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IDG When collaborating in Word 2016, you must save the document to see changes made by others (highlighted in green) and to share your changes with them. The 2016 and 2019 Ribbon is smaller than in Word 2013, the title bar is now solid blue rather than the previous white, and the menu text (File, Home, Insert and so on) is now a mix of upper- and lowercase rather than all caps. The Share pane shows a list of people who have access to the document, with a note underneath their name indicating if they are currently editing the document, and if not, whether they have editing or viewing access.Right-click the icon of anyone currently working on the document and click Open Contact Card; a screen pops out with the various ways you can contact them, including chat, phone and video via Skype (if they have Skype) and email. As you type, Word looks through your address book and displays the matches it finds; click the person you want to invite. To make the title bar blue again, choose the Colorful option from the drop-down list. What you see next depends on whether you're working in Word 2016 or 2019.If you're using Word 2016, whenever a collaborator makes a change, a small Updates Available icon appears along the bottom of your Word window. To insert it somewhere into the document, move your cursor to the spot where you want it to appear, and click the Insert button at the bottom of the pane. If a person isn't in your address book — just type in their complete email address. IDG In Word 2019 you can see other collaborators' edits in real time, with a different colored cursor for each collaborator. If it misidentifies the language, though, simply select the right one. At the top of the pane, type in the email addresses of the people with whom you want to collaborate on the document, separated by commas. Word then uses Microsoft's Bing search engine to do a search on the word or phrase and displays the results in a the pane that appears on the right side of the screen. We've listed the ones we've found the most useful below. (If you want to assign different rights to different users, you can send two separate emails, or you can change any collaborator's permissions later by right-clicking their name in the Share pane.) Type a message in the text box if you want. So while it is live collaboration, it's not real-time visibility into that collaboration. Copyright © 2019 IDG Communications, Inc. (Note that the Ribbon tabs — File, Home, Insert and so on — stay visible.) IDG Here are the Ribbon display options. Users who aren't signed into a Microsoft account will see an Edit in Browser button; once they click that, they can start editing in their browser window. IDG When you insert a chart, a window where you can edit the data pops up. This is quite helpful if you use a cloud service with more than one account, such as if you have one OneDrive account for personal use and another one for business. Enter or edit the data, or else click the Edit in Excel button to open it up in Excel and edit it there. You can see what they do as they do it, including deleting, editing and adding text. Nearly everyone who uses Office ends up using Word at some point, whether it be for writing memos, typing up agendas, creating reports, crafting business correspondence or any of a thousand other uses.Microsoft sells Office under two models: Individuals and businesses can pay for the software license up front and own it forever (what the company calls the "perpetual" version of the suite), or they can purchase an Office 365 subscription, which means they have access to the software for only as long as they keep paying the subscription fee.When you purchase a perpetual version of the suite — say, Office 2016 or Office 2019 — its applications will never get new features, whereas Office 365 apps are continually updated with new features. There's a useful change in what Microsoft calls the backstage area that appears when you click File on the Ribbon: If you click Open or Save As from the menu on the left, you can see the cloud-based services you've connected to your Office account, such as SharePoint and OneDrive. (Click image to enlarge it.) When you're working on a document in Word 2019 with other people in real time, each person gets a cursor with their own unique color. To display the commands underneath the tabs when they're hidden, press Ctrl-F1, click a tab, or click the Ribbon display icon and select "Show Tabs and Commands." Show Tabs and Commands: Selecting this shows both the tabs and commands. Right-click a word, or highlight a group of words and right-click them, and from the menu that appears, select Smart Lookup. Collaborate liveThe biggest feature launched with Word 2016 is live collaboration that lets people work on documents together from anywhere in the world with an internet connection, a feature that Google Docs has long had. Page 2 Another new feature, Smart Lookup, helps you do research while you're working on a document. But if you need a refresher, see our Word 2010 cheat sheet.Just as in Word 2013, the Ribbon in Word 2016 and 2019 is flatter-looking, cleaner and less cluttered than the one in Word 2010 and 2007. So it's always best, when possible, to have the strongest connection possible when collaborating.In addition to seeing each other's changes to the document, you can communicate with your collaborators in other ways. A drop-down menu appears with these three options: Auto-hide Ribbon: This hides the entire Ribbon, both the tabs and commands underneath them. (For more details, see "What are the differences between Microsoft Office 2019 and Office 365?")This cheat sheet gets you up to speed on the features that were introduced in Word 2016 and Word 2019, the perpetual-license versions of Word included with Office 2016 and Office 2019, respectively. Just above the Office Theme menu is an Office Background drop-down menu — here you can choose to display a pattern such as a circuit board or circles and stripes in the title bar. IDG Selecting people with whom to collaborate via the Share pane. (Click image to enlarge it.) There's another way to share a file stored in a personal OneDrive for collaboration: At the bottom of the Share pane, click "Get a sharing link," and from the screen that appears, choose "Create an edit link" if you want to create a link to the file that will allow people to edit the file, or "Create a view-only link" if you want to create a link that will allow them to view the file only. (Click image to enlarge it.) To find out which commands live on which tabs on the Ribbon, download our Word 2016 and 2019 Ribbon quick reference. At this point, they can view the document but not edit it. Use the RibbonThe Ribbon interface in Word 2016 and 2019 hasn't changed much compared to earlier versions. IDG Tell Me gives advice on addressing an envelope (or any other task). They see what you do as well. If you or your organization has an Office 365 subscription, see our separate Word for Office 365 cheat sheet for coverage of all the latest features.Most of the tips in this article apply to both Word 2016 and Word 2019 for Windows. To show the Ribbon again, click at the top of Word. (Click image to enlarge it.) It's a big time-saver, because you don't have to hunt through the Ribbon to find the command you want. (Click image to enlarge it.) After you enter the addresses, select either "Can edit" or "Can view" in the drop-down to allow collaborators full editing or read-only privileges. The top of the pane shows your selection, and the bottom shows the translation. (Click image to enlarge it.) But there are many other keyboard shortcuts to help you accomplish a vast array of tasks in Word 2016 and 2019. There are only two requirements for collaboration in Word 2016: You must be logged into your Microsoft or Office 365 account, and the document must be stored in OneDrive, OneDrive for Business or SharePoint Online.However, while Office 365 subscribers or anyone using Word 2019 or Word Online can see the changes that other users of those versions make to a shared document in real time as they happen, Word 2016 users have to save their documents periodically to see and share changes. To get to them, click the Ribbon display options icon at the top right of the screen, just to the left of the icons for minimizing and maximizing Word. IDG The Ribbon in Word 2016 hasn't changed much from Word 2013. That way, tasks that you frequently perform are always within easy reach. Each of the sections in the Explore tab has a More link underneath the results. When you're done, click Share. The Ribbon has been included in Office suite applications since Office 2007, so you're probably familiar with how it works. To do it, go to the Review tab on the Ribbon, and in the Language section, click Translate > Translate Document. IDG Word 2019's Translator feature in action. You've got other options for displaying the Ribbon as well. Still, it does allow you to work with others on the same document at the same time.To collaborate on a document, first open it, then click the Share icon in the upper-right part of the screen. Show Tabs: This shows the tabs but hides the commands underneath them. When you do that, the chart appears in your document with placeholder data, and a pop-up window appears that looks like a mini Excel spreadsheet. The top pane attempts to identify the original language, which it does with uncanny accuracy. Then click the To drop-down to set the language you want to translate the document to and click the Translate button. If you haven't yet saved your file in OneDrive, OneDrive for Business or SharePoint Online, you'll be prompted to do so. See our Excel 2016 and 2019 cheat sheet for details about the new chart types, including what each one looks like and what type of data it's best suited for.To insert any of the new chart types (or any other chart) in a document, select Insert > Chart and then choose the type of chart to insert. Each location now displays its associated email address underneath it. (Click image to enlarge it.) Translator can also translate an entire document. If you're on a corporate network, you can click the address book on the right to search through your corporate email address book. In Office 365, Word has all those features, plus several more. An email gets sent out to everyone with whom you've shared the file, showing a "View in OneDrive" button that they can click to open the document. (For help finding specific commands on the Ribbon, see our Word 2016 and 2019 Ribbon quick reference.) IDG Using the Alt key helps you master the Ribbon shortcuts. Near the end is a section for Word 2019 only.Share this story: IT pros, we hope you'll pass this guide on to your users to help them learn to get the most from Word 2016 and 2019. Click Turn On. You'll only have to do that once.Handy keyboard shortcutsUsing keyboard shortcuts is one of the best ways to accomplish tasks quickly in Word 2016 and 2019. (Click image to enlarge it.) Tackle tasks with Tell MeAlthough live collaboration is the biggest addition to Word 2016, there are several other new features as well. To translate words or phrases, select them, right-click your selection and choose Translate from the menu that appears.The Translator pane appears. The Translator pane appears. Each provides a unique way to display data visually. There are other minor changes as well — for instance, the old Page Layout tab is now called just Layout — but the Ribbon still works in the same way and you'll find most of the commands in the same locations as in Word 2013. Click the task you want to perform on how to do it.For example, I typed "address an envelope" and chose the "Envelope" result, and the screen you use for addressing envelopes appeared. IDG Your collaborators get an email message like this when you share a document. It's the same as pressing Ctrl-F1. (Click image to enlarge it.) Note that the Pareto chart does not show up in the charts list when you select Insert > Chart. (In Word 2016 this is called the Insights pane, while in Word 2019 it's the Smart Lookup pane, but they work the same way.) Microsoft says that Smart Lookup uses the context around the words, not only the words themselves, to give you more relevant results.The pane is divided into two tabs at the top — Explore and Define. However, the image that you click will be the first image on the page.In the web search, the first result is often a Wikipedia entry, followed by a variety of other results. After that, in the bottom of the pane select the language you want to translate to.The translation appears. (Click image to enlarge it.) Be aware that how well real-time collaboration works depends on the strength of your internet connection. In the "Personalize your copy of Microsoft Office" section, click down arrow next to Office Theme and select Dark Gray or White (or Black) from the drop-down menu. Logged in users will see an Edit Document menu, from which they can choose Edit in Word to open the file in the client version of Word, or Edit in Browser to work in the free web version.The web version isn't as fully featured as the client version — for instance, there aren't as many formatting options and you can't insert shapes, take screenshots, use mail merge, or use several other features. A very useful one is Tell Me, which is extremely helpful when you want to do a task that you haven't done before or have forgotten how to do.It's a text box just to the right of the Ribbon tab labels at the top of the screen with the words "Tell me what you want to do" in it. And it remembers the features you've previously selected in the box, so when you click in it, you first see a list of previous tasks you've searched for. Clicking the Share button opens the Share pane on the right-hand side of the screen — this is command central for collaboration. Type in a task, and you'll get a list of possible matches. As mentioned above, though, you'll have to save your document (or click the Updates Available icon) to see their changes or have them see yours. For even more shortcuts, see Microsoft's Office site.Useful Word 2016 and 2019 keyboard shortcuts Source: Microsoft KEY COMBINATION ACTION Document navigation   Ctrl-Up arrow Move up one paragraph Ctrl-Down arrow Move down one paragraph Ctrl-Right arrow Move right one word Ctrl-Left arrow Move left one word Ctrl-Home Move to the top of the document Ctrl-End Move to the bottom of the document Ctrl-F Open the Navigation pane to search for text, graphics and more Ctrl-H Open the Search and Replace dialog box Ctrl-G or F5 Go to a page, bookmark, footnote, table, comment or some other location Alt-Ctrl-Z Switch among the last four places in the document you edited Ribbon navigation   Alt-F Go to the File tab Alt-H Go to the Home tab Alt-N Go to the Insert tab Alt-G Go to the Design tab Alt-JT (with cursor in table)

Go to the Table Tools Design tab Alt-P Go to the Layout tab Alt-JL (with cursor in table) Go to the Table Tools Layout tab Alt-S Go to the References tab Alt-M Go to the Mailings tab Alt-R Go to the Review tab Alt-W Go to the View tab Alt-Q Go to the Tell Me box Ctrl-F1 Hide or display the Ribbon Text formatting Ctrl-B Make text bold Ctrl-I Make text italic Ctrl-U Underline text Ctrl-Shift-D Double underline text Ctrl-W Underline a word Ctrl-Shift-A Make text all caps Ctrl-Shift-K Make text small caps Shift-F3 Toggle the case of letters among uppercase, lowercase and sentence case Ctrl-Shift-+ Make text superscript Ctrl-= Make text subscript Ctrl-Shift-> Make font size larger Ctrl-Shift-< Make font size smaller Ctrl-D or Ctrl-Shift-F Open the font dialog box Paragraph formatting Ctrl-L Left-align text Ctrl-R Right-align text Ctrl-E Center-align text Ctrl-J Justify text Ctrl-M Indent a paragraph Ctrl-Shift-M Remove paragraph indentation Ctrl-1 Change to single-line spacing Ctrl-2 Change to double-line spacing Ctrl-5 Change to 1.5-line spacing Ctrl-Q Remove paragraph formatting Ctrl-Shift-S Open the Apply Styles task pane Other useful shortcuts Ctrl-N Create a new document Ctrl-O Open a document Ctrl-S Save a document F12 Open the Save As dialog box Ctrl-W Close a document Ctrl-P Print a document Alt-Ctrl-P Switch to Print Layout view Alt-Ctrl-O Switch to Outline view Alt-Ctrl-N Switch to Draft view Alt-W, F Switch to Read Mode view Alt-Ctrl-M Insert a comment Ctrl-K Insert a hyperlink Ctrl-Shift-E Turn revision tracking on or off Ctrl-A Select everything in the document Ctrl-C Copy selection to the clipboard Ctrl-V Paste from the clipboard Ctrl-X Delete selection and copy it to the clipboard Ctrl-Z Undo the last action Ctrl-Y Redo the last action F1 Display Help F7 Run spell check Alt-Ctrl-S Split the document window, or remove the split Don't forget to download our Word 2016 and 2019 Ribbon quick reference!This story was originally published in April 2018 and updated for Word 2019 in August 2019. After you save or click Updates Available, your collaborators' additions appear in your document with a pale green overlay. When you click an image in Bing image search, you're not sent to the individual image, but instead to a page full of the results of the Bing image search. By default, when you use Smart Lookup, it shows the Explore tab, which includes a Bing image search, a web search and an Explore Wikipedia search. And if for some reason that blue on the title bar is too much color for you, you can turn it white or gray. To make the commands appear again, press Ctrl-F1. (In Word 2019, there's also a black option.) To do it, select File > Options > General. You can let it auto-detect the original language or click the From drop-down to set it. Similarly, when I searched for "gravity waves," the first two results were from Wikipedia, one for "Gravitational wave" and other for "gravity waves." In instances like this in which there's more than one Wikipedia entry, Wikipedia gets its own section in the Smart Lookup pane, followed by web search. Click it to see additional results.If you're not pleased with the results of a search, I suggest doing the search again, because you might get different results. IDG Select "Add a Place" to add a new cloud storage service for Word. (Click image to enlarge it.) Click any result to go to the web page that is the source of the results. And Office 2019 added two more: Funnel and Map charts. That lets you talk or text with them while you're working on the document together, making collaboration that much more effective. If it's the first time you've used one of these AI-driven features, a screen appears asking if you want to turn Intelligent Services on. When I typed in the more general query "write an essay," it popped up a link to Word's Researcher feature that lets you do research from right within Word, add sources from the research you find, and then cite the sources in the document properly. On slow or flaky connections, you won't immediately see edits that other people make and they won't see yours immediately — there will be a lag. (If you're concerned about privacy, you'll need to weigh whether the privacy hit is worth the convenience of doing research from right within the app.) If you haven't enabled it, you'll see a screen when you click Smart Lookup asking you to turn it on. Once you do so, it will be turned on across all your Office applications.Add new types of chartsOffice 2016 debuted six new types of charts you can add to documents, spreadsheets, and presentations: Treemap, Sunburst, Waterfall, Histogram, Pareto, and Box & Whisker. Then copy the link, paste it into an email using any email program, and send it.When your recipients receive the email from you, they click a button or link to open the document, which opens in Word Online in a web browser rather than in the Word desktop client. For example, when I did a search on "coal mining," the Wikipedia entry was first, followed by information from the World Coal Association. Called the Translator pane, it's useful for those who need to work in multiple languages. IDG Click the icon of someone working with you on a document to see other ways you can contact them. Also see the nifty new Tell Me feature described below.Just as in earlier versions of Word, to make the commands underneath the tabs on the Ribbon go away, press Ctrl-F1. If you type in a query and hover your mouse over a result instead of clicking it, you'll see a screen describing what you can do if you click the results. You can even use them to navigate the Ribbon. You'll be able to see at a glance which is which. Word opens the translated document in a new window.Keep in mind that Translator is part of Microsoft's Intelligent Services, the artificial intelligence behind other Office features including Lookup and Researcher. Word has always been the workhorse app of the Microsoft Office suite. You can also copy and paste any part of the translation into the document or another document. To insert one, select Insert > Chart, select Histogram, and at the top of the screen that appears, select the option to the right, Pareto.Use the new Translator pane in Word 2019In addition to two additional chart types and true real-time collaboration, Microsoft rolled out a spiffed-up version of its translation tool. Don't bother clicking the definition; it doesn't link out to the web.Note that in order to use Smart Lookup in Word or any other Office app, you might first need to enable Microsoft's intelligent services feature, which collects your search terms and some content from your documents. I did the coal mining search twice; once it returned one result from Wikipedia, and another time it turned multiple results (one for coal mining and another for "History of coal mining.").As for the Define tab, the result is simple and straightforward: a definition of the word or term from the Oxford Dictionaries from Oxford University Press. But for basic editing, it works fine.When a collaborator starts working in a shared document, you'll get a notification that someone else is editing the document. (For some odd reason, in some searches the web search is at the top of the page, in other searches the Wikipedia section is, and at other times the Bing image search is.) IDG The results of a Smart Lookup for gravity waves. For instance, Alt-H takes you to the Home tab, and Alt-G takes you to the Design tab.

Access Google Drive with a free Google account (for personal use) or Google Workspace account (for business use). Query criteria quick reference guide. Below, you'll find a guide containing 20 of the most common criteria used in Access queries. While these criteria are all fairly simple, each one can help you carry out meaningful searches of your data. If you find this guide useful, download the printable version so you'll always have The Google Docs team has put together a getting started page here. What should I do if there's a problem with my data? First make certain that your notebook data hasn't been … As a precautionary health measure for our support specialists in light of COVID-19, we're operating with a limited team. If you need help with a product whose support you had trouble reaching over the phone, consult its product-specific Help Center. Quick start - Teams planning guide. 15 minutes remaining; Step 1: Get your people together. Assemble a group of individuals from staff, educators, and the educator community to act as the stakeholder & decision-making group for your Teams deployment. Step 2: Prioritize your scenarios. Collaboration and communication are about people! Apr 26, 2022 · The OnlyKey user's guide provides step-by-step instructions for configuring and using OnlyKey. … So for example if you were to save your Google password to slot 1a, then to type out your Google password you would tap button 1 on your OnlyKey for less than one second (Slot 1a). … The way you would typically set this up without OnlyKey is to … Access Google Sheets with a free Google account (for personal use) or Google Workspace account (for business use). Get started with Microsoft developer tools and technologies. Explore our samples and discover the things you can build. 2)Quick Daily Updates Join our millions of readers, looking forward to the Webnovel daily-updated chapters. 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Drag the JSON file onto the viewer, or click anywhere on the Viewer to open your file navigator and select the file. Quick start - Teams planning guide. 15 minutes remaining; Step 1: Get your people together. Assemble a group of individuals from staff, educators, and the educator community to act as the stakeholder & decision-making group for your Teams deployment. Step 2: Prioritize your scenarios. Collaboration and communication are about people! Google Chrome is a cross-platform web browser developed by Google.It was first released in 2008 for Microsoft Windows, built with free software components from Apple WebKit and Mozilla Firefox. It was later ported to Linux, macOS, iOS, and Android, where it is the default browser. The browser is also the main component of Chrome OS, where it serves as the platform for web … Google Chrome is a cross-platform web browser developed by Google.It was first released in 2008 for Microsoft Windows, built with free software components from Apple WebKit and Mozilla Firefox. It was later ported to Linux, macOS, iOS, and Android, where it is the default browser. The browser is also the main component of Chrome OS, where it serves as the platform for web … Aug 13, 2020 · 13 November 2019 • 5-minute read. How to write a marketing plan – a guide for small business owners. If you want to grow your business you need to market it effectively. And to do that, you should know how to write a marketing plan. What is … Read more Query criteria quick reference guide. Below, you'll find a guide containing 20 of the most common criteria used in Access queries. While these criteria are all fairly simple, each one can help you carry out meaningful searches of your data. 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