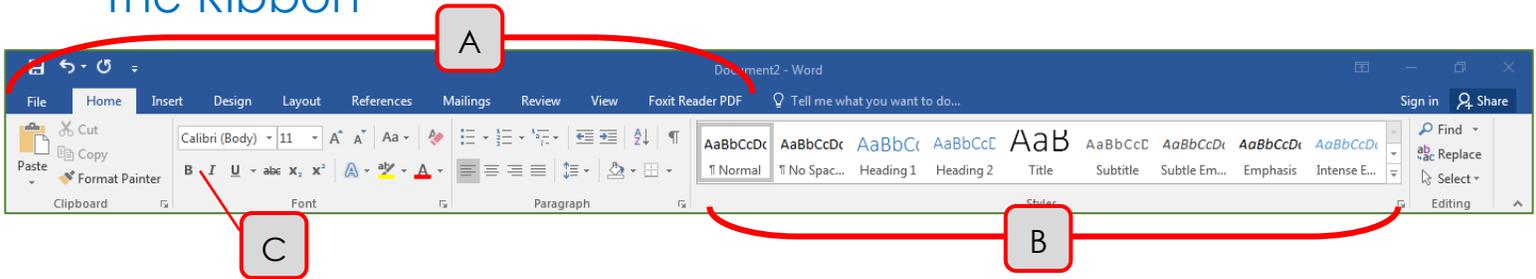


# Intermediate Microsoft Word 2016

## The Ribbon



- A. **Tab** – Provide access to commands and functions of Word.
- B. **Group** – Within each tab, there are subtasks, organized by group.
- C. **Command Buttons** – Each group contains several buttons, for carrying out commands or displaying menus.

## Columns and Tables

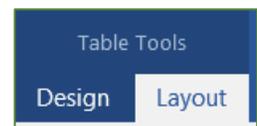
People often use columns when they really need a table. Columns should only be used for continuous text. Tables are beneficial for anything that needs rows and columns to convey information effectively, and allow for a much greater degree of control over the positioning of text. If you would like to be able to type in the second column without filling the first column first, you need to use a table.

### Tables

#### Inserting Tables

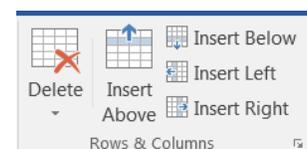


- Go to **Insert** → **Tables** →
  - Move your mouse over the squares to choose the desired number of rows and columns. If you would rather type in the number of rows and columns, choose Insert Table. If you don't know how many rows and columns you need yet, that's fine: you can always insert or delete some later.
  - Once a table is inserted, two new tabs appear: Table Tools **Layout** and **Design**. Use these tabs to customize your table by adding or removing borders, adding banded rows, etc.



#### Inserting or Deleting Rows and Columns

- Go to **Table Tools** → **Layout** → **Rows & Columns**, and choose one of the **Insert** buttons or one of the options under **Delete**.
  - Make sure you know where your cursor is located in the table. Both Insert and Delete rely on the position of the cursor: Delete will delete the row or column that your cursor is in, and Insert will place a new row or column immediately next to the one that your cursor is in.



## Adjusting Table Size

- Go to **Table Tools** → **Layout** → **Cell Size** and type in the desired height and width (adjusting height will affect all other cells in the same row, and adjusting width will affect all other cells in the same column.)
- You can also move your mouse pointer over the border between two rows or columns, until the cursor changes to , then click and drag to change the width or height of the rows or columns.



## Converting to and from a Table

- To convert text to a table (this works with data separated by paragraphs, tabs, or commas): Highlight the text you want to convert, then go to **Insert** → **Table** → **Convert Text to Table**
- To convert a table to text: click anywhere in the table you wish to convert (do not highlight!), then go to **Table Tools** → **Layout** → **Data** → **Convert to Text**
  - If you want to convert only part of the table, highlight just that part.

## Table Tools Design Tab

- Use **Table Styles** to add color to your table.
- Customize the table styles using:
  - **Table Style Options** – add or remove emphasis to the Header Row, Total Row, or First and Last Column. Also add or remove banding.
- Shading and Borders – customize the look of your table. You may also remove shading and borders completely to achieve an invisible table. First, select the entire table, then go to **Shading** → **No Color**, and **Borders** → **No Border**.

## Columns

- Go to **Layout** → **Page Setup** → , then select the number of columns.
  - You can customize the width and spacing of your columns (or choose a larger number of columns) by clicking on More Columns.
- To adjust the number of columns in one section of your document, first highlight that section and then follow the above instructions.

## Text Effects, WordArt, and Text Boxes

**Text Effects** and **WordArt** have similar functions: they both add color and dimension to text. A **Text Box** allows you to add additional text, such as a caption or a sidebar, to a document. While **Text Effects** are inserted into the body of the text, **WordArt** and **Text Boxes** are inserted as *objects*. The advantage of an object is maneuverability. Objects can be moved anywhere on the page, even outside margins and between columns.

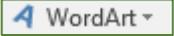
Text Boxes, WordArt, Shapes, Smart Art, Screenshots, and Pictures are collectively referred to as Objects.

## Text Effects

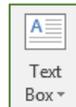
- Go to Home → Font → 
- Choose a preset, or customize Text Effects by selecting **Outline**, **Shadow**, **Reflection** or **Glow**.

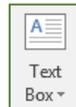


## WordArt

- If you would like to turn text you have already typed into WordArt, highlight it. Otherwise, click the place in the document where you would like the WordArt to go.
- Go to **Insert** → **Text** → . You must select one of the presets, but you will be able to adjust everything later.
- Click inside the WordArt box to get a blinking cursor if you wish to edit the text.
- If you have your WordArt selected, a new tab will appear at the top of the window: Drawing Tools Format. Use this tab to change the color, text direction, formatting, etc. of WordArt.
  - To make changes affecting the formatting of the text, choose from the **WordArt Styles** group.
  - To make changes to the box surrounding the WordArt, such as choose from the **Shape Styles** group.

## Text Boxes



Go to **Insert** → **Text** → . For the most basic text box, choose **Simple Text Box**. You can also select from the more colorful layouts Word has available. More customization choices are available from Drawing Tools **Format**.

## Uppercase/Lowercase

Quickly change the selected text to all uppercase, all lowercase, or other common capitalizations by going to Home → Font → .

## Headers and Footers

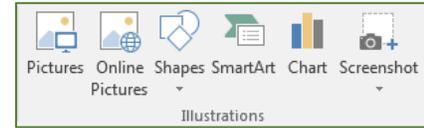
If you want to show the same text at the top or bottom of each page of your document, you can put it in the header (top) or footer (bottom). Headers and footers are normally used for things like page numbers, document titles, or date/time stamps.



- To use a preset header or footer, go to **Insert** → **Header & Footer** → 
- To view the header and footer of a document, double-click in the top or bottom margin of the page. To get out of Header/Footer view, go to **Header & Footer Tools** → **Design** → **Close** and click **Close Header & Footer**, or double-click in the middle of the page.
- To insert a page number in your header/footer, go to **Header & Footer Tools** → **Design** → **Header & Footer** → **Page Number** and choose where you want the page number to go.
- By default, anything you put in the header or footer will appear on all pages of your document. Use the options under Header & Footer Tools → Designs → Options to have

different headers and footers for odd & even pages, or to have a different header/footer for the first page of your document.

## Illustrations



- To insert a **Picture** that is saved on your computer:
  - Go to **Insert** → **Illustrations** → **Pictures**
  - Browse to the desired picture on your computer.
- To insert an **Online Picture** from the Internet (this feature replaces Clip Art):
  - Go to **Insert** → **Illustrations** → **Online Pictures**
  - Type a word or phrase into the search box.
  - Click on the desired image and then click **Insert**.
  - The Online Picture search in Office 2016 uses the Bing search engine to search the Internet for images that are tagged with a Creative Commons license. That means that image results can be used without copyright issues. For more information, visit <https://creativecommons.org/licenses/>.
- To insert a **Shape**:
  - Go to **Insert** → **Illustrations** → **Shapes**
  - Choose a shape. Click and drag to draw the shape.
  - Once the shape is inserted, click on your shape and a new tab appears: the Drawing Tools **Format** tab. Use this tab to change the color, border, formatting, etc.
- To insert a **Screenshot**:
  - Go to **Insert** → **Illustrations** → **Screenshot**
  - To insert a picture of an entire window, click the desired window.
  - To insert a portion of a window or a portion of the desktop, choose **Screen Clipping**.
    - The screen will then turn grayish. Click and drag to draw a box around the desired portion of the screen. The images of buttons and the ribbon in this document were inserted using Screen Clipping.

## Editing Pictures

When you click on an inserted picture, a new tab appears: Picture Tools **Format**. Note that if you click away from the picture, this tab disappears. The following features can be found on the Picture Tools **Format** tab:

### Adjust

- **Corrections** – Adjust the brightness and contrast, or sharpen/soften a picture.
- **Color** – Recolor the picture to black & white, sepia, washout, or tint the entire picture one color.
- **Artistic Effects** – Add fun and interesting effects to your pictures, such as Paintbrush, Film Grain, or Cement.

### Picture Styles

Use the presets to add a frame around your image.

- **Picture Border** – Change the color, weight, or style of your frame.

- **Picture Effects** – Add shadows or reflections, beveling, 3-D, and more.

## Arrange

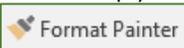
- **Wrap Text** – Change the way the text wraps around a picture. In order to be able to click and drag your picture anywhere on the page and have the text automatically move to make room for it, choose Square or Tight.
  - When an image is selected, look for the  button near the border of the image. The Wrap Text options will appear without you having to go to the Picture Tools **Format** tab first.
- **Bring Forward/Send Backward** – Change the order of image layers.
- **Align** – Align an image on the page, or align multiple images relative to each other.
  - To align the selected image relative to the page or to the margins, choose Align Left, Center, Right, Top, Middle, or Bottom.
  - To align multiple images relative to each other:
    - Select the images by holding down the Shift key on the keyboard while clicking multiple images. Then use Align Left, Center, Right, Top, Middle, or Bottom to make their edges or centers line up perfectly.
- **Rotate** – Rotate images by 90°, or flip them horizontally or vertically.

## Size

- **Size** – If you need an exact picture size, change either Shape Height or Shape Width. The other dimension changes automatically to retain proportions.
- **Crop** – Crop a portion of the picture out. You can also change the picture shape using Crop to Shape.

## Format Painter

The Format Painter is a quick way to copy multiple formatting changes from one set of text to another.

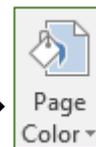
- Highlight the text that you want to copy the formatting from.
- Go to **Home** → **Clipboard** →  **Format Painter**
- If you are going to be copying the formatting to multiple places in the document, double-click the Format Painter button and it will then stay on until you turn it off.
- Highlight the text to receive the formatting change.

## Page Formatting

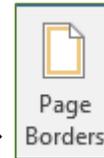
### Page Color

Change the background color of your document by going to **Design** → **Page Background** →

- The new background color will apply to your entire document.
- By default, to save ink, Word is set to ignore background colors when printing. You can turn this setting off and enable the printing of background colors by going to **File** → **Options** → **Display** and checking the box next to **Print background colors and images** under **Printing Options**.



## Page Borders



Add a border to your page by going to **Design → Page Background →**

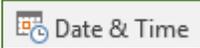
- By default, the border will appear on all pages of your document.
- You can adjust the style, color, and width, or select a preset from the Art dropdown box to have a border made up of pictures.

## Inserting Date, Time, & Symbols

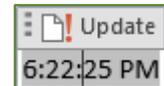
### Insert Symbols

To insert a symbol that is not on the keyboard (such as a degree sign or a letter with an accent mark), go to **Insert → Symbols →**  and choose the symbol you want to insert. Click on **More Symbols** for a complete list.

### Insert Date & Time

To insert the current date/time into your document, go to **Insert → Text →** 

- You may also choose to have the date and time update automatically by clicking the check box. If you choose this option, the date and time will automatically update to the current time every time you open the document.
  - If you wish to update the date/time while you are working on the document, simply click on the date and time you have inserted, then click on the Update button when it appears.



IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL ME.

[gmurphy@wheatonlibrary.org](mailto:gmurphy@wheatonlibrary.org)

**JANE SWIFT**

18 Central Park Street, Anytown, NY 14788  
516-555-1212

February 25, 2018

Phillip Smith  
Department of English  
ABC College  
1 Industry Plaza  
Anytown, NY 12906

Dear Mr. Smith,

I was very excited to learn of your need for **Adjunct Faculty** in both *Reading* and *Elementary Education*. Having spent all of my professional life in Education, both as a teacher and my own continuing professional development, I realize the number of resumes you must receive on a daily basis. However, from my experience on selection committees, I know how valuable a few always turned out to be.

The purpose of this communication is to introduce myself and then to meet with you about an adjunct teaching position in your department. I'm well aware that in today's job market you will find people with more college teaching experience than I've had, though you won't find anyone willing to work harder.

Here are some of the highlights of my career so far:

- ❖ M.S. Elementary Education – Elm College
- ❖ Substitute Teacher K-High School
- ❖ Kappa Delta Honor Society
- ❖ Student Teacher – JFK School
- ❖ State Teaching Certification
- ❖ Workshop Presenter

I am confident that my experience and skills would provide your students with the background to successfully “hit the ground running” when they enter their own classrooms in the future. I would appreciate the opportunity to meet with you, share ideas, and discuss ways in which my expertise would be an excellent addition to your college's teacher preparation program. I will call you over the next several days to schedule an appointment. In the interim, thank you for your consideration, attention, and forthcoming response.

Sincerely,

Jane Swift

# My Newsletter

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert



tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the

Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

## Section 1

To change the overall look of your document, choose new Theme elements on the Page

Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document

building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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## Section 2

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes



gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other



document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

## Section 3

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.