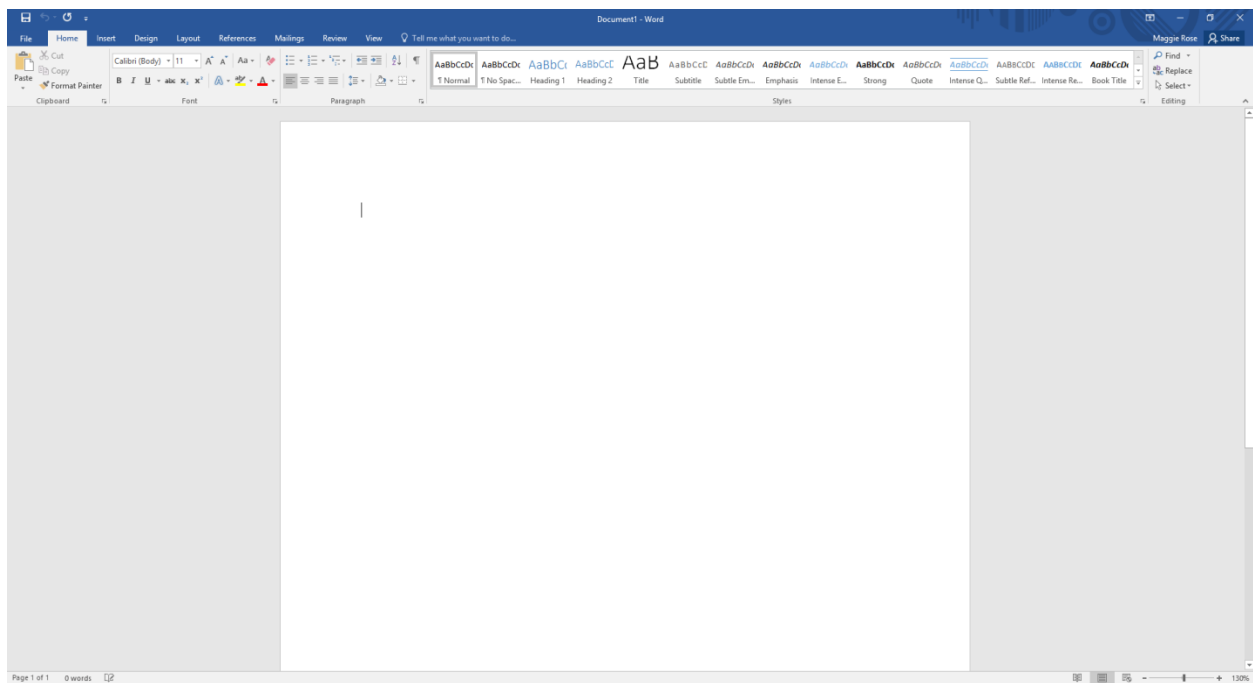
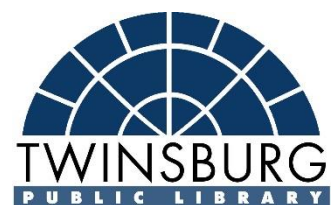


# Introduction to Microsoft Office 2016:

# Word



Last Updated: September 2018  
Cost: \$2.00



**Microsoft Word** is a word processing software. You can use it to type letters, reports, and other documents. This class introduces users to Microsoft Word 2016.

**NOTE:** Experienced users may benefit from this tutorial, as 2016 is different from previous versions.

## Opening Word 2016

First, we will need to open **Word 2016**. This can be done by double-clicking on the Word 2016 icon on the desktop or,

In Windows 10,

1. Open the *Start Menu*.
2. Clicking *All Apps*.

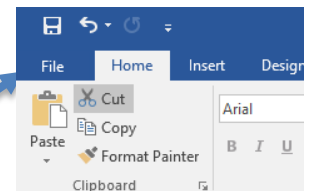
In *Windows 7*,

1. Click the *Start Menu*.
2. Click *All Programs*.
3. Choose *Microsoft Office*.
4. Click *Word 2016*.

## Understanding the Backstage

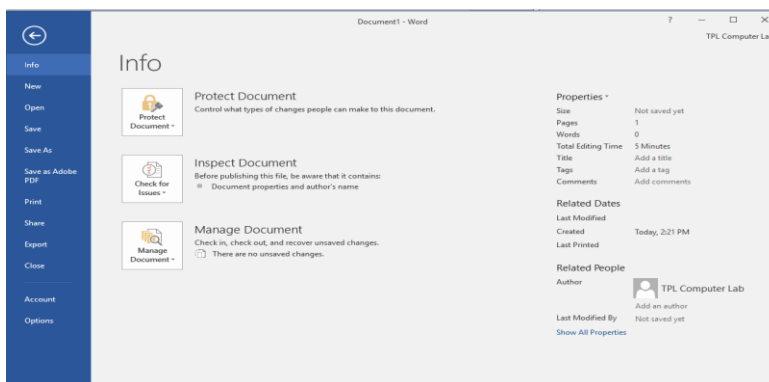
All of Microsoft Office 2016 contains the Backstage area. The **Backstage** is where you manage, save, and open your files. Here you can also print, select templates, and complete other useful tasks.

Let's take an in depth look at the Backstage. First, click your **File** tab (found at the top left corner of the window).

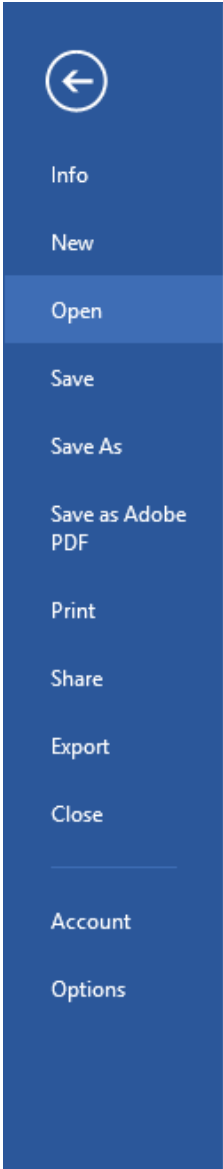


## Backstage

The first page you see is the Info Page. **Info** displays your file's name, size, and authors. You can also see when the last AutoSave occurred. **AutoSaves** are Office's safety net. Periodically, your computer will automatically save your file as a temporary file. If you experience a computer shut down, you can recover some of your work from the AutoSaves.




**WARNING:** Please do not rely on AutoSave. Save your work often!



**New:** You can create a new, blank document or select from Word's template library. Word provides resume, calendar, and flyer templates to help you get started.

**Open:** Click this option to open a previously saved file and continue editing it.

**Save:** Save your file frequently. You can also click the  in the upper left corner. Or, press **CTRL + S** on your keyboard at the same time.

**Save As:** The first time you save your file you will see the *Save As* menu. See below for more information.

**Save as Adobe PDF:** Lets you save the document as an Adobe PDF file.

**Print:** Print your document using this screen. We will go into more details about this later in the class.

**Share:** This is new to Office 2016. This allows you to email your file, upload it to a blog site or present your document online. You will need additional accounts to use these features, such as a *Microsoft Account* (to present) or a *WordPress* account (to blog). For this introduction we will not cover these features in-depth, but be aware that these capabilities exist.

**Export:** Allows you to export (or save) your document as a different document type.

**Account:** Allows you to change the colors of your *Office Background* and sign in with a different Microsoft Account if needed.

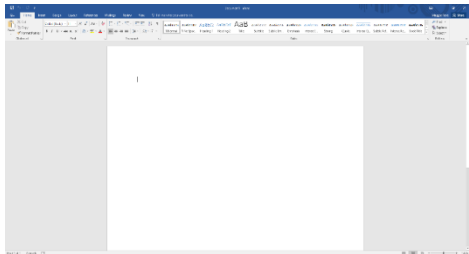
**Options:** Gives you access to the advanced features in Word. This feature also allows you to rearrange the ribbon or other settings in this application.

To return to the *Word window*, click the arrow at the top.



## Lesson 1: Creating New Documents


Once you open Word 2016, you have actually started a new document. You will see a blank page and a blinking cursor.

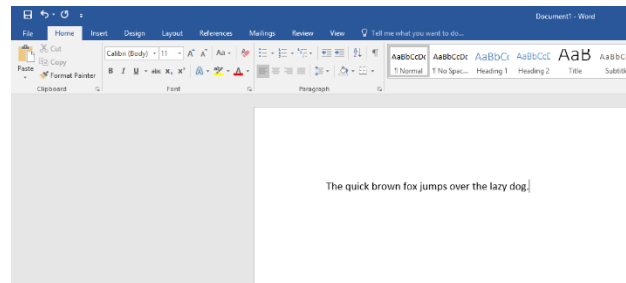


**NOTE:** Either before you start or shortly after, you should save your document. Saving a document frequently prevents a loss of file if your computer unexpectedly shuts down.

At this point, you can start entering text. You may need several sessions in Word to complete final versions of lengthy or complex documents.

When you type text into a Word document, each character appears to the left of the blinking insertion point (the cursor) in the document window. The text you enter into a document can include letters, spaces, numbers, and symbols. As you type, the insertion point moves across the screen from right to left.

 **NOW YOU TRY:** Try typing: The quick brown fox jumps over the lazy dog.



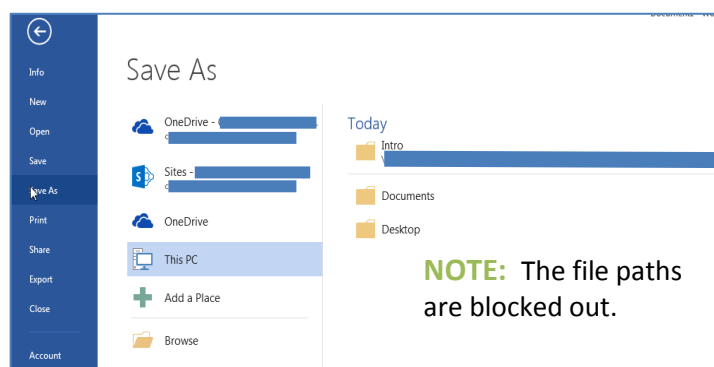
## Lesson 2: Save As

The *Save As* menu appears the first time you save your file. You can also use the *Save As* menu to save different copies of the same file by giving each copy a slightly different file name. This can be done at any time.

**Example:** myfile.docx and myfile2.docx.

You can save your file before, during, or after you have finished your session. Let's save our file now so you can learn about the **Saving** screen.

Open the *Save As* screen. Remember, you have to be in the backstage area.



By default, you have two places that you can save your file: (1) directly on your computer, or (2) in a OneDrive Account.

## OneDrive

Your OneDrive account is a **cloud storage** service where you can save your file on Microsoft's servers instead of your computer. This option allows you to access your files from any computer, anywhere that has Internet access. For this course we will not be going over OneDrive, only saving our file to the computer. For more information, including pricing, please visit [onedrive.live.com/about](http://onedrive.live.com/about).

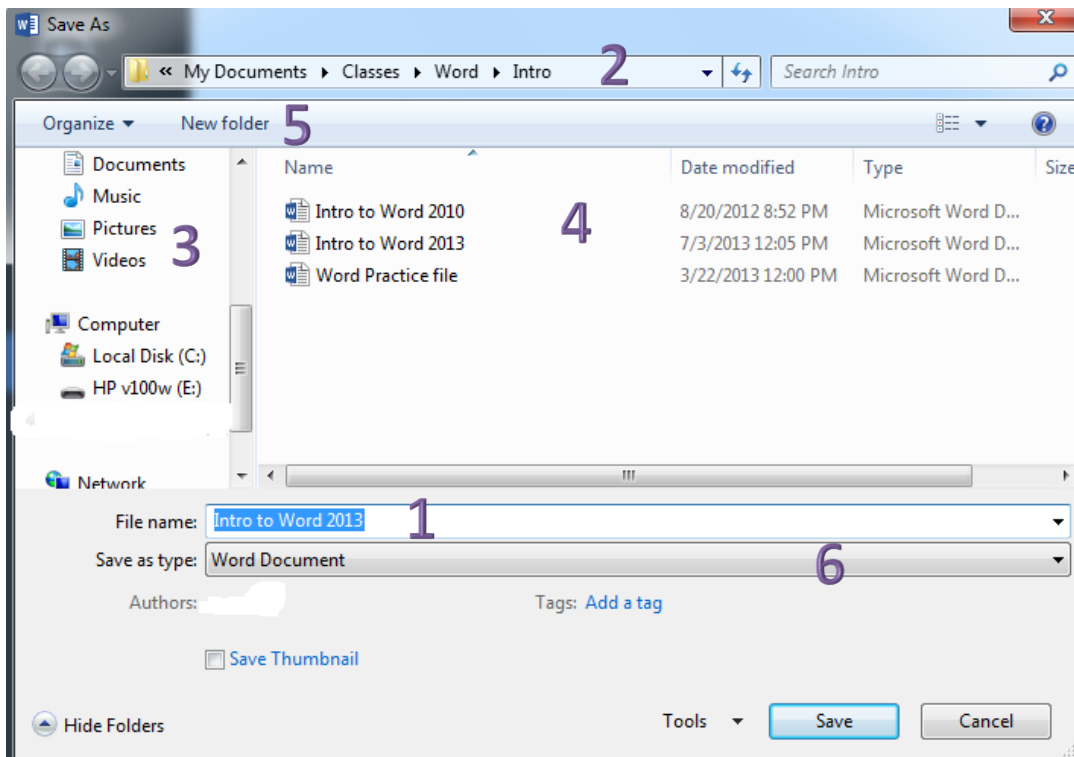
Unless you want to use an OneDrive account, you will save most of your files onto a computer. From the Save As screen:

1. Select *This Computer*.
2. Click *Browse*.

The **Browse** button opens the Save As dialog box menu (see below).

**NOTE:** A **dialog box** is a pop-up menu that displays additional options.

You can also use the Save As dialog box to save different copies of the same file by giving each copy a slightly different file name.



1. **File Name box** Word will automatically insert a default filename when you first save a document. This default is always the first phrase in the document, but you have the ability to modify it. Word can handle filenames of up to 255 characters. These filenames can include uppercase and lowercase letters, numbers, and even spaces. However, they cannot contain the following symbols: < > : \* | \ " ' ? /
2. **File Path** At the top of the box, you can see the file path of the document. The **File Path** shows which folders the document is saved under.
3. **File Location** The default location where the document will be saved is **My Documents**. To store the document in a different location (including flash drives), you can click on the folder or drive on the left side of the **Save As** dialog box.
4. **Similar Files** When you are saving a document, files of similar types will be displayed. For example, if you are saving a Word 2016 Document, you will see other Word 2016 (.docx) documents listed.
5. **New Folder** You might consider creating a new folder before saving your file. This step will help you organize and find them later.
6. **File Type** When you save a file, you can also change its format type. For example, you can save your file as a **PDF** (protected document format) or as a *Word Document*. Click the drop down box to save your preferred type. The file type is denoted by the file name's extension (.pdf, .doc, .docx, or .jpg).

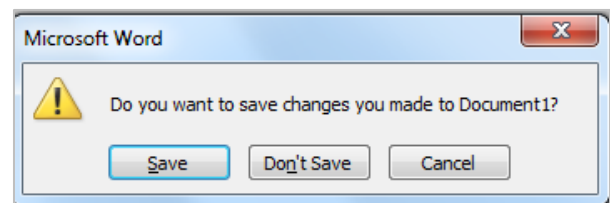
**NOTE:** You can also save files as older Word Documents (such as Word 2003).

 **NOW YOU TRY:**

- Save your document to the **Desktop**.
- Change the name of your document. Use something simple, like the title of the document or your last name.
- Make sure that the file type of the document is a **Word Document**.

**What happens when you exit out of Word before saving a document?**

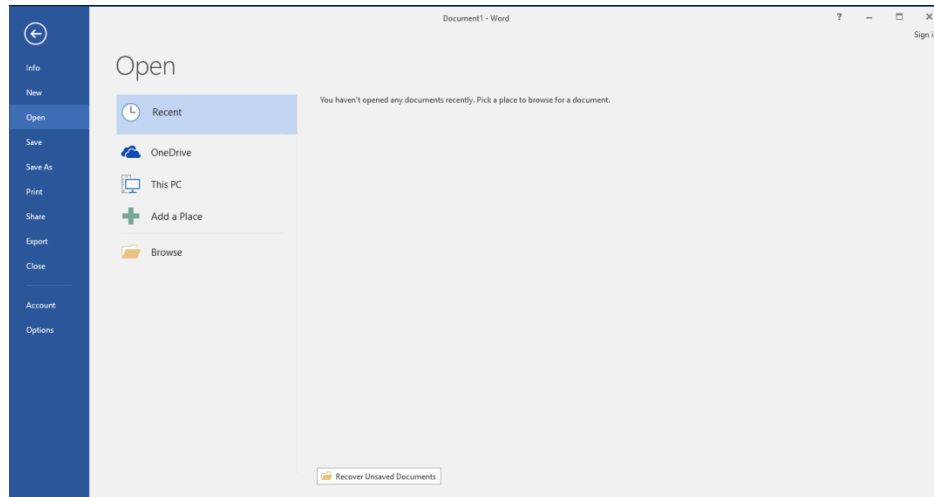
If you click the “X” before you save, you will see the pop-up to the right.



You have three options:

1. **Save** to open the *Save as* dialog box.
2. **Don't Save** to discard the document.
3. **Cancel** causes Word to return to the document.

## Lesson 3: Opening Existing Documents



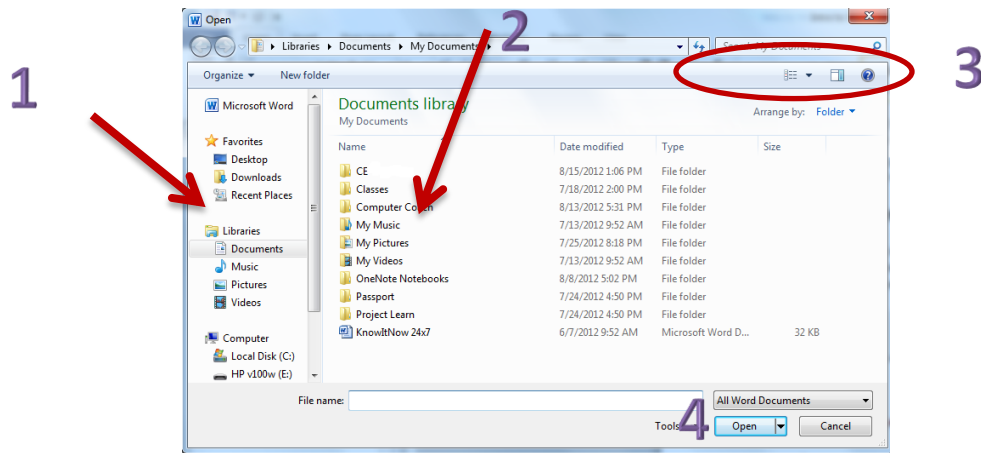
Documents previously stored on your computer or OneDrive can be opened for revision. Choose **Open** from the backstage.

If the file you that you want to open is on *OneDrive*, then select *OneDrive* to download and edit files stored in your OneDrive account (see page 5 for more information).

Notice that recently saved documents are listed on the right side. You can open these by clicking on the folder or file name.

If you don't see the file that you need, choose *Browse*. This will cause the *Open* dialog box to pop up. It is very similar to the *Save As* dialog box. Use this tool to search for and open your file.

## Open Dialog Box




If you see your file in the current location, select it and click **Open** (4).

A file saved in a specific folder is opened by double-clicking the folder to view the files in the folder (2).

For a file saved on a flash drive, select the flash drive on the left (1) to view folders and files on it.

If you do not remember where you saved the file, you can type the file name in the **Search Box** (3) and click the magnifying glass symbol to search for it.

**NOTE:** **Search** will only look through one drive at a time. To search your flash drive, you need to click the icon located on the left side

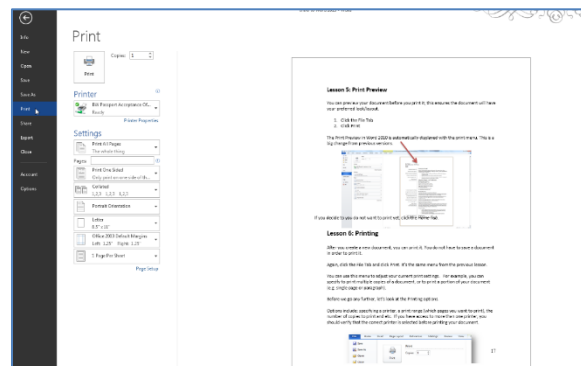
-  **NOW YOU TRY:** Opening a file
- Click on the *File* tab in the upper-left corner.
  - Click **Open**.
  - Find the file that you saved in the last lesson and open it.

## Lesson 4: Print Preview

You can preview your document before you print it. This ensures the document will have your preferred look/layout.

To access the print preview:

1. Click the **File** tab.
2. Click **Print**.





The Print Preview in Word 2016 is automatically displayed with the print menu. To return to the Word window without printing, click the arrow at the top-left corner.

## Lesson 5: Printing

After you create a new document, you can print it. You do not have to save the document beforehand.

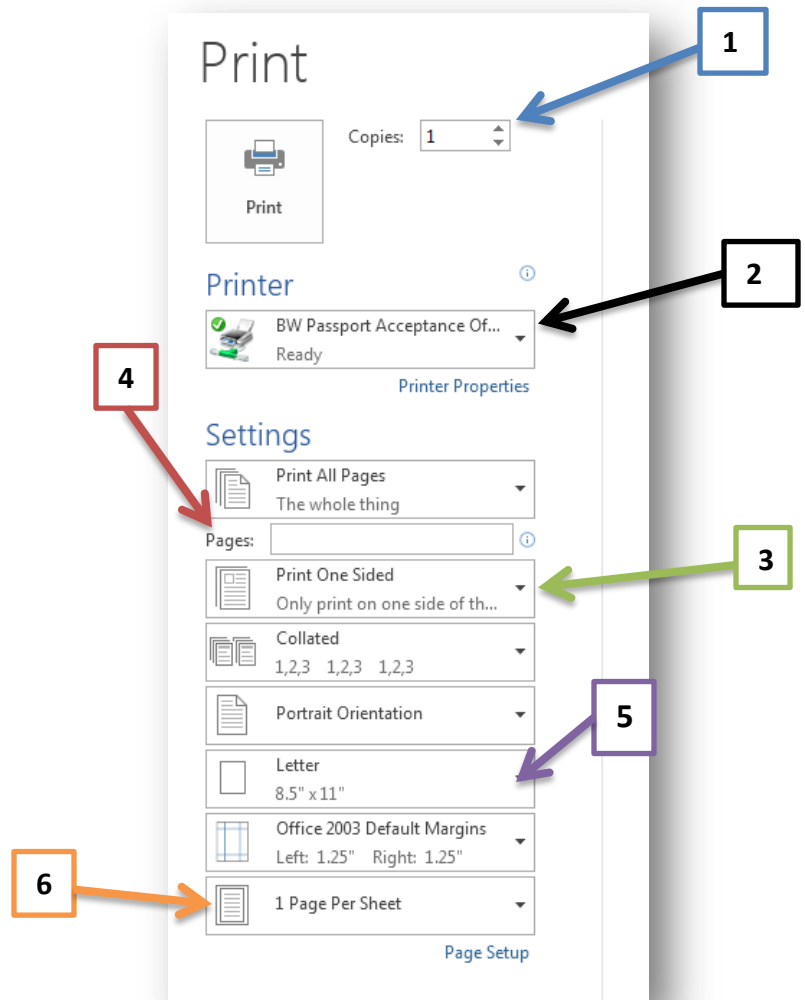
Click the **File** tab and click **Print**. It's the same menu from the previous lesson.

You can use this menu to adjust your current print settings. For example, you can specify how many copies you need or the portion of the document you would like to print (e.g. single page or paragraph).

Before we go any further, let's look at other **Printing Options** including selecting a range (set of pages you want to print) and choosing a printer.

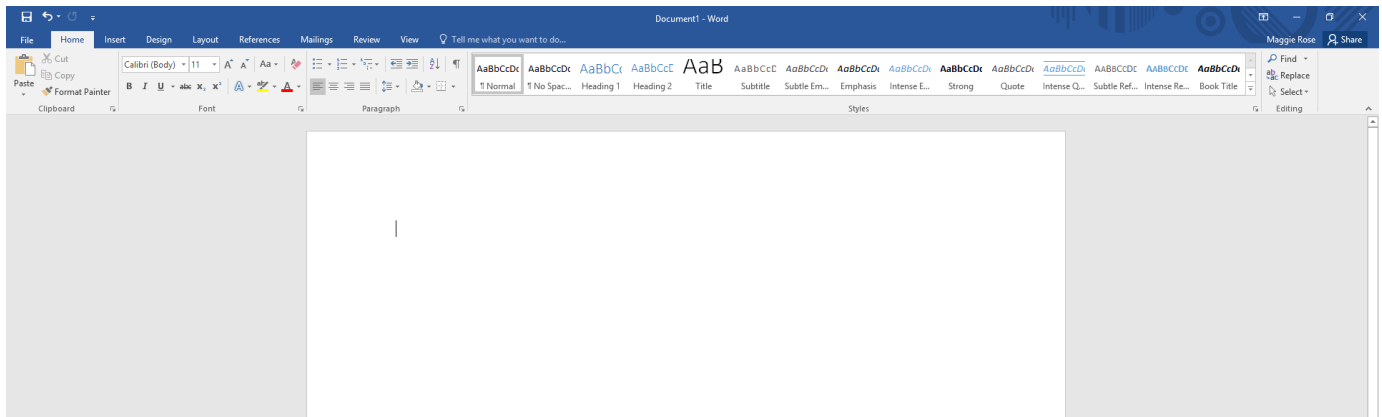
1. Determine how many copies to print.
2. Select which printer to use. You should verify that the correct printer is selected if you have access to more than one printer.
3. If your printer is capable, you can print on both sides of the paper (called duplex printing).
4. Select the print range (all, specific pages, or selection). To print specific pages, type the page numbers in the *Pages:* box.
5. Select paper size. Typically, you will use "letter size" or 8.5" x 11".
6. You can opt to print multiple pages per sheet. This will decrease the size of your text.

Now that you understand the backstage view, it is time to return to the Word window for the rest of the class.



**WARNING:** If your printer is wifi enabled, make sure it is your printer you are printing to!

## Lesson 6: Parts of the Word Window



### The Quick Access Toolbar



At the top left is a list of your most used commands. The default buttons are **Save**, **Undo**, and **Redo**. However, you can change your default buttons to other commands.



**Save:** Saves your document in its current location



**Undo:** Lets you undo your most recent action (this command is your best friend).

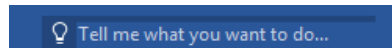


**Redo:** Undo an undo. In other words, if you undid your most recent action, you can click redo if you decide to go back and keep it.

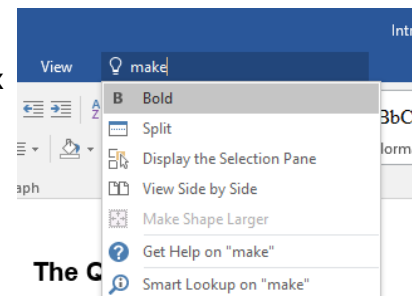


**Customize Quick Access Toolbar:** You can add more commands to the tool bar by selecting this option.

### Search/Help



In 2016, Microsoft introduced the **Search Box** feature. The box is located next to the ribbon tabs. If you wanted to complete a specific task but did not want to browse for it on the ribbons, you can type a keyword to find it.



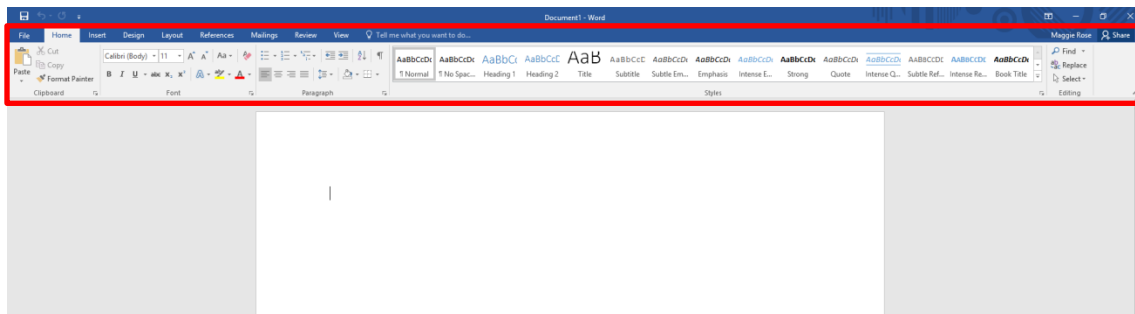
## The Title Bar



Next to the Quick Access toolbar is the Title Bar. The **Title Bar** displays the title of the document on which you are currently working. Word names the first new document you open “Document1” until you save it and give it a new name.

## The Ribbon

In Microsoft Word 2016, you use the ribbon to issue commands. The **ribbon** is located near the top of the screen and below the Quick Access toolbar.



At the top of the ribbon are several tabs; clicking a tab displays several related command groups.



**Home:** This tab contains the most commonly used commands in word. Some of these include commands to change how the text looks and is displayed on the page. The *Cut*, *Copy*, and *Paste* commands are also here.

**Insert:** This tab contains commands that allows you to insert various objects such as pictures, tables, and shapes into the document.

**Design:** In this tab you can change the way the document looks and add visual features.

**Page Layout:** Here you can change the position of the text on the page and the document formatting.

**References:** You can manage your sources and citations. You can also add a table of contents and footnotes here.

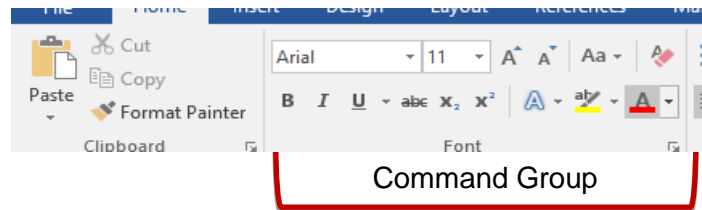
**Mailings:** This tab lets you set up and use the Mail Merge feature of Microsoft Word.

**Review:** This tab allows you to use spell and grammar check, insert comments, track changes that you have made to the document, and use a thesaurus.

**View:** In this tab you can change how the Word window looks.


**NOTE:** Changing how the Word window look will not affect how the document looks when printed, just how it looks when you view it on the computer.

You will notice the faint lines that divide the ribbon.



This is a Command Group. A **command group** is where similar commands are stored together in the ribbon. For example, in the picture above, all of the commands that allow you to edit the font are stored in the *Font* command group. There are several command groups located in each tab.

To locate a command, you will need to click on a tab and open that ribbon.

-  **NOW YOU TRY:** Open the **Insert** tab, for example, to open the **Insert** ribbon. What command group contains the command to insert:
- a table?
  - header?
  - wordart?
  - a picture?

## Dialog Box Menus

Some of the command groups have commands that are not shown. These additional options are indicated by a dialog box launcher button. Let's look at the **Paragraph Dialog Box** launcher. The **Paragraph** command group is found under the **Home** ribbon.

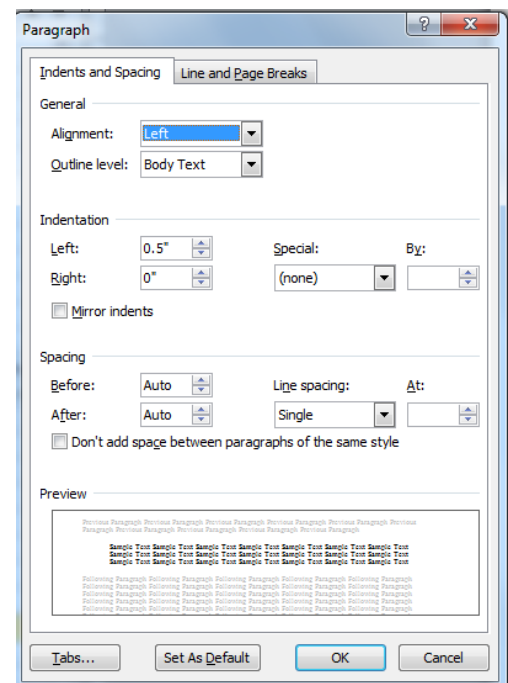
### How to launch a Dialog Box



Click the small arrow found in the lower-right corner of the command group.

A pop-up menu will appear (see right). In this case, the Paragraph dialog box lets you adjust the line spacing and alignment of the document. (You will be using this dialog box later in the class.)

**NOTE:** Word 2016 is automatically set to space multiple lines in between paragraphs. You may need to adjust the line spacing before you begin your document.



## The Text Area

Just below the ruler is a large area for your work. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location.

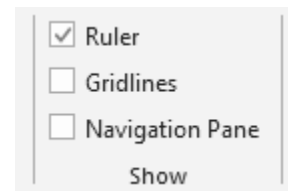
## The Ruler



The ruler is found below the ribbon. Using the ruler, you can efficiently adjust your page margins and paragraph indents.

To view your ruler:

1. Click the **View** tab.
2. Click the check box next to *Ruler* in the **Show** group. When the box is checked, the ruler is visible.



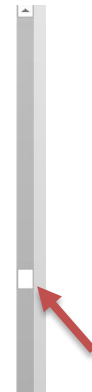
## The Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the white square located on the scroll bar. On the right is an example of the vertical scroll bar.

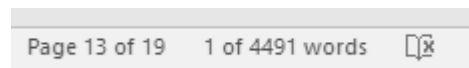
The **vertical scroll bar** is located along the right side of the screen. To move up and down your document, click and drag the vertical scroll bar up and down.

The **horizontal scroll bar** is located just above the status bar. To move back and forth across your document, click and drag the horizontal scroll bar back and forth.

**NOTE:** You won't see a horizontal scroll bar if the width of your document fits on your screen.



## The Status Bar

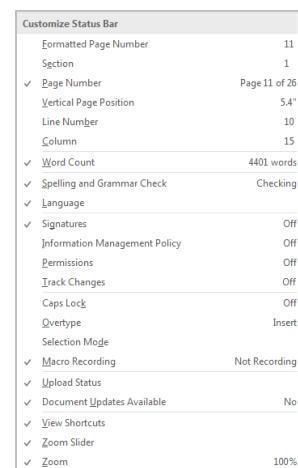


The **Status Bar** appears at the bottom-left corner of Word. The status bar displays the current page and the word count (the number of words) of your document. You can customize what displays on the Status Bar.

To customize the status bar:

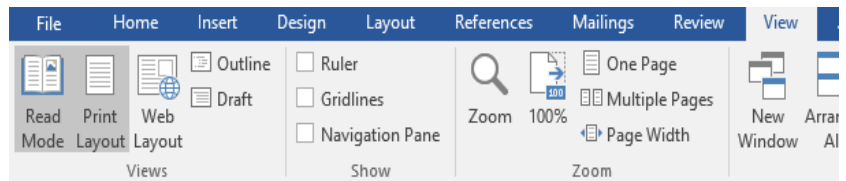
1. Right-click the status bar.
2. Select the options you want displayed from the menu that appears.
3. Click an item to select it or deselect it. A check mark next to an item means it is displayed in the status bar.

 **NOW YOU TRY:** Add the *Line Number* option to the status bar.



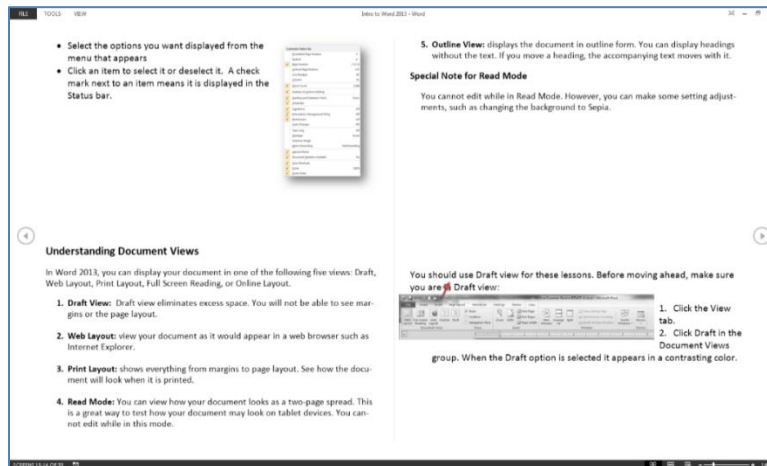
## Lesson 7: Understanding Document Views

In Word 2016, you can display your document with one of the following five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout. These settings are found in the **View** tab.



1. **Draft View:** Draft view eliminates excess space. You will not be able to see margins or the page layout.
2. **Web Layout:** View your document as it would appear in a web browser such as Internet Explorer.
3. **Print Layout:** Shows everything from margins to page layout. It is the most common document view, as it shows how the document will look when printed
4. **Read Mode:** You can view how your document looks as a two-page spread. This is a great way to test how your document may look on tablet devices. You cannot edit while in this mode.
5. **Outline View:** Displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

**NOTE:** You cannot edit while in **Read Mode**. However, you can make some setting adjustments such as changing the background to Sepia. You still have full access to the Backstage. To get out of Read Mode, hit the **Esc** key on the keyboard.



### NOW YOU TRY:

- Change the document view to **Read Mode**
- Change the document view back to **Print Layout**.

## Lesson 8: Highlighting

Many of Word's shortcuts and functions require that you know how to highlight text.

### How to Highlight

1. Position the cursor in front of the first letter of your sentence.
2. Click the mouse button once, so that the blinking insertion point is present.
3. Click on the left mouse button and hold the button down; then drag the mouse over the entire sentence.
4. Release the mouse button.
5. Notice that your sentence now appears in a different color. This is called **highlighting**.

To remove the highlighting, click anywhere outside the highlighted text.

### Select with the Shift and Arrow Keys

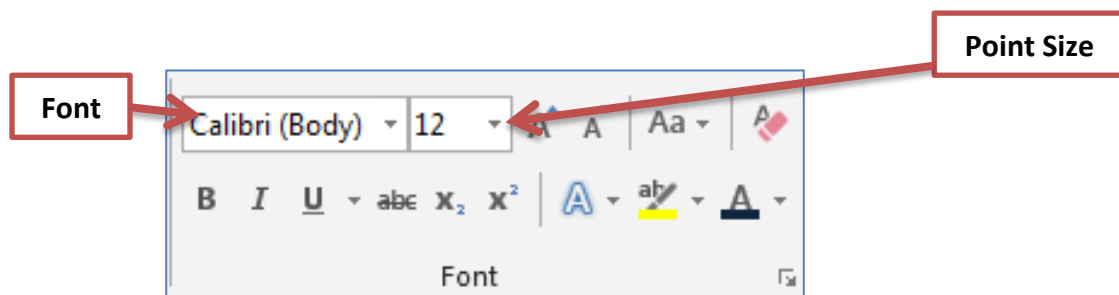
1. Position the cursor in front of the first letter of your text. Click the mouse button once so that the blinking insertion point is present.
2. Hold down the **Shift** key on the keyboard.
3. As you hold the **Shift** key, press the right arrow key. This will highlight one letter at a time.
4. Press the down arrow key until the first paragraph is highlighted.
5. Click anywhere outside the highlighted area to remove the highlighting.

**Tip:** If you need to highlight the entire document, press the **Ctrl** and **A** keys at the same time.

## Lesson 9: Changing the Font

A **font** is the style, or typeface, of the text. Some of the most common fonts are Calibri, Times New Roman, and Arial. The default font of Word 2016 is Calibri.

Font sizes are measured in points. **Point size** is the vertical measurement of a character. One inch equals 72 points. The most common point sizes are 10 and 12 point. This handout is written in 11 pt. Arial.



The ribbon has shortcuts to make it easier to change the size, shape, and style of your font.

From here, you can Bold ( **B** ), Italicize ( *I* ), or Underline ( U ) your text. You can also change the point size and the font style. First highlight the text, then select the command.

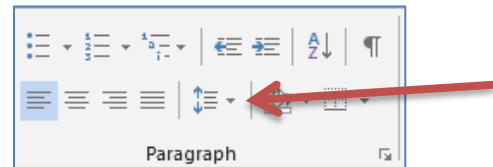
**NOTE:** If you decide to type in 16 point and Times New Roman font at the beginning of your document, this decision will remain as you continue to type (provided you don't change these settings).

**NOW YOU TRY:**

- Type your name.
- Highlight your name.
- Click the drop-down arrow on the **Font** menu bar. It's located under the **Home** tab.
- Select a different font style.

## Lesson 10: Line Spacing

The default line spacing of Word 2016 is **multiple spacing**. This means when you press **Enter**, there will be a wider space in between sentences.




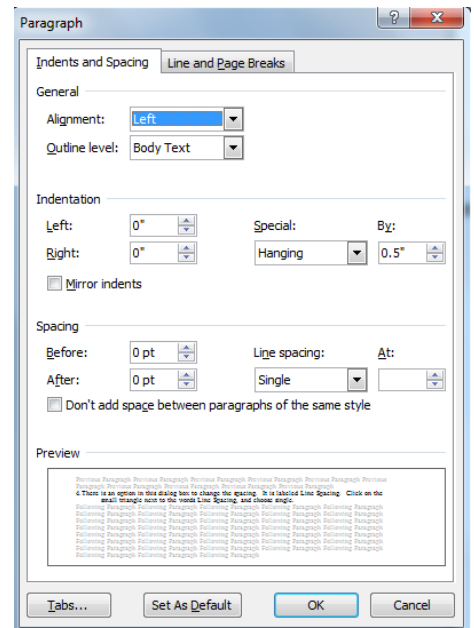
You can change the default line spacing at any time. For example, you can change the setting when you open a new document, in the middle of drafting a document, or after you have finished. Some users prefer to type their document first and format it (or change the style) after they've typed. Others prefer to format before typing.

**NOW YOU TRY:**

- Type your name and address as three (3) different lines. It should look like this:

Twinsburg Library  
10050 Ravenna Road  
Twinsburg, Ohio 44087

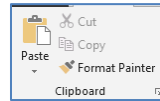
- Highlight your name and address.
- Click on the **Paragraph** icon or on the paragraph's right corner button (  ) to reveal the paragraph dialog box.
- Notice the option to change the line spacing. Click on the small triangle under *Line Spacing*, and choose single.
- Click **OK**.



You can change line spacing for an entire document by specifying the spacing before you begin typing. Or, you can change the line spacing by highlighting a specific paragraph (as you just did).



## Lesson 11: Cut, Paste, and Copy



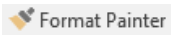
To **Cut**: means to remove the text from your document and store on your **Clipboard**



To **Copy**: means to make a duplicate of it.



To **Paste**: means to deposit the text that you have either cut or copied, to another location in your document, or to a different document.




Use format painter to apply formatting settings to another set of text on your document.

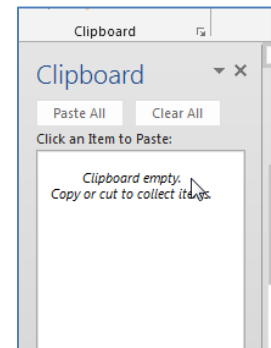
**Tip:** This is great for keeping any headings or titles consistent in your document.

### Clipboard



The **clipboard** is a feature of all Microsoft Office products. It is a temporary holding place of text or images that you have copied or cut.

To see what is stored on the clipboard:

1. Click on the **Home** tab.
2. Click on the right corner button (  ) on the **Clipboard** group. The Clipboard appears.



#### **NOW YOU TRY:** Copying

- Highlight your name. Click on the copy icon (  Copy ) in the ribbon. This creates an invisible copy of your name.
- Move the cursor down a few lines by pressing the **Enter** key on the keyboard.
- Click the paste icon (  ). This should paste a second copy of your name on your document. Every time you click the paste icon, another copy of your name appears.

#### **NOW YOU TRY:** Cutting

- Once again highlight your address. Click on the cut icon in the toolbar. This actually cuts the original text (e.g. your address) from the document. It disappears from the document and is now on the clipboard.
- Click on a different area of the document.
- Click the paste button. Your address now appears in a new spot.

## Lesson 12: Spelling and Grammar Check

**Grammar Check:** A feature of Microsoft Office that checks for grammar errors throughout the document.

**Spell Checker:** A feature of Microsoft Office that checks for spelling errors throughout the document.

## What do the lines mean?

When you see wavy blue lines, this means that grammar check has found a possible grammatical error.

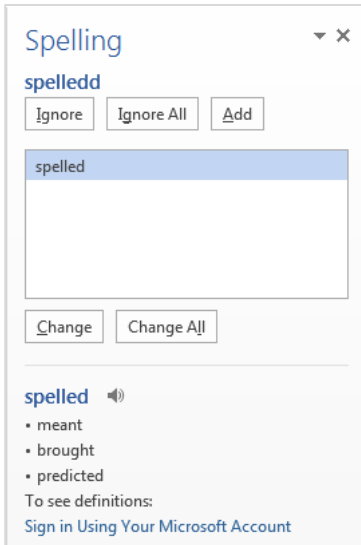
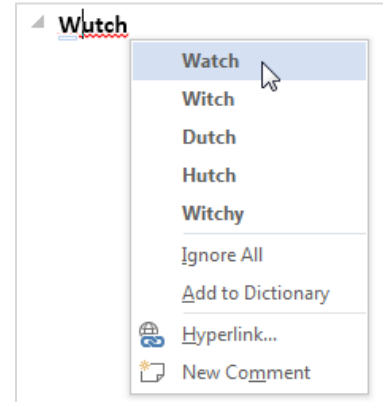
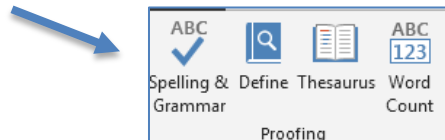
When you see wavy red lines, this means there are possible misspellings. If it's spelled correctly, you can always add the word to its dictionary so it doesn't keep coming up as a misspelled word.

## How to Fix Errors

A.) You can right-click over the red or green lines. Word will display a menu of how to correct any possible mistakes (see right).

OR

B.) You can select **Spelling & Grammar** under the **Review** ribbon.



You will see a pane open on the right side of your screen that displays possible mistakes in the document.

Click **Change** if you agree with Word's suggestion.

Click **Ignore** if you do not agree.

Click **Ignore All** if you want to ignore all instances of the word in the current document.

Click **Add** to add the word to the dictionary of your computer.

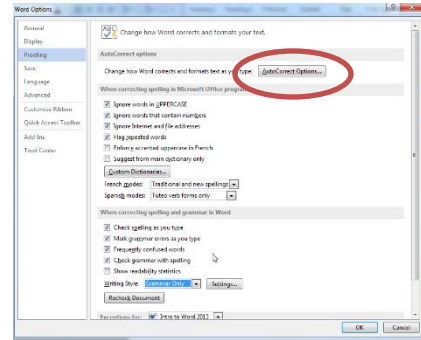
Click **Change** to change only this instance of the word.

Click **Change All** to replace all instances of the misspelled word with the suggested word.

**AutoCorrect:** A default feature that automatically corrects common typos and grammar errors without your involvement. You can decide to keep this feature active or turn it off.

To turn AutoCorrect off:

1. Click **File**.
2. Click **Options**.
3. Click **Proofing**.
4. Click *AutoCorrect Options*.



## Lesson 13: Beyond Typing: Using the Keyboard

The following commands can be used on your keyboard to navigate within Microsoft Word.

To move the insertion point....	Press.....
One character to the left or right	Left Arrow <b>or</b> Right Arrow
One word left or right	CTRL+Left Arrow <b>or</b> CTRL+Right Arrow
One line up or down	Up <b>or</b> Down Arrow
One paragraph up or down	CTRL+Up Arrow <b>or</b> CTRL+Down Arrow
One page up or down	Page Up <b>or</b> Page Down
To left or right end of current line	Home <b>or</b> End
To first or last character of the entire document	CTRL+Home <b>or</b> CTRL+ End

## Basic Shortcut Keys for Navigating Through Documents

The following are keyboard shortcuts (keys are bolded):

<b>Function</b>	<b>Description</b>	<b>Keyboard Shortcut</b>
New	Creates a new blank document	Ctrl + N
Open	Opens a saved document	Ctrl + O
Save	Saves the current document	Ctrl + S
Print	Prints the current page	Ctrl + P
Undo	Cancels the last change to the document	Ctrl + Z
Copy	Copies the selected text to the clipboard	Ctrl + C
Paste	Pastes the cut or copied selection	Ctrl + V
Cut	Removes the selection and places it in the clipboard	Ctrl + X
Find	Finds text within the current document	Ctrl + F
Help	Opens Word's Help Center	F1
	Displays the next page	Page Down
	Moves the cursor to the top of the next page	Ctrl + Page Down
	Displays the previous page	Page Up
	Moves the cursor to the top of the previous page	Ctrl + Page Up
	Moves to the end of the current line	End
	Moves the cursor to the end of the document	Ctrl + End
	Moves to the beginning of the current line	Home
	Moves the cursor to the beginning of the document	Ctrl + Home