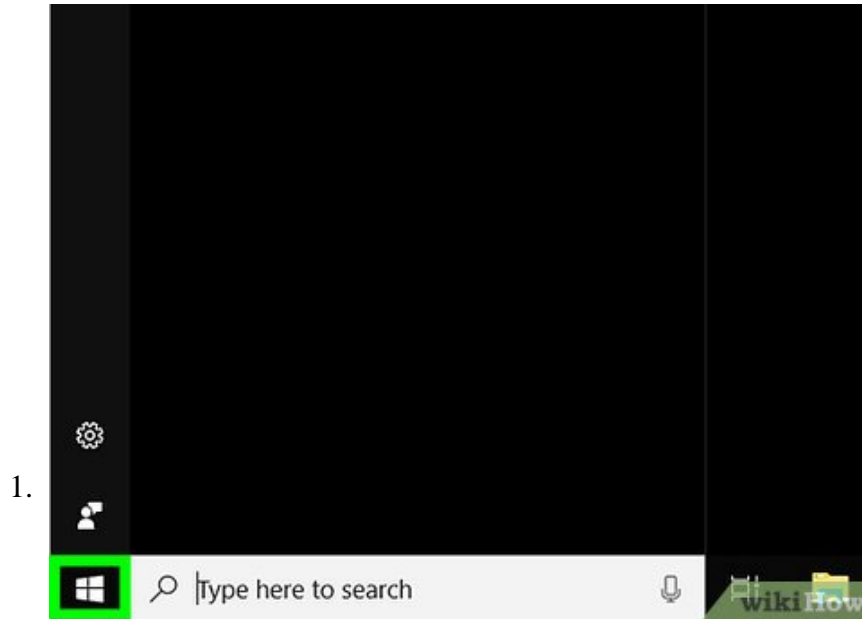


How to Use Microsoft Office on PC or Mac

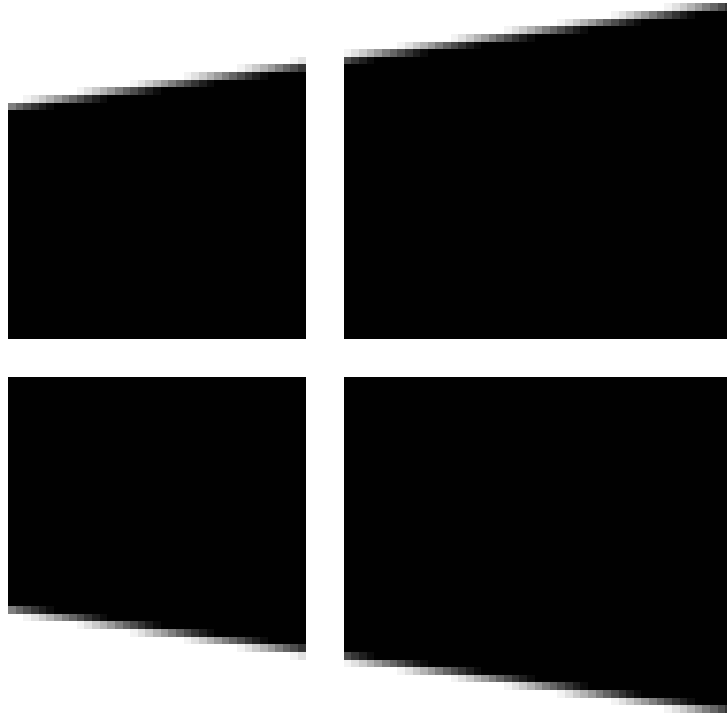
This wikiHow teaches you how to open Microsoft Office applications in Windows or macOS. If you haven't yet installed Office, see Install Microsoft Office. Click the menu. It's in the task bar, which is usually at the bottom of the screen.

Method 1 of 2:

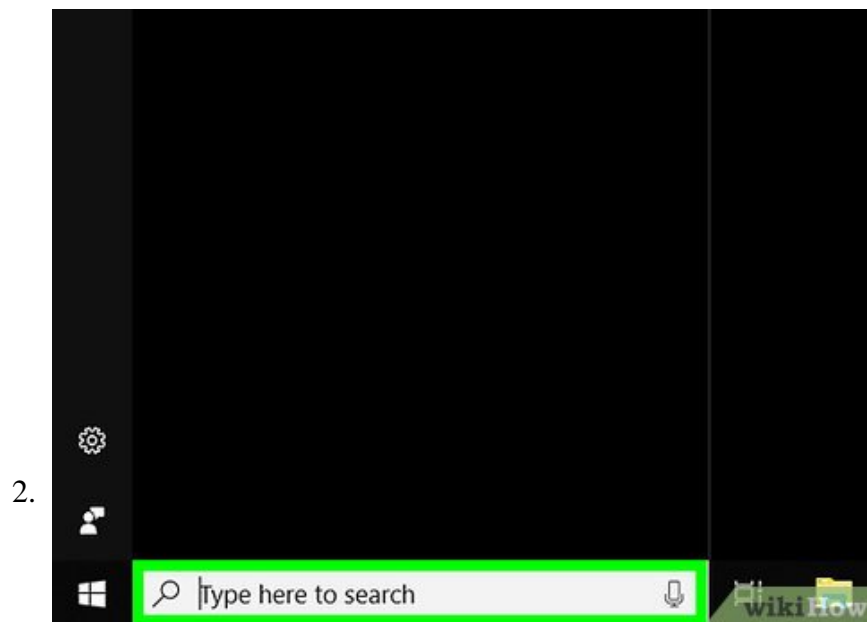
Windows



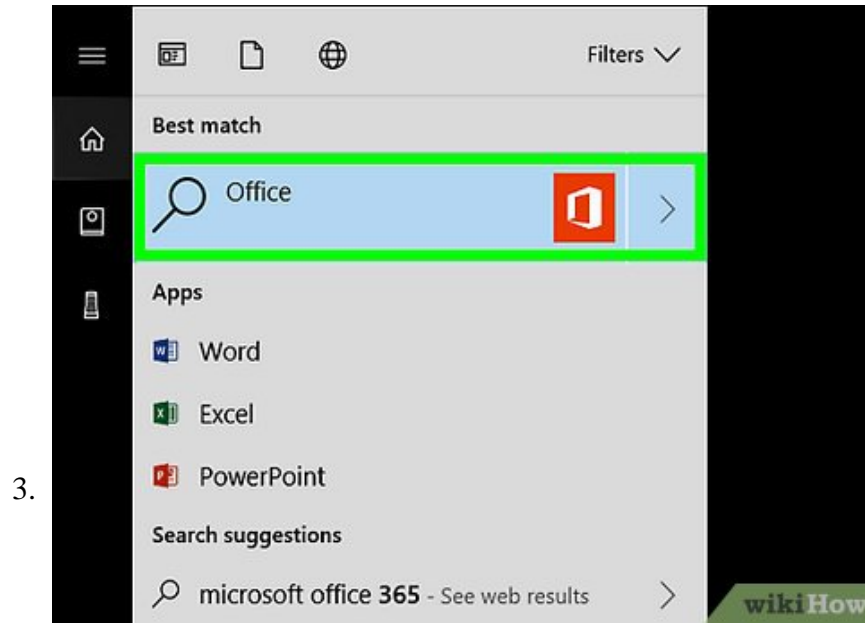
Click the



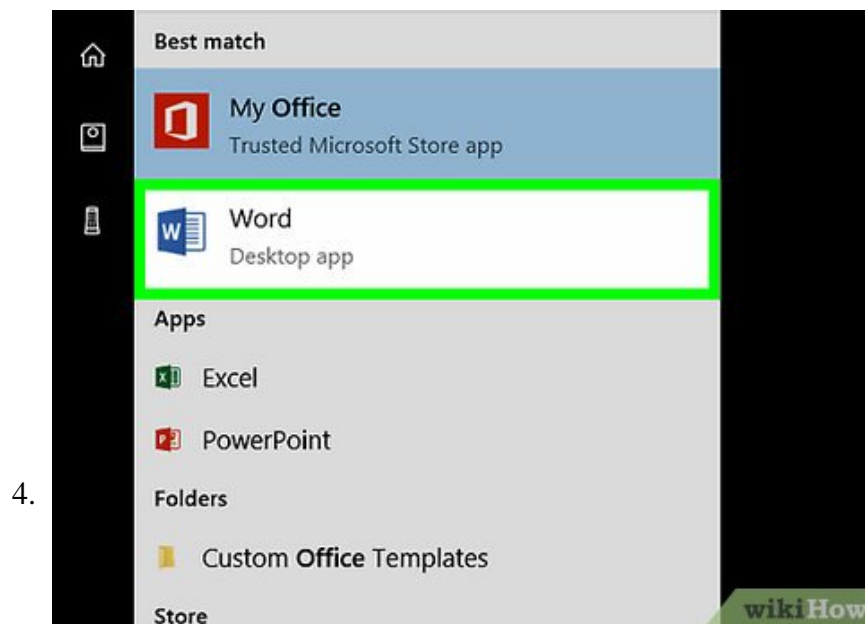
menu. It's in the task bar, which is usually at the bottom of the screen.



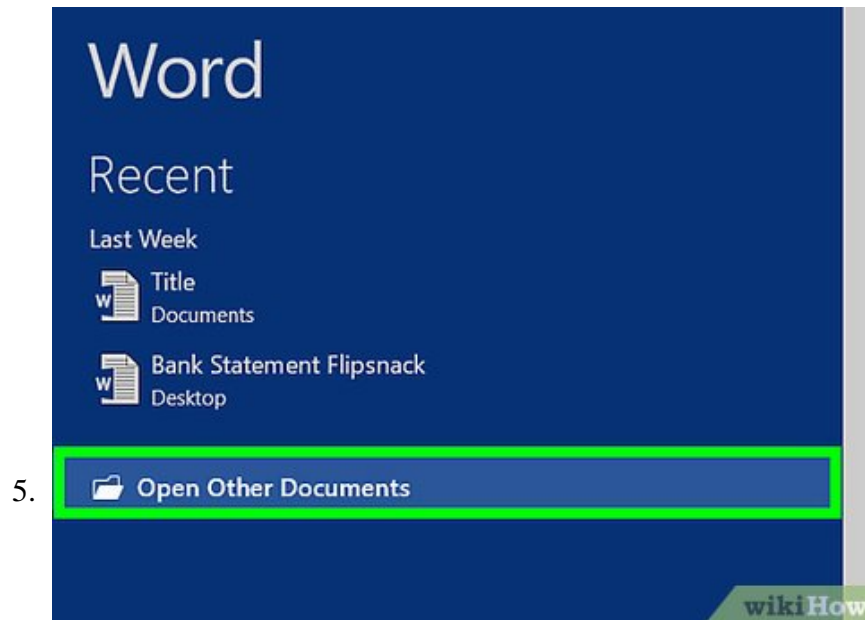
Click **All Apps**. A list of applications on your Windows PC will appear.



Scroll down and click Microsoft Office. A list of installed Microsoft Office applications will expand. A typical office installation includes Word, Access, Excel, PowerPoint, Publisher, and Outlook.

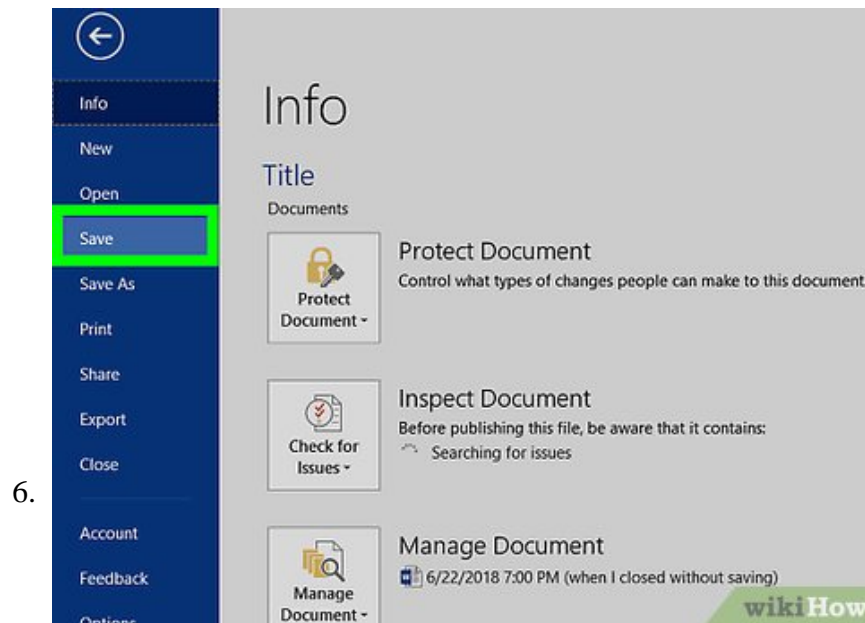


Click an application. The selected application will open.



Open a document. If you opened an application that edits files, such as Microsoft Word, Excel, or Access, you can open an existing document or create a new one.

1. Create a new document or spreadsheet: Click **Blank document** (Word), **Blank workbook** (Excel), or **Blank database** (Access).
2. To open an existing file, click **Open Other Files** in the left column, select the file, then click **Open**.



Save your file. To save your progress in nearly any file, click the **File** menu at the top-left corner of the application, then click **Save**.

Method 2 of 2:

macOS

1. **Click the [Go](#) menu.** It's in the menu bar at the top of the screen.^[1]
2. **Click [Applications](#).** A folder containing applications installed on your Mac will appear.
3. **Double-click the [Microsoft Office](#) folder.** A list of installed Office applications will appear.
4. **Click an application.** The selected application will open.
5. **Open a document.** If you opened an application that edits files, such as Microsoft Word, Excel, or Access, you can open an existing document or create a new one.
 1. Create a new document or spreadsheet: Click **Blank document** (Word), **Blank workbook** (Excel), or **Blank database** (Access).
 2. To open an existing file, click **Open Other Files** in the left column, select the file, then click **Open**.
6. **Save your file.** To save your progress in nearly any file, click the **File** menu at the top-left corner of the application, then click **Save**.

You finished reading the article "**How to Use Microsoft Office on PC or Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.