Chapter 1: Introduction to MS Word 2016

DACC (D4) & HDRM (D4)

Learning Objectives

- Understand the Purpose and Audience of the textbook.

- Exploring Features of MS Word 2016

- The Benefits of mastering Word 2016

- New Features of Word 2016

- Upgrade of Word 2016
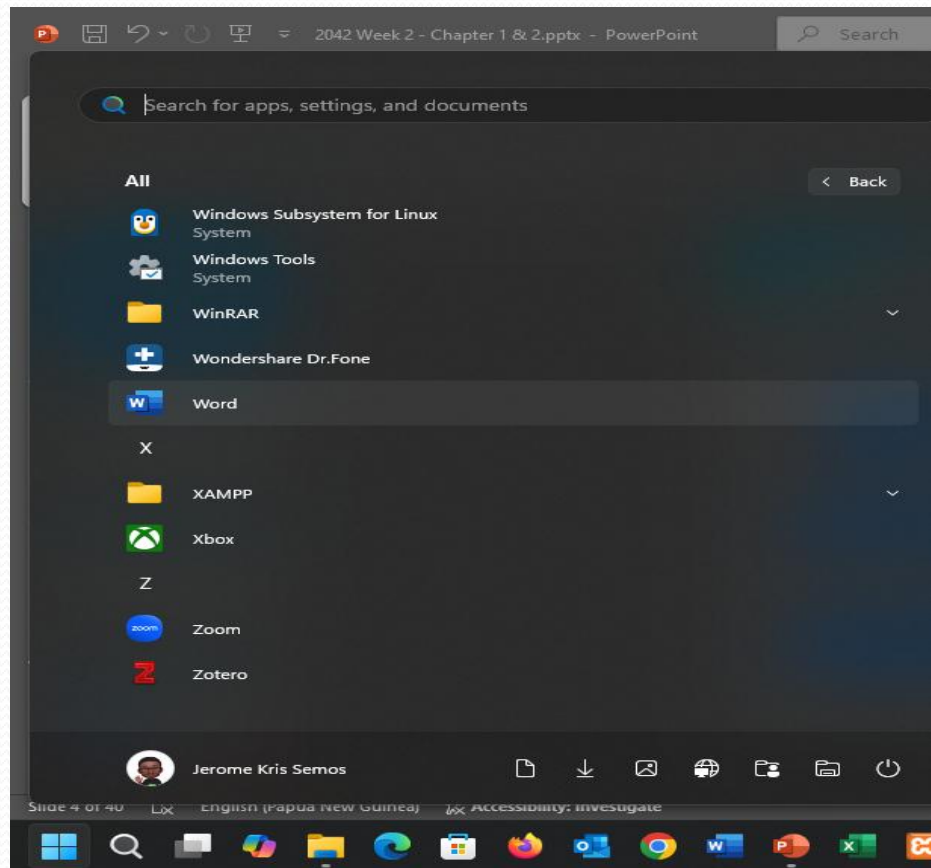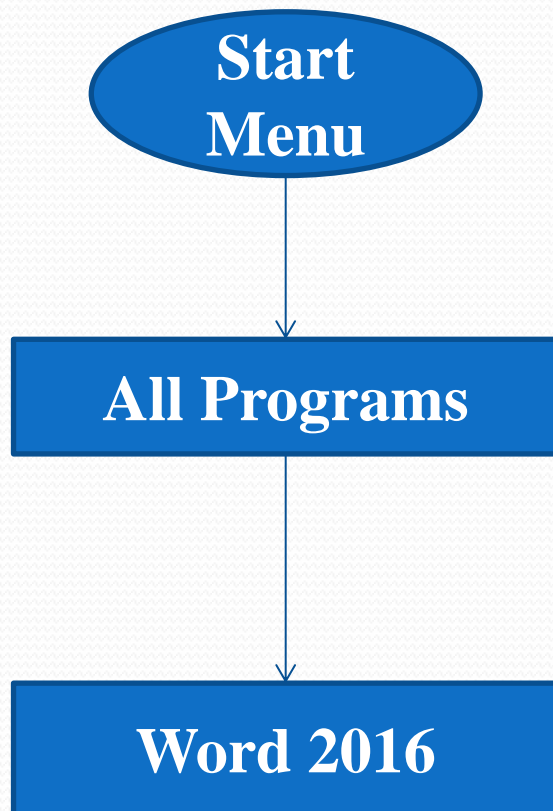
- Practical understanding of Word 2016

Chapter 1: Introduction to MS Word 2016

- Microsoft Word 2016 is a versatile and powerful word-processing program that is used to create professional-looking documents such as reports, resumes, letters, memos, newsletters and etc.

Working with Word 2016

Start
Menu

All Programs
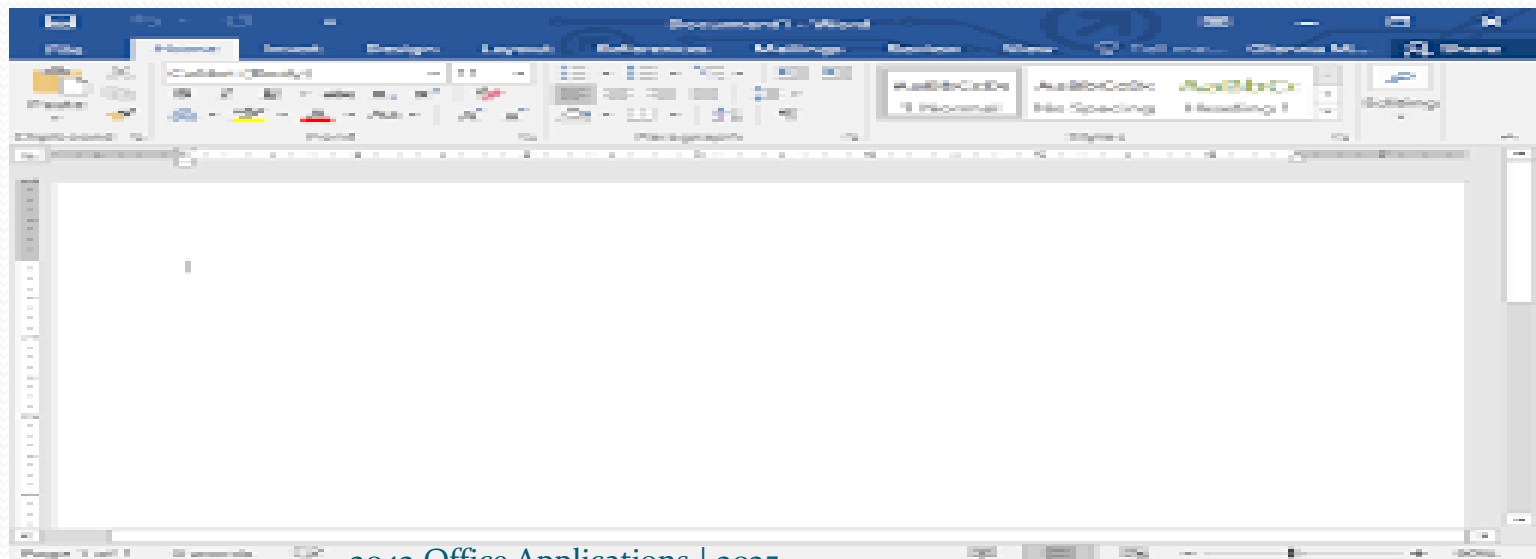
Word 2016

Overview of MS Word 2016

- Key features:
  - Document creation
  - Text formatting and style
  - Page layout options
  - Inserting images and tables
  - Collaboration tools
  - Proofing tools

Benefits of Mastering MS Word

- Increased Productivity
- Improve document quality
- Professionals skills development
- Collaboration and teamwork
- Preparation for future technology

New Features MS Word

- Real-time Collaboration (Co-Authoring)
- Improved Sharing Options
- Tell Me Feature
- Smart Lookup(Insights)
- Improved Version History
- New Themes and Styles
- Ink Equation
- Simplified Sharing with OneDrive Integration
- Improved Formatting Features
- Data loss Protection (DLP)

Why Upgrade to Word 2016

- Increased productivity – edit, format and save document.

- Real-time collaboration –multiple users can work on the same document simultaneously.

- The "Tell Me" feature add a layer of convenience to speed up your work process.

Week 1 Review Questions

1. List key features in MS Word 2016 and explain.
2. What is the purpose of "Tell Me" feature in Word 2016?
3. What's MS Word 2016 used for?
4. Write the function of the following keyboard short-cut keys:

- Ctrl + Z   Ctrl + J   F7
- Ctrl + C   Ctrl + Q   Ctrl + K
- Ctrl + Y   Ctrl + A   Ctrl + F
- Ctrl + X   Ctrl + S   Ctrl + H
- Ctrl + E   Ctrl + P   Ctrl + Enter

Chapter 2: Getting started with MS Word 2016

DACC (D4) & HDRM (D4)

Learning Objectives

- Understanding Word processing software.
- Identifying components of MS Word 2016 interface.
- Perform basic document typing.

Word Processing

- **Word processing** refers to the act of creating, editing, formatting, and printing text-based documents on a computer.
  - Edit text easily
  - Format documents for clarity
  - Insert multimedia
  - Proofread and improve content
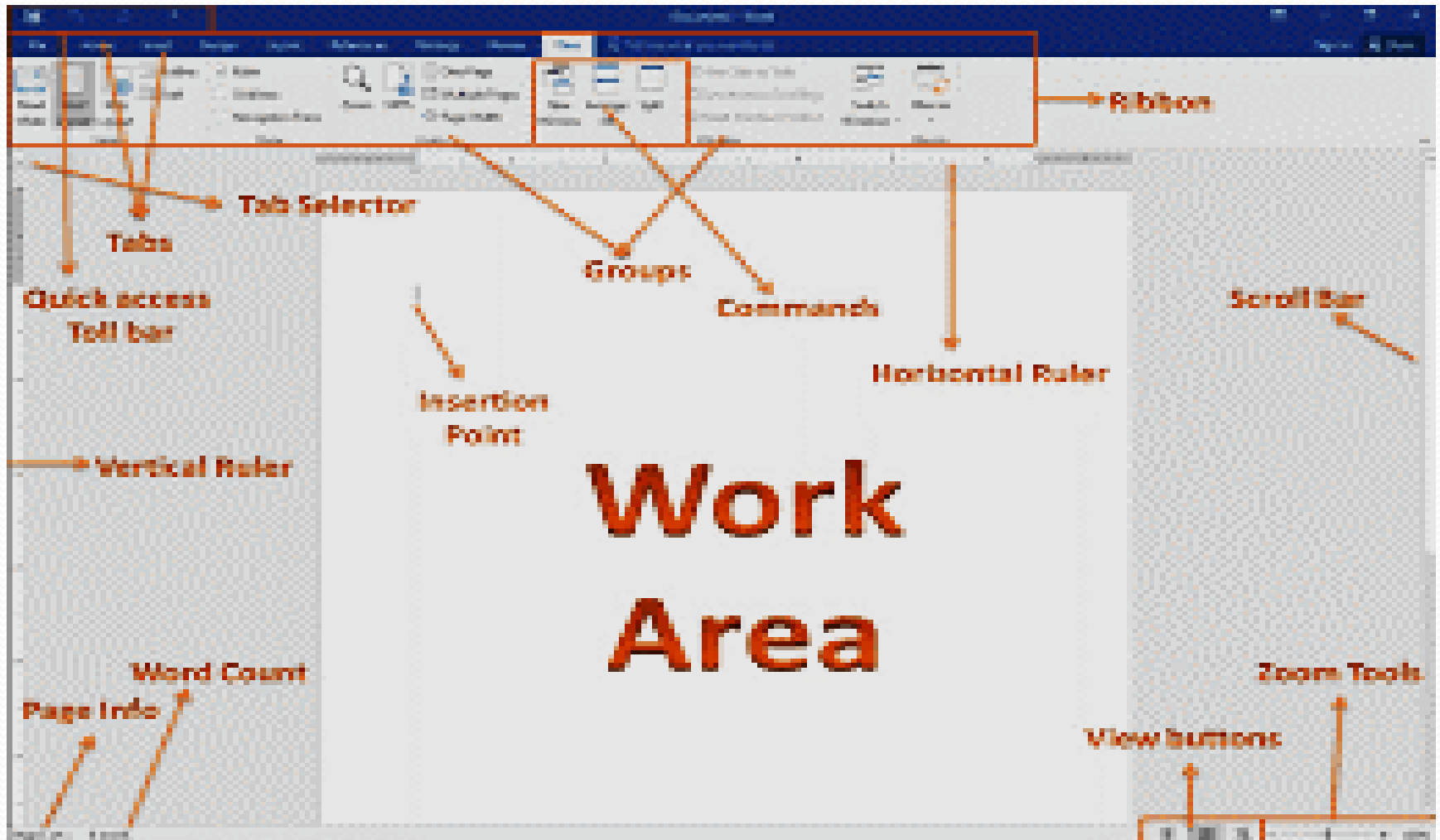 - Save documents
  - Print documents

Reasons why MS Word is a Popular Choice

- User-Friendly Interface
- Versatility
- Advanced Formatting and Design Tools
- Collaboration Features
- Compatibility.

Applications of Word Processing

- Education
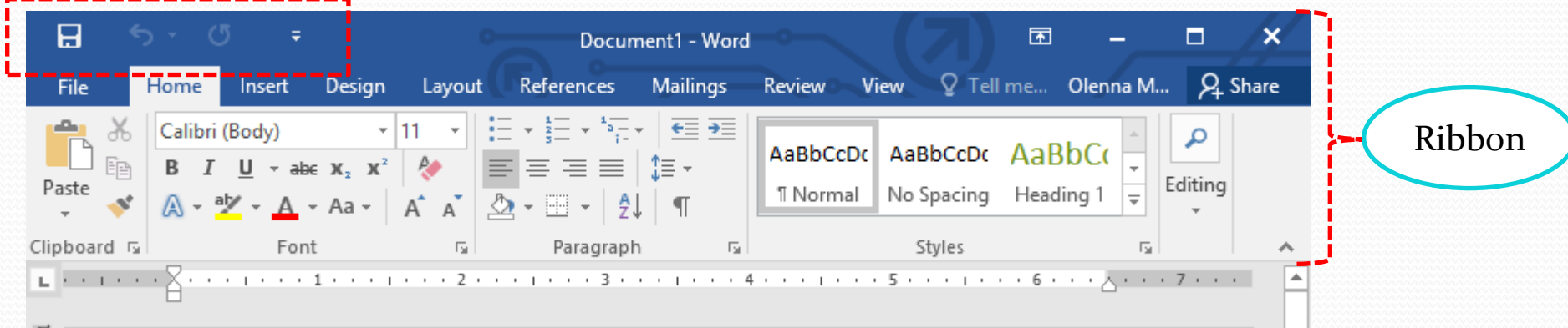- Business
- Hospital
- Personal Use

# Exploring Word 2016 Interface

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**

Quick Access toolbar

Ribbon

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**
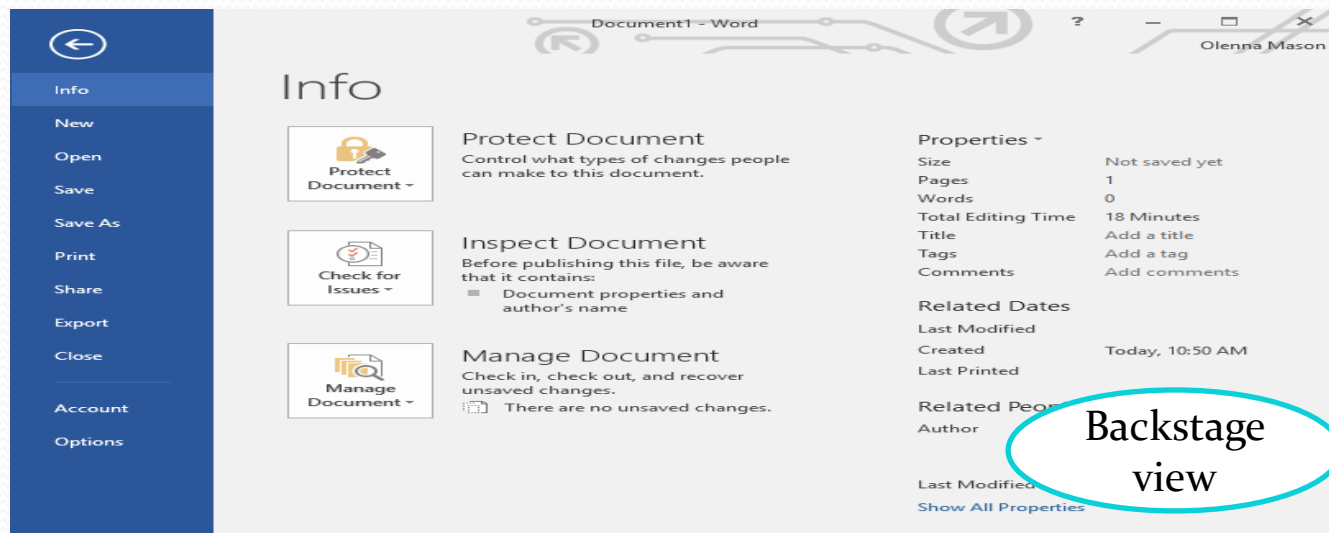

Backstage view

File Menu

- **File Menu:** The File tab will bring you into the Backstage View. The Backstage View is **where you manage your files and the data about them** – creating, opening, printing, saving, inspecting for hidden metadata or personal information, and setting options

Ribbon

- Below the title bar
- Contains various set of tabs
- Buttons representing commands are organized into groups
- Customized frequently used commands like save, open, new, etc.
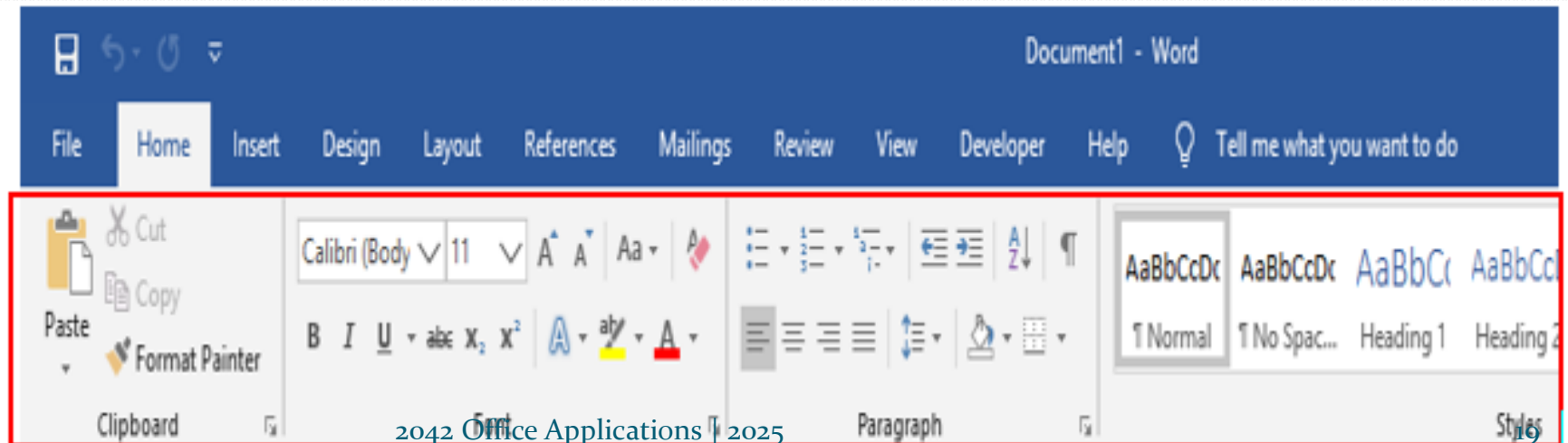
Tab

- An area on the Ribbon that contains buttons that are organized in groups. The default tabs are **Home, Insert, Design, Layout, References, Mailings, Review, View.**
- The Ribbon has several Tabs like Home, Insert, Design, Layout, References, Mailings, Review, View, etc.
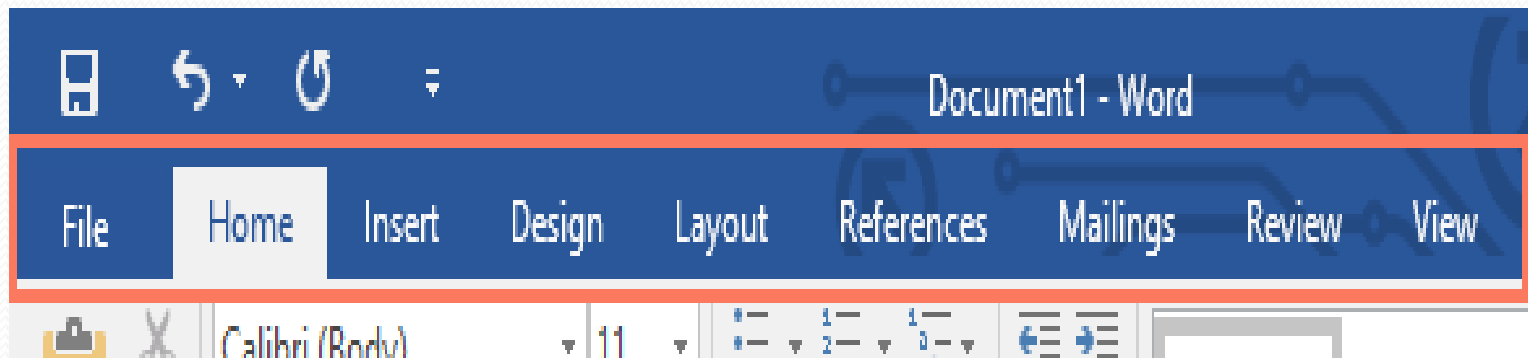
Home Tab

- ✓ Active by default

- ✓ Most often used by all users

- ✓ When you insert picture, chart or table, new tabs might be available

- ✓ Point on the button to know the name and purpose of the button and also keyboard shortcuts(if available)

- ✓ Dialog box launcher

Title Bar

✓ A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Maximize and Close buttons

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

Group

- A group of buttons on a tab that are exposed and easily accessible.
- 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.
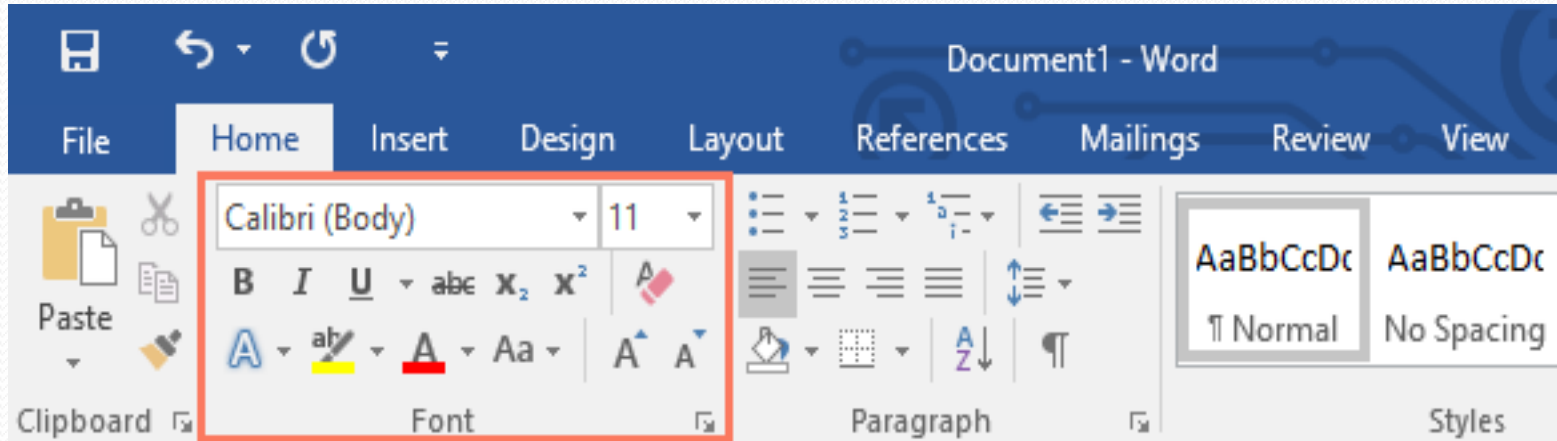
Dialog Box Launcher

- ✓ button in the corner of a group that launches a dialog box containing all the options within that group.
- ✓ Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.
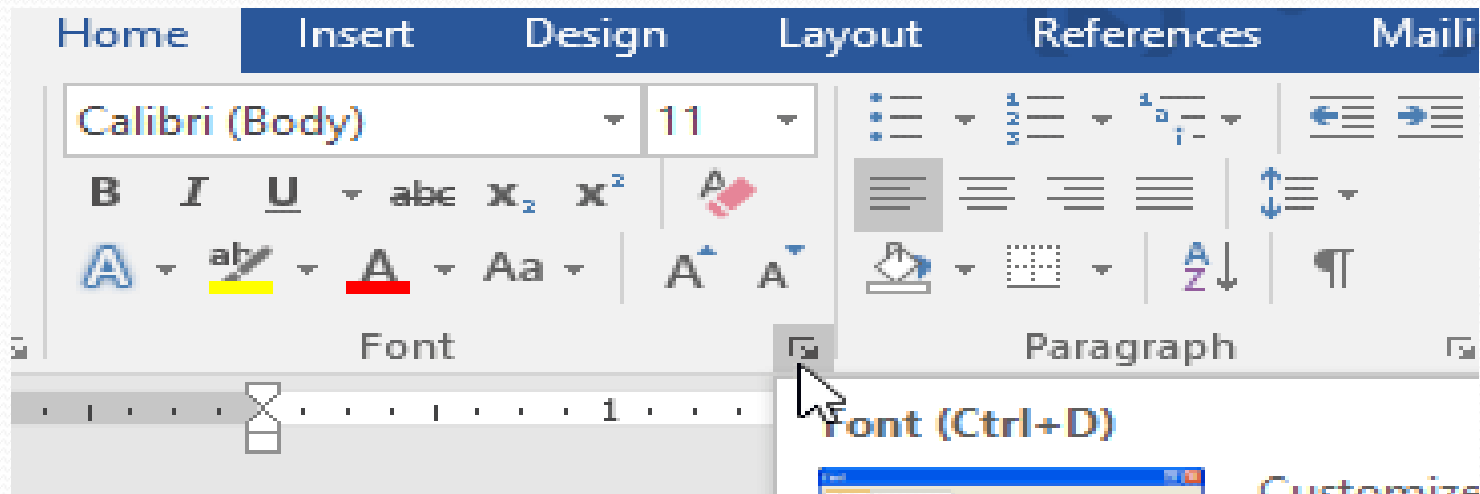
Showing and hiding the Ribbon

✓ 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:
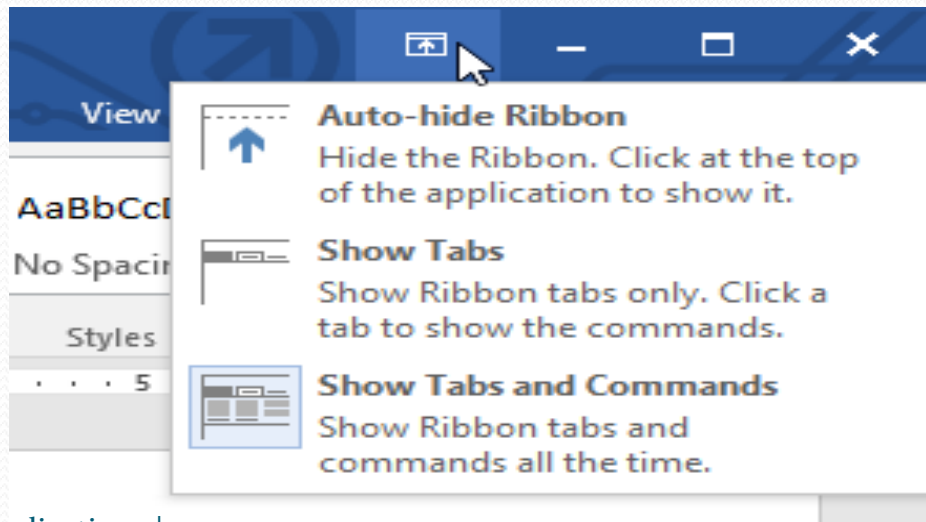
Showing and hiding the Ribbon

✓ **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.

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
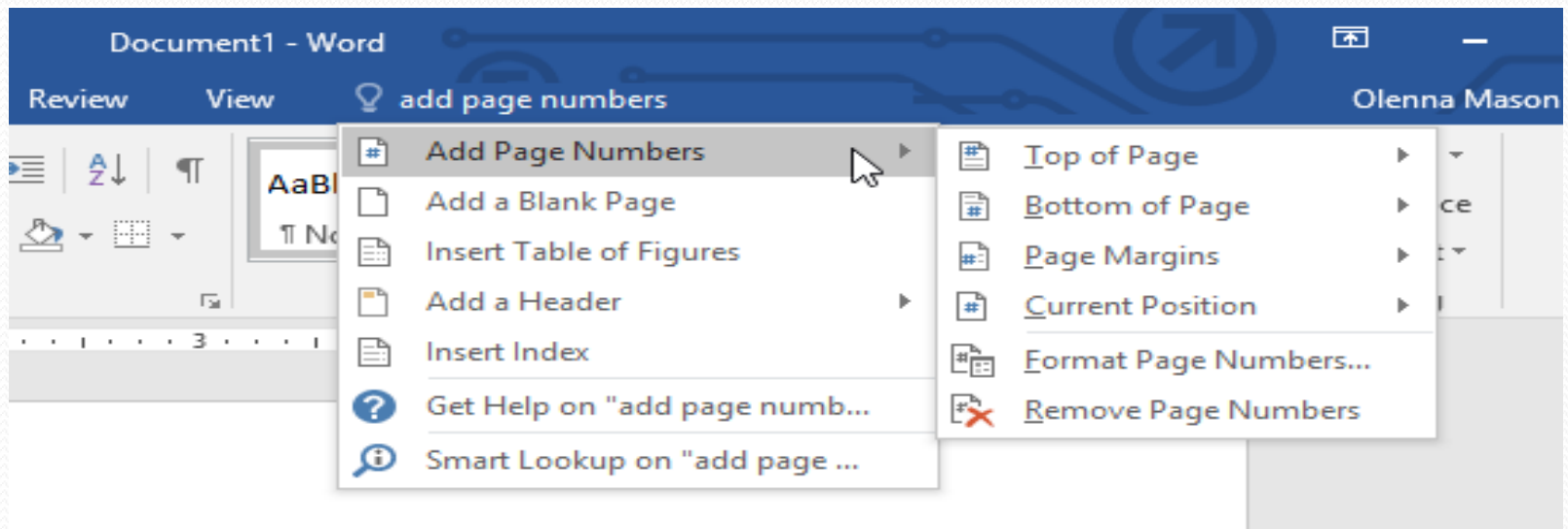
Contextual Tabs

✓ are designed to appear on the Ribbon when certain objects or commands are selected. These tabs provide easy access to options specific to the selected object or command. For example, the commands for editing a picture will not be available until the
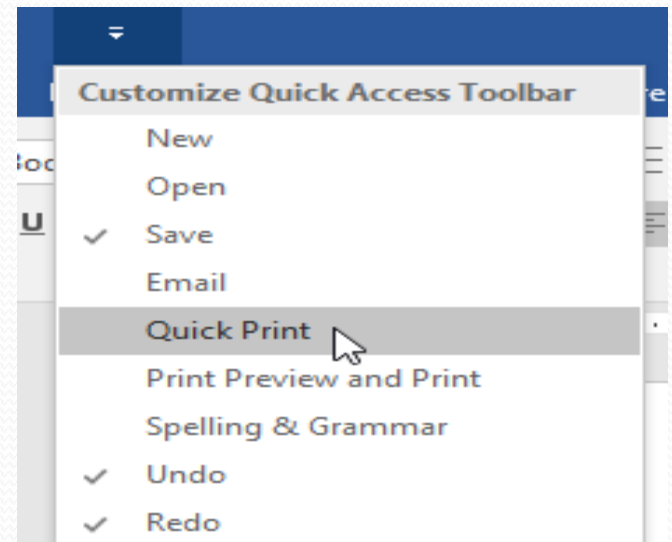picture is selected, at which time the Picture Tools tab will appear.
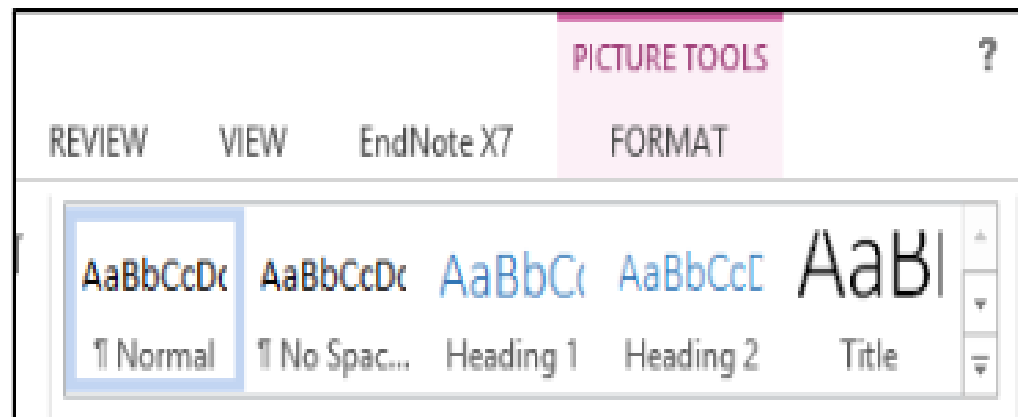
To Add commands to the Quick Access Toolbar

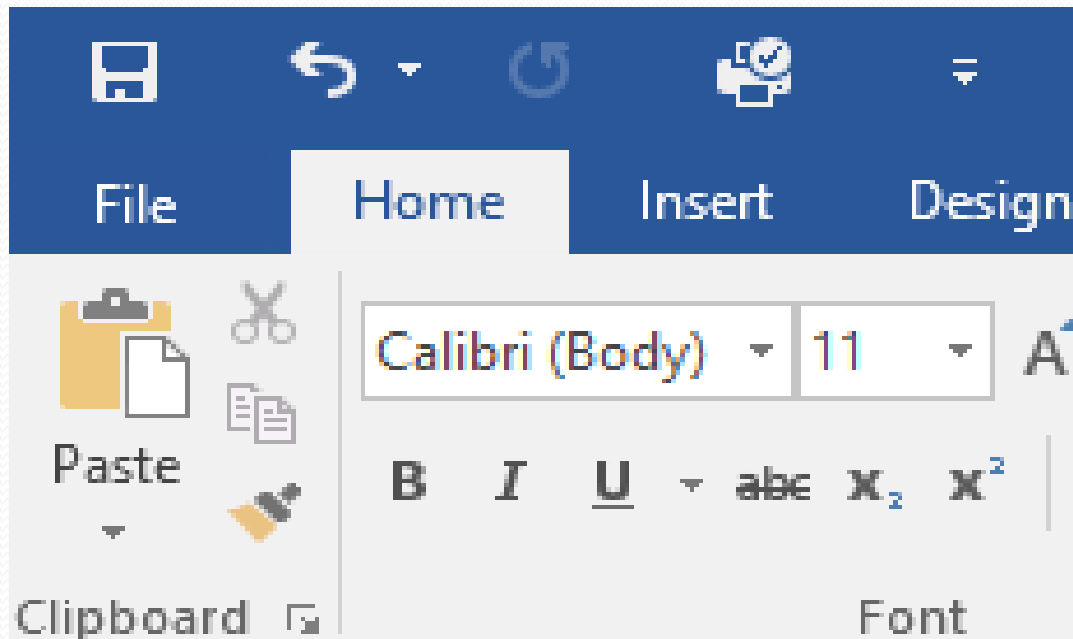1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
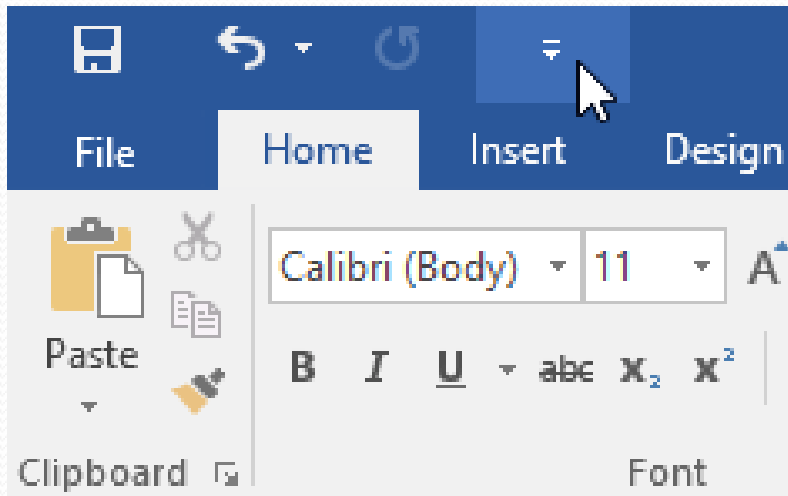
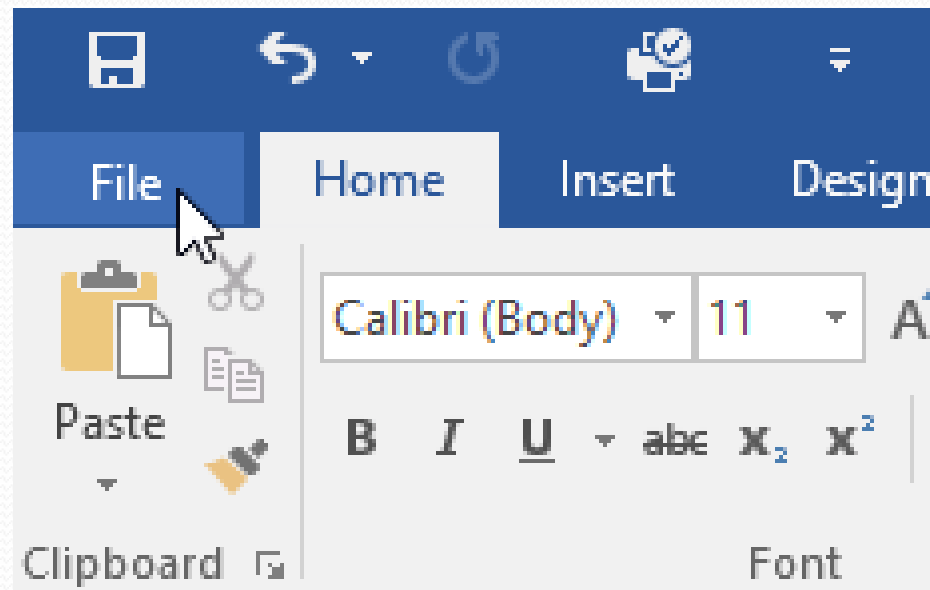2. Select the **command** you want to add from the menu.

To Add commands to the Quick Access Toolbar

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

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**

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.

Print Layout: View the document as it will appear on the printed page (Headers & footers are visible).

**Read Mode:** To maximize the space available for reading and commenting on the document.

Web Layout: view the document as it would look as a web page.

Outline: View the document as an outline.

**Draft:** View as draft for quick editing (headers & Footers are not visible)

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**.
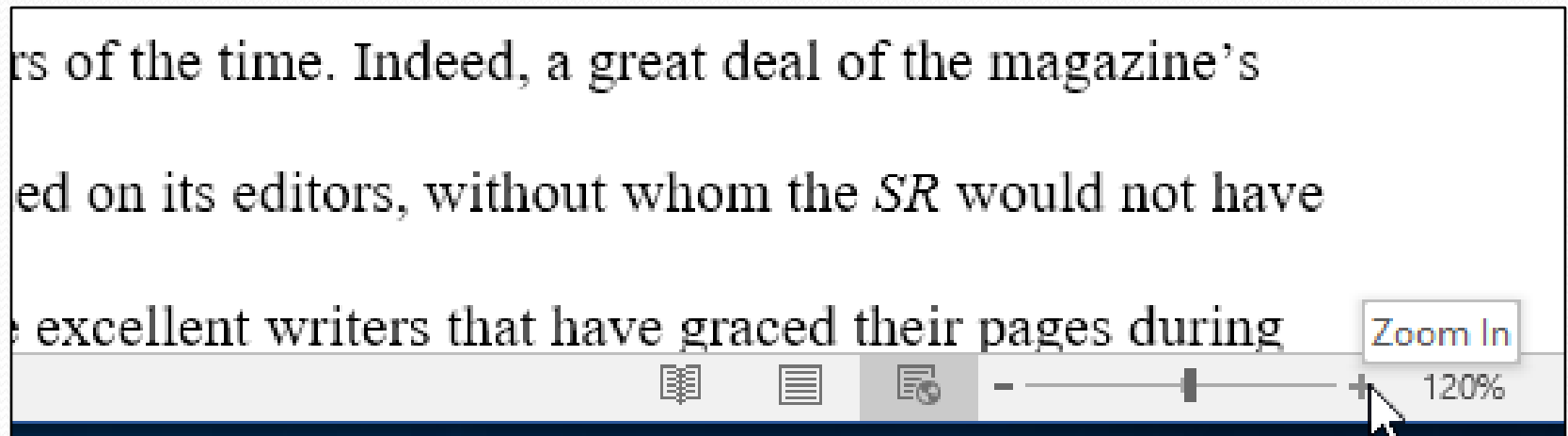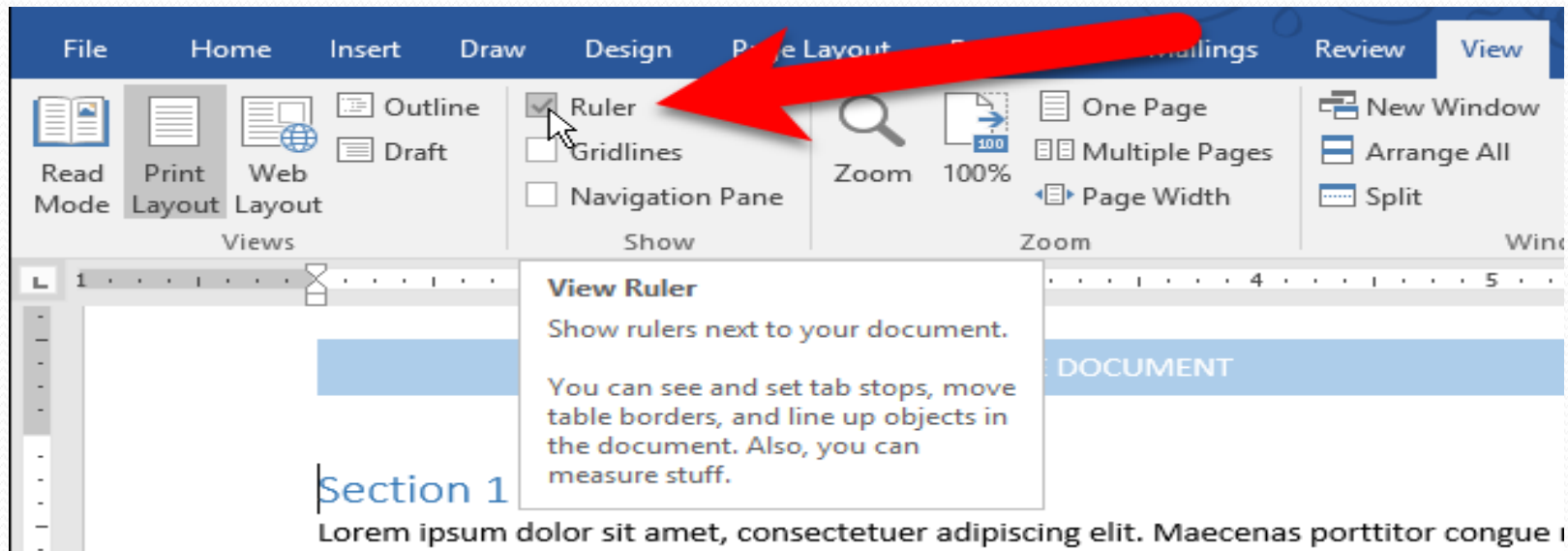
Status Bar

➢ Bottom of the page

➢ Display information about current document.

➢ Spell check

➢ Views and zoom control

Status Bar in Microsoft Word
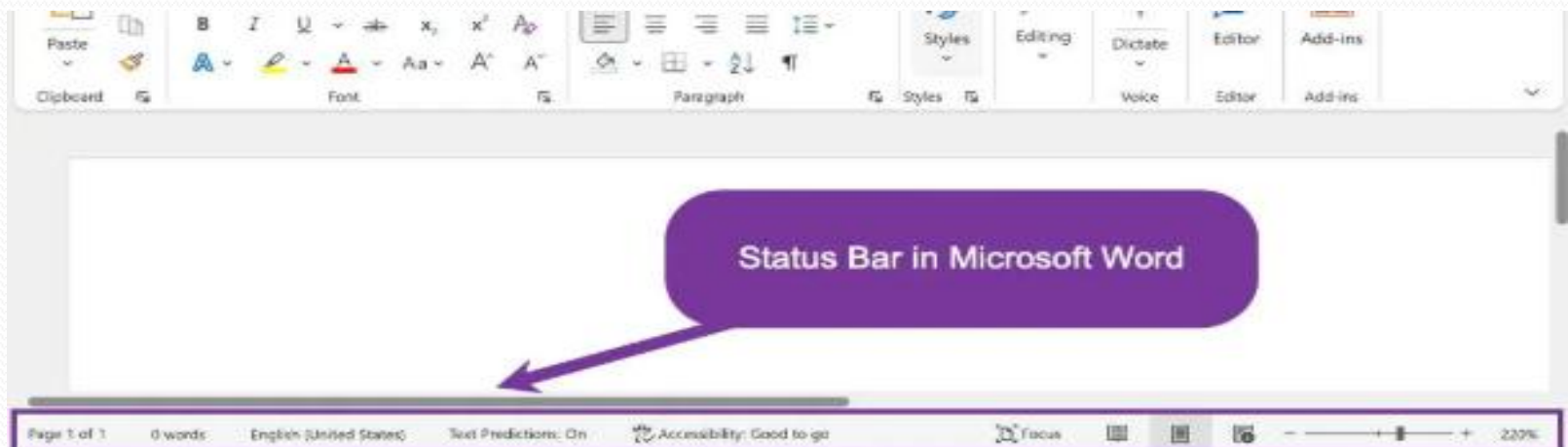
Ruler:

- View → Show (Group) → Ruler

- View → Show (Group) → Gridlines

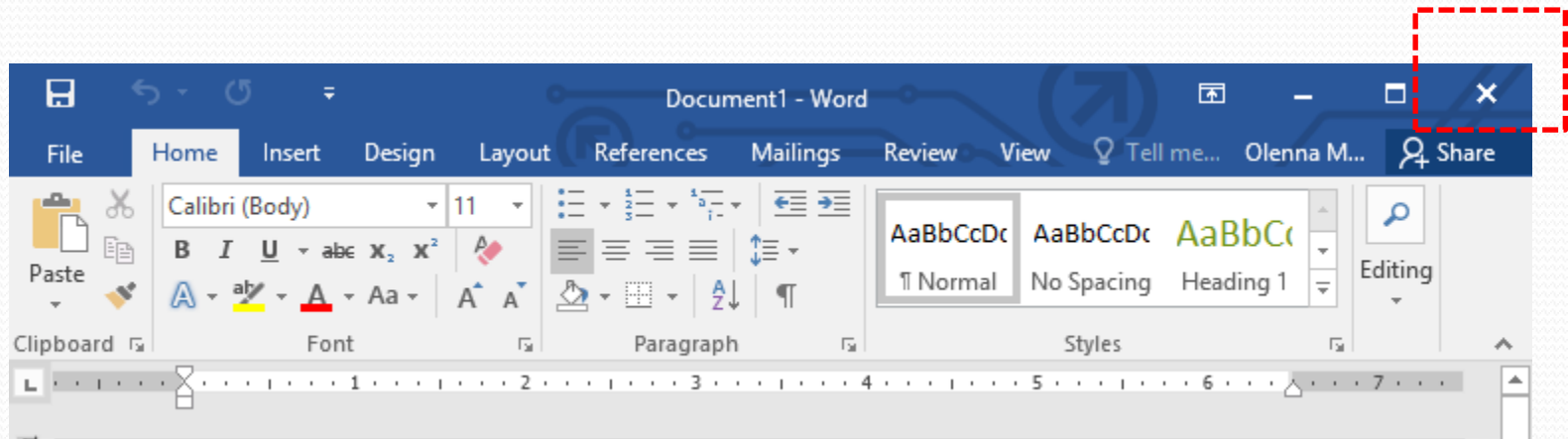- View → Show (Group) → Navigator

Help:

1. Title bar → Top right corner

2. File → Help

Closing:

- X Mark at the top right corner

- File→ Exit

- Alt + F4

Week 2 Review Exercise

- Open blank MS Word 2016 and review the interface by naming them correctly.