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Exploring the Excel 2016 Environment

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Open Excel by using the Start menu or by double-clicking the Desktop icon for Excel 2016. Title Bar 1. Note the Title Bar section which has window controls at the right end, as in other Microsoft Office programs. 2. Note that a blank workbook opens with a default file name of Book1. Quick Access Toolbar

~~Microsoft Excel 2016 Step-by-Step Guide~~

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demonstrates the five core Office apps - Word, Excel, PowerPoint, Outlook, and OneNote.

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Step 1, Go to your account's Office page. Go to

<http://www.office.com/myaccount/>.

This will open a page with your Office purchase.[1] X Research source

Step 2, Click Install >. It's an orange button

below your subscription's name.

Step 3, Click Install again. Your Office setup

file will begin downloading. If you

purchased the Student version of

Microsoft Office, skip this step.

~~How to Install Microsoft Office (with Pictures) - wikiHow~~

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The software begins to install. Click Close when the installation is finished. If Office installation fails, see What to try if you can't install or activate Office 2016 for Mac. Launch an Office for Mac app and start the activation process. Click the Launchpad icon in the Dock to display all of your apps.

~~Download and install or reinstall
Office 2016 or Office ...~~

Step 1: Download Microsoft Office 2016. Step 2: Run the setup to install the software on your computer. Step 3: Follow the on-screen instructions to complete the installation process. Step 4: Disconnect the internet connection from your computer. Step 5: Use one of the Office 2016 keys on this page to activate Microsoft Office 2016. That ' s all!

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Option 1 - Uninstall Office from the Control Panel. Open the Control Panel. Tip: If you installed the Office apps as part of a suite, such as Office Home and Student or Microsoft 365, search for the suite name. For stand-alone apps search by the app name, such as Project or Visio.

~~Uninstall Office from a PC - Office Support~~

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Part 1: Get started with Outlook 2016

1 Outlook 2016 basics

.3

Start Outlook 4 Work in the

Outlook user interface 5

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Right-click the Start button (lower-left corner), and select Apps and Features on the pop-up menu. Select the Microsoft Office product you want to repair, and select Modify. Note: This will repair the entire Office suite even if it's just one application you want to repair such as Word or Excel.

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~~Repair an Office application - Office Support~~

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