

Microsoft Office® 2016 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Excel, PowerPoint or Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window in Excel, PowerPoint and Word and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



- | | | |
|-------------------------------|----------------------------------|------------------------|
| 1. Open documents | 2. Display custom templates | 3. Ribbon Tabs |
| 2. Open recent documents | 3. Microsoft Account Information | 4. Command Group |
| 3. Search online templates | 4. Create a blank document | 5. Group Name |
| 4. Display featured templates | 5. Quick Access Toolbar | 6. Dialog Box Launcher |

Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK". To **remove a command**, select it on the right and click the "Remove" button and then "OK".

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views," "Presentation Views," or "Workbook Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK".

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button. It

Saving Documents

To **overwrite a file that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a file for the first time or to save with a different name or location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

1. Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Click to select a "Recent" file, or
3. Click to select the file's location ("This PC," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the file to open in the "Open" dialog box.
6. Click to select the file and then click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Workbooks," "Recover Unsaved Documents," or "Recover Unsaved Presentations" button.
4. Select the file in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

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Seth Bates, Tony Smith



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web also called the sunken palace it is the largest cistern from istanbul s byzantine era still standing and something that james bond fans might recognize from the film from russia with love the underground chamber has over 330 distinctive marble and granite columns believed to have been salvaged from nearby buildings the most famous being

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web aug 20 2004 open water directed by chris kentis with blanchard ryan daniel travis saul stein michael e williamson based on the true story of two scuba divers accidentally stranded in shark infested waters after their tour boat has left
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boat since she has a childhood trauma with ocean and dan stays with her later the irresponsible dan pushes amy overboard
falling with her in a prank once in the water the group realizes that dan forgot to put the embarkation

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the california department of consumer affairs bureau of automotive repair bar developed this handbook to help you prepare for the smog check inspector licensing examination and the smog check repair technician licensing examination the purpose of each examination is to assess the basic qualifications of the applicant

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no only on the invoice functional tests are procedures that consist of egr systems ignition timing mil obd lpfet fuel cap following manufacturer procedures smog check manual and as prompted by the inspection system

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20 points ethanol methanol liquefied petroleum gas lpg compressed natural gas cng all of the above clear selection dedicated propane and natural gas vehicles over lbs gross vehicle weight rating gvwr do not require a smog check inspection

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subject to asm or ois testing on a biennial basis program area with a moderate concentration of people vehicles subject to tsi or ois testing on a biennial basis study with quizlet and memorize flashcards containing terms like ppm percentage egr and more

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study guide for the california smog license inspector exam with 300 questions and explanations the purpose of this study guide is to help you prepare

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the california bar has three primary tasks the last task involves the oversight of 6 397 smog check stations in california as well as 1 577 brake and lamp check stations the stations must be licensed through the bar to provide smog checks if a station violates the laws then the bar can step in and investigate to possibly revoke the station

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this free online quiz will test your ability of understanding what to do when conducting a smog inspection here are some knowledge base questions when the sample hose doesn t reach the vehicle what is the procedure gas calibration when is the calibration performed what is hc hang up what can cause this and why

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class of license select the license s for which you are applying smog check inspector eo may inspect and certify the emissions control systems on vehicles subject to the smog check program at a licensed smog check test only or test and repair station

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oct 16 2023 california smog automotive institute 3001 chicago ave riverside ca 92507 united states google map phone 9517810412 view venue website bar update repair technicians smog inspector level 2 class schedule october 16 2023 to december 13 2023 6 00 pm to 10 00 pm monday tuesday wednesday thursday this

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tsi before starting the asm 50 15 test on a automatic transmission vehicle what is the correct gear that the inspector should select default drive during a smog inspection you notice that the coolant radiator has a hole on it how should the inspector proceed with the smog test do not continue with the test