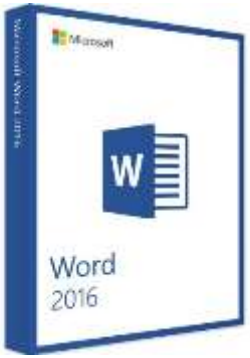
ICT
Microsoft Word
By
Dr.J.Samuel Jesudoss



Office

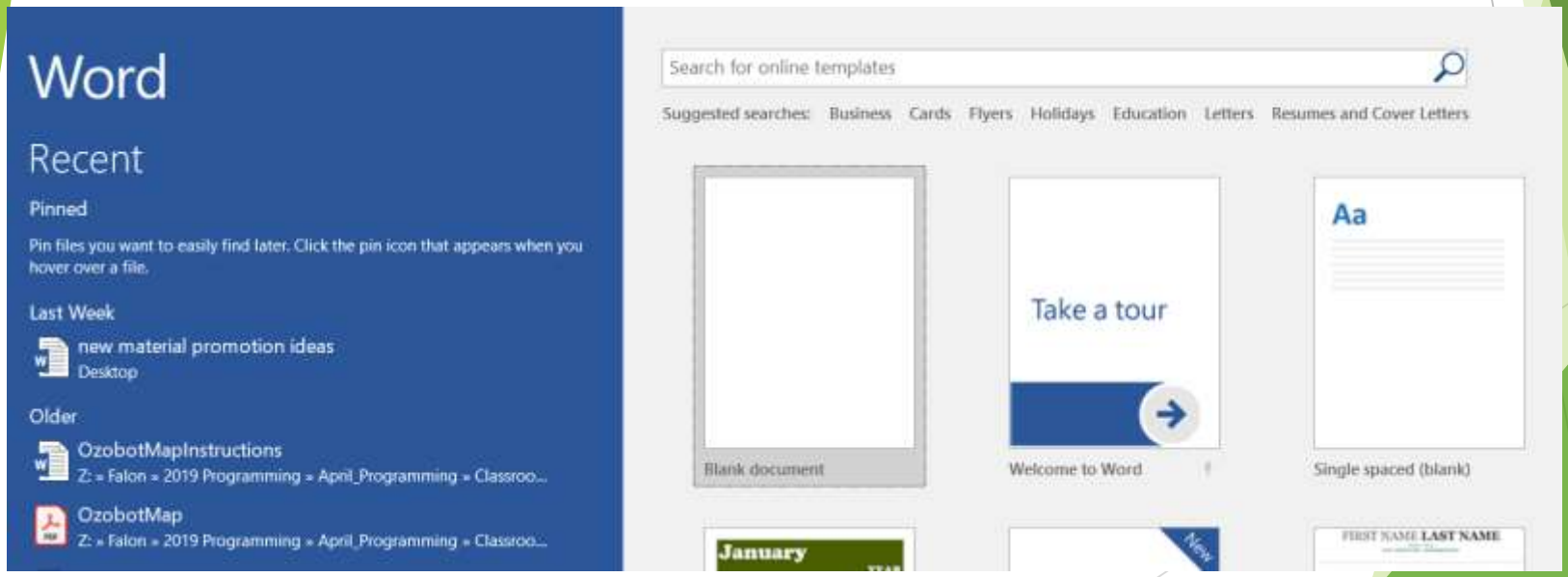
Microsoft Word

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

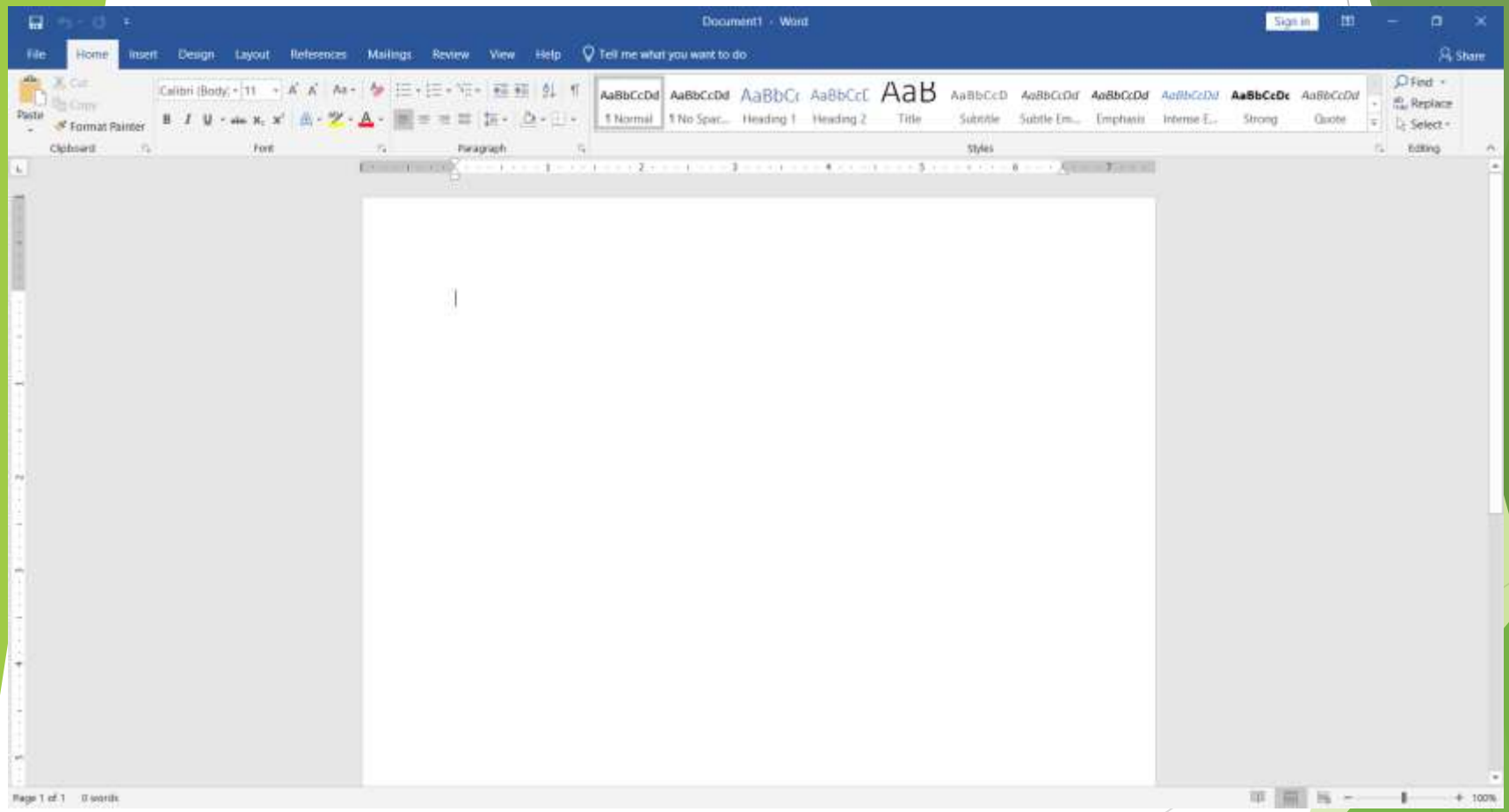
Word Interface

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



Blank Page Overview



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.

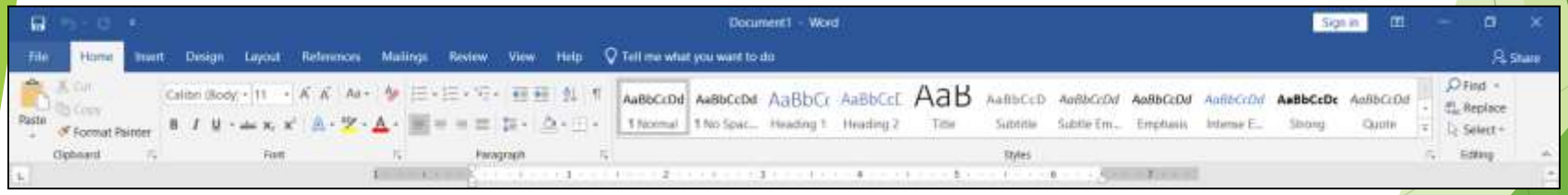
The Ribbon has nine tabs:

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

The Ribbon (Cont.)

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.



The Ribbon (Cont.)

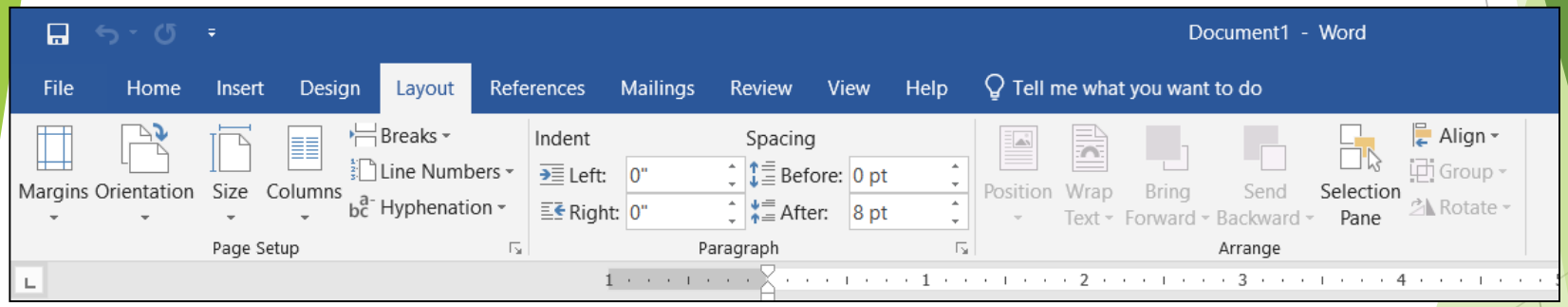
The *Insert* tab allows you to insert pictures, charts, tables, shapes, cover pages, and more to your document, which can help you communicate information visually and add style to your document.

The Ribbon (Cont.)

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.

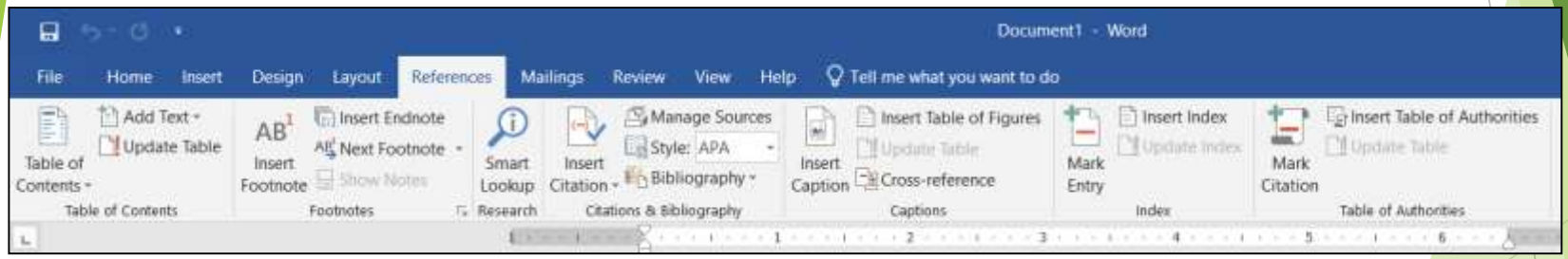
The Ribbon (Cont.)

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.



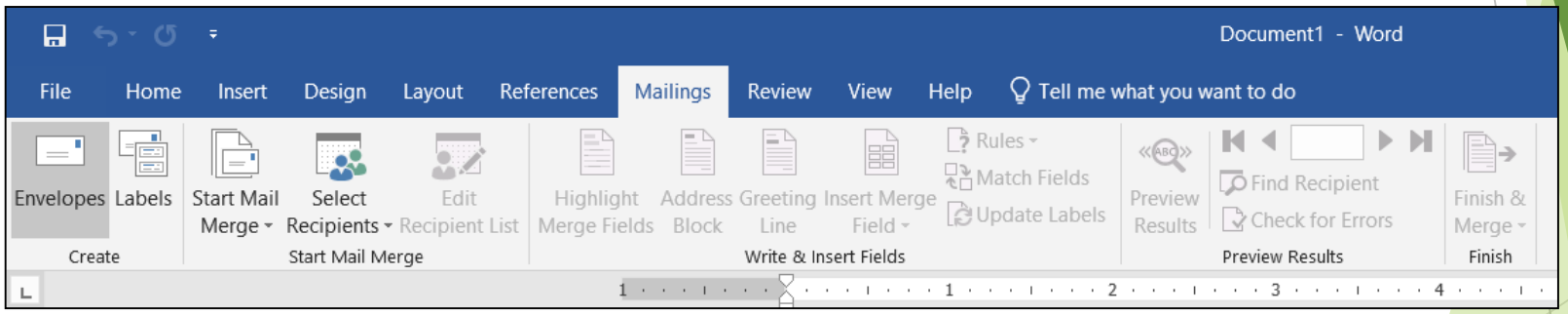
The Ribbon (Cont.)

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 Ribbon (Cont.)

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.

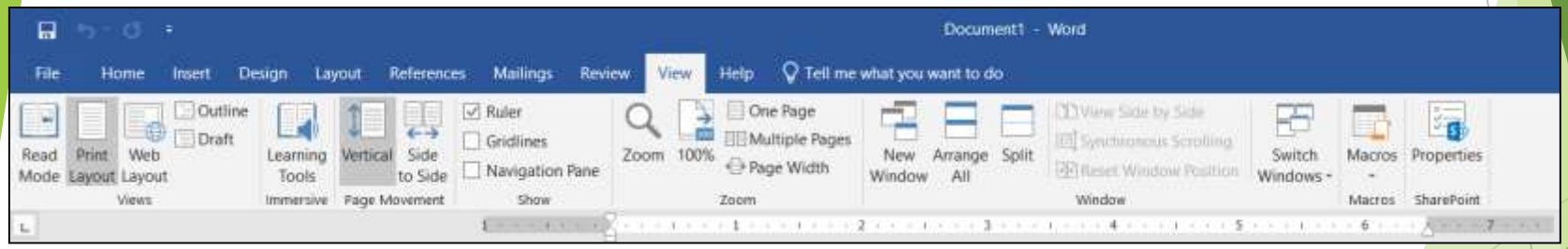


The Ribbon (Cont.)

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.

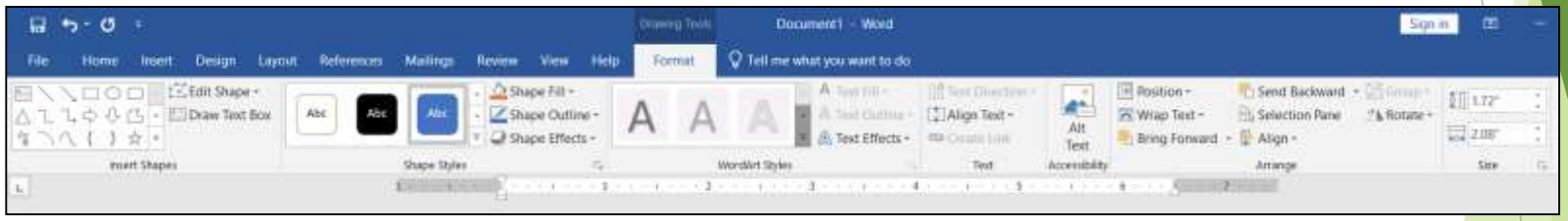
The Ribbon (Cont.)

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.



The Ribbon (Cont.)

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 Toolbar

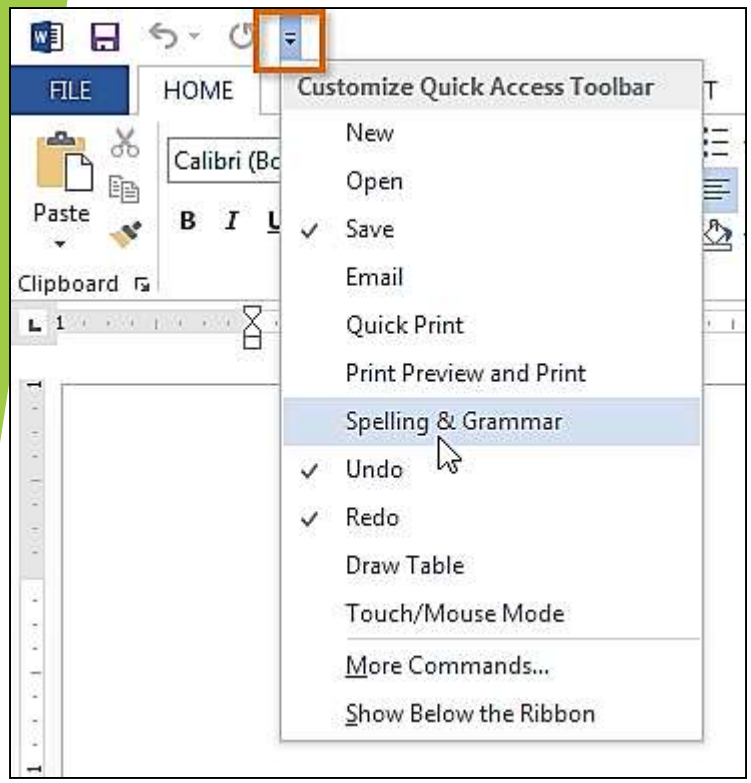
Located just above the Ribbon, the Quick Access toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Repeat commands. You can add other tools depending on your preference.

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 drop-down 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.

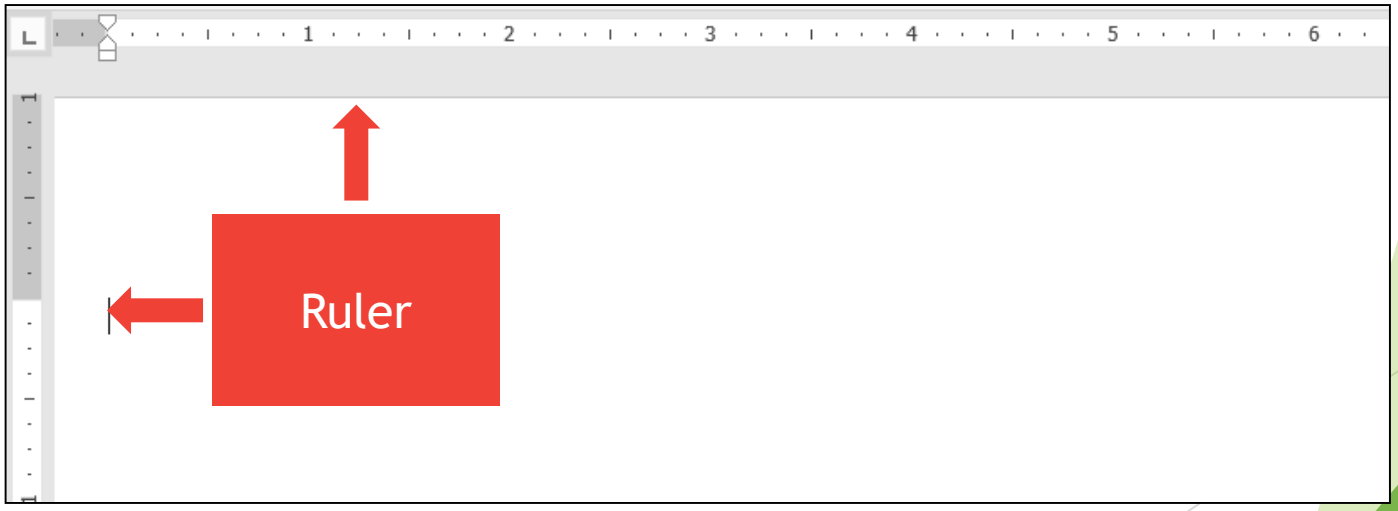
Step 2



Step 3

The Ruler

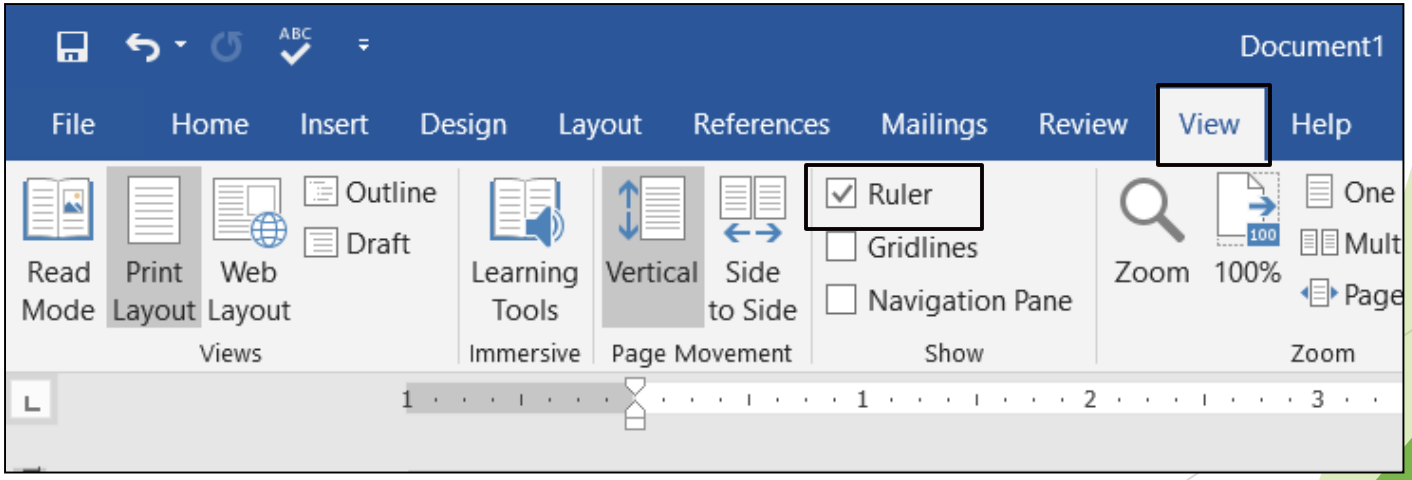
The Ruler is located at the top and to the left of you document. It makes it easier to adjust you document with precision. If you want, you can hide the Ruler to create more screen space.



The Ruler (Cont.)

To show or hide the Ruler:

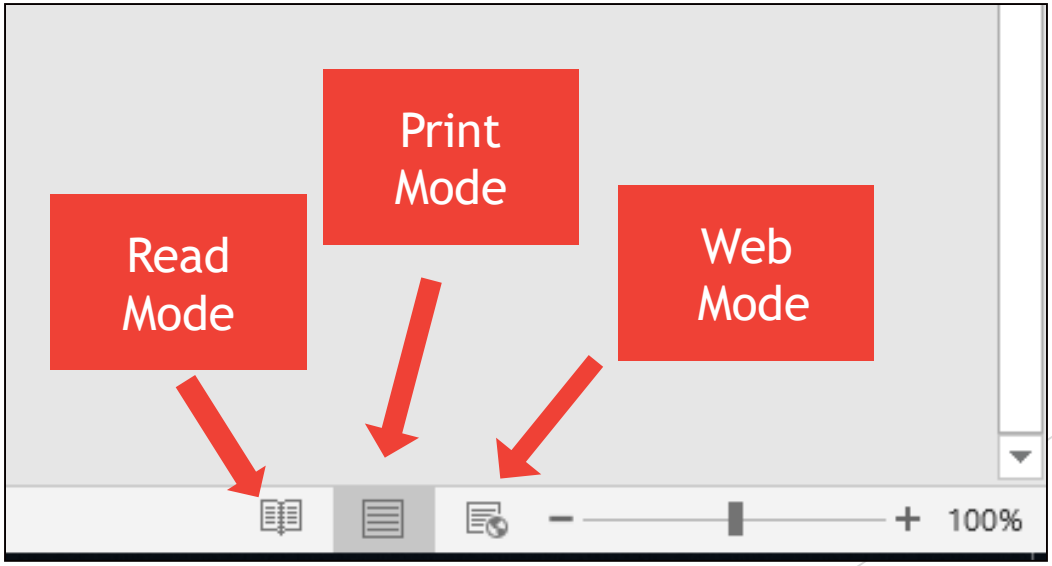
1. Click the view tab.
2. Click the check box next to Ruler show or hide the ruler.



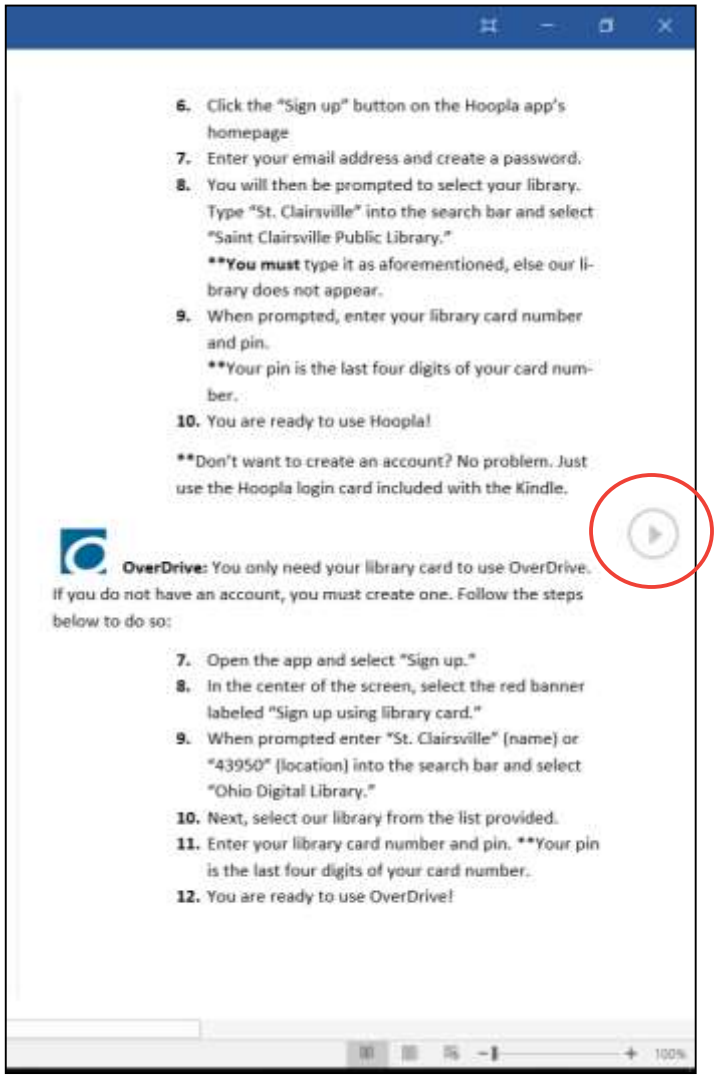
Document Views

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



6. Click the "Sign up" button on the Hoopla app's homepage
7. Enter your email address and create a password.
8. You will then be prompted to select your library. Type "St. Clairsville" into the search bar and select "Saint Clairsville Public Library."
   **You must type it as aforementioned, else our library does not appear.
9. When prompted, enter your library card number and pin.
   **Your pin is the last four digits of your card number.
10. You are ready to use Hoopla!

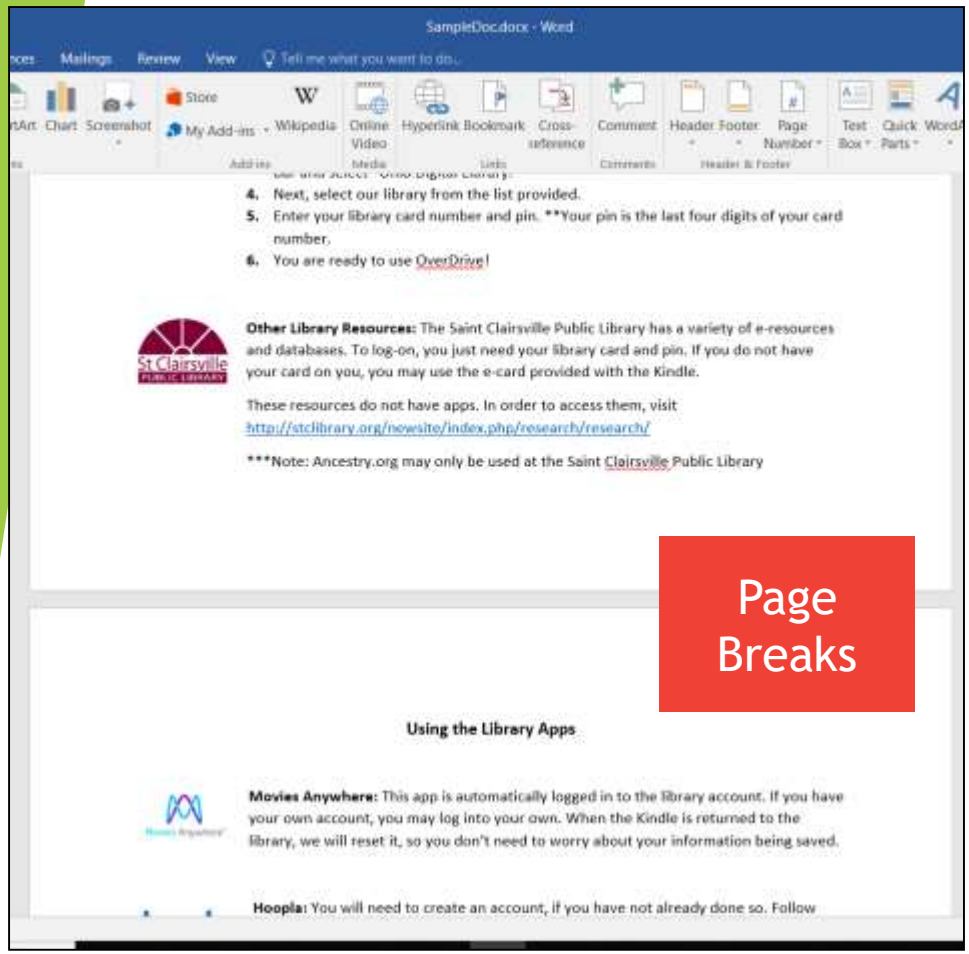
**Don't want to create an account? No problem. Just use the Hoopla login card included with the Kindle.

OverDrive: You only need your library card to use OverDrive. If you do not have an account, you must create one. Follow the steps below to do so:

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

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.

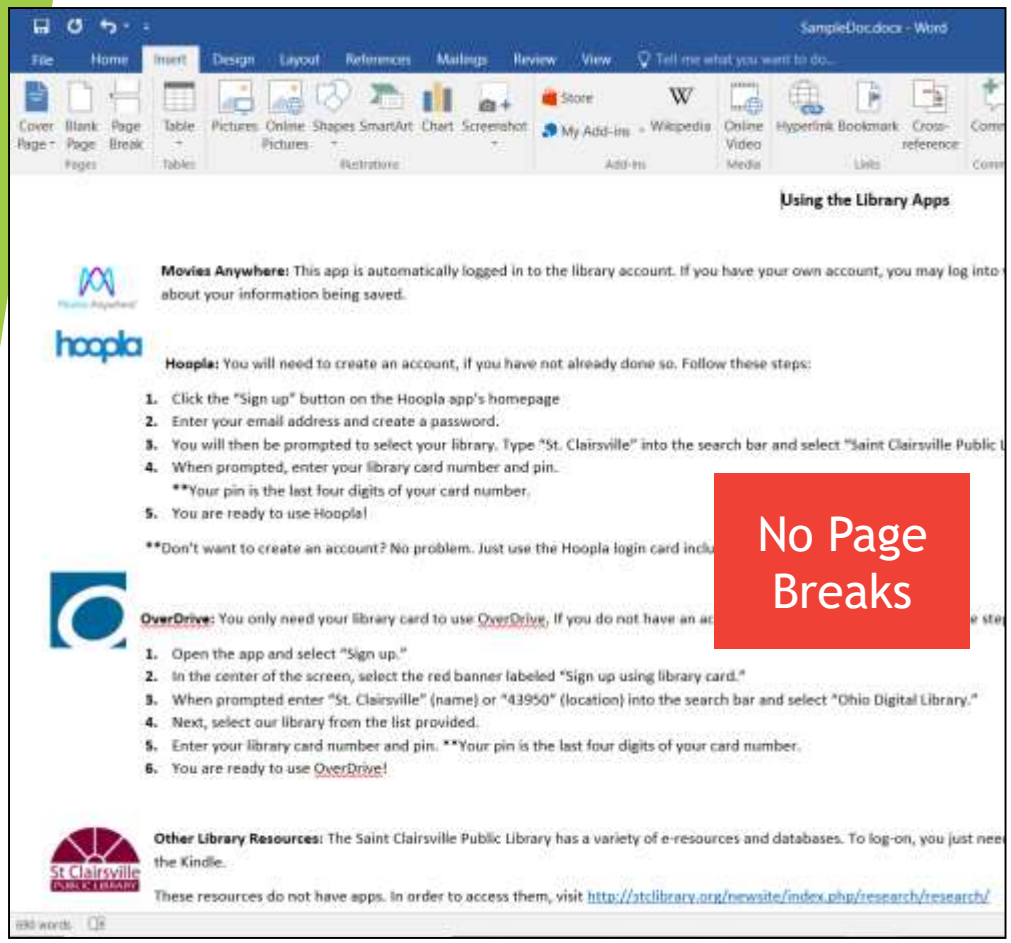
Print Mode



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

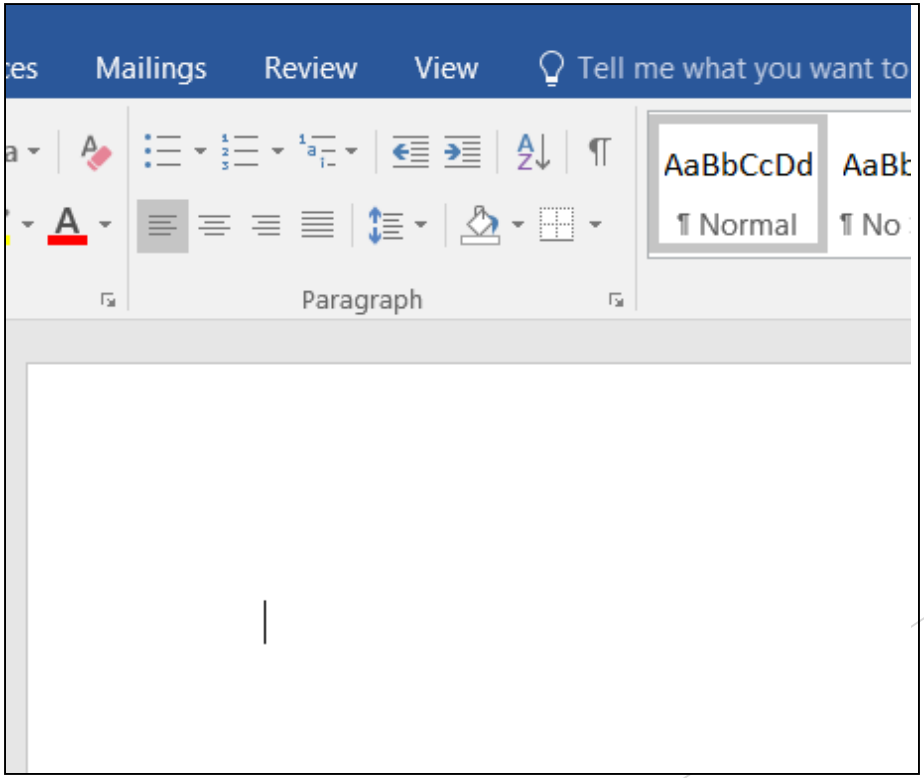


This view removes page breaks. It can help you visualize how your document will display as a webpage.

The Insertion Point

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

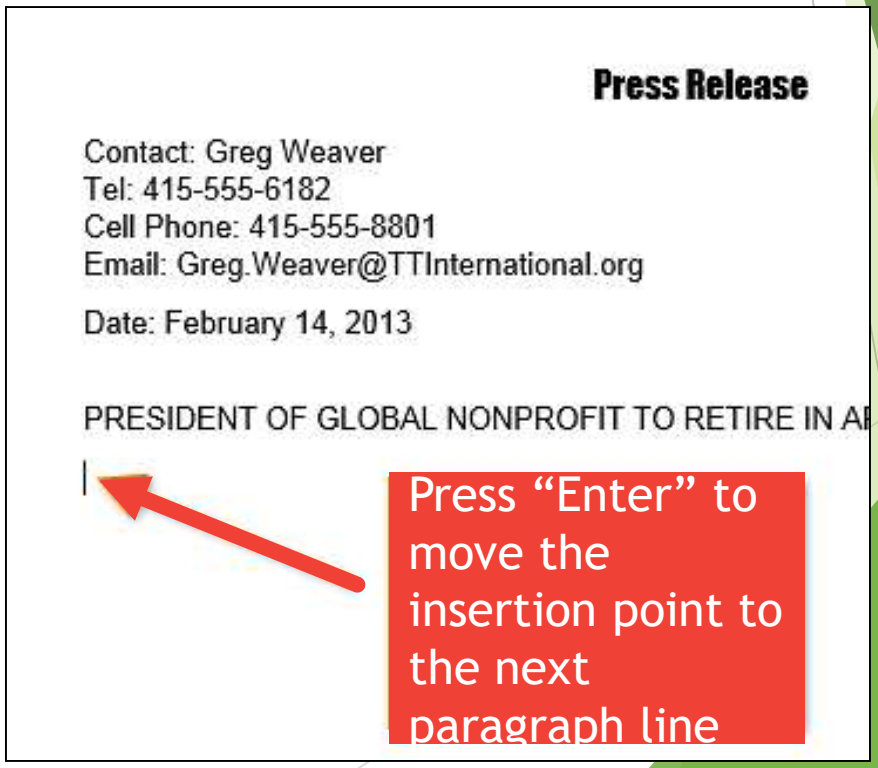
Blank document: When a new, document opens, the insertion point is located in the top left corner of the page.



The Insertion Point (Cont.)

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

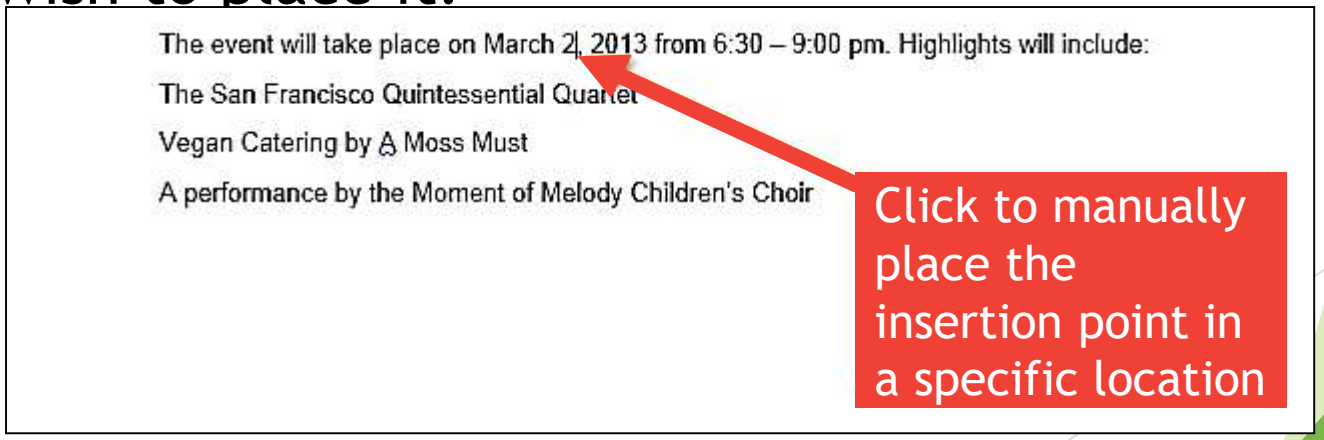
New Paragraph line: Press Enter on your keyboard to move the insertion point to the next paragraph line.



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.

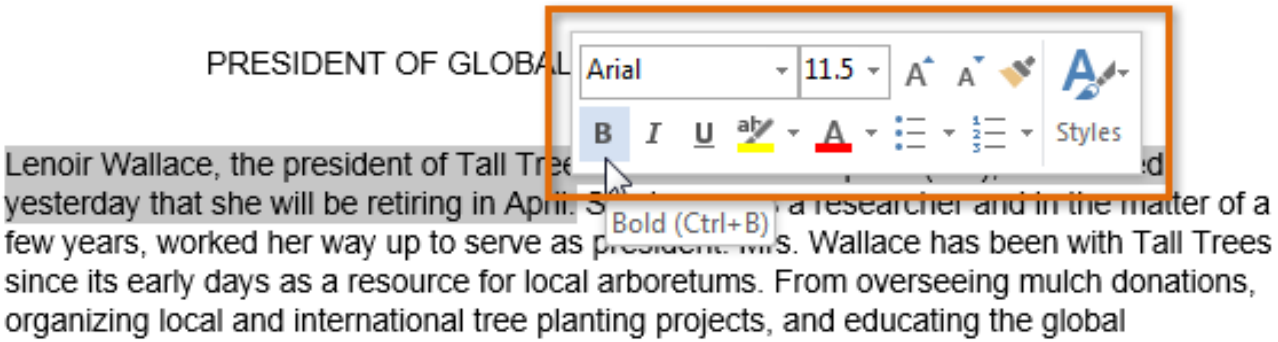


Selecting Text

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 appear



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:

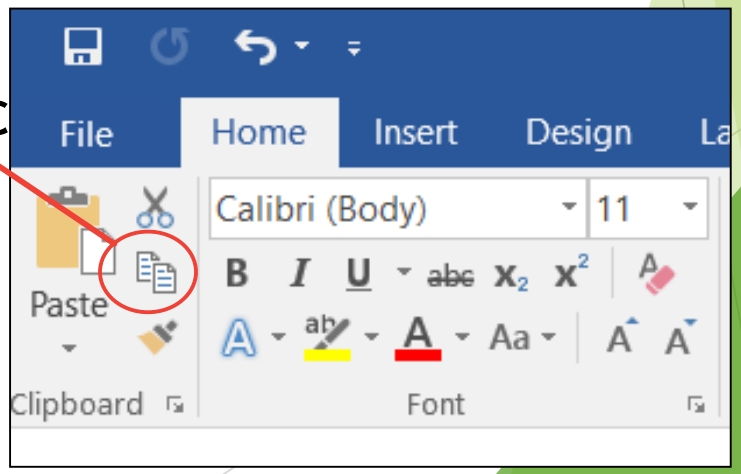
Copying text creates a duplicate of the text.

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 click the selected text and click Copy.



Copy and Paste Text (Cont.)

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

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

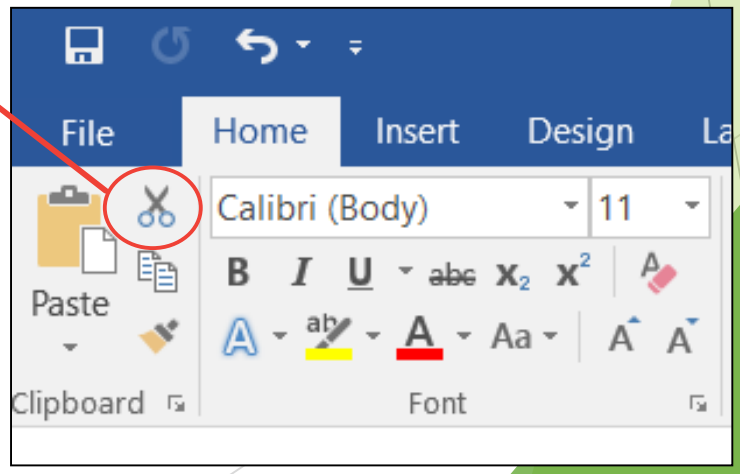
Cut and Paste Text

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.)

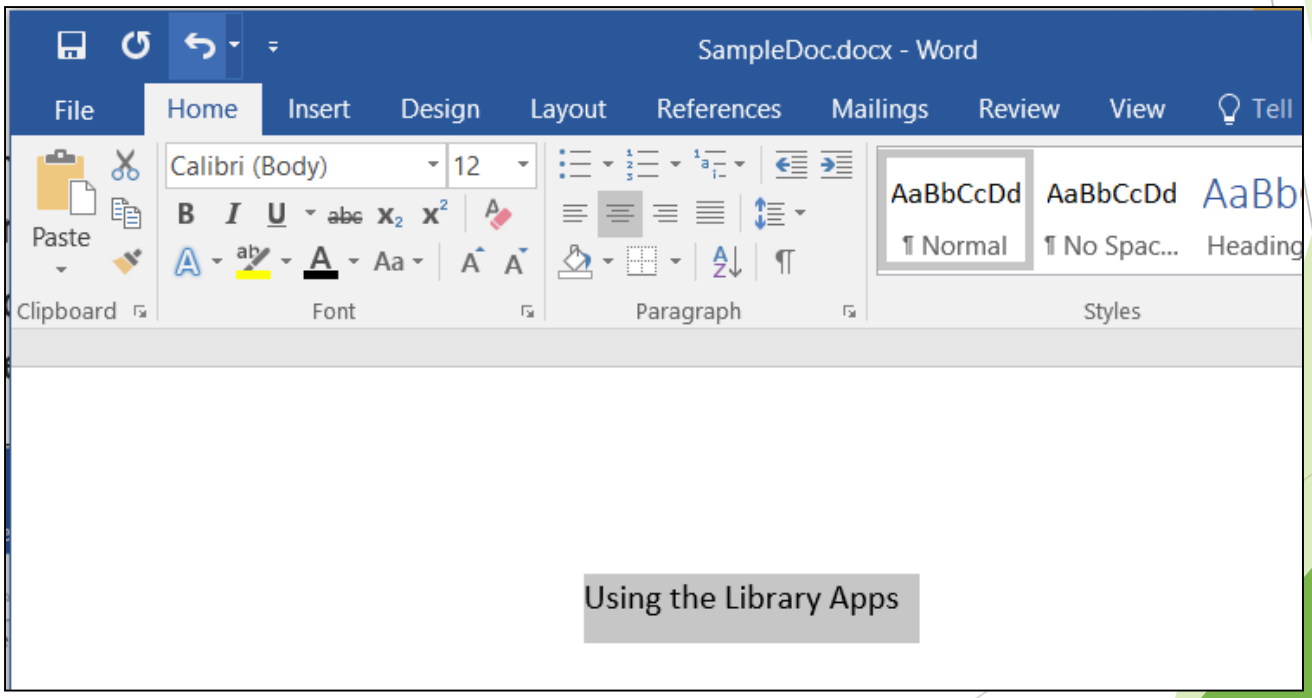
3. Place your insertion point where you wish the text to appear.

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

How to Change Font

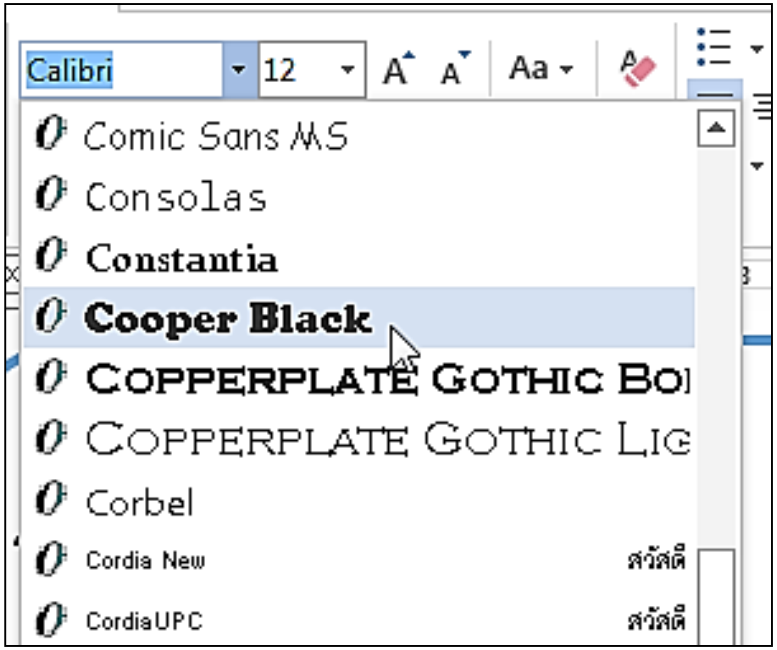
Word 2016 provides a variety of other fonts you can use to customize text and titles.

1. Select the text you wish to change.



How to Change Font (Cont.)

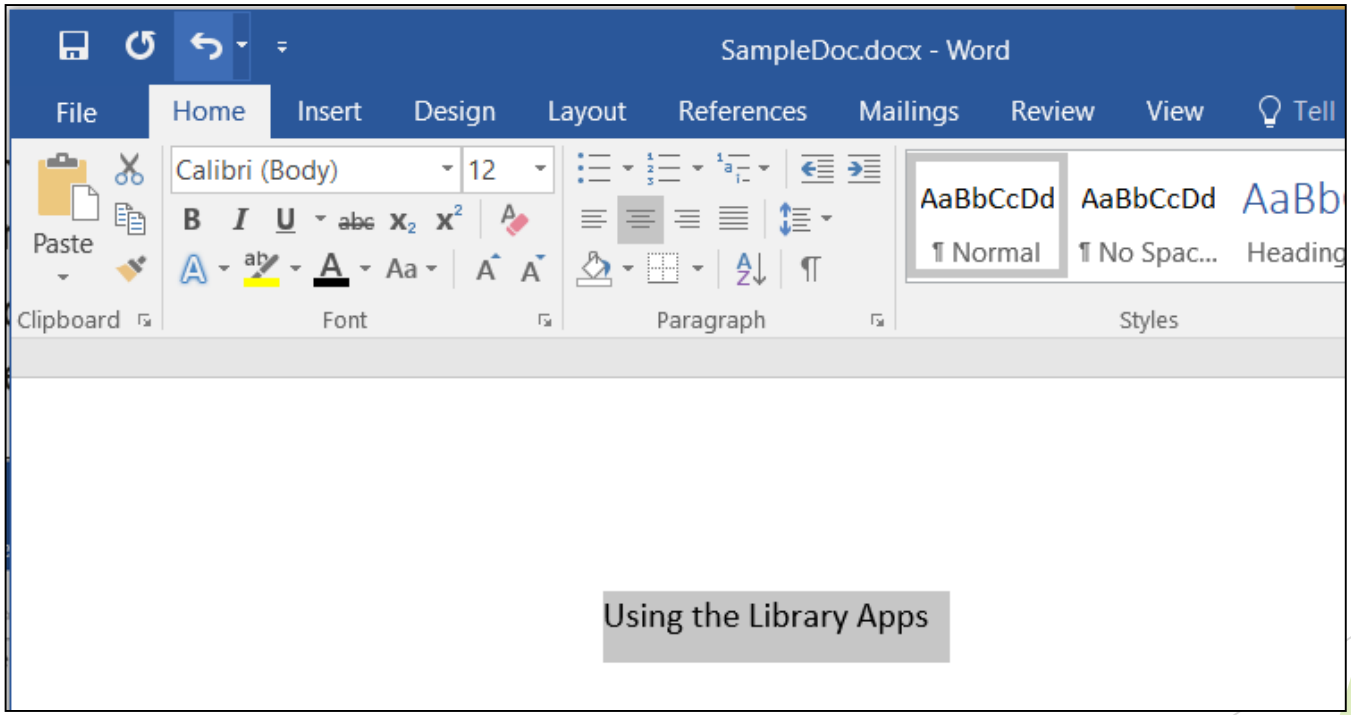
2. On the Home tab click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Move the mouse over the list of font styles, then select the font you would like to use



4. The font will change in the document.

Changing Font Size

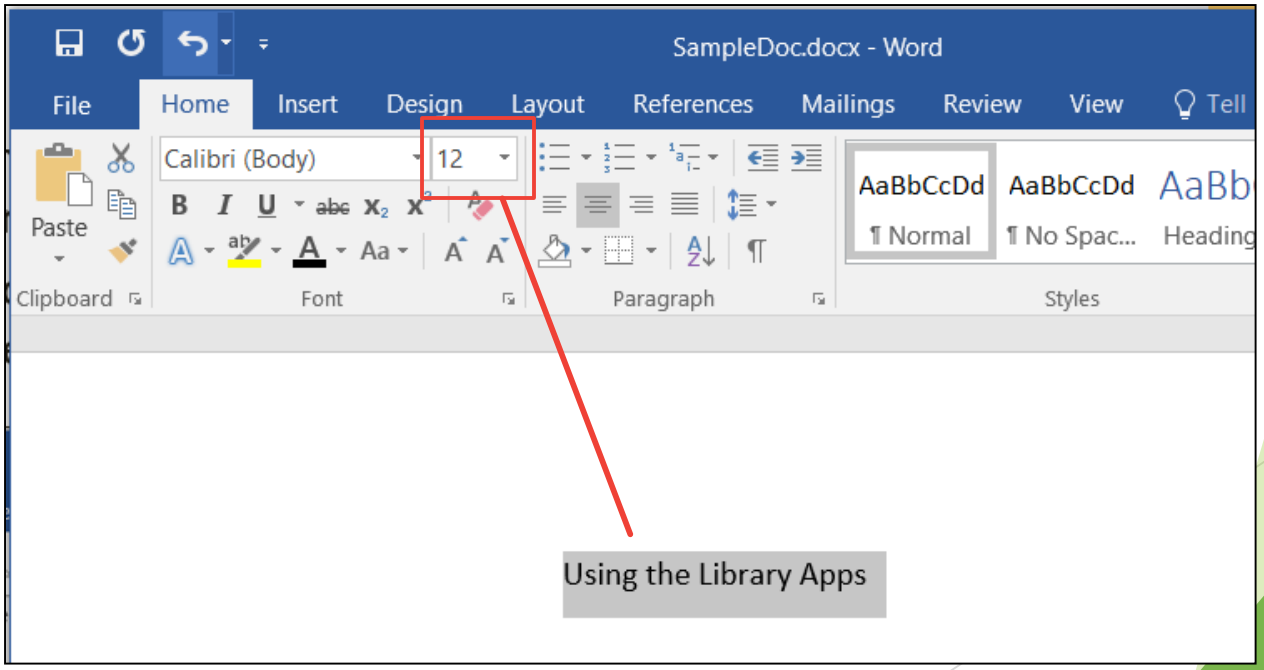
1. Select the text you wish to change.



Changing Font Size (Cont.)

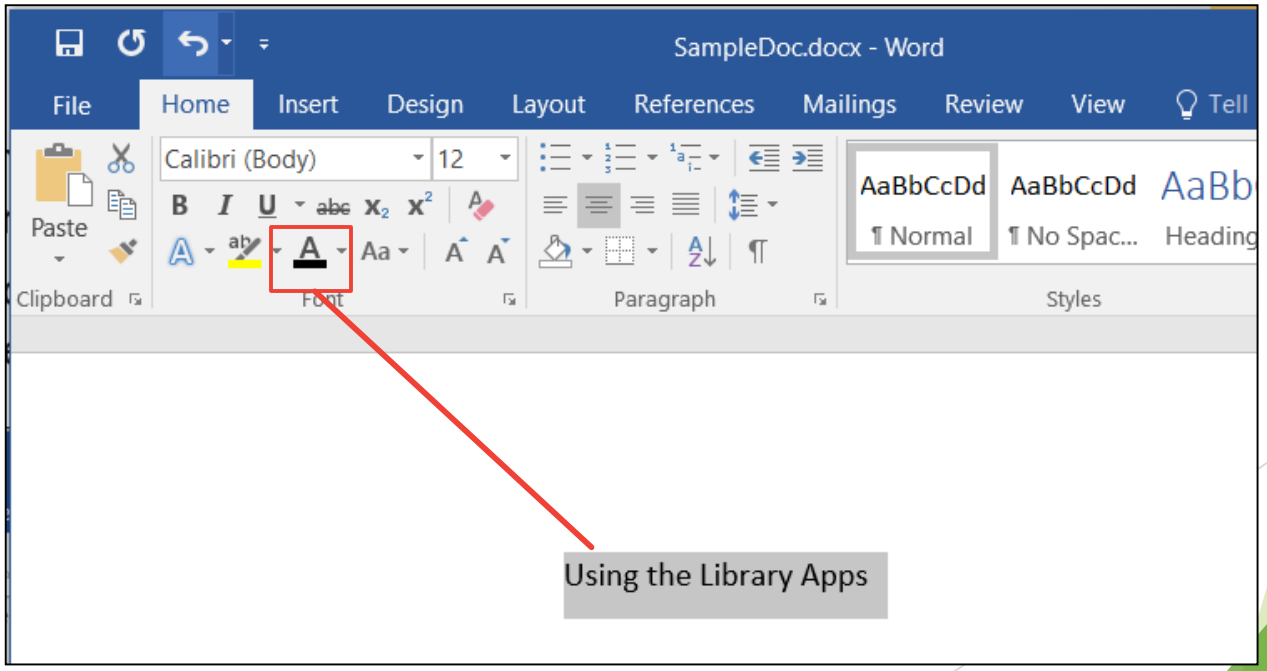
2. Select the desired font size formatting option

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

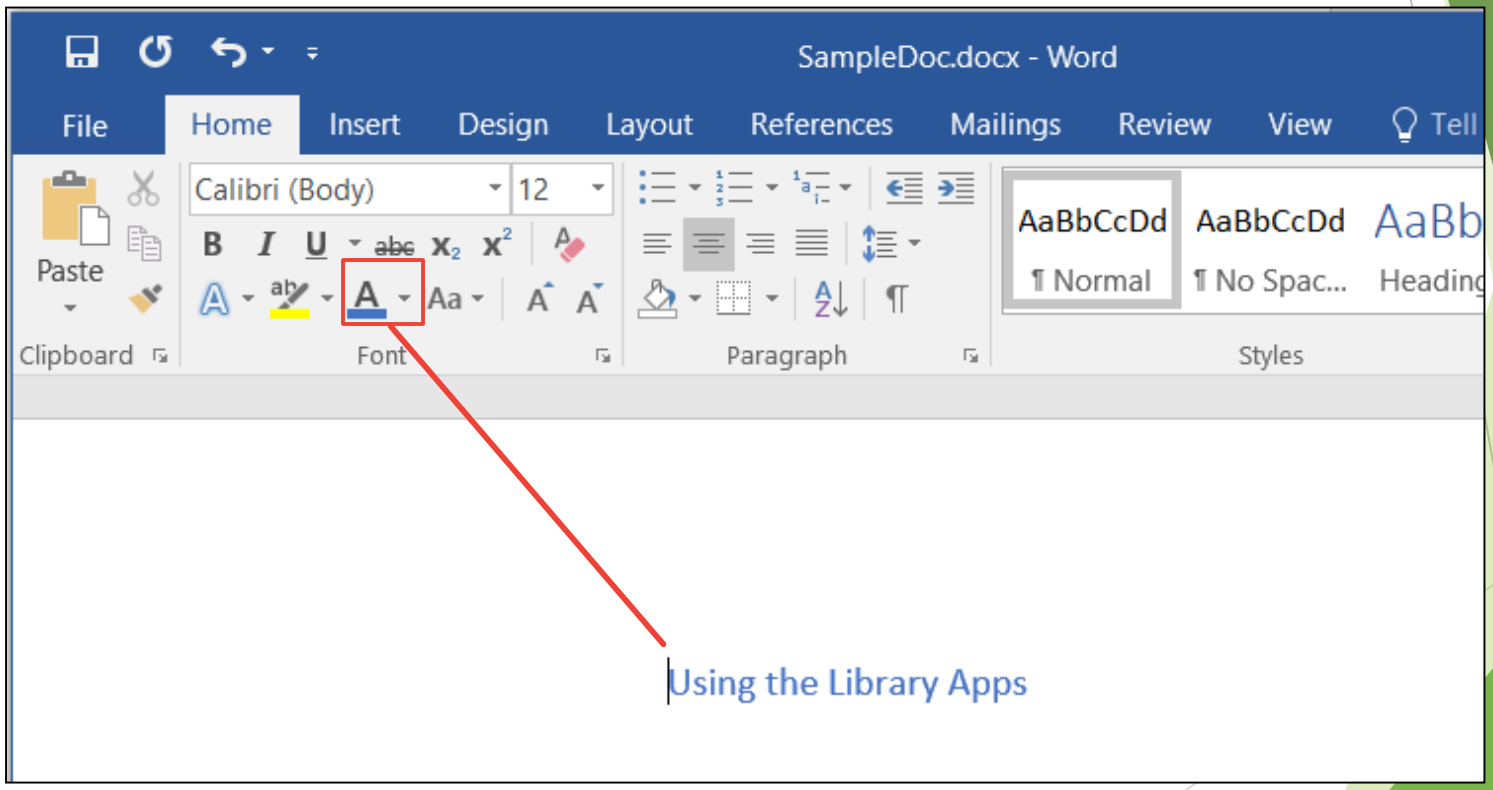
1. Select the text you wish to change.
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears
3. Move the mouse over the various font colors. A live preview of the color will appear in the document.



Font Color (Cont.)

4. Select the font color you wish to use.

The font color will change in the document.



Highlight Text

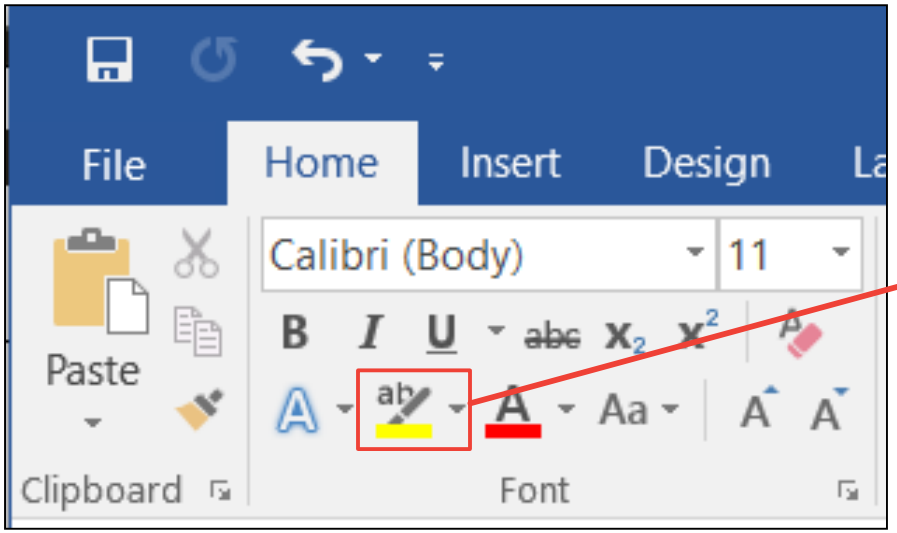
Highlighting text can be useful when marking important text in your document.

1. Select the text you wish to highlight.

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

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

2. From the Home tab, click the Text Highlighter Color drop-down arrow.



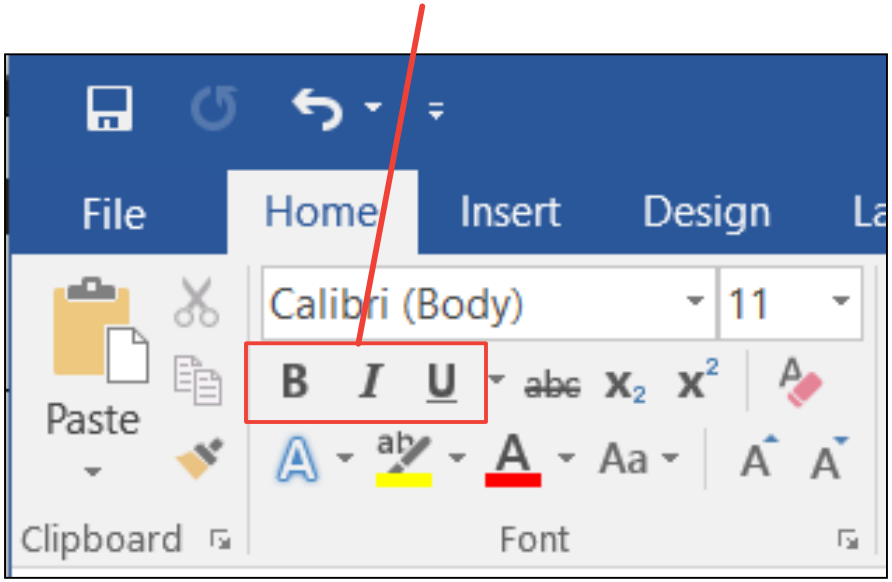
3. Select the desired highlight

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) command in the Font group.



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

Changing Text Alignment

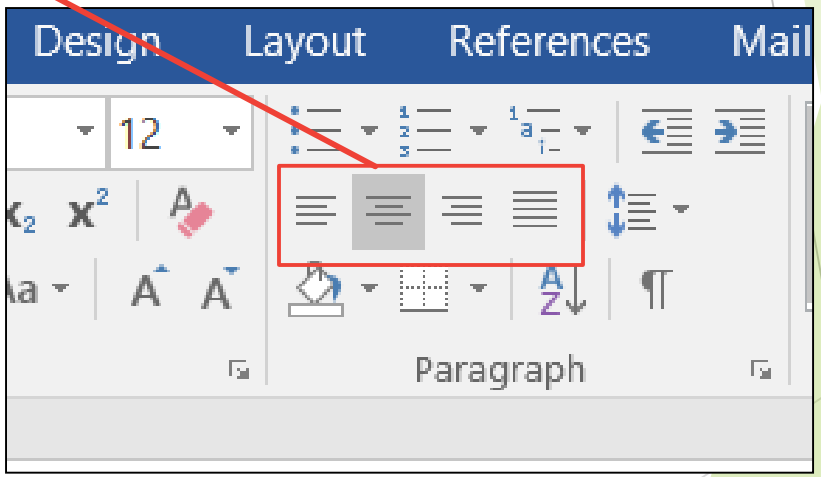
1. Select the text you wish to modify.
2. On the Home tab, select one of the four alignment options from the paragraph section

   Align Text left

   Center

   Align Text Right

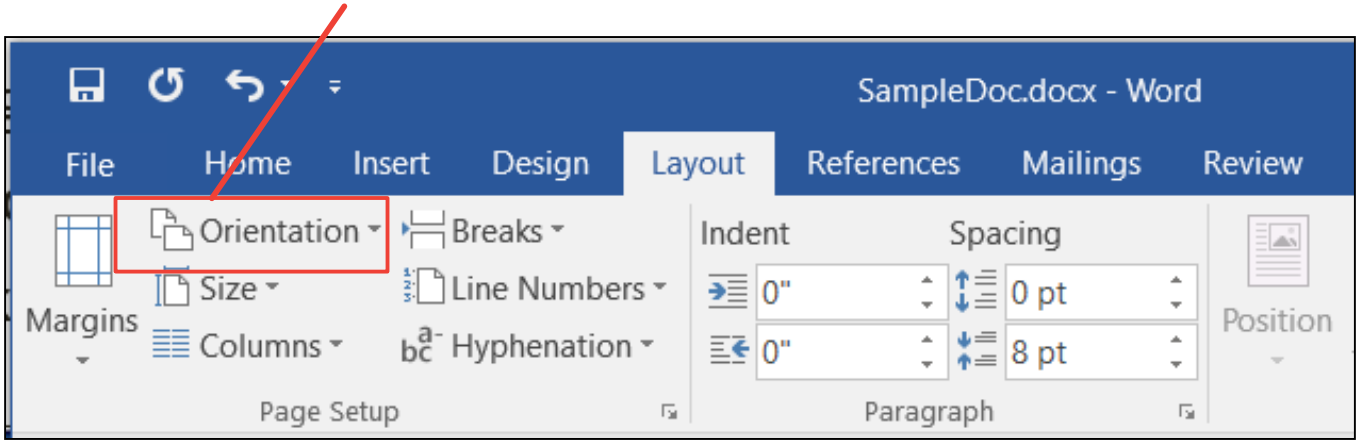
   Justify



Page Orientation

To change page orientation:

1. Select the Page Layout tab.
2. Click the “Orientation” command in the Page Setup Section.



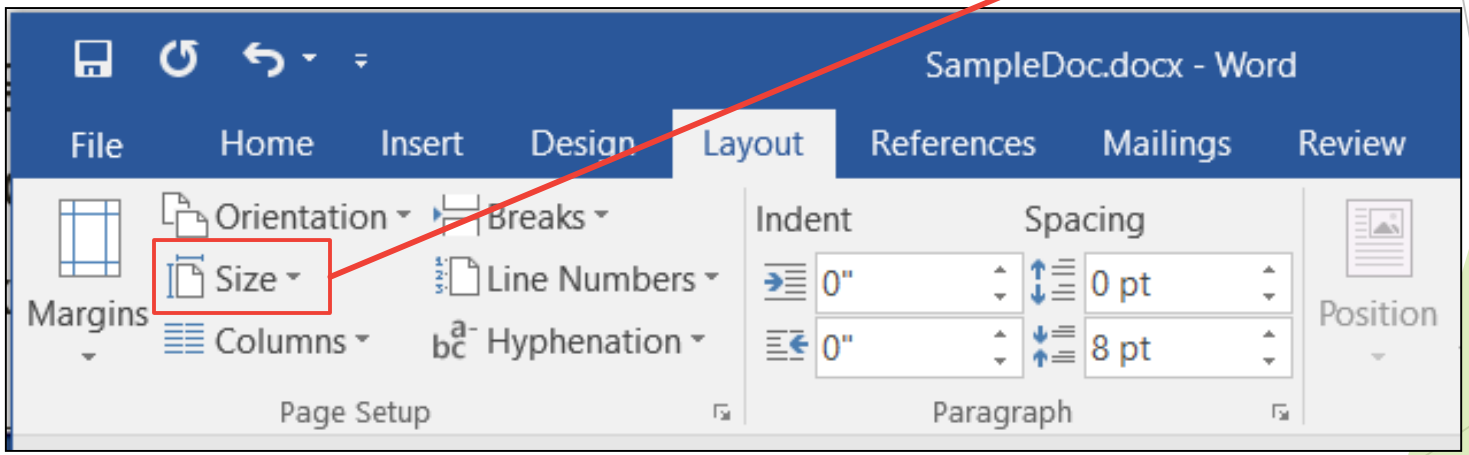
3. A drop-down menu will appear. Click either “Portrait” or “Landscape” to change the page orientation.
4. Once one is selected the page will change.

Changing Page Size

To change the page size:

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

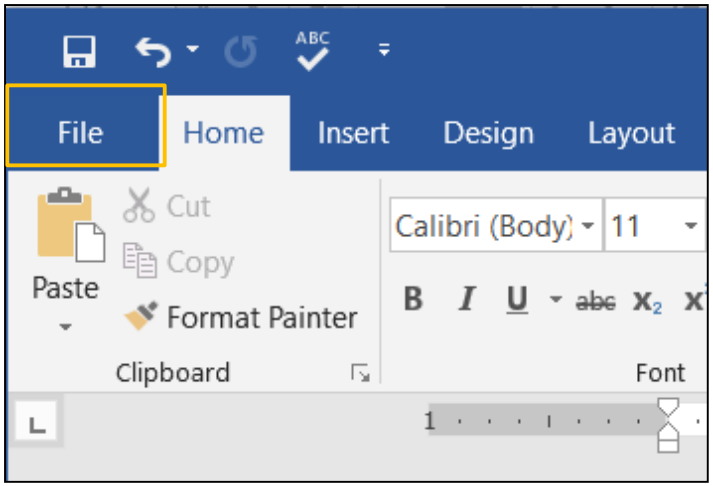
1. Select the “Layout” tab, then click the “Size” command.



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

Backstage View

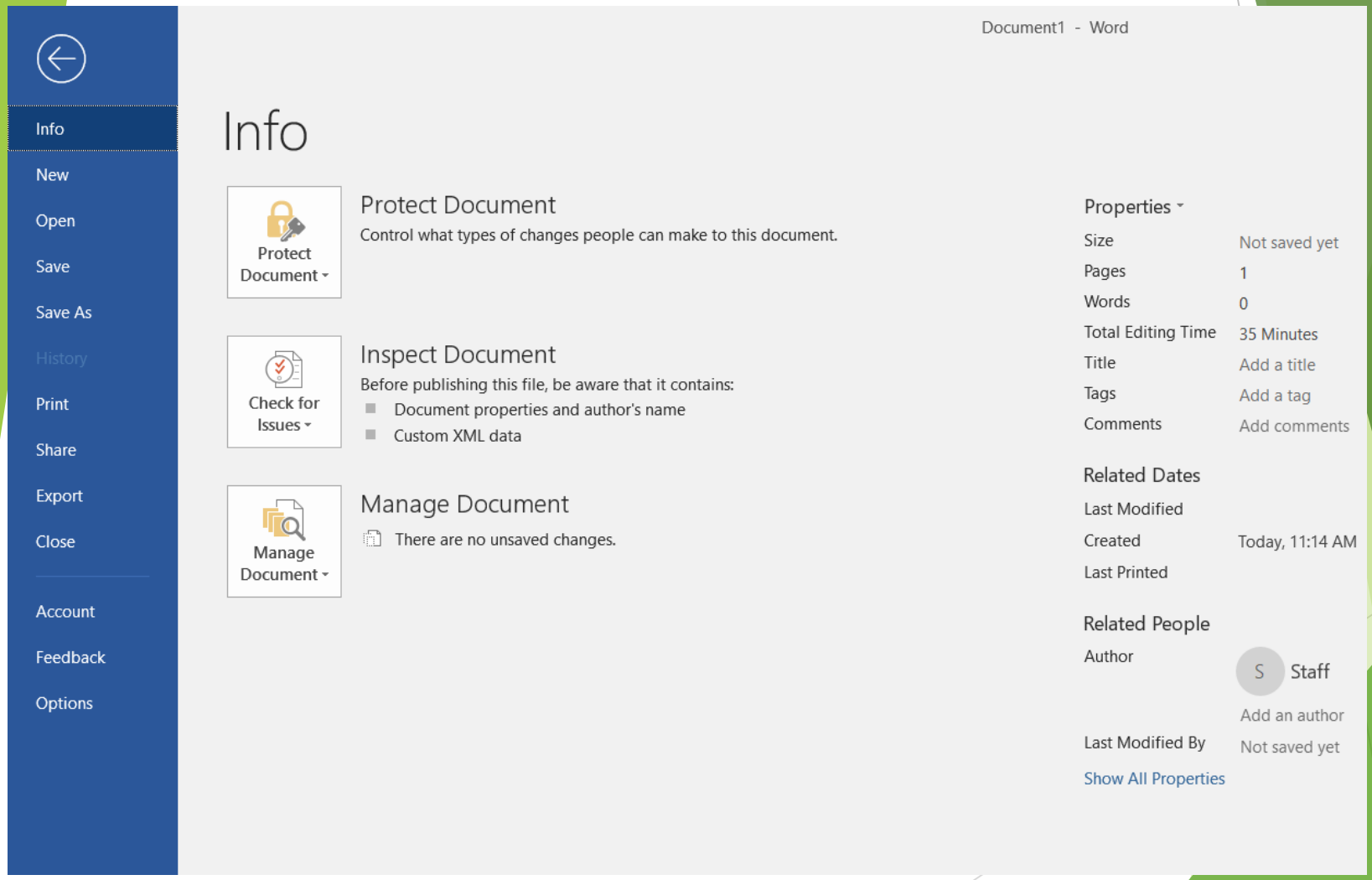
Backstage view gives you various options for saving, opening a file, printing, and sharing your document.



To access Backstage view:

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

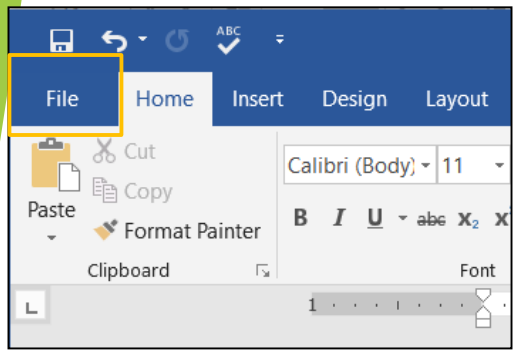
Backstage View (Cont.)



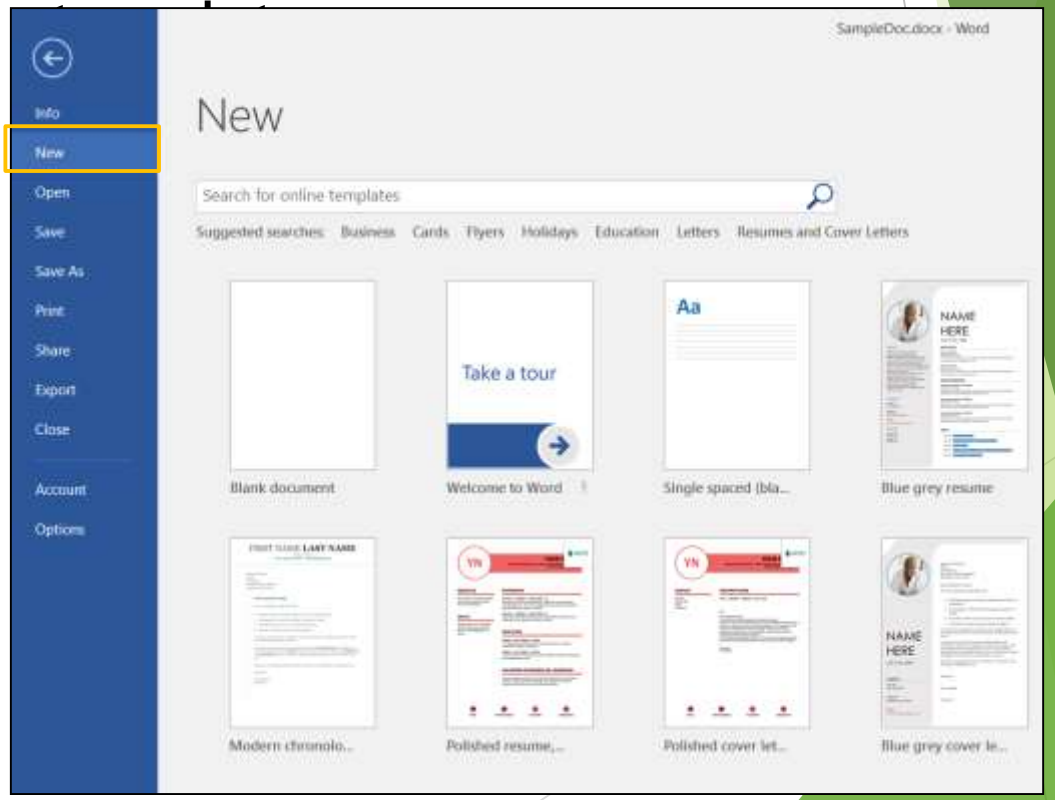
New Document

To begin a new project in Word

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



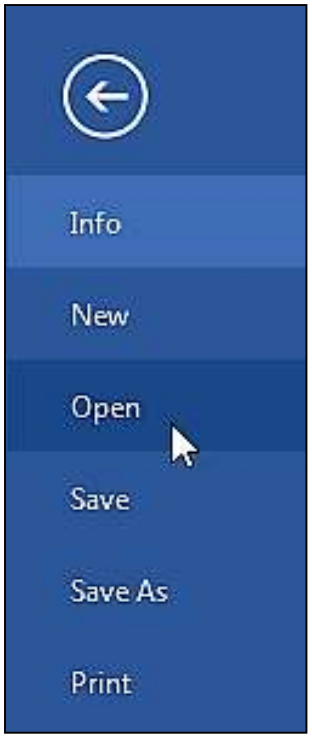
2. Select New, then click a



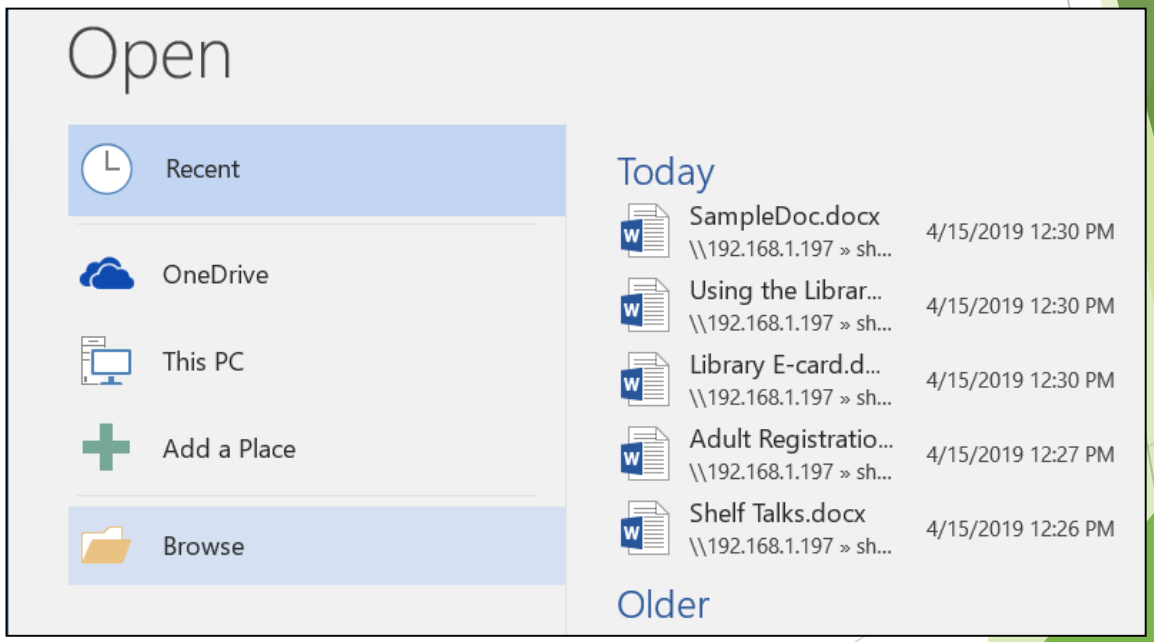
3. A new, document will appear.

How to: Open an Existing Document

1. Navigate to Backstage view, then click Open.

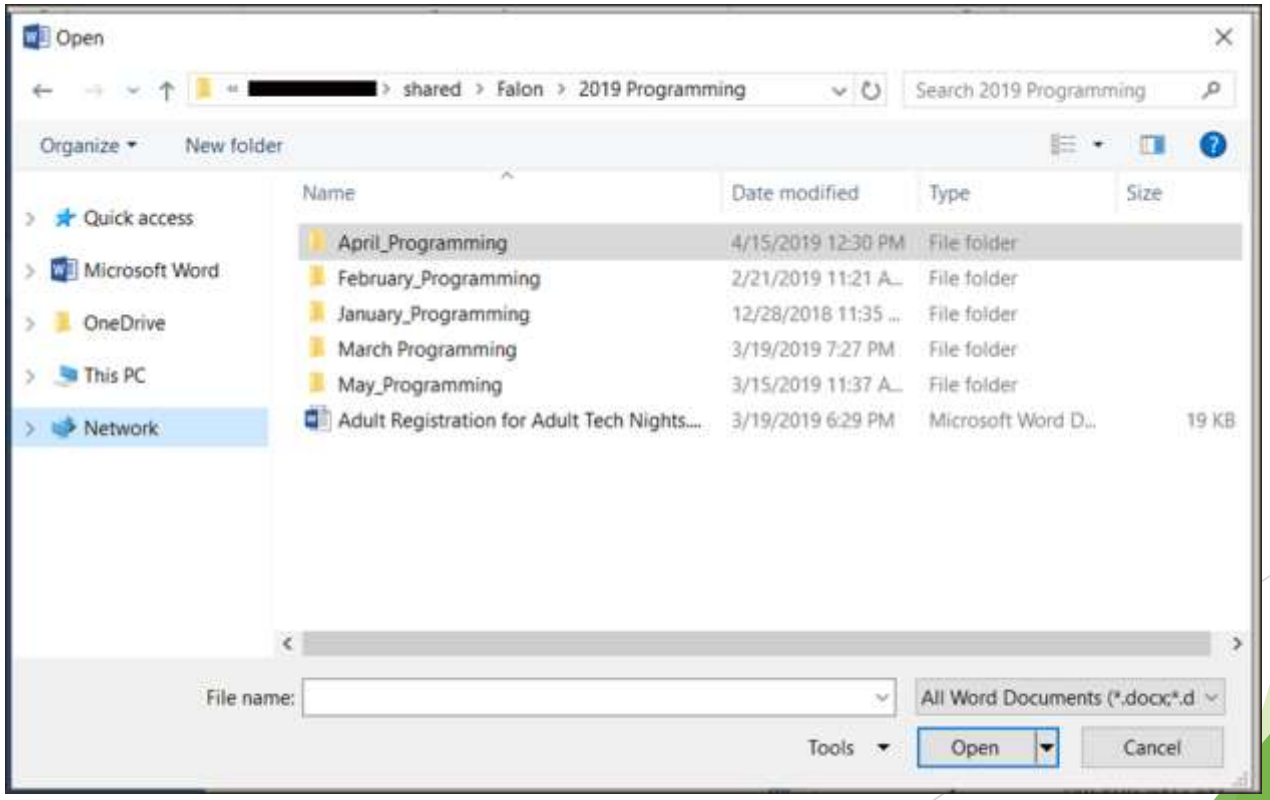


2. Choose “Browse”



How to: Open an Existing Document (Cont.)

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



Save and Save As

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

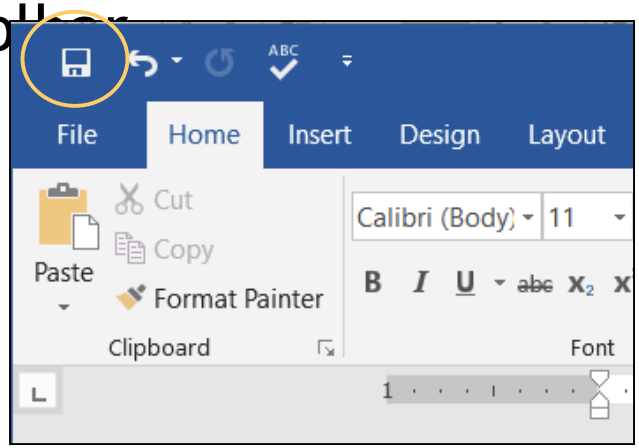
SAVE is used when a document is open or edited to save what you are working on.

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.

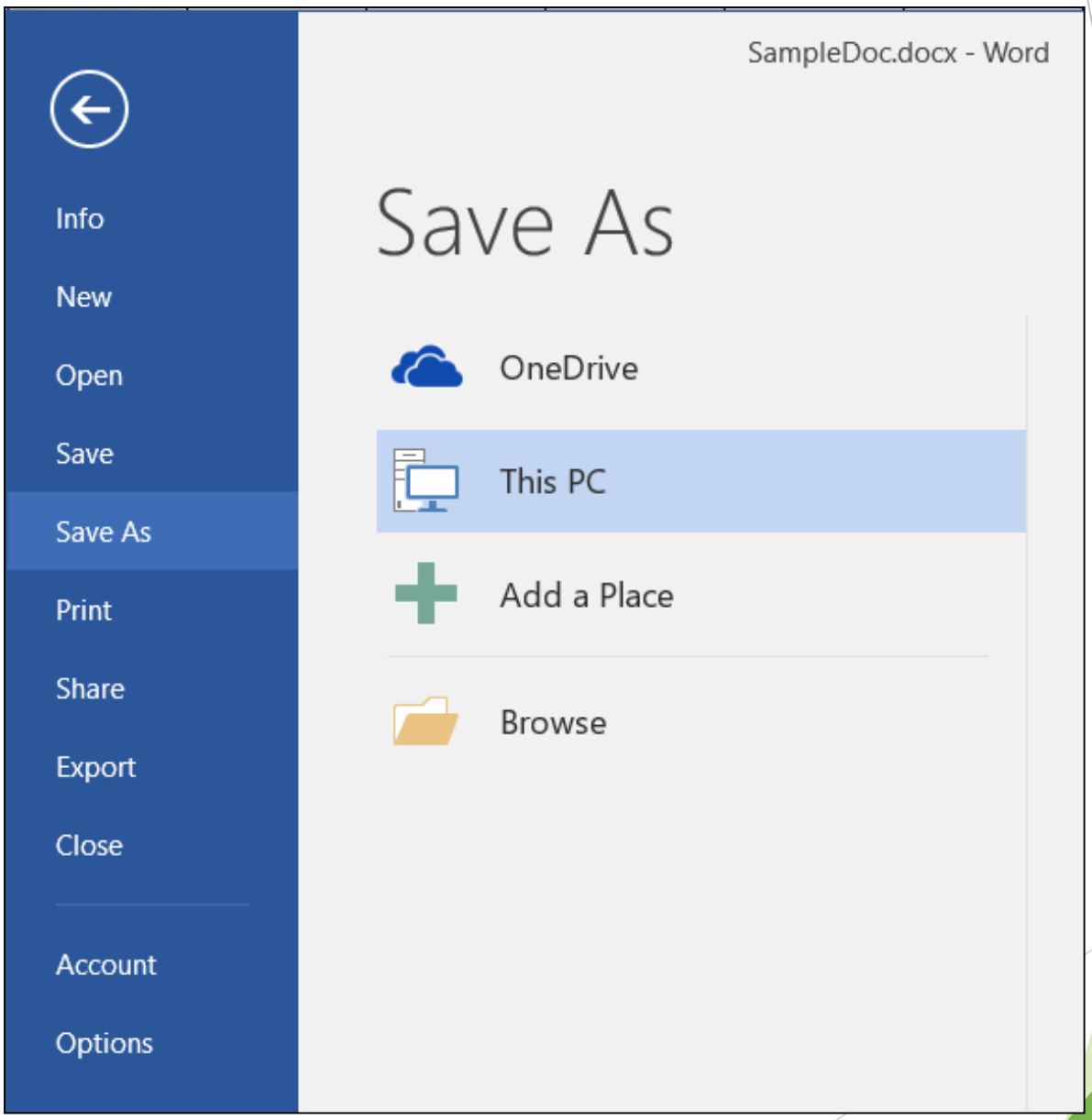
To Save a Document

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



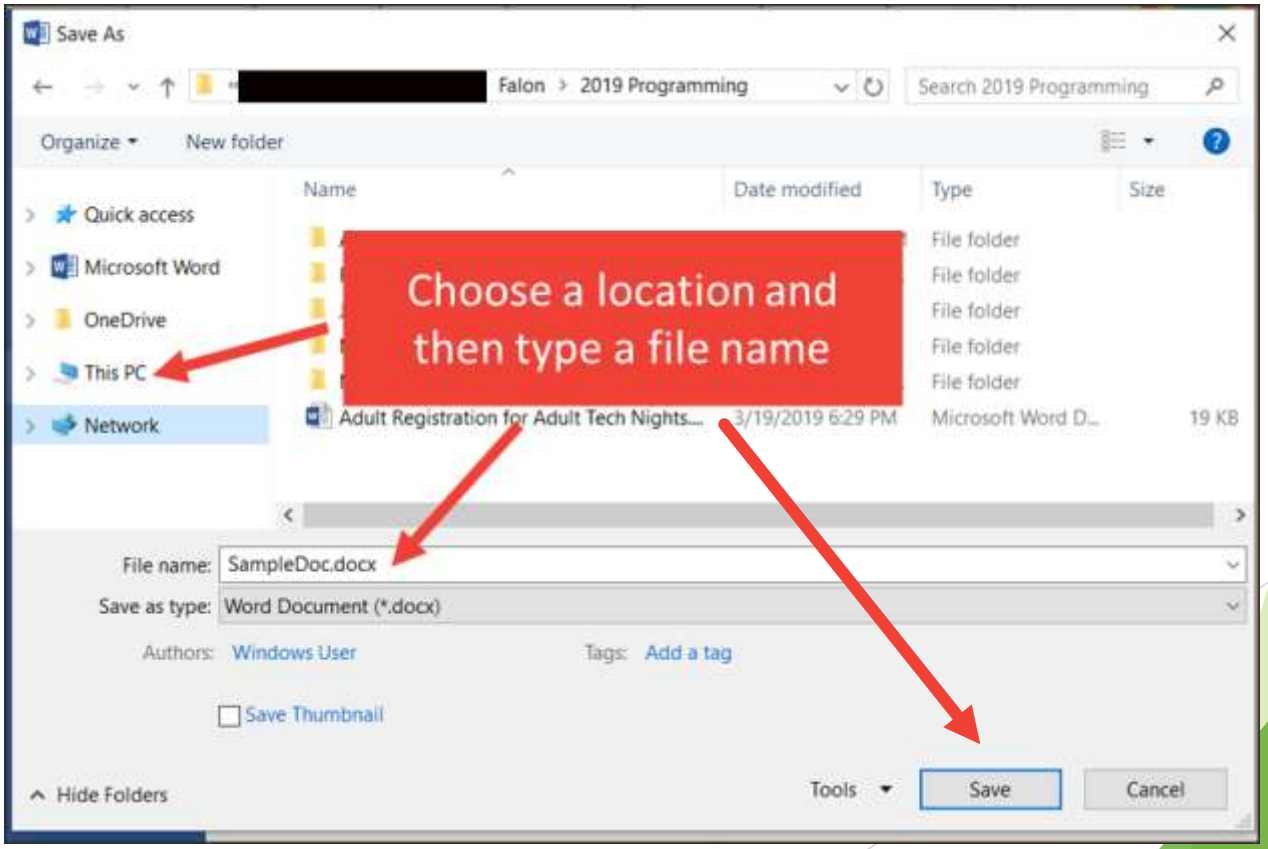
2. If you are saving the document for the first time Save As will appear in Backstage view.

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


SampleDoc.docx - Word
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Save As
OneDrive
This PC
Add a Place
Browse

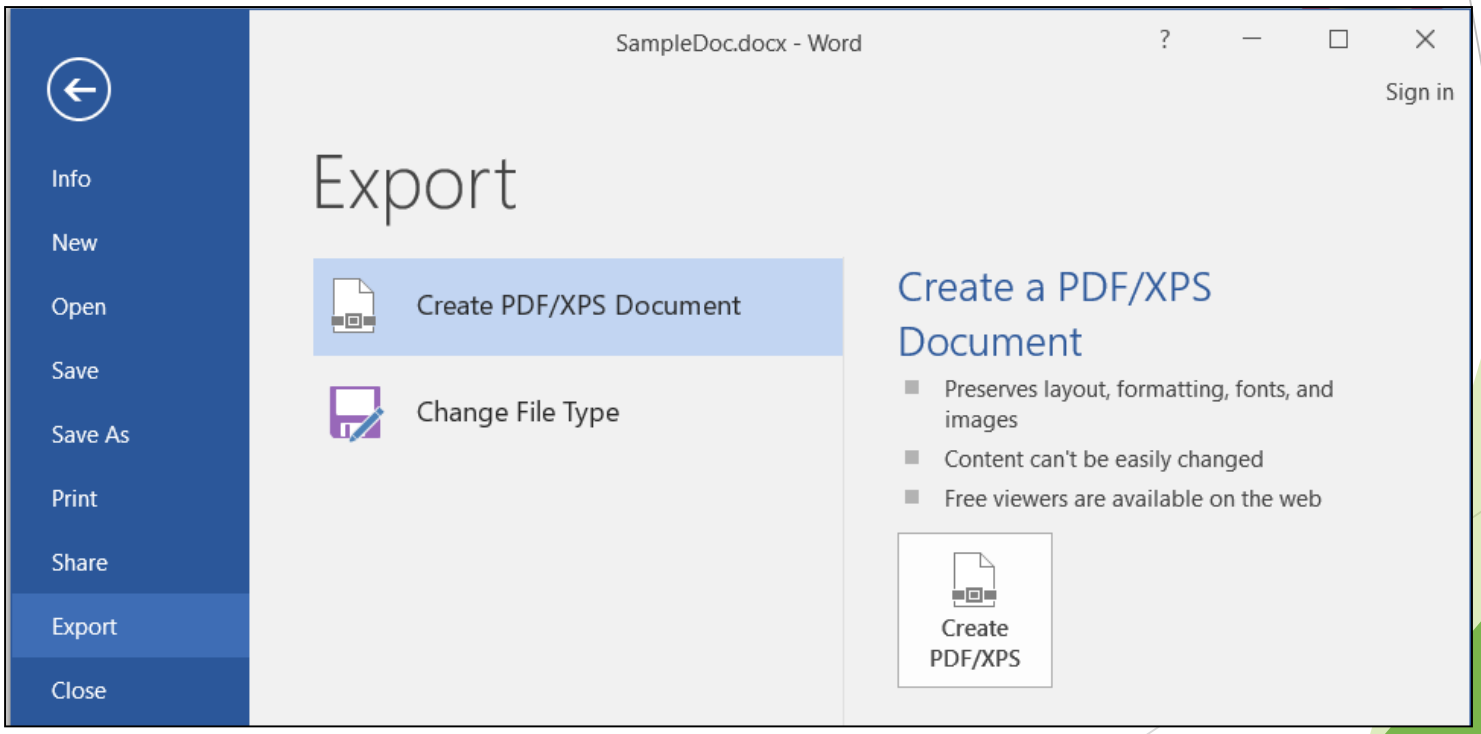
To Save a Document (Cont.)

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.



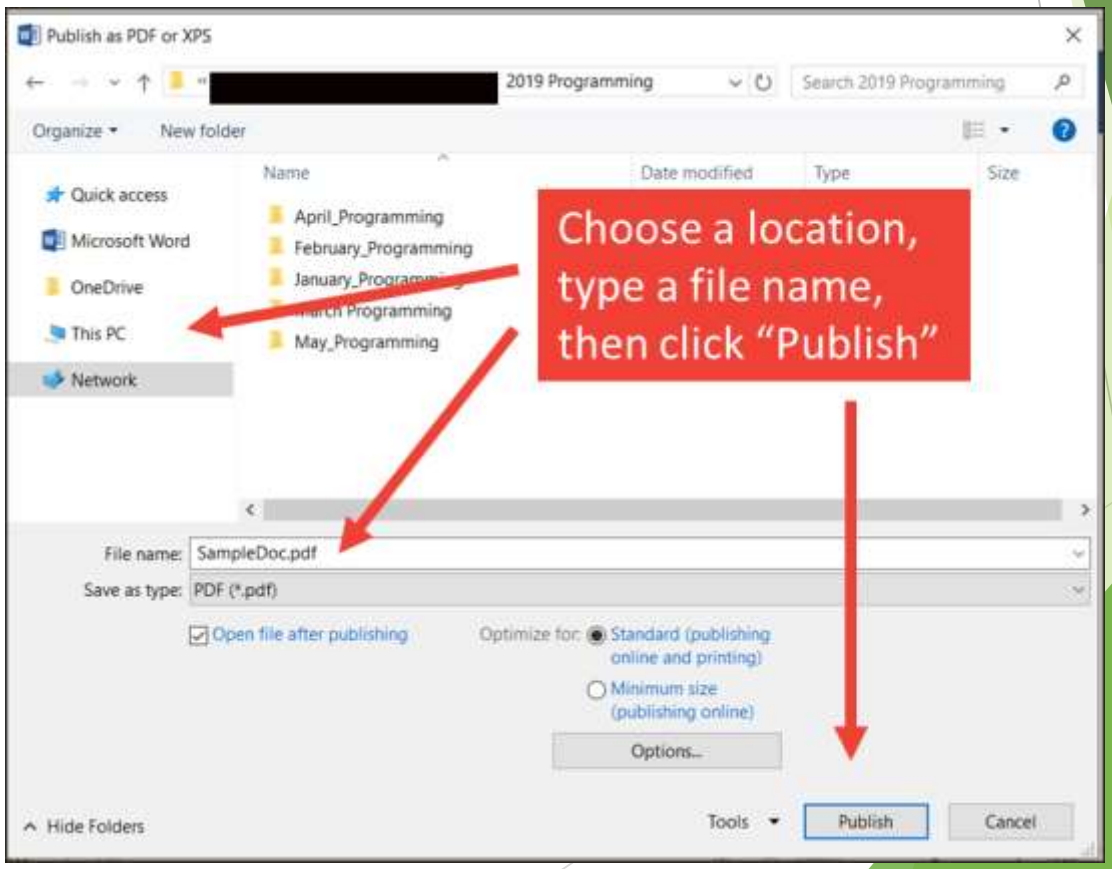
How To: Export Word to PDF

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



How To: Export Word to PDF (Cont.)

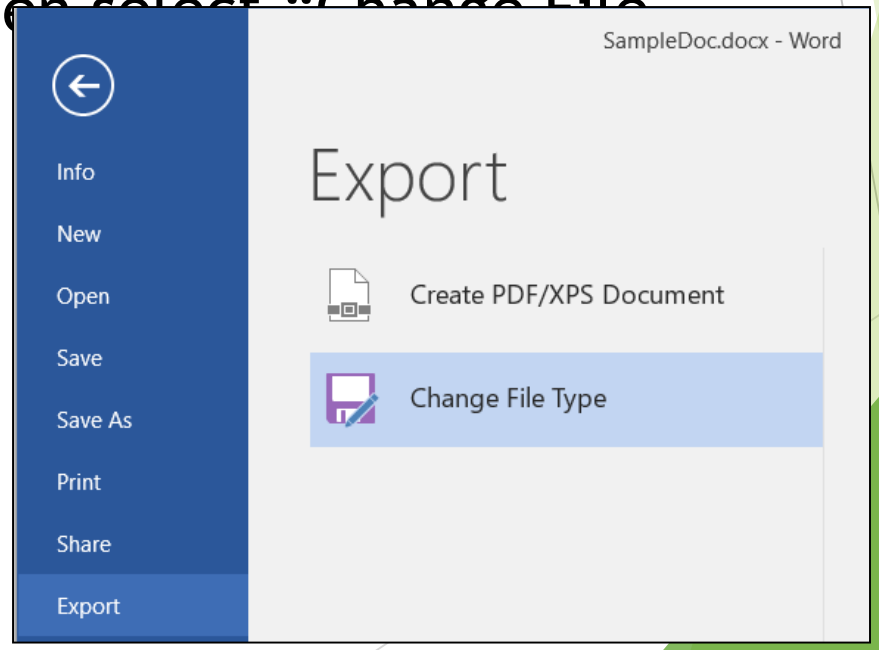
3. The Save As dialog box will appear. Select the location where you wish to export the documents, enter a file name, then click Publish.



Exporting to Other File Types

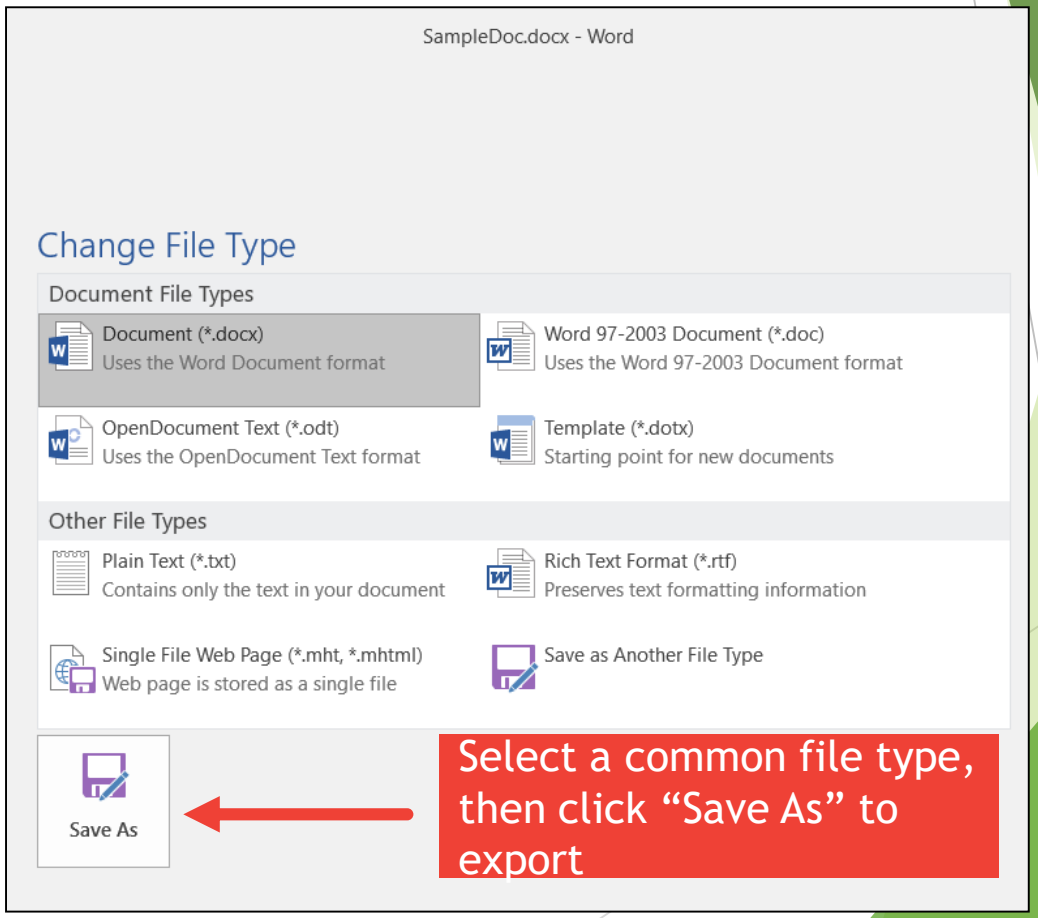
A file can also be exported to Word 97-2003 doc, or a plain-text version

1. Click the file tab to access Backstage view
2. Click Export, then select "Change File Type"



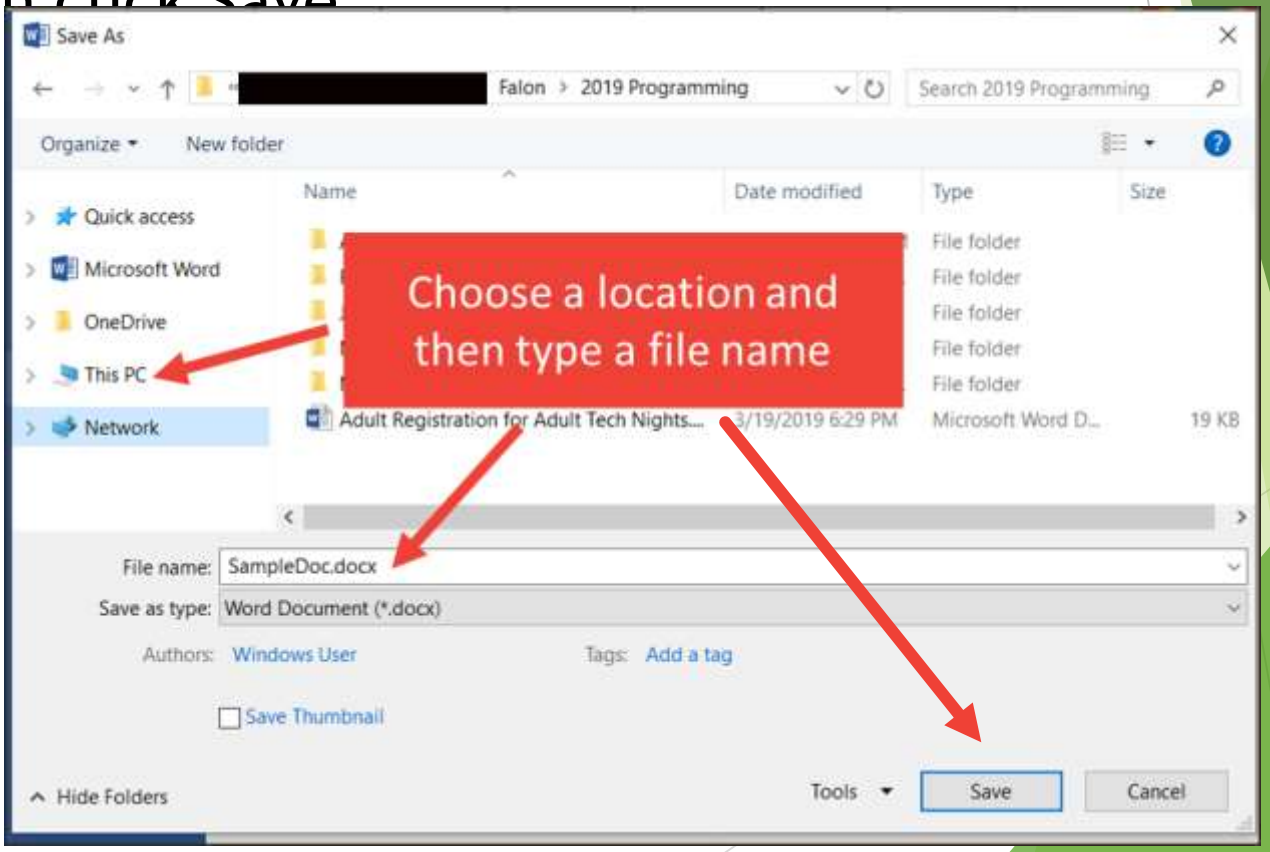
Exporting to Other File Types (Cont.)

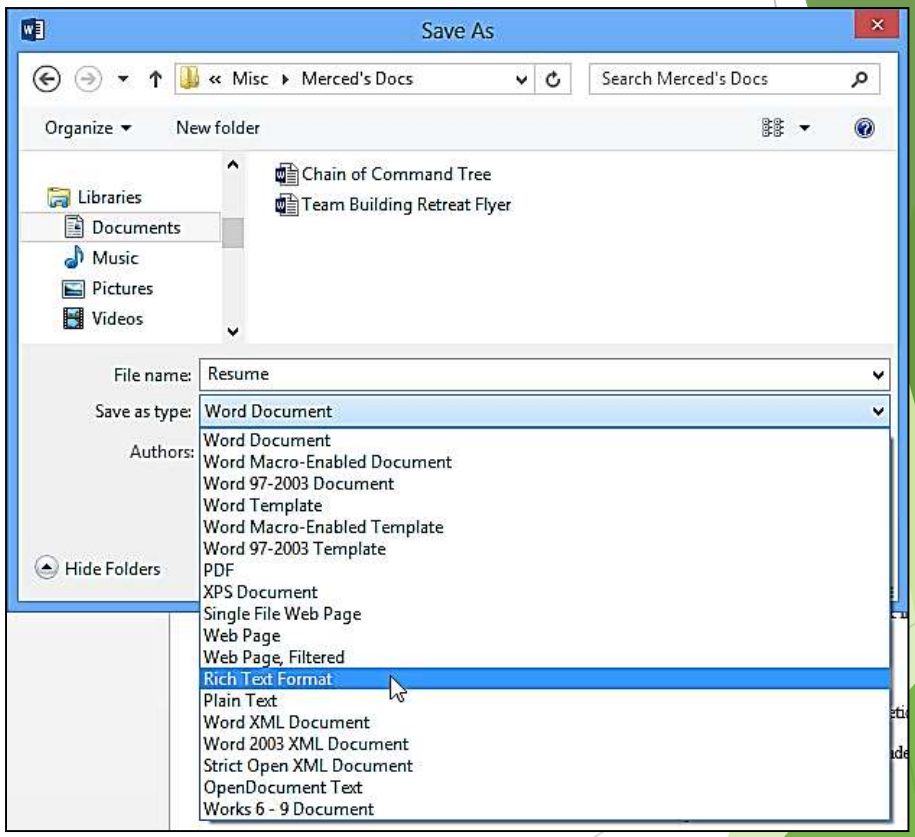
3. Select a file type, then click Save As.



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: drop-down menu in the Save As dialog box to save documents in a variety of file types.