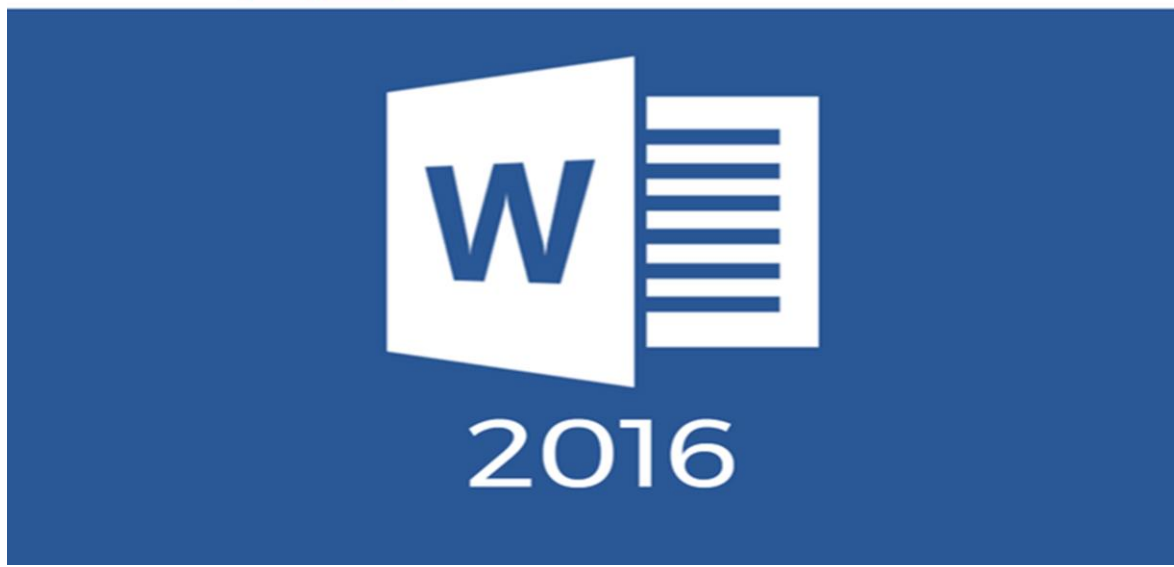




Computer Skills 1

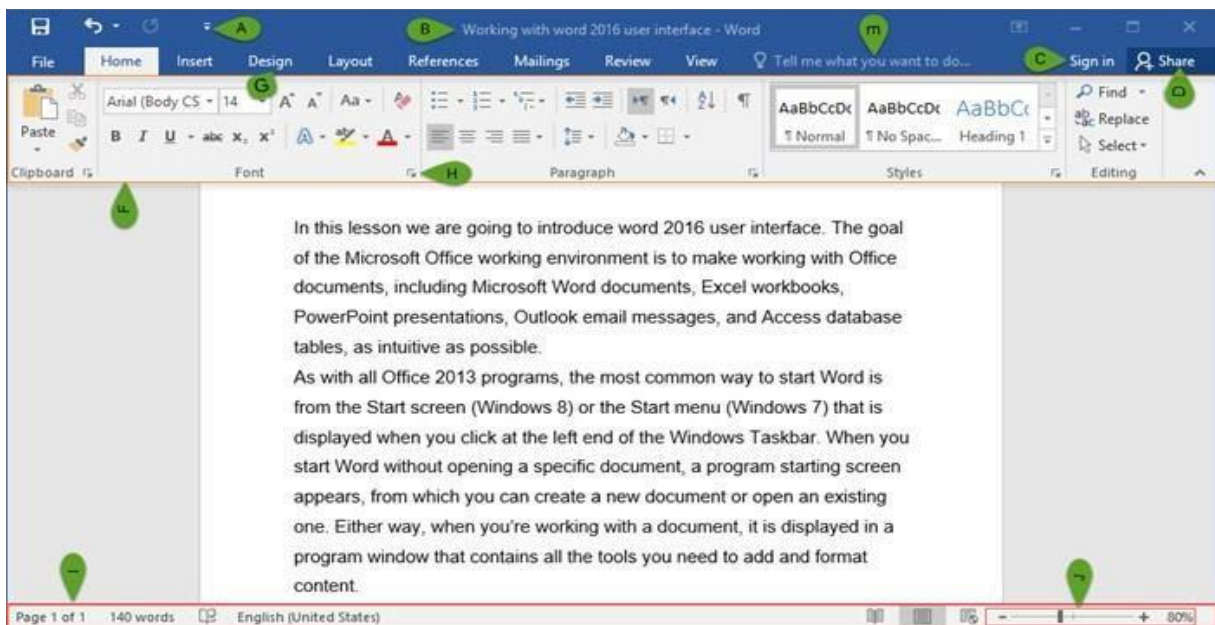


Part1

Getting Around Word

Word 2016 User Interface

To get up to speed quickly with Word, it helps to understand the various elements of word window. These include standard window elements such as the **file tab**, **quick access toolbar**, **title bar**, sign in, share, tell me what you want, ribbon, **tabs**, dialog box launcher, **status bar**, **zoom control** and so on.

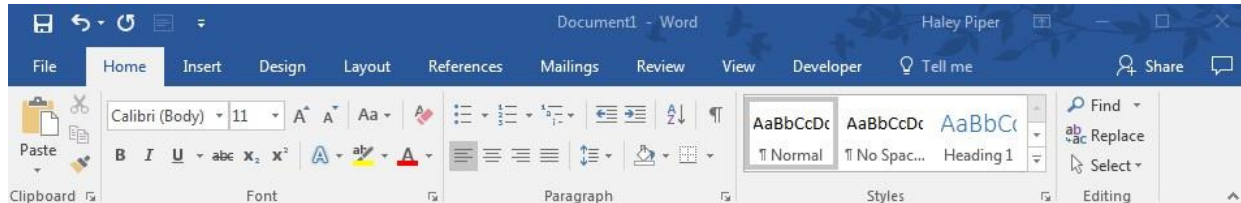


- A. **Quick Access toolbar**: This area gives you one click access to commands that you often use. To learn how to customize this toolbar, click on small triangle at upper left-hand side then you will see "Customize the Quick Access Toolbar".
- B. **Title Bar**: The title bar displays the name of current document. For the first time it is document when you saved your document the will display on the title bar.
- C. **Ribbon**: This area will help to access all word options and features such as formatting, bulleting, giving heading, insert tables and so many more. If there is not the thing which you want so you can add a new group that later on this step by step word 2016 guide, we will show you.
- D. **Tabs**: As you can see the screenshot below, we have a lots of tabs like; File tab, home tab, insert tab, design tab, layout tab, mailings, review and view tab. Through this word 2016 pictorial tutorial you will learn all these things.
- E. **Status bar**: This are display miscellaneous information of your current document like; number of pages, how many words are used language and so many more.
- F. **Zoom Controls**: This area displays your page zoom in or zoom out. By taking the small line button to right for zooming and left for zoom out. Simply you magnify your document.

1. Learning the Ribbon

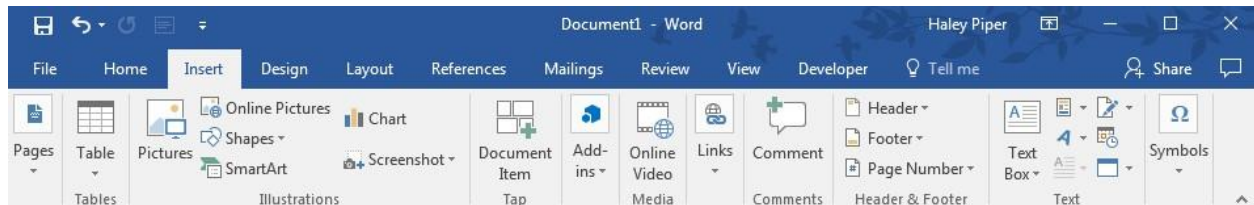
Home Tab

The Home tab gives you access to some of the most commonly used commands including copying and pasting, formatting, aligning paragraphs, and choosing document styles. The Home tab is selected by default whenever you open Word.



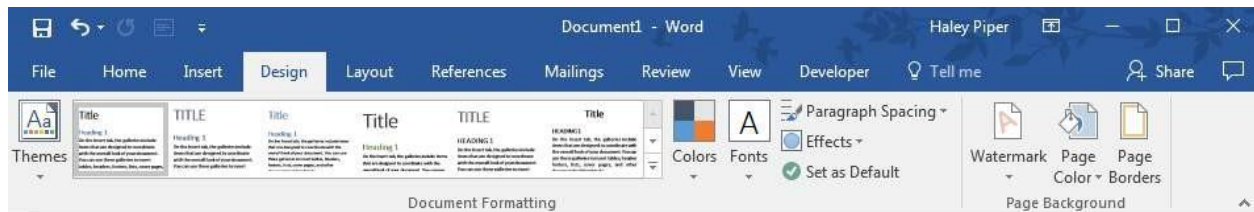
Insert Tab

The Insert tab allows you to insert pictures, charts, tables, shapes, cover pages, and more to your document, which can help you communicate information visually and add style to your document.



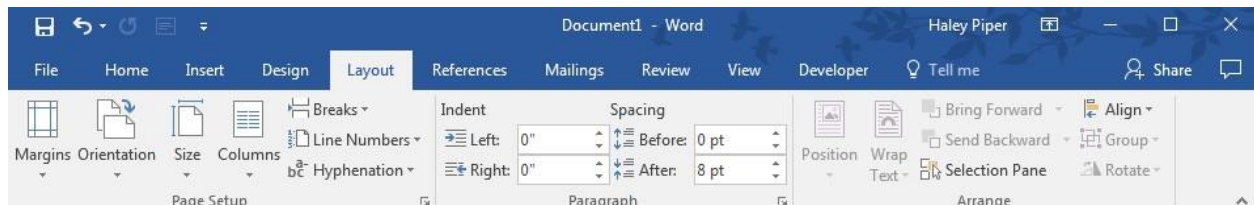
Design Tab

The Design tab gives you access to a variety of design tools, including document formatting, effects, and page borders, which can give your document a polished look.



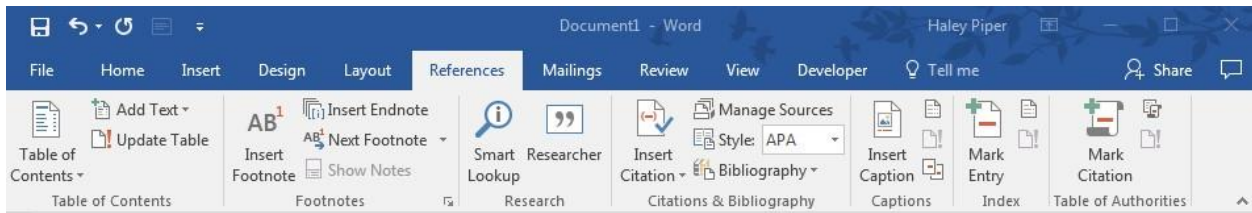
Layout Tab

The Page Layout tab allows you to change the print formatting of your document, including margin width, page orientation, page breaks, and more. These commands will be especially helpful when preparing to print a document.



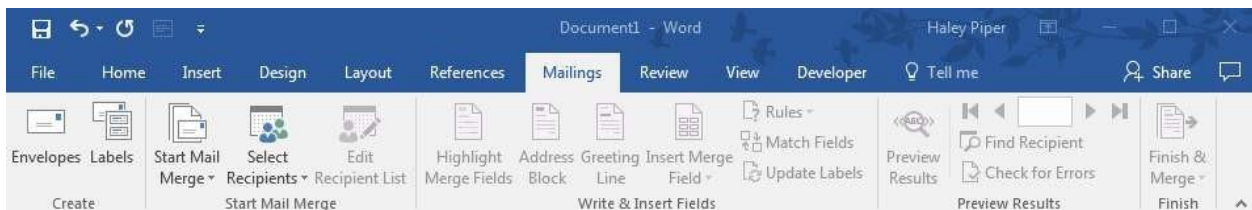
Reference Tab

The References tab allows you add annotations to your document, such as footnotes and citations. From here, you can also add a table of contents, captions, and a bibliography. These commands are especially helpful when composing academic papers.



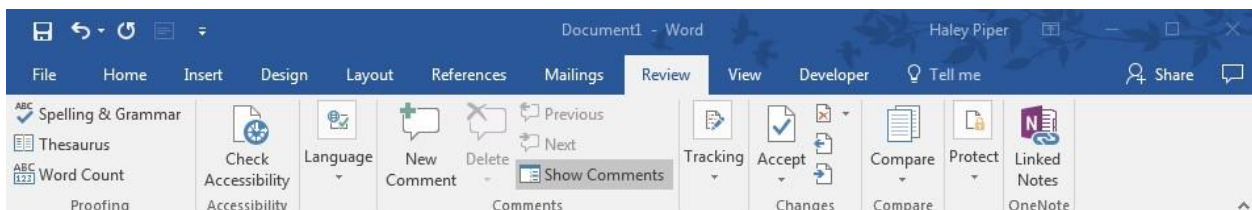
Mailings Tab

You can use the Mail Merge feature in the Mailings tab to quickly compose letters, address envelopes, and create labels. This is especially useful when you need to send a letter to many different recipients.



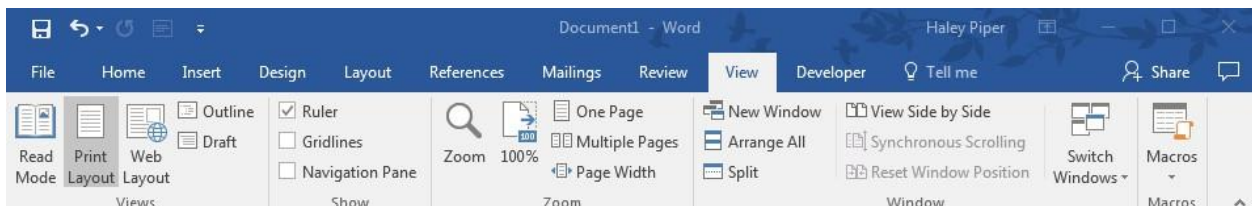
Review Tab

You can use the Review tab to access Word's powerful editing features, including adding comments and tracking changes. These features make it easy to share and collaborate on documents.



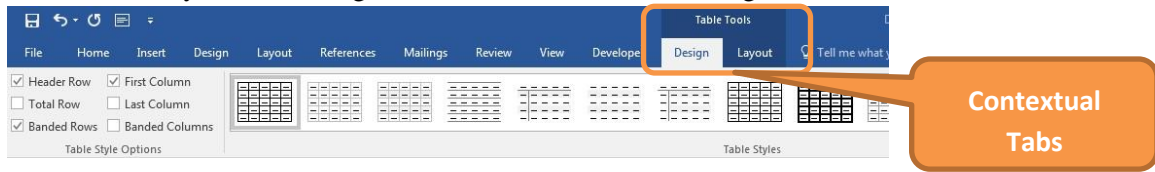
View Tab

The View tab allows you to switch between different views for your document and split the screen to view two parts of your document at once. These commands will also be helpful when preparing to print a document



Contextual Tabs

Contextual tabs appear and disappear as you work. For example, if you click in a table, two extra Table Tools tabs appear: one for Design and one for Layout. These contextual tabs are available when you are looking to edit or format tables and images.

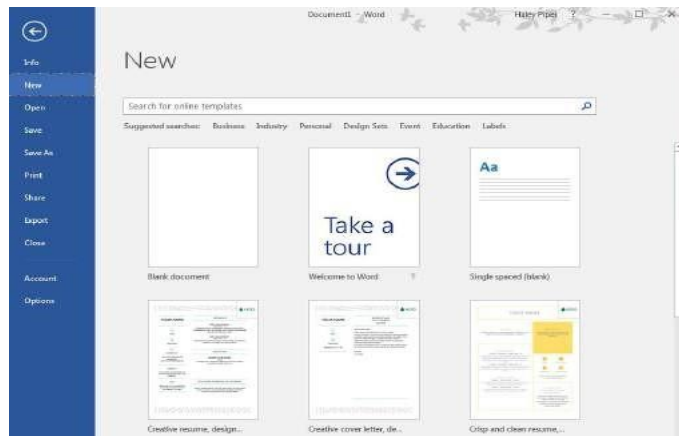


2. File Tab

1. Using Templates

Inserting a Template

- **Step 1:** Click the **File tab** to go to Backstage view.
- **Step 2:** Select **New**. The New Document pane appears.
- **Step 3:** Click Sample templates to choose a built-in template, or select an Office.com template category to download a template.

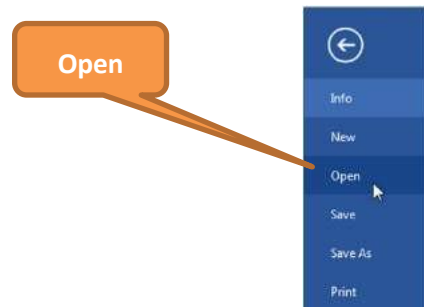


- **Step 4:** Select the desired template and click Create. A new document will appear using the template you have selected.

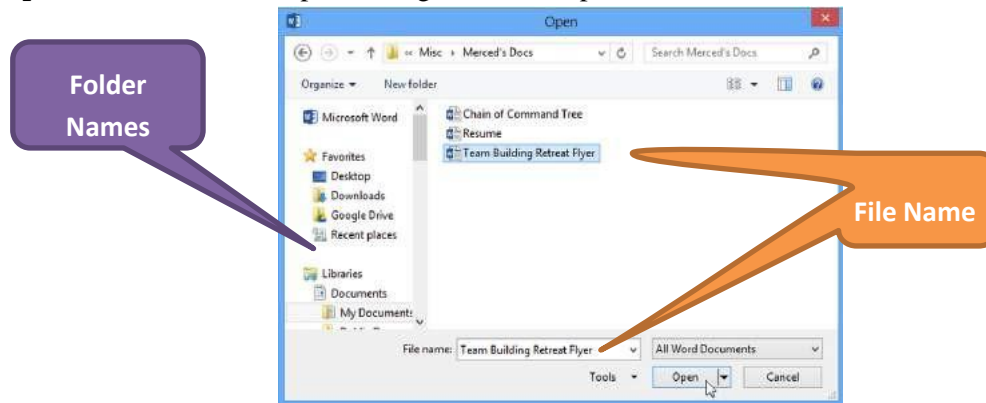
2. Opening a Document

In addition to creating new documents, you'll often need to **open a document that was previously saved.**

- **Step 1:** Navigate to Backstage view, then click Open.
- **Step 2:** Select a location option:
 - **Recent Documents:** Displays all of your recently edited documents, including those saved to OneDrive
 - **OneDrive:** Gives you access to your OneDrive



- folders, click Browse if you've saved a document to the cloud
- **Computer:** gives you access to the files you've saved locally on your computer. Click Browse if you've saved a document to your documents or a network drive.
- **Step 3:** Select a location option using windows explorer

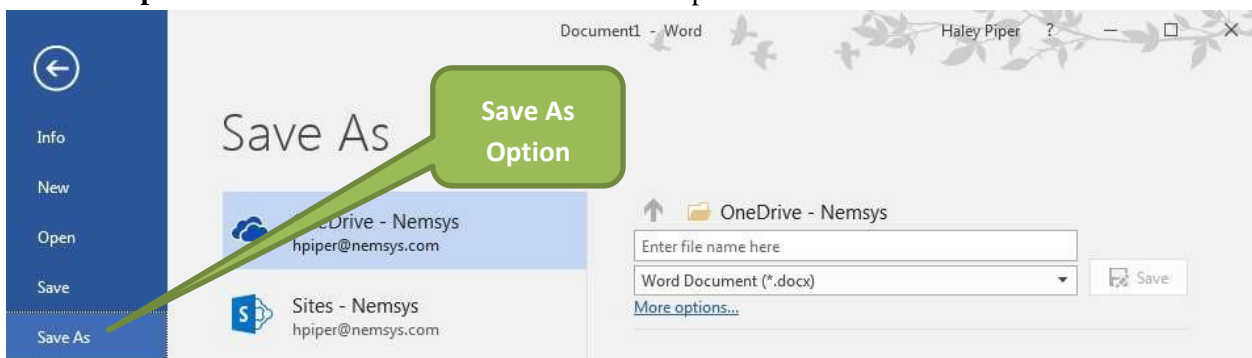


3. Saving a Document

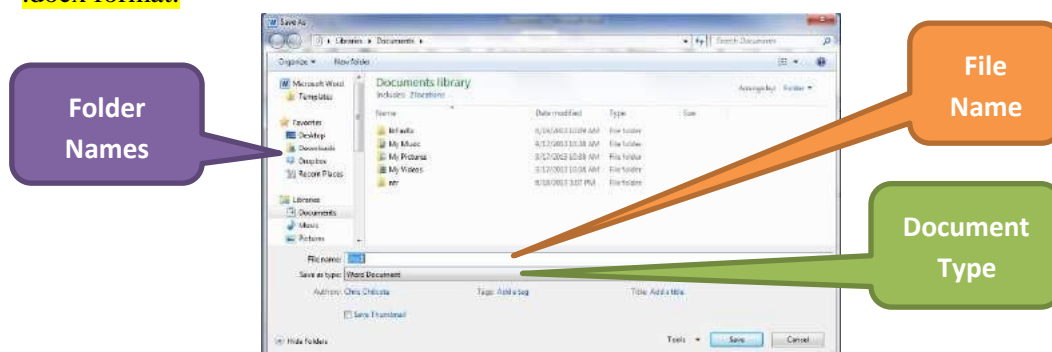
Saving New Document:

Once you are done with typing in your **new Word document**, it is time to save your document to avoid losing work you have done.

- **Step 1:** Click the File tab and select the Save As option.



- **Step 2:** Select a folder where you would like to save the document, enter the file name which you want to give to your document and Select a Save as type, by default it is .docx format.



- **Step 3:** Finally, click on the Save button and your document will be saved with the entered name in the selected folder.

Saving New Changes:

There may be a situation where you open an existing document and partially or completely edit it, or even want to save the changes in between editing the document. If you want to save this document with the same name, then you can use either of the following options:

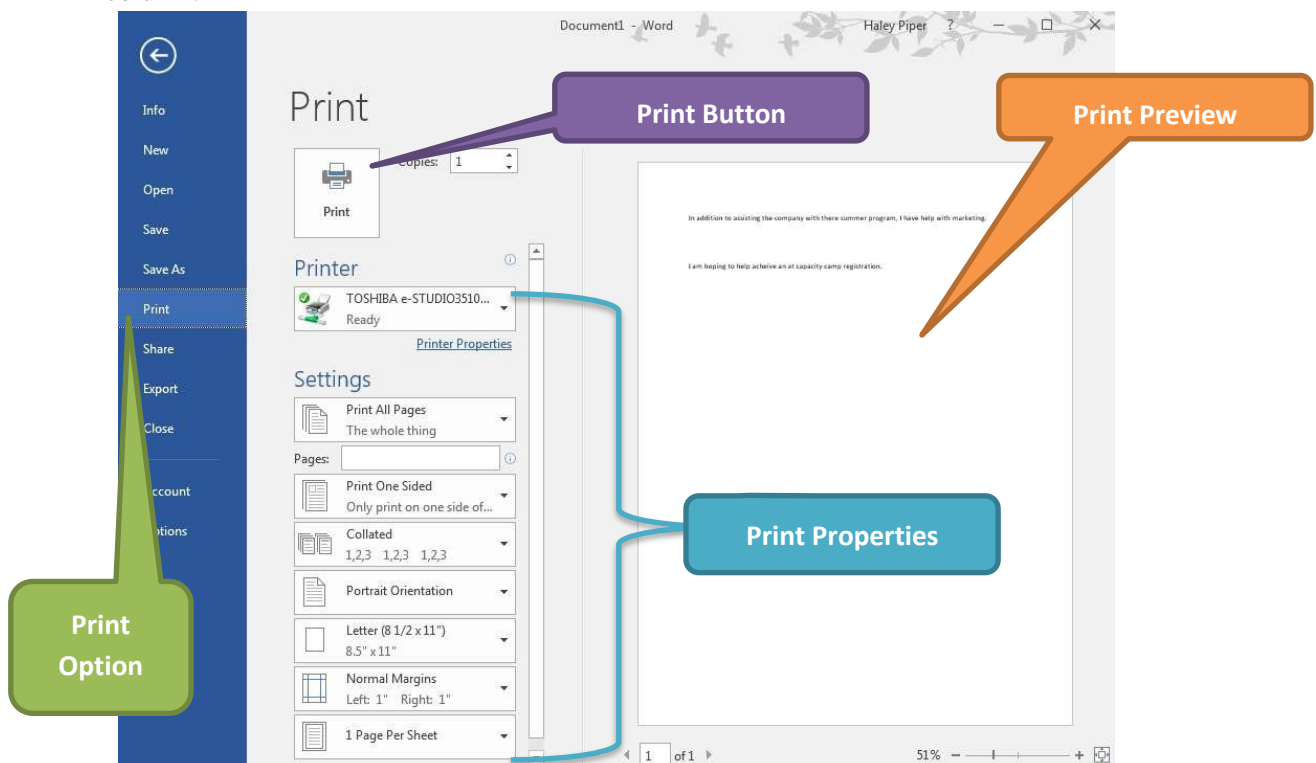
- Just press **Ctrl + S** to save the changes.
- Optionally you can click on the **save icon** available in the top left corner above the **File tab**.
- You can also use a third method to save the changes, the **Save** option available just above the **Save As** option located under the **File tab**.

If your document has never been saved, then with any of the three options, Word will display a dialogue box to let you select a folder and enter the documents name, as explained in the case of saving a new document.

4. Printing a Document

Following are the simple steps to print your Microsoft Word Document.

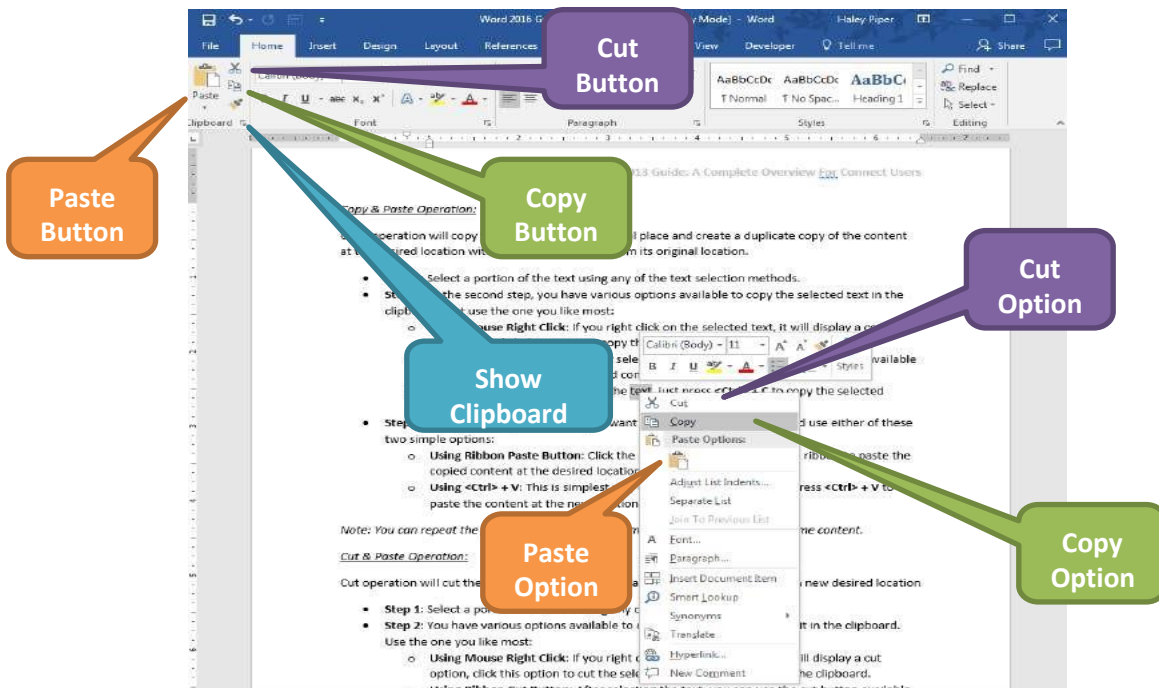
- **Step 1:** Open the document for which you want to see the preview. Next, click the **File tab** and then the **Print** option which will display a preview of the document in the right column.



- **Step 2:** You can set various other printing options available.
- - **Copies** - Set the number of copies to be printed, by default you will have one copy of the document.
 - **Print Custom Range** - This option will be used to print a particular page of the document. Just type the number in the Pages option, if you want to print all the pages from 7 through 10 then you would have to specify this option as 7-10 and word will print only the 7th, 8th, 9th and 10th pages.
 - **Print One Sided** - By default you print one side of the page, but there is one more option where you would turn up your page manually in case you want to print your page on both sides.
 - **Collated** - By default multiple copies will print Collated, but if you are printing multiple copies and you want the copies uncollated, select the Uncollated option.
 - **Orientation** - By default the page orientation is set to Portrait, but if you want to print in landscape mode then select Landscape mode.
 - A4 - By default the page size is A4, but you can select other page sizes available in the drop-down list.
 - **Custom Margin** - Click the Custom Margins drop-down list to choose the document margins you want to use. For instance, if you want to print fewer pages, you can create narrower margins; to print with more white space, create wider margins.
 - **1 Page Per Sheet** - By default the number of pages per sheet is 1 but you can print multiple pages on a single sheet. Select any option you like from the given drop down list by clicking over the 1 Page per Sheet option.
- **Step 3:** Once you are done with your settings, click on the **Print** button which will send your document to the printer for final printing.

3.Home Tab

1. Copy, Cut, and Paste



Copy & Paste Operation:

The Copy operation will copy the content from its original place and create a **duplicate copy** of the content at the desired location without deleting the text from its original location.

- **Step 1:** **Select** a portion of the text using any of the text selection methods.
- **Step 2:** At the second step, you have various options available to copy the selected text in the clipboard. Just use the one you like most:
 - **Using Mouse Right Click:** If you right click on the selected text, it will display a **copy option**, just click this option to copy the selected content in clipboard.
 - **Using Ribbon Copy Button:** After selecting a text, you can **use the copy button** available at the ribbon to **copy the selected content** in clipboard.
 - **Using <Ctrl> + C:** After selecting the text, **just press <Ctrl> + C** to copy the selected content in clipboard.
- **Step 3:** Finally **click the place where you want to paste the selected text** and use either of these two simple options:
 - **Using Ribbon Paste Button:** **Click the paste button** available on the ribbon to paste the copied content at the desired location. or **Using <Ctrl> + V:** This is simplest way of pasting the content. Just press **<Ctrl> + V** to paste the content at the new location.

Note: You can repeat the paste operation as many times as you like to paste the same content.

Cut & Paste Operation:

Cut operation will cut the content from its original place and move the content to a new desired location

- **Step 1:** Select a portion of the text using any of the text selection methods.
- **Step 2:** You have various options available to cut the selected text and put it in the clipboard. Use the one you like most:
 - **Using Mouse Right Click:** If you right click on the selected text, it will display a cut option, click this option to cut the selected content and keep it in the clipboard.
 - **Using Ribbon Cut Button:** After selecting the text, you can use the cut button available on the ribbon to cut the selected content and keep it in the clipboard.
 - **Using <Ctrl> + X:** After selecting the text, just press <Ctrl> + X to cut the selected content and keep it in the clipboard.
- **Step 3:** Finally click where you want to move the selected text and use either of these two simple options:
 - **Using Ribbon Paste Button:** Click the paste button available on the ribbon to paste the content at the new location.
 - **Using <Ctrl> + V:** This is the simplest way of pasting the content. Just press <Ctrl> + V to paste the content at the new location.

2. Format Painter

Copy and Apply Text Formatting:

The following are the simple steps to copy text formatting from one portion to another portion of your document.

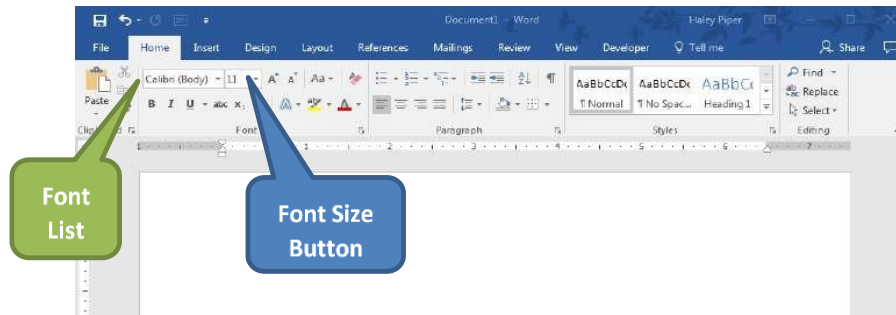
- **Step 1:** Select the text containing the formatting that you want to copy.
- **Step 2:** click the **Home** tab and click the **Format Painter** button to copy the format of the selected text.
- **Step 3:** Select a text using the mouse where you want to apply the copied text format. While selecting a text, you must make sure that your mouse pointer is still in the paint brush shape. After selecting the text, just release the right click button of your mouse and you will see that the newly selected text is changed to the format used for the original selection.

3. Setting Text Fonts

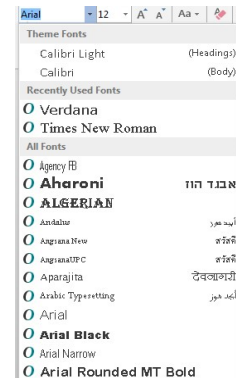
Microsoft Word allows you to use different fonts in different sizes.

Change the Font Type & Size:

- **Step 1:** Select the text that you want to change to a different font and click the Home tab. Now click the Font Type button to see the list of available fonts as shown below.
- **Step 2:** Try hovering the mouse over the different fonts listed. You will see that the font changes and you get a preview. You can use the Font Scroll Bar to display more available fonts. Finally, select a desired font by clicking the font name in the list.

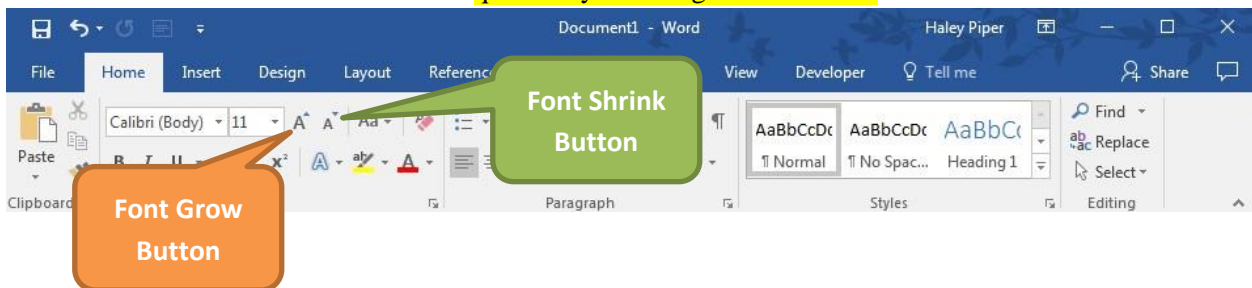


- **Step 3:** In the same way, to change the font size, click the Font Size button which will display a font size list. You will use the same procedure to select a desired font size that you used to select the font type.



Use Shrink and Grow Buttons:

The Shrink Font button can be used as a quick way to reduce the font size. The Grow Font button can be used as a quick way to enlarge the font size.



Select the desired text you wish to enlarge or shrink.

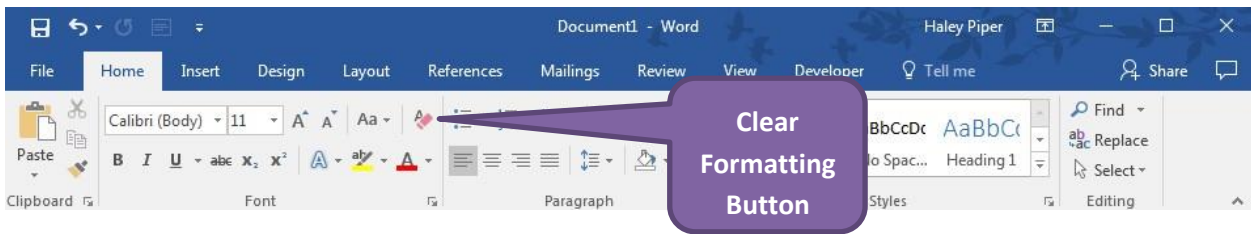
Click either of these two buttons and you will see the effect.

Each time you click either of these buttons it will enlarge or reduce the font size by 1 point.

Clear Formatting Options:

Any text formatting changes can be reset to plain text or the default formatting. To reset the text to the default settings:

- **Step 1:** Select the text that you want to reset.
- **Step 2:** Click the Clear Formatting button in the Home tab Font group, or simply use **<Ctrl> + <Spacebar>**.

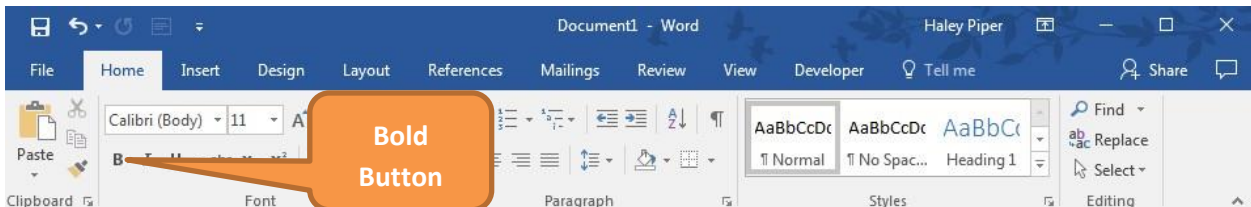


4. Text Decoration (Bold, Italics, and More)

Making text bold:

. It is very simple to change the selected text into a bold font by following two steps:

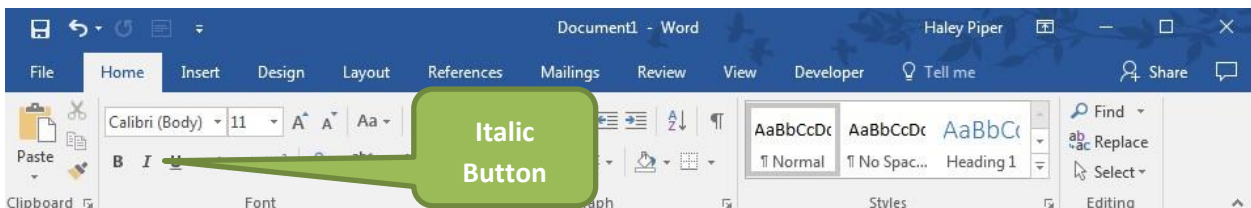
- **Step 1:** Select the text that you want to change to a bold font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Bold button in the Home tab Font group, or simply use <Ctrl> + **B** to make the selected text bold.



Making text Italic:

It is very simple to change the selected text into italic font by following two steps:

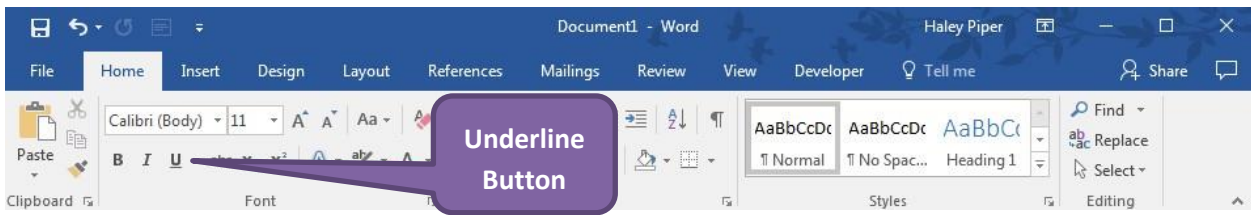
- **Step 1:** Select the text that you want to make italic. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Italic button in the Home tab Font group, or simply use <Ctrl> + **I** to convert text to italic font.



Underline the Text:

It is very simple to change the selected text into underlined font by following two steps:

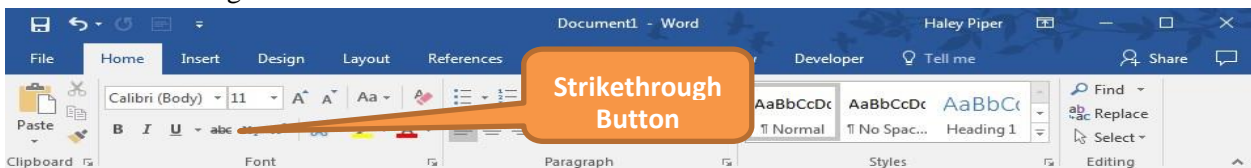
- **Step 1:** Select the text that you want to underline. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Underline button in the Home tab Font group, or simply use <Ctrl> + **U** to put an underline under the text.



Strikethrough the Text:

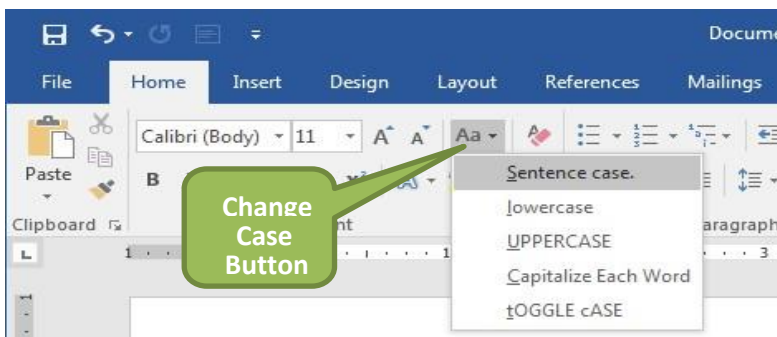
Strikethrough text will look like a line has been drawn through its middle. A strikethrough text indicates that it has been deleted. It is very simple to change selected text into strikethrough font by following two steps:

- **Step 1:** Select the text that you want to change to a strikethrough. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Strikethrough button in the Home tab Font group to strikethrough the text.



5. Changing Text Cases

This section will teach you how to change the cases of your text. You can also capitalize a character you are typing by pressing and holding **SHIFT** while you type. You can also press the **CAPS LOCK** key to have every letter that you type be capitalized, and then press CAPS LOCK again to turn off capitalization.



Change Text to Sentence Case:

A sentence case is where the first character of every sentence is capitalized. It is very simple to change the selected text into sentence case by following two steps:

- **Step 1:** Select the text that you want to change to a sentence case. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **Sentence Case** option to capitalize the first character of every selected sentence.

Change Text to Lowercase:

Every word of the sentence will be in lowercase. It is very simple to change the selected text into lowercase by following two simple steps:

- **Step 1:** Select the text that you want to change to lower case. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **Lowercase** option to display all the selected words in lowercase.

Change Text to Uppercase:

Every word of a sentence is in uppercase. It is very simple to change the selected text into uppercase by following two steps:

- **Step 1:** Select the text that you want to change to an uppercase font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **UPPERCASE** option to display the selected words in all caps. All characters of every selected word will be capitalized.

Change Text to Capitalize:

A capitalize case is where every first character of every selected word is a capital. It is very simple to change the selected text into capitalize by following two steps:

- **Step 1:** Select the text that you want to change to a capitalized font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Change Case** button and then select the **Capitalize Each Word** option to put a leading cap on each selected word.

Toggle the Text:

Toggle operation will change the case of every character in reverse way. A capital character will become lower case and a lower case character will become upper case. It is very simple to toggle the text by following two steps:

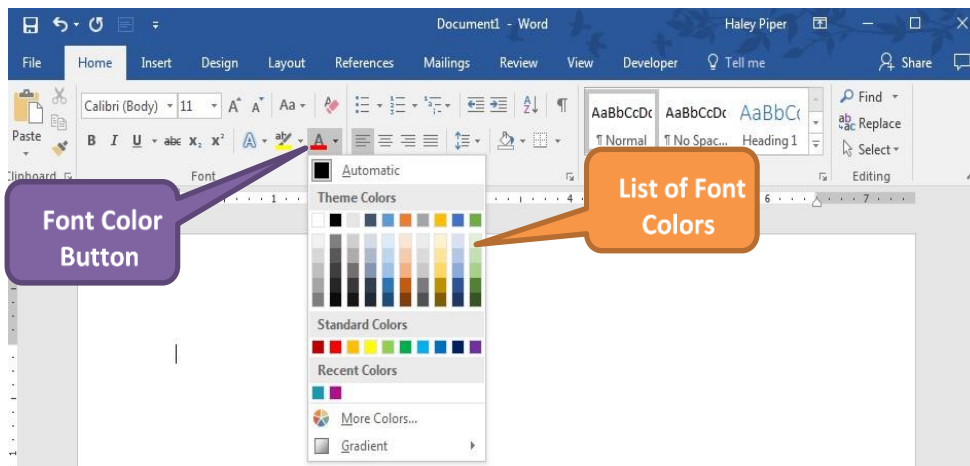
- **Step 1:** Select the text that you want to change to a toggle font. You can use any of the text selection method to select the text.
- **Step 2:** Click the **Change Case** button and then select **tOGGLE cASE** option to change all lowercase words into uppercase and uppercase words into lowercase.

6. Change the Text Color

Change Font Colors:

By default, any typed text comes in black. It is very simple to change the text color by following two steps:

- **Step 1:** Select the text that you want to change the color to. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Font Color** button triangle to display a list of colors.



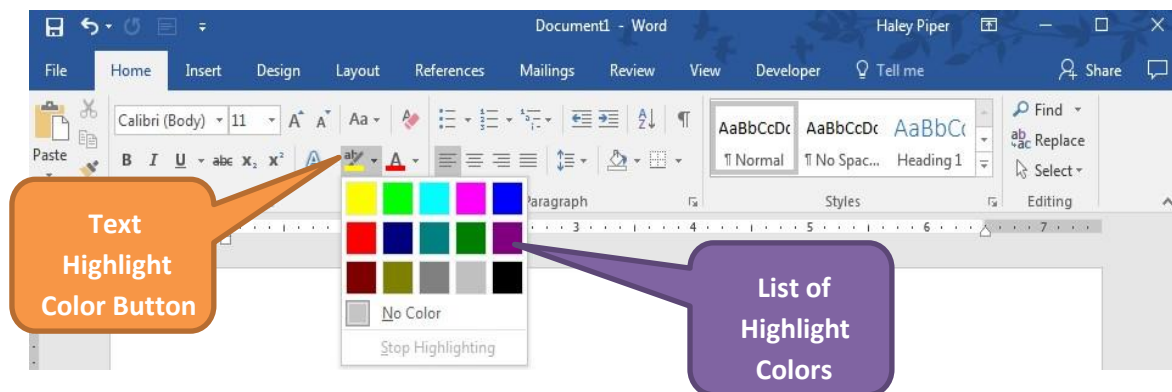
If you do not find a color of your choice, you can use the **More Colors** option to display a color pallet box which allows you to select a color from a range of millions of colors.

Highlight Text with Colors:

You can highlight a selected text using any color and it will look like it was marked with a highlighter pen. It is very simple to highlight a text with a color by following two steps:

- **Step 1:** Select the text that you want to change to a bold font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the **Text Highlight Color** button triangle to display a list of colors. Hover your mouse over the different colors and you will see the color change automatically.

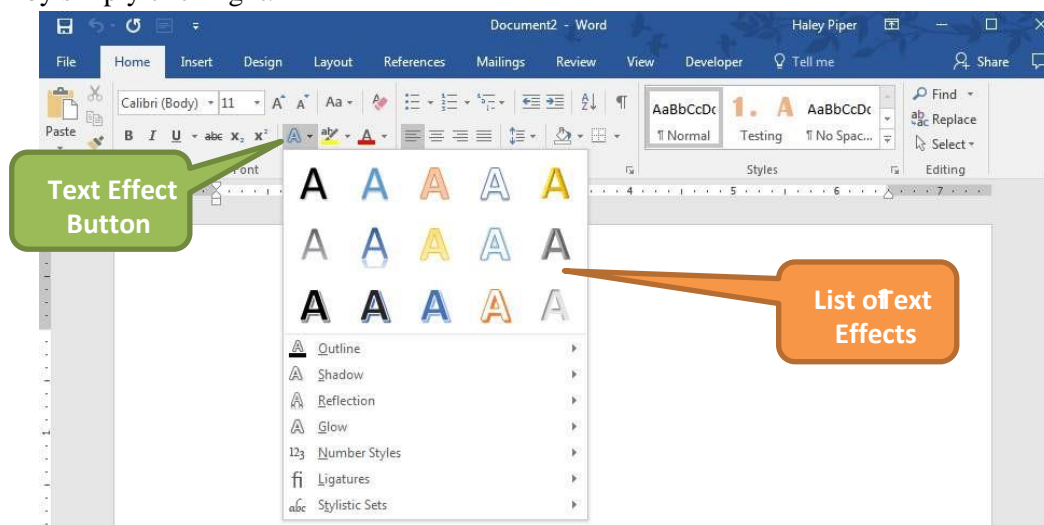
If you click at the left portion of the **Text Highlight Color** button, the already selected color will be applied to the text, so you would have to click over small triangle to display a list of colors.



Apply Text Effects:

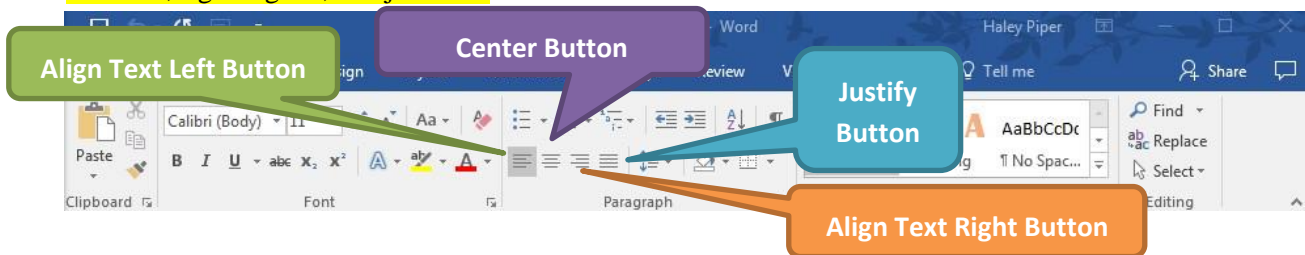
Microsoft word provides a list of text effects which will make the document look more professional. It is very simple to apply various text effects by following two steps:

- **Step 1:** Select the text that you want to apply an effect to. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Text Effect button to display a list of effects including shadow, outline, glow, reflection etc. Hover your mouse over different effects and you will see the text effect will change automatically. You can select any of the text effect available by simply clicking it.



7. Text Alignments

There are four types of paragraph alignments available in Microsoft Word; **left-aligned, centered, rightaligned, and justified.**



Left Aligned Text:

A paragraph's text is left aligned if it is aligned with left margin.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Align Text Left** button or simply press **<Ctrl> + L**.

Center Aligned Text:

A paragraph's text is center aligned if it is in the center of the left and right margins.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Center** button available on Home tab or simply press **<Ctrl> + E**.

Right Aligned Text:

A paragraph's text is right aligned if it is aligned with right margin.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Align Text Right** button available on Home tab or simply press <Ctrl> + R.

Justify Aligned Text:

A paragraph's text is justified if it is aligned with both left and right margins.

- **Step 1:** Click anywhere on the paragraph you want to align and click the **Justify** button available on Home tab or simply press <Ctrl> + J.

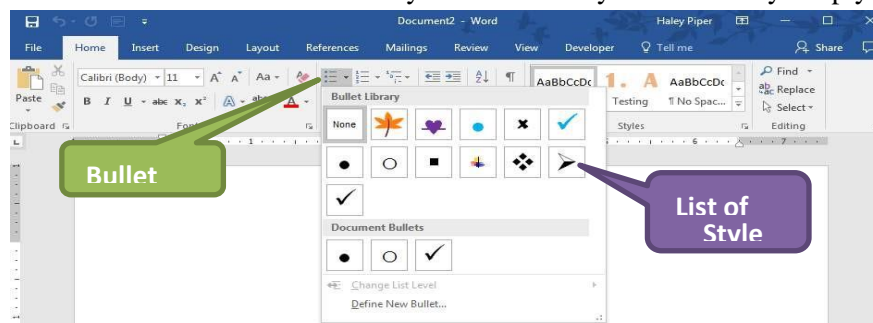
When you click the **Justify** button, it displays four options, justify, justify low, justify high and justify medium..

8. Create Bullets & Numbering

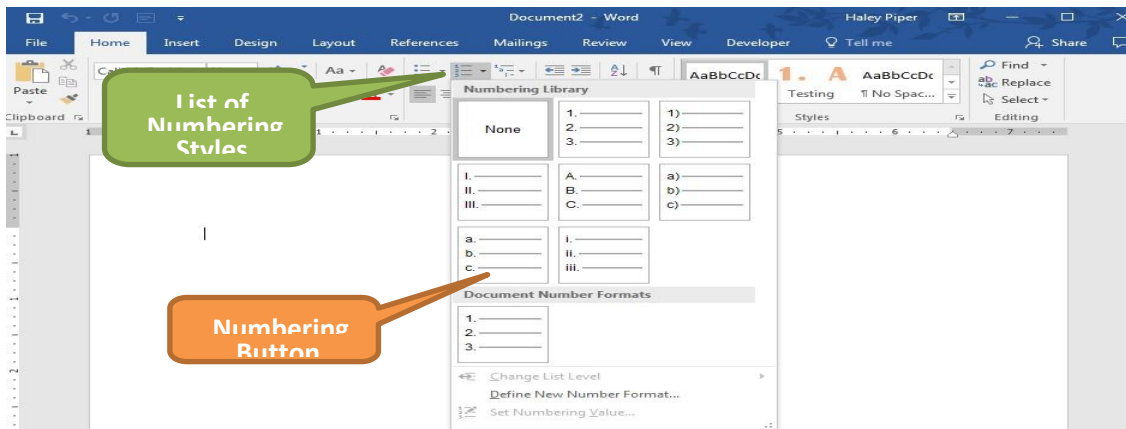
Create a List from Existing Text:

It is very simple to convert a list of lines into a bulleted or numbered list.

- **Step 1:** Select a list of text to which you want to assign bullets or numbers.
- **Step 2:** Click the **Bullet** button triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.



- **Step 3:** If you want to create a list with numbers then click the **Numbering** button triangle instead of bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering styles available by simply clicking them.

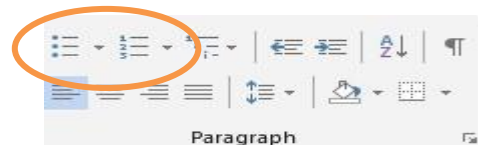


Create a List as You Type:

- **Step 1:** Type *, and then either press the **SPACEBAR** or press **TAB** key, then type the rest of what you want in the first item of the bulleted list.
- **Step 2:** When you are done with typing, press **Enter** to add the item in the list automatically and go to the next item in the list.
- **Step 3:** Repeat Step 2 for each item.

Change the Format of a Bullet List

- **Step 1:** Click a bullet or number in the list you want to change .
- **Step 2:** On the Home tab, under Paragraph, click the drop-down arrow next to Bullets or Numbering.



- **Step 3:** Click the format you would like.

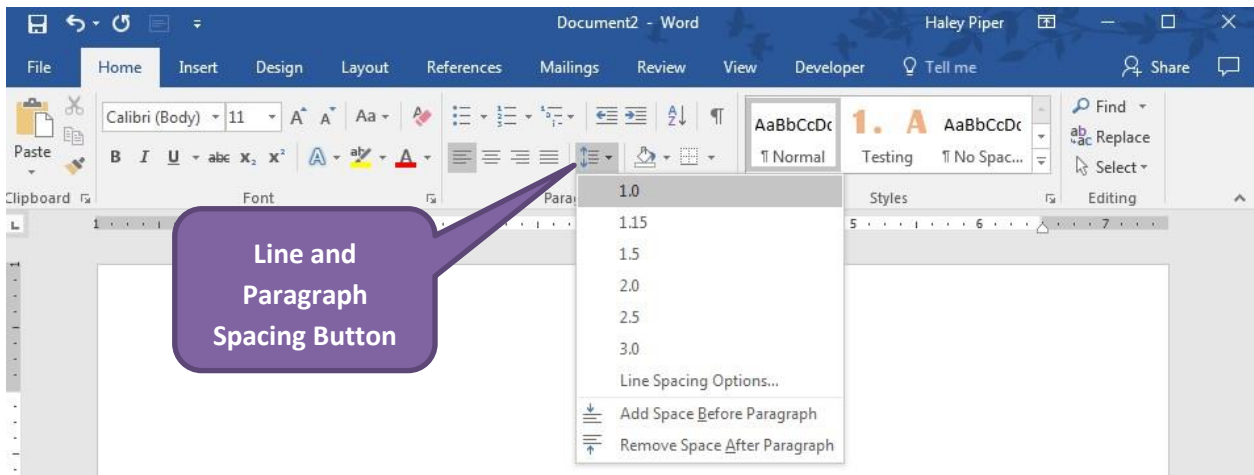
9. Set Line Spacing

Line spacing is the distance between two lines in a Microsoft Word document. You can increase or decrease this distance .

Spacing between Lines:

The following are the simple steps to adjust spacing between two lines of a document.

- **Step 1:** Select the paragraph or paragraphs for which you want to define spacing.
- **Step 2:** Click the **Line and Paragraph Spacing** button triangle to display a list of options to adjust space between the lines. You can select any of the options available by simply clicking it.

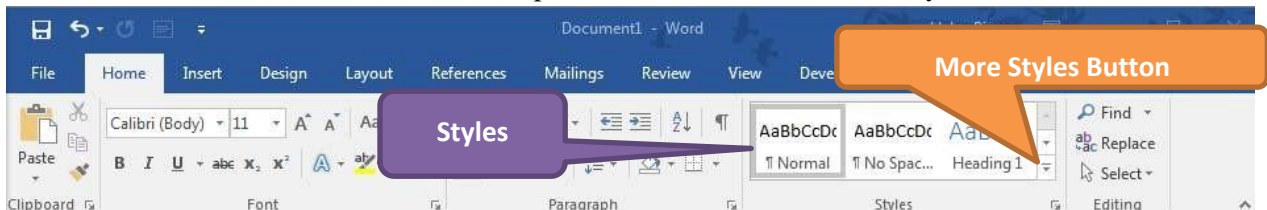


10. Styles

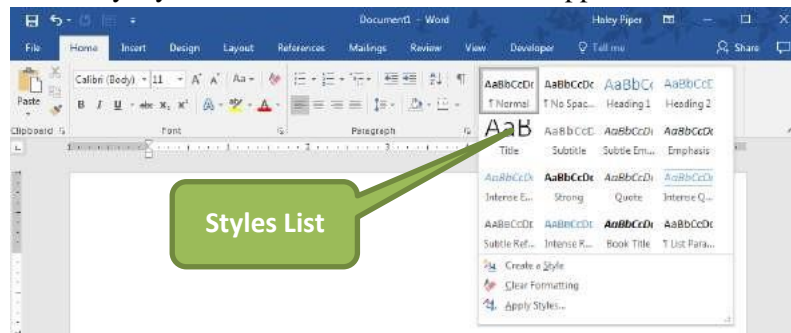
Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to format all the elements of your document at once, rather than formatting your title and headings separately.

Select a Style

- **Step 1:** Select the text that you want to format.
- **Step 2:** In the Style group on the Home tab, hover over each style to see a live preview in the document. Click the **More** drop-down arrow to see additional styles.



- **Step 3:** Select the style you desire. Now the selected text appears formatted in the style.



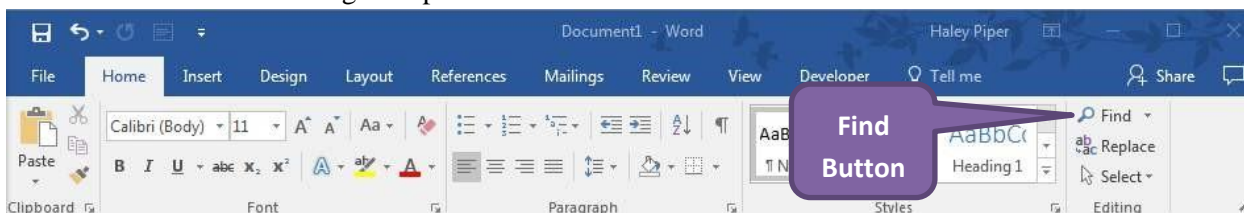
11. Find & Replace

This section will teach you how to find a word or phrase in a word document and how to replace the existing word with any other word using simple steps.

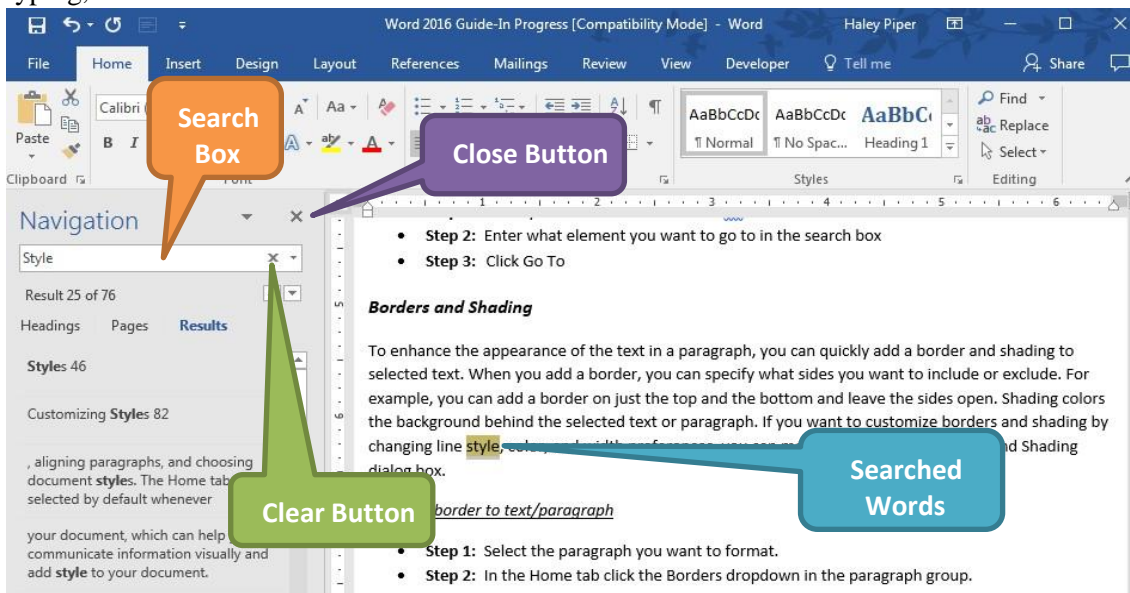
Find Command:

The Find command enables you to locate specific text in your document.

- **Step 1:** Enter your cursor anywhere in your document.
- **Step 2:** Click the **Find** option in the Editing group on the **Home** tab or press <Ctrl> + **F** to launch the Navigation pane.



- **Step 3:** Enter a word which you want to search in the search box, as soon as you finish typing,

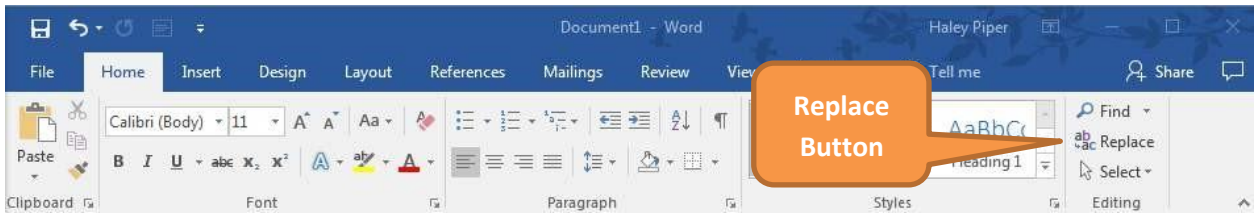


- **Step 4:** You can click the **Clear** button (X) to clear the search and results and perform another search.
- **Step 5:** You can use further options while searching for a word. Click the option and then click **Options**. You can select options like match case to perform case sensitive search.
- **Step 6:** Finally, if you are done with the searching operation, you can click the close button (X) to close the Navigation Pane.

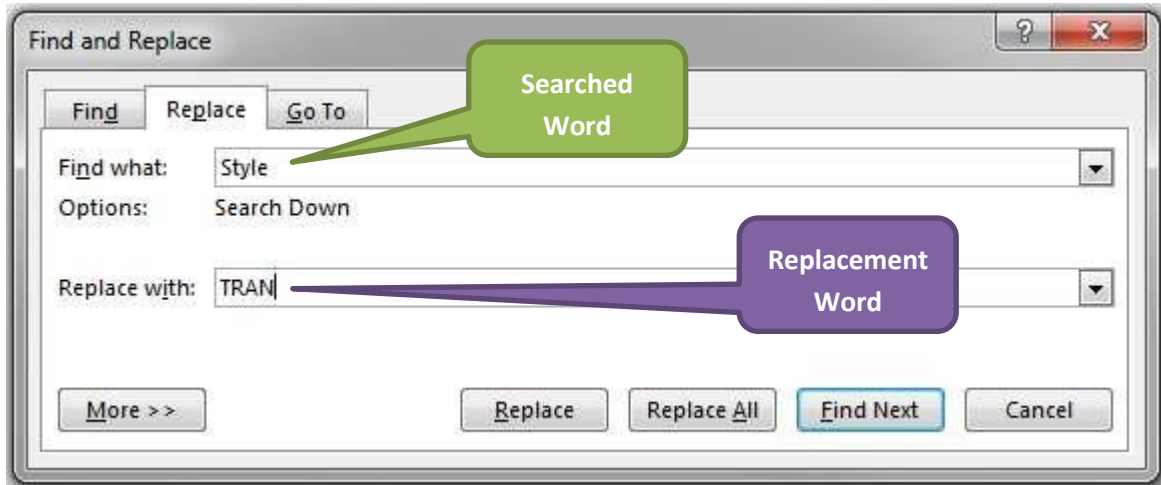
Find & Replace Operation:

This section will teach you how to replace an existing word in your document.

- **Step 1:** Click the **Replace** option in the Editing group on the **Home** tab or press <Ctrl> + **H** to launch the **Find and Replace** dialog box.



- **Step 2:** Type a word which you want to search and a word you would like to replace it with in the Find and Replace dialog box as follows:



- **Step 3:**
 - **Find Next:** Quickly search for every occurrence of the FIND WHAT input before replacing, when occurrence found, click REPLACE to replace that occurrence
 - **Replace:** This selection will automatically replace text for the next occurrence of the

FIND WHAT input o **Replace All:** This will quickly replace all versions for the FIND WHAT input. The problem you may run into with the feature is that it is replacing that text string, not just occurrences of the word. So, if you are replacing “xxx” with “yyy”, but you have the word “xxxa” in your document, then it will also be changed to “yyya”. Fortunately, there

is a way to prevent this, by using the REPLACE option and finding each occurrence individually.

If you choose REPLACE ALL, you will receive an end message, showing the number of replacements made.



- **Step 4:** Click OK or Cancel to end.