



**Microsoft Word 2016
Introduction
Course Notes**

Sample

©2017 Chris Page

All rights reserved. No part of this manual may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without written permission of Chris Page.

Trademarks: All brand names and product names used in this manual are trade names, service marks, trademarks, or registered trademarks of their respective owners.

Chris Page

11 River Gardens, Shawbury, Shrewsbury, SY4 4LA

Tel 01939 251094

www.pagecommunication.co.uk

CONTENTS

COURSE OBJECTIVES	1
MODULE 1 - INTRODUCTION	2
OBJECTIVES	2
STARTING WITH WORD	2
<i>Basic Mouse Techniques</i>	2
WORD DOCUMENT WINDOW	3
INSERTION POINT	3
MOUSE POINTER	3
THE RIBBON.....	3
<i>Turn Touch Mode on or off</i>	4
<i>Customising the Quick Access Toolbar</i>	4
<i>Customising the Ribbon</i>	5
BACKSTAGE VIEW	7
THE RULER	7
STATUS BAR	7
SCROLL BARS	7
DOCUMENT VIEWS.....	7
CREATING A DOCUMENT.....	8
SAVING CLOSING, AND OPENING DOCUMENTS	9
<i>Saving files automatically</i>	10
<i>Closing documents</i>	10
<i>Opening/Inserting Documents</i>	10
<i>To Recover a File When Don't Save is Selected</i>	11
<i>Protected View</i>	12
USING HELP	13
ACTIONS	13
<i>Changing Actions Options</i>	13
MODULE 2 – NAVIGATION AND EDITING	14
OBJECTIVES	14
MOVING TO DIFFERENT PARTS OF A DOCUMENT	14
<i>Using the Mouse</i>	14
<i>Using a Wheel Mouse</i>	14
<i>Using the Keyboard</i>	14
<i>Go To</i>	15
<i>Using the Navigation Pane</i>	15
SELECTING TEXT.....	15
<i>Selecting using the mouse</i>	15
<i>Selecting using the keyboard</i>	16
EDITING TEXT	16
<i>Inserting text</i>	16
<i>Deleting text</i>	17
<i>Moving and copying text</i>	17
OFFICE CLIPBOARD.....	18
<i>Paste Option Buttons</i>	18
ENHANCING THE APPEARANCE OF TEXT	19
<i>Format Painter</i>	20
<i>Changing Font</i>	20

MODULE 3 - PRINTING AND DOCUMENT LAYOUT	21
OBJECTIVES	21
PRINTING THE CURRENT DOCUMENT	21
DOCUMENT LAYOUT	22
<i>Tabs</i>	22
<i>Indenting</i>	23
<i>Page Margins</i>	24
<i>Paragraph Spacing</i>	25
<i>Line Spacing</i>	25
<i>Page Breaks</i>	25
<i>Section Breaks</i>	26
<i>Page Numbering</i>	26
<i>Headers and Footers</i>	27
<i>Paper Orientation</i>	28
<i>Paragraph Borders and Lines</i>	28
MODULE 4 – CHECKING AND REPLACING TEXT	29
OBJECTIVES	29
SPELL CHECKER	29
<i>Running a Spell Check</i>	29
AUTOCORRECT	30
<i>AutoCorrect Options Buttons</i>	31
QUICK PARTS	32
<i>Auto Text</i>	32
GRAMMAR CHECKING	33
THESAURUS	33
SEARCHING FOR TEXT	34

COURSE OBJECTIVES

By the end of this course you will be able to

- Briefly describe the Word Document Window including the Ribbon and Quick Access Toolbar, Insertion Point, Mouse Pointer, Status Bar, Scroll Bars, View Buttons, the Ruler and Smart tags.
- Open, create and save a Word document correctly referring to notes if necessary.
- Insert a Word document in to another Word document correctly referring to notes if necessary.
- Move to different sections of a Word Document correctly, using the mouse or keyboard.
- Correctly select, delete, move, copy and paste text within a document without referring to notes.
- Accurately format text within a document without referring to notes.
- Describe briefly how to print a whole document or part of a document.
- Set up the layout of a document including the tab settings, indentation, page numbers, and headers and footers referring to notes if necessary.
- Carry out an accurate spell check and grammar check on a word document, without referring to notes.
- Describe how to add your own correctly spelled words to the custom dictionary.
- Briefly describe the AutoCorrect and Quick Parts features.
- Change words in a word document correctly using the search and replace functions, without referring to notes.

MODULE 1 - INTRODUCTION

OBJECTIVES

At the end of this section you will be able to:

- Briefly describe the Word Document Window including the Ribbon and Quick Access Toolbar, Insertion Point, Mouse Pointer, Status Bar, Scroll Bars, View Buttons, the Ruler and Actions.
- Open, create and save a Word document correctly referring to notes if necessary.
- Insert a Word document in to another Word document correctly referring to notes if necessary.

STARTING WITH WORD

A word-processor is a program that runs on a personal computer. In its simplest form it allows you, the word-processor operator, to type a letter or document. The program allows you to edit the text, make spelling corrections, change the words around by adjusting the layout and finally print out the letter on paper. As a result, a perfect copy is produced without any visible signs of corrections being made.

Word is a very sophisticated word-processor that has many capabilities of a desktop publishing program. It is able to produce a wide variety of very high quality documents from simple letters to multi-chapter full colour reports. As Word operates in the Windows environment you can see how the finished result will look before printing.

Basic Mouse Techniques

The mouse is a small device that is kept on the desk beside the computer and is held comfortably in the hand. It is used to carry out many Windows selections and commands. Moving the mouse will cause a pointer on the display screen to move. The mouse is particularly useful for selecting and editing text, and making menu selections. In Word the mouse pointer can be a different shape at different times depending on the function that is being carried out.

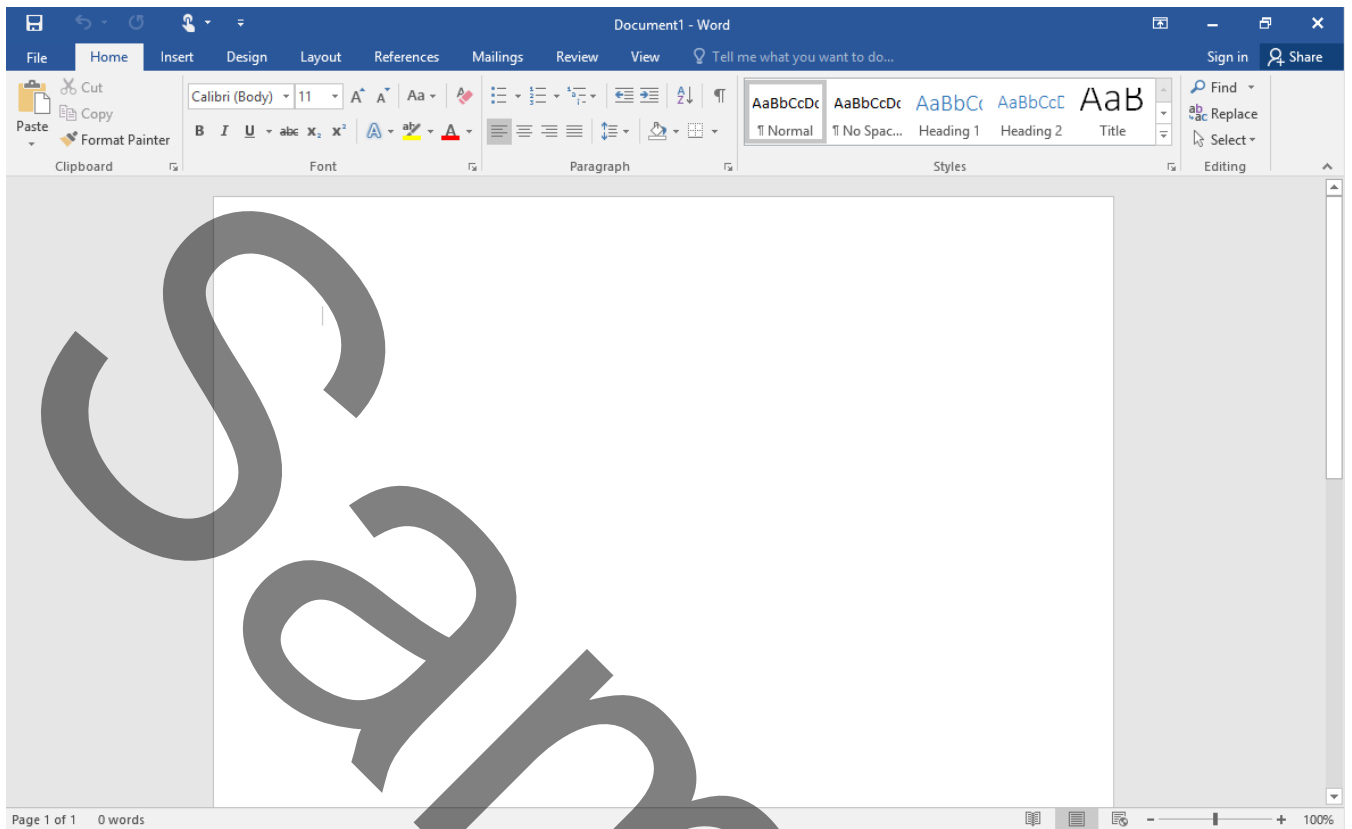
The following terms are used when referring to mouse actions throughout this manual.

- POINT** To move the mouse until the mouse pointer on the screen points to the item of choice.
- CLICK** To quickly press and release the left mouse button.
- DOUBLE-CLICK** To click the left mouse button twice in rapid succession.
- DRAG** To press and hold down the left mouse button while you move the mouse.

All mouse actions refer to pressing the primary (left) mouse button; however, there are occasions in Word when the secondary (right) button will need to be pressed. This will be clearly indicated when necessary.

For those of you who are left-handed there is an option in Windows to change the buttons around. You may wish to do this on your own work computer when you return from this course.

WORD DOCUMENT WINDOW



INSERTION POINT

The Insertion Point is a small flashing vertical bar on the text area of the screen and shows where the next character you type will be placed.

MOUSE POINTER

When mouse pointer is moved over the text area, it changes shape to a large upper-case I and is called the I Beam. When it is moved over the menu areas it changes shape to the usual arrow and is called the Mouse Pointer.

THE RIBBON

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. The Ribbon modifies how it looks depending upon the screen resolution. Some buttons will appear smaller or bigger, and also with or without text beside the icon.

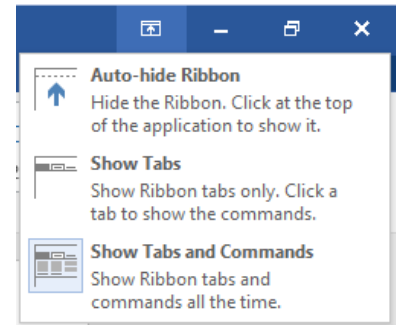
Many groups have additional *Dialog Box Launchers* which are found at the right-hand end of the Group title bar. Click on one of these to launch a more detailed dialog to have extra control in relation to that group's subject. For example the dialog box launcher in the font group gives more font options.



You can customise the Ribbon and also minimize it to make more space available on your screen.

To always keep the Ribbon minimized

1. Click on the **Ribbon Display Options** button at the right-hand end of the Title Bar, and in the list, click on the **Show Tabs** option. Alternatively, right-click anywhere on the Ribbon and select **Collapse the Ribbon**, or double-click the name of the active tab.
2. To use the Ribbon while it is minimized, click on the tab you want to use, and then click the option or command you want to use.



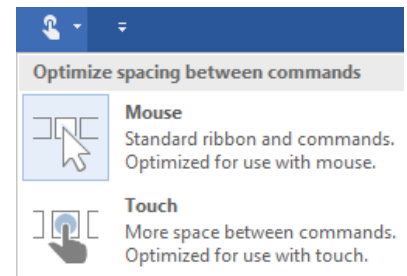
To restore the ribbon to permanent display

Click on the **Ribbon Display Options** button at the right-hand end of the Title Bar, and in the list, click on the **Show Tab and Commands** option. Alternatively, double-click any tab again to restore the Ribbon, or right-click anywhere on the Ribbon and de-select **Collapse the Ribbon** (This will clear the tick next to this option).

Turn Touch Mode on or off

Touch Mode spaces the buttons a little farther apart on the screen, so they're easier to tap if you are using a tablet. You can turn on Touch Mode by tapping the **Touch Mode** button on the Quick Access Toolbar. If you don't see the button or the icon on the Quick Access Toolbar, you can add it as detailed earlier.

To turn Touch Mode off, tap the **Touch Mode** button again. Or tap the **Touch/Mouse Mode** hand icon and tap **Mouse**.



Customising the Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can move the Quick Access Toolbar from one of the two possible locations, and you can add buttons that represent commands to the Quick Access Toolbar.

The Quick Access Toolbar can be located in one of two places - either in the upper-left corner above the **File tab**, or below the Ribbon.

To move the Quick Access Toolbar

1. Click on the **Customize Quick Access Toolbar** button.
2. In the list, click on **Show Below the Ribbon** or **Show Above the Ribbon** as required. You can add a command to the Quick Access Toolbar directly from commands that are displayed on the Ribbon.

To add a command to the Quick Access Toolbar

1. Click on the **Customize Quick Access Toolbar** button.
2. On the Ribbon, click on the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.

3. Right-click on the required command, and select **Add to Quick Access Toolbar** on the shortcut menu.

Notes:

You cannot increase the size of the buttons. The only way to increase the size of the buttons is to lower the screen resolution you use.

You cannot display the Quick Access Toolbar on multiple lines.

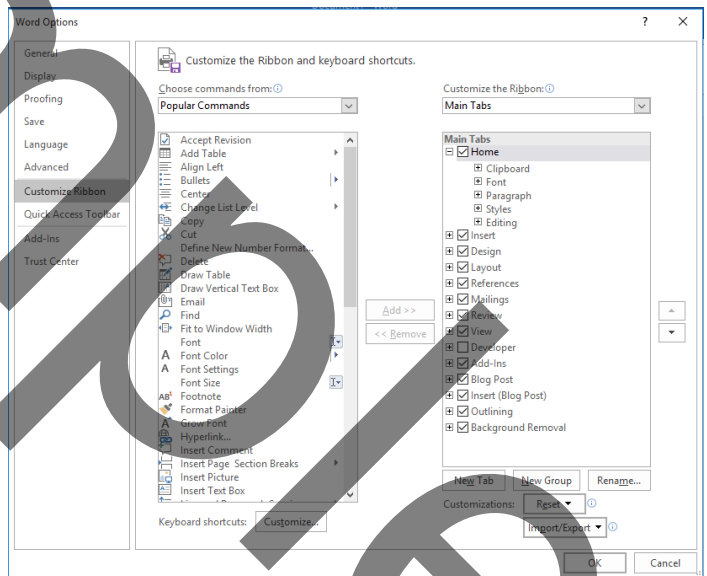
*You can also customise the Quick Access Toolbar in a similar way to customising the Ribbon as detailed in the next steps (but select **Customize Quick Access toolbar** instead.) Quick Access toolbar customisation can also just apply to a specific document and is set using the top-right drop-down selector in the Options dialog.*

Customising the Ribbon

The Ribbon is customizable also. You can create new tabs and also new groups both on the new tabs and in existing tabs. You can also add new buttons to new groups. You cannot delete any of the built-in tabs, groups or buttons. Buttons can only be added to custom groups, not to existing built-in groups.

To add a new tab or new group to the Ribbon

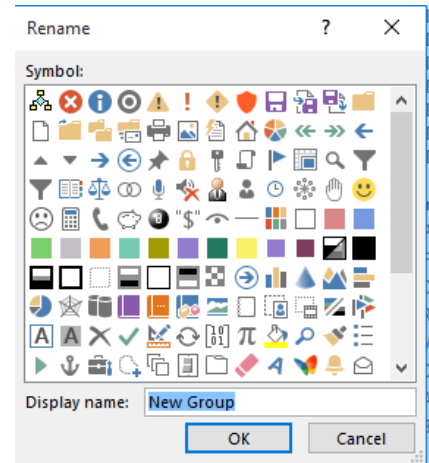
1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. The right-hand pane initially shows the Main tabs and the currently selected Ribbon tab will be expanded in the pane to show the various groups. Click on any of the + signs to expand the display and give more detail. To view the other available tabs that can be customised click on the drop-down selector above the right-hand pane and choose *All Tabs* or *Tool Tabs* as required.
4. Do one or more of the following:
 - To create a new tab, click on the **New Tab** button below the right-hand pane. The new tab will be inserted below the currently selected tab, together with a default empty new group.
 - To create a new group, click on the **New Group** button below the right-hand pane. The new group will be inserted at the end of the existing groups in the currently selected tab.



Note: To reposition the tab/group click on the tab/group then use the up and down arrows to the right of the right-hand pane to reposition, while the tab/group name is selected.

To rename a new tab or group

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. Select the tab or group entry in the right-hand pane.
4. The *Rename* dialog is displayed as shown here. Type a new name in the *Display name* box at the bottom.
5. If you want the button to have an associated icon, choose one by clicking on one from the displayed *Symbol* collection.
6. Finally, click on **OK**.



To add a new button to a group

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. In the right-hand pane, right-click on the tab and group that will hold the button.
4. In the left-hand pane select the button that you wish to add.
5. Click on the **Add>>** button.

Note: To reposition the button use the up and down arrows at the side of the right-hand pane while the added button is selected in the right-hand pane.

To delete a previously created tab, group or button.

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. In the right-hand pane, click on the tab, group or button to delete.
4. Click on the **<<Remove** button.

To reset ribbon customisations

1. Right-click anywhere on the Ribbon
2. Click on the **Customize the Ribbon...** option. The *Customize Ribbon* dialog is displayed.
3. Click on the rest button below the right-hand pane, and choose **Reset All Customisations** or **Reset Only Selected Ribbon Tab** as required.

Note: Reset Only Selected Ribbon Tab is only available when you are looking at a built-in tab that has been customised by having new buttons or groups inserted.

To use the keyboard on the ribbon

Press and release the **Alt** key on your keyboard. Keytips are displayed over every feature available in the current view. If you change the view additional keytips are displayed.

EXERCISE 1

1. Create a new blank document.
 2. Type the following address:
-

Fred Smith
2 The Street
Telford
TF1 5TT

3. Now insert the file **OrientExpress** into this new document. It should now look like this below:
-

Fred Smith
2 The Street
Telford
TF1 5TT

Dear Fred,

CONFIRMATION OF BOOKING

This letter is confirmation that you have been booked on the Orient Express departing Waterloo at 10:00 am on Saturday 11 October 2016.

Yours sincerely

M Jones

4. Close and save the file as **Travel**.

EXERCISE 2

1. Open the file **The Social Charter**
 2. Format the document to match the appearance shown below.
 3. Note the *Justify* alignment of the last paragraph.
 4. Close and save the changes
-

THE SOCIAL CHARTER

The European Council in Strasbourg adopted the European Community's charter on the fundamental social rights for workers, the Social Charter, in December 1989. The Charter is a solemn declaration that has no legally binding force, but is supported by an *Action Programme* including 47 proposals for Directives and Regulations. The Charter was adopted by the eleven member states excluding the UK.

The European Council of Hanover, Rhodes and Madrid

The European Council of Hanover, Rhodes and Madrid all stressed that the development of social provisions was as important as the economic measures for the complete fulfilment of the internal market. The *Treaty on European Union*, signed in Maastricht on the 7th February 1992 by the twelve member states, includes the protocol on social policy and the Agreement between the eleven members, excluding the UK. The agreement on social policy known as the Social Charter gives a legal basis to the Social Charter.

James Aspinwall