

Learn to type, free and online site:

- <https://www.typingclub.com>
- <http://www.how-to-type.com>

Learn more about Word

- Lynda.com – go to <https://skokielibrary.info/resources/online-training-tutorials/> and click on Lynda.com. Create a free account with your library card number and a password of your choosing. Enter “Word 2016” in the search bar and find an interesting class.
- Goodwill Free Learning – go to <https://www.gcflearnfree.org/topics/office2016/> and scroll to Word 2016.

Exercise #1 – create and save a Doc

Create a Doc

Word files have a suffix of `.doc` or `.docx`, so people call them “doc files”.

Start the program “Word” – do one:

- A
- Click on the Start button in the lower left corner
 - Type “Word” in the search bar, press enter
 - Click on the “W” icon
- B
- Click on the “W” icon if it’s already on the desktop or tool bar at the bottom of the screen.



In the opening screen, do **one** action:

- To find an existing doc, click on a file name on the left-hand column, or the “Open Other Documents” at the bottom of the screen to search other files.
- Enter a search term in the template search field to find examples of pre-formatted things, like “resume” or “calendar” or “brochure”. Click enter and find a suitable template. Click **Create**.
- **Click on the Blank Document** to get a blank piece of paper, formatted for 8.5” x 11” paper.

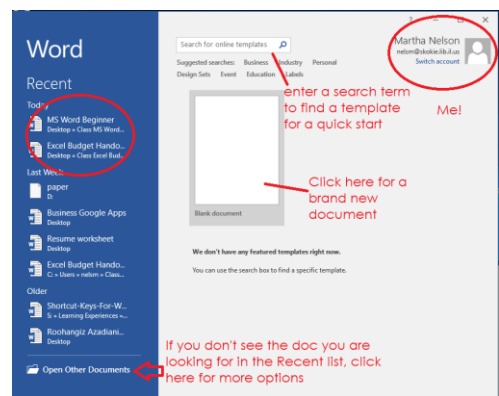
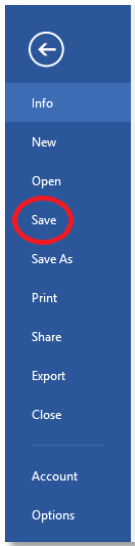


Figure 1 create a new doc

Save a Doc

In the center of the top-most row of a Word document, you will find the doc's name, or if is yet to be named, it will be called Document1, etc. Saving the document allows you continue to edit it later.



1. In the ribbon, click *File*.
2. In the Info screen, click *Save*.
3. If this is the first time you are saving this document, you will be brought to the Save As screen. Word wants to know where you want to save the doc.
4. Double-click This PC or Click Browse, this brings up the File Explorer.
5. Click on Desktop (or wherever you want to save it to) and give the file a useful name. Click *Save*.

Figure 2

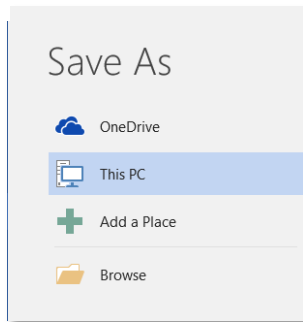


Figure 3

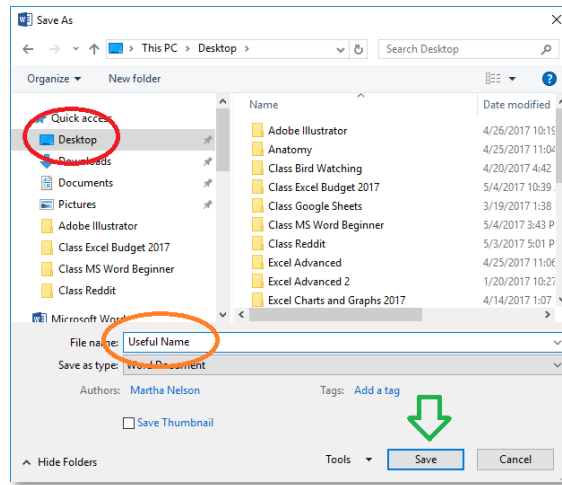


Figure 4 save to Desktop and give it a name.

When Library computers are logged off or turned off, they “forget” all your work. To save permanently a document, bring a flash drive or email a saved doc it to yourself.

In the Save As dialog box, scroll down to find your flash drive's name. Click on it, or any sub-file. Now click on Save.



Figure 3 flash or thumb drive

The Ribbon

As with all Microsoft programs, there are many ways to do the same thing. The easiest way to learn the “controls” is to look at the ribbon in the upper fifth of the screen.

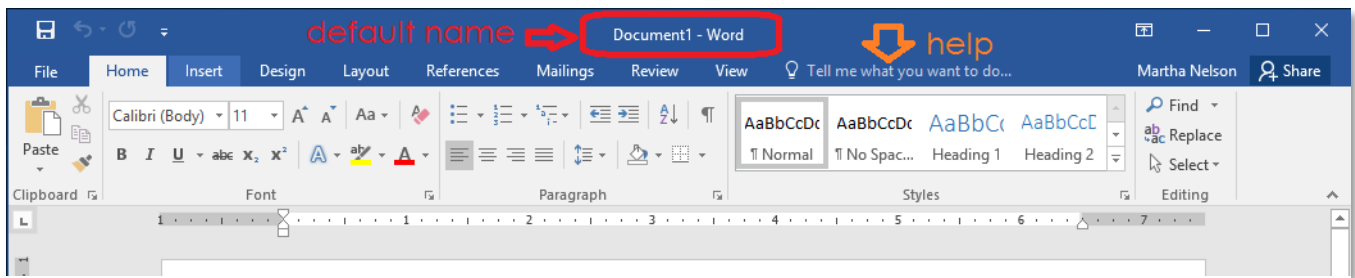


Figure 4 the Ribbon

The metaphor is a filing system: click on each “tab” to see its controls. Click on `File`, `Home`, `Insert`, etc. to get familiar with what is on them.

In this class, we’ll mostly use the Home tab. You’ll see several down-arrows ▼, click them to get even more choices.

`Clipboard` controls the Copy and Paste options.

`Font` lets you change the font's color and size.

`Paragraph` handles bullet points or numbered lists, the amount of space between lines.

`Styles` quickly lets you change the entire document's look

`Editing` does `Find` and `Replace` functions.

Once you get comfortable with using the ribbon, moving on to the short-cuts.

To copy or cut some words (or even pages), click the left mouse down at the beginning of the word(s) and while keeping the mouse down drag the cursor to the end of the word(s). This **selects** what you want to copy or cut.

Now, hold the Ctrl key down with one finger, and with another finger tap the `c` or `x` key once.

Finally, move the cursor to where you want to paste the data. Hold down the Ctrl key and then press the `v` key down.

Most useful shortcuts:

| | |
|----------|-----------|
| <Ctrl c> | Copy |
| <Ctrl v> | Paste |
| <Ctrl x> | Cut |
| <Ctrl z> | Undo |
| <Ctrl y> | Re-do |
| <Ctrl b> | Make Bold |
| <Ctrl u> | Underline |
| <Ctrl s> | Save |

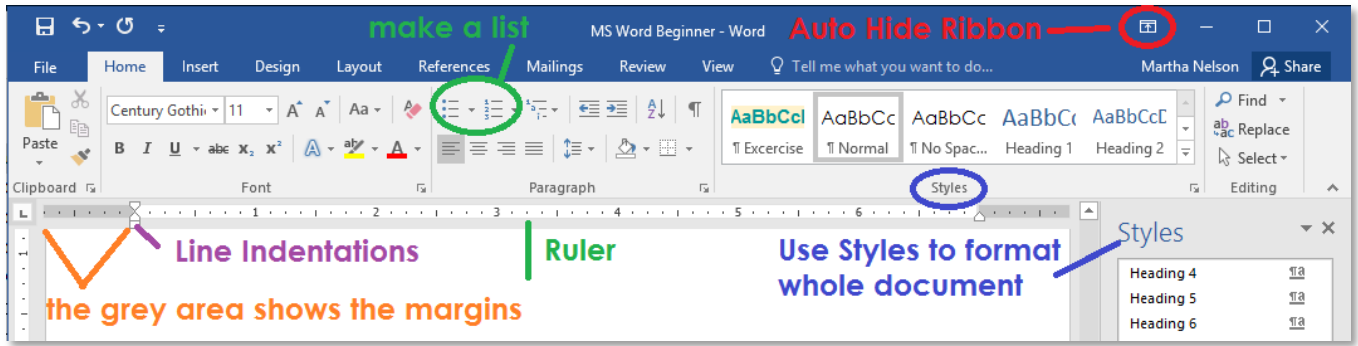


Figure 5 The ruler controls where text can print.

Advanced controls

The Auto Hide Ribbon button in the upper right hand corner toggles the ribbon on and off. Remember this in case you or someone else clicks it by accident.

Ruler

The ruler controls the margins (the empty space on the right and left side of the text) and the margin area is colored grey.

The little triangles on the ruler control where the print starts out. Try moving them to the left and right to see what happens.

Every time you enter <Tab>, a little right-angle bracket shows up in the ruler for that one line of printing.

Spell checker and grammar checker

MS Word has a default dictionary that automatically does spell checking while you type. If it **underlines a word in red**, which means your word is not in its dictionary. Frequently it will identify proper names, medical terms, and abbreviations that you know are correctly spelled.

When MS Word underlines a word or a group of **words in blue**, it is identifying a potential grammar issue.

In both cases, <right click> over an underlined word. You'll get a pop-up with a short list of possible corrections, or the option to ignore or add the word to the dictionary.