

# Microsoft Word 2016 for Beginners

## Resources:

### Where to learn more:

- Lynda.com—create a free account with your Skokie Library card.
- Goodwill Free Learning—<https://edu.gcfglobal.org/en/word2016/>
- Microsoft Support website—<https://support.office.com/en-us/word>

### Learn to type, free and online:

- <http://typingclub.com>
- <http://www.how-to-type.com>

### You can find the sample letter used in class on the Purdue Online Writing Lab website:

- <https://owl.english.purdue.edu/owl/>

## In-Class Activities:

### 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.

### Activity #1: Brainstorm

1. What types of documents have/would you like to make in Word?

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2. What skills or tools would you need to accomplish this in Word?

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## **Activity # 2: Working with Text**

On your own, or in pairs, make the following changes to the Lorem Ipsum document.

1. Type your name at the end of the first paragraph.
2. Delete the second paragraph. Can you think of more than one way to do this?
3. Add a space between the third and fourth paragraph.
4. Make a copy the fourth paragraph and paste it in the space you made in the previous step.

## **Activity #3: Formatting Text**

On your own or in pairs, make corrections to the sample letter. Be ready—we will correct the letter together as a class, and I will ask for volunteers to show the class one or two changes you made.