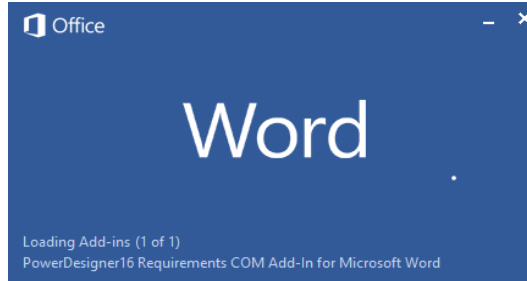


## MS Office: Word 2016

MS Office Word software is a word processor created by Microsoft in 1983. Over the years, it has gone through various design changes to become more user-friendly, but its purpose is the same. By using Word, users can create various documents including resumes, cover letters, reports, letters, flyers, blog posts, etc. These types of documents can be created from scratch or by the help of various templates. (Although Word is available on PC, Mac and smartphones, each version is slightly different. The tutorial below is for the PC version.)

Start MS Office Word 2016. Loading screen:



Start with a blank document or choose a template.

Word

Recent

Pinned

- Study Rooms Schedule.docx

Today

- SPL Handout Template.docx
- PowerPoint to edit.docx

This Week

- 123.docx

Older

- Classroom Closed Template2.docx
- Classroom Closed Template.docx

Open Other Documents

Search for online templates

Suggested searches: Business Event Education Cards Labels Letters

Blank document

Single spaced (blank)

Chronological Resume (...)

Creative cover letter, des...

Polished resume, desig...

Banded design (blank)

Title

Title

Title

Search for a template

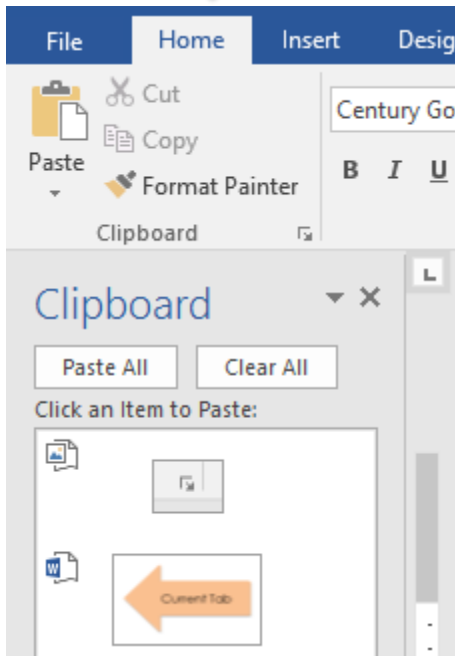
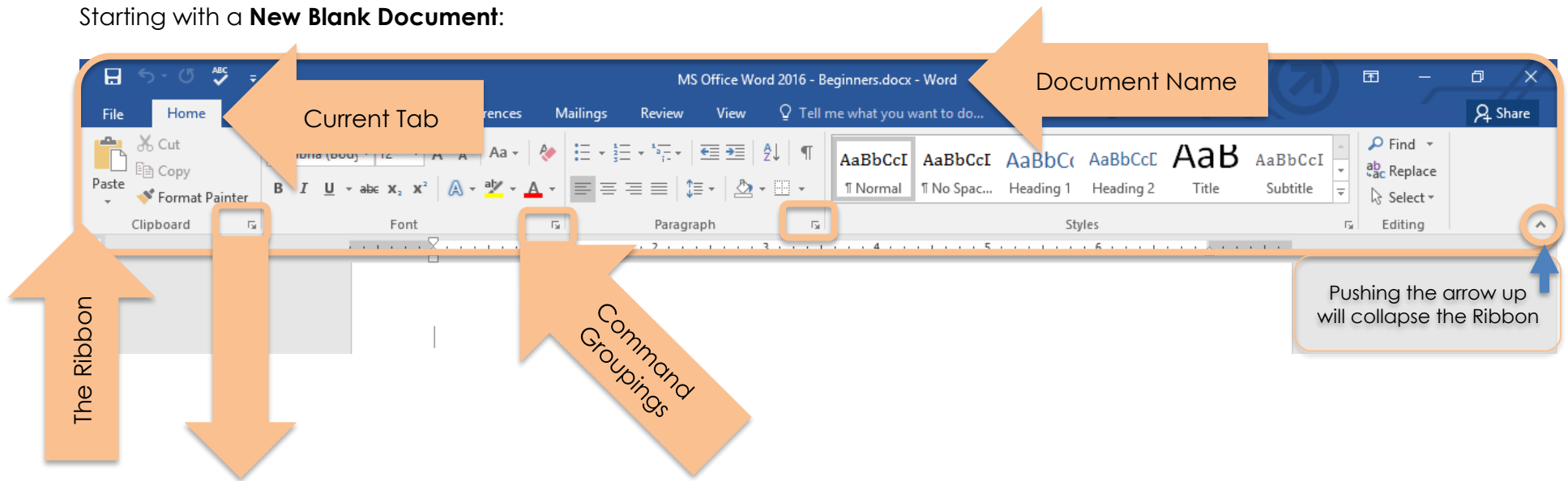
Start with a blank document

Start with a suggested template

Shortcuts to recently opened documents

Locate a previously created document

Starting with a **New Blank Document:**



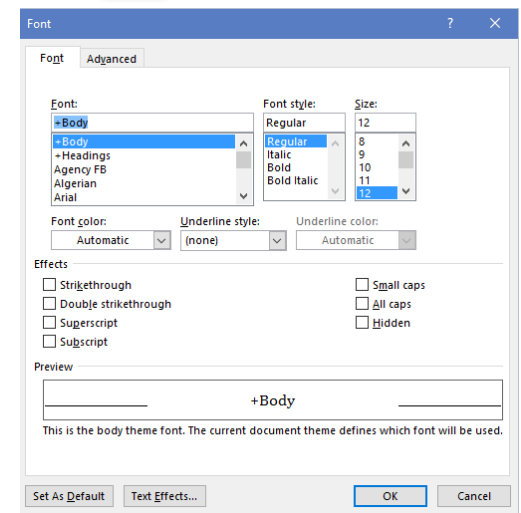
Different tabs display different things in the ribbon. For example in the default tab “Home” you can see Clipboard command groupings which enable you to copy, cut and paste the text (or images) from the clipboard. Clicking the “more icon” lets you see all of the items that are on the clipboard right now.

If you click on a different “more icon”, for example the one under the Font groupings, you can see advanced features regarding fonts.

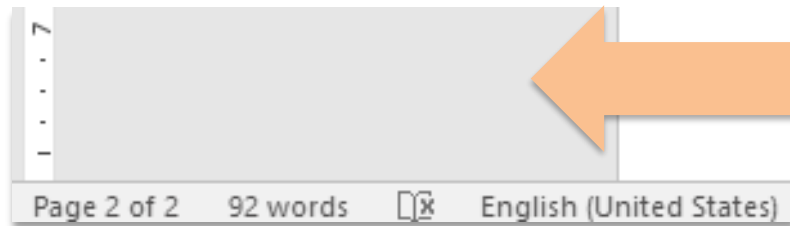
Quick access toolbar



displays some of the frequently used actions such as “Save” or “Spell Check”. Remember it is customizable but a handful of these show up by default.



**On the bottom:**

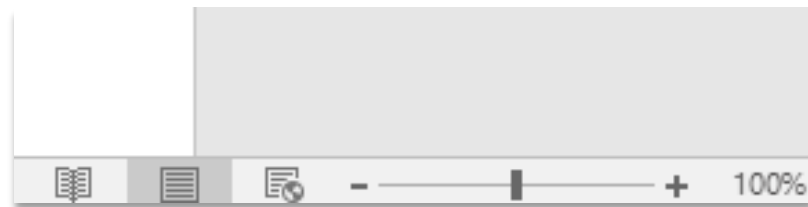


Left side:

- Total number of pages/Current page view
- Total word count
- Document language (for spell check)

Right side:

- Document preview/Read Mode
- Document Preview/Print Layout
- Document Preview/Web Layout
- Zoom slider



## Saving your document: Save vs. Save As

The screenshot shows the Microsoft Word 2016 ribbon with the 'File' tab selected. The 'Save' and 'Save As' options are highlighted in the ribbon. An orange arrow points to the 'Save As' option with the text 'Save your document'. A callout box labeled 'Important information about your document' points to the 'Manage Document' section, which lists autosave times. Another callout box labeled 'Properties' points to the 'Properties' section, which displays document metadata like size, pages, and creation date.

**Save your document**

**Important information about your document**

**Properties**

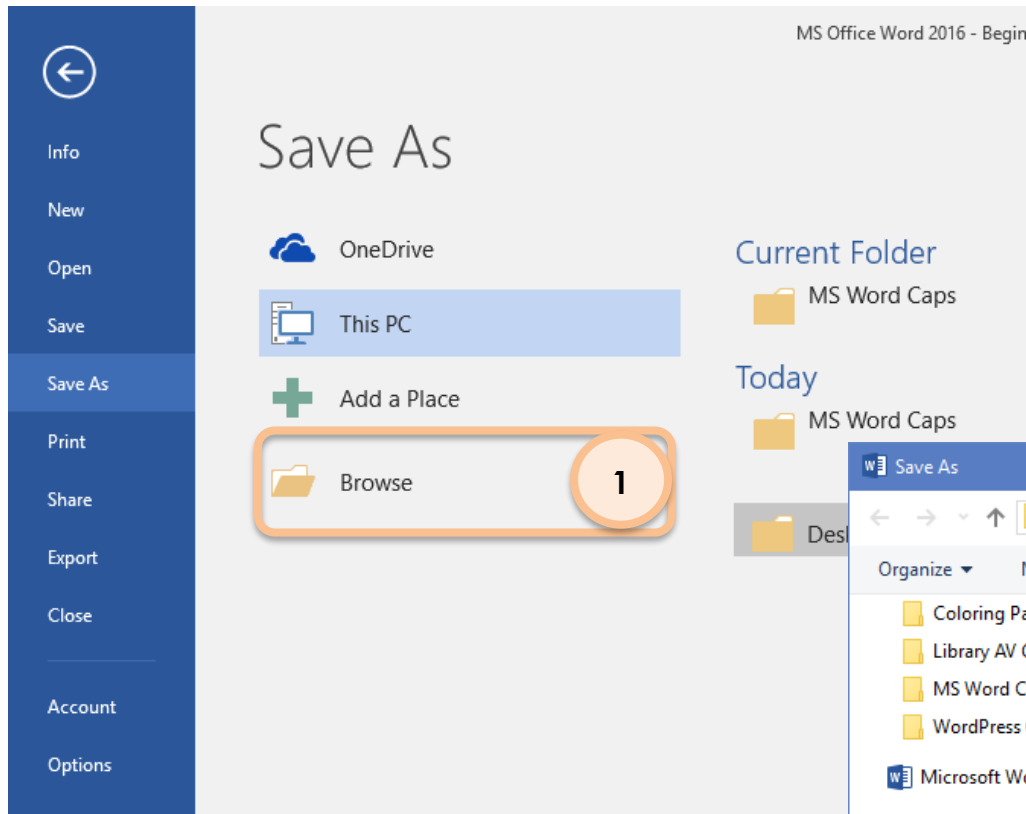
Size	578KB
Pages	6
Words	236
Total Editing Time	64 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

<b>Related Dates</b>	
Last Modified	Today, 11:38 AM
Created	Today, 10:57 AM
<b>Related People</b>	
Author	Add an author
Last Modified By	

**Manage Document**

- Today, 11:50 AM (autosave)
- Today, 11:28 AM (autosave)
- Today, 11:18 AM (autosave)

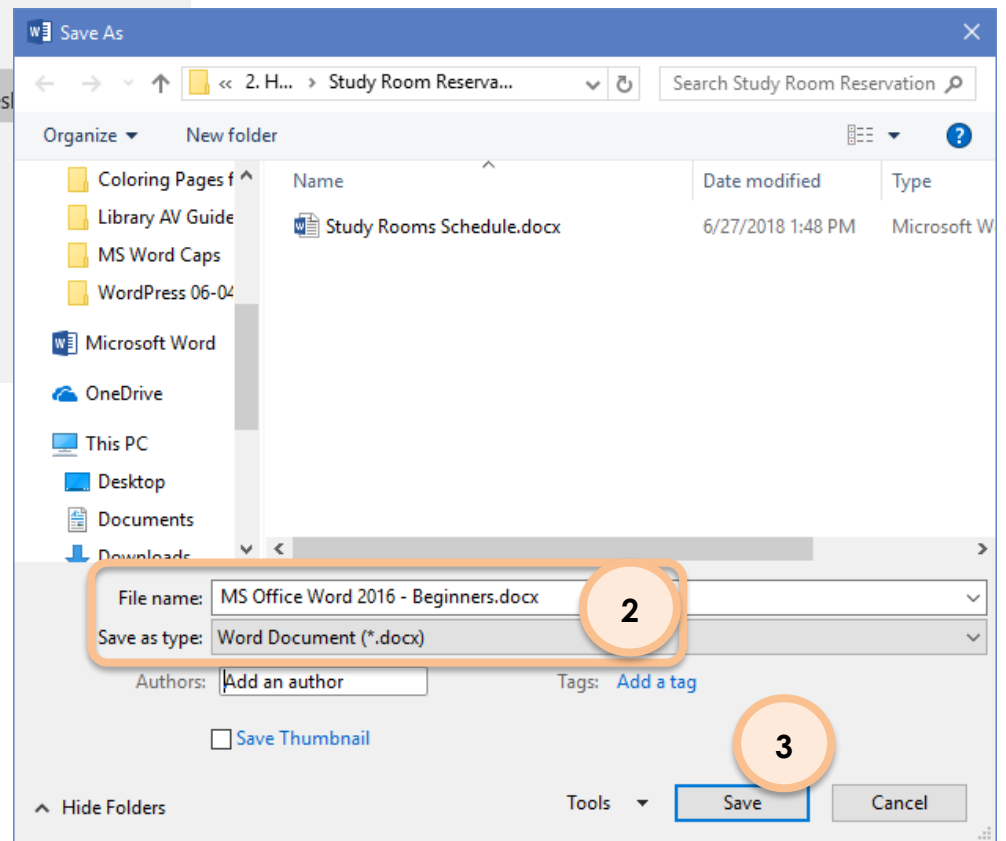
If this is a new document and you are about to save it for the first time, then choose “Save As” option. If you have saved this previously and you are just editing the document and wish to save it click “Save” to overwrite the old content in the document.



### Saving location:

1) Most of the time you would have to click on the "Browse" icon in order to locate the folder you wish to save your document in.

2) Once you locate the desired folder, name your document and 3) press "Save". Keep the file type as is if you wish to edit the document at some point in the future.



NOTE: If you do not wish to edit the document or if you are sending this document to someone else, you can also save your document as a .pdf. It is also possible to lock the document with a password to limit its access and printability. More on that in more advanced MS Office Word classes.

## Creating your document:

MS Office Word 2016 - Beginners.docx - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Share

Cambria (Body) 12 A A Aa

B I U abc X<sub>2</sub> X<sup>2</sup> Font Paragraph Styles

AaBbCcI AaBbCcI AaBbCcI AaBbCcI AaB AaBbCcI

Normal 1 No Spac... Heading 1 Heading 2 Title Subtitle

Find Replace Select

Clipboard

Change the Fonts

Change the paragraph settings

This is where you type text; add photos, tables, charts and graphs.

1 inch margins all around by default

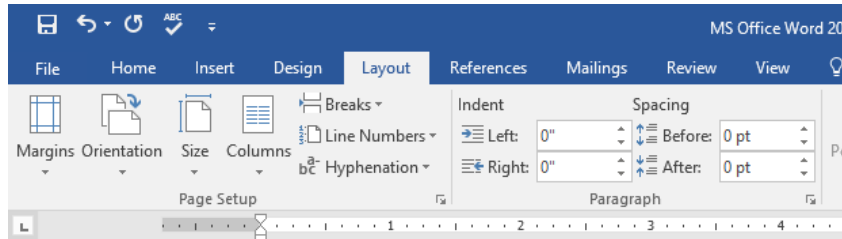
Margin changes can be made in the Layout tab

	A	B
1		mass (g)
2		3.080
3		3.094
4		3.107
5		3.056
6		3.112
7		3.174
8		3.198

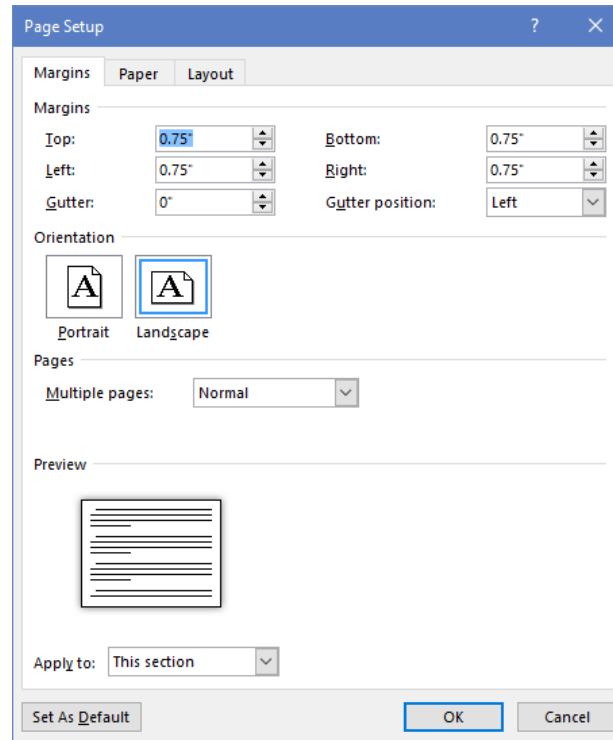
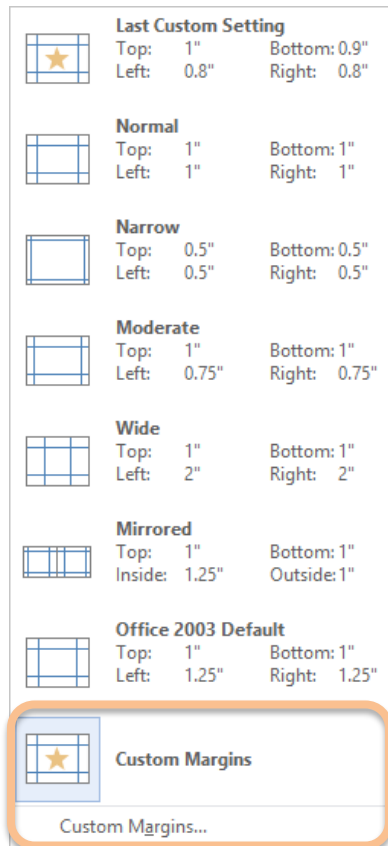
Page 2 of 2 92 words English (United States) 100%

### Setting up your document:


#### Layout tab: Margins:

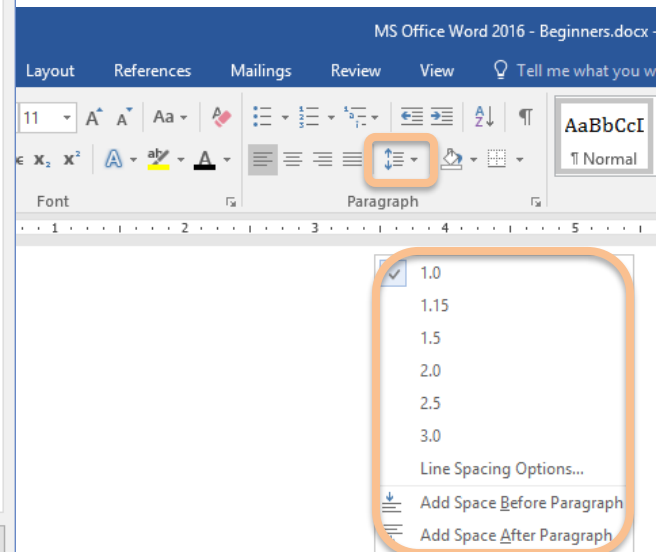


Margins are the distance of content from the page sides. You can choose from suggested sizes or custom ones.



#### Home tab: Paragraph:

Does your document need to be single-spaced or double-spaced? Click on  to choose.



## Printing:

Press File tab, press 1) Print, then 2) review which printer you are printing to, how many pages you will print out (just page 1, or 11 or the whole document), if you need the document double-sided, or if it needs to be in landscape or portrait mode. Pay attention to the Right side that displays how the document will print. If the document does not look right, press the arrow (see top left) to go back into the editing mode, otherwise press 3) Print.

The screenshot shows the Microsoft Word 2016 Print dialog box. The left sidebar contains the File menu options: Info, New, Open, Save, Save As, **Print** (highlighted with a blue box and a circled '1'), Share, Export, Close, Account, and Options. The main area is titled 'Print' and includes a 'Print' button (circled with a '3'), a 'Copies' dropdown set to '1', and a 'Printer' dropdown menu (circled with a '2') showing 'PR910 (Commons) on impi... Ready'. Below this is the 'Settings' section with various options: 'Print All Pages' (The whole thing), 'Pages' (empty), 'Print One Sided' (Only print on one side of th...), 'Collated' (1,2,3 1,2,3 1,2,3), 'Landscape Orientation', 'Letter' (8.5" x 11"), 'Last Custom Margins Setting' (Left: 0.75" Right: 0.75"), and '1 Page Per Sheet'. An arrow points from the 'Print All Pages' dropdown to the text 'Print all pages vs. one'. Another arrow points from the 'Print One Sided' dropdown to the text 'Print single or double sided'. A large rounded rectangle on the right side of the dialog box contains the text: 'Print preview for your document. Pay attention to this window before you print.' A blue arrow in the top left corner of the dialog box points back to the editing mode.



Learn More:

Digital Learn

<https://www.digitallearn.org/courses/microsoft-word>

CGF Learn Free

<https://www.gcflearnfree.org/word2016>

Lynda.com resource via Skokie Public Library (search "Word 2106 Essential Training")

Gale Courses resource via Skokie Public library (search: "Introduction to Microsoft Word 2016")

<https://skokielibrary.info/resources/online-training-tutorials>

Basic tasks in Word 2016 from Microsoft.com

<https://support.office.com/en-us/article/basic-tasks-in-word-2016-5ddb2058-7744-4b53-b14d-976acafbaba6> or <https://tinyurl.com/wo2016rd>

