



# Learning Microsoft Word 2016

Written by:

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# Chapter 1: Navigating the Workspace

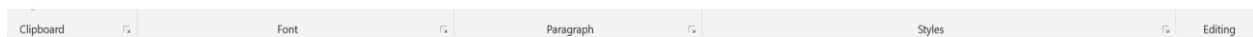
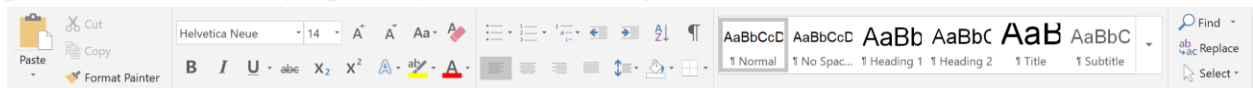
In order to understand how to navigate the workspace, it is important to know the correct term for each feature in your workspace. Let's start at the top left-hand corner and move our way across. The first tool is the Quick Access Tool or QAT for short. This tool allows the user to efficiently access command by clicking on the icon. The user can click on the drop-down box in the QAT to get custom commands.



The tabs are an organized tool to categorize similar commands together for easy access. A user can click on specific tabs to find a command to perform the task.



When a user clicks on the tab, the ribbon will display the different command options. In each ribbon there are sections for each command that are called groups (Ex: Clipboard, Font, Paragraph, Styles and Editing).



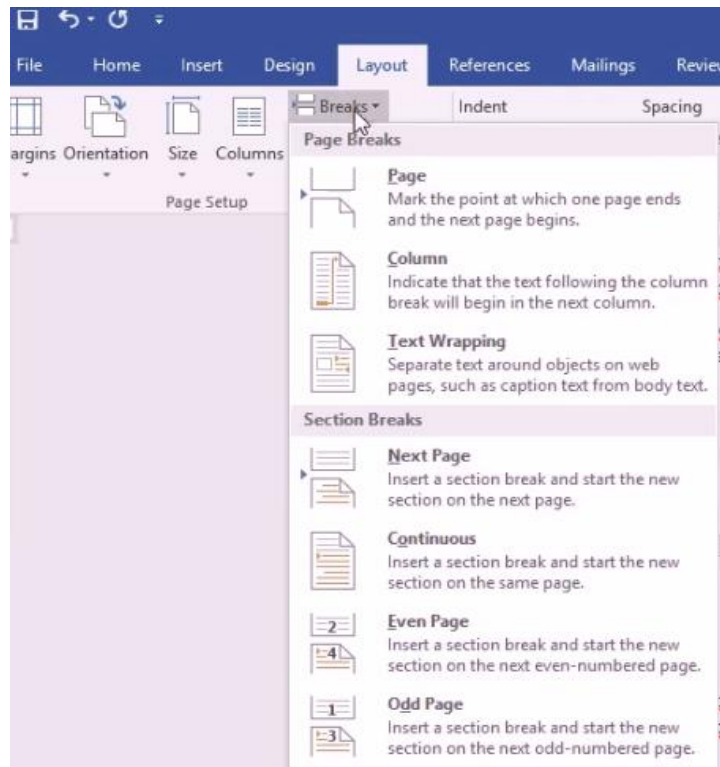
These terms will come in handy when you are searching for a specific command or become an effective computer user. Now that you are familiar with the common terms, let's get to work.

# Chapter 2: Sections and Customization

Sections and breaks allow for versatile page formatting. A section allows a user to format and set a specific layout for a specified part of a document. Breaks are breaks in pages, lines, or sections. This chapter will cover the basics revolving around formatting and section templating.

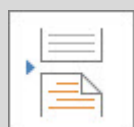
Word by default counts an entire document as a single section, so we need to add in sections to add various formatting options. Section formatting is controlled by a **section break**. A break in a section controls the preceding column/section. For instance, we could make a one column introduction on a paper and put a break after it so that later we can make two column body paragraphs.

We can add a section by navigating to the **Layout tab**, and inside the Breaks button. Here we are given a selection of types of breaks.



## Section Descriptions

<b>Next Page</b>	This makes a new section on a new page.
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### Continuous



Starts a new section on the same page. If other continuous sections were made it will be created directly after the last section. Can be used to switch from one to two column sections on a page.

### Even Page



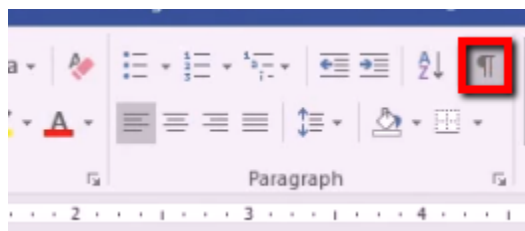
Makes a new section on the next even numbered page. For example, a new section will be started on pages 2, 4, etc.

### Odd Page

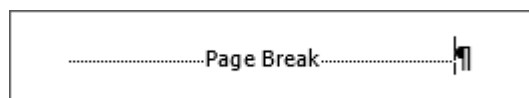


Makes a new section on the next odd numbered page. A new section on pages 3, 5, etc.

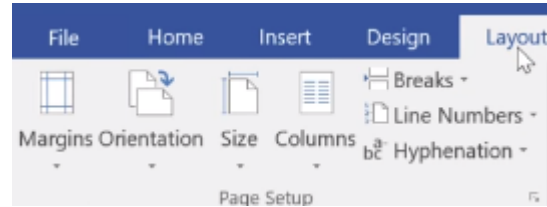
After creating multiple sections, it can be very useful to see where each one is. Under the **Home** tab, under the Paragraph section is a paragraph symbol. Click on this to **Show all nonprinting characters**.



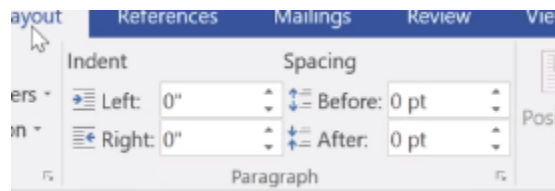
Aside from allowing users to view all current sections, these sections can be easily selected by clicking the Section Breaks and pressing DELETE. Below are examples of section breaks.



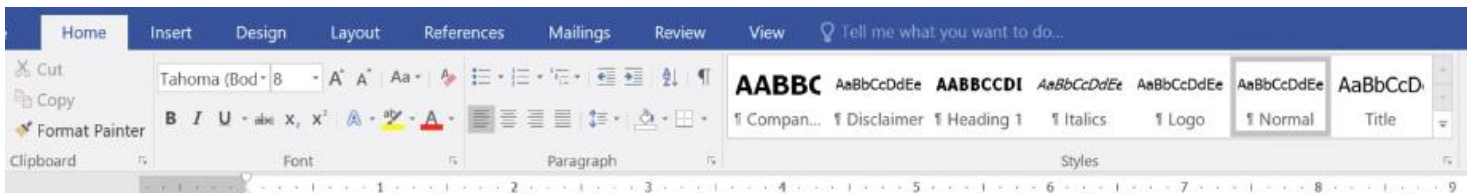
Further customization can be done in the **PAGE LAYOUT** tab. In the **Page Setup** area, the **Margins** of the page, **Orientation**, **Size**, and **Columns** can all be edited. These changes will apply only to the section a user is in.



Similarly, paragraph styling can be formatted in the next section to the right. **Indentation** and **spacing** are key elements to a page's layout.



More text styling can be found in the main **Home** tab, where the **font**, paragraph styling, text styles, and more formatting options and tools are found.



# Templates

The next step is creating a template. As previously mentioned, a template is a page or set of pages styled for a certain purpose. For instance, a user can create and format a template for a resume and reuse the template to make multiple different resumes. To the right is an example of a template for a resume.

Once a user has finished designing a page, to save it as a template navigate to the **File** tab. Click on it and select **Save As**

After selecting a place to store the Word file (.docx file type), it is necessary to drop down the **Save as type** box and select **Word Template (.dotx file type)**.

**John Doe**  
street and number – postcode city  
☎ +1 (234) 567 890 • 📠 +2 (345) 678 901 • 🌐 +3 (456) 789 012  
✉ john@doe.org • 🌐 www.johndoe.com • 📄 additional information

Some quote (optional)

## Education

<b>Institution</b>	City
Degree, Grade	year–year
Description	
<b>Institution</b>	City
Degree, Grade	year–year
Description	

## Master thesis

**title:** Title  
**supervisors:** Supervisors  
**description:** Short thesis abstract

## Experience

Vocational.....

**Employer** City

Job title year–year

General description no longer than 1–2 lines.

Detailed achievements:

- o Achievement 1;
- o Achievement 2, with sub-achievements:
  - Sub-achievement (a);
  - Sub-achievement (b), with sub-sub-achievements (don't do this!);
    - Sub-sub-achievement i;
    - Sub-sub-achievement ii;
    - Sub-sub-achievement iii;
  - Sub-achievement (c);
- o Achievement 3.

**Employer** City

Job title year–year

Description line 1

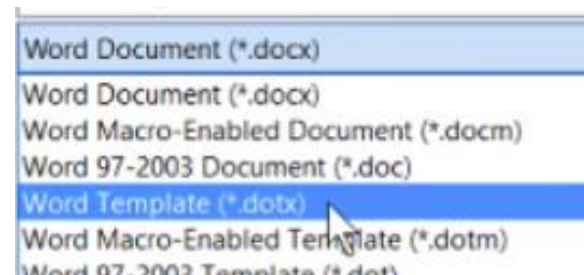
Description line 2

Miscellaneous.....

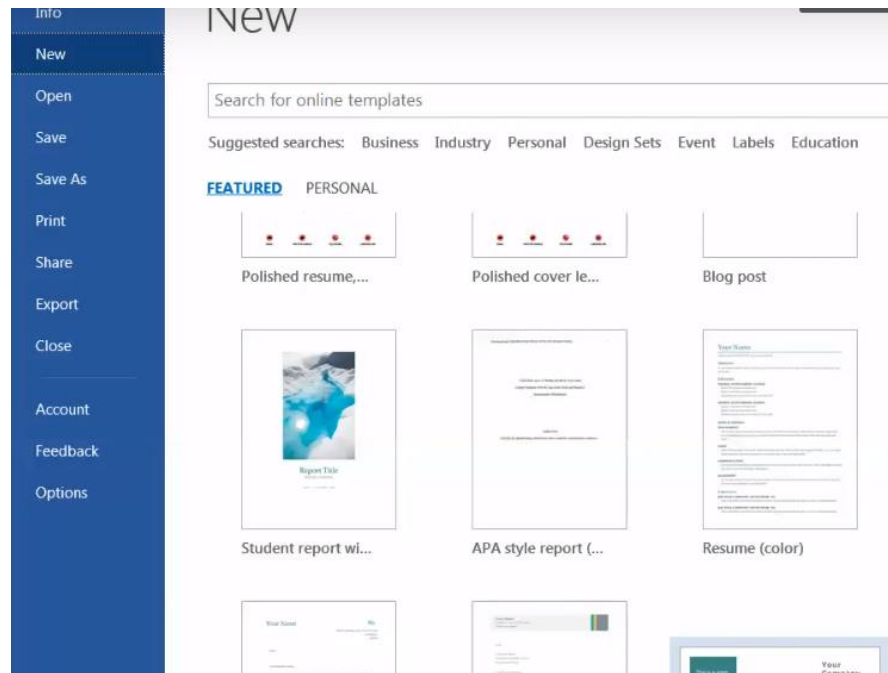
**Employer** City

Job title year–year

Description



Under the **File** tab, a user can now select **New** and choose to create a new document as either completely blank or from a template. Personal templates can be found under the **Personal** tab in New.



# Chapter 2: Tables and Data

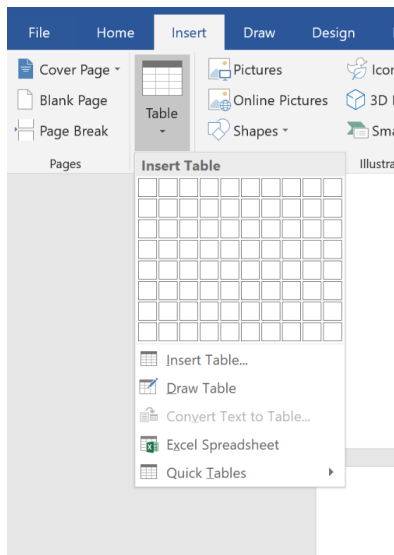
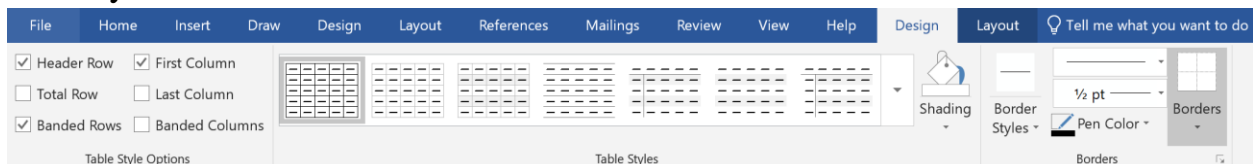


Table is a great way to organize information within our document. It allows the user to enter data and then insert a table to categorize the data in rows and columns. In this chapter, we are going to learn how to insert and modify our table.

The first step is to position your cursor where you want to insert the table, click on the document to get a blinking cursor. Now you are ready to insert the table, move the mouse to the insert tab and click on the drop down box. From the drop down, box select how many rows and columns you would like the table to have.

Once the table has been inserted, the design and layout tab will appear. From the design tab, you can change the design styles and borders and the layout tab is where you can modify rows and columns.





# Chapter 3: Mail Merge

## Creating a Mail Merge:

Step 1:

- Create a new document
- **OR**
- Open an existing document to convert to a mail merge letter.

Step 2: Click on **Mailings** -> **Start Mail Merge** -> **Letters**

Step 3:

- Click on **Mailings** -> **Select Recipients** -> **Type a New List**
  - A dialog box will open.
- **OR**
- If you have already created a spreadsheet for the recipients and mail merge fields, click on **Mailings** -> **Select Recipients** -> **Use an Existing List**.
  - A dialog box will open. Open the premade list and continue to Step 9.

Step 4:

- The **New Address List** dialog box contains fields that are used often for mail merge (such as name). Clicking **Customize Columns** will allow you to see the complete list of field names.

Step 5:

- Use the **Add**, **Delete**, and **Rename** buttons to customize the field names. All the necessary fields should be added. Click **Move Up** and **Move Down** to put the field names in the order at which they will be entered into the letter. Click **OK**. The **New Address List** will now display the field names in the specified order.

Step 6:

- Complete the list by typing the entry for each field and moving on to the next field by using the **Tab** key.
- Once all of the fields have been filled for the first recipient, press the **Tab** key to move onto the next recipient.
- Repeat this until all recipients are entered.

Step 7:

- Click OK.

Step 8:

- Save the list. Using a descriptive name is advised. The saved list can be used for future mail merges.

Step 9:

- **Optional.** Click **Edit Recipient List**. You can sort, filter, and deselect duplicates.

Step 10:

- Type the letter. When information stored in the list becomes necessary (such as their name), click **Mailings -> Insert Merge Field** and use the correct field name.
- If the letter has an address block, click on **Address Block** to customize the merged settings.

Step 11:

- Format your letter however you like.

Step 12:

- Click **Mailings -> Preview Results**. This shows a preview of the letter with the merge fields replaced by the data in the list. The forward and backward arrows in the **Preview Results** group can allow you to go through the merged letters.

Step 13:

- Click **Mailings -> Finish & Merge**

- Click **Edit** -> **Individual Documents** to create a new Word document that contains all of the merged letters. Click **File** -> **Print** to print them out.
- **OR**
- Click **Send Email Messages** to get options to email merged letters instead of printing

## Sorting & Filtering Mail Merge:

Step 1:

- Click on **Mailings** -> **Edit Recipient List**
- A dialog box will open with options to edit the list.

Step 2:

- To sort, click on **Sort** under **Refine recipient list**
  - A dialog box will open. You can use this dialog box to sort the list by different categories, which are your field names.
  - You can also sort with multiple field names. For example, you can sort the list first by **Last Name** and then sort it by **Company**.
- To filter, click on **Filter** under **Refine recipient list**
  - A dialog box will open. You can use this dialog box to filter the list so that only the people that meet a specific category will be shown.
  - For example, if you set the field name to **Last Name**, click **equal to**, and then type **Smith**, what will be shown is everyone with the last name of Smith.

# Chapter 4: Graphics

## Inserting Pictures:

Step 1:

- Place and click your cursor to place an insertion point on where you want to insert the photo

Step 2:

- Click **Insert -> Pictures**
  - A dialog box will open. To insert a picture that is in the storage of the computer, go to the location of the picture and select it.
  - Pictures can be in many forms, and are often in JPEG, PNG or GIF format.
- **OR**
- To search the internet for pictures, click **Insert -> Online Pictures**
  - A dialog box will open. Enter a keyword to find the desired photo. Select the photo and insert it to the document.
- **OR**
- If you are looking for clipart, click **Insert -> Online Pictures**
  - A dialog box will open. Enter “clipart” followed by the keyword for the desired photo. Select the photo and insert it to the document.

Step 3:

- The inserted image can be edited using the **handles** (used to resize), the **Layout Options**, and the **Picture Tools Format** tab.
- Instructions to use the **Layout Options** and the **Picture Tools Format** tab are shown below.

## Editing Pictures:

To change how a picture interacts with text:

- Select the image -> Click **Picture Tools Format** -> **Wrap Text**
- Choose a text wrapping option. There are many options, such as **In Line with Text**, **Square Left**, **Square Right**, **Behind Text**, and **In Front of Text**.
- Next, you want to check either **Move with Text** or **Fix position on Page**. If **Move with Text** is checked, the image will move with changes to the text. If **Fix Position on Page** is selected, the image will not move regardless of changes to the text.

## Sizing, Rotating, and Cropping Text:

- Changing Image Size:
  - Select the image.
  - **Shrinking the image vertically or horizontally:** use the points in the middle of each side.
  - **Resizing the image while keeping the proportions:** hold the Shift key and drag the point on the corner.
  - **Resizing the image while keeping the center in the same location:** hold the Ctrl and Shift key and drag the point on the corner.
  - **Resizing the image to exact measurements:** click **Picture Tools Format** and type in the exact measurements into the **Height** and **Width** boxes.
- Rotating an Image:

- Use the **Rotation Handle** to the side of the image after selecting it to rotate the image.
- **OR**
- Click **Picture Tools Format -> Rotate**
  - The image can be rotated by an exact angle by using this option.
- **Cropping an Image:**
  - Select the image. Then, click **Picture Tools Format -> Crop**
    - This will display the cropping handles. Move these handles to the desired crop location. Click off of the photo to complete the crop.
  - To crop the image to a specific shape, click **Picture Tools Format -> Crop -> Crop to Shape**
    - This option allows you to choose a shape to crop the image with.

## **Drop Cap (Dropped Capital):**

A Drop Cap is a large capital letter that is used as decoration in the beginning of a paragraph or section.

### **To insert a Drop Cap:**

- Select the first letter of the paragraph or section.
- Click **Insert -> Text -> Drop Cap**
- Select the Drop Cap option
  - The **Dropped** option will place the Drop Cap within the paragraph or section.

- The **In margin** option will place the Drop Cap in the margins.

## **WordArt:**

WordArt is tool that allows you to insert stylized text.

### **To insert WordArt to the document:**

- Click **Insert -> WordArt**
- Next, choose a style for the WordArt. This style can be easily changed afterwards.
- Then, type the WordArt text.
  - If the WordArt text is long, you may need to either make the text box larger or reduce the font size.
- Finally, adjust the WordArt text.
  - To change the size: use the handles on the sides.
  - To change the angle:
    - Use the rotation handles for the WordArt.
    - **OR**
    - Click **Drawing Tools Format -> Rotate**
  - To change the layout:
    - Click **Layout Options**
    - Select the layout option.
    - You can also check either **Move with text** or **Fix position on Page** to change how the WordArt will react with text.

### **To format the WordArt:**

- Click **Drawing Tools Format**
- To change the look of the text box, use the functions in the **Shape Styles** group.
- To format the text, use the functions in the **WordArt Styles** group.

- For some functions, it may be necessary to resize the WordArt.
- **Text Direction** allows you to make the WordArt text vertical instead of horizontal.
- **Align Text** is used to align the text with the text box.

## Adding a drawing:

- Click on where you want the drawing to be and place the insertion point there.
- Click **Insert -> Illustrations -> Shapes**
- Now we can use various commands in the **Format** tab.
- **Insert a Shape:**
  - Click **Format** tab -> **Insert Shapes**
  - Then, choose a shape and click where you want to place it in the document.
- **Change a Shape:**
  - Click **Format** tab -> **Insert Shapes -> Edit Shapes -> Change Shape**
  - Change to a different shape
- **Add text to a Shape:**
  - Click the shape that you want to put the text on and start typing.
- **Group selected Shapes:**
  - Select multiple shapes by holding Ctrl and clicking on the shapes.
  - Then, click **Format** tab -> **Arrange -> Group**
  - Now, the shapes will be treated as a single object
- **Draw in the document:**
  - Click **Format** tab -> **Insert Shapes -> Lines -> Freeform/Scribble**
  - To stop drawing, double click.



