

Die Dettmer-Seminarunterlagen für den Umstieg auf Office 2016 im Word-Format können Ihre Kursteilnehmer ausgedruckt oder als PDF-Datei nutzen

Aus technischen Gründen wurde in dieser
Musterunterlage dieses Deckblatt zusätzlich eingefügt,
und anders als im Original-Worddokument haben wir
das Inhaltsverzeichnis am Ende platziert.
Darüber hinaus entsprechen hier auch die Kopf- und
Fußzeilen nicht dem Original.

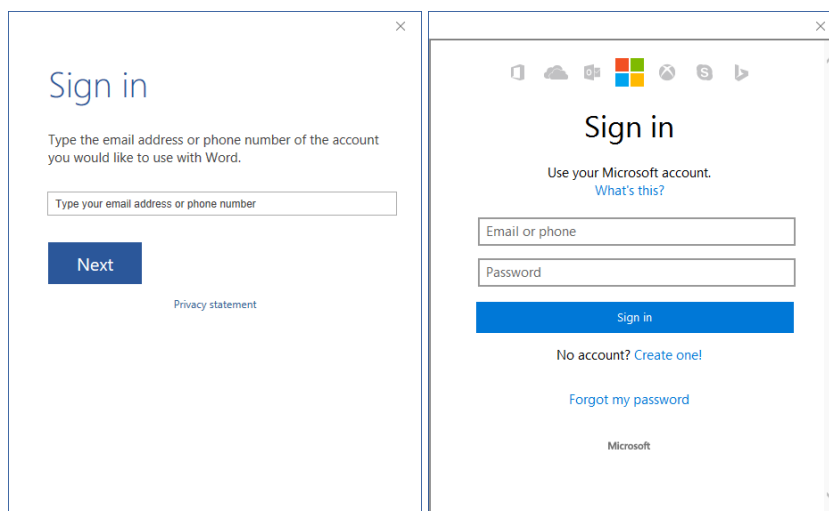
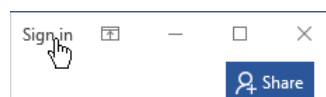
10 OneDrive and Microsoft Office 2016 Online

OneDrive (previously called SkyDrive) is a cloud service from Microsoft. A cloud is a sort of data cloud in the Internet, in which files are saved to a virtual hard drive which is accessible from anywhere via the Internet.

10.1 Saving to the Cloud (OneDrive)

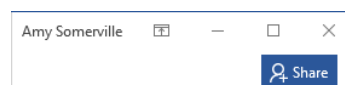
As already mentioned on page 12, the Office 2016 programs (e.g. Word) offer you the option of signing in to Office. In this way, you can use OneDrive to access your documents via the Internet, wherever you happen to be. To sign in to Office, you need either your own Microsoft account or a work account from your organization. If you use Hotmail, Xbox LIVE or Windows Phone for instance, you already have a Microsoft account. However, you can create a new account during the sign in procedure. The sign in details for your work account may be provided by your company, public authority or school, so that you can use Microsoft services.

In the Office window, click top right on the **Sign in** link. In the resulting window, enter your email address and password and click **Sign in**. Via the **Create one!** link you can also set up a new account.



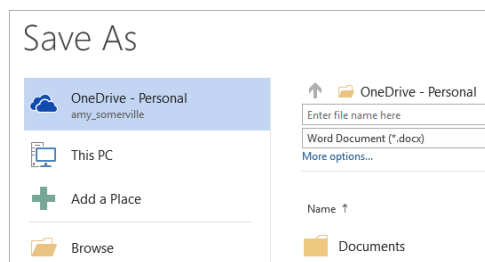
Entering your email and password

After successfully signing in, your name will be shown instead of the link (Amy Somerville in the example here). With a click on this you can, for example, change your photo, switch accounts or sign out via the account settings.



Now, to save a document to the cloud:

1. switch to the **File** menu, click **Save As** and select your **OneDrive**.

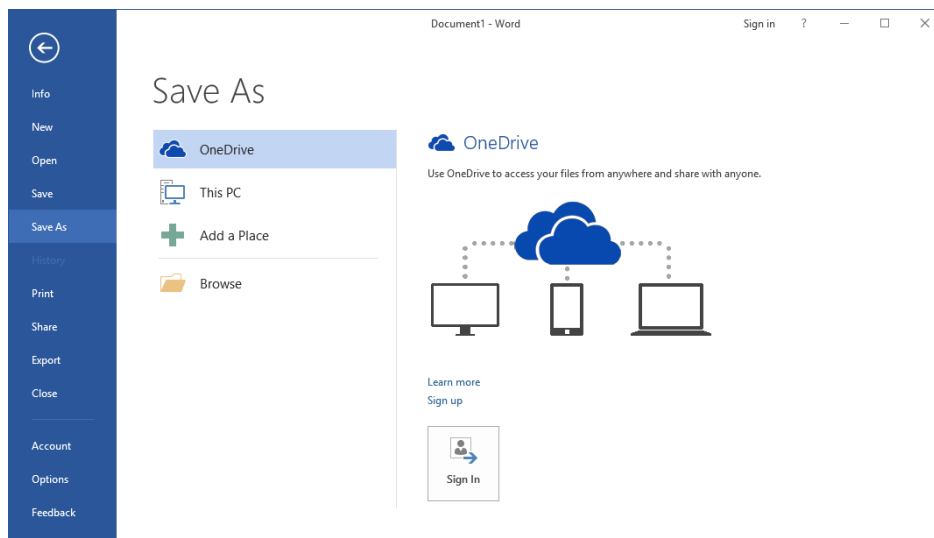


Saving to OneDrive




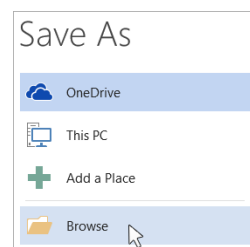
If you were not yet signed in to Office, use the **Sign In** button to do so now.

Seminarunterlage Umstieg auf Office 2016 Englisch



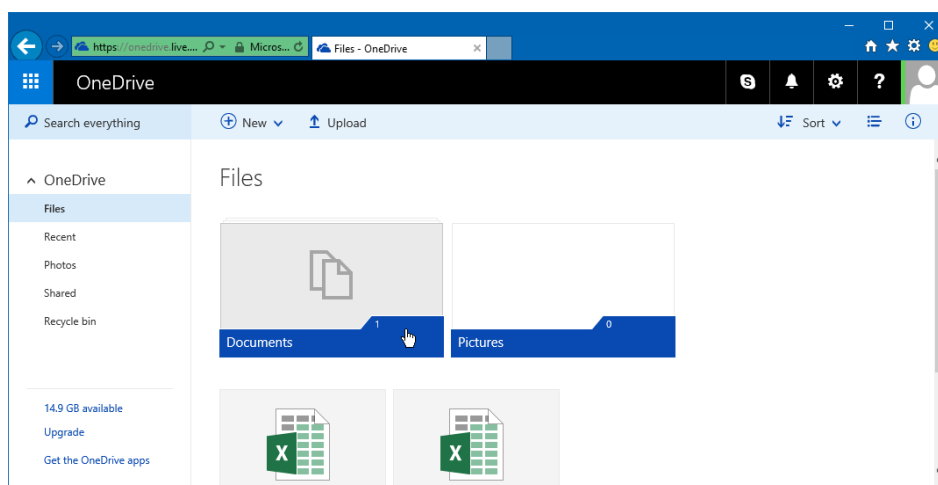
Signing in to Office

2. Either select one of the last used or the current folder, or click **Browse** to call up the **Save as** window.
3. Save the file to your OneDrive folder or a subdirectory of your choice.
4. In the Quick Access Toolbar, the **Save** icon  will now also have a twin green arrow symbol. Via this, you can see that the file is synchronized after editing and saving it again.



You can now open the file as follows:

- on your own computer, via the **OneDrive** folder in your File Explorer
- on any computer where Office 2016 has been installed, after signing in to Office via **File** menu, **Open, OneDrive** and
- on any computer even without Office 2016 being installed, via a web browser under **www.onedrive.com**. To do that, sign in to your Microsoft account and click the appropriate tile if necessary (e.g. Documents) to switch to the subdirectory where you saved the file, e.g.:


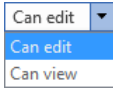



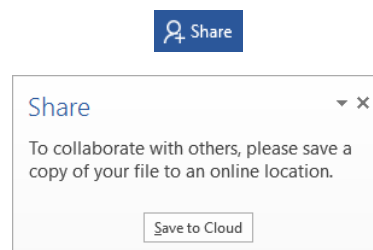
Calling up OneDrive via a web browser

Seminarunterlage Umstieg auf Office 2016 Englisch

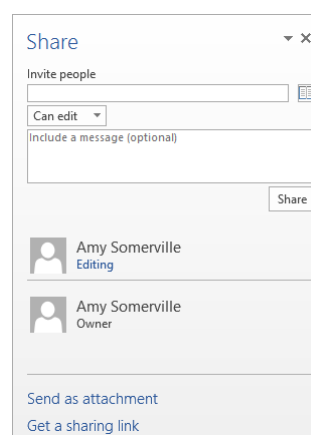
10.2 Collaboration via the cloud

Office 2016 permits you to edit a file together with other users and to invite these people to do so directly from Word, Excel or PowerPoint, without having to exit the program or file. The requirement for this sort of teamwork is that the file is or has been saved to the cloud in the latest file type of **.docx**, **.xlsx** or **.pptx**.

1. Open the Word file **Letter with table, office supplies order.docx**.
2. In the ribbon, top right, click the **Share** button. At the right edge of the window the **Share** task pane will open up.
3. If your document has not yet been saved to the cloud, you will find the **Save to Cloud** button in the task pane. Click it, sign in if necessary using your own Microsoft account or your organization's account, and proceed to save as described in the previous chapter.
4. In the **Invite People** text box, enter the email addresses of the required users (separate several addresses using commas) or, by clicking the  icon, choose from your contacts.
5. In the drop-down menu underneath, specify whether these people can edit the document or just view it. 
6. If desired, enter a message in the field for that purpose under the drop-down menu.
7. Then click the  button.

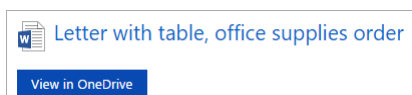


Initially saving a file to the cloud




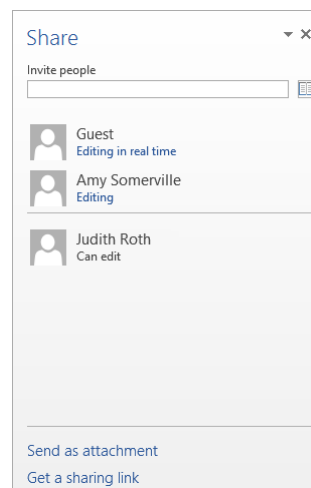
Share task pane

The invited people will now receive an email with a link to open the document:



Sharing link in an email

The **Share** button  on the ribbon shows how many people are currently working on the document (2 in the example). Clicking the button will show *all* of the users who have been invited, including those who have not currently opened the document (Judith Roth in the example).



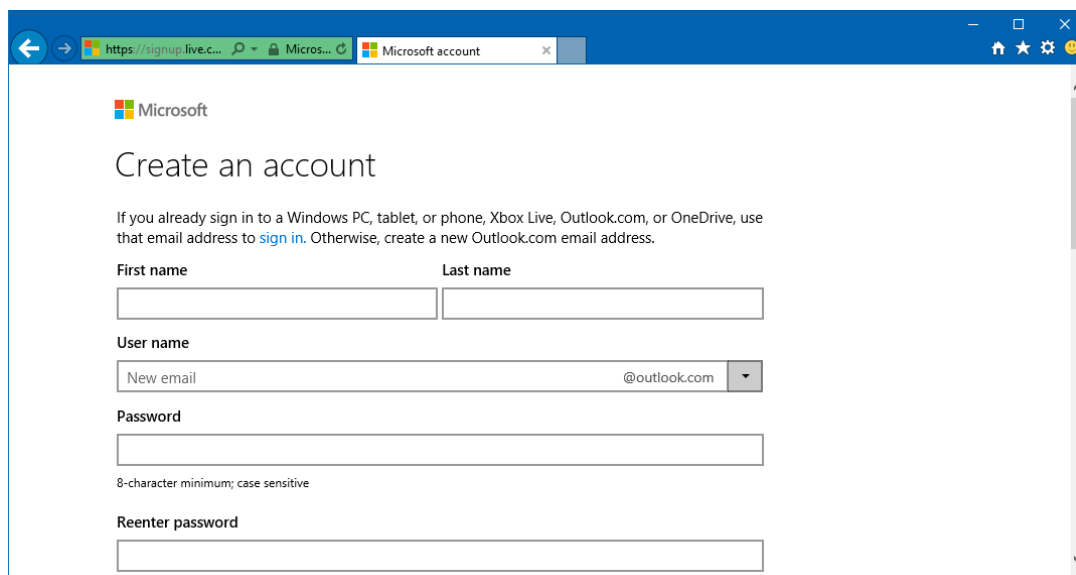
Share task pane during editing

10.3 Microsoft Office 2016 Online

Microsoft Office 2016 Online is the web-based counterpart to Microsoft Office 2016. The Web versions of Word, Excel, PowerPoint and OneNote can be used via the Microsoft Cloud, and documents can be created and edited directly in the browser (e.g. Internet Explorer, MS-Edge). You can thus have access to the documents all over the world, on computers on which Mi-

Seminarunterlage Umstieg auf Office 2016 Englisch

Microsoft Office is not installed, and moreover, multiple users can edit the documents at the same time. However, there are significantly fewer functions available for creating and editing documents than in the desktop version of Office 2016. The only requirement for using the Web versions is a **Microsoft account** to sign in to Windows and Microsoft services, such as Live, OneDrive, Outlook.com. If you use **Hotmail**, **Messenger** or **Xbox Live**, you already have a Microsoft account. You can also register for free at www.live.com:



Creating a Microsoft account

In the **User name** text box, enter your desired name (**favorite.name** in the example) and with the drop-down arrow, select the domain **hotmail.com** or **outlook.com**. The Microsoft account then has the following form, which is also your Microsoft email address:


favorite.name@outlook.com

Fill out the remaining fields and click **Create account**. You can now login to www.live.com or www.onedrive.com with your Microsoft account.



The Microsoft account can contain only letters, numbers, punctuation, hyphens and underscores. Special characters and accented characters are not allowed.

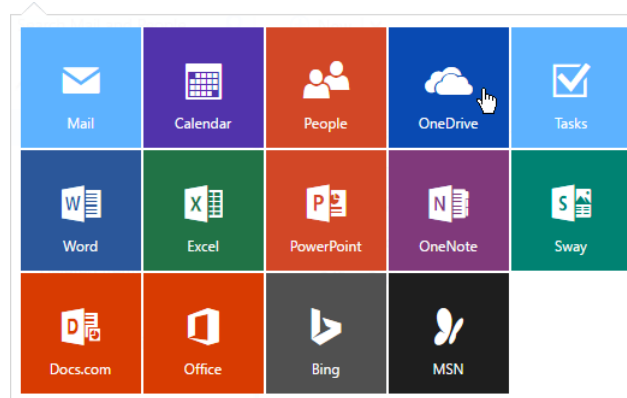
Creating a new document

To create a new document, open your web browser and log in to OneDrive on www.onedrive.com with your Microsoft account. If you have already been logged in to outlook.com or live.com, click the  icon in the top left corner of the menu bar



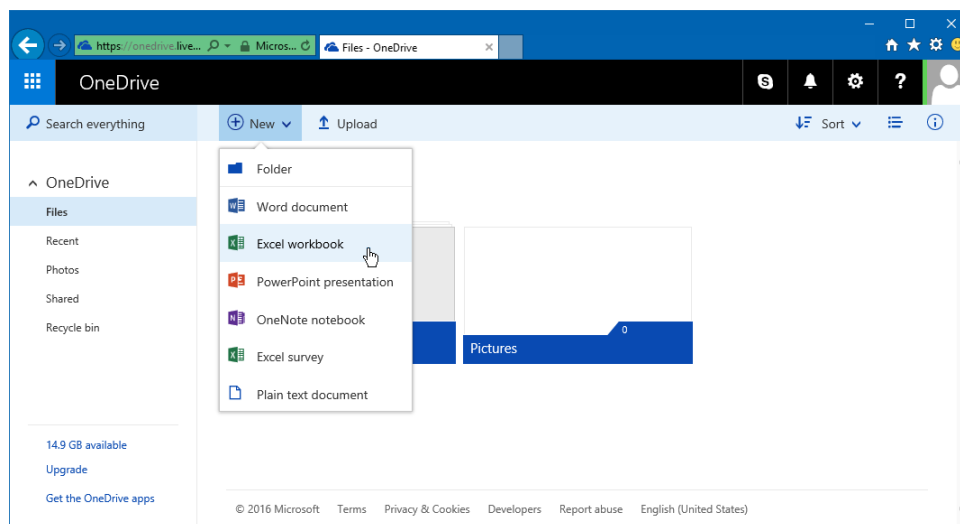
and in the following picture click, for example, the **Excel** tile. Or you select the **OneDrive** tile first:

Seminarunterlage Umstieg auf Office 2016 Englisch



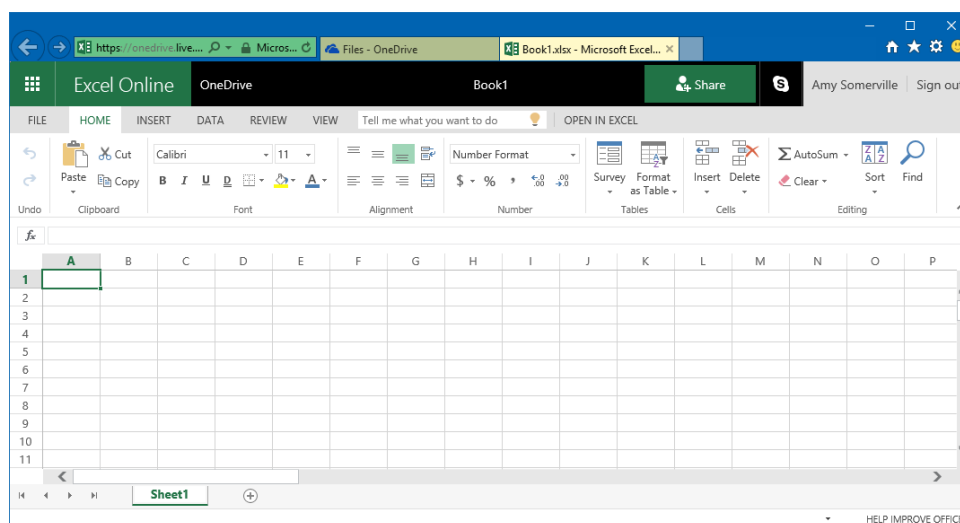
Switching to OneDrive

Now, you see your folders and files. If necessary, open one of the folders by clicking its tile, then click **New** on the menu bar and select, for example, **Excel workbook** from the menu.



Creating a new Excel document

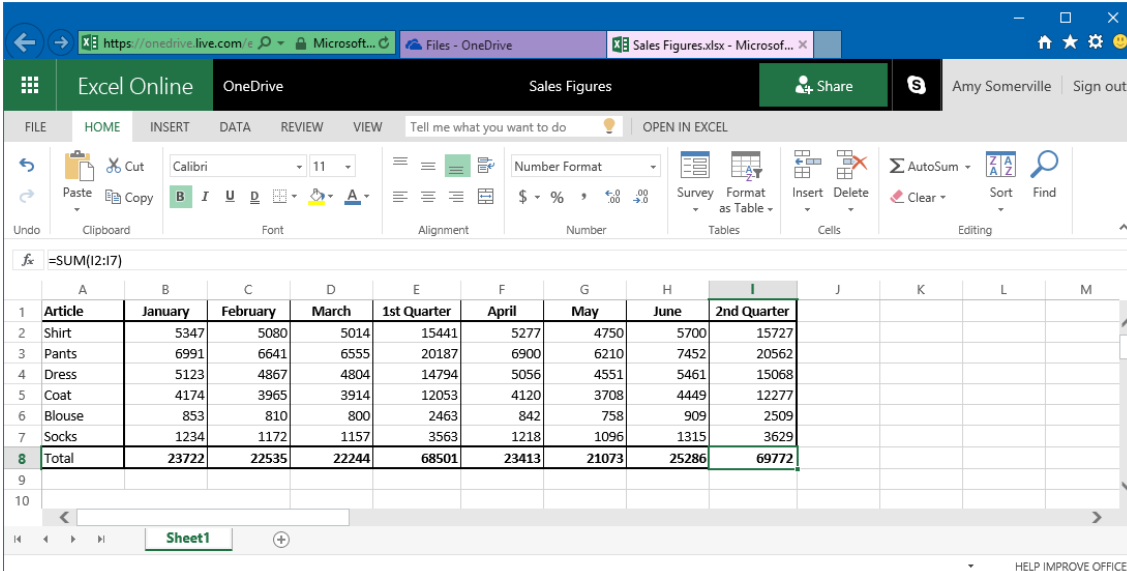
A new Excel worksheet is opened in your web browser and you can now enter your data:



Excel document with the File, Home, Insert, Data, Review, and View tabs

Seminarunterlage Umstieg auf Office 2016 Englisch

As you can see, six tabs (**File**, **Home**, **Insert**, **Data**, **Review**, and **View**) are available, with only the most important functions. In the black-and-green menu bar, click the file name **Book1** to select and overwrite the name. We opted for **Sales Figures**. Now, copy and paste the data from the Excel file **Sales Figures.xlsx** into the workbook and format it as shown in the following picture:



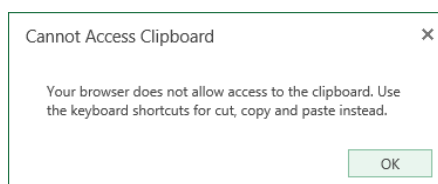
The screenshot shows the Excel Online interface. The ribbon includes FILE, HOME, INSERT, DATA, REVIEW, and VIEW. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Article	January	February	March	1st Quarter	April	May	June	2nd Quarter				
2	Shirt	5347	5080	5014	15441	5277	4750	5700	15727				
3	Pants	6991	6641	6555	20187	6900	6210	7452	20562				
4	Dress	5123	4867	4804	14794	5056	4551	5461	15068				
5	Coat	4174	3965	3914	12053	4120	3708	4449	12277				
6	Blouse	853	810	800	2463	842	758	909	2509				
7	Socks	1234	1172	1157	3563	1218	1096	1315	3629				
8	Total	23722	22535	22244	68501	23413	21073	25286	69772				

The Sales Figures document

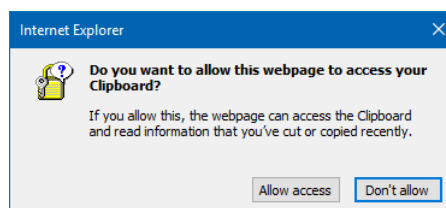


When you paste the data, the following message may appear, telling you that your browser doesn't allow access to the clipboard. In that case, paste the data using the **Ctrl + V** keyboard shortcut.



Pasting only with the **Ctrl + V** keyboard shortcut

Or maybe the following dialog box appears in which you have to allow the webpage to access the clipboard. Afterwards, you will have to repeat the paste command.



Allowing the webpage to access the clipboard

Your document is automatically saved to OneDrive. If you want to save a copy of the file to your computer, select the **Save as** command on the **File** menu.

Seminarunterlage Umstieg auf Office 2016 Englisch

Sharing the document with other people

If you want to share the document with others to collaborate on it,

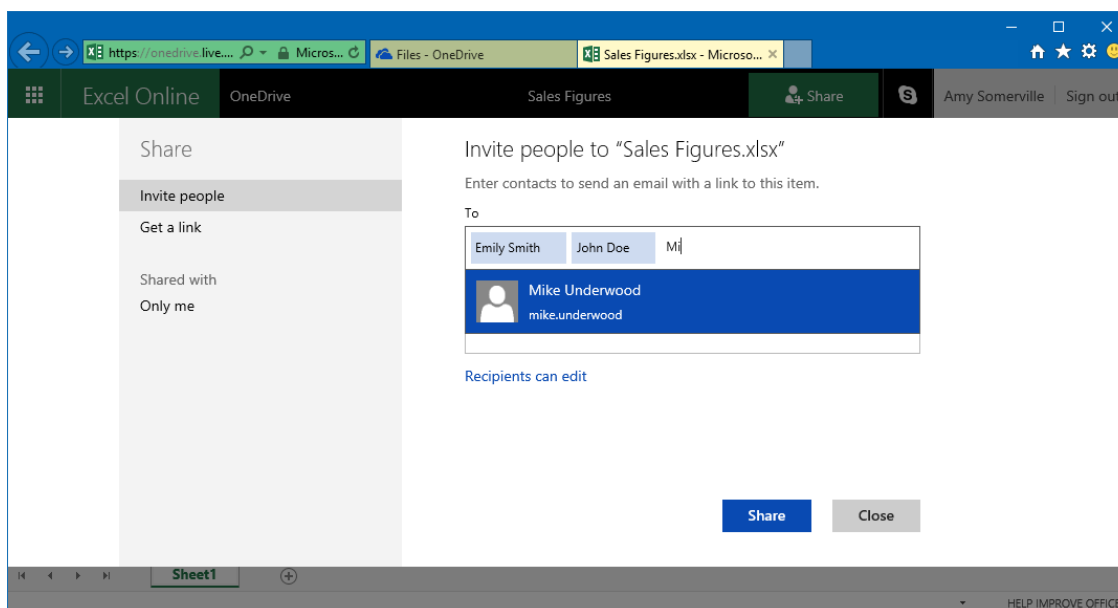
1. select the **Share** command on the **File** menu and on the **Share** page, click the **Share with People** button you can see on the right or click **Share** in the menu bar at the very top of the window.
2. In the frame which opens you can type names of saved contacts or email addresses, separated by commas, into the **To** field. As soon as you start typing possible people from your saved contacts are displayed that can be selected with a mouse click.



On the File menu




In the menu bar



Entering or selecting people for sharing

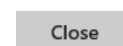


To save contacts to your list, click the  icon in the top left corner of the menu bar (page 152), then click the **People** tile and, in the menu bar of the **People** page, click **New**.

3. Now, click the **Recipients can edit** link and use the drop-down list boxes to determine, whether the editing of the document shall be possible or whether it shall only be viewed and if the recipients must sign in with their Microsoft accounts:

Determining the options for sharing

4. Add a message in the designated text box, if you want to, and complete the entry by clicking the **Share** button. With the *grey* **Close** button, you can stop sharing any time.
5. On the next page, you can determine for each recipient again, if he or she can edit the document.

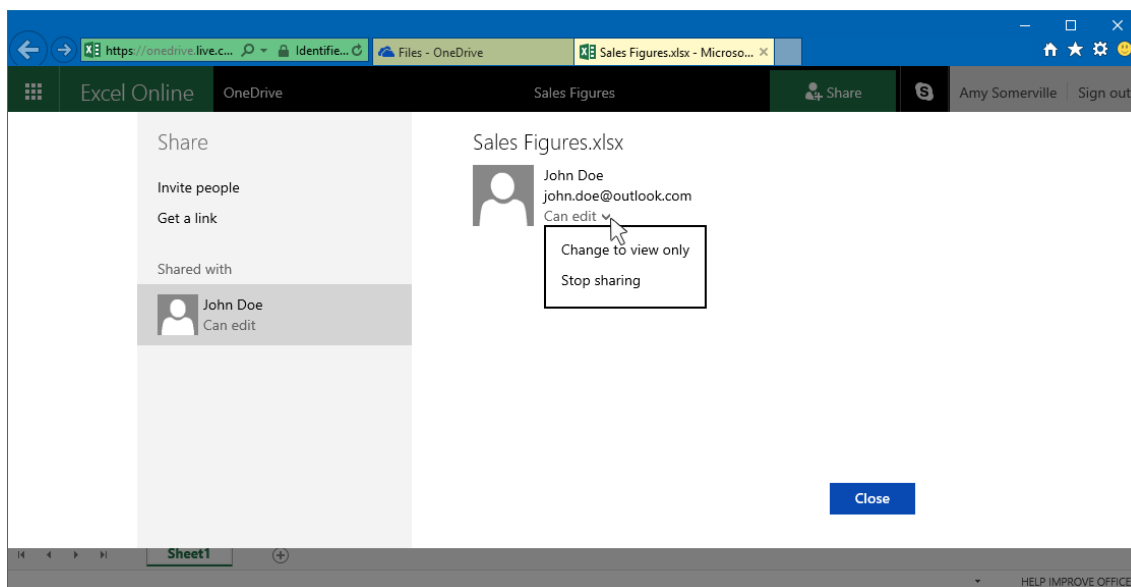


Seminarunterlage Umstieg auf Office 2016 Englisch

Select the relevant recipient in the navigation pane on the left, click the drop-down arrow ▼ in the right part of the window and change the editing options for the recipient or **stop sharing** with the indentically named command.

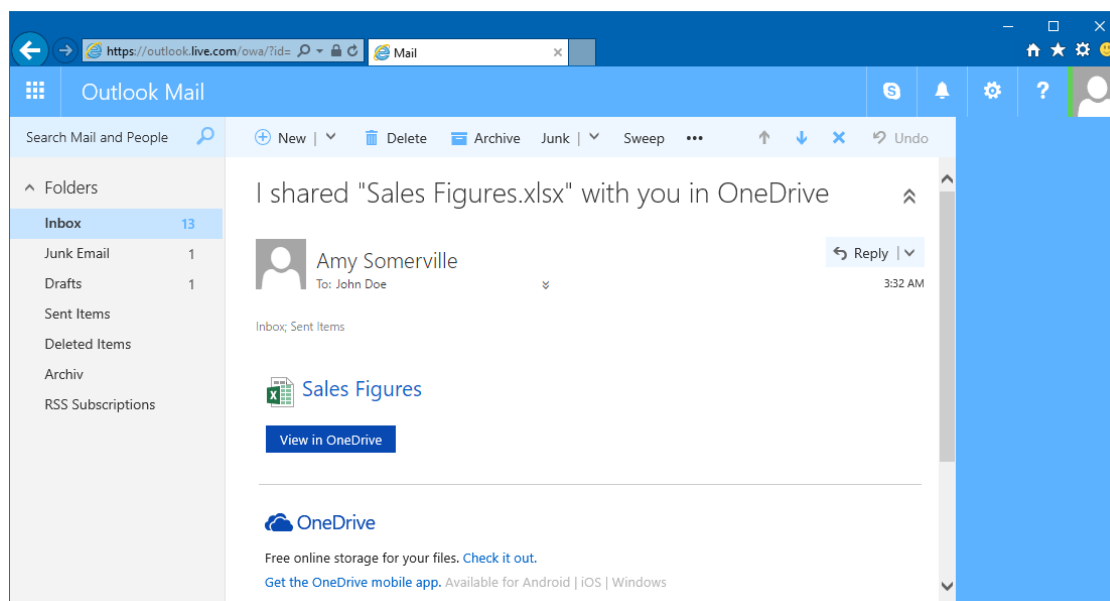
Change to view only
Stop sharing

Close



Changing the editing options for each recipient

6. The recipient receives an email with the information about the sharing of the document:

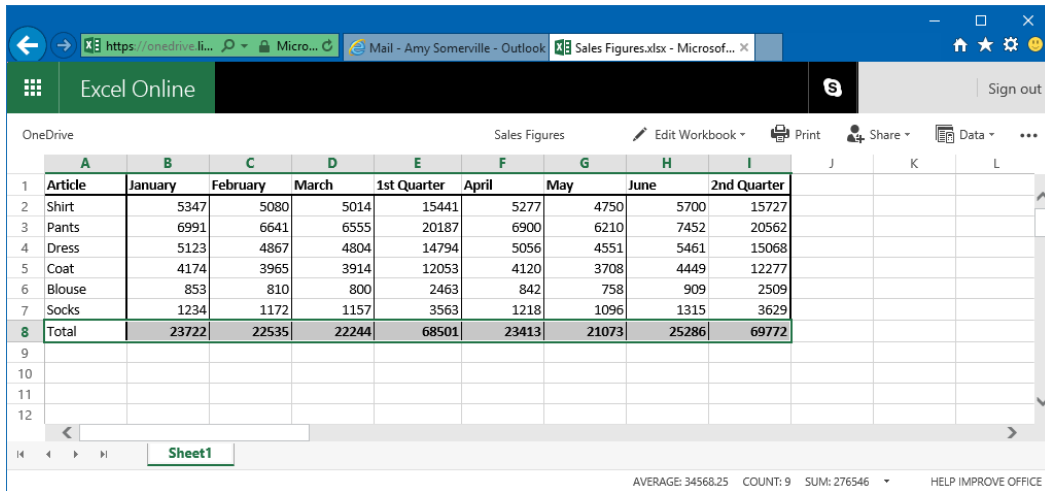


Notification of the sharing

If the message was sent to an email address from **Outlook**, **Hotmail** or **Live**, the document can be opened by clicking the link. Instead of the tabs, various buttons are placed on the ribbon:



Seminarunterlage Umstieg auf Office 2016 Englisch



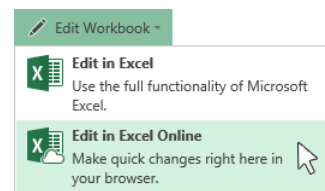
The screenshot shows an Excel Online interface with a table of sales figures. The table has columns for Article, months (January to June), and quarters (1st Quarter, 2nd Quarter). The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Article	January	February	March	1st Quarter	April	May	June	2nd Quarter			
2	Shirt	5347	5080	5014	15441	5277	4750	5700	15727			
3	Pants	6991	6641	6555	20187	6900	6210	7452	20562			
4	Dress	5123	4867	4804	14794	5056	4551	5461	15068			
5	Coat	4174	3965	3914	12053	4120	3708	4449	12277			
6	Blouse	853	810	800	2463	842	758	909	2509			
7	Socks	1234	1172	1157	3563	1218	1096	1315	3629			
8	Total	23722	22535	22244	68501	23413	21073	25286	69772			
9												
10												
11												
12												

At the bottom of the screenshot, the status bar shows: AVERAGE: 34568.25 COUNT: 9 SUM: 276546 HELP IMPROVE OFFICE

Excel online document

Via **Edit Workbook**, **Edit in Excel Online** you switch to editing mode.



Editing in Excel Online

2 Microsoft Office 2016

This training document will help you with the transition to the newest version 2016.

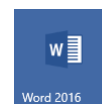
2.1 Opening an Office program

Opening a program (Word, Excel, PowerPoint, Access, Outlook) from the Microsoft Office 2016 package can be achieved in different ways, as usual. The word processor, Word, is probably the most frequently used Office 2016 program. Thus, **Word** will be used to explain the fundamentals that are the same in all Office programs.

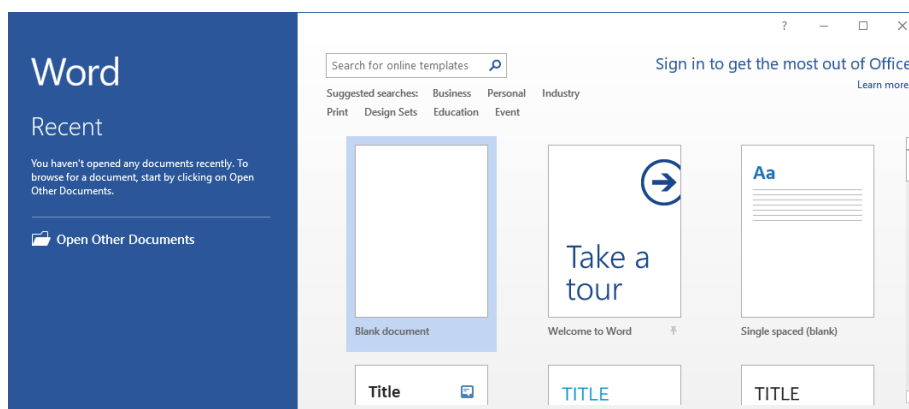
Windows 10

Windows 10 offers you several ways to start the program:

- Type the letters **Word** into the search box of the taskbar (page 7) and select the relevant result in the search bar that opens automatically.
- Or open the Start menu and either select the corresponding line in the traditional section on the left or click the tile on the right hand side of the Start menu.



If the Word start screen is displayed, you have direct access to your **Recent** documents, you can **Open Other Documents** or you can create a new document – blank or based on a template:

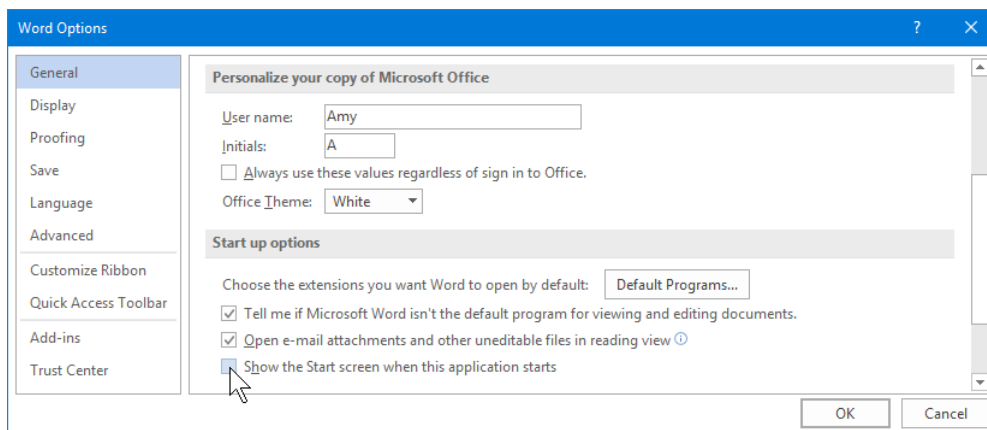


Word start screen

Click **Blank document** to create a new document.

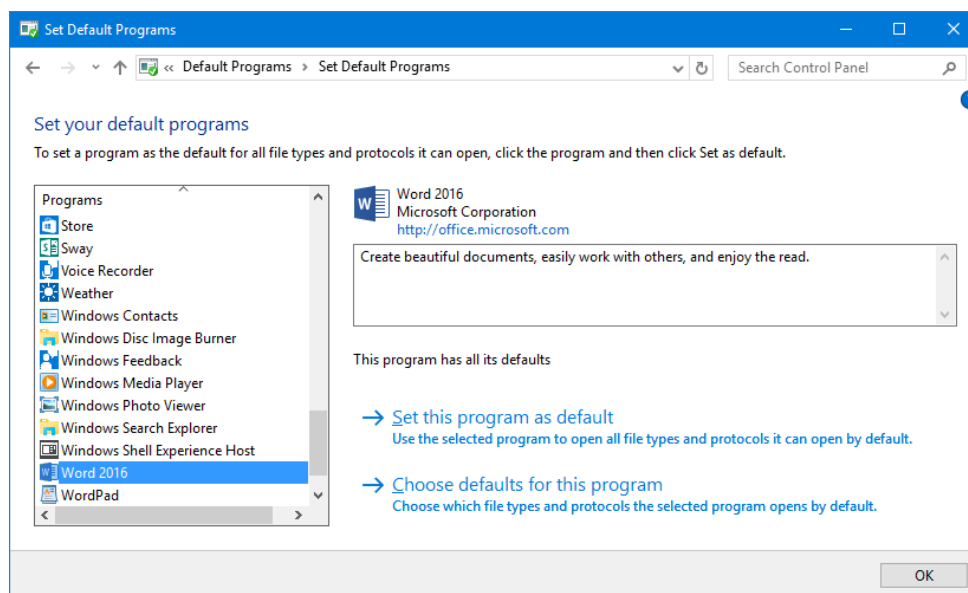
It is also possible to deactivate the start screen and launch the program directly with a blank document: On the **File** menu (page 15), go to **Options** and clear the **Show the Start screen when this application starts** check box on the **General** page:

Seminarunterlage Umstieg auf Office 2016 Englisch



Deactivating the start screen in the Word Options

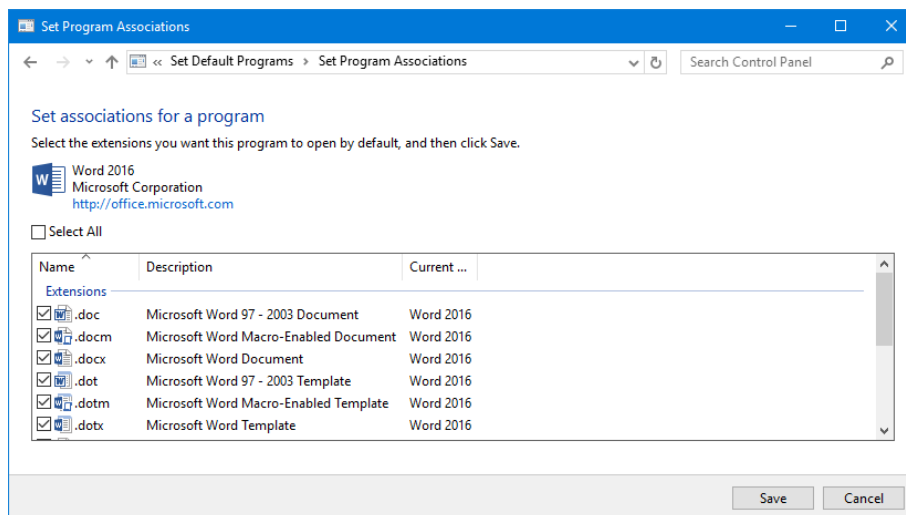
When opening the Word start screen, you may be asked whether you want to select the file types that are opened with Word by default. However, you can also set the default program for a file type at any time as follows: search box of the taskbar, search term **control panel** (page 7), **Default Programs, Set your default programs**. Select **Word 2016** from the list of programs:



Setting Word as default

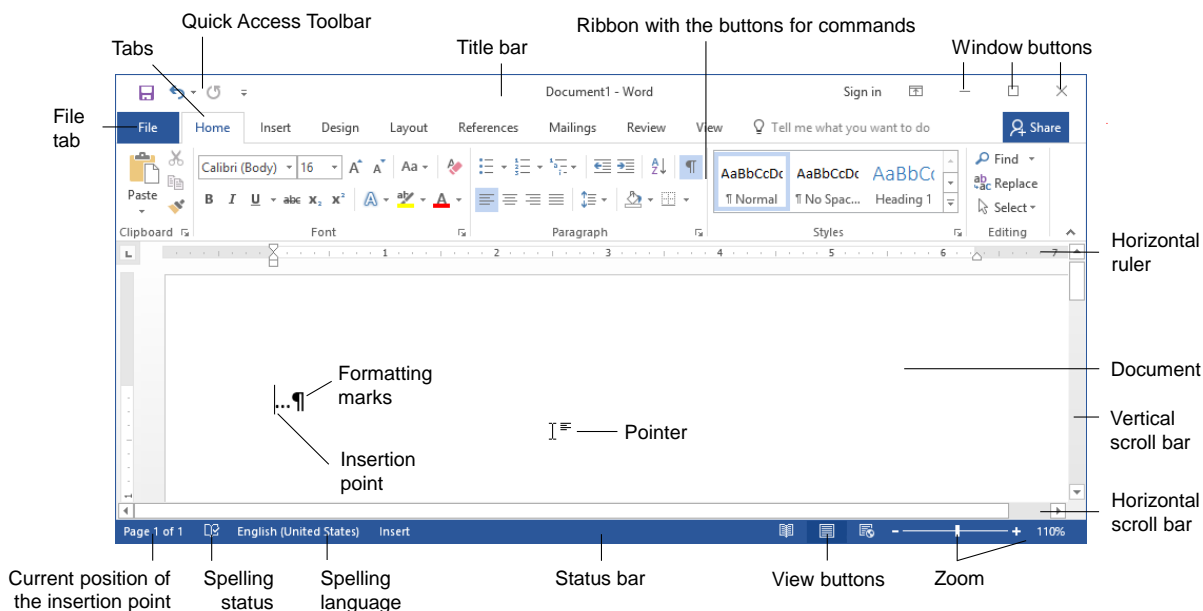
Click **Set this program as default** and close the window with . However, if you only want to set particular file types, click **Choose defaults for this program**. In the following window, deactivate or activate the respective file type and finally click :

Seminarunterlage Umstieg auf Office 2016 Englisch



Setting only particular file types

2.2 An Office screen




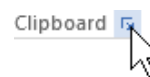
The Word screen

In Office 2016, each document, workbook or presentation has its own window, which simplifies working with multiple monitors. In previous Office versions the **Show all Windows on the taskbar** option had to be activated in the **Options (File menu)**.

2.3 Task pane

The task panes from the previous Office versions 2002/XP and 2003, such as Office Clipboard, Document Recovery, Show Formatting, and Mail Merge Wizard, are offered more frequently again since Office 2013.

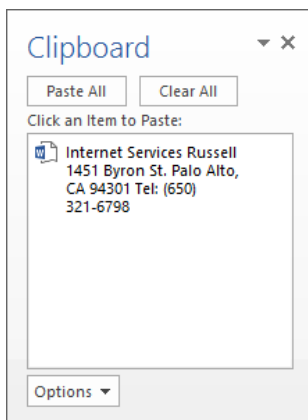
For example, clicking this small button  in the bottom right corner of the **Clipboard** group on the **Home** tab opens the related task pane.



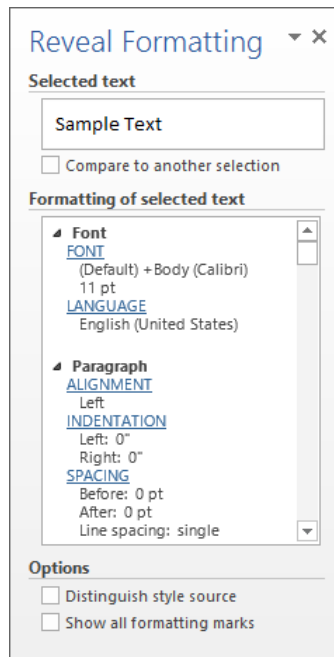
Seminarunterlage Umstieg auf Office 2016 Englisch

Or you open the context menu of an object by right-clicking it and select the **Format ...** command (e.g. **Format Picture**).

Revealing formatting is very helpful in Word. To do this, press the key combination **Ctrl + F1**. Now select text in your document. Word shows you the formatting details (character and paragraph style) for this area of text in a task pane.



Clipboard task pane



Reveal Formatting task pane

The dividing line between the task pane and the working area can be dragged with the mouse. Direct your mouse pointer onto the vertical dividing line. It becomes a double arrow there: **↔**. Now drag the dividing line while holding down the left mouse button, and release it at the new position.

You can also move a task pane to any place on the screen. To do this, point to the title bar with the mouse and drag the task pane to another location while holding down the left mouse button. The mouse pointer takes the form of a four-pointed arrow:



Dragging the task pane to another location

Return the task pane to its former place on the right or left part of the window by double-clicking the title bar. As in all windows, hide the task pane with the **Close** icon **x** in the title bar.

2.4 Signing in to Office

Maybe you already noticed one of the new features in the top right corner of the window: the **Sign in** link. It allows you to sign in to Office in order to access your documents via Internet from all over the world. Learn more on page 149.



Sign in

Table of Contents

1	Preliminary Notes	5
1.1	Key descriptions	5
1.2	The Windows 10 operating system	5
2	Microsoft Office 2016	9
2.1	Opening an Office program	9
2.2	An Office screen	11
2.3	Task pane	11
2.4	Signing in to Office	12
3	Executing Commands	13
3.1	The ribbon	13
3.2	The File menu	15
3.3	Icons	18
3.4	Context menus and toolbars	20
3.5	Keys (shortcuts)	20
3.6	Switching to other programs	21
4	Compatibility with Office 2000, 2002/XP and 2003	23
5	New and improved Office features	24
5.1	Improved operation	24
5.2	The Explorer window	24
5.3	Help	25
5.4	Zooming	27
5.5	Live preview	27
5.6	Context tools (need-based tools)	28
5.7	Galleries	32
5.8	Office themes	33
5.9	Smart Lookup	33
5.10	Online Picture	34
5.11	Getting apps from the Office Store	35
5.12	Trust Center	38
5.13	Preparing a document for sharing	39
5.14	Recovering previous versions of a file	42
5.15	XPS print file	43
5.16	Print view (print preview)	43
5.17	Printing	44
5.18	Pen and touch input on a touchscreen monitor	45
6	Word 2016	48
6.1	Pasting text from the Windows clipboard	48
6.2	Quick search	49
6.3	Saving as another file type	49
6.4	Styles	53
6.5	Creating tables	59
6.6	Table styles	60
6.7	The views	61
6.8	Collapsing or expanding parts of the document	62
6.9	Setting up the status bar	63
6.10	Comparing two separate documents	64
6.11	Entering comments	65
6.12	Live layout and alignment guides	66
6.13	Watermark	68
6.14	Margins	69
7	Excel 2016	70
7.1	Creating a new workbook	70
7.2	The Excel screen	72
7.3	The Paste icon and the Paste options	72
7.4	Headers and footers	73
7.5	Page Layout view	73

Seminarunterlage Umstieg auf Office 2016 Englisch

7.6	Formatting numbers	74
7.7	Flash Fill	75
7.8	The Function Library group.....	76
7.9	The Name Manager for naming ranges	76
7.10	Data illustration with conditional formatting	77
7.11	Improvement in charts	78
7.12	New chart types	81
7.13	Sparklines	84
7.14	The PivotTable Tools	88
7.15	Opening a workbook with macros.....	93
8	PowerPoint 2016	95
8.1	The PowerPoint screen	95
8.2	A new presentation.....	95
8.3	Slide theme.....	98
8.4	Exercise	99
8.5	Setting up a slide show.....	99
8.6	Motion paths	102
8.7	Dividing the presentation into sections.....	104
8.8	Improvements in text presentation and WordArt.....	105
8.9	Charts in PowerPoint.....	107
8.10	Exercises	109
8.11	Drawing Tools	109
8.12	Merging shapes.....	112
8.13	Exercises	114
8.14	Inserting a screen recording	115
8.15	Organization chart.....	116
9	Outlook 2016	119
9.1	The folder pane and the navigation bar.....	120
9.2	The to-do bar	121
9.3	The people pane	122
9.4	Contacts.....	122
9.5	Exercises	123
9.6	Writing a new message	124
9.7	Attaching a file.....	125
9.8	Junk E-Mail (spam)	127
9.9	Encryption, digital signature, certificate, ID	128
9.10	Finding messages	129
9.11	Quick Steps.....	132
9.12	The Conversation view.....	137
9.13	The Clutter folder	140
9.14	Getting acquainted with the calendar	140
9.15	Sending the calendar via email.....	143
9.16	Saving the calendar on a network or Internet server	144
9.17	Exercises	144
9.18	Managing tasks	144
9.19	Exercises	147
9.20	The electronic notepad.....	147
9.21	Printing plans and lists.....	147
10	OneDrive and Microsoft Office 2016 Online.....	149
10.1	Saving to the Cloud (OneDrive).....	149
10.2	Collaboration via the cloud	151
10.3	Microsoft Office 2016 Online	151
11	Subject Index.....	158