CHAPTER OVERVIEW

Microsoft Office 2016 and Windows 10 introduce many new features, including cloud storage for your files, Office file sharing, and enhanced online content. The integration of Office 2016 and Windows 10 means that files are more portable and accessible than ever when you use OneDrive, Microsoft's free online cloud storage. The new user interface for Office 2016 and Windows 10 allows you to work on tablet computers and smartphones in a consistent working environment that resembles that of your desktop or laptop computer.

STUDENT LEARNING OUTCOMES (SLOs)

After completing this chapter, you will be able to:

SLO Intro.1 Explore the features of Windows 10 (p. OI-2).
SLO Intro.2 Use the basic features of Office 2016 and navigate the Office 2016 working environment (p. OI-10).
SLO Intro.3 Create, save, close, and open Office files (p. OI-17).
SLO Intro.4 Customize the view and display size in Office applications and work with multiple Office files (p. OI-25).
SLO Intro.5 Print, share, and customize Office files (p. OI-28).
SLO Intro.6 Use the Ribbon, tabs, groups, dialog boxes, task panes, galleries, and the Quick Access toolbar (p. OI-33).
SLO Intro.7 Use context menus, mini toolbars, keyboard shortcuts, and function keys in Office applications (p. OI-37).
SLO Intro.8 Organize and customize Windows folders and Office files (p. OI-42).

CASE STUDY

Throughout this book you have the opportunity to put into practice the application features that you are learning. Each chapter begins with a case study that introduces you to the Pause & Practice projects in the chapter. These Pause & Practice projects give you a chance to apply and practice key skills in a realistic and practical context. Each chapter contains three to five Pause & Practice projects.

American River Cycling Club (ARCC) is a community cycling club that promotes fitness. ARCC members include recreational cyclists who enjoy the exercise and camaraderie as well as competitive cyclists who compete in road, mountain, and cyclocross races throughout the cycling season. In the Pause & Practice projects, you incorporate many of the topics covered in the chapter to create, save, customize, manage, and share Office 2016 files.
Using Windows 10

Windows 10 is the operating system that controls computer functions and the working environment. Windows 10 uses the familiar Windows desktop, Taskbar, and Start menu, and you can customize the working environment. You can install traditional applications (apps), such as Microsoft Office, to your computer. Also, you can add modern apps from the Microsoft Store similar to how you add an app to your smartphone. Your Microsoft account is used to store your Microsoft settings, download apps from the Microsoft Store, and connect you to Microsoft Office, OneDrive, and Office Online.

Windows 10

The Windows 10 operating system controls interaction with computer hardware and software applications. Windows 10 has a revised user interface that utilizes an updated Start menu, where you can select and open a program. Alternatively, you can use the Taskbar on the Windows desktop, which has the familiar look of previous versions of Windows. When you log in to Windows 10 using your Microsoft account, it synchronizes your Windows, Office, and OneDrive cloud storage among computers.

Microsoft Account

In Windows 10 and Office 2016, your files and account settings are portable. In other words, your Office settings and files can travel with you and be accessed from different computers. You are not restricted to a single computer. When you sign in to Windows 10 using your Microsoft account (user name and password), Microsoft uses this information to transfer your Windows and Office 2016 settings to the computer you are using. Your Microsoft account not only signs you in to Windows and Office but also to other free Microsoft online services, such as OneDrive and Office Online. If you don’t have a Microsoft account, you can create a free account at https://signup.live.com (Figure Intro-1).
Windows Desktop and Taskbar

The Windows desktop is the working area of Windows. When you log in to Windows, the desktop displays (Figure Intro-2). The Taskbar displays at the bottom of the desktop. You can open programs and folders from the Taskbar by clicking on an icon on the Taskbar (see Figure Intro-2). You can pin apps and other Windows items, such as the Control Panel or File Explorer, to the Taskbar (see “Customize the Taskbar” later in this section).

Start Menu

Windows 10 utilizes a redesigned Start menu (Figure Intro-3), that you open by clicking the Start button located in the bottom left of the Taskbar. From the Start menu, you can open programs, files, folders, or other Windows resources. The Start menu is divided into two main sections. The left side of the Start menu displays Most Used items, buttons to open the File Explorer and Settings windows, the Power button, and All apps, which displays an alphabetical listing of all applications installed on your computer. The right side of the Start menu displays apps as tiles (large and small buttons) you can click to open an application or window.
You can customize which apps and items appear on either side of the Start menu, arrange and group apps on the Start menu, resize the Start menu, and display the Start menu as a Start page when you log in to Windows (similar to the Start page in Windows 8 and 8.1). See “Customize the Start Menu” later in this section for information about customizing the Start menu.

Add Apps

Windows 10 uses the term apps generically to refer to applications and programs. Apps include the Windows 10 Weather app, Microsoft Excel program, Control Panel, Google Chrome, or File Explorer. Many apps are preinstalled on a Windows 10 computer, and you can add apps to your computer. You can install an app such as Office 2016 or Quicken by downloading it from a website or from a program DVD. These are referred to as traditional apps.

The Microsoft Store app is preinstalled on Windows 10 computers. You can also install apps such as Netflix, Trip Advisor, and The Weather Channel from the Microsoft Store. These apps are referred to as modern apps and look and function similar to apps you install on your smartphone. Many apps in the Microsoft Store are free and others are available for purchase.

HOW TO: Add an App from the Microsoft Store

1. Click the Start button to open the Start menu.
2. Click the Store button (tile) to open the Microsoft Store app (Figure Intro-4).
   - If the Store tile is not available on the Start menu, click All apps on the Start menu, scroll down, and click Store in the alphabetic listing of all apps.
3. Select an app in the Microsoft Store (Figure Intro-5).
   - The Microsoft Store has different categories of apps.
   - You can search for apps by typing key words in the Search box in the upper right.
   - When you select an app, a description and screen shots of the app displays.
4. Click the Free, Free trial, or price button to install the app.
   - You must have a payment method stored in your Microsoft account to purchase apps from the Microsoft Store.
5. Click Open to open the installed app.
   - When you install an app, the app is listed in the Recently added area on the Start menu and All apps list of applications.

Customize the Start Menu

When you start using Windows 10 or after you have installed either traditional or modern apps, you can customize what appears on your Start menu and resize the Start...
menu. When you **pin** an app to the **Start** menu, the app tile remains on the right side of the **Start** menu. Pin the apps you most regularly use, unpin the apps you don’t want to display on the **Start** menu, and rearrange and resize apps tiles to your preference.

### HOW TO: Customize the Start Menu

1. Move an app tile by clicking and dragging the app tile to a new location on the **Start** menu. The other app tiles shuffle to accommodate the placement of the app tile.

2. Remove an app tile from the **Start** menu by right-clicking the app tile you want to remove and selecting **Unpin from Start** from the context menu (Figure Intro-6).
   - The app tile is removed from the **Start** menu, but the program or task is not removed from your computer.

3. Pin an app tile to the **Start** menu by clicking **All apps** at the bottom of the **Start** menu, right-clicking the app to pin, and selecting **Pin to Start** (Figure Intro-7).
   - Drag the newly added app tile to the desired location on the **Start** menu.

4. Resize an app tile by right-clicking the app tile, selecting **Resize**, and selecting **Small**, **Medium**, **Wide**, or **Large**.
   - Some apps only have **Small**, **Medium**, and **Wide** size options.

5. Turn on or off the live tile option by right-clicking the app tile and selecting **Turn live tile on** or **Turn live tile off**.
   - Live tile displays rotating graphics and options on the app tile. When this option is turned off, the name of the app displays on the tile.

6. Uninstall an app by right-clicking the app you want to uninstall and selecting **Uninstall**.
   - Unlike the unpin option, this option uninstalls the program from your computer, not just your **Start** menu.

7. Resize the **Start** menu by clicking and dragging the top or right edge of the **Start** menu.

8. Use a full screen **Start** menu by clicking the **Start** button to open the **Start** menu, selecting **Settings** to open the **Settings** window, clicking the **Personalization** button, clicking the **Start** option at the left, selecting **Use Start full screen**, and clicking the **X** in the upper right to close the **Settings** window (Figure Intro-8).
   - The **Start** menu expands to the full screen when opened.

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**Customize the Taskbar**

The **Taskbar** is located at the bottom of the Windows desktop, and you can quickly open an app by clicking a button on the **Taskbar** rather than opening it from the **Start** menu. You can customize the **Taskbar** by pinning, unpinning, and rearranging apps on the **Taskbar**.
### HOW TO: Customize the Taskbar

1. Pin an app to the Taskbar by clicking the Start menu, right-clicking an app, clicking More, and selecting Pin to taskbar (Figure Intro-9).
   - You can also pin an app to the Taskbar from the All apps list in the Start menu.
2. Unpin an app from the Taskbar by right-clicking an app on the Taskbar, and selecting Unpin from taskbar (Figure Intro-10).
   - You can also unpin apps from the Taskbar by right-clicking the app in the Start menu, clicking More, and selecting Unpin from taskbar.
3. Rearrange apps on the Taskbar by clicking and dragging the app to the desired location on the Taskbar and release.

### MORE INFO

If using a touch screen, you can press and hold an app on the Start menu or Taskbar to display the app options.

### File Explorer

The redesigned File Explorer in Windows 10 is a window that opens on your desktop where you can browse for files stored on your computer (Figure Intro-11). You can open a file or folder, move or copy items, create folders, and delete files or folders. Click the Start button and select File Explorer to open a File Explorer window.

The File Explorer has different areas:

- **Navigation pane:** The Navigation pane displays folders on the left. The Quick access area at the top of the Navigation pane displays shortcuts to favorite folders. You can pin or unpin folders in the Quick access area of the Navigation pane.
- **Navigation buttons:** The navigation buttons (Back, Forward, Recent location, and Up) are located directly above the Navigation pane and below the Ribbon. Use these buttons to navigate a File Explorer window.
- **Folder pane:** When you select a folder in the Navigation pane, the contents of the folder displays in the Folder pane to the right of the Navigation pane. Double-click a folder or file in the Folder pane to open it.
- **Ribbon:** The Ribbon at the top of the File Explorer is collapsed by default. When you click a tab on the Ribbon, it expands to display the options on the tab. The main tabs of
the Ribbon are File, Home, Share, and View. Other context-sensitive tabs open when you select certain types of files. For example, the Picture Tool Manage tab opens when you select a picture file.

- **Quick Access toolbar**: The Quick Access toolbar is above the Ribbon. From the Quick Access toolbar, you can click the New Folder button to create a new folder or Properties to display the properties of a selected file or folder. You can add buttons, such as Rename, to the Quick Access toolbar.

- **Search**: The Search text box is located on the right of the File Explorer window below the Ribbon. Type key words in the Search text box to find files or folders.

### OneDrive

OneDrive is a cloud storage area where you can store files in a private and secure online location that you can access from any computer. When you store your files in OneDrive, the files are actually saved on both your computer and on the cloud. OneDrive synchronizes your files so when you change a file it is automatically updated on the OneDrive cloud.

With Windows 10, the **OneDrive folder** is one of your storage location folder options, similar to your Documents or Pictures folders (Figure Intro-12). You can save, open, and edit your OneDrive files from a File Explorer folder. Your OneDrive folder looks and functions similar to other Windows folders.

In addition to the OneDrive folder on your computer, you can also access your OneDrive files online using an Internet browser such as Microsoft Edge, Google Chrome, or Mozilla Firefox. When you access OneDrive online using a web browser, you can upload files, create folders, move and copy files and folders, and create Office files using Office Online (Office Online is discussed in SLO Intro.2: Using Office 2016).

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### HOW TO: Use OneDrive Online

1. Open an Internet browser window and navigate to the OneDrive web site (www.onedrive.live.com), which takes you to the OneDrive sign in page.
   - You can use any Internet browser to access OneDrive (Microsoft Edge, Google Chrome, Mozilla Firefox).
2. Click the **Sign in** button, type your Microsoft account email address, and click **Next**.
3. Type your Microsoft account password and click **Sign in** (Figure Intro-13). You are taken to your OneDrive page.
   - If you are on your own computer, check the **Keep me signed in** box to stay signed in to OneDrive when you return to the page.
The different areas of OneDrive are listed under the OneDrive heading on the left (Figure Intro-14).
- Click Files to display your folders and files in the folder area.
- At the top of the page, buttons and drop-down menus list the different actions you can perform on selected files and folders.

Cortana

In addition to using the search tools in the File Explorer, you can also use Cortana, which is new in Windows 10. While the search feature in the File Explorer searches only for content on your computer, Cortana searches for content on your computer, on the Internet, and in the Microsoft Store. You can either type key words for a search or use voice commands to search for content.

When you open Cortana, other content, such as weather, upcoming appointments, and popular news stories, displays in the Cortana pane.

**HOW TO: Search Using Cortana**

1. Click the Cortana button on the Taskbar to open the Cortana pane (Figure Intro-15).
   - If the Cortana button is not on the Taskbar, click the Start button, click All apps, right-click Cortana, and select Pin to Start.

2. Click the Ask me anything area at the bottom of the Cortana pane and type key words for your search.
   - Content from your computer, the Internet, and the Microsoft Store displays in the Cortana pane (Figure Intro-16).
   - The search results are grouped into categories: Best match, Web, and Store.
   - You can also click the microphone icon and speak to enter key words as the search.

3. Click a result in the Cortana pane to view a file, search the Internet, or view apps in the Microsoft Store.
   - Click My stuff or Web to refine your search.
   - If you click My stuff, Cortana displays search results from your computer.
   - If you click Web, the Microsoft Edge web browser opens and displays your search results.

4. Click the Menu button at the top left to display other content options in the Cortana pane (see Figure Intro-16).
   - The other content options are Home, Notebook, Reminders, Help, and Feedback.
Task View

A new feature to Windows 10 is Task View. Task View displays all open apps and windows as tiles on your desktop, and you can choose which item to display or close. This feature is very helpful when you have multiple items open and want to select or close one.

**HOW TO: Use Task View**

1. Click the Task View button on the Taskbar (Figure Intro-17).
   - All open apps and windows display on the desktop (Figure Intro-18).

2. Select the app or window to open or close.
   - Click a tile to open an app. The app opens and Task View closes.
   - Click the X in the upper right corner of an app to close an app. Task View remains open when you close an app.

Settings

In Windows 10, the Settings window is the redesigned Control Panel (although the Control Panel is still available). The Settings window is where you change global Windows settings, customize the Windows environment, add devices, and manage your Microsoft account. Click the Settings button on the Taskbar or Start menu to open the Settings window (Figure Intro-19). The following categories are available in the Settings window:
• **System**: Display, notifications, apps, and power
• **Devices**: Bluetooth, printers, and mouse
• **Network & Internet**: Wi-Fi, airplane mode, and VPN
• **Personalization**: Background, lock screen, and colors
• **Accounts**: Your account, sync settings, work, and family
• **Time & Language**: Speech, region, and date
• **Ease of Access**: Narrator, magnifier, and high contrast
• **Privacy**: Location and camera
• **Update & Security**: Windows Update, recovery, and backup

**MORE INFO**

If you can’t find an item in **Settings**, use the **Search** dialog box (**Find a setting**) in the upper right corner and type key words. If **Settings** is not available on the **Taskbar**, you can find it in the **All apps** list on the **Start** menu.

**Action Center**

The **Action Center** in Windows 10 provides a quick glance of notifications and buttons to open other commonly used settings and features in Windows. The **Action Center** displays notifications such as emails and Windows update notifications. Or you can click an action button to turn on or off features or open other windows or apps such as the **Settings** menu (**All Settings** button) or **OneNote** (**Note** button). Click the **Action Center** button on the right side of the **Taskbar** to open the **Action Center** pane on the right side of your screen (Figure Intro-20).

**Using Office 2016**

Office 2016 includes common software applications such as Word, Excel, Access, and PowerPoint. These applications give you the ability to work with word processing documents, spreadsheets, presentations, and databases in your personal and business projects.

**Office 2016 and Office 365**

Microsoft Office is a suite of personal and business software applications (Figure Intro-21). **Microsoft Office 2016** and **Microsoft Office 365** are the same software products; the difference is how you purchase the software. Office 2016 is