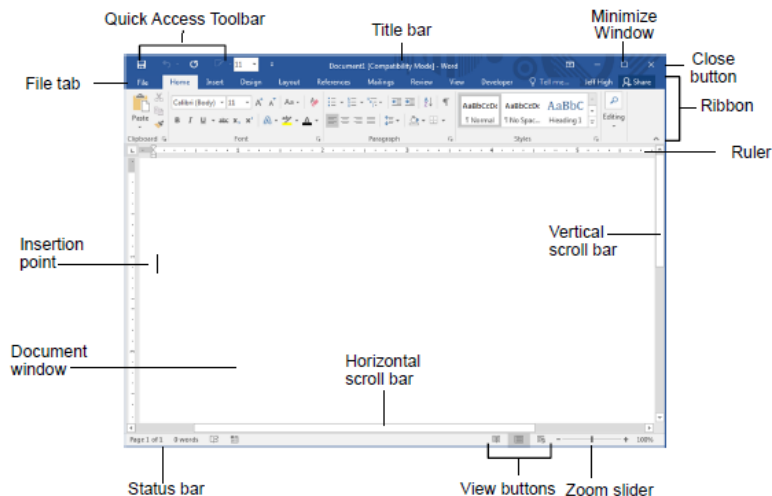
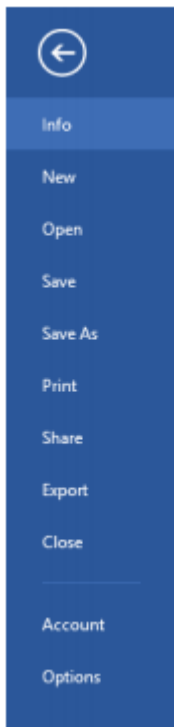




The Word 2016 Screen



The Fundamentals



The file tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- **To Create a New Document:** Click the File tab and select New, and click Create, or press <Ctrl> + N.
- **To Open a Document:** Click the File tab and select Open, or press <Ctrl> + O.
- **To Change the Font:** Highlight items to change and click the selections in the Font tab of the Home tab.
- **To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the Zoom Out and Zoom In buttons on the slider.
- **To Change Views:** Click a View button in the status bar. Or, click the View tab and select a view.
- **To Print:** Click File Tab and Print, document will generate a Print Preview here.
- **To Save:** Click File Tab and Save As. To update changes to saved document, click the disk icon in the Quick Access Bar or Click File Tab and Save.
- **To Minimize the Ribbon:** Click the Minimize Ribbon button on the ribbon, or press <Ctrl> + <F1> or double click a tab.
- **To Close a Document:** Click the Close button.

Keyboard Shortcuts

General

Open a Document	<Ctrl> + O
Create New	<Ctrl> + N
Save a Document	<Ctrl> + S
Print a Document	<Ctrl> + P
Close a Document	<Ctrl> + W

Editing

Cut	<Ctrl> + X
Copy	<Ctrl> + C
Paste	<Ctrl> + V
Undo	<Ctrl> + Z
Redo	<Ctrl> + Y
Find	<Ctrl> + F
Replace	<Ctrl> + H
Select All	<Ctrl> + A

Formatting

Bold	<Ctrl> + B
Italics	<Ctrl> + I
Underline	<Ctrl> + U
Align Left	<Ctrl> + L
Align Right	<Ctrl> + R
Align Center	<Ctrl> + E

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>

Text Selection

A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>

Styles

- **To Apply a Style:** Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on the home tab.
- **To Apply a Document Theme:** Click the Themes button in the Themes group on the Page Layout tab of the Ribbon and select a theme.
- **To View All Available Styles:** Click the Dialog Box Launcher in the Styles group on the Home Tab.
- **To Change a Style Set:** Click the Change Styles button in the Styles group on the Home tab and select Style Set from the menu. Select the Style Set you wish to use.
- **To Create a Style:** Select the text that contains the formatting of the new style, right-click the text, and select Styles from the contextual menu. Select Save Selection as a New Quick Style from the contextual menu, enter a name for the style, and click OK.
- **To Check Your Styles:** Select the text you wish to check. Click the Dialog Box Launcher in the styles group on the Home tab of the Ribbon. Click the Style Inspector button in the Styles task pane.

Tables

- **To Insert a Table:** click the Insert tab, click the Table button in the Tables group, and select Insert Table from the menu.
- **To Insert a Column or Row:** Click the Layout tab under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.
- **To Delete a Column or Row:** Select the column or row you want to delete, click the Layout tab under Table Tools on the Ribbon, click the Delete button in the Rows & Columns group, and select an appropriate option from the menu.
- **To Adjust Column Width or Row Height:** Select the column or row you want to adjust, click the Layout tab under Table Tools on the Ribbon, and use the commands located in the Cell Size group.

Illustrations

- **Clip Art:** Click the clip art button and type the name of what you're looking for in the "Search for" box and press enter.
- **Picture:** Click the Picture button and select the picture you want to insert and click Insert.
- **Screenshot:** Click the Screenshot button and select an available window from the list, or select the Screen Clipping to take a screen clip.
- **Shapes:** Click the shapes button and select the shape you want to insert. Then click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the Shift key to draw a perfectly proportioned shape or line.
- **Smart Art:** Click the SmartArt button, select a layout, and click OK.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles and release the mouse button when the object reaches the desired size. Hold down the <Shift> key while dragging to maintain the object's proportions while resizing it.
- **To Format an Object:** Double-click the object and use the commands located on the format tab.
- **To Delete an Object:** Select the object and press the <Delete> key.

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab.
- **To Indent a Paragraph:** Click the Increase indent button.
- **To Decrease an Indent:** Click the decrease indent button.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the Bullets or Numbering button.
- **To Change Page Orientation:** Click the Page Layout tab, click the Orientation button, select an option from the list.
- **To Insert a Header or Footer:** Click the Insert tab and click the Header or Footer button.
- **To Insert a Manual Page Break:** Click the Insert tab and click the Page break button.
- **To Copy Formatting with Format Painter:** Select the text with the formatting you want to copy and click the Format Painter button in the Clipboard grouping on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Adjust Text Wrapping:** Double-click the object, click Wrap Text button in the Arrange group on the Page Layout tab, and select an option from the list.