

CustomGuide
Interactive Training

MICROSOFT OFFICE 2016 REFERENCE CARD KIT



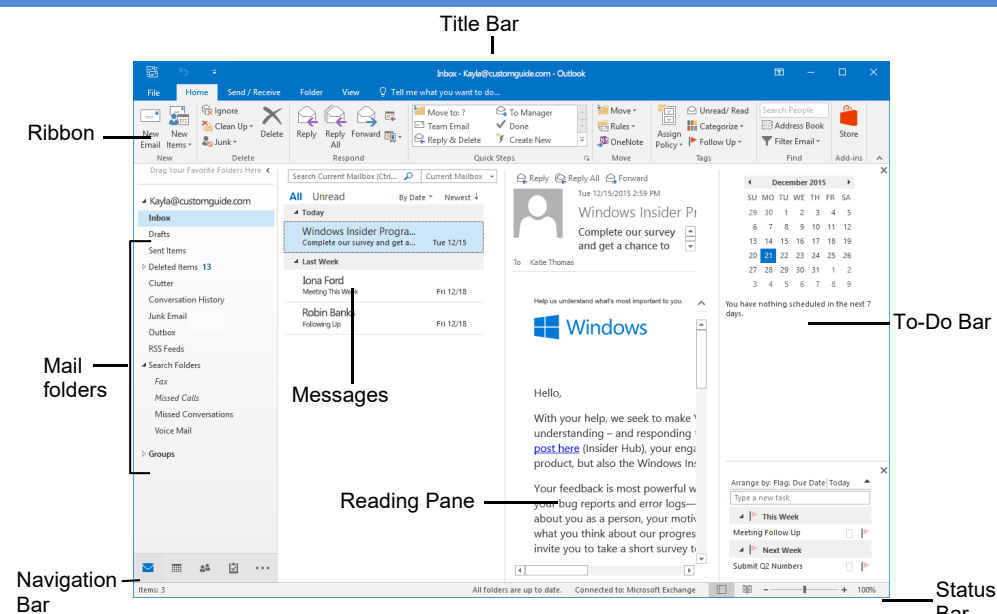
Outlook 2016

Quick Reference Card

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Outlook 2016 Screen



Navigation Pane

Mail

Contains mail-related folders like your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.

Calendar

Enables you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.

People

Use to store and keep track of addresses, numbers, and e-mail addresses.

Tasks

Use to organize to-do lists, track task progress, and delegate tasks.

Notes

Use like electronic Post-It® Notes to write down information.

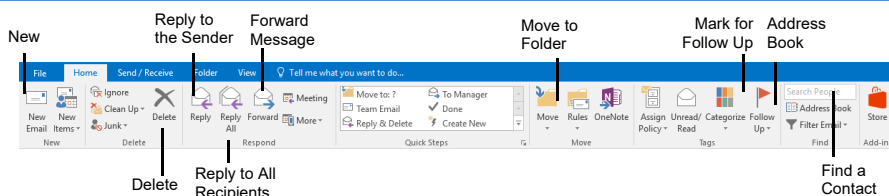
Folder List

Displays a list of all your Outlook folders in the Navigation pane.

Shortcuts

Add shortcuts to folders and locations in Outlook for quick access.

Messages: Basic Tasks



- **To Access the Inbox:** Click the **Mail** button in the Navigation Bar.
- **To Check for New Messages:** Click the **Send/Receive** button on the Quick Access toolbar, or press **F9**.
- **Message Indicators:**
 - Message has not been read.
 - File is attached to the message.
 - Message has high or low importance.
- **To Open a Message:** Click a message to preview or double-click to open it.
- **To Reply to the Message Sender:** Click the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Reply to All Message Recipients:** Click the message, click the **Reply to All** button, type your reply, and click the **Send** button.
- **To Forward a Message:** Click the message, click the **Forward** button, enter e-mail addresses in the **To** box, enter comments in the text box, and click the **Send** button.
- **To Delete a Message:** Select the message and press the **Delete** key.
- **To Create a New Message:**
 - Click the **New** button or press **Ctrl + N**.
 - Enter the e-mail addresses in the **To** box, or click the **To...** button to use the address book.
 - Click the **Cc...** button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
 - Enter the subject of the message in the **Subject** box.
 - Enter the text of your message in the text box.
 - Click the **Send** button.
- **To Attach a File:** Create a new message, click the **Attach File** button in the Include group on the Ribbon in the Message window, select the file you want to send, and click **Insert**.
- **To Send a Blind Carbon Copy (Bcc):** In the message window, click the **Options** tab on the Ribbon and select **Show Bcc** in the Fields group. Click the **Bcc...** button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- **To Open an Attachment:** Double-click the attachment at the top of the message window.

Keyboard Shortcuts

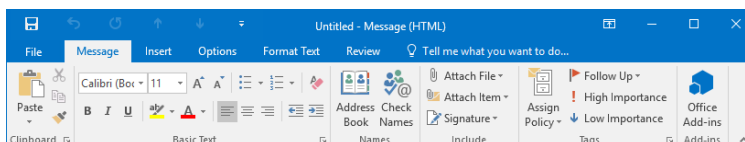
Save	Ctrl + S
Print	Ctrl + P
Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Check Spelling	F7
Check for Mail	F9
Save, Close, and Send	Alt + S
Reply	Ctrl + R
Reply to All	Alt + L
Address Book	Ctrl + Shift + B
Help	F1
Switch Between Applications	Alt + Tab
New Item	Ctrl + N

Message Window Features

Like in Outlook 2010, the File menu and Ribbon replace the Office button and Standard Toolbar in Outlook 2013.

Quick Access Toolbar

Ribbon

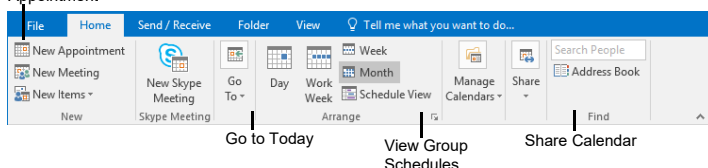


Messages: Advanced Tasks

- **To Flag a Message as a To-Do Item:** Right-click the message, select **Follow Up** from the contextual menu, and select a flag. Or, click the flag icon on the message. Or, select the message, click the **Follow Up** button on the Ribbon and select a flag.
- **To Clear a Flagged Message:** Right-click the message, select **Follow Up** from the contextual menu, and select **Clear Flag**.
- **To Categorize a Message by Color:** Click the Quick Click icon on the message. Or, right-click the message, select **Categorize** from the contextual menu, and select a color category. Or, select the message, click the **Categorize** button on the Ribbon, and select a flag.
- **To Recall a Message:** Open the **Sent Items** folder. Double-click the message, click the **Actions** button in the Move group on the Ribbon, and select **Recall This Message**. Choose to delete the message or replace the message with a new one in the dialog box and click **OK**. *You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.*
- **To Resend a Message:** Open the **Sent Items** folder. Double-click the message, click the **Actions** button in the Move group on the Ribbon, and select **Resend This Message**. Enter new recipients in the message window and click **Send**.
- **To Save a Message as a Draft:** Click the **Save** button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- **To Move an Item to a Different Folder:** Select the item, click the **Move to Folder** button and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- **To Create a Distribution List:** Click the **New Items** button arrow on the Ribbon and point to **More Items** and select **Contact Group**. Click **Add Members** in the Members group on the Ribbon, select the location of the contacts you wish to use and select a name in the list. Click the **Members** button and repeat for each name to be added. Click **OK**, then click **Save & Close** in the Actions group.
- **To Create a Signature:** Go to **File**, select **Options** and click the **Mail** tab. Click the **Signatures** button, and create the new signature.
- **To Change a Message's Options:** In the message window, click the **Options** tab on the Ribbon and click the **More Options** Dialog Box Launcher. Here you can specify the level of importance or sensitivity of the message, add voting buttons to the message, indicate where replies should be sent to, choose to receive read receipts and encrypt the message or delay its delivery.
- **To Use the Rules Wizard:**
 1. Make sure that you're in the **Inbox**.
 2. Click **File** on the menu bar, click the **Info** tab select **Manage Rules and Alerts**, and click the **New Rule** button.
 3. Select the type of rule you want to create and click **Next**.
 4. Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
 5. Specify the criteria—a person's name, a keyword, etc.—and click **OK**.
 6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
 7. Click **Finish** to complete the rule and click **OK**.

Calendar

New Appointment



- **To View the Calendar:** Click the **Calendar** button in the Navigation Bar.
- **To Change Views:** Click the **View** tab on the menu bar and select the desired view. Or, click one of the **Day**, **Week**, or **Month** view buttons.
- **To Schedule an Appointment:** Click the **New Appointment** button or press **Ctrl + N**.
- **To Schedule a Recurring Appointment:** Click **New Items** on the Ribbon and select **Appointment** from the menu. Click the **Options** arrow and then the **Recurrence** button. Fill in the fields and click **OK**.
- **To Schedule a Meeting Request:** Click the **New Meeting** button on the Ribbon and in the **To...** field type the contact that you wish to include.
- **To Schedule an All Day Event:** Click **New Items** arrow on the Ribbon and select **New All Day Event** from the menu.
- **To Reschedule an Item:** Double-click the meeting, appointment, or event, make your changes and click the **Save & Close** button.

Contacts

- **To View Your Contacts:** Click the **People** button in the Navigation Bar.
- **To Create a New Contact:** Click the **New Contact** button on the Ribbon.
- **To Edit a Contact:** Double-click the contact.
- **To Find a Contact:** Type words to search for in the **Search Contacts** box.
- **To Delete a Contact:** Select the contact and press the **Delete** key.
- **To Change Views:** Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks and To-Do Items

- **To View Your Tasks:** Click the **Tasks** button in the Navigation Bar.
- **To Create a New Task:** Click the **New** button, press **<Ctrl> + <N>**, or type a new task in the text box at the top of the window or in the **"Type a new task"** box in the To-Do Bar.
- **To Complete a Task:** In Simple List view, check the task's ☐ check box.
- **To Delete a Task:** Select the task and press the **Delete** key.
- **To Create a Recurring Task:** Double-click the task and click the **Recurrence** button on the Ribbon.
- **To Assign a Task:** Double-click the task, click the **Assign Task** button in the Manage Task group on the Ribbon, enter the person's name in the **To** box, and click **Send**.

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Access 2016

Quick Reference Card

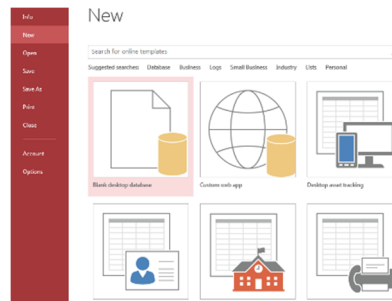
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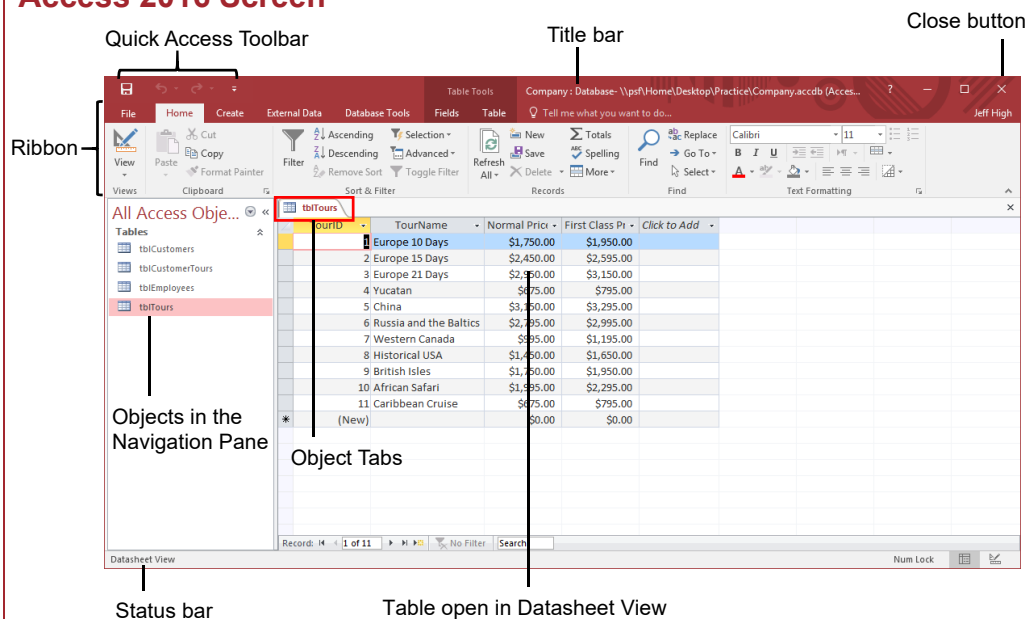
Working with Databases and Objects

Getting Started Window

- **To Create a Database:** Click a template category in the list and click the template you want to use. Click **Create**. Or, click the **Blank desktop database** button.
- **To Open an Existing Database:** Click the **Open** tab and click a database in the **Recent** list or click **Browse** and browse for it.



Access 2016 Screen



Database Objects

- **Tables** store related data in rows (records) and columns (fields).
 - **Queries** view, filter, calculate, change, sort, and examine the data stored in tables.
 - **Forms** are custom screens that provide an easy way to enter and view data in a table.
 - **Reports** present data from a table or query in a printed format.
 - **Macros** automate common tasks and can be run by clicking a button or pressing a shortcut key.
 - **Modules** are groups of procedures written in Visual Basic and used to automate tasks.
- Page objects have been replaced by Windows SharePoint Services. Pages in old databases can still be viewed—but not edited—in Internet Explorer.
- **To Open an Object:** Double-click the object in the Navigation Pane.

- **To Create a New Object:** Click the **Create** tab on the Ribbon and click a button for the object or wizard you want to use on the **Objects** bar.
- **To Modify an Object:** Open the object or click its tab in the window, click the **Format** tab on the Ribbon, click the **View** button in the Views group and select **Design View** or **Layout View**.
- **To Delete an Object:** Select the object and press **Delete**. Click **Yes**.
- **To Rename an Object:** Right-click the object, select **Rename** from the contextual menu, enter the new name, and press **Enter**.
- **To Repair/Compress a Database:** Click the **Database Tools** tab and select **Compact and Repair Database**.
- **To Import Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to import from in the Import group. Follow the onscreen instructions.
- **To Export Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to export to in the Export group. Follow the onscreen instructions.

Keystroke Shortcuts

General

Open a Database	Ctrl + O
Close a Database	Ctrl + W
Print Current View	Ctrl + P
Delete	Delete
Undo	Ctrl + Z
Help	F1
Delete Record	Ctrl + -
Cancel Changes	Esc
Insert Date	Ctrl + ;
Insert Time	Shift + Ctrl + :
Insert Value from Same Field in Previous Record	Ctrl + ' (Apostrophe)
Check Spelling	F7
Switch Applications	Alt + Tab

Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Screen	Page Down
Previous Screen	Page Up
First Record	Ctrl + ↑
Last Record	Ctrl + ↓
Toggle Navigation Pane	F11

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Design View

Properties	Alt + Enter
Open object in Design View	Ctrl + Enter
Save Object	Ctrl + S



Working with Tables

Creating Table Relationships

Linking Tables tells Access how two tables are related to each other. The fields that you use to link two tables must contain the same concept in two different tables. A *primary key* field from one table is often used when linking two tables.

1. Click the **Database Tools** tab on the Ribbon and click the **Relationships** button in the Relationships group.
2. If necessary, click the **Design** tab and then click the **Show Table** button. In the Show Table window, select a table you want to link, click the **Add** button, and repeat for each table. Click **Close**.
3. Drag a field from one table and drop it on the related field in the second table. (Optional) Check the **Enforce Referential Integrity** box. Click **Create**.

Working with Table Data

- Database information can be directly added and modified from tables and some queries and forms.
- **To Add a Field to a Table:** Enter data in the cell below the **Field Name** column header. Or, in Datasheet View, click a **Data Type** option from the **Fields** tab under Table Tools. Your field will be added and you can give it a name.
- **To Add a New Record:** Enter data in the bottom row of the table.

Record selector

+	4	Customguide	Peters	Melissa
+	5	Customguide	Miller	Steve
*	(New)			

Start adding a new record here

- **To Select a Record:** Click the **Record selector** (grey square) to the left of the record.
- **To Delete a Record:** Select the record, click the **Home** tab on the Ribbon and click the **Delete** button in the Records group. Click **Yes**.
- **To Spell Check:** Click the **Home** tab on the Ribbon and click the **Spelling** button in the Records group, or press **F7**.
- **To Find Information:** Place the cursor in the field that contains the value you want to search for, click the **Home** tab on the Ribbon and click the **Find** button in the Find group or press **Ctrl + F**. Type the value you want to search for in the **Find What** box and click **Find Next**.
- **To Replace Information:** Place the cursor in the field that contains the value you want to replace, click the **Home** tab on the Ribbon and click the **Replace** button in the Find group or press **Ctrl + H**. Type the value you want to search for in the **Find What** box and the new value in the **Replace With** box. Click **Find Next** until you've found what you're looking for, then click **Replace** or **Replace All** to replace every instance of the value.
- **To Sort Information:** Place the cursor in the field that you want to sort by, click the **Home** tab and click either the **Ascending** or **Descending** button in the Sort & Filter group. Or, right-click on the field and select the sort button from the contextual menu.
- **To Filter Information:** Place the cursor in the field that contains the values you want to filter by, click the **Home** tab on the Ribbon and click the **Filter** button in the Sort & Filter group. Check the boxes for the values you want to filter for.
- **To Remove a Filter:** Click the **Toggle Filter** button in the Sort & Filter group.
- **To Change a Field's Data Type:** Select the field you want to change, click the **Datasheet** tab on the Ribbon, and click the **Data Type list** arrow in the Data Type & Formatting group. Select a data type.

Field Data Types

Data Type	Description
Short Text	Stores text, numbers, or a combination of both, up to 255 characters long.
Long Text	Stores long text entries—up to 64,000 characters long.
Number	Stores numbers that can be used in calculations.
Date/Time	Stores dates, times, or both.
Currency	Stores numbers and symbols that represent money.
AutoNumber	Automatically fills in a unique number for each record.
Yes/No	Stores only one of two values, such as Yes or No.
OLE Object	Stores objects created in other programs, such as a graphic, Excel spreadsheet, or Word document.
Hyperlink	Stores clickable links to Web pages on the Internet or files on a network.
Lookup Wizard	A wizard that helps you create a field whose values are selected from another table, query, or list of values.
Attachment	Allows you to attach files and images to your database.

Working with Queries

To add a field to the query, click and drag it from the table down to the design grid

The queried tables appear here. You can also link tables

Sort Order

Show Results

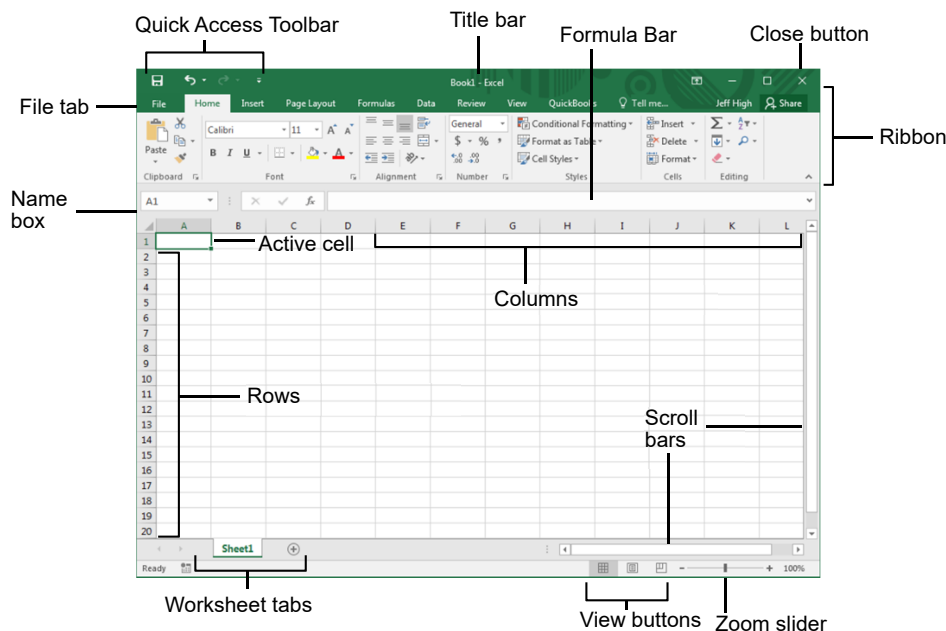
Criteria rows

Design grid

- **To Create a Select Query:** Click the **Create** tab on the Ribbon and click the **Query Wizard** button in the Other group. Click **Simple Query Wizard** and click **OK**. Follow the onscreen instructions to select the fields you want to use from the desired tables and create the query. If you want to filter records, view the query in Design view and enter the criteria in the Criteria row.
- **To Switch Views:** Click the **Home** tab on the Ribbon and click the **View** button in the Views group.
- **To Summarize Values:** Open the Query in Datasheet View, click the **Home** tab on the Ribbon and click the **Totals** button in the Records group. Click the list arrow in a column in the Total row in the query and select a calculation type (Sum, Average, etc.).

Criteria Example	Description
"London"	Displays records where the field equals "London."
Between 1/1/00 and 12/31/00	Displays records where the date is between 1/1/00 and 12/31/00.
NOT "USA" or ""	Displays records where the field does not contain the text "USA" and is not blank.
Like "S*"	Displays records where the field text starts with an "S."
IS NULL	Displays records where the field is blank.
IS NOT NULL	Displays records where the field is not blank.
100	Displays records whose field value is greater than 100.

The Excel 2016 Screen



Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
- To Create a New Workbook:** Click the **File** tab, select **New**, and double-click workbook, or press **Ctrl + N**.
- To Open a Workbook:** Click the **File** tab and select **Open**, or press **Ctrl + O**.
- To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Preview and Print a Workbook:** Click the **File** tab and select **Print**, or press **Ctrl + P**.
- To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.
- To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar, or press **Ctrl + Y**.
- To Close a Workbook:** Click the **Close** button, or press **Ctrl + W**.
- To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard.
- To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- To Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the **arrow keys** to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet. Or press **Ctrl + A**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a **tab** and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings:** Click the **File** tab and select **Options**.
- To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.
- To Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Editing

- **To Edit a Cell's Contents:** Select the cell and click the **Formula Bar**, or double-click the cell. Edit the cell contents and press **Enter**.
- **To Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key.
- **To Cut or Copy Data:** Select cell(s) and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Data:** Place the insertion point where you want to paste and click the  **Paste** button in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold the mouse over the paste option to preview.
- **To Paste Special:** Select the destination cell(s), click the **Paste button list arrow** in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- **To Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Complete a Series Using AutoFill:** Select the cells that define the series. Click and drag the fill handle to complete the series.
- **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down **Ctrl** key while dragging.
- **To Insert a Column or Row:** Right-click to the right of the column, or below the row you want to insert. Select **Insert** from the contextual menu, or click the **Insert** button in the Cells group on the Home tab.
- **To Delete a Column or Row:** Select the row or column heading(s). Right-click and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.
- **To Insert a Comment:** Select the cell where you want to insert a comment and click the **Review** tab on the Ribbon. Click the **New Comment** button in the Comments group. Type a comment and click outside the comment box.

Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Verify the selected cell range and click the **Sum** button again.
- **To Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter** when you're finished.
- **To Insert a Function:** Select the cell where you want to enter the function and click the  **Insert Function** button on the Formula Bar.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.
- **To Create an Absolute Cell Reference:** Precede the cell references with a **\$** sign or press **F4** after selecting cell(s) to make it absolute.
- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the **Insert** tab on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.
- **To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the **Insert** tab on the Ribbon. Select the sparkline you want to insert from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click **OK**.

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Format Values:** Use the commands in the Number group on the Home tab, or click the  **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the  **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- **To Apply a Cell Style:** Select the cell(s) you want to apply a cell style to. Click the **Cell Styles** button in the Styles group of the Home tab on the Ribbon and select a style from the gallery.
- **To Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table** button in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.
- **To Apply a Document Theme:** Click the **Page Layout** tab on the Ribbon, click the **Themes** button in the Themes group, and select a theme from the gallery.
- **To Apply Conditional Formatting:** Select the cells to which you want to apply conditional formatting. Click the **Conditional Formatting** button in the Styles group of the Home tab. Select the formatting scheme you wish to use, then set the conditions in the dialog box.
- **To Adjust Column Width or Row Height:** Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

Workbook Management

- **To Insert a New Worksheet:** Click the  **Insert Worksheet** button next to the sheet tabs at the bottom of the program screen. Or, press **Shift + F11**.
- **To Delete a Worksheet:** Select the sheet you want to delete, click the **Delete** button in the Cells group on the Home tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** from the contextual menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.
- **To Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.
- **To Move or Copy a Worksheet:** Click and drag a tab to move a worksheet. Hold down the **Ctrl** key while clicking and dragging to copy the worksheet.
- **To Split a Window:** Click the **View** tab and click the **Split** button in the Window group. Or, press **Alt + WS** (one at a time).
- **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View** tab on the Ribbon, click the **Freeze Panes** button in the Window group, and select an option from the list.
- **To Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the Ribbon, click the **Print Area** button in the Page Setup group, and select **Set Print Area**.
- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout** tab on the Ribbon and use the commands in the Page Setup group, or click the  **Dialog Box Launcher** in the Page Setup group to open the Page Setup dialog box.
- **To Protect or Share a Workbook:** Click the **Review** tab on the Ribbon and use the commands in the Changes group.
- **To Recover Autosaved Versions:** Click the **File** tab on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions** button and select **Recover Unsaved Workbooks**.

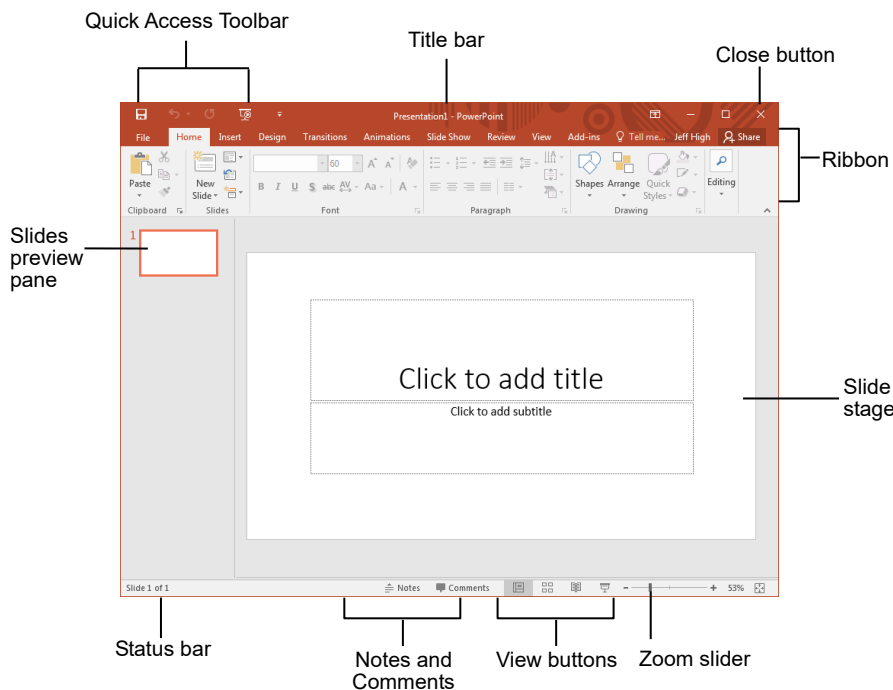
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PowerPoint 2016

Quick Reference Card

The PowerPoint 2016 Screen



Keyboard Shortcuts

General

Open a Presentation	Ctrl + O
Create New	Ctrl + N
Save a Presentation	Ctrl + S
Print a Presentation	Ctrl + P
Close a Presentation	Ctrl + W
Insert a New Slide	Ctrl + M
Help	F1

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.



Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

- To Create a New Presentation:** Click the **File** tab, click **New**. Or, press **Ctrl + N**.
- To Open a Presentation:** Click the **File** tab and click **Open**, or press **Ctrl + O**.
- To Save a Presentation:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Save a Presentation with a Different Name:** Click the **File** tab, click **Save As**, enter a new name for the presentation, and click **Save**.
- To Preview and Print a Presentation:** Click the **File** tab and click **Print**, or press **Ctrl + P**.
- To Close a Presentation:** Click the **File** tab and click **Close**, or press **Ctrl + W**.
- To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- To Exit PowerPoint:** Click the **Close** button.

Slides

- To Insert a New Slide:** Click the **Home** tab and click **New Slide** in the Slides group, or press **Ctrl + M**.
- To Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.
- To Return a Slide to its Default Settings:** Click the **Home** tab and click the **Reset** button in the Slides group.
- To Apply a Document Theme:** Click the **Design** tab on the Ribbon, click the **More** button in the Themes group, and select a theme from the gallery.
- To View the Slide Master:** Click the **View** tab on the Ribbon, click the **Slide Master** button in the Master Views group, and click the **Slide Master**.
- To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- To Add a Section:** Click the **Home** tab on the Ribbon, click the **Section** button in the Slides group, and click **Add Section**.

Navigation—Go To:

The Next Slide	Spacebar
The Previous Slide	Backspace

Slide Show Delivery

Begin Slide Show	F5
Resume Slide Show	Shift + F5
End Slide Show	Esc
Jump to Slide	Slide # + Enter
Toggle Screen Black	B
Toggle Screen White	W
Pause Show	S
Show/Hide Pointer	A
Change Arrow to Pen	Ctrl + P
Change Pen to Arrow	Ctrl + A
Erase Doodles	E

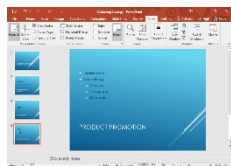
Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Align Left	Ctrl + L
Center	Ctrl + E
Justify	Ctrl + J

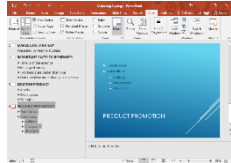
Formatting

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the  **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the  **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the  **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button ( **Align Left**,  **Center**,  **Align Right**, or  **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the  **Bullets** or  **Numbering** button in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the  **Line Spacing** button in the Paragraph group on the Home tab, and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **F7** to run the Spell Checker.

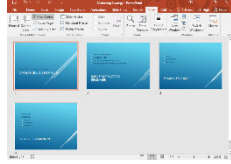
Views



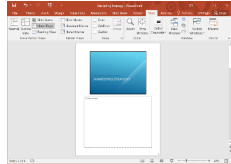
 **Normal view:** This is the default view in PowerPoint 2016. Normal view includes the Slide pane and Notes pane.



 **Outline view:** This view focuses on content. You can use this for adjusting text structure or adding a large amount of text.



 **Slide Sorter view:** Displays all the slides in the presentation on one screen. Use Slide Sorter view to rearrange the order of slides or add transition effects between slides.



 **Notes Page view:** Displays all presentation slides in a print layout with your notes beneath.



 **Reading view:** Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.



 **Slide Show view:** Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is the view to use.

Images, Multimedia, and Objects

- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Images group. Find the picture you want to insert and click **Insert**.
- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Online Pictures** button in the Illustrations group. Type the name of what you're looking for in the Office.com Clip Art field and press **Enter**.
- **To Insert a Video file:** Click the **Insert** tab on the Ribbon and click the **Video** button in the Media group and click **Video On My PC**. Find the video you want to insert and click **Insert**.
- **To Insert a Video from the Web:** Click the **Insert** tab on the Ribbon, click the **Video** button list arrow in the Media group, and select **Online Video**. Search for videos on the web, select your choice, and click **Insert**.
- **To Insert an Audio clip:** Click the **Insert** tab on the Ribbon, click the **Audio** button list arrow in the Media group, and select **Audio On My PC** or **Online Audio**. Find the audio clip that you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Illustrations group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt you want to insert and click **OK**.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles () and release the mouse button when the object reaches the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **Delete** key.

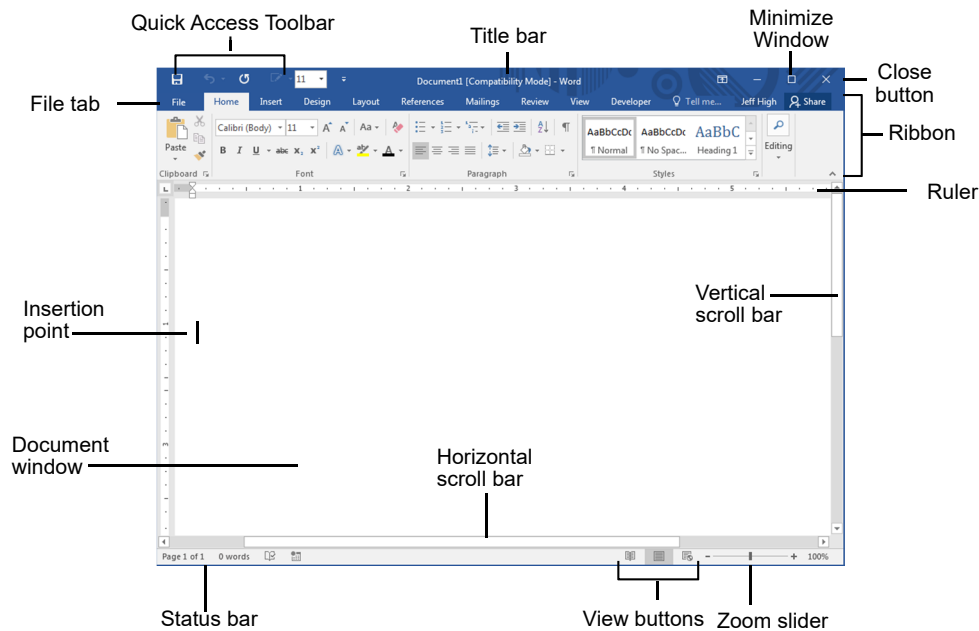
Transitions and Animation Effects

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Transitions** tab on the Ribbon, click the  **More** button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon. Click the  **More** button in the Animation group, and select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the **Animations** tab on the Ribbon, and click the **Animation Painter** button in the Advanced Animation group. Then, click the object you want to apply the copied animation effect to.

Slide Show Delivery

- **To Present a Slide Show:** Click the  **Slide Show** button on the status bar, or press **F5**.
- **To Use the Laser Pointer:** In Slide Show view, press and hold down the **Ctrl** key while clicking and holding the **left mouse button**.
- **To Use the Pen:** In Slide Show view, press **Ctrl + P** and then draw on the screen. Press **Ctrl + A** to switch back to the arrow pointer. Press **E** to erase your doodles.
- **To Advance to the Next Slide:** Press **Spacebar**. Or, click the **left mouse button**.
- **To Go Back to the Previous Slide:** Press **Backspace** or **Page Up**.
- **To Add Slide Timings:** Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.
- **To End a Slide Show:** Press **Esc**.

The Word 2016 Screen



Keyboard Shortcuts

General

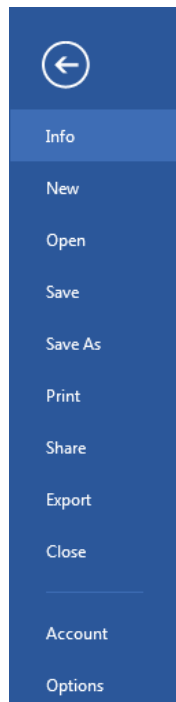
Open a Document	Ctrl + O
Create New	Ctrl + N
Save a Document	Ctrl + S
Print a Document	Ctrl + P
Close a Document	Ctrl + W
Help	F1

Navigation:

Up One Screen	Page Up
Down One Screen	Page Down
Beginning of Line	Home
End of Line	End
Beginning of Document	Ctrl + Home
End of Document	Ctrl + End
Open the Go To dialog box	F5

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Document:** Click the **File** tab, select **New**, select a template and click the **Create** button. Or, press **Ctrl + N**.
- To Open a Document:** Click the **File** tab and select **Open**, or press **Ctrl + O**.
- To Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Save a Document with a Different Name:** Click the **File** tab, select **Save As** and enter a new name for the document.
- To Preview a Document:** Click the **File** tab and select **Print**, then click **Preview**.
- To Print a Document:** Click the **File** tab and select **Print**, or press **Ctrl + P**.
- To View Advanced Printing Options:** Click the **File** tab and select **Print**. Select from the options under Settings.
- To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.
- To Move Text with the Mouse:** Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- To Replace Text:** Click the **Replace** button in the Editing group on the Home tab. Or, press **Ctrl + H**.
- To Close a Document:** Click the **Close** button, or press **Ctrl + W**.
- To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **F7** to run the Spell Checker.
- To Use the Thesaurus:** Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **Ctrl + F1**. Or, double-click a tab. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings:** Click the **File** tab and click the **Options** button.
- To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + L
Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold Ctrl and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph.
Everything	Ctrl + A

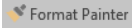
Navigation

- **To Open the Navigation Pane:** Click the  **Find** button in the Editing group on the Home tab. Or, press **Ctrl + F**.
- **To Search for a Word or Phrase:** Click the **Search** box, type the word or phrase.
- **To Search for Graphics, Tables, Equations, or Comments:** Click the  **Magnify** button and select an option from the list. Click the **Search** box, enter the information you are searching for, and press **Enter**.
- **To View Search Results:** Click **Results** in the Navigation Pane.
- **To View a Document's Headings:** Browse **Headings** in your document tab.
- **To View a Document's Pages:** Browse **Pages** in your document tab.

Styles

- **To Apply a Style:** Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on the Home tab.
- **To Apply a Document Theme:** Click the **Themes** button in the Document Formatting group on the Design tab of the Ribbon and select a theme.
- **To View All Available Styles:** Click the  **Dialog Box Launcher** in the Styles group on the Home tab.
- **To Change a Style Set:** Look through styles by clicking the  **Change Styles** button in the Styles group on the Home tab and choose the Style Set.
- **To Create a Style:** Select the text that contains the formatting of the new style, right-click the text, and click on **Styles**. Select **Create a Style** from the contextual menu and **Save Selection as a New Quick Style**, enter a name for the style, and click **OK**.
- **To Check Your Styles:** Select the text you wish to check. Click the **Dialog Box Launcher** in the Styles group on the Home tab of the Ribbon. Click the  **Style Inspector** button in the Styles task pane.

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the  **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Indent a Paragraph:** Click the  **Increase Indent** button in the Paragraph group on the Home tab.
- **To Decrease an Indent:** Click the  **Decrease Indent** button in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the  **Bullets** or  **Numbering** button in the Paragraph group on the Home tab.
- **To Change Page Orientation:** Click the **Page Layout** tab on the Ribbon, click the **Orientation** button in the Page Setup group, and select an option from the list.
- **To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group.
- **To Insert a Manual Page Break:** Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Pages group.

Editing

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold your mouse over the option you'd like to preview.
- **To Insert a Comment:** Select the text where you want to insert a comment and click the **Review** tab on the Ribbon. Click the **New Comment** button in the Comments group. Type a comment, then click outside the comment text box.
- **To Delete a Comment:** Select the comment, click the **Review** tab on the Ribbon, and click the **Delete Comment** button in the Comments group.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Online Pictures** button in the Illustrations group. Type the name of what you're looking for in the Office.com Clip Art field and press **Enter**.
- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Pictures** button in the Illustrations group. Find and select the picture you want to insert and click **Insert**.
- **To Insert a Screenshot:** Click the **Insert** tab on the Ribbon and click the **Take a Screenshot** button in the Illustrations group. Select an available window from the list, or select the **Screen Clipping** option to take a screen clip.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon. Click the **Shapes** button in the Illustrations group, and select the shape you want to insert. Then, click and drag where you want the shape located. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert WordArt:** Click the **Insert** tab on the Ribbon, click the **WordArt** button in the Text group, and select a design from the WordArt Gallery. Type your text. If necessary, click the text box and drag it to the desired position.
- **To Insert SmartArt:** Click the **Insert** tab on the Ribbon, click the **SmartArt** button in the Illustrations group, select a layout, and click **OK**.
- **To Adjust Text Wrapping:** Double-click the object, click the **Wrap Text** button in the Arrange group on the Page Layout tab, and select an option from the list.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles () and release the mouse button when the object reaches the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Delete an Object:** Select the object and press the **Delete** key.

Tables

- **To Insert a Table:** Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu.
- **To Insert a Column or Row:** Click the **Layout** tab under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.
- **To Delete a Column or Row:** Select the column or row you want to delete, click the **Layout** tab under Table Tools on the Ribbon, click the **Delete** button in the Rows & Columns group, and select an appropriate option from the menu.
- **To Adjust Column Width or Row Height:** Select the column or row you want to adjust, click the **Layout** tab under Table Tools on the Ribbon, and use the commands located in the Cell Size group.

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- Excel 2013
- OneNote 2013
- Outlook 2013
- PowerPoint 2013
- SharePoint 2013
- Word 2013

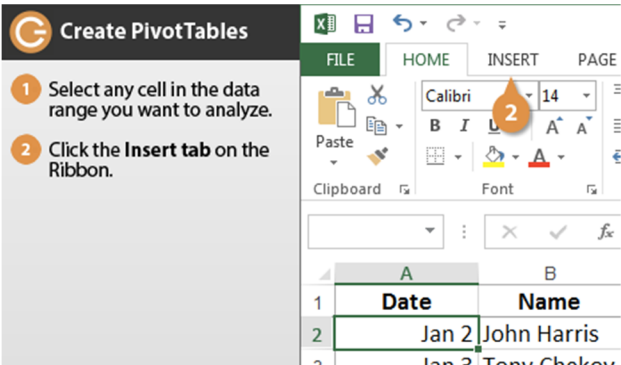
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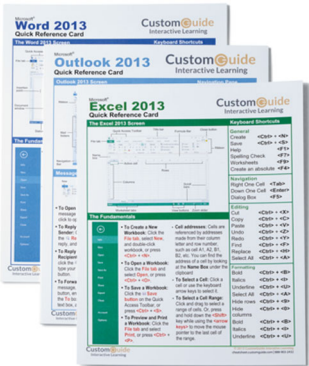
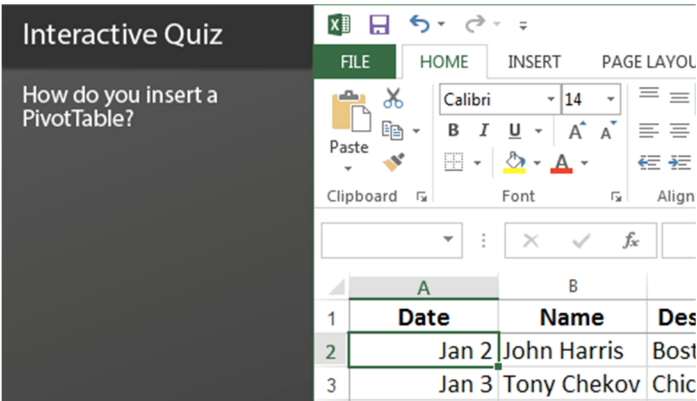
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