



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.

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Wolfgang Guggemos



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Table of Contents Microsoft Word 20help Guide

1. Understanding the eBook Microsoft Word 20help Guide
 - The Rise of Digital Reading Microsoft Word 20help Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 20help Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 20help Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 20help Guide
 - Personalized Recommendations
 - Microsoft Word 20help Guide User Reviews and Ratings
 - Microsoft Word 20help Guide and Bestseller Lists

5. Accessing Microsoft Word 20help Guide Free and Paid eBooks
 - Microsoft Word 20help Guide Public Domain eBooks
 - Microsoft Word 20help Guide eBook Subscription Services
 - Microsoft Word 20help Guide Budget-Friendly Options
6. Navigating Microsoft Word 20help Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 20help Guide Compatibility with Devices
 - Microsoft Word 20help Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 20help Guide
 - Highlighting and Note-Taking Microsoft Word 20help Guide
 - Interactive Elements Microsoft Word 20help Guide
8. Staying Engaged with Microsoft Word 20help Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 20help Guide
9. Balancing eBooks and Physical Books Microsoft Word 20help Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 20help Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 20help Guide
 - Setting Reading Goals Microsoft Word 20help Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 20help Guide
 - Fact-Checking eBook Content of Microsoft Word 20help Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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