



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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The Top Books of the Year Microsoft Word 20help Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have captivated audiences this year. Microsoft Word 20help Guide : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Microsoft Word 20help Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft Word 20help Guide : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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