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CSC1301 AND ECO1208 MICROSOFT WORD 2016

By Habeebah Adamu Kakudi (Mrs)

Ph.D.

Adapted from GCLearn

Getting Started with Word

i. Introduction

Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

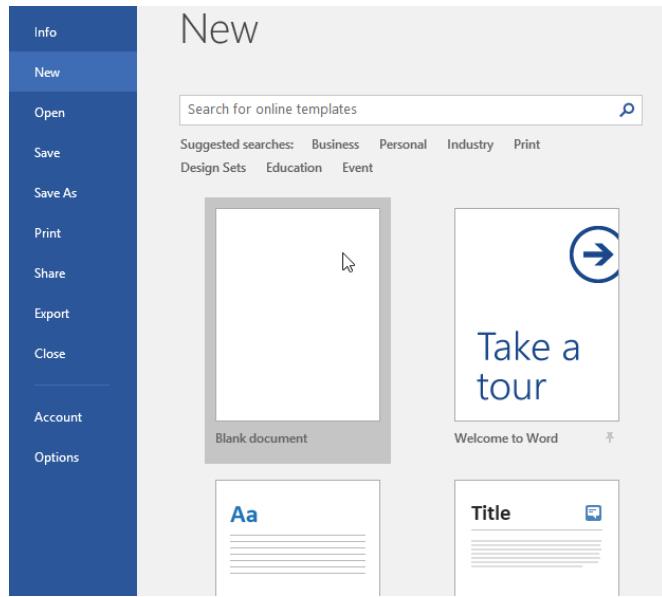
Watch the video below to become more familiar with Word 2016.

ii. Getting to know Word 2016

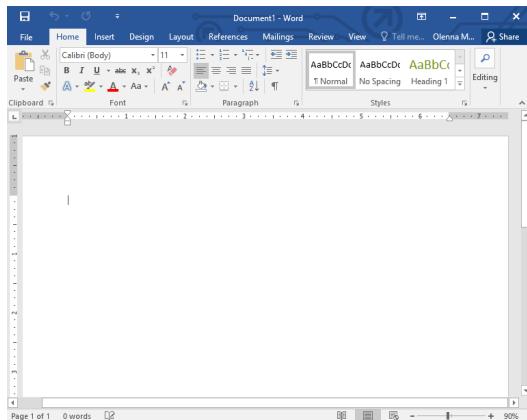
Word 2016 is similar to Word 2013 and Word 2010. If you've previously used either version, then Word 2016 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word 2016 interface**.

iii. The Word interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.



Click the buttons in the interactive below to learn more about the Word interface:

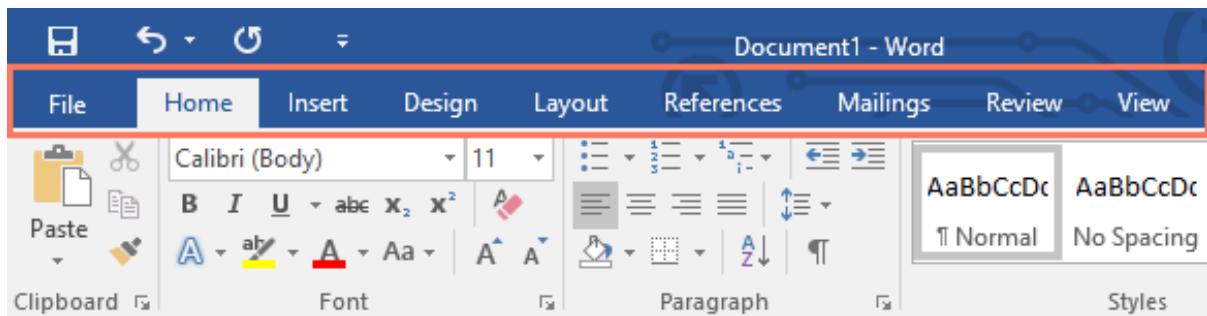


iv. Working with the Word environment

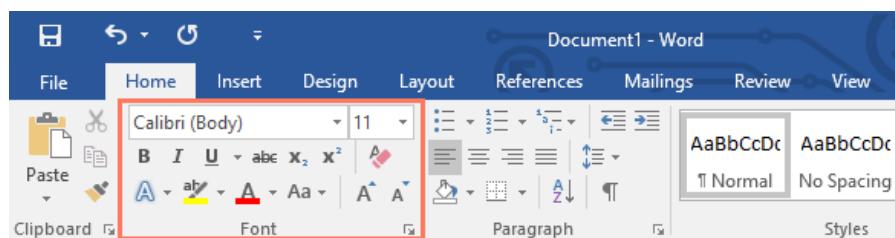
Like other recent versions, Word 2016 continues to use features like the **Ribbon** and the **Quick Access Toolbar**—where you will find commands to perform common tasks in Word—as well as **Backstage view**.

v. The Ribbon

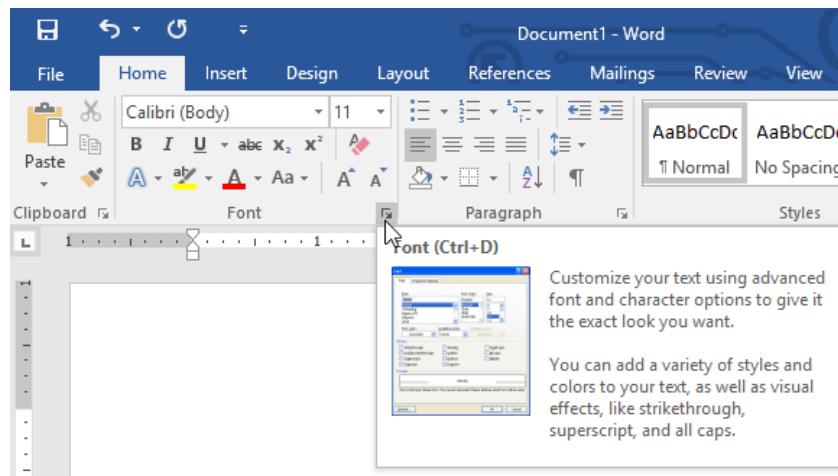
Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.



Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

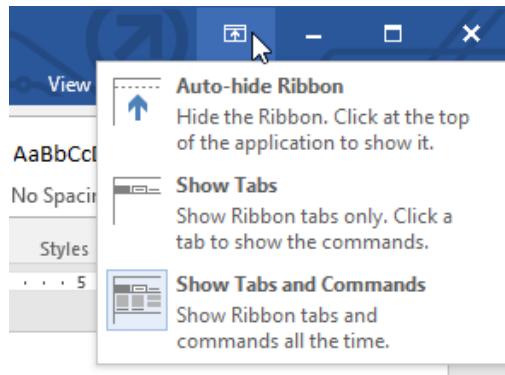


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

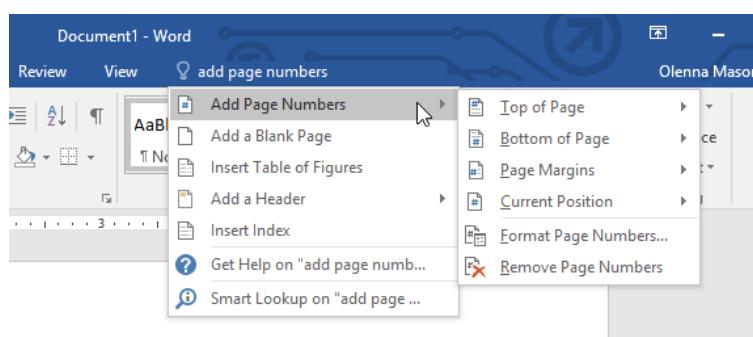


- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

To learn how to add **custom tabs** and **commands** to the Ribbon, review our Extra on [Customizing the Ribbon](#).

Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.



vi. The Quick Access Toolbar

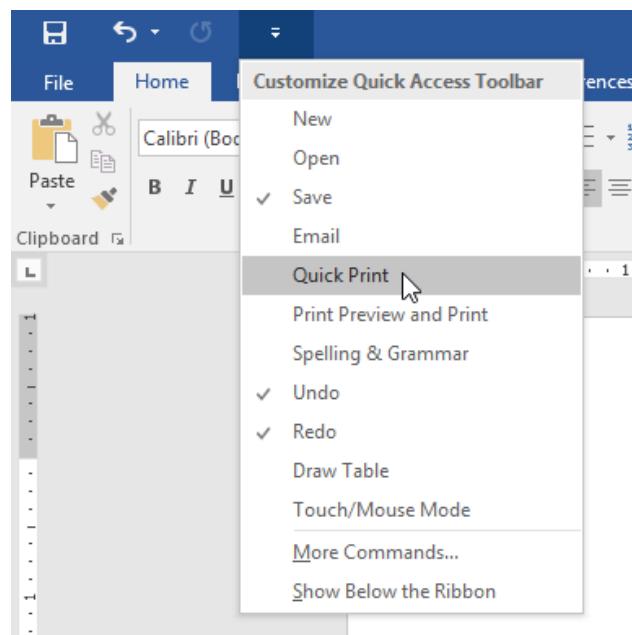
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



2. Select the **command** you want to add from the menu.



3. The command will be **added** to the Quick Access Toolbar.

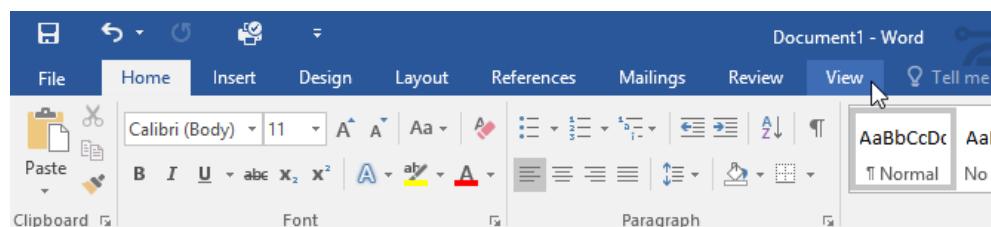


vii. The Ruler

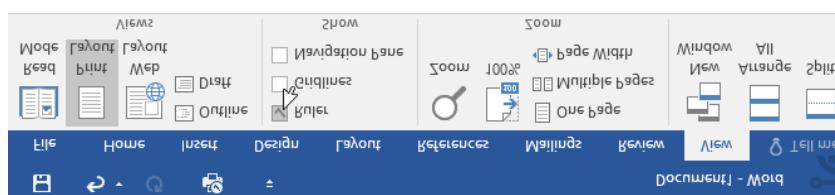
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

1. Click the **View** tab.



2. Click the checkbox next to **Ruler** to **show or hide** the Ruler.



viii. Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.

Info

- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close**
- Account
- Options

Protect Document
Control what types of changes people can make to this document.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	18 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 10:50 AM
Created	
Last Printed	

Related People

Author	Olenna...
Last Modified By	Not saved yet
Show All Properties	

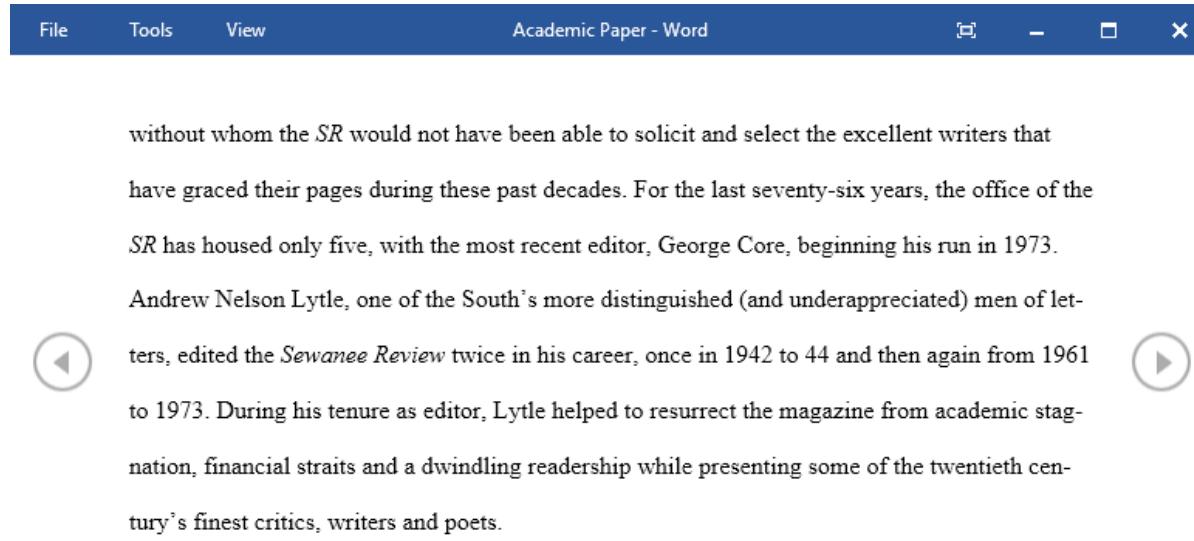
ix. Document views and zooming

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

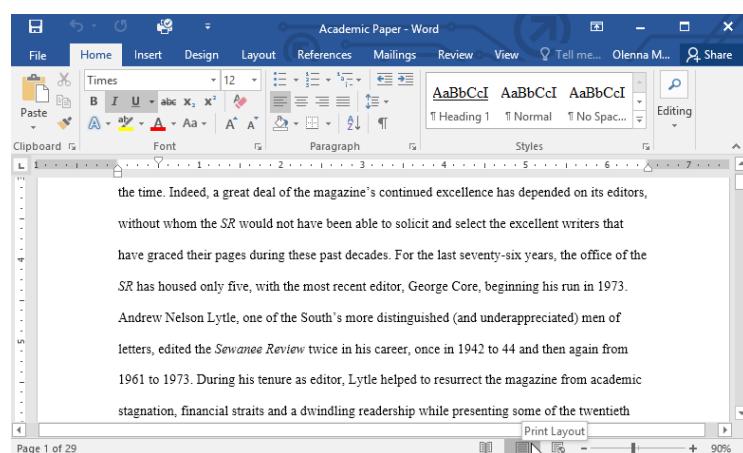
Switching document views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

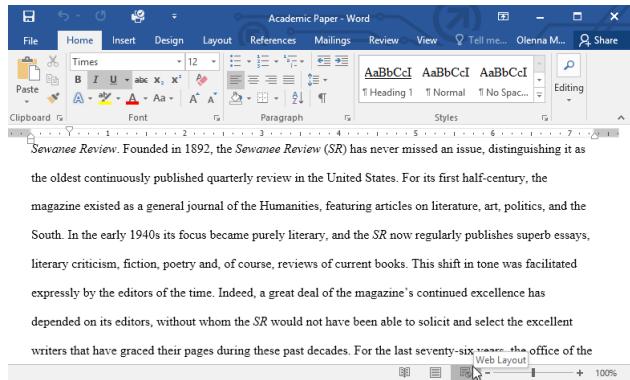
- **Read Mode:** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.



- **Print Layout:** This is the default document view in Word. It shows what the document will look like on the printed page.



- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.



Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+ or - commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

rs of the time. Indeed, a great deal of the magazine's

ed on its editors, without whom the *SR* would not have

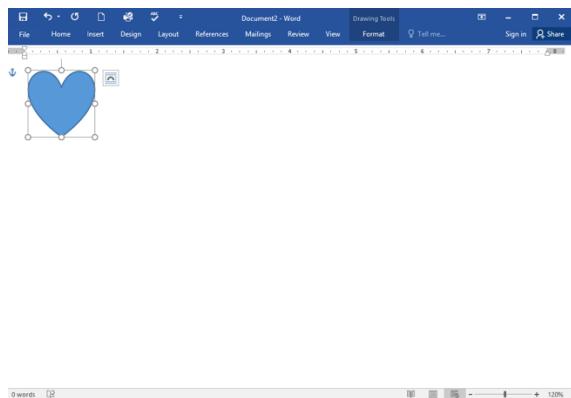
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x. Challenge!

1. Open **Word 2016**, and create a **blank document**.
2. Change the **Ribbon Display Options** to **Show Tabs**.
3. Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar**.
4. In the **Tell me bar**, type **Shape** and press **Enter**.
5. Choose a shape from the menu, and double-click somewhere on your document.

6. Show the **Ruler** if it is not already visible.
7. **Zoom** the document to 120%.
8. Change the **Document view** to **Web Layout**.
9. When you're finished, your document should look something like this:



10. Change the **Ribbon Display Options** back to **Show Tabs and Commands**, and change the **Document View** back to **Print Layout**.

Word Basics

Word 2016 - Getting Started with Word

i. Introduction

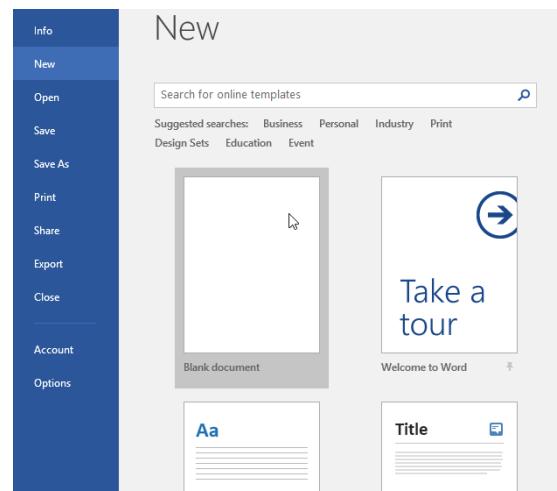
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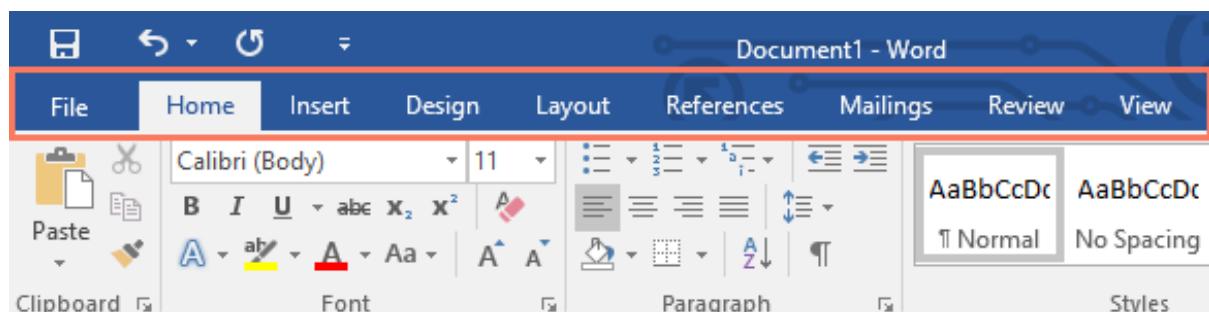


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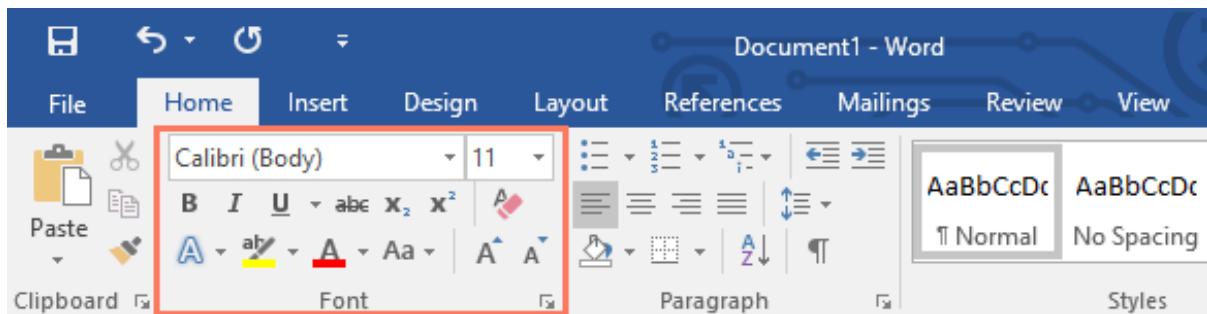
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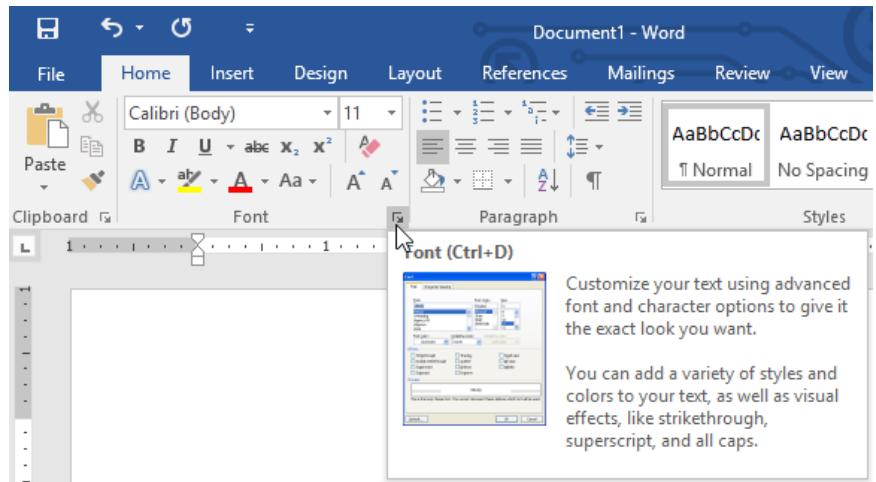
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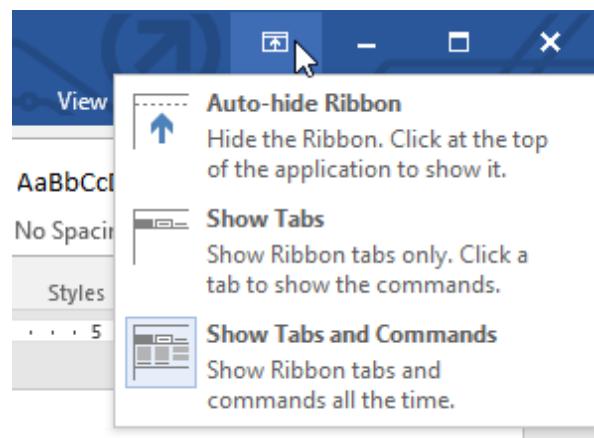
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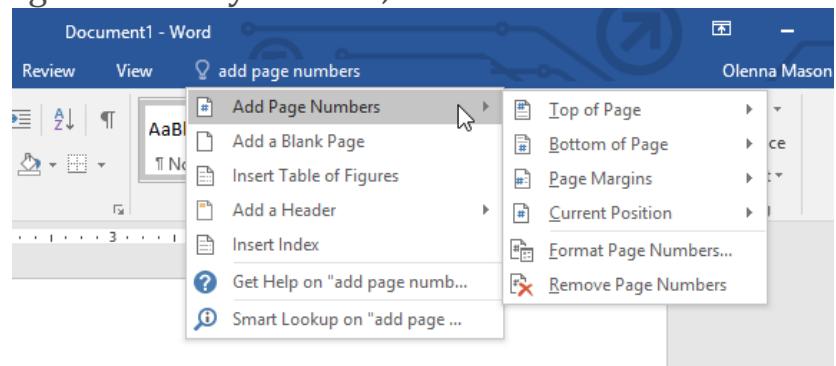


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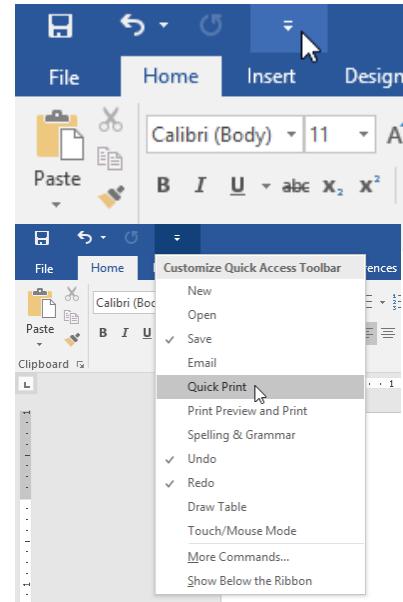


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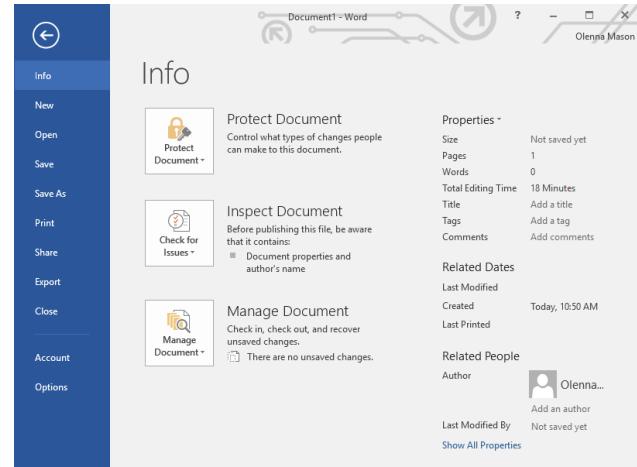


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Backstage view

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Document views and zooming

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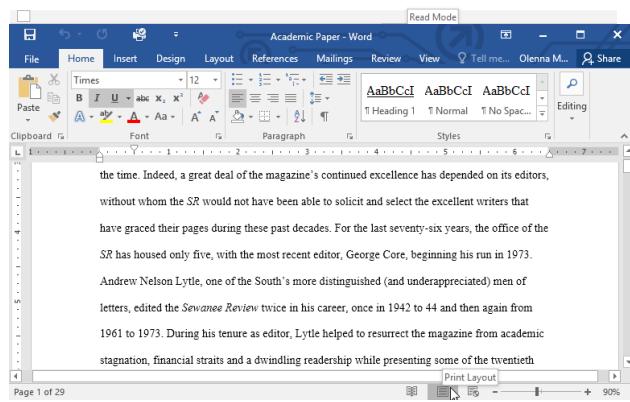
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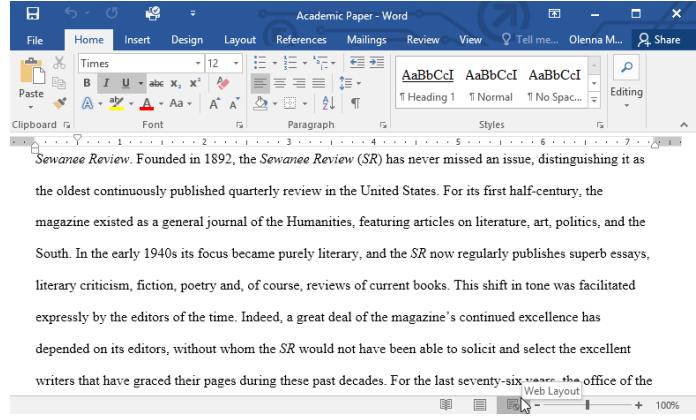


without whom the *SR* would not have been able to solicit and select the excellent writers that have graced their pages during these past decades. For the last seventy-six years, the office of the *SR* has housed only five, with the most recent editor, George Core, beginning his run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the twentieth century's finest critics, writers and poets.

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- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.

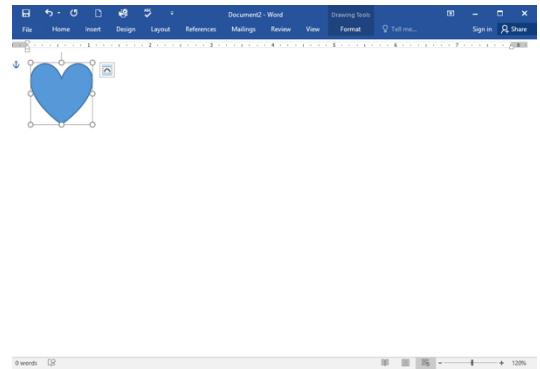


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Challenge!

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8. Change the **Document view** to **Web Layout**.
9. When you're finished, your document should look something like this:
10. Change the **Ribbon Display Options** back to **Show Tabs and Commands**, and change the **Document View** back to **Print Layout**.



Lesson 2: Creating and Opening Documents

A. Introduction

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

Watch the video below to learn more about creating and opening documents in Word.

i. To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

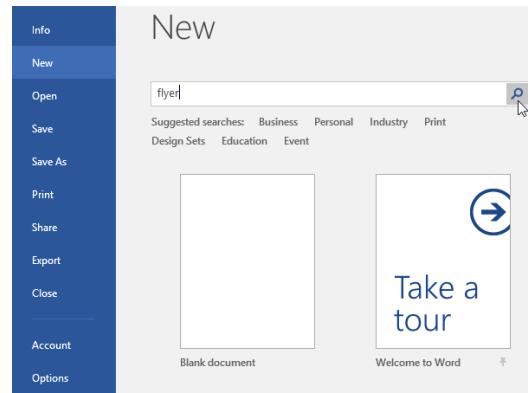
1. Select the **File** tab to access **Backstage view**.
2. Select **New**, then click **Blank document**.
3. A new blank document will appear.

ii. To create a new document from a template:

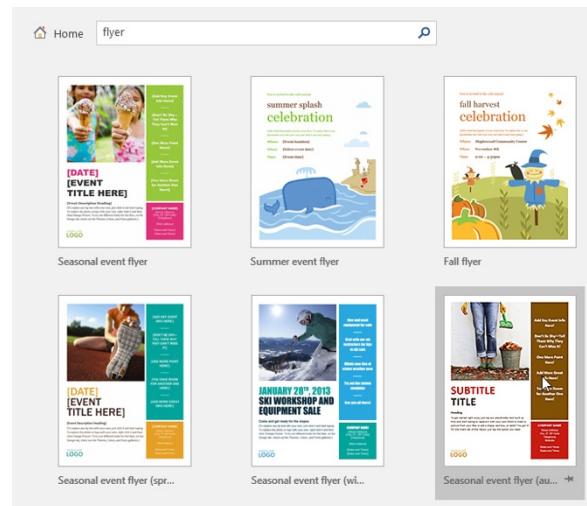
A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.

3. When you find something you like, select a template to preview it.



4. A **preview** of the template will appear. Click **Create** to use the selected template.



5. A new document will appear with the **selected template**.

You can also browse templates by category after performing a search.

Category	Count
Flyers	114
Event	94
Personal	72
Announcements	65
Blue	50
Business	46
Party	46
Education	43
Event Planning	42
Industry	42
Media	37
Print	34
Invitations	33
Illustration	32
Holiday	31
Posters	29
Advertisements	25
Portrait	25
Seasonal	25

Fall flyer

Seasonal event flyer (au...)

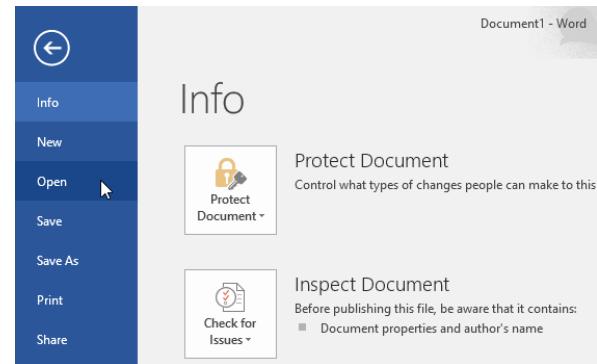


iii. To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved. Navigate to **Backstage view**, then click **Open**.

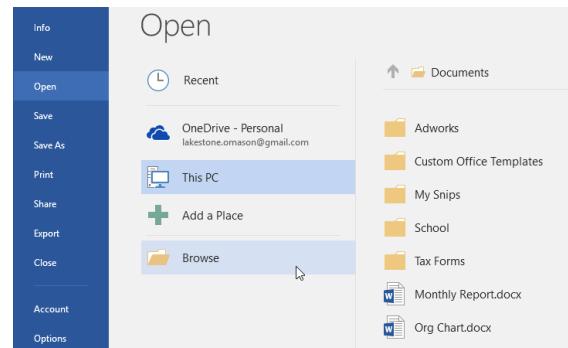
1. Select **This PC**, then click **Browse**.

Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



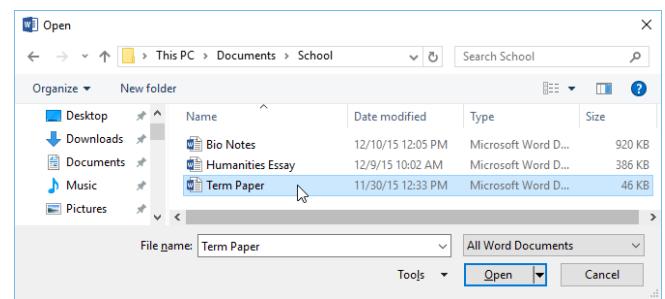
2. The **Open** dialog box will appear.

Locate and select your **document**, then click **Open**.



3. The selected document will appear.

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account.

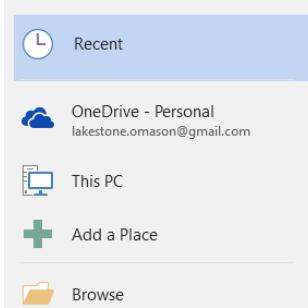


iv. To pin a document:

If you frequently work with the **same document**, you can **pin it to** Backstage view for quick access.

Open

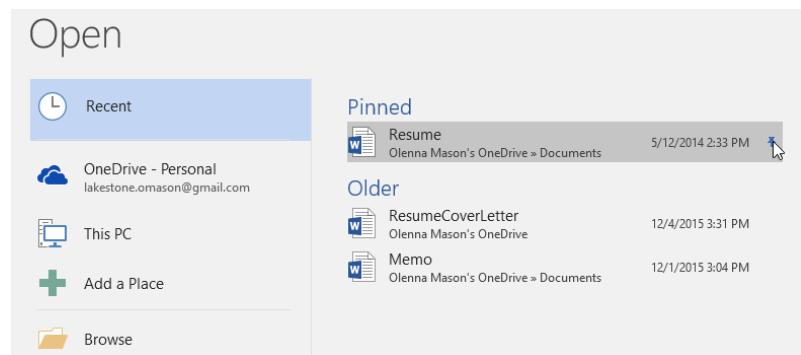
1. Navigate to **Backstage view**, click **Open**, then select **Recent**.



Older

ResumeCoverLetter	12/4/2015 3:31 PM
Memo	12/1/2015 3:04 PM
Resume	5/12/2014 2:33 PM

- A list of recently edited documents will appear. Hover the mouse over the **document** you want to pin, then click the **pushpin icon**.



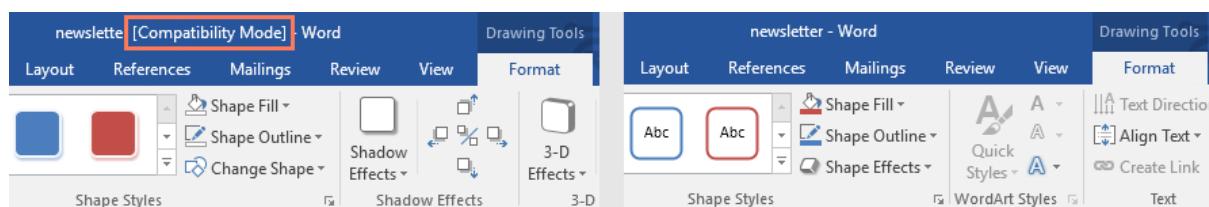
- The document will stay in Recent documents list until it is unpinned. To **unpin** a document, click the pushpin icon again.

Compatibility Mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility Mode**.

Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.



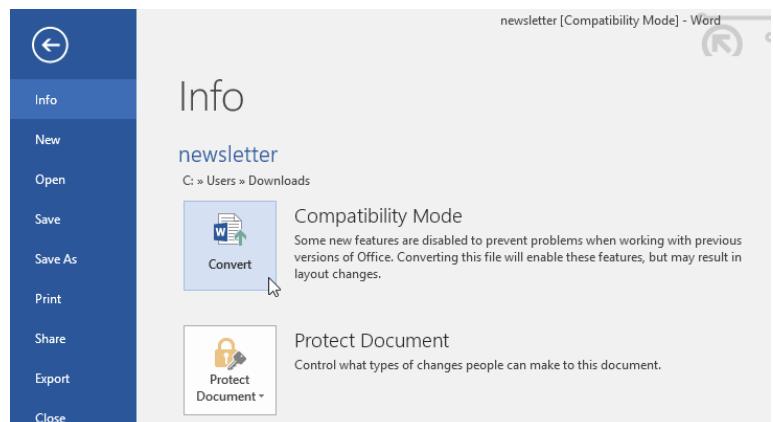
To exit Compatibility Mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

You can review this [support page](#) from Microsoft to learn more about which features are disabled in Compatibility Mode.

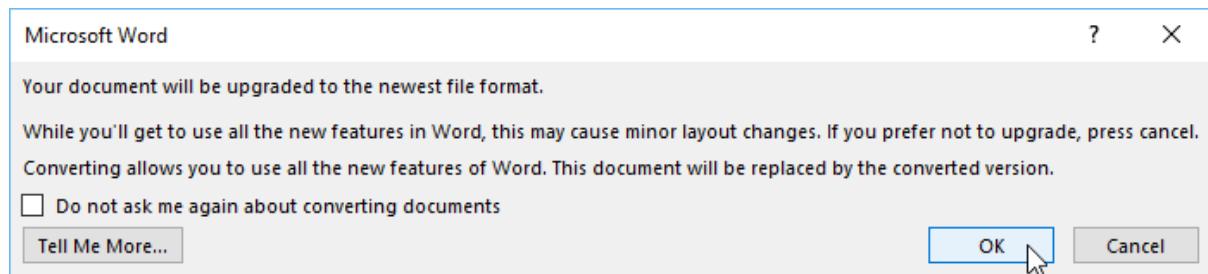
i. **To convert a document:**

If you want access to all Word 2016 features, you can **convert** the document to the 2016 file format.

1. Click the **File** tab to access Backstage view, then locate and select the **Convert** command.



2. A dialog box will appear. Click **OK** to confirm the file upgrade.



3. The document will be converted to the newest file type.

Converting a file may cause some changes to the **original layout** of the document.

Challenge!

1. Open our [practice document](#).
2. Notice that the document opens in **Compatibility Mode**. Convert it to the 2016 file format. If a dialog box appears asking if you would like to close and reopen the file in order to see the new features, choose **Yes**.
3. In Backstage view, **pin** a file or folder.

Lesson 3: Saving and Sharing Documents

Introduction

When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.

Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- **Save:** When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

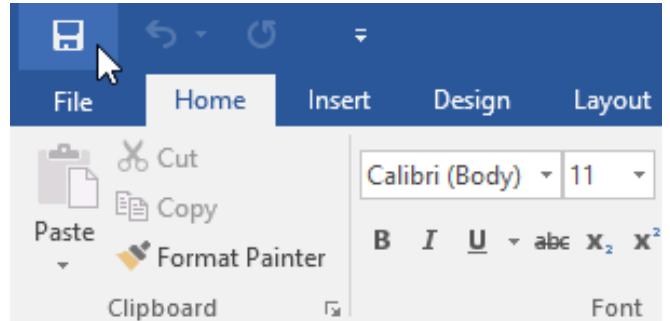
About OneDrive

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account.

- i. **To save a document:**

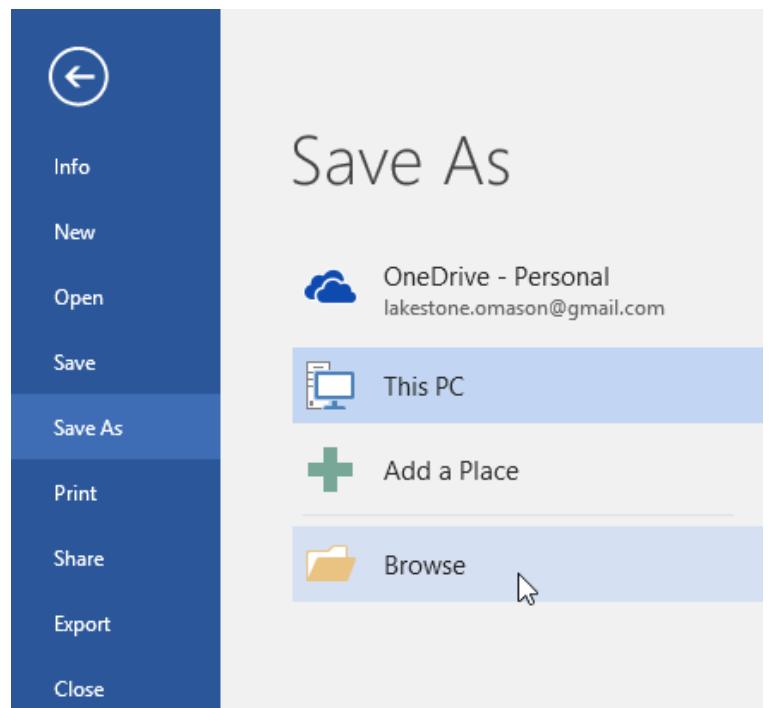
It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access Toolbar**.



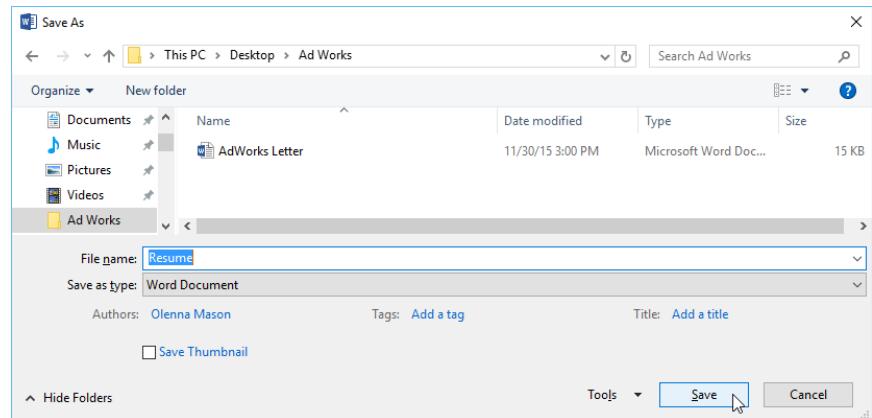
2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.

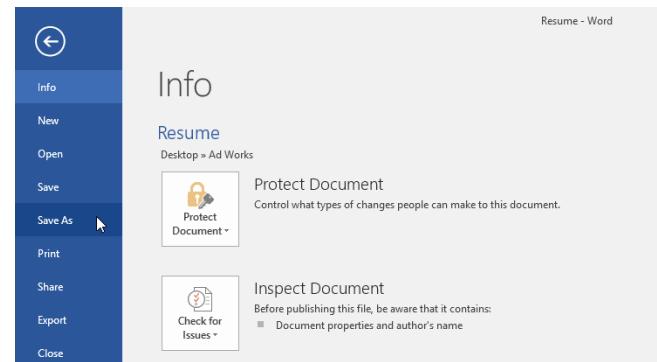
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.



You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

ii. Using Save As to make a copy

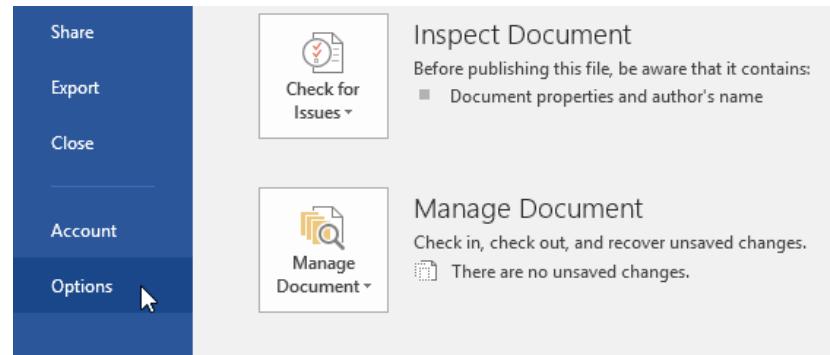
If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.



To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

iii. To change the default save location:

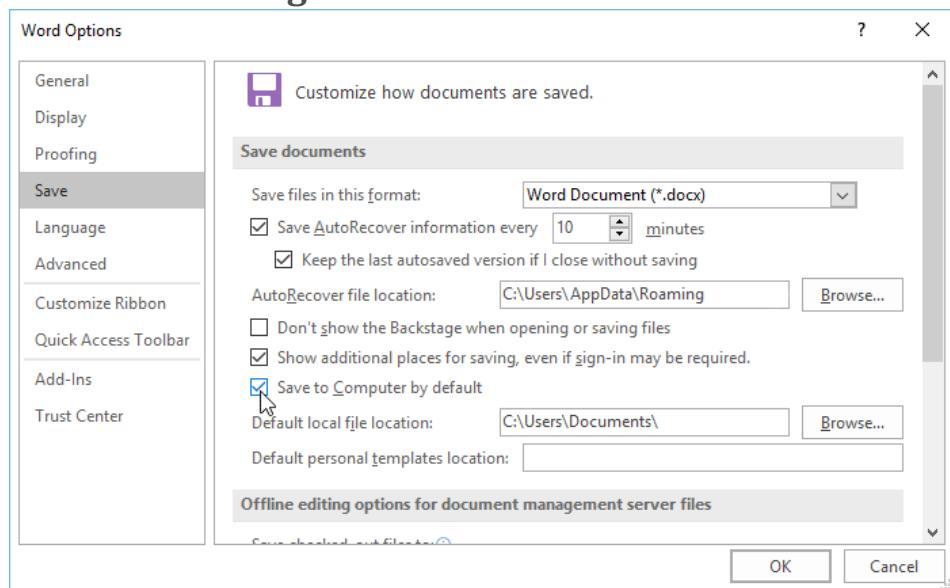
If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.



1. Click the **File** tab to access **Backstage view**.

2. Click **Options**.

3. The **Word Options** dialog box will appear. Select **Save** on the left, check the box next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

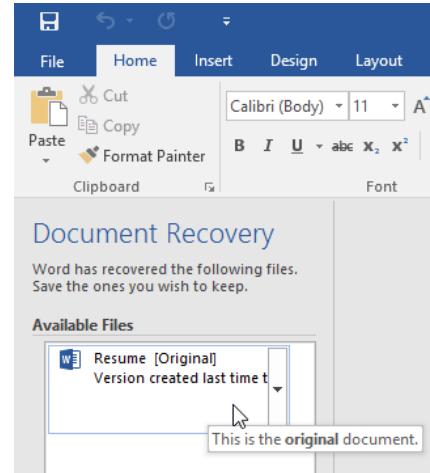


AutoRecover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

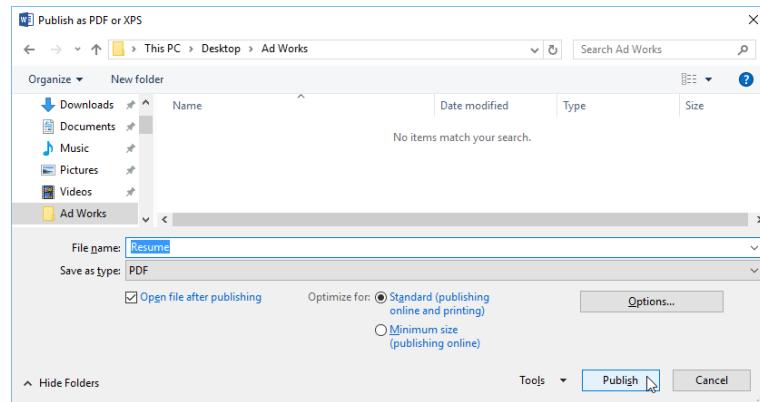
iv. To use AutoRecover:

1. Open Word. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear on the left.
2. Click to **open** an available file. The document will be **recovered**.



By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Documents**.



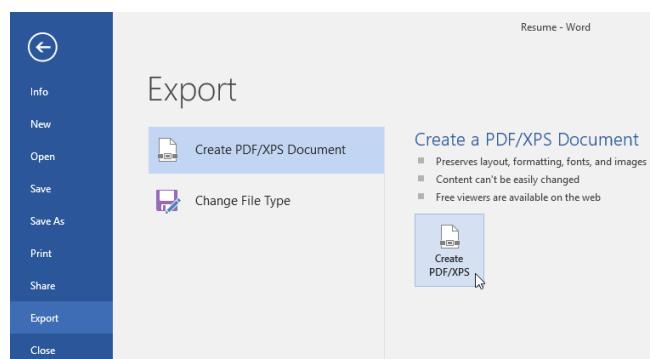
Exporting documents

By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word to a variety of file types.

v. To export a document as a PDF file:

Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Create PDF/XPS**.



2. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish**.

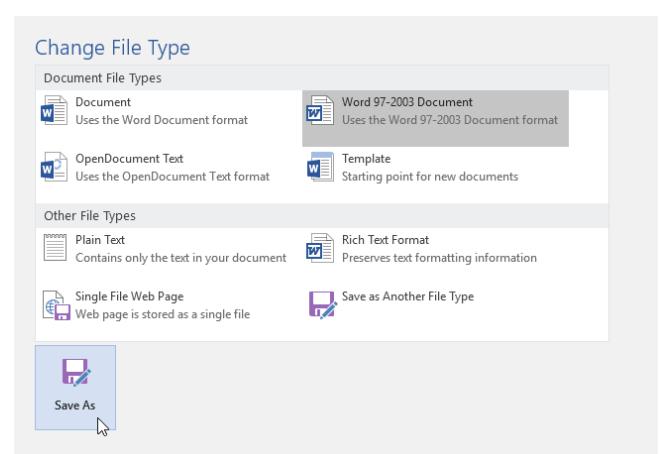
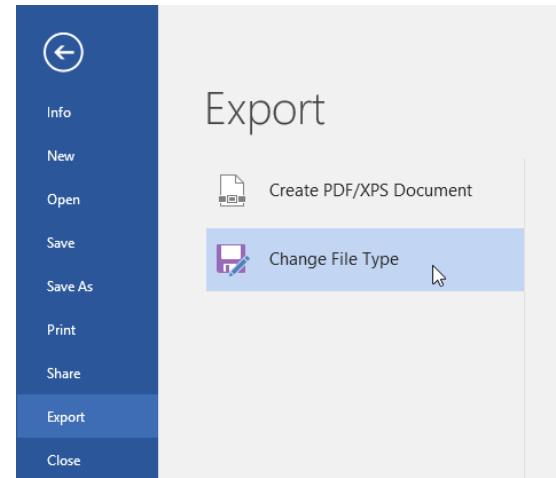
If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document. Read our guide on [Editing PDF Files](#) for more information.

vi. **To export a document to other file types:**

You may also find it helpful to export your document to other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word or as a **.txt file** if you need a **plain-text** version of your document.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Change File Type**.
2. Select a **file type**, then click **Save As**.
3. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.

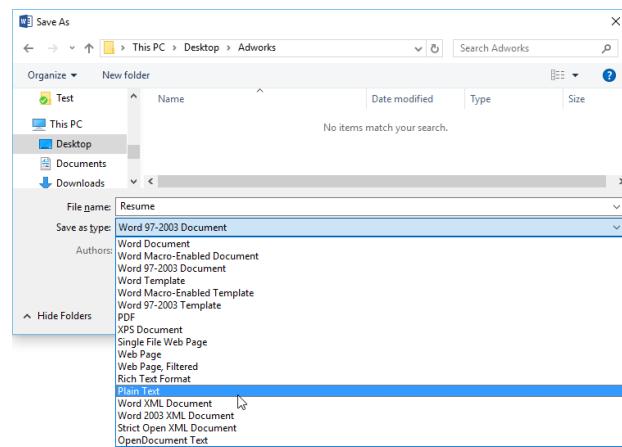
You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save documents to a variety of file types.



Sharing documents

Word makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

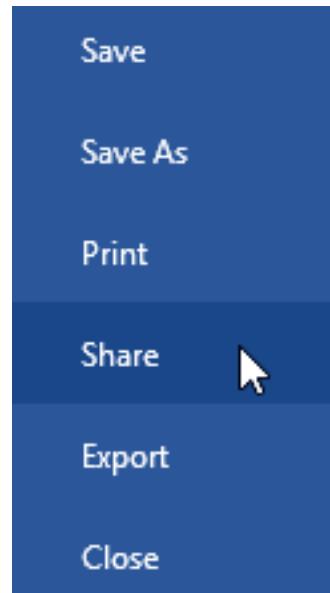


In order to share a document, it must first be **saved to your OneDrive**.

vii. To share a document:

1. Click the **File** tab to access **Backstage view**, then click **Share**.
2. The **Share** pane will appear.

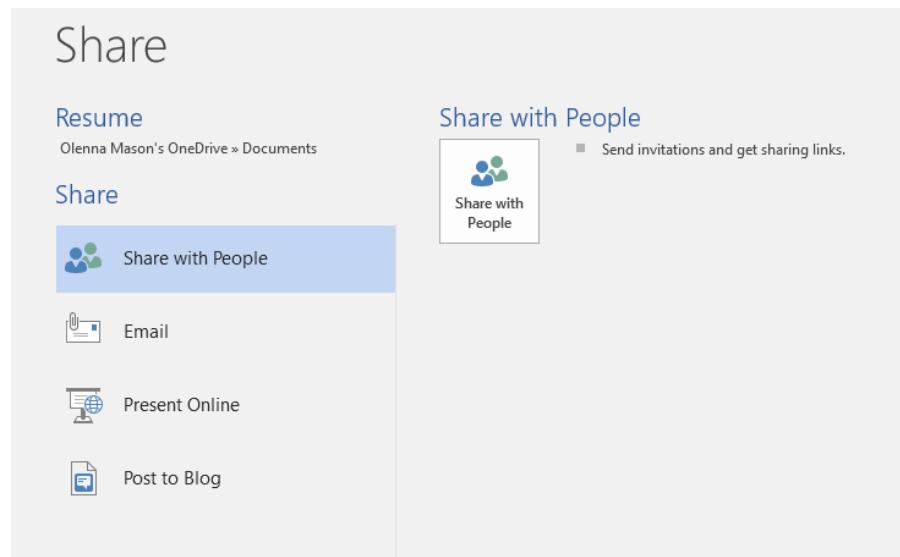
Click the buttons in the interactive below to learn more about different ways to share a document.



From here, you can use Word to post entries directly to your **blog** if you use one of the supported blogging sites such as SharePoint Blog, WordPress, or Blogger.

Challenge!

1. Open our [practice document](#).
2. Use **Save As** to create a copy of the document. Name the new copy **Saving Challenge Practice**. You can save it to a folder on your computer or to your **OneDrive**.
3. Export your document as a **PDF**.



Lesson 5: Text Basics

Introduction

If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

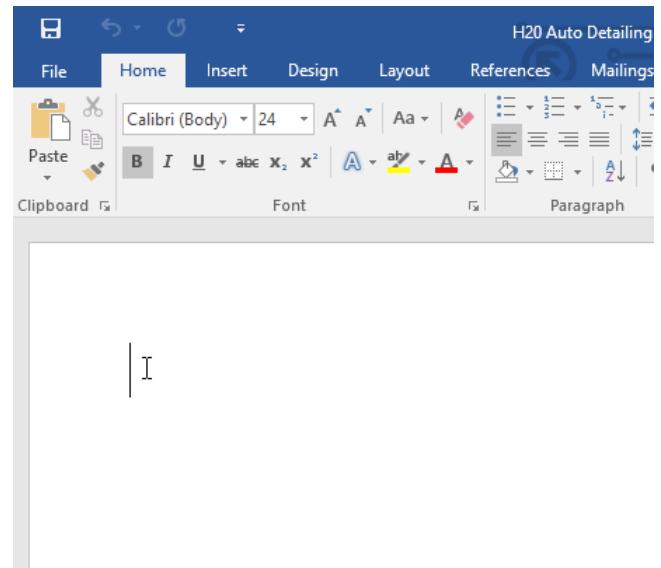
Optional: Download our [practice document](#).

Watch the video below to learn the basics of working with text in Word.

Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

- **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.
- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.
- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.
- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.
- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow



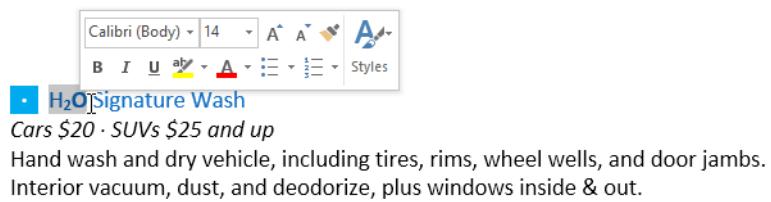
keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

Selecting text

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse.

A **highlighted box** will appear over the selected text.



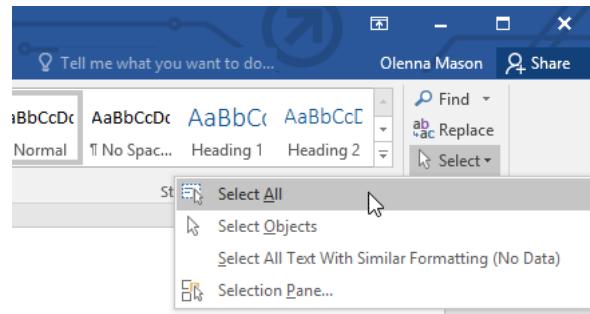
When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.

viii. To select multiple lines of text:

1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.
2. Click the mouse. The line will be selected.
3. To select **multiple lines**, click and drag the mouse up or down.
4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.

Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

ix. To delete text:



There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

x. To copy and paste text:

1. Select the **text** you want to copy.
2. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.
3. Place the insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.
5. The text will appear.

xi. To cut and paste text:

1. Select the **text** you want to cut.
2. Click the **Cut** command on the **Home** tab. Alternatively, you can press **Ctrl+X** on your keyboard.
3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.
5. The text will appear.

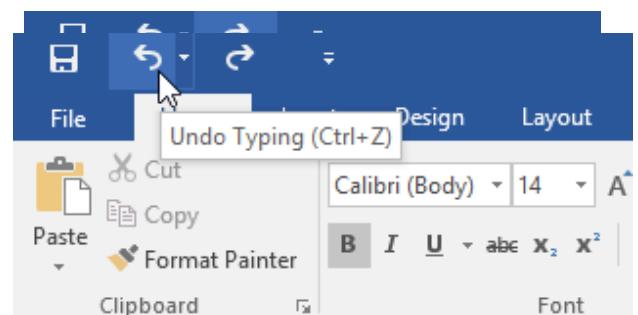
You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

xii. To drag and drop text:

1. Select the **text** you want to move.
2. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.
3. Release the mouse, and the text will appear.
4. If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.



To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.

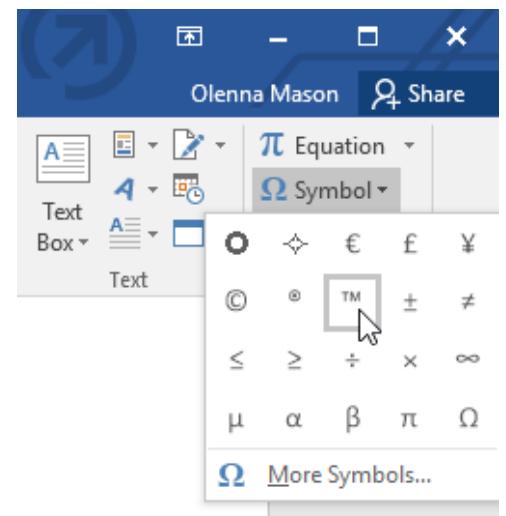
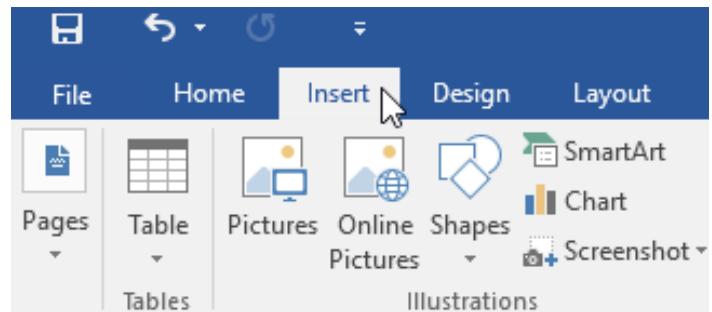
By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.

Symbols

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the **Symbol** command.

xiii. To insert a symbol:

1. Place the insertion point where you want the symbol to appear.
2. Click the **Insert** tab.
3. Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols**.
4. The symbol will appear in the document.



Challenge!

1. Open our [practice document](#).
2. Scroll to page 2.
3. Place the insertion point at the top of the document and type **Now Introducing...**
4. Use your arrow keys to move the insertion point to the **Signature Detail Plan's** price and change it to **\$99.99/mo.**
5. At the bottom of the document, use **drag and drop** to move **Just leave the details to us** to the end of the last line.

6. At the end of the line you just moved, insert the **trademark symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.

Now Introducing...



H₂O Mobile's

UNLIMITED WASH CLUB

H₂O Signature Detail Plan

\$99.99/mo

Includes:

Fragrance
Hand wax
Wax and buff
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs
Interior vacuum
Dust
Deodorize
Windows Inside & Out

H₂O Signature Wash Plan

\$79.99/mo

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs
Interior vacuum
Dust
Deodorize
Windows Inside & Out

For more details, contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

[H₂O Mobile Wash & Valet | Just leave the details to us™](#)

Word 2016 - Formatting Text

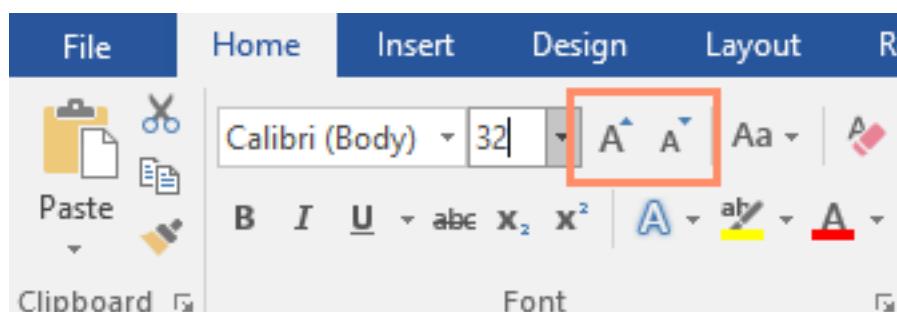
Introduction

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

xiv. To change the font size:

1. Select the text you want to modify.
2. On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.
3. The font size will change in the document.

You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



xv. To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

1. Select the text you want to modify.
2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Select the font style you want to use.

4. The font will change in the document.

When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

xvi. To change the font color:

1. Select the text you want to modify.
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.
3. Select the font color you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.

xvii. To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

1. Select the text you want to modify.
2. On the Home tab, click the Bold (**B**), Italic (**I**), or Underline (**U**) command in the **Font** group. In our example, we'll click Bold.
3. The selected text will be modified in the document.

xviii. To change text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

1. Select the text you want to modify.
2. On the Home tab, click the **Change Case** command in the **Font** group.

3. A drop-down menu will appear. Select the desired case option from the menu.
4. The text case will be changed in the document.

xix. To highlight text:

Highlighting can be a useful tool for marking important text in your document.

1. Select the text you want to highlight.
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
3. Select the desired highlight **color**. The selected text will then be highlighted in the document.

To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.

If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click and drag the highlighter over the lines you want to highlight.

xx. To change text alignment:

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.
2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.
3. The text will be realigned in the document.

Click the arrows in the slideshow below to learn more about the four text alignment options.

Align Text Left: This aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

Center: This aligns text an equal distance from the left and right margins.

Align Text Right: This aligns all selected text to the right margin.

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [Changing Your Default Settings in Word](#).

Challenge!

1. Open our [practice document](#).
2. Scroll to page 2.
3. Select the words **For Rent** and change the **font size** to **48 pt**.
4. With the text still selected, change the **font** to **Franklin Gothic Demi**. **Note:** If you don't see this font in the menu, you can select a different one.
5. Use the **Change Case** command to change For Rent to **UPPERCASE**.
6. Change the color of the words **For Rent** to **Gold, Accent 4**.
7. **Remove the highlight** from the phone number (919-555-7237).
8. Select all of the text from **For Rent** to **(919-555-7237)** and **Center Align**.
9. **Italicize** the text in the paragraph below **About Villa Piña**.
10. When you're finished, your page should look like this:

FOR RENT

1502 Villa Piña Way #103

1 bed 1 bath 750ft²

\$850 per month

Spanish-style condo in great location

Won't last! Available August 1st

Contact Juanita Vasquez @ (919-555-7237)



ABOUT VILLA PIÑA

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:
www.villapinacondos.com

How to Add a Table of Contents in Word 2016

To insert your table of contents:

1. Format your document using heading styles found on the Home tab, e.g., Heading 1, Heading 2, and so on. Word will create your table of contents based on these headings, so do this for all of the text you want to show up in the table of contents.

[Sponsored Links](#)

Word 2016 -Formatting Pictures

Introduction

There are many ways to **format** pictures in Word. For instance, you can change the **size or shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

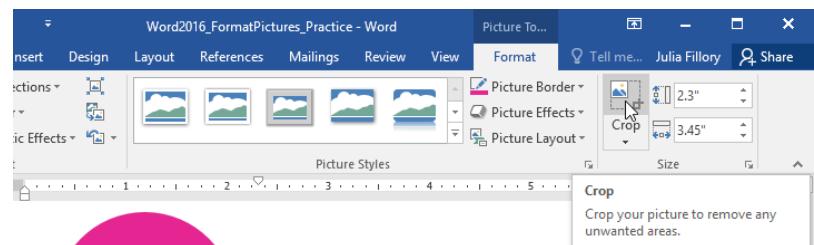
Optional: Download our [practice document](#).

Watch the video below to learn more about formatting pictures.

To crop an image:

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

1. Select the image you want to crop. The **Format** tab will appear.
2. From the Format tab, click the **Crop** command.



3. **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near the resizing handles, be careful not to drag a resizing handle by mistake.

4. To confirm, click the **Crop** command again. The image will be cropped.

The corner handles are useful for simultaneously cropping



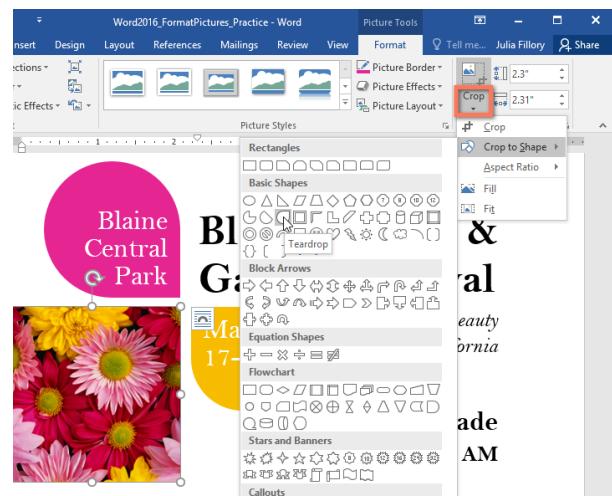
the image **horizontally** and **vertically**.

To crop an image to a shape:

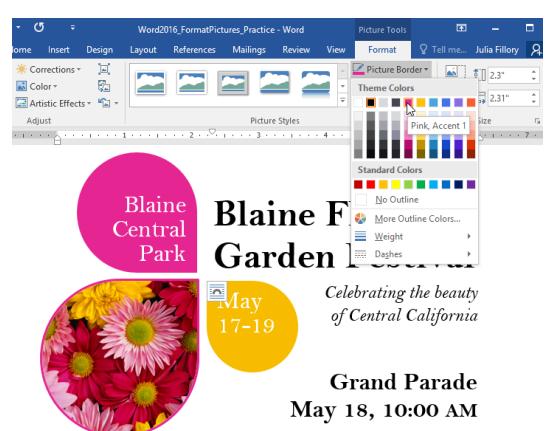
1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.
3. The image will be cropped to the chosen shape.

To add a border to a picture:

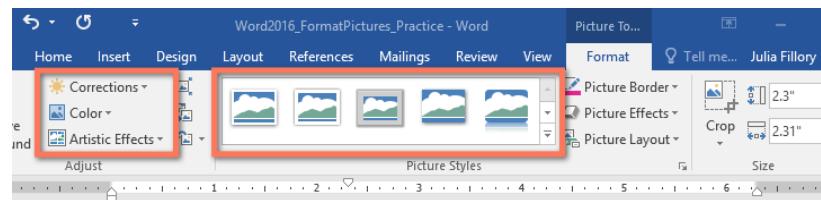
1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.
4. The border will appear around the image.



Making image adjustments



With Word's **image adjustment tools**, you can easily fine tune properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.



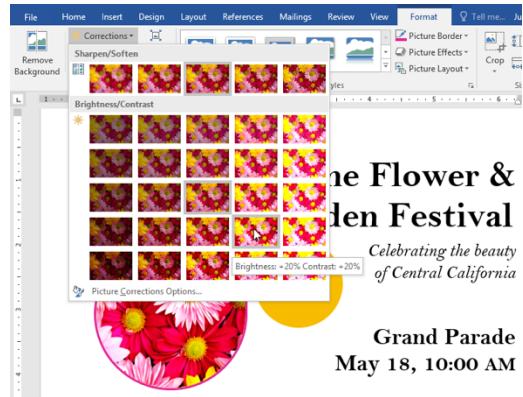
When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.

Corrections

From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.

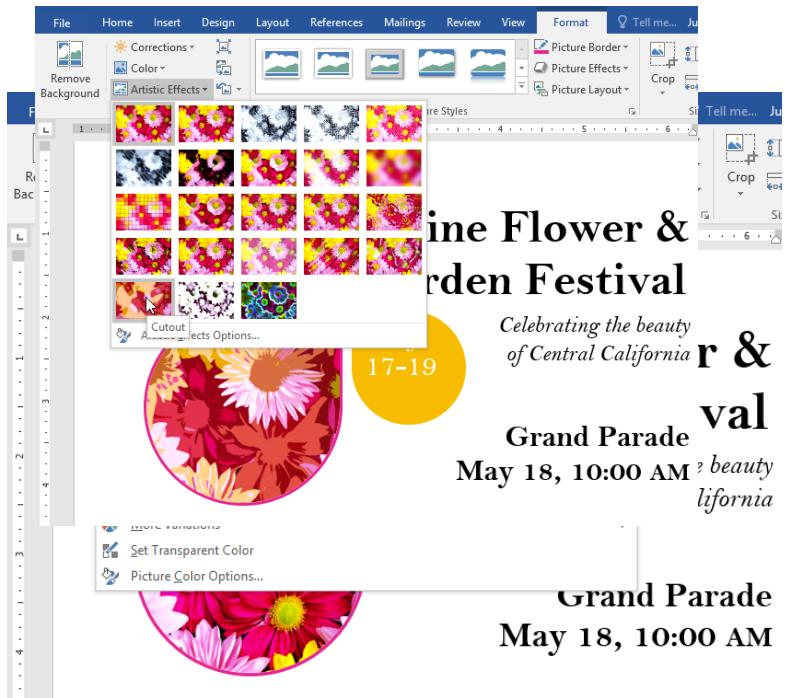
Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



Picture Styles group

This group contains many different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.

Compressing pictures

If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.



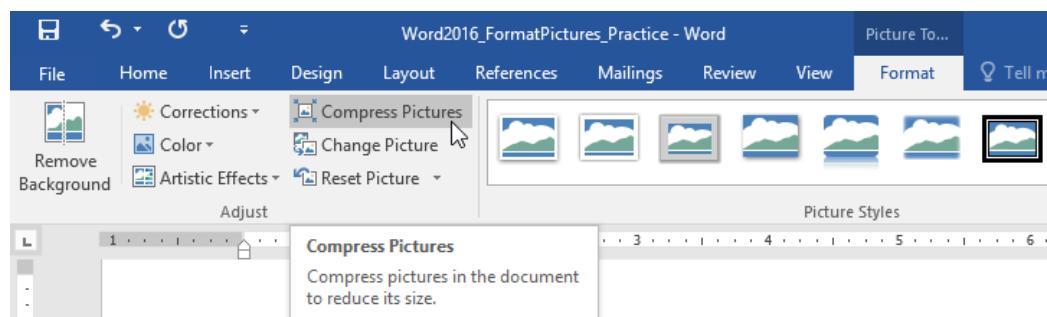
Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Therefore, we recommend **saving an extra copy of your document** before you compress pictures. Alternatively, be prepared to use the **Undo command** if you're dissatisfied with the results.

To compress a picture:

1. Select the picture you want to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** command.

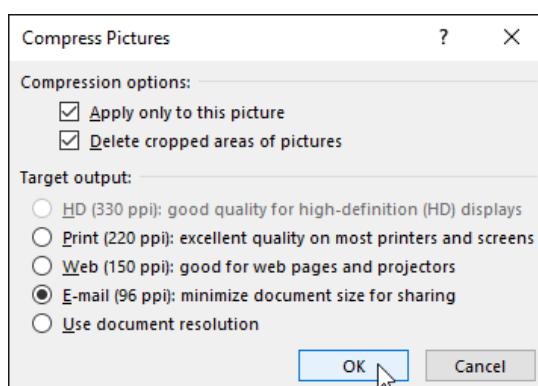
3. A dialog box will appear. Check the box next



to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.

4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.

5. Click **OK**.



Challenge!

1. Open our [**practice document**](#).
2. Scroll to **page 2** and select the picture of the sailboats.
3. In the **Format** tab, change the style to **Simple Frame, White**.
4. With the picture still selected, use **Crop to Shape** and crop to the **Double Wave** shape in the **Stars and Banners** category. **Hint:** The shape names will appear when you hover over them.
5. Select the picture of the **anchor**.
6. In the **Format** tab, use the **Color** drop-down menu to recolor the anchor to **Gold, Accent color 2 Light**.
7. When you're finished, your page should look like this:

Word 2016 -Mail Merge

Introduction

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.

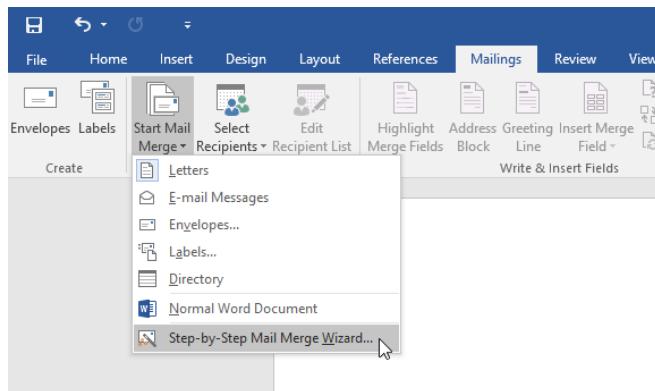
Optional: If you'd like to work along with the lesson, you can download the examples below:

- [**Practice document**](#) (Word document)
- [**Recipient list**](#) (Excel workbook)

Watch the video below to learn more about using the Mail Merge feature.

To use Mail Merge:

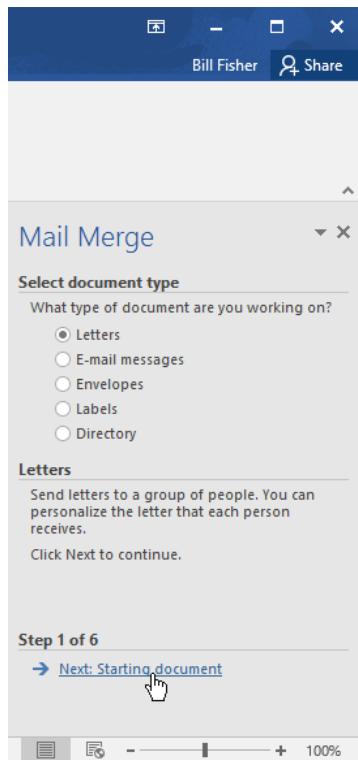
1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.



The Mail Merge pane will appear and guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.

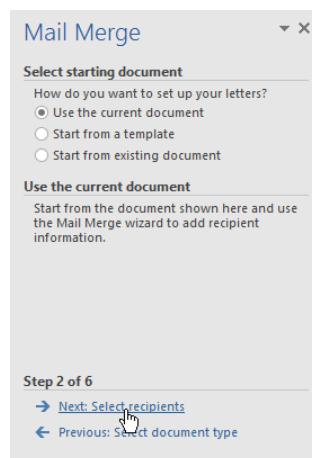
Step 1:

- From the Mail Merge task pane on the right side of the Word window, choose the **type** of document you want to create. In our example, we'll select **Letters**. Then click **Next: Starting document** to move to Step 2.



Step 2:

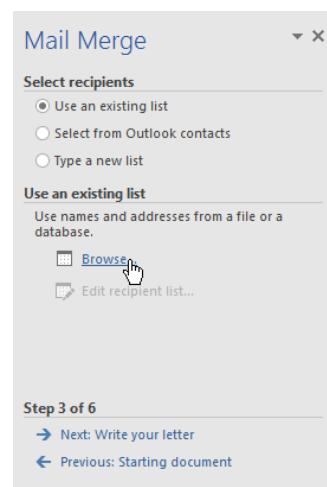
- Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.



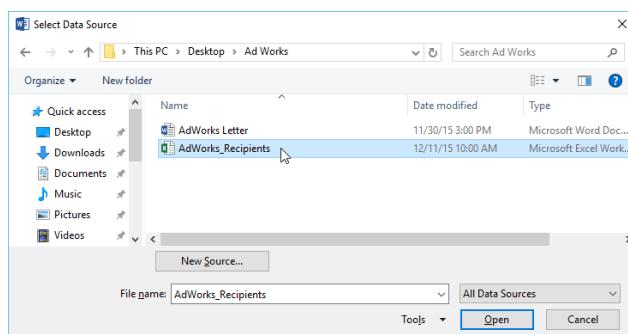
Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

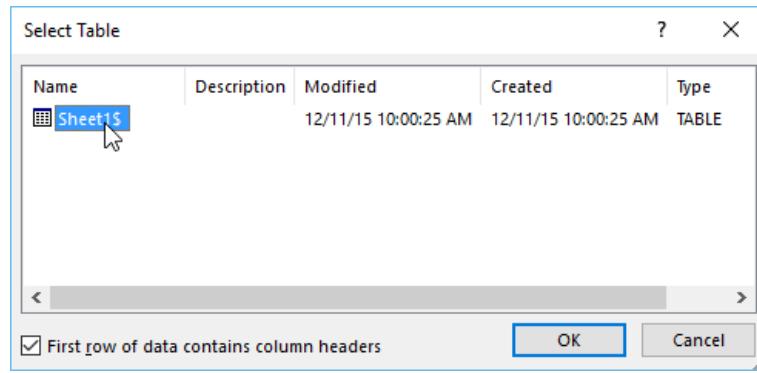
1. Select **Use an existing list**, then click **Browse** to select the file.



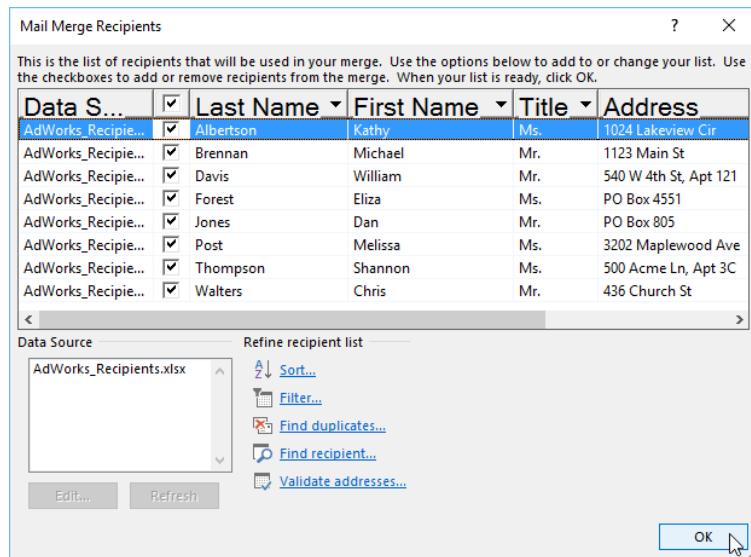
2. Locate your file, then click **Open**.



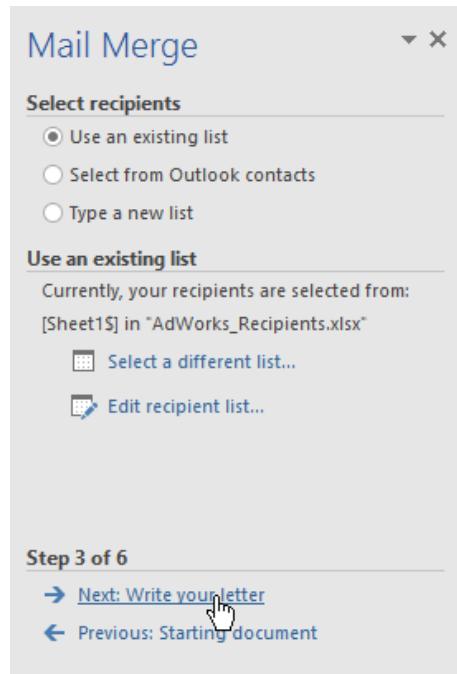
3. If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.



4. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. By default, all recipients should be selected. When you're done, click **OK**.



5. Click **Next: Write your letter** to move to Step 4.



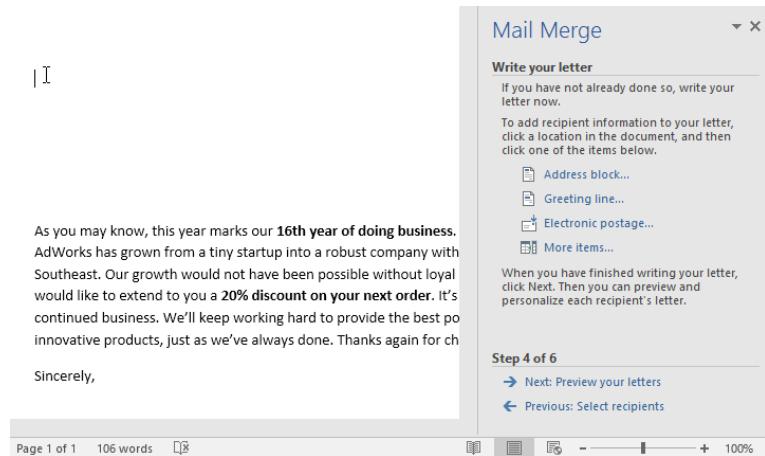
If you don't have an existing address list, you can click the **Type a new list** button and click **Create**, then type your address list manually.

Step 4:

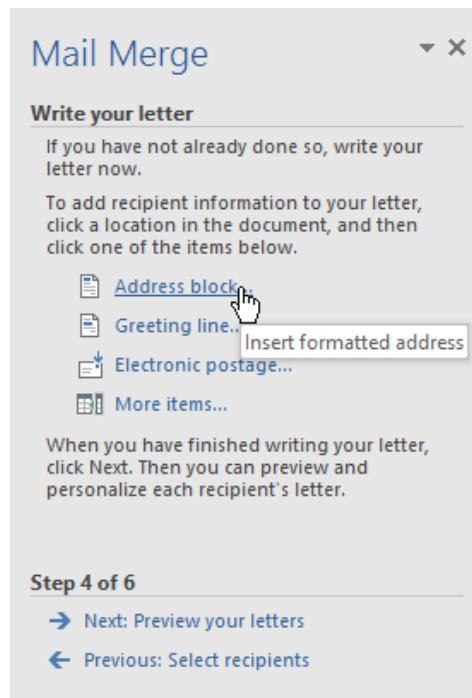
Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

To insert recipient data:

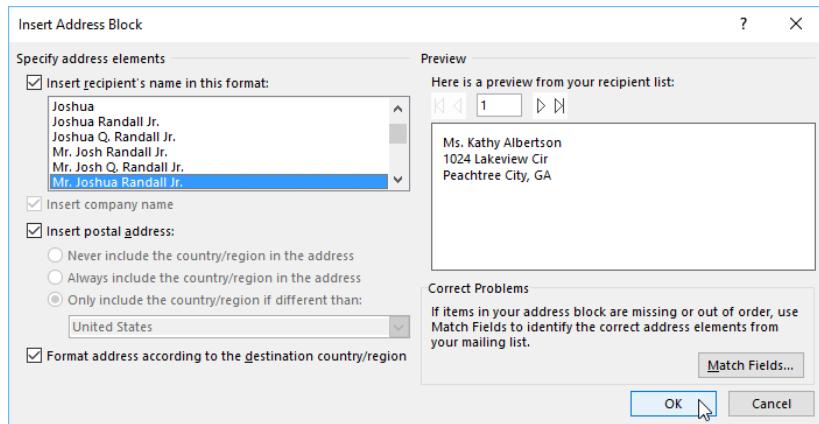
1. Place the insertion point in the document where you want the information to appear.



2. Choose one of the **placeholder** options. In our example, we'll select **Address block**.



3. Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**.



4. A placeholder will appear in your document (for example, «AddressBlock»).

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order**. It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch

Sincerely,

5. Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.

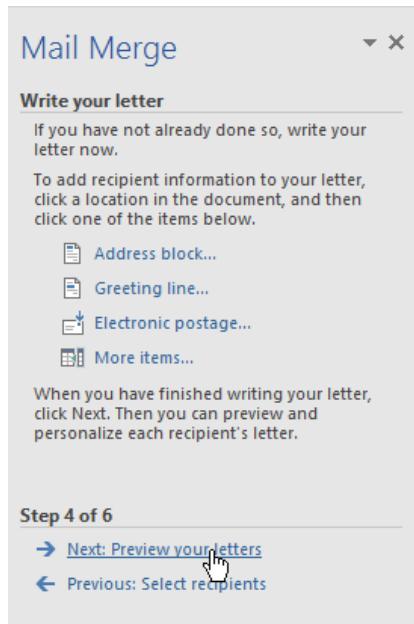
«AddressBlock»

«GreetingLine»

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order**. It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch

Sincerely,

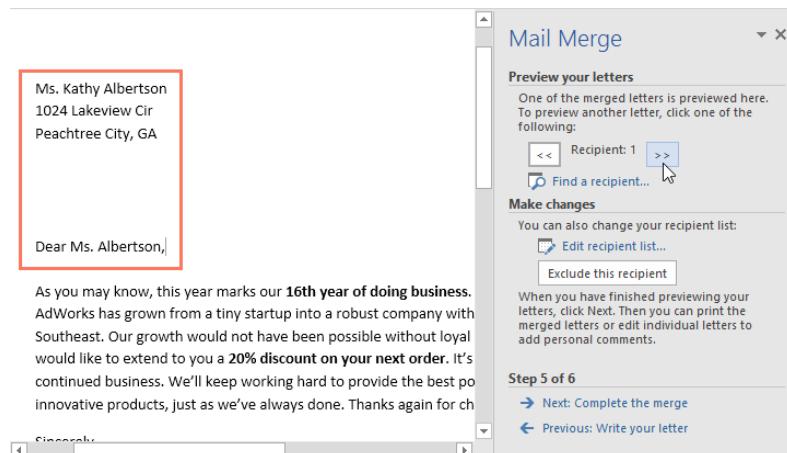
6. When you're done, click **Next: Preview your letters** to move to Step 5.



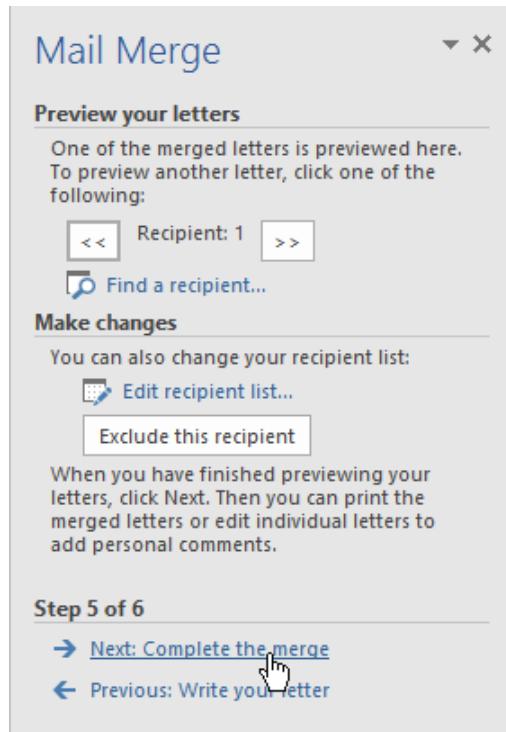
For some letters, you'll only need to add an **Address block** and **Greeting line**. But you can also add more placeholders (such as recipients' names or addresses) in the body of the letter to personalize it even further.

Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.

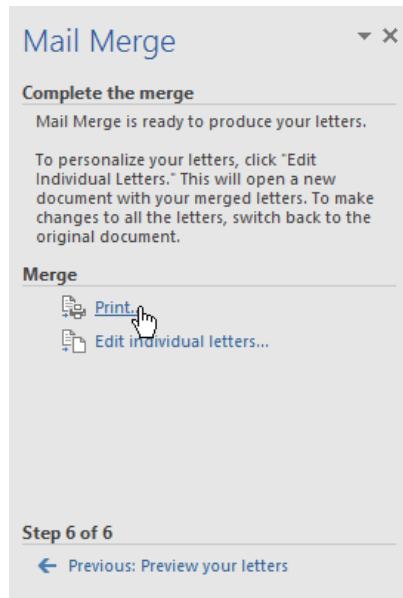


2. If everything looks correct, click **Next: Complete the merge** to move to Step 6.

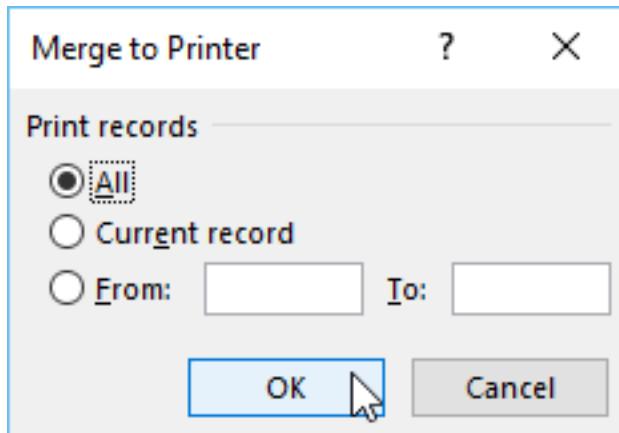


Step 6:

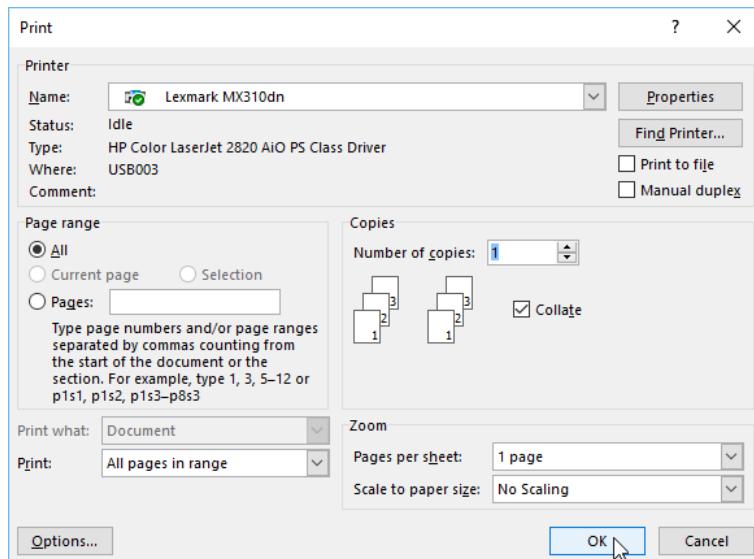
1. Click **Print** to print the letters.



2. A dialog box will appear. Decide if you want to print **All** of the letters, the current document (record), or only a select group, then click **OK**. In our example, we'll print all of the letters.



3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.



xxi. Challenge!

1. Open our [practice document](#) and [practice recipient list](#).
2. Use the **Mail Merge Wizard** to merge the letter with the recipient list.
3. Insert an **address block** at the top of the document. Choose the second format: **Joshua Randall Jr.**
4. Above the body of the letter, insert a **Greeting Line**. Format the greeting line so it says **Mr. Randall,**

5. Check your letters to make sure they are formatted correctly. Your third letter should look something like this:

William Davis
540 W 4th St, Apt 121
New York, NY

Mr. Davis,

As you may know, this year marks our **16th year of doing business**. Since our launch over a decade ago, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

Sincerely,

Liz Doe
President and CEO

6. Complete the merge.

Continue