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Word Basics

Learn document creation and formatting in Microsoft Word 2016.

Course Learning Objectives

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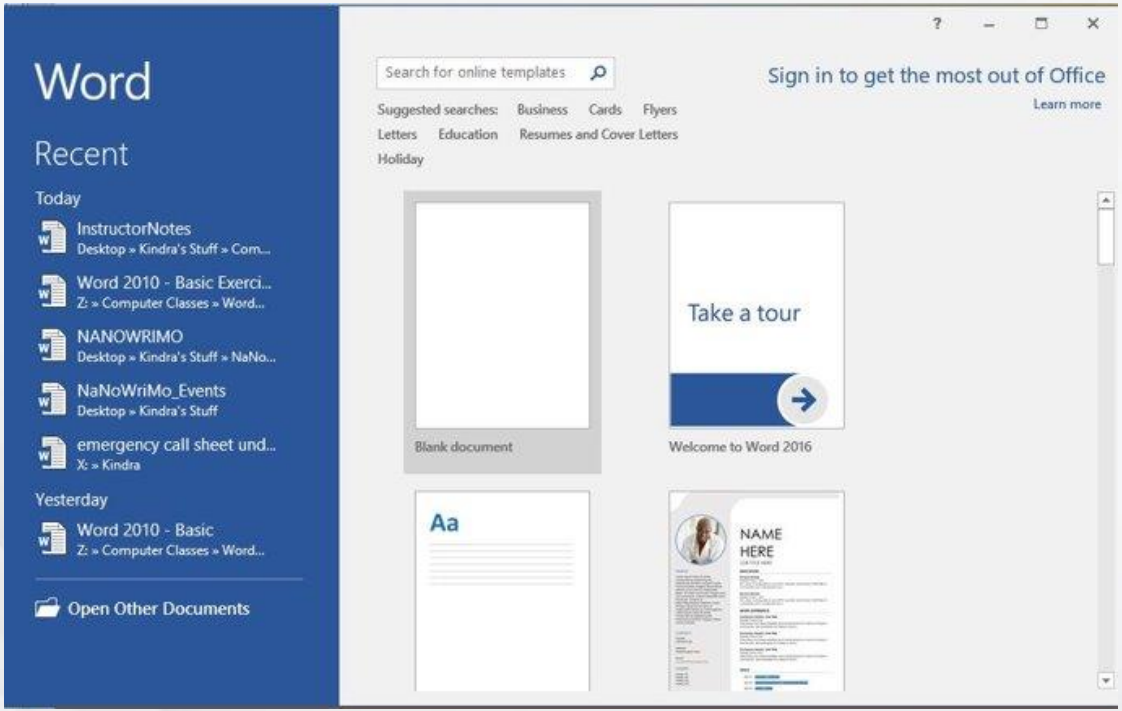
By the end of class, students will:

- 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



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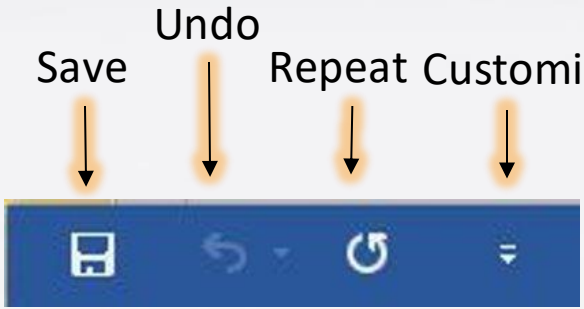
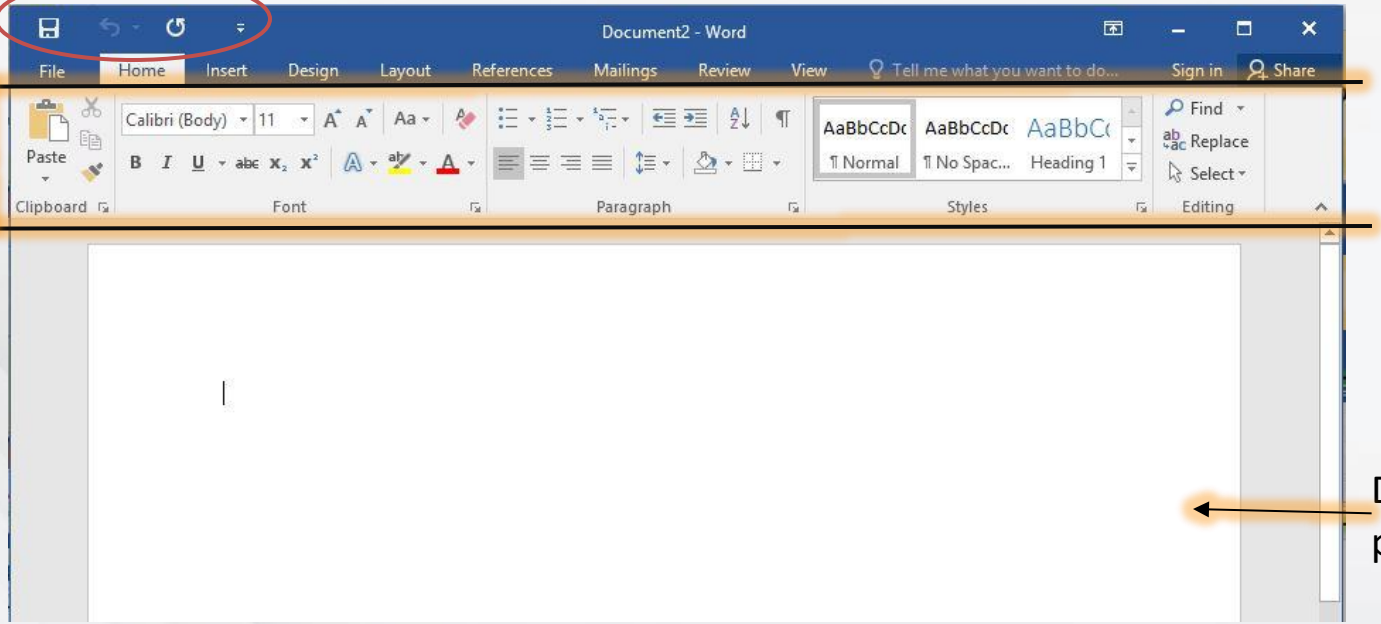
Document View



Quick Access Toolbar

Ribbon



Document pane

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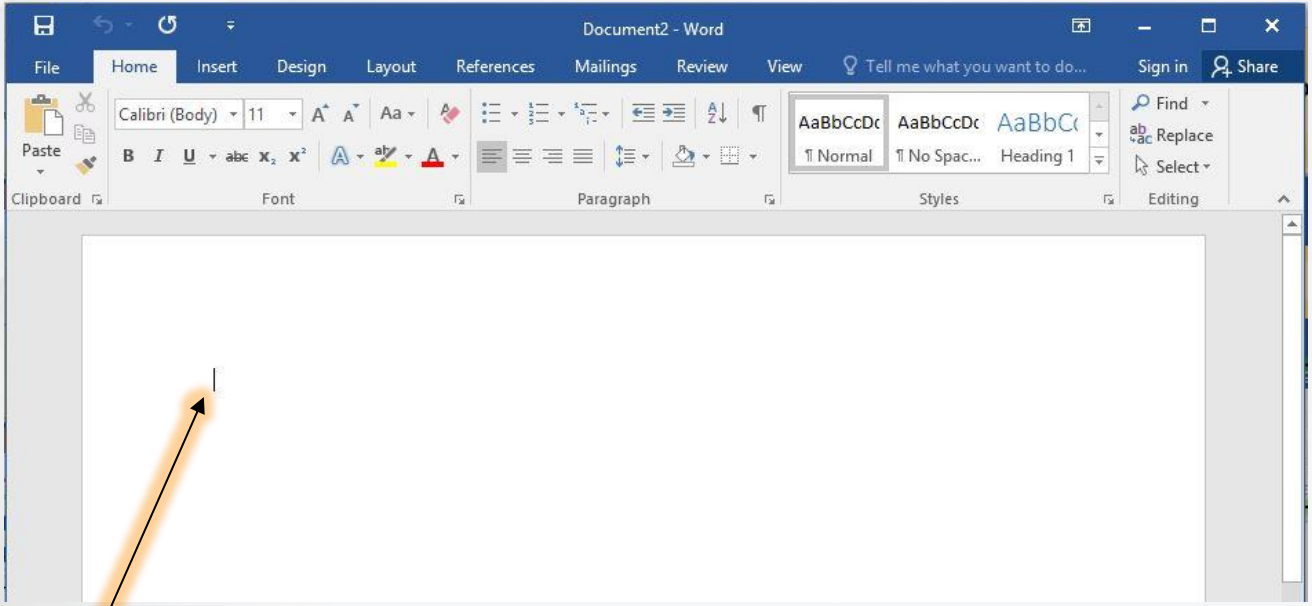

Insertion Point – Blinking line. Letters will appear here when you type.

Try it out!

Type a few sentences to start your document.

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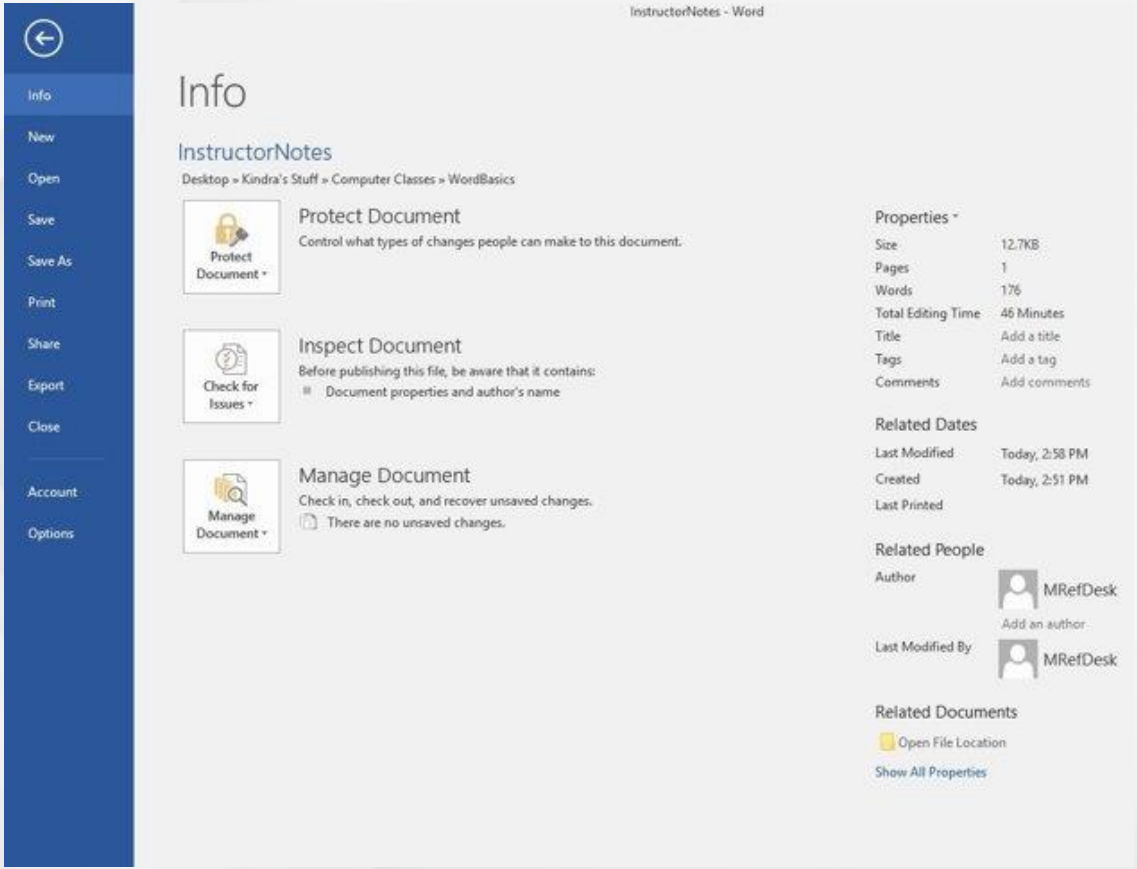
Backstage View



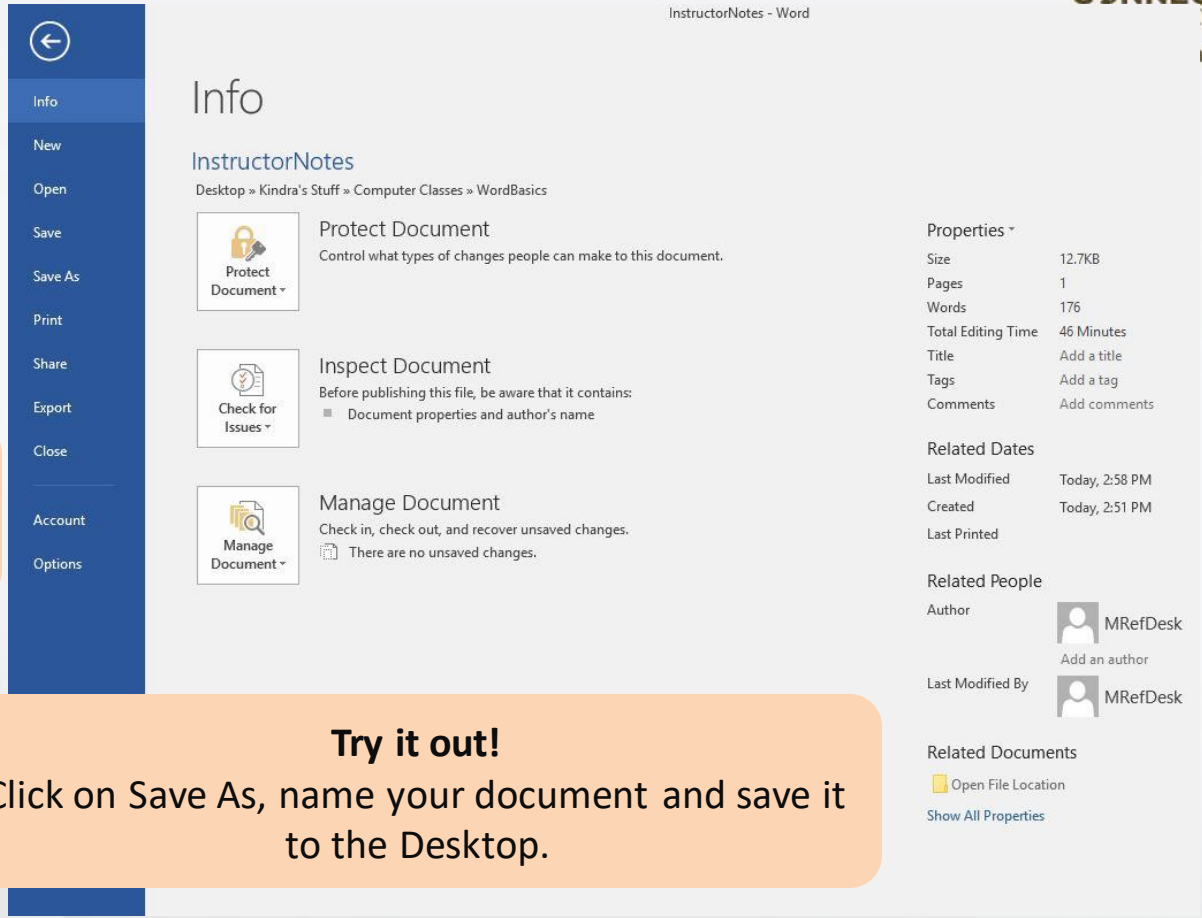
Clicking on "File" will bring you to the Backstage View. Find options for printing, saving, and more here.

Saving Documents

Save changes

First Save

Keyboard Shortcut
Ctrl + S = Save



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

PDF Files

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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

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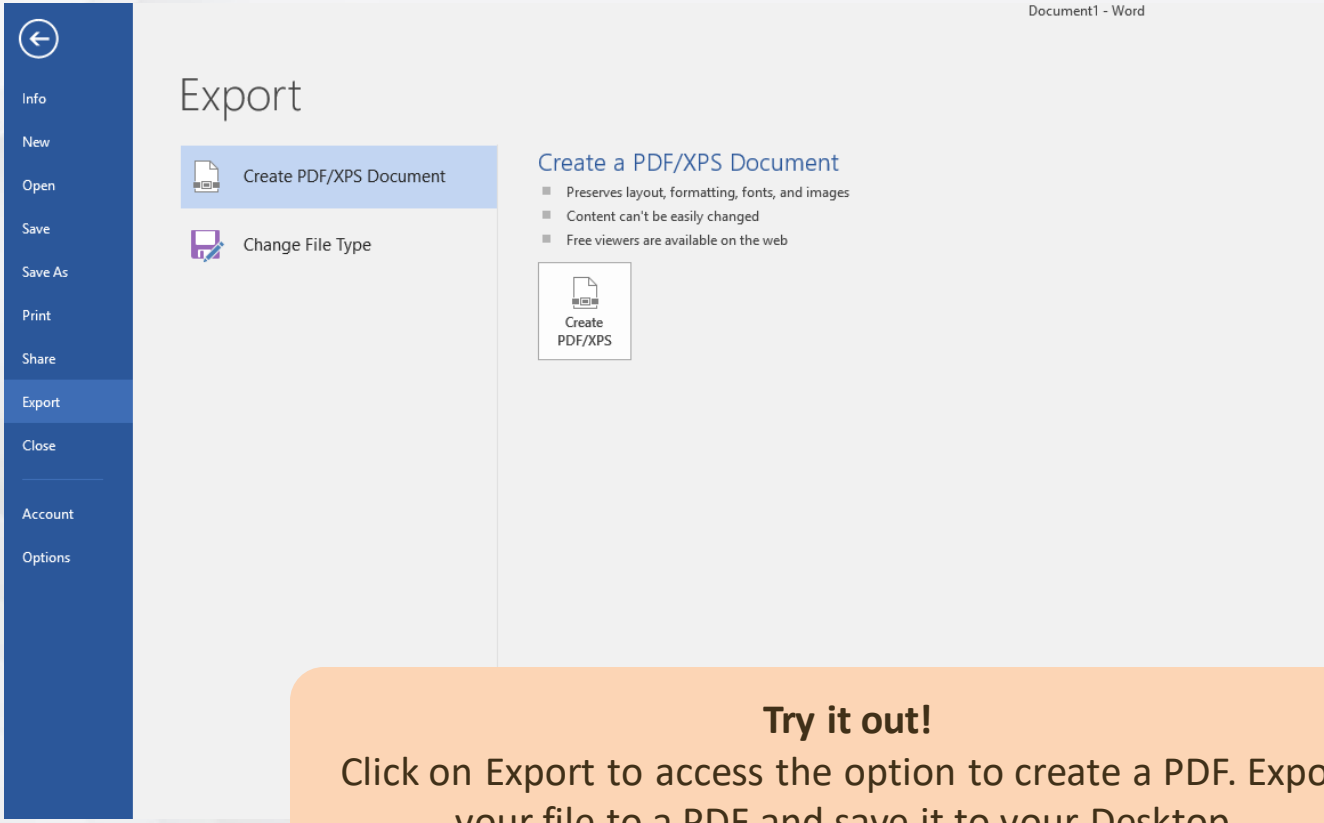

Try it out!

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

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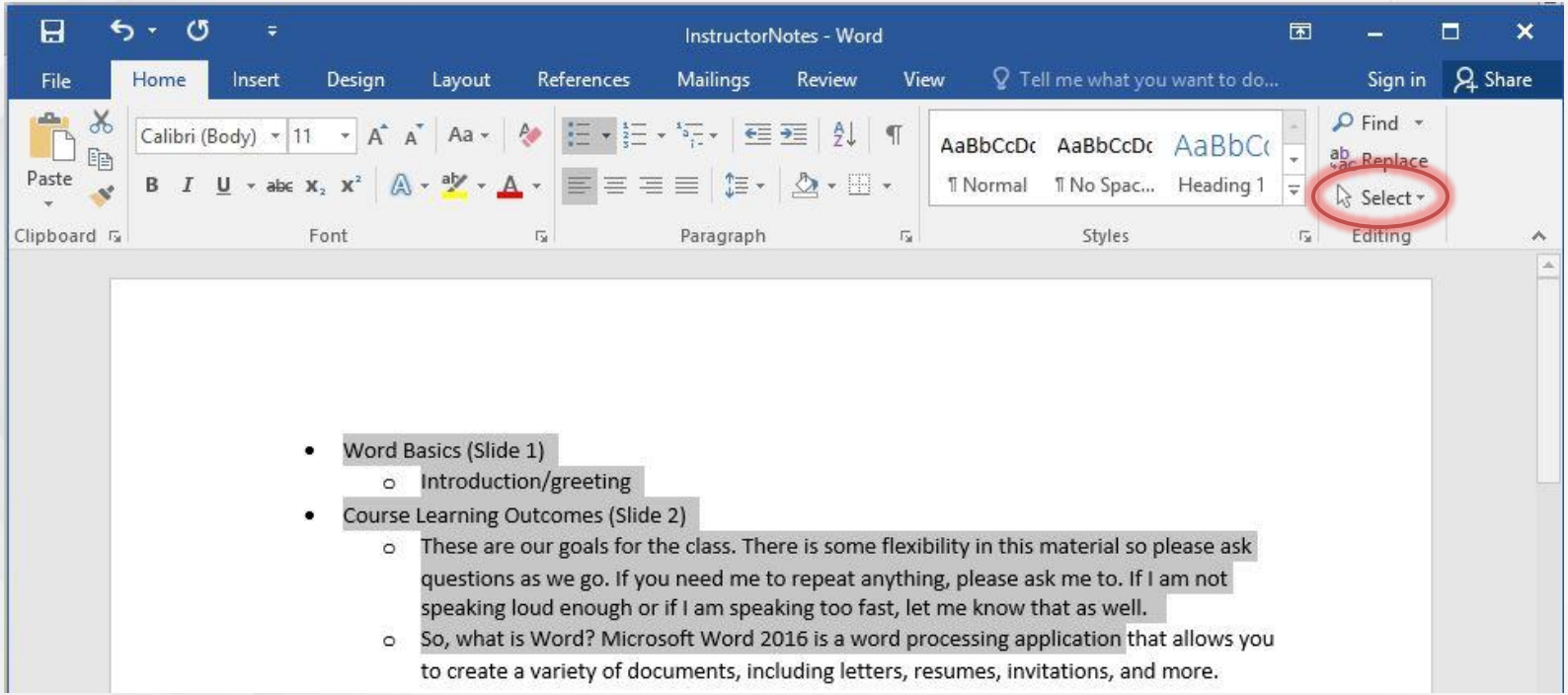
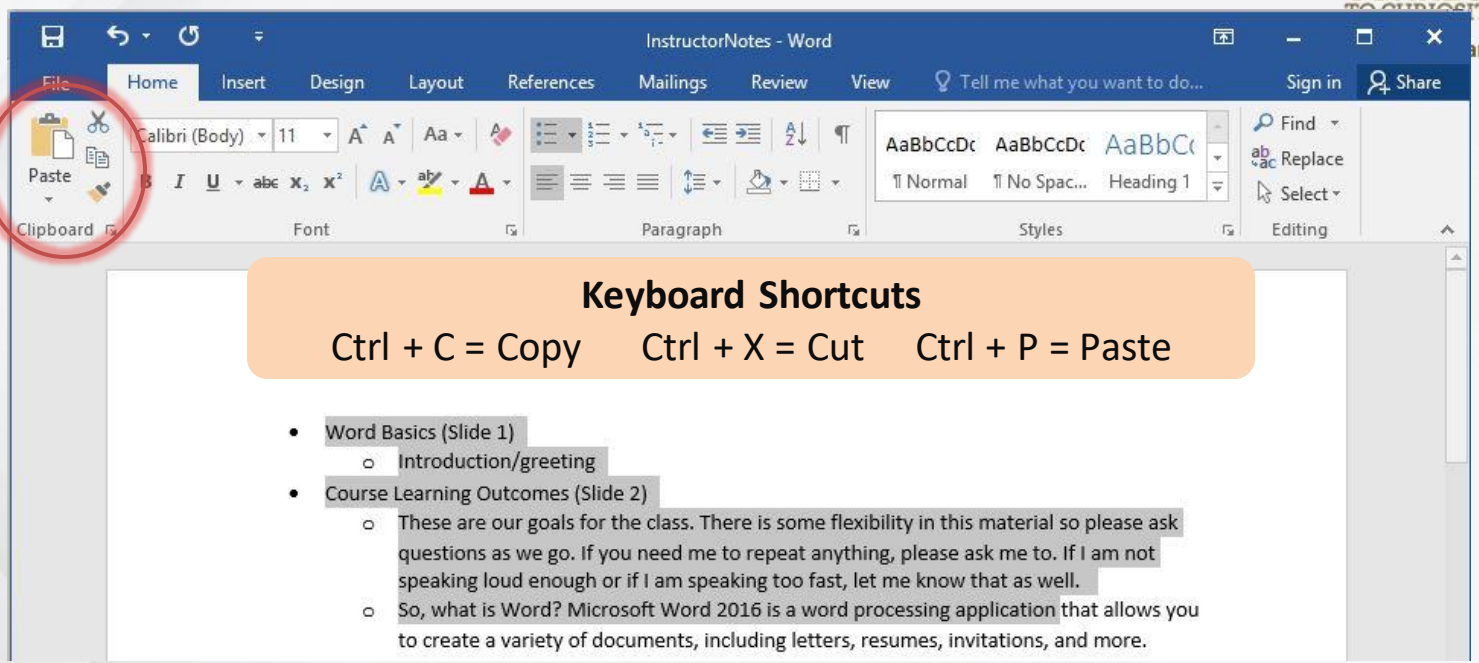


Keyboard Shortcut
Ctrl + A = Select All

Moving Text



Try it out!

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

Formatting Text

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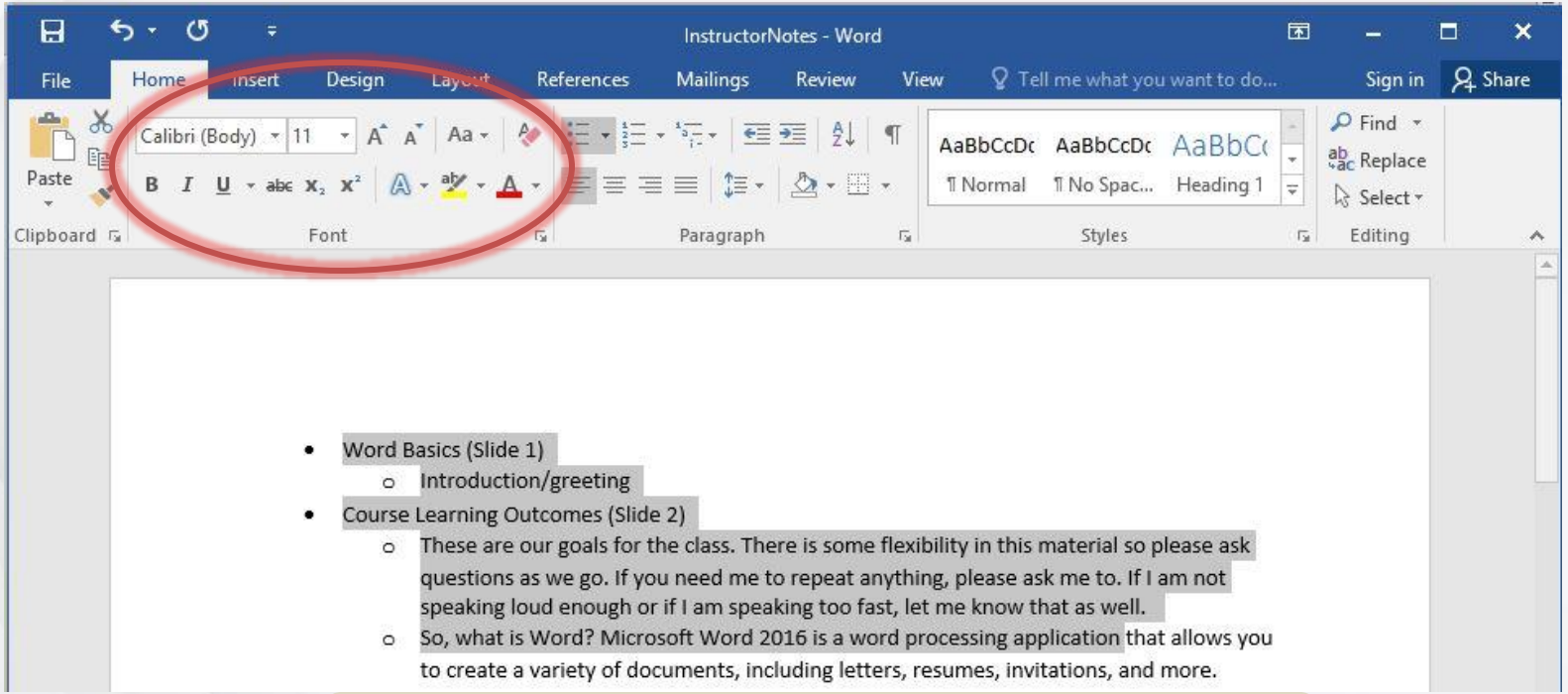

Keyboard Shortcuts

Ctrl + B = **Bold** Ctrl + I = *Italics* Ctrl + U = <u>Underline</u>

Let's Practice

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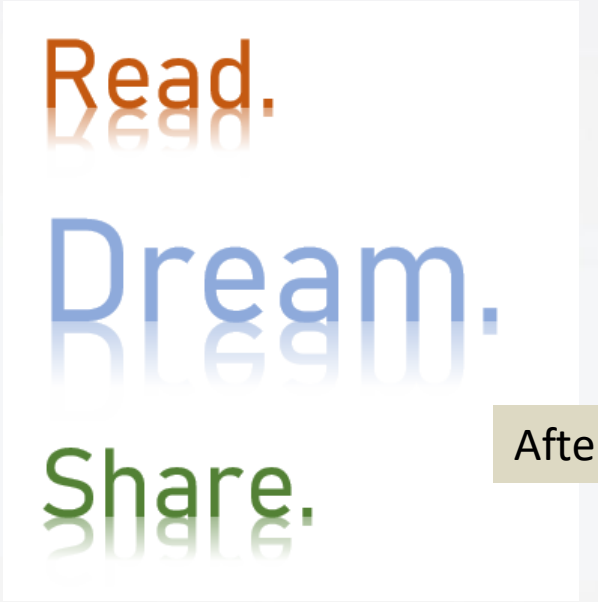
Read.

Dream.

Share.

Before



After

Paragraph Formatting

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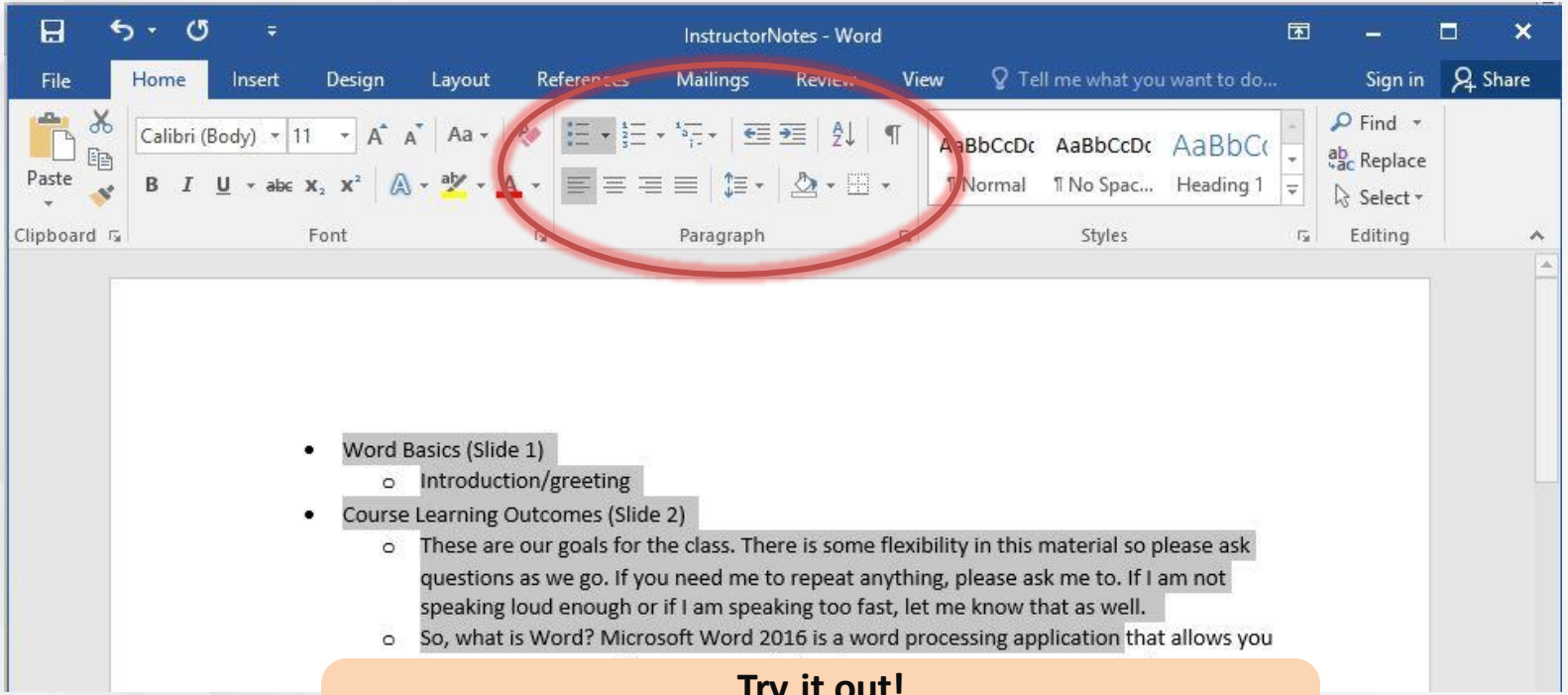

Try it out!

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

Creating Lists

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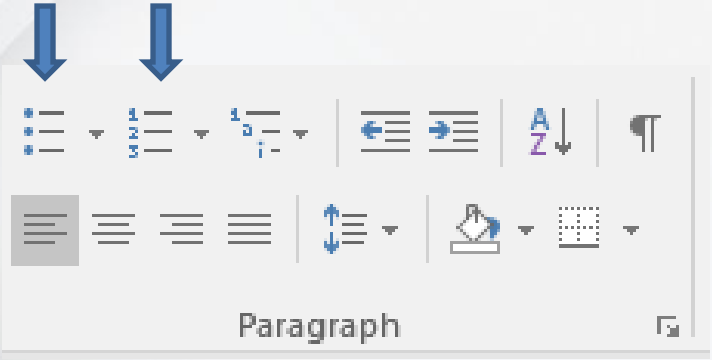

Bulleted List

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

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Louise Penny's Chief Inspector Gamache Series

Still Life (2005)

Dead Cold (2006) aka A Fatal Grace

The Cruellest Month (2007) aka The Cruelest 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 Cruelest 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

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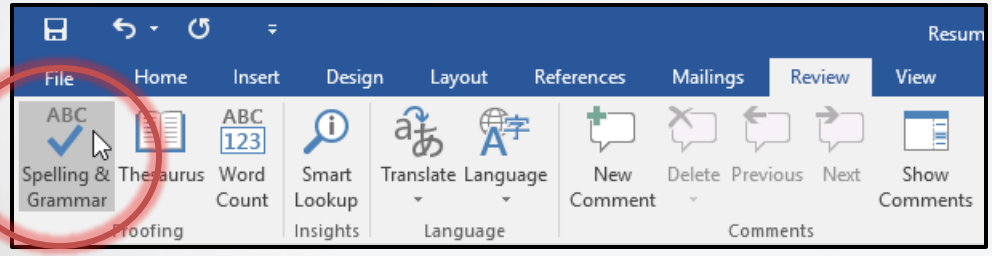
The Review tab has tools to help with editing your document. Try out the Spelling and Grammar feature to see suggestions for changes.

1



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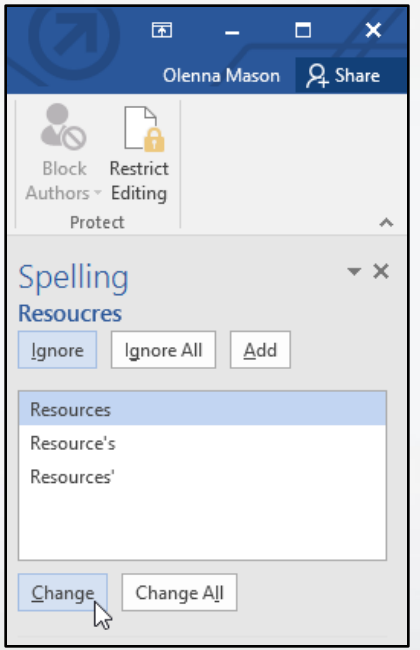
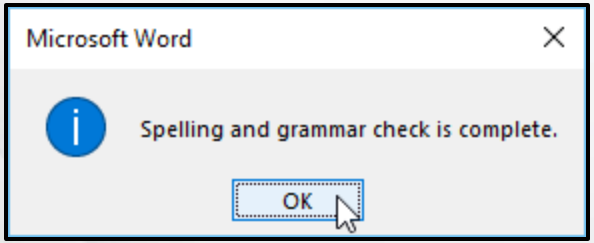


3



Let's Practice

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Before

Menu

Enchilada Quinoa Bake

Penne Rosa

Colordo Burger

Vegetable Medley

Kid's Menu

Pizza

Mac n' cheese

Chicken nuggets

After

Menu

Enchilada Quinoa Bake

Penne Rosa

Colorado Burger

Vegetable Medley

Kid's Menu

Pizza

Mac n' cheese

Chicken nuggets

Additional Resources

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- **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?

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Did we meet your needs?

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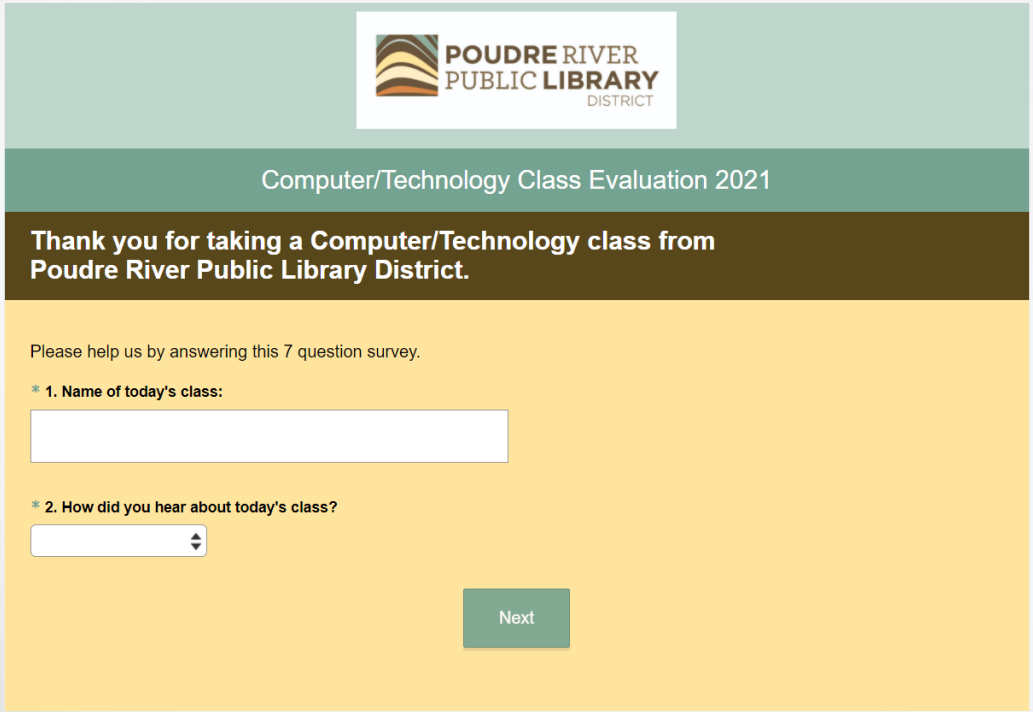

- https://www.surveymonkey.com/r/2021PRPLD

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Text

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