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# INTRODUCTION TO MICROSOFT WORD 2016

# Introduction to Microsoft Word 2016

(WRD2016.1 version 1.0.0)

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# 1. Creating a Microsoft Word Document

**In this lesson, you will learn...**

1. To start Microsoft Word.
2. To create a Microsoft Word document.
3. To save a Microsoft Word document.
4. About the **Status Bar**.
5. To close a Microsoft Word document.

## 1.1 Starting Microsoft Word

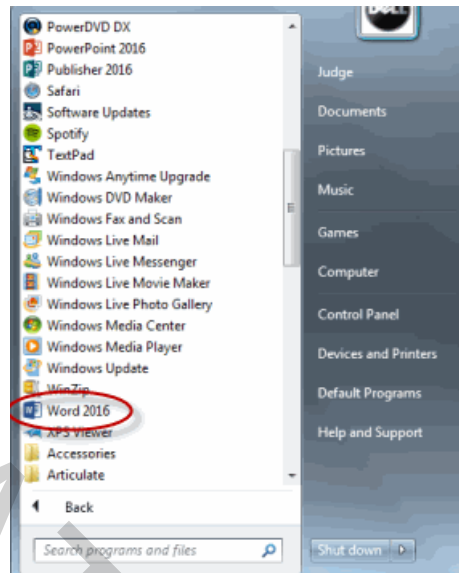
To start Microsoft Word (see screenshot below):

1. Click the **Start** menu.



## Creating a Microsoft Word Document

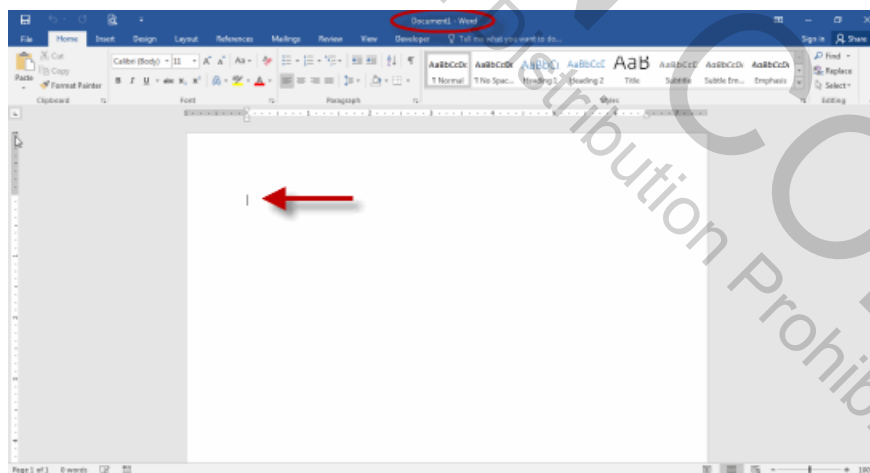
2. Select **All Programs**.
3. Select **Word 2016**.



## 1.2 Creating a Document

When you open Microsoft Word, a document is automatically opened as well. As you can see in the screenshot below, the default document is named "Document1".

The arrow in the screenshot points to the location of your cursor when Word opens. To start creating a document, simply begin typing.



Note that in *Microsoft Word 2007*, you do this by clicking the **Microsoft Office** button and selecting **Save As**.



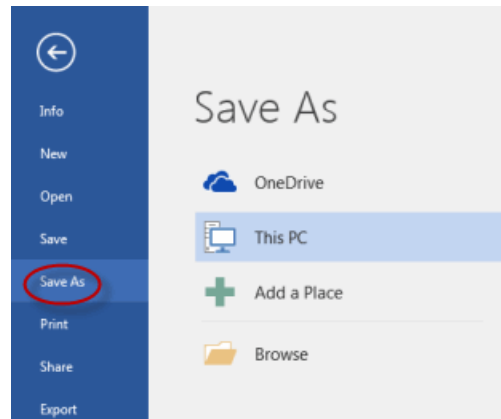
### 1.3 Saving a Document

The first time you save a Microsoft Word document, you need to give it a name and location. To do this, follow these steps:

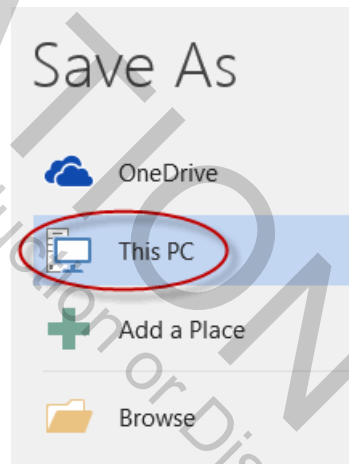
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## Creating a Microsoft Word Document

1. From the **File** menu, select **Save As**.

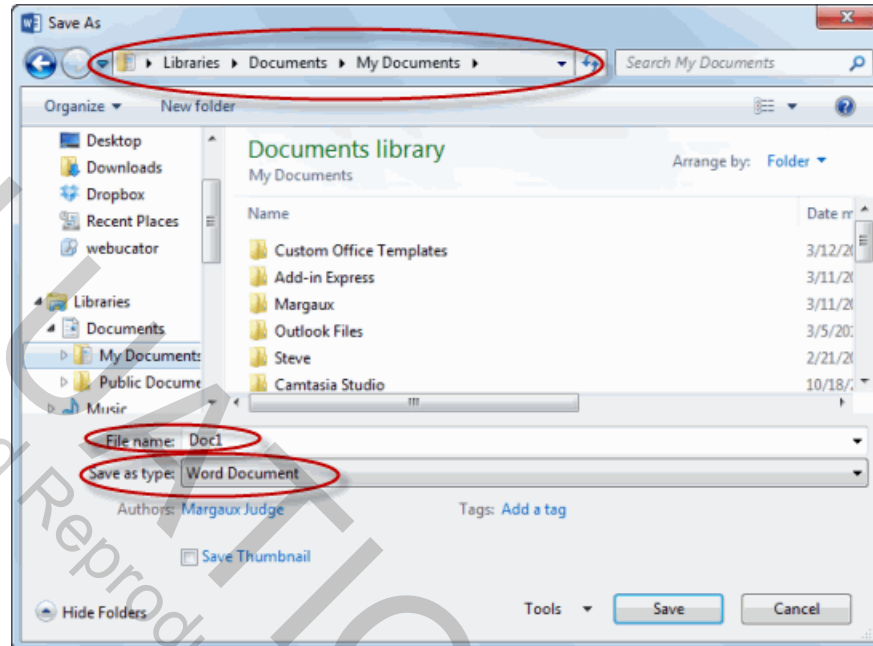


2. Double-click **This PC** (**My Computer** in Word 2013) to save the file to your computer.



3. Selecting **Save As** opens up a dialog box in which you can see:
  - A. The *document location*, or where on your computer Word will save your document. You can select a new location by clicking on the arrows.
  - B. The *file name*. Note that this is highlighted as Microsoft Word expects you to choose your own name for the document. Simply begin typing to do so.

- C. The *file type*. Note that this defaults to ".docx", which is the default file type for Microsoft Word 2013 and 2016 documents. When final, you can choose to save your document as another type, such as a pdf, simply by choosing "PDF (\*.pdf)" here.



4. After you have entered these fields, simply click **Save** to save the document.

Watch and follow along as your instructor shows you how to navigate the file system within the **Save As** dialog.

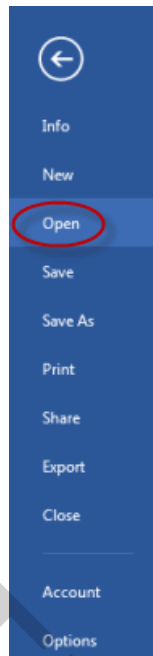
## 1.4 Importing a File

You can import a file into Word; you can import different file formats such as .txt files and PDFs.

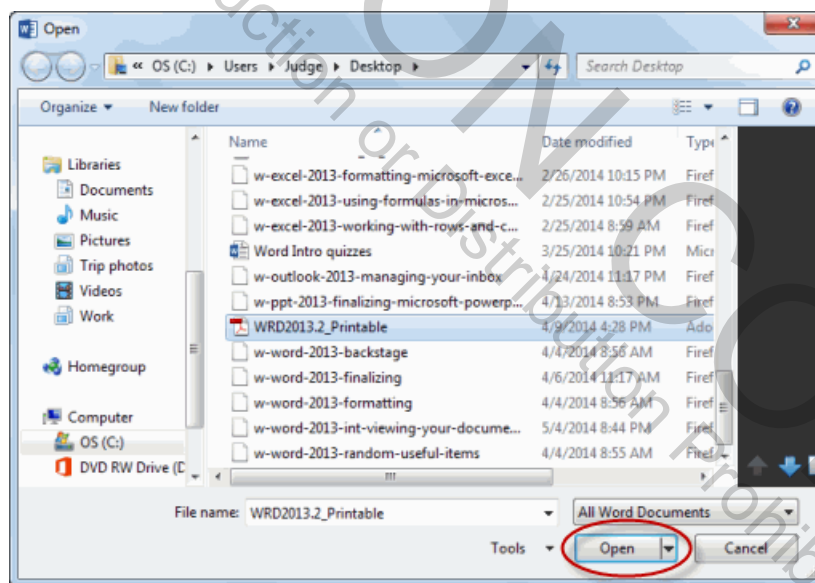
To import a file:

## Creating a Microsoft Word Document

1. From the **File** menu, select **Open**.



2. Select where the file is located and from the Open dialog box, select the file and click **Open**.

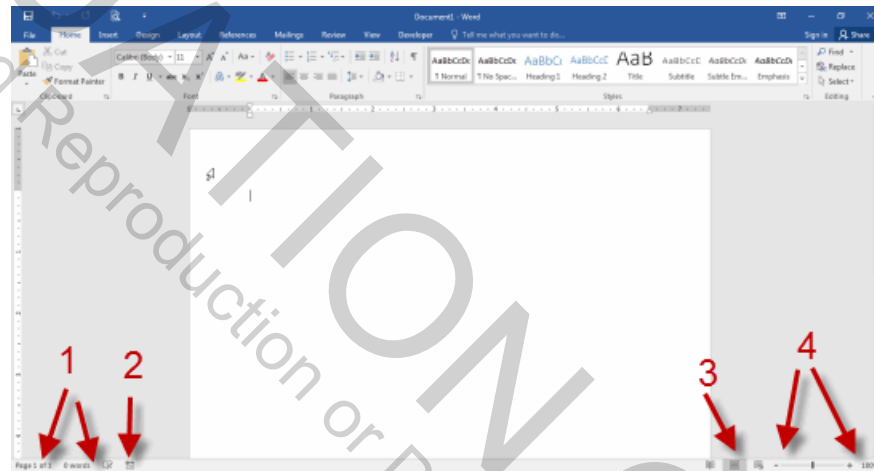


3. The file is imported into Word.

## 1.5 The Status Bar

The **Status Bar**, located at the bottom of Word, shows basic information about your document and enables you to change your viewing settings. Specific items on the **Status Bar** include:

1. **Document information** (page number and word count).
2. **Proofing status**. If you see a green check, Word found no errors. A red X indicates Word has found spelling or grammatical errors in the document.
3. **View controls**. You can choose from a selection of views (**Print Layout**, **Full Screen Reading**, **Web Layout**, **Outline**, and **Draft**).
4. **Zoom control**. You can zoom in or out, to make the document bigger or smaller, based on your personal preference. Zooming changes the size of what you're viewing. It does not change what you actually print out.



## 1.6 Closing a Document

The two most common ways to close a Microsoft Word document are:

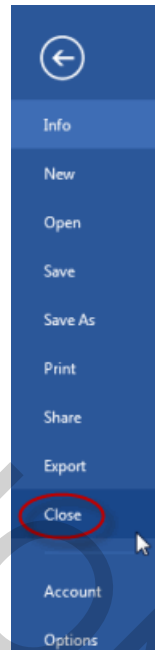
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## Creating a Microsoft Word Document

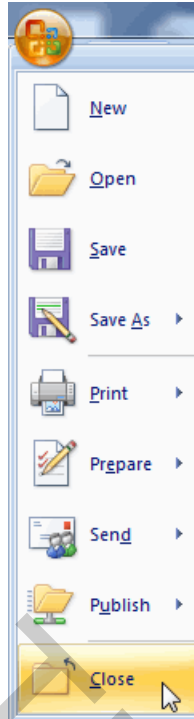
1. Click the gray "X" in the upper-right-hand corner:



2. Select **Close** from the **File** menu:



To close a document in Microsoft Word 2007, click the **Microsoft Office** button and select **Close**.



When you close your document, you will be prompted to save if you have made any changes since the last time you saved.

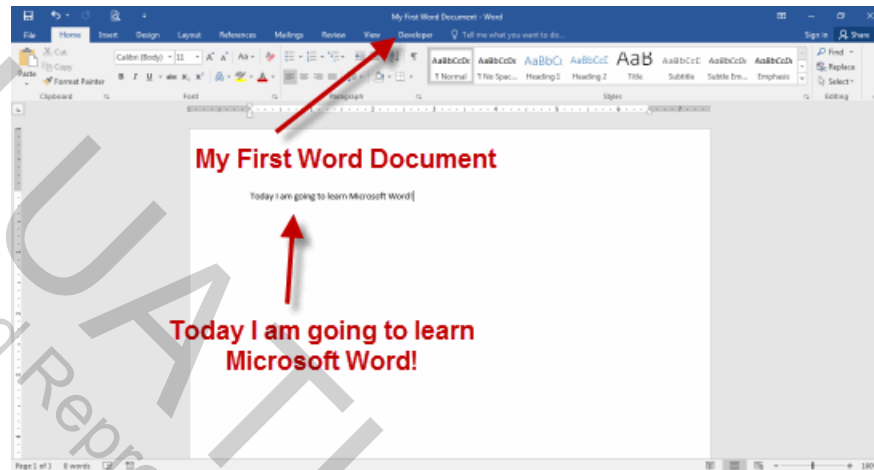


## Exercise 1 Create a Microsoft Word Document

*5 to 10 minutes*

In this exercise, you will create, save, and close a Microsoft Word document. If you currently have Microsoft Word open, please close it before starting the exercise.

1. Create and save the following document in your ClassFiles/Word2016.1/Exercises folder:



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**Exercise Solution**

1. From the **Start Menu**, select **Microsoft Word 2016**.
2. Type "Today I am going to learn Microsoft Word!"
3. Click **File > Save As** (If using Microsoft Word 2007, click the **Microsoft Office** button and select **Save As**):
  - A. Navigate to ClassFiles/Word2016.1/Exercises.
  - B. **File name**: type "My First Word Document".
  - C. **Save as type**: select "Word document (\*.docx)" if it is not already selected.
4. Click **File > Close**. (If using Microsoft Word 2007, click the **Microsoft Office** button and select **Close**.)

## 1.7 Conclusion

In this lesson, you have learned how to create and save Microsoft Word documents.

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## 5. Formatting Microsoft Word Documents

**In this lesson, you will learn...**

1. To add, remove, and change fonts in Microsoft Word documents.
2. To work with lists.
3. To add hyperlinks in a document.
4. To apply styles in Microsoft Word documents.
5. To use themes.
6. To use the **Ruler** within Microsoft Word.
7. To set margins within Microsoft Word.

### 5.1 Selecting Text

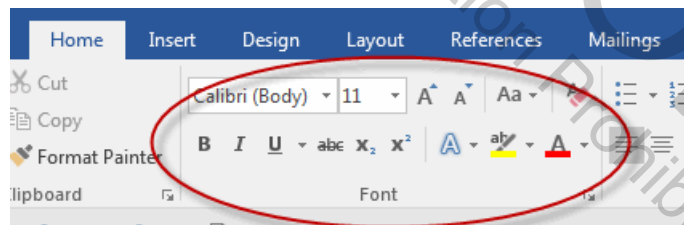
You need to select text to be able to apply formatting to that text. Among the ways to select text:

1. Click and drag with your mouse.
2. Double-click a word to select the word.
3. Triple-click in a paragraph to select the paragraph.
4. Click and drag in the document's Selection Area in the left margin.

Watch and follow along as your instructor shows you the most commonly used text selection methods.

### 5.2 Selecting Fonts

The **Font** group is located on the **Home** tab.



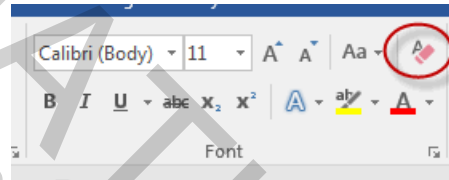
The most commonly used commands in the **Font** group are:

1. **Font**. Choose between a wide selection of fonts.
2. **Font Size**. Change the size of your text.

3. **Bold**. Bold your text.
4. **Italic**. Italicize your text.
5. **Underline**. Underline your text.
6. **Strikethrough**. Strikethrough your text.
7. **Text Highlight Color**. Highlight your text.
8. **Font Color**. Change the color of your text.
9. **Clear All Formatting**. Clear all formatting in the selection and return the text to its default.

### Clear Existing Formatting

You can clear the formatting in a document by selecting the section you want to clear (or press **Ctrl+A** to select the entire document), and from the **Home** tab in the **Font** group, select **Clear All Formatting**.

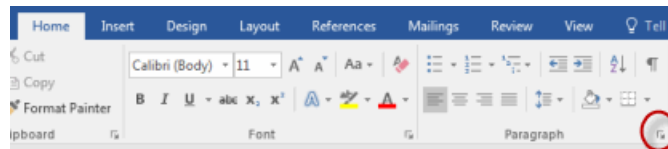


### Set Indentation

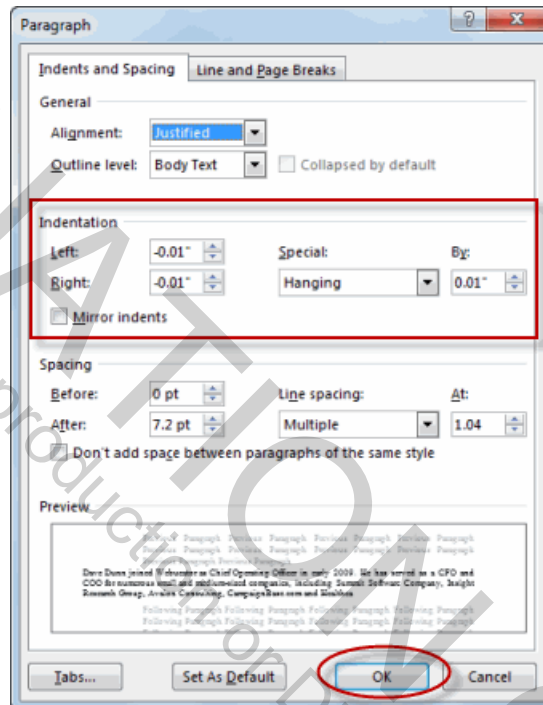
You can set indentation in your document using the **Paragraph** dialog box.

To set indentation:

1. On the **Home** tab, select the **Paragraph** group Dialog Box Launcher.



2. In the **Paragraph** dialog box, set the options in the **Indentation** section and click **OK**.



## Change Text to WordArt

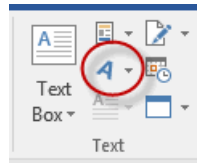
You can quickly and easily add visual appeal to Word text using WordArt.

To change text to WordArt:

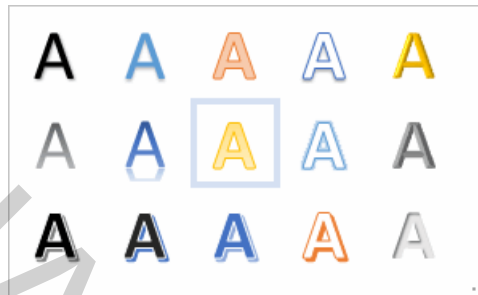
1. Select the text you want to convert to WordArt.



- From the **Insert** tab, in the **Text** group, select **WordArt**.



- Select an option from the drop-down list.

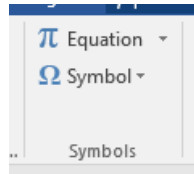


### **Insert Special Characters**

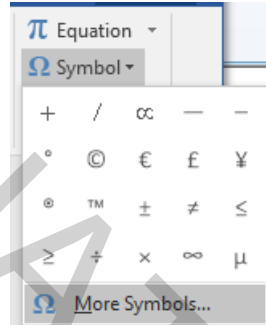
You can insert special characters in your Word documents. To insert a special character:

- Click in your document where you want to insert the character.

2. Select the **Insert** tab, and from the **Symbols** group, select **Symbol** drop-down list.

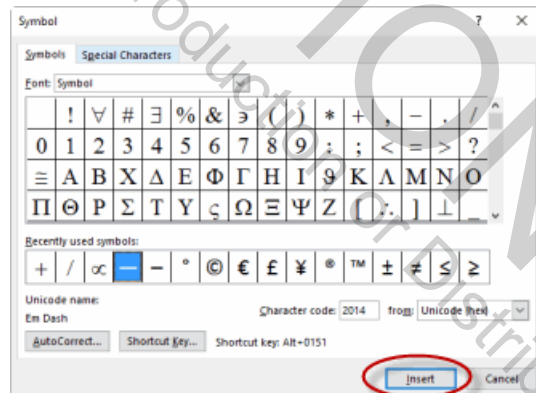


3. Select a displayed symbol, or click **More Symbols** to view all of the available



characters.

4. Select the character you want to insert using the **Symbols** and **Special Characters** tabs, and click **Insert** to insert it into your document.



Watch and follow along as your instructor shows you the most commonly used commands in the **Font** group.

## Exercise 7 Working with Fonts

*5 to 15 minutes*

In this exercise, you will change the font, text size, effects, and color of the text in the thank you letter you created in a prior exercise.

1. Bold your name and increase the text size to 20.
2. Italicize your address.
3. Change the text color of the date to red.
4. Strikethrough the recipient's title.
5. Underline "Thank you."
6. Add a Text Effect to "Warmly."

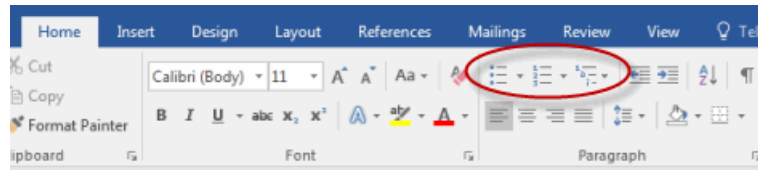
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**Exercise Solution**

1. Bold your name and increase the text size to 20.
  - A. Highlight your name.
  - B. In the **Font** group, click **Bold**.
  - C. In the **Font** group, click the text size drop-down box and select 20.
2. Italicize your address.
  - A. Highlight your address.
  - B. In the **Font** group, click **Italic**.
3. Change the text color of the date to red.
  - A. Highlight the date.
  - B. In the **Font** group, click the font color drop-down box and red.
4. Strikethrough the recipient's title.
  - A. Highlight the recipient's title.
  - B. In the **Font** group, click **Strikethrough**.
5. Underline "Thank you".
  - A. Highlight "Thank you."
  - B. In the **Font** group, click **Underline**.
6. Add a text effect to "Warmly".
  - A. Highlight "Warmly."
  - B. In the **Font** group, click **Text Effects** and choose an effect.

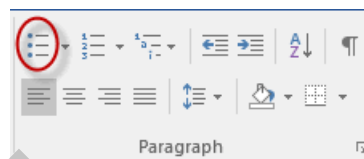
## 5.3 Working with Lists

The list commands are located on the **Paragraph** group of the **Home** tab.



To add a *bulleted list* to a Microsoft Word document:

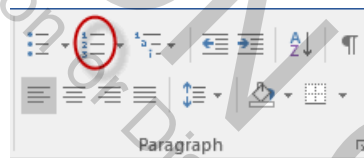
1. Click the left side of the **Bullets** command:



2. Begin typing.
3. Press the **Enter** key to add additional bullets.
4. Press the **Enter** key twice to get out of list mode.

To add a *numbered list* to a Microsoft Word document:

1. Click the left side of the **Numbering** command:



2. Begin typing.
3. Press the **Enter** key to add additional numbers.
4. Press the **Enter** key twice to get out of list mode.

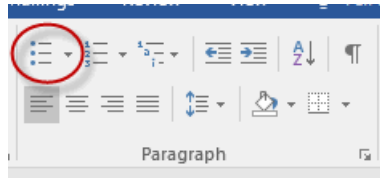
To change the type of list in your document:

1. Select all the entries in your list.
2. Click the left side of either the Bullet or Numbering command.
3. Click outside the list to deselect it.

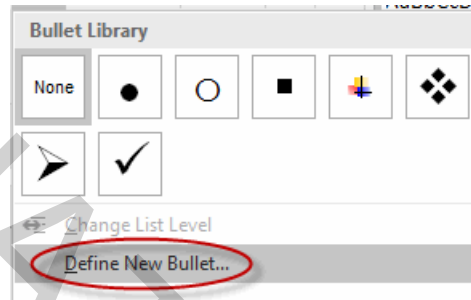
### Creating Custom Bullets

You can create custom bullets in a list in Word:

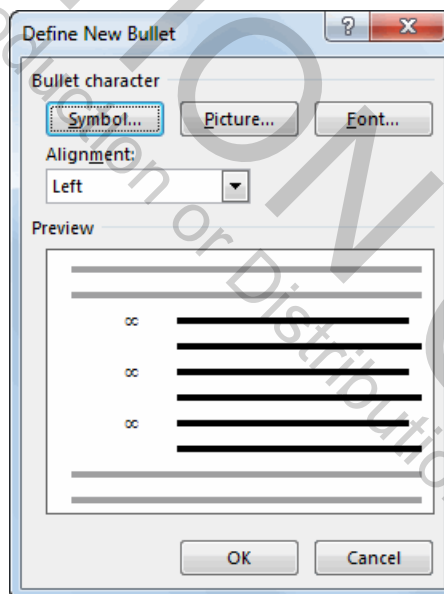
1. From the **Home** tab, in the **Paragraph** group, select the **Bullets** drop-down list.



2. Select **Define New Bullet**.



3. Select a bullet character and alignment options, and click **OK**.



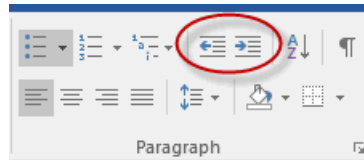
4. The custom bullet is inserted.

∞ Create the outline.  
∞ |

## Modifying List Indentation

To modify a list's indentation:

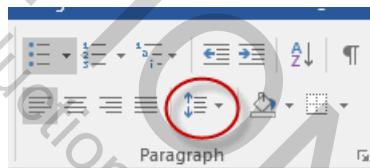
1. Select the list.
2. From the **Home** tab, in the **Paragraph** group, select the **Decrease Indent** or **Increase Indent** option.



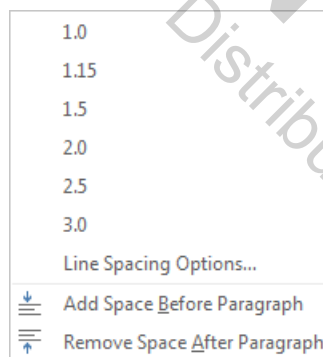
## Modifying Line Spacing in a List

To modify line spacing in a list:

1. Select the list.
2. From the **Home** tab, in the **Paragraph** group, select the **Line and Character Spacing** drop-down list.



3. Select an option.



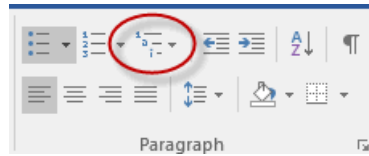
## Increasing and Decreasing List Levels

To increase and decrease list levels:

1. Select the list.



2. From the **Home** tab, in the **Paragraph** group, select the **Multilevel List** drop-down list.



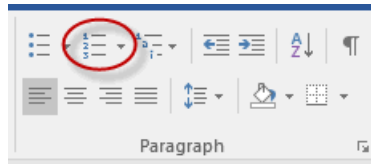
3. Select an option for the list level.



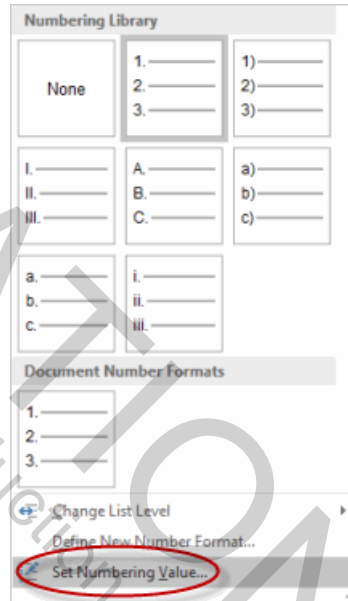
## Modifying List Numbering

To modify the numbering in a list (for example, to start a list at number 3 instead of number 1, the default):

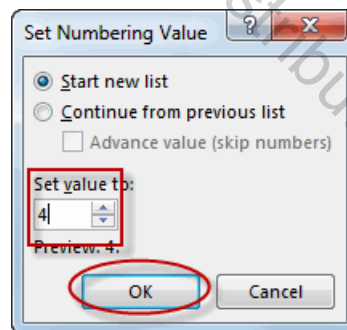
1. Within the list, from the **Home** tab, in the **Paragraph** group, select the **Numbering** drop-down list.



2. Select **Set Numbering Value**.



3. In the **Set Numbering Value** dialog box, in the **Set value to** section, select a number and click **OK**.



## Exercise 8 Working with Lists

*5 to 15 minutes*

In this exercise, you will add a bulleted list and then change it to a numbered list. If Thank you letter.docx is not open, open it from your Word2016.1/Exercises folder.

1. In the letter, add the following sentence at the end of the first paragraph: "The bouquet includes so many flowers:."
2. Add a bulleted list of your favorite flowers.
3. Change the bulleted list to a numbered list.

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**Exercise Solution**

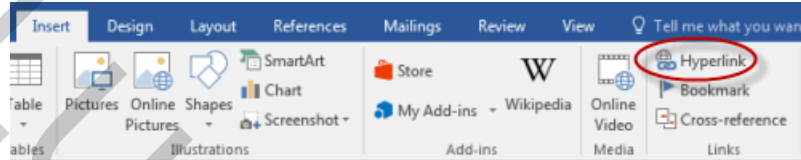
1. Place your cursor at the end of the first paragraph and type "The bouquet includes so many flowers:."
2. Click the **Bullets** command in the **Paragraph** group and then type the name of a flower, press the **Enter** key, type the number of another flower, press the **Enter** key, etc.
3. Select the bulleted text and click the **Numbering** command in the **Paragraph** group.

## 5.4 Inserting a Hyperlink in a Document

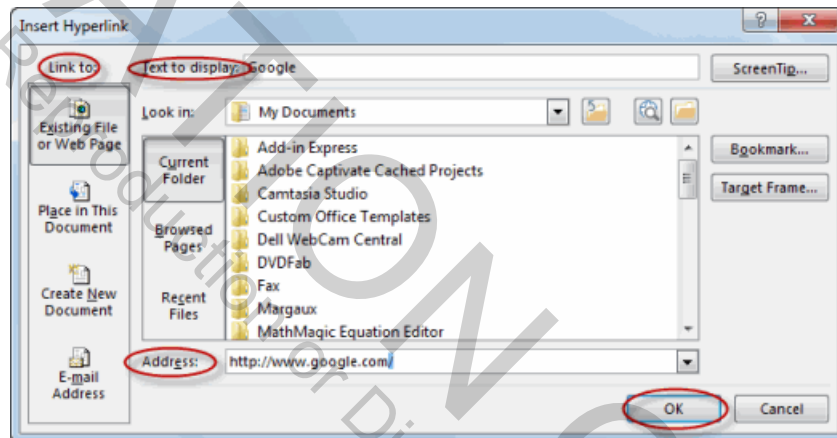
You can insert a hyperlink in a Word document. The hyperlink can link to an web page, document, file, e-mail address, or even a place in the document or a different document.

To add a hyperlink in a document:

1. Highlight the text you want to serve as the link.
2. From the **Insert** tab of the Ribbon, in the **Links** group, select **Hyperlink**.



3. In the **Insert Hyperlink** dialog box, select what to link to, type the website's URL in the **Address** text box, if you are inserting a web page link, and click



OK.

4. The link will now appear blue and underlined in the document.

Make sure to **Google** anything you are unsure of.

## Exercise 9 Inserting a Hyperlink

*5 to 10 minutes*

In this exercise, you will insert a hyperlink to a web page in a document. Open Webucator.docx from your Word2016.1/Exercises folder.

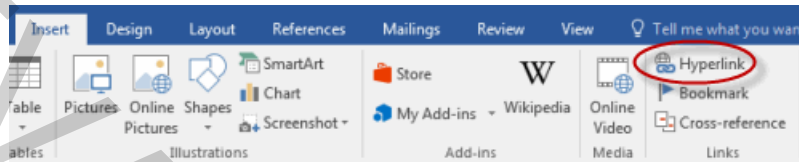
1. Make the word "Webucator" in the first sentence a hyperlink to [www.webucator.com](http://www.webucator.com).

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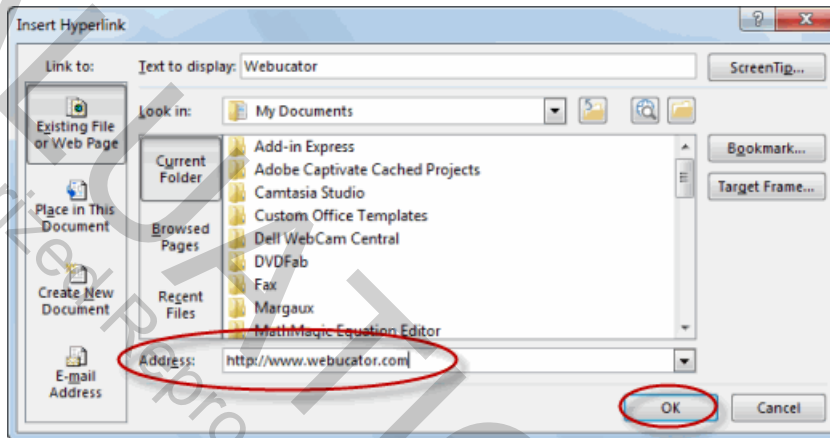


### Exercise Solution

1. Highlight the text "Webucator."
2. From the **Insert** tab of the Ribbon, in the **Links** group, select **Hyperlink**.



3. In the **Insert Hyperlink** dialog box, type www.webucator.com in the **Address** text box and



click OK.

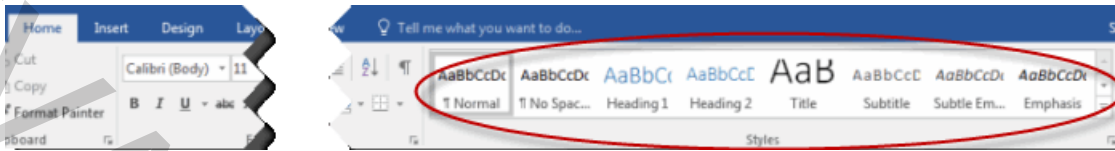
4. The link will now appear blue and underlined in the document.

[Webucator](http://www.webucator.com) provides technical and business training.

- Our **private classes** can be delivered at your c training room, or in a live virtual environment.
- Our **public classes** are delivered in a live virtu
- We also offer **self-paced courses**.

## 5.5 Using Styles

The **Styles** commands are located on the **Home** tab.



### About Styles

Styles in Microsoft Word are sets of formatting instructions. There are three reasons to use Styles:

1. **Save time.** Applying a style is faster than applying multiple formats (bold, italic, color, font, font size, etc.), especially if you need to do so repeatedly.
2. **Consistency.** Applying styles makes it easy to use consistent formatting throughout your document.
3. **Advanced Features of Word Rely on Styles.** Advanced features of Microsoft Word, such as adding a table of contents to your document, rely on styles.

There are two types of styles:

1. **Paragraph Styles.** Paragraph styles apply to the whole paragraph.
2. **Character Styles.** Character styles apply to a set of characters (usually a word or phrase, but can be individual characters) within a paragraph.

### Applying Paragraph Styles

To apply a paragraph style in Microsoft Word:

1. Place your cursor within the paragraph to which you wish to apply a paragraph style.
2. Select the style from the **Styles** group on the **Home** tab.

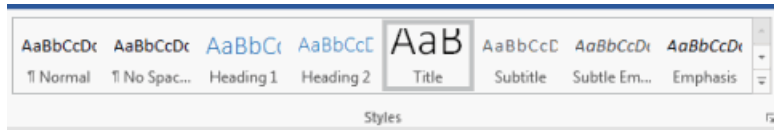
### Applying Character Styles

To apply a character style in Microsoft Word:

1. Select the text to which you wish to apply a character style.
2. Select the style from the **Styles** group on the **Home** tab.

## Changing Document Style Sets

The Word style sets are located in the **Styles** group of the **Home** tab.



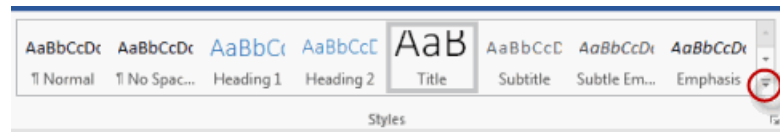
To change style sets, simply click to select a new style and apply it.

## Creating Quick Styles

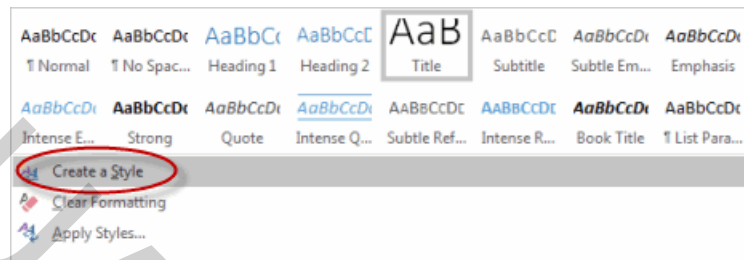
To add a *Quick Style* in Microsoft Word:

1. Select text within your document.
2. Format the text as desired for your new Quick Style.

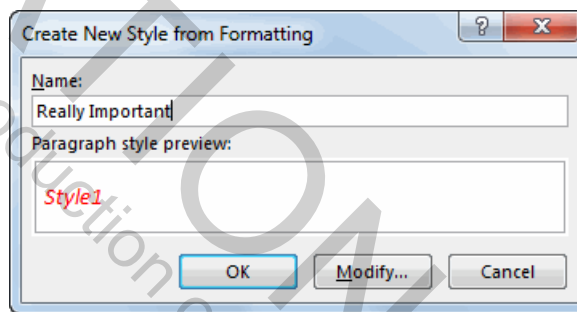
3. Click the drop-down arrow in the **Styles** group.



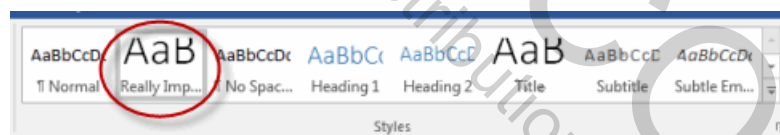
4. Select **Create a Style**. In Microsoft Word 2007 or 2010, select **Save Selection as a New Quick Style**.



5. In the dialog box that appears, name your new Quick Style.



6. Click **OK**.
7. Note that your new Quick Style now appears in the **Styles** group.



## Exercise 10 Applying and Creating Custom Styles

15 to 25 minutes

In this exercise, you will improve the look, feel and readability of an existing document by applying styles to it. You will also create a custom style for use in this and other documents. Open Plants in my yard.docx (in the Word2016.1/Exercises folder) for use in this exercise.

1. Apply the *Heading 1* style to the three main sections of this document: trees, perennials, ground covers.
2. Apply the *Heading 2* style to all plant names (there are 12).
3. Apply the *Intense Emphasis* style to "Special characteristics" and "Description" throughout the document. Your document should now appear as shown below:

### TREES

#### Japanese Maple



**Special Characteristics:** Beautiful foliage

**Description:** Simply beautiful. Native to Asia, the Japanese maple is now grown worldwide. They are a popular bonsai tree.

4. Create a new Quick Style using a text effect. Name it "My First Style" and apply it to "Special Characteristics" throughout the document. Your document might (depending on the text effect you chose) now appear as shown below:

### TREES

#### Japanese Maple



**Special Characteristics:** Beautiful foliage

**Description:** Simply beautiful. Native to Asia, the Japanese maple is now grown worldwide. They are a popular bonsai tree.

5. Save as Plants in my yard.docx.

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**Exercise Solution**

1. Place your cursor in the same line as the word "TREES" and click *Heading 1* in the **Styles** group. Repeat for "PERENNIALS" and "GROUND COVERS".
2. Place your cursor in the same line as "Japanese Maple" and click *Heading 2* in the **Styles** group. Repeat for all plant names.
3. Select the words "Special characteristics" and "Description" throughout the document and click *Intense Emphasis* in the **Styles** group.
4. There are multiple steps to this solution:
  - A. Select an instance of "Special characteristics."
  - B. Click **Text Effects** in the **Font** group on the **Home** tab and select an effect.
  - C. Click the **More** drop-down button in the **Styles** group and select **Create a New Style**.
  - D. Type "My First Style" as the name of the style and click **Modify**.
  - E. Make any additional changes you want to make to this style.
  - F. Click **OK**.
  - G. Select the other instances of "Special Characteristics" and click *My First Style* in the **Styles** group.
5. Click **File > Save As**:
  - A. Navigate to Word2013.1/Exercises.
  - B. File name: type "Plants in my yard."
  - C. Save as type: select **Word document (\*.docx)** if it is not already selected.

## 5.6 Using Themes

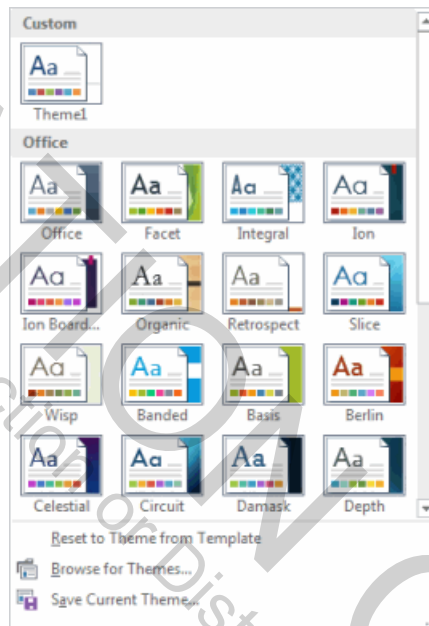
You can use themes in Word to customize the look of your documents. Themes include specific fonts, colors, and effects.

To add a theme to your document:

1. From the **Design** tab of the Ribbon, in the **Document Formatting** group, select

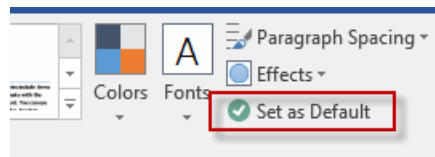


2. From the drop-down list, select a theme by clicking it. To preview how it, hover



your cursor over it.

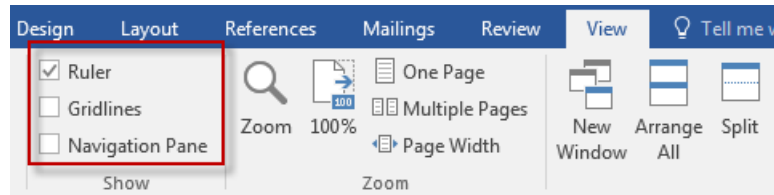
3. You can use the other options in the **Document Formatting** group to further customize the theme.
4. To set the theme as the default, select **Set as Default**.





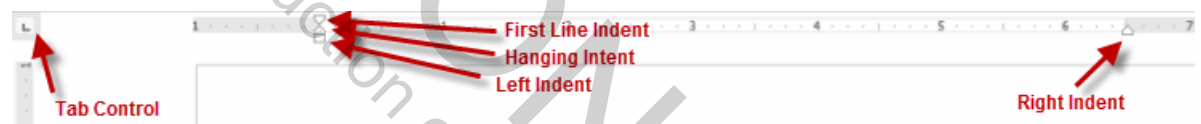
## 5.7 Using the Ruler

The **Ruler** in Microsoft Word can be used to see and control page margins, paragraph indents, and more. To view the **Ruler**, check it in the **Show** group (the **Show/Hide** group in Microsoft Word 2007) on the **View** tab.



Note the following items on the **Ruler**:

1. **First Line Indent**. Used to indent the first line of a paragraph.
2. **Hanging Indent**. Used to indent the second and subsequent lines of a paragraph.
3. **Left Indent**. Sets the left margin for the paragraph, as opposed to for the whole document.
4. **Right Indent**. Sets the right margin for the paragraph, as opposed to for the whole document.
5. **Tab Control**. Used to add various tabs to the **Ruler**, for indenting, centering, and otherwise consistently managing text within a paragraph or document.



Watch and follow along as your instructor shows you how to use the various features of the **Ruler**.






## Exercise 11 Using Tabs

*15 to 25 minutes*

In this exercise, you will show and hide the **Ruler** and use tabs and the **Ruler** to change the alignment of text in a document.

1. Display the **Ruler**. If it is already showing, hide it and then display it again.
2. Change the alignment of the paragraphs in Ruler Exercise1.docx (in the Word2016.1/Exercises folder) per the instructions in the document.

### Exercise Solution

1. Select the **View** tab. In the **Show** group, check/uncheck **Ruler**.
2. There are multiple steps to this solution:
  - A. **Left Indent**
    - i. Place the cursor in the paragraph.
    - ii. Click the **Tab Selector** button until the **Left** tab icon is displayed:  

    - iii. Click at the one inch mark on the **Ruler**.
    - iv. Place the cursor at the beginning of the paragraph and click the **Tab** key.
  - B. **Right Indent**
    - i. Place the cursor in the paragraph.
    - ii. Click the **Tab Selector** button until the **Right** tab icon is displayed:  

    - iii. Click at the six inch mark on the **Ruler**.
    - iv. Place the cursor at the beginning of the paragraph and press the **Tab** key.
  - C. **First Line Indent**
    - i. Place the cursor in the paragraph.
    - ii. Drag the **First Line Indent** tab to the right.
  - D. **Hanging Indent**
    - i. Place the cursor in the paragraph.
    - ii. Drag the **Hanging Indent** tab two inches to the right.
  - E. **Center Indent**
    - i. Place the cursor in the paragraph.
    - ii. Click the **Tab Selector** button until the **Center** tab icon is displayed:  

    - iii. Click at the 3.25 inch mark on the **Ruler**.
    - iv. Place cursor at beginning of paragraph and press the **Tab** key.
  - F. **Bar Tab**
    - i. Place the cursor in the paragraph.
    - ii. Click the **Tab Selector** button until the **Bar** tab icon is displayed:  

    - iii. Click at the 3.25 inch mark on the **Ruler**.
    - iv. Click the **Tab Selector** button until the **Right** tab icon is displayed:  


- v. Click at the 6.5 inch mark on the **Ruler**.
- vi. Place the cursor before "that" and press the **Tab** key.

**G. Decimal Tab**

- i. Select all four numbers.
- ii. Click the **Tab Selector** button until the **Decimal** tab icon is displayed:



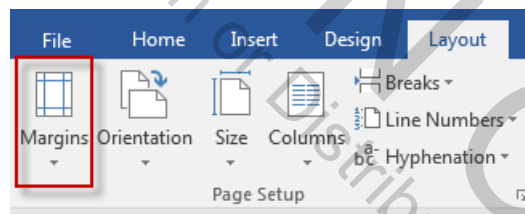
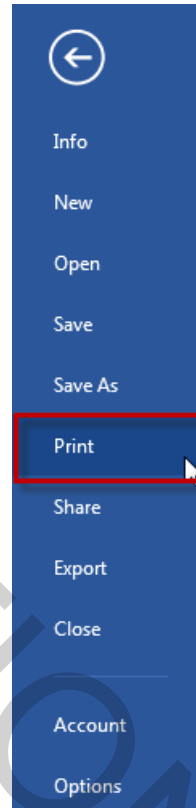
- iii. Click at the two inch mark on the **Ruler**.
- iv. Place the cursor before the first number and press the **Tab** key.
- v. Place the cursor before the second, third and fourth numbers and press the **Tab** key each time.

## 5.8 Setting Margins

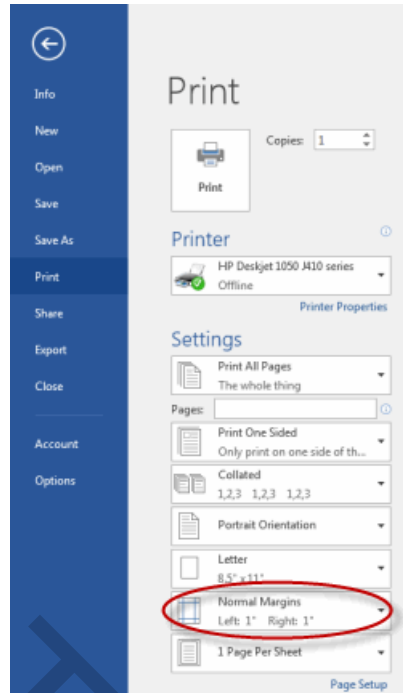
To set margins in Microsoft Word:

1. From the **File** menu, select **Print**. In Microsoft Word 2007, this option is not available from the Print section, so on the Ribbon, select the **Layout** tab and

in the **Page Setup** group, select **Margins** (you can also use this method in Microsoft Word 2010, 2013, and 2016).

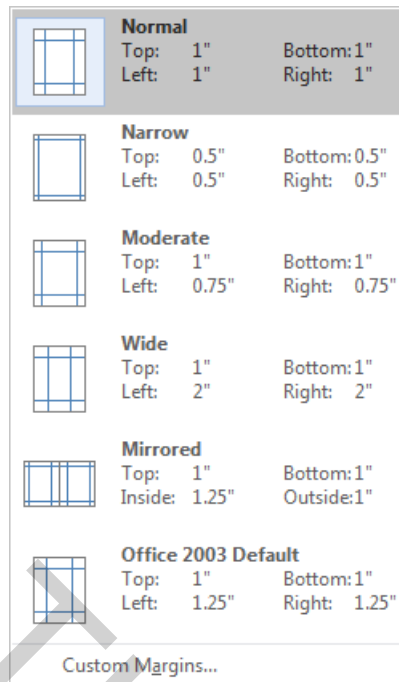


2. Select **Normal Margins**.



Note that **Normal** is highlighted as by default all margins are set to one inch. However, other options are available, including the option to set your own **Custom Margins**.

3. To choose a different existing option, select one of the available options:

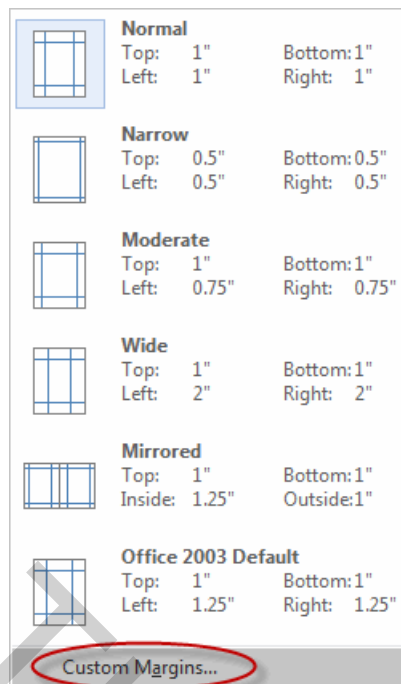


Click the **File** menu again or press the **Escape** key to get back to your document.  
In Microsoft Word 2007, click away from the menu to get back to your document.

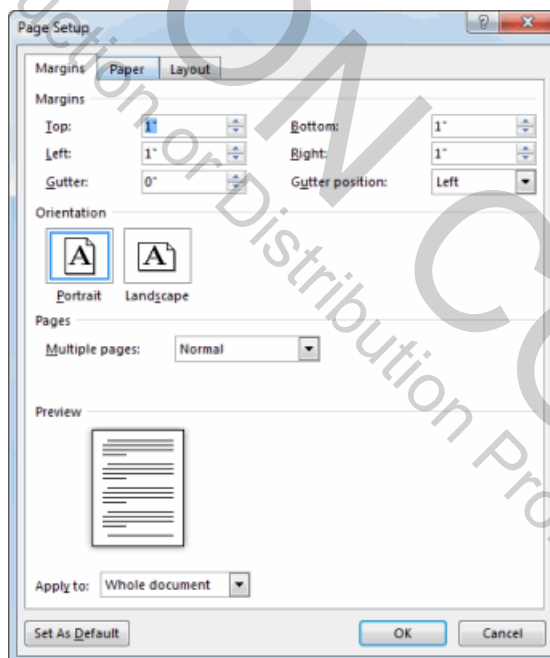
4. To set your own margins:



A. Select **Custom Margins**.

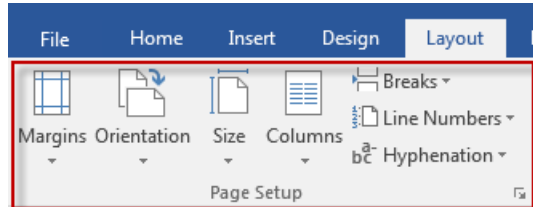


B. Set your top, left, bottom and right margins:



- C. Set the *gutter* and *gutter position* if desired. The gutter is used to create extra space for documents you intend to bind. The gutter position can be set to Left or Top.
- D. Click **OK**.
- E. Click the **File** menu again or press **Escape** to get back to your document.

To access more page setup options, select the **Layout** tab of the Ribbon and then



use the **Page Setup** group.

Here, you can set options for page orientation, page size, and so on. You can also work with margins from this group.

## Exercise 12 Setting Margins

*5 to 15 minutes*

In this exercise, you will change the margins in an existing document. Open or go to Plants in my yard.docx (in the Word2016.1/Exercises folder) for use in this exercise.

1. Reset the margins of this document as follows:
  - A. Top: 1.25"
  - B. Bottom: 1.25"
  - C. Left: 1"
  - D. Right: 1"
2. Add half an inch to the left margin in case you want to bind this document.

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**Exercise Solution**

1. From the **Layout** tab, select **Margins**, then **Custom Margins**, then set the margins.
2. Make sure **Gutter position** is "Left" and then increase the **Gutter** to .5."

## 5.9 Conclusion

In this lesson, you learned to add, remove, and change fonts, to use bulleted and numbered lists, to add a hyperlink to a document, to use styles to quickly and consistently format your documents, to add themes to documents, to use the **Ruler** and to set and change the margins in your documents.