

Contents

| | |
|---|----|
| Objectives..... | 3 |
| Opening Word..... | 3 |
| Word 2016 Screen..... | 5 |
| The Ribbon..... | 6 |
| Customizing the Ribbon View..... | 7 |
| Quick Access Toolbar..... | 7 |
| Customizing the Quick Access Toolbar..... | 7 |
| Adding a Tool to the Quick Access Toolbar from the Ribbon..... | 9 |
| Using “Tell Me” for Interactive Help..... | 9 |
| Exploring the File Tab on the Ribbon..... | 10 |
| Creating a New Document..... | 10 |
| Saving a Document..... | 11 |
| Viewing the Navigation Pane and the Ruler..... | 13 |
| Setting Defaults..... | 14 |
| Creating Margins..... | 15 |
| Creating Tabs..... | 15 |
| Formatting a Document Using Page Set Up..... | 19 |
| Formatting Text..... | 22 |
| Changing Fonts, Font Size, and Font Appearance..... | 22 |
| Indenting Text, Showing and Hiding Formatting Symbols, and Centering Text.... | 23 |
| Adding Bullets..... | 25 |
| Numbering..... | 26 |
| Inserting Page Numbers..... | 27 |
| Accessing Online Clip Art..... | 28 |
| Finding Copyright-free Images with Bing..... | 30 |
| Inserting a Picture from a File..... | 33 |

Introduction to Microsoft® Word 2016—continued

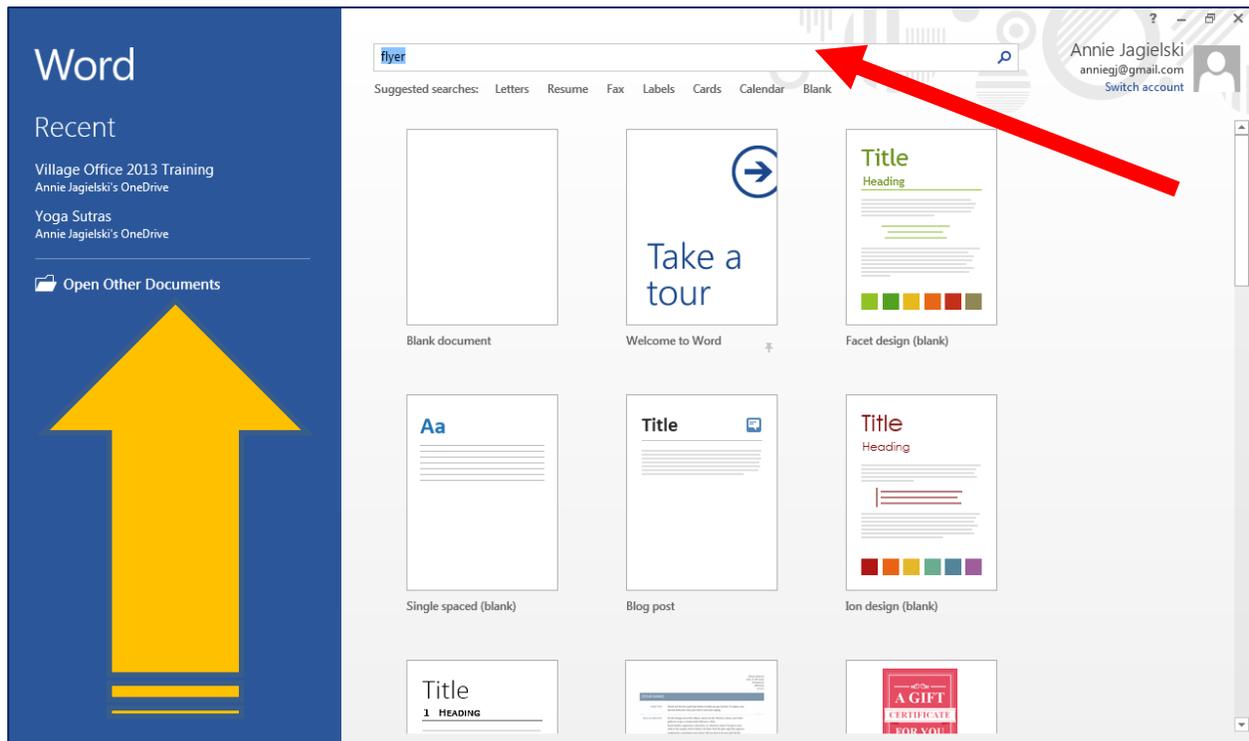
| | |
|---|----|
| Employing Picture and Text Wrapping Tools | 34 |
| Picture Tips | 35 |
| Alignment Guides | 36 |
| Printing | 37 |

Objectives

By the end of class, learners will be able to do the following:

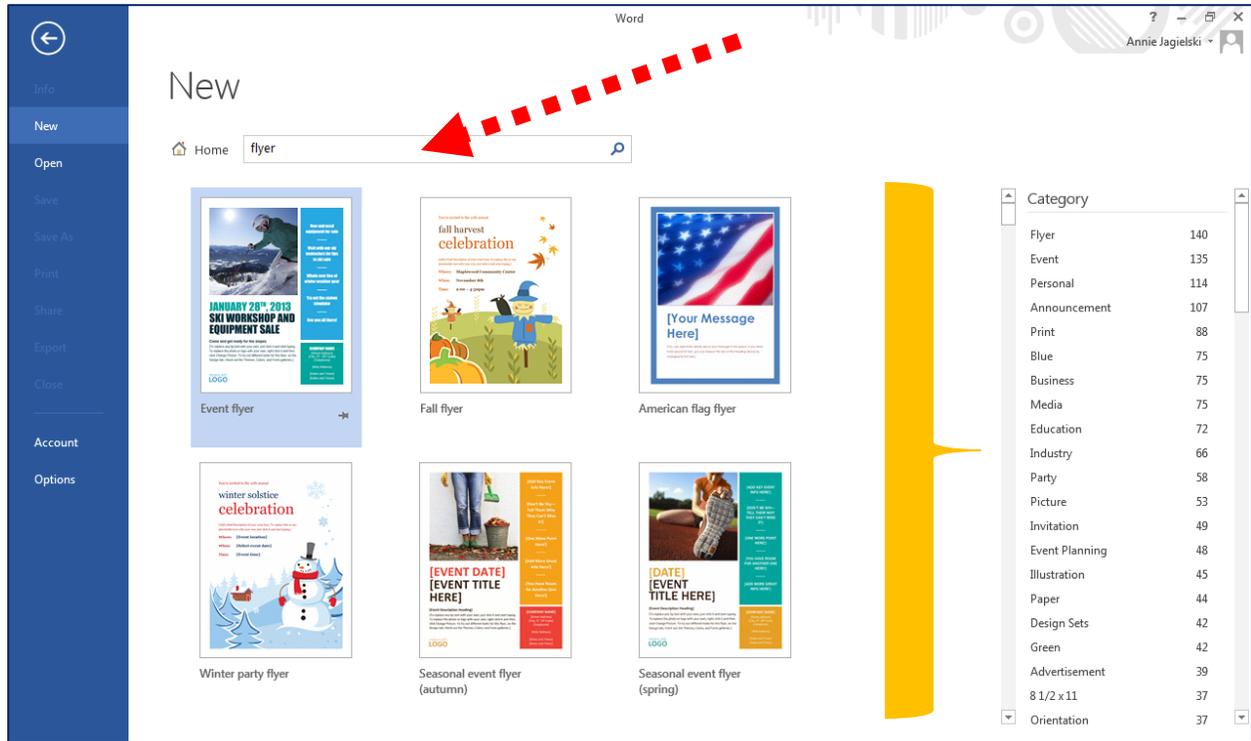
- Create a new document.
- Save a document.
- Use the Layout tab on the Ribbon to format a document.
- Insert illustrations

Opening Word

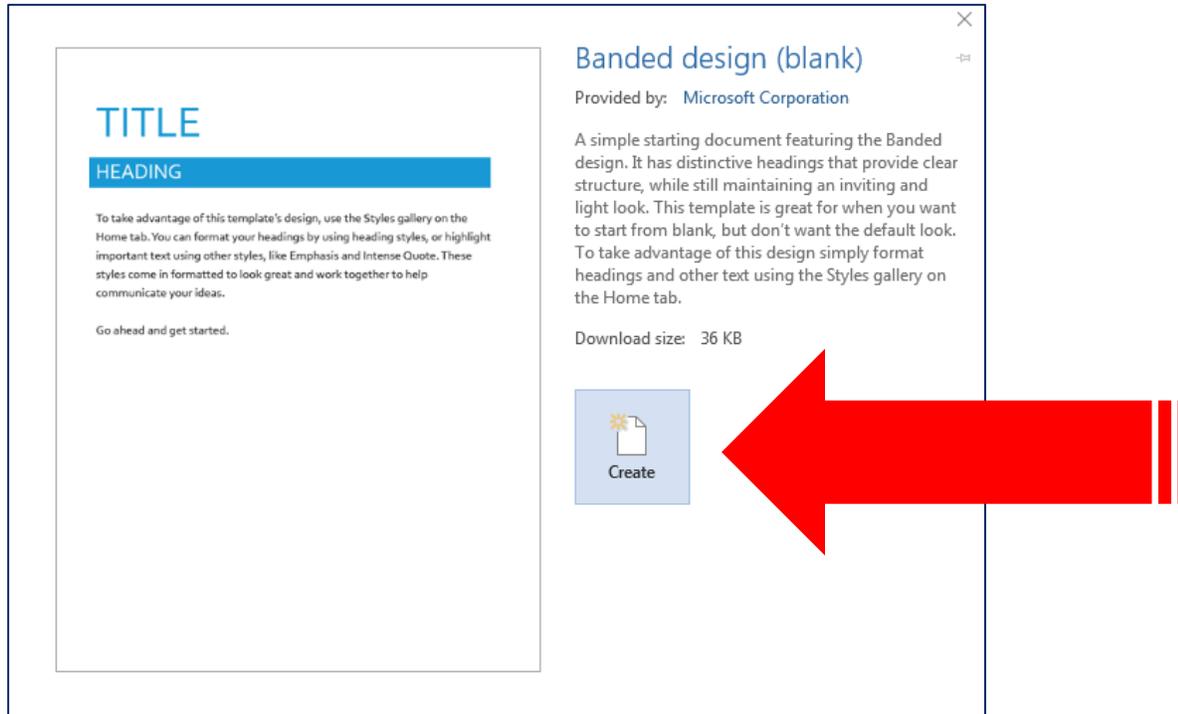


When accessing Office 2016 products, on the left side of the screen is a list of the recent documents. To open documents from your computer, a network, or the Internet, that is, cloud, click 

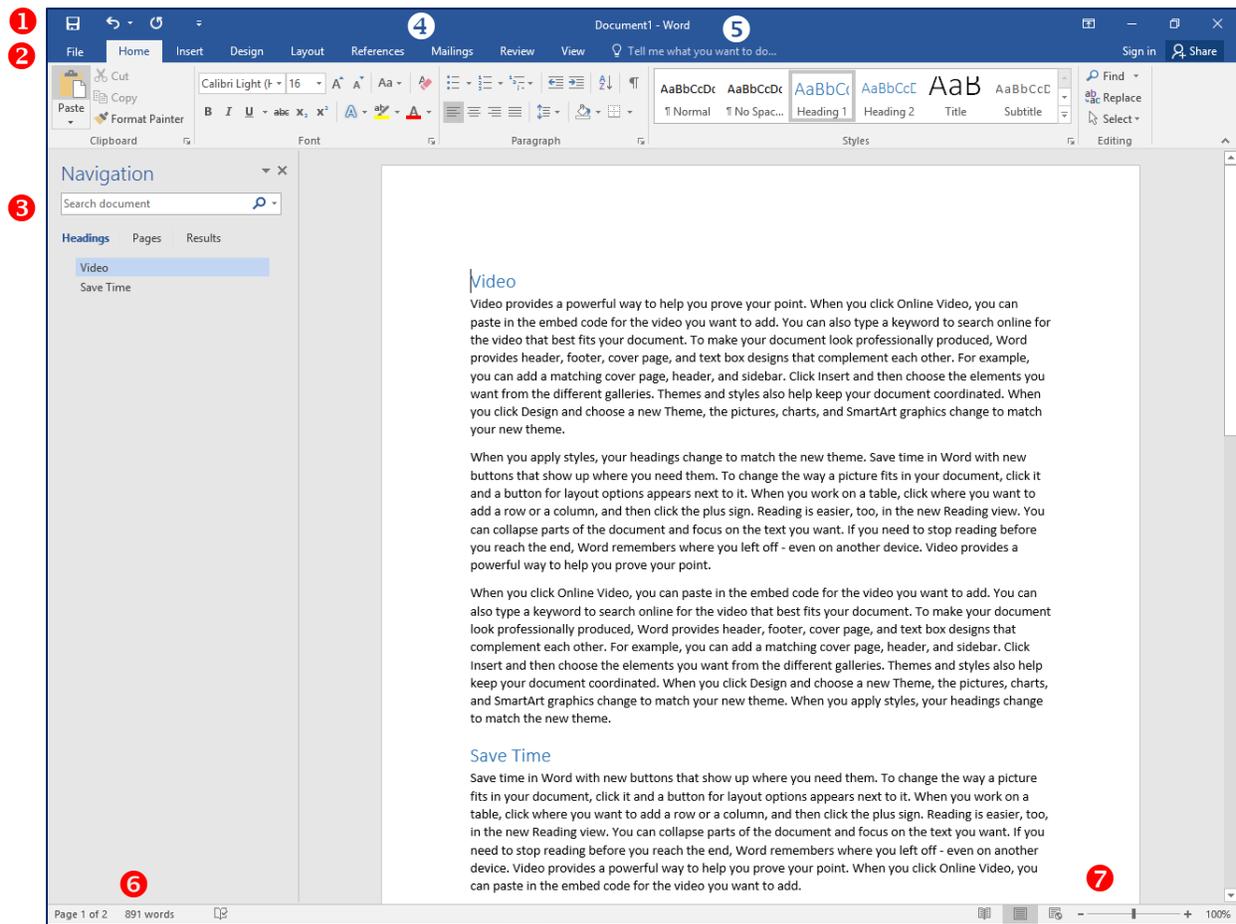
Templates appear on the right side of the screen. To view more documents, type keywords in the search box, for example, flyer, to view additional templates.



Click a picture to create a document or click the categories at the right side to view additional templates.



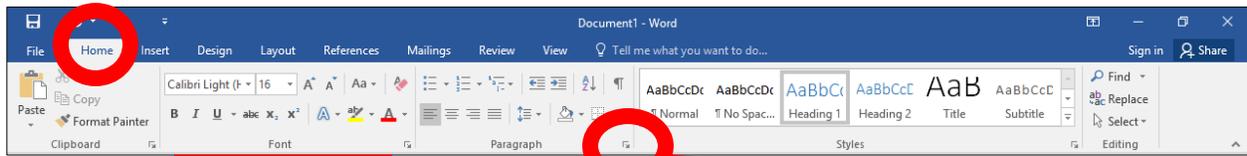
Word 2016 Screen



- 1 Quick Access Toolbar
- 2 File Tab
- 3 Navigation Pane
- 4 Fluid User Interface AKA the Ribbon
- 5 Help: Tell me what you want to do . . .
- 6 Status Bar: Tells you how many pages and word you have in a document.
- 7 View: Change to Read Mode, Print Layout or Web Layout. Click the minus or plus signs or drag the button to zoom.

The Ribbon

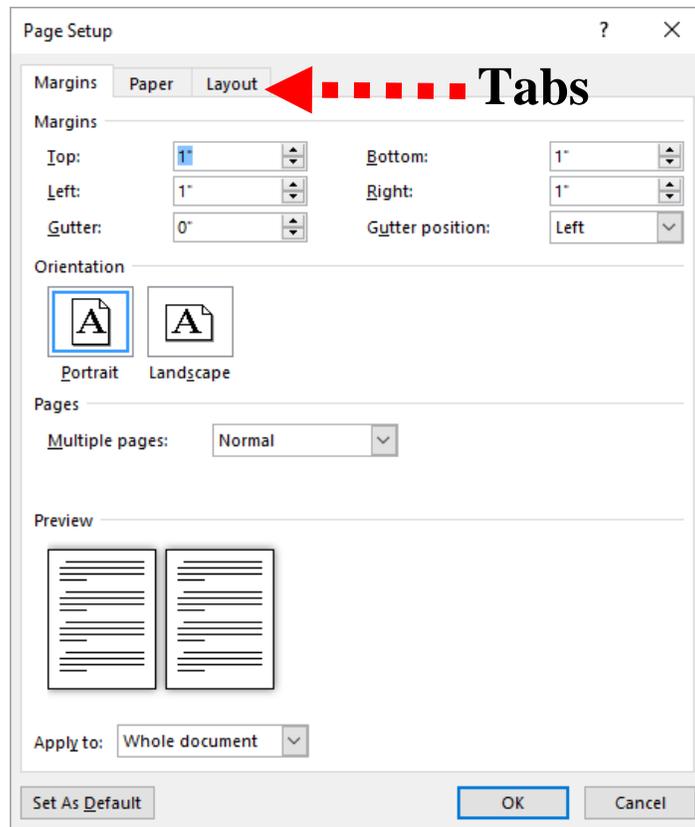
The Ribbon is made up of tabs. On the tabs are groups and dialog launchers. Each group contains tools. **Dialog Launchers** allow you to change more than one setting at a time. They are holdovers from earlier versions of Office.

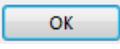


Group

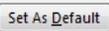
Dialog Launcher

1. Click the tabs to see the groups and tools.
2. Click a dialog launcher.

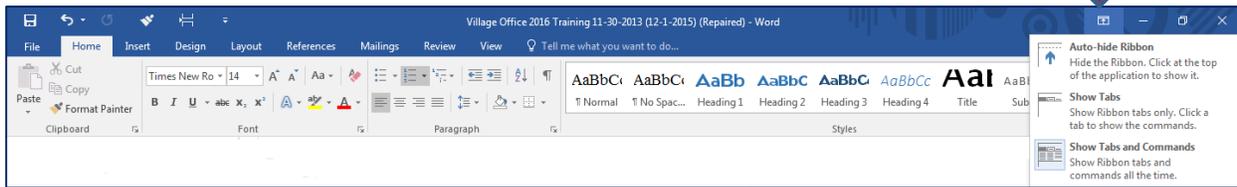
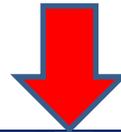


3. The margins and orientation can be changed.
4. Click the tabs to change other settings.
5. Click  to save your changes.



If you want to make the changes that you've made available for future documents that you create, click 

Customizing the Ribbon View

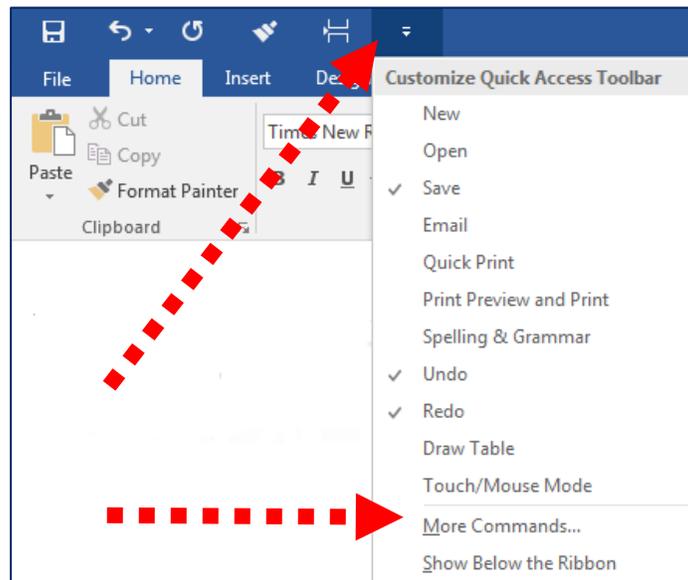


1. Click 
2. From the drop-down menu click one of the following:
 - a. **Auto-hide the Ribbon**—you will see more of your document on the screen.
 - b. **Show Tabs**—if you click on the tabs, commands appear.
 - c. **Show Tabs and Commands**—this is the default view.

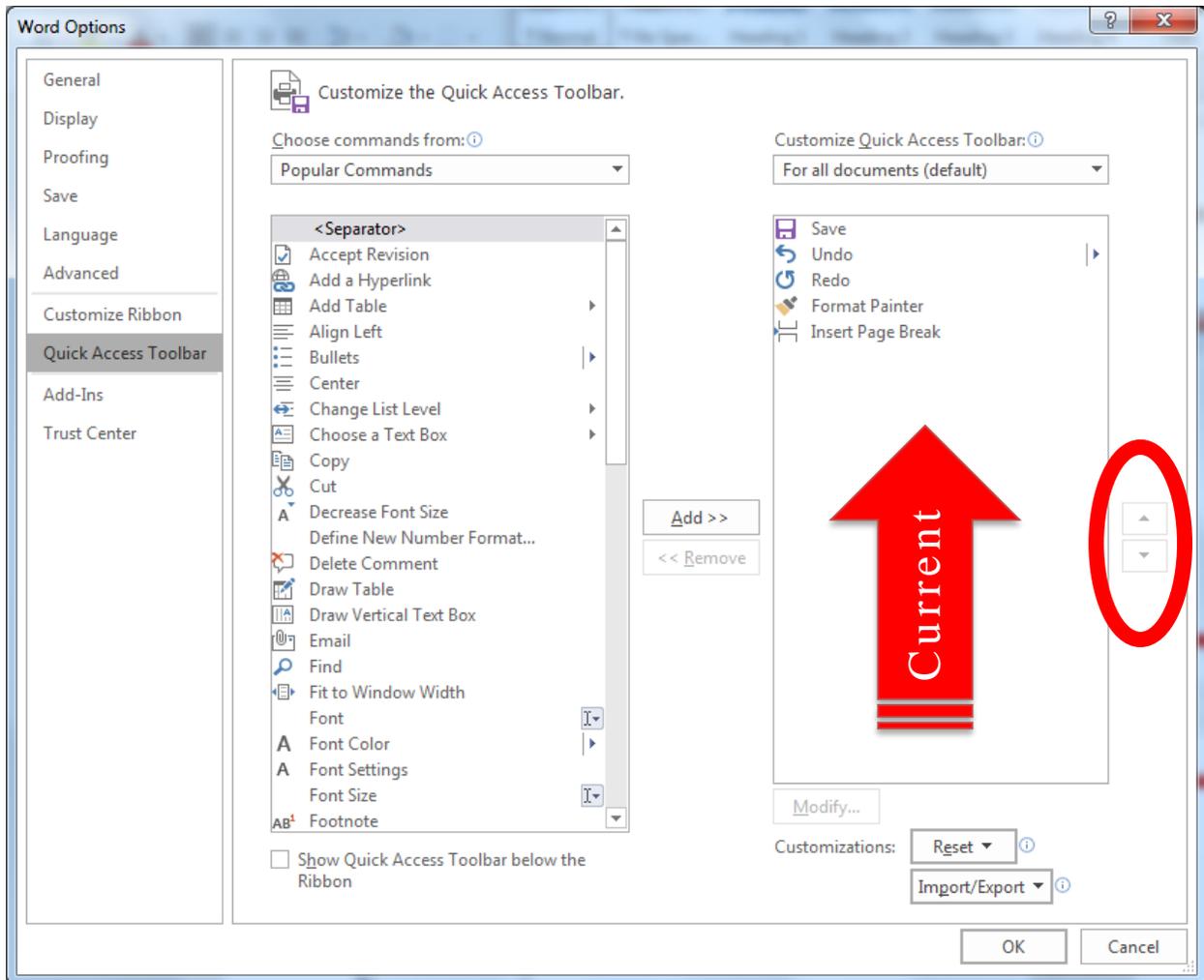
Quick Access Toolbar

The Quick Access Toolbar contains tools that you frequently use, for example, Save, Undo, and Redo.

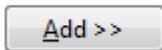
Customizing the Quick Access Toolbar



1. Click the down arrow to see all default tools to list on the toolbar. You can also move the toolbar below the **Ribbon**.
2. Click **More Commands**.

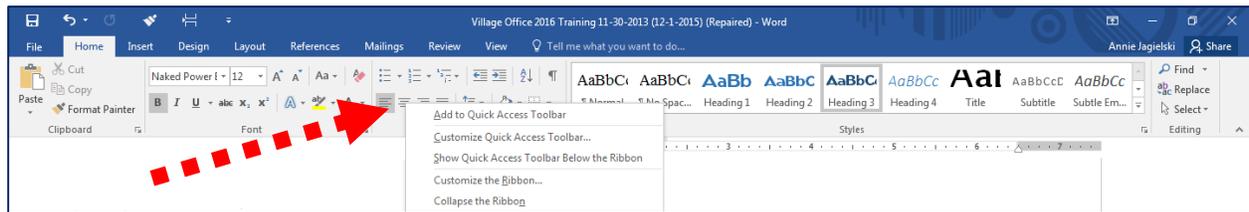


3. The current **Quick Access Toolbar** tools appear on the right. You can highlight and move tools up or down by using the arrows on the far right.
4. To add more tools, scroll down the middle screen, click the tools, and click



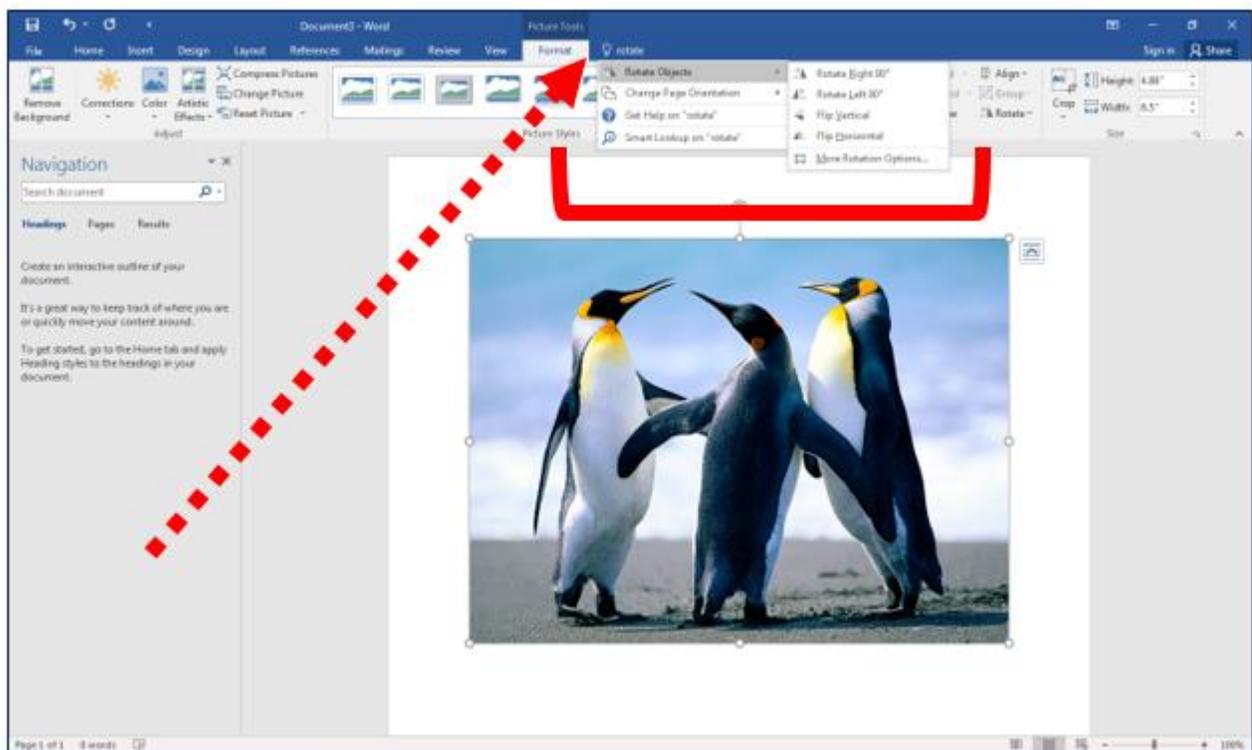
*If you do not see the tools for which you are searching, click the arrow next to **Popular Commands**, and select **All Commands** from the drop-down menu.*

Adding a Tool to the Quick Access Toolbar from the Ribbon



1. RIGHT click a tool on the ribbon, for example, center  from the **Home** tab, **Paragraph** group.
2. Click **Add to Quick Access Toolbar** from the pop-up menu.

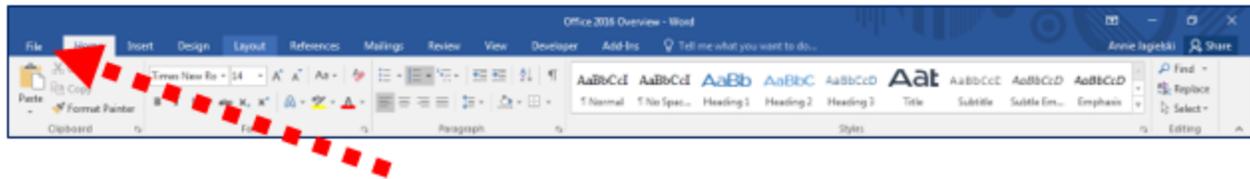
Using "Tell Me" for Interactive Help



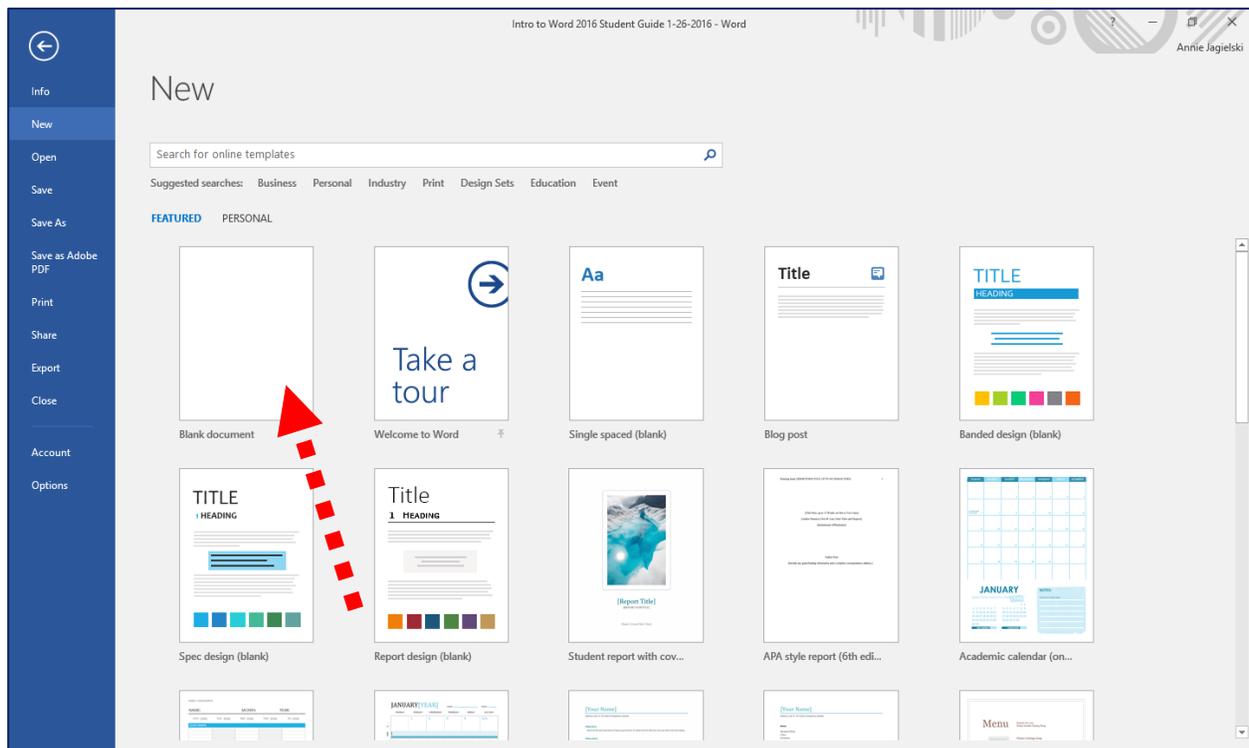
1. Click an item you want help with, for example, an image.
2. Type in the “**Tell me what you want to do . . .**” search box a keyword, for example, rotate.
3. Click the drop down to see choices, for example Flip Horizontal.

Exploring the File Tab on the Ribbon

The Office Button  has been replaced by the **File** tab.



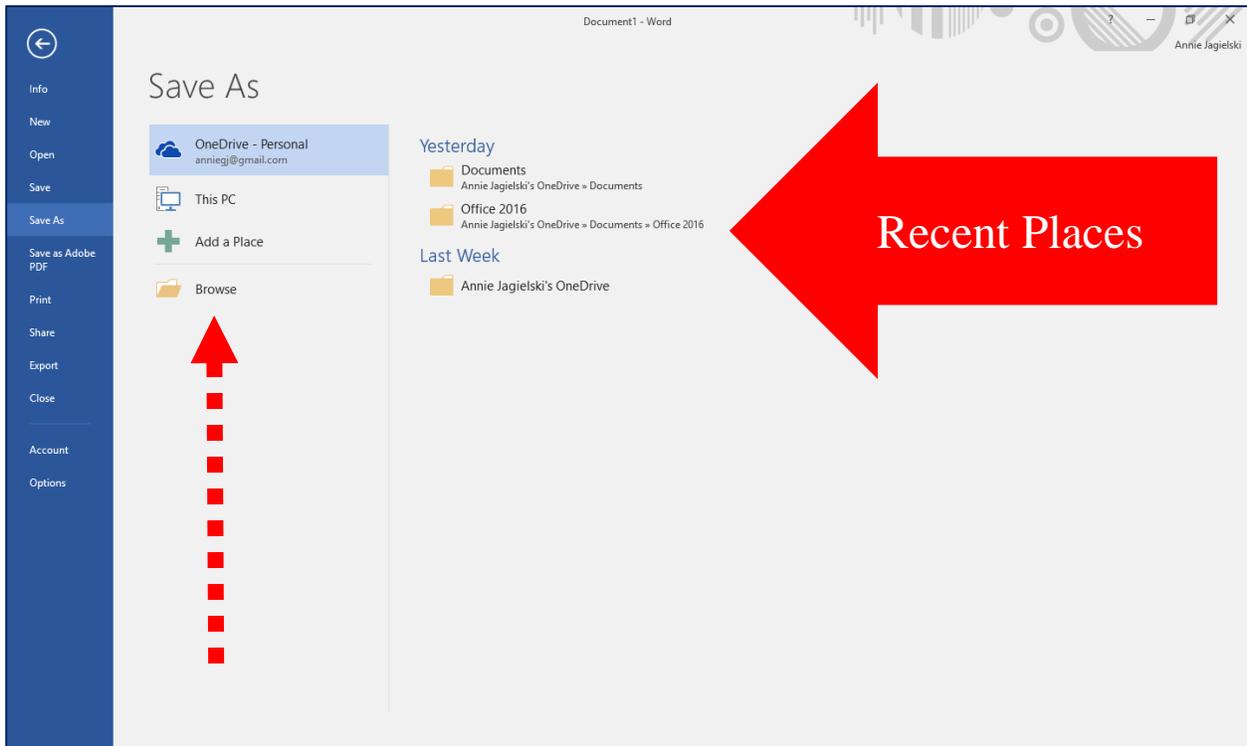
Creating a New Document



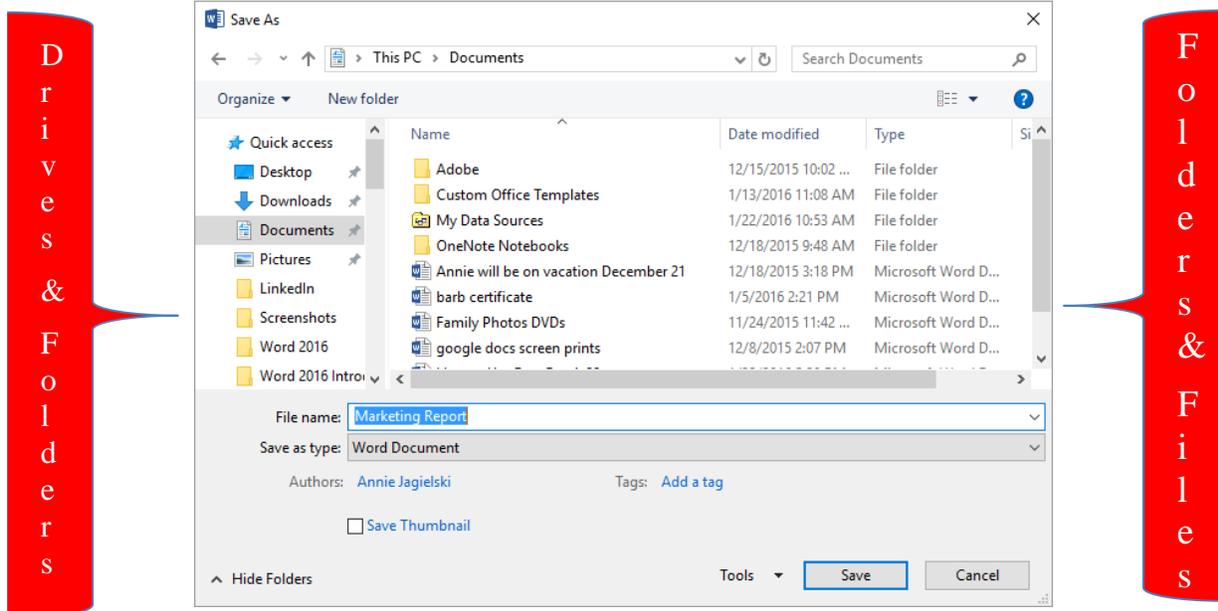
1. Open **Word**.
2. Select a template or click **Blank document**.

Saving a Document

The first time you save a document, you'll see **Save As** screen.



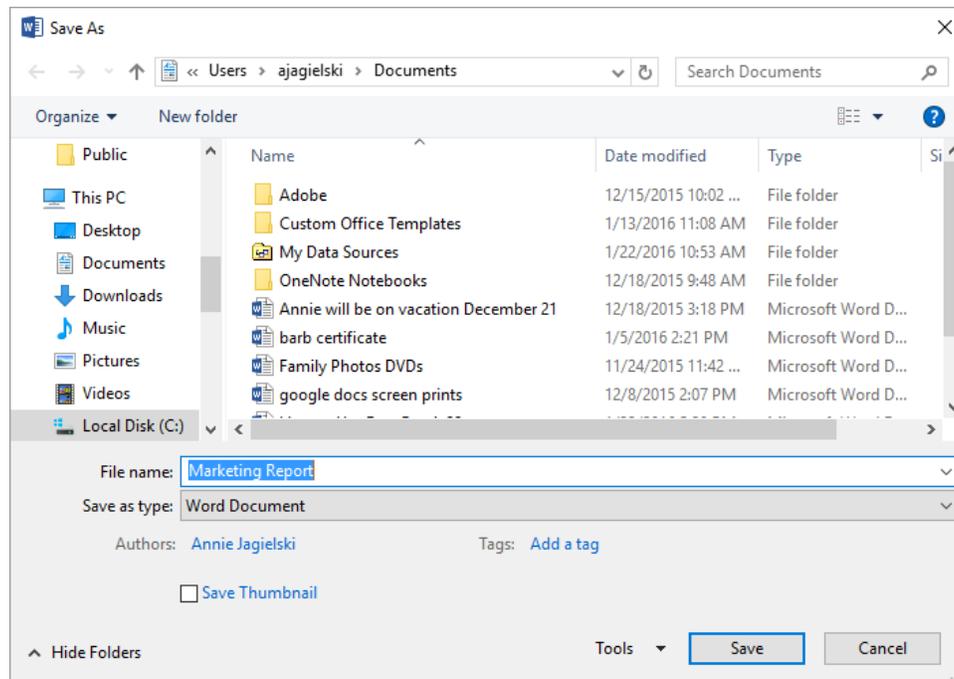
1. Click the **Save** icon on the **Quick Access Toolbar** or hold down the **Ctrl** key on the keyboard and press the **S** key.
2. Click where you want to save the file. If you don't know where to save it, click

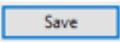


3. Click the drive or folder where you want to save your document on the left side of the screen.
4. Click the folder to which you wish to save your file from the right side of the screen.



*By default, **Documents** is usually the file folder that appears. It might be easier to just save everything to **Documents** until you get comfortable using drives and file folders.*



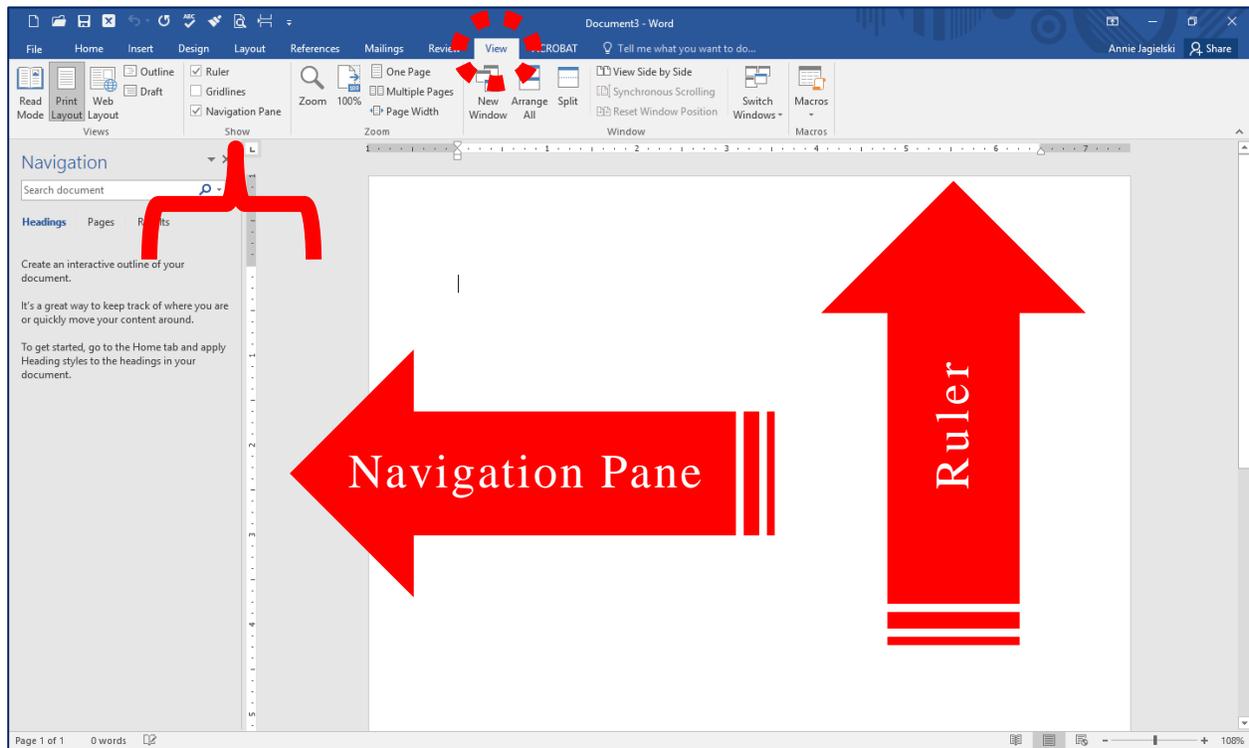
5. Type a file name.
6. Click 



Once a document is saved, you can save changes to the document by clicking the Save icon  on the Quick Access Toolbar.

Viewing the Navigation Pane and the Ruler

The Navigation Pane and the Ruler can be turned on and off.



1. Click the **View** tab on the **Ribbon**.
2. Click the in the box next to **Ruler** and **Navigation Pane**.



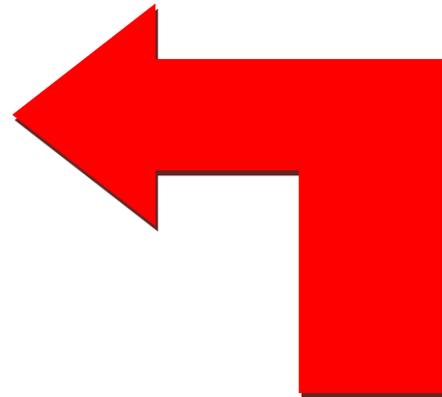
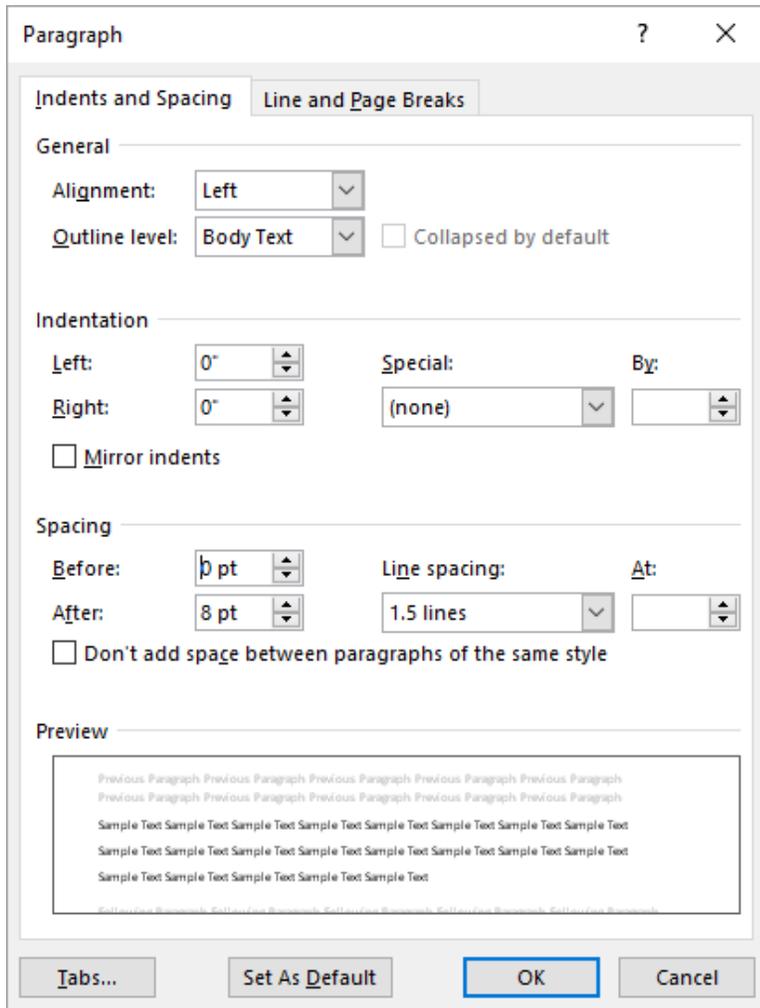
The Navigation Pane:

- **Headings:** Click document headings to navigate through a document.
- **Pages:** View thumbnails of the document and click a page to make it active.
- **Results:** Search for specific keywords and phrases that appear in a document.

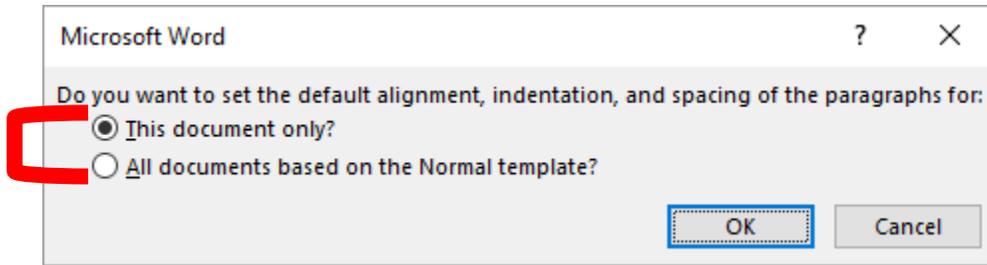
Setting Defaults



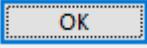
1. Click the **Dialog Launcher** (diagonal arrow in the square ) on any group, for example, the **Paragraph** group



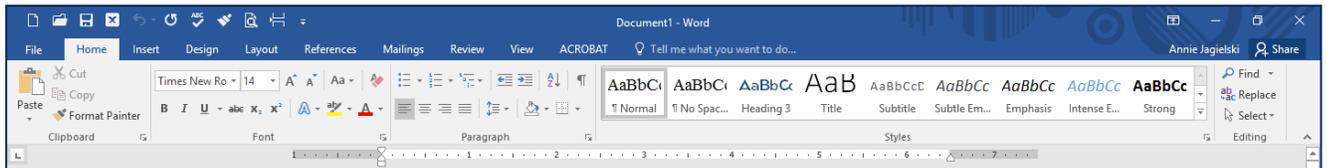
1. Change the line spacing. The default is 1.5 lines. If you wish to change it to single, click the down arrow. You can also add space before and after a paragraph.
2. Click 



3. Click the circle next to **This document only** or **All documents based on the Normal Template**. If you click **All documents based on the normal template**, each time you create a new document it will have the spacing you just changed.

4. Click 

Creating Margins



Margins

Margins appear on the ruler as two triangles and a square 

You can move both triangles separately by positioning the cursor on either the top or the bottom triangle, holding the left mouse button down and dragging the cursor to the right or to the left.

To move the margins together, position the cursor on the square, hold the left mouse button down and drag the cursor to the right or to the left.

Creating Tabs

Tabs allow you to indent text. By default, tabs are already set in increments of five (5) spaces. You may want to set your own tabs though.

You can quickly set tabs by clicking the tab selector at the left end of ruler until it displays the type of tab you want and then clicking the location you want.



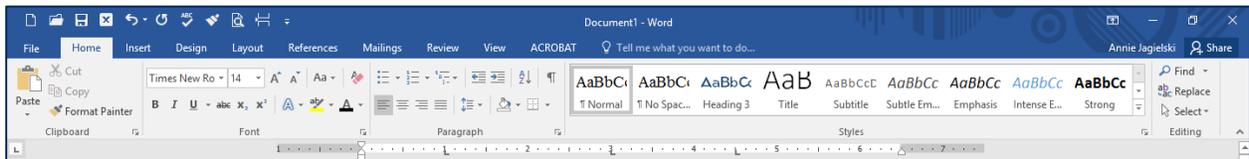
Tab Selector

Click the **Tab Selector**  To see different tabs styles.

Kinds of Tabs

-  Left tab – Left aligns text
-  Center tab – Centers text at the tab stop
-  Right Tab – Right aligns text
-  Decimal Tab – Allows you to align decimal points
-  Bar Tab – Adds a vertical line at the tab. Press enter to add more lines.

Setting Tabs



Tab Stops

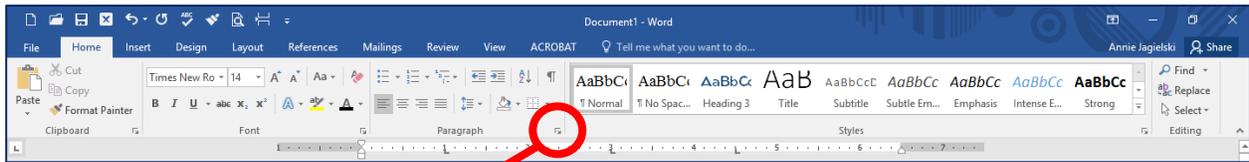
After you have selected the kind of tab you wish to set by using the **Tab Selector**  LEFT click the ruler to set one or more tab stops.

Deleting Tabs

Deleting One Tab at a Time

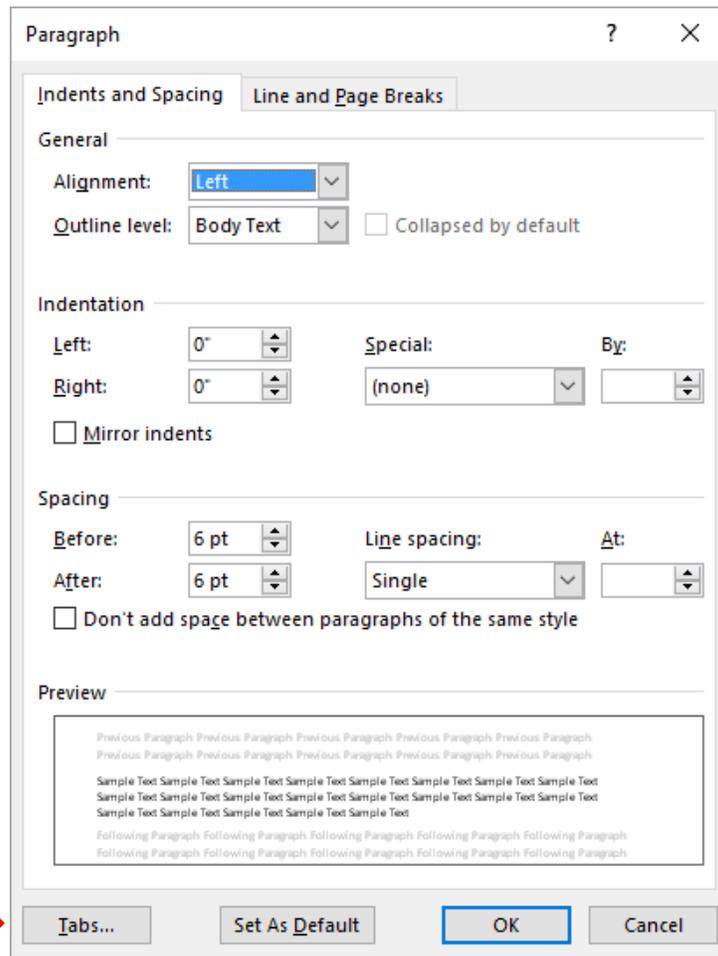
Position the cursor on a tab stop on the ruler. Drag the tab stop onto the work area.

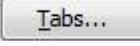
Deleting All Tabs

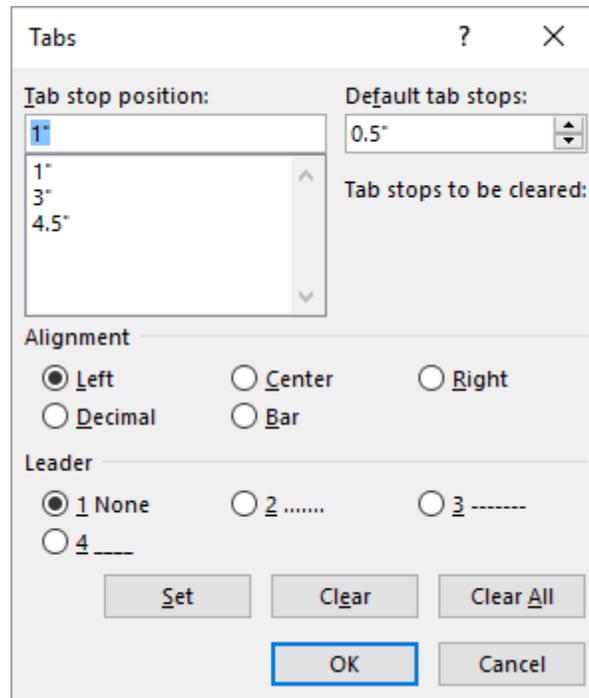


Dialog Launcher

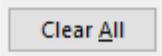
1. From the **Home** tab, **Paragraph** group, click the dialog launcher 



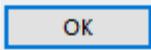
2. From the pop-up screen, click 



3. Click

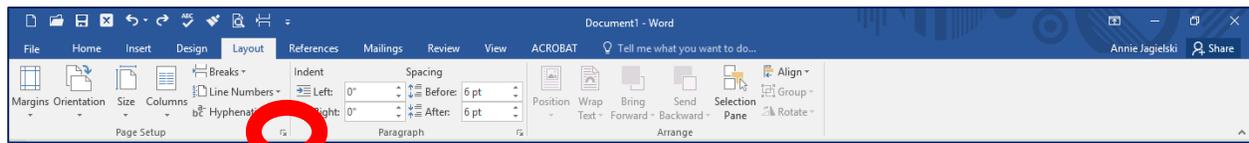


4. Click

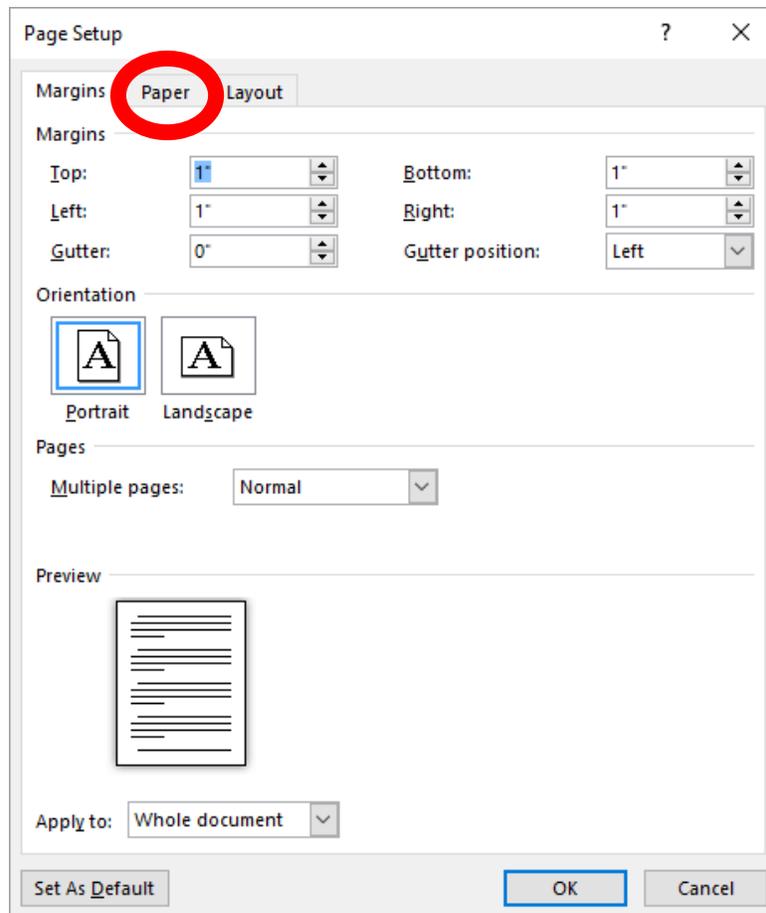


twice to return to the document.

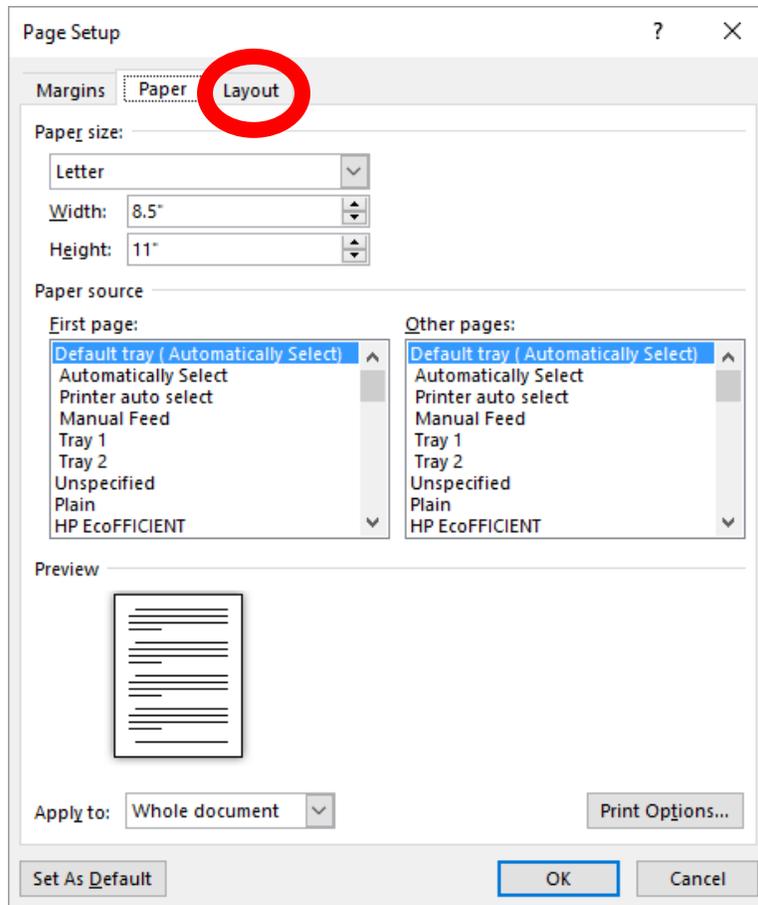
Formatting a Document Using Page Set Up



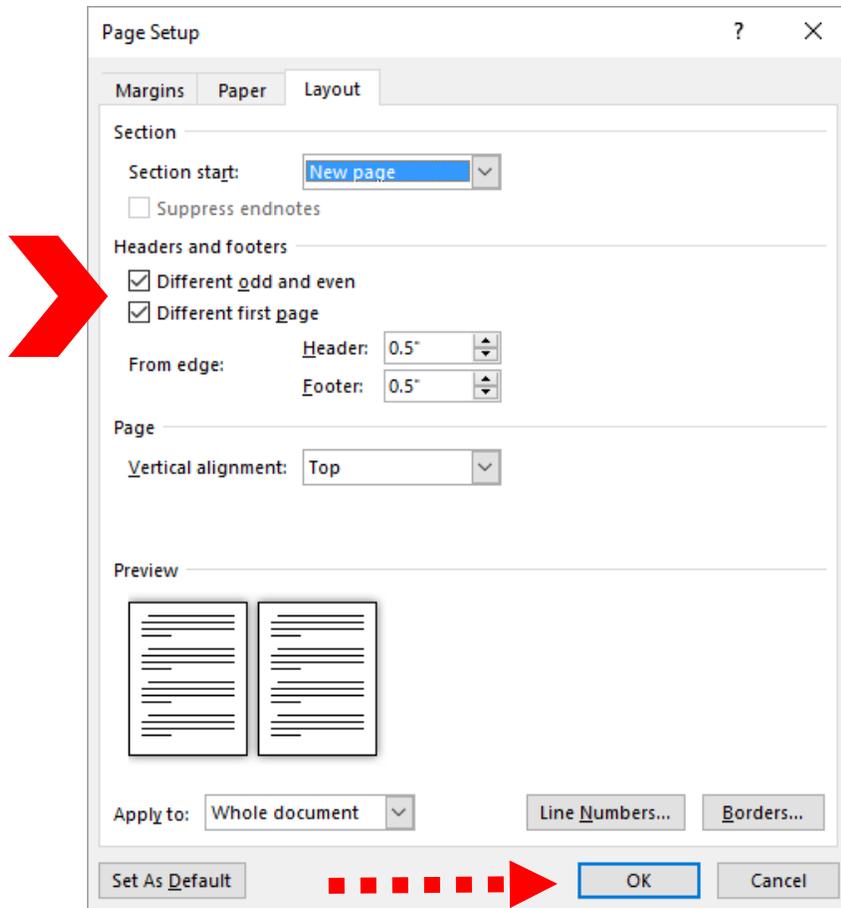
1. Click the **Layout** tab
2. Under the **Page Setup** group, click the dialog box launcher 

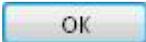


3. On the Margin tab you can change the margins, the page orientation, or apply your changes to the whole document or just the portion that is selected.
You can also make the changes and set the defaults for any new documents.
4. Click the **Paper** tab.



5. Paper size is dependent upon your printer. Most printers print either letter or legal.
6. Click the **Layout** tab.



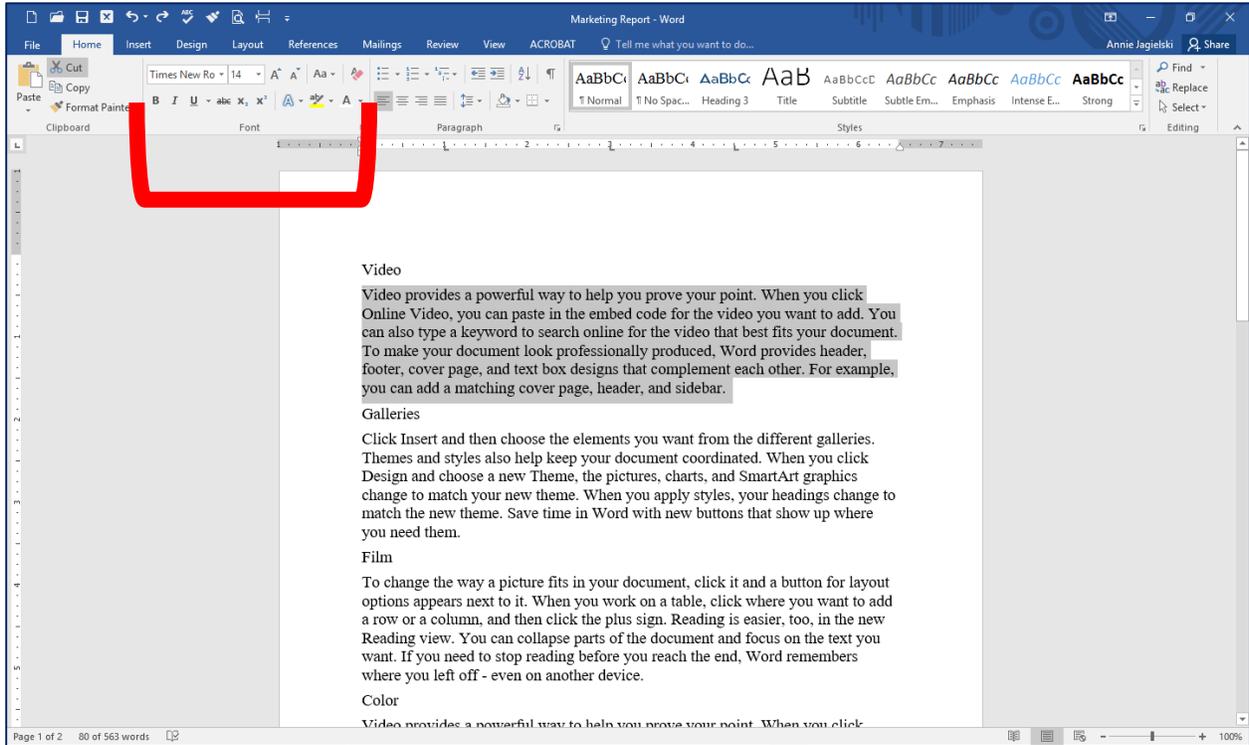
7. Click the down arrows and buttons to add headers and footers, line numbers and borders to a document. You can also add different first page, and different odd and even page headers and footers.
8. Click  to accept all changes.



Save first. Always save your document otherwise it cannot be automatically saved. Wait to do page set up until you have three pages written.

Formatting Text

Changing Fonts, Font Size, and Font Appearance



1. Highlight text
2. Click the **Home** tab, **Font** group.



 Makes the font bigger

 Makes the font smaller



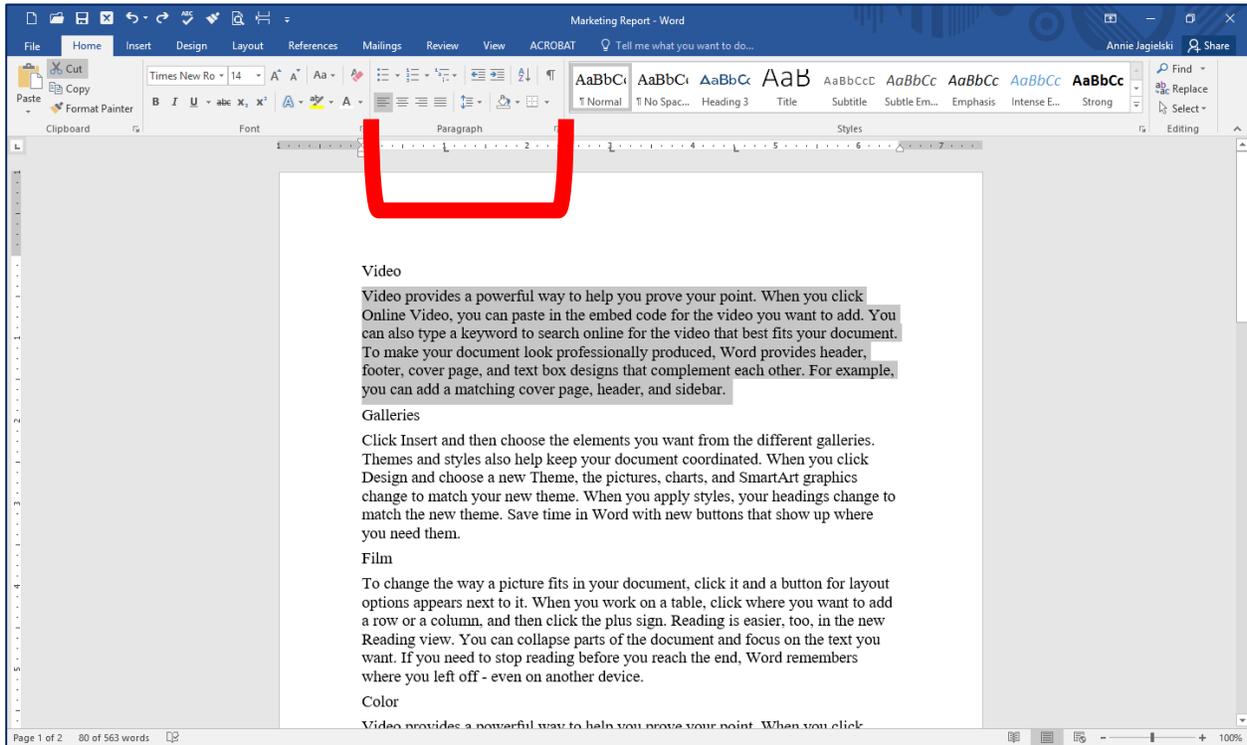
Change the font:

- Sentence case
- Lower case
- Upper case
- Capitalize each word
- Toggle case



Change the font color

Indenting Text, Showing and Hiding Formatting Symbols, and Centering Text



Bullets



Numbering



Create a multi-level list.



Decrease indent



Increase indent



Sort



View formatting symbols



- Left align text
- Center text
- Right align text
- Justify text



Spacing



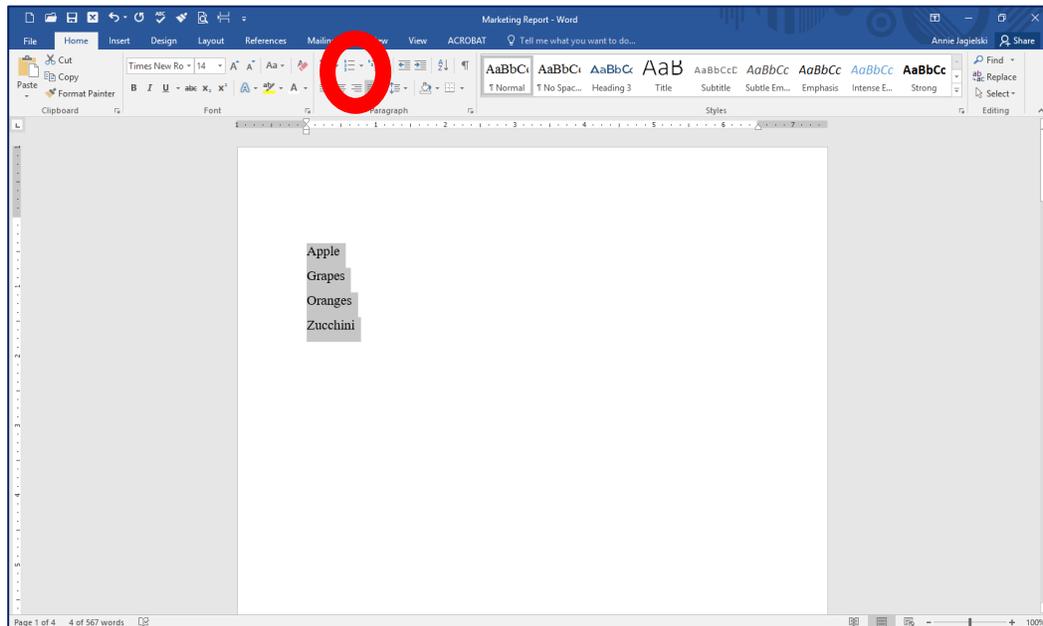
Shading



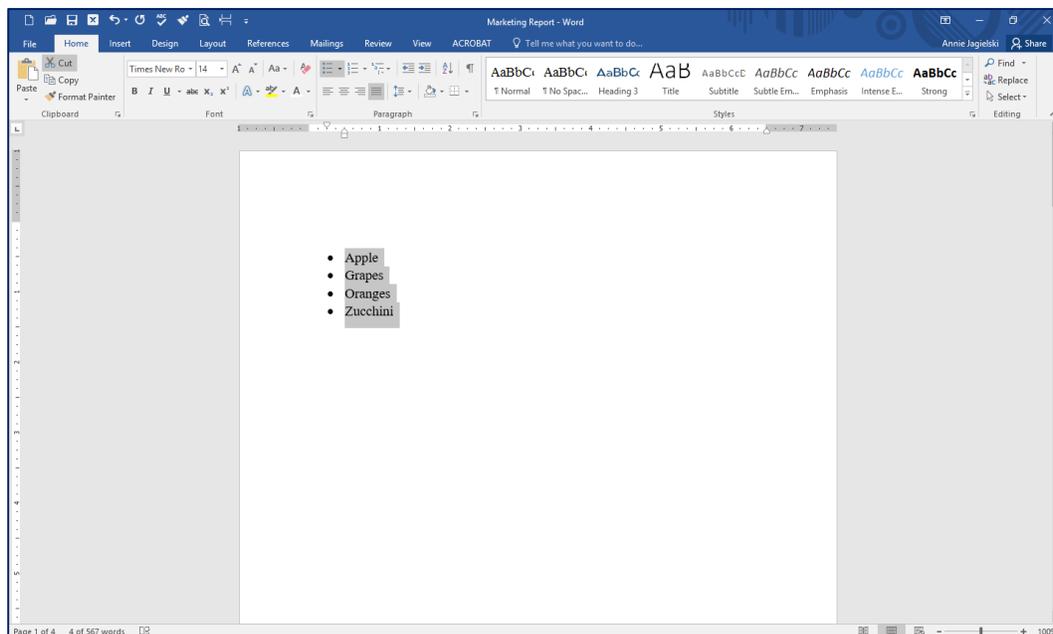
Borders

Adding Bullets

Bullets and numbers are usually used in lists. Text that is bulleted or numbered needs to have hard returns, that is, after an item is typed, press the **Enter** key on the keyboard.

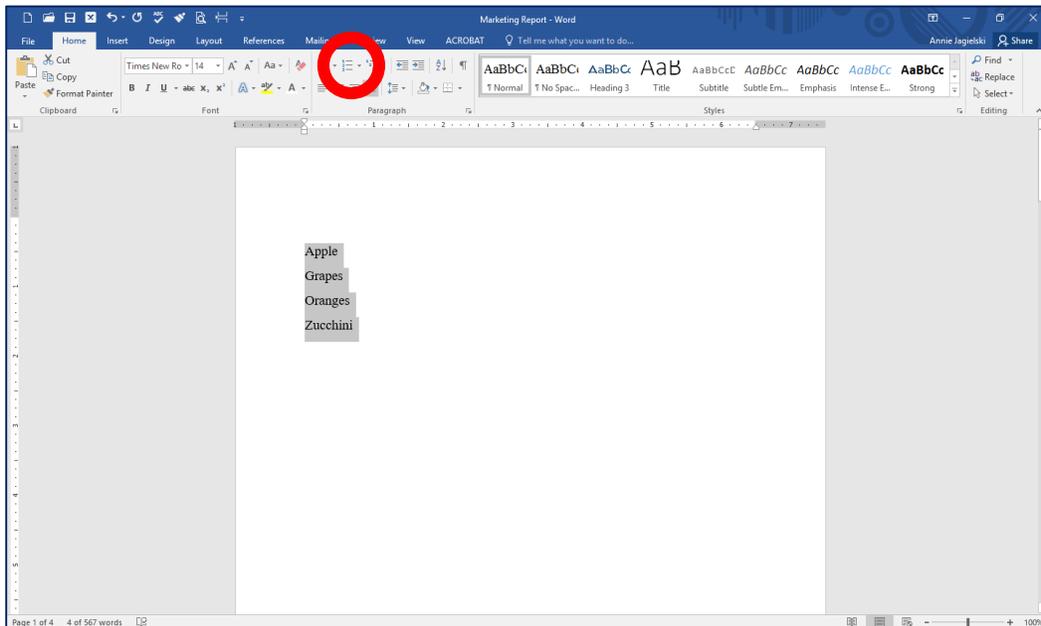


1. Type a list.
2. Highlight the list by positioning the cursor on the first word and dragging down.
3. Click the bullet tool under **Home** tab/**Paragraph** group.

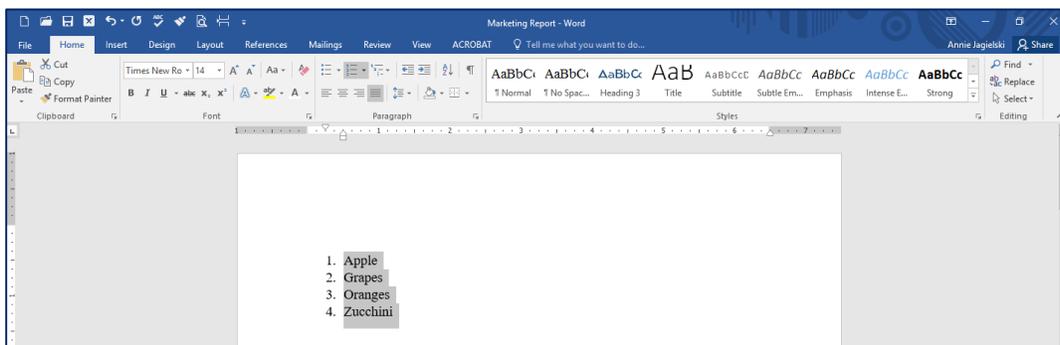


Numbering

Numbers should only be used if you are listing a sequence of steps, for example, 1. Heat the oven to 350 degrees; 2. Spray the cake pan with a nonstick cooking spray, etc., or an ordered list.

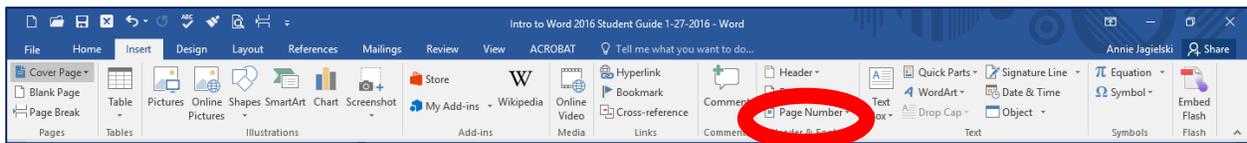


1. Type a list.
2. Highlight the list by positioning the cursor on the first word and dragging down.
3. Click the number tool under **Home** tab/**Paragraph** group.

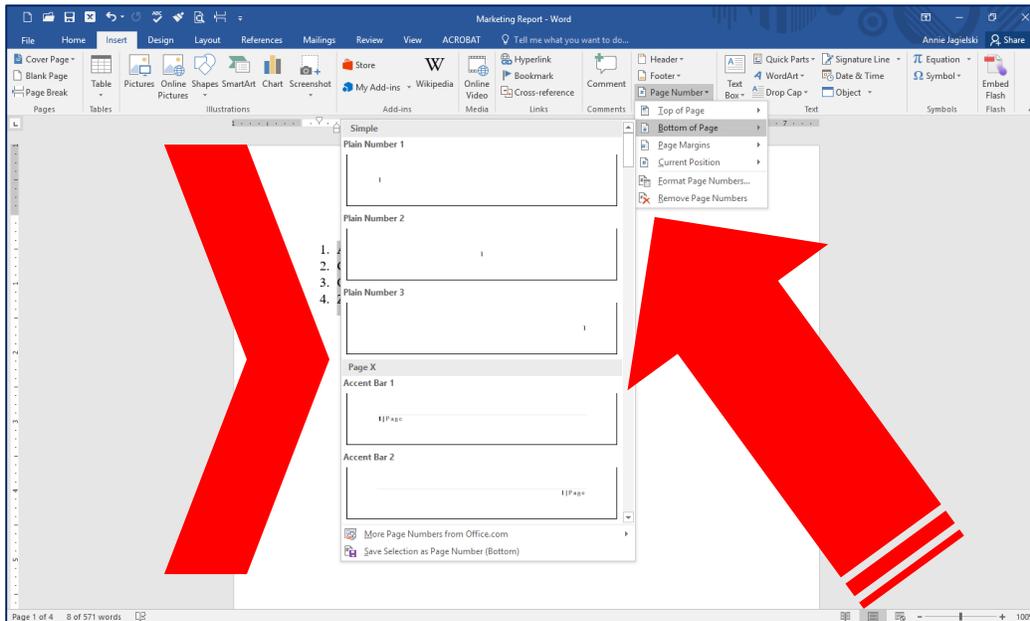


*By default, bullets and numbers are indented. To decrease the indent, click  from the **Home** tab, **Paragraph** group.*

Inserting Page Numbers

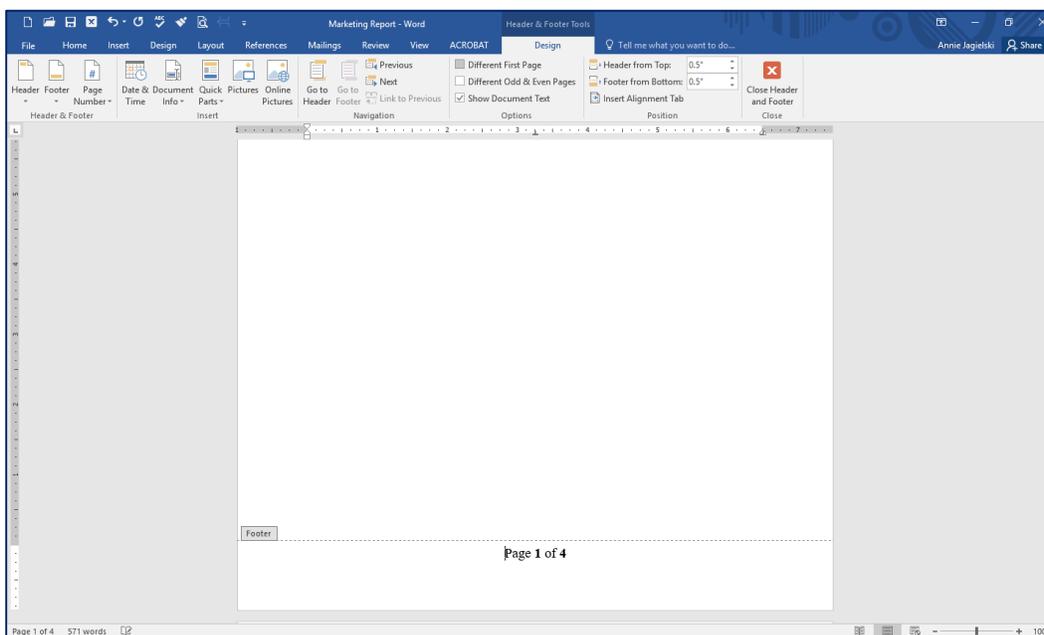


1. Click **Page Number** from the **Insert** tab, **Header & Footer** group.



2. Click where you want to page number to appear, for example, **Bottom of Page**.

3. Select the format of your page number from the drop-down menu.



4. Click the **X** on **Header & Footer Tools** to return to the document.

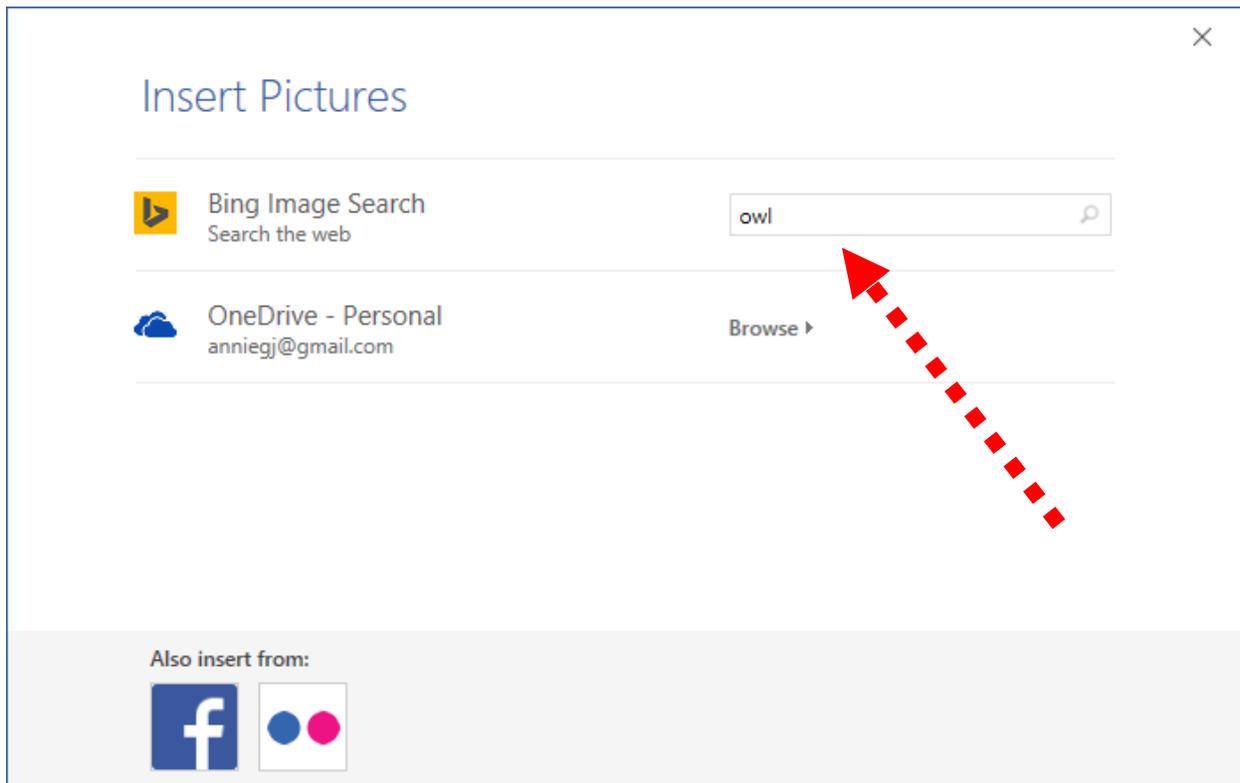
Accessing Online Clip Art

You can insert pictures from your computer or pictures from the Internet.



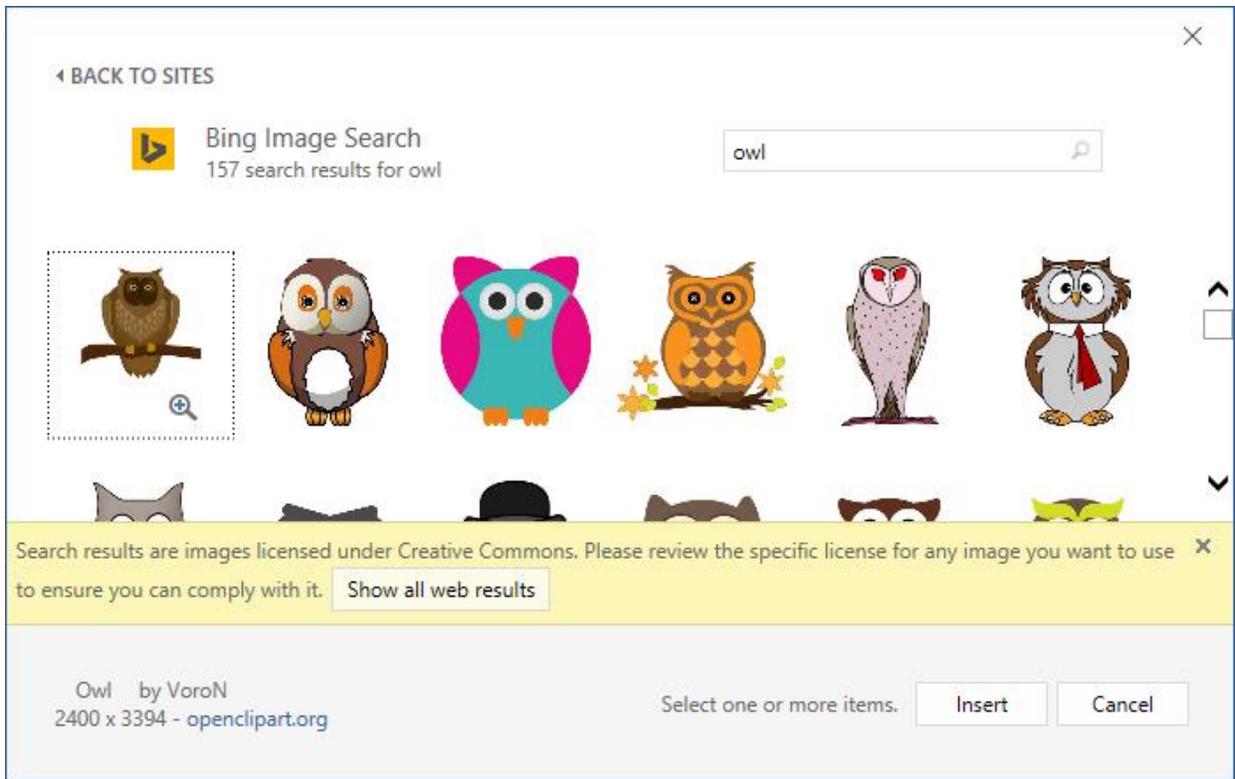
1. Click the **Insert** tab.

2. Click 

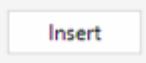


1. Type a keyword in the box next to **Bing Image Search**.

2. Press the **Enter** key on the keyboard.



3. Click a graphic.

4. Click 



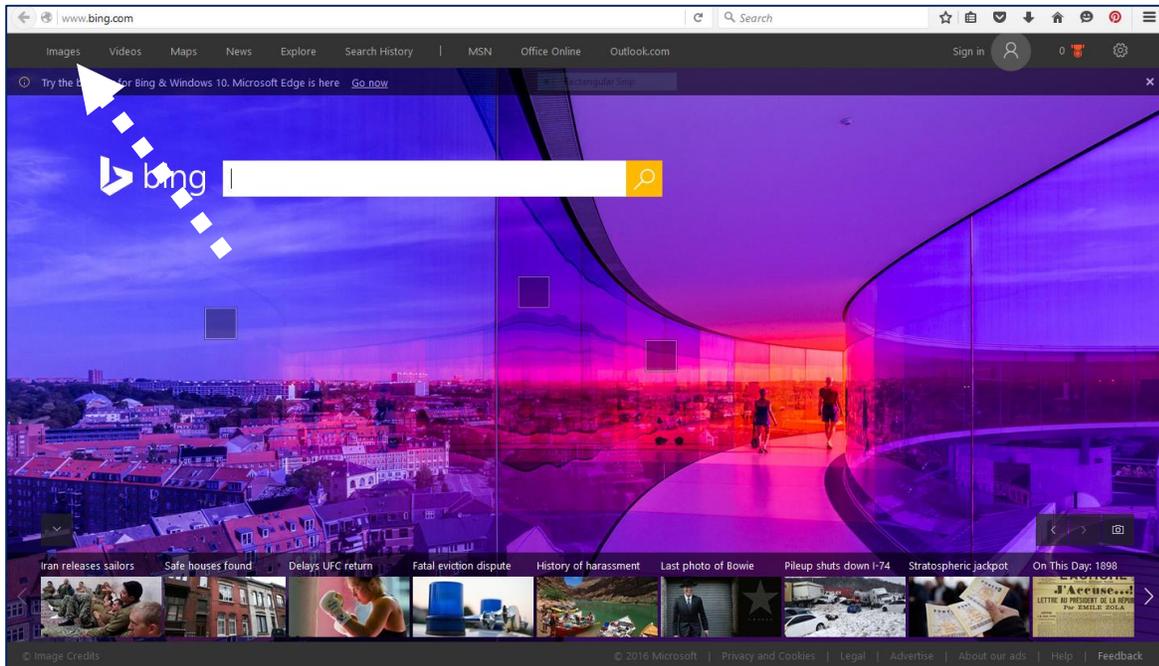
Click for layout options.



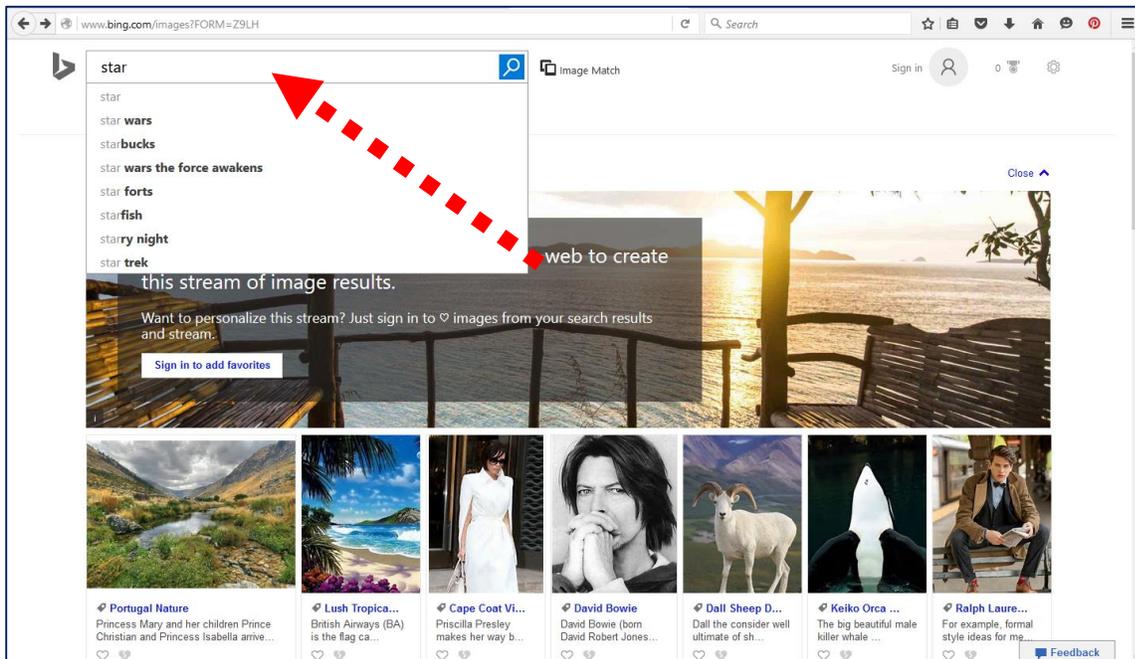
It's up to you to make sure the images are royalty free.

Finding Copyright-free Images with Bing

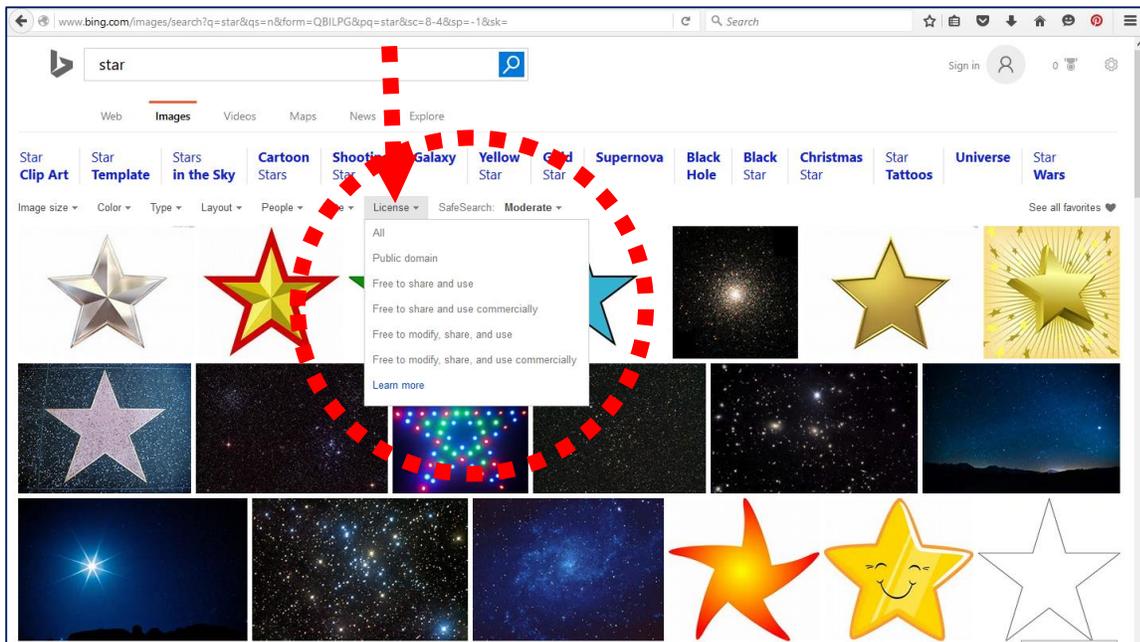
Conducting a Google search is a great way to find images. However, if you want to be fairly certain that an image is free to use, use the Bing search engine.



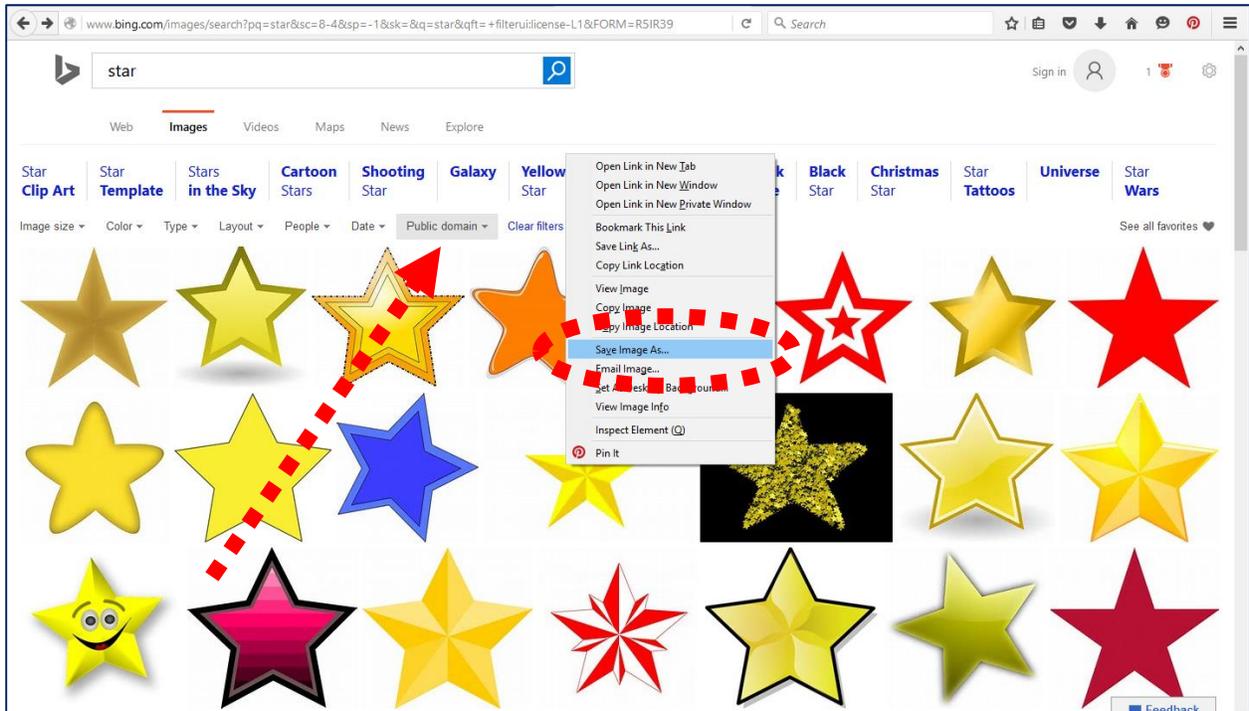
1. Type **Bing.com** in the browser address bar.
2. Press the **Enter** key on the keyboard.
3. Click **Images** from the top left of the browser screen.



4. Type a keyword in the search box, for example, star.
5. Press the **Enter** key on the keyboard.

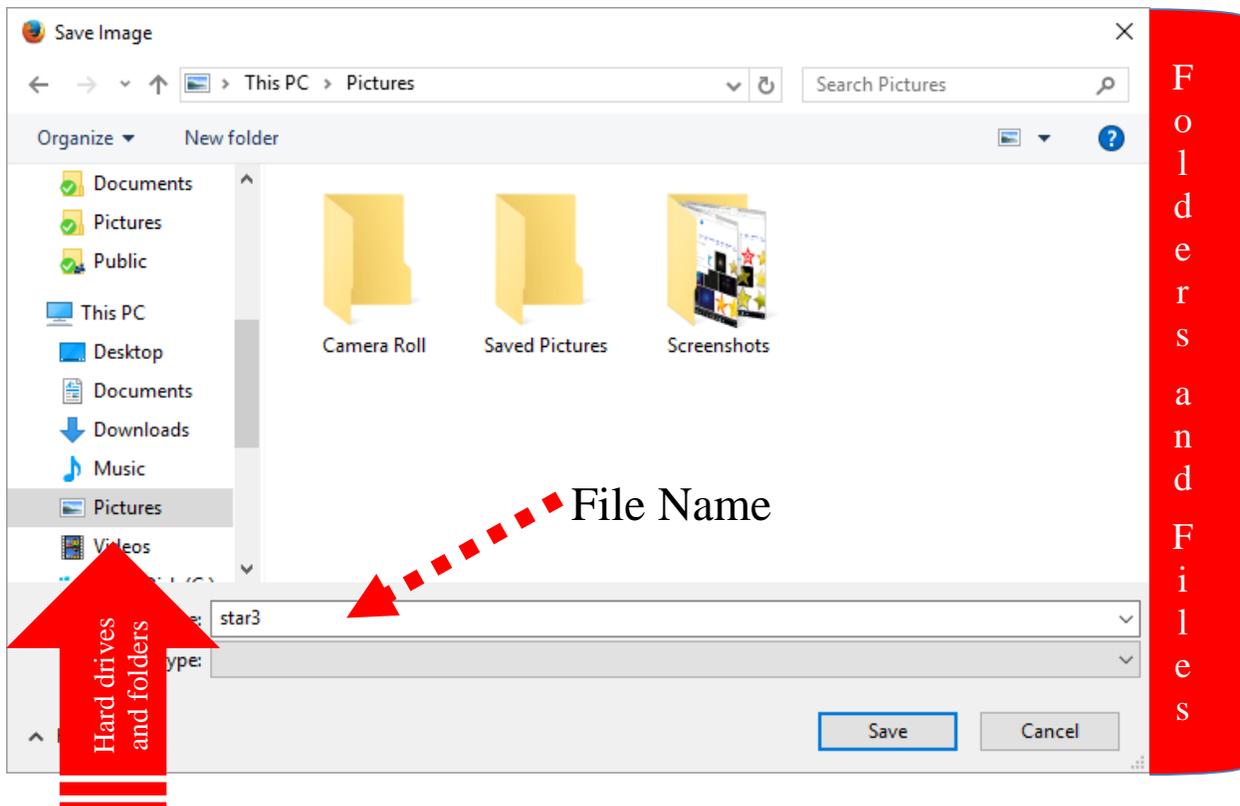


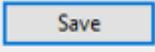
6. Click **License** from the tabs above the search results.
7. Select one of the following:
 - All
 - Public domain
 - Free to share and use
 - Free to share and use commercially
 - Free to modify, share, and use
 - Free to modify, share, and use commercially



8. RIGHT click an image.

9. Click **Save Image As** from the pop-up menu.

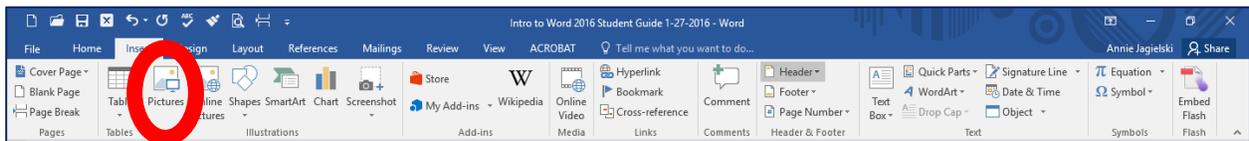


- The pictures folder on the computer should appear. If you don't want to save to that folder, find a folder on the left side of the pop-up screen in which to save.
- Type a file name.
- Click 

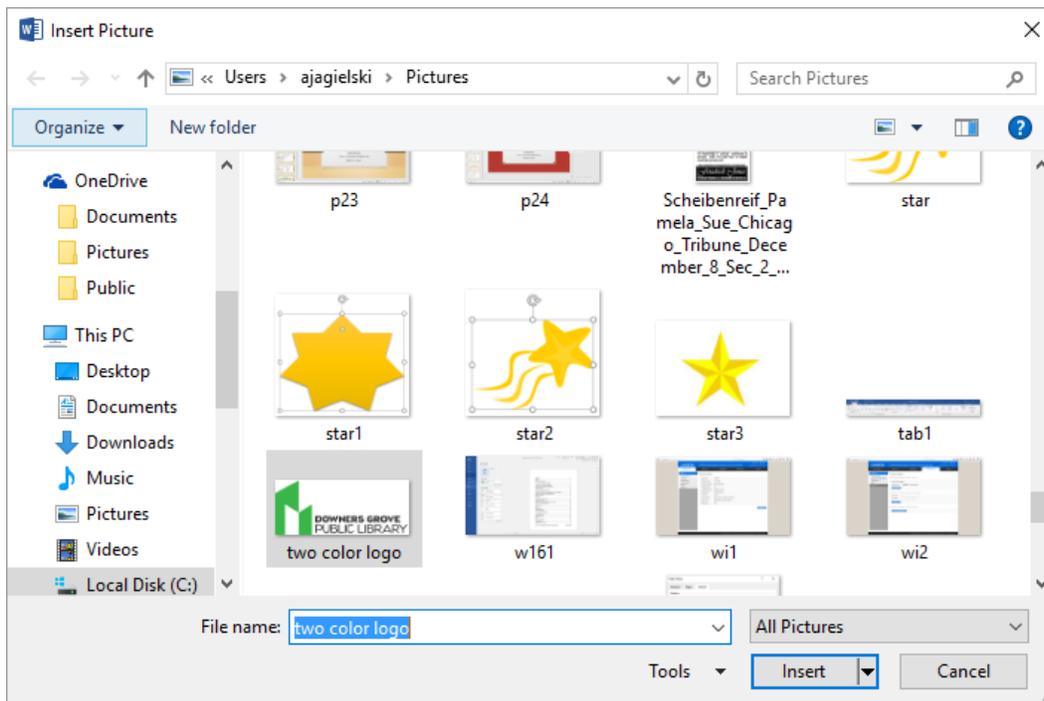


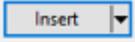
*Most images on the Internet are copyrighted. **It's up to you** to make sure the images are not copyrighted, and you have the right to use them.*

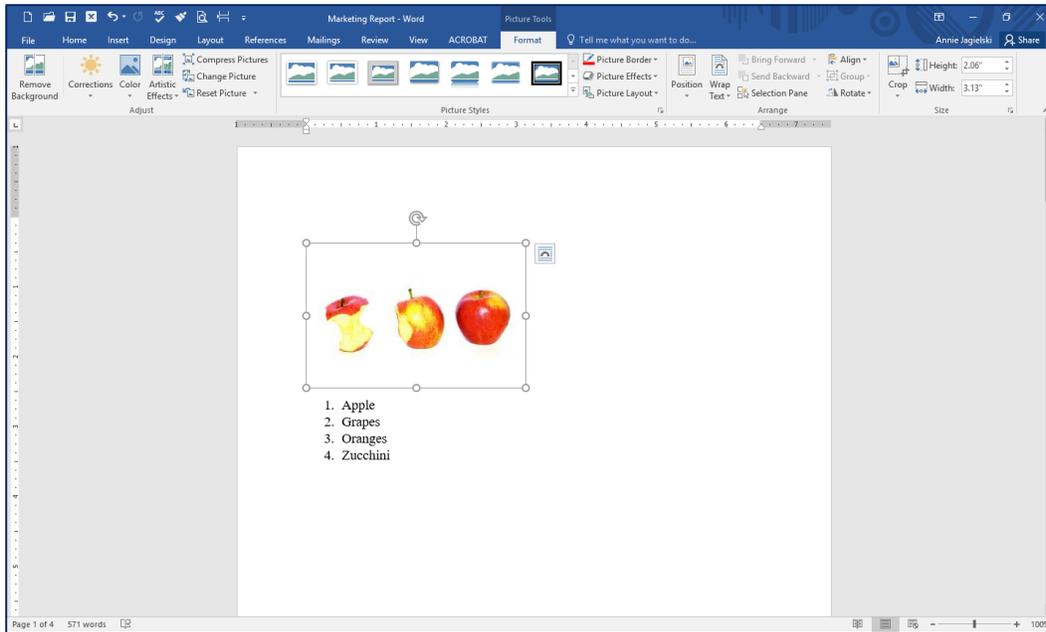
Inserting a Picture from a File



- Click  from the **Insert** tab, **Illustrations** group.

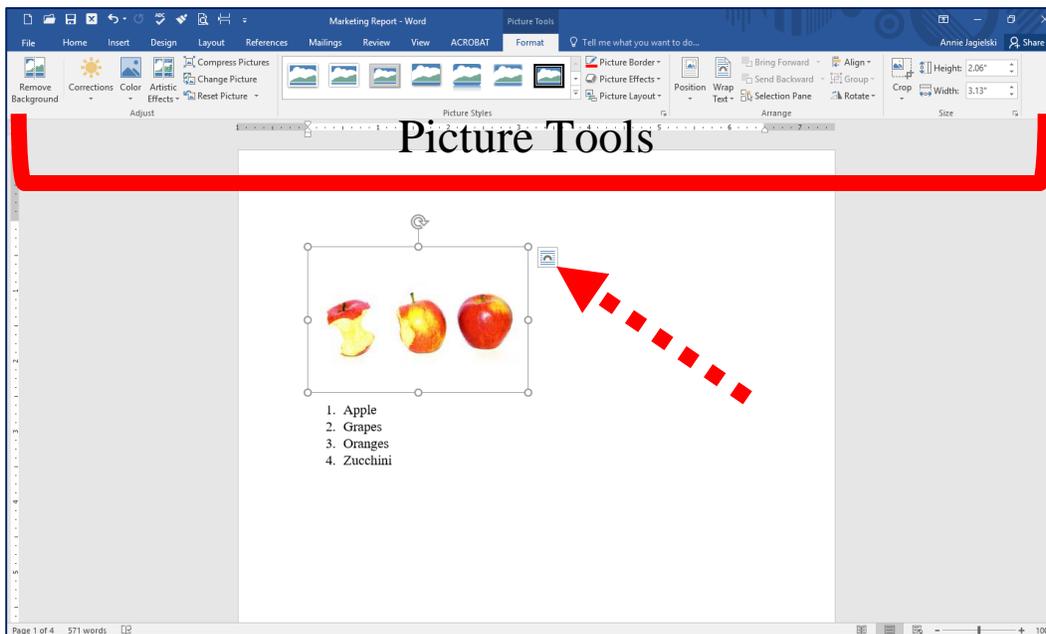


- By default the **Picture** folder on the computer appears. If you want to change the drive or folder, click the left screen to find the image you wish to use.
- Double LEFT click an image or click an image and click 



Employing Picture and Text Wrapping Tools

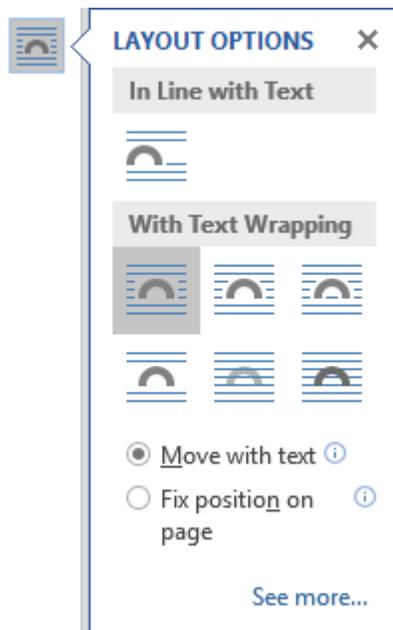
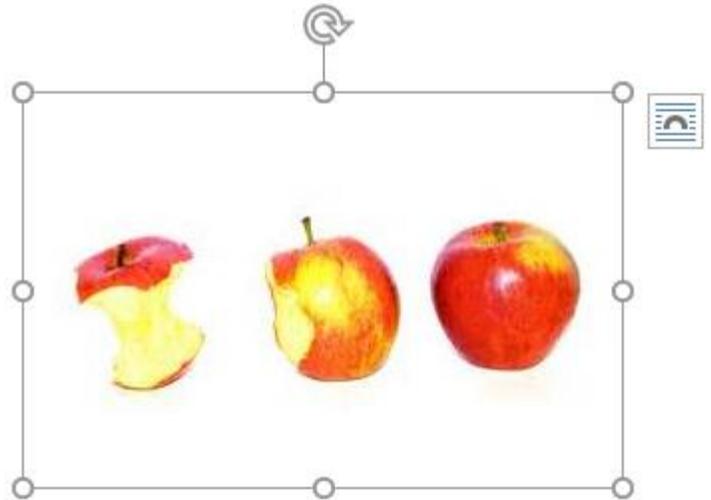
When an image is selected, **Picture Tools** appears at the top of the screen and the **Text Wrapping Tool** appears next to the picture.



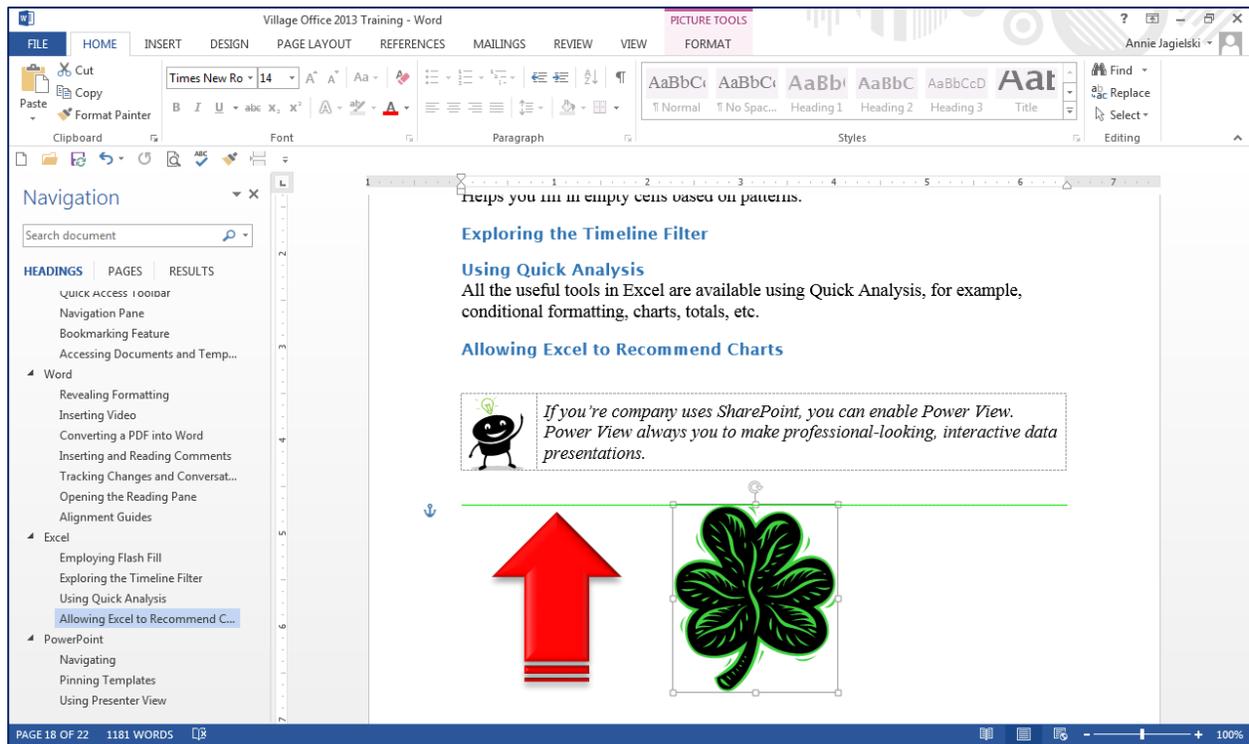
1. Click an image. A border appears along with handles, a rotation button, and the **Text Wrapping Tool**.

Picture Tips

- To resize a picture, click on it. Handles appear. Position the cursor on the corner handles until a two-headed arrow ↔ appears. Hold down the LEFT mouse button and drag it in or out. Dragging from the side handles distorts the picture. To keep the center of an object in the same place, hold down **Ctrl** while dragging the mouse.
- To maintain the object's proportions, hold down **Shift** while dragging the mouse.
- To preserve the proportions while keeping the center in the same place, hold down **Ctrl** and **Shift** while dragging the mouse.
- To rotate the picture, position the cursor on the **Rotation Tool** , hold down the LEFT mouse button, and drag the mouse.
- Click the **Text Wrapping** tool  to move the image around the page.



Alignment Guides

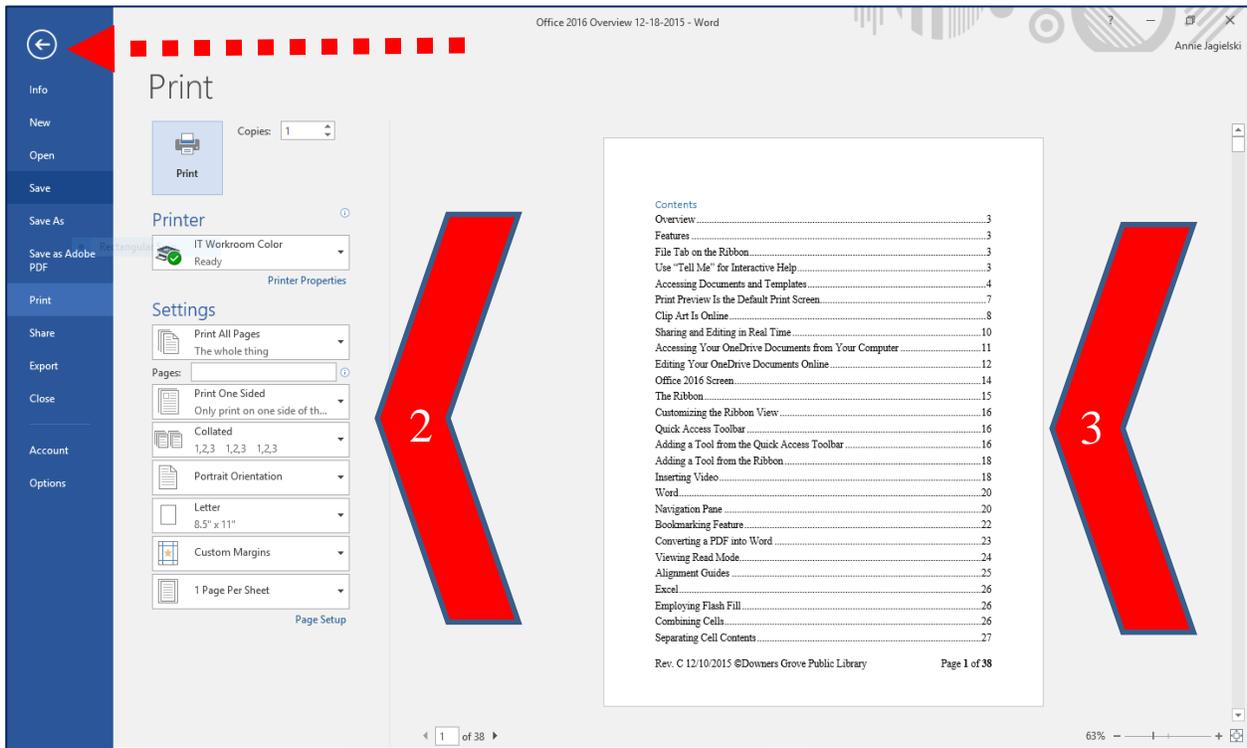


When you are trying to place a graphic, the alignment guides appear as green lines in your document. Alignment guides appear in PowerPoint, too.

Printing

To print you can do one of the following:

- Press the **Print Preview and Print** icon  on the **Quick Access Toolbar**.
- Hold down the **Ctrl** key on the keyboard and press the **P** key on the keyboard.
- Click the **File** tab and click **Print** from the menu on the left side of the screen.



- 1 Click  to close the print preview and return to the document.
- 2 Set printing preferences
- 3 Print preview

