



CHAPTER 1: WORD

Working with Word Basics

Microsoft Word is a powerful word-processing program, and no matter what your job or undertaking, you will likely need to create documents. In this chapter, you will learn Word basics, become familiar with the document interface, and use both the mouse and keyboard to navigate in a document.

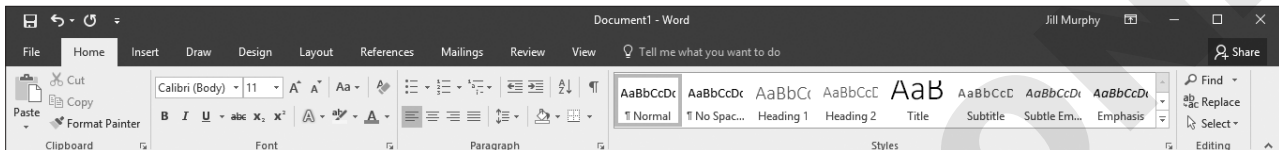
LEARNING OBJECTIVES

- Identify key parts of the Word 2016 interface
- Open and close existing documents
- Start new documents
- Navigate in a document using scroll bars and the keyboard
- Search for help with Word
- Exit Word

Project: Exploring Word

Jasmine Morales will attend Central Community College in the fall, and she wants to learn Word 2016 to help with her school assignments. She just got a new laptop with Word 2016, and she's ready to explore the Word window.

She finds that Word's Ribbon interface is intuitive and easy to use.



Jasmine decides to practice using Word 2016 by manipulating a product brochure she received as an email attachment from a friend who owns a gardening store. When she opens the file, the Compatibility Mode indicator in the title bar lets Jasmine know the document was created in a version of Word from 2010 or earlier.



Compatibility Mode deactivates new features that the earlier Word versions cannot handle. Jasmine has the option of leaving the brochure in the older Word format or converting it to the Word 2016 format so that all 2016 features are available in the document.

Note! Word 2013 and Word 2016 are compatible, so if you open a Word 2013 file, you will not see the Compatibility Mode indicator.

If Jasmine wants to share the document with her gardening friend who uses an old version of Word, she shouldn't convert the document. If she wants to be able to use a document created in a version of Word from 2010 or earlier and also use all of Word 2016's new features, she should convert the document.

How Suite It Is

Microsoft Office 2016 is a suite of software programs. A suite is several programs usually sold together as one package, which is less expensive than buying them individually. In this course, you will learn to work with Word, Excel, PowerPoint, and Access—four of the most popular software programs in the Office 2016 suite.

- **Word 2016:** This word-processing program allows you to create documents, such as letters and envelopes, and then make changes without having to retype all of the information. Other examples of Word documents include memos, reports, and fancy flyers.
- **Excel 2016:** A spreadsheet program makes organizing numbers and financial information and performing calculations a breeze. A budget is a good example of something you might create in a spreadsheet program. Other ideas include sales reports, billing statements, and graphs.
- **PowerPoint 2016:** Whether you are giving a presentation to your community center or your work colleagues, PowerPoint lets you produce elegant electronic slide shows with little effort. The tools built into this program help make any presentation a hit!
- **Access 2016:** Organizing very large amounts of data is how a database program shines. If you have a collection of hundreds of CDs or an extensive parts inventory, you can keep track of them in a database.

One of the great things about a software suite is that all programs share common features and a similar design. This means that once you have learned one program, you can easily learn another, and moving information between various programs in the suite is a snap.

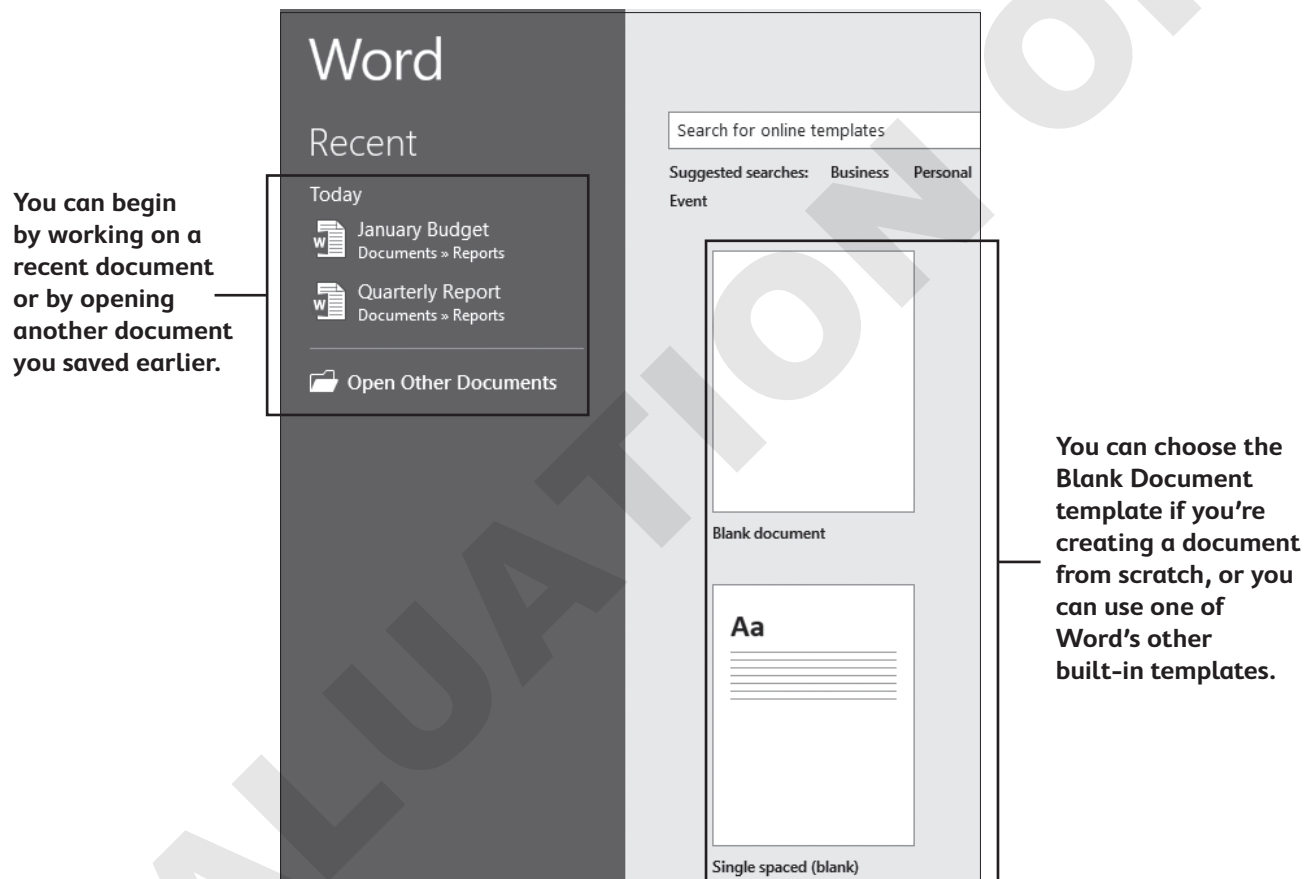
What Is Word?

Word 2016 is the name of the word-processing program that is part of the Microsoft Office 2016 suite of programs. As with all word-processing programs, you use Word 2016 to electronically create and edit text. After creating a document, you can edit it. You can also make big changes, such as adding or deleting a couple of paragraphs in the middle of a page. When you add new text, the existing text moves out of the way to make room for it. When you delete text, the remaining text collapses to close the gap. Other editing changes, such as moving or copying text within a page or from one page to another, are also easy.

Word is also great for formatting text, and it also provides special features such as the Spelling & Grammar checker. There's even an AutoCorrect feature that can fix many mistakes for you.


The Word Start Screen

The Word Start screen is the first screen you see when you start the program. It offers you several ways to begin working. Don't be concerned if your Start screen is arranged differently from this example. You can rearrange the templates on the right side of the screen, and the appearance also depends on your screen's resolution.




HANDS-ON 1.1 Start Word

In this exercise, you will start the Word program.

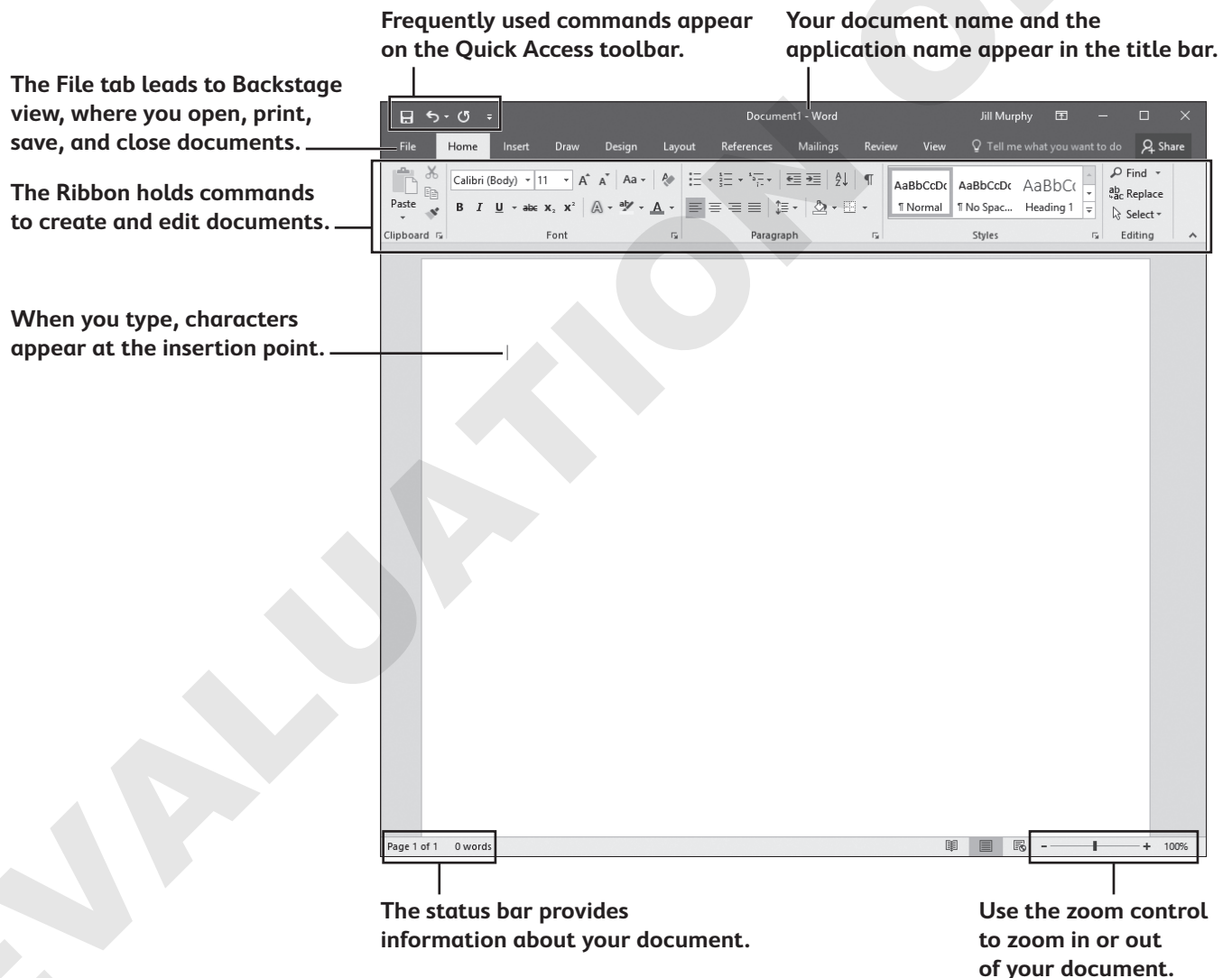
1. If necessary, start your computer.
2. Click the **Start**  button in the bottom-left corner of the screen.
3. Scroll down the alphabetical list and click **Word 2016**.

The Word program loads, and the Word Start screen appears.

4. **Maximize**  the Word window if it isn't already maximized.
5. Click the **Blank Document** template to open the Word window.
Always leave your document open unless directed otherwise.

The Word 2016 Window

This figure describes the main elements of the Word window. Don't be concerned if your document window looks somewhat different from this illustration, as the Word screen is customizable.



The Ribbon

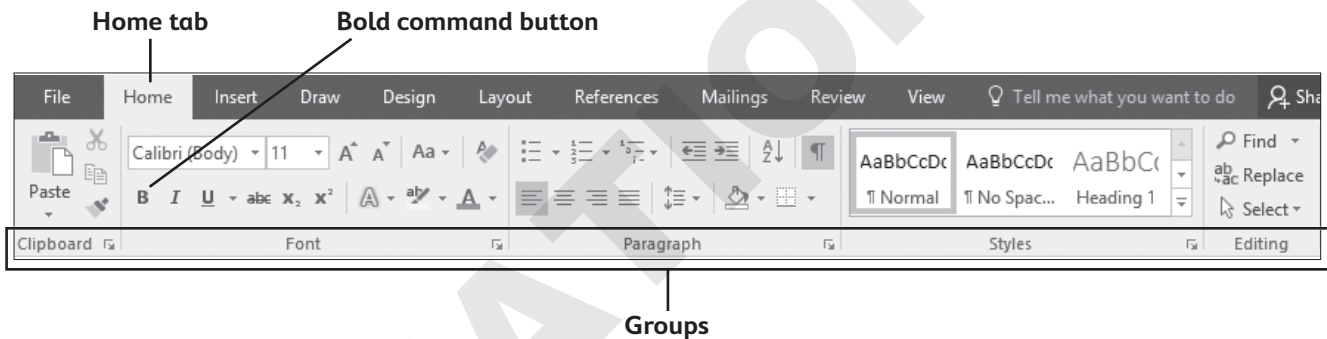
The band running across the top of the screen is the Ribbon. This is where you find the commands you need to create, format, and edit your documents. The Ribbon consists of three main elements:

- Tabs
- Groups
- Commands

The tabs include Home, Insert, Mailings, View, etc. A group contains related commands within a tab. Groups on the Home tab, for example, include Clipboard, Font, Paragraph, Styles, and Editing. An example of a command in the Font group is the Bold command.

Note!

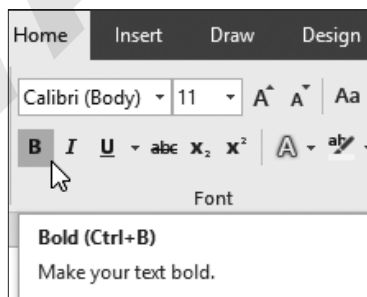
If you have a touch-enabled device, you may also see a Draw tab, which allows you to add notes and annotate your text by drawing on the screen.



ToolTips

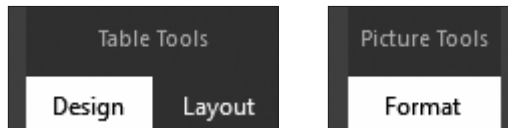
When you hover the mouse pointer over commands on the Ribbon, ToolTips may appear. These are little notes that contain command descriptions, and they often contain keystrokes that you can use instead of clicking commands with the mouse.

In this example, you see the ToolTip for the Bold command. You can use **Ctrl+B** to execute the command rather than clicking the Bold button if you wish.



Contextual Tabs

Contextual tabs appear in context with the task you are performing. For example, if you are working with tables, the Table Tools tabs, Design and Layout, appear, as shown in the illustration on the left. If you are working with pictures, the Picture Tools' Format tab appears, as shown in the illustration on the right. You'll learn more about these tabs later in this course.




Varying Button Arrangements

The arrangement of buttons on the Ribbon can vary depending on your screen resolution and how the Word window is sized. Following are two examples of how the Paragraph group might appear on the Ribbon.



Tip!

It's usually a good idea to maximize  the program window so the buttons always appear the same.

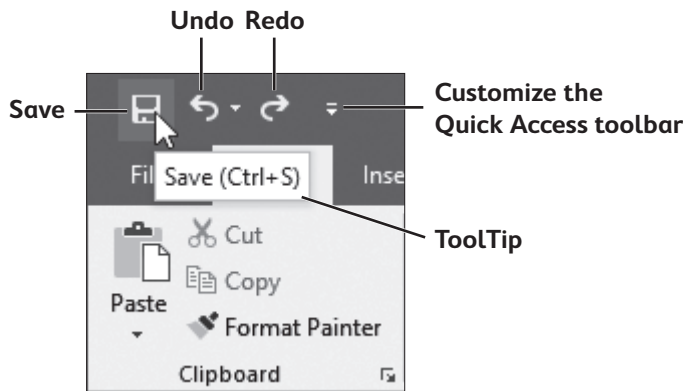
Introducing the Toolbars

There are two important toolbars in Word 2016: the Quick Access toolbar and the Mini toolbar. You will work with these toolbars later in this course.

Quick Access Toolbar

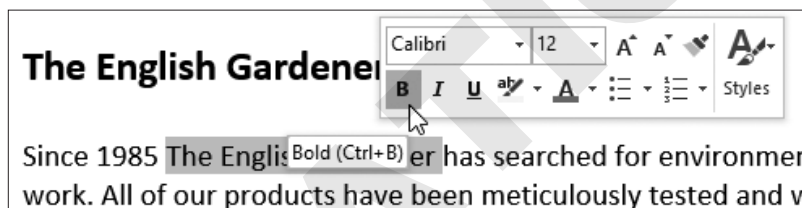
The Quick Access toolbar in the upper-left corner of the screen contains frequently used commands. It operates independently from the Ribbon. Like on the Ribbon,

when you hover the mouse pointer over a button, Word displays a ToolTip describing the button and offers keystroke combinations you can use instead of clicking the button.



Mini Toolbar

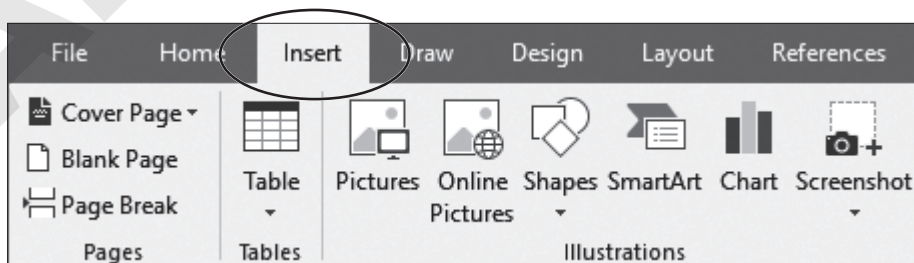
The Mini toolbar contains frequently used formatting commands such as Bold and Italic. When you select (highlight) text, the Mini toolbar appears so you can easily format the selected text.



HANDS-ON 1.2 Explore Ribbon Tabs and Groups

In this exercise, you will explore various tabs and groups on the Ribbon.

1. Click the **Insert** tab to display the commands available in that category.



Notice the Pages, Tables, and Illustrations groups on the Insert tab.

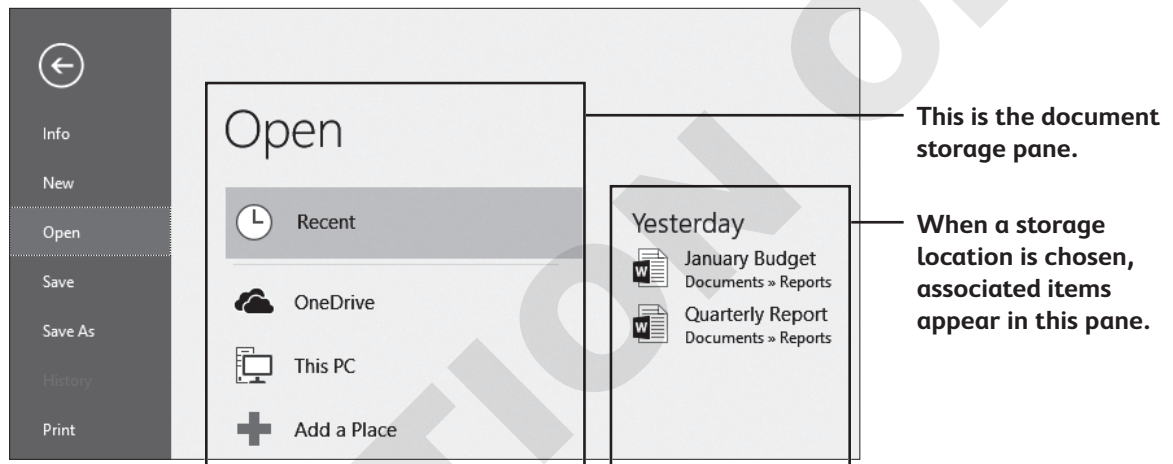
2. Click the **Layout** tab.

This tab displays commands for arranging text on the page.

3. Feel free to examine more tabs on the Ribbon.
4. Click the **Home** tab.

Opening Documents

The Open command on the File tab displays the Open screen in Backstage view. Choose the basic location from the center panel. For example, if you want to open a document from your local computer, double-click the This PC icon. This displays the open dialog box, and you can navigate to your file storage location from there.



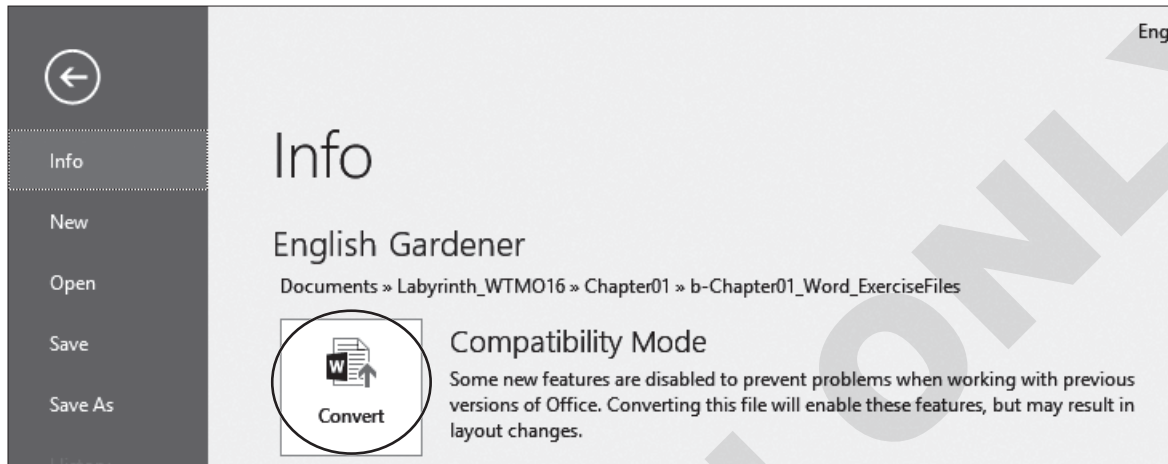
The Open window in Backstage view

Opening Older Word Documents

If you open a document created in a previous version of Word, it opens in Compatibility Mode. The term appears in the title bar, as shown below. Older Word documents do not understand the new features in Word 2016, so those features are limited or disabled.



When an older document is open, a Convert command can be found in Backstage view. Use it to upgrade the file and enable the new features available in Office 2016 applications. The convert process overwrites the original file.

**Note!**

When opening files in this course, if a yellow bar appears across the top of the window, which indicates a Security Warning or that the file was opened in Protected View, click Enable Content or Enable Editing (whichever displays).

HANDS-ON 1.3 Open a Document

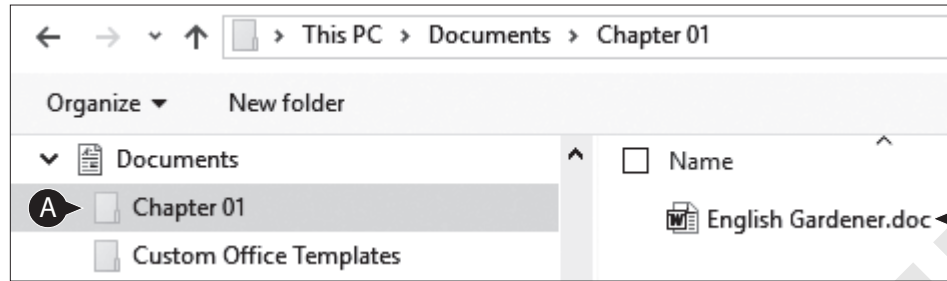
In this exercise, you will open an existing document through the Open dialog box.

Before You Begin: Navigate to the Student Resource Center at labyrinthelab.com/wtmo16 to download the student exercise files for this book.

1. Click the **File** tab at the left end of the Ribbon and the Open screen is visible in Backstage view.
2. In the Open screen, choose your file storage location, such as This PC, from the center panel.

You may need to consult with your instructor to determine how to navigate to your file storage location.

3. Follow these steps to open the English Gardener document:



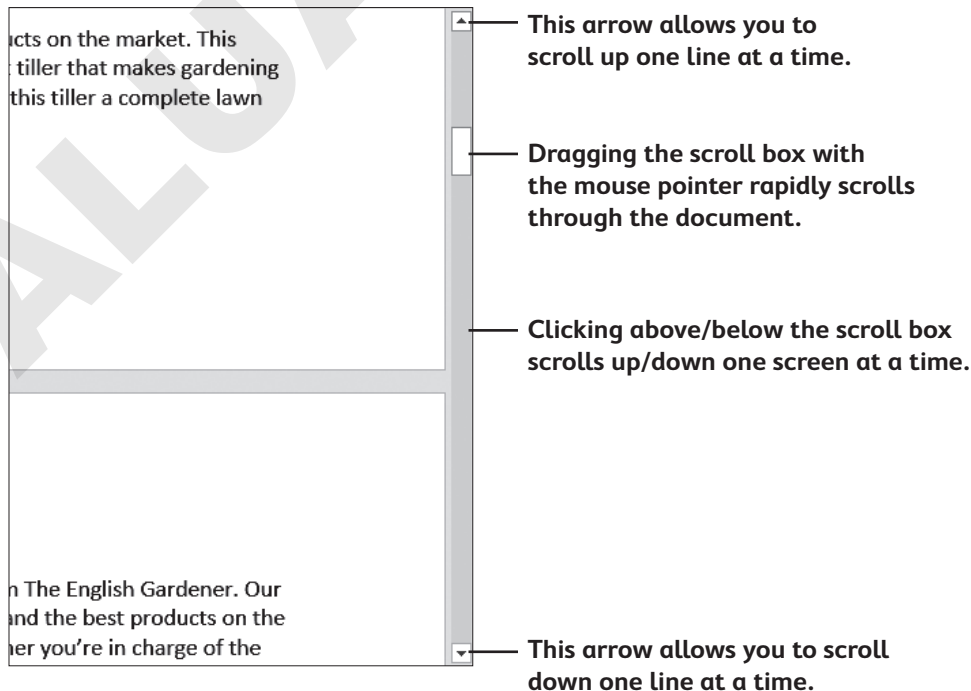
- A** Navigate to your file storage location and open your **Chapter 01** folder.
- B** Click the **English Gardener** filename to select it.
- C** Click the **Open** button in the bottom-right corner of the dialog box.

Navigating in a Word Document


If you are working in a multipage document, it's helpful to know about the various techniques you can use to move through documents. You can navigate using the scroll bar located at the right side of the screen, or you can use keystrokes.


The Scroll Bar

The scroll bar lets you browse through documents; however, scrolling does not move the insertion point. After scrolling, you must click in the document where you want to reposition the insertion point.



Different Mouse Pointer Shapes

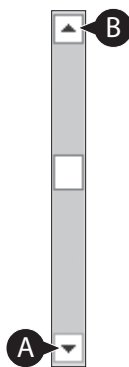
The mouse pointer must be shaped like an I-beam  when you want to position the flashing insertion point using the mouse. (You click the left mouse button to place the insertion point at the position of the I-beam.) The mouse pointer appears as an I-beam when positioned between the document margins.

The mouse pointer appears as a white, right-tilting arrow  when in the selection bar, which is located in the document's left margin. The white arrow is used to select (highlight) text. You will learn more about selecting text later in this course.

HANDS-ON 1.4 Scroll and Position the Insertion Point





In this exercise, you will use the scroll bar to move through a document. Then you will reposition the insertion point in the document.



1. Follow these steps to scroll within the document:



- A Click the **scroll down** button five times.
- B Click the **scroll up** button five times to move in the other direction.

Notice that the flashing insertion point does not move when you use the scroll bar.





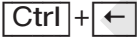





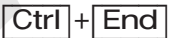

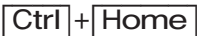



2. Position the **I-beam**  mouse pointer in the body of the document.
The mouse pointer looks like an I-beam when it's between the document margins.
3. Click the **I-beam**  mouse pointer anywhere in the document to position the flashing insertion point.
If the background is highlighted, you accidentally dragged the mouse pointer and selected the text. Deselect by clicking the mouse pointer in the document background and try again.
4. Move the mouse pointer into the left margin area.
The white arrow  shape is now visible.
5. In the first paragraph, position the **I-beam**  mouse pointer in the first line and click.
The insertion point appears just where you clicked.

6. Click the open part of the **scroll bar** below the scroll box to move down one screen.
7. Drag the **scroll box** down with the mouse pointer until the end of the document is visible.
8. Click the **I-beam**  mouse pointer at the end of the text to position the insertion point on the last page.
9. Drag the **scroll box** to the top of the scroll bar and then click the **I-beam**  mouse pointer in front of the first word of the first paragraph.





















The Keyboard

Whether you use the mouse or the keyboard to navigate through a document is a matter of personal preference. Navigating with the keyboard always moves the insertion point so it will be with you when you arrive at your destination. The following table provides keystrokes that allow you to move quickly through a document.

KEYBOARD NAVIGATION TECHNIQUES	
Press	To Move
	One character to the right
	One character to the left
 + 	One word to the right
 + 	One word to the left
	Down one line
	Up one line
	Down one screen
	Up one screen
 + 	To the end of the document
 + 	To the beginning of the document
	To the end of the line
	To the beginning of the line

HANDS-ON 1.5 Navigate with the Keyboard

In this exercise, you will use the keyboard to move through a document.

1. Click the **I-beam**  mouse pointer in the middle of the first line of the second paragraph.
 2. Tap the **right arrow**  and **left arrow**  keys a few times to move to the right and left, one character at a time.
 3. Tap the **up arrow**  and the **down arrow**  keys a few times to move up and down, one line at a time.
 4. Hold down **Ctrl**  and keep it down, and then tap **Home**  to move to the beginning of the document. Release **Ctrl** .
 5. Use the arrow keys to position the insertion point in the middle of the first line of the first paragraph.
 6. Hold down **Ctrl**  and keep it down, and then tap the **left arrow**  key a few times to move to the left, one word at a time. Release **Ctrl** .
 7. Hold down **Ctrl**  and keep it down, and then tap the **right arrow**  key several times to move to the right, one word at a time. Release **Ctrl** .
 8. Tap **Home**  to move to the beginning of the line.
 9. Tap **End**  to move to the end of the line.
 10. Tap **Page Down**  and **Page Up**  to scroll down and up, one screen at a time.
-

Closing Documents

You close a file by clicking the File tab and choosing the Close command from the panel on the left in Backstage view.



If you haven't saved your document, Word will prompt you to save it.

HANDS-ON 1.6 Close the Document

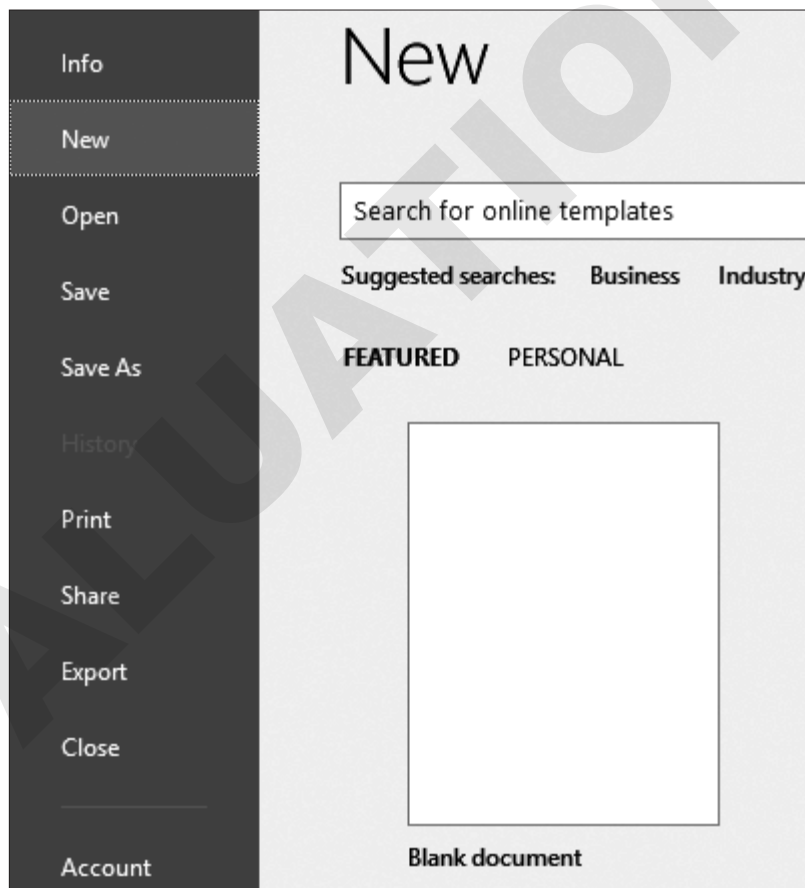
In this exercise, you will close your file.

1. Click the **File** tab and choose **Close** from the panel on the left.
2. Click **Don't Save** if Word asks if you want to save changes.
3. If a blank document is on the screen, use the same technique to close it.

The document window below the Ribbon is completely blank when all documents are closed.

Starting a New, Blank Document

You can start a new, blank document by clicking the File tab and choosing the New command from the panel on the left in Backstage view. This opens the New screen, where you can click the Blank Document template to start a new document.



You can also open a new document using the keyboard shortcut **Ctrl** + **N**.

QUICK REFERENCE: Opening, Closing, and Starting a New Document

Task	Procedure
Open a document	<ul style="list-style-type: none"> Click the File tab, choose Open, and navigate to your file storage location. Click the desired file, and then click the Open button.
Close a document	<ul style="list-style-type: none"> Click the File tab and choose Close.
Start a new document	<ul style="list-style-type: none"> Click the File tab and choose New, and then click the Blank Document template. Alternatively, press Ctrl + N.

HANDS-ON 1.7 Start a New Document

In this exercise, you will open a new, blank document. No documents should be open in the Word window.

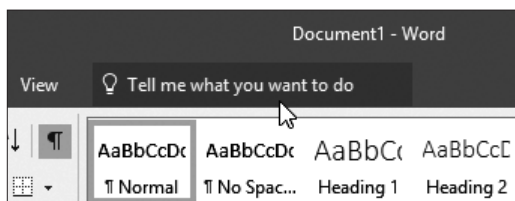
1. Click the **File** tab and choose **New** from the left-hand panel.
2. Click the **Blank Document** template to start a new document.
Now you will close this new document and use the shortcut keystrokes to start another one.
3. Click the **File** tab and choose **Close** from the left-hand panel.
4. Hold down the **Ctrl** key and tap the **N** key on your keyboard.
Leave the document open.

Getting Help in Word

Help in Word 2016 is available in two main modes:

- The Tell Me What You Want to Do box
- The Help window

The Tell Me What You Want to Do box appears at the top of the Word window, to the right of the Ribbon tabs.



Click in the box and type your question or the name of the feature you are looking for. You will see a list of search results; click the option you want, and Word Help will take you to that feature.

You can access the Help window directly by clicking the question mark located at the top right of the screen in Backstage view.



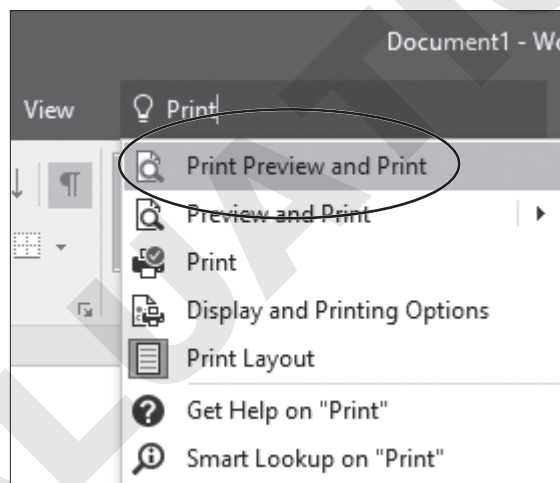
Tip!

Tapping the **[F1]** function key at the top of your keyboard also opens the Help window.

HANDS-ON 1.8 Use Word Help

In this exercise, you will work with different help techniques.

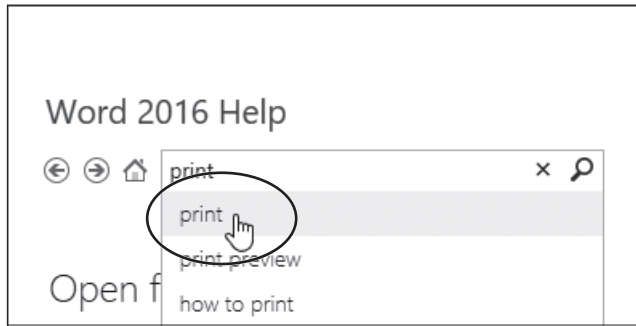
1. Click the **Tell Me What You Want to Do** box at the top of the Word window.
2. Type: **print**
A list of search results appears.
3. Choose **Print Preview and Print** from the list.



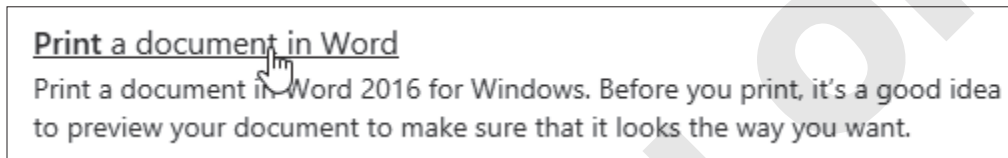
Word takes you to the *Print* screen in Backstage view, where you can preview and print the document.



4. Click the **question mark** in the upper-right corner of the *Print* screen to open the Help window.

5. Type **print** in the search box and then choose **print** from the search results list.




6. In the next window, click **Print a Document in Word**.




7. Scroll through the steps for printing a document.
You'll work with printing later in the course, so this gives you a glimpse into the future.
8. Click the **Close**  button in the upper-right corner of the Help window.
9. Click the **Back**  button in the upper-left corner of the Backstage view window.

Exiting Word

You exit Word and other Office 2016 applications by clicking the Close  button in the upper-right corner of the window. If you have more than one document open, you need to close each document. It's important to exit your application in an orderly fashion, as turning off your computer before exiting could cause you to lose data.

HANDS-ON 1.9 Exit Word

In this exercise, you will exit Word. Since you haven't made any changes to your document, you won't bother saving it.

1. Click the **Close**  button in the upper-right corner of the Word window.
2. If you are prompted to save your changes, click the **Don't Save** button.
3. If you have more than one document open, close any remaining documents without saving.

Word closes, and the Windows Desktop appears.



Self-Assessment

Check your knowledge of this chapter’s key concepts and skills by completing the Self-Assessment.

- | | | Page number |
|---|-------------------|-------------|
| 1. The insertion point automatically repositions when you navigate using the scroll bars. | true false | _____ |
| 2. The mouse pointer looks like a white arrow when placed in the left margin of a document. | true false | _____ |
| 3. The Quick Access toolbar contains commands for positioning the insertion point. | true false | _____ |
| 4. The button arrangement on the Ribbon can vary depending on how the Word window is sized. | true false | _____ |
| 5. The File tab provides access to file-management tasks, such as document saving, opening, and closing. | true false | _____ |
| 6. The commands needed to create and edit documents are provided on the Ribbon. | true false | _____ |
| 7. Which shape does the mouse pointer have when it is in the text area?
A. Right-tilting arrow
B. I-beam
C. Left-tilting arrow
D. Four-headed arrow
Page number: _____ | | |
| 8. The Open dialog box is where you can _____.
A. save newly created documents
B. convert documents created in older Word versions to Word 2016
C. start a new, blank document
D. navigate to and open previously saved documents
Page number: _____ | | |
| 9. The Ribbon consists of which of the following three primary areas?
A. Tabs, groups, and the selection bar
B. The Quick Access toolbar, commands, and groups
C. Tabs, groups, and commands
D. The Quick Access toolbar, the status bar, and groups
Page number: _____ | | |
| 10. When you add text to a document, _____.
A. the existing text moves out of the way to make room for it
B. the mouse pointer is shaped like a white arrow
C. the Mini toolbar appears in case you want to format text
D. the existing text collapses to close the gap
Page number: _____ | | |

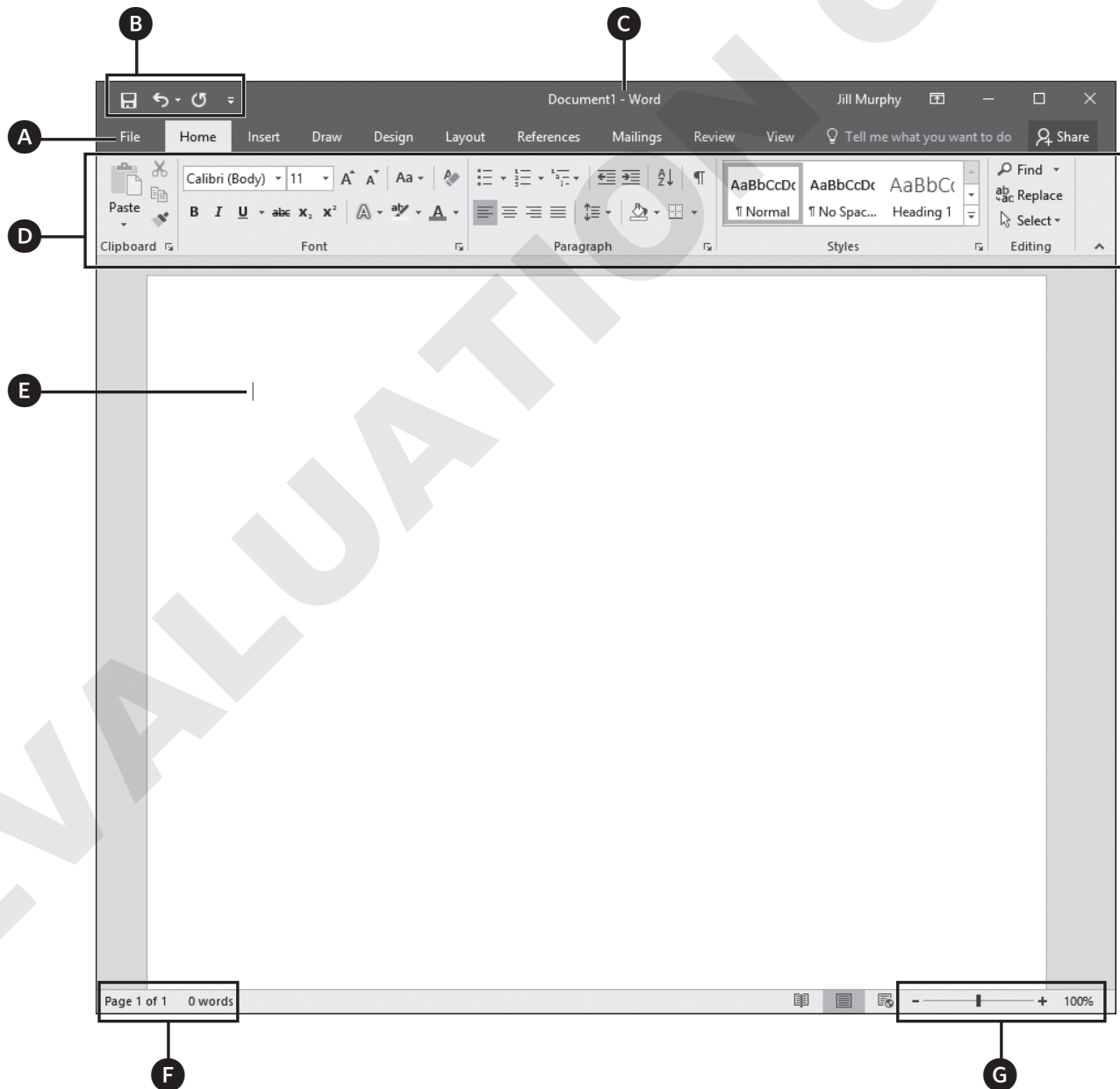


Skill Builders

SKILL BUILDER 1.1 Identify Elements of the Word 2016 Window

In this exercise, you will name parts of the Word window. It's important to use the correct terms when talking about the Word program; for example, if you need to discuss an issue with people in your IT department, they can help you faster if they are clear on what you are talking about.

1. Start **Word 2016** and click the **Blank Document** template.
2. In the table provided at the end of this exercise, write the correct terms for items A–G.



Letter	Term
A	
B	
C	
D	
E	
F	
G	

.....

SKILL BUILDER 1.2 Use Word Help


In this exercise, you will use the Word Help window to find information that can assist you as you work.


1. Tap the **F1** key at the top of your keyboard to open the Help window.
2. Type **keyboard shortcuts** in the search box and then choose **keyboard shortcuts** from the search results list.
3. In the next window, click the **Keyboard Shortcuts for Microsoft Word 2016 for Windows** link, and in the next window, click the **Frequently Used Shortcuts** link.
Notice the shortcuts for some features you used in this chapter are at the top of the list.
4. Take a moment to scroll through the list and then click the **Close** button in the upper-right corner of the Help window.

.....

SKILL BUILDER 1.3 Navigate in Word









In this exercise, you will use a report you created for your Southeast Asian Languages class to practice navigating in Word.

1. Click the **File** tab and choose **Open** from the left-hand panel.
2. Choose your main storage device, which will likely be **This PC** .
3. If necessary, navigate to your file storage location and open your **Chapter 01** folder.
4. Double-click the file named **sb-Heart Report** to open it.


5. Click the **scroll bar** below the scroll box to move down a screen.
6. Position the insertion point in the middle of the first line on page 2.
7. Drag the **scroll box** to the top of the document and position the insertion point at the beginning of the document.
8. Click the **Scroll Down**  button and hold the mouse button down for a few seconds to scroll quickly through the document.
9. Drag the **scroll box** back to the top of the scroll bar.

Navigate with the Keyboard

If you press and hold the arrow keys, the insertion point moves quickly through the document.

10. Press and hold the **down arrow**  key enough times to position the insertion point in the first line of the first paragraph on the second page.
11. Tap **End**  to move the insertion point to the end of the line.
12. Tap **Home**  to move to the beginning of the line.
13. Press **Ctrl** + **End**  to place the insertion point at the end of the document.
14. Press **Ctrl** + **Home**  to move to the top of the document.
15. Press and hold the  key long enough to move the insertion point to the first line of the first paragraph on the second page.
16. Hold down **Ctrl**  and tap  three times to move to the right, one word at a time.

Close the Document and Exit Word

17. Click the **File** tab and choose **Close** from the left-hand panel.
 18. Click **Don't Save** if a message appears asking if you want to save changes.
 19. Click **Close**  in the upper-right corner of the Word window.
-