



Using Word 2016: A Quick Guide

Compiled by: MMM | <https://www.facebook.com/marites.m.magalanes/>

GETTING STARTED WITH WORD 2016

CREATING A NEW DOCUMENT & THE DOCUMENT GALLERY

1. **Open** Word 2016
2. Click on **Blank Document** or click on the **select a pre-designed template** from the displayed gallery. *Note the option to select from a category of templates above or even search for an existing template.*

THE OFFICE RIBBON CONCEPTS

1. The Office Ribbon is organized in tabs grouped in a particular order.
2. *New tabs (**Contextual Tools**) show up depending on the task.*
3. Commands are organized in logical groups under each tab called groupings. Each grouping can be expanded by clicking on the  icon.
4. Some icons have drop down arrows  next to them for more options.
5. **Quick Access Toolbar** (the top left) to add commonly used commands.
6. **General Options** for the application are located under **File / Options**
7. **Using Smart Searching:** *Tell me what you want to do*

FORMATTING A DOCUMENT

1. Open Word 2016 and start a new document. After typing something, select the text. Note the **Mini Toolbar** that shows up for convenience and pick an option.
2. Use the formatting options under the Font or Paragraph grouping. **Tip.** *Hold the mouse on icons to learn more what each icon does.*
3. Apply text formatting styles and other styles as outlined below.

APPLYING STYLES TO TEXT

Tip: Styles are a powerful tool in Word. They are preformatted text or preformatted designs that can be applied to text, images or other components in a document to save time and provide consistency throughout the document.

Microsoft Word 20help Guide

AN Whitehead



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Reviewing **Microsoft Word 20help Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Microsoft Word 20help Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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