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# 1

# Introducing Office 2016

*This chapter discusses the latest version of Microsoft Office, with its ribbon style user interface. It identifies the range of editions, and outlines the requirements for installation. Also covered are: the process of starting applications, features used by all Office applications such as Preview and Save, Office document types, and compatibility with the older versions of applications.*

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There are estimated to be over 1.2 Billion users of Microsoft Office.



Office Online provides free web-based versions of the common apps, and Office Education provides extra special features for schools, teachers, and students.



In this book, the New icon pictured above is used to highlight new or enhanced features in Office 2016.

# Microsoft Office 2016

Microsoft Office is a suite of productivity applications that share common features and approaches. There have been many versions, but the latest version, released in September 2015, is Office 2016.

There are various “Office 2016” retail editions:

**Office Home & Student 2016** edition contains:

- **Excel 2016** Spreadsheet and data manager
- **PowerPoint 2016** Presentations and slide shows
- **OneNote 2016** For taking and collating notes
- **Word 2016** Text editor and word processor

**Office Home & Business 2016** edition contains all of the apps in the Home & Student edition, plus:

- **Outlook 2016** Electronic mail and calendar

**Office Professional 2016** edition contains all applications found in the Home & Business edition, plus two additional apps:

- **Access 2016** Database manager
- **Publisher 2016** Professional document creation

There are also various “Office 365” subscription editions:

**Office 365 Personal** edition contains all the apps (Excel, PowerPoint, OneNote, Word, Outlook, Access and Publisher) for one individual – licensed for 1 PC, 1 tablet, and 1 phone.

**Office 365 Home** edition also contains all the apps, but for an entire household – licensed for 5 PCs, 5 tablets, and 5 phones.

**Office 365 Business** edition contains all apps except Access, plus:

- **OneDrive for Business** Online file storage and sharing

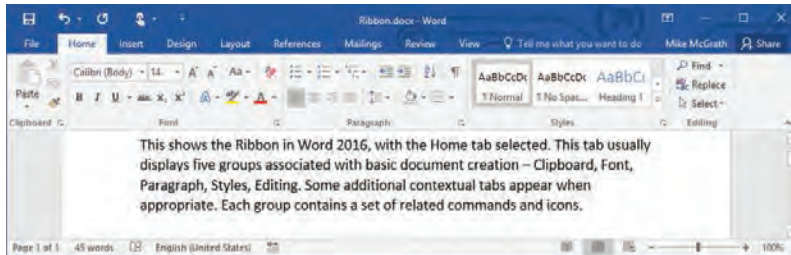
**Office 365 Business Premium** edition contains all the apps found in Office 365 Business (including OneDrive), plus three additional apps:

- **Microsoft Exchange** Hosted messaging solution
- **SharePoint Online** Collaboration web services
- **Skype for Business** Hosted communications service

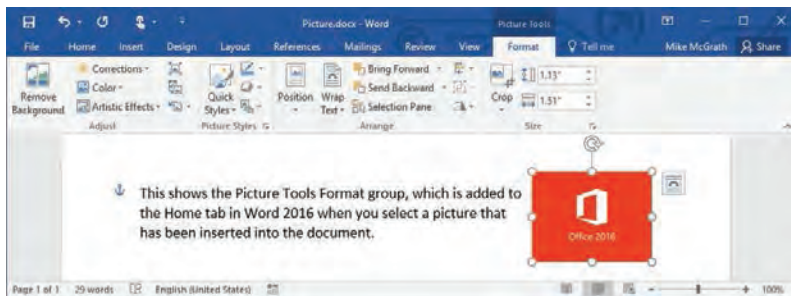
**Office 365 Enterprise** editions contain all applications found in the Office 365 Business Premium edition but provide additional security and information management tools.

# Ribbon Technology

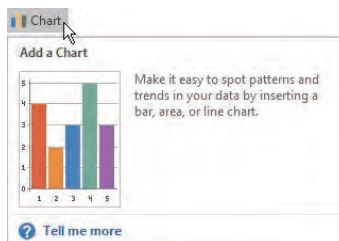
Whichever edition of Office 2016 or Office 365 that you have, the applications they provide will all feature the graphical user interface based on the Ribbon. This replaced the menus and toolbars that were the essence of earlier versions of Office.



The Ribbon contains command buttons and icons, organized in a set of tabs, each containing groups of commands associated with specific functions. The purpose is to make the relevant features more intuitive, and more readily available. This allows you to concentrate on the tasks you want to perform, rather than the details of how you will carry out the activities. Some tabs appear only when certain objects are selected. These are known as “contextual” tabs, and provide functions that are specific to the selected object. For example, when you select an inserted image, the **Picture Tools**, **Format** tab and its command groups are displayed.



The Ribbon interface also provides extended ScreenTips that can contain text, images, and links to more help. The tips display as you move the mouse pointer over an option, and describe the functions or give keyboard shortcuts.



This result-oriented user interface was first introduced in Office 2007, and now appears in all the applications in Office 2016.



For systems with touch-enabled monitors, Office 2016 offers a **Touch Mode** ribbon with larger and more widely spaced icons (see page 14).

# What's Needed

To use Microsoft Office 2016, you will need at least the following components in your computer:

- 1GHz processor (32-bit or 64-bit)
- 2GB RAM memory
- 3GB available disk space
- 1280 × 800 or larger resolution monitor
- DirectX 10 graphics card
- Windows 10, 8/8.1, 7 SP1, or Windows Server 10, 2012 R2, 2012, 2008 R2



These are the minimum requirements. A higher-speed processor, with additional memory, will produce faster results.

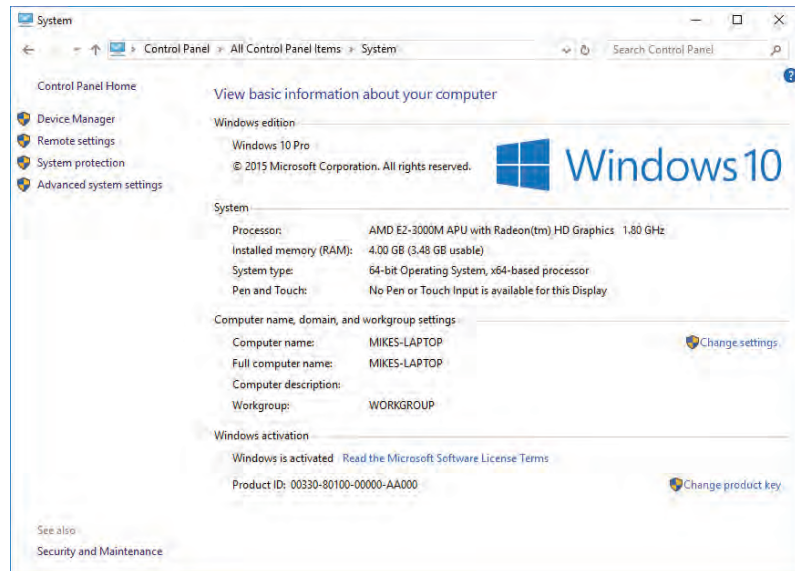
Some functions will have additional requirements, for example:

- Touch-enabled monitor for controlling the system
- Internet connection for online help
- CD-ROM or DVD drive for install, backup and data storage

If your computer is running Windows 8, 8.1 or 10, the system specifications will meet or exceed requirements for Office 2016.



These system properties are for the PC used in this book, which is running Windows 10 Pro. However, the tasks and topics covered will generally apply to any supported operating system environment.

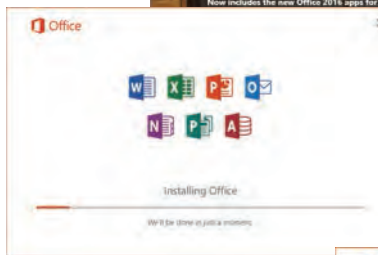
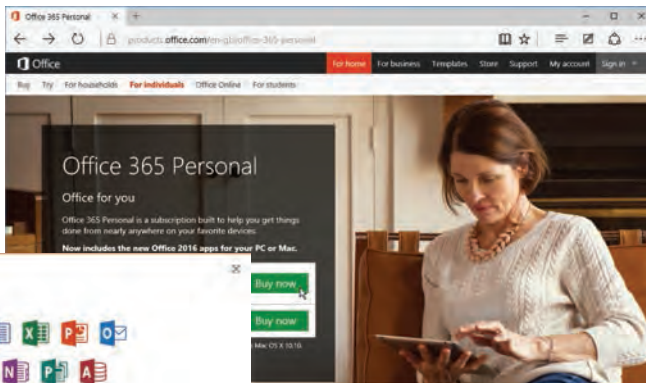




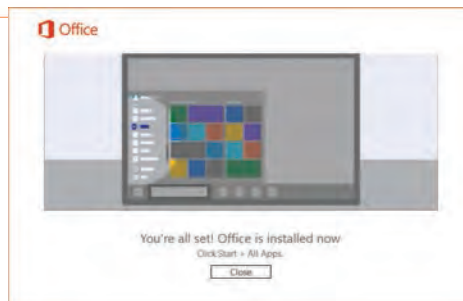
# Installing Office 2016

You can buy your preferred version of Microsoft Office 2016 in disk format from a retail source or download it directly from Microsoft. Windows 10 provides a default “Get Office” item on the Start menu that launches your web browser at the Office download page **products.office.com**. Here, you can select one of the Office 365 subscription-based versions of Microsoft Office 2016. These provide fully installed Office apps that work across multiple devices and are continuously upgraded – so are always up to date. For example, you might choose the Office 365 Personal version, which lets you use Office on one PC, one tablet, and one phone. This also gives you a massive 1TB of storage for one user.

- 1 Click the **Get Office** tile or Start menu item – to launch your web browser
- 2 Select your version then enter the purchase details – to begin installation



- 3 Take a break until the Office completion dialog appears



To compare the various versions of Office visit **products.office.com/en-us/buy/compare-microsoft-office-products**



Microsoft is eager to encourage adoption of the subscription versions – Office 365 Personal edition also includes 60 minutes per month of Skype calls to cellphones and landlines.

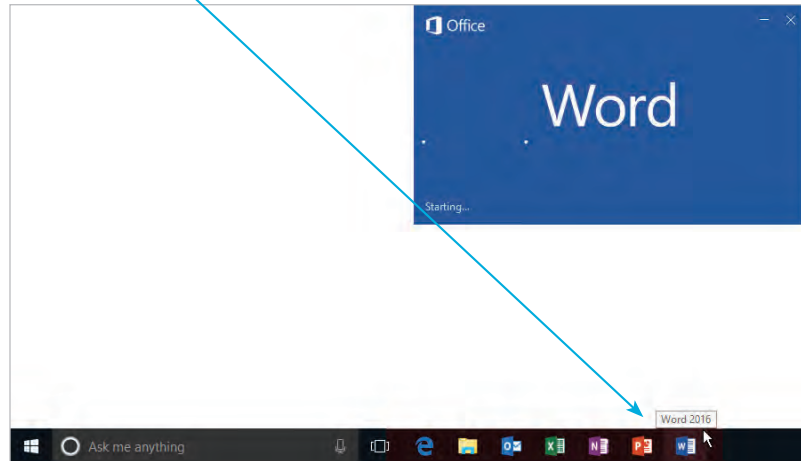


These options are available for the Windows 10 operating system.

# Start an Application

With Microsoft Office 2016 installed under Windows 10, you have a number of ways to launch the Office apps:

- 1 The installation of Office should have added colored icons for various Office apps onto the Windows Desktop taskbar. Click the blue 'W' icon to launch the Word 2016 app

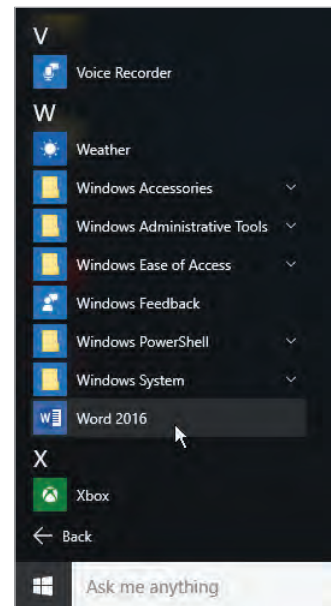


You can right-click the Word 2016 item on the **All apps** list and select **Pin to taskbar** if the Word icon isn't already visible on the taskbar.

- 2 In either Desktop or Tablet mode, click or tap the Start button, then choose **All apps**

- 3 Now, scroll down the A-Z list to the **W** category heading

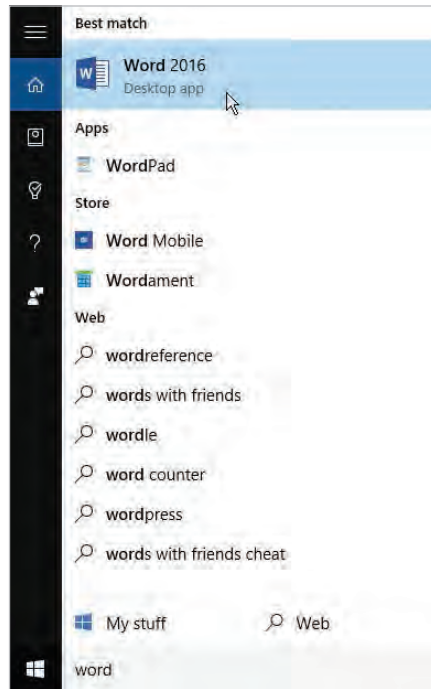
- 4 Choose the **Word 2016** item to launch the Word 2016 app



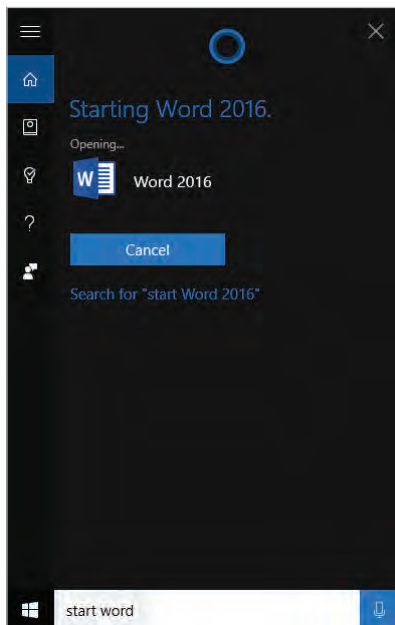
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5 In the taskbar Search box, type “word” to search for the Word app on your system

6 Now, click or tap the **Word 2016** item from the search results to launch the Word 2016 app



You can right-click the Word 2016 item on the **All apps** list, and select **Pin to Start** to add a tile to the Tablet mode Start screen and Desktop mode Start group.



7 Say “Hey Cortana” into your system microphone to wake up your Personal Digital Assistant

8 Now say “start Word” into the microphone to launch the Word 2016 app



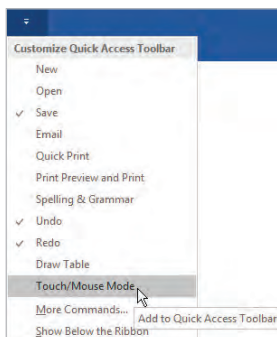
Cortana is new in Windows 10 but performance may vary by region. If Cortana is not working or enabled in your country, try setting your region to “United States” in **Settings, Time & language, Region & language**.



Document-based Office applications open at the Start screen with the **Recent** list and various document templates.

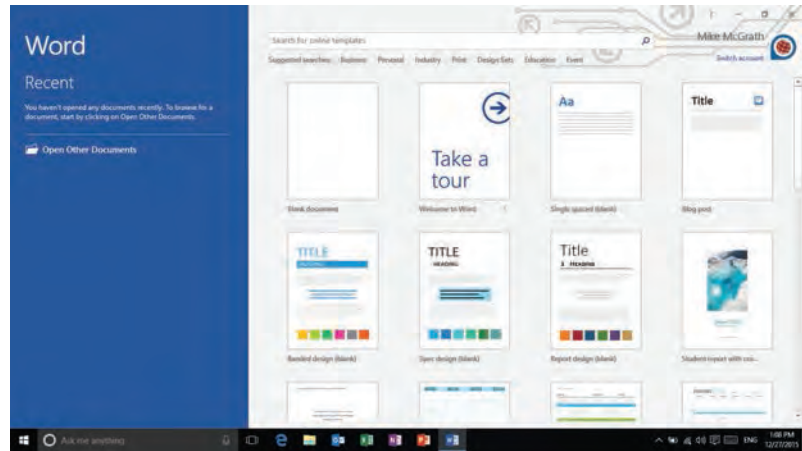


The Touch/Mouse Mode button appears by default when you have a touch-enabled monitor. To add it if not displayed, click the Customize Quick Access Toolbar button and then select Touch/Mouse Mode. You can then display the enlarged Ribbon on a standard monitor.

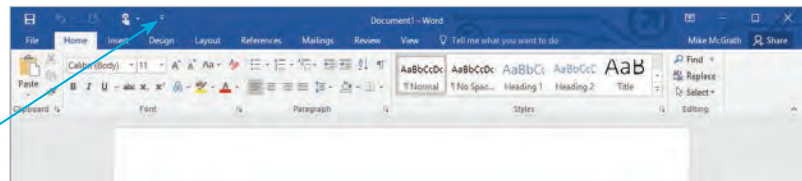


# Application Start

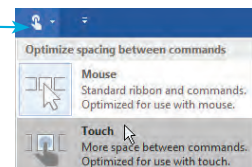
- 1 Select an Office 2016 application item such as Word, using any of the methods described on the previous pages, to display that application's Start screen



- 2 Select **Blank document** to begin a new editing session



- 3 Click the Touch/Mouse Mode button on the Quick Access Toolbar, and then select **Touch**



- 4 The expanded Ribbon is displayed



# The Application Window

When you start an Office application such as Excel, PowerPoint or Word, the program window is displayed with a blank document named “Book1”, “Presentation1”, or “Document1” respectively. Using Word for example, parts of the application window include:

Backstage  
(File tab)

Quick Access Toolbar

Document name

Tabs

“Tell Me” Help box

Ribbon Display options

Minimize/Restore/Close

Ribbon Command icons  
(display lists or galleries)

Collapse the Ribbon

Group launch button  
(shows dialog box)

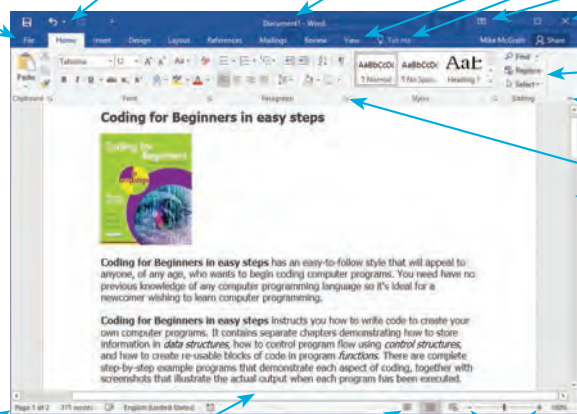
Vertical scroll area

Status bar

Horizontal scroll area

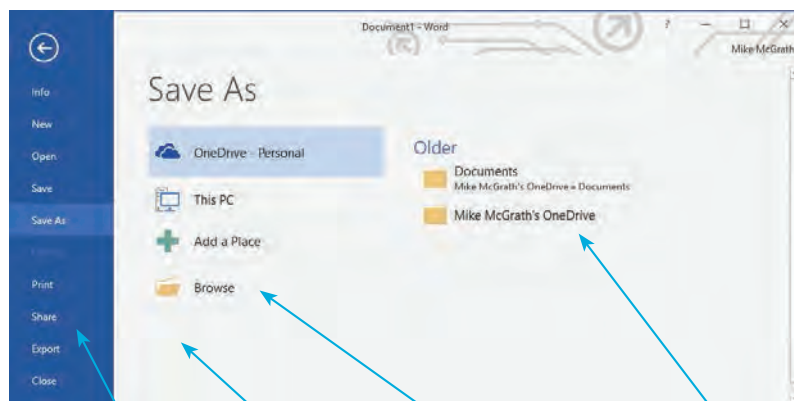
View buttons

Zoom level



The **Tell Me** Help box is new in Office 2016 and is available in Word, Excel, Outlook and PowerPoint.

When you have updated your document and want to save your progress so far, click **File** to display the Backstage command screen and then select **Save** to name and save the document. You can save it in your OneDrive (see page 16) or on your computer.



File commands

Save locations

Browse the  
selected location

Recent Folders



From Backstage you can select **Info** for details about your document, or **New** to start another document, or **Open** to display an existing document. There are also printing and sharing options provided.





OneDrive was previously known as SkyDrive. When you set up a Microsoft Account to sign in to Windows, you are assigned an allowance of up to 15GB online storage which is managed on the Microsoft OneDrive server (see also page 222). An Office 365 subscription gives you a further 1TB of storage (*correct at the time of printing*).



OneDrive lets you access and edit your documents from any computer where you sign in with the same Microsoft Account. You can also access your OneDrive and documents from a web browser.

# Your OneDrive

To save documents to your OneDrive online storage:

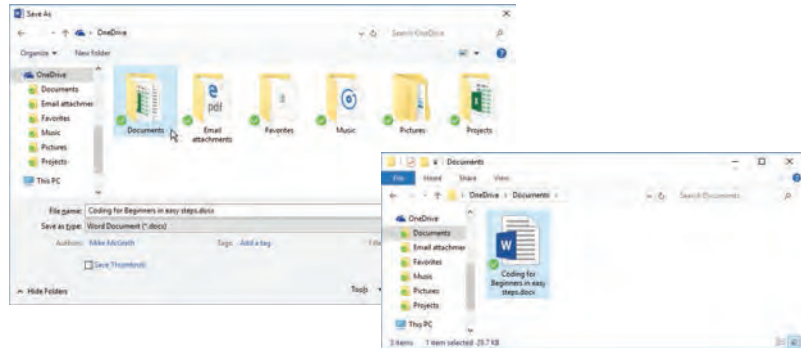
1

Select **File, Save As**, then click the OneDrive button



2

Confirm or amend the document name then choose the appropriate folder, e.g. Documents

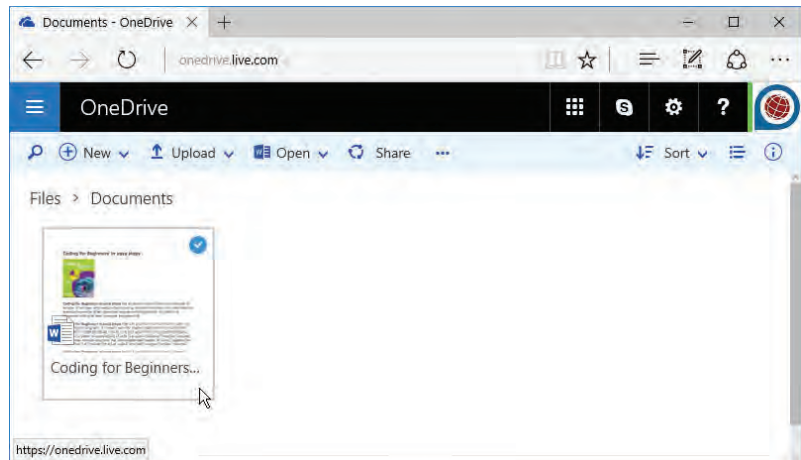


3

Click **Save** to upload the document and save it to your OneDrive folder

4

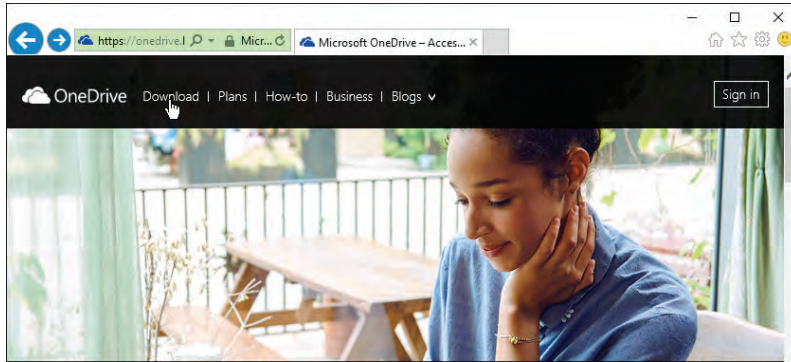
To access your OneDrive from a browser, go online to **onedrive.live.com**, and sign in if prompted



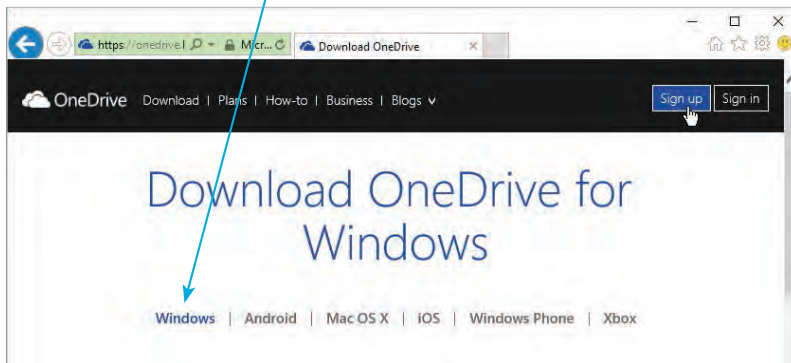
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If you are running Windows 7 or 8, you can download OneDrive for Windows to store your Office 2016 documents. You can also download OneDrive for other operating systems, such as Android, to allow ready access to your documents across all your devices.

- 1 Launch your web browser and navigate to the OneDrive home page at **onedrive.live.com** and click **Download**



- 2 Select the operating system you require – for example, choose **Windows** if you are running Windows 7 or 8



- 3 Click the **Sign in** button, if you already have a Microsoft Account, or click the **Sign up** button to create an account
- 4 The application is downloaded and installed, and the OneDrive is created where you can save your documents



OneDrive comes pre-installed on Windows 10.



After installation you'll be offered the option to sync all of your files and folders on OneDrive, or choose selected folders to sync.

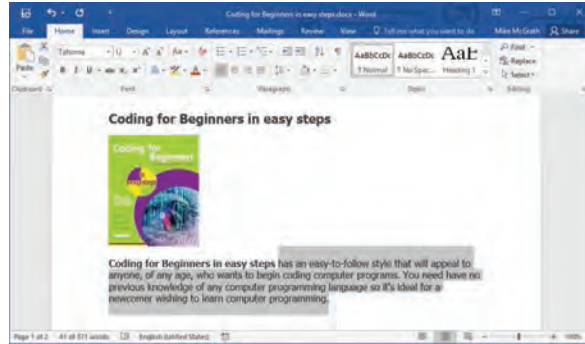


In earlier versions, you would be shown a preview of the new font or style using a small amount of sample text. Office 2016 displays full previews.

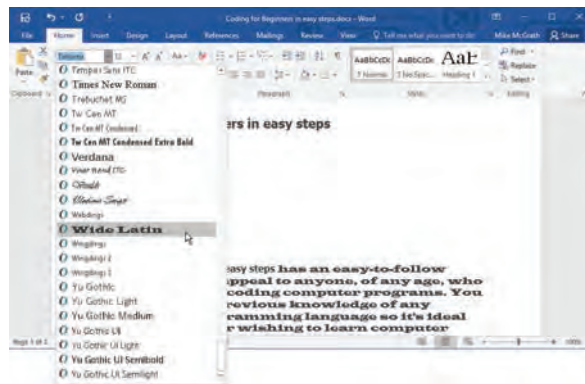
# Live Preview

With the Ribbon interface, you can immediately see the full effect of format options, such as fonts and styles, on your document by simply pointing to the proposed change. For example, to see font formatting changes:

- 1 Highlight the text that you may wish to change, then select the **Home** tab



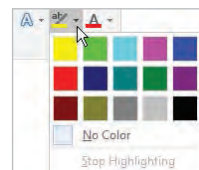
- 2 Click the arrow next to the **Font** box and move the mouse pointer over the fonts you'd like to preview



The selected text is temporarily altered to show the font (or the font size, color or highlight) you point to.

- 3 Click the font you want to apply to the text, or press **Esc** to close the options

- 4 Similarly, you can preview Text Effects, Highlight Colors and Font Colors





# Working with the Ribbon

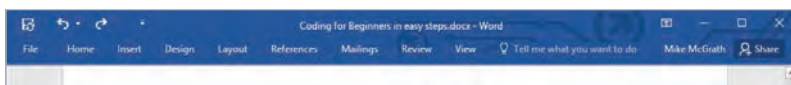
The Ribbon takes up a significant amount of the window space, especially when you have a lower-resolution display. To hide it:

- 1 Click the **Collapse the Ribbon** button (see page 15), or

Right-click the tab bar and select **Collapse the Ribbon**

**Collapse the Ribbon (Ctrl+F1)**  
Need a bit more space? Collapse the ribbon so only the tab names show.

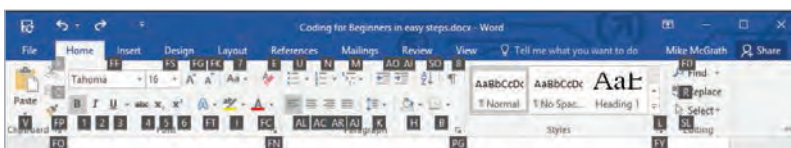
Add to Quick Access Toolbar  
Customize Quick Access Toolbar...  
Show Quick Access Toolbar Below the Ribbon  
Customize the Ribbon...  
**Collapse the Ribbon**



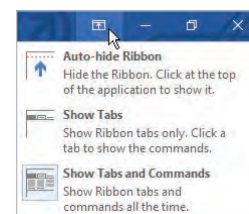
- 2 The Quick Access Toolbar and the Tab bar will still be displayed while the Ribbon is minimized
- 3 The Ribbon reappears temporarily when you click one of the tabs, so you can select the required command
- 4 Alternatively, press and release the **Alt** key to display keyboard shortcuts for the tabs



- 5 Press **Alt** + *shortcut key*, for example **Alt + H** to select Home and display the Ribbon and shortcuts for that tab



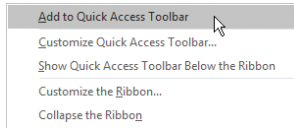
You can also select **Ribbon Display Options** on the Windows Titlebar and choose **Show Tabs** to hide the Ribbon, or **Show Tabs and Commands** to reveal the Ribbon.



Hold down the **Alt** key and press the keys in sequence for a two-letter shortcut, such as **Alt + FS** (Font Size), and press **Esc** to go back up a level.



You can right-click any command on the Ribbon and select **Add to Quick Access Toolbar**.



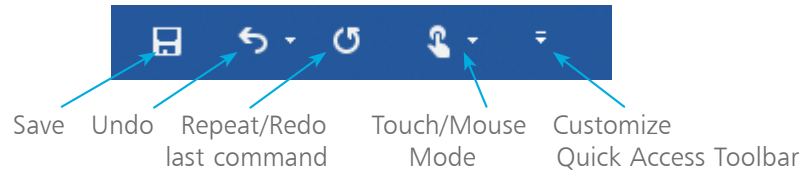
The **Save As** dialog will open the first time you press the **Save** button for a new document.



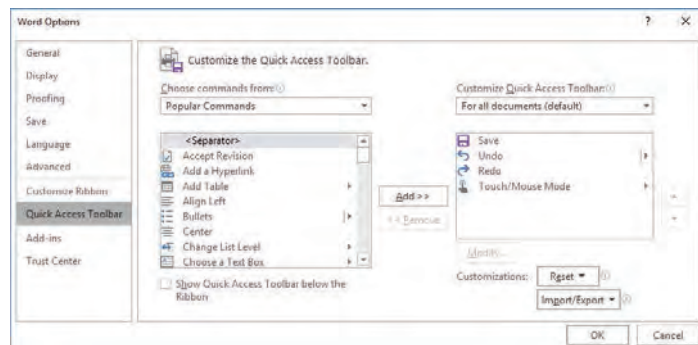
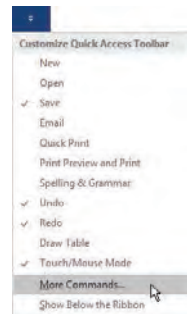
You can also click the **File** tab, then select the application **Options** and select **Quick Access Toolbar** to display this dialog box.

# Quick Access Toolbar

The Quick Access Toolbar contains a set of commands that are independent of the selected tab. There are five buttons initially:



- 1 Click the **Save** button to save the current contents of the document to your OneDrive, or to the drive on your PC
- 2 Click **Repeat** to carry out the last action again, or click **Undo** to reverse the last action, and click again to reverse the previous actions in turn
- 3 When you have pressed **Undo**, the **Repeat** button changes to become the **Redo** button, which will re-apply in turn the actions that you have reversed
- 4 Click the **Customize** button to add or remove icons, using the shortlist of frequently-referenced commands
- 5 Click **More Commands...** to display the full list of commands, then add and remove entries as desired



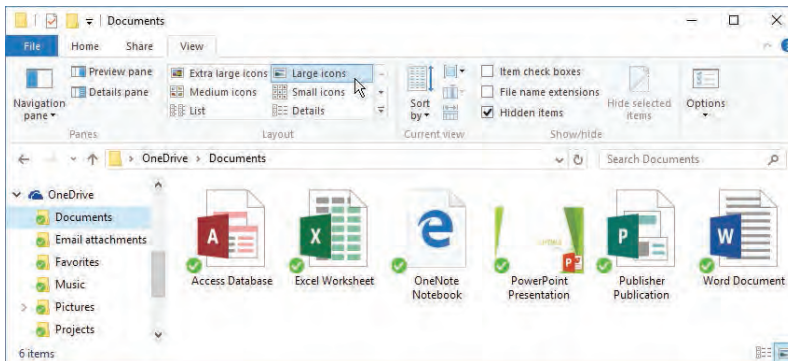
# Office Document Types

The files you create using the Office applications will be office documents of various types, including:

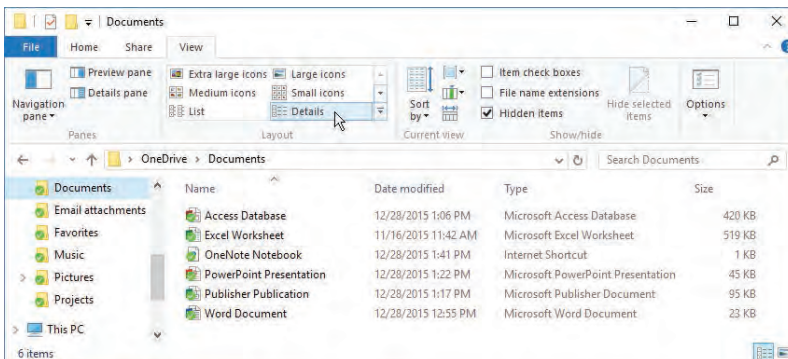
- **Word document** Formatted text and graphics
- **Publisher publication** Flyers and brochures
- **Excel worksheet** Spreadsheets and data lists
- **PowerPoint presentation** Presentations and slide shows

Each item will be a separate file. Typically, these may be saved in your OneDrive Documents folder (or locally on your computer).

- 1 To review your files, open File Explorer and select your OneDrive Documents folder



- 2 This shows the files as large icons. For other styles, click the **View** tab and select, for example, **Details**, to show the file information including date modified, size, and type



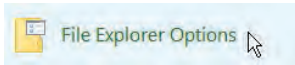
You can specify another folder or sub-folder to organize particular sets of documents.



In some applications, groups of related items are stored together in a specially structured file, for example, data tables, queries, and reports in an Access database.



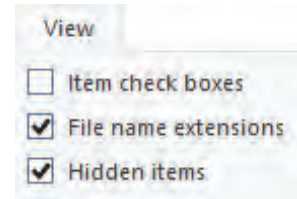
You can also change File Explorer Options in the Control Panel, under **Appearance and Personalization**.



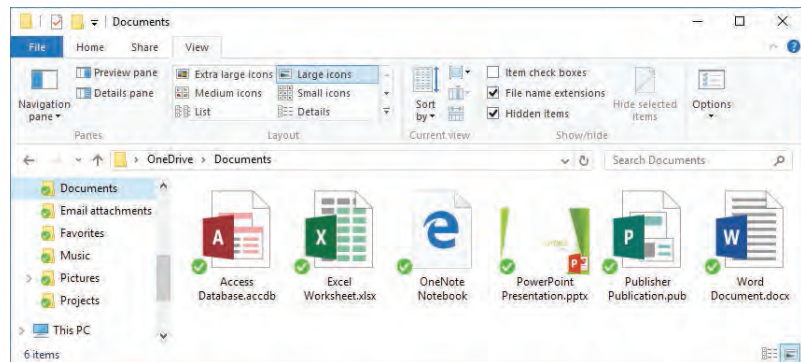
# File Extensions

To see the file extensions that are associated with the various document types:

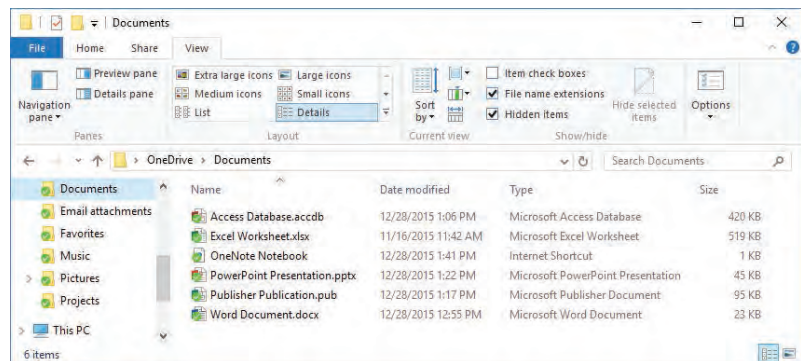
- 1 In File Explorer, select the **View** tab and in the **Show/Hide** section of the Ribbon click the box labeled **File name extensions**



- 2 View the contents of your library folder



- 3 The file type will be shown, along with the file name, whichever folder view you choose



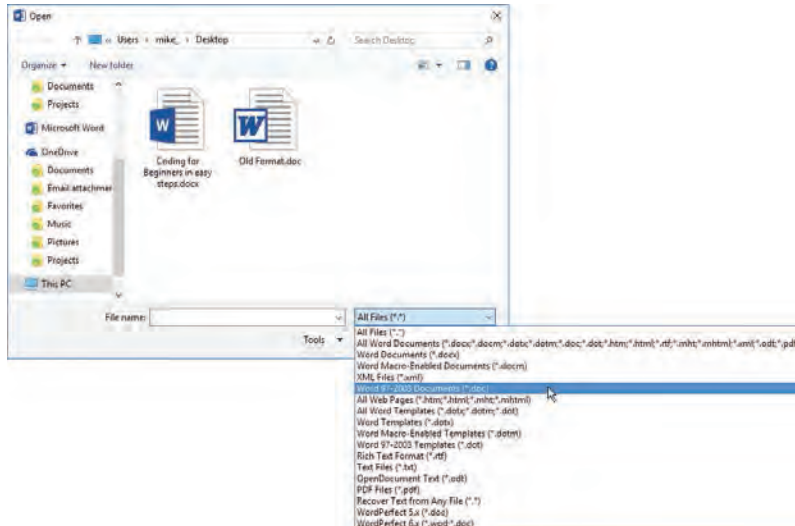
Files saved in Office 2016 use OpenXML formats and extensions, for example **.docx** and **.xlsx**. Older Office files will have file types such as **.doc** and **.xls**.



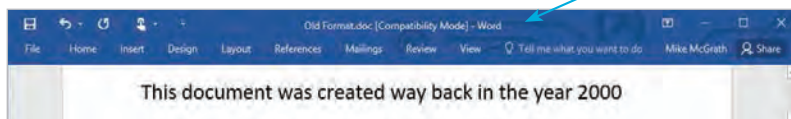
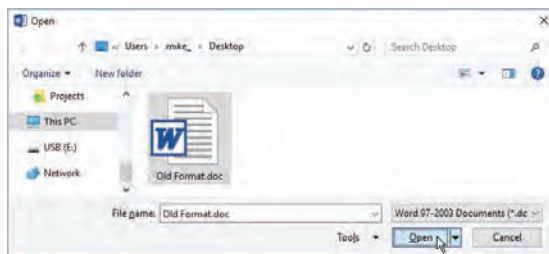
# Compatibility Mode

Office 2016 will open documents created in previous versions of Office applications, for example **.doc** (Word) or **.xls** (Excel).

- 1 Click the **File** tab and select **Open**, then click the down arrow for the list of document types supported



- 2 Choose the document type, “Word 97-2003” for example, then select the specific name, e.g. **Old Format.doc**



- 3 Documents created in previous versions (including **.docx** files from Word 2010) are opened in Compatibility Mode



You may need to save documents in Compatibility Mode, as some users wish to share files with may not have Office 2016.



Compatibility Mode prevents the use of new or enhanced features, so the documents can continue to be used by systems with older versions of the applications.



You can also click the **File** tab, select **Save As**, and choose the standard Office format (e.g. Word Document) to carry out the conversion.



Converting will create a file of the same name, but with the new Office 2016 format extension. The original file will be deleted.



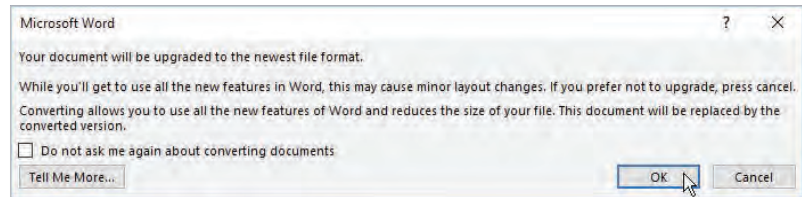
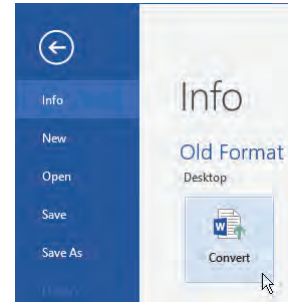
With **Save As**, you have the option to change the file name, and the location for the new document.

# Convert to Office 2016

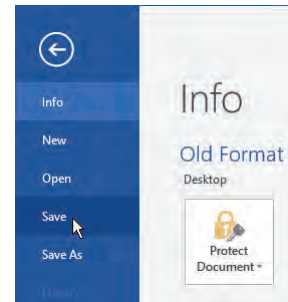
If you have opened a document in Compatibility Mode, you can convert it to the standard Office 2016 format.

**1** Select the **File** tab and **Info**, then the **Convert** button

**2** Click **OK** to confirm, and the file type will be amended



**3** To replace the original file, select **File** and then **Save** – see the file extension change in the Word title bar to the new **.docx** file type



**4** To retain the original while creating a new file in Office 2016 format, select **File**, **Save As**, then click **Save**