



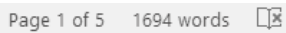
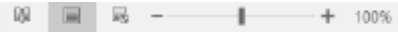






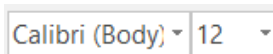





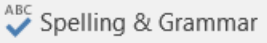


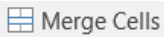






Word Processing	
What is “Word Processing”?	Using a computer program, such as Microsoft Word, to create and edit text documents.
What’s new in Excel 2016?	<ul style="list-style-type: none"> • Search box at the top of the screen to search for specific Word features. • Integration with the cloud, including collaborative editing.
Opening the Word Program	
Two methods	Double-click the icon on the desktop or use the Start menu.
The Word Environment	
Quick Access Toolbar 	Located on the title bar by default. Can be moved below the Ribbon. Contains commands most often used. Can be customized.
Ribbon area and Tabs	The Ribbon is the area under title bar that contains tabs, each containing different commands specific to the function of the tab.
File Tab 	The File tab opens the “Backstage view”. Backstage view allows you to: <ul style="list-style-type: none"> • Manage your documents and related data about them • Create, save, and send documents • Inspect documents for hidden properties or personal information • Set options such as turning off AutoComplete suggestions
Groups, Buttons and Screen Tips	Tabs contain groups of similar commands (buttons). Hovering over buttons reveals information in a screen tip.
Two-part buttons Button Proper →  ← List Arrow	Some buttons have two parts: <ul style="list-style-type: none"> • Button proper: Carries out the command with the current settings. • List arrow: Opens an options menu to change settings.
Launcher 	Some groups have a launcher button which displays related, but less common, commands when clicked.
Status Bar 	Gives information about the current document. Right-click to customize.
View Toolbar 	On the right side of the Status Bar. Changes the way the document is displayed on the screen (such as zooming in). It does NOT affect the layout or formatting of the document itself.

Creating, Saving and Closing Documents	
Creating files	Word will automatically open to a new blank document. Your document is temporary until you save it with a specific name to a specific location.
Saving files	Go to [File Tab → Save As] when saving a document for the first time in order to give the file a unique name and a storage location. From then on, doing an ordinary save updates changes to that file.
Opening an existing file	[File Tab → Open → In left pane select drive where the file is → In right pane double-click the icon next to the filename]
	Use the Save icon on the Quick Access toolbar to update a file that you have made changes to.
Closing a document	Use the “Close” button in the File tab to close just the document, and not the entire Word program.
Open a new blank document	[File tab → New → Click on “Blank document”]
Moving Around in a Document and General Typing Tips	
The insertion point	The name for the blinking line where anything you insert goes.
Moving the insertion point	Use the Arrow, Home, End, Page Up, and Page Down keys, along with clicking, to reposition the insertion point.
A few other keys	<ul style="list-style-type: none"> • Enter – Moves the cursor to a new line and <i>creates a new paragraph</i>. • Space Bar – Makes a short gap. • Delete/Backspace – Remove letters next to the insertion point. • Tab – Indents. • Shift/Caps Lock – Used to make capital letters.
Oops? What did I do? Undo and Redo buttons   Undo Redo	Press the Undo button in the Quick Access Toolbar if you do something by accident! Press the Redo button to re-apply any changes that were made with the Undo button. Use the list arrow portion of the buttons to display a history of all changes.

Highlighting (Selecting) Text	
Highlighting	To do anything, you need to <u>select</u> what you want to edit first.
Mouse dragging to select	Put the cursor just to the left of the beginning of your selection, hold down the left mouse button, move the mouse pointer to the end of your selection, and then let go of the mouse button.
Clicking to select lines, words, paragraphs, everything	<ul style="list-style-type: none"> • Click in the left margin (right-pointing mouse cursor ) to highlight a line. • Drag up and down to highlight multiple lines. • Double click in left margin to select a paragraph. • Double-click on a single word to select it. • Triple-click on a paragraph to select it. • To select the entire document, press Ctrl+A on the keyboard, or go to [Home tab → Editing group → Select → Select All].
Shift-clicking instead of dragging	Insert the cursor at the beginning of a section, hold down the Shift key, and then click at the end of the selection.
Shift-clicking to grow/shrink your selection	Hold down the Shift key, and then click on your new endpoint.
Selecting entire document	Use a key combination on the keyboard to select everything: Ctrl + A
Changing the Appearance and Location of Text.	
Cut, copy, and paste 	[Home tab → Clipboard group]: After selecting, choose “Cut” to cut it away. Click the cursor somewhere else and choose Paste to insert what you cut. Copy works the same as Cut, but without removing your selection. You can paste multiple times.
Bold, italicize, underline 	[Home tab → Font group]: <u>With something selected</u> , press the B, I, and U buttons.
Font and size 	[Home tab → Font group]: Use the pull-down arrows next to Font and Font Size buttons and select a different font face and size.
Alignment 	[Home tab → Paragraph group → Alignment buttons]
Double-spacing 	[Home tab → Launcher on the Paragraph group → Line Spacing]
Paragraph indentation	[Page Layout tab → Paragraph group → Launcher → Special]

Controlling the Appearance of Your Document	
Changing margins	[Page Layout tab → Page Setup group → Margins]
Page Breaks	[Insert tab → Pages group → Page Break button]
Header & Footer	 [Insert tab → Header & Footer group → Header button] [Insert tab → Header & Footer group → Footer button]
To Add Interest	 [Design tab → Page Background group → Page Color] [Design tab → Page Background group → Page Borders] [Design tab → Page Background group → Watermark]
Correction and Editing Tools	
Find / Replace	 [Home tab → Editing group → Find]: Word searches <u>down</u> the document starting from the insertion point. Can also replace text.
Spellchecker	 [Review tab → Proofing group → Spelling & Grammar]: Word will run through every possible error it finds.
Printing Your Document	
Print preview	[File tab → Print]: The print preview will be on the right side of the screen. Click the File tab again to return to your document.
Print	[File tab → Print]: Choose your print options on the left-side of the screen, then press the “Print” button to print.
Saving a Document Under a Different Name	
Saving strategy	[File tab → Save As]: If you use the Save As command you can give an existing file a new file name. This way you end up with two files. You can make changes to one while preserving the original in case you change your mind.
Saving a Document in Different Formats	
Saving in an older format	In the Save As dialogue box, drop down the Save as type menu and choose Word 97-2003 Document. Some loss of formatting may result.
Saving as a PDF	The Save As dialogue also offers an option to save as a .PDF. A PDF is a file format that can be viewed in a free program called Adobe Reader. It is not possible to edit it in that program however.

Protected View	
Security features	Files downloaded from the Internet will open in “Protected View”. Click the “Enable Editing” button once certain the document is from a trusted source. If you only want to print, you will have to “Enable Printing”.
Bulleted/Numbered Lists	
Bullets and Numbering 	Bulleted list: [Home tab → Paragraph group → Bullets button] Numbered list: [Home tab → Paragraph group → Numbering button] Multilevel list: [Home tab → Paragraph group → Multilevel list button]
Tables	
Creating a table	[Insert tab → Table group → Table button] Mouse over the cells to select your table size.
Navigating a table	The Tab key moves the cursor to the next cell. Single click inside a cell to edit it.
Selecting items in a table	<ul style="list-style-type: none"> • Single cell – Move the cursor to the bottom left edge of cell and click when small black arrow appears. ↗ • Row – Click past the left edge of the row. • Column – Click at top edge of the table in the column. • Entire Table – Position the insertion point anywhere within table. Click the “Select Table” button  in the upper left corner of the table.
Adjusting appearance	Click anywhere in table, then go to [Table Tools→ Design tab → Table Styles group/Draw Borders group].
Merging cells 	Highlight cells you want to merge, then go to [Table Tools → Layout tab → Merge group→ Merge Cells button].
Adding rows or columns	Click anywhere in the table, then go to [Table Tools → Layout tab → Rows & Columns group].

Pictures / Clip Art / Shapes / Text boxes	
How to add a picture 	Go to [Insert tab → Illustrations group → Picture or Online Pictures]. Choose your picture, click insert, and it will be inserted at your insertion point.
Resizing picture	Click on picture to select it. Drag a circle in the corner of the picture.
Making into an easily moved object 	Select a picture, then go to [Format tab → Arrange group → Wrap Text]. Choose “Behind Text”, “In Front of Text”, or “Tight”.
Moving the picture	Select the picture and drag it to its destination.
Rotating picture	Select the picture and drag the green circle that appears above it.
Creating lines and arrows	Go to [Insert tab → Illustration group → Shapes button]. Click on “Line” or “Arrow”. Click on the starting point and drag to the ending point.
Other shapes 	Go to [Insert tab → Illustration group → Shapes button]. Choose a shape. Follow same procedure as for the line.
Adding a text box 	[Insert tab → Text group → Text Box button → Draw Text Box]
Quick Parts	
Creating a Building Block	Type a frequently used phrase and highlight it. Press Alt+F3 to open the Building Block dialog. Give the phrase a simple name, and click OK. To insert the phrase, type the simple name, then press F3. Building Blocks are local to your computer.
Templates	
Accessing templates	Go to [File tab → New]. A list of template categories will appear. Double-click on a category to view the templates in that category. Or, search for a template by typing a search term.