ICT Microsoft Word By Dr.J.Samuel Jesudoss





Microsoft Word

Word 2016 is a word processing application/program that allows you to create a variety of documents like letters, flyers, and reports Word 2016 allows you to do more with your word processing project



Word Interface

When Word is opened the Word Start Screen will appear

The start screen allows you to create a new document by choosing from the list of pre-made templates

Word	Search for online templates								
Recent	Suggested searches: Business Cards Flyers Holidays Education Let	ters Resumes and Cover Letters							
inned		Aa							
in files you want to easily find later. Click the pin icon that appears when you over over a file.									
ast Week	Take a tour								
new material promotion ideas Desktop									
lder	\rightarrow								
OzobotMapInstructions Z: = Falon = 2019 Programming = Apni_Programming = Classroo	Blank document Welcome to Word 1	Single spaced (blank)							
OzobotMap Z: • Falon = 2019 Programming = April_Programming = Classroo	January	FIRST NAME LAST NAME							

Blank Page Overview

	Document1 - Word	Sign in 👘 — 🗚 🗙
File Home Insett Design Layout References	Mailings Revnew View Help 🗘 Tell me what you want to do	유 State
Paster Format Painter II I V + 444 N; N' A + 22 + A	IE + IE + NE + ■ ■ ↓ 1 AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcC AaBbCcC AaBbCcD AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd INo Spar., Heading 1 Heading 2 Title Subtle Subtle Em., Emphasis in	nterme E., Strong Quote v Lt Select -
	TL Preapuph TL Styles	ti tating n
T Page1af1 Eseria		

The Ribbon

The Ribbon contains multiple tabs, each with several groups of tools. The tools provided in the ribbon will help you complete common tasks in Word.

The Ribbon has nine tabs:

- 1. File
- 2. Home
- 3. Insert
- 4. Design
- 5. Layout
- 6. References
- 7. Mailings
- 8. Review
- 9. View
- 10. Help

The *Home* tab gives you access to some of the most commonly used commands for working with Word, including copying and pasting, formatting, aligning paragraphs, and choosing document styles.

The Home tab is selected by default whenever you open Word.

6									Docu	ment1 - Wor	đ				Sig	n in 📶		a	8
11	e Home True	t Disign Layo	at Relemmons	Maiings	Review	View	Help	🖓 Tell me wis	at you want to	dù								A.s	mane
Past	K Cur Its Coov Format Painter	Calibri (Body + 11 B / U + + x															1 2	O Find + L Replace	
	Giphnard 7.	F	10	14	Farag	raph.		14				Tayles					÷.,	Esting	-
1.				1 1	- 21-1-1		c1	1 2	$1,1,2,\dots,2$	1 1 -	· · · · · · ·	 1.00	n 57	7					1.2

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

	1	а I	Ì										t.	locumen	el - Word								Sign in	1	- 0	. (*
lite) He	ome	Insert	Design	Layout	Ret	erences	Maili	ngs (lle	New	View 19	elpi 🗘 Tell me	what you war	nt to de											8	Shire
					-	3	Ś	0	T	<u>ili</u>		∰ Get Add-ins		La.	Link P Boolemark	包	60		A		A	A	Signature Line	π	Ω	1
Cover Page -	Blank Page	Page Break	Tatrie	Pictures	Online S Pictures	Shipei	kcoss	3D Models -	SmirtArt	Chart	Screenshot	My Add-ins	"Wikipedia	Online Video	Cross-reference	Comment	Header Foote	Page Number -		Quick \ Parts +		Citi	Direct -	Equal 4	ion Symbol •	
	Pages		Tables				85	etatione				Add-#	6	Meda	Links	Comments	Hishter &	Fanter				Test		- 3	enbolis .	

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



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

													D	ocument1 -	Word		
File	Home	Insert	Design	Layout	Refe	rences	Mailings	Review	View	Help	♀ Tell r	ne wha	t you wani	t to do			
Margins	Orientation	Size (∃Breaks - 〕Line Numbe ∃Hyphenatic		Indent → Left: E Right:	0" 0"	Spacing ↓ == Bef ↓ == Afte	ore: 0 pt		Position	Wrap Text •	Bring Forward	Send Backward v	Selection Pane	Image: Align ▼ Image: Group ▼ Image: Align ★ Image	
		Page Se	tup		E.		P	aragraph		- E				Arrange			
L						1	$(r_{1},r_{2},r_{3},r_{3},r_{3})$	· · · X · ·		1		· 2 ·		· 3 · · ·	1 4		

The *References* tab allows you to add footnotes, citations, table of contents, captions and a bibliography. These tools are helpful when composing academic papers.



The *Mailings* tab is used for composing letters, address envelopes, and creating labels. It is useful when you are mailing a large number of letters.

	ი - თ	÷									Document1 - Word	
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Help	♀ Tell me v	what you want to do	
Envelopes	Labels	Start Mail		Edit	Highlin List Merge F	ght Addres	s Greeting	Insert Merg		ules - Iatch Fields Ipdate Labels	Preview	Finish & Merge →
Crea	te	merge	Start Mail N		List merger	block		sert Fields			Preview Results	Finish
L						1	🗙		· 1 ·	2	2 • • • • • • • 3 • • • • • • • 4	1. 1. 1. 1. 1. I.

The *Review* tab has Word's powerful editing features, such as adding comments and tracking changes. These features make it easy to share and collaborate on documents.



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



Contextual tabs under *Format* will appear on the Ribbon when working with certain items, such as tables and pictures. These tabs contain special tools that can help you format items as needed.



The Quick Access Toolba

Located just above the Ribbon, the Quick Access toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Repeat commands. You can add other tools depending on your preference.

To add Commands to the Quick Access Toolbar:

- 1. Click the drop-down arrow to the right of the Quick Access toolbar.
- 2. Select the Commands you wish to add from the dropdown menu. To choose from more commands, select more commands
- 3. The Command will be added to the Quick Access toolbar.

The Quick Access Toolbar Cont.

Step 2

FILE HOME	Customize Quick Access Toolbar	Т
Calibr Paste V B I Clipboard G	New (Bc Open ↓ ✓ Save Email Quick Print Print Preview and Print	
	Spelling & Grammar Undo Redo Draw Table Touch/Mouse Mode <u>M</u> ore Commands Show Below the Ribbon	

Step 3



The Ruler

The Ruler is located at the top and to the left of you document. It makes it easier to adjust you document with precision. If you want, you can hide the Ruler to create more screen space.



The Ruler (Cont.)

To show or hide the Ruler:

- 1. Click the view tab.
- 2. Click the check box next to Ruler show or hide the ruler.

F	৲ ি √ ব					Do	cument1
File	Home Insert	: Design Lay	yout Reference	es Mailings F	Review	View	Help
Read Mode	Print Web Layout Layout Views	utline raft Learning Tools Immersive	↓ Vertical Side to Side Page Movement	Ruler Gridlines Navigation Par		om 100%	One
L				1	• 2 • •	• 1 • •	• 3 • •

Document Views

Word 2016 has a variety of viewing options that change how your document is displayed. You can choose to view your document in Read Mode, Print Layout, or Web Layout. These views can be useful for various tasks.

To change document views, locate and select the desired document view tool in the bottom-right corner of the Word window.



Read Mode



In this view, all of the editing tools are hidden so your document fills the screen. Arrows appear on the left and right side of the screen to toggle through the pages of your document.

Print Mode



This is the default view where you create and edit your document.

There are page breaks in between each page, indicating how your document will look when printed.

Web Layout



- 1. Open the app and select "Sign up."
- 2. In the center of the screen, select the red banner labeled "Sign up using library card."
- 3. When prompted enter "St. Clairsville" (name) or "43950" (location) into the search bar and select "Ohio Digital Library."
- 4. Next, select our library from the list provided.
- 5. Enter your library card number and pin. **Your pin is the last four digits of your card number.
- 6. You are ready to use OverDrive!



Other Library Resources: The Saint Clairsville Public Library has a variety of e-resources and databases. To log-on, you just nee the Kindle.

These resources do not have apps. In order to access them, visit http://stclibrary.org/newsite/index.ohg/research/research/

esto words. CE

This view removes page breaks. It can help you visualize how your document will display as a webpage.

The Insertion Point

The insertion point is the blinking vertical line in your document. It indicates where you can enter text on the page.

Blank document: When a new, document opens, the insertion point is located in the top left corner of the

page.

es	Mailings	Review	View	🛛 Tell i	me what you w	ant to
a • • • •		= - ¹ = = = 1			AaBbCcDd ¶Normal	
	F24	Paragr	aph	Γ ₂₁		

The Insertion Point (Cont.

Adding spaces: Press the space bar to add spaces after a word or in between text.



New Paragraph line: Press Enter on your keyboard to move the insertion point to the next paragraph line.

Press Release

Contact: Greg Weaver Tel: 415-555-6182 Cell Phone: 415-555-8801 Email: Greg.Weaver@TTInternational.org

Date: February 14, 2013

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN AI



Press "Enter" to move the insertion point to the next paragraph line

The Insertion Point Cont

Manual placement: After a text has been entered, you can use the mouse to move the insertion point to a specific place in your document.

Simply click the location in the text where you wish to place it.

The event will take place on March 2, 2013 from 6:30 - 9:00 pm. Highlights will include:

The San Francisco Quintessential Quarter

Vegan Catering by & Moss Must

A performance by the Moment of Melody Children's Choir

Click to manually place the insertion point in a specific location

Selecting Text

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

- 1. Place the insertion point next to the text you wish to select.
- 2. Click the mouse and while holding it down drag you mouse over the text to select it.
- 3. Release the mouse button. You have selected the text. A highlighted box will appear over the selected text.

Selecting Text (Cont.) When you select text or images in Word, a toolbar will

PRESIDENT OF GLOBA

Lenoir Wallace, the president of Tall Tr

yesterday that she will be retiring in April 3^{lac}. few years, worked her way up to serve as pressure mis. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

How to delete text: Highlight the text the you wish to delete then hit the "Delete" key on the keyboard.

Copy and Paste Text

To copy and paste text:

Copying text creates a duplicate of the text.

1. Select the text you wish to copy

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a

2. Click the Copy command on the Home tab or right clic the selected text and click Copy.



Copy and Paste Text (Con

3. Place the insertion point where you wish the text to appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (III), announced
yesterday that she will be retiring in April. She began as a researcher and in the matter of a
few years, worked her way up to serve as president. Mrs. Wallace has been with since its
early days as a resource for local arboretums. From overseeing mulch donations,
organizing local and international tree planting projects, and educating the global
community, Mrs. Wallace has been pivotal in the growth and success of TTI and the
worldwide health of trees. After 19 years of service, her contributions to dendrology have
been immeasurable. Her family and staff wish to recognize her many years of dedicated
service by hosting a farewell dinner at the San Francisco Radix Gardens.

- 4. Click the Paste command on the Home tab or right click and click paste.
- 5. Then the copied text will appear.

Cut and Paste Text

1. Select the text you wish to cut.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the

2. Click the Cut

command on the Home tab or right click the selected text and select cut.



Cut and Paste Text (Cont.

3. Place your insertion point where you wish the text to appear.



4. Click the Paste command on the Home tab or right click and select paste and the text will appear.

How to Change Font

Word 2016 provides a variety of other fonts you can use to customize text and titles.

1. Select the text you wish to change.

E G	ئ - د	Ŧ			SampleDo	oc.do	cx - Word		
File	Home	Insert	Design	Layout	References	Mai	lings Rev	iew View	🔉 Tell
Paste		U • abc	X ₂ X ²		╡╤╺╵╦╸╵╉ ╡╤╶═╎┇═╺ ┋╶╵┠╽╵╢	€	AaBbCcDd ¶Normal	AaBbCcDd ¶ No Spac	AaBb Heading
Clipboard 🗔		Font		G	Paragraph	Es.		Styles	
				Usi	ng the Library	у Арј	os		

How to Change Font (Cont.)

- 2. On the Home tab click the drop-down arrow next to the Font box. A menu of font styles will appear.
- 3. Move the mouse over the list of font styles, then select the font you would like to use



4. The font will change in the document.

Changing Font Size

1. Select the text you wish to change.



Changing Font Size (Cont

2. Select the desired font size formatting option

Font size drop-down arrow: On the Home tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.



Font Color

- 1. Select the text you wish to change.
- 2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears
- 3. Move the mouse over the various font colors. A live preview of the color will appear in the document.

ଲ ଏ	ن -				SampleDo	oc.docx	- Word		
File	Home	Insert	Design	Layout	References	Maili	ngs Revie	ew View	🔉 Tell
Paste		<u>U</u> • abc			;= · '; · · €≣ = ≡ ;≡ · ⊞ · <u>2</u> ↓ ¶			¶ No Spac	
Clipboard 🗔		Foot		G.	Paragraph	Es		Styles	
				Usi	ng the Library	у Арр	S		
Font Color (Cont.)

4. Select the font color you wish to use.

The font color will change in the document.



Highlight Text

Highlighting text can be useful when marking important text in your document.

- 1. Select the text you wish to highlight.
- 2. From the Home tab, click the Text Highlighter Color drop-down arrow.



Dawson Park Need to get park's address Friday, April 5, 8AM – 3PN

Canoes, door prizes, free lunch, scavenger hunt, volleyball, trust walk,

3. Select the desired highlight

Dawson Park

Need to get park's address Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch, scavenger hunt, volleyball, trust walk,

Bold, Italic, and Underline

- 1. Select the text you wish to change.
- 2. On the Home tab click the Bold (**B**), Italic (*I*), or Underline (<u>U</u>) command in the Font group.



3. The selected text will be modified in the document.

Changing Text Alignmen

- 1. Select the text you wish to modify.
- 2. On the Home tab, select one of the four alignment options from the paragraph section

Align Text left

Center

Align Text Right Justify



Page Orientation

To change page orientation:

- 1. Select the Page Layout tab.
- 2. Click the "Orientation" command in the Page Setup Section.

	55	÷				Sampl	eDo	c.docx - W	'ord	
File	Home	Insert	Design	La	yout	Reference	s	Mailings		Review
Margins	Crientati	1: 3: 1	Breaks ▼ .ine Numbe Hyphenatior		Inder →≣ 0 ≣€ 0	° .	Spac	0 pt	4 ¥ 4 ¥	Position
	Page	Setup		Fa		Paragr	aph		Fa	

- A drop-down menu will appear. Click either "Portrait" or "Landscape" to change the page orientation.
- 4. Once one is selected the page will change.

Changing Page Size

To change the page size:

Word has a variety of predefined page sizes to choose from.

1. Select the "Layout" tab, then click the "Size" command.



2. A drop-down menu will appear. The current page size is highlighted

Backstage View

Backstage view gives you various options for saving, opening a file, printing, and sharing your document.



To access Backstage view: 1. Click the file tab on the Ribbon. Backstage view will appear.

Backstage View (Cont.)



Staff

Last Modified By

Not saved yet

35 Minutes

Add a title

Add a tag

Add comments

Today, 11:14 AM

1

0

Not saved yet

S

Show All Properties

Add an author

New Document

To begin a new project in Word

1. Select the file tab. Backstage view will appear.

<u> </u>									
File	Home	Inser	t	Des	ign		Lay	/out	:
Paste				bri (I					× x
Clipboard 🕞								For	nt
L			1	• •	•	1 - 1		·Ě	·

A new,
 document will
 appear.

SampleDoc.docx - Word \odot New New Open Q Search for online templates Save Supposted searches. Business. Cards. Plyers. Holidays. Education. Letters. Resumes and Cover Letters. Save As An NAME HERE Share Take a tour Export Close Blank document Welcome to Word Single spaced (bla... Blue grey resume Account Options STREET TAXABLE LARK NAME HERE * * * * Modern chrunolo... Polished resume,... Polished cover let... filue grey cover le.

2. Select New, then click a

How to: Open an Existing Document

1. Navigate to Backstage view, then click Open.

E	2. Choose "Browse"				
Info	Open				
New	L Recent	Today			
Open	CneDrive	SampleDoc.docx \\192.168.1.197 » sh 4/15/2019 12:30 PM Using the Librar \\192.168.1.197 » ch 4/15/2019 12:30 PM			
Save	This PC	Library E-card.d \\192.168.1.197 » sh 4/15/2019 12:30 PM			
Save As	Add a Place	Adult Registratio \\192.168.1.197 » sh 4/15/2019 12:27 PM			
Print	Browse	Shelf Talks.docx \\192.168.1.197 » sh 4/15/2019 12:26 PM			
		Older			

How to: Open an Existing Document (Cont.)

3. The Open dialog box appears. Locate and select your document, then click Open.

0pen				×
← → ~ ↑ 📕 = 🖿	> shared > Falon > 2019 Programm	ning 〜 ひ	Search 2019 Programm	ning 🔎
Organize • New fold	er		⊫ •	
duick access	Name	Date modified	Туре	Size
A states actes	April_Programming	4/15/2019 12:30 PM	File folder	
Microsoft Word	February_Programming	2/21/2019 11:21 A_	File folder	
OneDrive	January_Programming	12/28/2018 11:35	File folder	
- OneDrive	March Programming	3/19/2019 7:27 PM	File folder	
> 🤰 This PC	May_Programming	3/15/2019 11:37 A_	File folder	
> 🥩 Network	Adult Registration for Adult Tech Nights	3/19/2019 6:29 PM	Microsoft Word D.,	19 KB
	¢			
File na	me:	~	All Word Documents	(*.docx;*.d ~
		Tools 👻	Open -	Cancel

Save and Save As

In Word there are two says to save a file, SAVE and SAVE AS.

SAVE is used when a document is open or edited to save what you are working on.

SAVE AS is used to save the document to a location and change the name of the document.

It is important to save your document whenever you start a new project or make changes to an existing one. Saving early and often can prevent you work from being lost. You will also need to pay close attention to where you save the document so it will be easy to find later.

To Save a Document

1. Locate and select the Save command on the Quick Access too



2. If you are saving the document for the first time Save As will appear in Backstage view.

3. You will then need to choose where to save the file and give it a file name.



(Cont.)

- 4. The Save As dialog box will appear. Select the location where you wish to save the document.
- 5. Enter a file name for the document, then click Save.



How To: Export Word to PDF

- 1. Click the File tab to access Backstage view.
- 2. Click Export, then select Create PDF/XPS.

¢	SampleDoc.docx - Wor	rd ? − □ × Sign in
Info New	Export	
Open	Create PDF/XPS Document	Create a PDF/XPS Document
Save Save As Print	Change File Type	 Preserves layout, formatting, fonts, and images Content can't be easily changed Free viewers are available on the web
Share		
Export Close		Create PDF/XPS

How To: Export Word to PDF (Cont.)

3. The Save As dialog box will appear. Select the location where you wish to export the documents, enter a file name, then click Publish.



Exporting to Other File Types

A file can also be exported to Word 97-2003 doc, or a plain-text version

- 1. Click the file tab to access Backstage view
- 2. Click Export, the Type"

on colocy	+ "Change Eile	
(\	SampleDoc.docx - Word	
Info	Export	
New		
Open	Create PDF/XPS Document	$\left \right $
Save		
Save As	Change File Type	
Print		
Share		
Export		

Exporting to Other File Types (Cont.)

3. Select a file type, then click Save As.

SampleDoc.docx - Word				
Change File Type				
Document File Types				
Document (*.docx) Uses the Word Document format	Word 97-2003 Document (*.doc) Uses the Word 97-2003 Document format			
OpenDocument Text (*.odt) Uses the OpenDocument Text format	Template (*.dotx) Starting point for new documents			
Other File Types				
Plain Text (*.txt) Contains only the text in your document	Rich Text Format (*.rtf) t Preserves text formatting information			
Single File Web Page (*.mht, *.mhtml) Web page is stored as a single file	Save as Another File Type			
Save As	Select a common file type, then click "Save As" to export			

Exporting to Other File Types (Cont.)

4. The Save As dialog box will appear. Select the location where you wish to export the document, enter a file name, then click Save



Exporting to Other File Types (Cont.)

You can also use the Save As type: dropdown menu in the Save As dialog box to save documents in a variety of file types.

