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Microsoft Word 2016 for Beginners

Hannah
Digital Literacy Specialist

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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.

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What we will cover

- The Microsoft Word 2016 interface
  - The Ribbon, tabs, groups, commands
- Creating and saving documents
- Basic formatting tasks
  - Changing font, size, color
  - Text alignment
  - Line spacing
  - Emphasizing text
  - Creating lists

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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

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A Quick Note

- 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.

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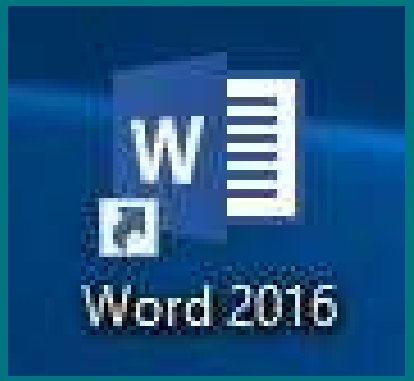
To Open Word

- Double click on the Word Icon on the Desktop.
- Click on the Word Icon on the Taskbar.
- Search for Word in the Start Menu.



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Want to learn more?

- Learn more about 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
  - Gale Online Classes—create a free account with your Skokie Library card.

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Want to learn more?

- Learn to type:
  - http://typingclub.com
  - http://www.how-to-type.com
- To find the sample letter used in class and excellent writing tips, visit:
  - https://owl.english.purdue.edu/owl

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