

Guided Computer Tutorials

Learning Microsoft® Word® 2016

Module 1

By Greg Bowden

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Learning Microsoft Word 2016

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Microsoft Word Project 1

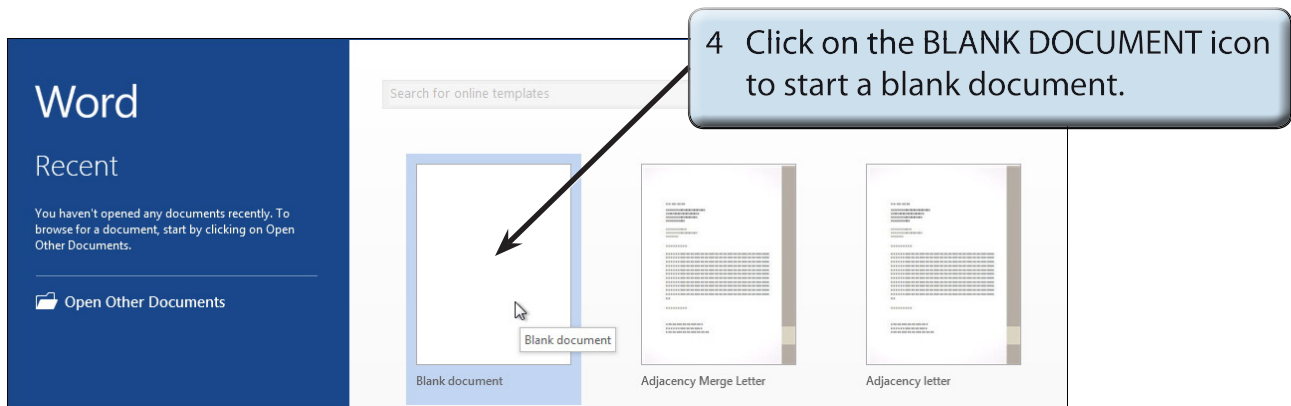
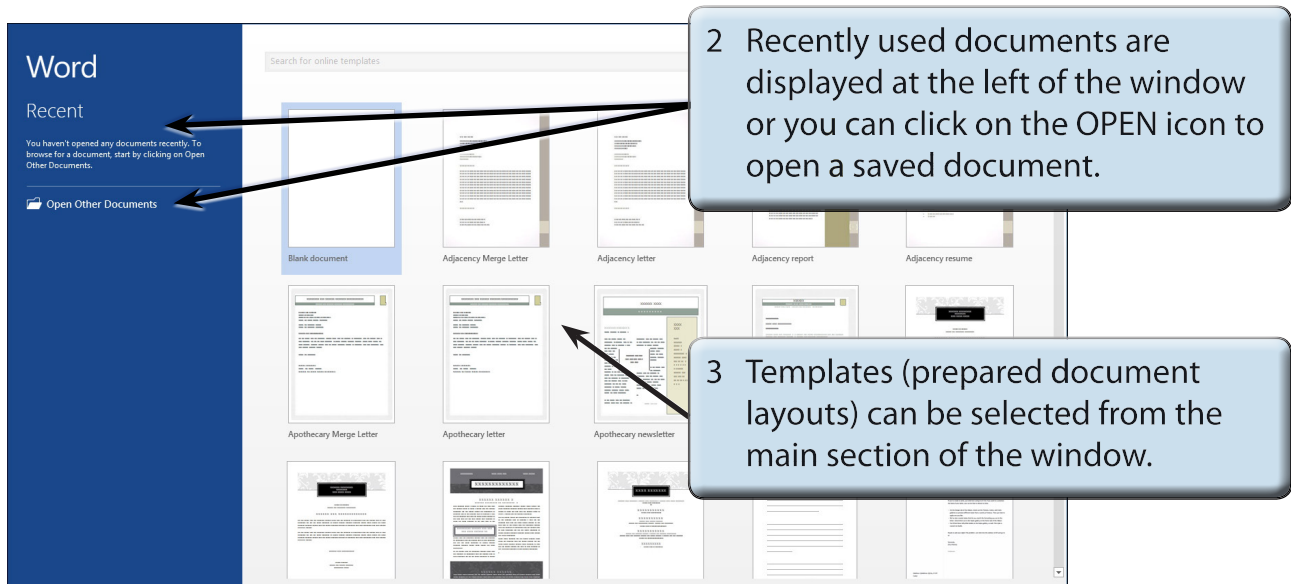
Job Application Task	P1-1
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Introduction to Microsoft Word

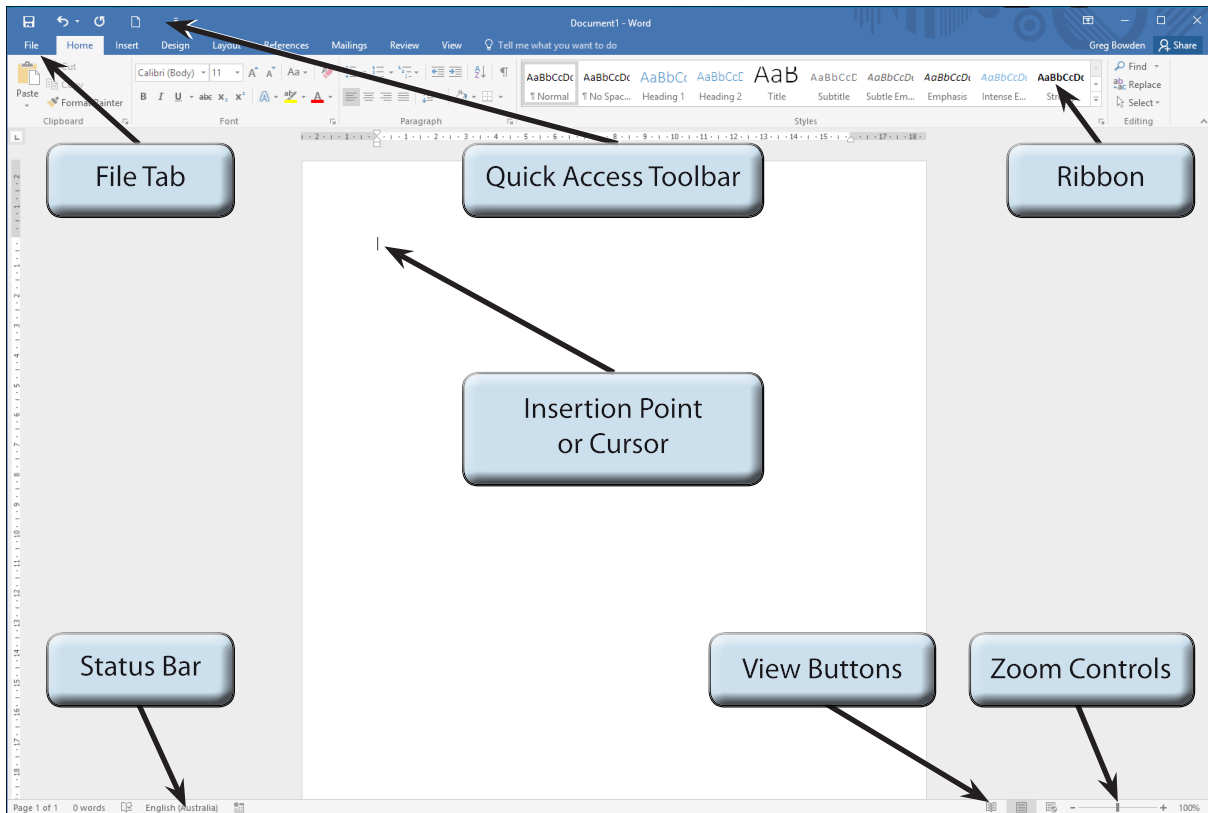
Microsoft Word 2016 is a powerful word processing program that allows you to enter text, make changes to it, format it, record it and print it. You can use Word to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

Loading Microsoft Word

- 1 Load Microsoft Word and you should receive the following WELCOME window.



- 5 Look at the following labelled Microsoft Word screen and refer to it until you are familiar with all the components.

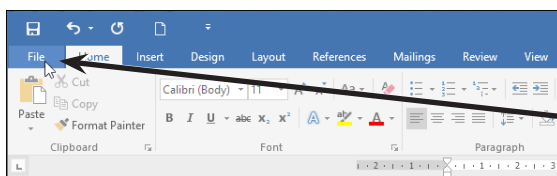


The Microsoft Word Screen

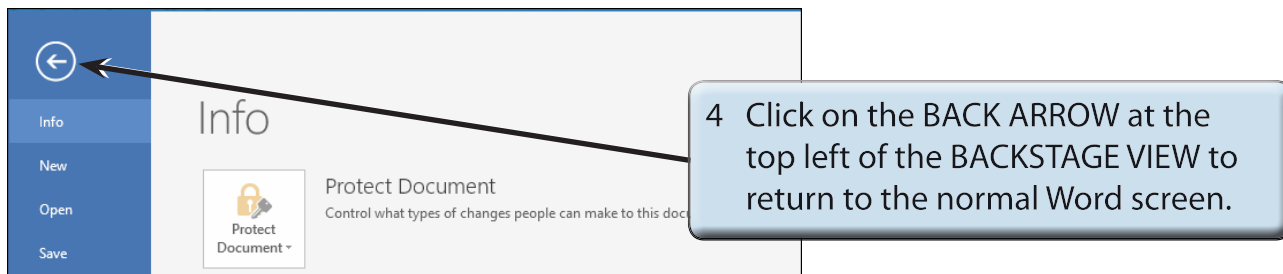
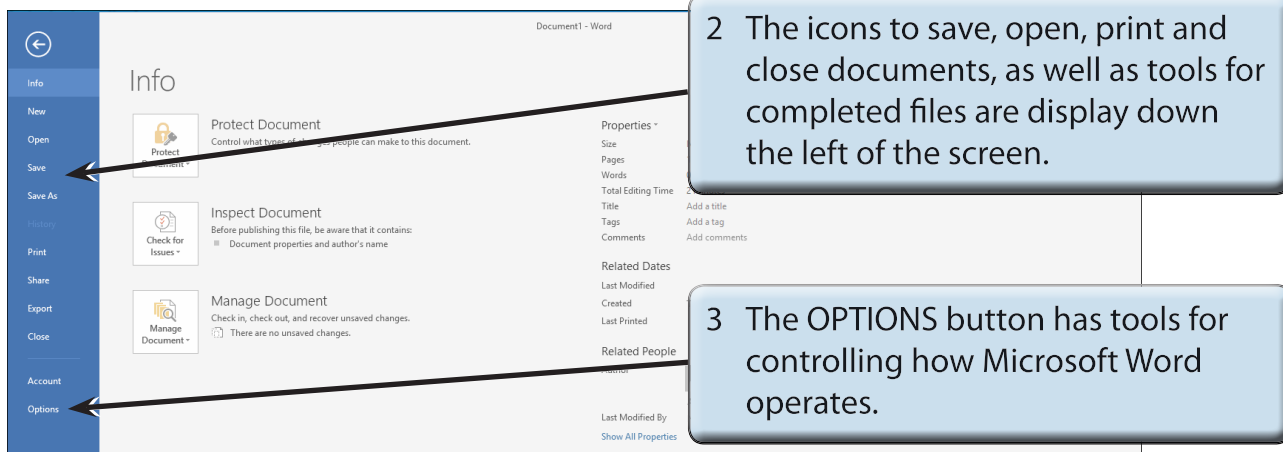
The Microsoft Word 2016 screen has a number of different sections.

A The Backstage View

The BACKSTAGE VIEW provides tools to save, open, print and close documents, as well as tools for completed files.

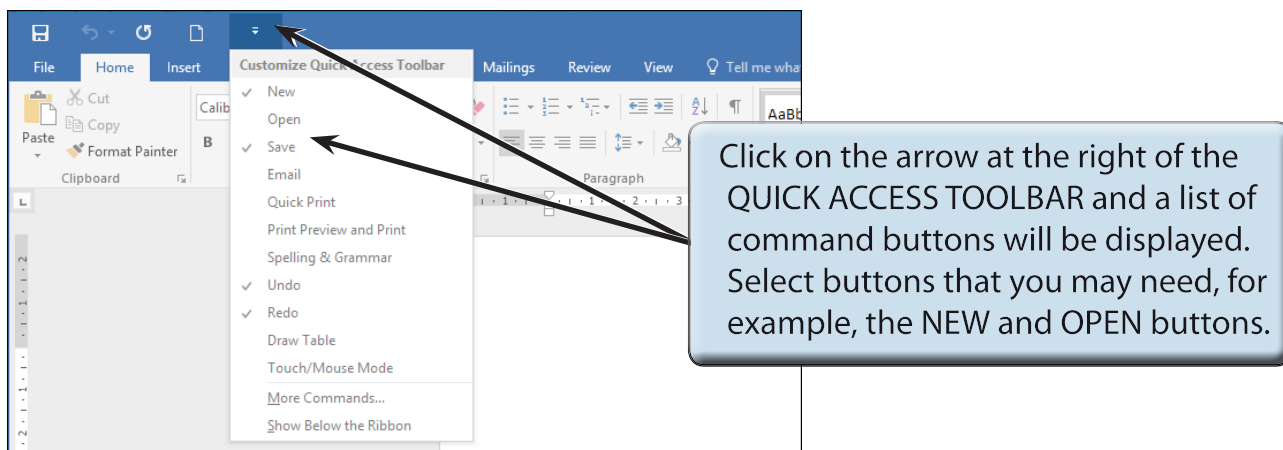


- 1 Click on the FILE tab at the left of the RIBBON to open the BACKSTAGE VIEW.



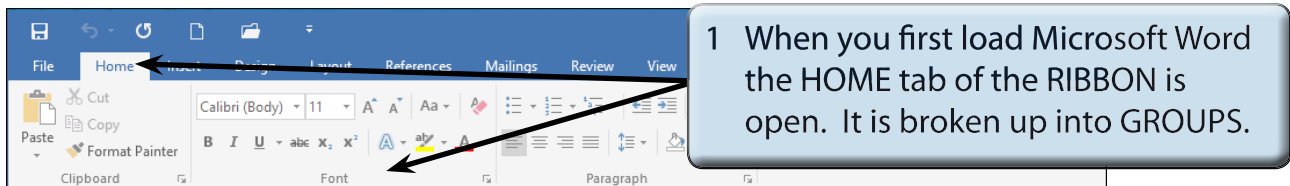
B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON. It has buttons to save or undo steps. You can also add common command buttons to it.



C The Ribbon

The RIBBON across the top of the screen contains most of the Word commands in a variety of command TABS.



- 2 Click on each command TAB in turn to see what groups of commands they contain.

Home Tab: Contains the most common commands for formatting and editing text.

Insert Tab: Contains commands for adding items to documents, for example, pages, breaks, graphics, headers and footers, etc.

Design Tab: Contains commands for page design, for example, page themes, page colours, page borders, etc.

Layout Tab: Contains tools that control how pages look on the screen or when printed. These include margins, columns, paper size, etc.

References Tab: Contains tools for highlighting or referring to sections of a document. These include footnotes, table of contents, bibliographies, etc,

Mailings Tab: Contains tools to carry out mail-merging of data into letters, envelopes or labels.

Review Tab: Contains tools for checking documents. These include spell checking and thesaurus.

View Tab: Contains tools to view documents on screen. These include zoom and document view commands.

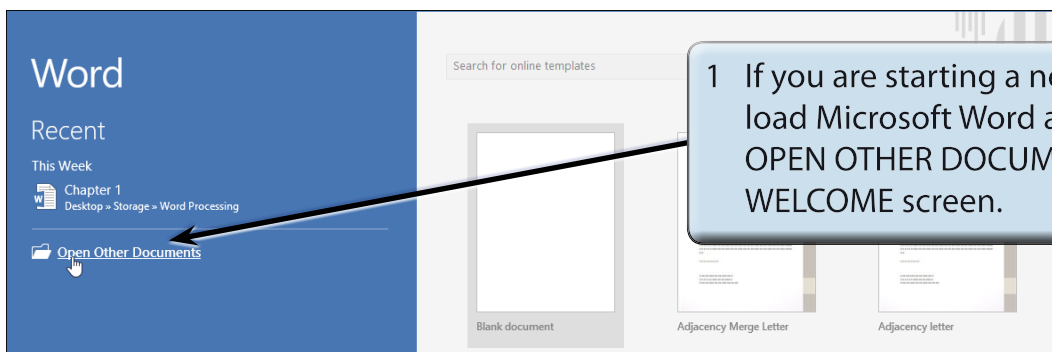
NOTE: Other tabs are added to the RIBBON when you select or add items to a document.

Aligning Text

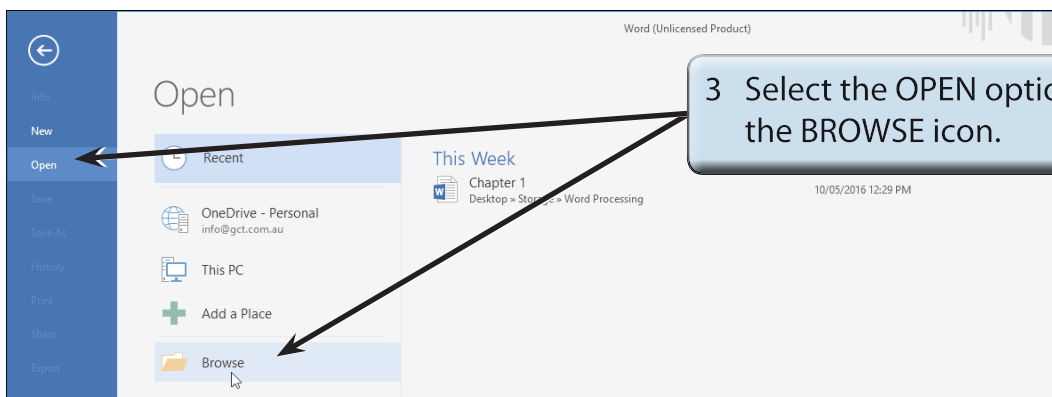
Microsoft Word allows you to do far more detailed formatting than just changing fonts, font sizes and styles. For example, you can change the line spacing, the justification of text and set tab stops. The PARAGRAPH group in the HOME tab of the RIBBON and the Ruler at the top of the screen are used to carry out the required formats.

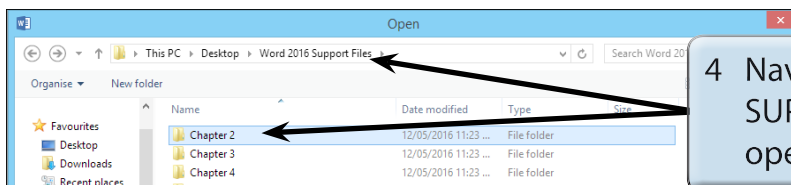
Loading a Prepared Document

Sample documents have been prepared for you to save you the time of simply typing in text. You need to load these documents from the WORD 2016 SUPPORT FILES folder.

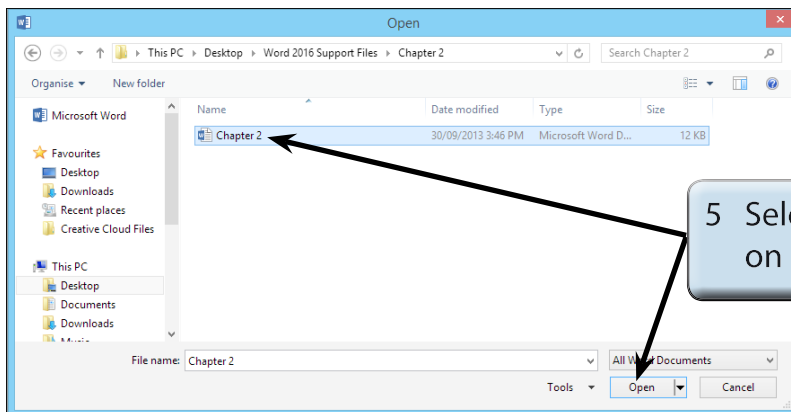


- 2 If you are continuing from a previous session, close any open documents and click on the FILE tab to open the BACKSTAGE VIEW.

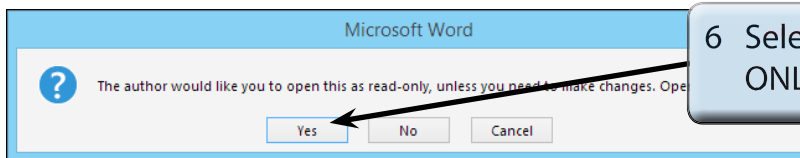




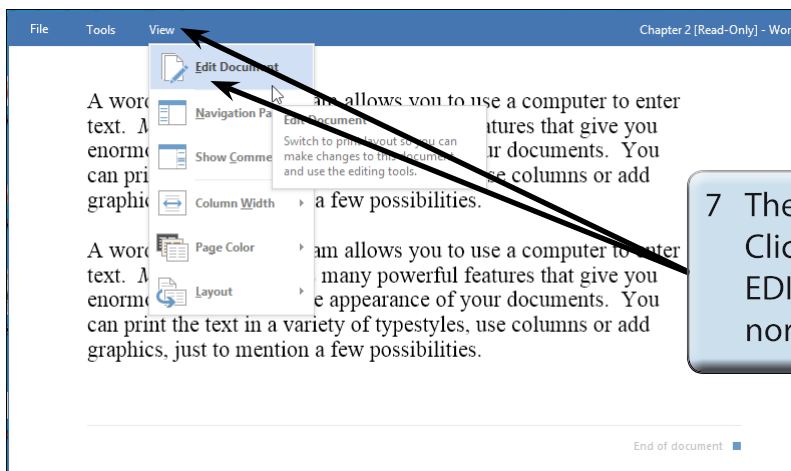
4 Navigate to the WORD 2016 SUPPORT FILES folder, open it then open the CHAPTER 2 folder.



5 Select the CHAPTER 2 file and click on OPEN to open the file.



6 Select YES to open the file as a READ ONLY file.



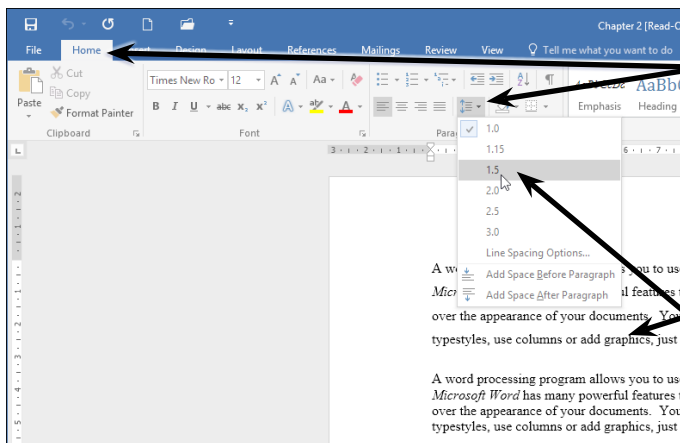
7 The FILE is opened in READ MODE. Click on the VIEW tab and select EDIT DOCUMENT to return the normal Word screen.

NOTE: By opening the file as a READ-ONLY file you will not be able to save any changes to the file, but you will be able to save it under a different file name. You can also press the ESC key to quickly exit READ MODE.

Line Spacing

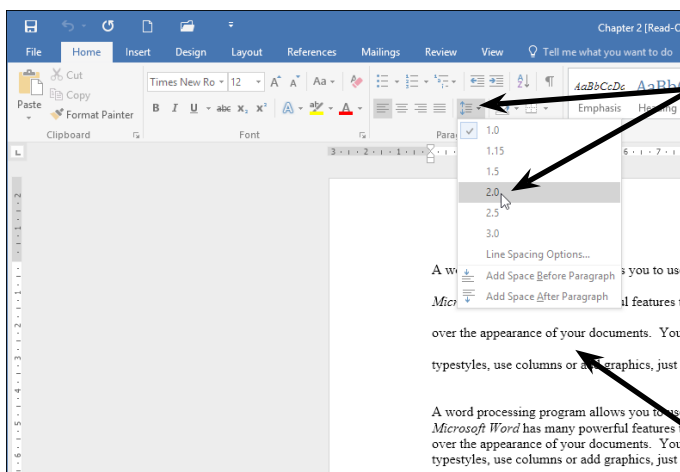
The document has two copies of the paragraph that you entered in Chapter 1. Let's change the amount of space between the lines of text.

- 1 At the moment the cursor is at the beginning of the first paragraph.



2 Click on the LINE SPACING icon in the PARAGRAPH group of the HOME tab of the RIBBON.

3 Select 1.5 from the drop down list and the line spacing will be increased to one and a half lines.

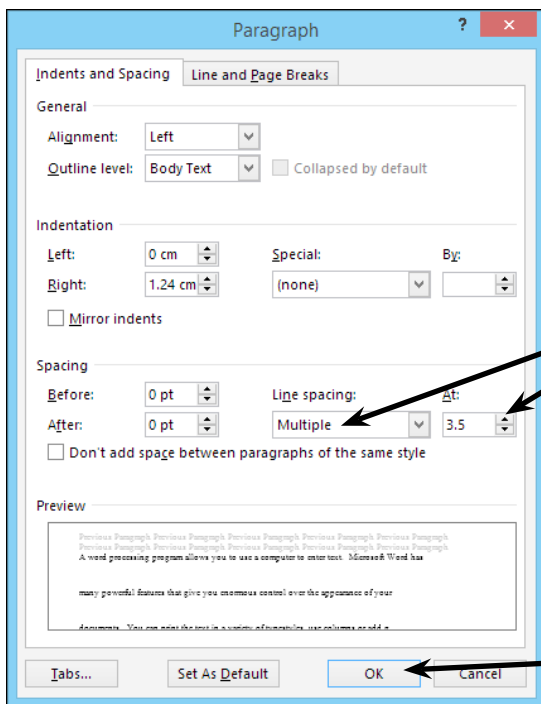
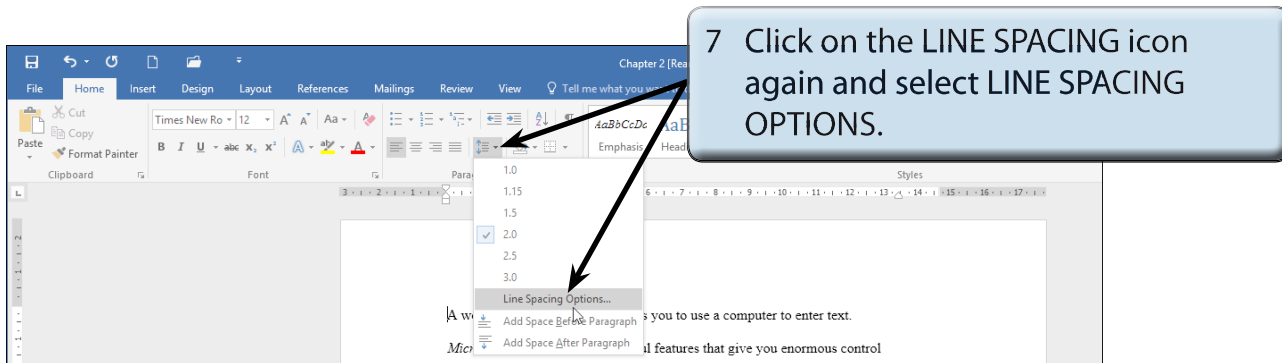


4 Click on the LINE SPACING icon again and select 2.0 to increase the space between the lines to double line spacing.

5 Just the line spacing of the first paragraph is set to a double line.

NOTE: Only the first paragraph is changed as the cursor was in that paragraph. If you wanted the spacing of both paragraphs altered, both paragraphs would need to be selected.

6 The LINE SPACING can also be changed using the PARAGRAPH dialogue box.



- NOTE:**
- i **LINE SPACINGS** are changed by increments of 0.5 lines each time you click on the UP or DOWN arrows next to the AT box.
 - ii You can also display the PARAGRAPH dialogue box by clicking on the arrow at the right of the PARAGRAPH group in the HOME tab of the RIBBON.

Spell Checking Documents

Microsoft Word has its own dictionary which can be used to check the spelling of any document that you enter. Using the spell checker utility is particularly useful in the proofreading process. The utility will help you correct the spelling of words by providing you with a list of words spelt similarly from the dictionary.

When you enter a word that is not in the Microsoft Word dictionary it is underlined with a 'wavy' red line. A 'wavy' blue line is used to highlight any phrases that should have their grammar checked.

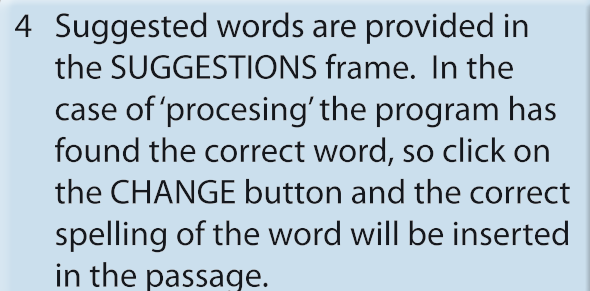
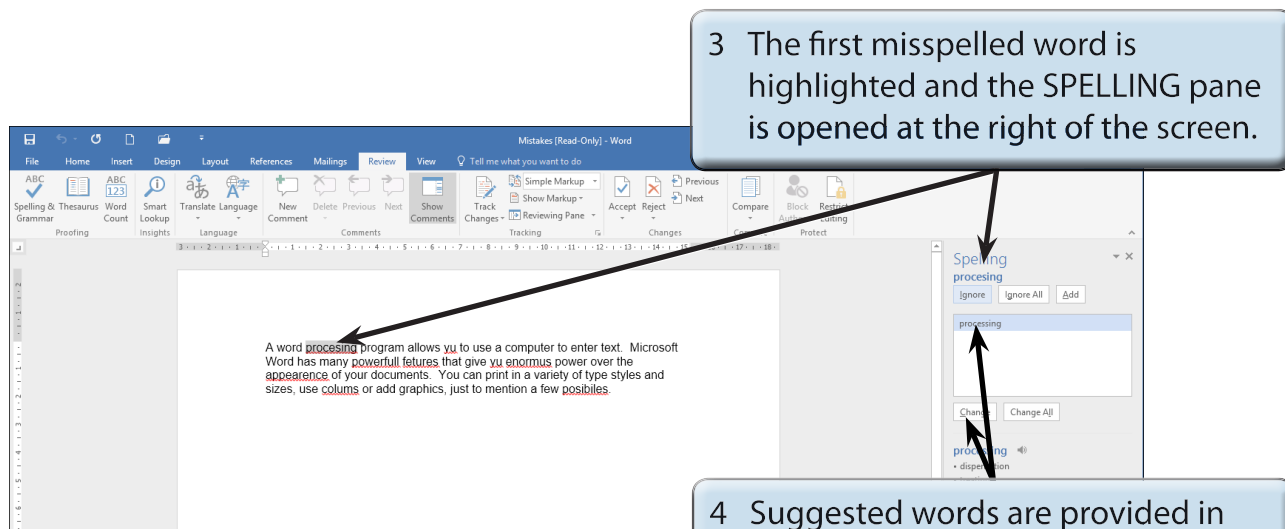
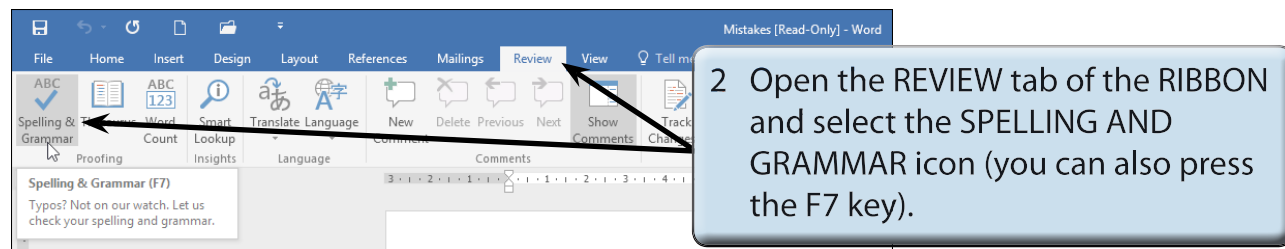
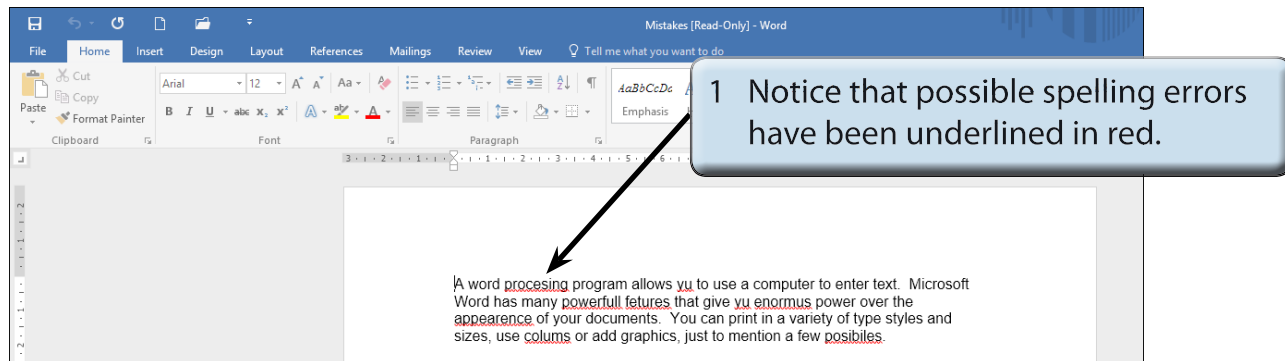
- NOTE:**
- i There are times when words are spelt correctly but are not in the program's dictionary, for example, names of places or people. In these instances you simply tell the program to IGNORE the word if it is spelt correctly, or enter the correction yourself if the spelling is not correct.**
 - ii There are other occasions when a typing error is made, but the word that results is actually a word itself. For example, world/word, the/then, glass/gloss, etc. In these instances the dictionary will not pick up the mistake, but the grammar checker might; therefore, careful proofreading of a document is always necessary after running a spell check.**

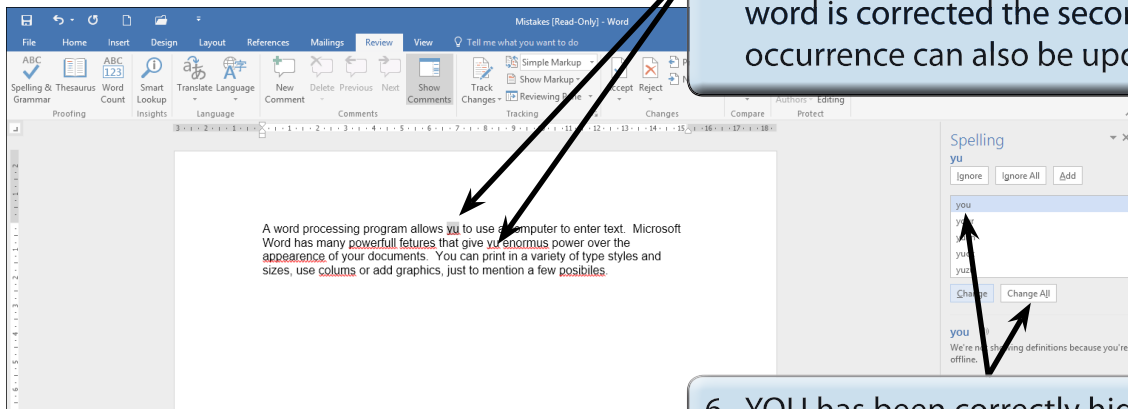
Loading a File Containing Spelling Mistakes

A document with numerous spelling mistakes has been prepared for you. It needs to be loaded from the WORD 2016 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN OTHER DOCUMENTS or close the current file, click on the FILE tab and select OPEN.
- 2 Access the WORD 2016 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 3 Double click on the CHAPTER 3 folder to open that folder, then double click on the MISTAKES file to load the file.
- 4 Select YES to open the file as a READ ONLY document and press the ESC key to exit READ MODE.

Checking the Spelling of the Document

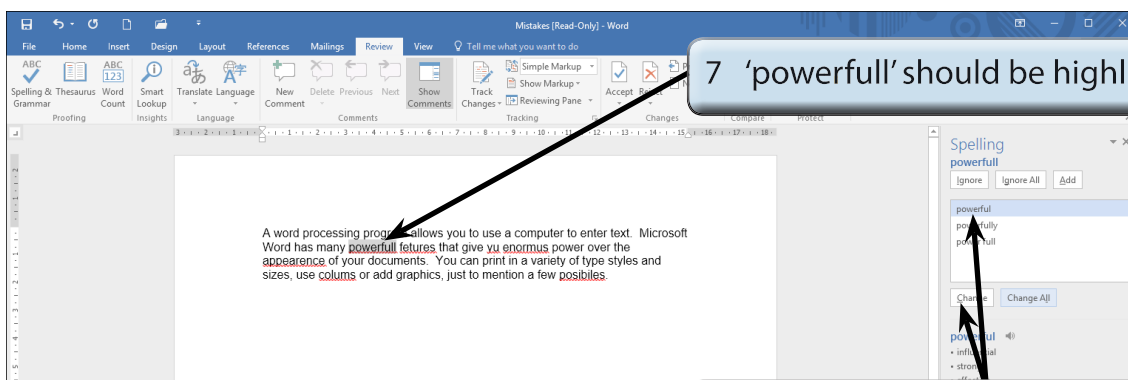




5 The next misspelt word is highlighted. 'Yu' has been mistyped twice in the passage. When this word is corrected the second occurrence can also be updated.

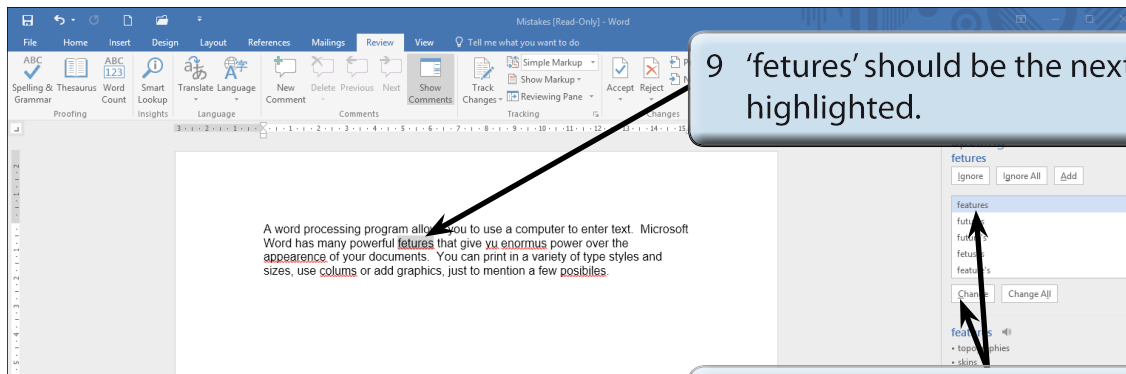
6 YOU has been correctly highlighted in the SUGGESTIONS frame. Click on CHANGE ALL and all occurrences of the misspelt word will be updated.

- NOTE:**
- i The second 'yu' will not be changed until the spell checker comes to it.
 - ii If you think that you may have misspelt or mistyped the same word in a passage, use **CHANGE ALL** instead of **CHANGE**.



7 'powerfull' should be highlighted.

8 Change it to 'powerful'.



The screenshot shows the Microsoft Word 2016 interface with the 'Review' tab selected. The 'Spelling & Thesaurus' task pane is open on the right, displaying a list of suggestions for the word 'fetures'. The word 'features' is highlighted as the first suggestion. A callout box points to the word 'fetures' in the document text, which is underlined with a red squiggly line. Another callout box points to the 'Change' button in the task pane.

9 'fetures' should be the next word highlighted.

10 'fetures' should be spelt 'features' which should be highlighted in the SUGGESTIONS box, so select CHANGE.

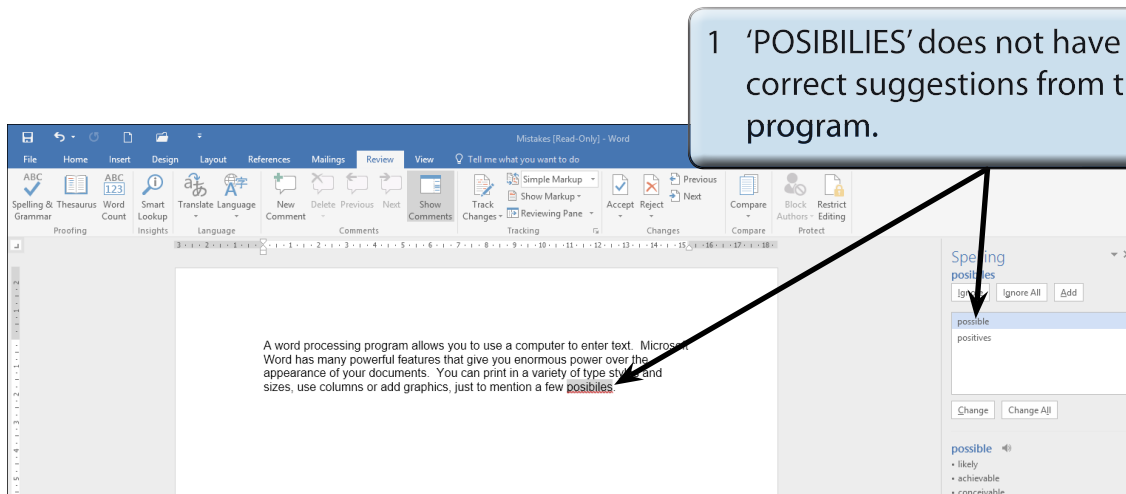
11 Change 'enormus' to 'enormous'.

12 Change 'appearence' to 'appearance'.

13 Change 'coluns' to 'columns'.

Manually Changing Words

There are times when the dictionary cannot suggest any words. 'POSIBILIES' is an example of this. In this case you need to enter the word manually.



The screenshot shows the Microsoft Word 2016 interface with the 'Review' tab selected. The 'Spelling & Thesaurus' task pane is open on the right, displaying a list of suggestions for the word 'POSIBILIES'. The word 'possible' is highlighted as the first suggestion. A callout box points to the word 'POSIBILIES' in the document text, which is underlined with a red squiggly line. Another callout box points to the 'Change' button in the task pane.

1 'POSIBILIES' does not have any correct suggestions from the program.

Moving Text

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop techniques.

Cursor Movements

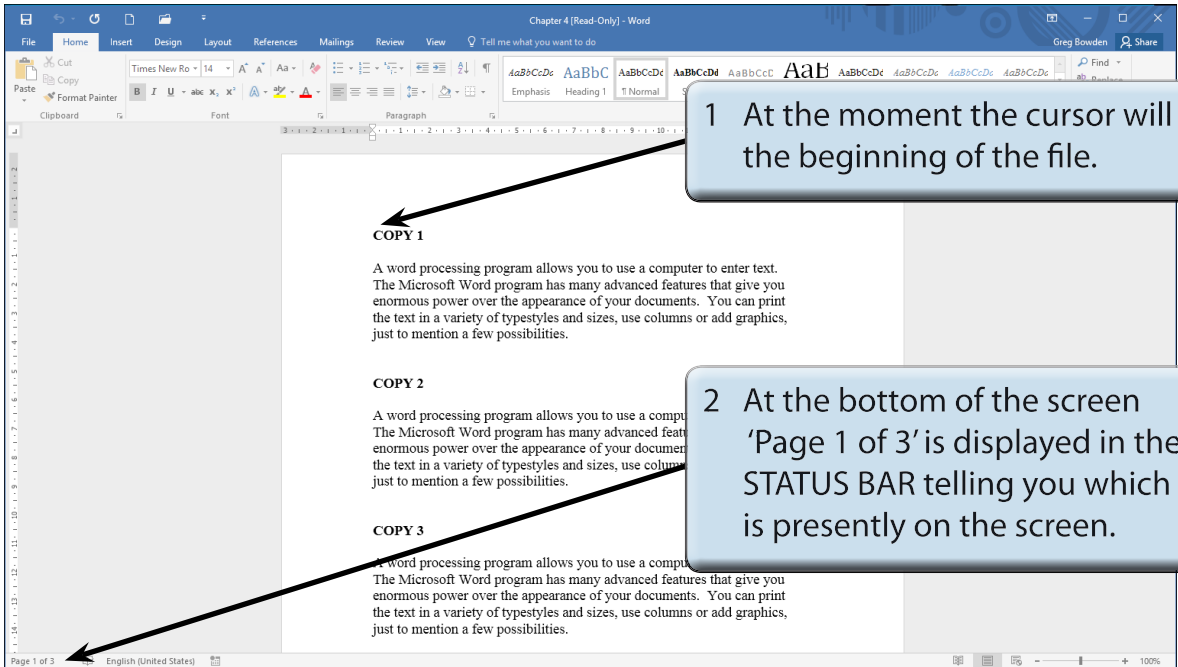
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

A Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD 2016 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN OTHER DOCUMENTS or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2016 SUPPORT FILES referring to page 2-1 if you have forgotten how to do this.
- 3 Double click on the CHAPTER 4 folder to open that folder, then double click on the CHAPTER 4 file to load the file.
- 4 Select YES to open the file as a READ ONLY document and press the ESC key to exit from READ MODE.
- 5 The document contains 10 copies of the paragraph you have used in previous chapters.

B The Scroll Bars



1 At the moment the cursor will be at the beginning of the file.

COPY 1

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of types and sizes, use columns or add graphics, just to mention a few possibilities.

COPY 2

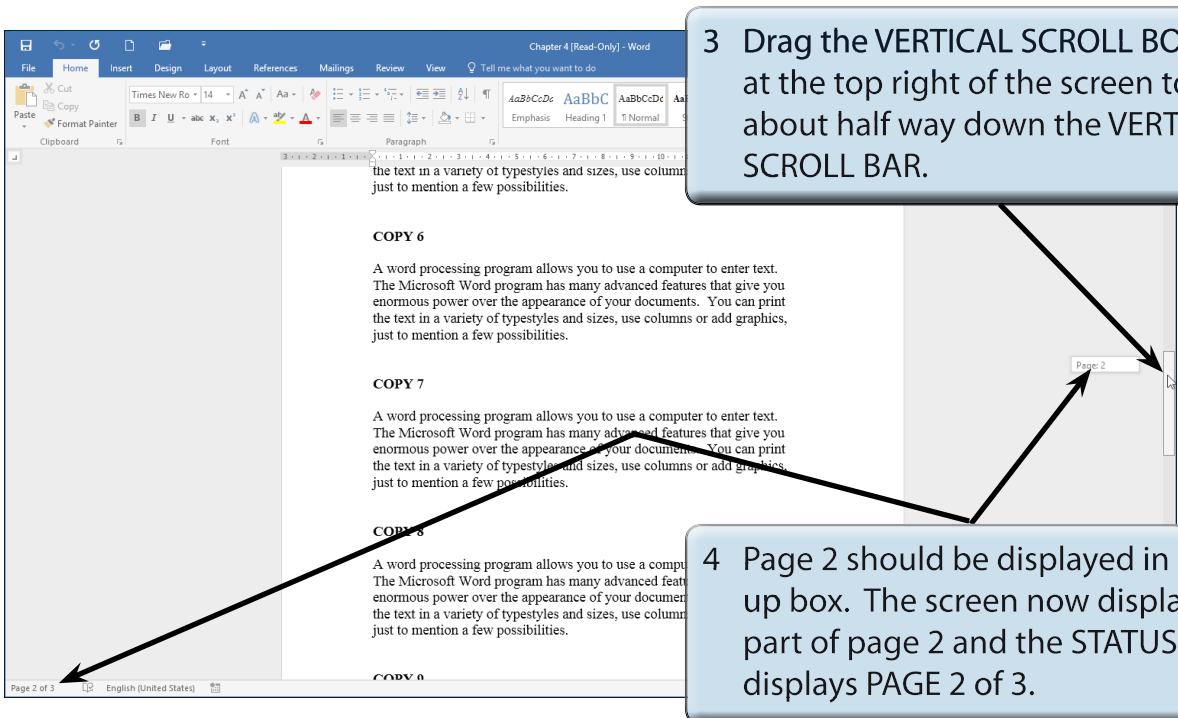
A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of types and sizes, use columns or add graphics, just to mention a few possibilities.

COPY 3

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of types and sizes, use columns or add graphics, just to mention a few possibilities.

Page 1 of 3 English (United States) 100%

2 At the bottom of the screen 'Page 1 of 3' is displayed in the STATUS BAR telling you which page is presently on the screen.



3 Drag the VERTICAL SCROLL BOX at the top right of the screen to about half way down the VERTICAL SCROLL BAR.

COPY 6

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of types and sizes, use columns or add graphics, just to mention a few possibilities.

COPY 7

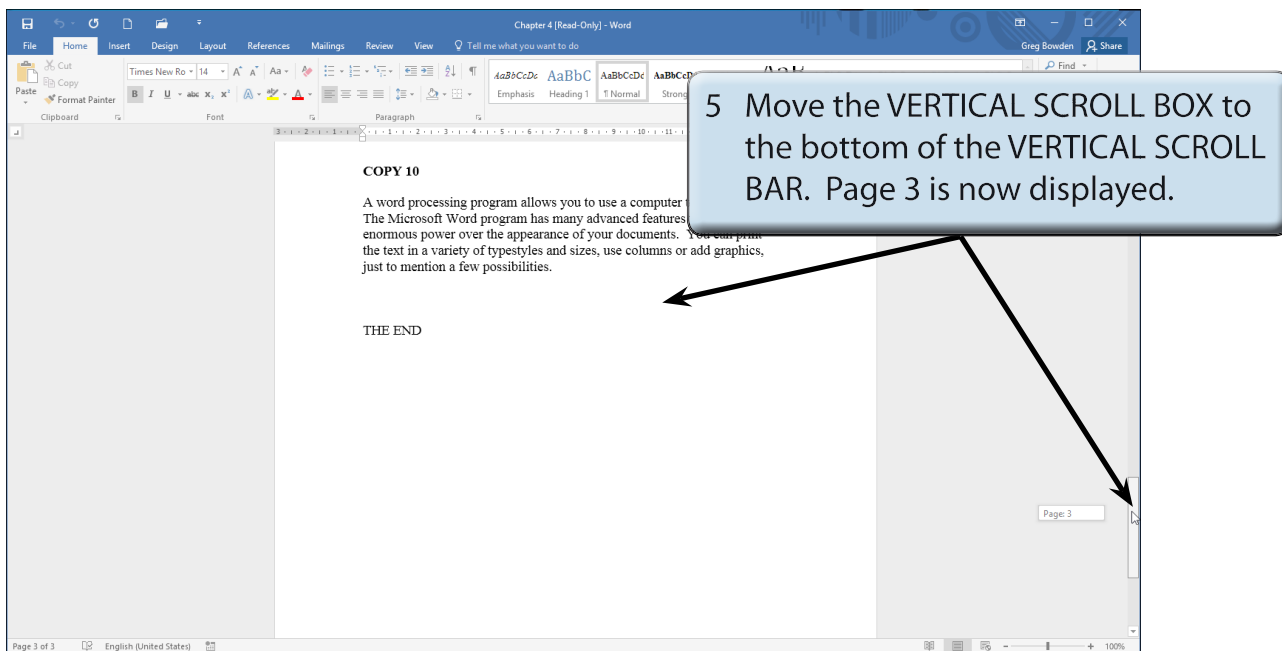
A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of types and sizes, use columns or add graphics, just to mention a few possibilities.

COPY 8

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of types and sizes, use columns or add graphics, just to mention a few possibilities.

Page 2 of 3 English (United States) 100%

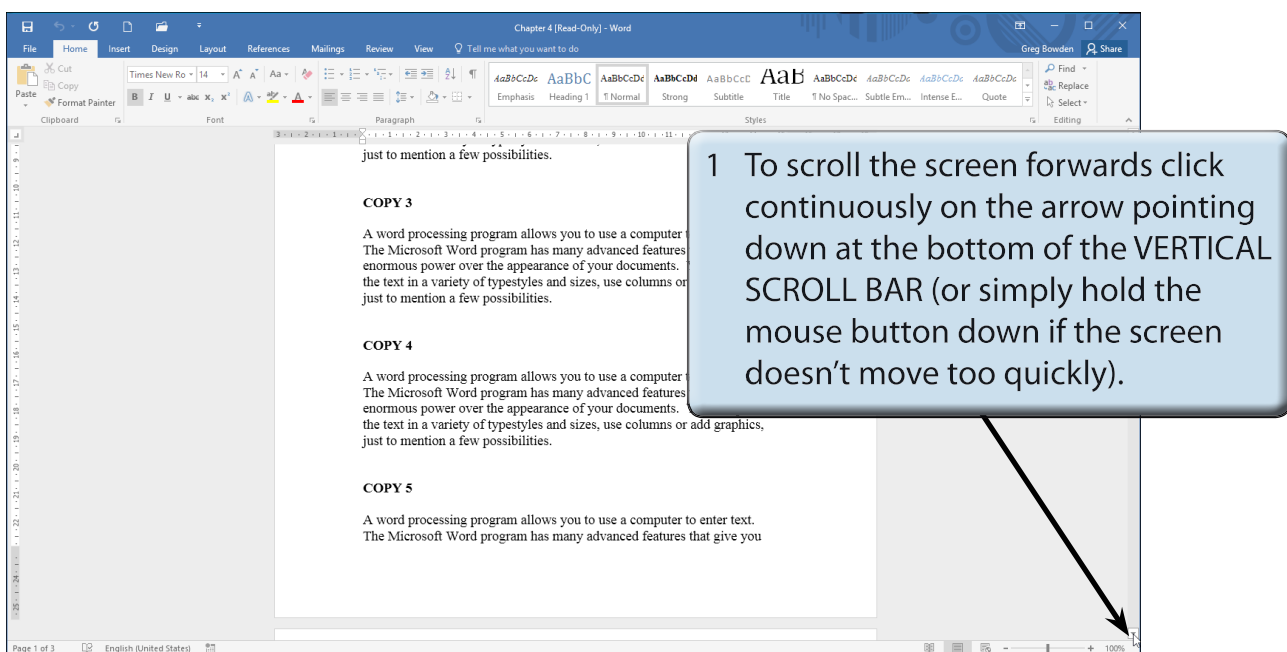
4 Page 2 should be displayed in a pop-up box. The screen now displays part of page 2 and the STATUS BAR displays PAGE 2 of 3.

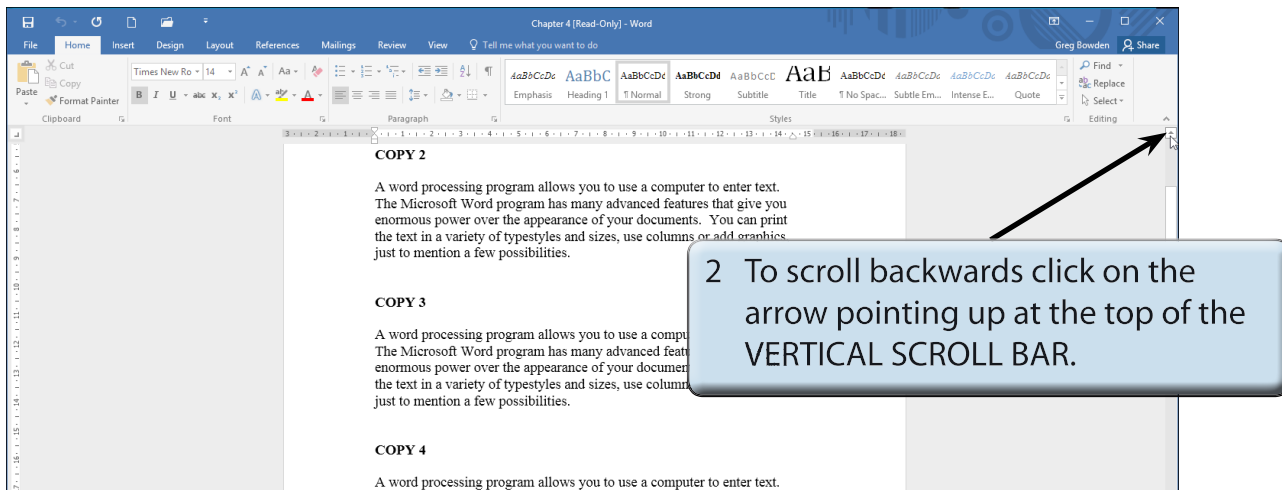


- 6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

C Scrolling

Scrolling is sometimes useful when proofreading documents to check for mistakes.





- 3 You can also use the UP and DOWN arrows on the keyboard to scroll forwards or backwards through the document.

- NOTE:**
- i The PAGE DOWN key on the keyboard can be used to scroll half a page down at a time. Holding down the CTRL key and pressing the PAGE DOWN key scrolls the document to the next page.
 - ii The PAGE UP key on the keyboard can be used to scroll half a page up at a time. Holding down the CTRL key and pressing the PAGE UP key scrolls the document to the previous page.

Find and Replace

You can find words or phrases in a document and replace them with other words or phrases.

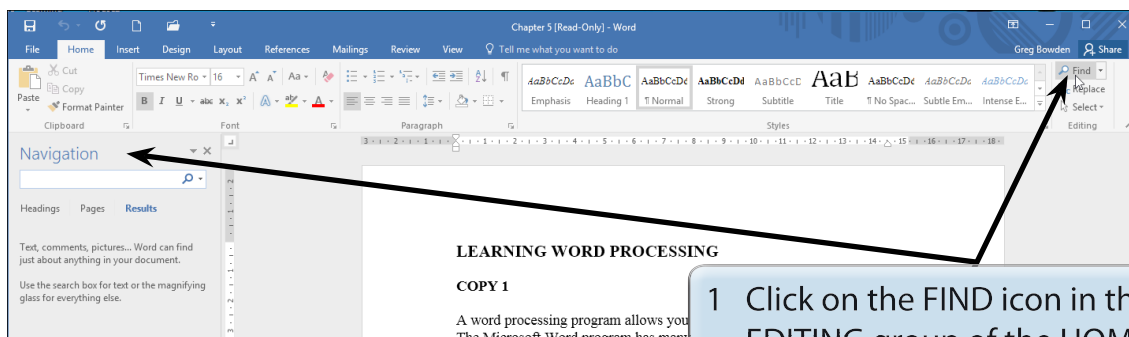
Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD 2016 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN OTHER DOCUMENTS or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2016 SUPPORT FILES referring to page 2-1 if you have forgotten how to do this.
- 3 Double click on the CHAPTER 5 folder to open that folder, then double click on the CHAPTER 5 file to load the file.
- 4 Select YES to open the file as a READ ONLY document and press the ESC key to exit from READ MODE.
- 5 The file contains 6 copies of the paragraph you have used in previous chapters.

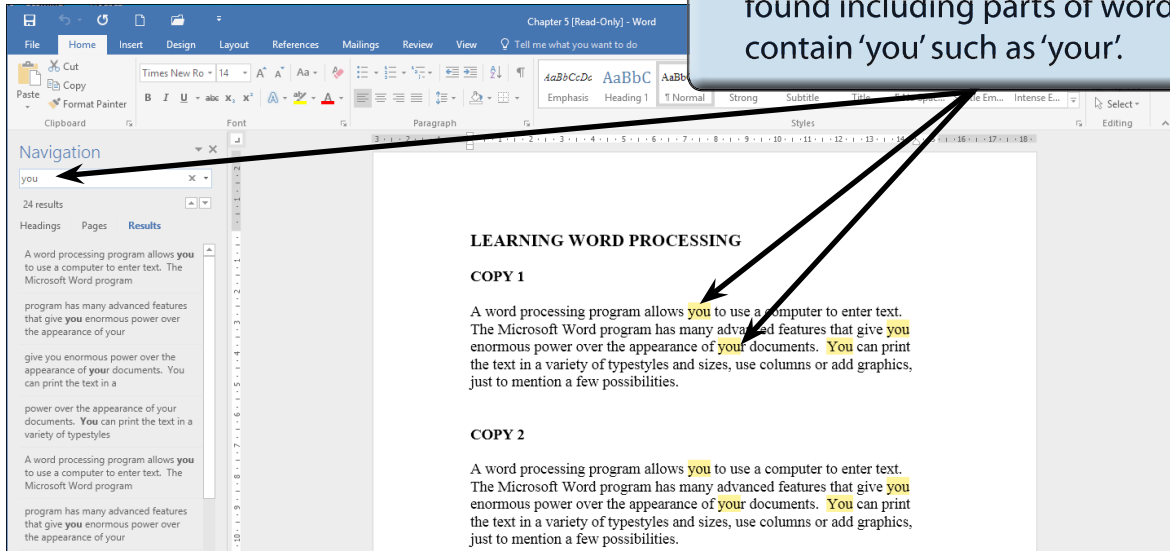
Finding Text

The FIND command allows you to locate specific words or phrases in a document. It is particularly useful when working with long documents.

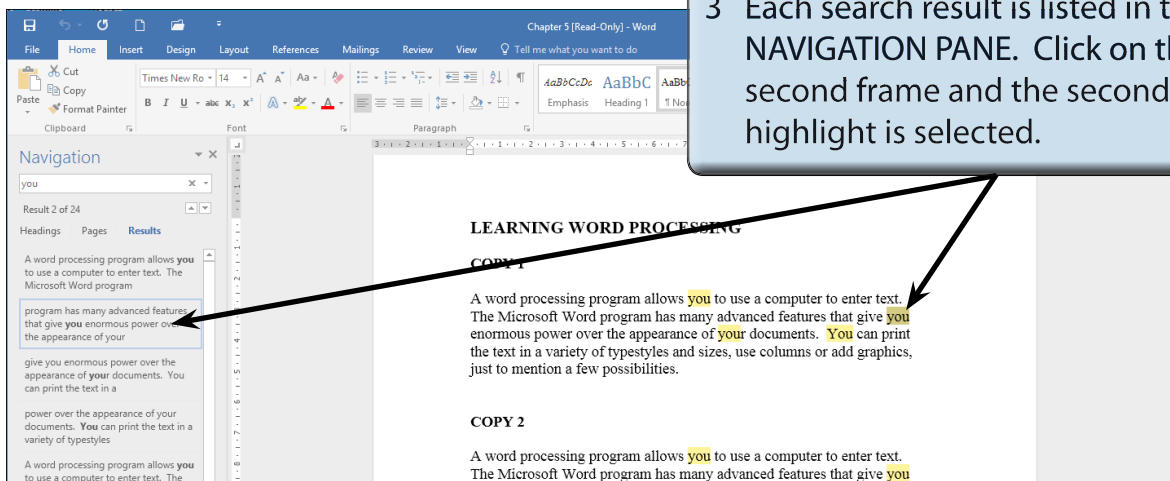


- 1 Click on the FIND icon in the EDITING group of the HOME tab of the RIBBON and the NAVIGATION PANE should open at the left of the screen.

2 Enter: you in the SEARCH box of the NAVIGATION PANE and all the occurrences of 'you' have been found including parts of words that contain 'you' such as 'your'.

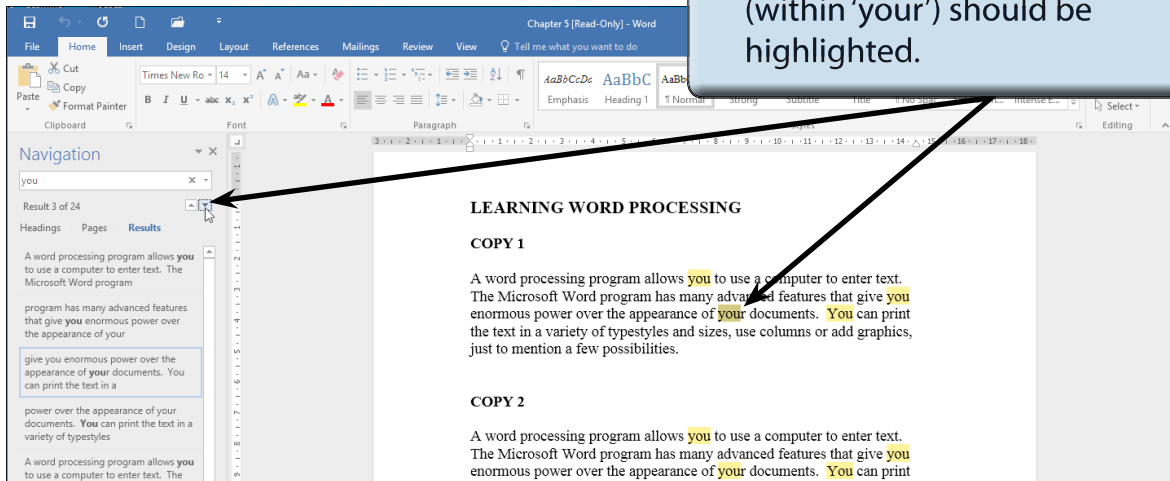


3 Each search result is listed in the NAVIGATION PANE. Click on the second frame and the second highlight is selected.



4 You can also use the NEXT SEARCH RESULT or PREVIOUS SEARCH RESULT arrows in the NAVIGATION PANE to scroll through the search results.

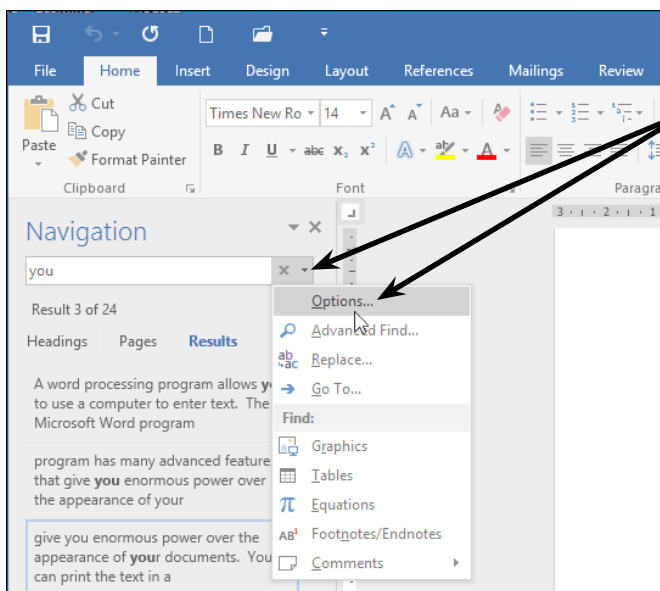
- 5 Click on the NEXT SEARCH RESULT arrow and the third occurrence (within 'your') should be highlighted.



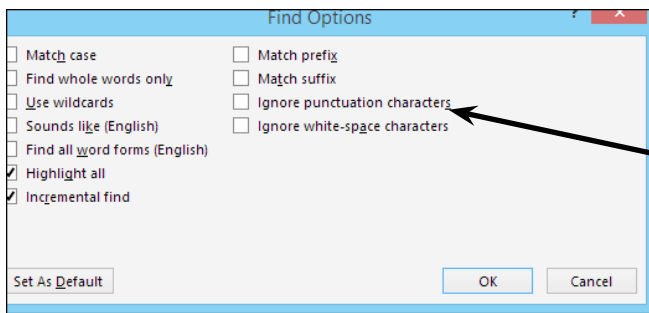
- 6 Try scrolling through the search results in the NAVIGATION PANE and using the NEXT SEARCH RESULT and PREVIOUS SEARCH RESULT arrows.

The Find Options

There are FIND OPTIONS in the NAVIGATION PANE that allow you to refine the search.



- 1 Click on the FIND OPTIONS arrow at the right of the SEARCH box in the NAVIGATION PANE and select OPTIONS.



2 The FIND OPTIONS dialogue box is opened.

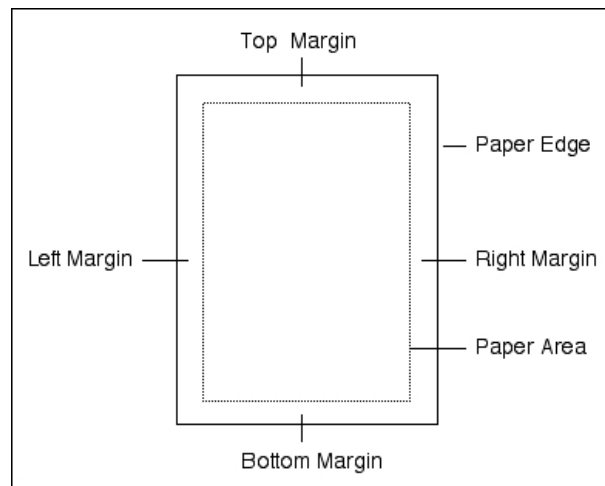
3 Read through the following points for a description of the main options.

- i **Match Case:** allows you to tell the program to look at the case of words or ignore the case of words. For example, with this option off 'You' is considered to be the same as 'you' so both would be found. With this option selected, the words would be different and only the lower case word would be found.
- ii **Find Whole Words Only:** allows you to tell the program to find just the word(s) you have entered, not parts of words. For example, with the word 'you', without using this option both 'you' and 'your' will be found as 'your' contains the word 'you'. With this option selected only 'you' will be found.
- iii **Use Wildcards:** allows you to enter part of a word. For example, entering S?T finds SAT and SET, entering S*D finds words that start with S and end with D, SAD, SAID, SPEED, etc.
- iv **Sounds Like:** is used to find words that sound the same as the entered word, but are spelt differently, for example, where and wear.
- v **Find All Word Forms:** which is used to find all forms of the entered word. For example, if you entered SIT, the program will also find SITTING and SAT.

Margins and Indents

Page Margins

Page Margins are the space between the edge of the paper and where your text is printed. They allow you to control where your text is printed on a page. All printers require a certain amount of space from the edge of the paper to where the printing starts and documents would not look very professional if they started very close to the edge of the paper. The following diagram shows the position of the page margins.



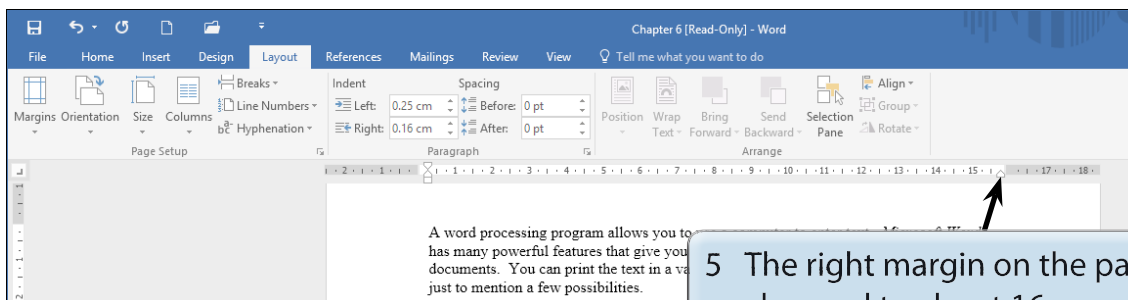
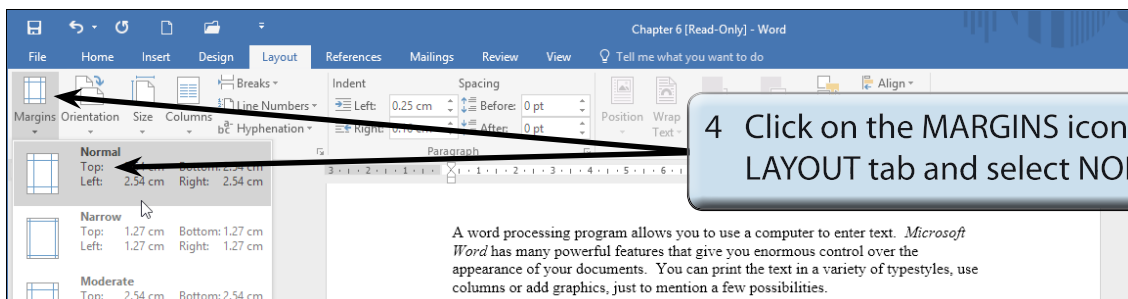
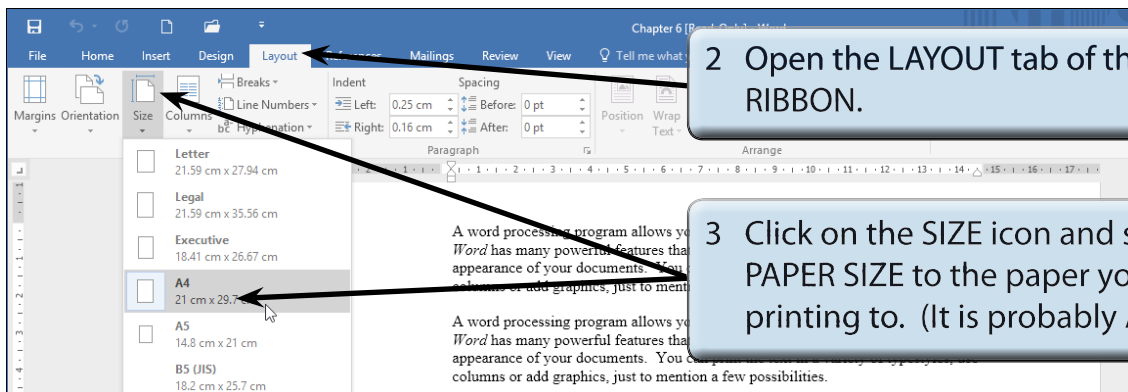
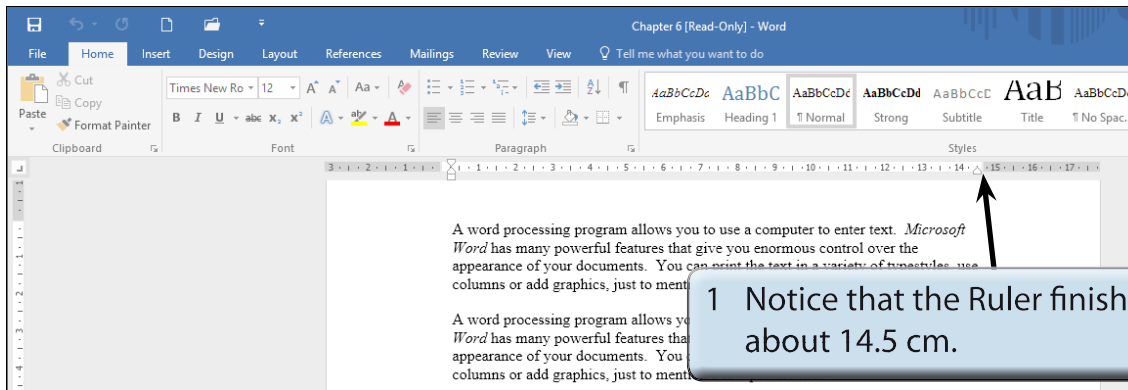
When your document is set to A4 paper, Microsoft Word sets the TOP, BOTTOM, LEFT and RIGHT margins to 2.54 cm (1 inch). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using the LAYOUT tab of the RIBBON or by using the RULER.

Loading a Sample Document

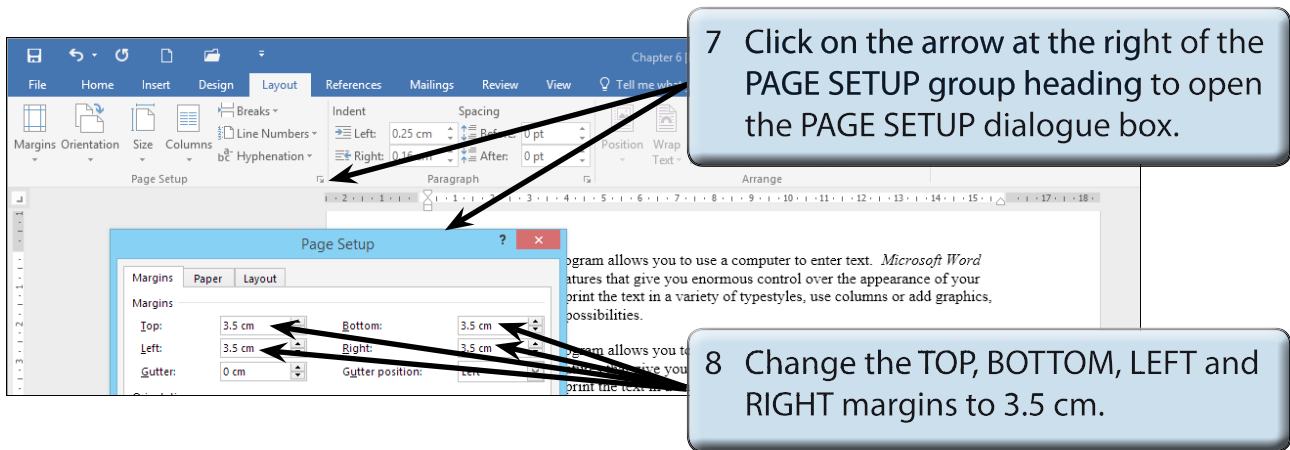
A sample document has been prepared for you which needs to be loaded from the WORD 2016 SUPPORT FILES.

- 1 Load Microsoft Word and select OPEN OTHER DOCUMENTS or close the current file then click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2016 SUPPORT FILES.
- 3 Double click on the CHAPTER 6 folder to open that folder, then double click on the CHAPTER 6 file to load the file. Select YES to the READ ONLY message and press the ESC key to exit from READ MODE.

Changing Margins Using Page Setup

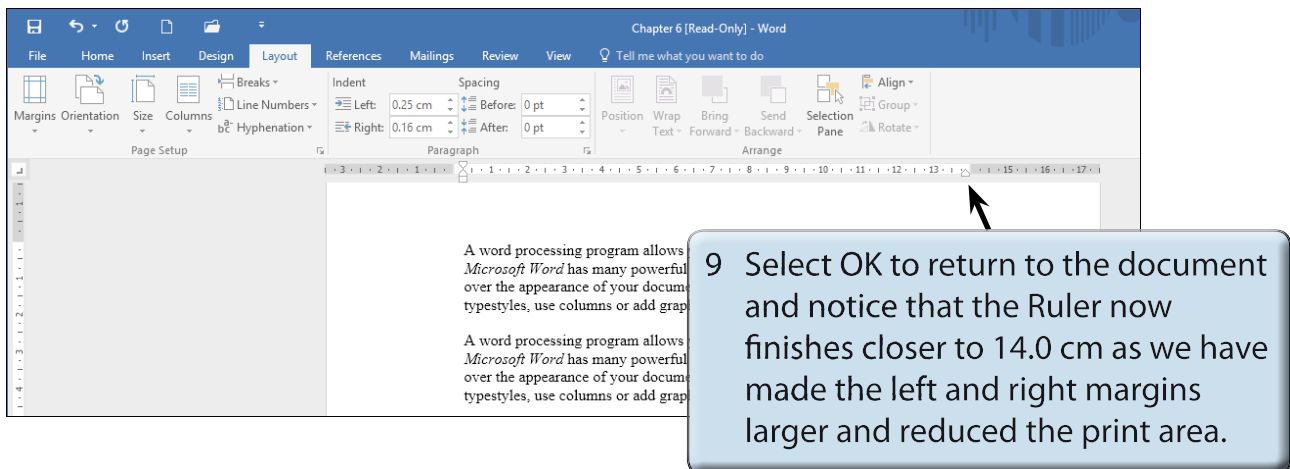


6 You can set custom margins when required.



7 Click on the arrow at the right of the **PAGE SETUP** group heading to open the PAGE SETUP dialogue box.

8 Change the TOP, BOTTOM, LEFT and RIGHT margins to 3.5 cm.

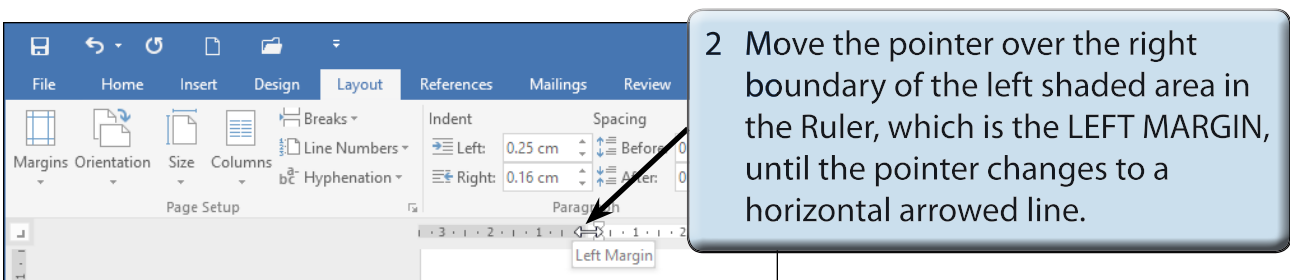


9 Select OK to return to the document and notice that the Ruler now finishes closer to 14.0 cm as we have made the left and right margins larger and reduced the print area.

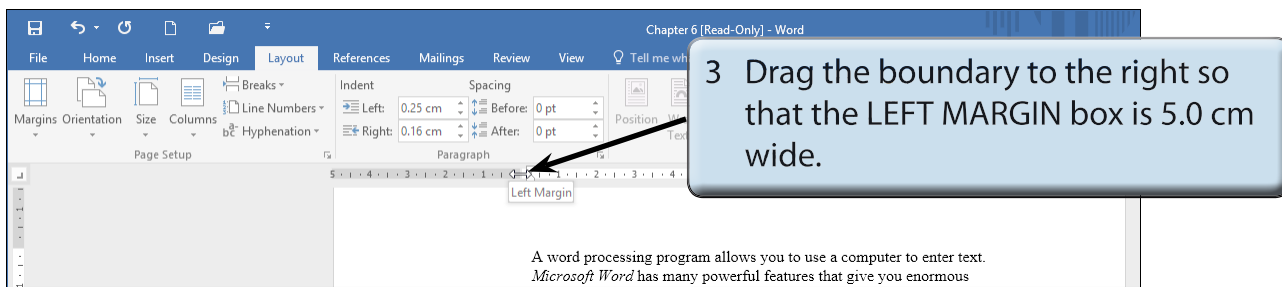
Manually Adjusting Page Margins Using the Ruler

You can adjust the margins directly on the screen using the Ruler.

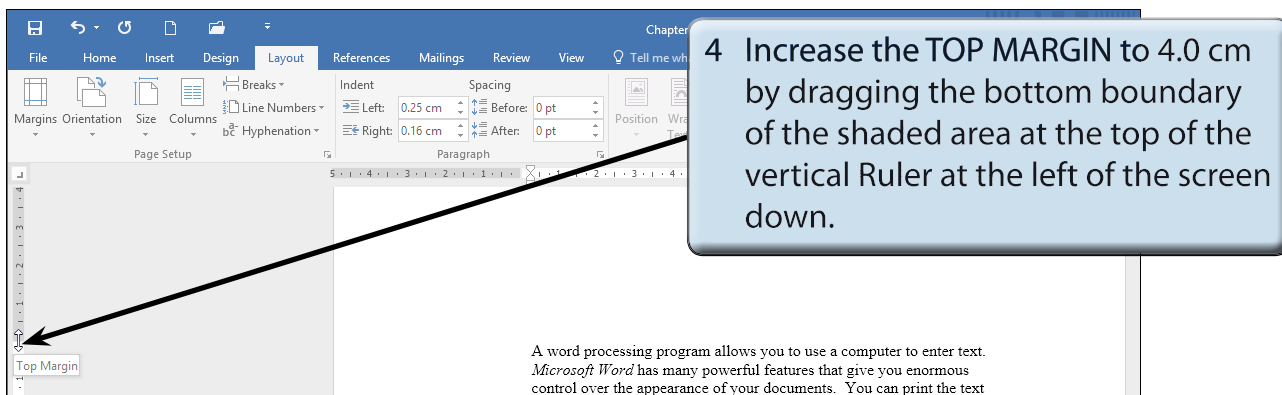
1 Check that your screen ZOOM is set to 100%.



2 Move the pointer over the right boundary of the left shaded area in the Ruler, which is the **LEFT MARGIN**, until the pointer changes to a horizontal arrowed line.



- NOTE:**
- i This has increased the LEFT MARGIN to about 5.0 cm from the left edge of the paper.
 - ii The INDENT markers at the left of the Ruler have been moved to the right slightly in this document to make it easier to move the boundary of the LEFT MARGIN box.



- NOTE:**
- i The RIGHT and BOTTOM margins can be adjusted in the same way using the RIGHT MARGIN box at the right of the top Ruler and the BOTTOM MARGIN box at the bottom of the vertical Ruler.
 - ii If you hold down the ALT key as you drag the margin boundaries, the measurements will be displayed.

Bulleted and Numbered Lists

One of the applications of hanging indents is the creation of bulleted or numbered lists. Microsoft Word has automated the process to make the creating of these lists very easy. To illustrate this, let's create an advertisement for a new car.

Turning on Automated Lists

The automated list option may already be turned on, but it is easy to check.

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.
- 2 Click on the FILE tab and select OPTIONS.

3 Select the PROOFING category and click on the AUTOCORRECT OPTIONS button.

4 Click on the AUTOFORMAT AS YOU TYPE tab and check that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are turned on.

5 Select OK to return to the WORD OPTIONS dialogue box.

6 Select OK to close the WORD OPTIONS dialogue box.

NOTE: The AUTOCORRECT dialogue box can be used to turn these options off if you decide later that you prefer not to use them.

Entering the Headings

The title of the advertisement and a sentence describing the product will be entered first.

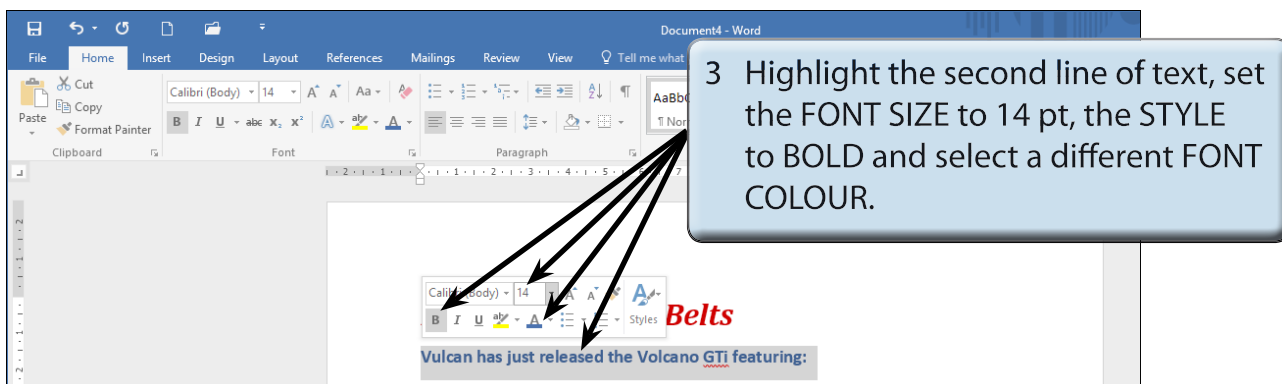
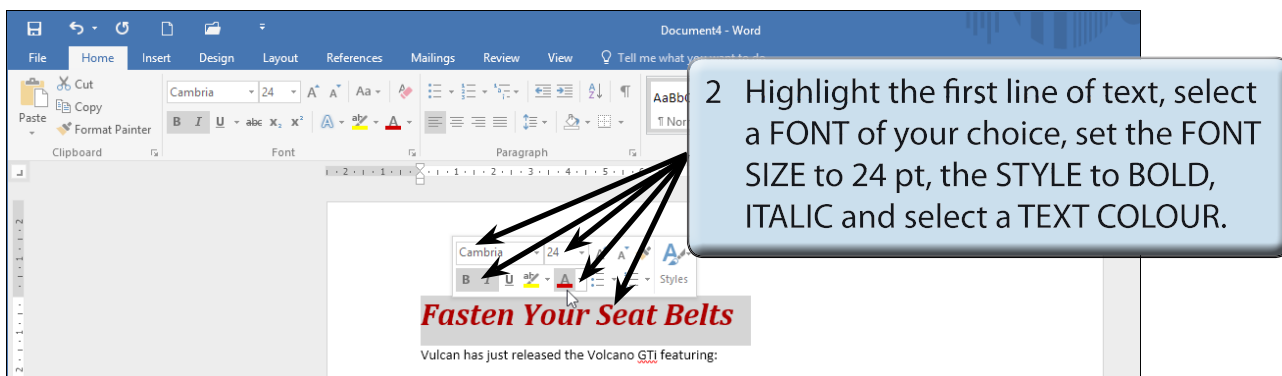
1 Enter:

Fasten Your Seat Belts

<enter>

Vulcan has just released the Volcano GTi featuring:

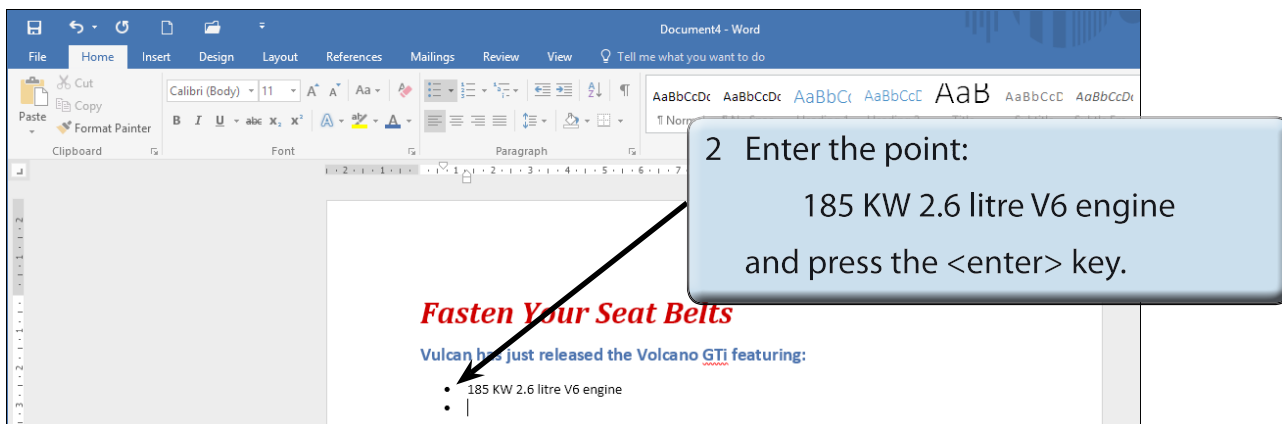
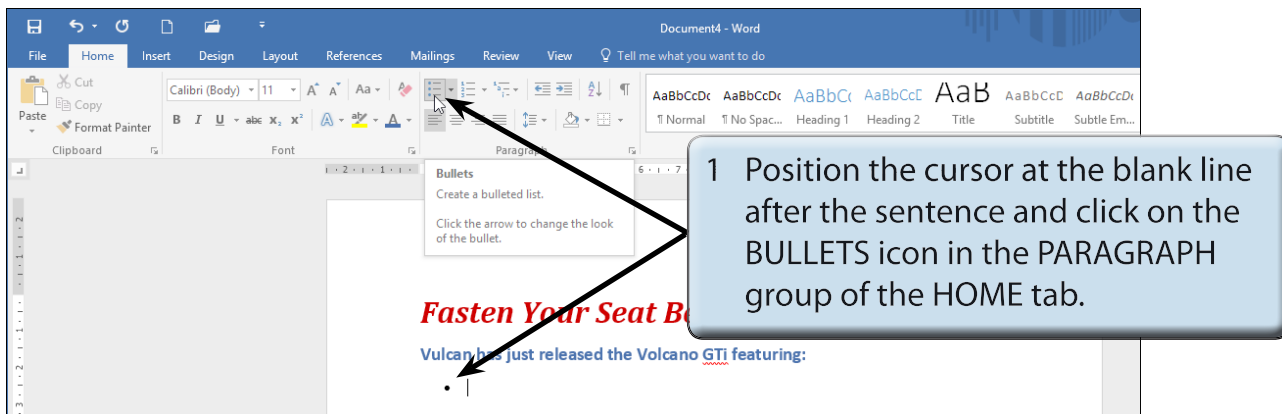
<enter>



NOTE: If the program did not insert a blank line after each line, press the <enter> key after each line to insert a blank line.

Entering the Points

Bulleted points will be used to highlight the features of the car.



NOTE: The bullet character may be different on your computer depending on who has used bullet points before you.

3 Enter the next 3 points:

All-wheel drive	<enter>
18-inch alloy wheels	<enter>
Premium 10-speaker sound system.	

4 Highlight the 4 bulleted points and set the FONT SIZE to 14 pt and the FONT COLOUR to the same as the second line of text.

5 Click on the LINE SPACING icon in the PARAGRAPH group of the HOME tab and select 1.5 lines.

- NOTE:**
- i Setting the line spacing to 1.5 lines is another way of adding half line spacing between the points.
 - ii Notice that the automatic bullets have set the indents in the Ruler to hanging indents.
 - iii When entering bullets, pressing the <enter> key twice turns the bullets off.

Headers, Footers and Footnotes

In this chapter you will learn how to format multiple pages in more detail. This includes adding Headers and Footers, Title Pages and Footnotes.

Headers and Footers

Document pages provide space at the top and bottom for HEADERS and FOOTERS. Anything placed in a HEADER or FOOTER is usually printed on each page of a document. HEADERS and FOOTERS are very useful for adding a standard heading, page numbers, an author's name, the date and so on, to a document.

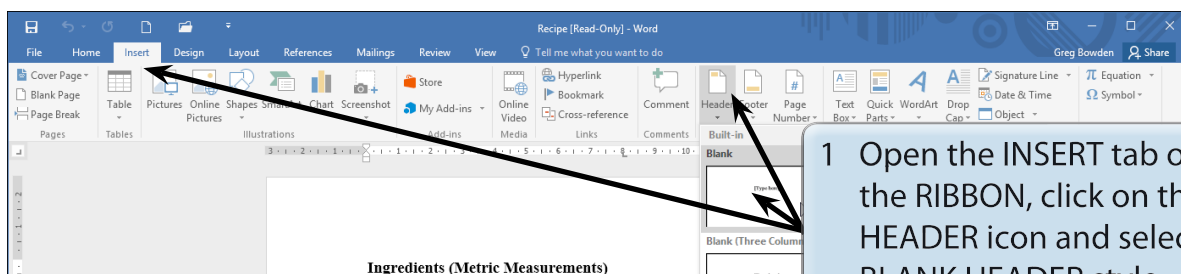
A Loading the Prepared Document

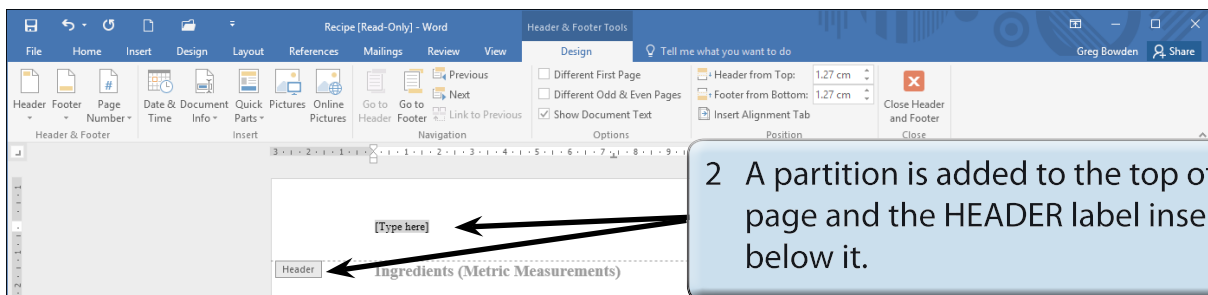
A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2016 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN OTHER DOCUMENTS or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2016 SUPPORT FILES, open the CHAPTER 8 folder and load the RECIPE file.
- 3 Select YES to open the file as a READ ONLY document and press the ESC key to exit from READ MODE.

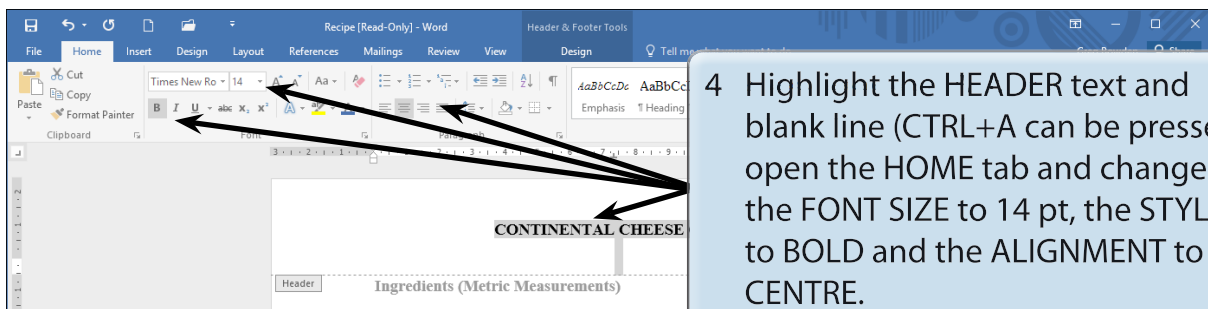
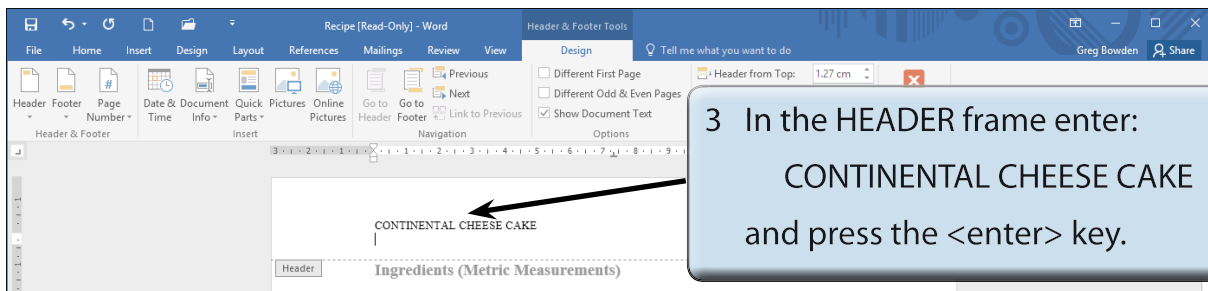
B Inserting a Header

Let's place a page title as a HEADER.





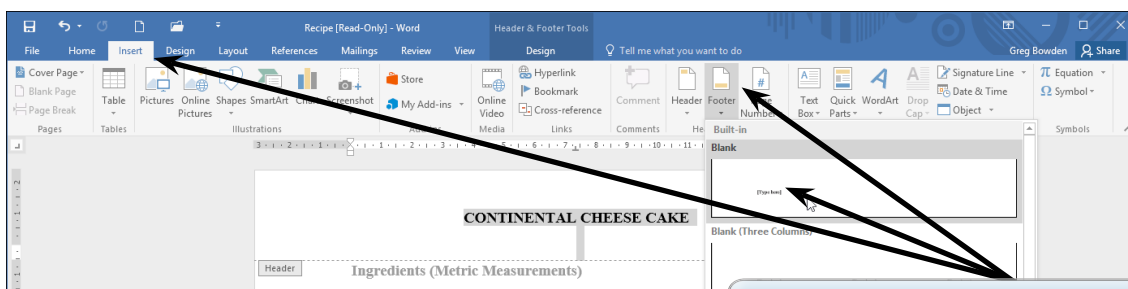
NOTE: The HEADER & FOOTER TOOLS - DESIGN tab containing all the header and footer commands is added to the RIBBON.



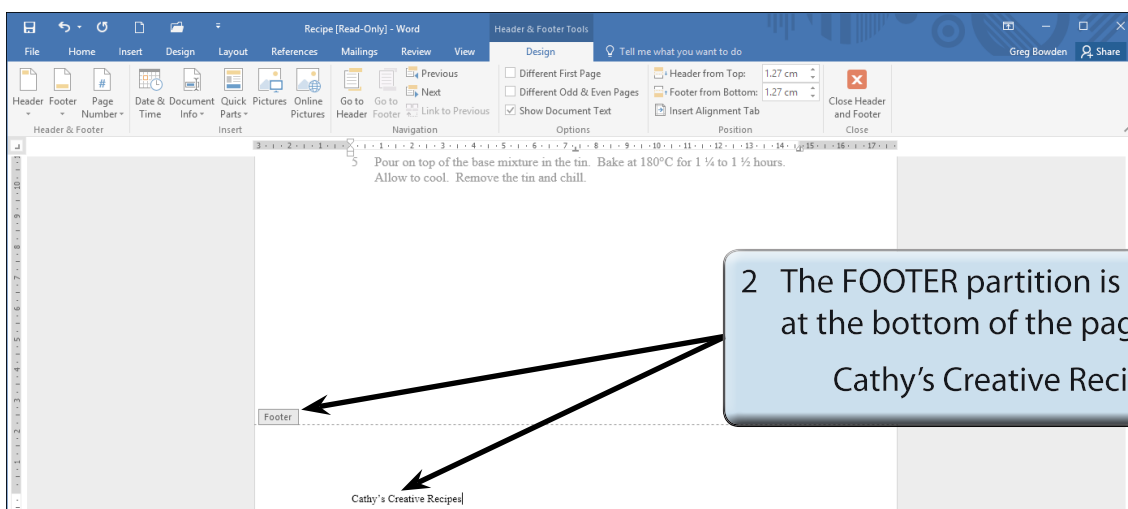
- NOTE:**
- i The HEADER and FOOTER frames have preset tabs stops inserted. A CENTRE JUSTIFIED TAB STOP is at the centre of the left and right margins, in this case at 7.3 cm and a RIGHT JUSTIFIED TAB STOP is at the right margin, in this case at 14.6 cm.
 - ii The HEADER frame increases in size as you enter more lines of text or press the <enter> key.

C Inserting a Footer

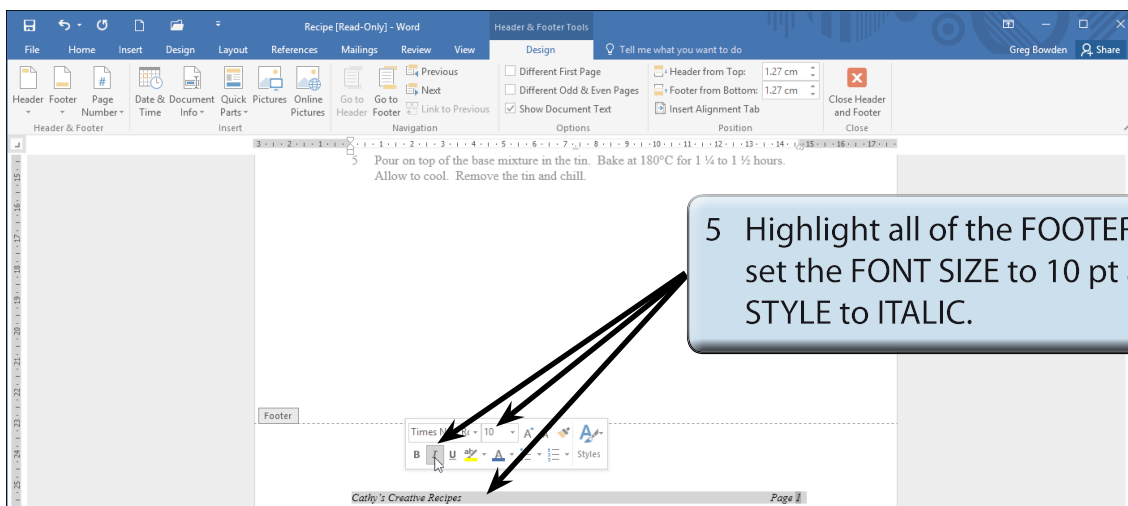
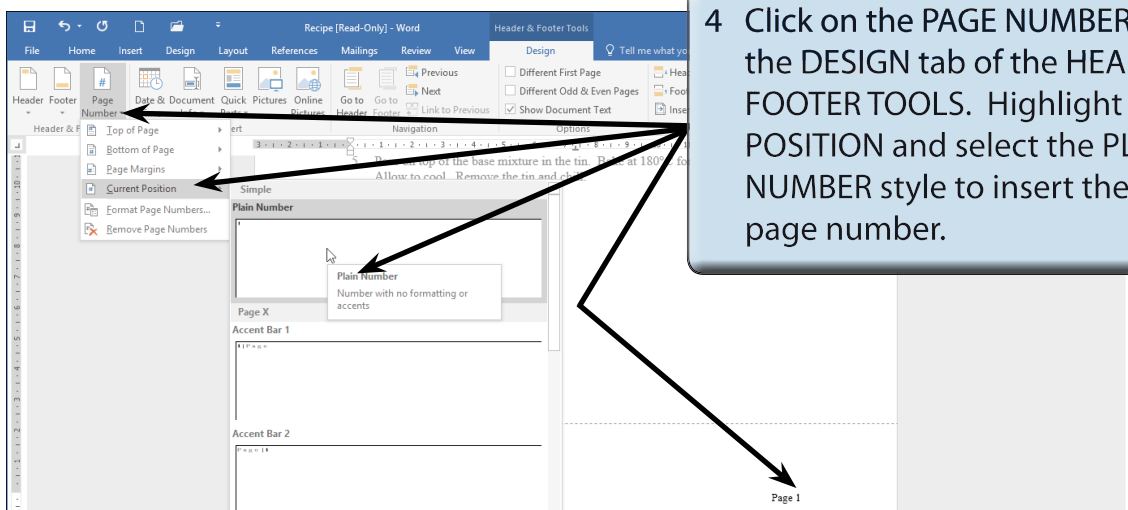
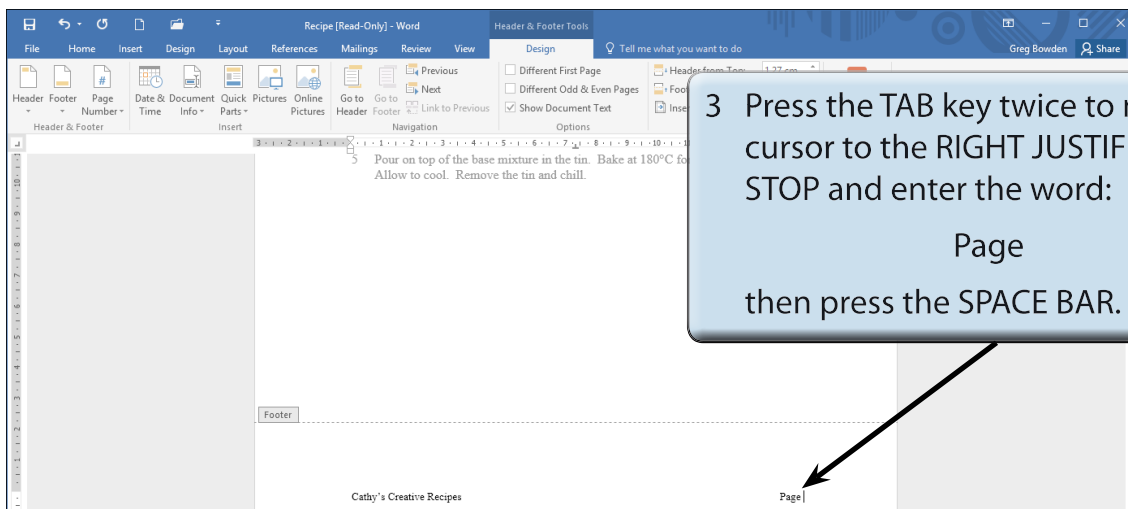
A partition is available at the bottom of each page. This is called the FOOTER and it prints on each page. Let's place the title of the recipe book at the left of the FOOTER and the page number at the right.



- 1 Open the INSERT tab, click on the FOOTER icon in the HEADER AND FOOTER group and select the BLANK footer style.



- 2 The FOOTER partition is opened at the bottom of the page, enter: Cathy's Creative Recipes



Placing Text in Columns

When entering a page of text it is sometimes advantageous to place that text in columns. This can make the passage easier to read and utilise the space available on a page more efficiently. Microsoft Word allows you to split the page into up to 11 columns, each having its own margins, indents, justifications and widths. Normally, however, 2 or 3 columns are used.

Loading a Prepared Article

An article about Japan has been entered for you. It will need to be converted into columns.

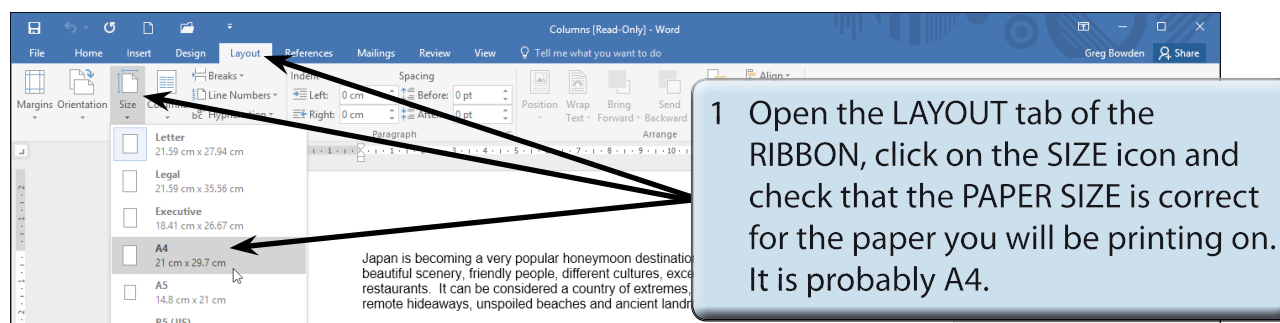
- 1 Load Microsoft Word and click on OPEN OTHER DOCUMENTS or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2016 SUPPORT FILES, open the CHAPTER 9 folder and load the COLUMNS file.
- 3 Select YES to open the file as a READ ONLY document and press the ESC key to exit from READ MODE.

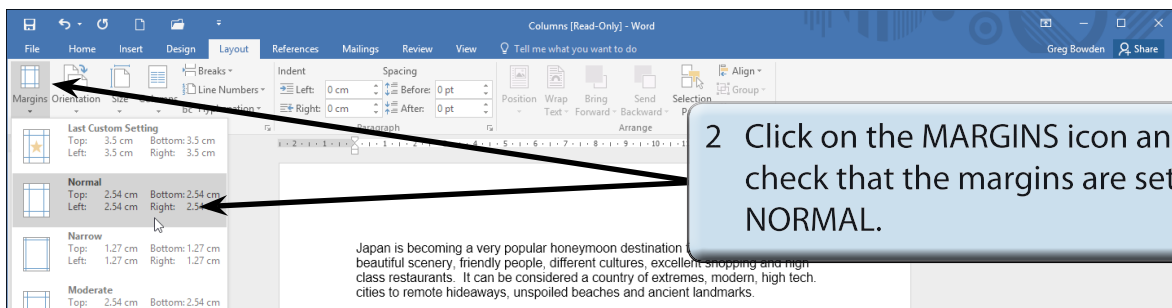
Setting Text into Two Columns

As it is at the moment, the text is a little boring to read. Placing it in two columns can make it much more interesting.

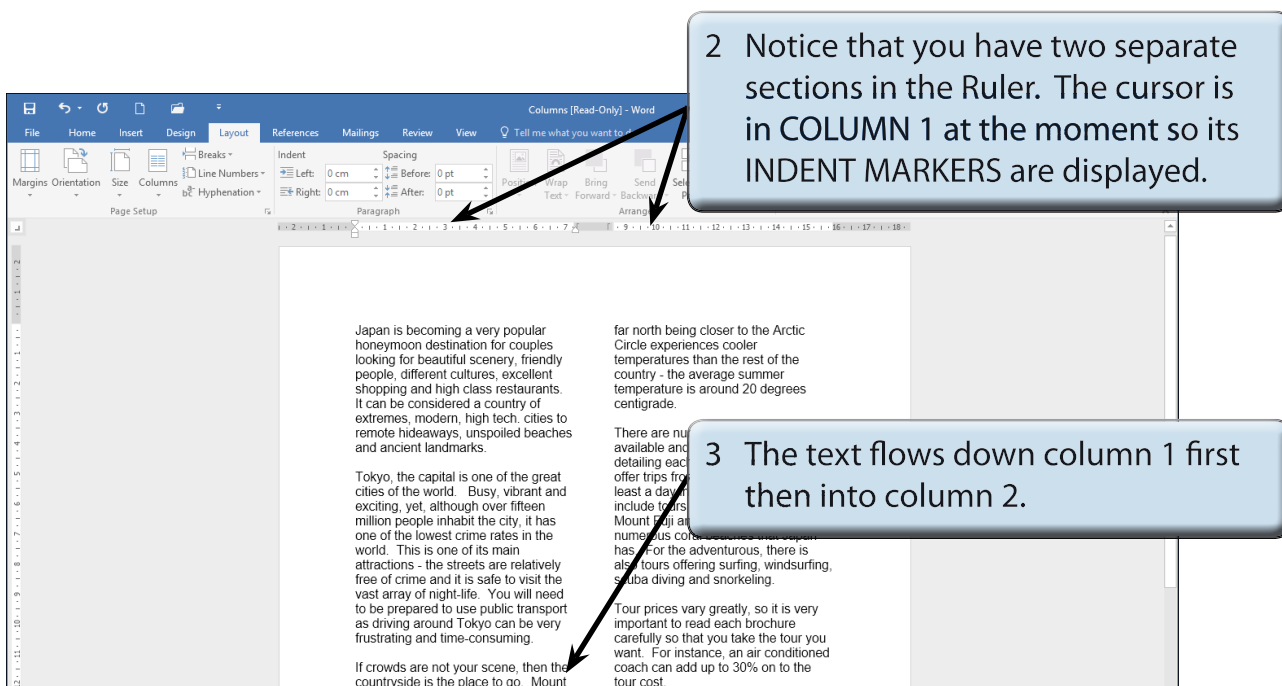
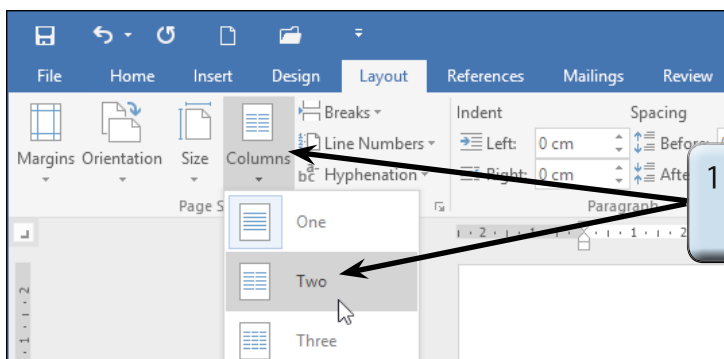
A Preliminary Settings

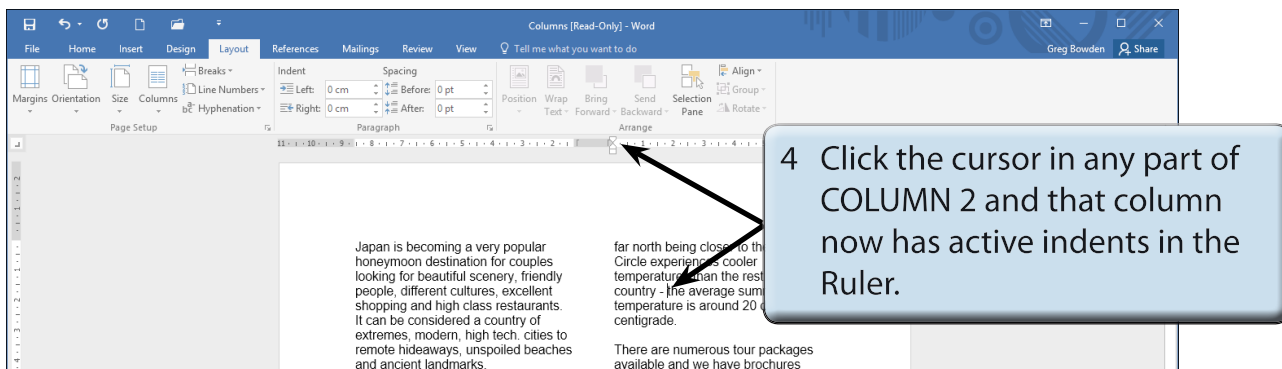
Before placing text in columns you should check that the PAGE SETUP is correct for your system.





B Setting the Columns





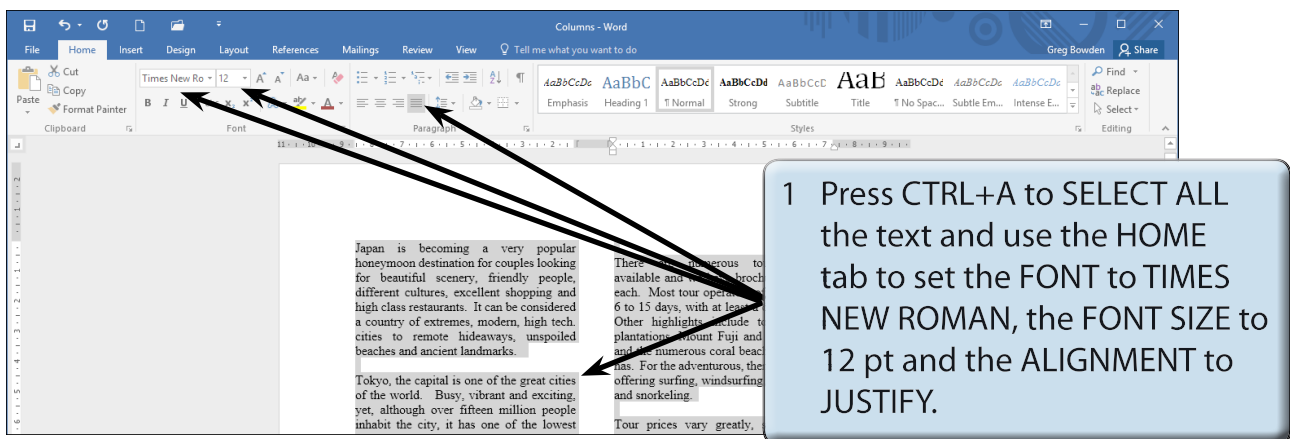
- 5 Click on the FILE tab and select SAVE AS. Save the file in your WORD PROCESSING folder under the file name:

Columns

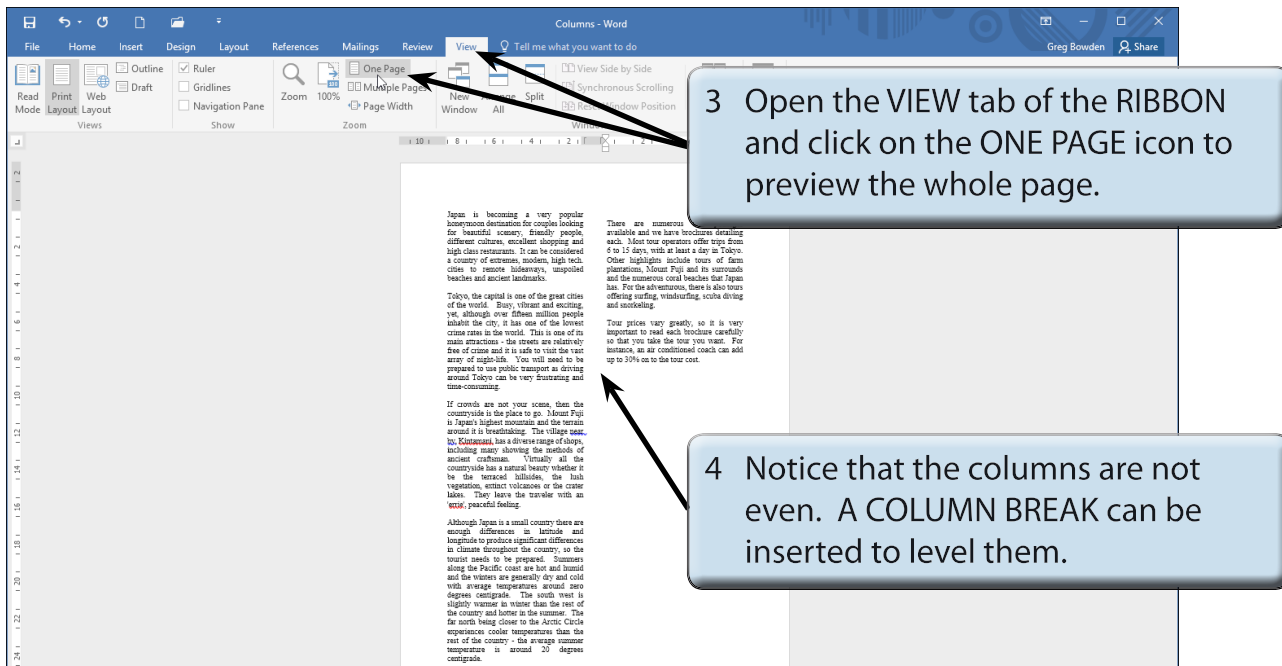
Remember to turn off READ ONLY RECOMMENDED.

C Justifying the Text

Text in columns usually looks better justified. That way all sides of the columns are straight.



- 2 Remove the highlight by clicking the mouse button with the I-BEAM over the text.



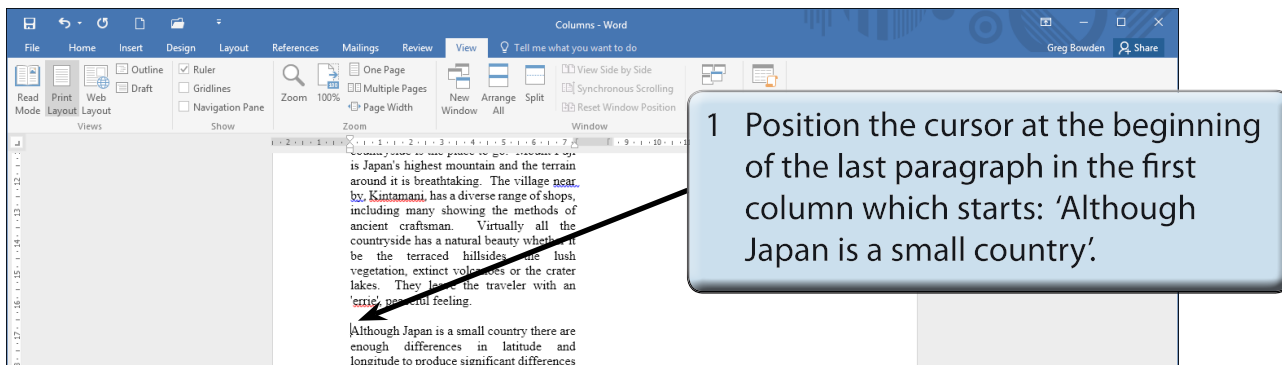
3 Open the VIEW tab of the RIBBON and click on the ONE PAGE icon to preview the whole page.

4 Notice that the columns are not even. A COLUMN BREAK can be inserted to level them.

5 Return the ZOOM to 100%.

D Inserting a Column Break

A COLUMN BREAK takes the text to the top of the next column. It is a similar to inserting a PAGE BREAK.



1 Position the cursor at the beginning of the last paragraph in the first column which starts: 'Although Japan is a small country'.

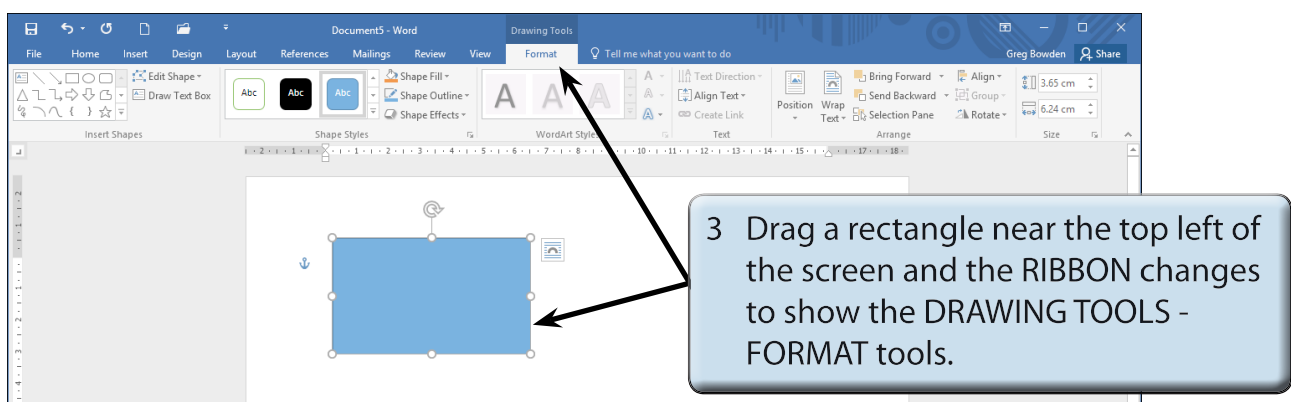
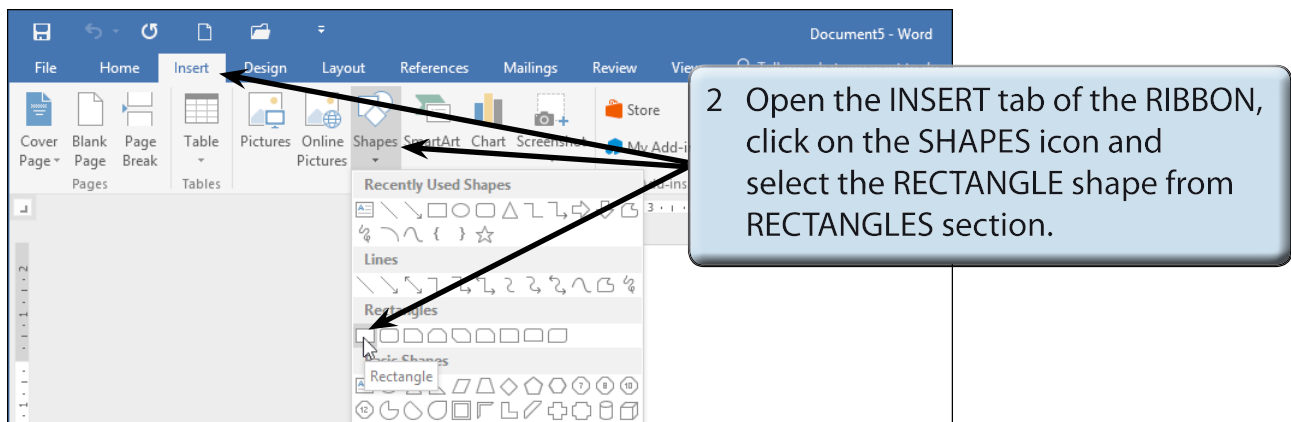
Drawing Tools

Microsoft Word provides extensive DRAWING TOOLS that allow you to enhance the appearance of your documents. You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.

Drawing a Rectangle

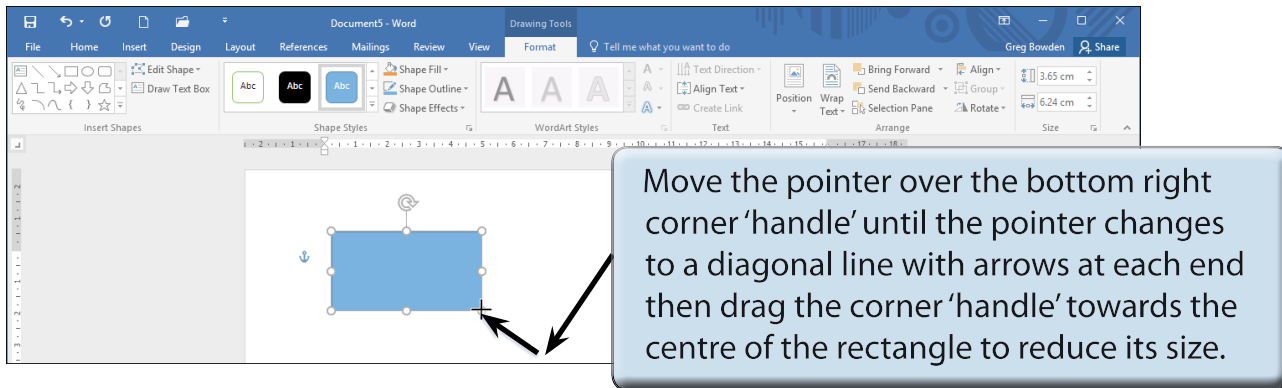
The DRAWING TOOLS are contained in the ILLUSTRATIONS group of the INSERT tab of the RIBBON. Let's start by drawing a rectangle.

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.



Resizing Shapes

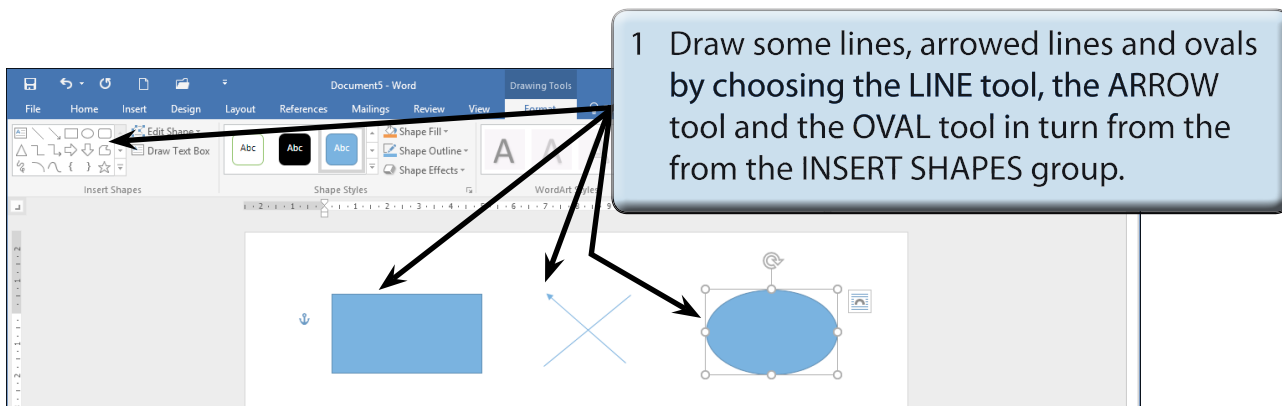
Notice that the rectangle has 'handles' (small shapes) around it. These allow the rectangle to be resized. The 'handles' at the corners allow for diagonal resizing. The 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The circular 'handle' allows you to rotate the shape.

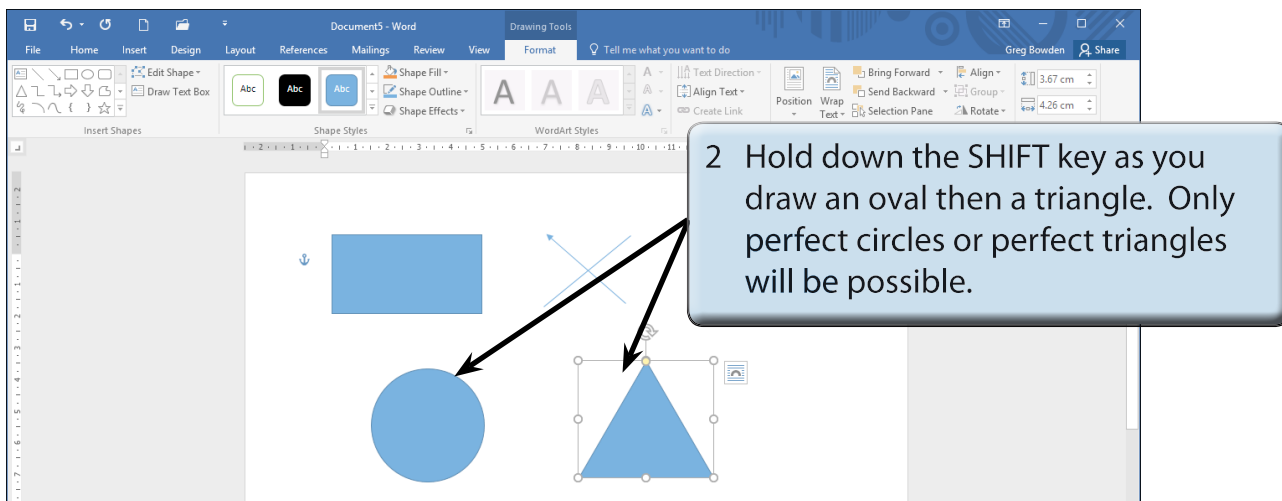


NOTE: The icon to the right of the object allows you to control how text interacts with the object. This will be covered in Chapter 11.

Drawing Other Shapes

You can select other shapes from the INSERT SHAPES group of the DRAWING TOOLS - FORMAT tab of the RIBBON or return to the INSERT tab of the RIBBON and use the SHAPES icon.





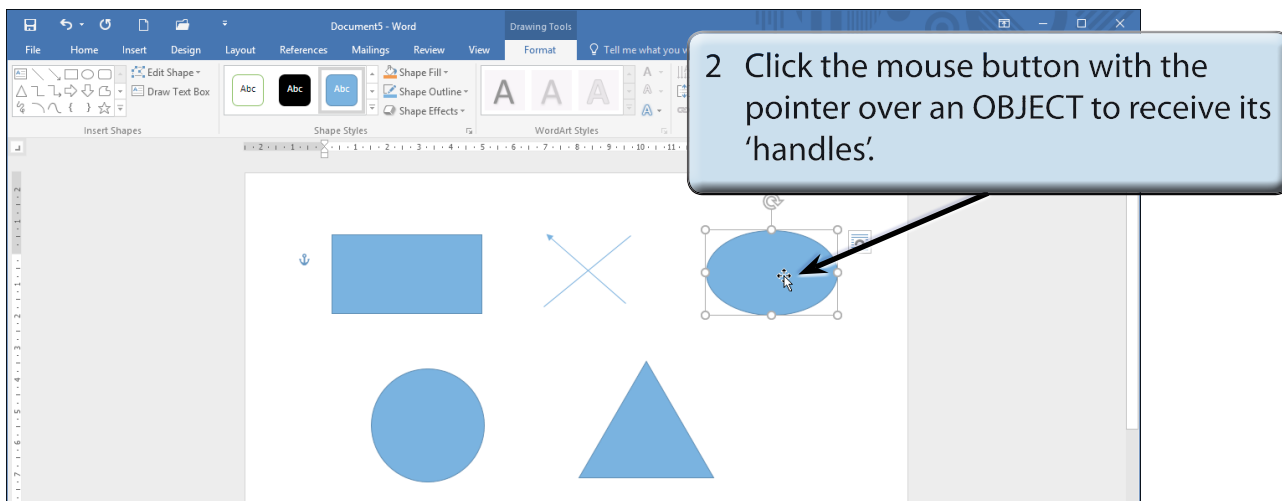
- NOTE:**
- i The SHIFT key causes all sides of an object to be the same size.
 - ii All objects created using the DRAWING TOOLS can be resized using their 'handles'.

Objects

Each shape drawn in Microsoft Word is said to be an OBJECT or separate entity. You select an OBJECT by placing the pointer over the OBJECT and clicking the mouse button. 'Handles' around the OBJECT tell you that it has been selected. The OBJECT can then be deleted, resized, copied or moved. (You've just seen how to resize.)

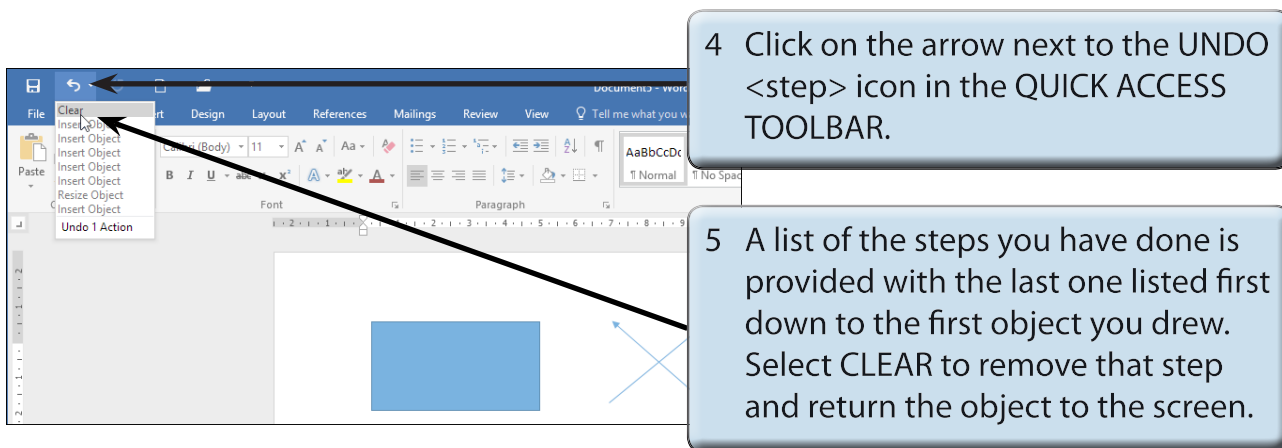
A Deleting Objects

- 1 You should have a number of OBJECTS on the screen at the moment.



NOTE: If an object is filled, you can click on the centre of the object to select it. If the object is not filled, you need to click on the border of the object away from a 'handle'.

3 Press the BACKSPACE key and the OBJECT will be removed.



NOTE:

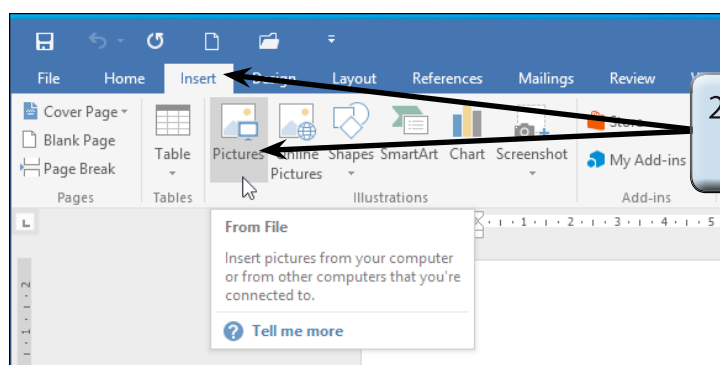
- i If you select more steps from the UNDO icon, more steps will be removed. Pressing CTRL+Z will also undo previous steps.
- ii The CUT icon from the EDIT group of the HOME tab can also be used to delete OBJECTS.

Inserting Media Into Documents

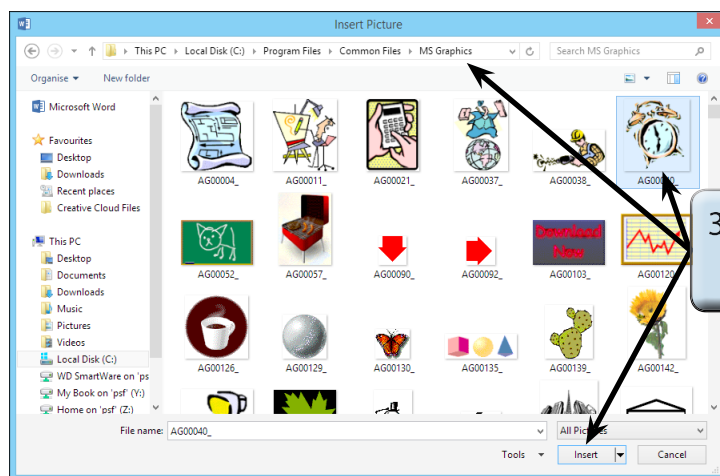
Microsoft Word allows you to insert images and video media into documents. This includes graphics created in other programs such as Adobe Photoshop, Adobe Illustrator or Coral Draw. The inserted media can be formatted using the same tools that you used for shapes in the previous chapter.

Inserting an Image

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.



- 2 Open the INSERT tab of the RIBBON and click on the PICTURES icon.

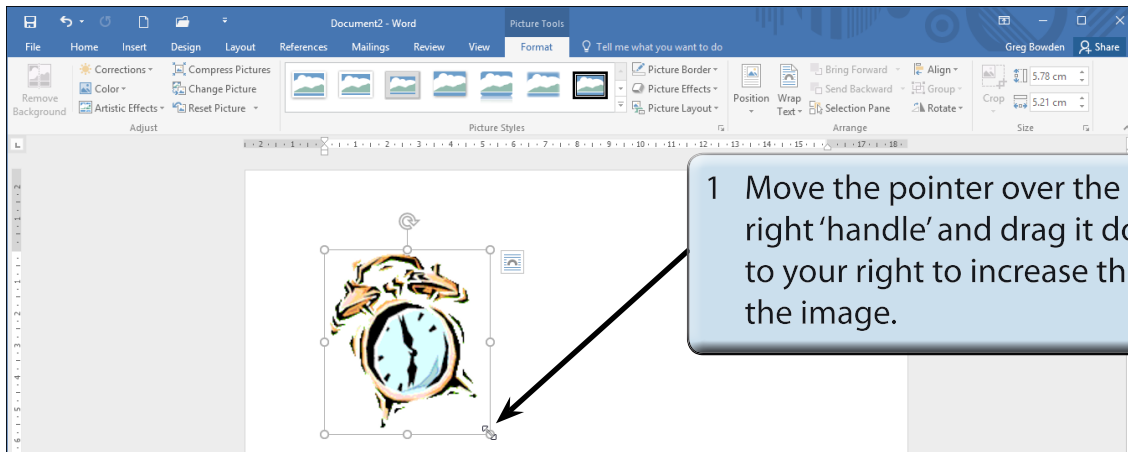


- 3 Access your school's graphics library, select an image and click on INSERT.

- NOTE:**
- i If you cannot find an image, there are two images in the CHAPTER 11 folder of the WORD 2016 SUPPORT FILES that can be used.
 - ii The ONLINE PICTURES icon in the INSERT tab of the RIBBON can be used to find images from the internet.

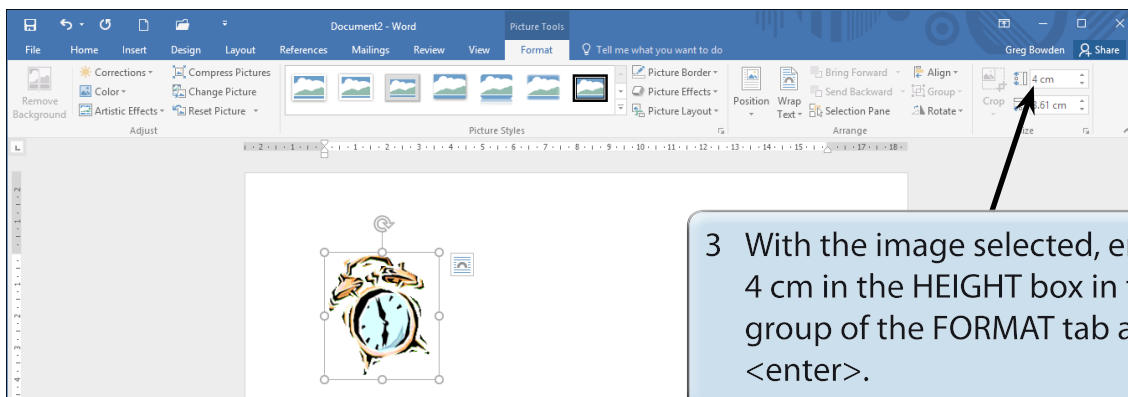
Changing the Size of the Image

You can change the size of the image as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.



1 Move the pointer over the bottom right 'handle' and drag it down and to your right to increase the size of the image.

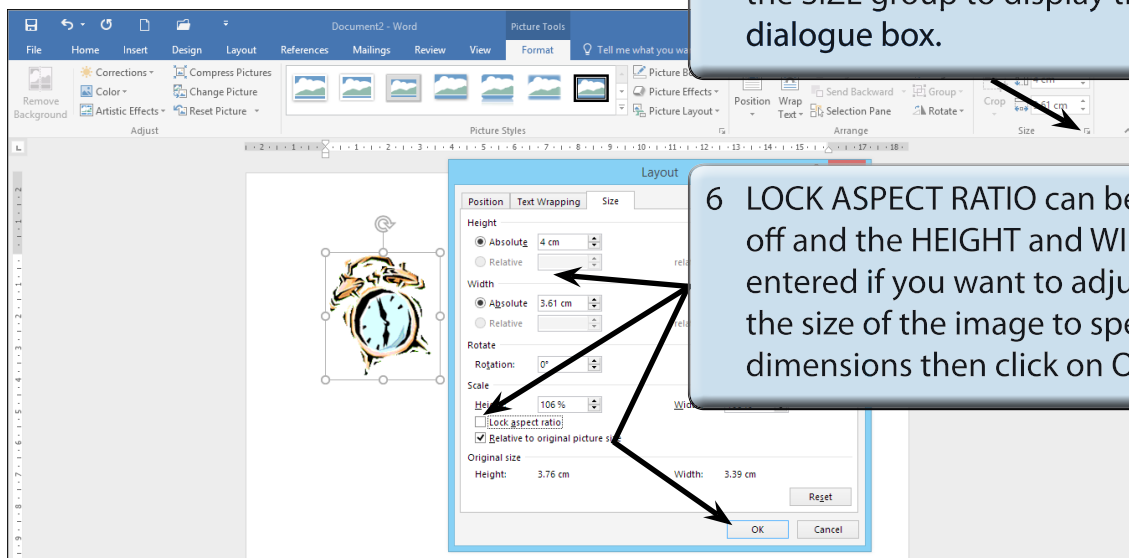
- 2 You can accurately resize an object using the SIZE group in the PICTURE TOOLS - FORMAT tab.



3 With the image selected, enter 4 cm in the HEIGHT box in the SIZE group of the FORMAT tab and press <enter>.

NOTE: The image is resized and the WIDTH box in the SIZE group adjusted in the same ratio to keep the image size proportional.

- 4 If you want to adjust the size of an image in more detail, the SIZE dialogue box can be used.



5 Click on the arrow at the right of the SIZE group to display the SIZE dialogue box.

6 LOCK ASPECT RATIO can be turned off and the HEIGHT and WIDTH entered if you want to adjust the size of the image to specific dimensions then click on OK.

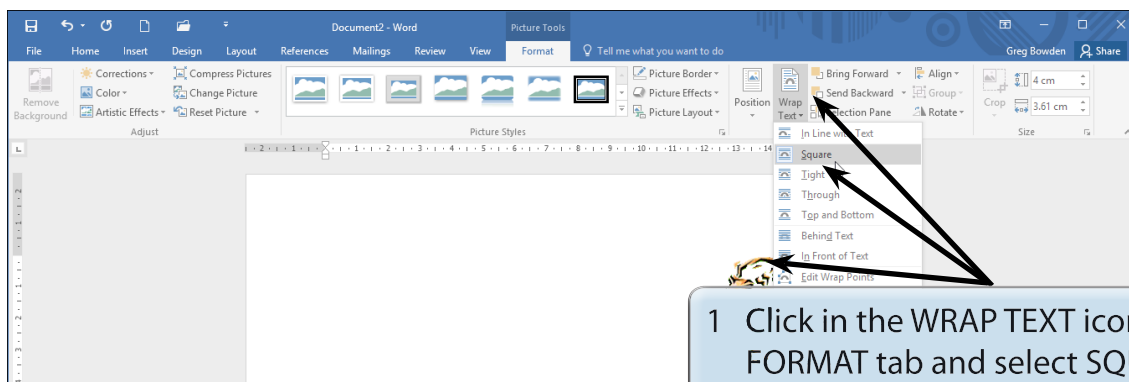
NOTE: Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.

Picture Adjustments

The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.

A The Colour Command

The COLOUR icon allows you to set the colour style of the image.



1 Click in the WRAP TEXT icon in the FORMAT tab and select SQUARE then move the image to the right of the screen.

- NOTE:**
- i Moving the image to the right of the screen will allow you to see the adjustment effects that can be applied to it.
 - ii The text wrapping can also be set using the **LAYOUT OPTIONS** icon at the right of the image.

2 Click on the COLOUR icon in the PICTURE TOOLS - FORMAT tab then move the pointer over some of the colour styles and select one.

3 Set the COLOUR icon to WASHOUT to dim the image.

NOTE: Washout is used to create a watermark image when you want text to flow over the dimmed picture.