University Information
Technology Services

Microsoft Office
Word 2016 for Windows

Introduction to Word

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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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.

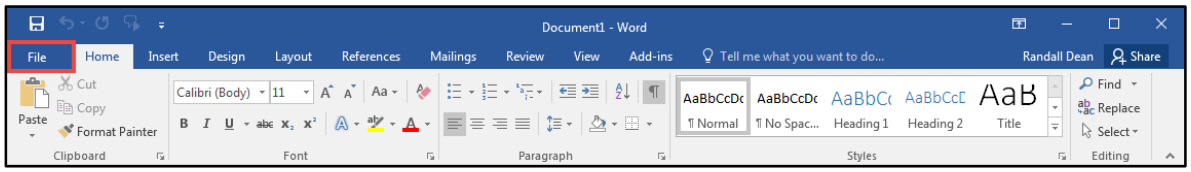

Figure 1 - File Tab (Backstage View)

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).

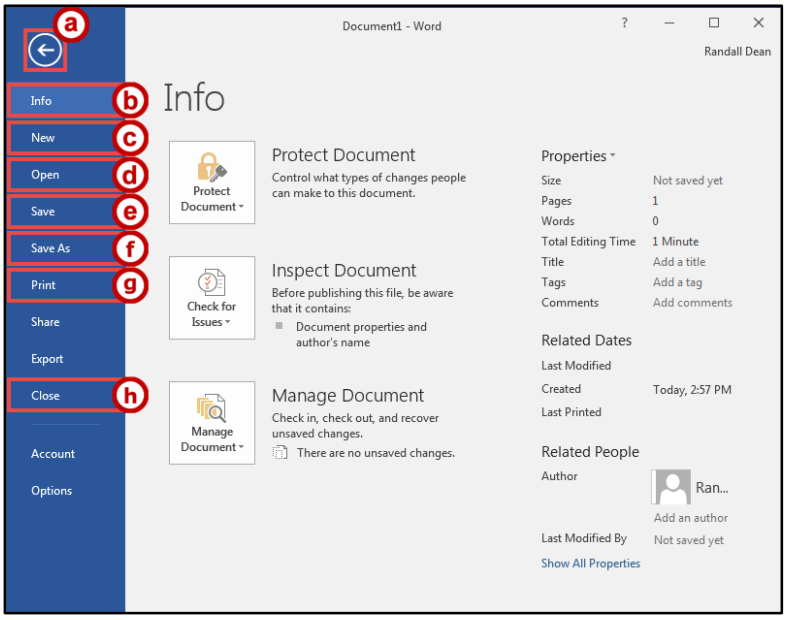

Figure 2 - Backstage View

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*.

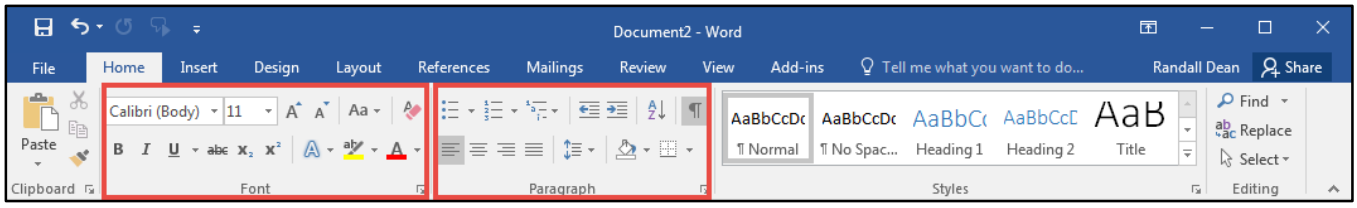

Figure 3 - The Ribbon

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.

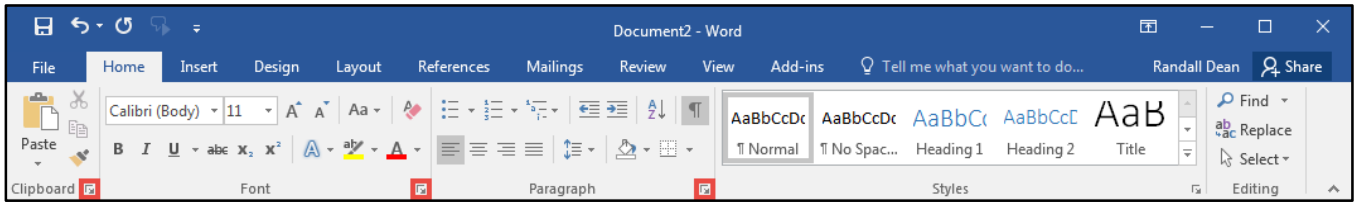

Figure 4 - Dialog Box Launcher

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.

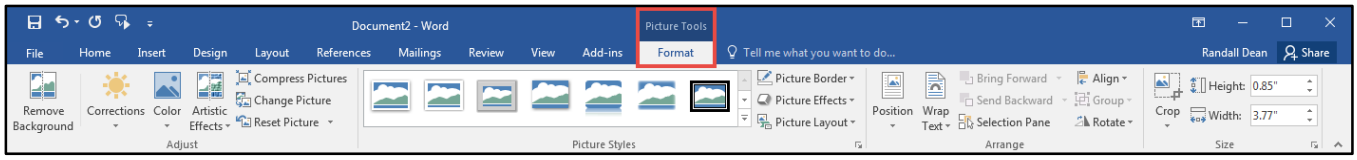

Figure 5 - Contextual Tab

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.

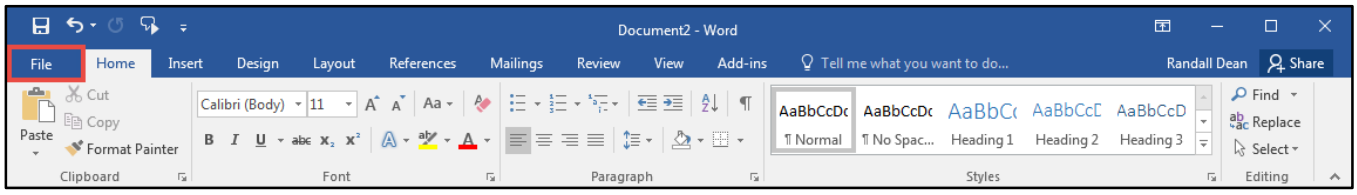

Figure 6 - File Tab (Backstage View)

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).

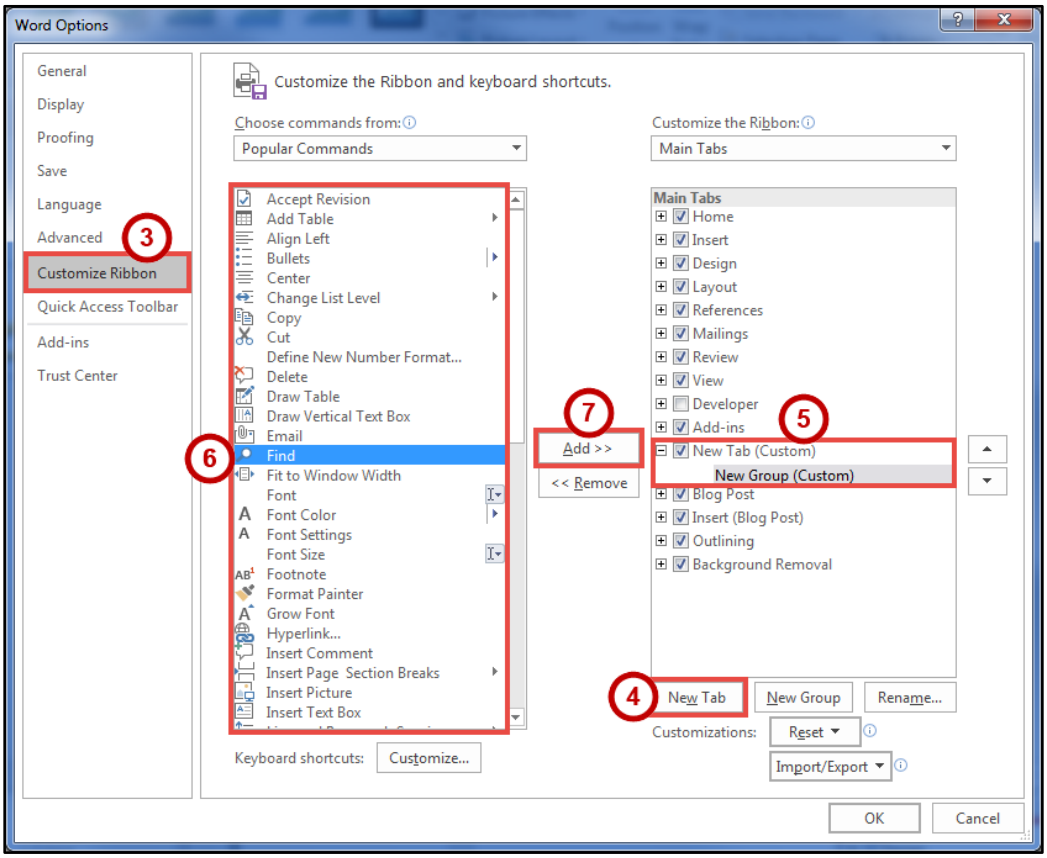

Figure 7 - Creating a New Tab

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).

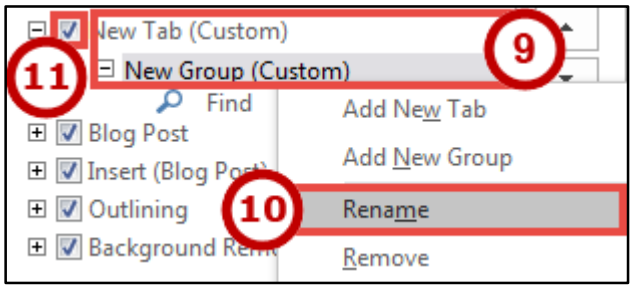

Figure 8 - Rename New Tab or New Group

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).

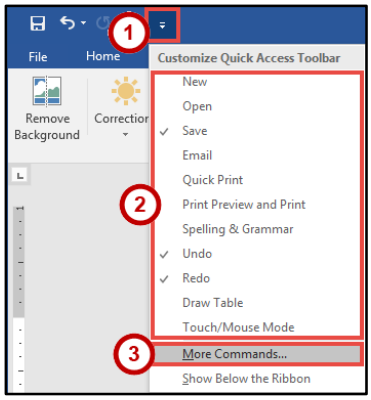

Figure 9 - Customize Quick Access Toolbar

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).

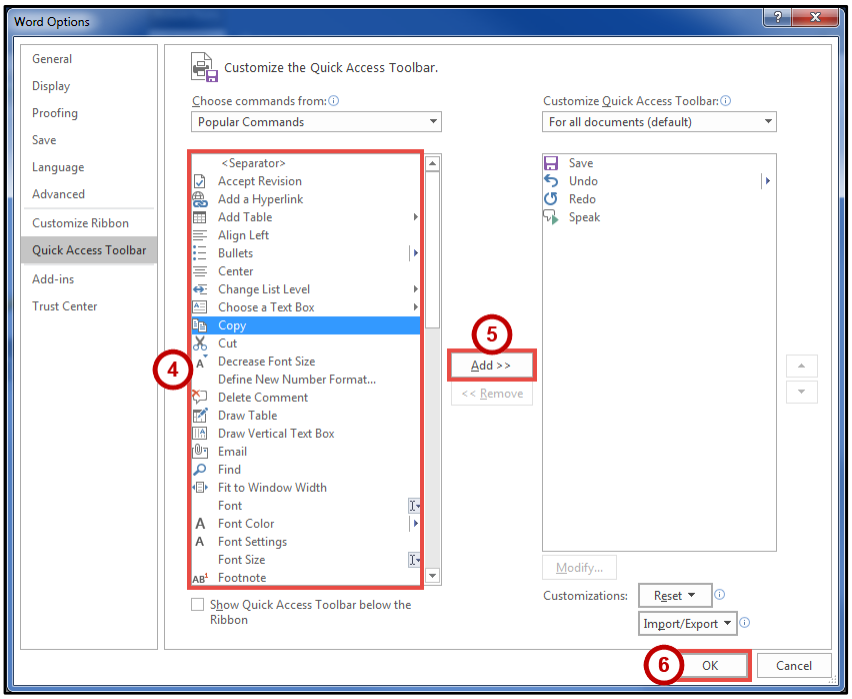

Figure 10 - Adding Commands to the Quick Access Toolbar

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.

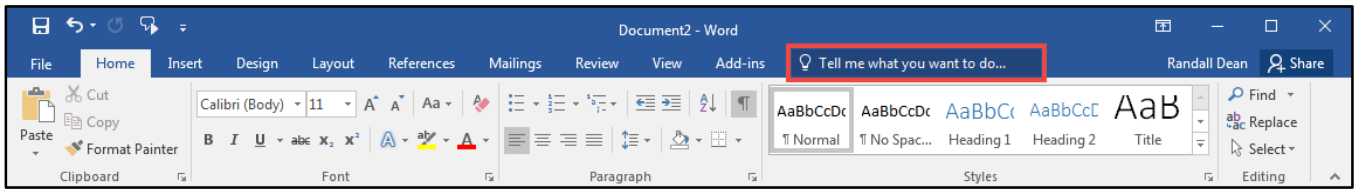

Figure 11 - Tell Me

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).

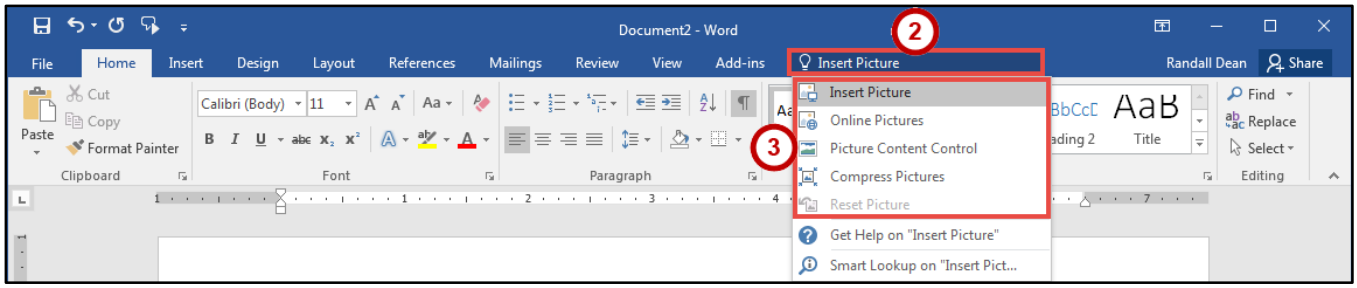

Figure 12 - Select a Feature

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

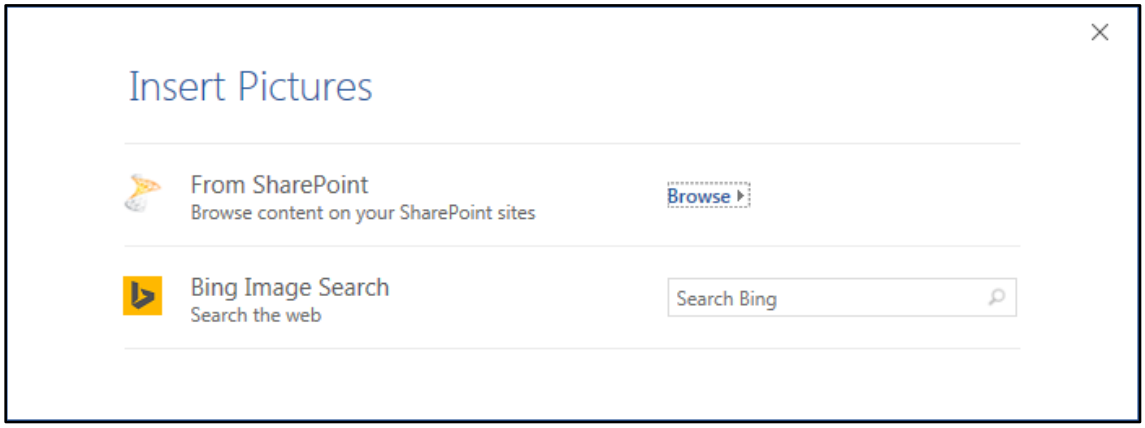

Figure 13 - Insert Pictures Online Dialog Box

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.

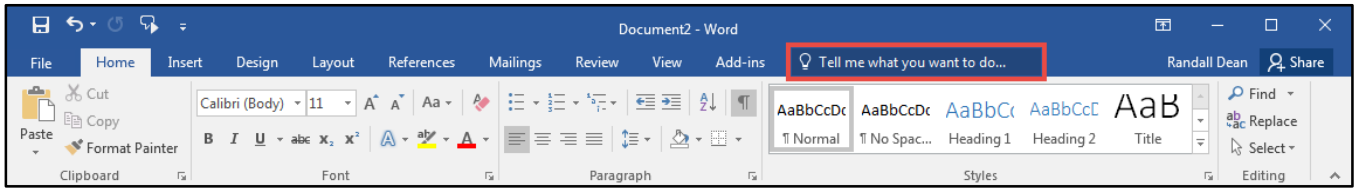

Figure 14 - Tell Me

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).

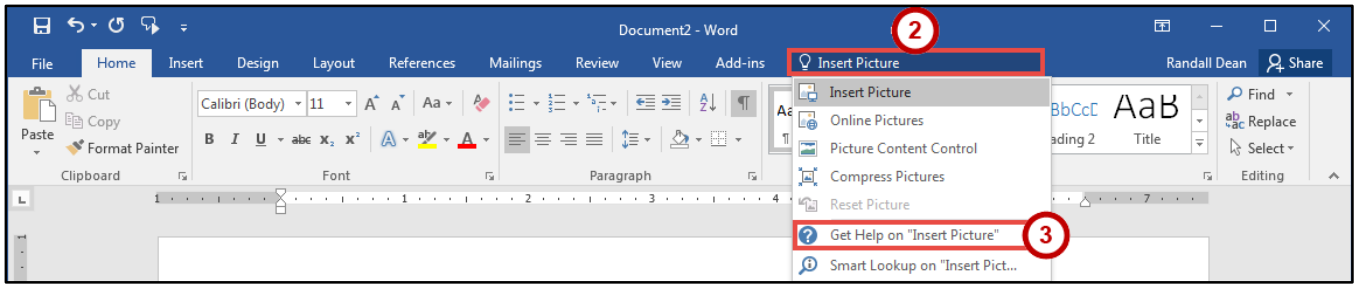

Figure 15 - Get Help on Feature

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.

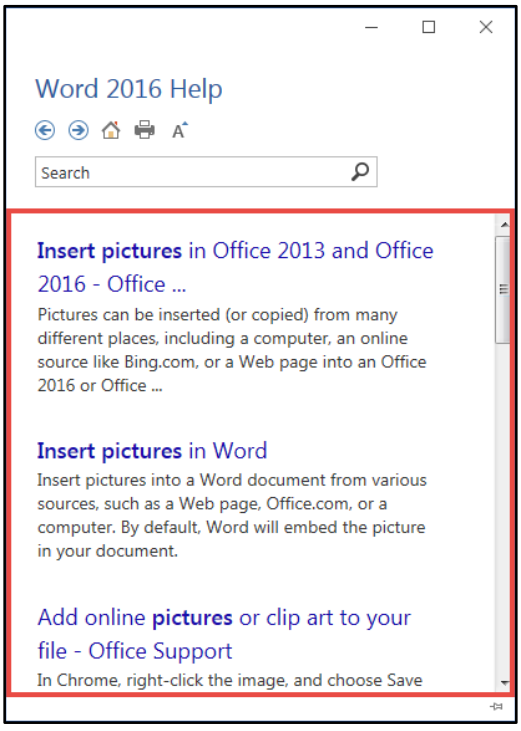

Figure 16 - Word 2016 Help

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.

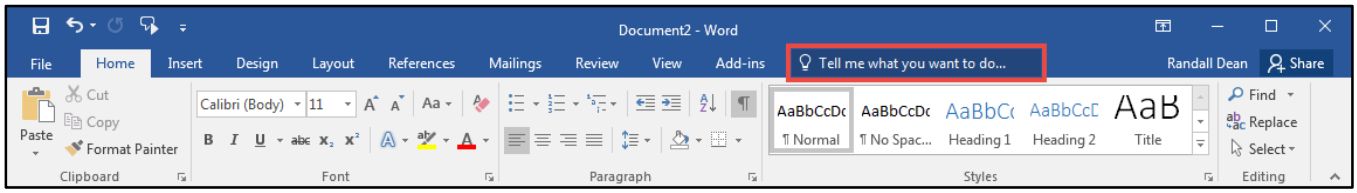

Figure 17 - Tell Me

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).

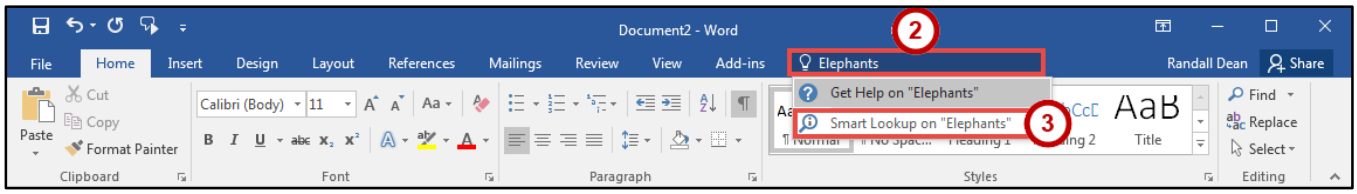

Figure 18 - Smart Lookup on Word

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.

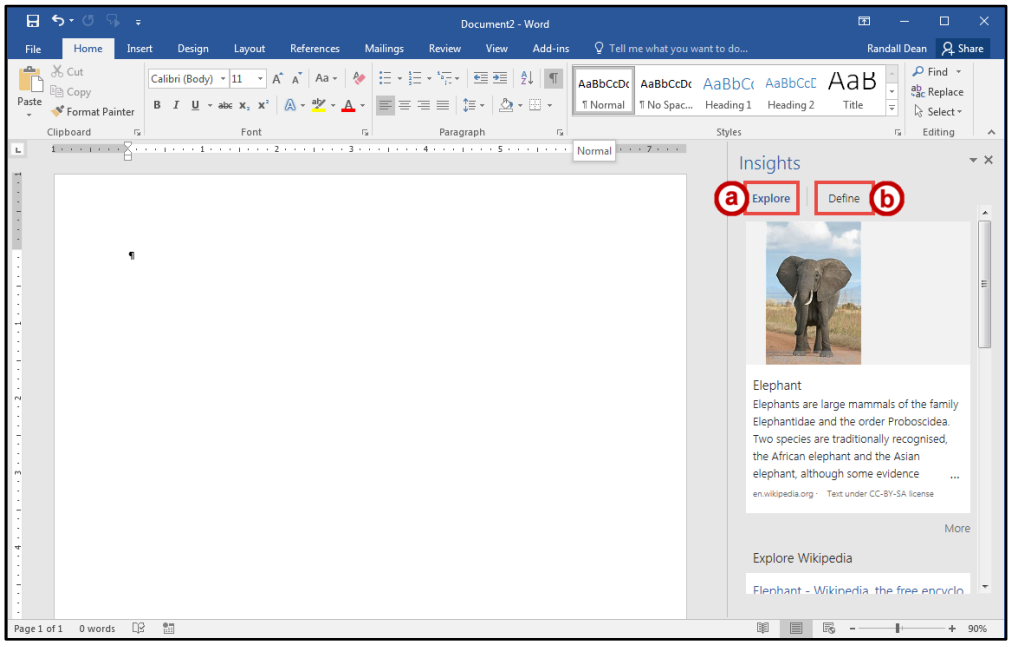

Figure 19 - Insights Pane

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.

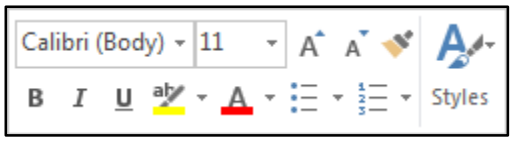

Figure 20 - Mini Toolbar

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).

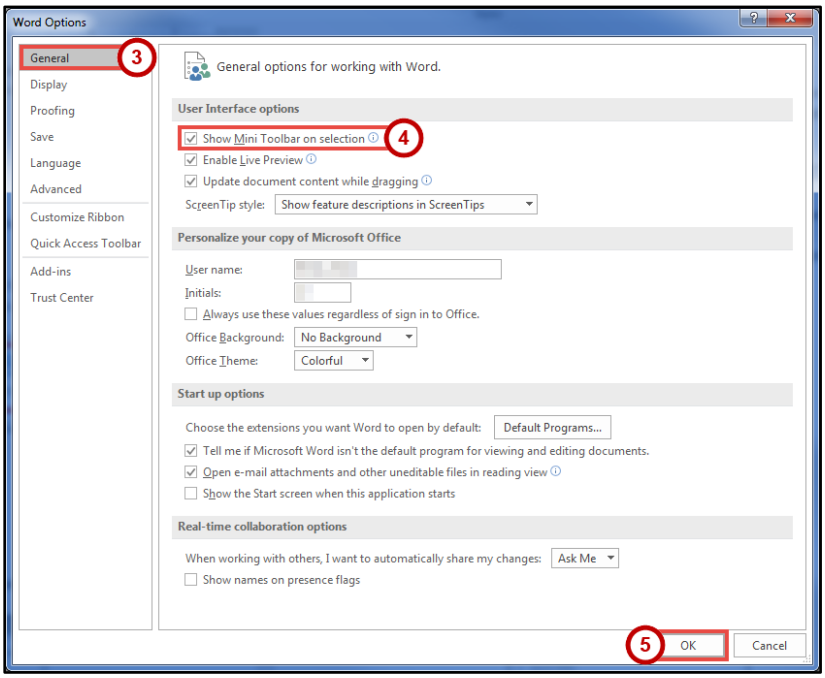

Figure 21 - Turn off the Mini Toolbar

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.).

Figure 22 - Status Bar

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.

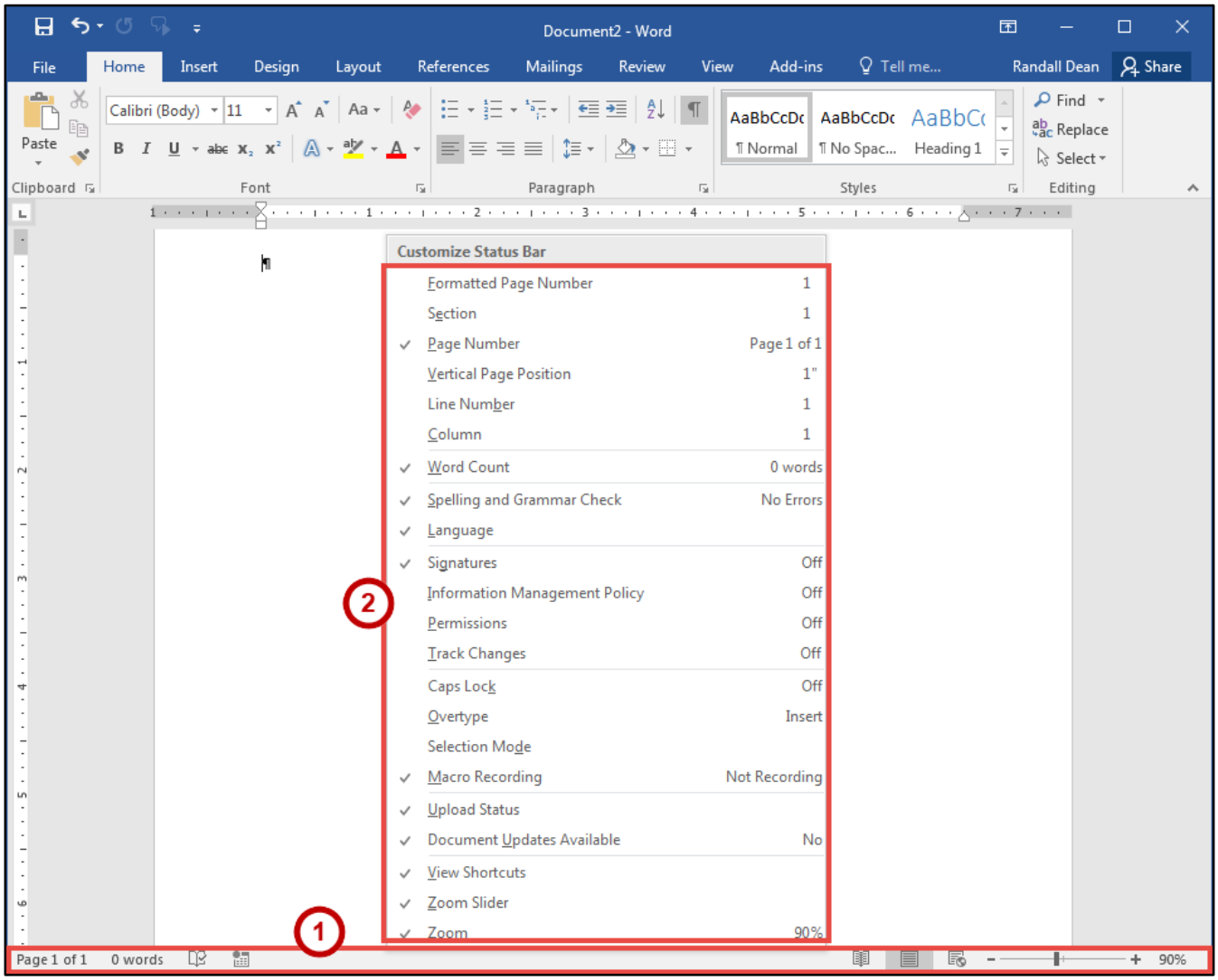

Figure 23 - Customize Status Bar

Creating a New Document

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

1. Click the **File** tab.

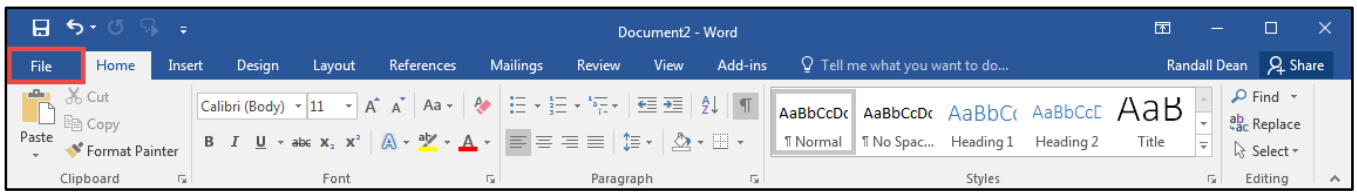

Figure 24 - File Tab (Backstage View)

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

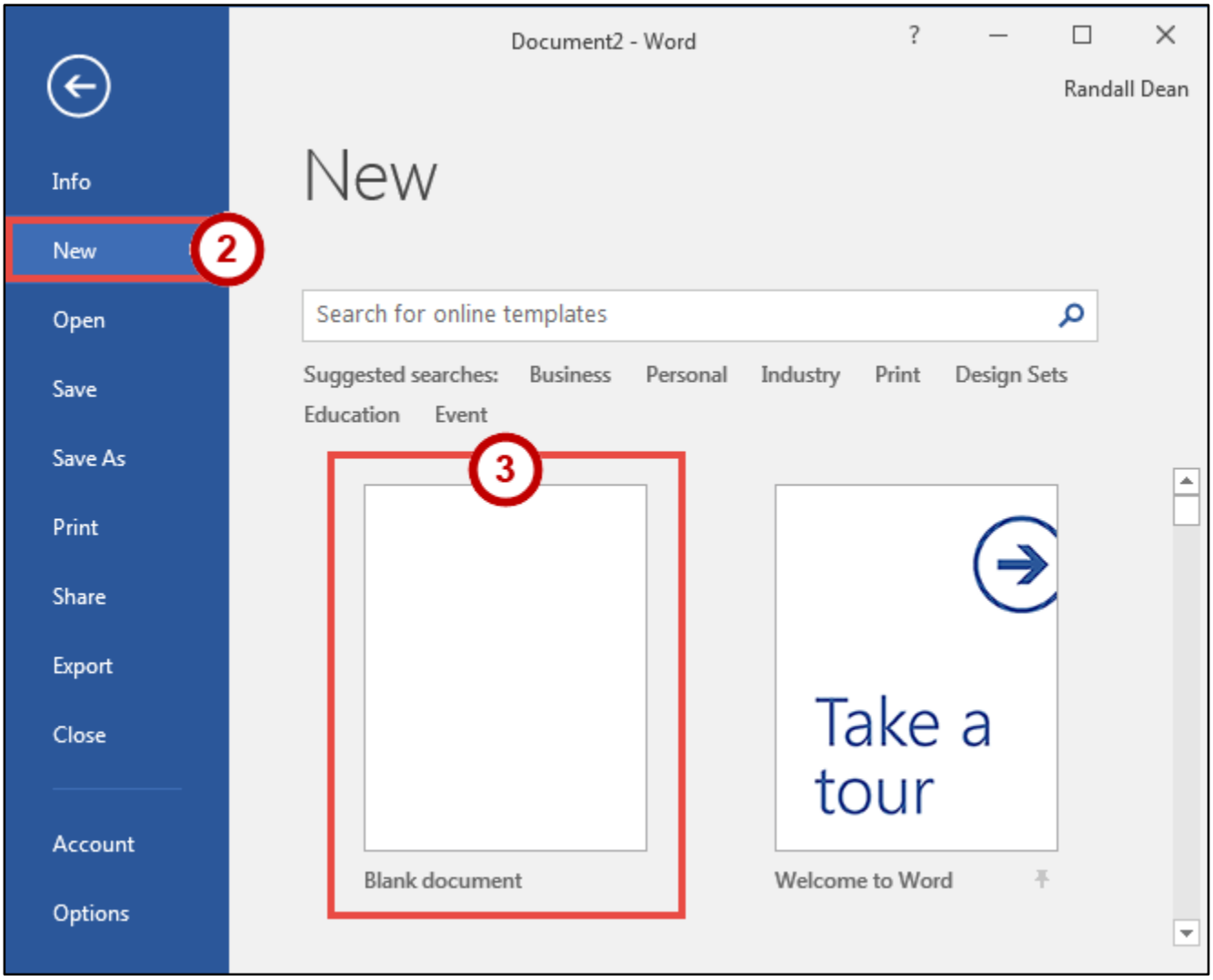

Figure 25 - Blank Document

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.

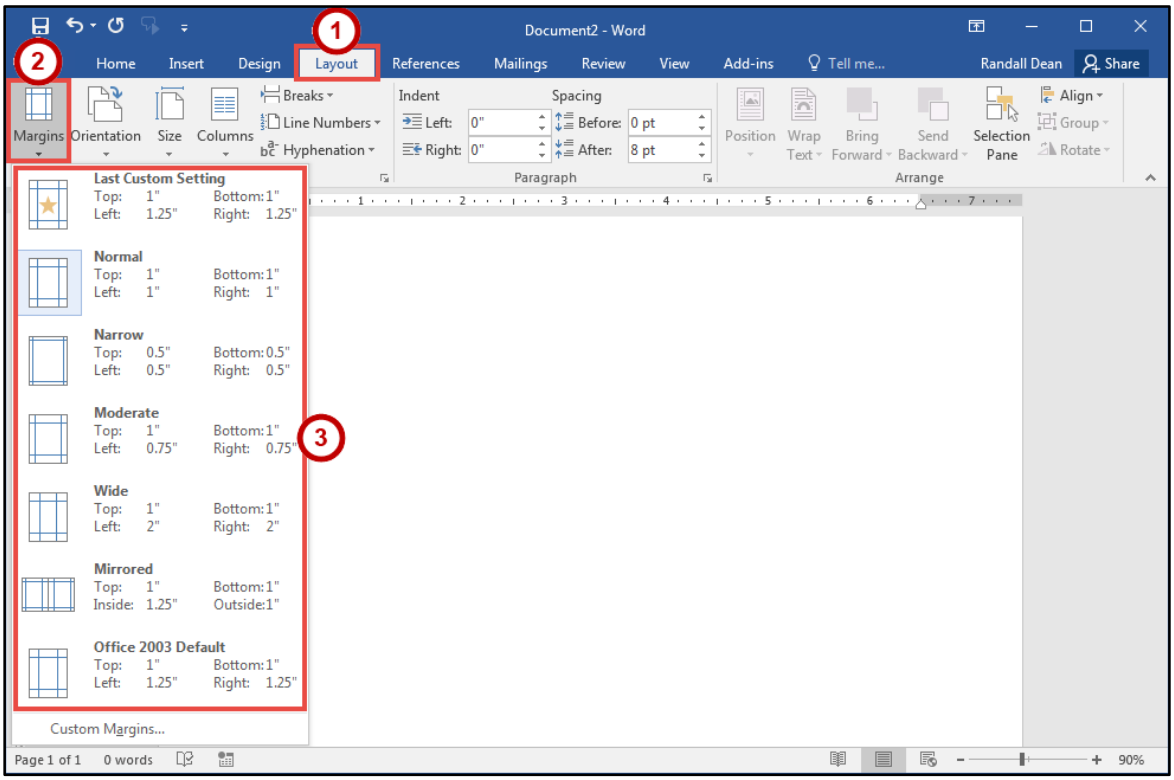

Figure 26 - Margins

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).

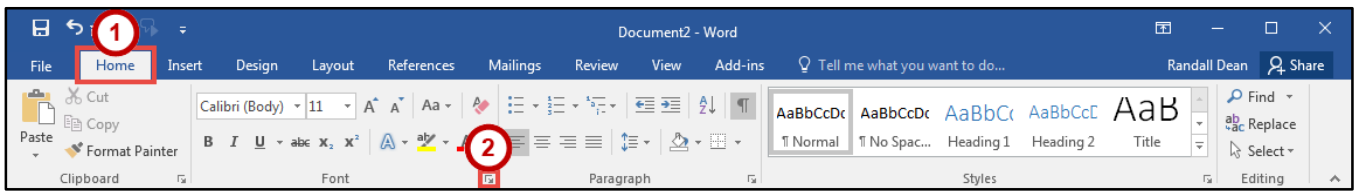

Figure 27 - Font Dialog Box Launcher

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).

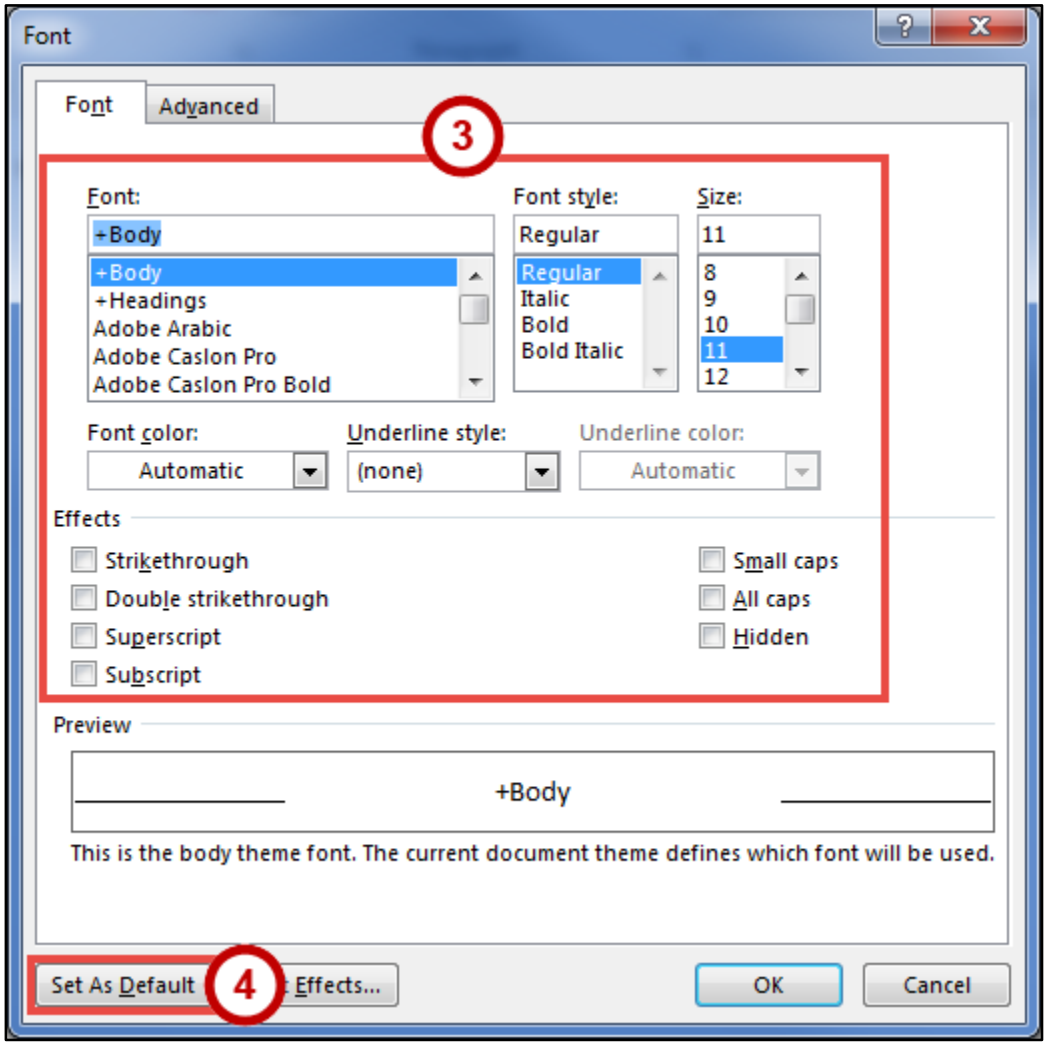

Figure 28 - Font Dialog Box

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).

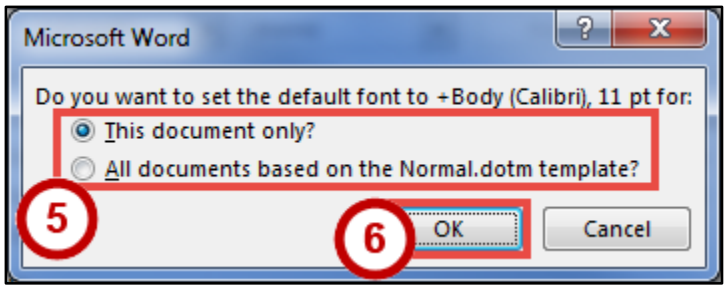

Figure 29 - Set As Default Dialog Box for Font

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).

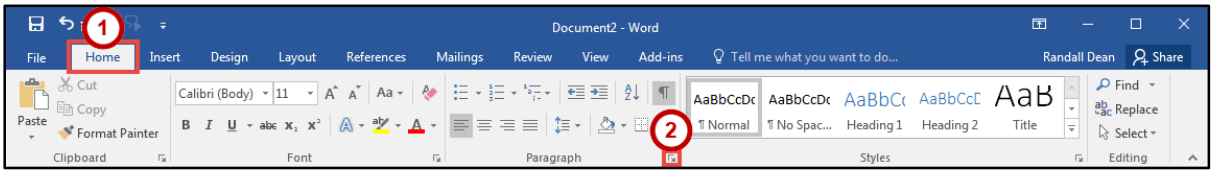

Figure 30 - Paragraph Dialog Box Launcher

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).

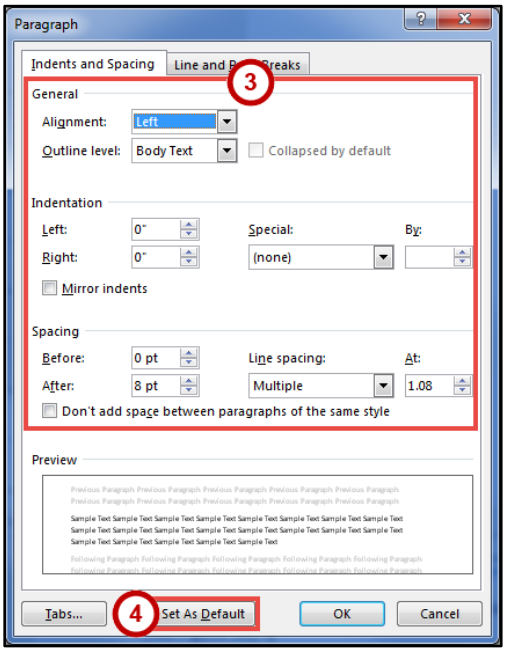

Figure 31 - Paragraph Dialog Box

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).

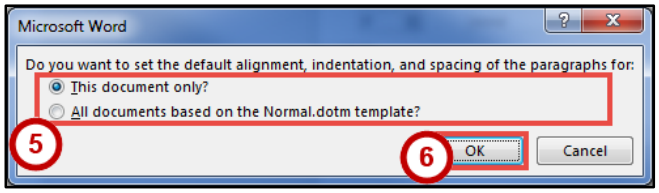

Figure 32 - Set as Default Dialog Box for Paragraph

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*.

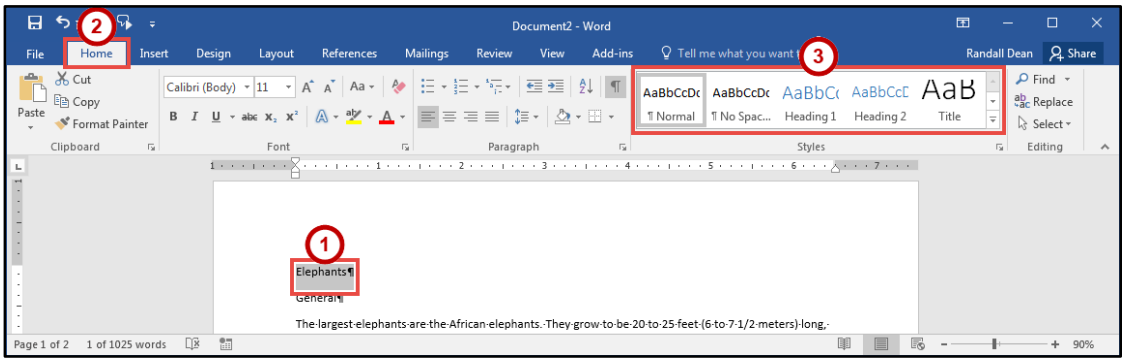

Figure 33 - Styles

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

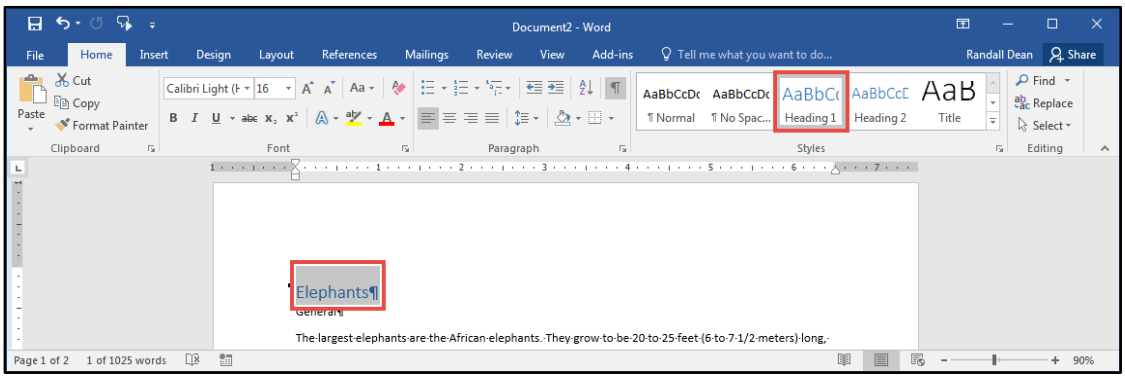

Figure 34 - Style Added

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.

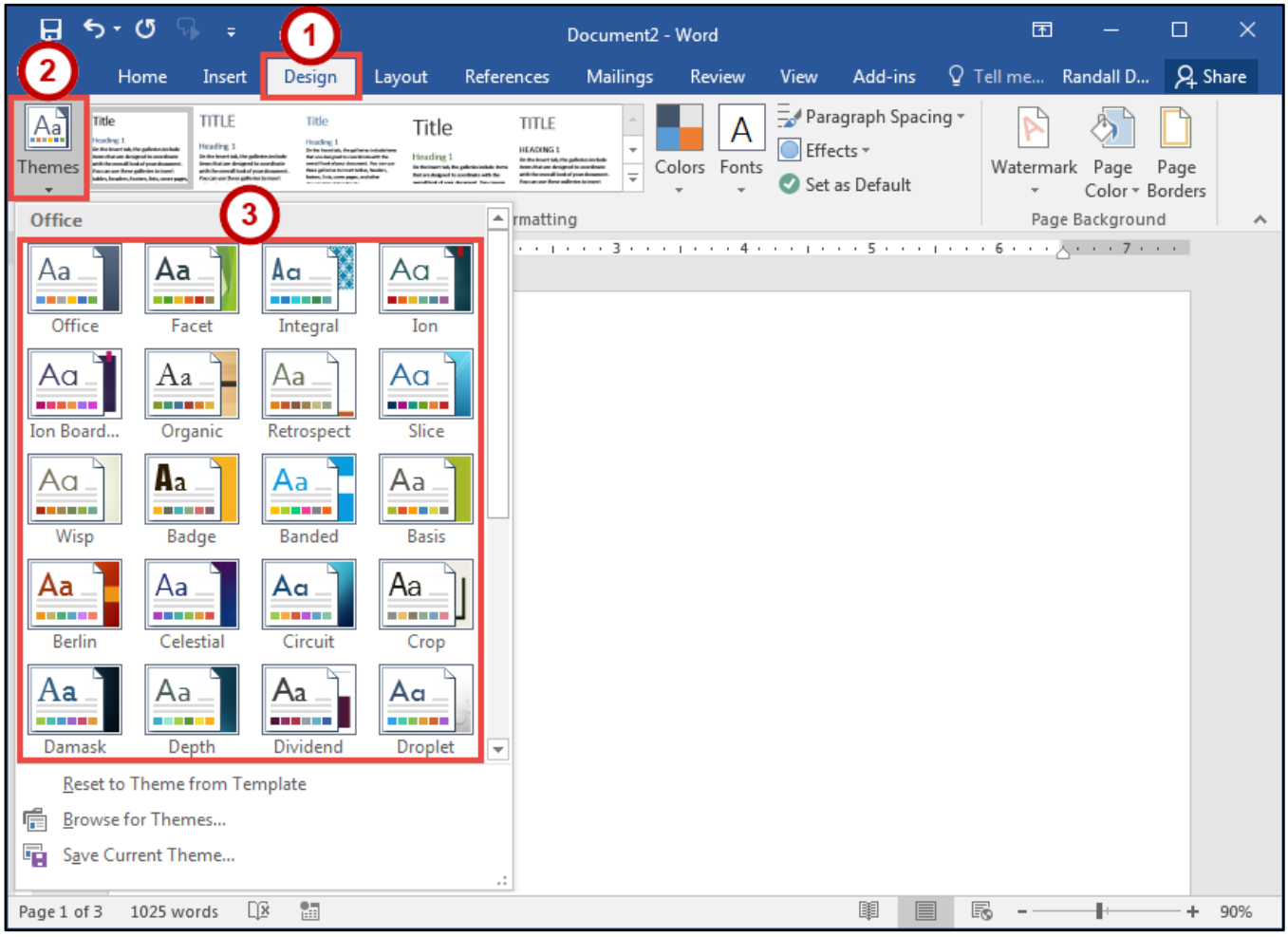

Figure 35 - Themes

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**.

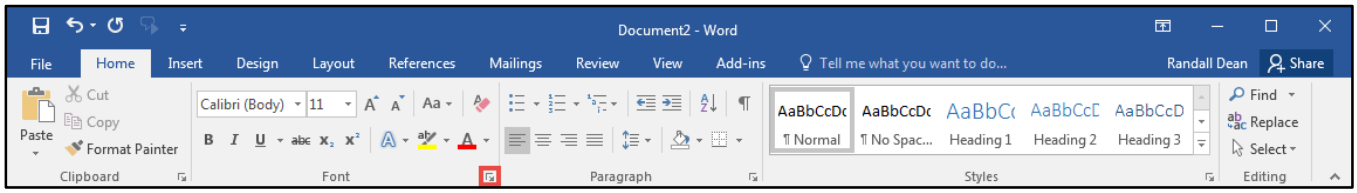

Figure 36 - Font Dialog Box Launcher

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**.

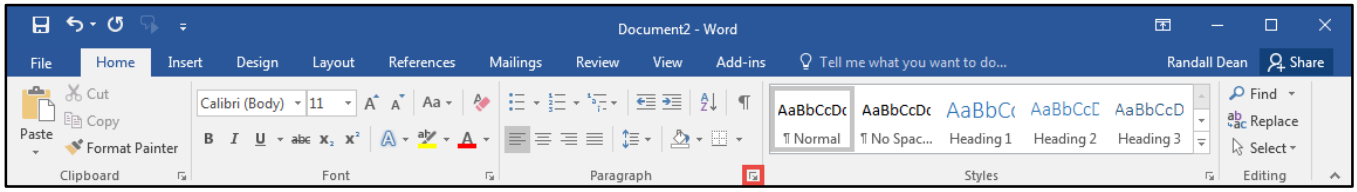

Figure 37 - Paragraph Dialog Box Launcher

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).

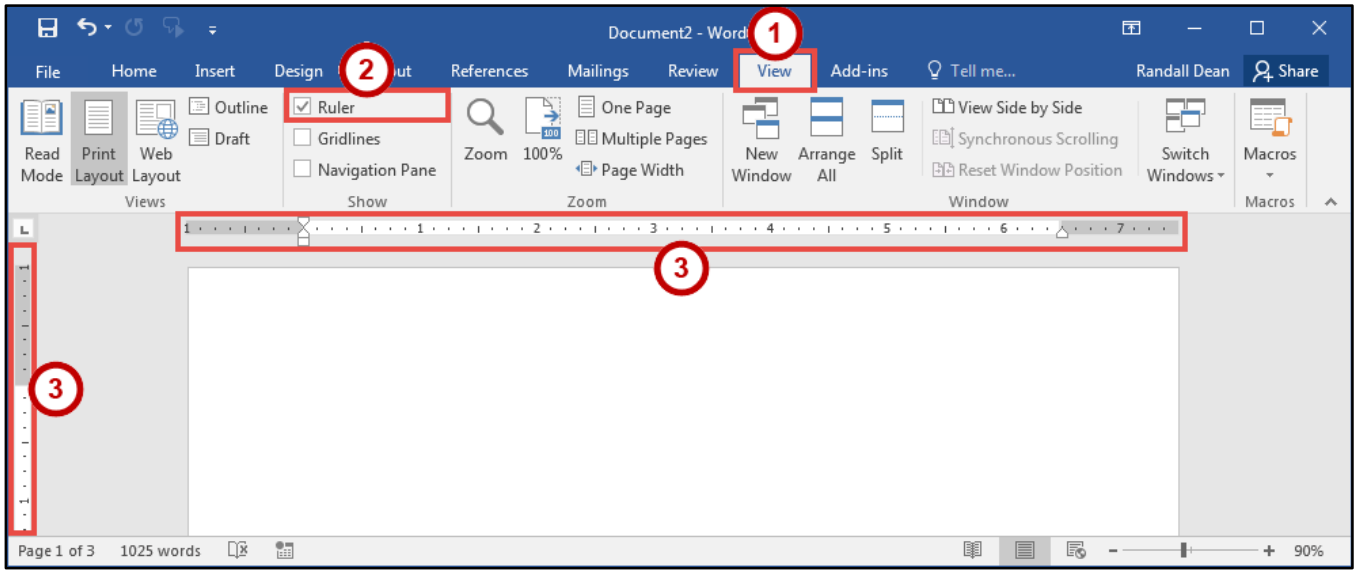

Figure 38 - Ruler

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.

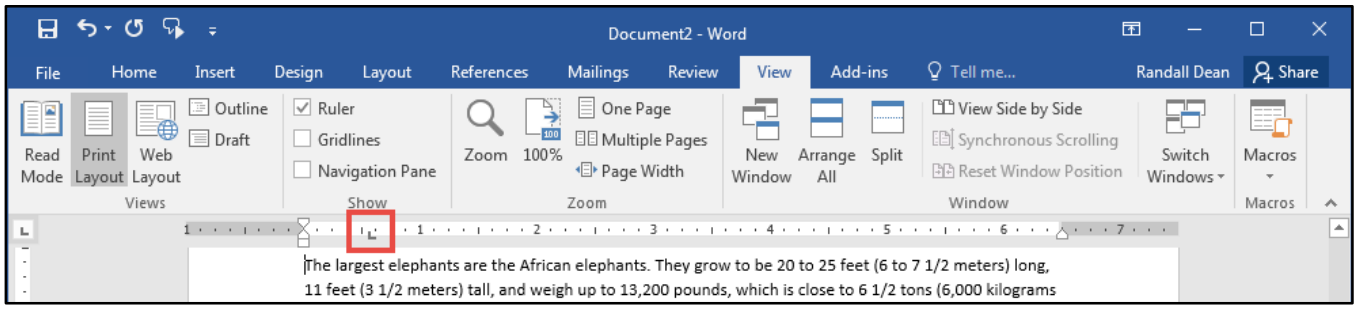

Figure 39 - Tab Stop

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*.

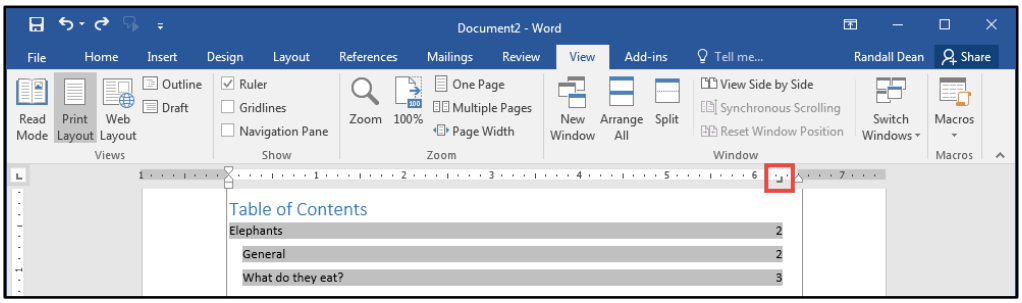

Figure 40 - Tab Stop

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

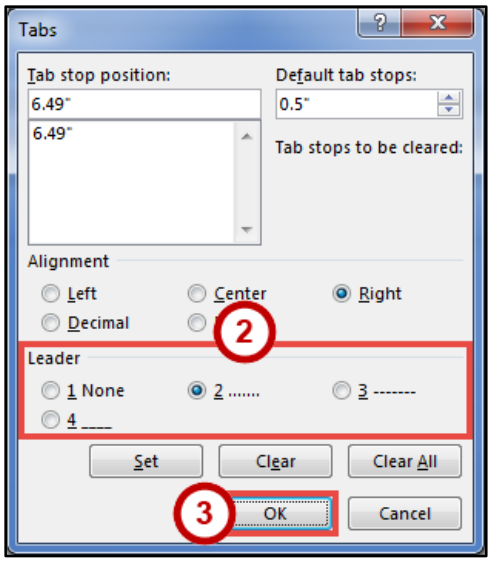

Figure 41 - Tabs Dialog Box

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

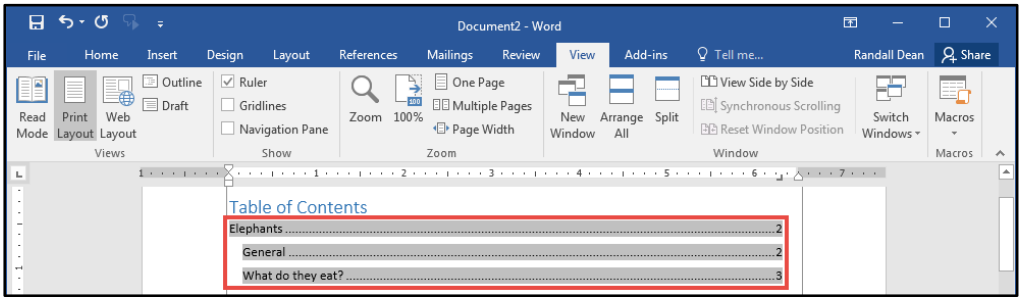

Figure 42 - Tab Stop Leader

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**.

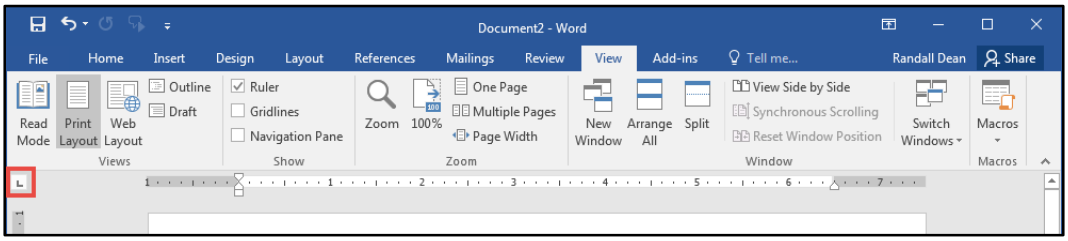

Figure 43 - Tab Selector

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).

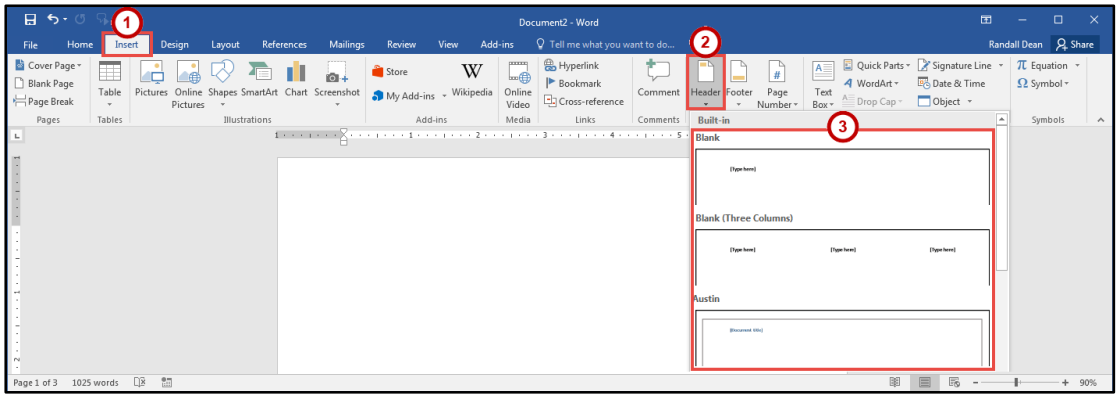

Figure 44 - Header

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).

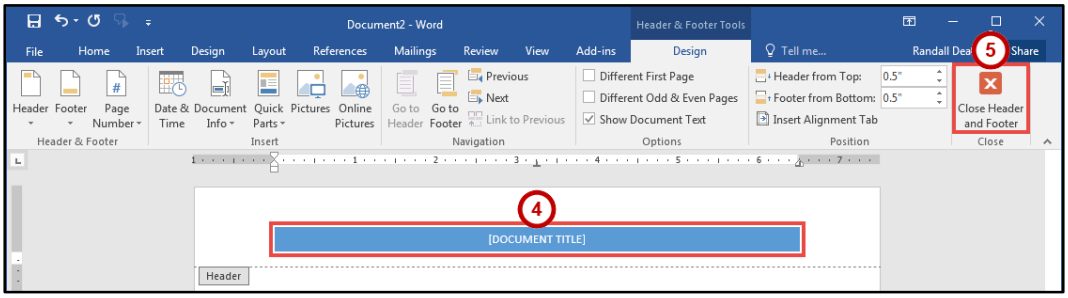

Figure 45 - Close Header and Footer

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*.

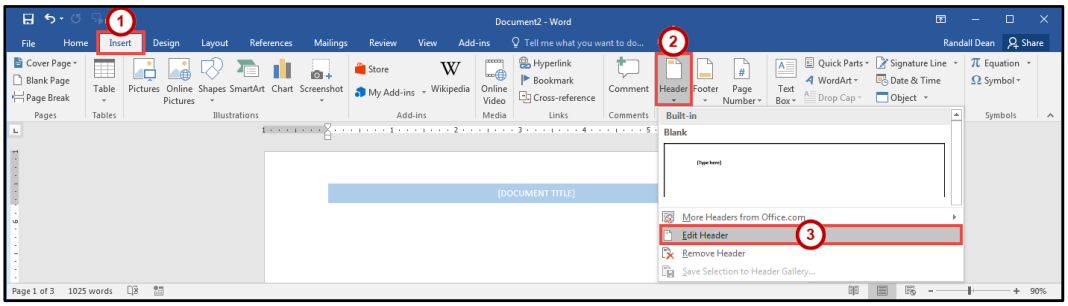

Figure 46 - Edit Header

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).

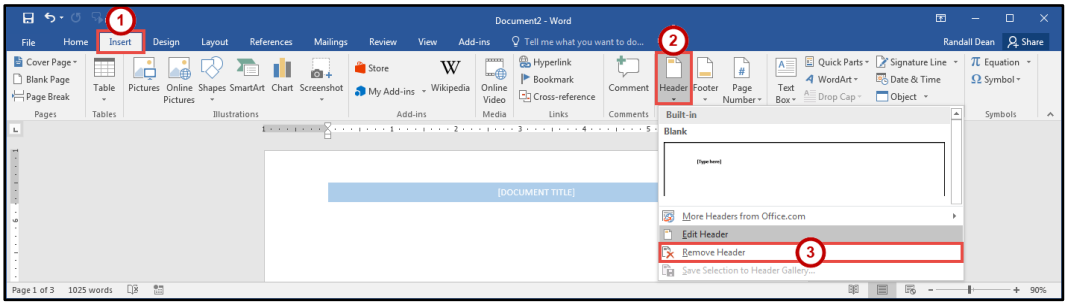

Figure 47 - Remove Header

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).

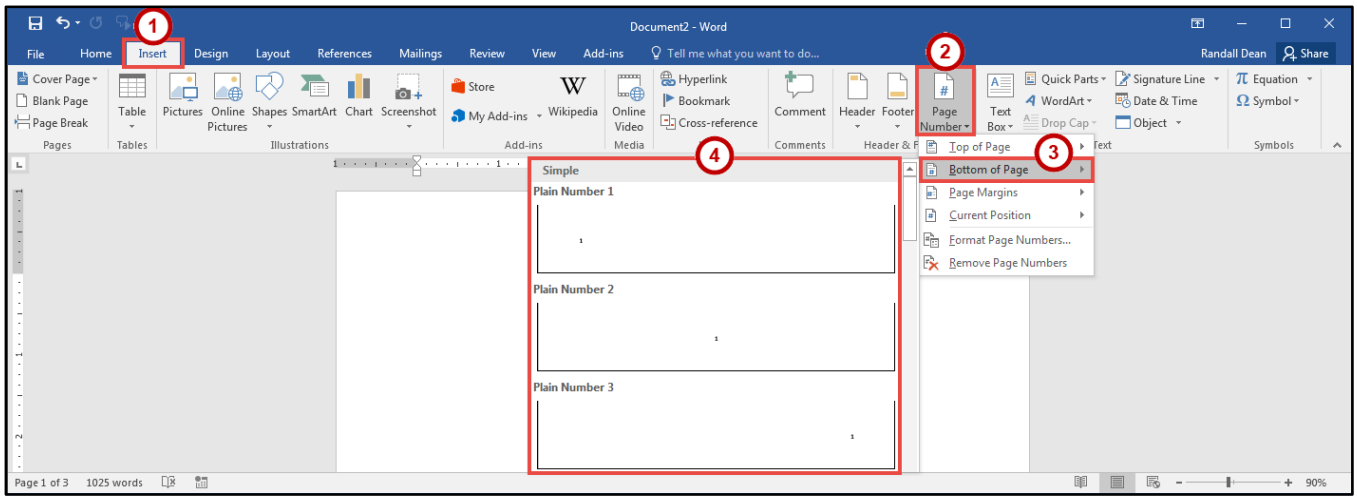

Figure 48 - Adding Page Numbers to Your Document

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).

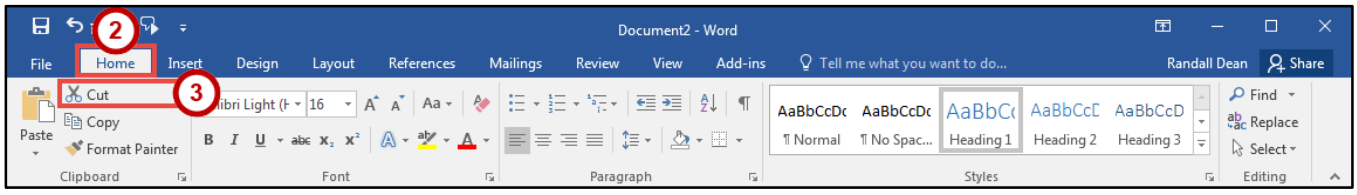

Figure 49 - Cut Tool

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

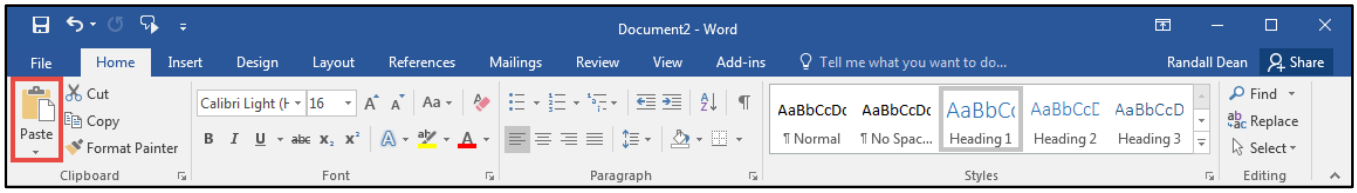

Figure 50 - Paste Tool

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).

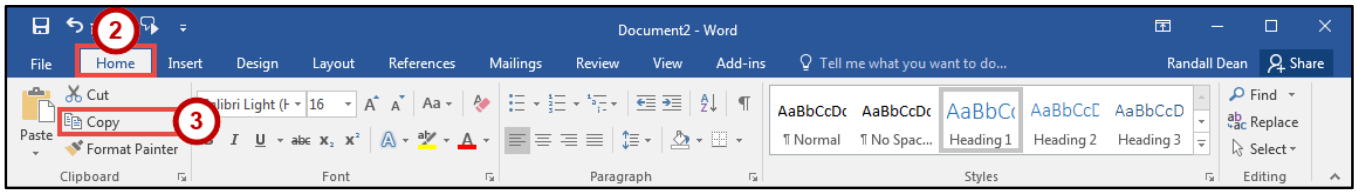

Figure 51 - Copy Tool

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

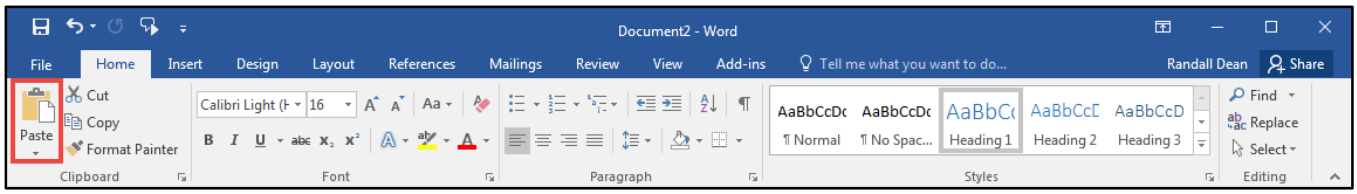

Figure 52 - Paste Tool

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).

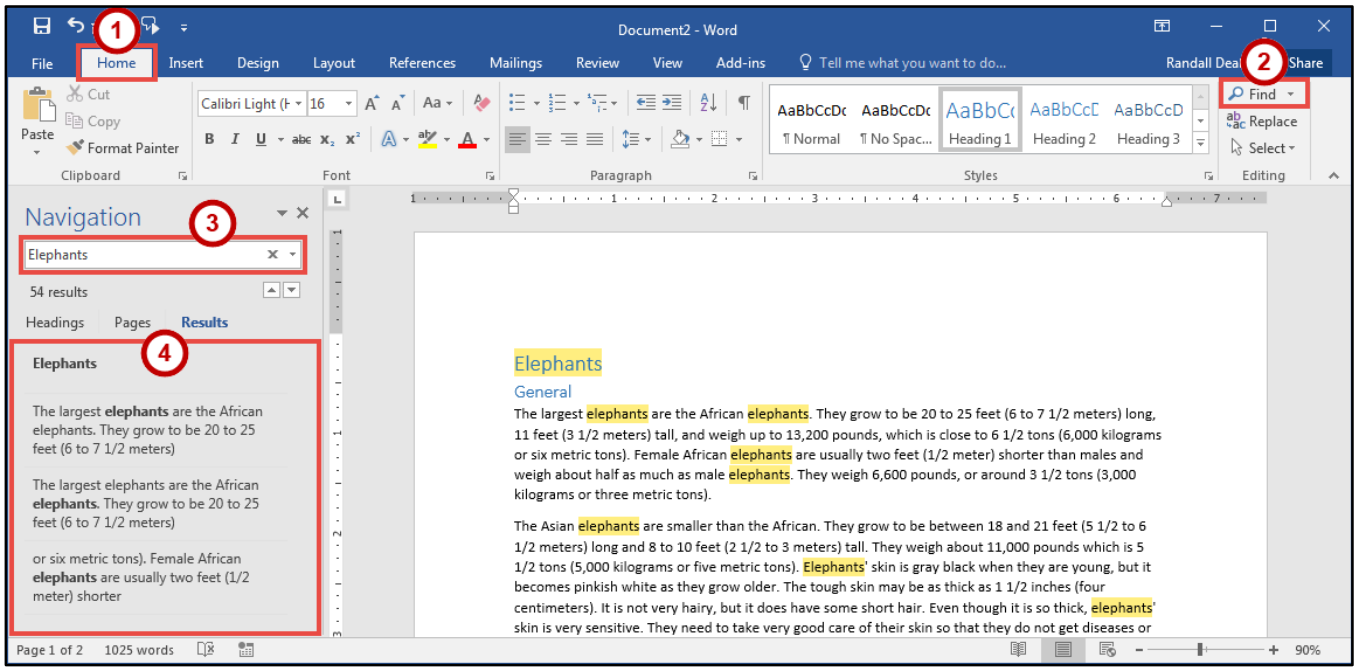

Figure 53 - Find Tool

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).

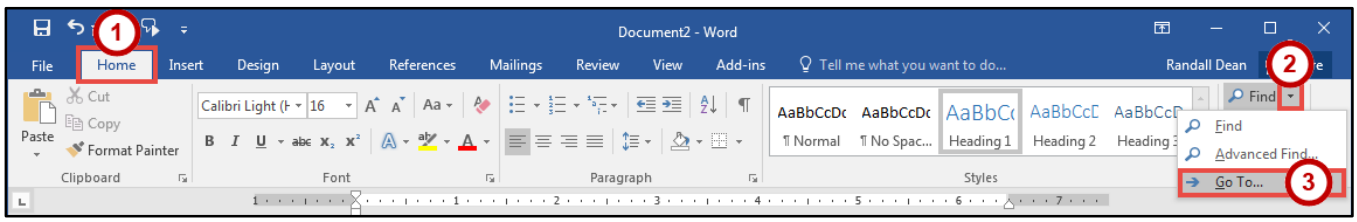

Figure 54 - Go To Tool

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).

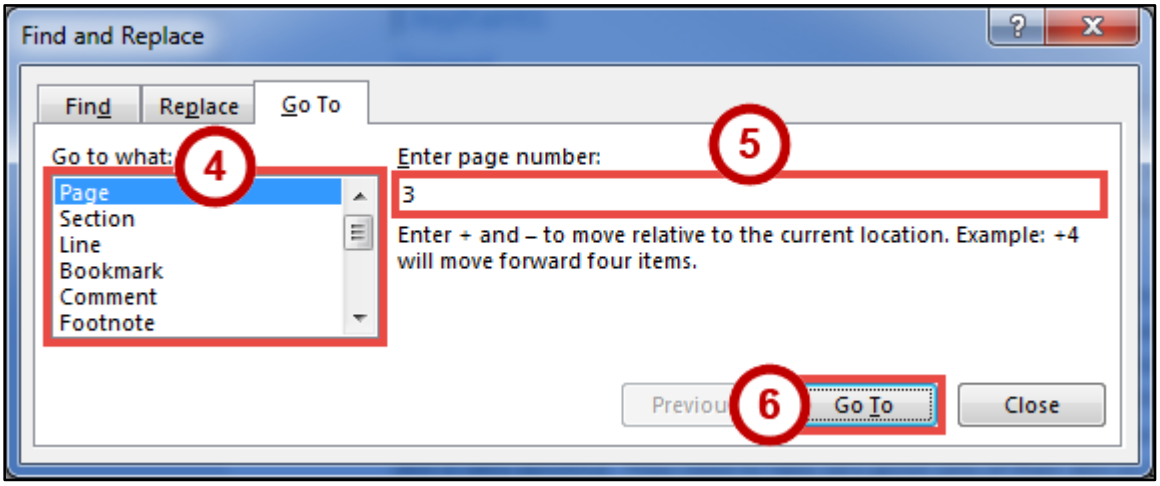

Figure 55 - Go To Search

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).

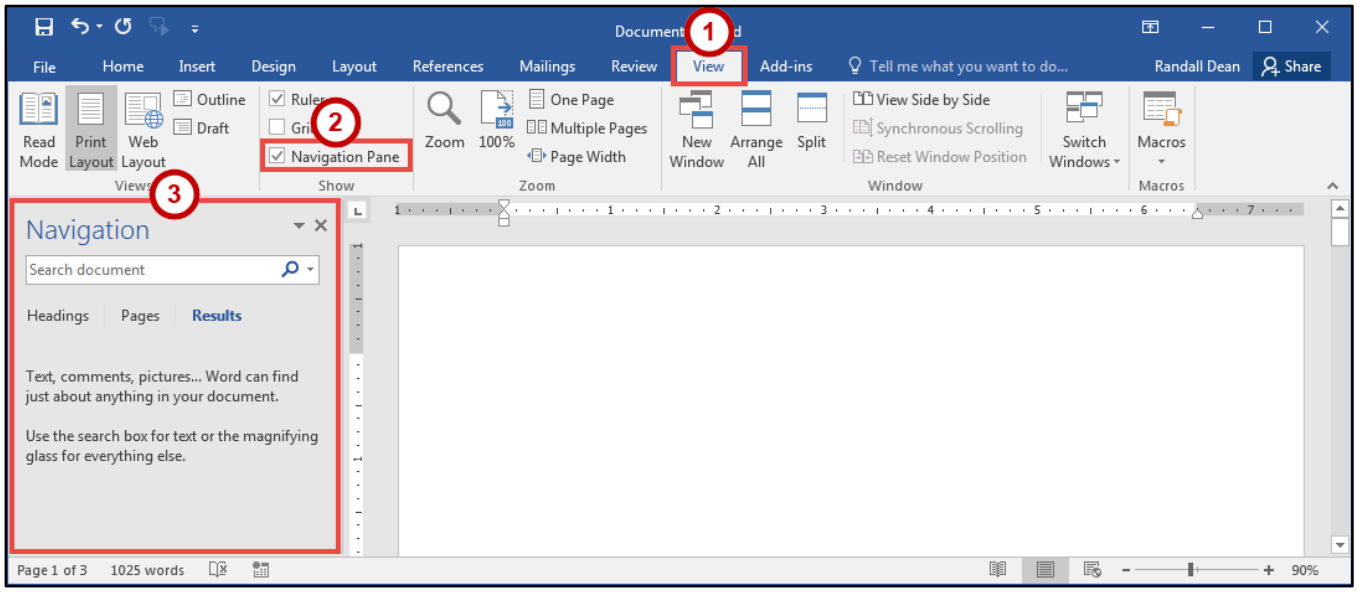

Figure 56 - Navigation Pane

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.

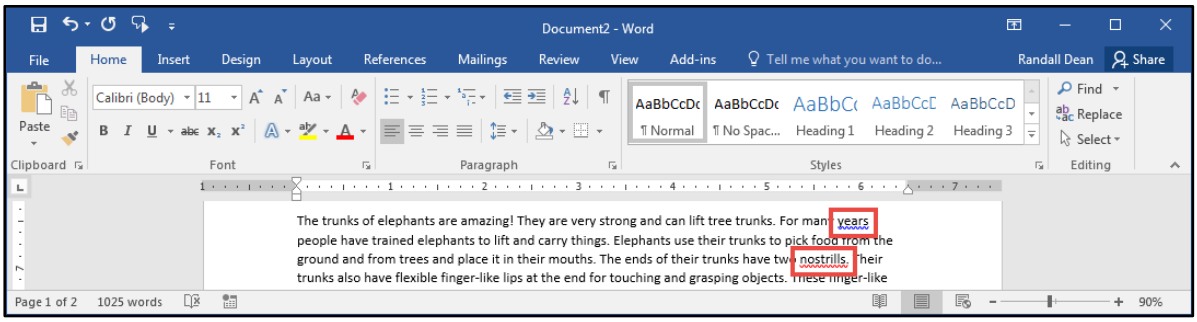

Figure 57 - Proofing Results

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 B*ackstage 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).

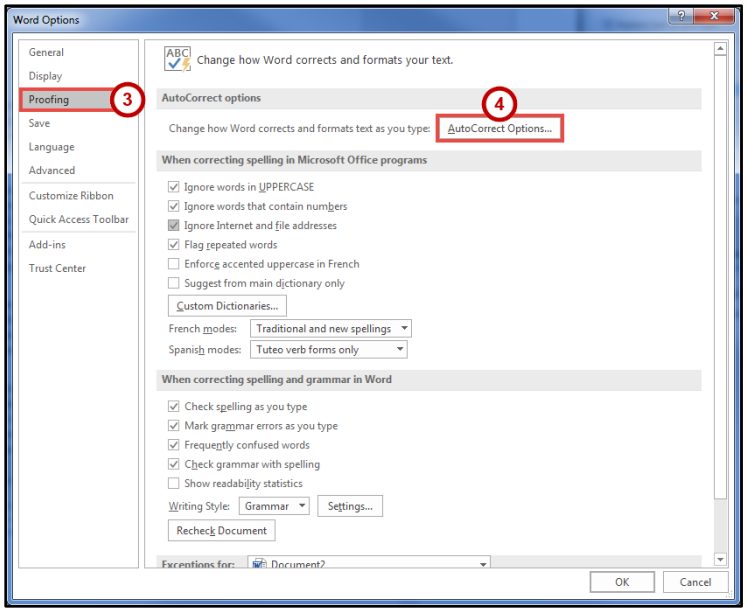

Figure 58 - AutoCorrect Options

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.

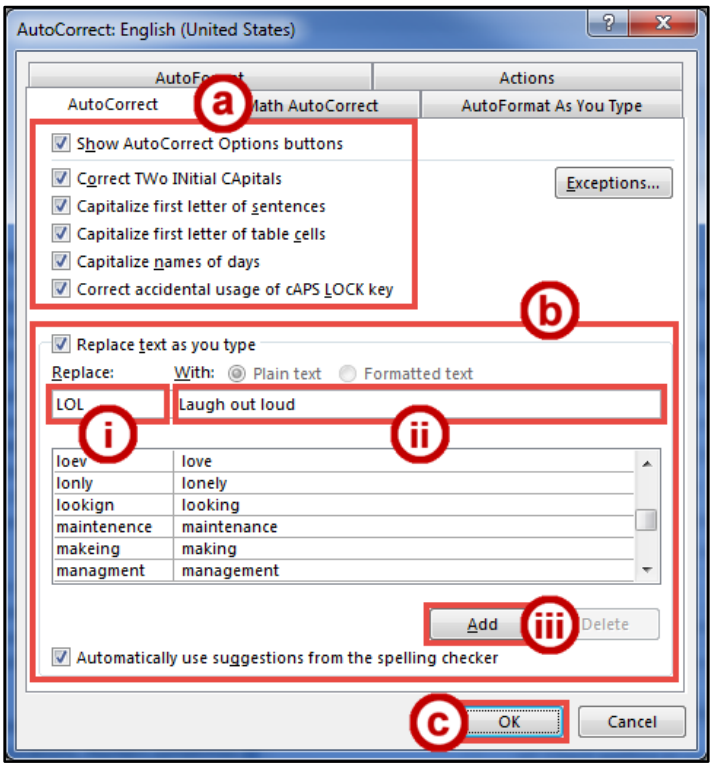

Figure 59 - AutoCorrect Dialog Box

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).

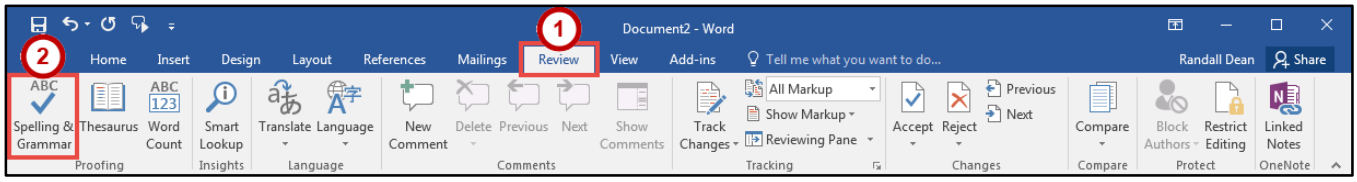

Figure 60 - Spelling & Grammar Tool

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.

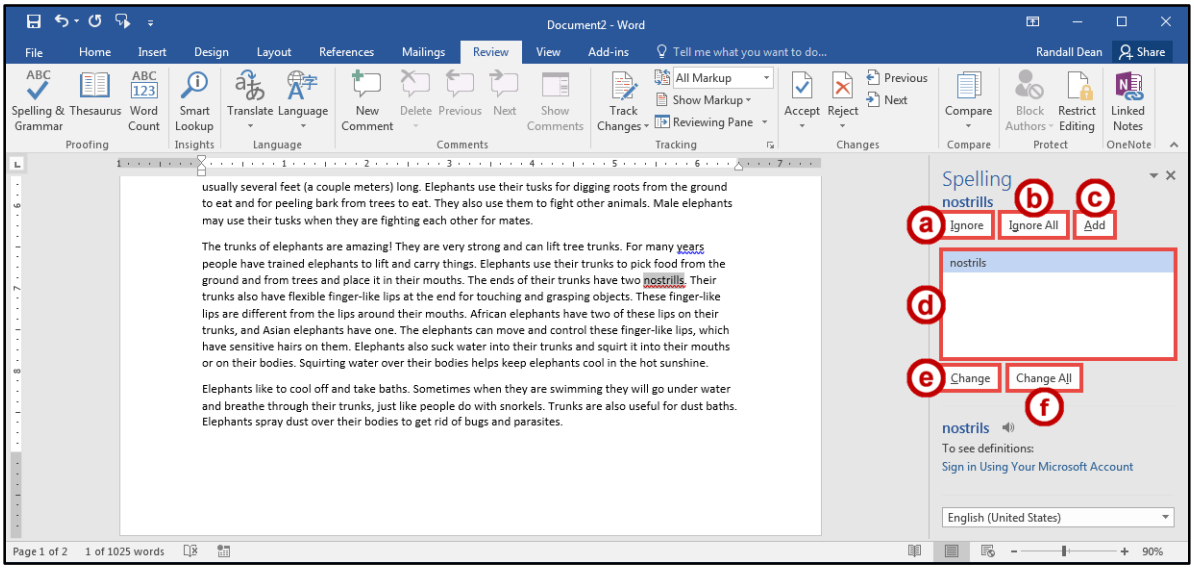

Figure 61 - Spelling Results

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).

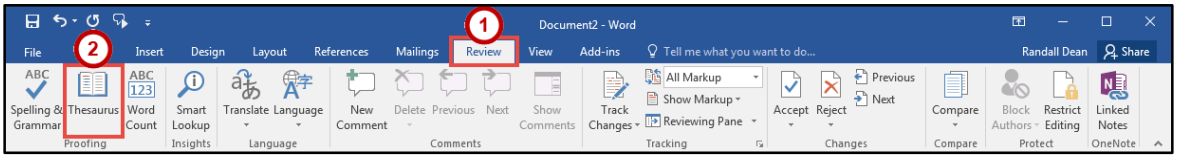

Figure 62 - Thesaurus Tool

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).

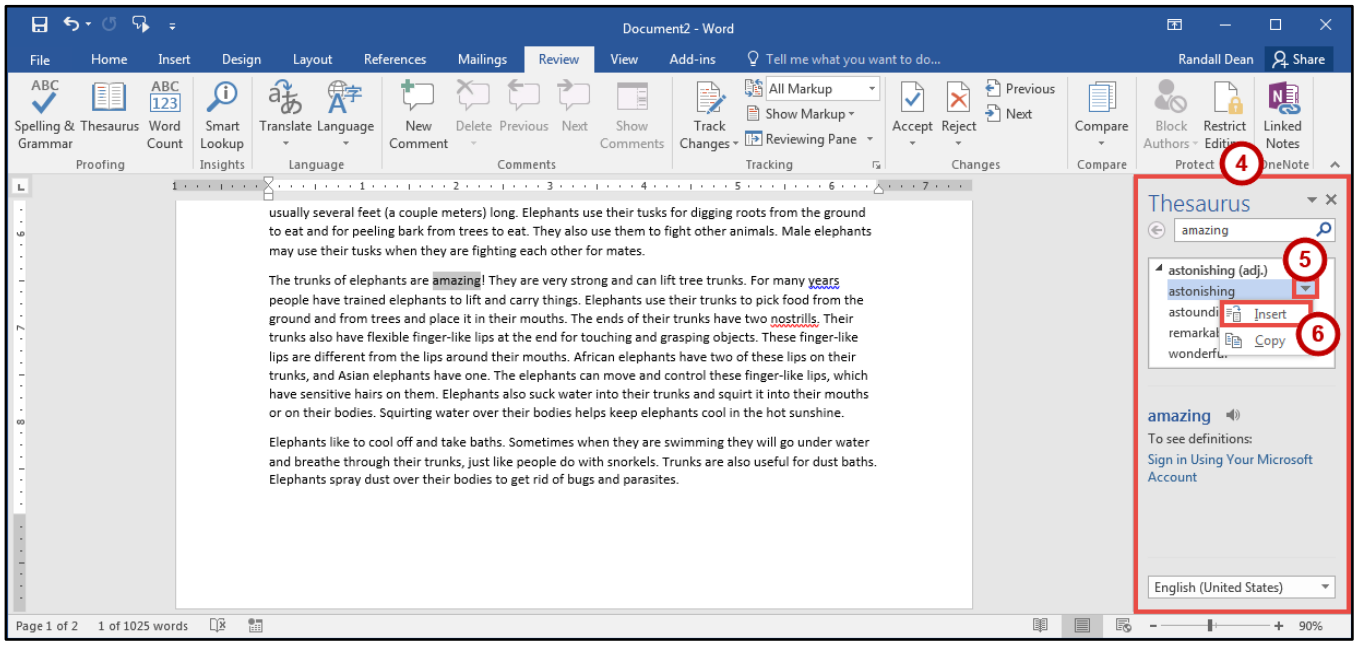

Figure 63 - Thesaurus Results

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.

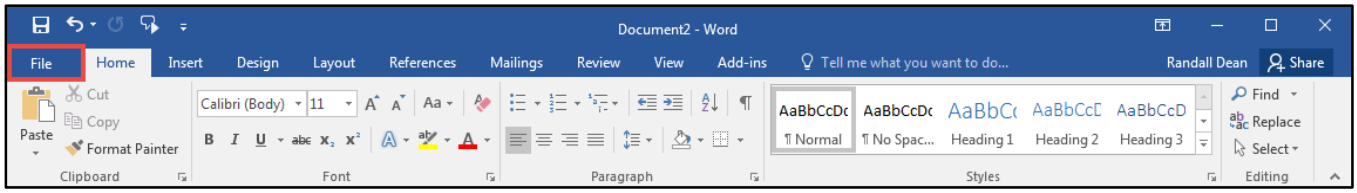

Figure 64 - File Tab (Backstage View)

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

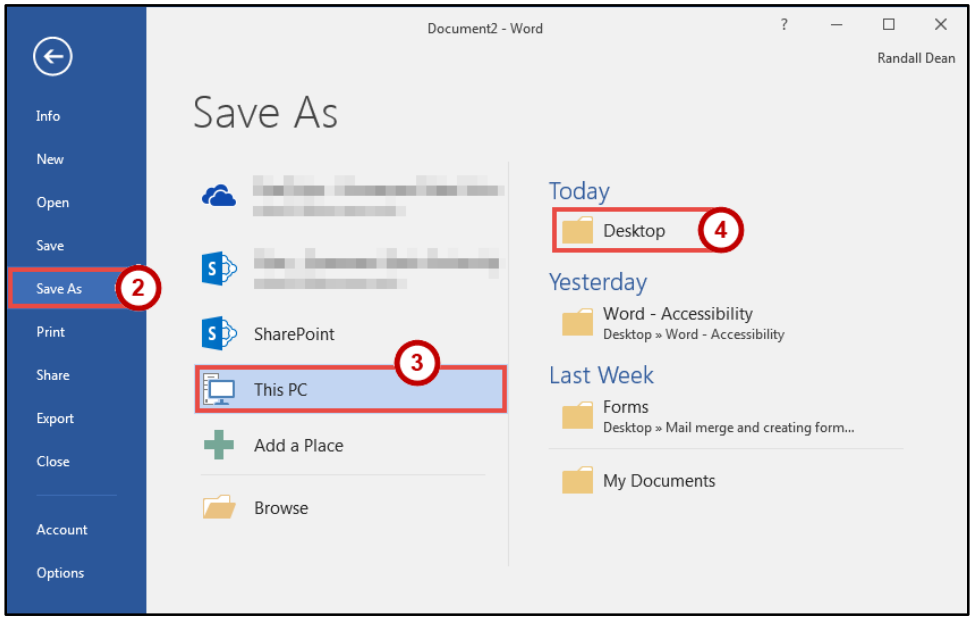

Figure 65 - Backstage View

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).

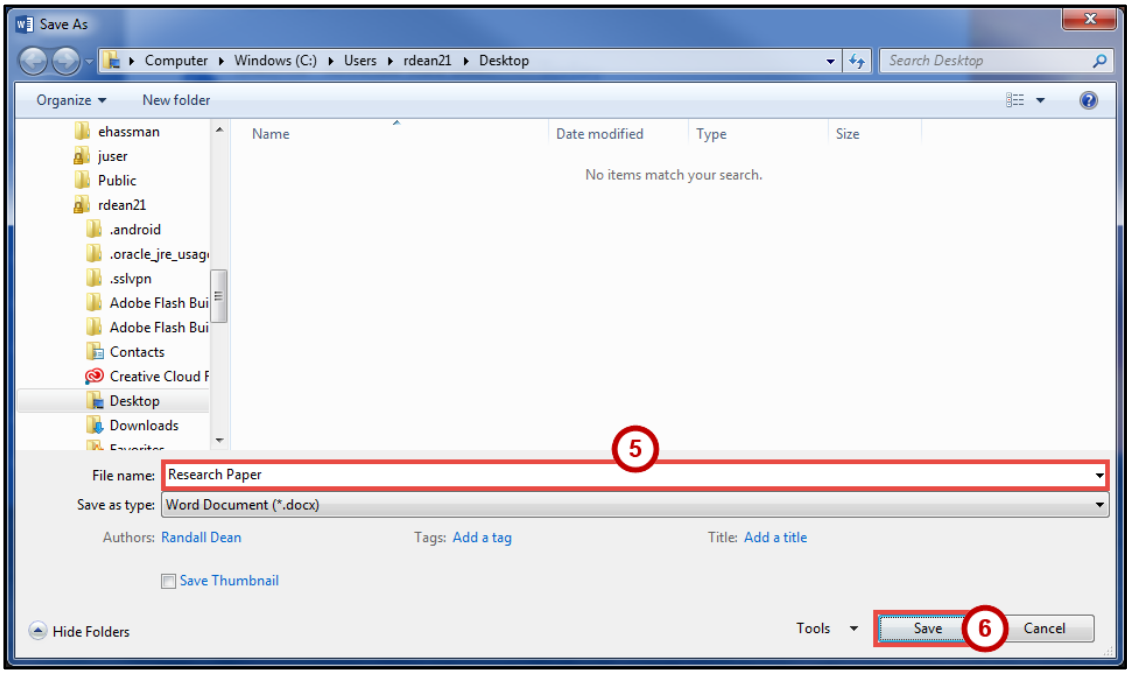

Figure 66 - Save As Dialog Box

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.

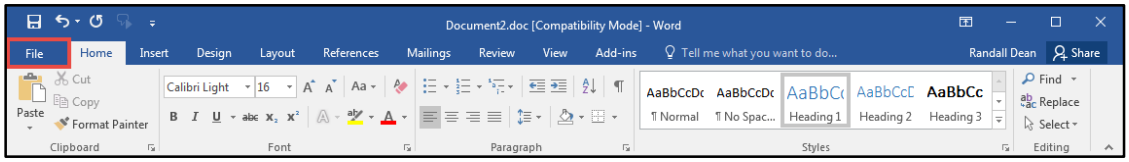

Figure 67 - File Tab (Backstage View)

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

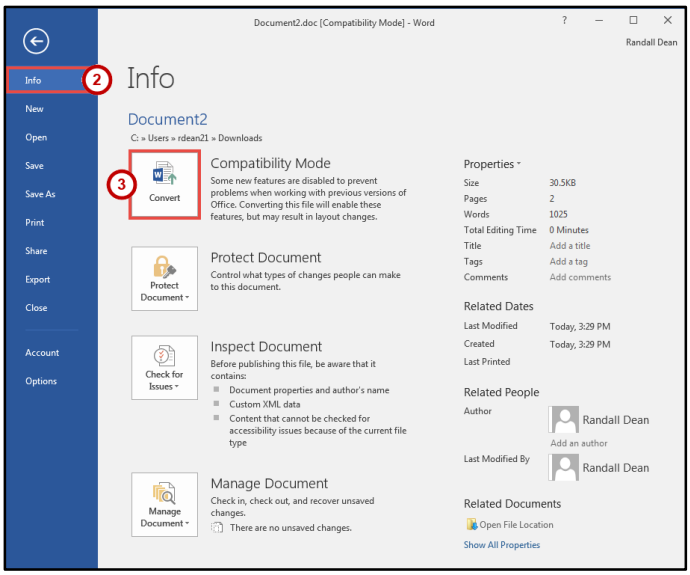

Figure 68 - Convert

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

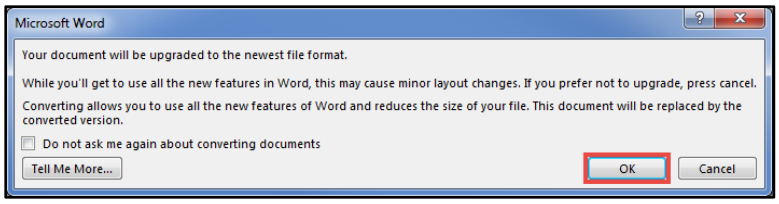

Figure 69 - Confirm Your Conversion

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.

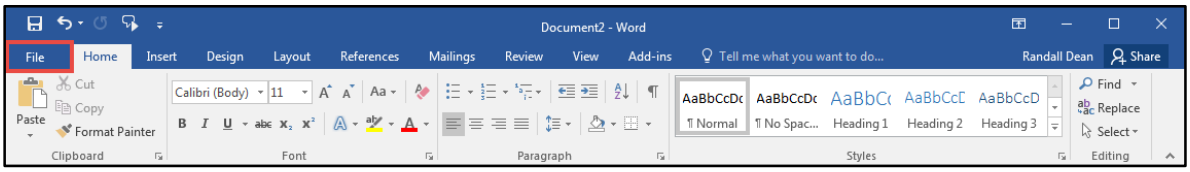

Figure 70 - File Tab (Backstage View)

2. In the B*ackstage 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).

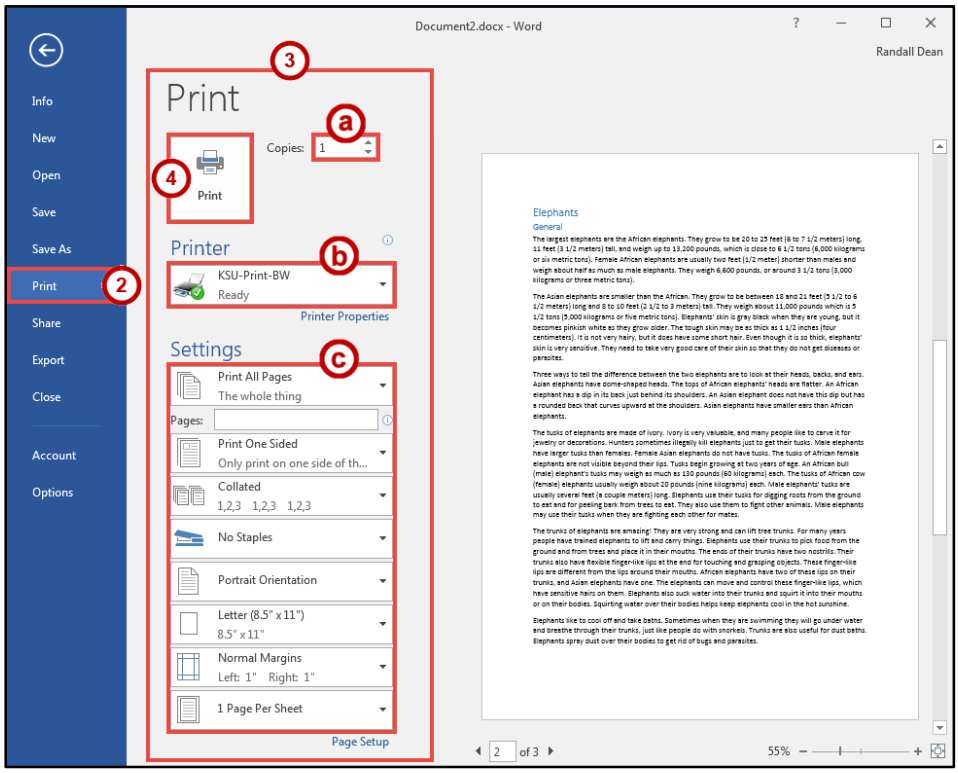

Figure 71 - Print

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

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

KSU Student Helpdesk

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