

Word 1

Table of Contents

TABLE OF CONTENTS	1
WHAT'S NEW IN WORD 2016?	3
LESSON 1 - WORD BASICS	4
1.1 STARTING WORD	5
1.2 THE WORD ENVIRONMENT	6
1.3 OPENING AN EXISTING DOCUMENT	12
1.4 ENTERING TEXT INTO A DOCUMENT	15
1.5 CORRECTING MISTAKES	17
1.6 NAVIGATING A DOCUMENT	19
1.7 CREATING A NEW DOCUMENT	21
1.8 SAVING A DOCUMENT	23
1.9 MOVING BETWEEN DOCUMENTS	26
1.10 SETTING WORD OPTIONS	27
1.11 CHANGING DOCUMENT VIEWS	30
1.12 HIDING THE RIBBON	32
1.13 USING TELL ME TO OBTAIN HELP	33
1.14 CLOSING A DOCUMENT AND EXITING WORD	35
LESSON 2 - EDITING TEXT	38
2.1 SELECTING TEXT	39
2.2 COPYING AND PASTING TEXT	42
2.3 CUTTING AND PASTING TEXT	44
2.4 USING DRAG-AND-DROP	46
2.5 USING THE OFFICE CLIPBOARD	48
2.6 FINDING TEXT USING THE NAVIGATION PANE	52
2.7 USING FIND AND REPLACE	55
TO USE FIND AND REPLACE	56
2.8 CHECKING SPELLING AND GRAMMAR	57
2.9 USING THE THESAURUS	62
2.11 INSERTING SYMBOLS	67
2.12 USING UNDO, REDO & REPEAT	70
LESSON 3 - FORMATTING TEXT	73
3.1 USING FORMATTING TOOLS	74
3.2 USING THE FONT DIALOG BOX	78
3.3 USING FORMAT PAINTER	82
3.4 USING CHARACTER EFFECTS	84
3.5 USING TEXT EFFECTS	86
3.6 ADDING A DROP CAP	89
3.7 INSERTING THE DATE AND TIME	92
LESSON 4 - WORKING WITH PARAGRAPHS	95
4.1 ADDING BORDERS TO A PARAGRAPH	96
4.2 ADDING SHADING TO A PARAGRAPH	99
4.3 ALIGNING TEXT	101
4.4 ADJUSTING LINE SPACING	103
4.5 ADJUSTING SPACING BETWEEN PARAGRAPHS	106
4.6 INDENTING PARAGRAPHS	108
4.7 SETTING TABS WITH THE RULER	111
4.8 CHANGING TABS	115
4.9 SETTING TABS USING THE TABS DIALOG BOX	117
4.10 CREATING A BULLETED LIST	119
4.11 CREATING A NUMBERED LIST	122
4.12 CREATING A HANGING INDENT	125
LESSON 5 - WORKING WITH PAGES	130

5.1	CREATING A HEADER AND FOOTER.....	131
5.2	MODIFYING A HEADER AND FOOTER	134
5.3	SETTING MARGINS	135
5.4	SETTING PAGE ORIENTATION.....	138
5.5	SETTING PAPER SIZE	140
5.6	INSERTING/MODIFYING PAGE NUMBERS.....	143
5.7	INSERTING AND REMOVING PAGE BREAKS	146
5.8	INSERTING A WATERMARK	147
5.9	JUMPING TO A SPECIFIC PAGE	150
LESSON 6 - PRINTING A DOCUMENT.....		152
6.1	PREVIEWING A DOCUMENT	153
6.2	SETTING PRINTER OPTIONS	154
6.3	PRINTING AN ENVELOPE	156
6.4	PRINTING LABELS	158
INDEX		162

© 2015, State College of Florida, Manatee-Sarasota

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written consent of State College of Florida

Updated: May 2017
