

WORD BASICS

Learning to use Microsoft Word 2016

What is Word?

Microsoft Word is a software program designed for word processing. It provides tools for the creation of a variety of documents including resumes, research papers, letters, flyers, and calendars. Word has many formatting options to create stylized

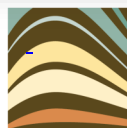
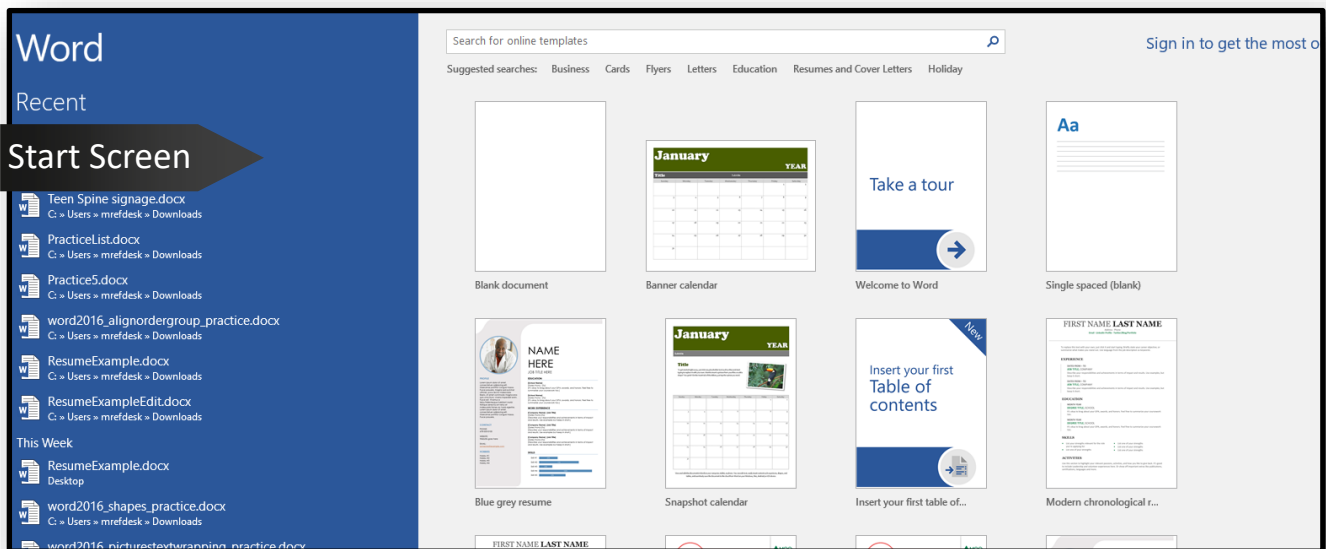


documents. This lesson will provide an introduction to using Word including getting familiar with the

layout and options. It will also provide the basics of formatting text.

Getting started

When you first open Word, the Start Screen will appear. Here you can choose to start with a blank document or begin with a template. Template options range from resumes to invitations. These can save time when you need to create a specific document. The area in blue along the left-hand side of the screen shows a list of documents that were created or worked on recently. When you are working with documents, this gives easy access to re-opening them.



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Once you choose a document or template, Word will open to the Document view. The document view lets you type and create content. Formatting and other options are available in the menu that runs along the top of the document. This menu is called the Ribbon. The Ribbon is broken up into different tabs. Each tab contains an extensive set of options.

Home tab — The most commonly used options including text and paragraph formatting tools.

Insert tab — Tools for adding shapes, SmartArt, or images.

Design tab — Options for changing the theme of your document and creating stylized text.

Layout tab — Includes tools for changing indents and spacing.

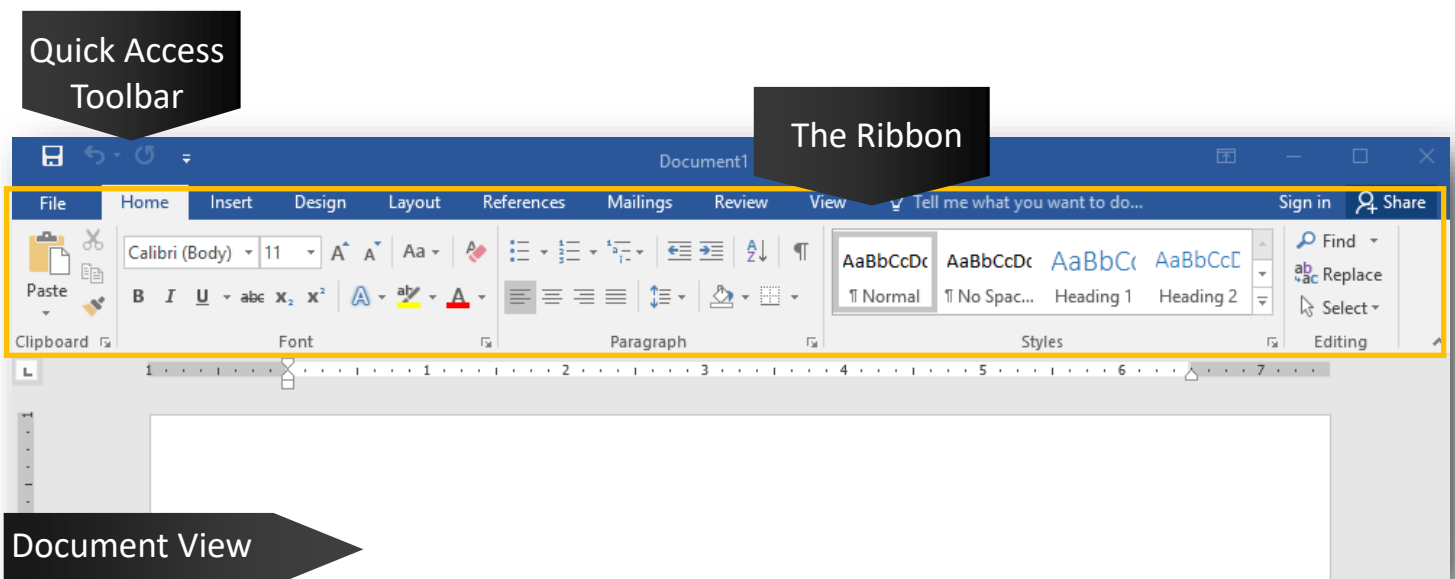
References tab — Tools mainly for creating reports or academic articles including citations, footnotes, and contents.

Mailings tab — Formatting tools for envelopes and labels, as well as, creation of mailing lists. Mainly used by businesses or organizations.

Review tab — Provides grammar and spelling checks, as well as, editing markup options.

View tab — Options for controlling your view of the document from side-by-side pages to zoom and ruler options.

Quick Access Toolbar — Above the Ribbon is a toolbar with frequently used actions such as Save and Undo. This toolbar may be customized by selecting the down arrow.



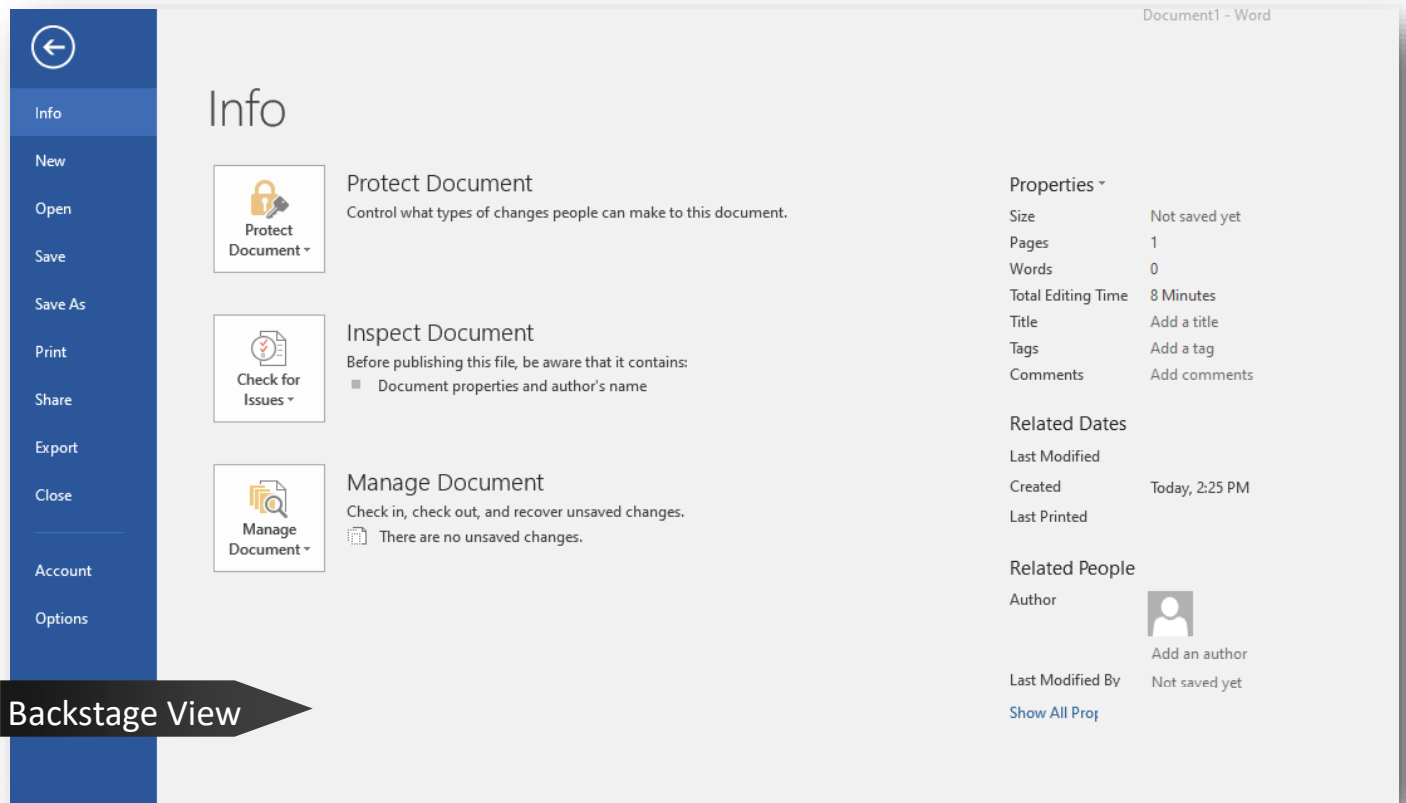
From the Ribbon, clicking on File opens the Backstage View. In the Backstage View, you can find information about your document. It also provides access to options like Save, Save As, Print, and Export.

The Print option provides a print preview of your document. It also includes options for settings including single or double-sided printing and number of copies.

The Export option allows you to create specific file types. It is most commonly used to create PDF files. A PDF (Portable Document Format) file is useful for file sharing. It is

locked for editing, which means that other people viewing the file will not be able to make changes to it. PDFs are often smaller than Word files, and thus are easier to email. Additionally, PDFs can be opened in most browsers and do not require proprietary software to view.

From the Backstage View, choosing New creates an additional Word file while Open gives easy access to other Word documents you saved previously. The Share and Account features are available for Microsoft account holders for cloud sharing and saving. Options provides advanced settings for Word.



Saving Documents

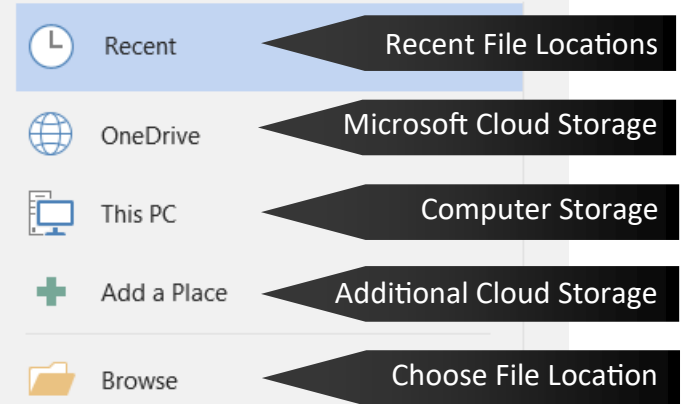
The Save As option is used for your first save. This option allows you to name your document and choose a location for the file.

If you choose to save to the computer, the computer's folders will display allowing you to choose the file's location. In the File Name line, you can type the document name. This line will default to the first line of text in the document. Simply, click in the line to begin typing and replace the text.

The Save icon is in the shape of a floppy disk, an early file storage technology.



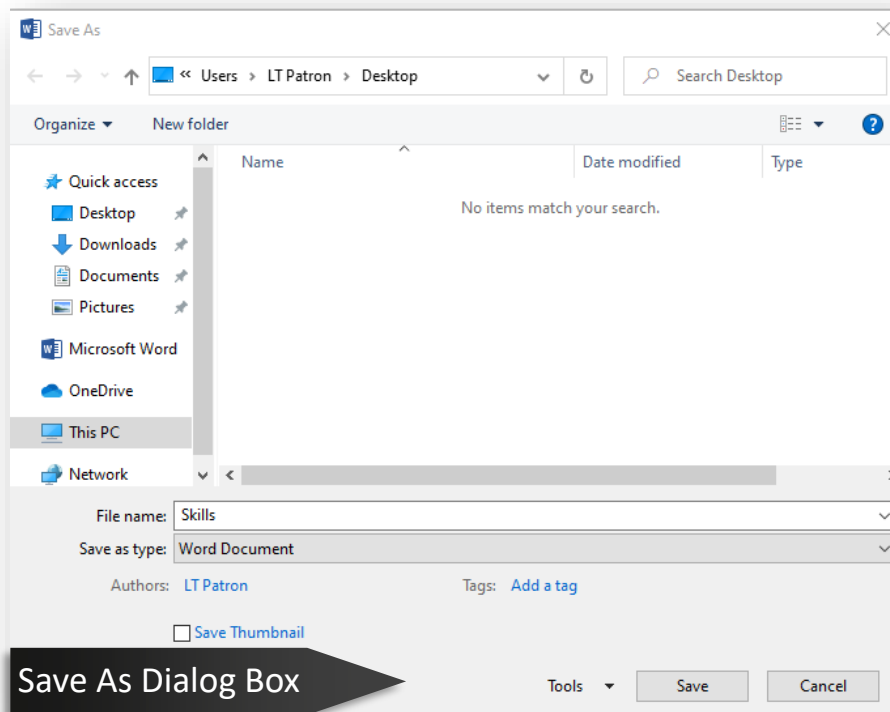
Save As



File type options are included in a dropdown below the file name to allow for saving to different file types. The file type will default to the one standard for that program. Files saved in

Word will save as a .docx file.

Once you have made your selections, click the Save button to apply them and save the document. After initially saving the document, clicking the Save icon again will save new changes to the document without re-opening the Save As dialog box.



Working with Text

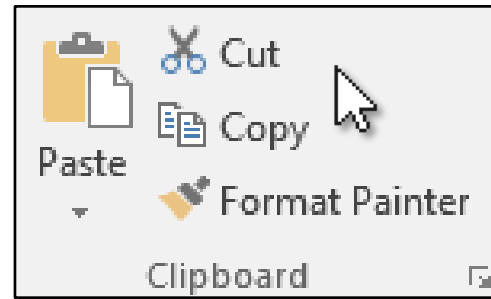
After entering text into your document, select the text to begin formatting and editing.

To select text, move your cursor to the left or right of the line of text you want to edit. Click with your left mouse button and drag your cursor across the text. A gray highlight will appear over selected text. Now, if you choose a formatting option from the Ribbon, changes will take effect on the selected text. To select all the text in your document, choose the Select option on the Ribbon and click on "Select all text." Once text is selected, you can copy it or cut it to move it to another location.

To copy or cut text, click the right mouse button over highlighted text and choose Copy or Cut from the dropdown menu. Move the insertion point to where you would like to duplicate the text. Right click and choose Paste from the dropdown menu.

The Copy, Cut, and Paste options are also available on the Ribbon under the Clipboard group on the Home tab.

To copy formatting, use the Format Painter option on the Ribbon. First select the text with the formatting you want to duplicate. Click on the Format Painter. Your cursor will change to a paint brush. Next, click and drag the paint brush over the text you want to change.



TIP

Keyboard shortcuts offer a fast way to complete tasks on your computer. Press the Ctrl key along with the designated letter to complete actions. Try these keyboard shortcuts to work more quickly in documents:

Ctrl + A = Select All

Ctrl + C = Copy

Ctrl + X = Cut

Ctrl + V = Paste

Ctrl + S = Save

Note: On a Mac computer, use the Command button instead of Ctrl for keyboard shortcuts.

Formatting Text

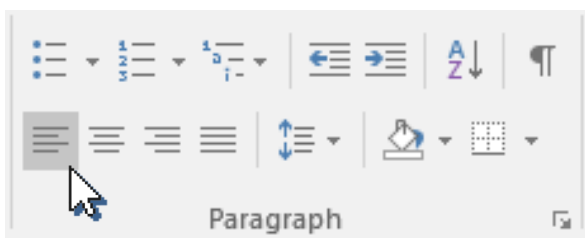
The Ribbon has formatting options in two groups: Font and Paragraph. Both of these groups are located on the Home tab.

To make changes to how the text appears, select the text you want to change and select options from the Font group. Word offers dozens of options for Font appearance that can be found in the dropdown menu. Each font has a name such as Calibri, Arial, and Verdana. Font sizes can be changed in the dropdown menu to the right of the Font dropdown. To increase and decrease font sizes incrementally, use the A with the up arrow or the



A with the down arrow next to the font size dropdown. Additional options include Bold, Italics, or Underlined text. Font colors and highlighting can also be added on this menu. Finally, the Change Case option allows you to change the upper and lowercase letters in a group of words at one time. For a full menu of advanced Font options, click on the small arrow in the corner of the Font group to open a pop-up window.

Formatting Paragraphs



To make changes to how paragraphs appear in your document, select the paragraph you want to change and make selections from the Paragraph group of options. You can adjust the text alignment to the left, right, or center. This menu also gives the option to create bulleted or numbered

TIP

Here are more keyboard shortcuts for working with text.

Ctrl + B = **Bold**

Ctrl + I = *Italics*

Ctrl + U = Underline

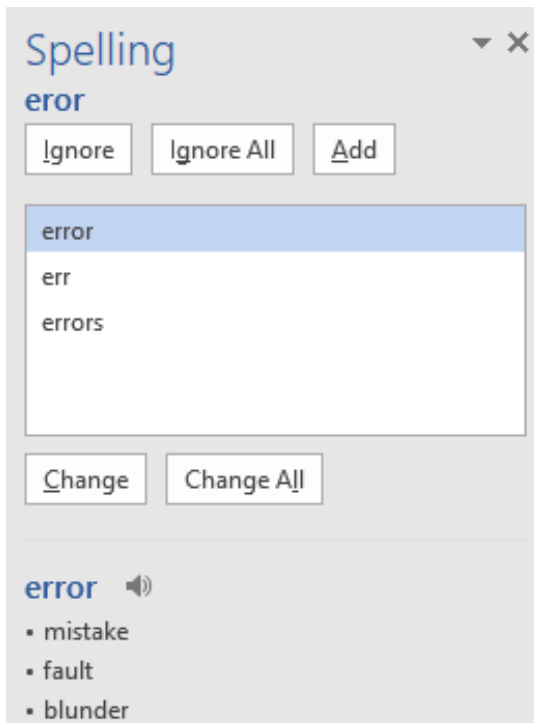
Ctrl + Shift + > = Increase text size

Ctrl + Shift + < = Decrease text size

lists. You can also adjust the line spacing. To see the full suite of options, choose the small arrow in the corner of the Paragraph group.

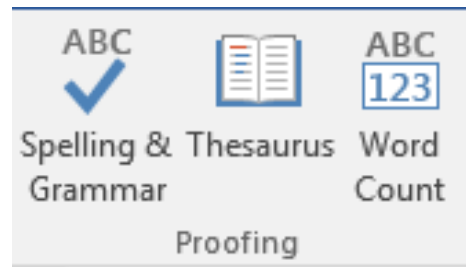
Review Tools

Word also offers tools to help with grammar and spelling. To check your document for suggestions or corrections, go to the Review tab and select Spelling & Grammar. Word will scan your document and give you suggestions or corrections.



You can select corrections and choose Change to update your document. Or, you can choose Ignore if you do not want to make the change to your document. This feature can also show you definitions for words.

If you would like to view synonyms



for a word in your document, select it and choose the Thesaurus option from the Proofing group on the Review tab. The thesaurus feature makes it easy to prevent repetition in your writing.

To view the word count for your document, select Word Count on the Review tab. This feature will tell you the total number of words, letters, lines, characters, and paragraphs in your document. This is useful for academic, research, and content writers.

TIP

While working in Word, you will notice an autocorrect feature that will fix typos as you work. A lightning bolt symbol will appear under words that have been automatically corrected. If you do not like this feature or it is interfering with your work, you can turn it off by going to File, Options, and choosing Proofing.

Resources for Further Learning

Continue developing computer skills with the following resources:

Poudre River Public Library — We are committed to supporting you as you Connect to Curiosity in technology tools. Take advantage of our free assistance at a class or by stopping by a help desk.

Recommends: Word Beyond Basics and Google Docs. Visit our resources at <https://read.poudrelibraries.org/research/z264.html>

GCF Learn Free — Quality collection of technology tutorials free of advertisements and free to use.

Recommends: Word, Word Tips, and Office for Macs. Check out all they have to offer at <https://edu.gcfglobal.org/en/subjects/tech/>

NorthStar Digital — Tutorials and assessments for a variety of computer skills. Earn badges and certificates.

Recommends: Microsoft Word tutorial and assessment. Access on our computer resources page: <https://read.poudrelibraries.org/research/z264.html>

LinkedIn Learning — Access to this database of computer and business classes is offered with a library card.

Recommends: Learning Word and Word Tips and Tricks. Find it on the Library's Research page: <https://read.poudrelibraries.org/research/eresources.cfm?filter=all>

Microsoft Support Tutorials — Microsoft has created several tutorials to help computer users get started with Word. Check out there videos here: <https://support.microsoft.com/en-us/office/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73>



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