

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.



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

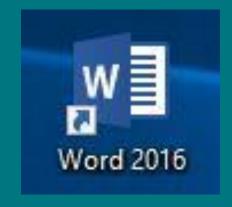


- There are usually a few different ways to accomplish the same task in MS Word.
- Find a way that works for you and stick with it.
- You only need to know one way to get the job done—knowing more ways is just a perk, not strictly necessary.



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?

- Microsoft Word 2016
 - Lynda.com—create a free account with your Skokie Library card.
 - Goodwill Free Learning—http://www.gcflearn free.org/word2016
 - Microsoft Support website—
 http://support.office.com/en-us/word
- Learn to type:
 - http://typingclub.com
 - http://www.how-to-type.com



Thank You

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