

Microsoft Word 2016 for Beginners

Tuesday, August 22, 2017

3:00 pm - 4:30 pm

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>

Interface Tour

1. The Start Screen—choose a new document, saved file, or a template in the Start Menu.

The screenshot shows the Microsoft Word Start Screen. On the left is a blue sidebar with the 'Word' logo and a 'Recent' list of documents. The main area displays a search bar for online templates, suggested searches, and a grid of document templates including 'Blank document', 'Welcome to Word', 'Single spaced (blank)', and several resume and cover letter designs. A 'Take a tour' button is also visible. In the top right corner, there is a sign-in prompt: 'Sign in to get the most out of Office'. Red arrows point from callout boxes to these specific elements.

Search for a pre-made template.

Find and open a recent document.

Open a blank new document.

Search for a featured template.

Sign in to your Microsoft account to access OneDrive or Office Online.

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 divided into several sections: "Info", "New", "Open", "Save", "Save As", "Print", "Share", "Export", "Close", "Account", and "Options". Red arrows point from callout boxes to specific menu items and features in the main workspace.

- Go back to your document.** (Points to the Back arrow icon)
- Start a new document.** (Points to the New section)
- Open a saved document.** (Points to the Open section)
- Save your document or Save As.** (Points to the Save and Save As sections)
- Print your document.** (Points to the Print section)
- Protect Document** (Points to the Protect Document feature)
- Inspect Document** (Points to the Inspect Document feature)
- Manage Document** (Points to the Manage Document feature)
- Review the properties of your document: file size, word count, pages, and more.** (Points to the Properties pane)
- Customize your advanced settings in Word.** (Points to the Options menu item)
- Share or change the file type of your document.** (Points to the Export menu item)
- Recover documents and unsaved changes.** (Points to the Manage Document feature)

A Quick Note:

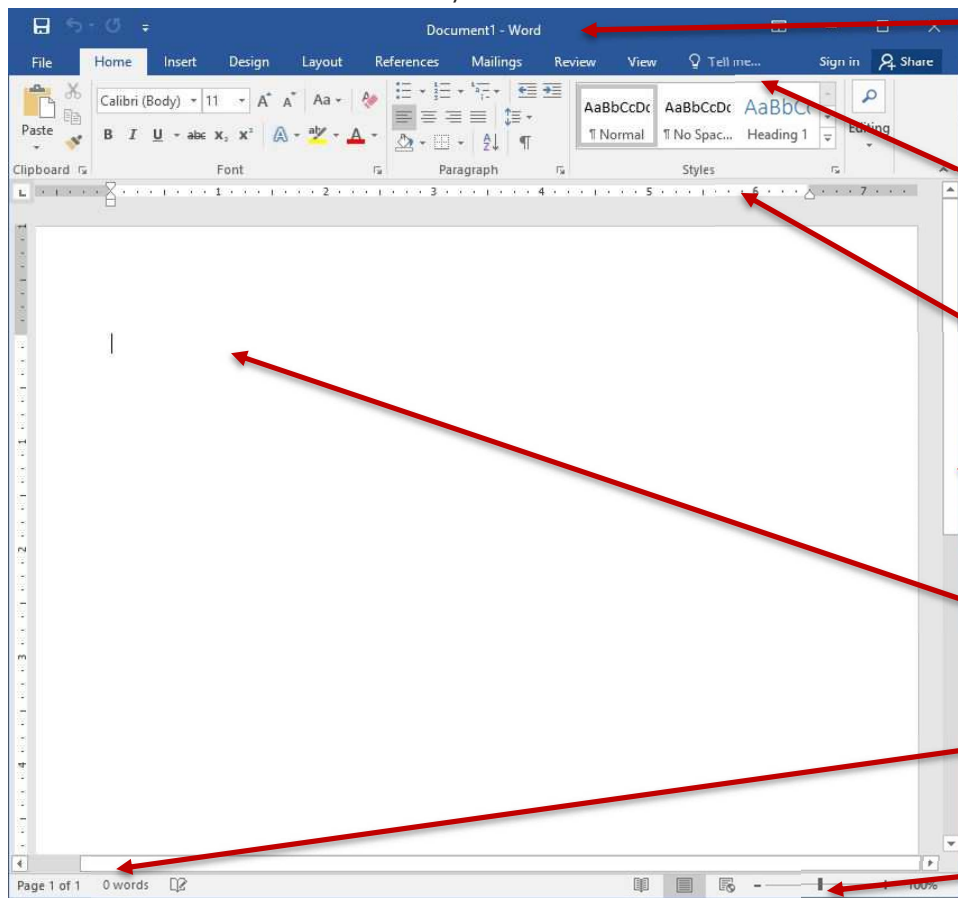
There are often several different ways to accomplish the same task in Word. For example, you can save a document in several different ways:

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!



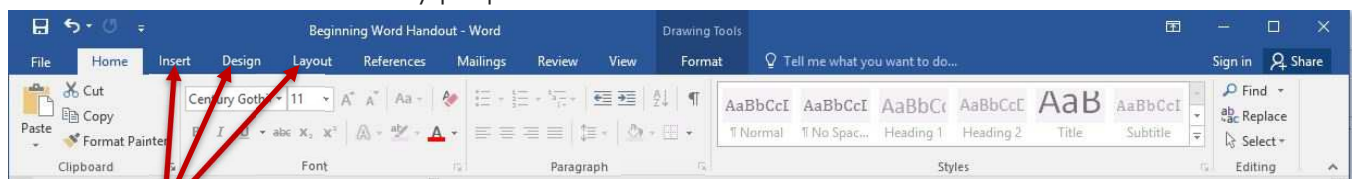
3. MS Word Interface—create your document!



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

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

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

1. The Home Tab

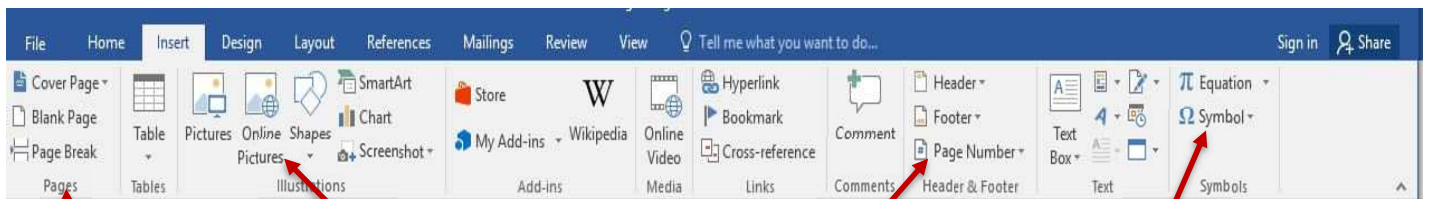


In the Font Group you can change the size, font, and color of your text—and much more!

Change the alignment and spacing of your text in the Paragraph Group.

Find a word or phrase in you document or select blocks of text in Editing.

2. The Insert Tab



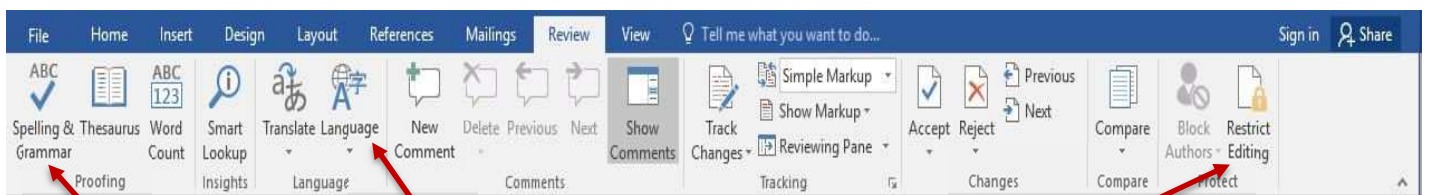
Insert a new page or page break.

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.