



Providing Reliable Technology Solutions for Business



# Word 2016 Guide



A Complete Overview for Connect Users



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## Chapter 1: Introduction

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Microsoft Word 2016 is a word-processing program that can be used to create professional looking documents such as reports, resumes, letters, memos, and newsletters. Word 2016 includes many powerful tools that can be used to easily edit and format documents as well as collaborate with others. In addition, Word 2016 includes many desktop publishing features that can be used to enhance the appearance of documents so that they are visually appealing and easy to read.

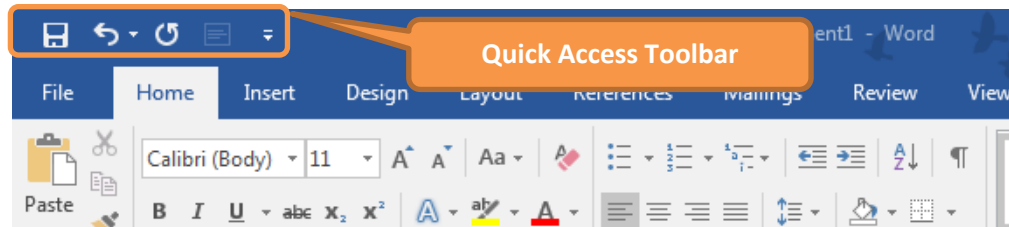
## Chapter 2: Getting Around Word

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The Word 2016 program window is easy to navigate and simple to use. It has been designed to help you quickly find the commands and tools that you need to complete many tasks within Word. The interface of Word 2016 hasn't changed dramatically as compared to the 2010 to 2013 transition.

Listed below are some of the features of Microsoft's Word 2016.

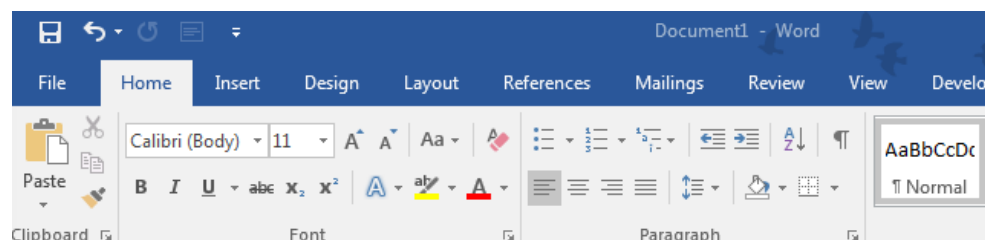
### Quick Access Toolbar



The Quick Access Toolbar displays a small selection of the more commonly used commands, in Word 2016, in the top left hand corner of the application window. It is displayed independently of what tab you are currently working in, so you can always see those popular commands and always have them ready for use. The Quick Access Toolbar is also customizable so you can add the commands that you use most frequently. We will address how to customize the Quick Access Toolbar in a later chapter.

### The Ribbon

The ribbon, introduced in Word 2010 has only slightly changed from Word 2013 to Word 2016.



You now have four color options to choose from, along with a variety of background themes. There is also the ability to hide the ribbon completely for a clean view, only show the tabs of the ribbon, or show the full ribbon.

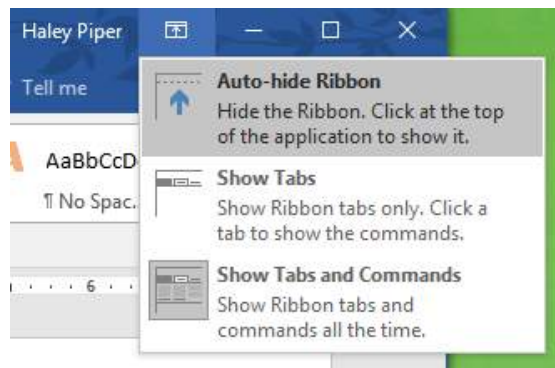
In Word, seven tabs display by default: Home, Insert, Design, Layout, References, Mailings, Review and View. In addition, you can display the Developer tab and you might see an Add-Ins tab but we won't dive into that right now. We will discuss the different tabs in the Ribbon in a later chapter.

## Auto Hide Ribbon

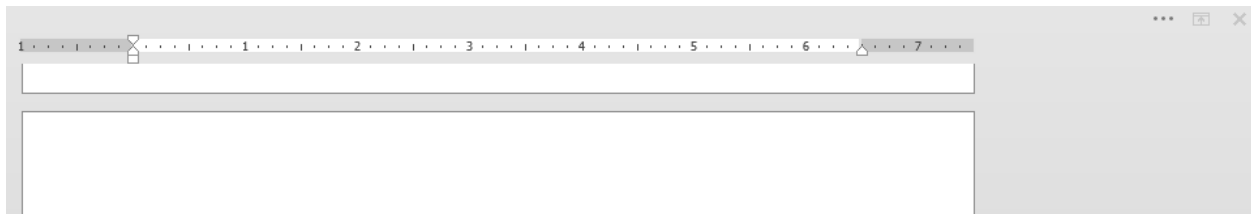
Auto Hide allows you to hide the Ribbon from your screen. You can specify if you want it blank, the tabs to show, or tabs and commands to show.



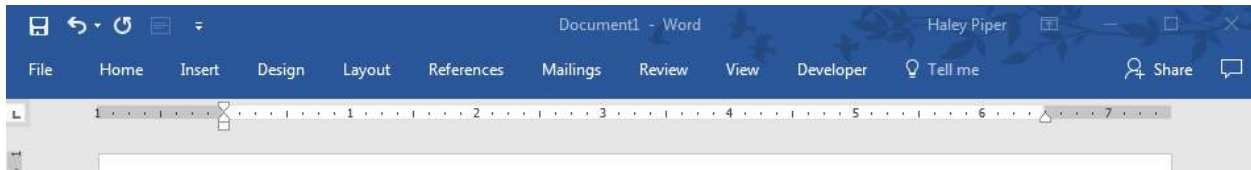
- **Step 1:** Click the Ribbon Display Options tool.
- **Step 2:** Click on Auto-hide Ribbon.



The Ribbon will disappear.



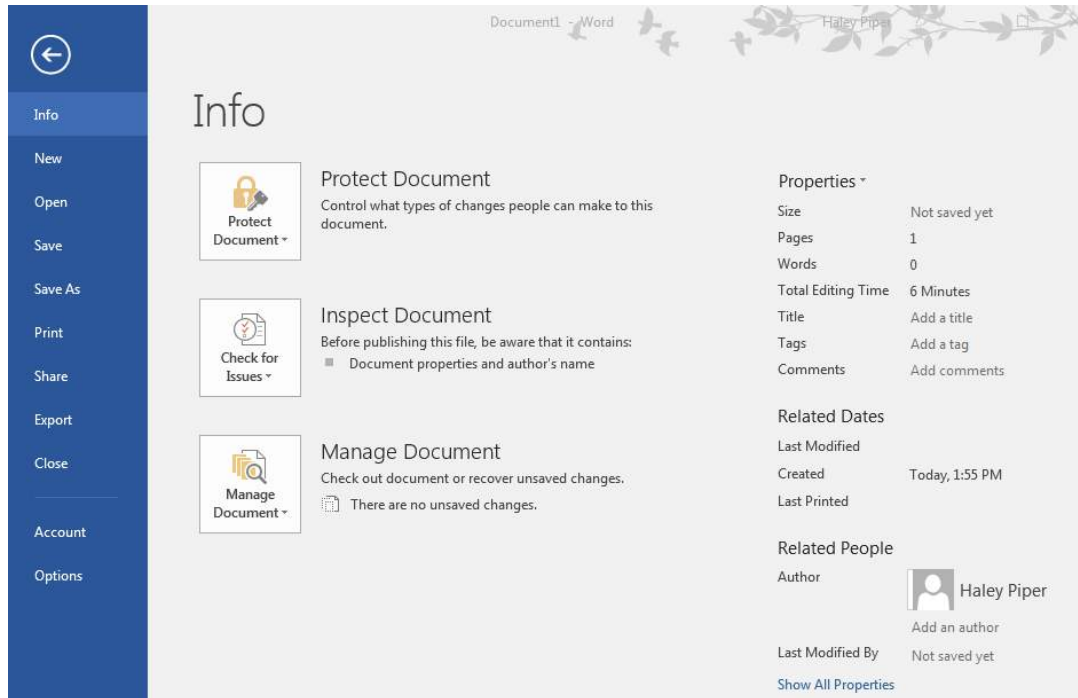
If you want to just bring back the tabs, click on Show Tabs in the Ribbon Display Options.



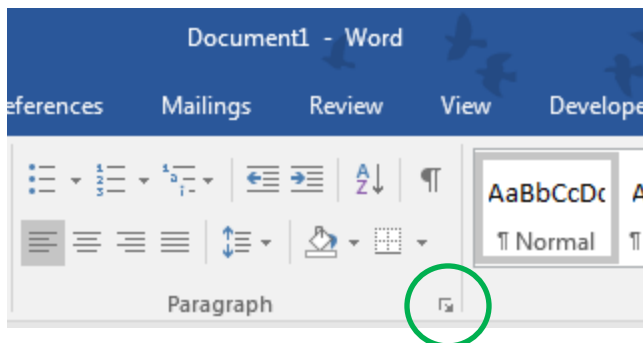
If you want to bring everything back (the tabs and commands) click Show Tabs and Commands in the Ribbon Display Options.

## Backstage View

The Backstage view contains all the commands related to managing the documents and customizing the program. It provides an easy way to create, open, save, print, share, and close files; find recently used files; view and update document properties; set permissions; set program options; get help; and exit the program.



## Dialog Box Launcher



For additional formatting, there are dialog box launchers located at the bottom of the ribbon that are indicated by small arrows in the right-hand corners. When these are clicked a dialog box will open providing more options for editing and formatting the document.

## Keyboard Shortcuts

There are a bunch of keyboard shortcuts you can use to get around faster. Here are a few that are commonly used.

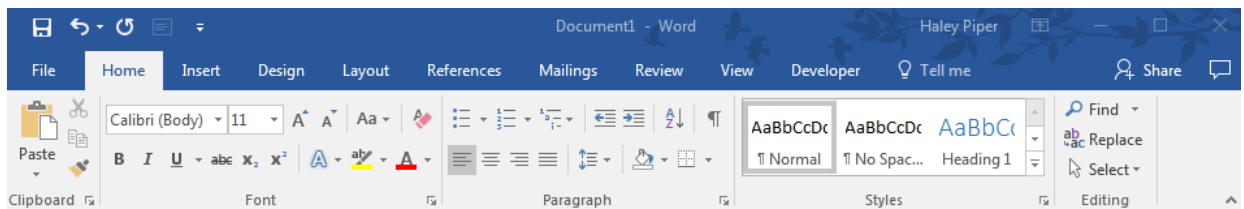
Action	Keyboard Shortcut
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Move Up/Down a Paragraph	Ctrl + Up/Down Arrow
Bold Text	Ctrl + B
Italic Text	Ctrl + I
Underline Text	Ctrl + U
Save Document	Ctrl + S
Print Document	Ctrl + P
Go to Top/End of Document	Ctrl + Home/End
Select Paragraph	Triple Click Left Mouse Button
Select All of Document	Ctrl + A
Page Break	Ctrl + Enter
Select Text	Shift + Left/Right Arrow

## Chapter 3: Learning the Ribbon

Word has cleaned up its menus and options, giving more space to your documents. Microsoft's Ribbon interface, introduced in earlier versions of Office, organizes tasks and tools by activity type. The Ribbon bar returns in the newest version of Office, and now an arrow on the far right allows you to collapse the toolbar into a simple menu of links across the top. Understanding the Ribbon is a great way to help understand what can be done in Word.

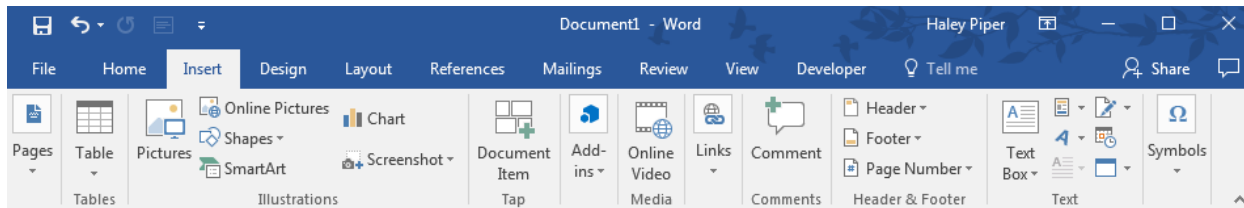
### Home Tab

The Home tab gives you access to some of the most commonly used commands for working with Word 2016, including copying and pasting, formatting, aligning paragraphs, and choosing document styles. The Home tab is selected by default whenever you open Word.



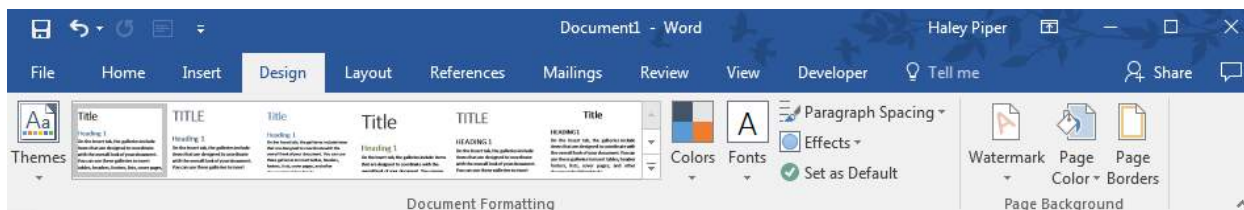
### Insert Tab

The Insert tab allows you to insert pictures, charts, tables, shapes, cover pages, and more to your document, which can help you communicate information visually and add style to your document.



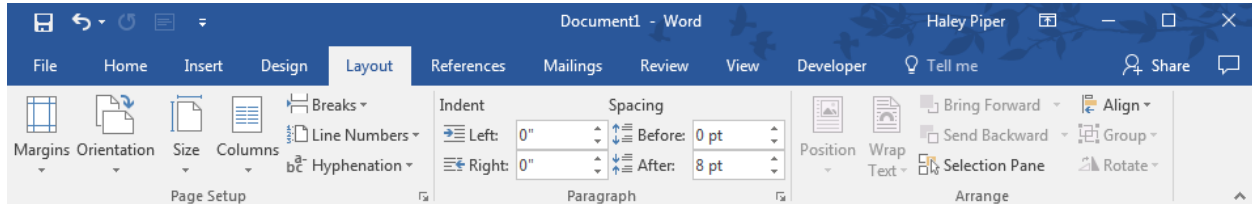
### Design Tab

The Design tab gives you access to a variety of design tools, including document formatting, effects, and page borders, which can give your document a polished look.



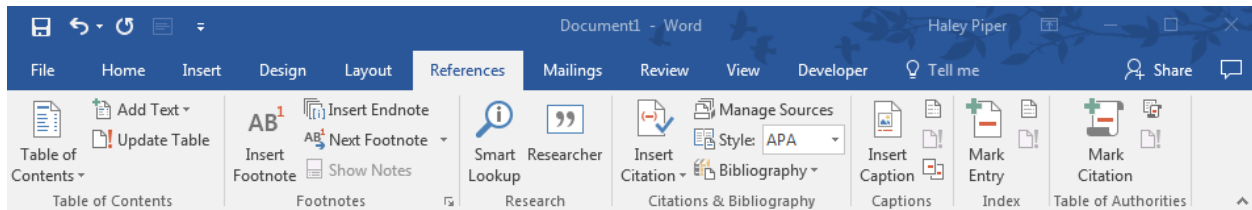
## Layout Tab

The Page Layout tab allows you to change the print formatting of your document, including margin width, page orientation, page breaks, and more. These commands will be especially helpful when preparing to print a document.



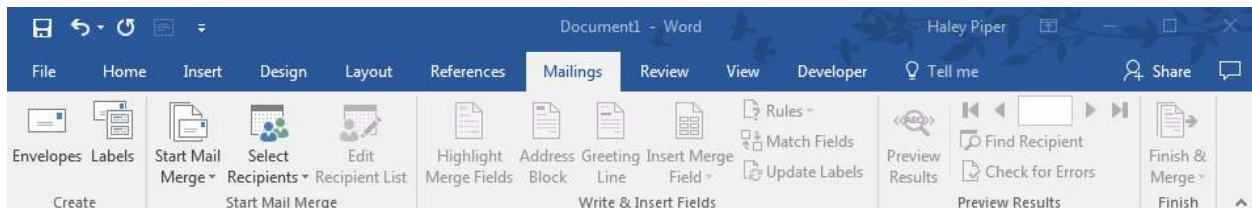
## Reference Tab

The References tab allows you add annotations to your document, such as footnotes and citations. From here, you can also add a table of contents, captions, and a bibliography. These commands are especially helpful when composing academic papers.



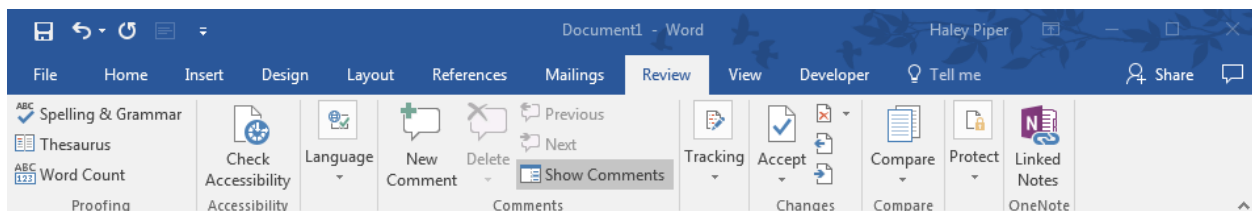
## Mailings Tab

You can use the Mail Merge feature in the Mailings tab to quickly compose letters, address envelopes, and create labels. This is especially useful when you need to send a letter to many different recipients.



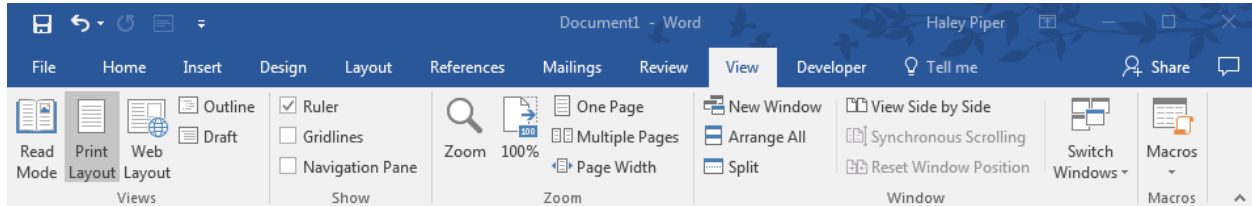
## Review Tab

You can use the Review tab to access Word's powerful editing features, including adding comments and tracking changes. These features make it easy to share and collaborate on documents.



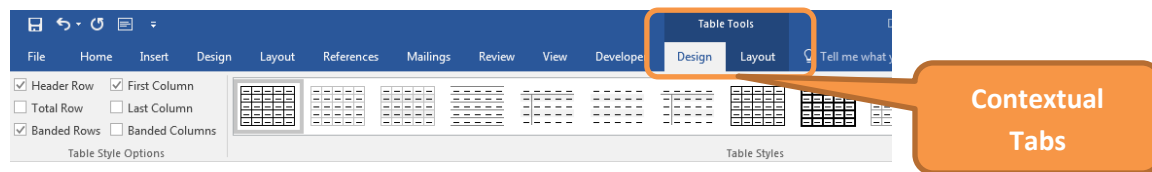
## View Tab

The View tab allows you to switch between different views for your document and split the screen to view two parts of your document at once. These commands will also be helpful when preparing to print a document



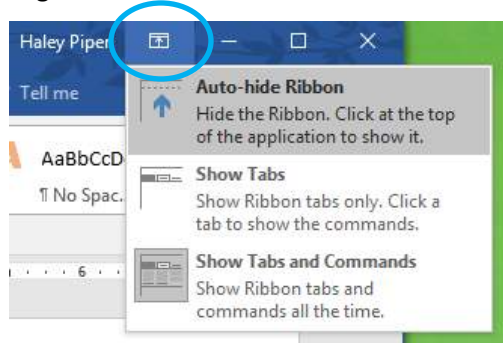
## Contextual Tabs

Contextual tabs appear and disappear as you work. For example, if you click in a table, two extra Table Tools tabs appear: one for Design and one for Layout. These contextual tabs are available when you are looking to edit or format tables and images.



## Hiding the Ribbon

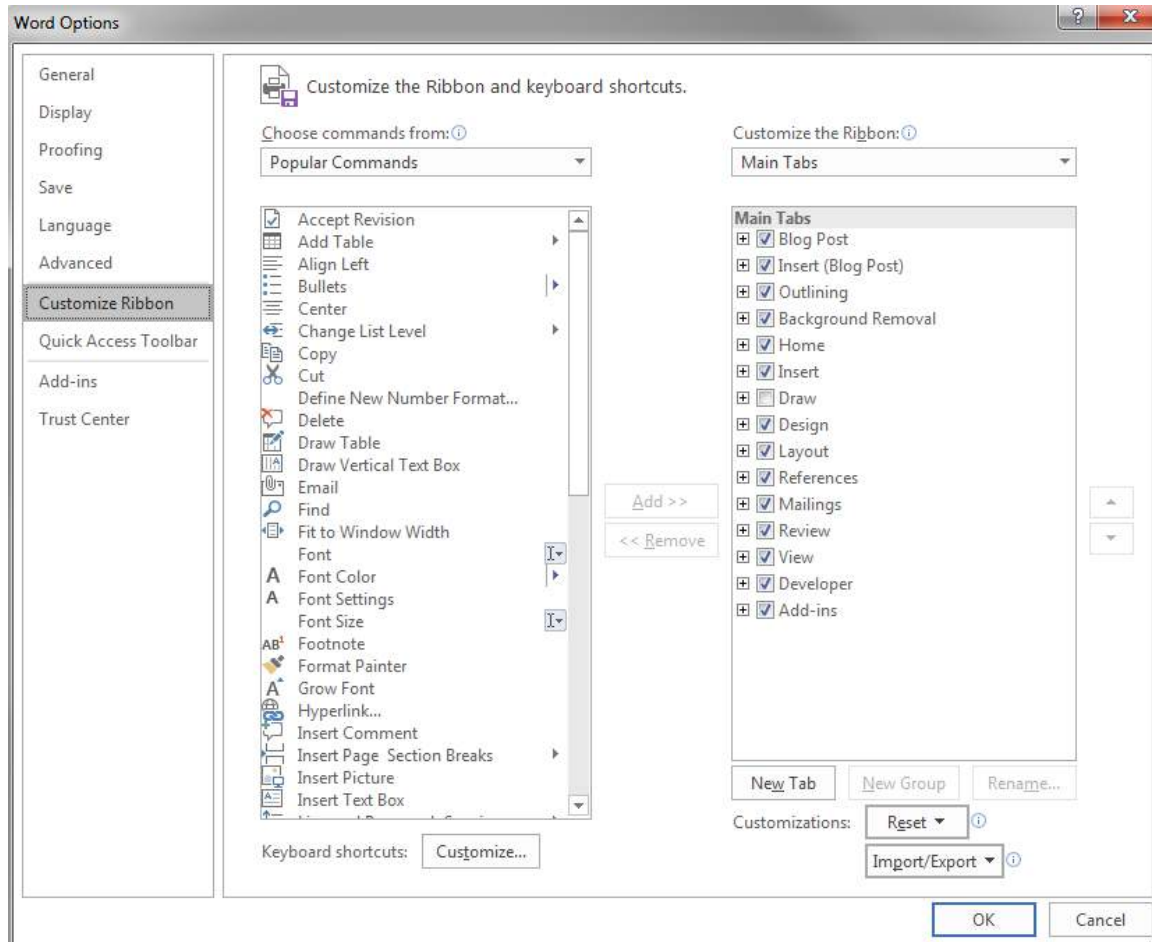
The Ribbon is designed to respond to your current task, but you can choose to **minimize** the Ribbon if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon. Select the desired minimizing option from the drop-down menu:



- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the Expand Ribbon command at the top of screen.
- **Show tabs:** This option hides all command groups when not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show tabs and commands:** This option will show the full ribbon

## Customizing the Ribbon

Use customizations to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands. This can be done by selecting **Options** in the Backstage view and then clicking **Customize Ribbon**. From there you can create new Tabs and Groups selecting the commands you would like to use within them.



***IMPORTANT*** Ribbon customization is specific to the Microsoft Office program you are working in at the time. Ribbon customization does not apply across all the Office programs.

You can rename and change the order of the default tabs and groups that are built-into Microsoft Office 2016. However, you cannot rename the default commands, change the icons associated with these default commands, or change the order of these commands. The default commands appear in gray text.

To add commands to a group, you must add a custom group to a default tab or to a new, custom tab. To help you identify a custom tab or group and to distinguish from a default tab or group, the custom tabs and groups in the **Customize the Ribbon** list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

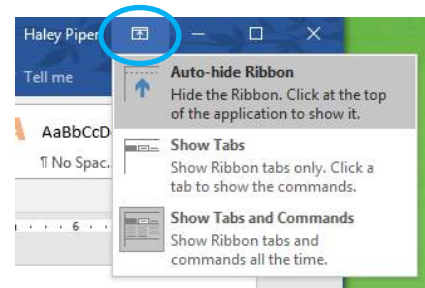
## Chapter 4: Getting to Know Word 2016

The first thing you'll see when you open Microsoft Office is a clean look similar to Word 2013. The biggest difference you may notice right away is the Ribbon tabs exist on a blue background rather than white. However, the features you know and use are still there—along with some new ones that are huge time savers. The new Office also works with smartphones, tablets, and in the cloud, even on PCs that don't have Office installed. So now, you can always get to your important files, no matter where you are or what you're using.

In this chapter, we will take a closer look at those changes including Read Mode, Collaboration, and Alignment Guides. After reading this chapter, you will understand the new tools and features that you can use to create and share professional documents with ease.

### Ribbon

The Ribbon is designed to respond to your current task, but you can choose to minimize the Ribbon if you find that it takes up too much screen space.



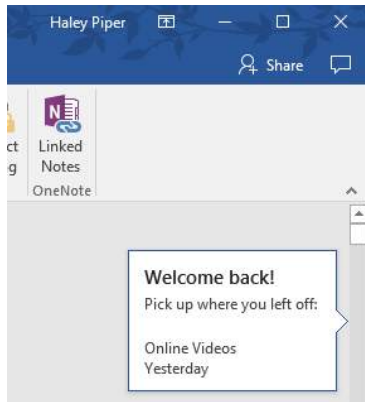
### Read Mode

If you use Word more to read documents than to create them, you're likely a fan of Word's Read mode introduced in 2013. Read Mode still exists in 2016. It automatically resizes a document to the full window, that is unsullied by menus or other formatting tools. Click the on-screen arrows to flip through the pages, or swipe the screen from either edge of the display if you're using a touch-screen monitor. Switch to page view for vertical scrolling. Right-click on any unfamiliar words to display a definition without existing read mode. You can also click on any image, table, or chart to enlarge it for easier reading.



without whom the *SR* would not have been able to solicit and select the excellent writers that have graced their pages during these past decades. For the last seventy-six years, the office of the *SR* has housed only five, with the most recent editor, George Core, beginning his run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the twentieth century's finest critics, writers and poets.

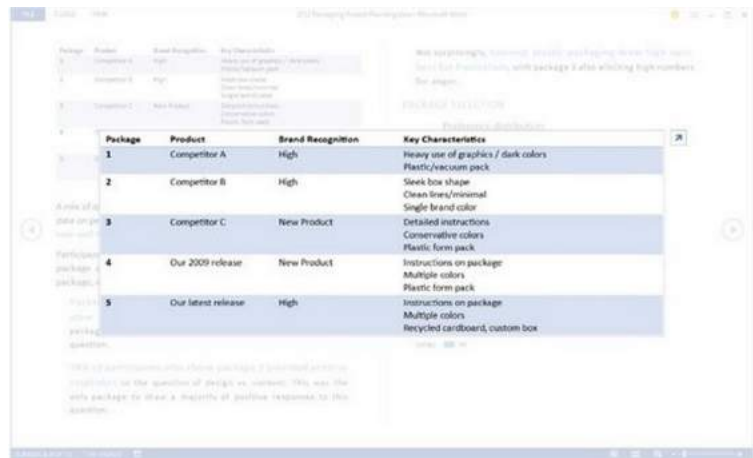
## Resume Reading



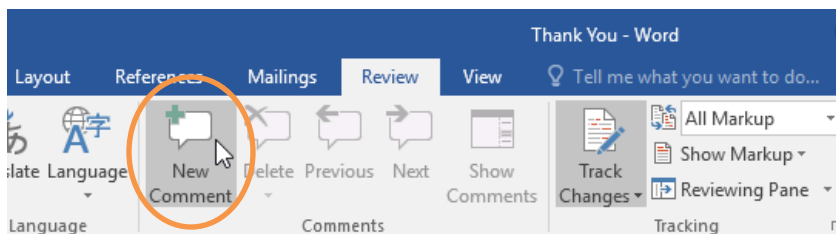
Word 2016 also kept the **Resume Reading** feature that was introduced in Word 2013. This allows you to open your document to the last page you were viewing. When opening a saved document, look for the **bookmark icon** to appear on the screen next to the scroll bar. Click the bookmark, and Word will ask if you want to pick up where you left off.

## Object Zoom

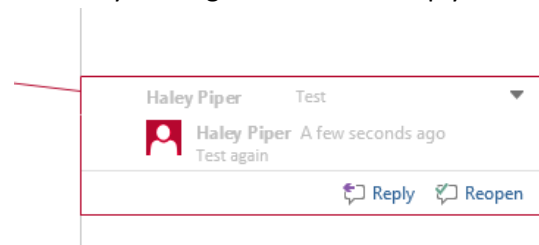
Object zoom lets you view pictures, tables and charts that might be difficult to view unless you zoom in to them. In a Word document, while in Read mode, double-tap with your finger or double-click with your mouse to zoom in to make objects in your document fill the screen. Focus and take in the information, then tap or click again outside the object to zoom out and continue reading.



## Smarter collaboration

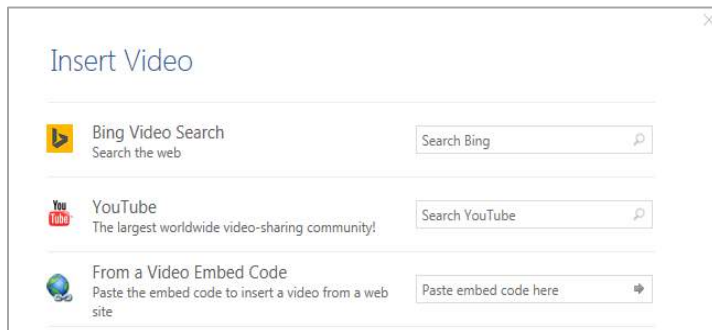
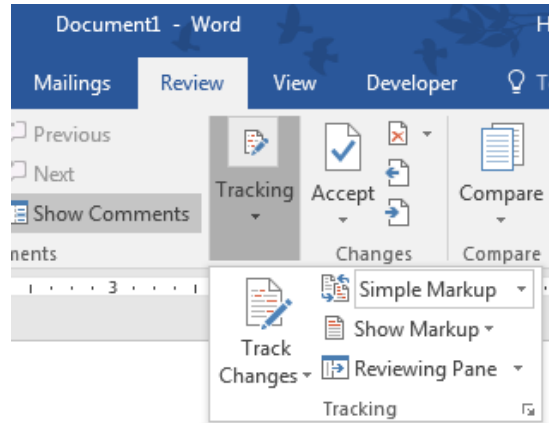


If you collaborate with others on Word documents, you know how quickly conversations can become difficult to follow, because Word's comments tool treats every utterance as a new comment. Word 2013 introduced the ability to reply to a comment within that comment by clicking the Comment Reply button. You can still use this feature in Word 2016. This captures the entire discussion of a given point inside a single comment box, which will appear as a small bubble in the document's margin. And when a comment is addressed and no longer requires attention, you can mark it as done. It will grey out to keep out of your way, but the conversation will still be there if you need to revisit it later.



## Simple Markup

Simple Markup, provides a clean, uncomplicated view of your document, but you still see indicators where tracked changes have been made. Switch between viewing the final version of the document and All Markup view from the Review tab or by double clicking the line in the left margin beside a tracked change.

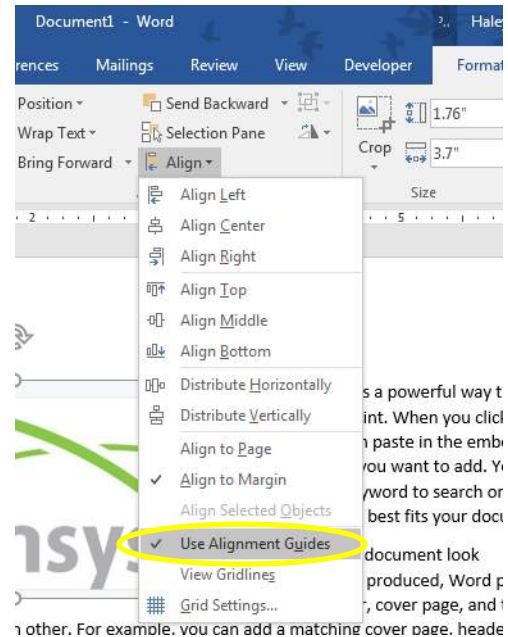
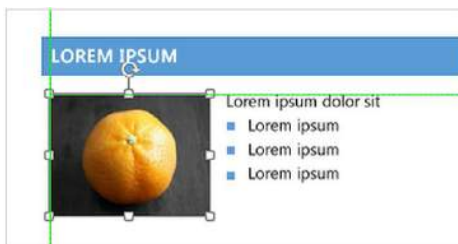


## Online Videos

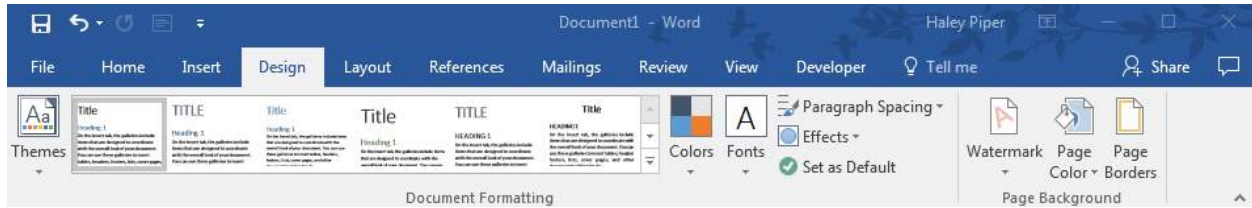
Online media can be directly embedded within Word without leaving the application. You can then watch right in Word, without having to leave the document, so you can stay focused on the content.

## Alignment with Alignment Guides

If you have text wrapping set to an option such as Square, the Alignment Guides also show when the object is aligned with the top of a paragraph or to a heading. This feature makes lining up images and other objects a cinch in Word 2016. To see the Alignment Guides you must turn them on. Select your image then choose the format tab. In the Arrange group, select the Align drop down and click Use Alignment Guides. When you move an object such as an Image, Chart, or SmartArt illustration around in a document, Alignment Guides will then appear to show you when the object is lined up with other elements on the page. The guides also show you when the object is lined up to key page locations, such as the edge of the page and the left and right margins.



## The new Design tab



You might be wondering what happened to some of your options in Word 2016. For example, the Home tab’s **Change Styles** dropdown and the Page Layout tab’s **Page Background** group aren’t there anymore. Have no fear, they have just been relocated.

Starting with the 2013 version of Word, there were changes to the ribbon interface. Some changes were to accommodate working with a tablet; a less cluttered look. There’s also now a **Design** tab which combines elements previously on the **Home** and **Page Layout** tabs. This shouldn’t be confused with the contextual Design tabs you get when you insert elements like Tables, Charts or SmartArt.

## Editing PDF Files

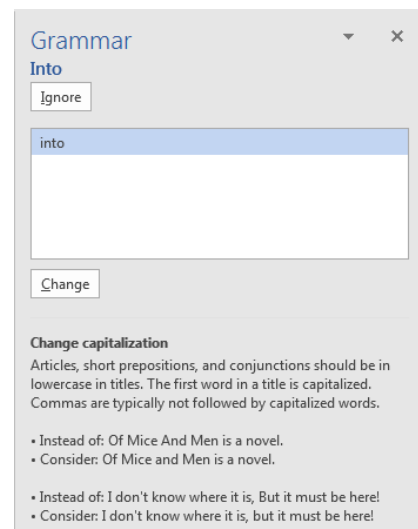
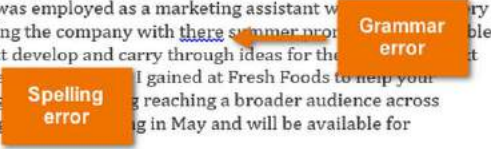
A PDF file is a type of file that is designed to be viewable on any computer. It is useful when you want to send a document to someone and you're not sure whether that person has Microsoft Word. PDF files are designed for viewing rather than editing, so they are ideal for situations where you have a final version that does not need any changes. However, if you need to edit a PDF file for any reason, Word allows you to edit it by converting it into a Word document.

## Document Review

Introduced in 2013, when doing a document review and checking grammar/spelling, it is now done so in a pane on the right side of the window. Also, there is no longer the green line for grammar errors, the line is now blue.

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

Working toward my degree, I was employed as a marketing assistant with there summer pro company. In addition to assisting the company with there summer pro to help the marketing specialist develop and carry through ideas for the commercial. I would like to use there summer pro I gained at Fresh Foods to help your company acheive its marketing there summer pro reaching a broader audience across country. I will complete my degree there summer pro in May and will be available for employment in early June.



## Chapter 5: Diving Deeper into Word 2016

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### How-To Basics: Using Word in Your Office

#### Fundamentals Basic

##### *Entering Text*

Editing documents in Word is just as simple as entering text in a blank document. By clicking within the body of the document, you can add text. By default, overwriting is turned off, which means text to the right of the insertion point will be moved to the right.

It is important to note, however, that if you highlight part of your document and then start typing, the highlighted portion will be deleted and the new text will appear in its place; it doesn't matter whether you have hard returns, images, tables, or text highlighted, the results will be the same.

##### *Deleting Text*

It is very common to delete text and retype the content in your Word document. You might type something you did not want to type or there is something extra which is not required in the document. Regardless of the reason, Word offers you various ways of deleting the text in partial or complete content of the document.

The most basic deletion technique is to delete characters one at a time by pressing either backspace or delete keys. The following list describes how you can delete single character or a whole word by using either of these two keys:

- **<Backspace>** - Keep the insertion point just after the character you want to delete. Word deletes the character immediately to the left of the insertion point.
- **<Ctrl> + <Backspace>** - Keep the insertion point just after the word you want to delete. Word deletes the whole word immediately to the left of the insertion point.
- **<Delete>** - Keep the insertion point just before the character you want to delete. Word deletes the character immediately to the right of the insertion point.
- **<Ctrl >+ <Delete>** - Keep the insertion point just before the word you want to delete. Word deletes the word immediately to the right of the insertion point.

##### *Selecting Text*

Selecting text is one of the most important skills required while editing a Word document. You can perform various operations on the selected text, you can delete it, copy it, move it, apply formatting to it, change its capitalization etc.



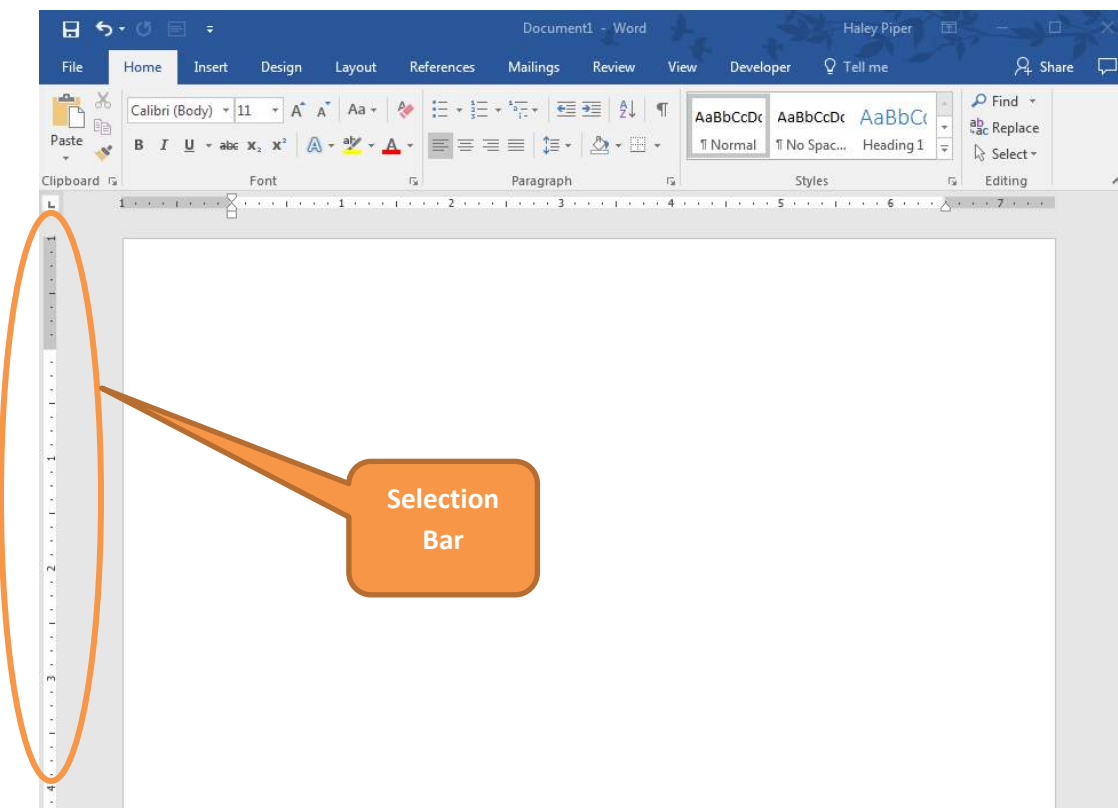
The most common method of selecting text is to click and drag the mouse over the text you want to select. The following list explains a few other simple methods which will help you in selecting text in different scenarios:

- **Selecting text between two points** - Click at the start of the block of text, hold down Shift, and click at the end of the block.
- **Selecting a single word** - Simply double click anywhere on the word you want to select.
- **Selecting a paragraph** - Simply triple click anywhere on the paragraph you want to select.
- **Selecting a sentence** - Hold down the Ctrl key and click anywhere in the sentence you want to select.
- **Selecting a column of text** - Hold down Alt, click and hold the mouse button, and drag over the column you want to select.

*Note: Only one part of the document can be in selected state. If you have one portion of the document in selected state, as soon as you try to select any other part of the document, the previous part will automatically be de-selected.*

Using the Selection Bar:

The circled area in the following screen shot is called the selection bar. When you bring your cursor in this area, it turns into a rightward-pointing arrow.



You can use the selection bar to select various components of a document as described in the following:

- **Selecting a line** - Hover your mouse in the selection bar area and click in front of the line you want to select.
- **Selecting a paragraph** - Hover your mouse in the selection bar area and double click in front of the paragraph you want to select.
- **Selecting the document** - Hover your mouse in the selection bar area and triple click.

Using the keyboard:

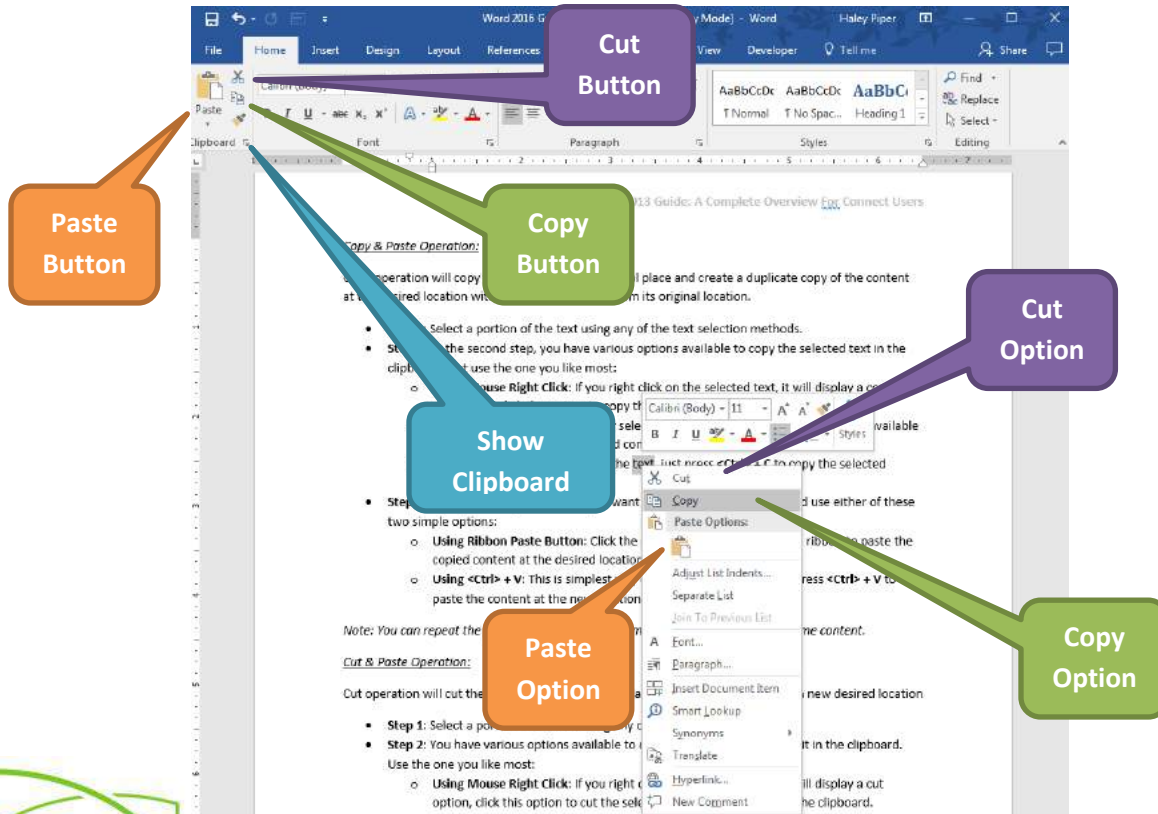
The keyboard provides very good support when you want to select various components of the document as described by the following:

- **Ctrl + A** - Press Ctrl + A keys to select the entire document.
- **Shift** – Hold down the Shift key and use any of the arrow keys to select the text.
- **F8** - Press F8 and then use any of the arrow keys to select the text. (Press Esc key found in the upper right corner of your keyboard to disable this feature)
- **Ctrl + Shift + F8** - Press Ctrl + Shift + F8 and then use any of the arrows keys to select column of the text.

**Home Tab Basic**

**Copy, Cut, and Paste**

To use copy and paste or cut and paste operations, Word makes use of a temporary memory called the clipboard. When you copy or cut text, it will temporarily stay in the clipboard and in the second step you can paste this content in a desired location.



Copy & Paste Operation:

The Copy operation will copy the content from its original place and create a duplicate copy of the content at the desired location without deleting the text from its original location.

- **Step 1:** Select a portion of the text using any of the text selection methods.
- **Step 2:** At the second step, you have various options available to copy the selected text in the clipboard. Just use the one you like most:
  - **Using Mouse Right Click:** If you right click on the selected text, it will display a copy option, just click this option to copy the selected content in clipboard.
  - **Using Ribbon Copy Button:** After selecting a text, you can use the copy button available at the ribbon to copy the selected content in clipboard.
  - **Using <Ctrl> + C:** After selecting the text, just press <Ctrl> + C to copy the selected content in clipboard.
- **Step 3:** Finally click the place where you want to paste the selected text and use either of these two simple options:
  - **Using Ribbon Paste Button:** Click the paste button available on the ribbon to paste the copied content at the desired location.
  - **Using <Ctrl> + V:** This is simplest way of pasting the content. Just press <Ctrl> + V to paste the content at the new location.

*Note: You can repeat the paste operation as many times as you like to paste the same content.*









Cut & Paste Operation:

Cut operation will cut the content from its original place and move the content to a new desired location

- **Step 1:** Select a portion of the text using any of the text selection methods.
- **Step 2:** You have various options available to cut the selected text and put it in the clipboard. Use the one you like most:
  - **Using Mouse Right Click:** If you right click on the selected text, it will display a cut option, click this option to cut the selected content and keep it in the clipboard.
  - **Using Ribbon Cut Button:** After selecting the text, you can use the cut button available on the ribbon to cut the selected content and keep it in the clipboard.
  - **Using <Ctrl> + X:** After selecting the text, just press <Ctrl> + X to cut the selected content and keep it in the clipboard.
- **Step 3:** Finally click where you want to move the selected text and use either of these two simple options:
  - **Using Ribbon Paste Button:** Click the paste button available on the ribbon to paste the content at the new location.
  - **Using <Ctrl> + V:** This is the simplest way of pasting the content. Just press <Ctrl> + V to paste the content at the new location.



Paste Styles

-  **Keep Source Formatting** This option preserves the look of the original text.
-  **Keep Text Only** This option removes all the original formatting from the text.
-  **Link & Keep Source Formatting** This option preserves the look of the original text, and it maintains a link to the source file and updates the pasted text with any changes that are made to the source file.
-  **Link & Use Destination Styles** This option formats the text to match the style that's applied where the text is pasted. It also maintains a link to the source file and updates the pasted text with any changes that are made to the source file.
-  **Merge Formatting** This option changes the formatting so that it matches the text that surrounds it.
-  **Picture** This option inserts the text as an image.
-  **Use Destination Styles** This option formats the text to match the style that's applied where the text is pasted.
-  **Use Destination Theme** This option formats the text to match the theme that's applied to the document where the text is pasted.

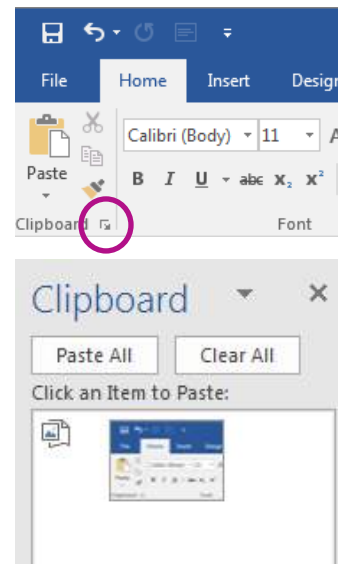
***Cut, Copy & Paste Clipboard***

The Office Clipboard stores text and graphics that you copy or cut from anywhere, and it lets you paste the stored items into any other Office file. Here's how it works in Word 2016.

Cut & Copy Operation:

- **Step 1:** If you're not already there, click Home, then click the launcher in the lower-right corner of the Clipboard group.
- **Step 2:** Select the text or graphics you want to copy, and press Ctrl+C. You can also press Ctrl+X to cut the text or graphics. Each selection appears in the Clipboard, with the latest at the top. You can copy (or cut) 24 items, and they stay in the Clipboard until you close all your Office programs.
- **Step 3:** Optionally, repeat step 2 until you've copied all the items you want to use.

**TIP** After you open the Clipboard, it stores content that you copy or cut from anywhere. The same thing happens when you set the Clipboard to store content but remain closed, as long as you have an Office program running.



Paste Operation:

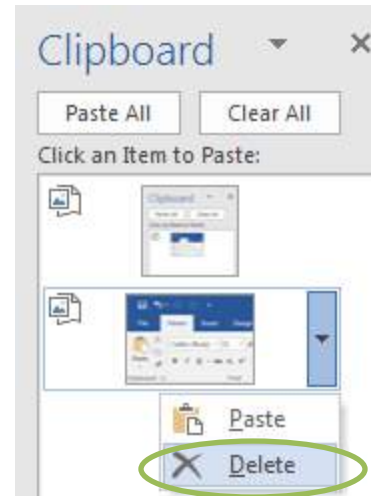
You can paste items into any Office file that you have open, individually or all at once.

- **Step 1:** In your document, click where you want to paste the item.
- **Step 2:** In the Clipboard, click the item you want to paste or, to paste everything, click Paste All.

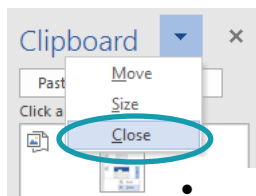
Delete items from the Clipboard:

Do any of the following:

- **Step 1:** Click the arrow on the right side of the item and click Delete.
- **Step 2:** Right-click the item you want to delete and click Delete.
- **Step 3:** Click Clear All to clear everything out of the Clipboard.



Close the Clipboard



Do any of the following:

- **Step 1:** Click the X in the upper-right corner of the Clipboard pane.
- **Step 2:** Click the arrow next to the X and click Close.

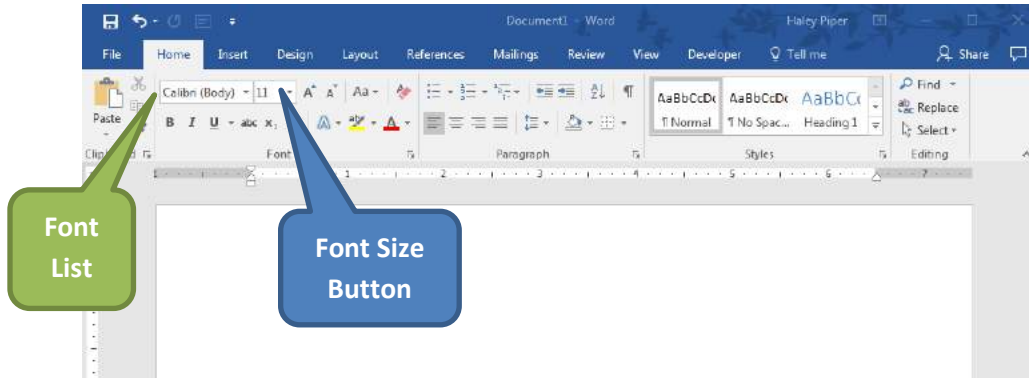
**Setting Text Fonts**

Microsoft Word allows you to use different fonts in different sizes. Typically, you use different fonts for paragraphs and headings so it is important to learn how to make these changes. This chapter will teach you how to change a font and its size using simple steps.

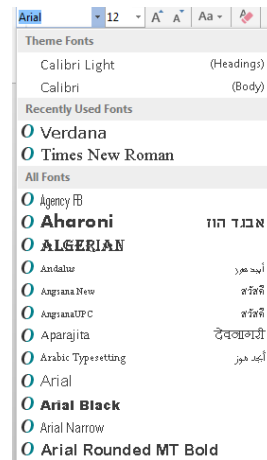
Change the Font Type & Size:

Let me give a brief explanation about the font buttons we are going to use in this tutorial. Below is a screen capture to show you a few font related buttons.

- **Step 1:** Select the text that you want to change to a different font and click the Home tab. Now click the Font Type button to see the list of available fonts as shown below.
- **Step 2:** Try hovering the mouse over the different fonts listed. You will see that the font changes and you get a preview. You can use the Font Scroll Bar to display more available fonts. Finally, select a desired font by clicking the font name in the list.

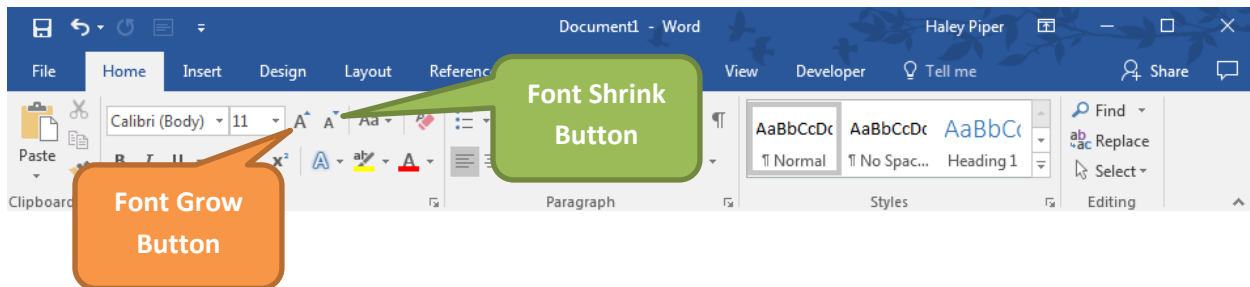


- Step 3:** In the same way, to change the font size, click the Font Size button which will display a font size list. You will use the same procedure to select a desired font size that you used to select the font type.



Use Shrink and Grow Buttons:

There’s a quick way to reduce or enlarge the font size. As shown in the first screen capture, the Shrink Font button can be used to reduce the font size, whereas the Grow Font button can be used to enlarge the font size.

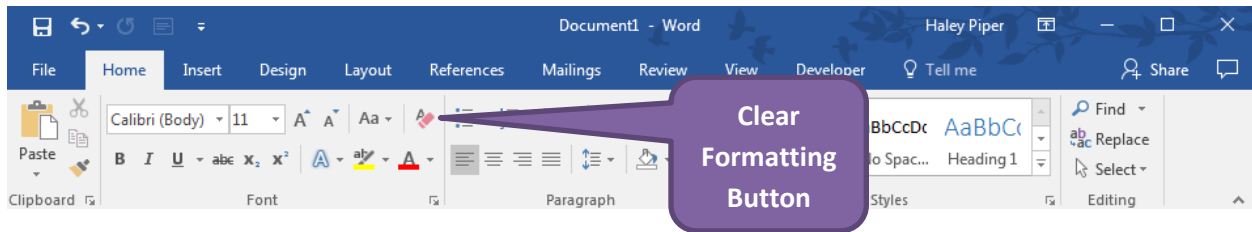


Select the desired text you wish to enlarge or shrink. Click either of these two buttons and you will see the effect. You can click a single button multiple times to apply the effect. Each time you click either of these buttons it will enlarge or reduce the font size by 1 point.

Clear Formatting Options:

Any text formatting changes can be reset to plain text or the default formatting. To reset the text to the default settings:

- **Step 1:** Select the text that you want to reset.
- **Step 2:** Click the Clear Formatting button in the Home tab Font group, or simply use **<Ctrl> + <Spacebar>**.



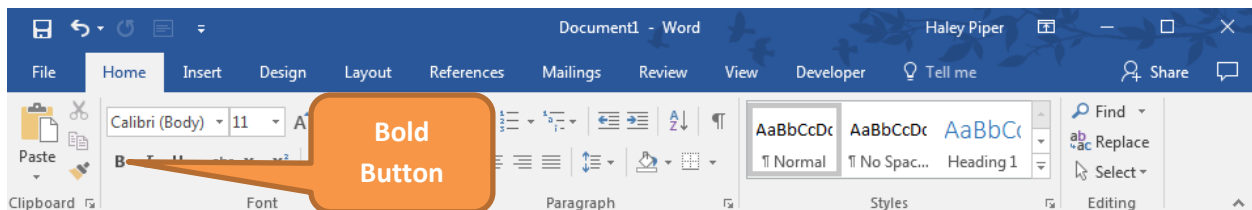
**Text Decoration (Bold, Italics, and More)**

This section will teach you how to decorate your text in Microsoft Word. When I'm saying decorate, it means decorate by making it in an *italic shape*, underlining the text, **making it bold**, or using ~~strikethrough~~ to look more professional.

Making text bold:

A bold text appears with heavy weight and dark ink. We use bold text to give more emphasis on the sentence. It is very simple to change the selected text into a bold font by following two steps:

- **Step 1:** Select the text that you want to change to a bold font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Bold button in the Home tab Font group, or simply use **<Ctrl> + B** to make the selected text bold.

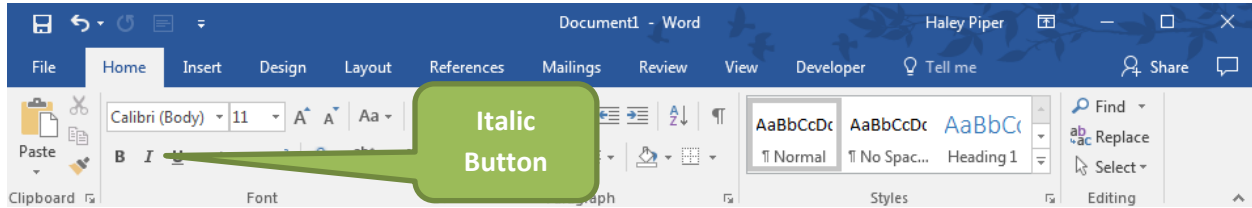


Making text Italic:

Italic text appears with a slight incline and we use italicized text to differentiate it from other text. It is very simple to change the selected text into italic font by following two steps:

- **Step 1:** Select the text that you want to make italic. You can use any of the text selection methods to select the text.

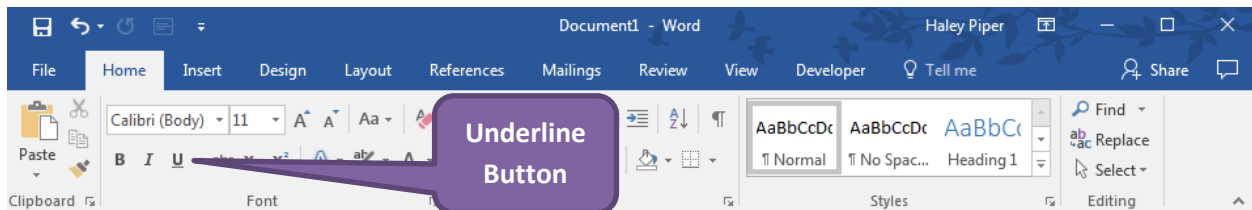
- **Step 2:** Click the Font Italic button in the Home tab Font group, or simply use <Ctrl> + I to convert text to italic font.



### Underline the Text:

We use underlined text to make it more distinguished from other text. It is very simple to change the selected text into underlined font by following two steps:

- **Step 1:** Select the text that you want to underline. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Underline button in the Home tab Font group, or simply use <Ctrl> + U to put an underline under the text.



### Strikethrough the Text:

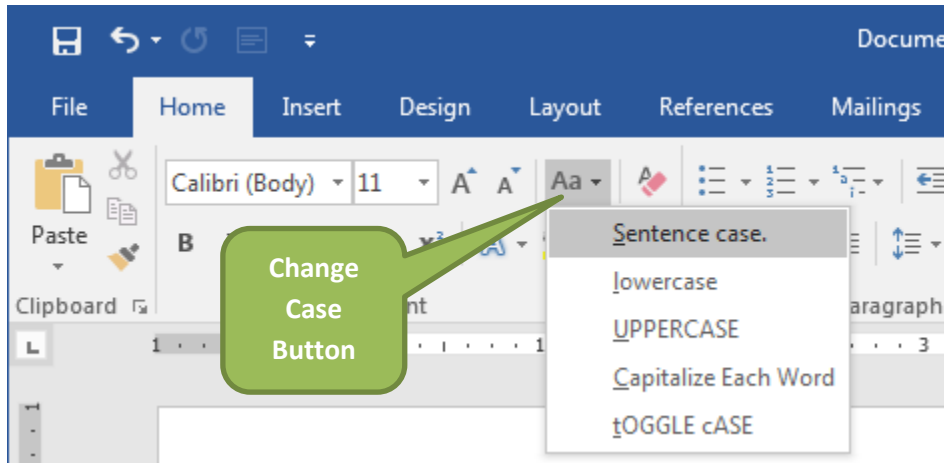
Strikethrough text will look like a line has been drawn through its middle. A strikethrough text indicates that it has been deleted. It is very simple to change selected text into strikethrough font by following two steps:

- **Step 1:** Select the text that you want to change to a strikethrough. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Strikethrough button in the Home tab Font group to strikethrough the text.



## Changing Text Cases

This section will teach you how to change the cases of your text. You can also capitalize a character you are typing by pressing and holding SHIFT while you type. You can also press the CAPS LOCK key to have every letter that you type be capitalized, and then press CAPS LOCK again to turn off capitalization.



### Change Text to Sentence Case:

A sentence case is where the first character of every sentence is capitalized. It is very simple to change the selected text into sentence case by following two steps:

- **Step 1:** Select the text that you want to change to a sentence case. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **Sentence Case** option to capitalize the first character of every selected sentence.

### Change Text to Lowercase:

Every word of the sentence will be in lowercase. It is very simple to change the selected text into lowercase by following two simple steps:

- **Step 1:** Select the text that you want to change to lower case. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **Lowercase** option to display all the selected words in lowercase.

### Change Text to Uppercase:

Every word of a sentence is in uppercase. It is very simple to change the selected text into uppercase by following two steps:

- **Step 1:** Select the text that you want to change to an uppercase font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **UPPERCASE** option to display the selected words in all caps. All characters of every selected word will be capitalized.

### Change Text to Capitalize:

A capitalize case is where every first character of every selected word is a capital. It is very simple to change the selected text into capitalize by following two steps:

- **Step 1:** Select the text that you want to change to a capitalized font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **Capitalize Each Word** option to put a leading cap on each selected word.

### Toggle the Text:

Toggle operation will change the case of every character in reverse way. A capital character will become lower case and a lower case character will become upper case. It is very simple to toggle the text by following two steps:

- **Step 1:** Select the text that you want to change to a toggle font. You can use any of the text selection method to select the text.
- **Step 2:** Click the **Change Case** button and then select **TOGGLE cASE** option to change all lowercase words into uppercase and uppercase words into lowercase.

## **Change Text Color**

This section will teach you how to change color, highlight, and apply effects to the text.

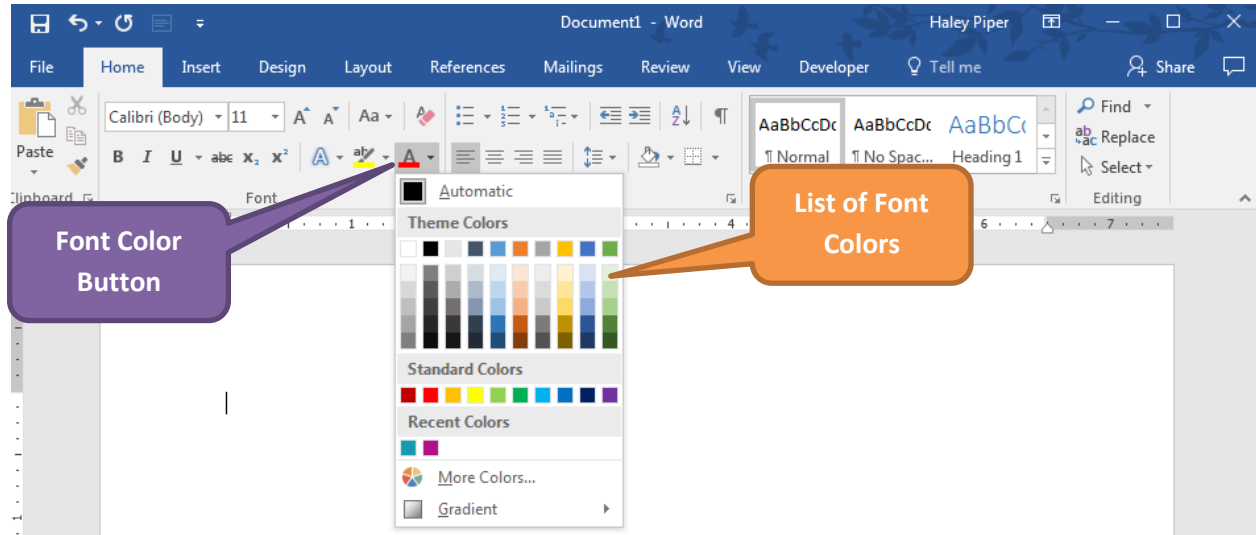
### Change Font Colors:

By default, any typed text comes in black, but you can change your font to any color. It is very simple to change the text color by following two steps:

- **Step 1:** Select the text that you want to change the color to. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Font Color** button triangle to display a list of colors. Hover your mouse over the different colors and you will see the color change automatically giving you a preview. You can select any of the colors available by simply clicking it.



If you click the left portion of the **Font Color** button, then the already selected color will be applied to the text, so you would have to click over the small triangle to display a list of colors.



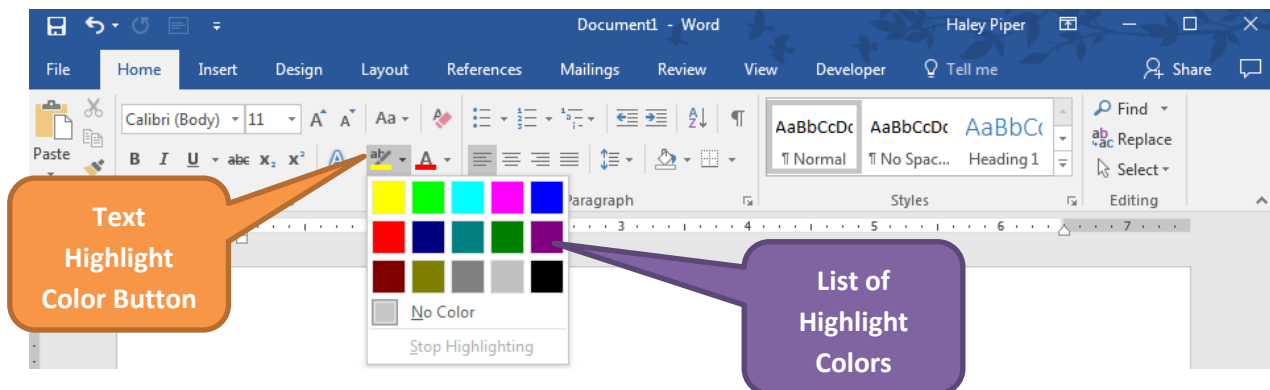
If you do not find a color of your choice, you can use the **More Colors** option to display a color pallet box which allows you to select a color from a range of millions of colors.

Highlight Text with Colors:

You can highlight a selected text using any color and it will look like it was marked with a highlighter pen. Usually we highlight a text using yellow. It is very simple to highlight a text with a color by following two steps:

- **Step 1:** Select the text that you want to change to a bold font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Text Highlight Color** button triangle to display a list of colors. Hover your mouse over the different colors and you will see the color change automatically. You can select any of the colors available by clicking it.

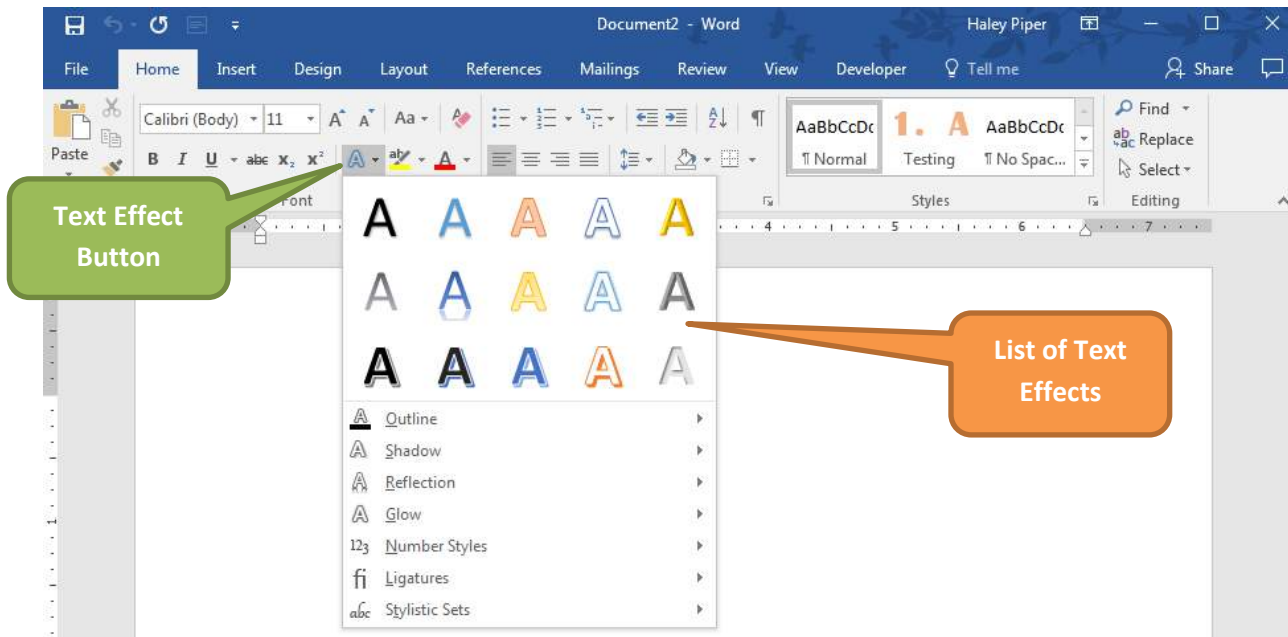
If you click at the left portion of the **Text Highlight Color** button, the already selected color will be applied to the text, so you would have to click over small triangle to display a list of colors.



Apply Text Effects:

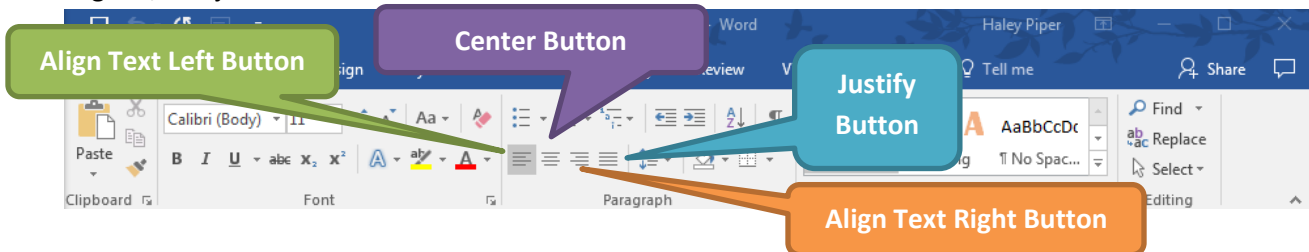
Microsoft word provides a list of text effects which will make the document look more professional. It is very simple to apply various text effects by following two steps:

- **Step 1:** Select the text that you want to apply an effect to. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Text Effect button to display a list of effects including shadow, outline, glow, reflection etc. Hover your mouse over different effects and you will see the text effect will change automatically. You can select any of the text effect available by simply clicking it.



**Text Alignments**

There are four types of paragraph alignments available in Microsoft Word; left-aligned, centered, right-aligned, and justified.



Left Aligned Text:

A paragraph's text is left aligned if it is aligned with left margin. Here is a simple procedure to make a paragraph text left aligned.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Align Text Left** button or simply press **<Ctrl> + L**.

Center Aligned Text:

A paragraph's text is center aligned if it is in the center of the left and right margins. Here is a simple procedure to make a paragraph text center aligned.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Center** button available on Home tab or simply press **<Ctrl> + E**.

Right Aligned Text:

A paragraph's text is right aligned if it is aligned with right margin. Here is a simple procedure to make a paragraph text right aligned.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Align Text Right** button available on Home tab or simply press **<Ctrl> + R**.

Justify Aligned Text:

A paragraph's text is justified if it is aligned with both left and right margins. Here is a simple procedure to make a paragraph text justify aligned.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Justify** button available on Home tab or simply press **<Ctrl> + J**.

When you click the **Justify** button, it displays four options, justify, justify low, justify high and justify medium. The difference between these options is that low justify creates little space between two words, medium creates a bit more space and high creates maximum space between two words to justify the text.

**Create Bullets**

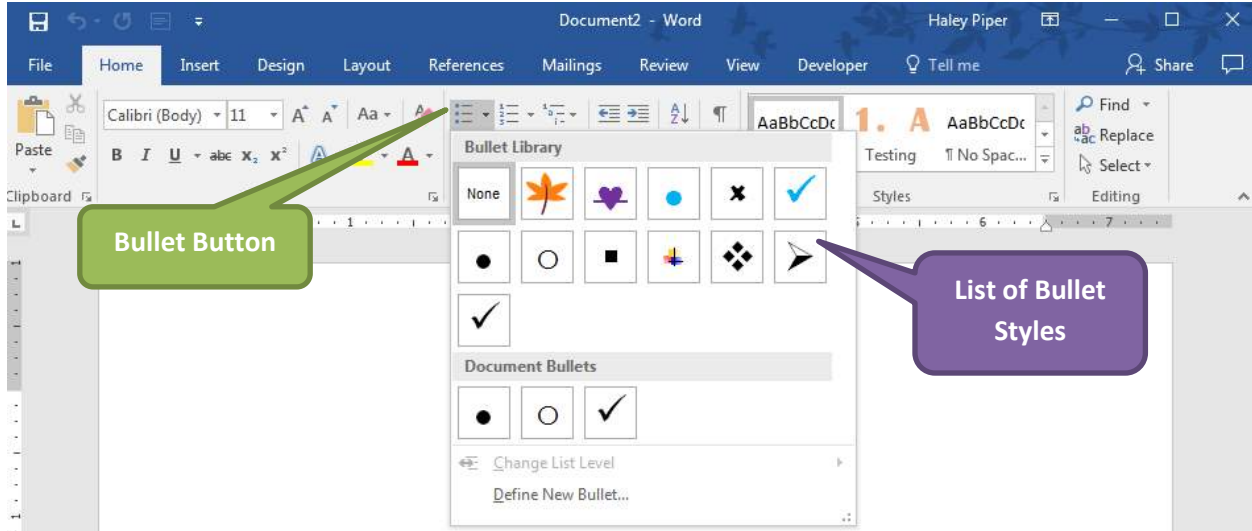
Microsoft Word provides bullets and numbers to put a list of items in a nice order. This chapter will teach you simple steps to create either of the bulleted or numbered lists in simple steps.

Create a List from Existing Text:

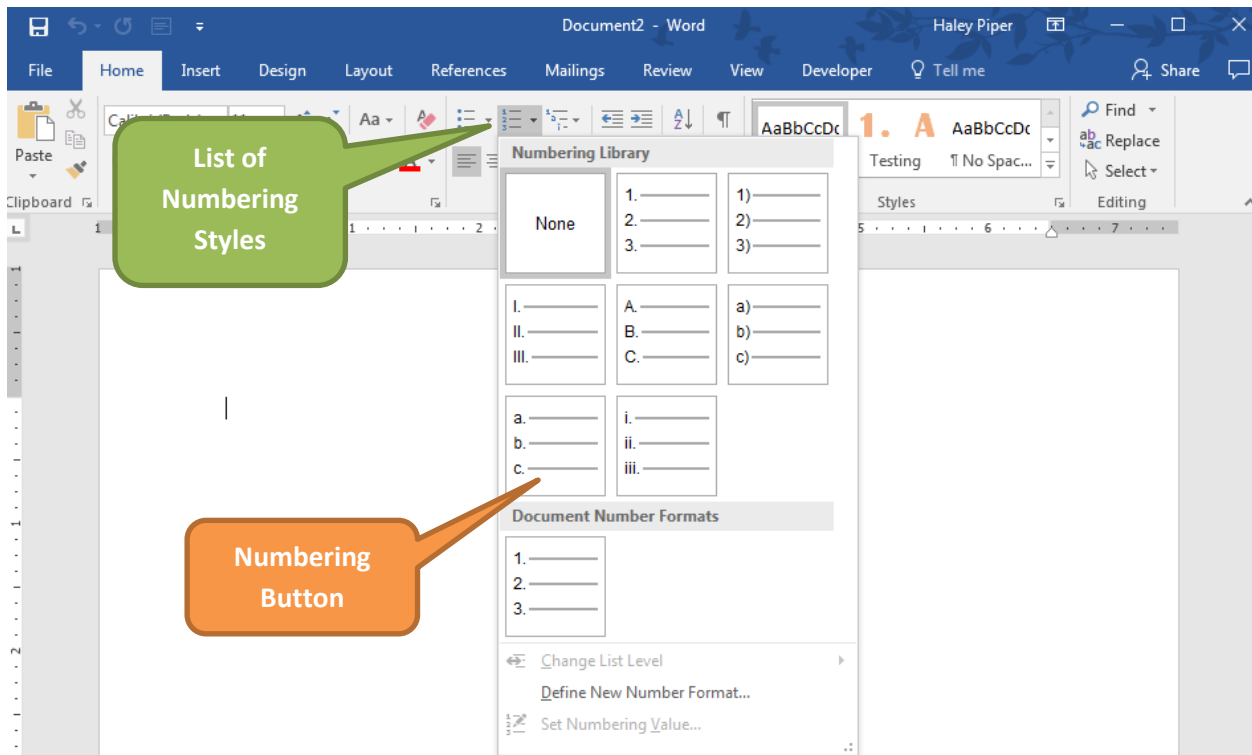
It is very simple to convert a list of lines into a bulleted or numbered list.



- **Step 1:** Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Bullet** button triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.



- **Step 3:** If you want to create a list with numbers then click the **Numbering** button triangle instead of bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering styles available by simply clicking them.



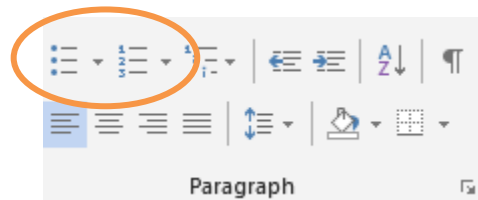
Create a List as You Type:

You can create a bulleted list as you type. Word will automatically format it according to your text.

- **Step 1:** Type \*, and then either press the **SPACEBAR** or press **TAB** key, then type the rest of what you want in the first item of the bulleted list.
- **Step 2:** When you are done with typing, press **Enter** to add the item in the list automatically and go to the next item in the list.
- **Step 3:** Repeat Step 2 for each item.

Change the Format of a Bullet List

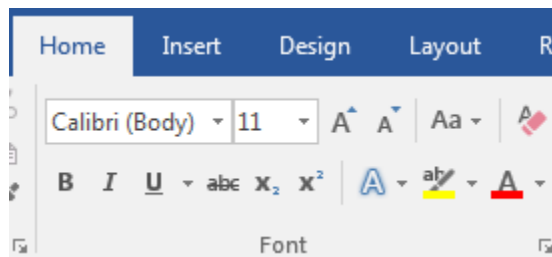
- **Step 1:** Click a bullet or number in the list you want to change (if you have multiple levels of bullet lists, you will need to do each level one at a time)
- **Step 2:** On the Home tab, under Paragraph, click the drop-down arrow next to Bullets or Numbering.



- **Step 3:** Click the format you would like.

Change the Font of a Bullet List

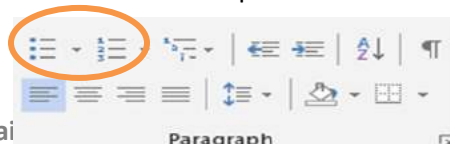
- **Step 1:** You can change the font or color of the Bullets or Numbers in a list without changing the actual list.
- **Step 2:** Click a bullet or number in a list.
- **Step 3:** On the Home tab, in the Font group, make the changes that you want.



Creating Levels in Bullets

To create a bullet list with multiple levels of information you will start by creating a single-level list.

- **Step 1:** Start by choosing a bullet or number from the drop-down arrows located in the Paragraph section of the Home tab.



- **Step 2:** Type your first item and press Enter and continue until you are done with your first level.
- **Step 3:** To create the next level use the Increase Indent button and type your first item of that list and press Enter.



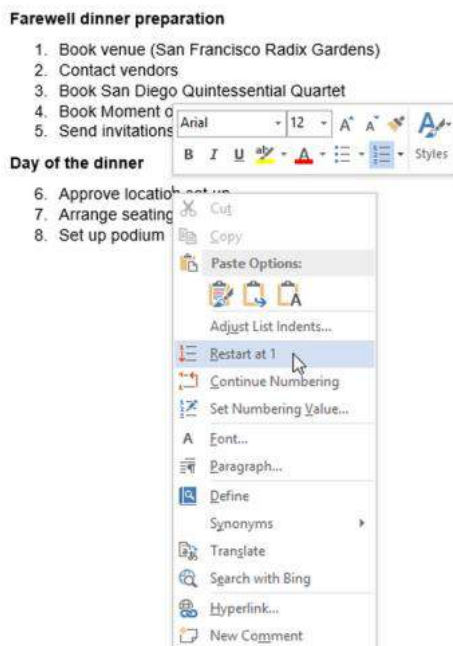
- **Step 4:** If you don't want to use the Increase Indent button you can simply hit Enter and the Tab Key to start a new section of bullets.

Adjusting Bullets with the Right-Click

- **Step 1:** Select the bullets in the list by clicking a bullet. The text won't appear selected.
- **Step 2:** Right-click, and then click Adjust List Indents.
- **Step 3:** Change the distance of the bullet indent from the margin by clicking the arrows in the Number position box, or change the distance between the bullet and the text by clicking the arrows in the Text indent box.
- **Step 4:** Click OK



To Restart a Numbered List



If you want to restart the numbering of a list, Word has a Restart at 1 option. It can be applied to numeric and alphabetical lists.

- **Step 1:** Right-click the list item that you would like to restart the numbering for, then select Restart at 1 from the menu that appears.
- **Step 2:** The list numbering will restart.

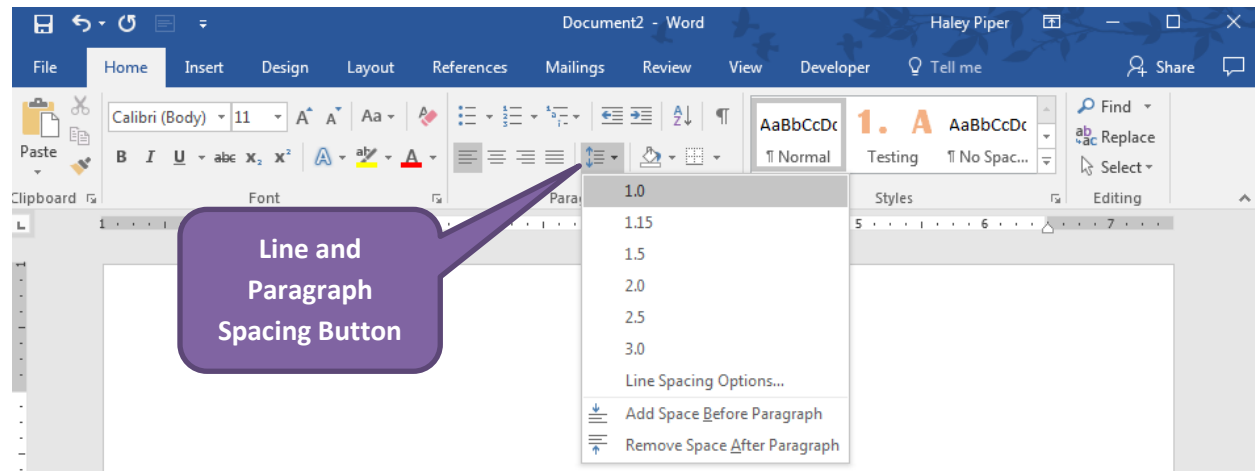
## Set Line Spacing

Line spacing is the distance between two lines in a Microsoft Word document. You can increase or decrease this distance as per your requirement by following a few simple steps. This section will explain how to set the distance between two lines as well as how to set the distance between two paragraphs.

### Spacing between Lines:

The following are the simple steps to adjust spacing between two lines of a document.

- **Step 1:** Select the paragraph or paragraphs for which you want to define spacing. You can use any of the text selection methods to select the paragraph(s).
- **Step 2:** Click the **Line and Paragraph Spacing** button triangle to display a list of options to adjust space between the lines. You can select any of the options available by simply clicking it.

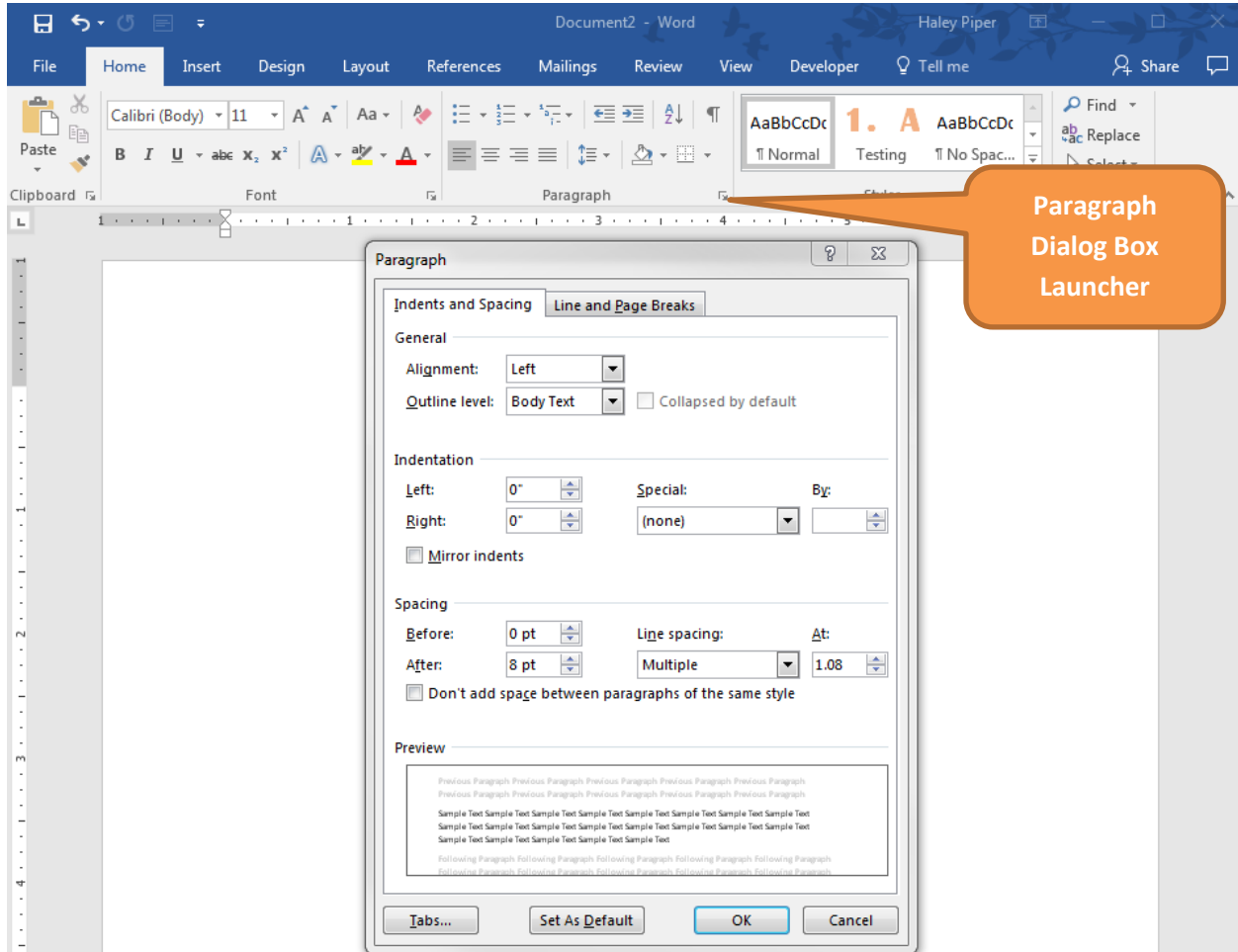


### Spacing between Paragraphs

You can also set distance between two paragraphs.

- **Step 1:** Select the paragraph or paragraphs for which you want to define spacing and click the **Paragraph Dialog Box Launcher**.
- **Step 2:** Click the **Before** spinner to increase or decrease the space before the selected paragraph. In the same way, click the **After** spinner to increase or decrease the space after the selected paragraph. Finally click the **OK** button to apply the changes.

You can use the **Line Spacing** option available at the dialog box to set line spacing as we have seen in the previous example.



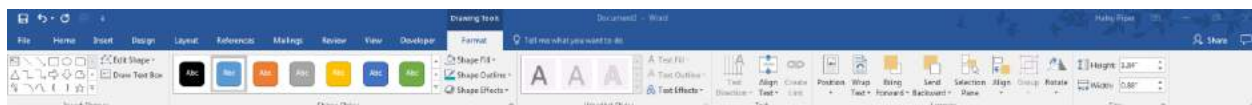
## **Insert Tab Basic**

Pictures and clip art can be inserted or copied into a document from many different sources, including downloading from a clip art web site provider, copied from a web page, or inserted from a folder where you save pictures.

From the Insert tab you will be working with pictures, shapes, and charts, as well as headers and footers. Each one of these have their own contextual tab. Featured below are some of these tabs along with their functionality.

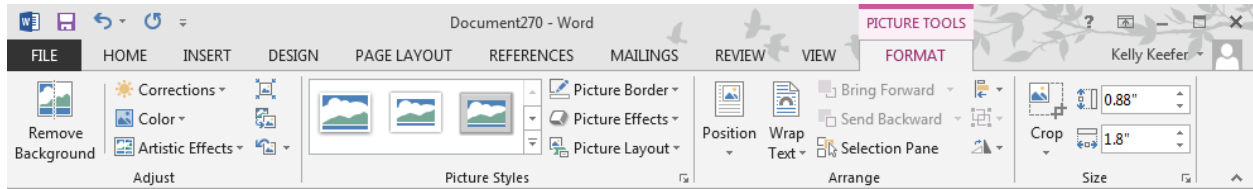
## ***Drawing Tools Format Tab***

This tab holds different tools for adding and modifying drawings to your document.



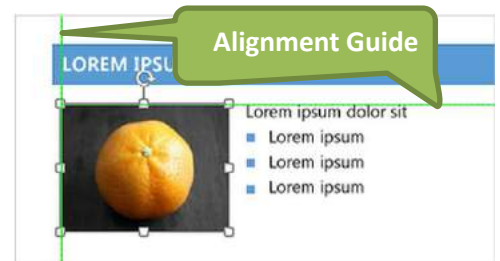
## Picture Tools Format Tab

This ribbon is accessible when you are working with pictures and can be viewed once the contextual tab appears. The **Format** tab includes tools for adjusting, adding styles, and arranging pictures.



## Alignment Guides

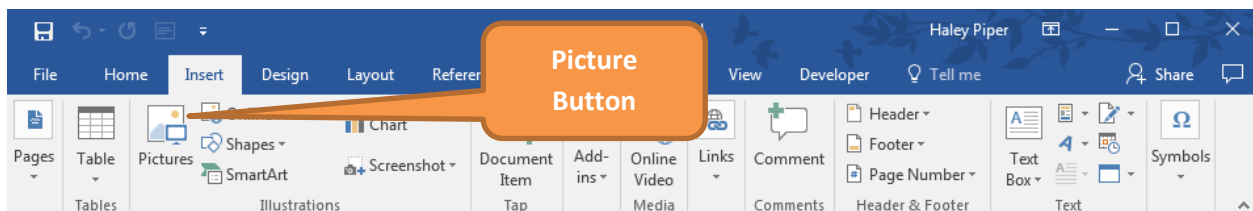
If you have text wrapping set to an option such as Square, the Alignment Guides also show when the object is aligned with the top of a paragraph or to a heading. When you move an object such as an Image, Chart, or SmartArt illustration around in a document, Alignment Guides automatically appear to show you when the object is lined up with other elements on the page. The guides also show you when the object is lined up to key page locations, such as the edge of the page and the left and right margins.



## Inserting a Picture

To insert a picture from your scanner or camera, use the software that came with your scanner or camera to transfer the picture to your computer. Save the picture, and then insert it by following these steps.

- **Step 1:** Click where you want to insert the picture in your document.
- **Step 2:** On the Insert tab, in the Illustrations group, click the **Picture** button.

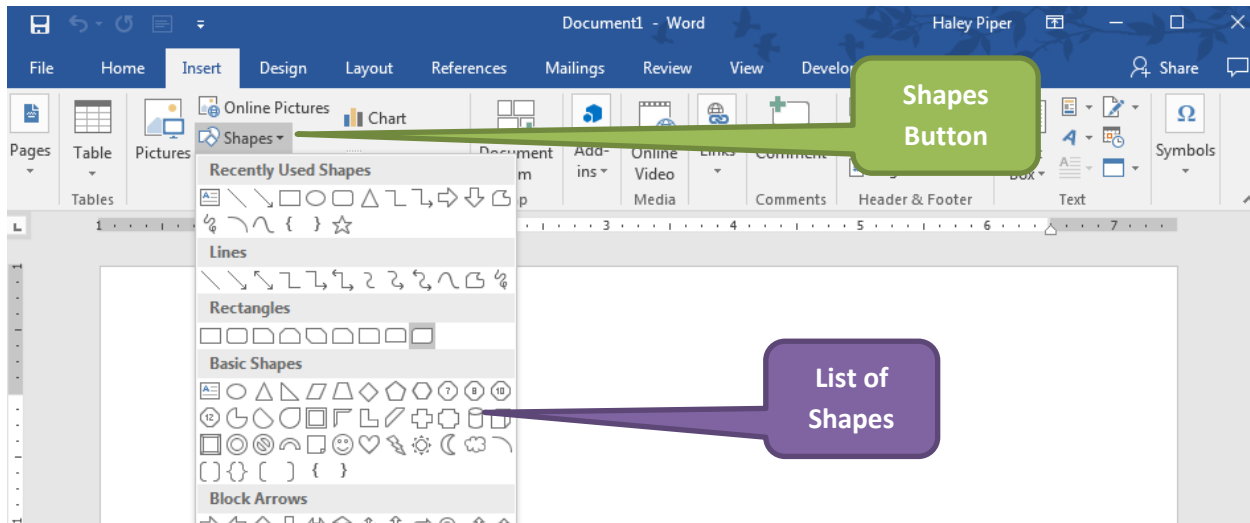


- **Step 3:** Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.
- **Step 4:** Double-click the picture that you want to insert.

## Inserting a Shape

Shapes are great for adding common graphics to your document. You can insert shapes by following these simple steps.

- **Step 1:** On the Insert tab, in the Illustrations group, click Shapes.

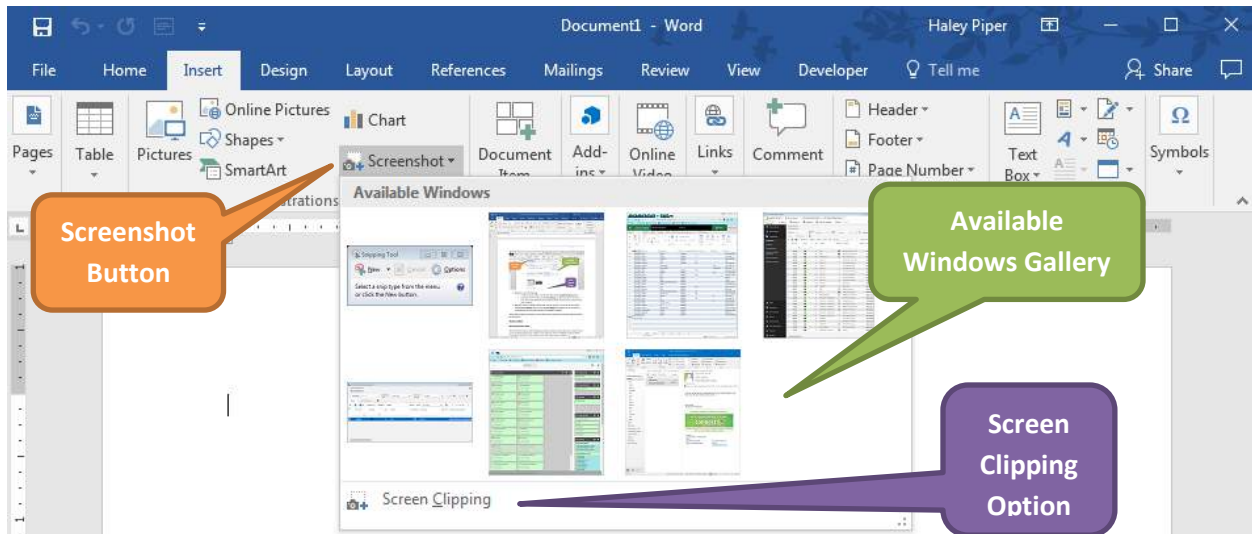


- **Step 2:** Click the shape that you want, click anywhere in the document, and then drag to place the shape.
- **Step 3:** To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold SHIFT while you drag.

## Inserting a Screenshot

Screenshots are useful for capturing snapshots of information that might change or expire, such as a breaking news story or a time-sensitive list of available flights and rates on a travel Web site. Screenshots are also helpful for copying from Web pages and other sources whose formatting might not successfully transfer into the file by any other method. Screenshots are static images. When you take a screenshot of something (for example, a web page), and the information changes at the source, the screenshot is not updated. Listed below are the simple steps to add a screenshot.

- **Step 1:** Click the document that you want to add the screenshot to.
- **Step 2:** On the **Insert** tab, in the Illustrations group, click **Screenshot**. Here, you will find a thumbnail image of every Window open on your computer at that moment.



- **Step 3:** Do one of the following:
  - To add the whole window, click the thumbnail in the **Available Windows** gallery.
  - To add part of the window, click **Screen Clipping**, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.
- **Step 4:** If you have multiple windows open, click the window you want to clip from before clicking **Screen Clipping**. When you click **Screen Clipping**, the program you are working in is minimized and only the window behind it is available for clipping.

*Note: After you add the screenshot, you can use the tools on the Picture Tools tab to edit and enhance the screenshot.*

## **Review Tab Basic**

### ***Spell and Grammar Check***

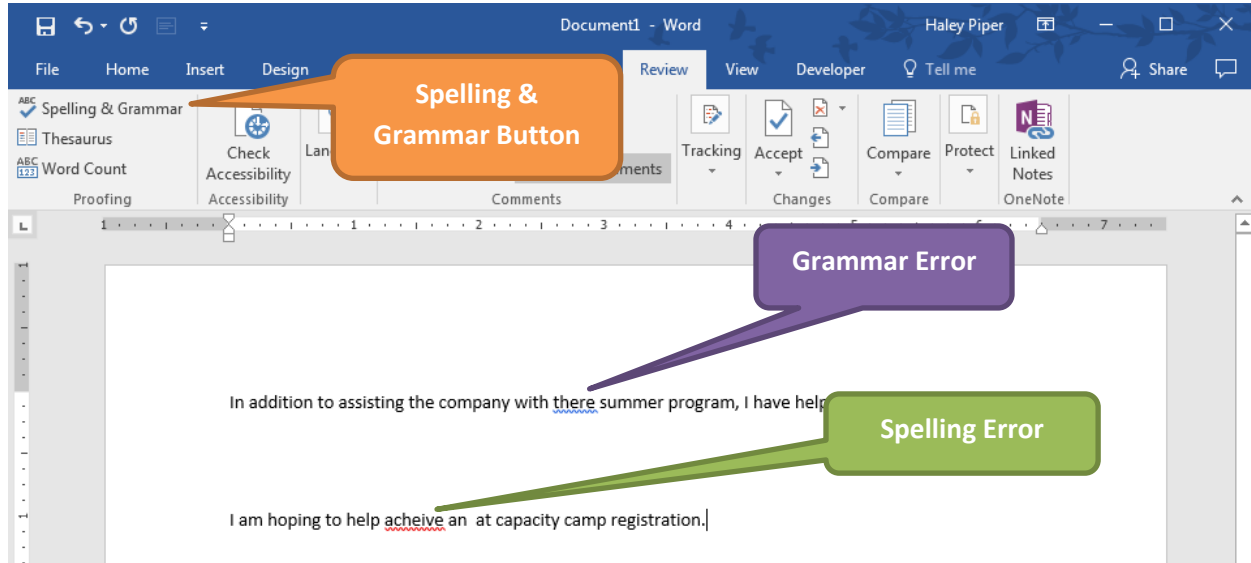
Microsoft Word provides a decent Spelling and Grammar Checker which enables you to search for and correct all spelling and grammar mistakes in your document. Word is intelligent enough to identify misspelled or misused, as well as grammar errors and underlines them as follows.

- A red underline beneath spelling errors.
- A blue line under correctly spelled but misused words.

Check Spelling and Grammar using Review tab:

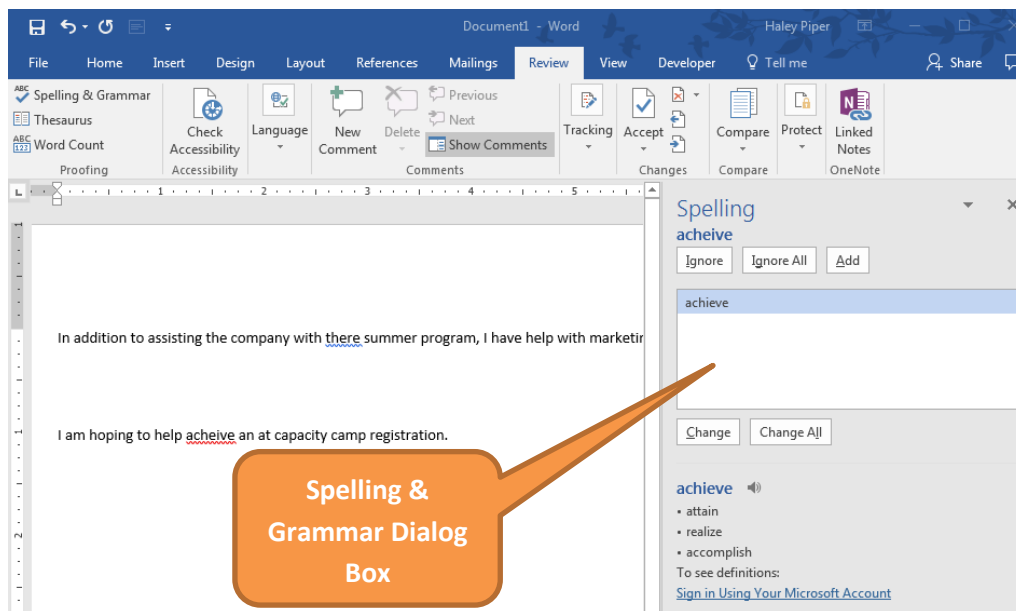
Here is the simple procedure to find spelling mistakes and fix them:

- **Step 1:** Click the Review tab and then click the Spelling & Grammar button.



- **Step 2:** A Spelling and Grammar pane will appear and will display wrong spellings or grammar mistakes and correct suggestions as shown:

Now you have following options to fix the spelling mistake:



- ✓ **Ignore:** If you are willing to ignore a word then click this button and Word ignores the word throughout the document.
- ✓ **Ignore All:** Ignores all occurrences of the same misspelling, not just this one.
- ✓ **Add:** Choose Add to add the word to the Word spelling dictionary.
- ✓ **Change:** This will change the wrong word using the suggested correct word.
- ✓ **Change All:** Similar to Change, but changes all occurrences of the same misspelling, not just this one.
- ✓ **AutoCorrect:** If you select a suggestion, Word creates an AutoCorrect entry that automatically corrects this spelling error from now on.

The following are the different options in case you have grammatical mistake:

- ✓ **Next Sentence:** You can click Next Sentence to direct the grammar checker to skip ahead to the next sentence.
  - ✓ **Explain:** The grammar checker displays a description of the rule that caused the sentence to be flagged as a possible error.
  - ✓ **Options:** This will open the Word Options dialog box to allow you to change the behavior of the grammar checker or spelling options.
  - ✓ **Undo:** This will undo the last grammar changed.
- 
- **Step 3:** Select one of the given suggestions you want to use and click Change option to fix the spelling or grammar mistake and repeat the step to fix all the spelling or grammar mistakes.
  - **Step 4:** Word displays a dialog box when it finishes checking for spelling and grammar mistakes, finally Click OK.

*Check Spelling and Grammar using Right Click:*

If you right click the mouse over a misspelled word, then it would show you some correct suggestions and options to fix the spelling or grammar mistake.

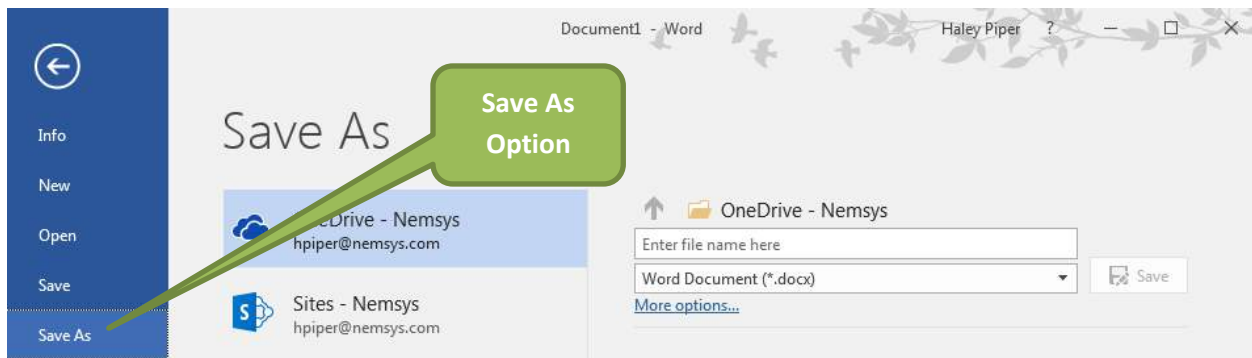
## File Tab Basic

### *Saving a Document*

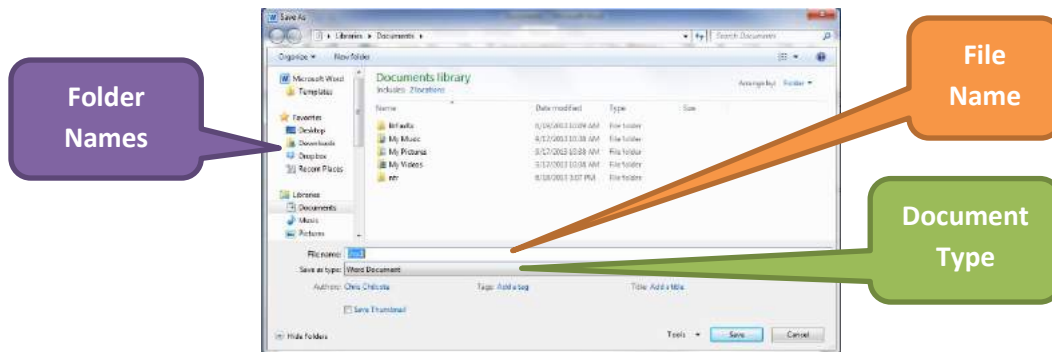
#### Saving New Document:

Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done. The following are the steps to save an edited Word document:

- **Step 1:** Click the File tab and select the Save As option.



- **Step 2:** Select a folder where you would like to save the document, enter the file name which you want to give to your document and Select a Save as type, by default it is .docx format.



- **Step 3:** Finally, click on the Save button and your document will be saved with the entered name in the selected folder.

#### Saving New Changes:

There may be a situation where you open an existing document and partially or completely edit it, or even want to save the changes in between editing the document. If you want to save this document with the same name, then you can use either of the following options:

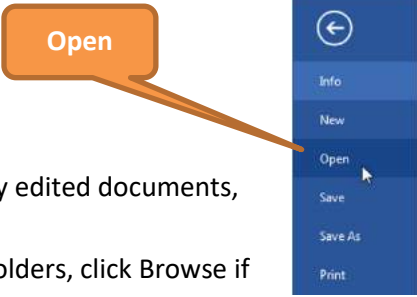
- Just press Ctrl + S to save the changes.

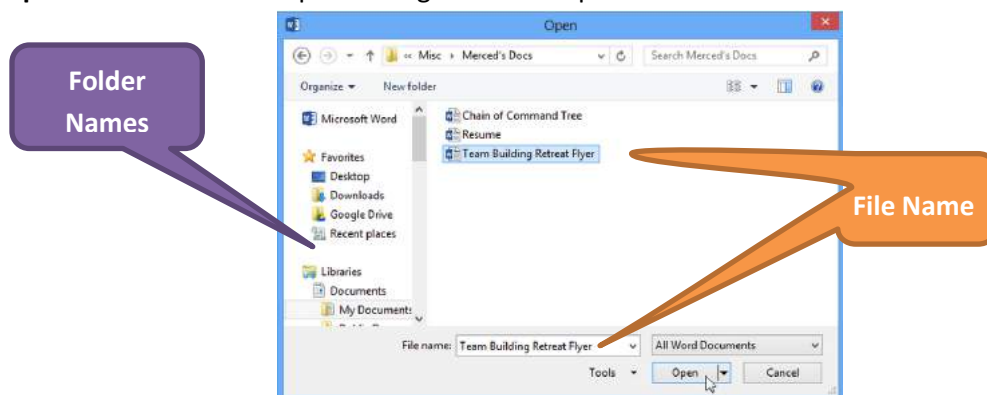
- Optionally you can click on the save icon available in the top left corner above the File tab.
- You can also use a third method to save the changes, the Save option available just above the Save As option located under the File tab.

If your document has never been saved, then with any of the three options, Word will display a dialogue box to let you select a folder and enter the documents name, as explained in the case of saving a new document.

### Opening a Document

In addition to creating new documents, you'll often need to open a document that was previously saved.

- **Step 1:** Navigate to Backstage view, then click Open. 
- **Step 2:** Select a location option:
  - **Recent Documents:** Displays all of your recently edited documents, including those saved to OneDrive
  - **OneDrive:** Gives you access to your OneDrive folders, click Browse if you've saved a document to the cloud
  - **Computer:** gives you access to the files you've saved locally on your computer. Click Browse if you've saved a document to your documents or a network drive.
- **Step 3:** Select a location option using windows explorer

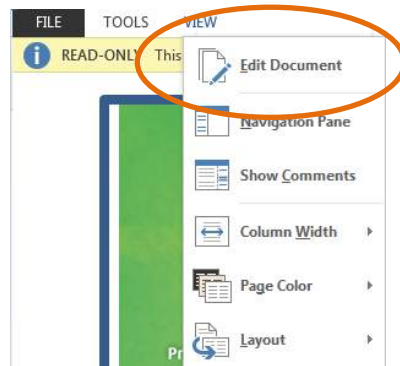


**Read Mode:**

When opening a document in Word, it automatically opens in Read Mode to give a clearer view of the document (great for tablets!). It automatically resizes a document to the full window, that is unsullied by menus or other formatting tools.

To turn Read Mode off:

**Step 1:** Click View in the toolbar, select Edit Document. Document will automatically convert to editable mode.



**Resume Reading**

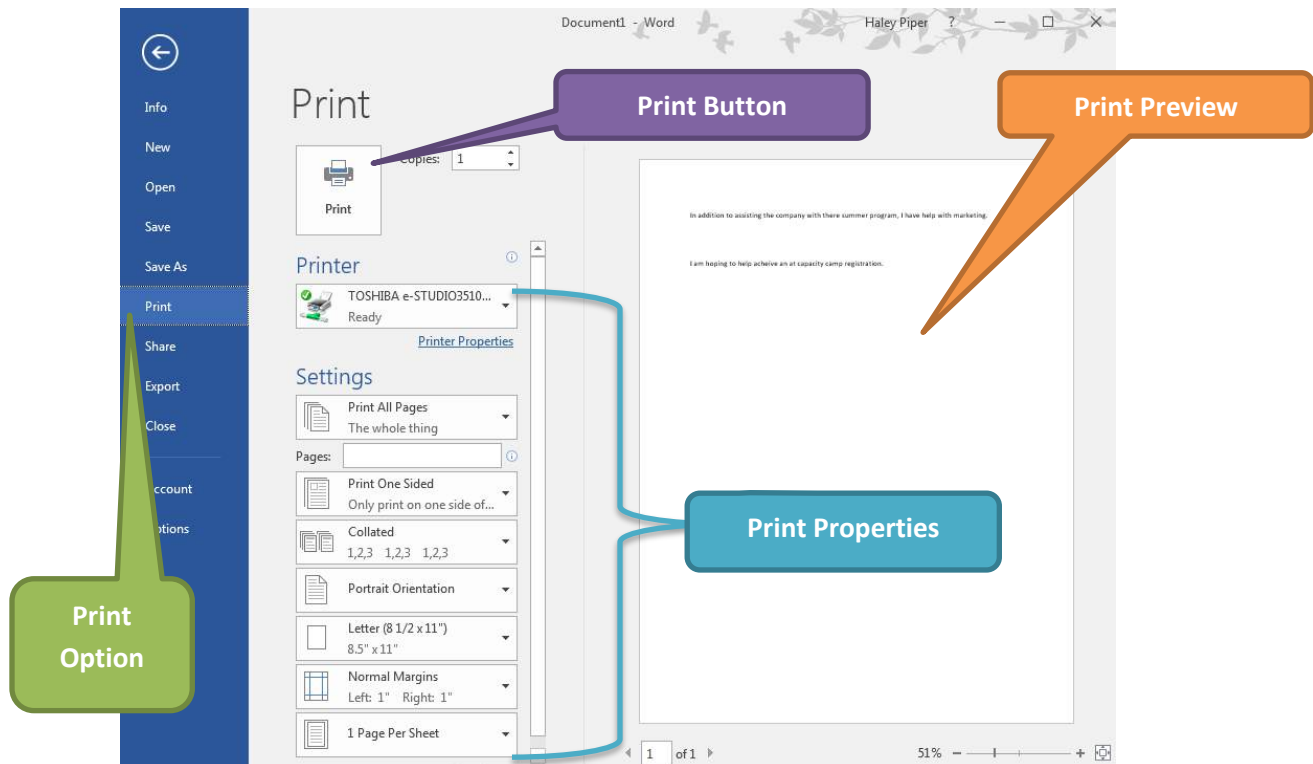
If your document has many pages, Word 2013 has a handy new feature called Resume Reading that allows you to open your document to the last page you were viewing. When opening a saved document, look for the bookmark icon to appear on the screen. Hover the mouse over the bookmark, and Word will ask if you want to pick up where you left off.



## Printing a Document

Following are the simple steps to print your Microsoft Word Document.

- **Step 1:** Open the document for which you want to see the preview. Next, click the **File** tab and then the **Print** option which will display a preview of the document in the right column. You can scroll up or scroll down to walk through the document using the scrollbar. The middle column gives various options to be set before you send your document to the printer.



- **Step 2:** You can set various other printing options available. Select from among the following options, depending on your preferences.
  - **Copies** - Set the number of copies to be printed, by default you will have one copy of the document.
  - **Print Custom Range** - This option will be used to print a particular page of the document. Just type the number in the Pages option, if you want to print all the pages from 7 through 10 then you would have to specify this option as 7-10 and word will print only the 7th, 8th, 9th and 10th pages.
  - **Print One Sided** - By default you print one side of the page, but there is one more option where you would turn up your page manually in case you want to print your page on both sides.
  - **Collated** - By default multiple copies will print Collated, but if you are printing multiple copies and you want the copies uncollated, select the Uncollated option.

- **Orientation** - By default the page orientation is set to Portrait, but if you want to print in landscape mode then select Landscape mode.
- **A4** - By default the page size is A4, but you can select other page sizes available in the drop-down list.
- **Custom Margin** - Click the Custom Margins drop-down list to choose the document margins you want to use. For instance, if you want to print fewer pages, you can create narrower margins; to print with more white space, create wider margins.
- **1 Page Per Sheet** - By default the number of pages per sheet is 1 but you can print multiple pages on a single sheet. Select any option you like from the given drop down list by clicking over the 1 Page per Sheet option.
- **Step 3:** Once you are done with your settings, click on the **Print** button which will send your document to the printer for final printing.

## How-To Intermediate: Exploring More with Word

### Fundamentals Intermediate

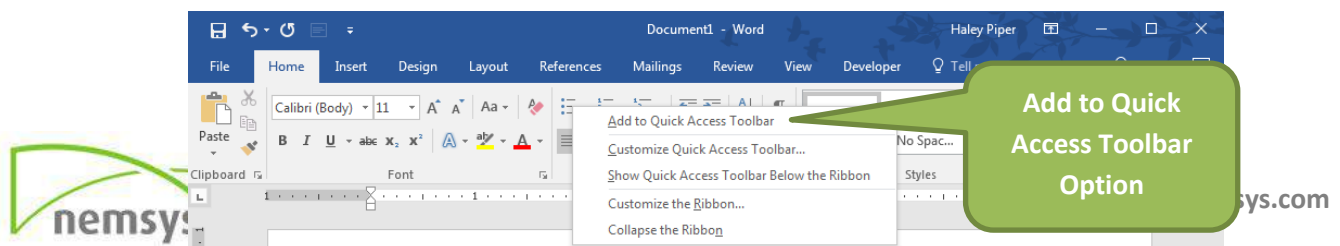
#### *Customizing the Quick Access Toolbar*

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab on the ribbon that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar. Note that you can only customize the toolbar so much as indicated by the list below.

- You cannot increase the size of the buttons representing the commands by an option in Microsoft Office. The only way to increase the size of the buttons is to lower the screen resolution you use.
- You cannot display the Quick Access Toolbar on multiple lines.
- Only commands can be added to the Quick Access Toolbar. The contents of most lists, such as indent and spacing values and individual styles, which also appear on the ribbon, cannot be added to the Quick Access Toolbar. However, you can customize the ribbon to personalize it the way that you want. For example, you can create custom tabs and custom groups that contain your frequently used commands.

#### Adding a Command from the Ribbon

- **Step 1:** On the ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
- **Step 2:** Right-click the command, and then click Add to Quick Access Toolbar on the shortcut menu.

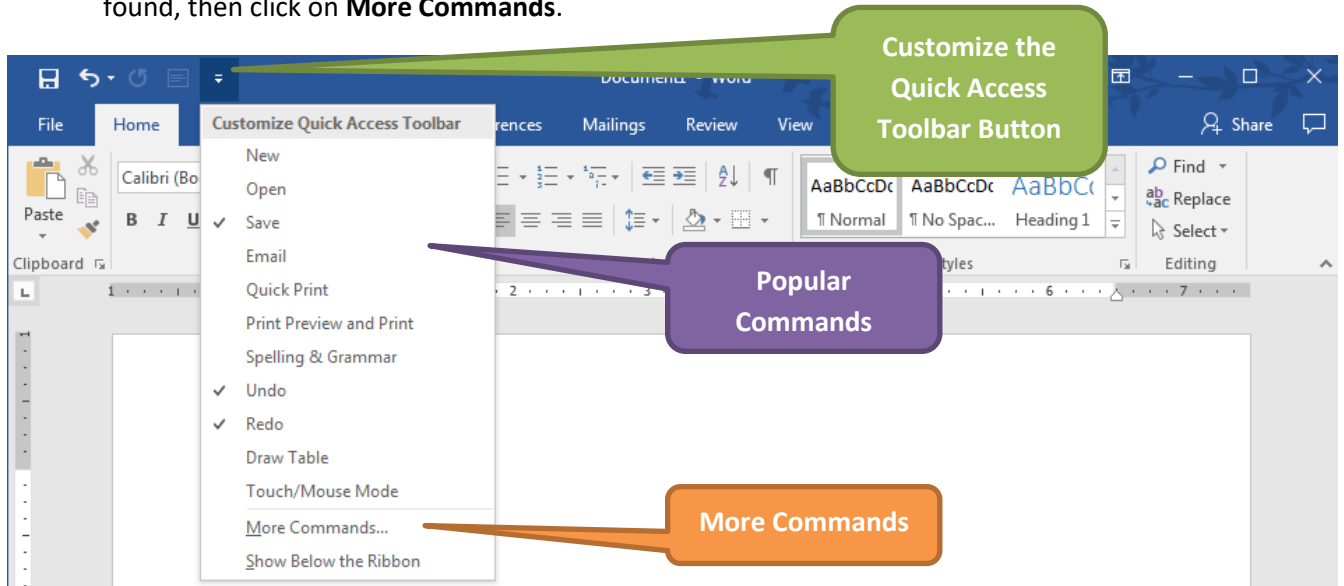


- **Step 3:** Add command to Quick Access Toolbar in Word

Adding a Command from the Quick Access Toolbar

Some commands cannot be found on the Ribbon. That is why there is also the option to add commands to the Quick Access Toolbar from the toolbar itself.

- **Step 1:** Click the **Customize the Quick Access Toolbar** button.
- **Step 2:** Find the command in the appropriate list, and then click **Add**. If the command cannot be found, then click on **More Commands**.



**Home Tab Intermediate**

***Format Painter***

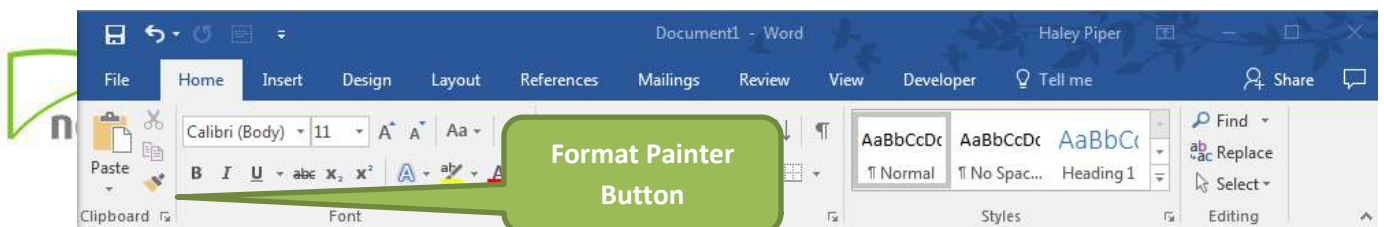
If you already have a well formatted text and you want to apply similar formatting to another text, then Microsoft Word provides a feature to copy and apply a format from one text to another text. This is very useful and a time saving operation.

Copy and Apply of text formatting works for various text attributes, for example text fonts, text colors, margins, headings etc.

Copy and Apply Text Formatting:

The following are the simple steps to copy and apply text formatting from one portion of your document to another portion of your document.

- **Step 1:** Select the text containing the formatting that you want to copy.
- **Step 2:** click the **Home** tab and click the **Format Painter** button to copy the format of the selected text. As soon as you click the format painter button, the mouse pointer changes to a



paintbrush when you move the mouse over your document.

- **Step 3:** Now you are ready to apply the copied text format to any of the selected text. Select a text using the mouse where you want to apply the copied text format. While selecting a text, you must make sure that your mouse pointer is still in the paint brush shape. After selecting the text, just release the right click button of your mouse and you will see that the newly selected text is changed to the format used for the original selection. You can click anywhere outside the selection to continue working on your document for further editing.

Copy and Apply Text Formatting multiple times:

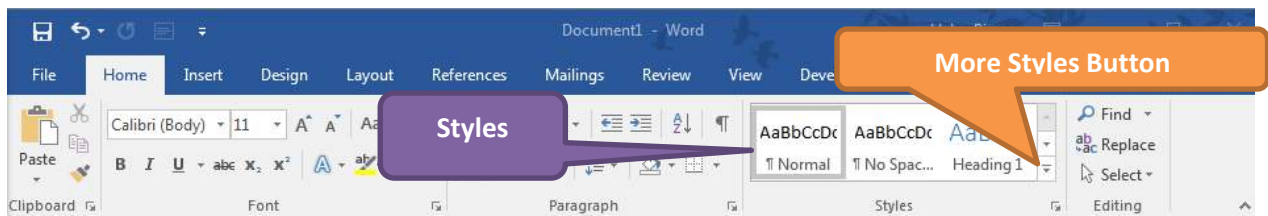
- **Step 1:** If you want to apply formatting in multiple places, then you would have to double click the Format Painter button while copying text format. Then you just keep selecting text where you want to apply the text formatting.
- **Step 2:** When you are done with applying formatting at all the places, again click once on the Format Painter to come out of the format applying operation.

**Styles**

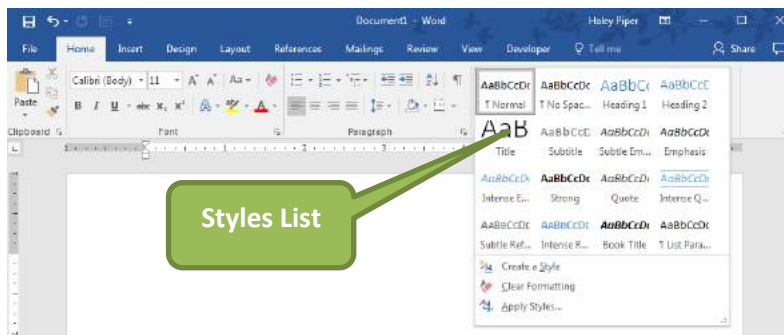
Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to format all the elements of your document at once, rather than formatting your title and headings separately.

Select a Style

- **Step 1:** Select the text that you want to format.
- **Step 2:** In the Style group on the Home tab, hover over each style to see a live preview in the document. Click the **More** drop-down arrow to see additional styles.



- **Step 3:** Select the style you desire. Now the selected text appears formatted in the style.



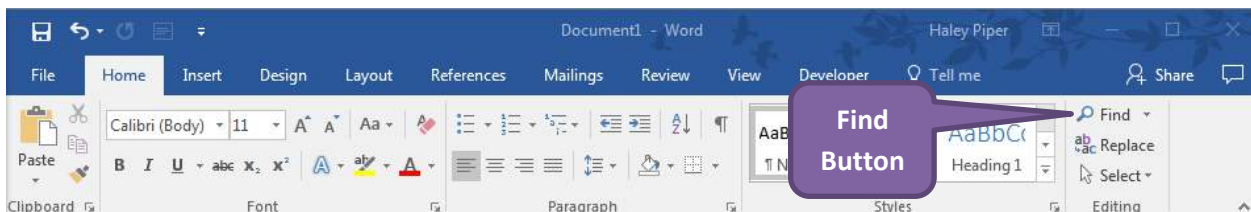
## Find & Replace

This section will teach you how to find a word or phrase in a word document and how to replace the existing word with any other word using simple steps.

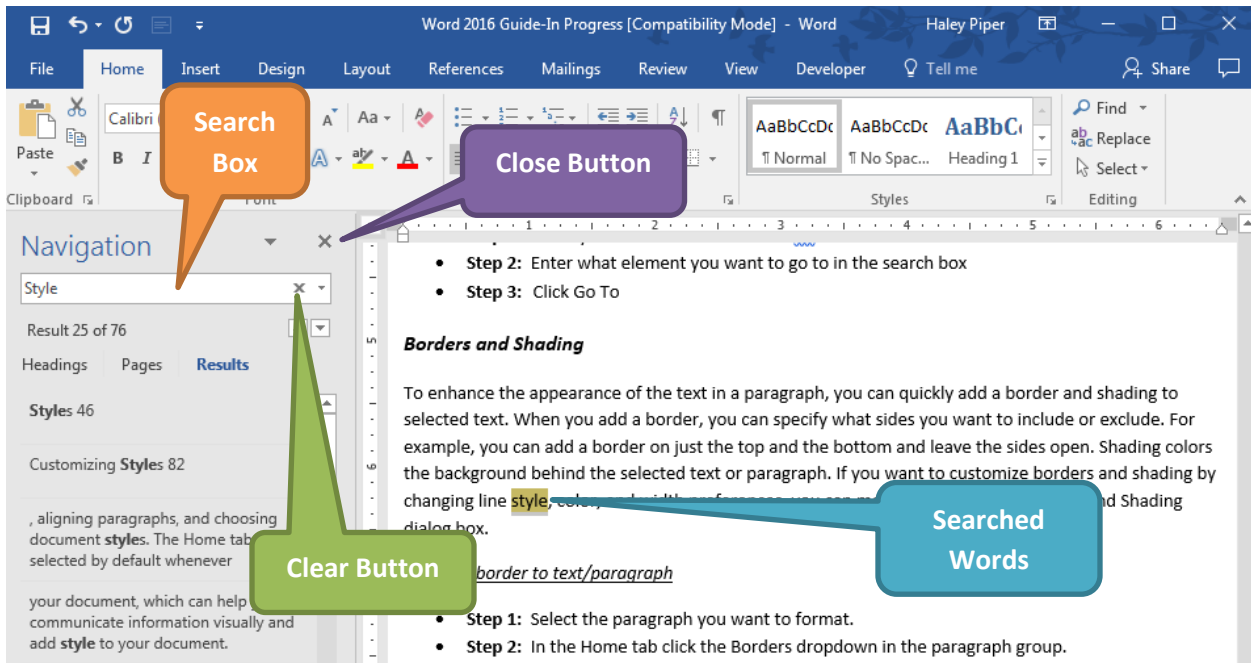
### Find Command:

The Find command enables you to locate specific text in your document.

- **Step 1:** Enter your cursor anywhere in your document.
- **Step 2:** Click the **Find** option in the Editing group on the **Home** tab or press **<Ctrl> + F** to launch the Navigation pane.



- **Step 3:** Enter a word which you want to search in the search box, as soon as you finish typing, Word searches for the text you entered and displays the results in the navigation pane and highlights the word in the document:



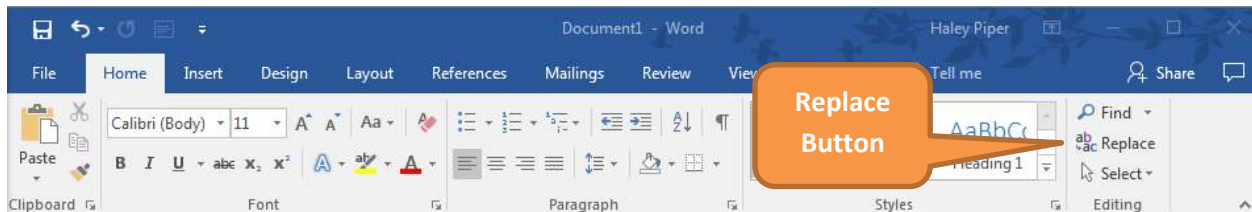
- **Step 4:** You can click the **Clear** button (**X**) to clear the search and results and perform another search.

- **Step 5:** You can use further options while searching for a word. Click the option and then click **Options**. You can select options like match case to perform case sensitive search.
- **Step 6:** Finally, if you are done with the searching operation, you can click the close button (X) to close the Navigation Pane.

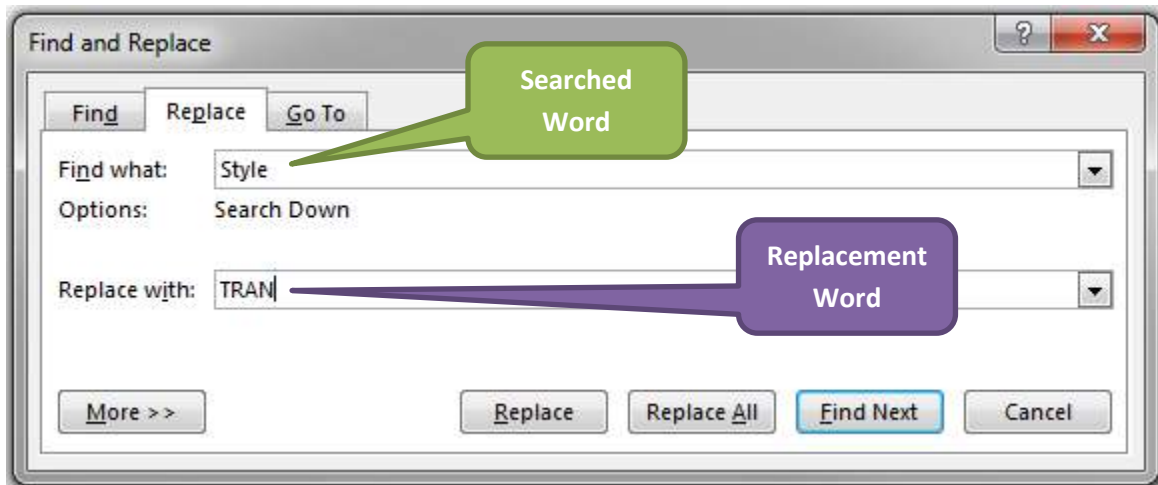
Find & Replace Operation:

This section will teach you how to replace an existing word in your document.

- **Step 1:** Click the **Replace** option in the Editing group on the **Home** tab or press <Ctrl> + H to launch the **Find and Replace** dialog box.



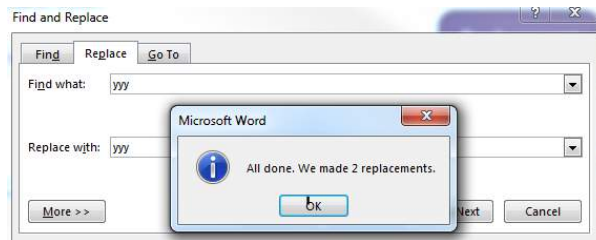
- **Step 2:** Type a word which you want to search and a word you would like to replace it with in the Find and Replace dialog box as follows:



- **Step 3:**
  - **Find Next:** Quickly search for every occurrence of the FIND WHAT input before replacing, when occurrence found, click REPLACE to replace that occurrence
  - **Replace:** This selection will automatically replace text for the next occurrence of the FIND WHAT input
  - **Replace All:** This will quickly replace all versions for the FIND WHAT input. The problem you may run into with the feature is that it is replacing that text string, not just occurrences of the word. So, if you are replacing “xxx” with “yyy”, but you have the word “xxa” in your document, then it will also be changed to “yya”. Fortunately, there

is a way to prevent this, by using the REPLACE option and finding each occurrence individually.

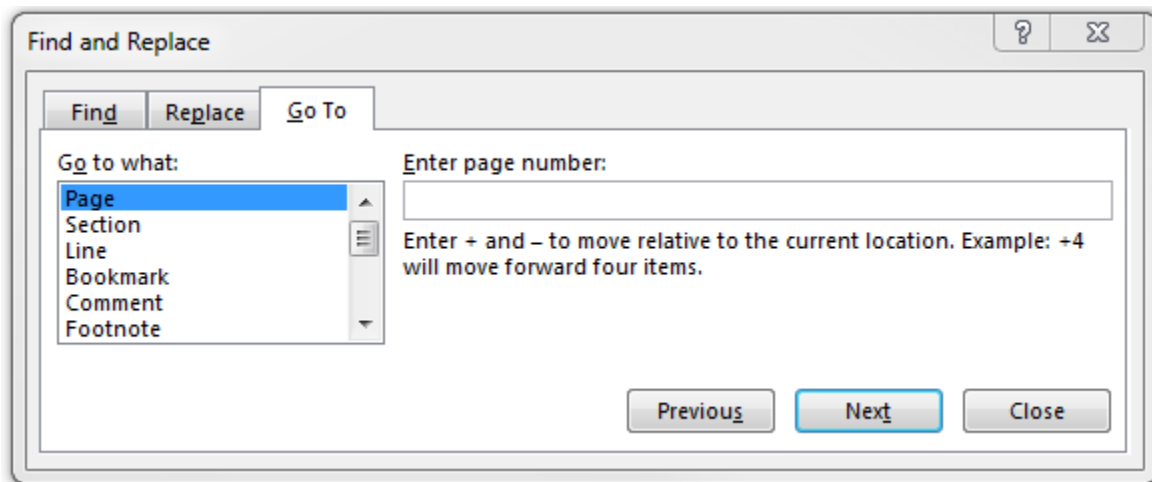
If you choose REPLACE ALL, you will receive an end message, showing the number of replacements made.



- **Step 4:** Click OK or Cancel to end.

Go to Operation:

Word allows you to move the insertion point in your document by using the Go To command. You can reach this command by pressing the F5 key. This will then launch the Find and Replace dialog box, which also has a tab labeled GO TO.



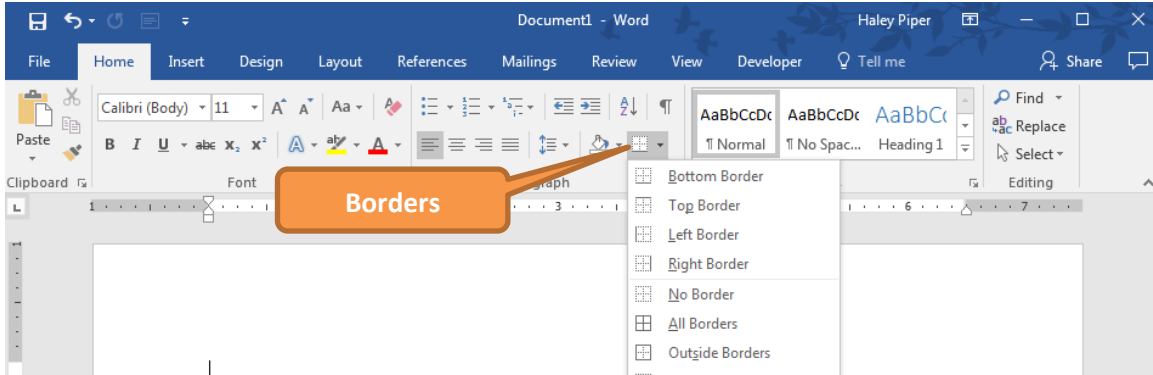
- **Step 1:** Make your selection from the Go To What box on the left-hand side
- **Step 2:** Enter what element you want to go to in the search box
- **Step 3:** Click Go To

***Borders and Shading***

To enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. For example, you can add a border on just the top and the bottom and leave the sides open. Shading colors the background behind the selected text or paragraph. If you want to customize borders and shading by changing line style, color, and width preferences, you can make changes in the Borders and Shading dialog box.

To add a border to text/paragraph

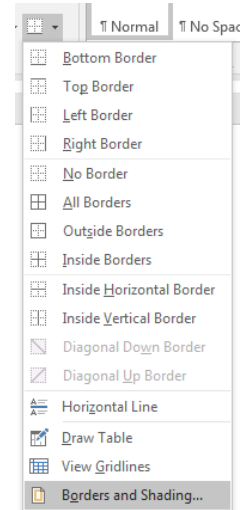
- **Step 1:** Select the paragraph you want to format.
- **Step 2:** In the Home tab click the Borders dropdown in the paragraph group.



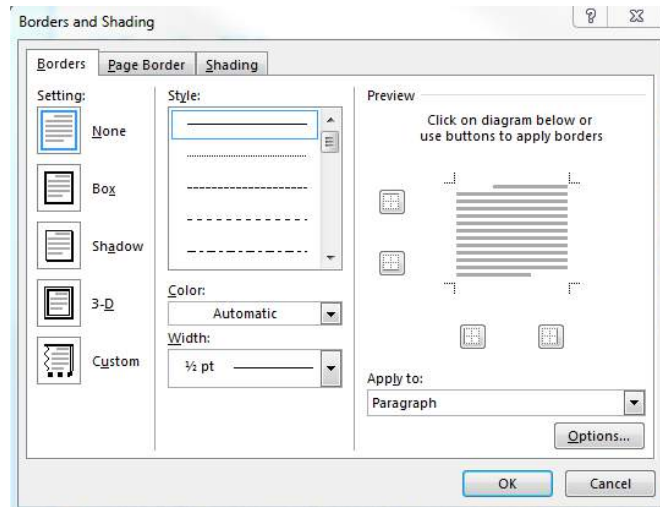
- **Step 3:** Hover the mouse over the options to see a preview and click on the border of your choice.

To add Shading to text/paragraph

- **Step 1:** Select the paragraph you want to format.
- **Step 2:** In the Home tab click the Borders dropdown in the paragraph group.
- **Step 3:** Select Borders and Shading at the bottom of the drop-down box.
- **Step 4:** A Borders and Shading dialog box will launch. The dialog box will have three tabs borders, page border, and shading.
- **Step 5:** Select the Shading tab. From here you can choose a color and shading style. Then click OK.



In the dialog box the **Borders** tab allows you to customize the style, color and width of a border for your chosen paragraph or sentence. The **Page Border** tab allows you to customize the style, color, width, and art of a border for a single page or an entire document. The **Shading** tab allows you customize the color and style of shading to your chosen paragraph or sentence.



### **Show/Hide Button**

The Show/Hide button is used to show or hide all formatting marks in Word.

- **Step 1:** Click the Home tab
- **Step 2:** Click the Show/Hide button ( ¶ ) in the Paragraph group

To turn off formatting marks, click the Show/Hide button again.

### Turn off Selected Formatting Marks

The Show/Hide button will not hide all formatting marks if you select specific marks that you want to display at all times.

- **Step 1:** Click File
- **Step 2:** Click Options
- **Step 3:** Click Display
- **Step 4:** Under “Always show these formatting marks” check the boxes for marks you do NOT want to show in you document at all times.

### Turn off Spelling and Grammar Error Marks

When you make a spelling or grammar error in Word, a squiggly red, green, or blue line will appear. You can turn off the error indicators by doing the following.

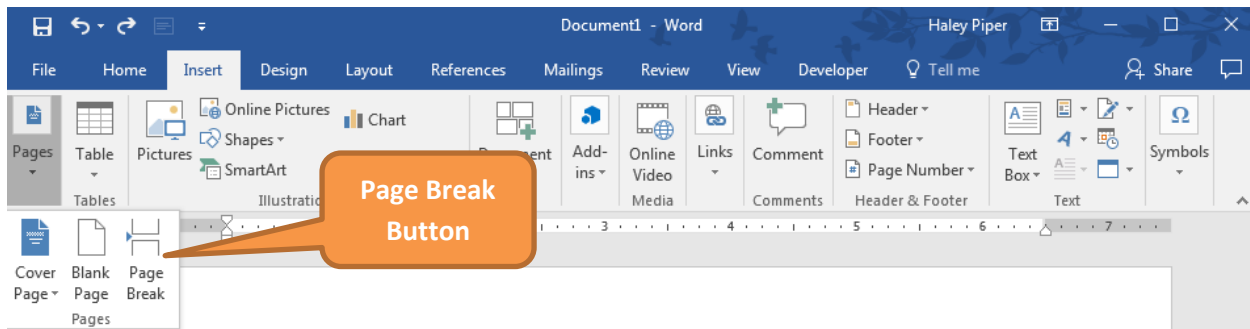
- **Step 1:** Click the File tab
- **Step 2:** Click Options
- **Step 3:** Click Proofing
- **Step 4:** Under “When correcting spelling and grammar in Word” un-check the boxes of items that you want to turn off.

## Insert Tab Intermediate

### *Inserting Page Breaks*

Microsoft Word automatically starts a new page when the current page becomes filled with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

- **Step 1:** Bring your insertion point immediately before the text that you want to appear on a new page.
- **Step 2:** Click the Insert tab, and click the **Page Break** button available in the Pages group.



Word inserts a page break and moves all text after the page break onto a new page. You can also use **<Ctrl> + Enter** to create a page break at the pointed location.

### Delete a Page Break

Just put the insertion point on the previous page of the break you want to delete. Press the **Delete** key multiple times until both pages are merged.

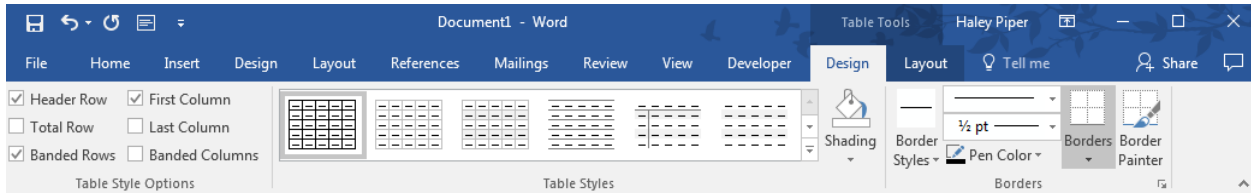
### *Creating Tables*

A table is a structure of vertical columns and horizontal rows with a cell at every intersection. Each cell can contain text or graphics, and you can format the table in any way you want. Usually the top row in the table is kept as a table header and can be used to put some informative instruction.

Once you are working in a table, two contextual tabs will appear under the header called **Table Tools**. These contextual tabs will be **Design** and **Layout**. The ribbons for both these tabs are featured below.

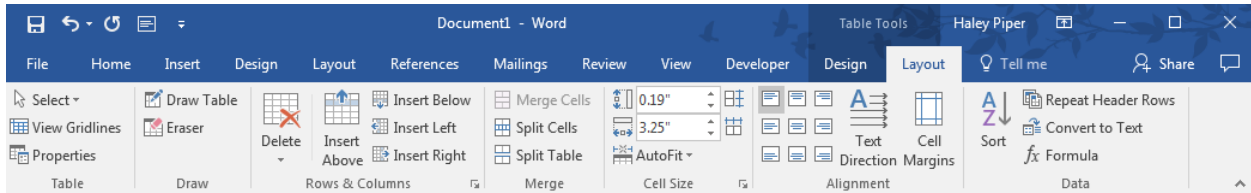
### Table Tools Design Tab

The **Design** tab includes table formatting, cell and table borders, arranging the table on the page, and the size of the table.



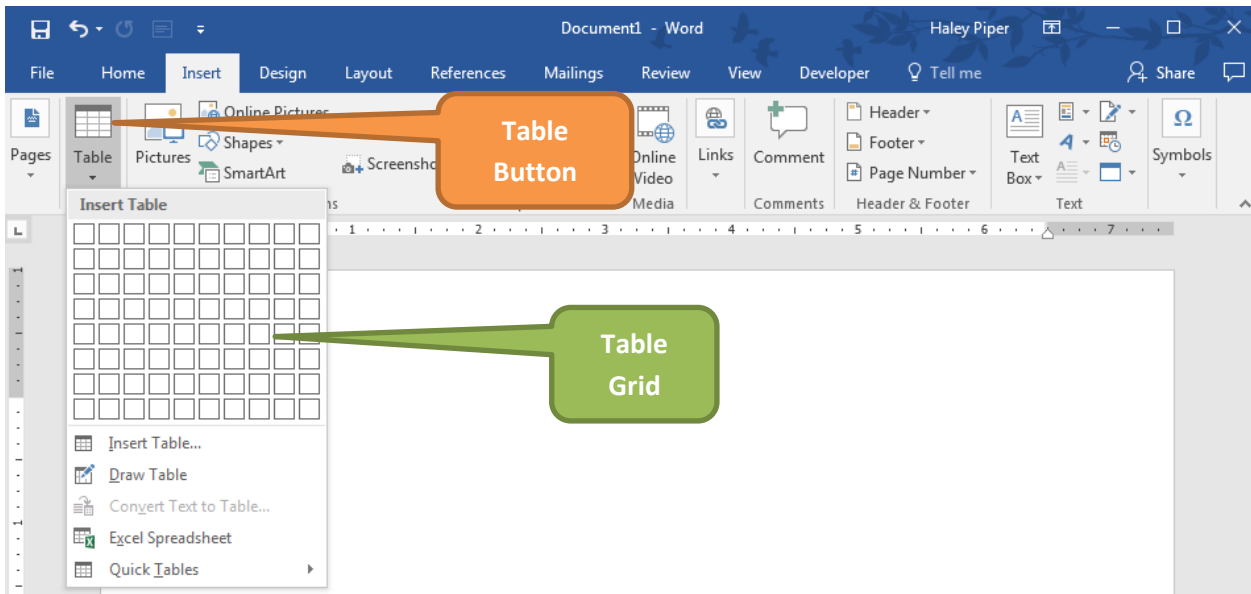
**Table Tools Layout Tab**

The **Layout** tab includes a selection tool for cells, rows, columns, and the entire table; tools to delete or insert rows and columns; tools to merge or divide cells; cell alignment and margin settings; and the typography controls for Open Type fonts.

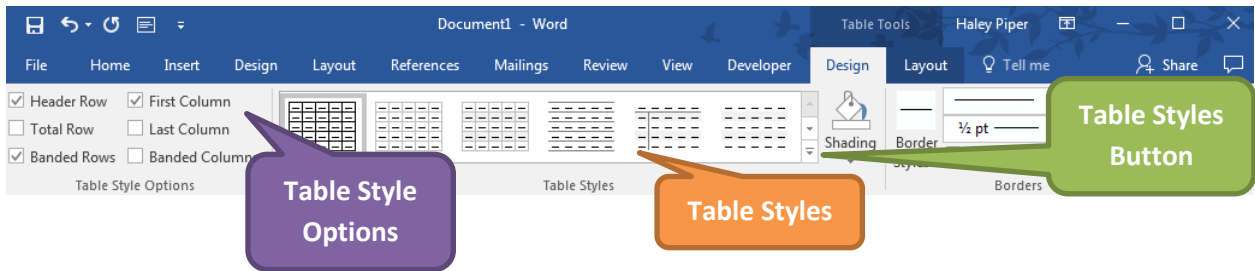


**Create a Table:**

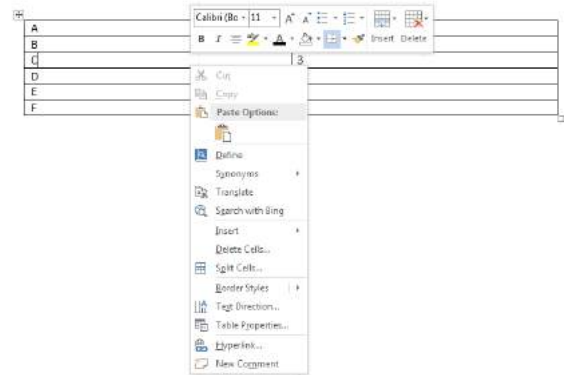
- **Step 1:** From the Insert tab, click the **Table** button. This will display a simple grid shown below. When you move your mouse over the grid cells, it makes a table which appears in the document.



- **Step 2:** Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in table design mode giving lots of options to work, including two contextual tables: design and layout.

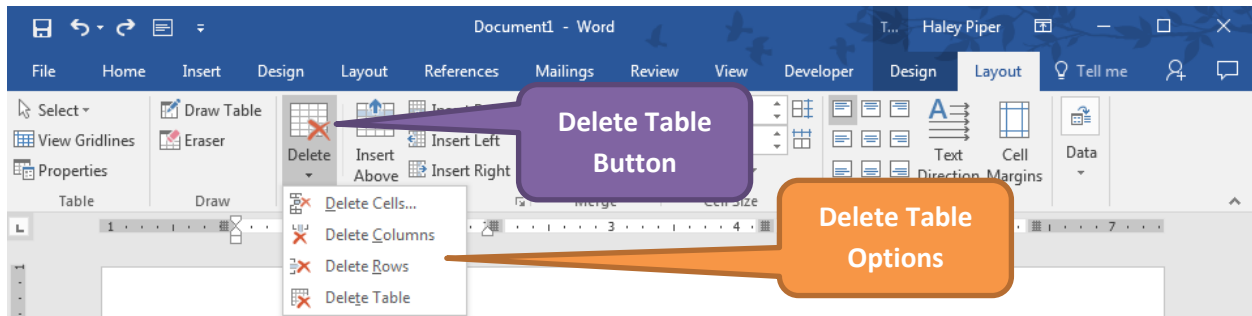


- **Step 3:** This is the optional step if you want to have a fancy table. Click the **Table Styles** button to display a gallery of table styles. When you move your mouse over any of the styles, it shows a real-time preview of your actual table.
- **Step 4:** To select any of the styles, just click over the built-in table style and you will see that selected style has been applied on your table.
- **Step 5:** You can also right click anywhere in the table to receive options to Insert/Delete rows & columns.



Delete a Table:

- **Step 1:** Click anywhere in the table you want to delete.
- **Step 2:** Click the **Layout** tab, and click the **Delete Table** option under the **Delete Table Button** to delete the complete table from the document along with its content.

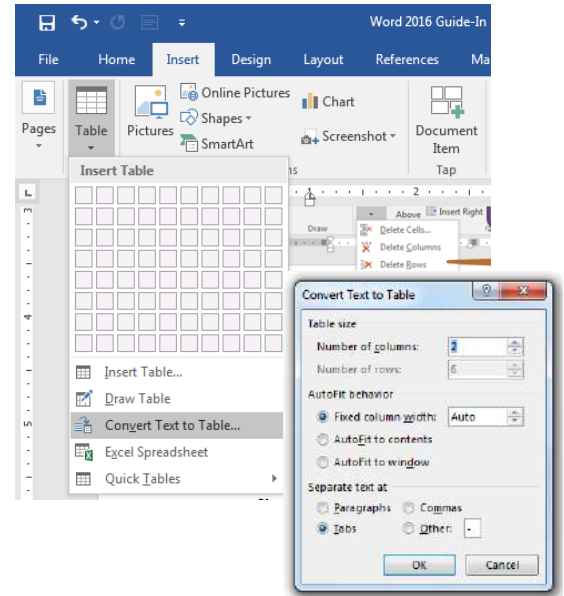


Convert Text to a Table:

Sometimes you want to display paragraphs and lists in more visually appealing tables. Word provides an easy way convert text to a table.

- **Step 1:** Use tabs to indicate where to divide the text into table columns.
- **Step 2:** Use paragraph marks to indicate where you want to begin a new table row, and select all the text you want to convert to a table.
- **Step 3:** Click Insert > Table > Convert Text to Table.

- **Step 4:** In the Convert Text to Table box, choose your options.
  - Under Number of columns, make sure the number matches the columns you want.
  - Under AutoFit behavior, choose how you want your table to look: Word automatically chooses a width for the table columns. If you want another column width, choose a number from the Fixed column width box, or click AutoFit to contents, as in this example, for Word to resize the columns to fit the text. AutoFit to window resizes the table automatically in case the width of the available space changes (for example, web layout or landscape orientation).
  - Under Separate text at, choose tab and click OK.



Sort Tables

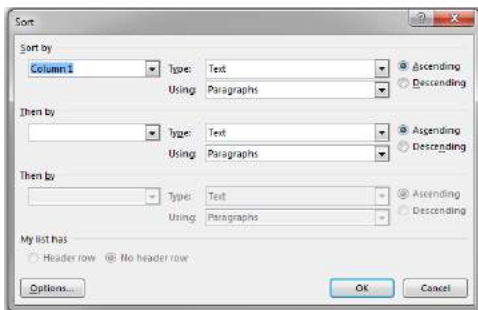
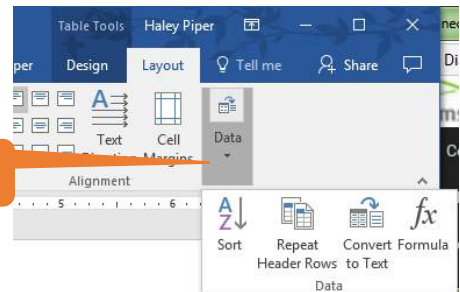
To sort the contents of a table:

- **Step 1:** Click the crossed arrows in the upper left corner of the table to select the entire table

Example A	123	GFE
Example B	456	DCB
Example C	789	AGF
Example D	123	EDC

- **Step 2:** In the Layout tab click the Data drop-down box then click Sort. The Sort dialog box will appear

Data



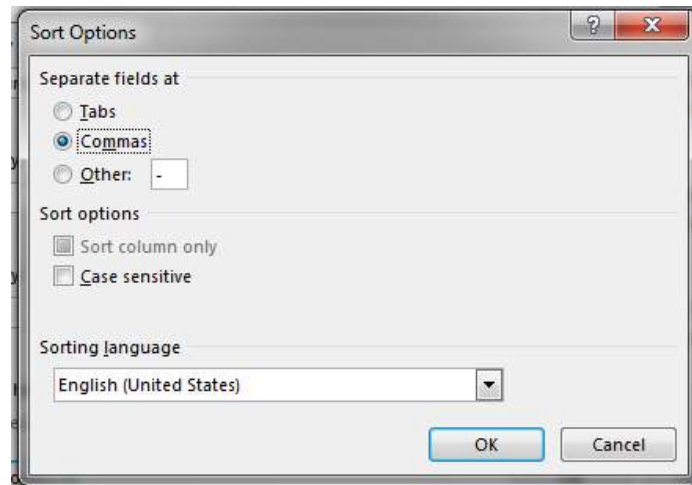
You can then specify if you want your data to go in Ascending or descending order based on which Column it's in. You can have your info sort into Alphabetical, Numerical, or order by Date.

If your first row is a header and does not need to be sorted, simply click Header row or No header row and that info will not be moved.

Sort a Single Column in a Table

- **Step 1:** Select the column that you want to sort.
- **Step 2:** In the Layout tab, click Data then click Sort.
- **Step 3:** In the bottom left of the Sort dialog box click Options and the Sort Options dialog box will appear.



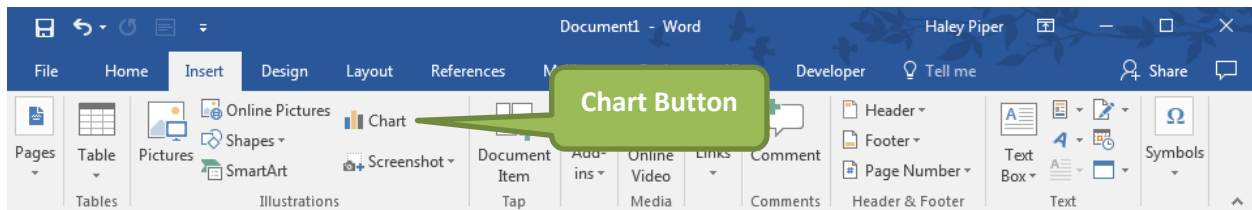


- **Step 4:** Put a check next to Sort column only. Click OK, the single column will be sorted.

### Creating Charts

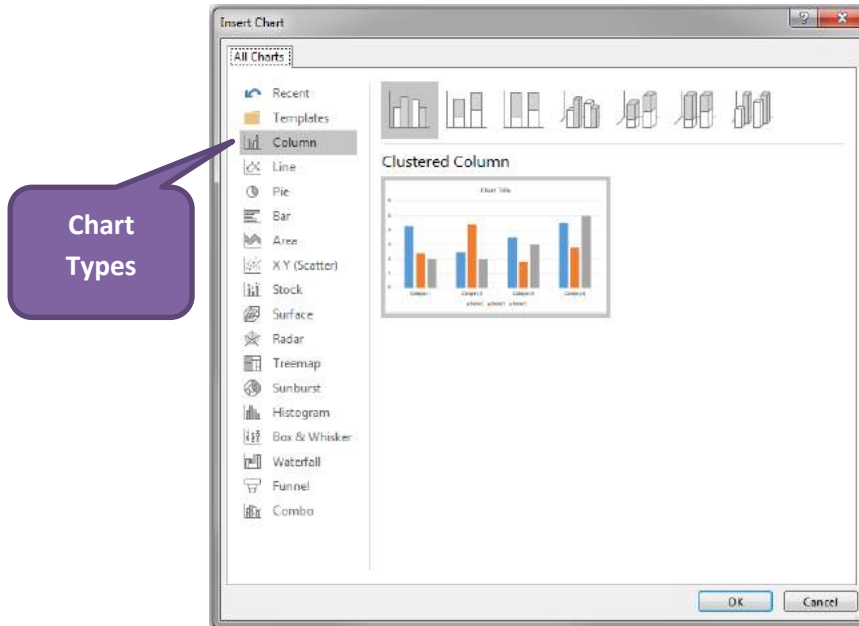
You can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs. Follow these simple steps to create a chart.

- **Step 1:** On the Insert tab, in the Illustrations group, click Chart.



- **Step 2:** In the Insert Chart dialog box, click the arrows to scroll through the chart types.





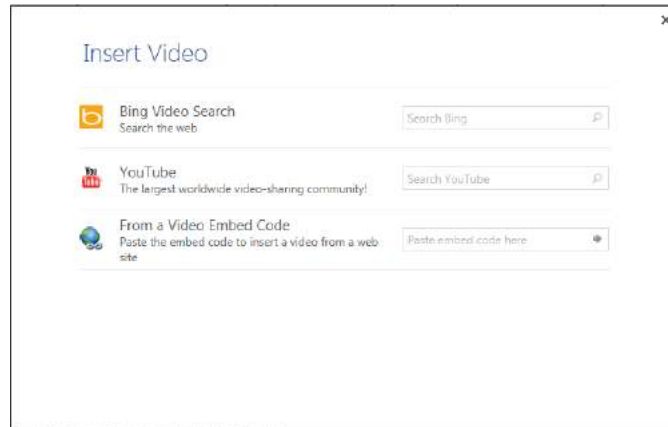
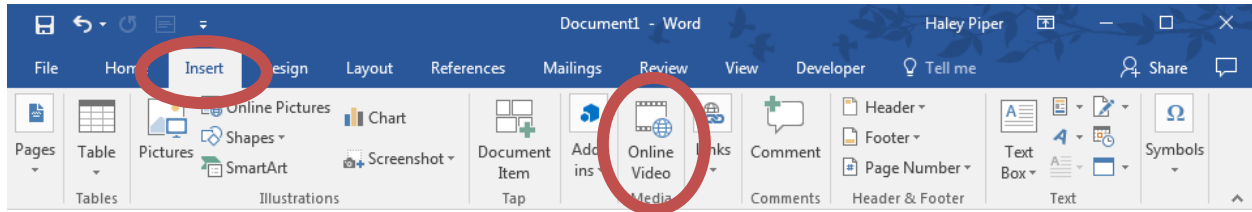
- **Step 3:** Select the type of chart that you want and then click OK.
- **Step 4:** You can choose from many different types of graphs in the Insert Chart dialog box
- **Step 5:** When you rest the mouse pointer over any chart type, a ScreenTip displays its name.
- **Step 6:** Edit the data in Excel 2016.
- **Step 7:** When you are finished editing your data, you can close Excel.

	A	B	C	D	E	F
1		Series 1	Series 2	Series 3		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						
7						

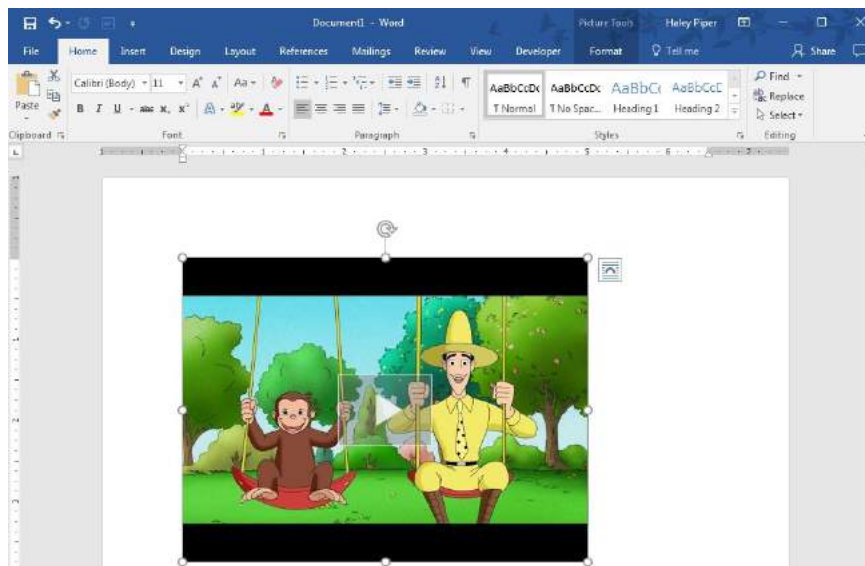
### Inserting Online Videos

Word lets you embed online videos in your documents with a minimum of hassle. You can then watch the video clip without leaving Word. This means anyone who opens the document file can watch the clip as well.

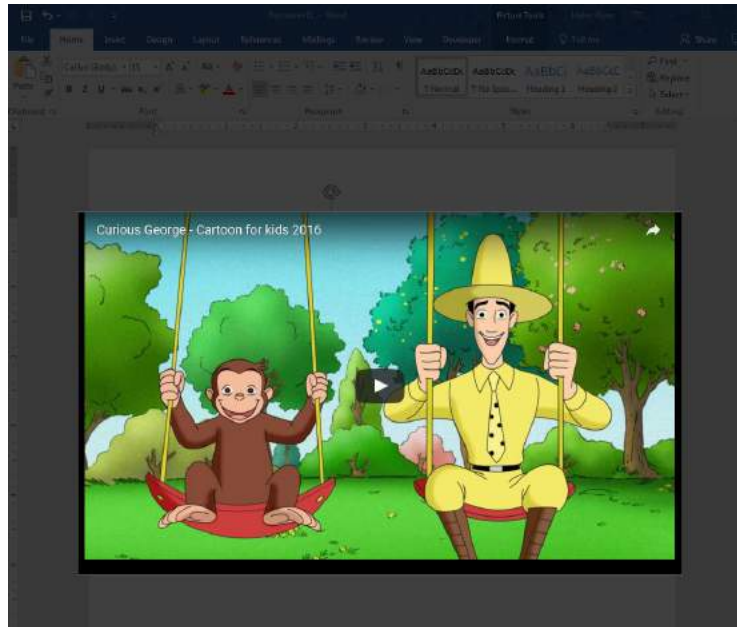
- **Step 1:** Click the Insert tab and click Online Video



- **Step 2:** You can insert a video from the following sources:
  - **Bing Video:** Search using this option to search for videos on the Web using Microsoft’s Bing search engine by entering a topic in the search bar. This will return results that you can select and click Insert to insert into document.
  - **From a Video Embed Code:** Use this option if you know the specific embed code for the clip from its website, by copying that code here.
  - **YouTube:** Search using this option to search for videos on the Web using YouTube’s search engine by entering a topic in the search bar. This will return results that you can select and click Insert to insert into document
  
- **Step 3:** When the download is complete, Word inserts the video clip as a picture in your document, and displays the Format tab for working with the image. As always, you can resize and reposition the clip image area, if needed, or control the flow of text around the clip box.



- **Step 4:** To play the clip, click the giant Play button in the center of the clip. Another window opens, along with additional playback controls. Click the Play button again to start the clip. You can click the Pause button to pause the playback, or click the Volume button to adjust the sound. To exit the clip, click anywhere outside the window.



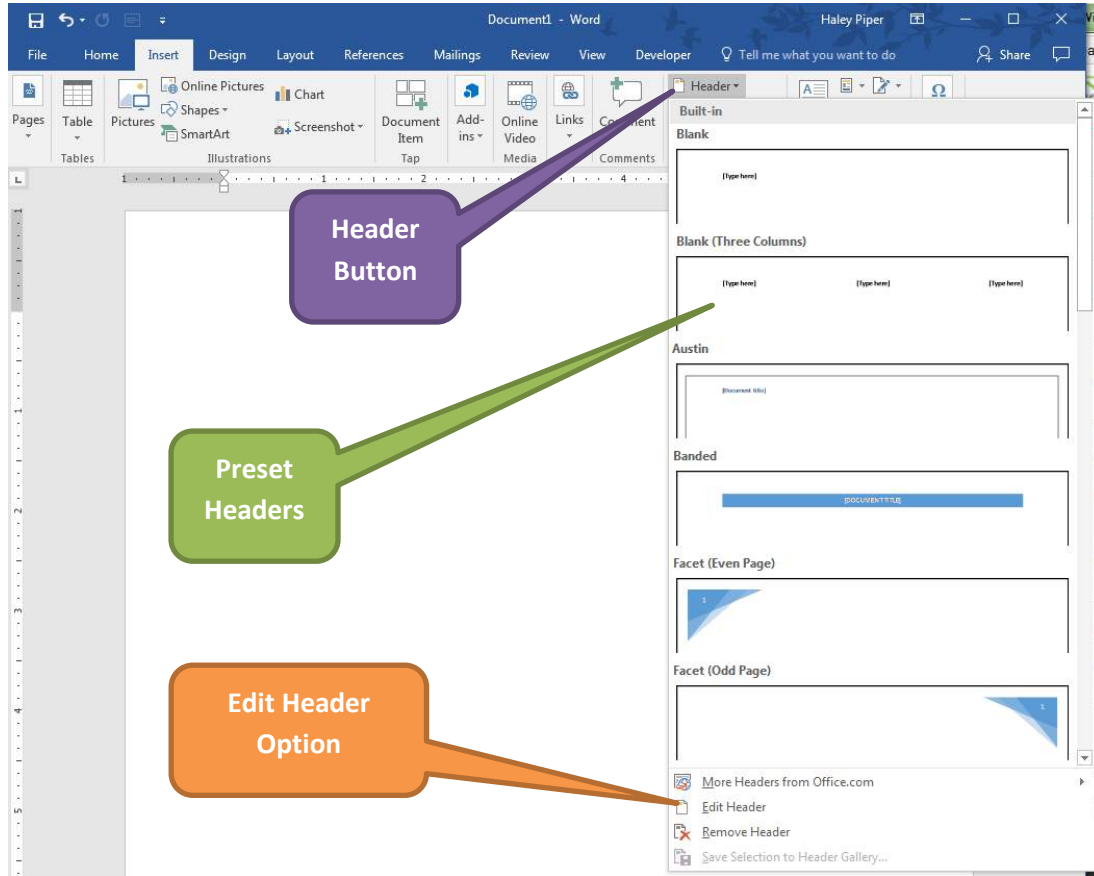
- To remove a clip you no longer want, select it and press **Delete**.

### ***Headers & Footers***

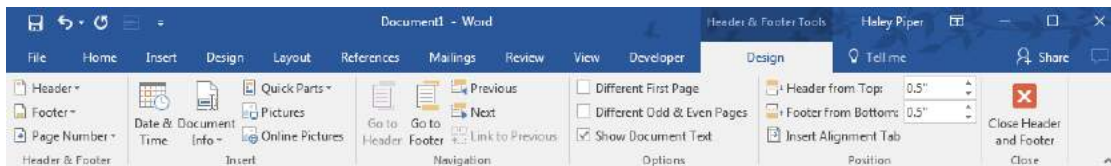
Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, the document title, company logo, any photo etc. The header appears at the top of every page, and the footer appears at the bottom of every page.

Add Header and Footer:

- **Step 1:** Click the Insert tab, and click either the **Header** button or the **Footer** button. Assume you are going to add a header, when you click the **Header** button it will display a list of built-in headers from where you can choose any of the headers by simply clicking on it.



- **Step 2:** Once you select any of the headers, it will be applied to the document in editable mode and the text in your document will appear dimmed, **Header and Footer** buttons appear on the Ribbon and a **Close Header and Footer** button will also appear at the top-right corner.



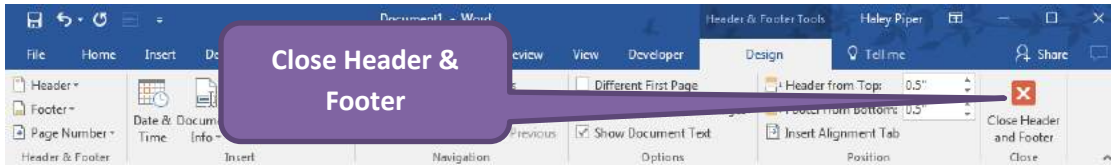
Header & Footer Tools Design Ribbon

- **Step 3:** Finally, you can type your information and once you are done, click Close Header and Footer to come out of the header insertion mode.

*Note: You can follow a similar procedure to add the footer in your document.*

Edit Header and Footer:

Follow these simple steps if you want to edit the existing header or footer of your document.



- **Step 1:** Click the Insert tab, and click either the **Header** button or the **Footer** button. Assume you are going to edit the header, so when you click the **Header** button. It will display a list of options including the **Edit Header** option.
- **Step 2:** Just click on it and Word will display an editable header for you as shown below.
- **Step 3:** Now you can edit your document header and once you are done, click **Close Header and Footer** to come out of header edit mode.

*Note: You can follow a similar procedure to edit the footer of your document.*

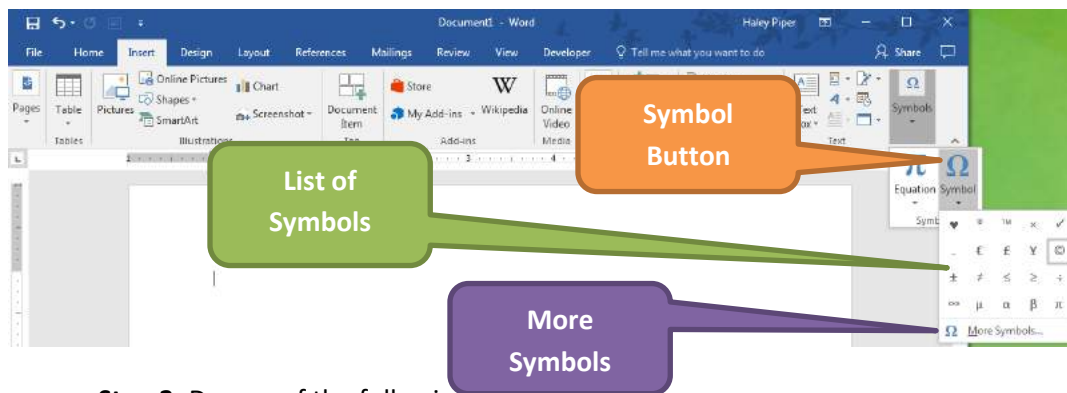
Using Symbols

You can use the Symbol dialog box to insert symbols, such as ¼ and ©, or special characters, such as a dash (—) or ellipsis (...) that are not on your keyboard, as well as Unicode characters.

The types of symbols and characters that you can insert depend on the font that you choose. For example, some fonts may include fractions (¼), international characters (Ç, ë), and international monetary symbols (£, ¥). The built-in Symbol font includes arrows, bullets, and scientific symbols. You might also have additional symbol fonts, such as Wingdings, that include decorative symbols.

Insert a Symbol

- **Step 1:** Click where you want to insert the symbol.
- **Step 2:** On the Insert tab, in the Symbols group, click **Symbol**.



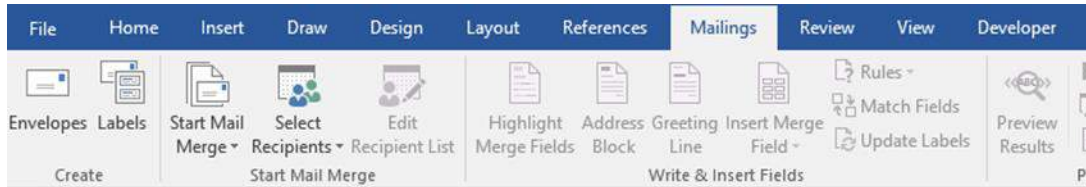
- **Step 3:** Do one of the following:
  - Click the symbol that you want in the drop-down list.

- If the symbol that you want to insert is not in the list, click **More Symbols**. In the Font box, click the font that you want, click the symbol that you want to insert, and then click Insert.

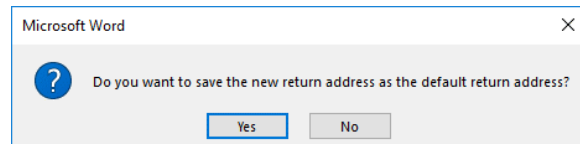
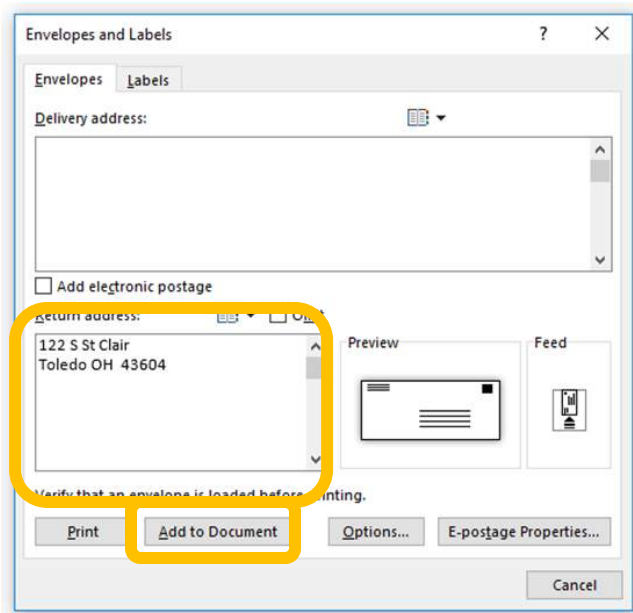
## Mailing Tab Intermediate

### *Add a JPEG to an Envelope*

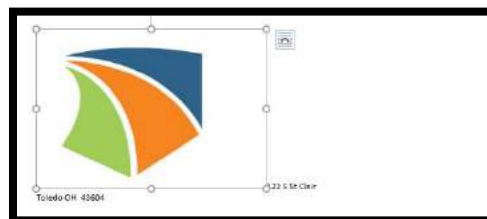
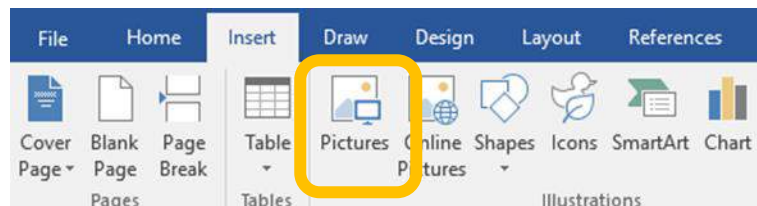
- **Step 1:** In the ribbon, select the Mailings tab and choose Envelopes in the Create grouping.



- **Step 2:** Click inside the "Return Address" window and type the return address.
- **Step 3:** Click "Add to Document" then click "Yes."



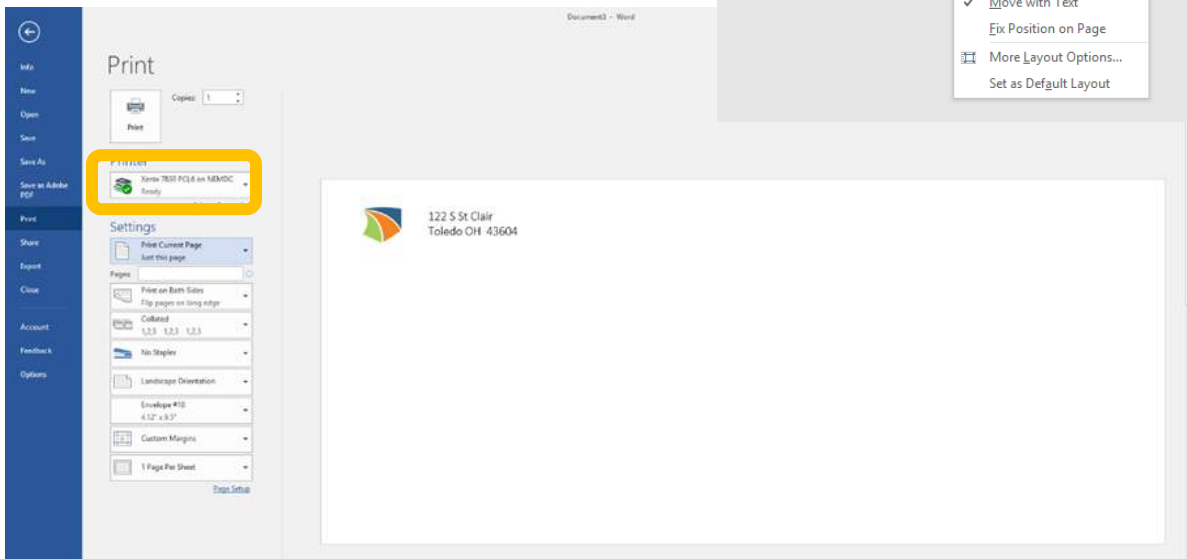
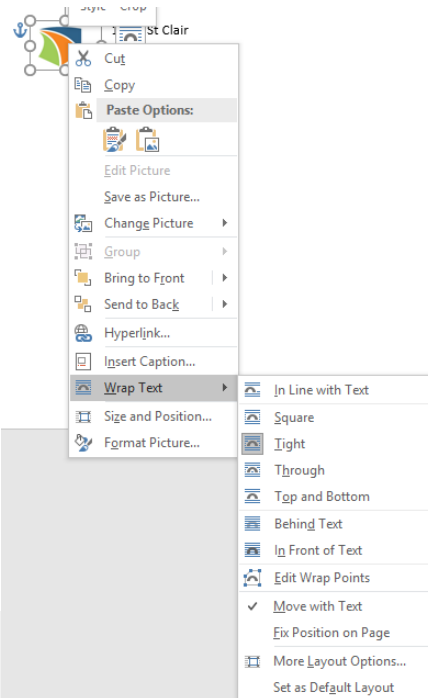
- **Step 4:** When the envelope appears, select where you want to place the logo. Then In the ribbon, select the Insert tab and choose Picture in the Illustrations grouping. Once file explorer opens, navigate to were the file is located and double-click the logo file to insert it onto the envelope.



**Step 5:** Resize and reposition the logo using the edit handles.



- **Step 6:** Align the logo by right clicking it. Choose Wrap Text and select the wrapping that works best. Tight may be the best option.
- **Step 7:** To print, select FILE, then PRINT and select CURRENT PAGE.
- **Step 8:** You can save this document so all you must do in the future is open the file and print.



## Page Layout Tab Intermediate

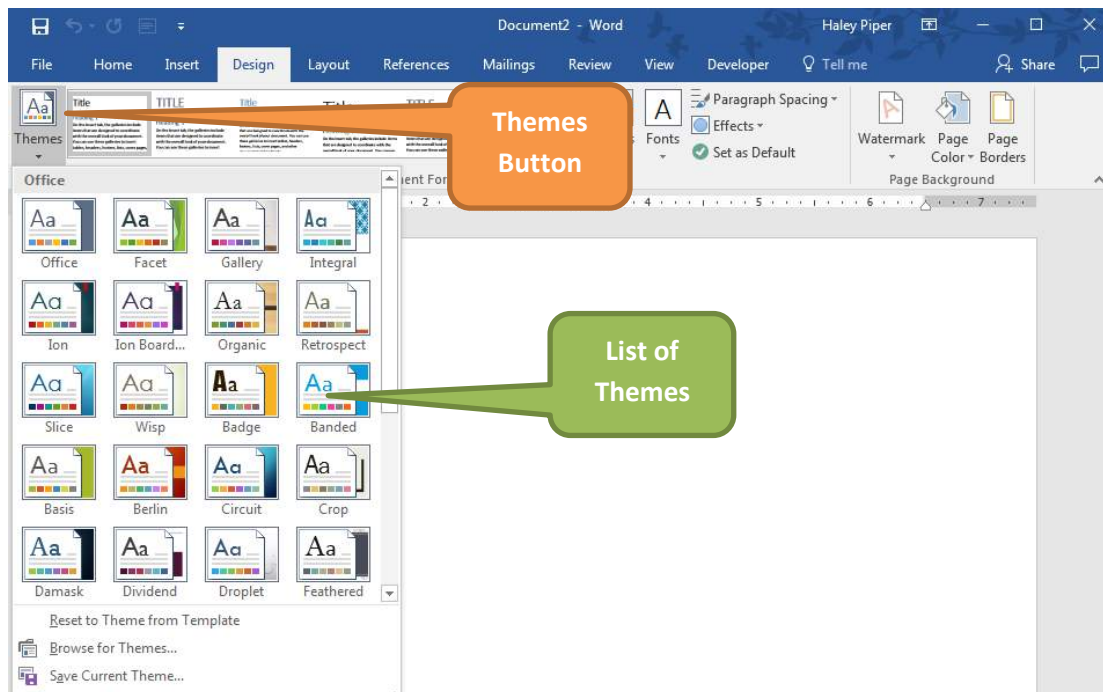
### *Using Themes*

A theme is a set of colors, fonts and effects that determine the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily. All documents in Word use a theme. You've already been using a theme, even if you didn't know it: the default Office theme. Every theme, including the Office theme, has its own theme elements:

- **Theme Colors** – The color scheme that will be assigned to the document.
- **Theme Fonts** –The different fonts used throughout the document.
- **Theme Effects** – The style of shapes and graphics assigned throughout the document.

### To Change the Theme:

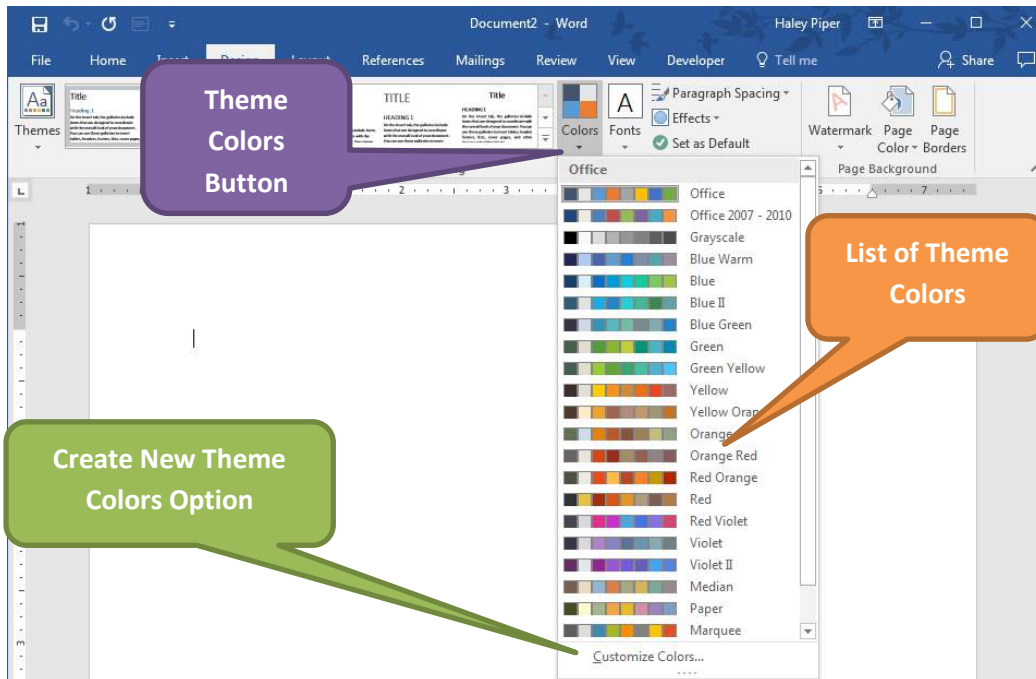
- **Step 1:** Select the Page Layout tab.
- **Step 2:** Click the Themes command. A drop-down menu will appear.



- **Step 3:** Hover the mouse over a theme to see a live preview of it.
- **Step 4:** Select the desired theme.

To Change the Theme Colors:

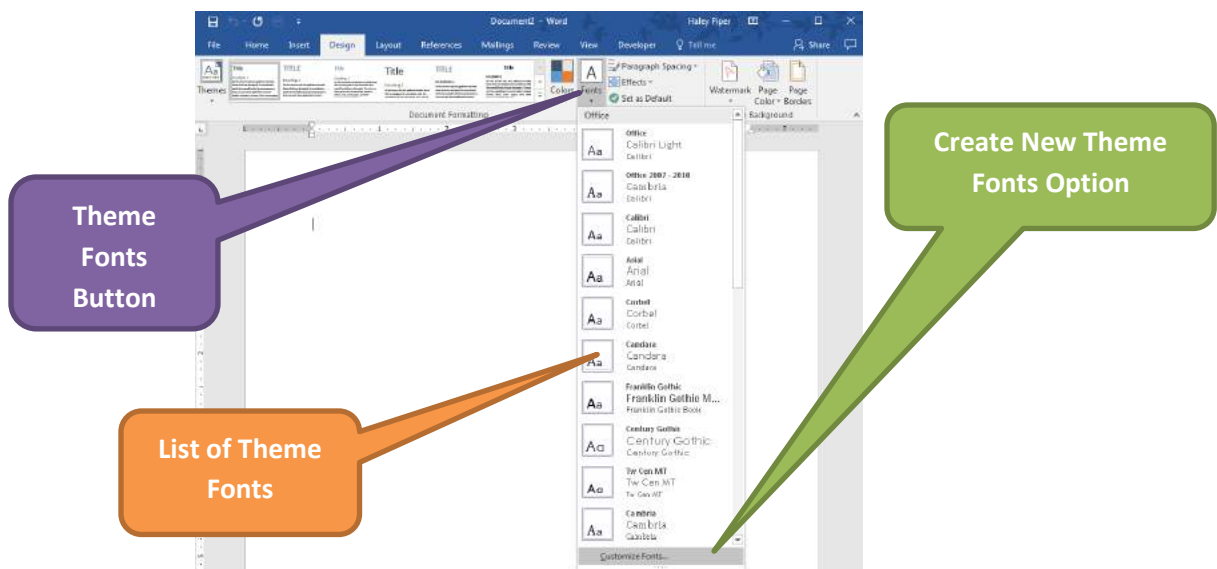
- **Step 1:** From the Page Layout tab, click the Theme Colors command. A drop-down menu will appear.



- **Step 2:** Hover the mouse over the different sets of Theme Colors to see a live preview.
- **Step 3:** Select the set of Theme Colors you desire, or select Create New Theme Colors to customize each color individually.

To Change the Theme Fonts:

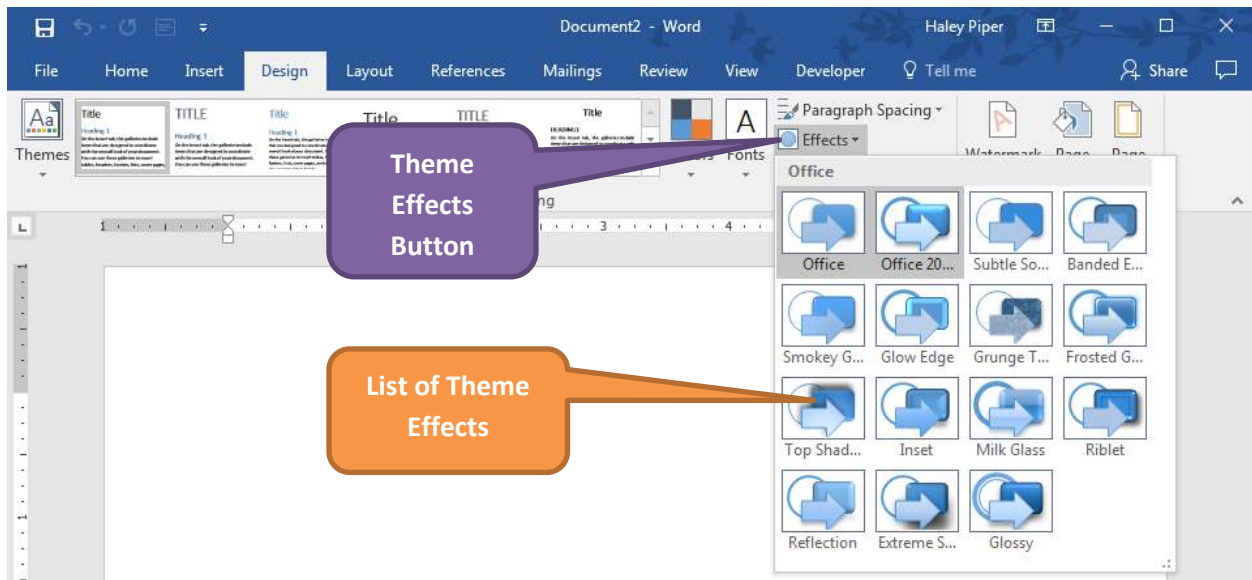
- **Step 1:** From the Page Layout tab, click the Theme Fonts command. A drop-down menu will appear.



- **Step 2:** Hover the mouse over the different sets of Theme Fonts to see a live preview.
- **Step 3:** Select the set of Theme Fonts you desire, or select Create New Theme Fonts to customize each font individually.

To Change the Theme Effects:

- **Step 1:** From the Page Layout tab, click the Theme Effects command. A drop-down menu will appear.



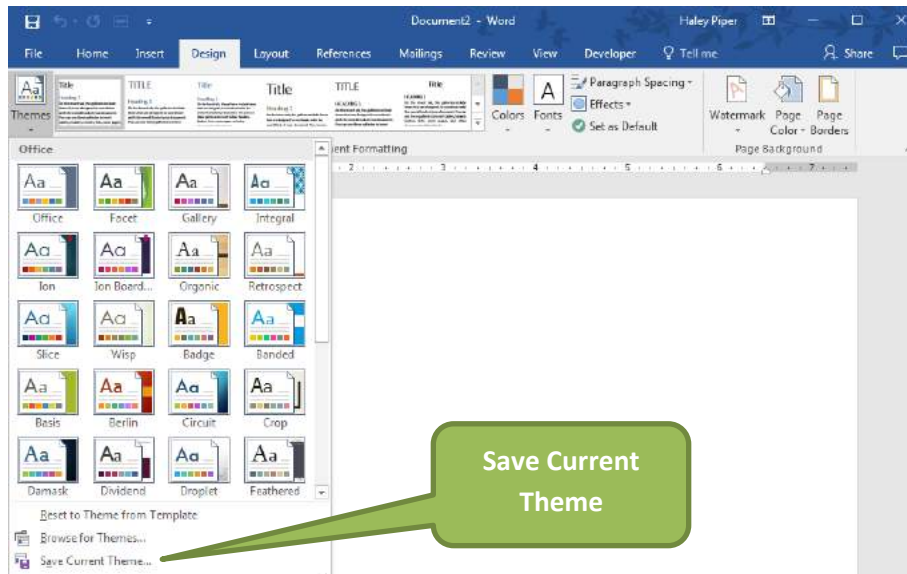
- **Step 2:** Hover the mouse over the different sets of Theme Effects to see a live preview.
- **Step 3:** Select the set of Theme Effects you desire.

*Note: Some themes can add a Picture Fill to shapes, depending on which Shape Styles are used. For example, the Paper theme can add a paper-like texture to shapes. Try exploring some of the different Shape Styles after changing the theme.*

Save Your Theme:

Once you've found settings that you like, you may want to save the theme so that you can use it in other documents.

- **Step 1:** From the Page Layout tab, click the Themes command. A drop-down menu will appear.
- **Step 2:** Select Save Current Theme.
- **Step 3:** Type a file name for your theme and the click Save.

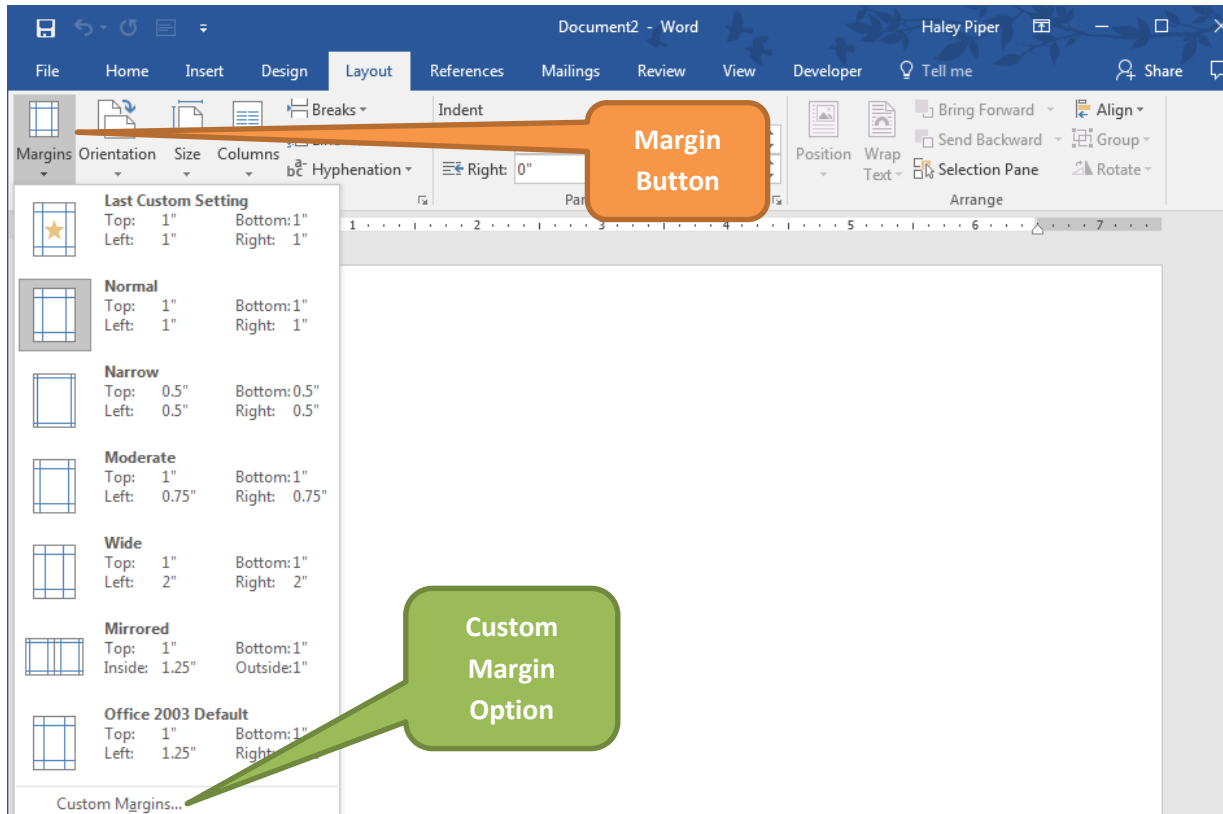


## ***Adjust Margins***

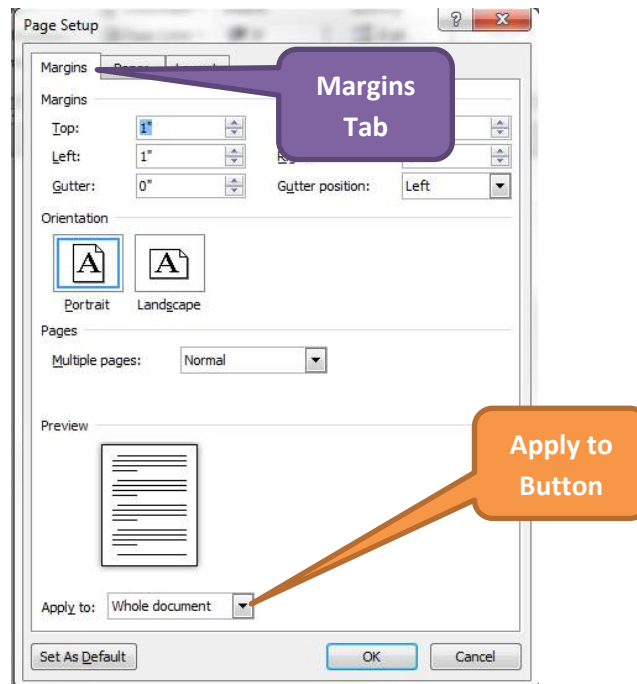
Margins are the space between the edge of the paper and the text. You can adjust the right, left, top, and bottom margins of your document. By default, Word sets all margins left, right, top, and bottom to 1 inch.

Following are the simple steps which will be used to set margins for an opened document.

- **Step 1:** Open the document whose margins you want to set. If you want the margins to apply only to a selected part of a document, select that part now.
- **Step 2:** Click the Page Layout tab, and click **Margins** button in the Page Setup group. This will display a list of options to be selected but you must click the Custom Margins option available at the bottom to set a margin that is not present in the preset list.
- **Step 3:** You can also select any of the predefined margins from the list, but by using the custom margins option you will have more control on all the settings.



- **Step 4:** Next a Page Dialog Box as shown below will be displayed where you can set top, left, right and bottom margins under the **Margins** tab. Select **Apply to:** option to apply the margin on selected text or complete document.



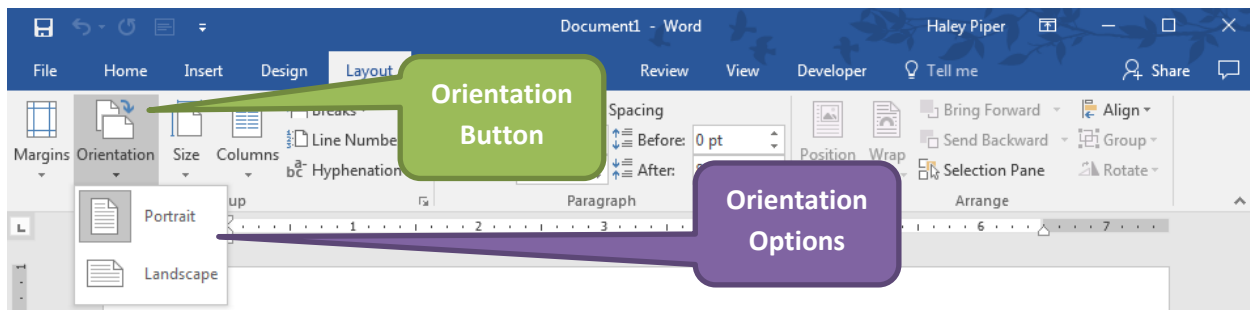
- **Step 5:** If you are going to bind the document and want to add an extra amount of space on one edge for the binding, enter that amount in the Gutter text box, and select the side the gutter is on with the Gutter Position drop-down list option. After setting all the desired values for all the margins, click **OK** button to apply the margins.

## Page Orientation

You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document. When you change the orientation, the galleries of predesigned page and cover page options also change to offer pages that have the orientation that you choose.

### Change the orientation of your entire document

- **Step 1:** On the Page Layout tab, in the Page Setup group, click Orientation.



- **Step 2:** Click Portrait or Landscape.

### Use portrait and landscape orientation in the same document

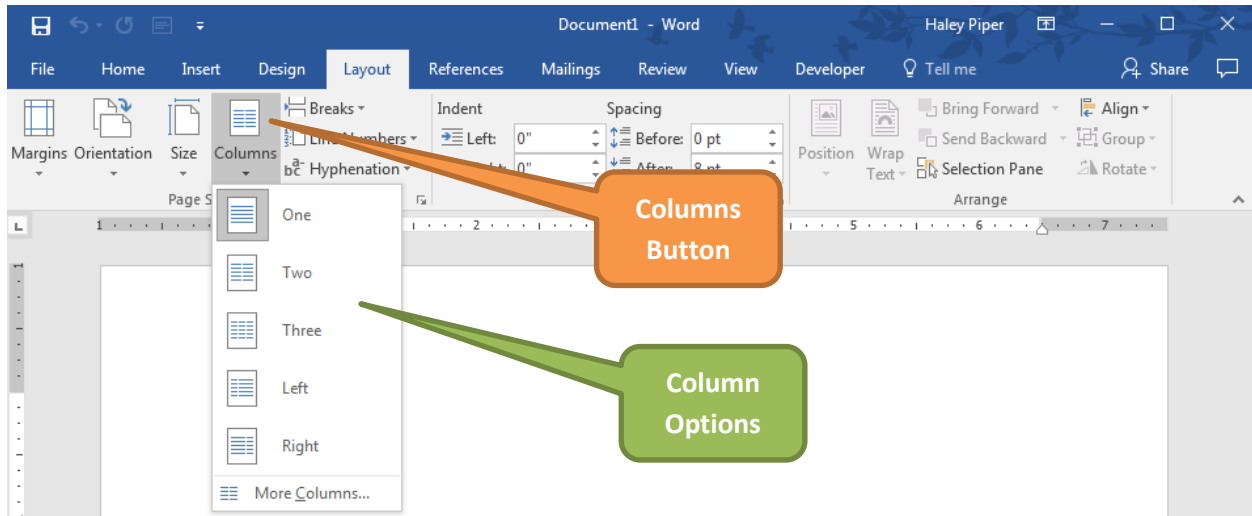
- **Step 1:** Select the pages or paragraphs that you want to change to portrait or landscape orientation.
  - *NOTE* If you select some but not all text on a page to change to portrait or landscape orientation, Word places the selected text on its own page, and the surrounding text on separate pages.
- **Step 2:** On the Page Layout tab, in the Page Setup group, click Margins.
- **Step 3:** Click Custom Margins.
- **Step 4:** On the Margins tab, click Portrait or Landscape.
- **Step 5:** In the Apply to list, click Selected text.

## Using Columns

Columns are used in many types of documents, but are most commonly used in newspapers, magazines, academic journals, and newsletters. In this section, you will learn how to insert columns into a document and create column breaks.

### Adding Columns

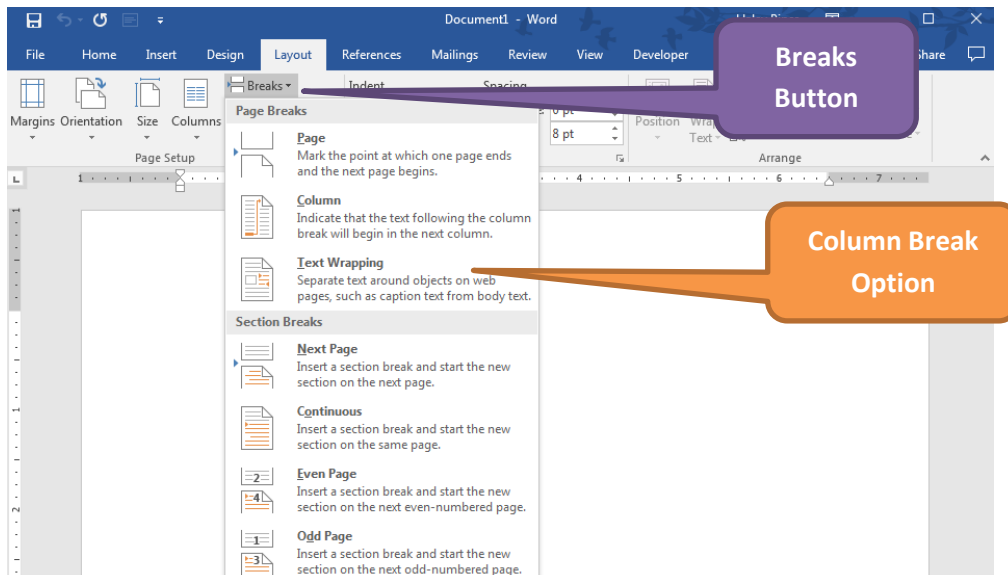
- **Step 1:** Select the text you want to format.
- **Step 2:** Click the Page Layout tab.
- **Step 3:** Click the Columns command. A drop-down menu will appear.



- **Step 4:** Select the number of columns you would like to insert. The text will then format into columns.

### Add Column Breaks

- **Step 1:** Place the insertion point where you would like to add the break.
- **Step 2:** Click the Page Layout tab.
- **Step 3:** Click the Breaks command in the Page Setup group. A drop-down menu will appear.
- **Step 4:** Select Column from the list of break types.



- **Step 5:** The text will shift to reflect the column break.

### ***Tab Stops and Indents***

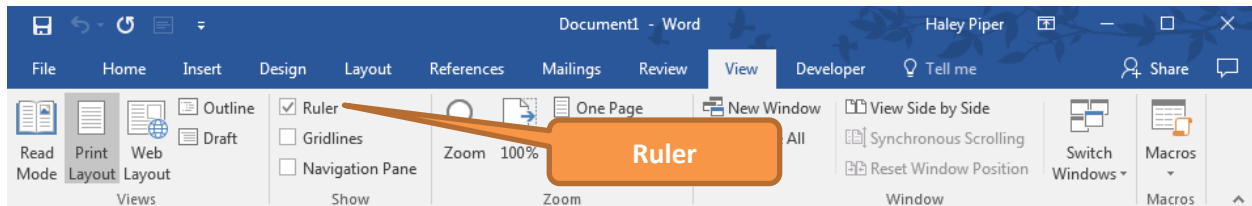
A quick way to indent is to use the Tab key. This will cause the first line to indent ½ inch.

#### To add a tab stop

- **Step 1:** Click to place the cursor at the beginning of your paragraph.
- **Step 2:** Press the Tab key. The first line will move ½ inch to the right.

#### Indent Markers

Indent markers give you more control by allowing you to choose the size of your indent. They are located on the left side of the horizontal ruler. If you are unable to see the ruler, go to the view tab and check the ruler box in the show group.



The indent marker consists of 3 adjustable sections.

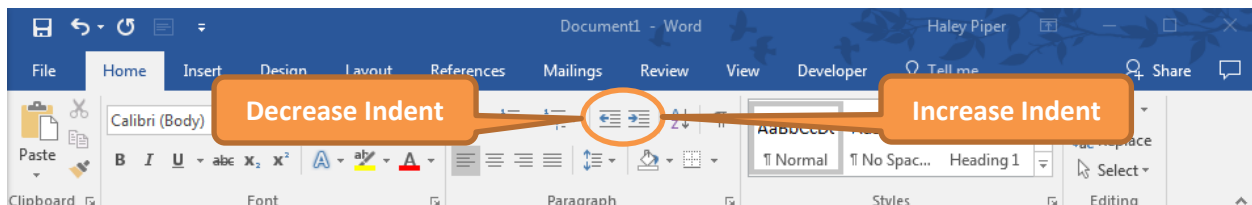
- First-line indent marker: Adjusts the first-line indent
- Hanging indent marker: Adjusts the hanging indent
- Left indent marker: Moves both the first line and hanging indent markers at the same time (this will indent all the lines in a paragraph)



- **Step 1:** Select a paragraph by triple clicking anywhere in the paragraph OR by clicking and dragging the cursor.
- **Step 2:** Click, hold, and drag the desired indent marker. A preview will appear in the document.
- **Step 3:** Release the mouse and your paragraph will be indented.

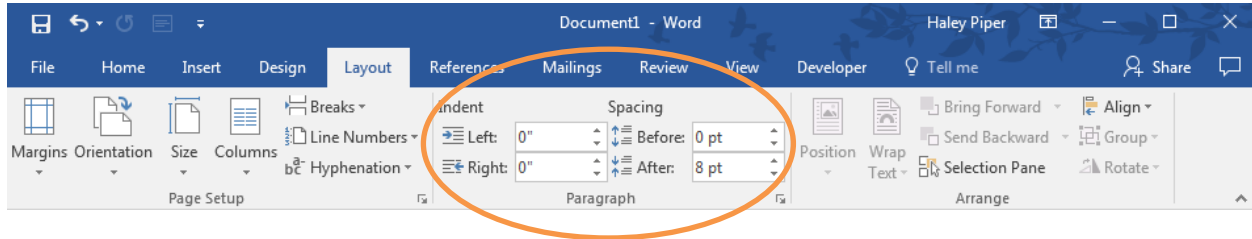
#### Indent Commands

The indent commands are located in the Paragraph section of the Home tab.



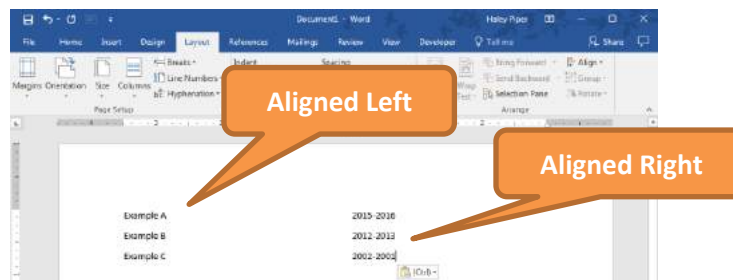
Increase and Decrease Indent: Increases or Decreases the indent in increments of ½ inch

If you want these buttons customized to a different length, go to the Page Layout tab and specify the length in the Paragraph section.










### Tab Stops

Tab stops allow you to change the length of the tabs when using the tab key. Word also allows you to use multiple tab stops in a single line. In the example below the line is both left and right aligned.



### To create a Tab Stop:

- **Step 1:** Use the tab selector located on the left above the vertical ruler and click until the tab stop you wish to use appears.
  - **Left Tab** : Left-aligns the text at the tab stop
  - **Center Tab** : Centers the text around the tab stop
  - **Right Tab** : Right-aligns the text at the tab stop
  - **Decimal Tab** : Aligns decimal numbers using the decimal point
  - **Bar Tab** : Draws a vertical line on the document
  - **First Line Indent** : Inserts the indent marker on the ruler, and indents the first line of text in a paragraph
  - **Hanging Indent** : Inserts the hanging indent marker, and indents all lines other than the first line
- **Step 2:** Then click the location on the horizontal ruler where you want your text to appear (try to click near the bottom edge of the ruler). From here you can add as many tab stops as you want.



- **Step 3:** Place your cursor in front of the text that you want to tab over then press the Tab key. The text will move to the nearest tab stop.

Remove Tab Stop

- **Step 1:** To remove a tab stop, click the tab stop, hold, and drag it off the ruler.

Review Tab Intermediate

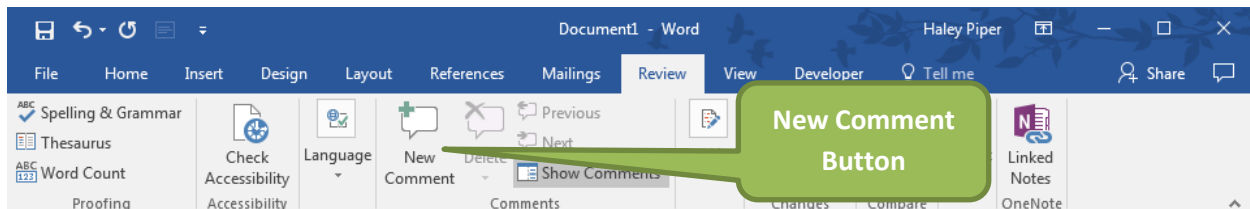
**Comments**

You can insert a comment inside balloons that appear on the right-hand side of your document, in the reviewing pane. You can also hide comments from view at any time.



Add a Comment

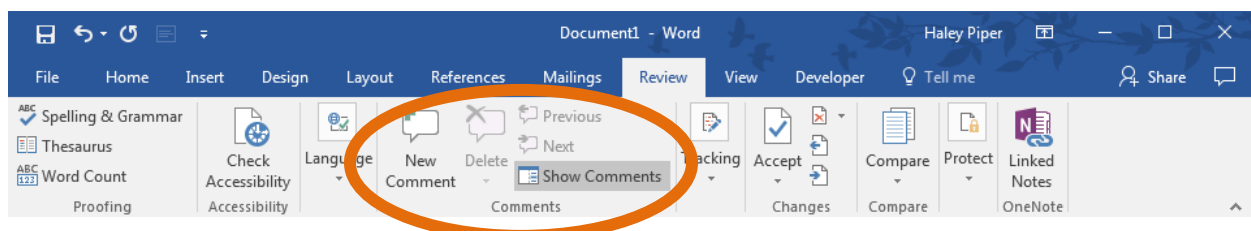
- **Step 1:** Select the text or item that you want to comment on, or click at the end of the text.
- **Step 2:** On the Review tab, in the Comments group, click New Comment.



- **Step 3:** Type the comment text in the comment balloon or in the Reviewing Pane.
- **Step 4:** When saving the document, the comments will also be saved in the document.

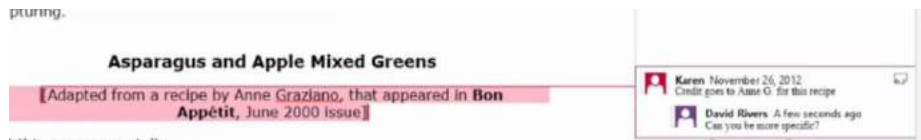
View Comments

- **Step 1:** Select the Review tab and Show Comments
- **Step 2:** Using the Next and Previous options in the Comments grouping to search manually through the document for any comments.



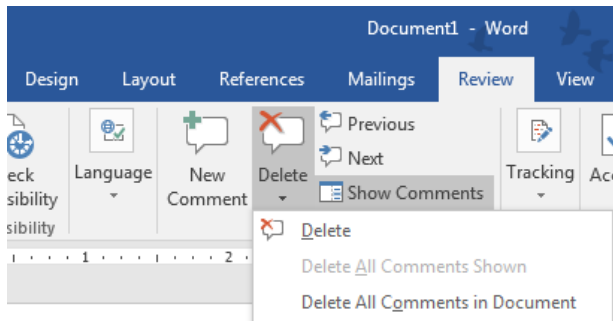
### Commenting on Comments

- **Step 1:** Select the Review tab and Show Comments
- **Step 2:** Using the Next and Previous options in the Comments grouping to search manually through the document for any comments.
- **Step 3:** Click on comment to insert comment on to this comment
- **Step 4:** Start typing to insert your comment



### Delete a Comment

- ✓ To quickly delete a single comment, right-click the comment, and then click Delete Comment.
- ✓ To quickly delete all comments in a document, click a comment in the document. On the Review tab, in the Comments group, click the arrow below Delete, and then click Delete All Comments in Document.



### View Tab Intermediate

#### **Zoom In & Out Together**

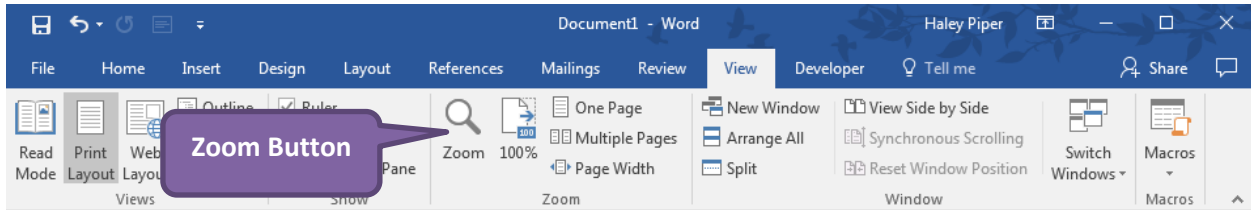
Microsoft Word provides a functionality to apply zoom-in and zoom-out operations on a document. When we apply zoom-in operation, it enlarges the size of text whereas applying zoom-out operation reduces the size of text.

A zoom operation just changes the size of the font on-screen without impacting any other attribute of the document. You can apply zoom operation in various ways which we are going to explain in this tutorial.

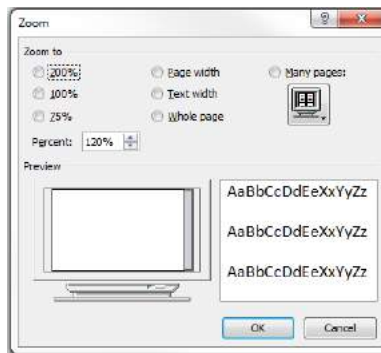
#### Zoom-in & Zoom-out Using View tab

Here is the simple procedure to apply zoom-in or zoom-out operation using view tab:

- **Step 1:** Click the view tab and then click Zoom button which is shown below.



- **Step 2:** When you click Zoom button, a Zoom dialog box will appear as shown below and will display zoom options box to select a value to reduce or increase the size of the document on-screen. By default, it will be 100%, you can select 200% to increase the size of the font or 75% to reduce the size of the font. You can set view at a custom percent as well by entering a value in the given box. You can click the Many pages down arrow and select to display multiple pages.



Zoom Options Box

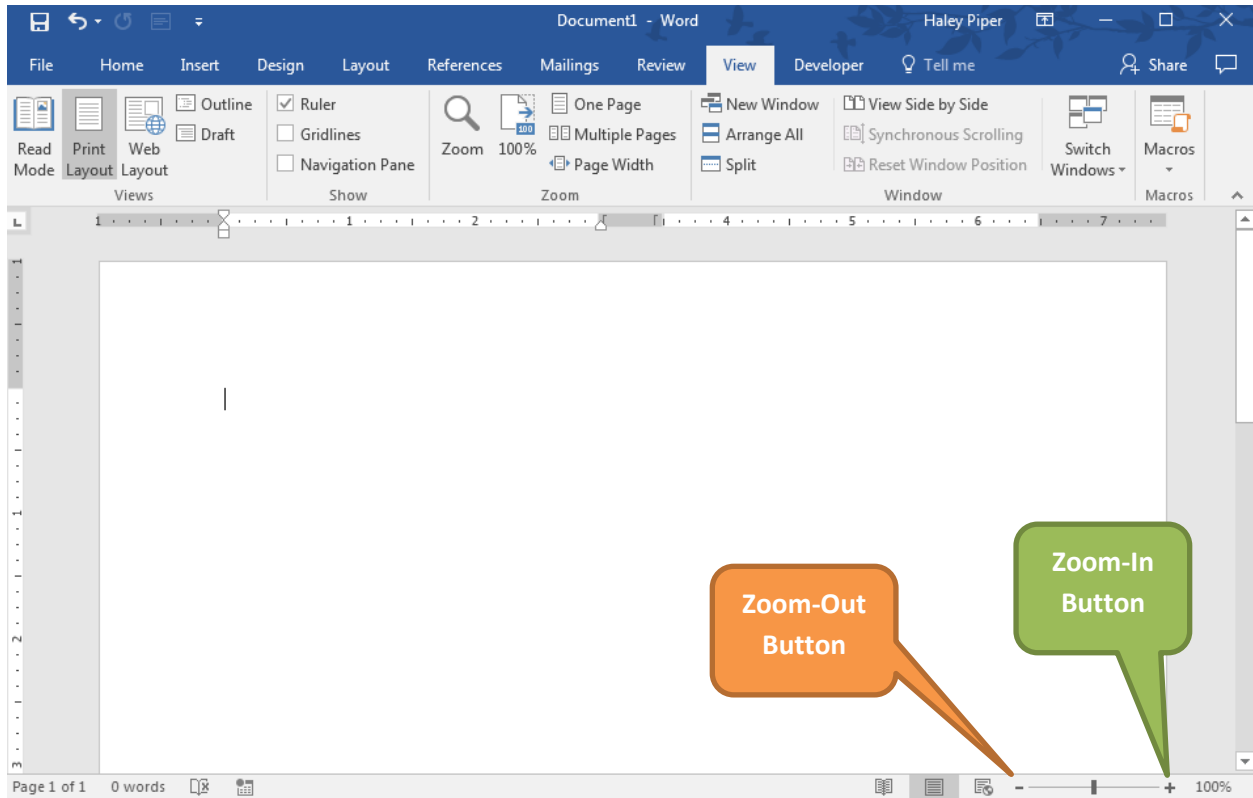
- **Step 3:** Once you are done with selecting an option, click OK to apply the changes on the document.
- **Step 4:** Try different options available, for example Page Width and Text Width.

Zoom-In & Zoom-Out Using (+) and (-) Buttons

Following screen capture shows two buttons Zoom-out which is (-) button and Zoom-in which is (+) button.

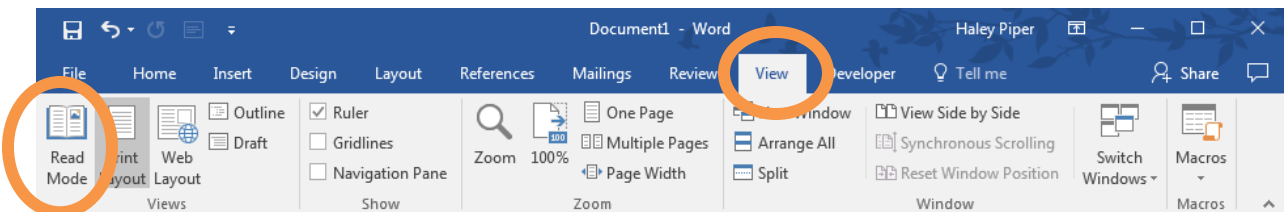
- **Step 1:** Click Zoom-out button, you will find that your document size will decrease by 10% each time you click the button. Similar way if you click on Zoom-in button your document size will increase by 10% each time you click the button.
- **Step 2:** Try this simple operation with different values to see the difference. Above screen capture shows 140% zoom-in view of the document.

## Zoom-In & Zoom-Out on Objects



Another feature of Microsoft Word is the Object Zoom feature. With this feature, you can zoom in on a table, chart, or graphic in your document while in Read Mode, simply by double-clicking it.

- **Step 1:** Go into Read Mode View



- **Step 2:** Double-click an object such as a graphic, a table, picture or a chart.
- **Step 3:** The object is now highlighted and centered, with full document in the background.
- **Step 4:** Click the zoom icon in object to zoom in or out.

Team Members	Marathon Time
John	3:05:10
Mary	2:45:56
Bruce	3:31:16

- **Step 5:** When done working with the object, simply click outside of it to return to document.

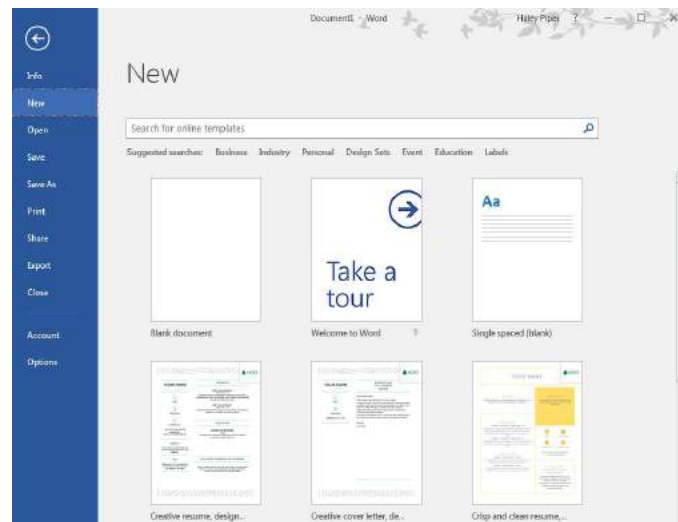
## File Tab Intermediate

### *Using Templates*

Templates can help you create a more professional and visually appealing document. With Word's large selection of templates, you'll likely find one to suit your purpose — whether you're creating a business card or a simple award certificate. To use templates, you'll need to know how to create a new document with a template and how to insert text into the template.

### Inserting a Template

- **Step 1:** Click the File tab to go to Backstage view.
- **Step 2:** Select New. The New Document pane appears.
- **Step 3:** Click Sample templates to choose a built-in template, or select an Office.com template category to download a template.



- **Step 4:** Select the desired template and click Create. A new document will appear using the template you have selected.

To Insert Text into a Template

Templates include placeholder text that is surrounded by brackets. To personalize your document, you'll need to replace the placeholder text with your own text.

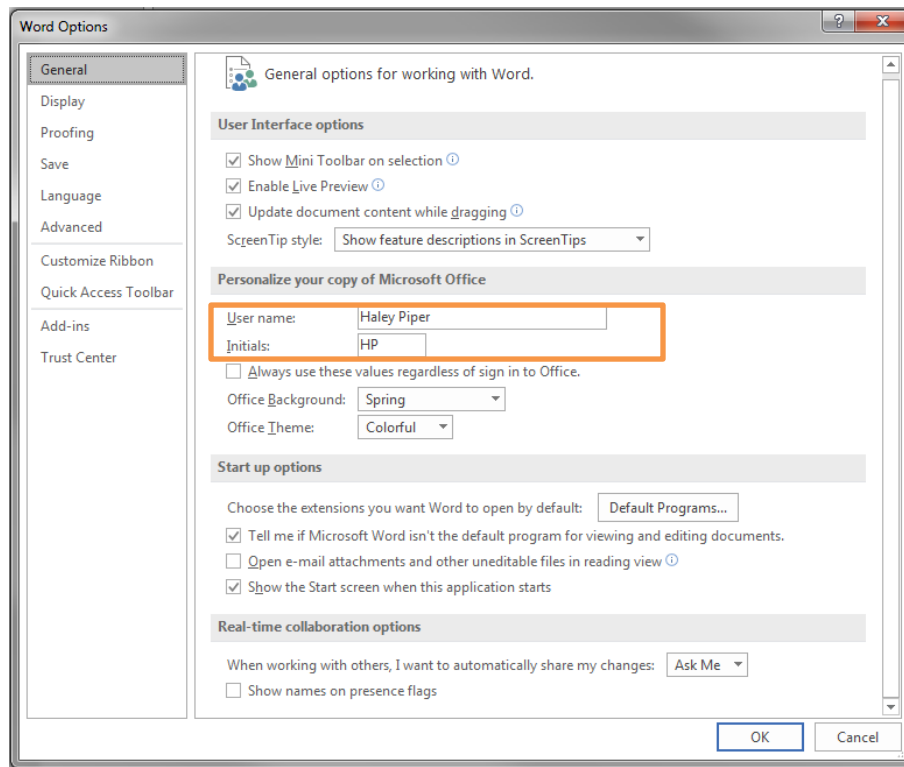
*Note: Some templates simply use regular text as the placeholder text, rather than the "traditional" placeholder text with brackets. In those cases, just delete the text and type in your own text.*

- **Step 1:** Click on the text you want to replace. The text will appear highlighted and a template tag will appear.
- **Step 2:** Enter some text. It will replace the placeholder text.
- **Step 3:** For some fields, there is a drop-down arrow that you can use to select the information, rather than typing it. For example, a date field will show a calendar so that you can choose the date more easily.

To Change Prefilled Information

In some templates, your name or initials will be automatically added. This is known as prefilled information. If your name or initials are incorrect, you'll need to change them in Word Options.

- **Step 1:** Click the File tab to go to Backstage view.
- **Step 2:** Click the Options button. The Word Options dialog box appears.
- **Step 3:** Enter the user name and/or initials in the General section, then click OK.



## ***Saving as Templates***

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template.

### *Start with a blank template*

- **Step 1:** Click the File tab, and then click New.
- **Step 2:** Click Blank document, and then click Create.
- **Step 3:** Make the changes that you want to the margin settings, page size and orientation, styles, and other formats.

You can also add content controls such as a date picker, instructional text, and graphics that you want to appear in all new documents that you base on the template.

- **Step 4:** Click the File tab, and then click Save As.
- **Step 5:** In the Save As dialog box, scroll to the top of the folder list, and under Microsoft Word click Templates.
- **Step 6:** Give the new template a file name, select Word Template in the Save as type list, and then click Save.

*Note: You can also save the template as a Word Macro-Enabled Template (.dotm file) or a Word 97-2003 Template (.dot file).*

- **Step 7:** Close the template.

### *Create a template based on an existing template or document*

- **Step 1:** Click the File tab, and then click New.
- **Step 2:** Under Available templates, click New from existing.
- **Step 3:** Click a template or a document that is similar to the one that you want to create, and then click Create New.
- **Step 4:** Make the changes you want to the margin settings, page size and orientation, styles, and other formats.

You can also add content controls such as a date picker, instructional text, and graphics you want to appear in all new documents that you base on the template.

- **Step 5:** Click the File tab, and then click Save As.
- **Step 6:** In the Save As dialog box, scroll to the top of the folder list, and under Microsoft Word click Templates.
- **Step 7:** Give the new template a file name, select Word Template in the Save as type list, and then click Save.

Note: You can also save the template as a Word Macro-Enabled Template (.dotm file) or a Word 97-2003 Template (.dot file).

- **Step 8:** Close the template.

## How-To Advanced: Getting the Most Out of Word

### Fundamentals Advanced

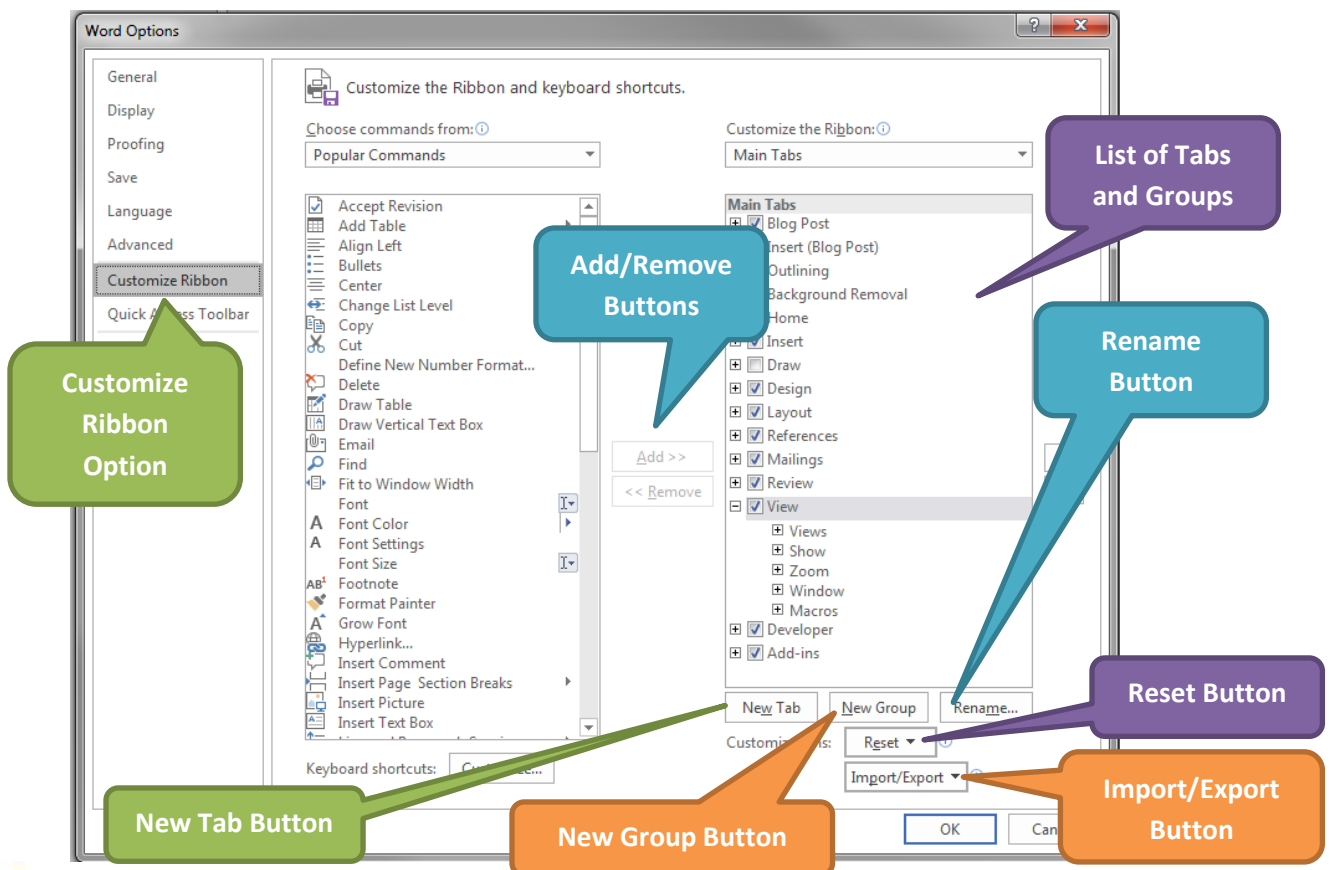
#### *Customize the Ribbon*

Use customizations to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands.

You can rename and change the order of the default tabs and groups that are built-into Microsoft Office. However, you cannot rename the default commands, change the icons associated with these default commands, or change the order of these commands. The default commands appear in gray text.

#### Get to the “Customize the Ribbon” Window

- **Step 1:** Click the File tab.
- **Step 2:** Under Help, click Options.
- **Step 3:** Click Customize Ribbon.



### Add a Custom Tab

When you click New Tab, you add a custom tab and custom group. You can only add commands to custom groups

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click New Tab.
- **Step 2:** To see and save your customizations, click OK.

### Rename a default or custom tab

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to rename.
- **Step 2:** Click Rename, and then type a new name.
- **Step 3:** To see and save your customizations, click OK.

### Hide a default or custom tab

- **Step 1:** You can hide both custom and default tabs, but you can only remove custom tabs.  
*Note: In the Customize the Ribbon list, the custom tabs and groups have (Custom) after the name, but the word (Custom) does not appear in the ribbon.*
- **Step 2:** In the Customize the Ribbon window under the Customize the Ribbon list, clear the check box next to the default tab or custom tab that you want to hide.
- **Step 3:** To see and save your customizations, click OK.

### Change the order of default or custom tabs

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to move.
- **Step 2:** Click the Move Up or Move Down arrow until you have the order you want.
- **Step 3:** To see and save your customizations, click OK.

### Remove a Custom Tab

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the tab that you want to remove.
- **Step 2:** Click Remove.
- **Step 3:** To see and save your customizations, click OK.

### Add a custom group to a tab

You can add a custom group to either a custom tab or a default tab.

- **Step 1:** In the Customize the Ribbon window, under the Customize the Ribbon list, click the tab that you want to add a group to.
- **Step 2:** Click New Group.



- **Step 3:** To rename the New Group (Custom) group, right-click the group, click Rename, and then type a new name.
- **Step 4:** To see and save your customizations, click OK.

Change the order of the default and custom groups

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the group that you want to move.
- **Step 2:** Click the Move Up or Move Down arrow until you have the order you want.
- **Step 3:** To see and save your customizations, click OK.

Remove a default or custom group

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the group that you want to remove.
- **Step 2:** Click Remove.
- **Step 3:** To see and save your customizations, click OK.

Replace a default group with a custom group

You can't remove a command from a default group, a group built-into Microsoft Office. However, you can make a custom group with only the commands that you want to replace the default group.

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the default tab where you want to add the custom group.
- **Step 2:** Click New Group.
- **Step 3:** Right-click the new group, and then click Rename.
- **Step 4:** Type a name for the new group and select an icon to represent the new group when the ribbon is resized.
- **Step 5:** In the Choose Commands from list, click Main Tabs.
- **Step 6:** Click the plus sign (+) next to the default tab that contains the group that you want to customize.
- **Step 7:** Click the plus sign (+) next to the default group that you want to customize.
- **Step 8:** Click the command that you want to add to the custom group, and then click Add.

*Note: You don't have to add all the commands. Instead you can add the ones that you want.*

- **Step 9:** Right-click the default group, and click Remove.

Add commands to a custom group

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the custom group that you want to add a command to.
- **Step 2:** In the Choose commands from list, click the list you want to add commands from, for example, Popular Commands or All Commands.



- **Step 3:** Click a command in the list that you choose.
- **Step 4:** Click Add.
- **Step 5:** To see and save your customizations, click OK.

#### Remove a command from a custom group

- **Step 1:** In the Customize the Ribbon window, under the Customize the Ribbon list, click the command that you want to remove.
- **Step 2:** Click Remove.
- **Step 3:** To see and save your customizations, click OK.

#### Change the order of the commands in custom groups

- **Step 1:** In the Customize the Ribbon window under the Customize the Ribbon list, click the command that you want to move.
- **Step 2:** Click the Move Up or Move Down arrow until you have the order you want.
- **Step 3:** To see and save your customizations, click OK.

#### Reset the ribbon to the default settings

*Important: When you click Reset all customizations, you reset both the ribbon and the Quick Access Toolbar to the default settings.*

- **Step 1:** In the Customize the Ribbon window, click Reset.
- **Step 2:** Click Reset all customizations.

#### Reset only the selected tab

You can reset individual tabs to their default settings.

- **Step 1:** In the Customize the Ribbon window, select the default tab that you want to reset to the default settings.
- **Step 2:** Click Reset, and then click Reset only selected Ribbon tab.

#### Import a customized ribbon

You can import customization files to replace the current layout of the ribbon and Quick Access Toolbar. By being able to import the customization, you can keep Microsoft Office programs looking the same as your coworkers or from computer to computer.

*Note: When you import a ribbon customization file, you lose all prior ribbon and Quick Access Toolbar customizations. If you think that you might want to revert to the customization you currently have, you should export them before importing any new customizations.*

- **Step 1:** In the Customize the Ribbon window, click Import/Export.
- **Step 2:** Click Import customization file.



### Export a customized ribbon

You can export your ribbon and Quick Access Toolbar customizations into a file that can be imported and used by a coworker or on another computer. Once exported you can save this customization and send it to others in your office.

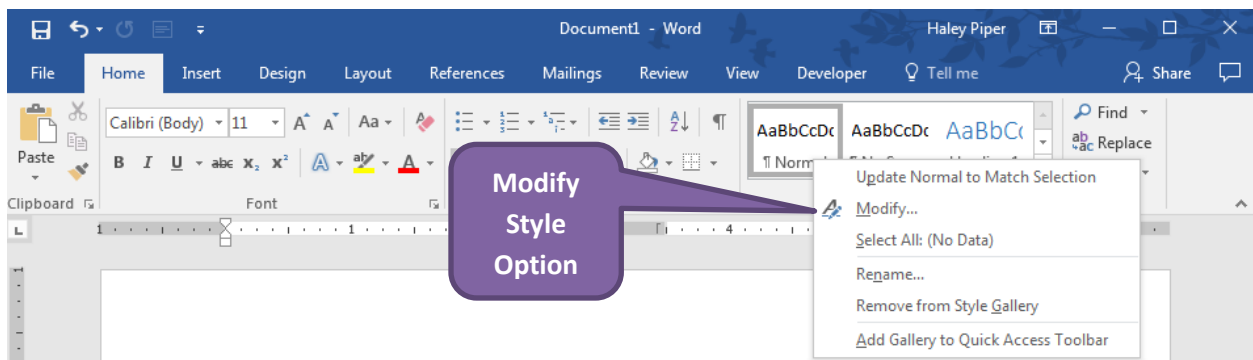
- **Step 1:** Make your customizations to the ribbon
- **Step 2:** In the Customize the Ribbon window, click Import/Export.
- **Step 3:** Click Export all customizations.

## **Home Tab Advanced**

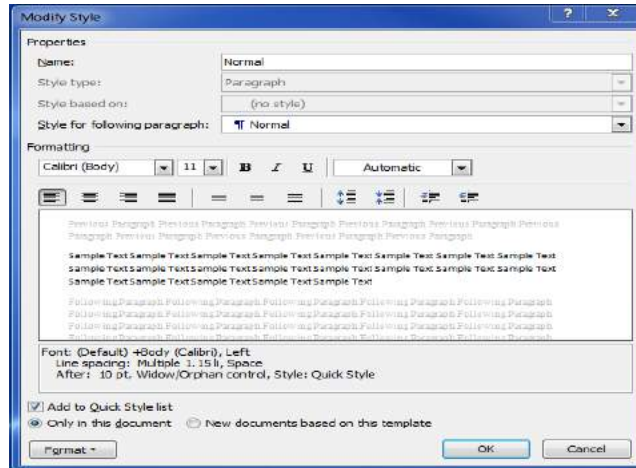
### ***Customizing Styles***

#### Modify a Style

- **Step 1:** Locate the style you wish to change in the Styles group.
- **Step 2:** Right-click the style. A drop-down menu will appear.
- **Step 3:** Click Modify and the Modify Style dialog box appears.



- **Step 4:** Make the desired changes to the formatting. If you want, you can also change the name of the style.

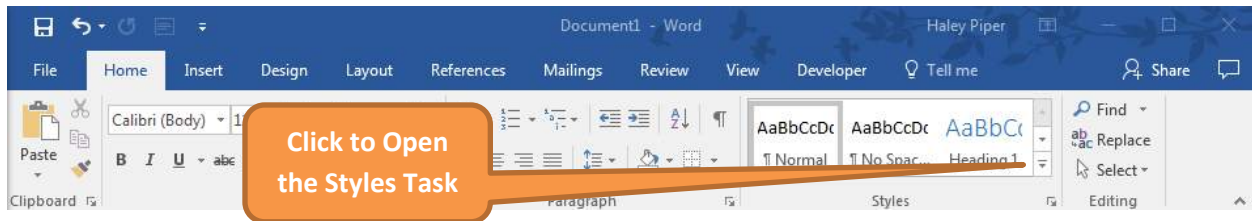


Style Modification Box

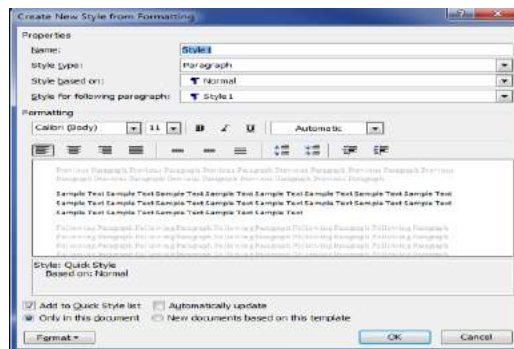
- **Step 5:** Click OK to apply the modifications to the style.

Create a New Style

- **Step 1:** Click the arrow in the bottom-right corner of the Styles group. This opens the Styles task pane.



- **Step 2:** Select the New Style button at the bottom. A dialog box will appear.
- **Step 3:** Enter a name for the style, and set the text formatting the way you want.



New Style Dialog Box

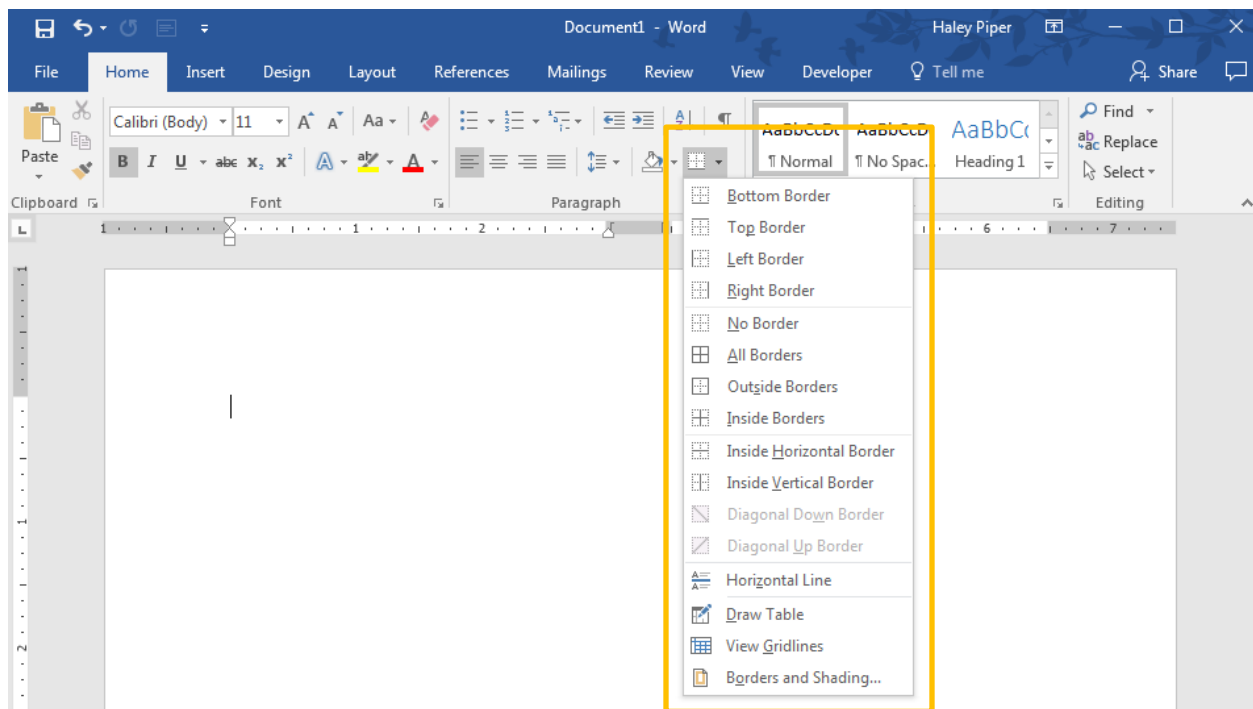
- **Step 4:** Click OK, and the new style will appear in the task pane.

## ***Applying Borders and Shading***

To enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. For example, you can add a border on just the top and the bottom and leave the sides open. Shading colors the background behind the selected text or paragraph. If you want to customize borders and shading by changing line style, color, and width preferences, you can make changes in the Borders and Shading dialog box.

### ***Apply a Border***

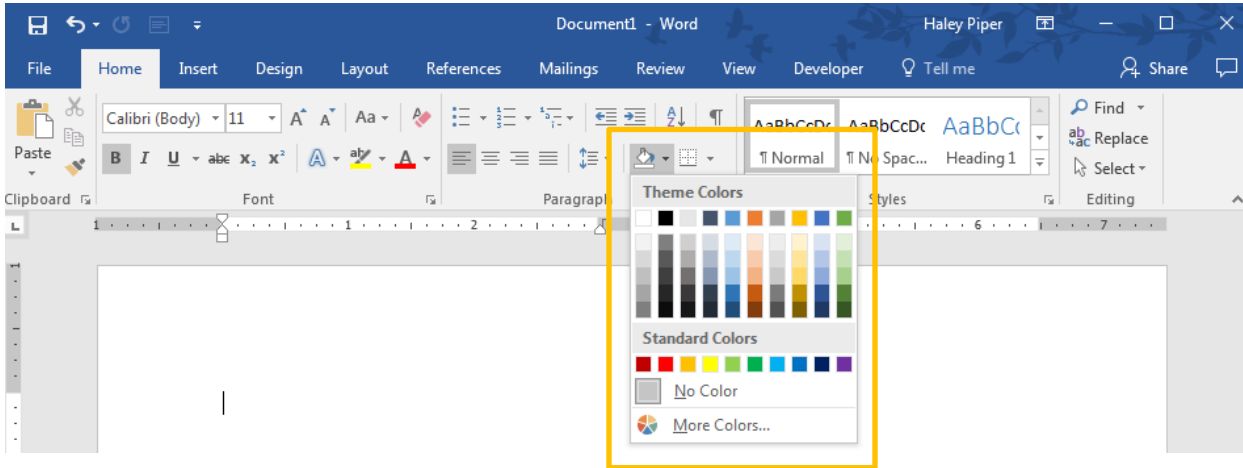
- **Step 1:** Select the paragraph text you want to format.
- **Step 2:** Click the **Home** tab.
- **Step 3:** Click the **Borders and Shading** button arrow, and then click to select the border commands to add or remove a border.



### ***Apply Paragraph Shading***

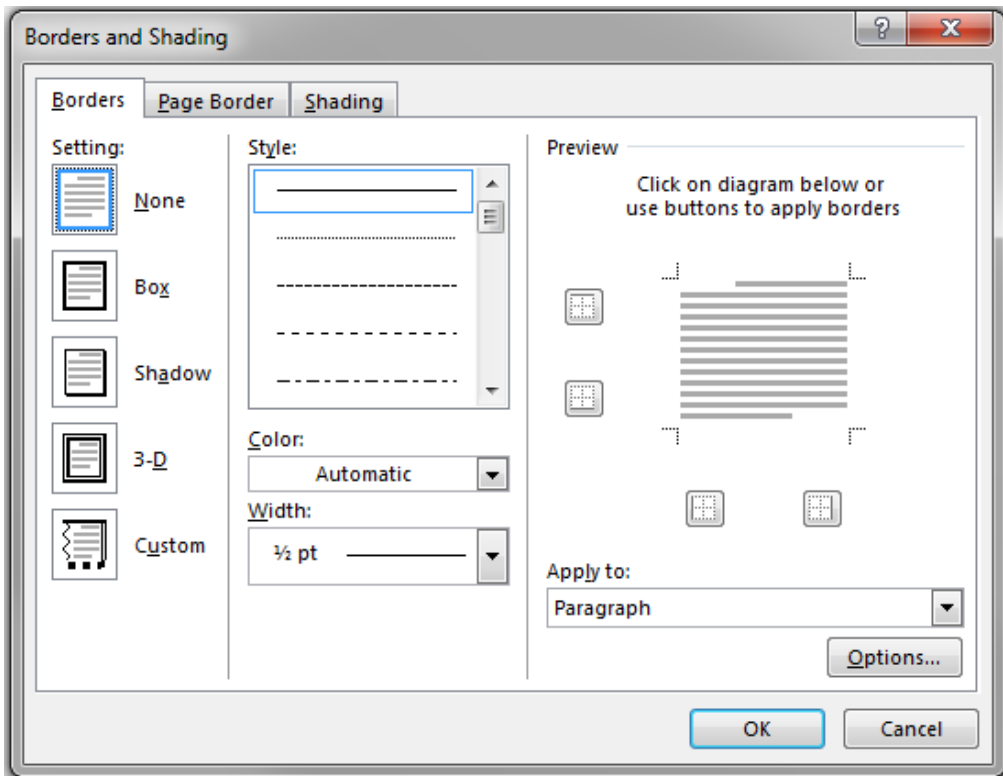
- **Step 1:** Select the paragraph text you want to format.
- **Step 2:** Click the **Home** tab.

- **Step 3:** Click the **Shading** button arrow, and then click to select the shading color you want to apply to the selected text.



Apply Paragraph Shading and Borders

- **Step 1:** Select the paragraph text you want to format.
- **Step 2:** Click the **Home** tab.
- **Step 3:** Click the **Borders and Shading** button arrow, and then click **Borders and Shading**.
- **Step 4:** Click the **Borders** tab.
- **Step 5:** Click to select the type of Setting you want for your border.
- **Step 6:** Click to select the type of Style.
- **Step 7:** Apply any other options you want.
- **Step 8:** Look in the preview box to see the new border.



- **Step 9:** Click the **Shading** tab.
- **Step 10:** Click to select the shading fill color you want to apply to your table.
- **Step 11:** Apply any other options you want.
- **Step 12:** Look in the preview box to see the new shading color.
- **Step 13:** Click **OK**.

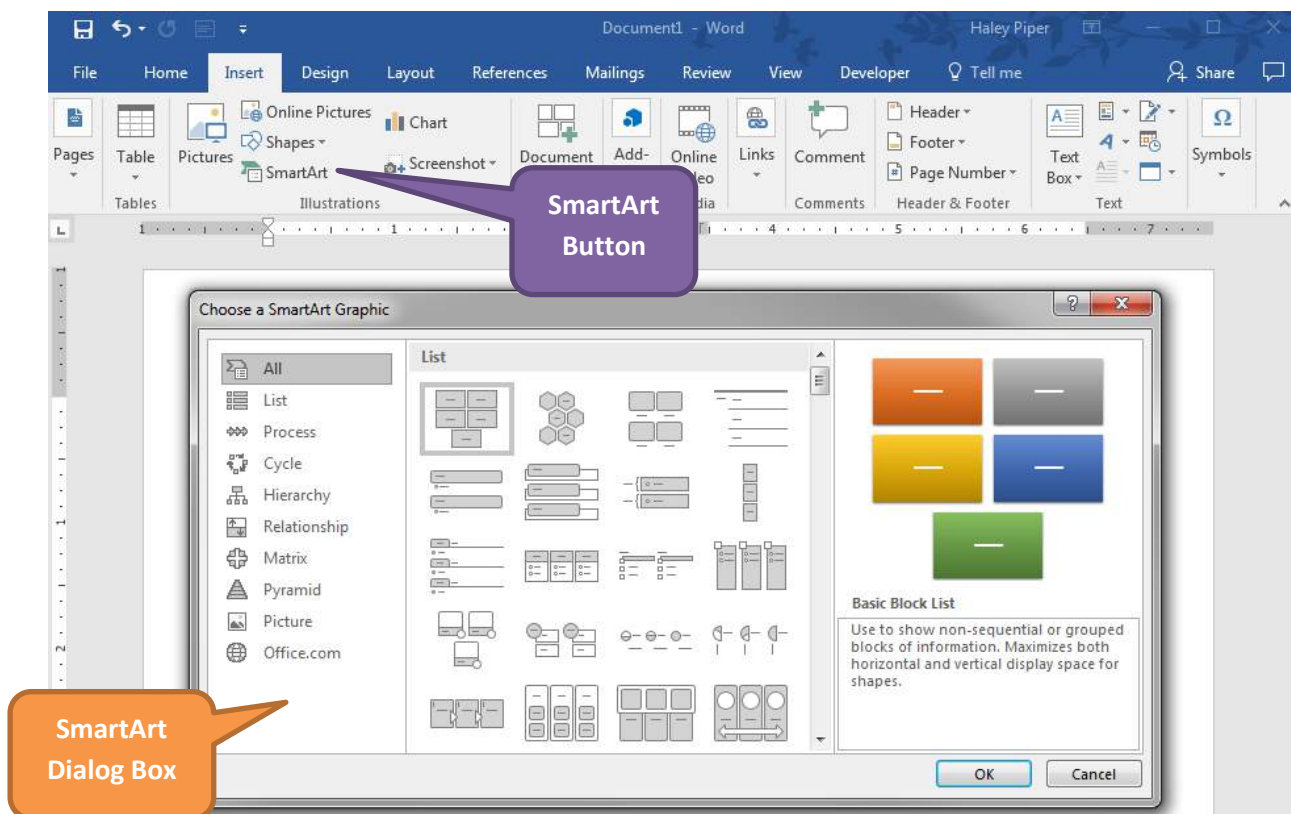
## Insert Tab Advanced

### *Using SmartArt*

SmartArt allows you to visually communicate information rather than simply using text. Illustrations can enhance your document, and SmartArt makes using graphics especially easy. In this section, you will learn how to insert a SmartArt graphic, modify the color and effects, and change the organization of the graphic.

### Insert a SmartArt Illustration

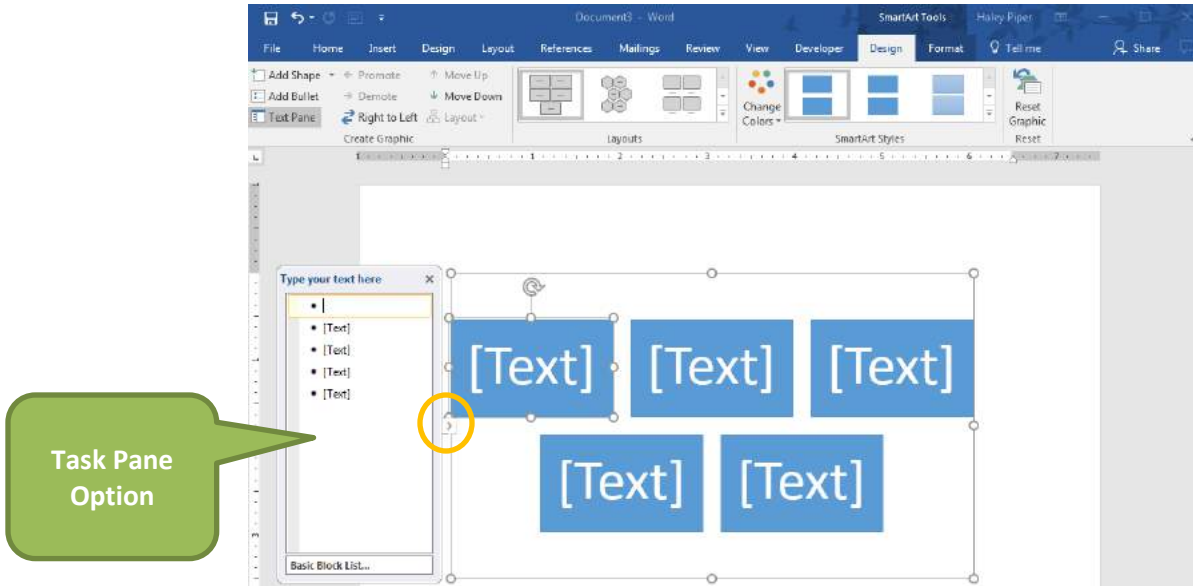
- **Step 1:** Place the insertion point in the document where you want the graphic to appear.
- **Step 2:** Select the Insert tab.
- **Step 3:** Select the SmartArt command in the Illustrations group. A dialog box appears.



- **Step 4:** Select a category on the left of the dialog box and review the SmartArt graphics that appear in the center.
- **Step 5:** Select the desired SmartArt graphic and click OK.

Add Text to a SmartArt Graphic

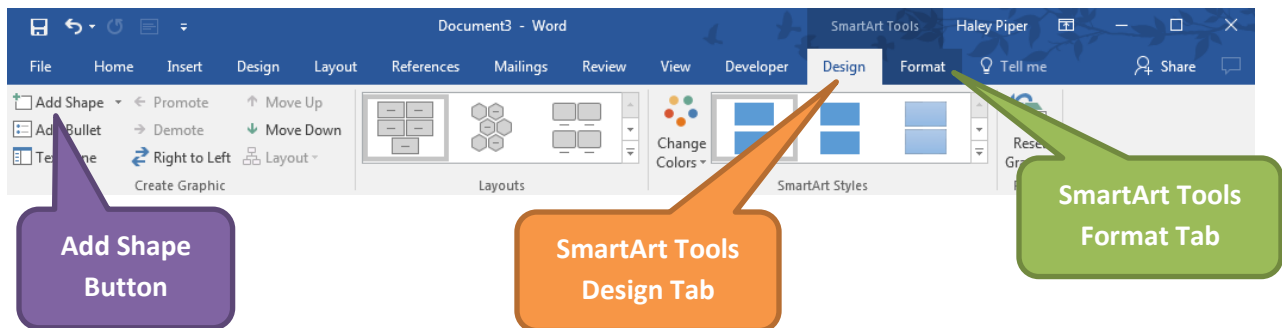
- **Step 1:** Select the graphic. A border will appear around it with an arrow on the left side.
- **Step 2:** Click the arrow on the left side of the graphic to open the task pane.



- **Step 3:** Enter text next to each bullet in the task pane. The information will appear in the graphic, and will resize to fit inside the shape.
- **Step 4:** To add a new shape, press Enter. A new bullet will appear in the task pane, and a new shape will appear in the graphic.

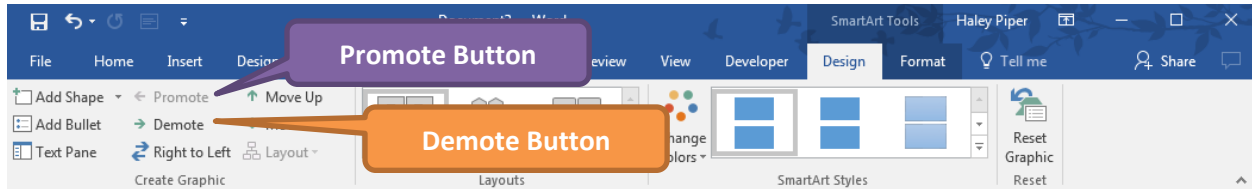
Add a Shape to a Graphic

- **Step 1:** Select the graphic. The Design and Format tabs appear on the Ribbon.
- **Step 2:** Select the Design tab.
- **Step 3:** Click the Add Shape command in the Graphics group.
- **Step 4:** Decide where you want the new shape to appear and select one of the shapes nearby the desired location.
- **Step 5:** Select Add Shape Before or Add Shape After. If we wanted to add a superior or a subordinate, we could select the Add Shape Above or Add Shape Below options.



Move Shapes Using the Promote or Demote Commands

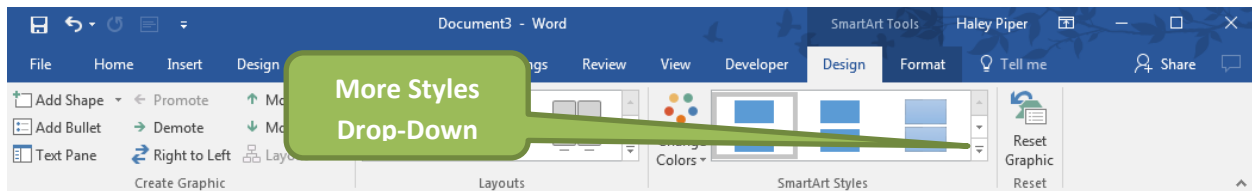
- **Step 1:** Select the graphic. The Design and Format tabs appear on the Ribbon.
- **Step 2:** Select the Design tab.
- **Step 3:** Select the shape you would like to move.
- **Step 4:** Click the Promote or Demote commands in the Create Graphic group.



- **Step 5:** The shape will move up (Promote) or down (Demote) by one level.

Change the SmartArt Style

- **Step 1:** Select the graphic. The Design and Format tabs appear on the Ribbon.
- **Step 2:** Click the Design tab.
- **Step 3:** In the SmartArt Styles group, click the More drop-down arrow to view all styles.

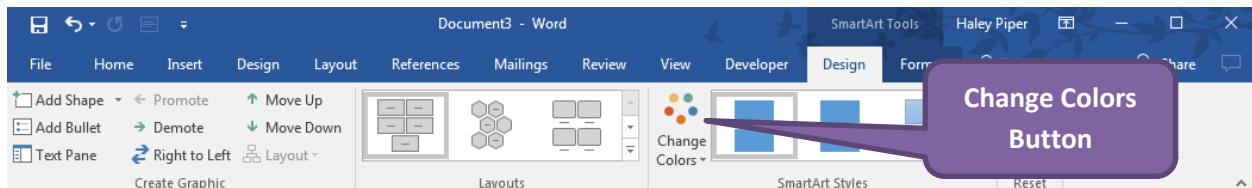


- **Step 4:** Hover the mouse over each style to see a live preview.
- **Step 5:** Select the desired style.

Change the Color Scheme

Word provides a variety of color schemes to use with SmartArt. The color schemes use Theme Colors, so they will vary depending on which Theme you are using.

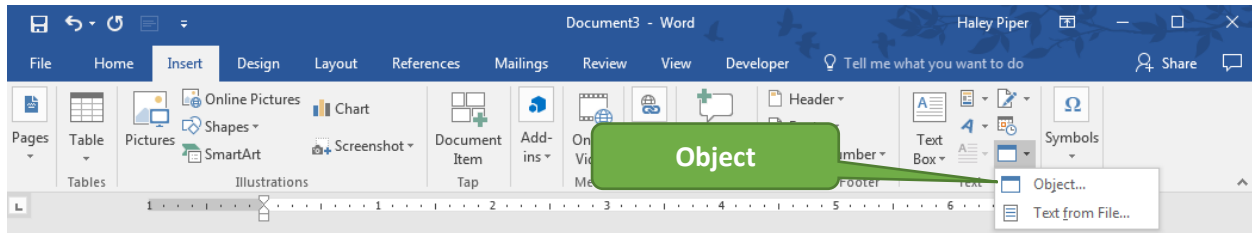
- **Step 1:** Select the graphic. The Design and Format tabs appear on the Ribbon.
- **Step 2:** Select the Design tab.
- **Step 3:** Click the Change Colors command. A drop-down menu appears showing various color schemes.
- **Step 4:** Select the desired color scheme.



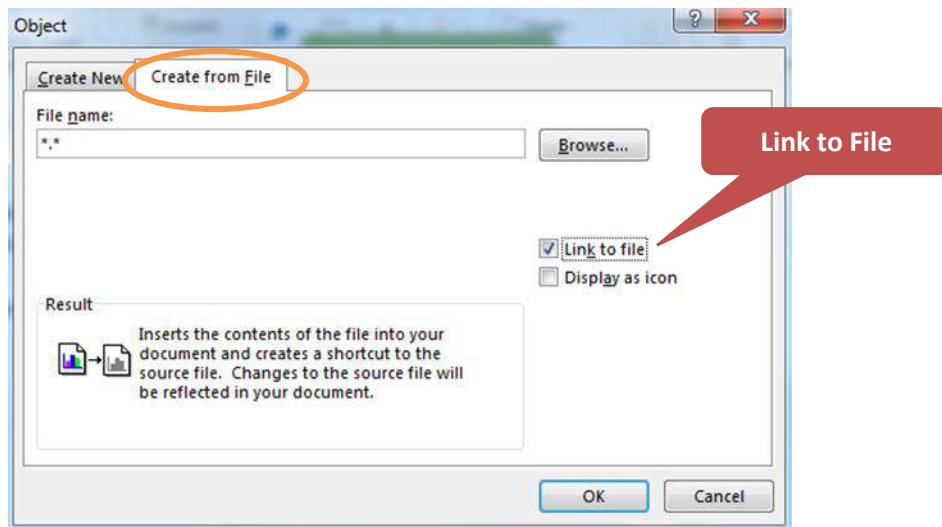
## Inserting an Excel Table into Word

If you have created a chart or table in Excel and embed it into your Word document, you can link it so when you make updates in Excel it will automatically update in Word as well. (Note: For this to work you must keep the files in the same location)

- **Step 1:** Select the Insert tab and click Object in the Text group, the Object dialog box will appear.



- **Step 2:** Click the Create from File tab and Check the “Link to file” box (this will allow the spreadsheet to automatically update in Word when you make changes via Excel)

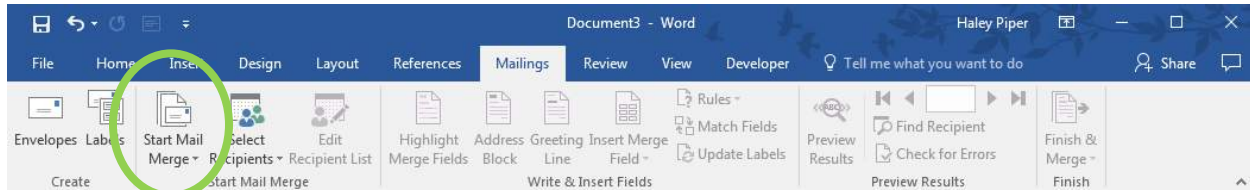


- **Step 3:** Click Browse and select the Excel file you want to embed and click Insert. The link will appear under File Name in the Object dialog box. Then Click OK.
- **Step 4:** If you want to edit the embedded chart, double-click the chart and an Excel spreadsheet containing the chart’s data will appear. You can save your changes in Excel and it will update the chart in Word.

## Mailings Tab Advanced

### **Mail Merge**

Mail merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. This comes in very handy when you are looking to send out a form or letter with the same content to multiple recipients. You can begin using Mail Merge by selecting the **Mailings** tab on the Ribbon and clicking on **Start Mail Merge**.



Once you click on **Start Mail Merge**, you can select the document type that you are creating. The Mail Merge Wizard will guide you throughout the process to link an existing list or create a new list. These lists include data to go into the document such as name and address of the recipient. Mail merge is a great tool that we will touch more on in a later chapter.

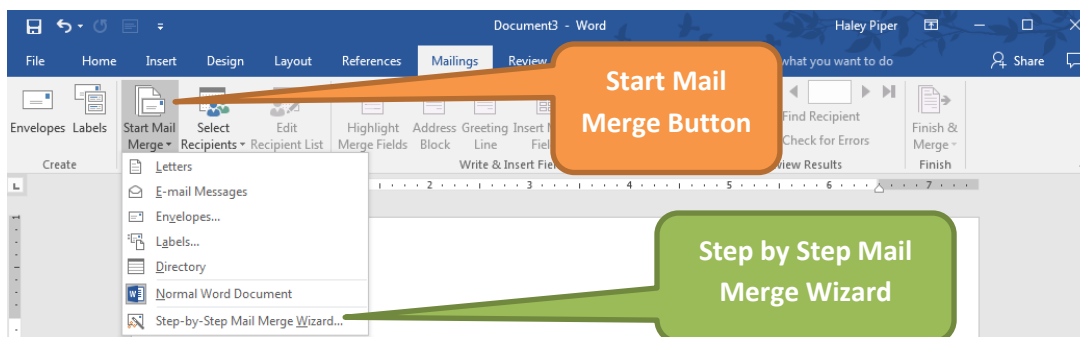
### **Using Mail Merge**

Mail merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, name tags and more using information stored in a list, database, or spreadsheet. In this section, you will learn how to use the mail merge wizard to create a data source and a form letter, and explore other wizard features.

When you are performing a Mail merge, you will need a Word document (you can start with an existing one or create a new one), and a recipient list, which is typically an Excel workbook.

### How to Use Mail Merge

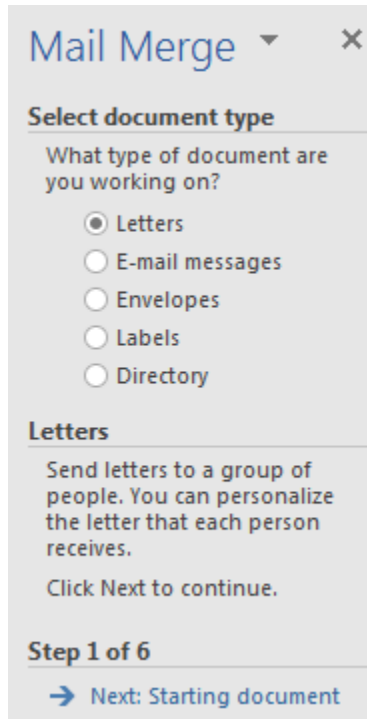
- **Step 1:** Open an existing Word document, or create a new one.
- **Step 2:** Click the Mailings tab.
- **Step 3:** Click the Start Mail Merge command.
- **Step 4:** Select Step by Step Mail Merge Wizard.



- **Step 5:** The Mail Merge task pane appears and will guide you through the six main steps to complete a mail merge. The following is an example of how to create a form letter and merge the letter with a recipient list.

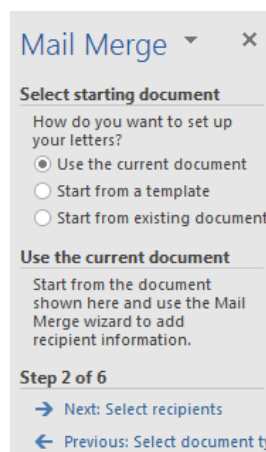
Creating a Letter with the Mail Merge Wizard

- **Step 1:** Choose the type of document you wish to create. In this example, select Letters.



Selecting a Document Type

- **Step 2:** Click Next: Starting document to move on.
- **Step 3:** Select Use the current document.

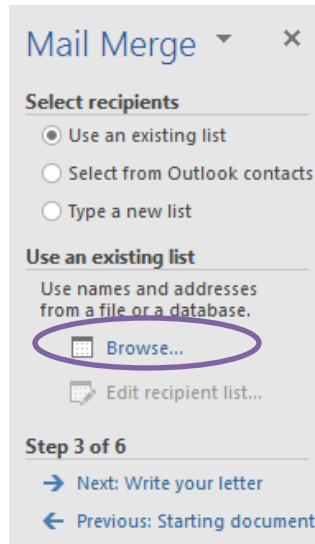


Selecting a Starting Document

- **Step 4:** Click Next: Select recipients to move on.

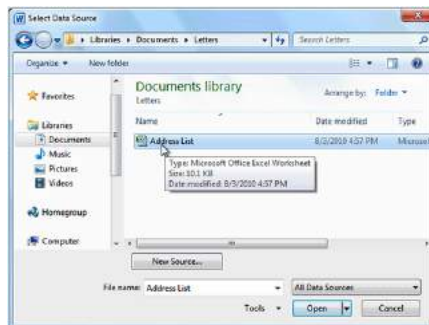
*Note: Now you'll need an address list so that Word can automatically place each address into the document. The list can be in an existing file, such as an Excel workbook, or you can type a new address list from within the Mail Merge Wizard.*

- **Step 5:** From the Mail Merge task pane, select “Use an existing list” and then click Browse.

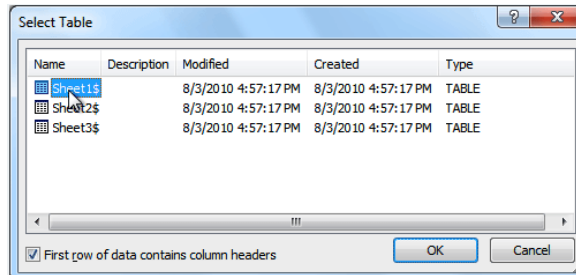


Browsing for a Data Source

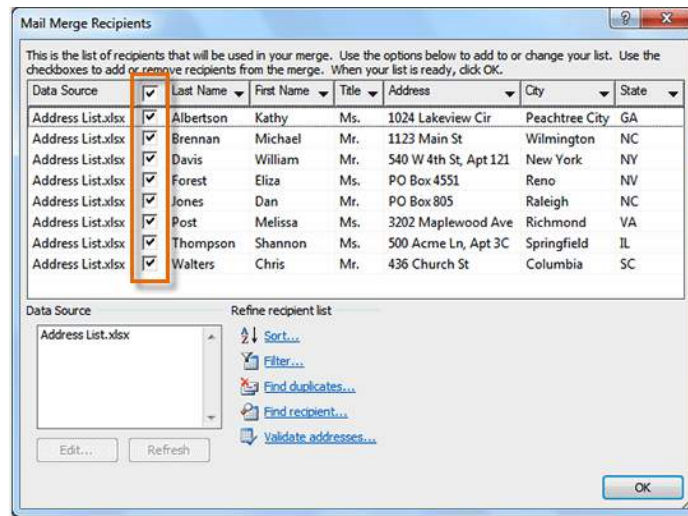
- **Step 6:** Locate your file in the dialog box (you may have to navigate to a different folder) and click Open.



- **Step 7:** If the address list is in an Excel workbook, select the worksheet that contains the list and click OK.

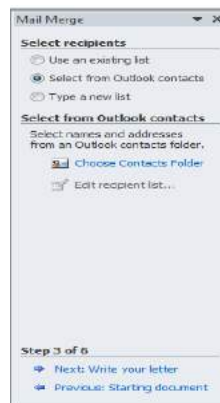


- **Step 8:** In the Mail Merge Recipients dialog box, you can check or uncheck each recipient to control which ones are used in the mail merge. When you're done, click OK to close the dialog box.

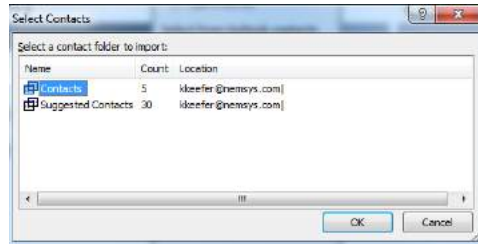


Use Checkmarks to Include or Exclude Recipients

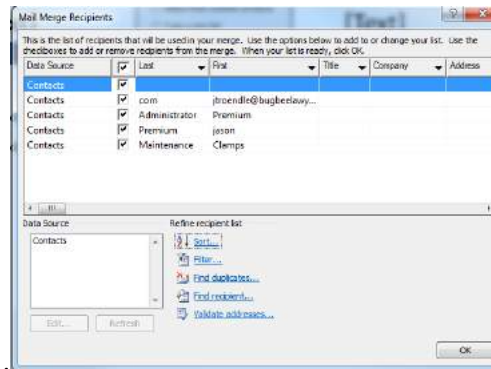
- **Step 9:** From the Mail Merge task pane, click Next: Write your letter to move to the next step.
- **Step 10:** From the Mail Merge task pane, select Select from Outlook Contacts and then click Choose Contacts Folder



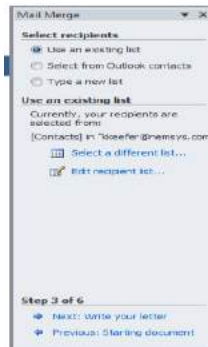
- **Step 11:** Select Contacts and click OK



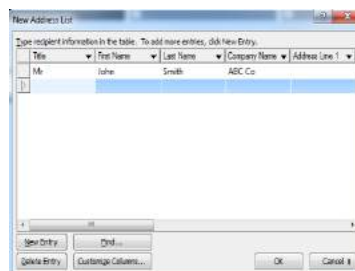
- **Step 12:** In the Mail Merge Recipients dialog box, you can check or uncheck each recipient to control which ones are used in the mail merge. When you're done, click OK to close the dialog box



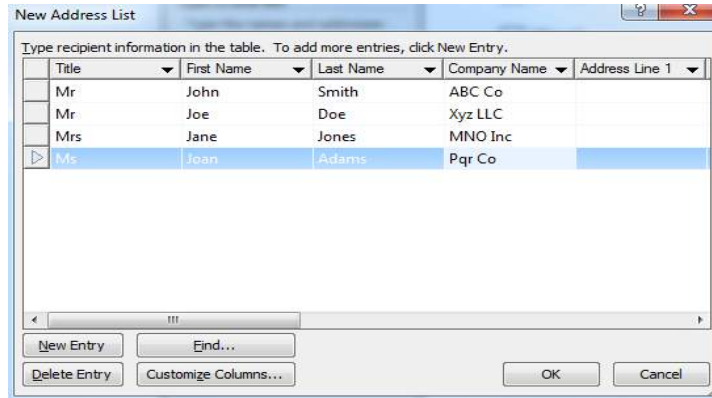
- **Step 13:** From the Mail Merge task pane, click Next: Write your letter to move to the next step.
- **Step 14:** From the Mail Merge task pane, select Type a New List and click Create



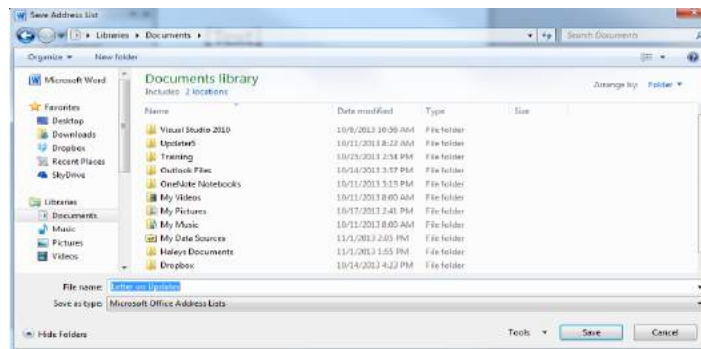
- **Step 15:** Typing right into the first box, first line to add an entry. Once completed, select New Entry to add a second Recipient



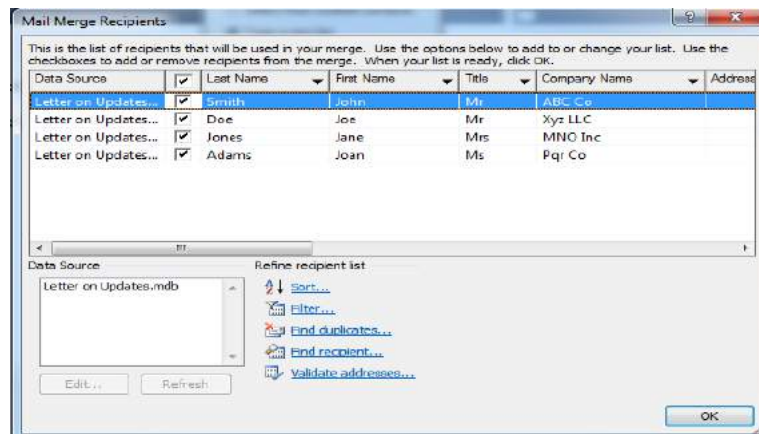
- **Step 16:** Within this box, you can Add/Delete/Update the list entries



- **Step 17:** Once this list is complete, click OK and explorer will appear, to save this list. Name the file, select the location and select Save



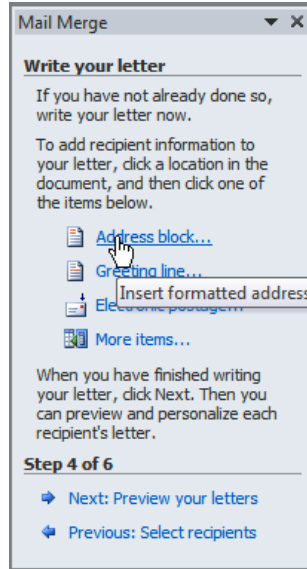
- **Step 18:** In the Mail Merge Recipients dialog box, you can check or uncheck each recipient to control which ones are used in the mail merge. When you're done, click OK to close the dialog box.



- **Step 19:** From the Mail Merge task pane, click Next: Write your letter to move to the next step.

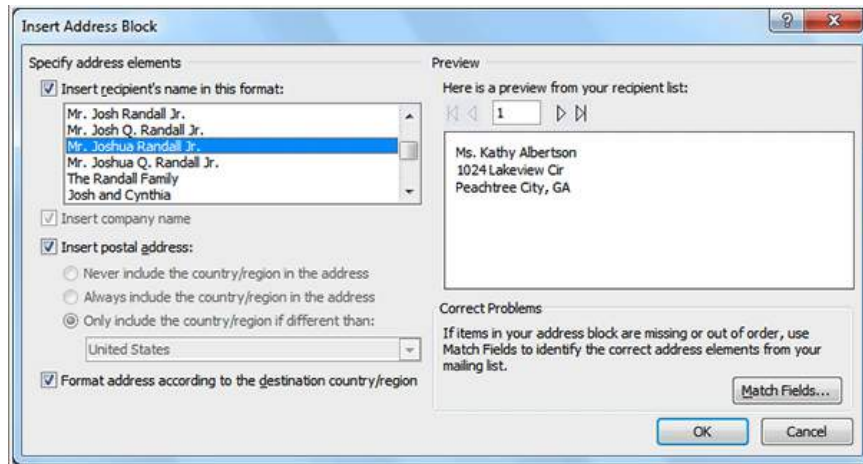
*Note: Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same, except the recipient data (such as the name and address) will be different on each one. You'll need to add placeholders for the recipient data, so that mail merge knows exactly where to add the data. If you're using mail merge with an existing letter, make sure that the file is open now.*

- **Step 20:** Now it is time to insert recipient data. Place the insertion point in the document where you wish the information to appear.
- **Step 21:** Select Address block, Greeting line, Electronic postage, or More items from the task pane.



Inserting an Address Block

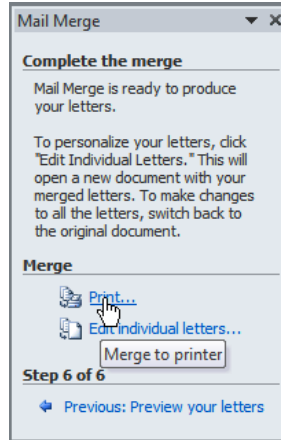
- **Step 22:** Depending on your selection, a dialog box may appear with various options. Select the desired options and click OK.



Adjusting the Address Block Formatting

- **Step 23:** A placeholder appears in your document. For example: «AddressBlock».
- **Step 24:** Repeat these steps each time you need to enter information from your data record.
- **Step 25:** From the Mail Merge task pane, click Next: Preview your letters to move to the next step.

- **Step 26:** Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.
- **Step 27:** Click Next: Complete the merge to move to final step.
- **Step 28:** Click Print to print the letters.



Printing the Letters

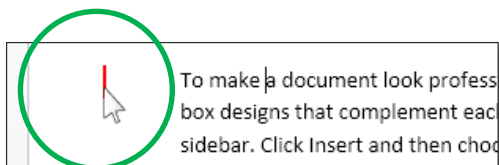
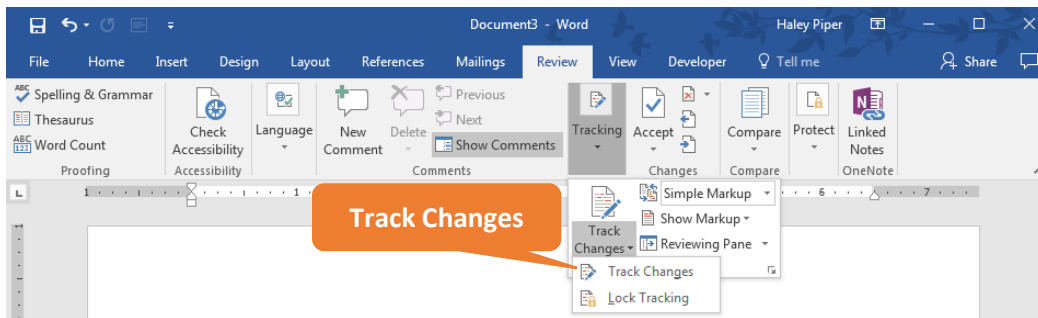
- **Step 29:** The Merge to Printer dialog box opens. Click All, and then click OK.
- **Step 30:** The Print dialog box will appear. Adjust the print settings if needed, and then click OK.

## Review Tab Advanced

### *Track Changes*

Suppose someone asked you to proofread or collaborate on a document. If you had a printed copy, you might use a red pen to cross out sentences, mark misspellings, or add comments in the margins. Word allows you to do these things electronically using the Track Changes and Comments features.

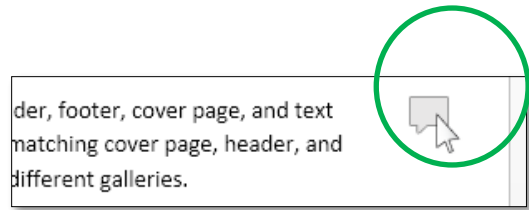
- **Step 1:** In the Review tab click on Track Changes. This puts Word in Simple Markup view.



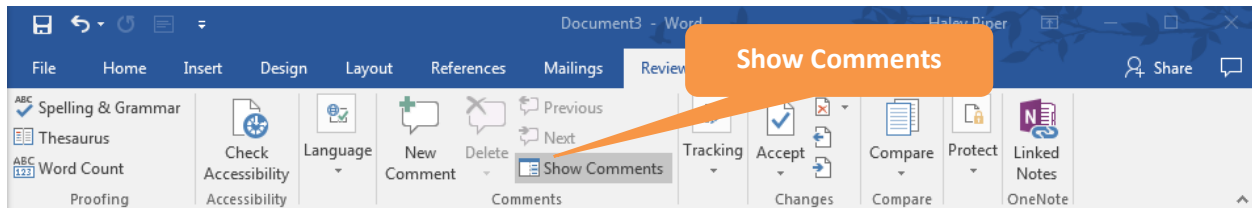
Word marks any changes that anyone makes to the document by displaying a line in the margin.

A balloon will also appear if someone has made a comment

If you click on the Line or Balloon, Word will switch into All Markup view and you can see the changes and comments.



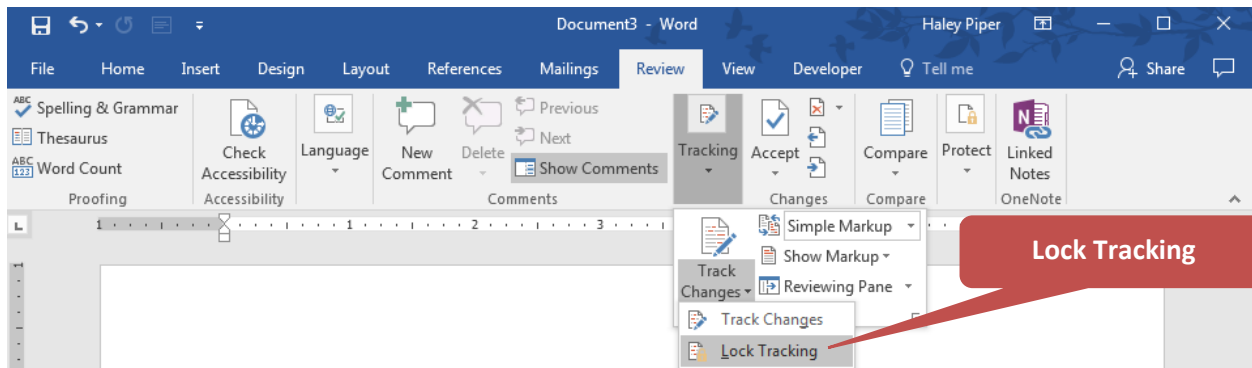
If you only want to see comments and not see changes, click Show Comments in the Comment group under the Review tab.



### Lock Track Changes

You can now prevent someone from turning off Track Changes by locking them on with a password (be sure you remember the password so you can turn them off later)

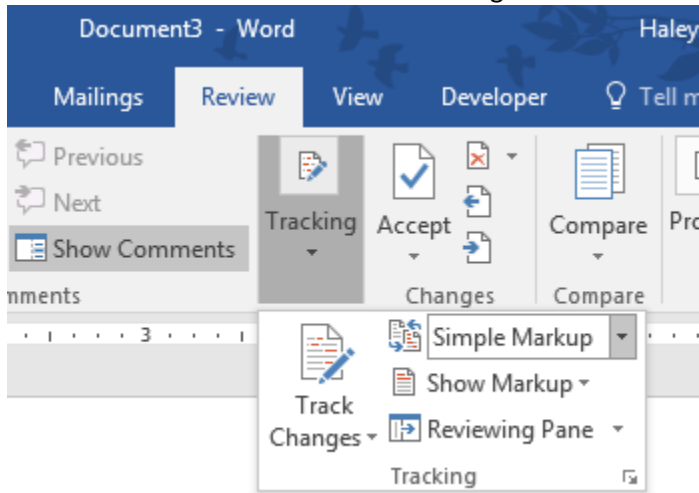
- **Step 1:** Click the Review tab and click the arrow by Track Changes and select Lock Tracking



- **Step 2:** Type a password and type it again to confirm
- **Step 3:** Click OK

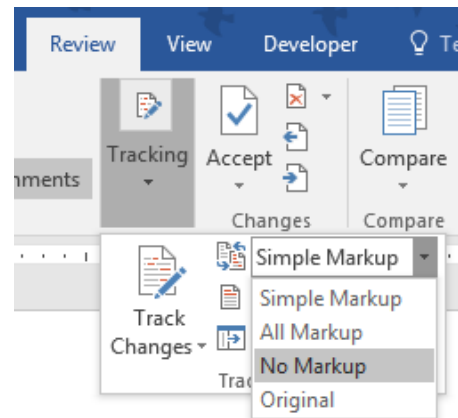
Viewing Track Changes:

- **Step 1:** From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.



- **Step 2:** In the drop-down menu, there are four options:

- **Simple Markup:** This shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.
- **All Markup:** This shows the final version with inline markups.
- **No Markup:** This shows the final version and hides all markups.
- **Original:** This shows the original version and hides all markups.



- **Step 3:** Select the desired option from the drop-down menu. In our example, we'll select No Markup to preview the final version of the document before accepting the changes.

You can also click the marker in the left margin to switch between **Simple Markup** and **All Markup**.



Hiding Track Changes is not the same as **reviewing changes**. You will still need to **accept** or **reject** the changes before sending out the final version of your document.

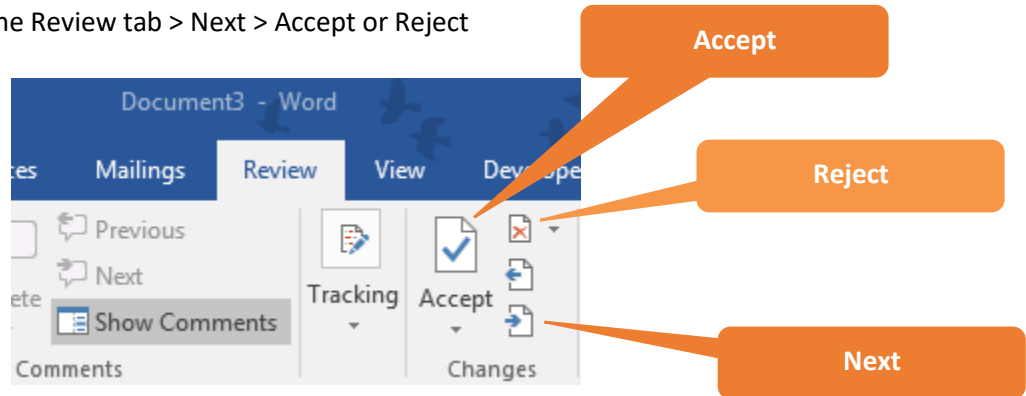
### Turn off Track Changes

To turn off Track Changes, click the Track Changes button.

### Remove tracked changes

You need to accept or reject changes to remove them from a document.

- **Step 1:** Click the Review tab > Next > Accept or Reject

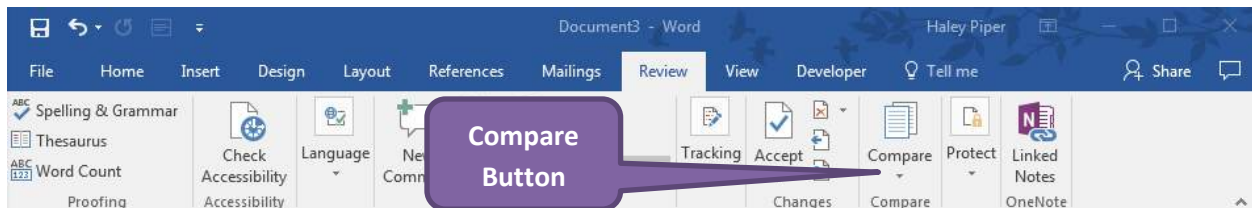


Word will accept the change or remove it and will move to the next change.

### **Compare Documents**

The legal blackline option compares two documents and displays only what changed between them. The documents that are being compared are not changed. The legal blackline comparison is displayed by default in a new third document.

- **Step 1:** Open the documents that you want to compare.
- **Step 2:** On the Review tab, in the Compare group, click Compare.



- **Step 3:** Click Compare two versions of a document (legal blackline).
- **Step 4:** Under Original document, browse for the document that you want to use as the original document.
- **Step 5:** Under Revised document, browse for the other document that you want to compare.
- **Step 6:** Click More, and then select the settings for what you want to compare in the documents. Under Show changes, choose whether you want to show character or word level changes.

*Note: Any options that you select under More will be the default options for comparison the next time you compare documents.*

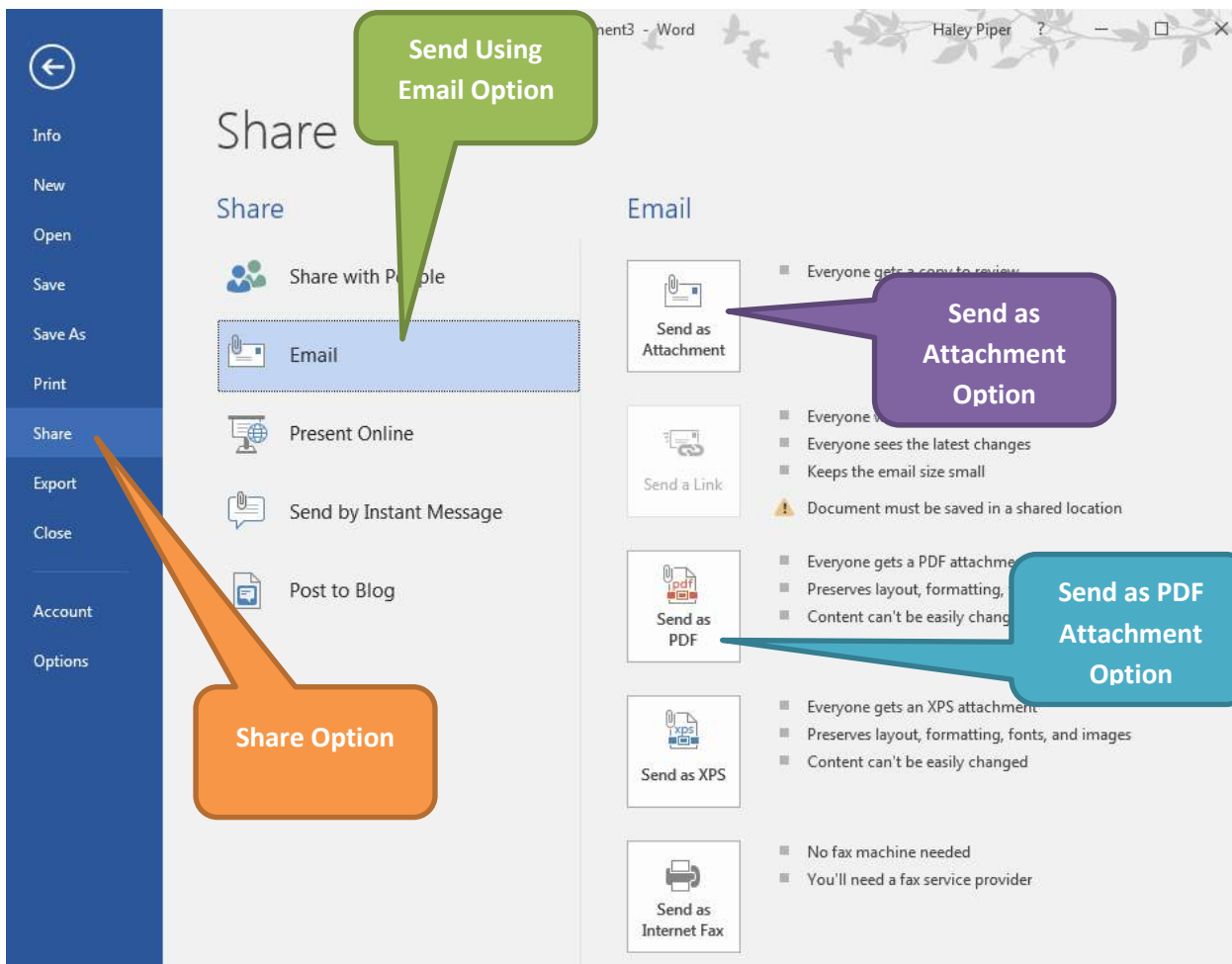
- **Step 7:** Click OK.
- **Step 8:** If either version of the document has tracked changes, Microsoft Word displays a message box. Click Yes to accept the changes and compare the documents.
- **Step 9:** Microsoft Office Word displays a new third document in which tracked changes in the original document are accepted, and changes in the revised document are shown as tracked changes.

## **File Tab Advanced**

### ***Sharing***

#### ***Send a Document as an Email Attachment***

- **Step 1:** Click File.
- **Step 2:** Click Save & Send.



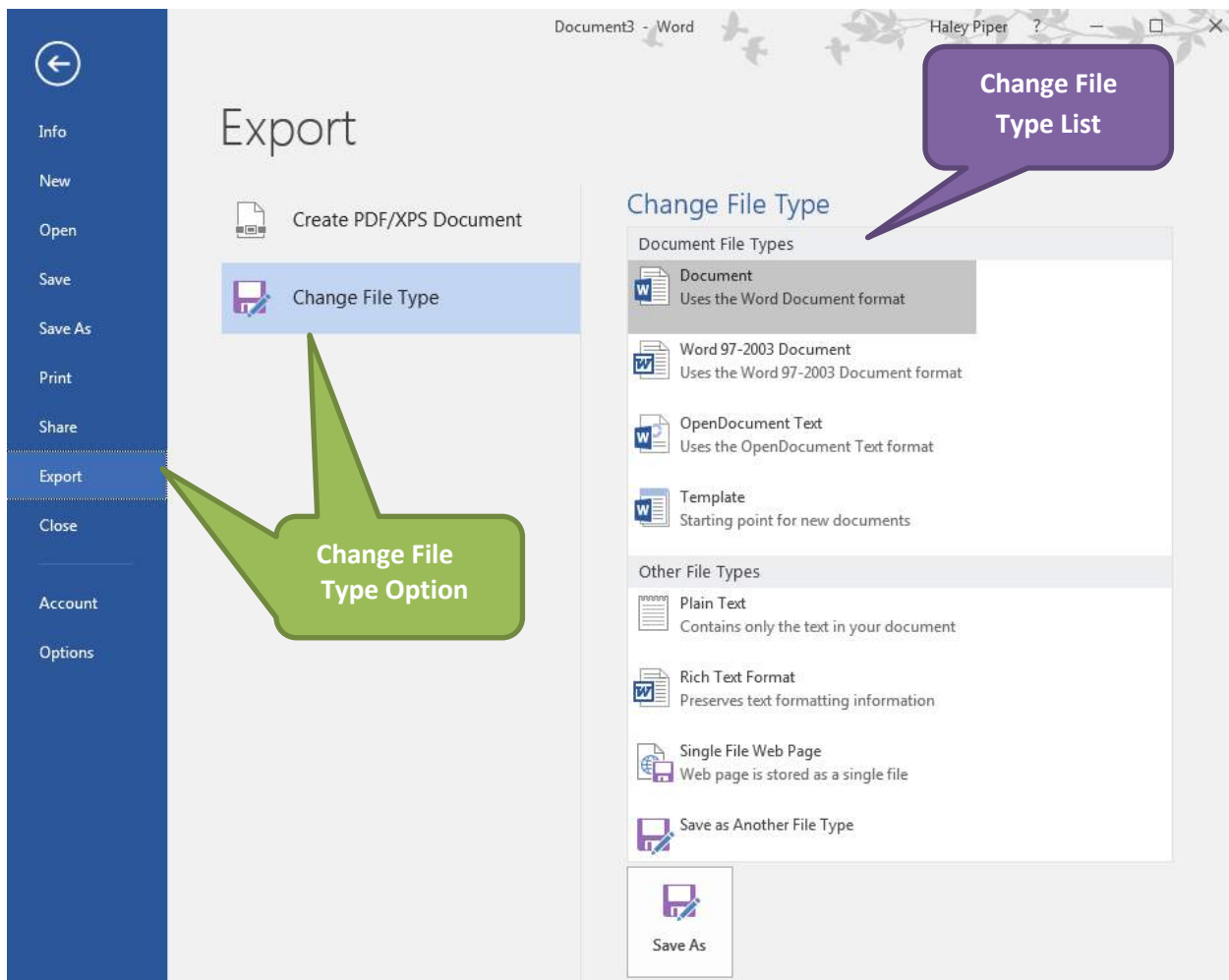
- **Step 3:** Select Send Using E-mail, and then choose one of the following options:

- **Send as Attachment** - Opens an e-mail message with a copy of the file in its original file format attached.
- **Send as PDF** - Opens an e-mail message with a copy of the file in .pdf format attached.
- **Send as XPS** - Opens an e-mail message with a copy of the file in .xps format attached.
- **Step 4:** Enter the recipient(s), edit the subject line and message body as necessary, and then click Send.

### Change File Type

If you are using Microsoft Office 2013 or newer, you can share files with people using an earlier version of Microsoft Office by saving the file in the appropriate file format. For example, you can save your Word 2016 document (.docx) as a 97-2003 document (.doc) so a person using Microsoft Office Word 2000 can open it.

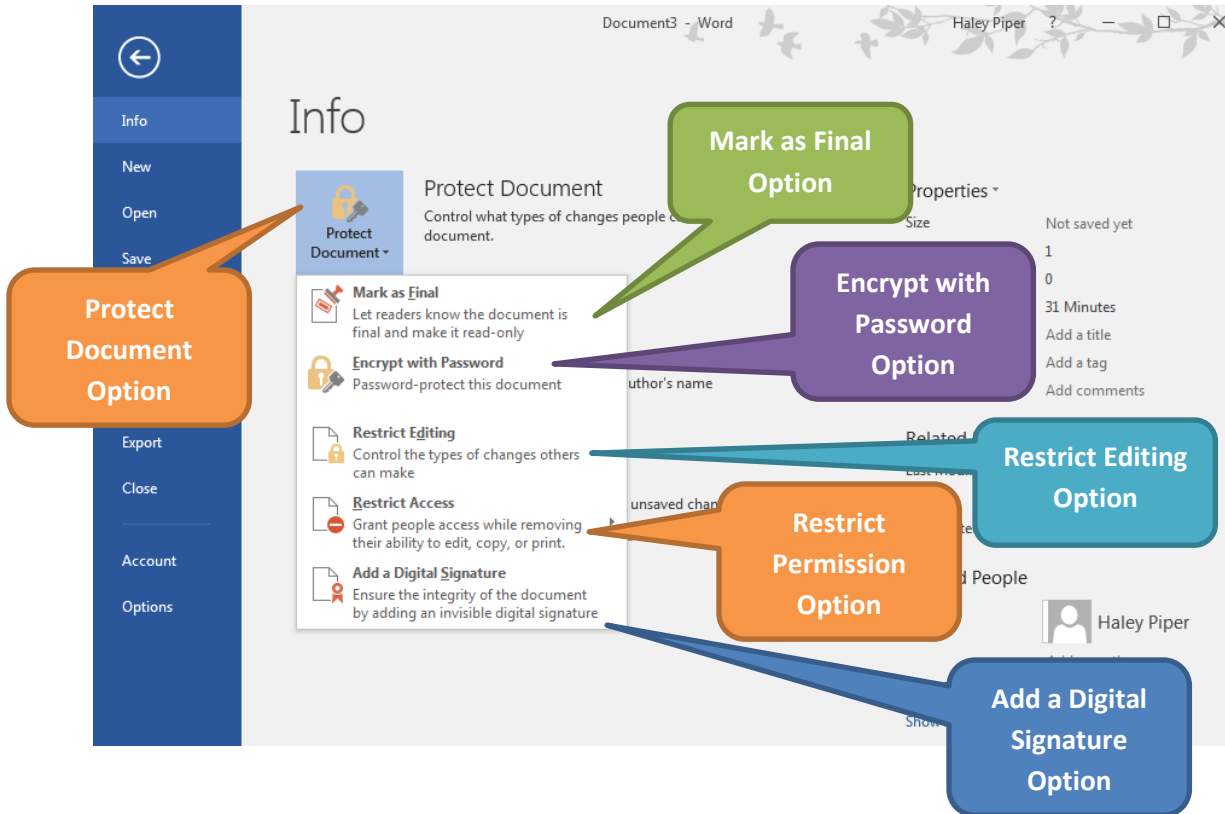
- **Step 1:** Click the File tab.
- **Step 2:** Click Save & Send.
- **Step 3:** Under File Types, select the earlier file format that you want to save the file in.



- **Step 4:** If you want to rename the file, type a new name for the file in the File name box.
- **Step 5:** Click Save.

### Protecting Your Document

Listed below are a list of ways to protect your document and these options are available in the backstage view that you can access by clicking the File tab and selecting the Info option.



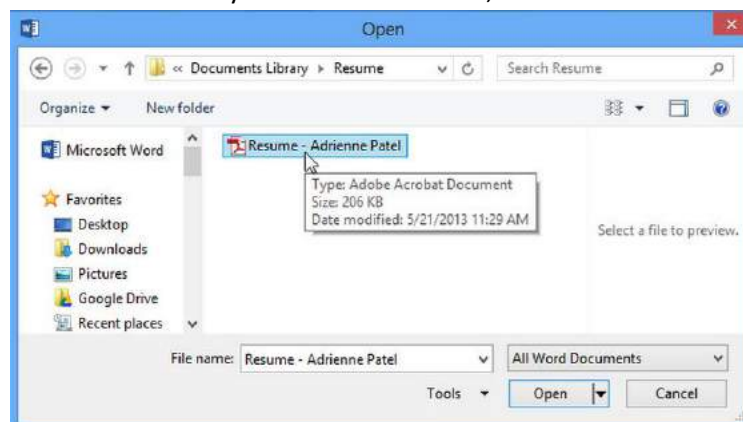
- **Mark as Final** - Make the document read-only. When a document is marked as final, typing, editing commands, and proofing marks are disabled or turned off and the document becomes read-only. The Mark as Final command helps you communicate that you are sharing a completed version of a document. It also helps prevent reviewers or readers from making inadvertent changes to the document.
- **Encrypt with Password** - Set a password for the document. When you select Encrypt with Password, the Encrypt Document dialog box appears. In the Password box, type a password. Important: Microsoft cannot retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.
  - To turn off password encryption: Select this option again, clear password characters from box and click OK.
- **Restrict Editing** - Control what types of changes can be made to the document. When you select Restrict Editing, you see three options.

- **Formatting restrictions** - This reduces formatting options, preserving a look and feel. Click Settings to select which style are allowed.
- **Editing restrictions** - You control how the file can be edited or you can disable editing. Click Exceptions or More users to control those who can edit.
- **Start enforcement** - Click Yes, Start Enforcing Protection to select password protection or user authentication. You can also click Restrict permission to add or remove editors who'll have restricted permissions.
- **Restrict Permission by People** - Use a Windows Live ID to restrict permissions. Use a Windows Live ID or a Microsoft Windows account to restrict permissions. You can apply permissions via a template that is used by your organization, or you can add permissions by clicking Restrict Access. To learn more about Information Rights Management, see Information Rights Management in Office.
- **Add a Digital Signature** - Add a visible or invisible digital signature. Digital signatures authenticate digital information such as documents, email messages, and macros by using computer cryptography. Digital signatures are created by typing a signature or by using an image of a signature to establish authenticity, integrity, and non-repudiation. See the link at the end of this topic to learn more about digital signatures.

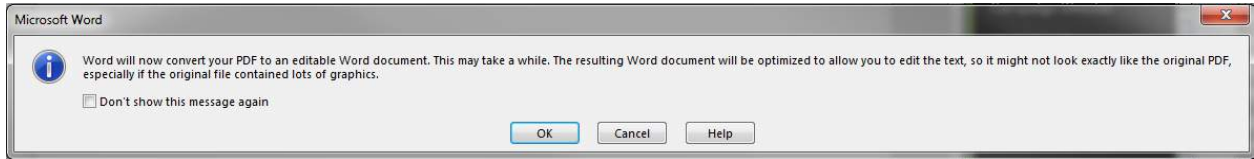
### Open and Edit a PDF

A PDF file is a type of file that is designed to be viewable on any computer. It is useful when you want to send a document to someone and you're not sure whether that person has Microsoft Word. PDF files are designed for viewing rather than editing, so they are ideal for situations where you have a final version that does not need any changes. However, if you need to edit a PDF file for any reason, Word allows you to edit it by converting it into a Word document.

- **Step 1:** Click the File tab.
- **Step 2:** Click Open
- **Step 3:** Locate & select the PDF file you would like to edit, click OPEN



- **Step 4:** A dialog box will appear confirming whether you want to convert the PDF file into a Word document, click OK.



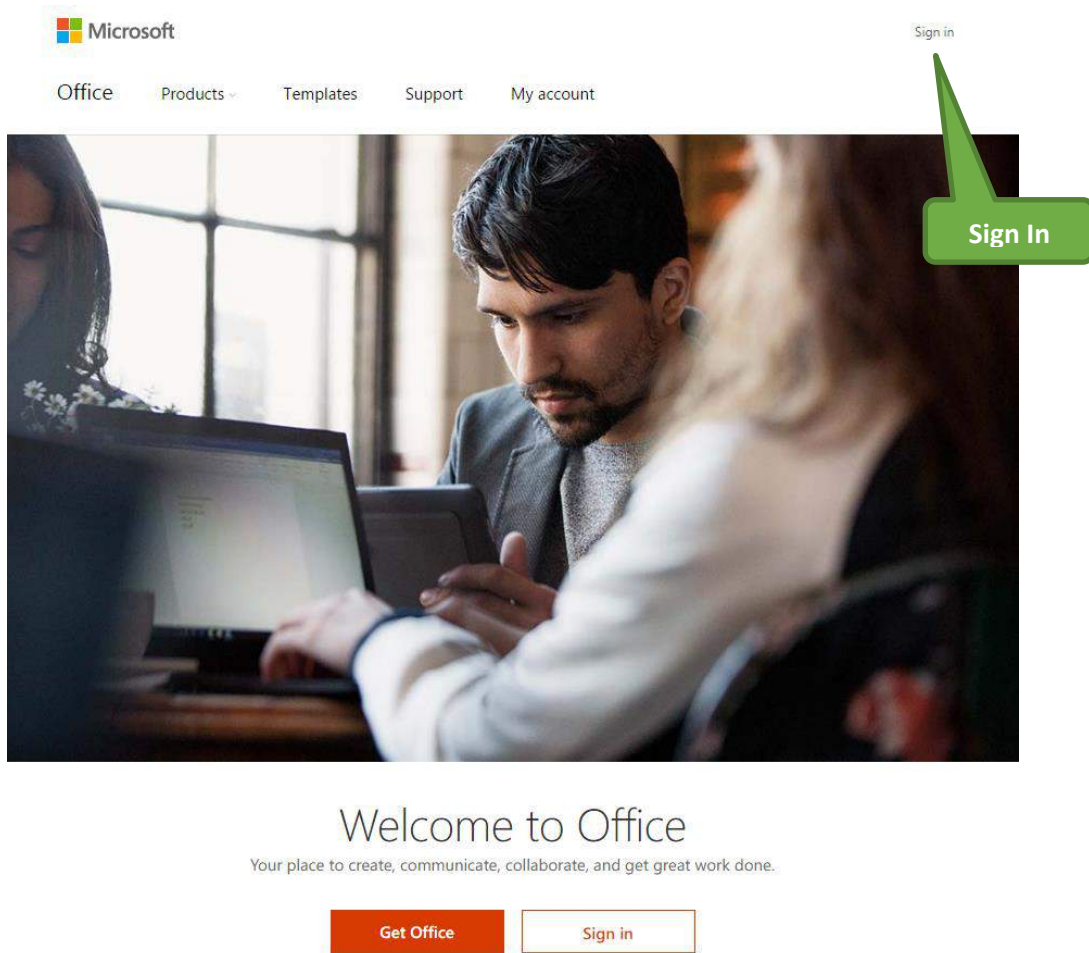
- **Step 5:** The bottom of the word screen will show a status bar as the document is converting.



- **Step 6:** The PDF file will appear in the Word window as an editable document. You can now make any changes you want.

**NOTE:** Converting a PDF file into a Word document may cause some graphics and content to look different or disappear altogether.

### Office Online



Type [www.Office.com](http://www.Office.com) into your web browser.

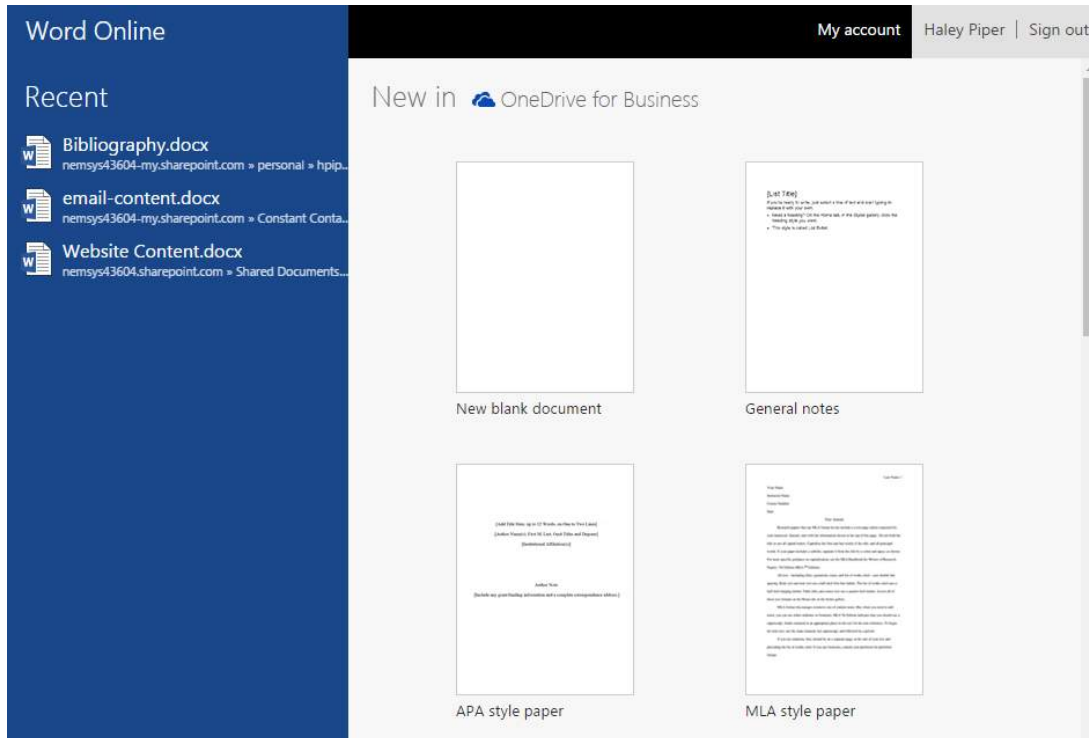


The upper right corner has a space to sign in with your Microsoft email. (The name you use to sign in to Outlook)

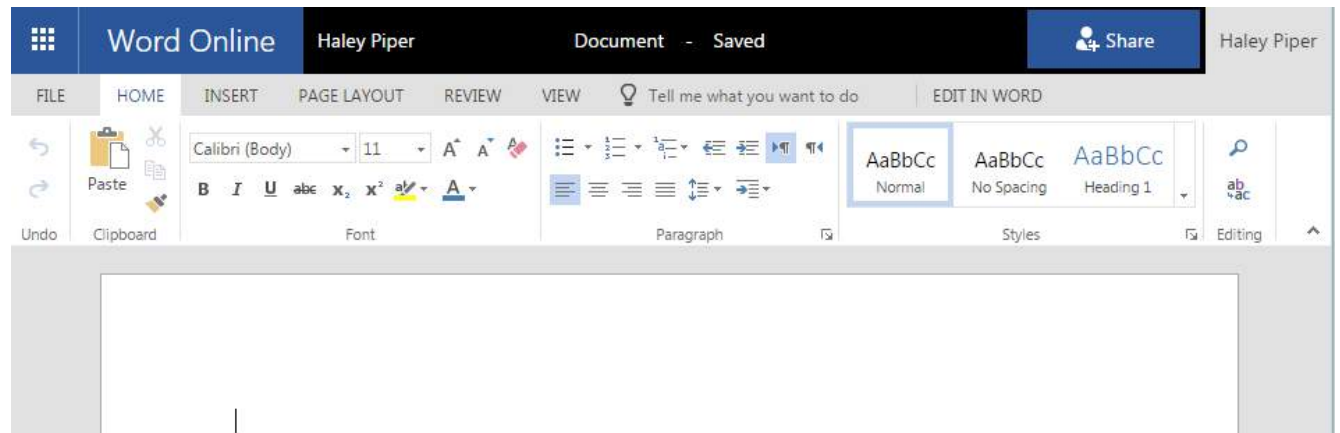
Simply click on a tile to enter that program. In this example, I choose Word.

Word then asks me to choose if I want a new document, to browse templates, or to open a document that I have already saved to my OneDrive.

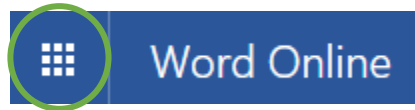
*OneDrive is where you can save all your files and access them at any time from any location such as a tablet, smart phone, or computer.*



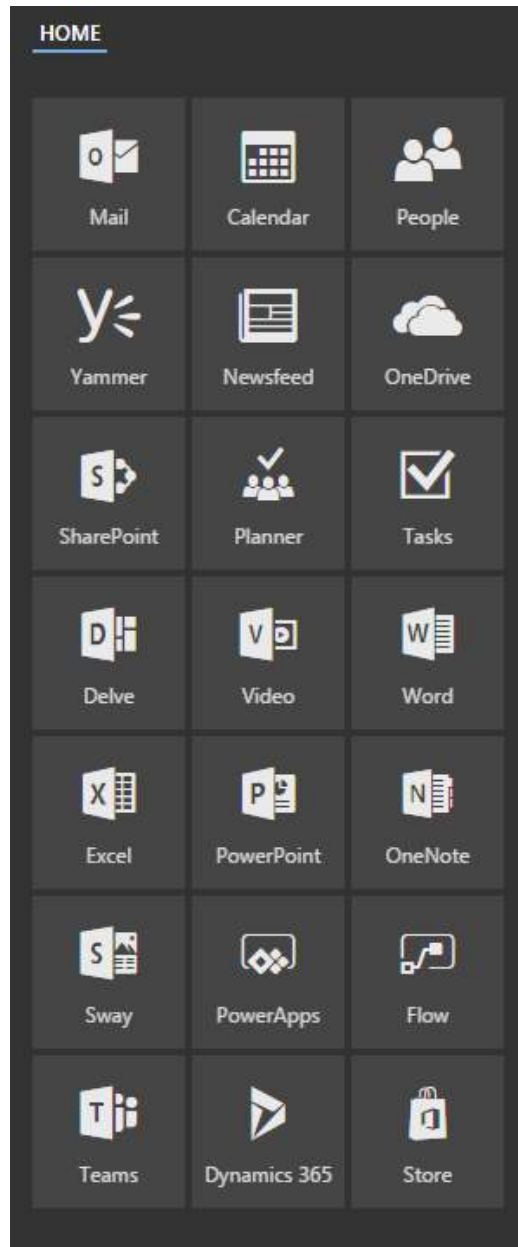
As you can see below, the program appears exactly the same in your browser window.



To switch programs simply click on the drop-down arrow in the upper left corner of your screen.



A box will appear that gives you access to all the other programs. Click on the program you want to open next and it will open in a new window. You can have multiple windows open with different programs in each window.

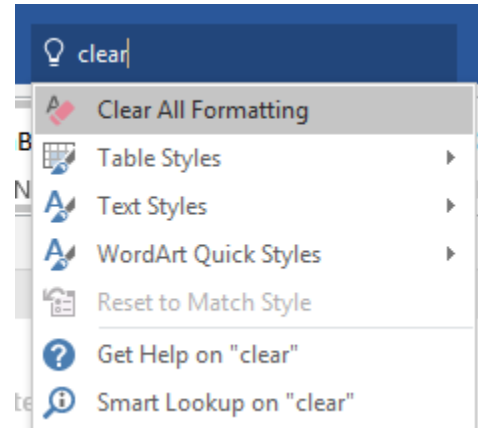
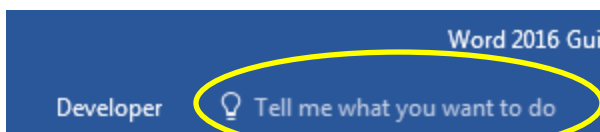


## What's new in Microsoft Word 2016

If you have become familiar with Word 2013 the transition to Word 2016 should be seamless. There are only a few minor changes that have been introduced in Word 2016. The following are some of the new features to Microsoft Word 2016.

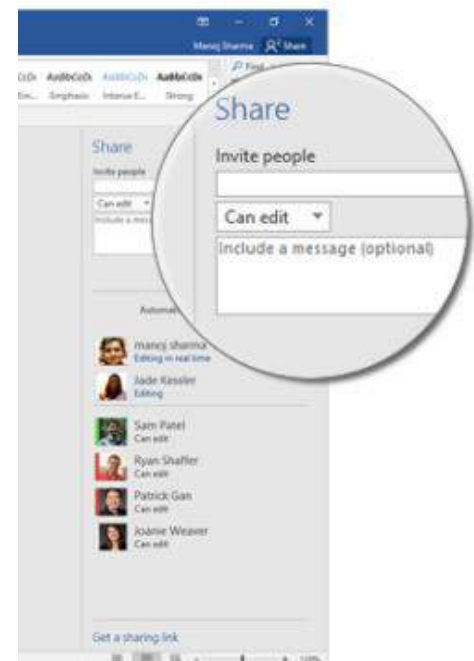
### Tell Me

The “Tell Me” feature is a brand new for Microsoft Office 2016 and is located at the end of the ribbon tabs. Sometimes it can be tricky to remember where commands reside the ribbon, especially if you don't use them often. The “Tell Me” feature acts as a search bar where you can type in what you are looking for and Word will give you a list of commands to choose from. “Tell Me” saves you from searching through the many ribbon tabs and directs you to the exact command you're searching for.



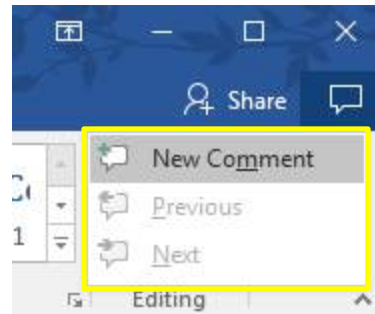
### Share

The new Share button makes it easier than ever to collaborate with others. This button can be found in the upper-right corner, beneath the close button. Once you have saved your document to OneDrive or SharePoint, all you need to do is click the Share button and type in the names of individuals you wish to collaborate with. You can also decide what level of permissions you would like them to have by selecting an option from the drop-down box. Finally, you can include a message with your invite so the recipient knows exactly what you need from them.



## Easy to Find Comments

Next to the Share button is a Comment button for easy access to comments from collaborators. Keep in mind, you can still find the new comment button under the Review tab where it has always been. Simply click the Comment button next to the Share button and you will see options to insert a New Comment or jump around to the previous or next comment within the document.



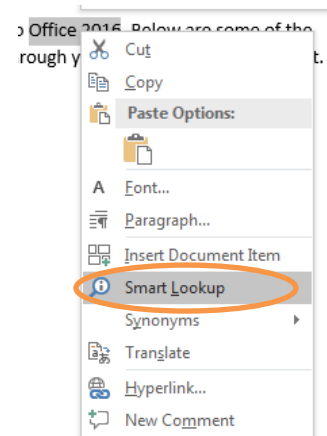
## Smart Lookup

Smart Lookup is available in all Office 2016 programs, including Word 2016. Think of this new feature as a digital research assistant. It can pull information from the web to enhance your work or assist with unfamiliar content. Simply highlight a word or phrase that you wish to research, then right-click and select Smart Lookup. A pane will appear on the left of the screen with links of information to choose from with more information on the selected text.

**Step 1:** Highlight word/phrase

**Step 2:** Right-click the selected text

**Step 3:** Choose Smart Lookup from the dropdown menu



***If you have any additional questions, make sure to check out our other trainings and guides at the Nemsys Training Website or contact us at 419.243.3603***