



Microsoft Word 2016/365

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Office Tutorial Sites

- <https://www.youtube.com/watch?v=2bQSJJPQhafg>
- <https://www.youtube.com/watch?v=S-nHYzK-BVg>
- <http://www.customguide.com/microsoft-office-training/office-365-training>
- <https://support.office.com/en-us/article/word-for-windows-video-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73>

Clicking

- Single Click Positions Insertion Point
- Double Click Selects Word

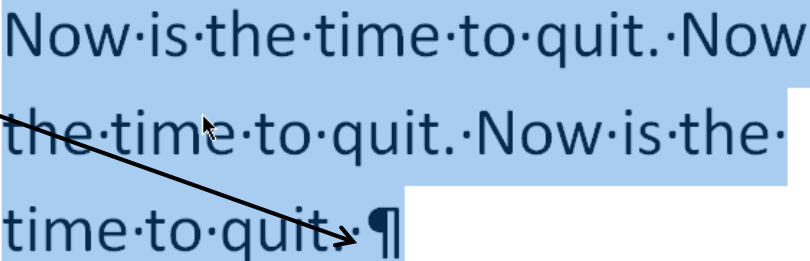
the time to c



- Triple Click Selects Paragraph

- Up to “Enter”

Now·is·the·time·to·quit··Now
the·time·to·quit··Now·is·the·
time·to·quit·¶



This·is·a·new·paragraph¶

File Tab

- Click Here First!
- This shows a list of the most recently accessed documents

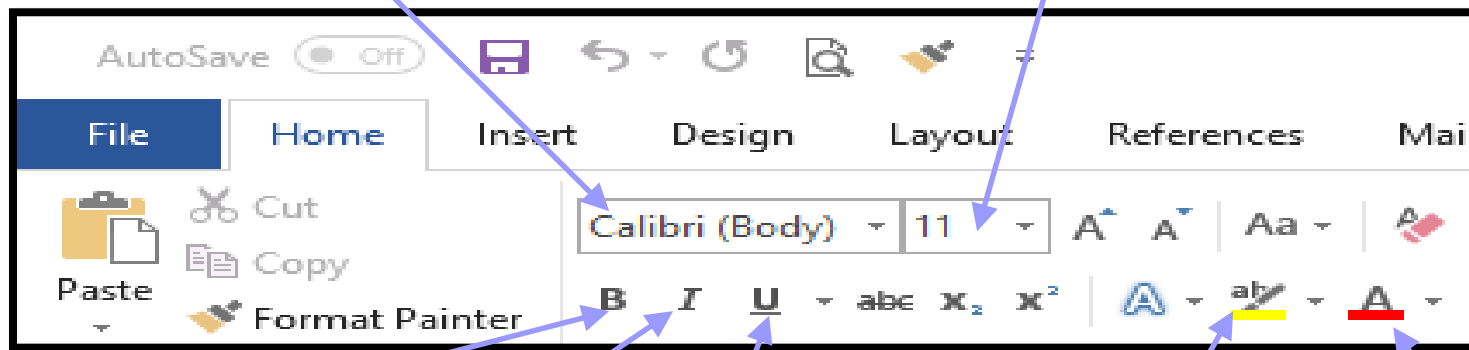
The screenshot displays the Microsoft Word ribbon with the 'File' tab selected. The ribbon includes 'AutoSave' (Off), 'Save', 'Undo', 'Redo', 'Find', and 'Comments'. Below the ribbon, the 'File' menu is open, showing options like 'Info', 'New', 'Open', 'Save', 'Save As', 'Print', 'Share', 'Export', 'Close', 'Account', 'Feedback', and 'Options'. The 'Open' menu is expanded, showing a list of recent documents and locations. The 'Recent' section includes 'OneDrive - Personal' (hverne@outlook.com), 'Dropbox', 'This PC', and 'Add a Place'. The 'Documents' section is divided into 'Pinned', 'Last Week', and 'Older' categories. The 'Last Week' section lists several documents with their file paths and dates.

Document1 - Word

Document Name	Path	Date
Office2013.doc	E:\Dropbox\SCSCC\Ed\Promos	6/14/2018 7:38 PM
Board Actions - 05-09-18.docx	E:\Dropbox\SCSCC\BOD\2018\06Jun	6/12/2018 3:47 PM
BOD Meeting Minutes - 05-09-18.docx	E:\Dropbox\SCSCC\BOD\2018\06Jun	6/12/2018 3:47 PM
Task List - 05-09-18.docx	E:\Dropbox\SCSCC\BOD\2018\06Jun	6/12/2018 3:47 PM
Door Sign Template.doc	E:\Dropbox\SCSCC\Ed	6/11/2018 11:53 AM
DoorSign.docx	E:\Dropbox\SCSCC\Ed	6/11/2018 11:53 AM
dashlane.docx		6/6/2018 8:51 AM

Home Tab – Basic Formatting Functions

- Font (letTer shApE) LettEr Size



- **Bold** *Italic* Underline **Highlight** **Color**

Live Preview

- Click on The Font Selection

- Slide the cursor up and down and watch the selected Text

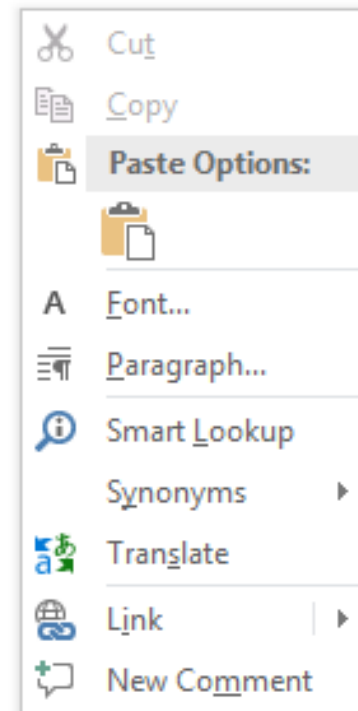
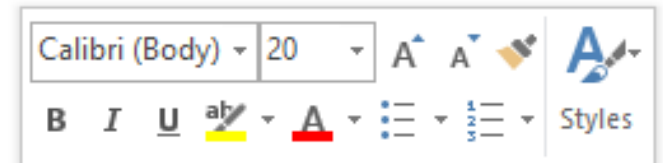
- Click on The Font Size Selection

- Slide the cursor up and down and watch the selected Text change



Right Click Menu

- This menu contains frequently used commands
- At the top are frequently used formatting tools



Lets Create a Document

- Type “=rand()” (*Without the quotation marks*)
 - You will then get several paragraphs of text generated automatically – *see below* ↓

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Quick Setting Bar



- This contains frequently used commands.

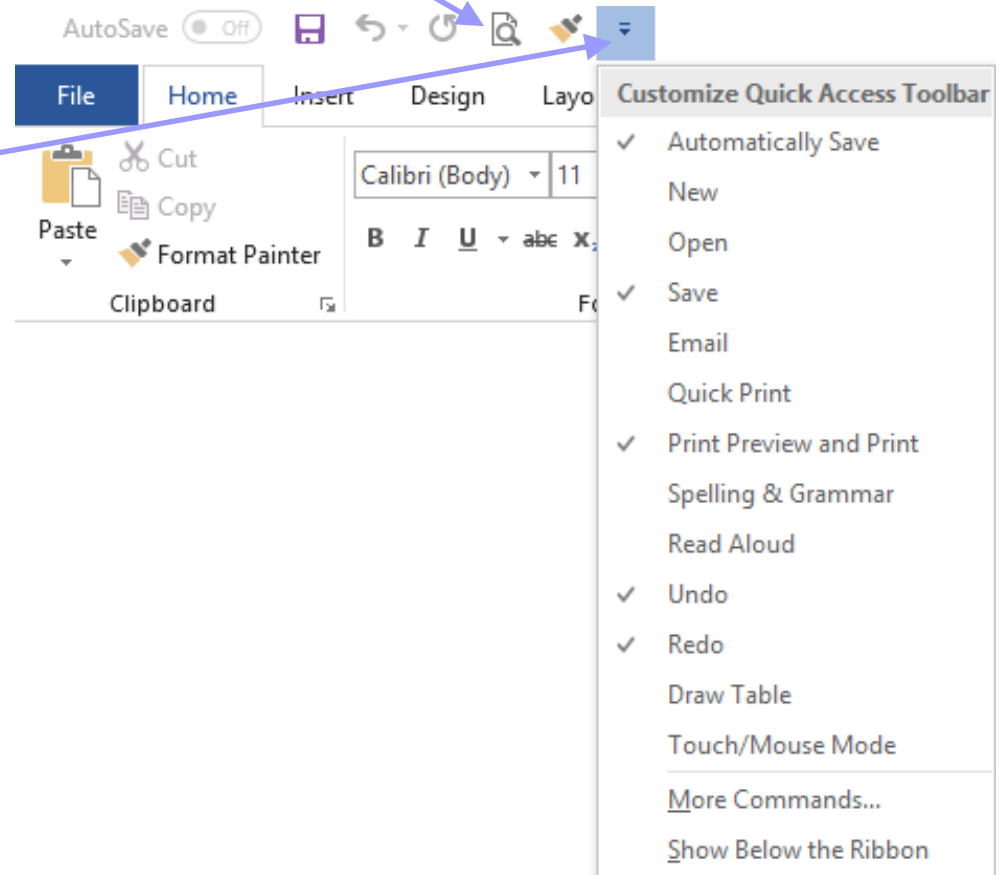
- It is **always** visible

- Handy Icons Include:

- AutoSave
- Save
- Undo
- Redo
- Quick Print

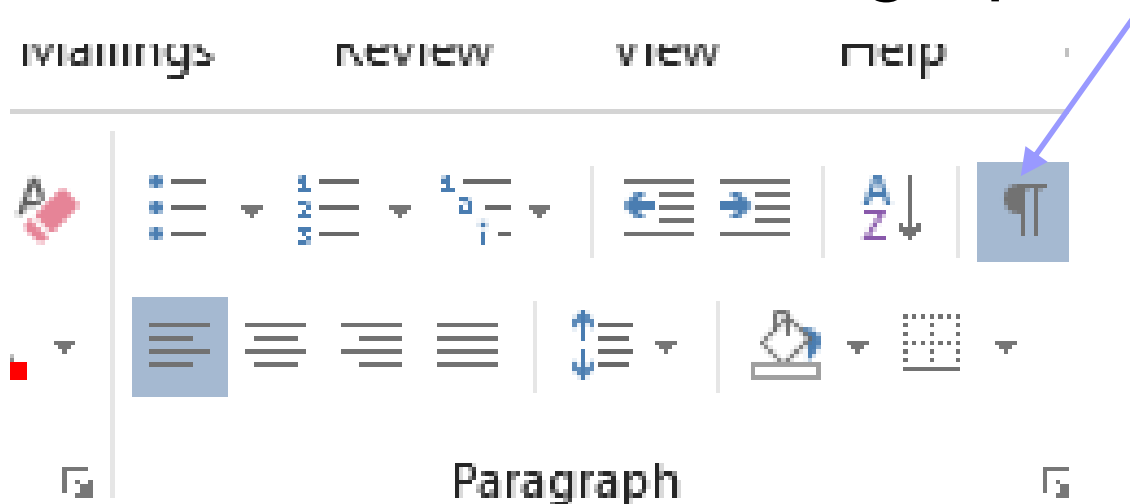
Quick Setting Bar

- You may customize this bar



View Formatting Marks

- On the Home Bar, in the Paragraph section



- Allows you to see “hidden” formatting symbols



Space

Tab

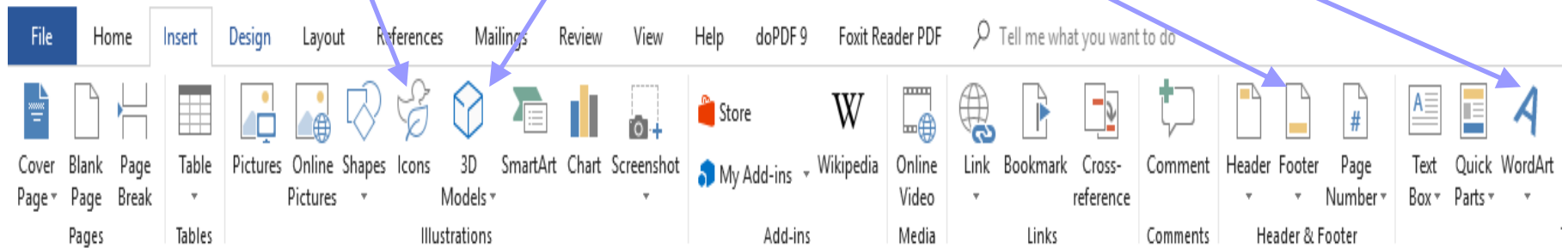
Enter

time → → to·quit·¶

Insert Tab

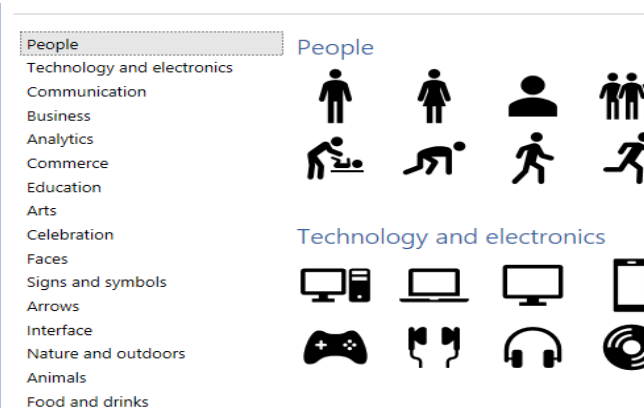
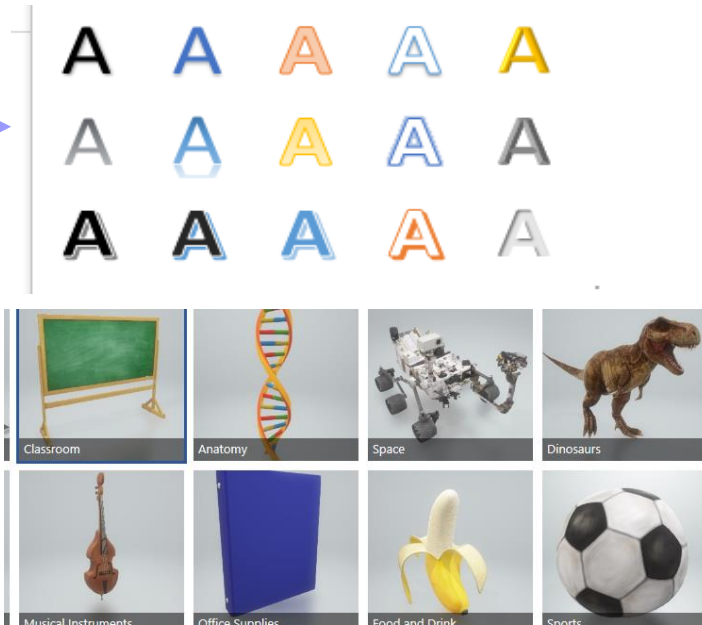
■ Commonly used items:

- Word Art
- Header/Footer
- Clip Art/Pictures
- Icons



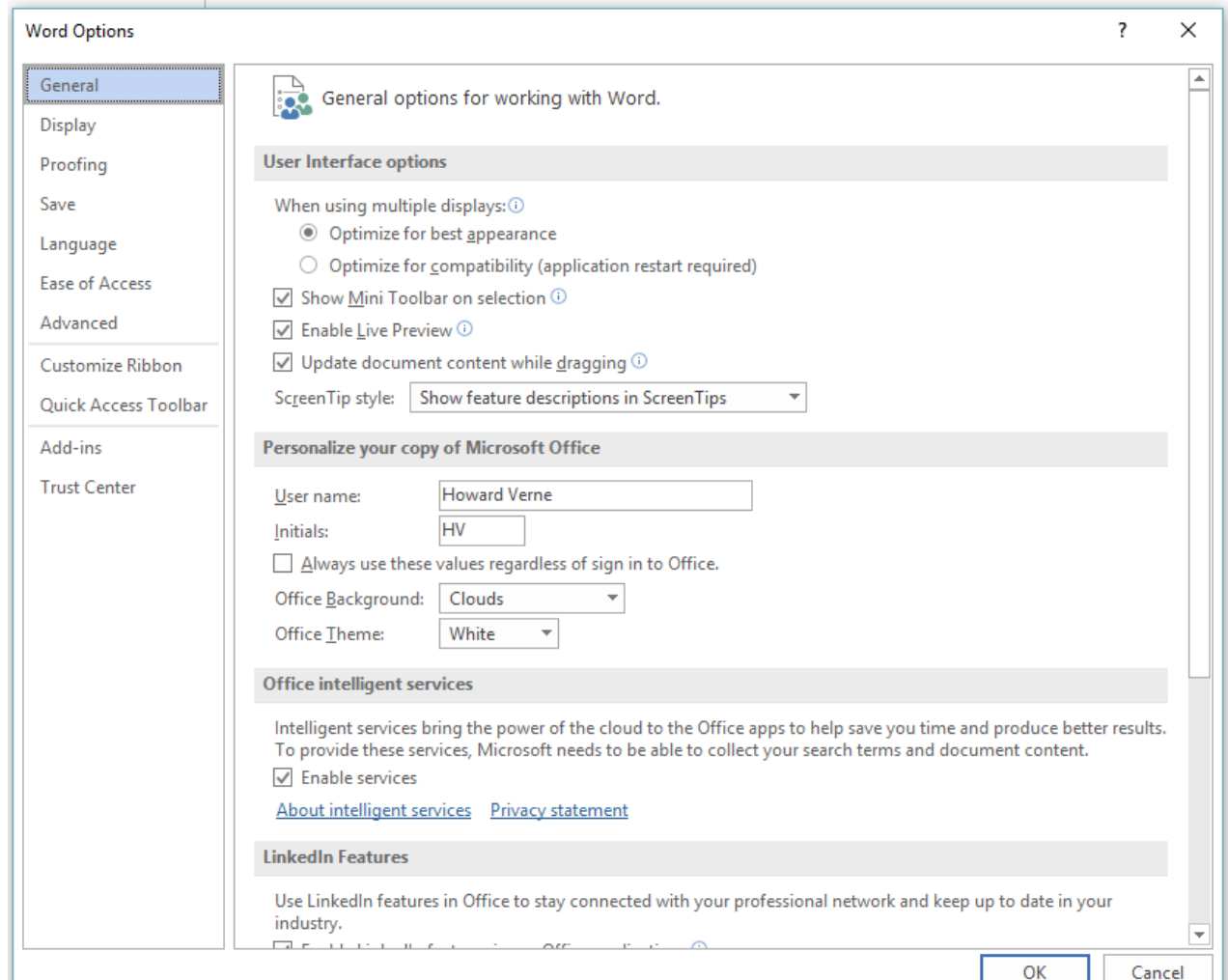
Inserted Objects

- **WORD ART**
- **Header Footer**
- **Clip Art/Pictures**
- **Icons**



Word Options - General

- Click the "Options" link on the bottom of the "File" tab



Word Options - Proofing



Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type:

[AutoCorrect Options...](#)

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

[C](#)ustom Dictionaries...

French modes: [Traditional and new spellings](#) ▾

Spanish h modes: [Tuteo verb forms only](#) ▾

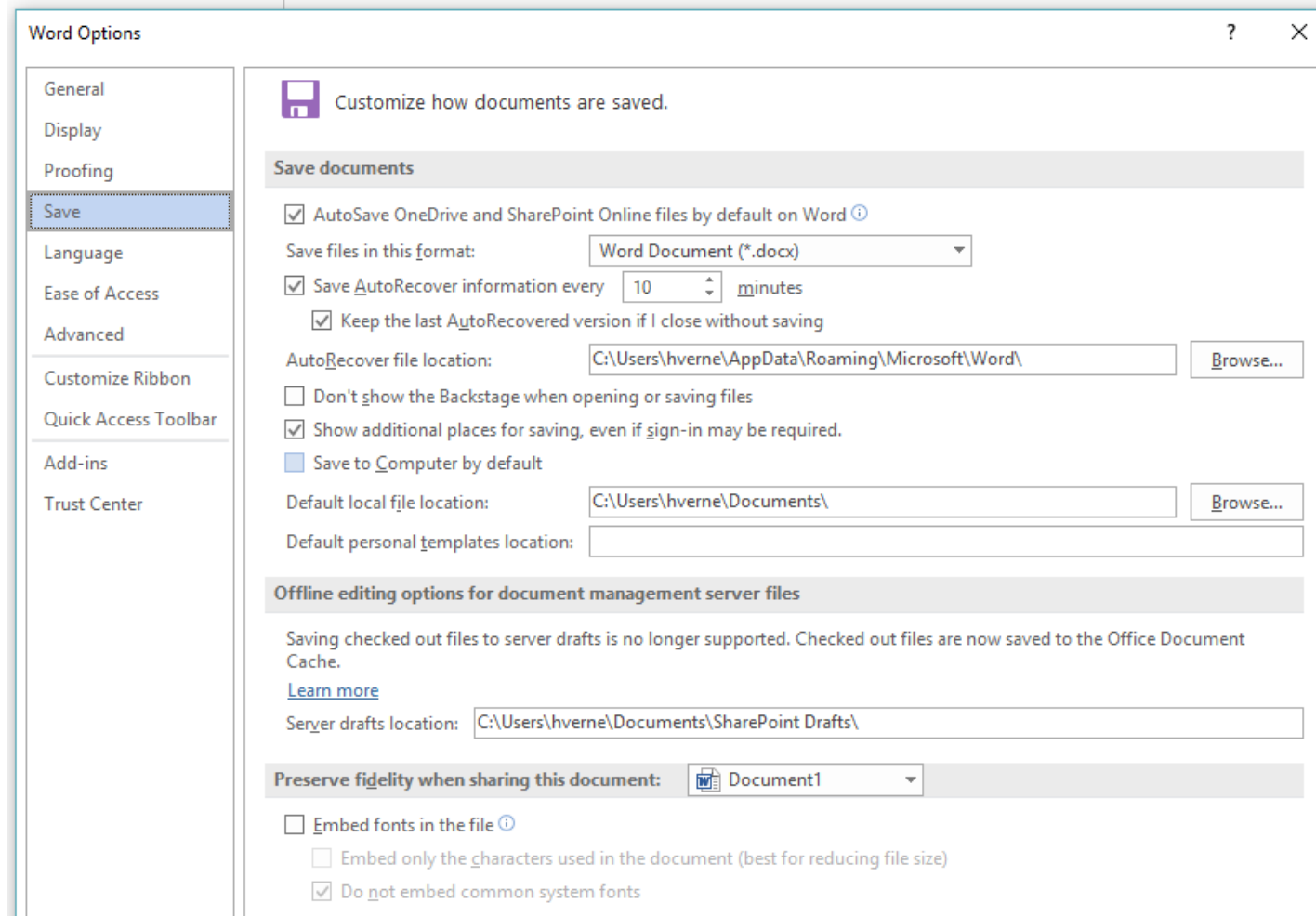
When correcting spelling and grammar in Word

- Check spelling as you type
- Mark grammar errors as you type
- Frequently confused words
- Check grammar with spelling
- Show readability statistics

Writing Style: [Grammar & Refinements](#) ▾

[Settings...](#)

Word Options – Save



The screenshot shows the 'Word Options' dialog box with the 'Save' category selected in the left-hand navigation pane. The main area is titled 'Customize how documents are saved.' and contains several settings:

- Save documents**
 - AutoSave OneDrive and SharePoint Online files by default on Word ⓘ
 - Save files in this format: Word Document (*.docx)
 - Save AutoRecover information every 10 minutes
 - Keep the last AutoRecovered version if I close without saving
 - AutoRecover file location: C:\Users\hverne\AppData\Roaming\Microsoft\Word\ [Browse...]
 - Don't show the Backstage when opening or saving files
 - Show additional places for saving, even if sign-in may be required.
 - Save to Computer by default
 - Default local file location: C:\Users\hverne\Documents\ [Browse...]
 - Default personal templates location: [Browse...]
- Offline editing options for document management server files**
 - Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.
 - [Learn more](#)
 - Server drafts location: C:\Users\hverne\Documents\SharePoint Drafts\
- Preserve fidelity when sharing this document:** Document1
 - Embed fonts in the file ⓘ
 - Embed only the characters used in the document (best for reducing file size)
 - Do not embed common system fonts

Word Options – Customize Ribbon

Customize the Ribbon and keyboard shortcuts.

Choose commands from: Popular Commands

- Accept Revision
- Add Table
- Align Left
- Bullets
- Center
- Change List Level
- Copy
- Cut
- Define New Number Format...
- Delete
- Draw Table
- Draw Vertical Text Box
- Email
- Find
- Fit to Window Width
- Font
- Font Color
- Font Settings
- Font Size
- Footnote
- Format Painter
- Grow Font
- Insert Comment
- Insert Page Section Breaks
- Insert Picture
- Insert Text Box
- Line and Paragraph Spacing

Customize the Ribbon: Main Tabs

Main Tabs

- Blog Post
- Insert (Blog Post)
- Outlining
- Background Removal
- Home
- Insert
- Draw
- Design
- Layout
- References
- Mailings
- Review
- View
- Developer
 - Add-ins
- Help
- doPDF 9
- Foxit Reader PDF

Add >> << Remove

New Tab New Group Rename...

Customizations: Reset