



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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**Saroj Kaushik,Daya Gupta,Latika
Kharb,Deepak Chahal**



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