

Microsoft Word 2016 for Beginners

Tuesday, August 22, 2017

3:00 pm - 4:30 pm

1. What is Microsoft Word 2016?

- Microsoft Word is a word processor. It allows you to create a variety of document, including letters, resumes, lists, and much more. Word allows you to save documents to come back to later and open a saved document to edit.

2. Where to learn more:

- Lynda.com—create a free account with your Skokie Library card.
- Goodwill Free Learning—<http://www.gcflearnfree.org/word2016>
- Microsoft Support website—<https://support.office.com/en-us/word>

3. Learn to type, free and online:

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

4. You can find the sample letter used in class on the Purdue Online Writing Lab website:

- <https://owl.english.purdue.edu/owl/>

Interface Tour

1. The Start Screen—choose a new document, saved file, or a template in the Start Menu.

The screenshot shows the Microsoft Word 2016 Start Screen. On the left is a blue sidebar with the 'Word' logo and a 'Recent' list of documents. On the right is a light gray main area with a search bar for online templates, suggested searches, and a grid of document templates. Four red arrows point from text boxes on the left to specific elements on the screen:

- Search for a pre-made template. (points to the 'Search for online templates' bar)
- Find and open a recent document. (points to the 'Recent' list)
- Open a blank new document. (points to the 'Blank document' tile)
- Look through featured templates. (points to the grid of various templates)

2. Backstage View (File Menu)—the File Menu gives you options for saving, opening, and sharing.

The image shows the Microsoft Word Backstage View (File Menu) for a document titled "Document1 - Word". The left sidebar contains the following options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. Red arrows point from callout boxes to these options and other features in the main area.

- Go back to your document.** (points to the back arrow icon)
- Create a new document.** (points to the New button)
- Open a saved document.** (points to the Open button)
- Save your document.** (points to the Save button)
- Print your document.** (points to the Print button)
- Customize your advanced settings in Word.** (points to the Options button)
- Share or save your document as a different file type.** (points to the Export button)
- Recover documents and unsaved changes.** (points to the Manage Document section)

The main area displays the "Info" tab with sections for "Protect Document", "Inspect Document", and "Manage Document". The "Properties" pane on the right shows document details such as Size, Pages, Words, and Total Editing Time.

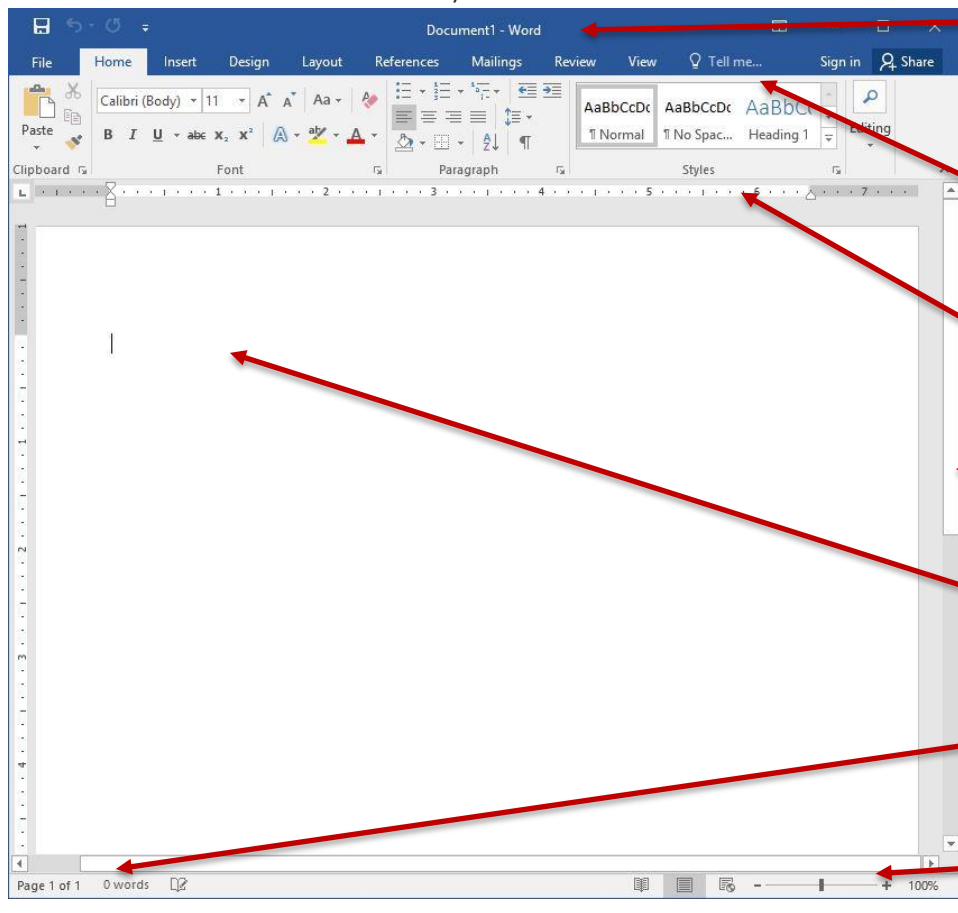
A Quick Note:

There are often several different ways to accomplish the same task in Word. For example, you can save a document in several different ways:

1. Click the Save command in the Quick Access Toolbar.
2. Go to File and click Save or Save As.
3. Press the Control (Ctrl) and S keys simultaneously.

Each of these three options will save your document. Choose an option that works for you and that you can remember easily, but don't worry about learning every single way to accomplish a task in Word. One way will do the trick!

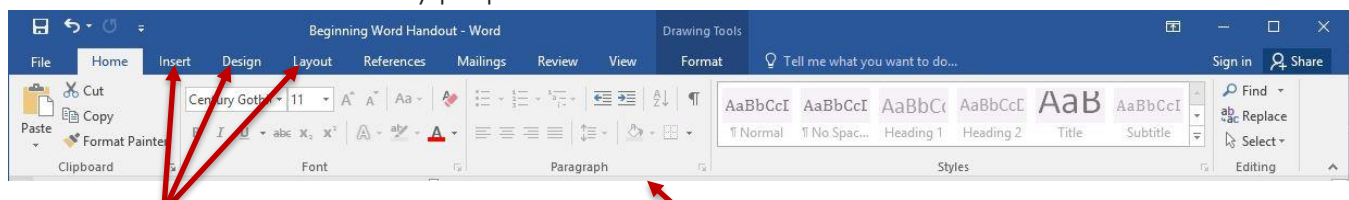
3. MS Word Interface—create your document!



The screenshot shows the Microsoft Word interface with the following callouts:

- The name of your document appears at the top of the Window.** (Points to the title bar: Document1 - Word)
- With the Tell me bar, search within Word.** (Points to the Tell me... search bar)
- See the dimensions of your document with the Ruler.** (Points to the horizontal ruler)
- Scroll through your document with the Scroll Bar.** (Points to the vertical scroll bar)
- Work on your document in the Document Pane.** (Points to the main document area)
- View page number and word count.** (Points to the status bar: Page 1 of 1, 0 words)
- Zoom and change page view.** (Points to the zoom and view controls in the status bar)

4. The Ribbon—the metaphor of the organization of the Ribbon is a filing system. Commands in the ribbon are sorted by purpose in different Tabs.



The screenshot shows the Microsoft Word ribbon with the following callouts:

- The Tabs in the Ribbon offer different groups of commands to customize your document.** (Points to the Home, Insert, and Design tabs)
- Related commands are grouped together. To see more options, click the arrow in the lower right corner of the Group.** (Points to the expand/collapse arrow in the Paragraph group)
- To learn more about any command, hover your mouse over it.** (Points to a command in the Paragraph group)

1. The Home Tab

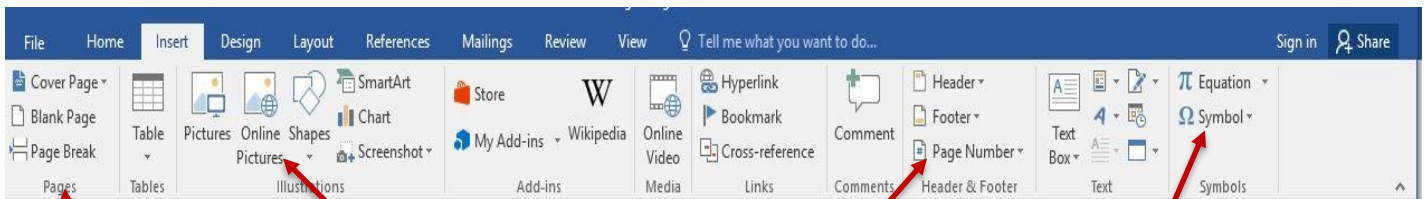


In the Font Group you can change the size, font, and color of your text—and much more!

Change the alignment and spacing of your text in the Paragraph Group.

Find a word or phrase in your document or select blocks of text in Editing.

2. The Insert Tab



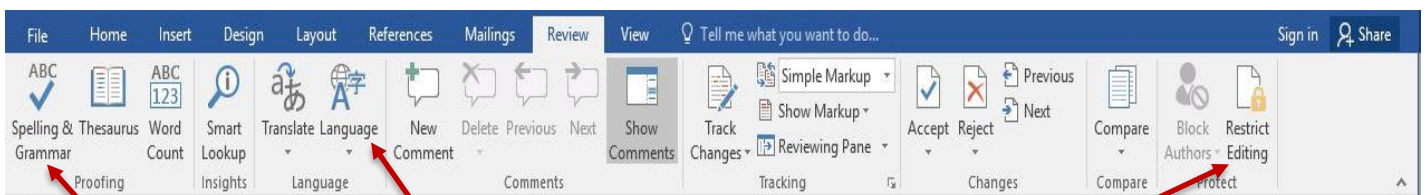
Insert a new page or page break.

Insert a picture from your computer or online.

Insert a header, footer, or page number.

Insert a symbol.

3. The Review Tab



Check your spelling and grammar.

Change the language in Word.

Protect your document so that only you can make changes.