Microsoft Office 2016

Word 2016: Part 1

Learner's Manual

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Microsoft® Office Word® 2016: Part 1

Contents

About This Course ***1***

Course Prerequisites *1*
Course Overview *1*
Course Objectives *1*
How To Use This Book *1*

Lesson 1: Getting Started with Word ***3***

TOPIC A: Identify the Components of the Word Interface **4**
Microsoft Office Word 2016 ..... *4*
Word Documents *5*
The Word Application Window *6*
The Ribbon *8*
The Backstage View *11*
Task Panes *13*
Galleries *13*
Document Views *14*
Window Views *16*
Zoom Options *17*
Activity 1-1 ..... *17*
TOPIC B: Create a Word Document **22**
Creating a Blank Document *22*
Default Typing Options *23*
Formatting Marks *24*
Save Options *25*
Sharing a Document *27*
Preview and Print Options *29*
Activity 1-2 ..... *32*
TOPIC C: Help **37**
Using Tell Me *37*
Accessing Advanced Help Options *37*
Activity 1-3 ..... *40*
Summary **45**
Review Questions **45**

Lesson 2: Editing a Document ***47***

TOPIC A: Navigate and Select Text **48**
Scroll Bars *48*
Keyboard Navigation *49*
Text Selection *49*
Activity 2-1 ..... *51*
TOPIC B: Modify Text **54**

Text Editing Options *54*
The Clipboard Task Pane *55*
Paste Options *57*
Live Preview *58*
The Undo Command *59*
The Redo Command *60*
Activity 2-2 ..... *60*
TOPIC C: Find and Replace Text **67**
The Navigation Pane *67*
The Find and Replace Dialog Box *68*
Find Options *70*
Find and Replace with Wildcards *70*
Activity 2-3 ..... *73*
Summary **78**
Review Questions **78**

Lesson 3: Formatting Text and Paragraphs ***79***

TOPIC A: Apply Character Formatting **80**
Fonts *80*
The Mini Toolbar *81*
Font Options *82*
Text Highlighting Options *84*
The Format Painter *86*
Activity 3-1 ..... *88*
TOPIC B: Align Text Using Tabs **93**
Tabs *93*
Rulers *93*
Tab Stops on a Ruler *94*
The Tabs Dialog Box *95*
Activity 3-2 ..... *97*
TOPIC C: Display Text as List Items **101**
Lists *102*
Bulleted Lists *103*
Numbered Lists *105*
Activity 3-3 ..... *106*
TOPIC D: Control Paragraph Layout **109**
Margins *109*
Paragraph Alignment Options *111*
Indents *111*
Indent Markers *112*
Indentation Options *113*
Spacing Options *113*
Hyphenation *115*
Activity 3-4 ..... *116*
TOPIC E: Apply Borders and Shading **120**
Borders *120*
Types of Borders *120*
Shading *121*
The Borders and Shading Dialog Box *122*
Activity 3-5 ..... *124*
TOPIC F: Apply Styles **128**
Word Styles *128*
Style Sets *129*
The Styles Task Pane *130*
Applying Styles *134*

Activity 3-6 ..... *135*
TOPIC G: Manage Formatting **142**
The Reveal Formatting Task Pane *142*
Clear Formatting Options *145*
Find and Replace Text Formatting Options *146*
Activity 3-7 ..... *149*
Summary **159**
Review Questions **159**

Lesson 4: Adding Tables ***161***

TOPIC A: Insert a Table **162**
Tables *162*
Using Tables to Control Page Layout *162*
Table Creation Options *163*
Quick Tables *166*
Inserting Excel Data *167*
Table Navigation Methods *168*
Activity 4-1 ..... *169*
TOPIC B: Modify a Table **174**
Table Selection Methods *174*
The Table Tools – Layout Contextual Tab *175*
The Table Properties Dialog Box *175*
Inserting and Deleting Rows and Columns *177*
Moving and Resizing Rows and Columns *179*
Customizing Cell Margins *180*
Setting Table Titles *180*
Activity 4-2 ..... *183*
TOPIC C: Format a Table **186**
Table Styles *186*
Table Fonts *188*
The Table Tools – Design Contextual Tab *191*
Activity 4-3 ..... *191*
TOPIC D: Convert Text to a Table **197**
The Convert Text to Table Dialog Box *197*
The Convert Table to Text Dialog Box *198*
Activity 4-4 ..... *199*
Summary **200**
Review Questions **200**

Lesson 5: Managing Lists ***201***

TOPIC A: Sort a List **202**
Sort Types *202*
Sort Fields *202*
Sorting Text *202*
Activity 5-1 ..... *204*
TOPIC B: Renumber a List **207**
Renumbering Options *207*
Activity 5-2 ..... *210*
TOPIC C: Customize a List **214**
Multilevel Lists *214*
Increasing and Decreasing List Levels *215*
List Styles *216*
The Multilevel List Gallery *218*
List Appearance Customization Options *219*

List Appearance Formatting Options *220*
Activity 5-3 ..... *220*
Summary **228**
Review Questions **228**

Lesson 6: Inserting Graphic Objects ***229***

TOPIC A: Insert Symbols and Special Characters **230**
Symbols *230*
Special Characters *232*
Activity 6-1 ..... *232*
TOPIC B: Add Images to a Document **239**
Illustrations *239*
Local Pictures *239*
Online Pictures *241*
The Picture Tools – Format Contextual Tab *243*
Activity 6-2 ..... *243*
Summary **248**
Review Questions **248**

Lesson 7: Controlling Page Appearance ***249***

TOPIC A: Apply a Page Border and Color **250**
Page Borders *250*
Border Options *251*
Page Color Options *252*
Activity 7-1 ..... *253*
TOPIC B: Add a Watermark **258**
Watermarks *258*
The Printed Watermark Dialog Box *258*
Activity 7-2 ..... *259*
TOPIC C: Add Headers and Footers **263**
Inserting Page Numbers *263*
Headers and Footers *265*
The Header & Footer Tools – Design Tab *267*
Activity 7-3 ..... *267*
TOPIC D: Control Page Layout **271**
Margin Options *271*
Page Orientation *272*
Vertical Alignment Options *272*
The Paper Size Option *274*
Page Breaks *275*
The Page Setup Dialog Box *277*
Activity 7-4 ..... *278*
Summary **285**
Review Questions **285**

Lesson 8: Proofing a Document ***287***

TOPIC A: Check Spelling and Grammar **288**
Spelling and Grammar Check Options *288*
The Dictionary *290*
The Insights Pane *292*
The Readability Statistics Dialog Box *295*
The Word Count Dialog Box *297*
Activity 8-1 ..... *298*
TOPIC B: Other Proofing Tools **307**

The Thesaurus *307*
The Thesaurus Task Pane *309*
The Translation Feature *310*
The Research Options Dialog Box *312*
Activity 8-2 ..... *314*
TOPIC C: Check Accessibility **322**
Accessibility *322*
Section 508 ..... *323*
Accessibility Checker *324*
Adding Alternative Text to Objects *326*
Activity 8-3 ..... *327*
Summary **334**
Review Questions **334**

Lesson 9: Customizing the Word Environment ***335***

TOPIC A: Customize the Word Interface **336**
The Word Options Dialog Box *336*
Customizing the Ribbon *339*
Customizing the Quick Access Toolbar *340*
The AutoCorrect Dialog Box *343*
The AutoCorrect Tab *345*
Activity 9-1 ..... *347*
TOPIC B: Additional Save Options **354**
Word 2016 File Formats *355*
Compatibility Checker *357*
AutoSave *360*
AutoRecover *360*
Recovering an Unsaved Document *361*
Activity 9-2 ..... *362*
TOPIC C: Manage Additional File Types **368**
Opening Non-Native Files in Microsoft Word *368*
Importing Files *371*
Opening and Editing PDF Documents *371*
Appending Text to a Document *375*
Linking to Other Documents *376*
Activity 9-3 ..... *380*
Summary **385**
Review Questions **385**
Answer Keys **386**
Lesson 1 Review Questions *386*
Lesson 2 Review Questions *386*
Lesson 3 Review Questions *387*
Lesson 4 Review Questions *387*
Lesson 5 Review Questions *388*
Lesson 6 Review Questions *388*
Lesson 7 Review Questions *389*
Lesson 8 Review Questions *389*
Lesson 9 Review Questions *390*

Appendices ***391***

Keyboard Shortcut Quick Reference Sheet **391**
Glossary **394**
Index **397**

ABOUT THIS COURSE

COURSE PREREQUISITES

This manual assumes that the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Microsoft Word is necessary.

COURSE OVERVIEW

Microsoft Word is the Office suite's word processing productivity software. This version of Word incorporates many new features and connectivity options in order to make collaboration and production as easy as possible. We will cover different features of the interface, show users how to create a basic document, and introduce users to Word's most important tools.

COURSE OBJECTIVES

By the end of this course, students should be comfortable with creating a new document, making it look professional and presentable, and saving their document. Students will also become familiar with using and customizing the Microsoft Word interface.

HOW TO USE THIS BOOK

This course is broken up into nine lessons. Each lesson focuses on several key topics, each of which are broken down into easy-to-follow concepts. At the end of each topic, you will be given an activity to complete. At the end of each lesson, we will summarize what has been covered and provide a few review questions for you to answer. Supplemental learning for selected topics is provided in the form of Lesson Labs at the end of this book.

Before you begin, download the course's Exercise Files to a convenient location (such as the desktop). They will be referenced throughout this course and are a key part of your learning experience.

LESSON 1: GETTING STARTED WITH WORD

Lesson Objectives

In this lesson you will learn how to:

- Identify the components of the Microsoft Word interface
- Create a Word document
- Get help in Microsoft Word

TOPIC A: Identify the Components of the Word Interface

Microsoft Word is a powerful, easy-to-use word processor. It can be used to create reports, letters, memos, and all sorts of different documents. If you have used earlier versions of Microsoft Word, or programs like Corel WordPerfect or Lotus Notes, then you may already be familiar with some features of word processors.

Topic Objectives

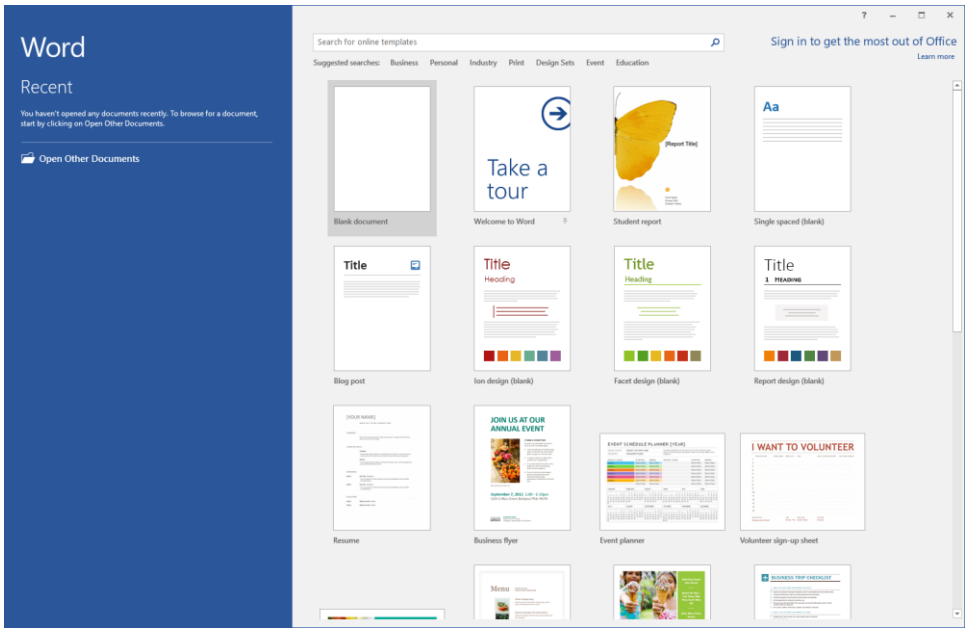
In this topic, you will learn:

- What Microsoft Office Word 2016 is
- What Word documents look like
- About the parts of the Microsoft Word application window, including the ribbon interface, Backstage view, task panes, and galleries
- Different ways to view documents and arrange Word windows
- How to use the zoom tools

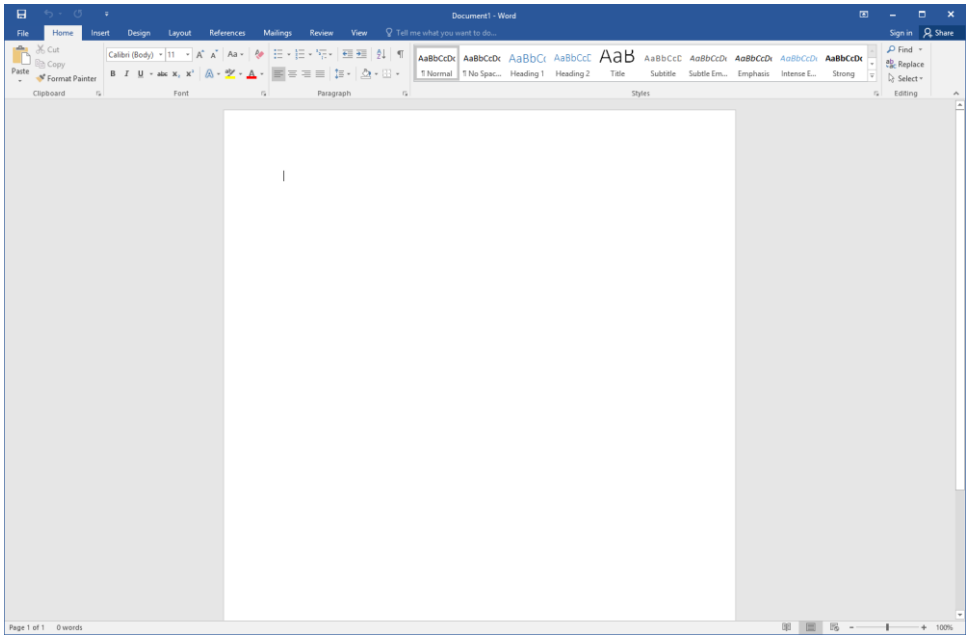
MICROSOFT OFFICE WORD 2016

Microsoft Office Word 2016 is the 16th version of Microsoft's powerful word processing program. Using Word, you can create professional documents of nearly any type. You can also add tables, charts, shapes, photos, and much more. Best of all, Word's interface is intuitive and customizable, so the things you need will be easily accessible.

Once you launch Microsoft Word 2016, you will see the Start screen:



Double-click the type of document that you would like to create. If you choose a blank document, the Word window will open right away and you'll be ready to go:

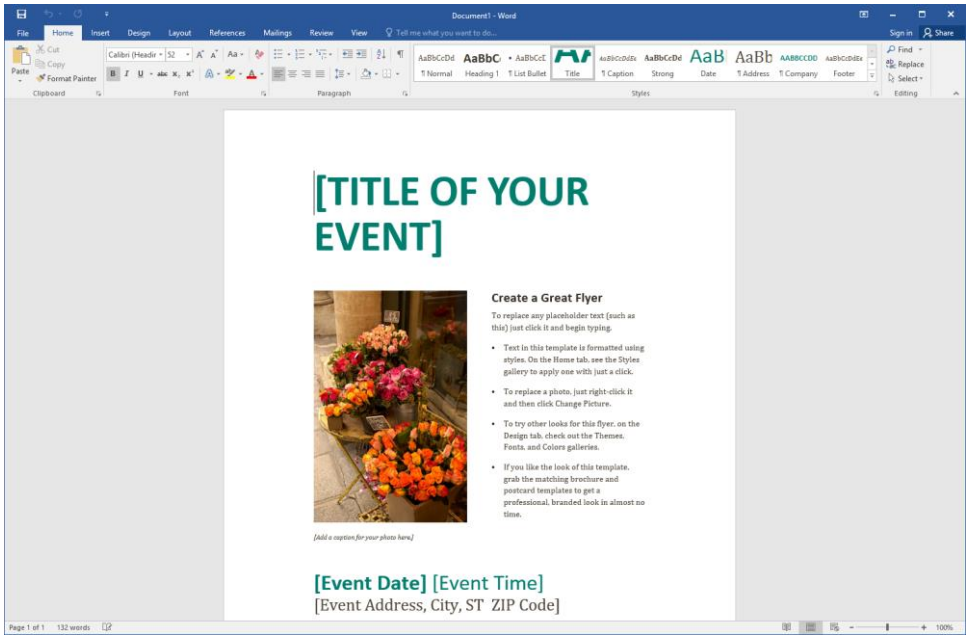


If you choose another type of document, you may be prompted to set related options. Once you click Create, you will see the document window.

WORD DOCUMENTS

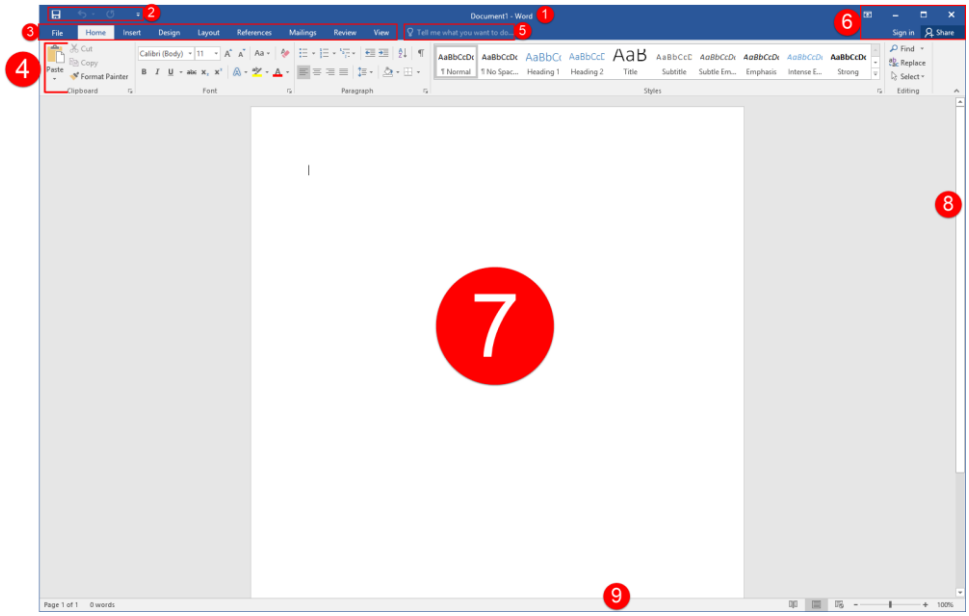
The files that you will create with Microsoft Word are called **documents**. Each document is composed of one or more pages. Since these documents are electronic files, they can be easily saved, modified, shared, and printed.

Microsoft Word contains hundreds of different features so that you can include whatever information you need in your document:



THE WORD APPLICATION WINDOW

When you open Microsoft Word, you will see something like the following image. This is the user interface:



Let's go over the basics of what you will see and how to interact with the interface. This is just an introduction to each element; you will get more experience with each item as we progress through this course.

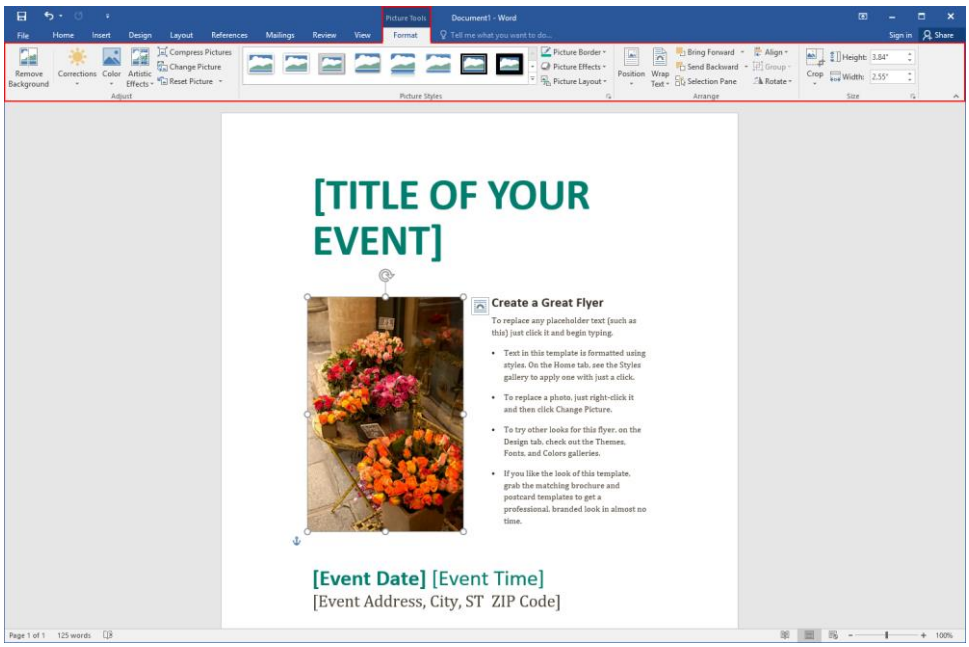
1: Title Bar
The name of the program and the currently open file are displayed here. You may also see more information about the file (for example, if it's open in read-only mode or has been opened from the Internet).

2: Quick Access Toolbar
As the name implies, the Quick Access toolbar gives you quick access to frequently used commands. This toolbar is completely customizable and can be positioned above or below the ribbon commands.

3: Tabs
Groups of like commands are organized under tab names. Click a tab to view the commands in the ribbon.

4: Ribbon Interface
Displays tab commands organized into groups. If you click the different tabs, you will see the commands change. Notice that some of the commands might be grayed out. This is because those commands are only usable in certain situations.

Word 2016 also features **contextual tabs**. These are special tabs that only appear when you are working with a specific object or group of information. For example, if you were to insert and select a picture, you would see a contextual tab offering commands for that object:



Once you switch back to working with something else, this tab would disappear.

5: Tell Me
Search for natural language help in Microsoft Word.

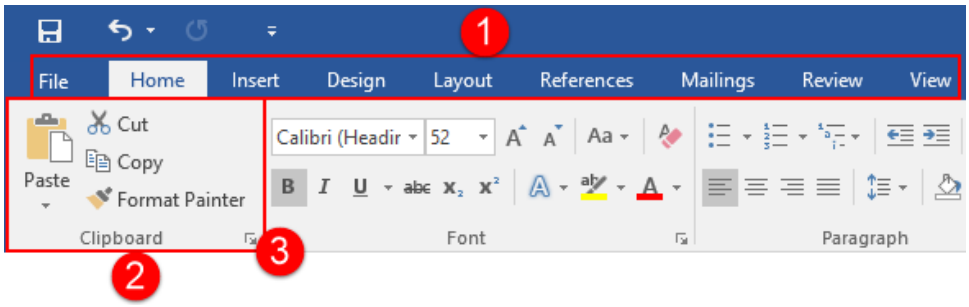
6: Program Management
Using the top set of icons in the top right-hand corner of the screen, you can change how the ribbon is displayed, minimize the window, maximize/restore the window, or close the current document. Below this, you will see commands to sign into your Microsoft account and share the current document.

7: Working Area
The data contained in the currently open file will be shown here.
8: Scroll Bars
If the Word document spans more than one screen, you can use this scroll bar to move through its pages. You may also see a horizontal scroll bar depending on your view.

9: Status Bar
This bar is used to display information about the document. In the sample image, you will see a page and word count on the left-hand side. (You may also see spell checking and macro commands here depending on your current task.) On the right-hand side you will see commands to change views and zoom into or out of the document.

THE RIBBON

Microsoft Word's **commands (2)** are accessed via **ribbon tabs (1)**, and split into **groups (3)**. Each group is identified with a name, and the active tab is outlined with a border to differentiate it from the others:



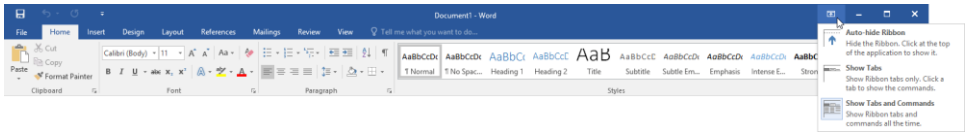
Here is an overview of each of the tabs.

- **File:** Access Backstage view, where you can work with your document as a whole.
- **Home:** Perform basic formatting and editing tasks.
- **Insert:** Add other elements to your document, such as charts, pictures, videos, cover pages, headers, and footers.
- **Design:** Change the appearance of your document.
- **Layout:** Change the setup of your document and its elements.
- **References:** Manage document resources, such as the table of contents and index.
- **Mailings:** Create a mail merge document.
- **Review:** Perform research and review the document.
- **View:** View the document and/or open Word windows in different ways.

Remember that Word 2016 also features **contextual tabs**. These are special tabs that only appear when you are working with a specific object or group of information.

Hide the Ribbon

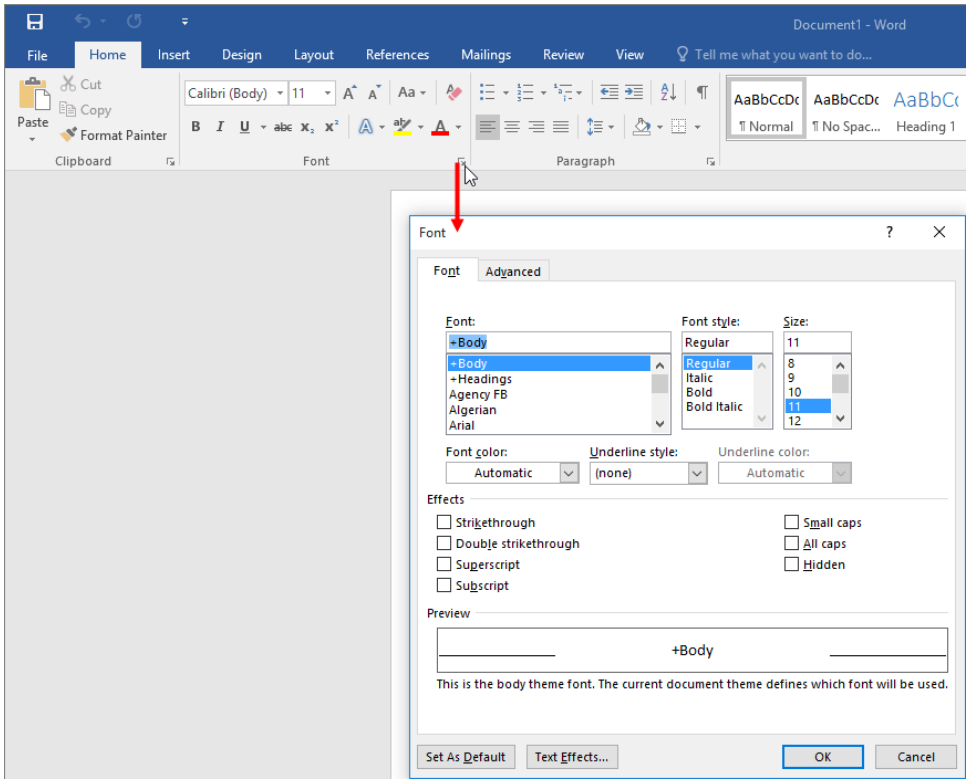
You can quickly and easily change the ribbon display by clicking the arrow icon ( ) in the top right-hand corner of the Microsoft Word screen:



Each option provides a description of what it will do, and will remain in effect until you choose a different option.

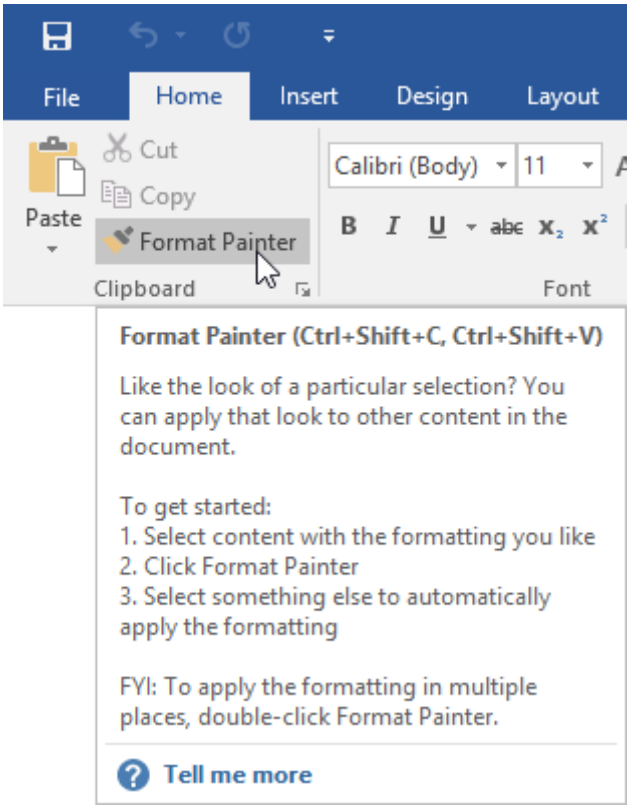
Dialog Box Launchers

Some groups feature an option button ( ) beside the group name. Click this button to open a dialog box or task pane with more specific controls relating to this group and other commands in the tab:



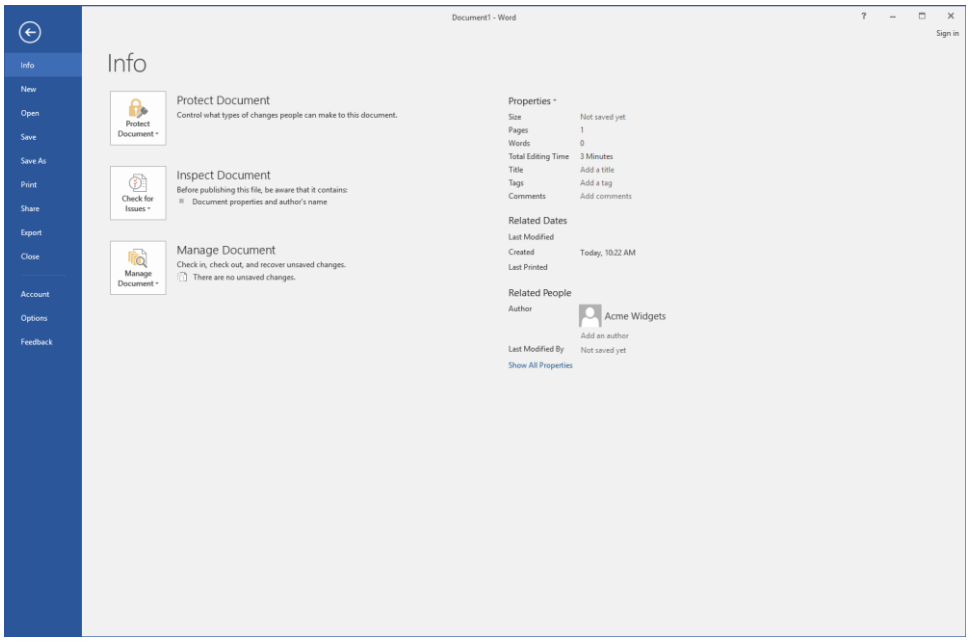
ScreenTips

You can hover your mouse pointer over a command to see the command name. Many commands also include a short description and sometimes a keyboard shortcut. This pop-up is called a **ScreenTip**:



THE BACKSTAGE VIEW

The File tab opens a special screen called **Backstage view**:

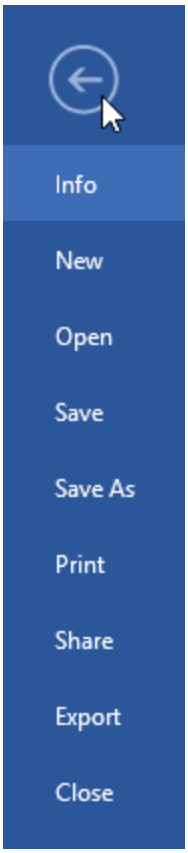


Here is a quick overview of each item on the far left-hand side:

Info	Shows information about the actual document as an entity (called **metadata**). Click the commands to show lists of sub-commands, or modify file properties without having to close the document first.
New	Create a new document from a template.
Open	Open a document from your OneDrive account, your computer, or any other location that you have access to.
Save	Update the current file with any changes made since it was last saved. If the file has not been saved, clicking this command will switch you to the Save As category.
Save As	Save the document to your OneDrive account, your computer, or any other location that you have access to.
Print	Preview and browse your document as it would look if it were printed (called **print preview**); select which pages to print; and change page formatting such as paper size, margins, etc.
Share	Share this document to the cloud, send this document to others via e-mail, present it online, or post it to a blog.
Export	Save the document as a PDF or XPS file, or choose a different file type.

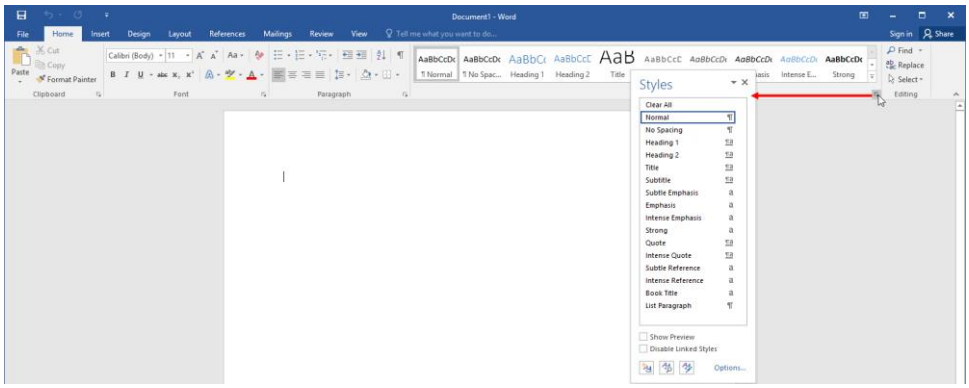
Close	Close the current document.
Account	Modify your Microsoft account.
Options	Opens the Word Options dialog box.
Feedback	Opens the Windows Feedback tool.

To close Backstage view, click the back arrow at the top of the menu:

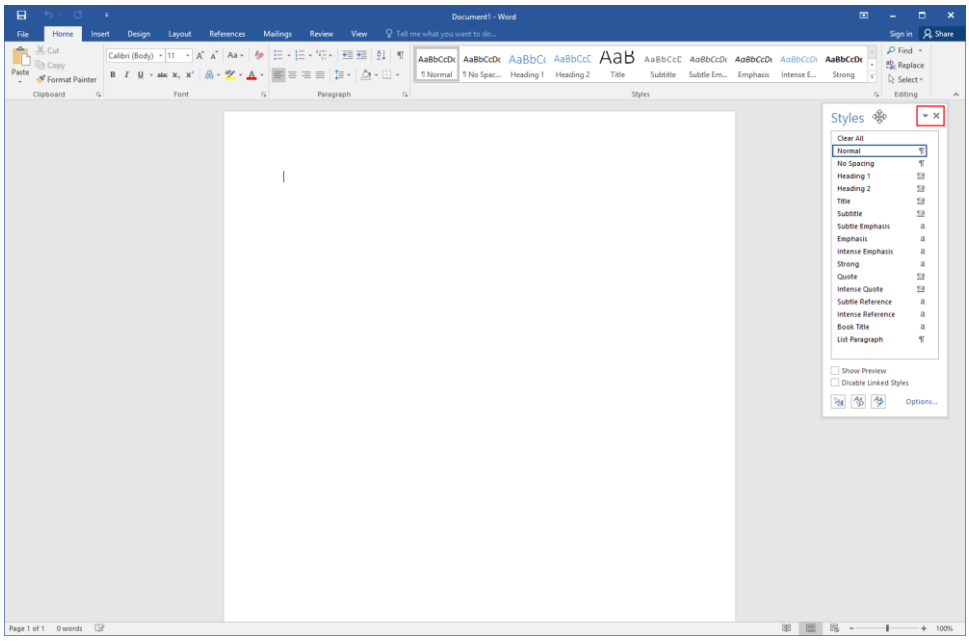


TASK PANES

Some of Microsoft Word's commands are also displayed using **task panes**. For example, if you click the option button in the Styles group on the Home tab, you will see the appropriate task pane:



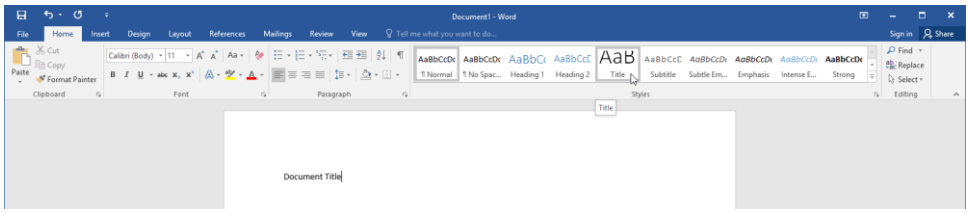
This task pane works much like a dialog box in that it contains additional commands for the option that you clicked on. You can also click and drag the task pane's title bar to move it around the window:



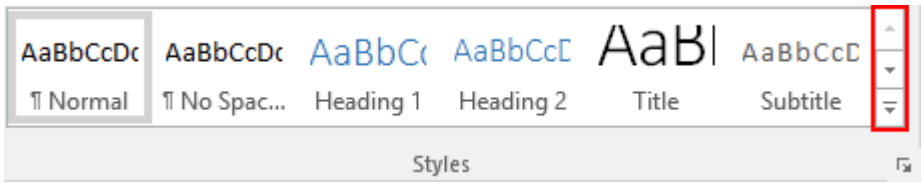
As well, you can use the commands circled in the image above to modify the task pane (using the drop-down arrow) or close it entirely (using the X).

GALLERIES

Many of Microsoft Word's design options are presented via **galleries**. For example, on the Home tab you can see a gallery of styles. You can click one of these styles to apply it to selected text:

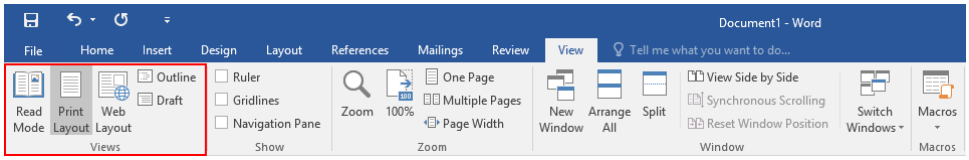


Use the arrows on the right-hand side to scroll through the gallery and see more options. Or, click the More arrow ( ) to see the full gallery:



Document Views

The Views group of the View tab gives you different ways to view your document:

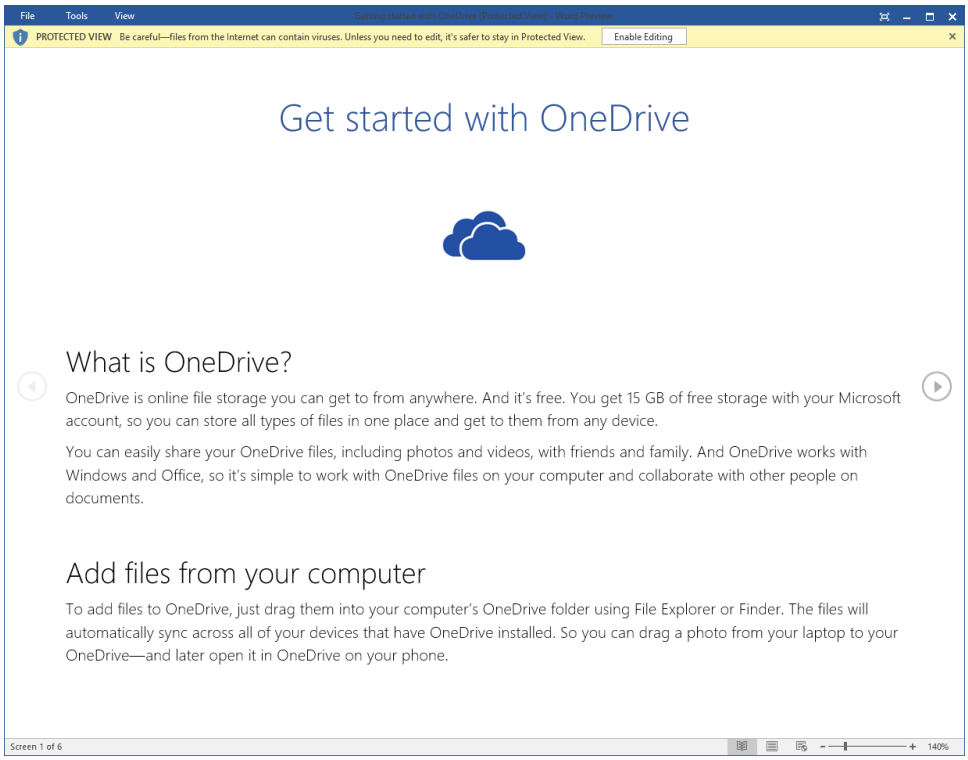


All you have to do is click the view you want. Each view is pretty self-explanatory: you can see your document in Read Mode (which shows it full screen), as it will appear on paper (Print Layout), as it will appear on the web, in an outline format, or in a draft format (which will show fewer features).

The first three view commands are also available on the status bar:

Protected View

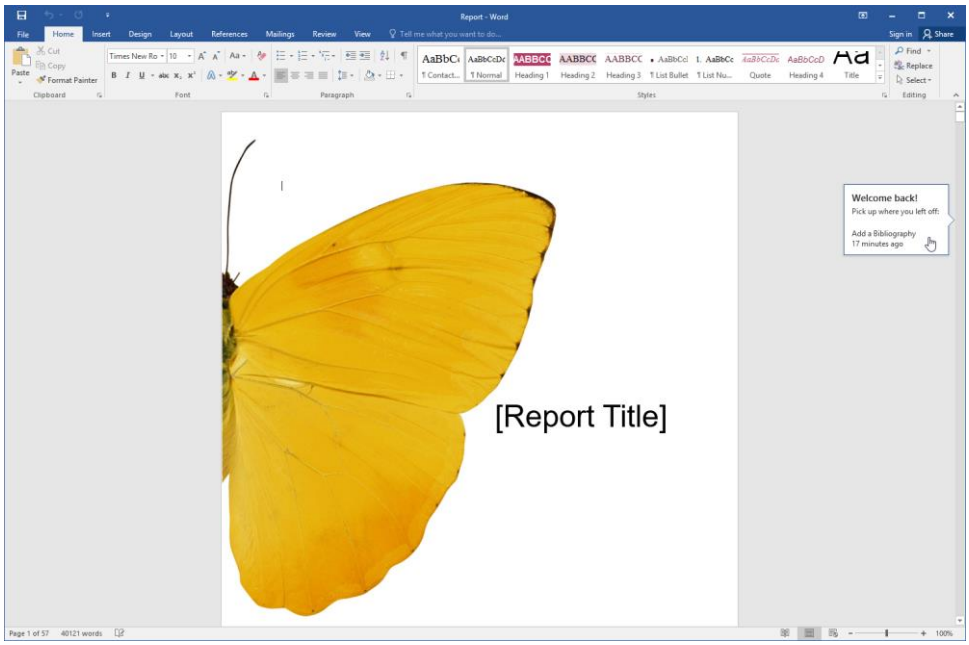
When you open documents from potentially dangerous locations, such as the Internet, Microsoft Word will open that file in a special mode called Protected View:



This prevents malicious content from running and protects your computer. If you trust the file, click Enable Editing on the Message Bar to begin working with it. Otherwise, click File → Close to close the file.

Welcome Back Bookmark

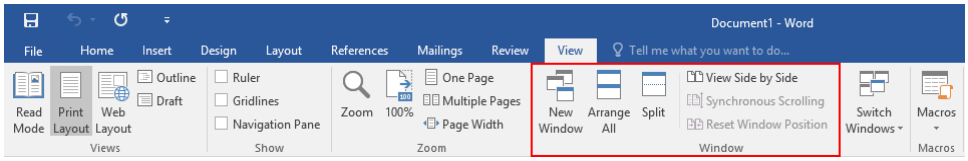
When you re-open a document, Microsoft Word will automatically offer to take you to the last location of the cursor:



Simply click the bookmark to go to that location.

WINDOW VIEWS

To change how you view multiple documents, you can use the Window group on the View tab:



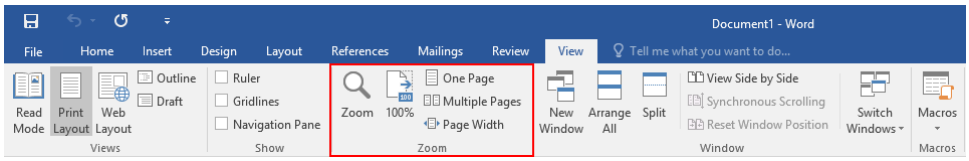
Here is an overview of these options.

New Window	Create a new window showing the current document. Each window can be managed separately. Any changes made to the document will be reflected in all windows.
Arrange All	Arrange all open windows in a way so that they can all be viewed at once.
Split	View two places in the document at the same time.
View Side by Side	Compare two documents side-by-side.

Synchronous Scrolling	When comparing two documents side-by-side, this command toggles simultaneous scrolling in both documents on or off.
Reset Window Position	When comparing two documents side-by-side, this command resets the original window position.

ZOOM OPTIONS

The **Zoom** group on the View tab lets you zoom in and zoom out of the page:



The first button will open a Zoom dialog which will let you choose specific zoom settings. The next button will automatically set your zoom level to 100%. The other three buttons will set the zoom level automatically to show one page, two pages, or the page width. All you have to do is click to zoom! You can zoom incrementally by clicking and dragging the zoom slider in the status bar, or by clicking the + and – buttons:

ACTIVITY 1-1

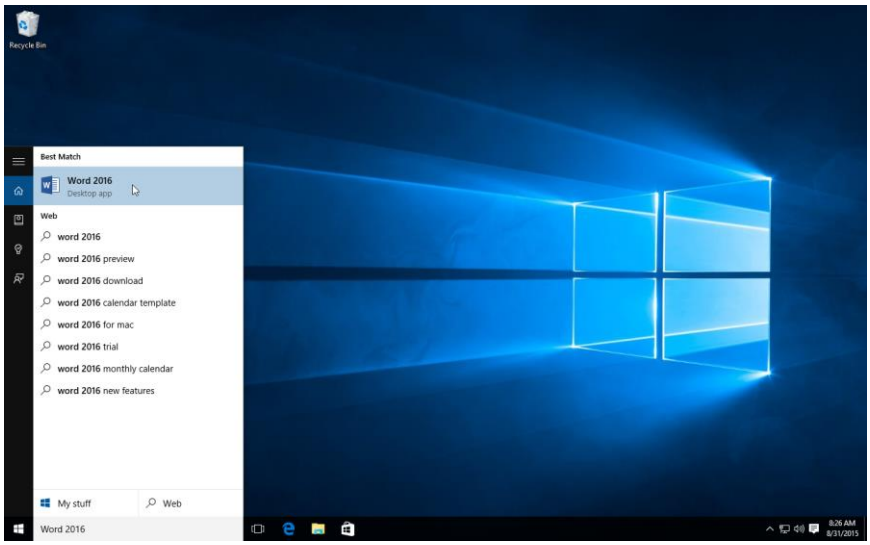
Identifying the Elements of the Word Interface

In this activity, you will open Microsoft Word 2016 and examine some of its commands.

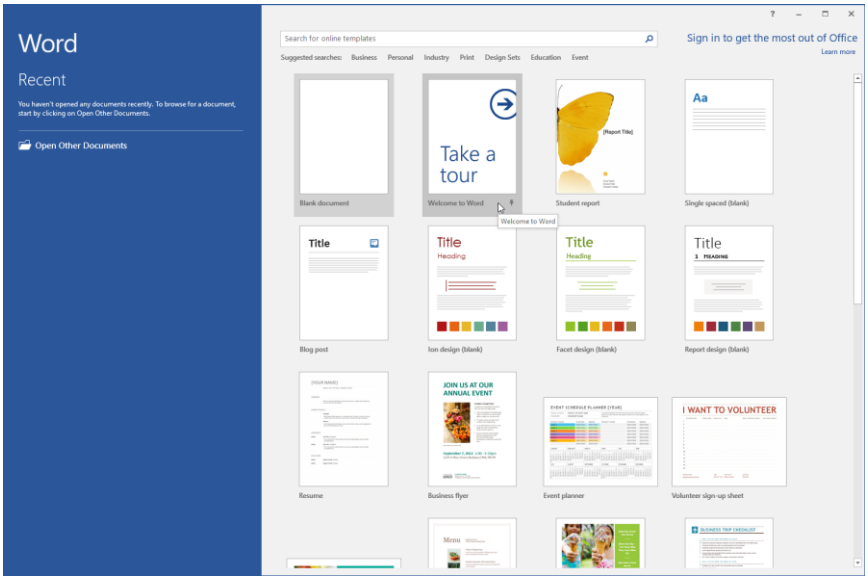
1. Type “Word 2016” into the search box on the Windows 10 taskbar:

(If you are using Windows 8, start typing at the Start screen to search.)

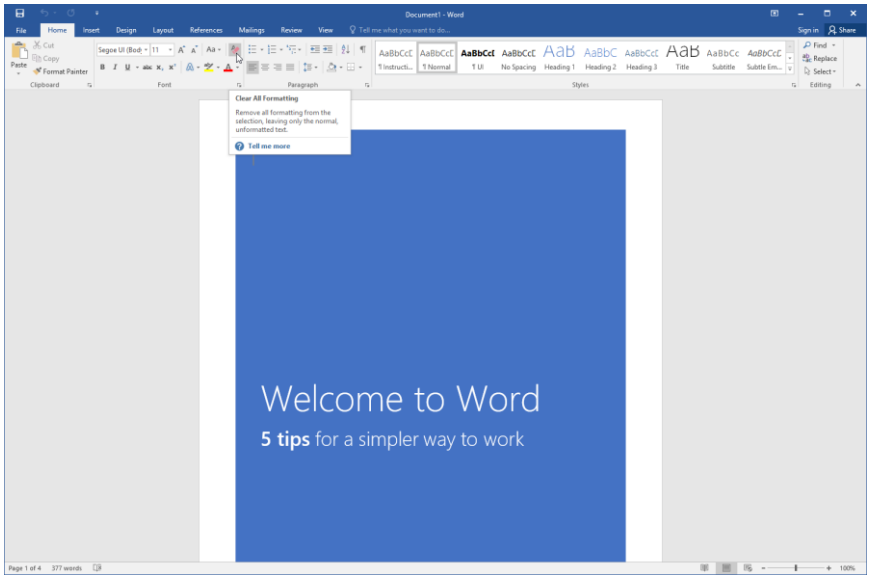
2. Click the entry for Word 2016 to start the program:



3. Microsoft Word will start and prompt you to create a document using the Start screen. Click the thumbnail labelled "Welcome to Word:"



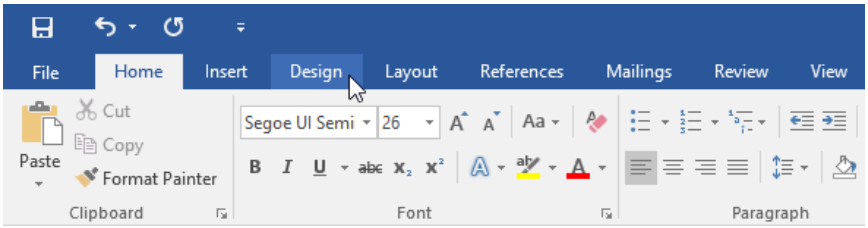
4. Microsoft Word will now open this document and show its full commands. Take a moment to hover your mouse over some commands on the Home tab. You may see a small box appear and describe the command – this is called a ScreenTip:



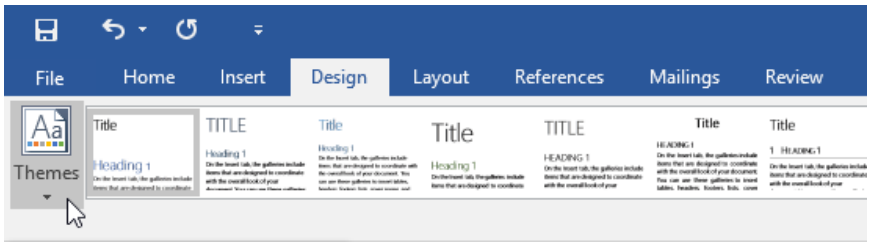
5. Click and drag over the number "5" on the title page to select it:

6. Type "10" to replace the existing text with this number:

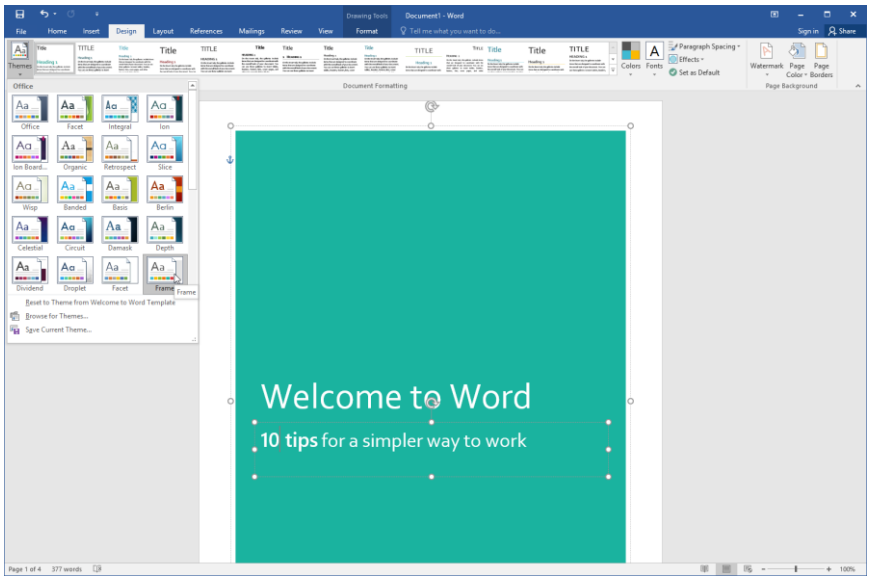
7. Click the Design tab:



8. Click the Themes command:

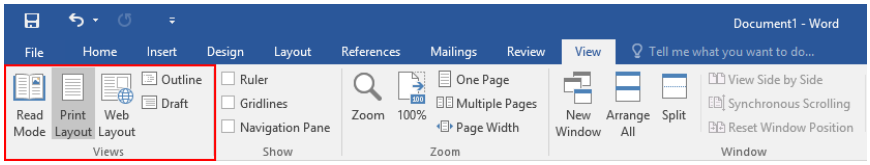


9. Mouse over the different themes to see how they will change the document. Click the Frame theme when you are ready:



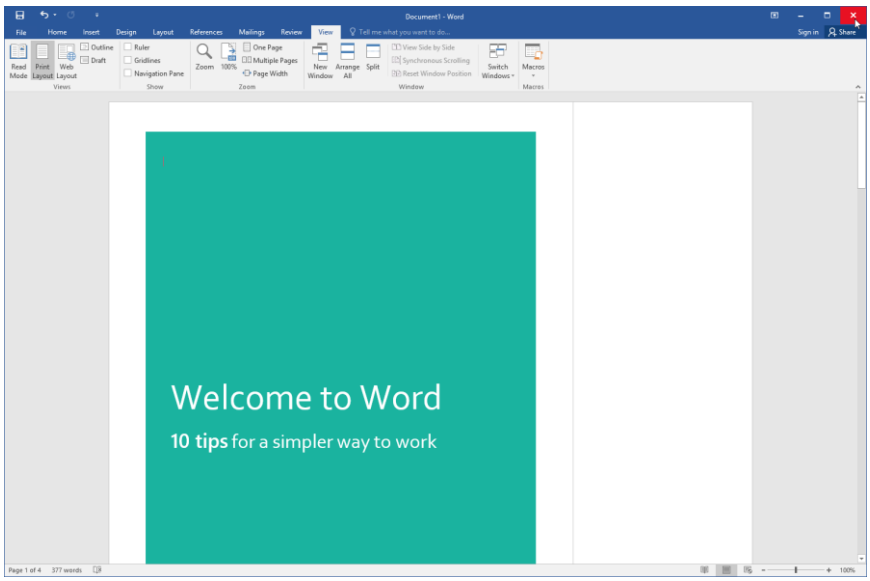
10. Click the View tab:

11. Click each of the views in the Views group, starting with Read Mode and ending with Draft. (Print Layout should already be applied.) How does each option change your document?

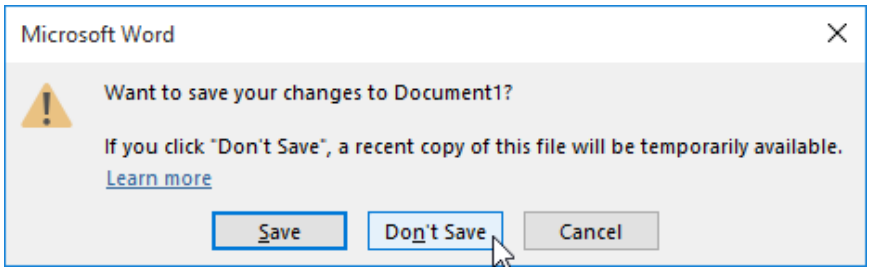


Return to Print Layout when you are finished.

12. Click the X in the top right-hand corner of the program window to close Microsoft Word 2016:



13. When you are prompted to save your document, click Don't Save to complete the exercise:



TOPIC B: Create a Word Document

In the last topic, you became familiar with the Microsoft Word interface. You even had a chance to create a simple document in the activity. In this topic, we will look at the basic steps of creating, typing, saving, and printing a Microsoft Word document.

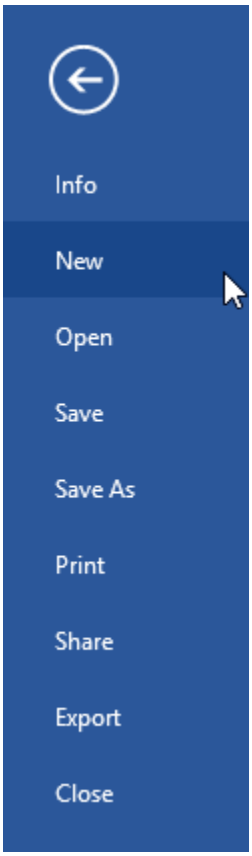
Topic Objectives

In this topic, you will learn:

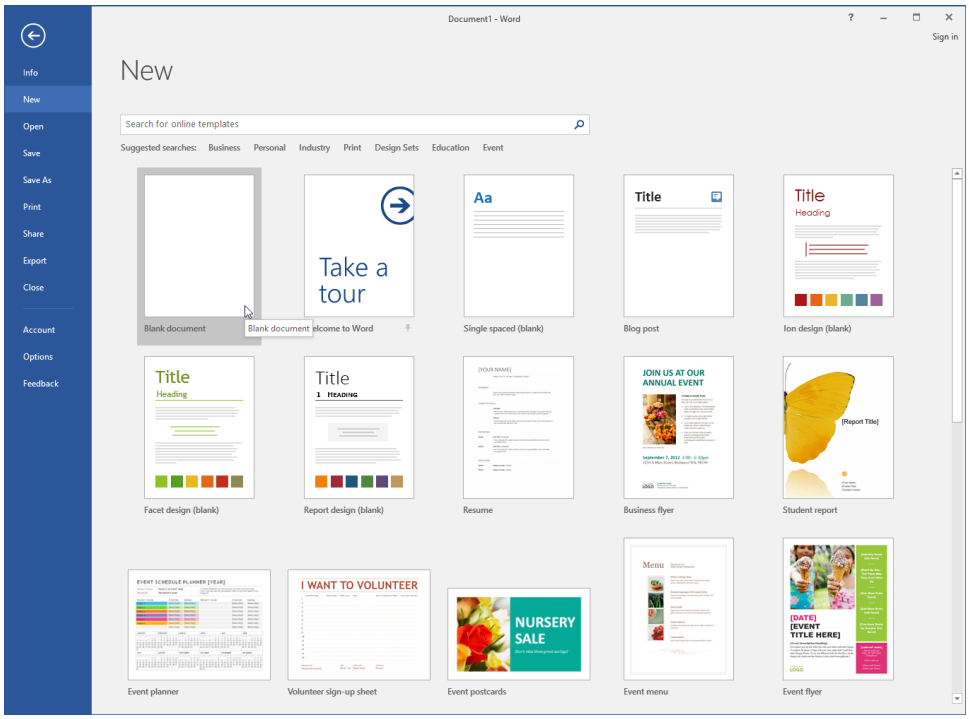
- About Word's default typing options
- How to show and hide formatting marks
- About the Save and Save As commands
- How to share a document
- How to preview and print a document

CREATING A BLANK DOCUMENT

To create a new document, click File → New:



Then, double-click “Blank document:”



(You can also use the Ctrl + N shortcut.) A new document will open, ready for you to work with.

DEFAULT TYPING OPTIONS

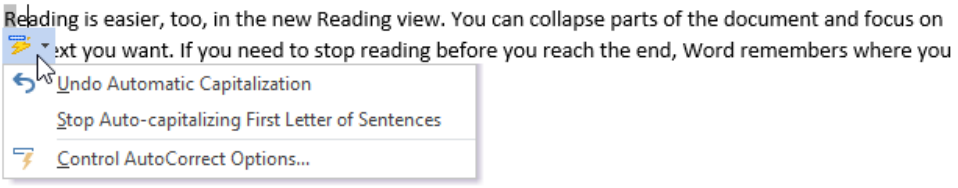
Microsoft Word has a number of default behaviors that are intended to make creating documents easier, including the following options.

Insert Key
By default, pressing the Insert key on your keyboard will not toggle overtype mode on or off as it did in previous versions.

Word Wrap
When you reach the end of a line, Word will automatically move to the next line without creating a paragraph or line break.

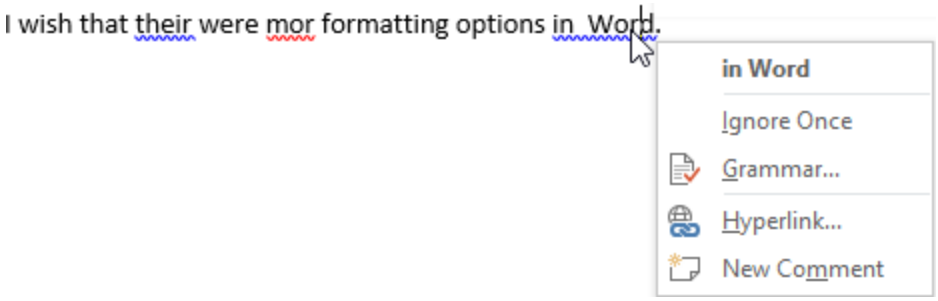
AutoCorrect
Word will automatically correct certain text as you type, including common typos, mathematical symbols, and capitalization.

The AutoCorrect Options Button
When a word is automatically corrected, you will see an option button. Click this button to see options for managing the AutoCorrect feature:



Check Spelling and Grammar as You Type
Word will mark **spelling errors (2)** and **grammatical errors (3)**, including **contextual spelling errors (1),** as you type:

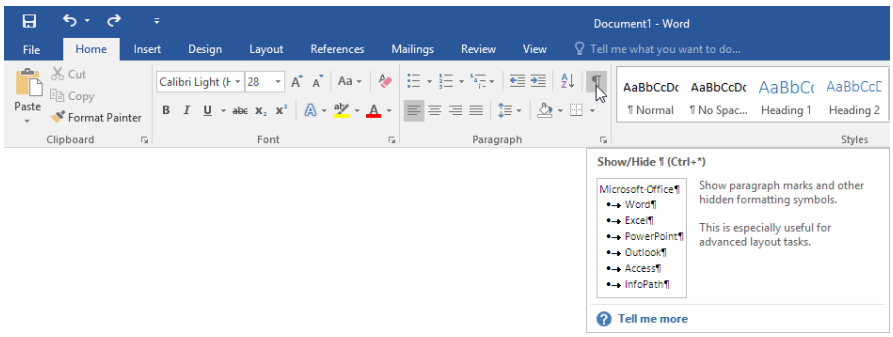
You can right-click any identified error to see options for resolving it:



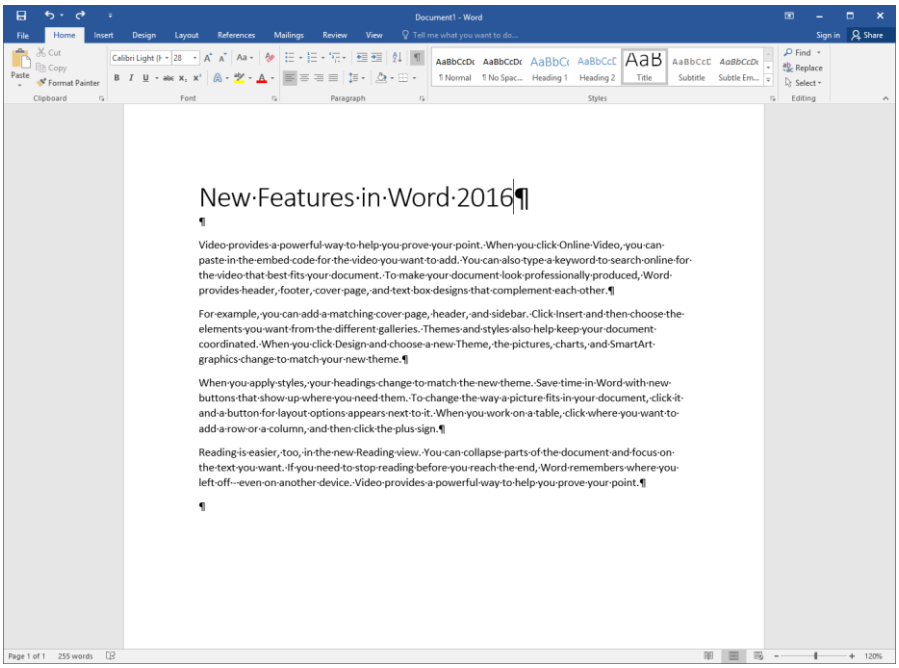
The On-Screen Keyboard
If you are using a device (such as a tablet) that does not have a keyboard, you can display the on-screen keyboard by tapping your finger or stylus once in the working area of the document. You can use this keyboard just like a regular keyboard.

FORMATTING MARKS

When you type anything, even a space, a character appears on the screen. The symbols for these characters, called **formatting marks**, are hidden by default. If you want to show these characters, click the Show/Hide command in the Paragraph group of the Home tab:



This will make all of the formatting marks in your document appear:



Notice how spaces are denoted as a dot between each word and the paragraph symbol that appears at the end of each paragraph (wherever the Enter key was pressed). To hide these characters, click the Show/Hide icon again.

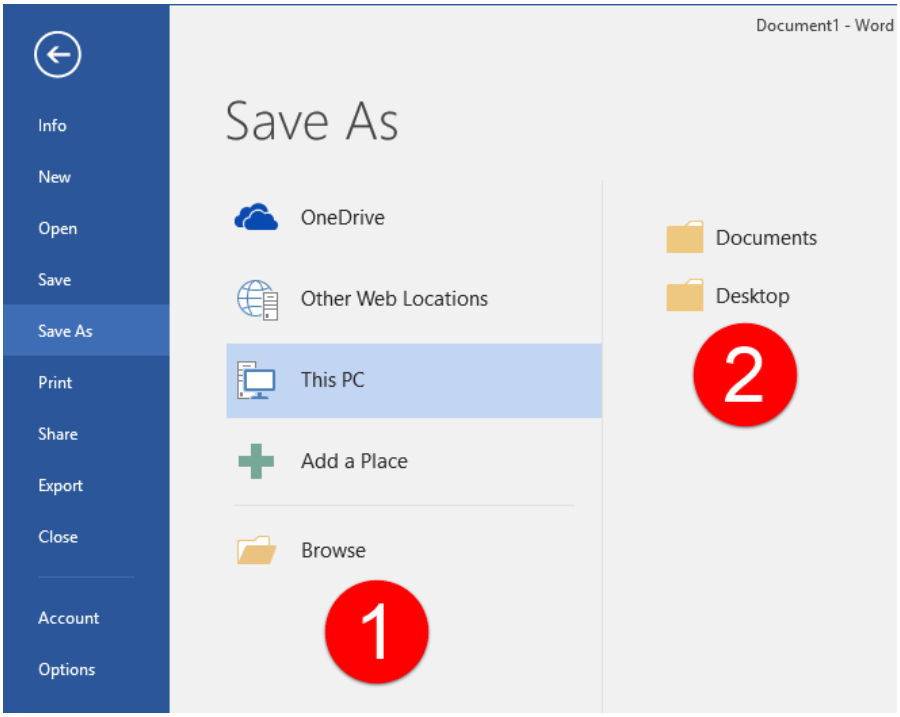
Line Breaks
Line breaks are similar to a manual return on a typewriter. They allow you to create a new line while retaining the formatting from the previous line. Because of this, they are often used for titles:

New·Features·in·Word·2016↵
An·Overview¶

Remove Blank Paragraphs
Viewing these hidden marks can make it easier to remove blank spaces and paragraphs in your document. This improves its appearance as well as its accessibility.

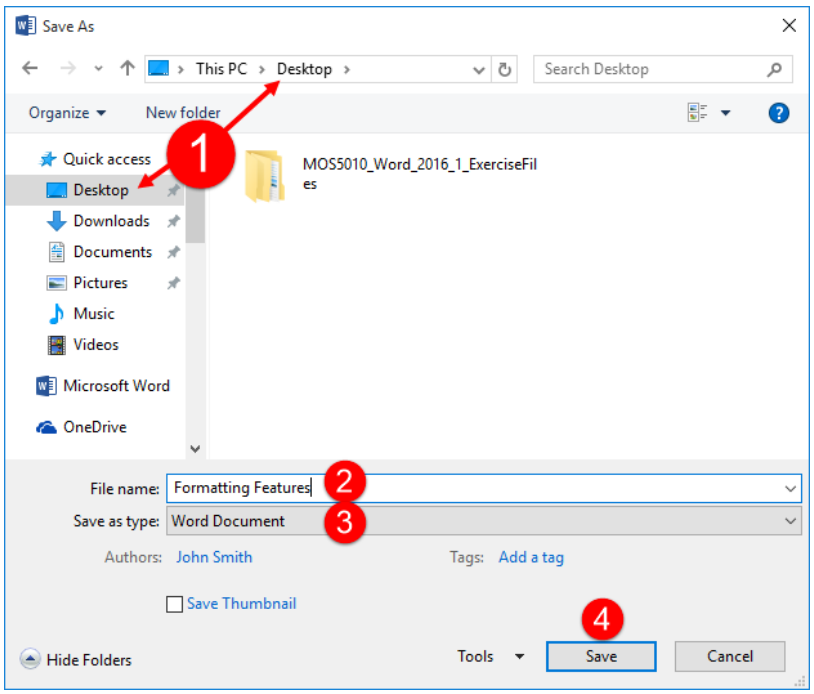
SAVE OPTIONS

To save a file for the first time, you can click the Save icon ( ) on the Quick Access toolbar, press Ctrl + S, click File → Save, or click File → Save As. Any of these options will open the Save As category of Backstage view:



On the left-hand side, choose the **location** that you want to save to **(1)**. Then, click the **specific folder (2)** to place the document in. Or, click Browse to manually choose a location.

Once you choose a folder or click Browse, you will see the traditional Save As dialog box:



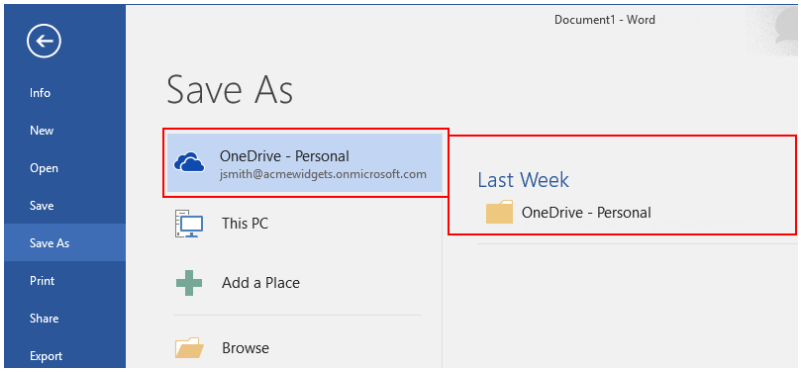
At the **top of the window (1)**, you can choose a location to save your file. (You can also use the shortcuts on the left-hand side of the window to navigate through your computer.) At the bottom of the window, enter a **file name (2)**. Finally, choose a **file type (3)** if desired. Click **Save (4)** to complete the process.

Once you have saved a file in this way, you can use the commands mentioned above (Save icon on the Quick Access toolbar, Ctrl + S keys, or File → Save) to update it. Because you are updating an existing file, you won't need to enter the file name, location, or type again.

If you want to save the file with a different name, location, or type, click File → Save As or use the F12 shortcut. This will re-open the Save As dialog and let you change file information.

Storage Locations

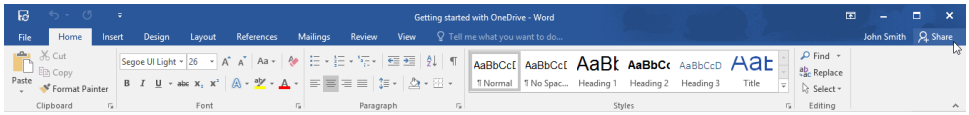
In the Save As category of Backstage view, you have quick access to your OneDrive account (if you are signed in with a Microsoft account):



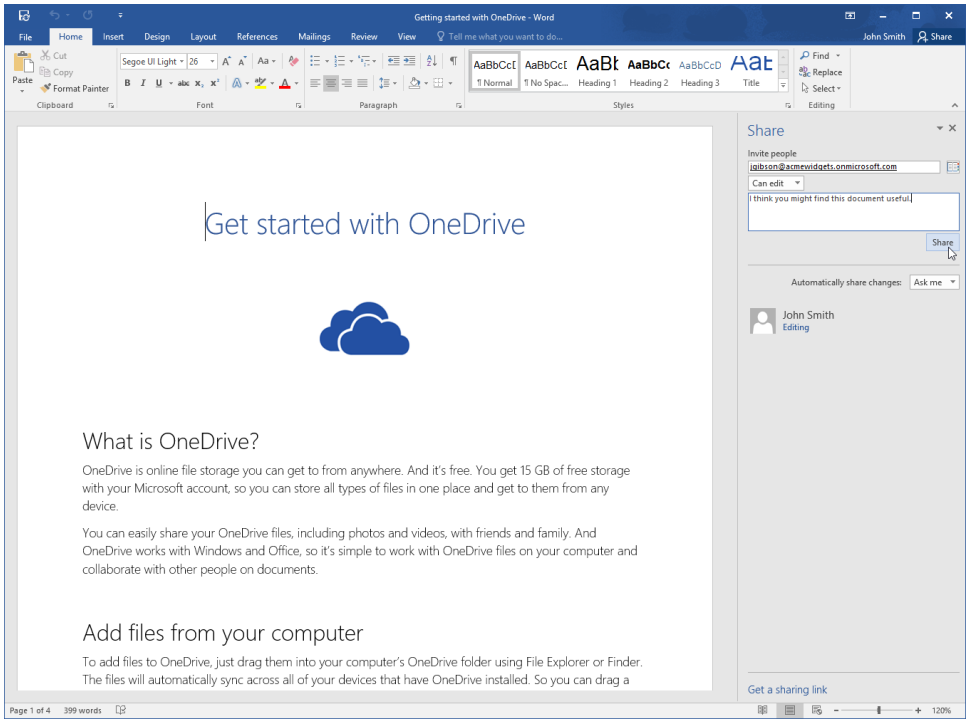
To save the current document to your OneDrive account, click the OneDrive entry on the left-hand side and choose the desired folder from the list on the right-hand side.

SHARING A DOCUMENT

Once your document is saved to a cloud location like OneDrive, you can quickly share it using the Share command near the top right-hand corner of the ribbon interface:

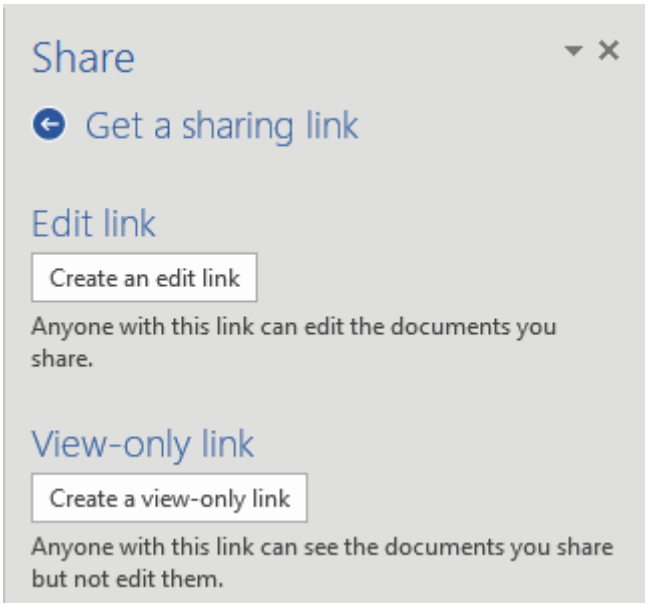


Once you click this command, you will see the Share task pane. Here, you will be prompted to enter the user's e-mail address, set permissions, and add a message. (You can also set sharing options here and view who is editing the file.) Click Share when you are ready:



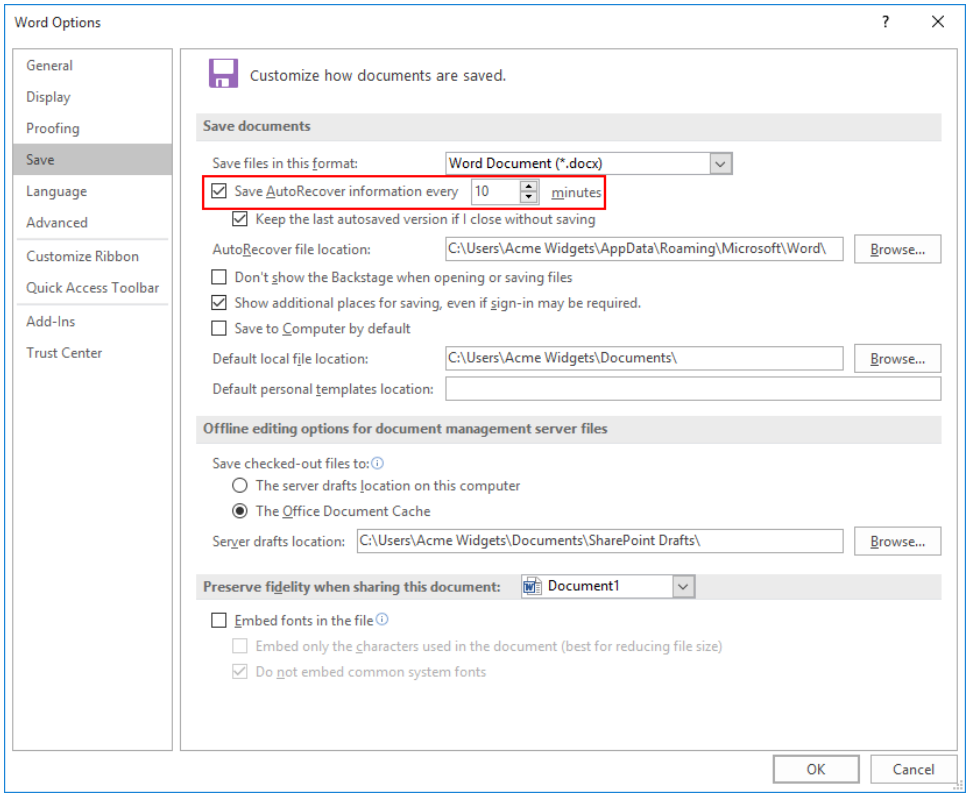
Microsoft Word will then share your document.

You can also click the "Get a sharing link" command at the bottom of the Share task pane to see commands to create editing and viewing links to this document:



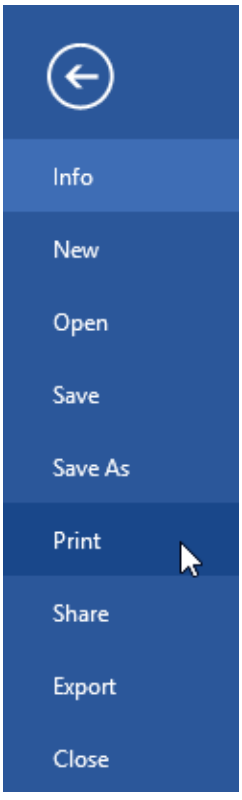
AutoSave

By default, Microsoft Word will save your document every 10 minutes. You can change this option by clicking File → Options, choosing the Save category, and modifying the appropriate setting:

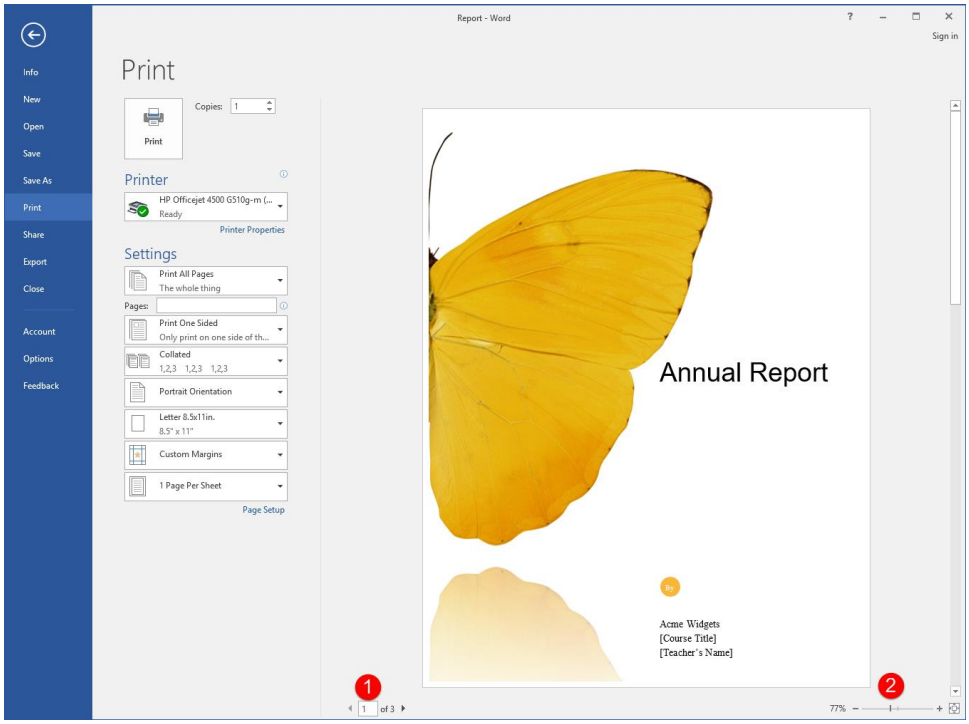


PREVIEW AND PRINT OPTIONS

Microsoft Word 2016 features an all-in-one printing location. To preview or print your document, click File → Print or press Ctrl + P:

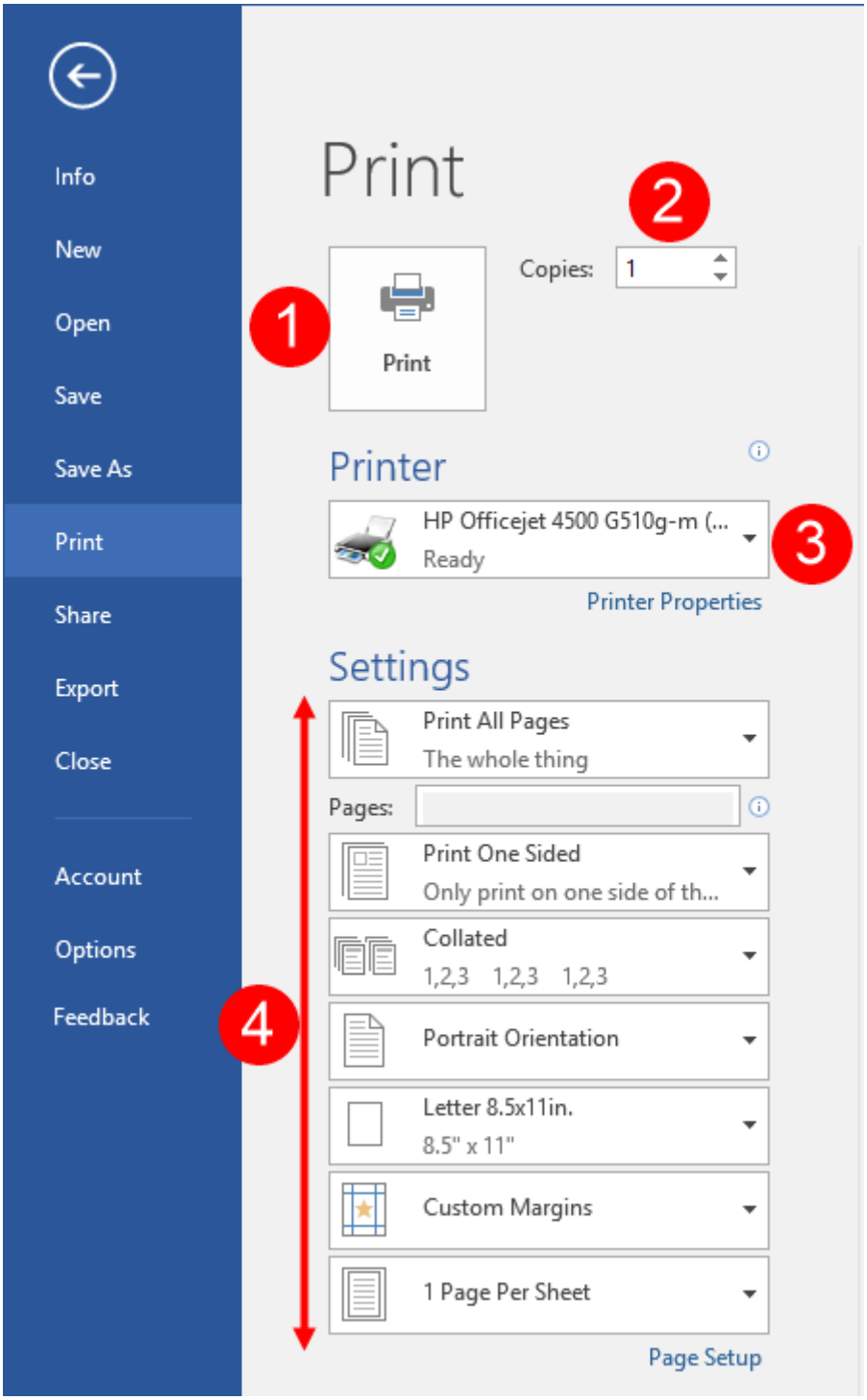


The Print category of the Backstage view will show you a preview of your document on the right-hand side and a pane of printing options on the left-hand side:



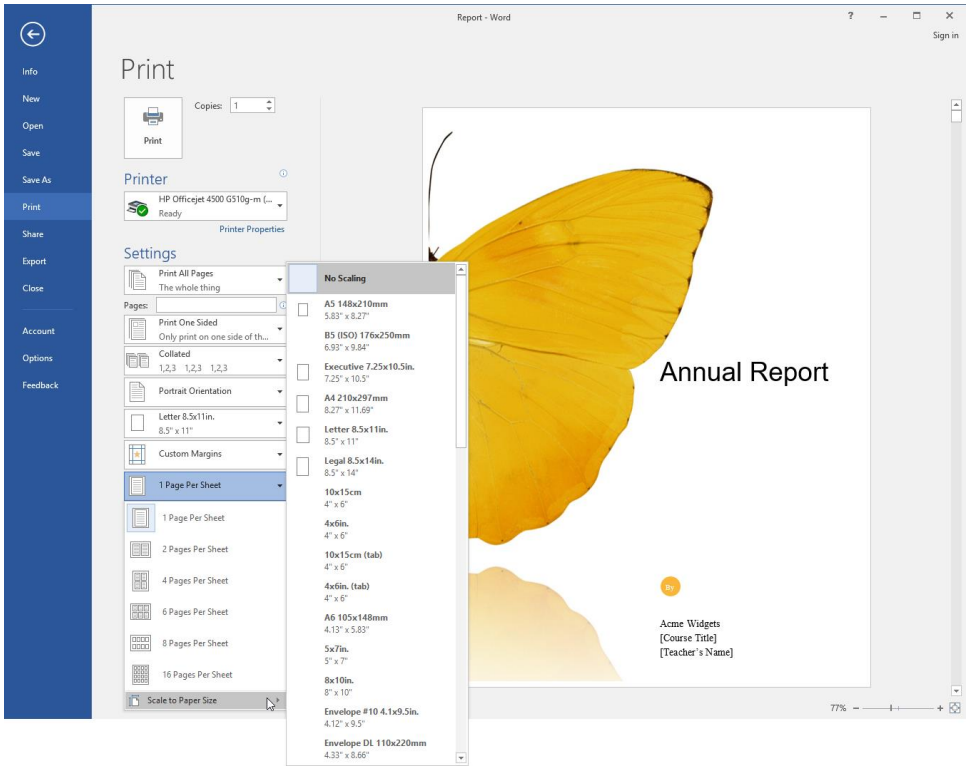
You can navigate through the pages of the preview using the **arrows (1)** or control the **zoom level** using the commands on the right-hand side of the screen **(2).**

In the left pane of the Print category, you will see the **Print** command **(1),** which will tell your computer to actually print this document:



Next to it is the **Copies** increment box **(2)**, where you can choose the number of copies that you would like to print. Below these options is the **Printer** drop-down command **(3)** that you can use to choose what printer you would like to print to. Finally, the **Settings** section **(4)** allows you to choose page ranges to print, the page orientation, paper size, margins, and more.

To scale your printout to the paper size, click the last menu in the Print pane, click “Scale to Paper Size,” and choose an option:

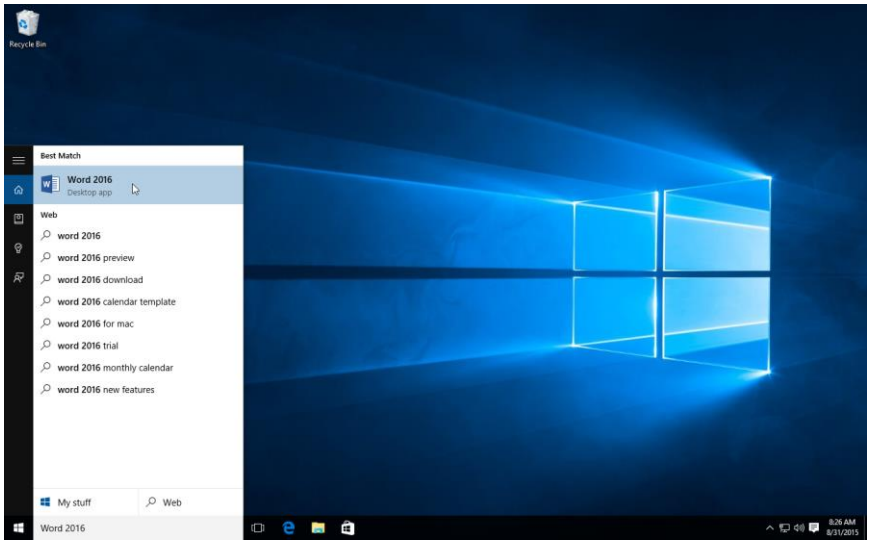


ACTIVITY 1-2

Creating a Word Document

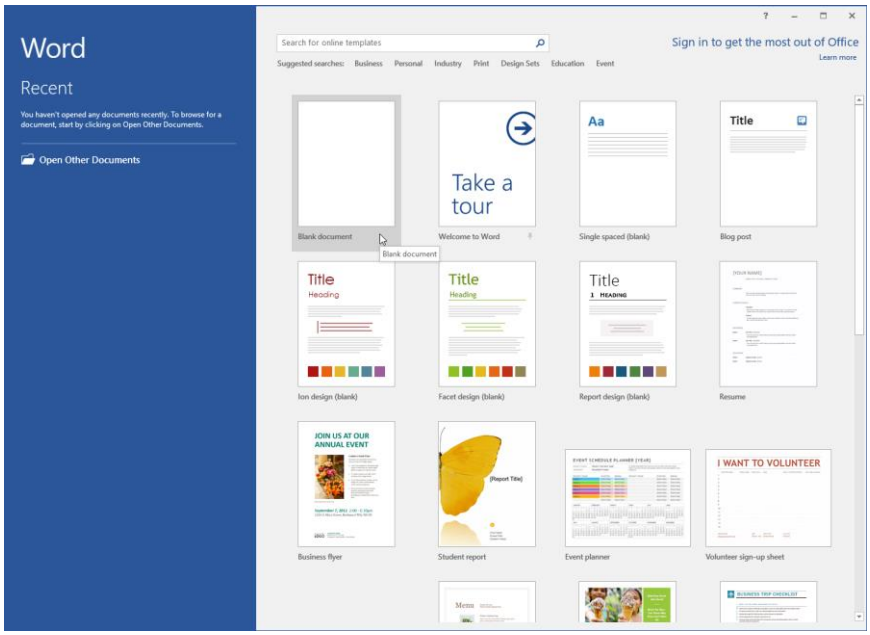
In this activity, you will create a basic Word document.

1. To begin, open Microsoft Word 2016 by searching for it from the taskbar and clicking the appropriate entry:



(If you are using Windows 8, simply start typing at the Start screen to search.)

2. Click “Blank document” at the Word 2016 Start screen:

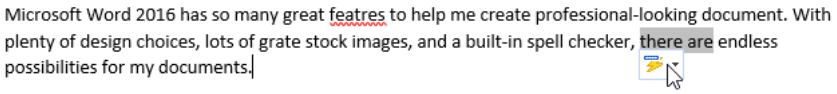


3. Type the following paragraph exactly as shown in the new Word document that opens:

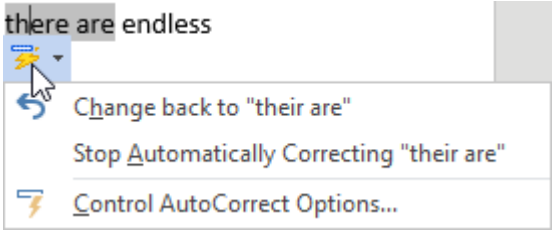
> microsoft Word 2016 has so many great featres to help me create professional-looking document. With plenty of design choices, lots of grate stock images, and a built-in spell checker, their are endless possibilities for my documents.

Notice how Word will wrap your text to the next line when necessary and automatically capitalize the first word in the sentence.

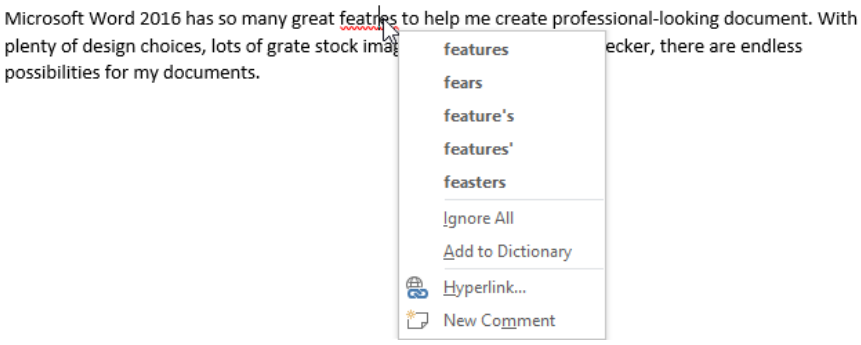
4. You should also notice that Microsoft Word fixed the contextual error “their” for you. Move your mouse over this word. You should see a blue line appear. Click this line and then click the AutoCorrect Options button that appears:



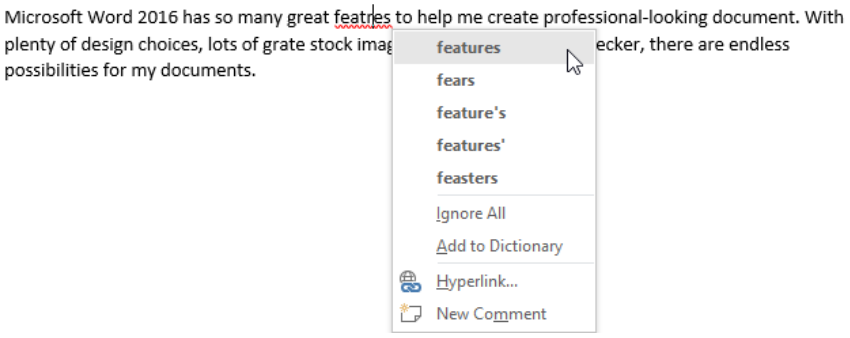
5. You will see some options for handling this feature:



6. Click anywhere in the text to close this menu. Notice how the typo in the first line ("featres") has a red underline. Right-click it to see spelling suggestions:



7. Click the correct spelling to fix this word:

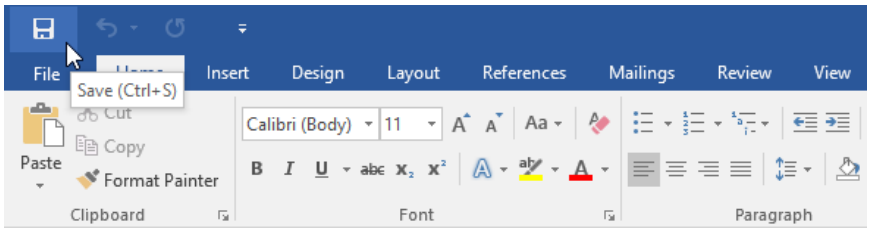


8. Read through what you typed. Notice that there are two typos that Word did not identify:

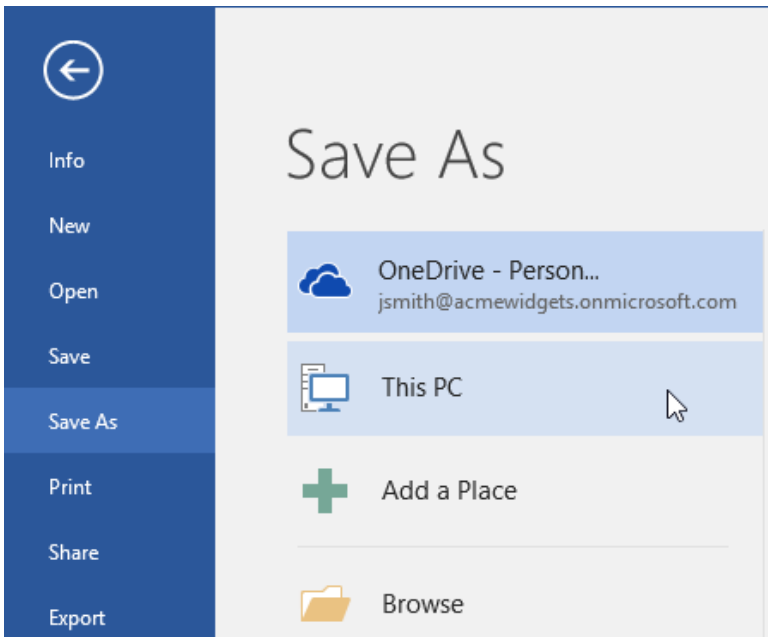
Microsoft Word 2016 has so many great features to help me create professional-looking document. With plenty of design choices, lots of grate stock images, and a built-in spell checker, there are endless possibilities for my documents.

Always proofread your work!

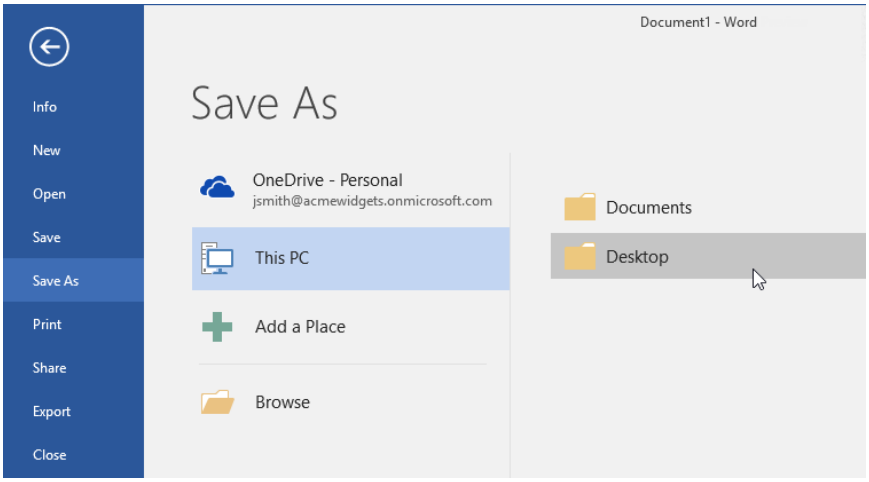
9. Now, let's save your document. Click the Save icon on the Quick Access toolbar:



10. The Save As category of Backstage view will open. Click the "This PC" link on the left-hand side:

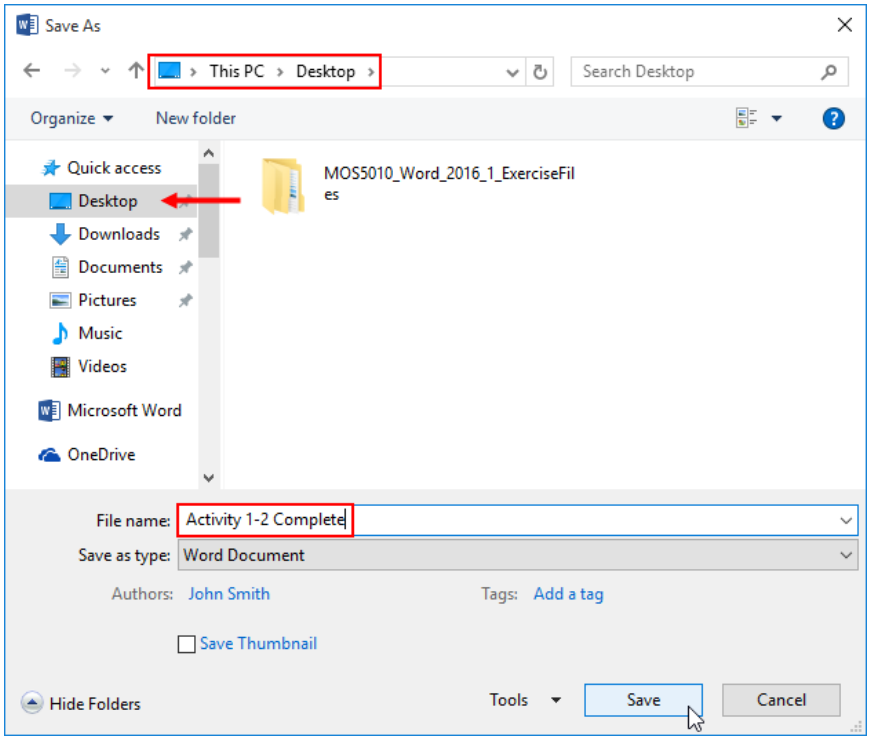


11. Next, click the Desktop link:

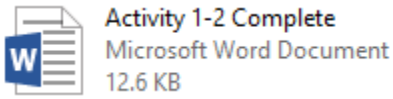


(If you do not see the Desktop link, click the Browse button.)

12. The Save As dialog box will open. Ensure that the desktop is selected from the top of the window. (If it is not, click the link on the left-hand side.) Enter "Activity 1-2 Complete" for the file name. Click Save:



13. If you look at your desktop, you should see an icon for your document:



14. Close Microsoft Word 2016 to complete this exercise.

TOPIC C: Help

By now, you'll have noticed that there are a lot of things that you can do with Microsoft Word, and we've only scratched the surface. No matter how many books you read or how many courses you take, it's virtually impossible to memorize everything. Luckily, Word comes with a few different help tools so that you can find answers to your questions.

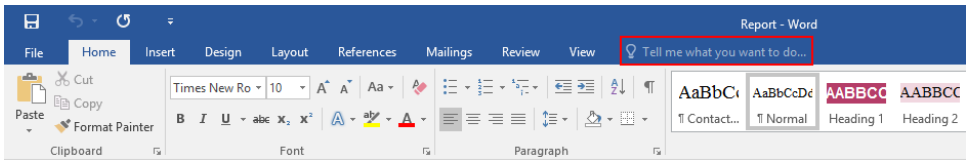
Topic Objectives

In this topic, you will learn:

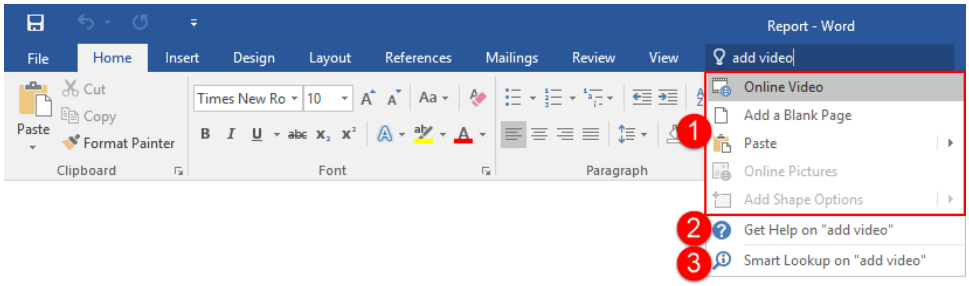
- How to use the new "Tell Me" feature
- How to access advanced help options

USING TELL ME

Microsoft Word 2016 features a new natural language help feature. To take advantage of it, type your question in the box by the ribbon tabs:



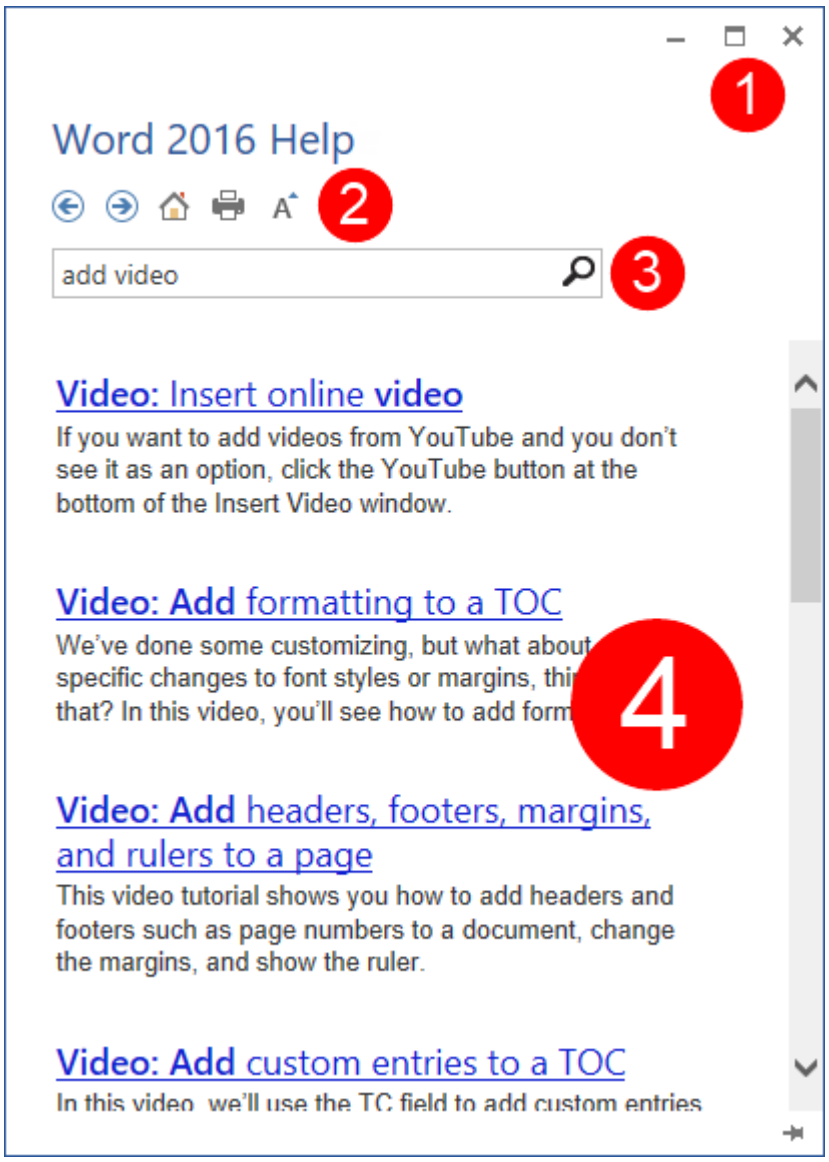
As you type, you will see various links to the related topic:



At the top, you will usually see shortcuts to **related commands (1)**. (If a command is greyed out, it means that it is not currently available.) Next, you will see an option to open the **traditional Help window (2)**. Finally, there is usually an option for **Smart Lookup (3)**, which will search for the term(s) using the Insight feature.

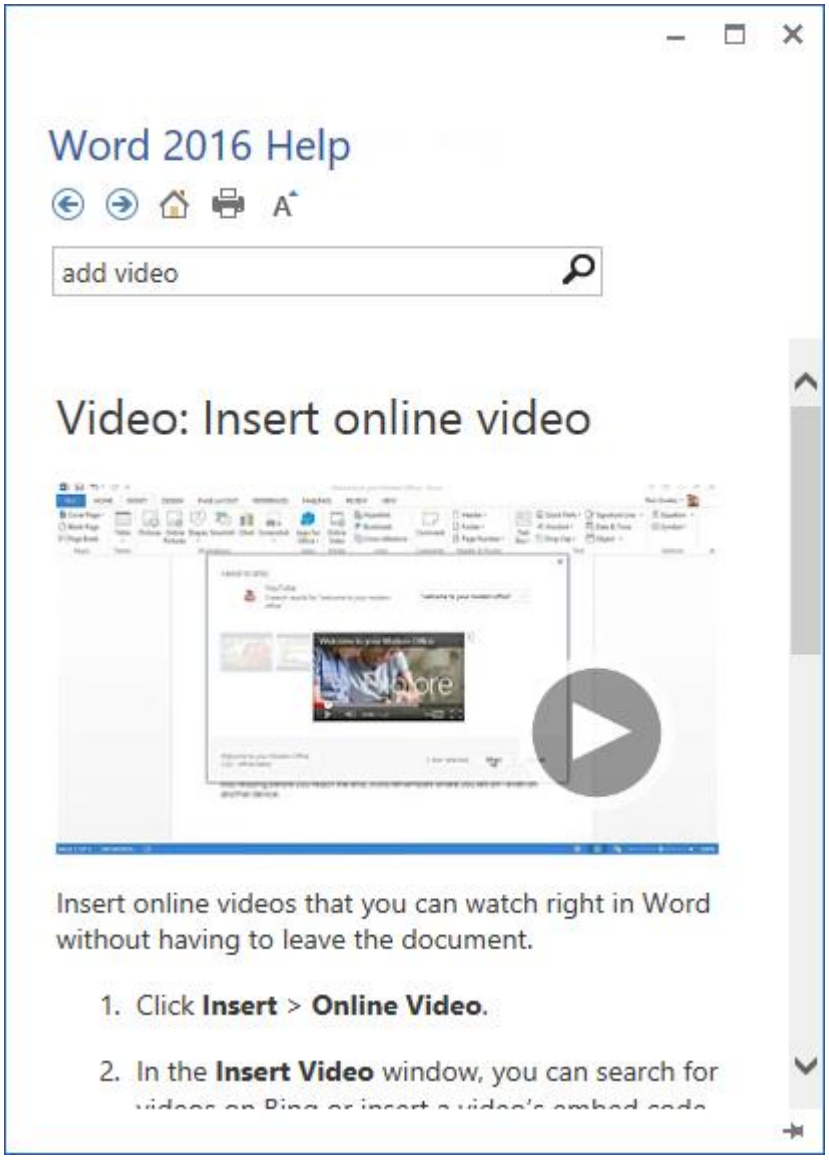
ACCESSING ADVANCED HELP OPTIONS

When you choose a "Get Help" entry from the Tell Me results, you will see the traditional Help window:



(You can also use the F1 shortcut to open the default page of the Help file.)

In the top right-hand corner, you will see the **Minimize, Maximize/Restore, and Close buttons (1)**. Also at the top is the **Help toolbar (2)** and **search bar (3).** The main part of the window shows the **main help content (4)**. You can browse through the help content by clicking the blue text, called a **hyperlink**.
This text is linked to relevant information. For example, the "Video: Insert online video" link will show content for adding an online video to a document:



You can perform a new search for help information by typing keywords into the search bar and pressing Enter. After a moment, any results Word thinks are relevant will appear in a list. Click one of the topics in that list to view more information about it.

The Help Toolbar

The Help toolbar contains commands similar to those you would find in a Web browser. In fact, the Help window behaves very much like a Web browser that only searches for information relevant to Word 2016.

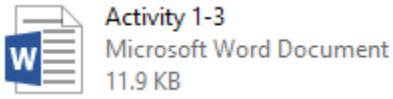
Back		Move back one step at a time through the help topics you have previously read.
Forward		If you click the Back button, the Forward button will become active. This lets you step forward through the topics you have visited.
Home		Click this button to return to the default Help page.
Print		Prints the current topic.
Text Size		Use this to make the text in the help file larger or smaller.

ACTIVITY 1-3

Getting Help in Microsoft Word 2016

A co-worker has provided you with some sales information. You need help improving the look of the table.

1. Double-click the Activity 1-3 file to open it in Microsoft Word 2016:

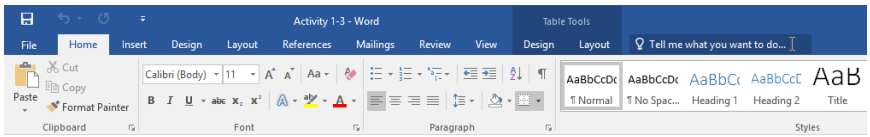


2. Click to place your cursor anywhere in the document's table:

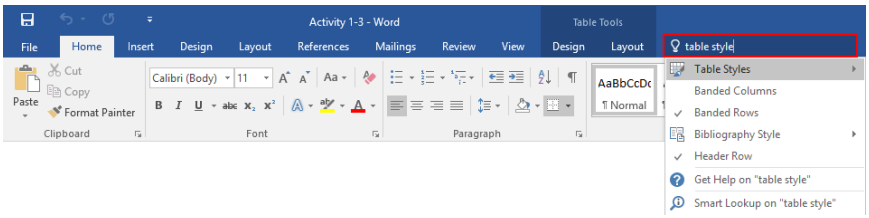
Sales Data for Quarter 1

Name	Rank	Price	Sales
Screwdriver	1	$20.00	800
Hammer	5	$23.00	250
Nails	3	$26.00	1800
Widget	9	$29.00	625
Level	8	$15.00	210
Bolts	10	$20.00	1200
Rope	7	$18.00	525
Chisel	2	$16.00	450
Staple Gun	6	$14.00	150
All-in-One Tool	4	$12.00	150

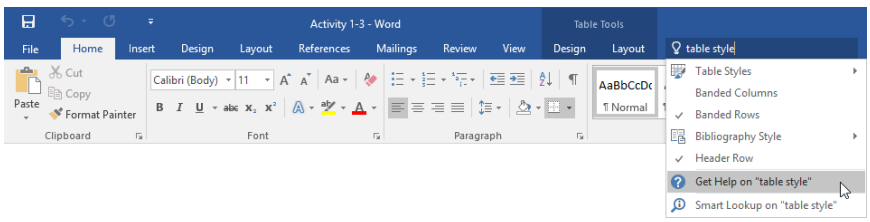
3. Now, let's learn about our options for styling tables. Click inside the "Tell Me" field at the top of the ribbon interface:



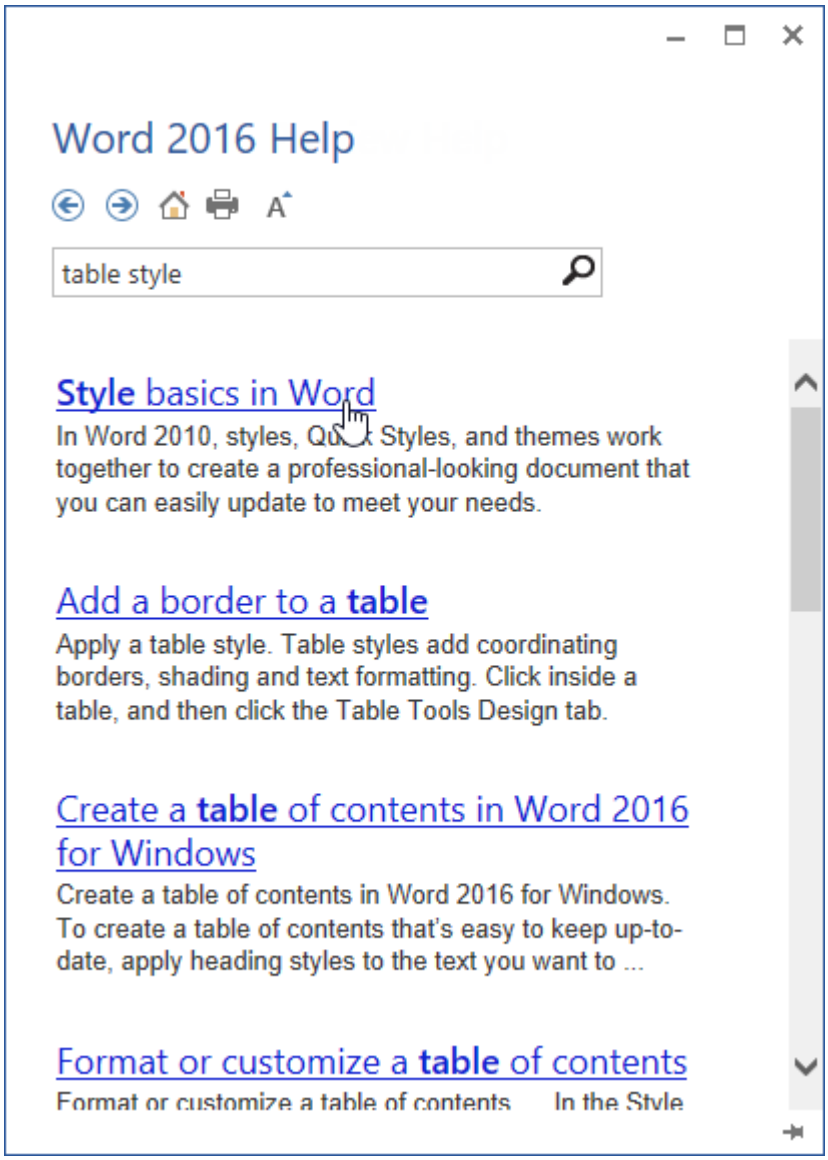
4. Type "table style:"



5. Click the "Get Help" link:

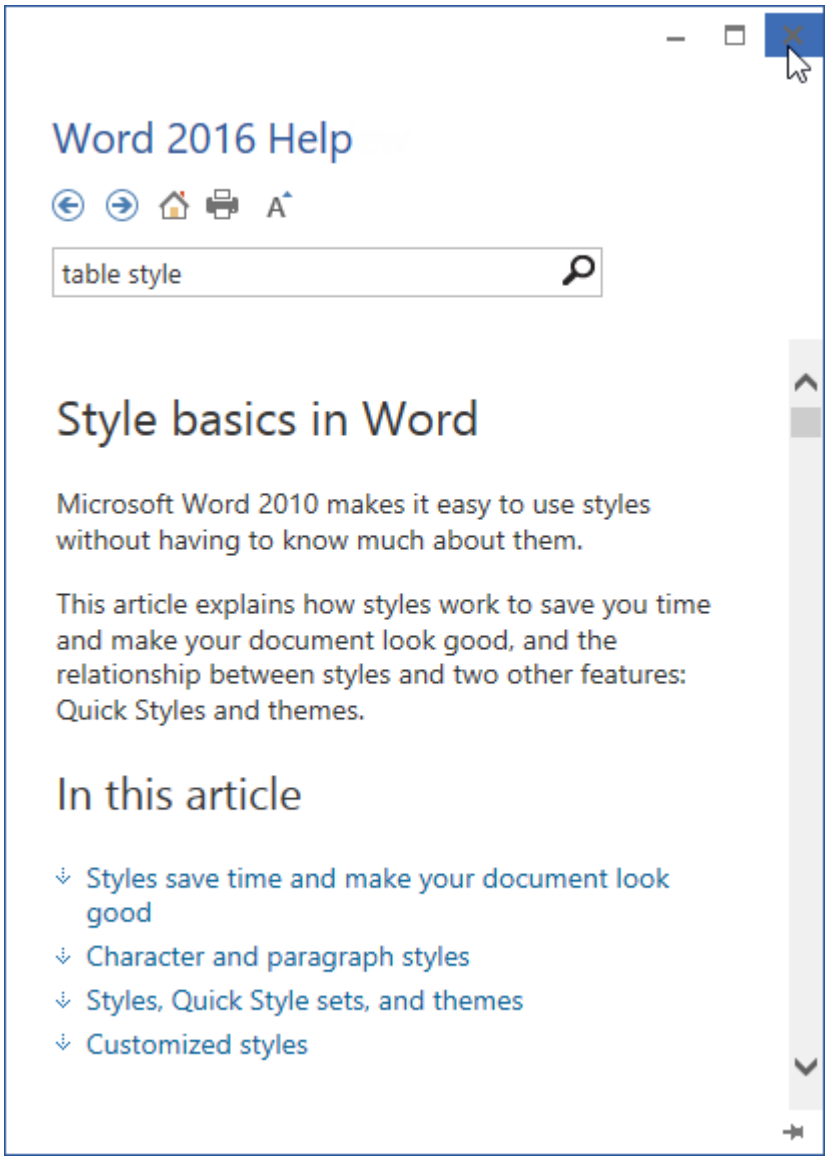


6. The full Word 2016 Help window will open. Click the "Style basics in Word" link:

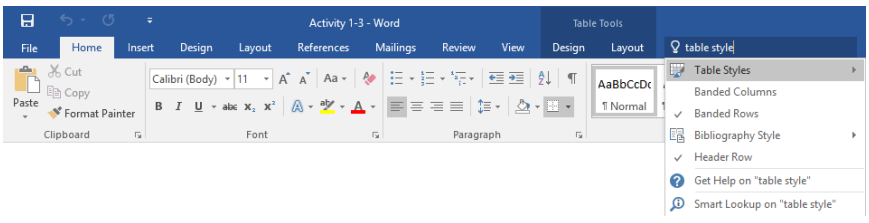


(If you do not see this link, you can choose any other article.)

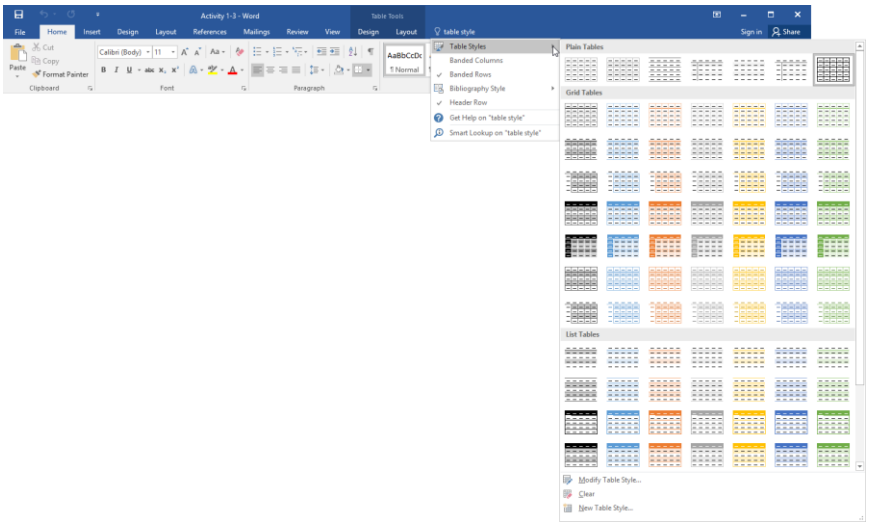
7. Scan through this article. When you are finished, close the Help window:



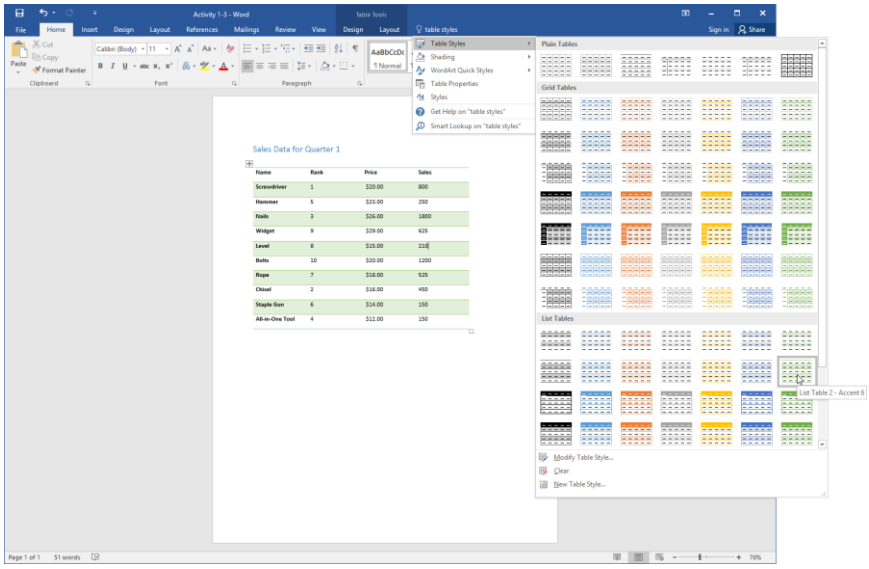
8. Type “table style” in the Tell Me field once again:



9. This time, click the Table Styles command. You will see a gallery of table styles:



10. Move your mouse over the different styles. You will see each style previewed on the table as you do this:



Once you have found a style that you like, click it to apply it.

11. Save your document as Activity 1-3 Complete. Close Microsoft Word 2016 to complete this activity.

Summary

In this lesson, we learned how to use the basic features of the Word interface. We also learned how to create, view, save, share, and print documents. We wrapped up the lesson with information on using Microsoft Word's help features, with a focus on the new "Tell Me" feature.

REVIEW QUESTIONS

1. **Which toolbar gives you quick access to frequently used commands?**

2. **Which Microsoft Word feature will automatically correct certain text as you type?**

3. **What options are available when performing a help search with Tell Me?**

4. **What is the command sequence to show or hide formatting marks?**

5. **What is the keyboard shortcut to open the Print category of Backstage view?**

LESSON 2: EDITING A DOCUMENT

Lesson Objectives

In this lesson you will learn how to:

- Navigate through and select text
- Modify text
- Find and replace text

TOPIC A: Navigate and Select Text

As you begin to work with longer documents, you will need tools to find and work with text. In this topic, we will introduce you to Microsoft Word's basic navigation and editing tools.

Topic Objectives

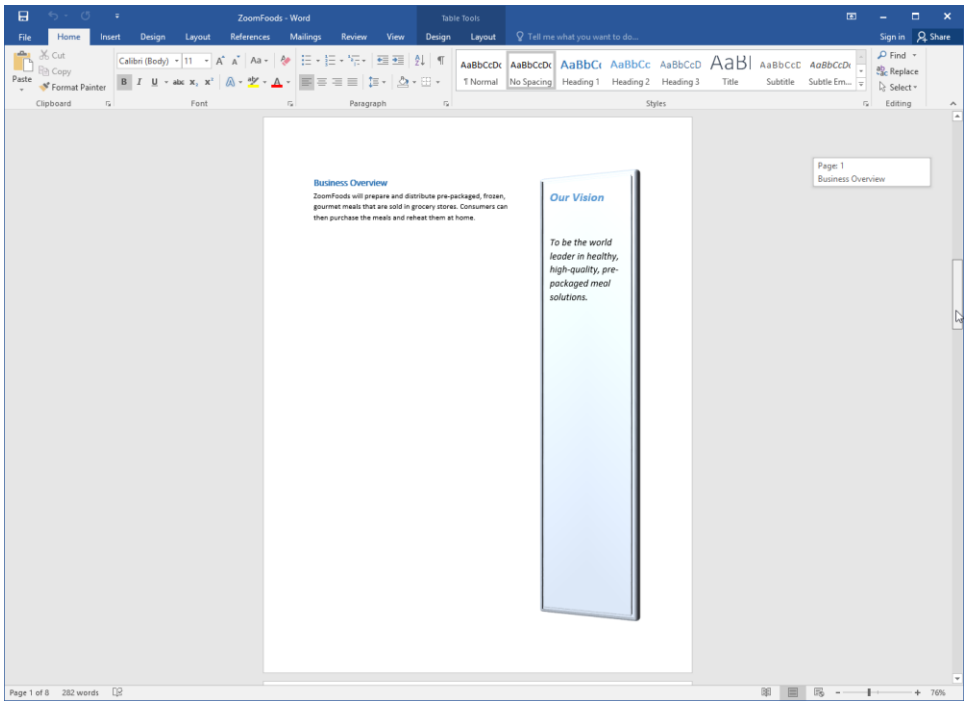
In this topic, you will learn:

- How to use the scroll bars
- Techniques for using your keyboard to navigate through a document
- How to select text using a variety of methods

SCROLL BARS

Navigating using the mouse is fine if all your text is on one screen, but documents are rarely a single page. Luckily, you can also navigate through a document using the scroll bar on the right-hand side of the screen.

Place your mouse over the small rectangle in the scroll bar; this indicates your current position in the document. Then, click it and drag it up or down to where you want to go:



You can also click the up and down arrows at the top and bottom of the scroll bar to move through the document one line at a time. If your mouse has a scroll wheel, you can also roll the wheel up or down to scroll through the document.

KEYBOARD NAVIGATION

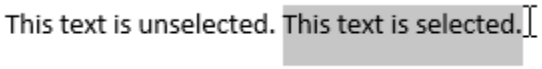
You can also use keyboard shortcuts to navigate through a document. In the area of the keyboard which separates the letters from the number pad, you should see a section with Insert, Home, Page Up, Delete, End, and Page Down keys. Four of these keys have special functions:

Page Up	Goes up one page.
Page Down	Goes down one page.
Home	Goes to the beginning of a line.
End	Goes to the end of the line.

All of these movements depend on where your cursor is when you press the button. You can also use the Ctrl key with the Home or End keys to go to the very beginning or the very end of the document, respectively.

TEXT SELECTION

Selecting Text with the Mouse
You can click and drag your mouse to select text. When text is selected, the text will appear highlighted, like this:



Once text has been selected, any changes you make will be applied to the entire selected portion.

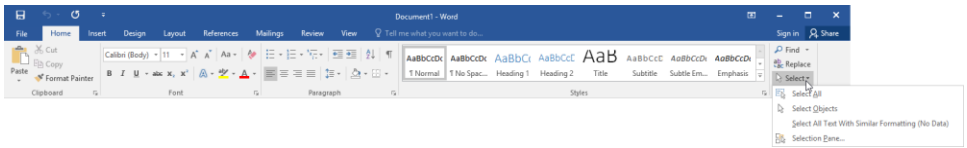
Selecting Text with the Keyboard
Depending on the application, selecting text with the keyboard is usually faster than using the mouse. Most of these commands involve using the keys in the middle of your keyboard (Home, End, and the arrow keys).

Here's a list of how to select different items:

Select the letter to the left of your cursor	Shift + Left Arrow
Select the letter to the right of your cursor	Shift + Right Arrow
Select text from your cursor to the beginning of a word	Ctrl + Shift + Left Arrow
Select text from your cursor to the end of a word	Ctrl + Shift + Right Arrow
Select from your cursor to one line above	Shift + Up Arrow
Select text from the position of your cursor to one line below	Shift + Down Arrow
Select text from your cursor to one page above	Shift + Page Up
Select text from your cursor to one page below	Shift + Page Down
Select text from your cursor to the beginning of the line	Shift + Home
Select text from your cursor to the end of the line	Shift + End
Select text from your cursor to the beginning of the paragraph	Ctrl + Shift + Up Arrow
Select text from your cursor to the end of the paragraph	Ctrl + Shift + Down Arrow
Select an entire document	Ctrl + A

Selecting Text and Objects with the Home Tab

You can also use the Editing group on the Home tab to select text and objects. Click the Select button and then click what you want to select:



You can choose to select all the text in the document or select text with similar formatting. Use the Select Objects command to select images, charts, etc. The final command, Selection Pane, will open a task pane with a list of objects that you can select.

Tips and Tricks

Once you get good at selecting text, you'll find all kinds of ways to make selecting text easier. Here are a few tips and tricks to get you started:

- If you have a block of text selected and you start typing, the selected text will be erased and your new text will replace it.

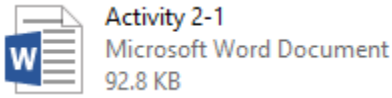
- You can select a block of text and drag and drop it into anywhere in your document. You can also use the Navigation Pane to move large amounts of text.
- You can select any level of text (letter, word, phrase, paragraph, page, document, or parts thereof) and manipulate it. This means you can bold a single letter the same way you would an entire document.
- Double-click a word to select it. Triple-click to select the whole paragraph.
- If you want to delete a portion of text, you can select it and press either the Backspace or Delete keys on your keyboard rather than cutting it.
- You can cut or copy a portion of text and then paste it in a separate document or word processing program (like Notepad or WordPad, which come with Windows).
- You can select non-adjacent text by selecting the first part, holding the Ctrl key, and selecting another part.
- You can select a large portion of text by selecting the first word, holding the Shift key, and selecting the last word.
- To deselect text, click anywhere in your document.

ACTIVITY 2-1

Finding and Selecting Text

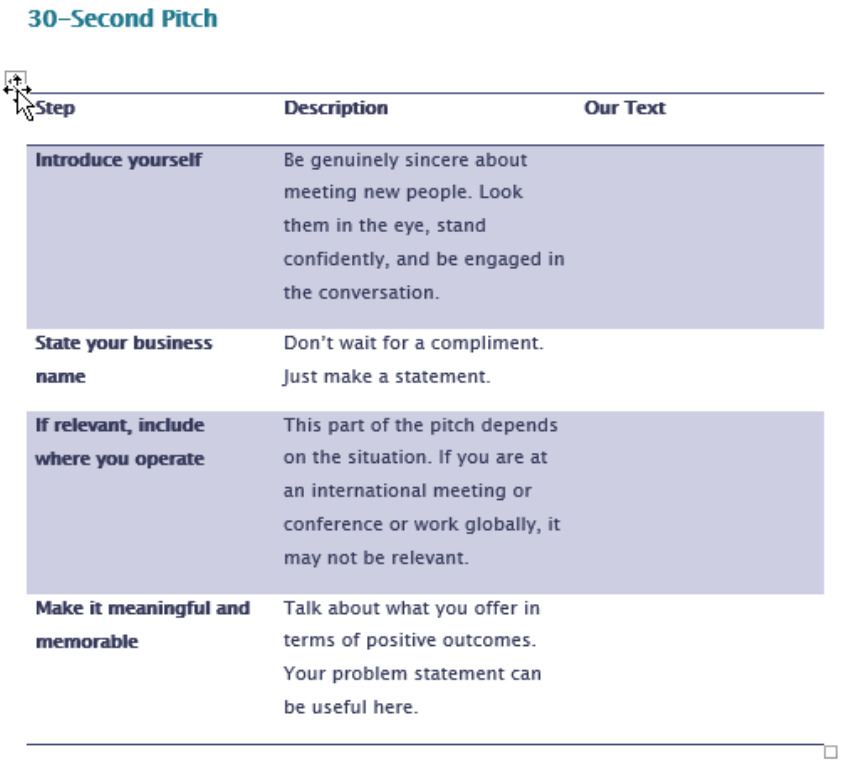
In this activity, you will use various elements of the Microsoft Word interface as well as your keyboard to find and select text.

1. Open Microsoft Word 2016 and open Activity 2-1:



2. To start, click and drag the scroll bar. Scroll through the document until you see the table on the last page:

3. Once you reach the table, let go of your mouse button. Move your cursor to the icon in the top left-hand corner of the table. Click this icon:

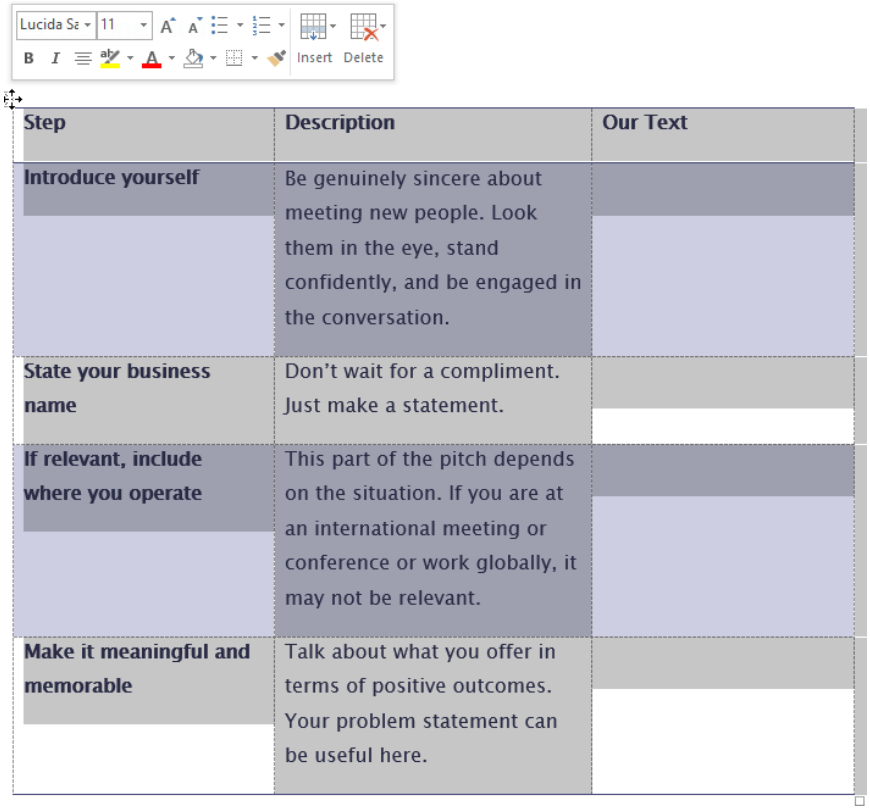


30–Second Pitch

Step	Description	Our Text
Introduce yourself	Be genuinely sincere about meeting new people. Look them in the eye, stand confidently, and be engaged in the conversation.	
State your business name	Don't wait for a compliment. Just make a statement.	
If relevant, include where you operate	This part of the pitch depends on the situation. If you are at an international meeting or conference or work globally, it may not be relevant.	
Make it meaningful and memorable	Talk about what you offer in terms of positive outcomes. Your problem statement can be useful here.	

(If you don't see the icon, click a blank part of the page first and move your cursor over the table.)

4. The entire table will be selected:



Step	Description	Our Text
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State your business name	Don't wait for a compliment. Just make a statement.	
If relevant, include where you operate	This part of the pitch depends on the situation. If you are at an international meeting or conference or work globally, it may not be relevant.	
Make it meaningful and memorable	Talk about what you offer in terms of positive outcomes. Your problem statement can be useful here.	

5. Press Ctrl + Home to go back to the beginning of the document.

6. Close Microsoft Word 2016 to complete this exercise. Do not save any changes to this file.

TOPIC B: Modify Text

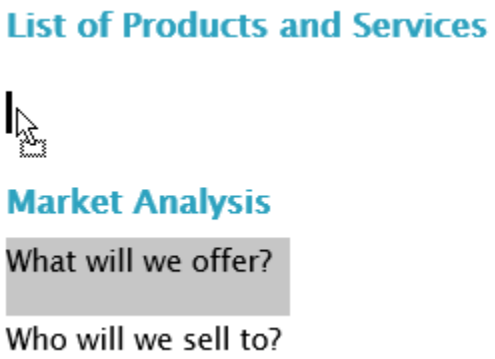
One of Microsoft Word's key features is the multitude of options that it offers for editing text. In this topic, you will learn about Word's basic editing features, including the Office Clipboard, undo, and redo.

Topic Objectives
In this topic, you will learn:

- About text editing options
- How to use the Clipboard task pane
- About paste options
- About Live Preview
- How to use Undo and Redo

TEXT EDITING OPTIONS

There are several ways to move text around in a Microsoft Word document. The easiest method is **drag and drop**. To use this method, select the text first. Then, click your left mouse button, hold it down, and drag the text to where you want it. When you've reached your location, release the mouse button:



The text will look just like it's been cut and pasted – you will even have paste options!

You can also use the **cut, copy, and paste commands** to move text around. Cutting and copying place the text on the clipboard, which we will cover in a moment. Pasting text involves putting that text somewhere else.

You should **cut** text when you want to move it from one location to another, or when you want to remove text that you may need later. To cut text, select the text first. Then, click the Cut button ( ) on the Home tab. (You can also right-click the text and click Cut or use the Ctrl + X shortcut.)

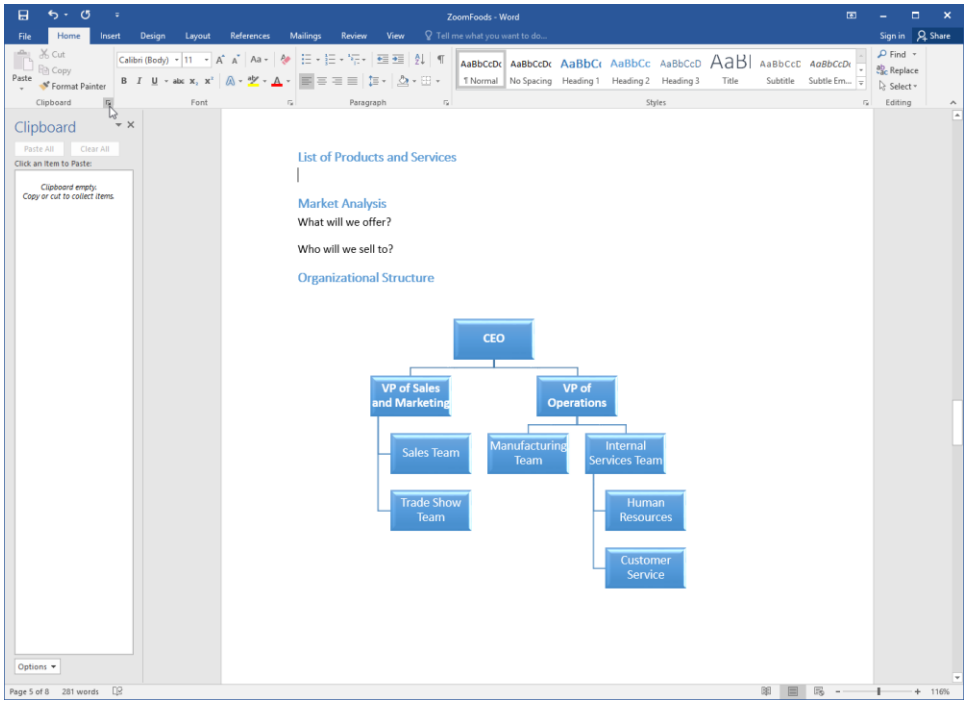
Use the **copy** command when you want to copy text from one location to another. First, select the text you want to copy. Then, click the Copy button ( ) on the Home tab. (You can also right-click on the text and click Copy or use the Ctrl + C shortcut.) It won't look like anything has happened, but your text has been copied to the clipboard.

Once you've cut or copied your text, you can **paste** it anywhere you want. Just click in the spot you want the text to appear and click the Paste button on the Home tab. (You can also right-click in the target location and click one of the Paste commands on the right-click menu or use the Ctrl + V shortcut.) Paste will only insert the last item that was cut or copied.

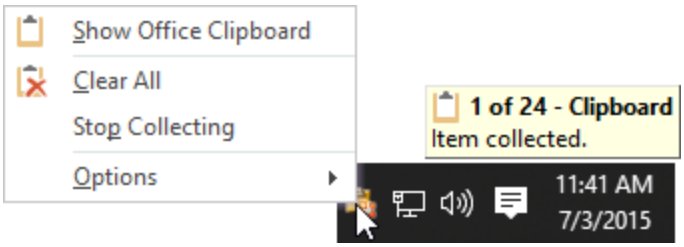
THE CLIPBOARD TASK PANE

The clipboard is a location where cut and copied text/objects are stored until they are pasted. Normally you can only store one object at a time on the clipboard. However, if you open the Office Clipboard, you can save up to 24 items at a time and paste them as needed.

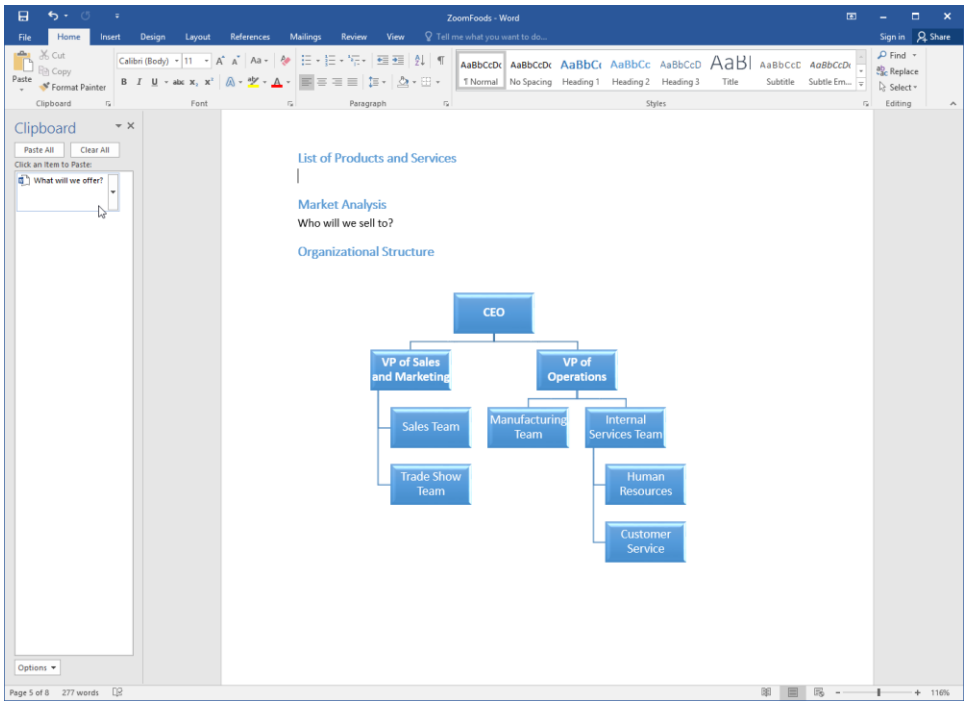
To begin, click the option button in the Clipboard group on the Home tab. You will see the Clipboard task pane appear on one side of your screen:



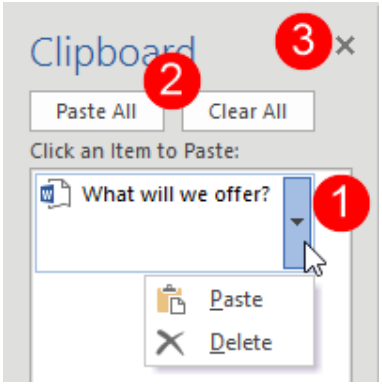
Every time you cut or copy an item, it will automatically appear in the clipboard. You will also see a notification appear in your taskbar, accompanied by the Office Clipboard icon. Right-click this icon for options:



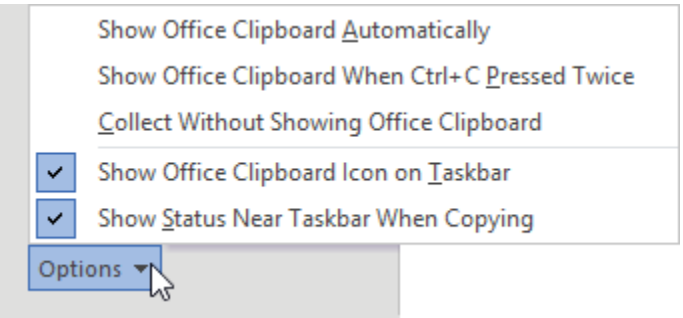
To paste an item from the clipboard, click to place your cursor in the document and then click the item you want to paste from the Clipboard task pane:



You can right-click items or click the pull-down arrow in the clipboard to view a **context menu (1)** that will allow you to paste or delete the object. There are also **Paste All** and **Clear All buttons (2)** at the top of the clipboard. To close the clipboard, click the **X (3)**:

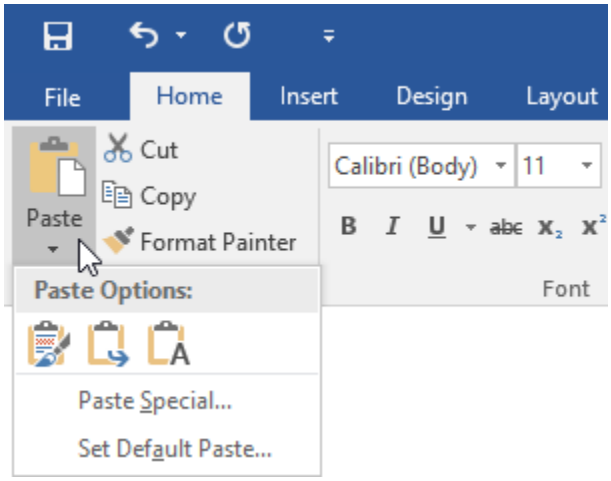


The Options button at the bottom of the Clipboard task pane controls how the clipboard operates:



PASTE OPTIONS

You can control how the Paste operation works by clicking the drop-down arrow below the Paste command on the Home tab:

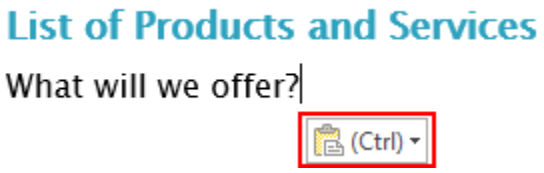


These options may vary depending on the most recently cut/copied object. In the sample image, you can see the following options:

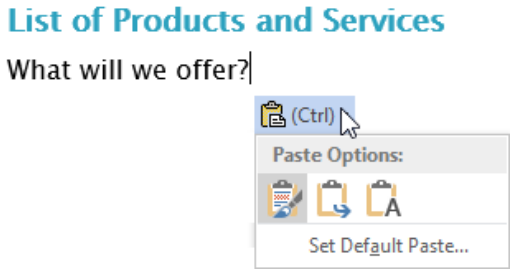
Keep Source Formatting		Keep the formatting from the original text.
Merge Formatting		Change the pasted text's formatting to match that of the document.
Keep Text Only		Changes the formatting of the pasted text back to the default font and size with no formatting.

Paste Special	Opens the Paste Special dialog box, which allows you to perform advanced pasting operations.
Set Default Paste…	Opens the Word Options dialog box so that you can control how future paste operations work.

The Paste Options Button
Once you have pasted text or an object, you will see the Paste option button at the end of the text:

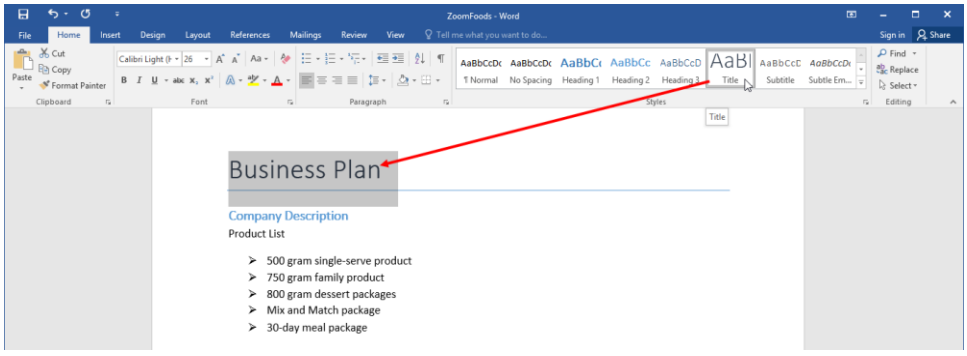


Click this icon or press Ctrl to see the same options that are available via the Paste drop-down arrow on the Home tab (minus Paste Special):



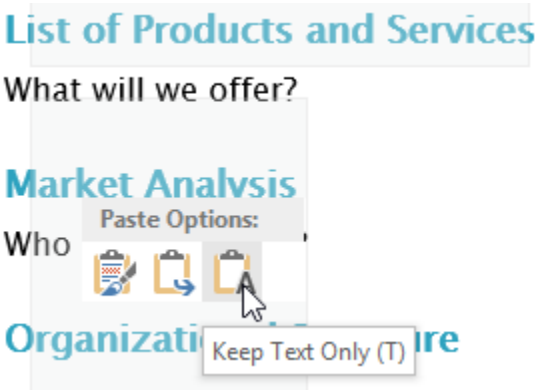
LIVE PREVIEW

Many Microsoft Word formatting features, including the font face and size menus, feature Live Preview. This means that while you are scrolling through the options, you will see a preview of that effect applied to the currently selected or active text or paragraph (depending on the option being previewed):



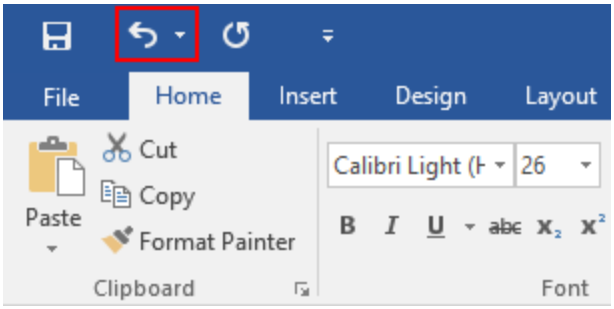
Preview Paste Options

Live Preview is also used to give you an idea of how copied objects will look when pasted. These previews are enabled by default and will be displayed automatically when you place your cursor over a paste option on the Paste drop-down command or the Paste Options menu:



THE UNDO COMMAND

You will find the Undo command on the Quick Access toolbar:

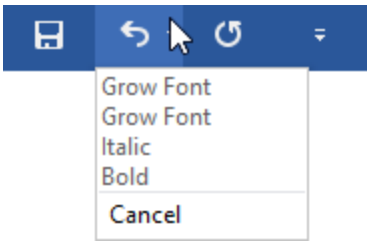


This command lets you undo your previous action(s). Alternatively, you can use the Ctrl + Z shortcut.

Clicking the drop-down arrow beside the Undo button gives you the option to undo several actions. Take a look at this text:

Service List

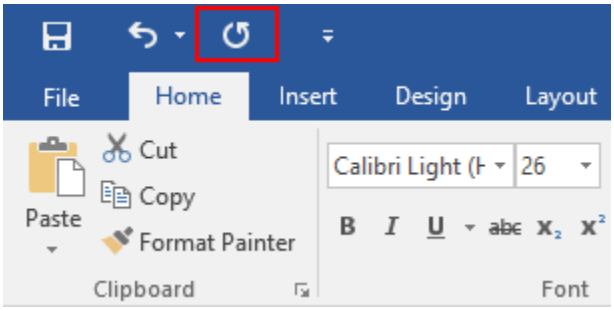
This is the corresponding drop-down menu by the Undo button:



Here, you can see a list of the recent actions, from most recent to oldest. You can click any action to undo it and any actions after it.

THE REDO COMMAND

The Redo/Repeat command is next to the Undo command on the Quick Access toolbar:



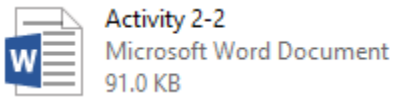
When available, this command lets you redo your previous action(s). You can also use the Ctrl + Y shortcut.

ACTIVITY 2-2

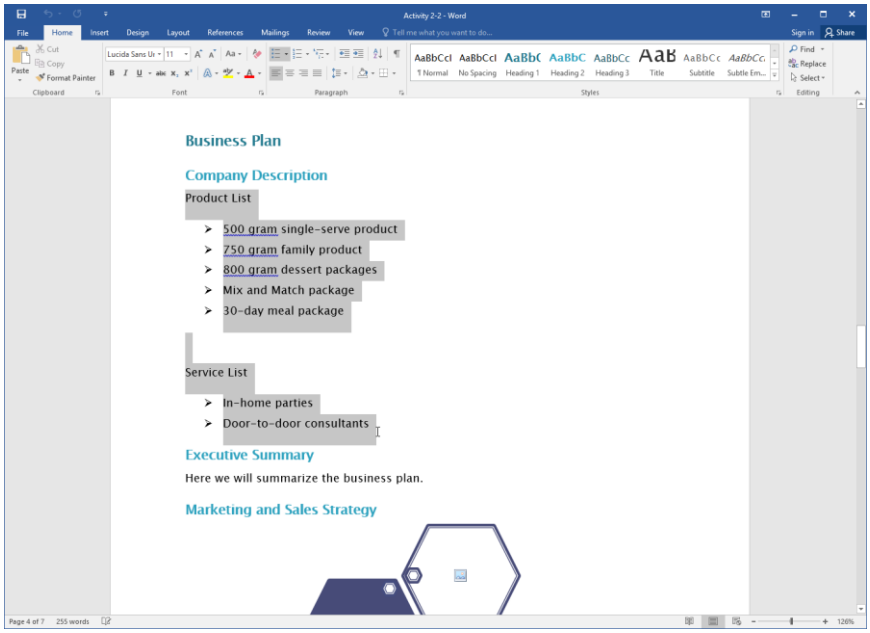
Modifying Text

In this activity, you will learn how to modify text using a variety of tools.

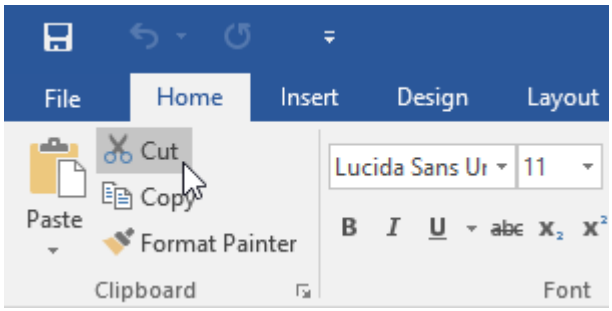
1. Open Microsoft Word 2016 and open Activity 2-2:



2. Scroll to the fourth page of the document (which has the heading “Business Plan” at the top). Select the text between the “Company Description” and “Executive Summary” headings:

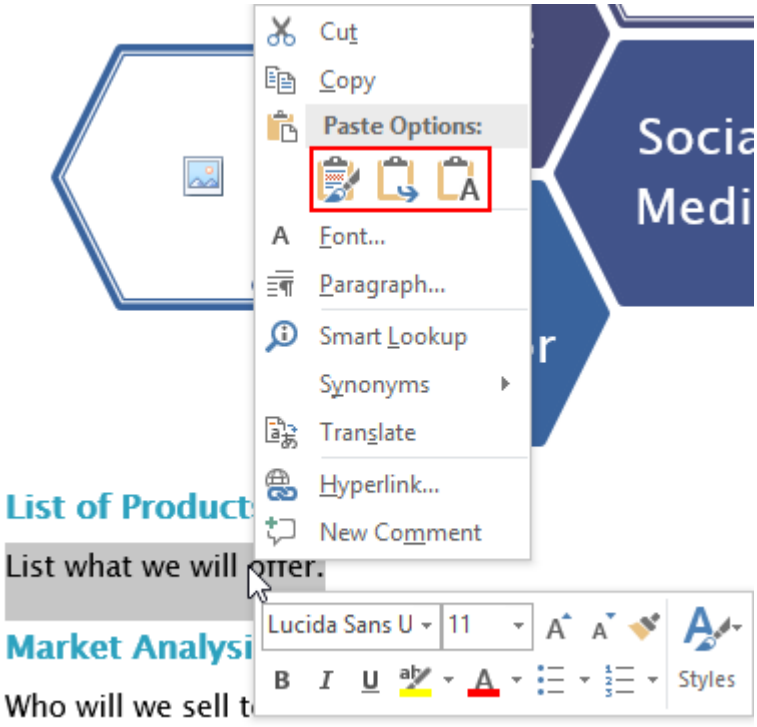


3. Click the Cut command on the Home tab:

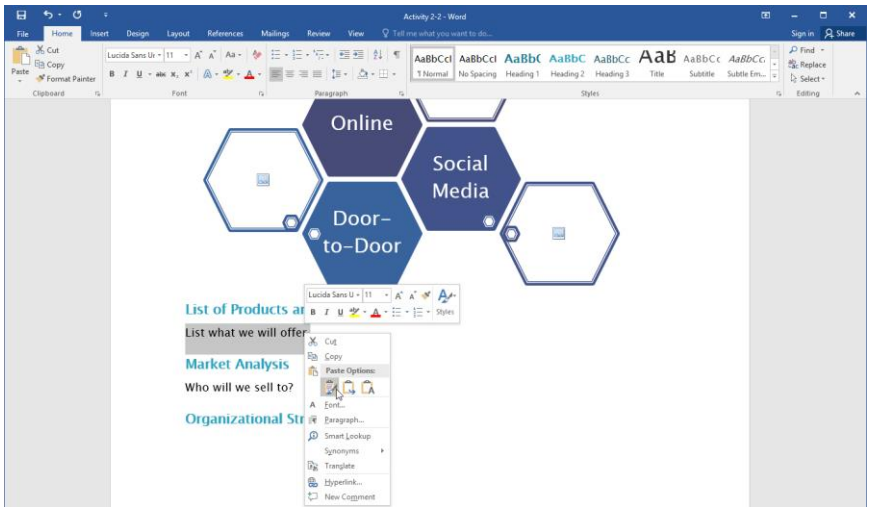


4. Scroll down the page. Select the text "List what we will offer." Do not select the space after the period:

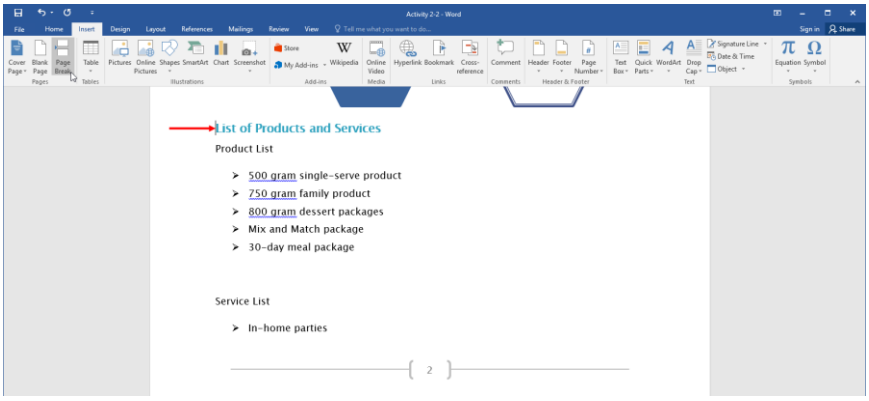
5. Right-click the text and move your mouse over the different paste options:



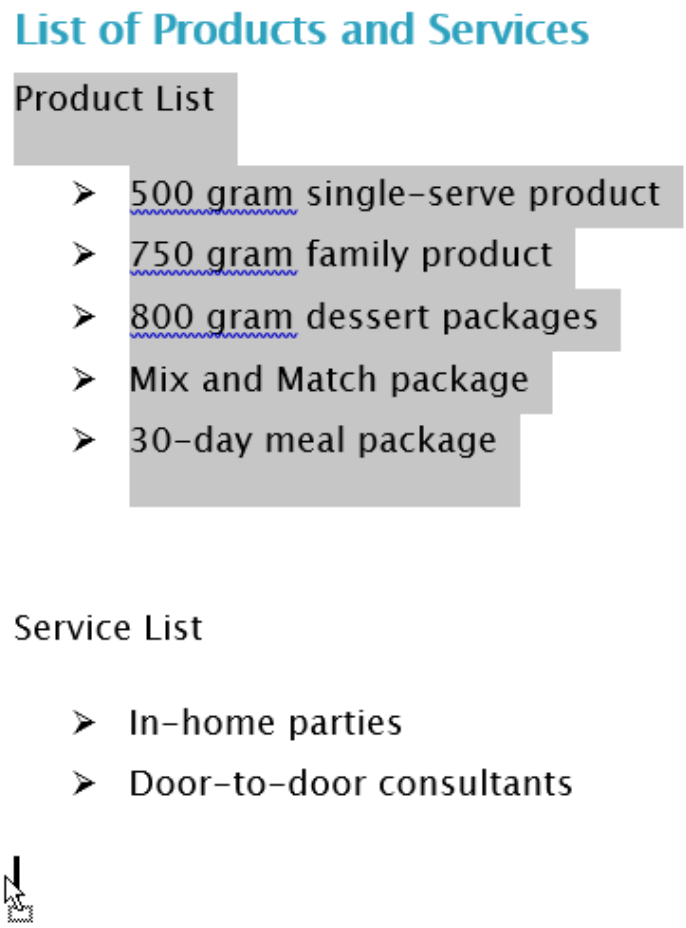
6. Click the Keep Source Formatting button when you are ready:



7. Click to place your cursor at the start of the "List of Products and Services" title. Click Insert → Page Break:



8. Scroll down so that this new page is in full view. Select the Product List. Drag and drop it to below the Service List:



9. Delete the extra space at the top of the list:

List of Products and Services

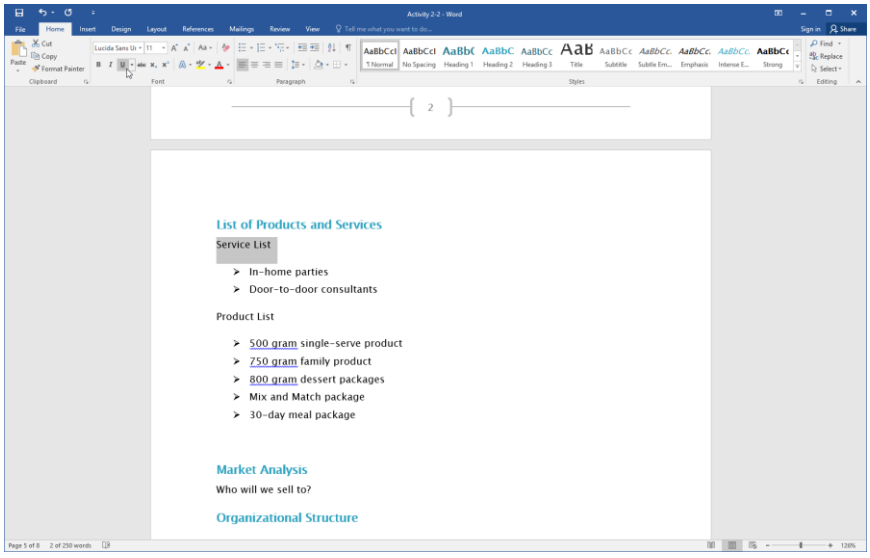
Service List

- In-home parties
- Door-to-door consultants

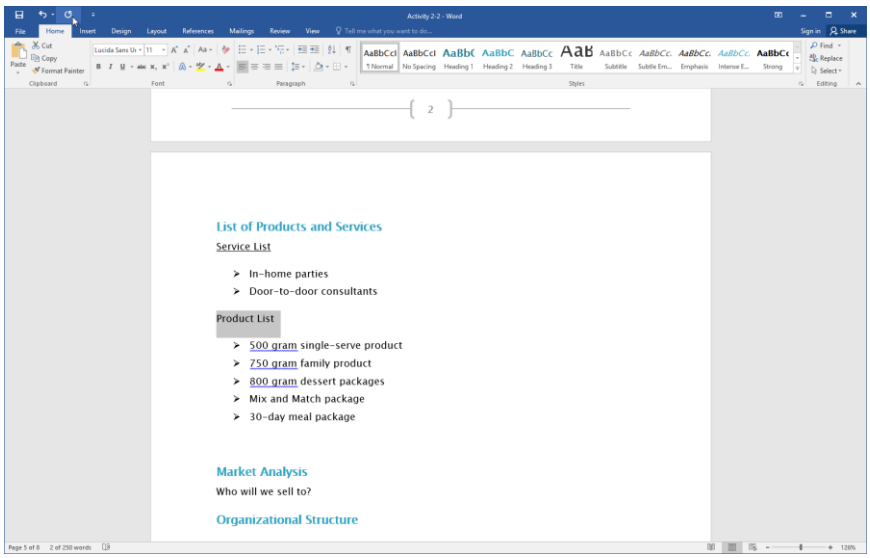
Product List

- 500 gram single-serve product
- 750 gram family product
- 800 gram dessert packages
- Mix and Match package
- 30-day meal package

10. Select the Service List heading. Click Home → Underline:



11. Select the Product List heading. Click the Redo/Repeat arrow on the Quick Access toolbar to repeat the underline formatting:



12. Save your document as Activity 2-2 Complete. Close Microsoft Word 2016 to complete this activity.

TOPIC C: Find and Replace Text

Microsoft Word also provides a number of tools for finding text. The Find tab of the Find and Replace dialog offers many options for searching for words or phrases. For longer documents, the Navigation Pane provides an easy-to-use roadmap. As well, Word has several different features for finding and replacing text and/or formatting.

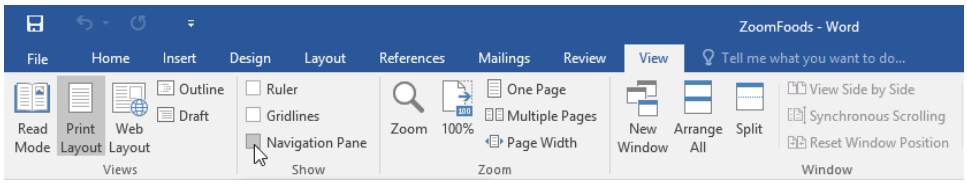
Topic Objectives

In this topic, you will learn:

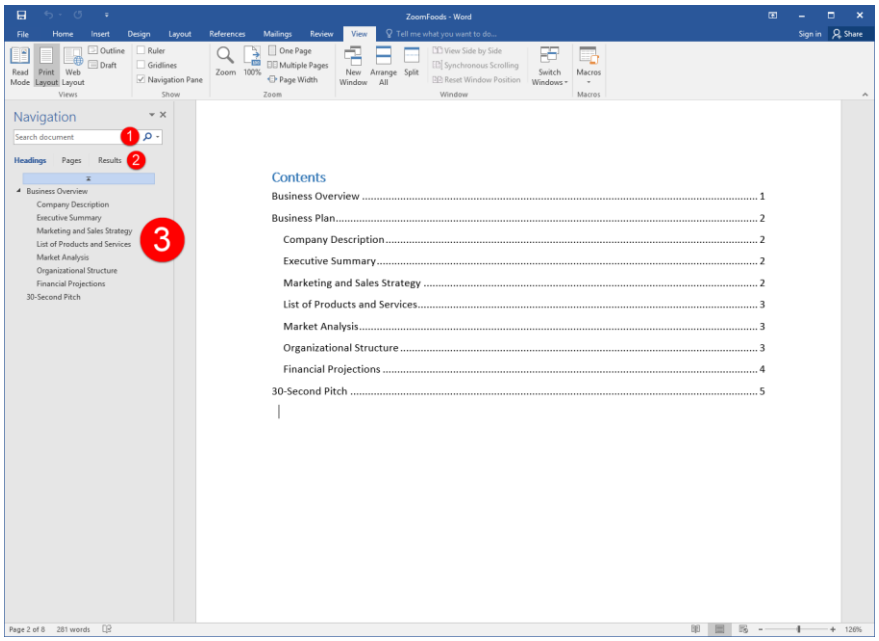
- How to use the Navigation Pane
- How to use the Find and Replace tabs of the Find and Replace dialog box
- How to view additional options in the Find and Replace dialog box
- How to use wildcards when searching with the Find and Replace dialog box

THE NAVIGATION PANE

The Navigation Pane can be enabled by clicking View → Navigation Pane:



The pane will appear on the left-hand side of the screen:

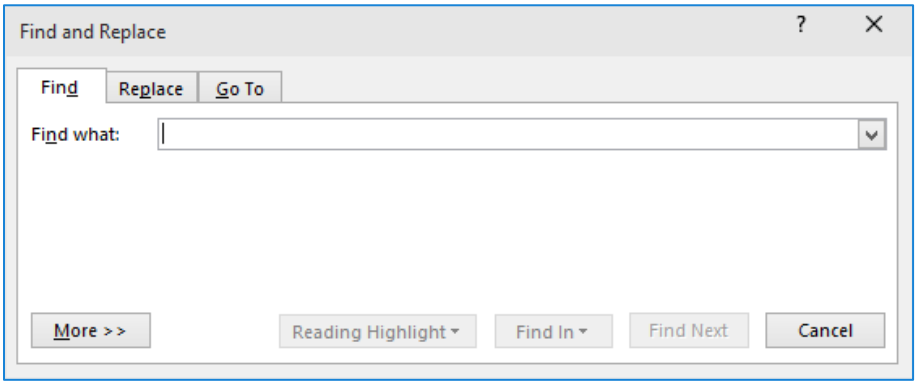


At the top of the pane is the **search bar (1)**, where you can type the keywords that you are looking for. (You can click the drop-down arrow to access advanced find options, or to find particular objects like graphics and tables.)

Underneath this bar, you will see three tabs: **Headings, Pages,** and **Results (2)**. You can use these tabs to view your document's roadmap in different ways, as well as a list of search results. The **main part of the pane (3)** will show you the contents of the document using the specified view.

THE FIND AND REPLACE DIALOG BOX

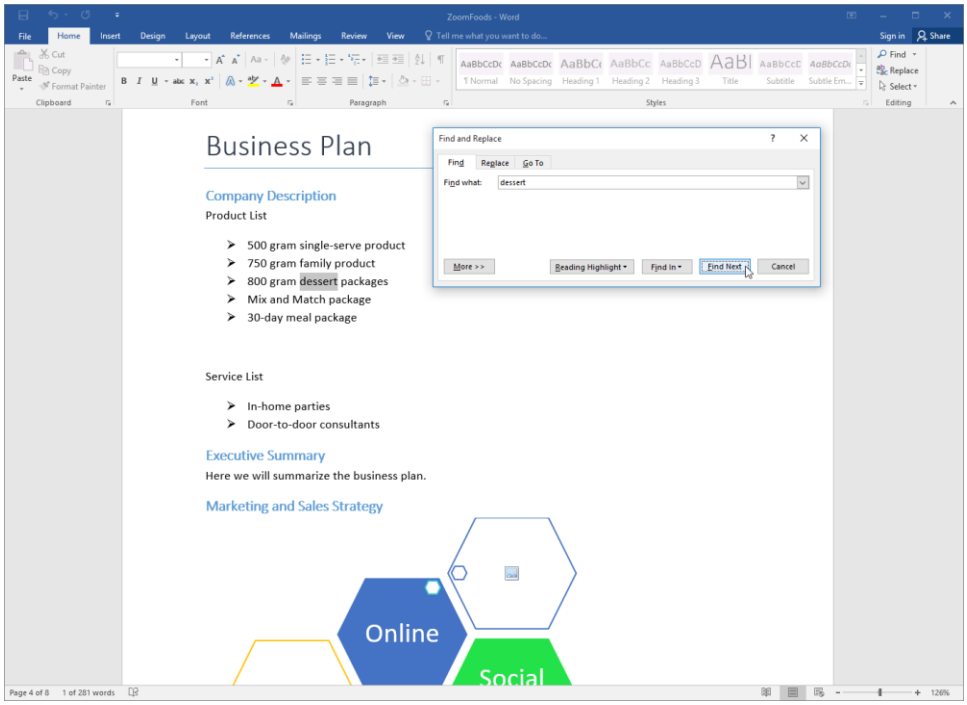
Another way of searching your document is using the Find and Replace dialog box:



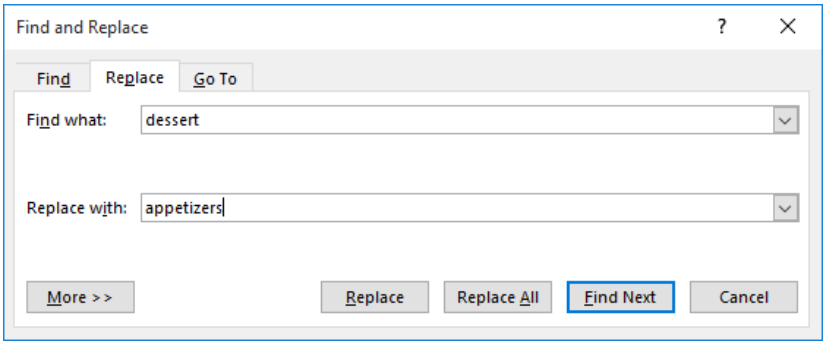
Here is an overview of how to open the various tabs of this dialog.

Command Location	**Find Tab**	**Replace Tab**	**Go To Tab**
Home tab	Home → Find → Advanced Find	Home → Replace	Home → Find → Go To
Keyboard Shortcut	N/A	Ctrl + H	Ctrl + G
Navigation Pane	Click the options arrow and click Advanced Find	Click the options arrow and click Replace	Click the options arrow and click Go To

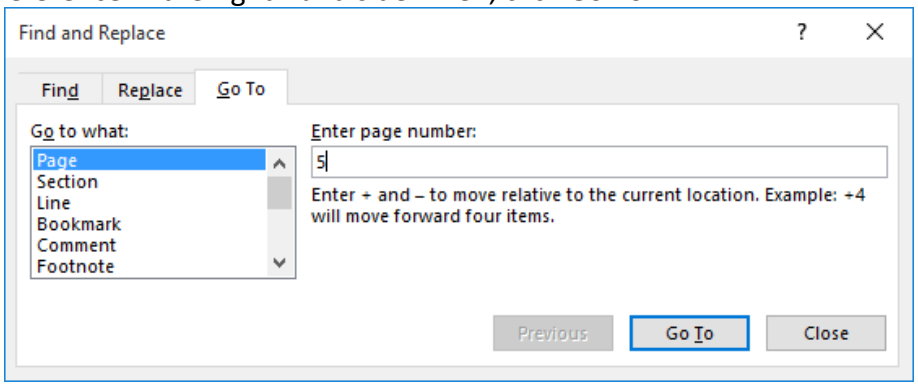
To use the **Find tab** of this dialog box, type what you are looking for and click Find Next. The next instance of the word will be highlighted:



To use the **Replace tab**, type what you are looking for and what you would like it to be replaced with. Then, click Replace Next to replace the word one instance at a time, or click Replace All to replace all instances of the word. Note that you can also perform a basic find with this tab:

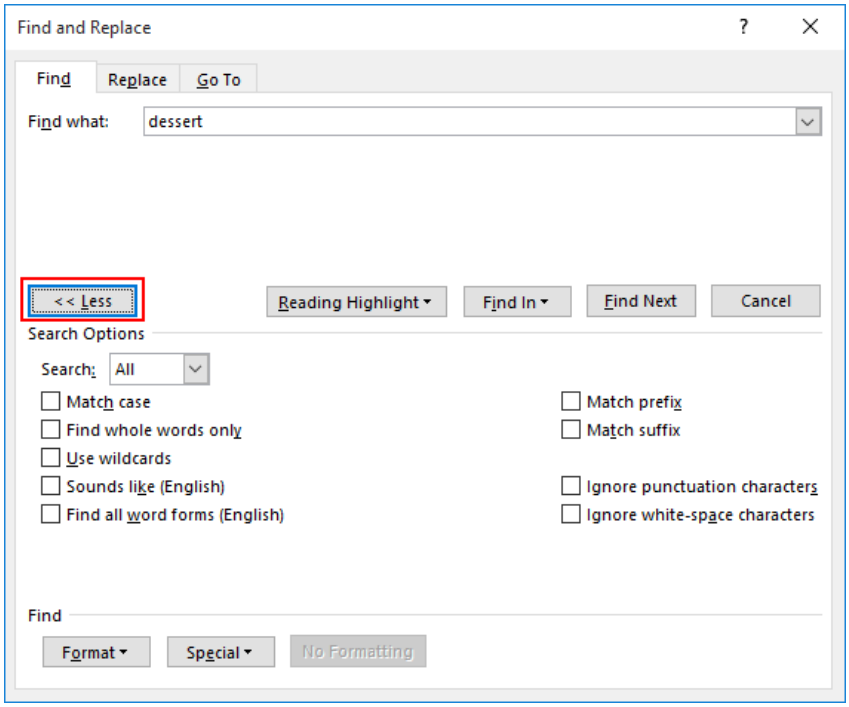


To use the Go To tab, choose what you are looking for from the left-hand side and enter the appropriate reference in the right-hand side. Then, click Go To:



FIND OPTIONS

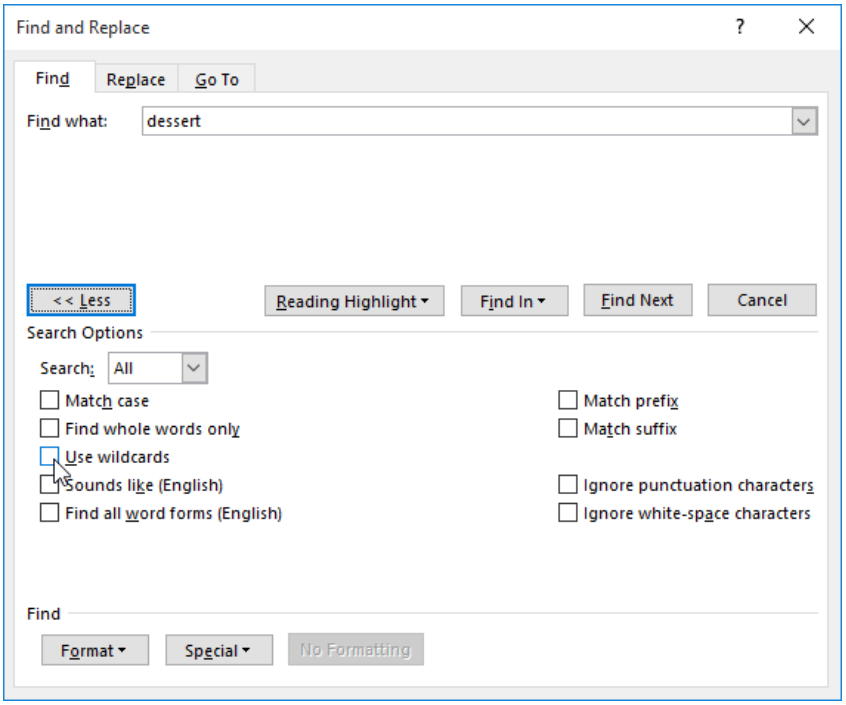
On both the Find and Replace tabs, you will see a More command (which displays “Less” after it is clicked). Clicking this command will show options for refining the search:



Note that the options are the same on both tabs. To hide these options, click Less.

FIND AND REPLACE WITH WILDCARDS

To allow searching with wildcards, ensure that the “More” option has been clicked in the Find and Replace dialog box. Then, check the “Use wildcards” option:



Once checked, the "Match case," "Find whole words only," "Match prefix," and "Match suffix options" will be disabled.

Here is an overview of the wildcard characters that you can use when searching in Word 2016.

Wildcard	Description	Example
*	Can be used to return any number of characters after its placement. This type of character can appear anywhere in a string.	`Th*` would return That, This, and Thing.
?	Can be used with any single alphabetical character. Can appear anywhere in a string.	`A?d` would return And or Add.
[ ]	Returns any single character from those within the square brackets.	`B[ae]ll` would return Ball or Bell.
[!]	Returns any character other than those within the square brackets, after the exclamation mark.	`B[!ae]ll` would return Bill or Bull, but **not** something like Ball or Bell.
[-]	Used to match characters that appear between one placed on the left of the	`B[a-f]ll` would return Ball or Bell, but it would **not** return Bill or Bull.

	minus sign and another placed on the right.	
@	Returns one or more occurrences of the character placed to the left of the @ sign.	`Fe@d` would return Fed or Feed.
<	Returns the string when found at the beginning of the word.	`<Mate` would find Mated but not Inmate.
>	Returns the string when found at the end of the word.	`Mate>` would find Inmate but not Mated.

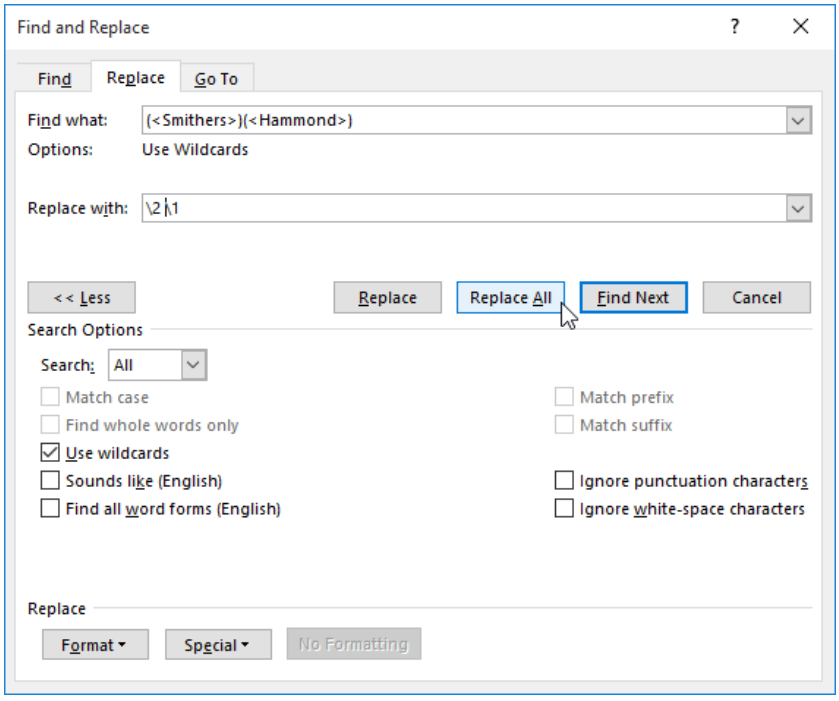
Combining Wildcards

You can also combine wildcards to narrow down search results even further. For example, you could search for `Fe@d*` to return Fed, Feed, Feeding, Feeds, etc.

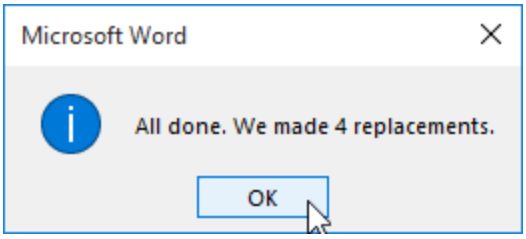
Changing Word Position

To change the position of words using Find and Replace, use the following syntax in the "Find what" field: `(<search term 1>)(<search term 2>)`. Then, enter the following syntax in the "Replace with" field: `\2 \1`. (Wildcards must be enabled in order to use this feature.)

Let's look at an example. In our sample document, the name of our company's CEO has been transposed: it should read Hammond Smithers, but it says Smithers Hammond instead. We can use the Find and Replace dialog box to easily make this fix:



Once we click Replace All, the replacement will be completed as normal:

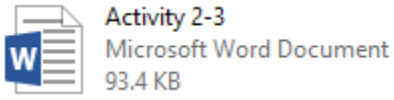


ACTIVITY 2-3

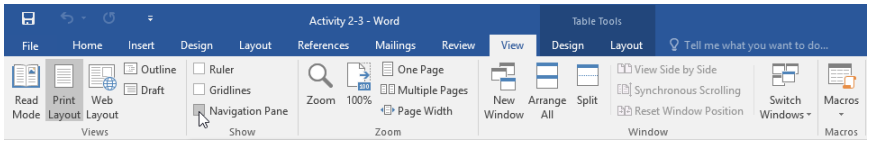
Finding and Replacing Text

In this activity, you will use the Navigation Pane and the Find and Replace dialog.

1. Open Microsoft Word 2016 and open Activity 2-3:

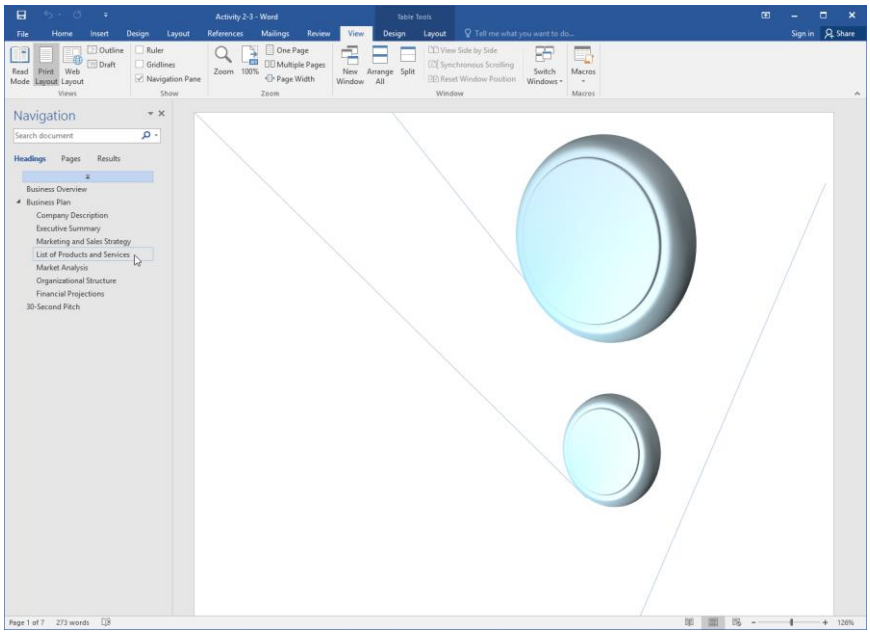


2. Click View → Navigation Pane:

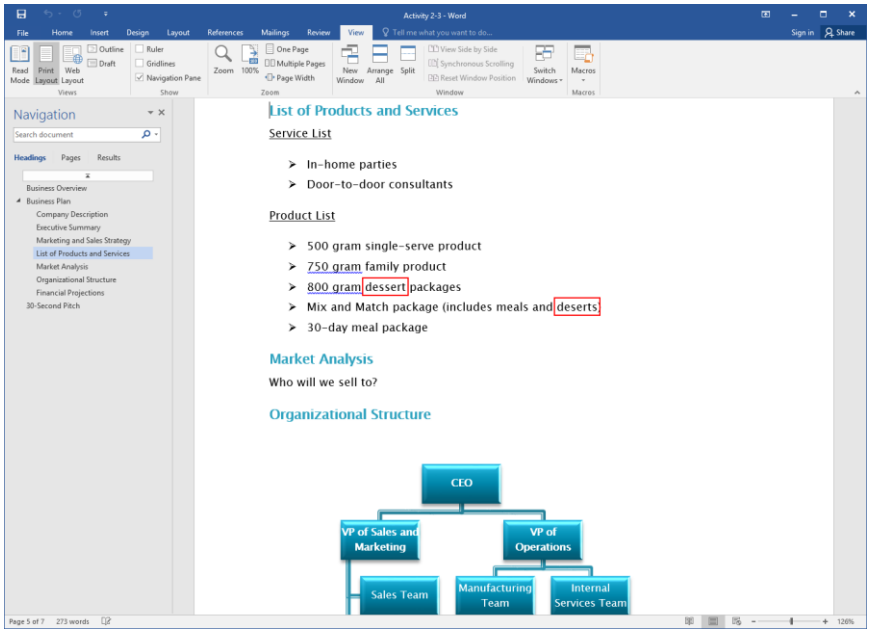


(If this command is already checked, skip to the next step.)

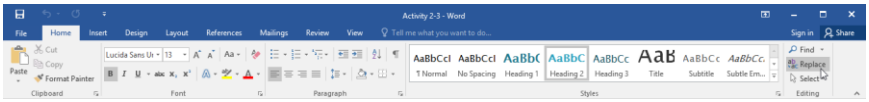
3. Click “List of Products and Services” to see that heading:



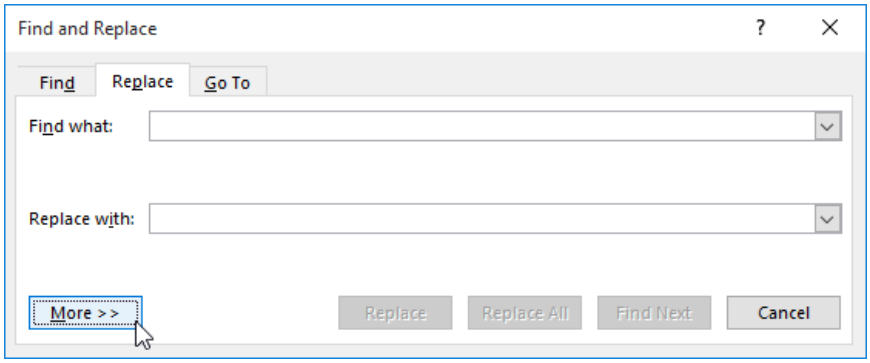
4. The marketing team would like the term “desserts” replaced with “sweets.” However, you can see that this word has been spelled correctly and incorrectly:



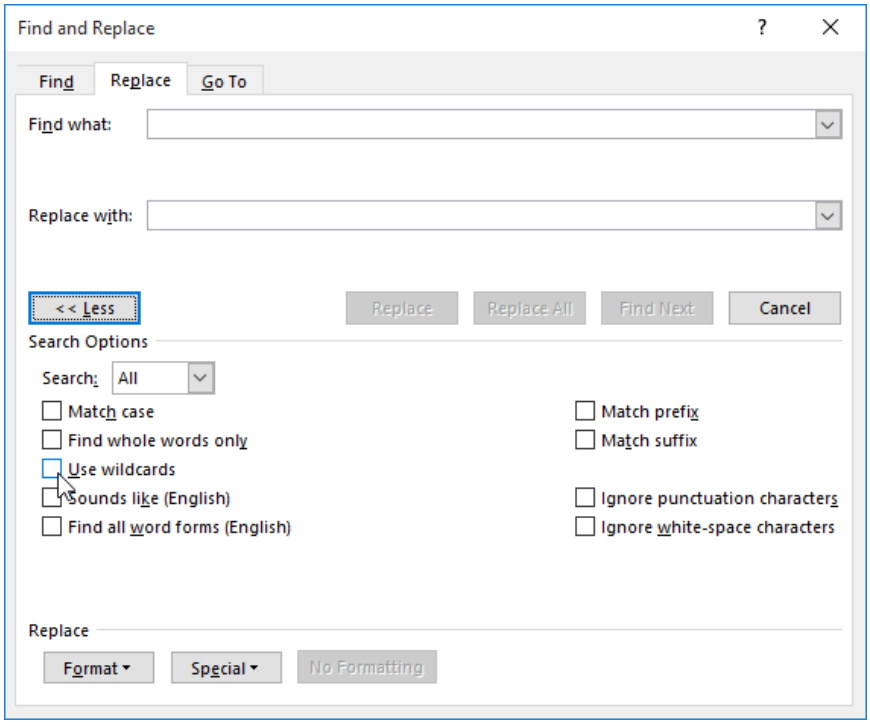
5. To ensure that we fix all instances in the document, let's use the Find and Replace dialog box. Click Home → Replace to begin:



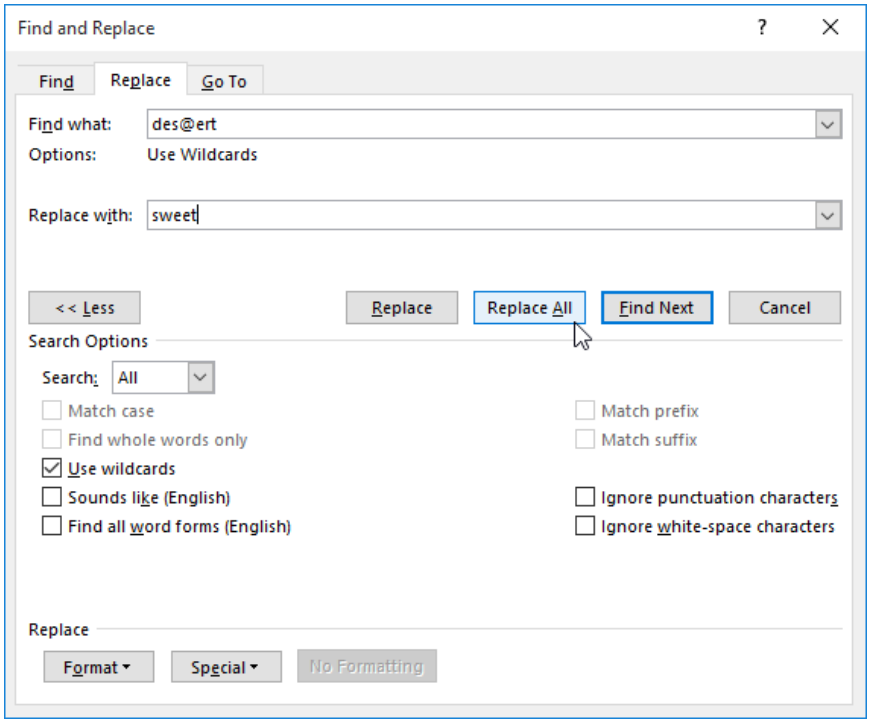
6. The Find and Replace dialog box will open to the Replace tab. Click the More button:



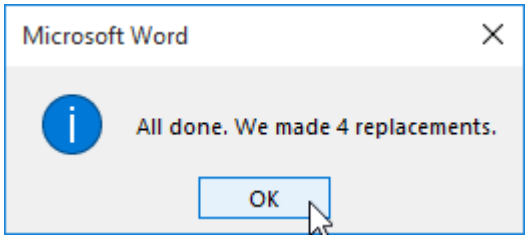
7. Check the "Use wildcards" option:



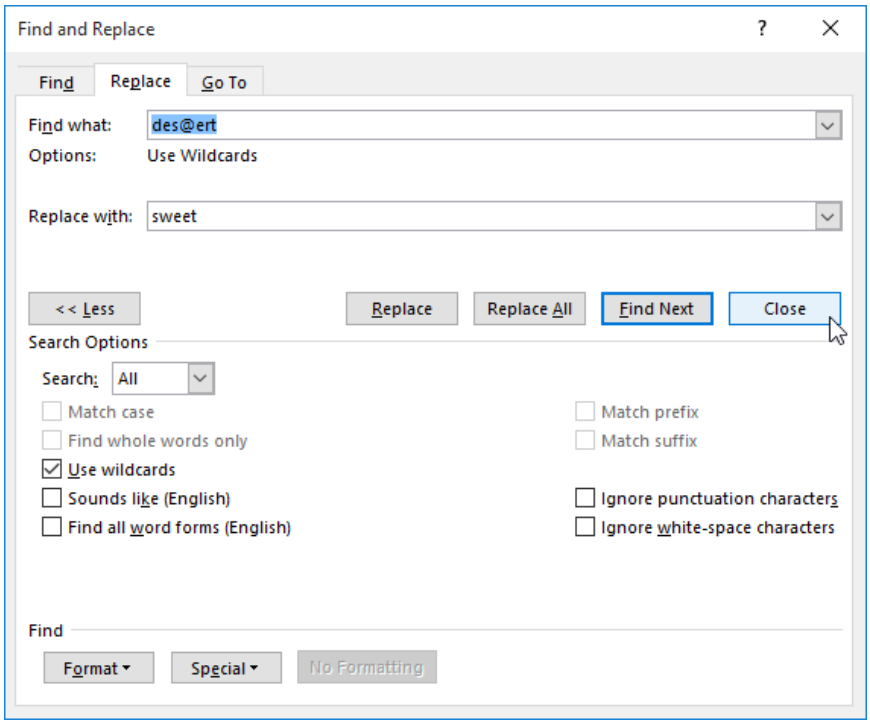
8. Now we can enter our search terms. In the "Find what" field, type "des@ert*" without the quotation marks. (This will search for desert, deserts, dessert, and desserts.) In the "Replace with" field, type "sweet." Click Replace All:



9. Microsoft Word should inform you that it made four replacements. Click OK:



10. Close the Find and Replace dialog box:



11. You should see the changes reflected in your document:

Product List

- 500 gram single-serve product
- 750 gram family product
- 800 gram sweet packages
- Mix and Match package (includes meals and sweets)
- 30-day meal package

12. Save your document as Activity 2-3 Complete. Close Microsoft Word 2016 to complete this activity.

Summary

In this lesson, you learned all about editing a document. We covered navigation techniques; text modification tools; undo, redo, cut, copy, and paste; the Office Clipboard; and the Find and Replace dialog. You should now be comfortable with moving through a document and making any necessary edits. You should also feel comfortable with advanced find and replace operations involving wildcards.

REVIEW QUESTIONS

1. **When searching in the Find and Replace dialog, what does the "?" wildcard represent?**

2. **List two ways to open the Find and Replace dialog.**

3. **What is the keyboard shortcut for the Cut command?**

4. **What is the opposite of the Undo command?**

5. **What is the command sequence to show or hide the Navigation pane?**

LESSON 3: FORMATTING TEXT AND PARAGRAPHS

Lesson Objectives

In this lesson you will learn how to:

- Apply character formatting
- Align text using tabs
- Display text as list items
- Control paragraph layout
- Apply borders and shading to text
- Apply styles to text
- Manage formatting

TOPIC A: Apply Character Formatting

Microsoft Word offers a wide variety of formatting options that you can apply to text. Whether you want to create a straightforward, simple design or a vibrant, modern look, Microsoft Word has all the tools that you need.

Topic Objectives

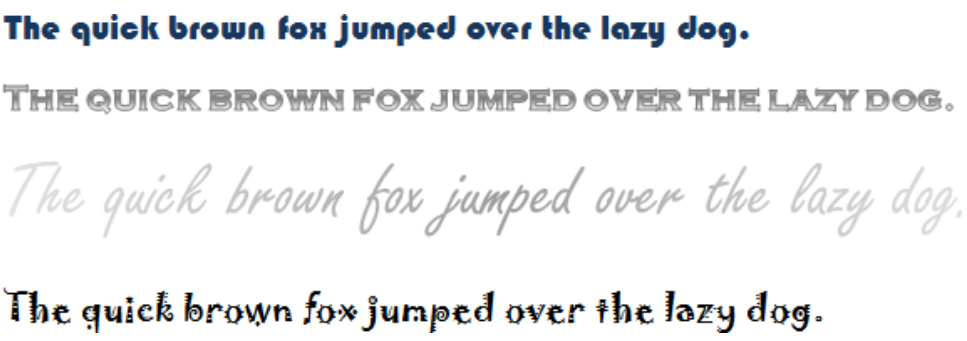
In this topic, you will learn:

- About fonts
- How to use the mini toolbar
- About the commands on the Font group of the Home tab
- How to highlight text
- How to use the Format Painter

FONTS

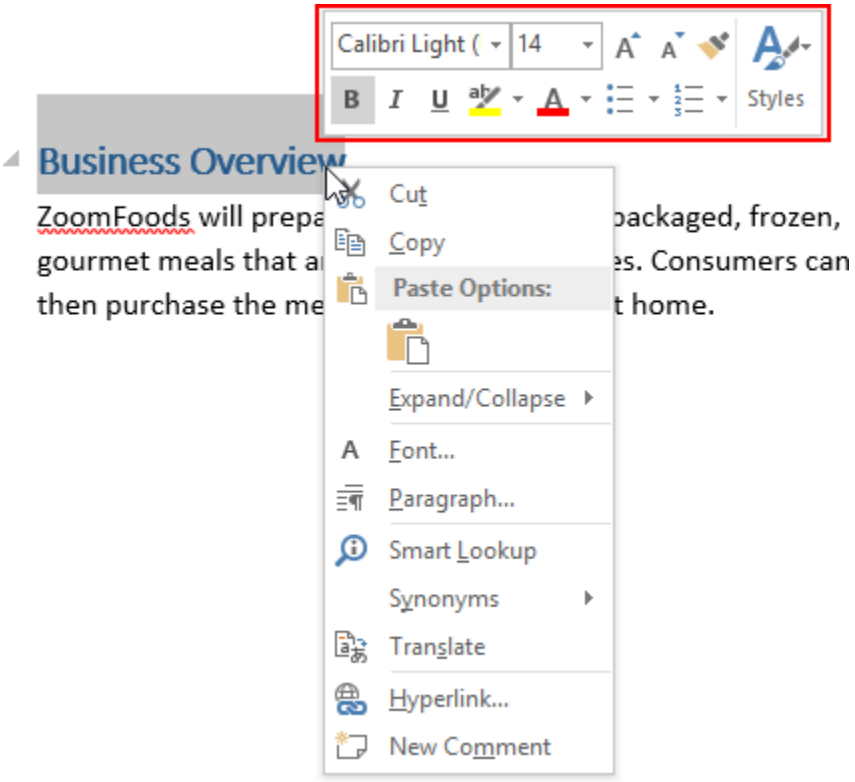
A **font** is a complete set of characters (with typeface and style) that is used to create text in your document. Some fonts are all capitals; other fonts are all symbols. Fonts are very customizable: you can change their size, type, color, spacing, and effects, amongst other options. The fonts that are available in Word depend on what other applications are installed and if you have installed any extra font packages. However, Word and Windows come with quite a few fonts, so you will have plenty of choices.

Here is a sample of some different fonts:



THE MINI TOOLBAR

You may have noticed the mini toolbar pop up if you move your mouse near selected text or right-click it:



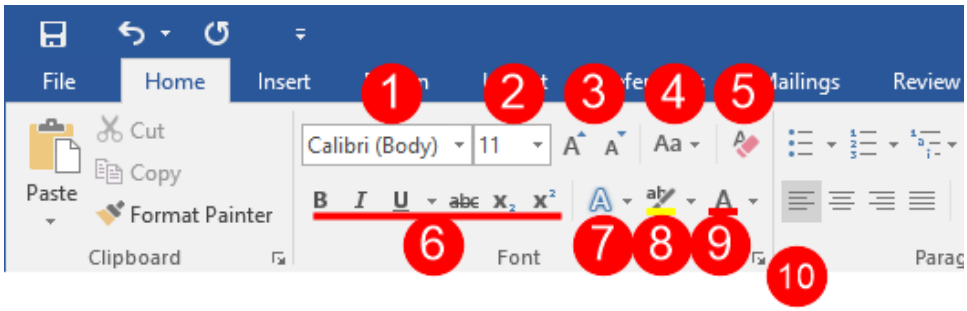
This toolbar contains the most frequently used formatting commands. Here is an overview of each option:

Calibri Light (14	Change the font face and size.
A A	Use these buttons to nudge font size up or down.
	Click to toggle the Format Painter. This lets you copy the text formatting from the selected text and "paint" it onto other text.
B I U	Apply bold, italic, and/or underlining effects to the text.
ab	Highlight text. Click the drop-down arrow for additional highlighting colors.
A	Change font color. Click the drop-down arrow for additional font colors.

	Apply bullets or numbers to the selected text. Click the drop-down arrow to choose a style.
Styles	Apply a style to the selected text.

FONT OPTIONS

You will find more formatting commands on the Font group of the Home tab:



The two drop-down menus on the top row of this group allow you to change the **font face (1)** and **size (2)**. Next to those menus, you will find commands to **nudge the font size up or down (3)**, **change the case** of the selected text **(4)**, and **clear formatting** from text **(5)**.

On the second row of this group, the first six buttons allow you to apply **bold, italic, underline, strikethrough, superscript, and subscript formatting (6)**. (Each button shows you an example of what that formatting looks like. As well, the Underline command has a drop-down arrow that allows you to customize the line's appearance.)

Next, you will see commands to apply **text effects (7)**, **highlight text (8)**, and **change the font color (9)**. (Note that these final two commands work in the same way: click the button to change the color of the text to the one displayed on the button, or click the drop-down arrow to choose a new color.)

Finally, the **option button (10)** opens the Font dialog, which gives you control over all of these settings as well as some advanced options.

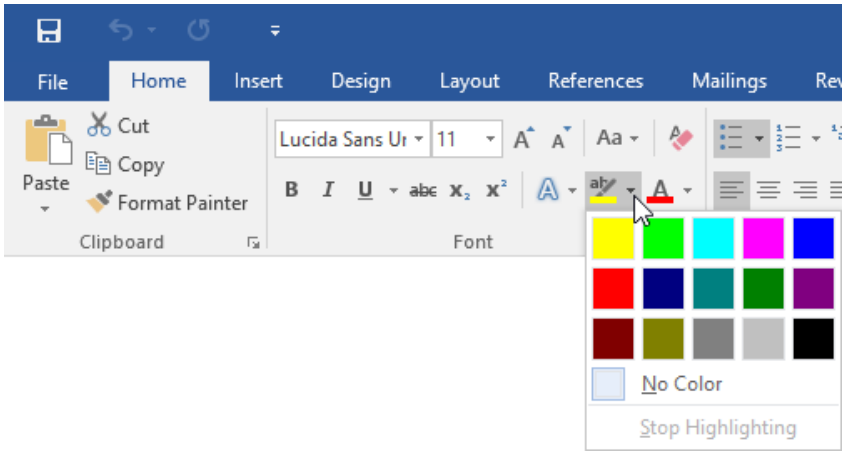
Keyboard Shortcuts for Font Styles

Almost every command in the Font group has a keyboard shortcut. Here is a list of the available shortcuts:

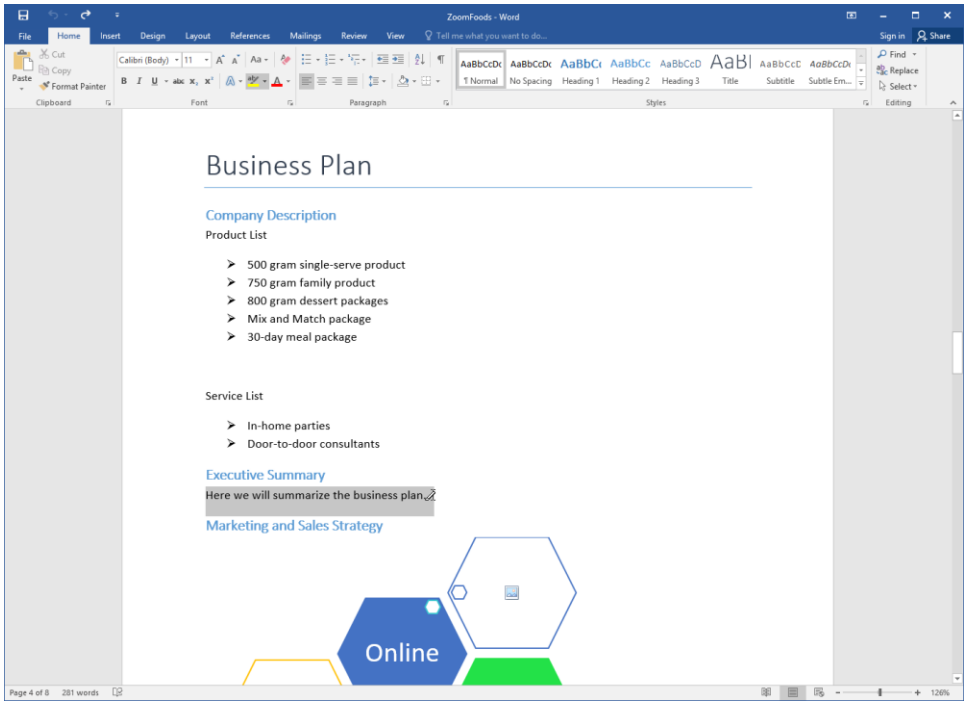
Command	Shortcut	Diagram #
Change font face	Ctrl + Shift + F	1
Change font size	Ctrl + Shift + P	2
Nudge font size up	Ctrl + Shift + .	3
Nudge font size down	Ctrl + Shift + ,	3
Change case	Shift + F3 (cycles through cases)	4
Clear formatting	Ctrl + Spacebar	5
Apply bold effect	Ctrl + B	6
Apply italic effect	Ctrl + I	6
Apply last used underline effect	Ctrl + U	6
Make text subscript	Ctrl + =	6
Make text superscript	Ctrl + Shift + =	6
Open Font dialog	Ctrl + D	10

TEXT HIGHLIGHTING OPTIONS

In addition to the main font color, you can also apply highlighting to text. To do this, first select the text you want to highlight. Then, click the Text Highlight Color command on the Home tab to apply the color shown on the button. You can also click the drop-down arrow and click a different color:

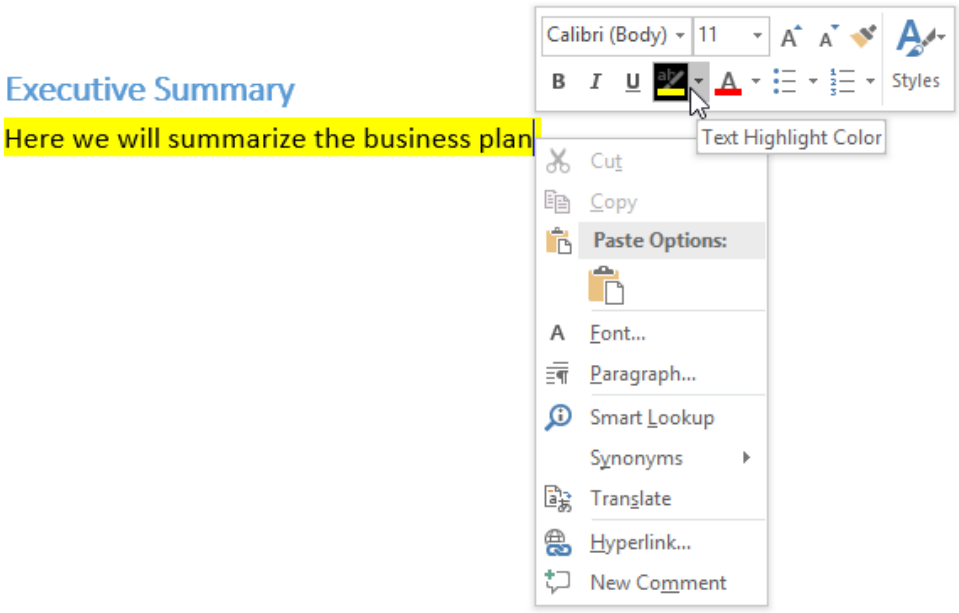


You can apply highlighting without selecting text as well. Just click the Text Highlight Color command first and then use your cursor to click and drag over the text that you want to highlight:



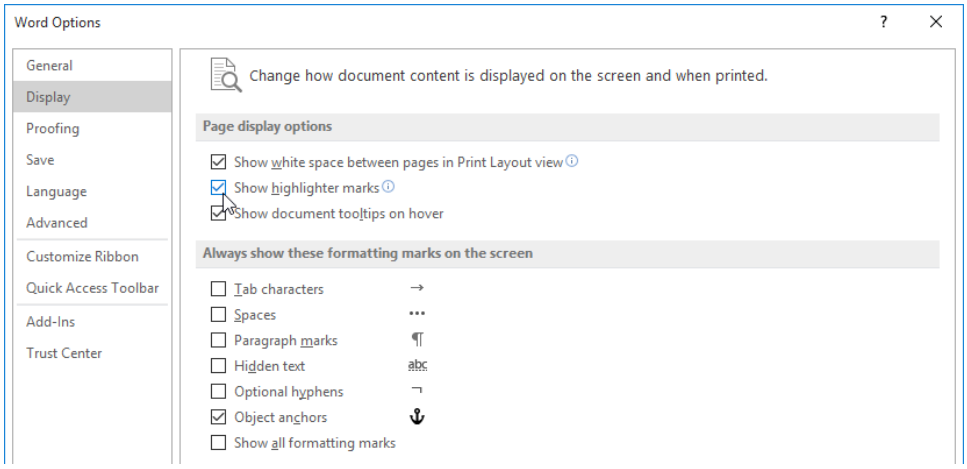
Click the Text Highlight Color command again to turn off this feature. You can remove highlighting by selecting the text and clicking No Color on the Text Highlight Color menu.

The Text Highlight Color command can also be found on the mini toolbar:



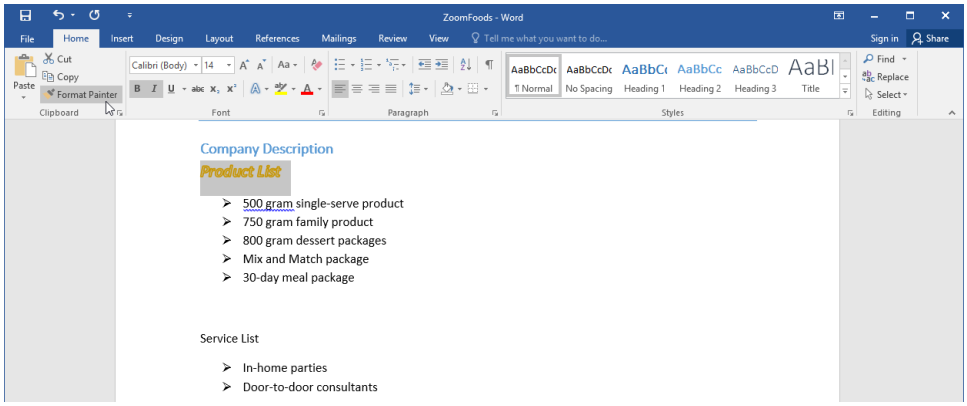
Printing a Document with Highlighted Text

To show or hide highlighting for printing or display, check or uncheck the "Show highlighter marks" option in the Display category of the Word Options dialog:

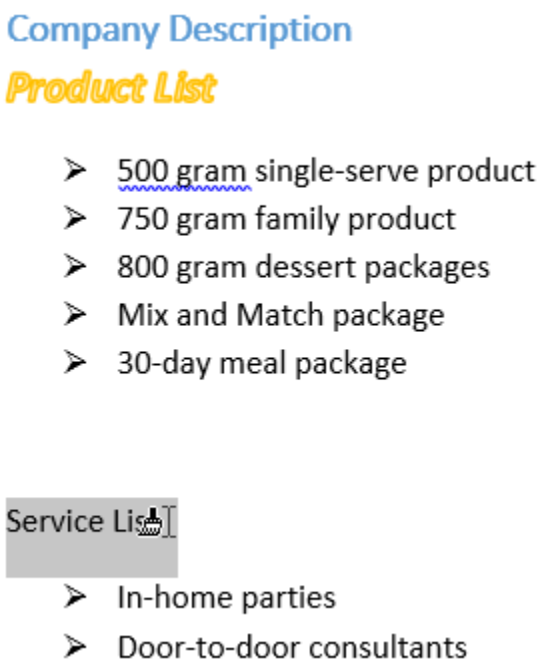


THE FORMAT PAINTER

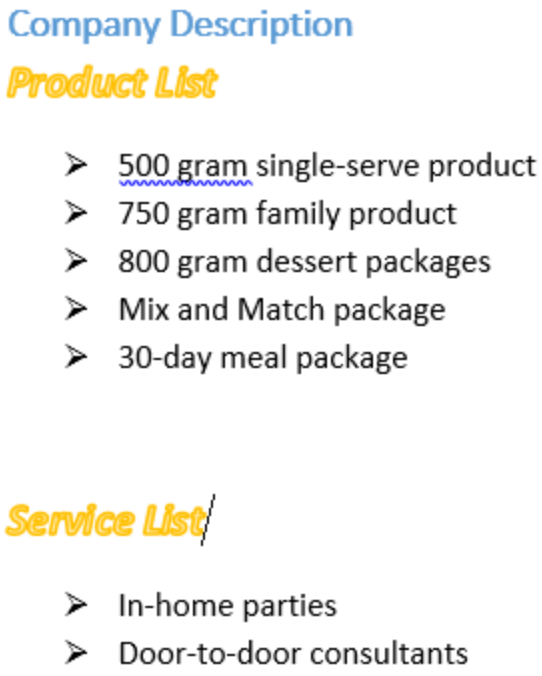
You know that Word can copy and paste text, with or without formatting. But did you know that Word can also copy just the formatting from text?
First, select the text that has the formatting that you want to duplicate. Next, click the Format Painter icon on the Home tab or the mini toolbar. (You can also use the Ctrl + Shift + C or Ctrl + Shift + V shortcuts.) Your cursor will turn into a paintbrush:



Now, select the text that you want to format:



The new text will take the format of the old text:



The Format Painter command will also become deselected. To apply the same formatting to multiple items, double-click the Format Painter and then select as many items as you want. When you are done formatting, click the Format Painter icon again to turn it off.

Remember that formats are not stored on the clipboard, and you can only copy formatting for one set of text at a time.

The Format Painter captures all kinds of formats, including:

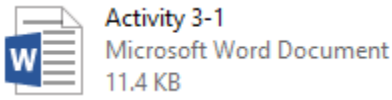
- Paragraph formatting (such as spacing, alignment, and indents)
- Font formatting (including effects, spacing, font type, font size, color, and highlighting)
- Borders, fills, and shading
- Bullets and numbering
- Columns

ACTIVITY 3-1

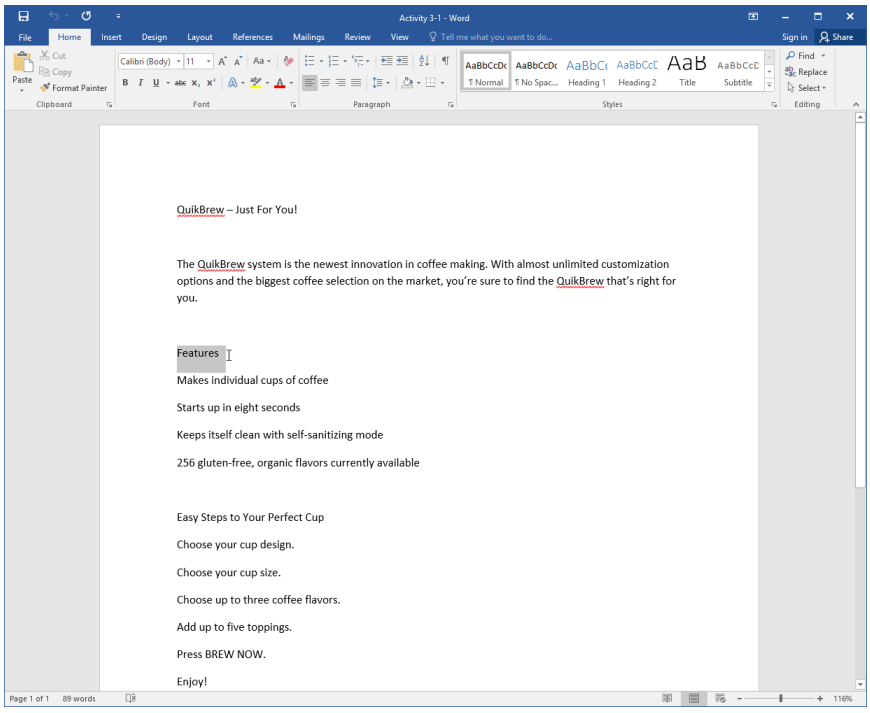
Applying Character Formatting

In this activity, you will start formatting a product information sheet.

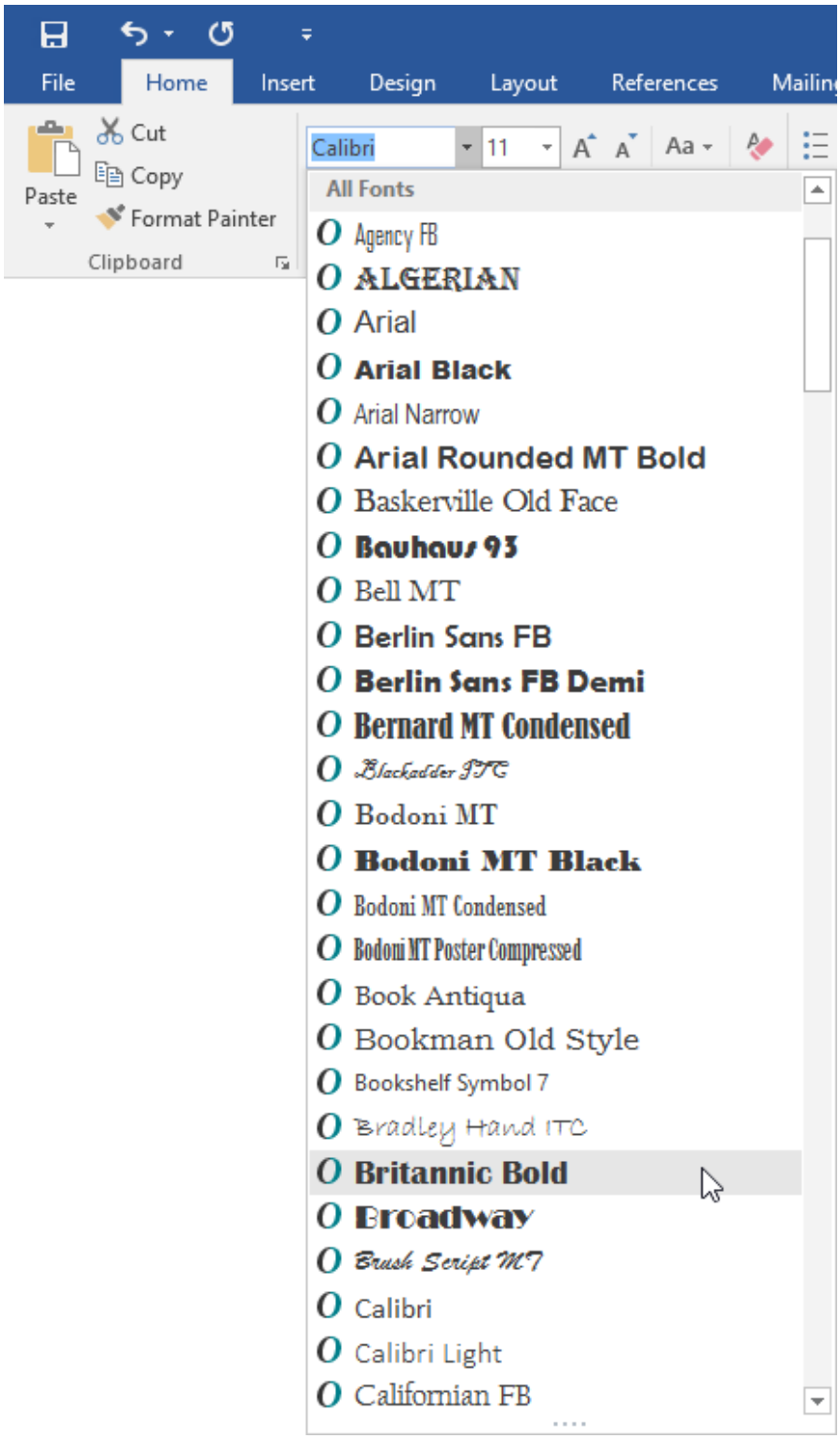
1. Open Microsoft Word 2016 and open Activity 3-1:



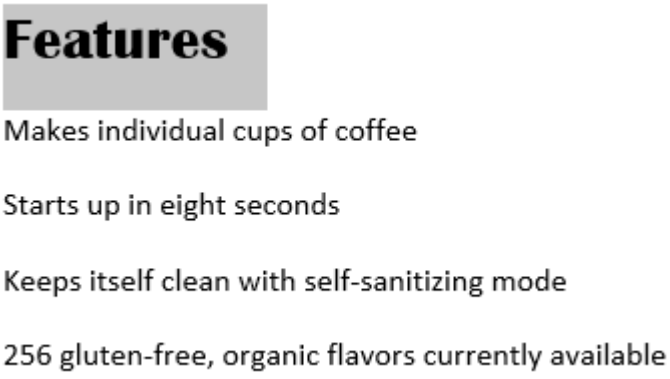
2. First, let's set up the formatting for the document titles. Select the word "Features" on the first page:



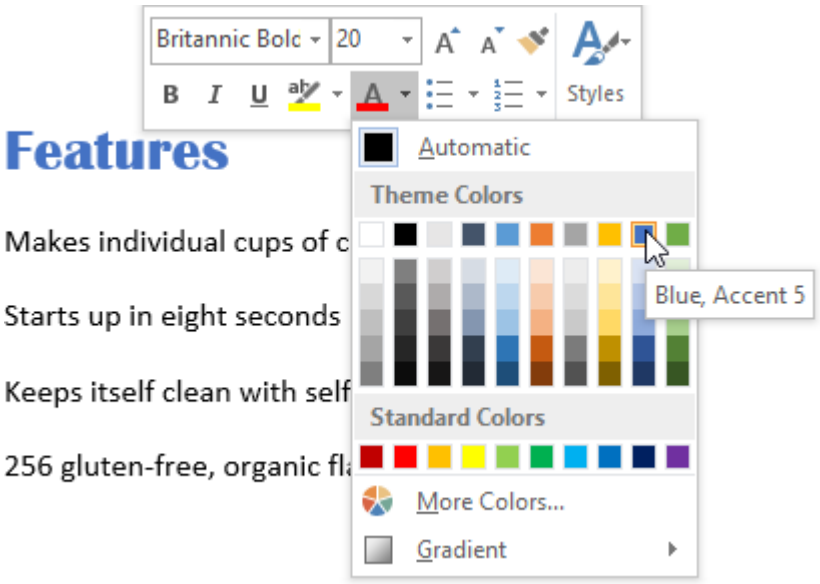
3. Click the Font menu on the Home tab. Scroll down in the list and click Britannic Bold:



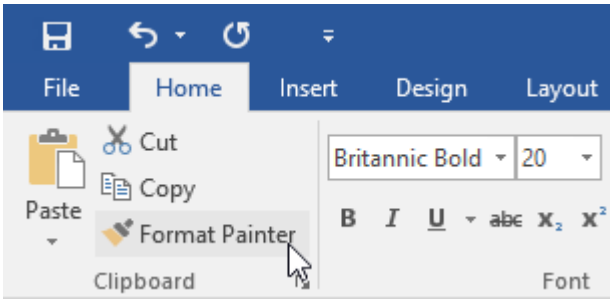
4. Press Ctrl + Shift + . five times to increase the font size:



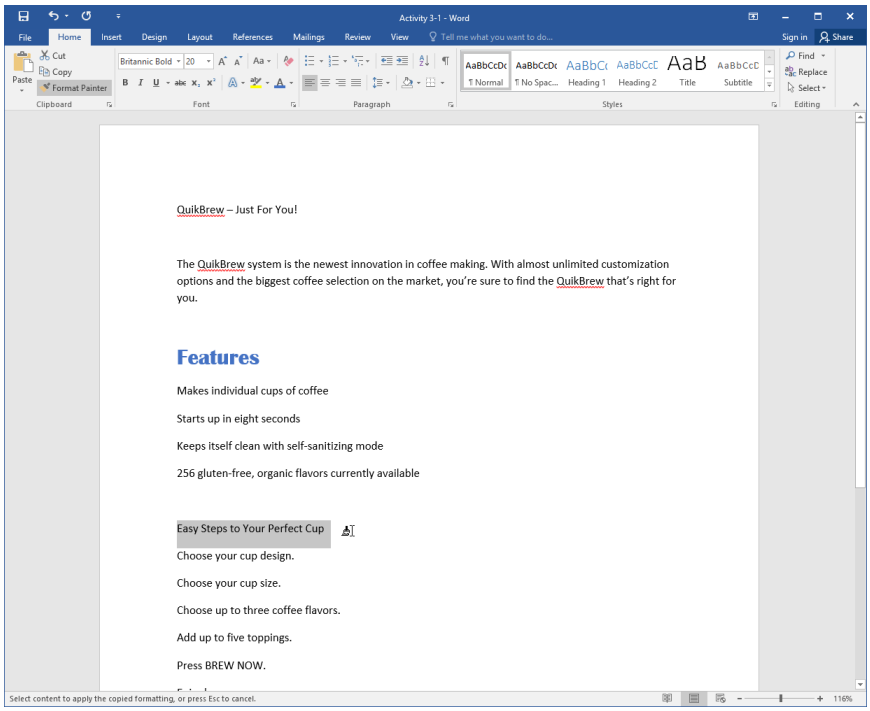
5. With the text still selected, right-click it. Click the Font Color drop-down arrow on the mini toolbar. Click "Blue, Accent 5:"



6. Click Home → Format Painter:



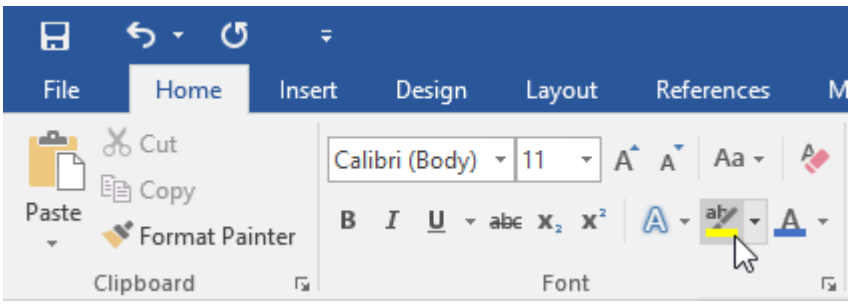
7. Select the text “Easy Steps to Your Perfect Cup:”



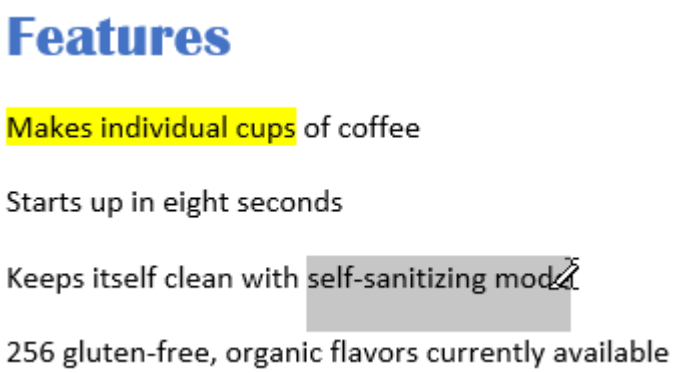
(You may need to scroll down in the document to see this text.)

8. Both titles will now have the same formatting:

9. Click anywhere in the document to de-select the title text. Click Home → Text Highlight Color:



10. Highlight what you think are the two most important product features:



11. When you are finished, press Esc to turn the highlighter off. Save your document as Activity 3-1 Complete and close Microsoft Word 2016.

TOPIC B: Align Text Using Tabs

Microsoft Word also offers a variety of text alignment tools. This topic will introduce you to tabs and rulers, which will allow you to customize where your text appears on the page.

Topic Objectives
In this topic, you will learn:

- About tabs
- About the ruler
- How to create tab stops on the ruler
- How to use the Tabs dialog box

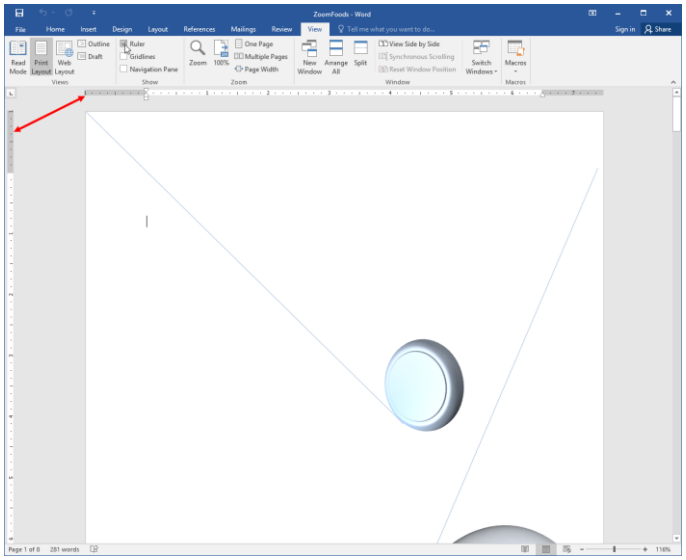
TABS

Tabs and **tab stops** control where your text is horizontally aligned. By default, Microsoft Word sets a left tab stop every half-inch, but these can be customized however you like. When you press the Tab key, the cursor will move to the preset tab location. This is much more efficient and consistent than pressing Space multiple times.

RULERS

The **ruler** in Microsoft Word is one way to customize and create tab stops. It can also help you line up objects and perform many other tasks.

By default, the ruler is hidden. However, you can show it by clicking View → Ruler:

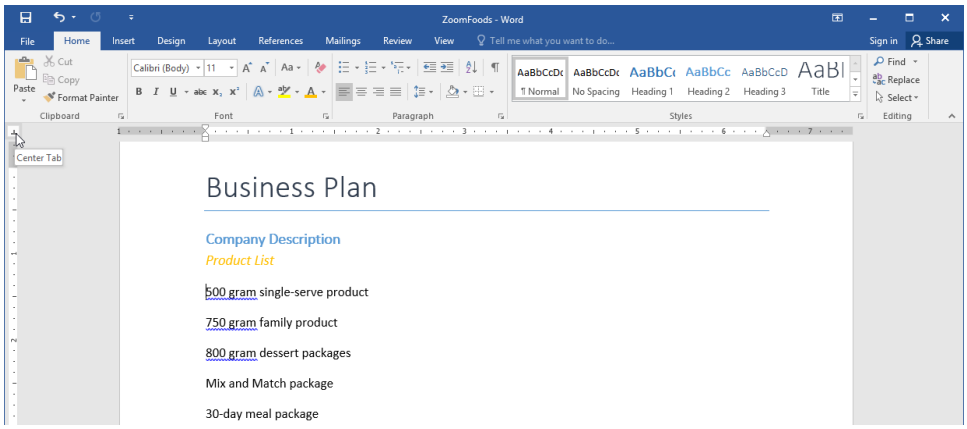


TAB STOPS ON A RULER

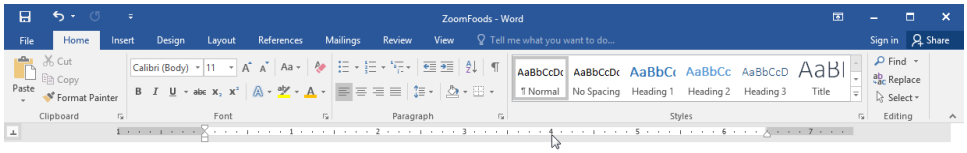
There are five main types of tabs.

Tab Type	Icon	Description
Left Tab		Text will start at this point and flow to the right.
Right Tab		Text will start at this point and flow to the left.
Center Tab		Text is centered on this point.
Decimal Tab		Use this tab to align numbers around a decimal point.
Bar Tabs		These tabs are the only type that do not affect text. It just places a vertical bar at the point of the tab.

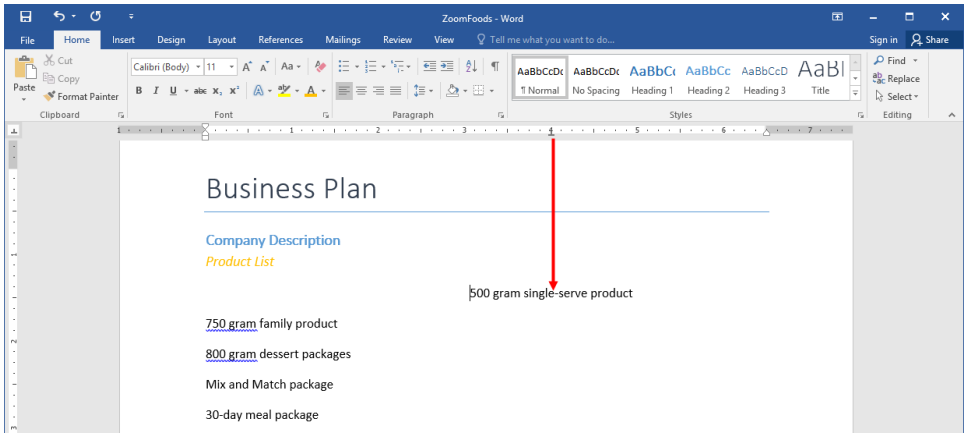
To set a tab stop on the ruler, make sure that the ruler is displayed and that the text that you want the tab to apply to is selected (or that the paragraph is active). Now, click the tab selector on the ruler to choose the type of tab you want to apply:



Click on the ruler to place the tab:



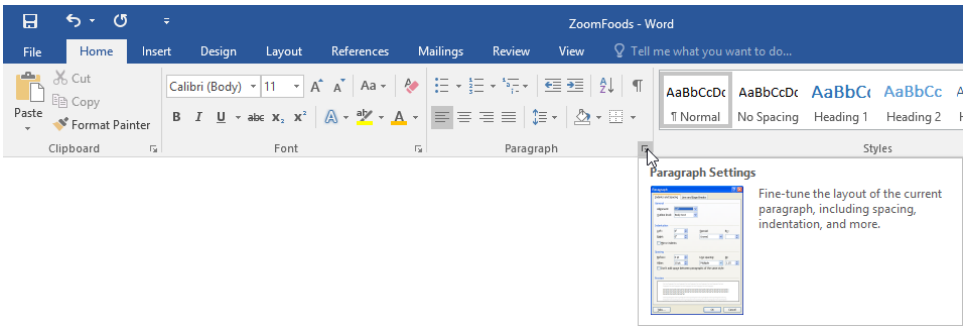
Now, when we place the cursor at the start of this line and press Tab (or click Home → Indent), the created tab will be applied:



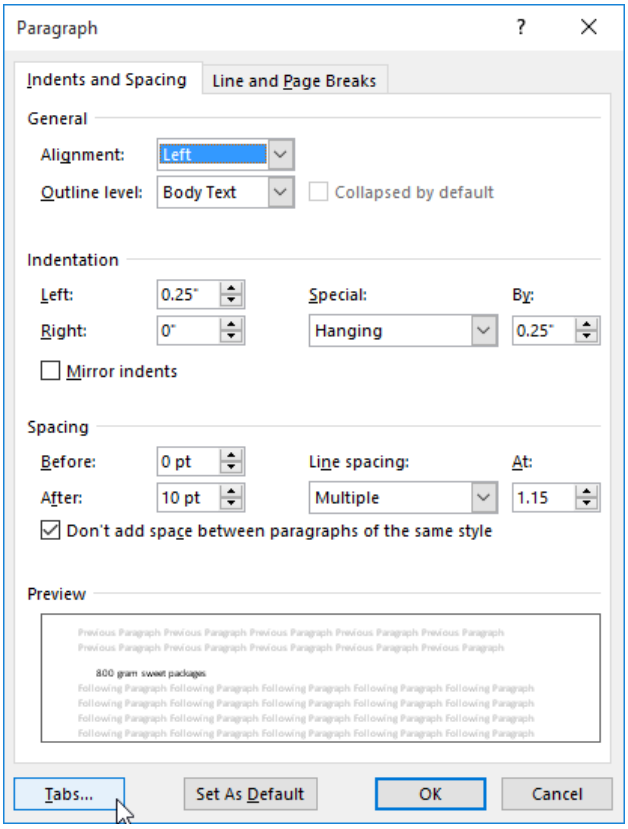
You can remove a tab by dragging it off of the ruler.

THE TABS DIALOG BOX

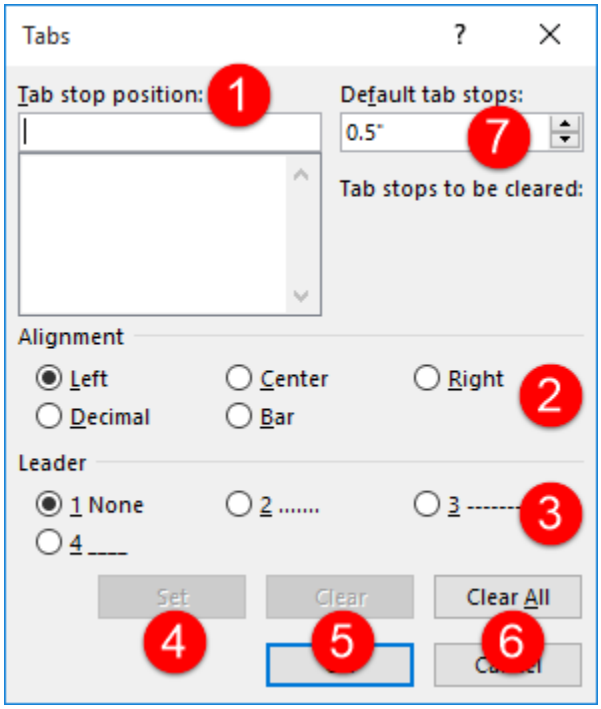
Another way to set tabs is using the Tabs dialog box. To start, select the text or paragraph(s) that you want to apply the tabs to. Then, click the option button in the Paragraph group of the Home tab:



In the Paragraph dialog that opens, click the Tabs button:



The Tabs dialog box will open:



At the top of this dialog, you can set where you want the **tab to be positioned (1)**. Then, you can set its **alignment/type (2)** and **leading character (3)**. Once these options are set, click the **Set button (4)** to create the tab.

You can also **clear the selected tab (5)** or **clear all tabs (6)** with this dialog. Finally, you can also set the **default tab stops (7)** to whatever interval you desire.

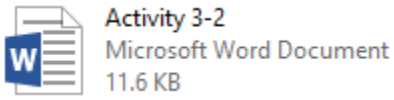
When you have finished setting your tab options, click OK to implement your settings or click Cancel to discard your changes.

ACTIVITY 3-2

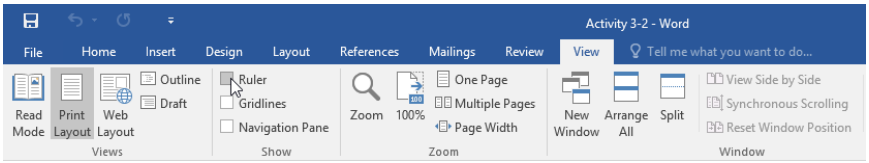
Align Text Using Tabs

In this activity, you will continue formatting your product information sheet. You will focus on customizing text alignment using tabs.

1. Open Microsoft Word 2016 and open Activity 3-2:

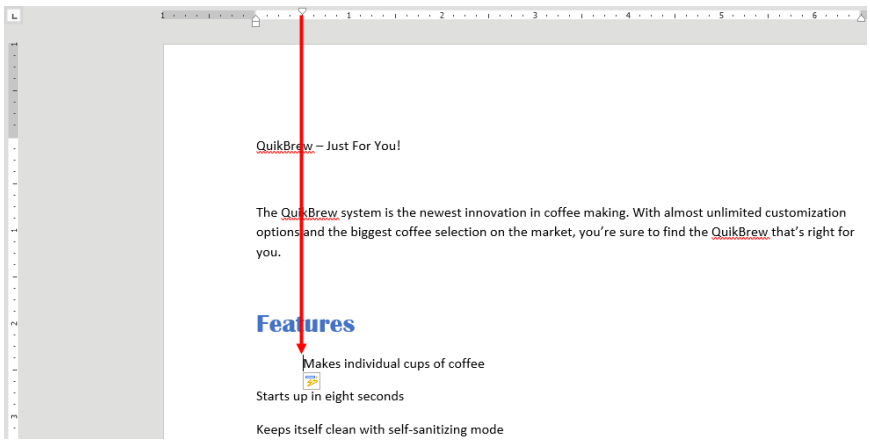


2. Click View → Ruler to show the rulers:

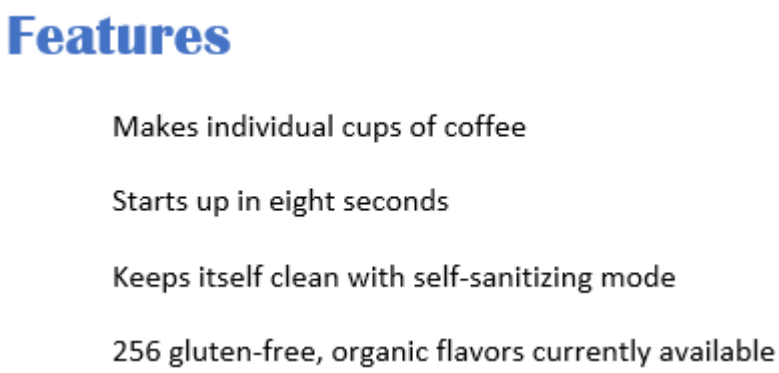


If the rulers are already displayed, skip to the next step.

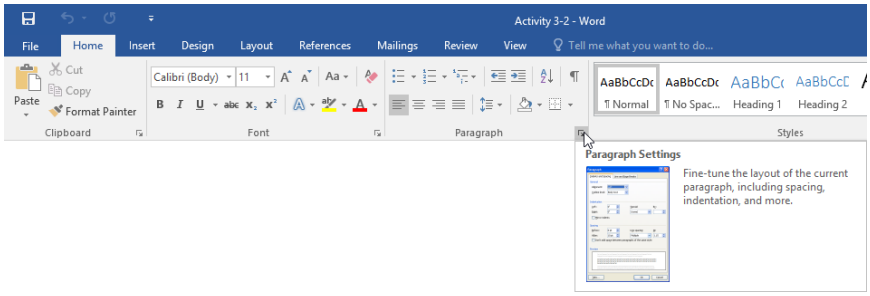
3. Click to place your cursor at the start of the first line under "Features." Press Tab. This will move the text to the first default tab stop at half an inch:



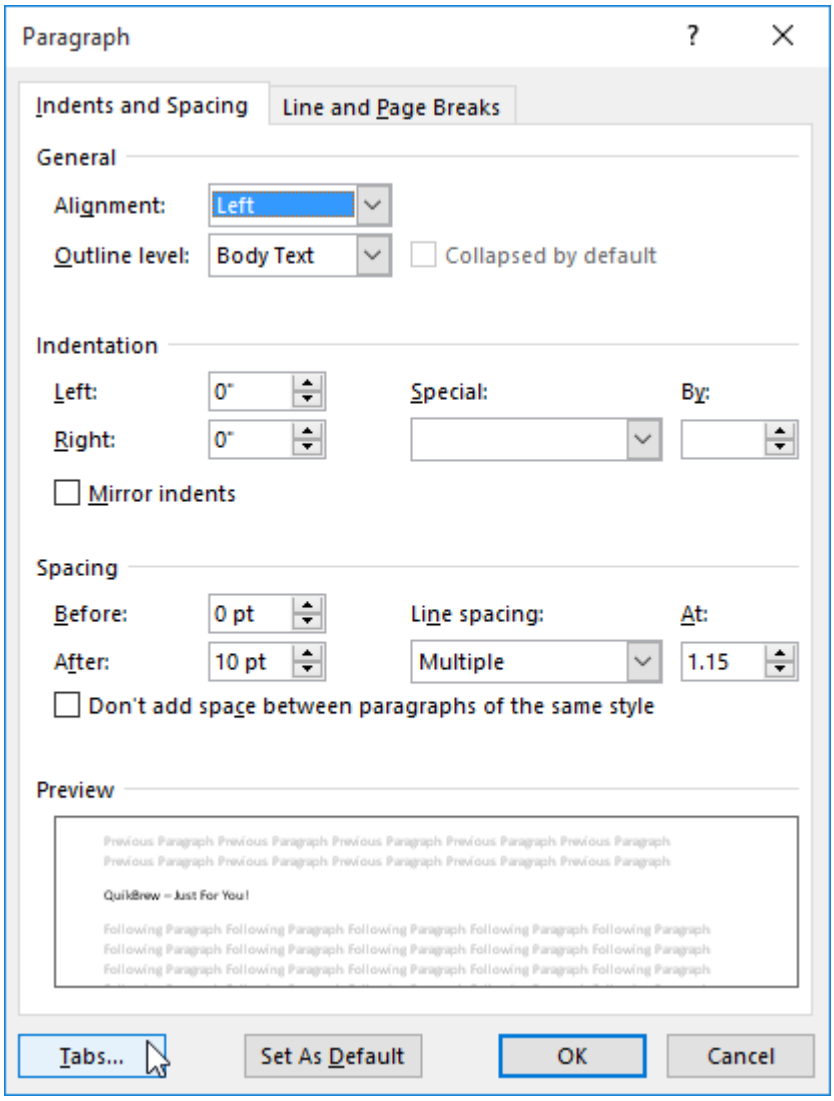
4. Repeat this step for the three remaining lines in this section of text:



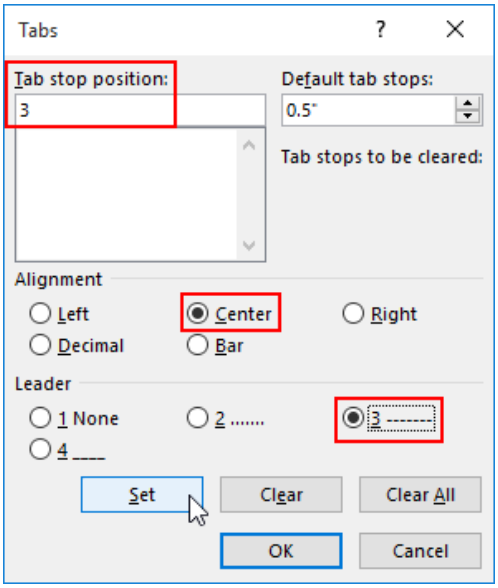
5. Press Ctrl + A to select the entire document. Click the option button in the Paragraph group of the Home tab:



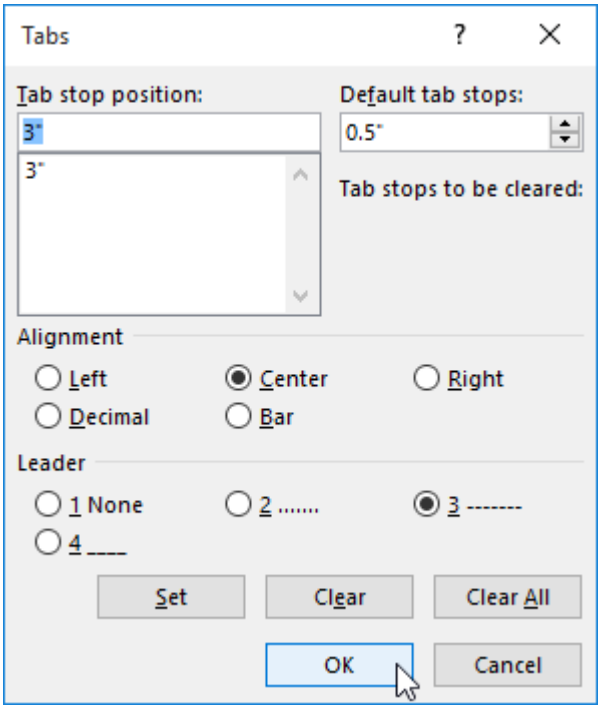
6. In the Paragraph dialog that opens, click the Tabs button:



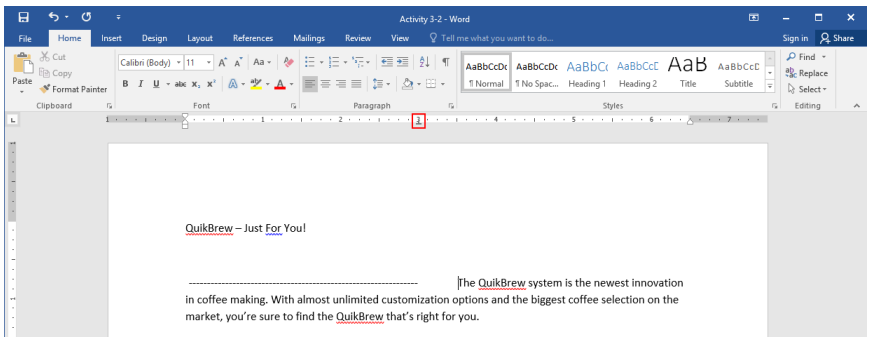
7. At the top of the dialog, enter "3" as the tab stop position. Choose a Center alignment with the third type of tab leader. Click Set:



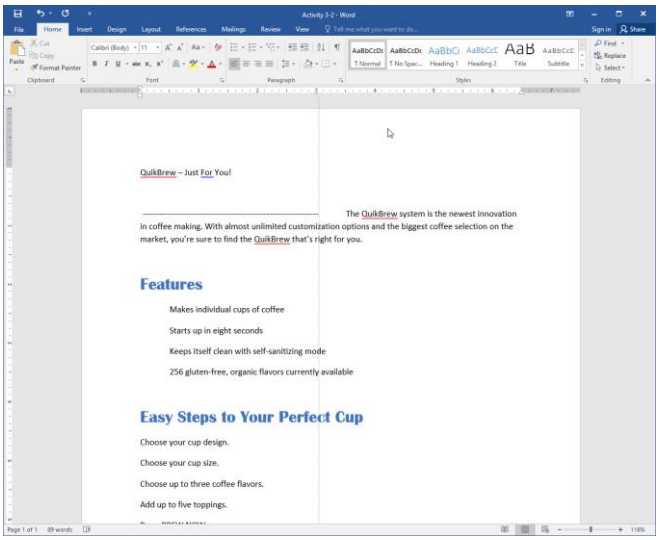
8. Click OK to apply the new settings:



9. Click to place your cursor at the beginning of the first paragraph. Press Tab. The tab you just created will be applied. Notice the icon on the ruler:



10. Click and drag the icon off the ruler:



11. The tab formatting will revert to the default 0.5 inch setting:

The QuikBrew system is the newest innovation in coffee making. With almost unlimited customization options and the biggest coffee selection on the market, you're sure to find the QuikBrew that's right for you.

12. Save your document as Activity 3-2 Complete. Close Microsoft Word 2016.

TOPIC C: Display Text as List Items

Microsoft Word also provides tools to format text with bullets, numbers, or a combination of bullets and numbers with multiple levels. By the end of this topic, you will be able to create simple bulleted and numbered lists.

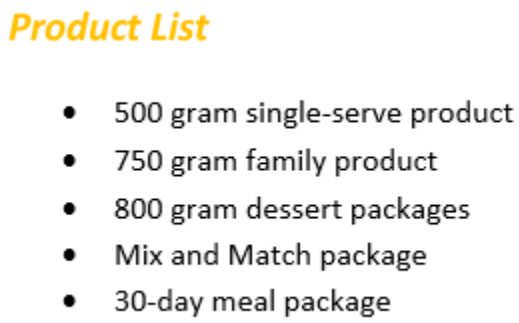
Topic Objectives
In this topic, you will learn:

- About the different types of lists that are available in Microsoft Word
- How to create bulleted and numbered lists

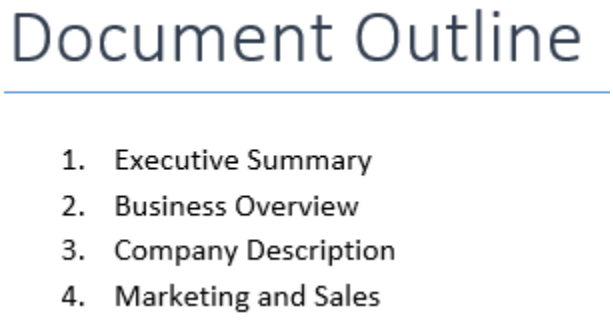
LISTS

There are three types of lists that you can create in Word. We will discuss bulleted and numbered lists in this topic. Multilevel lists will be covered later on in this course.

Bulleted Lists
With a bulleted list, each list item is marked with a character or symbol:



Numbered Lists
With a numbered list, each item is identified with a number or letter:



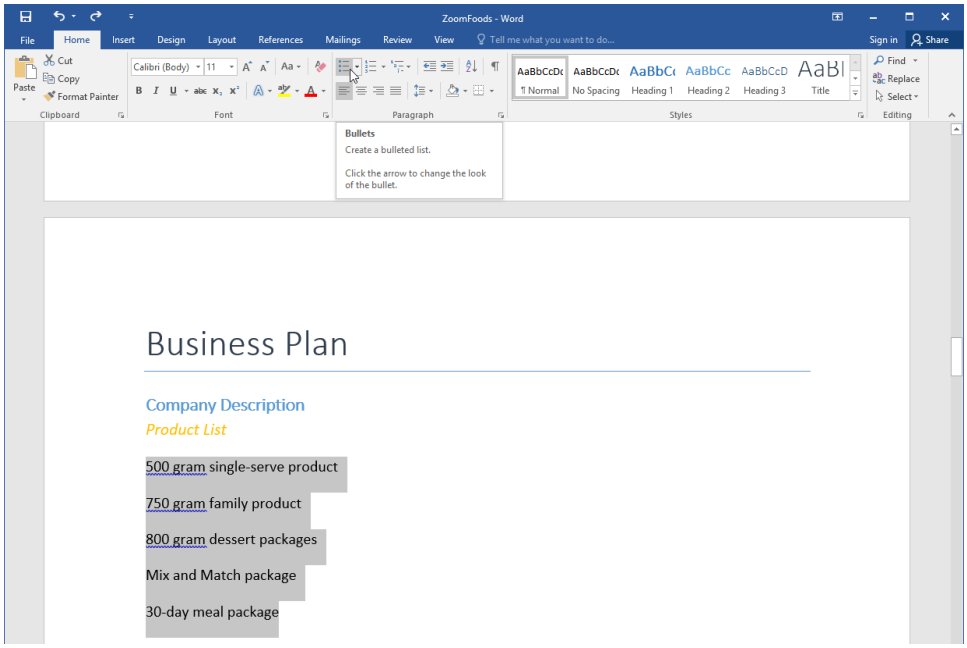
Multilevel Lists
A multilevel list separates points, sub-points, and sub-sub points with various symbols, characters, letters, and/or numbers:

Detailed Document Outline

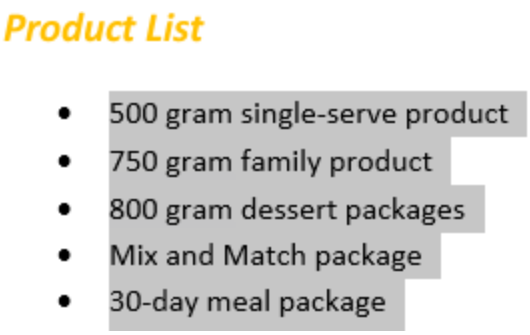
1. Executive Summary
2. Business Overview
    a. 30-Second Pitch
    b. The Who, What, Why, and How
    c. Business Plan
3. Company Description
    a. Financial Projections
    b. Organizational Structure
4. Marketing and Sales
    a. Market Analysis
    b. List of Products and Services
    c. Marketing Strategy

BULLETED LISTS

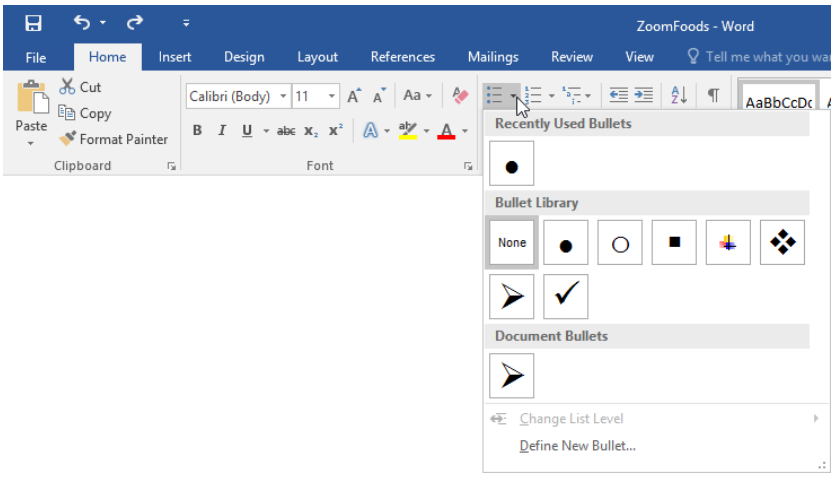
To convert existing text to a bulleted list, first select the text. Then, click the Bullets command in the Paragraph group of the Home tab to apply the default formatting:



The default bullets will be applied:

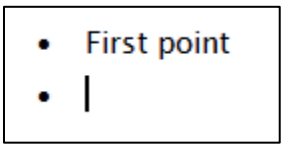


You can also click the drop-down arrow next to the Bullets command to choose a different style:



Note the Recently Used Bullets and Document Bullets sections in the drop-down menu. Use these sections to quickly pick a recently used item or a type of list already used in the document to maintain consistency.

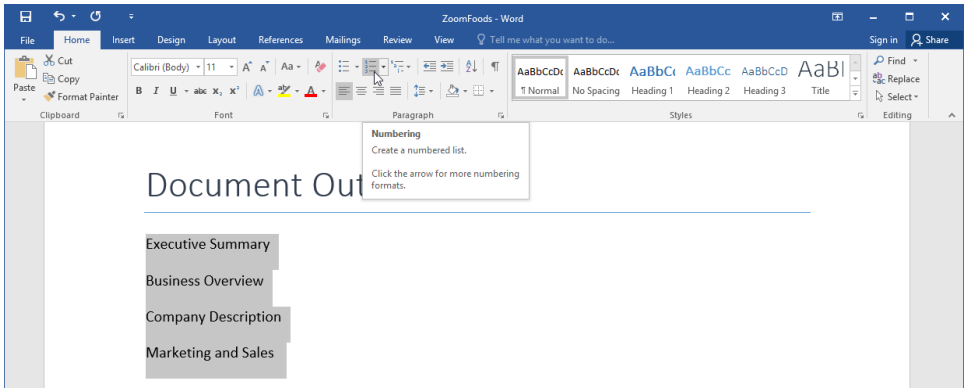
To create a list while you type, click the Bullets command. Type the information for the first bullet and then press Enter to move to the next line:



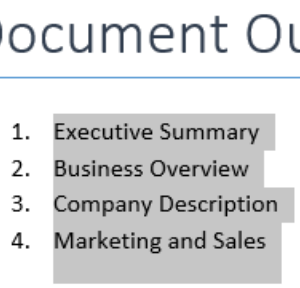
Once you have finished entering the items in your list, press Enter twice to signify the end of the list.

NUMBERED LISTS

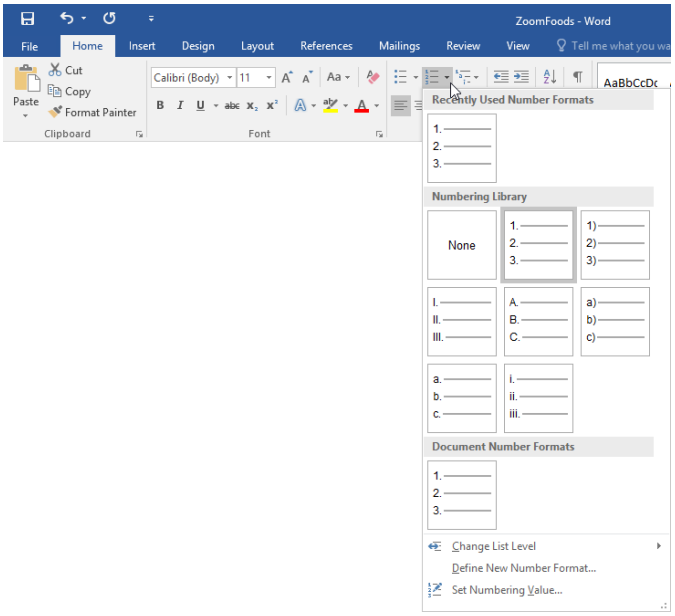
To convert existing text to a numbered list, first select the text. Then, click the Numbering command in the Paragraph group of the Home tab to apply the default formatting:



The default numbering style will then be applied:

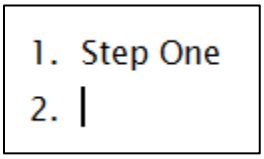


You can also click the drop-down arrow next to the Numbering command to choose a different style:



Note the Recently Used Number Formats and Document Number Formats sections in the drop-down menu. Use these sections to quickly pick a recently used item or a type of list already used in the document to maintain consistency.

To create a list while you type, click the Numbering command. Type the information for the first number and then press Enter to move to the next line:



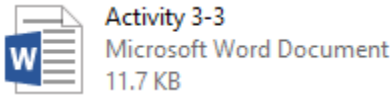
Once you have finished entering the items in your list, press Enter twice to signify the end of the list.

ACTIVITY 3-3

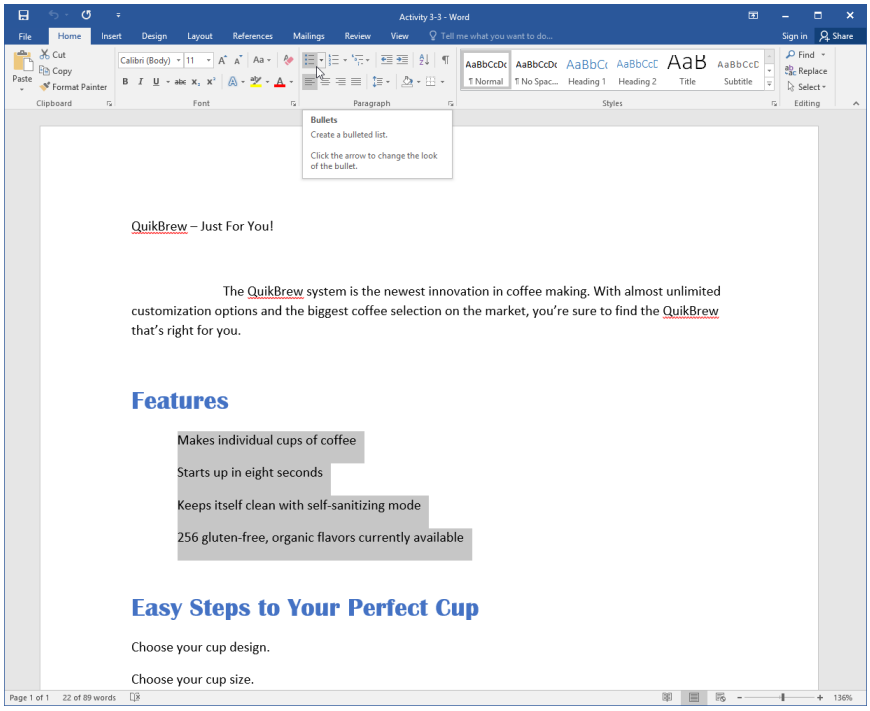
Displaying Text as List Items

In this activity, you will add lists to your product information sheet.

1. Open Microsoft Word 2016 and open Activity 3-3:

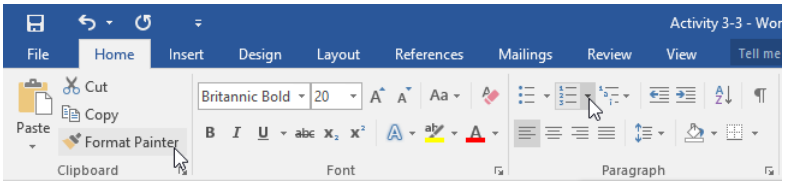


2. First, let's apply some bullets to the Features section. Select the four lines of text under that title. Click the Bullets command on the Home tab:

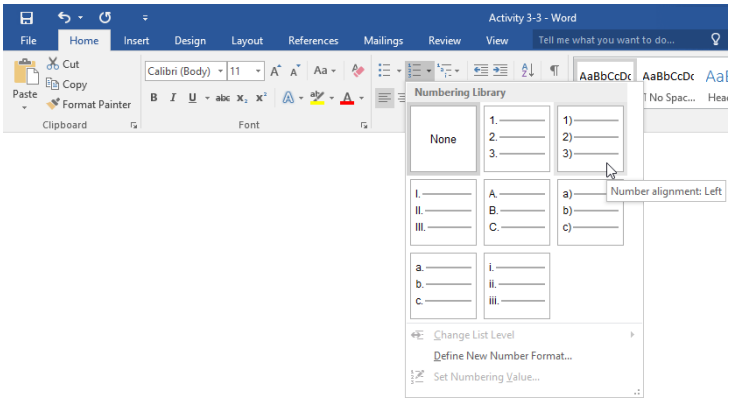


3. The default bullets will be applied. Select the lines under the "Easy Steps to Your Perfect Cup" text:

4. Click the drop-down arrow next to the Numbering command on the Home tab:



5. Choose the third thumbnail in the top row:



6. The numbering style will be applied:

7. Save your document as Activity 3-3 Complete. Close Microsoft Word 2016.

TOPIC D: Control Paragraph Layout

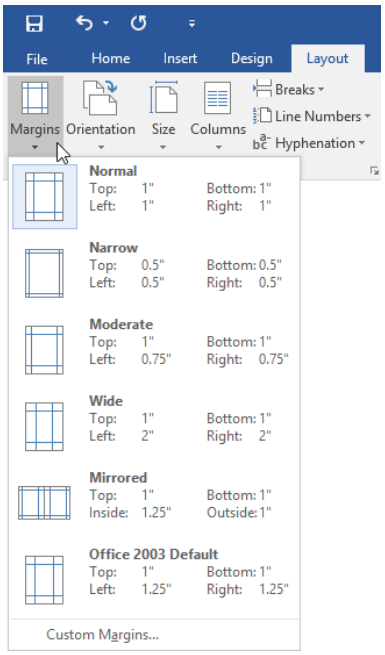
In addition to the formatting tools that we have covered in this topic, there are some additional ways that you can control how your document is laid out. In this topic, we will discuss some more advanced layout tools, which will give you ways to customize a document's margins, paragraph alignment, indents, spacing, and hyphenation.

Topic Objectives
In this topic, you will learn:

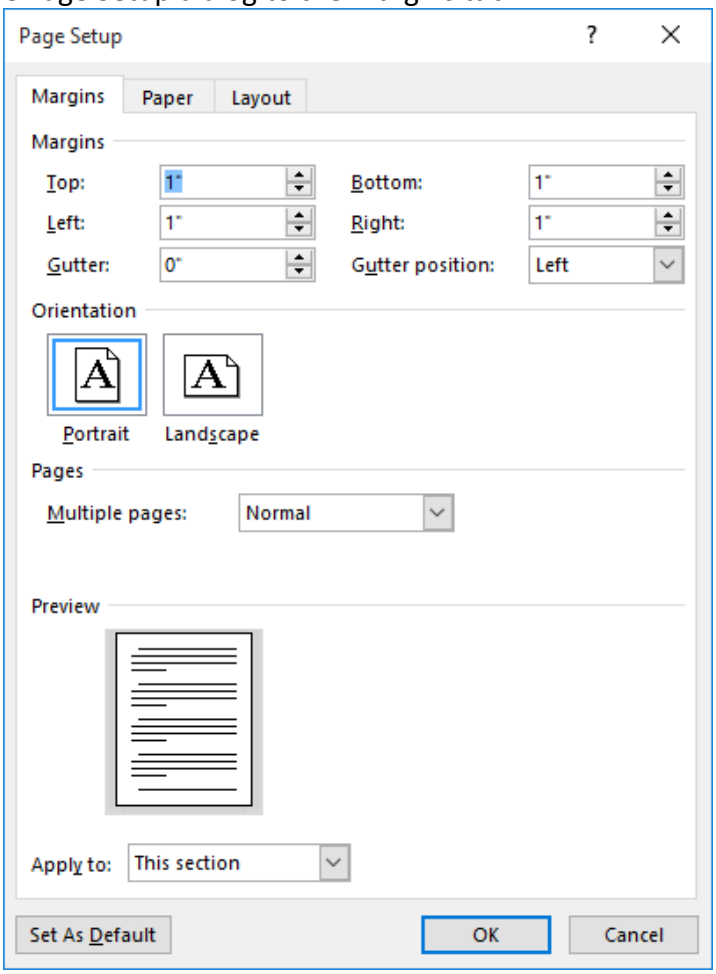
- How to set page margins
- Where to find paragraph alignment options
- How to indent text using a variety of techniques
- How to change document spacing
- How to use Microsoft Word's hyphenation tools

MARGINS

Margins are the white space separating text from the edge of a page (or other object). To change the page margins in your document, click the Margins button in the Page Setup group of the Layout tab and pick a preset size:



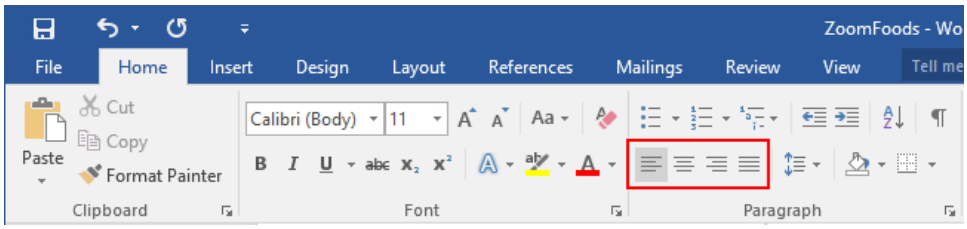
If you don't like the options that you see, click the Custom Margins command at the bottom of the menu to open the Page Setup dialog to the Margins tab:



Here, you can customize every aspect of your document's margins, as well as set the page orientation.

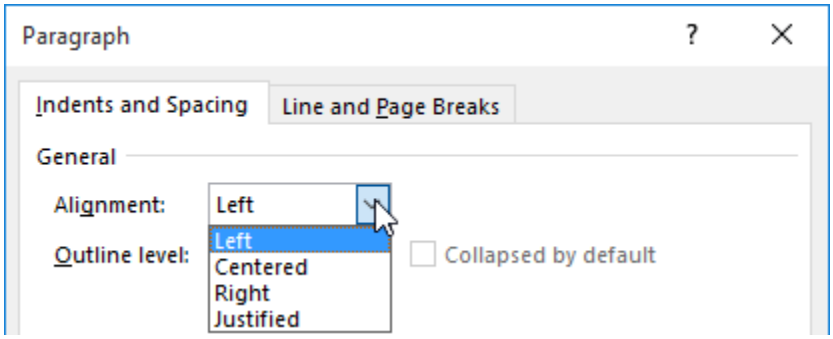
Paragraph Alignment Options

You will find commands to align paragraph text in different ways in the Paragraph group of the Home tab:



Each type of alignment indicates which margin the text lines up with. From left to right, you can apply left alignment, center alignment, right alignment, or justification (where the text is spread out to take up the whole line). Simply select the text that you want to apply the alignment to and then click the appropriate button. Note that one type of alignment must be selected at all times.

You can also set this option in the Paragraph dialog, which can be opened using the option button in the Paragraph group of the Home tab:



Indents

An **indent** is similar to a tab, except that it specifically controls how far text appears from the margin. You can use indents to move text closer to or further away from the margin as you desire.

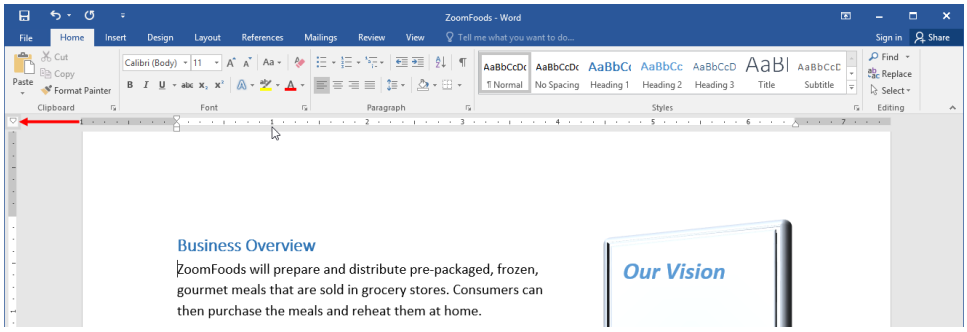
Using Indents for Quoted Materials

If you are creating an academic document, lengthy quotes are usually indented about half an inch from each margin.

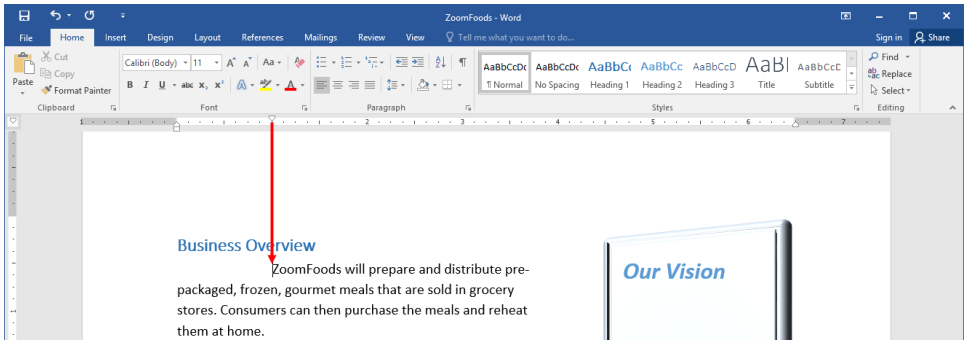
INDENT MARKERS

You may remember the two additional options from the tab selector button: hanging indent ( ) and first line indent ( ). A **first line indent** only indents the first line of the paragraph. A **hanging indent** does the opposite: it doesn't indent the first line of the paragraph, but does indent the rest of the lines.

To add an indent, place your cursor in the paragraph that you want to indent. Then, click through the tab selector to choose the type of indent that you want. Finally, click the position on the ruler where you want the indent to appear:



The indent will automatically be applied:

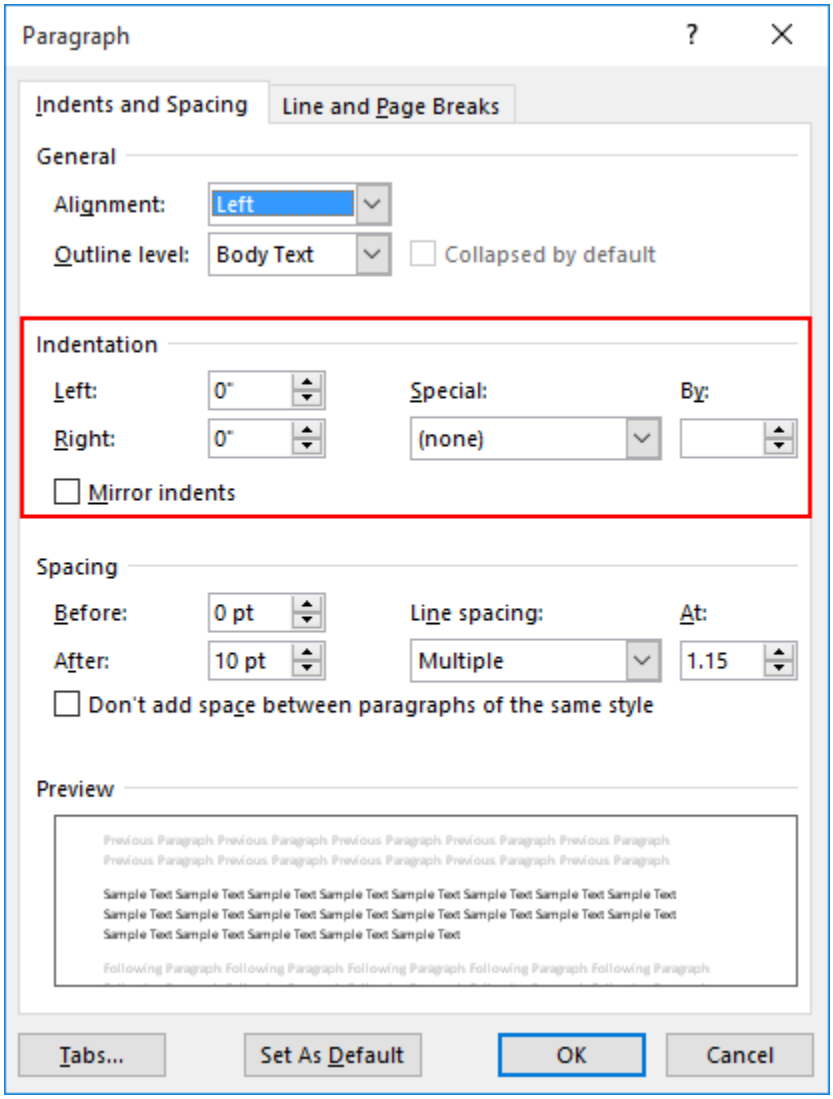


You can also use the triangles on the left and right edges of the ruler to set the paragraph/page boundaries and the first line indent:

Like tabs, if you create an indent in a line that already has text, the indent will only be available for that paragraph. And, indents can be moved just like tabs: by dragging them around the ruler.

INDENTATION OPTIONS

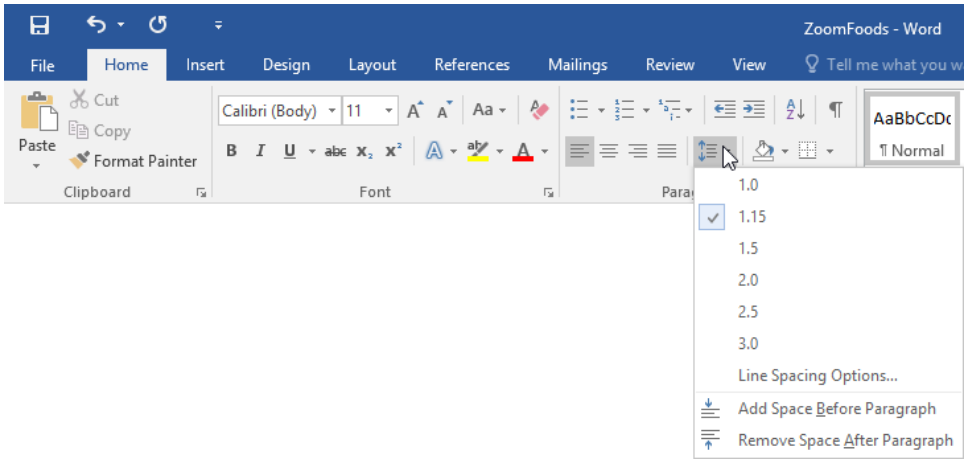
The Indentation section of the Indents and Spacing tab in the Paragraph dialog gives you finer control over related settings:



Here, you can indent from the left or the right margins, or you can check “Mirror indents” to have options for inside and outside indents. You can also choose a first line or hanging indent from the Special menu, and then set the amount in the “By” text box.

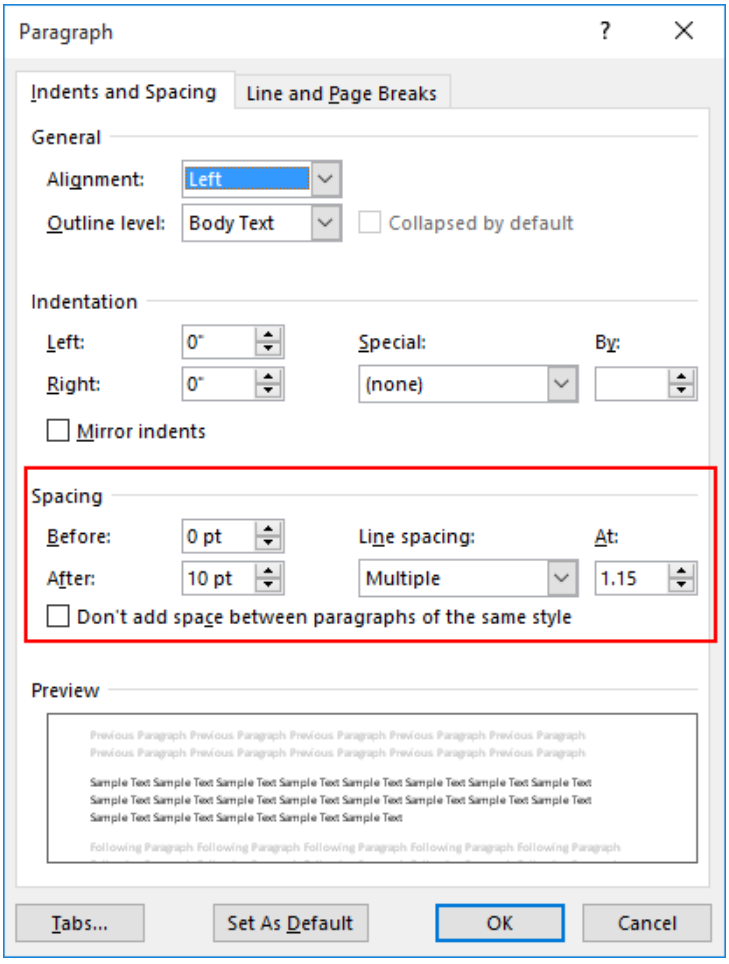
SPACING OPTIONS

To change paragraph spacing, place your cursor in the paragraph that you want to change. Then, click the Line and Paragraph Spacing command on the Home tab and choose the desired option:



You can also choose to add or remove spaces around paragraphs. (These options can also be set in the Paragraph group of the Layout tab.)

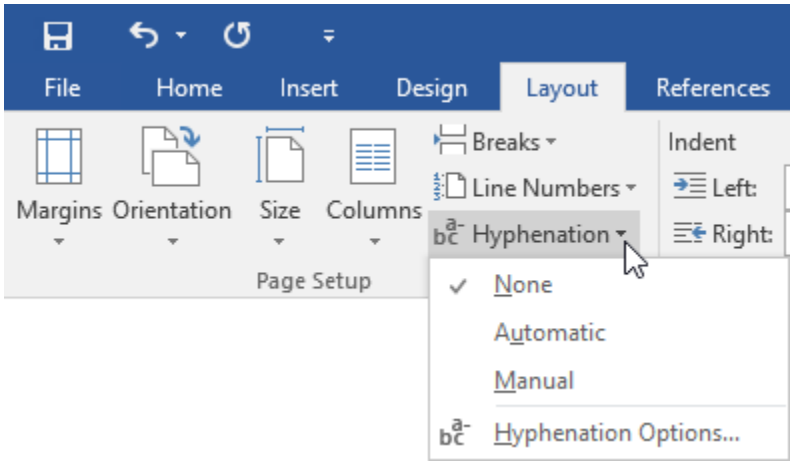
If you click Line Spacing Options, the Paragraph dialog will open to the Indents and Spacing tab. Here you will find advanced spacing settings:



HYPHENATION

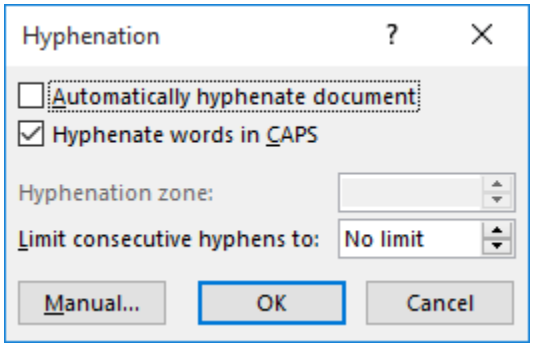
In some situations, you may need a document to be hyphenated. Rather than trying to manage it yourself, let Word do the hard work.

First, click the Layout tab. Then, click the Hyphenation button in the Page Setup group:

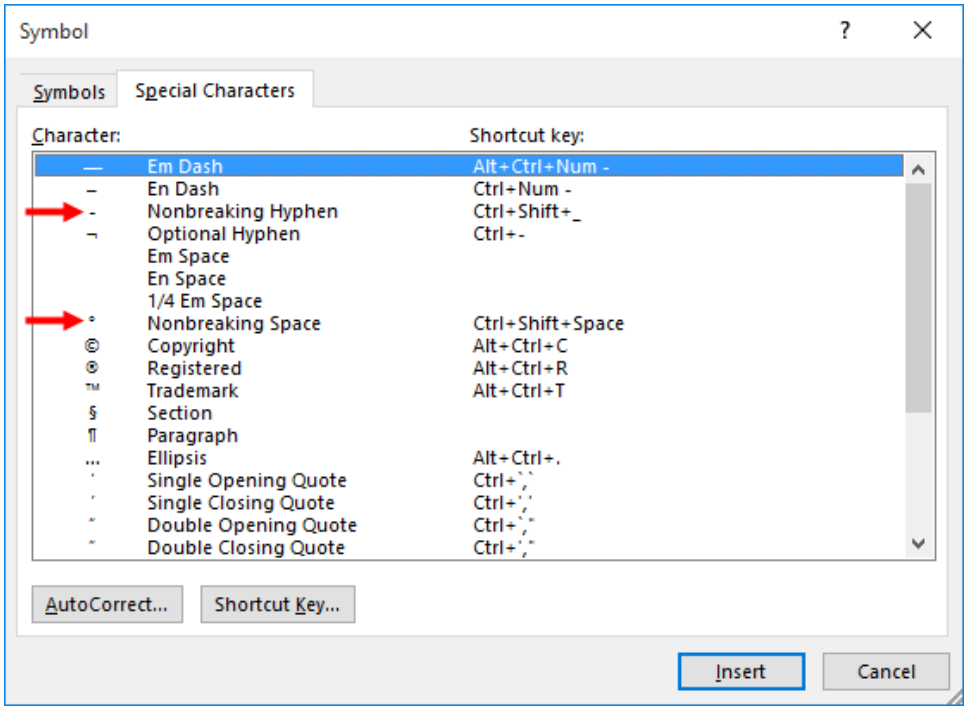


You can choose:

- **None**, which will not hyphenate the document.
- **Automatic**, which will completely hyphenate your document.
- **Manual**, which will prompt you each time Microsoft Word thinks that a word needs to be hyphenated.
- **Hyphenation Options,** which will open a dialog with advanced settings.



Non-Breaking Spaces and Non-Breaking Hyphens
If you want Microsoft Word to keep particular words together, insert a non-breaking hyphen or a non-breaking space from the Symbol dialog:



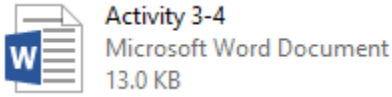
A non-breaking hyphen uses the Ctrl + Shift + _ shortcut while a non-breaking space uses the Ctrl + Shift + Spacebar shortcut.

ACTIVITY 3-4

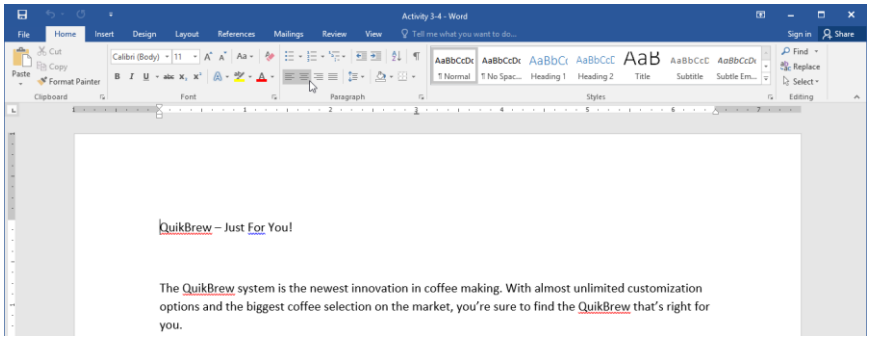
Controlling Paragraph Layout

In this activity, you will modify the margins, indents, and spacing for our product information sheet.

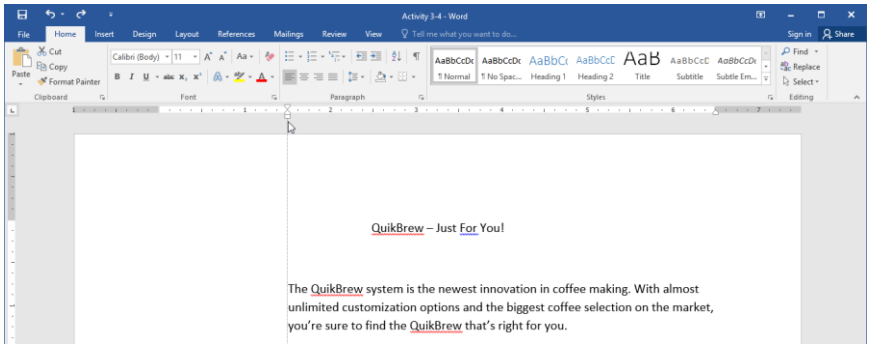
1. Open Microsoft Word 2016 and open Activity 3-4:



2. First, let's center the title. Make sure your cursor is in the first line of the document. Click Home → Center:

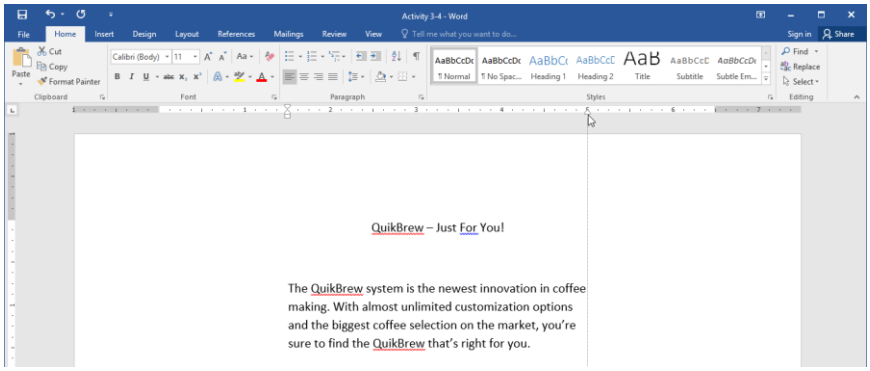


3. Select the paragraph of text after the title. Drag both of the left triangles on the ruler to 1.5 inches:

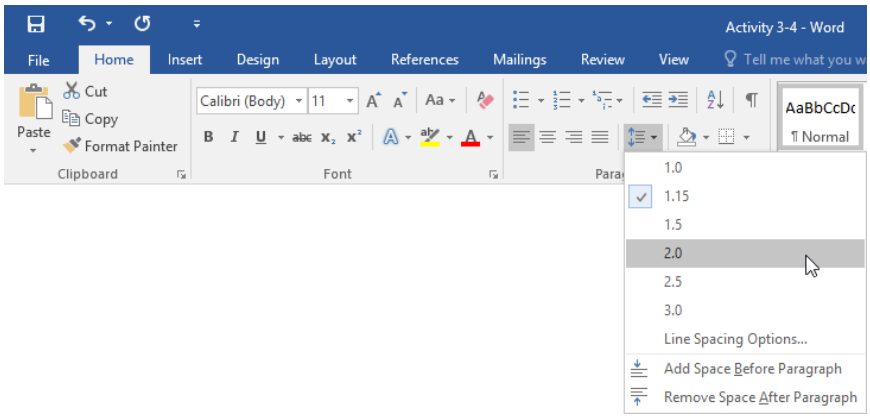


(If the ruler is not displayed, click View → Ruler to show it.)

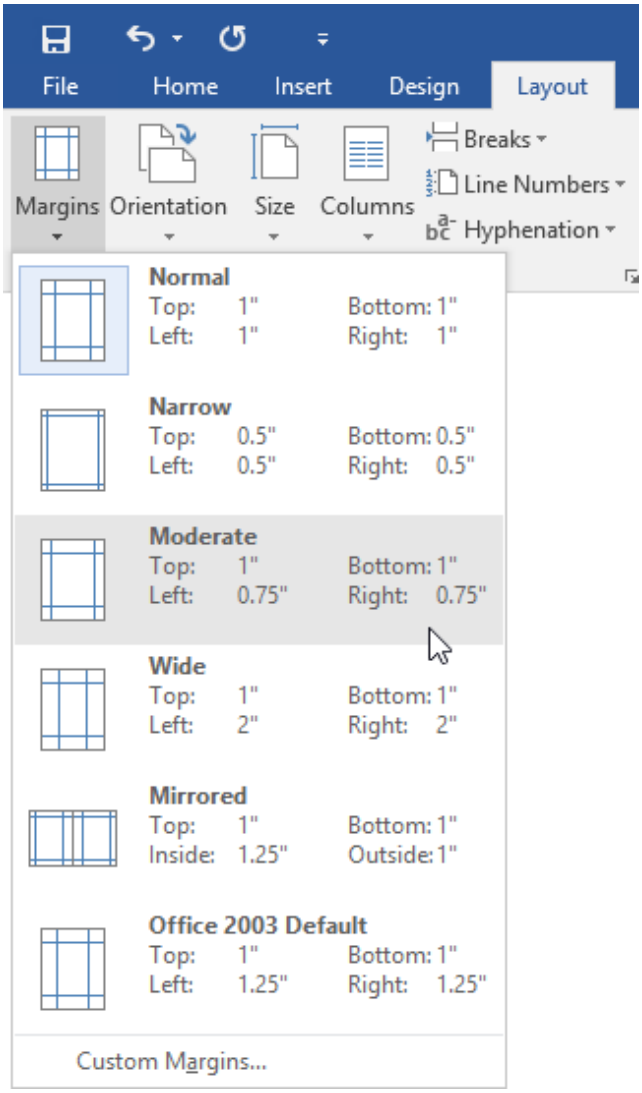
4. Then, drag the right triangle to 5 inches. The left and right boundaries of the paragraph will now have been changed:



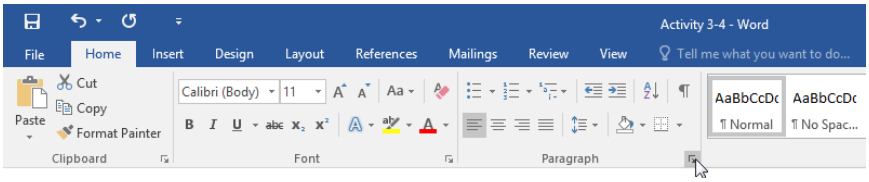
5. With this paragraph still selected, click Home → Line and Paragraph Spacing → 2.0:



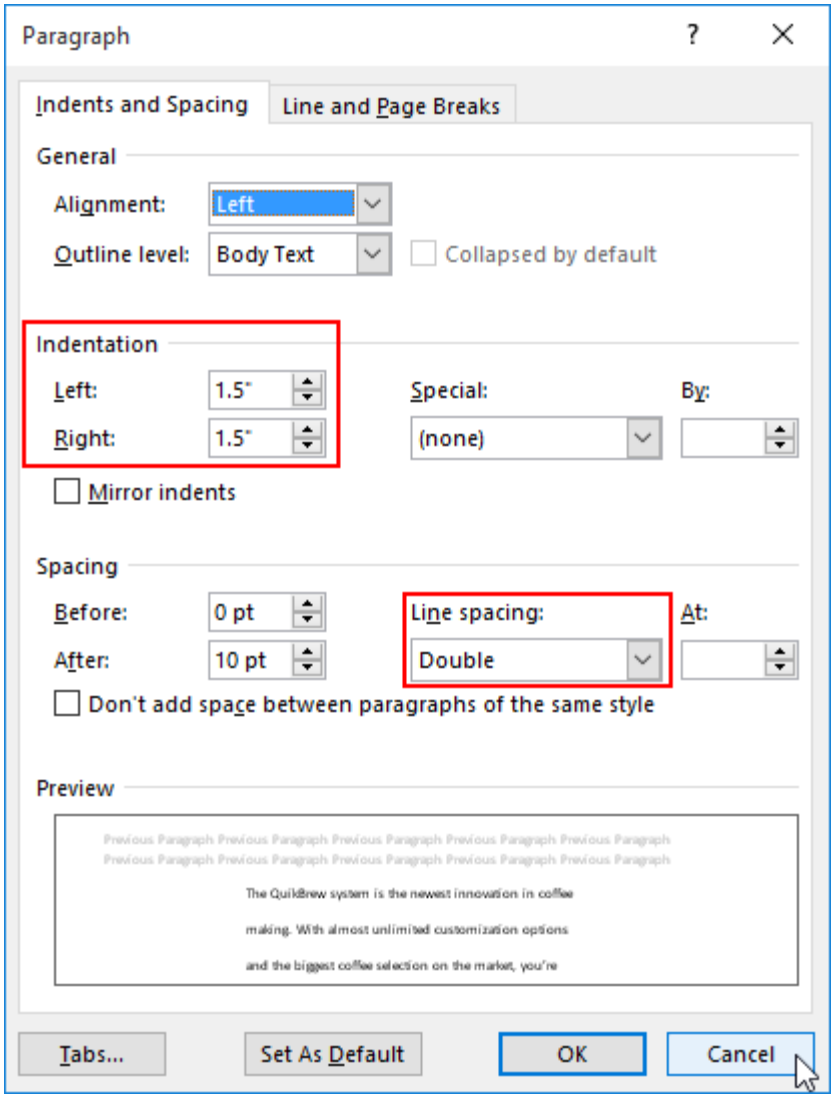
6. Click Layout → Margins → Moderate:



7. Now, click the Home tab. Click the option button in the Paragraph group to open the Paragraph dialog:



8. Review the settings on the first tab. On this dialog box, you should see some of the options that you've applied during this activity. Click Cancel when you are finished:



9. Save your document as Activity 3-4 Complete. Close Microsoft Word 2016.

TOPIC E: Apply Borders and Shading

You can make your text more colorful by adding effects like borders or shading. This can be done quickly from the Home tab, or you can create custom designs with the Borders and Shading dialog. We will explore both methods during this topic.

Topic Objectives
In this topic, you will learn:

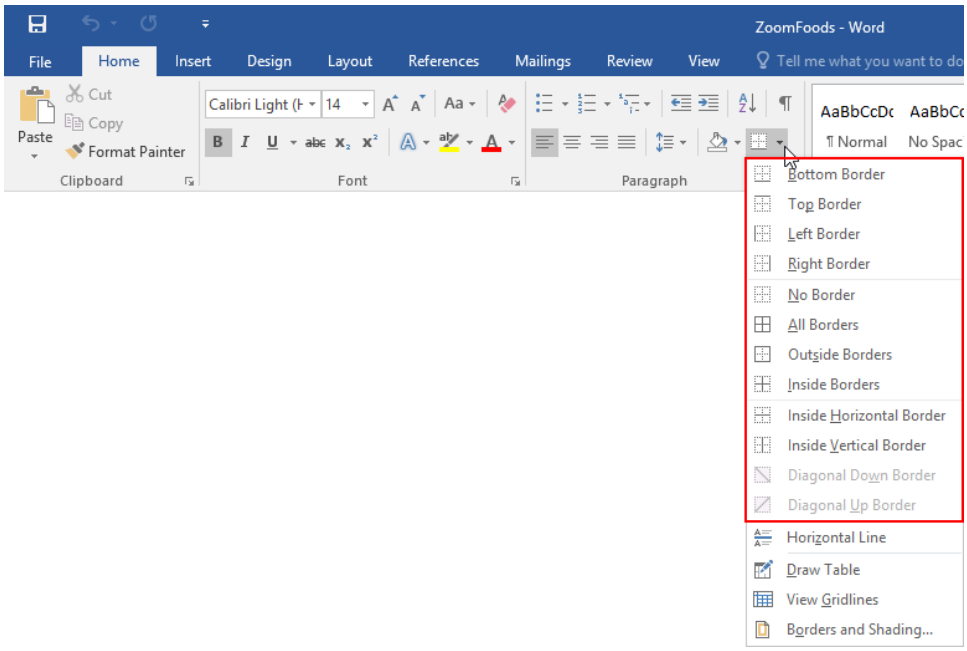
- How to apply borders to text
- About the types of borders that are available in Microsoft Word
- How to apply shading to text
- How to use the Borders and Shading dialog box

BORDERS

The term "**border**" refers to a line around a page, paragraph, or word. For example, here we've created a fancy border around a company name for a title page:

TYPES OF BORDERS

To apply borders to a paragraph or a word, select the text or paragraph(s) that you want to format. (If you're just formatting one paragraph, you can simply place your cursor in it.) Then, click the Borders drop-down arrow on the Home tab and choose what kind of border you want to apply:



Each command represents a different type of border. You can see a preview of the border that will be applied by looking at the command's icon.

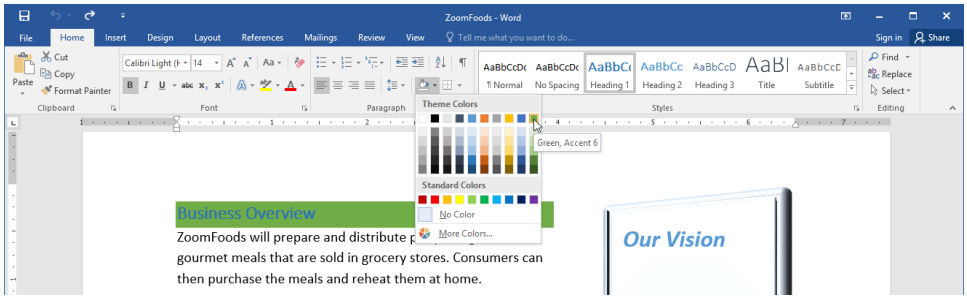
Additional Borders Options

The last four commands in the Borders menu have important functionality:

- **Horizontal Line:** Will insert a horizontal line from margin to margin at the point of your cursor.
- **Draw Table:** Changes the cursor to a pencil icon and gives you the ability to manually draw a table.
- **View Gridlines:** Show or hide table gridlines.
- **Borders and Shading:** Open the Borders and Shading dialog box.

SHADING

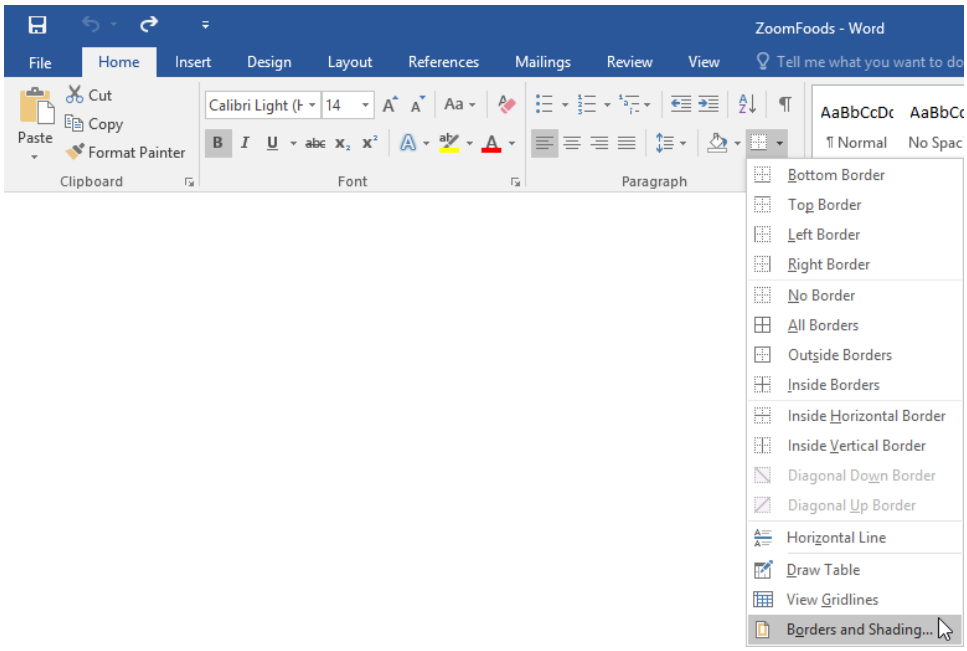
To apply shading, select the paragraph or text that you want to format. Then, click Home → Shading to apply the default shading, or click the drop-down arrow to choose another color:



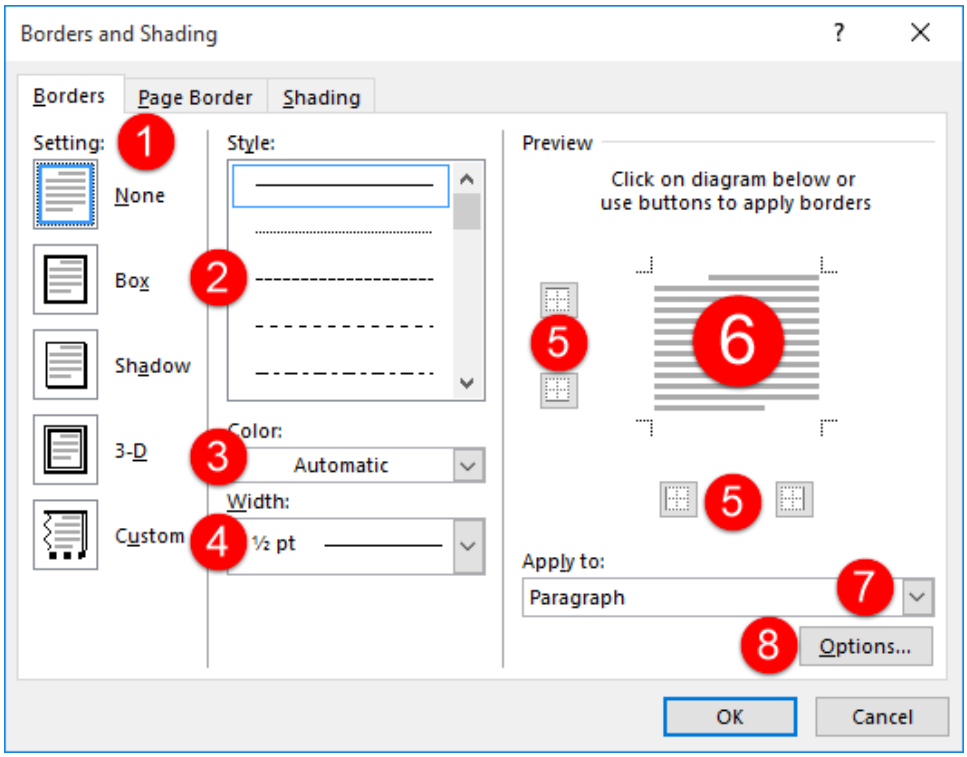
You can choose from theme colors, standard colors, or no color. You can also click More Colors to create a custom shade. Note that you will see a preview of each color as you point to it.

THE BORDERS AND SHADING DIALOG BOX

Although the Borders and Shading commands on the Home tab are great for quick formatting, their options are a bit limited. To view more options, click the "Borders and Shading" command from the Borders menu on the Home tab:



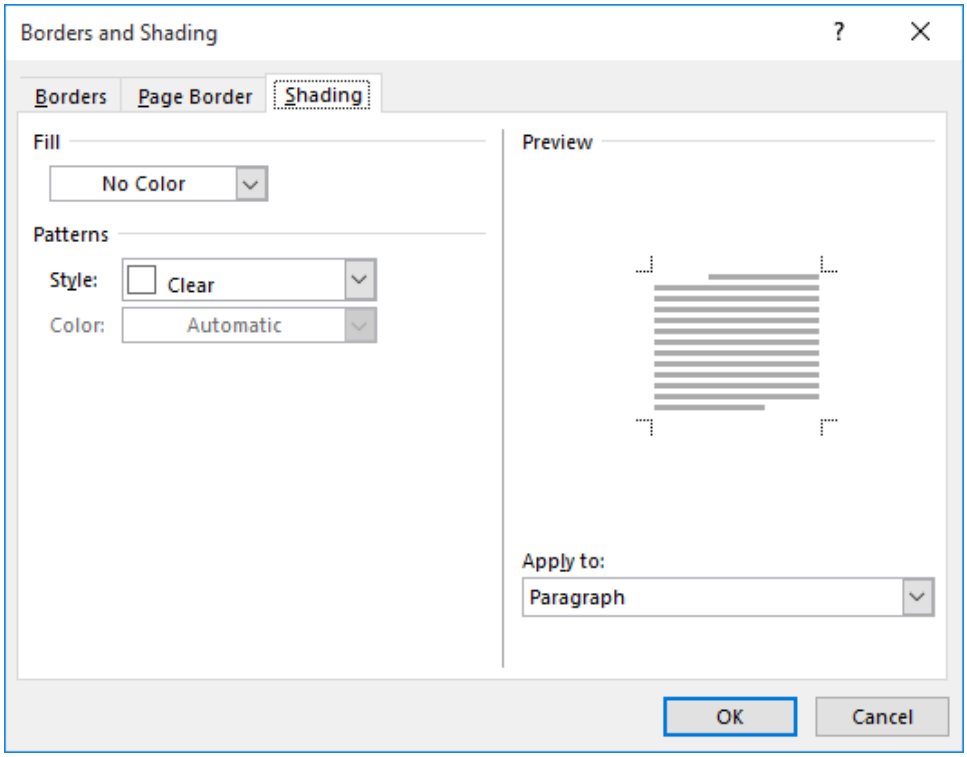
You will see the Borders and Shading dialog box, open to the Borders tab:



You can choose a **basic setting** from the list on the left **(1).** Then, use the menus in the middle to choose a **style (2)**, **color (3)**, and **width (4)** for your border. Next, use the **buttons on the right-hand side (5)** to toggle parts of the border on or off. (For example, to add a bottom line, you would click the button.) You will be able to see a **preview** of your choices as you apply them **(6)**.

You can also choose **what to apply the settings to (7)**, as well as open the **Border and Shading Options dialog (8)**.

Note that there is also a Shading tab in this dialog. You can use this tab to choose a fill color, style type, and pattern color:



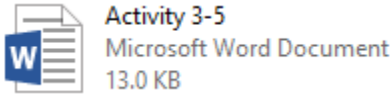
Once you have made your choices, click OK to apply them.

ACTIVITY 3-5

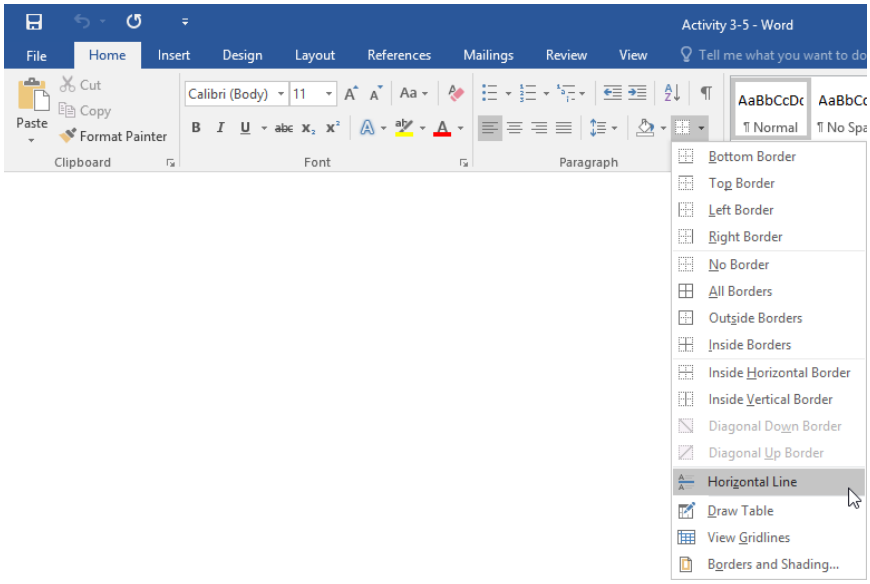
Applying Borders and Shading

In this activity, you will add borders and shading to your sample document.

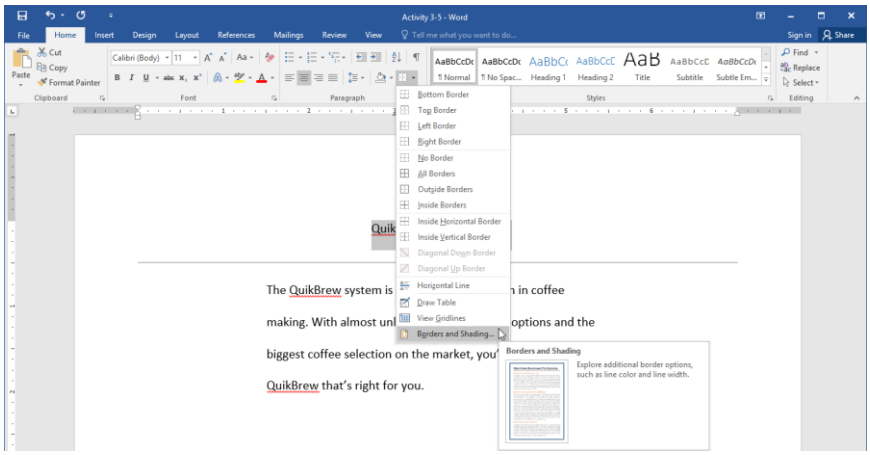
1. Open Microsoft Word 2016 and open Activity 3-5:



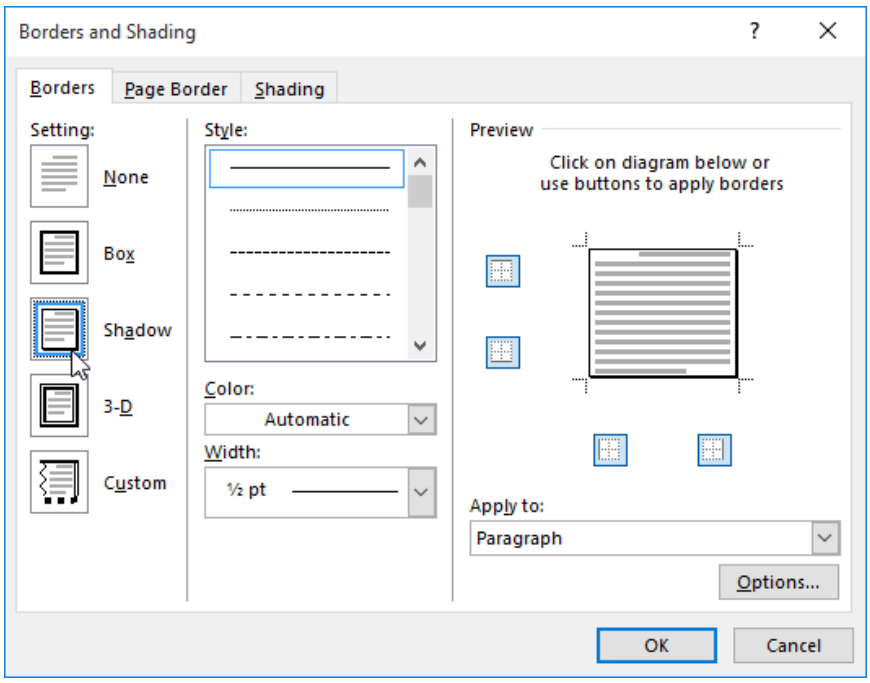
2. Click to place your cursor on the blank line between the title and the first paragraph. Click Home → Borders drop-down arrow → Horizontal Line:



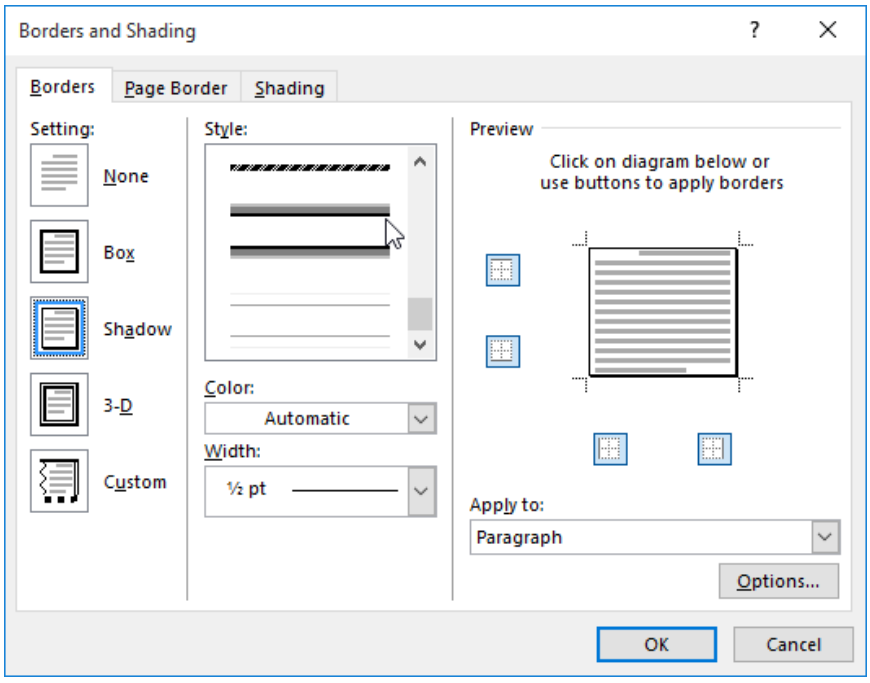
3. Select the title of the document. Click Home → Borders drop-down arrow → Borders and Shading:



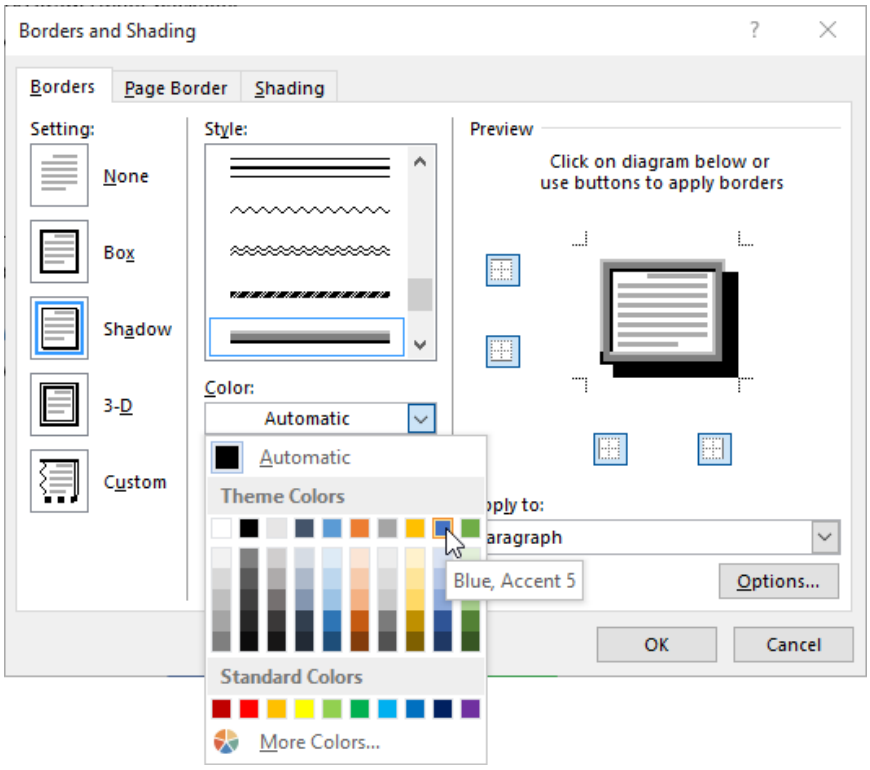
4. The Borders and Shading dialog box will open. Select the Shadow setting from the list on the left-hand side:



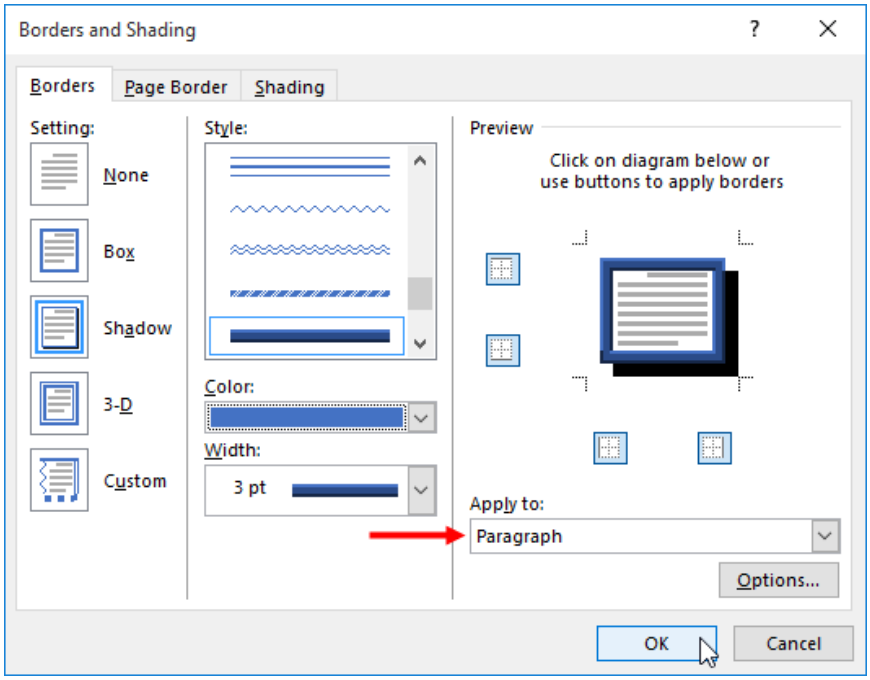
5. Scroll down in the Style list. Choose the fourth option from the bottom:



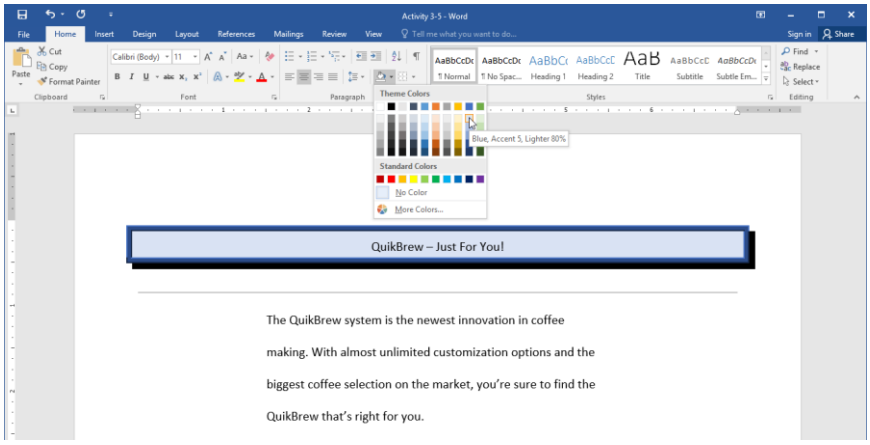
6. Click the Color menu. Choose "Blue, Accent 5:"



7. Ensure that Paragraph is selected from the "Apply to" menu and click OK to apply your settings:



8. Now, to finish this title, let's apply some shading. With the title still selected, click Home → Shading drop-down arrow → Blue, Accent 5, Lighter 80%:



9. Save your document as Activity 3-5 Complete. Close Microsoft Word 2016.

TOPIC F: Apply Styles

Styles are one of our favorite Microsoft Word features. They can help you create professional-looking documents quickly and easily. This topic will introduce you to the basic features of this powerful tool.

Topic Objectives

In this topic, you will learn:

- About styles in Microsoft Word
- How to use style sets
- How to use the Styles task pane
- Techniques for applying styles

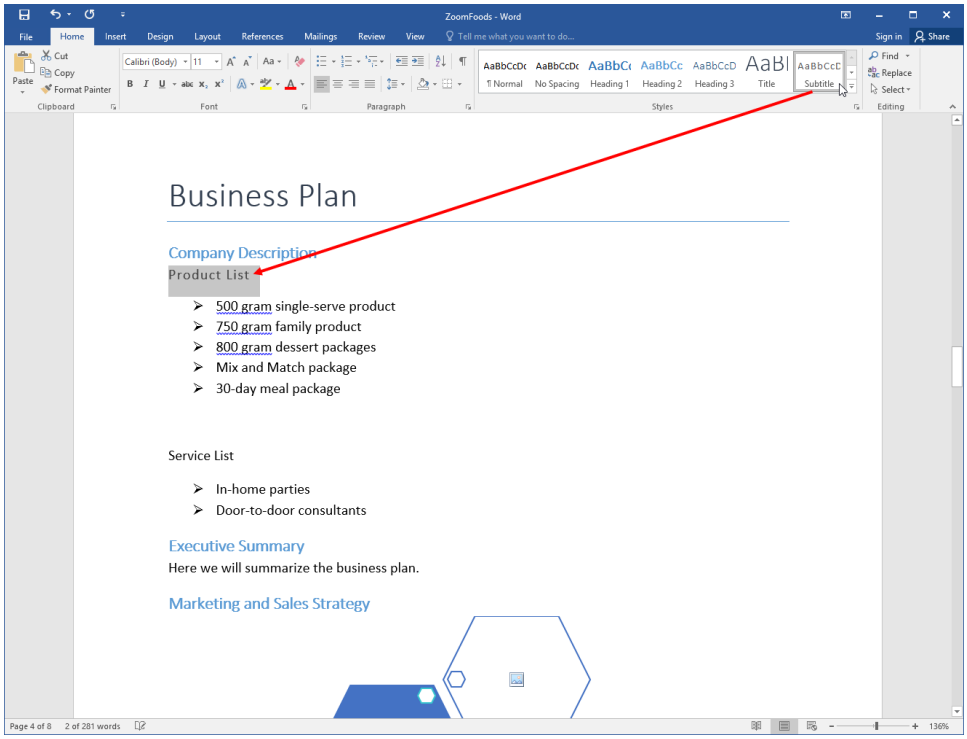
WORD STYLES

A **style** is a saved set of formatting options. For example, let's say that you have a design that you would like to use for major headings, minor headings, and sub-headings. Microsoft Word will allow you to save this formatting so that you can apply it multiple times. This will increase productivity, save time, and ensure that your document remains consistent.

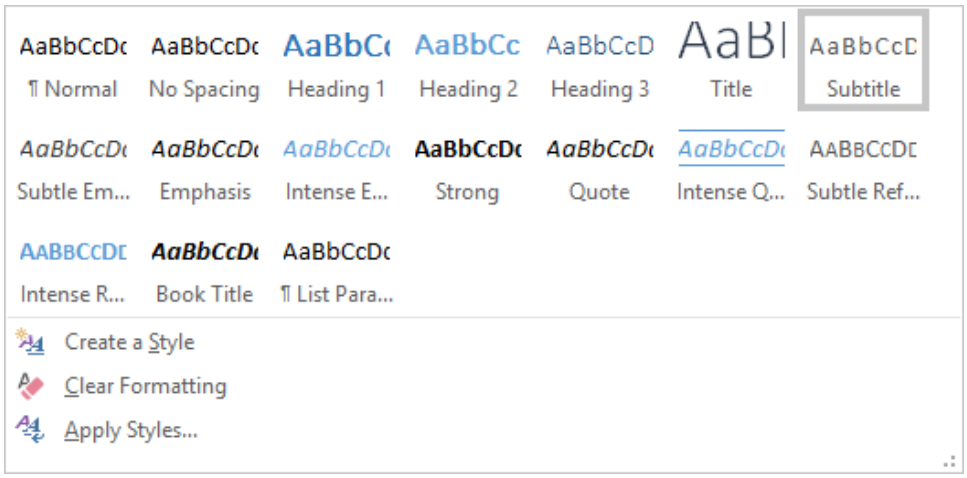
Microsoft Word also includes a wide variety of themes, style sets, and specific styles to give you a starting point for your document's design.

STYLE SETS

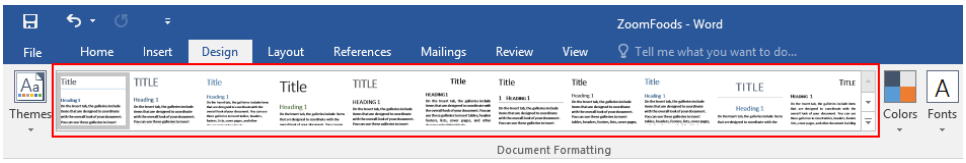
The Styles gallery on the Home tab is where you will see the most frequently used styles available in your document. Just click a style to apply it to the selected text:



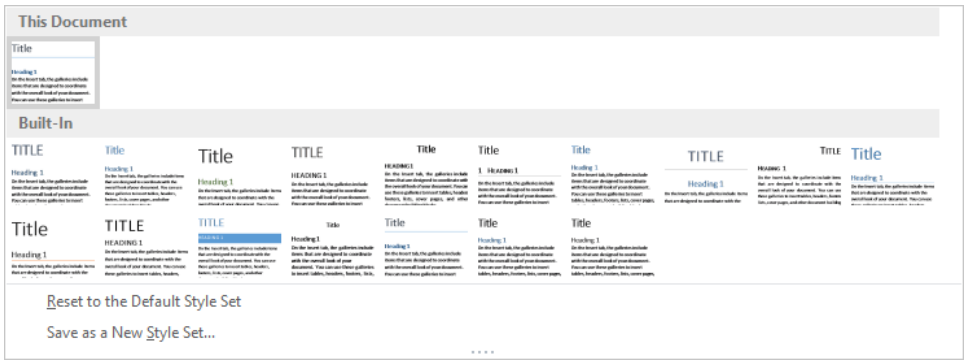
If you click the More arrow (▾) in the bottom right-hand corner of the list, you will see the full gallery:



There are many more style sets available than the ones you see here. To see additional options, click the Design tab and examine the gallery in the Document Formatting group:

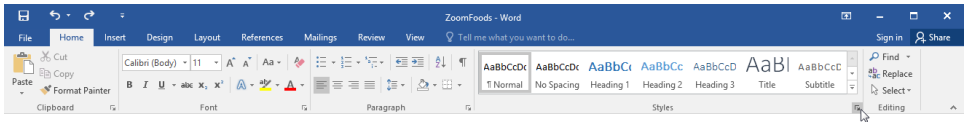


Simply click a thumbnail to apply this style set to your document. Like the Styles gallery, you can click the More arrow to see all available style sets. Commands for saving and resetting the current style set are also available here:

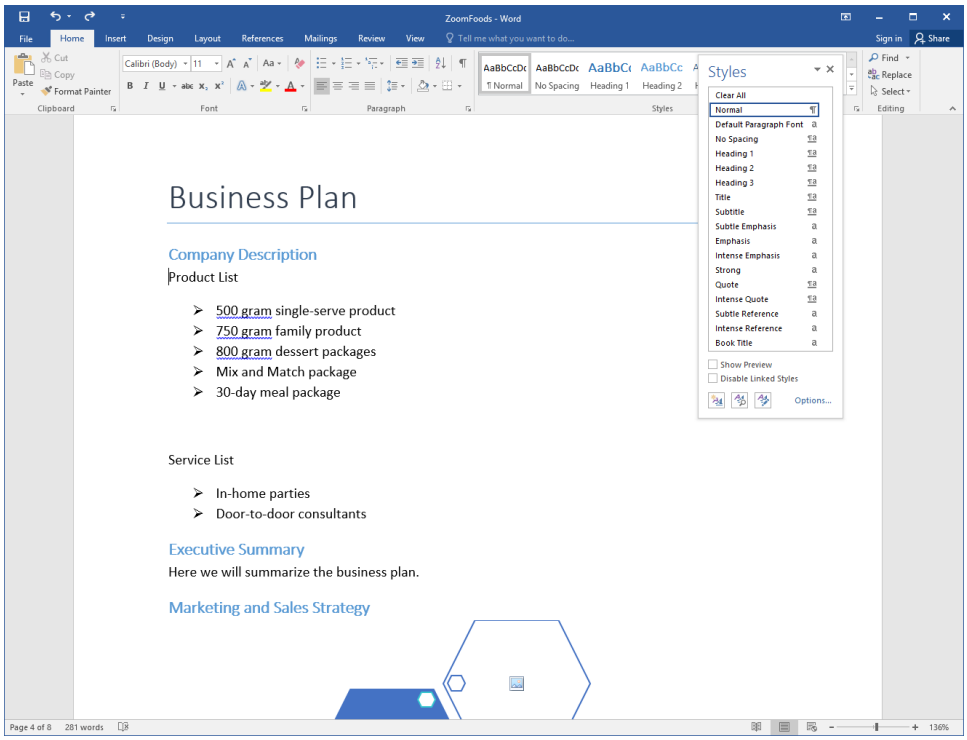


THE STYLES TASK PANE

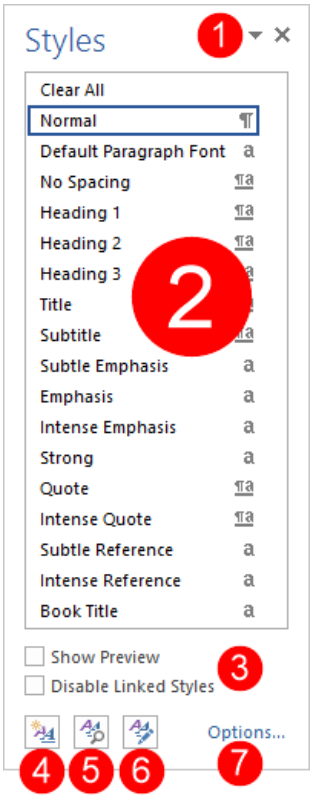
The Styles task pane gives you access to all available styles. To open it, click the option button in the Styles group on the Home tab:



The Styles pane will appear on your screen, although it may be in a different posiiton than the image shown here:


ZoomFoods - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
Styles
Editing
Find
Replace
Select
Styles
Clear All
Normal
Default Paragraph Font
No Spacing
Heading 1
Heading 2
Heading 3
Title
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
Strong
Quote
Intense Quote
Subtle Reference
Intense Reference
Book Title
Show Preview
Disable Linked Styles
Options...
Business Plan
Company Description
Product List
500 gram single-serve product
750 gram family product
800 gram dessert packages
Mix and Match package
30-day meal package
Service List
In-home parties
Door-to-door consultants
Executive Summary
Here we will summarize the business plan.
Marketing and Sales Strategy
Page 4 of 8
281 words
136%

Let's take a closer look at the Styles task pane:

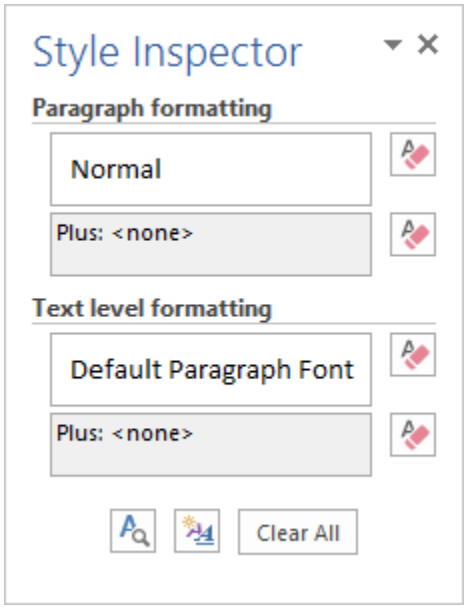


This pane is comprised of the following parts:

1	**Task pane options**	Click the arrow in the title bar to move, resize, or close the pane. Click and drag the title bar to move the pane around the screen. You can also click the X to close the pane.
2	**Style List**	This is the list of styles. Simply select text and click the style to apply it.
3	**Options**	Enable or disable style preview (so that the list entry shows what the style will look like rather than just the name) and linked styles.
4	**New Style**	Click this button to create a new style.
5	**Style Inspector**	Click this button to analyze the text around where the cursor is currently placed in your document.
6	**Manage Styles**	Opens the Manage Styles dialog box.
7	**Options**	Control various aspects of the Styles pane.

The Style Inspector

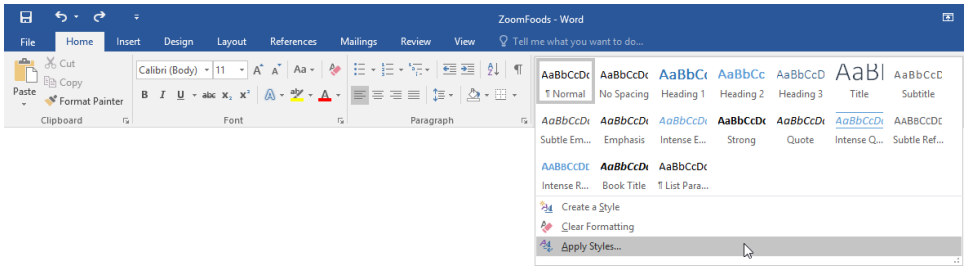
You can click the button marked with a 5 in the previous image to open the Style Inspector:



This will give you a closer look at the style and formatting applied to the currently selected text as well as commands to manage them.

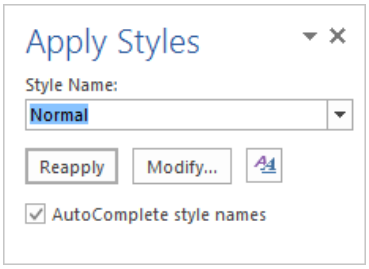
The Apply Styles Task Pane

A related task pane is Apply Styles. You can open it by clicking the More arrow ( ) in the Styles gallery and clicking Apply Styles:



You can also use the Ctrl + Shift + S shortcut.

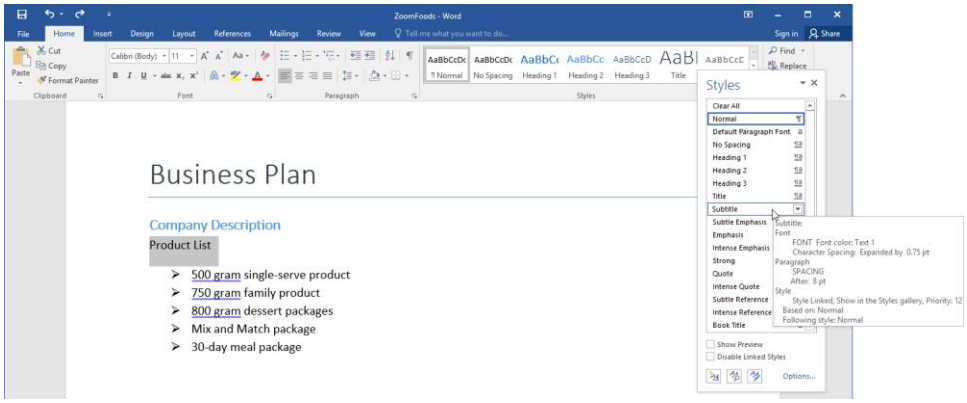
This command will open a small window that will allow you to select a style to apply to selected text:



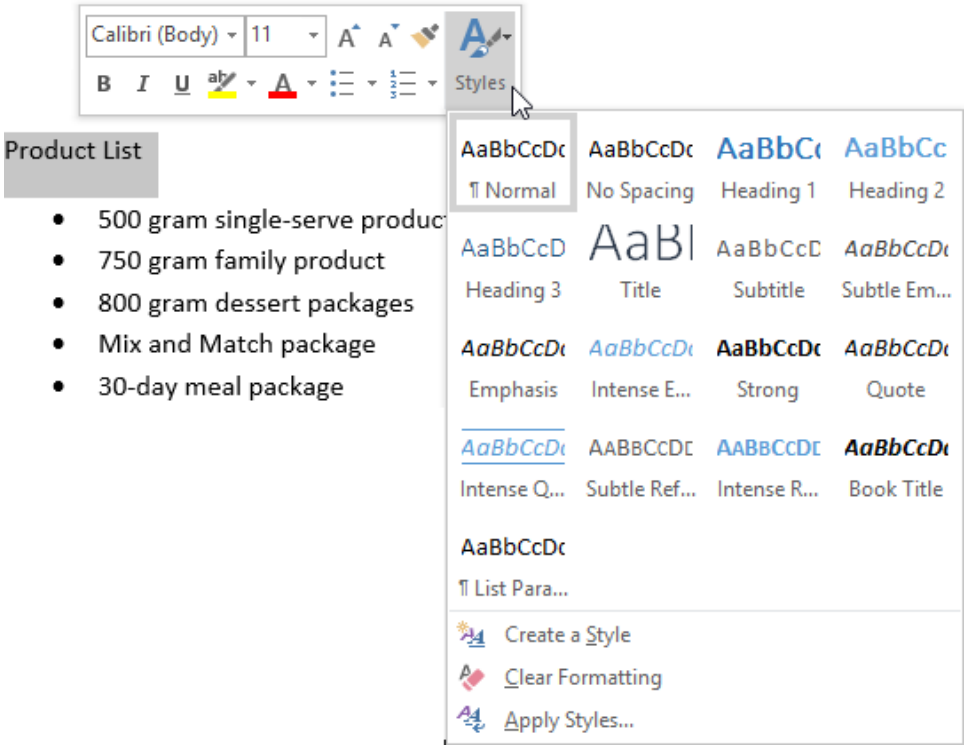
You can also modify styles or open the Styles task pane from this window.

APPLYING STYLES

Using the Styles task pane, the task of applying a style is a simple one. First, select the text to format. Then, click the style you want to apply from the Styles task pane. You will see the details of each style as you mouse over it:



You can also access the Styles gallery and related commands from the mini toolbar:



You can use styles the same way you use other formatting: turn the style on, type your text, and then turn the style off. The style that the selected text is currently using will be selected in the Styles pane and the Styles gallery.

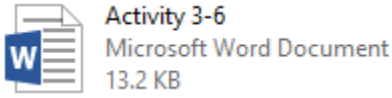
Don't forget that you can also use the Styles gallery or the Apply Styles task pane to apply styles.

ACTIVITY 3-6

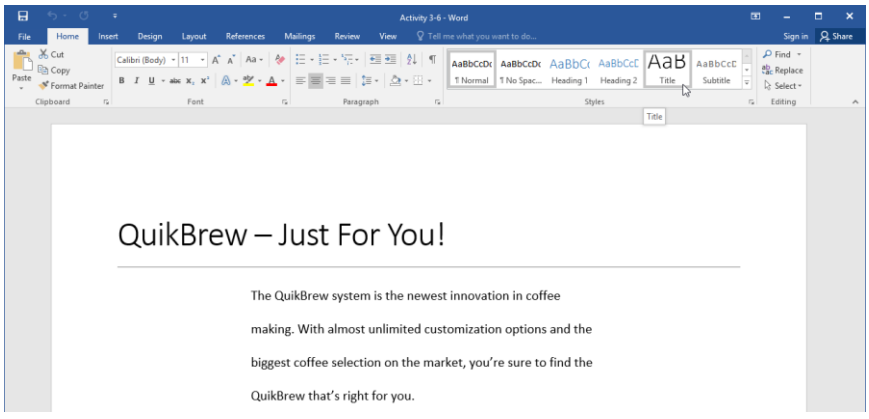
Applying Styles

In this activity, you will apply styles to the product information sheet that you have been working on.

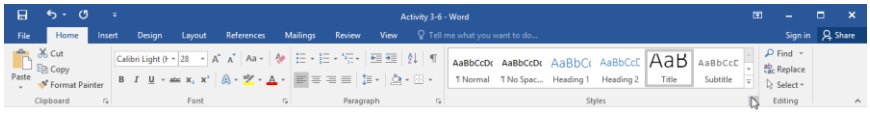
1. Open Microsoft Word 2016 and open Activity 3-6:



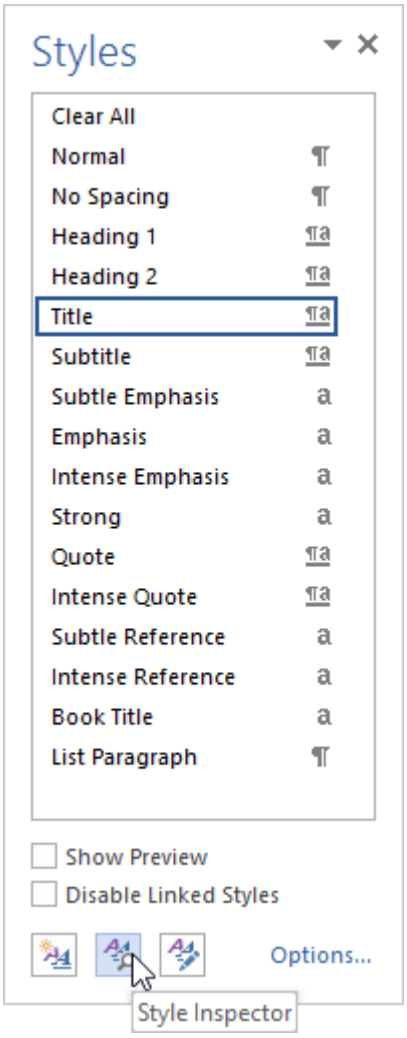
2. Select the first line in the document. Let's make this title a little bit more professional-looking. Click the Title style from the Styles gallery on the Home tab:



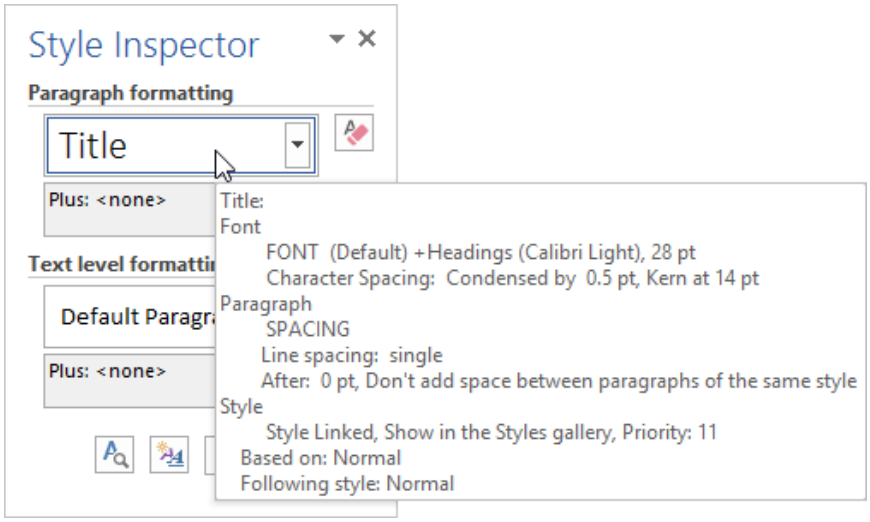
3. Let's access some more commands by opening the Styles pane. To do this, click the option button in the Styles group on the Home tab:



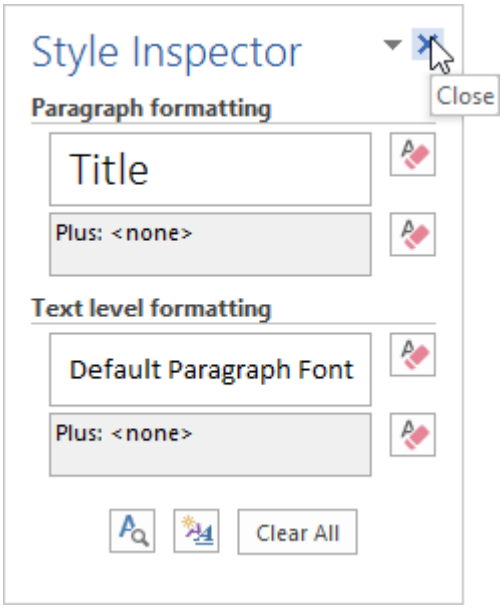
4. Let's see what settings are involved in the style that we just applied. Click the Style Inspector command:



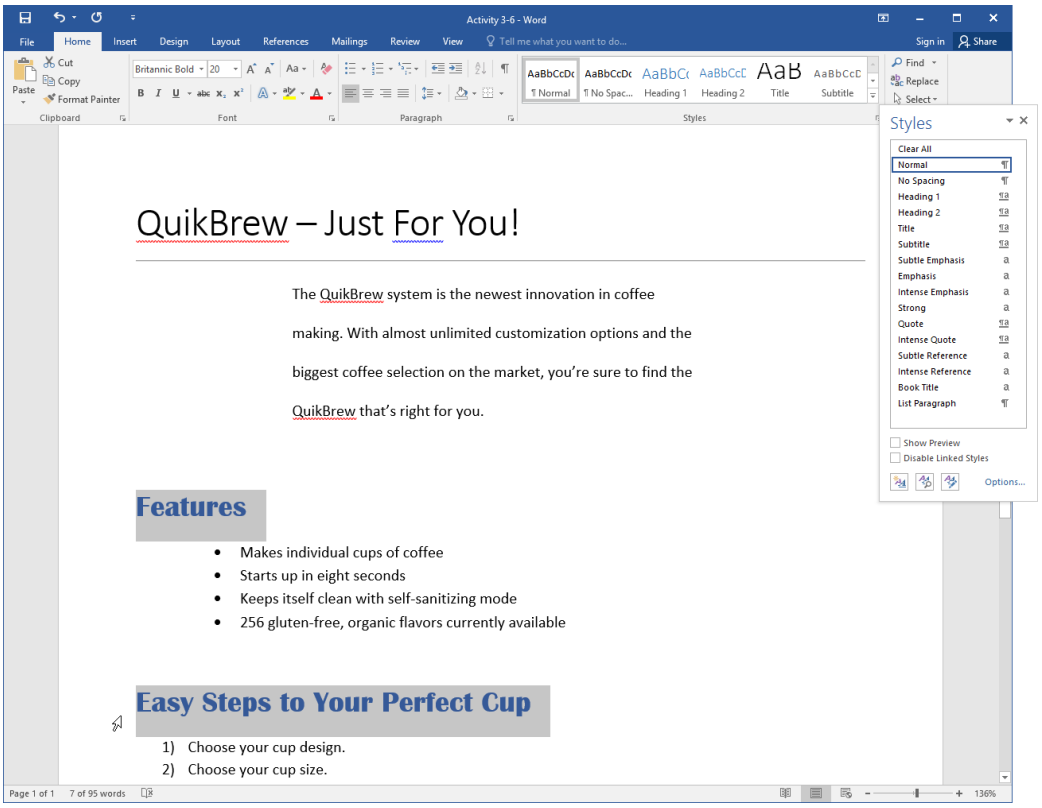
5. Hover over the Title style in the Style Inspector task pane. Read the description that appears:



6. Close the Style Inspector task pane when you are finished:

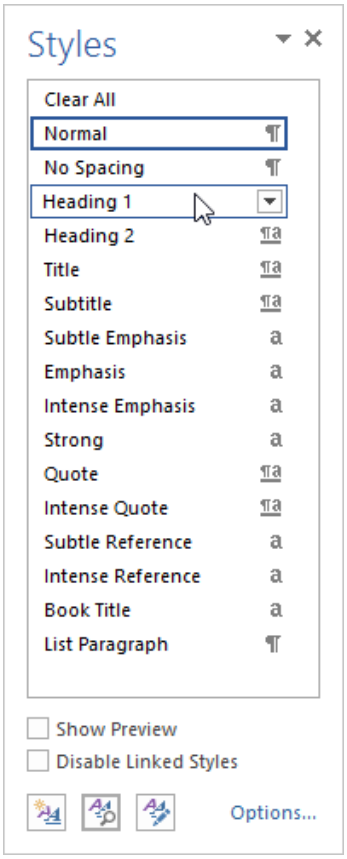


7. Select the text “Features” and “Easy Steps to Your Perfect Cup:”



(You can select separate lines of text at the same time by hold down the Ctrl key on your keyboard and making the selections.)

8. Click the Heading 1 style from the Styles task pane:



9. The style will be applied:

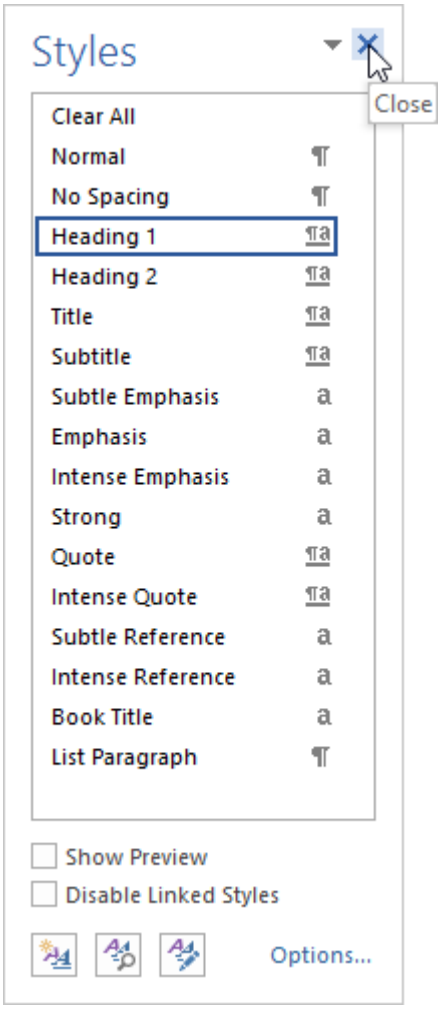
Features

- Makes individual cups of coffee
- Starts up in eight seconds
- Keeps itself clean with self-sanitizing mode
- 256 gluten-free, organic flavors currently available

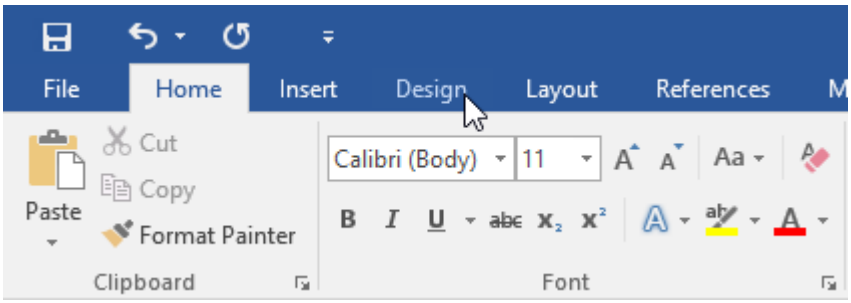
Easy Steps to Your Perfect Cup

1) Choose your cup design.
2) Choose your cup size.
3) Choose up to three coffee flavors.
4) Add up to five toppings.
5) Press BREW NOW.
6) Enjoy!

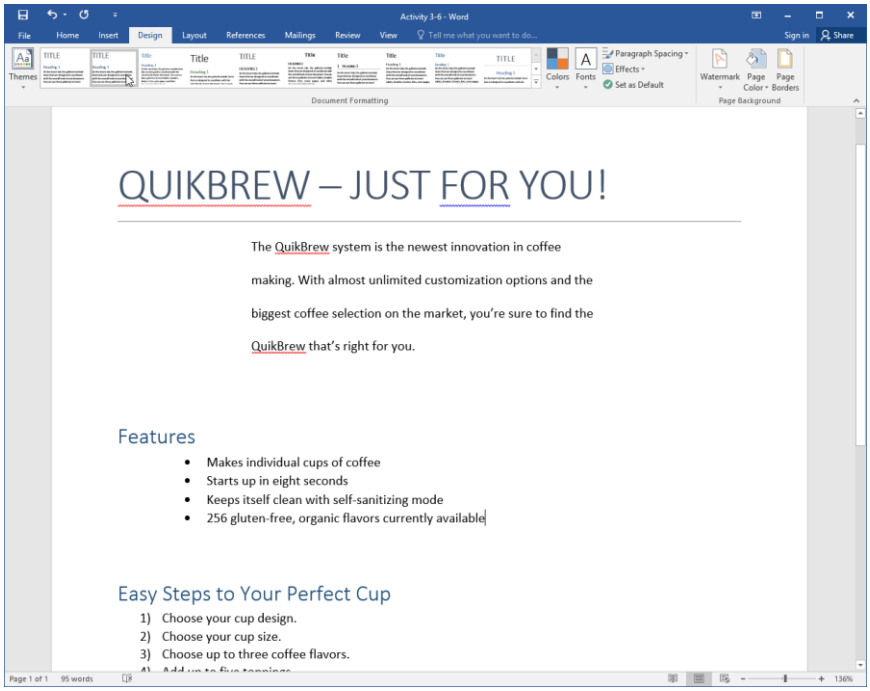
10. Close the Styles task pane:



11. De-select the text by clicking in a blank spot in the document. If necessary, adjust your zoom level and position in the document so that you can see all three titles. Now, click the Design tab:



12. Mouse over the thumbnails in the Document Formatting group. As you do so, you will see that style set applied to the document text via Live Preview. Click any style set that you like:



13. Save your document as Activity 3-6 Complete. Close Microsoft Word 2016.

TOPIC G: Manage Formatting

To wrap up this lesson, we'll cover three advanced formatting tools. You will learn how to take a closer look at applied formatting with the Reveal Formatting task pane, clear formatting from text, and replace formatting with the Find and Replace dialog box.

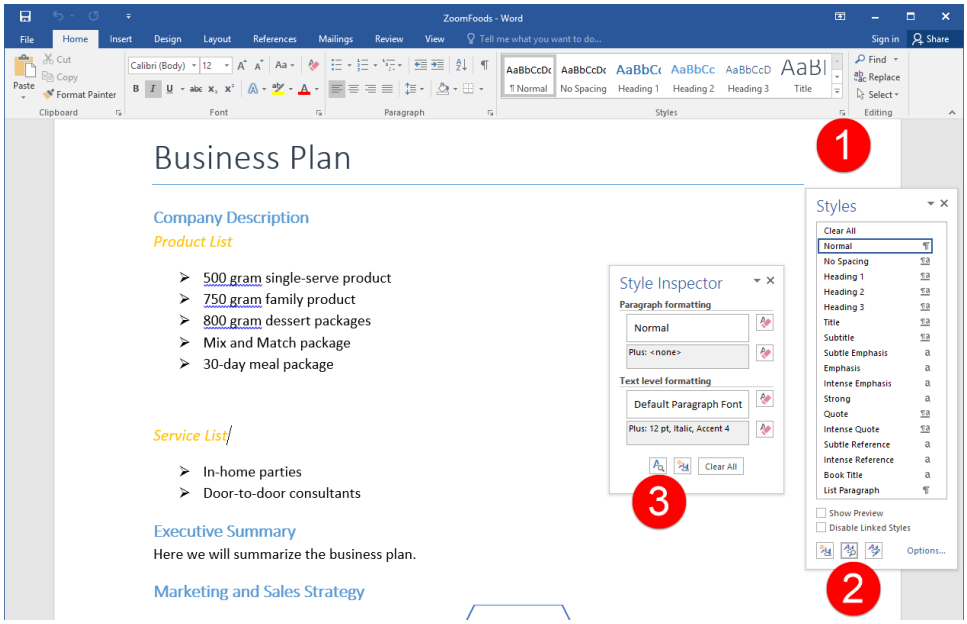
Topic Objectives

In this topic, you will learn:

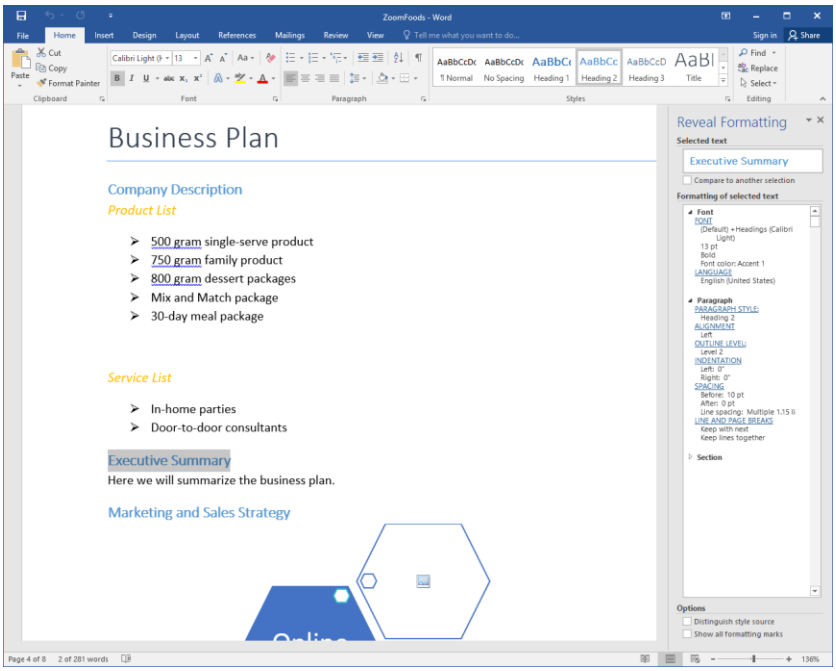
- How to use the Reveal Formatting task pane
- Ways to clear formatting from text
- How to find and replace formatting

THE REVEAL FORMATTING TASK PANE

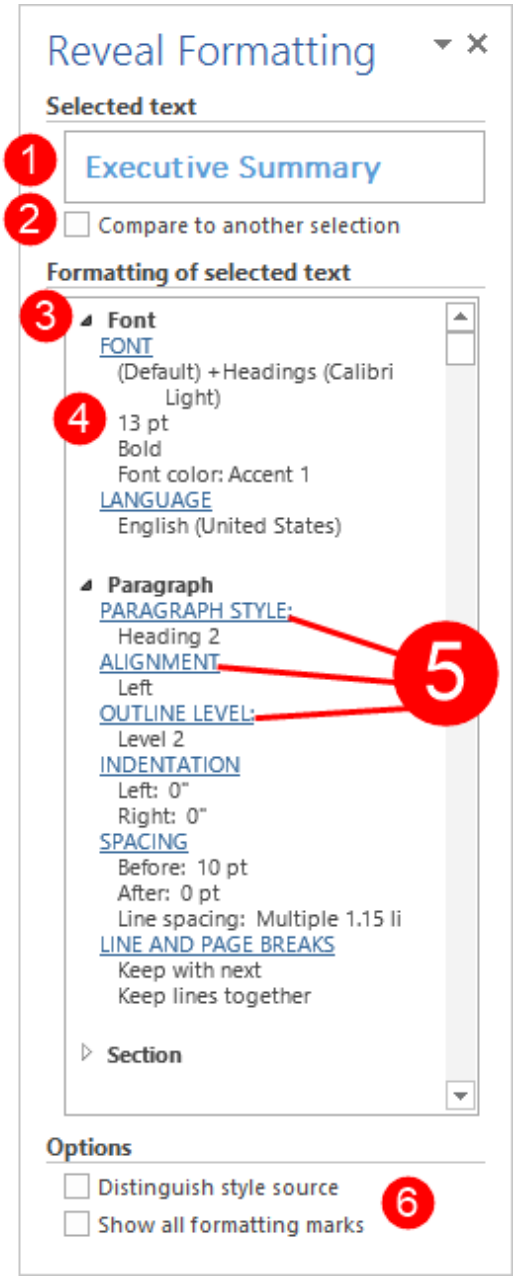
The Reveal Formatting task pane is an extension of the Style Inspector. To open this task pane, open the **Styles task pane (1)**, click the **Style Inspector command (2)**, and then click the **Reveal Formatting command (3)**:



The Reveal Formatting task pane will then open on the right-hand side of the window. We have closed the other task panes to minimize the clutter:


ZoomFoods - Word
Business Plan
Company Description
Product List
500 gram single-serve product
750 gram family product
800 gram dessert packages
Mix and Match package
30-day meal package
Service List
In-home parties
Door-to-door consultants
Executive Summary
Here we will summarize the business plan.
Marketing and Sales Strategy
Reveal Formatting
Selected text
Executive Summary
Formatting of selected text

Let's take a closer look at this pane:



The top of the task pane will show you the **text that you are currently examining (1)**. (If you do not have text selected, it will examine the area around the cursor and display the words "Sample Text.") You can choose to **view another selection**, and compare it to the current one if desired **(2)**.

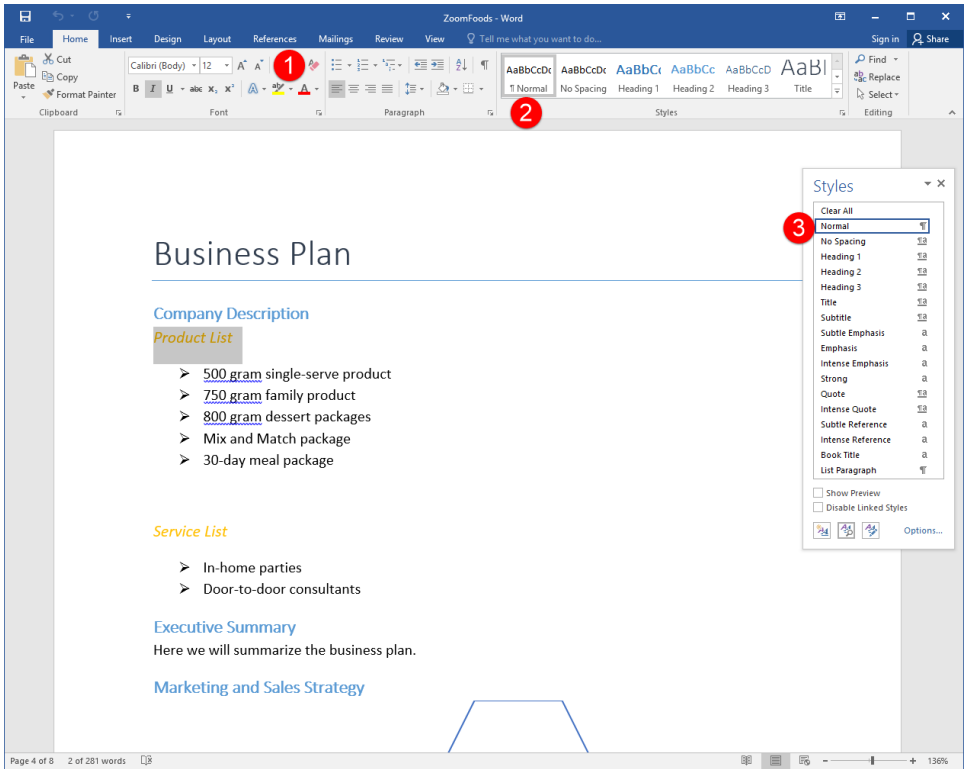
The body of the task pane contains the formatting elements of the selected text separated into **levels (3)**: font, paragraph, and section. You can click the arrow beside each level to show or hide its information (respectively). Below each level you will see the **details of each formatting**

element (4). Each element is separated by type (alignment, language, spacing, etc.) and a **blue hyperlink (5)** allows you to open the specific dialog box for those settings.

Finally, two **checkboxes at the bottom of the pane (6)** allow you to customize your view in this pane. Don't forget that you can move, resize, and close this task pane just like any other.

CLEAR FORMATTING OPTIONS

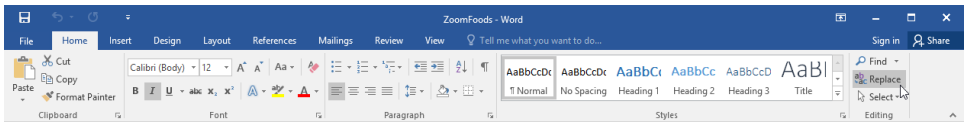
There are several ways that you can clear formatting from text:



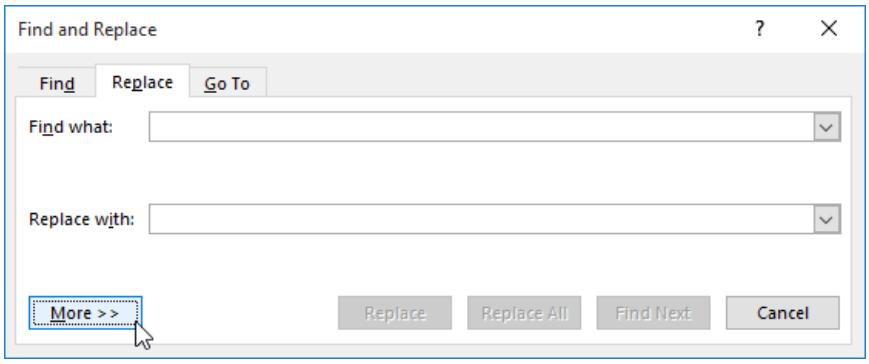
The easiest way is to click the **Clear Formatting command** on the Home tab **(1)**. You can also re-apply the Normal style from the **Styles gallery (2)** or the **Styles pane (3)**. Last but not least, you can use the Ctrl + Spacebar shortcut or the Style Inspector.

FIND AND REPLACE TEXT FORMATTING OPTIONS

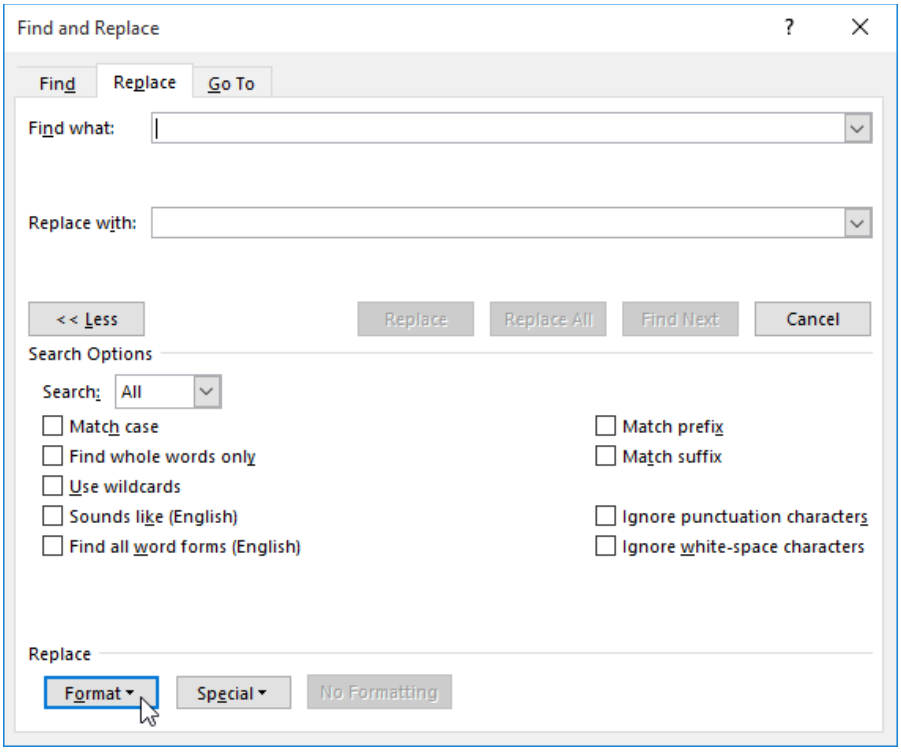
Did you know that the Find and Replace dialog contains commands to search for and replace formatting throughout your document? To start, click Home → Replace or use the Ctrl + H shortcut:



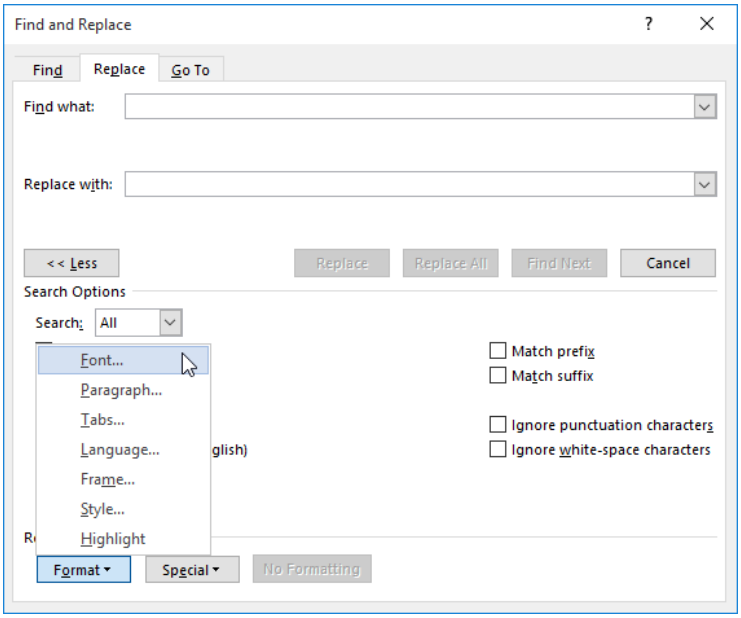
In the Find and Replace dialog box, click the More button:



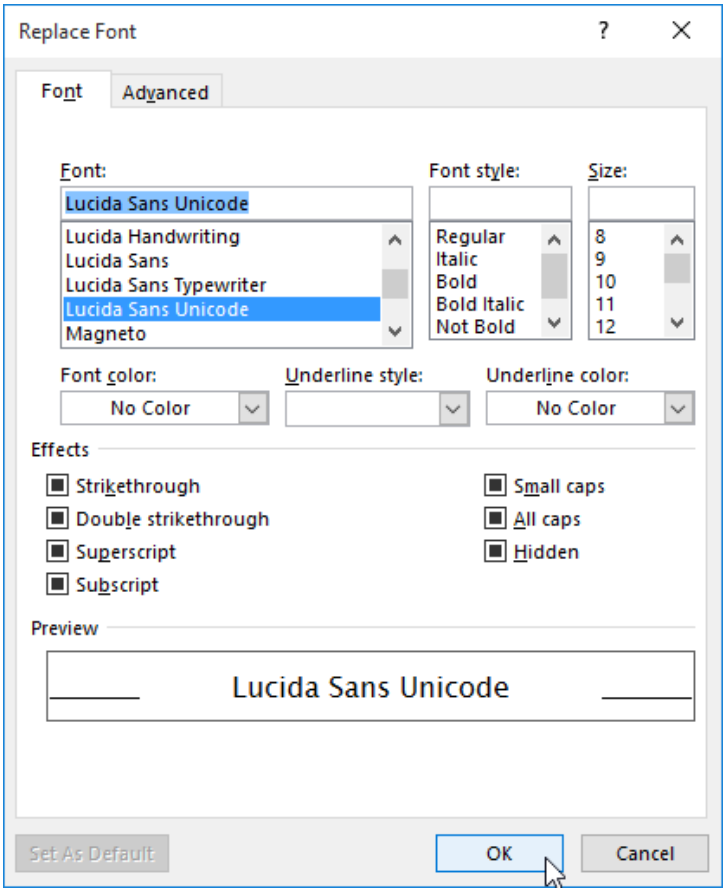
Ensure that your cursor is in the "Find what" field and click the Format button:



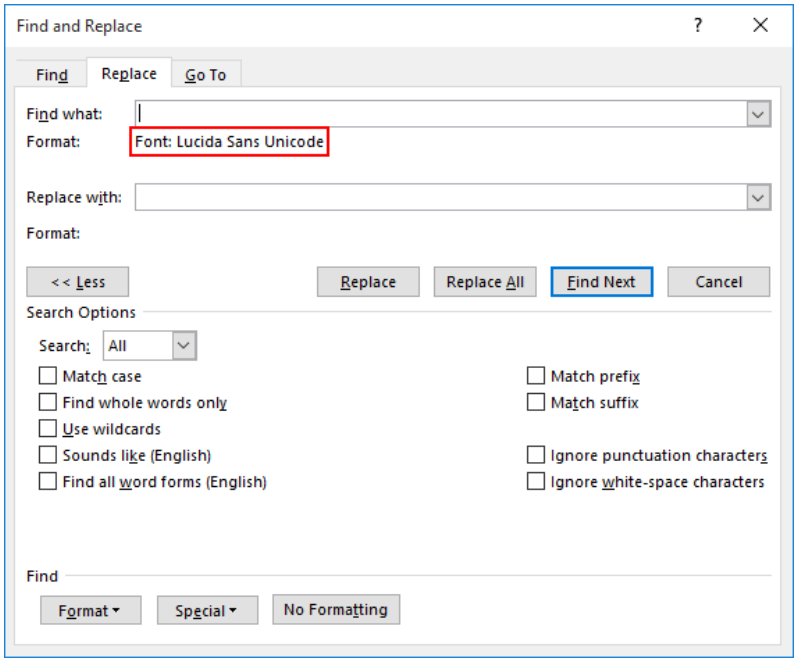
This will open a menu with different formatting options. Each command will open the related dialog. As a simple example, let's choose Font:



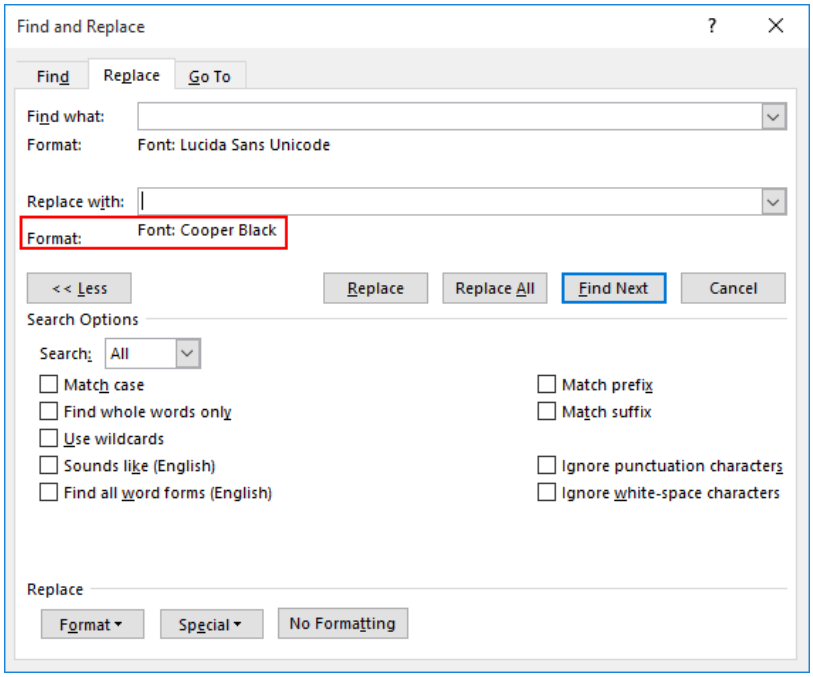
We will choose to search for instances of Lucida Sans Unicode:



Once we click OK, we will be returned to the Find and Replace dialog where our settings will be shown below the “Find what” field:

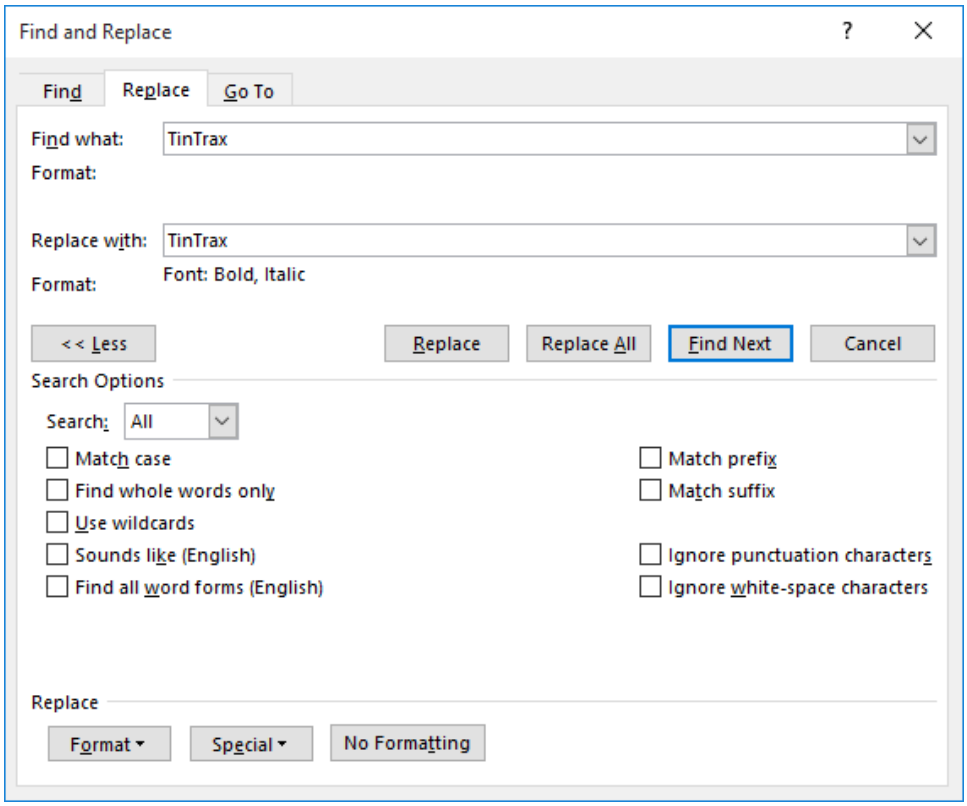


Then, we can click in the “Replace with” field and repeat the same steps to choose a new format:



We can now click Replace to replace the format one instance at a time, Replace All to replace all instances of the format, or Find Next to find the next instance of this format.

You can also use this technique to apply formatting to particular text throughout a document. For example, let's say that a particular product title should always be bold and italicized. We can enter its name in the "Find what" field and the "Replace with" field, and use the Format → Font menu to specify the formatting to use:



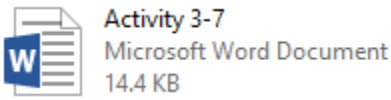
Once you click Replace All, the formatting will be applied.

ACTIVITY 3-7

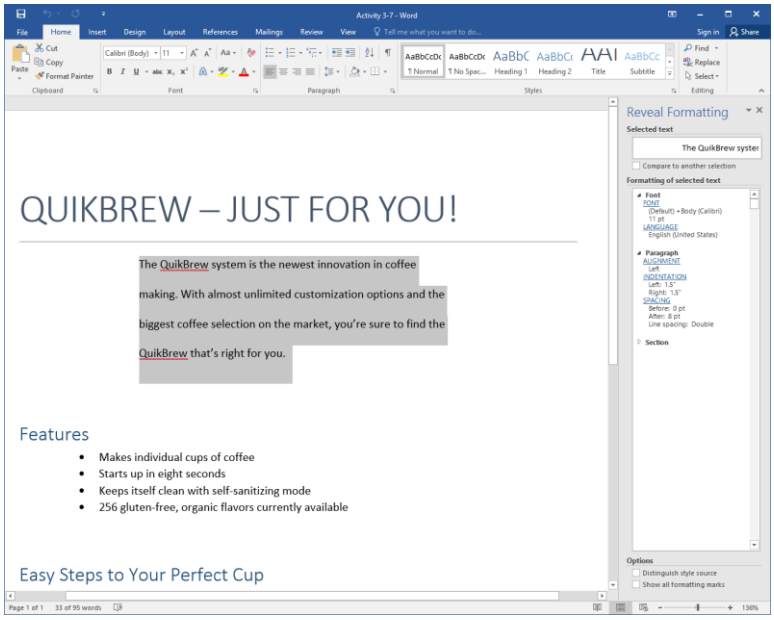
Managing Formatting

In this activity, you will put the finishing touches on your product information document.

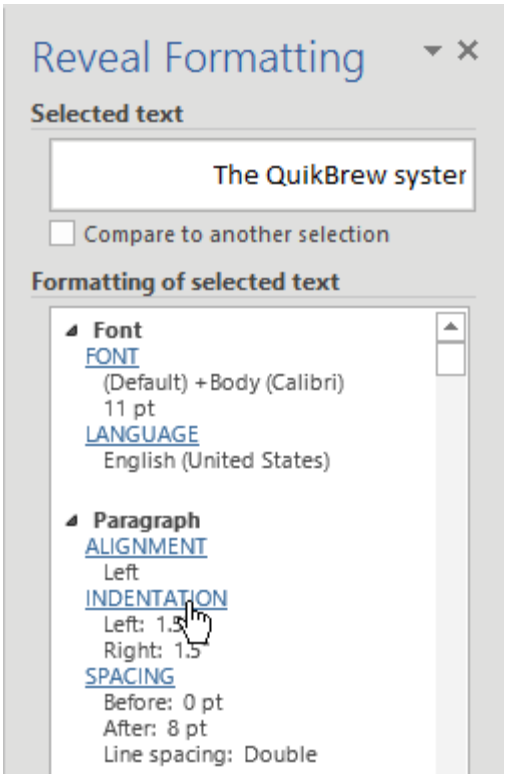
1. Open Microsoft Word 2016 and open Activity 3-7:



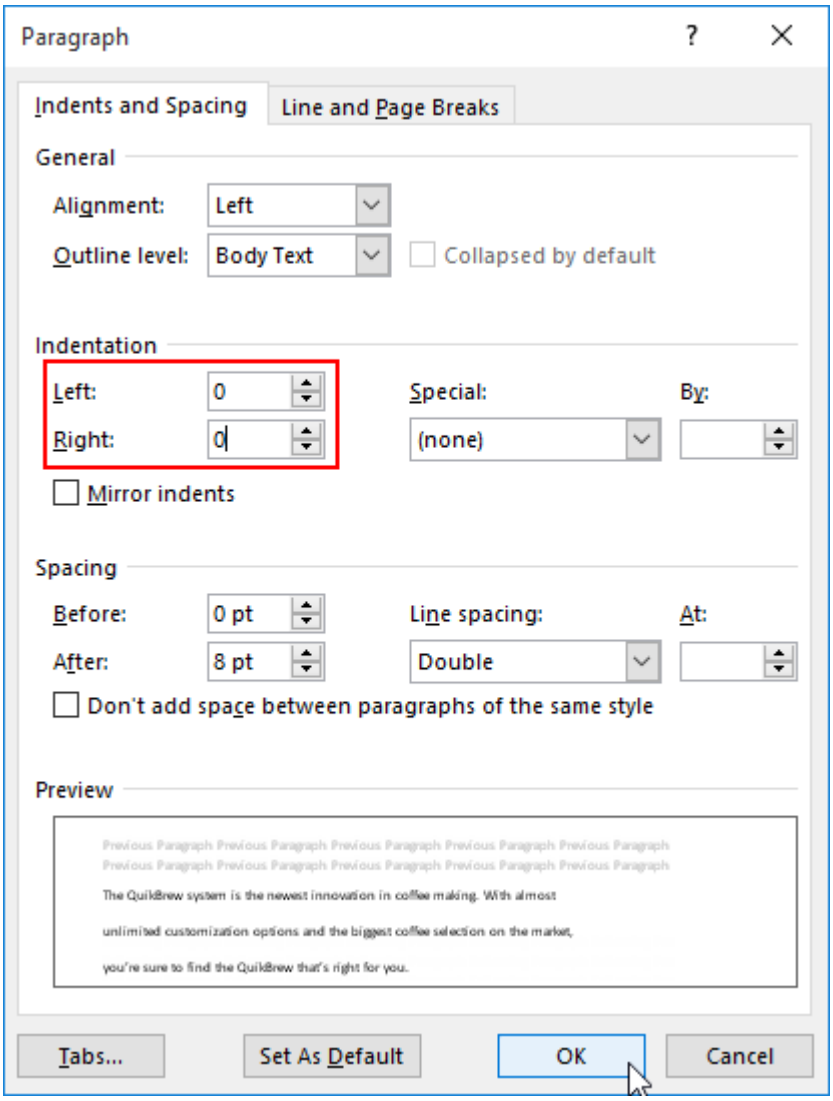
2. Select the first paragraph in the document. Press Shift + F1 to open the Reveal Formatting task pane:



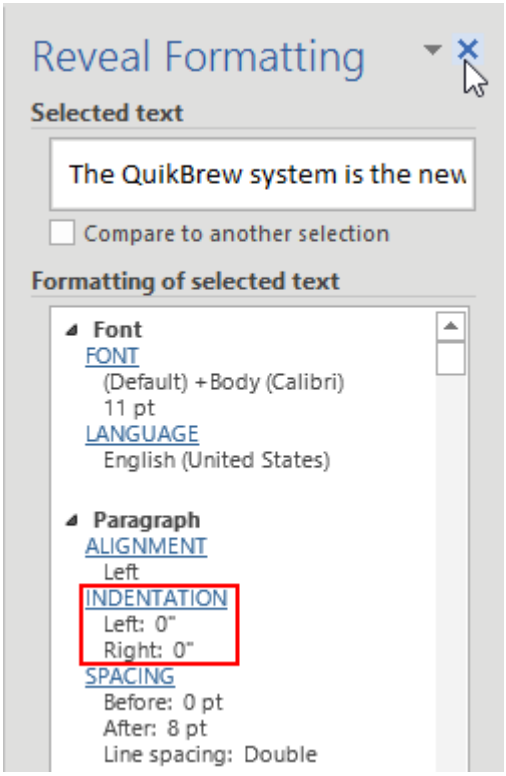
3. Click the Indentation link to open the appropriate dialog box:



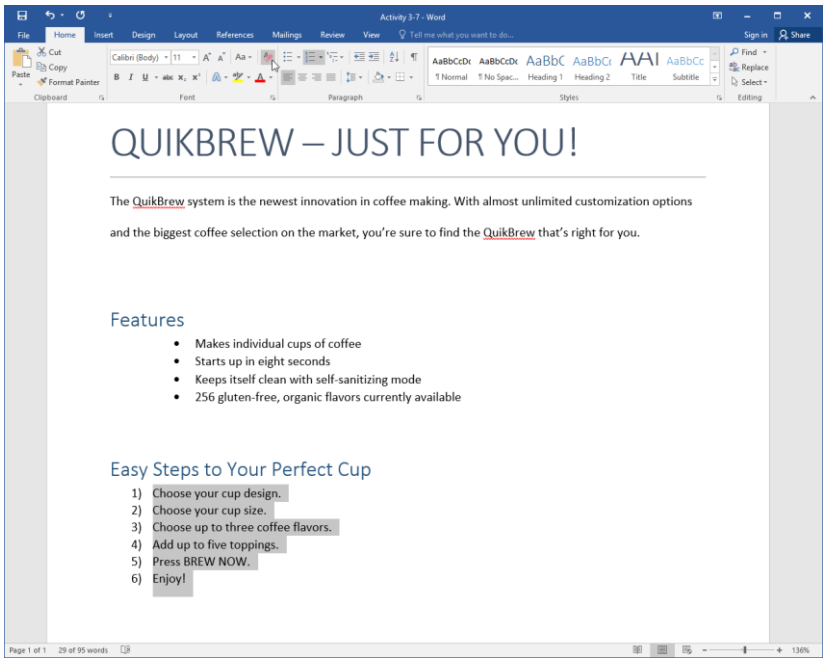
4. Change the indentation for the left and right sides to 0. Click OK:



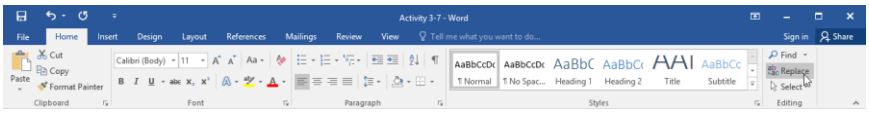
5. You will see the changes reflected in the Reveal Formatting task pane. You can now close the pane:



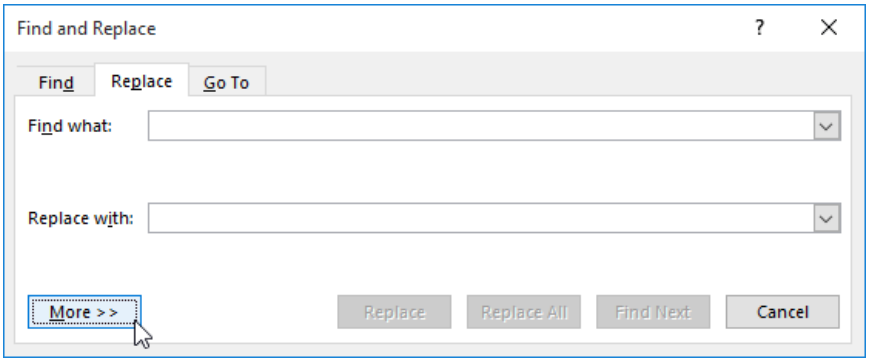
6. Select the numbered list at the end of the document. Click Home → Clear Formatting to remove the numbers:



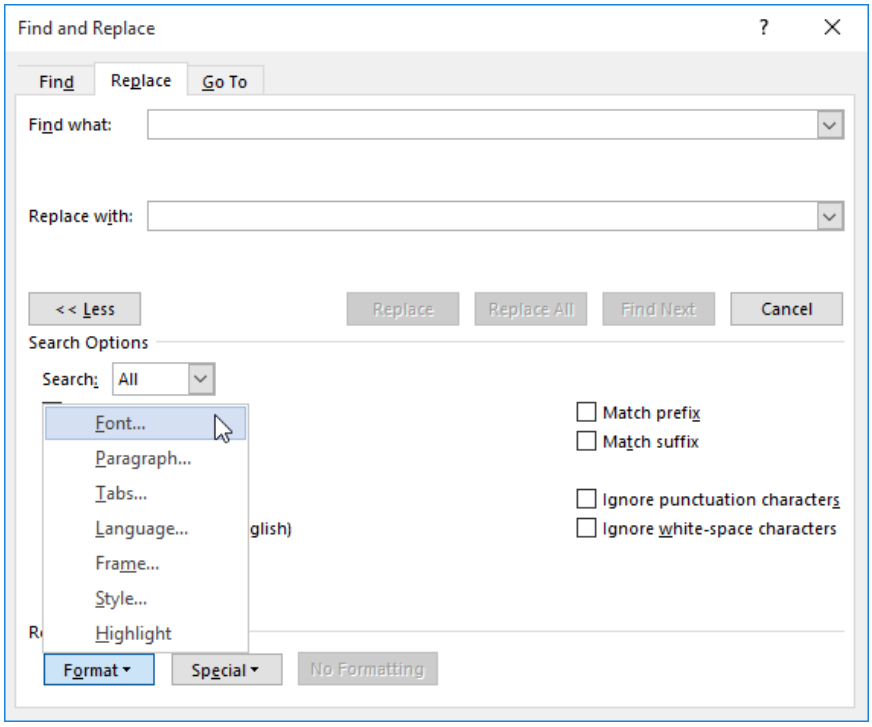
7. Click anywhere in the document to de-select the text. Click Home → Replace:



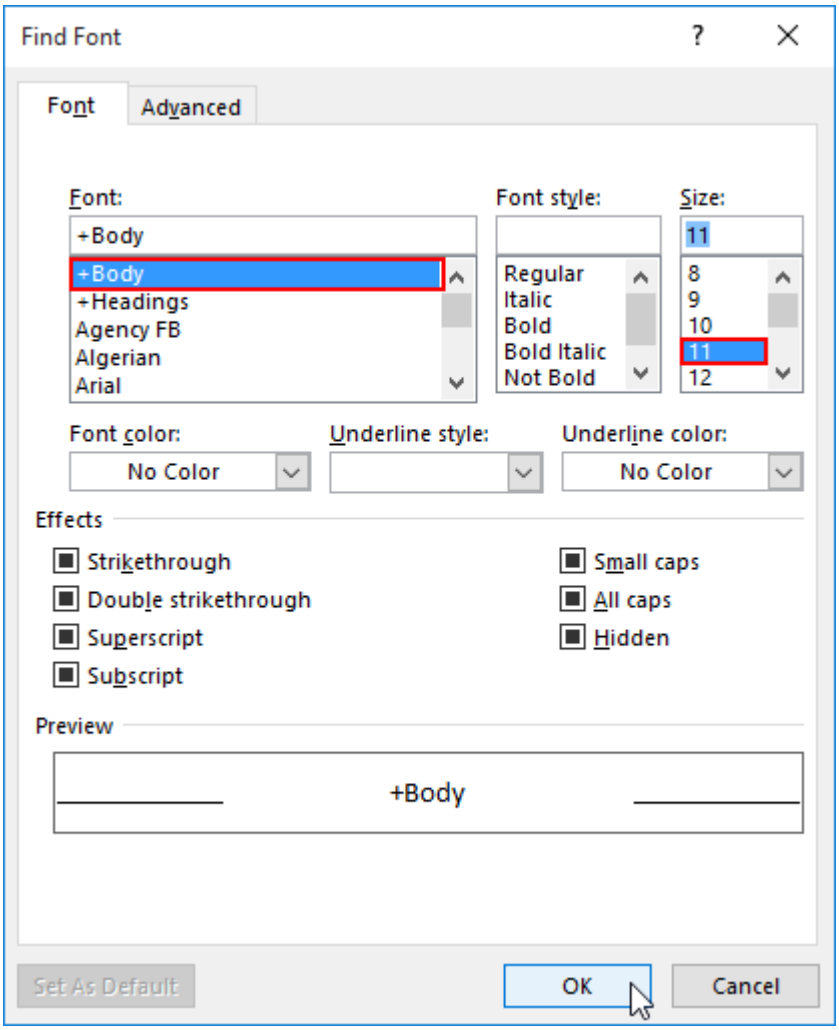
8. In the Find and Replace dialog box, click the More button:



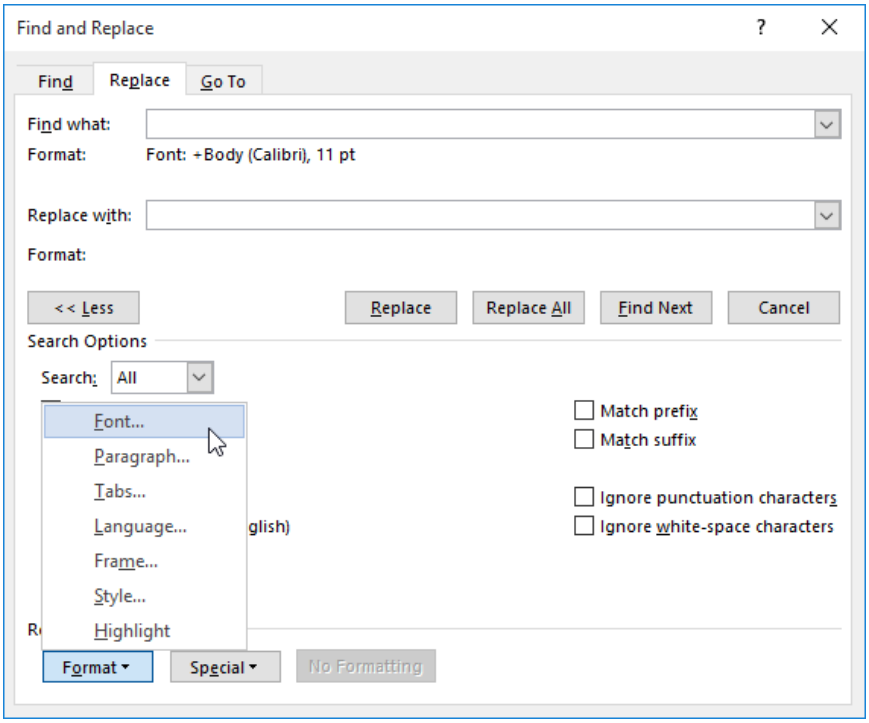
9. Ensure that your cursor is in the "Find what" field. Click Format → Font:



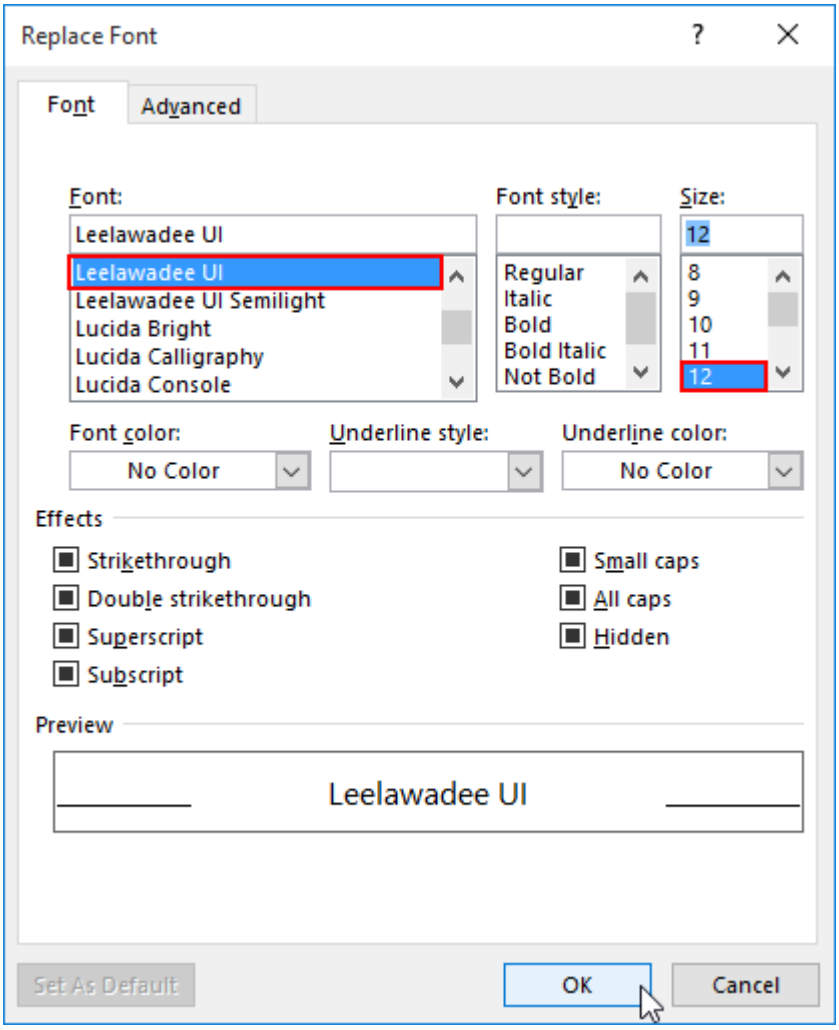
10. In the Font dialog, choose +Body from the Font list and 11 from the Size list. Click OK:



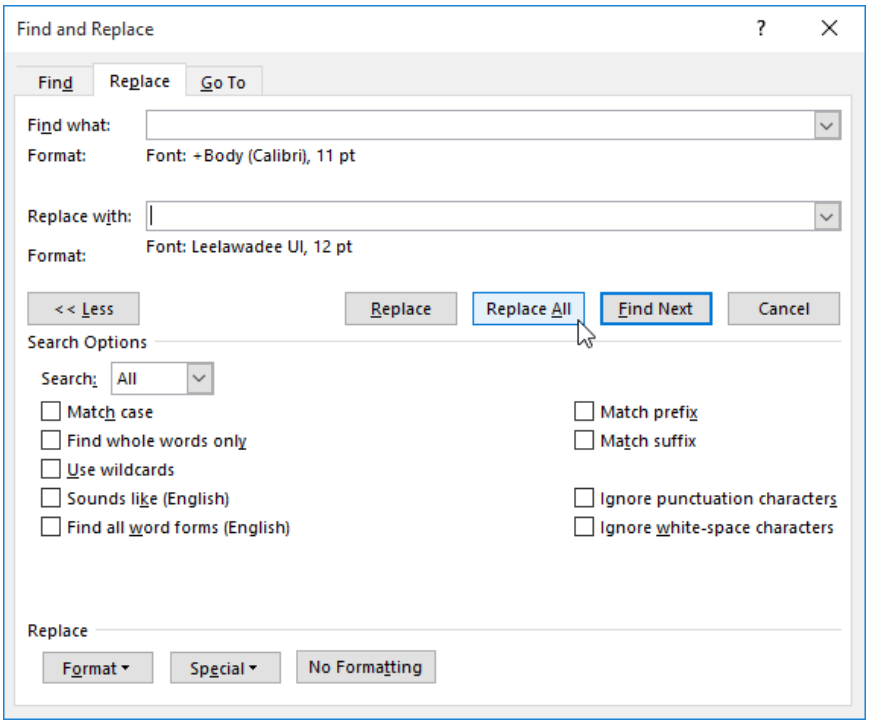
11. Back in the Find and Replace dialog, move your cursor to the "Replace with" field. (Also, notice that your font choices appear below the "Find what" field.) Click Format → Font:



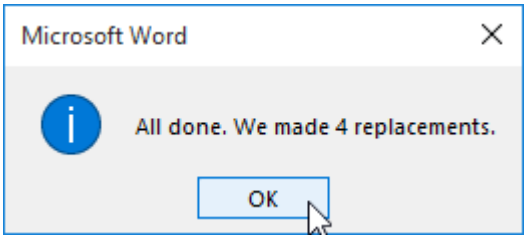
12. In the Font dialog, choose Leelawadee UI from the Font list and 12 from the Size list. Click OK:



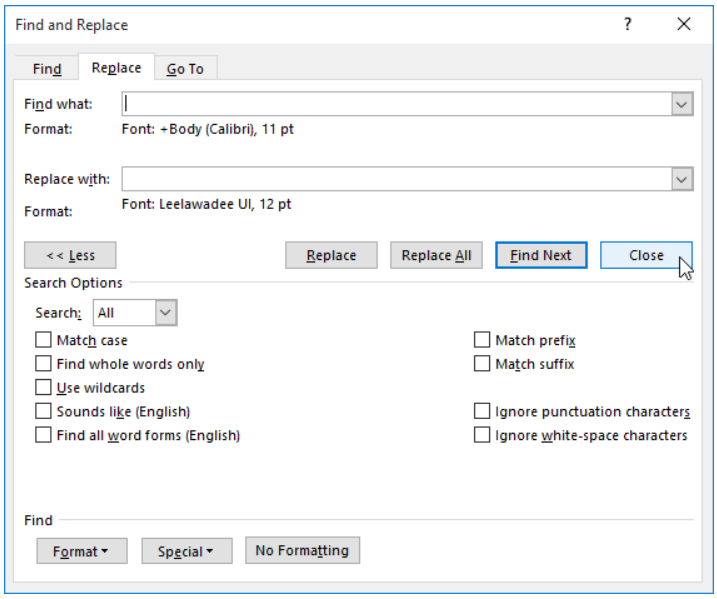
13. Click Replace All:



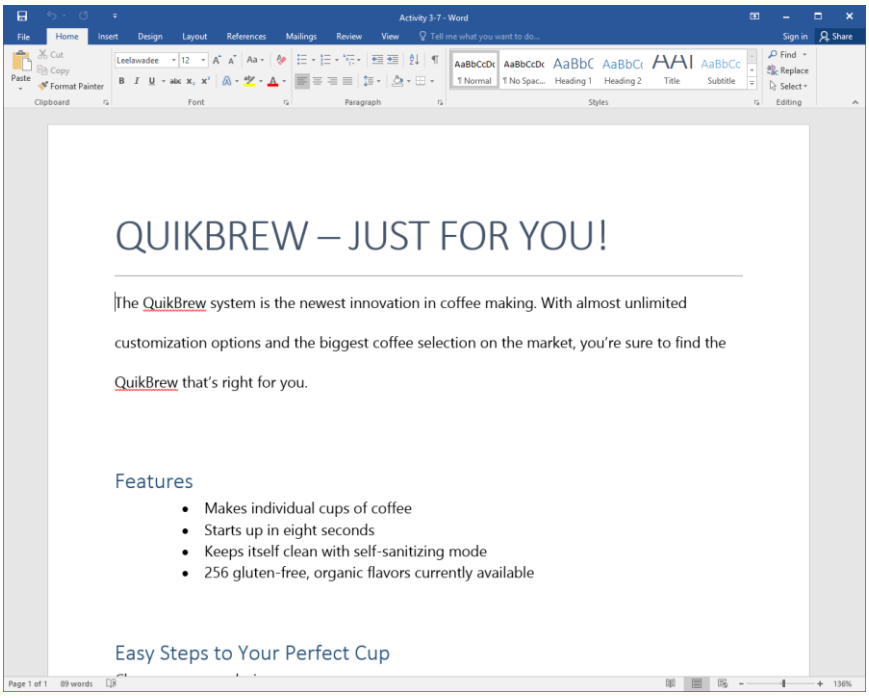
14. Microsoft Word should inform you that it has made four replacements. Click OK in this dialog:



15. Close the Find and Replace dialog:



16. Look at the changes to the document:



17. Save your document as Activity 3-7 Complete. Close Microsoft Word 2016.

Summary

In this lesson, we discussed the various formatting options available in Microsoft Word. We began with simple formatting options on the mini toolbar and the Home tab. Then, we moved on to creating tabs, using rulers, and formatting text as lists. We also covered how to control paragraph layout, apply borders and shading, and apply styles. To wrap up the lesson, we discussed some advanced formatting management tools.

You should now feel comfortable formatting any type of document from start to finish.

REVIEW QUESTIONS

1. **Which group on the Home tab contains most font formatting commands?**

2. **Which tool allows you to analyze the text around the location of the cursor?**

3. **What is the command sequence to show or hide the ruler?**

4. **What is the shortcut to open the Find and Replace dialog box to the Replace tab?**

5. **Which tabs contain the Line and Paragraph Spacing command?**

LESSON 4: ADDING TABLES

Lesson Objectives

In this lesson you will learn how to:

- Insert a table
- Modify a table
- Format a table
- Convert text to a table

TOPIC A: Insert a Table

Tables are an excellent way to organize information in a document. In this topic, we'll learn how to add tables in a few different ways. We'll also discuss how to navigate through a table.

Topic Objectives
In this topic, you will learn:

- What a table is
- How to use tables to control page layout
- Techniques for creating a table
- How to insert a Quick Table
- How to add Excel data to a document
- How to navigate through a table

TABLES

A table has **rows** (which go horizontally), **columns** (which go vertically), and **cells** (each small box). Here's an example:

Month	Widgets	Hammers	Nails
January	64860	96297	54252
February	60251	82447	64876
March	84433	62753	50868
TOTALS	209544	241497	169996

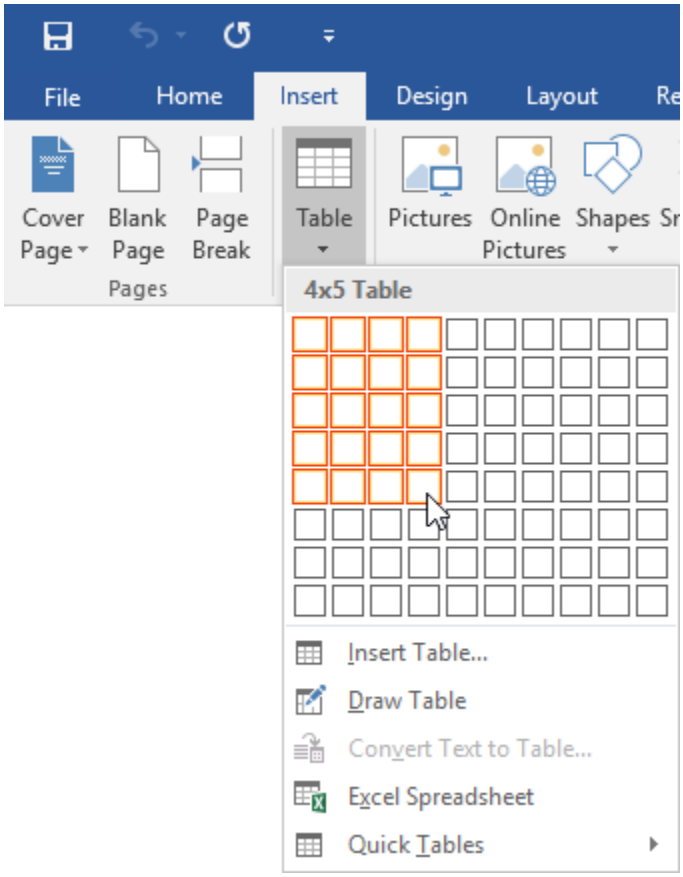
This table summarizes sales data. The top row shows us the product names. The first column contains the time ranges. Then, the actual data is in the majority of the cells.

USING TABLES TO CONTROL PAGE LAYOUT

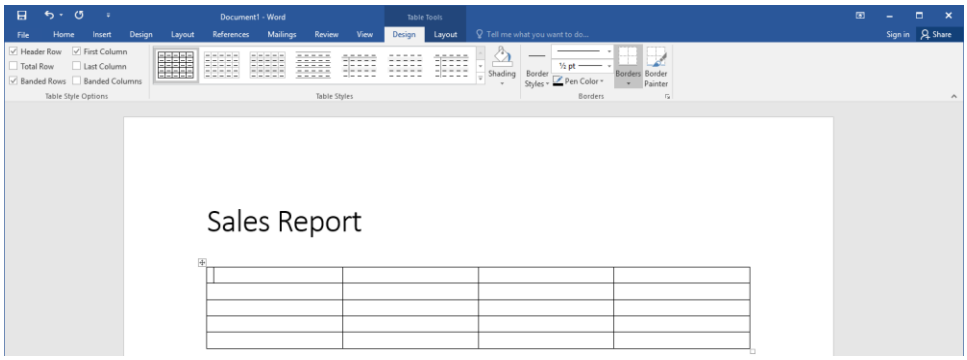
Tables are an excellent way to organize content in a document. They provide an easy way to arrange text, format different areas of the page, and use different column sizes. They are also simpler to use than other tools that could achieve the same effects, such as multiple sections.

TABLE CREATION OPTIONS

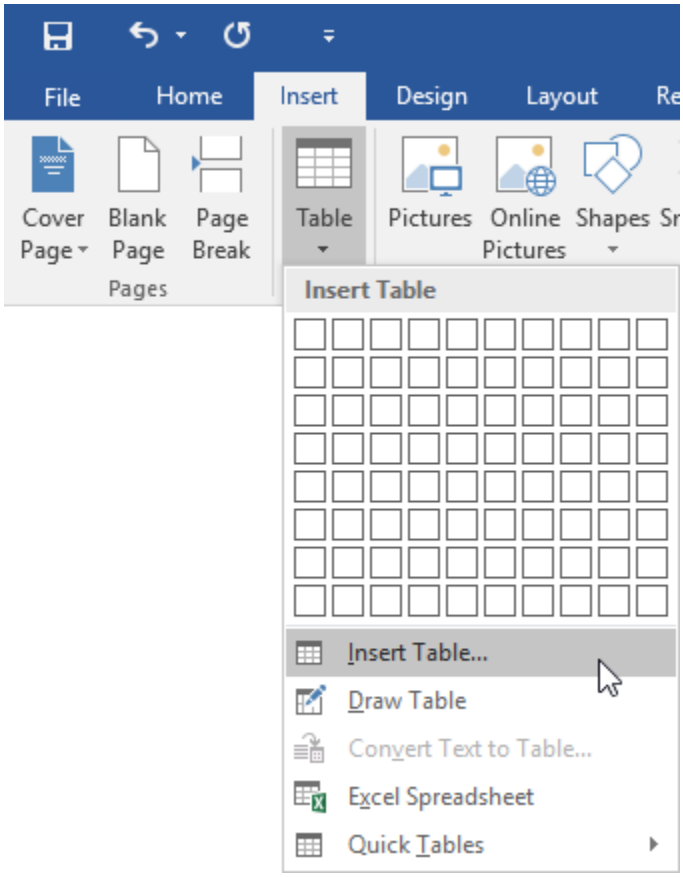
There are a few different ways to add a table to your document. The easiest is to click Insert → Table. Then, drag out the dimensions of the table on the grid and click:



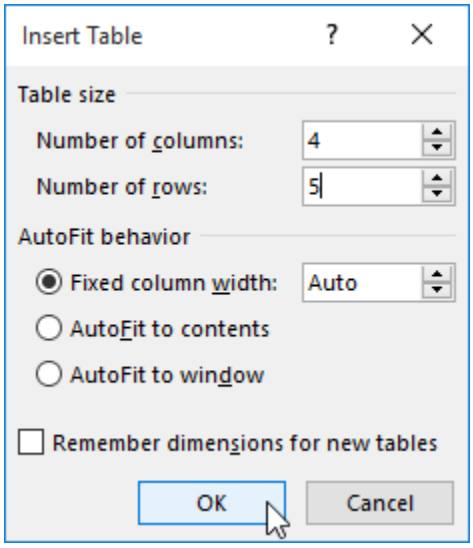
The table will appear in the document, ready for you to add text:



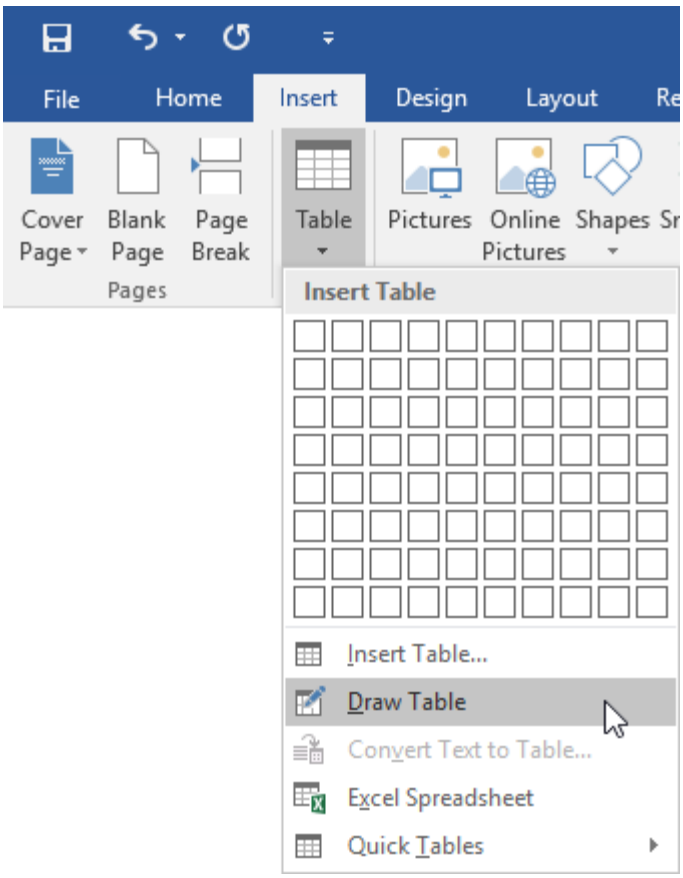
If your table is larger than the grid shown in the menu (or if you're having trouble clicking and dragging), click the Insert Table command from the Table menu:



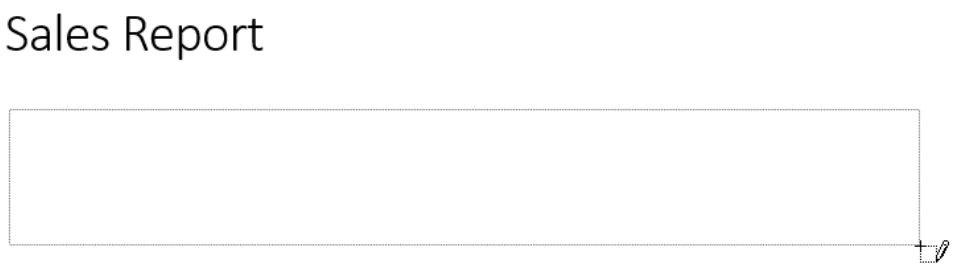
Then, you will see the Insert Table dialog, where you can enter the number of columns and rows that you want in your table, and set the desired AutoFit behavior. Click OK when you are ready:



The table will appear just as before. Another way to create a table is to click the Draw Table command in the Table menu:



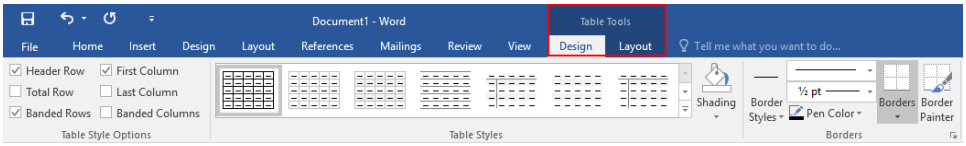
Your cursor will turn into a pencil. You can then click and drag to create the table outline:



You will then need to add rows and columns manually by drawing them.

Contextual Tabs

You may have noticed two new tabs appear when we inserted a table:

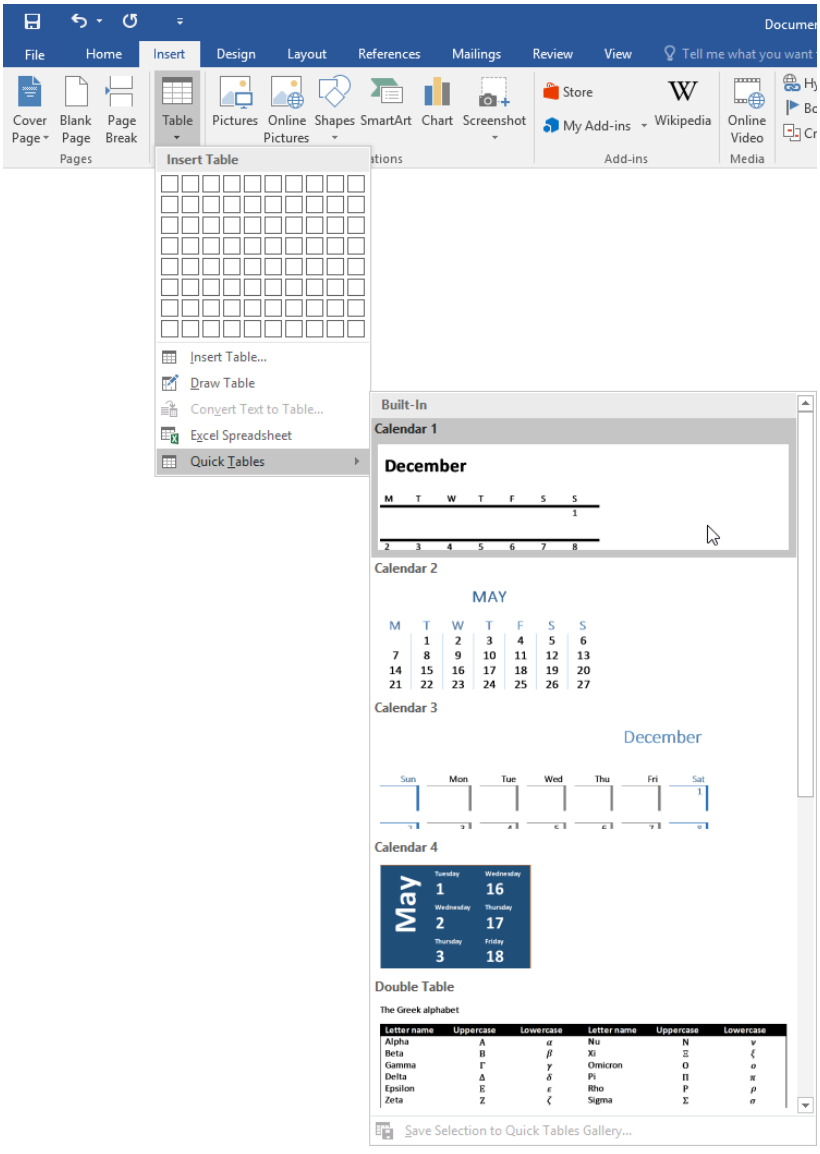


The first tab is **Design** (pictured above). This tab provides commands to change the appearance of your table. We'll take a closer look at it in Topic C.

The second tab is **Layout**. This tab provides commands to change the structure of your table. We'll take a closer look at it in Topic B.

QUICK TABLES

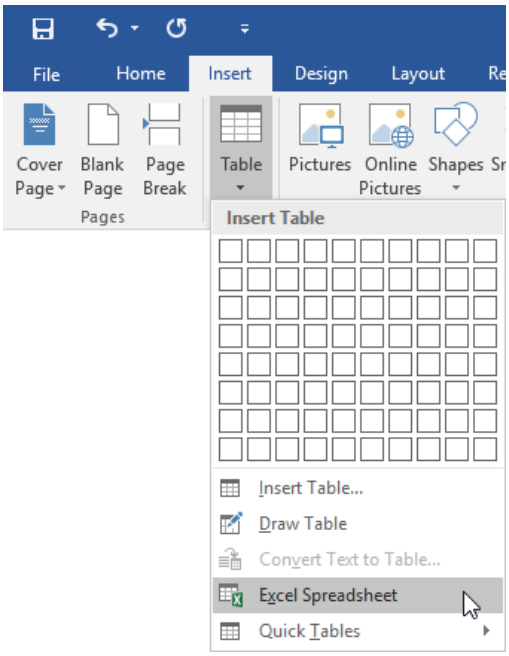
Word also provides some sample tables for common tasks, called Quick Tables. To add one of these to your document, click Insert → Table → Quick Tables and click a thumbnail:



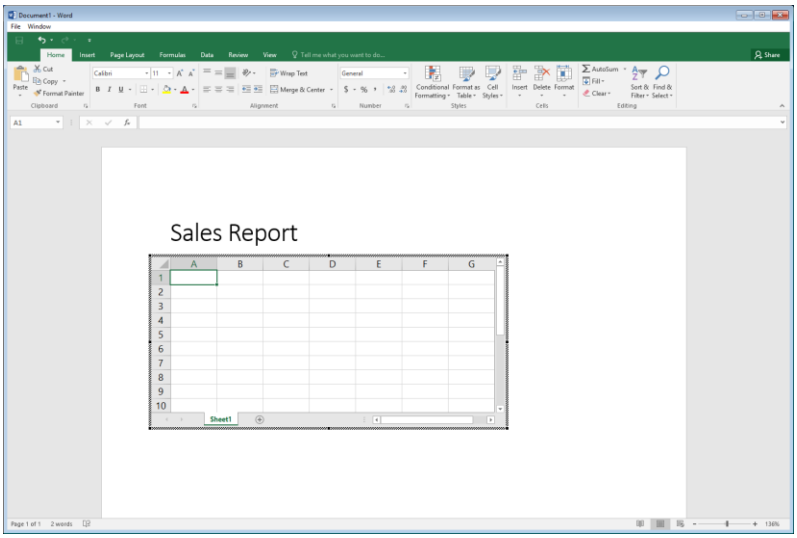
The table will then be inserted and ready to modify.

INSERTING EXCEL DATA

To create a table containing Excel data, click to place your cursor where you want the spreadsheet to go. Then, click Insert → Table → Excel Spreadsheet:



Now, you will see the Excel embedded object interface in Word. You can enter your data using the Excel interface:



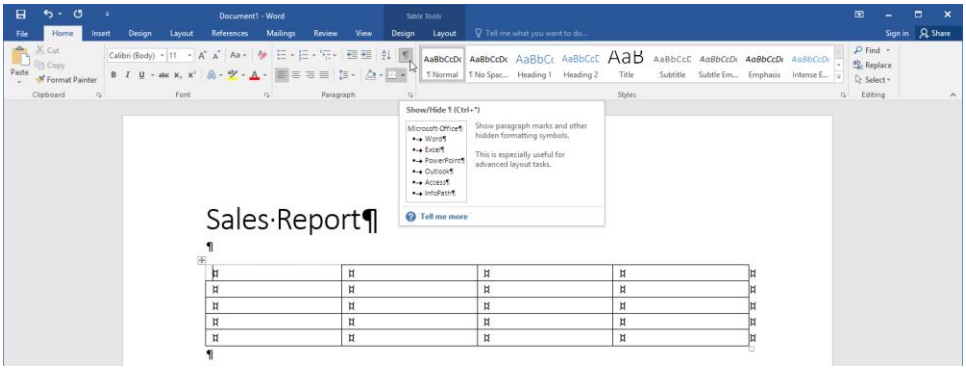
When you are finished, press the Esc key or click in a blank part of the document to return to Microsoft Word.

TABLE NAVIGATION METHODS

When you are working with a table, you can click in any cell to move to it. You can also navigate through a table using the keyboard shortcuts shown below.

Location To Move To	Keyboard Shortcut
One cell to the right	Tab (or right arrow key if cell is empty)
One cell to the left	Shift + Tab (or left arrow key if cell is empty)
One row up	Up arrow key
One row down	Down arrow key
First row	Alt + Page Up
Last row	Alt + Page Down
First column	Alt + Home
Last column	Alt + End

Nonprinting Characters in Tables
If you turn on hidden characters, you will see special markers at the end of rows and columns:



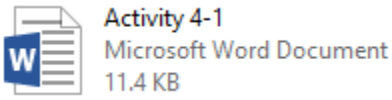
As well, any hidden borders will be displayed as blue gridlines. These will never be printed, but you can toggle their display on or off by clicking Table Tools – Layout → View Gridlines.

ACTIVITY 4-1

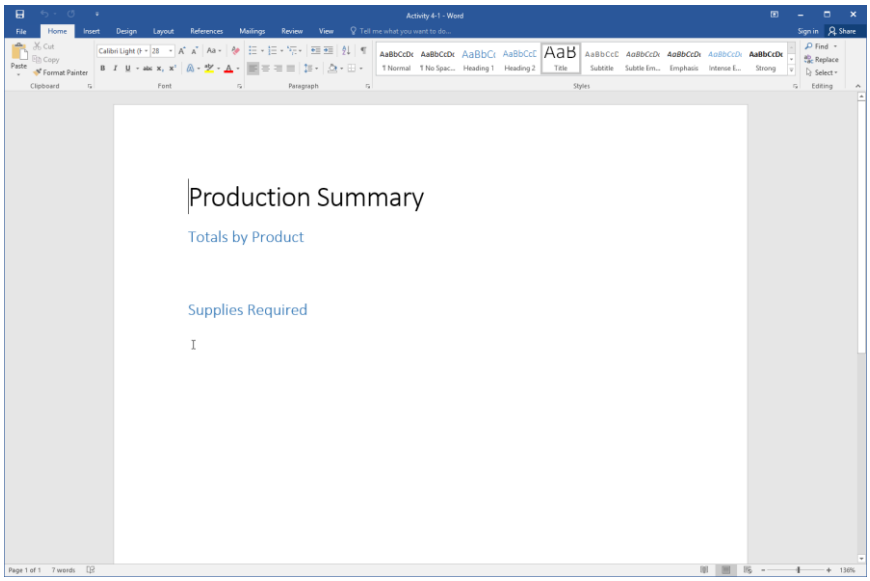
Inserting a Table

In this activity, you will begin constructing a report using tables.

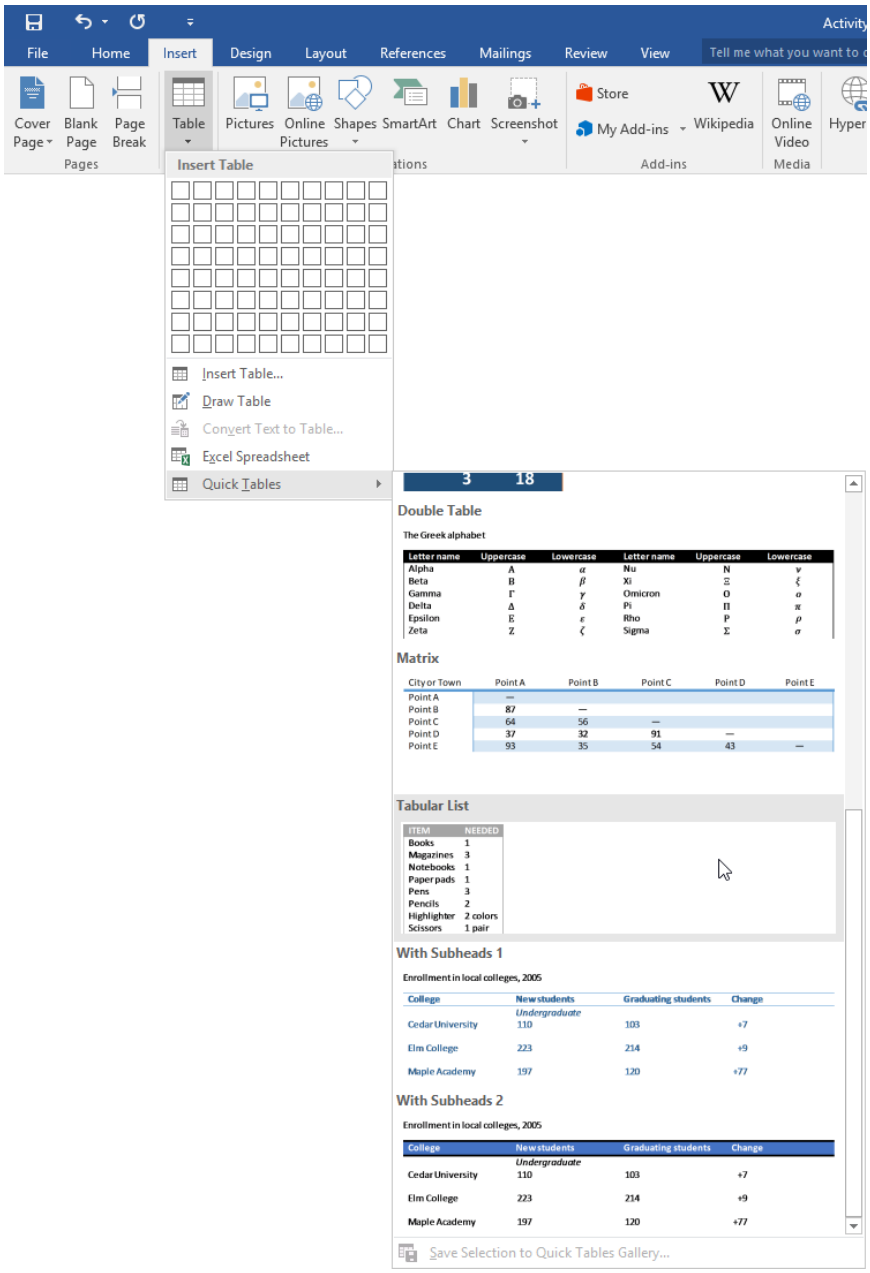
1. Open Microsoft Word 2016 and open Activity 4-1:



2. First, let's add a Quick Table to the document. Click to place your cursor below the "Supplies Required" heading:



3. Then, click Insert → Table → Quick Tables → Tabular List:



4. The table will be inserted. We can update its contents later:

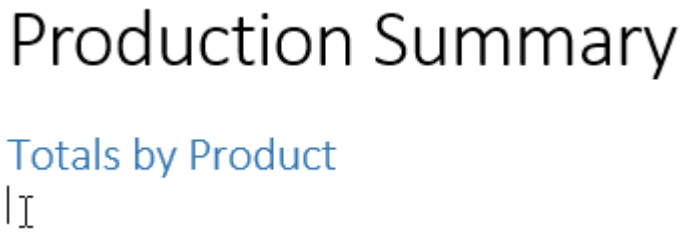
Production Summary

Totals by Product

Supplies Required

ITEM	NEEDED
Books	1
Magazines	3
Notebooks	1
Paper pads	1
Pens	3
Pencils	2
Highlighter	2 colors
Scissors	1 pair

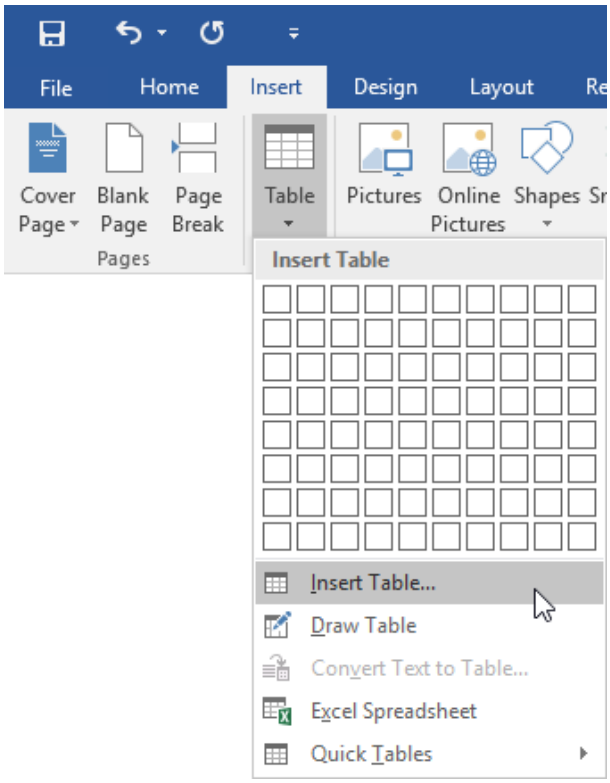
5. Now, let's add a table for the first heading. Click to place your cursor under "Totals by Product:"



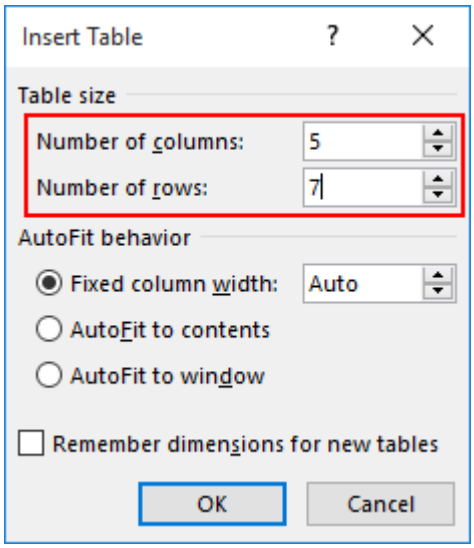
Production Summary

Totals by Product

6. Click Insert → Table → Insert Table:



7. The Insert Table dialog box will open. Enter 5 for the number of columns and 7 for the number of rows. Click OK:



8. The table will be inserted. Fill it out to match the example below by clicking and typing in each cell:

	Lantern	Flashlight	Task Light	Overhead Light
January	3837	3635	3939	2997
February	4248	2889	3394	2714
March	3781	3087	2721	3626
April	3208	4079	3866	3941
May	4355	3865	3870	3839
June	3084	4346	4190	3972

9. Save your document as Activity 4-1 Complete. Close Microsoft Word 2016.

TOPIC B: Modify a Table

In the last lesson, we learned how to insert a basic table. However, there is so much more that you can do with tables! In this topic, you will learn how to select and modify a table. You will also learn how to use the Table Tools – Layout contextual tab and the Table Properties dialog box.

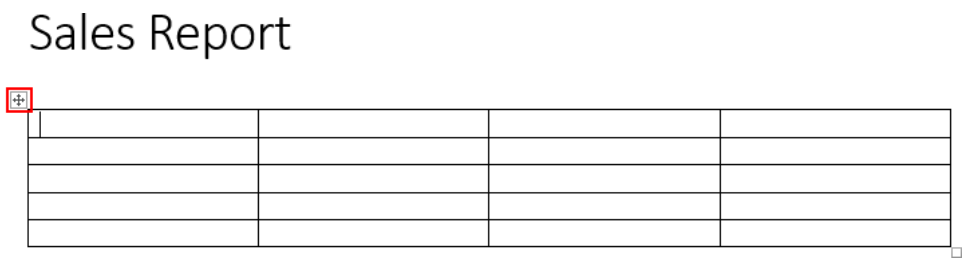
Topic Objectives

In this topic, you will learn:

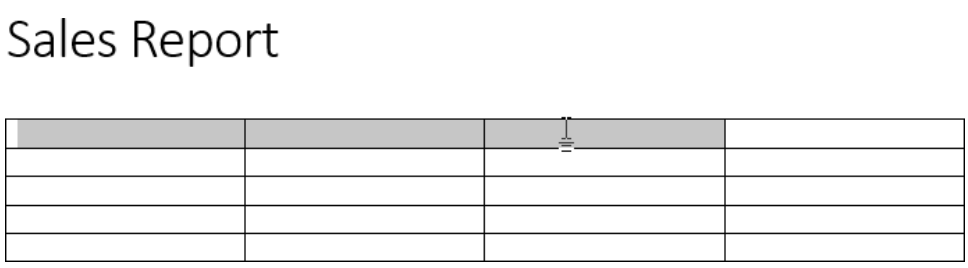
- Techniques for selecting a table
- About the commands on the Table Tools – Layout tab
- About the Table Properties dialog box
- How to add, delete, move, and resize rows and columns
- How to customize cell margins
- How to add a title to a table

TABLE SELECTION METHODS

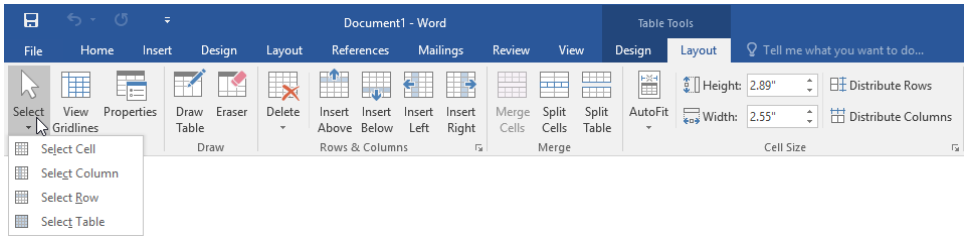
To select a table, place your mouse over any part of the table. Then, click the four-headed arrow icon above the top left corner of the table:



You can also click and drag over the table or any of its parts:



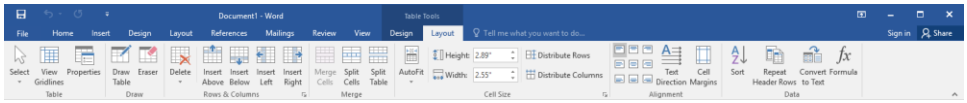
Or, use the Select menu on the Table Tools – Layout tab to select a table or its parts:



Just as with regular text, selecting parts of a table will tell Word what you want to modify.

THE TABLE TOOLS – LAYOUT CONTEXTUAL TAB

The Table Tools – Layout contextual tab is available when you select a table or when your cursor is inside it:



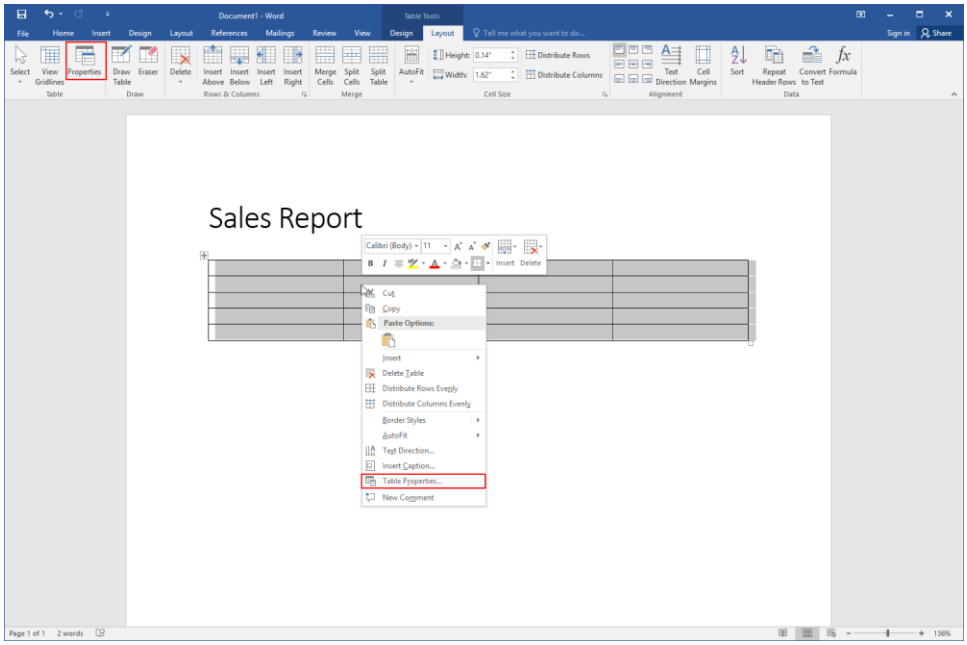
Let's look at its commands.

- **Table group:** Work with the table as a whole.
- **Draw group:** Manually draw a table, columns, or rows.
- **Rows & Columns group:** Modify rows and columns in the table.
- **Merge group:** Modify cells in the table.
- **Cell Size group:** Modify the size of rows and columns.
- **Alignment group:** Change how text is displayed in cells.
- **Data group:** Modify how table data is arranged.

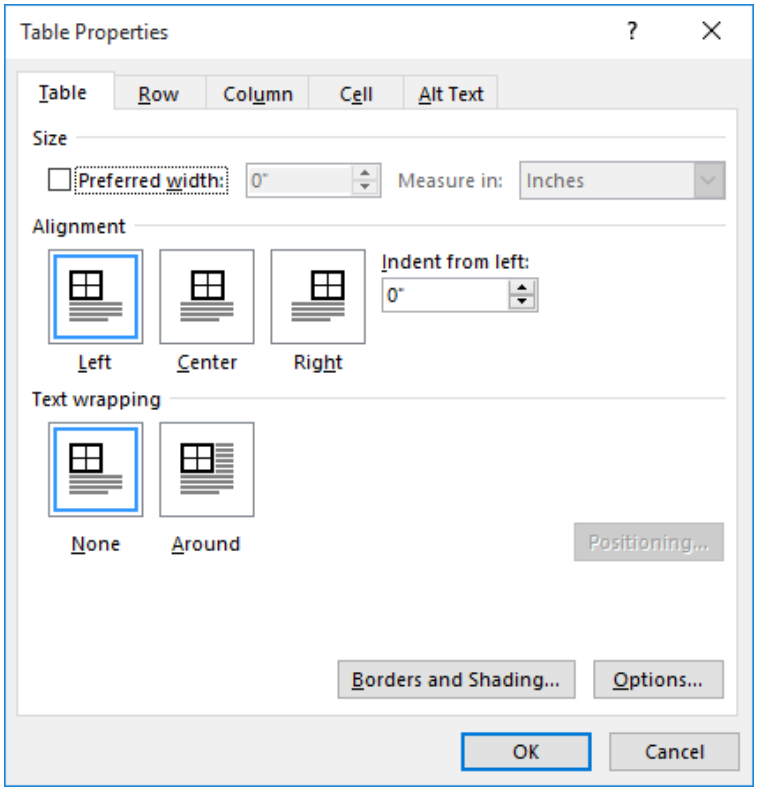
THE TABLE PROPERTIES DIALOG BOX

The next item that we're going to look at is the Table Properties dialog box. This is the central location for most table settings.

First, make sure that you select the portion of the table that you want to format. Then, to open the dialog, right-click the table and click Table Properties or click the Properties command on the Table Tools – Layout tab:



With either command, you will see this dialog box:

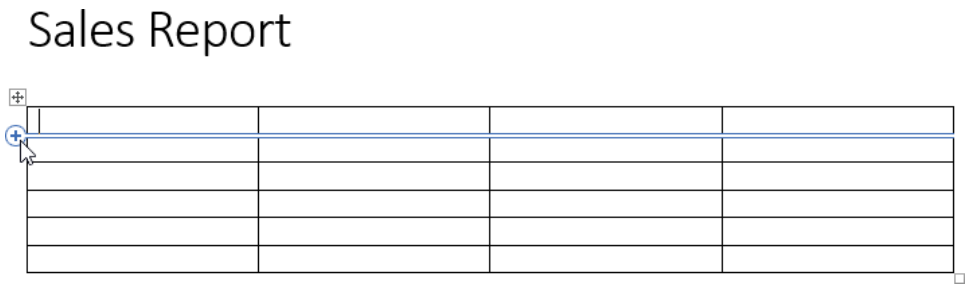


Let's take a look at what each tab in this dialog does.

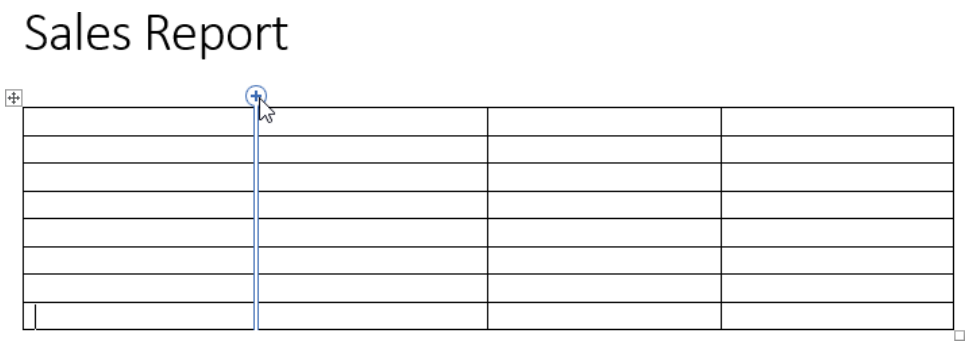
Table	Set the preferred width, alignment, indent, and text wrapping for the table. This tab also contains commands for the Borders and Shading dialog and the Table Options dialog (used to set cell margins and spacing).
Row	Specify the row height and if it is allowed to break across pages.
Column	Specify preferred column width.
Cell	Specify preferred width and alignment. Also contains an Options button, which opens a dialog where you can set cell margins and wrap options.
Alt Text	Specify alternative text for the table, which will improve its accessibility.

INSERTING AND DELETING ROWS AND COLUMNS

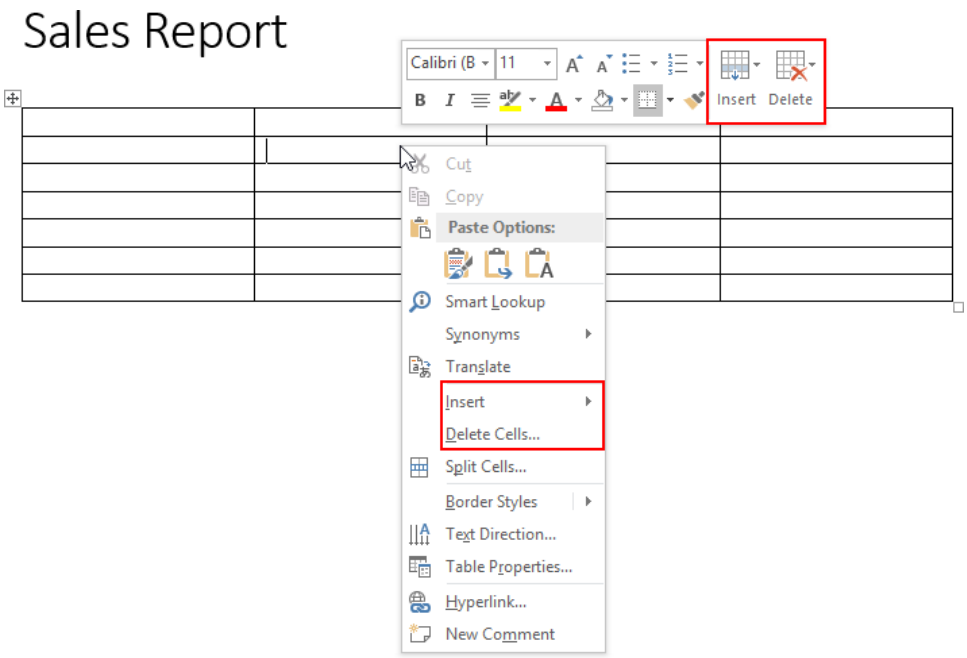
The easiest way to insert a row is to move your cursor to the beginning of the row that you want the new row to appear after. Then, click the Insert Row icon:



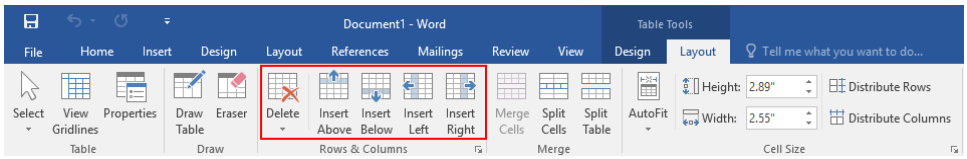
You can also use this technique to insert columns:



You will also find commands to insert and delete rows and columns on the right-click menu and on the mini toolbar:



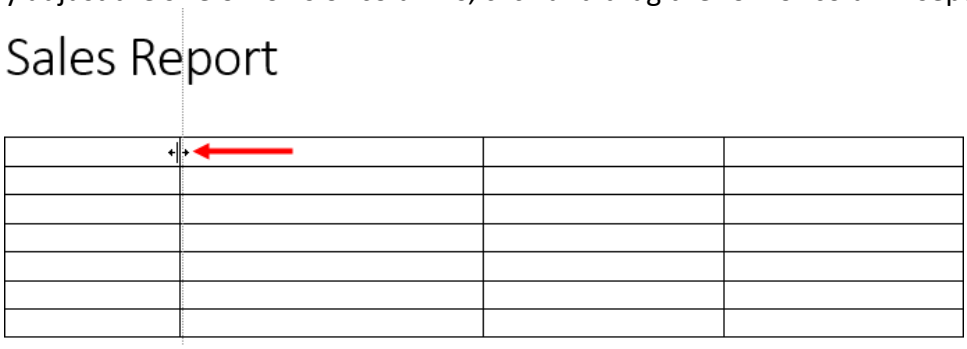
And in the Rows & Columns group of the Table Tools – Layout tab:



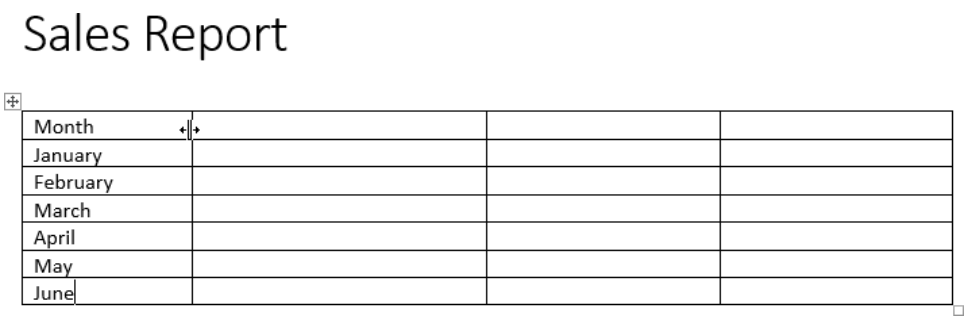
You can also select entire rows or columns and press Backspace on your keyboard to delete them. To delete the entire table, select it using the methods described previously and press Backspace on your keyboard.

MOVING AND RESIZING ROWS AND COLUMNS

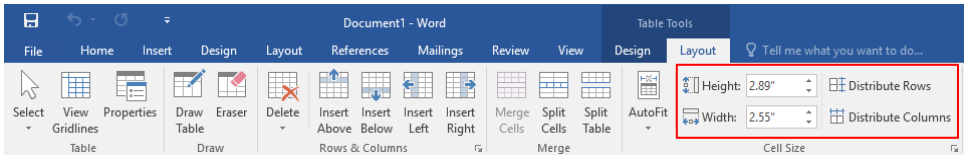
To manually adjust the size of rows or columns, click and drag the row or column separator:



You can double-click the separator itself if you want Word to fit the row or column to its text:

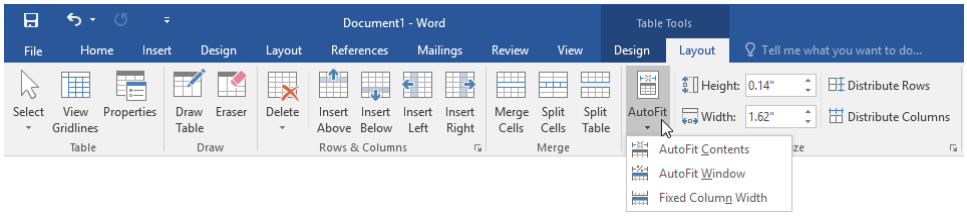


You can also set the height of rows and the width of columns in the Cell Size group on the Table Tools – Layout tab:



This can apply to all rows and columns or just those that you have selected. The **Distribute Rows** command will make all selected rows the same height, while **Distribute Columns** will make all selected columns the same width.

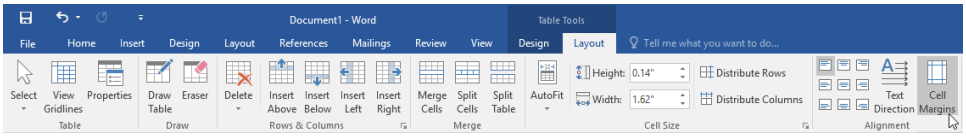
Finally, you can use the AutoFit commands to have Word automatically size your table based on various criteria:



To move columns or rows, use the cut, copy, and paste commands.

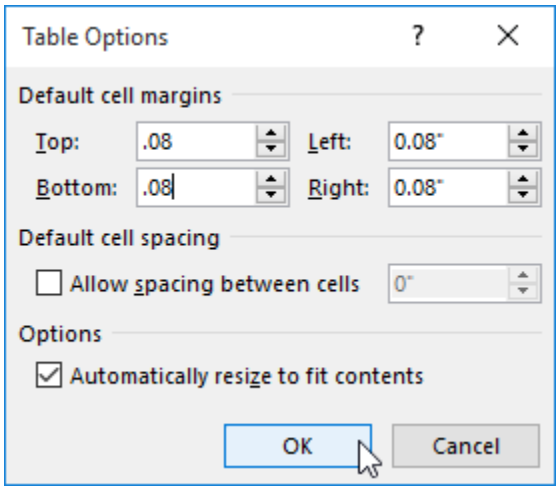
Customizing Cell Margins

To customize the amount of white space between the table's cell borders and their contents, click Table Tools – Layout → Cell Margins:



(You can also click the Options button in the Table Properties dialog box.)

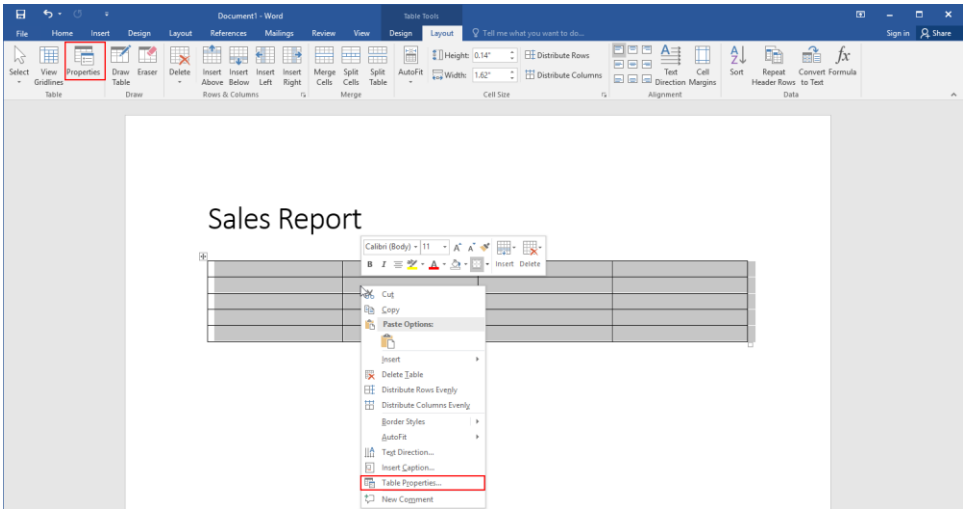
Then, enter the desired margins and click OK:



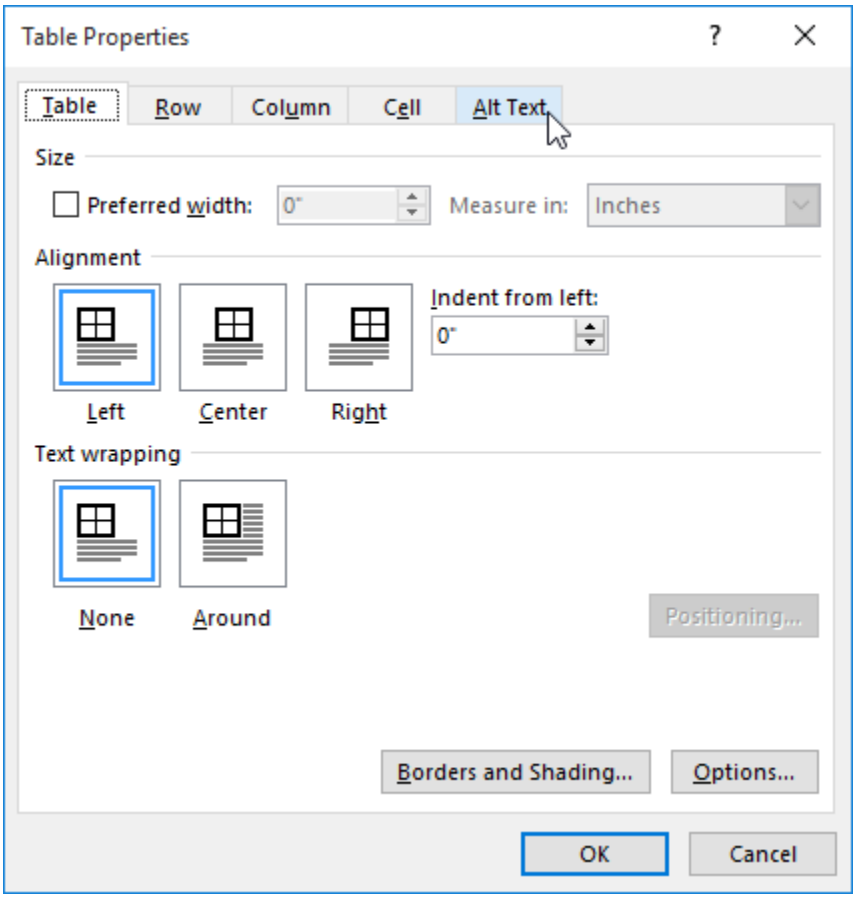
Note that these settings can only be applied to the entire table.

Setting Table Titles

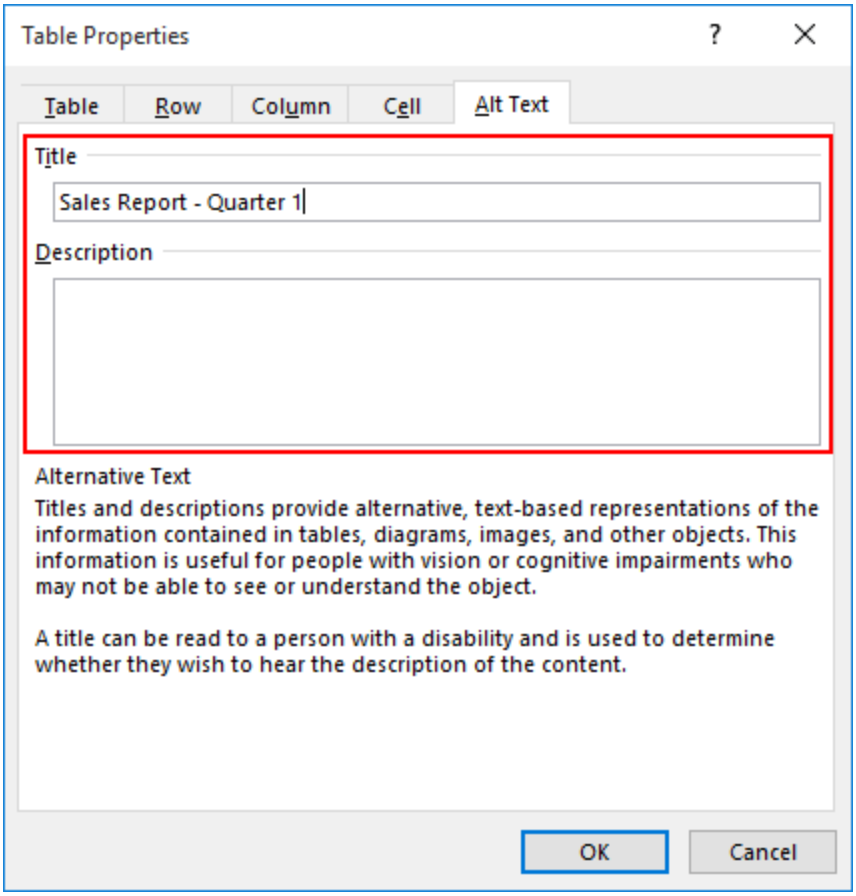
To add a title to the table, right-click the table and click Table Properties or click the Properties command on the Table Tools – Layout tab:



The Table Properties dialog box will open. Click the Alt Text tab:



Here, you can enter a title as well as a description if desired:



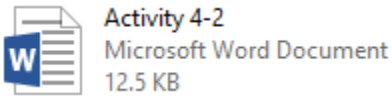
Click OK to apply the title to the table. It will not be visible in the document but will be accessible by screen readers and other accessibility programs.

ACTIVITY 4-2

Modifying a Table

In this activity, you will further modify the table that you created in the last activity.

1. Open Microsoft Word 2016 and open Activity 4-2:



2. First, we need to add a new column for a product that was omitted from the first draft of the report. Move your mouse over the column separator between "Task Light" and "Overhead Light." Click the Insert Column icon that appears:

Totals by Product

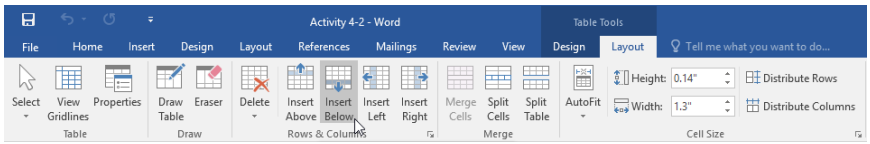
	Lantern	Flashlight	Task Light	Overhead Light
January	3837	3635	3939	2997
February	4248	2889	3394	2714
March	3781	3087	2721	3626
April	3208	4079	3866	3941
May	4355	3865	3870	3839
June	3084	4346	4190	3972

3. Fill in the this new column with the values shown below:

Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972

4. Now, let's add a total row. Ensure that you are in the last row of the table. Then, click Table Tools – Layout → Insert Below:

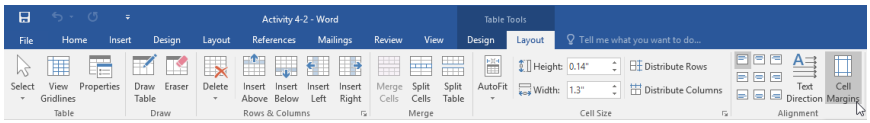


5. Place your cursor in the first cell of this row. Type, "TOTALS:"

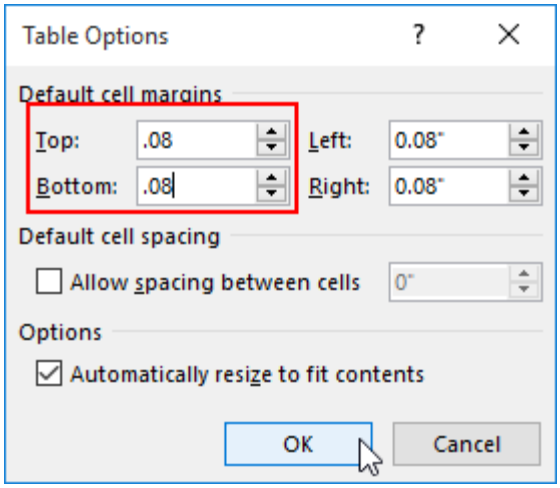
Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					

6. Next, let's adjust the cell margins. Click Table Tools – Layout → Cell Margins:



7. Enter .08 for both the top and bottom margins. Click OK to apply your settings:

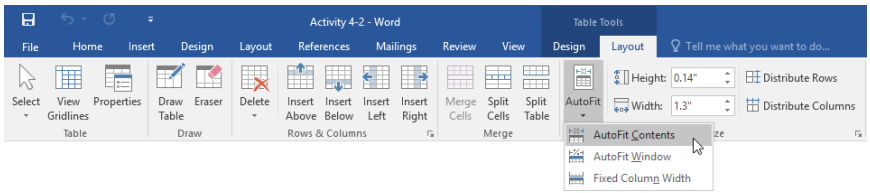


8. The changes will be applied. Next, click the four-headed arrow icon in the top left-hand corner of the table to select it:

Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					

9. Click Table Tools – Layout → AutoFit → AutoFit Contents:



10. The table will be automatically resized to better suit its contents:

Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					

11. Save your document as Activity 4-2 Complete. Close Microsoft Word 2016.

TOPIC C: Format a Table

Now that we've learned the basics of creating tables, it's time for the fun stuff. In this lesson, we'll learn how to use pre-defined styles to format tables. We'll also look at the Table Tools – Design contextual tab.

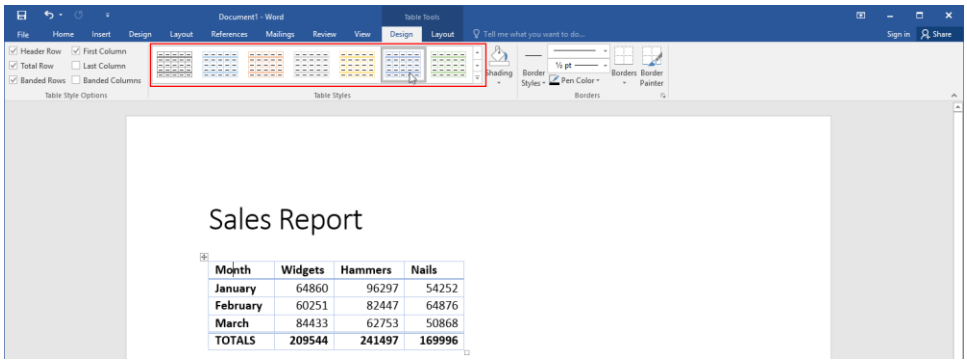
Topic Objectives

In this topic, you will learn:

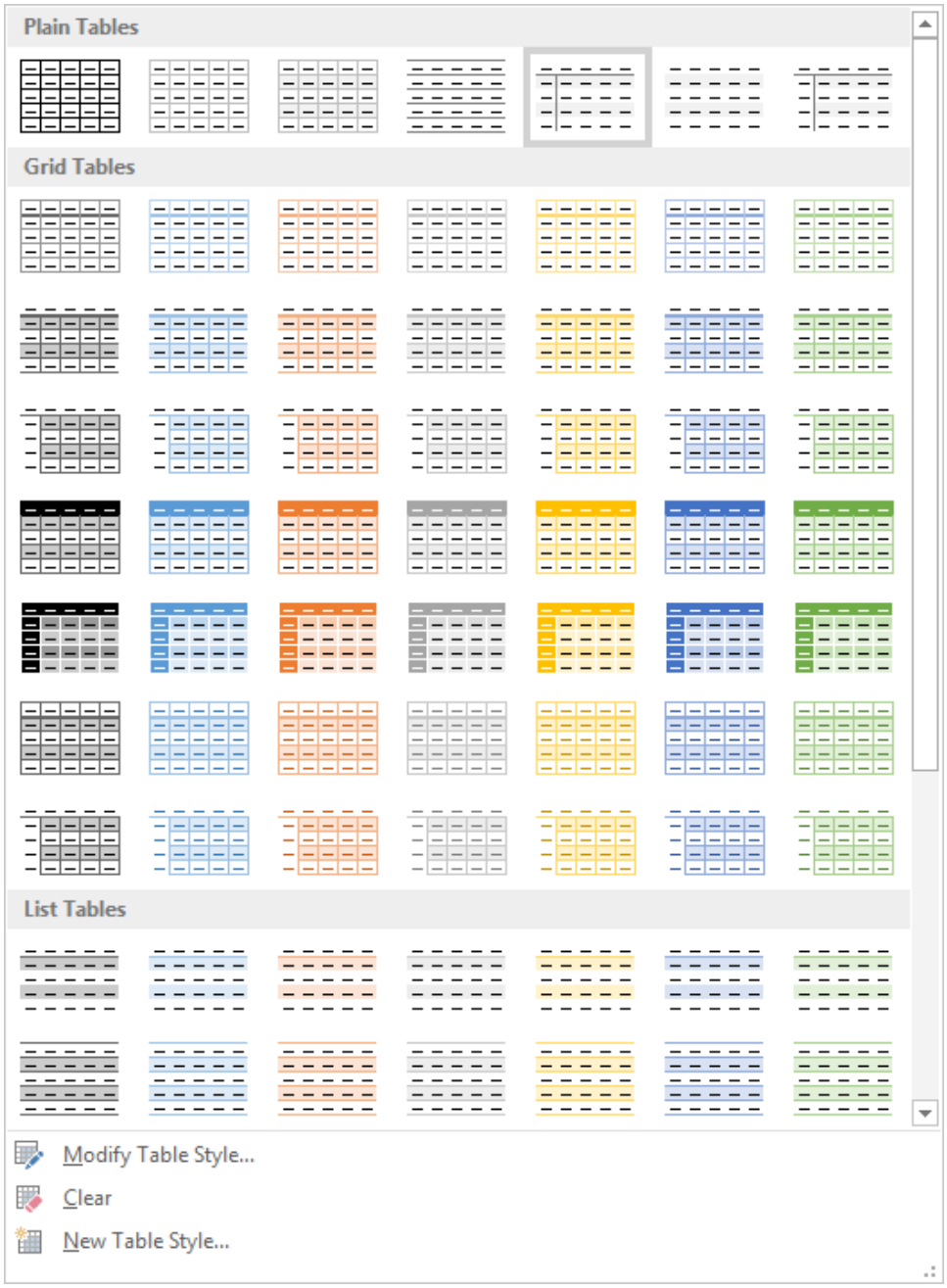
- How to format a table with styles
- How to change the fonts in a table
- How to use the Table Tools – Design contextual tab

TABLE STYLES

Table styles are the easiest way to format a table. To apply a style, place your cursor inside the table. Then, click one of the thumbnails in the Table Styles gallery on the Table Tools – Design tab. You will see a preview as you move your mouse over each thumbnail:



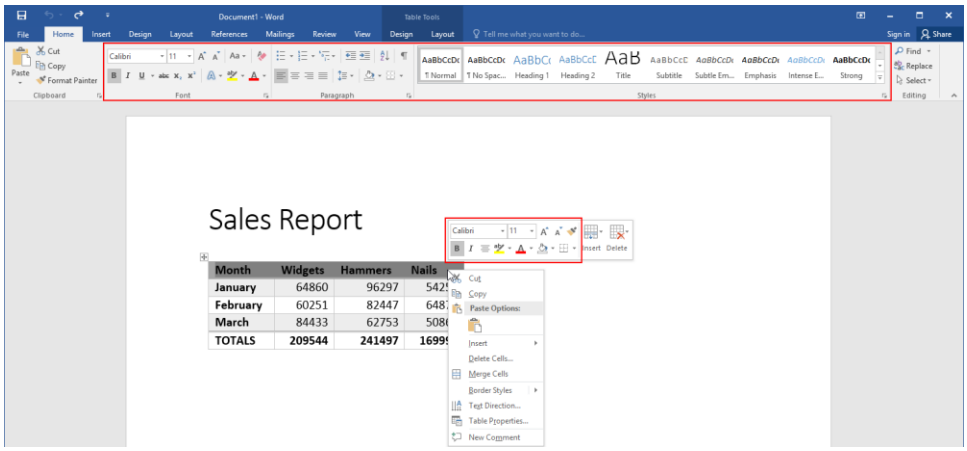
Like other style galleries we have looked at, you can click the up and down arrows to navigate through the available styles, or click the More arrow (▾) to see all styles:



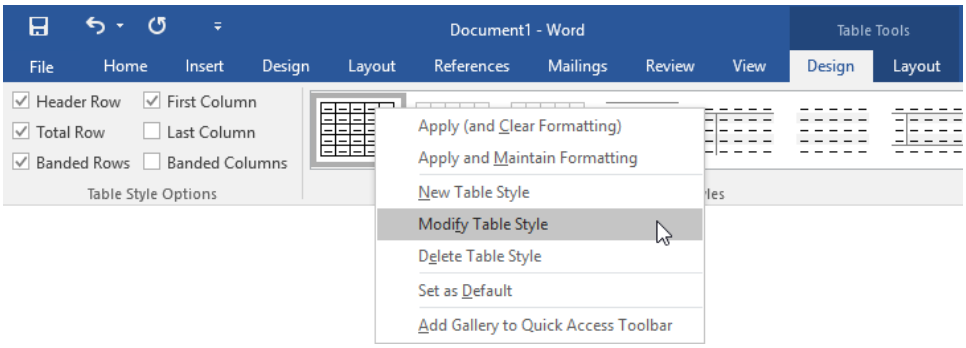
Note the Clear command at the bottom of the menu, which will clear the current style from the table.

TABLE FONTS

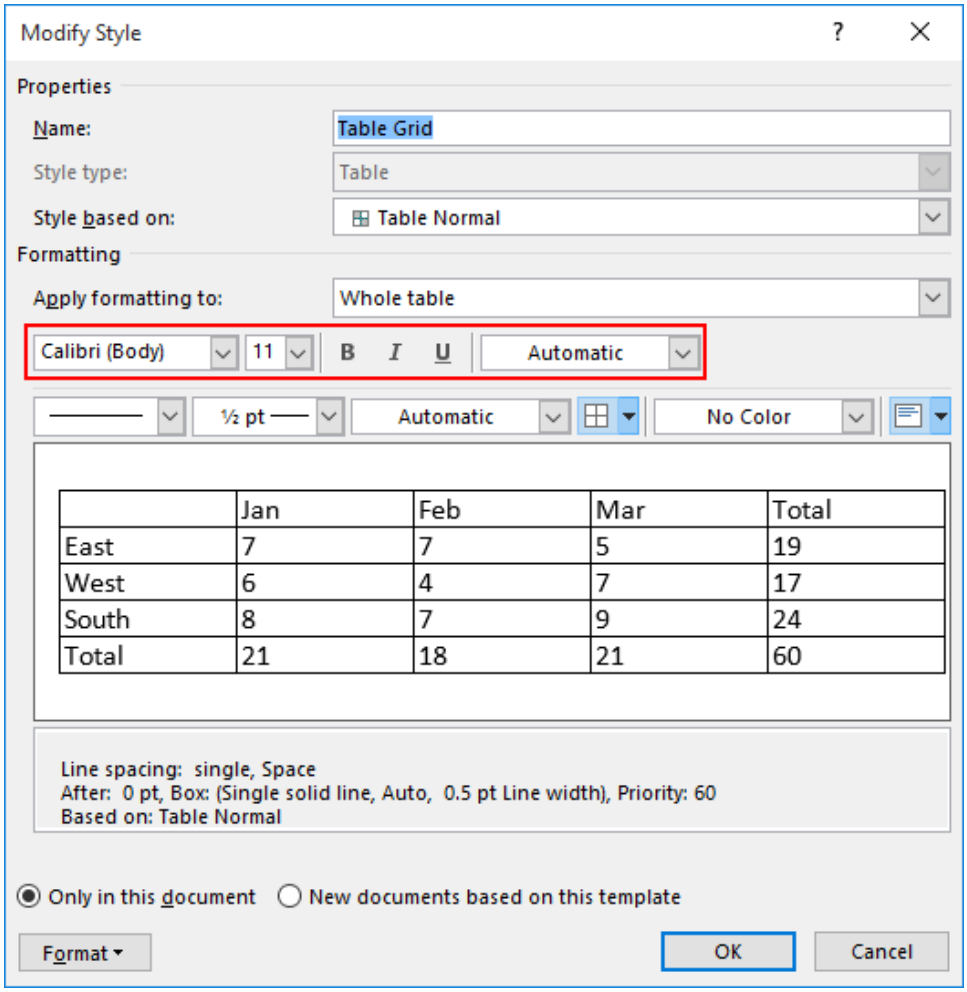
There are a few ways that you can modify the fonts used in a table. The easiest way is to select the desired text and use the commands on the Home tab or mini toolbar, just as you would with regular text:



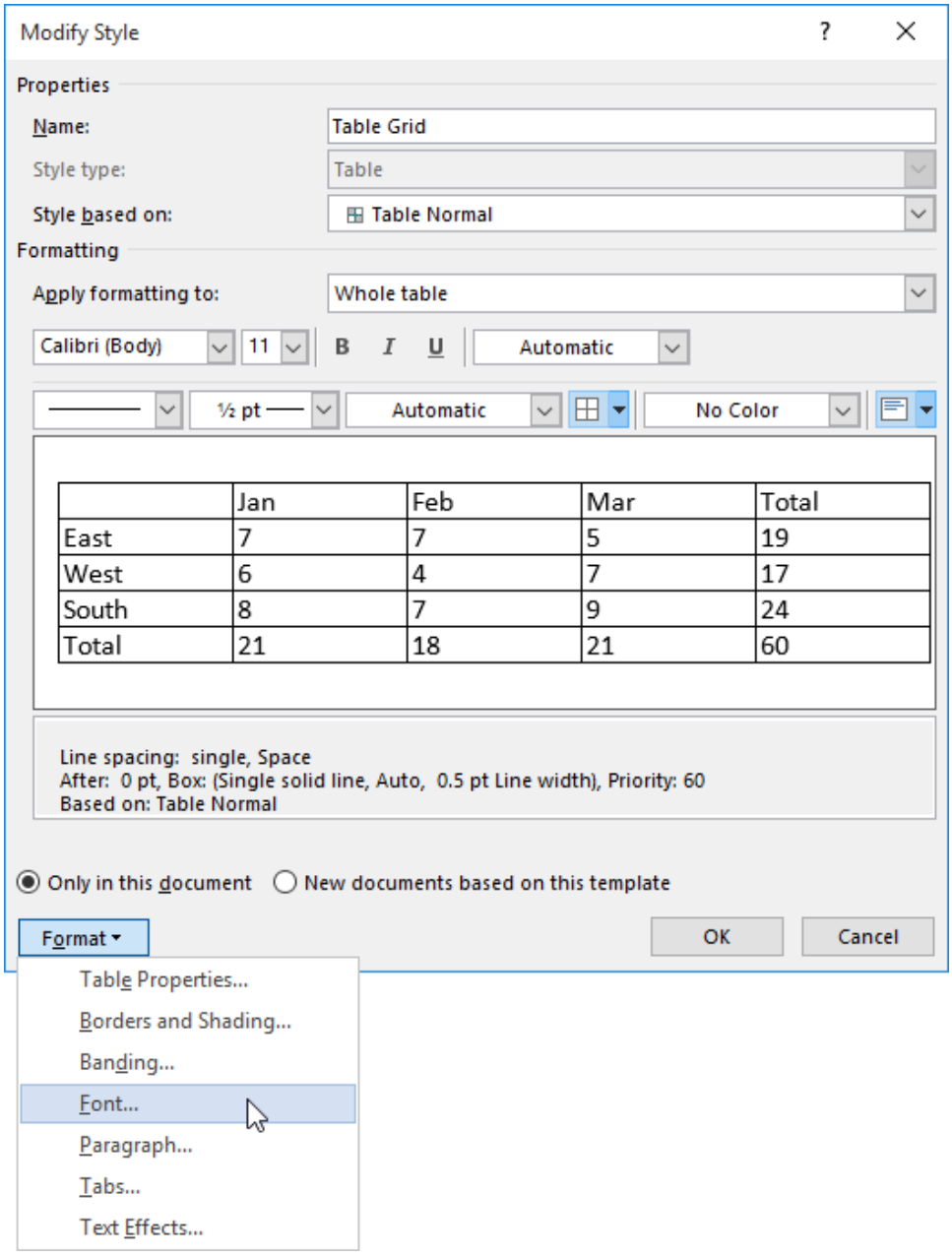
Or, you can modify the table's style to change the font. This will in turn change the font for any table that uses that same style. To begin, right-click the style thumbnail from the Table Styles gallery on the Table Tools – Design tab and click Modify Table Style:



The Modify Style dialog box will open. In the middle of this dialog box, you will see commands to change the font face, size, effects, and color:



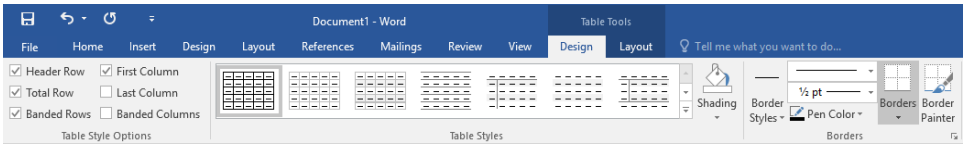
You can access more advanced options by clicking Format → Font:



Once you have finished making your font changes, click OK to apply the style modifications.

THE TABLE TOOLS – DESIGN CONTEXTUAL TAB

In addition to the Table Styles gallery, you will find a number of other design commands on the Table Tools – Design tab:



Here's an overview of the groups on this tab:

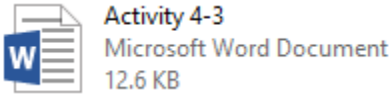
- **Table Style Options group:** Toggle various types of table formatting on and off.
- **Table Styles group:** Control the appearance of the table.
- **Borders group:** Customize the borders in the table.

ACTIVITY 4-3

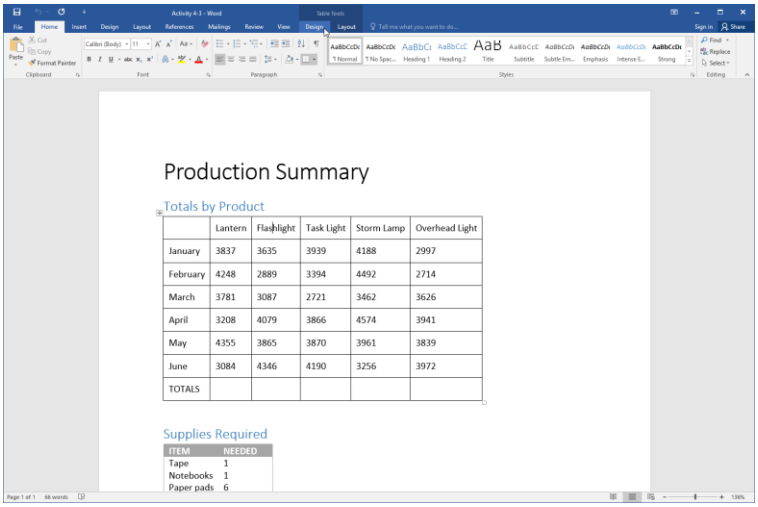
Formatting a Table

In this activity, we will format the table in our production summary report.

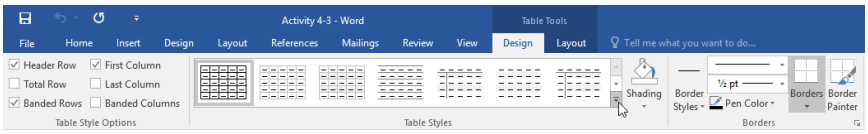
1. Open Microsoft Word 2016 and open Activity 4-3:



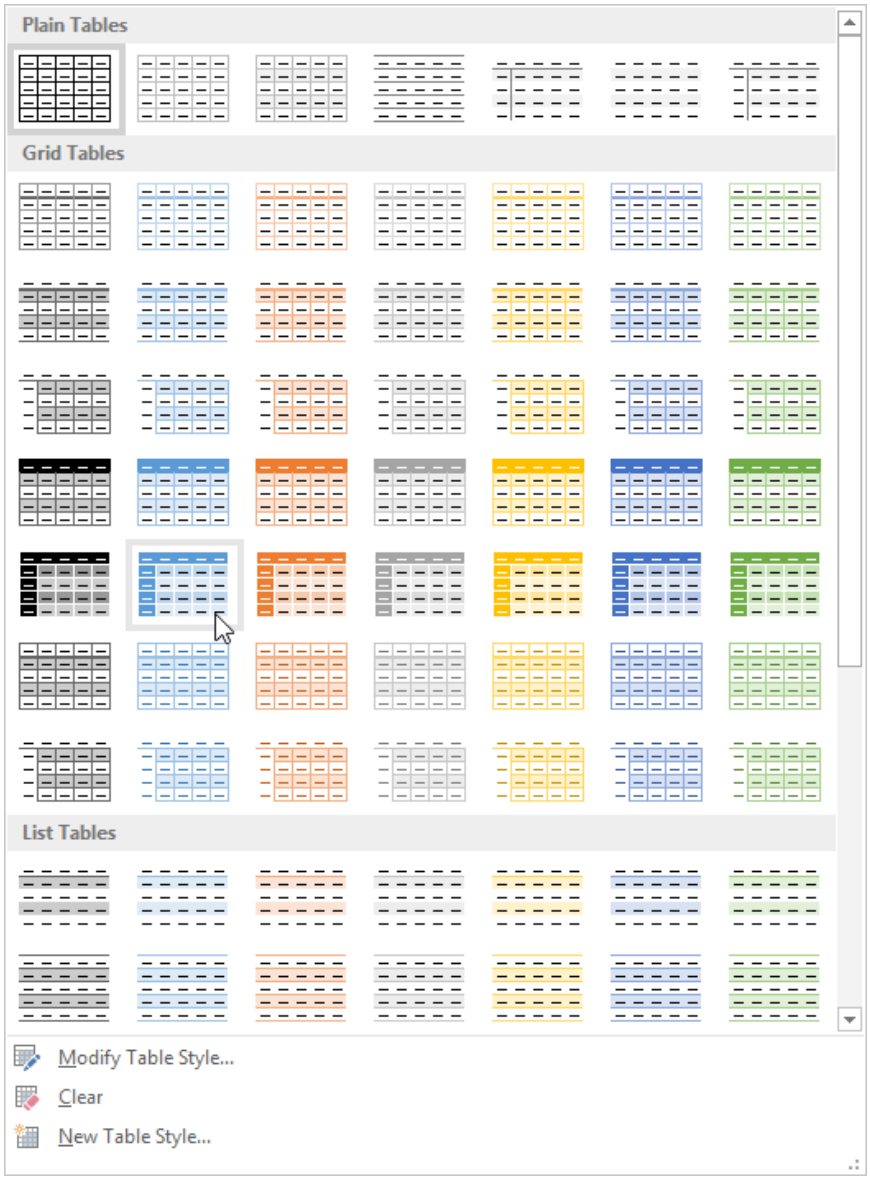
2. Click inside the first table to place your cursor there. Then, click the Table Tools – Design tab:



3. Click the More arrow in the Table Styles gallery:



4. Click the thumbnail for the "Grid Table 5 Dark – Accent 1" style:

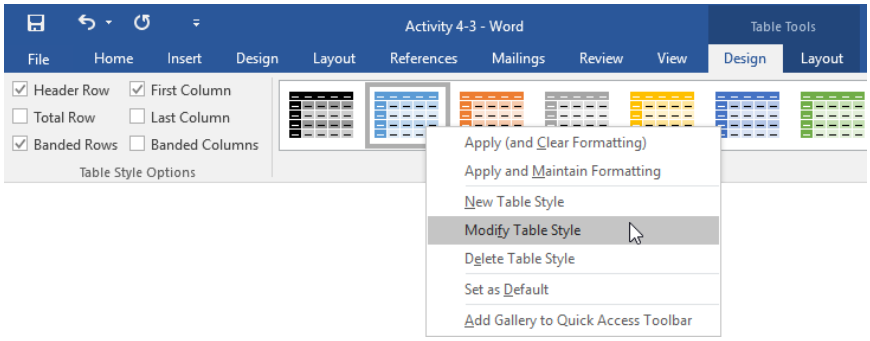


5. The style will then be applied:

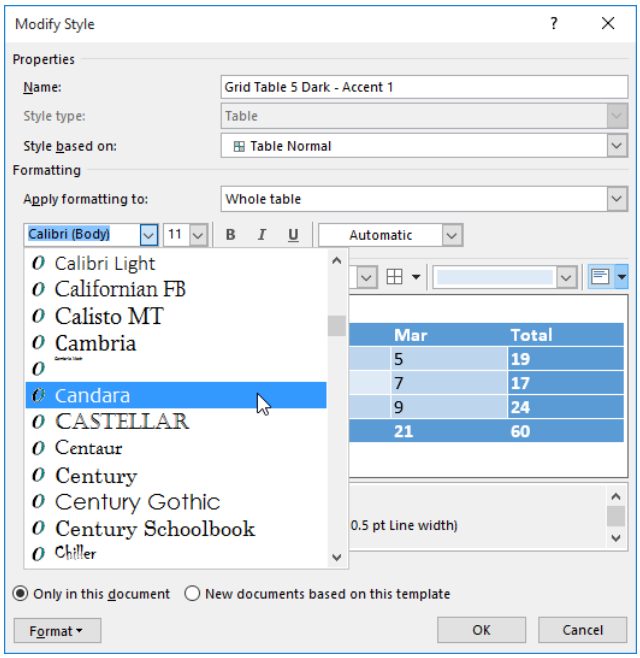
Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					

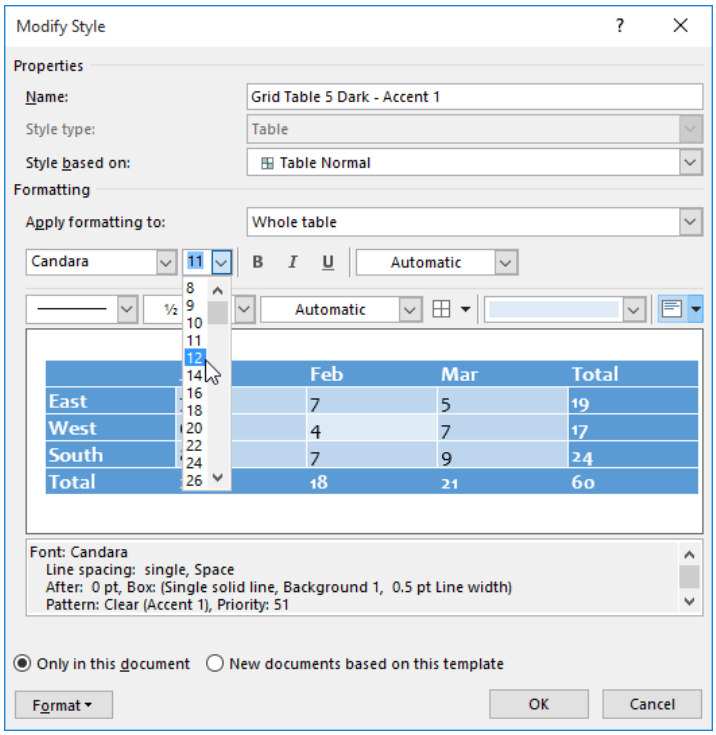
6. Let's modify the font for this style. Right-click the style thumbnail in the Table Styles group and click Modify Table Style:



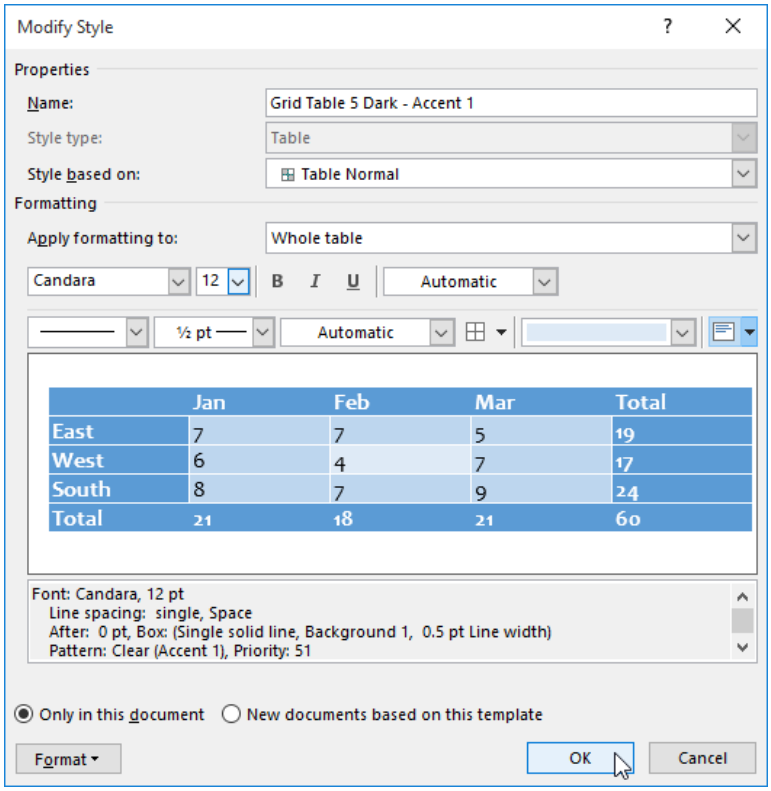
7. The Modify Style dialog box will open. Click the Font drop-down menu and click Candara:



8. Change the font size to 12:



9. Click OK to apply the changes:

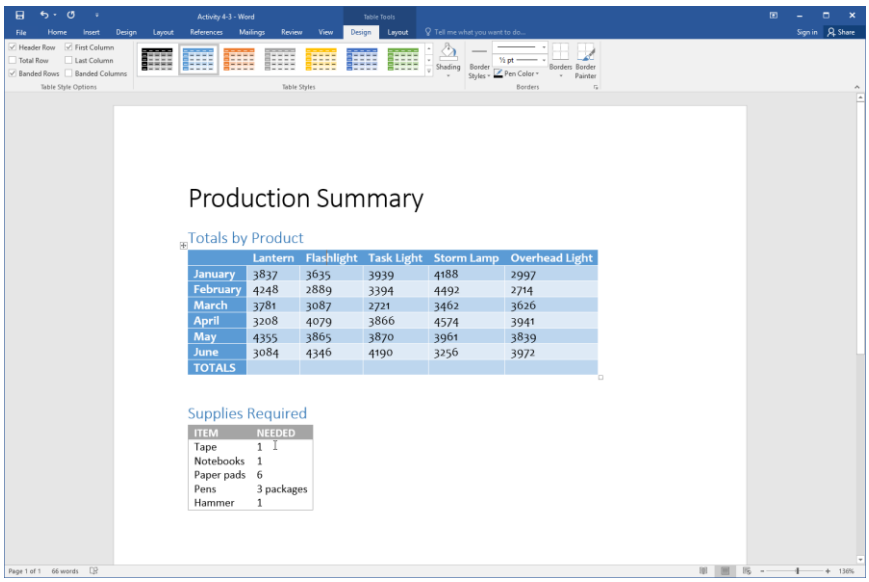


10. The font will now be updated:

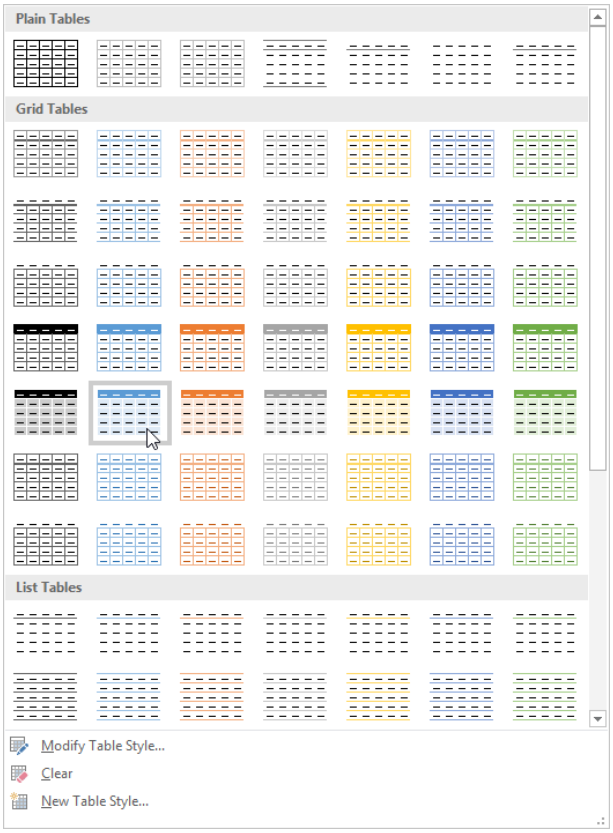
Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					

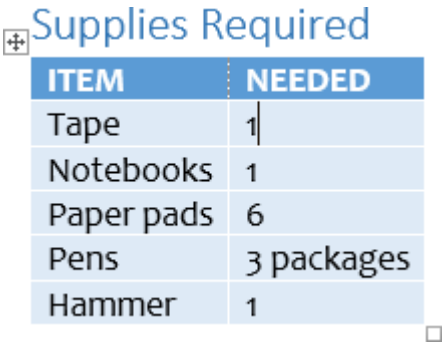
11. Click to place your cursor in the second table in the document:



12. Click the More arrow in the Table Styles gallery. Then, click the thumbnail for the "Grid Table 5 Dark – Accent 1" style:



13. The style, including the custom font, will be applied:



14. Save your document as Activity 4-3 Complete. Close Microsoft Word 2016.

TOPIC D: Convert Text to a Table

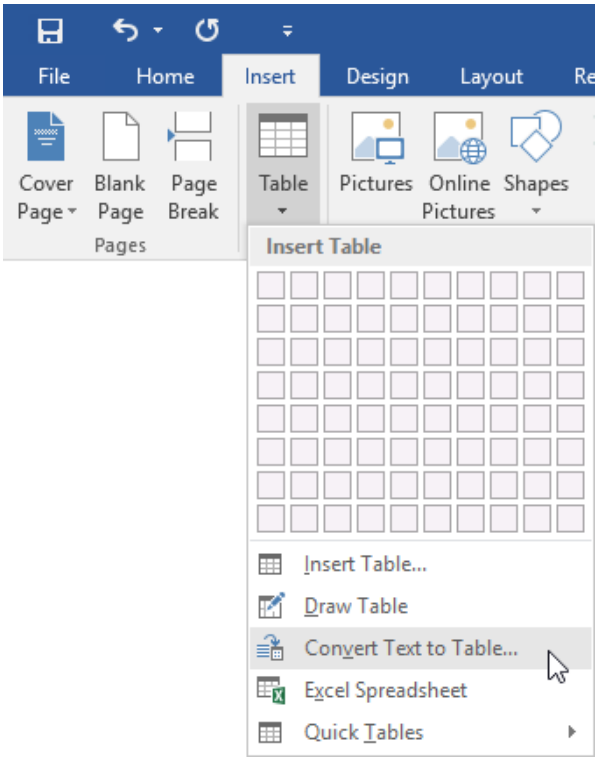
Although Word does have the ability to create great tables, you may find that you need to move data into another program. Although not all data programs support Word's default format, most programs do support plain text files (.txt) or comma separated values (.csv) files. Conversely, you may find the need to convert plain text into tables. These tasks will be covered during this topic.

Topic Objectives
In this topic, you will learn:

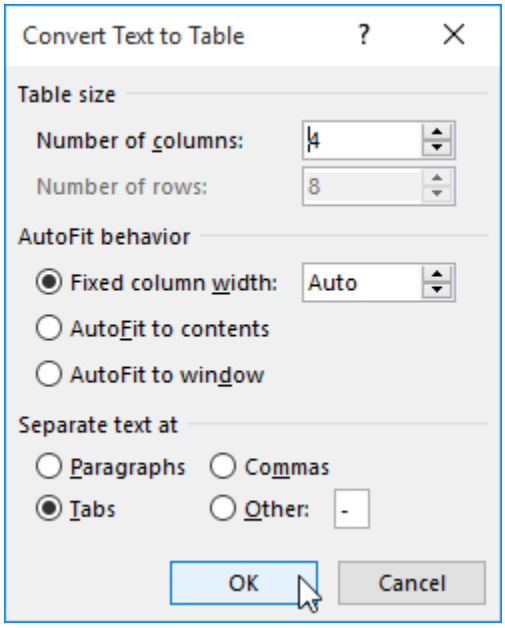
- How to use the Convert Text to Table dialog box
- How to use the Convert Table to Text dialog box

THE CONVERT TEXT TO TABLE DIALOG BOX

To convert data into a table, first select the target data. Then, click Insert → Table → Convert Text to Table:



Then, specify the number of columns you want, how Word should AutoFit the text, and how the text is separated. (Usually Word is good at picking up this information from the table, but always double-check the settings.) Click OK when you are ready:



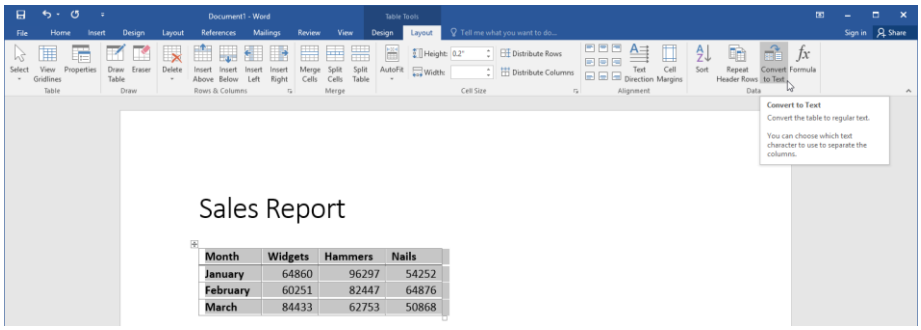
Once you click OK, your text will be transformed into a table. You'll have some adjusting and formatting to do, but it's a start!

Sales Report

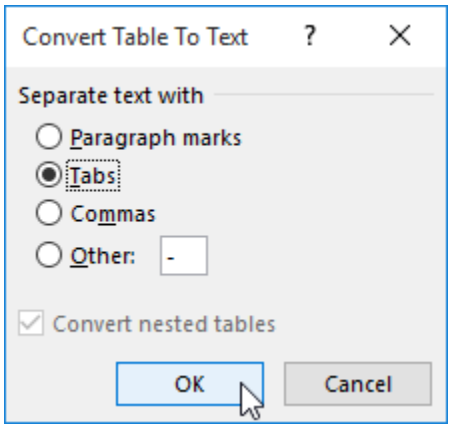
Month	Widgets	Hammers	Nails
January	97827	85792	77670
February	91756	93059	80148
March	83462	69023	54002

THE CONVERT TABLE TO TEXT DIALOG BOX

To convert a table into plain text, first select it. Then, click "Convert to Text" in the Data group of the Table Tools – Layout tab:



Then, specify how you want your data to be separated. (Typically you will want to pick tabs or commas.) Click OK to convert the table:



Now your table will appear as plain text:

Month	Widgets	Hammers	Nails
January	97827	85792	77670
February	91756	93059	80148
March	83462	69023	54002

To complete the conversion, save your document as a plain text (.txt) file.

ACTIVITY 4-4

Converting Text to a Table

In this activity, you will use Word's conversion tools to make sense out of a poorly formatted production report.

Summary

This lesson was all about tables. You learned how to insert a table, modify its components, and format it using a variety of different tools. You also learned how to convert text to a table and vice-versa.

REVIEW QUESTIONS

1. **Which two contextual tabs are available when working with tables?**

2. **What are the horizontal components of tables properly referred to as?**

3. **Which keyboard shortcut allows you to move to the last column of a table?**

4. **List at least one way to insert a row into a table.**

5. **Which dialog box contains many settings for tables?**

LESSON 5: MANAGING LISTS

Lesson Objectives

In this lesson you will learn how to:

- Sort a list
- Renumber a list
- Customize a list

TOPIC A: Sort a List

Earlier in this course, you learned how to create bulleted and numbered lists. In this topic, you will learn how to automatically sort these lists. In fact, you can apply Microsoft Word's sorting tools to any text, including tables and paragraphs.

Topic Objectives
In this topic, you will learn:

- About the sort types available in Microsoft Word
- What sort fields are
- How to sort text

SORT TYPES

Microsoft Word allows you to sort lists based on three data types:

- **Text:** Sorts data numerically and then alphabetically.
- **Number:** Sorts data numerically.
- **Date:** Sorts items in chronological order. Works for both dates and times.

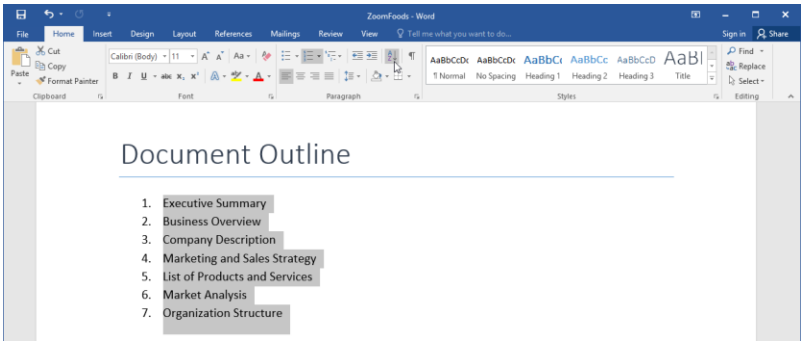
All of these sorts can be performed in ascending or descending order.

SORT FIELDS

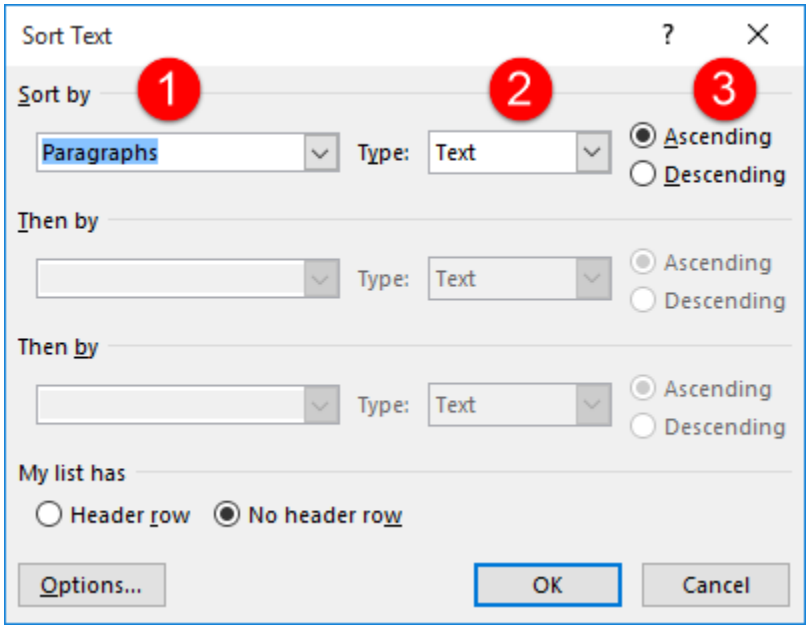
Sort fields set the criteria that data is sorted by. For example, you could have Word sort a table by first name and then last name to get an alphabetical list. You can choose up to three fields when sorting data in Microsoft Word.

SORTING TEXT

To sort text, select the items to sort and then click the Sort command on the Home tab:

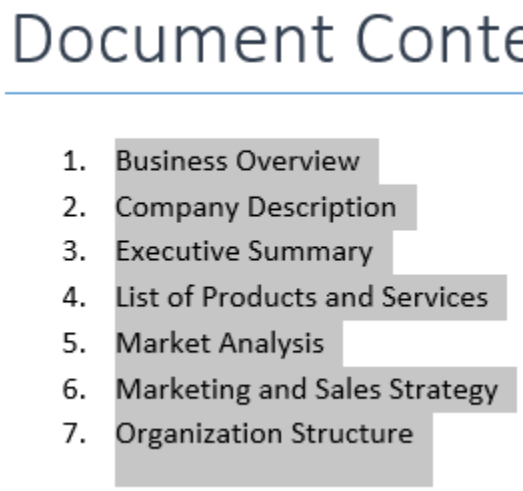


The Sort Text dialog box will appear. Here, you can set your **sort field (1)**, **data type (2)**, and **sort order (3)**. You can even choose multiple fields if you like:



When you are ready, click OK. Your data will be sorted according to the chosen criteria.

Here, we have performed a simple alphabetical sort. Word has renumbered our list to reflect the new order applied by the sort:

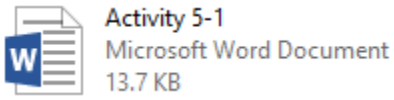


ACTIVITY 5-1

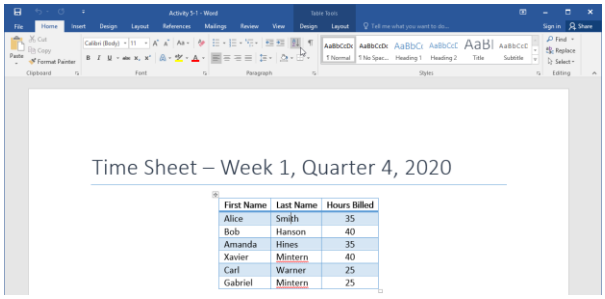
Sorting a List

In this activity, you will sort a time sheet by several criteria.

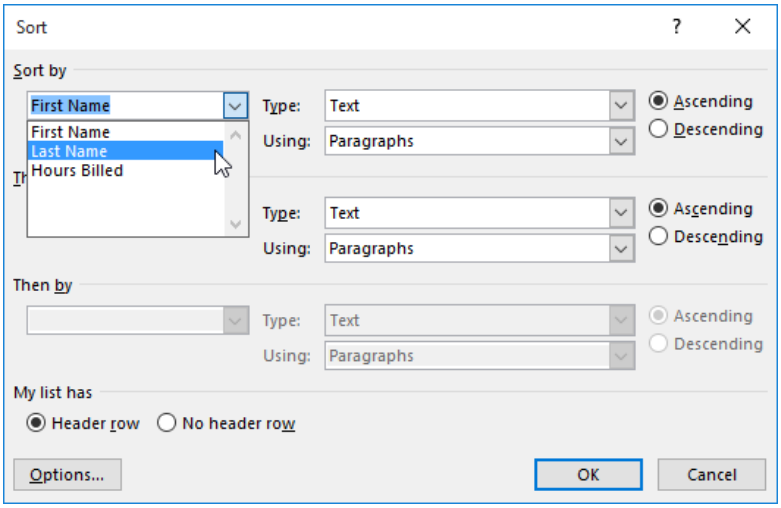
1. Open Microsoft Word 2016 and open Activity 5-1:



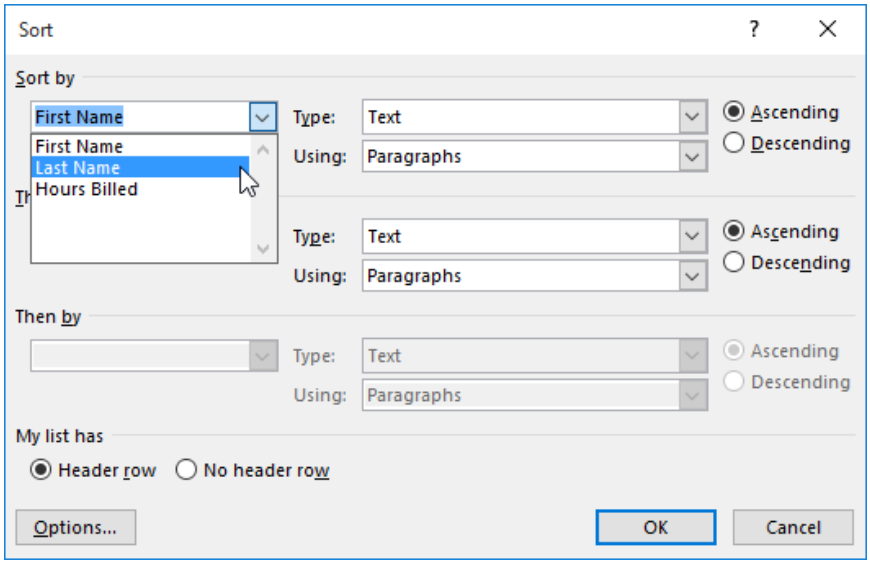
2. Click inside the table. Click Home → Sort:



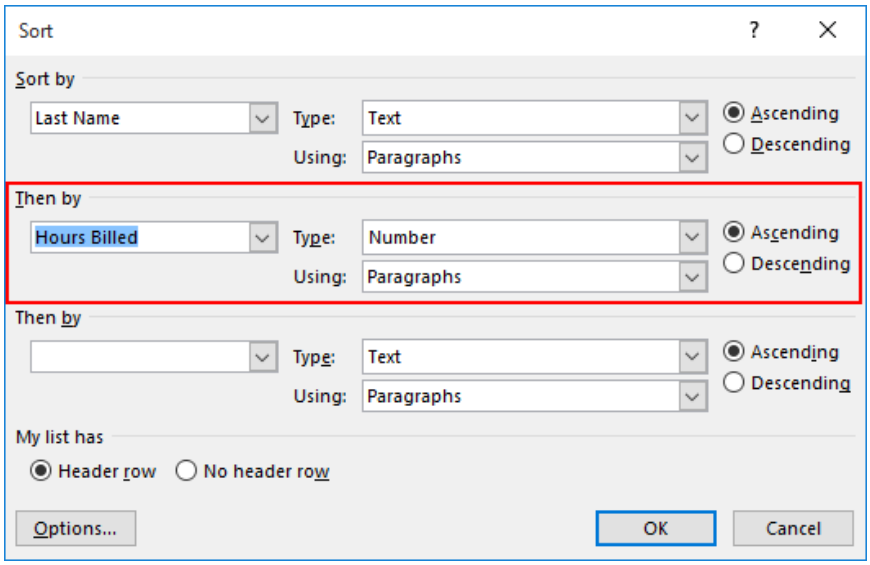
3. We want to sort this table by last name and then by hours billed. For the "Sort by" field, click the drop-down arrow and click Last Name:



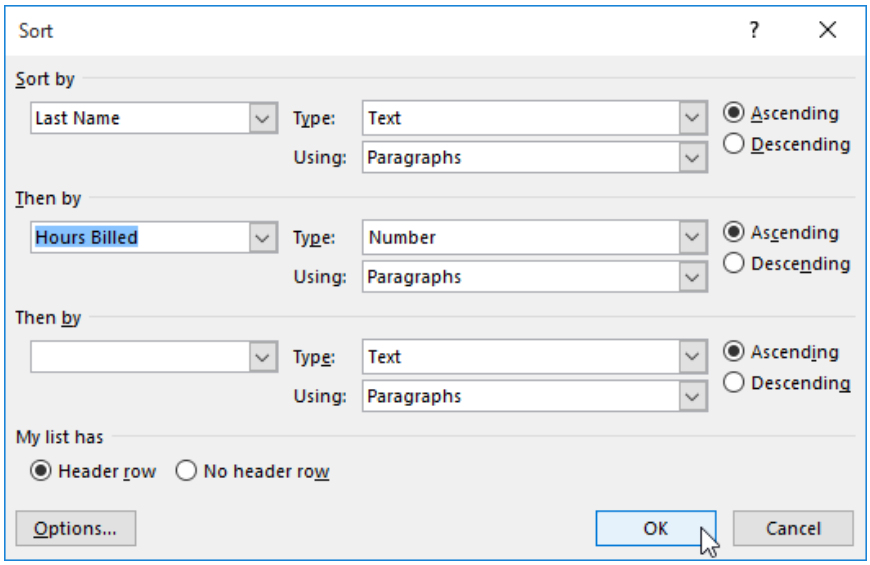
4. Word will automatically detect that this is a text field. As well, the ascending sort option is fine for our purposes. Next, click the first "Then by" field and click Hours Billed:



5. Word should automatically detect that this field contains numbers. (If not, select the Number option from the Type menu.) Ascending order is also fine for this sort:



6. Click OK:



7. The data will now be sorted:

First Name	Last Name	Hours Billed
Bob	Hanson	40
Amanda	Hines	35
Gabriel	Mintern	25
Xavier	Mintern	40
Alice	Smith	35
Carl	Warner	25

8. Save your document as Activity 5-1 Complete and close Microsoft Word 2016.

TOPIC B: Renumber a List

When working with lists, you may want to continue the list elsewhere in the document. Or, you may want to set a particular starting value for your list. Luckily, Microsoft Word makes it easy to renumber and customize list values.

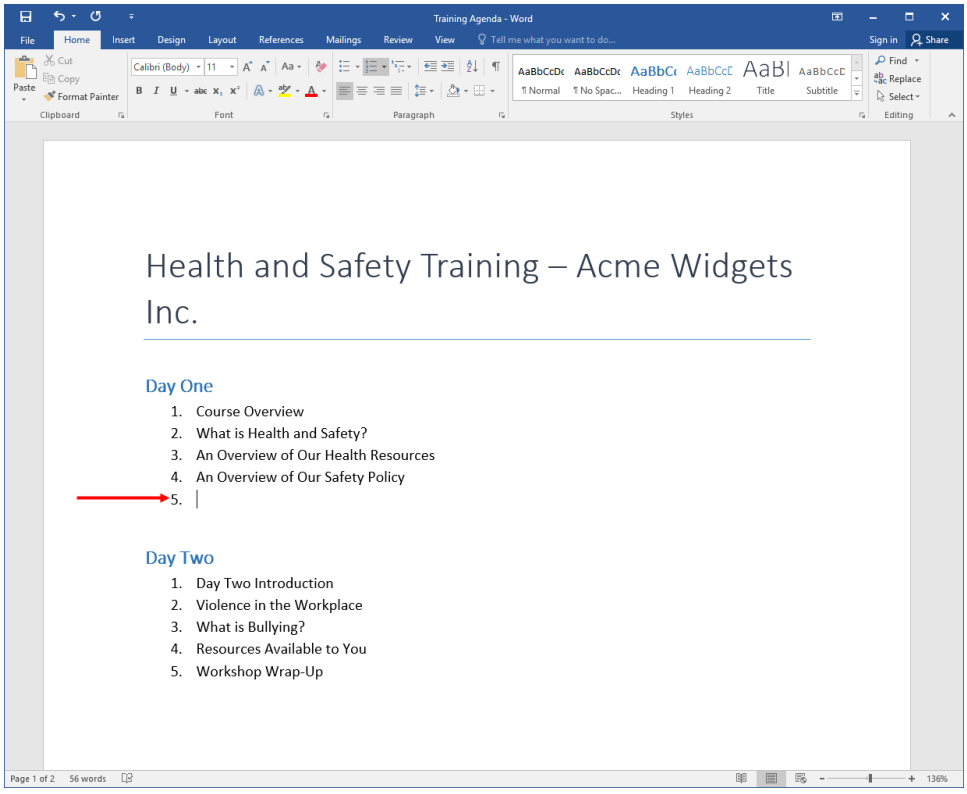
Topic Objectives

In this topic, you will learn:

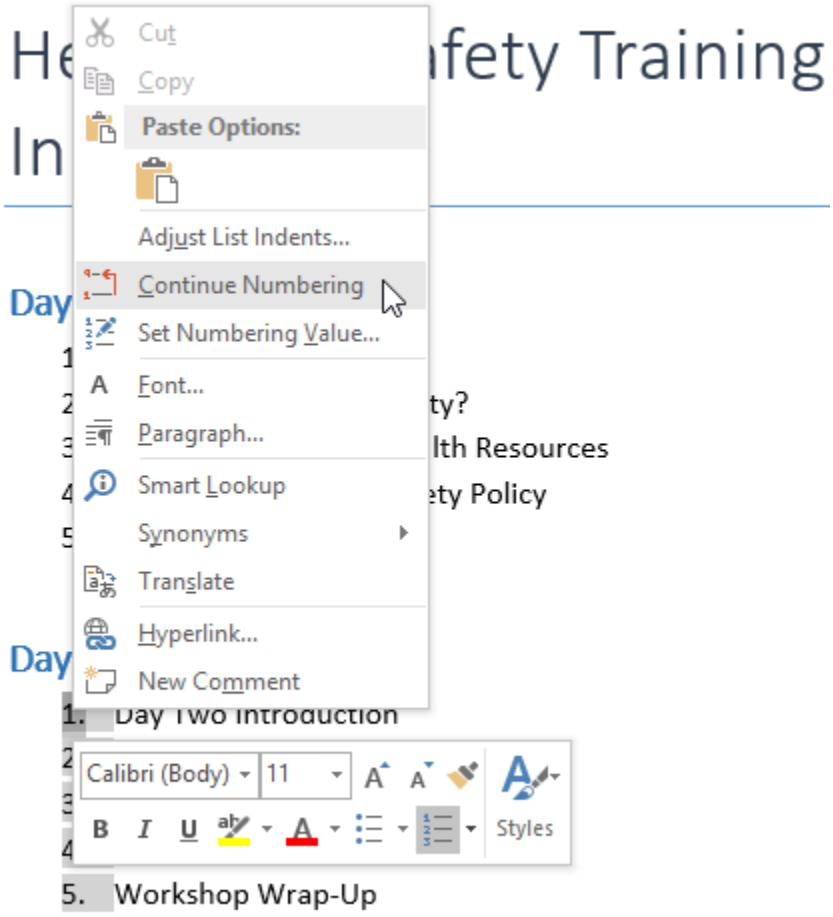
- About renumbering options for ordered lists

RENUMBERING OPTIONS

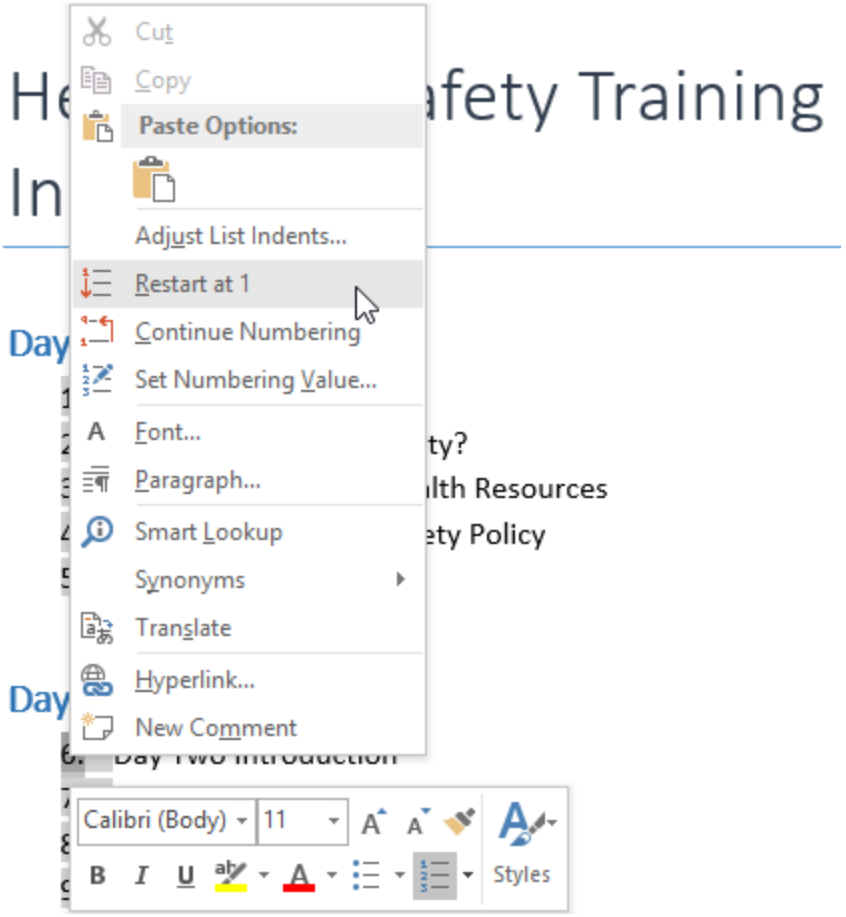
To add to an existing list, place your cursor at the end of the last item in the current list, press Enter, and type your text:



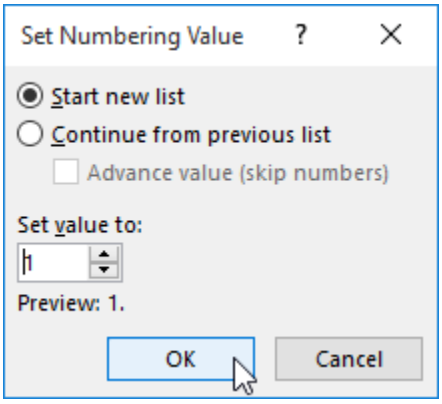
If you have used the same numbering style for a second list, you can right-click the second set of numbers and choose to continue the numbering:


Cut
Copy
Paste Options:
Adjust List Indents...
Continue Numbering
Set Numbering Value...
Font...
Paragraph...
Smart Lookup
Synonyms
Translate
Hyperlink...
New Comment
Calibri (Body)
11
Styles
Day Two Introduction
Workshop Wrap-Up

If you have continued the numbering, a “Restart at 1” command will be available as well:



You can also click Set Numbering Value from this menu to choose what starting value the list will have:

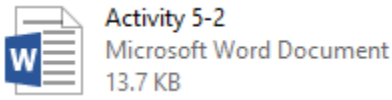


ACTIVITY 5-2

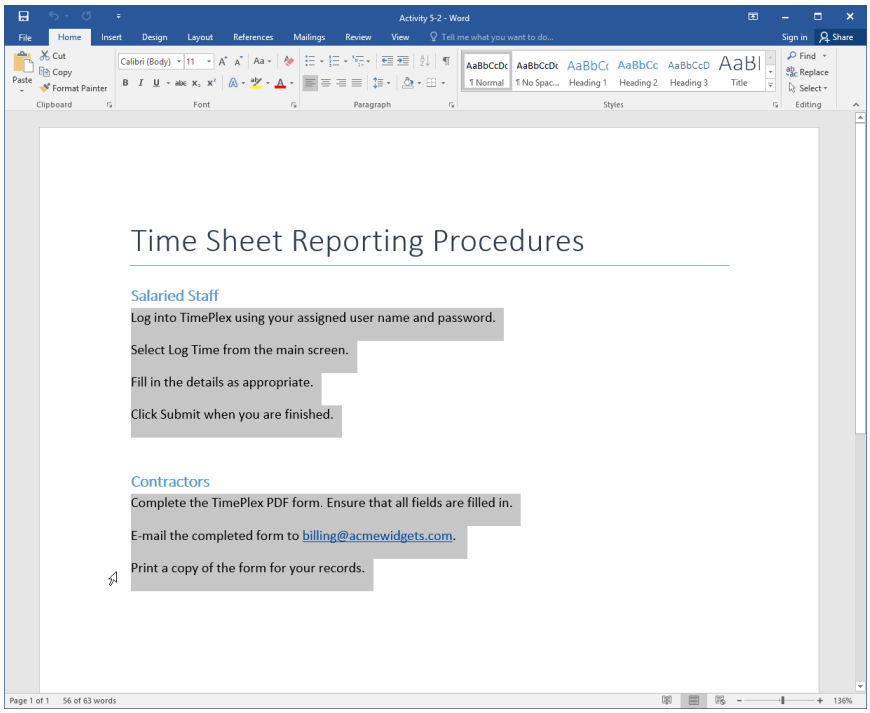
Renumbering a List

In this activity, you will add numbers to two existing lists.

1. Open Microsoft Word 2016 and open Activity 5-2:

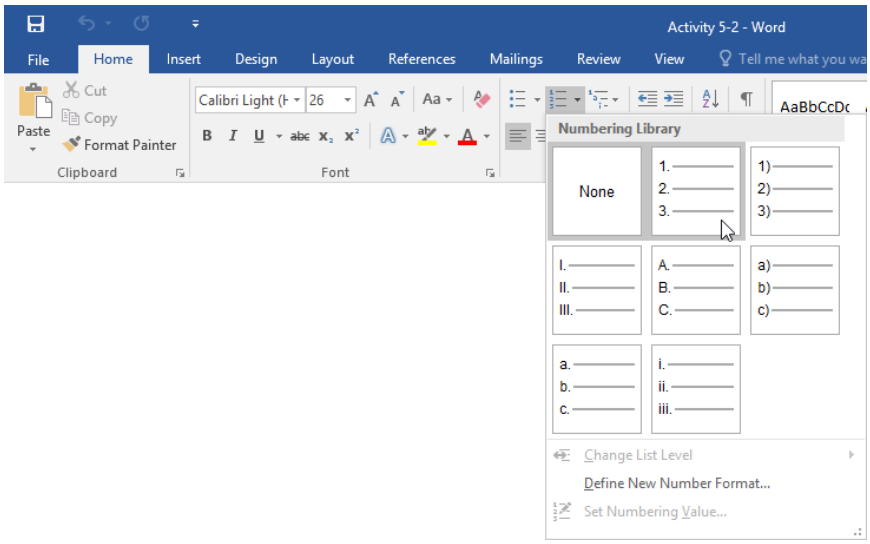


2. Select the four lines below "Salaried Staff" and the three lines below "Contractors:"



(Remember, to select non-adjacent blocks of text, hold the Ctrl key while clicking and dragging.)

3. Click Home → Numbering drop-down arrow and choose the style shown below:



4. The numbering will be applied. Click anywhere in the document to de-select the lists:

Time Sheet Reporting Procedures

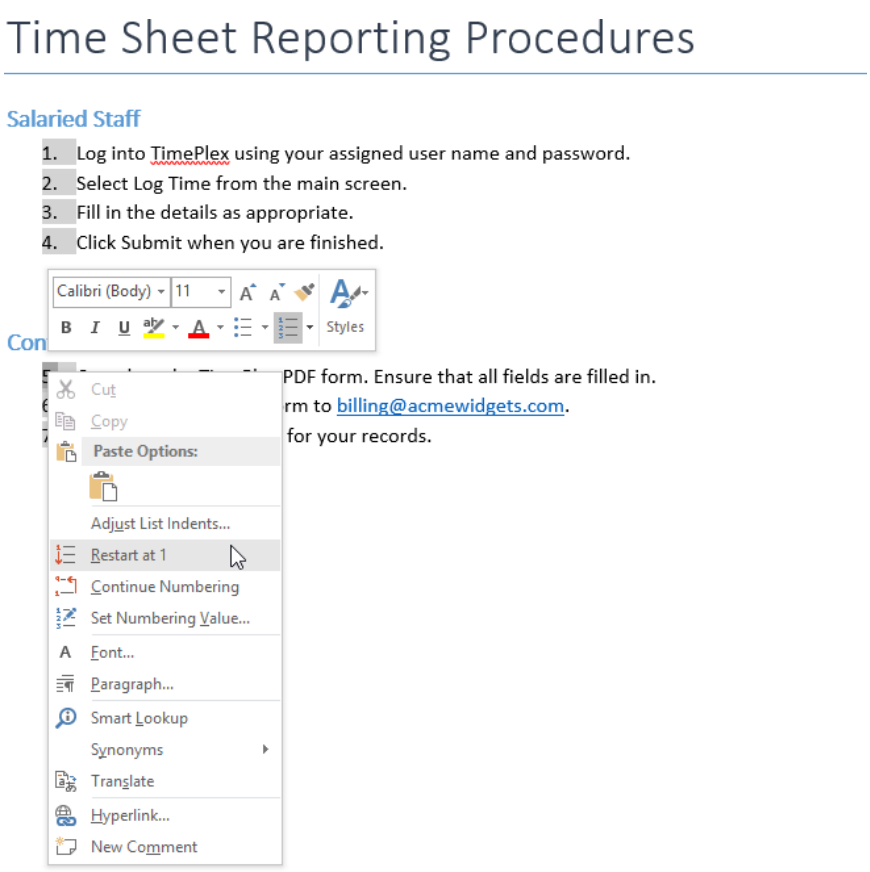
Salaried Staff

1. Log into TimePlex using your assigned user name and password.
2. Select Log Time from the main screen.
3. Fill in the details as appropriate.
4. Click Submit when you are finished.

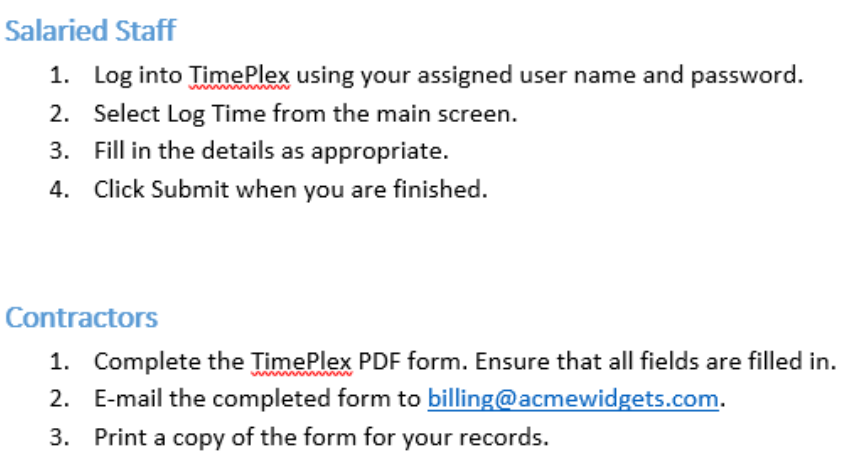
Contractors

5. Complete the TimePlex PDF form. Ensure that all fields are filled in.
6. E-mail the completed form to billing@acmewidgets.com.
7. Print a copy of the form for your records.

5. Right-click the first line in the Contractors section. Click "Restart at 1:"



6. Both lists will now have separate numbering:



7. Save your document as Activity 5-2 Complete and close Microsoft Word 2016.

TOPIC C: Customize a List

Like many other features in Microsoft Word, lists offer many customization options, particularly when dealing with multilevel lists. In this lesson, we will introduce you to some of the most common list customization techniques.

Topic Objectives

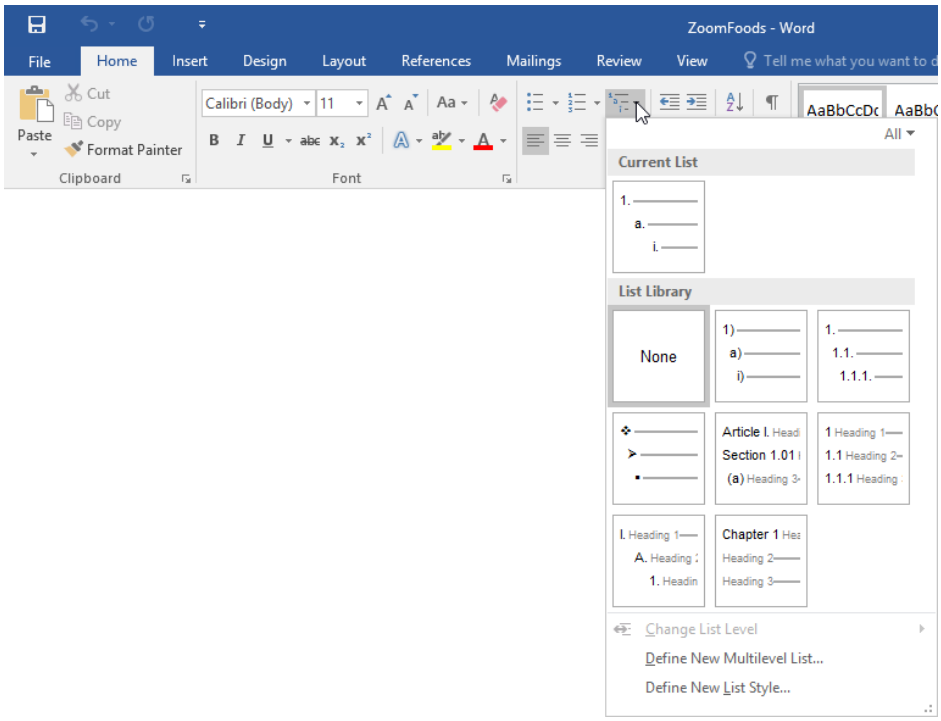
In this topic, you will learn:

- About multilevel lists
- How to increase and decrease list levels
- How to create a new list style
- How to use the Multilevel List gallery
- How to customize the appearance and formatting of a list

MULTILEVEL LISTS

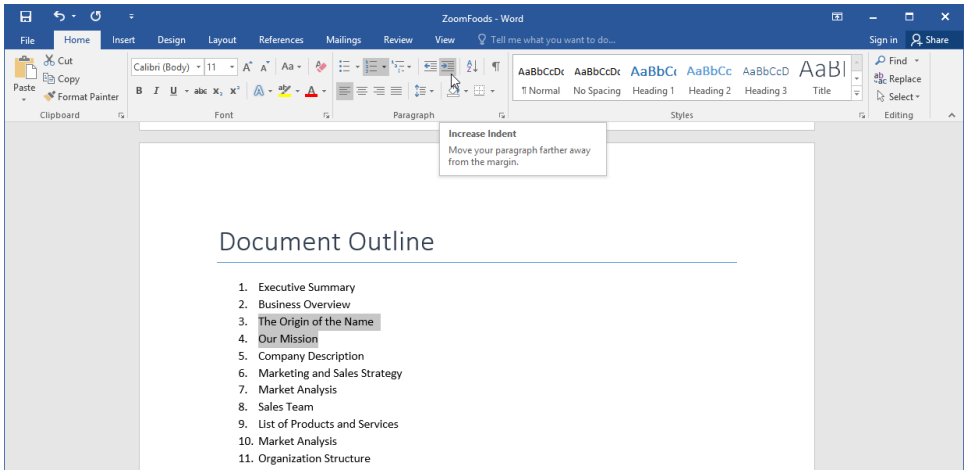
A multilevel list is a hierarchical list that has multiple levels of points and sub-points, each with their own ordering scheme (letters, numbers, bullets, etc.) and style. As with a bulleted or numbered list, multilevel lists can be applied to existing text or can be created as you type.

To start creating a multilevel list from existing text, select the target text. Then, click Home → Multilevel List and choose the desired style:

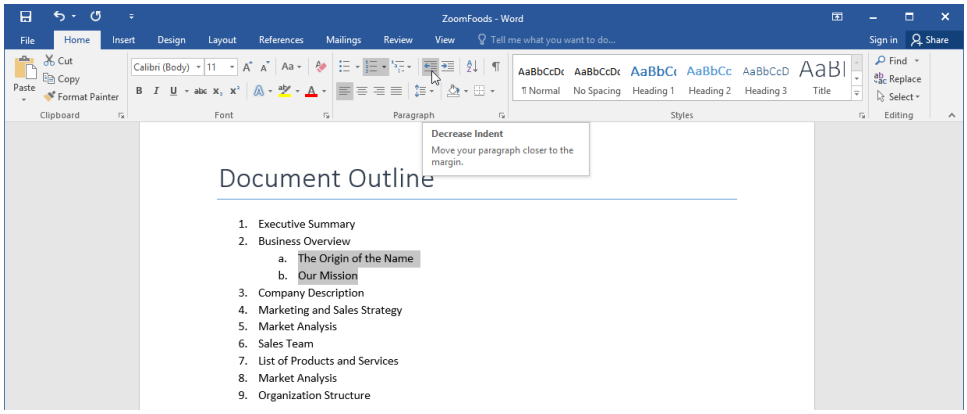


INCREASING AND DECREASING LIST LEVELS

To demote an item (move it down a list level), select that line (or multiple lines) and click the Increase Indent command in the Paragraph group of the Home tab. You can also press Tab:



To promote an item (move it up a list level), select that line and click the Decrease Indent command or press Shift + Tab:



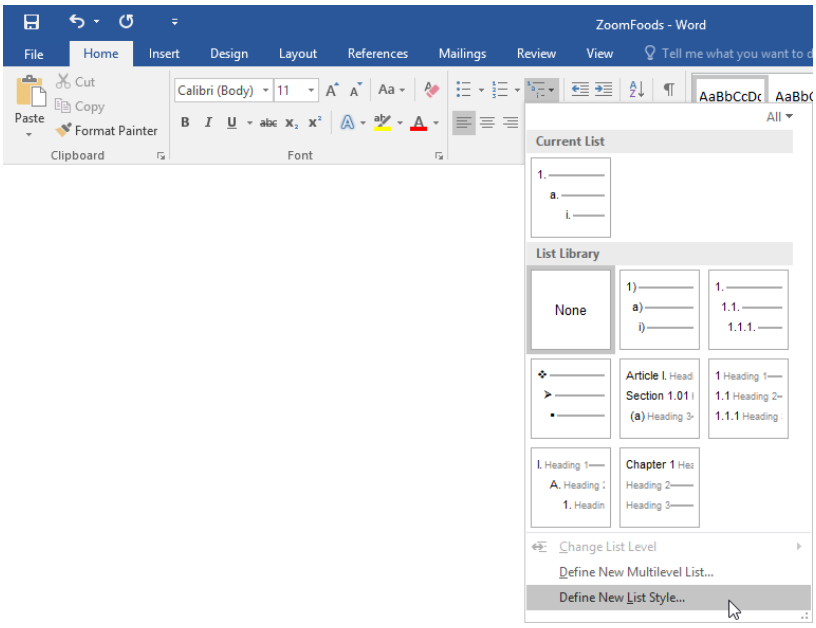
If you want to create a list from scratch, click Home → Multilevel List and type your list as normal, promoting and demoting items as necessary using the commands listed above.

Converting a Numbered List

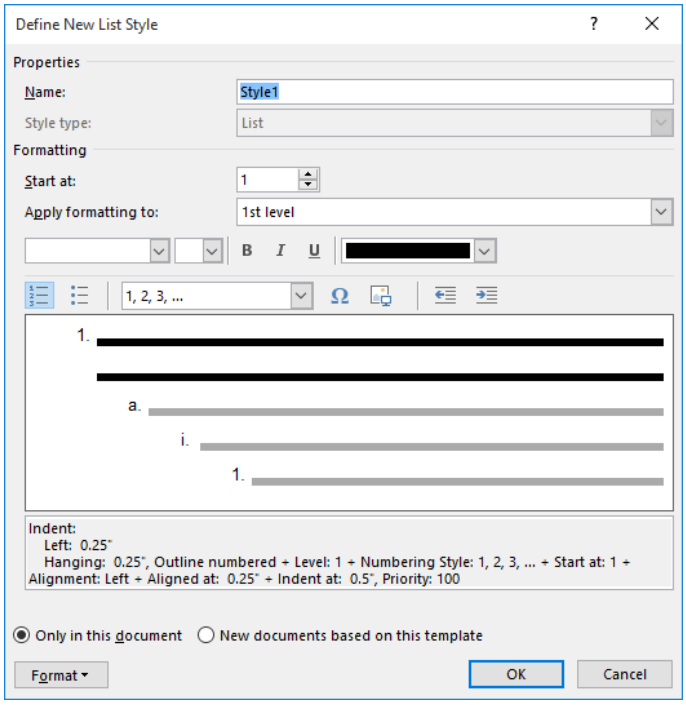
If you are working with a bulleted or numbered list and demote items as shown above, Microsoft Word will automatically convert it to a multilevel list.

LIST STYLES

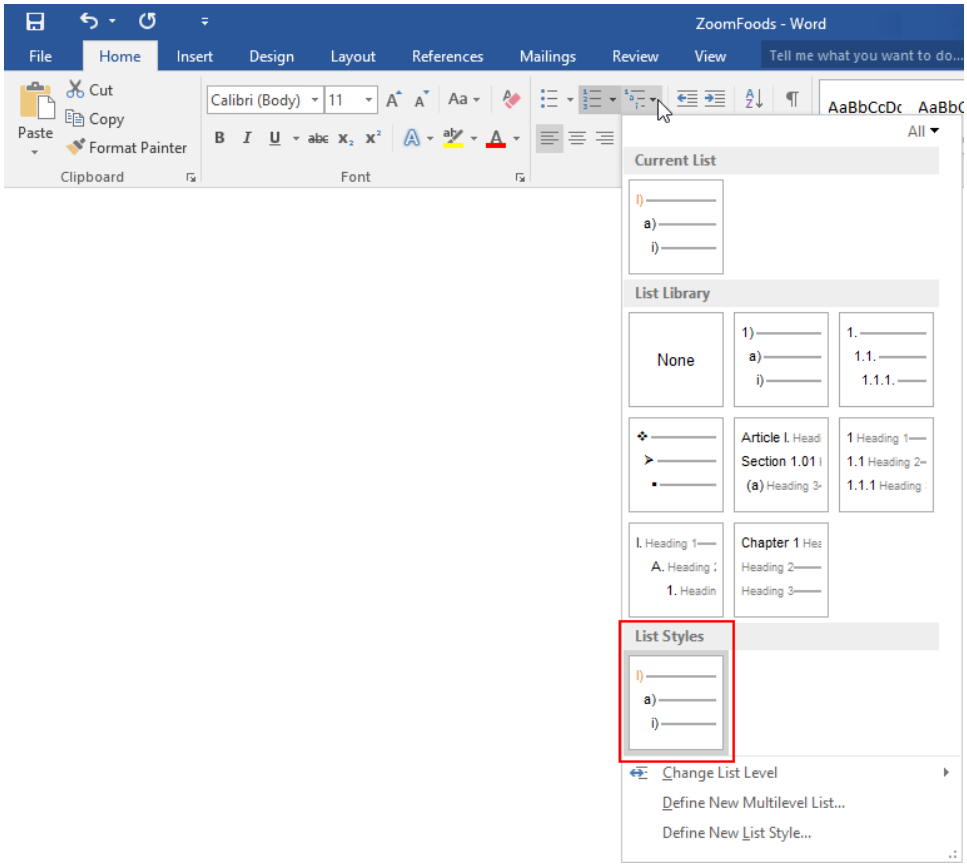
The Multilevel List drop-down command also contains the Define New List Style option. This option is used to create a new list style that can be saved to the document template and used later on:



This command will open the Define New List Style dialog box. Simply set your options and click OK to create the new style:



Once you have defined a style, the new style will appear in the Multilevel List drop-down menu:

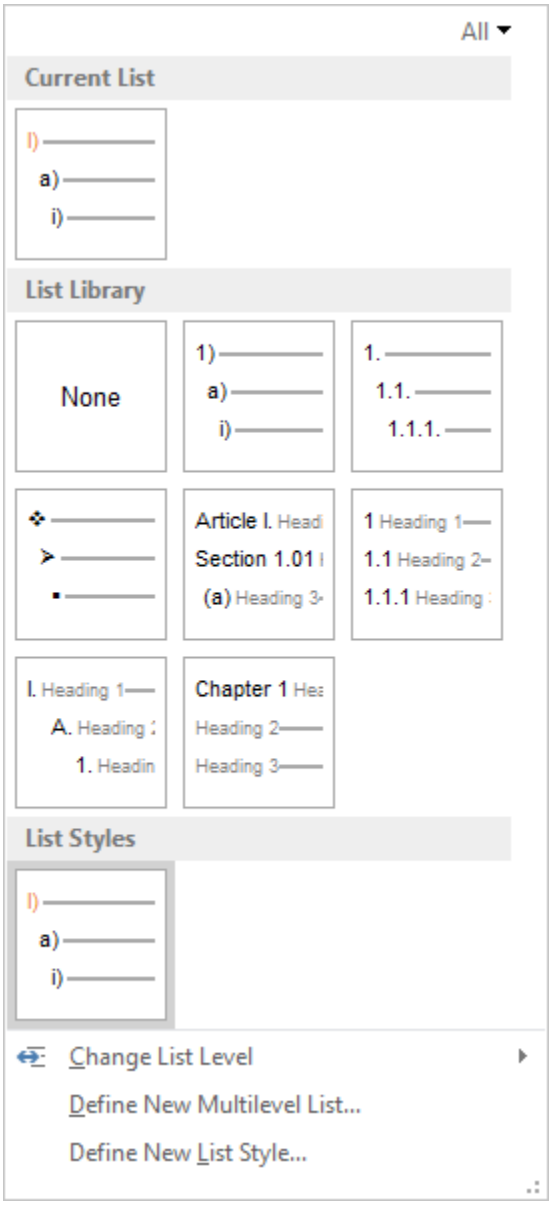


Define New Multilevel List vs. Define New List Style

When you define a list in this way, it can be saved to the document template and used for future documents. If you simply define a new list via the drop-down menus on the Home tab, it will only be available in the current document.

THE MULTILEVEL LIST GALLERY

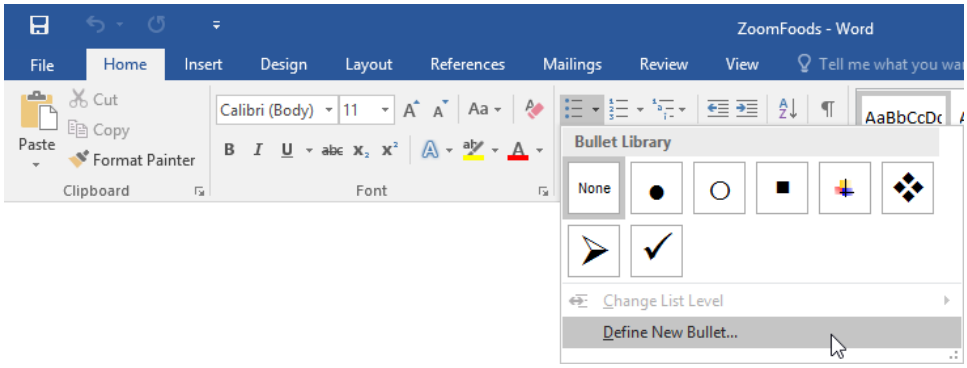
Let's take a closer look at the gallery that opens when you click the Multilevel List command:



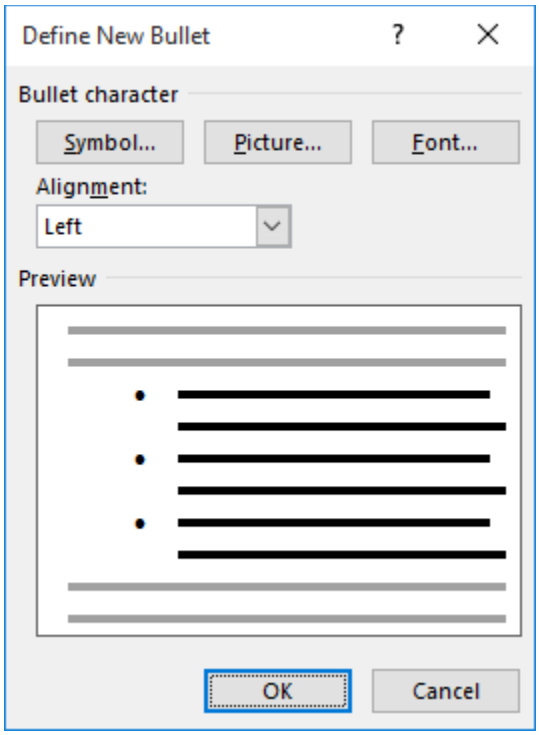
You will see sections for the list currently in use, a library of styles available, and custom styles. At the bottom of the menu, you will see commands to change the current list level (which will be unavailable if a list item is not selected), define a new list, or create a new list style.

LIST APPEARANCE CUSTOMIZATION OPTIONS

To further customize a list, click the Define command at the bottom of any of the three drop-down menus. For example, here is the command for the Bullets drop-down menu:

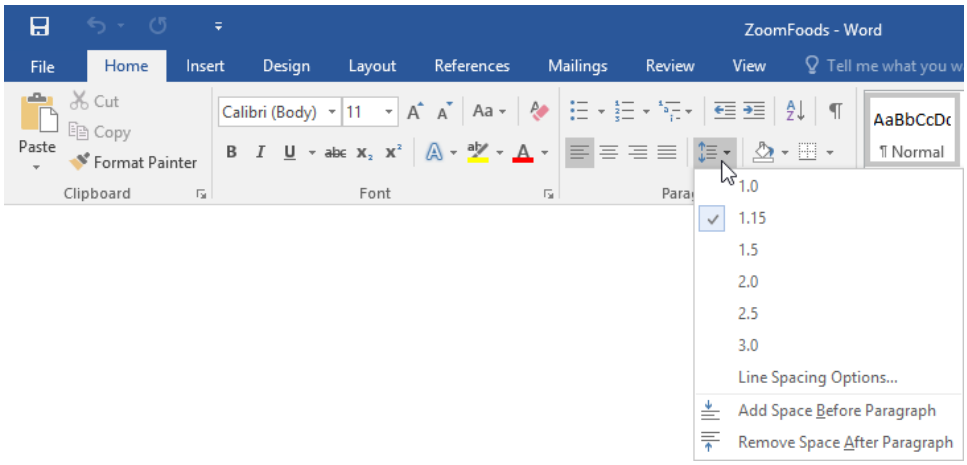


And here is the resulting dialog:



LIST APPEARANCE FORMATTING OPTIONS

You can customize many of the formatting aspects of lists in the same way that you can with regular text. For example, you can increase the spacing between list items using the Line and Paragraph Spacing command on the Home tab:

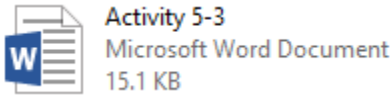


ACTIVITY 5-3

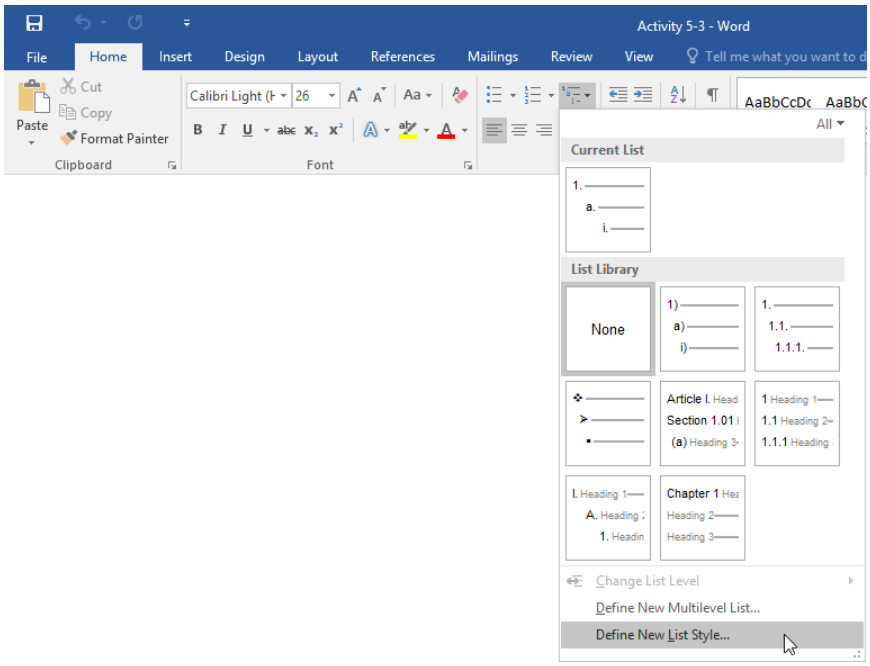
Customizing a List

Your Time Sheet Reporting Procedures document has gone through a revision by management. You need to create a custom multilevel list style to display the steps correctly.

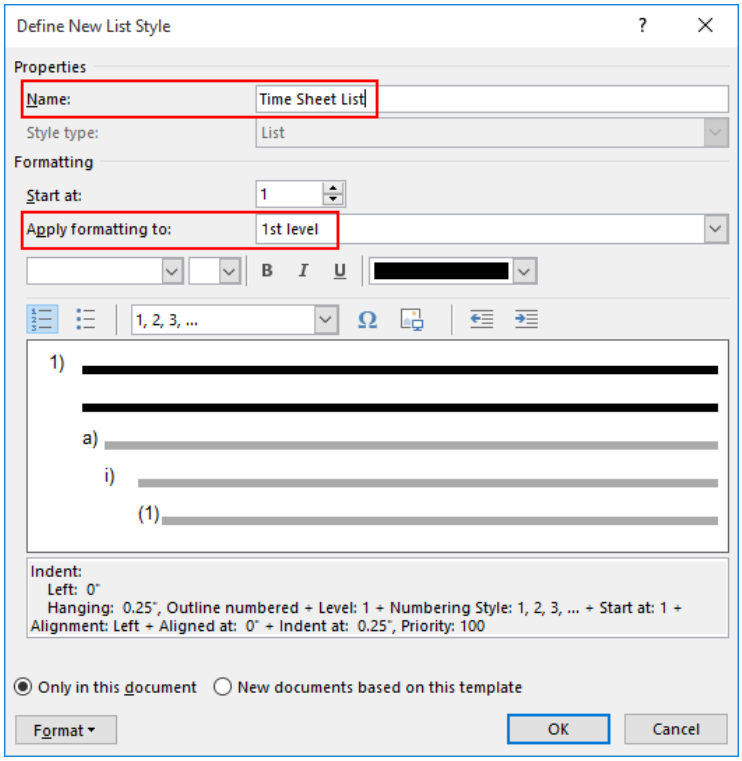
1. Open Microsoft Word 2016 and open Activity 5-3:



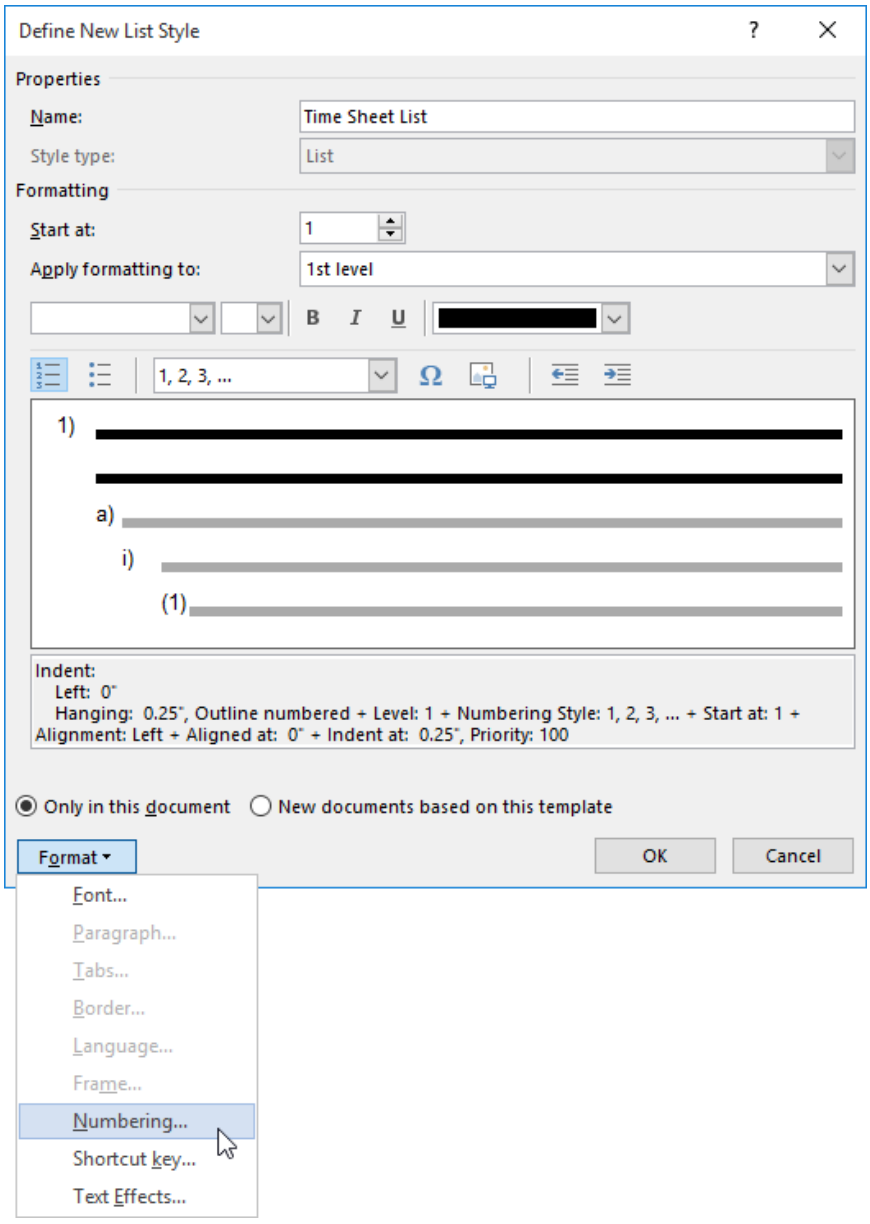
2. Click Home → Multilevel List → Define New List Style:



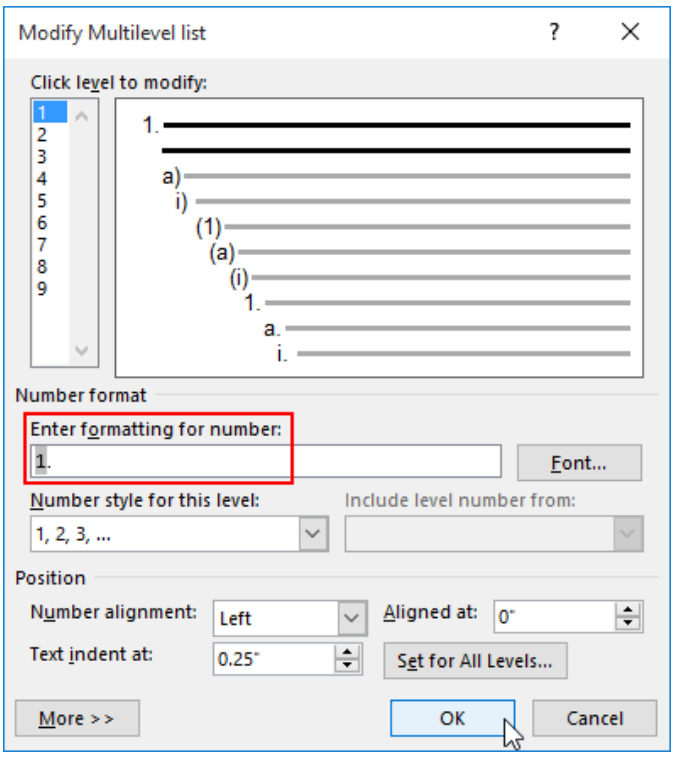
3. For the name, enter "Time Sheet List." Ensure that the "Apply formatting to" menu says "1st level:"



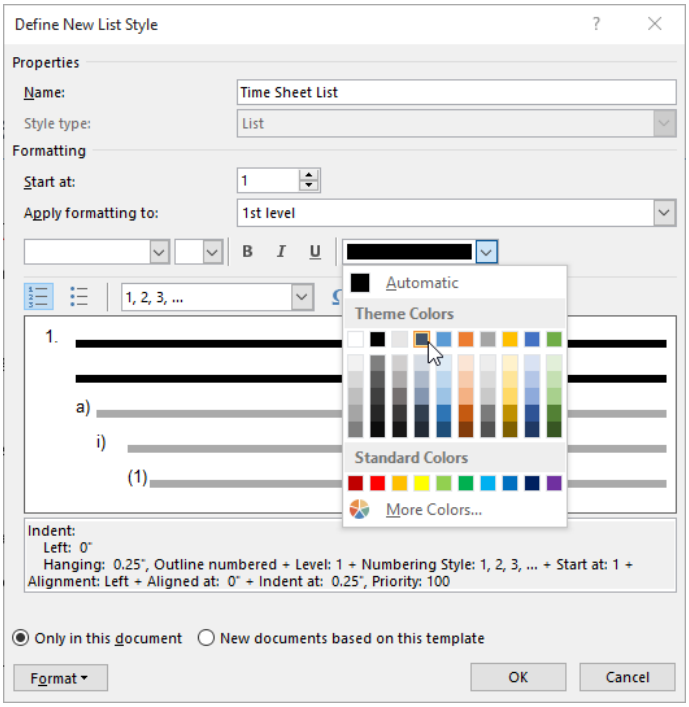
4. Click the Format button and click Numbering:



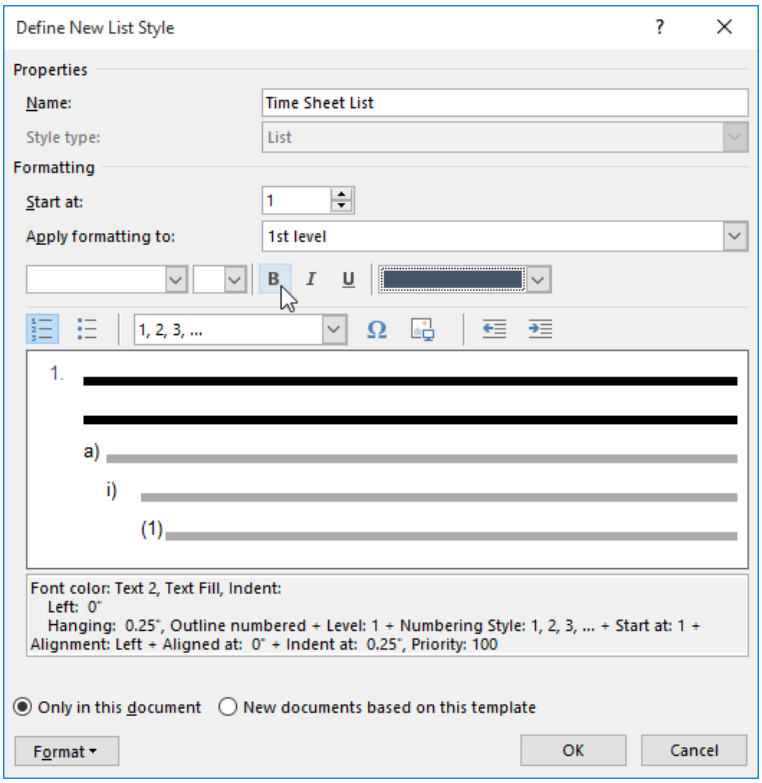
5. The Modify Multilevel List dialog will open. In the "Enter formatting for number" field, type "1." Click OK:



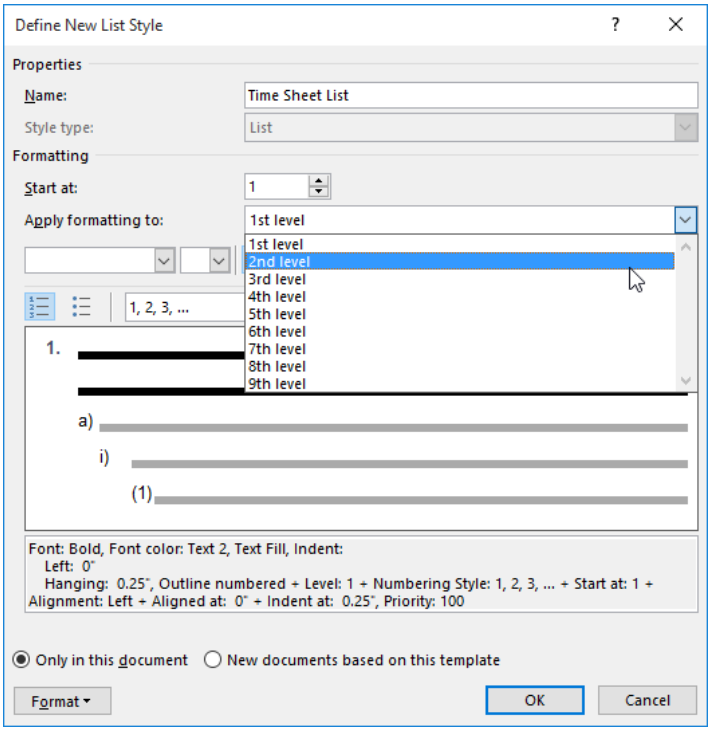
6. Back in the Define New List Style dialog, change the font color to "Blue-Gray, Text 2:"



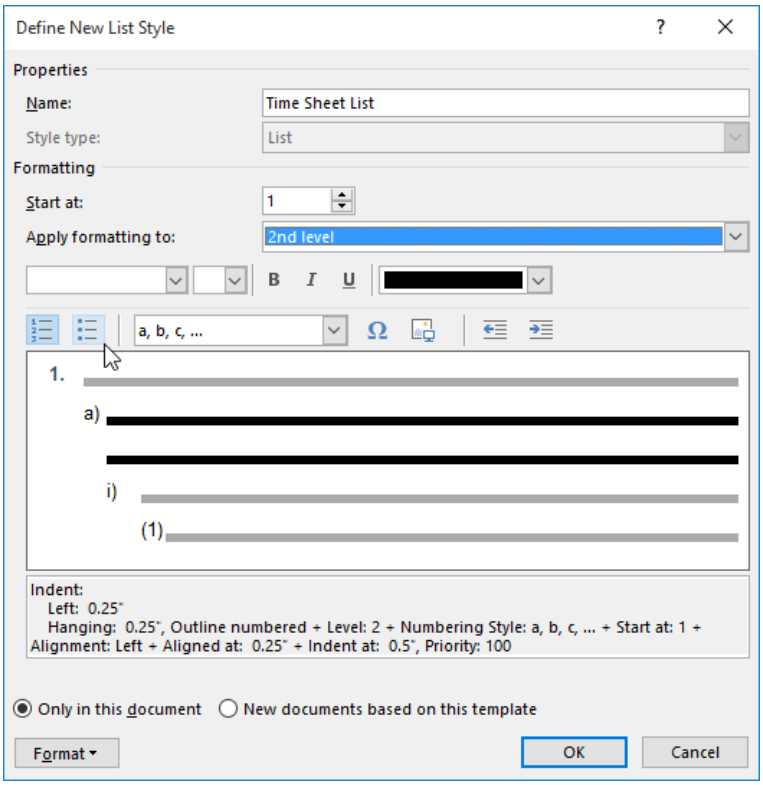
7. Add a bold effect:



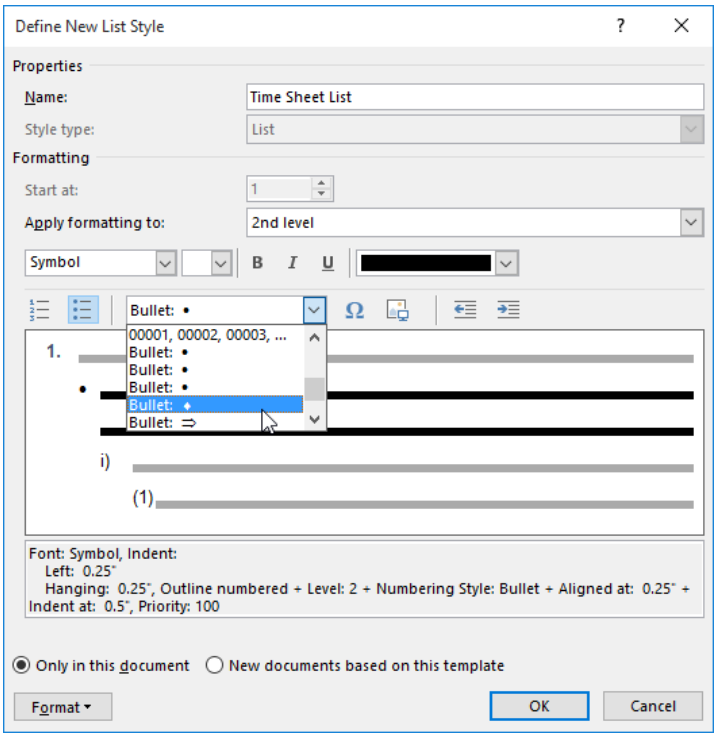
8. Click the "Apply formatting to" menu and click "2nd level:"



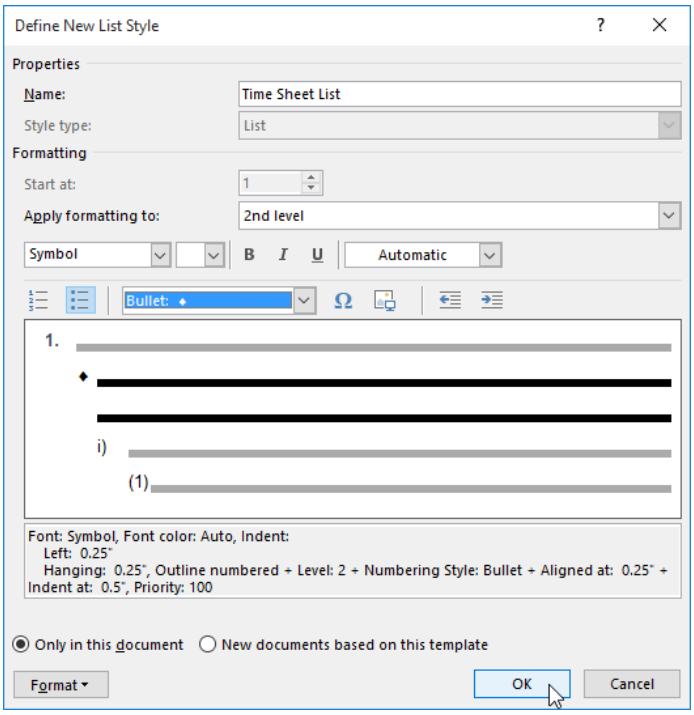
9. Click Bullets in the Define New List Style dialog:



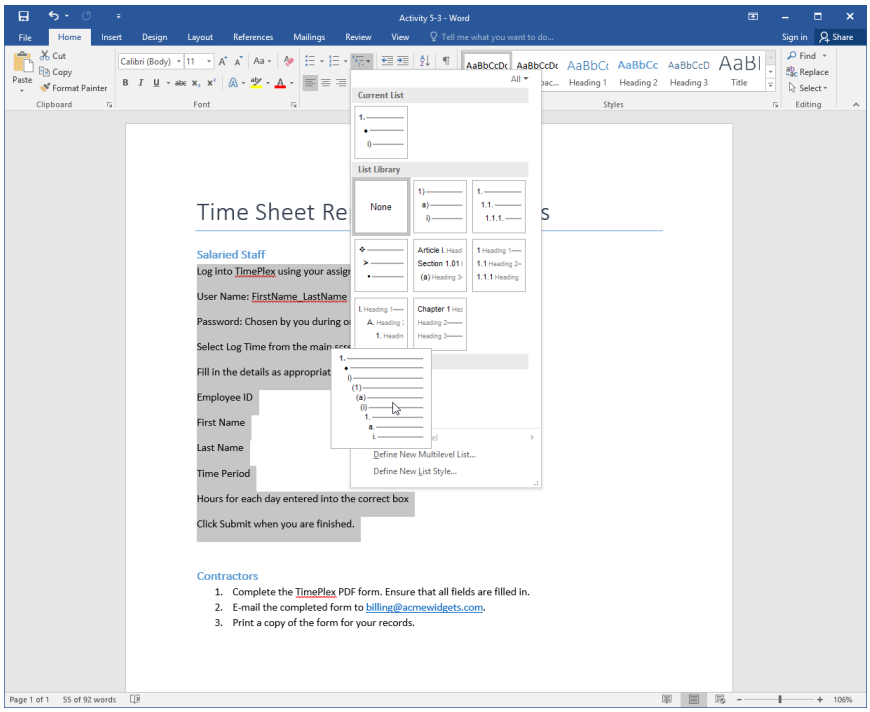
10. Click the drop-down menu next to the Bullets command. Choose the diamond bullet:



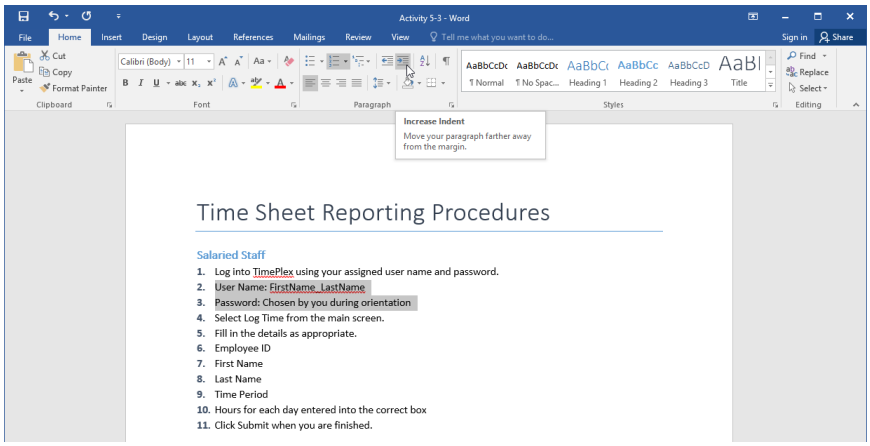
11. The two list levels are now complete. Click OK to create the new style:



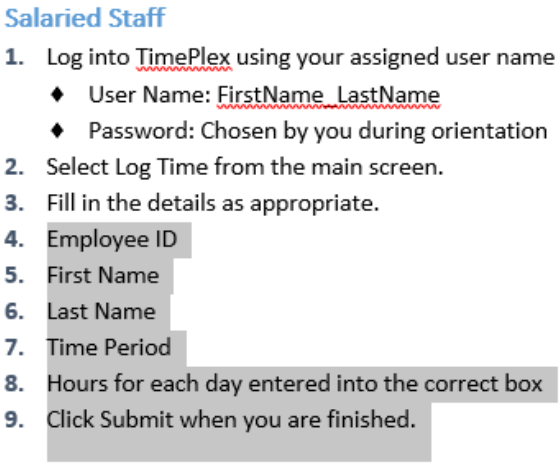
12. Select the text under the "Salaried Staff" section of the document. Click Home → Multilevel List and choose the style that you just created:



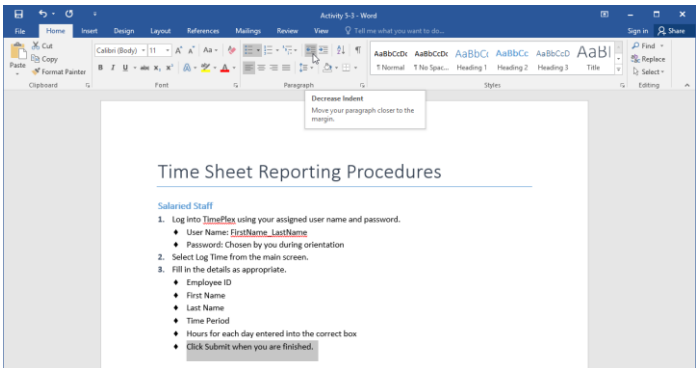
13. Select items 2 and 3 in the list. Click Home → Increase Indent:



14. The selected items will now be at level 2, using the diamond bullet. Select the items that are now 4 through 9. Press Tab to demote them:



15. We made a mistake: the last item should still be numbered. Click to place your cursor in that line and click Home → Decrease Indent:



16. Your list is now complete:

Salaried Staff

1. Log into TimePlex using your assigned user name and password.
   - User Name: FirstName_LastName
   - Password: Chosen by you during orientation
2. Select Log Time from the main screen.
3. Fill in the details as appropriate.
   - Employee ID
   - First Name
   - Last Name
   - Time Period
   - Hours for each day entered into the correct box
4. Click Submit when you are finished.

17. Save your document as Activity 5-3 Complete and close Microsoft Word 2016.

Summary

In this lesson, you learned how to manage lists to present text more effectively. We covered sorting lists, renumbering lists, and customizing list appearance. We also discussed multilevel lists in depth.

Review Questions

1. **What is the command sequence to sort a paragraph of text?**

2. **What tab contains commands to create and manage all types of lists?**

3. **What is the keyboard shortcut to promote a list item?**

4. **How do you customize the starting value of a numbered list?**

5. **How many levels of sorting does Microsoft Word support?**

LESSON 6:
INSERTING GRAPHIC OBJECTS

Lesson Objectives

In this lesson you will learn how to:

- Insert symbols and special characters
- Add images to a document

TOPIC A: Insert Symbols and Special Characters

In addition to standard keyboard characters, Microsoft Word includes a variety of additional symbols and special characters that you can add to documents. In this topic, we will learn how to insert those elements.

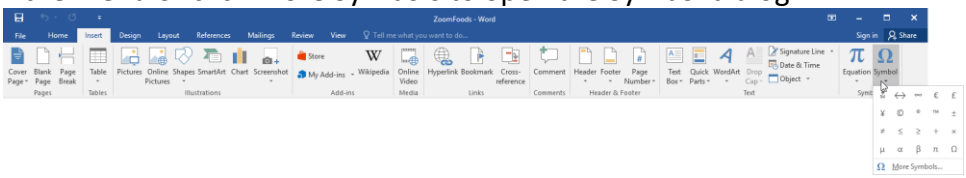
Topic Objectives

In this topic, you will learn:

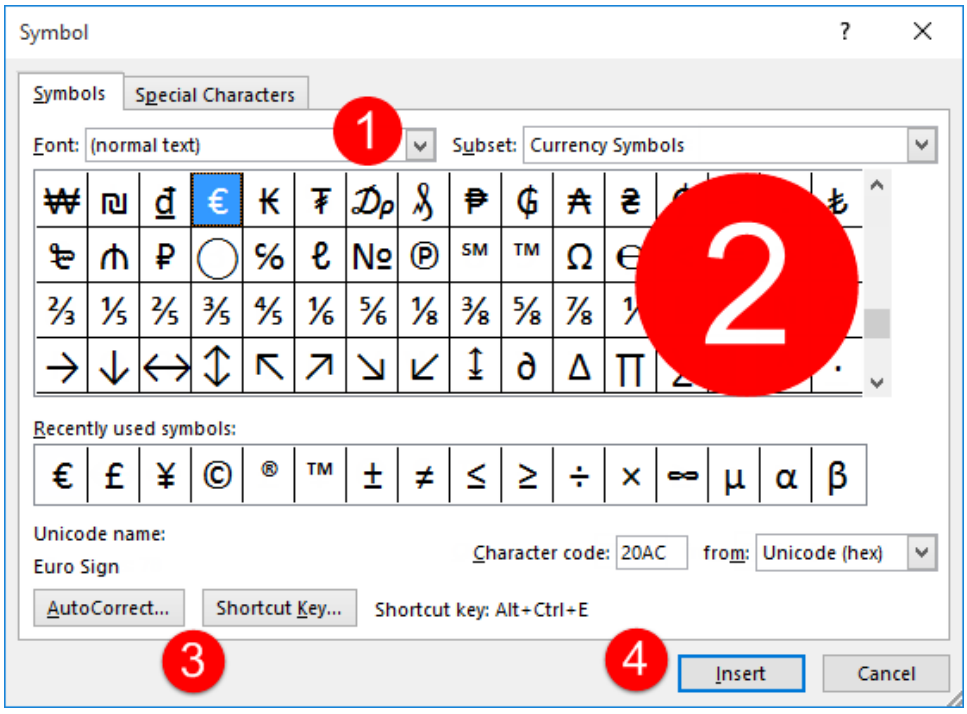
- How to insert symbols and special characters into a document

SYMBOLS

To add a symbol to your document, click Insert → Symbol. You can choose a frequently used symbol from the menu or click More Symbols to open the Symbol dialog:



Here is the Symbol dialog box:



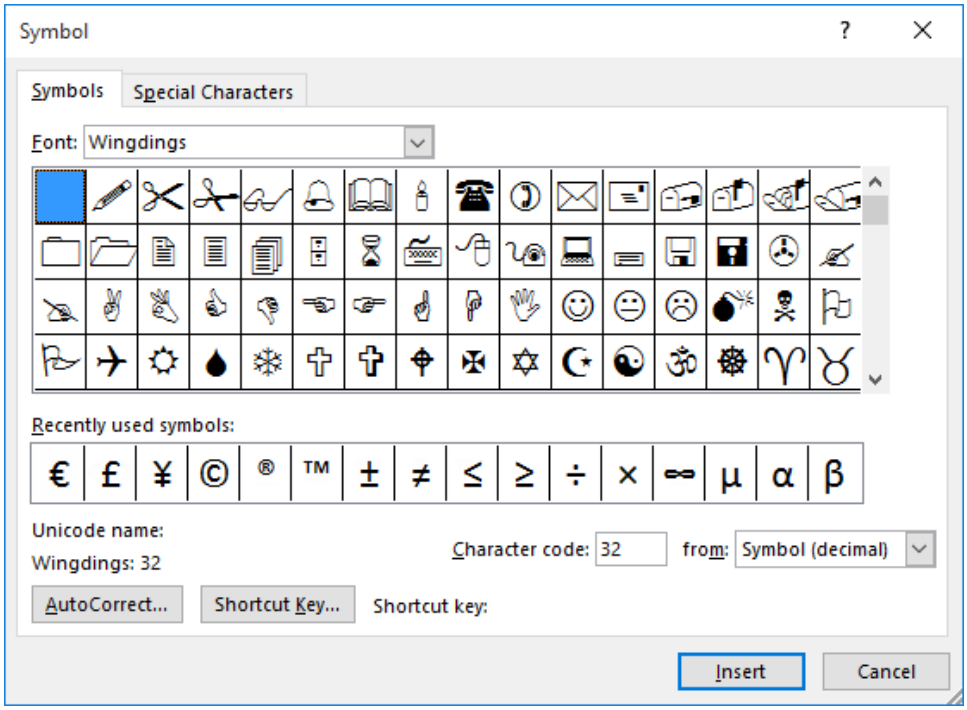
Here are the steps to follow to insert a symbol using this dialog.

- **Pick the font to use (1).** By default, Word will display symbols in the current font. Choosing a font can be important as some fonts (such as Wingdings) are all symbols and contain symbols not available in other fonts. Some fonts also have special subsets, like the currency symbols shown here.
- **Click a symbol (2)** to select it for insertion, or use the scroll bar to scroll through the symbols.
- **Click the Insert button (4)** to add the selected symbol to your document. Once you click the Insert button, the Cancel button will become a Close button. You can then add more symbols or close the dialog.
- You can also use the **AutoCorrect** and **Shortcut Key buttons (3)** to make inserting this symbol easier in the future.

If you want to format or delete the symbol, you may do so as you would with any other text.

The Wingdings Font

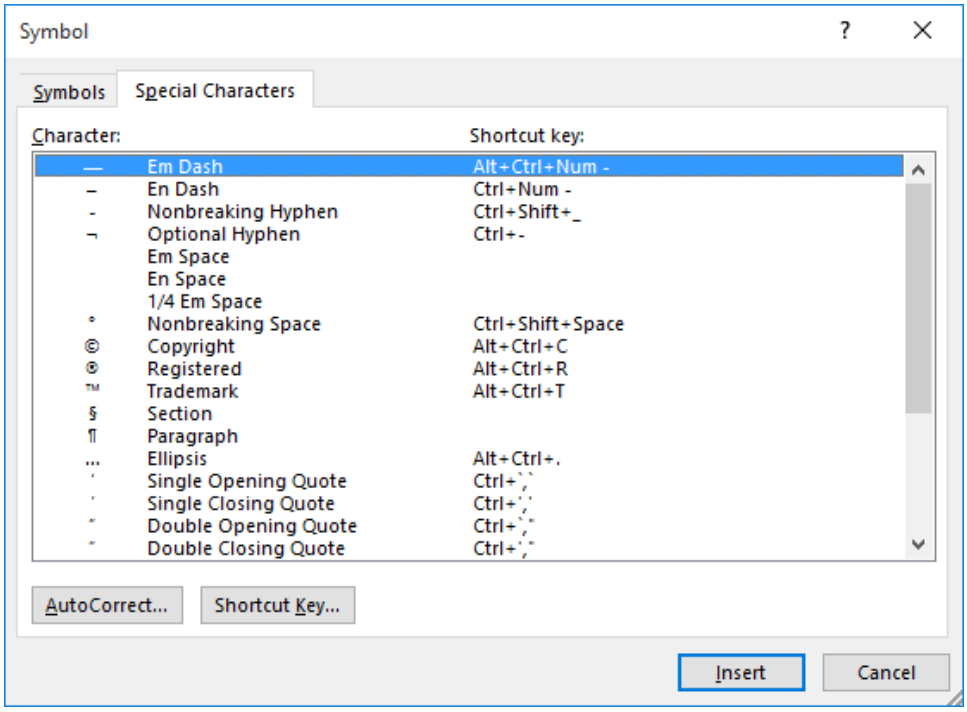
Microsoft Word includes a special font set called **Wingdings**, which features a wide variety of symbols that you can add to your document:



As of this writing, there are three sets of Wingdings fonts, as well as Webdings.

SPECIAL CHARACTERS

You can also insert special characters like ellipses and non-breaking spaces using the Special Characters tab of the Symbol dialog:



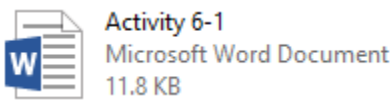
Simply click a character to select it and then click Insert. You can also view and edit the AutoCorrect and Shortcut Key entries for special characters using the buttons at the bottom of this tab.

ACTIVITY 6-1

Inserting Symbols and Special Characters

In this activity, you will add a variety of symbols and special characters to a document.

1. Open Microsoft Word 2016 and open Activity 6-1:

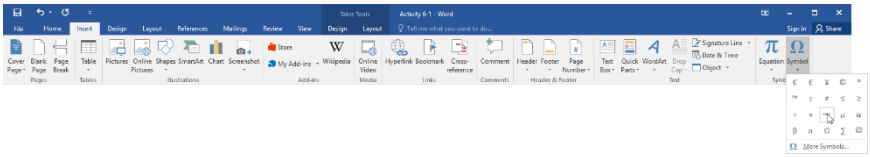


2. First, let's see how AutoCorrect works with fraction symbols. Click inside the first cell of the second column of the table. Type "1/4" and press the spacebar:

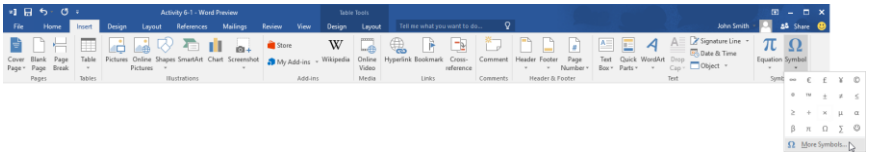
One-fourth	¼
Infinity Symbol	
Arrow	
Skull and crossbones	
Trademark symbol	

The numbers will automatically be converted to a fraction.

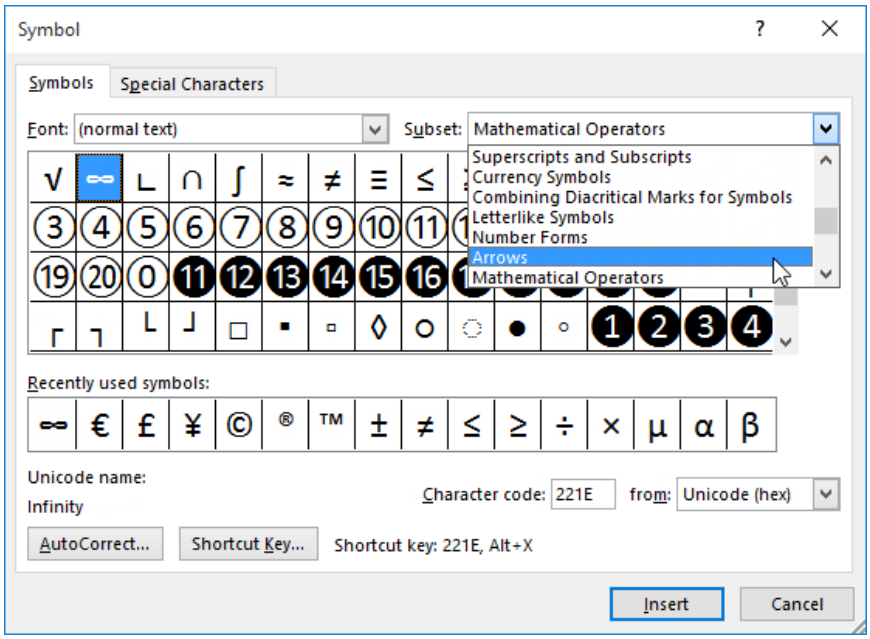
3. Press the Down arrow key to move down one cell. Click Insert → Symbol → Infinity:



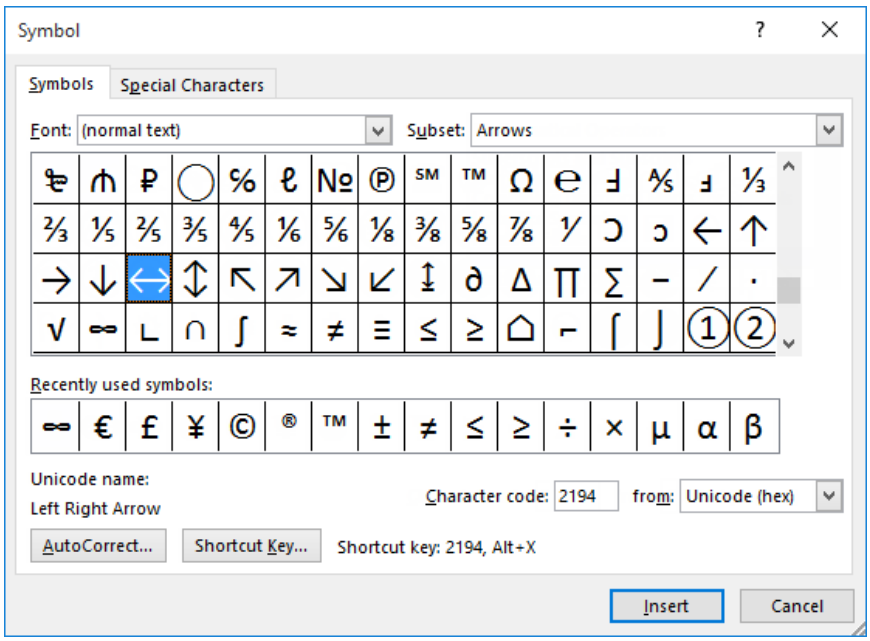
4. Press the Down arrow key to move down one cell. Click Insert → Symbol. The arrow that we want is not in this menu, so click More Symbols:



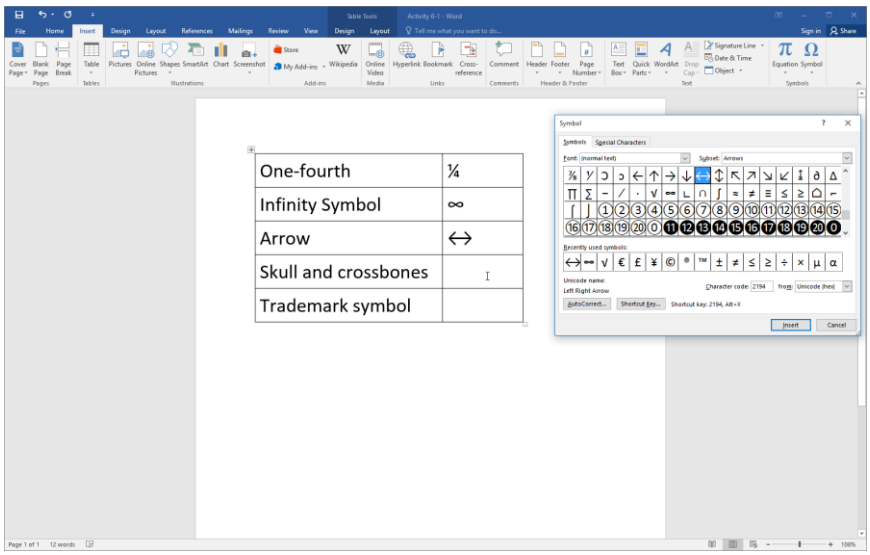
5. In the Symbol dialog box, click the Subset menu and click Arrows:



6. Click to select the Left Right Arrow and click Insert:

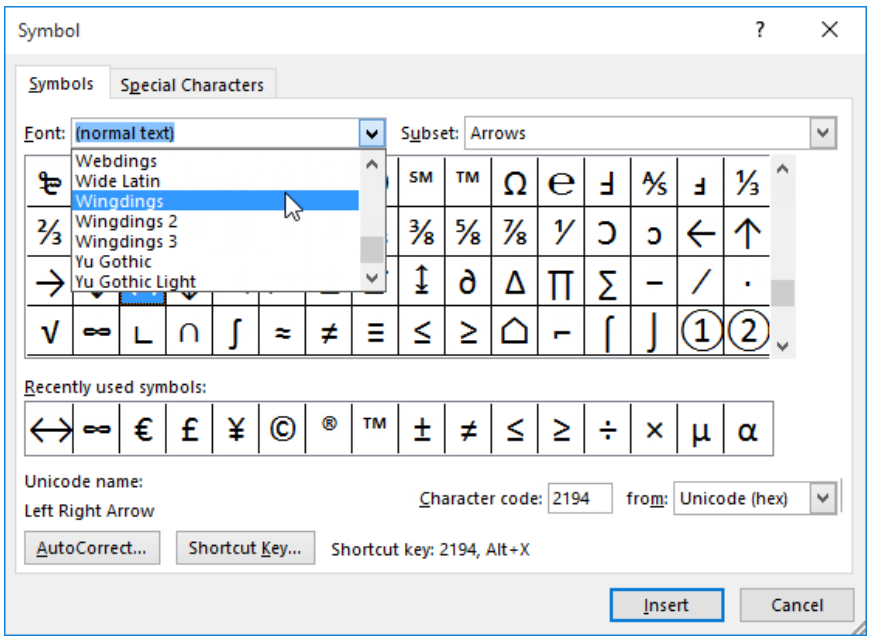


7. Now, let's insert the Skull and Crossbones symbol. With the Symbol dialog still open, click to place your cursor in the empty cell beside that entry:

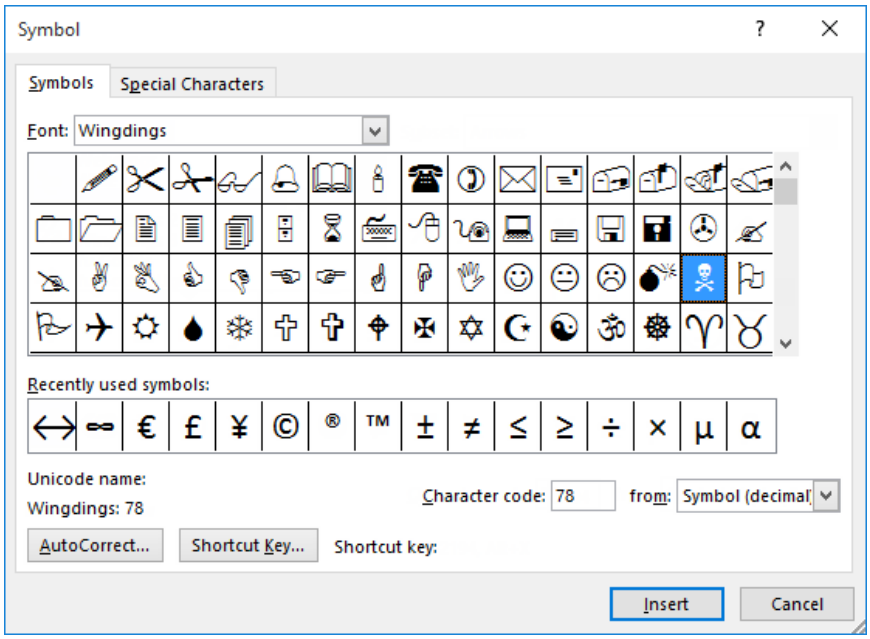


(You can move the Symbol dialog if necessary by clicking and dragging its title bar.)

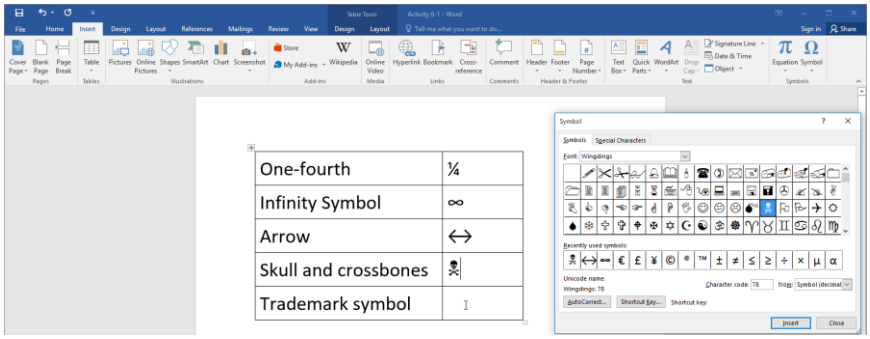
8. Back in the Symbol dialog, click the Font menu and click Wingdings:



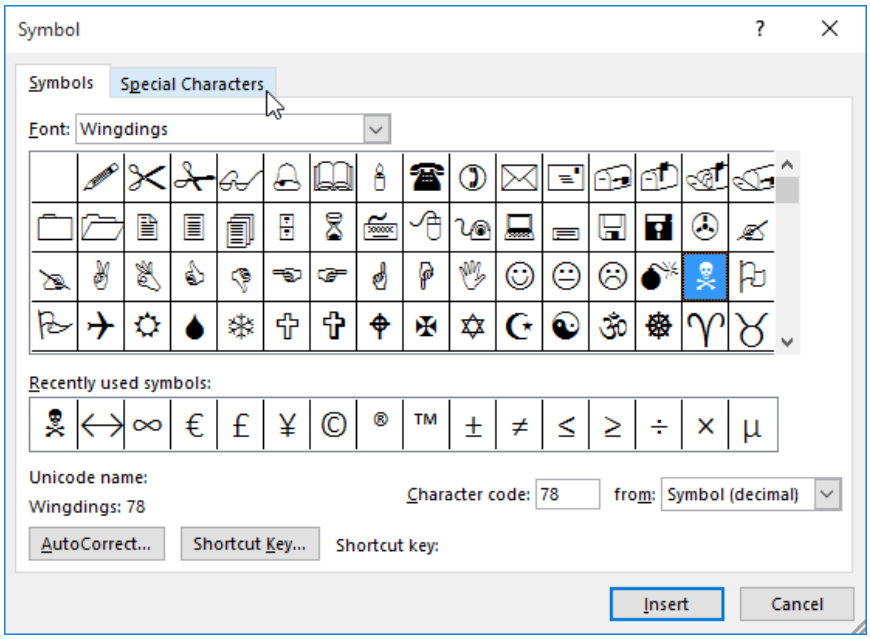
9. Click the skull and crossbones icon and click Insert:



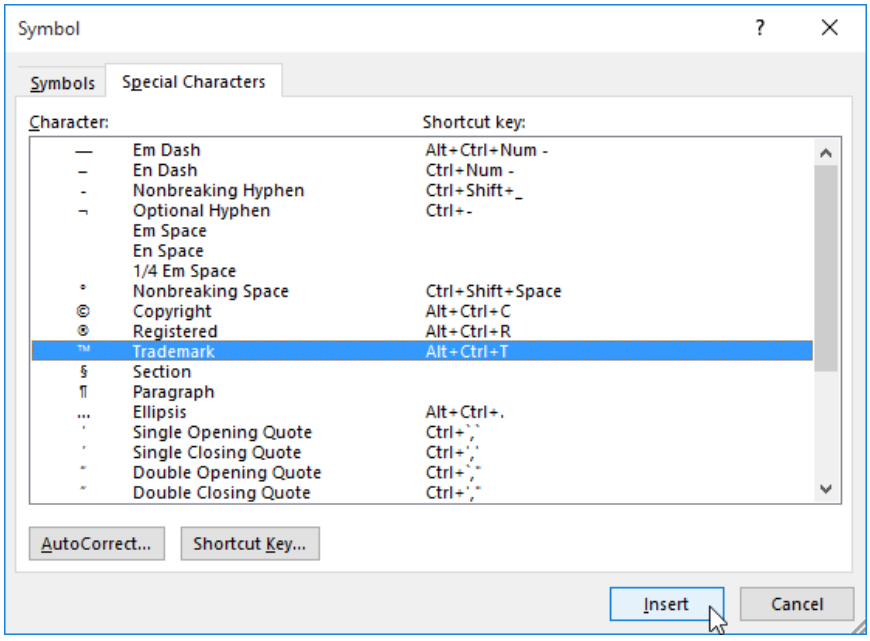
10. With the Symbol dialog still open, click to place your cursor in the last empty cell of the table:



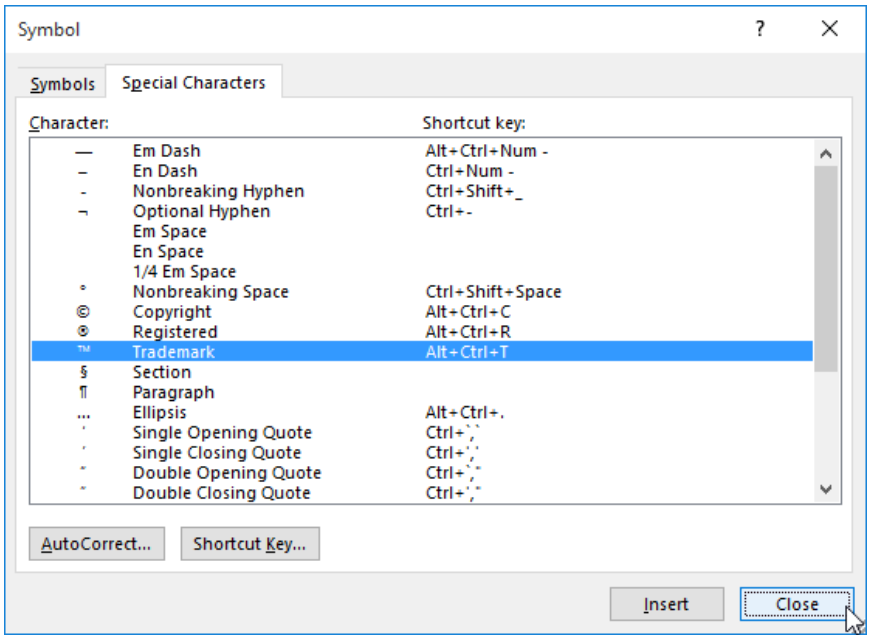
11. Click the Special Characters tab:



12. Click Trademark and click Insert:



13. Close the Symbol dialog:



14. Your document should look like this:

One-fourth	¼
Infinity Symbol	∞
Arrow	↔
Skull and crossbones	☠
Trademark symbol	™

15. Save your document as Activity 6-1 Complete and close Microsoft Word 2016.

TOPIC B: Add Images to a Document

It's now time to move beyond creating basic documents. Pictures can give you more ways to present information and make your documents more appealing than ever. This topic will cover different types of illustrations and show you how to add images to your documents.

Topic Objectives
In this topic, you will learn:

- About illustrations, including SmartArt and charts
- How to insert local and online pictures into a document
- About the Picture Tools – Format tab

ILLUSTRATIONS

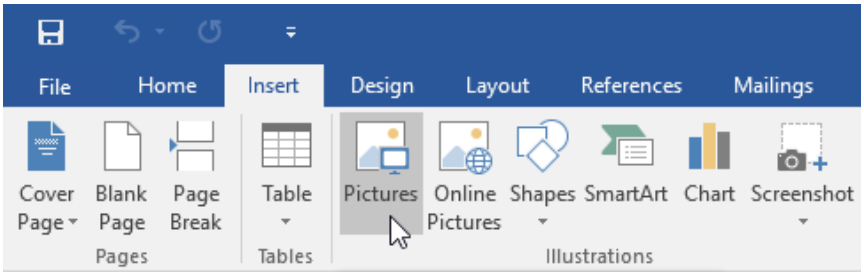
An **illustration** refers to a graphic file created in or inserted into a Microsoft Word document. Microsoft Word allows you to insert pictures, shapes, SmartArt, charts, and screenshots. It also provides tools to modify and manage these illustrations.

SmartArt
SmartArt is Microsoft's intelligent way of adding diagrams to your Office documents. It gives you a way to present text and information as a graphic.

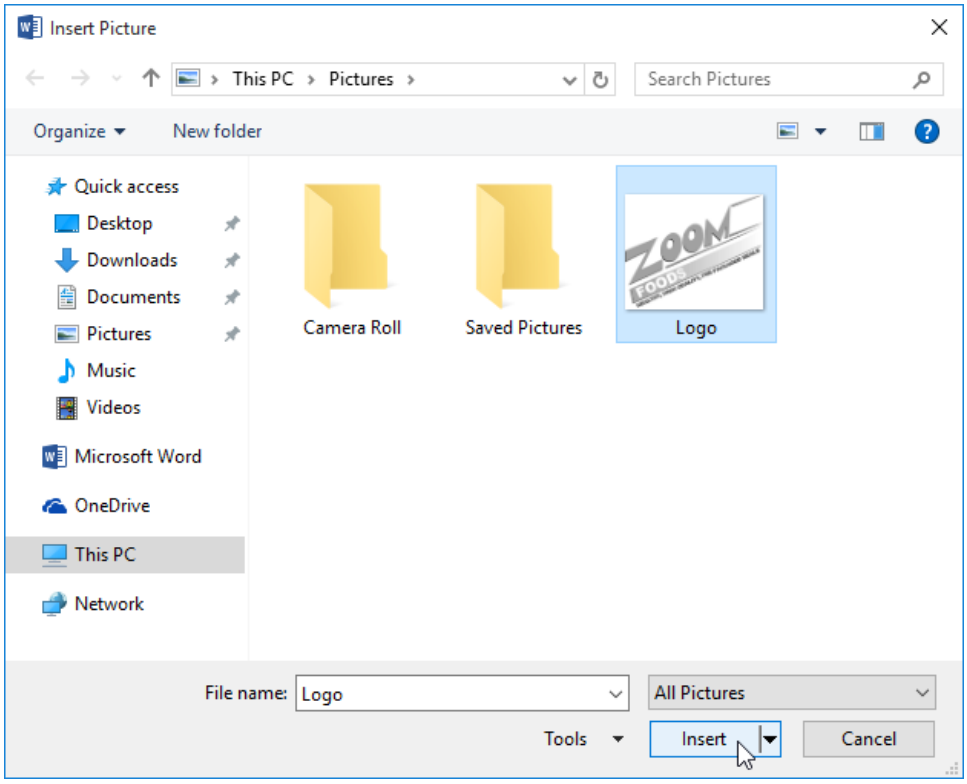
Charts
Charts are graphical representations of data and relationships in a dataset. They are often created to make interpreting tabular data easier.

LOCAL PICTURES

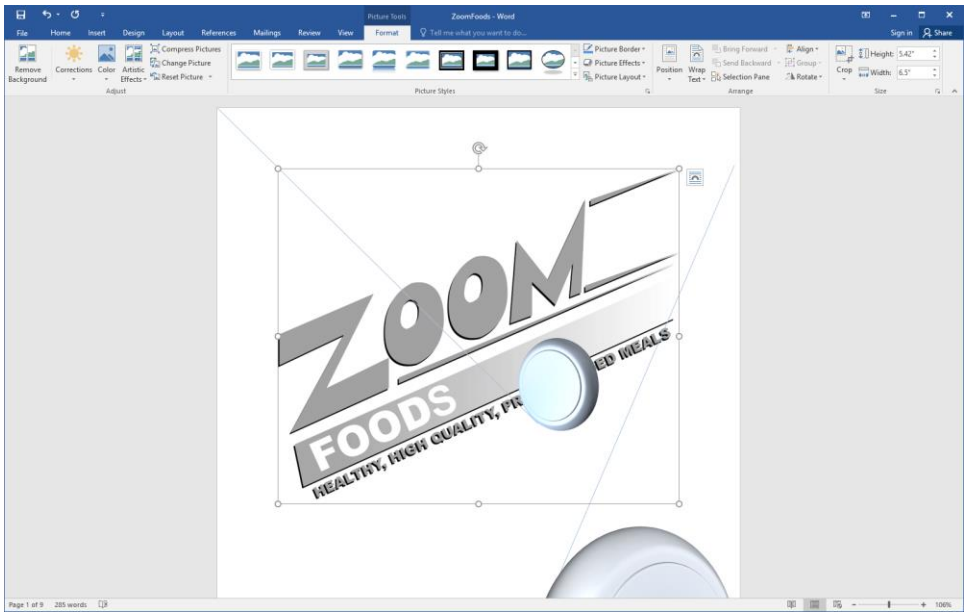
To insert a picture from a file on your computer, place your cursor where you want the image to go. Then, click Insert → Pictures:



You will then be prompted to locate and choose the file. (Most common image formats are supported, including BMP, JPEG, PNG, TIF, and GIF.) Click a single file or hold Ctrl and click multiple files. Click Insert when you're ready:



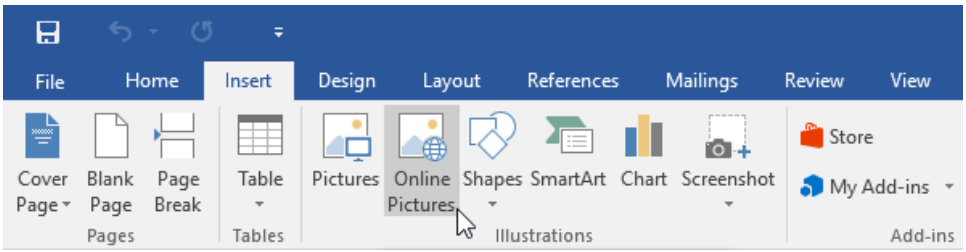
The picture will then be added to your document and resized (if necessary) to fit the page. The Picture Tools – Format contextual tab will also become available:



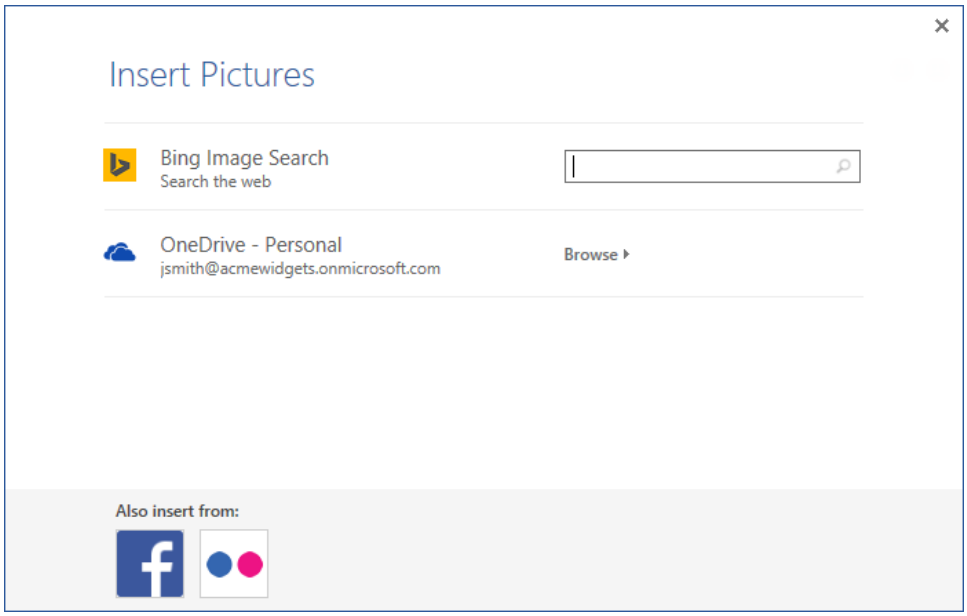
ONLINE PICTURES

Microsoft Word 2016 also gives you the ability to insert images from online sources, like OneDrive, Bing, and Flickr. (You may need to obtain copyright permissions for these images depending on how you are going to use them.)

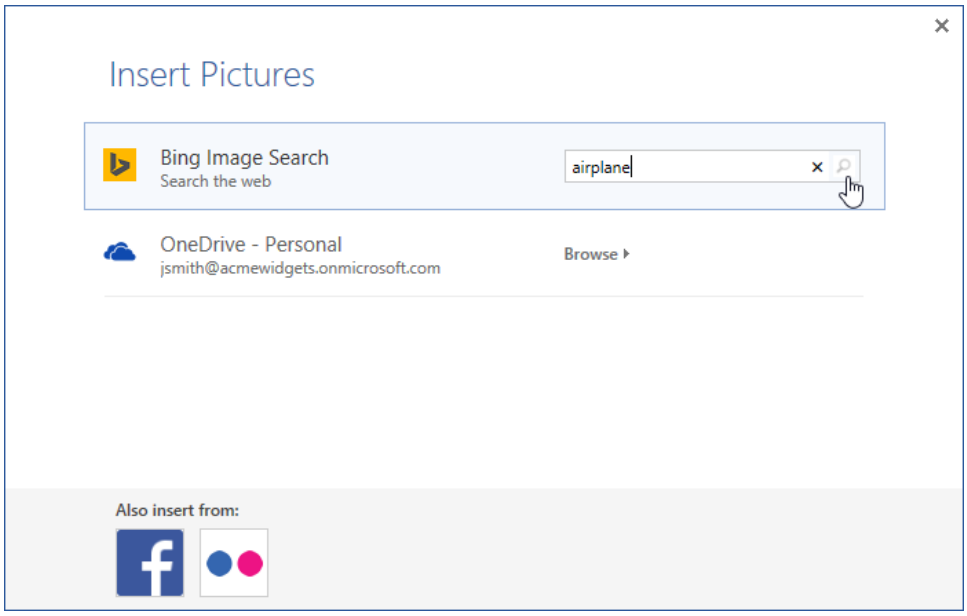
To start, click to place your cursor where you want the picture to go. Next, click Insert → Online Pictures:



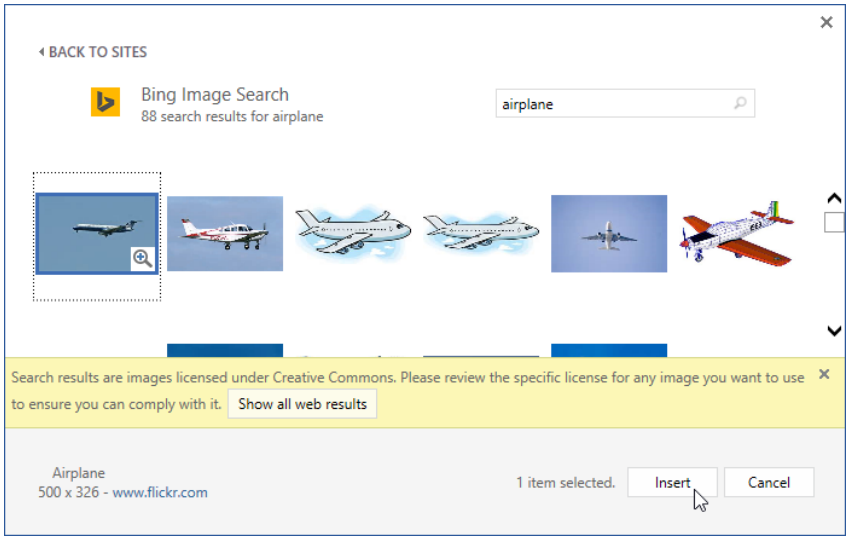
Now, you can search Bing for an image or browse your OneDrive account (if you are connected to it) for the necessary files. You can also install additional connectors for applications like Facebook and Flickr:



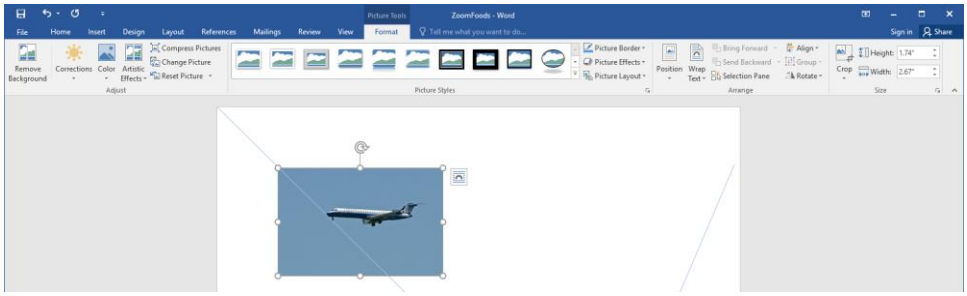
Here we are going to search for airplane images on Bing:



Once the results have been returned, you can click any image to select it and click Insert to add it to your document:

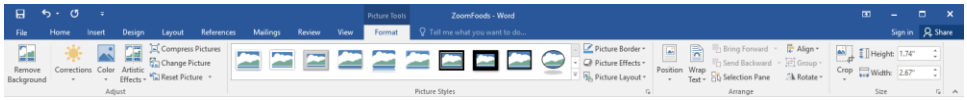


The image will be added and you can modify it like any other:



THE PICTURE TOOLS – FORMAT CONTEXTUAL TAB

When you add any type of picture to your document, you will see the Picture Tools – Format contextual tab:



It contains the following groups:

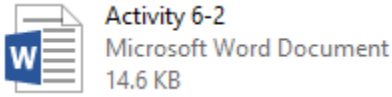
- **Adjust group:** Modify the contents of the picture.
- **Picture Styles group:** Apply a border to the photo. You can choose a pre-configured style or create your own style with the Picture Border and Picture Effects commands. You can also convert this image to a SmartArt diagram with the Picture Layout menu.
- **Arrange group:** This group will help you place the photo in the document and lay out pictures.
- **Size group:** Change the size of the picture.

ACTIVITY 6-2

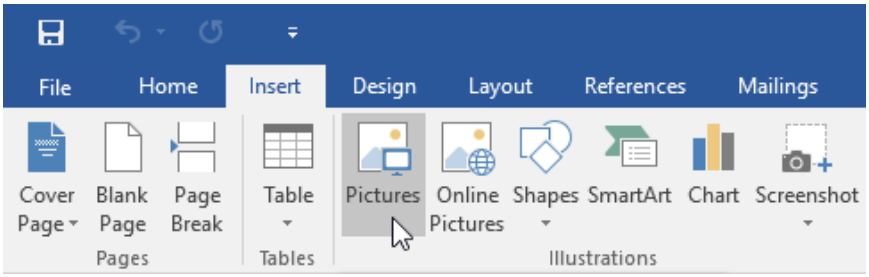
Adding Images to a Document

In this activity, you will add an image from a file and an online image to a product information document.

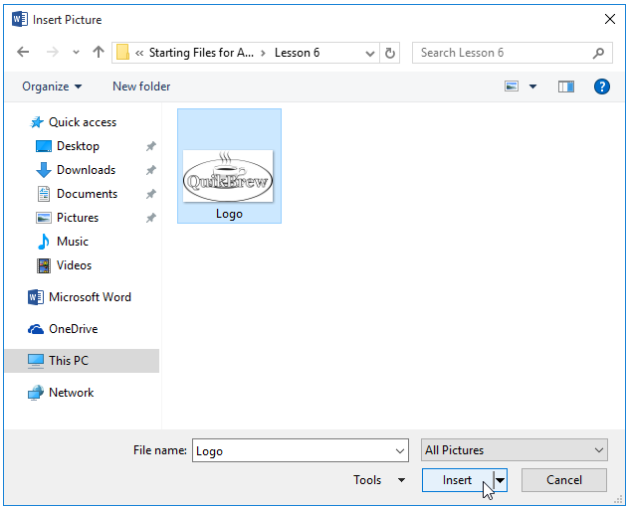
1. Open Microsoft Word 2016 and open Activity 6-2:



2. First, let's add the product logo to the document. To begin, click Insert → Pictures:



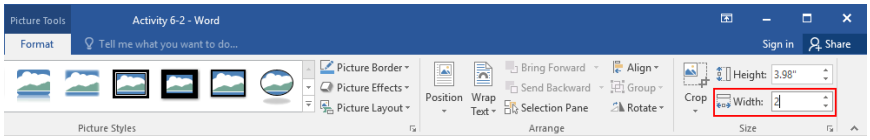
3. Browse to the Lesson 6 folder of your Exercise Files. Select the Logo image file and click Insert:



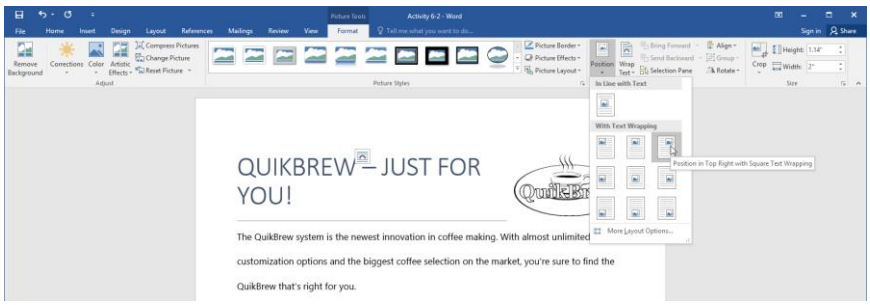
4. The image will be inserted and the Picture Tools – Format tab will be displayed:

(Your picture may be in a different location than our example. If so, that's OK.)

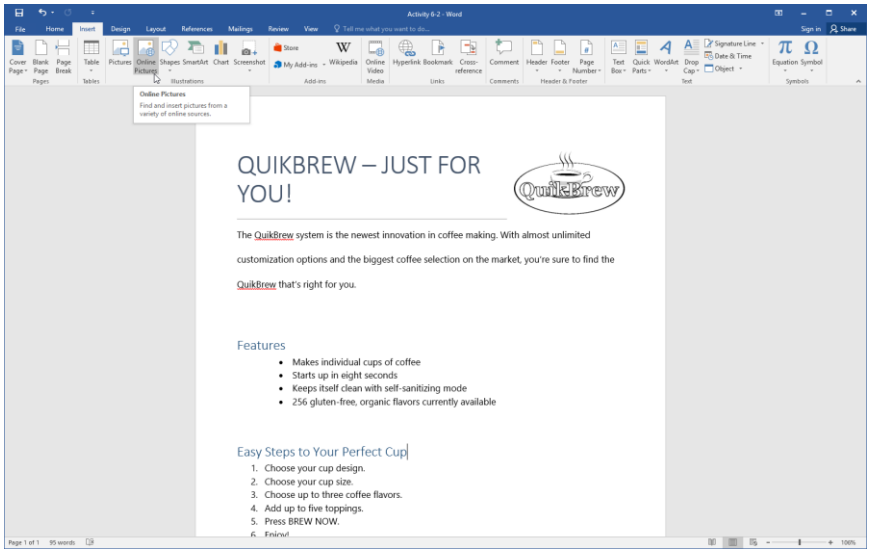
5. Let's make the picture smaller. Type "2" in the Width field on the Picture Tools – Format tab and press Enter:



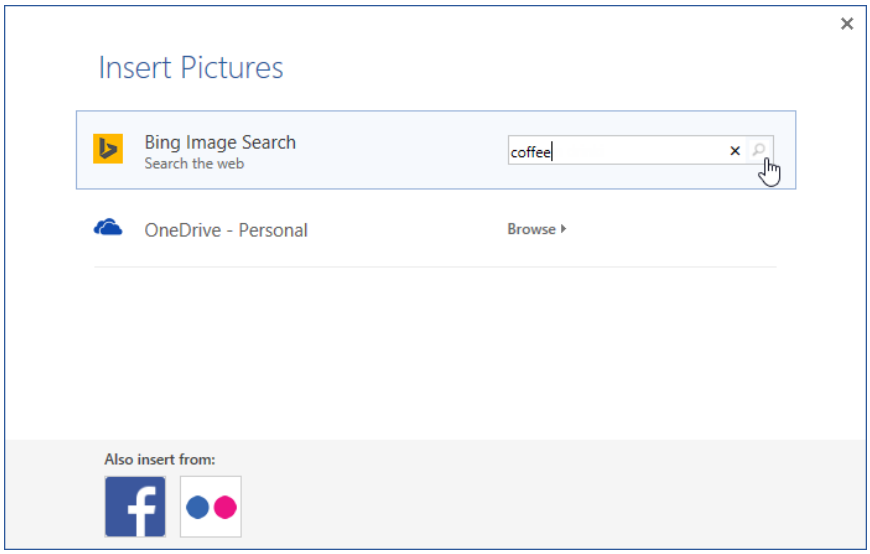
6. Now let's position the image. Click Picture Tools – Format → Position → Position in Top Right with Square Text Wrapping:



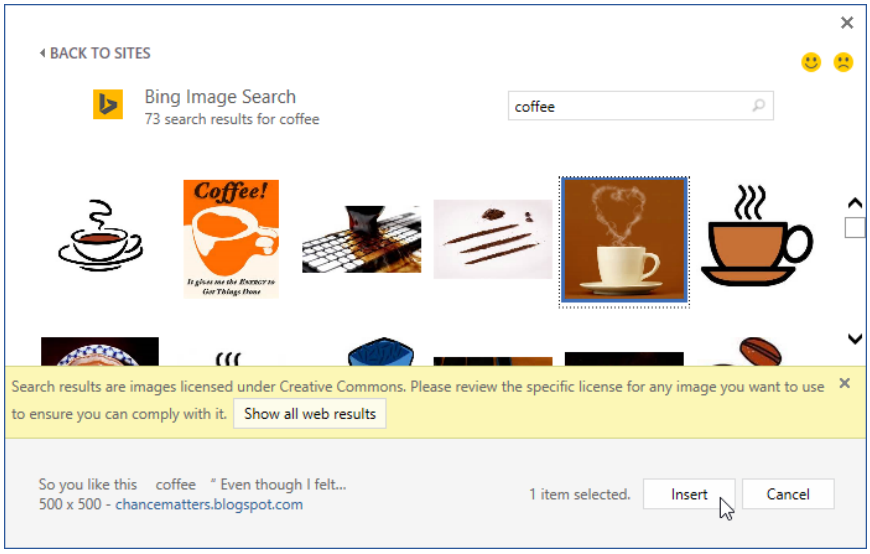
7. With the first image placed, we can now add an online image. Click to place your cursor next to the text "Easy Steps to Your Perfect Cup." Click Insert → Online Pictures:



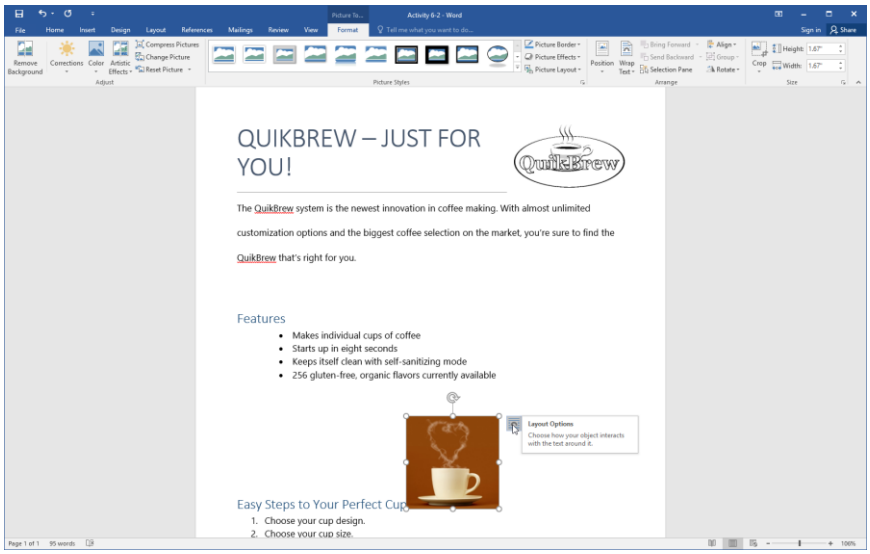
8. In the Bing Image search field, type “coffee” and click the Search button:



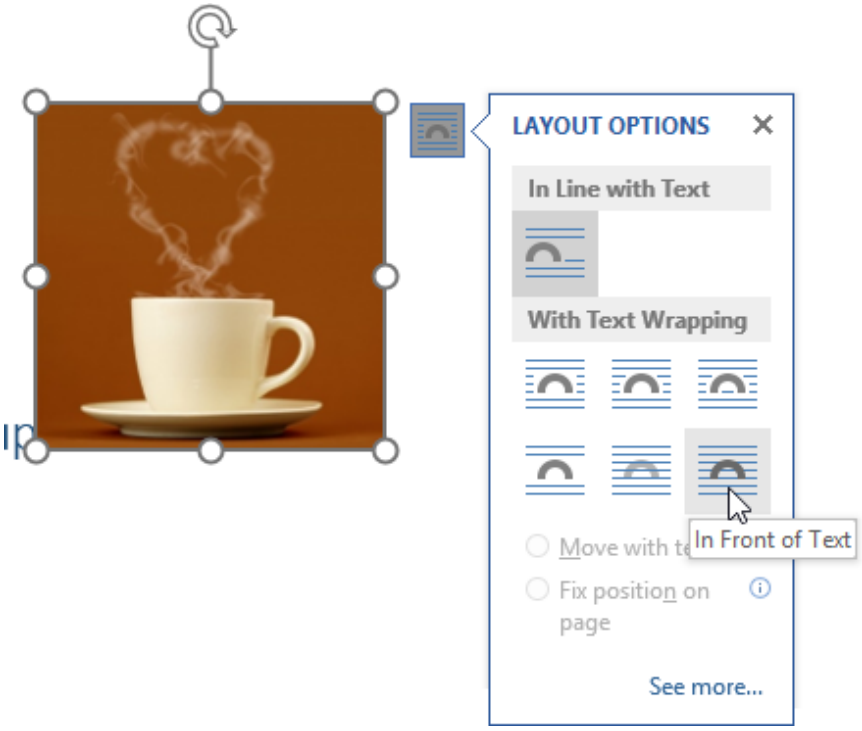
9. When the results are displayed, choose any image you like. Click to select it and click Insert:



10. To position the image, click the Layout Options button:



11. Click "In Front of Text:"



12. If the image is overlapping the text, click and drag it to reposition it:

13. Save your document as Activity 6-2 Complete and close Microsoft Word 2016.

Summary

In this lesson, you learned how to add symbols, special characters, illustrations, and pictures to a document. You also learned how to modify images with the Picture Tools – Format contextual tab. You should now feel ready to improve your document's visual appeal using these tools.

REVIEW QUESTIONS

1. **Name one font that is all symbols.**

2. **What should you be aware of when inserting online images into a document?**

3. **What is SmartArt?**

4. **Which tab contains commands to add symbols and illustrations to your document?**

5. **List one location that online images can be inserted from.**

LESSON 7: CONTROLLING PAGE APPEARANCE

Lesson Objectives

In this lesson you will learn how to:

- Apply a page border and color
- Add a watermark to a document
- Add headers and footers to a document
- Control page layout

TOPIC A: Apply a Page Border and Color

So far in this course we have focused on creating and editing the content of your document, including text, graphics, tables, and lists. In this topic, we will shift our focus to the overall appearance of the pages in a document.

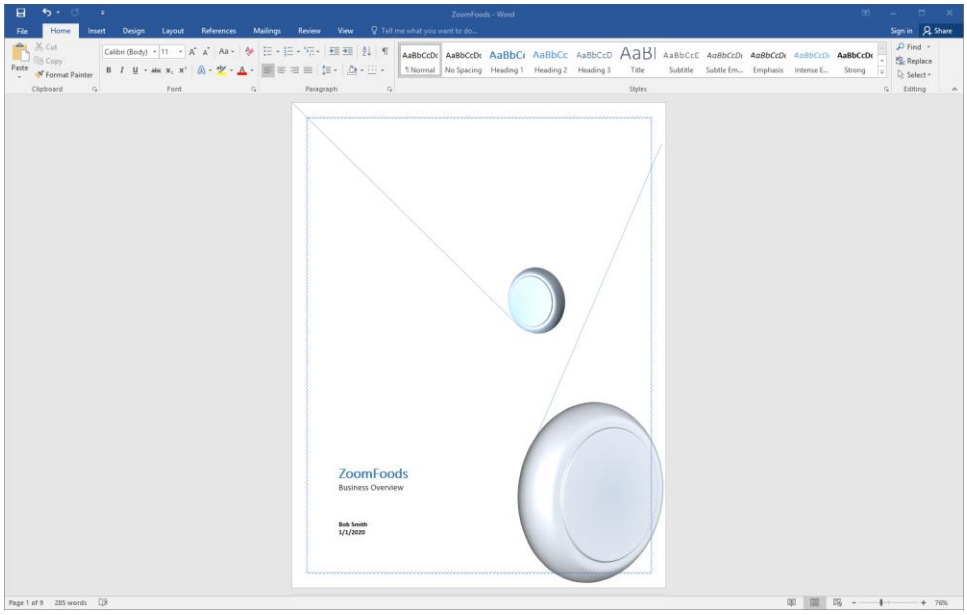
Topic Objectives

In this topic, you will learn:

- How to add a border to a page
- How to customize the page border
- How to apply a page color

PAGE BORDERS

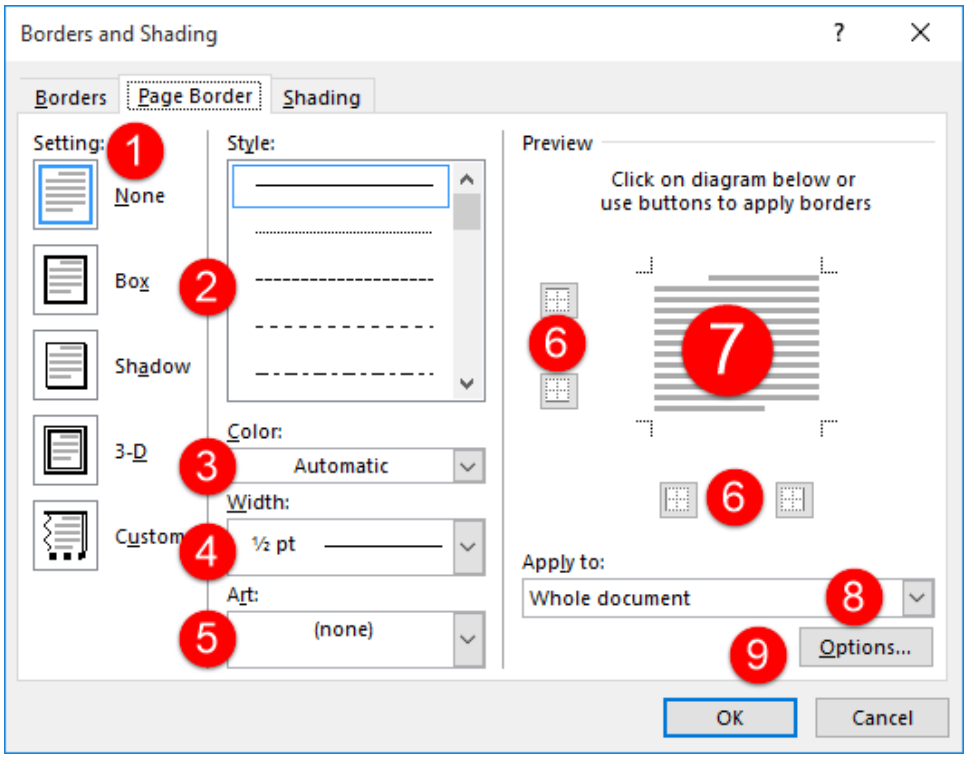
The term **"border"** refers to a stylized line around a page, paragraph, or word. In this topic, we will focus on page borders. Here we have added an artistic border to a title page:



BORDER OPTIONS

To add a border to a page, click Design → Page Borders:

You will then see the Page Border tab of the Borders and Shading dialog box:



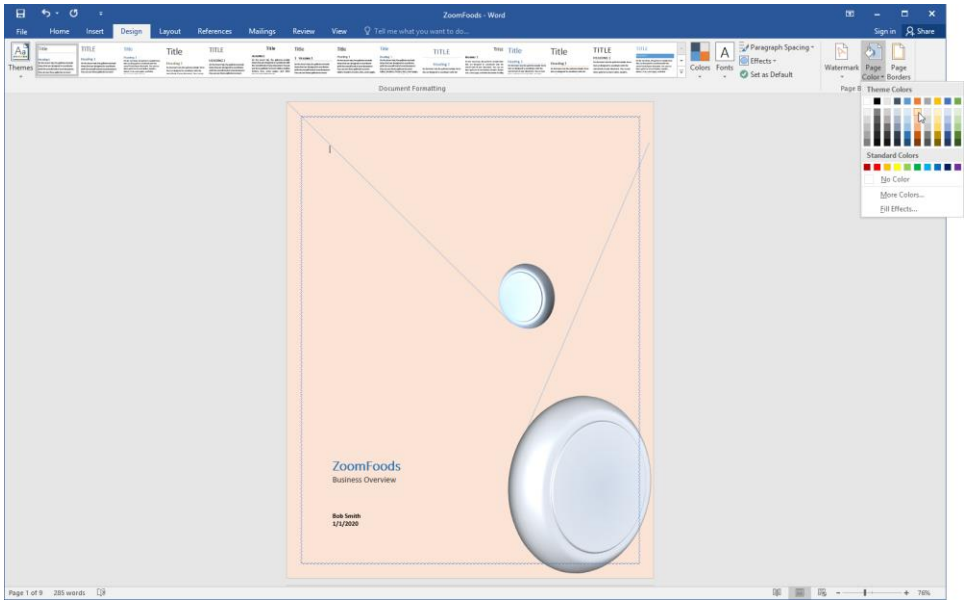
This tab of the dialog works just like the Borders tab that we looked at in Lesson 3. You can choose a **basic setting** from the list on the left **(1).** Then, use the menus in the middle to choose a **style (2)**, **color (3)**, and **width (4)** for your border. You can also choose an **art-based border (5).**

Next, use the **buttons on the right-hand side (6)** to toggle parts of your border on or off. (For example, to add a bottom line, you would click the button.) You will be able to see a **preview** of your choices as you apply them **(7)**.

You can also choose **what to apply the settings to (8)**, as well as open the **Border and Shading Options dialog (9)**. Once you have made your choices, click OK to apply them.

PAGE COLOR OPTIONS

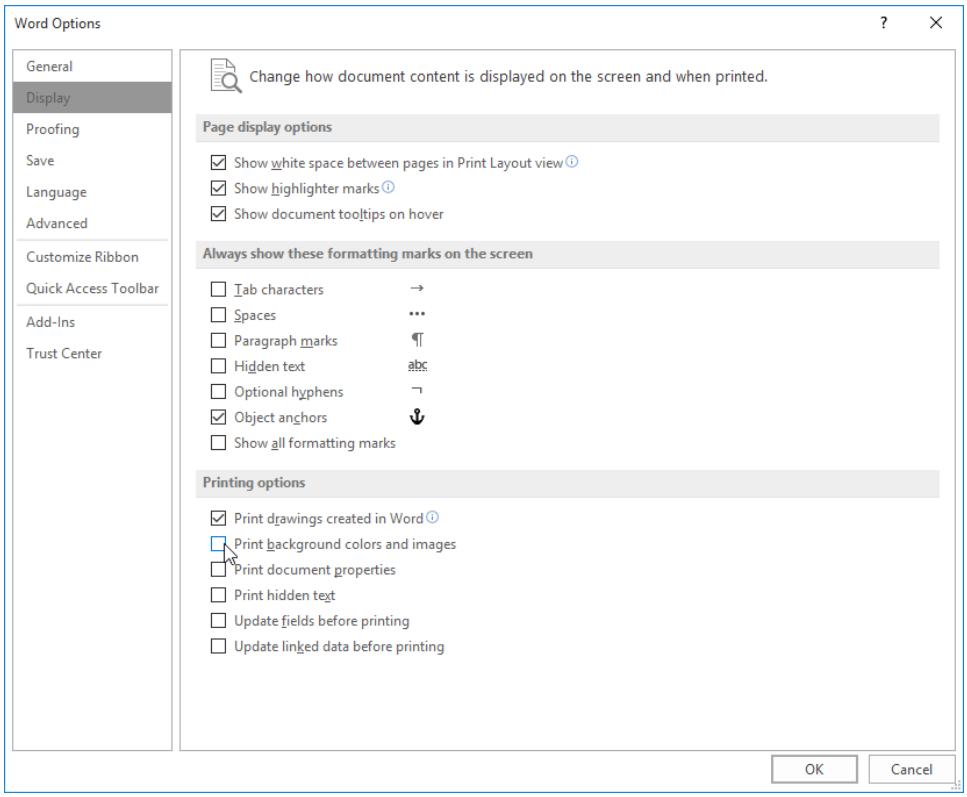
Microsoft Word also lets you change the page color for all pages within a document. To do this, click Design → Page Color and choose a color from the menu:



You will notice as you hover over each color that a preview will appear on the page. Note that this change will apply to the entire document, not just to the current page or section.

Printing Backgrounds

If you want your page color to be printed, open the Word Options dialog box by clicking File → Options. Then, click the Display category and check "Print background colors and images:"

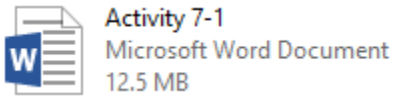


ACTIVITY 7-1

Applying a Page Border and Color

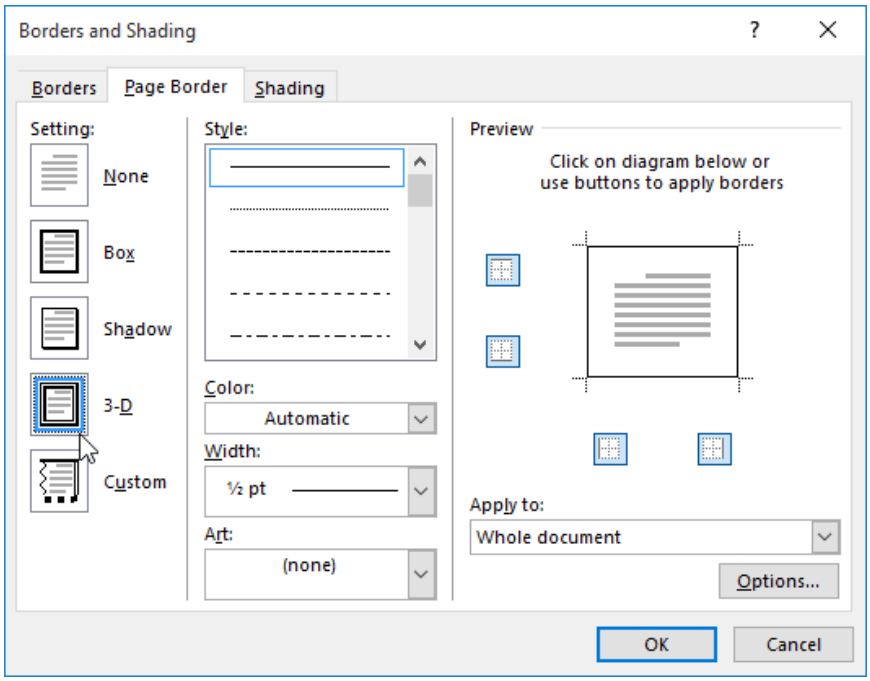
In this activity, you will start formatting a document to accompany a product presentation.

1. Open Microsoft Word 2016 and open Activity 7-1:

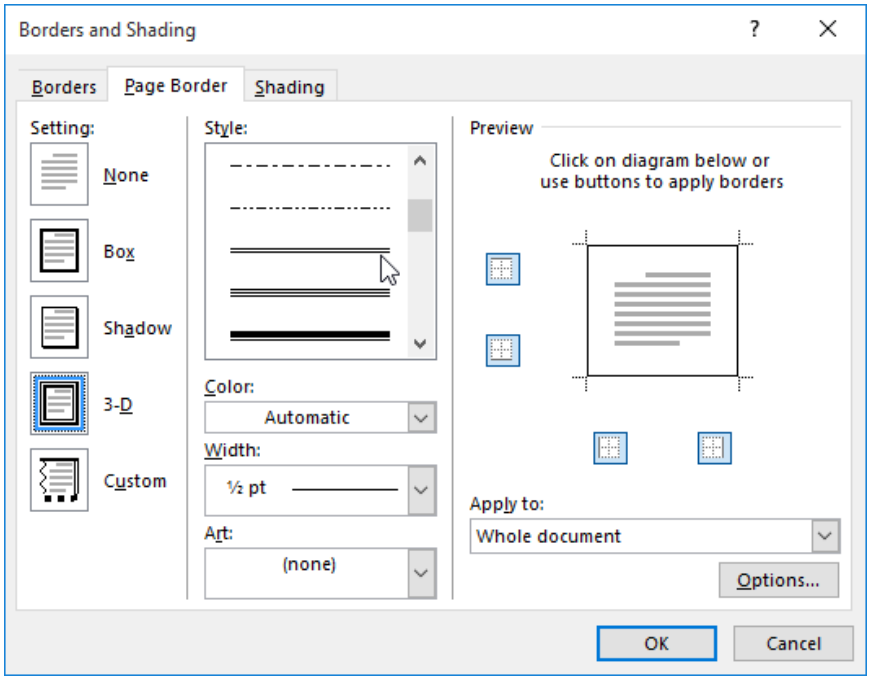


2. First, let's add a border to the title page. Ensure that your cursor is on that page and then click Design → Page Borders:

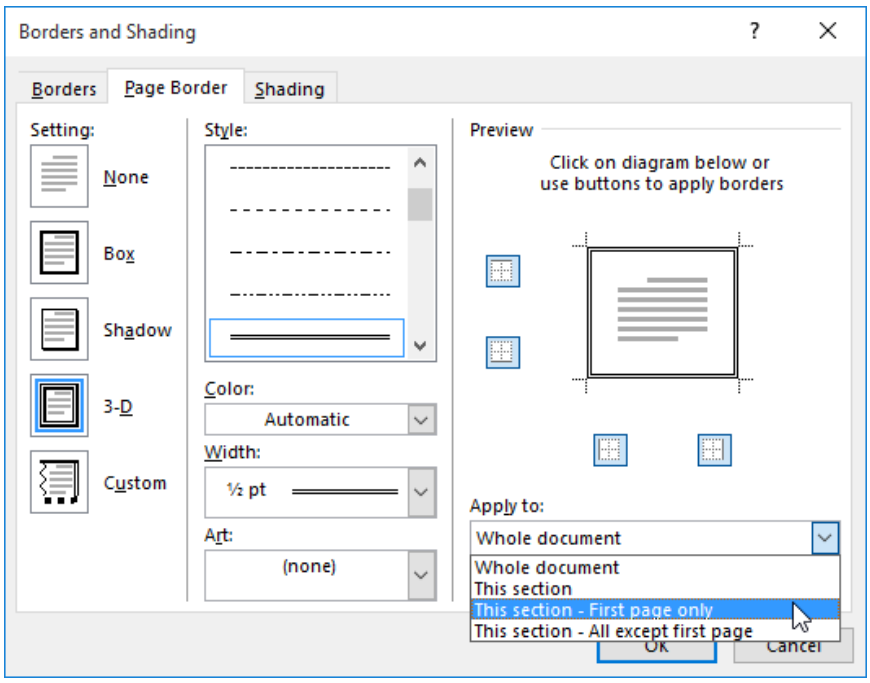
3. Choose a 3-D border style:



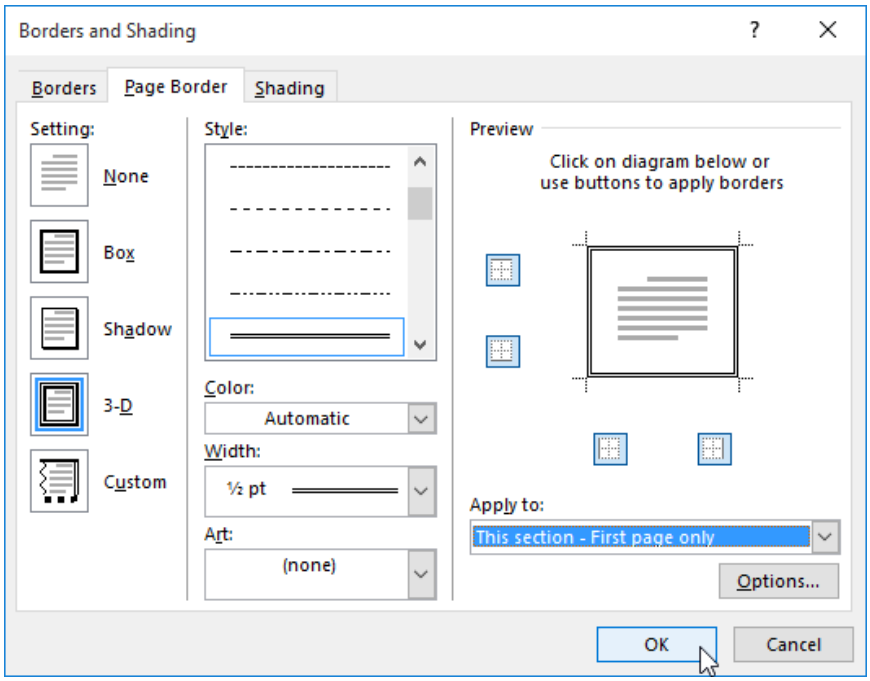
4. Scroll down in the Style list and choose a double solid line:



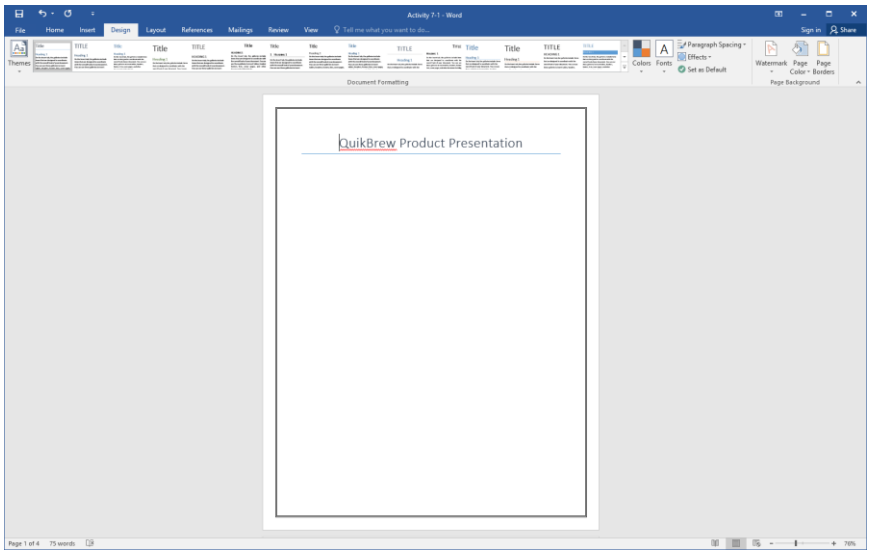
5. The Color and Width settings look great, so we'll leave those at their default options. Click the "Apply to" drop-down menu and choose "This section – first page only:"



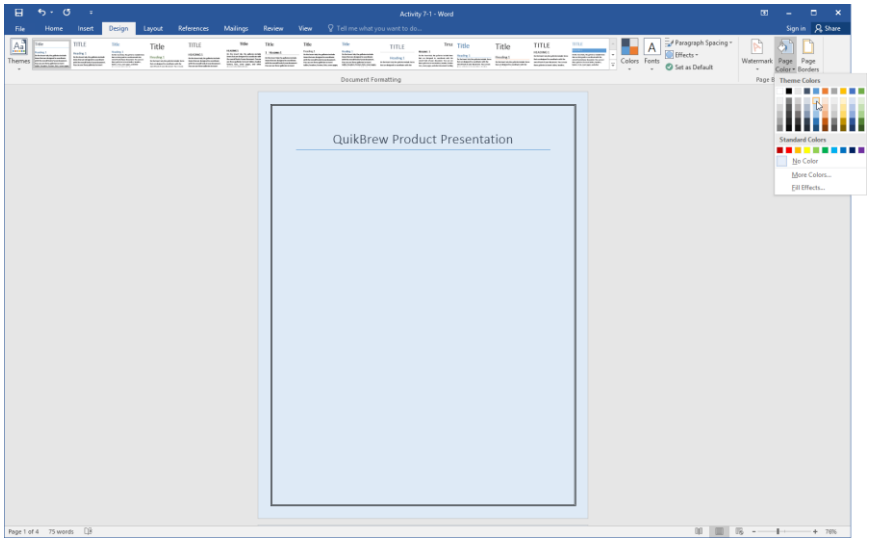
6. Click OK to create your border:



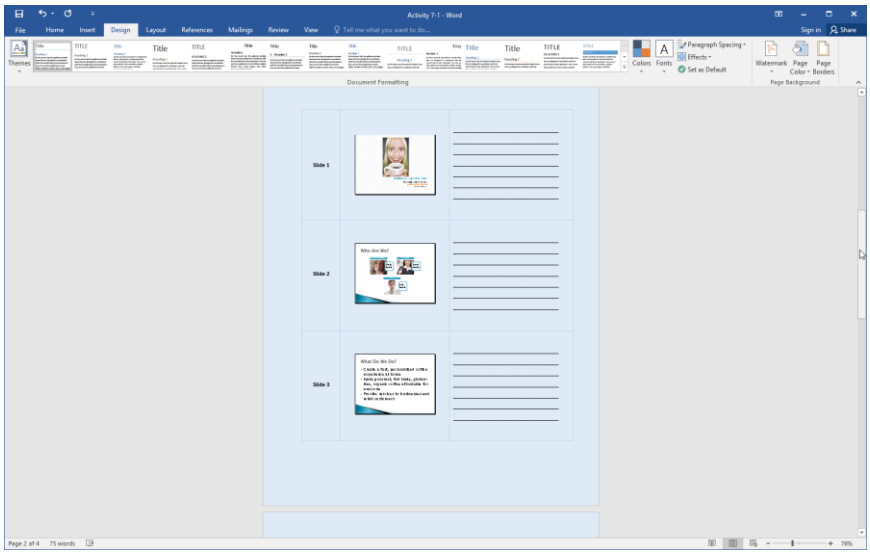
7. The border will now be applied:



8. Now let's change the page color. Click Design → Page Color → Blue, Accent 1, Lighter 80%:



9. Scroll through the document to view the effects of this formatting change:



10. Save your document as Activity 7-1 Complete and close Microsoft Word 2016.

TOPIC B: Add a Watermark

In addition to page borders and colors, you can also add watermarks to your document. These watermarks help make important information about your document visible and easy to see.

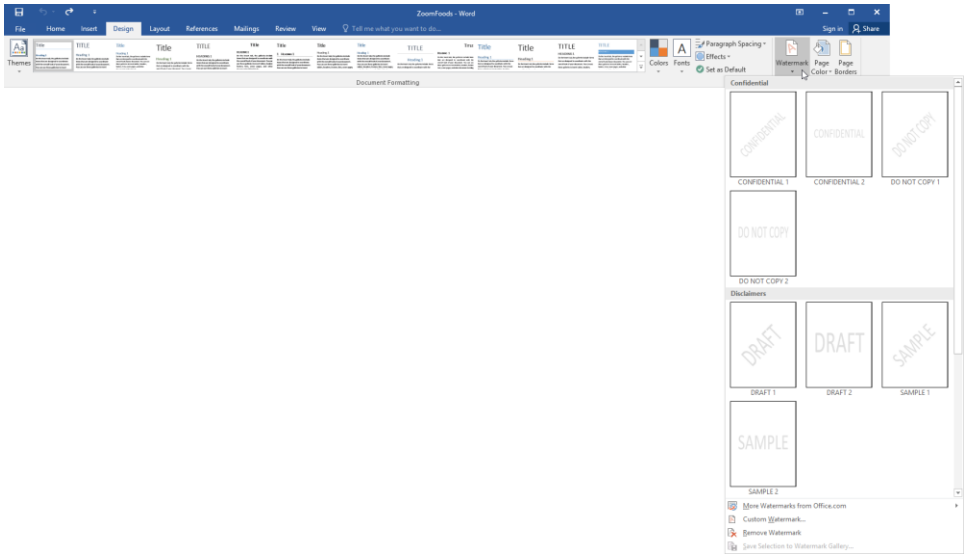
Topic Objectives
In this topic, you will learn:

- About watermarks
- How to use the Printed Watermark dialog box

WATERMARKS

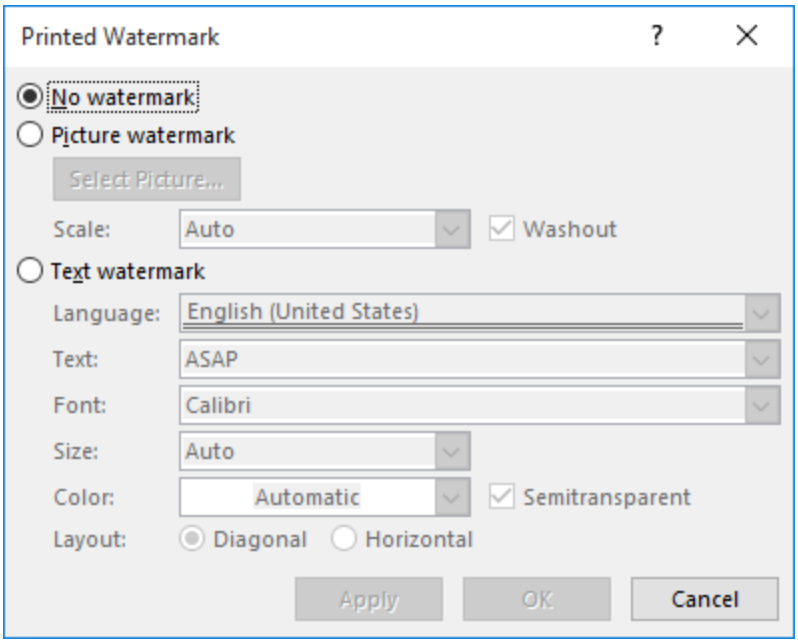
Watermarks often appear on checks or other legal documents. They are visible when you hold the document up to light and might say something like "ORIGINAL DOCUMENT," or it might outline a pattern.

In Microsoft Word, watermarks can be text or pictures. These watermarks will appear as a washed-out item in the background of the page. To add a watermark to your document, click Design → Watermark and click the watermark that you want to apply:



THE PRINTED WATERMARK DIALOG BOX

For additional watermark options, click Design → Watermark → Custom Watermark. The Printed Watermark dialog box will open:



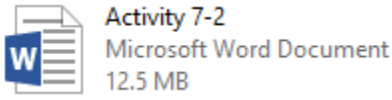
This dialog gives you options to create a watermark from a picture or using text. You can also remove an existing watermark by choosing the "No watermark" option.

ACTIVITY 7-2

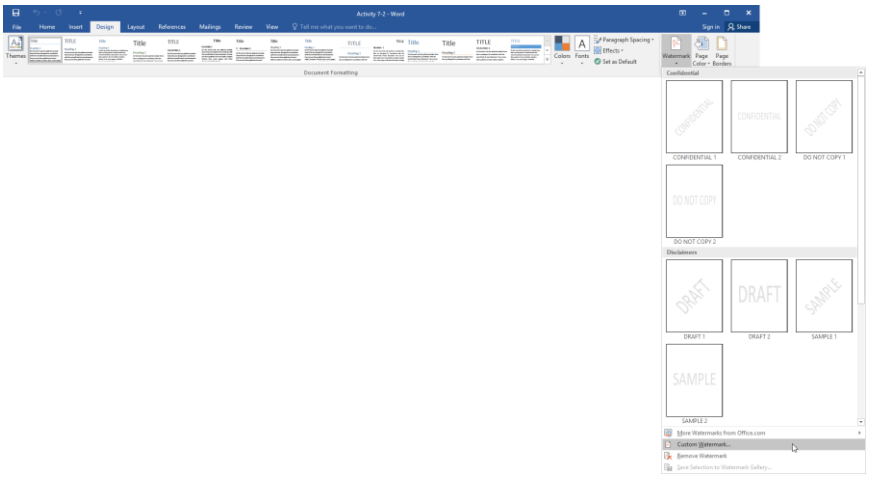
Adding a Watermark

In this activity, you will add a custom watermark to a document.

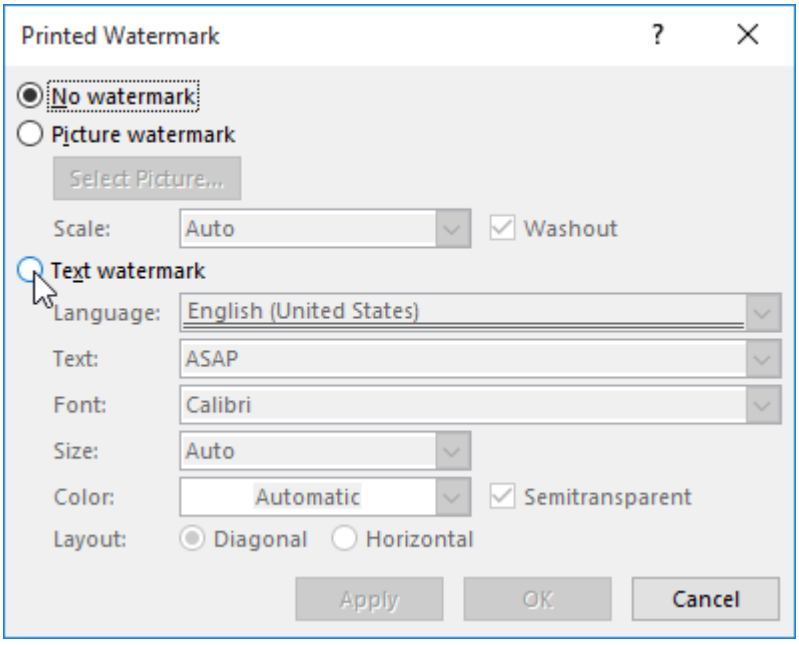
1. Open Microsoft Word 2016 and open Activity 7-2:



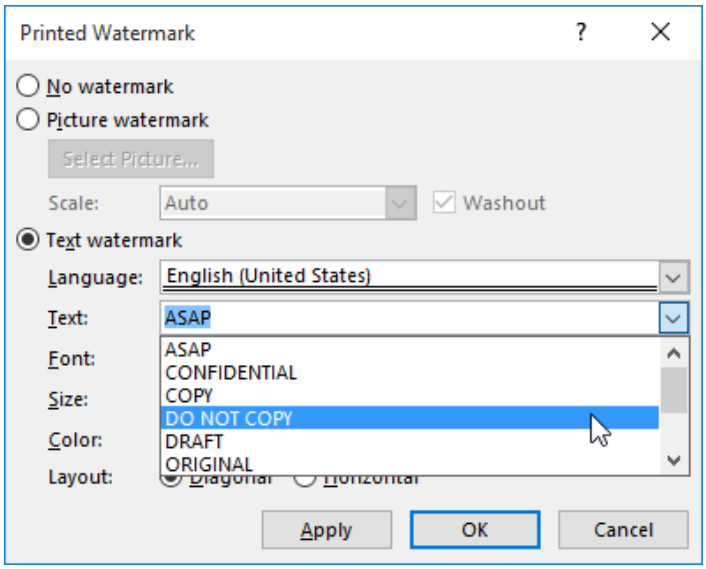
2. Click Design → Watermark → Custom Watermark:



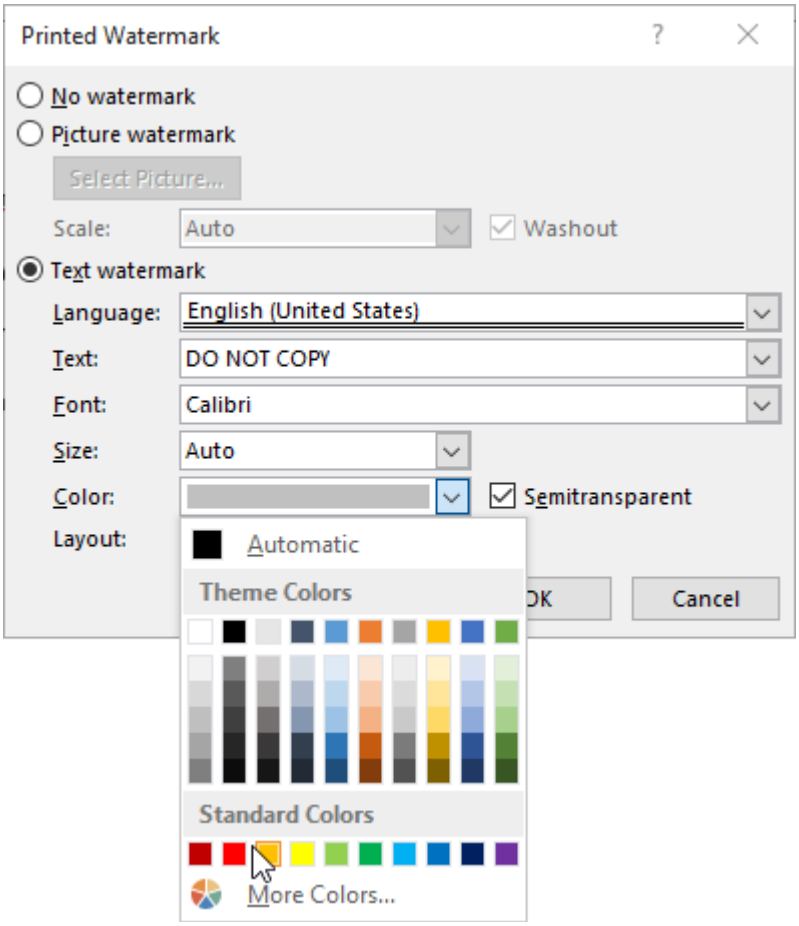
3. The Printed Watermark dialog will open. Click the "Text watermark" radio button to make those options available:



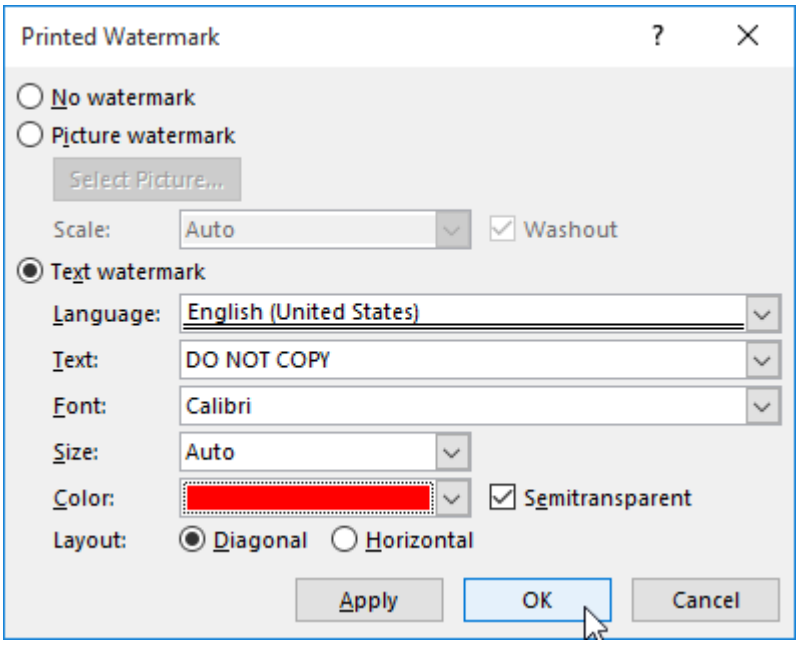
4. Click the Text menu and click "DO NOT COPY:"



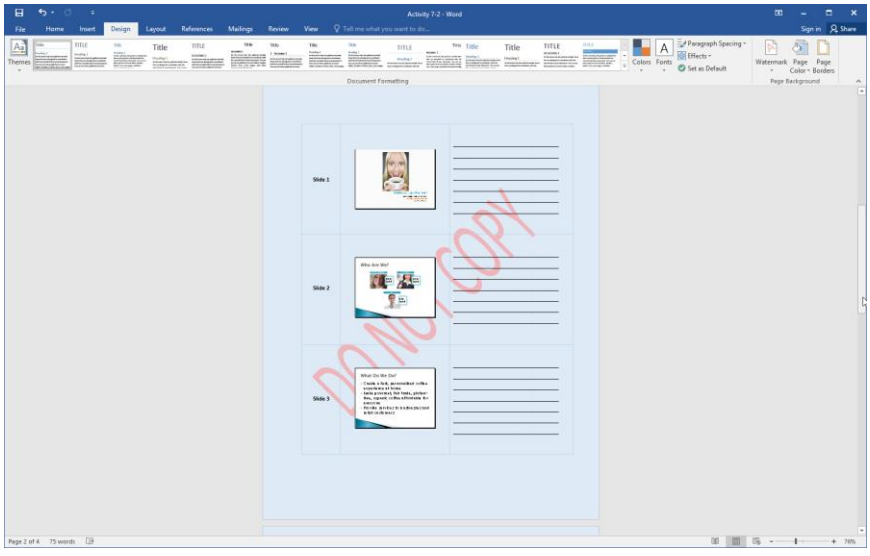
Click the Color menu and click Red:



5. Click OK to create the watermark:



6. The watermark will be applied. Scroll through the document:



7. Save your document as Activity 7-2 Complete and close Microsoft Word 2016.

TOPIC C: Add Headers and Footers

Another way in which you can customize page appearance is using headers and footers. Headers and footers are groups of information set apart from the body of your document. Headers are located at the top of a page, while footers are set at the bottom. They can make your document more user-friendly, and make it look polished and professional. In this topic, you will receive an introduction to this formatting tool.

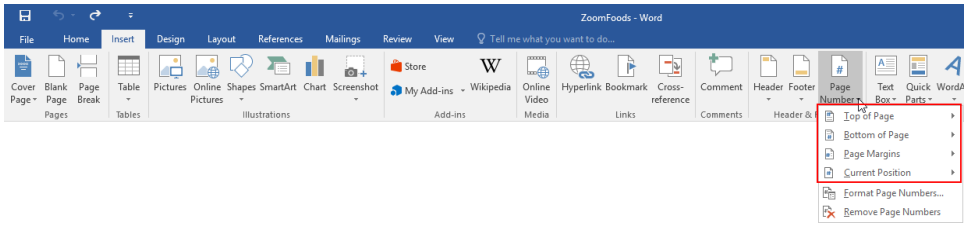
Topic Objectives

In this topic, you will learn:

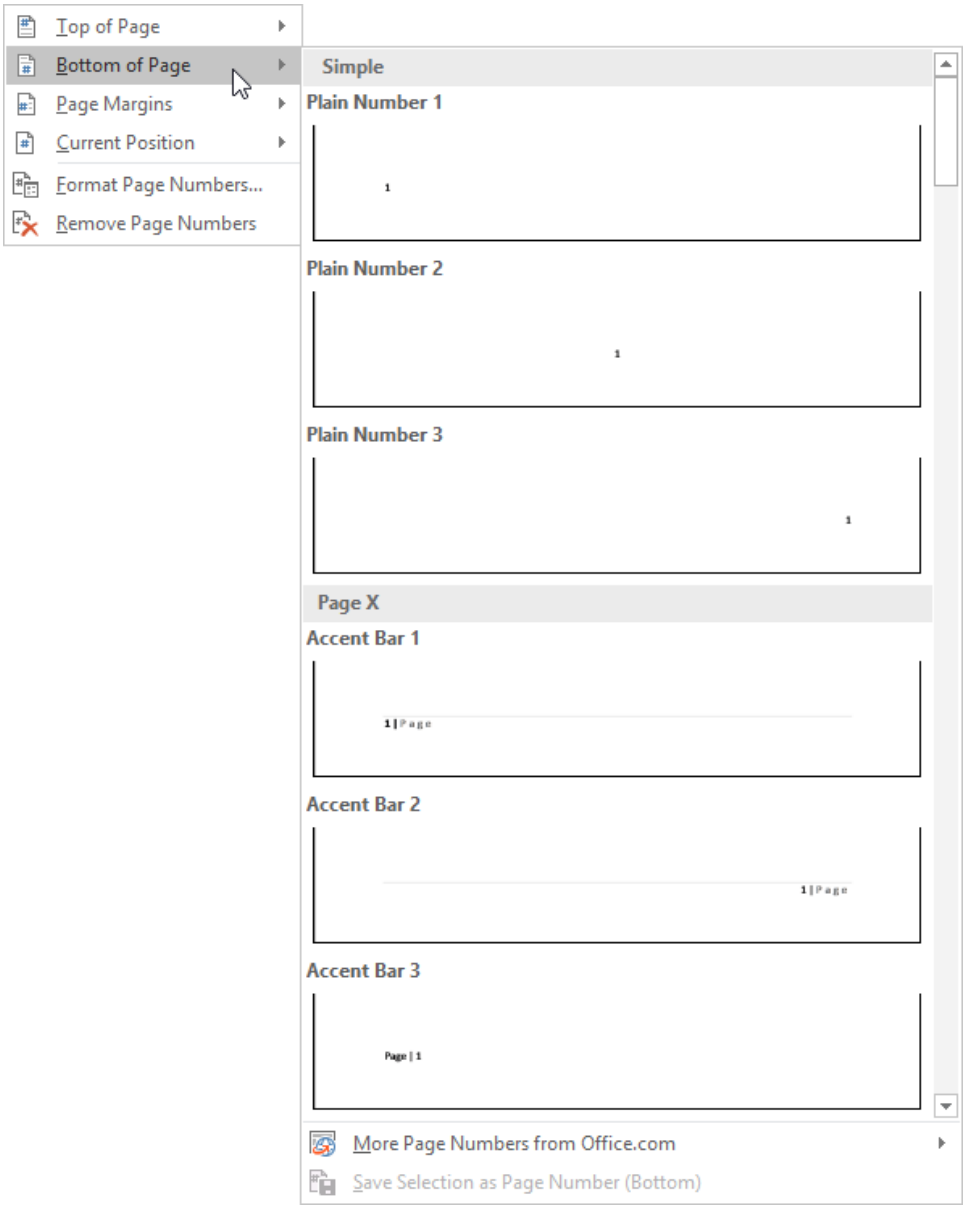
- How to insert page numbers
- How to add headers and footers to a document
- How to use the Header & Footer Tools – Design tab

INSERTING PAGE NUMBERS

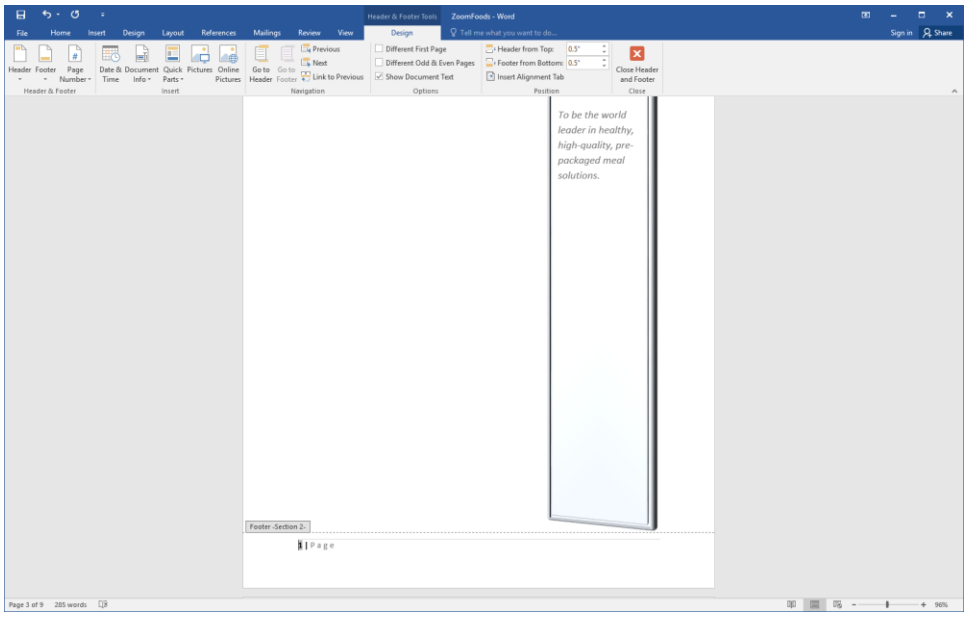
To add page numbers to a document, click Insert → Page Number, and then choose one of the first four options to set the location of the page numbers:



Then, you will see a gallery of options for the chosen location. Click the type of page number to create:

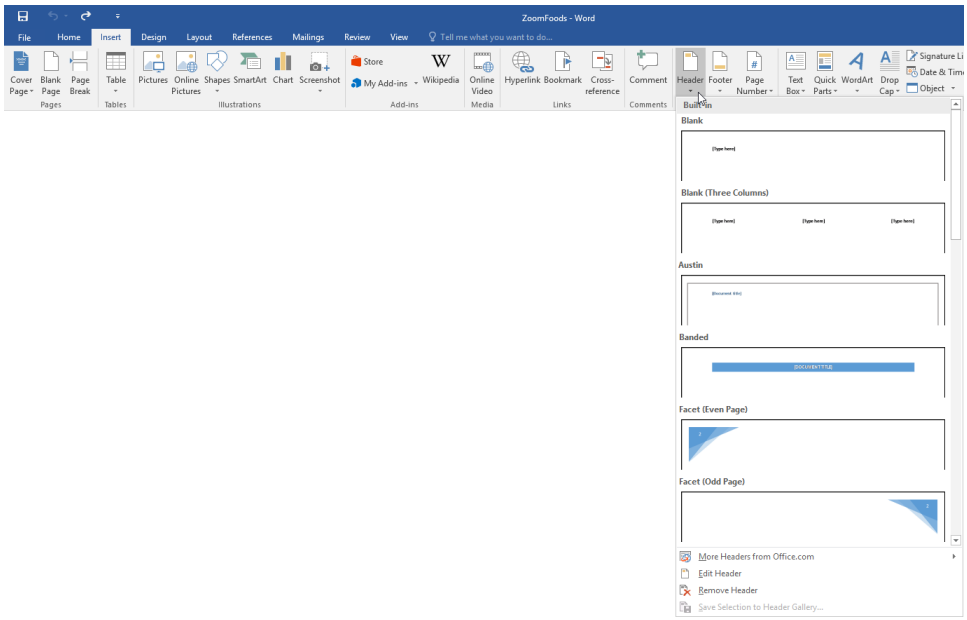


The page numbers will then be added to your document. As well, the header and footer area will be open for editing and the Header & Footer Tools – Design tab will be shown:

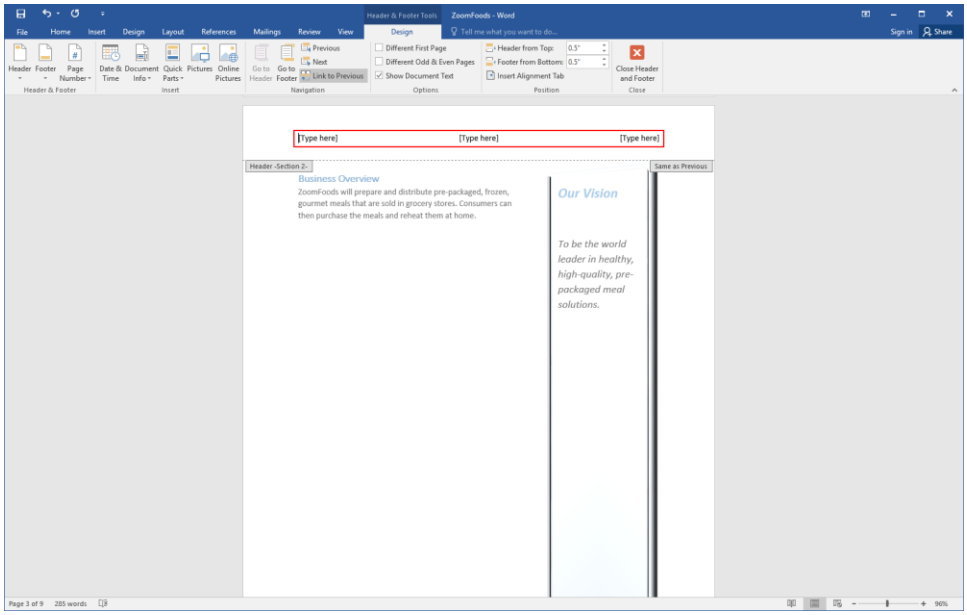


HEADERS AND FOOTERS

To add a full header to your document, click Insert → Header. Then, click the type of header that you want to add:

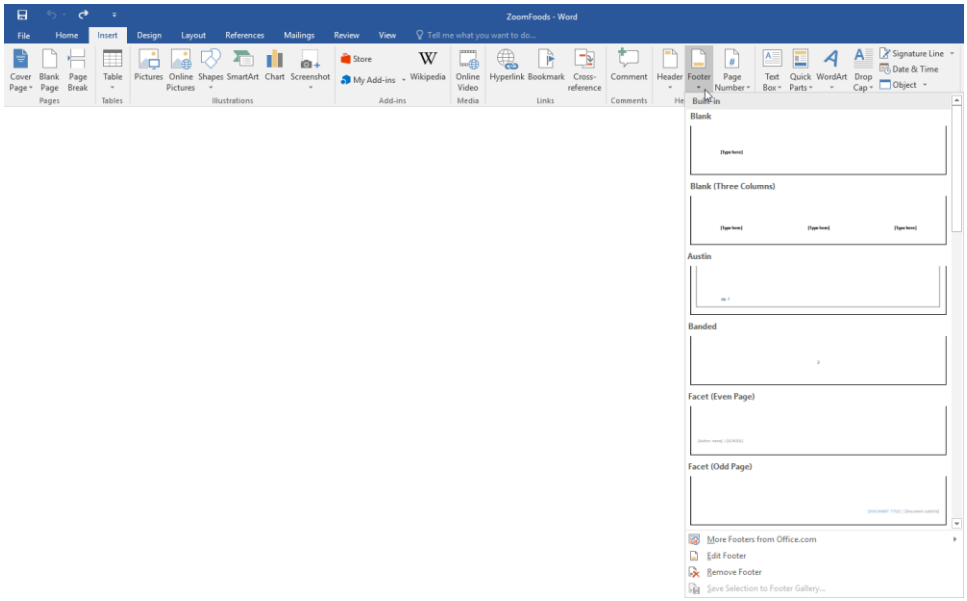


It will automatically be inserted into the document:



You can now add whatever elements you like, including text and images. When you are finished, click "Close Header and Footer" on the Header & Footer Tools – Design tab. If you want to edit the header again, double-click it.

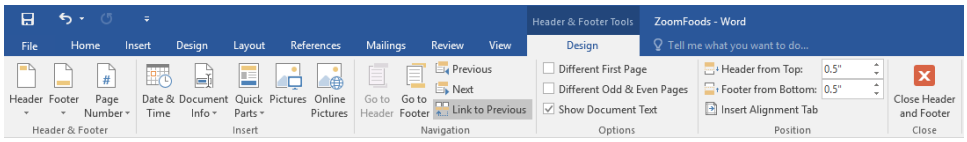
To insert a footer, follow the same process, but click the Footer command on the Insert tab instead:



Fields
Headers and footers often use **fields**, which are placeholders for data. This might include automatic page numbering, or a date and time that updates each time the document opens.

THE HEADER & FOOTER TOOLS – DESIGN TAB

The Header & Footer Tools – Design contextual tab appears whenever you are editing a header or footer:



Let's look at the commands on this tab:

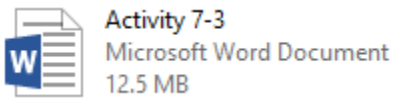
- **Header & Footer group:** Add or change a header or footer. (These are the same commands that you will find on the Insert tab.) You can also choose from pre-designed page numbers.
- **Insert group:** Here you will find commands to add the date and time, document information, Quick Parts, and pictures to your header or footer.
- **Navigation group:** The first two buttons in this group let you move between the header and footer. Then, you have commands to navigate between sections and link or unlink them.
- **Options group:** Control how the header or footer will behave.
- **Position group:** Control the exact position of the header and the footer on the page. Also provides commands to add alignment tabs to either element.
- **Close group:** The last group lets you close Header and Footer view. You can also close this view and the contextual tab by double-clicking in the body of the document or pressing Esc on your keyboard.

ACTIVITY 7-3

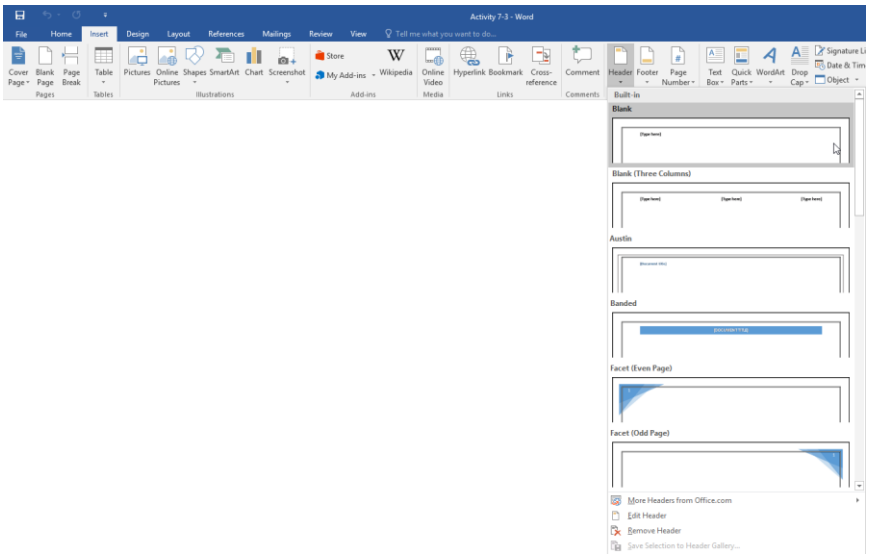
Adding Headers and Footers

In this activity, you will add a header and a footer to our sample document.

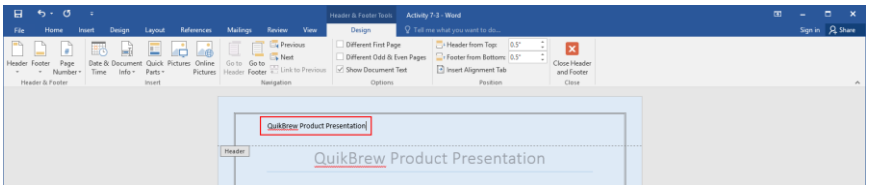
1. Open Microsoft Word 2016 and open Activity 7-3:



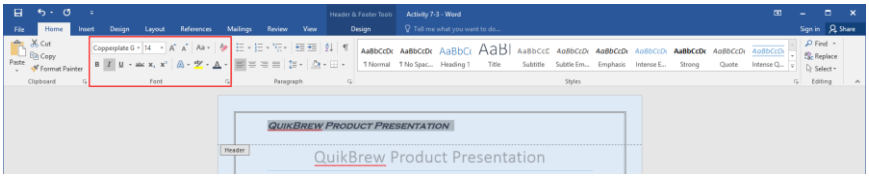
2. Click Insert → Header → Blank:



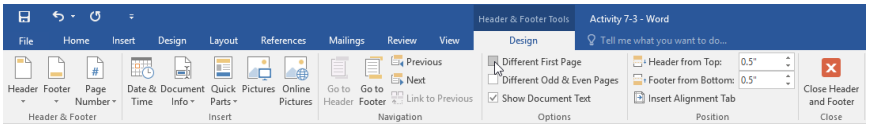
3. Type "QuikBrew Product Presentation" into the header placeholder that appears:



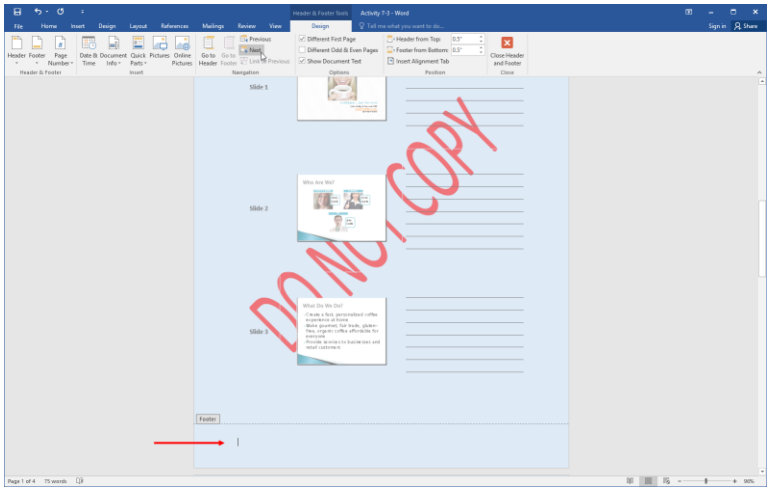
4. Select the text that you just typed. Then, use the Font group on the Home tab to apply the Copperplate Gothic Bold font, increase the size to 14, apply an italic effect, and change the color to a shade of blue:



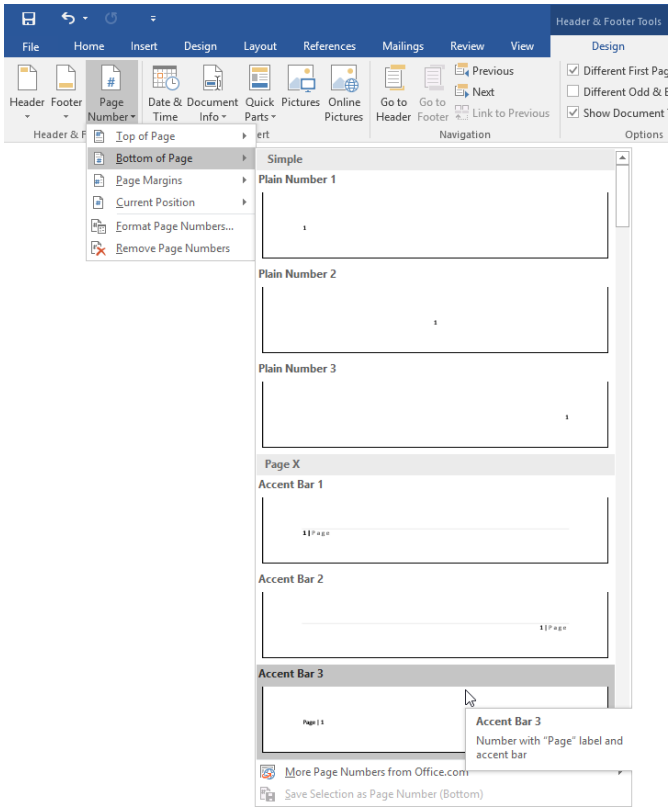
5. Now let's remove the header from the title page. Click the Header & Footer Tools – Design tab and check the "Different First Page" box:



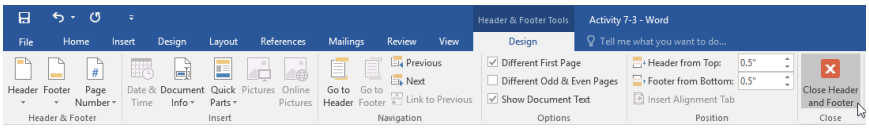
6. The header will now be removed from the title page and only applied to the rest of the document. Now let's insert a page number as the footer. Click the "Go To Footer" command and then click the Next command (both on the Header & Footer Tools – Design tab). This will place your cursor in the area simply marked "Footer" on the second page of the document:



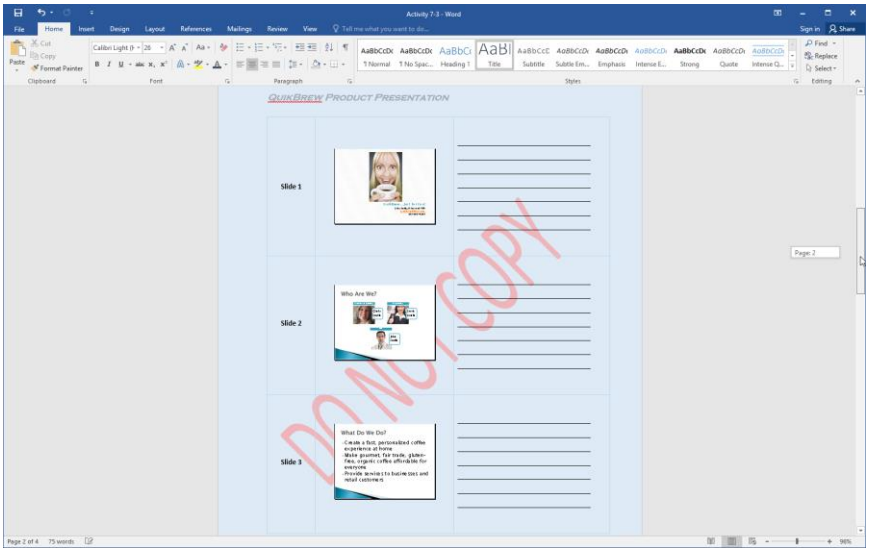
7. On the Header & Footer Tools – Design tab, click Page Number → Bottom of Page → Accent Bar 3:



8. Close the Header and Footer view:



9. Scroll through your document to view your headers and footers:



10. Save your document as Activity 7-3 Complete and close Microsoft Word 2016.

TOPIC D: Control Page Layout

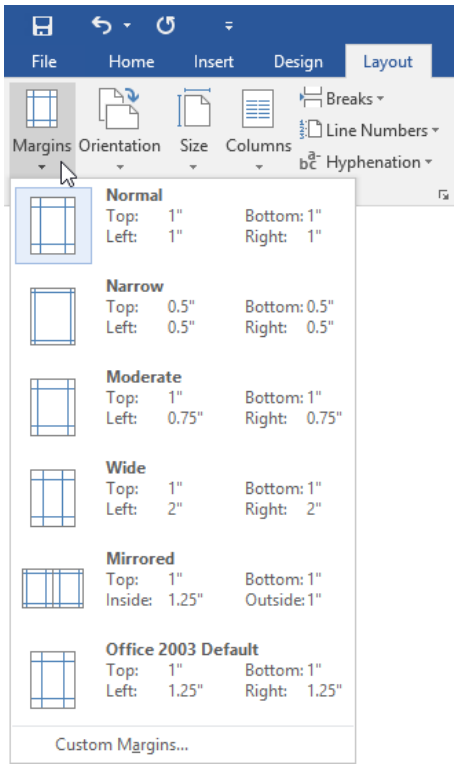
To wrap up this lesson, we will look at some global page management options. After you complete this topic, you will feel comfortable controlling page layout using a variety of tools.

Topic Objectives
In this topic, you will learn:

- How to set margin options
- How to change page orientation
- How to set a page's vertical alignment
- How to change paper size
- How to manually insert page breaks
- How to use the Page Setup dialog box

MARGIN OPTIONS

The term **"page margins"** refers to the white space around a page's edges. To change the margins in your document, click Layout → Margins and pick a preset size. Notice that each option includes a small preview of what that setting looks like:



This change will affect your entire document.

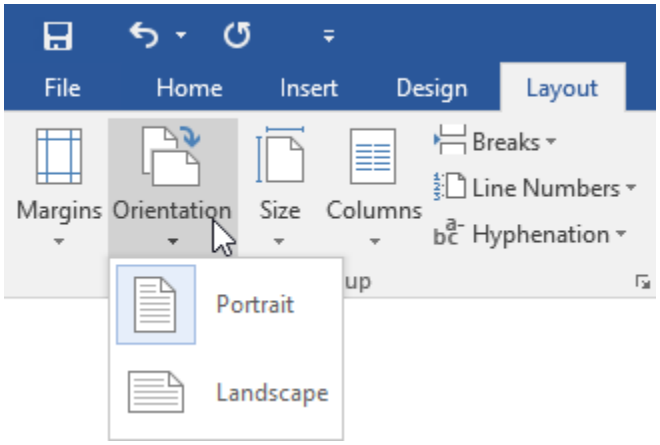
If you don't like the options that you see, click the Custom Margins button to open the Page Setup dialog to the Margins tab. (We will discuss this dialog at the end of the topic.)

Gutter Margins and Mirrored Margins
If your document is going to be printed and bound (like this textbook), you can add extra margin space to the left and/or top pages using gutter margins. You can also use mirrored margins to add extra space to alternating left and right pages.

Page Orientation

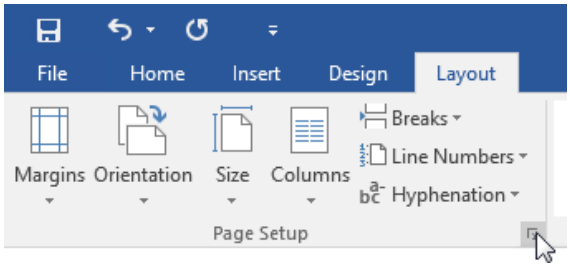
Page orientation refers to how the text is positioned on the page. With **portrait** orientation, paper will be printed on with the long side vertically. With **landscape** orientation, the paper will be printed on with the long side horizontally.

To change your document's orientation, click Layout → Orientation and choose the desired option:

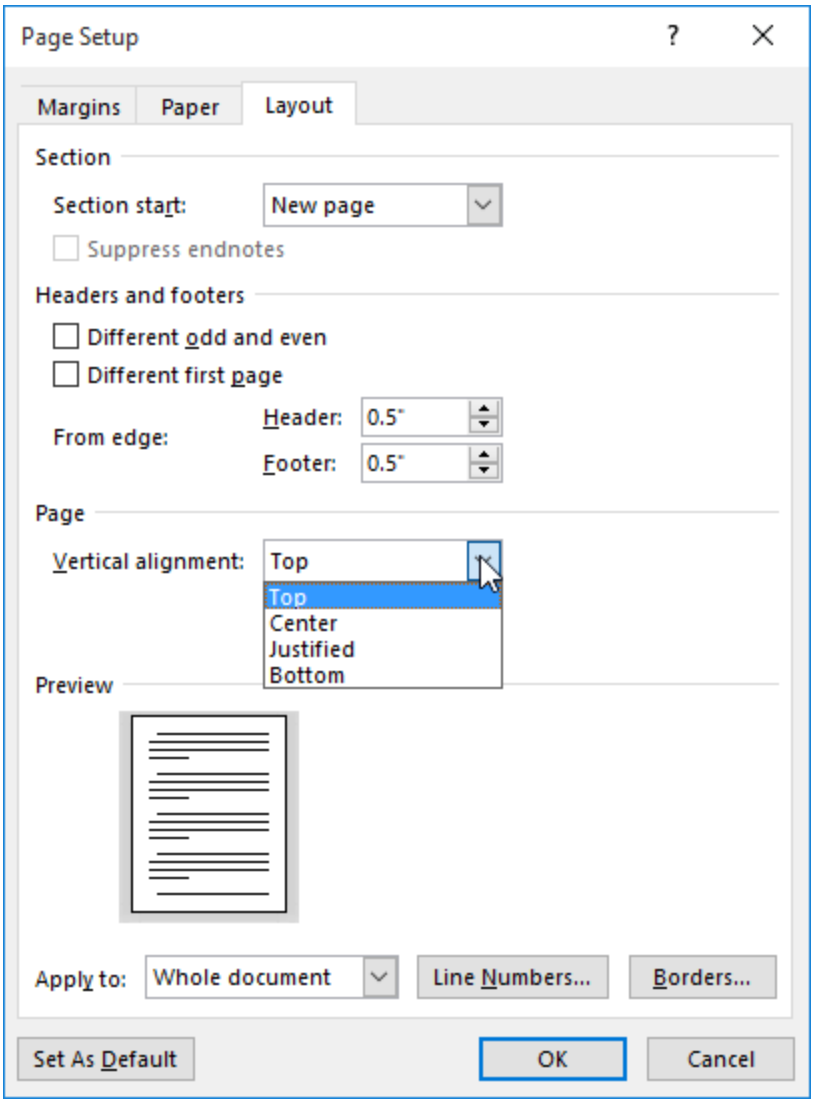


Vertical Alignment Options

You can also change how text is positioned vertically on the page. To start, click the Layout tab and click the option button in the Page Setup group:



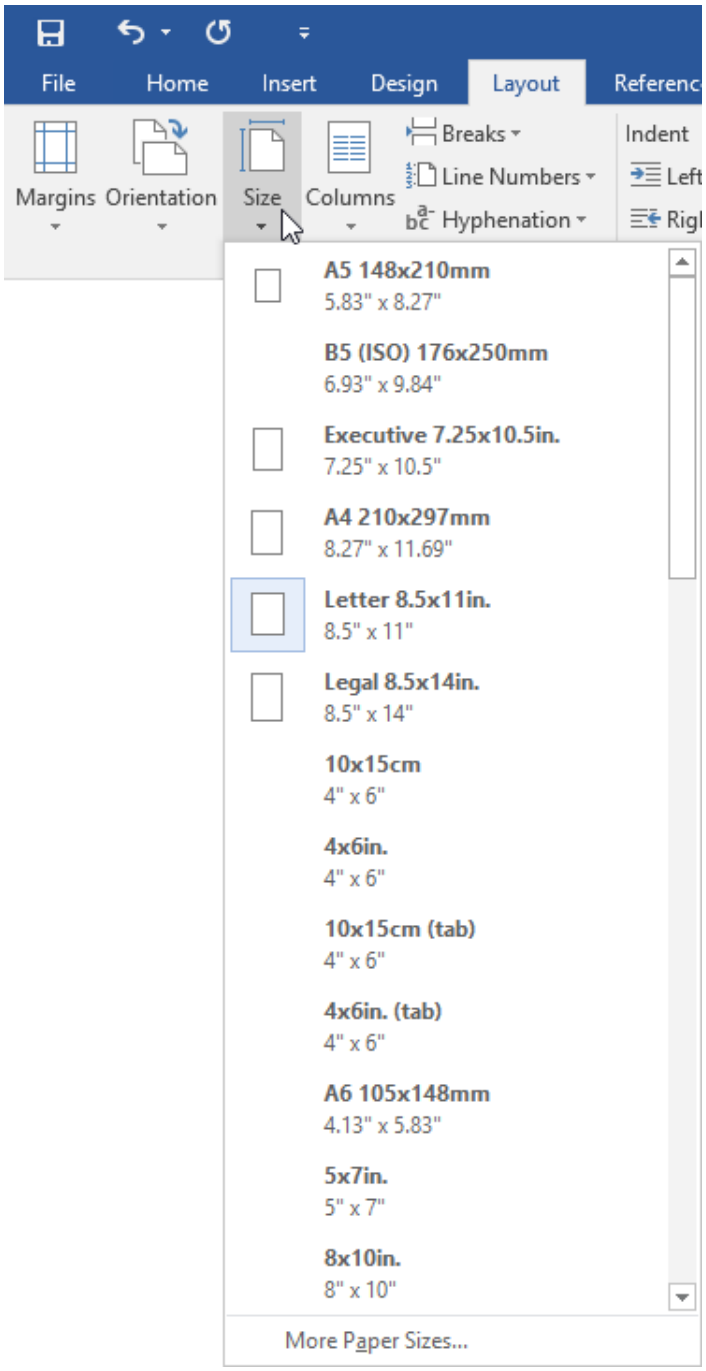
Then, click the Layout tab in the Page Setup dialog. Here you can use the "Vertical alignment" drop-down menu to choose the desired setting:



When you have finished making your changes, click OK to apply them.

THE PAPER SIZE OPTION

Typically, you will be using Word's default paper size: 8 ½ by 11 inches, called **letter size**. If you want to change this, however, you can do so using the Size command. Simply click Layout → Size and click the size that you want:



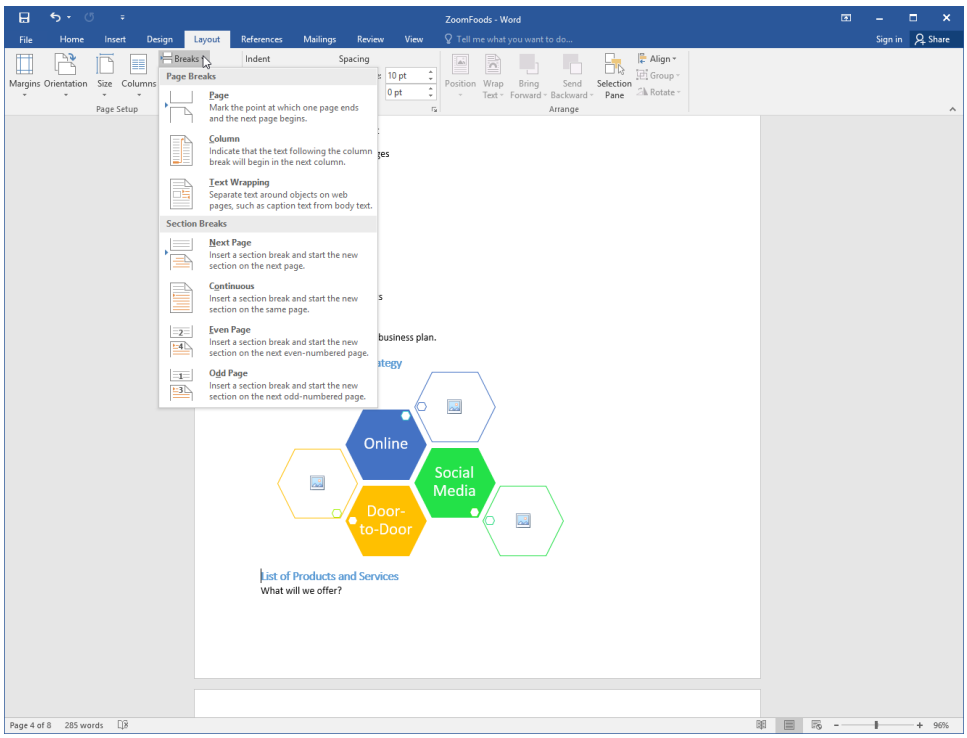
If your desired paper size isn't there, click More Paper Sizes to open the Page Setup dialog, which we'll look at in a moment.

PAGE BREAKS

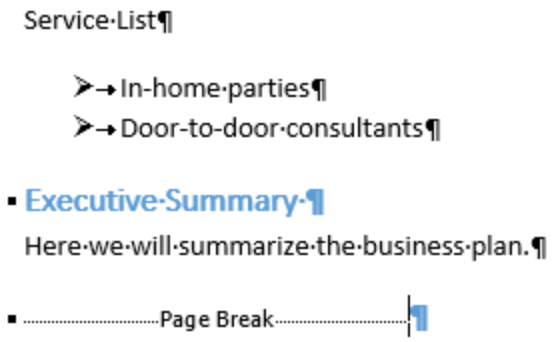
A **page break** is a physical end to the text on a page. Although Word will manually break up your pages as necessary, you can also insert manual page breaks.

There are two ways to do this. The first is by pressing Ctrl + Enter. The cursor, and anything after it, will be moved to the next page in the document.

You can also click to place your cursor where you want to place the break and then click Layout → Breaks → Page or Insert → Page Break:



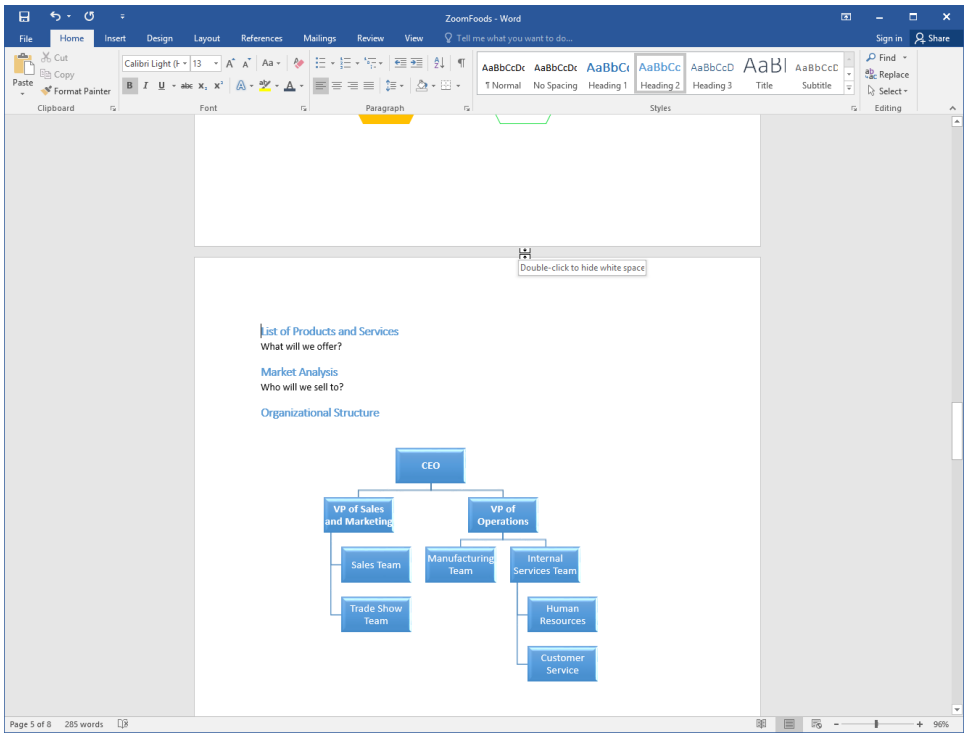
If you have special characters shown, a page break looks like this:



If you later want to remove a page break, place your cursor at the beginning of the page after the page break and press Backspace.

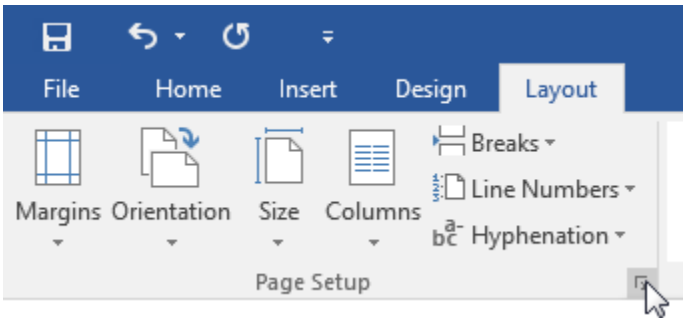
White Space Between Pages

By default, Microsoft Word shows you extra white space between pages. You can show or hide this white space by placing your cursor over the area and double-clicking it:

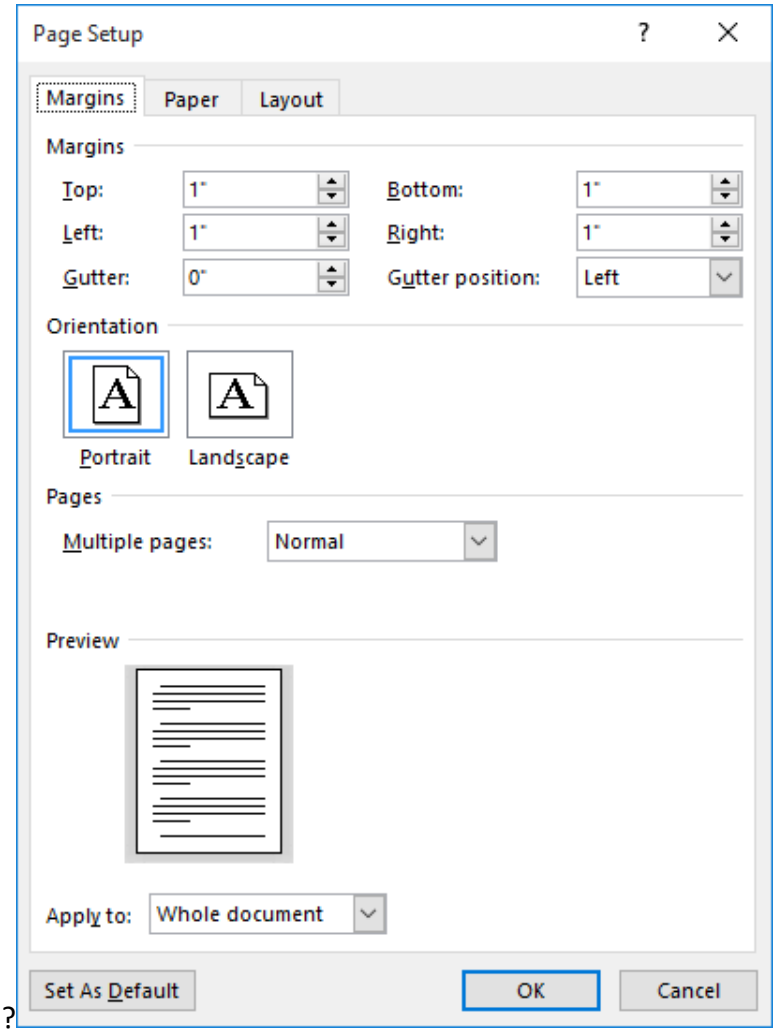


THE PAGE SETUP DIALOG BOX

All along, we've been referring to the Page Setup dialog box. As we saw, you can open it from the Size or Margin menus. You can also open it by clicking the option button in the bottom right-hand corner of the Page Setup group on the Layout tab:



Here is what the Page Setup dialog box looks like:



?

Let's take a brief look at each tab.

Margins	Control margin size, page orientation, and the type of pages in the document.
Paper	Set the paper size and source.
Layout	Set advanced options including section options, header and footer configuration, and vertical alignment. This tab also contains commands for line numbers and page borders.

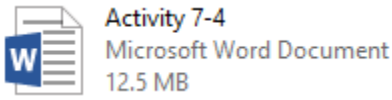
Each tab also has a preview area (where you can see the effects of your changes before you apply them) and a Set As Default button (so that every new document will have the current page settings).

ACTIVITY 7-4

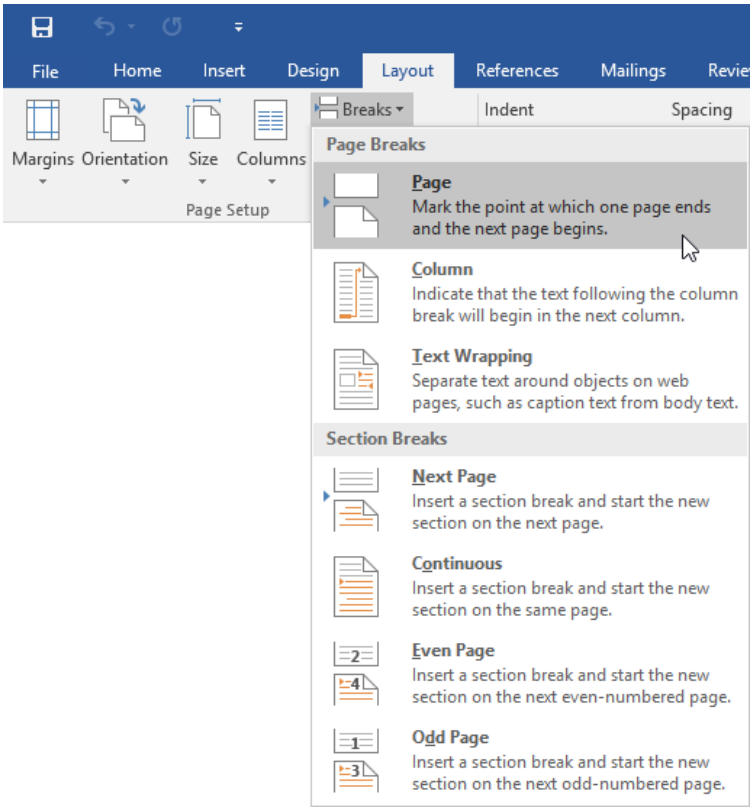
Controlling Page Layout

In this activity, you will apply some finishing touches to your product presentation handout.

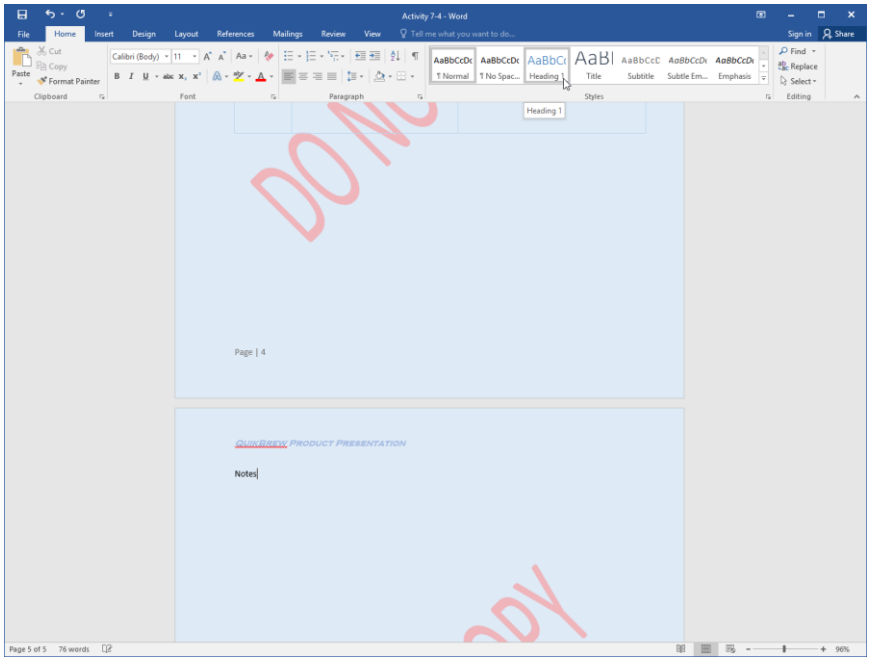
1. Open Microsoft Word 2016 and open Activity 7-4:



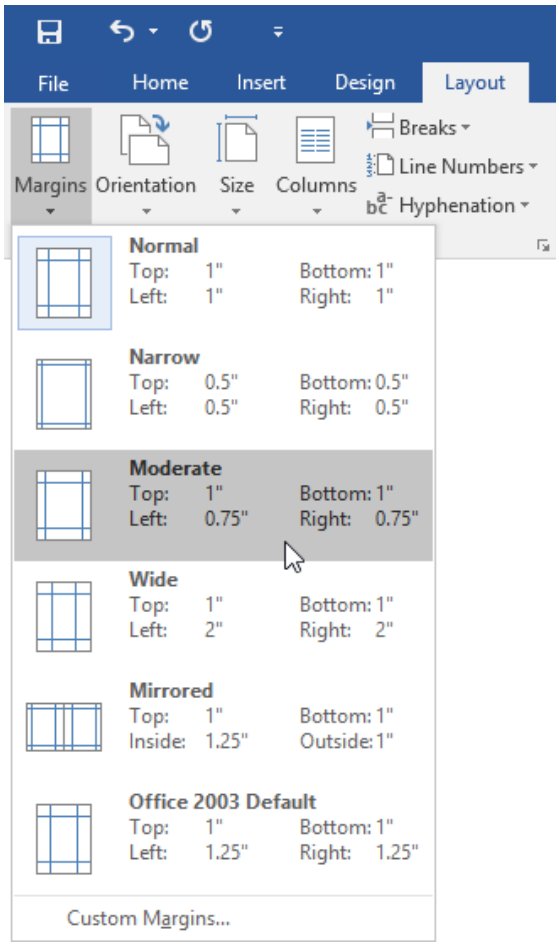
2. Let's add a blank page to the document so that the user can record notes. Scroll to page 4 and place your cursor after the table. Click Layout → Breaks → Page:



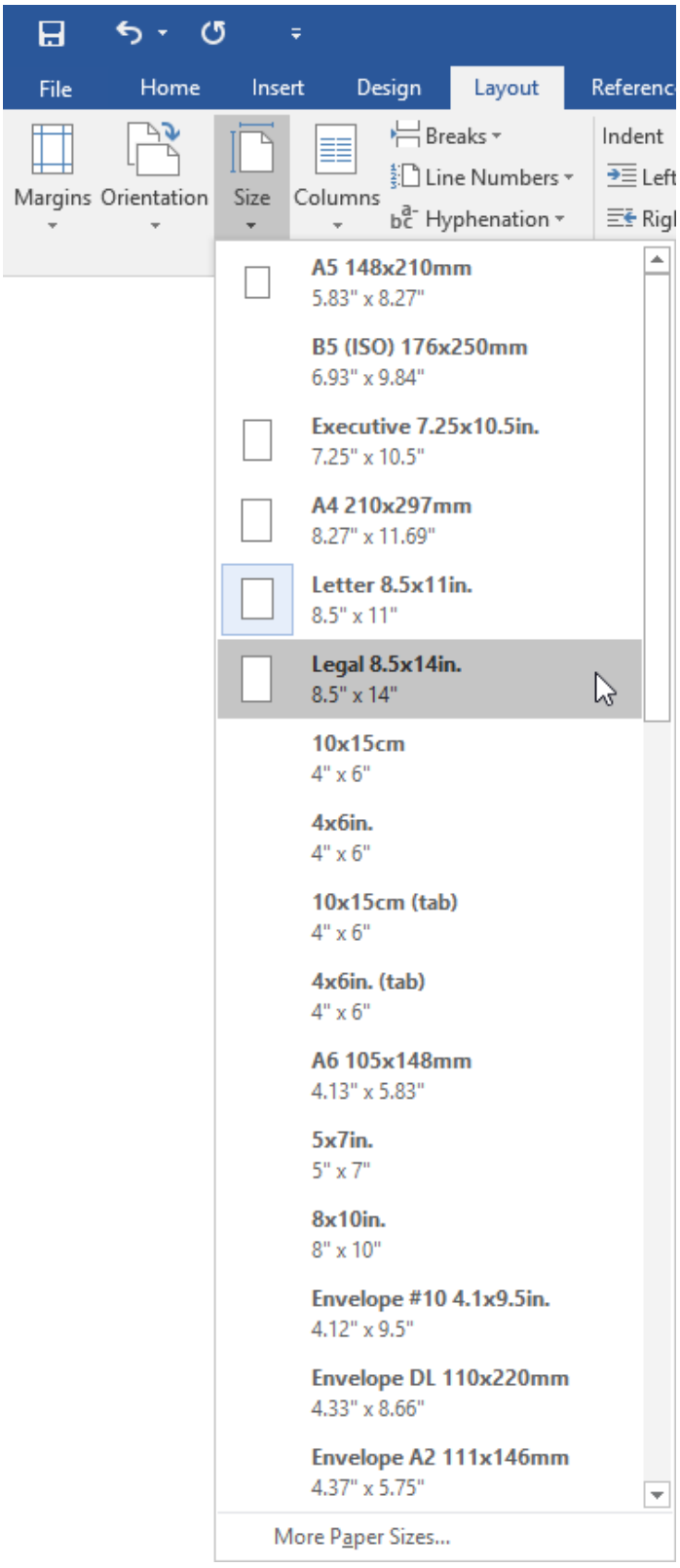
3. Type the word "Notes." Click the Home tab and click the Heading 1 style to apply it:



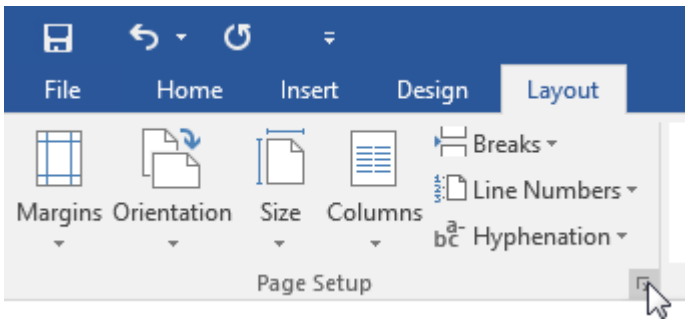
4. Now let's adjust the margins. Click Layout → Margins → Moderate:



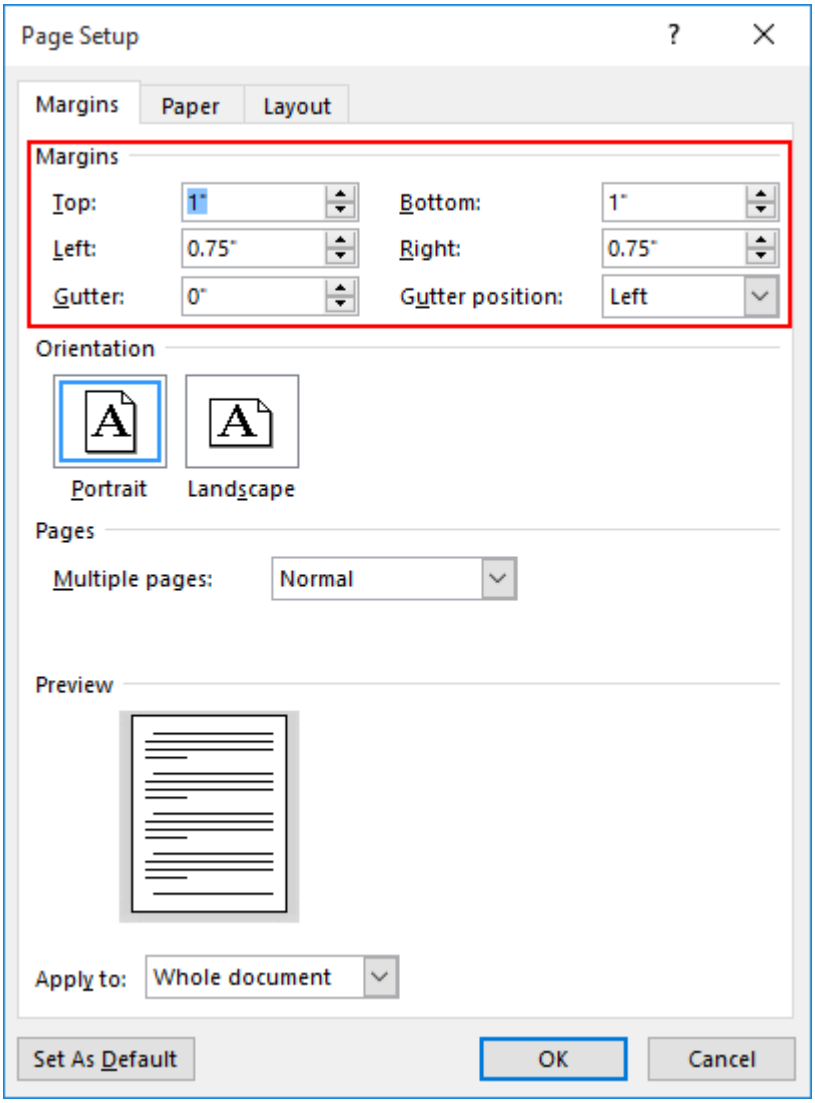
5. Next, let's increase the paper size. Click Layout → Size → Legal:



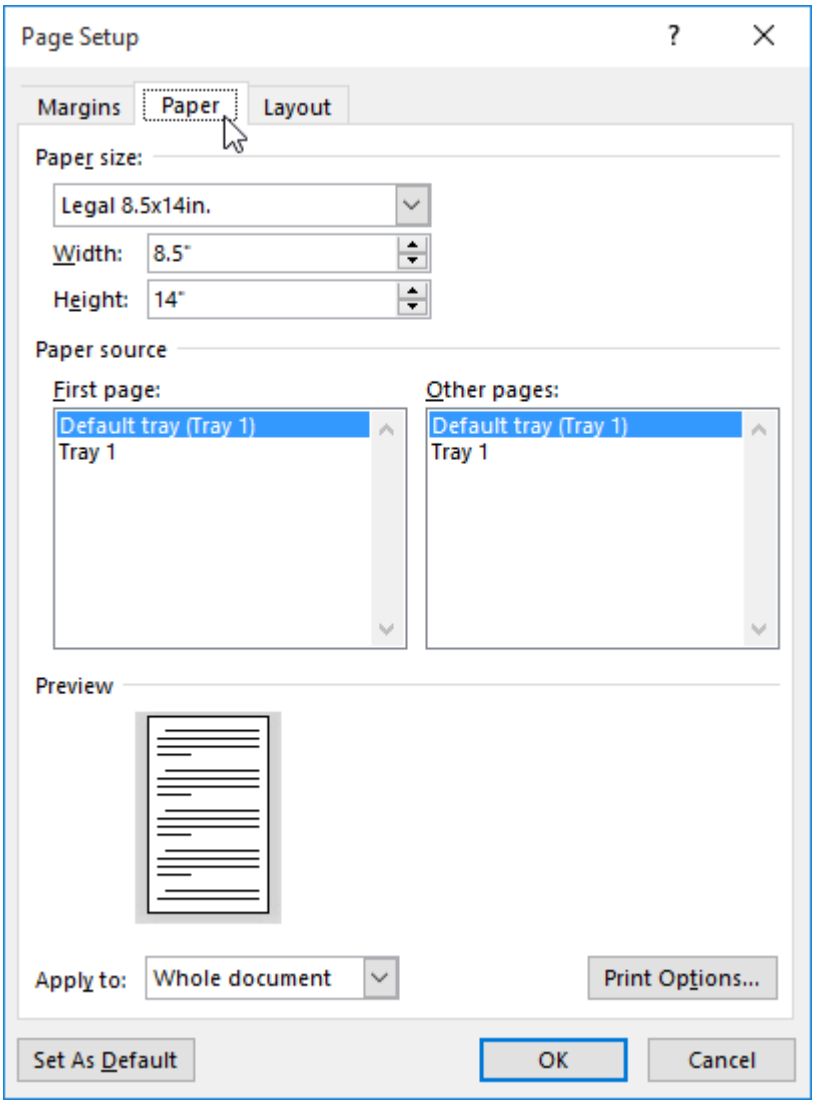
6. Press Ctrl + Home to go back to the beginning of the document. Click the option button in the bottom right-hand corner of the Page Setup group on the Layout tab:



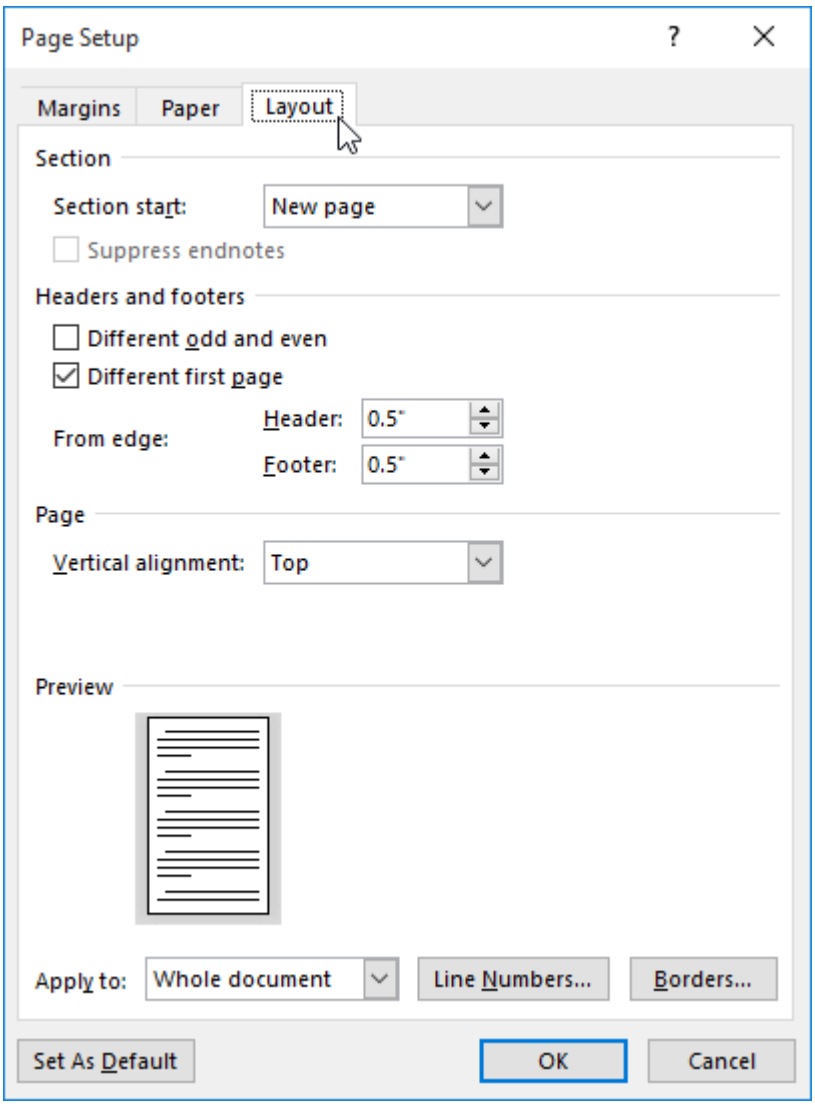
7. On the Margins tab, notice that the settings for the Moderate preset are shown:



8. Click the Paper tab. You will see the settings for your Legal size paper:



9. Finally, click the Layout tab and review the options shown here. You may recognize your header and footer settings from the previous activity:



10. Cancel out of this dialog without changing any options. Save your document as Activity 7-4 Complete and close Microsoft Word 2016.

Summary

In this lesson, you learned how to format pages using a variety of tools. You should now be able to add a watermark to a document, format a page using borders and colors, and add headers and footers to a document. You should also feel comfortable controlling page layout by modifying the margins, orientation, paper size, vertical alignment, and page breaks.

REVIEW QUESTIONS

1. **Which tab(s) contain(s) the command to insert a page break?**

2. **What is the command sequence to insert a pre-built watermark?**

3. **If you want your page color to be printed, what option needs to be enabled?**

4. **Which contextual tab is available when working with headers and footers?**

5. **What are the two available orientation options for a Microsoft Word document?**

LESSON 8: PROOFING A DOCUMENT

Lesson Objectives

In this lesson you will learn how to:

- Check the spelling and grammar of a document
- Use other proofing tools, such as the thesaurus and translator
- Check the accessibility of a document

TOPIC A: Check Spelling and Grammar

Microsoft Word 2016 has many tools to make sure your writing is grammatically correct. In this topic, you will learn about the basic spelling and grammar check tools, as well as the dictionary and the Insights pane. You will also learn how to perform a word count and check the readability score of a document.

Topic Objectives

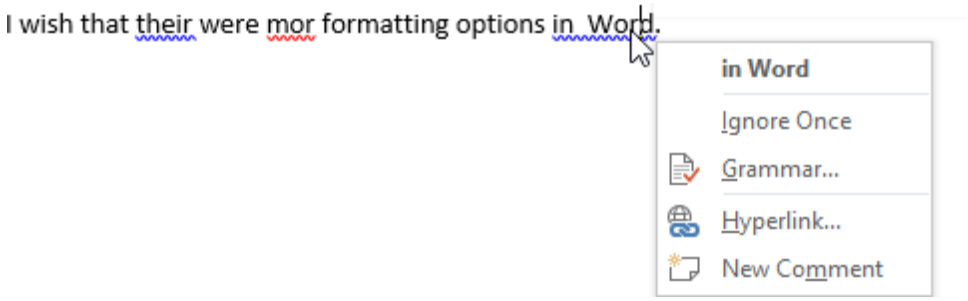
In this topic, you will learn:

- How to check the spelling and grammar of a document
- About the types of dictionaries available in Microsoft Word
- How to use the Insights pane
- How to view a document's readability statistics
- How to perform a word count

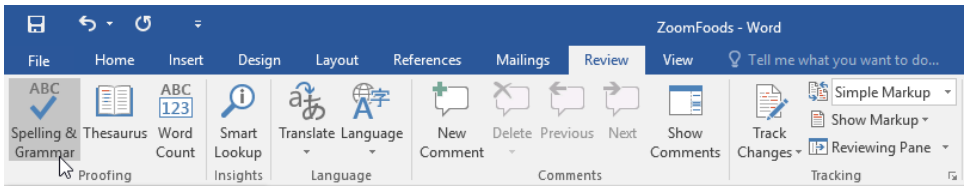
SPELLING AND GRAMMAR CHECK OPTIONS

By default, Microsoft Word will mark **spelling errors (2)** and **grammatical errors (3)** as you type. Word 2016 also checks for **contextual spelling errors (1)**, where a word is spelled correctly but used incorrectly.

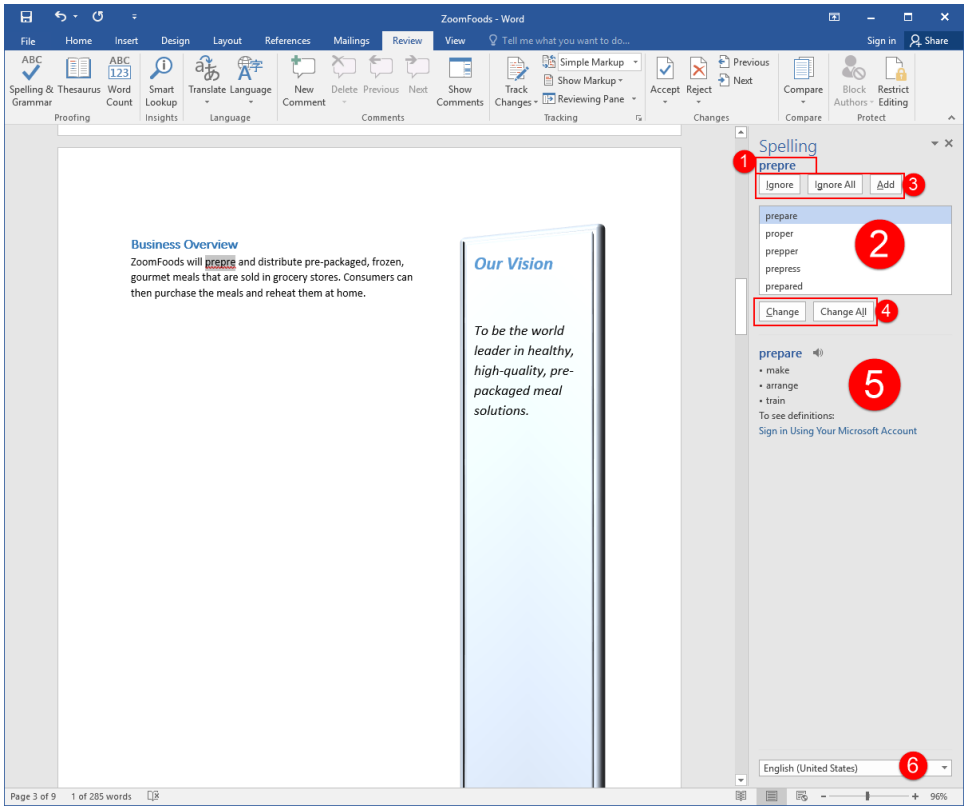
You can right-click the underlined item to see commands for fixing that error and performing more spelling-related actions:



To run a full spelling and grammar check, click Review → Spelling & Grammar or use the F7 shortcut key:

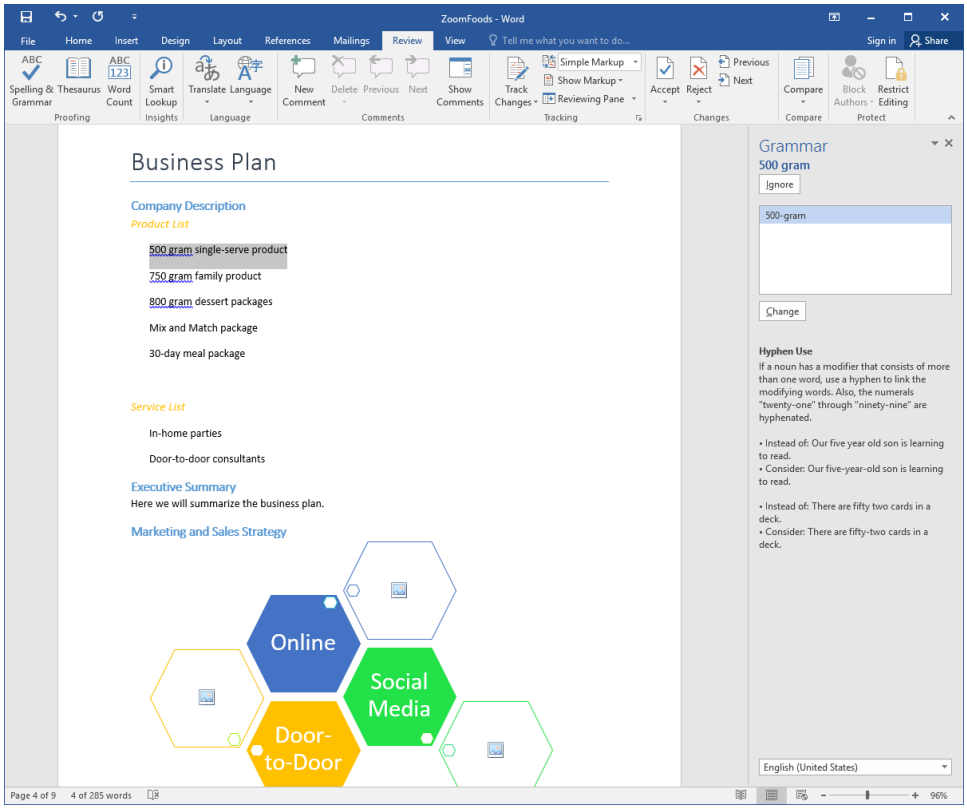


Word will look for the first incorrect word or sentence. When it finds an error, you will see the Spelling task pane:

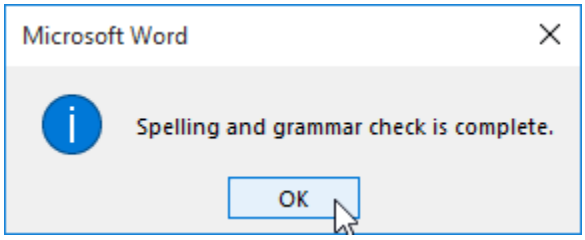


Here, you will see the **identified error (1)**, as well as **suggestions for fixing it (2)**. You can use the options at the top to **ignore one or all instances of this error** or **add the word** to the dictionary **(3).** Below the suggestion, there are commands to **fix one or all instances of this error** using the suggested correction **(4)**. At the bottom, you will see **additional information (5)** about the word. (You can also click the speaker icon to have Word pronounce the word for you.) Finally, the menu at the bottom of the pane allows you to choose your **proofing language (6)**.

Options for addressing grammatical issues are similar. Fewer commands are available, however, and information about the grammatical error will be displayed instead of a dictionary definition:



Once you have chosen how to manage each error, the next error will be shown. When all spelling and grammar errors have been addressed, Microsoft Word will inform you that the check is complete:

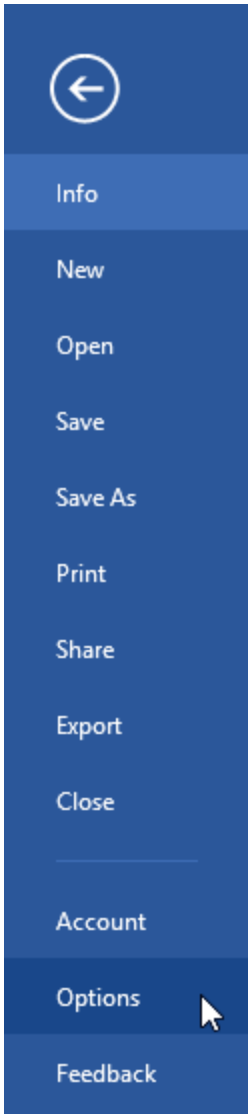


THE DICTIONARY

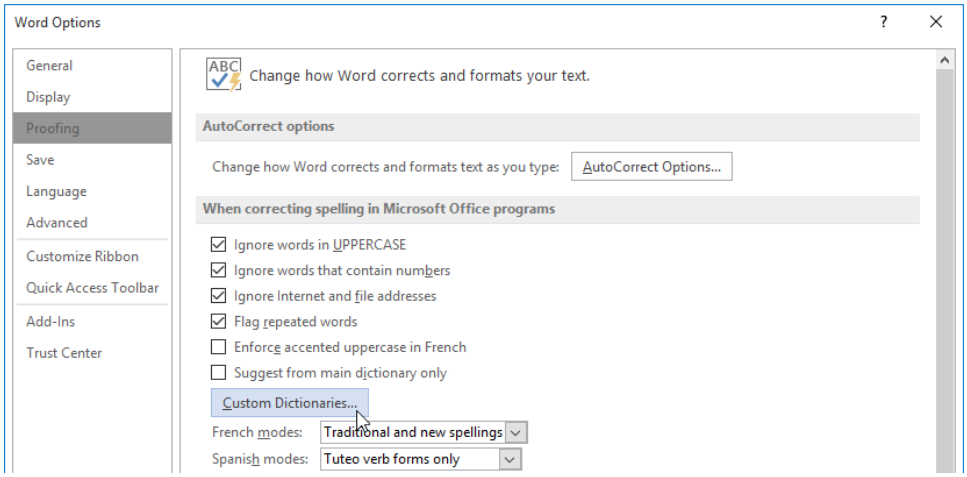
Word checks for spelling errors by comparing every word in your document against its dictionary. If a word is not in the dictionary, then it is considered incorrect. Of course, this might not always be the case.

Custom Dictionaries

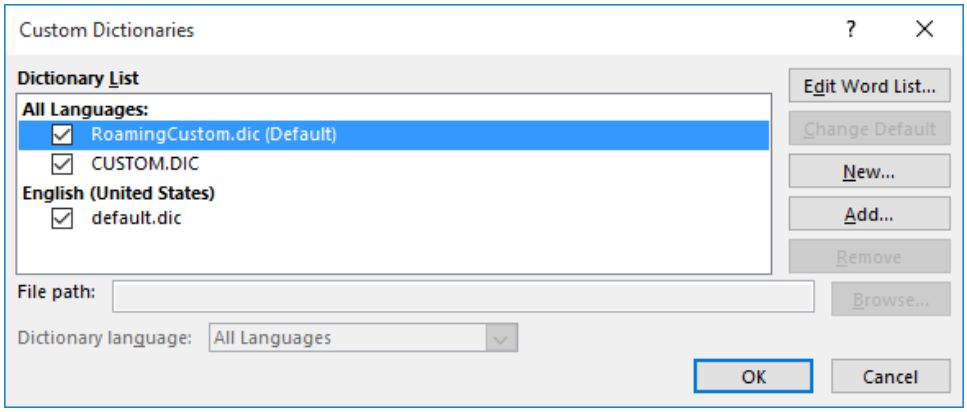
Microsoft Word's main dictionary cannot be customized. However, Word also includes a customizable dictionary which allows you to add words (such as proper names) to it and expand its spell-checking capabilities. To view this dictionary, or add other custom dictionaries, click File → Options:



In the Word Options dialog box, click the Proofing category. Then, click the Custom Dictionaries button:

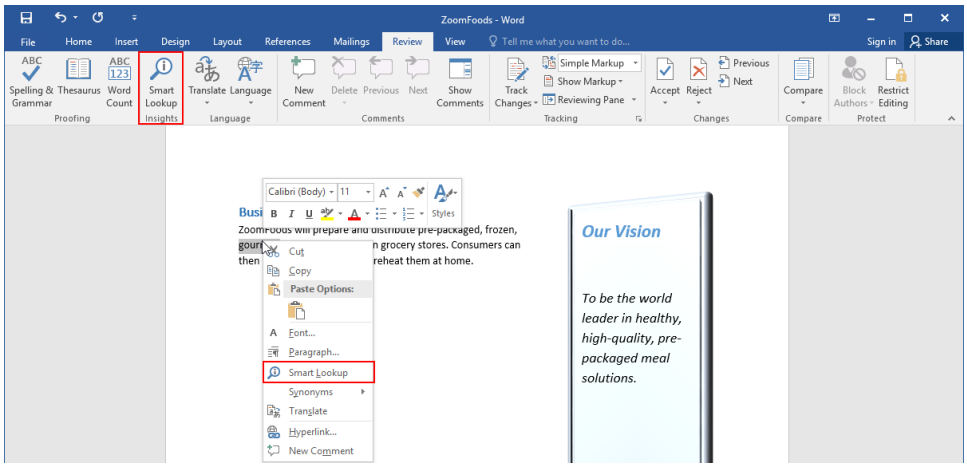


The Custom Dictionaries dialog will open and allow you to manage and modify all custom dictionaries:

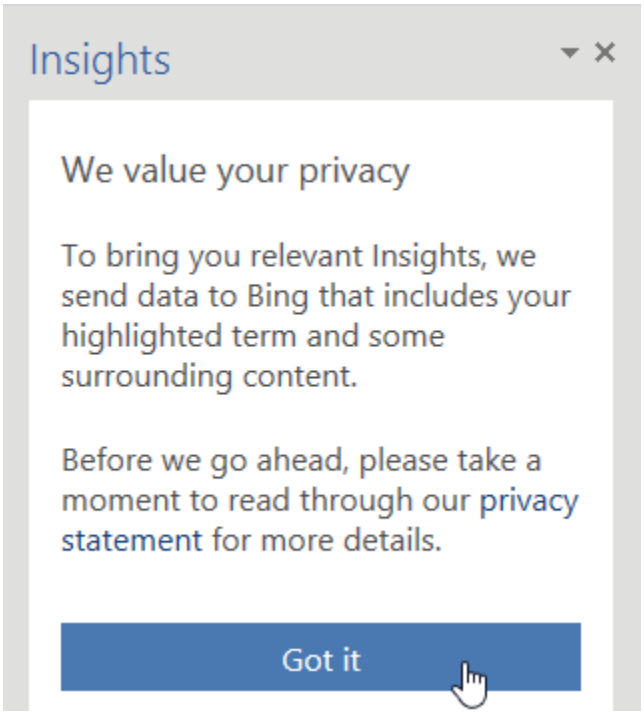


THE INSIGHTS PANE

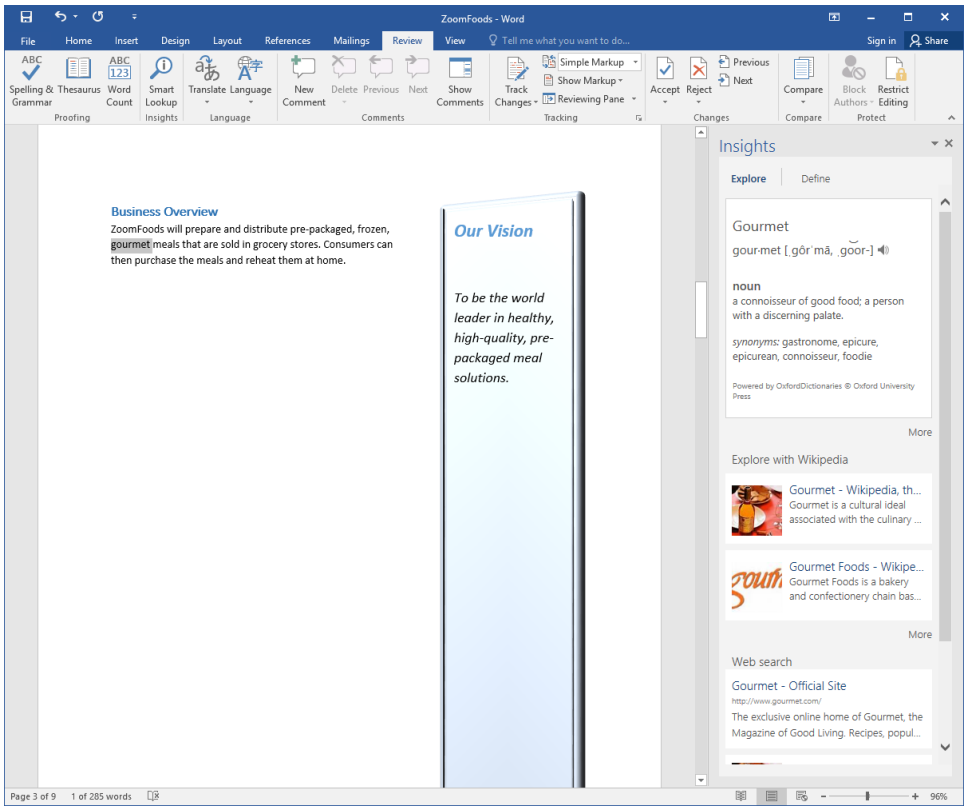
The new Insights pane can offer you all kinds of information about a selected word or phrase. To begin, select the text you want to look up. Then, click Smart Lookup on the Review tab or the right-click menu:



The Insights task pane will then open. You may be prompted to accept a privacy statement. Click “Got it” to proceed:



(Once this statement is accepted, you should not be prompted to accept it in the future.) The Insights pane will display all sorts of information about the selected text:



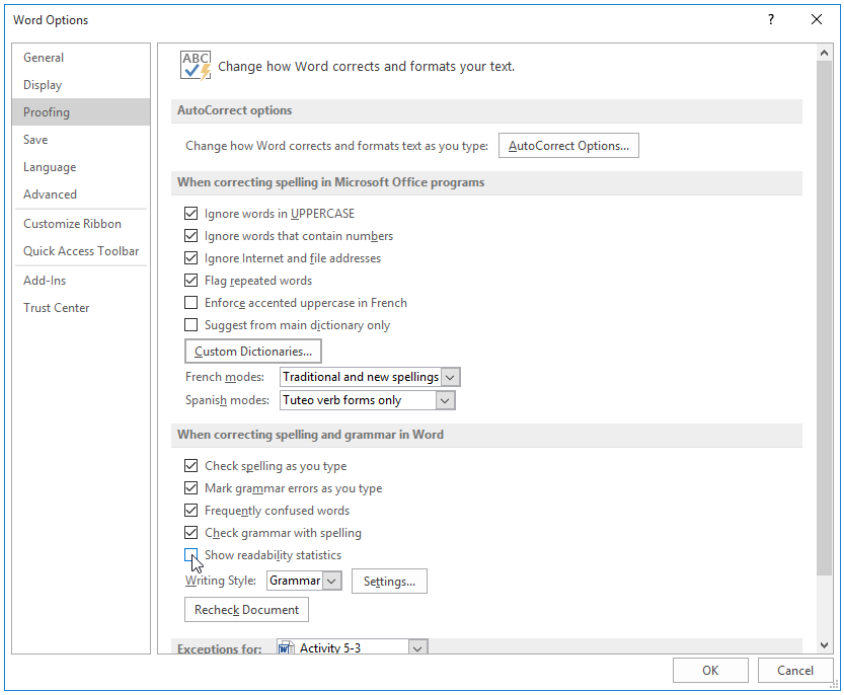
You can navigate through this pane using the text and image hyperlinks.

To see a definition, click the Define tab:

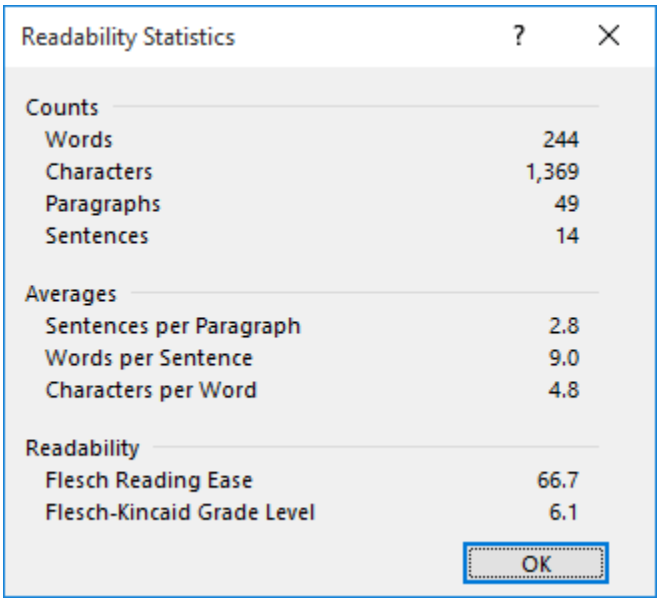
THE READABILITY STATISTICS DIALOG BOX

Microsoft Word also features a tool that gauges the readability of your document. In a nutshell, **readability** refers to how easy a piece of writing is to read. A publication such as Reader's Digest scores low, meaning it is accessible to many people, where a magazine such as The New Yorker scores high.

If these statistics are relevant to you, you can have Microsoft Word display a document's readability score after completing a spelling and grammar check. To do this, check the "Show readability statistics" option in the Proofing category of the Word Options dialog box:



You will now see advanced statistics at the end of a spelling and grammar check:



The top part offers a count of various elements in your document, much like the Word Count dialog box. Next, the averages of those elements are shown. Finally, you can see how readable your document is.

Readability Scores
The formula for the Flesch Reading Ease score is:

$$206.835 – (1.015 \times ASL) – (84.6 \times ASW)$$

Where:

- ASL = average sentence length (the number of words divided by the number of sentences)
- ASW = average number of syllables per word (the number of syllables divided by the number of words)

The formula for the Flesch-Kincaid Grade Level score is:

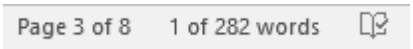
$$(0.39 \times ASL) + (11.8 \times ASW) – 15.59$$

Where:

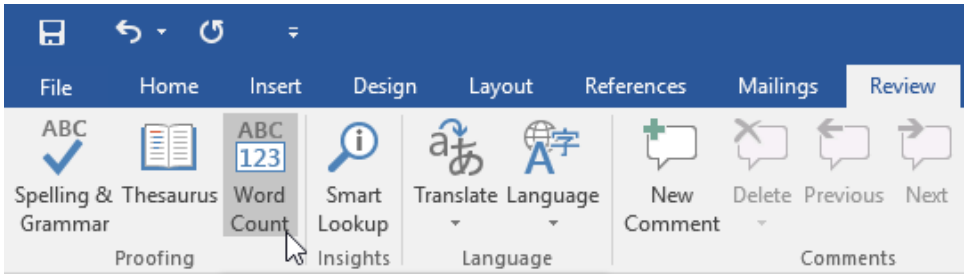
- ASL = average sentence length (the number of words divided by the number of sentences)
- ASW = average number of syllables per word (the number of syllables divided by the number of words)

THE WORD COUNT DIALOG BOX

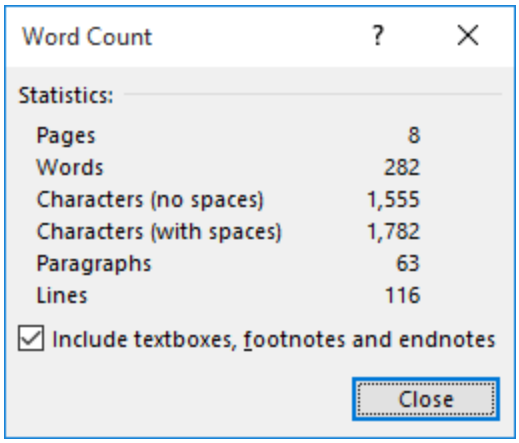
Microsoft Word also offers a tool that will count words, pages, and more for you. You can view a quick count in the status bar:



You can click the Words item in the status bar or click the Word Count command in the Proofing group of the Review tab to perform a full word count:



The Word Count dialog box will provide basic statistics for the entire document:



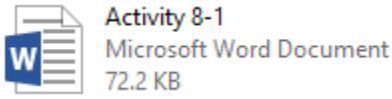
ACTIVITY 8-1

Checking Spelling and Grammar

In this activity, you will check the spelling and grammar of a product information document you have been working on. You will also ensure that it is under 100 words and at an appropriate reading level.

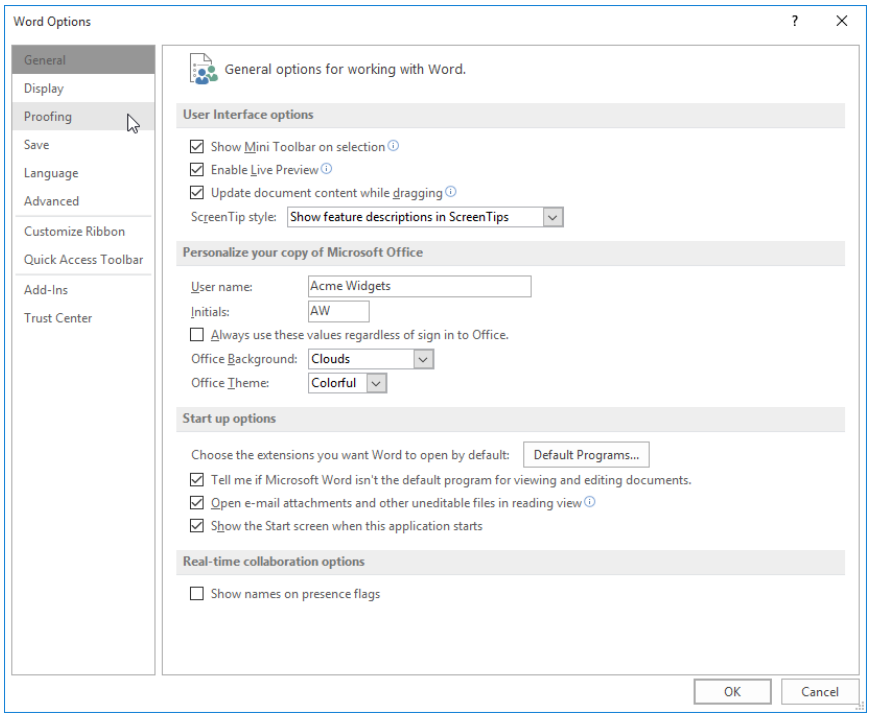
In order to complete this activity, you should have the Bing dictionary installed.

1. Open Microsoft Word 2016 and open Activity 8-1:

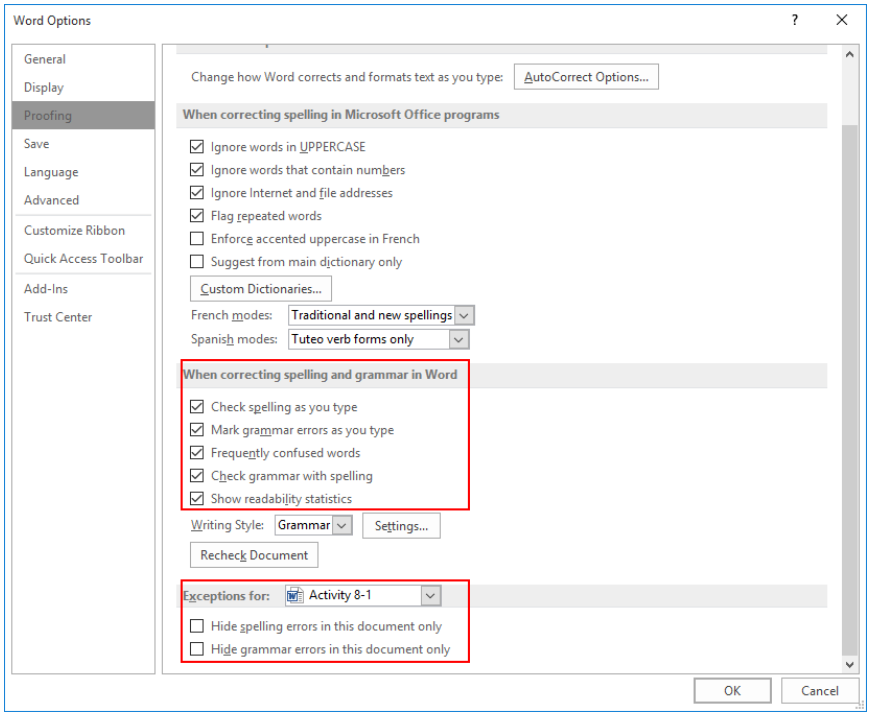


2. Let's ensure the settings for what we want to do are correct. Click File → Options:

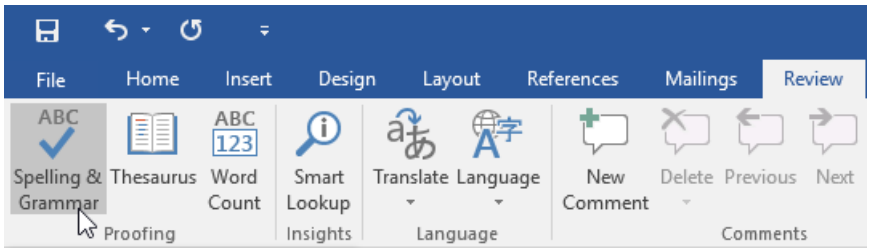
3. When the Word Options dialog appears, click the Proofing category on the left:



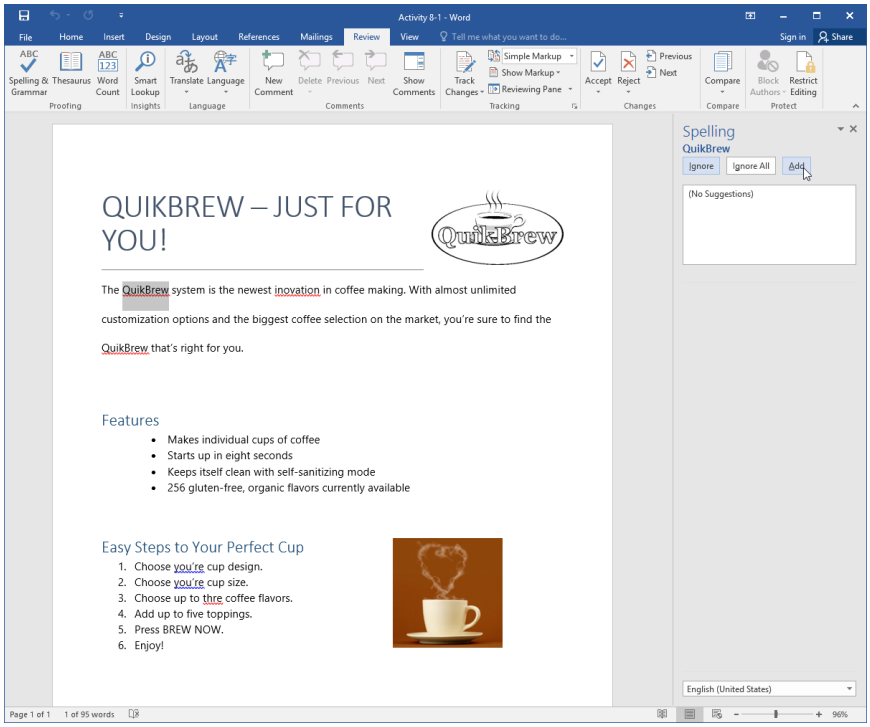
4. Make sure all options under the heading "When correcting spelling and grammar in Word" are checked. Make sure no options under the "Exceptions for" heading are checked. Click OK:



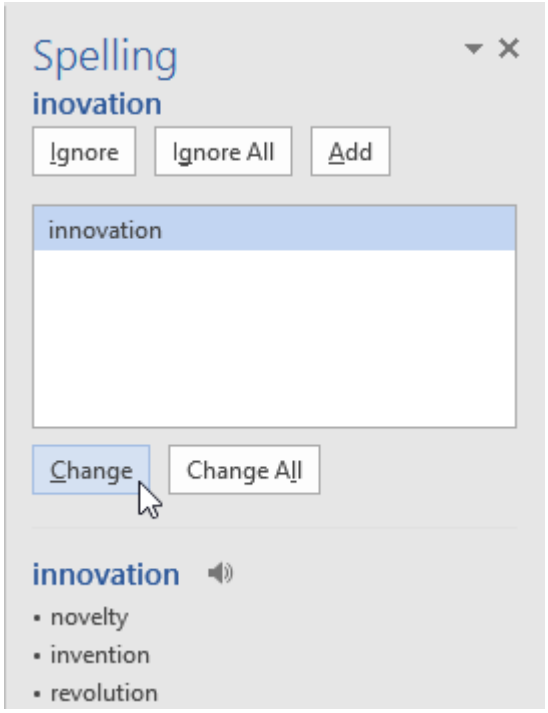
5. Click Review → Spelling & Grammar to start a full spelling and grammar check:



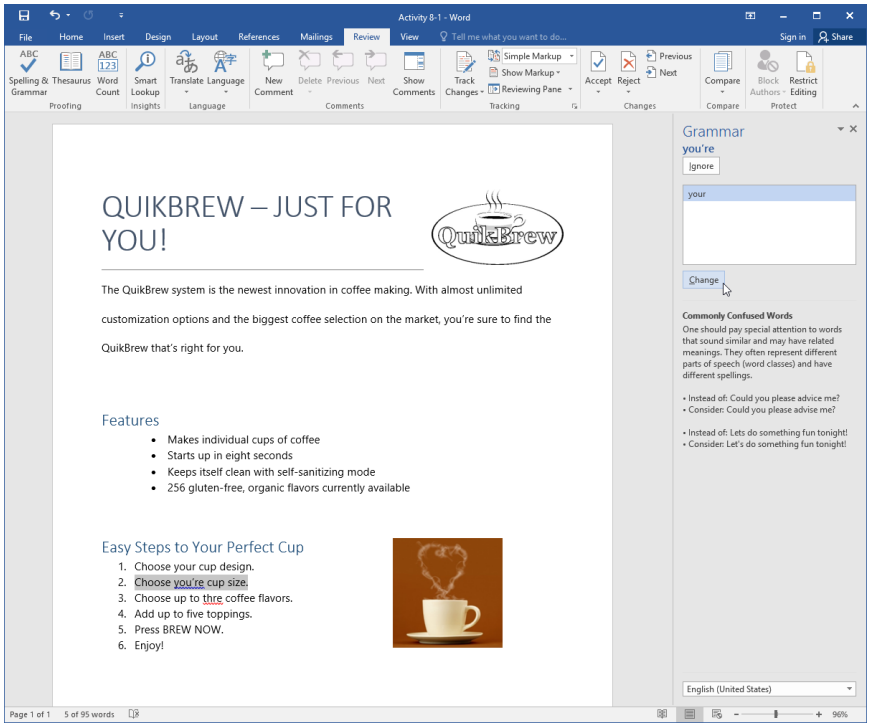
6. The Spelling task pane will open. The first error isn't actually an error; it's our product name. Click Add to add it to the dictionary:



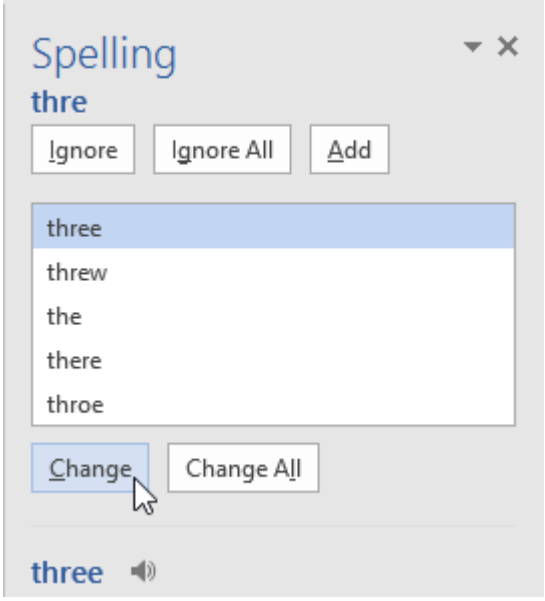
7. The next error is a typo. Click Change to fix it:



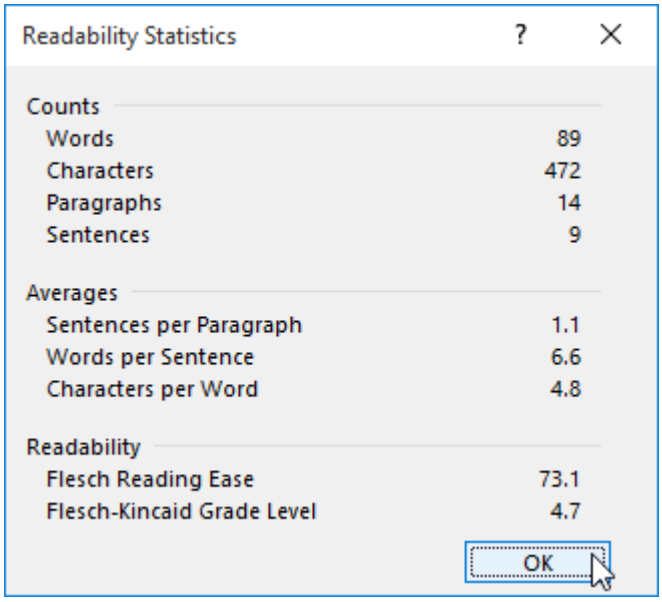
8. The next two errors involve commonly confused words. Fix both of these errors:



9. The final error is a typo. Click Change to fix it:

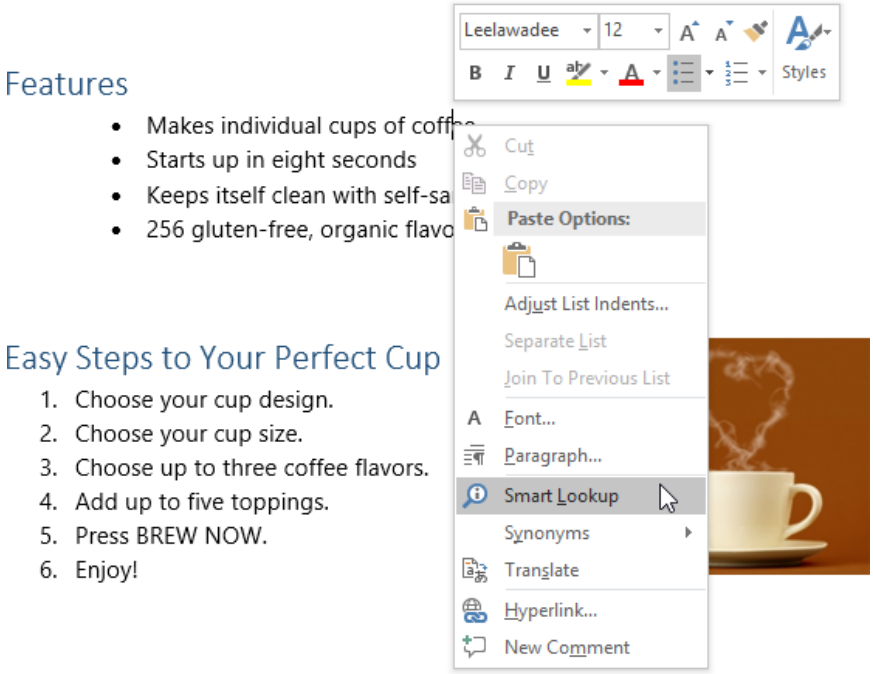


10. The spelling and grammar check will now be complete. When the Readability Statistics appears, review the scores that have been calculated and the word count. Click OK to close this dialog:

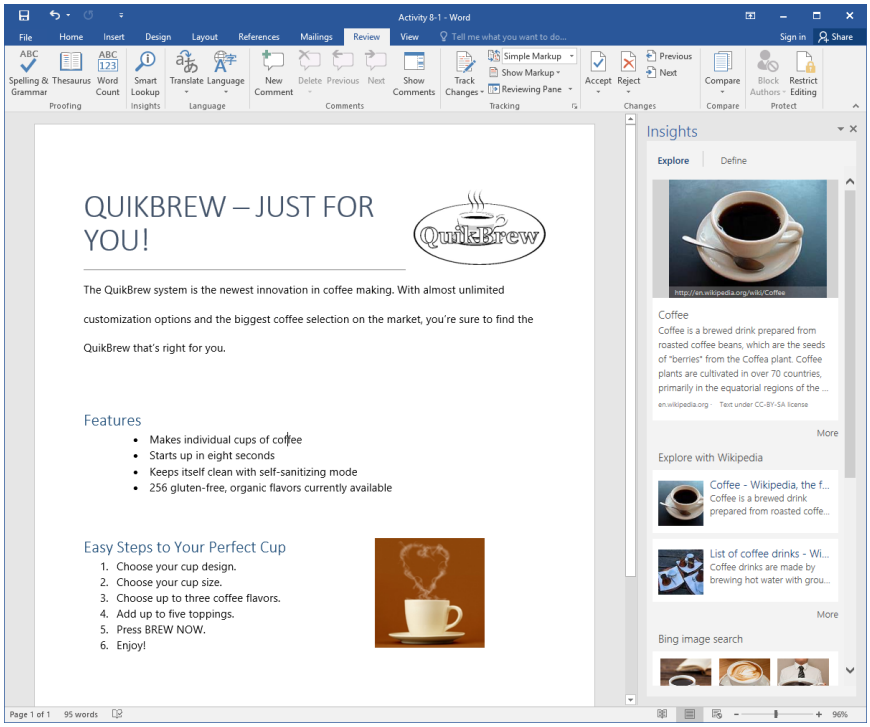


11. Finally let's double-check the length of the document. You can find this information in the status bar. You will see that it is indeed under 100 words, although the count is slightly different than the one displayed in the Readability Statistics dialog box:

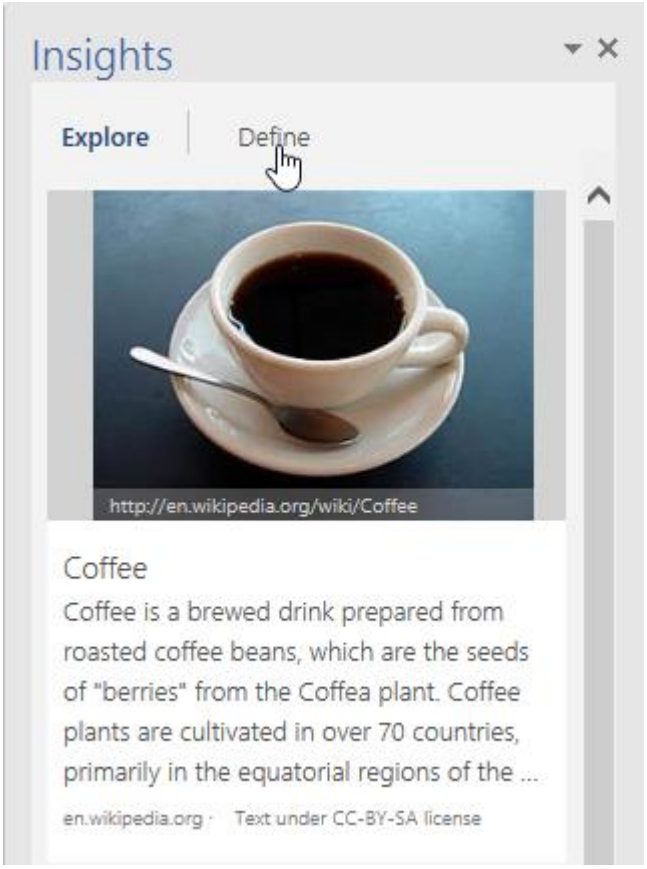
12. Finally, let's check out the new Insights pane. Right-click any instance of the word "Coffee" and click Smart Lookup:



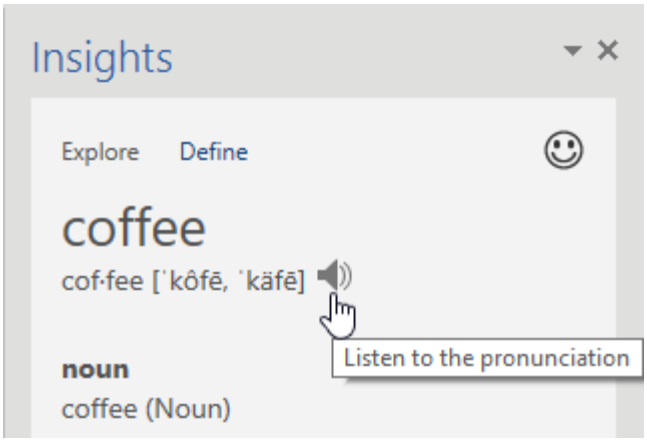
13. The Insights pane will open with information about coffee. Review this information:



14. Next, click the Define tab:



15. Click the speaker icon to hear the pronunciation of this word:



16. Once you have listened to the pronunciation, close the Insights task pane:

17. Save your document as Activity 8-1 Complete and close Microsoft Word 2016.

TOPIC B: Other Proofing Tools

We know that you can right-click a spelling or grammatical error and see possible solutions. In addition to these contextual commands, you can use Microsoft Word's research tools to look up information such as encyclopedia articles, definitions, and more. This topic will introduce you to these tools.

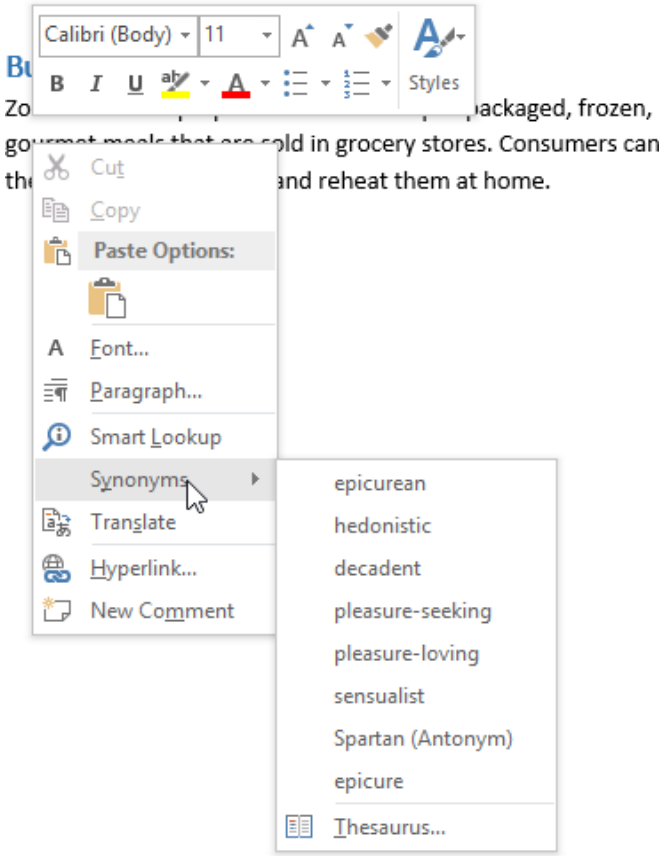
Topic Objectives

In this topic, you will learn:

- How to use the thesaurus
- How to use the Thesaurus task pane
- How to translate text
- How to use the Research Options dialog box

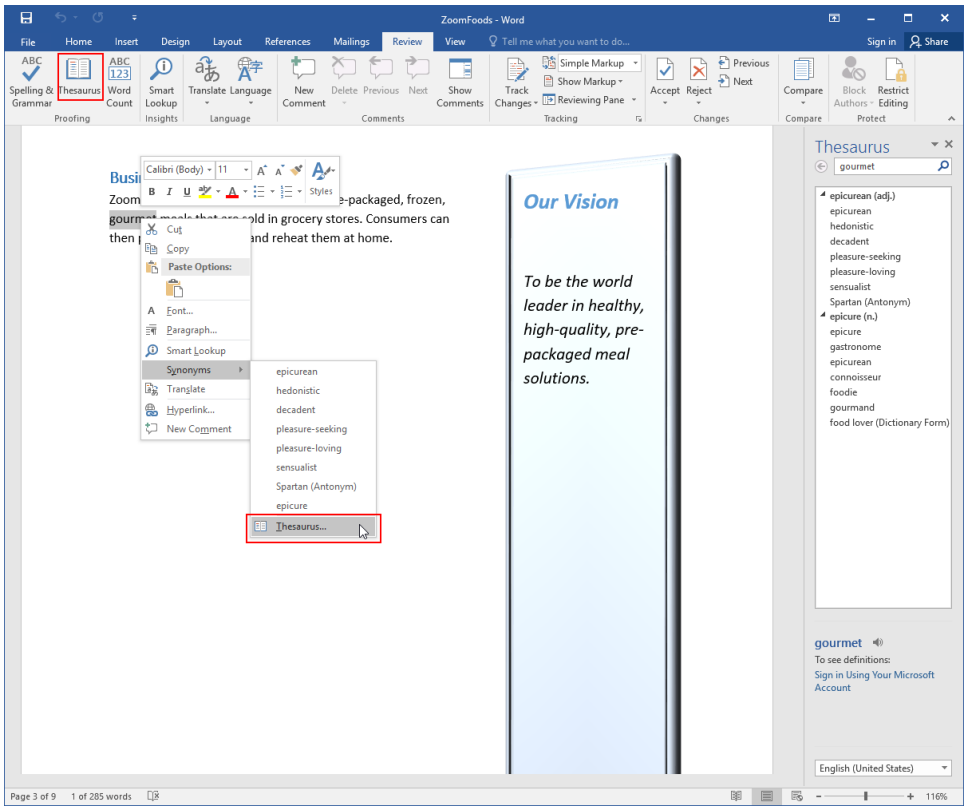
THE THESAURUS

To use the thesaurus, right-click a word and choose Synonyms:



If you want to replace the current word with a word in the list, just click it.

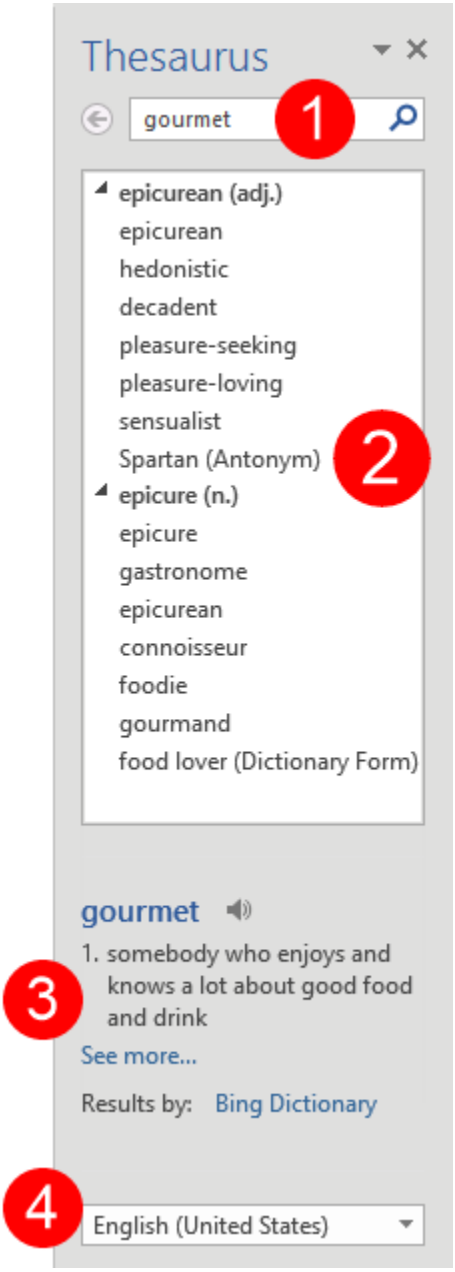
You can click Thesaurus in the right-click menu or click Review → Thesaurus to open the full tool:



Now you can use the Thesaurus task pane to find an appropriate synonym. When you are finished, click the X in the task pane to close it.

THE THESAURUS TASK PANE

Let's take a closer look at the Thesaurus task pane:

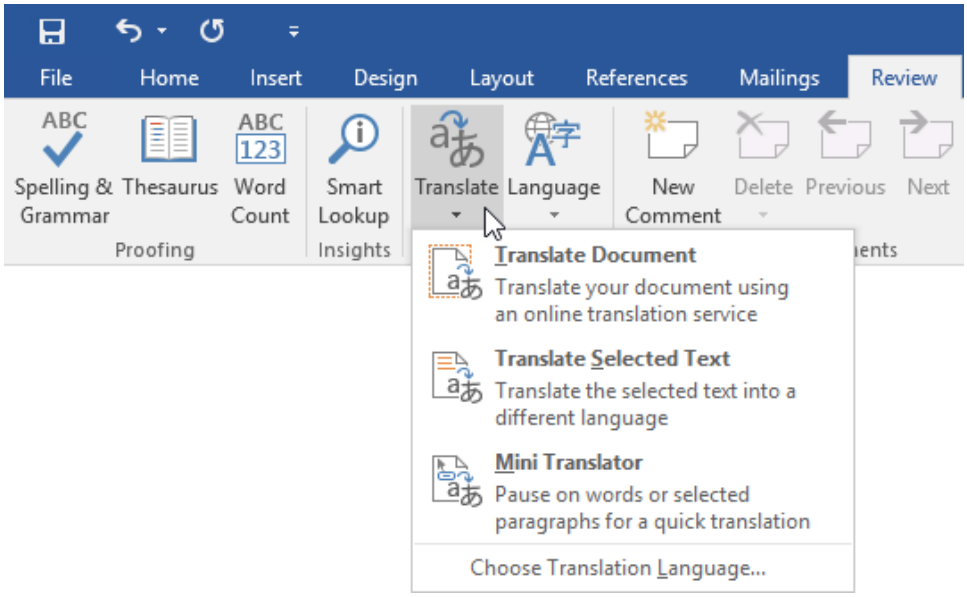


At the top of the task pane, you can enter a search term and press Enter to **perform a search (1)**. The results of your search will be displayed in the **main area of the task pane (2)**. You can click a word to search for it or right-click it for options. Below the results, you will see a **definition (3)** for the search term. (You can also click the speaker icon to hear the pronunciation of the word.) Finally, at the bottom of the task pane, you can choose the **language (4)** you want to use.

Like any other task pane, the Thesaurus task pane can be resized or moved. When you have finished working with it, click the X to close it.

THE TRANSLATION FEATURE

To translate a word or selected text, click Review → Translate:

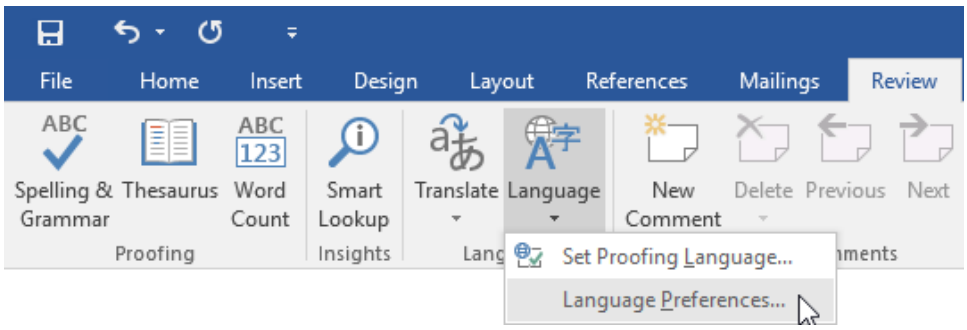


As you can see, there are three options.

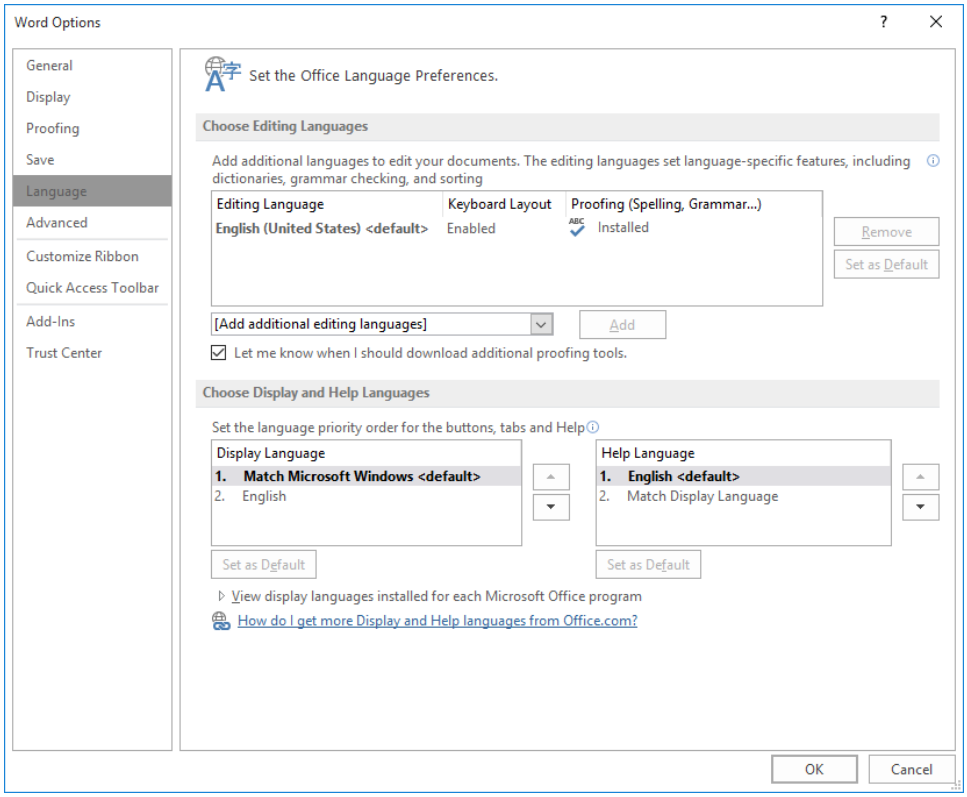
- **Translate Document** will convert the whole document via machine translation.
- **Translate Selected Text** will translate the selected word or phrase, replacing that word or phrase with the translated text.
- **Mini Translator** will add a ScreenTip-style translation for a word or phrase.

Use Other Languages

To change display, help, and editing languages, click Review → Language → Language Preferences:



This will open the Word Options dialog box to the Language category. You can use the commands in this category to make the desired changes:

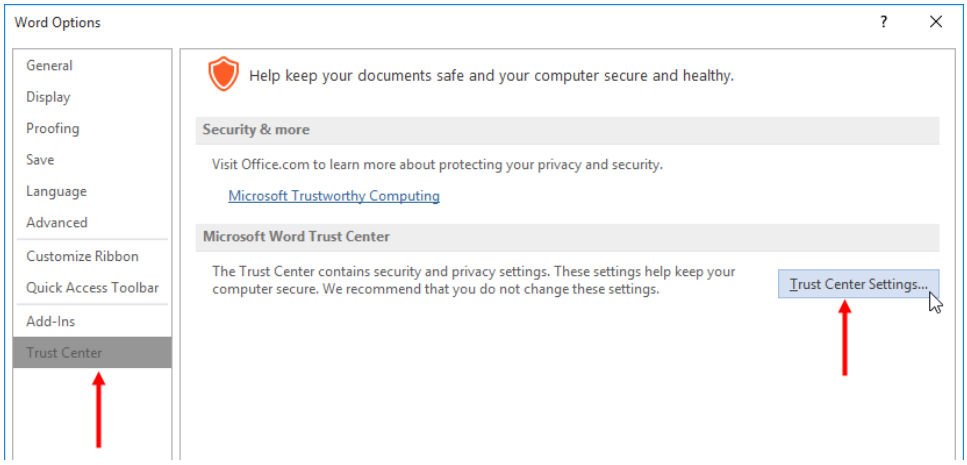


Note that some languages may require you to download and/or purchase special installation packages from Microsoft.

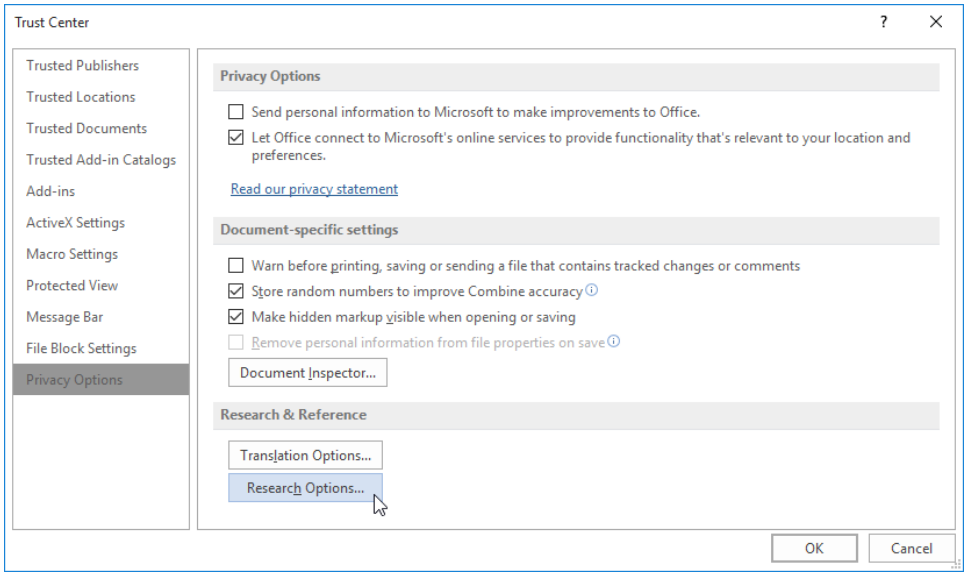
THE RESEARCH OPTIONS DIALOG BOX

To customize Microsoft Word's research tools, click File → Options to open the Word Options dialog box:

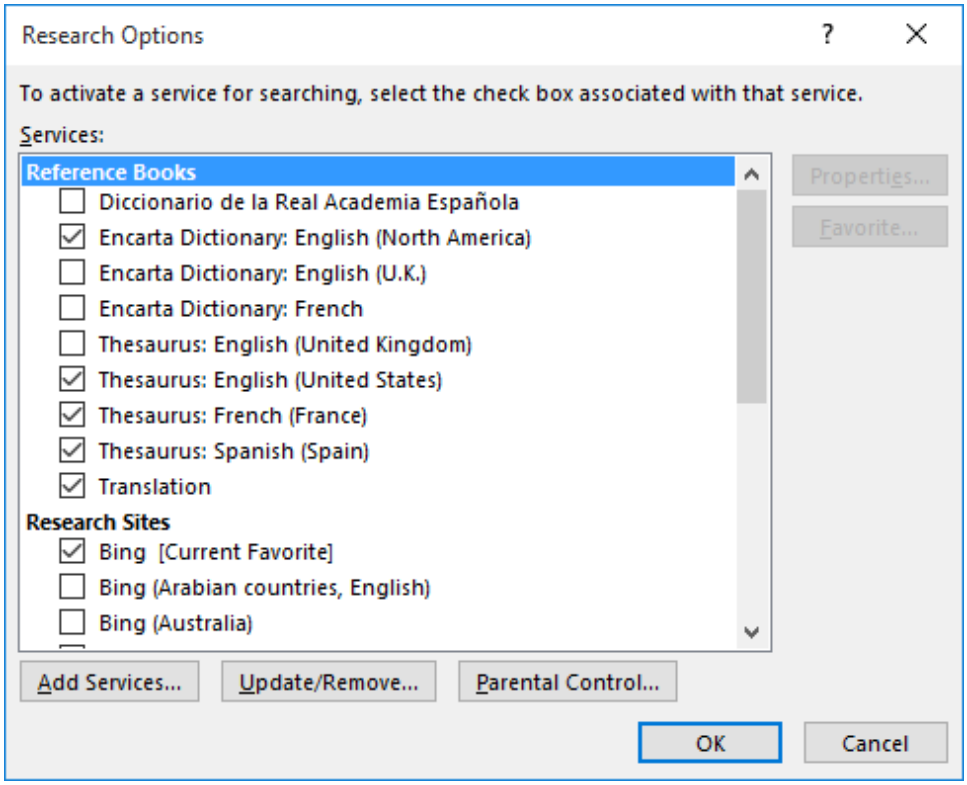
Then, click the Trust Center category. Here, click the Trust Center Settings button:



The Trust Center dialog box will open. Here, click the Privacy Options category and click the Research Options button:



The Research Options dialog box will now open:



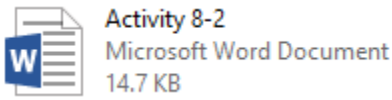
Using this dialog, you can customize the research services that are available, as well as add new services and enable parental control filters.

ACTIVITY 8-2

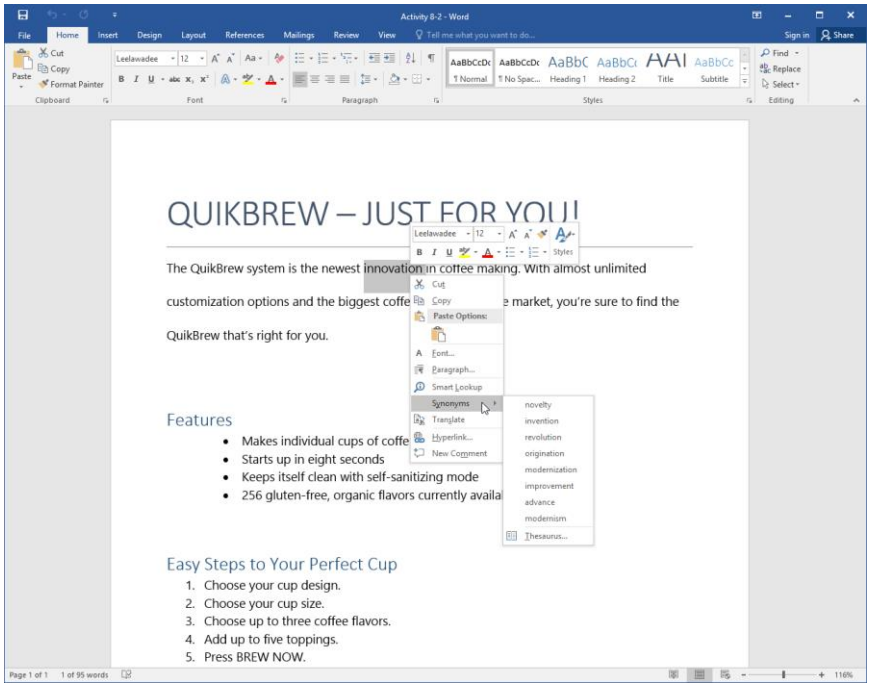
Using Other Proofing Tools

In this activity, you will use some of the other proofing tools on the Review tab. An Internet connection is required for this exercise.

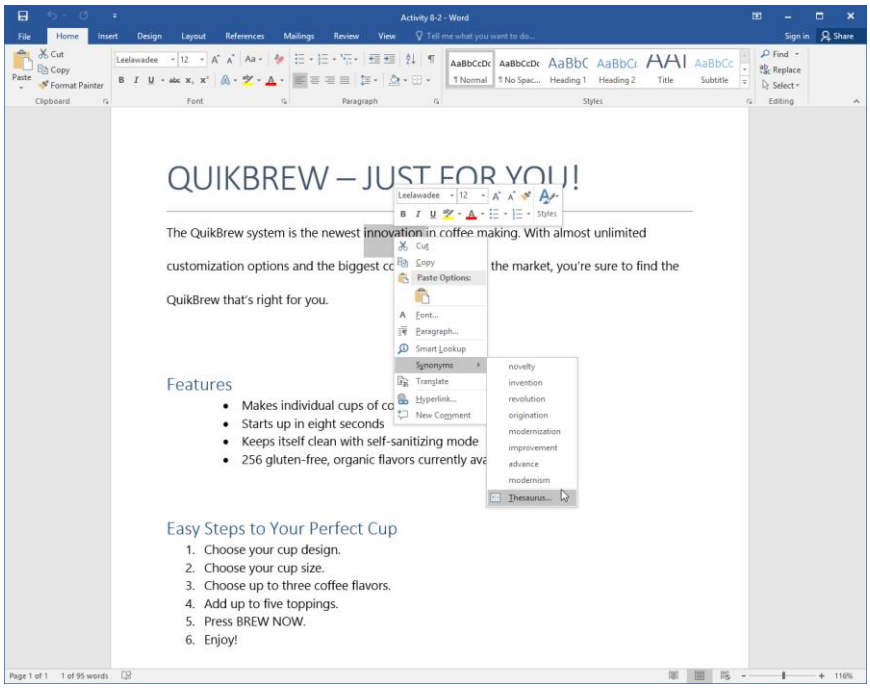
1. Open Microsoft Word 2016 and open Activity 8-2:



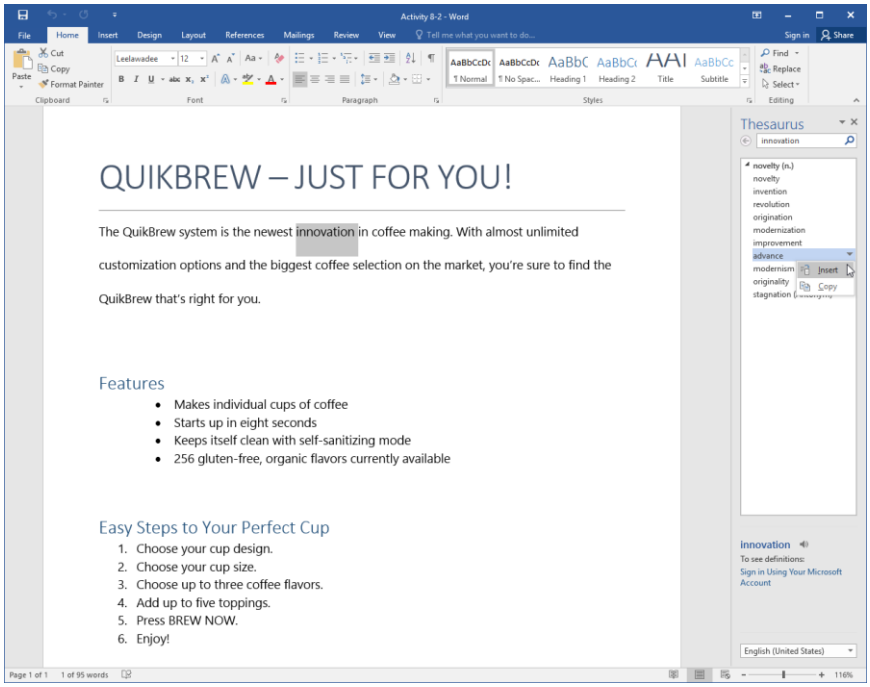
2. First, let's simplify a few words in this document. Select the word "innovation" in the first paragraph. Then, right-click it and point to Synonyms:



3. Click the Thesaurus option to open the full tool:



4. The Thesaurus pane will display the results. The word “advance” sounds a bit more straightforward. Right-click this word and click Insert:

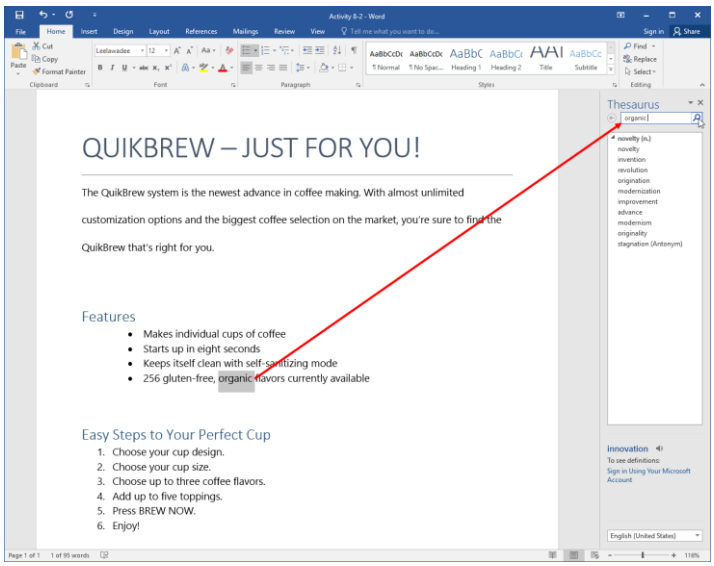


5. The replacement will be made:

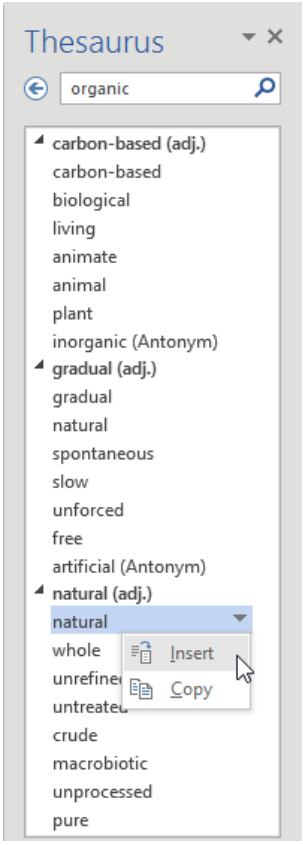
QUIKBREW – JUST FOR YOU!

The QuikBrew system is the newest advance in coffee making. With almost unlimited customization options and the biggest coffee selection on the market, you're sure to find the QuikBrew that's right for you.

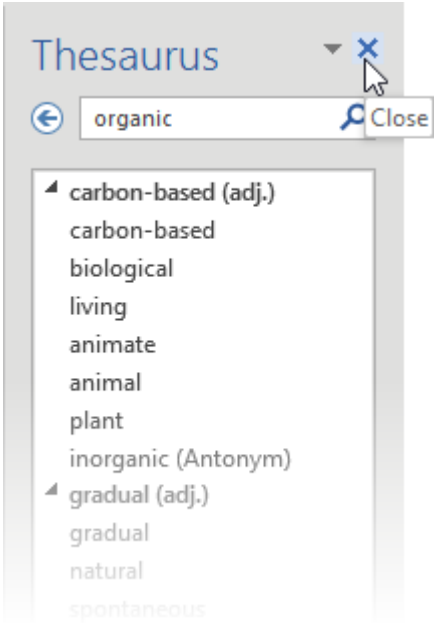
6. Next, copy and paste the word “organic” from the fourth Features bullet into the Thesaurus. Click the magnifying glass icon to perform the search:



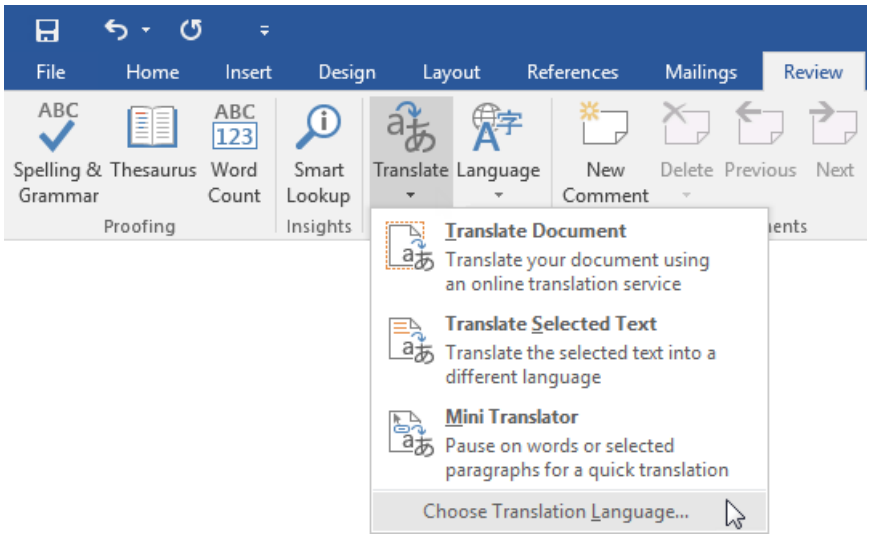
7. Ensure that the word “organic” is still selected. Right-click the word “natural” and click Insert:



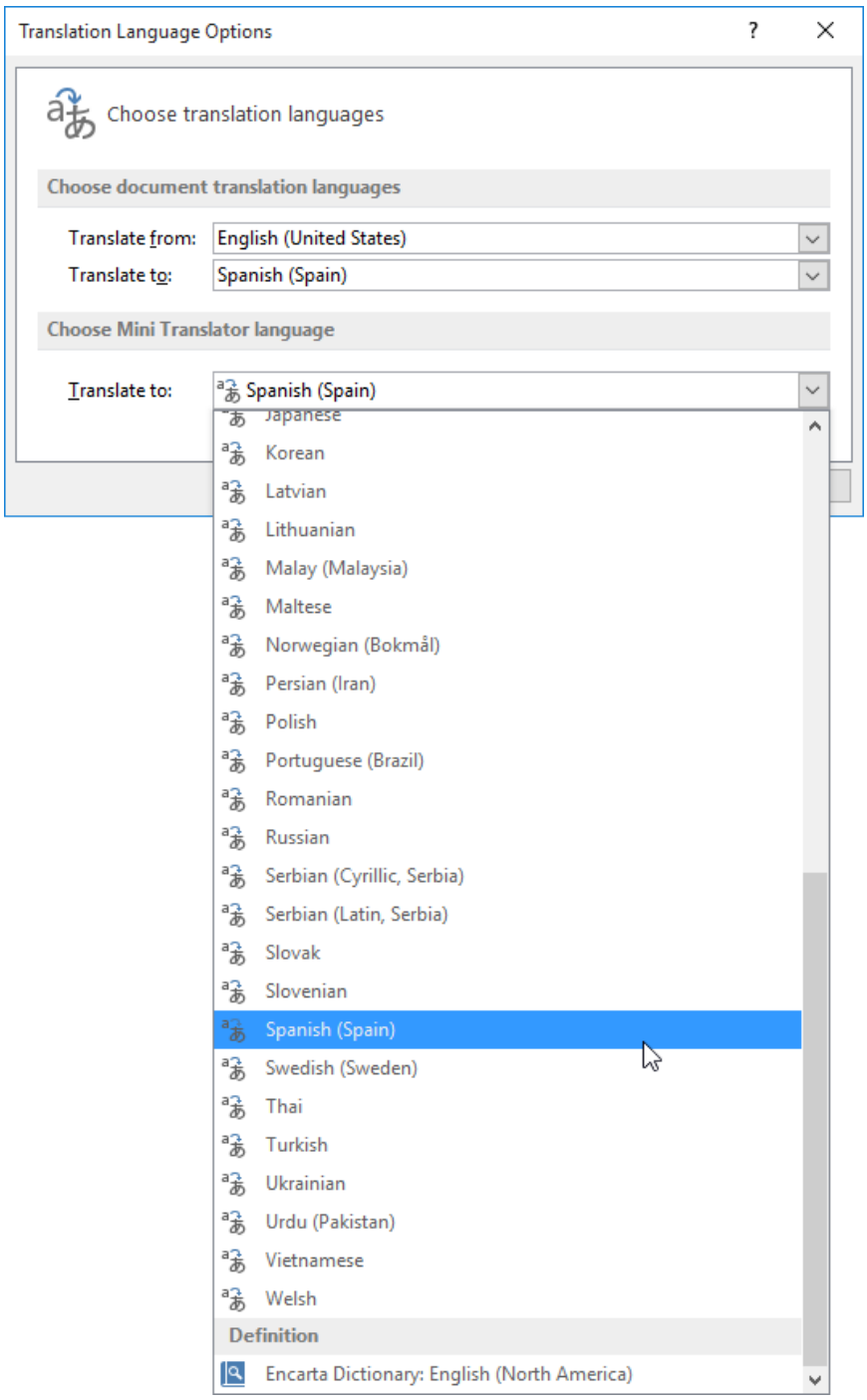
8. We're all done replacing words, so close the Thesaurus task pane:



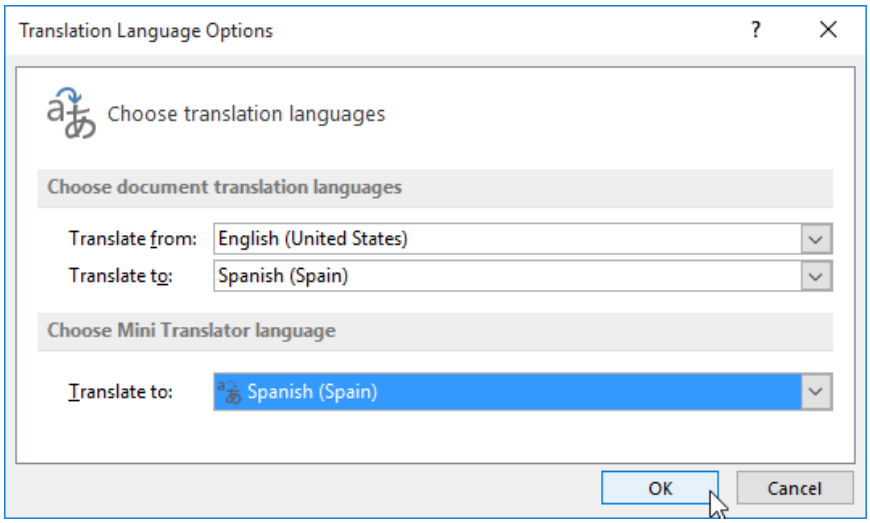
9. Now, we need to familiarize ourselves with the Spanish translation of some of the terms in this document. To begin, click Review → Translate → Choose Translation Language:



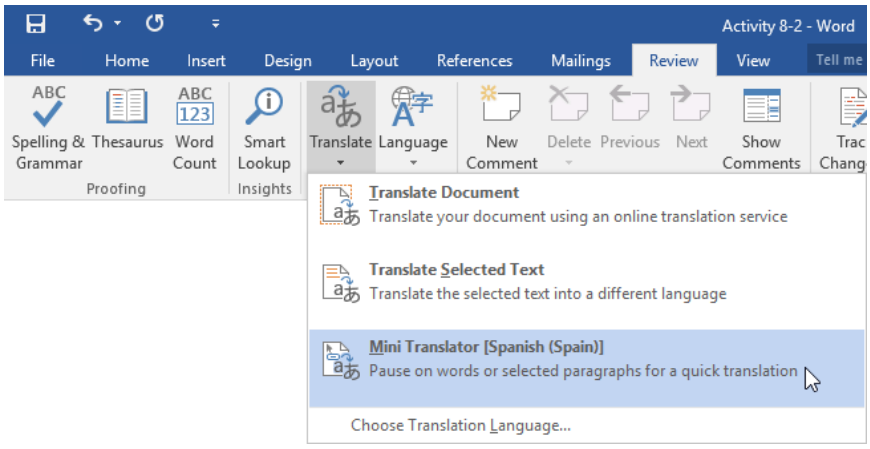
10. The Translation Language Options dialog will open. In the "Choose Mini Translator" section, choose Spanish for the "Translate to" language:



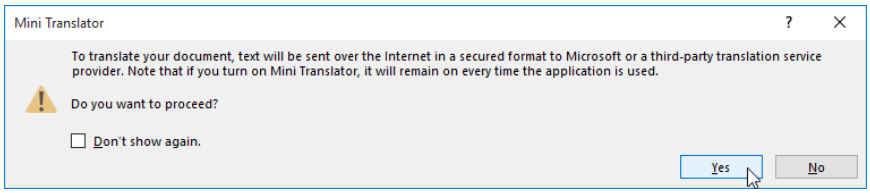
11. Click OK:



12. Now, click Review → Translate → Mini Translator:

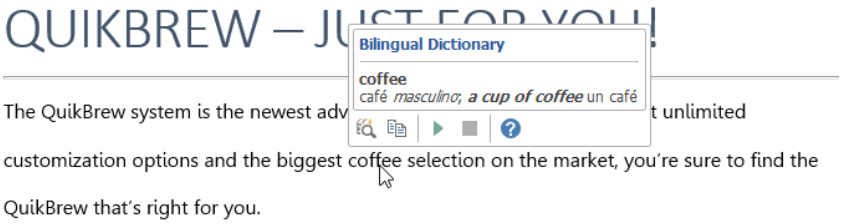


13. Click Yes to confirm the operation:

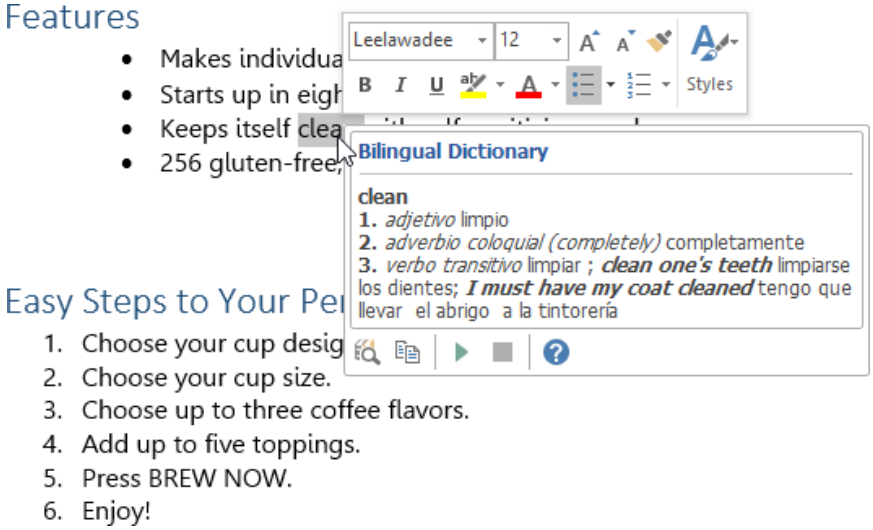


(If you do not see this dialog box, skip to the next step.)

14. Move your mouse over any instance of the word "coffee." After a moment, you should see the mini translator appear with the translation. It will look faded; move your mouse over it to view the complete translation:



15. Try using the mini translator on a few more words:



16. When you're finished, save your document as Activity 8-2 Complete and close Microsoft Word 2016 to complete this activity.

TOPIC C: Check Accessibility

As you complete work on a document, it's important to ensure that its content can be accessed by everyone. In this topic, we will learn about the components of making a document accessible and how to ensure that your document can be read by anyone in your audience.

Topic Objectives
In this topic, you will learn:

- About the elements of an accessible document
- About Section 508, which governs document accessibility in the United States
- How to use the Accessibility Checker
- How to add alternative text to objects

ACCESSIBILITY

There are eight key elements to making a document accessible. Let's explore each of these components.

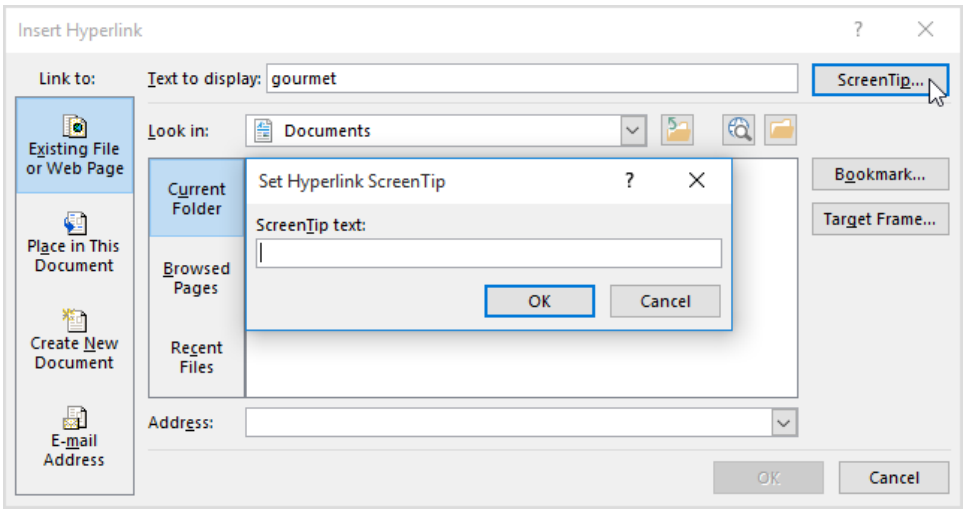
Alternative Text
The term "alternative text" refers to text that is assigned to an object so that it can be used by screen readers to describe an image to users with visual impairments.

Table Accessibility
To help users interpret the data in a table, always ensure that tables have proper column and row headings. Table data should read from left to right and top to bottom.

As well, try to avoid awkward layouts, such as complex split cells or blank cells.

Styles
Using styles in an appropriate manner can help all readers understand the flow of a document. For example, heading styles should be used in descending order. If you are creating your own styles, name them appropriately so that readers can easily navigate the text.
The default fonts for headings and regular (body) text are defined using the top-level styles +Heading and +Body. This gives readers another way to easily identify the structure of your document.

Hyperlink ScreenTips
When creating hyperlinks, you can set a ScreenTip that will be displayed by screen readers or when the reader moves the cursor over the link:



Use this ScreenTip to include descriptive text about the link, rather than just the link itself.

Blank Characters
Try not to manually add empty space to your document. Instead, use formatting tools to do so automatically. Otherwise, users and screen readers might think that the blank space means the end of the document.

Floating Objects
To maximize accessibility, use the "In line with text" wrapping style. Other styles can make the document hard to read and/or interpret.

Watermarks
Avoid using watermarks if people with visual impairments will need to read your document. Watermarks can be hard to see and can also be misinterpreted by screen readers. Instead, add the information as an appendix or in the footer.

Closed Captions
If your document includes audio or video that does not support closed captioning, include a text-only transcript of the file in the document.

SECTION 508

In the United States, Section 508 lays out the requirements for accessibility to technology by people with disabilities. This means that every government service, document, product, etc. must meet certain standards in order to ensure that they can be used by everyone.

As of this writing, their requirements for Microsoft Word documents reflect the information discussed in the last topic:

- Using styles for formatting

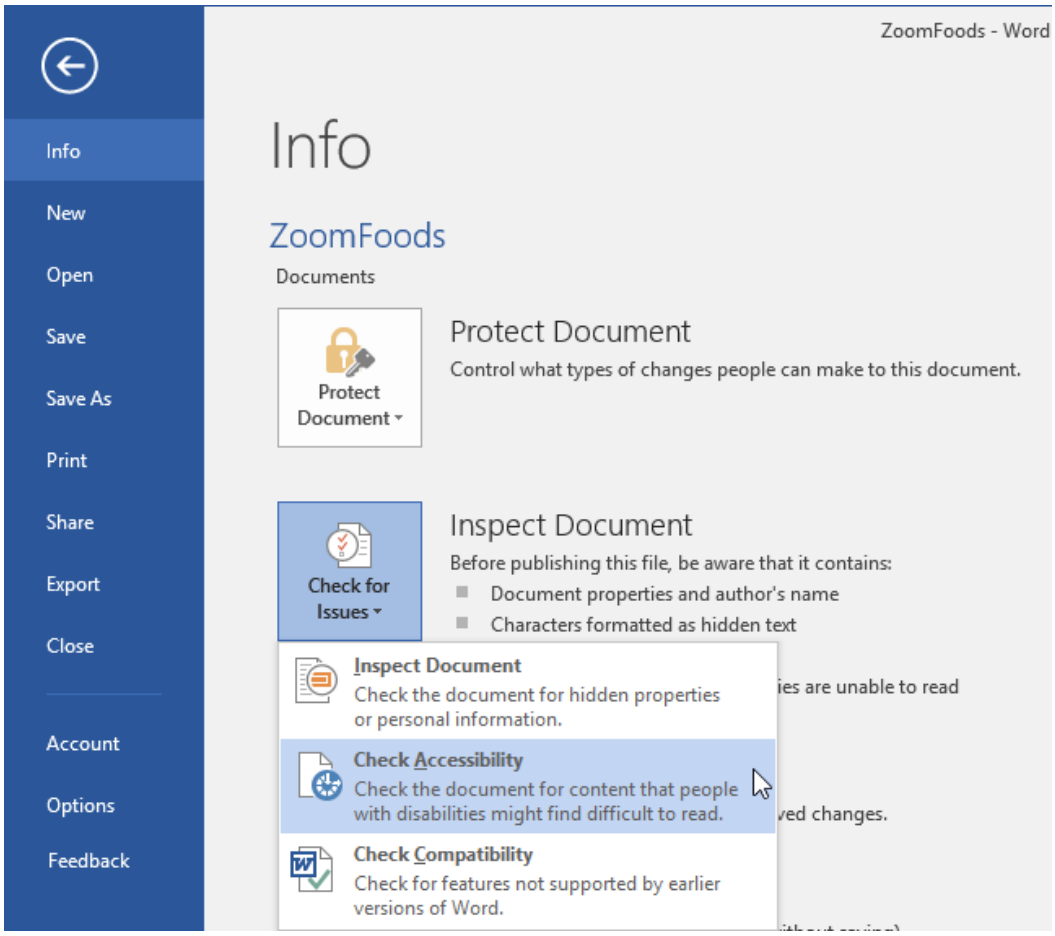
- Adding alternate text to graphics and objects
- Using minimal text wrapping
- Setting up tables in a consistent manner

They also recommend:

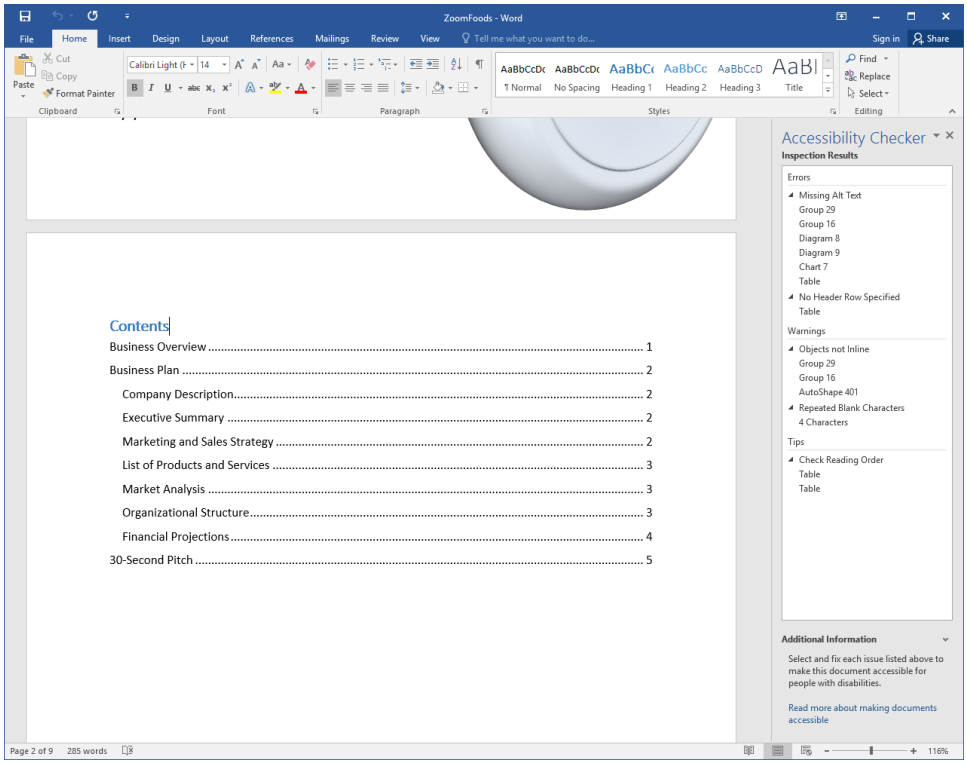
- Avoiding hyphenation and drop caps
- Using columns
- Converting text boxes to regular paragraphs
- Using vision-friendly colors when formatting the document

ACCESSIBILITY CHECKER

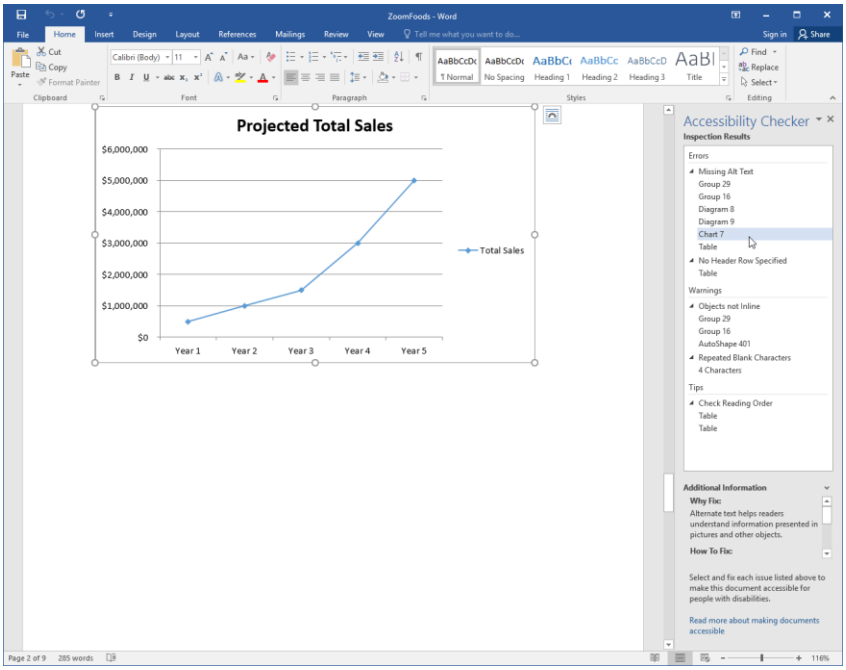
Microsoft Word 2016 comes with a tool to help you check your document for possible accessibility issues. To begin, click File → Info → Check for Issues → Check Accessibility:



The Accessibility Checker task pane will then be displayed on the right-hand side of your screen:



Its contents will be divided into three sections, each of which will list issues of the related type. You can click on any issue to go to that document object and view more information about the problem in the Accessibility Checker task pane:



Inspection Results

Errors

This section will list items in the document that people with disabilities will not be able to access. This includes objects without alternate text, tables that do not have header rows, and manual formatting.

Warnings

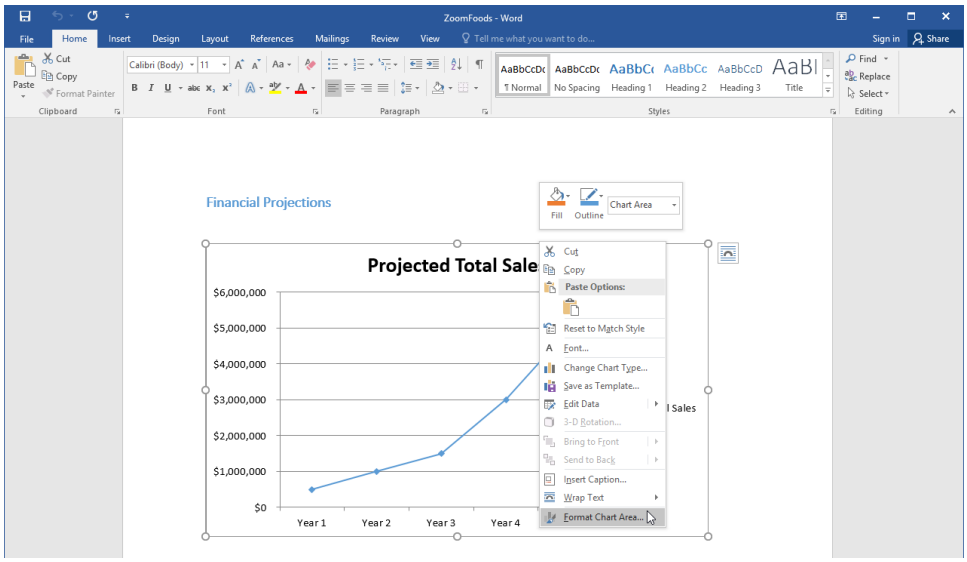
This section will list items in the document that people with disabilities will find difficult to access. This includes some text wrapping styles, blank characters, awkward table formatting, long headings, and hyperlinks that don't have ScreenTips.

Tips

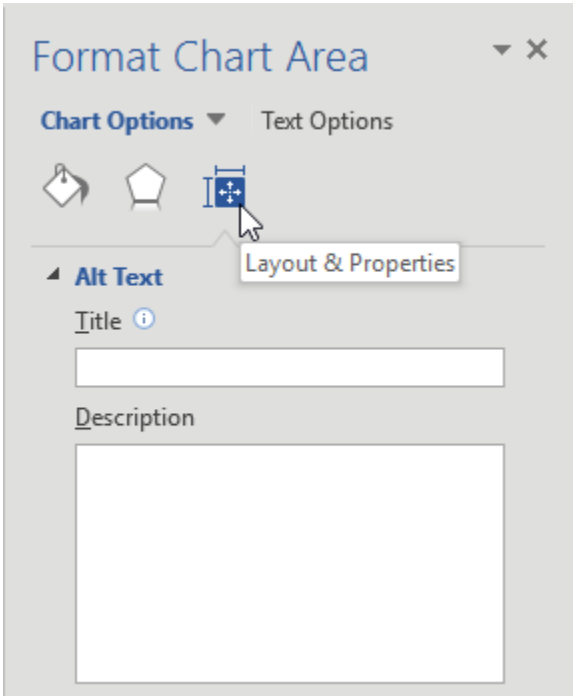
The final section of the Accessibility Checker will give you additional information on ways that you can improve the accessibility of your document even further. This includes the use of closed captions, proper reading order, no watermarks, and correct order of heading styles.

ADDING ALTERNATIVE TEXT TO OBJECTS

We've learned that alternative text is an important step in making documents accessible. To add alternative text to any object in a Microsoft Word document, right-click that object and click the appropriate Format command. Here, we are working with a chart so the command is Format Chart Area:



The related Format task pane will open. In this task pane, you should see a Layout & Properties category. Here, you can enter a title and description for the object:

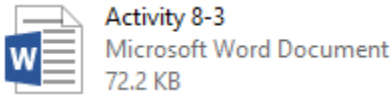


ACTIVITY 8-3

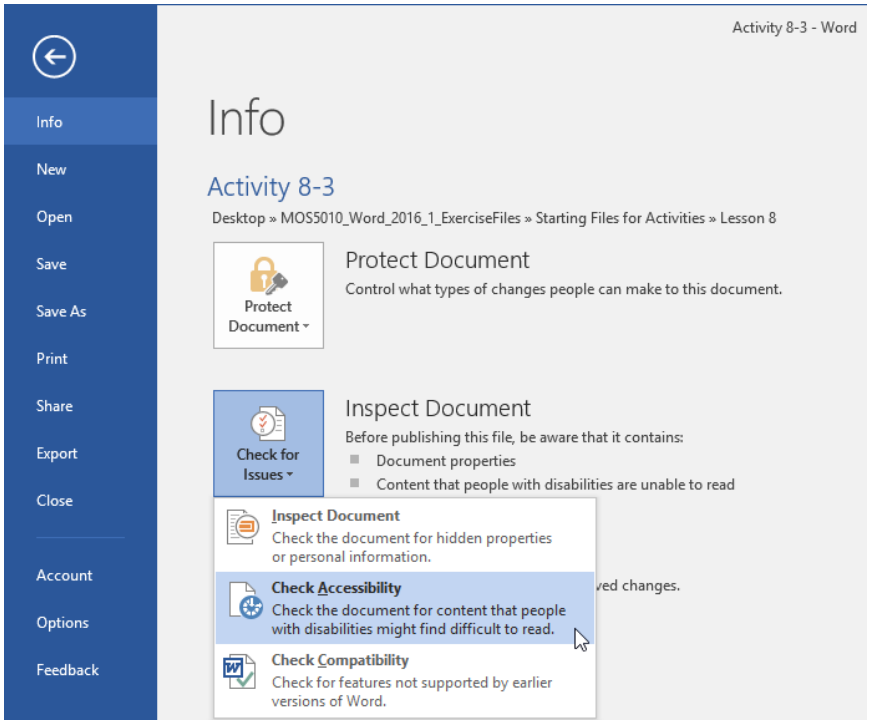
Checking Accessibility

In this activity, you will make your product information document more accessible.

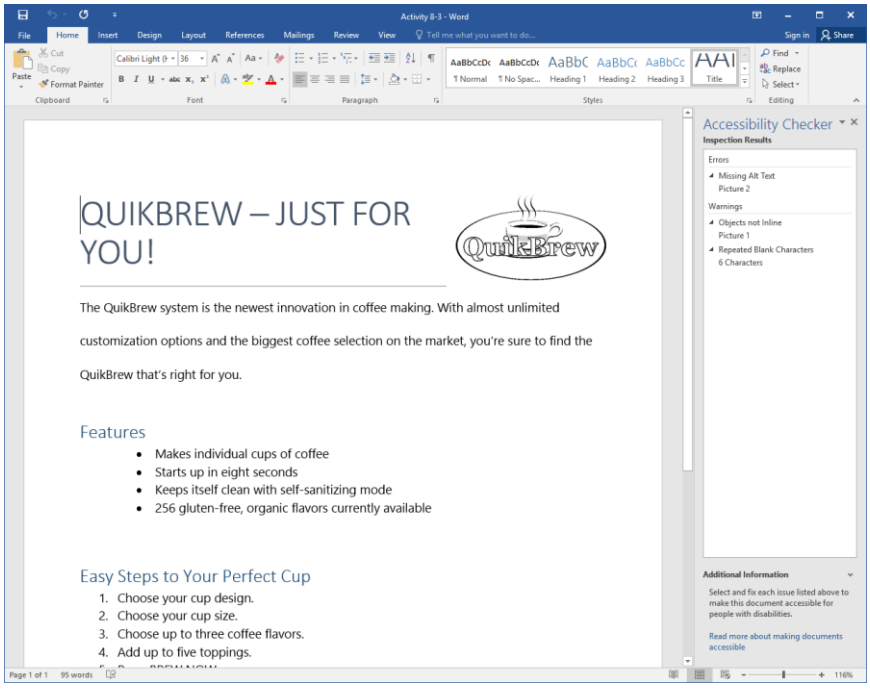
1. Open Microsoft Word 2016 and open Activity 8-3:



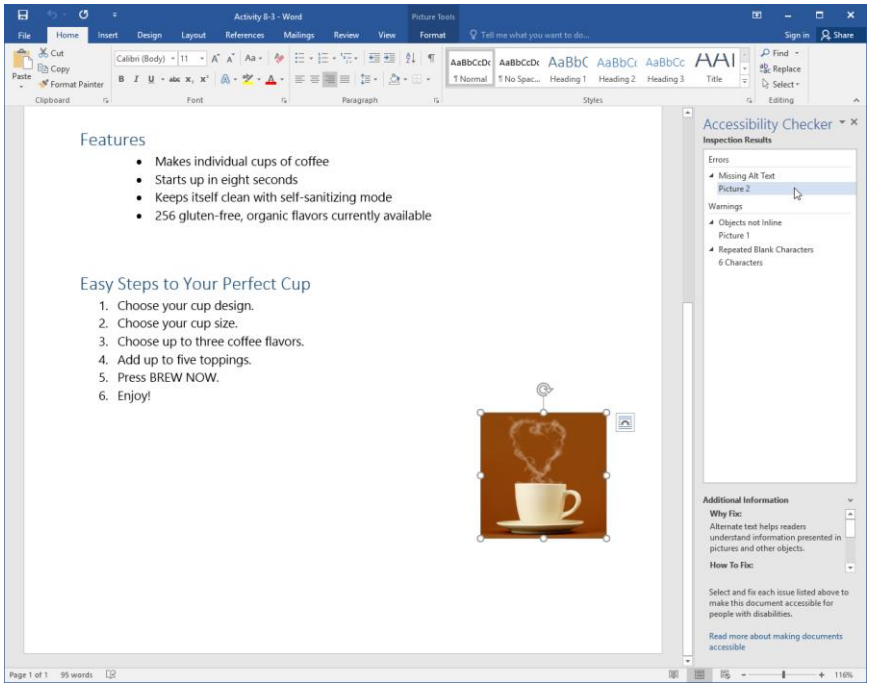
2. Let's run the Accessibility Checker on this document. Click File → Info → Check for Issues → Check Accessibility:



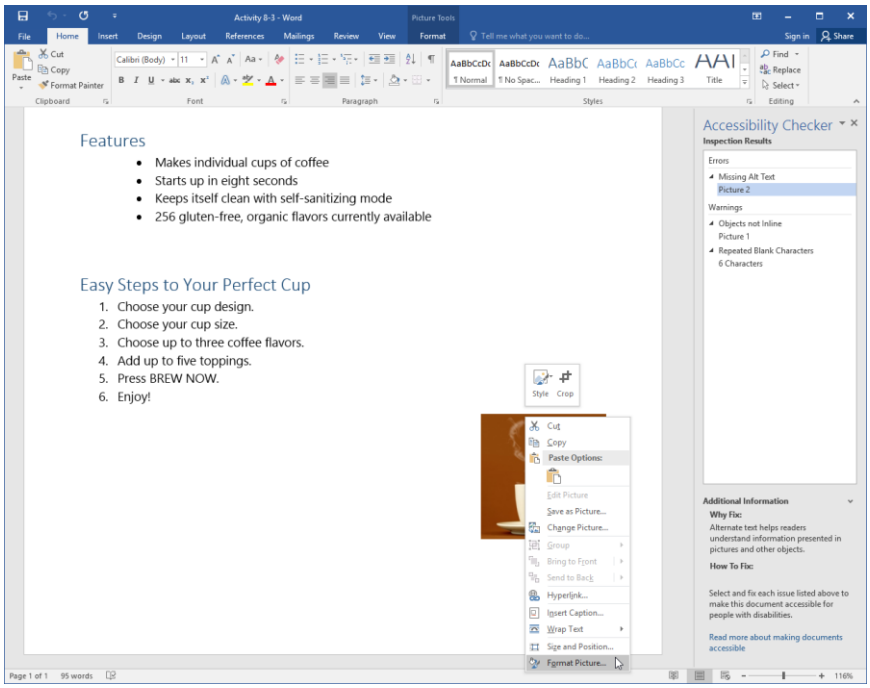
3. You will be returned to the document and the Accessibility Checker will be open on the right-hand side of the window:



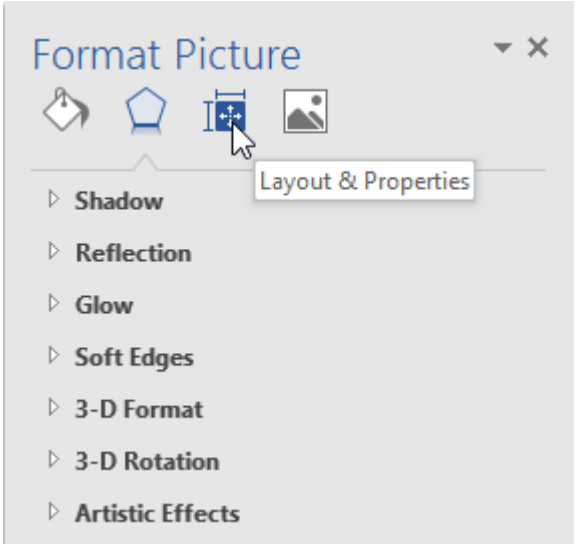
4. The first issue indicates that one image does not have alternative text. Click this entry to select the affected image:



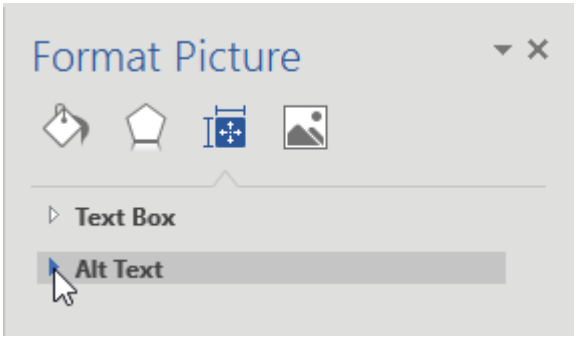
5. To add alternative text to this object, right-click the image and click Format Picture:



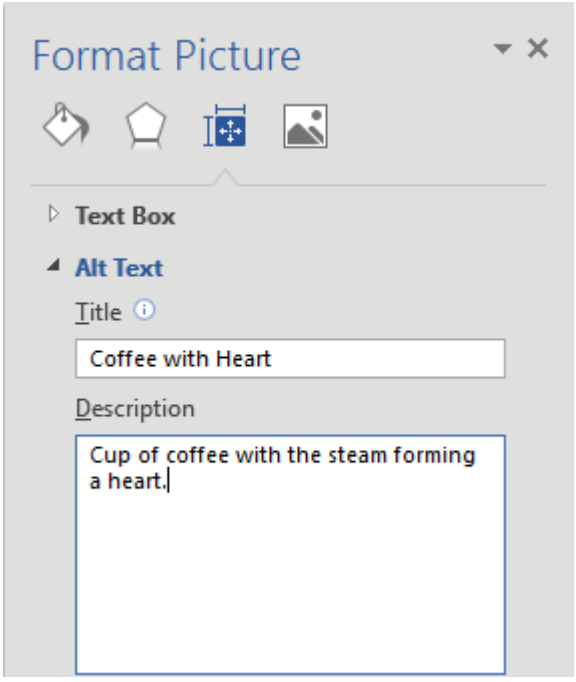
6. The Format Picture task pane will open beside the Accessibility Checker. Click the Layout & Properties category:



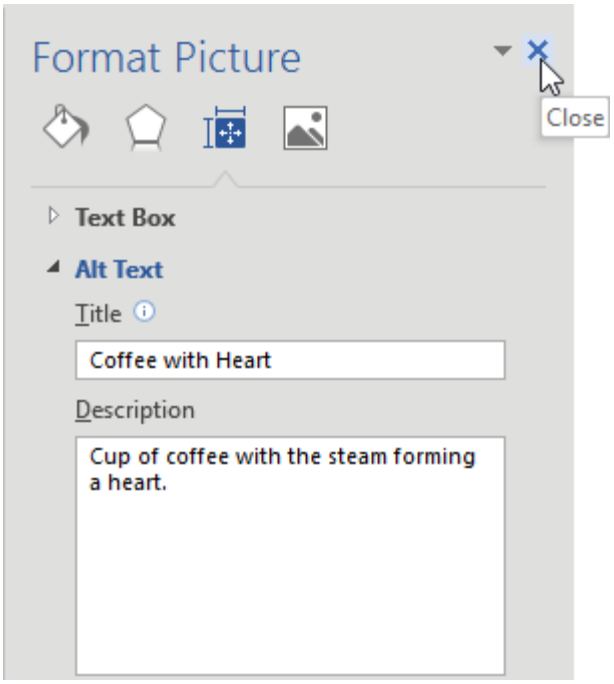
7. This category contains two sub-categories. Click the arrow next to the Alt Text category:



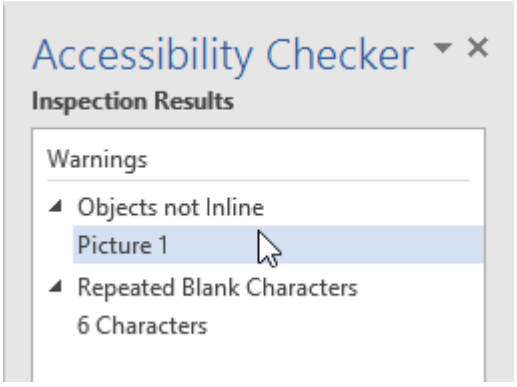
8. Now, fill out the title and description as shown below:



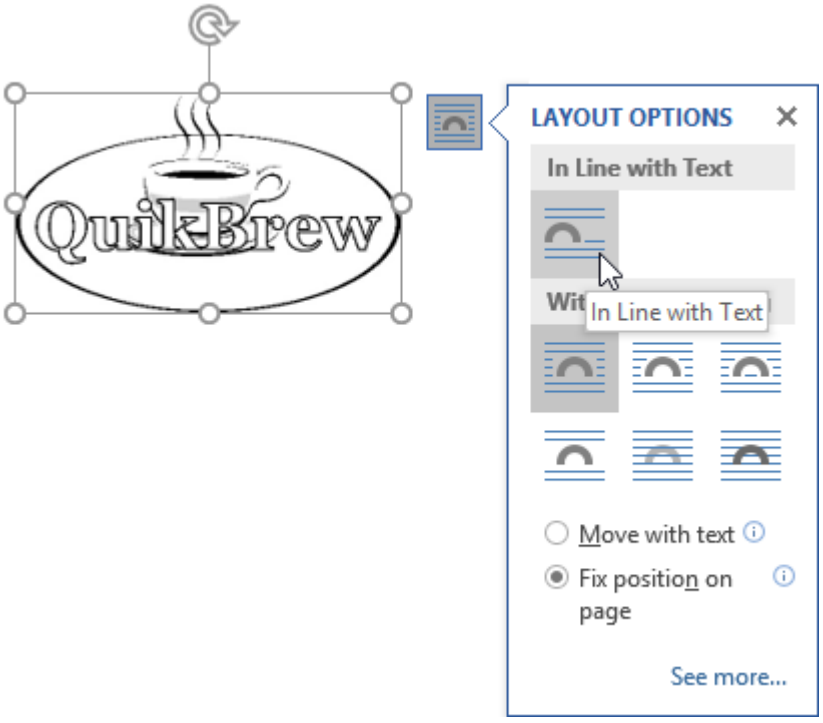
9. Close the Format Picture task pane:



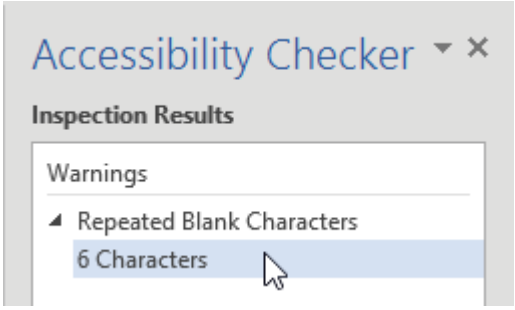
10. The related warning will no longer appear in the Accessibility Checker. Now we can address the next error. Click the "Picture 1" entry to select it:



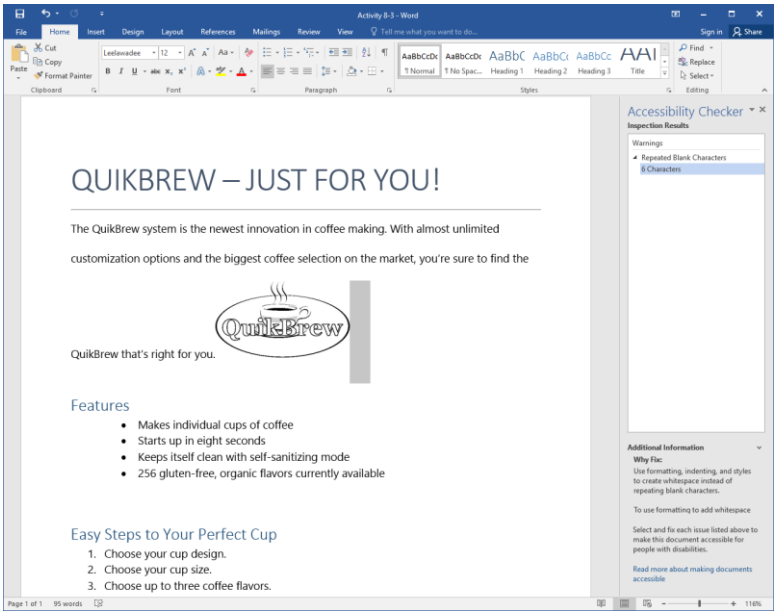
11. Click the Layout Options button next to this image and click "In Line with Text:"



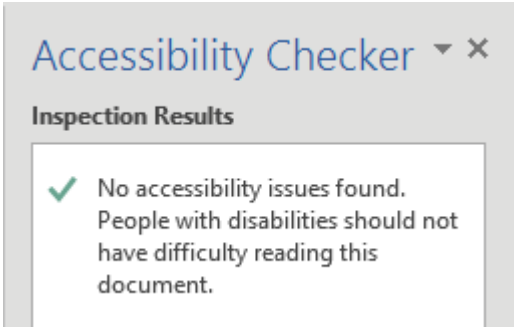
12. The image will now be moved and the warning will disappear. Click the final warning in the Accessibility Checker:



13. The repeated characters will now be selected. Press the Backspace key on your keyboard to remove them:



14. All accessibility issues should now be resolved:



15. Save your document as Activity 8-3 Complete and close Microsoft Word 2016.

Summary

In this lesson, you learned about the tools in the Proofing group on the Review tab: the spelling and grammar checker, the thesaurus, the translator, word count, and the Insights pane. You also learned about readability statistics, the dictionary, and the Research Options dialog box. Last but not least, we discussed how to use the Accessibility Checker and alternative text to make your document accessible to all audiences.

REVIEW QUESTIONS

1. **If Microsoft Word detects a contextual spelling error, what color will it underline the error with?**

2. **What interface elements displays tools like the thesaurus, spelling and grammar check, and Accessibility Checker?**

3. **What is the shortcut key to run a spelling and grammar check?**

4. **What is the command sequence to run the Accessibility Checker?**

5. **What part of the Microsoft Word interface will show you a quick word and page count of the current document?**

LESSON 9: CUSTOMIZING THE WORD ENVIRONMENT

Lesson Objectives

In this lesson you will learn how to:

- Customize the Word interface
- Set additional save options
- Manage additional file types

TOPIC A: Customize the Word Interface

One of the main design goals in every new version of Microsoft Office is to enable you to do your work faster and more efficiently. In order to achieve this, you have the ability to customize just about everything in the program. We'll show you some different ways to customize the Microsoft Word interface in this lesson.

Topic Objectives

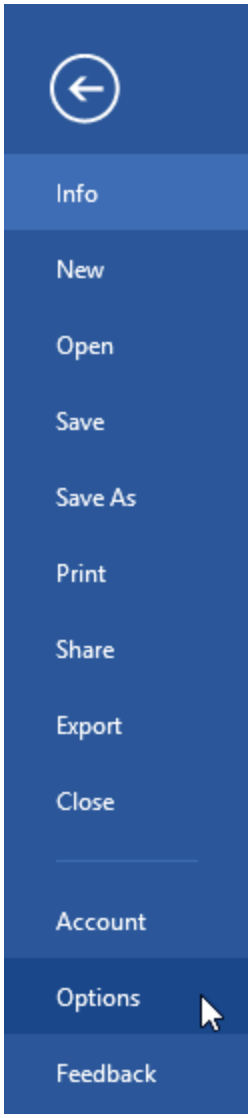
In this topic, you will learn:

- About the Word Options dialog box
- How to customize the ribbon interface
- How to customize the Quick Access toolbar
- About the AutoCorrect dialog box, particularly the AutoCorrect tab

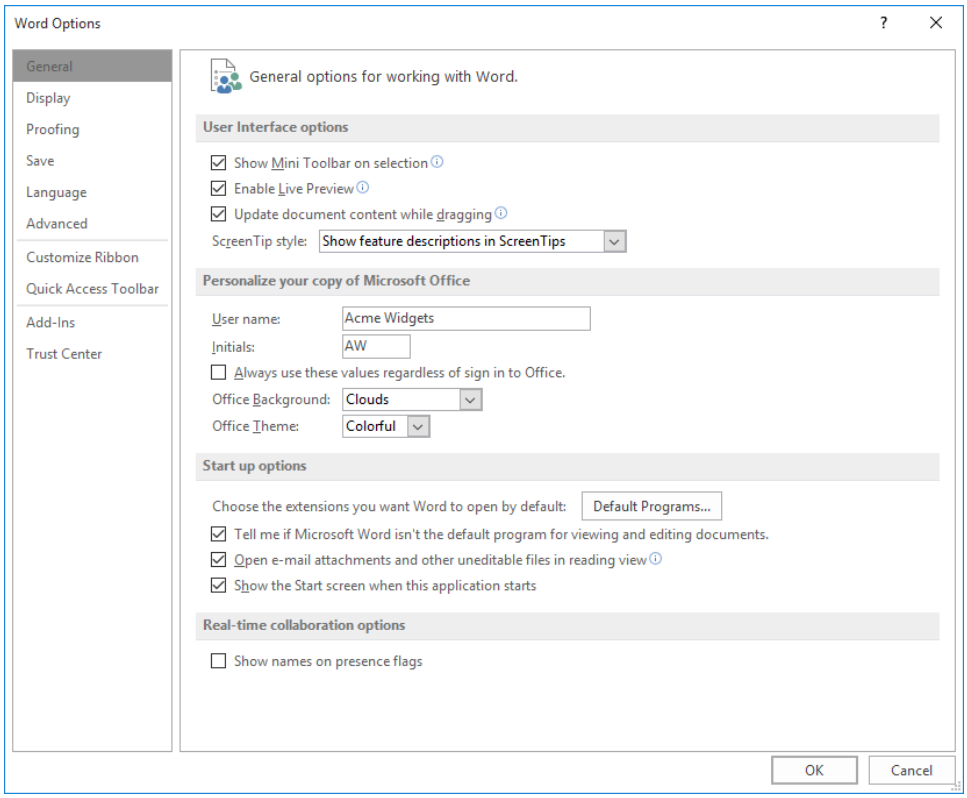
THE WORD OPTIONS DIALOG BOX

The Word Options dialog box is the central hub where you can find many of Word's custom settings. These options are divided into ten categories, each with its own set of tools.

To open the Word Options dialog box, click File → Options:



Once open, you will see the ten categories listed on the left-hand side of the dialog box, with the General category already displayed:



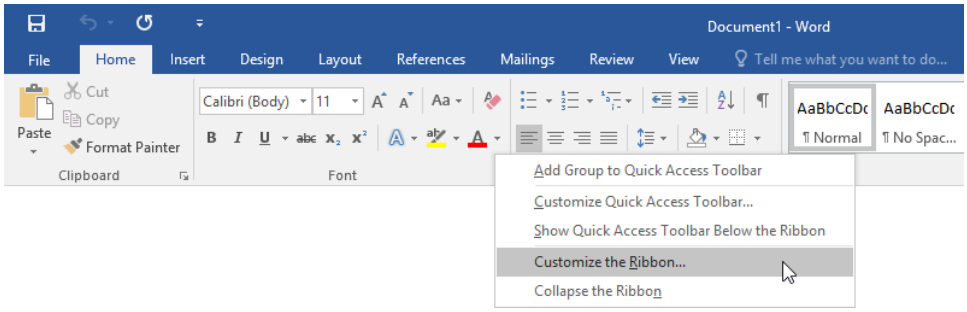
Below is a breakdown of what kind of settings you can find in each category:

General	This category includes settings to change the general appearance of Word. This includes changing the color scheme and your user name.
Display	Set page display options, formatting mark options, and printing options.
Proofing	Customize how Word find and corrects spelling errors.
Save	Customize how documents are saved.
Language	Specify the language that you would like to use for Microsoft Word and Microsoft Office as a whole.
Advanced	The settings in this category control some of the more complex aspects of Word. This includes things like image size and quality, editing options, and more.
Customize Ribbon	Customize what controls appear on the ribbon and where.

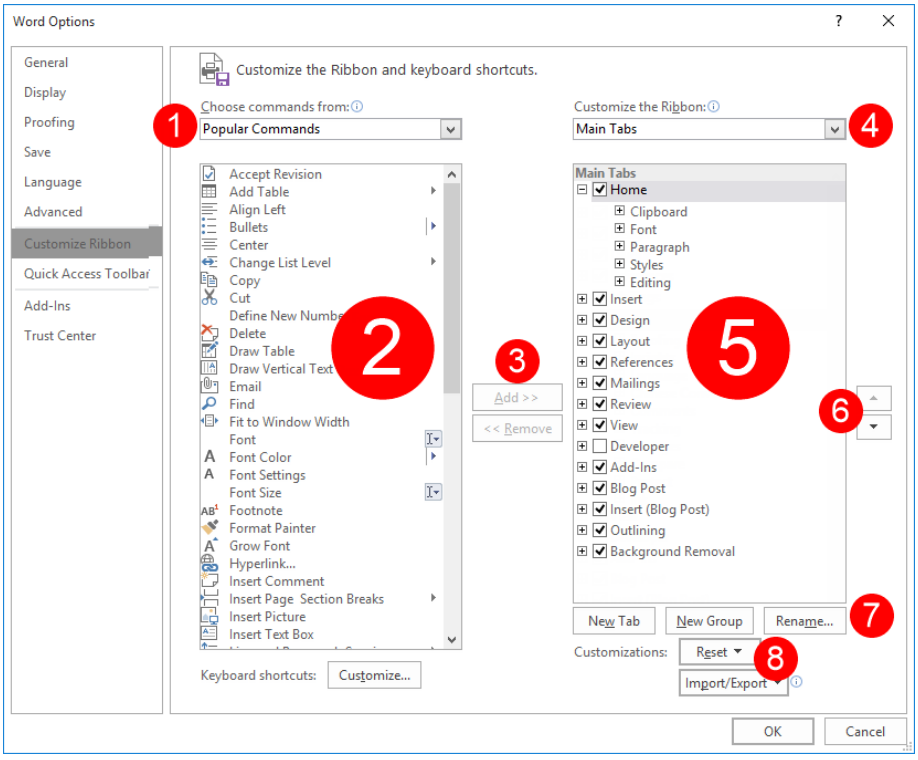
Quick Access Toolbar	Customize what controls appear on the Quick Access toolbar and where.
Add-Ins	Manage Office add-ins.
Trust Center	This category allows you to access the Trust Center, which allows you to choose from a variety of privacy and security settings.

CUSTOMIZING THE RIBBON

To customize the ribbon, right-click in the ribbon interface and click "Customize the Ribbon:"



Or, you can open the Word Options dialog box and choose the Customize Ribbon category. Either action will open the following window:



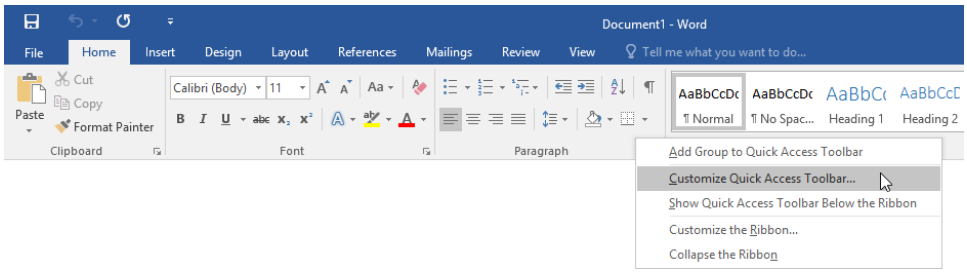
Here is an overview of the options in this category.

- The **"Choose commands from" drop-down menu (1)** is used to choose what commands are displayed in the **"Choose commands from" list (2)**.
- The **Add** and **Remove buttons (3)** are used to add selected commands from the "Choose commands from" list to the selected custom group, or to remove commands from the "Customize the Ribbon" list.
- The **"Customize the Ribbon" drop-down menu (4)** is used to select what tabs are displayed in the **"Customize the Ribbon" list (5).**
- The **Move Up** and **Move Down arrows (6)** are used to move a selected tab, group, or command up or down within the hierarchy in this list.
- There are also commands to **add and rename tabs and groups (7)**.
- Finally, you will see options to **reset, import,** and **export ribbon customizations (8)**.

CUSTOMIZING THE QUICK ACCESS TOOLBAR

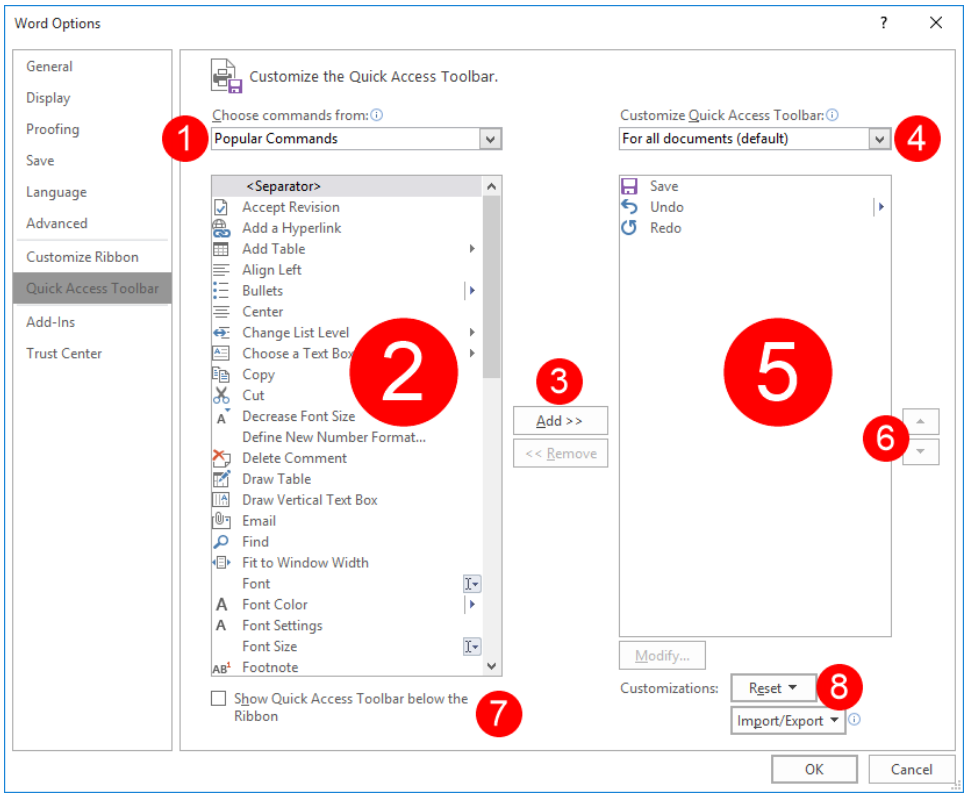
Similar in look and function to the Customize Ribbon category, the Quick Access Toolbar category allows you to choose what controls appear on the Quick Access toolbar.

You can select this category directly from the Word Options dialog, or right-click the ribbon interface and click "Customize Quick Access Toolbar:"



(Notice that you can also add commands directly to the toolbar with this right-click menu.)

With either command, you will see the following screen:



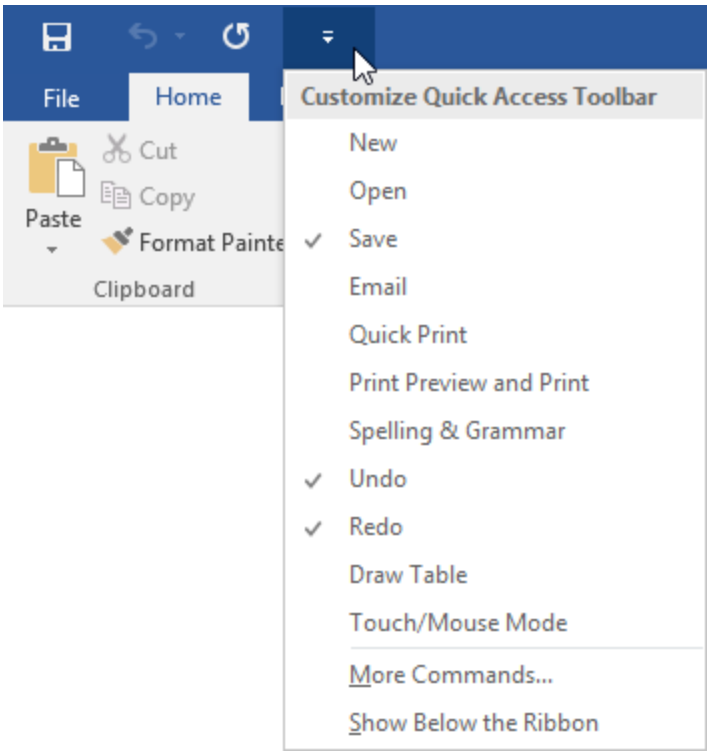
The **"Choose commands from" drop-down menu (1)** allows you to choose which commands are displayed within the "**Choose commands from" list (2).** The **Customize Quick Access Toolbar list (5)** is used to display the commands currently on the Quick Access toolbar and how they are organized. You can then use the **Add** and **Remove buttons (3)** to move commands between the lists, or use the **Move Up** and **Move Down arrows** to reorganize commands **(6)**.

Finally, the **Customize Quick Access Toolbar drop-down menu (4)** is used to choose if new customizations will be applied to only the current document or to Word itself.

At the bottom of the dialog, you will see options to **move the toolbar (7)**, as well as **reset, import,** and/or **export** its settings **(8)**.

Another, simpler method to customize the toolbar is via the Customize Quick Access Toolbar menu. While your options are a little more limited when you use this menu, it is much more straightforward than having to dig through the commands in the Word Options dialog box.

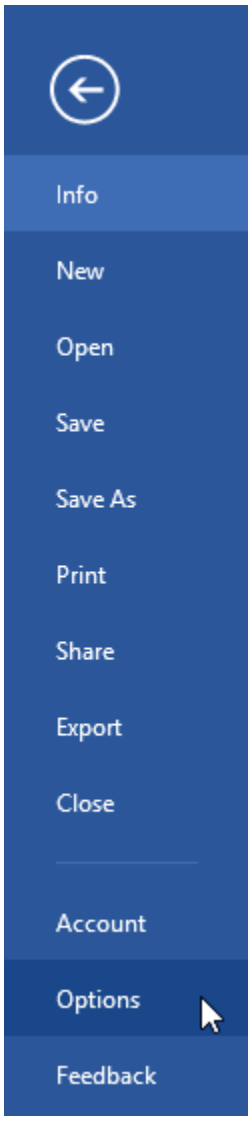
To open the Customize Quick Access Toolbar menu, click the Customize Quick Access Toolbar button ( ) on the right-hand side of the Quick Access toolbar:



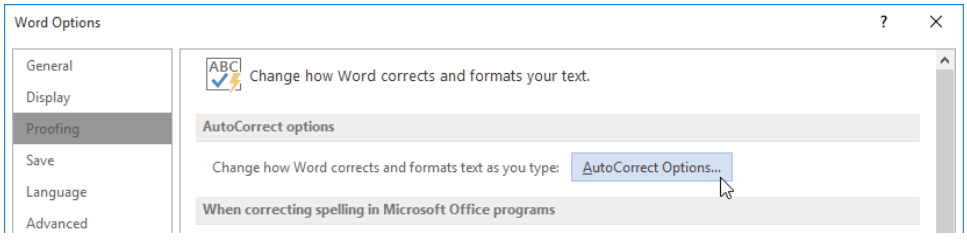
This drop-down menu will list many common commands that can be (or already are) added to the Quick Access toolbar. Commands with a checkmark placed next to them have already been added to the Quick Access toolbar, while those without the checkmark have not been added yet. Clicking any of these options will add or remove them, depending upon if they have already been placed there or not. Additionally, the **More Commands** option will open the Word Options dialog box to the Quick Access Toolbar category. The **"Show Below the Ribbon"** option will shift the Quick Access toolbar from above the ribbon to below it.

THE AUTOCORRECT DIALOG BOX

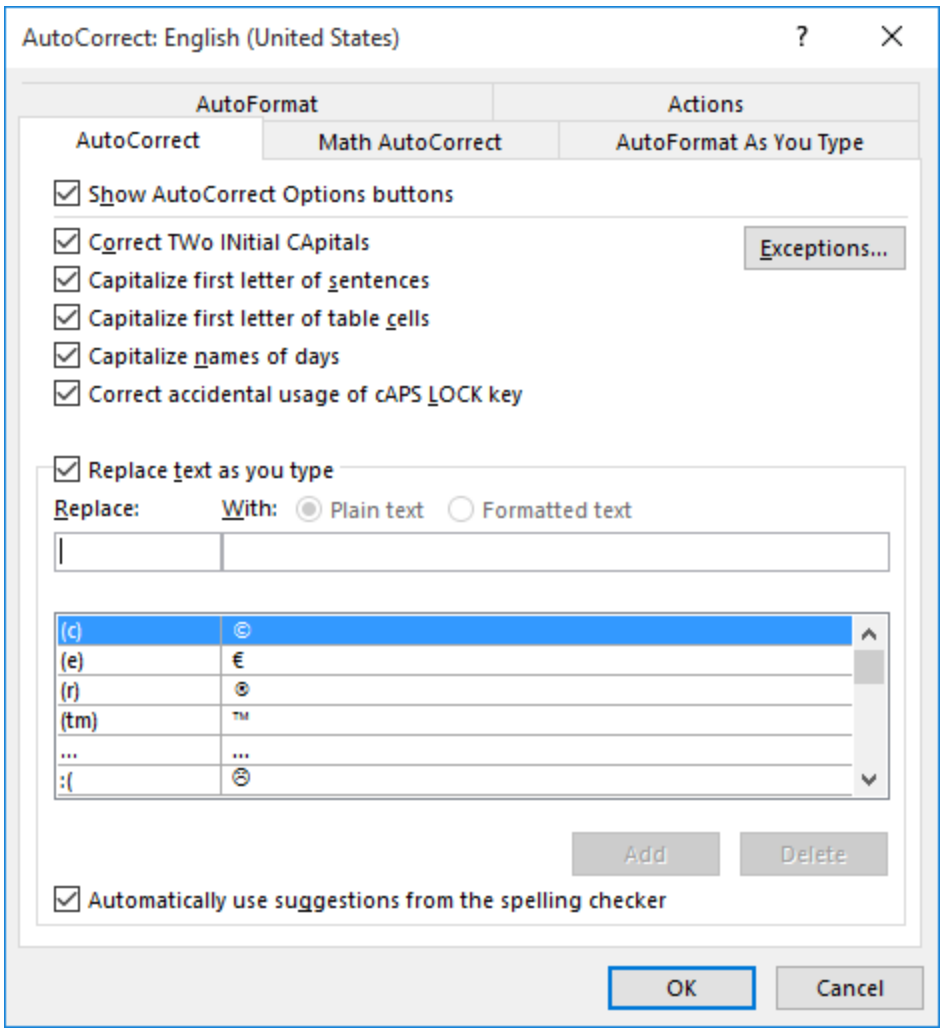
To control the way AutoCorrect behaves, click File → Options to open the Word Options dialog:



Then, click the Proofing category and click AutoCorrect Options:



This will open the AutoCorrect Options dialog box for your specified language:

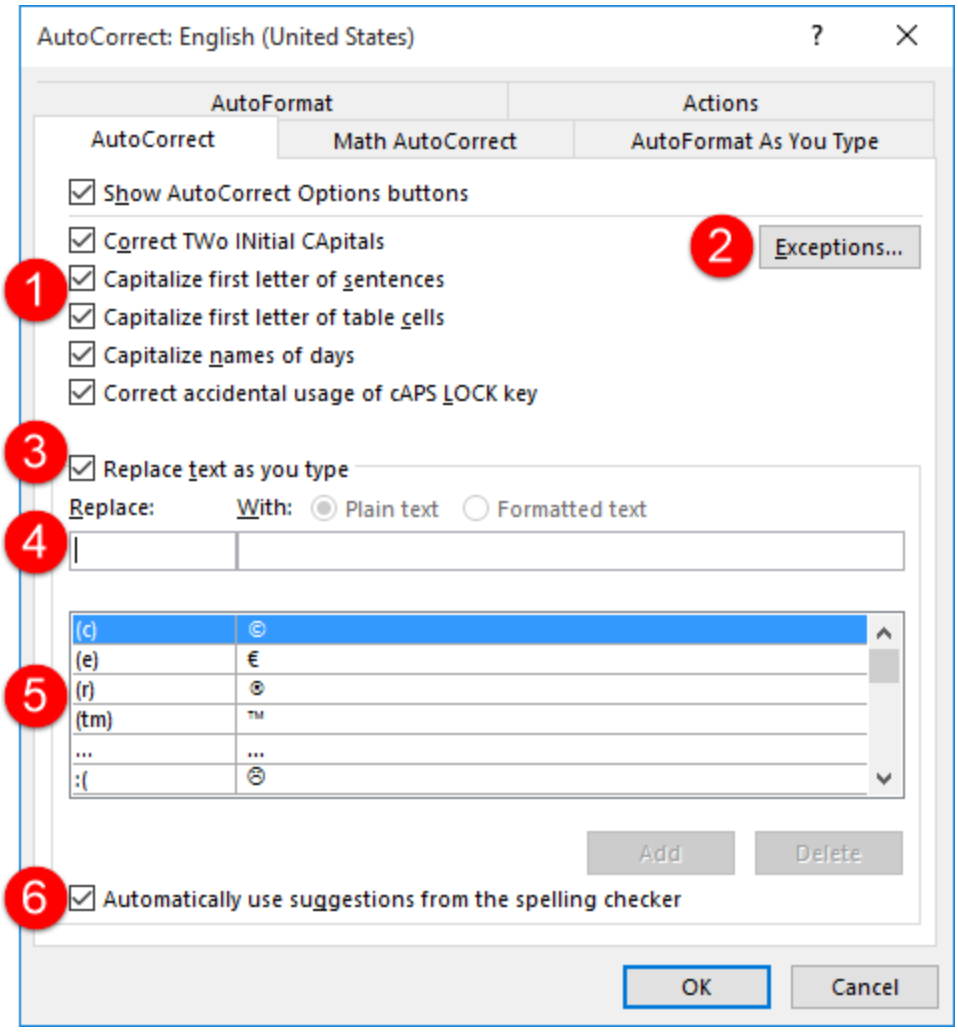

AutoCorrect: English (United States)
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Show AutoCorrect Options buttons
Correct TWo INitial CApitals
Exceptions...
Capitalize first letter of sentences
Capitalize first letter of table cells
Capitalize names of days
Correct accidental usage of cAPS LOCK key
Replace text as you type
Replace:
With:
Plain text
Formatted text
(c) ©
(e) €
(r) ®
(tm) ™
... …
:(☹
Add
Delete
Automatically use suggestions from the spelling checker
OK
Cancel

There are many details to cover in this dialog, so let's go over the different tabs.

AutoCorrect Tab	At the top of this tab (shown on the previous page) you can enable or disable the most common AutoCorrect actions. If "Replace text as you type" is checked, Word will automatically replace characters with symbols such as Copyright ©, the ubiquitous smiley face ☺, and common typing errors like replacing "dont" with "don't" or "it;s" with "it's."
Math AutoCorrect Tab	If you frequently use equations for math, physics, chemistry, or other applications, Word features a number of symbols and functions that you can insert by typing a code, similar to (c) producing ©.
AutoFormat As You Type Tab	The actions listed in this tab expand on the options shown in the AutoCorrect tab. Here, you can specify if you would like Word to perform more complex formatting as you type in your document.
AutoFormat Tab	The options in the AutoFormat tab are nearly identical to those found in the AutoFormat As You Type tab. However, the AutoFormat tab contains a command to preserve document styles if something is AutoFormatted. You also have the option to apply the various AutoFormat commands to plain text that has been pasted into Word.
Actions Tab	Microsoft Word is capable of recognizing and interacting with certain elements of your document, such as the date and contact information. This tab allows you to enable, disable, and customize those actions.

THE AUTOCORRECT TAB

Let's take a closer look at the AutoCorrect tab of the AutoCorrect dialog:



At the top of this tab, you will see options to toggle **basic options on or off (1)**. You can also set **exceptions (2)** for this feature. The middle section allows you to **toggle AutoCorrect on or off entirely (3)** as well as **enter your own AutoCorrect replacements (4).** Finally, the main part of the dialog will show you **each AutoCorrect entry (5)** and allow you to remove them. You can also set the option to **automatically use spell check suggestions with AutoCorrect (6)**.

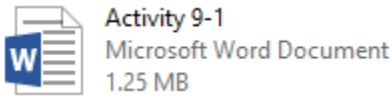
As with any other dialog, when you are finished setting your options click OK to apply them.

ACTIVITY 9-1

Customizing the Word Interface

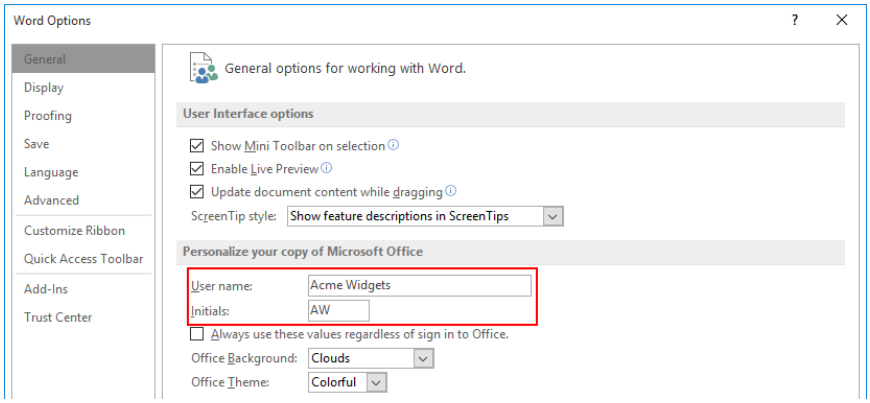
In this activity, you will customize the Word interface in preparation for work on a photo album.

1. Open Microsoft Word 2016 and open Activity 9-1:



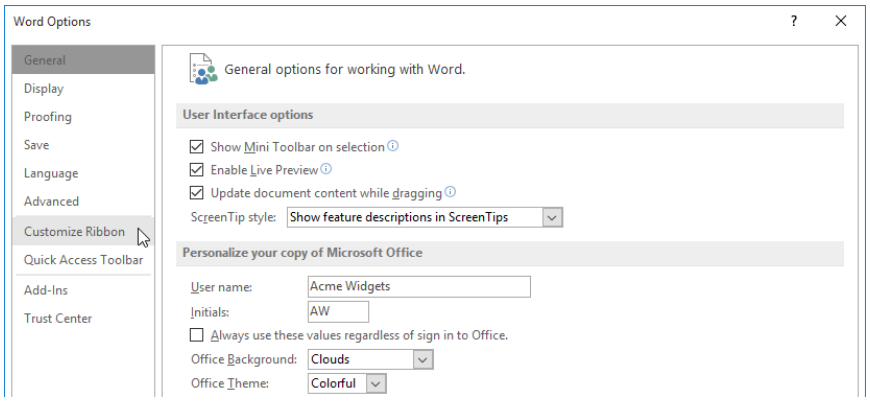
2. First, let's set some options using the Word Options dialog box. Click File → Options:

3. The General category will be displayed by default. Ensure that the information in the "User name" and Initials sections are correct:

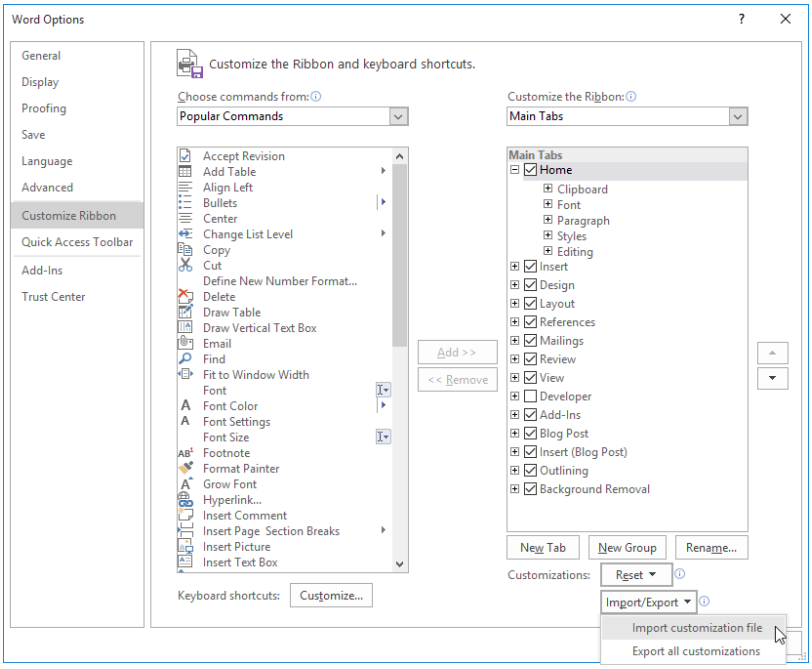


If the information is not correct, change the information by clicking and typing in the appropriate boxes.

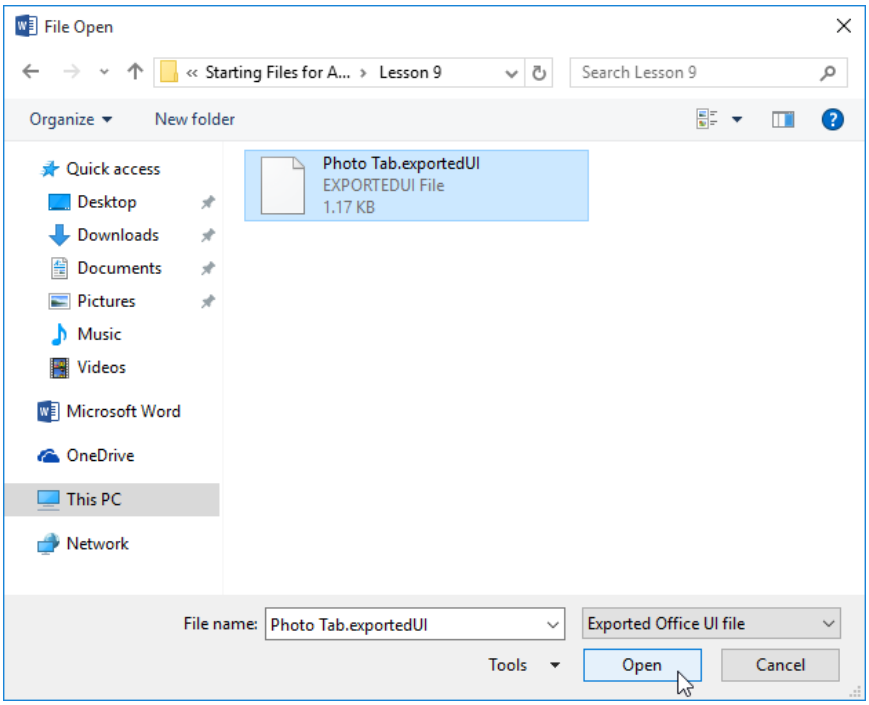
4. Click the Customize Ribbon category:



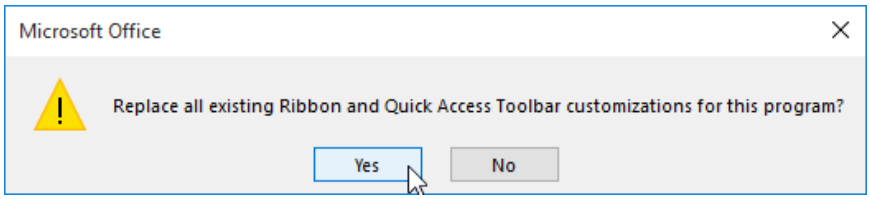
5. In the lower right-hand corner of this category, click the Import/Export button. Click "Import customization file:"



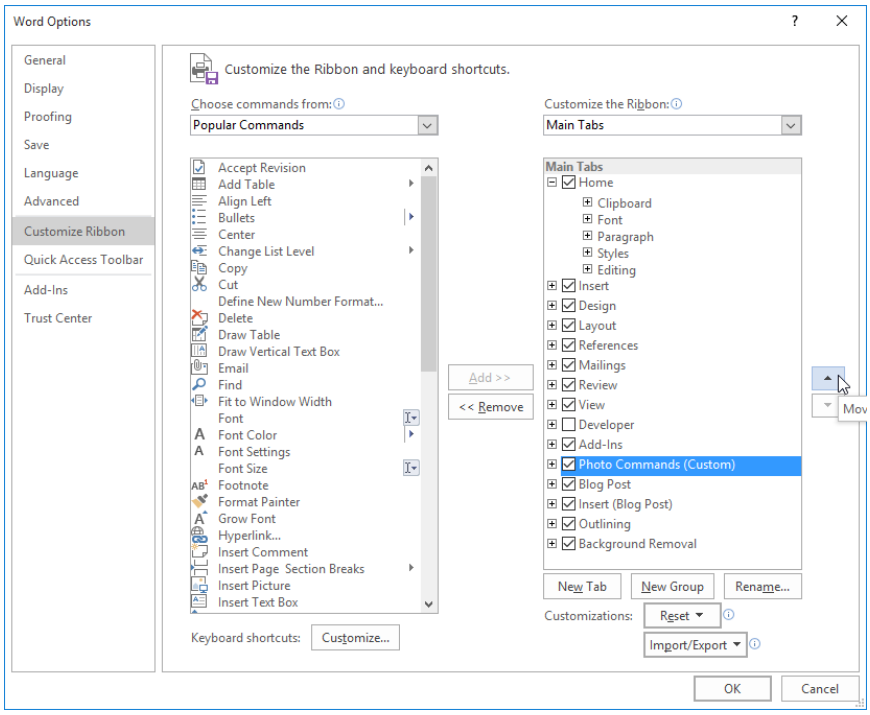
6. Browse to your Exercise Files folder. Open the Lesson 9 folder and select the Photo Tab file. Click Open:



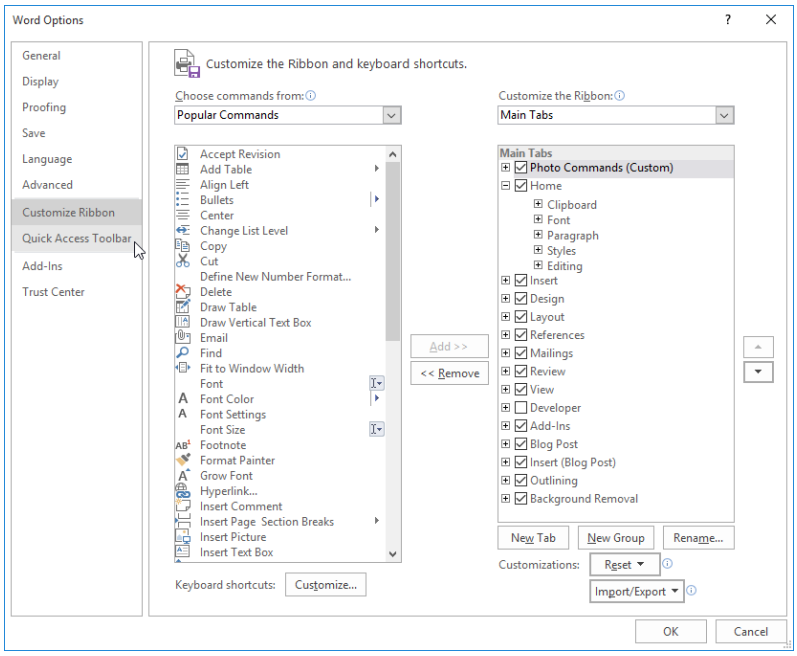
7. Click Yes to confirm the operation:



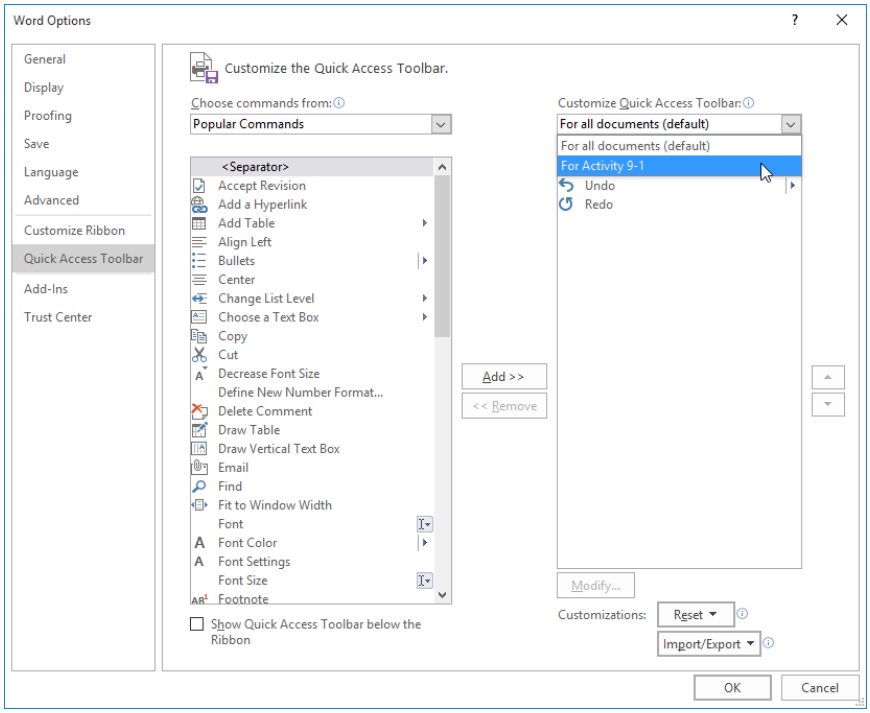
8. You will now see a new Photo Commands tab in the list on the right-hand side of the Word Options dialog. Click to select this tab and click Move Up until this new tab is at the top of the list:



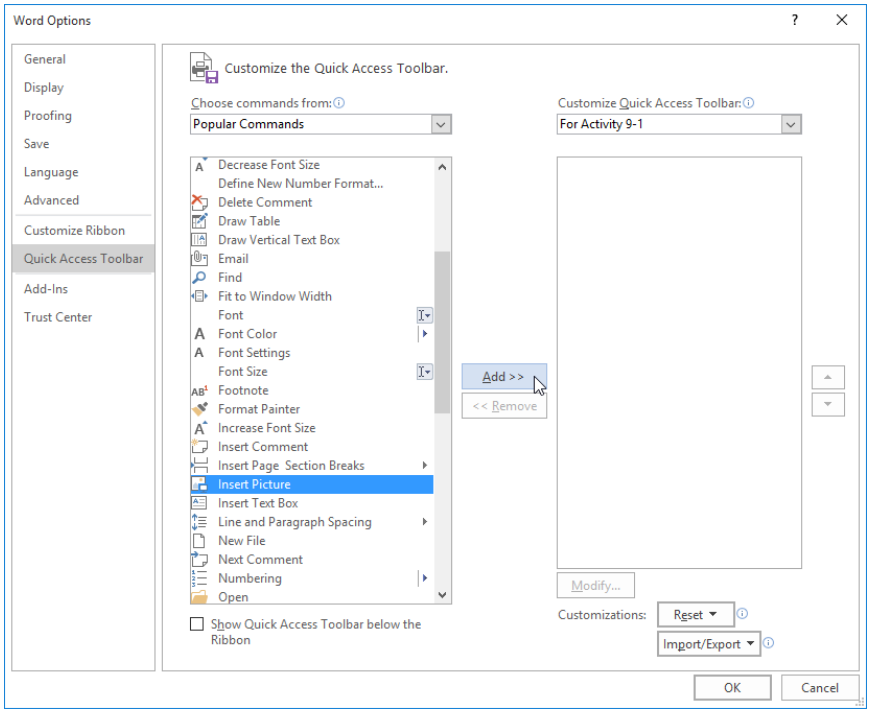
9. Click the Quick Access Toolbar category:



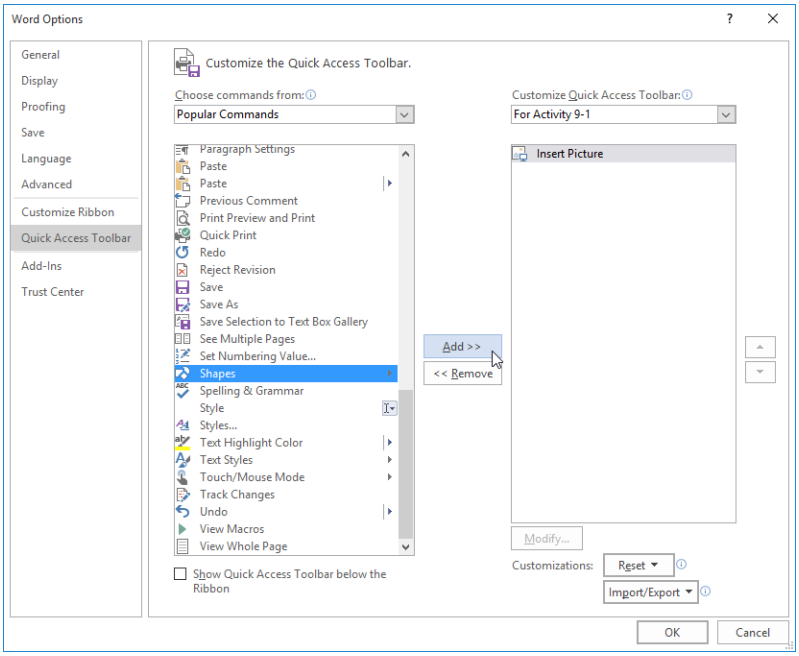
10. Let's customize the Quick Access toolbar for just this document. Click the "Customize Quick Access Toolbar" menu on the right-hand side of the dialog and choose "For Activity 9-1:"



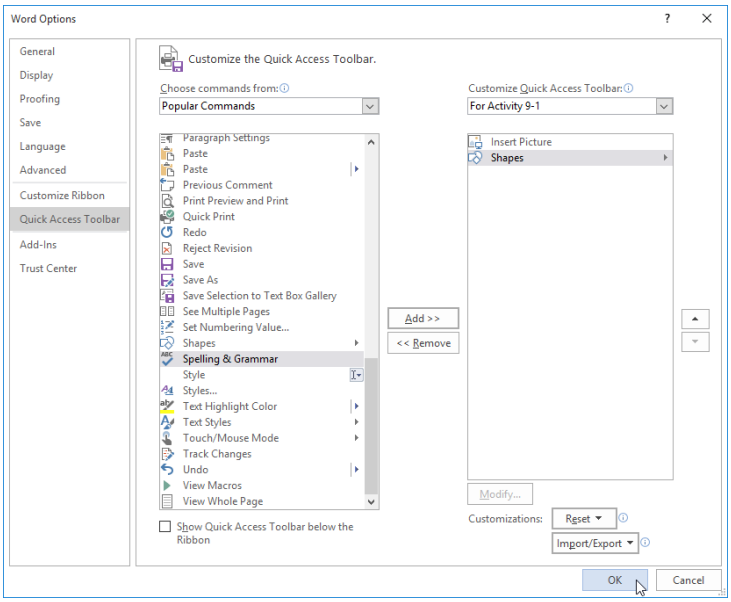
11. In the "Choose commands from" list, you should see the "Insert Picture" command. (If you do not see this command, scroll down in the list.) Click this command to select it and click Add:



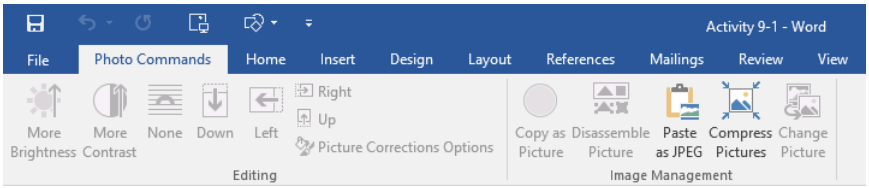
12. Scroll to the bottom of the "Choose commands from" list. Choose the Shapes command and click Add:



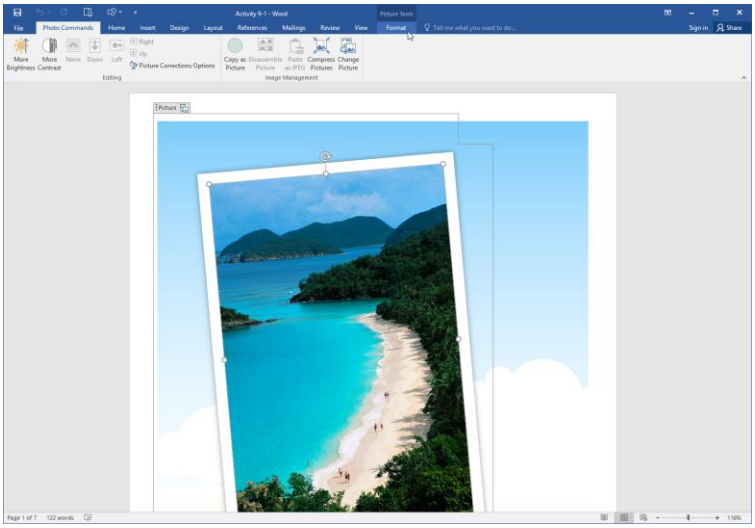
13. Click OK to close the Word Options dialog:



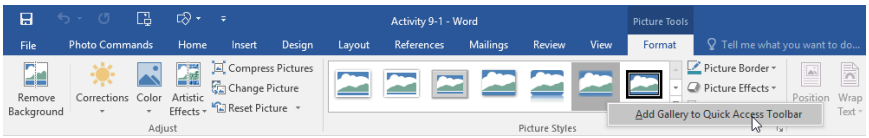
14. You should see your changes reflected in the interface:



15. Let's make one more change to the interface. Click the photo on the first page of the document to display the Picture Tools – Format contextual tab. Then, click that tab to display it:



16. Right-click the Picture Styles gallery and click "Add Gallery to Quick Access Toolbar:"



17. The gallery will be added to the toolbar and the exercise is now complete. Save your document as Activity 9-1 Complete and close Microsoft Word 2016.

TOPIC B: Additional Save Options

By default, Microsoft Word 2016 saves files using the .docx file type. But what if you want to save to a format for an older version of Word? Or what if a coworker doesn't use Word at all? In this lesson, we'll learn about how to use different file formats and how to ensure that your documents are compatible with older versions of Microsoft Word. We'll also learn how to use AutoRecover and AutoSave, and how to recover unsaved documents.

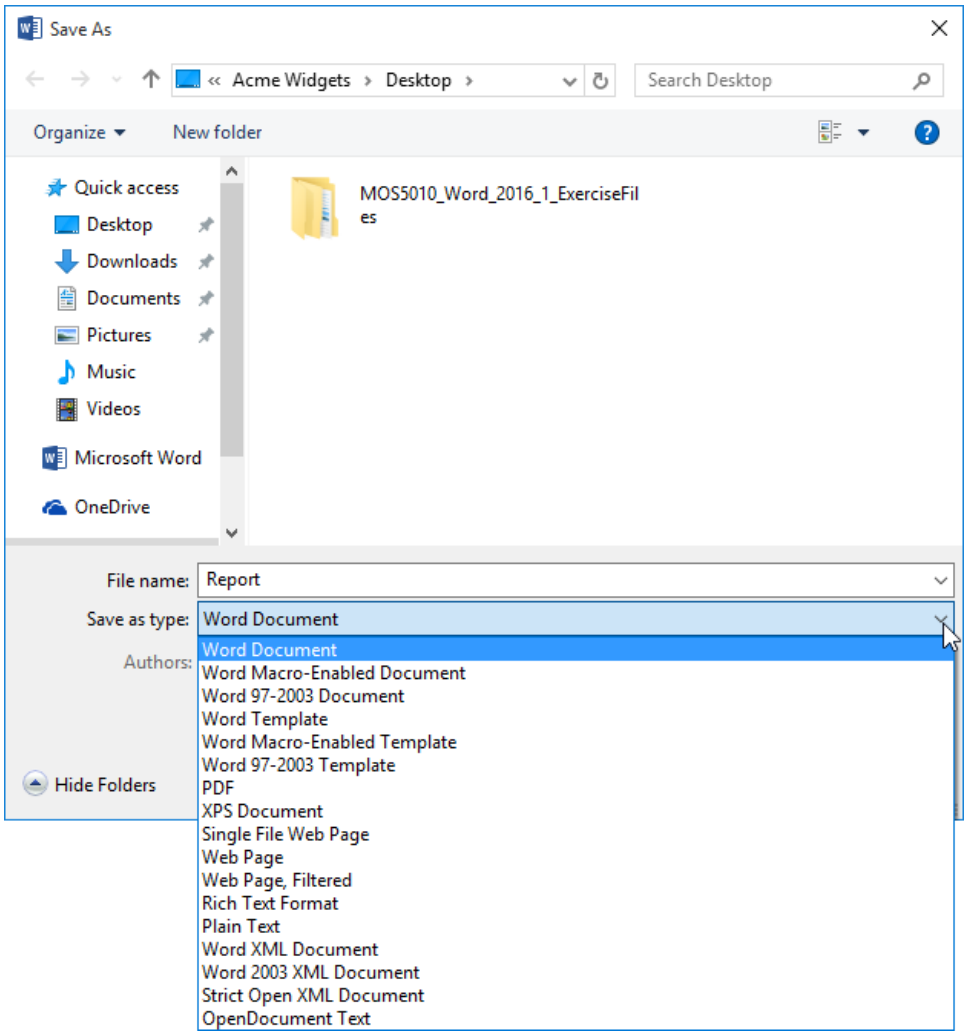
Topic Objectives

In this topic, you will learn:

- About Word 2016 file formats
- About the Compatibility Checker
- How to use AutoSave and AutoRecover
- How to recover unsaved documents

WORD 2016 FILE FORMATS

Microsoft Word 2016 offers the ability to save your documents in a number of different file formats so that other programs can read the data in the file. All of these formats can be accessed from the Save and Save As dialogs via the "Save as type" drop-down menu:



Here are some of the most popular formats that Microsoft Word supports.

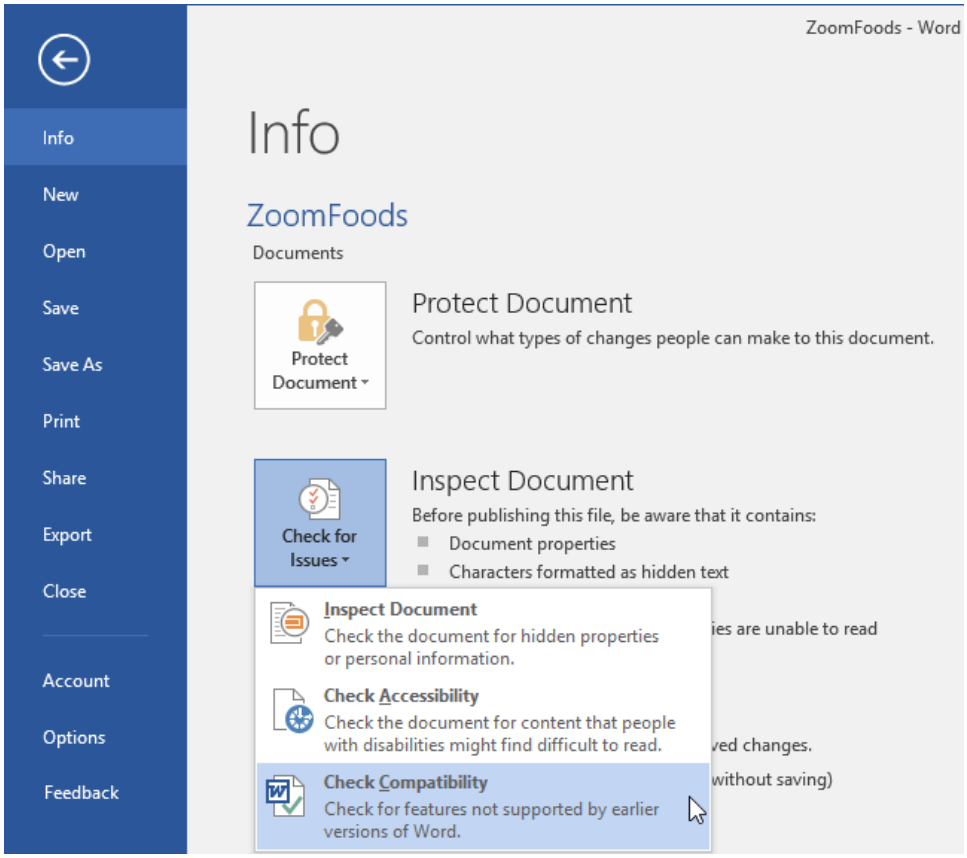
- **Word Document (.docx):** The default format for Word 2007-2016.
- **Word Macro-Enabled Document (.docm):** Same as the default Word document type but with support for macros.
- **Word 97-2003 Document (.doc):** The default format for Word documents from versions 97 to 2003.
- **Word Template (.dotx):** Format for Word 2007-2016 templates.
- **Word Macro-Enabled Template (.dotm):** Format for Word 2007-2016 templates with support for macros.
- **Word 97-2003 Template (.dot):** Format for Word templates in versions 97 to 2003.
- **PDF (.pdf):** This file format creates a non-editable version of the file that is useful for distribution to others. PDF files are viewable on nearly every computing platform, including handheld devices and smartphones.
- **XPS Document (.xps):** Microsoft's version of a PDF file.
- **Single File Web Page (.mht):** A web page saved as a single file, also known as a web archive.
- **Rich Text Format (.rtf):** A proprietary Microsoft format with support for basic elements. This format is similar to .docx but with fewer features.
- **Plain Text (.txt):** Plain text files can be opened by almost any word processing program on nearly every computing platform.
- **OpenDocument Text (.odt):** This is a file format used by OpenOffice, an open-source software productivity suite with many of the same features as Microsoft Office.

Advantages of the XML File Format

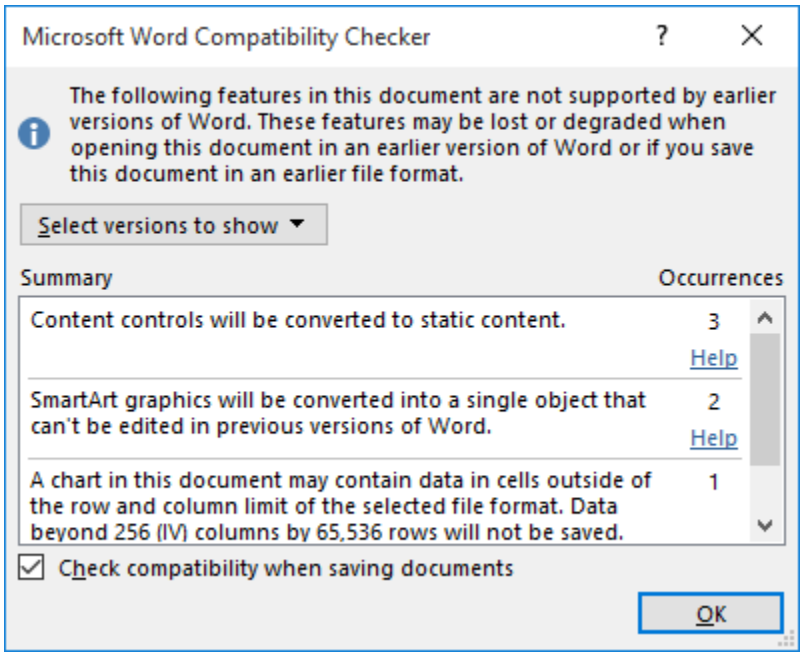
The "X" at the end of the newer Microsoft Word file formats stands for "XML." XML is a computer language that is understood by nearly all computer platforms. This new XML format means that files are less susceptible to corruption, smaller in size, more secure, and more compatible with other programs.

COMPATIBILITY CHECKER

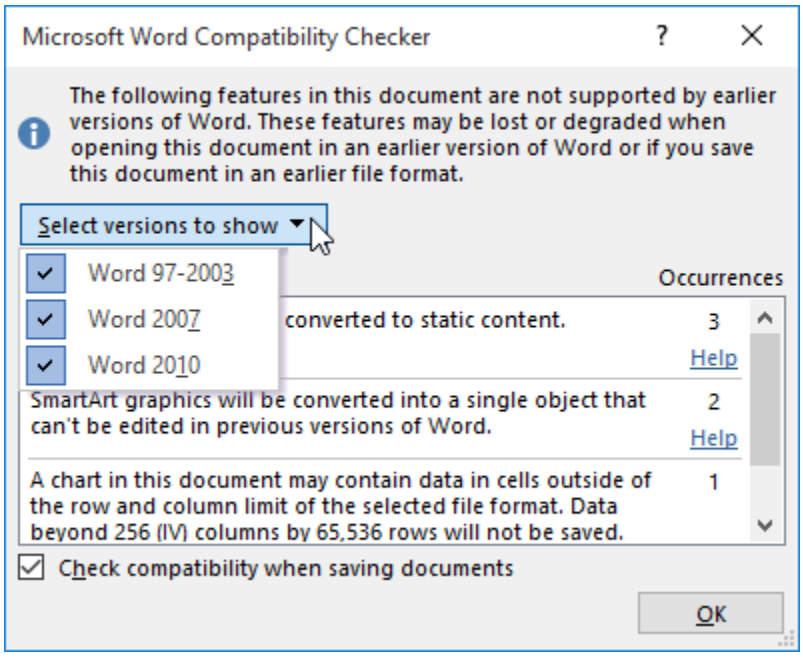
If you need to save a document for an older version of Microsoft Word, you should first run the Compatibility Checker. To start, click File → Info → Check for Issues → Check Compatibility:



Word will look through your document for possible issues. It will then let you know what elements are incompatible and how they will be dealt with upon saving:



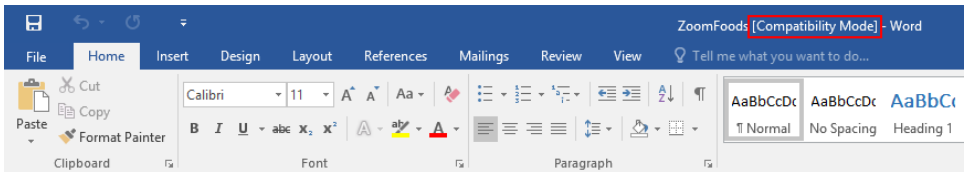
Some problems will have a solution; others are simply items you need to be aware of. Note the combo box at the top of the dialog: it allows you to choose what versions the tool will check for compatibility issues with. By default, the Compatibility Checker will look for issues with all versions:



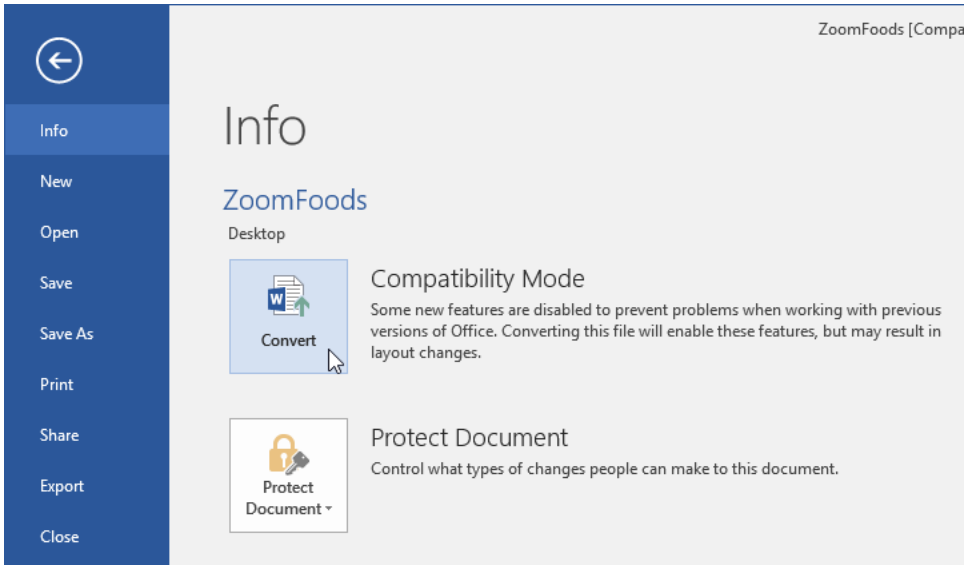
Once you have made note of the possible issues, click OK. You can now decide what changes should be made before you save your document.

Compatibility Mode

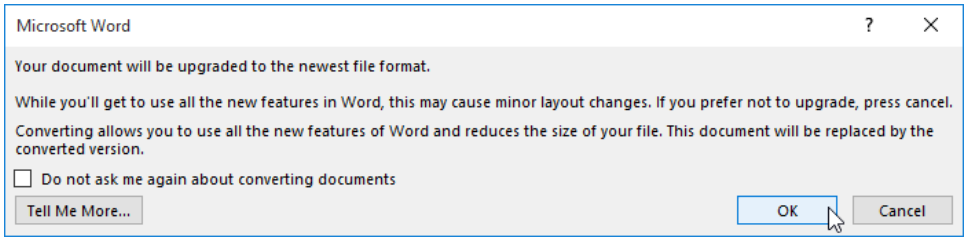
Word 2016 is capable of opening many different file formats. For example, you might receive some Word documents in .doc format, the format used by Microsoft Word 97-2003. If the file you are viewing in Word is of an older, compatible format, you will see the words [Compatibility Mode] in the title bar:



You can upgrade the document to the newest file format by clicking File → Info → Convert:



Click OK to confirm the operation:

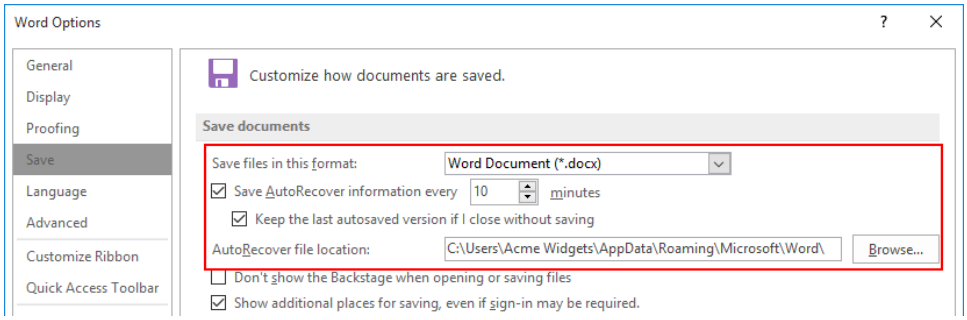


The document will then be upgraded.

AUTOSAVE

If you are used to using computers, you'll probably have discovered that Word (and Windows) do not always work as they should. Murphy's Law states that if something can go wrong, it will. Fortunately, Word features a backup option called **AutoSave** to help minimize the loss of data that may be suffered due to things like software bugs, crashes, or power and hardware failures.

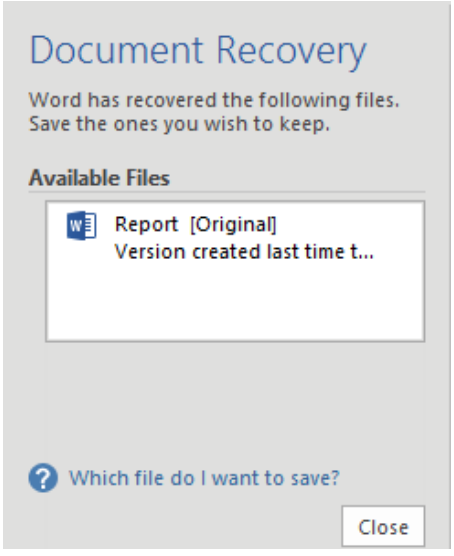
To modify these options, click File → Options to open the Word Options dialog box. Then, click the Save category:



To turn AutoSave on, make sure that the "Save AutoRecover information" box is checked. You can specify how often you want Word to save your changes as well as the backup location. Unless you are advised otherwise, we recommend using the default options.

AUTORECOVER

If Word or Windows crashes when AutoSave and AutoRecover are enabled, you will see a task pane appear on the left-hand side of the window when you re-open Word. This task pane will list all the files you had open when Word crashed, and the various versions of those files:

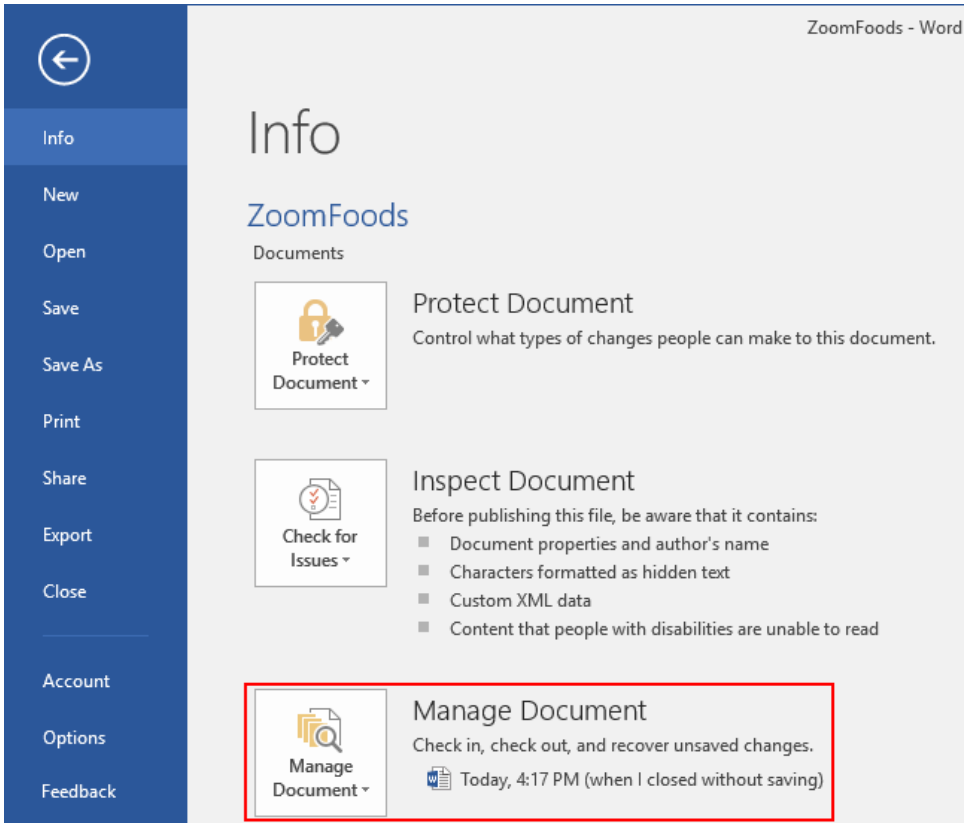


You can right-click any file in this list to open the file, save it, or delete it. You can leave the task pane open while you view the different versions of your file(s) until you determine which one(s) you want to keep.

If you try to close the recovered file without having viewed all the files, you will see a warning stating that some recovered files have not yet been opened. You will then have the option to save or delete the recovered file, or to cancel out of the dialog and return to your document.

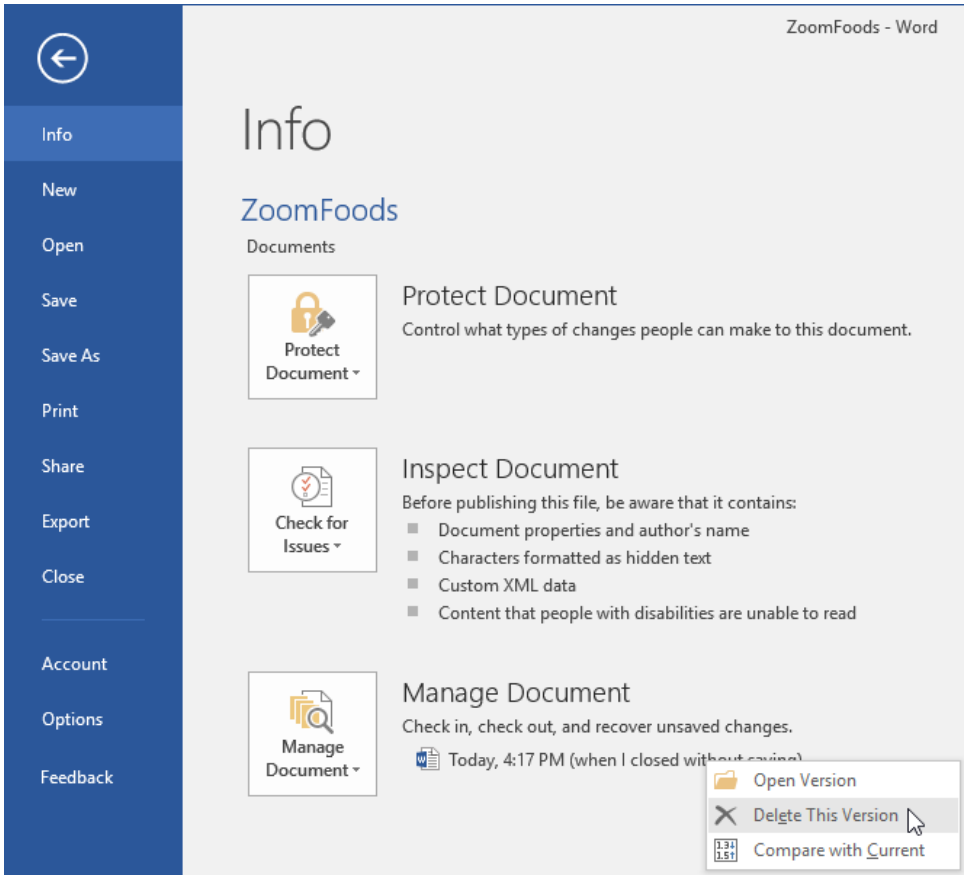
Recovering an Unsaved Document

If you close Word and forget to save your file (or accidentally click No when you are prompted to save it), you may still be able to recover it. Just open the last saved version of the file and click File → Info. You may then see older versions of your file:



Click any version to open it in Microsoft Word. You can then work with and save the document as normal.

To remove any version, right-click it and click Delete This Version:

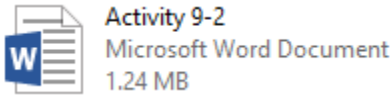


ACTIVITY 9-2

Setting Additional Save Options

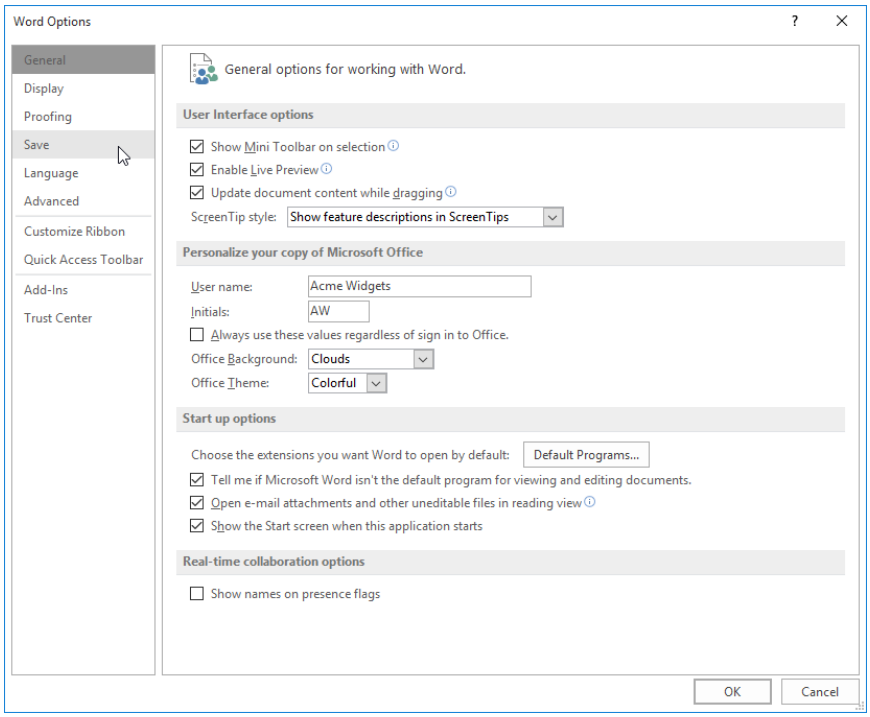
In this activity, you will check your AutoSave and AutoRecover options. You will also save a document in the Word 97-2003 format.

1. Open Microsoft Word 2016 and open Activity 9-2:

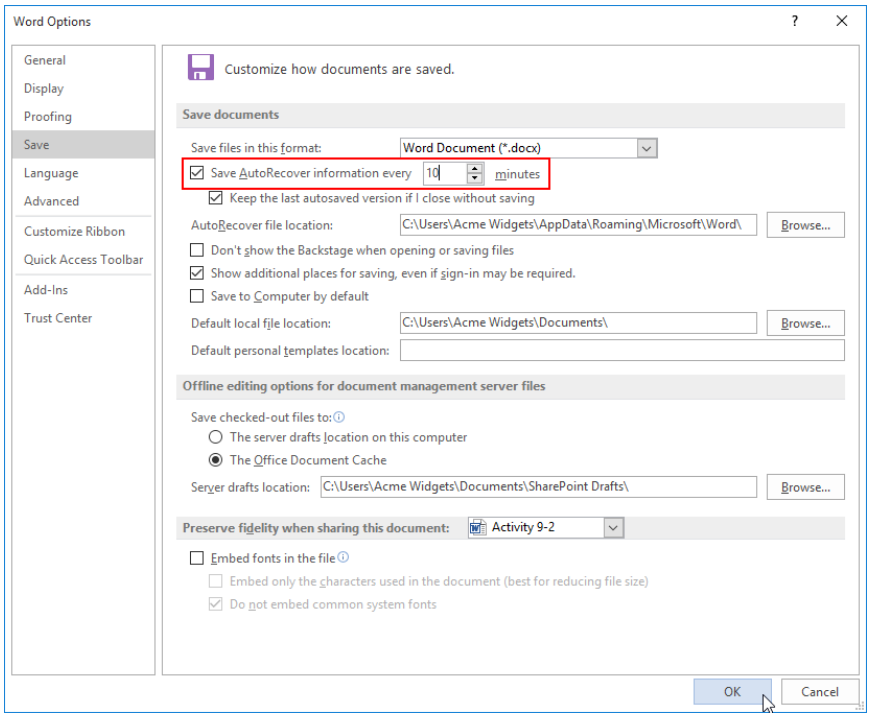


2. Click File → Options:

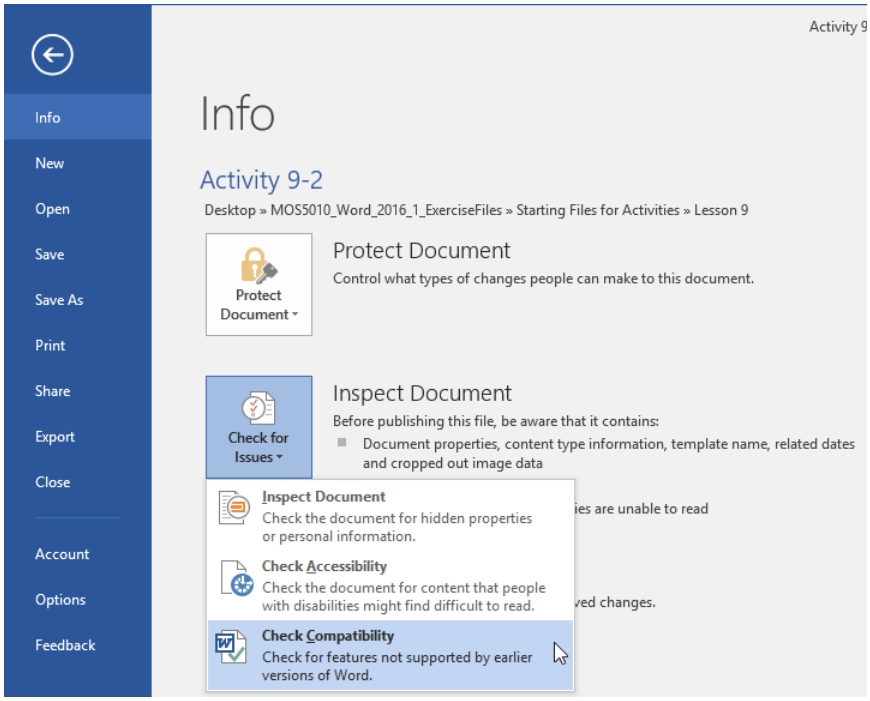
3. Click the Save category:



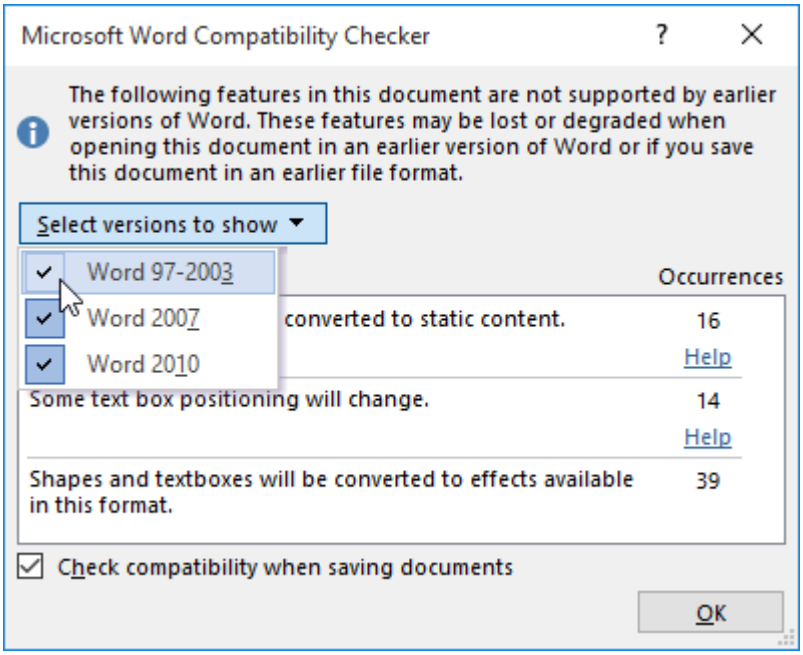
4. Ensure that the "Save AutoRecover information" box is checked. (If not, check it now.) Click OK:



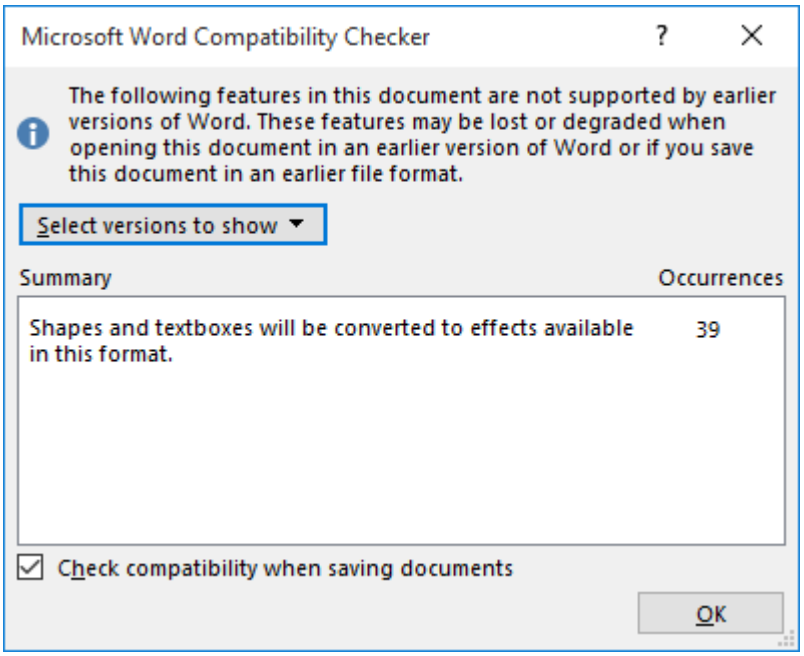
5. Now let's check this document for compatibility issues. Click File → Info → Check for Issues → Check Compatibility:



6. The Compatibility Checker will run and display any possible issues. Click the drop-down arrow at the top of the dialog box and uncheck Word 97-2003:

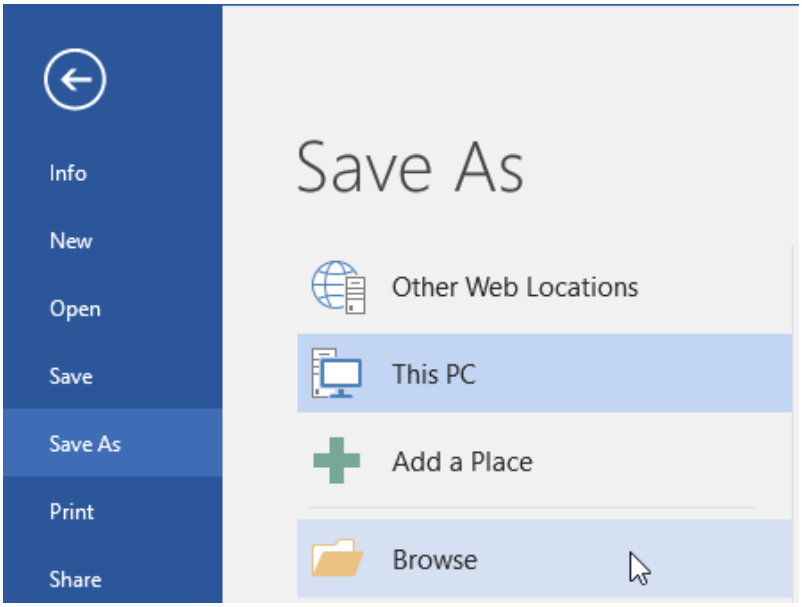


7. How does the list of issues change?

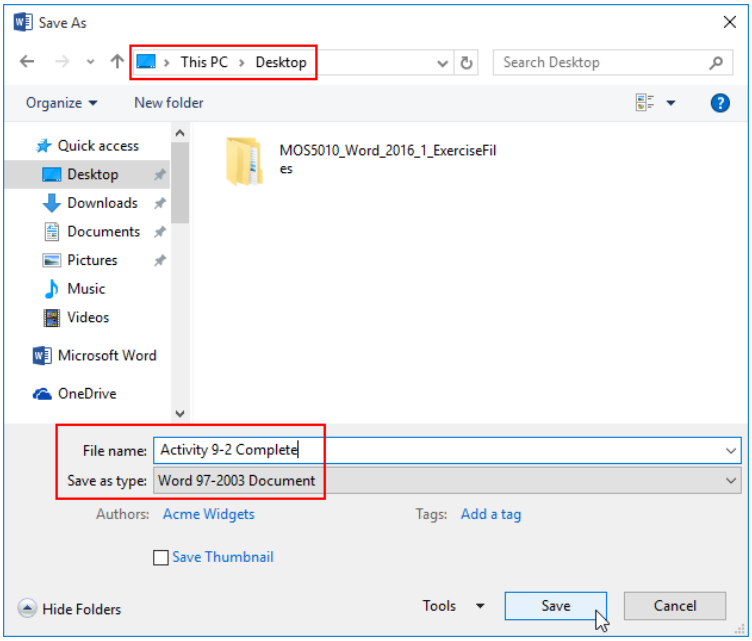


Click OK to close the Compatibility Checker.

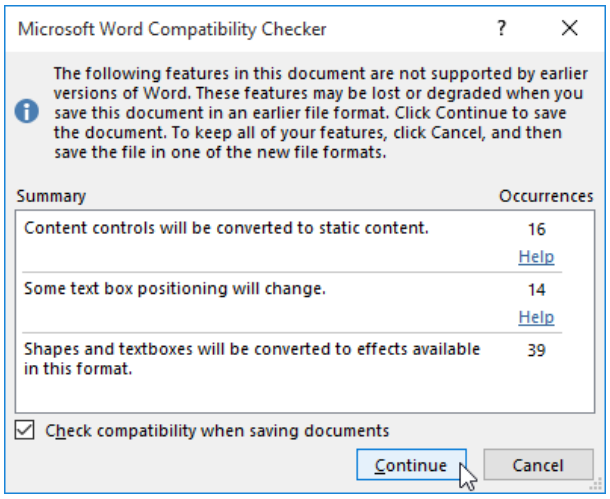
8. Now we're ready to save the document in the .doc format. Click File → Save As → Browse:



9. Navigate to your desktop. Change the file name to "Activity 9-2 Complete." Finally, choose Word 97-2003 Document as the file type. Click Save:



10. The Compatibility Checker will remind you that there may be issues with this document when opening it in older versions of Word. Click Continue to complete the save process:



11. Close Microsoft Word 2016 to complete the activity.

TOPIC C: Manage Additional File Types

In addition to the standard Microsoft Word document format, you can also open a variety of other file types in Microsoft Word. In this topic, we will learn about opening, importing, and editing these non-native files, particularly PDF documents. We will also learn how to append text to a document and link to other documents.

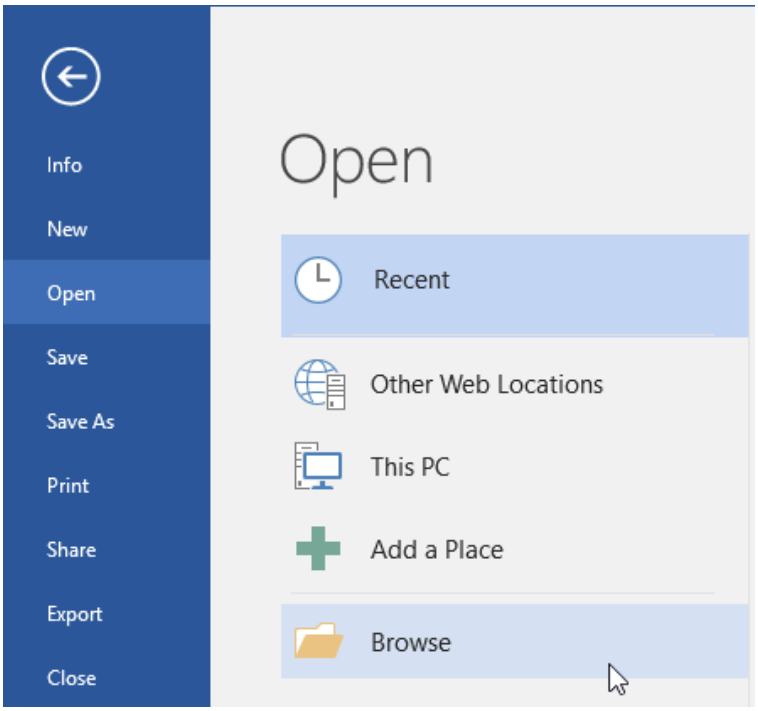
Topic Objectives

In this topic, you will learn:

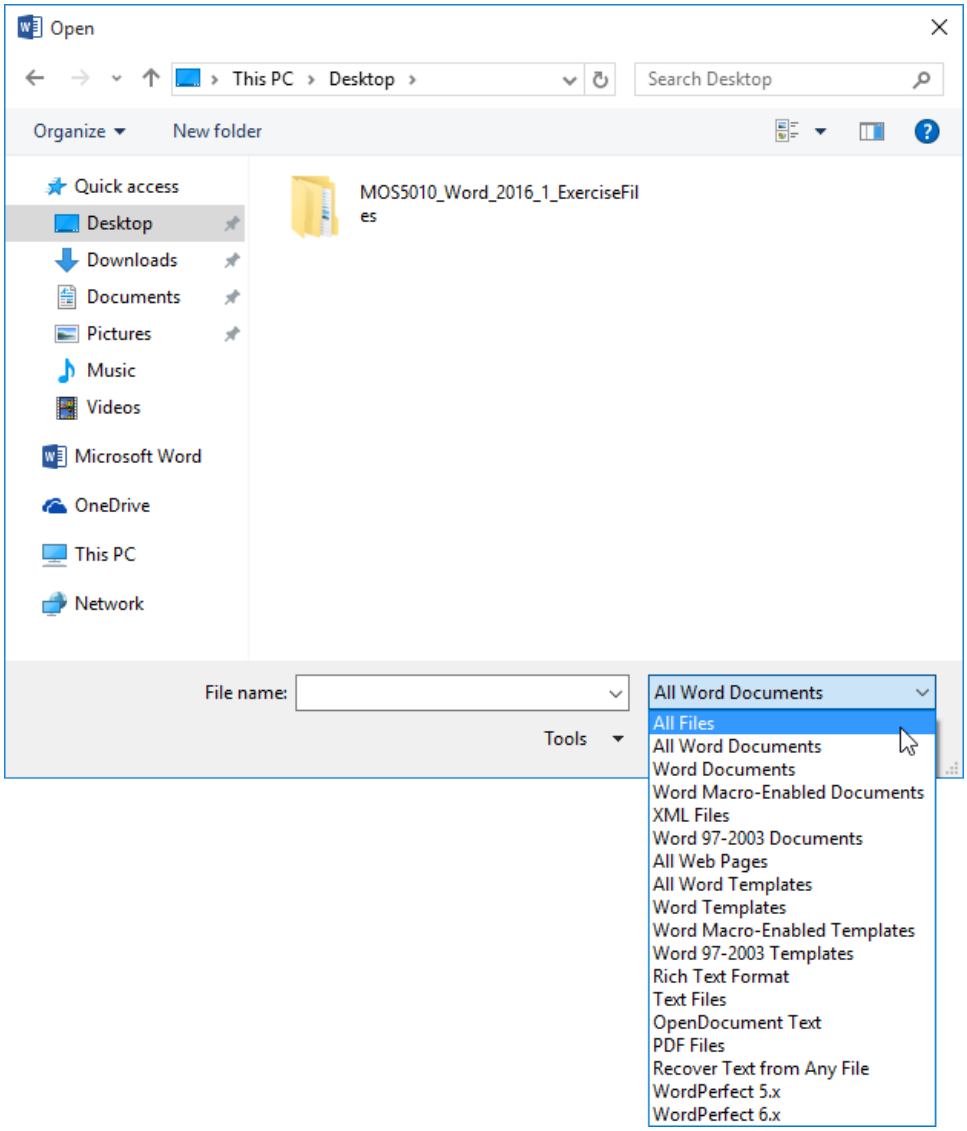
- How to open non-native files in Microsoft Word
- About importing files into Microsoft Word
- How to open and edit PDF documents
- How to append text to a document
- How to link to another document

OPENING NON-NATIVE FILES IN MICROSOFT WORD

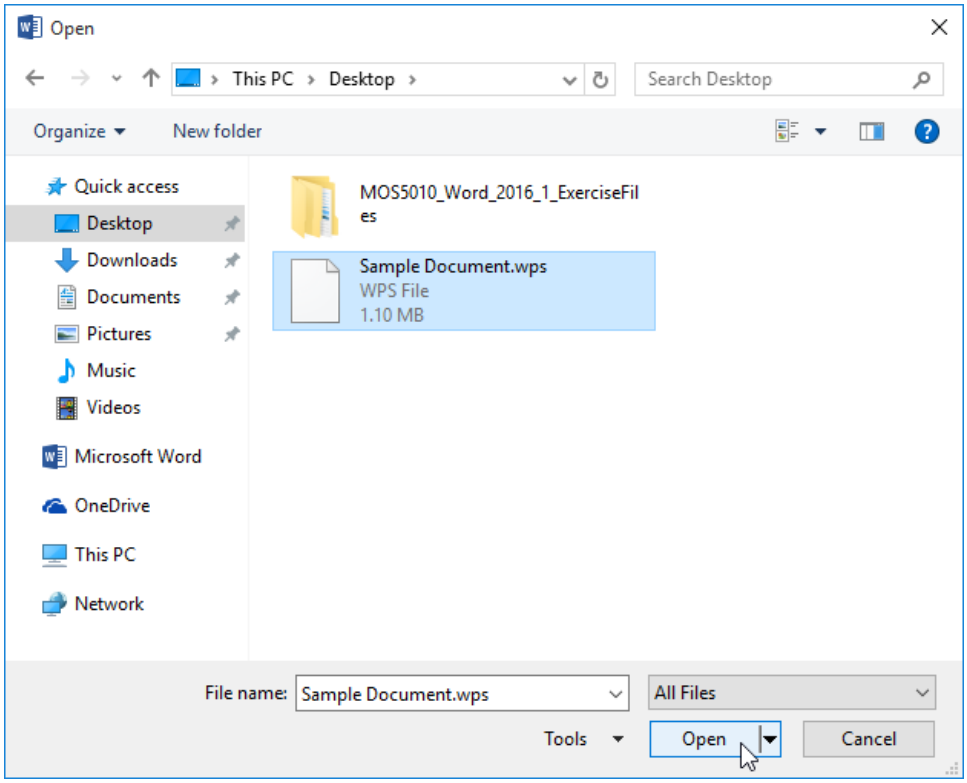
To open a non-native file in Microsoft Word, click File → Open → Browse:



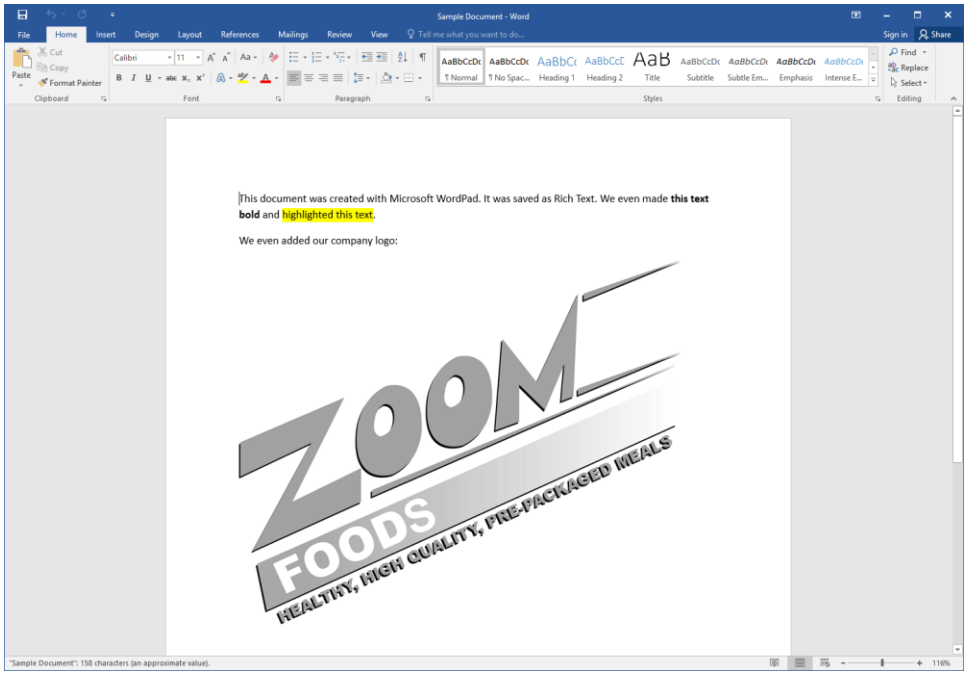
Then, in the Open dialog, navigate to the location of your file. Choose “All files” from the menu in the bottom right-hand corner:



Now, select the file you want to open and click Open:



The file will then open:



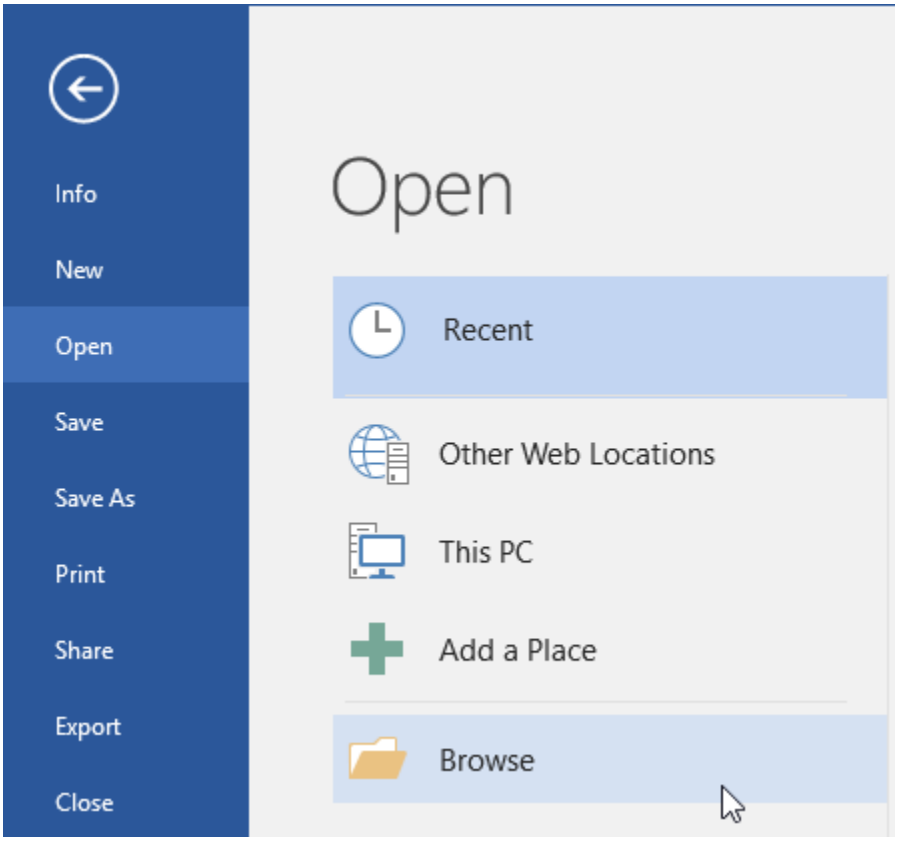
You will need to save any further changes in one of Microsoft Word's native formats.

Importing Files

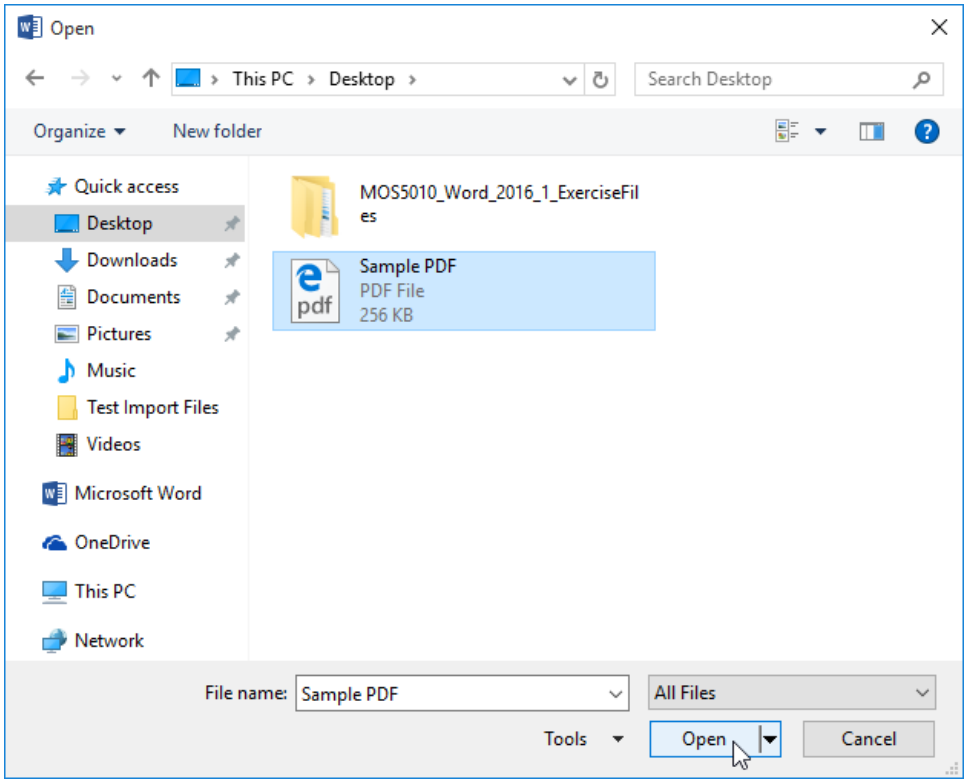
In previous versions of Microsoft Word, opening some file types (such as comma-delimited text files) would cause an import wizard to launch. Now, this process is automatic. Word will convert the file for you and display the data appropriately.

Opening and Editing PDF Documents

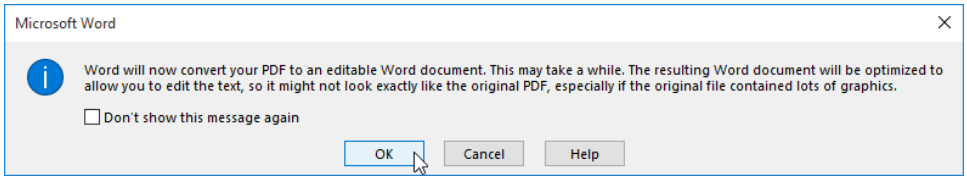
Microsoft Word 2016 also provides the ability to open and edit PDF documents. To begin, click File → Open → Browse:



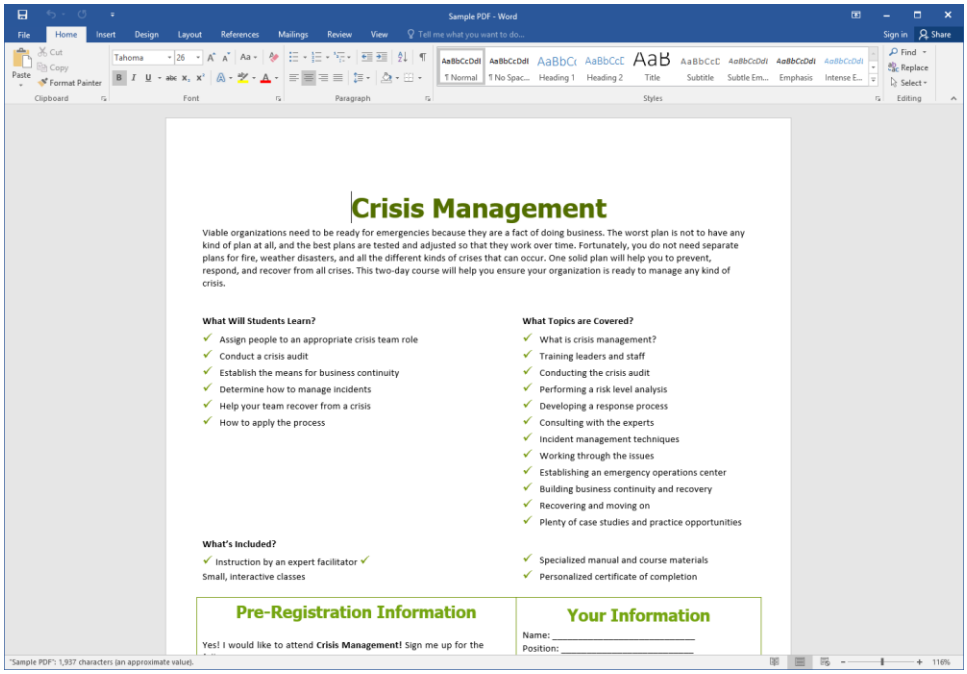
PDF files should automatically be displayed in the Open dialog. Choose your file and click Open:



Word will then show you a dialog box about PDF conversion. Click OK to proceed:

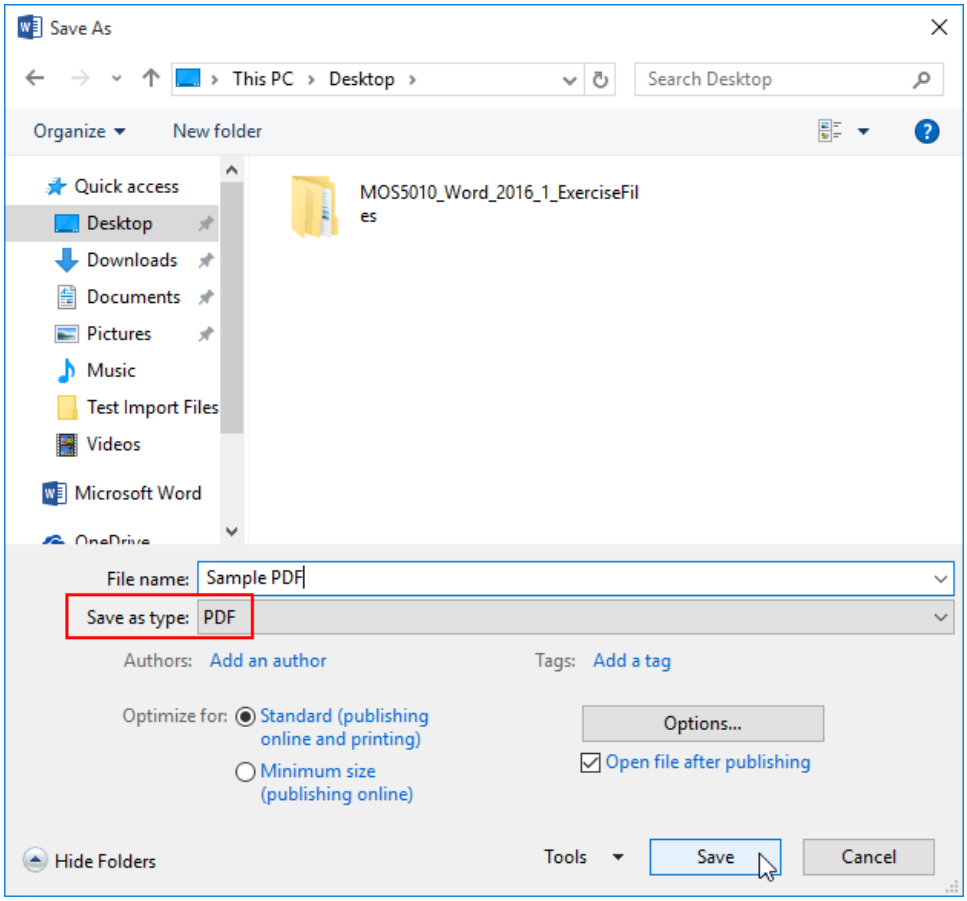


The PDF file will then open in Word:



You can now work with the file as normal.

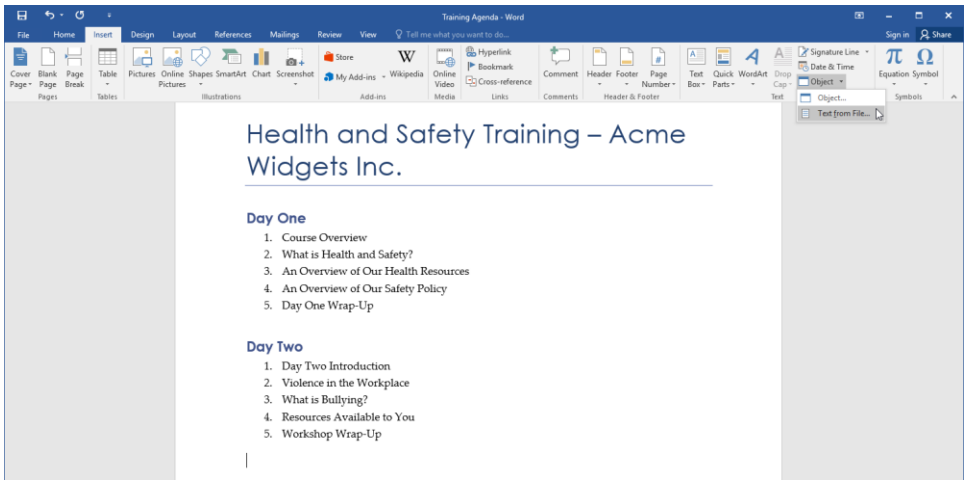
If you want to save your updated file as a PDF, use the File → Save As → Browse command and be sure to choose PDF as the file type:



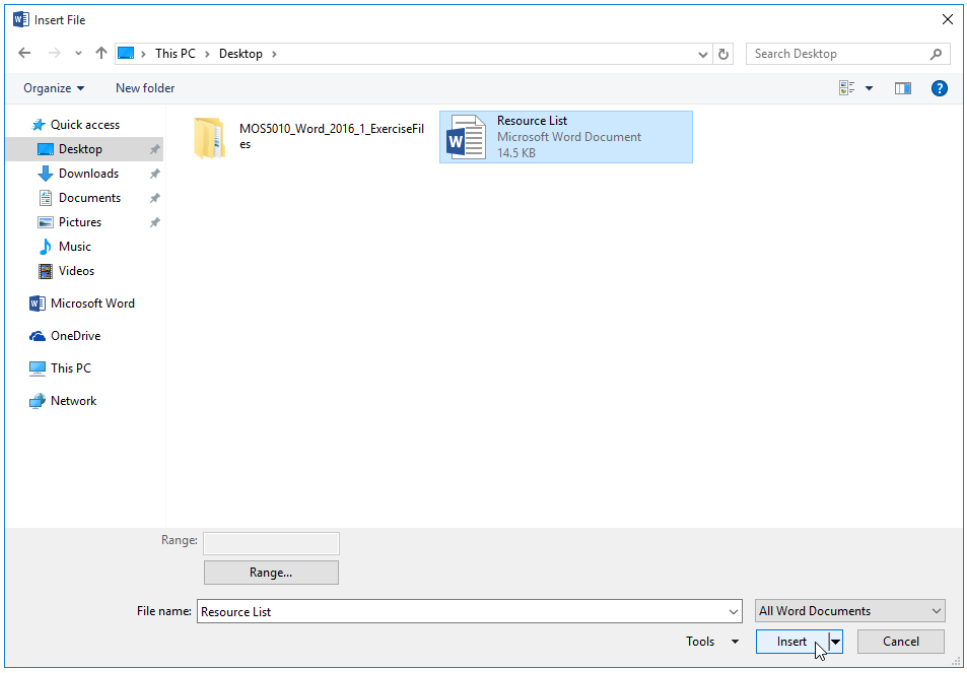
Otherwise, the file will be saved in the same location as a Microsoft Word document.

APPENDING TEXT TO A DOCUMENT

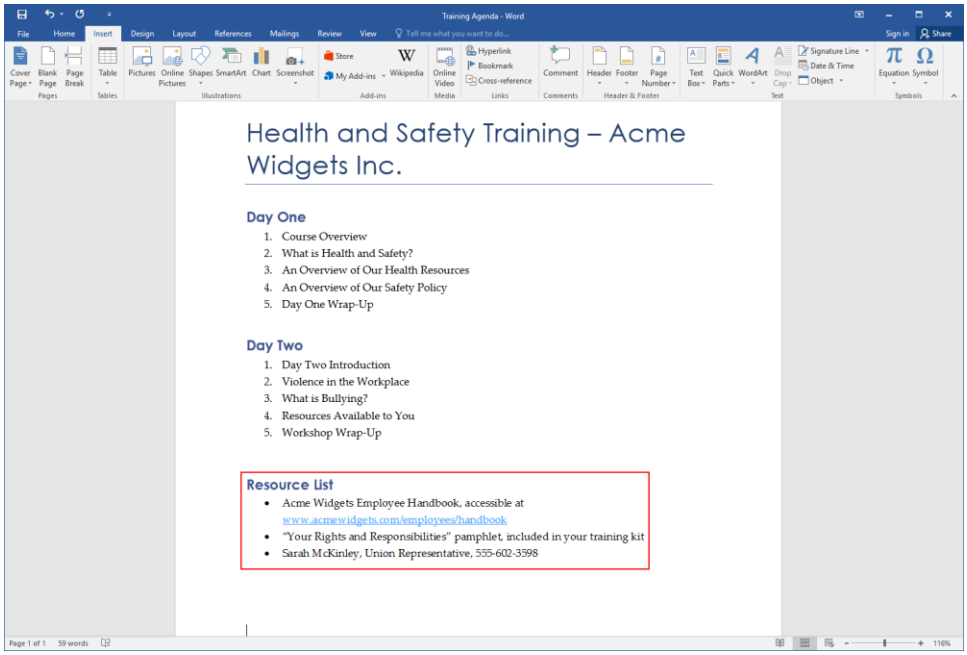
Microsoft Word also provides an easy way to insert text from another document. To begin, place your cursor where you want the appended text to appear. Then, click Insert → Object → Text from File:



Then, navigate to and select the document. Click Insert:

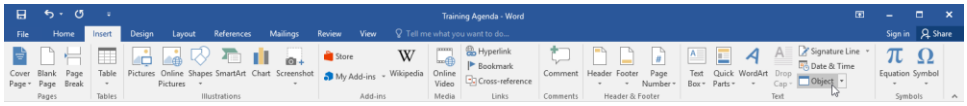


The text will now be added to the document and can be edited as normal:

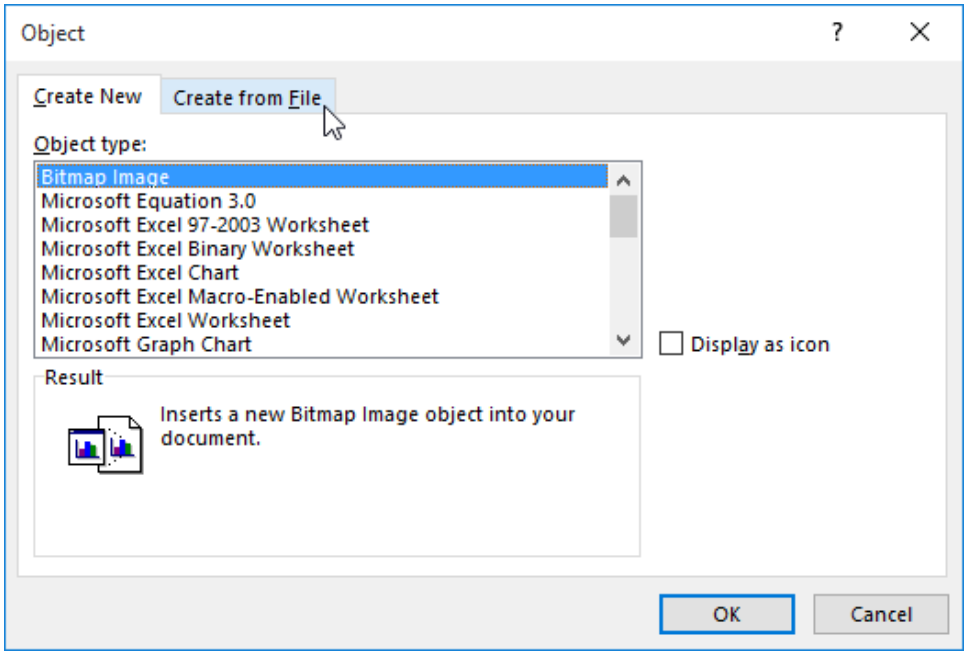


LINKING TO OTHER DOCUMENTS

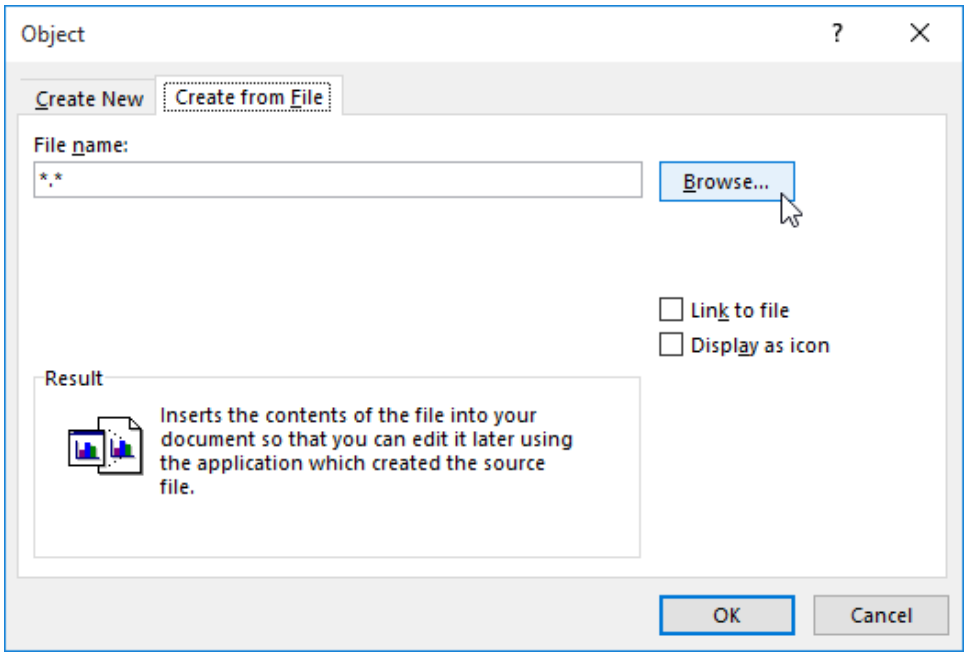
If you want to insert content from a document that is frequently updated, you can have Word perform that update for you automatically. To begin, place your cursor where you want the linked text to appear. Then, click Insert → Object:



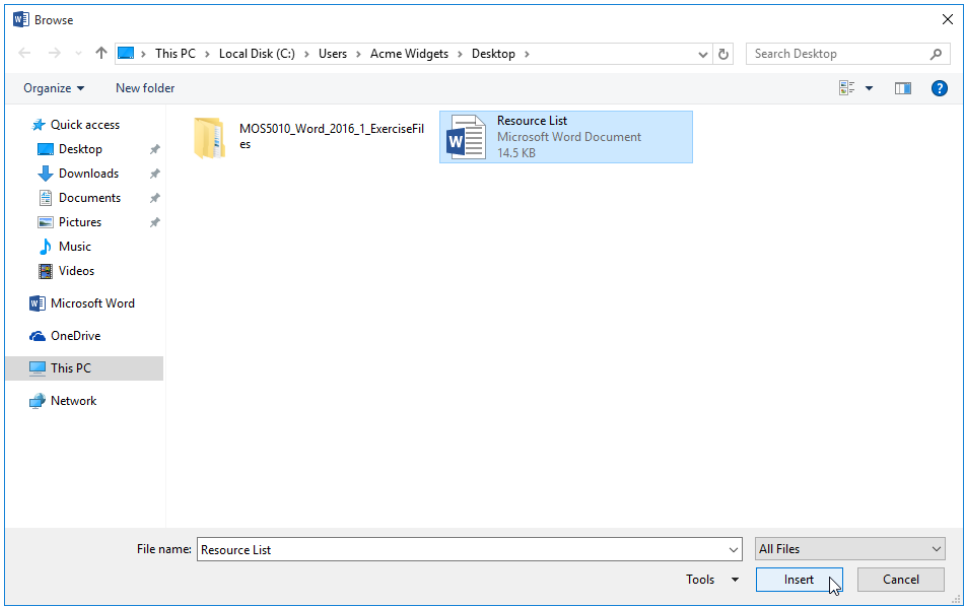
The Object dialog box will open. Click the “Create from File” tab:



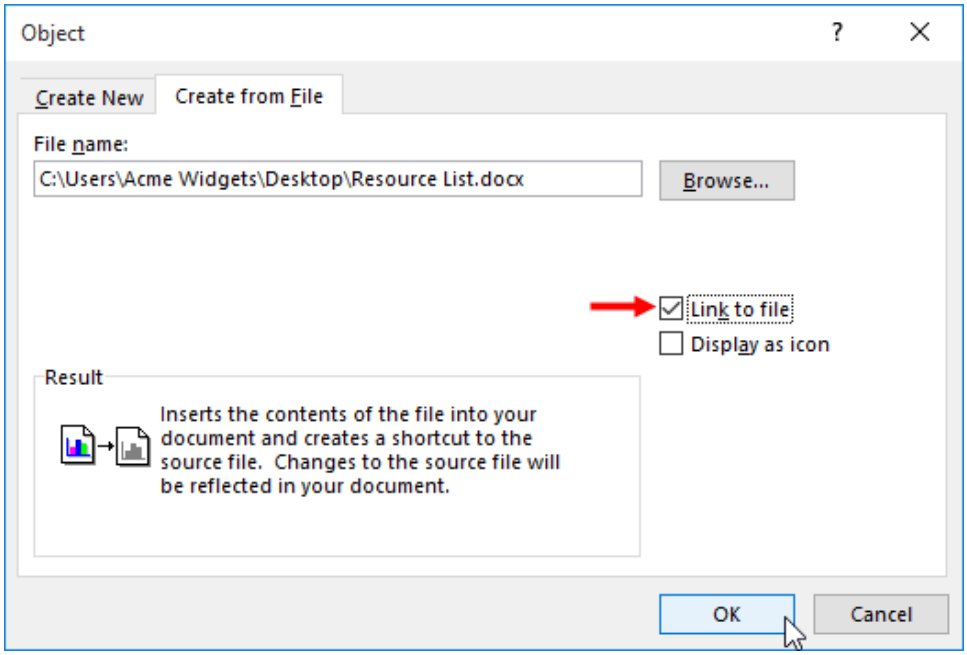
Now, click Browse:



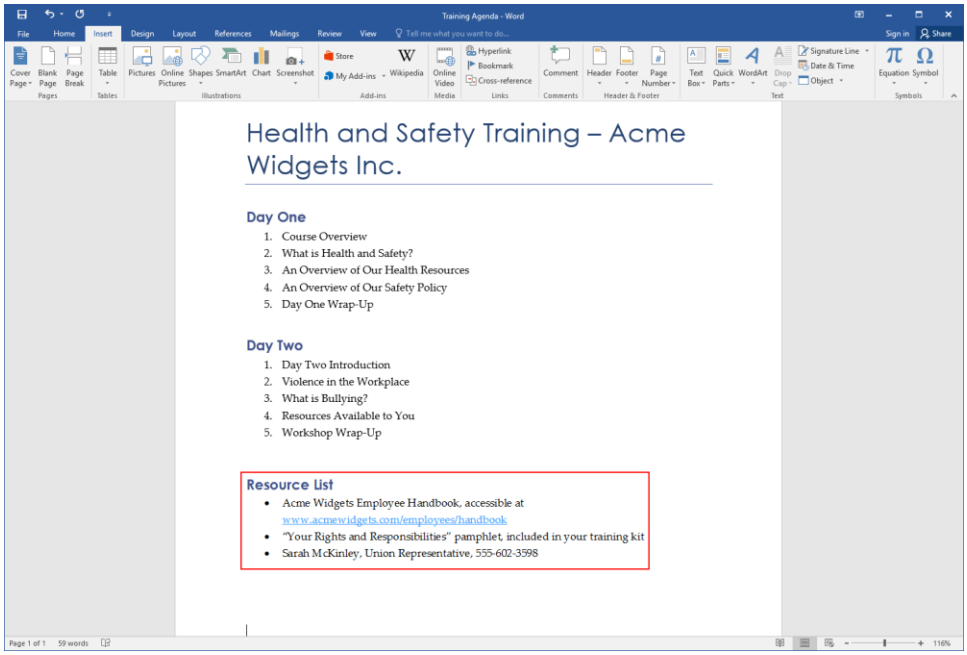
The Browse dialog box will open. Select your file and click Insert:



Finally, check the "Link to file" box and click OK:



The text will now be added to the document and can be edited as normal:



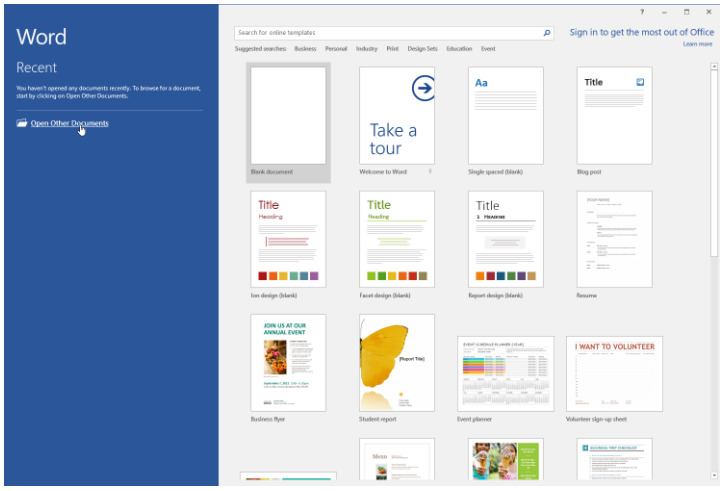
However, every time this document is opened, the linked file will be checked for updates, and any changes will be applied. Of course, this will only work as long as the linked file is accessible. If the file is moved or deleted, the update will no longer occur.

ACTIVITY 9-3

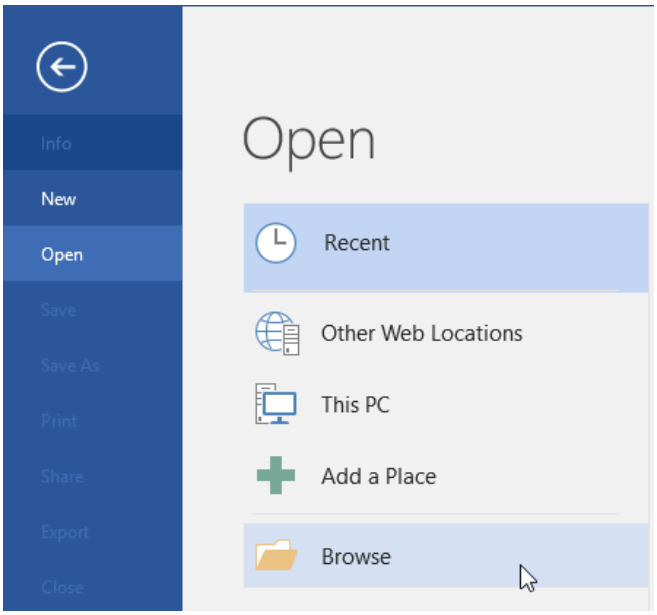
Managing Additional File Types

You have been given a set of files that need to be combined together to create a workshop handout. You will use the tools that you learned about in this lesson to accomplish this task.

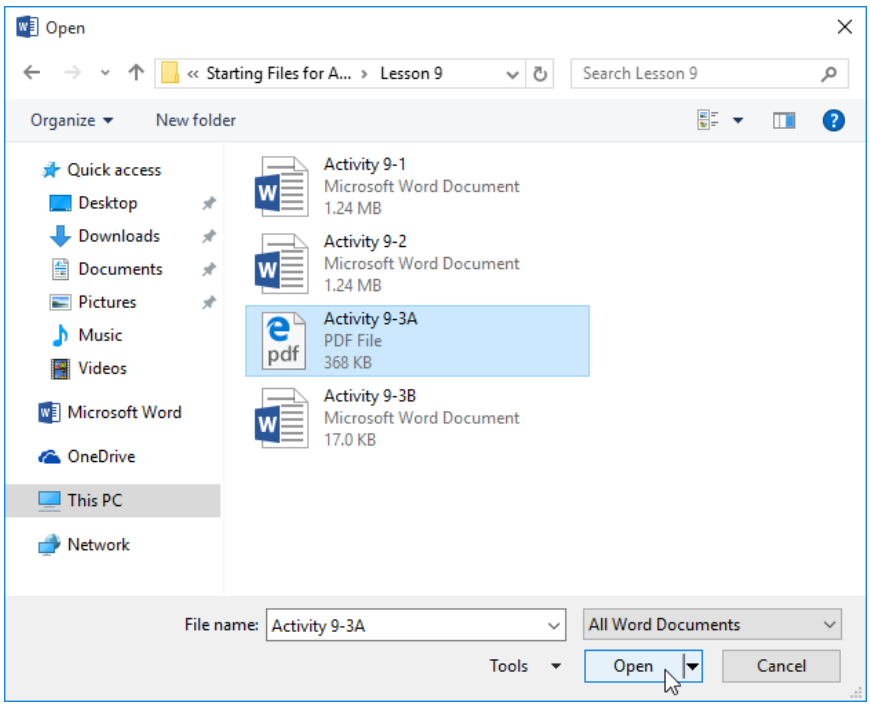
1. To begin, open Microsoft Word 2016. At the Start screen, click Open Other Documents:



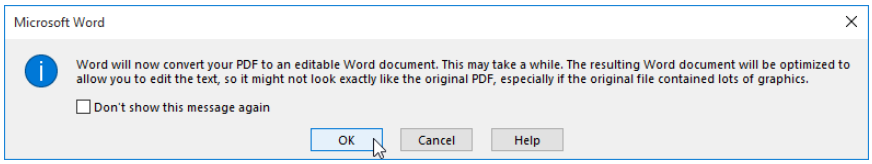
2. Click Browse:



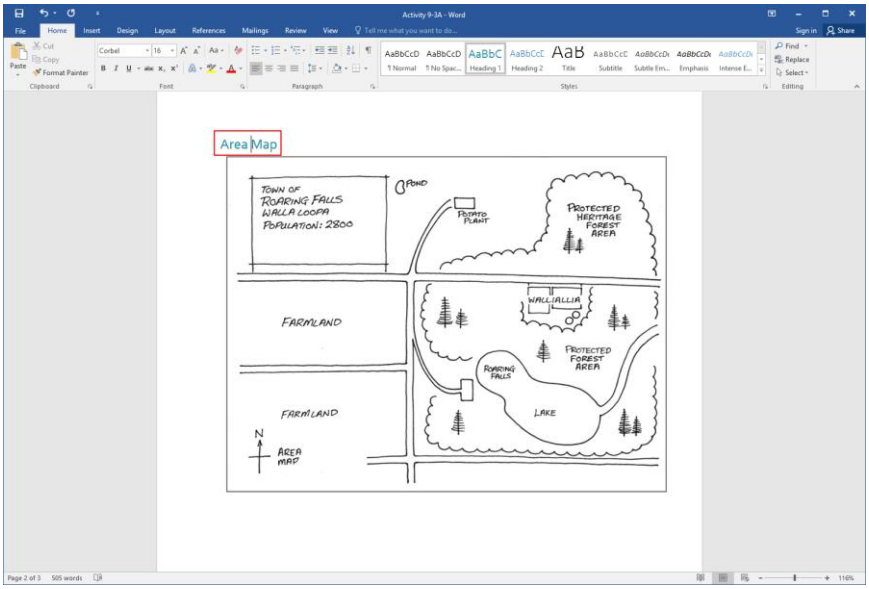
3. Navigate to the Lesson 9 folder of your Exercise Files. Select Activity 9-3A (which is a PDF file) and click Open:



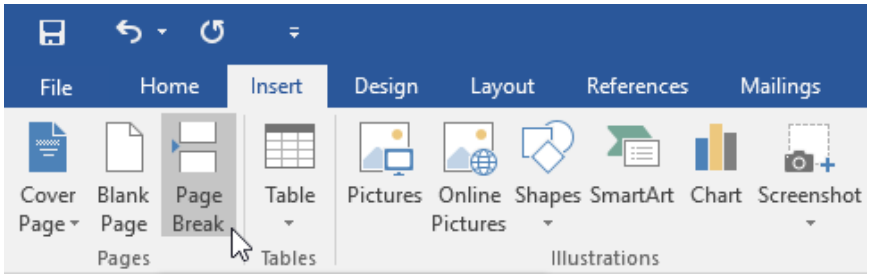
4. Word will then show you a dialog box about PDF conversion. Read the information and click OK:



5. The document will open. Go to the second page. Change the text from “Map One” to “Area Map:”

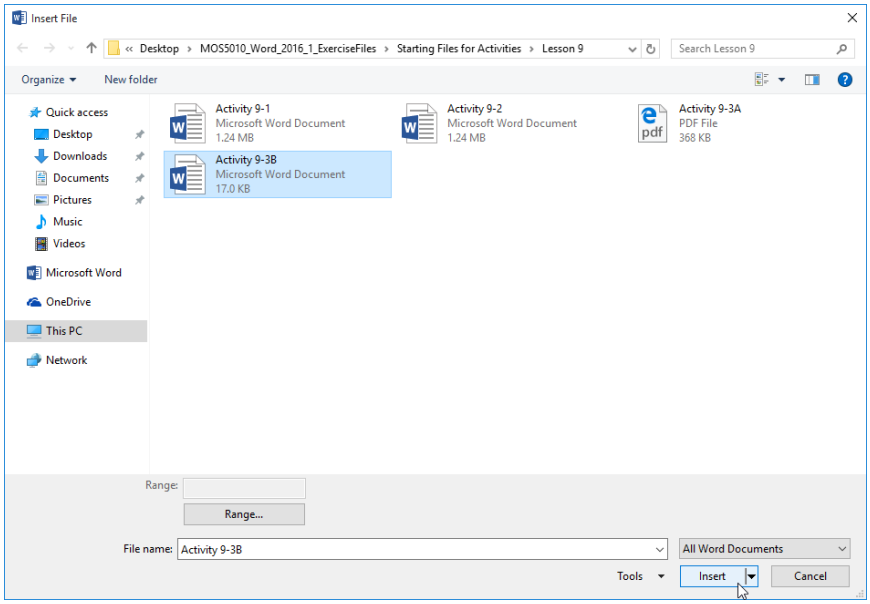


6. Now, go to the end of the document. Click Insert → Page Break:

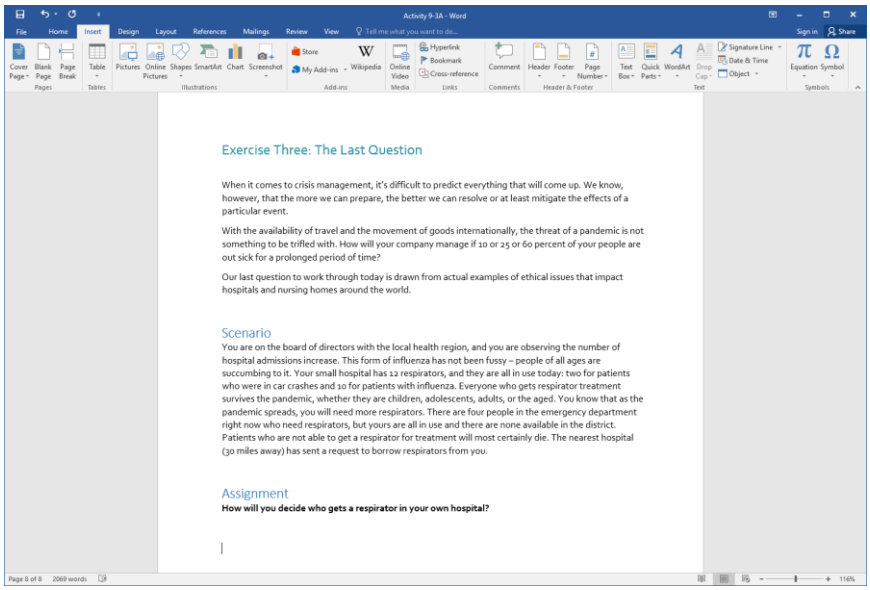


7. Click Insert → Object → Text from File:

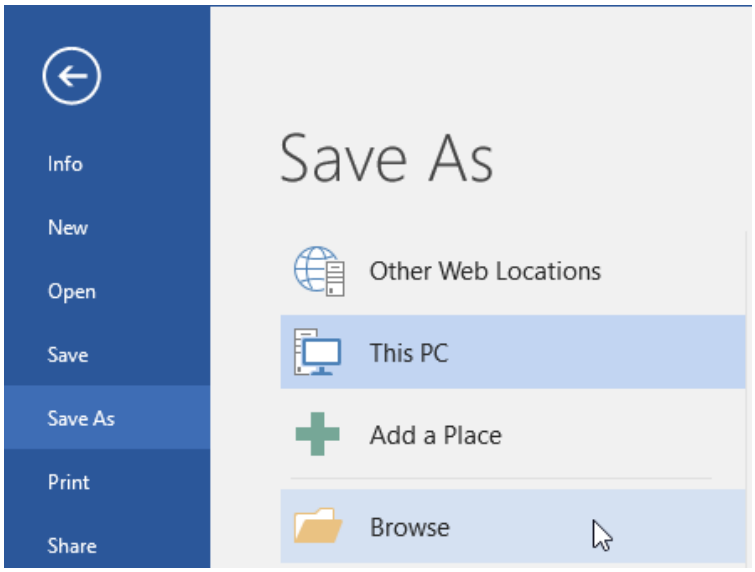
8. Navigate to the Lesson 9 folder of your Exercise Files. Select the Activity 9-3B document. Click Insert:



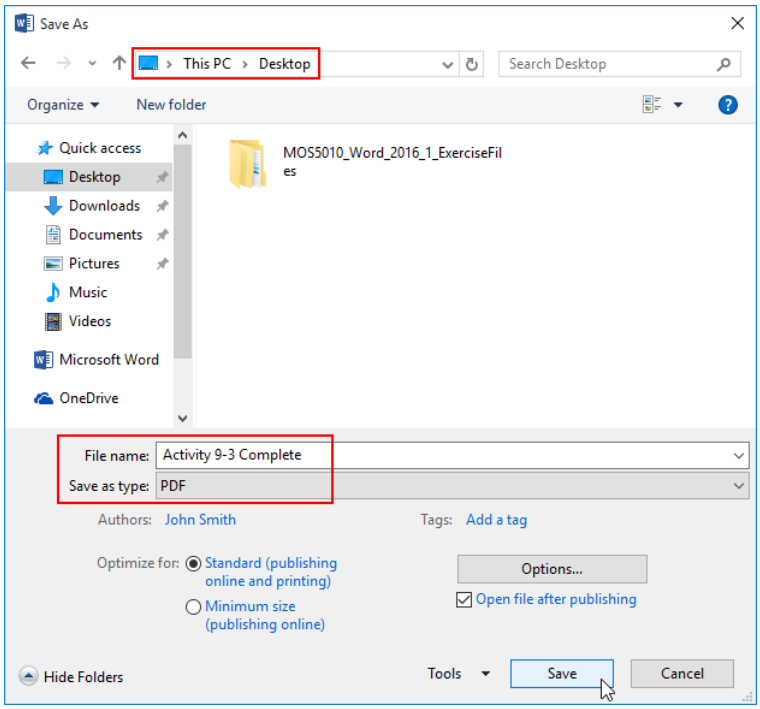
9. The text will now be added to the document:



10. Now, let's save the document as a PDF file. Click File → Save As → Browse:



11. Navigate to your desktop. Change the file name to "Activity 9-3 Complete." Finally, choose PDF as the file type. Click Save:



12. Close Microsoft Word 2016 to complete the activity.

Summary

In this final lesson, you learned about customizing the Microsoft Word environment. You should now feel comfortable using the Word Options dialog box to personalize your Microsoft Word 2016 experience.

You also learned how to set save options, check files for compatibility; open non-native files in Microsoft Word; and import, append, and link files. You even learned how to open, edit, and save PDF documents using Microsoft Word 2016.

REVIEW QUESTIONS

1. **Which two categories in the Word Options dialog box are similar in look and function?**

2. **You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?**

3. **Which category of the Word Options dialog box controls AutoRecover options?**

4. **How do you recover an unsaved document?**

5. **Which tab of the AutoCorrect dialog box allows you to manage how Word recognizes elements like dates and contacts?**

Answer Keys

LESSON 1 REVIEW QUESTIONS

1. **Which toolbar gives you quick access to frequently used commands?**
   This statement describes the Quick Access toolbar.

2. **Which Microsoft Word feature will automatically correct certain text as you type?**
   AutoCorrect will automatically correct common errors as you type.

3. **What options are available when performing a help search with Tell Me?**
   You will see shortcuts to related commands, a Smart Lookup command, and a command to open the full Help window.

4. **What is the command sequence to show or hide formatting marks?**
   Click Home → Show/Hide.

5. **What is the keyboard shortcut to open the Print category of Backstage view?**
   Press Ctrl + P to open the Print category of Backstage view.

LESSON 2 REVIEW QUESTIONS

1. **When searching in the Find and Replace dialog, what does the "?" wildcard represent?**
   The question mark wildcard can represent any single alphabetical character.

2. **List two ways to open the Find and Replace dialog.**
   You can use the Home tab, shortcut keys, or the Navigation Pane.

3. **What is the keyboard shortcut for the Cut command?**
   Press Ctrl + X to cut the selected text or object.

4. **What is the opposite of the Undo command?**
   Redo/Repeat is the opposite of the Undo command.

5. **What is the command sequence to show or hide the Navigation pane?**
   Click View → Navigation Pane.

LESSON 3 REVIEW QUESTIONS

1. **Which group on the Home tab contains most font formatting commands?**
   The Font group on the Home tab contains most font formatting commands.

2. **Which tool allows you to analyze the text around the location of the cursor?**
   This statement describes the Style Inspector.

3. **What is the command sequence to show or hide the ruler?**
   Click View → Ruler.

4. **What is the shortcut to open the Find and Replace dialog box to the Replace tab?**
   Ctrl + H is the shortcut to open the Find and Replace dialog box to the Replace tab.

5. **Which tabs contain the Line and Paragraph Spacing command?**
   This command can be found on both the Home and Layout tabs.

LESSON 4 REVIEW QUESTIONS

1. **Which two contextual tabs are available when working with tables?**
   The Table Tools – Design and Table Tools – Layout tabs are available when working with tables.

2. **What are the horizontal components of tables properly referred to as?**
   The horizontal components of tables are called rows.

3. **Which keyboard shortcut allows you to move to the last column of a table?**
   The Alt + End shortcut will take you to the last column of a table.

4. **List at least one way to insert a row into a table.**
   You can use the Insert Row icon, the mini toolbar, the right-click menu, or the Table Tools – Layout tab.

5. **Which dialog box contains many settings for tables?**
   The Table Properties dialog box is the central location for most table settings.

LESSON 5 REVIEW QUESTIONS

1. **What is the command sequence to sort a paragraph of text?**
   Click Home → Sort.

2. **What tab contains commands to create and manage all types of lists?**
   List commands are found in the Paragraph group of the Home tab.

3. **What is the keyboard shortcut to promote a list item?**
   Press Tab to promote a list item.

4. **How do you customize the starting value of a numbered list?**
   Right-click the desired starting item and click Set Numbering Value. Then, enter the desired starting value and click OK.

5. **How many levels of sorting does Microsoft Word support?**
   You can sort by up to three levels.

LESSON 6 REVIEW QUESTIONS

1. **Name one font that is all symbols.**
   Wingdings, Wingdings 2, Wingdings 3, and Webdings are all symbol fonts. You may have other symbol fonts depending on what programs are installed on your computer.

2. **What should you be aware of when inserting online images into a document?**
   Always obtain the appropriate copyright permissions when working with online images.

3. **What is SmartArt?**
   SmartArt is Microsoft's intelligent way of adding diagrams to your Office documents.

4. **Which tab contains commands to add symbols and illustrations to your document?**
   These commands are found on the Insert tab.

5. **List one location that online images can be inserted from.**
   Online images can be inserted from a Bing image search, OneDrive, Facebook, or Flickr.

LESSON 7 REVIEW QUESTIONS

1. **Which tab(s) contain(s) the command to insert a page break?**
   This command can be found on the Insert tab and the Layout tab.

2. **What is the command sequence to insert a pre-built watermark?**
   Click Design → Watermark and click the watermark that you want to apply.

3. **If you want your page color to be printed, what option needs to be enabled?**
   The "Print background colors and images" option in the Display category of the Word Options dialog box must be checked.

4. **Which contextual tab is available when working with headers and footers?**
   The Header & Footer Tools – Design tab provides commands for working with headers and footers.

5. **What are the two available orientation options for a Microsoft Word document?**
   You can apply portrait or landscape orientation to a document.

LESSON 8 REVIEW QUESTIONS

1. **If Microsoft Word detects a contextual spelling error, what color will it underline the error with?**
   Contextual spelling errors and grammatical errors are underlined in green.

2. **What interface elements displays tools like the thesaurus, spelling and grammar check, and Accessibility Checker?**
   All of these tools are displayed via task panes.

3. **What is the shortcut key to run a spelling and grammar check?**
   Press the F7 key to run a spelling and grammar check.

4. **What is the command sequence to run the Accessibility Checker?**
   Click File → Info → Check for Issues → Check Accessibility.

5. **What part of the Microsoft Word interface will show you a quick word and page count of the current document?**
   The status bar shows a quick word and page count.

LESSON 9 REVIEW QUESTIONS

1. **Which two categories in the Word Options dialog box are similar in look and function?**
   The Customize Ribbon and Quick Access Toolbar categories are very similar.

2. **You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?**
   Open the file as normal using the File → Open → Browse command sequence. Microsoft Word will convert and import the file for you.

3. **Which category of the Word Options dialog box controls AutoRecover options?**
   These options are set in the Save category of the Word Options dialog box.

4. **How do you recover an unsaved document?**
   Click File → Info. Then, click the unsaved document's entry from the Manage Document section.

5. **Which tab of the AutoCorrect dialog box allows you to manage how Word recognizes elements like dates and contacts?**
   These options are controlled in the Actions tab.

APPENDICES

Keyboard Shortcut Quick Reference Sheet

File Management	**Open a new document**	Ctrl + N
	Save a file	Ctrl + S
	Open a file	Ctrl + O
	Print document	Ctrl + P
	Close Microsoft Word	Alt + F4
Text Editing	**Select all**	Ctrl + A
	Copy text	Ctrl + C
	Cut text	Ctrl + X
	Paste text	Ctrl + V
	Toggle Format Painter on	Ctrl + Shift + C Ctrl + Shift + V
	Undo last action	Ctrl + Z
	Redo last action	Ctrl + Y
Open Dialogs/Task Panes	**Shift cursor focus to Search field in Navigation Pane**	Ctrl + F
	Open Replace tab of Find and Replace dialog	Ctrl+ H
	Open Go To tab of Find and Replace dialog	Ctrl + G
	Open Font dialog	Ctrl + D
	Open Help window	F1
	Switch focus to Tell Me field	Alt + Q
	Check spelling	F7

Open Task Panes	**Open Thesaurus task pane**	Shift + F7
	Open Styles task pane	Alt + Ctrl + Shift + S
	Open Apply Styles task pane	Ctrl + Shift + S
	Open Reveal Formatting task pane	Shift + F1
	Open Navigation Pane	Ctrl + F
Text Formatting Tools	**Apply bold formatting**	Ctrl + B
	Apply underlining	Ctrl + U
	Apply italic formatting	Ctrl + I
	Align text to center	Ctrl + E
	Align text to left	Ctrl + L
	Align text to right	Ctrl + R
	Justify text	Ctrl + J
	Increase font size	Ctrl + Shift + .
	Decrease font size	Ctrl + Shift + ,
	Change font face via Font dialog	Ctrl + Shift + F
	Change font size via Font dialog	Ctrl + Shift + P
	Cycle through cases	Shift + F3
	Clear formatting	Ctrl + Spacebar
Special Characters	**Show formatting marks**	Ctrl + Shift + 8
	Insert page break	Ctrl + Enter
	Insert nonbreaking hyphen	Ctrl + Shift + _
	Insert nonbreaking space	Ctrl + Shift + Spacebar

Table Navigation	**Move one cell to the right**	Tab (right arrow if cell is empty)
	Move one cell to the left	Shift + Tab (left arrow if cell is empty)
	Move one row up	Up arrow key
	Move one row down	Down arrow key
	Go to first row	Alt + Page Up
	Go to last row	Alt + Page Down
	Go to first column	Alt + Home
	Go to last column	Alt + End

Glossary

Accessibility Checker
Tool that automatically checks a document for issues that users with disabilities may encounter.

alternative text
Text that is used by screen readers to describe an object to users with visual impairments.

AutoCorrect
A feature that automatically corrects text as you type.

AutoRecover
A feature that automatically recovers documents if your computer encounters a problem.

AutoSave
A feature that automatically saves a document at set intervals.

Backstage view
A component of the interface that shows a number of categories that group file-related commands together.

border
A stylized line around a page, paragraph, or word.

cell
The area where a row and column intersect in a table.

chart
Graphical representation of data and relationships in a dataset.

clipboard
An area of your computer's memory that stores cut and copied items.

column
Vertical elements in a table.

contextual spelling error
Occurs when a word is spelled correctly but used incorrectly.

contextual tabs
Special tabs that appear when you are working with a specific object.

Compatibility Checker
Tool that automatically checks a document for possible issues if it were to be opened in a previous version of Microsoft Word.

dialog box launcher
Button in the lower right-hand corner of a group that opens a dialog box or task pane. Also called an option button.

document
In this context, an electronic document created in Microsoft Word.

Flesch Reading Ease/Flesch-Kincaid Grade Level
Scores that evaluate the readability of a document.

font
A complete set of characters, including typeface and style.

footer
A group of information set apart from the body of your document. Typically appears throughout the document at the bottom of each page.

formatting marks
A set of characters that indicate spaces, formatting, page breaks, and other document features that are usually hidden.

Format Painter
A tool that is used to copy formatting from one selection of text to another.

gallery
A set of options presented visually via the Microsoft Word interface.

groups
Sets of commands in each ribbon tab.

header
A group of information set apart from the body of your document. Typically appears throughout the document at the top of each page.

indent
Setting that controls how far text appears from the margin.

illustration
A graphic created in or inserted into a Microsoft Word document.

Insights pane
Task pane that allows the user to search for research and/or dictionary information about a word.

line break
Feature that creates a new line while retaining formatting from the previous line.

Live Preview
Allows the user to see how various options will look before applying them.

margin
The white space separating text from the edge of a page or other object.

mini toolbar
Contextual toolbar that appears when text or objects are selected.

multilevel list
A hierarchical list that contains points within points.

Navigation Pane
Feature that allows the user to view important parts of a document. Also provides search tools.

page break
Horizontal line that indicates where one page ends and another begins.

PDF
Stands for Portable Document Format. Standardized electronic document format that can be read by many platforms.

Quick Access Toolbar
Customizable toolbar providing quick access to frequently used commands.

Quick Table
A type of table template that allows the user to quickly insert objects like calendars and matrices.

ribbon interface
The group of commands at the top of the Microsoft Word screen. Encompasses File tab, Quick Access toolbar, tabs, and groups.

ribbon tabs
Groups of like commands accessed using the buttons at the top of the ribbon interface.

row
Horizontal elements in a table.

ScreenTip
A small message that will give you information about the object over which your cursor is hovering.

SmartArt
Microsoft Word feature that allows you to create and edit diagrams.

Smart Lookup
Tool that opens the Insights pane. Provides research and dictionary information about a word or phrase.

sort fields
The criteria that data is sorted by.

status bar
Horizontal bar at the bottom of the Microsoft Word window that displays information about the document.

style
In Microsoft Word, a saved set of formatting options.

tabs/tab stops
Feature that controls where and how text is horizontally aligned.

table
An object that allows the user to organize information in rows and columns.

task pane
Vertical pane that provides additional commands for a task.

Tell Me
Natural language help feature accessed directly on the ribbon interface.

thesaurus
Research tool that offers synonyms and antonyms for words.

translation
The process of converting a document from one language to another.

watermark
A washed-out item in the background of the page.

wildcard
A character that can represent one or more other values. Typically used while searching.

Wingdings/Webdings
Special font sets that are all symbols.

word wrap
A feature that automatically wraps text to the next line of the document without creating a line or paragraph break.

Index

A

Accessibility
Accessibility Checker 322, 325, 326, 328, 332, 333, 334, 389
And alternative text 322, 326, 329
Blank characters 25, 323
Elements of 322
Section 508 323
AutoCorrect 23, 231, 232, 233, 345, 394
And actions 345
And AutoFormat 345
Customizing behavior of 343
Enabling or disabling 345, 346
Entering custom replacements 346
Options button 23, 33
AutoFormat 215, 345
AutoRecover 354, 360, 362, 364, 394
Document Recovery task pane 360
Frequency 360
Unsaved versions 361
AutoSave 28, 354, 360, 362, 394

B

Backstage View 4, 8, 11, 394
Closing 12
Export category 11
Info category 11, 324, 357, 365
New category 11
Open category 11
Print category 11, 30
Save As category 11, 25, 35, 384
Save category 11
Share category 11
Borders
And horizontal lines 121
Applying to page with Borders and Shading dialog box 251, 253
Applying to text with Borders and Shading dialog box 122, 126
Applying to text with Home tab 120, 125
What are? 120, 250
Borders and Shading Dialog Box 126, 251, 254
Opening 122, 125
Overview of 122
Breaks
Line 25
Page 63, 275, 279, 382

C

Charts 239
Compatibility
- And file formats 356, 367, 384
- Compatibility Checker tool 354, 357, 365, 367
- Mode 359
- Upgrading document format 359

D

Document
- Changing view of 14, 20
- Creating 5, 18, 22, 33
- Navigating through 48, 49, 51
- Opening non-native 368, 380
- Printing 29
- Recovering unsaved 361
- Saving 25, 34, 355, 366
- Sharing 27
- Welcome Back bookmark 16
- What is? 6

E

Editing Tools
- Copy 55
- Cut 61
- Office Clipboard 55
- Paste 55, 56
- Paste options 57, 58, 62
- Paste preview 59
- Paste Special 58
- Redo 60, 66
- Undo 59

F

File Formats
- .csv 197
- .doc 356, 367, 384
- .docm 356
- .docx 354, 356
- .dot 356
- .dotm 356
- .dotx 356
- .mht 356
- .pdf 356, 371
- .txt 197, 356
- Choosing during save process 355, 367, 384

File Menu ..... *See* Backstage View
Find and Replace Dialog Box 68
- Accessing advanced options 75
- Find tab 68

Go To tab 68, 69
Replace tab 68, 69, 75
Replacing formatting with 146, 153
Using to change word position 72
Viewing advanced options 70
Wildcards 70, 76, 386
Flesch Reading Ease 297, 394
Flesch-Kincaid Grade Level 297, 394
Font
What is? 80
Format Painter 80, 87, 391, 395
Using 86, 90
Using for multiple items 87
What is? 81
Formatting Marks 22, 25, 392, 395
In tables 168
Non-breaking spaces 116
Page breaks 276
Showing and hiding 24
What are? 24

G

Gallery 4, 13, 20, 187

H

Headers and Footers
Adding page numbers 263
And fields 267
Closing view 266, 267, 270
Design contextual tab 265, 266, 267, 268, 269
Editing 266
Formatting 268
Inserting footers 266, 267
Inserting headers 265, 267, 268
Inserting page numbers 269
Settings in Page Setup dialog box 284
What are? 263
Help Features
Help window 37, 39, 41
Tell Me 7, 37, 41, 43
Hyphenation
Applying 115
Non-breaking hyphens 116
Options dialog 115
Types of 115

I

Indent
First line 112
Hanging 112
Moving 112
Setting with Paragraph dialog box 113, 151

Setting with ruler 112, 117
What is? 111

L

Lists
And AutoFormat 215
Choosing style for 104, 105, 108
Clearing 152
Continuing numbering 207
Creating bulleted 82, 103, 107
Creating multilevel 214, 218, 226
Creating new style 221
Creating numbered 82, 105, 108, 211
Customizing 219
Demoting items 215, 227
Formatting 220
Promoting items 215, 227
Restarting numbering 209, 212
Setting numbering value 209
Types of 102, 214
Live Preview 54, 58, 59, 141, 395

M

Margins
Choosing preset 109, 118, 271, 280
Creating custom 110, 272
Gutter 272
Mirrored 272
Setting with Backstage view 11, 31
Tab of Page Setup dialog 110, 272
What are? 271
Microsoft Account 8, 12
Microsoft Office Word 2016
And documents 5
Closing 21
Interface overview 6
Opening 17
What is? 4
Microsoft OneDrive 11, 241, 388
Inserting pictures from 241
Saving document to 27
Sharing document with 27
Mini Toolbar 80, 85, 86, 134, 159, 395
Overview of 81
Showing 81

N

Navigation Pane 67, 68, 73, 386, 395
Opening and closing 67, 73
Using 68, 74

O

Object
Inserting 376
Inserting text only 375, 382
Linking 376
Updating 379
On-Screen Keyboard 24
OpenOffice 356

P

Page Color
Applying 252, 256
Printing 252
Page Orientation
Available settings 272
Changing with Layout tab 272
Page Setup Dialog Box 277
Layout tab 273, 278, 284
Margins tab 110, 272, 278, 282
Opening 277, 282
Paper tab 275, 278, 283
Setting default options 278
Paper Size
Changing with Layout tab 274, 281
Creating custom size 275
Paragraph Dialog Box 119
Changing indentations with 113, 151
Changing spacing with 114
Opening 98, 119
Setting alignment with 111
PDF Documents
Editing 373, 382
Opening 371, 381
Saving 356, 374, 384
Pictures
Adding alternative text to 330
Applying style to 243
Controlling layout 247, 332
Converting to SmartArt 243
Format contextual tab 239, 240, 243, 244, 353
Inserting from file 239, 244
Inserting online 241, 245
Moving 248
Resizing 243
Supported formats 240
Wrapping with text 245
Protected View 15

Q

Quick Access Toolbar 25, 34, 59, 60, 66, 341, 396
Customizing with menu 341
Customizing with Word Options dialog 340, 351

Moving 341, 342
Resetting 341
What is? 7, 45, 386
Quick Parts 267

R

Research Options Dialog Box 314
Ribbon Interface 7, 8
And dialog boxes 9
Contextual tabs 7, 8
Customizing 339, 349
Groups 7
Hiding 8, 9
Importing/exporting customization files 340, 349
Re-arranging tabs 350
Resetting 340
Tabs 7
Ruler 93, 97

S

ScreenTips 10, 19, 310, 322, 326, 396
Scroll Bars 8, 48, 49, 51
Selection Pane 50
Shading
Applying to text with Borders and Shading dialog box 124
Applying to text with Home tab 121, 128
Smart Lookup 292, 304, 386, 396
Accessing via Tell Me 37
Define tab 295, 305
Explore tab 293, 304
Insights pane 293, 304
Pronunciation feature 305
SmartArt 239, 396
Creating from pictures 243
What is? 239, 388
Sorting
Choosing fields for 202, 205
Sort Text dialog box 203, 204
Table 204
Text 202
Types 202
Spelling and Grammar
Command on Review tab 289, 301
Grammar task pane 289, 302
Managing dictionaries 290
Readability statistics 296, 303
Right-click menu 34, 288
Spelling task pane 289, 301
Types of errors 24, 34, 288
Status Bar 8, 396
View tools 14
Word and page count 297, 303, 389
Zoom tools 17

Styles 82
Apply Styles task pane 133, 135, 392
Applying with mini toolbar 134
Applying with Styles gallery 129, 135, 279
Applying with Styles task pane 132, 134, 139
Changing set 141
Customizing color scheme 130
Customizing font scheme 130
Manage Styles dialog 132
Opening Styles task pane 130, 135
Resetting 130
Reveal Formatting task pane 142, 150, 152, 392
Saving 130
Style Inspector 132, 133, 136, 137, 142, 145
What are? 128
Symbols
And AutoCorrect 233
And special characters 116, 232, 237
Inserting 230, 233
Symbol dialog 230, 234
Wingdings 231, 235

T

Tables
And nonprinting characters 168
Applying style to 44, 186, 192, 196
AutoFit 179, 185
Changing cell margins 177, 180, 184
Clearing style from 187
Converting to text 198
Creating Excel spreadsheet 167
Creating from text 197
Deleting 178
Deleting columns 178
Deleting rows 178
Design contextual tab 166, 191
Distributing rows and columns 179
Drawing 121, 164
Formatting font 188
Insert Table dialog 164, 172
Inserting 163
Inserting columns 177, 178, 183
Inserting rows 177, 178, 183
Layout contextual tab 166, 175, 176, 178, 179, 180
Modifying style 188, 193
Navigating in 168
Parts of 162
Quick Tables 166, 169
Resizing columns 179
Resizing rows 179
Selecting 52, 174, 184
Showing and hiding gridlines 168
Specifying title for accessibility box 180
Table Properties dialog box 174, 175, 387
What are? 162

Tabs
Clearing 95
Moving 112
Removing 101
Setting with ruler 94
Tabs dialog box 93, 95, 100
Types of 94
Using 94, 98, 101
What are? 93
Task Pane
Closing 13
Moving 13
Opening 9, 13
What is? 13
Text
Applying effects to 81, 82, 83
Changing case 82, 83
Changing color 81, 82, 90
Changing font face 81, 82, 83, 89
Changing horizontal alignment 111, 117
Changing size 81, 82, 83, 90
Changing vertical alignment 272
Changing vertical spacing 113, 118
Clearing formatting from 82, 83, 145, 152
Formatting with Font dialog 82, 83
Formatting with keyboard shortcuts 83
Highlighting 81, 82, 84, 92
Moving 54, 64
Selecting with Home tab 50
Selecting with keyboard 50
Selecting with mouse 49, 61
Themes 20, 129
Thesaurus
Task pane 308, 309, 316, 317
Viewing synonyms with right-click menu 307, 315
Translator
Mini 320
Overview of tools 310
Setting language 318
Trust Center 313, 339

W

Watermarks 323
Creating custom 258, 260
Inserting 258
Printed Watermark dialog box 258, 260
Removing 259
What are? 258
Window Commands
Show/hide white space 276
View tab 16
Zoom tools 17
Word Count 297
Comprehensive 297
Readability statistics 296, 303
Status bar 297, 303

Word Options Dialog Box 58
Customize Ribbon category 339, 348
Display category 85, 252, 389
General category 338, 348
Language category 311
Opening 12, 337, 347, 363
Overview of 338
Proofing category 292, 296, 300, 343
Quick Access Toolbar category 340, 342, 351
Save category 28, 360, 364
Trust Center category 313
What is? 336
Word Wrap 23, 33

X

XPS 356