**Lecture one - Practice Tasks:**

1. **Start Word**

Perform the following tasks:

1. Using the technique that is appropriate for your operating system, start Word.

2. When the **Start** screen appears, press the **Esc** key to create a new blank document.

1. **Work in the Word user interface**

Start Word, create a new blank document, maximize the app window, and then perform the following tasks:

1. On each tab of the ribbon, do the following:

* Review the available groups and commands.
* Display the ScreenTip of any command you’re not familiar with. Notice the different levels of detail in the ScreenTips.
* If a group has a dialog box launcher in its lower-right corner, click the dialog box launcher to display the associated dialog box or pane.

2. Change the width of the app window and notice the effect it has on the

ribbon. When the window is narrow, locate a group button and click it to display the commands.

3. Maximize the app window. Hide the ribbon entirely, and notice the change in the app window. Redisplay the ribbon tabs (but not the commands). Temporarily display the ribbon commands, and then click away from the ribbon to close it.

4. Use any of the procedures described in this chapter to permanently redisplay the ribbon tabs and commands.

5. Display the status bar shortcut menu, and identify the tools and statistics that are currently displayed on the status bar. Add any indicators to the status bar that will be useful to you.

6. Keep the document open in Word for use in the next set of practice tasks.

1. **Manage Office and app settings**

With a new blank document open in Word, perform the following tasks:

1. Display the **Account** page of the Backstage view and review the

information that is available there.

2. Expand the **Office Background** list. Point to each theme to display a live

preview of it. Then click the theme you want to apply.

1. Apply each of the Office themes, and consider its merits. Then apply the theme you like best.
2. Review the services that Office is currently connected to. Expand the Add a service menu and point to each of the menu items to display the available services. Connect to any of these that you want to use.
3. Click the Update Options button and note whether updates are currently available to install.
4. On the Update Options menu, click View Updates to display the What’s New and Improved in Office 2016 webpage in your default browser. Review the information on this page to learn about any new features that interest you.
5. Return to Word, and open the Word Options dialog box.
6. Explore each page of the dialog box. Notice the sections and the settings in each section. Note the settings that apply only to the current file.
7. Review the settings on the General page, and modify them as necessary to fit the way you work. Then close the dialog box.
8. Close the document without saving changes.