



Microsoft Office Word 2016 for Mac

Introduction to Word

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Microsoft Office: Word 2016 for Mac Introduction to Word

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Introduction

This booklet is the companion document to the Intro to Word 2016 workshop. It includes an introduction to the interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Word 2016 interface.
- Create a new document.
- Set document margins.
- Set paragraph alignment, indentation, and spacing.
- Set tabs.
- Add headers and footers to a document.
- Apply a theme to a document.
- Format text.
- Check the document for spelling and grammar.

Note: This document frequently refers to right-click. If your set-up does not include a mouse with two buttons, Mac users can configure their single-button mouse to do a right-click by accessing the *System Preferences > Mouse* settings and setting the right-button to **secondary button**. Right-click can also be enabled by holding **Control + click**.

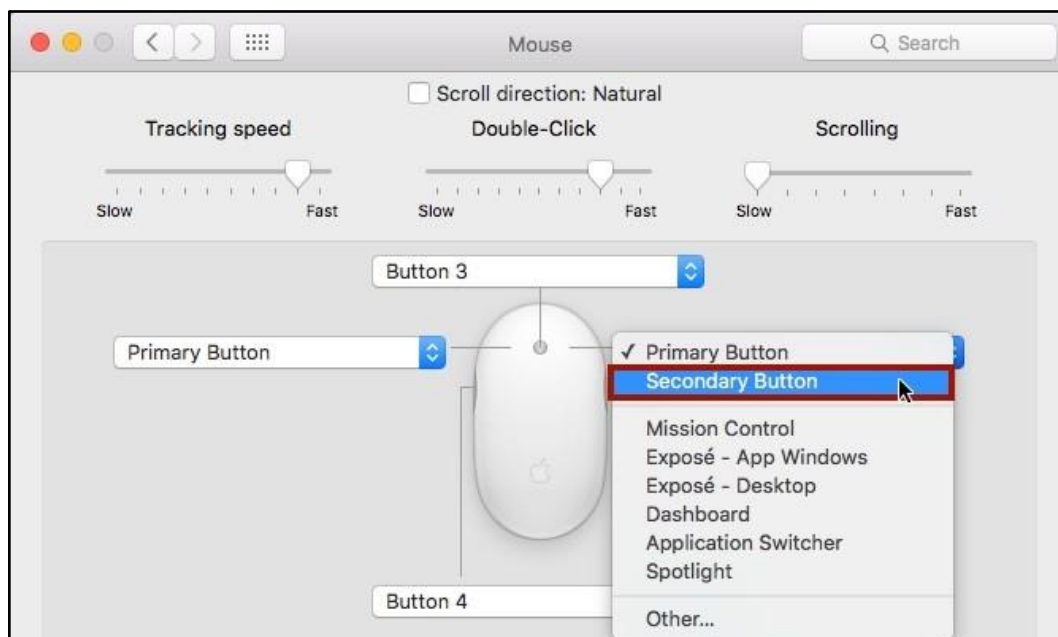


Figure 1 - Mouse Settings

The Word 2016 Interface

The following describes the Word 2016 interface.

The Backstage View

When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates. The following explains how to enter the *Backstage View* after creating your document:

1. Click the **File** button located on the *Quick access toolbar* above the *ribbon*.

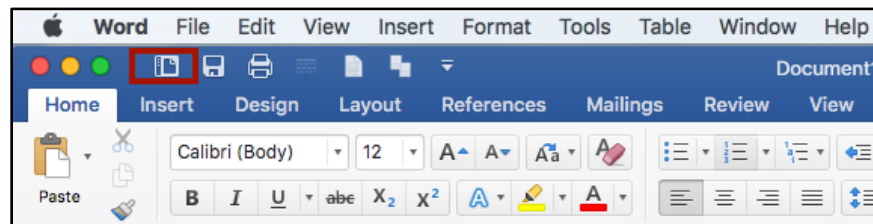


Figure 2 - File Button (Backstage View)

2. The *Backstage View* will open, presenting the following actions:
 - a. **New** – Create a new document from a blank or pre-formatted template (See Figure 3).
 - b. **Recent** – Open a recent document from your computer (See Figure 3).
 - c. **Open** – Open an existing document (See Figure 3).

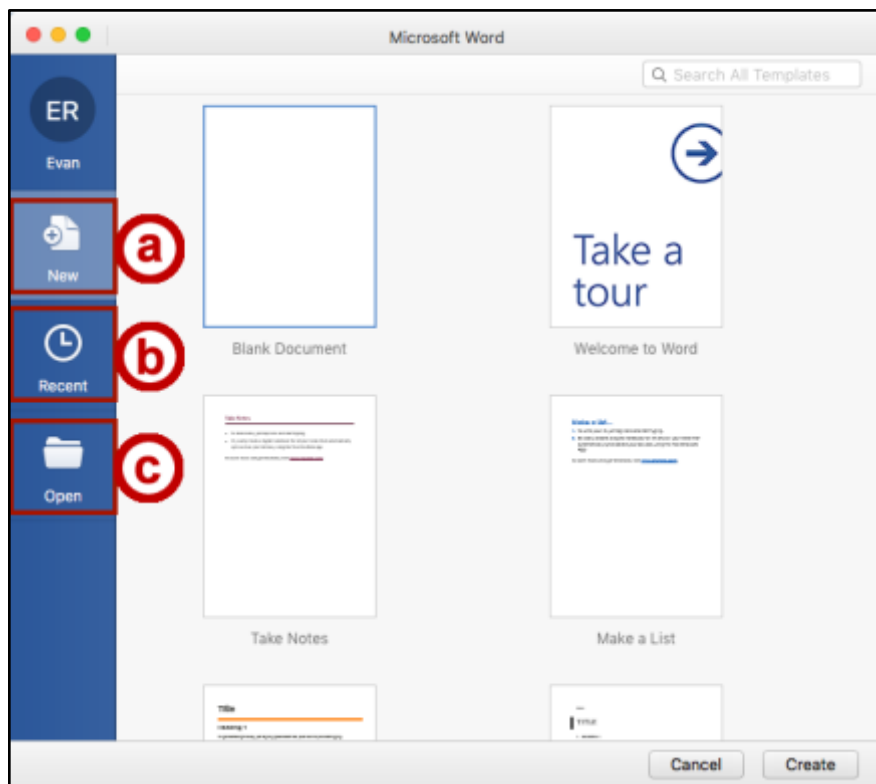


Figure 3 - Backstage View

The Ribbon

The Ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. Each product in the Office Suite has a set of tabs that pertain to the functionality of that application. Each tab is further divided into *groups* such as the *Font* and *Paragraph*.

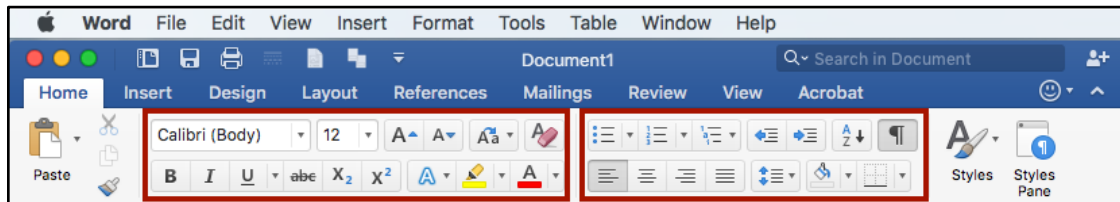


Figure 4 - The Ribbon

Additional formatting options can be accessed through *Format* on the *Menu bar* at the top of the screen.

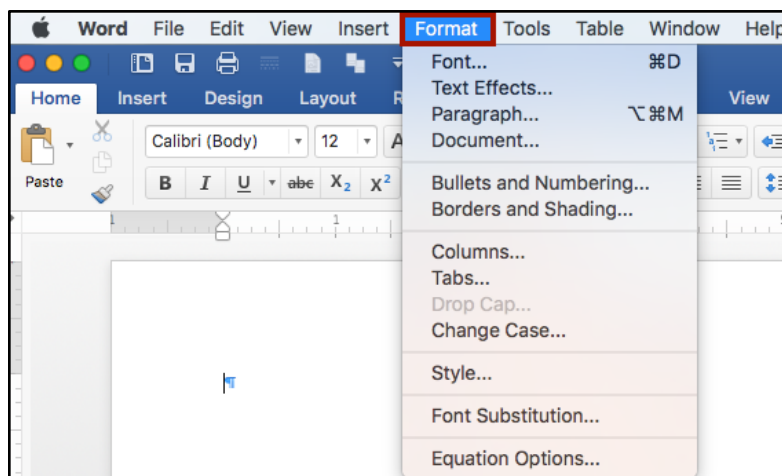


Figure 5 - Format

Contextual tabs will appear depending on what you are working on. For example, if you've inserted pictures, the tab appears whenever a picture is selected.

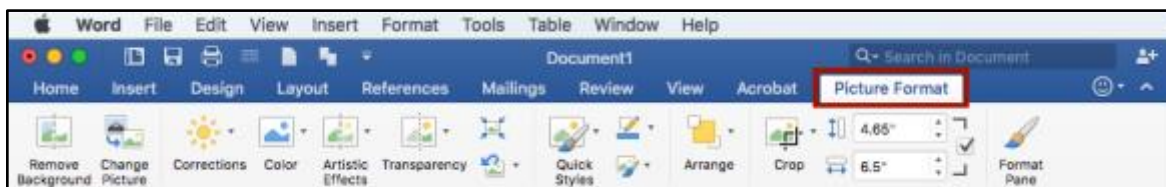


Figure 6 - Contextual Tab

The Quick Access Toolbar

The *Quick Access Toolbar* is located in the upper-left part of the main Word window, above the *Ribbon*. It provides easy access to commands that you may use often and be customized to your preferences. The following explains how to customize the *Quick Access Toolbar*:

1. In the *Menu bar*, click **Word** (See Figure 7).
2. Click **Preferences** (See Figure 7).

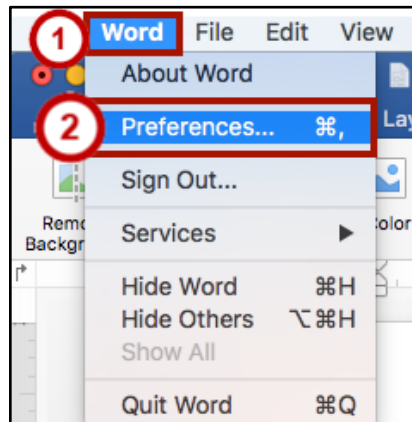


Figure 7 – Access Customization Options for the Quick Access Toolbar

3. The *Preferences* window will appear. Click **Ribbon & Toolbar**.

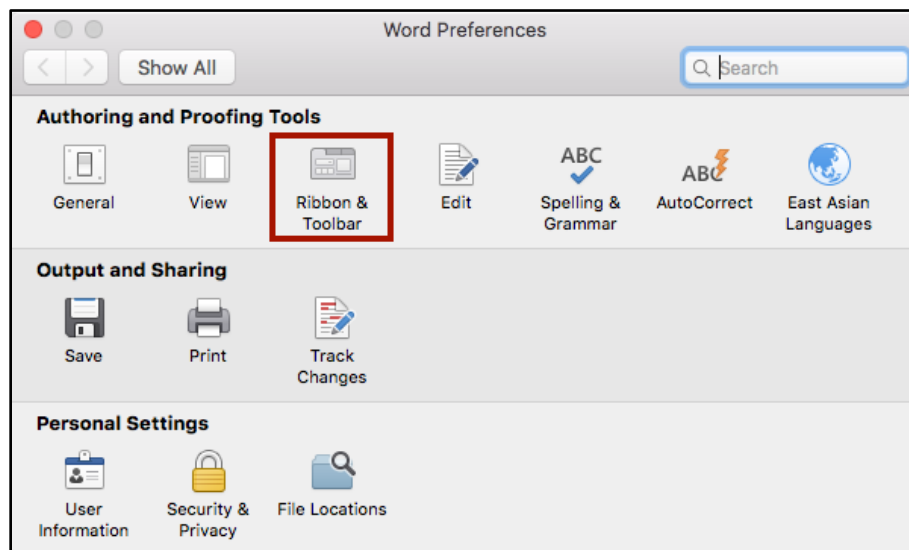


Figure 8 - Ribbon & Toolbar

4. The *Quick Access Toolbar* customization window will open. From the column on the left, select a **command** from the list under *Choose commands from* to add to your *Quick Access Toolbar* (See Figure 9).
5. Click the **Add** button (See Figure 9).
6. Click the **Save** button (See Figure 9).

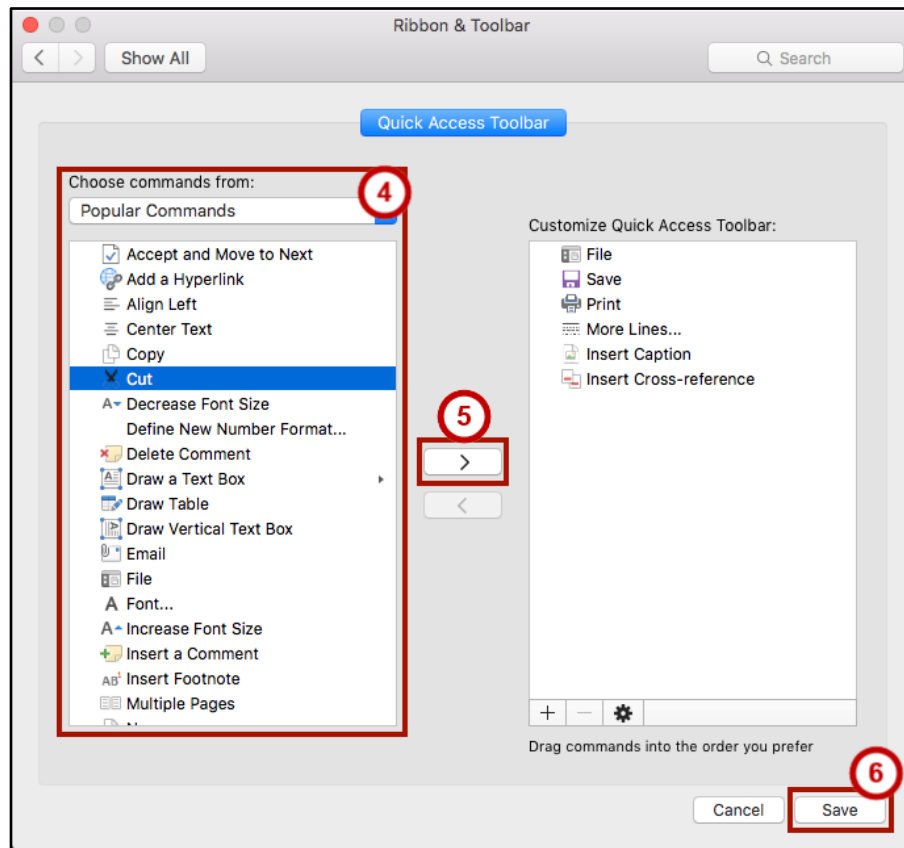


Figure 9 - Adding Commands to the Quick Access Toolbar

Get Help with Word

To receive Microsoft Word Help:

1. On the *Menu Bar*, click **Help**.

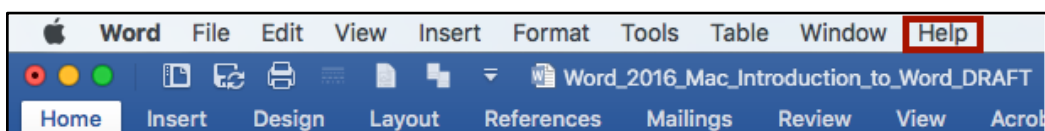


Figure 10 - Help

2. A drop-down will appear. In the *Search* field, type what you want help with (See Figure 11).
3. A list of results will appear. Hover over **Menu Items** to have their location pointed out (See Figure 11).
4. Click on a **Help Topic** to open *Word Help* and additional help topics (See Figure 11).

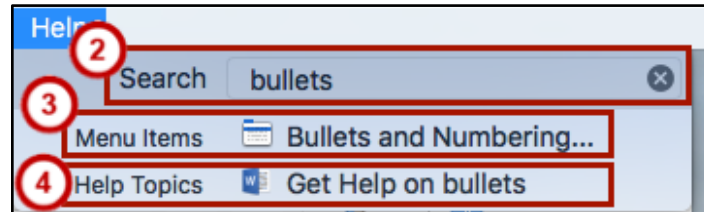


Figure 11 - Get Help

Smart Lookup

Use *Smart Lookup* to search the internet within Word 2016 and provide you with search results for a word or phrase. Civilization

1. Highlight a word or phrase within your document
2. In the *Menu Bar* click **Tools** (See Figure 12).
3. Click **Smart Lookup** (See Figure 12).

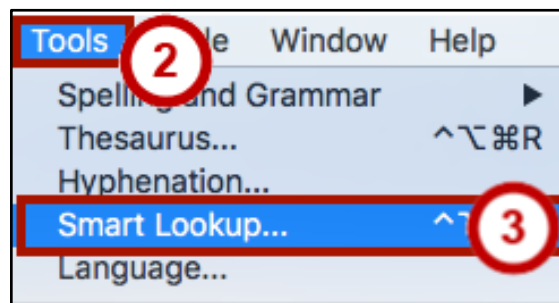


Figure 12 – Smart Lookup

4. *Smart Lookup* will display a list of results to the right of the document and display the following information:
- Explore** - Wiki articles, image search, and related searches from the internet (See Figure 13).
 - Define** - A list of definitions (See Figure 13).

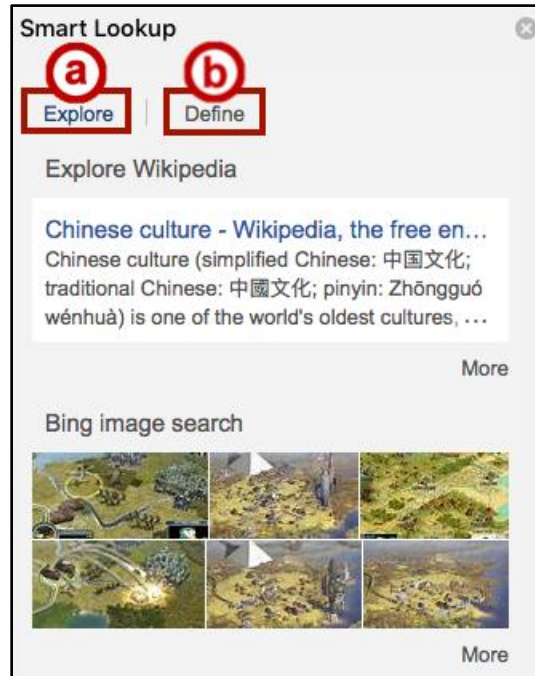


Figure 13 - Smart Lookup Results

Note: *Smart Lookup* uses the Microsoft search engine Bing. For *Smart Lookup* to work you have to be connected to the internet.

The Status Bar

The *Status Bar* is located at the bottom of the Word window and gives you an “at a glance” snapshot of important information regarding your current document (e.g. number of pages, number of words, proofing errors, etc.).



Figure 14 - Status Bar

Customize the Status Bar

1. Right-click the **Status Bar** (See Figure 15).
2. In the *Customize Status Bar* drop-down menu, click an **option** to add it (See Figure 15).
3. When finished, click anywhere **outside** the *Customize Status Bar* to close.

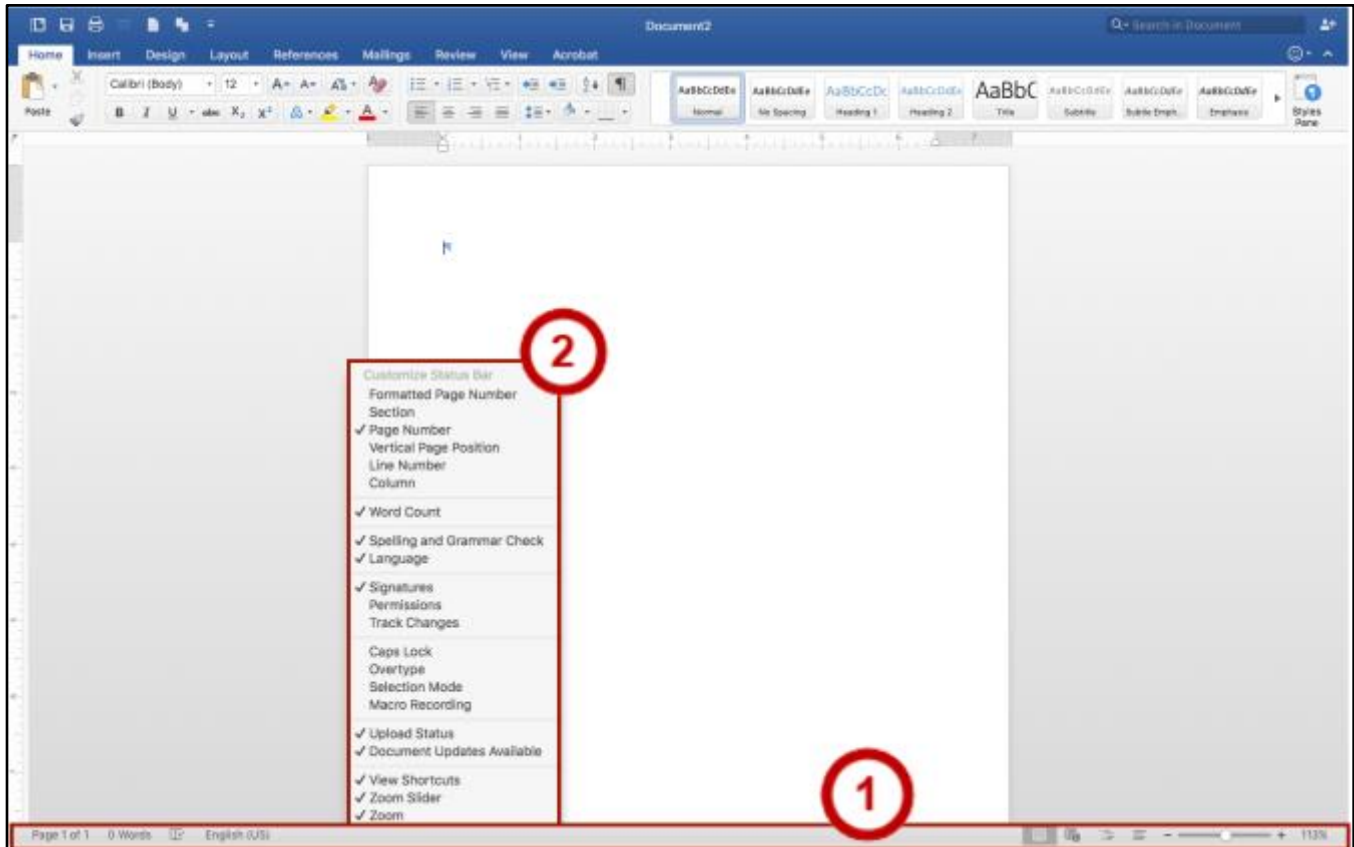


Figure 15 - Customize Status Bar

Creating a New Document

The following shows how to create a *Blank Document* in Word:

1. In the *quick-access toolbar*, click the **File** icon.

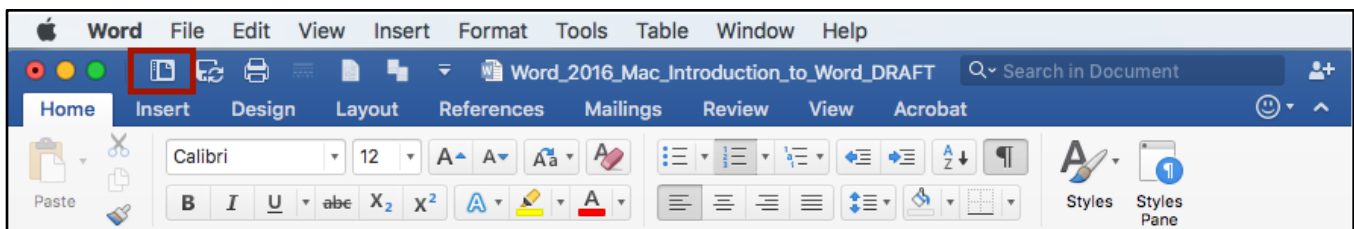


Figure 16 - File Tab (Backstage View)

2. The *Backstage View* will open to the *New* tab. Click **Blank Document** (See Figure 17).
3. Click **Create** (See Figure 17).

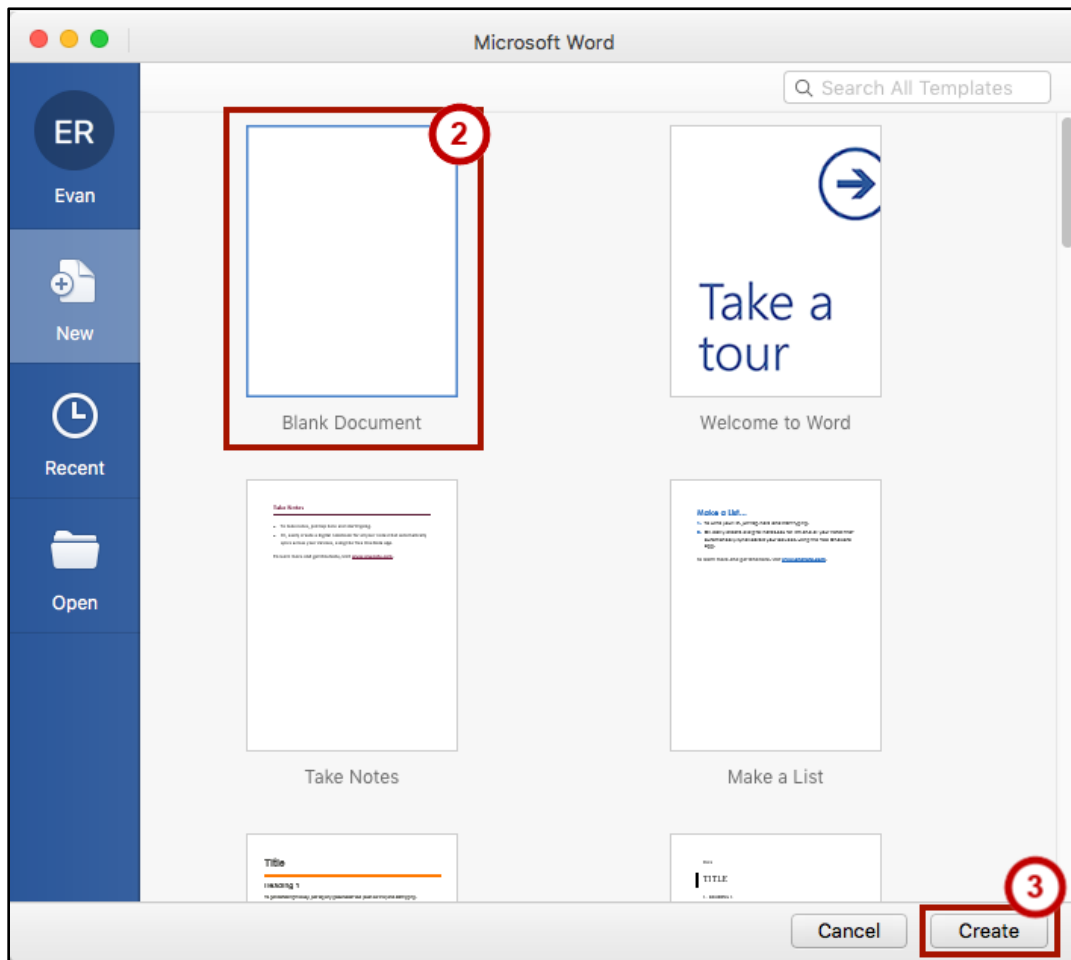


Figure 17 - Blank Document

Note: You can also click **File** on the *Menu Bar* and click **New Document**.

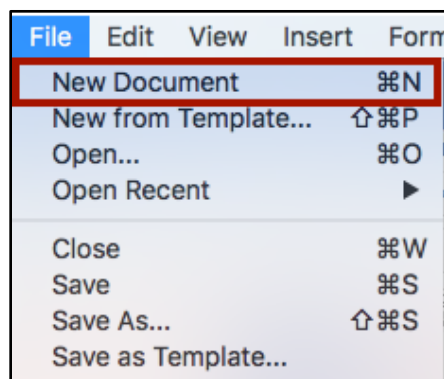


Figure 18 - Accessing New Document from the Menu Bar

Setting up Your Document

When you begin creating a new Word document, there are certain aspects of the document that you should consider, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later on.

Setting Margins

Page margins, the blank space around the edges of the page, can contribute to the impression your document makes, and even how easy it is to read. A few clicks set the margins for a page or an entire document. The following instructions explain how to change the margin settings:

1. Click the **Layout** tab (See Figure 19).
2. Click the **Margins** button (See Figure 19).
3. Click one of the **preset margin options** (See Figure 19).

Note: Clicking on **Custom Margins** at the bottom of the *Margin* options will open the *Page Setup* window and allow you to enter the specific margin values that you want.

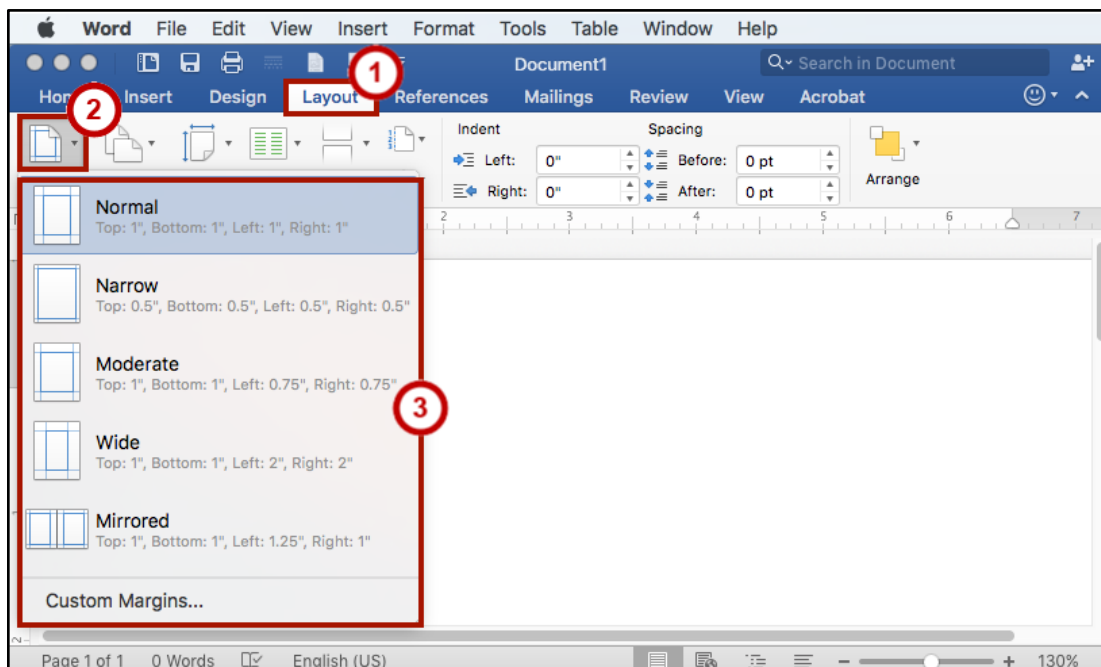


Figure 19 – Margins

Setting the Default Font

You can change the default font options so your favorite font is always selected in Word. The following explains how to change the default font options:

1. In the *Menu Bar*, click **Format** (See Figure 20).
2. From the drop-down, click **Font...** (See Figure 20).

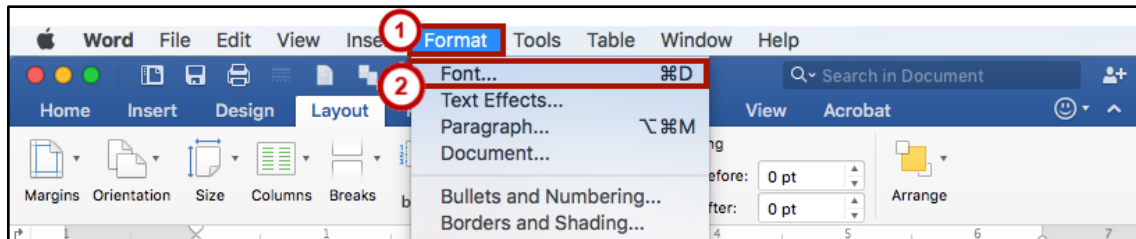


Figure 20 - Font Dialog Box Launcher

3. In the *Font* dialog box, you can change the *Font*, *Font style*, *Size*, *Font color*, *Underline style*, and *Effects* (See Figure 21).
4. Click **Default...** (See Figure 21).

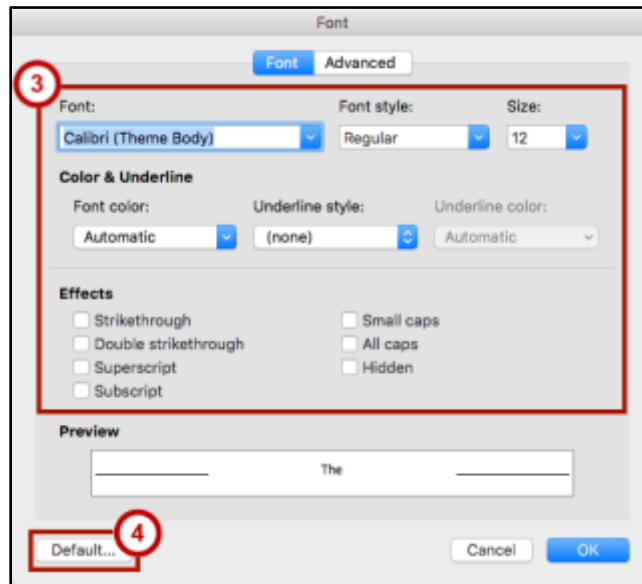


Figure 21 - Font Dialog Box

5. A dialog box will appear asking if you want to change the defaults. Click **Yes**.

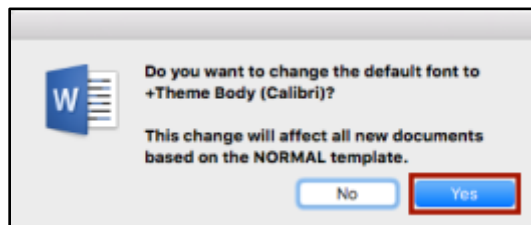


Figure 22 - Change the Default Font

Setting Paragraph Alignment

You can change the paragraph alignment options so it is spaced how you want it to be in your current Word document. Alignment, indentation, and line spacing are all set from the Paragraph options. The following explains how to change the default paragraph options:

1. In the *Menu Bar*, click **Format** (See Figure 23).
2. From the drop-down, click **Paragraph...** (See Figure 23).

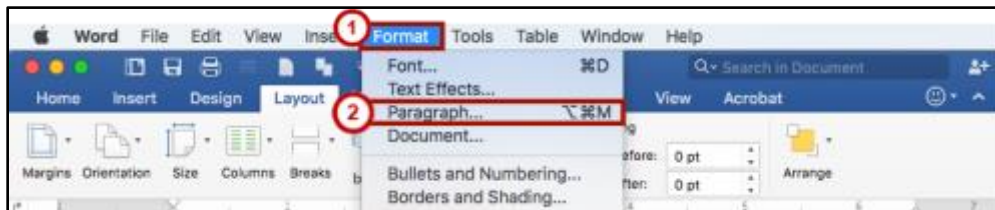


Figure 23 - Paragraph Dialog Box Launcher

3. In the *Paragraph* dialog box, you can change the *Alignment*, *Outline level*, *Indentation*, and *Spacing* (See Figure 24).
4. Click **OK** (See Figure 24).

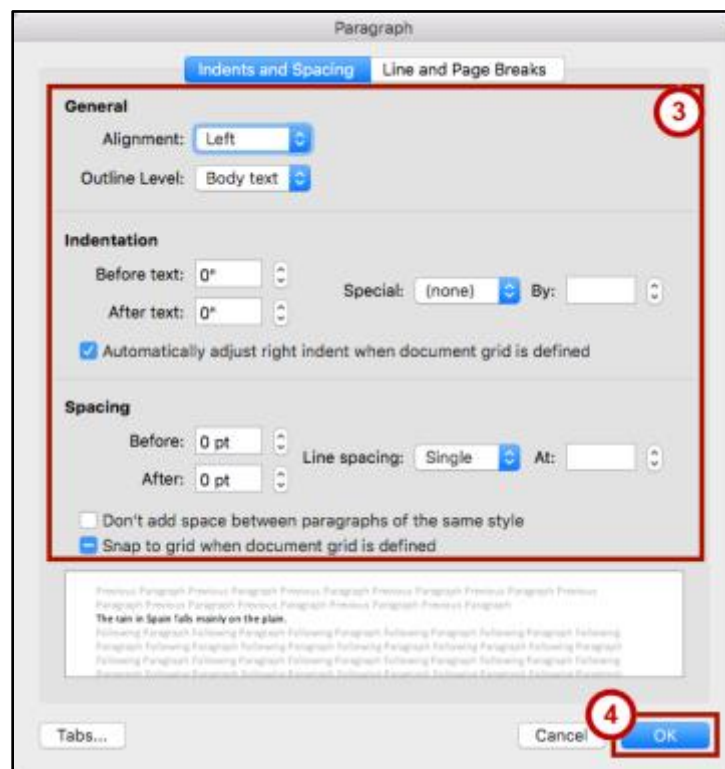


Figure 24 - Paragraph Dialog Box

Adding Styles

The *Styles Gallery* is a combination of text formatting options which are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. Styles can also help with navigating your document, and marking sections for later use in a table of contents.

Add a Style to Your Document

1. Select the **text** you wish to add a style to (See Figure 25).
2. Click the **Home** tab (See Figure 25).
3. Click one of the **preset styles** (See Figure 25).

Note: Only the most recently used *Styles* in the *Styles Gallery* are displayed on the ribbon. The entire *Styles Gallery* can be displayed by clicking the more button at the right of the displayed *Styles*.

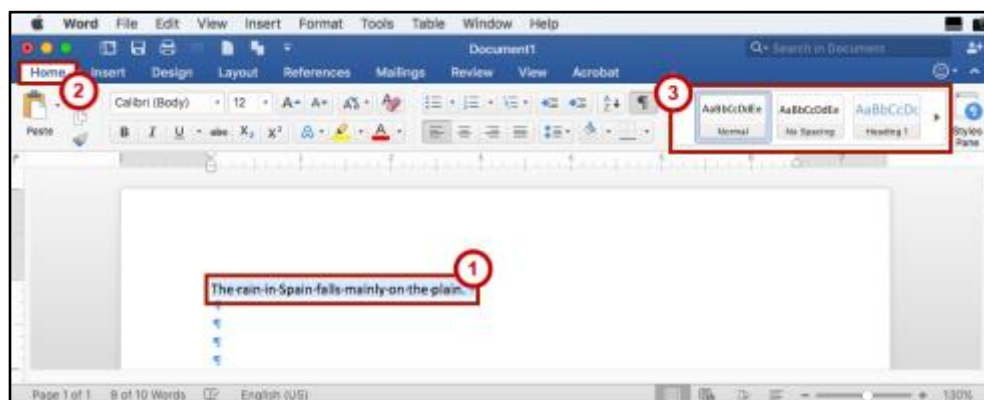


Figure 25 - Styles

4. The style will be added to your selected text.

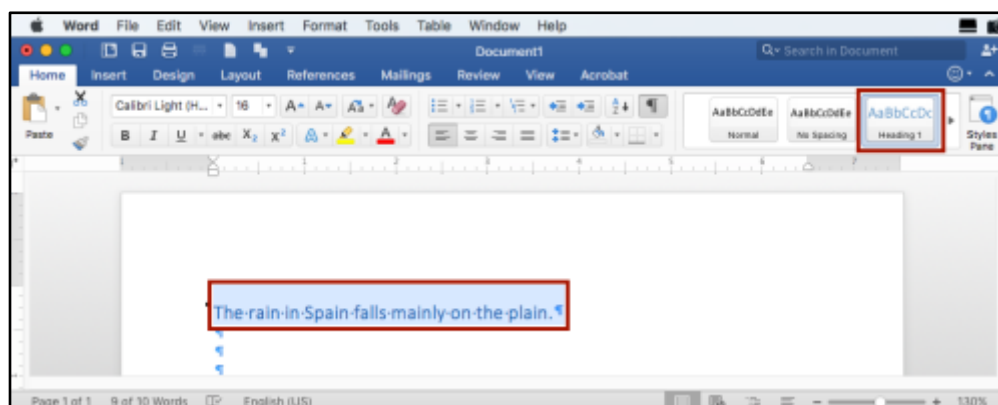


Figure 26 - Style Added

Adding Themes

A *Theme* is a set of formatting options that is applied to an entire document. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

Themes can be accessed from the *Design* tab. From here you can select a theme from the *Document Formatting* group, as well as customize the colors, fonts, and effects of a theme. The default theme that is applied to every new document is the *Office Theme*. The following shows how to apply a different theme to a document:

1. Click the **Design** tab (See Figure 27).
2. Click the **Themes** button (See Figure 27).
3. Click the **Theme** to apply it to your document (See Figure 27).

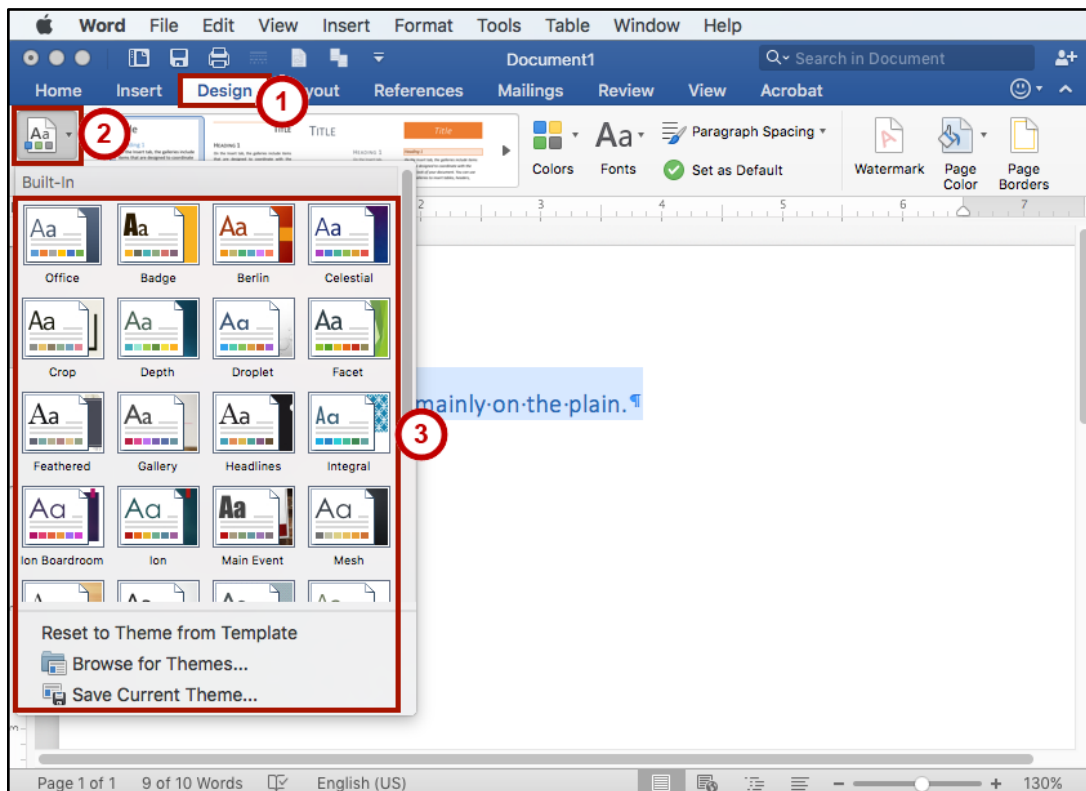


Figure 27 - Themes

Editing a Document

Entering Text

Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

Formatting Text

Character and paragraph formatting commands are found on the *Home* tab of the *Ribbon*. To apply any of the formatting options, first **select the text**, then click the **button** for the option(s) that you want to apply.

Character Formatting

Character formatting involves changing the font, size, color, and spacing of characters, as well as applying bold, italics, and various other effects. Commonly used commands are found in the *Font group*, under the *Home* tab, while more options can be accessed by accessing *Font* under the *Format* tab on the *Menu bar* (See Setting the Default Font for more information).

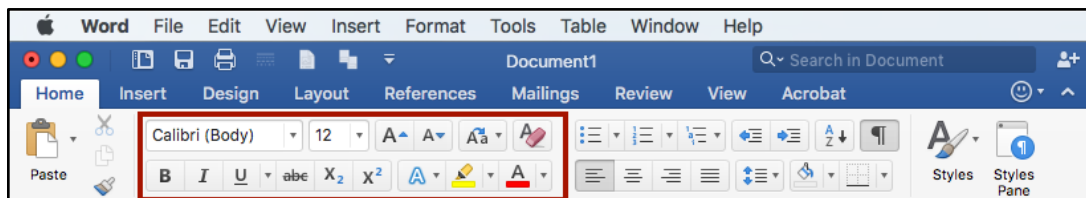


Figure 28 - Font Group

Paragraph Formatting

Paragraph formatting involves changing the alignment, line spacing, or indentations of paragraphs. Commonly used commands are located in the *Paragraph group*, under the *Home* tab, while more options can be accessed by accessing *Paragraph* under the *Format* tab on the *Menu bar* (See Setting Paragraph Alignment for more information).

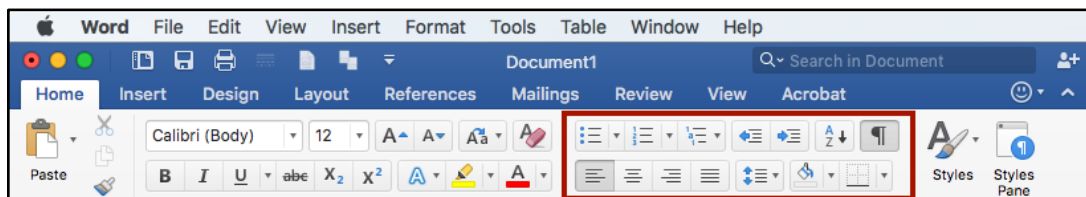


Figure 29 - Paragraph Dialog Box Launcher

Enabling the Ruler

Word has a ruler that fits along the top and left side of your document and provides a point of reference when aligning text and images within your document. The following explains how to enable the ruler:

1. Click the **View** tab (See Figure 30).
2. Click **Ruler** (See Figure 30).

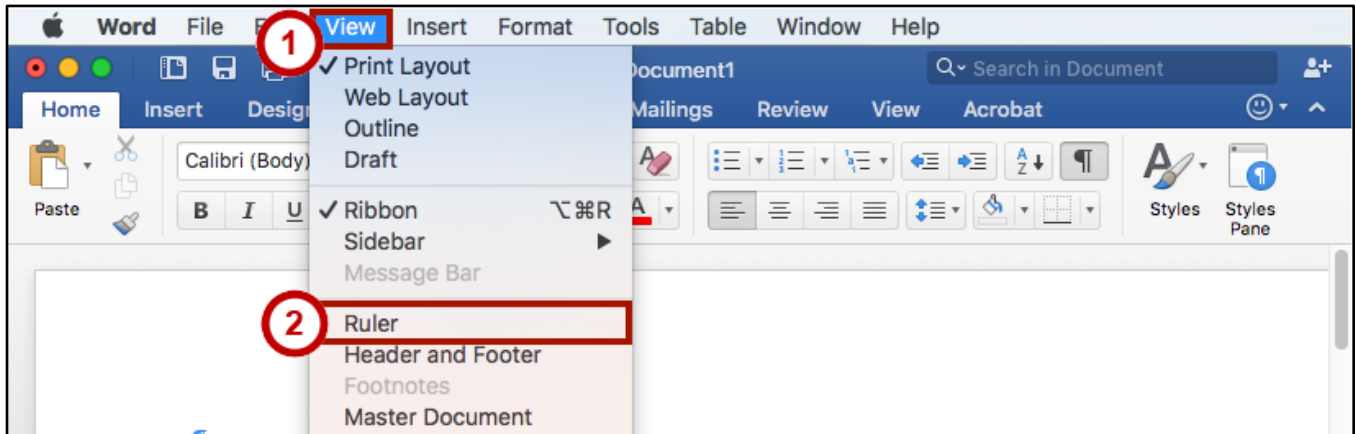


Figure 30 – Enabling the Ruler

3. The ruler will appear along the top and left side of your document.

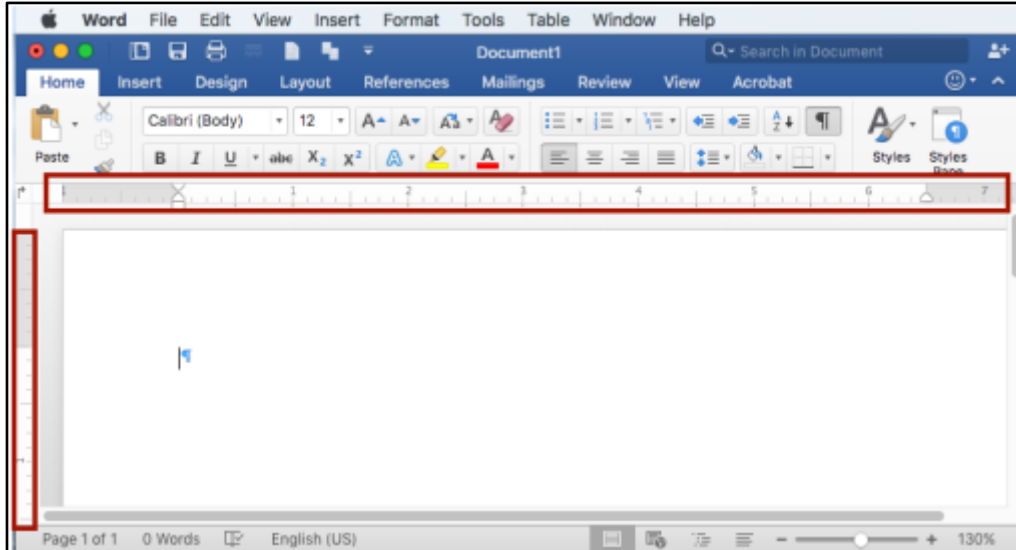


Figure 31 - Ruler Added to Document

Setting Tab Stops

Tab stops provide a position for placing and aligning text on your document, and are most easily set from the Ruler (See Enabling the Ruler). The following explains how to insert a tab stop:

1. Click within the paragraph or text that you want to insert your *tab stop*.
2. Position your mouse pointer over the *Ruler* at the location you want to add the *tab stop*.
3. Left-click the **mouse button**. A *tab stop* will be placed on the ruler.

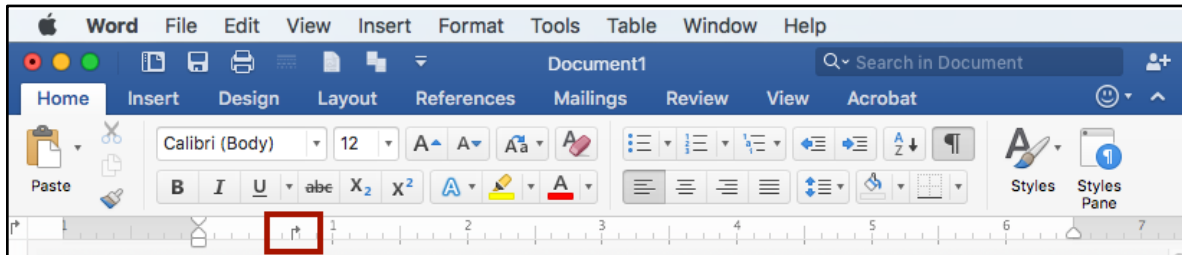


Figure 32 - Tab Stop

Adding a Leader to Tab Stops

After adding a *tab stop* (See Setting Tab Stops), a leader can be added to make text easier to read. For example, on a menu the leaders make it easier to read the food and the corresponding price. The following explains how to add *leaders* to your *tab stops*:

1. After entering your text and a tab stop to the *ruler*, double-click on the **tab stop**.

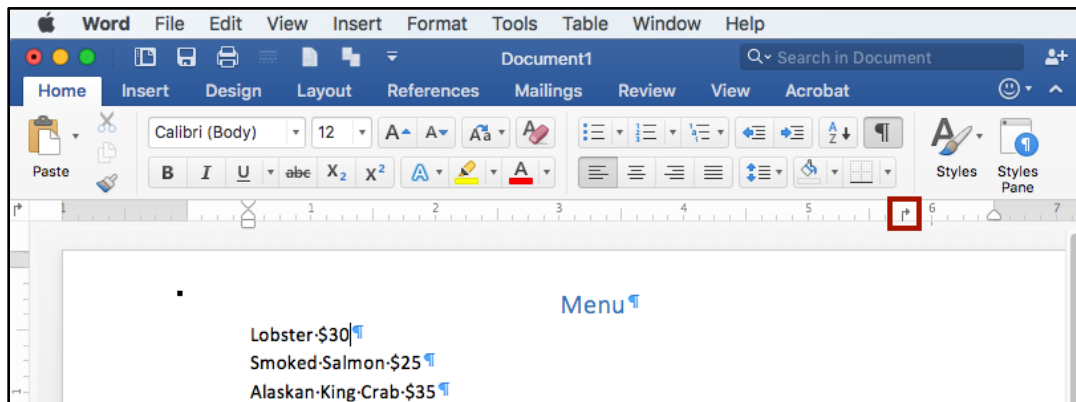


Figure 33 - Tab Stop

2. In the *Tabs* dialog box, click on one of the **Leader** options (See Figure 34).
3. Click **OK** (See Figure 34).

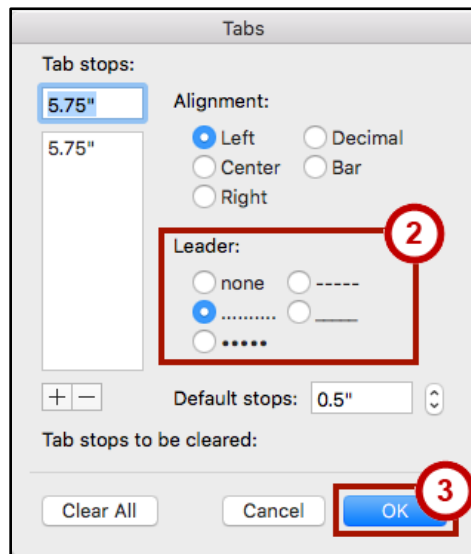


Figure 34 - Tabs Dialog Box

4. The *leader* will appear when you tab to the *tab stop*.

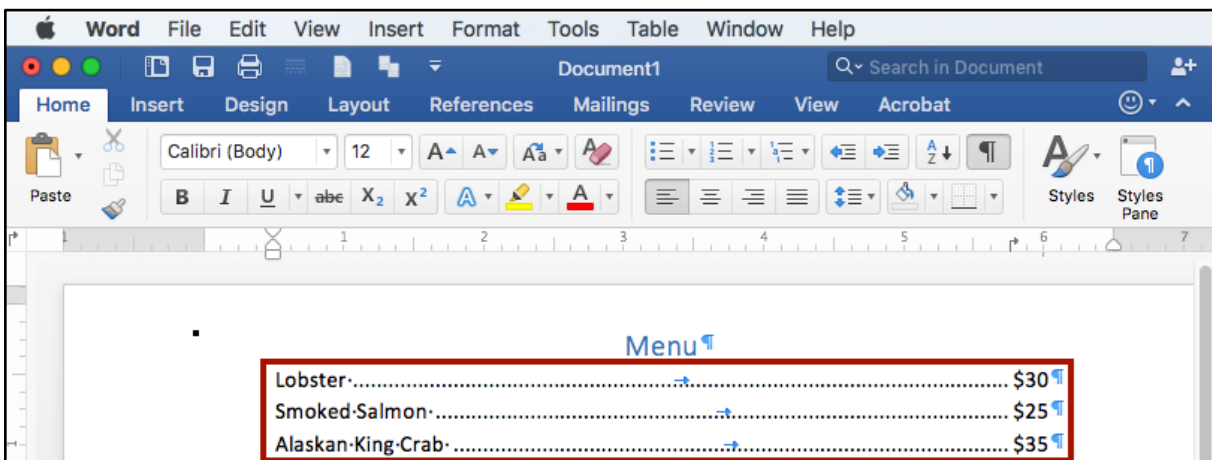


Figure 35 - Tab Stop Leader

Selecting Different Tab Stops

At the far left of the horizontal ruler is the tab selector that lets you choose from different types of tab stops. The most commonly used tab stop is a Left Tab and more can be selected by clicking the **tab selector**.

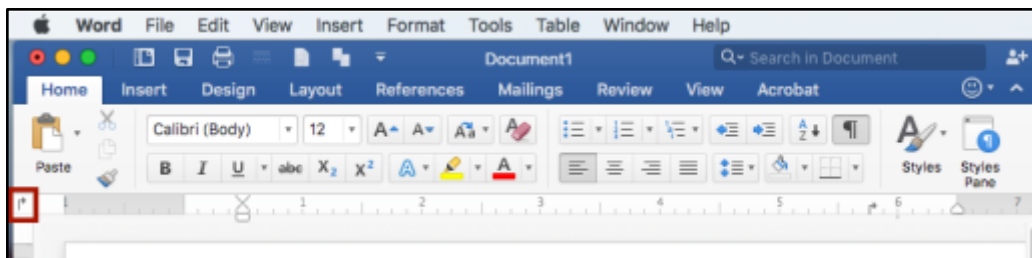









Figure 36 - Tab Selector

The following is an explanation of the *tab stops* available:

-  **Left Tab** - Left aligns text to the left of the tab stop.
-  **Center Tab** - Centers the text on the tab stop.
-  **Right Tab** - Right aligns the text to the right of the tab stop.
-  **Decimal Tab** - Aligns decimal numbers by their decimal point.
-  **Bar Tab** - Draws a vertical line on the document.
-  **First Line Indent** - Indents the first line of text in a paragraph.
-  **Hanging Indent** - Indents all lines other than the first line.

Headers and Footers

Headers and footers are areas containing text that will be displayed on every page. The header is located along the top of every page, while the footer is located at the bottom of every page. The following explains how to add a header to a document:

1. Click the **Insert** tab (See Figure 37).
2. Click **Header** (See Figure 37).
3. In the *Header Gallery* drop-down menu, click on a **header design** (See Figure 37).

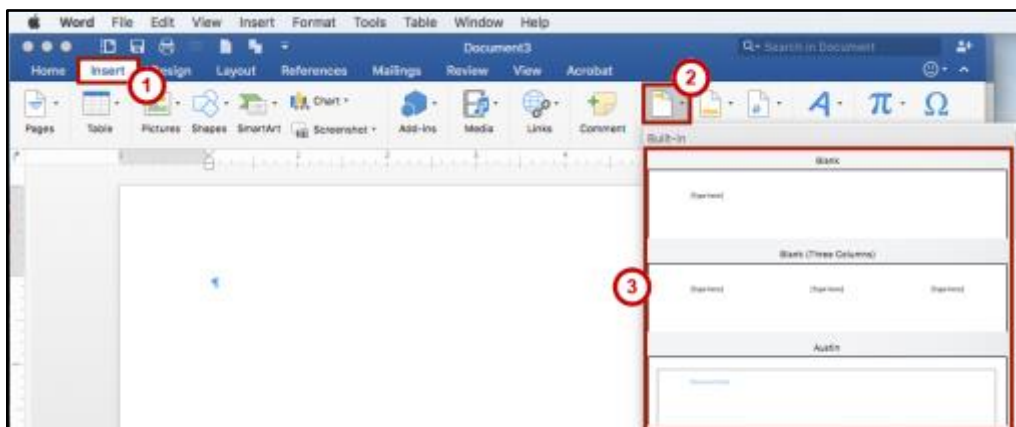


Figure 37 – Adding a Header

4. To edit the header, **type** the text that you want to appear in the indicated areas (See Figure 38).
5. When you are finished, click **Close Header and Footer** in the *Header & Footer* tab, or click **Close** below the *Header* (See Figure 38).

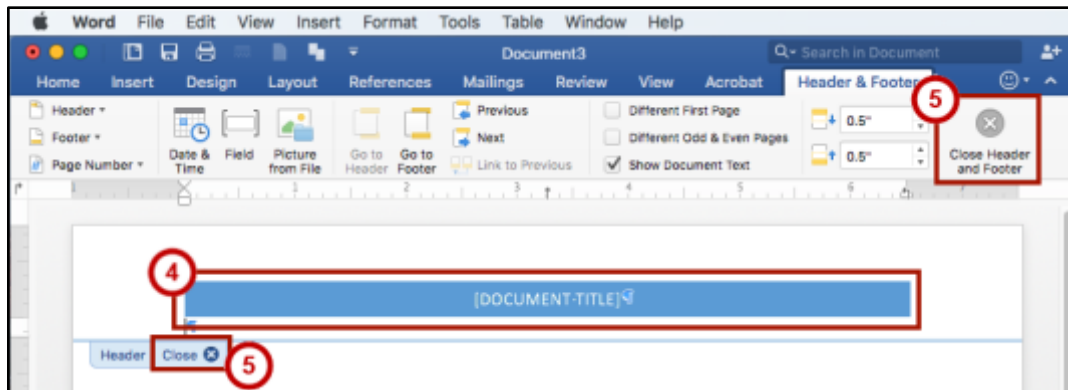


Figure 38 - Close Header and Footer

Editing Headers & Footers

1. Click the **Insert** tab (See Figure 39).
2. Click **Header** (See Figure 39).
3. In the *Header Gallery* drop-down menu, click **Edit Header** (See Figure 39).

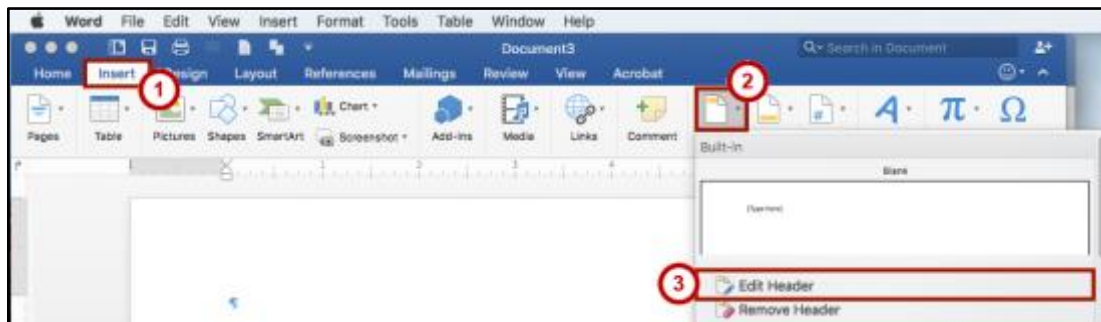


Figure 39 - Edit Header

4. The *Header & Footer Tools - Design* tab will open. You will be able to make your edits to the header and/or footer.

Removing Headers & Footers

1. Click the **Insert** tab (See Figure 40).
2. Click **Header** (See Figure 40).
3. In the *Header Gallery* drop-down menu, click **Remove Header** (See Figure 40).



Figure 40 - Remove Header

4. The header will be removed from your document.

Adding Page Numbers to Your Document

1. Click the **Insert** tab (See Figure 41).
2. Click **Page Number** (See Figure 41).
3. In the *Page Number* drop-down menu, click **Page Number** (See Figure 41).

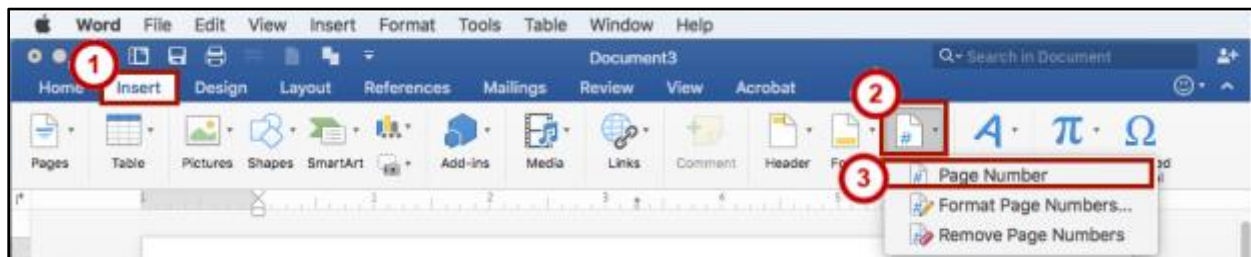


Figure 41 - Adding Page Numbers

4. The *Page Numbers* dialog box will open. Choose a **Position** and **Alignment** for your page number (See Figure 42).
5. Click **OK** (See Figure 42).

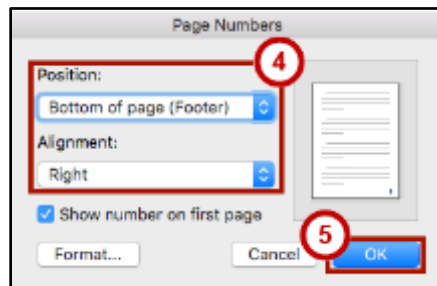


Figure 42 - Adding Page Numbers to Your Document

Cut, Copy, and Paste Text

To remove text from one place in the document and put it in another you *cut and paste* the text. You can also *copy and paste* text if you want to add copies of your selection elsewhere in your document.

The Cut, Copy, and Paste commands, along with the Format Painter, are located in the *Clipboard* group on the *Home* tab.

Cutting and Pasting Text

1. **Select** the text to be cut.
2. Click the **Home** tab (See Figure 43).
3. Click the **Cut** button (See Figure 43).

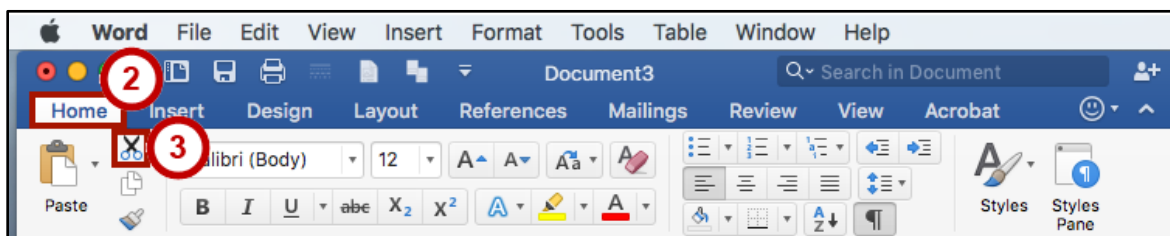


Figure 43 - Cut Tool

4. Click within the document where you want to paste the text.
5. Click the **Paste** button.

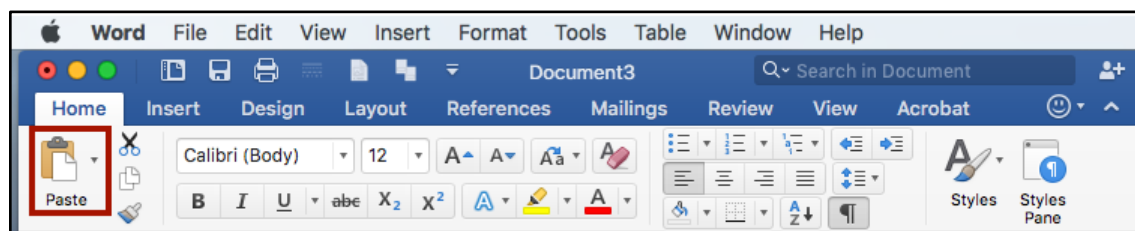


Figure 44 - Paste Tool

6. Your text will be reinserted into the location you specified within your document.

Note: You can move text from one place to another by selecting the **text** and then clicking and dragging the **text** to the new location.

Copying and Pasting Text

1. **Select** the text to be copied.
2. Click the **Home** tab (See Figure 45).
3. Click the **Copy** button (See Figure 45).

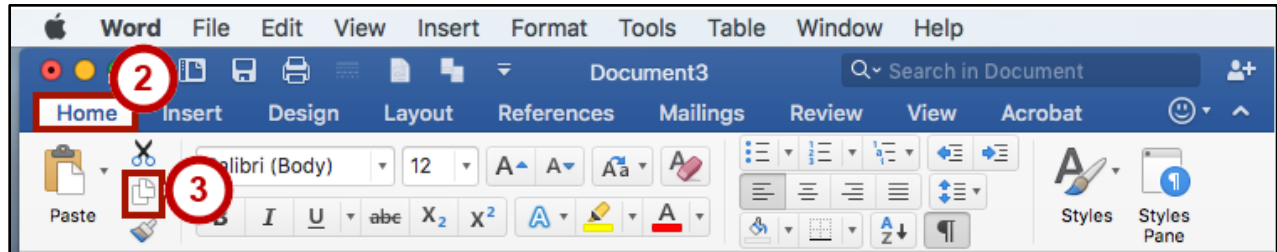


Figure 45 - Copy Tool

4. Click within the document where you want to paste the text.
5. Click the **Paste** button.

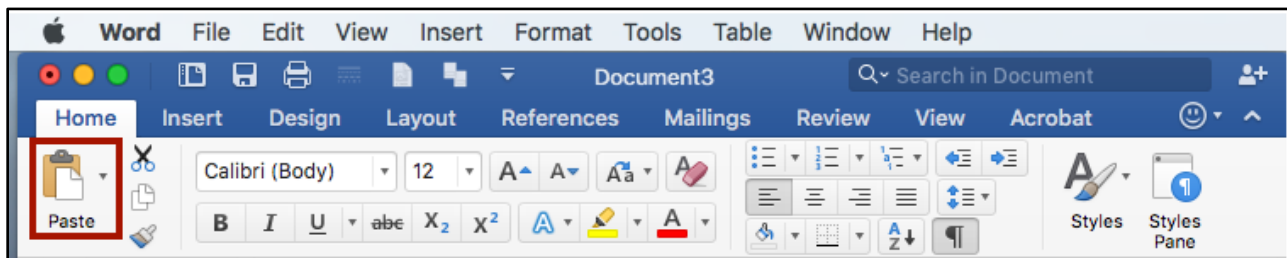


Figure 46 - Paste Tool

6. Your text will be reinserted into the location you specified within your document.

Navigating the Document

By using the *Find* and *Go To* features, you can search for key words in your document, or move to a specific page, section, comment, etc. If the heading styles have been added to your document, you can also use the *Navigation Pane* to move to sections of your document.

Using Find

The *Find* feature is useful for finding one or all instances of a specific word, as well as replacing the word with another.

1. Above the *Ribbon*, click inside the **Search field** (See Figure 47).
2. Type the text you wish to search for (See Figure 47).
3. Word will automatically begin searching your document for the entered text. Found words will be highlighted in yellow (See Figure 47).
4. To navigate to additional results, click the **arrow** buttons to the right of the word (See Figure 47).

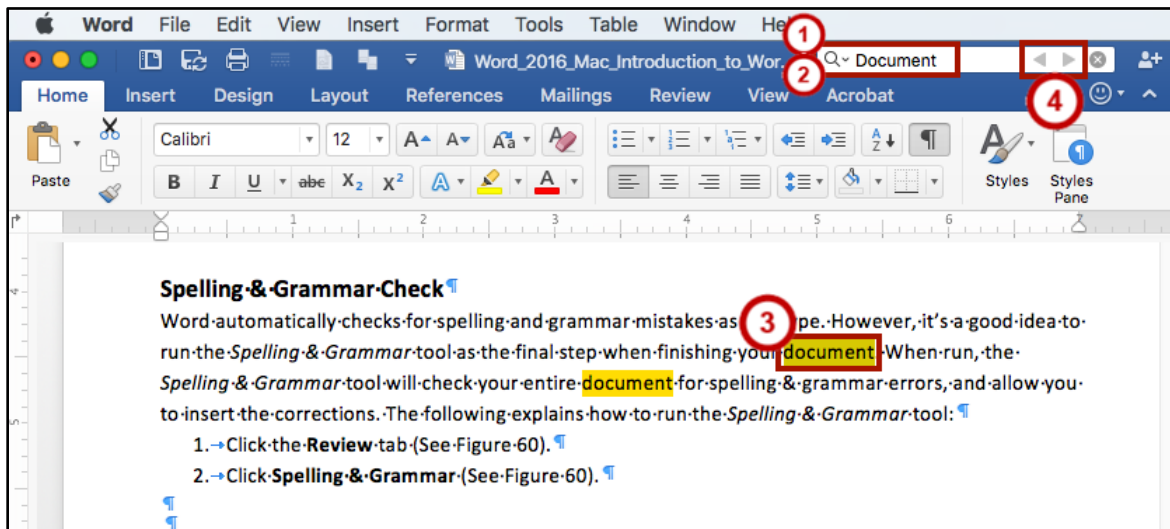


Figure 47 - Find Tool

Using Go To

The *Go To* feature is helpful for moving to a specific page, section, comment, etc. within your document.

1. In the *Menu bar*, click the **Edit** tab (See Figure 48).
2. From the *drop-down* menu, click **Find** (See Figure 48).
3. Click **Go To...** (See Figure 48).

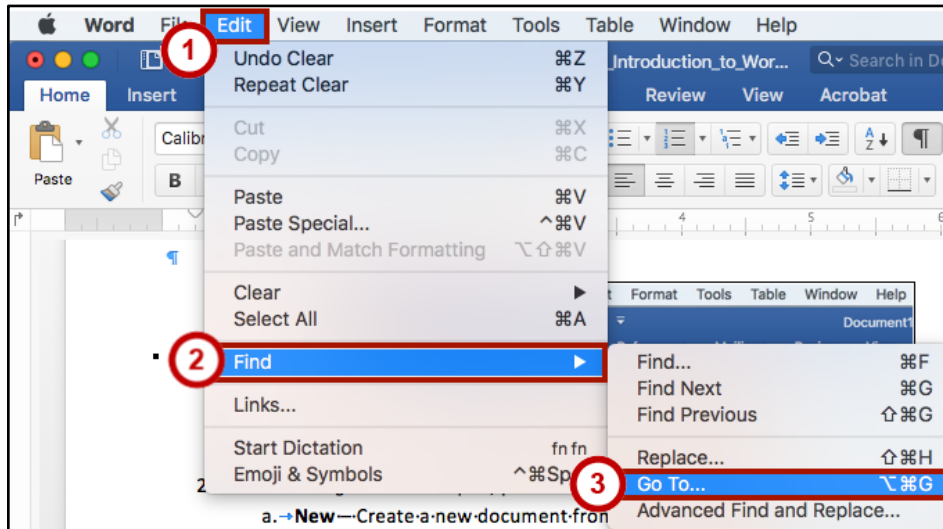


Figure 48 - Go To Tool

4. In the *Find and Replace* dialog box, make a **selection** under *Go to what* (See Figure 49).
5. Type your **search parameters** in the *search field* (See Figure 49).
6. Click the **Go To** button (See Figure 49).

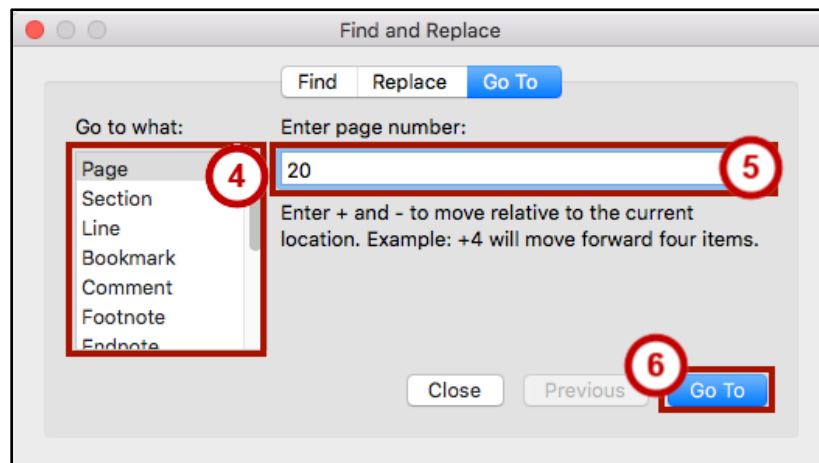


Figure 49 - Go To Search

Navigation Pane

The *Navigation Pane* provides an easy way to move throughout your document, without having to scroll. You can navigate quickly to areas of your document that have headings, or move to other pages. You can also use the *Results* tab to find text within your document. The following explains how to enable the *Navigation Pane*:

1. Click the **View** tab (See Figure 50).
2. Click the **checkbox** next to *Navigation Pane* (See Figure 50).
3. The *Navigation Pane* will display to the left of your document (See Figure 50).

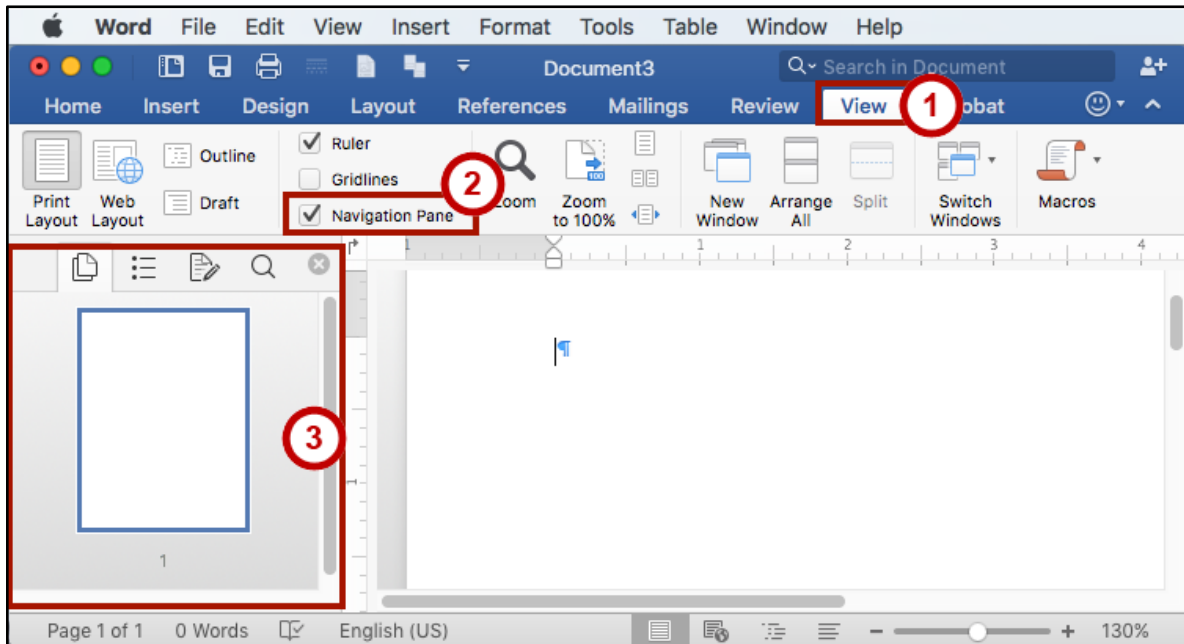


Figure 50 - Navigation Pane

Proofing and AutoCorrect Options

Word is configured to check your spelling and grammar as you type. As a result, you may notice that certain markings appear on the page as you type. These markings indicate possible mistakes that Word has identified in your document.

A *jagged red line* underneath a word indicates a spelling error (or an unrecognized word), while a *jagged blue line* indicates a grammatical error.

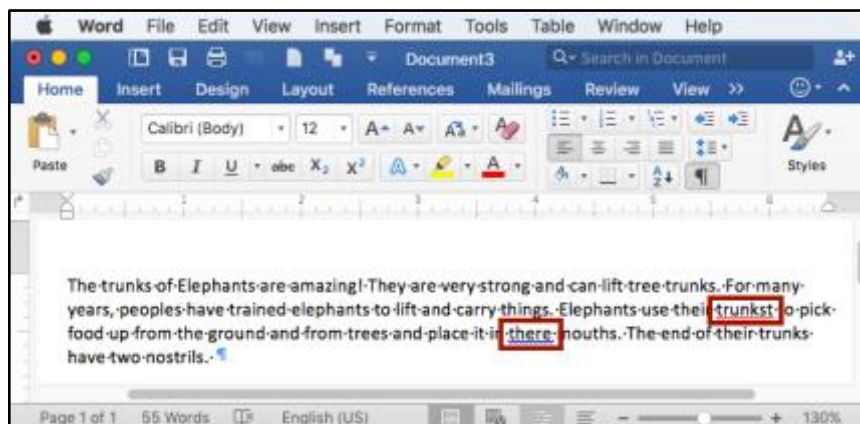


Figure 51 - Proofing Results

AutoCorrect Options

Word will automatically correct misspelled words that are contained in the AutoCorrect list (e.g. typing “teh” will automatically be changed to “the”). The following explains how to customize the AutoCorrect options:

1. On the *Menu Bar*, click **Word**.
2. Click **Preferences**.
3. The *Word Preferences* window will open. Click **AutoCorrect**.

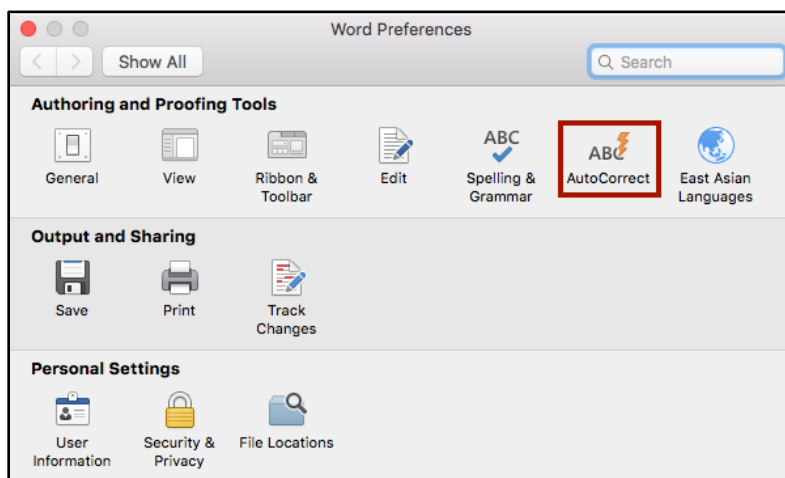


Figure 52 - AutoCorrect

4. The *AutoCorrect Options* window opens. From here, you can change the following actions:
 - a. To disable any of the default options, click the **check box** next to the option (See Figure 53).
 - b. To add your own *Replace text as you type* entry (See Figure 53):
 - i. Type the **word** that you want to correct in the *Replace* box (See Figure 53).
 - ii. Type the **word** with which you wish to replace it in the *With* box (See Figure 53).
 - iii. Click the **Add** button (See Figure 53).

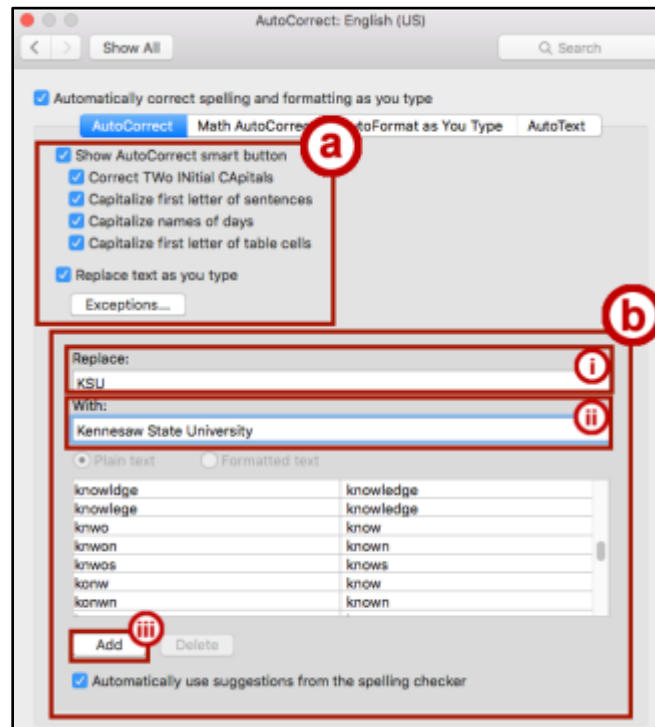


Figure 53 - AutoCorrect Dialog Box

5. When finished, close the window by clicking the **red circle** in the *upper-left* corner.

Spelling & Grammar Check

Word automatically checks for spelling and grammar mistakes as you type. However, it's a good idea to run the *Spelling & Grammar* tool as the final step when finishing your document. When run, the *Spelling & Grammar* tool will check your entire document for spelling & grammar errors, and allow you to insert the corrections. The following explains how to run the *Spelling & Grammar* tool:

1. Click the **Review** tab (See Figure 54).
2. Click **Spelling & Grammar** (See Figure 54).

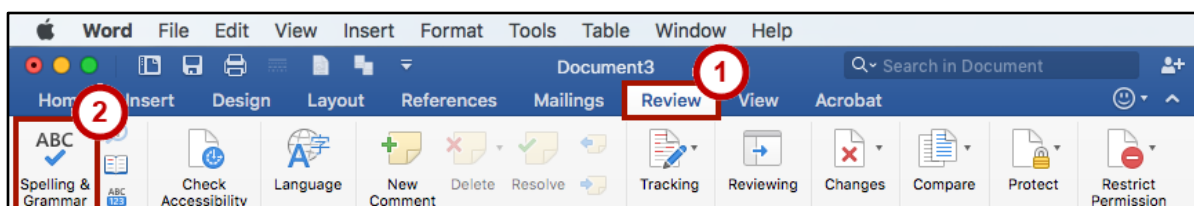


Figure 54 - Spelling & Grammar Tool

3. The *Spelling & Grammar* checker will open in a separate window.
4. From the *Spelling & Grammar* tool you can choose the following options:
 - a. **Ignore** - Ignore the currently selected misspelled word (See Figure 55).
 - b. **Ignore All** - Ignore the currently selected misspelled word and all instances of the misspelled word in the document (See Figure 55).
 - c. **Add** - Add the selected misspelled word to the dictionary so it will not be identified as a mistake (See Figure 55).
 - d. **Suggestions** - A list of suggested words for the misspelled word (See Figure 55).
 - e. **Change** - Apply the currently selected suggestion to the misspelled word (See Figure 55).
 - f. **Change All** - Apply the currently selected suggestion to all instances of the misspelled word in the document (See Figure 55).
 - g. **AutoCorrect** - Has Word autocorrect the misspelling, choosing the first spelling selected (See Figure 55).
 - h. **Undo** - Undo the last correction accepted (See Figure 55).

Note: The *Spelling & Grammar* tool will continue to check your document for any misspelled words, or grammar errors. The *Spelling and Grammar* check will notify you when it has completed checking your document.

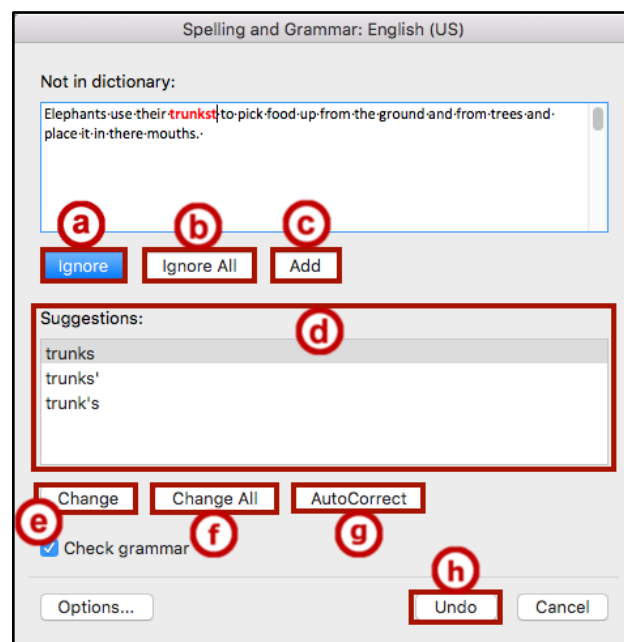


Figure 55 - Spelling Results

Thesaurus

The *Thesaurus* tool can help you find synonyms for words, and insert the new word into your document.

1. Select a **word** in your document that you wish to find a synonym for.
2. Click the **Review** tab (See Figure 56).
3. Click **Thesaurus** (See Figure 56).

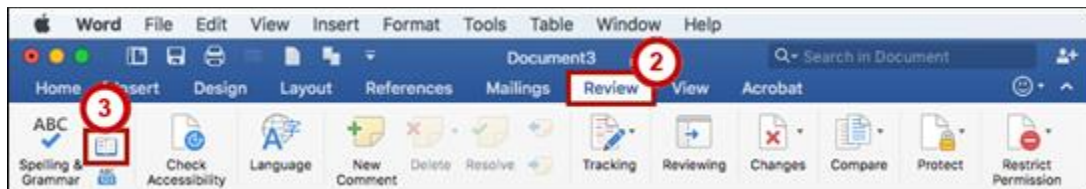


Figure 56 - Thesaurus Tool

4. The *Thesaurus* tool will open to the right side of the document, with a list of synonyms for your selected word (See Figure 57).
5. Right-click the **word** you wish to insert (See Figure 57).
6. In the *drop-down* menu, click **Insert** (See Figure 57).

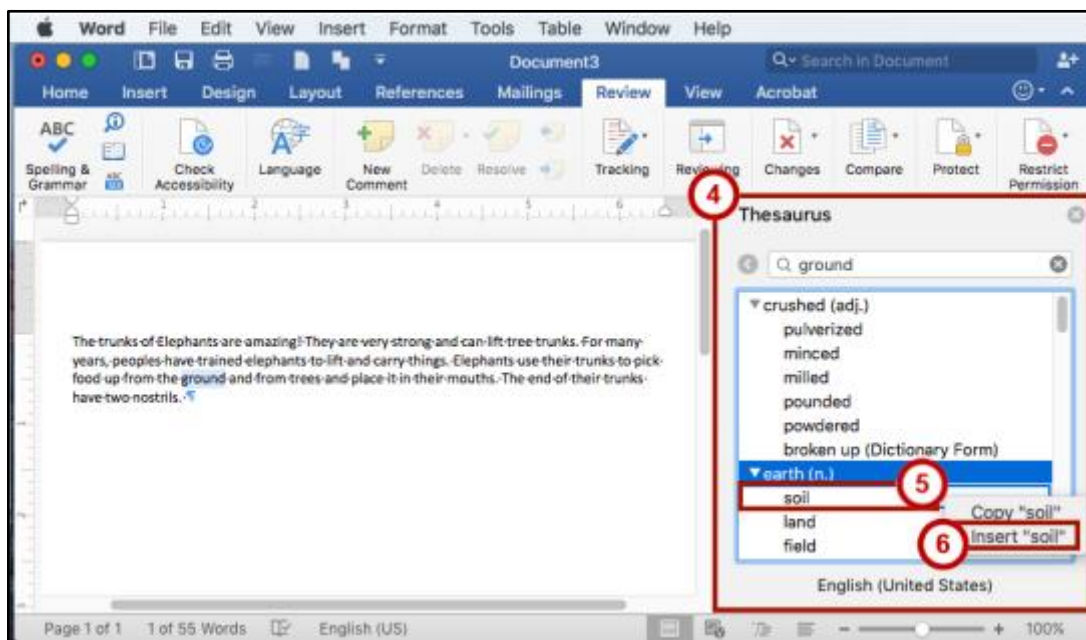


Figure 57 - Thesaurus Results

7. The chosen word from the *Thesaurus* will replace the selected word in your document.

Saving a Document

Saving your document will create a file that will allow you to access the document at a later time for editing. You can also save your work to share the file with others. The following explains how to save your document in the Word format to your Desktop:

1. Click the **File** tab.

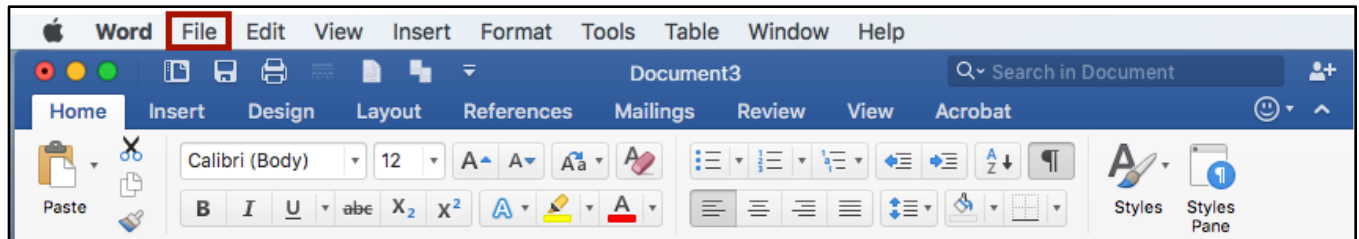


Figure 58 - File Tab

2. In the *drop-down* menu, click **Save As**.

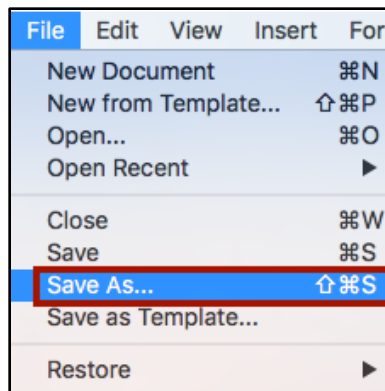


Figure 59 - Save As

3. The *Save As* window will appear. In the *Save As* field, type a **File name** for your document (See Figure 60).
4. Choose a **location** to save to from your *Favorites* (See Figure 60).
5. Choose a **folder** from your *location* to save your file (See Figure 60).
6. Make sure the *File Format* is set to **Word Document (.docx)** (this will save the document as a Word 2016 document) (See Figure 60).
7. Click **Save** (See Figure 60).

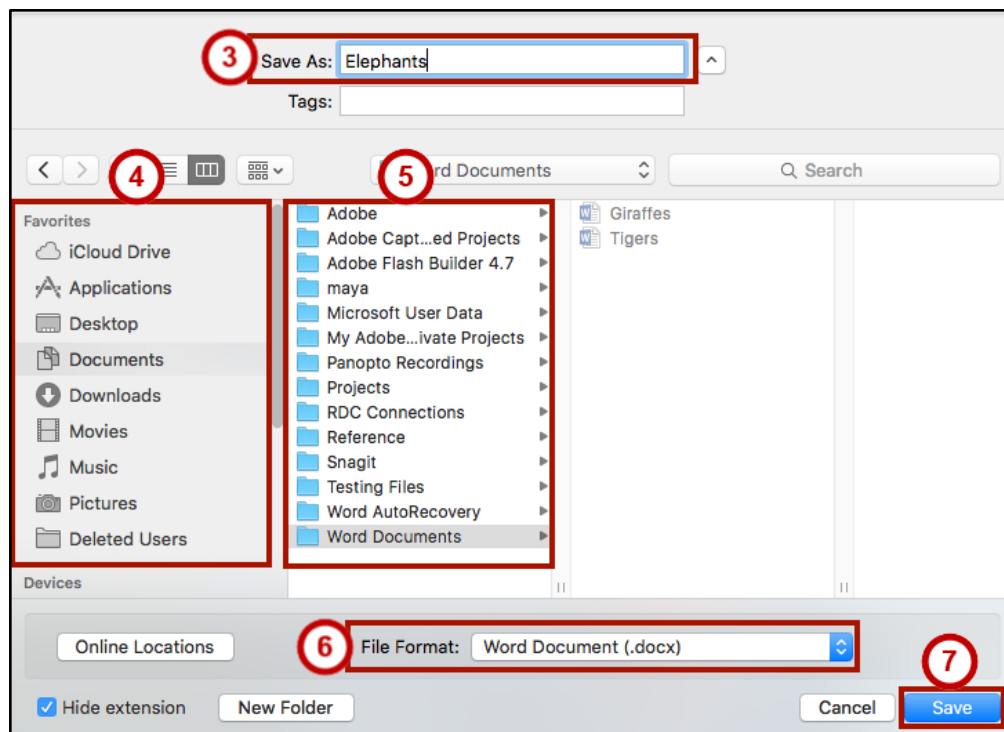


Figure 60 – Saving your Document to the Mac

Compatibility Mode

When opening a document created in a previous version of Word, Word 2016 will begin operating in *Compatibility Mode*. At the top of the window, the words *[Compatibility Mode]* will be displayed next to the name of the document.

Compatibility Mode means that some of the newer features of Word 2016 will not be available to you because the document was created with an earlier version of Word. If you save the document as a Word 2016 document, you will exit *Compatibility Mode* and all of the new features will be available to you.

The following explains how to save a document so that you can exit *Compatibility Mode*:

1. In the *Menu Bar*, click **File** (See Figure 61).
2. From the *drop-down*, click **Convert Document** (See Figure 61).

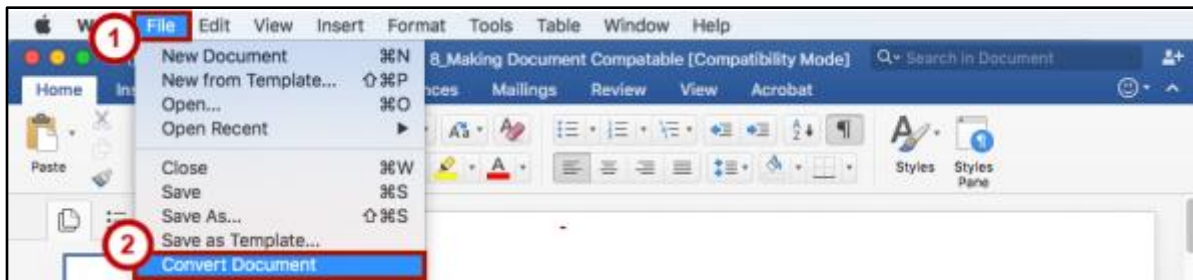


Figure 61 – Convert Document

3. In the *confirm your conversion* dialog box, click the **OK** button.

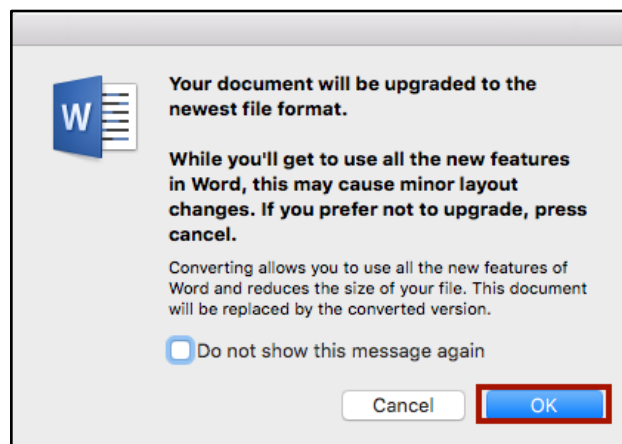


Figure 62 - Confirm Your Conversion

4. The document will be converted to a Word 2016 document. The *[Compatibility Mode]* label will be removed from the document's title.

Printing a Document

If your computer is connected to a printer, you will be able to print your document to share a hard copy with others.

1. In the *Menu Bar*, click **File** (See Figure 63).
2. From the *drop-down*, click **Print** (See Figure 63).



Figure 63 - Print

3. The *Print* window will open. From here, you can choose the following options:
 - a. **Printer** - Select a printer (See Figure 64).

Note: Your list of available printers will be determined by the printers you have installed on your computer

- b. **Copies** - Set the number of copies you want to print (See Figure 64).
 - c. **Settings** - Configure how and what you want to print (See Figure 64).
4. Click the **Print** button (See Figure 64).

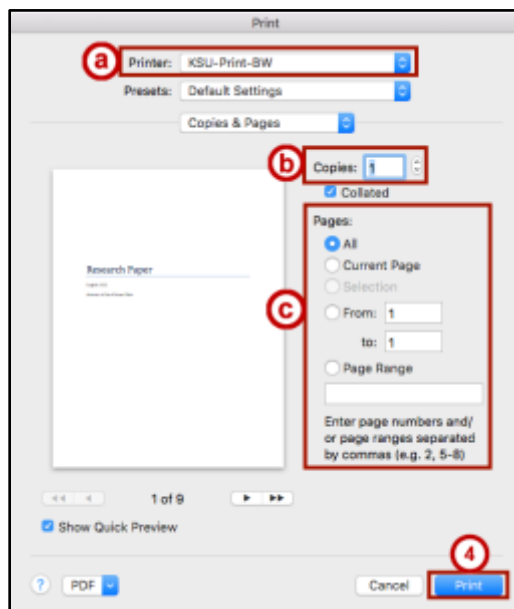


Figure 64 - Print

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>