Introduction to Microsoft Word 2016
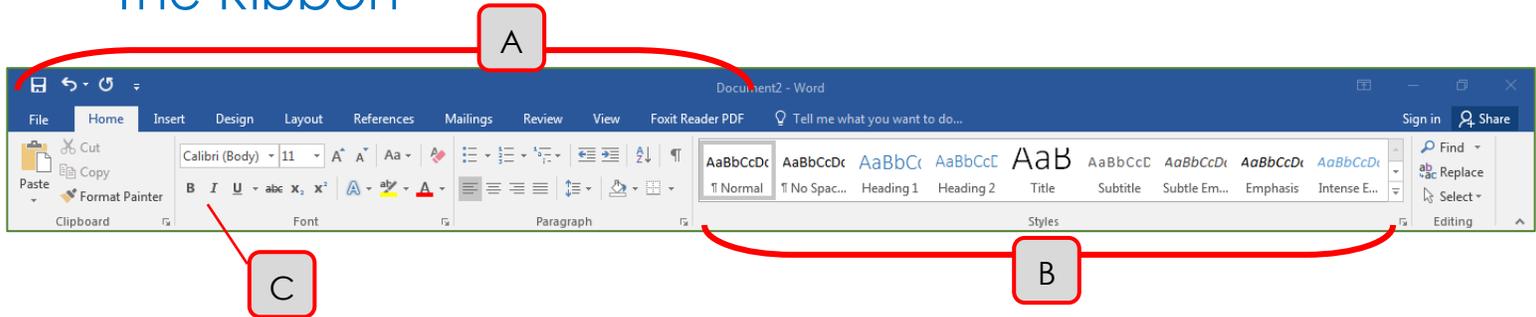
The Ribbon

A. **Tabs** – 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.

The Backstage View – Manage Your Documents

Click the **File** tab to enter Backstage View.

- **New** – To create a new document.
    o Click **Blank Document** from the list of document types, or
    o Choose a template by clicking any of the document types listed, or use the search box to look for a specific type of document (such as a resume or newsletter). Note: You must be connected to the Internet in order to download a template.
- **Open** – To open a previously created document that you have saved.
    o **Recent** lists documents opened today, last week, and older.
    o **OneDrive** is Microsoft's cloud storage service. It allows collaboration in real time. If you want to use OneDrive, you must set up an account. However, many features require a monthly paid subscription.
    o **This PC** opens the default location for saving documents on your computer.
    o **Add a Place** lets you add an Office 365 SharePoint or OneDrive folder to quickly save to the cloud.
    o **Browse** to the desired document on your computer, network drives, or external drives (such as a flash drive).
- **Print** – To print the document you currently have open.
    o From this screen you can make changes, such as number of copies, orientation (portrait or landscape), and paper size. You can also choose to print double-sided. For more advanced changes, click **Printer Properties** below the printer name.
    o When you are ready to print, click the **Print** button at the top.
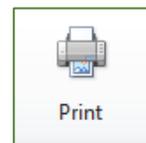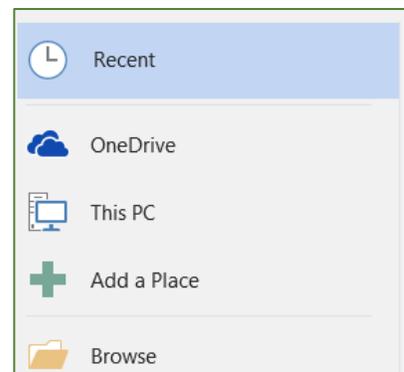
- o Note: Print Preview is incorporated into the Print function. You will see the preview on the right side of the window. Zoom in and out or navigate to a different page of the document by using the tools at the bottom of the screen.
- **Save** – Save a copy of your file for later access.
  - o You can also click the Save icon located in the Quick Access Toolbar in the top left corner of the window.
  - o Note: The first time you save a document, you will be automatically taken to Save As, so you can designate a file name and a save location. However, every subsequent Save, you will not see this window. To change the name or location of a file, choose **Save As**.
- **Save As** – Allows you to choose a file name, file type, and save location for your file. Use when:
  - o You are saving a document for the first time
  - o You want to change the name or save location of a file
  - o You want to save your document as a different type of file, such as PDF, or Word 1997-2003. To do this, click on **Browse**, then below the file name, choose your desired file type in the **Save as type** box.
- **Close** – Close the current document without closing Word.

Formatting: The Basics

Font, Size, and Color

- To change Font, go to **Home** (Tab) → **Font** (Group) → Calibri (Body)
  - o Click on the down-pointed arrow and scroll through the choices to find the desired font.
- To change Font Size, go to **Home** → **Font** → 11, then click the down-pointed arrow and select a size. You can also use the Increase Font Size and Decrease Font Size buttons.
  - o Font s A⁺ A⁻ e measured in points (1/72 inch = 1 point. Standard is 10-12 points.
- To change Font Color, go to **Home** → **Font** → A

Emphasis – **Bold**, *Italics*, Underline
Go to **Home** → **Font** → B I U

Alignment
Go to **Home** → **Paragraph** →

Align Left
| The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. |

Center
| The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. |

Align Right
| The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. |

Justify
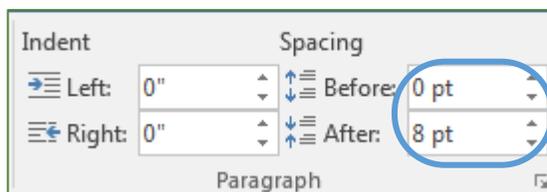| The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. |

Line Spacing

Change the spacing between lines (single, 1.5, double, etc.)

Go to **Home → Paragraph →** [icon]

Before/After Paragraph Spacing

Change the amount of space between paragraphs (each time you hit Enter).

Go to **Layout → Paragraph** and adjust the numbers in the boxes.

Bulleted Lists

The small, black circles on this handout are called bullets. They are used to emphasize text, or to create lists.

- Go to **Home → Paragraph →** [icon]
- Click the down arrow to the right of the bullet icon for more bullet choices. Select **Define New Bullet** for even more choices.
- You can have multiple levels of bullets in one list.
  - To go in one level, press the Tab key on your keyboard.
  - To go out one level, press Shift+Tab on your keyboard.
- To turn off bullets, click the Bullets button again, or press Enter twice and it will automatically cancel.

Numbered Lists

Numbered lists are used to create lists and outlines.

- Go to **Home → Paragraph →** [icon]
  - If you begin a paragraph with the number 1 followed by a period and a space, Word will create a numbered list for you automatically. Click the down arrow for more numbering options, such as Roman numerals and letters.
- You can have multiple levels within one bulleted list (see example on right).
  - To go in one level, press the Tab key on your keyboard.
  - To go out one level, press Shift+Tab on your keyboard.
- To turn off numbered lists, click the Numbering button again, or press Enter twice and it will automatically cancel.
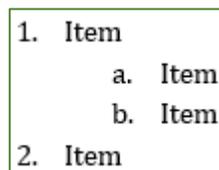
Cut, Copy, and Paste

One advantage to word processing over typing is maneuverability. If you want to change the location of text, you can move it without having to re-type. This is called cutting and pasting.

- To move text from one location to another using Cut and Paste:
  - Highlight the text you would like to move.

- To highlight, click and drag across the desired text or move your blinking cursor to the beginning of the desired text, hold down Shift on the keyboard, and use the arrow keys on the keyboard to highlight one character at a time.
  - Go to **Home → Clipboard** ✂ Cut
    - The highlighted text will disappear from its original location in the document.
  - Now you need to tell the computer where you would like to put the text. Using the mouse or the arrow keys on the keyboard, move the blinking cursor to the new location in the document.
  - Go to **Home → Clipboard →** 📋 Paste
    - The text is now in its new location.

Copy and Paste works the same way, except that the highlighted text will be duplicated instead of removed from its original location. Follow the instructions for Cut and Paste above, but go to **Home → Clipboard →** 📋 Copy instead of Cut.

Fixing Your Mistakes

Undo

Oops! You made the whole document 18 pt. type or, worse yet, you deleted everything. What now? The Undo button will reverse your actions one at a time.

- To undo your last action, click the Undo button in the Quick Access Toolbar in the top left corner of the window.
- To undo multiple actions, click the Undo button multiple times, or click on the down arrow to the right of the Undo button to get a list of your last 100 actions and choose how many you want to undo.
- If you accidentally undo something you did not want to undo, click the Redo button in the Quick Access Toolbar.

Spelling and Grammar

Microsoft Word automatically puts red squiggly lines under words it thinks you have spelled incorrectly. Blue squiggles indicate a potential grammatical error.

- The squiggly lines show up on the screen, but not on the printed version of your document.
- To correct a single misspelled word, try right-clicking on the word. You should see a list of suggestions, as well as an option to **Ignore All** (which tells the spellchecker to ignore that particular word every time it occurs in this specific document) or **Add to Dictionary** (which tells the spellchecker never to mark that word incorrect on any document you open on this computer).
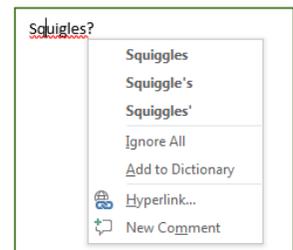
Spelling and Grammar Check

Go to **Review → Proofing →** 🔤 Spelling & Grammar . Word will scan your entire document for misspelled words and grammatical errors, and ask you what you want to do with each one. It

provides suggestions for correct spelling, as well as the option to add new words to your Word dictionary.

AutoCorrect

AutoCorrect senses when you have misspelled a word and automatically corrects it for you. It doesn't work for everything, but it will correct common errors such as *teh* for *the*, or *becasue* for *because*.

- If AutoCorrect tries to correct something that was not wrong, just press the Undo button to return to what you had originally typed.
- You can add new words, or even abbreviations, to AutoCorrect by going to **File → Options → Proofing → AutoCorrect Options** and adding your own terms (e.g., replace *WPL* with *Wheaton Public Library*).

You can turn off AutoCorrect entirely by going to **File → Options → Proofing** and unchecking the boxes for **Check spelling as you type** and/**or Mark grammar errors as you type**.

Find and Replace

Use Replace if you want to replace all instances of a particular word or phrase in your document with a different word (for example, you've written *Sam* several times but want to change it to *Samuel*),

- Go to **Home → Editing →** .
- Then, type the word you want to replace in the **Find what** box, and type the new word in the **Replace with** box.
- Clicking on **Find Next** will take you to the first time that word appears in your document. Click **Replace** if you want to replace that instance of the word, or **Find Next** if you want to skip it and go to the next time the word appears.
- Be very careful about clicking on Replace All, as this may produce unintended results (such as turning the word *sample* into *Samuelple*). You can make problems less likely by checking some of the options under **More**, such as *Find whole words only* and *Match case*.
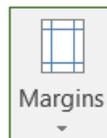
If you simply want to see a list of all the times that you used a particular word, go to Home → Editing →

Appearance and Layout of the Page

Margins

The margin is the empty space around the border of the page. The default setting is 1" on all four sides.
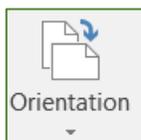
- To adjust margins, go to **Layout → Page Setup →**

Orientation

Use this to change the way the page is turned when it prints. Choose between Portrait and Landscape.

- Go to **Layout → Page Setup →**

Keyboard Shortcuts for Common Tasks

Make text bold	`Ctrl` + B
Make text italicized	`Ctrl` + I
<u>Make text and spaces underlined</u>	`Ctrl` + U
<u>Make</u> text <u>underlined,</u> but <u>not</u> <u>spaces</u>	`Ctrl` + `Shift ⇧` + W
Increase font size one level	`Ctrl` + `Shift ⇧` + >
Decrease font size one level	`Ctrl` + `Shift ⇧` + <
FORMAT WITH SMALL CAPS	`Ctrl` + `Shift ⇧` + K
CHANGE case of Text	`Shift ⇧` + `F3` (rotates between UPPER, lower, Initial Capital)
Left-align paragraph (default)	`Ctrl` + L
Center-align paragraph	`Ctrl` + E
Right-align paragraph	`Ctrl` + R
Full justification (flush left and right edges)	`Ctrl` + J
Insert page break (to start a new page without pressing Enter multiple times)	`Ctrl` + `Enter⏎`
Single Spacing	`Ctrl` + 1
Double Spacing	`Ctrl` + 2
One and one-half line spacing	`Ctrl` + 5
Make selection	`Shift ⇧` + arrow keys
Select entire word (left/right)	`Shift ⇧` + `Ctrl` + `⇦` / `Shift ⇧` + `Ctrl` + `⇨`
Select entire paragraph (up/down)	`Shift ⇧` + `Ctrl` + `⇧` / `Shift ⇧` + `Ctrl` + `⇩`
Select all of current line	`Shift ⇧` + `End`
Select everything in document	`Ctrl` + A
Copy selection	`Ctrl` + C
Cut selection	`Ctrl` + X
Paste from clipboard	`Ctrl` + V

Undo Previous	**Ctrl** + Z
Redo previous	**Ctrl** + Y
Help Menu	**F1**
Print	**Ctrl** + P
Save	**Ctrl** + S
Insert footnote	**Ctrl** + **Alt** + F
Insert endnote	**Ctrl** + **Alt** + D

Common Errors Using Word Processors

1. Using the Spacebar or Tab at the end of a paragraph to get to a new line. (Use Enter instead.)
2. Pressing Enter more than once between paragraphs. (If you want more space between paragraphs, change **After Spacing** under **Home → Paragraph**.)
3. Pressing Enter repeatedly to force text to the next page. (Use **Page Break** instead, found under **Insert → Pages**.)
4. Pressing Enter at the end of a line instead of allowing the word processor to wrap text to the next line automatically.
5. Using two spaces between sentences. (That was the norm with typewriters, which which used monospaced fonts, but word processors typically use proportional fonts and only need one space between sentences.)
6. Attempting to align text with the Spacebar. (Use Tab instead; if necessary, use the Ruler, found on the **View** tab.)

Keyboard Shortcuts and Common Errors adapted from Ross Valentine, Geneva Public Library

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL ME.

gmurphy@wheatonlibrary.org

January 23, 2018

Jonathan Dough
1060 W. Addison St.
Wheaton, IL 60187

Dear Jonathan,

Welcome to *Wheaton Public Library* and congratulations on your new position of Assistant Fiction Shelver.

You are scheduled to begin working on February 1, 2018. At this time, you will be given information on your orientation activities. Please bring the following items:

1. Shelving License
2. Cart Driver's Permit
3. Employment forms
   a. W-2
   b. I-9
4. Payroll forms

Please feel free to call 630-555-5555 if you have any questions prior to your first day. Again, Jonathan, welcome to *Wheaton Public Library*. We are delighted to have you as a member of the staff and look forward to working with you.

Sincerely,

Jane Smith

Supervisor