

STARTING WORD FROM THE DESKTOP

To create or edit a workbook, the first thing you must do is start Word. The first time you use Word you will need to open it from the taskbar **Search the web and Windows** bar or the **All**

apps list in the **Start** menu. You can then choose to pin it to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

Try This Yourself:

Open File

Before starting this exercise ensure the computer is switched on...

1 If there is no **Word** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon in the taskbar, as shown, to display the **Start** menu

2 Click on **All apps** to display a list of all the apps on your computer

3 Scroll down to the **W** section
Word 2016 is listed here...

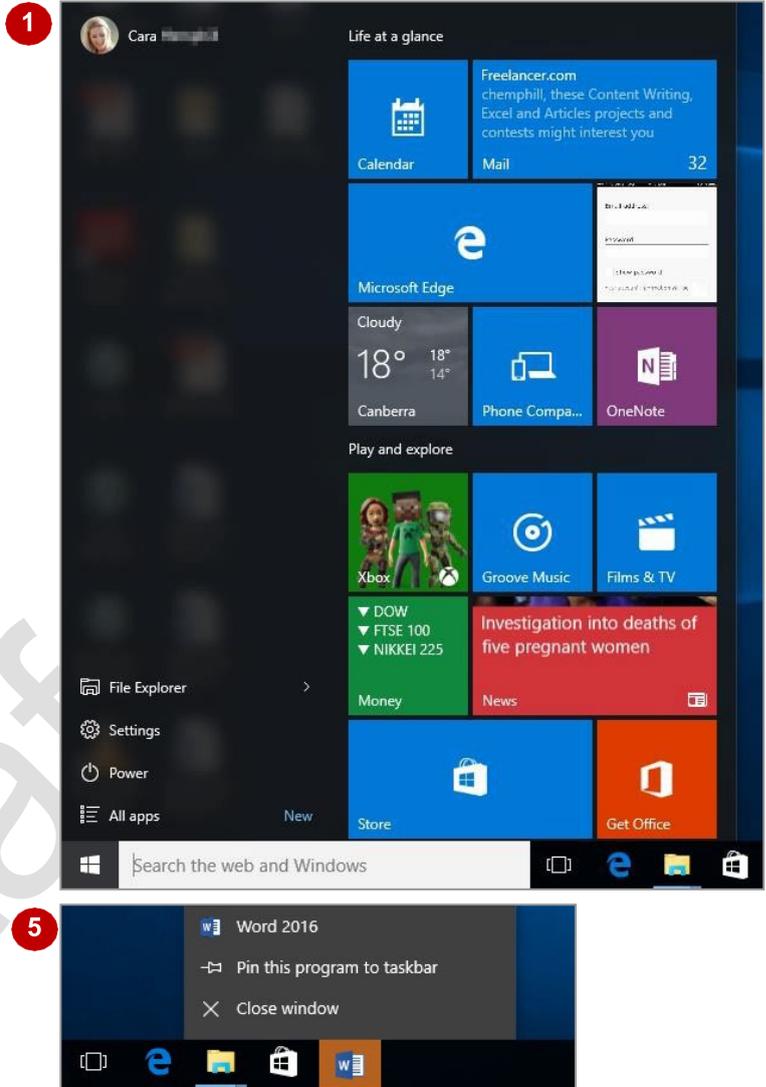
4 Click on **Word 2016** to start Word

5 Right-click on the Word icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**

You can now click on this icon to open Word from the desktop. This icon will remain in the taskbar unless you remove it...

6 Repeat step **5** to select **Close window** to close Word

7 Click on the Word icon in the taskbar to open **Word** again



For Your Reference...

To **add** a **Word icon** to the **desktop taskbar**:

1. Display the **Start** menu, then click on **All apps**
2. Right-click on **Word 2016**
3. Select **Pin to taskbar**

Handy to Know...

- You can start Word by clicking in the taskbar **Search...** bar, typing **word**, then clicking on Word in the list of search results.
- You can pin Word to the **Start** menu by displaying the **All apps** list, right-clicking on **Word 2016** and selecting **Pin to Start**.

UNDERSTANDING THE START SCREEN

Most times you open Word, a **start** screen will display. From this initial screen, you can choose what kind of document you want to work with. You can choose to work with one of your most

recently accessed files, open a document which has been saved to **Computer** or **OneDrive** or create a new document using the available templates.

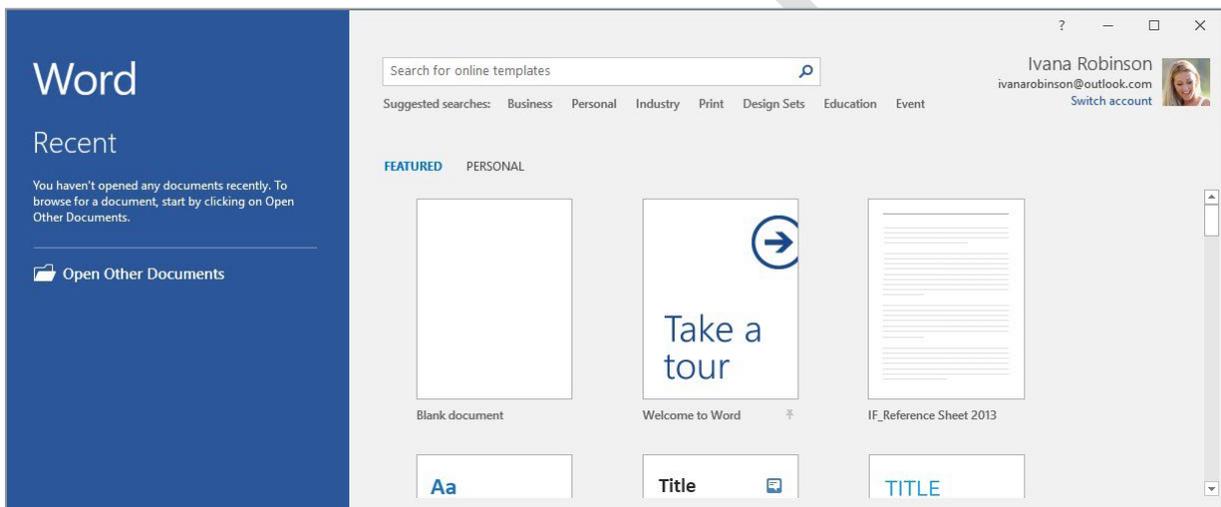
Microsoft Word 2016 Start Screen

The Microsoft Word 2016 **Start** screen is very helpful if you want to quickly access files you have worked on recently or create a new document based on one of the available templates (including the default **Blank** document template).

If you have already worked on a document or several documents in Word, a list of recent files will display below **Recent** in the blue pane to the left of the screen. If you haven't worked on any documents yet, you can still open existing documents by clicking on the link, **Open Other Documents**, located below **Recent**. This lets you open an existing file from your computer or OneDrive.

The main pane of the **start** screen displays available templates you can use to create a new document and a search box you can use to search the internet for additional templates. Templates are simply layouts that have already been created which you can customise to suit your needs and then enter relevant content. If you want to start with a clean slate you can choose the **Blank** document template – you'll probably find this is the one you will use the most.

In the top right corner of the screen you'll see information about the account you've used to sign into **Windows** as well as **help**, **minimise**, **restore down**, and **close** tools.



The **start** screen will only display when you launch the **Word 2016** application directly – that is, by clicking on the Word tile on the **Windows 10 Start** screen, clicking on the application on the **Apps** screen or under search results, or clicking on the taskbar icon if the application has been pinned to the desktop **Taskbar**.

Word 2016 can also be started in **Windows 10** by double-clicking on a Word document in **File Explorer**. When this occurs **Word 2016** will start with the document open on the screen and the **start** screen shown above will be bypassed.

CREATING A NEW BLANK DOCUMENT

When you want to create a letter, shopping list, annual report or anything with words in it for that matter, you will first need to create a document. All documents created in Word are based on a

template. A template defines the basic layout of a document. To create a simple document, you are able to base it on the **Blank document** template installed with Word.

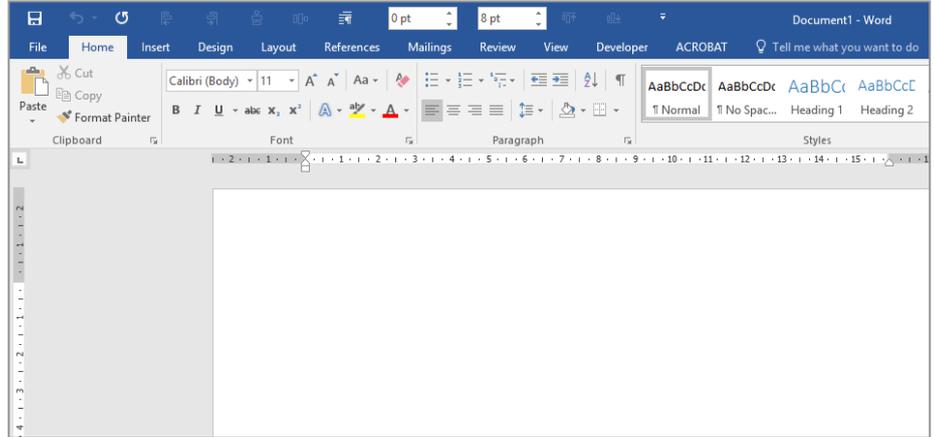
Try This Yourself:

Open File

Before starting this exercise you **MUST** ensure the Microsoft Word Start screen is displayed...

- 1 Click on **Blank document** (the first option beneath the title, **Featured**)

A new blank document will open. Notice that the document is automatically assigned a temporary name, which is displayed in the Title bar



1

For Your Reference...

To **create** a **Blank document**:

1. Open **Word** so that the **start** screen is displayed
2. Click on **Blank document** in the list of templates

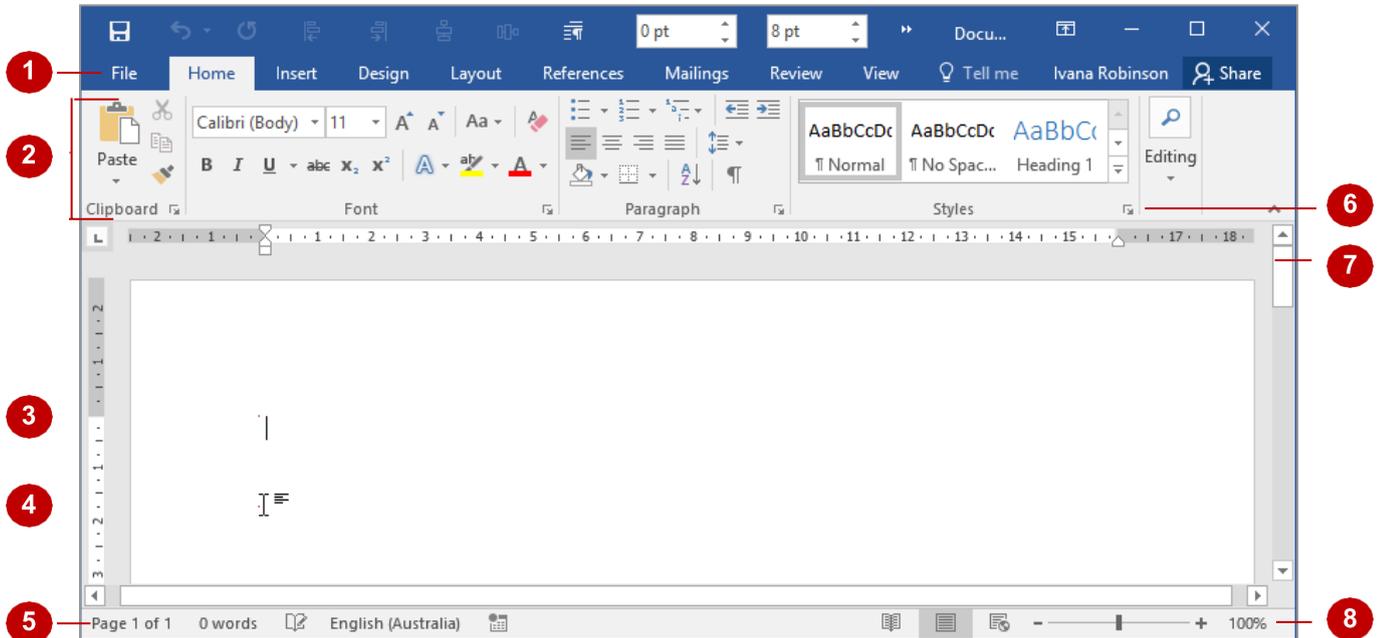
Handy to Know...

- If you already have a document open and want to create a new one, click on the **File** tab to open **Backstage view**, click on the **New** tab and then select **Blank document**.
- You can also use the keyboard shortcut **Ctrl + N** to instantly open a new document based on the **Blank document** template.

THE WORD SCREEN

The **Microsoft Word** screen is made up of several key components which are described on this page. Some of these components, such as the **ribbon** and **Backstage view**, are common to all other

Office 2016 applications so once you know how they work you won't have to relearn them when you use other applications.



- 1 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences for Word.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Word. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**. The commands include **galleries** of formatting options you can select from, such as the **Styles** gallery shown above.
- 3 The **Insertion point** shows where the text will appear if you start typing.
- 4 The **Mouse Pointer** is used, amongst other things, to move the insertion point to different locations in the document. It may appear as a pointer or an I-bar, as in this example, or any number of other forms, depending upon its function at that position on the screen.
- 5 The **Status bar** appears across the bottom of the window and displays the current location of the insertion point, page number and word count. You can access additional information such as **Section** number, **Column** number, and so on, by right clicking on the **Status bar**.
- 6 **Dialog box launchers** are positioned in the bottom right corner of some groups of commands on the ribbon. Clicking on a **dialog box launcher** opens a dialog box with additional options relating to that group of commands.
- 7 The **Scroll bar** indicates your current position in the document and lets you move to other positions in the document by clicking or dragging the bar. The arrows can also be used to move through the document.
- 8 The **View** buttons and the **Zoom slider** are used to change the view and to increase or decrease the zoom ratio for your document.

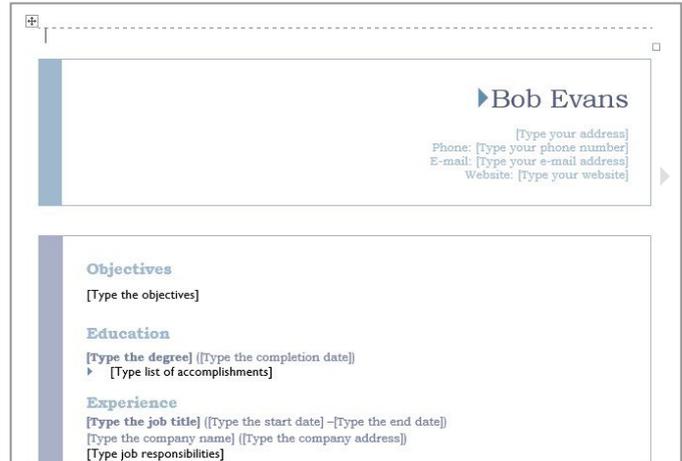
HOW MICROSOFT WORD 2016 WORKS

The Word 2016 screen has three key areas. The data you type is placed on a **page**. The data can be manipulated using commands on the **ribbon**. The page is part of a larger entity known as a document

or file, and changes to the file are controlled in **Backstage view**. These key components are described on this page.

The Page

If you create a new blank document, it will appear as a blank **page** in the document window with a blinking insertion point. When you start typing, the text will appear at this location. You can also create a new document from a template, such as this resume shown to the right, where specific information will appear by default on the page, and you can edit it and add your own data as desired.



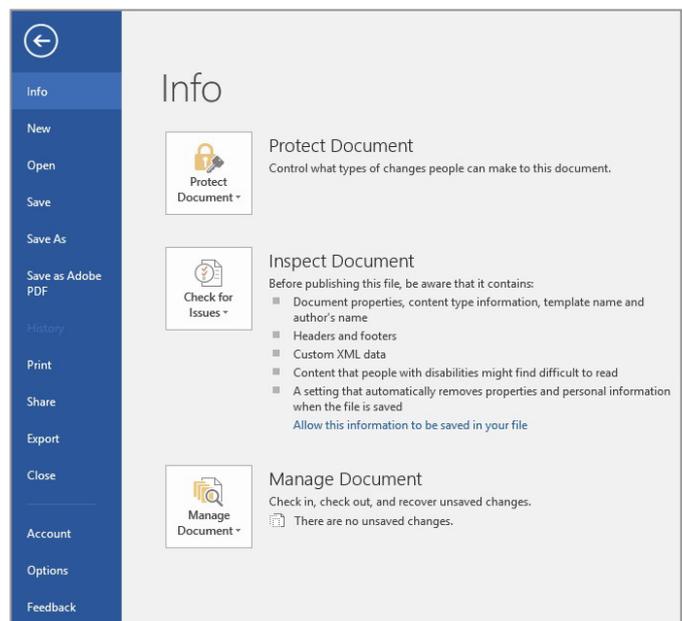
The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the **ribbon**. The **ribbon** has the commands organised thematically using a series of tabs across the top.



Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the **Microsoft Office Backstage view** of Microsoft Word. **Backstage view** is accessed using the **File** tab on the **ribbon**. Rather than displaying commands on a **ribbon**, **Backstage** occupies the entire screen and has a series of tabs down the left side which allow you to perform a number of operations. In our sample to the right, the **Print** tab is active, and that is why you can see a preview of the document and a number of print-related options on the screen.



USING THE RIBBON

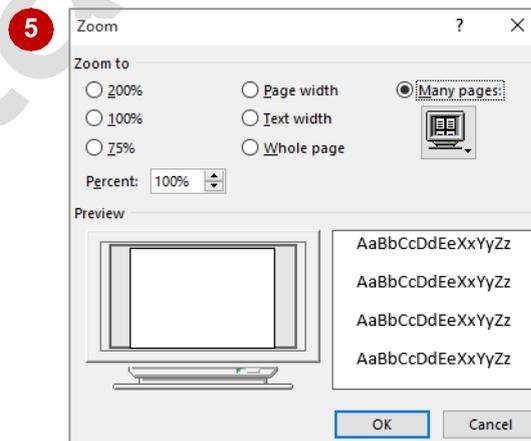
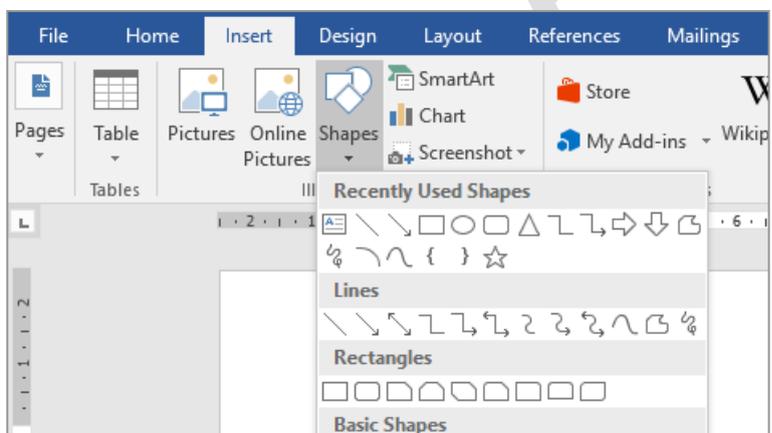
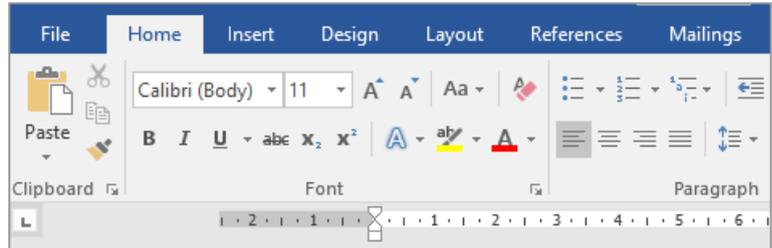
The **ribbon** is the command centre for Word. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display

the command groups. **Commands** are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Word will be found somewhere on this ribbon.

Try This Yourself:

Before starting this exercise, you MUST ensure that Word has started and a new document is displayed...

- 1 Examine the **groups** on the **Home** tab
These are the most commonly used commands...
- 2 Click on the **Insert** tab
The commands on this tab are used to create pages, tables, illustrations, comments, headers and footers, text objects and equations and to add things such as apps and media to your document...
- 3 Click on **Shapes** in the **Illustrations** group to display the **Shapes gallery**
This gallery includes a huge range of shapes as well as the menu option New Drawing Canvas...
- 4 Click on each of the **tabs** and examine the **commands**
Some of these open 'dialog boxes'...
- 5 On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6 Click on **[Cancel]** then click on the **Home** tab



For Your Reference...

To **use** the **ribbon**:

1. Click on a **tab** to display the **commands**
2. Click on a **button** to activate a **command**, display a **gallery** or display a **dialog box**

Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

SHOWING AND COLLAPSING THE RIBBON

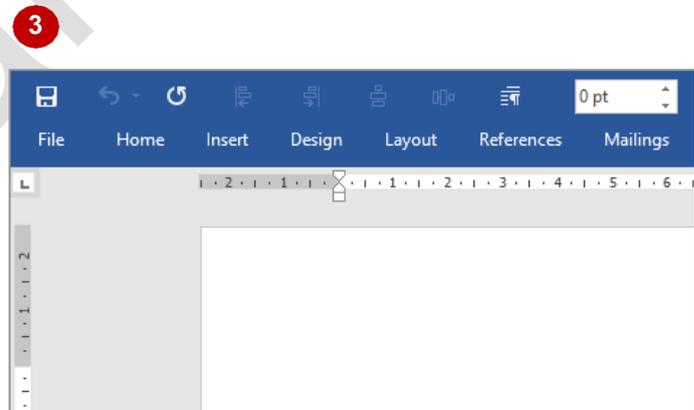
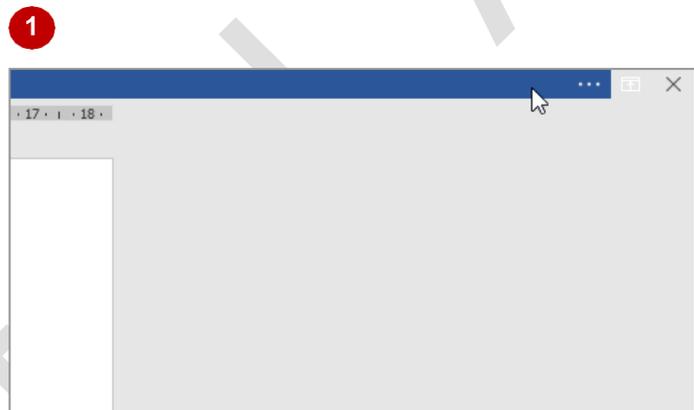
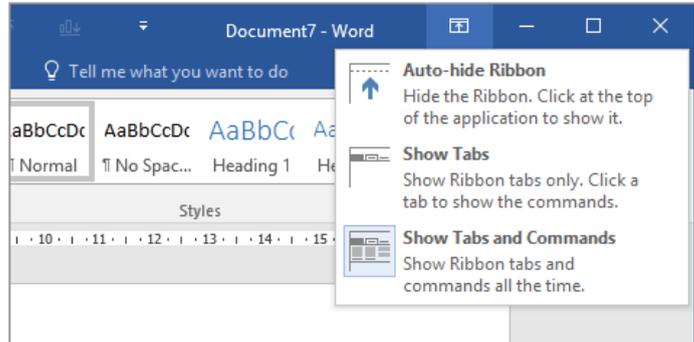
The **ribbon**, valuable as it is, does occupy a reasonable amount of space. To maximise your working space you can minimise the **ribbon** so only the tabs are visible, minimise it as a once-off

operation or have it constantly minimised and display full commands only briefly when a tab is clicked. You can do all this by using **Ribbon Display Options** button.

Try This Yourself:

Before starting this exercise, you MUST ensure a blank document is displayed...

- 1 Click on **Ribbon Display Options** in the top right corner of the window to display a menu of options
Notice Show Tabs and Commands is selected. Let's hide the ribbon...
- 2 Select **Auto-Hide Ribbon**
The ribbon, Quick Access toolbar and title bar will disappear completely...
- 3 Point to the top of the window so that a blue bar appears, then click on the bar
The ribbon will open temporarily...
- 4 Click anywhere in the document to hide the ribbon
Now let's display the tabs...
- 5 Repeat step 3 then steps 1 and 2 to select **Show Tabs**
- 6 Click on the **Insert** tab to open it temporarily, then click anywhere in the document to hide it again
This view is a good compromise as it provides more screen space but you only need to click once to display the desired tab rather than twice as you do with Auto-hide Ribbon mode...
- 7 Repeat steps 1 and 2 to select **Show Tabs and Commands** again to show both tabs and commands



For Your Reference...

To **hide/display** the **ribbon**:

1. Click on **Ribbon Display Options** in the top right corner of the window
2. Select the desired mode

Handy to Know...

- If you wish to quickly collapse the ribbon to display only the tab names, you can click on **Collapse the Ribbon**, located in the top right corner of the ribbon or press **Ctrl + F1**. You can quickly expand it again by double-clicking on a tab.

UNDERSTANDING THE BACKSTAGE VIEW

The **ribbon** lets you work on the content in a document so that you can add more content, format it, insert pictures into it, copy it, and much more. The **Backstage view**, which is accessed using the

File tab, lets you do something with the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in **Backstage**

The Backstage View

The **File** tab on the **ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Word known as **Backstage view**. **Backstage**, as it's known for short, occupies the entire screen.

At the left of the **Backstage** is a navigation pane which is made up of **tabs**. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your document such as the file size.

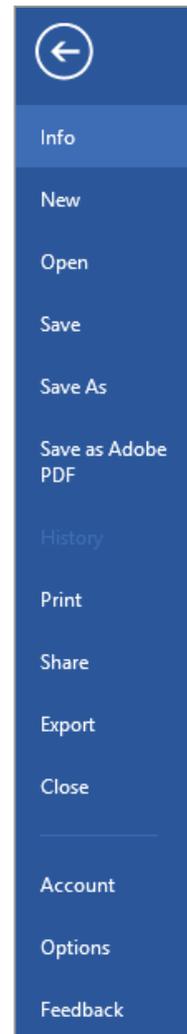
Clicking on one of these tabs brings up a range of options associated with the particular operation.

The whole underlying purpose of **Backstage** is to let you protect your data, share it with others, and provide you with valuable information about your document. Depending on what type of document it is and what has been done to it, different information may display when the **Info** tab is selected.

Backstage Tabs

The **Backstage tabs** provide more options for working with a document

Info	Provides status information about the current document and lets you manage versions and permissions.
New	Lets you create a new document and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
Open	Provides a list of recent documents as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
Save	Saves your current document (if already saved to a location) or prompts you to save to a location.
Save As	Allows you to name your document and save it to a location.
Save as Adobe PDF	Allows you to save a Word document in the format of a PDF for viewing in Word or PDF readers.
History	When this option is greyed out as in the example to the right, it is unavailable. However when it appears white you can select it to view the version history of the file you are working on.
Print	Lets you print the current document and preview it.
Share	Lets you share your document with other people via email, online presentation, blog or Cloud (OneDrive).
Export	Allows you to create a PDF/XPS document or change the file type of your document.
Close	Closes your current document.
Account	Contains product and user information.
Options	Presents you with a range of options which assist in the creation and editing of your document.
Feedback	Allows you to send feedback on Word to Microsoft.



ACCESSING THE BACKSTAGE VIEW

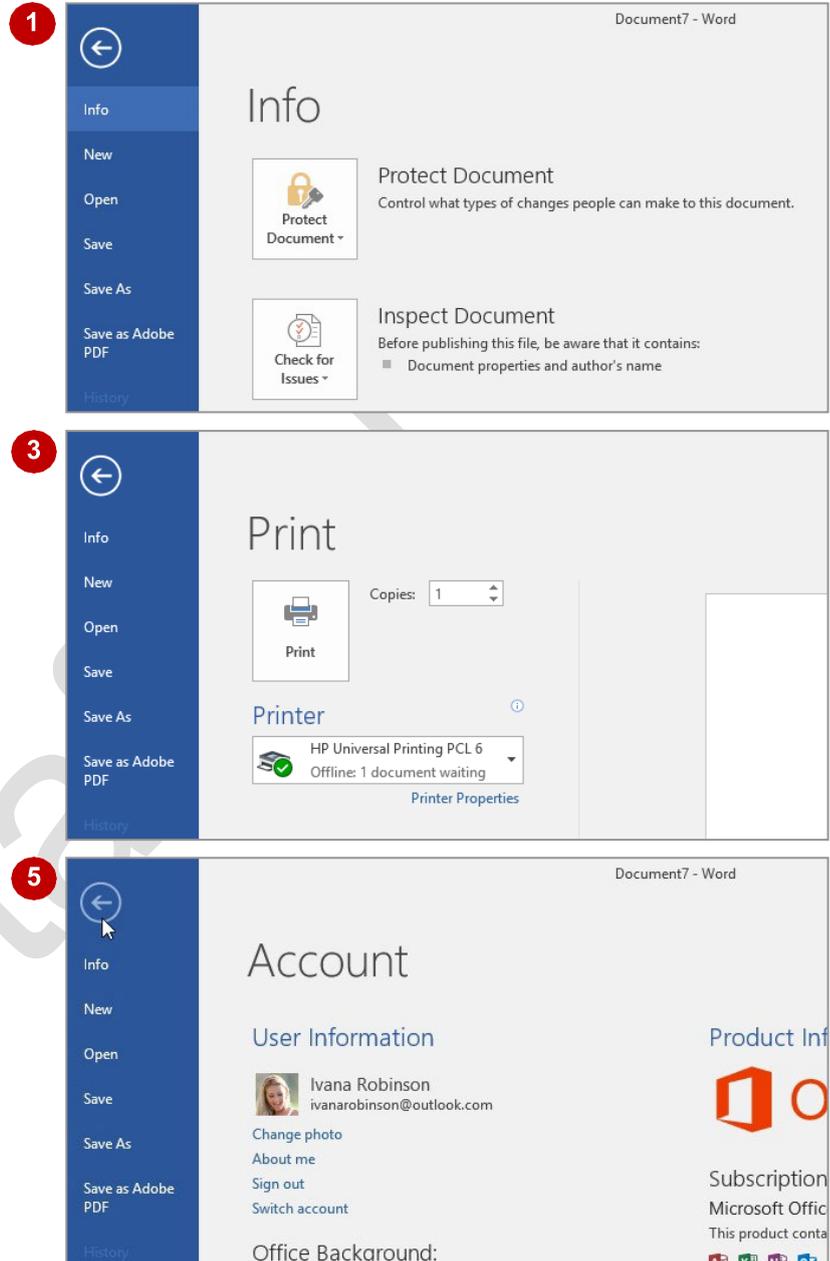
The **Backstage** provides you with options for working on your documents and key information about the status of Microsoft Word 2016. It is usually accessed by clicking on the **File** tab to

the left of the **ribbon**, but it can also appear when keyboard shortcuts for specific commands are used.

Try This Yourself:

Before starting this exercise you MUST ensure Word has started and a blank document is displayed...

- 1 Click on the **File** tab on the **ribbon** to display the **Backstage**
- 2 Ensure **Info** is selected in the left blue pane to view information relating to your document such as the **Properties**
- 3 Click on **Print** to see the printing options
A preview of how the document will print will appear...
- 4 Click on **Account** to see the account options and product licensing information
- 5 Click on the **Back** arrow at the top of the blue panel to close **Backstage** and return to the document



For Your Reference...

To **access** the **Backstage**:

1. Click on the **File** tab on the **ribbon**
2. Click on the desired tab in the blue pane to the left of the screen

Handy to Know...

- You can close the **Backstage** by pressing Esc.

USING SHORTCUT MENUS

In addition to the **ribbon**, Word also features **shortcut menus** that appear when you right-click in an area on the screen or on an object. The content of the menu will vary depending on

where you click. **Shortcut menus** provide an alternative (and usually quicker) way to searching through the ribbon to find a specific operation or command.

Try This Yourself:

Before starting this exercise ensure you have a blank document open...

- 1 Point to the middle of the document and click with the **right** mouse button to display a **shortcut** or **contextual menu**

Because you have clicked in the body of the document, the menu includes Font and Paragraph options. As no text is actually selected the Cut, Copy and Paste options are greyed out as they are unavailable...

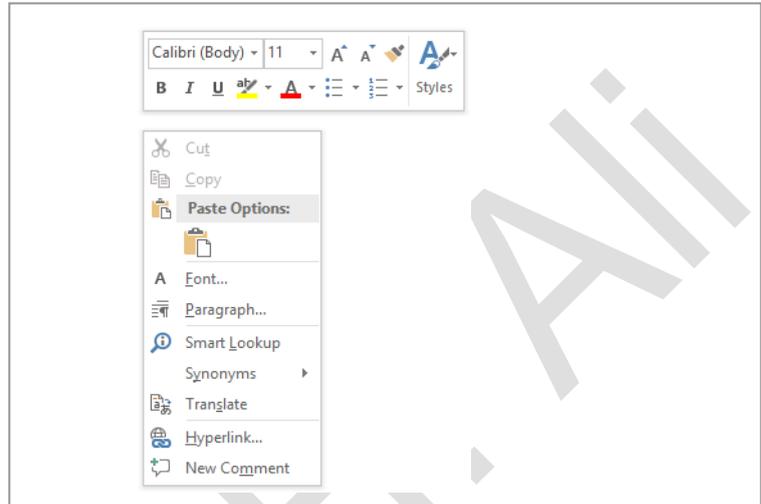
- 2 Click anywhere on the page with the **left** mouse button to close the shortcut menu

- 3 Point to any of the **tabs** on the ribbon

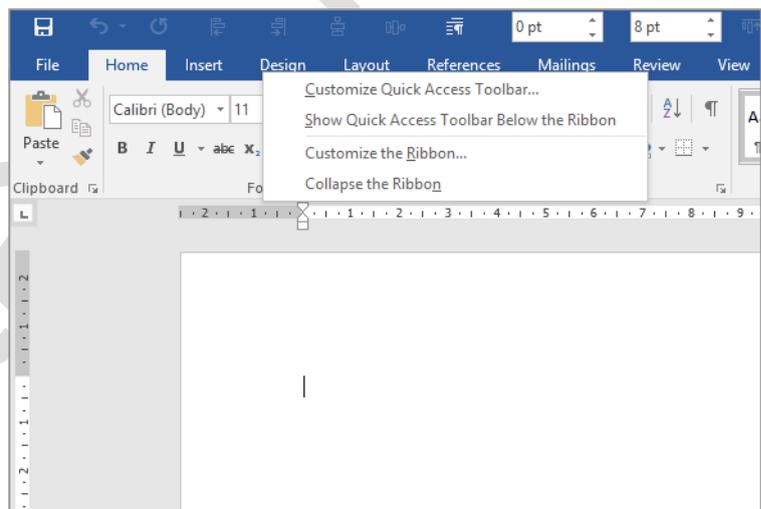
- 4 Right-click on a **tab** to display a shortcut menu

This menu differs from the previous one and displays toolbar and ribbon options instead of text options. Word has made an educated guess about what you want to do based upon what you have clicked...

- 5 Click anywhere on the page with the **left** mouse button to close the shortcut menu



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For Your Reference...

To **display a shortcut menu**:

1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

Handy to Know...

- Once a **shortcut menu** appears, the options in it are selected by clicking on them with the left mouse button.

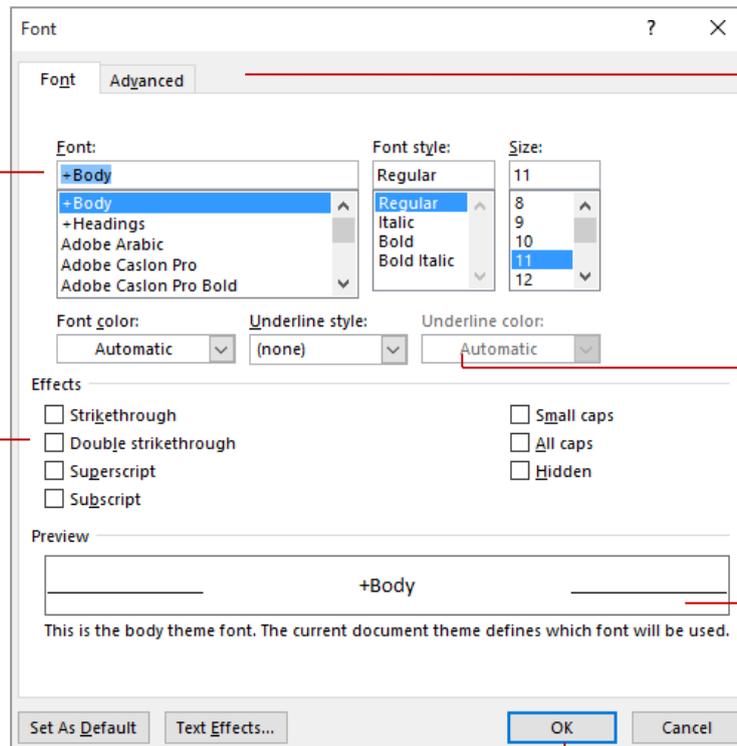
UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a document. They appear either when you click on a **dialog box launcher** at the bottom

right corner of a group on the ribbon, or when you click on a command that displays a dialog box. **Dialog boxes** are often used for adjusting some of the more advanced aspects of a document.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as **controls** and some typical ones are shown below.



Text boxes are used to enter text such as font or size.

Check boxes turn settings either on or off. When settings are on the checkbox displays a tick and therefore these controls are also known as tick boxes.

Tabs are used to provide more settings on the one dialog box.

Drop arrows provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.

Preview boxes provide a preview of what the selected settings will look like.

Command buttons provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].

LAUNCHING DIALOG BOXES

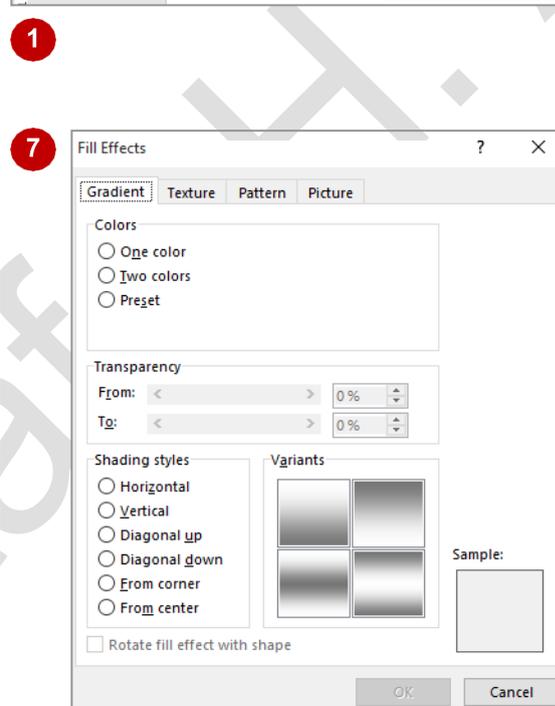
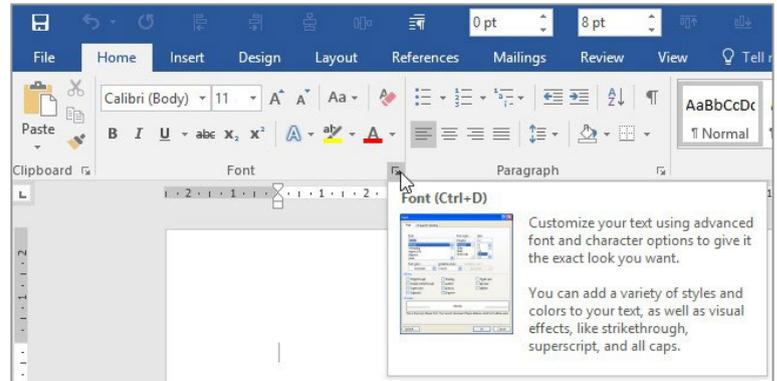
Dialog boxes can be launched either as a result of clicking on a **dialog box launcher** or a command button, or by selecting a command from a menu. In a menu, the presence of three

dots (an ellipsis) ... after a menu option indicates that the menu option, when selected, will open a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:

Before starting this exercise ensure you have a blank document open...

- 1 Click on the **Home** tab, then point to the **dialog box launcher** in the **Font** group to display a tooltip that explains what will happen if you click on it
- 2 Click on the **dialog box launcher** to open the **Font** dialog box
This dialog box has a selection of controls to make formatting fonts easier...
- 3 Click on the **Advanced** tab to see more controls
- 4 Click on **[Cancel]** to close the dialog box
Some commands on the ribbon automatically launch a dialog box...
- 5 Click on the **Design** tab, then click on **Page Borders** in the **Page Background** group to open the **Borders and Shading** dialog box
- 6 Click on **[Cancel]**
- 7 Click on **Page Colour** in the **Page Background** group and select **Fill Effects** to open the **Fill Effects** dialog box
- 8 Click on **[Cancel]**



For Your Reference...

To **launch** a **dialog box**:

- Click on a **dialog box launcher**, relevant **command button** or **menu option**

Handy to Know...

- In some situations, the **dialog box launcher** actually opens a **task pane**. For example, if you click on the **dialog box launcher** in the **Clipboard** group on the **Home** tab, the **Office Clipboard** task pane will appear.

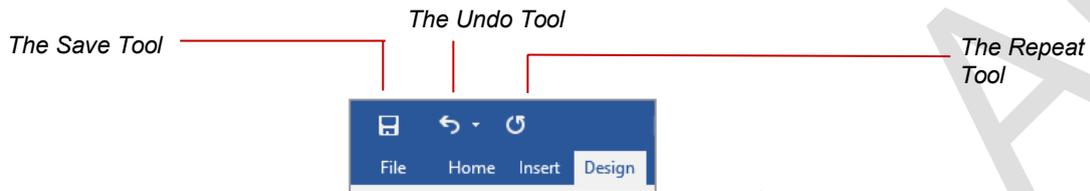
UNDERSTANDING THE QUICK ACCESS TOOLBAR

The **Quick Access Toolbar**, also known as the **QAT**, is a small toolbar that appears at the top left corner of the Word window. It is designed to provide access to the command tools you use

most frequently, such as **Save**. By default the **QAT** also contains the **Undo** and **Redo** buttons. You can add buttons to the **Quick Access Toolbar** to make finding your favourite commands easier.

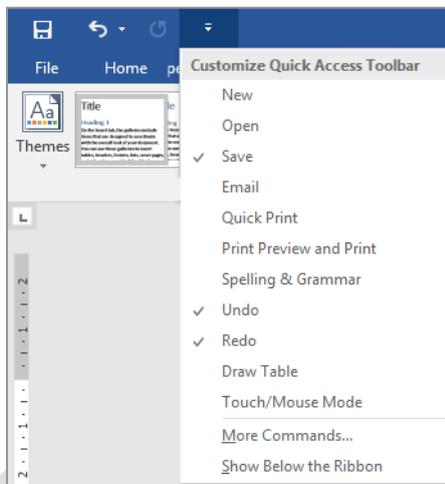
The Quick Access Toolbar

The **Quick Access Toolbar** is positioned at the top left corner of the Microsoft Word 2016 screen. In its default state, it includes the **Save** tool, the **Undo** tool and the **Repeat** tool.

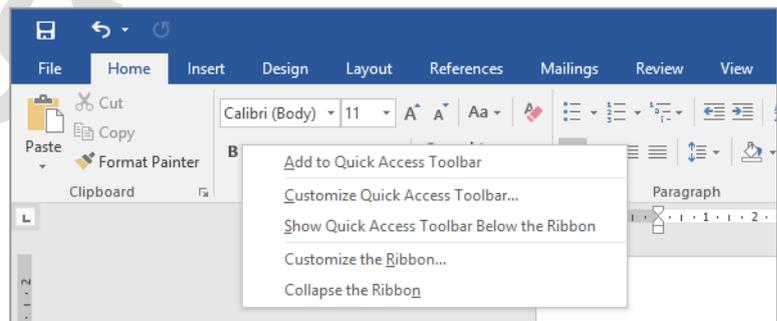


Customising the Quick Access Toolbar

Appearing immediately to the right of the **Quick Access Toolbar** is the **Customise Quick Access Toolbar** tool. Clicking on this tool displays a list of commonly used commands that you can add to the toolbar. You can select the items you want to add from the list by clicking on them. The ticks that appear to the left of the menu options show which options already appear on the **QAT**.



You can also add commands to the **Quick Access Toolbar** by right-clicking on a command in the ribbon and selecting **Add to Quick Access Toolbar**.



ADDING COMMANDS TO THE QAT

The **Quick Access Toolbar** is a handy location to place the commands from the ribbon that you use most frequently. Adding commands from the ribbon involves locating the command, right-

clicking on it and choosing the **Add to Quick Access Toolbar** option from the short cut menu that appears.

Try This Yourself:

Before starting this exercise ensure Word has started and you have a blank document open...

1 Point to the first button on the **Quick Access Toolbar** to see the name of the tool and its shortcut

In our case it's the Save tool...

2 On the **Home** tab, right-click on **Format Painter** in the **Clipboard** group to display a shortcut menu

3 Select **Add to Quick Access Toolbar** to add the **Format Painter** tool to the **QAT**

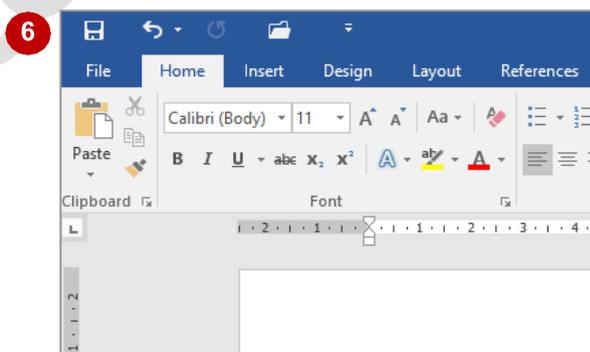
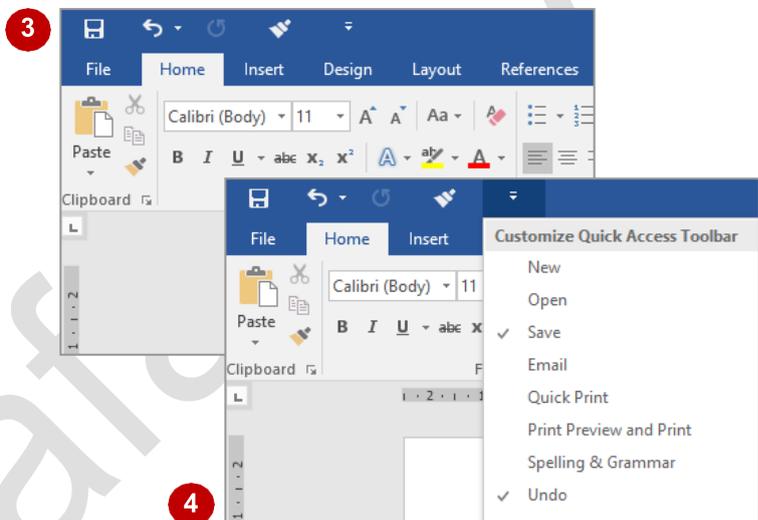
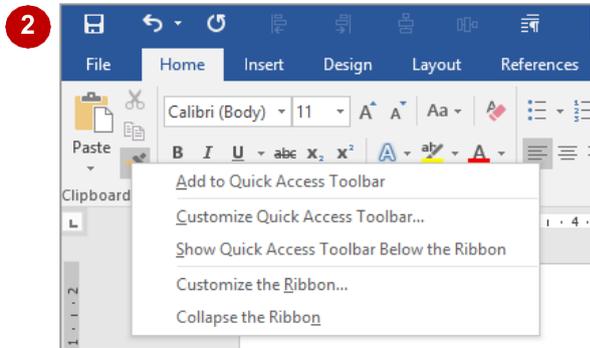
4 Click on **Customise Quick Access Toolbar** to display a menu

5 Select **Open** to add the **Open** tool to the **QAT**

It is just as easy to remove tools you don't want from the QAT...

6 Right-click on the **Format Painter** tool and select **Remove from Quick Access Toolbar**, to remove the tool as shown

7 Repeat step **6** to remove the **Open** tool from the **QAT**



For Your Reference...

To **customise** the **Quick Access Toolbar**

- Right-click on the command you want to add and select **Add to Quick Access Toolbar**, or
- Click on **Customise Quick Access Toolbar** and select a command

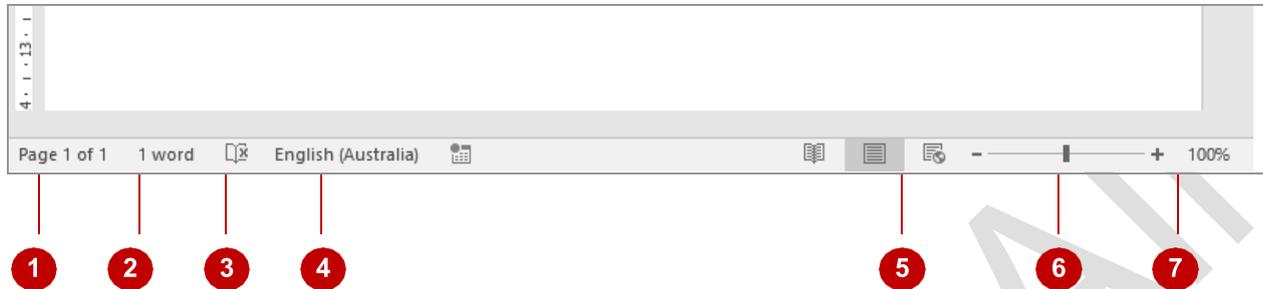
Handy to Know...

- You can position the **QAT** under the ribbon by clicking on **Customise Quick Access Toolbar** and selecting **Show Below the Ribbon**. This puts the tools that you use most frequently closer to your document making it quicker to access them.

UNDERSTANDING THE STATUS BAR

The **status bar** is the bar across the bottom of the Word window. It is a useful aid that displays information such as the current page number and number of words in the document. It also lets you

zoom in and out of the page. The **status bar** includes tools that can change the document view. You can customise the status bar to change the information shown.



1 Page Number

The **page number** indicates the position of the insertion point in the document. In this example, the insertion point (where text will appear when you type) is on page **1**. This indicator also tells you how many pages there are in total – in this case **1**. If you click on the page number, the **Navigation Pane** will open.

2 Word Count

The **Word Count** tells you the total number of words in the document. In this example the total number of words is **5**. Be careful – it doesn't count words in text boxes – only those that appear directly on the page. You can click on **Word Count** to open the **Word Count** dialog box with complete details.

3 Proofing Indicator

If a tick appears in the **Proofing Indicator**, you can rest assured that your spelling and grammar are correct. If a cross appears, then proofing errors have been detected. If you click on this indicator a navigation pane will appear to the right of your screen which allows you to correct spelling and grammar.

4 Language

If you click on **Language** you can set the language you wish to proof the document in. You have to be careful when selecting **English** that you select the **English** specific to your country, otherwise spell check will change the spelling of some words

5 View Tools

The **Document View** tools allow you to change the view of the document. You can select from **Read Mode**, **Print Layout** and **Web Layout**.

6 Zoom Slider

The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to the left or right, or click on a specific point on the slider to set a zoom percentage. You can also click on the plus or minus symbol at either end of the slider to **zoom in** or **zoom out**.

7 Zoom Level

This button displays the current zoom percentage. If you click on the button, the **Zoom** dialog box will appear so that you can select a specific zoom percentage.

What appears on the status bar can vary greatly. Don't be alarmed if the one on your screen doesn't exactly match the example shown above.

One way you can change your status bar is by right-clicking on the status bar itself and from the shortcut menu selecting any additional tools you may want to add to it.

EXITING SAFELY FROM WORD

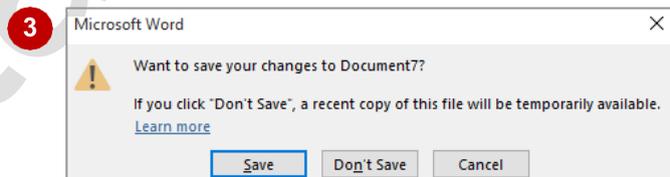
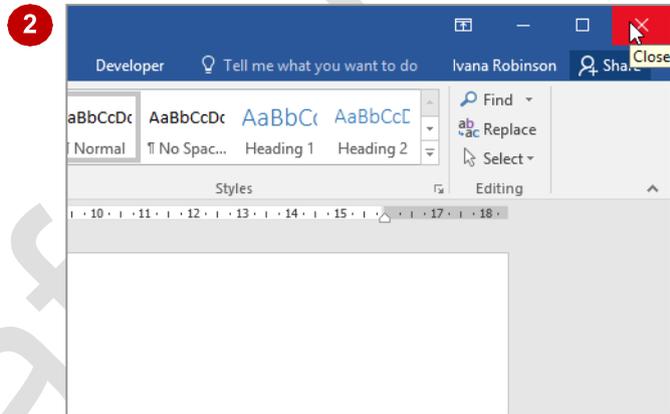
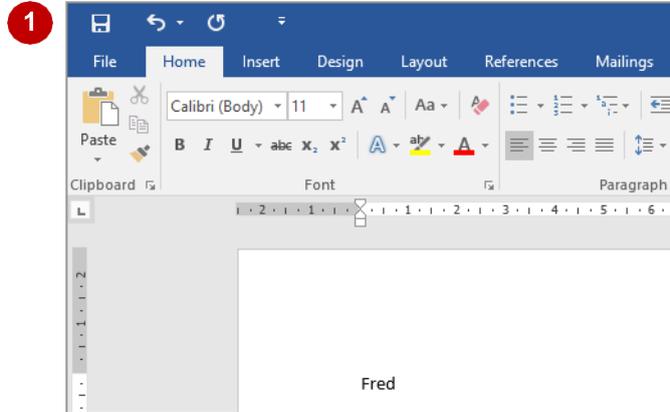
When you are finished working with Word you'll find there are several ways to exit from it. If you have made changes to the document, Word will ask if you wish to save these changes before

exiting. You'll learn all about saving a little later on. If you don't wish to retain any changes you've made, you can decline Word's offer to save your work.

Try This Yourself:

Before starting this exercise ensure you have a blank document open...

- 1 Click in the document to position the insertion point then type your name, as shown
- 2 Click on **Close** in the top right of the window
You will be prompted to save your document if you wish to retain your data. The message you receive will look like the one shown.
- 3 Click on **[Don't Save]** to exit Word
We have no reason for keeping this document so we won't bother saving it...



It is possible to have more than one document open at a time. If you have more than one document open you need to close each one using the steps in this exercise. Alternatively you can right-click on the Word icon in the taskbar and select Close all windows to close all documents at once. When the last document is closed, Word will terminate.

For Your Reference...

To safely **exit Microsoft Word**:

1. Click on **Close**
2. If you want to keep your changes click on **[Save]** then specify a document name and location. Otherwise, click on **[Don't Save]**

Handy to Know...

- Whenever you are in doubt about whether or not to save, you should err on the side of caution and save the document. You can delete unwanted documents at a later date, but you can seldom retrieve data that has not been saved!

CREATING DOCUMENTS IN WORD

Creating electronic documents using Word is designed to be instinctive, based on your experience with pen and paper. You will find that the series of steps required to create a document

can be kept very simple, but as you become more experienced, you will be able to incorporate an extensive range of tools and features to create professional-looking documents.

1 Grab A 'Sheet Of Paper'

Just like creating a paper document, the initial step for creating an electronic document (whether it is a letter, shopping list or annual report) is to obtain a 'sheet of paper', which is how a new blank document initially appears on the screen. Every document you create in Word is based on a template, which is essentially a proforma style sheet that contains predefined settings specifying page and text formatting, layout and so on. Templates can be used time and time again, ensuring consistency across the documents being produced – this is especially important within a business.

To keep matters simple, you can use the default Word template. When creating a new document, the **Blank document** template appears as the first template option under **File > New**.

As you become more experienced with Word, you can create your own templates bearing logos, customised formatting, headers and footers, and so on, and use these for your new documents instead.

2 Type The Document Text

Once you have a blank document open in Word, you are ready to type text. The text will be automatically formatted according to the options specified within the template attached to the document. The look and feel of the document can easily be changed at any point.

An additional bonus when creating documents using Word is that you are able to greatly improve accuracy through the **Proofing** tools, located on the **Review** tab, which include tools such as **Spelling & Grammar**.

3 Save The Document

Once you have typed some text, it is critical to save the new document to ensure the information is not inadvertently lost. This also enables you to store the document for later use. The process of saving a document moves the document content from the computer's short-term memory (also known as **RAM**, or **Random Access Memory**) to a source of long-term memory. This latter form of memory might be the computer's hard disk drive, a network drive or perhaps a portable drive such as a memory stick.

Just like filing a paper document in a folder in a filing cabinet in your office, you will need to locate a suitable electronic folder for your Word document in the filing system of your computer or network.

When storing a document on your computer, you are required to assign a name to it. This enables you to easily search for and distinguish individual files.

Once you have completed this initial save process, you will then need to regularly save any new changes you make to the document.

TYPING TEXT

The fastest way to learn how to type text into a Word document is simply to start. The text will adopt the default appearance determined by the template. Changing the appearance and layout of

the text can all be sorted out later. Any text you type will appear at the insertion point (the small blinking black bar on your screen). So, to type, position the insertion point and type away.

Try This Yourself:

Before starting this exercise ensure there is a blank document open...

- 1 Click in the document and type **Housing Construction Report**
- 2 Press **Enter** to start a new line
- 3 Type the paragraph as shown without pressing **Enter**
- 4 Press **Enter** then type the second paragraph as shown
- 5 Press **Enter** to complete the paragraph and to insert a blank line at the end

Housing Construction Report

1

Housing Construction Report

Alpheius Global Enterprises has been involved in an ongoing program of housing development in remote and distant communities for the last year. While the first half of the year began slowly, construction actually picked up significantly in the second half.

3

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Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but the fine weather has subsequently allowed us to catch up.

4

For Your Reference...

To *type text*:

1. Position the *insertion point*
2. Type the text
3. Press **Enter** to start a new paragraph

Handy to Know...

- The wavy red line that appears under some words indicates words that are not recognised by Microsoft Word. The existence of built-in dictionaries enables Word to cross-reference the text that is typed into documents.

THE SAVE AS PLACE

The **Save As place** appears when you open the **Backstage** and click on **Save As** in the left pane. The **Save As place** gives you easy access to locations (known as **places** in Office) where you

can save your documents. For example, the folders on your computer or in **OneDrive**. It also gives you the option of adding an alternative place for you to save your documents to.

The Save As Place

The **Save As** place opens automatically when you choose to save a new document for the first time by clicking on the **File** tab and clicking on **Save**. The **Save As** place will also open if you save an open, existing document to a *new* storage location by clicking on the **File** tab and clicking on **Save As**.

The **Save As** place lists storage places in the middle pane of the **Backstage** so they are easily accessible. By default, Microsoft lists **OneDrive** at the top of the list as they are trying to encourage you to store documents in the 'cloud'. When you click on either **OneDrive** or **Computer**, a list of recently accessed folders in that place will appear in the right pane plus the option to **[Browse]** the folders.

OneDrive

OneDrive, or **OneDrive.com**, is an online file storage system from Microsoft. Currently, Microsoft gives you 7GB of free cloud storage (or 20GB for Office 365 users) on OneDrive to store your files and photos, sync files across your computers or storage devices, share specific files with friends and colleagues, and edit and collaborate on Office documents. You can access the latest version of your files from any device with an internet connection, including mobile devices. You can also create new files directly in OneDrive.

Before you can upload files to OneDrive, you will need to create a **Microsoft Account** (which you will be prompted to do the first time you try to save a file to OneDrive). From then on you can go to OneDrive and sign in with your Microsoft account to access, view and share your online files.

Adding A Place

By default the **Save As** place lists your **OneDrive** and **PC** as places you can save your documents to. However you also have the option of adding **Sharepoint** to this list. Clicking on **Add a Place** beneath **Save As** will open a dialog box that will take you through the steps necessary for adding **Sharepoint**. Once it is added, **Sharepoint** will appear in your list of available places.

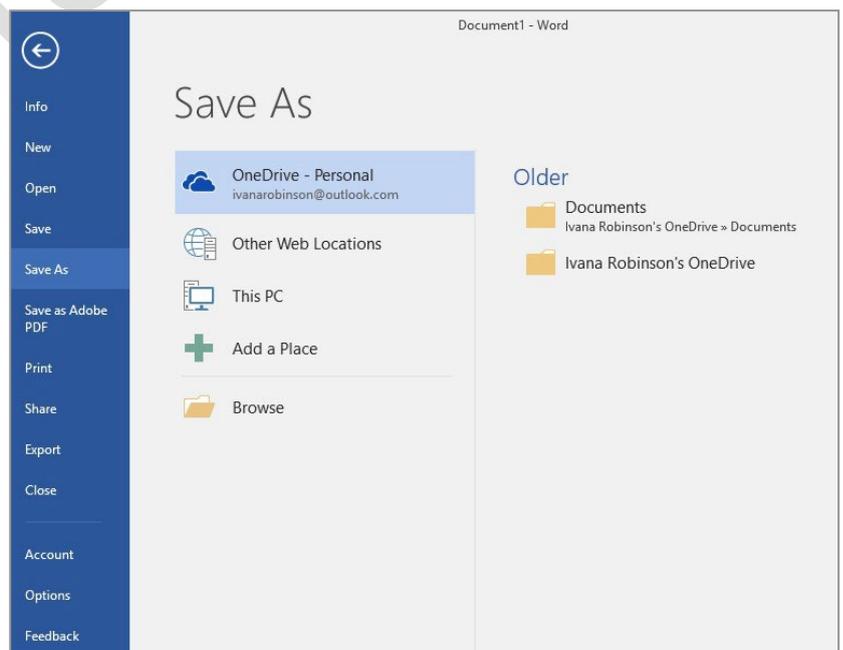
Current Folder

If you have been working with a document that has already been saved to a folder, the **Save As** place will remember the location and display it under **Older** at the top of the right pane so you can easily access it.

Recent Folders

If you have been working with documents stored in various folders, these folders will be listed under **Older** in the right pane

You can save your document to one of these folders by clicking on it under **Older** and the **Save As** dialog box will open with that folder already selected. By default **5** folders will display under **Recent Folders**. However you can change this by clicking on **Options** in the **Backstage** and clicking on **Advanced**. Under **Display** set the number of recent folders you wish to display between **0** and **20**.



THE SAVE AS DIALOG BOX

When you have typed some text into a document, it is vital you save the document if you plan to keep it. By saving a document, you move the information from temporary memory, to a source

of more permanent memory (such as the computer's hard disk drive). To save the document you must access and use the Save As dialog box, as described below.

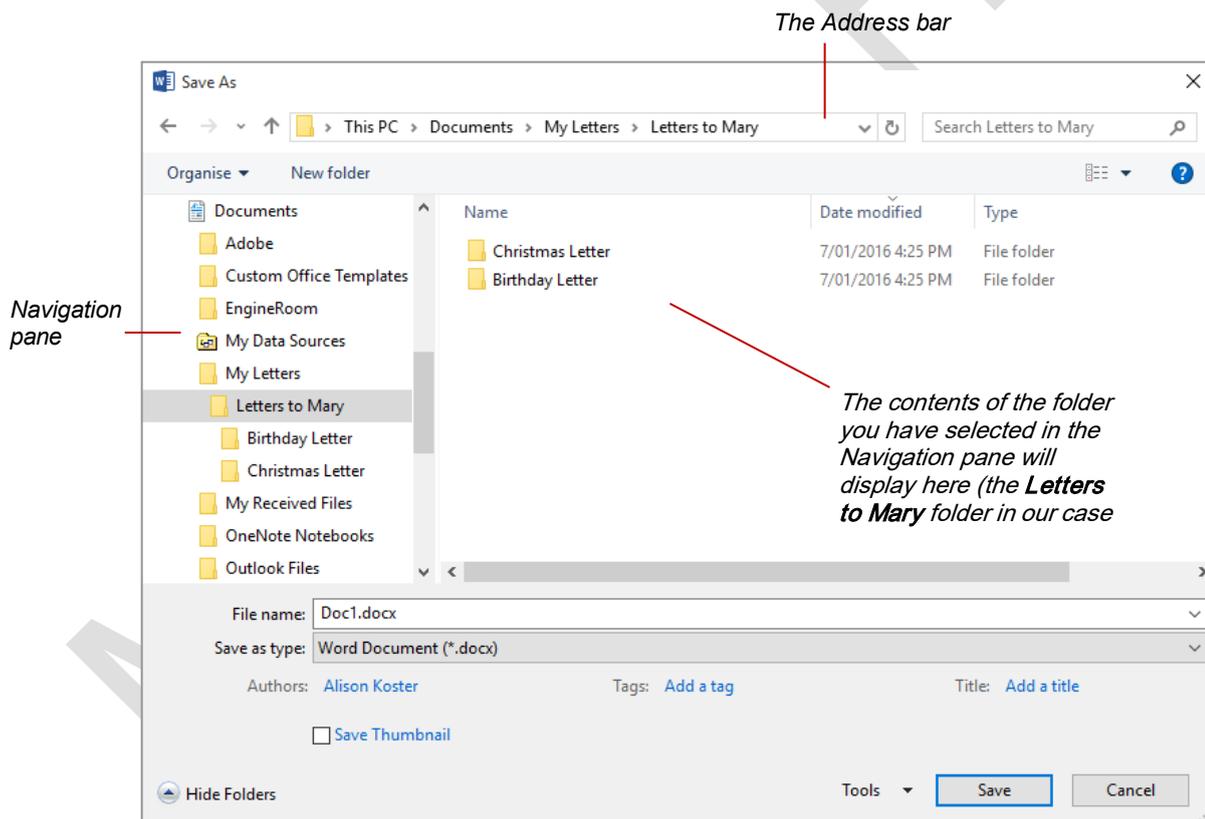
It doesn't matter whether you want to save your document to your computer or to **OneDrive**, you still have to use the **Save As** dialog box. This dialog box allows you to choose a name for your document and the location you wish to store your document in so you can easily access the document again.

The **Navigation pane**, located on the left side of the dialog box, enables you to browse through the files and folders in your computer or OneDrive in order to choose an appropriate location to save your document in.

When you hover over the Navigation pane, some folders will display a small, white, right-pointing arrow ▶ – this indicates the folder contains subfolders. When you click on the white arrow, the folder will expand to display a hierarchy of subfolders. The arrow will then change to a small black arrow ▼.

Click on a drive or a folder in the Navigation pane to identify the folder in which you want to save the file. The current contents of the folder will display in the pane to the right of the dialog box.

You can also use the **Address bar** at the top of the dialog box to move up or down one or more levels in the folder structure if desired. To do this, simply click on the name of the folder you wish to open in the Address bar. For instance, in the example below clicking on **Documents** in the Address bar would take you back to the **Documents** folder.



SAVING A NEW DOCUMENT ON YOUR COMPUTER

Few things are more frustrating in the world of computers than doing an hour's work and then losing it all because the computer crashes. This is one reason why it is important to save your

work regularly. Saving your work moves the information from the computer's short-term memory (known as RAM), to long-term memory like the hard disk drive so you can access it again later.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Document_1.docx...*

1 Click on the **File** tab, click on **Save As**, then click on **This PC** under **Save As**, as shown

2 Click on **Browse** to open the **Save As** dialog box

Word automatically proposes a name for the document, based on the text typed in the first line...

3 Type **Alpheius Housing Report** in **File name**

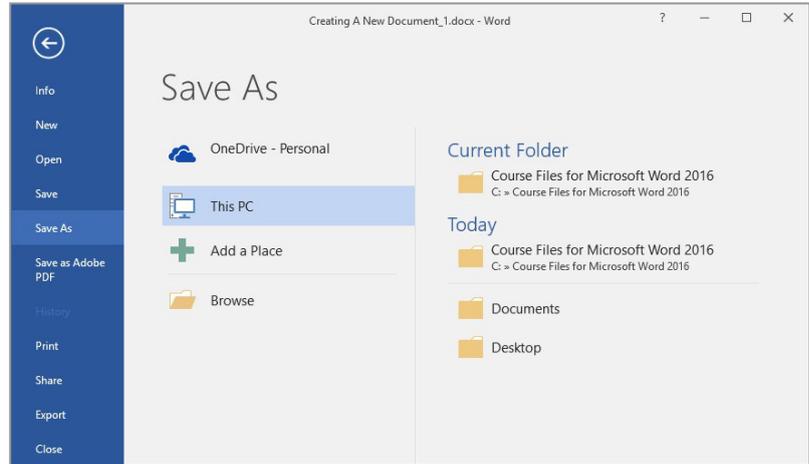
4 Click on **OS (C:)** under **Computer** in the **Navigation pane** to display the folders on drive **C**

The list of folders will appear in the pane on the right...

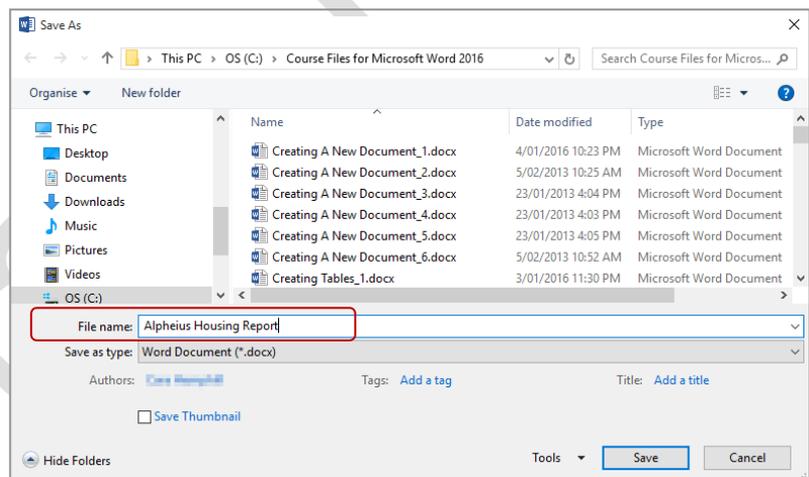
5 Double-click on **Course Files for Microsoft Word 2016** in the right pane

6 Click on **[Save]** to save the document

Notice the new name appears in the title bar at the top of the screen



1



3

For Your Reference...

To **save a new document**:

1. Click on the **File** tab then click on **Save As** tab
2. Locate the storage folder in the **Navigation pane**
3. Type a **File name** then click on **[Save]**

Handy to Know...

- You can press the keyboard shortcut **Ctrl + S** or click on **Save** in the **Quick Access Toolbar** to quickly save a document.

SAVING AN EXISTING DOCUMENT

Once a document has been named and saved for the first time you can open and close it at will and work in full confidence that, unless it is deleted, it is reasonably safe from computer

crashes. However, you must still save the document regularly when you are working on it to ensure you do not lose any information you have added since the last time you saved it.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Document_5.docx...*

- 1 Click at the end of the heading **Housing Construction Report** to position the insertion point
- 2 Press Space and type **- 2015**
- 3 Click on the **File** tab to open the **Backstage** then click on **Save** to save the changes made up to this point

As an alternative to using Backstage, you can use the Save tool on the Quick Access Toolbar. So let's make another change...
- 4 Double-click on the value in **Q4** for **Hungary** to select it, then type **256**
- 5 Click on **Save** on the **Quick Access Toolbar** to save the document again

1 Housing Construction Report|

Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second year.

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.

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Country	Q1	Q2	Q3	Q4
Ethiopia	167	215	310	462
Mauritania	192	136	177	255
Paraguay	117	145	188	212
Ecuador	112	177	213	277
Hungary	113	159	138	256

5

For Your Reference...

To **save** an **existing document**:

- Click on the **File** tab and then click on **Save**, or
- Click on **Save** in the **Quick Access Toolbar**

Handy to Know...

- You can use the keyboard shortcut Ctrl + S to save your changes quickly.

PRINTING A DOCUMENT

Word gives you a lot of control over what and how much you print as well as enabling you to select the printer to use. But, before you print your document, ensure you thoroughly check the

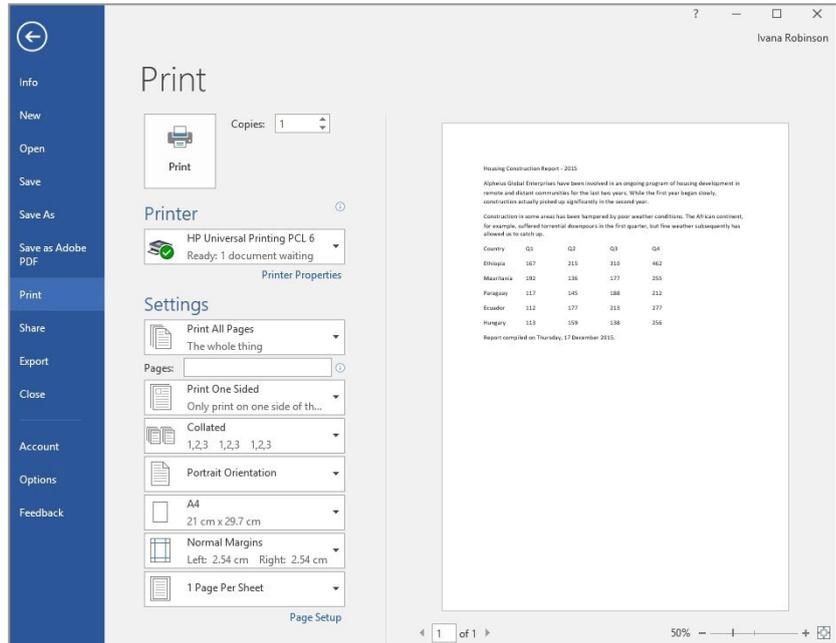
preview of your document to make sure the content, layout, grammar and spelling are all correct. The preview is conveniently located to the right of the print options in the **Backstage**.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **Creating A New Document_6.docx...**

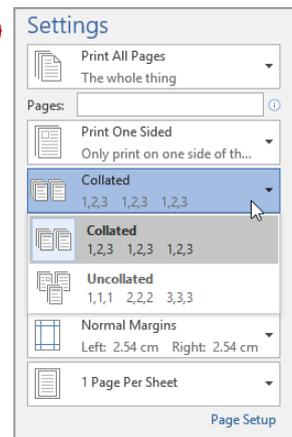
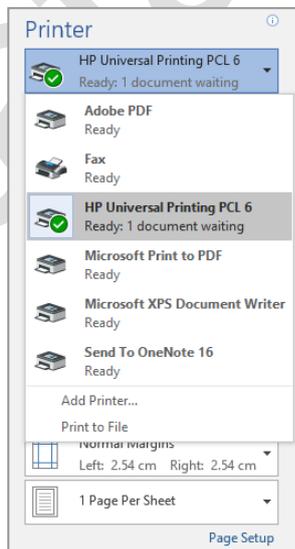
- 1 Click on the **File** tab to display the **Backstage**, then click on **Print** to see the printing options
The available print options will depend on the make and model of the printer you are using...
- 2 Click on the up spinner arrow for **Copies** to change it to **2**
- 3 Click on the drop arrow for **Printer** to see a list of devices
- 4 Select a printer from the list
- 5 Click on **Collated**
Notice that Collated is selected by default. This option is useful when you print several copies of a multiple paged document...
- 6 Click on **[Print]** to print the pages or click on the **Back** arrow to return to the document if you want to conserve paper



1

3

5



For Your Reference...

To **print** a **document**:

1. Click on the **File** tab, then click on **Print**
2. Select a printer
3. Nominate the **Pages** to print and the number of **Copies**
4. Click on **[Print]**

Handy to Know...

- You can preview each page in a multi-page document by clicking on the **Next Page** arrow beneath the preview pane. You can change the magnification of the preview pane by dragging the zoom slider. If you see a change you need to make, click on the **Back** arrow to exit the **Backstage**.

SAFELY CLOSING A DOCUMENT

When you have finished working on a document, it should be safely **closed**. Simply exiting the Word program is not a safe method for closing documents. It is strongly recommended that you

close each file independently and then exit Word if you have finished with the application.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Document_6.docx...*

- 1 Click on the **File** tab to display **Backstage**, then click on **Close**

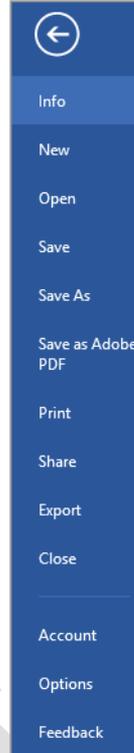
If you have saved your work the document will close but Word will remain open ready for you to start working on a different document. However if you have not saved your work, you will be prompted to do so. And here you have a choice...

- 2 If you want to save the changes you've made to the file, click on **[Save]** to close the document

If you want to close the document without saving your changes, click on **[Don't Save]**

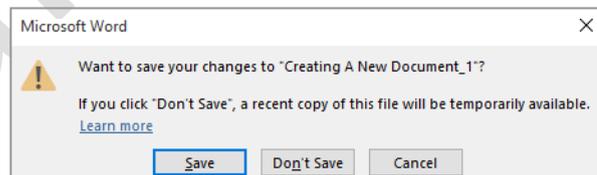
If you elect to not save your changes, Microsoft Word will retain the latest autosaved version of the file in case you change your mind. This is no substitute for saving your work however, as Word only creates autosave versions at the intervals specified in the Options and the latest autosaved files are only retained for four days

1



You can access unsaved documents for a limited time by accessing Backstage view and clicking on **Open > Recent Documents > Recover Unsaved Documents**

2



To close a document without closing Word, press **Ctrl + W**.

For Your Reference...

To **close** a **document**:

1. Click on the **File** tab to display the **Backstage**
2. Click on **Close**
3. Save changes as desired

Handy to Know...

- You can access the last autosaved draft of your document by clicking on the drop down arrow for **Manage Versions** in the **Info** tab of the **Backstage**. Autosaved drafts are kept for only four days after creation or until you next modify the file, whichever is earlier.