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Teach Yourself

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ESSENTIAL MICROSOFT OFFICE 2013

Lesson 1: Introduction to Word 2013 5 Files (one way to do this is to click on the Organize menu of the Work Files for Office 2013 folder, select New Folder from the drop-down menu, and, in the sub-menu, select FolderThe system will create a new folder for you ...

Microsoft Official Academic Course MICROSOFT WORD 2016

153 SOFTWARE ORIENTATION Microsoft Word's Primary User Interface Before you begin working in Microsoft Word 2016, you need to acquaint yourself with the primary user interface (UI) When you open a blank document in Microsoft Word 2016, you see a screen similar to that shown in Figure 1-1 Quick access toolbar Ribbon

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Curriculum Guide - Microsoft

services, like Publisher and Outlook These programs are not included in the learning plans in this guide, but you can learn about our tutorials in those programs on pages 16 and 17 For a small group of users, Office proficiency may include knowledge of Access, Microsoft's database-management software Access is a complex program

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3 Chapter 1: The Very Basics If you have never used Microsoft Excel before, I think you're in for a treat Whatever interest drew you to this book - tracking money for yourself or an organization, making a schedule, keeping a list, etc - Excel offers not only the ability to easily correct a mistake or make a change, but powerful features

Introduction to Microsoft Excel 2016

3 - 17 1 Introduction to Microsoft Excel 2016 Screen Elements The Ribbon The Ribbon is designed to help you quickly find the commands that you need to complete a task Commands are organized in logical groups, which are collected together under Tabs Each Tab relates to a type of activity, such as formatting or laying out a page