# Intro to Microsoft Word 2016

Class Description:
This class will provide an introduction to the word processing program Microsoft Word 2016. Learn how to create a simple document, edit and format text, correct spelling errors, adjust the margins, and more. Class will also cover how to save, print, and open files.

Microsoft Word is a powerful tool that allows users to create professional looking documents quickly and easily. This class is targeted at beginning users and is intended to provide the basics for using a word processing program.
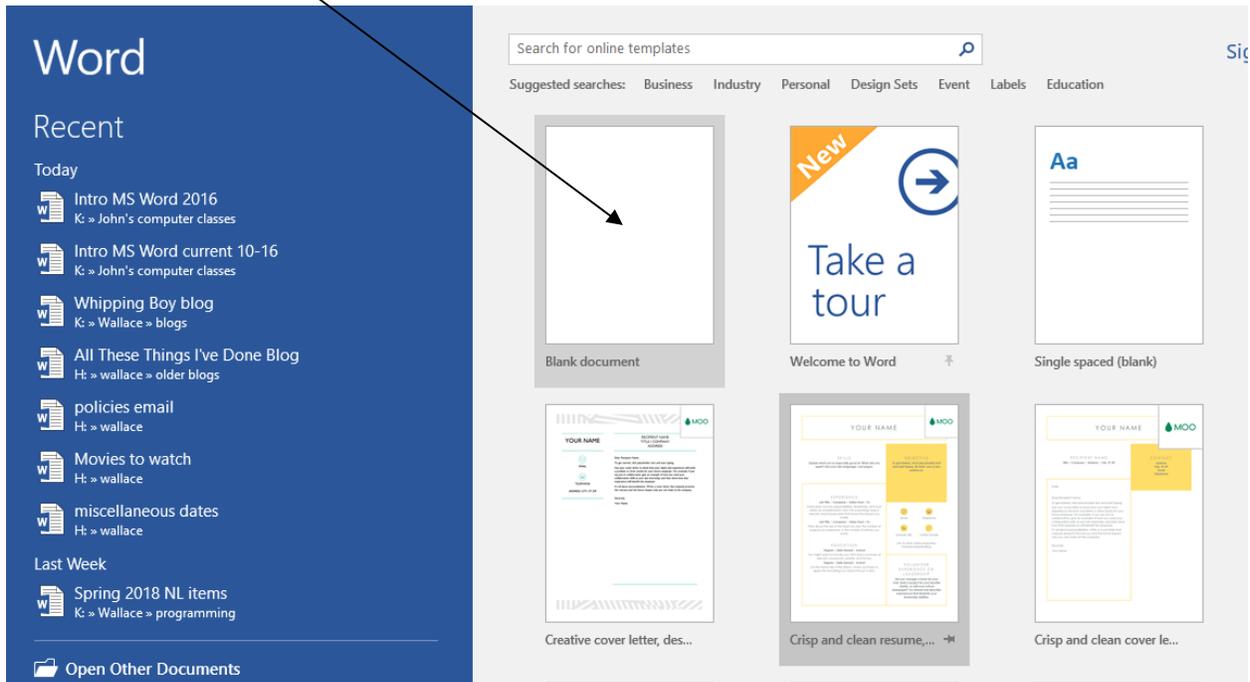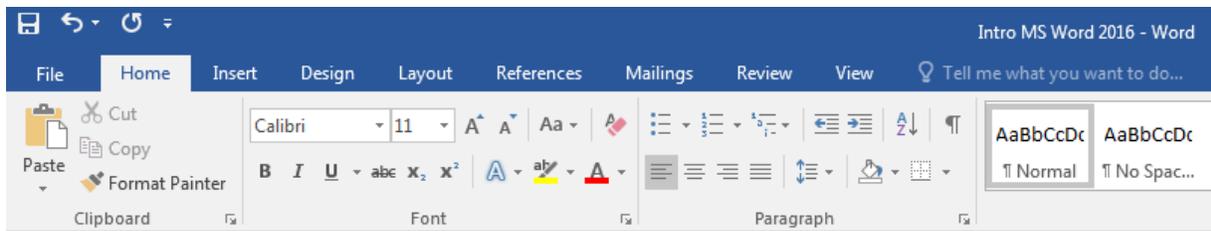
Opening Microsoft Word

1. **Double click** the **Word 2016** icon on the desktop to launch word.
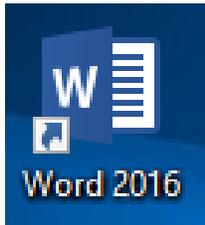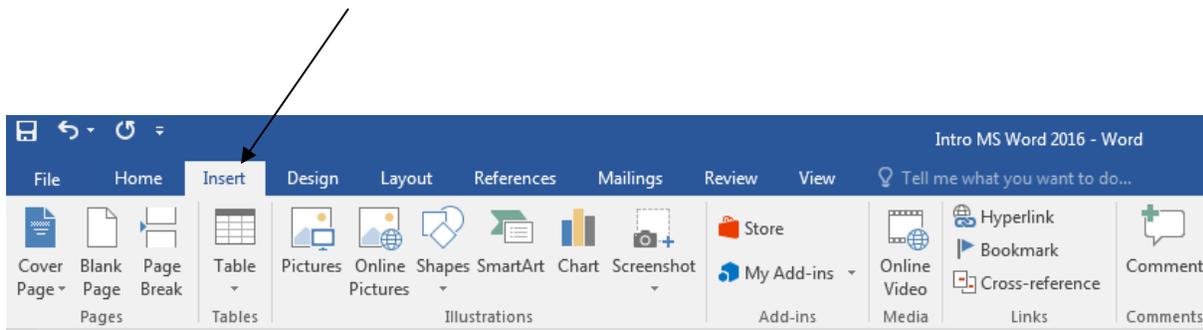
2. Click on **Blank document** to open a new document.

In Word 2016, the various menus are organized at the top of the screen into what Microsoft calls **the ribbon.** Click a tab above the ribbon and you see that the command buttons below change.

(See next page)

Navigating and Selecting Text
Navigate
The cursor is moved through a document either with keys on the keyboard or the mouse. The cursor can take the shape of the I-Beam, the Arrow, or the Flashing Cursor.

To type in Word, simply find the flashing cursor on your screen and start typing.

1. Type the following: Dear Manager:
2. Hit the enter key two times.
3. Type the following: I am applying for your library clerk position.

Use the mouse by simply pointing and clicking at the desired location to move the cursor.

Keyboard Actions	Moves…
Home	beginning of the line
End	end of the line

Select
You may wish to make a certain word bold, underline a phrase, or increase the size of the text for the entire document. Before any of these actions can be performed, you must select the text you wish to change. There are a number of ways you can select text, both with the mouse and with the keyboard.

| Mouse	Selects…
Click, hold, and drag	specified area
Double click a word	word
Triple click a word	paragraph

Shift Clicking
1. Point and click the mouse where you would like the selection to begin.
2. Hold the **Shift** key.
3. Point and click the mouse where you would like the selection to end.
- That particular section is selected.

Making Text Bold
1. Make sure your cursor is positioned after the sentence that ends with the words "clerk position."
2. Hit the enter key twice.
3. Type the following: I am a student in the MLS Program at Dominican University.

4. Select the text MLS Program at Dominican University. On the **Home tab** in the **Font group** click on
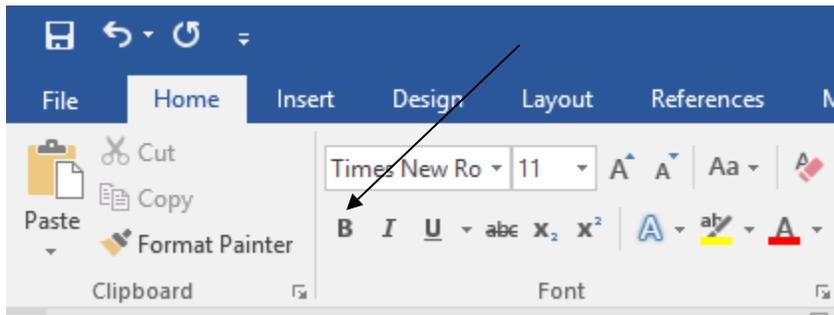
- The **B** stands for bold and will make the highlighted area bold.

Underlining Text
1. Position your cursor at the end of the last sentence, which ends with Dominican University.
2. Hit the space bar once, then type the following: I am currently taking "Reference and Online Services."
3. Delete the quotation marks around "Reference and Online Services."
4. Select the text Reference and Online Services. On the **Home tab** in the **Font group** click on underline.
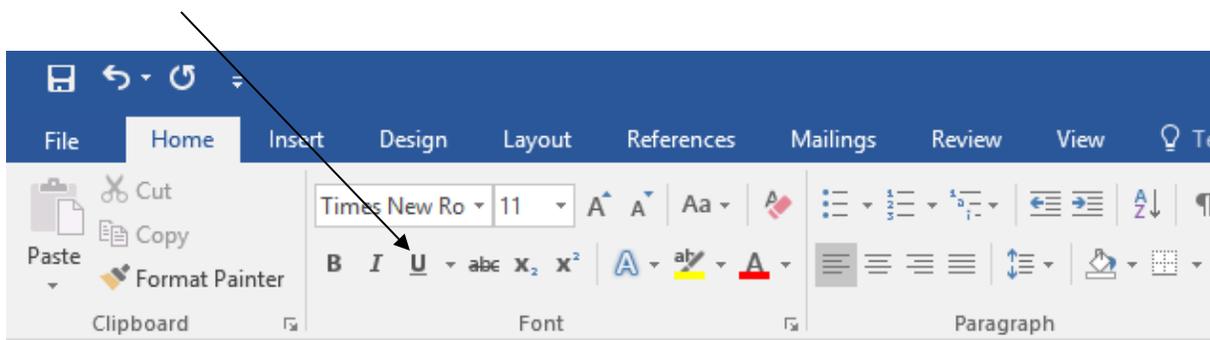

- The name of the class will now be underlined.

Increase font size
1. Position your cursor at the end of the sentence that ends with Reference and Online services.
2. Hit the space bar once, then type the following: While pursuing my BA at Illinois State University, I worked as a shelver for two years.
3. Select the sentence you just typed in.
4. On the **Home tab** in the **Font group** click on the font size. Change the font size to 14.
5. Change the font size back to 11.

Font Formatting
The default font used for most Word documents is Calibri (Body), point size 11. There may be times when you would like to switch to a different font.
1. Select the text Dear Manager at the beginning of your document.
2. On the **Home tab** in the **Font group** click first on the down pointing arrow next to Calibri, the current font. Next, select the font Algerian from the drop down menu.
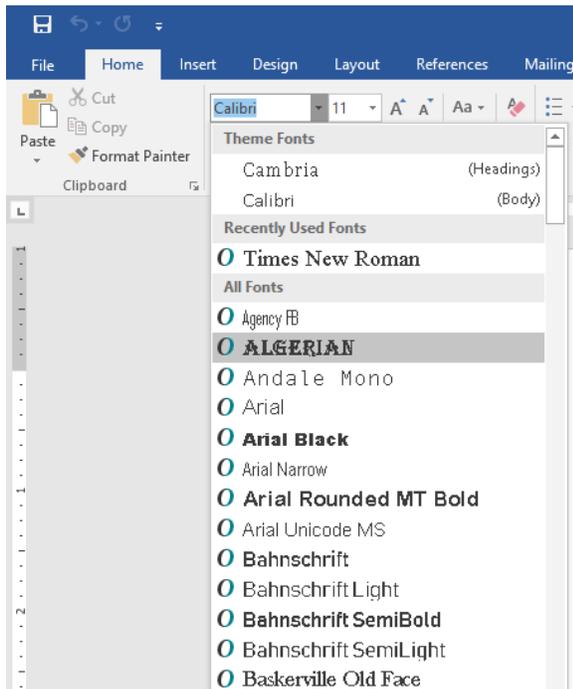
3. Algerian probably isn't the best font choice for a job cover letter.
4. On the **Home tab** in the **Editing group** click the down pointing arrow next to select. On the pop-up menu click on **Select All**.
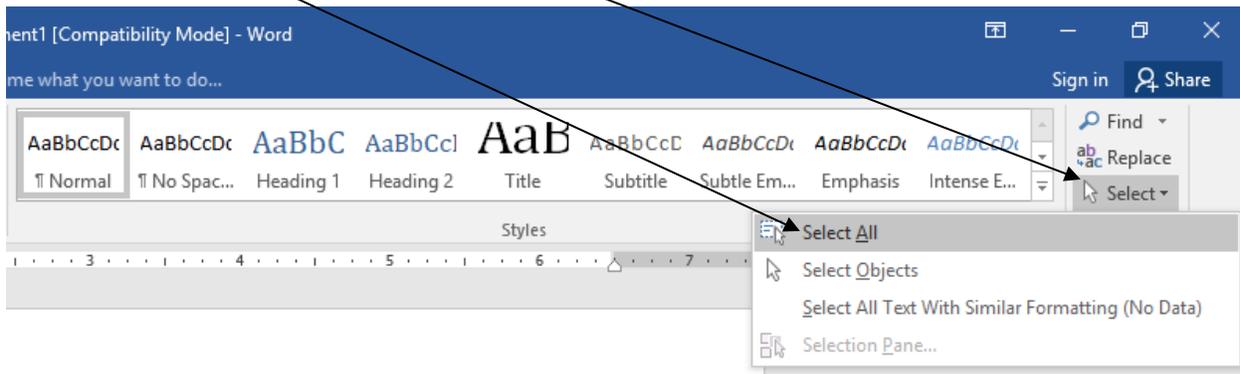
5. Change the font to Times New Roman and the size to 12. This will change the font for the whole document.

Inserting Text

After you have typed a paragraph, or sentence, you may wish to add a word, or phrase. Simply click with your mouse or use your arrow keys to move to where you would like to add text.

1. Position your cursor in front of the word "I" in the sentence I am currently taking "Reference and Online Services."
2. Type the following: I have taken "Marketing for Libraries," and

Deleting Text

You may wish to delete text within a document you have created. You can simply select the word, sentence or section you want to eliminate and then hit the **Backspace** or **Delete** key.
1. Delete Manager
2. Type in Ms. Allen

Undo and Redo

Often times while you are working on a document, you may delete text mistakenly, type something erroneously, or move text accidentally. If you make such mistakes, they are very easy to correct.

Undo

The Undo command allows you to reverse the last action performed. If you made more than one mistake, you can keep clicking the undo button to undo multiple actions. The down pointing arrow next to the Undo button lists all actions that you have performed.

Redo

The Redo command reverses the last action of the Undo command. So if you accidentally undo an action, click the redo button.

Undo   **Redo**
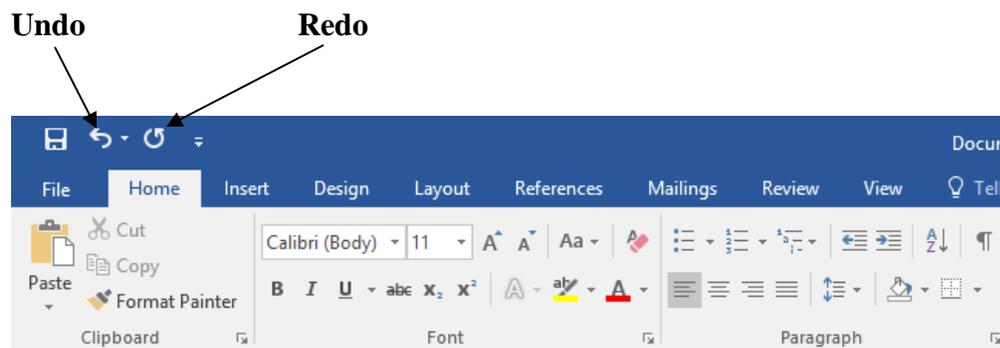
Steps

1. Place your cursor at the end of the sentence While pursuing my BA at Illinois State University, I worked as a shelver for two years.
2. Type the sentence: Last summer I volunteered at the Saint Charles Public Library.

3. Now click the **Undo** button.
4. Now click the **Redo** button.

Zoom
Zoom allows you to make the information on the screen bigger or smaller. The zoom feature is located in the bottom right hand corner of the screen.
  • Move the rectangle to the left to shrink the screen and to the right to enlarge the screen.
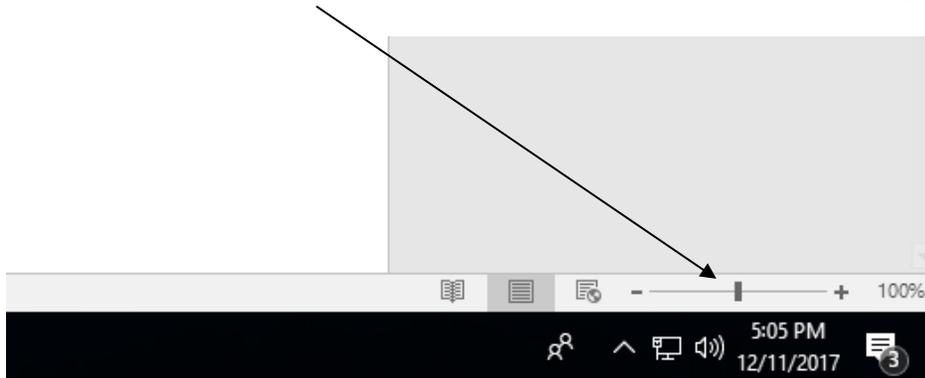
Moving Text
When preparing a draft of a document, you may realize that you would like to move a paragraph from the beginning to the end of the document, or move a sentence from one paragraph to another.
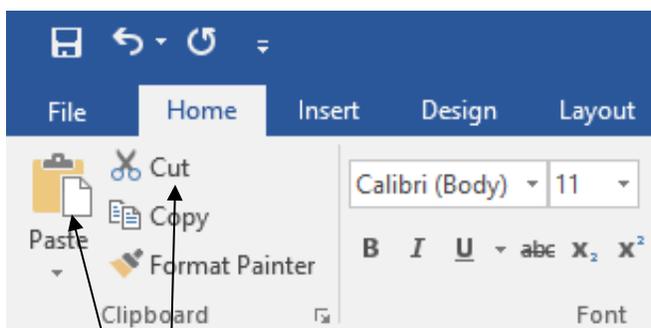

1. Position your cursor at the end of the last sentence of the main paragraph. Type the following: I managed their book sale.
2. Select text beginning with the sentence that starts While pursuing my BA… Continue selecting text until the end of the paragraph.
3. Click the **Cut** button (the scissors) on the **ribbon**-- the selection disappears. (You can also use the keyboard shortcut **ctrl+x** to cut a selected area.)
4. Position your cursor at the beginning of the first sentence of the paragraph.
5. Click the **Paste** button (the clipboard icon) on the **ribbon**-- the selection reappears. (You can also use the keyboard command **ctrl+v** to paste a selection of text.)

Copying Text

You may wish to copy text from one paragraph to another, or copy a paragraph from one document to another document.

1. Hit enter twice at the end of the paragraph. Type the following: I am available for an interview at your convenience. Please call me at 867-5309.

2. Hit enter twice. Type the following: Sincerely,

3. Hit enter three times. Type the following: Jack Jones

4. Select the main paragraph from the letter.

5. Click the **Copy** button (the two pieces of paper below the scissors) on the **ribbon**. (You can also use the keyboard command **ctrl+c** to copy a selection of text.)

6. Click on the **File** tab.
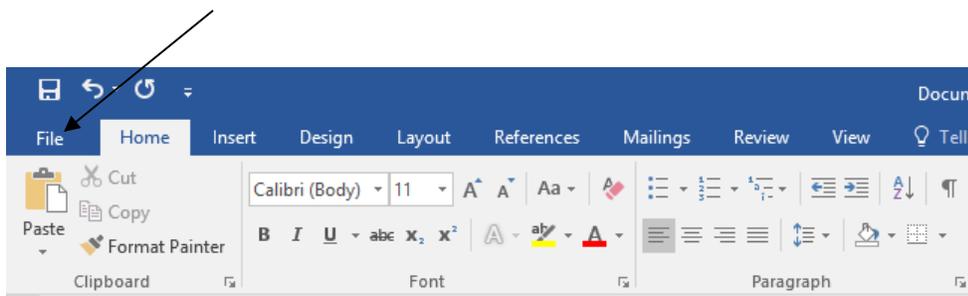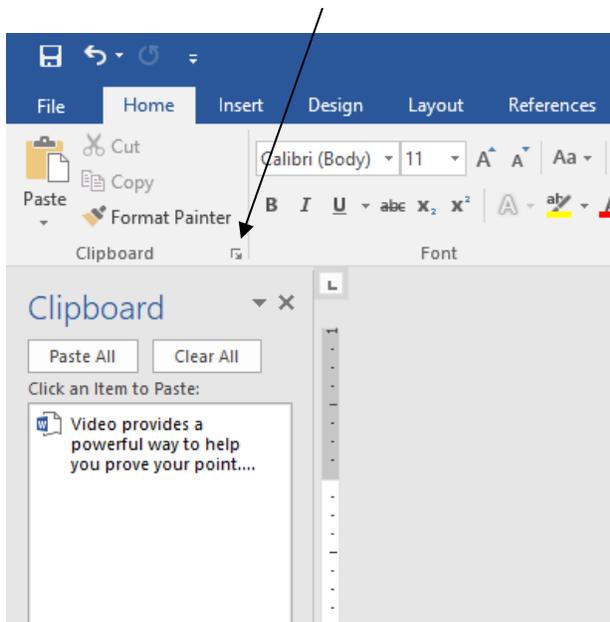
7. then on the **New** button.
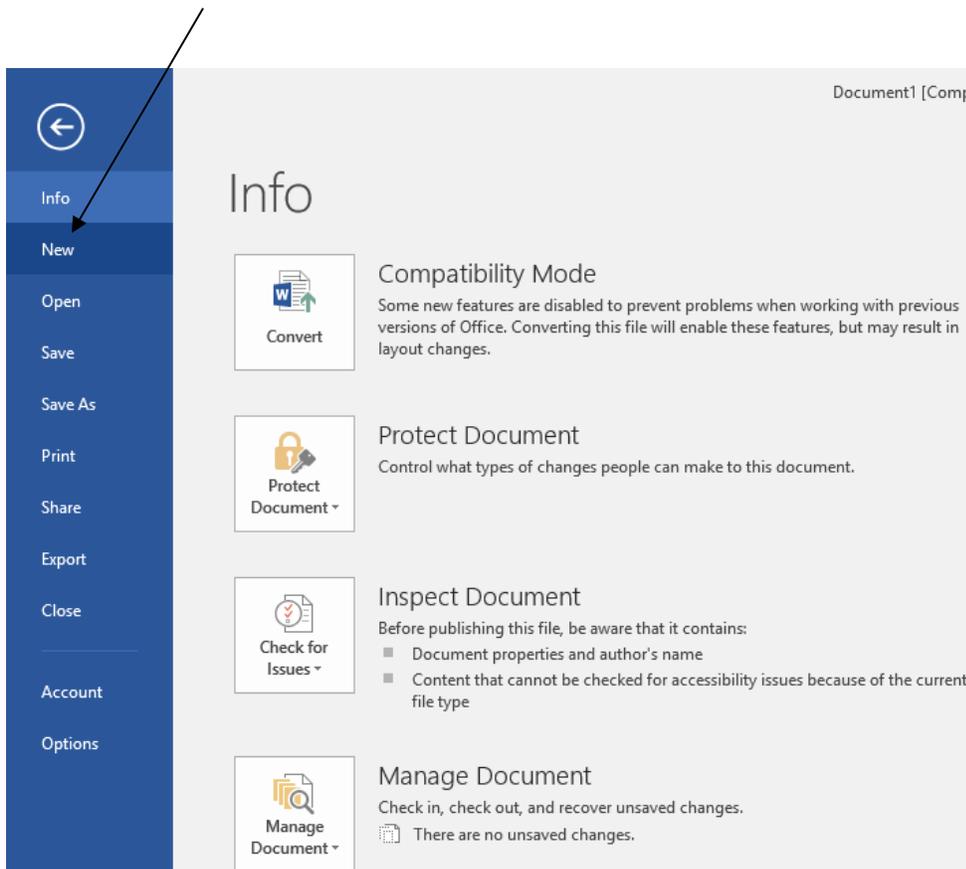
8. On the next window click on **blank document**.

9. A new document will open. Click the **Paste** button on the **ribbon**—a copy of the paragraph appears in the new document. The paragraph will also still appear in our original document.

Clipboard

Click on the dialog box launcher for the Clipboard. The Clipboard pane will open up.

The Clipboard stores multiple items that you cut and copy during a session. You can click on a certain item to insert it into your document.

Paragraph Formatting

Changing the alignment of text, the indentation of paragraphs, or the space between lines are options that you can select in the **Paragraph group**. Making such formatting changes can help make certain parts of your document stand out or make it more readable.

1. Select the first two paragraphs after Dear Ms. Allen:

2. Click on the **Home tab** and turn your attention to the **Paragraph group**.

Alignment   Line spacing/space before/after paragraph
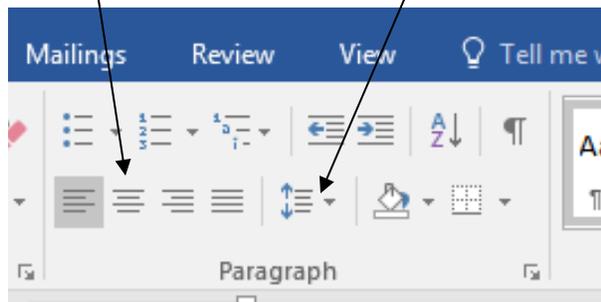
3. Click on **Center.** This will center the text.
4. Click on the **Line Spacing** icon. Choose double spacing (2.0).

The paragraph group also gives you the option of increasing and decreasing indentation simply by clicking on the **Increase** or **Decrease indent** icons.
Decrease indent/Increase indent
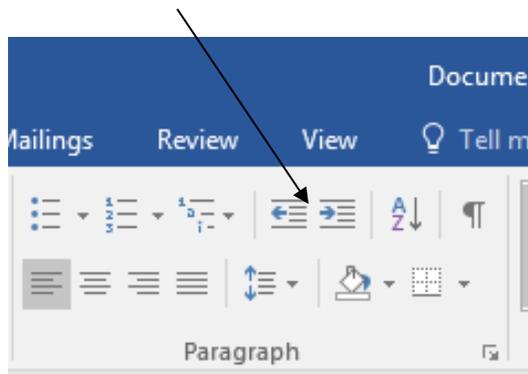

Clear Formatting
Sometimes you might want to start over when formatting part or all of a document. Simply select the section you want to change back to plain text. On the home tab in the font group, click on the **Clear Formatting** button.
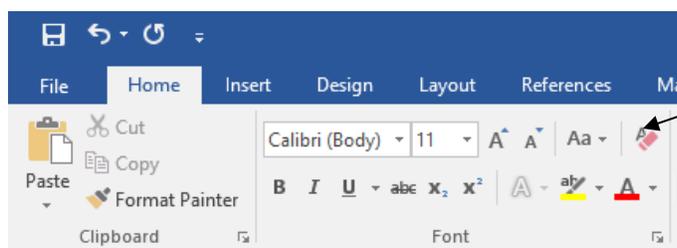
Right Click to Access the Shortcut Menu and the Mini Toolbar
You can access some of the most commonly used features in Microsoft Word by right clicking. Right clicking will give you access to the shortcut menu and the mini toolbar. Right clicking can often be quicker than selecting commands from the ribbon.
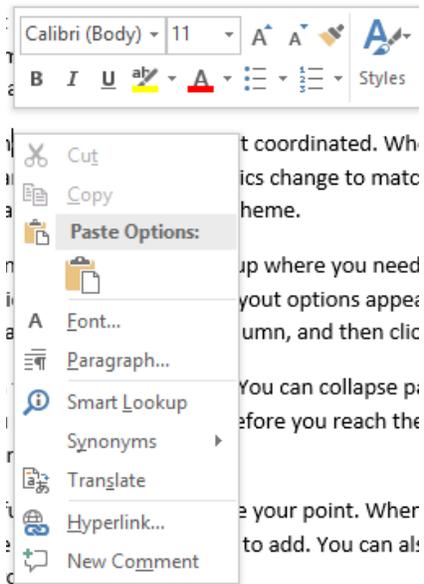
Inserting Page Numbers
You will want to number the pages of most documents, particularly longer ones.
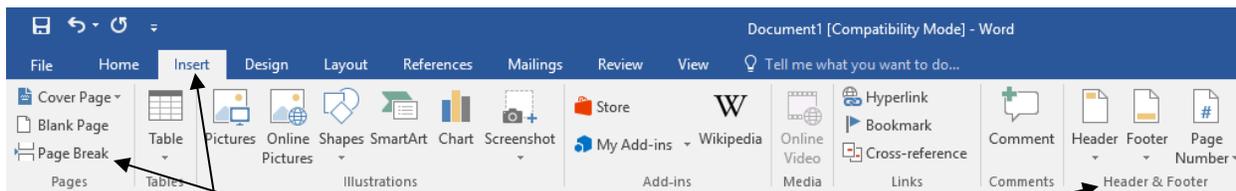
1. Move your cursor to the very end of your document.
2. Click on the **Insert tab.** Click on **Page Break.**
3. Now turn your attention to the **Header & Footer** group.

4. Click on where it says **page number**. A menu will appear allowing you to select either the **top of page** or the **bottom of page**.

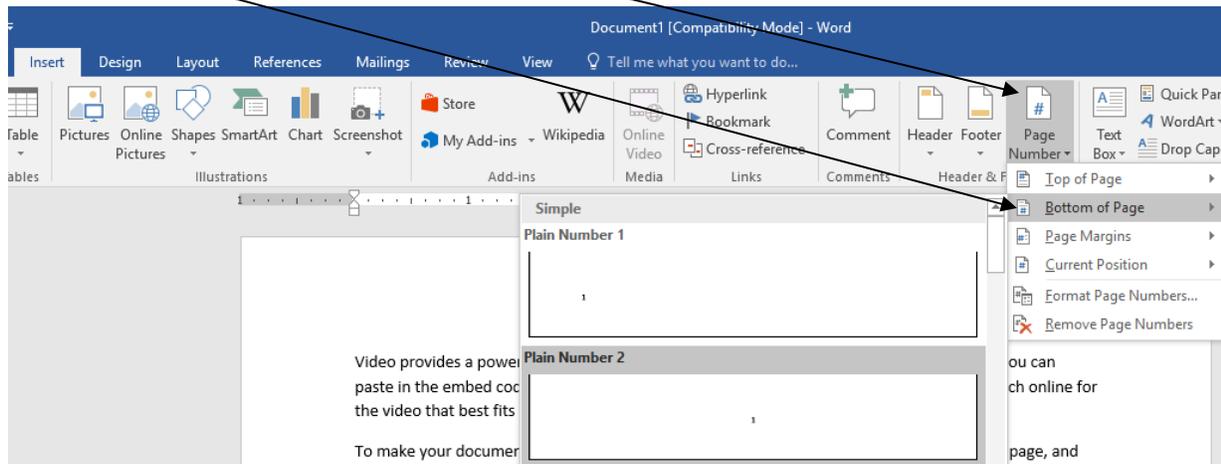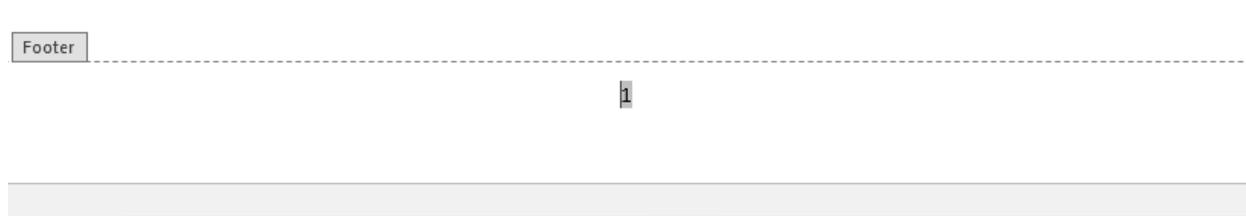5. Choose the bottom of the page. Yet another menu will appear allowing you to choose the position of your page numbers. Select where you would like your page numbers to be located. (Page numbers are most often at the bottom of the page and centered.)

6. You will see your page number below a series of dashes. This is Word telling you that you currently have the footer open for editing. You can make changes such as font size and type in the footer.
7. To get out of the footer **simply double click anywhere above the dashes.** You are now editing the main part of your document again. To edit the footer again simply **double click** in the footer area at the bottom of the page or you can access **edit footer** via the ribbon.

Adjusting Margins
1. Click on the **Layout** tab.
2. Click on **Margins.**
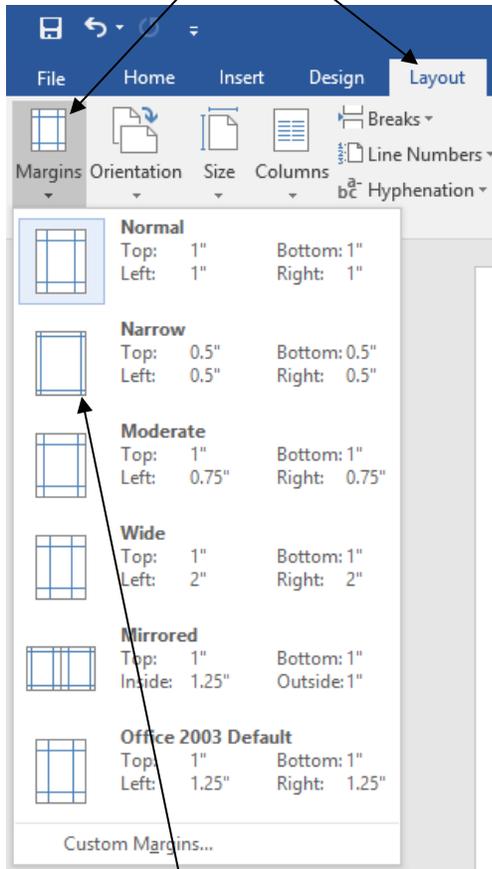
- Standard margins for a document are one inch.
3. Select the **Narrow** margin setting for the document and you will see that the text is repositioned on the page.
4. You also have the option of setting your own margins by clicking on **Custom Margins** at the bottom of the margins pop-up window.

Spelling and Grammar Checker:
- Checks for misspellings and grammatical errors
1. Click the **Review Tab** and then click the **spelling and grammar** option to check for errors in the document. You can either change or ignore each suggestion.
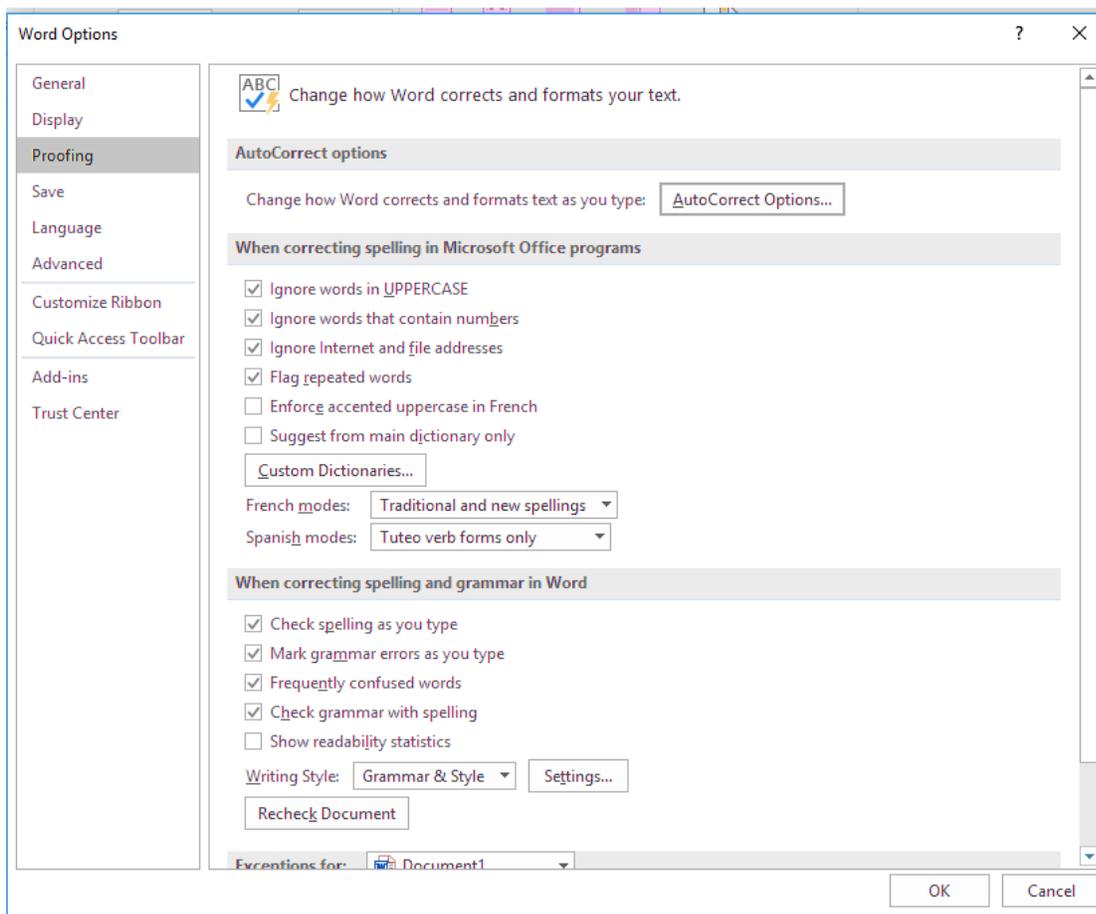
Spell-it
Spell it provides a visual cue to errors within a document.
- The Spell-it feature places a wavy red line underneath words not recognized by the main dictionary.

1. Simply right click the word(s) with this underlining to open a shortcut menu with possible suggestions which you can either change or ignore. Right click for the shortcut menu, and (left) click to make your selection.
2. Right click on the word "shelver" in our document.
3. A short cut menu will give you the option of changing "shelver" to a different word or ignoring the suggestion.
4. Words that are in uppercase or words with numbers are ignored by this checking system.

**AutoCorrect**: Automatically corrects common errors as you type
- Corrects commonly misspelled words ("teh" to "the")
- Capitalizes the first letter in a sentence
- Capitalizes days of the week
- Corrects accidental use of the caps lock key ("tHE" to "The")
- Corrects two initial capitals ("THe" to "The")
- To see a list of AutoCorrect options click on the File tab→Options→Proofing→AutoCorrect Options

Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

ABC Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: [AutoCorrect Options...]

When correcting spelling in Microsoft Office programs

☑ Ignore words in UPPERCASE
☑ Ignore words that contain numbers
☑ Ignore Internet and file addresses
☑ Flag repeated words
☐ Enforce accented uppercase in French
☐ Suggest from main dictionary only

[Custom Dictionaries...]

French modes: [Traditional and new spellings ▼]
Spanish modes: [Tuteo verb forms only ▼]

When correcting spelling and grammar in Word

☑ Check spelling as you type
☑ Mark grammar errors as you type
☑ Frequently confused words
☑ Check grammar with spelling
☐ Show readability statistics

Writing Style: [Grammar & Style ▼] [Settings...]

[Recheck Document]

Exceptions for: [Document1 ▼]

[OK] [Cancel]

Saving Your Document

Once you have created a document, you will want to save it to your computer's hard drive or a removable storage device, such as a flash drive. After it has been saved, you will always have a copy of the document if you wish to print another copy or revise it for future use.

1. If you were using a flash drive, at this point you would want to insert the drive into a USB port on your computer.

2. Click the **File** tab and select **Save As**.

- Double click **This PC** or **Browse** to access the various locations where you can save your file.
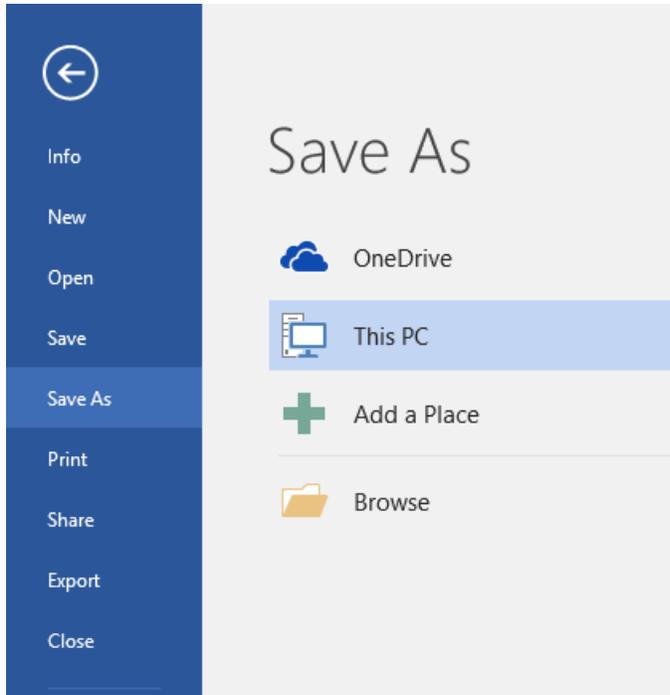
- **Save As** allows you to select a name for your document, a file format, and the location where you would like to save your document.
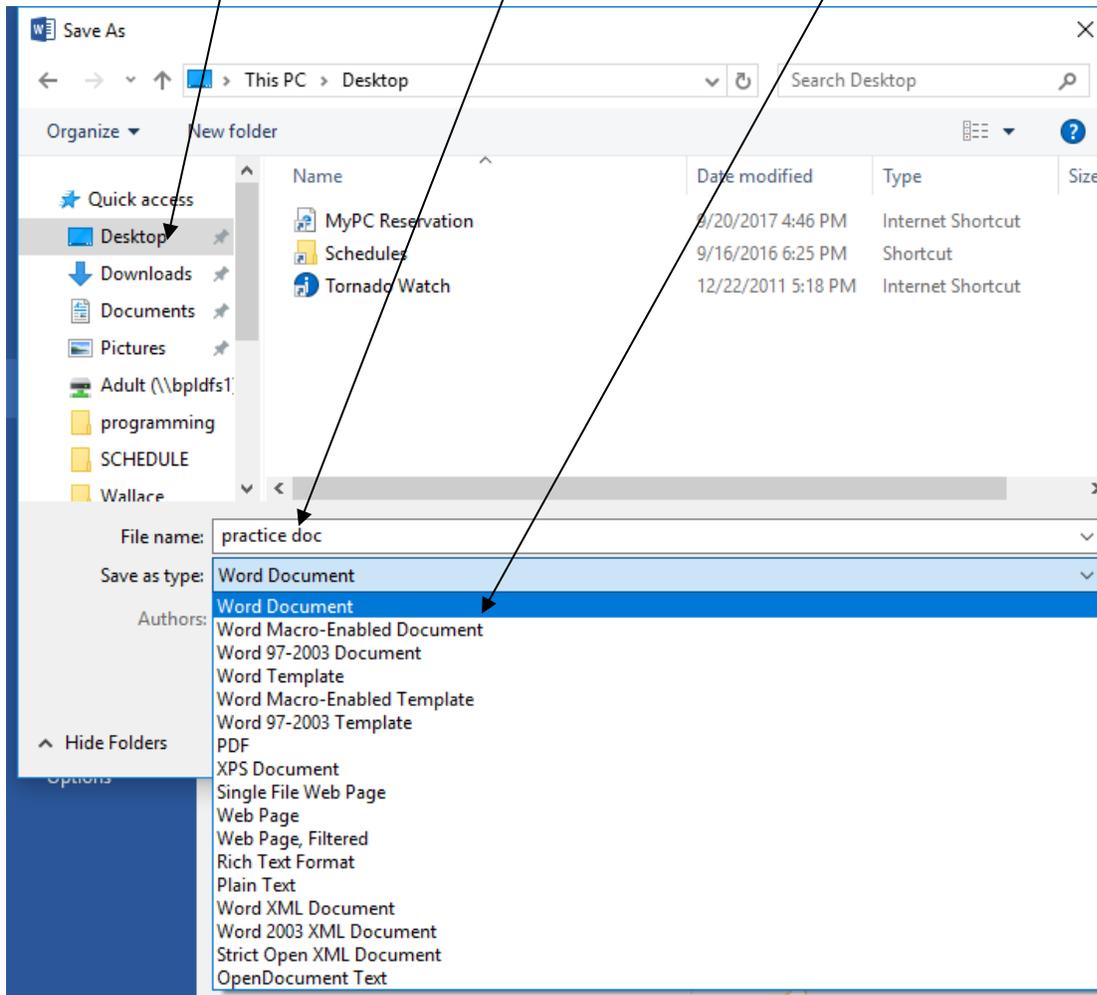
3. Click the **Save** button on the dialog box once you have made your selections.
4. You have saved the document, and the document's name should appear on the title bar (the blue bar at the top of your screen).

Save Versus Save As

As you continue to work on your document, click the **Save** icon or press the **Ctrl** and **S** keys periodically to save your work. The **Save As** dialog box only opens the first time you save or if you choose to access **Save As** rather than just clicking the save icon. After that, your document will be saved in the same location with the same file name. If you would like to save the file in a new location, or save a revised version of the document, use **Save As**.

Opening a File

Now that you have saved your file, it is a good idea to practice opening it again.

1. First off, let's close out of our document. You can either click the **X** in the top right corner of the screen or click on the **File** tab and select **Close. If you have not saved the most recent changes made to your document, you will be asked if you want to save those changes, or you can cancel your request to exit out of your document.** Once you have exited out of your document, here are some steps you can follow for opening a file.

1. Open Microsoft Word by double clicking the Word icon on your desktop.
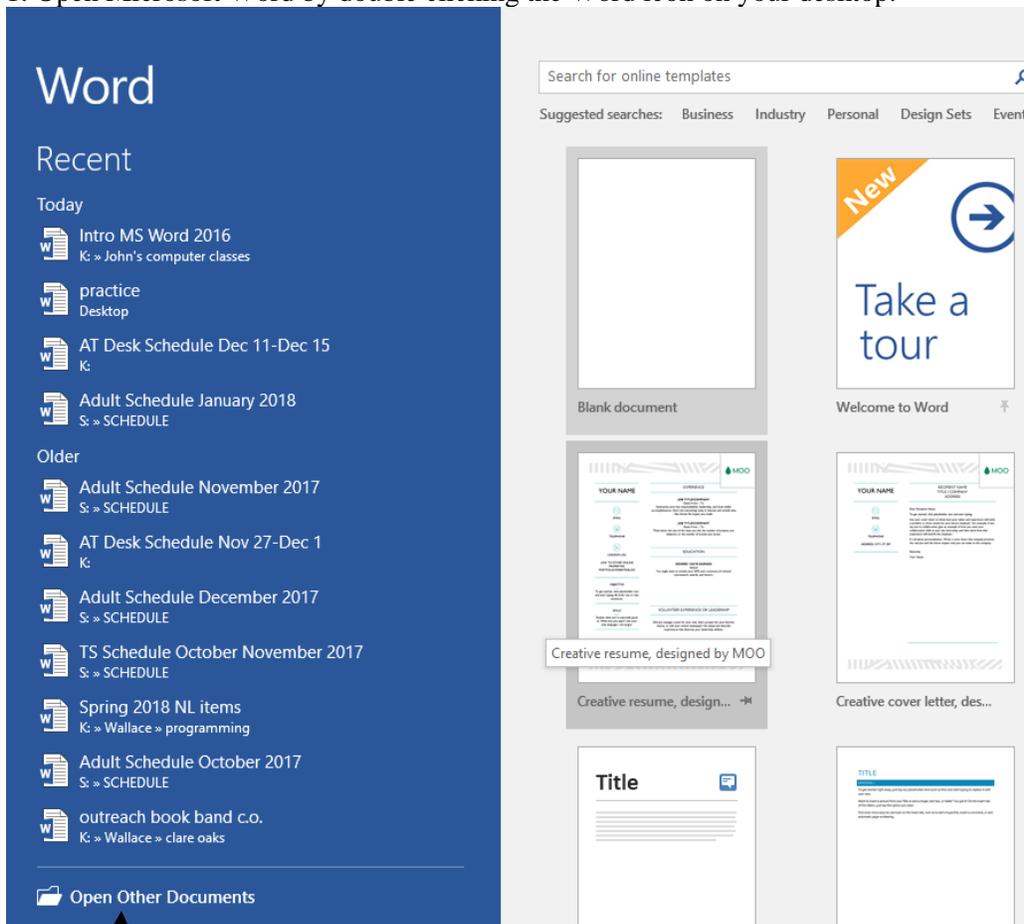
2. If you are on your home computer, Word 2016 will bring up a list of documents you have opened recently.

3. If you are not on your home computer or if the document you wish to open is not listed, click on **Open Other Documents.**

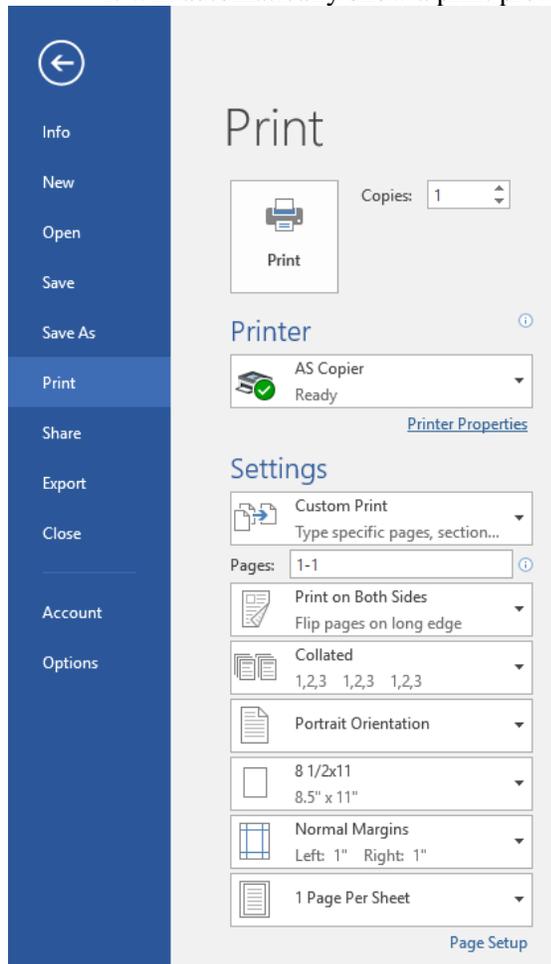4. Double click **This PC** or **Browse** to access the locations of your file.

5. Double click on the name of your file.

Printing

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

- It will automatically show a print preview of your document.

- If you are printing at the Bartlett Public Library, there is a charge of 15¢ per page. Before you print, you can specify which pages or how many copies you wish to print.
- On the library computers, you will then be asked to assign a username to the document. Documents printed at Bartlett Public Library are sent to the print station next to the photocopier by the casual computing area. All print jobs must be paid for before they are released. Print jobs will stay on the print station for four hours.
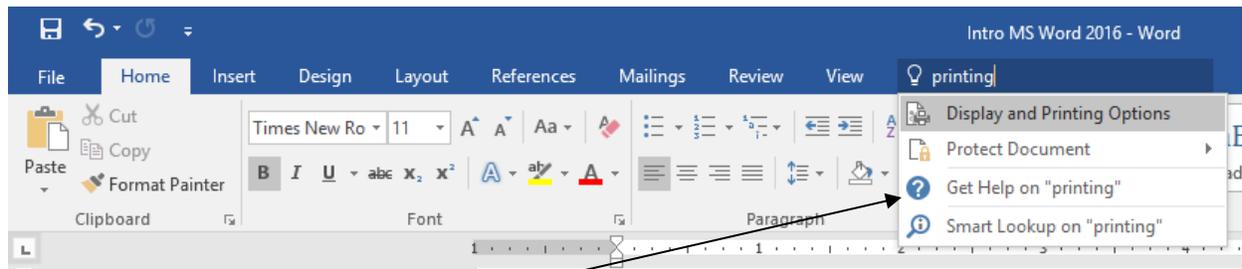
Remember to check the total number of pages of your document before you print.

Using Microsoft Word Help
On Word 2016 the help screen can now be found in the center of the screen near the top.
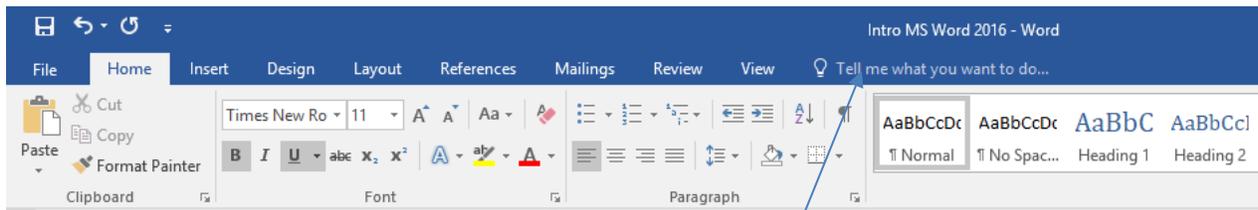
Simply type what you need help with where it says "Tell me what you want to do…"

You will then get a list of options to click on.

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