

# Word Basics

Learn document creation and formatting in  
Microsoft Word 2016.



**TECHNOLOGY  
& COMPUTER  
TUTORIALS**

# Course Learning Objectives

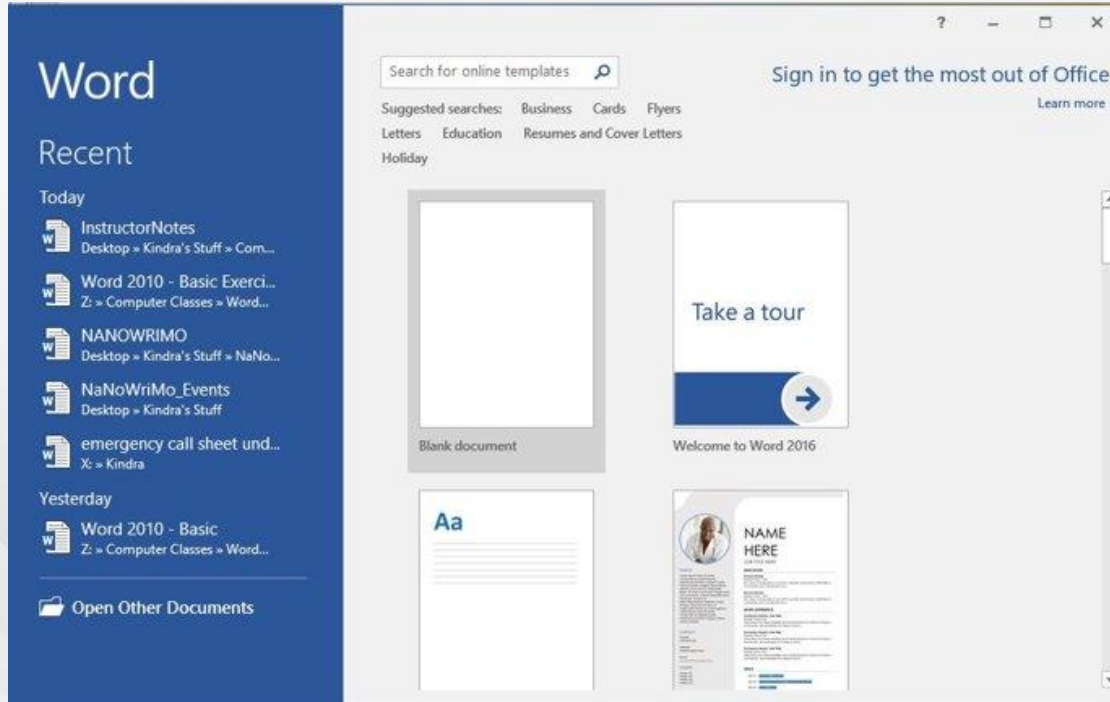
By the end of class, students will:

- Be familiar with the Word 2016 interface.
- Be able to create and save a document.
- Be able to export a document to PDF.
- Know some basic formatting.

# Getting Started



Click on icon to open Word



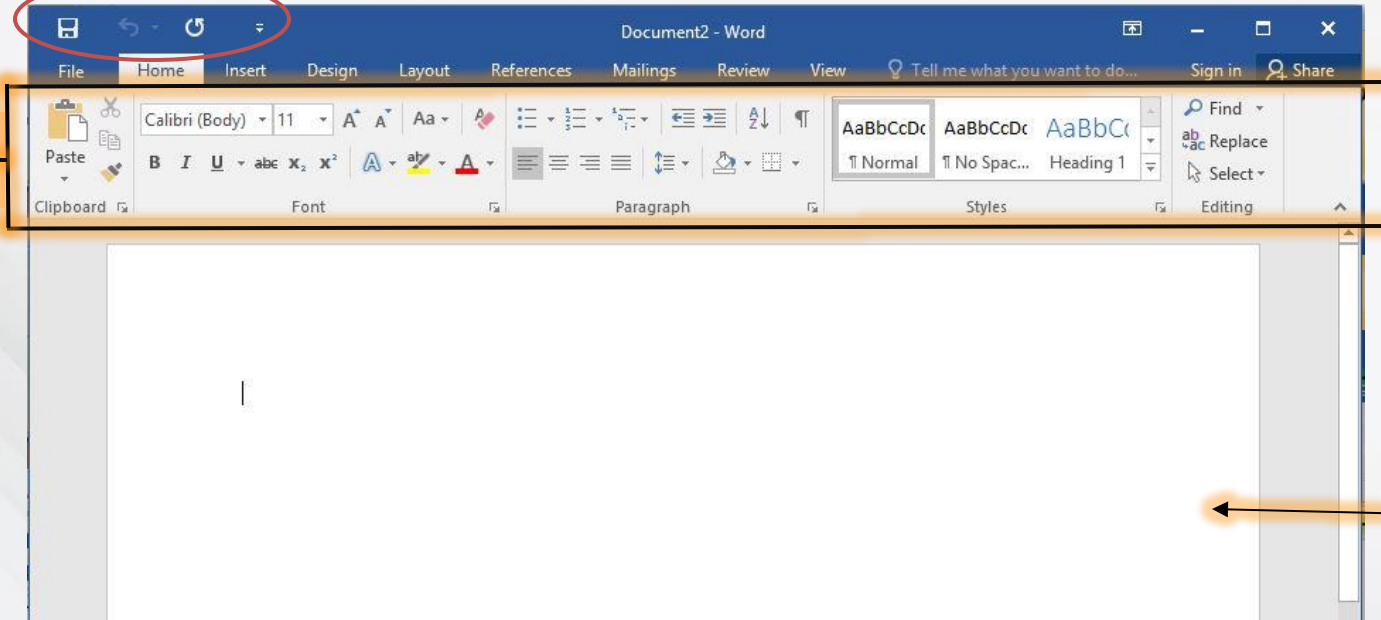
# Document View

Save Undo Repeat Customize

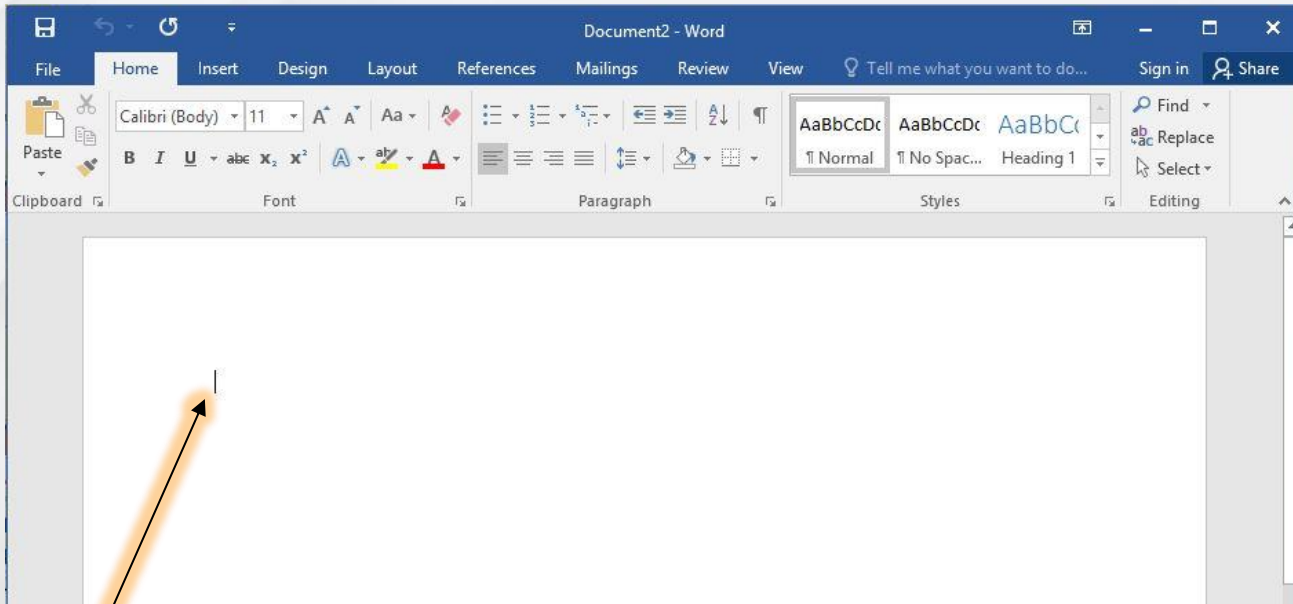


Quick Access Toolbar

Ribbon



Document pane

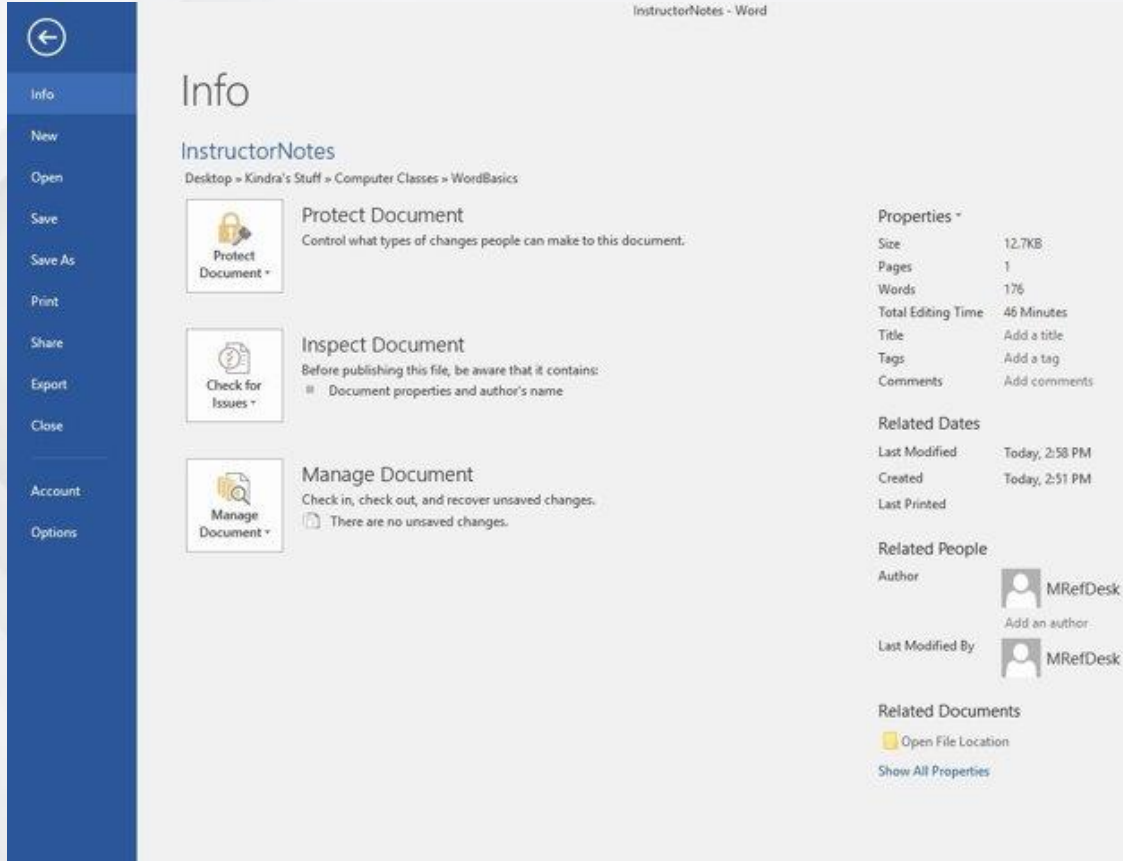


**Insertion Point** – Blinking line. Letters will appear here when you type.

**Try it out!**

Type a few sentences to start your document.

# Backstage View



The screenshot shows the Microsoft Word Backstage View for a document titled "InstructorNotes - Word". On the left is a blue navigation pane with options: Info (selected), New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is divided into three sections: "Protect Document", "Inspect Document", and "Manage Document".

**Info**  
InstructorNotes  
Desktop » Kindra's Stuff » Computer Classes » WordBasics

**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**


Size	12.7KB
Pages	1
Words	176
Total Editing Time	46 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

**Related Dates**


Last Modified	Today, 2:58 PM
Created	Today, 2:51 PM
Last Printed	

**Related People**

Author:  MRefDesk  
Add an author

Last Modified By:  MRefDesk

**Related Documents**

 Open File Location  
[Show All Properties](#)

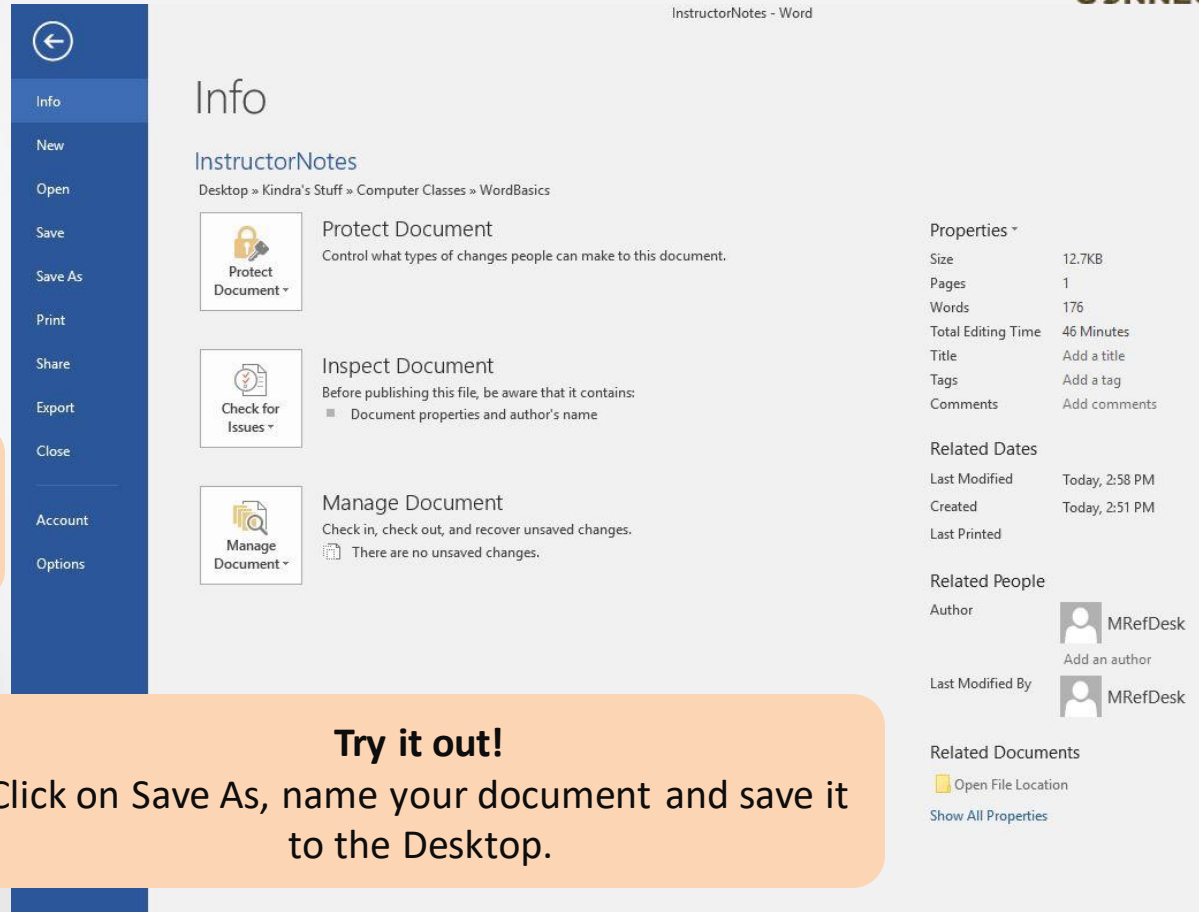
Clicking on "File" will bring you to the Backstage View. Find options for printing, saving, and more here.

# Saving Documents

Save  
changes

First Save

**Keyboard  
Shortcut**  
Ctrl + S = Save



The screenshot shows the Microsoft Word interface. On the left, the File menu is open, displaying options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. Two orange arrows point from the text 'Save changes' to the 'Save' and 'Save As' options. Below the File menu, an orange box contains the text 'Keyboard Shortcut Ctrl + S = Save'. The main area of the window shows the 'Info' tab for a document titled 'InstructorNotes'. It displays the path 'Desktop » Kindra's Stuff » Computer Classes » WordBasics' and three sections: '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), and 'Manage Document' (Check in, check out, and recover unsaved changes. There are no unsaved changes.). On the right side of the window, there is a 'Properties' section with details like Size (12.7KB), Pages (1), Words (176), and Total Editing Time (46 Minutes). Below that are 'Related Dates' (Last Modified: Today, 2:58 PM; Created: Today, 2:51 PM; Last Printed) and 'Related People' (Author: MRefDesk; Last Modified By: MRefDesk). At the bottom right, there is a 'Related Documents' section with an 'Open File Location' button and a 'Show All Properties' link.

**Try it out!**  
Click on Save As, name your document and save it to the Desktop.

# PDF Files

PDFs are useful for file sharing because they are:

- Locked for editing
  - Other users who open the document will not be able to make changes to it.
- Easy to email
  - Exporting to PDF reduces the file's size making it compatible with email size requirements.
- Easy to view
  - Free PDF viewers, including most web browsers, make the files easy to open without proprietary software.



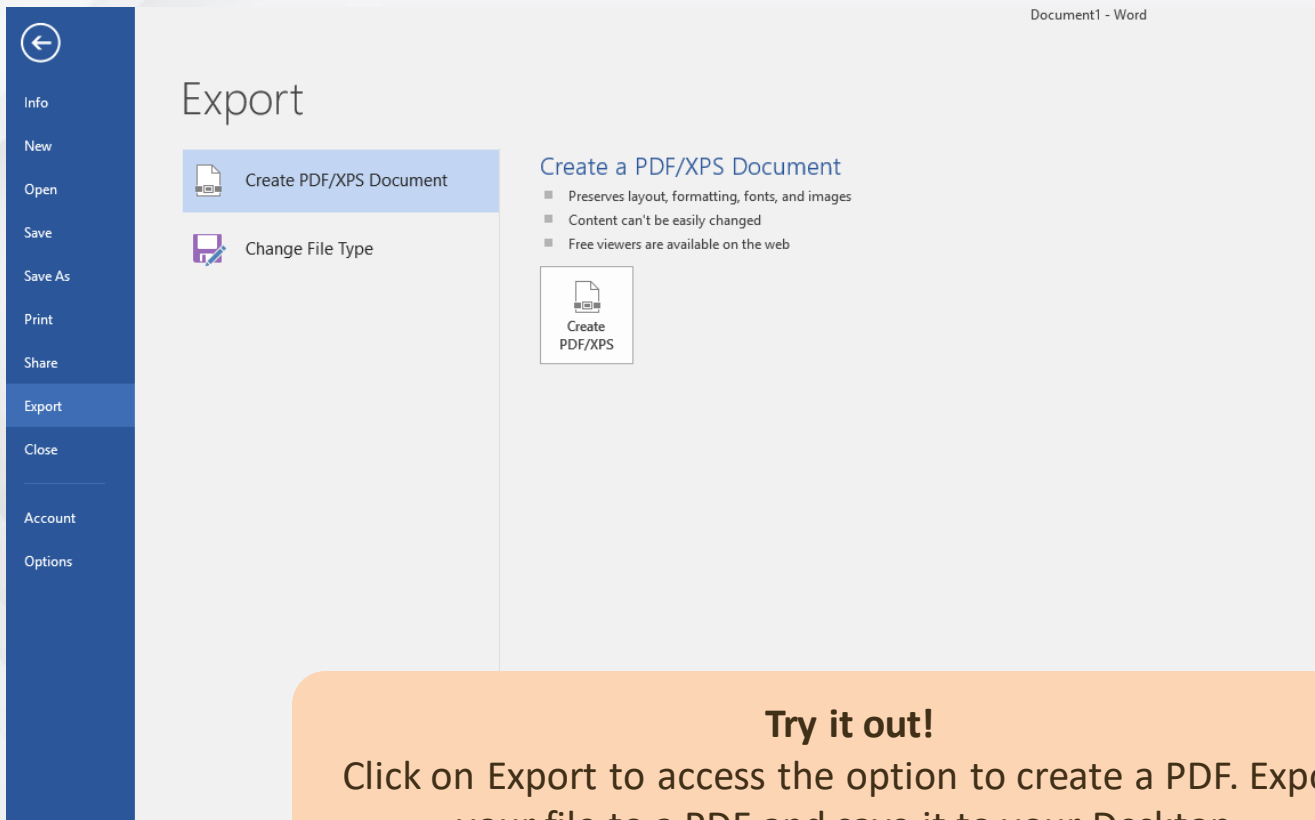
For more information on PDFs, visit GCF Learn Free's page "What is a PDF File?"

<https://edu.gcfglobal.org/en/basic-computer-skills/what-is-a-pdf-file/1/>



# Creating a PDF

Document1 - Word

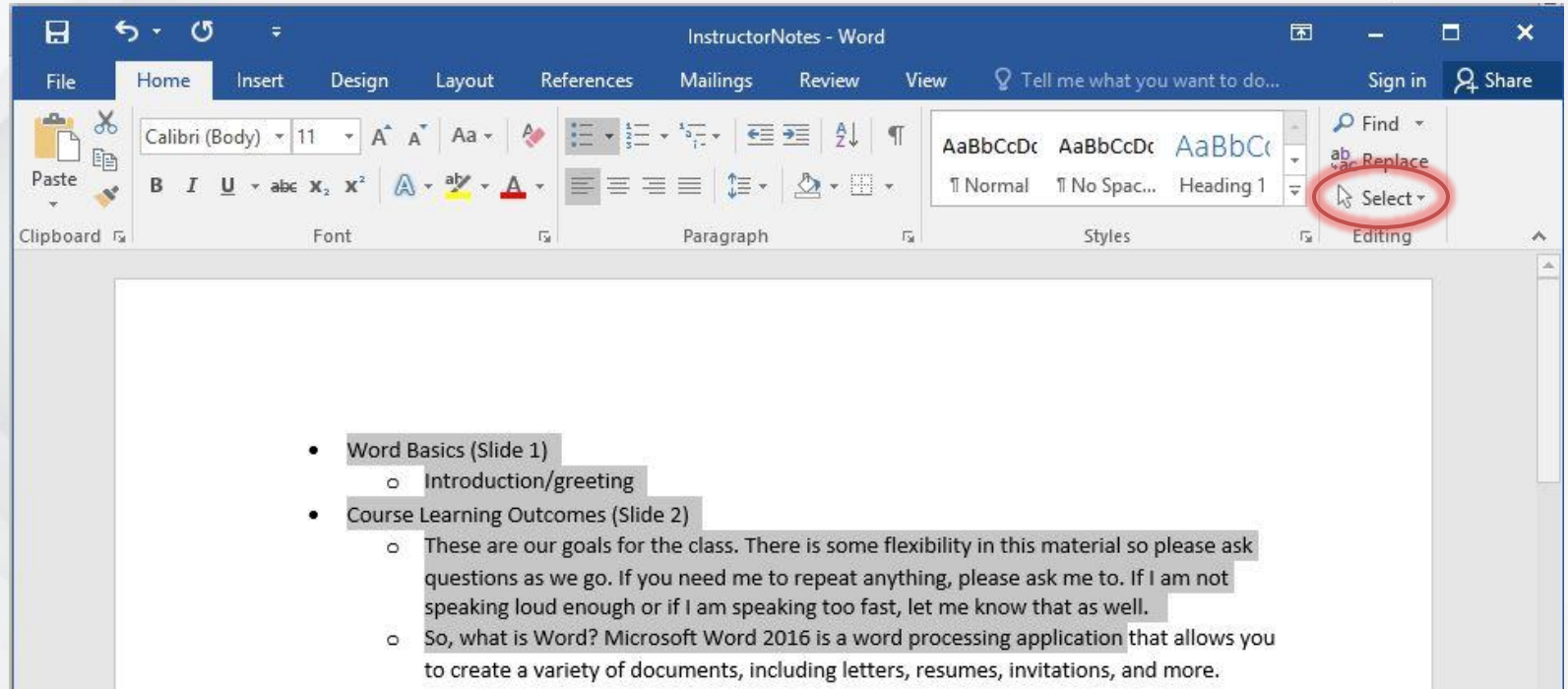


The screenshot shows the Microsoft Word application window with the 'Export' menu open. The 'Export' menu is highlighted in blue and contains the following options: Info, New, Open, Save, Save As, Print, Share, Export (highlighted), Close, Account, and Options. The 'Export' submenu is displayed, showing two main options: 'Create PDF/XPS Document' (highlighted) and 'Change File Type'. The 'Create PDF/XPS Document' option is expanded, showing a list of bullet points: 'Preserves layout, formatting, fonts, and images', 'Content can't be easily changed', and 'Free viewers are available on the web'. Below the list is a button labeled 'Create PDF/XPS'.

## Try it out!

Click on Export to access the option to create a PDF. Export your file to a PDF and save it to your Desktop.

# Selecting Text

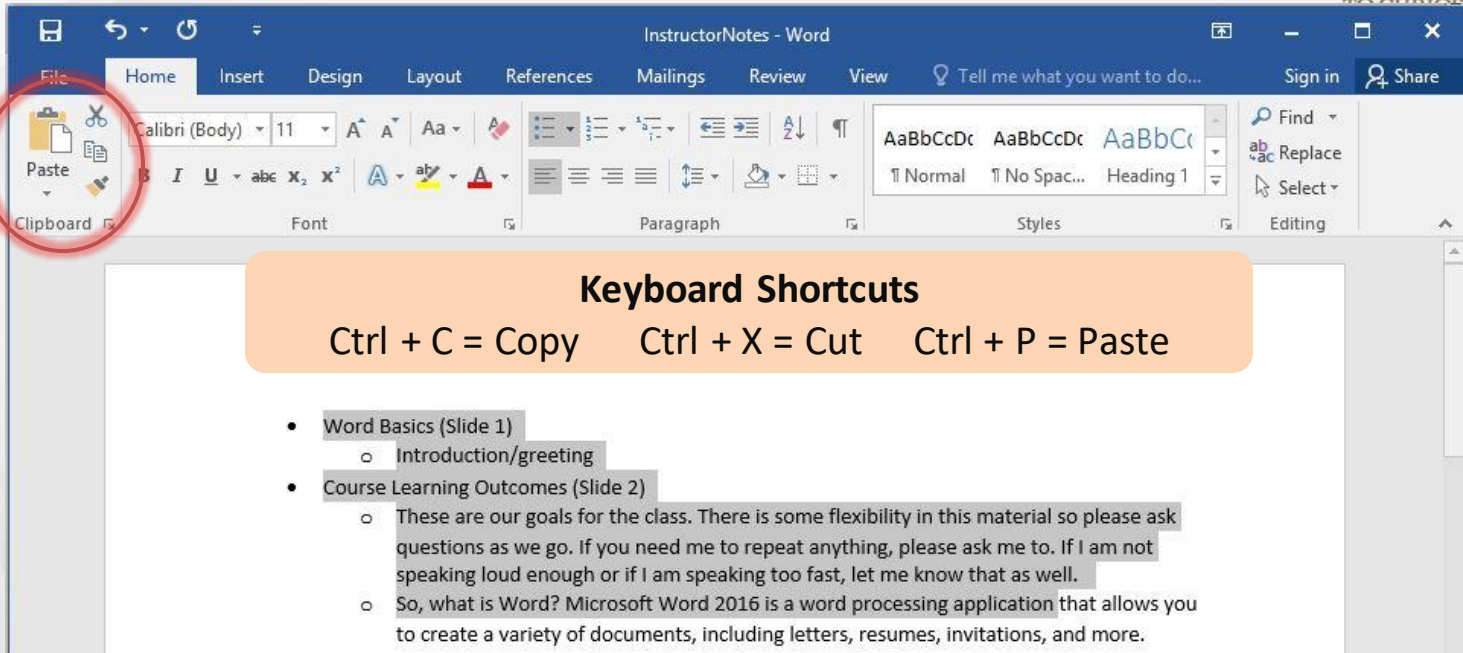


The screenshot shows the Microsoft Word 2016 interface. The title bar reads "InstructorNotes - Word". The ribbon is set to the "Home" tab, with sub-tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, and View. The Font group shows "Calibri (Body)" and "11". The Paragraph group shows various alignment and bullet point options. The Styles group shows "Normal", "No Spac...", and "Heading 1". The Editing group shows "Find", "Replace", and "Select" (highlighted with a red circle). The document content is a bulleted list with the following text:

- Word Basics (Slide 1)
  - Introduction/greeting
- Course Learning Outcomes (Slide 2)
  - These are our goals for the class. There is some flexibility in this material so please ask questions as we go. If you need me to repeat anything, please ask me to. If I am not speaking loud enough or if I am speaking too fast, let me know that as well.
  - So, what is Word? Microsoft Word 2016 is a word processing application that allows you to create a variety of documents, including letters, resumes, invitations, and more.

**Keyboard Shortcut**  
Ctrl + A = Select All

# Moving Text



The screenshot shows the Microsoft Word ribbon with the 'Clipboard' group circled in red. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, and View. The 'Clipboard' group contains icons for Paste, Copy, and Cut. The main document area contains the following text:

### Keyboard Shortcuts

Ctrl + C = Copy    Ctrl + X = Cut    Ctrl + P = Paste

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  - So, what is Word? Microsoft Word 2016 is a word processing application that allows you to create a variety of documents, including letters, resumes, invitations, and more.

## Try it out!

Copy and paste text from the River's Mouth Blog into your document.

# Formatting Text

InstructorNotes - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Sign in Share

Clipboard Font Paragraph Styles Editing

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## Keyboard Shortcuts

Ctrl + B = **Bold**    Ctrl + I = *Italics*    Ctrl + U = Underline

# Let's Practice

Read.

Dream.

Share.

Before

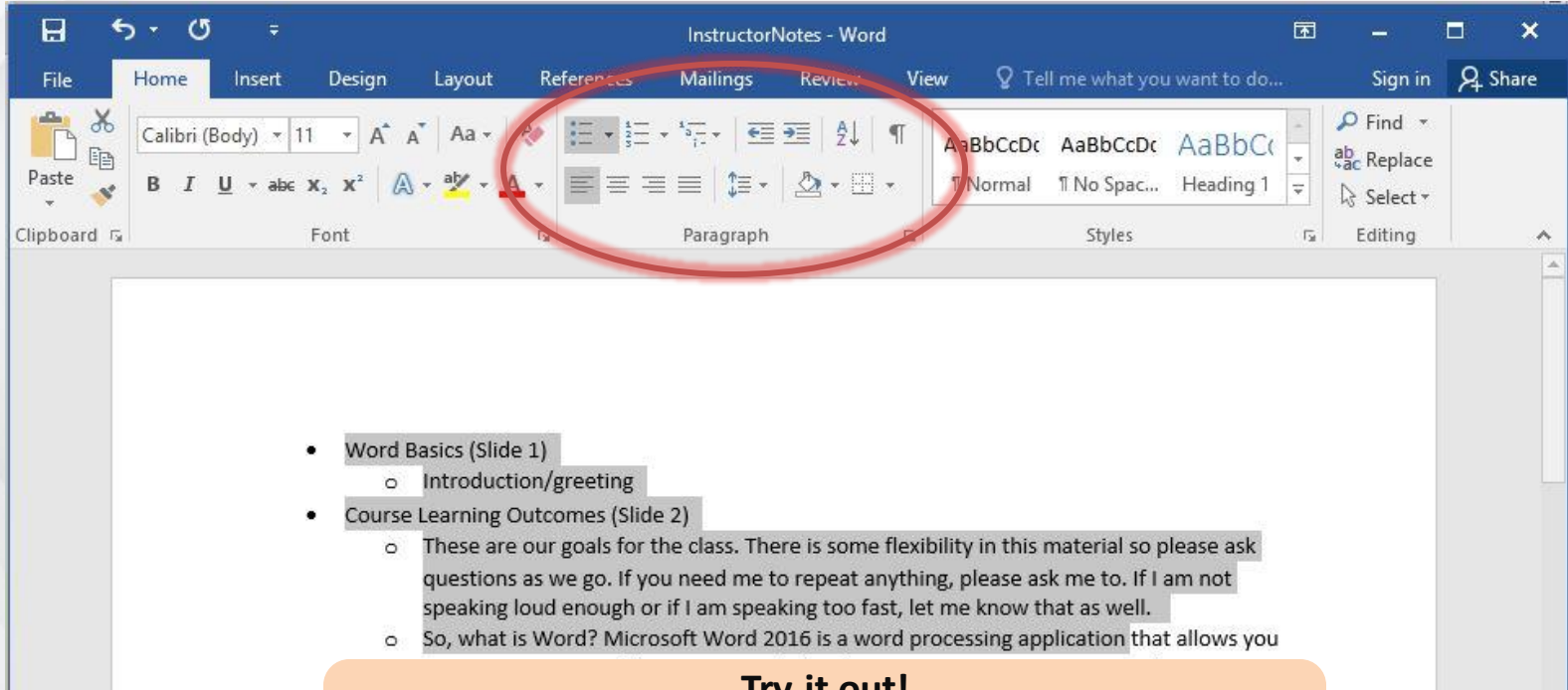
Read.

Dream.

Share.

After

# Paragraph Formatting



InstructorNotes - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Sign in Share

Clipboard Font Paragraph Styles Editing

- Word Basics (Slide 1)
  - Introduction/greeting
- Course Learning Outcomes (Slide 2)
  - These are our goals for the class. There is some flexibility in this material so please ask questions as we go. If you need me to repeat anything, please ask me to. If I am not speaking loud enough or if I am speaking too fast, let me know that as well.
  - So, what is Word? Microsoft Word 2016 is a word processing application that allows you

**Try it out!**

Select the text in your document and try aligning it to the right or center. Then, change the line spacing.

# Creating Lists



## Bulleted List

### Store List

- Milk
- Eggs
- Bread
- Spinach
- Tomatoes
- Quinoa

## Numbered List

### Agenda

1. Welcome
2. Introductions
3. Icebreaker
4. Presentation
5. Closing

## Try it out!

Use the numbered or bulleted list options. Try changing the style of bullets or numbers.

# Let's Practice

## Louise Penny's Chief Inspector Gamache Series

Still Life (2005)

Dead Cold (2006) aka A Fatal Grace

The Cruellest Month (2007) aka The Cruellest Month

The Murder Stone (2008) aka A Rule Against Murder

The Brutal Telling (2009)

Bury Your Dead (2010)

A Trick of the Light (2011)

The Beautiful Mystery (2012)

How the Light Gets In (2013)

The Long Way Home (2014)

The Nature of the Beast (2015)

A Great Reckoning (2016)

Glass Houses (2017)

Kingdom of the Blind (2018)

A Better Man (2019)

All the Devils Are Here (2020)

The Madness of Crowds (2021)

Before

## Louise Penny's Chief Inspector Gamache Series

1. Still Life (2005)

2. Dead Cold (2006) aka A Fatal Grace

3. The Cruellest Month (2007) aka The Cruellest Month

4. The Murder Stone (2008) aka A Rule Against Murder

5. The Brutal Telling (2009)

6. Bury Your Dead (2010)

7. A Trick of the Light (2011)

8. The Beautiful Mystery (2012)

9. How the Light Gets In (2013)

10. The Long Way Home (2014)

11. The Nature of the Beast (2015)

12. A Great Reckoning (2016)

13. Glass Houses (2017)

14. Kingdom of the Blind (2018)

15. A Better Man (2019)

16. All the Devils Are Here (2020)

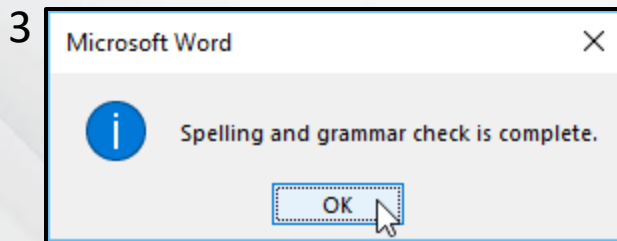
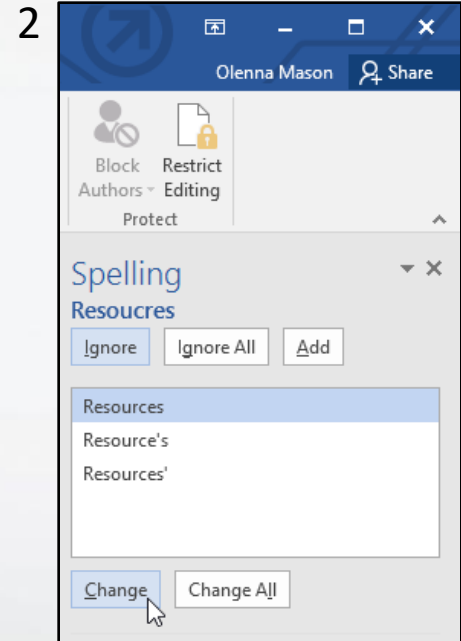
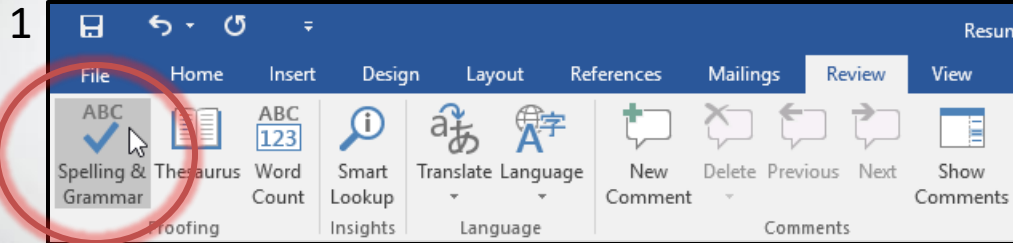
17. The Madness of Crowds (2021)

After



# Spell/Grammar Check

The Review tab has tools to help with editing your document. Try out the Spelling and Grammar feature to see suggestions for changes.



# Let's Practice

## Menu

Enchilada Quinoa Bake

Penne Rosa

Colorado Burger

Vegetable Medley

## Kid's Menu

Pizza

Mac n' cheese

Chicken nuggets

Before

## Menu

Enchilada Quinoa Bake

Penne Rosa

Colorado Burger

Vegetable Medley

## Kid's Menu

Pizza

Mac n' cheese

Chicken nuggets

After

# Additional Resources

- **The Library** - Librarians, books, databases, computer classes
- **Poudrelibraries.org** - Access to online tutorials and databases
- **GCFLearnFree.org** - Free, high quality, innovative online learning for technology including courses on web browsers and social media
- **TechBoomers** - Online articles and courses for learning how to use technology and apps
- **LearnMyWay.com** - Step-by-step courses for building computer skills
- **LinkedIn Learning** – Video courses including many different computer programs and career skills
- **DigitalLearn.org** - Free online technology courses including introductory courses on YouTube and Google Maps

# Questions? Comments?



# Did we meet your needs?



## Computer/Technology Class Evaluation 2021

**Thank you for taking a Computer/Technology class from  
Poudre River Public Library District.**

Please help us by answering this 7 question survey.

\* 1. Name of today's class:

\* 2. How did you hear about today's class?

Next

- <https://www.surveymonkey.com/r/2021PRPLD>



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# Text



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