



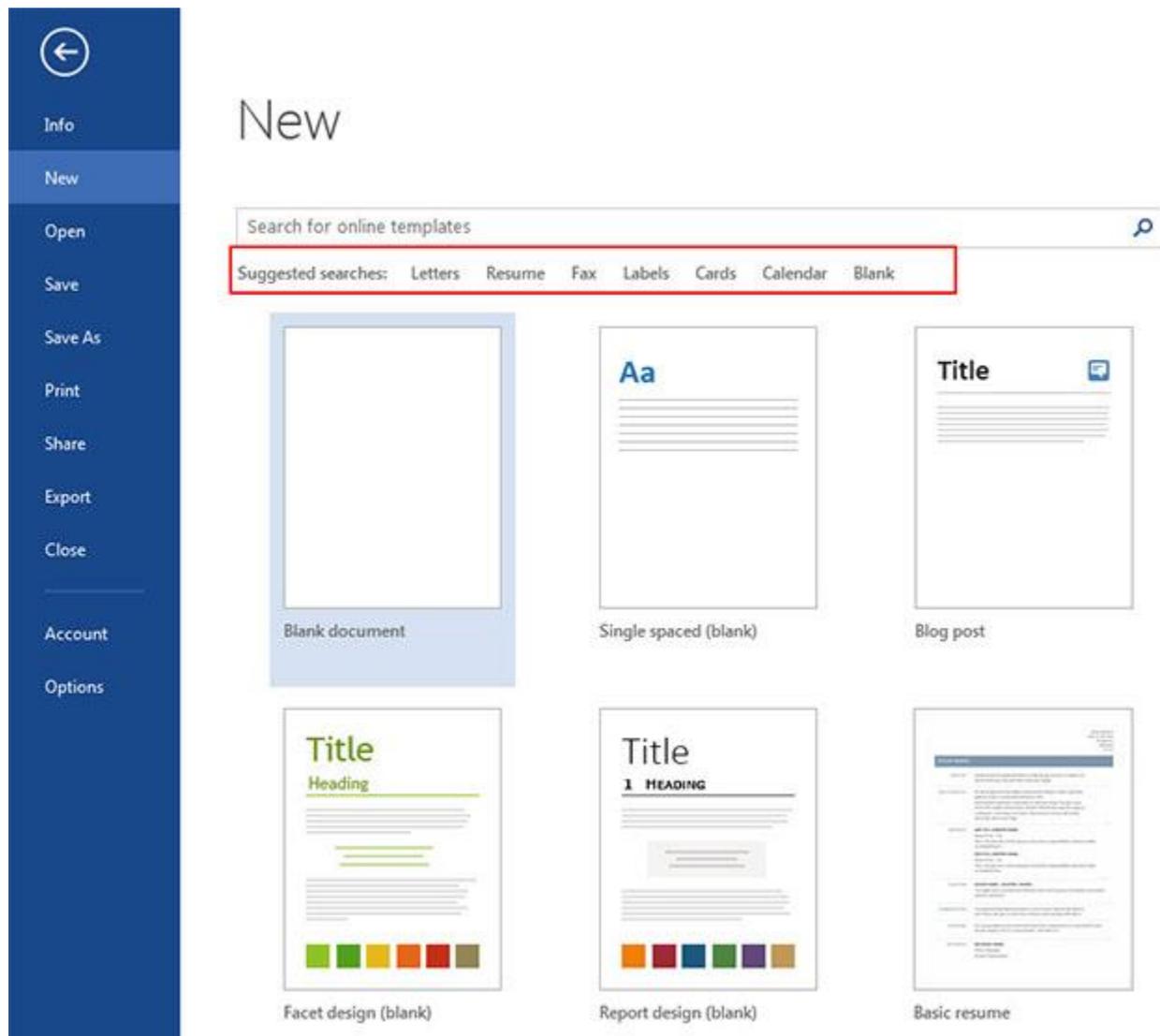
WORD PROCESSING
(Microsoft Word 2016)
Week 4 - 7

Creating a New Document

In Word, there are several ways to create new document, open existing documents, and save documents:

- Click the **File** menu tab and then click **New**
OR
- Press CTRL+N (Depress the CTRL key while pressing the "N") on the keyboard

When you click on the **File** menu tab and then click **New**, you can choose from several types of documents to create. To start from a blank document, click **Blank**. If you wish to start from a template, click a template category, such as Letters or Resume, from the "Suggested searches" list and the template choices will display in center screen.

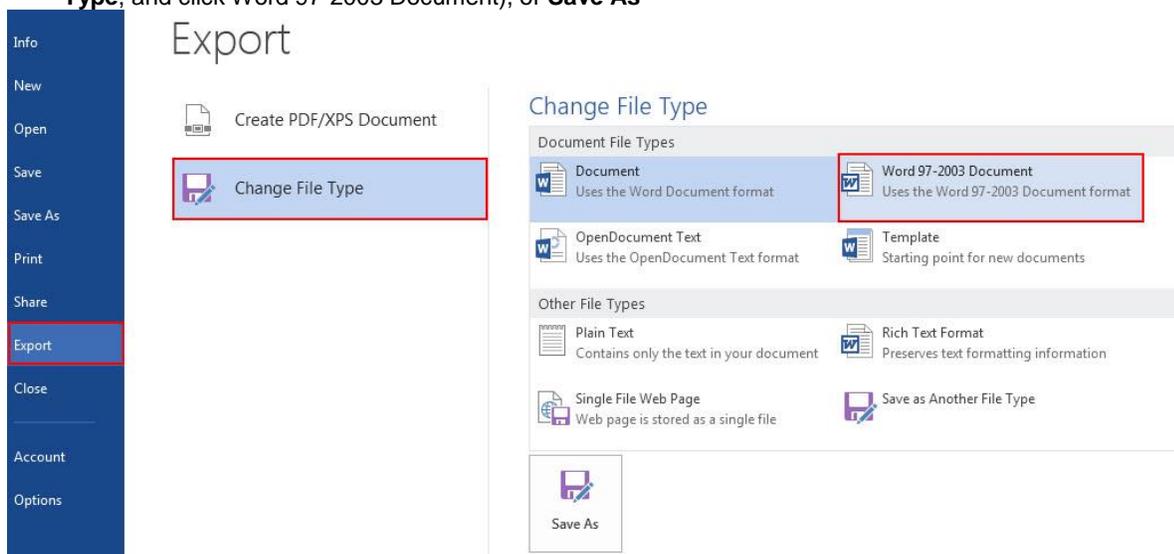


Opening an Existing Document

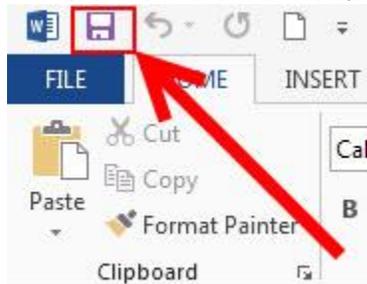
- Click the **File** menu tab and Click **Open**,
OR
- Press CTRL+O (Depress the CTRL key while pressing the “O”) on the keyboard,
OR
- If you have recently used the document you can click the **File** menu tab, then click **Open**, and then select **Recent Documents**

Saving a Document

- Click the **File** tab menu and click **Save** or **Save As** (remember, if you’re sending the document to someone who does not have Office 2013 or Office 2010, you will need to click the **File** tab, click **Export**, Choose **Change File Type**, and click Word 97-2003 Document), or **Save As**



- You may also press CTRL+S (Depress the CTRL key while pressing the “S”) on the keyboard
OR
- Click the **File** icon on the Quick Access Toolbar



Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing within multiple documents at the same time. All open documents will be listed in the **View Tab** of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.



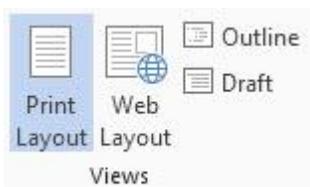
Document Views

There are many ways to view a document in Word.

- **Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full length view of a document. Good for viewing two pages at a time.
- **Web Layout:** This is a view of the document as it would appear in a Web browser.
- **Outline:** This is view of the document in an outline form displaying content in a bulleted list.
- **Draft:** This view does not display pictures or layouts, only text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen  or:

- Click the **View Tab** on the Ribbon



- Click on the appropriate document view.

Close a Document

To close a document:

- Click the **File** menu tab
- Click **Close**

Editing Word Documents Typing and Inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

| Move Action | Keystroke |
|-----------------------|------------------|
| Beginning of the line | Home |
| End of the line | End |
| Top of the document | CTRL+HOME |
| End of the document | CTRL+END |

Selecting Text

To change any attributes of text, the text must first be highlighted. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

| Selection | Technique |
|------------------------|---|
| Whole word | Double-click within the word |
| Whole paragraph | Triple-click within the paragraph |
| Several words or lines | Drag the mouse over the words, or hold down the SHIFT while using the arrow keys |
| Entire document | Choose Editing / Select / Select All from the Ribbon, or press CTRL+A |

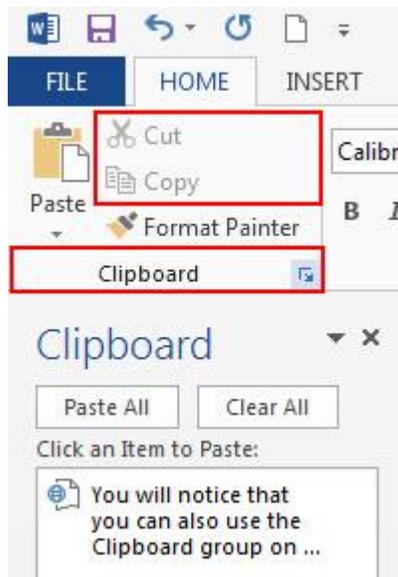
Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Inserting Additional Text

Text can be inserted in a document at any point using any of the following methods:

- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.
- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click Cut, put your cursor where you want the text in the document and right click and click Paste.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

You will notice that you can also use the Clipboard group on the Ribbon.



Rearranging Block of Text

To rearrange text within a document, you can utilize the **Clipboard Group** on the **Home Tab** of the Ribbon. Insert picture of clipboard group labeled.

- **Move text:** Cut and Paste or Drag as shown above
- **Copy Text:** Copy and Paste as above or use the Clipboard group on the Ribbon
- **Paste Text:** Ctrl + V (hold down the CTRL and the "V" key at the same time) or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink



Deleting Blocks of Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Search and Replace Text

To find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon
- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon.



Undo Changes

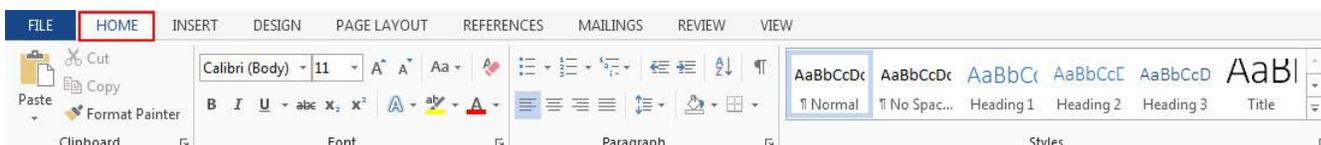
To undo changes:

- Click the **Undo Button** on the Quick Access Toolbar



Formatting Text Styles

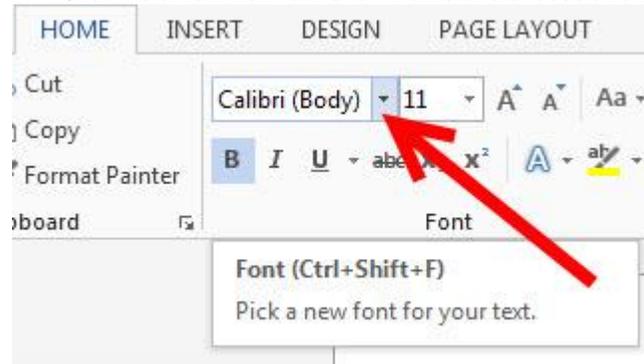
A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.



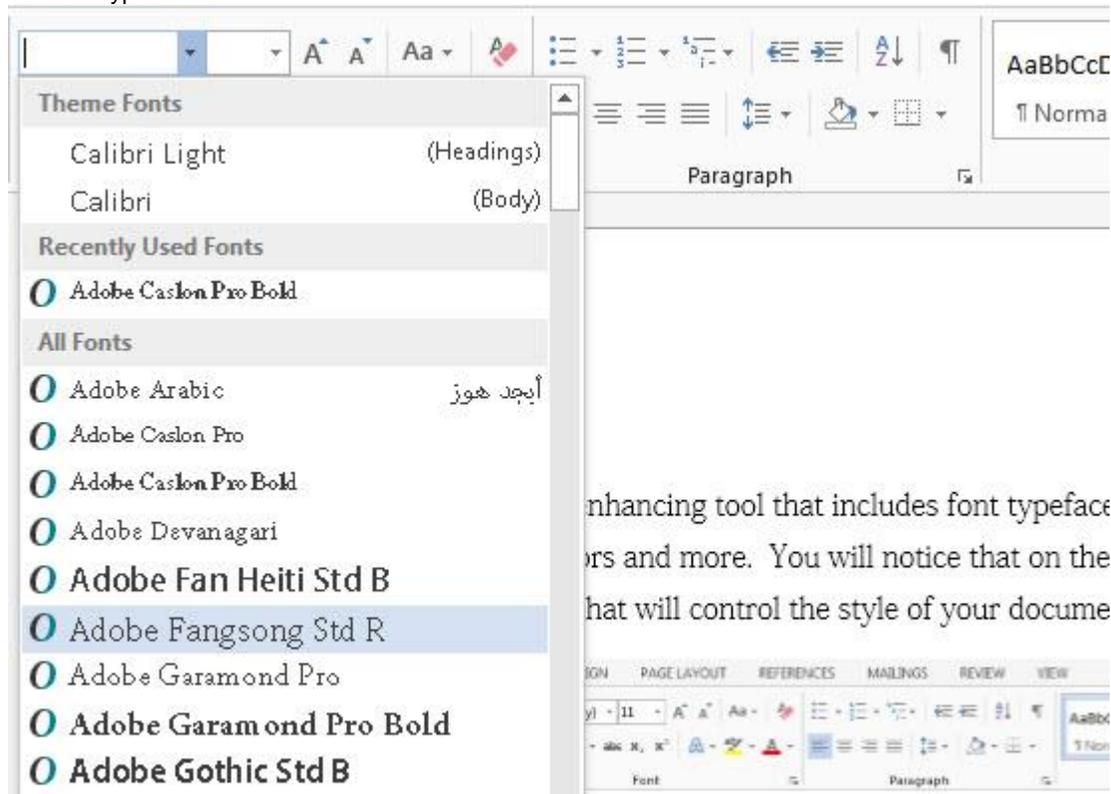
Change Font Typeface and Size

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.

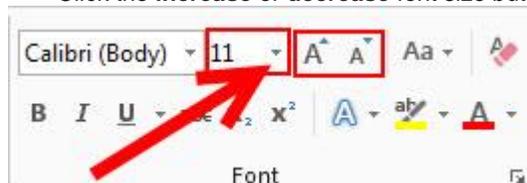


- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

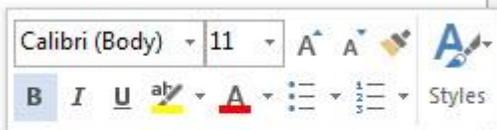
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase** or **decrease** font size buttons.



Font Styles and Effects

Font styles are predefined formatting options that are used to add meaning or emphasis to text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools

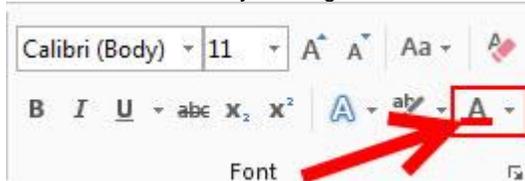


effects (bo Bold (Ctrl+B) derline,
on, that you have several areas

Change Text Color

To change the text color:

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button



Highlight Text

Highlighting text allows you to emphasize text as you would if you had a marker. To highlight text:

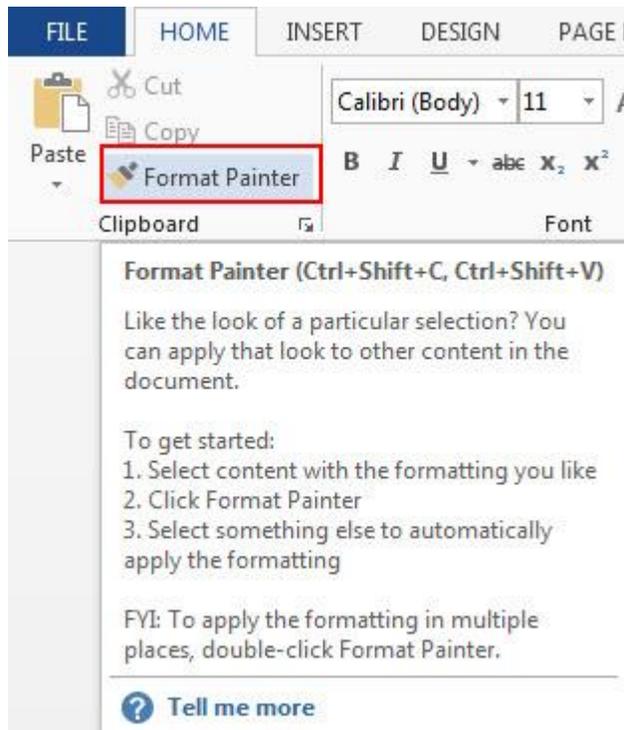
- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.



Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.



Format Painter (Ctrl+Shift+C, Ctrl+Shift+V)

Like the look of a particular selection? You can apply that look to other content in the document.

To get started:

1. Select content with the formatting you like
2. Click Format Painter
3. Select something else to automatically apply the formatting

FYI: To apply the formatting in multiple places, double-click Format Painter.

[? Tell me more](#)

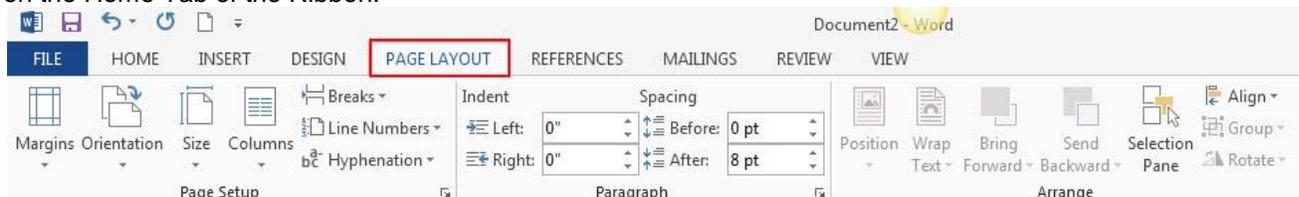
Clear Formatting

To clear text formatting:

- Select the text you wish to clear the formatting
- Click the **Styles** dialogue box on the Styles Group on the Home Tab
- Click **Clear All**

Formatting Paragraphs

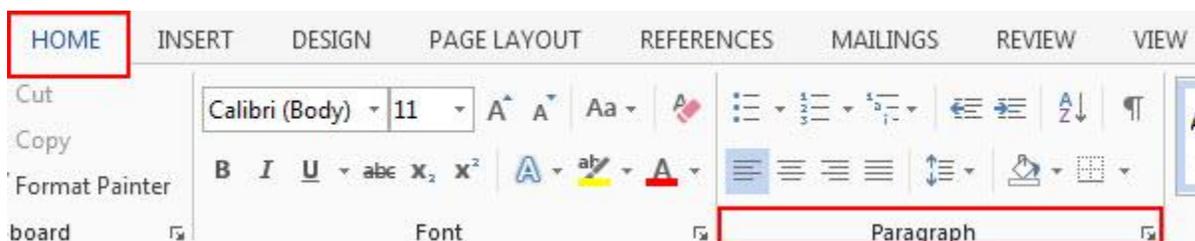
Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the **Paragraph** Group on the Home Tab of the Ribbon.



Document2 - Word

FILE HOME INSERT DESIGN **PAGE LAYOUT** REFERENCES MAILINGS REVIEW VIEW

Margins Orientation Size Columns Breaks Line Numbers Hyphenation Indent Spacing Position Wrap Text Forward Backward Selection Pane Rotate



HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Cut Copy Format Painter board Font Paragraph

Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



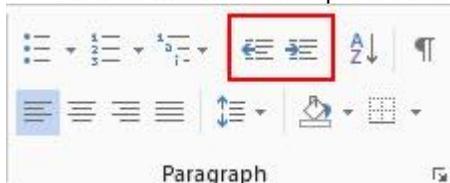
Indent Paragraphs

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

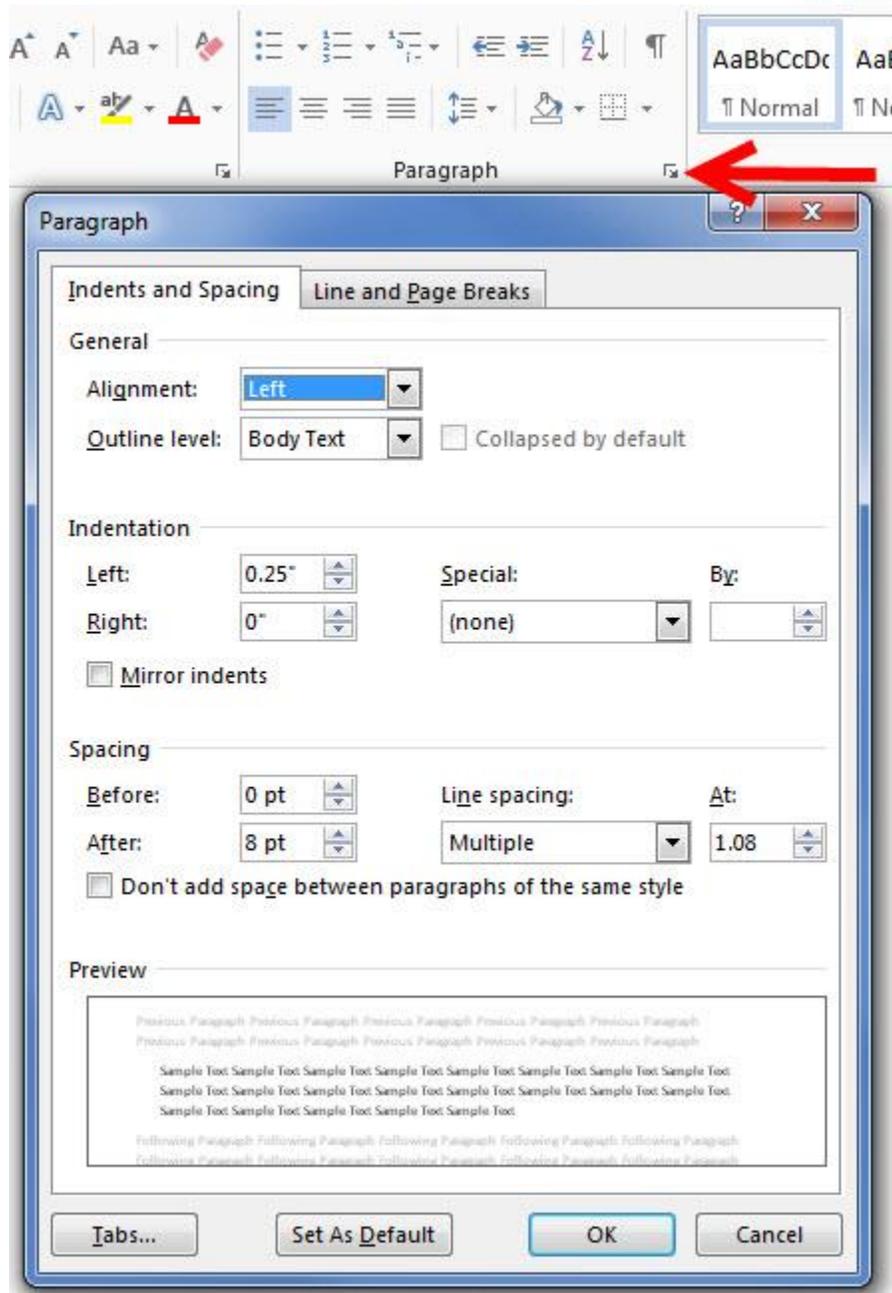
- **First Line:** Controls the left boundary for the first line of a paragraph
- **Hanging:** Controls the left boundary of every line in a paragraph except the first one
- **Left:** Controls the left boundary for every line in a paragraph
- **Right:** Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



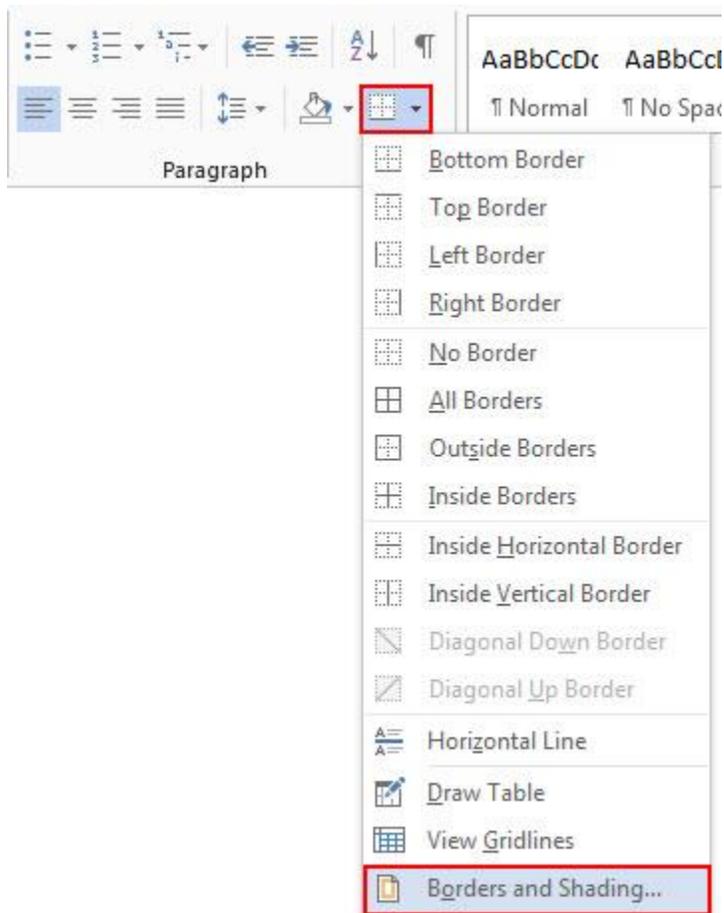
- Click the dialog box of the Paragraph Group
- Click the Indents and Spacing Tab
- Select your indents



Add Borders and Shading

You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

- Select the area of text where you want the border or shading.
- Click the **Borders** Button on the Paragraph Group on the Home Tab
- Choose the **Border** and **Shading**
- Choose the appropriate options



Apply Styles

Styles are a present collection of formatting that you can apply to text. To utilize **Quick Styles**:

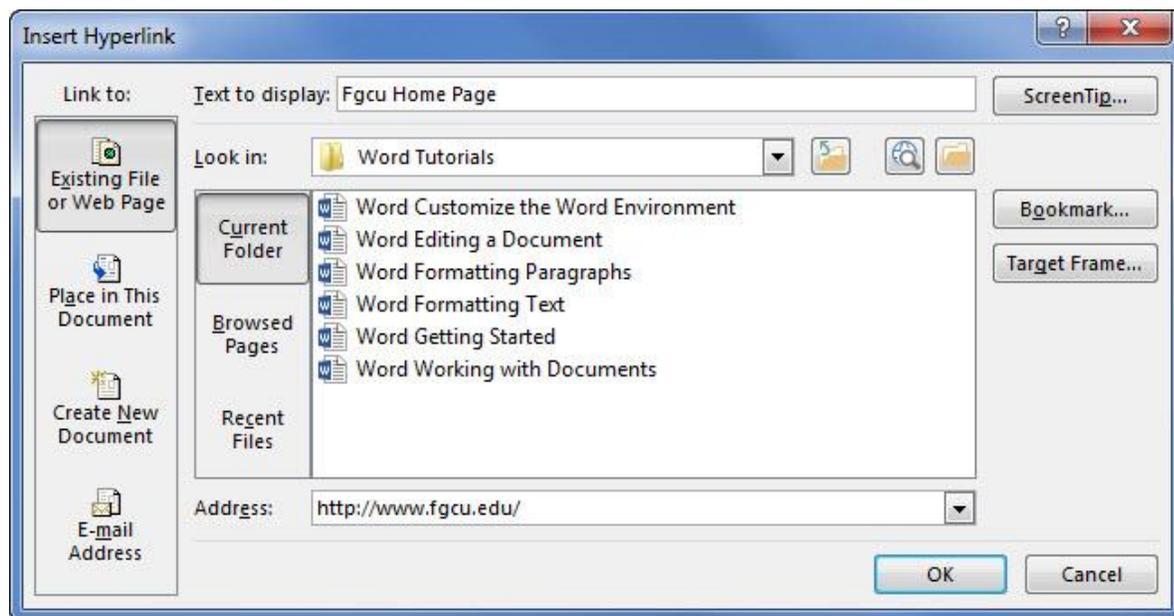
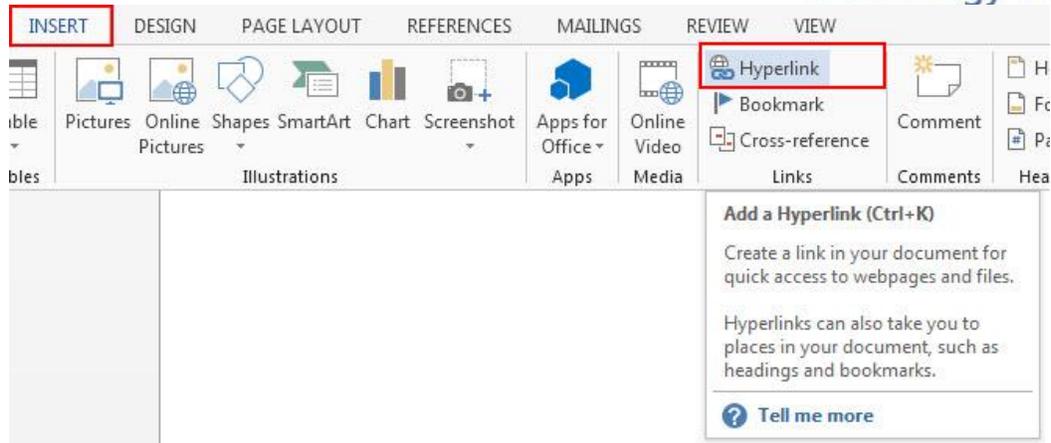
- Select the text you wish to format.
- Click the dialog box next to the **Styles Group** on the Home Tab.
- Click the style you wish to apply.



Create Links

Creating links in a Word document allows you to put in a URL that readers can click on to visit a web page. To insert a link:

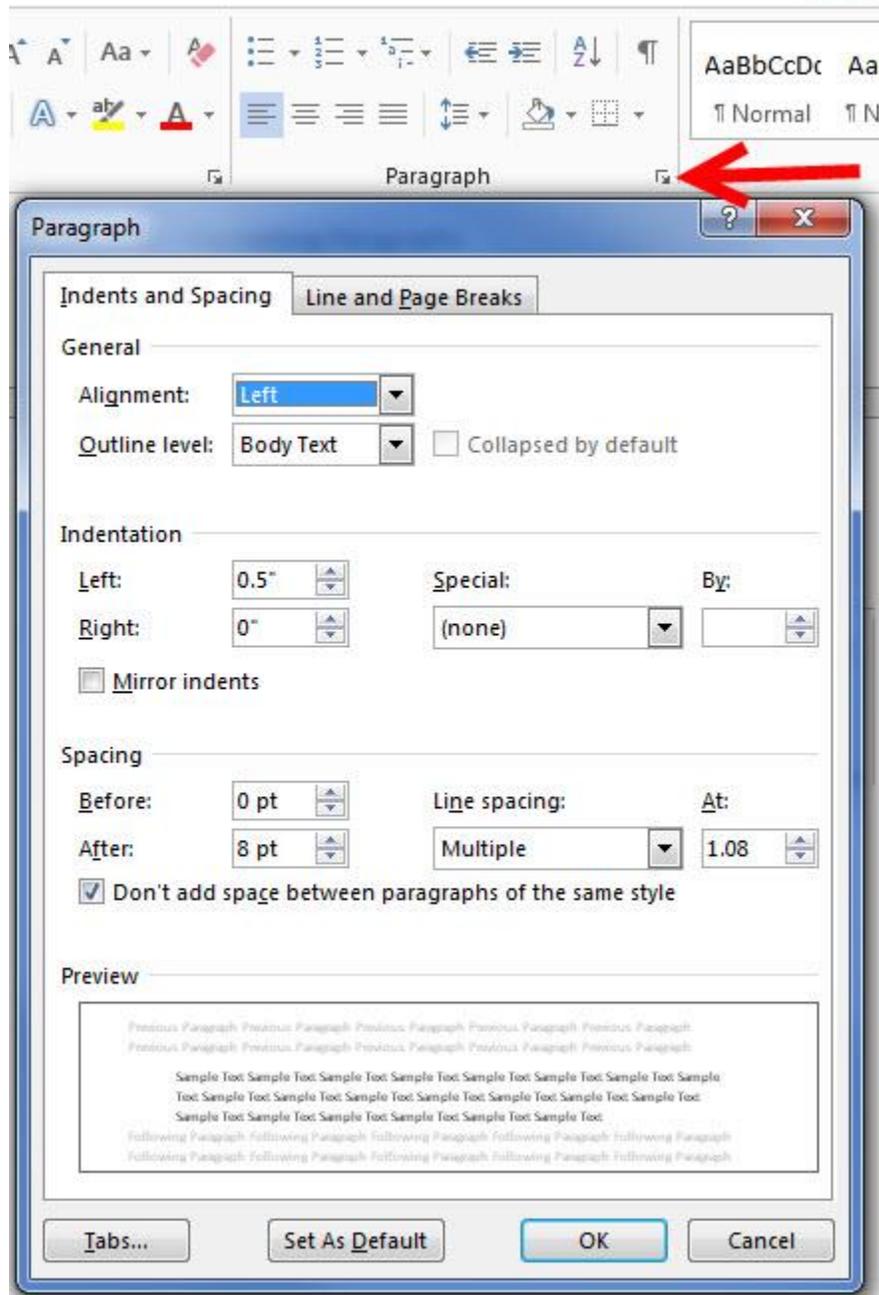
- Click the **Hyperlink Button** on the Links Group of the Insert Tab.
- Type in the text in the "Text to Display" box and the web address in the "Address" box.



Change Spacing Between Paragraphs and Lines

You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents** and **Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly



The image shows the Microsoft Word 2016 interface. The ribbon is set to 'Styles', and the 'Styles' task pane is open on the right. A red box highlights the ribbon, and a red arrow points to the task pane. The task pane lists various styles, with 'Heading 2' selected.

| Style Name | Preview |
|-------------------|---------|
| Normal | ¶ |
| No Spacing | ¶ |
| Heading 1 | ¶a |
| Heading 2 | ¶a |
| Heading 3 | ¶a |
| Title | ¶a |
| Subtitle | ¶a |
| Subtle Emphasis | a |
| Emphasis | a |
| Intense Emphasis | a |
| Strong | a |
| Quote | ¶a |
| Intense Quote | ¶a |
| Subtle Reference | a |
| Intense Reference | a |
| Book Title | a |
| List Paragraph | ¶ |

Options: Show Preview, Disable Linked Styles, Options...

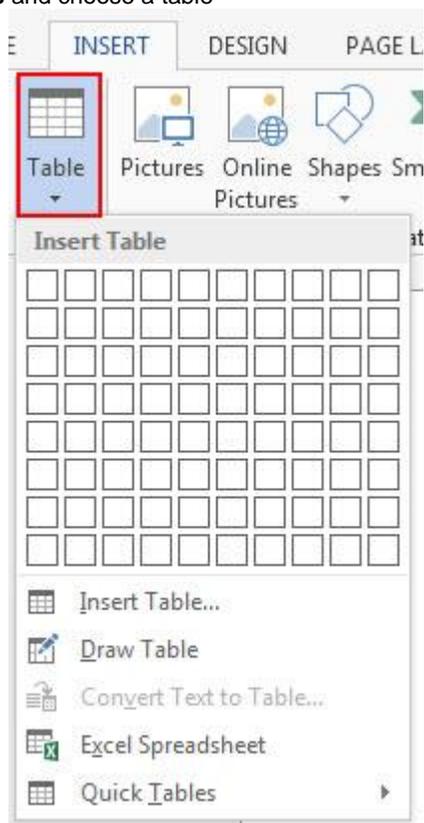
Tables

Tables are used to display data in a table format.

Create a Table

To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Quick Tables** and choose a table



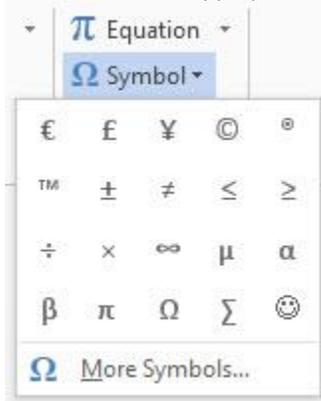
Enter Data in a Table

Place the cursor in the cell where you want to enter the information. Begin typing, paste copied content, etc.

Modify the Table Structure and Format a Table

To **modify** the structure of a table:

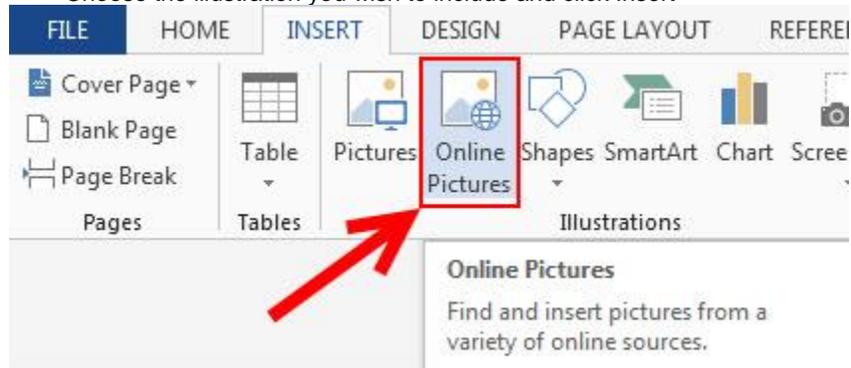
- Choose the appropriate symbol



Illustrations, Pictures, and SmartArt

Word allows you to insert illustrations and pictures into a document. To insert **illustrations**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Online Pictures** Button
- A dialog box will open on the screen to search for clip art.
- Choose the illustration you wish to include and click Insert



Word 2016 Tutorials

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Office.com Clip Art
1000 search results for school

school

Enter your search term



School bus
667 x 719 - Fotolia

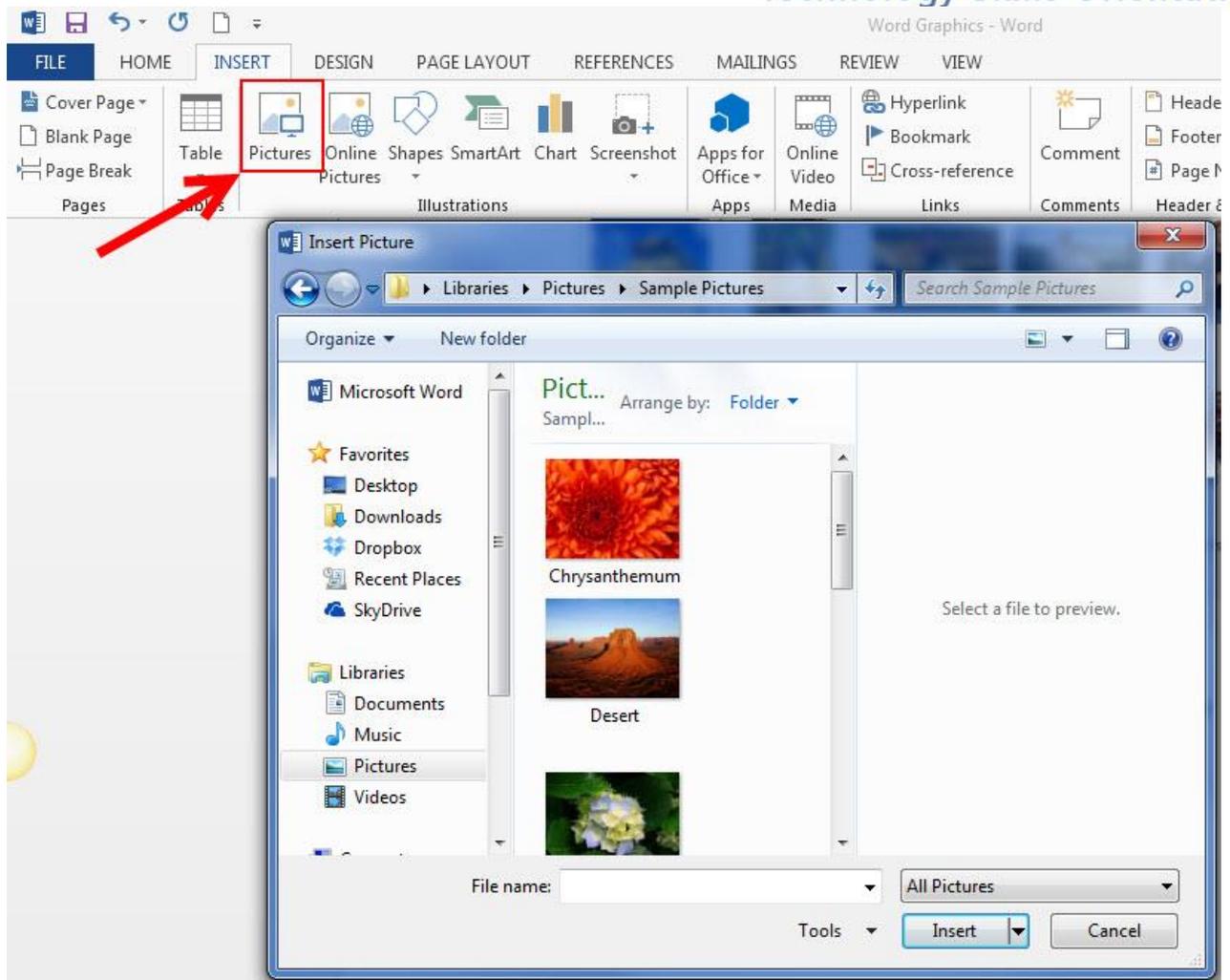
Select one or more items.

Insert

Cancel

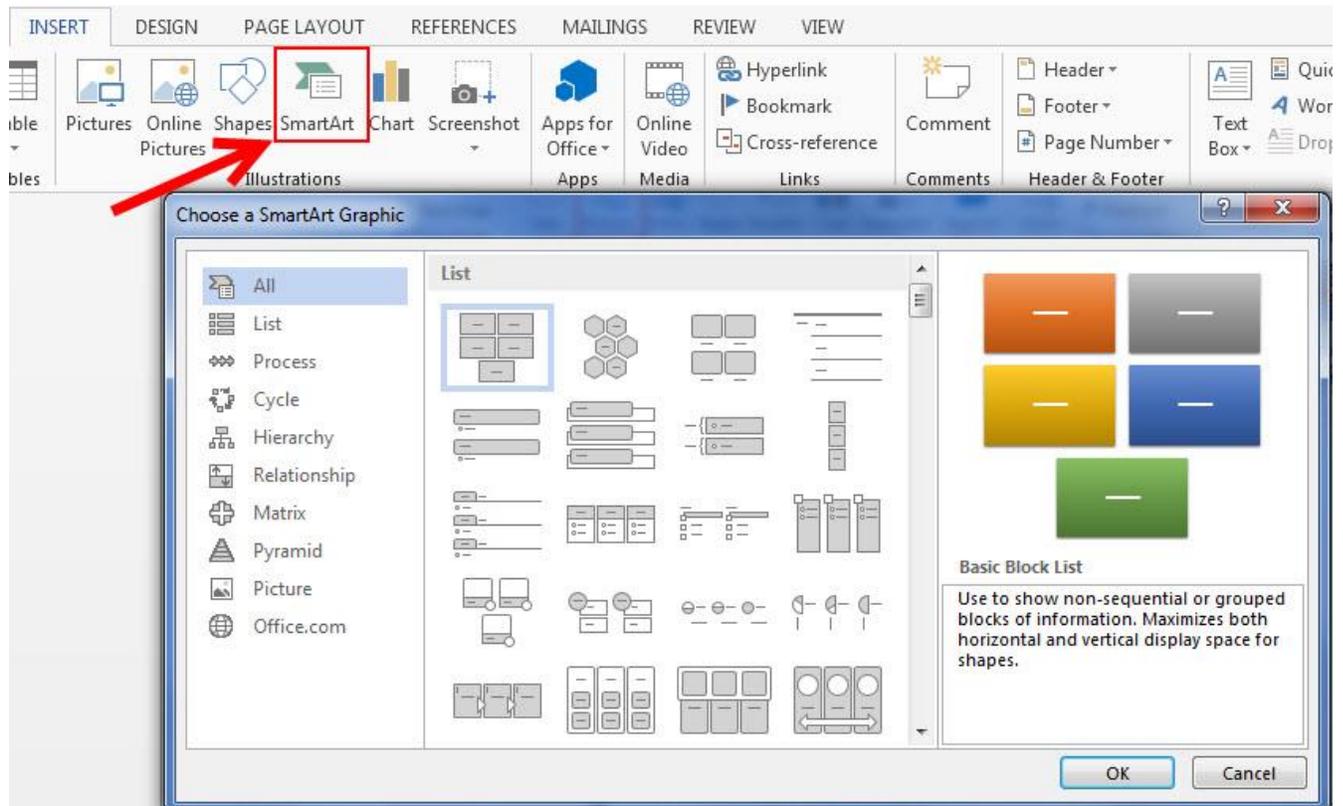
To insert a **picture**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the Picture Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**



Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.



Resize Graphics

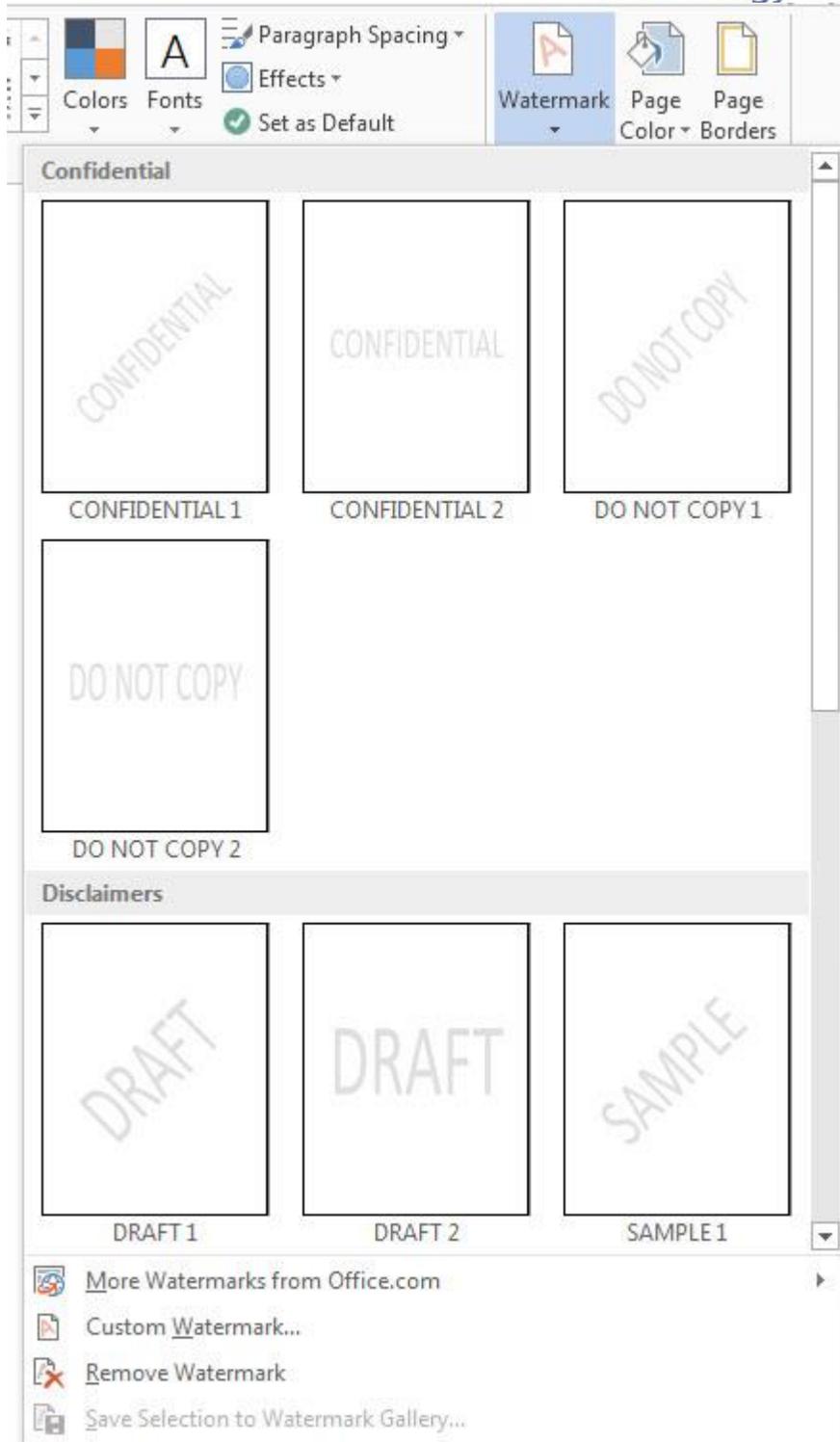
All graphics can be resized by first clicking the image, then to resize the graphic while retaining the same proportions, click an anchor located in one corner of the image and drag the cursor to the size you want. To change the height only, click and drag the top or bottom centered anchor. To change the width only, click and drag the left or right centered anchor.



Watermarks

A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

- Click the **Design** Tab in the Ribbon
- Click the **Watermark** Button in the Page Background Group
- Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark
- To remove a watermark, follow the steps above, but click **Remove Watermark**



Superscript and Subscript

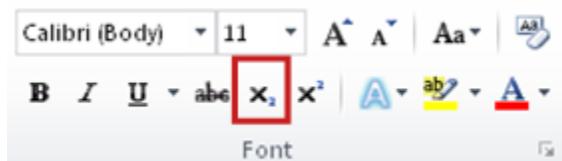
Superscript and subscript refer to numbers that are positioned slightly higher or slightly lower than the text on the line. For example, a footnote or endnote number reference is an example of superscript (footnote¹), and a scientific formula might use subscript text (H₂O).

Subscript: H₂O

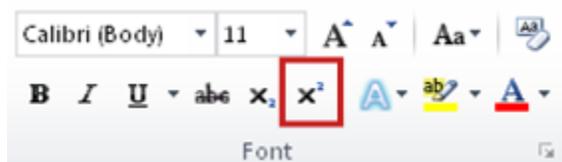
Superscript: X⁴+Y³

Make text subscript or superscript

1. Select the text that you want to format as subscript or superscript.
2. Do one of the following:
 - On the **Home** tab, in the **Font** group, click **Subscript**. Or press CTRL+=.



- On the **Home** tab, in the **Font** group, click **Superscript**. Or press CTRL+SHIFT+=.



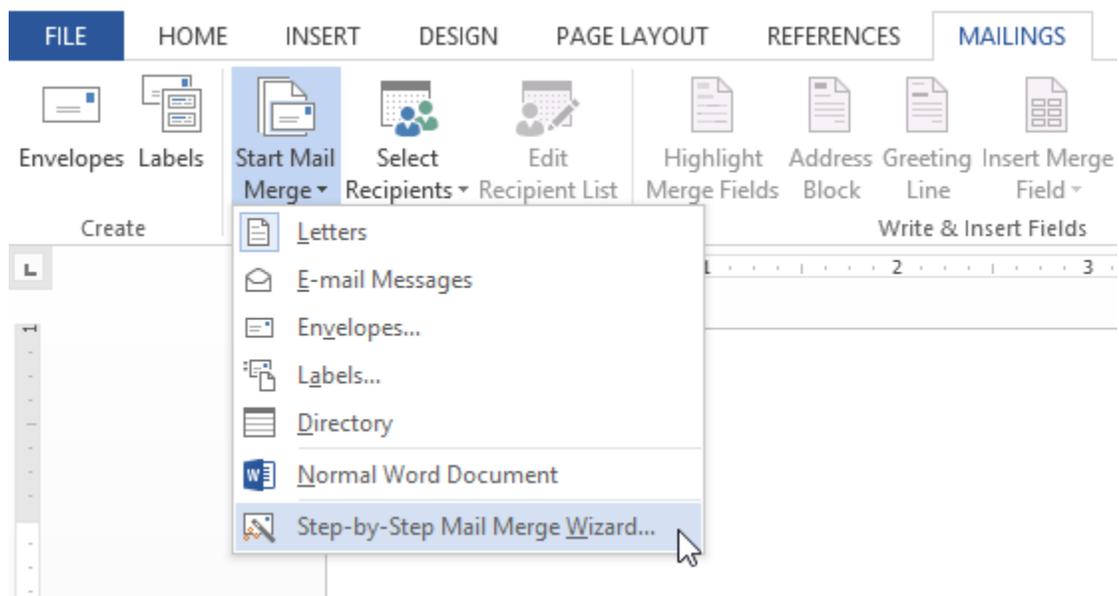
3. **NOTE:** Keyboard shortcuts do not work if you are using Word Online.
4. To undo the formatting, click the **Subscript** or **Superscript** button again, or repeat the keyboard shortcut.

Mail Merge

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.

To use Mail Merge:

1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step by Step Mail Merge Wizard** from the drop-down menu.



The Mail Merge pane appears and will guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.

Step 1:

- Choose the **type** of document you want to create. In our example, we'll select **Letters**. Then click **Next: Starting document** to move to Step 2.

Mail Merge ▼ ×

Select document type

What type of document are you working on?

Letters

E-mail messages

Envelopes

Labels

Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

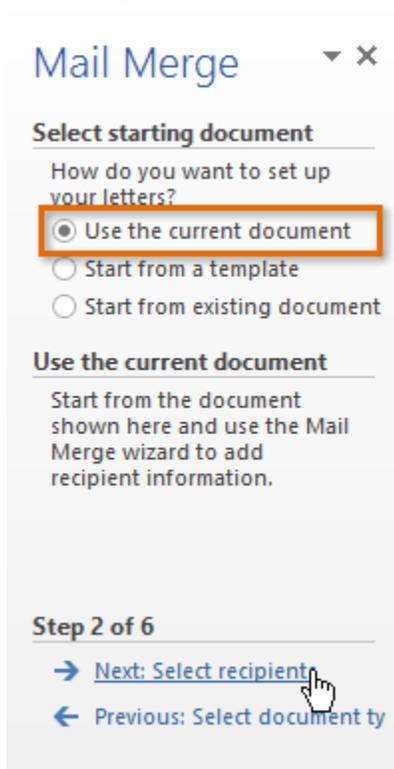
Click Next to continue.

Step 1 of 6

→ [Next: Starting document](#)

Step 2:

- Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.



Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

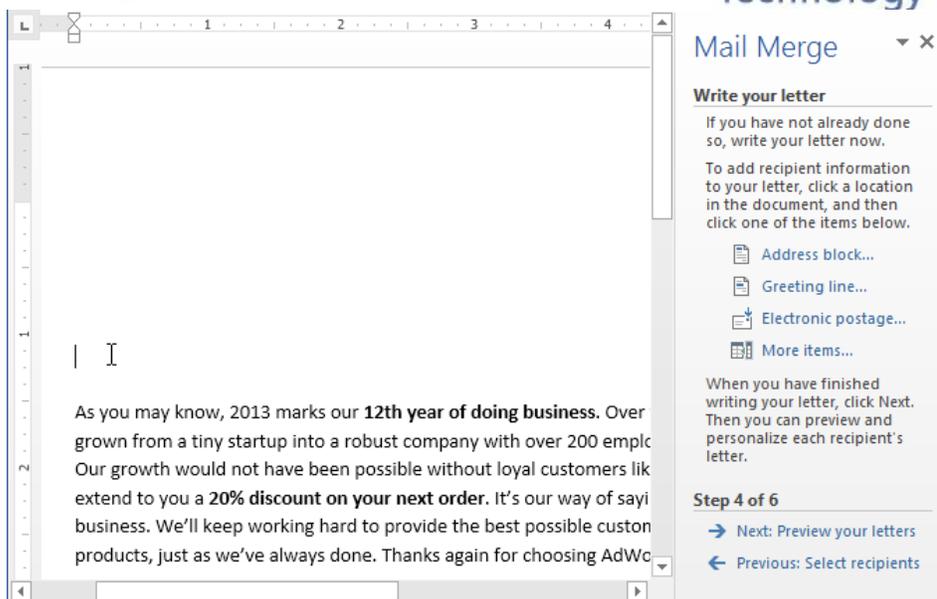
If you don't have an existing address list, you can click the **Type a new list** button and click **Create**. You can then type your address list.

Step 4:

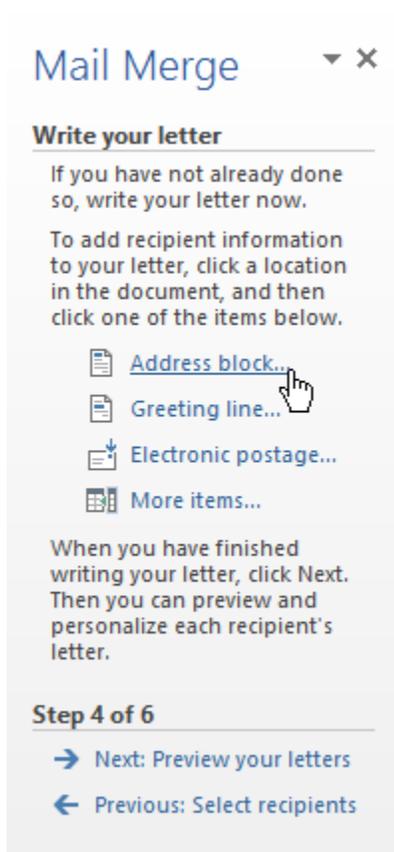
Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

To insert recipient data:

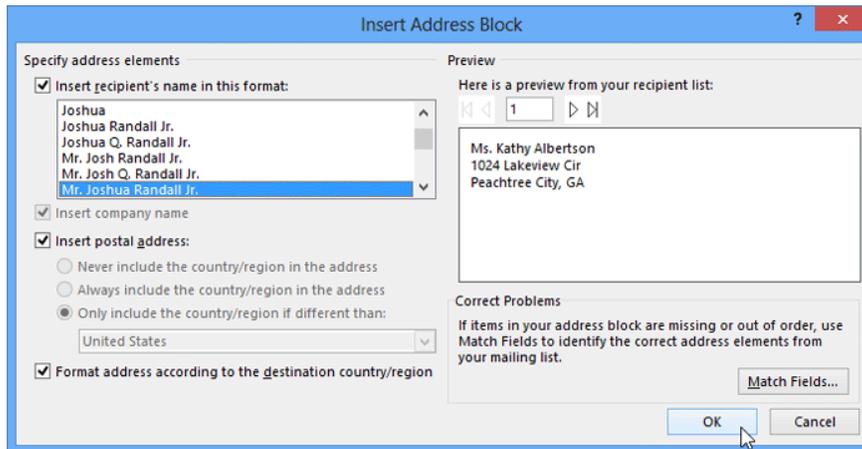
1. Place the insertion point in the document where you want the information to appear.



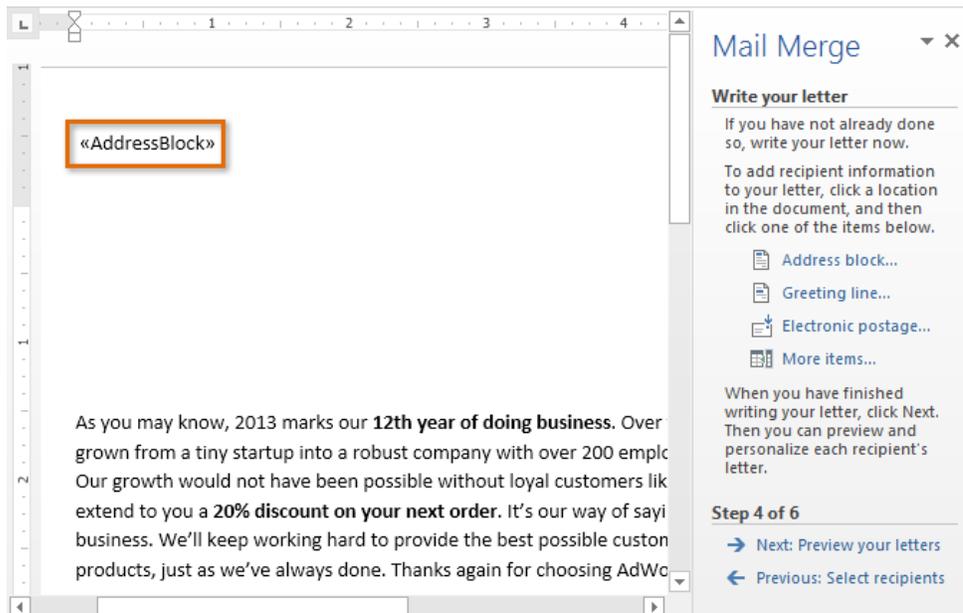
2. Choose one of the four **placeholder** options: **Address block**, **Greeting line**, **Electronic postage**, or **More items**.



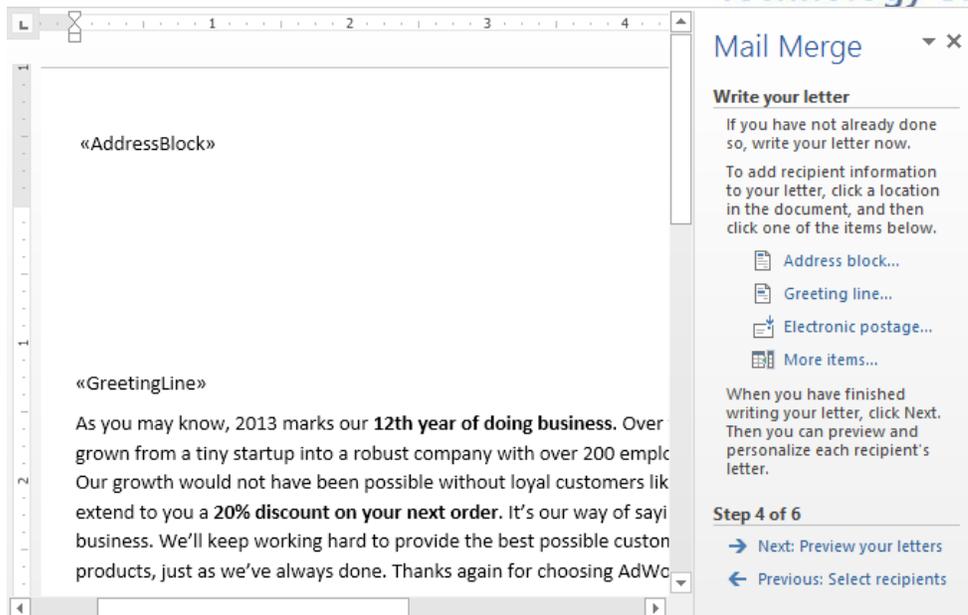
- Depending on your selection, a dialog box may appear with various options. Select the desired options and click **OK**.



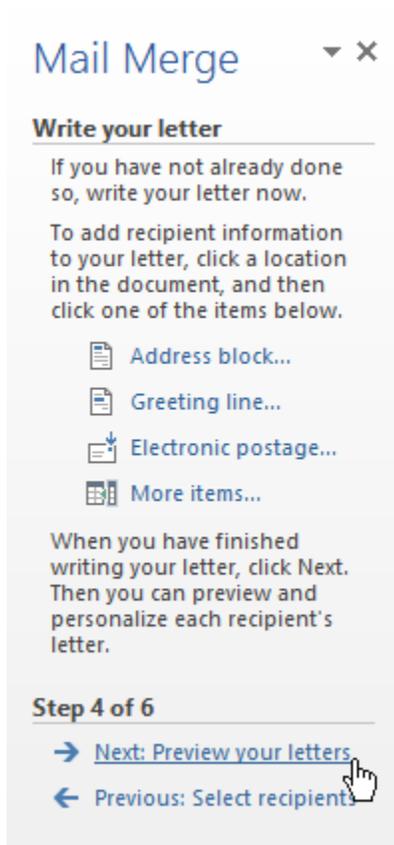
- A placeholder will appear in your document (for example, «AddressBlock»).



- Repeat these steps each time you need to enter information from your data record. In our example, we'll add a **Greeting line**.



6. When you're done, click **Next: Preview your letters** to move to Step 5.



For some letters, you'll only need to add an **Address block** and **Greeting line**. Sometimes, however, you may want to place **recipient data** within the body of the letter to **personalize it** even further.

Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.

The screenshot shows the Microsoft Word Mail Merge interface. On the left, a letter preview is displayed with the following content:

Ms. Kathy Albertson
1024 Lakeview Cir
Peachtree City, GA

Dear Ms. Albertson,

As you may know, 2013 marks our 12th year of doing business. Over grown from a tiny startup into a robust company with over 200 emplc Our growth would not have been possible without loyal customers lik extend to you a 20% discount on your next order. It's our way of sayi

Two orange callout boxes with arrows point to the Mail Merge task pane on the right. The top box says "Use the arrows to preview each letter" and points to the left and right arrow buttons next to "Recipient: 1". The bottom box says "The preview allows you to see how recipient data will appear in each letter" and points to the letter preview area.

The Mail Merge task pane on the right contains the following sections:

- Mail Merge** (dropdown menu)
- Preview your letters**
 - One of the merged letters is previewed here. To preview another letter, click one of the following:
 - Left arrow, Recipient: 1, Right arrow
 - Find a recipient...
- Make changes**
 - You can also change your recipient list:
 - Edit recipient list...
 - Exclude this recipient
- When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.
- Step 5 of 6**
 - Next: Complete the merge

2. Click **Next: Complete the merge** to move to Step 6.

Mail Merge ▼ ×

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

 Find a recipient...

Make changes

You can also change your recipient list:

 Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

→ [Next: Complete the merge](#)

← Previous: Write your letters

Step 6:

1. Click **Print...** to print the letters.
2. Select Edit Individual Documents and save the document as specified.

OFFICE SHORTCUT KEYS

| Shortcut | Purpose |
|---------------------------|---|
| Ctrl + Home | Jump to the top of the document |
| Ctrl + End | Jump to the bottom of the document |
| Ctrl + right arrow | Jump to the next word |
| Ctrl + left arrow | Jump to the previous word |
| Ctrl + down arrow | Jump to the next paragraph |
| Ctrl + up arrow | Jump to the previous paragraph |
| Home | Jump to the start of the line |
| End | Jump to the end of the line |
| Ctrl + a | Select (highlight) all text in a document |
| Ctrl + c | Copy selected text/object |
| Ctrl + v | Paste the copied text/object |
| Ctrl + x | Cut selected text/object |
| Ctrl + w | Close the document |
| Ctrl + z | Undo the last operation |
| Ctrl + y | Redo the last operation |
| Ctrl + s | Save the document |
| F12 | Save as |
| Ctrl + n | Create a new document |
| Ctrl + o | Open a document |

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| | |
|-----------------------------------|--|
| Ctrl + p | Print the document |
| Alt | Display access keys |
| Ctrl + f | Find |
| Alt + tab | Alternate between open windows |
| Shift + left arrow | Select or unselect one character to the left. |
| Shift + right arrow | Select or unselect one character to the right. |
| Ctrl + shift + left arrow | Select or unselect one word to the left |
| Ctrl + shift + right arrow | Select or unselect one word to the right |
| Shift + end | Select from the cursor to the end of the entry |
| Shift + home | Select from the cursor to the beginning of the entry |
| Ctrl + b | Make selected text bold |
| Ctrl + u | Underline selected text |
| Ctrl + shift + w | Underline selected words but not spaces |
| Ctrl + shift + d | Double-underline text |
| Ctrl + i | Make selected text italic |
| Ctrl + shift + < | Decrease the font size of the selected text by one value |
| Ctrl + shift + > | Increase the font size of the selected text by one value |
| Ctrl + g | Go to a page, bookmark, footnote, table, comment, graphic, or other location |
| Alt + ctrl + m | Insert a comment |
| Ctrl + delete | Delete one word to the right |

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| | |
|--------------------------------|---|
| Ctrl + backspace | Delete one word to the left |
| Shift + enter | Insert a line breaks |
| Ctrl + enter | Insert a page break |
| Alt + ctrl + c | Insert a copyright symbol |
| Alt + ctrl + t | Insert a trademark symbol |
| In a table: tab | To jump to the next cell in the table |
| In a table: shift + tab | To jump to the previous cell in the table |
| Ctrl + shift + c | Copy formatting from text |
| Ctrl + shift + v | Apply copied formatting to text |
| Alt + 164/0241 | Lowercase n (tilde) |
| Alt + 165/0209 | Uppercase n (tilde) |
| Alt + 0191 | Upside Down Question Mark ¿ |