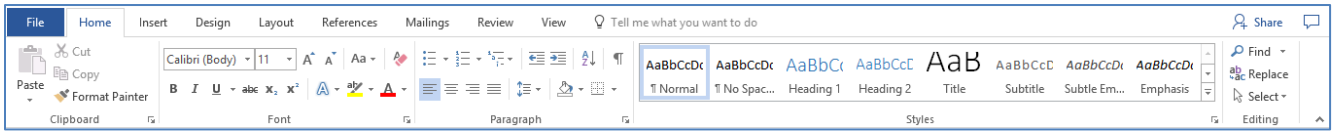
PART I: Tabs

Ribbons

"Ribbons" refers to the band of options at the top of the Word 2016 screen:



Ribbons are like trays in a toolbox. You wouldn't find a screw driver in the same tray as a saw. Similarly, Word has lots of tools and has organized them into "trays" called Tabs. The **Home Tab** is shown above, and it contains the most commonly used tools needed to create and format a document. You can mouse over the symbols representing these tools to get a mini-description of what they do.

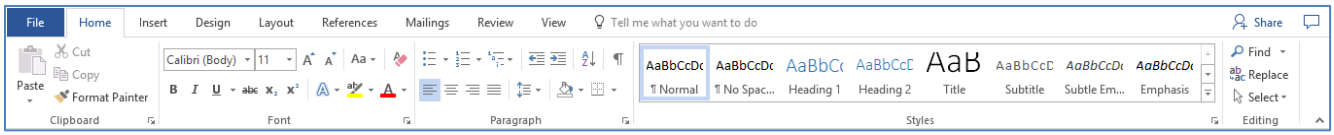
When you need a new tool, you need to go to the appropriate tab in order to find it. For example, to insert a picture into your document go to the **Insert Tab**; the bulk of commonly used tools are in the **Home Tab**.

File Tab

The File Tab is where you go to:

- **Save** a document
- **Save As** (save in a new place or with a new name. This is also where you go to save your document to a different format – for example, pdf)
- **Open** and **Close** a document
- **Recent** shows your recently accessed documents and folders
- **New** gives you a lot of options: you can open a new blank Word document, or a choose from a selection of templates – ranging from Budgets and Business Cards to Resumes
- **Print** launches your Printer options
- **Share** allows you to forward the document in a variety of ways. Most commonly, you could send the document as an email attachment from here

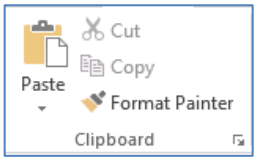
The Home Tab



The home tab has the basic formatting tools found in earlier versions of Word. You will find five sections: **Clipboard**, **Font**, **Paragraph**, **Styles** and **Editing**. Some of the tool icons in each section have a down arrow beside them – clicking this gives a drop-down with more options for that tool.

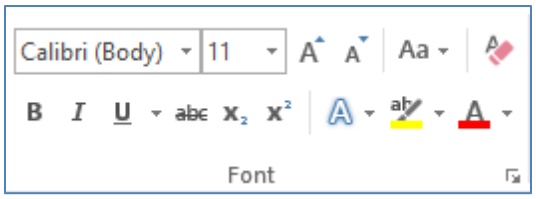
Clipboard

The Clipboard allows you to **Cut**, **Copy**, **Paste**, and copy formatting from one place to another (**Format Painter**).



Font

The font section of the ribbon provides a section to handle the basic text formatting. **Bold**, *italics*, underline, ~~strikethrough~~, highlight, and font size/type/colour can be changed here.

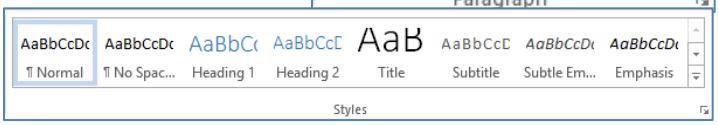


Paragraph

The paragraph section provides icons for bullets, lists, indent, sort, show-hide format symbols, justify, line spacing, and borders.

Styles

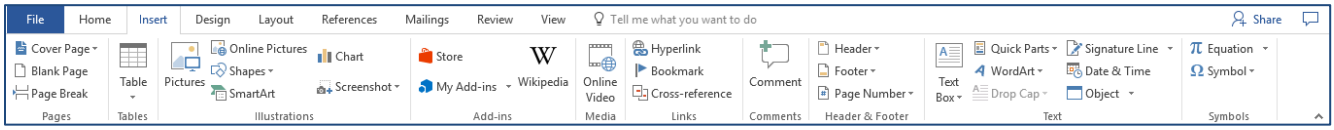
The styles section allows you to quickly change the formatting of a section of text by choosing one of the predefined styles.



Editing

The Editing section of the toolbar allows you to find, replace and select items. The select option gives you the ability to select all (handy if you're making wholesale changes to a long document), select objects or select text with similar formatting. This last option gives you the ability to quickly change everything in your document with one style to another *style*.

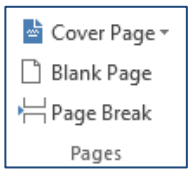
Insert Tab



The insert tab has ten sections for inserting most types of objects. The sections are **Pages**, **Tables**, **Illustrations**, **Add-ins**, **Media**, **Links**, **Comments**, **Header & Footer**, **Text**, and **Symbols**.

Pages

The pages section is where you can go to insert a cover page, blank page or page break. The cover page drop down offers a selection of predefined cover pages for your document that have sections for title, date and author.



Table

The table section only has a drop down menu which offers:

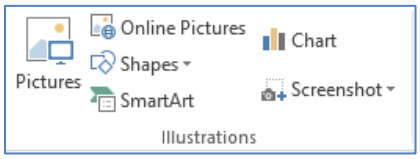
- A grid to create a new table
- Insert table
- Draw table

- Convert text to table (for selected text)
- Excel spreadsheet, and
- Some pre-defined quick tables

When working on a table you will have two extra tabs along the top of the ribbon, the design and layout tabs.

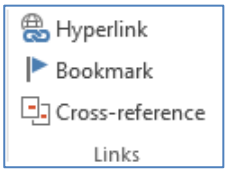
Illustrations

The Illustrations section allows you to insert pictures, clipart, shapes, SmartArt, charts and even a screenshot of what's on your computer.



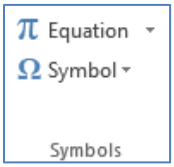
Links

The links section provides options for inserting hyperlinks, bookmarks and cross-references. Cross-references can link to figures, tables, equations, endnotes, footnotes, headers and numbered items.

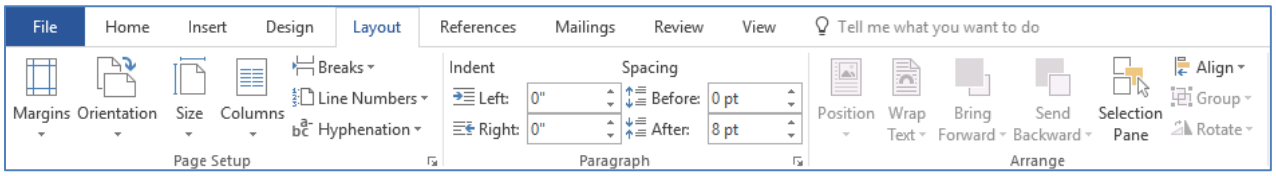


Symbols

Here you can get some pre-defined equations ($A = \pi r^2$) or insert a symbol. The symbols can be really great if you're looking for an uncommon currency emblem (¥), something mathematical (≤) or a character you can't find on the keyboard (Ü).



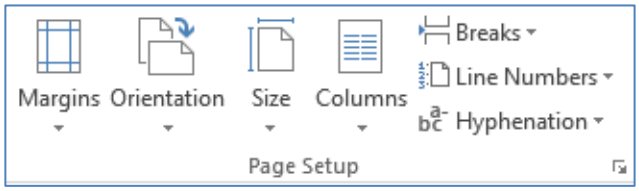
Layout Tab



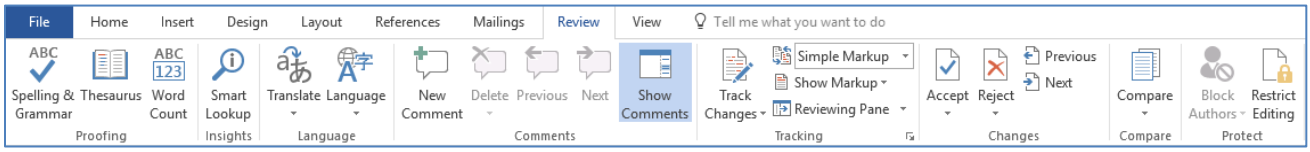
The page layout tab has three sections: **Page Setup**, **Paragraph**, and **Arrange**.

Page Setup

Page setup provides you with the tools to change margins, paper size, orientation (letter or landscape), columns, breaks (including section breaks which allow you to have a different header and footer in a different section of the document), line numbers and hyphenation.



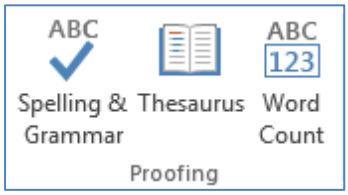
Review Tab



The review tab offers eight sections which include **Proofing**, **Track Changes**, and **Protect**.

Proofing

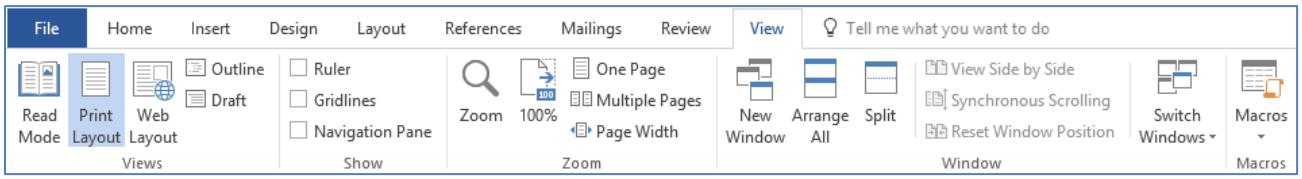
The proofing section provides the standard spelling and grammar check, a thesaurus and word count. Unless you've customized your default settings, word count will also appear at the bottom left of your screen.



Comments, Tracking, Changes, Compare, and Protect

These sections are all used for collaborative editing work.

View Tab



The view tab deals with how your document looks on your screen. It offers five sections: **Views**, **Show**, **Zoom**, **Window** and **Macro**.

PART II: Basic Functions

Creating/Saving/Opening a Document (File Tab)

- Creating a new document: **File Tab > New > Blank Document** (icon) *or* **Ctrl+N**
- Saving a document: **File Tab > Save As** *or* icon *or* **Ctrl+S**
- Opening a document: **File Tab > Open** *or* **Ctrl+O**

Formatting Text & Paragraphs (Home tab)

- Changing your font: **Home tab > Font (click icon to expand options)** *or* use boxes on the toolbar
- Aligning text: **Home tab > Paragraph (click icon to expand options)** *or* toolbar buttons
- Bullets: **Home tab > Bullets and Numbering** *or* toolbar button

Editing Text (Home tab > Clipboard)

- To copy text: **Clipboard > Copy** *or* **Ctrl+C**

- To cut text: **Clipboard > Cut** *or* **Ctrl+X**
- To paste text: **Clipboard > Paste** *or* **Ctrl+V**
- Made a mistake? Just hit 'Undo'! Click *or* **Ctrl+Z**

Inserting an Image (Insert tab)

- **Insert > Picture**

for a picture from your own files

Spelling and Grammar (Review tab)

- Spellchecker: **Review > Spelling and Grammar** or

icon or ***F7***

Printing (File Tab)

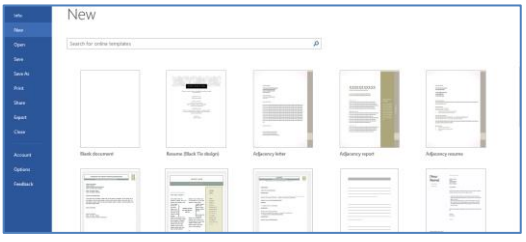
- Check the Print Preview (**File Tab > Print)** before you print. The preview will be automatically displayed next to your printer options. If you need to make changes, click on the Home Tab.

  Hint: you might want to add "Print Preview and Print" (icon) to your Quick Access Toolbar – just use the down arrow to customize. The Quick Access Toolbar is an array of frequently used tools, shown as icons, in the top left of your screen. It can be above or below the ribbon.
- Go to **Layout tab > Page Setup** to adjust margins or page orientation and if necessary, change the size of paper.

PART III: Using Templates to Create Documents

Templates allow you to create a document within a pre-defined guide. Templates are excellent for creating documents using letterhead and for keeping formatting standard across an organization. Resume templates are also widely used by individuals.

Choosing a Word Template

1. **File Tab > New:** 

2. Browse for a template that meets your needs and click on it.
3. A new template is opened as a new document, and you can complete it with you own information.

PART IV: Learn More

There are lots of resources to explore.

Library Resources

Google **North Vancouver City Library**, or type **nvcl.ca** in the URL bar

- Click on **Using the Library**, then on **Technology Training** (under Services), and **Computer Classes.** Scroll to **Intro to MS Word,** then click on **Class Resources**. Explore the options!
- Try a tutorial on **Lynda.com**, accessible for free on the library website: **www.nvcl.ca > Research & Learn > Databases A-Z > Lynda.com**. Type "Word 2016" into the search bar and try a class.
- **Safari Books Online** (you'll need to input your library card number and password if you're doing this from home): **www.nvcl.ca > Research & Learn > Databases A-Z > Safari Books Online**
- Look for books on the third floor at Row 26, Dewey 005.52
- Set an appointment with a Tech Connect staff member by calling 604 982 3941 or emailing techconnect@cnv.org

Other Resources

- Get more training from the official Microsoft site http://office.microsoft.com/en-us/training/
- Access free online tutorials http://www.gcflearnfree.org/word2016/
- Access more online tutorials from the "for Dummies" people http://www.dummies.com/software/microsoft-office/word/