



Microsoft Word 2016 for Beginners

Hannah

Digital Literacy Specialist



What is MS Word?

- Microsoft Word is a word processing application.
- Word is a part of the Microsoft Office software suite.
- Word allows you to create, edit, and save a variety of typed documents, including letters, resumes, lists, and much more.
- Word is a linear word processor—letter follows letter, word follows word, paragraph follows paragraph to fill the page with text.



What we will cover

- The Microsoft Word 2016 interface
 - The Ribbon, tabs, groups, commands
- Creating and saving documents
- Basic formatting tasks
 - Changing font, size, color
 - Text alignment
 - Line spacing
 - Emphasizing text
 - Creating lists



Clarification of Terms

- For the purposes of this class, I want to clarify some vocabulary:
 - “Click” will mean one left click
 - “Double click” will mean two left clicks
 - “Right click” will mean one right click



A Quick Note

- There are usually a few different ways to accomplish the same task in MS Word.
- Find a way that works for you and stick with it.
- You only need to know one way to get the job done—knowing more ways is just a perk, not strictly necessary.

To Open Word

- Double click on the Word Icon on the Desktop.
- Click on the Word Icon on the Taskbar.
- Search for Word in the Start Menu.





Want to learn more?

- Learn more about Microsoft Word 2016:
 - Lynda.com—create a free account with your Skokie Library card.
 - Goodwill Free Learning—
<http://www.gcflearnfree.org/word2016>
 - Microsoft Support website—
<http://support.office.com/en-us/word>
 - Gale Online Classes—create a free account with your Skokie Library card.



Want to learn more?

- Learn to type:
 - <http://typingclub.com>
 - <http://www.how-to-type.com>
- To find the sample letter used in class and excellent writing tips, visit:
 - <https://owl.english.purdue.edu/owl>



Thank You

Want a copy of this presentation?
Visit www.skokielibrary.info/handouts
where this presentation will be available
for four weeks.