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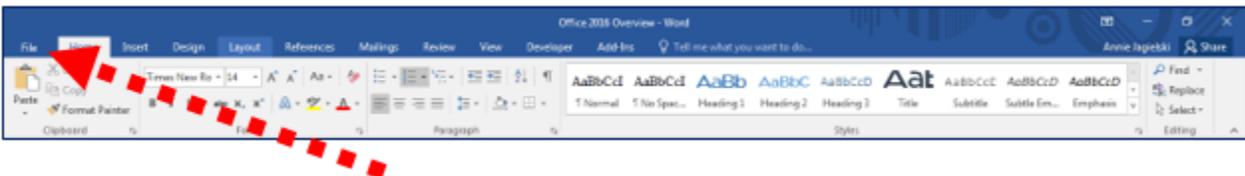
Overview

The library has upgraded to Office 2016. You should be able to open and edit any documents that were created in lower versions of Office, for example, 2007.

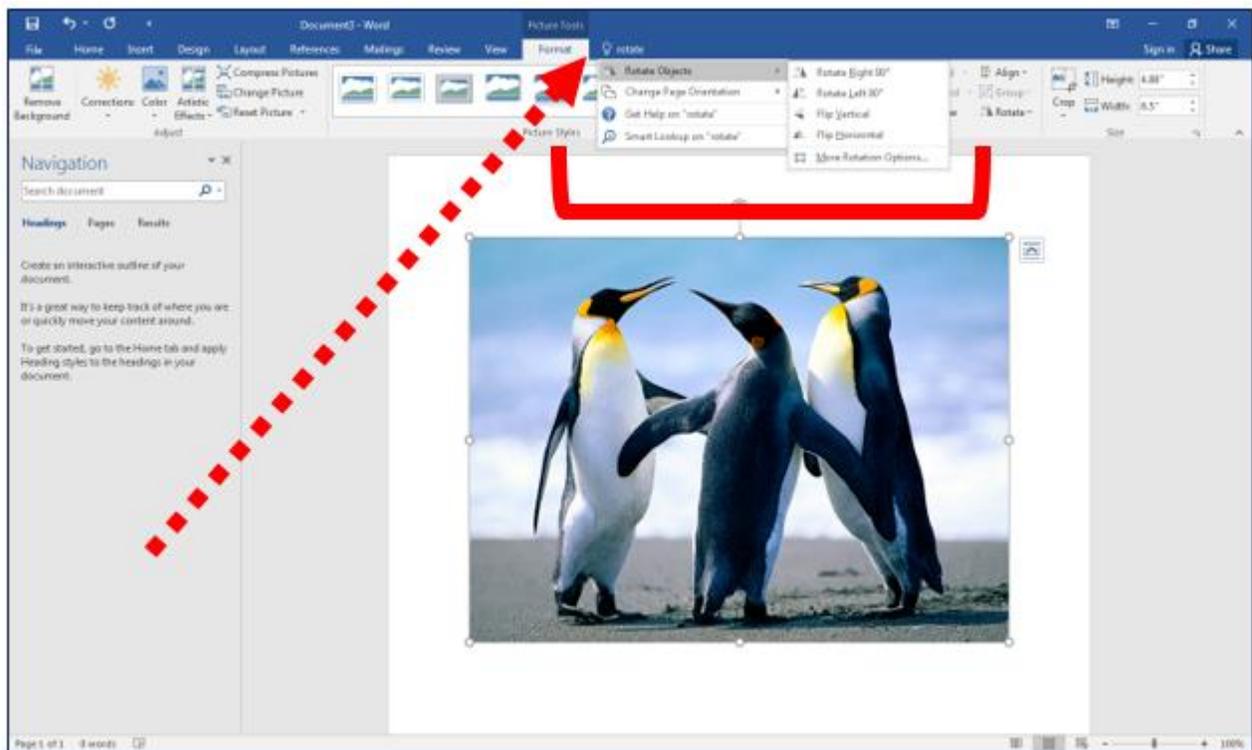
Features

File Tab on the Ribbon

The Office Button  has been replaced by the File Tab.

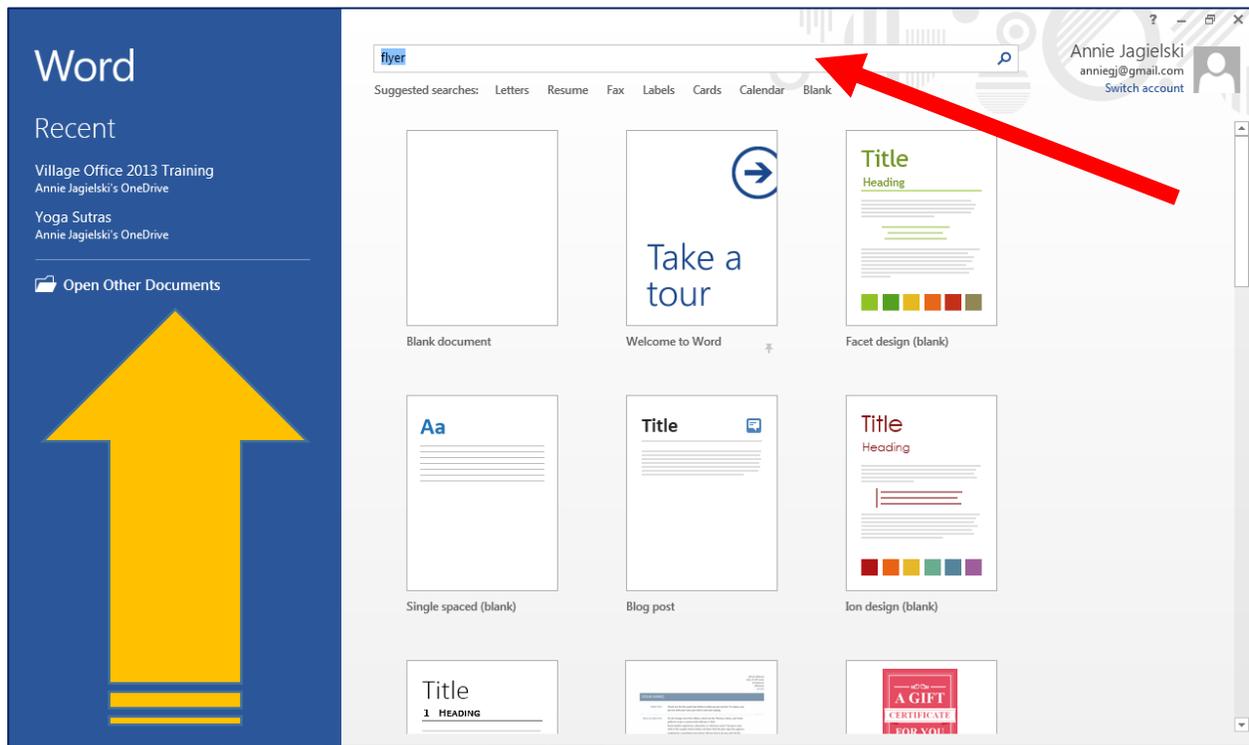


Use "Tell Me" for Interactive Help



1. Click an item you want help with, for example, an image.
2. Type in the “Tell me what you want to do . . .” search box a keyword, for example, rotate.
3. Click the drop down to see choices, for example Flip Horizontal.

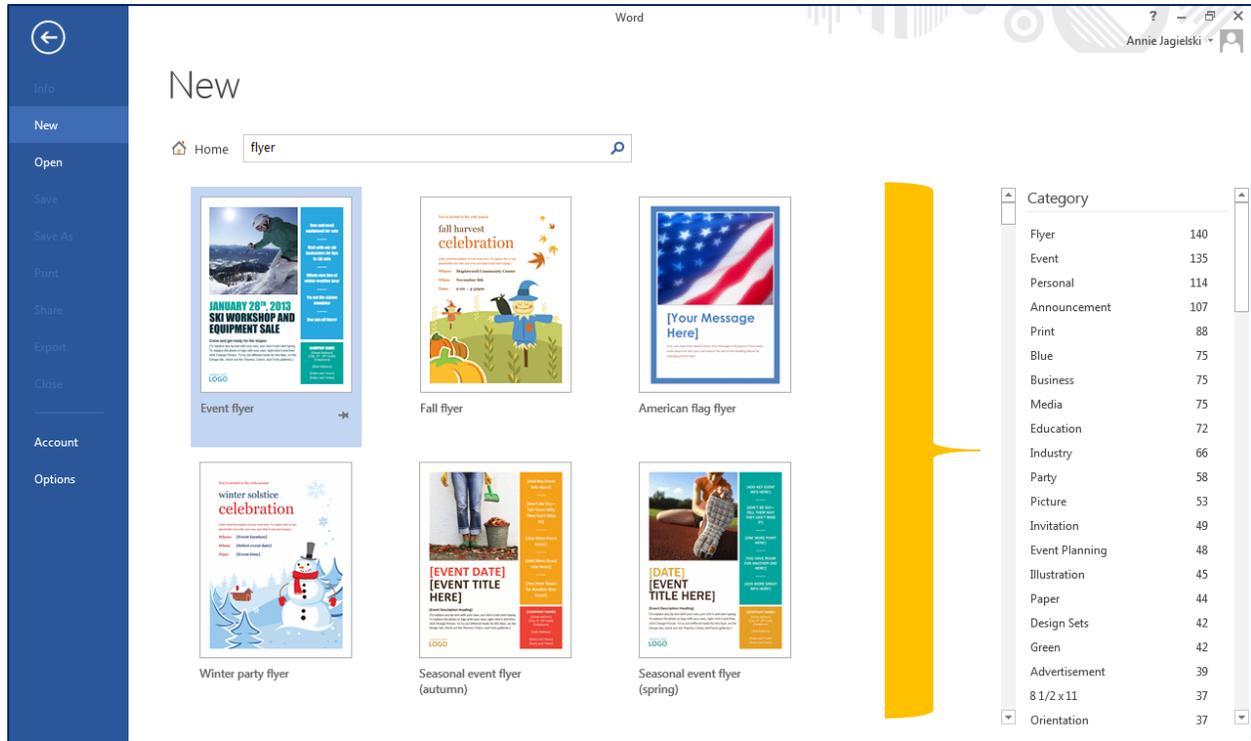
Accessing Documents and Templates



When accessing Office 2016 products, on the left side of the screen is a list of the recent documents. To open documents from your computer, a network, or the Internet, that is, cloud, click 

Templates appear on the right side of the screen. To view more documents, type keywords in the search box, for example, flyer, to view additional templates.

Introduction to Office 2016—continued



Click a picture to create a document or click the categories at the right side to view additional templates.

Banded design (blank)

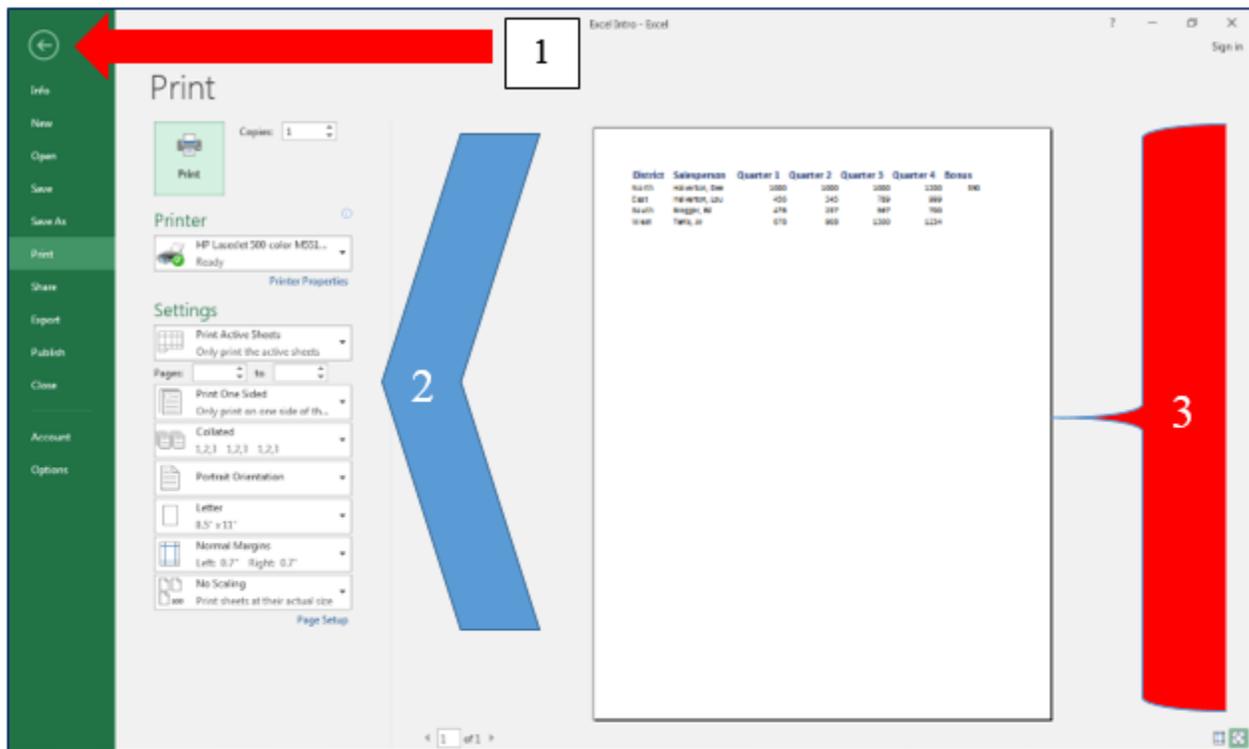
Provided by: Microsoft Corporation

A simple starting document featuring the Banded design. It has distinctive headings that provide clear structure, while still maintaining an inviting and light look. This template is great for when you want to start from blank, but don't want the default look. To take advantage of this design simply format headings and other text using the Styles gallery on the Home tab.

Download size: 36 KB

Create

Print Preview Is the Default Print Screen



- 1 Click  to return to close the print preview and return to the document.
- 2 Set printing preferences.
- 3 Print preview.



Click to print the document.

Clip Art Is Online

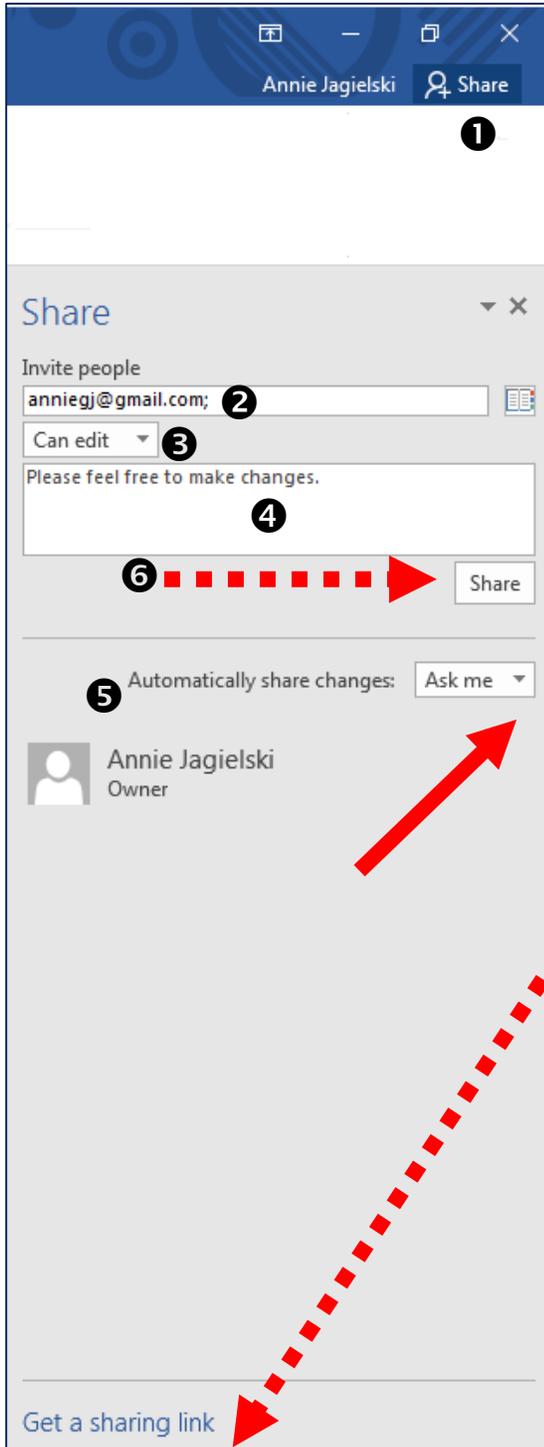
You can insert pictures from your computer or pictures from the Internet.



It's up to you to make sure the images are royalty free.

Sharing and Editing in Real Time

In order to share documents, they must be saved to OneDrive. You'll need to create an OneDrive account. The OneDrive account is connected to your email address.



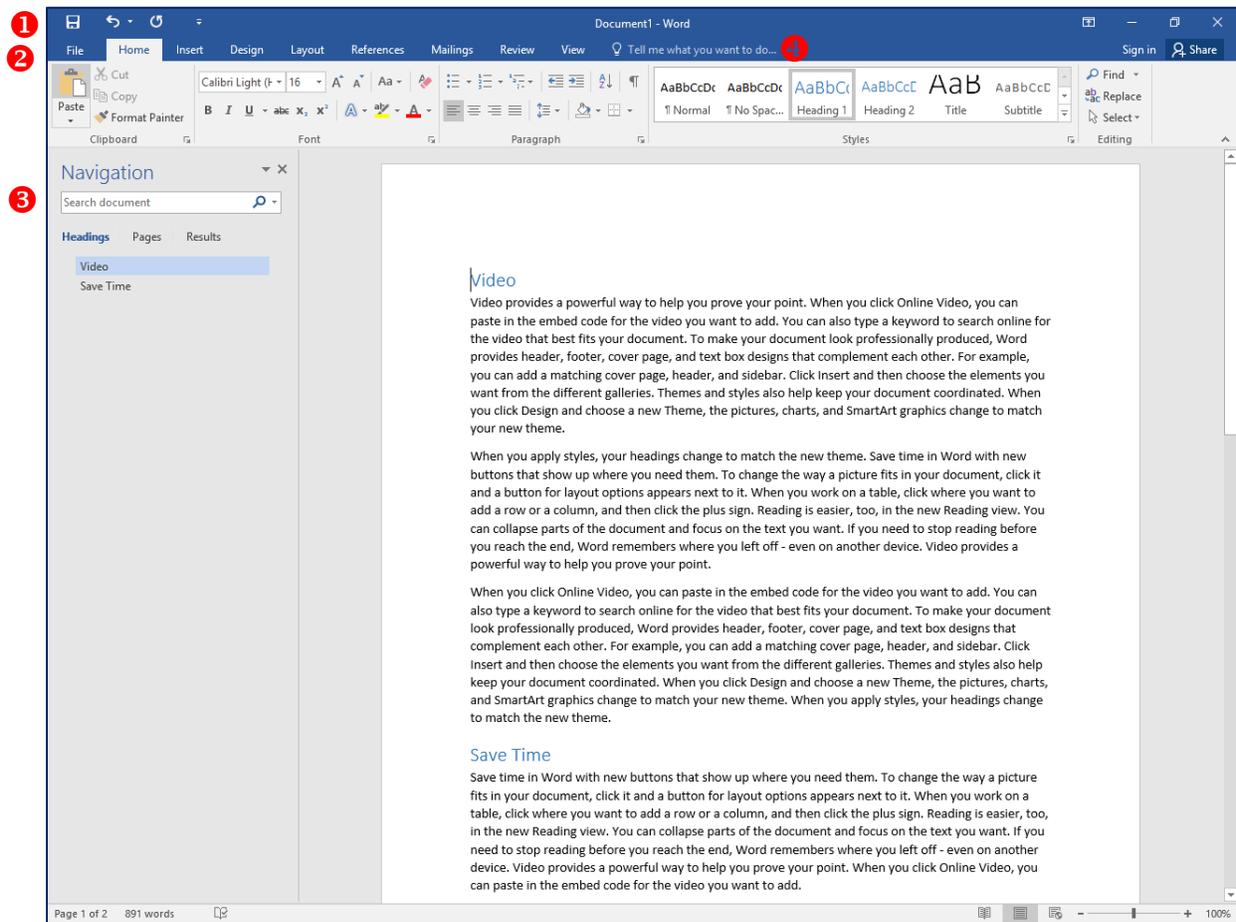
1. Click  Share
2. Type email addresses
3. Select Can edit or Can view.
4. Type a message in the message box.
5. Select how you wish to be notified of changes.
6. Click 



Click  to send a link to collaborators instead of sending a message.

Office 2016 Screen

The screen below is a Word screen. Most of the elements are similar across products, for example, the Ribbon.

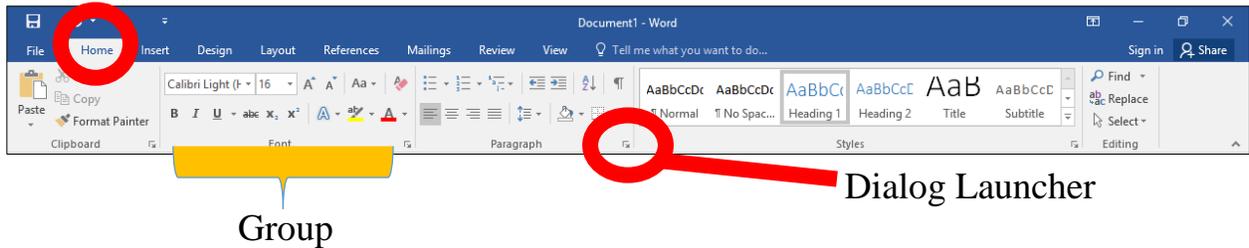


- 1 Quick Access Toolbar
- 2 Fluid User Interface, AKA the Ribbon
- 3 Navigation Pane
- 4 Help: Tell me what you want to do . . .

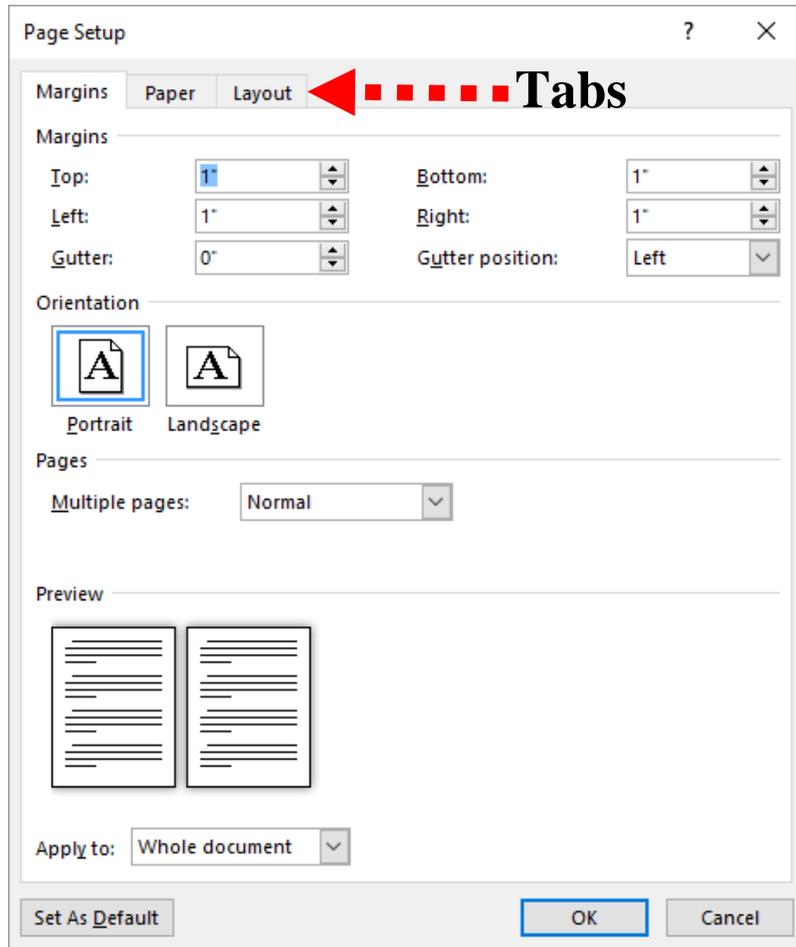
The Ribbon

The Ribbon is made up of tabs. On the tabs are groups and dialog launchers. Each group contains tools. Dialog Launchers allow you to change more than one setting at a time. They are holdovers from earlier versions of Office.

1. Click the tabs to see the groups and tools.



2. Click a dialog launcher.



3. The margins and orientation can be changed.

4. Click the tabs to change other settings.

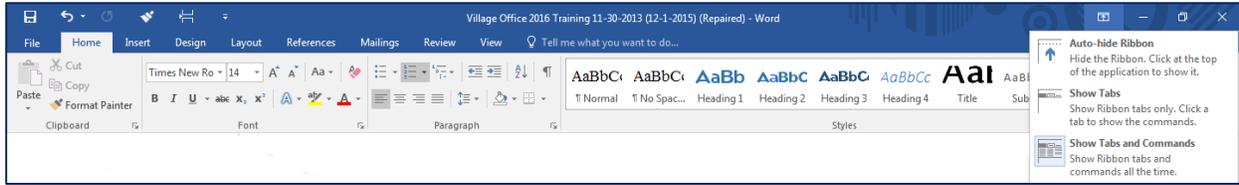
5. Click  to save your changes.



If you want to make the changes that you've made available for future documents that you create, click 



Customizing the Ribbon View

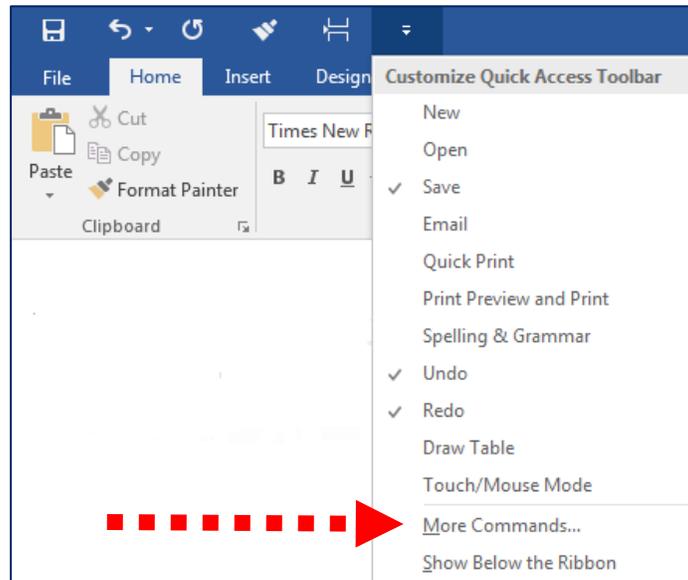


1. Click 
2. From the drop-down menu click one of the following:
 - a. Auto-hide the Ribbon—you will see more of your document on the screen.
 - b. Show Tabs—if you click on the tabs, commands appear.
 - c. Show Tabs and Commands—this is the default view.

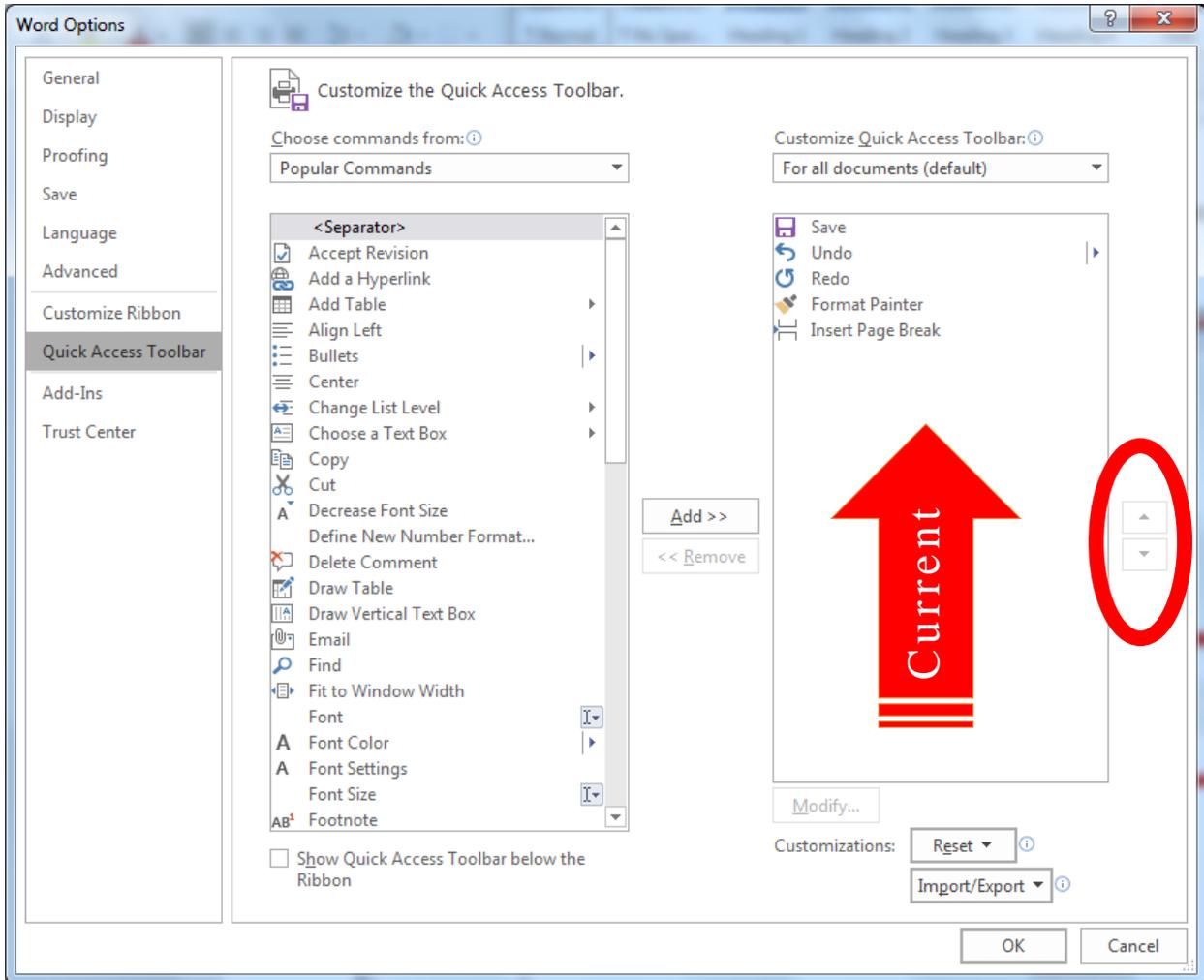
Quick Access Toolbar

The Quick Access Toolbar saves a lot of time to add tools that you use frequently to the bar, for example, page break.

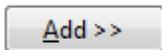
Adding a Tool from the Quick Access Toolbar



1. Click the down arrow to see all default tools to list on the toolbar. You can also move the toolbar below the Ribbon.
2. Click **More Commands**.

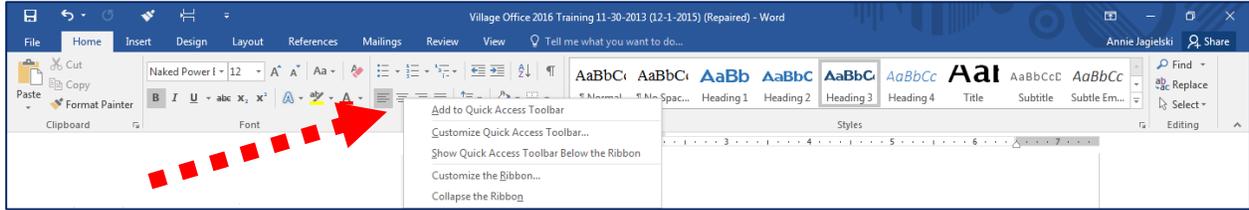


3. The current **Quick Access Toolbar** tools appear on the right. You can highlight and move them up or down by using the arrows on the far right.
4. To add more tools, scroll down the middle screen, click the tools, and click



*If you do not see the tools for which you are searching, click the arrow next to **Popular Commands**, and select **All Commands** from the drop-down menu.*

Adding a Tool from the Ribbon

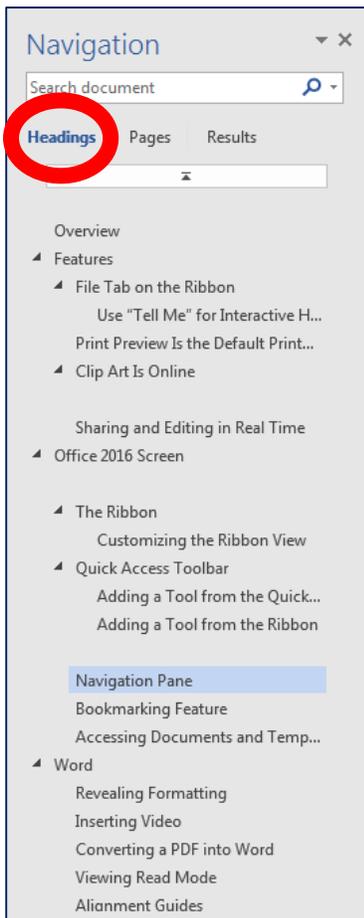


1. RIGHT click a tool on the ribbon, for example, center  from the **Home** tab, **Paragraph** group.
2. Click **Add to Quick Access Toolbar** from the pop-up menu.

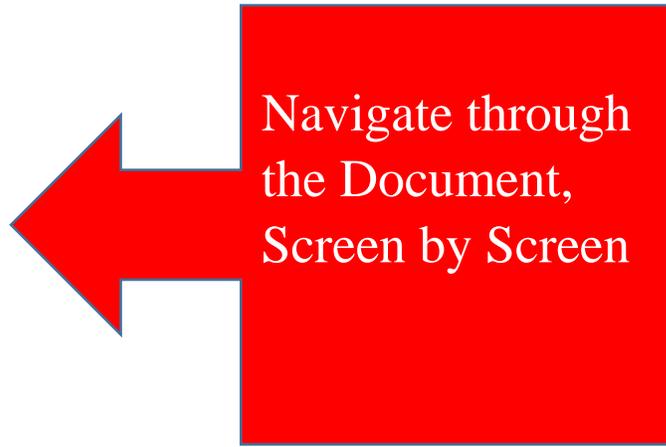
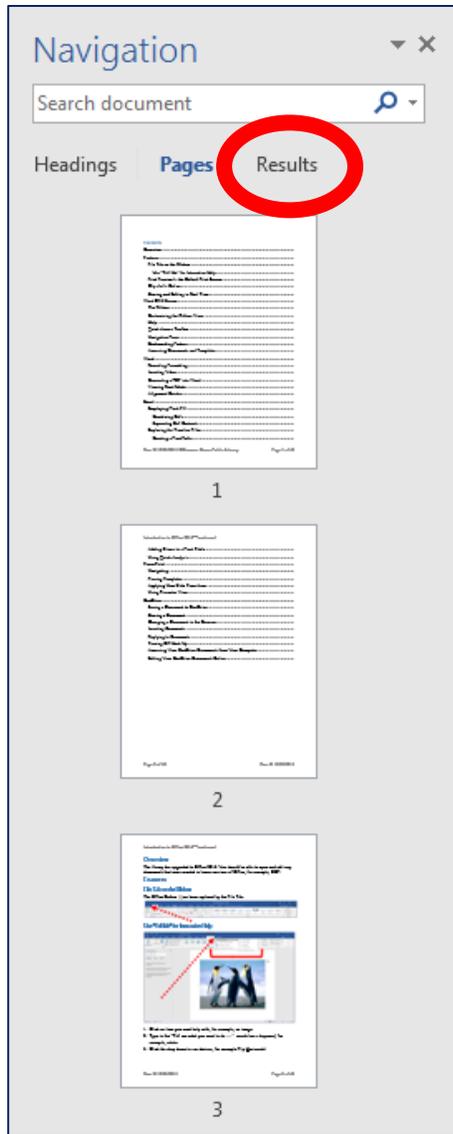
Word

Navigation Pane

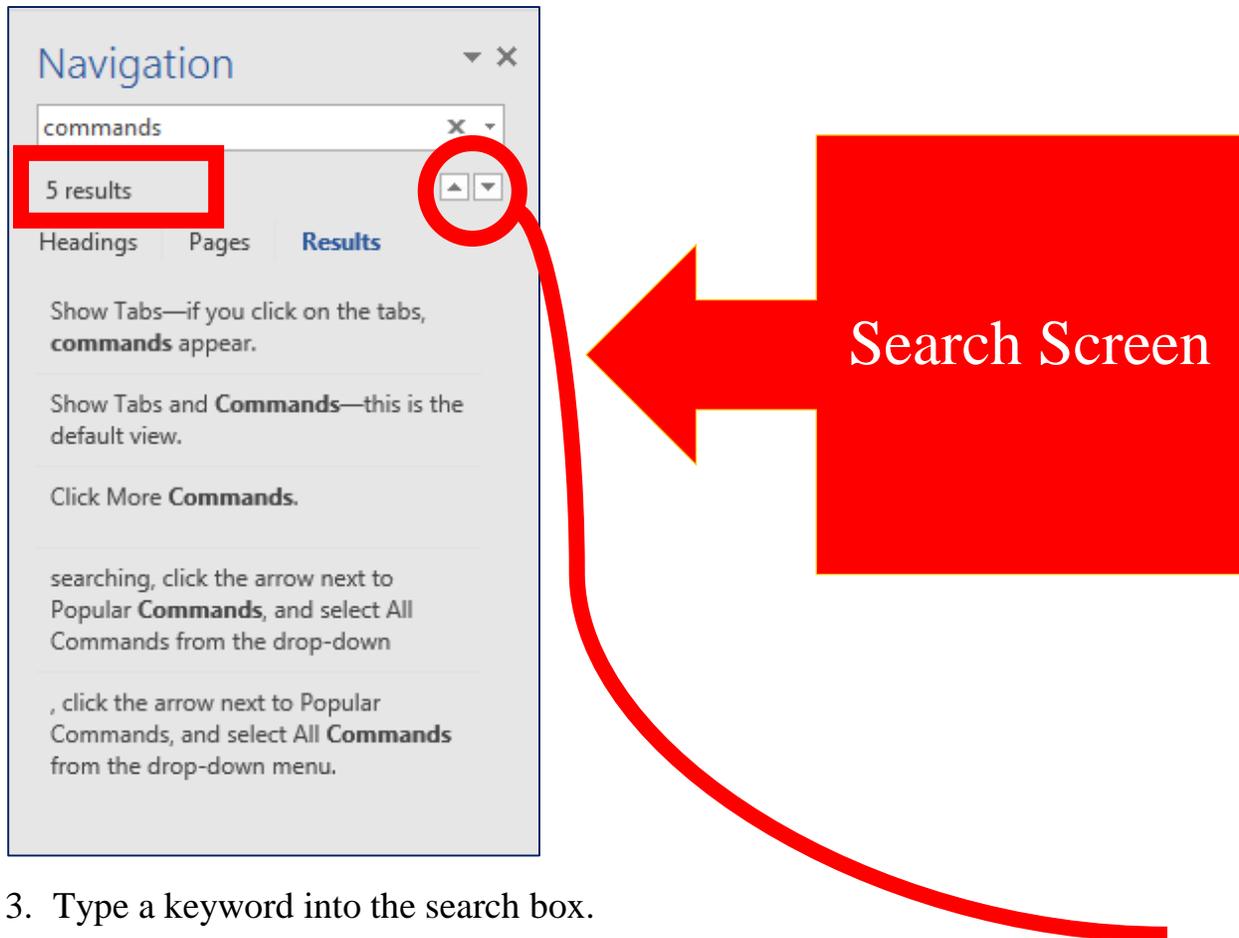
The Navigation Pane allows you to scroll quickly through your document if you use headings. Headings allow you to use the Navigation Pane and create a system-generated table of contents for a document. Headings appear in the **Home** tab/**Styles** group.



1. Click the **Pages** tab.



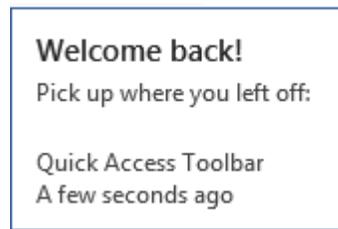
2. Click the **Results** tab.



3. Type a keyword into the search box.
4. The results are highlighted in the document. Use the up/down arrows to view each instance.

Bookmarking Feature

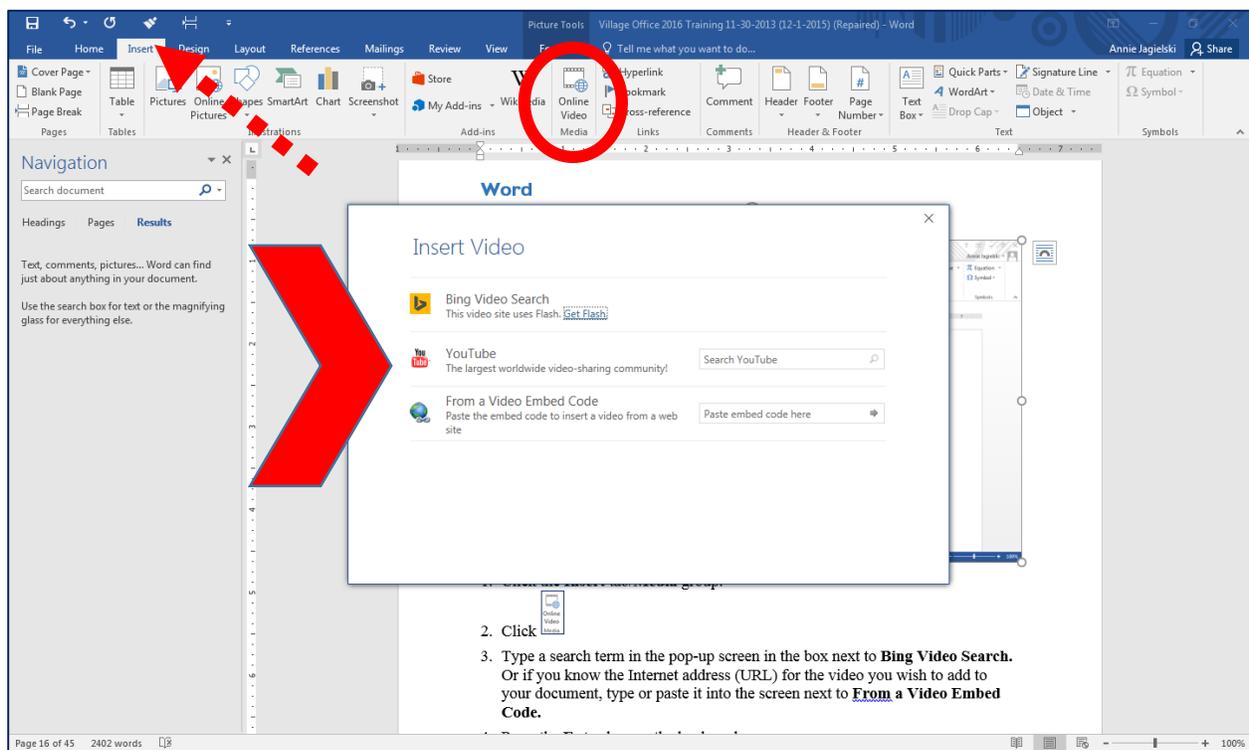
This feature is available in Word and PowerPoint.



When you open up a document, you will see a pop-up box that welcomes you and asks if you would like to “pick up where you left off.” Click it and it takes you to the last place you were when you closed the document.

Inserting Video

This feature is available in Word and PowerPoint.

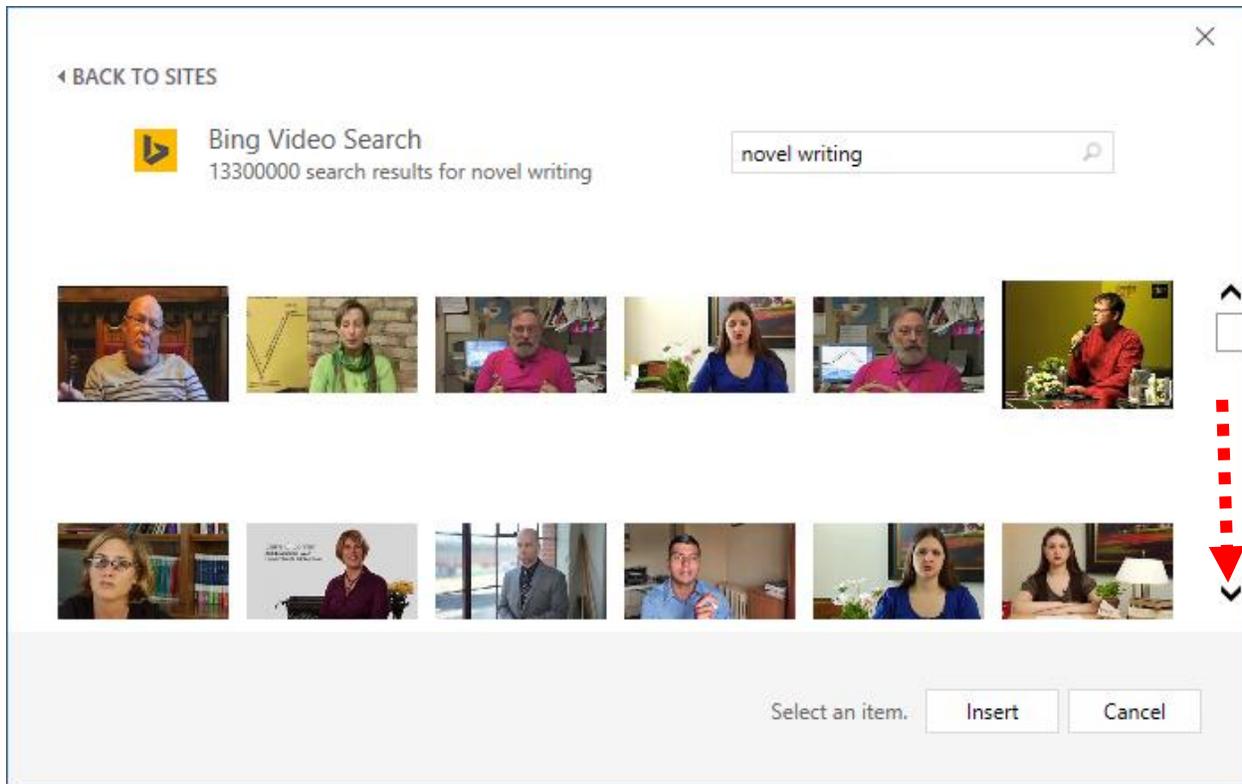


1. Click the **Insert** tab/**Media** group.



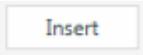
2. Click
3. Type a search term in the pop-up screen in the box next to **Bing Video Search** or **YouTube**. If you know the Internet address (URL) for the video you wish to add to your document, type or paste it into the screen next to **From a Video Embed Code**.

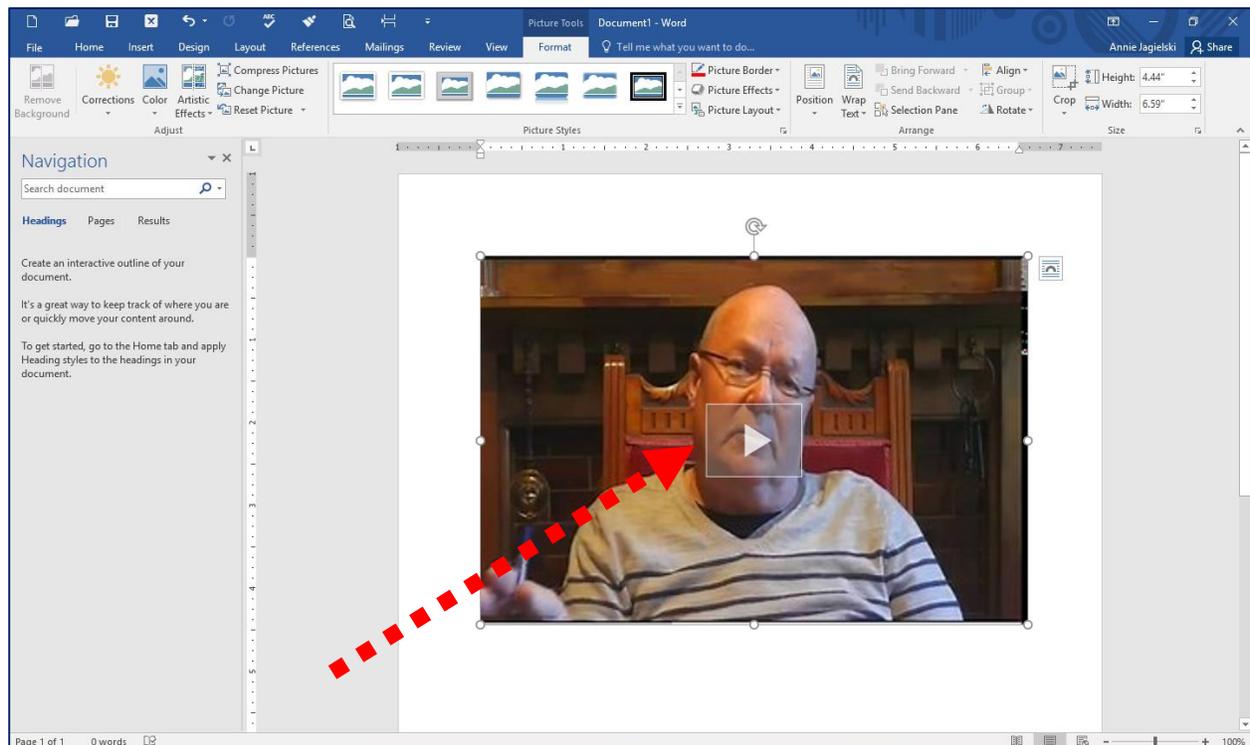
Introduction to Office 2016—continued



4. Scroll down to see more pictures.

5. Click a picture.

6. Click 



7. Click ► to play the video.
8. To return to the Word document, press the **Esc** key on the keyboard.

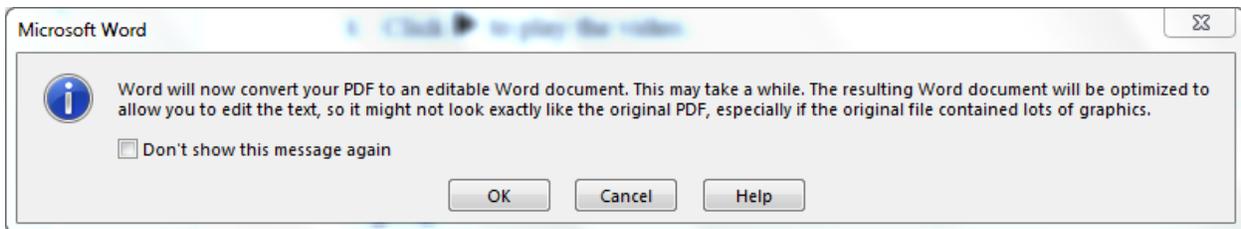


You must have an Internet connection to play the video.

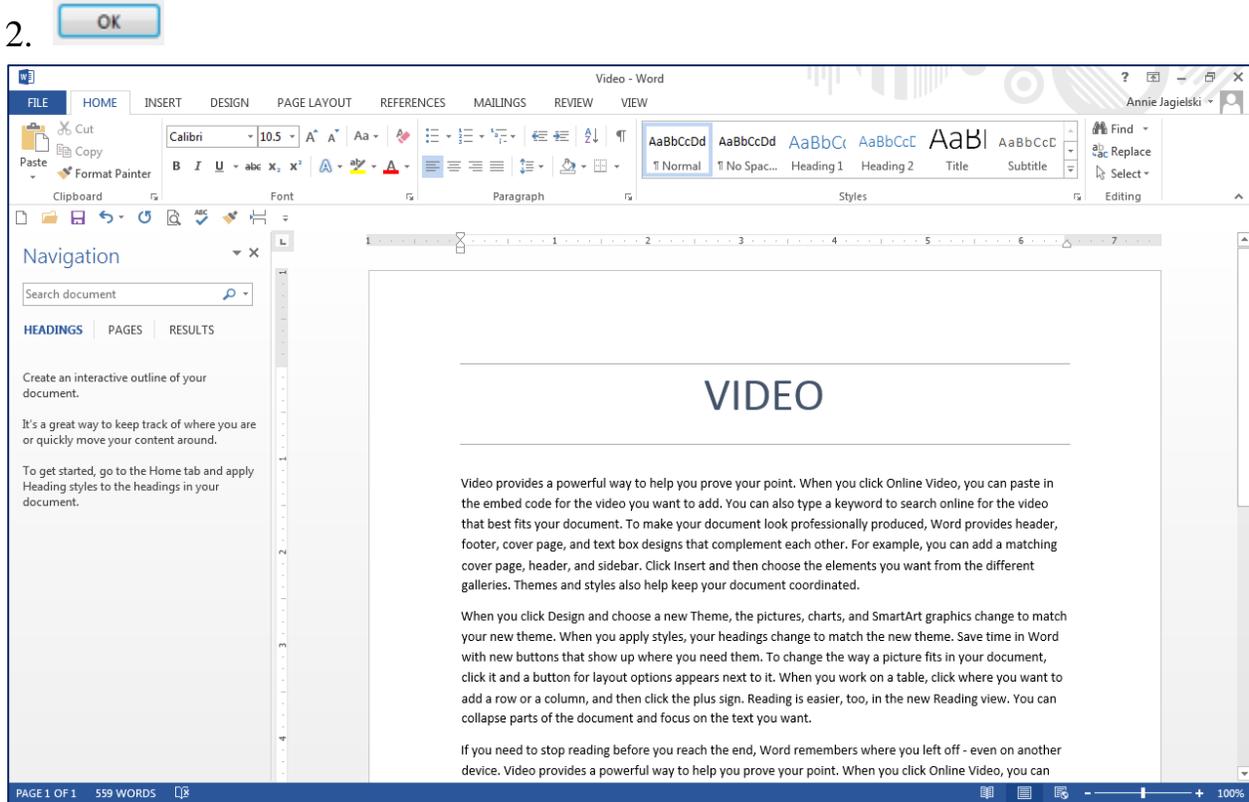
Converting a PDF into Word

Note: If the document was scanned and made into a pdf, you cannot use this feature. The document must be created as a pdf.

1. Open the pdf document just as you would a Word document.

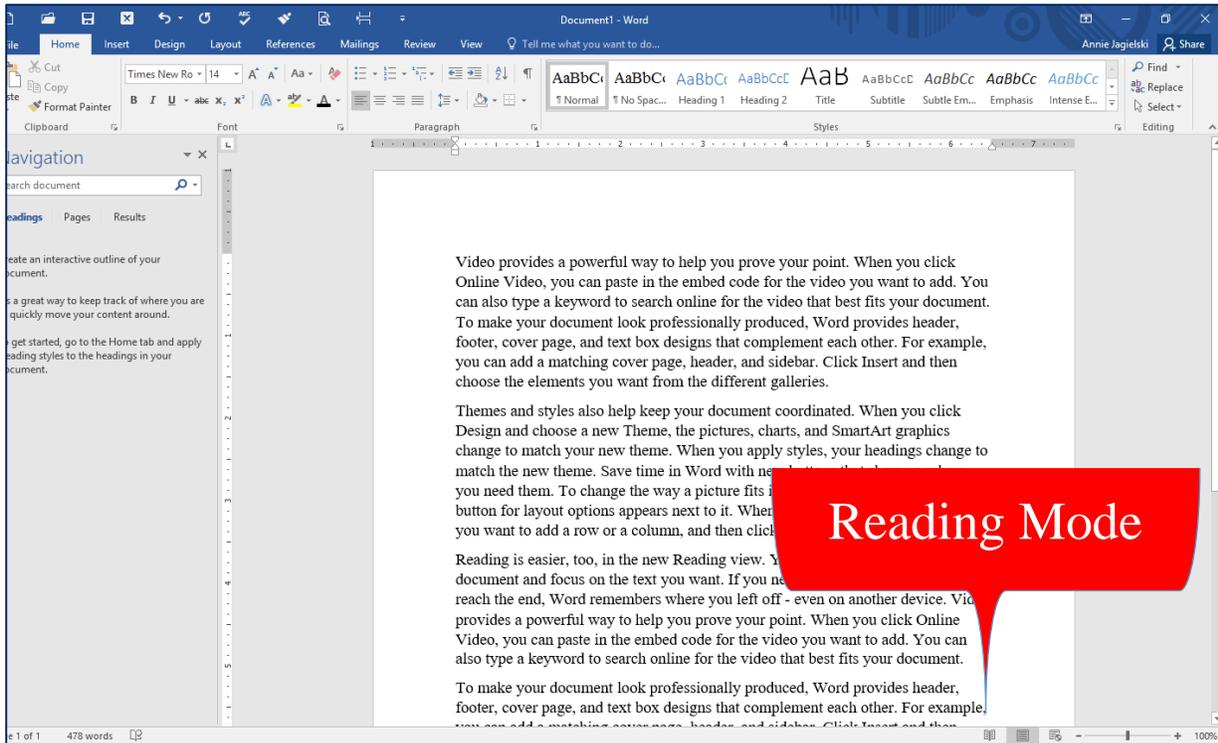


- 2.

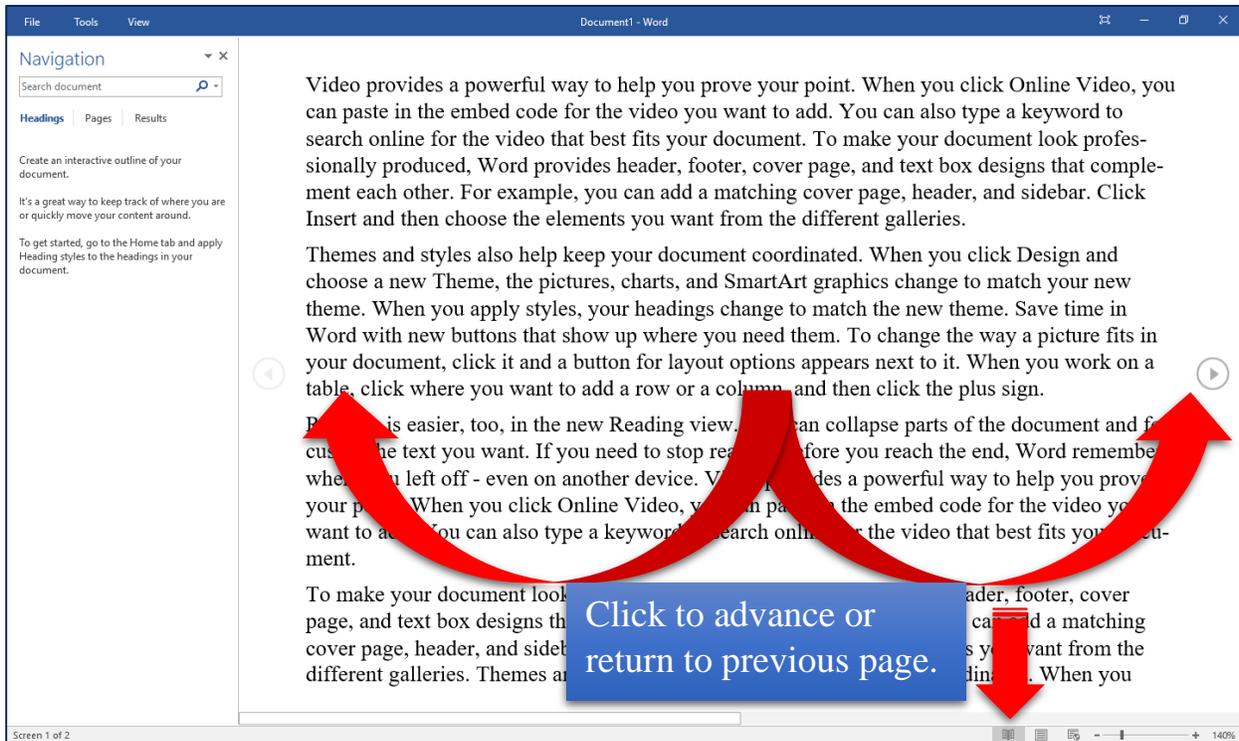


3. You can change the document and save it back to the pdf format, if you wish.

Viewing Read Mode

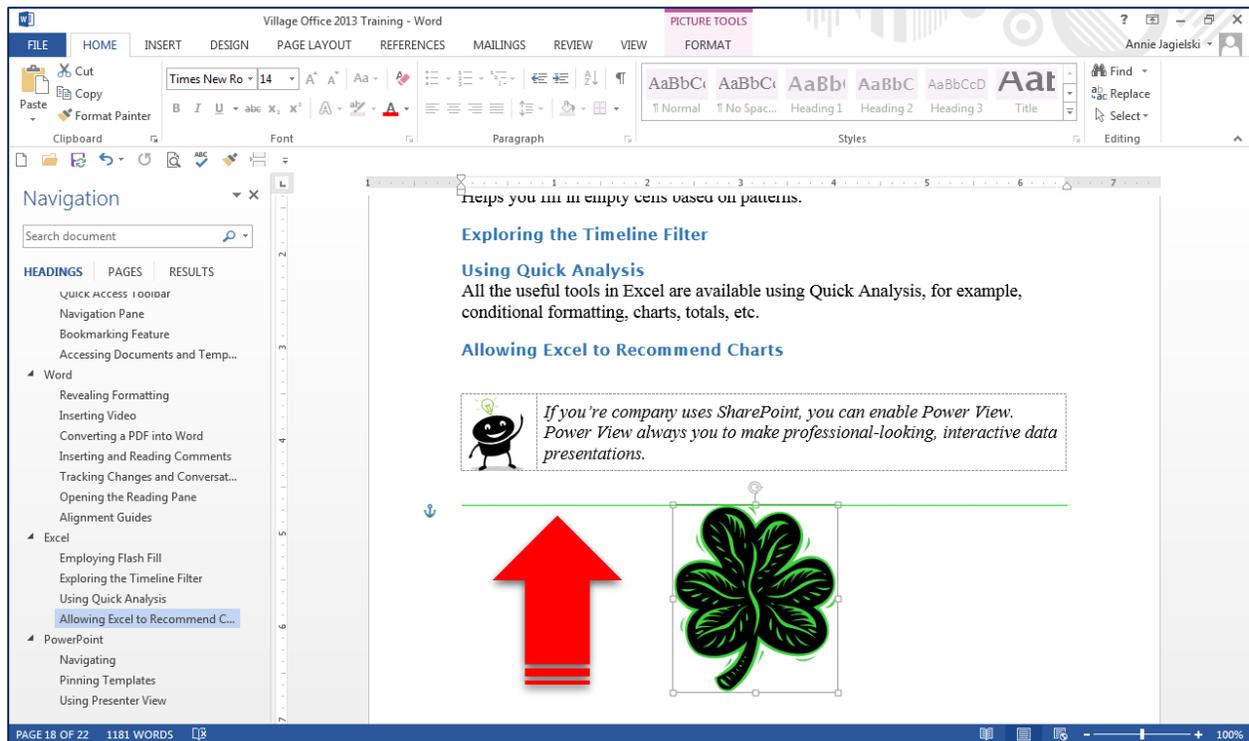


1. Click



2. Click to return to Print Layout view.

Alignment Guides



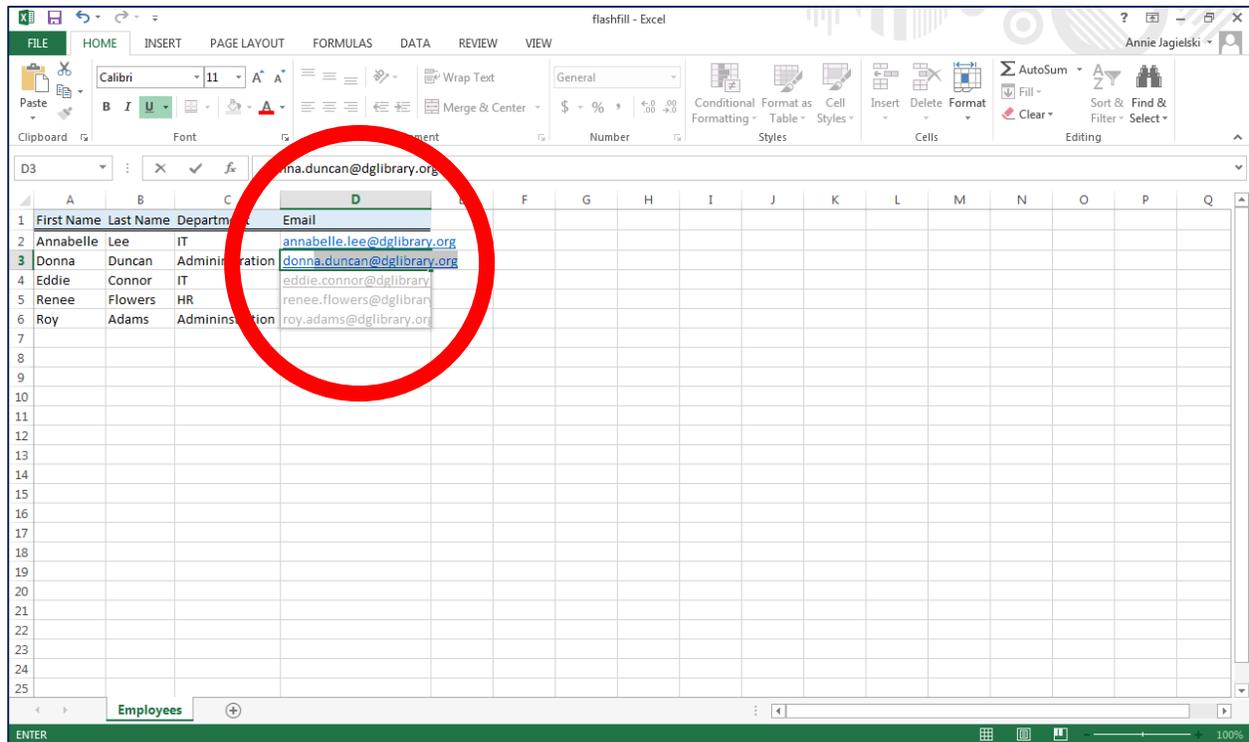
When you are trying to place a graphic, the alignment guides appear as green lines in your document. They appear in PowerPoint, too.

Excel

Employing Flash Fill

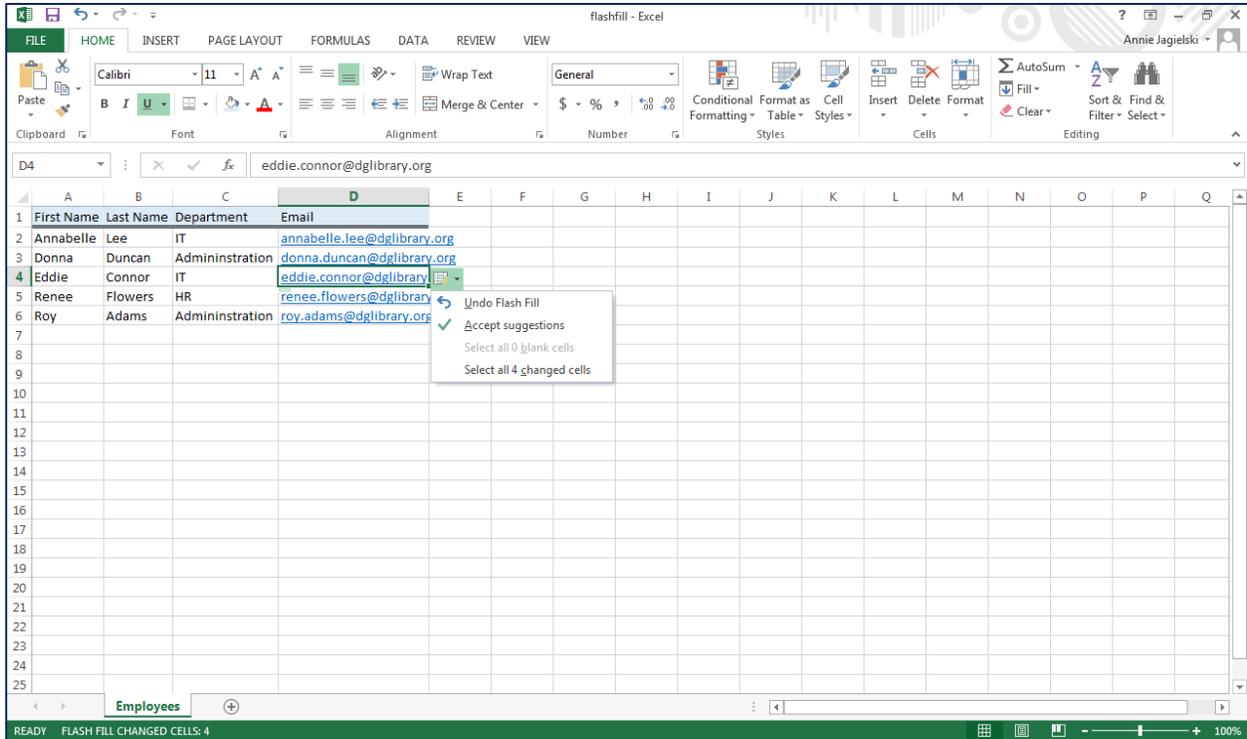
Combining Cells

Helps you fill in empty cells based on patterns.



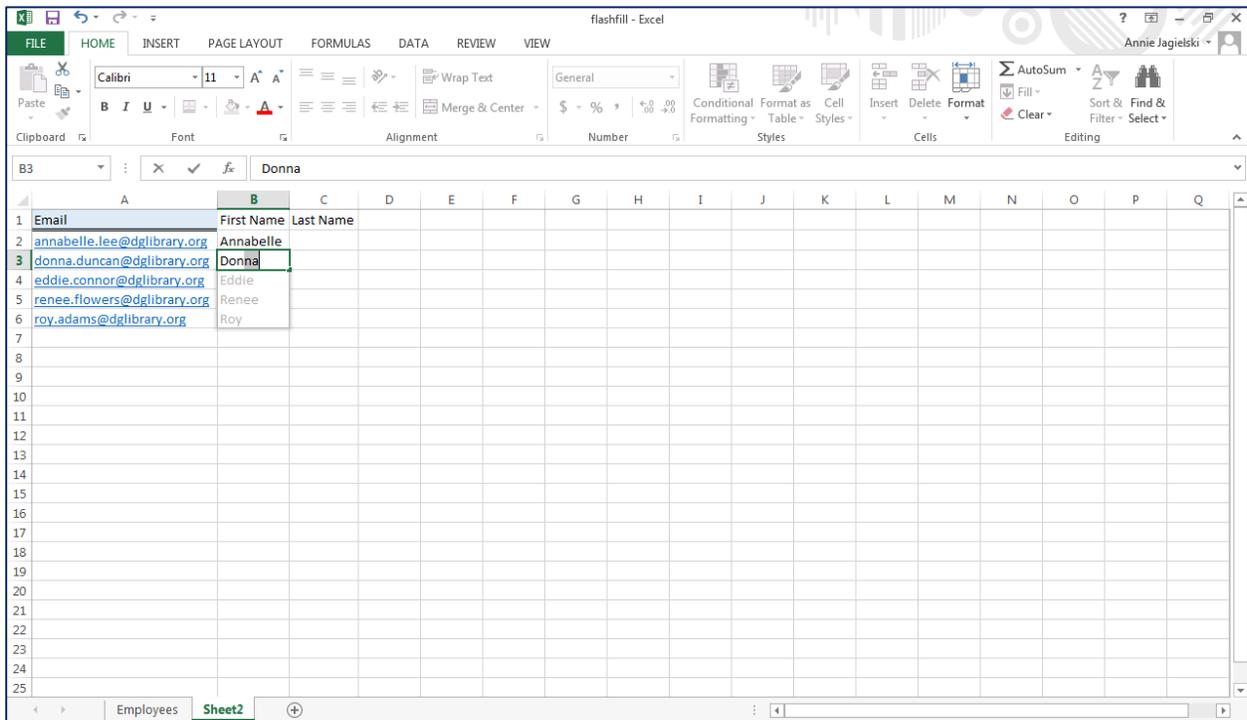
1. The email address in column D is `firstname.lastname@dglibrary.org`. If I want to repeat this format for consequent entries, type the first name and the last name followed by at `@dglibrary.org`.
2. Press the Enter key on the keyboard.
3. When you start to type the second entry, Excel repeats the pattern for the rest of the spreadsheet.

Introduction to Office 2016—continued



4. Click the **Flash Fill Options Button**  to undo the Flash Fill.

Separating Cell Contents



1. Let's extrapolate the first and last name from an email address. Type the first name from the email address, for example, Annabelle.
2. Press the Enter key on the keyboard.

Introduction to Office 2016—continued

3. Type the first name from the second email address. Excel populates all the other cells with the first name. You could do the same with last name.

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "flashfill - Excel". The ribbon is set to "HOME" and the "Font" group is active. The spreadsheet contains the following data:

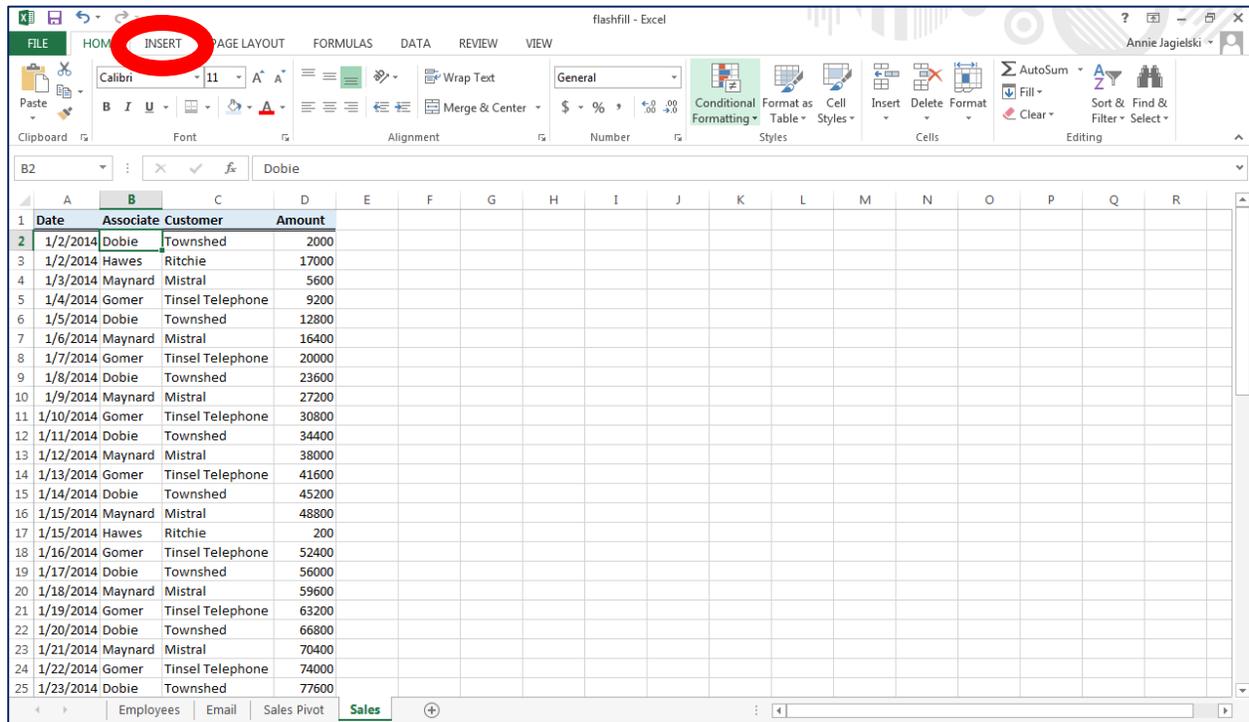
1	Email	First Name	Last Name
2	annabelle.jee@dglibrary.org	Annabelle	Lee
3	donna.duncan@dglibrary.org	Donna	Duncan
4	eddie.connor@dglibrary.org	Eddie	Connor
5	renee.flowers@dglibrary.org	Renee	Flowers
6	roy.adams@dglibrary.org	Roy	Adams

A large red arrow points from the "Eddie" cell in row 4, column C to the "Donna" cell in row 3, column C, illustrating the result of a Flash Fill operation where the first name from the second email address is used to populate the other cells.

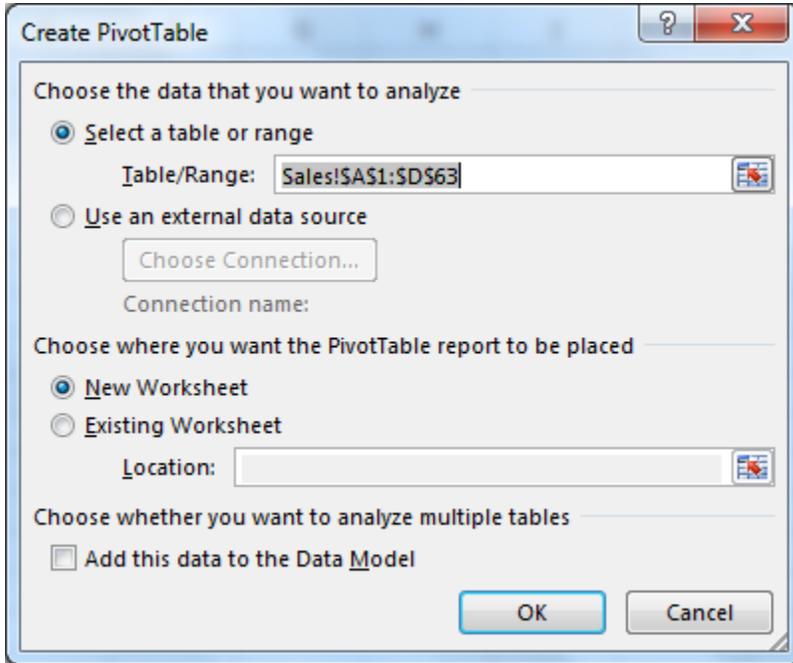
Exploring the Timeline Filter

Timeline Filters are used with PivotTables.

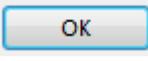
Creating a PivotTable

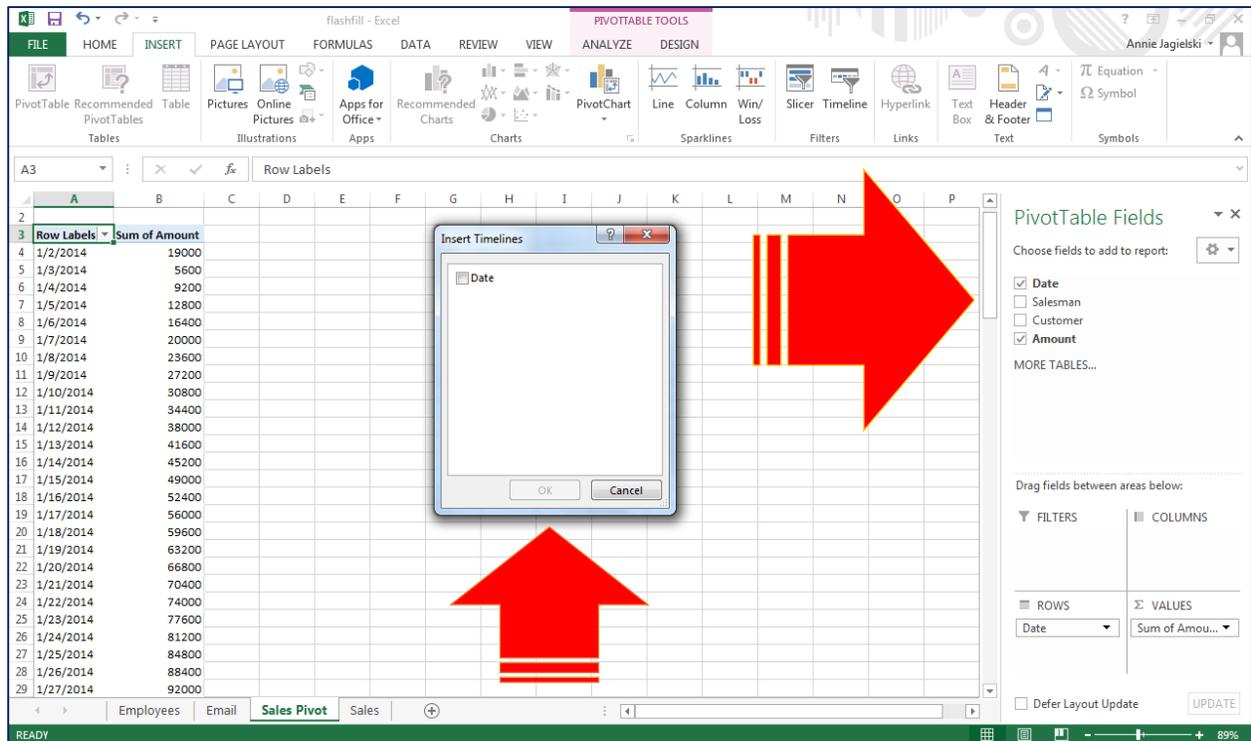


1. Click cell A1.
2. Click the **Insert** tab.
3. Click 



4. A marquee is displayed around the cells for which you would like to create a pivot table, and a pop-up screen appears.

5. Click 

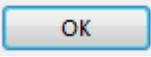


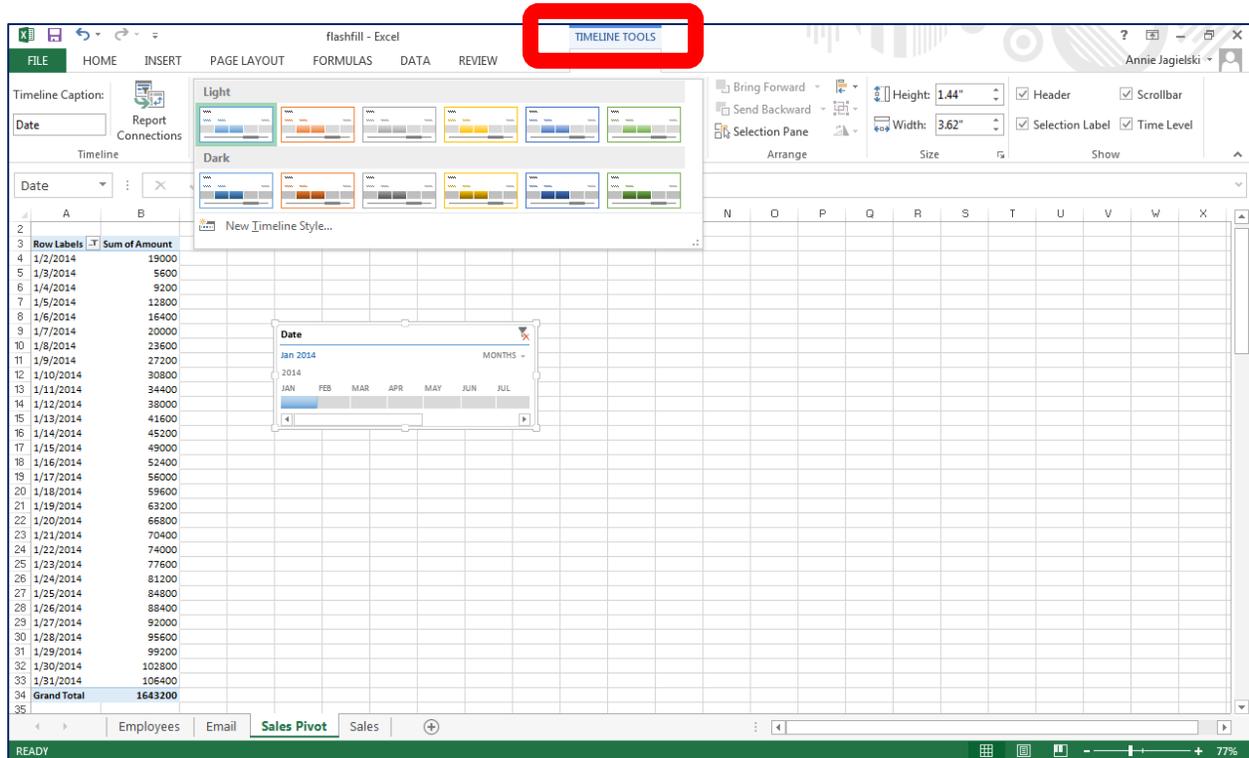
6. From the Pivot Table Task Pane, select **Date** and **Amount**.

7. Click  from the **Filters** group.

Introduction to Office 2016—continued

8. Click in the box next to date on the **Insert Timeline** pop up.

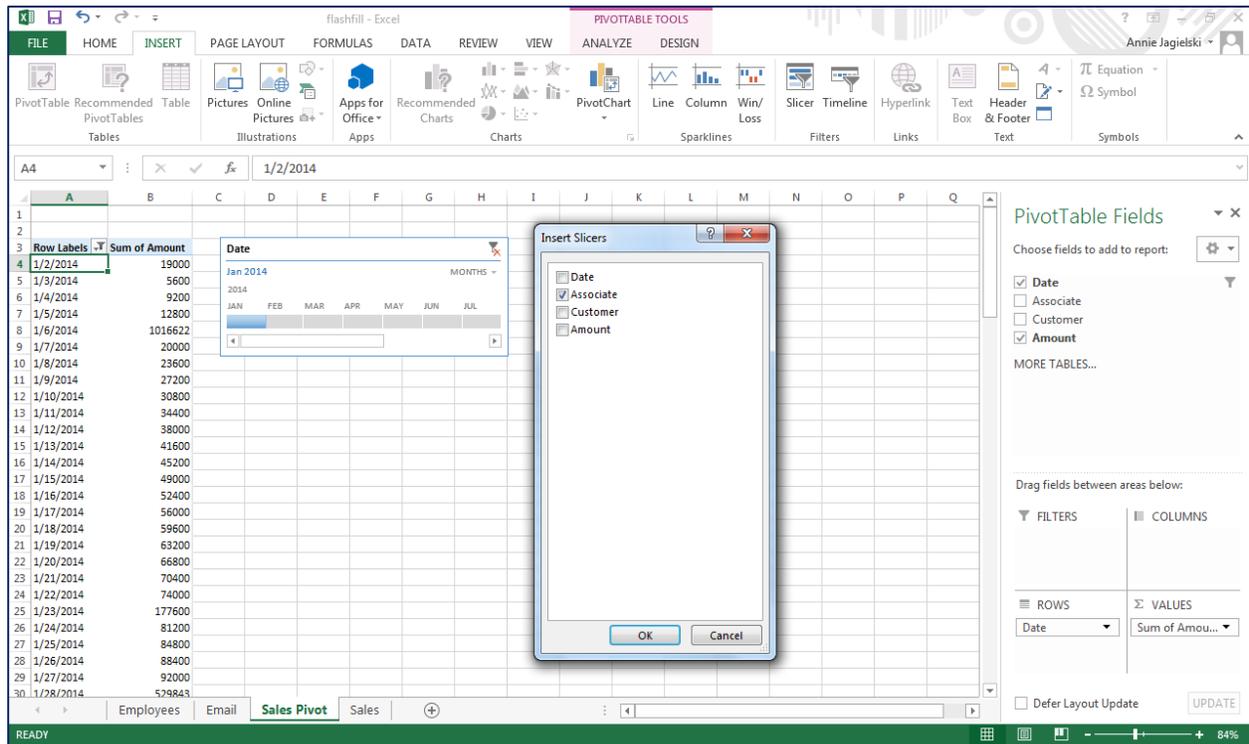
9. Click 



10. A timeline box appears. You can change the look of the box by clicking **Timeline Tools**. To view certain months, you can click on the month or click on the month and drag to select more than one month.

Adding Slicers to a Pivot Table

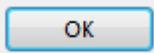
A Slicer is a visible filter that was introduced in Excel 2010. Let's use the Pivot Table above. By adding the Timeline Filter, I know how much my company has sold in January, perhaps I want to see which of my sales associates sold the most and which of my customers purchased the most in January.



1. Click the pivot table.

2. Click  from the **Insert** tab/**Filters** group.

3. Select the filters (slicers) you wish to add to the pivot table, for example Associate.

4. Click .

Introduction to Office 2016—continued

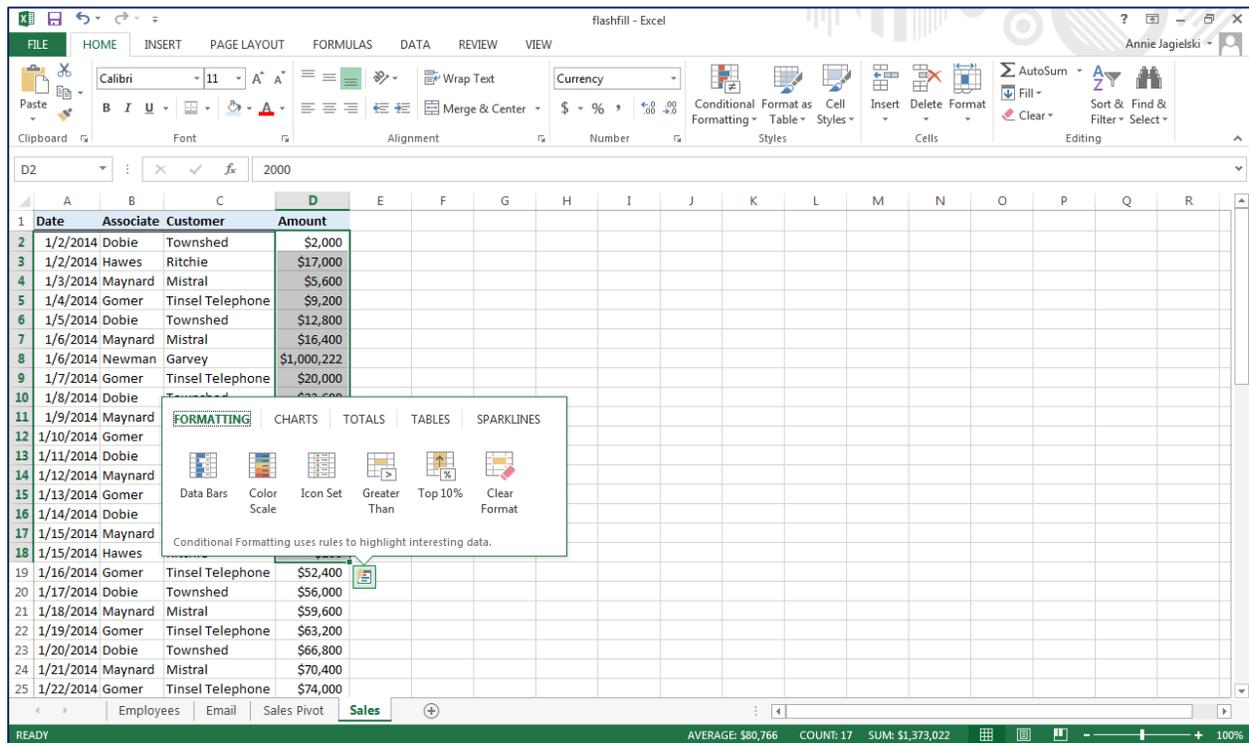
The screenshot shows an Excel spreadsheet with a PivotTable and a slicer. The PivotTable has 'Row Labels' and 'Sum of Amount' columns. The slicer is titled 'Associate' and lists five names: Dobie, Gomer, Hawes, Maynard, and Newman. A red circle highlights the 'Filter' icon on the slicer, and a red arrow points from it to the word 'Filter' written below the slicer.

Row Labels	Sum of Amount
1/4/2014	9200
1/7/2014	20000
1/10/2014	30800
1/13/2014	41600
1/16/2014	52400
1/19/2014	63200
1/22/2014	74000
1/25/2014	84800
1/28/2014	95600
1/31/2014	106400
Grand Total	578000

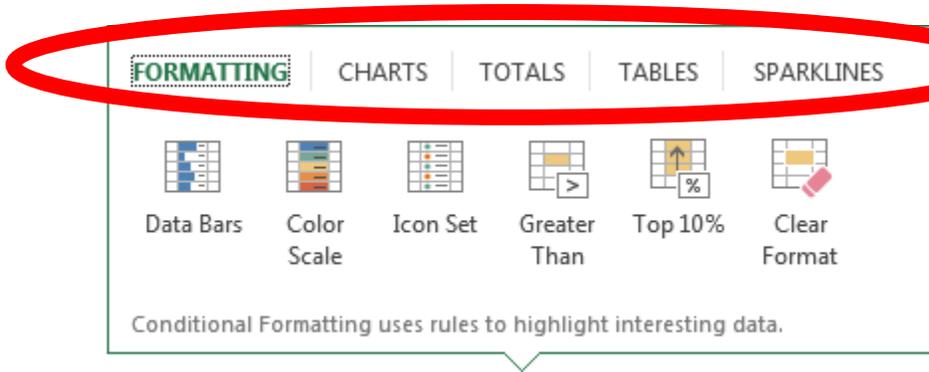
5. Click the name of an associate on the slicer to see their sales for January. To see the entire Associates' sales, click the Timeline filter or remove the Timeline.

Using Quick Analysis

All the useful tools in Excel are available using Quick Analysis, for example, conditional formatting, charts, totals, etc.



1. Highlight the items that you would like to analyze, for example, I want to analyze the sales for January 1 through January 15.
2. Click the Quick Analysis Tool  or press Ctrl and Q from the keyboard.
3. A list of available tools appears. Click on the Tools, for example, Formatting, Charts, etc.

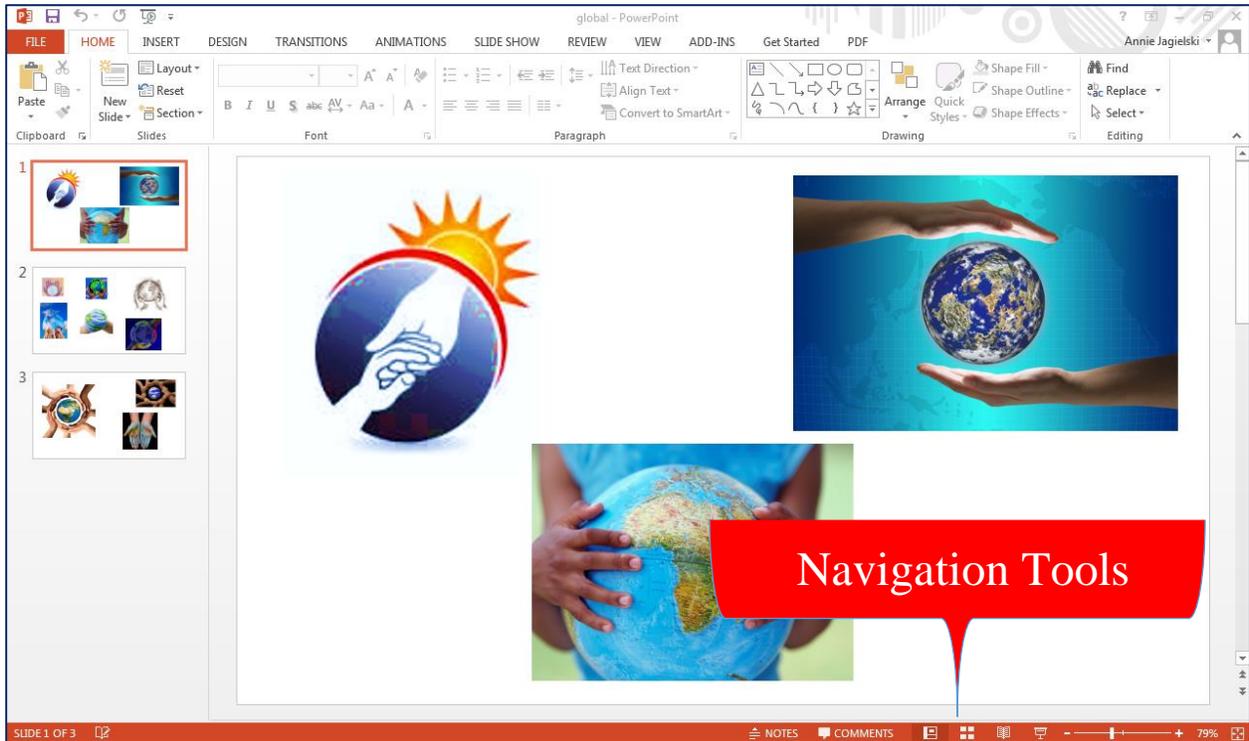


Click the tabs to see all options.

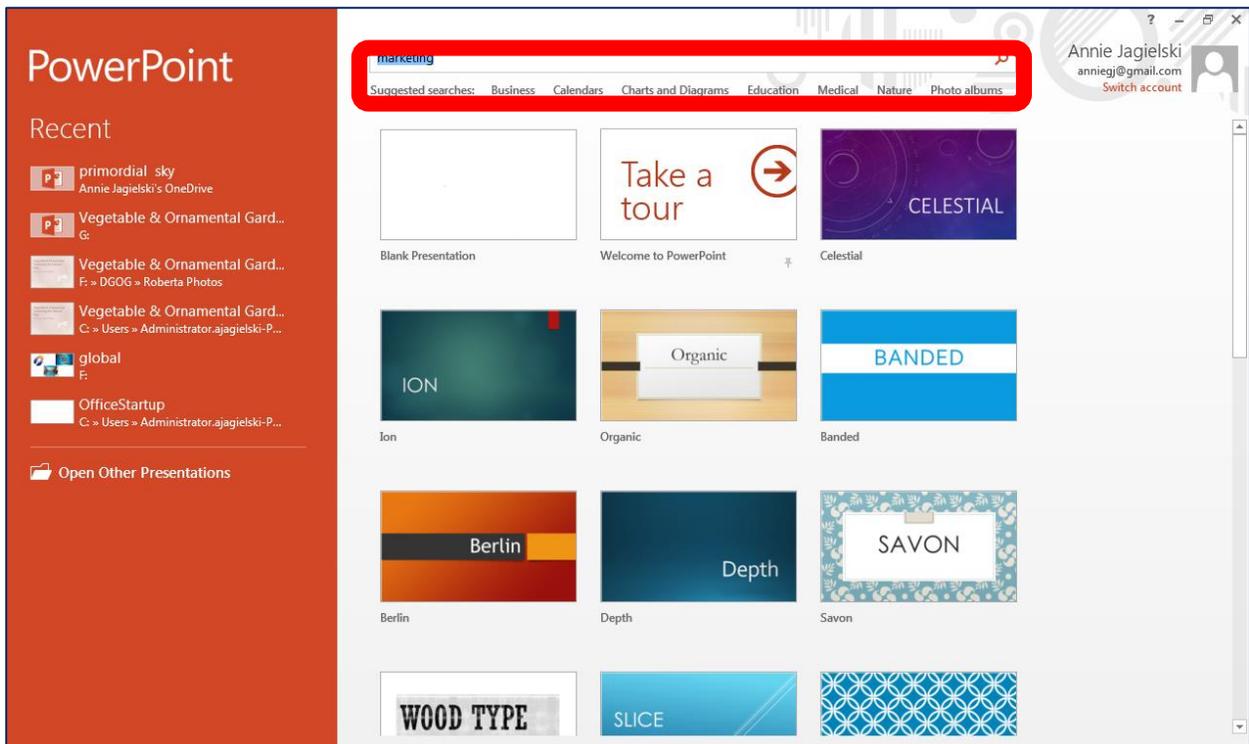
Formatting	Charts	Totals	Tables	Sparklines
<ul style="list-style-type: none"> • Data Bars • Color Scale • Icon Set 	<ul style="list-style-type: none"> • Clustered Column • Clustered Bar • Line • Scattered 	<ul style="list-style-type: none"> • Sum • Average • % of Total • Running Total 	<ul style="list-style-type: none"> • Table • Pivot Table 	<ul style="list-style-type: none"> • Line • Column • Win/Loss
<ul style="list-style-type: none"> • Greater Than • Top 10% 				

PowerPoint

Navigating



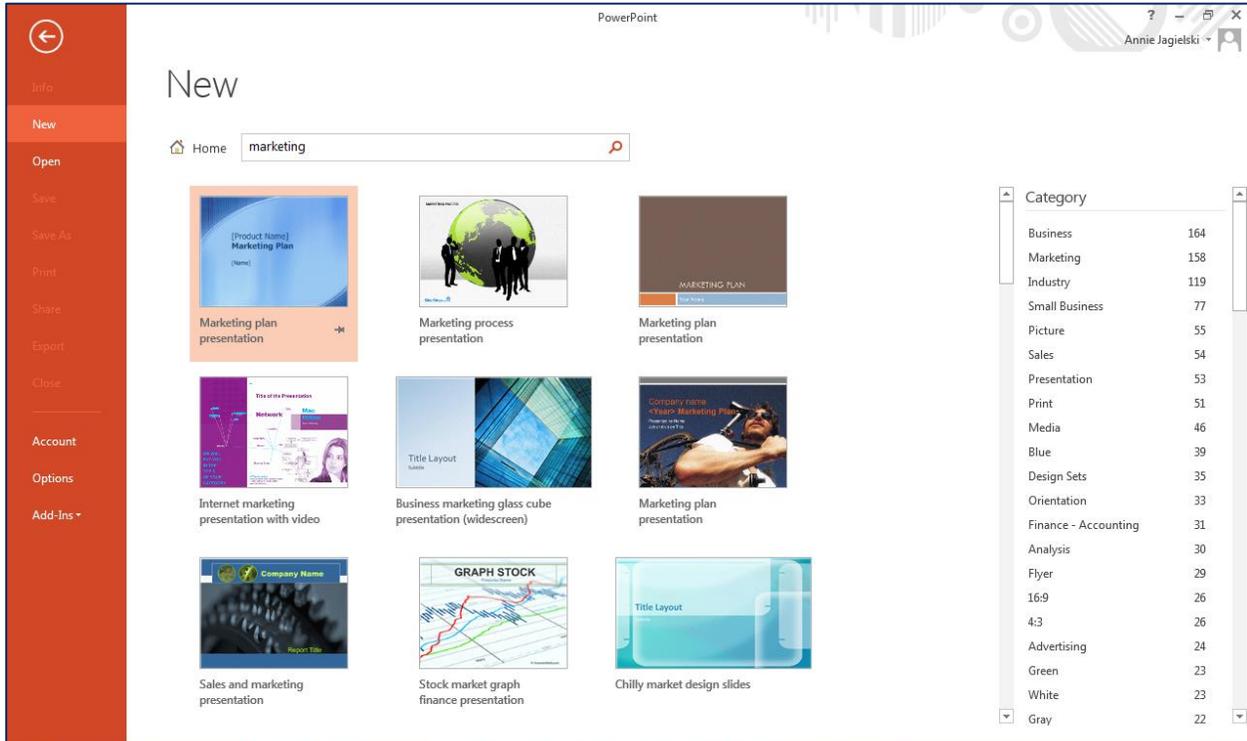
Pinning Templates



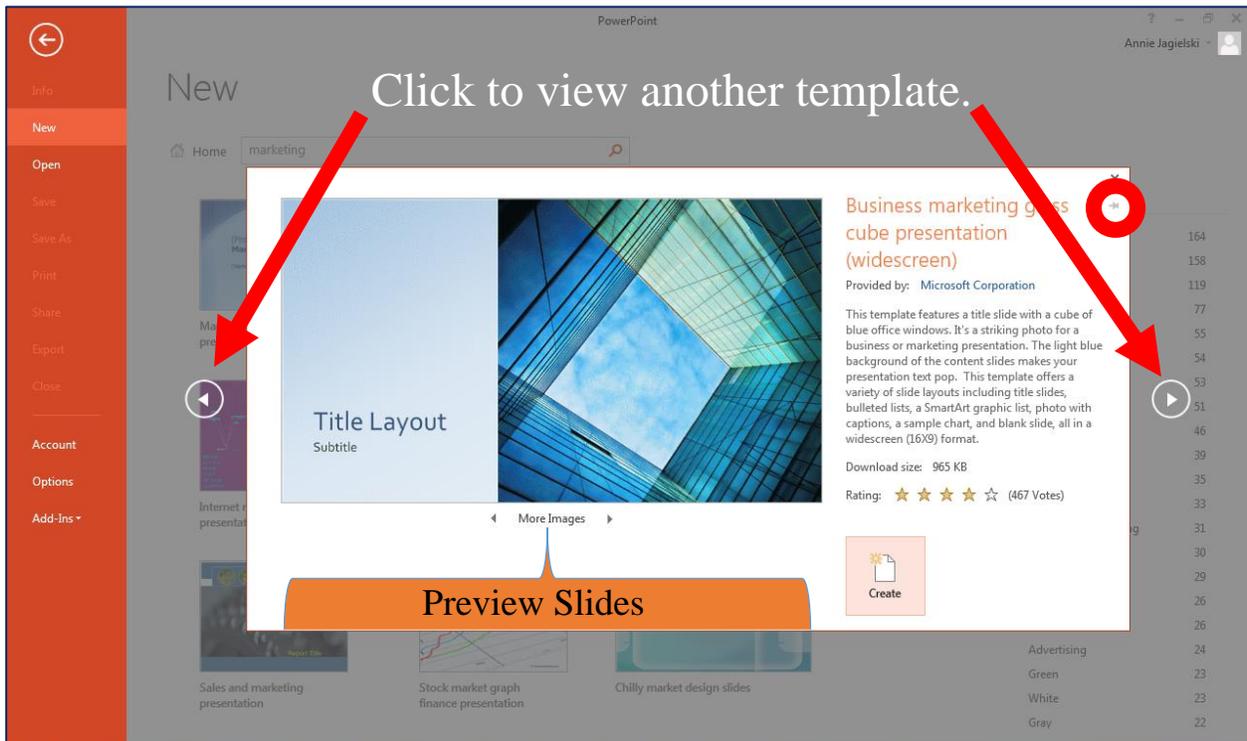
1. Click in the box on top of the right side of the screen.

Introduction to Office 2016—continued

2. Type a keyword for what you would like to find, for example, a marketing presentation.
3. Press the Enter key on the keyboard.



4. Click a slide presentation to see a preview.



5. If you know that you will be using this template again, pin it to PowerPoint's **New page**. Click  or click  to begin using the template.

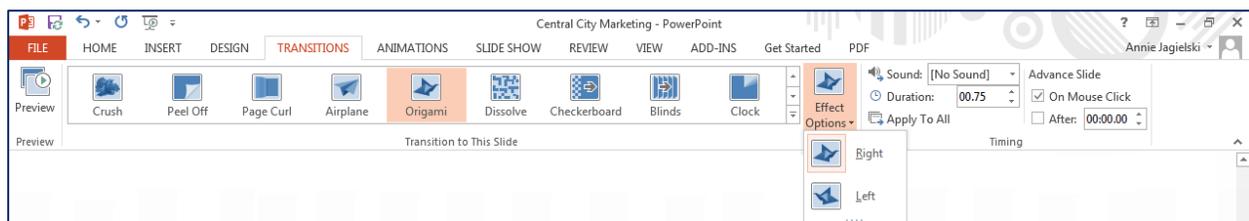
Applying New Slide Transitions

PowerPoint 2016 has some new slide transitions:

- Airplane
- Comb
- Crush
- Curtains
- Drape
- Fall Over
- Fracture
- Origami
- Page Curl
- Prestige
- Wind



1. Click the Transitions tab.
2. Click a transition style, for example Origami.
3. If  to not grayed out, click it.



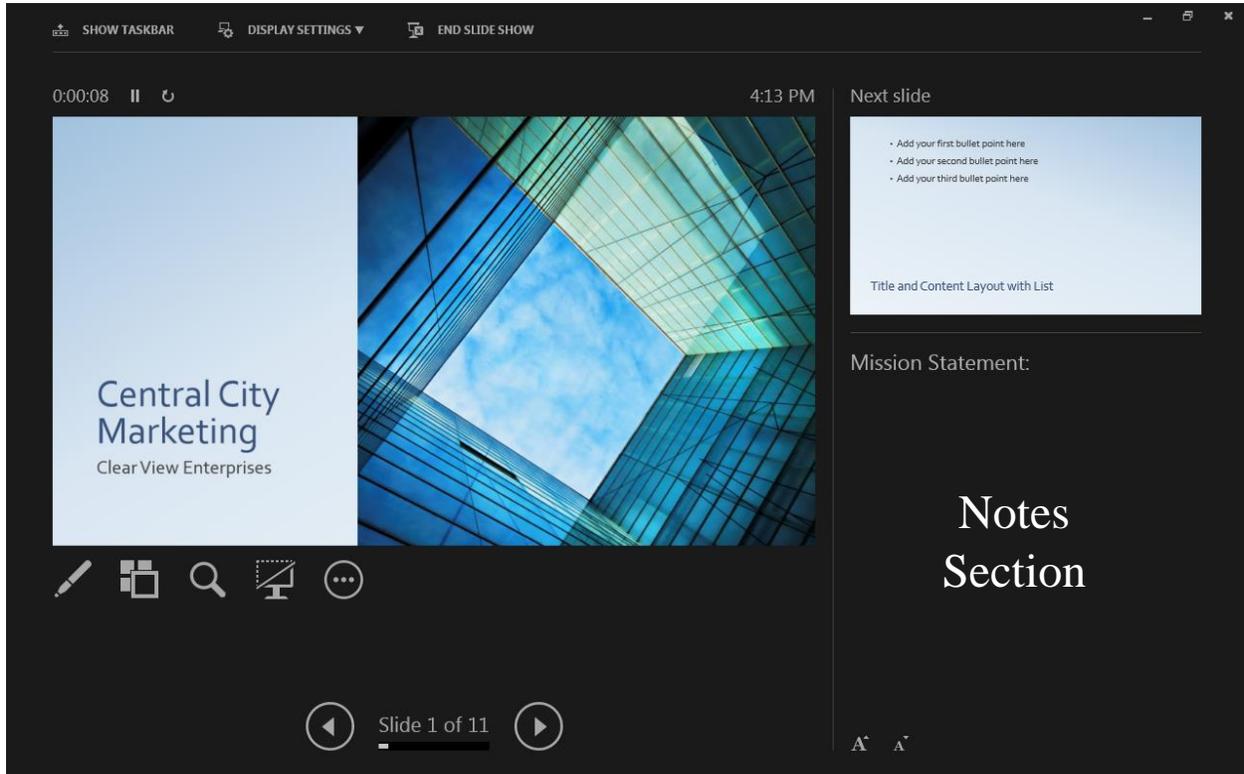
4. Click Right or Left.
5. Click **Apply To All** to add the transition to all slides.



Remember, you do not want the transitions to be distracting. Perhaps use an exciting transition before a slide you want the audience to pay particular attention.

Using Presenter View

You need two monitors to use this, for example, a laptop and a projector. On your laptop, you would see Presenter View. The projector would display the slide show.



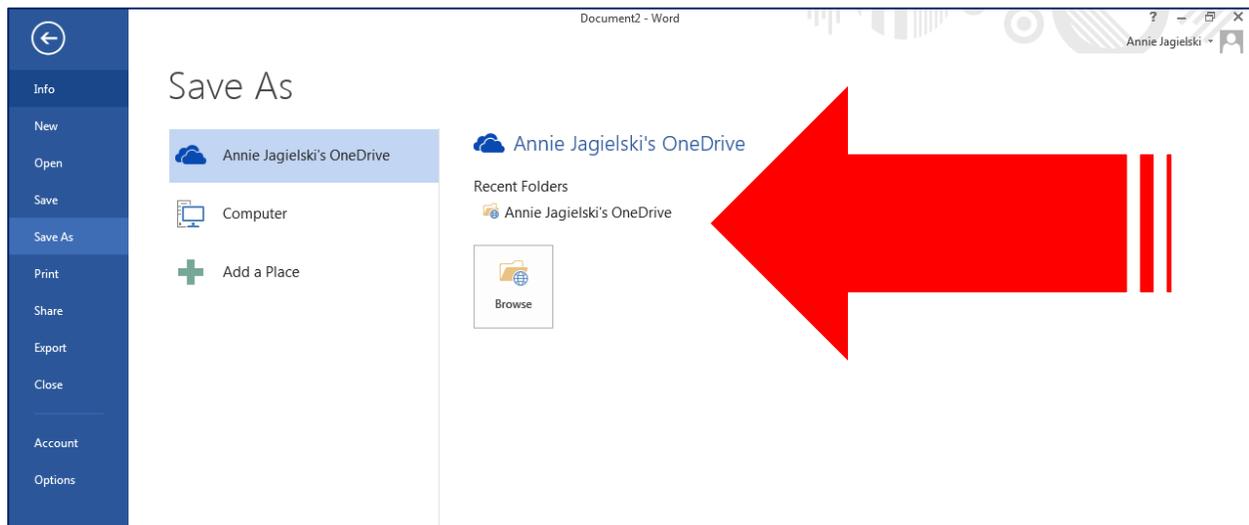
1. If you play a slide show, presenter view automatically appears on your monitor. To see it without running the slide show, hold down the Alt key and press the F5 key.
2. In the left screen is the current slide, the right screen displays the next slide and any slide notes. You can navigate from the bottom.
3. To exit **Presenter View**, press the Esc key on the keyboard.

OneDrive

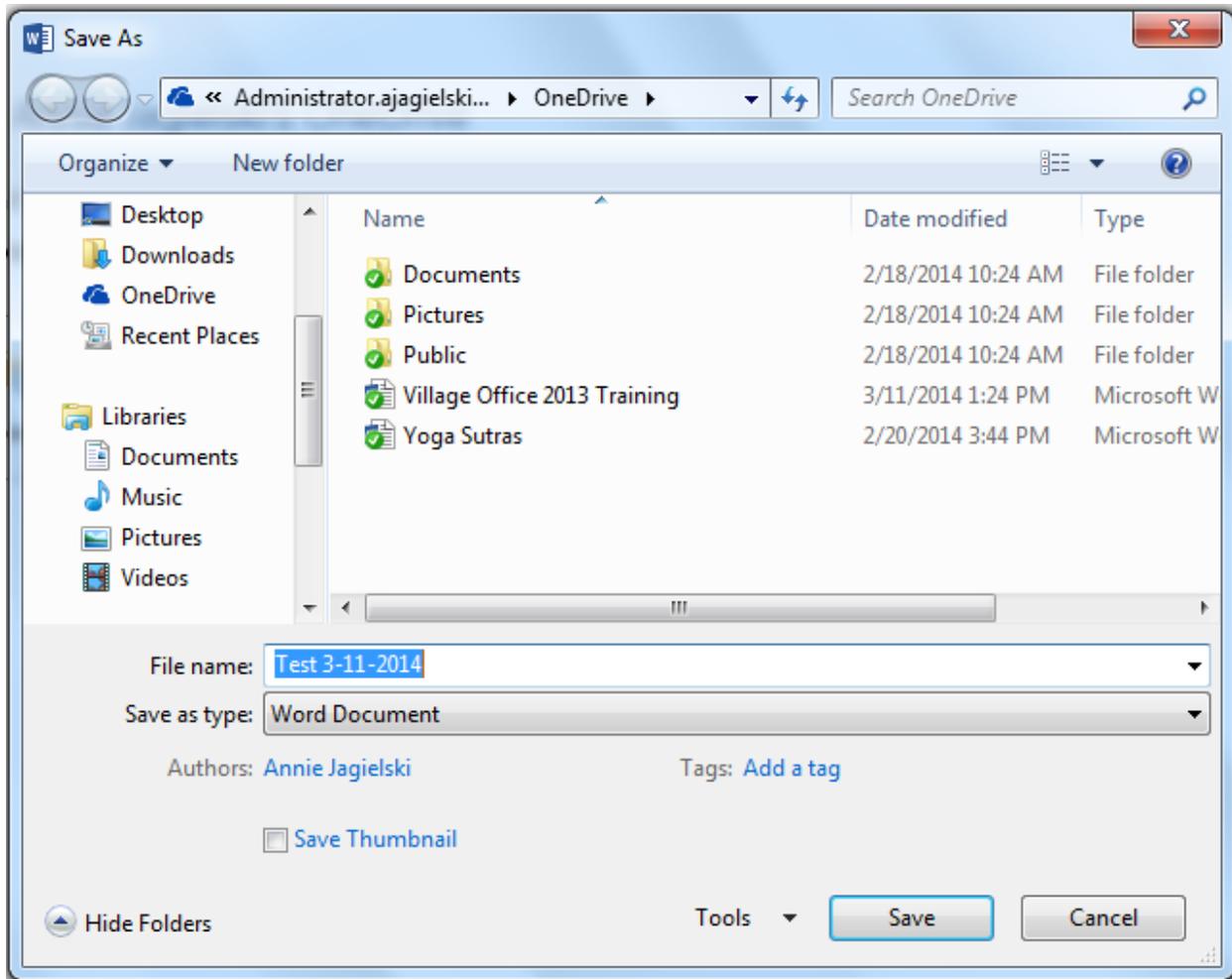
With Office 2016, you now have an OneDrive account, which means that you can access documents that you save to OneDrive from any computer. You can also edit the documents online if you do not have access to a computer with Office 2013 installed.

Saving a Document to OneDrive

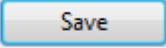
1. Click  from the Quick Access toolbar.



2. Double click where you would like to save the document or click 



3. Type a name for the file.

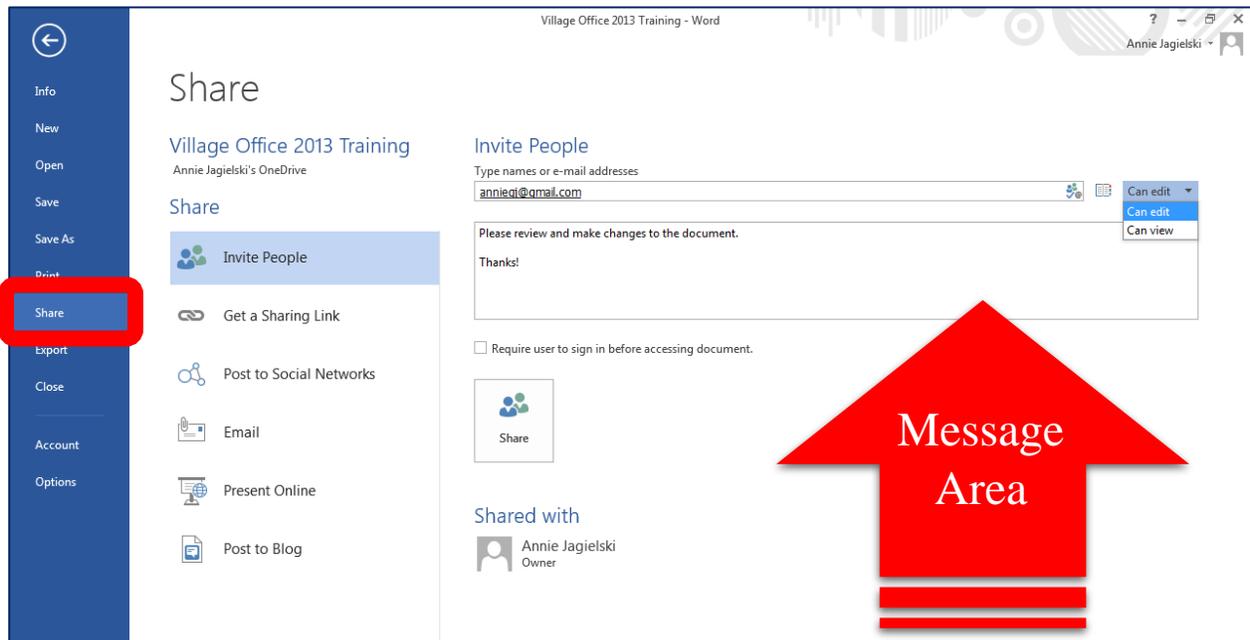
4. Click 

Sharing a Document

To share a document, it must be saved to your OneDrive account.

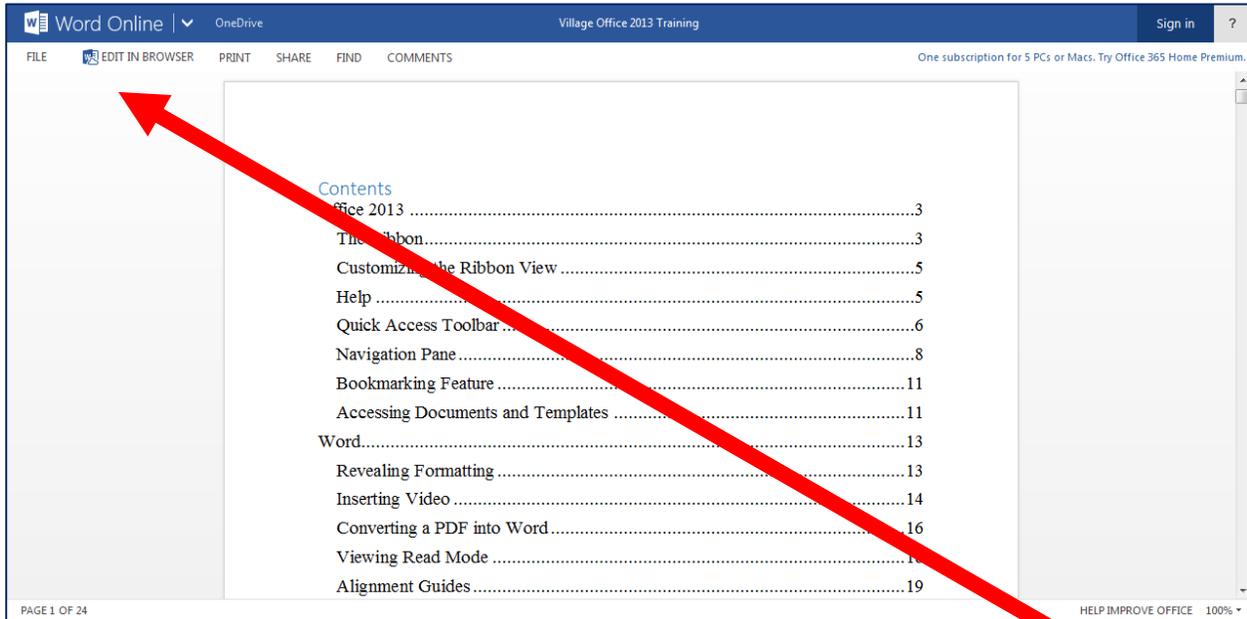


1. Click the **File** tab on the Ribbon.

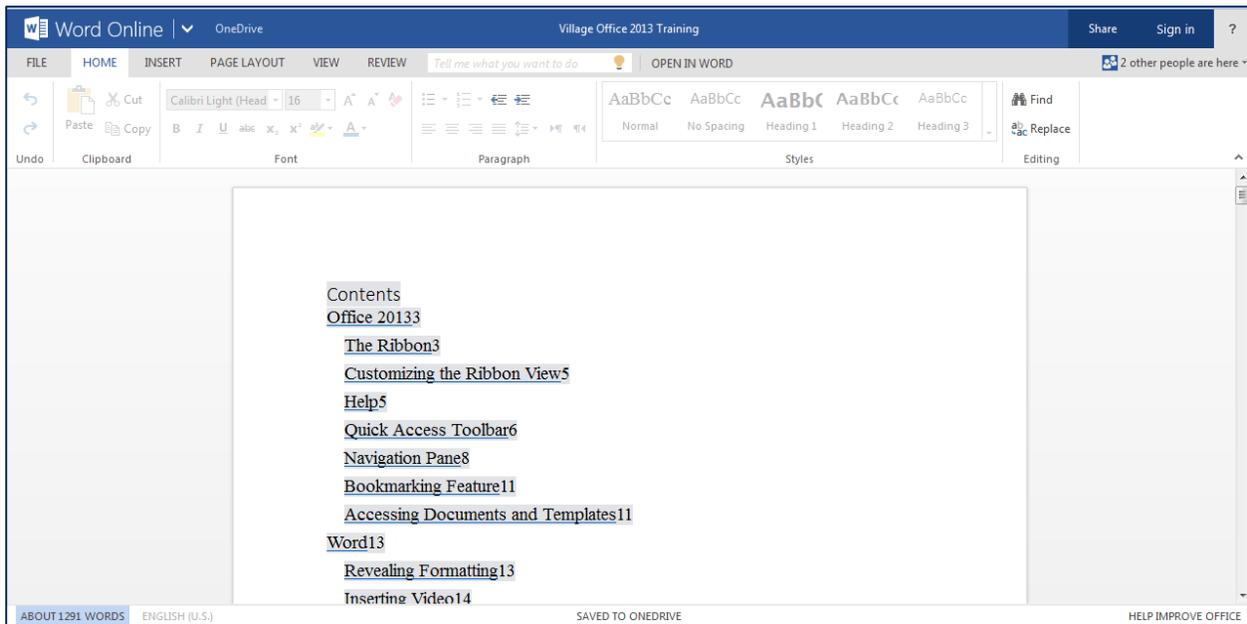


2. Click **Share** from the left side of the screen.
3. Click **Invite People**.
4. Type email addresses in the box under **Type names or email addresses**.
5. Click the down arrow next to **Can edit**.
6. Click either **Can edit** or **Can view**.
7. Type a message.
8. Click in box next to require used to sign in before accessing document if you know that the person you are sharing the document with has an OneDrive account.
9. Click 

Changing a Document in the Browser

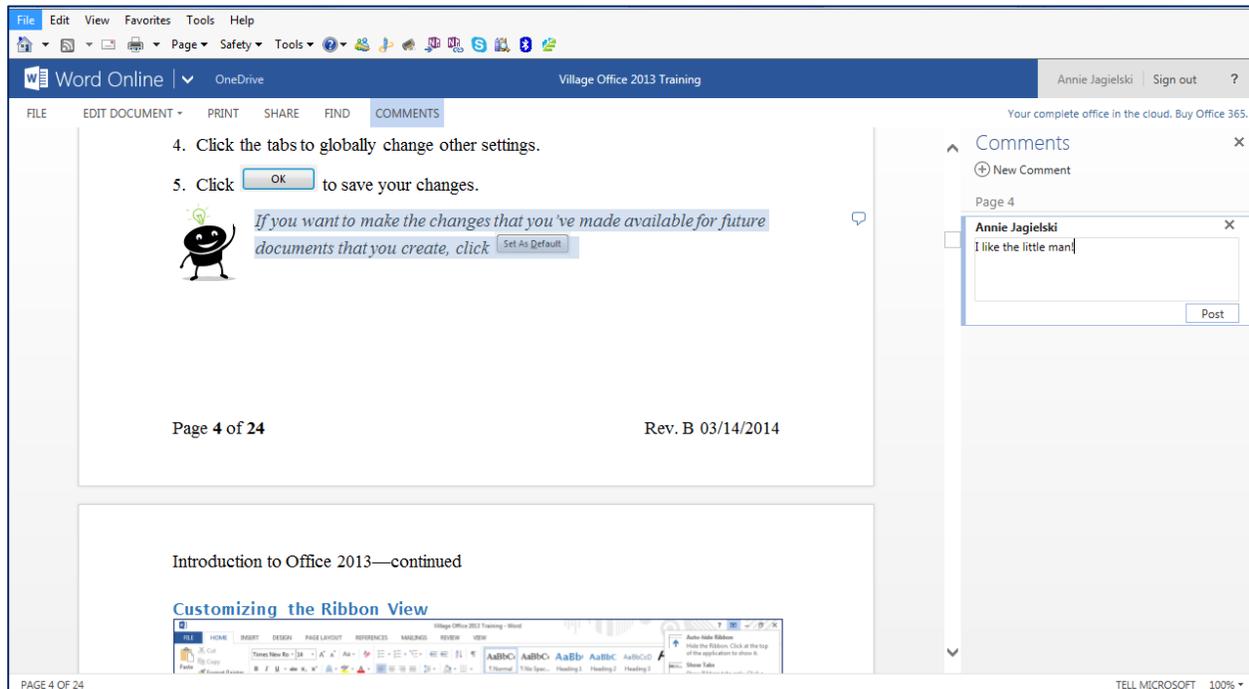


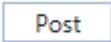
1. If you have been given permission to edit a document, click  EDIT IN BROWSER



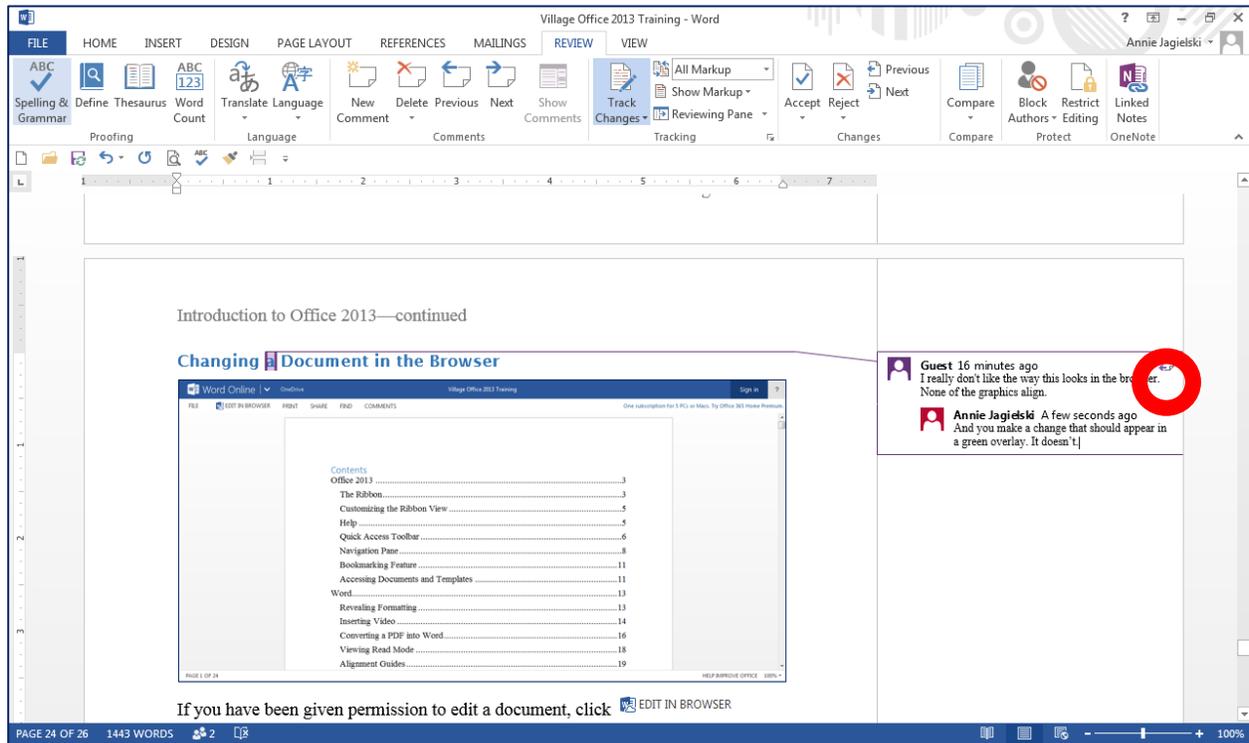
2. A facsimile of the Office product appears in your browser.

Inserting Comments



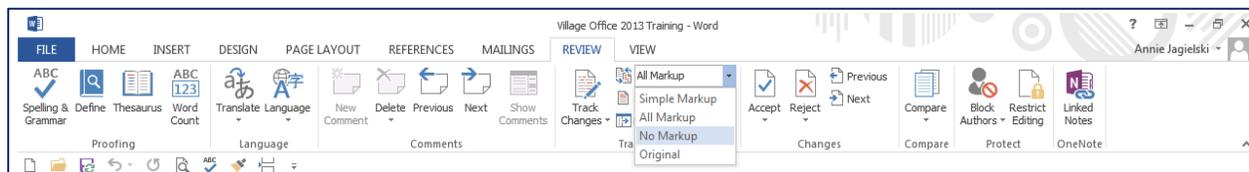
1. Click the Comments tab if you are viewing the document in the browser or the **Review** tab/**Comments** group on the Office 2016 product.
2. Highlight some text in the document.
3. Click  **New Comment** from the task pane on the right.
4. Type a comment. Your name will appear above the comment.
5. Click 

Replying to Comments



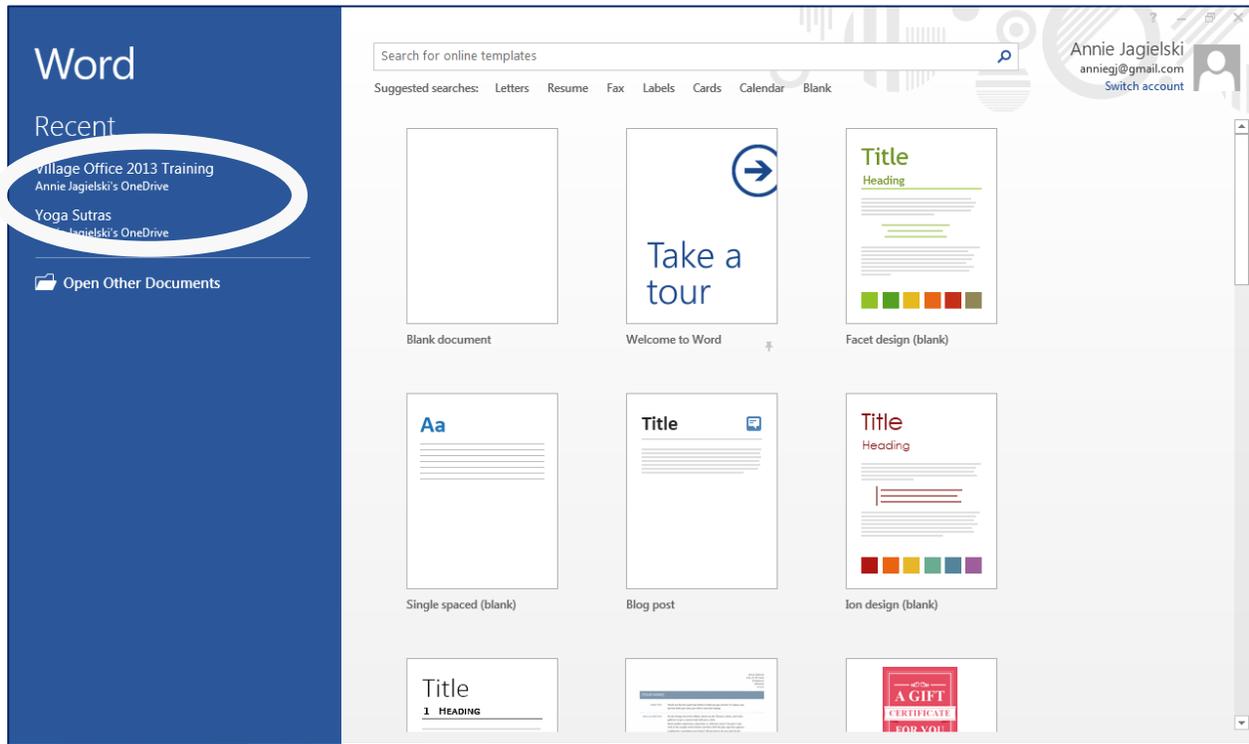
1. Click the **Review** tab/**Tracking** group.
2. Click the down arrow next to **Simple Markup**.
3. Select **All Markup**.
4. A task pane appears on the right. If you scroll down the document, you can see changes made to the documents and comments.
5. Click  to reply to a comment.

Turning Off Mark Up



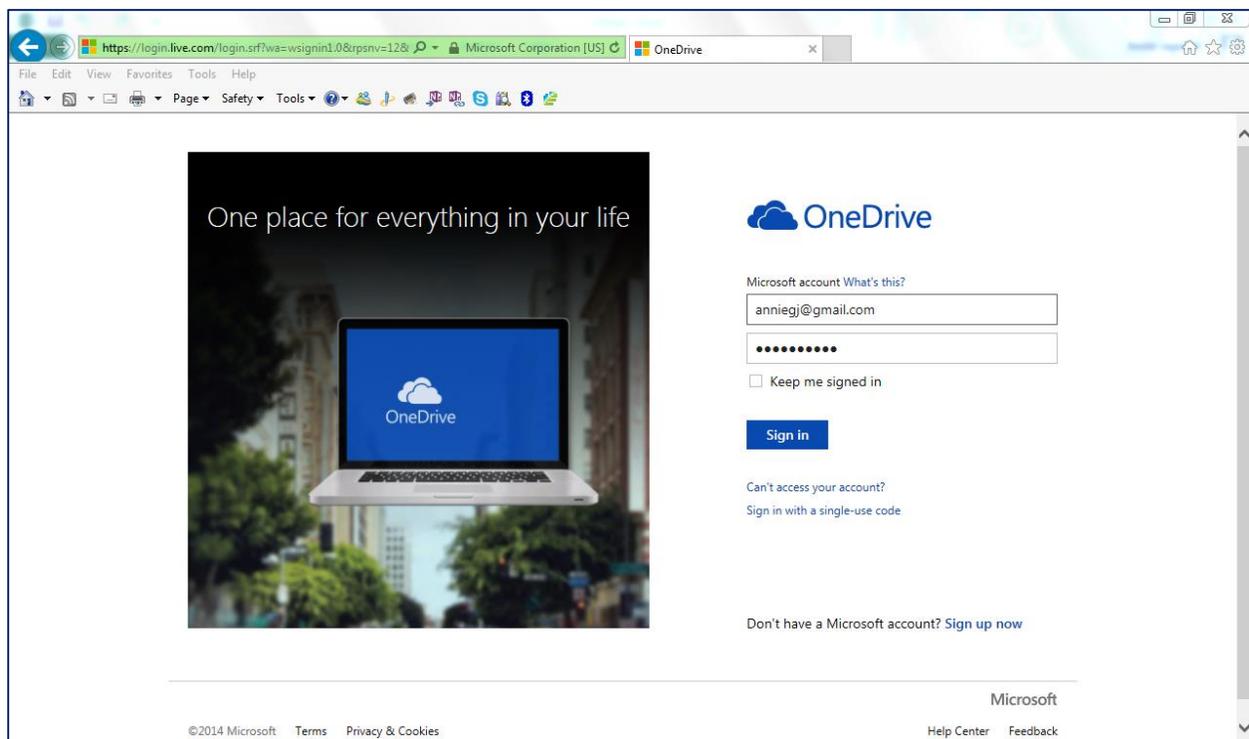
1. To turn off Tracking View, click the **Review** tab/**Tracking** group.
2. Click the down arrow next to **All Markup**.
3. Click **No Markup**.

Accessing Your OneDrive Documents from Your Computer



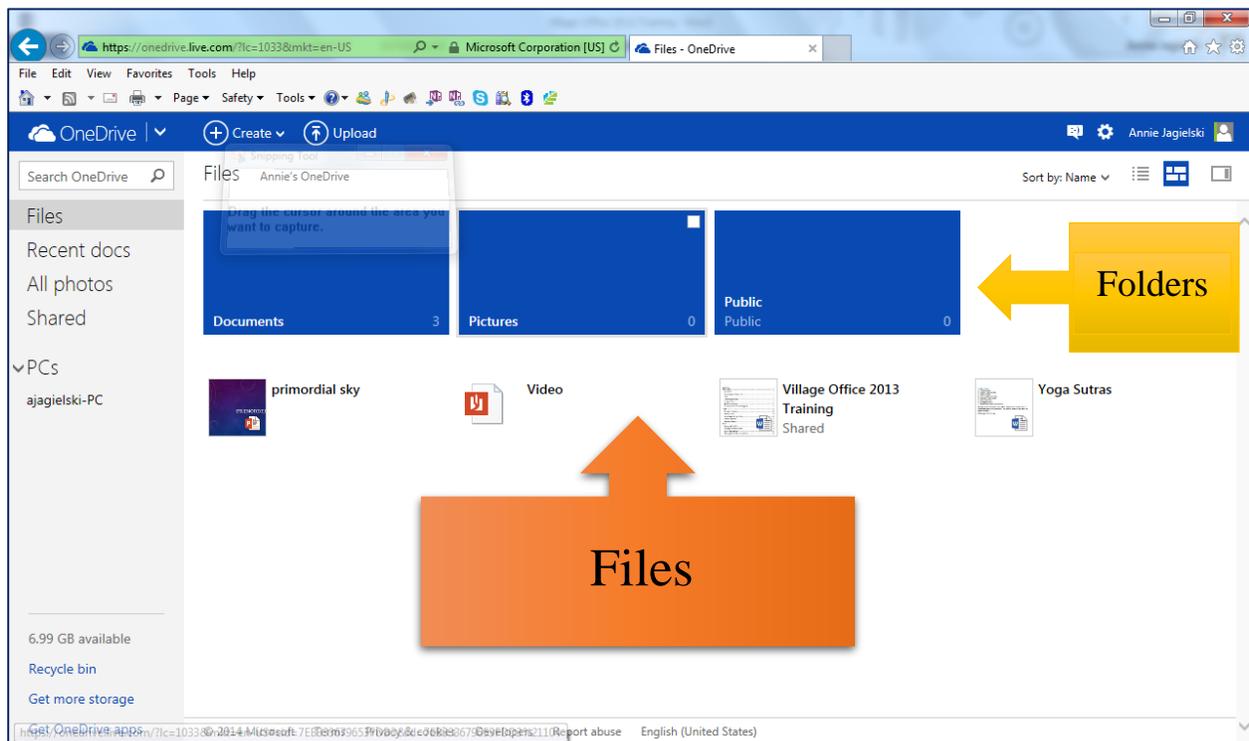
1. Your recent documents appear on the left side of the screen.
2. Click the document to assess your document from your computer or in OneDrive.

Editing Your OneDrive Documents Online



Introduction to Office 2016—continued

1. Open browser software. Internet Explorer is recommended because it is a Microsoft product.
2. Type onedrive.com in the address bar.
3. Press the Enter key on the keyboard.
4. Type your email address in the box under Microsoft account.
5. Type your password. It will appear as dots.
6. Click 



7. Click a folder or file to open.