MICROSOFT WORD 2016

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GETTING STARTED

Microsoft Word is a popular word-processing software that allows you to create and customize polished documents. In this workshop, you will be introduced to the essential functions of the program.

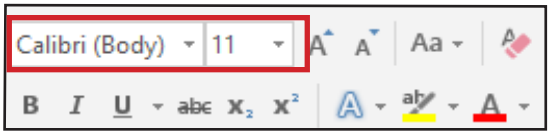
Download Workshop Files

Go to the STC homepage at ***http://www.wwu.edu/techcenter/*** and click on the dropdown menu for Learning Opportunities. Then, click on **Workshops**. Scroll down to Microsoft Word I and double-click on the **.exe** and the **bibliography .zip** files. Open the bibliography.zip file and save it. Right-click the folder and click **Extract All**. You can now access the bibliography.txt file needed for the workshop.

Tip: Life doesn't have an undo button. Word does. Click ↩ in the upper-left corner to go back.

FORMAT TEXT

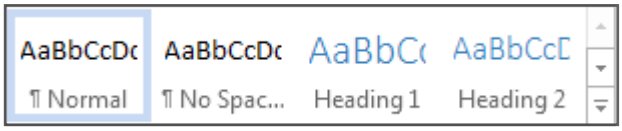
Open the bibliography.txt file. Choose a selection of text by holding the left-mouse button. Click on the **Home** tab and go to the Font button grouping. Scroll through the menus to explore types and sizes.



Click ab to highlight text. Click A to select the text color. Use the dropdown menus to change color.

For ambitious, open-minded learners, Western is the premier undergraduate-centered university that fosters a dynamic collaborative environment at an intimate scale, where students fully engage, reveling in the freedom to develop their intellectual potential and achieve their personal goals.

To change the text style, go to the Styles button grouping. Explore and preview the various options.

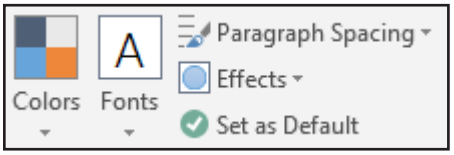


FORMAT DOCUMENT

Click the **Design** tab to view the available themes you can customize. Select the **Themes** button to choose from preset colors, fonts, and effects.

Scroll through the style sets to adjust the design and organization of fonts and paragraphs.

Adjust additional properties, such as color and font, in the following area:



Change the background of your document with a **watermark**, **page color**, or **page borders**.

USING LISTS

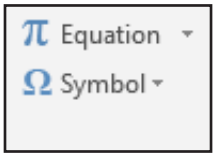
Click the **Home** tab and go to the Paragraph button grouping. Highlight a selection of text and choose either a **bulleted** or **numbered** list.

To create a **multileveled** list, place the cursor in front of a line of text and select either the **decrease indent** or **increase indent** features. Click the multilevel list button to adjust the symbols or indicators used for each level.

*Tip: The **Tab** button on your keyboard increases indent. Pressing **Tab + Shift** decreases indent.*

INSERT A SYMBOL

Click the **Insert** tab and go the Symbols button grouping. Have the cursor set where you want your symbol to be placed.

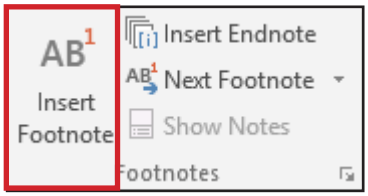


Click the **Symbol** button and scroll through the available options. (Select More Symbols to view additional features.)

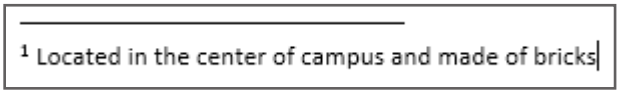
Tip: You can view the shortcut keys for each symbol at the bottom of the pop-up window. You can even create your own!

INSERT FOOTNOTES

Place the cursor in your document where you want a footnote. Go to the **References** tab and then the Footnotes button grouping. Select **Insert Footnote**.

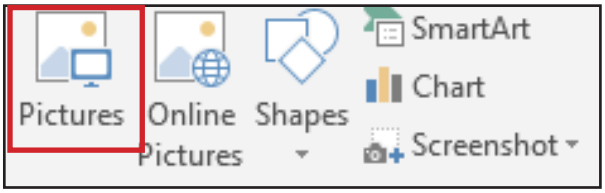


This action automatically takes you to the footer on that page with a space created for your footnote. You can type a definition or reference here. As you add more footnotes, Word will list them accordingly.



INSERT PICTURE

Search for an image online. Right-click the image and **Save As** to your computer in a specified location. In Word, click the **Insert** tab. Under the Illustrations button grouping, click **Pictures**.

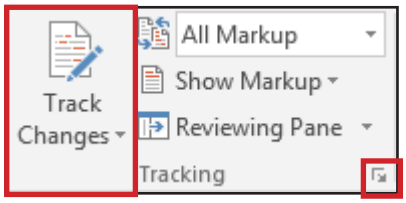


Select the previously saved image and click **Insert**. The Format Picture Tools tab automatically opens, containing tools to edit your images. In the Arrange button grouping, click the **Wrap Text** and **Position** buttons to change the placement of your image. Select a style from the dropdown menus.

To insert a caption, click the **References** tab and go to the Captions button grouping. Select **Insert Captions**.

REVIEW AND TRACK CHANGES

Click the **Review** tab. Under the Tracking button grouping, select **Track Changes**. Any further changes made (such as deleting or adding text) will be noted by Word with highlights, underlines, strikethroughs, etc. To edit the Track Change options, select the **Dialogue Box Launcher** in the lower righthand corner and a **Track Changes Options** window will pop up. Select **OK** to apply your settings.

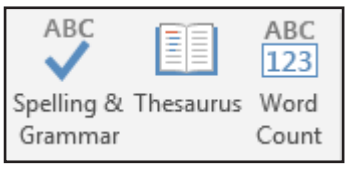


You can **Accept** or **Reject** changes by clicking the respective buttons in the Changes button grouping. Use the dropdown menus to specify which changes to address.

To review the document with commentary, highlight the text you want to comment on and go to the Comments button grouping. Select the **New Comment** button. Your comment will appear in the margins.

PROOF READ

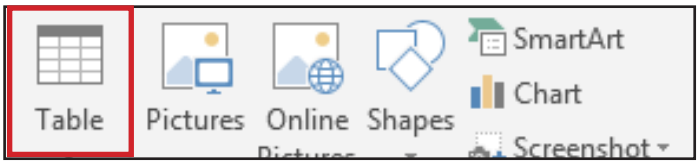
Click the **Review** tab. Under the **Proofing** button grouping, you will see four options.



Spelling & Grammar checks your document for any related mistakes. **Define** allows you to look up the definition of a word online, and **Thesaurus** finds synonyms for a given word. **Word Count** provides the number of words and other statistics in either the entire document or a highlighted section of text.

INSERT A TABLE

Click the **Insert** tab. Navigate to the Tables button grouping, then click the **Table** button.



Select the amount of desired rows and columns for the table from the dropdown menu. The **Table Tools** tab will appear once the table is inserted.

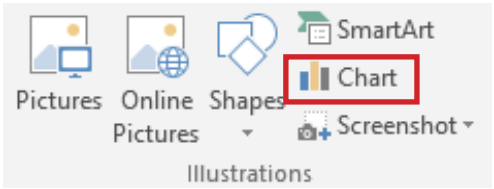
Tip: Use the live preview in the document when adjusting the dimensions of your table.

Type to add data into each cell of the table. To insert cell borders, highlight the entire table and click the **Design** tab under Table Tools. Click the **Borders** button, and use the dropdown menu to customize specific borders.

INSERT A CHART

Click **Insert**. Under the **Illustrations** button grouping, click **Chart**. Browse the variety of style options and click **OK**.

Tip: A Microsoft Excel will open here. To learn more about this program, register for our Excel workshop.

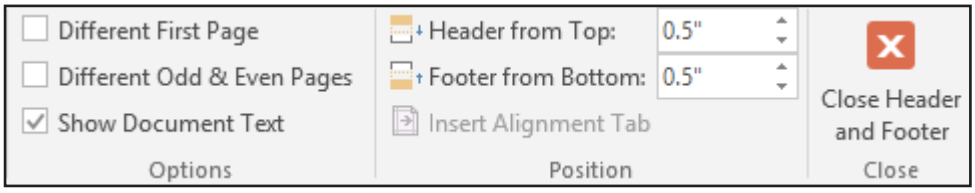


The **Chart Tools** tab will appear with the **Design** and **Format** functions to customize its appearance. Use the Excel window or right-click the chart to edit your data.

INSERT HEADERS, FOOTERS, AND PAGE NUMBERS

Click the **Insert** tab and go to the Headers & Footers button grouping. Select one of the built-in styles.

Tip: You can double-click the top or bottom margins of your document to access the header and footer.

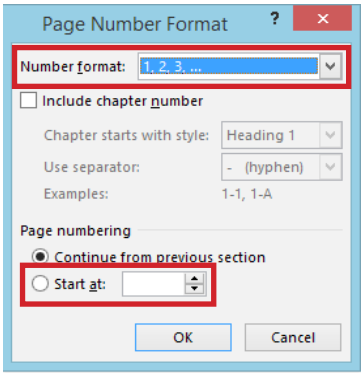


The **Header & Footer Tools** tab will appear to customize the design and formatting.

*Tip: To change the information for headers, footers, or page numbers on different pages, you must insert a **Section Break**.*

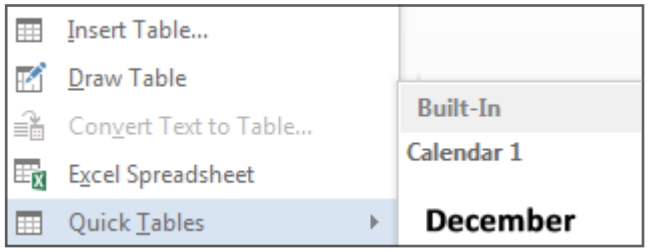
To use a Section Break, click the top of the page where you want to change your header/footer. Click the **Page Layout** tab. Under the Page Setup button grouping, click **Breaks**. Go to the Section Breaks area and select **Next Page**. Double-click the top or bottom margins to return to the Header & Footer Tools tab. Go to the Navigation button grouping. Deselect the **Link to Previous** button to unlink the document sections.

To add page numbers, go to the Header & Footer button grouping and click the **Page Number** button. Choose where you want to place them and their style. To customize the starting number or format, click **Format Page Numbers**.



INSERT A CALENDAR

Click the **Insert** tab and then the **Table** button. Select **Quick Tables** and choose one of the built-in calenders.



INSERT OR TAKE A SCREENSHOT

Click the **Insert** tab. Under the Illustrations button grouping, select the **Screenshot** button.

To take a screenshot, click **Screen Clipping**. Click and drag the indicator to select the area you wish to capture. The image will automatically appear in your document.

To insert a different screenshot, go back to the Screenshot button and select an image from **Available Windows**.

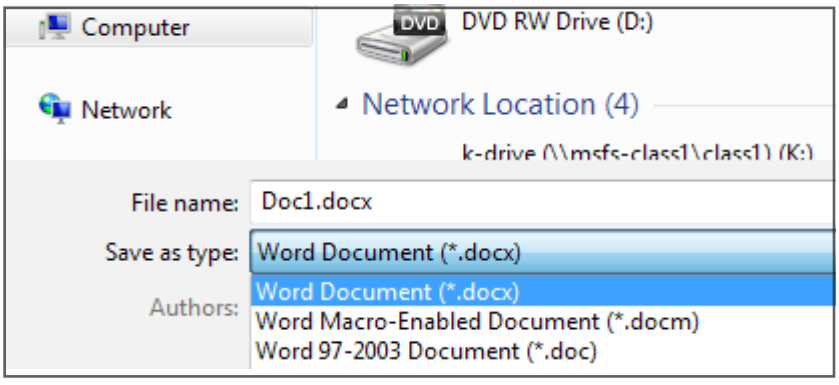
SAVE YOUR DOCUMENT

Click **File** and select **Save As**. Double click on **This PC**. Choose the location you wish to save your document to by selecting **Browse** and opening the Save As window.

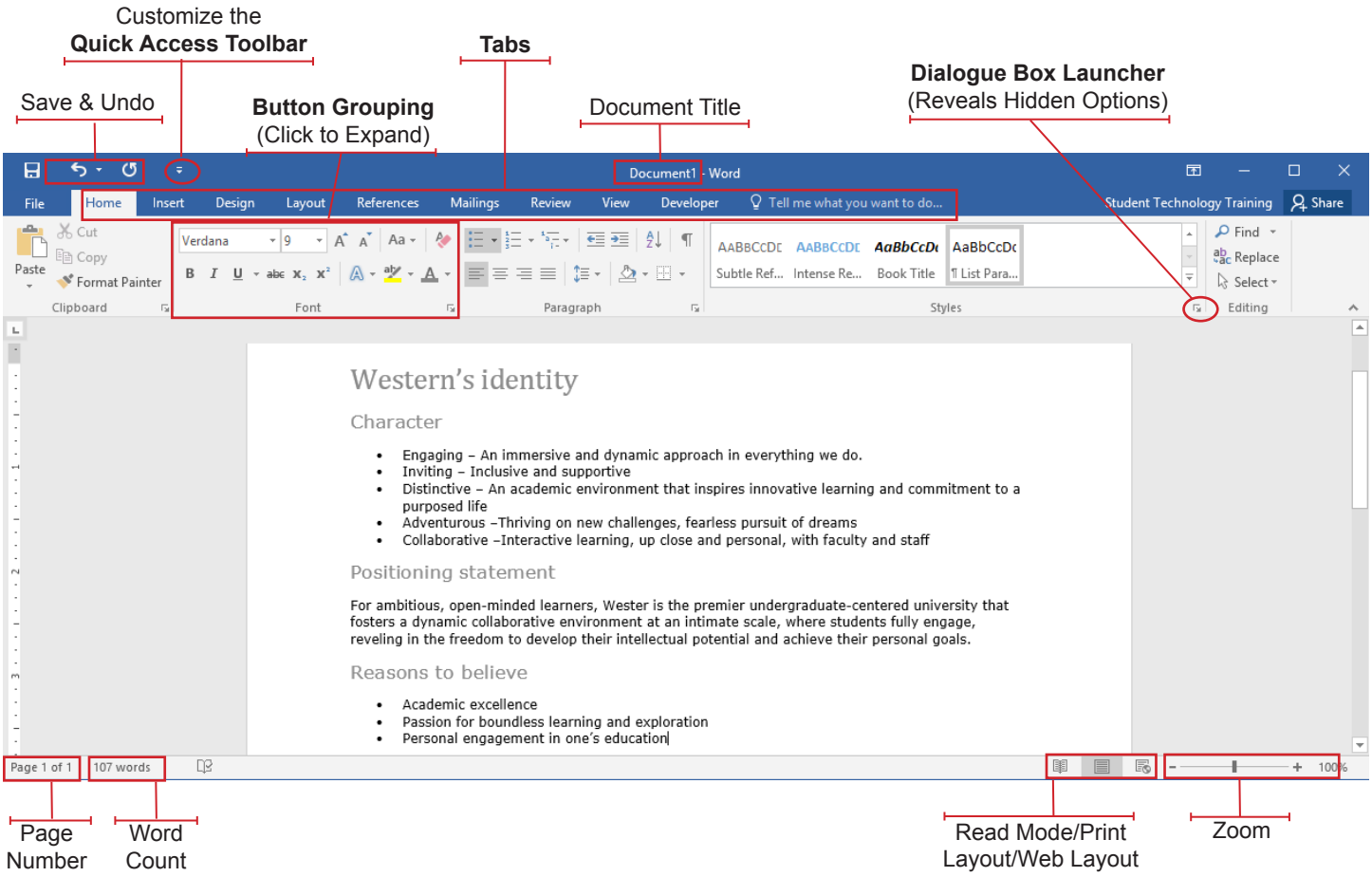
To customize the type of document you wish to save it as, go to the **Save as type** area and click the dropdown menu. Scroll through the available options and click your preference.

Tip: Some file types (such as PDF) cannot be edited once they're saved. Keep that in mind when making your selection.

Give your document a title in the **File name** area and click **Save**.



WORD WORKSPACE OVERVIEW



Hotkeys

Function	Press
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Print	Ctrl + P
Save	Ctrl + S
Increase Indent	Tab
Decrease Indent	Tab + Shift
Undo Action	Ctrl + Z
Redo or Repeat Action	Ctrl + Y
Move Down/Up/Left/Right	Click Down/Up/Left/Right Arrow Keys
Bold Text	Ctrl + B
Italicize Text	Ctrl + I
Underline Text	Ctrl + U
Insert Hyperlink	Ctrl + K
Double-Space Lines	Ctrl + 2
Get Help	F1