

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. Other ways to open or create a document are covered later in this chapter.

Start and Exit Microsoft 365 Apps

- 1 Click **Start** (■).

The Start menu appears.

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

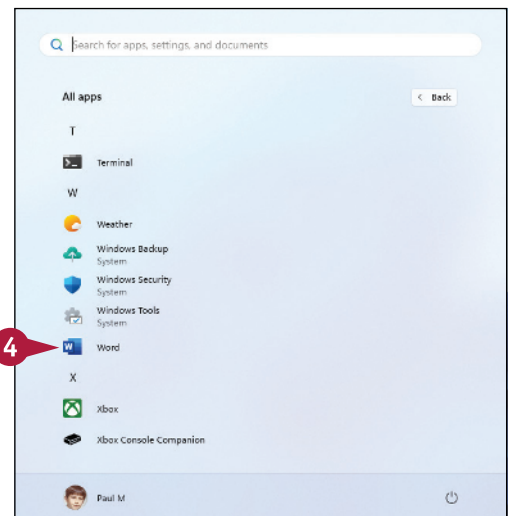
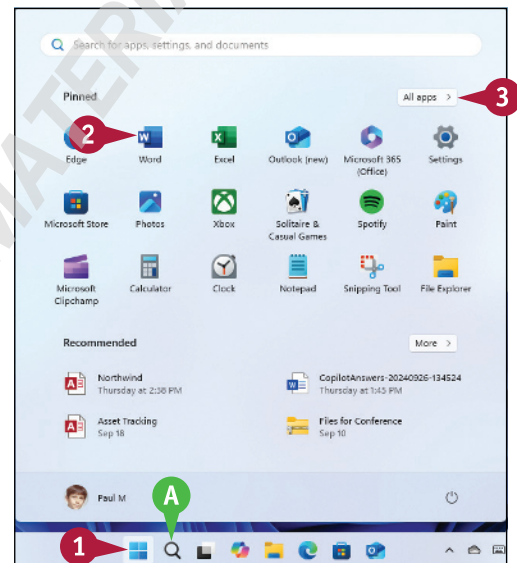
- 2 Click the Microsoft 365 app you want to start.

Note: If the Microsoft 365 app you want is not on the main Start menu, continue with step 3.

- 3 Click **All apps**.

Windows displays the All Apps list.

- 4 Click the app you want to open.



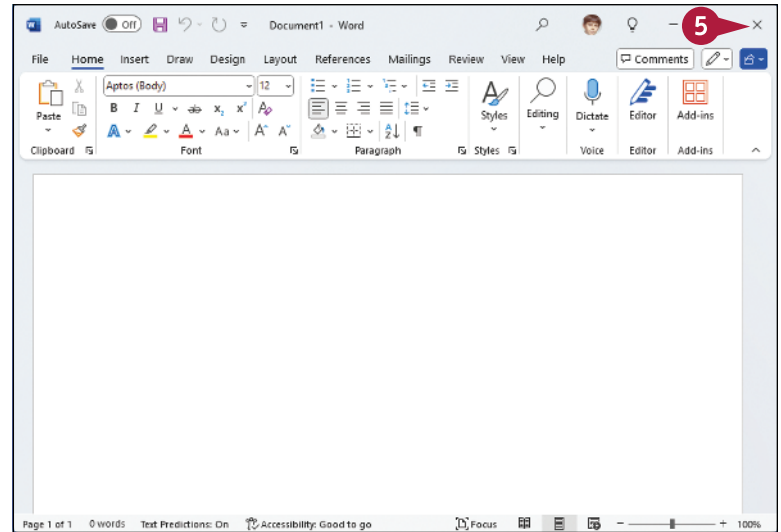
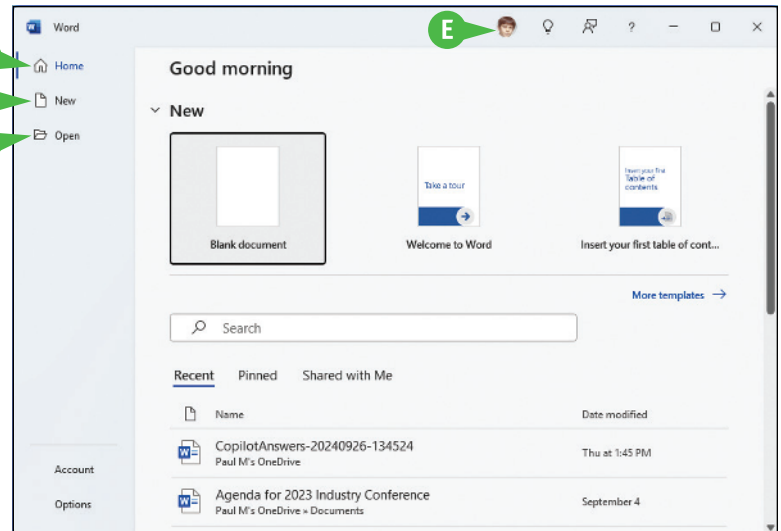
The app launches and displays its Start screen.

- 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: Refer to Chapter 3 for details about signing in to Microsoft 365.

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

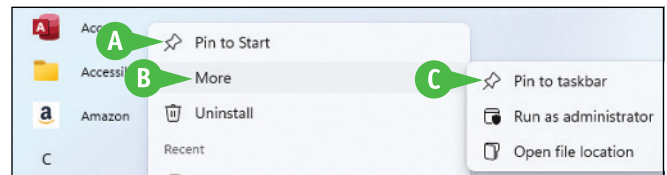
Note: If you have multiple documents open, you must click **Close** (X) for each file to exit the app.



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, click **Pin to Start** (A) to add the app to the Pinned section of the Start menu; or, click **More** (B) and then click **Pin to taskbar** (C) 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 will 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 your name appears, you are signed in to your Microsoft 365 subscription. You can click your avatar 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

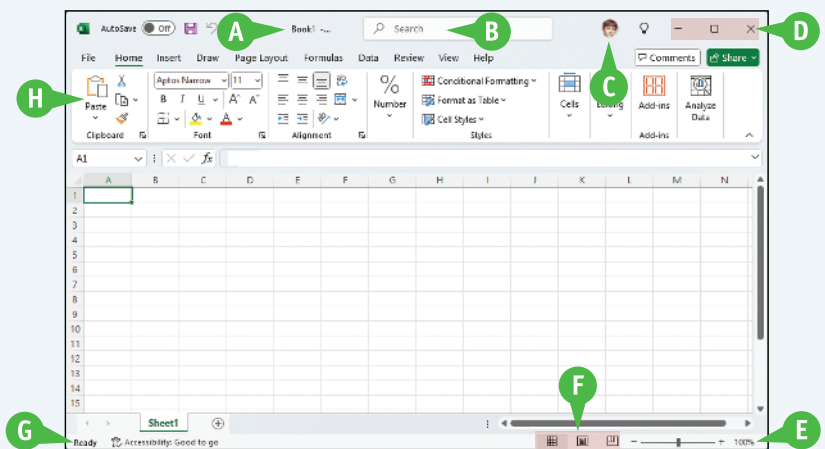
Switch to a different view of your document.

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.

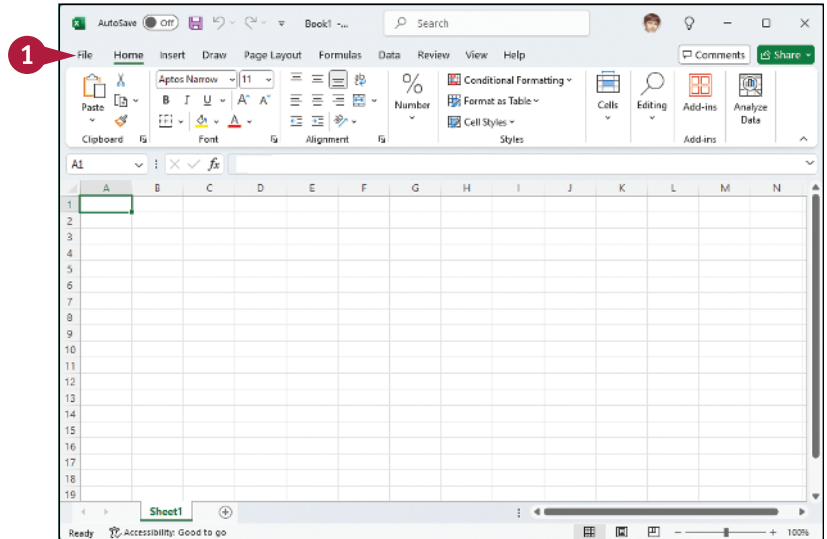


Work with Backstage View

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; distribute documents; and 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

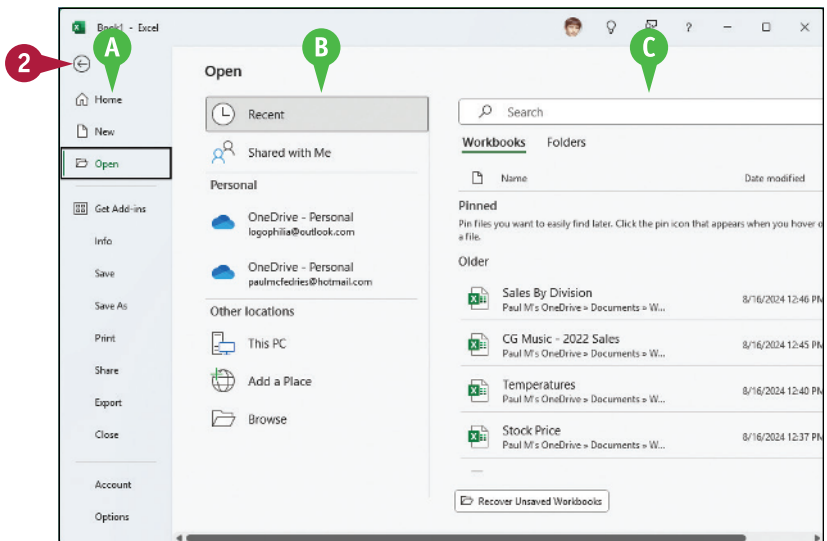
- 1 Click the **File** tab to display Backstage view.



- 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; rather, they take other actions.

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



Change the Color Scheme

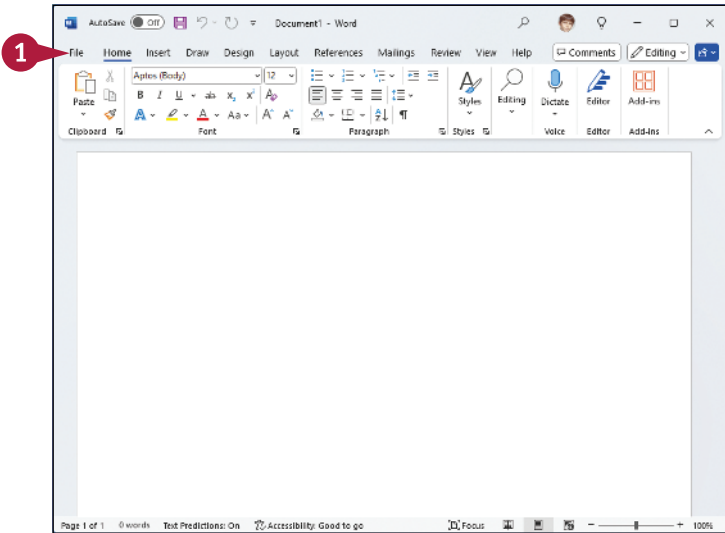
You can use Microsoft 365 themes and background patterns to change the appearance of the screen for every app. Themes control the color scheme the apps use, and background patterns can add interest to Backstage view. Color schemes can improve the look of each app's screen, but be aware that some schemes 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, refer to Chapter 3.

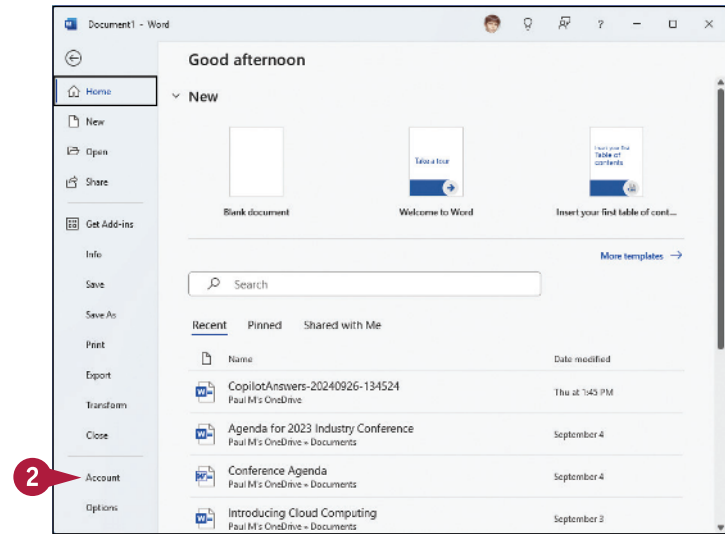
Change the Color Scheme

Note: Make sure you are signed in to Microsoft 365. Refer to Chapter 3 for details.

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



2 Click **Account**.

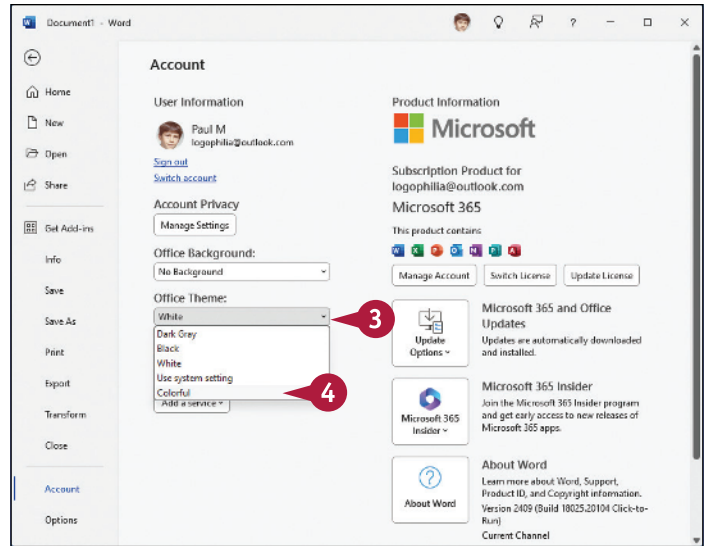


3 Click the **Office Theme** ▼.

4 Click a theme.

The colors of your app change.

Note: Some theme changes are more subtle than others.



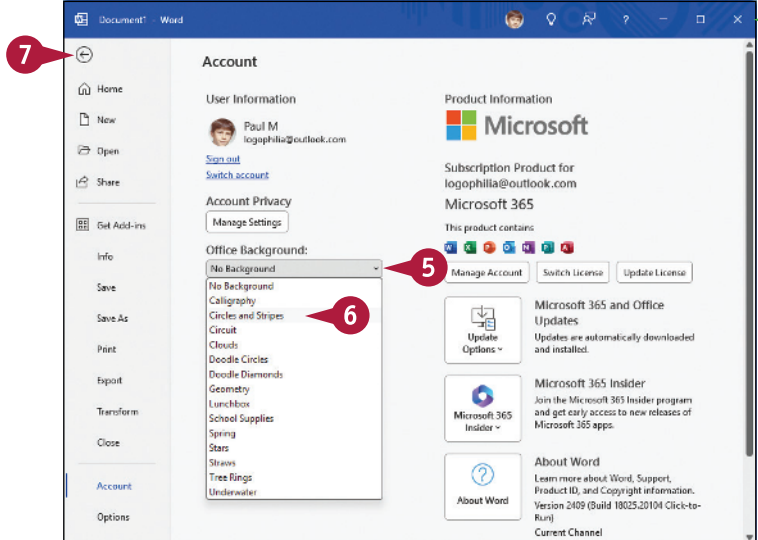
5 Click the **Office Background** ▼.

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.

Work with the Ribbon

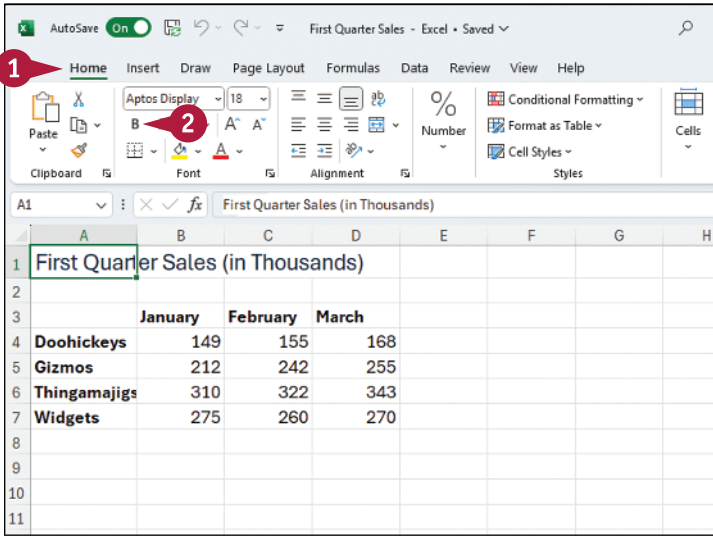
You use the Ribbon to access an app’s commands. The Ribbon is divided into tabs, the names of which vary depending on the app. Excel’s Ribbon, for example, includes tabs named Home, Insert, Formulas, and Data. Each Ribbon tab is divided into groups of related commands. The Home tab includes the Clipboard 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

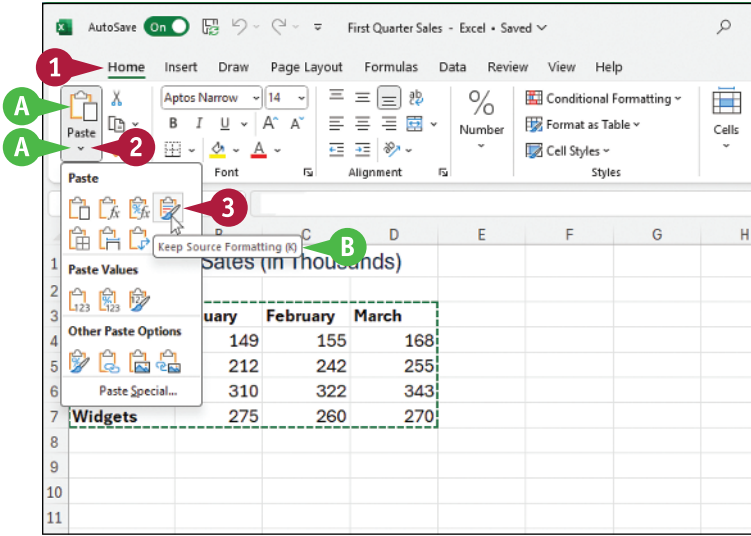
Run a Command

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



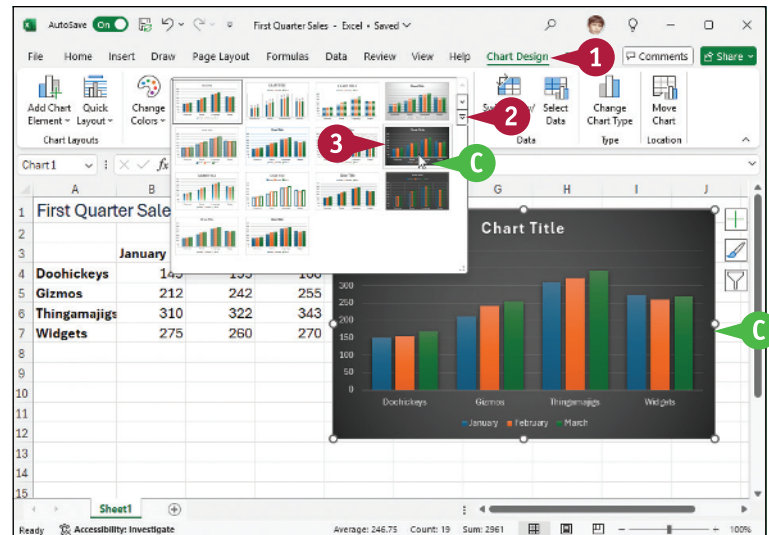
Run a Command from a Menu

- 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 Position the mouse () over a command to display a tooltip that displays the command’s name.
- 3 Click the command you want to run.



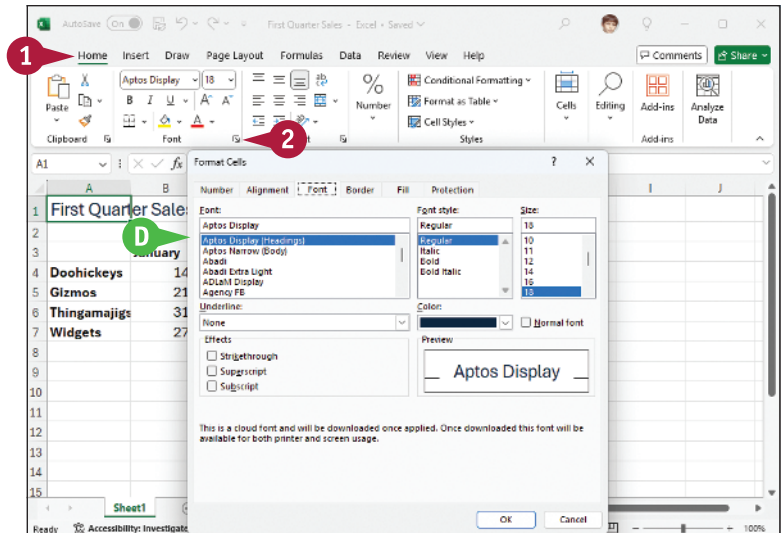
Choose an Item from a Gallery

- 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 position 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**. Now just the Ribbon tabs appear. You can display the full Ribbon temporarily by clicking a tab.

Select Data

You can select data in your file to perform different tasks, such as deleting it, changing its font or alignment, applying a border around it, or copying and pasting it. Selected data appears highlighted.

Depending on the app you are using, Microsoft 365 offers several different techniques for selecting data. For example, in Word, PowerPoint, Outlook, and Publisher, you can select a single character, a word, a sentence, a paragraph, or all the data in the file. In Excel and Access tables, you typically select cells. In OneNote, use the technique appropriate to the type of data you want to select.

Select Data

Select Data in Word, PowerPoint, or Publisher

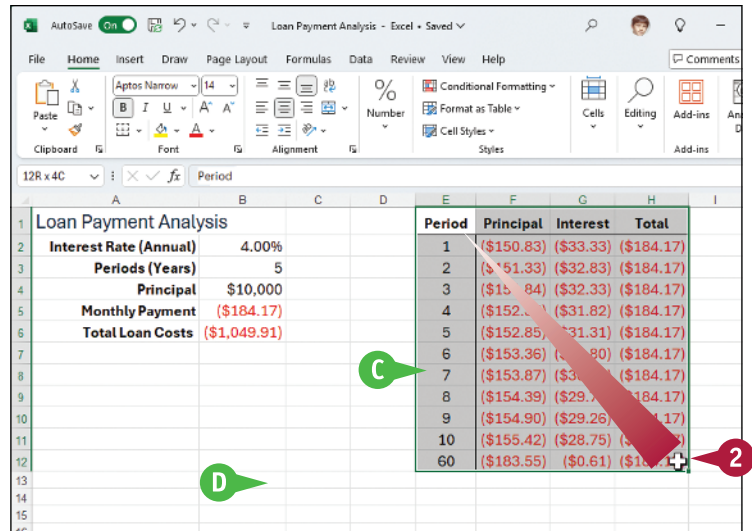
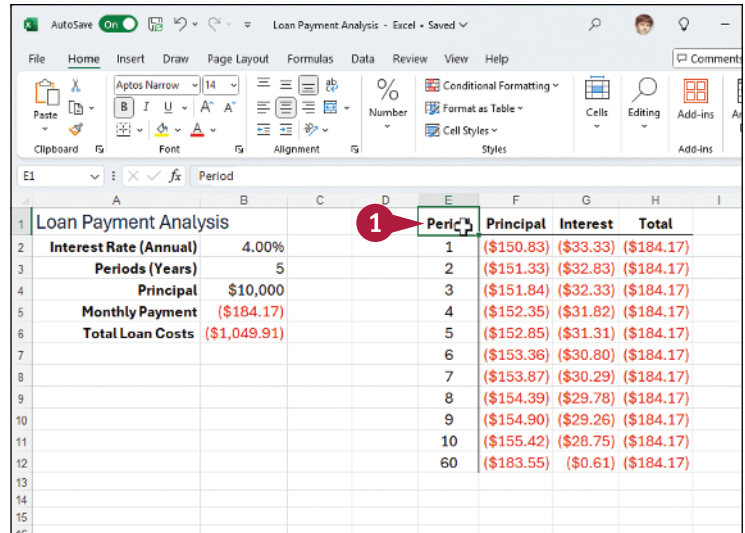
Note: You can use this technique to select characters, words, sentences, and paragraphs.

- 1 Click to one side of the word or character that you want to select.
- 2 Drag the mouse (🖱️) across the text that you want to select.
 - A The app highlights the characters to indicate that they are selected.
 - B To cancel a selection, click anywhere outside the text or press any arrow key on your keyboard.



Select Cells in Excel or Access

- 1 Click the cell representing the upper-left corner of the cells you want to select.
- 2 Drag the cell pointer across the cells you want to select.
- C The app highlights the characters to indicate that they are selected.
- D To cancel a selection, click anywhere outside the text or press any arrow key on your keyboard.



TIP

How can I use my keyboard to select text?

To select text or cells to the left or right of the insertion point or cell pointer, press **Ctrl** + **Shift** + **←** or **Ctrl** + **Shift** + **→**, respectively. To select a paragraph or cells above or below the insertion point or cell pointer, press **Ctrl** + **Shift** + **↑** or **Ctrl** + **Shift** + **↓**, respectively. To select all text or cells from the insertion point or cell pointer location onward, press **Ctrl** + **Shift** + **End**. To select all the text or cells above the insertion point or cell pointer location, press **Ctrl** + **Shift** + **Home**. To select all the text or cells containing data in the file, press **Ctrl** + **A**.

Using a Microsoft 365 App with a Touch Screen

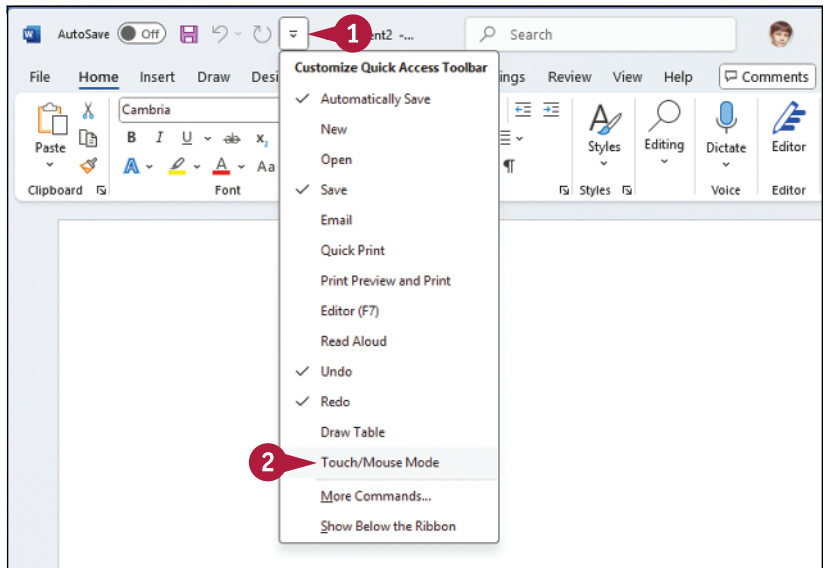
If you use Microsoft 365 on a touch-screen device, you can take advantage of Touch mode to make using the apps easier and more efficient. You can configure the Quick Access Toolbar with a command that toggles between the default Mouse mode and the tablet-friendly Touch mode.

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.

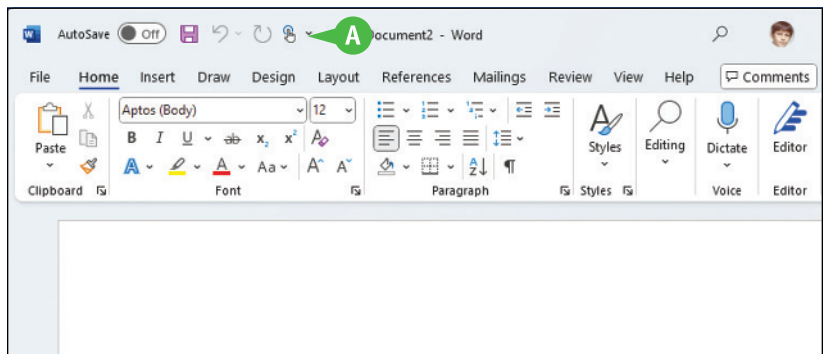
Using a Microsoft 365 App with a Touch Screen

Add Touch/Mouse Mode to the Quick Access Toolbar

- 1 On the Quick Access Toolbar, tap the **More** button (⋮).
- 2 Tap **Touch/Mouse Mode**.

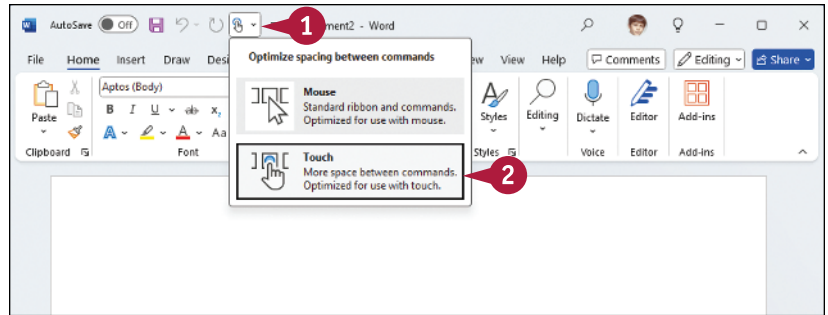


- A The Touch/Mouse Mode command (⌨) appears on the Quick Access Toolbar.

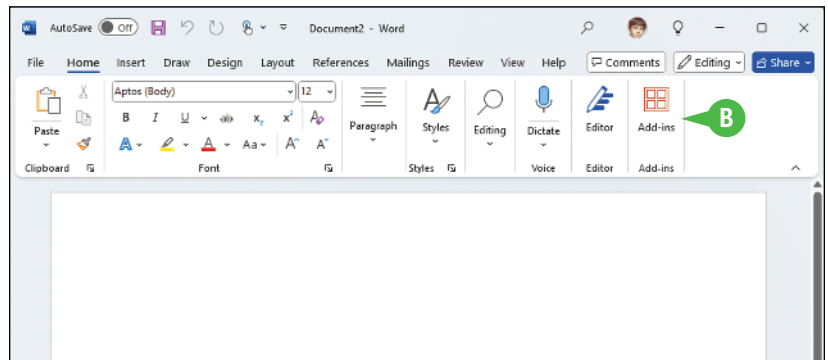


Switch to Touch Mode

- 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. Refer to 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.

bit starkly, a business that is neither nimble nor flexible lacks the overall agility to compete successfully in the modern marketplace.

Quote, Unquote

"There was a time when every household, town, farm or village had its own water well. Today, shared public utilities give us access to clean water by simply turning on the tap;

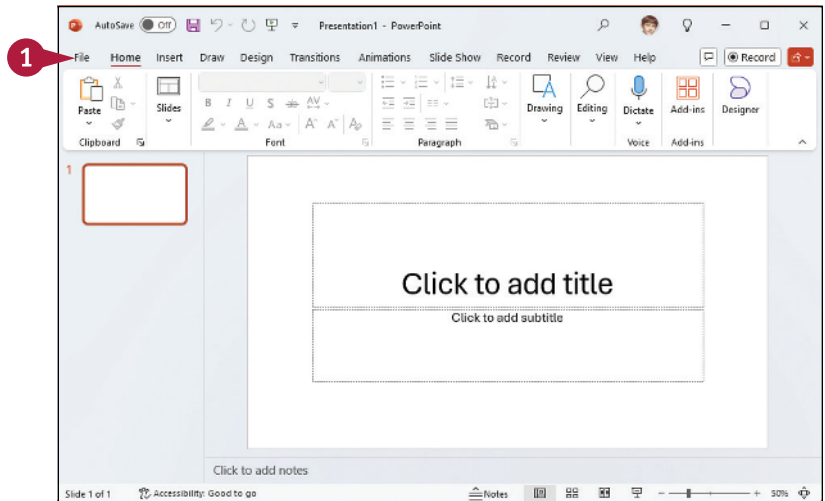
Create a New File

When you are ready to create new content, rather than adding to an existing document, you can create a new file. The Start screen that appears when you open a Microsoft 365 app (except Outlook, OneNote, and Teams) enables you to create a new file, as described earlier in this chapter. If Word, Excel, PowerPoint, Access, or Publisher is already open and you want to create a new document, workbook, presentation, database, or publication, you create a new file using Backstage view. You have the option of creating a blank file or basing the file on a template.

Create a New File

Create a New Blank File

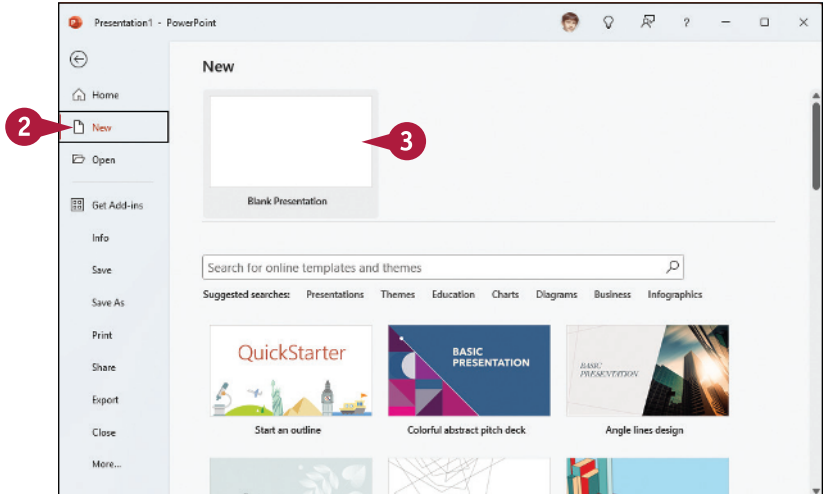
1 Click the **File** tab.



2 Click **New**.

The New screen appears.

3 Click the **Blank Type** thumbnail, where *Type* is the type of file, such as Document (Word), Workbook (Excel), or Presentation (PowerPoint).



Create a New File from a Template

1 Click the **File** tab (not shown).

2 Click **New**.

The New screen appears.

3 Click the template that represents the type of file that you want to create.

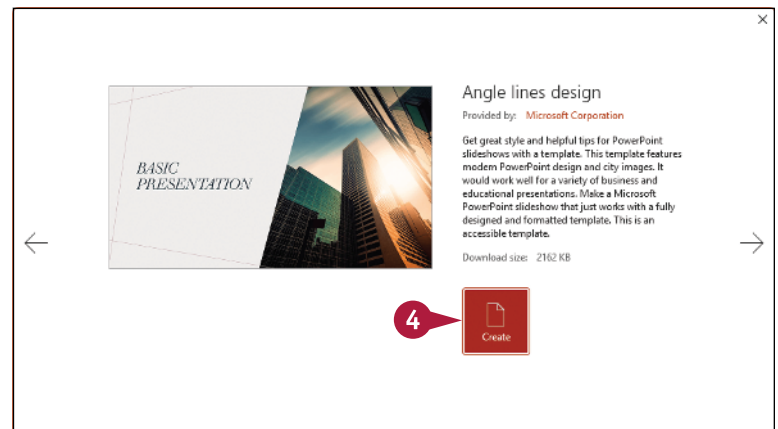
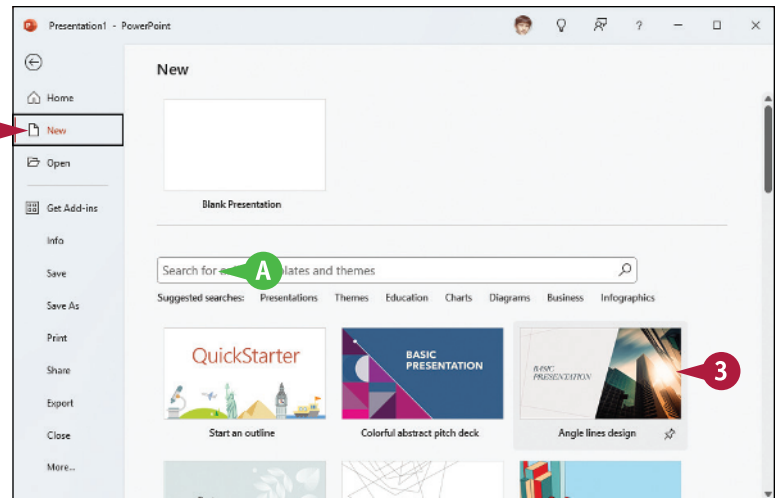
A You can use this Search box to search for the template you want.

Note: A template contains predefined text and formatting that serve as the starting point for your document, saving you the effort of manually adding that text and formatting.

A preview and description of the template appears.

4 Click **Create**.

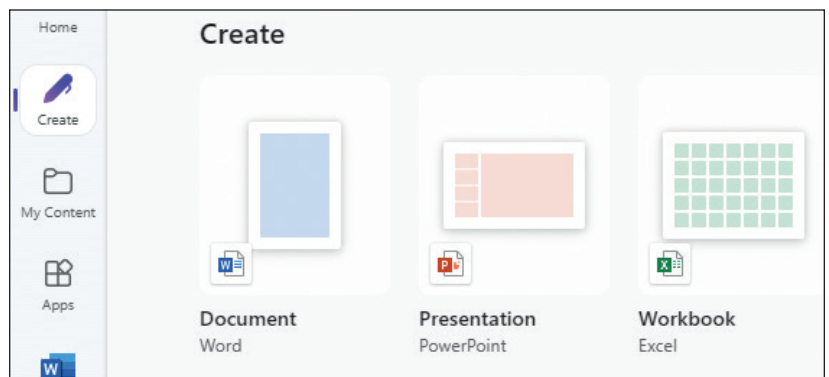
The Microsoft 365 app creates and then opens a new file based on the template.



TIP

Is there another way I can create a new Microsoft 365 file?

Yes. Click the **Start** button (Windows logo) and then click the **Microsoft 365 (Office)** app to launch it. Click **Create** and then click a file type from the menu that appears. Windows opens or switches to the app and creates the new file.



Save a File

You save files you create in Microsoft 365 apps so that you can use them at another time. When you save a file, you can give it a unique filename and store it in the folder or drive of your choice.

After you save a file for the first time, you can click the **Save** button (💾) in the app's title bar to save it again. The first time you save a file, the app prompts you for a filename. Subsequent times, when you use the Save button (💾) in the title bar, the app saves the file using its original name without prompting you.

Save a File

- A** Before you save a file, the app displays a generic name in the title bar (such as Document1 for a Word document, as shown here).



- 1** Click the **File** tab.

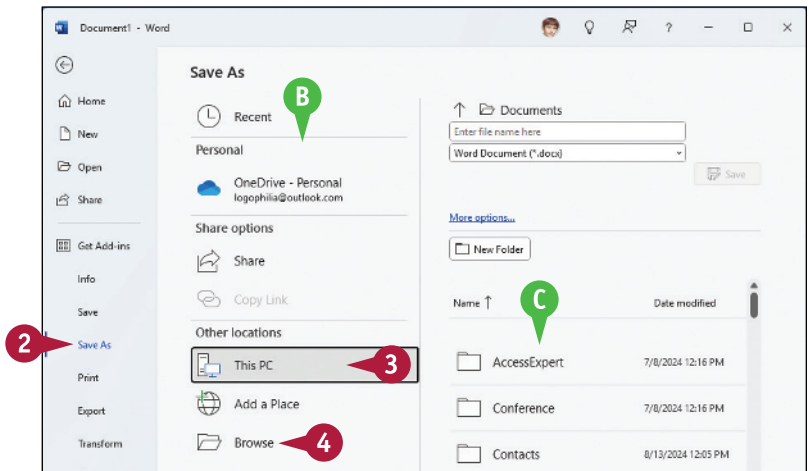
Backstage view appears.

- 2** Click **Save As**.

- B** Locations where you can save files appear here.

Note: Once you select a location, folders available at that location appear on the right side of the screen.

- 3** Click the location where you want to save the file; this example uses **This PC**.

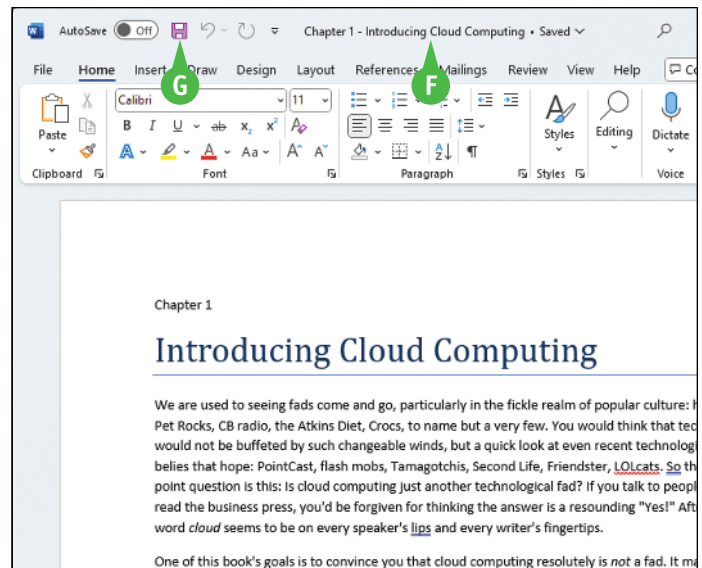
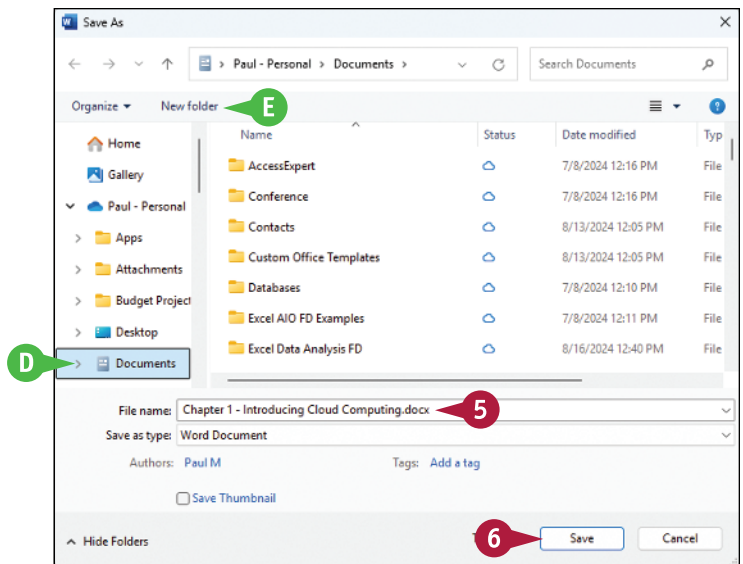


- C** If the folder in which you want to save the document appears here, click it and skip to step **5**.

- 4** Click **Browse**.

The Save As dialog box appears.

- 5 Type a name for the document.
- D You can click in the folder list to select a location on your computer in which to save the document.
- E You can click **New folder** to create a new folder in which to store the document.
- 6 Click **Save**.
- F Word saves the document and displays the name you supplied in the title bar.
- G For subsequent saves, you can click the **Save** button (💾) on the Quick Access Toolbar to quickly save the file.



TIP

Can I save a file using a different file type?

Yes. Each Microsoft 365 app saves to a default file type. For example, a Word document uses the DOCX file format, and Excel uses the XLSX file format. If you want to save the file in a format compatible with previous versions of the Microsoft 365 app, you must save it in the appropriate format, such as Word 97-2003 Document for previous versions of Word. To save a file in a different format, follow steps 1 to 4 in this section, click the **Save as type** ▼ in the Save As dialog box, and choose the desired format from the list that appears.

Open a File

You can open documents that you have saved previously to continue adding data or to edit existing data. If you are not sure where you saved a file, you can use the Open dialog box's Search function to locate it.

In Word, you can open and edit PDF files. Because Word optimizes PDF files to enable you to edit text, editing a PDF file in Word works best if you used Word to create the original PDF file. If you used a different app to create the PDF file, the result might not look exactly like the original PDF.

Open a File

- 1 Click the **File** tab (not shown).

Backstage view appears.

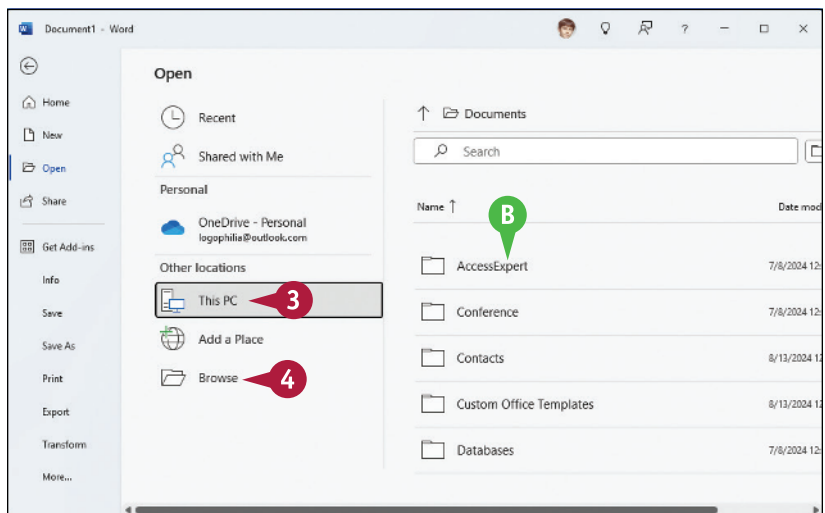
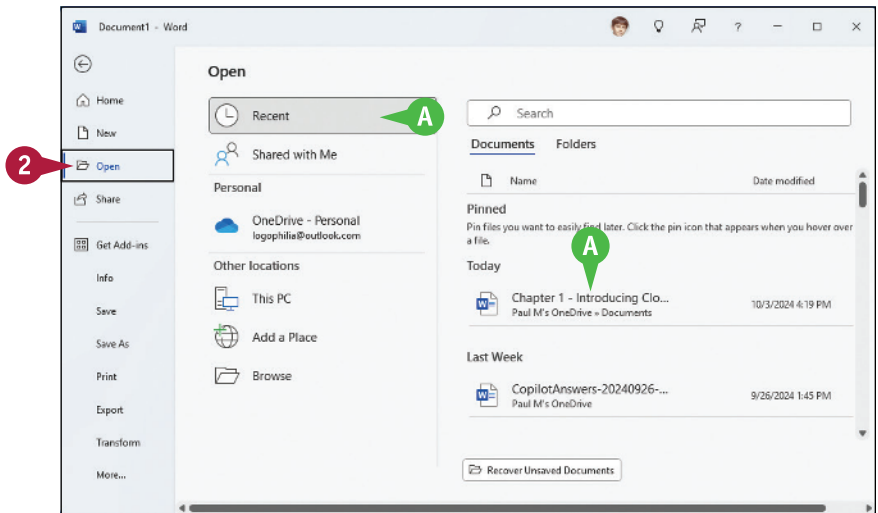
- 2 Click **Open**.

A By default, the Microsoft 365 app displays recently opened documents. If the file you want to open appears, you can click it to open it and skip the rest of these steps.

- 3 Click the place where you believe the document is stored. This example uses **This PC**.

B If the folder containing the document appears here, click it and skip to step 6.

- 4 Click **Browse**.

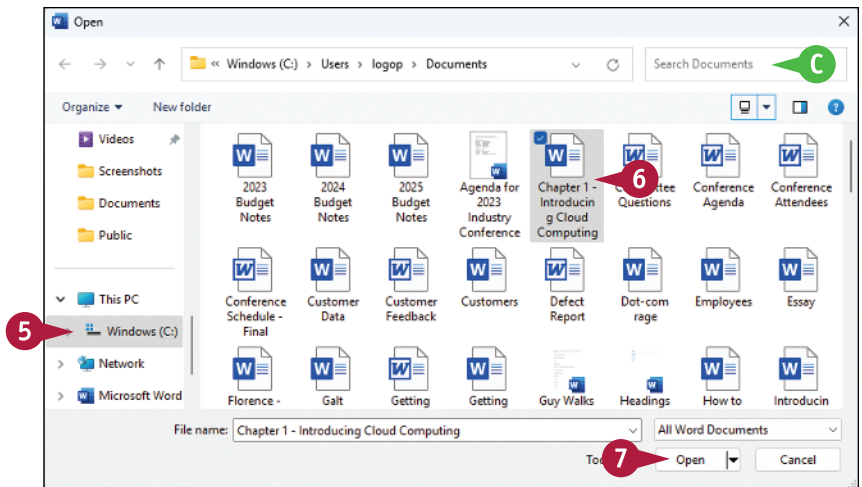


The Open dialog box appears.

- C** If you chose the wrong place, you can search for the file by typing part of the filename or content here.
- 5** Click in the folder list to navigate to the folder containing the document you want to open.
- 6** Click the document you want to open.
- 7** Click **Open**.

The file opens in the app window.

- D** To close a file, click the **Close** button (X) in the upper-right corner. If you have not saved the file, the app prompts you to save it.



TIP

Are there any tricks to searching for a file?

Yes. To search most effectively for a file, start by following steps **1** to **5** to locate and open the folder in which you believe the file was saved. Then, type all or part of the file's name in the search box and press **Enter**. Files containing the search term in either the filename or as part of the file's content appear highlighted in the Open dialog box. Word also displays files containing a close match.