

University Information Technology Services

Microsoft Office Word 2016 for Windows

Introduction to Word

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

Copyright © 2016 KSU Division of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Division is expressly prohibited.

Published by Kennesaw State University – UITS 2016

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITS use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Word are trademarks of the Microsoft Corporation.

University Information Technology Services

Microsoft Office: Word 2016 for Windows Introduction to Word

Table of Contents

Introduction	. 5
Learning Objectives	. 5
The Word 2016 Interface	. 6
The Backstage View	. 6
The Ribbon	. 7
Customizing the Ribbon	. 7
The Quick Access Toolbar	. 9
Tell Me	10
Search for Features	10
Get Help with Word	11
Smart Lookup	12
The Mini Toolbar	13
Disable the Mini Toolbar	13
The Status Bar	13
Customize the Status Bar	14
Creating a New Document	14
Setting up Your Document	15
Setting Margins	16
Setting the Default Font	16
Setting Default Paragraph Alignment	18
Adding Styles	19
Add a Style to Your Document	19
Adding Themes	20
Editing a Document	21
Entering Text	21
Formatting Text	21

Character Formatting	21
Paragraph Formatting	21
Enabling the Ruler	22
Setting Tab Stops	22
Adding a Leader to Tab Stops	23
Selecting Different Tab Stops	24
Headers and Footers	24
Editing Headers & Footers	25
Removing Headers & Footers	25
Adding Page Numbers to Your Document	26
Cut, Copy, and Paste Text	26
Cutting and Pasting Text	26
Copying and Pasting Text	27
Navigating the Document	27
Using Find	28
Using Go To	28
Navigation Pane	29
Proofing and AutoCorrect Options	30
AutoCorrect Options	30
Spelling & Grammar Check	31
Thesaurus	32
Saving a Document	33
Compatibility Mode	35
Printing a Document	36
Additional Help	37

Introduction

This booklet is the companion document to the Intro to Word 2016 workshop. It includes an introduction to the interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Word 2016 interface.
- Use the Tell Me feature to enter words and phrases related to what you want to do next to quickly access features or actions.
- Create a new document.
- Set document margins.
- Set paragraph alignment, indentation, and spacing.
- Set tabs.
- Add headers and footers to a document.
- Apply a theme to a document.
- Format text.
- Check the document for spelling and grammar.

The Word 2016 Interface

The Word 2016 interface is very similar to the Word 2013 interface, with a few minor changes. The following describes the Word 2016 interface.

The Backstage View

When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates. The following explains how to enter the *Backstage View* after creating your document:

1. Click the File tab.



Figure 1 - File Tab (Backstage View)

- 2. From the Backstage View, you can perform the following actions:
 - a. Back Takes you back to edit your document (See Figure 2).
 - b. Info Obtain information about your documents (See Figure 2).
 - c. New Create a new document from a blank or pre-formatted template (See Figure 2).
 - d. **Open** Open a document (See Figure 2).
 - e. Save Save the document to keep your edits (See Figure 2).
 - f. Save As Resave a saved document as a different filename or file type (See Figure 2).
 - g. Print Print documents and see a preview of your document (See Figure 2).
 - h. **Close** Close the document (See Figure 2).

		Document1 - Word	?	-		\times
E					Randall	Dean
Info 🚺) Info					
New C		Protect Document	Properties -			
Open d	Protect	Control what types of changes people	Size	Not saved	yet	
Save e	Document *		Pages Words	1 0		
Save As		land Damas	Total Editing Time Title	1 Minute Add a title		
Print g	Check for	Inspect Document Before publishing this file, be aware	Tags Comments	Add a tag Add comr	nents	
Share	Issues *	that it contains: Document properties and author's name	Related Dates			
Export		autions name	Last Modified			
Close h	Manage	Manage Document Check in, check out, and recover unsaved changes.	Created Last Printed	Today, 2:5	7 PM	
Account	Document *	There are no unsaved changes.	Related People			
Options			Author	R	an	
				Add an au		
			Last Modified By	Not saved	yet	
			Show All Properties			

Figure 2 - Backstage View

The Ribbon

The Ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. Each product in the Office Suite has a set of tabs that pertain to the functionality of that application. Each tab is further divided into *groups* such as the *Font* and *Paragraph*.

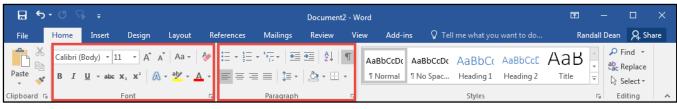


Figure 3 - The Ribbon

At the bottom right-hand corner of some groups, there is a diagonal arrow called a *Dialog Box Launcher* (See Figure 4). Clicking this button opens a dialog box for that group containing further option selections for the group.

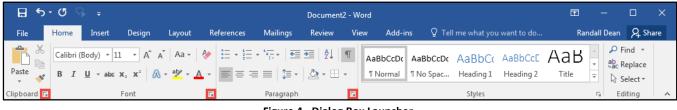


Figure 4 - Dialog Box Launcher

Contextual tabs will appear depending on what you are working on. For example, if you've inserted pictures, the tab appears whenever a picture is selected.

🗄 গ	E 5 · 0 9 = Document2 - Word									Picture Tools				- 10	o x
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Add-ins	Format				Randall Dean	₽ Share
Remove Background		ons Color	Artistic	🛋 Compress 🚰 Change Pi 🖼 Reset Picto	icture						Picture Border ▼ Q Picture Effects ▼ ▼ G Picture Layout ▼	Position Text + BSelection Pane	H.C.	Crop width: 3.77"	
		Adj	ust						Picture Styles	5	G.	Arrange		Size	5 A
	Figure 5 - Contextual Tab														

Customizing the Ribbon

You can hide/unhide tabs that you do not use, or create your own tab of favorite tools. The following explains how to customize the *Ribbon* to build your own tabs and groups.

1. Click the **File** tab.

⊟⇒∗ে⊊	Document2 - Word	⊡ – □ ×
File Home Insert Design Layout References	Mailings Review View Add-ins ${\mathbb Q}$ Tell me what you want to do	Randall Dean 🛛 🞗 Share
En Copy	Image: second secon	AaBbCCE AaBbCcD Heading 2 Heading 3
Clipboard 🕞 Font	ra Paragraph ra Styles	🕞 Editing 🔺

Figure 6 - File Tab (Backstage View)

2. In the Backstage View, click Options.

- 3. In the *Word Options* dialog box, click **Customize Ribbon** (See Figure 7).
- 4. Click the **New Tab** button (See Figure 7).
- 5. A *New Tab* has been added in the list of *Main Tabs*. Under *New Tab*, you will see *New Group* is already selected for you (See Figure 7).
- 6. From the column on the left, select a **command** from the list under *Choose commands from* to add to the *New Group* (See Figure 7).
- 7. Click the Add button (See Figure 7).

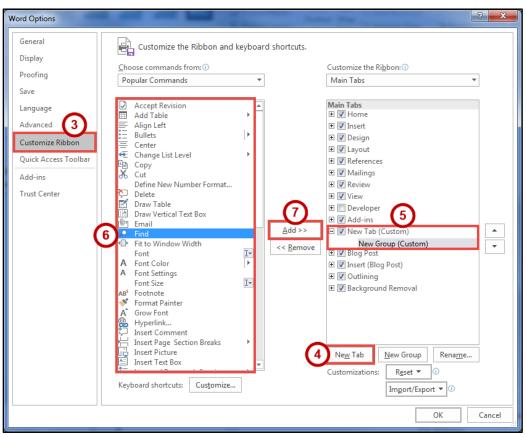


Figure 7 - Creating a New Tab

- 8. The command will be added to your *New Group* tab.
- 9. To rename the tab or group, right-click on the **New Tab** or **New Group** (See Figure 8).
- 10. Click **Rename** (See Figure 8).
- 11. To hide a tab, remove the **check-mark** next to the name of the tab (See Figure 8).

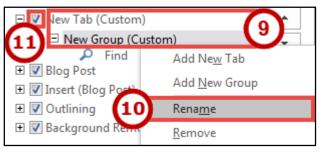


Figure 8 - Rename New Tab or New Group

The Quick Access Toolbar

The *Quick Access Toolbar* is located in the upper-left part of the main Word window, above the *File* and *Home* tabs. It provides easy access to commands that you may use often and be customized to your preferences. The following explains how to customize the *Quick Access Toolbar*:

- 1. Click the **drop-down arrow** in the *Quick Access Toolbar* (See Figure 9).
- 2. In the *Customize Quick Access Toolbar drop-down* menu, click the **command(s)** you wish to add or remove from your *Quick Access Toolbar* (See Figure 9).
- 3. Click More Commands (See Figure 9).

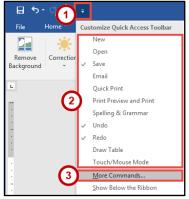


Figure 9 - Customize Quick Access Toolbar

- 4. In the *Customize Quick Access Toolbar* window, from the column on the left, select a **command** from the list under *Choose commands from* to add to your *Quick Access Toolbar* (See Figure 10).
- 5. Click the Add button (See Figure 10).
- 6. Click the **Ok** button (See Figure 10).

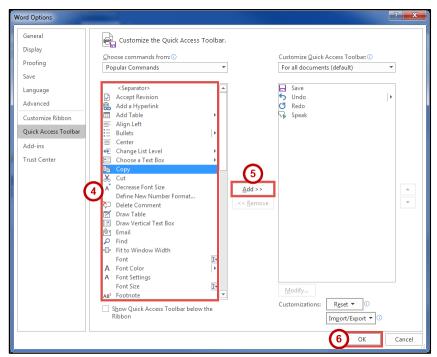


Figure 10 - Adding Commands to the Quick Access Toolbar

Tell Me

The Tell Me feature allows you to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *ribbon*.

Search for Features

1. Click the **Tell Me** box.

	. ه. ا	5 🖓	÷						Do	cument	2 - Word				 ħ	-	· 🗆	×
File	e Ho	me	Inser	t Design	Layout	References	М	ailings	Review	View	Add-ins	♀ Tell r	me what you v	vant to do	Ra	ndall [Dean 🗛 Sh	are
Paste	Cut Cop • V Form	У		Calibri (Body) B I <u>U</u> → a								AaBbCcDc 1 Normal	AaBbCcDc 11 No Spac	AaBbC(Heading 1	AaB _{Title}		P Find ▼ ^{ab} _{4ac} Replace ^b _{4ac} Select ▼	
	Clipboar	d	Es.		Font		Es.		Paragra	ph	Es.			Styles		E.	Editing	~
	Clipboar	d	F ₂		Font		Fa		Paragra	ph				Styles		E I	Editing	g

Figure 11 - Tell Me

- 2. Type the **feature** you are looking for (See Figure 12).
- 3. In the *Tell Me* drop-down, you will receive a list of *features* based on your search. Click the **Feature** you were looking for (See Figure 12).

B	জন ৫ জি 🕫					Doc	ument2	- Word		2		Ŧ	-		×
File	Home Inse	rt Design	Layout	References	Mailings	Review	View	Add-ins	Q	Insert Picture		Rar	ndall De	an 🎗 Sh	are
	് Cut I∎ Copy	Calibri (Body)	- 11 - A	A Aa -		+ ¹ - +	⊨ →≡	7.4		Insert Picture	BbCcE	АаВ		P Find ▼	
Paste	Format Painter	BIU-	abe X. X ²	A - aby - A	. = = :	= = 1=	- 8			Online Pictures Picture Content Control	ading 2	Title	- No.	l <mark>a</mark> c Replace ↓ Select =	
-	💎 Format Painter			00				- 6			<u>y</u>				
_	Clipboard 🕞	_	Font		Fail	Paragrap		5	_ <u>,</u>	Compress Pictures			E.	Editing	~
L	1 · ·	• • • • • 8		1	2		3	4	1	Reset Picture	· · △ ·	7			
**									0	Get Help on "Insert Picture"					
									¢	Smart Lookup on "Insert Pict					

Figure 12 - Select a Feature

4. You will either be taken to the *feature* or a dialog box of that feature will open.

INS	sert Pictures		
2	From SharePoint Browse content on your SharePoint sites	Browse ►	
b	Bing Image Search Search the web	Search Bing	Q

Figure 13 - Insert Pictures Online Dialog Box

Get Help with Word

To receive Microsoft Word Help, either type in the *Tell Me* box or press the *F1* key on the keyboard.

1. Click in the **Tell Me** box.

ਜ਼ਙ੶ਁਙ੶	Do	ument2 - Word	Ē	- 🗆 X
File Home Insert Design Layout References	Mailings Review	View Add-ins Q Tell me what you v	vant to do Randa	all Dean 🛛 🎗 Share
$\begin{array}{c c} & & & & \\ & & & \\ \hline \\ & & & \\ & &$		Aubbeebt Aubbeebt	AaBbC(AaBbCcE AaB Heading 1 Heading 2 Title	P Find ▼ abc Replace Select ▼
Clipboard 🕞 Font	🖓 Paragra	h G	Styles	🖬 Editing 🔥



- 2. Type your **question** you want help with (See Figure 15).
- 3. In the *Tell Me* drop-down, click **Get Help on "question"** (See Figure 15).

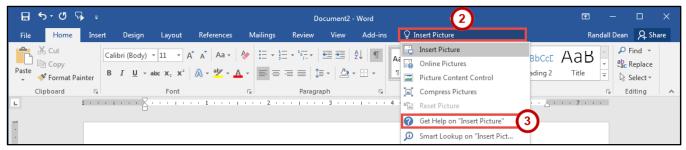


Figure 15 - Get Help on Feature

4. In the *Word 2016 Help* dialog box, you will get a list of help topics based on your search. Click the **Topic** you wanted help with.

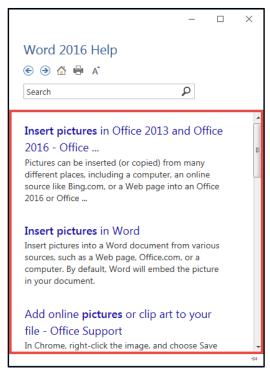


Figure 16 - Word 2016 Help

Smart Lookup

Use *Smart Lookup* to search *Bing* (Microsoft's internet search engine) to provide you with search results for a word or phrase.

1. Click the **Tell Me** box.

🗄 ५२ ৫ 🖓 📼			Document2	- Word		⊡ – □ ×
File Home Ins	ert Design Layout	References Mailings	s Review View	Add-ins	♀ Tell me what you want to do	Randall Dean 🛛 🎗 Share
Cut Paste Format Painter	Calibri (Body) × 11 × A B I U × abe x ₂ x ²				AaBbCcDt AaBbCcDt AaBbCt A 1 Normal 1 No Spac Heading 1 H	· •ac replace
Clipboard 🕞	Font	Fa	Paragraph	rs.	Styles	🕞 Editing 🔺



- 2. Type a word or phrase you are looking up information for (See Figure 18).
- 3. In the *Tell Me* drop-down, click **Smart Lookup on "word"** (See Figure 18).

🖬 ጛィሮ ਯ 🖡 🕫		Document2 - Word	2	⊡ – □ ×
File Home Insert Design Layout Referen	ces Mailings Re	view View Add-ins	s 🛛 🖸 Elephants	Randall Dean 🛛 🗛 Share
\bigwedge CutCalibri (Body) \cdot 11 \cdot A $\stackrel{\circ}{A}$ A \square Copy \square CopyPaste \checkmark Format Painter			Smart Lookup on "Elephants"	CcE AaB → Find → abc Replace → CcE AaB → CcE Aabc Aabc Aabc Aabc Aabc Aabc Aabc Aabc
Clipboard 🕞 Font	G	Paragraph 🕞	Styles	🕞 Editing 🔺

Figure 18 - Smart Lookup on Word

- 4. In the *Insights* pane, you will receive the following information:
 - a. Explore Wiki articles, image search, and related searches from the internet (See Figure 19).
 - b. Define A list of definitions (See Figure 19).

Note: The *Insights* pane uses the Microsoft search engine Bing. For *Smart Lookup* to work you have to be connected to the internet.

	5- 09	} =					Documer	t2 - Word					Æ	- 0	×
File	Home	Inse	rt Design	Layout	References	Mailings	Review View	v Add-ins	; ♀ Tell r	me what you v	vant to do		Rand	all Dean 🤱	Share
Paste •	🔏 Cut 🖻 Copy % Format Pa	inter	Calibri (Body) B I <u>U</u> ∽				= = ‡= - }			AaBbCcDc 11 No Spac			AaB	→ P Find → abc Replace → B Select	ce
	Clipboard	G.		Font		G.	Paragraph	G.	_		Styles			G Editing	~
L	1 * * * 1 * *	· Ą.	1 .	2		3	4 · · · 1 · · · 5		Normal	. 7	Ins	sights			- ×
.		,										lephantidae wo species a he African ele lephant, alth	Define	Proboscidea. recognised, Asian dence	
E														M	ore
4											E	Explore Wik	ipedia		
-											F	Flenhant - V	Vikinedia the	free encycl	lo -
Page 1	of 1 0 word	s D2											R -	P +	90%

Figure 19 - Insights Pane

The Mini Toolbar

The *Mini Toolbar* is a toolbar that appears when you select text. The *Mini Toolbar* provides quick access to some commonly used formatting tools, such as font, font size, bold, italics, and more.



Figure 20 - Mini Toolbar

Disable the Mini Toolbar

- 1. Click the File tab.
- 2. In the *Backstage View*, click **Options**.
- 3. In the *Word Options* dialog box, click **General** (See Figure 21).
- 4. Under the *User Interface options* section, click the **checkbox** for *Show Mini Toolbar on selection* (See Figure 21).
- 5. Click the **OK** button (See Figure 21).

General 3 Display General options for working with Word.	
Proofing User Interface options	
Save Show Mini Toolbar on selection 🛈 🚺	
Language I Enable Live Preview 💿	
Advanced Update document content while <u>d</u> ragging ①	
Customize Ribbon	
Quick Access Toolbar Personalize your copy of Microsoft Office	
Add-ins User name:	
Trust Center Initials:	
Always use these values regardless of sign in to Office.	
Office Background: No Background	
Office Theme: Colorful 🔻	
Start up options	
Choose the extensions you want Word to open by default: Default Programs	
✓ Tell me if Microsoft Word isn't the default program for viewing and editing documents.	
\checkmark Dpen e-mail attachments and other uneditable files in reading view \odot	
☐ Show the Start screen when this application starts	
Real-time collaboration options	
When working with others, I want to automatically share my changes: Ask Me 🔻	
Show names on presence flags	
	4

Figure 21 - Turn off the Mini Toolbar

The Status Bar

The *Status Bar* is located at the bottom of the Word window and gives you an "at a glance" snapshot of important information regarding your current document (e.g. number of pages, number of words, proofing errors, etc.).

Page 1 of 1 0 words 🛱 🔚	I			l;+	90%
-------------------------	---	--	--	-----	-----

Customize the Status Bar

- 1. Right-click the Status Bar (See Figure 23).
- 2. In the *Customize Status Bar* drop-down menu, click an **option** to add it (See Figure 23).
- 3. When finished, click anywhere **outside** the *Customize Status Bar* drop-down.

🗄 🔊 🖱	₽ =				Documen	t2 - Word					T	-		×
File Home	Insert	Design	Layout	References	Mailings	Review	View	Add-ins	Q Te	ll me	Ra	ndall Dean	∕₽ Sha	are
	i(Body) ▼ 1: [<u>U</u> , abc									AaBbC Heading		P Find → abc Replace Select →		
Clipboard 🕞		Font		5	Paragraph		5		Styles		5	Editing		^
	1	- <u>A</u> ,		2			4	1 5 .	 1	e	/			
		h	- H	Customize Statu	s Bar									
-				<u>F</u> ormatted P	age Number			1						
-				S <u>e</u> ction				1						
-				✓ <u>P</u> age Number	er			Page 1 of 1						
:				<u>V</u> ertical Page	Position			1"						
-				Line Num <u>b</u> e	r			1						
-				<u>C</u> olumn				1						
2				✓ Word Count				0 words						
:				✓ <u>Spelling</u> and	Grammar Che	ck		No Errors						
-				✓ <u>L</u> anguage										
				✓ Signatures				Off						
-			6	<u>Information</u>	Management F	Policy		Off						
<u>-</u>			Ŷ	<u>P</u> ermissions				Off						
-				<u>T</u> rack Chang	es			Off						
• च				Caps Loc <u>k</u>				Off						
:				<u>O</u> vertype				Insert						
-				Selection Mo	o <u>d</u> e									
				✓ <u>M</u> acro Record	ding		No	ot Recording						
-				✓ <u>U</u> pload Statu	IS									
1				✓ Document <u>U</u>	pdates Availab	le		No						
1				✓ <u>V</u> iew Shortcu	ıts									
10			<u> </u>	✓ <u>Z</u> oom Slider										
		- (·	1) L	✓ Zoom				90%	J					
Page1 of 1 0 wor	rds D2 1												— + 9	90%

Figure 23 - Customize Status Bar

Creating a New Document

The following shows how to create a *Blank Document* in Word:

1. Click the File tab.

H	৽৽৽৽৽৽			Document2	- Word		团	—		×
File	e Home Inse	rt Design Layout	References Mailings	Review View	Add-ins 오기	ell me what you want to do	Ra	ndall Dear	n 🔎 Share	e
	E Conv		A → A → A → E → E			AaBbCcDc AaBbCc al 1 No Spac Heading 1		- ab	Find + Replace Select +	
	Clipboard 🗔	Font	Es.	Paragraph	5	Styles		Es .	Editing	~

Figure 24 - File Tab (Backstage View)

- 2. In the Backstage View, click New (See Figure 25).
- 3. Click Blank Document (See Figure 25).

	Document2 - Wo	rd	? –		×
(\leftarrow)				Rand	lall Dean
Info	New				
New 2					
Open	Search for online templates			Q	
Save	Suggested searches: Business Per Education Event	sonal Industry P	rint Design	Sets	
Save As	3				
Print			6		
Share			C	2	
Export					
Close			ke a		
		tou	Jr		
Account	Blank document	Welcome to	o Word	Ŧ	
Options					¥

Figure 25 - Blank Document

Setting up Your Document

When you begin creating a new Word document, there are certain aspects of the document that you should consider, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later on.

Setting Margins

Page margins, the blank space around the edges of the page, can contribute to the impression your document makes, and even how easy it is to read. A few clicks set the margins for a page or an entire document. The following instructions explain how to change the margin settings:

- 1. Click the **Layout** tab (See Figure 26).
- 2. Click the Margins button (See Figure 26).
- 3. Click one of the **preset margin options** (See Figure 26).

Note: Clicking on **Custom Margins** at the bottom of the *Margin* options will open the *Page Setup* window and allow you to enter the specific margin values that you want.

🚊 5 • ত 🖏 🕫	Document2 - Word		⊡ – ⊡ ×
2 Home Insert	: Design Layout References Mailings Review Vi	ew Add-ins Q Tell me	Randall Dean 🛛 🗛 Share
Margins Orientation Size C	Indent Spacing b Ine Numbers ▼ J b Line Numbers ▼ J b B Indent Solumns b J b B Indent Solumns D Indent Solumns B Indent Solumns D Indent <t< td=""><td>Position Wrap Bring Send Text ~ Forward ~ Backwar</td><td>Selection d ~ Pane Align ~ Fall Group ~ Rotate ~</td></t<>	Position Wrap Bring Send Text ~ Forward ~ Backwar	Selection d ~ Pane Align ~ Fall Group ~ Rotate ~
Last Custom Sett Top: 1" Left: 1.25"	ing rs Paragraph Bottom:1"	۲۵ Arrange	• 7 • • •
Normal Top: 1" Left: 1"	Bottom: 1" Right: 1"		
Narrow Top: 0.5" Left: 0.5"	Bottom: 0.5" Right: 0.5"		
Moderate Top: 1" Left: 0.75"	Bottom: 1" Right: 0.75"		
Wide Top: 1" Left: 2"	Bottom:1" Right: 2"		
Mirrored Top: 1" Inside: 1.25"	Bottom: 1" Outside: 1"		
Office 2003 Defa Top: 1" Left: 1.25"	ault Bottom:1" Right: 1.25"		
Custom Margins			
Page 1 of 1 0 words			- + 90%

Figure 26 - Margins

Setting the Default Font

You can change the default font options so your favorite font is always selected in Word. The following explains how to change the default font options:

- 1. Click the Home tab (See Figure 27).
- 2. In the Font group, click the Font Dialog Box Launcher (See Figure 27).

	Document2 - Word	œ – □ ×
File Home Insert Design Layout References	Mailings Review View Add-ins Q Tell me what you wa	ant to do Randall Dean 🤱 Share
$\begin{array}{c c c c c c c c c c c c c c c c c c c $		AaBbC(AaBbCcC AaB Heading 1 Heading 2 Title Keplace Select +
Clipboard 🗔 Font	Paragraph 😱	Styles 🕞 Editing 🔺

Figure 27 - Font Dialog Box Launcher

- 3. In the *Font* dialog box, you can change the *Font, Font style, Size, Font color, Underline style,* and *Effects* (See Figure 28).
- 4. Click Set As Default (See Figure 28).

Font	? ×
Font Advanced	
Font:Font style:Size:+BodyRegular11+BodyRegular9+HeadingsAdobe ArabicBoldAdobe Caslon ProBold Italic11Adobe Caslon Pro Bold12	
Font color: Underline style: Underline color: Automatic (none) Automatic Effects Effects	
Strikethrough Small caps Double strikethrough All caps Superscript Hidden Subscript Subscript	
Preview	
+Body	
This is the body theme font. The current document theme defines which font	will be used.
Set As Default 4 Effects OK	Cancel

Figure 28 - Font Dialog Box

- 5. In the Set As Default dialog box, make a **selection** based on your preference (See Figure 29).
- 6. Click the **OK** button (See Figure 29).

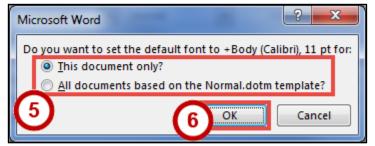


Figure 29 - Set As Default Dialog Box for Font

Setting Default Paragraph Alignment

You can change the default paragraph alignment options so is always spaced how you want it to be in Word. Alignment, indentation, and line spacing are all set from the Paragraph dialog box. The following explains how to change the default paragraph options:

- 1. Click the **Home** tab (See Figure 30).
- 2. In the Paragraph group, click the Paragraph Dialog Box Launcher (See Figure 30).

⊟ হা1ি ≠			Document2 - V	Vord		Ē	- 0	×
File Home Insert	Design Layout Refer	ences Mailings	Review View	Add-ins	${f Q}$ Tell me what you want to do	Ranc	dall Dean 🧏 Sha	are
Paste * Format Painter	Calibri (Body) \cdot 11 \cdot A [*] A [*] B I <u>U</u> \cdot abe \mathbf{x}_2 \mathbf{x}^2 A [*] \cdot	Aa - 終 🗄 - 💆 - 🛕 - 📻 ≡	≣ • '⊊ • •≣ •≣ ≵. : ≡ ≡ ≇ • & •	□ ¶ ■(2)	AaBbCcDt AaBbCcDt AaBbCct AaBbCcDt INormal 1 No Spac Heading 1 Heading 2	7.1	 → Find ▼ ab ac Replace ▼ Select ▼ 	
Clipboard 🕞	Font	rsi -	Paragraph		Styles		G Editing	-

Figure 30 - Paragraph Dialog Box Launcher

- 3. In the *Paragraph* dialog box, you can change the *Alignment, Outline level, Indentation,* and *Spacing* (See Figure 31).
- 4. Click Set As Default (See Figure 31).

Pa	aragraph			? X
	Indents and Spacir	ng Line and P	Sreaks	
	General		3	
	Alignment:	eft 🔹		
	Outline level: B	Sody Text 💌	Collapsed by default	
	Indentation Left: 0 <u>R</u> ight: 0		Special: (none)	B <u>y</u> :
	Mirror indent	s		
	Spacing			
	<u>B</u> efore: 0	pt ≑	Li <u>n</u> e spacing:	<u>A</u> t:
		pt 🌩	Multiple 💌	1.08 🚔
	Don't add spa	a <u>c</u> e between para	graphs of the same style	
	Preview			
	Previous Paragraph P Sample Text Sample T Sample Text Sample T Sample Text Sample T Following Paragraph	revious Paragraph Previous Par Fext Sample Text Sample Text Sa Fext Sample Text Sample Text Sa Fext Sample Text Sample Text Sa Following Paragraph Following	agraph Providous Paragraph Providous Paragraph angraph Providous Paragraph Providous Paragraph angle Text Sample Text Sample Text Sample Text angle Text Sample Text Sample Text Sample Text paragraph Following Paragraph Following P Paragraph Following Paragraph Following P	h Ki Ki
	<u>Iabs</u>	Set As <u>D</u> efault	ОК	Cancel

Figure 31 - Paragraph Dialog Box

- 5. In the Set As Default dialog box, make a selection based on your preference (See Figure 32).
- 6. Click the **OK** button (See Figure 32).

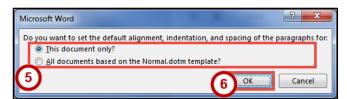


Figure 32 - Set as Default Dialog Box for Paragraph

Adding Styles

The *Styles Gallery* is a combination of text formatting options which are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. Styles can also help with navigating your document, and marking sections for later use in a table of contents.

The choices in the *Styles Gallery* incorporate a feature called *Live Preview*. When you hover your mouse over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Add a Style to Your Document

- 1. Select the **text** you wish to add a style to (See Figure 33).
- 2. Click the Home tab (See Figure 33).
- 3. Click one of the **preset styles** (See Figure 33).

Note: Only the most recently used *Styles* in the *Styles Gallery* are displayed on the ribbon. The entire *Styles Gallery* can be displayed by clicking the more button at the right of the displayed *Styles*.

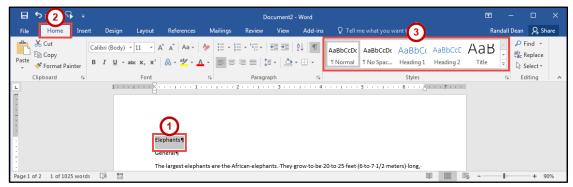


Figure 33 - Styles

4. The style will be added to your selected text.

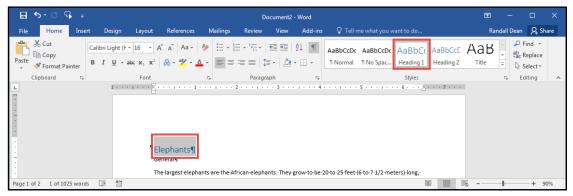


Figure 34 - Style Added

Adding Themes

A *Theme* is a set of formatting options that is applied to an entire document. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

Themes can be accessed from the *Design* tab. From here you can select a theme from the *Document Formatting* group, as well as customize the colors, fonts, and effects of a theme. The default theme that is applied to every new document is the *Office Theme*. The following shows how to apply a different theme to a document:

- 1. Click the **Design** tab (See Figure 35).
- 2. Click the **Themes** button (See Figure 35).
- 3. Click the **Theme** to apply it to your document (See Figure 35).

Note: Hover the mouse over the selections in the *Themes Gallery* to preview how each *theme* will look when applied to your document.

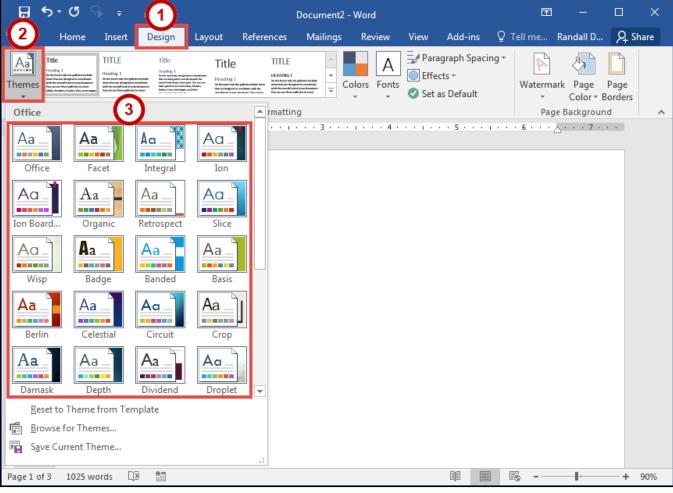


Figure 35 - Themes

Editing a Document

Entering Text

Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

Formatting Text

Character and paragraph formatting commands are found on the Home tab of the Ribbon. To apply any of the formatting options, first select the text and then click the button or check box for the option(s) that you want to apply.

Character Formatting

Character formatting involves changing the font, size, color, and spacing of characters, as well as applying bold, italics, and various other effects. Commonly used commands are found in the *Font group*, under the *Home* tab, while more commands can be found in the *Font Dialog Box*. The *Font Dialog Box* can be accessed by clicking the **Font Dialog Box Launcher**.

🗄 5° ଓ 🖓 👳	Document2 - Word	⊡ – □ ×
File Home Insert Design Layout References M	ailings Review View Add-ins Q Tell me what you want to do	Randall Dean 👂 Share
$\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$	Augusta Augusta Augusta Augusta	AaBbCcE AaBbCcD → Heading 2 Heading 3 → Keplace → Select →
Clipboard 🖬 Font 🖬	Paragraph 🕞 Styles	😼 Editing 🔺

Figure 36 - Font Dialog Box Launcher

Paragraph Formatting

Paragraph formatting involves changing the alignment, line spacing, or indentations of paragraphs. Commonly used commands are located in the *Paragraph group*, under the *Home* tab, while more commands can be found in the *Paragraph Dialog Box*. The *Paragraph Dialog Box* can be accessed by clicking the **Paragraph Dialog Box Launcher**.

⊟ 5°ଓ ዓ ÷		Document2 - Word		፼ – □ ×
File Home Insert Design Layo	ut References Mailings	Review View Add-ins	${f Q}$ Tell me what you want to do	Randall Dean 🛛 🗛 Share
E Conv	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $		AaBbCcDt AaBbCcDt AaBbCcDt AaBbCcDt AaBbCcDt 1 Normal 1 No Spac Heading 1 Heading 2	Fac Replace
Clipboard 🕞 For	t G	Paragraph 🔽	Styles	😼 Editing 🔺

Figure 37 - Paragraph Dialog Box Launcher

Enabling the Ruler

Word has a ruler that fits along the top and left side of your document and provides a point of reference when aligning text and images within your document. The following explains how to enable the ruler:

- 1. Click the View tab (See Figure 38).
- 2. Click the **checkbox** next to *Ruler* (See Figure 38).
- 3. The ruler will appear along the top and left side of your document (See Figure 38).

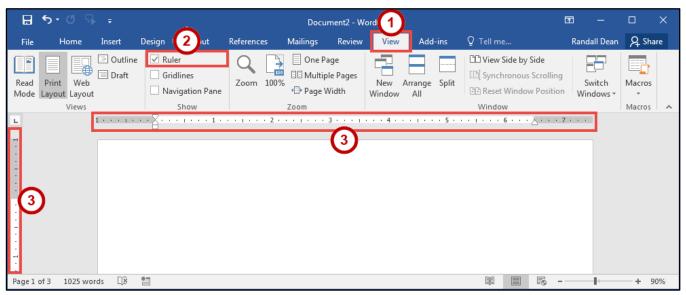


Figure 38 - Ruler

Setting Tab Stops

Tab stops provide a position for placing and aligning text on your document, and are most easily set from the Ruler (See Enabling the Ruler). The following explains how to insert a tab stop:

- 1. Click within the paragraph or text that you want to insert your *tab stop*.
- 2. Position your mouse pointer over the *Ruler* at the location you want to add the *tab stop*.
- 3. Left-click the **mouse button**. A *tab stop* will be placed on the ruler.

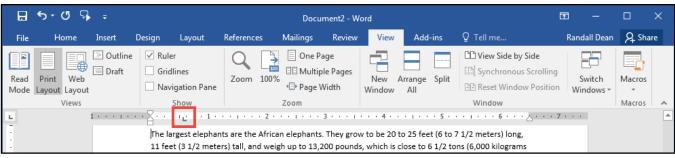


Figure 39 - Tab Stop

Adding a Leader to Tab Stops

After adding a *tab stop* (See Setting Tab Stops), a leader can be added to make text easier to read. For example, on a menu the leaders make it easier to read the food and the corresponding price. The following explains how to add *leaders* to your *tab stops*:

1. Double-click on the **tab stop** in your *Ruler*.

₽	5- ∂ 9				Docu	ment2 - Wo	rd			Ŧ			
File	Home	Insert	Design Layout	References	Mailings	Review	View	Add-ins	♀ Tell me	Ra	ndall Dean	P₄ Sha	re
Read Mode	Print Web Layout Layout		Gridlines	Zoom 10	🕒 Page V	le Pages	New A Window	Arrange Split All	View Side by Side Synchronous Scr Reset Window Po	olling	Switch Vindows *	Macros	
L	Views	1 * * * 1 *	Show	2	Zoom	3 • • • • •	4	5	Window	7	•	Macros	~
:			Table of Con	tents									
			Elephants						2				
-			General						2				
:			What do they e	at?					3				

Figure 40 - Tab Stop

- 2. In the *Tabs* dialog box, click on one of the **Leader** options (See Figure 41).
- 3. Click the **OK** button (See Figure 41).

Tabs	? ×
Tab stop position: 6.49" 6.49"	Default tab stops: 0.5° 🔍 Tab stops to be cleared:
Alignment <u>Left</u> <u>Cen</u> <u>D</u> ecimal	ter <u>© R</u> ight
Leader <u>1</u> None <u>2</u>	© <u>3</u>
<u>S</u> et	Cl <u>e</u> ar Clear <u>A</u> ll OK Cancel

Figure 41 - Tabs Dialog Box

4. The *leader* will appear when you tab to the *tab stop*.

₿	১ - ৫ জ	Ŧ					Docume	ent2 - Wo	ord				l	<u></u> - 王	-		×
File	Home	Insert	Design	Layout	Reference	s Mi	ailings	Review	View	Add	-ins	♀ Tell me		Randall	Dean	₽ Shar	re
Read Mode	Print Web Layout Layout Views	Outline Draft	Gridl		Zoom	100%	One Page Multiple I Page Wid	Pages	New Window	Arrange All	Split	View Side by Side Synchronous Sc E Reset Window	rolling	Swit		Macros	
		1 + + + + + +	Table	e of Cont	ents	. 2	1 · · · 3 ·					· · · · · · · · · · · · · · · · · · ·	7			macros	•
1			Wha	at do they ea	t?							3					

Figure 42 - Tab Stop Leader

Selecting Different Tab Stops

At the far left of the horizontal ruler is the tab selector that lets you choose from different types of tab stops. The most commonly used tab stop is a Left Tab and more can be selected by clicking the **tab selector**.

	চ -ত দ	Ŧ				Docu	ment2 - W	ord			b –		×
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Add-ins	♀ Tell me	Randall Dean	R₁ Sha	re
Read Mode	Print Web Layout Layout	🔄 Outlin	Grid	er Ilines rigation Pane	Zoom 10	One Page V		New Window	Arrange Split	C View Side by Side	Switch	Macros	
	Views			Show		Zoom				Window		Macros	~
-		1	•••	1 .	2	2 + + + + + + +	3 1	4	5 .		^в н. н. н.		

Figure 43 - Tab Selector

The following is an explanation of the *tab stops* available:

- Left Tab Left aligns text to the left of the tab stop.
- **Center Tab** Centers the text on the tab stop.
- **Right Tab** Right aligns the text to the right of the tab stop.
- **Decimal Tab** Aligns decimal numbers by their 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.

Headers and Footers

Headers and footers are areas containing text that will be displayed on every page. The header is located along the top of every page, while the footer is located at the bottom of every page. The following explains how to add a header to a document:

- 1. Click the **Insert** tab (See Figure 44).
- 2. Click Header (See Figure 44).
- 3. In the *Header Gallery* drop-down menu, click on a **header design** (See Figure 44).

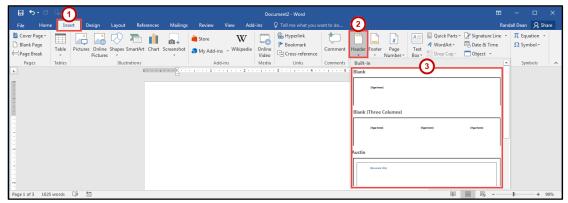


Figure 44 - Header

- 4. To edit the header, type the text that you want to appear in the indicated areas (See Figure 45).
- 5. When you are finished, click **Close Header and Footer** in the *Header & Footer Design Tools Design* tab (See Figure 45).

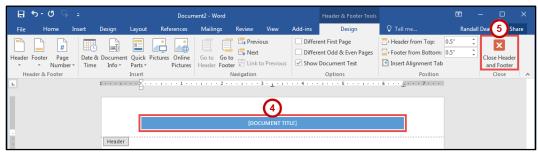


Figure 45 - Close Header and Footer

Editing Headers & Footers

- 1. Click the **Insert** tab (See Figure 46).
- 2. Click Header (See Figure 46).
- 3. In the *Header Gallery* drop-down menu, click **Edit Header** (See Figure 46).
- 4. The *Header & Footer Tools Design* tab will open. You will be able to make your edits to the *header* and/or *footer*.

🗄 🔊 🖱	9(1)								Doc	:ument2 - Word		~									
File Home	Insert	Design	Layout	Refe	rences	Mailings	Review	View Ad	d-ins			(2)						Rai	ndall D	ean A	Share
🖹 Cover Page * 🗋 Blank Page 🕂 Page Break	Table P	rictures Online Pictures		imartArt	Chart S	0 +	省 Store 🎝 My Add-ir	W Wikipedia	Online Video	Hyperlink Pookmark Cross-reference	Comment	Header Fe		# Page lumber *	Text	Quick Par WordArt Drop Cap		➢ Signature Line Signature Line Date & Time Object →		Equation Symbol	
Pages	Tables		Illust	rations			Ad	d-ins	Media	Links	Comments	Built-in						-	-	Symbols	
L				1		8				. 3 4	5 .	Blank									
									[DC	DCUMENT TITLE]			(Type here)								
												Mor	re Heade	ers from C	ffice.com)			
												🗎 <u>E</u> dit	: Header			3					
-												Rem	nove He	ader		<u> </u>					
												De Save	e Selecti	on to Hea	der Galler						
Page 1 of 3 1025	words [8 83														Bj	3 8	= F6	- P	-	F 90%

Figure 46 - Edit Header

Removing Headers & Footers

- 1. Click the Insert tab (See Figure 47).
- 2. Click Header (See Figure 47).
- 3. In the *Header Gallery* drop-down menu, click **Remove Header** (See Figure 47).

File Home Ins	rt Design	Layout Rel	ferences	Mailings	Review	View Add		ument2 - Word ♀ Tell me what you w	ant to do	2			Rana	— dall Dean	□ Ą Shi	× are
Cover Page *	Pictures Online Pictures		t Chart S	0+	🚔 Store 🎝 My Add-in:	W 5 - Wikipedia	Online Video	Hyperlink Bookmark Cross-reference	Comment	Header Foote	# r Page Number *	A WordArt	ts * 📝 Signature Line * 💀 Date & Time * 🗖 Object *	π Equ Ω Sym		
Pages Tables		Illustrations		-	Add		Media	Links	Comments	Built-in			-	Sym	bols	
			1 + + + +	· · · Ă· ·		2		. 3 4 .	5 .	Blank						
							(DC	OCUMENT TITLE]		(Type he	-1					
										More He	aders from	Office.com	÷			
										📋 Edit Hea	der					
										Remove		3				

Figure 47 - Remove Header

Adding Page Numbers to Your Document

- 1. Click the Insert tab (See Figure 48).
- 2. Click Page Number (See Figure 48).
- 3. In the Page Number drop-down menu, click Bottom of Page (See Figure 48).
- 4. In the *Bottom of Page* drop-down menu, click on a **page number design** (See Figure 48).

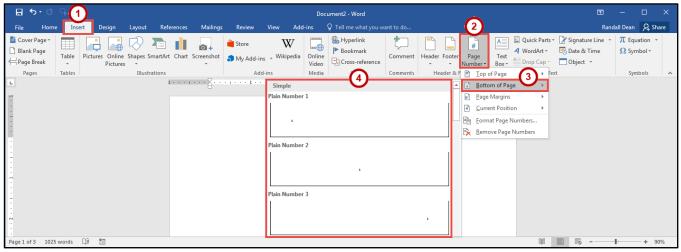


Figure 48 - Adding Page Numbers to Your Document

Cut, Copy, and Paste Text

To remove text from one place in the document and put it in another you *cut and paste* the text. You can also *copy and paste* text if you want to add copies of your selection elsewhere in your document.

The Cut, Copy, and Paste commands, along with the Format Painter, are located in the *Clipboard* group on the *Home* tab.

Cutting and Pasting Text

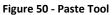
- 1. Select the text to be cut.
- 2. Click the Home tab (See Figure 49).
- 3. Click the **Cut** button (See Figure 49).

ଌ ୭:2% -		Document2 - Word		ॼ – □ ×
File Home Insert Design Layo	out References Mailings	Review View Add-ins	Q Tell me what you want to do	Randall Dean 🤱 Share
Copy	• A [*] A [*] Aa • Aa • x ² A • ^a ⊻ • A • ≡ ≡ ≡		Aubbeebt Aubbeebt Aubbeeb	✓ Gac Replace
Clipboard 🕞 Fo	nt 🕞	Paragraph 🗔	Styles	🕞 Editing 🔺

Figure 49 - Cut Tool

- 4. Click within the document where you want to paste the text.
- 5. Click the **Paste** button.

⊟ 5 • ে ५ ≠	Document	2 - Word	60 – C X
File Home Insert Design Layout Reference	Mailings Review View	Add-ins Q Tell me what you want to do	Randall Dean 🛛 🞗 Share
\bigwedge Cut Calibri Light ($\vdash \lor 16 \lor A^* A^*$ Aa Paste \checkmark Format Painter B I U $\lor abc x_2 x^2$ $\land \lor \overset{au}{2} \lor$		Habbeebt Habbeebt Habbeebt	* ac replace
Clipboard 🕞 Font	ہ Paragraph	r₄ Styles	😼 Editing 🔺



6. Your text will be reinserted into the location you specified within your document.

Note: You can move text from one place to another by selecting the text and then clicking and dragging the text to the new location.

Copying and Pasting Text

- 1. **Select** the text to be copied.
- 2. Click the Home tab (See Figure 51).
- 3. Click the **Copy** button (See Figure 51).

ା ଇ ୭ <u>୮</u> 2 ଜିଟ	Document2 - Word	60 – C ×
File Home Insert Design Layout References		ou want to do Randall Dean 🤉 Share
Paste x , x^2 $A^* = \frac{3}{4}$ $A^* = \frac{3}{4}$		DC AaBbC(AaBbCcD AaBbCcD → BacReplace Heading 1 Heading 2 Heading 3 → Select →
Clipboard 🖓 Font	ra Paragraph ra	Styles 😼 Editing 🔺

Figure 51 - Copy Tool

- 4. Click within the document where you want to paste the text.
- 5. Click the **Paste** button.

⊟⇒ে∿⊶⇒	Document2 - Word		œ – □ ×
File Home Insert Design Layout References	Mailings Review View Add-ins Q .	Tell me what you want to do	Randall Dean 🛛 🎗 Share
E Conv		CCDC AaBbCcDC AaBbCcC A mal 11 No Spac Heading 1 Heading 2 H	+ac replace
Clipboard 🕞 Font	🕞 Paragraph 🕞	Styles	🕞 Editing 🔺

Figure 52 - Paste Tool

6. Your text will be reinserted into the location you specified within your document.

Navigating the Document

By using the *Find* and *Go To* features, you can search for key words in your document, or move to a specific page, section, comment, etc. If the heading styles have been added to your document, you can also use the *Navigation Pane* to move to sections of your document.

Using Find

The *Find* feature is useful for finding one or all instances of a specific word, as well as replacing the word with another.

- 1. Click the **Home** tab (See Figure 53).
- 2. Click the **Find** tool (See Figure 53).
- 3. The *Navigation Pane* will open to the left of the document. In the *search document* field, **type** the word you wish to search for (See Figure 53).
- 4. As you type your word in the search bar, your results will auto populate below. Click on one of the **search results** to jump to that word in your document (See Figure 53).

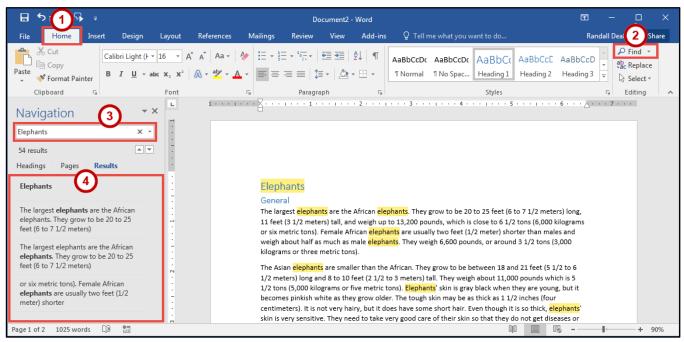


Figure 53 - Find Tool

Using Go To

The *Go To* feature is helpful for moving to a specific page, section, comment, etc. within your document.

- 1. Click the Home tab (See Figure 54).
- 2. Click the drop-down arrow next to the Find tool (See Figure 54).
- 3. In the drop-down menu, click the **Go To** tool (See Figure 54).

B 5 1	₽ =				Document	2 - Word		ॼ – □ ×
File Home	Inse	rt Design Layout	References	Mailings	Review View	Add-ins	${\mathbb Q}$ Tell me what you want to do	Randall Dean 2 e
Paste		Calibri Light (F = 16 = B I <u>U</u> = abe x ₂ x ²					AaBbCcDt AaBbCcDt	D Find
Clipboard	Es.	Font		Gi	Paragraph	Es.	Styles	→ Go To 3
L		1 + + + + + + + + +	1	2		4	• • • 1 • • • 5 • • • 1 • • • 6 • • • 🕹 • • • 7 • • •	

Figure 54 - Go To Tool

- 4. In the *Find and Replace* dialog box, make a **selection** under *Go to what* (See Figure 55).
- 5. Type your search parameters in the search field (See Figure 55).
- 6. Click the **Go To** button (See Figure 55).

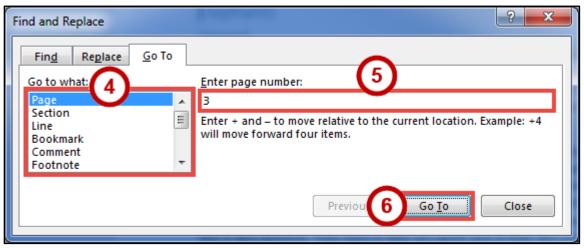


Figure 55 - Go To Search

Navigation Pane

The *Navigation Pane* provides an easy way to move throughout your document, without having to scroll. You can navigate quickly to areas of your document that have headings, or move to other pages. You can also use the *Results* tab to find text within your document. The following explains how to enable the *Navigation Pane*:

- 1. Click the View tab (See Figure 56).
- 2. Click the checkbox next to Navigation Pane (See Figure 56).
- 3. The *Navigation Pane* will display to the left of your document (See Figure 56).

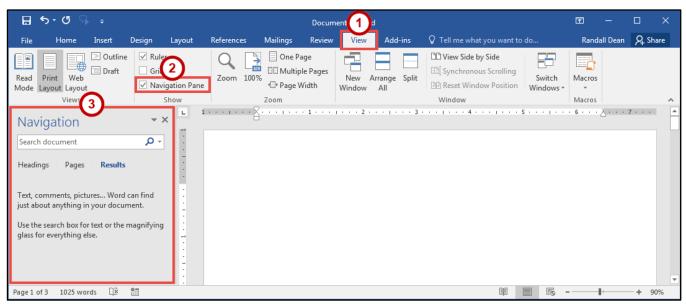


Figure 56 - Navigation Pane

Proofing and AutoCorrect Options

Word is configured to check your spelling and grammar as you type. As a result, you may notice that certain markings appear on the page as you type. These markings indicate possible mistakes that Word has identified in your document.

A jagged red line underneath a word indicates a spelling error (or an unrecognized word), while a jagged blue line indicates a grammatical error.

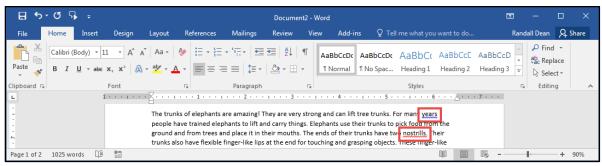


Figure 57 - Proofing Results

AutoCorrect Options

Word will automatically correct misspelled words that are contained in the AutoCorrect list (e.g. typing "teh" will automatically be changed to "the"). The following explains how to customize the AutoCorrect options:

- 1. Click the File tab.
- 2. In the Backstage View, click **Options**.
- 3. In the *Word Options* dialog box, click **Proofing** (See Figure 58).
- 4. In the AutoCorrect options section, click the AutoCorrect Options button (See Figure 58).

General Image how Word corrects and formats your text. Display AutoCorrect options Save Change how Word corrects and formats text as you type Language Advanced Advanced Ignore words in UPPERCASE Quick Access Toolbar Ignore words that contain numbers Mark greppeate words French main dictionaries. French modes: Trast Center Spanitig modes: Traditional and new spellings ▼ Spanitig modes: Tuteo verb forms only ▼ When correcting spelling and grammar in Word Check spelling as you type Check spelling as you type Frequegity confused words Check spelling as you type Frequegity confused words Check spelling as you type Frequegity confused words Show readability statistics Writing Style Writing Style Grammar ▼ Show readability statistics Writing Style Writing Style Grammar ▼ Show readability statistics Wri	ord Options		? ×
Procing AutoCorrect options 4 Save Language Advanced AutoCorrect and formats text as you type: AutoCorrect Options Advanced Ignore words in UPPERCASE Ignore words that contain numbers Ignore words that contain numbers Quick Access Toolbar Ignore internet and file addresses Flag repeated words Add-ins Flag repeated words French main dictionaries Trust Center Trust Center Trust Center When correcting spelling and grammar in Word When correcting spelling are you type What gragmar errors as you type Matag gragmar errors as you type What gragmar errors as you type Matag gragmar errors as you type What gragmar errors as you type Show readability statistics Wring Style: Grammar * Settings Recheck Document Settings		ABC Change how Word corrects and formats your text.	
Change now Word corrects and formats text as you type AutoCorrect Uptions Advanced When correcting spelling in Microsoft Office programs Advanced Quick Access Toolbar Jignore words in UPPERCASE Guick Access Toolbar Jignore internet and file addresses Add-ins French modes: French modes: Trust Center French modes: Trust Contex When correcting spelling an grammar in Word Check spelling as you type Auto verb forms only When correcting spelling as you type Auto verb forms only Spanish modes: Cue overb forms only Spanish modes: Spanish modes: Cue overb forms only Spanish modes: Cue		AutoCorrect options	
Advanced When correcting spelling in Microsoft Office programs Customize Ribbon Ignore words in UPPERCASE Ignore words that contain numbers Ignore words in the context forms only v When correcting spelling and grammar in Word Ignore words words Ignore words words Ignore words words Ignore words Ignore words Ignore words words Ignore words Ignore words Ignore words Ignore words Ignore words Ignore words		Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>	
Customize Ribbon Quick Access Toolbar Add-ins Trust Center Hard Control of the contain numbers Guide and the addresses Add-ins Trust Center Hard Control of the addresses Custom main dictionary only Guide model in traditional and new spellings French godes: Traditional and new spellings French godes: Trust Contex Hard Spelling and grammar in Word Check spelling as you type André grammar with spelling Show readability statistics Writing Style: Grammar Settings Recheck Document		When correcting spelling in Microsoft Office programs	
Quick Access Toolbar Ignore Internet and file addresses Add-ins Ignore Internet and file addresses Trust Center Enforce accented uppercase in French Suggest from main dictionary only Custom Dictionaries French modes: Traditional and new spellings ▼ Spanigh modes: Tute overb forms only ▼ When correcting spelling as you type Mark gagmar errors as you type Ørdek grammar with spelling Show readability statistics Wirting Style: Grammar ▼ Settings Recheck Document			
Trust Center	Quick Access Toolbar		
□ Suggest from main djctionary only	Add-ins	✓ Flag repeated words	
⊆utom Dictionaries French modes: Traditional and new spellings ▼ Spanish modes: Tuteo verb forms only ▼ When correcting spelling and grammar in Word ▼ ✓ Check spelling as you type ✓ ✓ Mark gragmar errors as you type ✓ ✓ Frequegity confused words ✓ ✓ Check grammar with spelling Show readability statistics Wirting Style: Grammar ▼ Settings Recheck Document	Trust Center	Enforce accented uppercase in French	
▼ench modes: Traditional and new spellings Spanish modes: Tuteo verb forms only When correcting spelling and grammar in Word ♥ Check spelling as you type ♥ Mark grammar errors as you type ♥ Afrik guegatily confused words ♥ Check grammar with spelling ■ Show readability statistics ₩ring Style: Grammar * ▼ Settings Recheck Document		Suggest from main dictionary only	
Spanish modes: Tuteo verb forms only When correcting spelling and grammar in Word Check spelling as you type Mark gragmar errors as you type Frequently: confused words Check grammar with spelling Show readability statistics Writing Style: Grammar Recheck Document		<u>C</u> ustom Dictionaries	
When correcting spelling and grammar in Word Image: Check spelling as you type Image: Mark grammar errors as you type Image: Frequently confused words Image: Check grammar with spelling Image: Show readability statistics Image: Writing Style: Image: Recheck Document		French modes: Traditional and new spellings 🔻	
Check spelling as you type Mark grammar errors as you type Frequently confused words Check grammar with spelling Show readability statistics Writing Style Grammar Recheck Document		Spanis <u>h</u> modes: Tuteo verb forms only	
✓ Mark grammar errors as you type ✓ Frequently confused words ✓ Check grammar with spelling Show readability statistics Writing Style: Grammar wr Settings Recheck Document		When correcting spelling and grammar in Word	
✓ Frequeptly confused words ✓ Check grammar with spelling Show readbility, statistics Writing Style: Grammar ▼ Settings Recheck Document		✓ Check spelling as you type	
Check grammar with spelling Show readability statistics Writing Style: Grammar Recheck Document		✓ Mark grammar errors as you type	
Show readability statistics Writing Style: Grammar Recheck Document		✓ Frequently confused words	
Writing Style: Grammar Settings Recheck Document			
Recheck Document		Show readability statistics	
		Writing Style: Grammar 🔻 Settings	
Excentions for: 📾 Document?		Rechec <u>k</u> Document	
		Exceptions for: 🗰 Document2 💌	

Figure 58 - AutoCorrect Options

- 5. From the AutoCorrect Options dialog box you can change the following actions:
 - a. To disable any of the default options, click the **check box** next to the option (See Figure 59).
 - b. To add your own *Replace text as you type* entry (See Figure 59):
 - i. Type the **word** that you want to correct in the *Replace* box (See Figure 59).
 - ii. Type the word with which you wish to replace it in the With box (See Figure 59).
 - iii. Click the **Add** button (See Figure 59).
 - c. Click the **OK** button (See Figure 59).
- 6. In the *Word Options* dialog box, click the **OK** button.

A	utoCorrect: Englis	h (United States)	?
	A	utoFormet	Actions
	AutoCorrect	a lath AutoCorrect	AutoFormat As You Type
	Show Auto	Correct Options buttons	
	Correct TWo	Exceptions	
	🔽 Capitalize fi	rst letter of <u>s</u> entences	
	🔽 Capitalize fi	rst letter of table cells	
	Capitalize n	ames of davs	
		dental usage of cAPS LOCK key	
			- (b) 🛛
	Replace text	as you type	
	Replace:		
		With: Plain text Form	atted text
	LOL	Laugh out loud	
	[_(i)_		(ii)
	loev	love	^
	lonly	lonely	
	lookign maintenence	looking maintenance	
	maintenence	maintenance	
	managment	management	
	y		
			Add T Delete
	V Automatical	ly use suggestions from the spe	elling checker
			C OK Cancel

Figure 59 - AutoCorrect Dialog Box

Spelling & Grammar Check

Word automatically checks for spelling and grammar mistakes as you type. However, it's a good idea to run the *Spelling & Grammar* tool as the final step when finishing your document. When run, the *Spelling & Grammar* tool will check your entire document for spelling & grammar errors, and allow you to insert the corrections. The following explains how to run the *Spelling & Grammar* tool:

- 1. Click the **Review** tab (See Figure 60).
- 2. Click Spelling & Grammar (See Figure 60).

	• ৩ দ	-						(1)	Docume	ent2 - Word					ħ	-		×
(2)	Home	Insert	Desig	in Layou	t Ref	erences	Mailings	Review	View	Add-ins	Q Tell me what you	u wa	nt to do		Ran	idall Dean	₽ Sha	are
ABC		ABC 123	j	az	Â ?	ţ					All Markup	-	Previous				N	
Spelling & Grammar	Thesaurus	Word Count	Smart Lookup	Translate La	anguage •	New Comment	Delete Previ	ious Next	Show Comments	Track Changes •	Reviewing Pane		Assent Painet	Compare *	Block Authors -	Restrict Editing	Linked Notes	
F	roofing		Insights	Langua	age		Comr	nents			Tracking	F ₂₀	Changes	Compare	Prot	ect	OneNote	~

Figure 60 - Spelling & Grammar Tool

- 3. The Spelling & Grammar checker will open to the right side of the document.
- 4. From the *Spelling & Grammar* tool you can choose the following options:
 - a. Ignore Ignore the currently selected misspelled word (See Figure 61).
 - b. **Ignore All** Ignore the currently selected misspelled word and all instances of the misspelled word in the document (See Figure 61).
 - c. **Add** Add the selected misspelled word to the dictionary so it will not be identified as a mistake (See Figure 61).
 - d. Suggested Word List A list of suggested words for the misspelled word (See Figure 61).
 - e. Change Apply the currently selected suggestion to the misspelled word (See Figure 61).
 - f. **Change All** Apply the currently selected suggestion to all instances of the misspelled word in the document (See Figure 61).

Note: The *Spelling & Grammar* tool will continue to check your document for any misspelled words, or grammar errors. The *Spelling and Grammar* check will notify you when it has completed checking your document.

File Home Insert Design Layout References Malings Review View Add-ins P Tell me what you want to do Randall Deal Ashar APS Image: APS Image: Image:	⊟ 5	<u>୍ ଦ</u> ଜ	. ⇒							Docum	ent2 - Word							E			
Per ding & Thesaurs Work Court is and the language were been been been been been been been b	File	Home	Insert	Desigi	n Layo	out Rei	ferences	Mailings	Review	View	Add-ins	Q Tell me what	you want	to do				Rar	ndall Dear	n ∕₽, sr	nare
Spelling were after the couple meters) long. Elephants use their tuxks for digging roots from the ground to eat and for peeling bark from trees to eat. They also use them to fight other animals. Male elephants may use their tusks of elephants are amazing! They are very strong and can lift tree trunks. For many years people have trained elephants to lift and carry things. Elephants use their tunks to pick food from the ground and from trees and place it in their mouths. The roots of their trunks also have flexible finger-like lips are different from the lips around their mouths. The roots two of these lips on their trunks, and asian elephants have two end. These finger-like lips, which have sensitive hairs on them. Elephants also suck water into their trunks and squirt lint their mouths or on their bodies. Squirties when they are swimming they will go under water and breathe through their trunks, just like people do with snorkels. Trunks are also useful for dust baths. Elephants spray dust over their bodies to get rid of bugs and parasites.	pelling & Grammar		123 Word Count	Smart Lookup	Translate	*		Ŧ				Show Marku	· A	ccept Rej	ect New	đ	÷	Authors	Editing	Linked Notes	
				to ea may The peop grou trun lips a trun have or of Elep and	ally several at and for p use their t trunks of e ole have tr ind and fro ks also haw are differe ks, and Asi a sensitive n their boo hants like ! breathe th	1	ple meters) k from trees they are fig re amazing! aants to lift a d place it in inger-like lip e lips around tts have one em. Elephan ng water ov and take bat r trunks, just	long. Elepha to eat. They hting each ot They are very and carry thir their mouths their mouths their mouths. The elephar ats also suck v er their bodie ths. Sometime t like people of	nts use thei also use th her for mat y strong an- igs. Elephar . The ends for touching s. African el tts can mov vater into t es helps kee es when th- do with sno	ir tusks for dig em to fight of es. d can lift tree ts use their t of their trunk g and graspin lephants have e and control heir trunks ar e elephants o ey are swimm rkels. Trunks	iging roots her animal trunks. For runks to pic s have two g objects. T t two of the these fing d squirt it i cool in the h ing they wi	from the ground s. Male elephants many years k food from the nosstills. Their hese finger-like se lips on their r-rike lips, which not o their mouths ot sunshine. Il go under water	4			(a) (d) (e)	Spellin nostrils Ignore nostrils <u>Change</u> nostrils To see defi Sign in Usin	Change Ignore A	A <u>I</u> crosoft A	D	- 3

Figure 61 - Spelling Results

Thesaurus

The *Thesaurus* tool can help you find synonyms for words, and insert the new word into your document.

- 1. Select a **word** in your document that you wish to find a synonym for.
- 2. Click the **Review** tab (See Figure 62).
- 3. Click **Thesaurus** (See Figure 62).

	<u>ज</u> ्ज	÷							Docum	ent2 - Word					F	-		×
File	(2)	Insert	Desig	n Layo	out R	eferences	Mailings	Review	View	Add-ins	♀ Tell me what you				Rar	ndall Dean	₽, Sha	re
ABC		ABC 123	Ĵ	æ	A字	t					All Markup	•	Previous				N	
	Thesaurus		Smart	Translate	Language			vious Next	Show				t Reject	Compare	Block	Restrict	Linked	
Grammar		Count	Lookup	*	*	Comment	Ψ.		Comments	Changes •	. 💽 Reviewing Pane	· ·	*	*	Authors -	Editing	Notes	
	Proofing		Insights	Lang	uage		Con	nments			Tracking	Gi I	Changes	Compare	Prot	ect	OneNote	~

Figure 62 - Thesaurus Tool

- 4. The *Thesaurus* tool will open to the right side of the document, with a list of synonyms for your selected word (See Figure 63).
- 5. Hover over the word you wish to insert, and click the **drop-down** arrow (See Figure 63).
- 6. In the *drop-down* menu, click **Insert** (See Figure 63).

	•ি এ শি	÷						Docum	ent2 - Word	d				Ŧ			
File	Home	Insert	Desig	ın Layout f	leferences	Mailings	Review	View	Add-ins	Q Tell me what you	ı want to do			Rar	ıdall Dean	∕£ Sha	ire
Grammar	Thesaurus Proofing	Count	Smart Lookup Insights	Translate Language	Commen	Com	ments	Show Comments		Tracking	rsi Ch	nanges	Compare • Compare	Block Authors - Prot	Restrict Edition ect 4	Linked Notes DneNote	^
L .9		1 ·		usually several fe	et (a couple eling bark fro	meters) long. m trees to ea	Elephants u t. They also	se their tusks use them to	for digging	5 · · · I · · · 6 · · · g roots from the ground animals. Male elephan	4) am	aurus azing	6	~ × •
	The trunks of elephants are amazing ! They are very strong and can lift tree trunks. For many <u>years</u> people have trained elephants to lift and carry things. Elephants use their trunks to pick food from the ground and from trees and place it in their mouths. The ends of their trunks have two <u>nostrills</u> . Their trunks also have flexible finger-like lips at the end for touching and grasping objects. These finger-like lips are different from the lips around their mouths. African elephants have two of these lips on their trunks, and Asian elephants have one. The elephants can move and control these finger-like lips, which have sensitive hairs on them. Elephants also suck water into their trunks and squirt it into their mouths or on their bodies. Squirting water over their bodies helps keep elephants cool in the hot sumshine.									astor astor	rkal 👔 ! lerfu.	j.) Insert	6				
					ugh their tru	nks, just like p	eople do wi	th snorkels.	Frunks are a	they will go under wate also useful for dust bat				Sign in U Account	efinitions: sing Your (United St		*
Page 1 of 2	2 1 of 102	5 words	Dž 🖁	E								I		-		- + 90	1%

Figure 63 - Thesaurus Results

7. The chosen word from the *Thesaurus* will replace the selected word in your document.

Saving a Document

Saving your document will create a file that will allow you to access the document at a later time for editing. You can also save your work to share the file with others. The following explains how to save your document in the Word format to your Desktop:

1. Click the File tab.



Figure 64 - File Tab (Backstage View)

- 2. In the Backstage View, click Save As (See Figure 65).
- 3. Click This PC (See Figure 65).
- 4. Click **Desktop** (See Figure 65).

Ð	ſ	Document2 - Word	?	-	□ Randa	X II Dean
Close Account Options	Save As	Today Desktop 4 Yesterday Word - Accessibil Desktop » Word - Accessibil Desktop » Word - Accessibil Desktop » Mord - Accessibil Desktop » Mail merge	ity essibility	g form	Randa	II Dean

Figure 65 - Backstage View

5. In the *Save As* dialog box, type a **File name** for your document (See Figure 66).

Note: Make sure *Save as type* is *Word Document (*.docx)*. This will save the document as a Word 2016 document.

6. Click the **Save** button (See Figure 66).

w Save As									×
Com L Com	puter 🕨	Windows (C:) 🕨	Users 🕨 rdean21 🕨 Desktop			• \$	Search Desktop		٩
Organize 🔻 New	folder							•== •	0
🌗 ehassman	^	Name	^	Date modified	Туре	Size			
칠 juser				N. 5					
🌗 Public				No items match	your search.				
di rdean21									
android 🌡									
.oracle_jre	usagi								
🌡 .sslvpn	-	1							
퉬 Adobe Flas									
🎍 Adobe Flas	sh Bui	2							
🔓 Contacts									
🙍 Creative Cl	oud F								
📔 Desktop									
🗼 Downloads	s _								
R Envoritor				5					
File name: R	esearch	Paper							
Save as type: W	/ord Doc	:ument (*.docx)							
Authors: Ra	ndall De	an	Tags: Add a tag		Title: Add a title				
	Save Th	numbnail							
) Hide Folders					Tool	s 🔻	Save 6	Cance	el

Figure 66 - Save As Dialog Box

Compatibility Mode

When opening a document created in a previous version of Word, Word 2016 will begin operating in *Compatibility Mode*. At the top of the window, the words *[Compatibility Mode]* will be displayed next to the name of the document.

Compatibility Mode means that some of the newer features of Word 2016 will not be available to you because the document was created with an earlier version of Word. If you save the document as a Word 2016 document, you will exit *Compatibility Mode* and all of the new features will be available to you. The following explains how to save a document so that you can exit *Compatibility Mode*:

1. Click the **File** tab.



Figure 67 - File Tab (Backstage View)

- 2. In the Backstage View, click Info (See Figure 68).
- 3. Click **Convert** (See Figure 68).

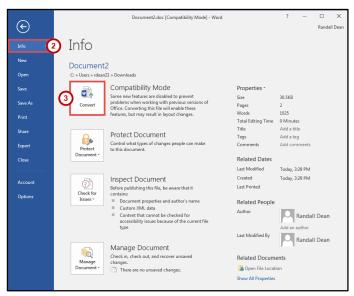


Figure 68 - Convert

4. In the *confirm your conversion* dialog box, click the **OK** button.

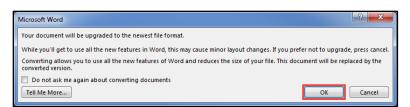


Figure 69 - Confirm Your Conversion

5. The document will be converted to a Word 2016 document. The [*Compatibility Mode*] label will be removed from the document's title.

Printing a Document

If your computer is connected to a printer, you will be able to print your document to share a hard copy with others.

1. Click the File tab.



Figure 70 - File Tab (Backstage View)

- 2. In the Backstage View, click Print (See Figure 71).
- 3. From *Print* you can choose the following options:
 - a. **Copies** Set the number of copies you want to print (See Figure 71).
 - b. **Printer** Select a printer (See Figure 71).

Note: Your list of available printers will be determined by the printers you have installed on your computer.

- c. Settings Configure how and what you want to print (See Figure 71).
- 4. Click the **Print** button (See Figure 71).

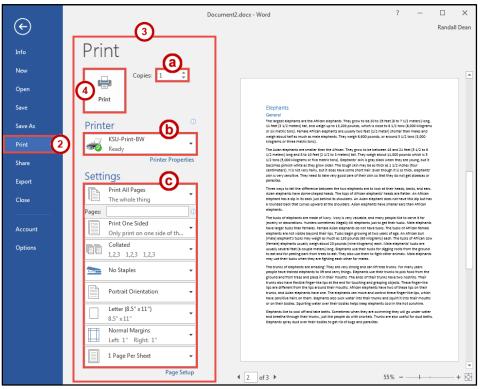


Figure 71 - Print

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: <u>service@kennesaw.edu</u>
- Website: <u>http://uits.kennesaw.edu</u>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: <u>studenthelpdesk@kennesaw.edu</u>
- Website: <u>http://uits.kennesaw.edu</u>