

Start and Exit Microsoft 365 Apps

A Microsoft 365 installation creates an icon for each Microsoft 365 app either on the Start menu or in the All Apps list. To work with an app, you need to know how to launch the app on your PC. When you are finished with an app, you also need to know how to exit the app.

This section uses Word to demonstrate how to open an app from Windows 11. Once a Microsoft 365 app opens, its Start screen appears, where you can find a recent document or start a new document. For other ways to open or create a document, see Chapter 2.

Start and Exit Microsoft 365 Apps

1 Click **Start** (🪟).

The Start menu appears.

A Alternatively, you can click **Search** (🔍), type the name of the app, and then click the app in the search results.

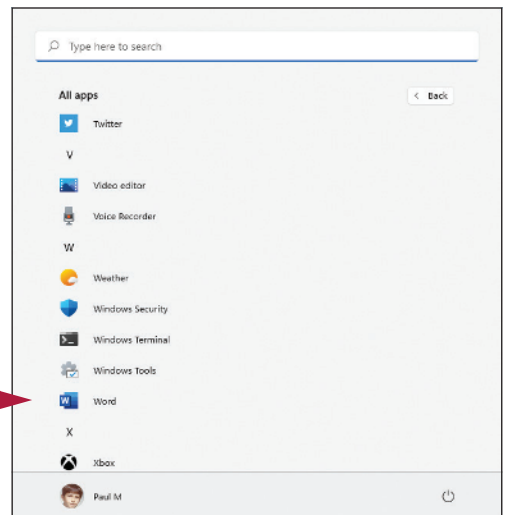
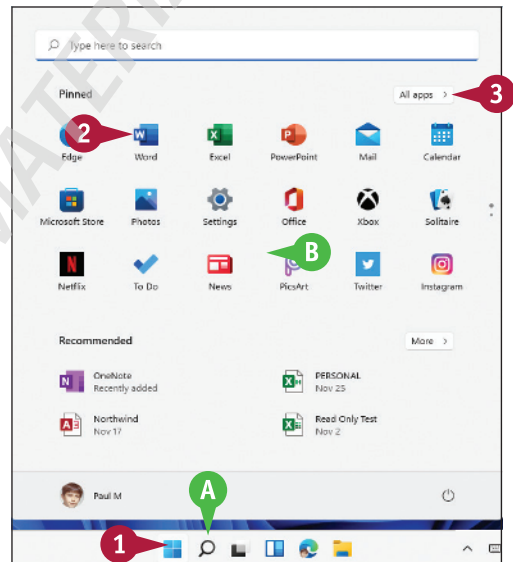
2 Click the Microsoft 365 app you want to start.

Note: If you do not see the Microsoft 365 app you want, skip to step 3.

3 Click **All apps**.

Windows displays the All Apps list.

4 Click the app you want to open.



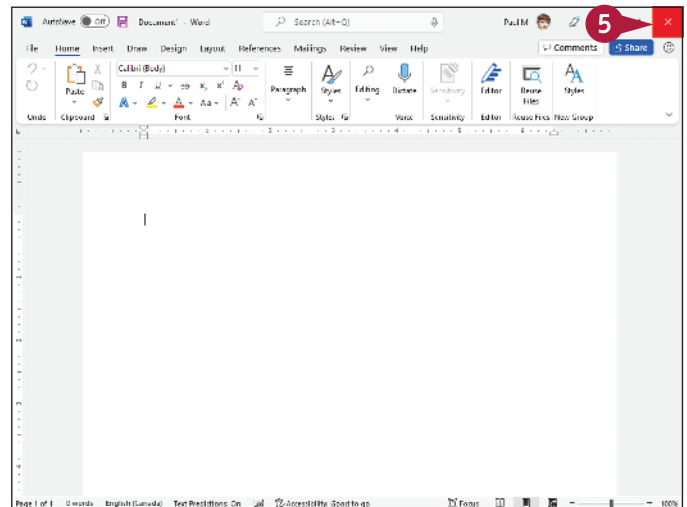
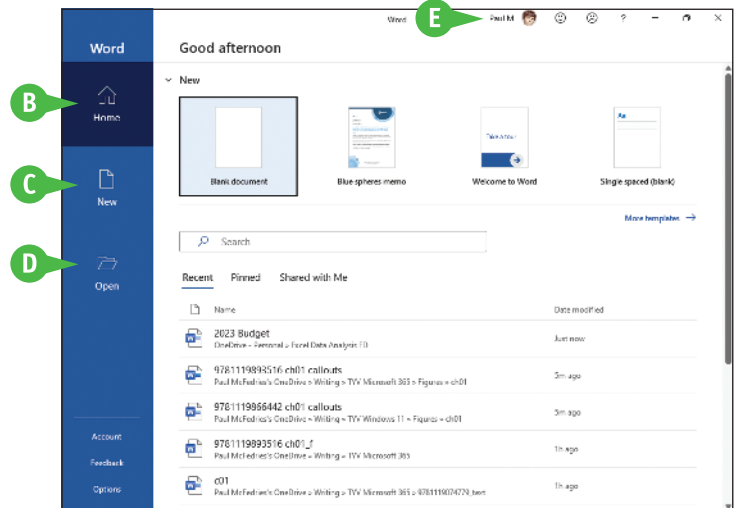
The app launches and displays its Start screen.

- B** You can use the Home panel to start a blank document or open a recent document.
- C** You can use the New panel to start a new document.
- D** You can use the Open panel to open an existing document.
- E** This area indicates whether you have signed in to your Microsoft 365 subscription.

Note: See Chapter 4 for details about signing in to Microsoft 365.

- 5** To exit the app, click the **Close** button (X).

Note: If you have multiple documents open, you must click **Close** (X) for each file to exit the app.



TIP

Can I create a shortcut to open a Microsoft 365 application?

Yes, you can pin the app to the Windows Start menu or taskbar. Follow steps 1 to 4 in this section, and then right-click the app name in the All Apps list. From the menu that appears, either click **Pin to Start** to add the app to the Pinned section of the Start menu or click **More** and then click **Pin to taskbar** to pin the app to the Windows taskbar. To open the app, click the app's tile in the Pinned section of the Start menu or the app's button on the taskbar.



Explore the App Window

All Microsoft 365 apps share a common appearance and many of the same features, and when you learn the features of one Microsoft 365 app window, you can use the same skills to navigate the windows of the other Microsoft 365 apps. These common features include the title bar, program window controls, zoom controls, and the Ribbon. The Ribbon is an important Microsoft 365 feature because it contains the app commands and features that you will use most often. You learn more about the Ribbon later in this chapter.

A Title Bar

Displays the name of the open file, the name of the Microsoft 365 app, and the AutoSave and Save buttons.

B Search

Enables you to search for items within the app.

C Microsoft 365 Indicator

Displays your Microsoft 365 sign-in status. If you see your name, you are signed in to your Microsoft 365 subscription. You can click your name to display a menu that enables you to manage your Microsoft account settings or switch to a different Microsoft account. If you are not signed in, this area shows a Sign In link.

D Program Window Controls

Enable you to control the appearance of the app window. You can minimize the Ribbon, and you can minimize, maximize, restore, or close the app window.

E Zoom Controls

Change the magnification of a document.

F View Shortcuts

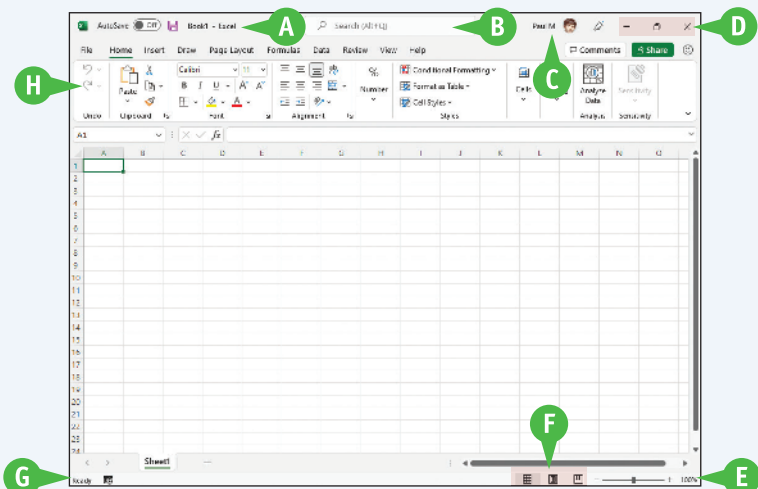
Switch to a different view of your document.

G Status Bar

Displays information about the current Microsoft 365 document.

H Ribbon

Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

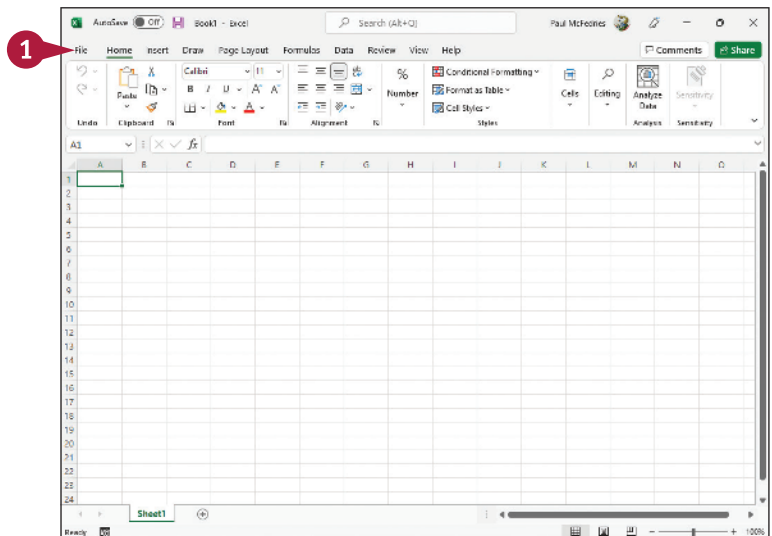


Work with Backstage View

You can click the File tab to display Backstage view. In Backstage view, you find a list of actions that you can use to open, save, print, remove sensitive information, and distribute documents as well as modify the app's settings. You can also use Backstage view to manage the places on your computer hard drive or in your network that you use to store documents and to manage your Microsoft 365 account.

Work with Backstage View

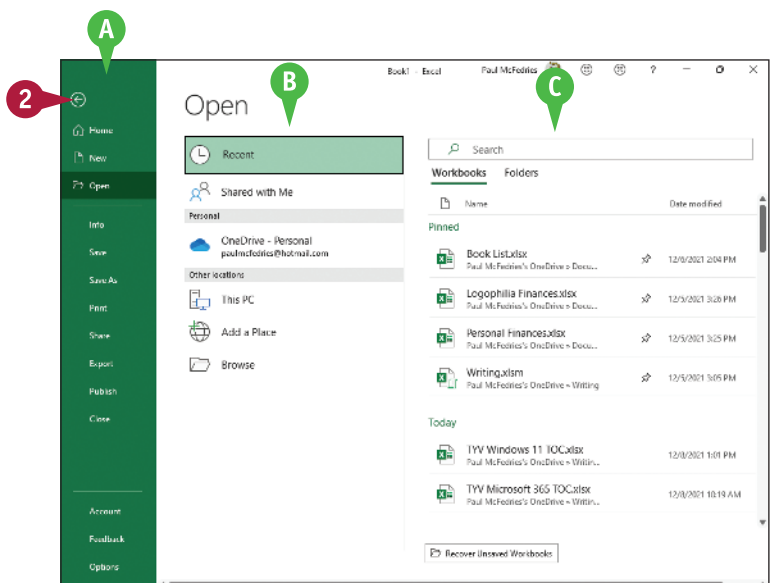
- 1 Click the **File** tab to display Backstage view.



- A Commonly used file and app management commands appear here.
- B Buttons you can click appear here.
- C Information related to the button you click appears here. Each time you click a button, the information shown to the right changes.

Note: The Home, New, Close, and Options commands do not display buttons or information, but take other actions.

- 2 Click the **Back** button (←) to return to the open document.



Change the Color Scheme

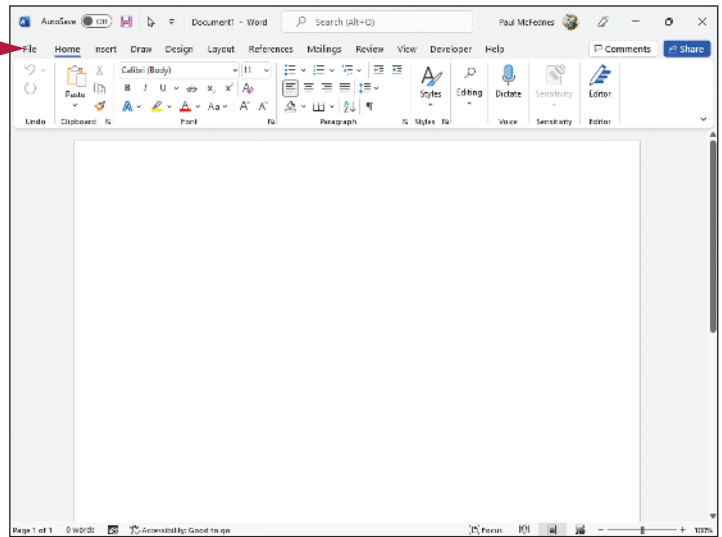
You can use Microsoft 365 themes and background patterns to change the appearance of the app screen. Themes control the color scheme the app uses, and background patterns can add interest to Backstage view. Color schemes can improve your ability to clearly see the screen, but be aware that some schemes might be distracting.

Microsoft 365 themes are available even if you are not signed in to Microsoft 365, but to use background patterns, you must sign in to Microsoft 365. For details on how to sign in and out of Microsoft 365, see Chapter 4.

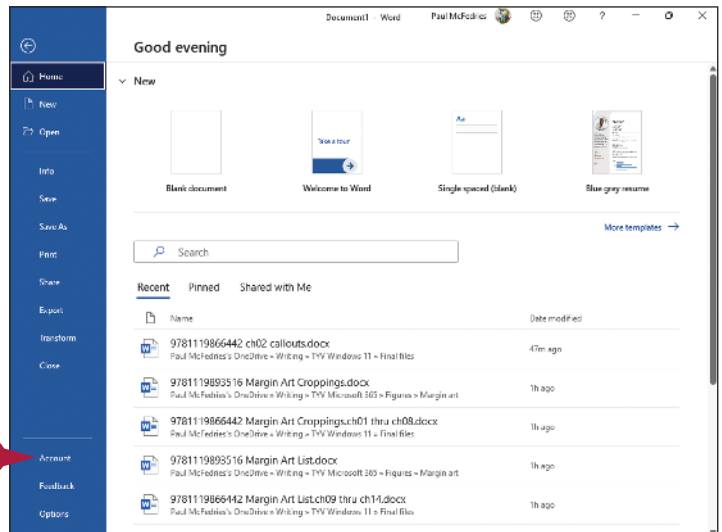
Change the Color Scheme

Note: Make sure you are signed in to Microsoft 365. See Chapter 4 for details.

1 Click **File** to open Backstage view.



2 Click **Account**.

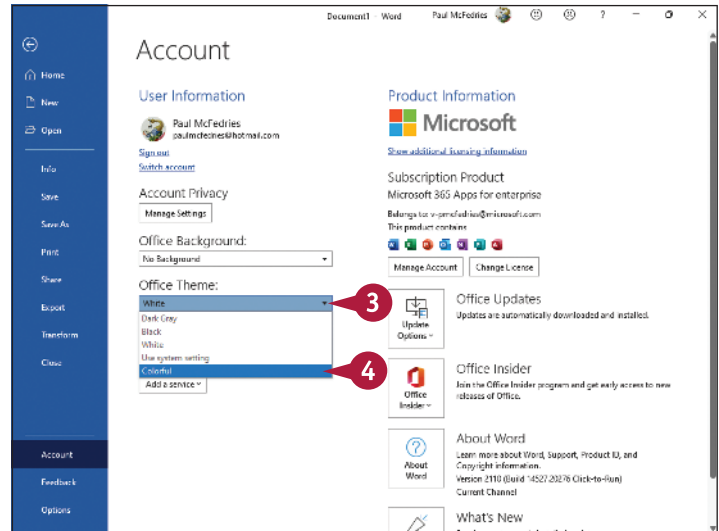


3 Click the **Office Theme** ▼.

4 Click a theme.

The colors of your app change.

Note: Some theme changes are more subtle than others.



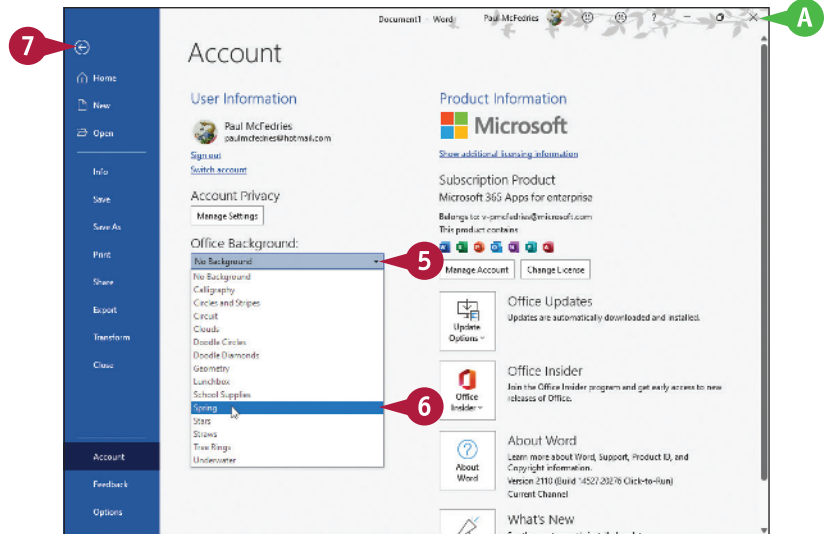
5 Click the **Office Background** ▼.

6 Click the pattern you want to use or click **No Background**.

A As you point the mouse (🖱) at a choice in the menu, a background pattern appears at the top of the window. The pattern appears only in Backstage view; it does not appear as you work on documents.

7 Click the **Back** button (⏪) to return to your document.

The Microsoft 365 theme you selected appears.



TIP

What happens if I select a background and then sign out of Microsoft 365?

The background no longer appears in the app but will reappear when you next sign in to Microsoft 365. Similarly, theme changes you make while signed in to Microsoft 365 might disappear when you sign out of Microsoft 365. With themes, however, you do not need to be signed in to Microsoft 365 to make a selection. Just complete steps 1 to 4 in this section.

Search for a Ribbon Command

All the Microsoft 365 apps enable you to search for Ribbon commands. Searching can be useful when you need to perform a task that you do not perform regularly and so are not sure where to find the command you need. Rather than wasting time looking through various Ribbon tabs and groups, the Search feature can help. By entering some or all of the command name, the Search features can take you directly to the command you want to run. You can still use the Ribbon directly, as described in the next section, “Work with the Ribbon.”

Search for a Ribbon Command

- 1 Open a document in a Microsoft 365 app.

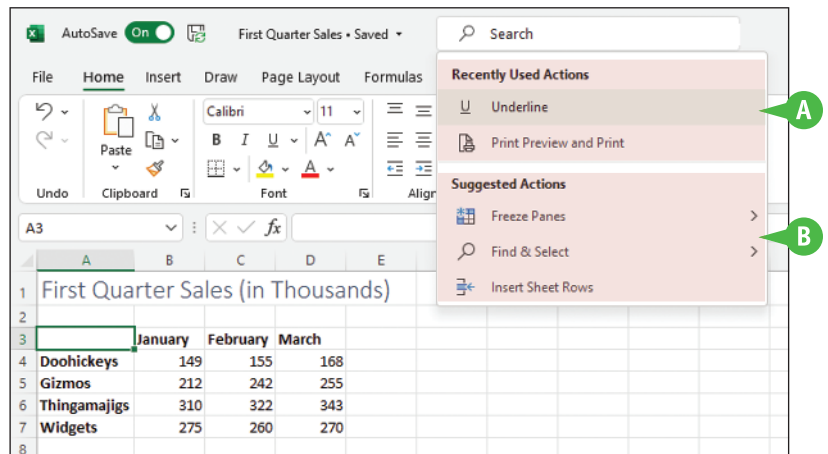
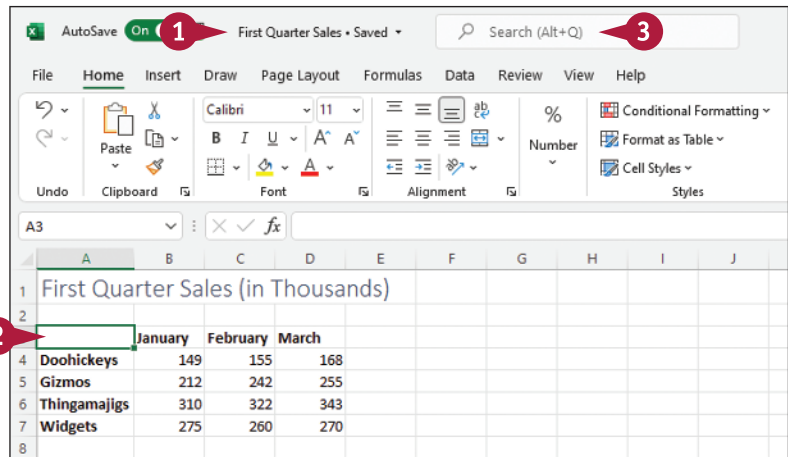
Note: See Chapter 2 for details on opening a Microsoft 365 document.

- 2 Select an object or some text in the document, if required by the Ribbon command you want to run.
- 3 Click inside the **Search** text box.

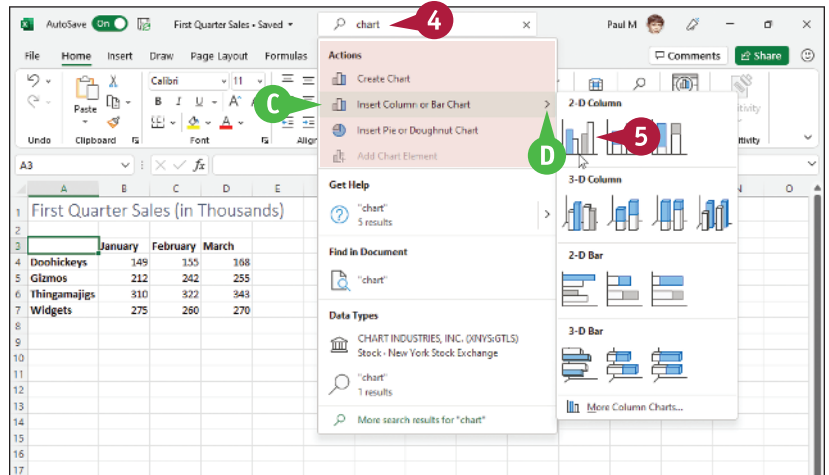
Note: You can also select the Search text box by pressing

Alt + **Q**.

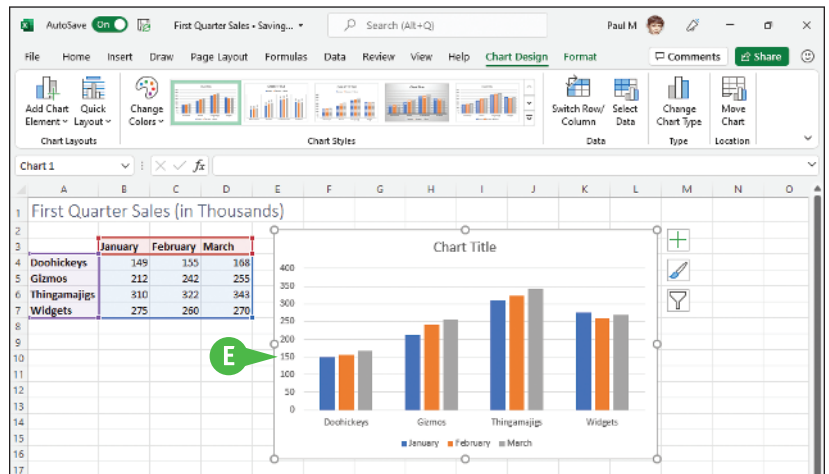
- A A list of your recent Ribbon commands appears in the Recently Used Actions section.
- B A list of suggested Ribbon commands appears in the Suggested Actions section.



- 4 Type the name or a brief description of the command you want to run.
- C The app lists possible commands you can use to complete your task.
- 5 Click a command to use it.
- D Commands with arrows (➤) display additional commands.



- E The app performs the action you selected; in this example, Excel charts the worksheet data.



TIPS

Will I need to type a description of the action I want to take if it is the same action I have previously taken?

No. The Search feature remembers your previous searches and displays them in the Recently Used Actions section of the menu that appears when you perform step 2.

If I no longer want my previous searches to appear, can I clear them from the list?

No. The Search feature retains your searches in the Recently Used Actions section of the menu that appears when you click in the Search box.

Work with the Ribbon

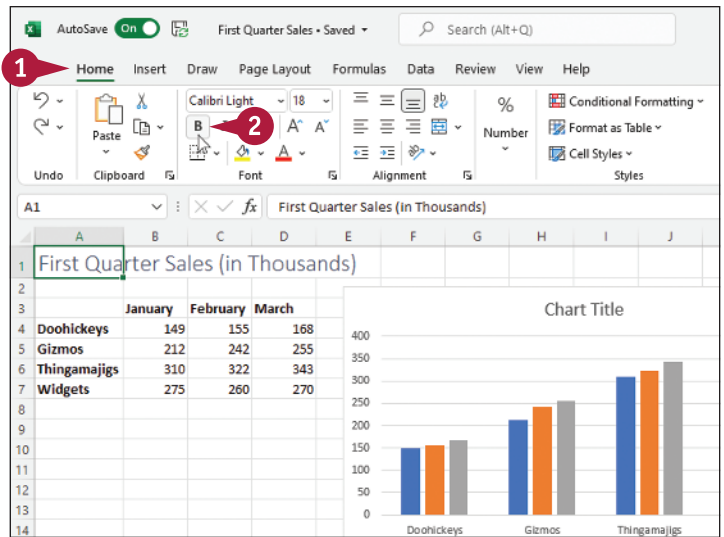
You use the Ribbon to access an app's commands. The Ribbon is divided into tabs, the names of which vary depending on the app. Excel's Ribbon, for example, includes tabs named Home, Insert, Formulas, and Data. Each Ribbon tab is divided into groups of related commands. The Home tab includes the Clipboard group for copying and pasting data and the Font group for applying text formatting.

Each Ribbon command does one of four things: run a task, display a menu of commands, display a gallery, or launch a dialog box.

Work with the Ribbon

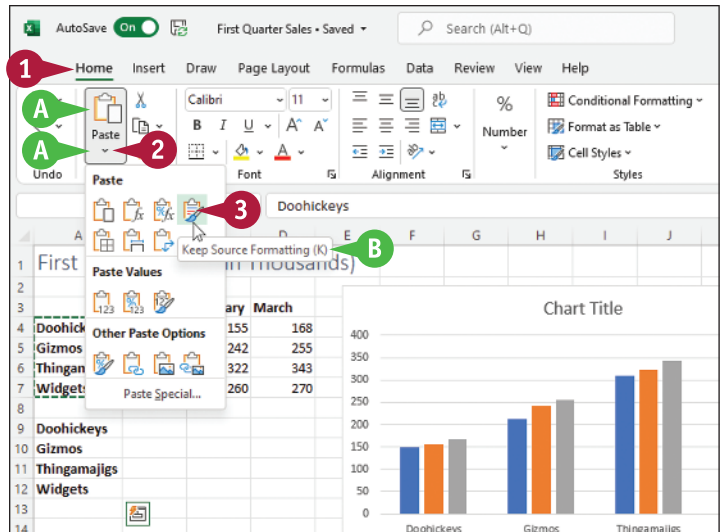
Run a Command

- 1 Click the tab containing the command you want to use.
- 2 Click the command.
The app runs the command.



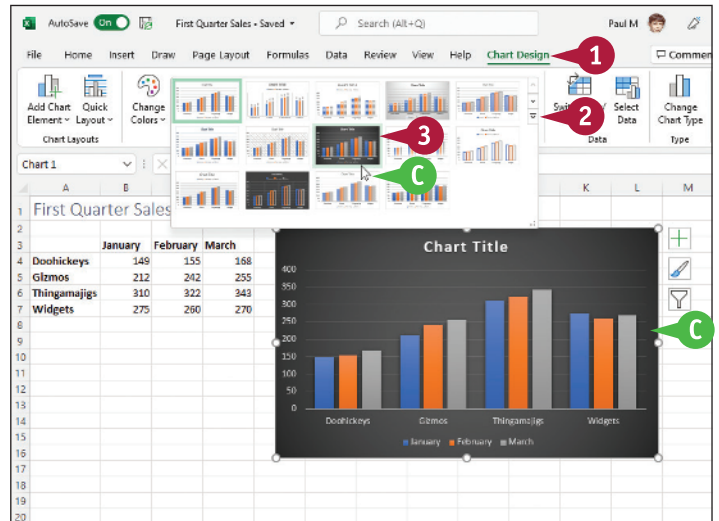
Run a Command from a Menu

- 1 Click the tab containing the menu you want to use.
 - A Many Ribbon buttons have two parts: The top part runs the standard command, and the bottom part displays the menu.
- 2 Click the button's arrow (▼).
A menu of additional commands appears.
 - B Hover the mouse (☞) over a command to see a tooltip that displays the command's name.
- 3 Click the command you want to run.



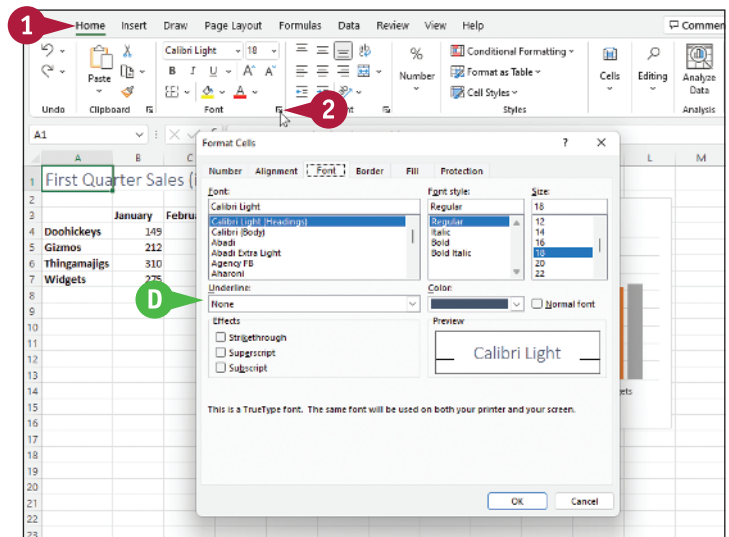
Choose an Item from a Gallery

- 1 Click the tab containing the gallery you want to display.
 - 2 Click the gallery's **More** button (☰).
 - 3 Click the gallery item you want to apply.
- C When you hover the mouse (☞) over a gallery item, the app displays a preview of the effect.



Launch a Dialog Box

- 1 Click the tab containing the group you want to work with.
 - 2 Click the group's dialog box launcher (☰).
- D The app displays a dialog box containing additional settings related to the group.



TIPS

Why do some Ribbon tabs appear and disappear?

Tabs that come and go on the Ribbon are known as *contextual tabs*. They are contextual in the sense that they appear only when you select an object in a document. For example, if you select a chart in Excel, the Chart Design and Format tabs appear. These contextual tabs contain commands related to working with charts. When you click outside the chart to deselect it, the contextual tabs disappear because you no longer need them.

Can I make the Ribbon take up less room?

Yes. Right-click any section of the Ribbon and then click **Collapse the Ribbon**. You now see just the Ribbon tabs. You can display the full Ribbon temporarily by clicking a tab.

Customize the Quick Access Toolbar

The Quick Access Toolbar offers one-click access to your frequently used commands. The Quick Access Toolbar is hidden by default, so to use it you must first display it. Its default position is below the Ribbon. Also by default, the Quick Access Toolbar either is empty or contains just one or two buttons, so you must customize this toolbar to add the commands you use often, such as the New, Open, Save, and Quick Print commands.

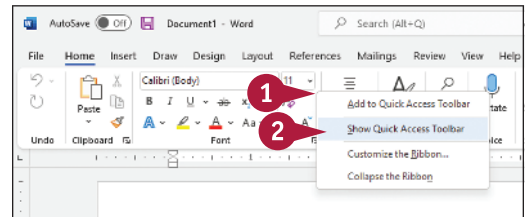
You can also reposition the Quick Access Toolbar so that it appears above the Ribbon, and you can configure it to show only the command icons.

Customize the Quick Access Toolbar

Display the Quick Access Toolbar

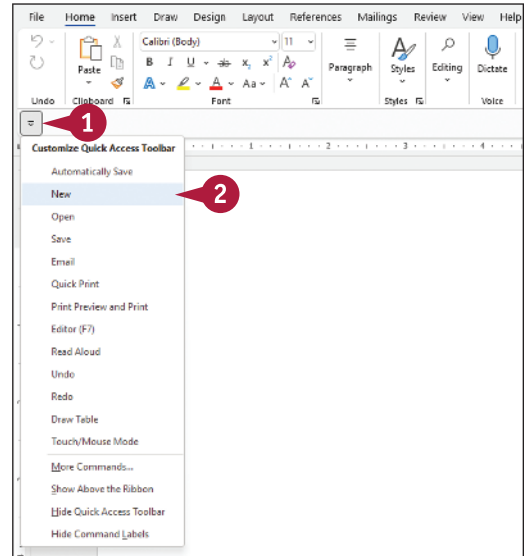
- 1 Right-click the Ribbon.
- 2 Click **Show Quick Access Toolbar**.

The app displays the Quick Access Toolbar below the Ribbon.



Add Commands to the Quick Access Toolbar

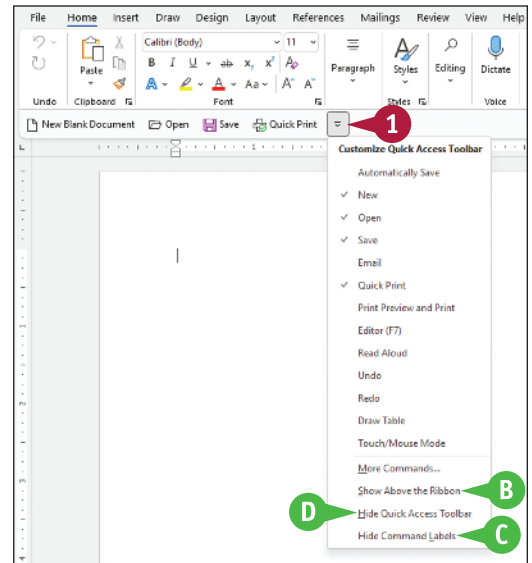
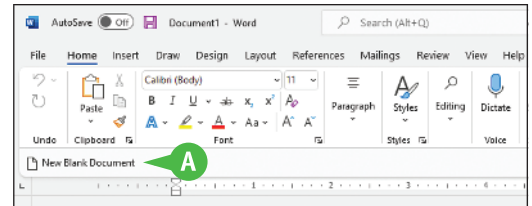
- 1 On the Quick Access Toolbar, click the **More** button (☰).
- 2 Click a command.



- A The app adds the command to the Quick Access Toolbar.
- 3 Repeat steps 1 and 2 in this subsection for each command you want to add.

Customize the Quick Access Toolbar

- 1 On the Quick Access Toolbar, click the **More** button (☰).
- B You can click **Show Above the Ribbon** if you want to display the Quick Access Toolbar above the Ribbon.
- C You can click **Hide Command Labels** to display just the command icons on the Quick Access Toolbar.
- D You can click **Hide Quick Access Toolbar** if you want to temporarily remove the toolbar from the app window.



TIPS

How do I remove a button from the Quick Access Toolbar?

To remove a command, click the Quick Access Toolbar's **More** button (☰). In the menu that appears, click the command you want to remove. The button no longer appears on the Quick Access Toolbar.

Can I add commands that do not appear in the Quick Access Toolbar's menu?

Yes. You can add commands to the Quick Access Toolbar directly from the Ribbon. Click the tab containing the command that you want to add, right-click the command, and then click **Add to Quick Access Toolbar**. The command now appears as a button on the Quick Access Toolbar.

Using a Microsoft 365 App with a Touch Screen

If you use Microsoft 365 on a touch-screen device, you can take advantage of Touch mode to make using the apps easier and more efficient. You can configure the Quick Access Toolbar with a command that toggles between the default Mouse mode and the tablet-friendly Touch mode.

In Mouse mode, the Quick Access Toolbar and Ribbon button are closely spaced because it is relatively easy to select buttons accurately with a mouse. In Touch mode, the Quick Access Toolbar and Ribbon buttons are spaced farther apart to make it easier to select buttons accurately by tapping them with a finger.

Using a Microsoft 365 App with a Touch Screen

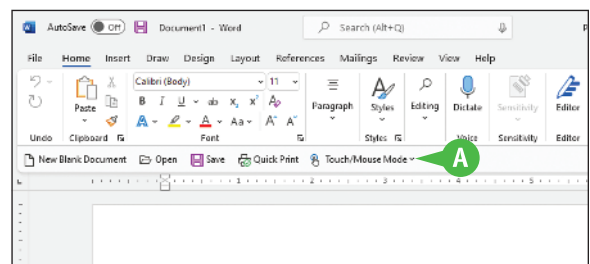
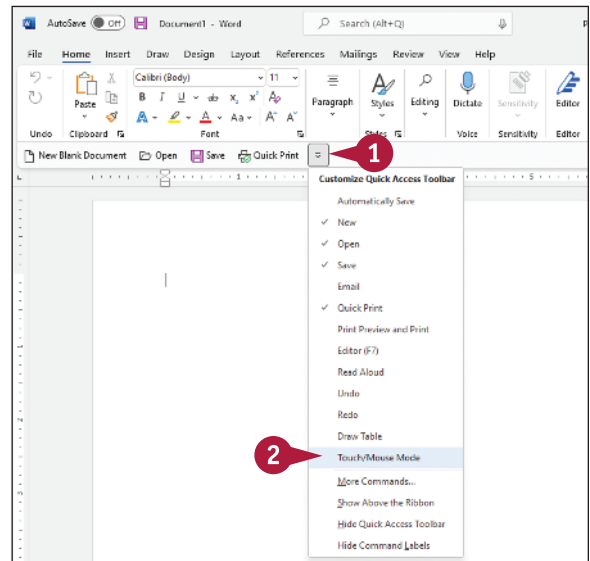
Add Touch/Mouse Mode to the Quick Access Toolbar

- 1 On the Quick Access Toolbar, tap the **More** button (☰).

Note: If you do not see the Quick Access Toolbar, see the previous section, “Customize the Quick Access Toolbar,” to learn how to display it.

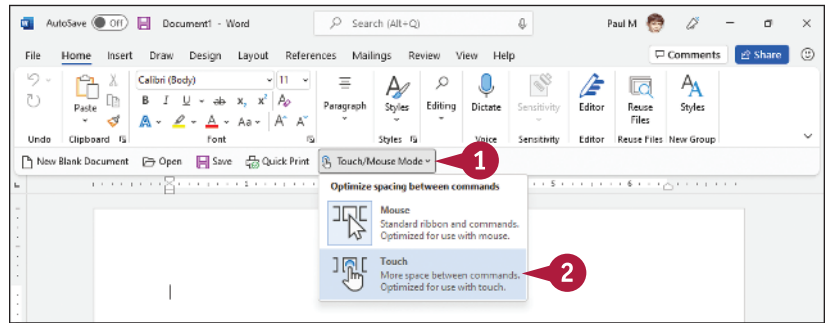
- 2 Tap **Touch/Mouse Mode**.

- A The Touch/Mouse Mode command appears on the Quick Access Toolbar.

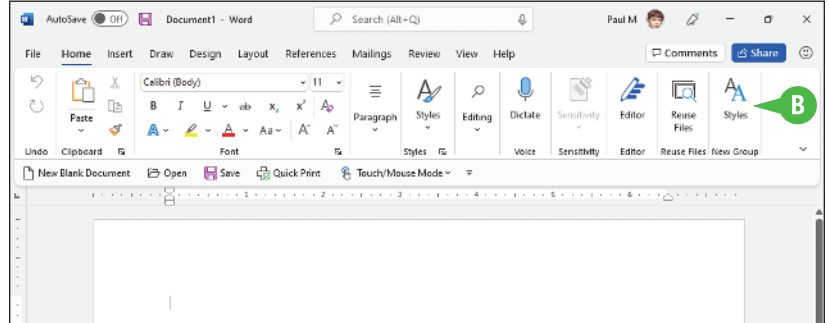


Switch to Touch Mode

- 1 On the Quick Access Toolbar, tap **Touch/Mouse Mode**.
- 2 Tap **Touch**.



- B The Microsoft 365 app increases the spacing between the buttons on the Quick Access Toolbar and the Ribbon, grouping Ribbon buttons as needed.



TIP

Are there any other features in Microsoft 365 apps that make the apps easier to use on touch devices?

Yes, Word's Read Mode contains buttons (◀ and ▶) on the left and right sides of the screen (A) that you

can tap to change pages. See Chapter 8 for details on switching to Read Mode. For a more touch-friendly experience, consider using Microsoft 365 on an iPad or Android device.

in the same sentence (or else shooting's-too-good-for-'em puns such as "the abominable showman"). The nouveau riche dot-commers were mere **sneaker millionaires**, **MOPs** (millionaires on paper), and **optionaires** (people with millions of dollars in stock options). The older managers who were often brought in to help with the business side of things were called **gray matter**, as though they were the **real brains** behind these operations.

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