

Microsoft Word 2016 for Beginners

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:

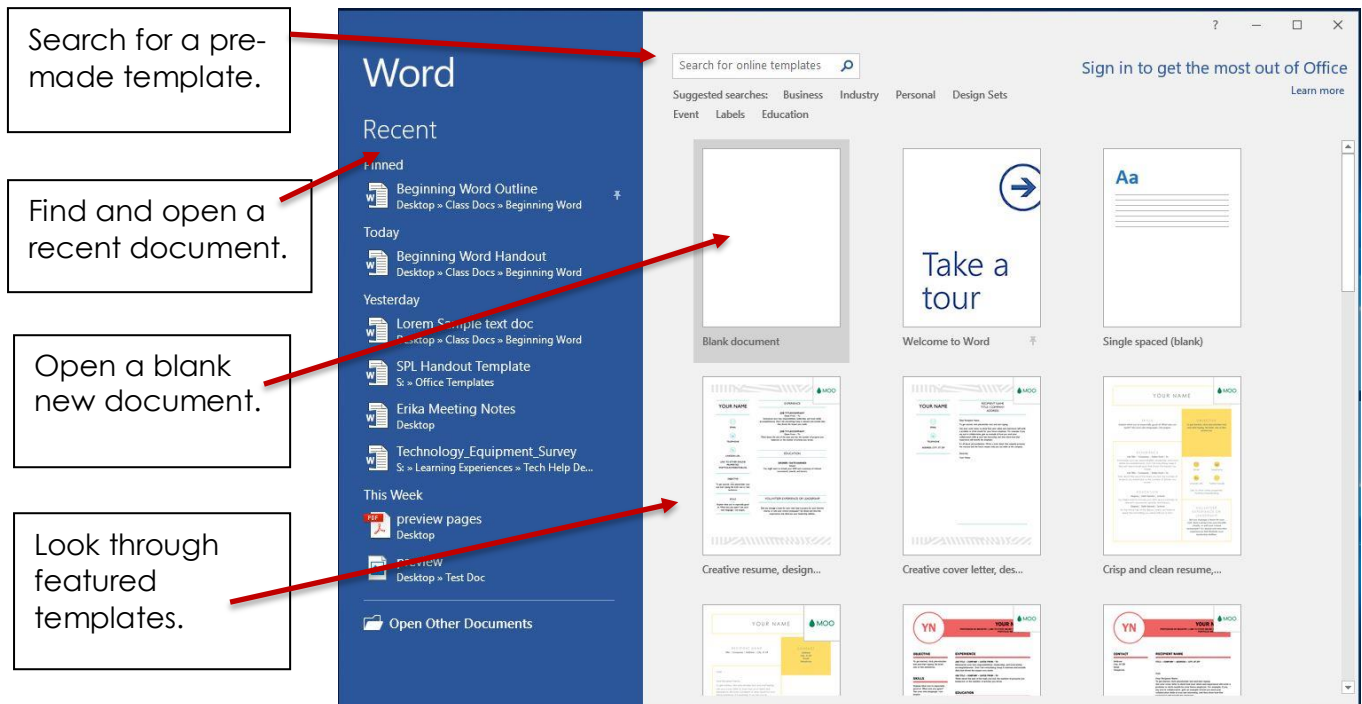
- <http://typingclub.com>
- <http://www.how-to-type.com>

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.



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 menu is a vertical blue bar on the left with 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 to specific features in the main workspace.

Callouts and their corresponding actions:

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

Main workspace content:

- Info** section: Protect Document (Control what types of changes people can make to this document.), Inspect Document (Before publishing this file, be aware that it contains: Document properties and author's name), Manage Document (Check in, check out, and recover unsaved changes. There are no unsaved changes.)
- Properties** section: Size (Not saved yet), Pages (1), Words (0), Total Editing Time (52 Minutes), Title (Add a title), Tags (Add a tag), Comments (Add comments).
- Related Dates** section: Last Modified, Created (Today, 1:31 PM), Last Printed.
- Related People** section: Author (Hannah Cart...), Last Modified By (Not saved yet), Show All Properties.

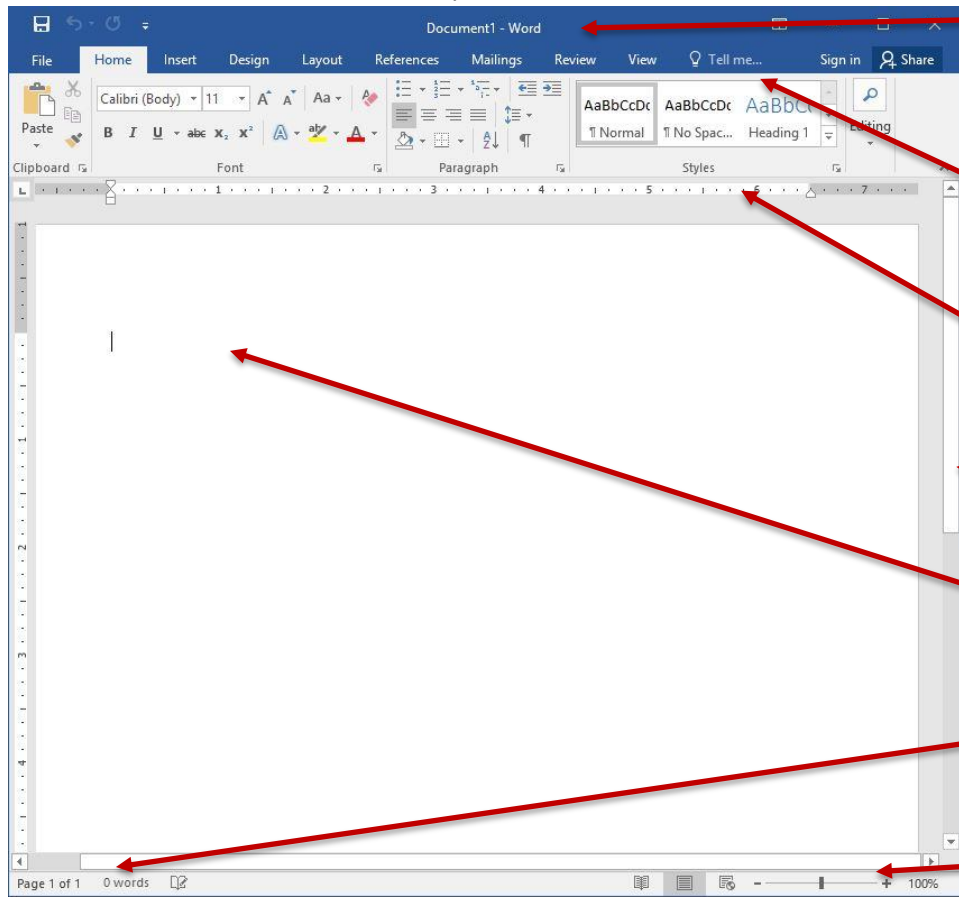
A Quick Note:

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!

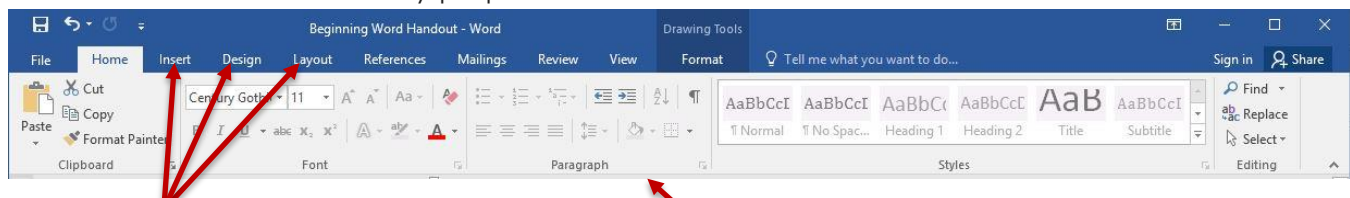
3. MS Word Interface—create your document!



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

- Document Title:** The name of your document appears at the top of the Window.
- Tell me bar:** With the Tell me bar, search within Word.
- Ruler:** See the dimensions of your document with the Ruler.
- Scroll Bar:** Scroll through your document with the Scroll Bar.
- Document Pane:** Work on your document in the Document Pane.
- Status Bar:** View page number and word count.
- Zoom and Page View:** Zoom and change page view.

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 MS Word ribbon with the following callouts:

- Ribbon Tabs:** The Tabs in the Ribbon offer different groups of commands to customize your document.
- Command Groups:** Related commands are grouped together. To see more options, click the arrow in the lower right corner of the Group.
- Hovering:** To learn more about any command, hover your mouse over it.

1. The Home Tab

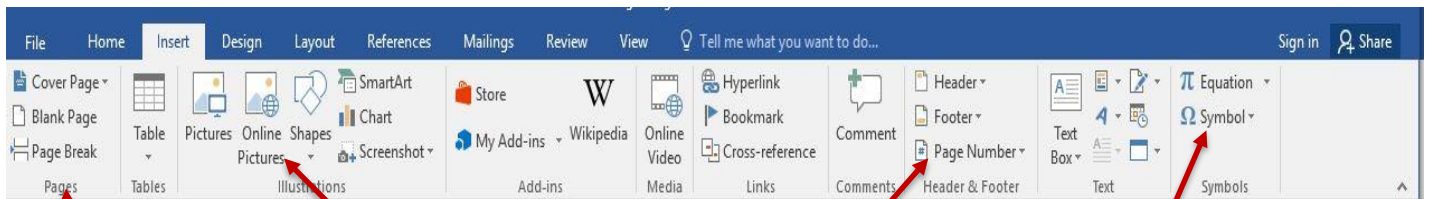


In the Font Group you can change the size, font, and color of your text—and much more!

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



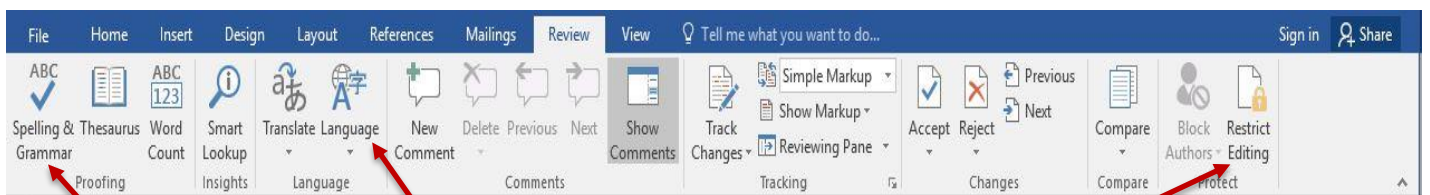
Insert a new page or page break.

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.