# PART I: Tabs

- **File Tab**: This is where you access tools related to the whole file you're working on. Here you can save your document, open a new one, go to a document recently worked on, print, and so on.
- **Home Tab**: This is where the most commonly used formatting tools can be found. Here you can select a font or font size, align your text, choose a style, and much more.
- **Insert Tab**: Here you can insert things into your document like pictures, clipart, headers, footers, page numbers, special symbols and other objects.
- **Design Tab:** Use this tab for document formatting, to set a page border, or to add a watermark to your document.
- **Layout Tab**: This is where you can make choices about how your information will be laid out on the page. Page orientation, spacing, paragraph indenting, and so on are found here.
- **References Tab**: This is mostly used in academic writing for inserting endnotes, footnotes, and so on. If you're creating a long document, you might want to use Styles in the Home tab, and then have Word generate a table of contents for you.
- **Mailings Tab**: This is mostly used for mail-merge functions where a list of addresses is automatically inserted to a pre-written letter or ad.
- **Review Tab**: This is where editorial tools are located. You can use the spelling and grammar tools to tidy up your text, or use the track changes system for collaborative editing.
- **View Tab**: This is where you will find tools that change how your document looks on your screen without affecting the final product. That is, you can zoom in and out, put on ruler guides to help you align objects, and so on.
- **Picture Tools Tab**: This tab only appears if you have a picture selected. It provides tools to size, frame, or otherwise adjust your selected picture.
- **Table Tools Tab**: A Design and a Layout Tab appears when you are working within a table. This is where you can alter what the table will look like, size cells and so on.

PART II: Tables

Tables are commonly used in two main ways in Word: to organize data into an easily accessible grid format, or to align text in professional looking ways.

Inserting a Table

To put a table in your document, use the **Insert Tab** and click the arrow under **Table**.
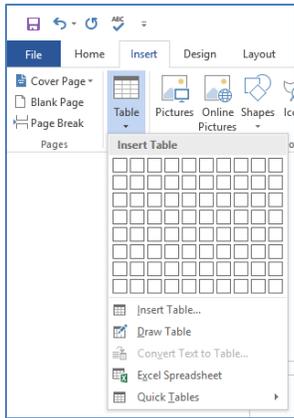
Mouse over the number of rows and columns you'd like, and simply click. The table will appear in your document.

You can then populate the cells of the table with the data you're presenting:

George	Weasley	604-999-9999
Allison	Reynolds	604-888-8888
Dinah	Saur	604-777-7777

Tables as a Layout Tool

Another way tables are commonly used in Word is as a layout tool. An example of this is immediately above. The screen-capture image (showing the Insert Table function) is in the left side of a two column, one row table, and the text (along with the table of names and numbers) is in the right side. The lines are simply not visible.

Why bother using a table in this way?
In a professional document, using the tab key for indented text probably won't be exact enough. Tables allow you to dictate precisely where text will appear
Aligning text next to an image can be difficult. Using a table makes it easy
In a complex document, you can insert several tables as above, making it easy to have blocks of text and images dispersed throughout the page

To use a table for text layout
Insert a table as above (Insert Tab > Tables > select needed rows and columns, then click).
Size the columns as appropriate:
- The easiest way to do this is mouse over the column line until your cursor changes shape from an arrow or I-Beam to a **double-arrow facing left and right**.
- Drag the column to the size desired.

Insert your photos, objects, or pieces of text into the parts of the table.
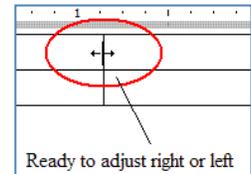
To make the lines of the table invisible, choose the **Table Tools / Design Tab** (your cursor must be within the table to make this Tab appear). Click on **Borders** then on **No Border**.
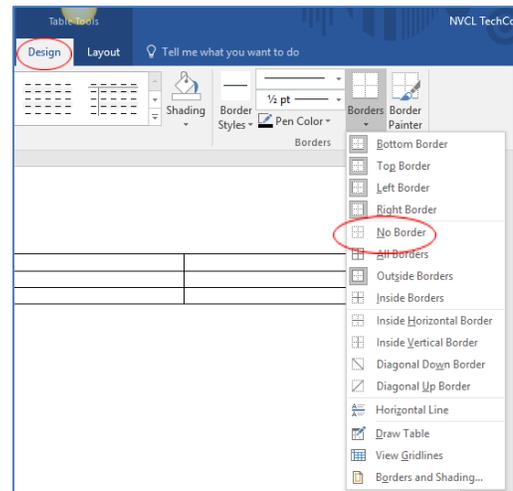
PART III: Using Templates to Create Documents

Templates are preformatted documents laid out for you to adapt to your own purposes. Word supplies a large number of templates that will be useful to a small business, and these are grouped into similar styles. These are available online via Office 2016. To access templates, go to the **File Tab**, and select **New**. You can use the search box to find a specific kind of template, for example: 'resume' or 'invitation.'

PART IV: Using Bullet Points and Numbering

To create a new bulleted list, go to the **Home Tab** and click on the **down-arrow** next to the bullet icon in the Paragraph group. Here you'll find some optional types of bullets.
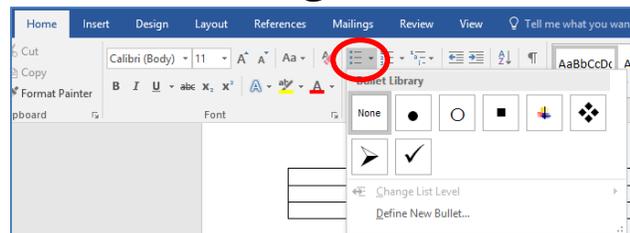
To add bullets to an existing bulleted list, just press **Enter** on your keyboard after a bulleted entry.

Sometimes you have sub-points in a bulleted list, and you want these to be indented further and in a different style. Simply make a new bullet point and hit **Tab** on your keyboard.

Click the **bullet icon** when you're finished your bulleted list.

Using the numbering icon is also a great strategy if your list is logically ordered that way.

To make a numbered list, start from the **Home Tab** and select the **Numbering icon** next to the Bullet icon in the Paragraph group. As you press Enter at the end of each list item, the next number will appear.
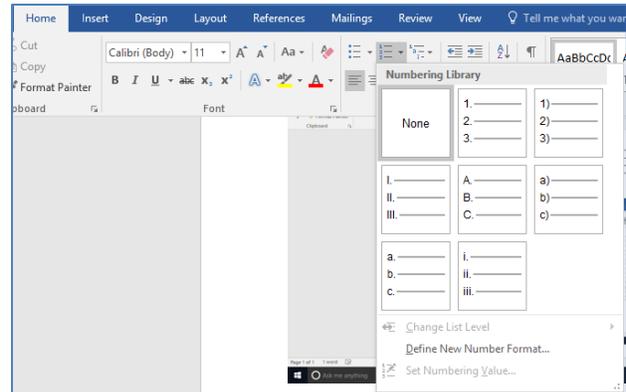
If you need to go back and insert a list item between two existing numbers, Word will re-number the whole list for you.

PART V: Using Styles

Styles are a group on the **Home Tab**. Here you can select text to be a title, a Heading 1, Heading 2, Heading 3 and so on. Styles are great for organizing sections of a longer document – they indicate to the reader the levels of importance of a particular section.

A main advantage to using Styles is that you can create a Table of Contents at the end of a long document. Any text in Heading 1 Style will be so indicated in the TOC, Items in Heading 2 Style will be subordinate to Heading 1, and so on. Simply put your cursor at the place in your document where you'd like the Table of Contents, then go to the **References Tab** > **Table of Contents**.

PART VI: Using the Review Tab

The Review Tab has handy tools to help you with the editorial process.

Personal Editing

- The Proofing group is great for your personal edits. Here you'll find tools like **Spelling & Grammar** and **Thesaurus**
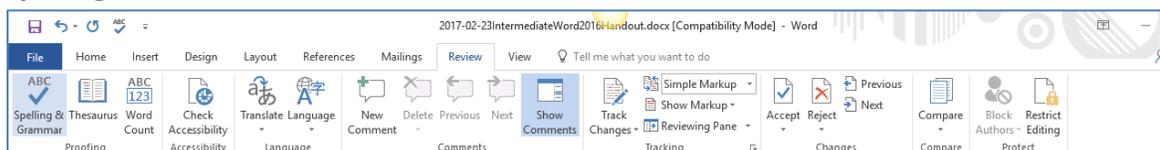
Collaborative Editing

The Review tools are also commonly used for collaborative projects. **Comments** are one way this can be done – the composer of the document can submit the text to an editor, who can insert Comments, which appear like voice bubbles, outlining their concern, compliment, question, or whatever. **Track Changes** is another main way collaborative editing is done.

- To use Comments, simply put your cursor to the place related to your comment, then click **New Comment** in the Review Tab. When the writer has reviewed the comment, they can delete it

- Track Changes is an ingenious system where the editor can make changes in the document such that the writer can easily see the changes. The changes can be accepted or rejected. To turn on Track Changes, go to the **Review Tab** and click on **Track Changes** in the Tracking group. Once this feature is turned on, changes to the document will appear in red, and the original writer will be able to **Accept** or **Reject** the change.
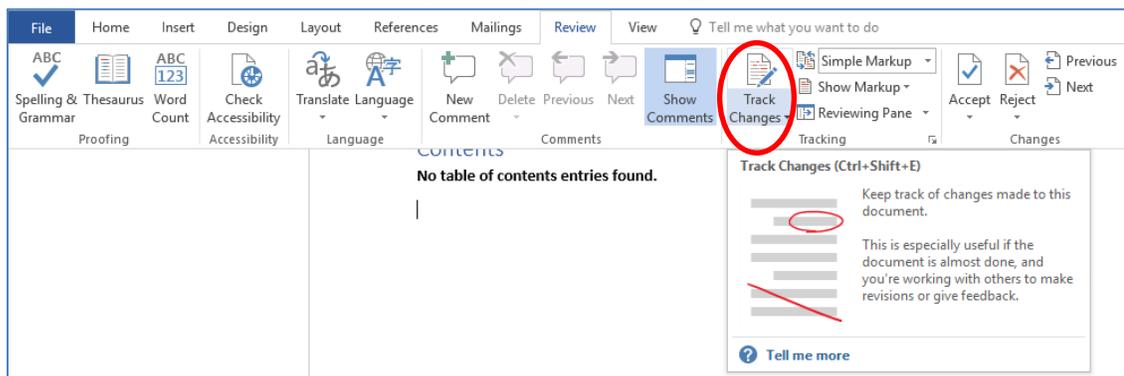
To turn Track Changes off, just click on the Track Changes icon again.

PART VII: 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/