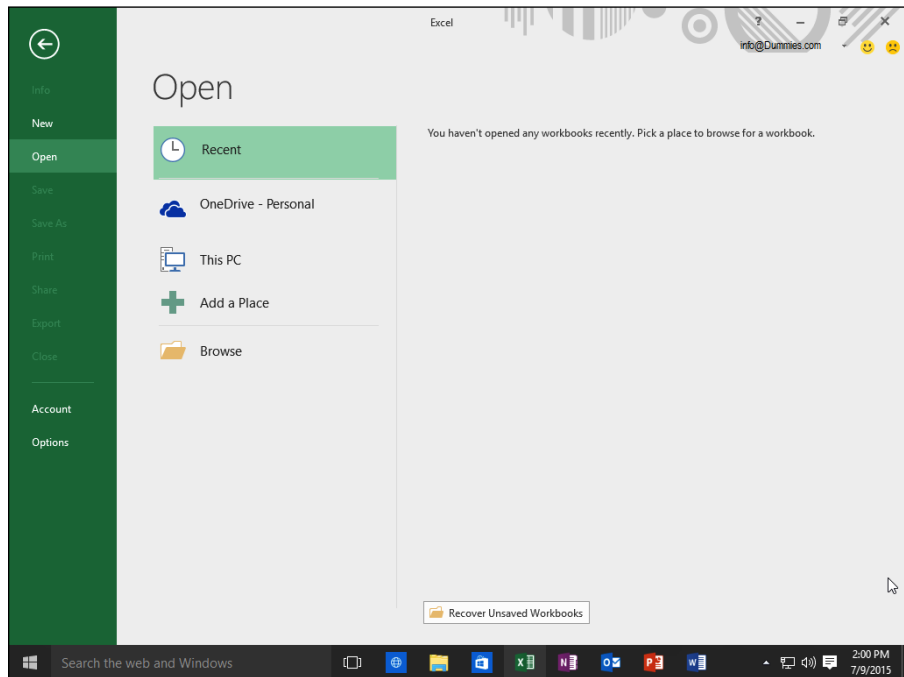
Although every Office 2016 program displays different tabs, the three most common tabs are the File tab, the Home tab, and the Insert tab.



## CHANGING TO THE RIBBON

In older Windows programs, such as Microsoft Office 2003, the program displays pull-down menus at the top of the screen. To find a command, you had to click a pull-down menu, then search for a command buried in the menu. This made finding commands tedious and confusing. That's why newer versions of Microsoft Office introduced the Ribbon interface.

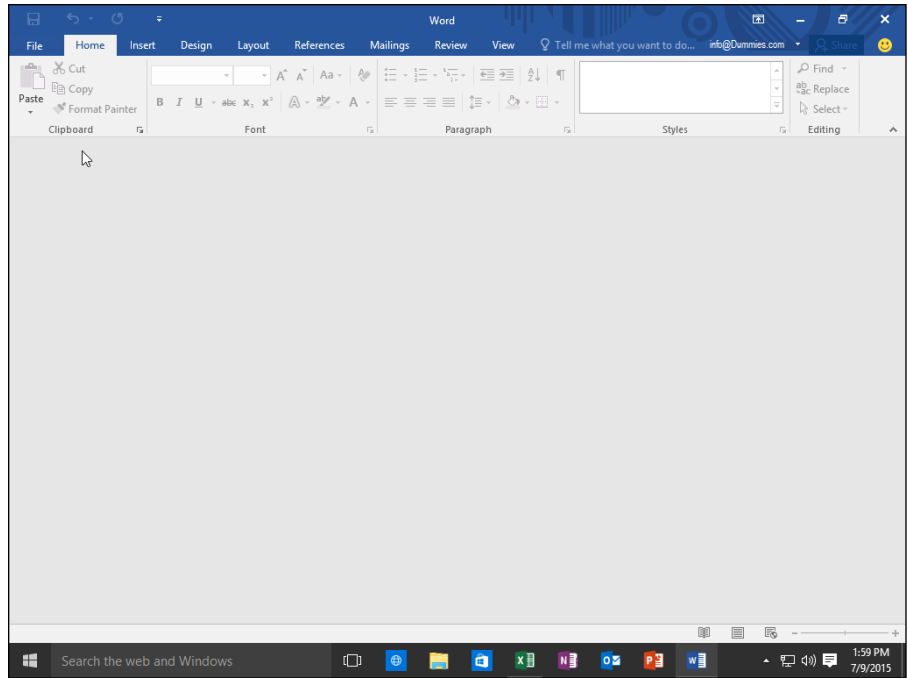
The File tab lets you open, save, and print your files. In addition, the File tab also lets you close a document or customize an Office 2016 program, as shown in Figure 1-1.



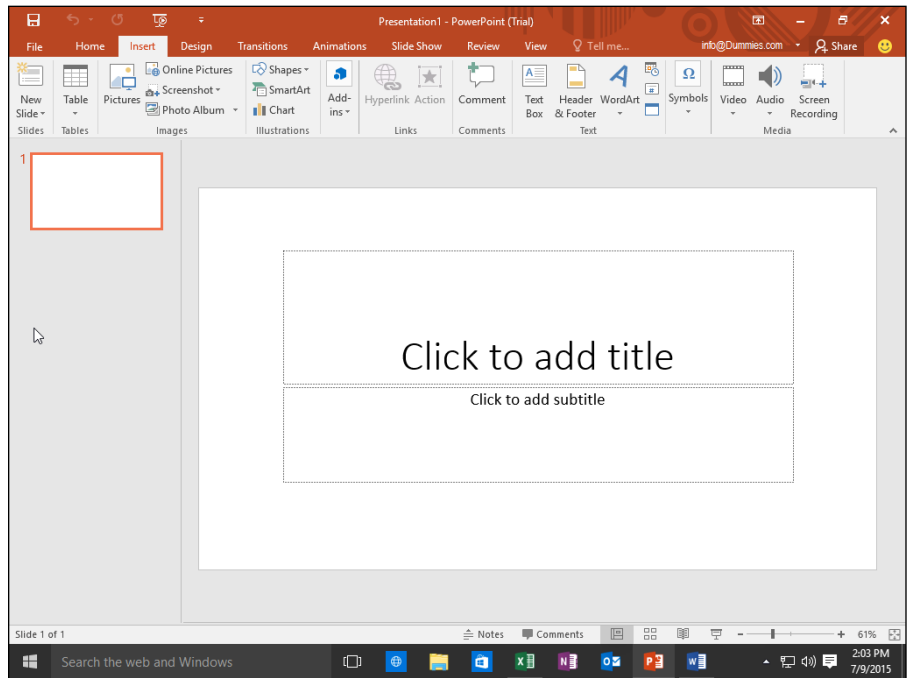
**FIGURE 1-1:**  
The types of  
commands  
available through  
the File tab.

The Home tab displays icons that represent the most common commands for that particular Office 2016 program, such as formatting commands as shown in Figure 1-2.

The Insert tab displays icons that represent common commands for adding items to a file such as pictures and tables, as shown in Figure 1-3.



**FIGURE 1-2:**  
The Home tab displays common formatting commands.



**FIGURE 1-3:**  
The Insert tab displays common commands for adding items to a file.

In addition to the File, Home, and Insert tabs, every Office 2016 program also includes tabs that contain commands specific to that particular program. For example, Excel contains a Formulas tab that contains commands for creating a formula in a spreadsheet while PowerPoint contains a Transitions tab for adding transitions to your presentation slide shows.



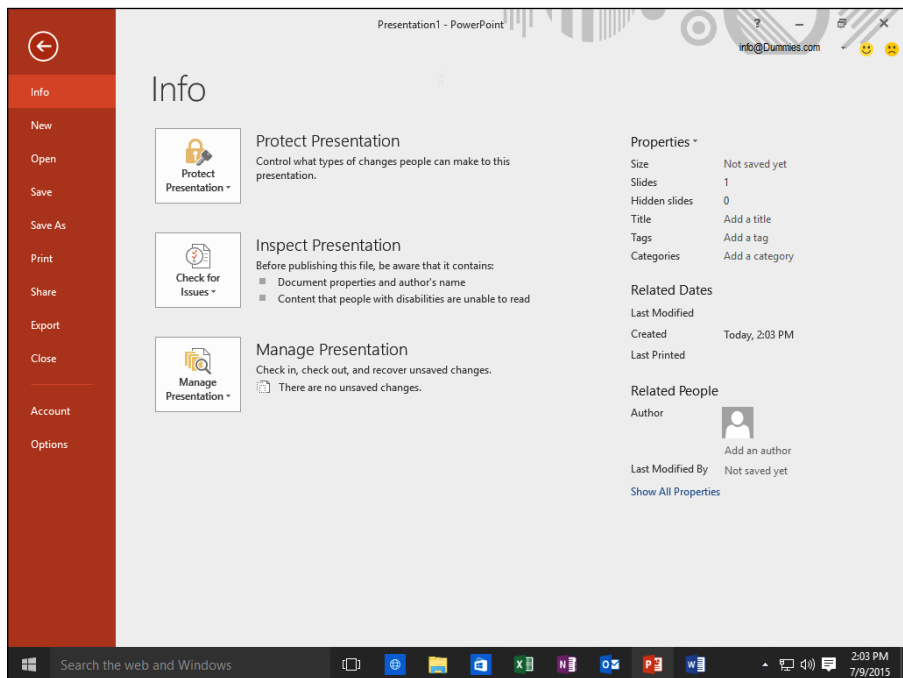
REMEMBER

Some tabs only appear when you click a certain item, such as a table, picture, or text box. These tabs provide specific commands for manipulating the currently selected item (such as letting you modify a picture). The moment you select a different item, these tabs disappear.

## The File tab

The various commands available on the File tab include

- » **Info:** Protects your file from changes, inspects a file for compatibility issues with older programs, and manages different versions of your file. The Info command also lets you view the details of your file such as the file's size and the date you created it, as shown in Figure 1-4.



**FIGURE 1-4:**  
The Info command on the File tab lets you protect or inspect a file.