

Introduction to Microsoft Word 2016

Microsoft Word is a word-processing program that runs under Windows. The following instructions highlight some of the features of Word. For a complete set of instructions press F1 to open the help menu when the program is running.

Example

January 1, 2007 399 Grave Field

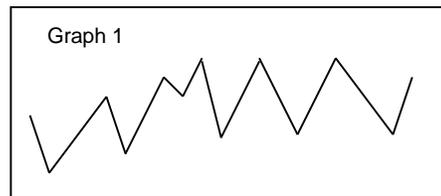
Laramie, WY 80001

Dr. Frankenstein, Ph.D.
University of Wyoming
Laramie, Wyoming 80002

Sir:

I am applying for a position on your staff. My credentials will show a wide base of understanding of the types of experiments that you are involved in.

Here's one of the formulas I have worked on, $x = \frac{1}{2}$. I have also included a sample of my graph.



I am sure that my resume will fit the requirements.

Yours,

John Doe

Starting Word

Click **Start** on the windows task bar, choose **All Apps**, then choose the **W** folder and select **Word 2016**.

Opening Files

Click on the **File** tab, and then click on **Open**. A list of files will be displayed. You may select from this list, or type in a file name. If you want to open a file on another drive, click on the computer category in the list on the left side of this window. This provides a drop-down list from which to choose a drive. After the drive has been selected, the directories and files will be listed. Double click on the directory needed. Choose the type of file to open from the **drop down menu** box. This will cause only those files that are of the given type to be listed.

Saving Files

Click on **File Button** , click on **Save** to save the file under the same name it was opened as, or click on **Save As** to save the file under a new name. This provides a dialog similar to the **Open** command where you can specify where to save the file. If using only the **Save** command, you can use the **disk icon** in the left side of the **Standard Toolbar**.

Printing Files

Open a file first before attempting to print. Once a file is opened, choose a printer by clicking on the **File** tab, then click **Print**. The printer that is currently selected appears in the **Printer** box. To choose a different printer, click on the down arrow next to the name box. Then, choose the printer you want from the list by clicking on it. The names of the printers given in the menu are:

\\grail\EN 1032b BW Printers (default printer) -- the laser printer in room 1032B (5 cents / page).
\\ grail\EN 1032b Color Printer -- the color printer in room 1032B (25 cents per page).

NOTE: The Page Setup is different for the different types of printers available. Changing printers may affect the format of your document!

In the **Print** dialog box, you can select the number of copies to be printed in the **Copies** box and specify a range of pages in the **Pages** box. Click on **OK** to send the file to the printer, or **Close** if you just wanted to change printers. To change options on the print job click on the **Printer Properties** button.

Print Preview

To see what the document will look like when printed, there will be a print preview to the right of the file window showing your document. Options to switch pages or zoom in are at the bottom of the preview. It is a good idea to always do a print preview to check the document before sending it to the printer.

Setting Margins

To set the margins click on the **Layout** tab, in the **Page Setup** group, click on **Margins**. Select the margin type, and then click on it. To use specific margins click on **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes enter new values for the margins.

Selecting Text

Many commands (such as deleting, copying, and changing the appearance of text) require text to be selected. To select text, place the cursor where you want to begin selecting text, and press the left mouse button and hold it down. Drag over the text you want to select, and release the mouse button.

Setting or Changing Fonts

Select the text you want to change, then click the **Home** tab, in the **Font** group click the down arrow on the font menu near the top of the screen to bring up a list of fonts. Select the desired font from this list by clicking on it. Select the font size in the same way from the font size list to the right of the font box.

Setting or Changing Text Features

Text features as underline, **bold**, and *italic* can be set using the buttons on the top toolbar under the **Home** tab. Select the text you want to change and click on the appropriate button **B (bold)**, **I(italic)** or **U(underlined)**. To create subscript or superscript select the text, then choose the appropriate subscript or superscript button. A shortcut to creating subscript or superscript is to highlight the text and press **Control =** for subscript and **Control & Shift +** for superscript.

Setting or Changing Paragraph Style

To set a new paragraph style choose from the different styles under the **Paragraph** group in the **Home** tab. Set indentation, line spacing, and tab stops also from this group. This is also the manner in which you can format the entire page, just highlight all of the text you wish to format.

Deleting Text

Select the text to be deleted, and then press the **Delete** key. Deletions can be immediately restored with the **Undo** command to the right of the Office Button or by hitting **Control + Z**.

Moving and Copying Text

Select the text to be copied or moved, click on **Home** tab, then from the **Clipboard** group choose **Copy**  (shortcut is Ctrl c) or **Cut**  (this will remove the selected text shortcut is Ctrl x). Place the cursor at the point where you want the text to be inserted, click on **Paste** (shortcut is Ctrl v).

Creating Formulas

In creating a formula like $x = \frac{1}{2}$, follow the steps in the help file under **Equations in Microsoft Word**. For more information press F1 to open the help menu when the program is running.

Spell Check

To use the spell checker click on the tab **Review**, in the **Review** group choose the **Spelling and Grammar** option. If a word is found to be questionable, a list of words will appear from which you can select. To change the word, click **Change**, or choose **Ignore** to do nothing. Choosing **Change All** or **Ignore All** will do either of these for the entire document. Click on the highlighted word in the document to edit it directly. When the spell check is finished, click **OK** to return to the document. To check an individual word or block of text, select the word or text block and start the spell checker as above. If the automatic checker is on, misspelled words will be underlined in red. Click the right arrow on these words to see a quick list of changes or to tell the program to ignore the spelling. In some cases, the program will assume your mistake and fix it for you automatically.

Inserting Graphics

Word includes a simple built-in drawing package. To access the drawing package, click on the **Insert** tab, then in the **Illustrations** group, click on **Shapes** and at the bottom click on **New drawing canvas**. This will place another toolbar containing drawing commands at the top of the screen in the menu area. Graphics can be inserted into the document by using the mouse to select tools from this toolbar and drawing on the screen. Graphics drawn in this way become special objects embedded in the document. Graphics objects can be resized by clicking on the object and dragging the borders with the mouse. To delete the object, click on it and press the **Delete** key. Clicking on the **Home** tab again and outside the drawing canvas will put you back in the normal text mode. For more information about using the drawing package press F1 to open the help menu when the program is running.

Inserting Graphics from other Programs

Graphics from other Windows programs such as **Excel** or **Visio** can be inserted into the Word document. Place the cursor where you want the graphic inserted, click on the **Insert** tab, then select **Object** in the **Text** group. This will bring up a window with the tabs **Create New**, or **Create from File**. The **Create New** tab gives a list of graphics types that can be inserted. Double click on the type you want, e.g. **Visio Technical**. This will start the other program, and the graphic can be created. Exiting the other program will put you back in the Word document with the graphic inserted. Double-clicking on the graphic will start the program again so that it can be edited from there. For more information on embedding graphics from other programs see *Microsoft Office Word Help* by pressing F1 to open the help menu when the program is running.

Another way to insert graphics from other Windows programs is to use **Copy** and **Paste**. With Word running, start the other program from the Start menu at the bottom of the screen, or if it is already running, click on its entry on the bottom toolbar. Create the drawing in this program, and then select it. Click **Copy** under this program's **Edit** menu. Click back to Word, position the cursor where you want the graphic inserted, and then click **Paste** from the **Home** tab under the **Clipboard** group to insert the drawing.