GETTING STARTED WITH WORD 2016

CREATING A NEW DOCUMENT & THE DOCUMENT GALLERY

- Open Word 2016
- Click on Blank Document or click on the select a predesigned 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

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

FORMATTING A DOCUMENT

- 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.
- Use the formatting options under the Font or Paragraph grouping. Tip. Hold the mouse on icons to learn more what each icon does.
- 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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JA Banks

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