

MICROSOFT WORD TUTORIAL

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This training work best when you (learner) practice with computers as you learn. Because differences between computer operating systems can greatly affect your learning experience, it is recommended that all learners use computers with the same operating system, preferably Windows 10 OS. However, which operating system you choose to use matters less than the consistent. Likewise, MS Word 2016 is used for this tutorial.

Word 2016



Word 2016 is the word processing application in the Microsoft Office 2016 suite. Learn how to use Word 2016's powerful tools for creating professional and eye-catching documents both for print and online sharing in this tutorial. The outlines of the subtopics discussed in this tutorial are mapped below. Click on the outline to access the online version of each subtopic (optional)

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Word 2016

Getting Started with Word

Introduction

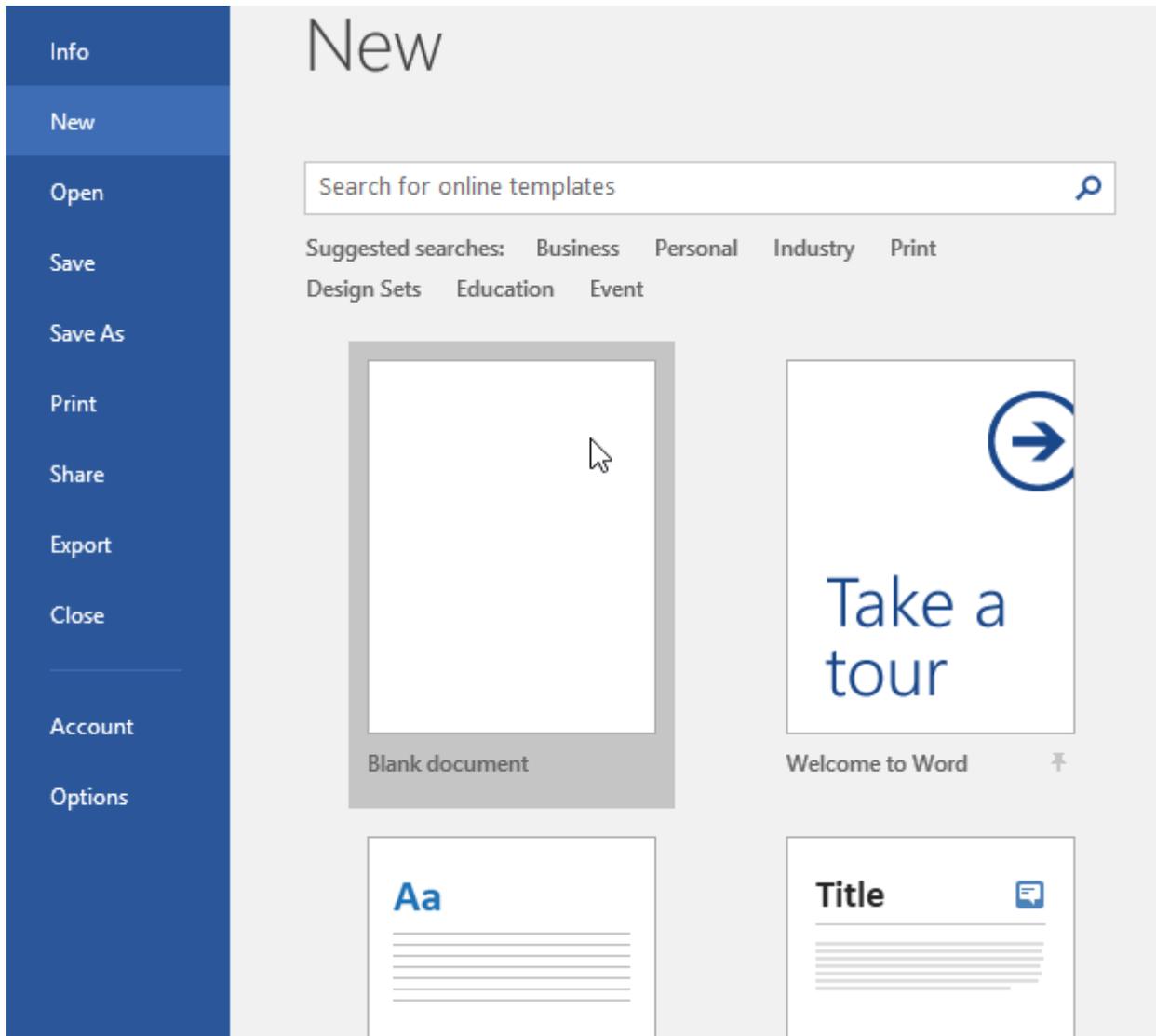
Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Getting to know Word 2016

Word 2016 is similar to Word 2013 and Word 2010. If you've previously used either version, then Word 2016 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word 2016 interface**.

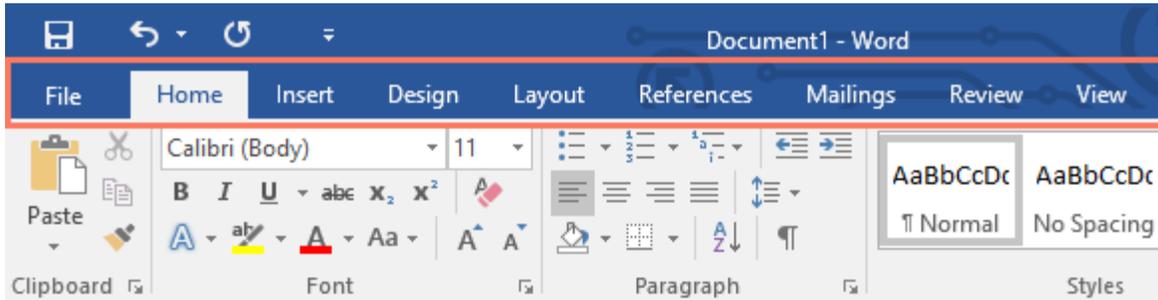
The Word interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.

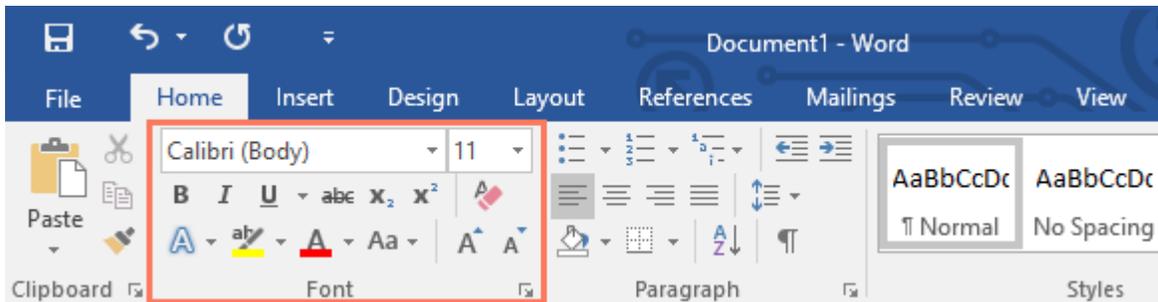


Click the buttons in the interactive below to learn more about the Word interface:

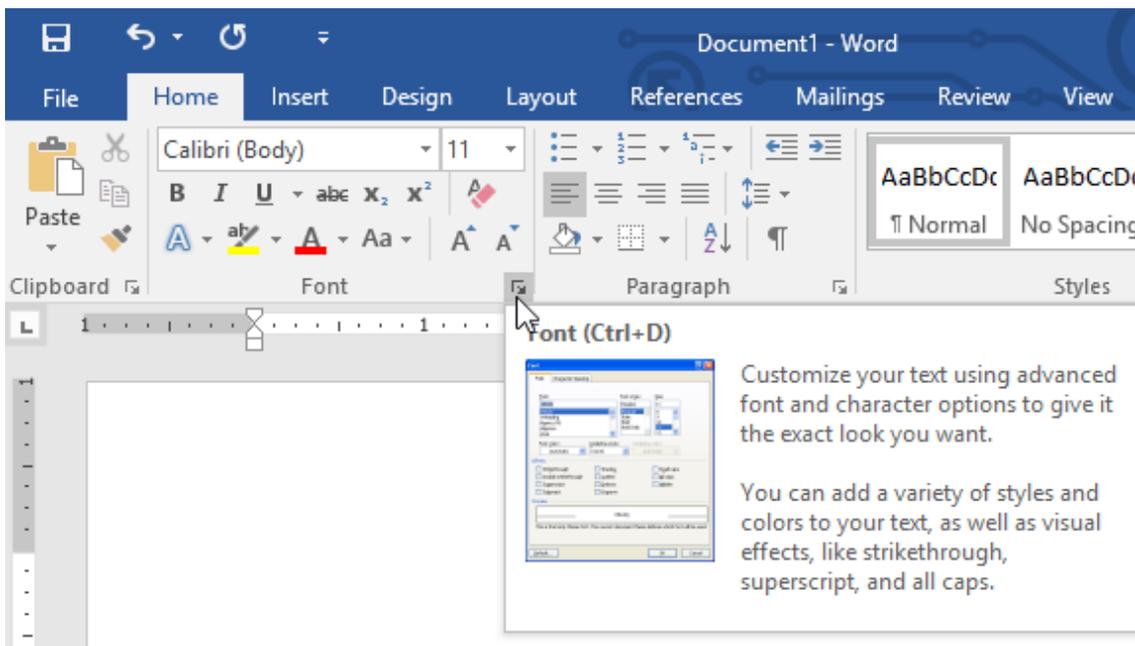
Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiplertabs**, which you can find near the top of the Word window.



Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

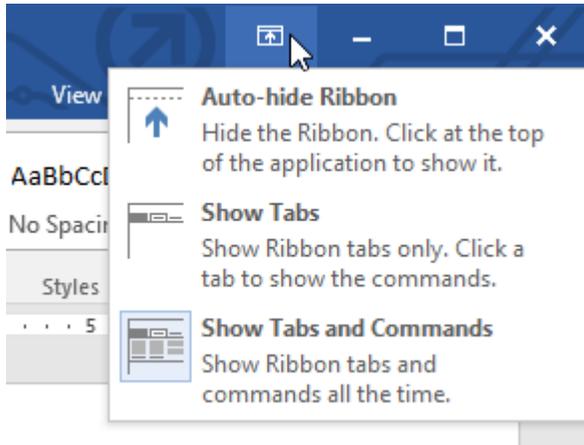


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

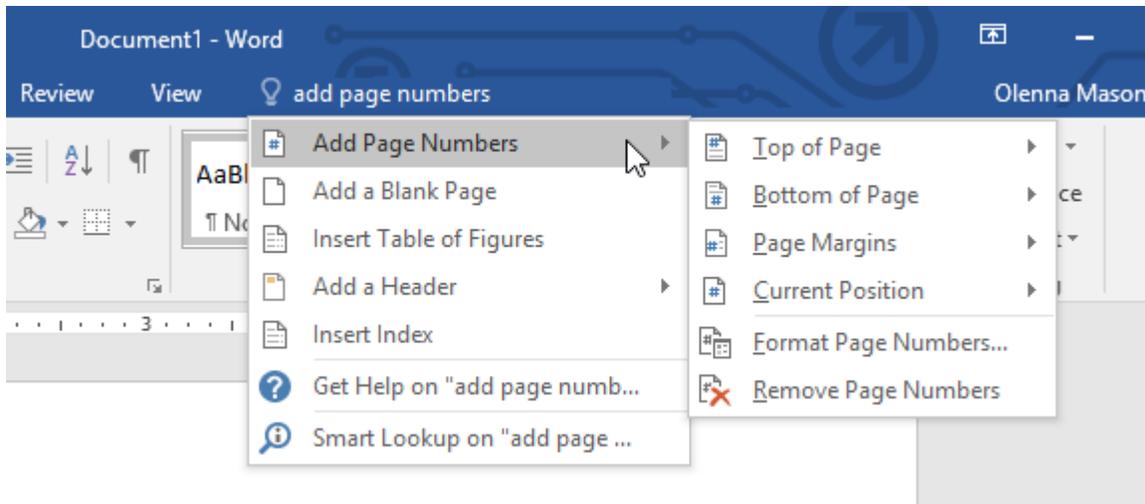


- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

To learn how to add **custom tabs** and **commands** to the Ribbon, review our Extra on [Customizing the Ribbon](#).

Using the Tell me feature

If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.



The Quick Access Toolbar

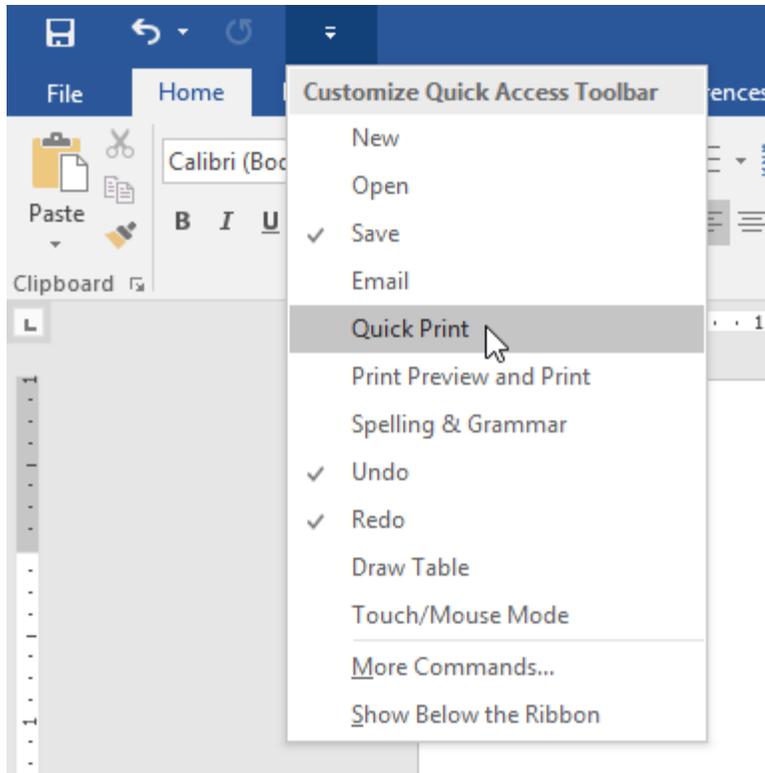
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



2. Select the **command** you want to add from the menu.



3. The command will be **added** to the Quick Access Toolbar.

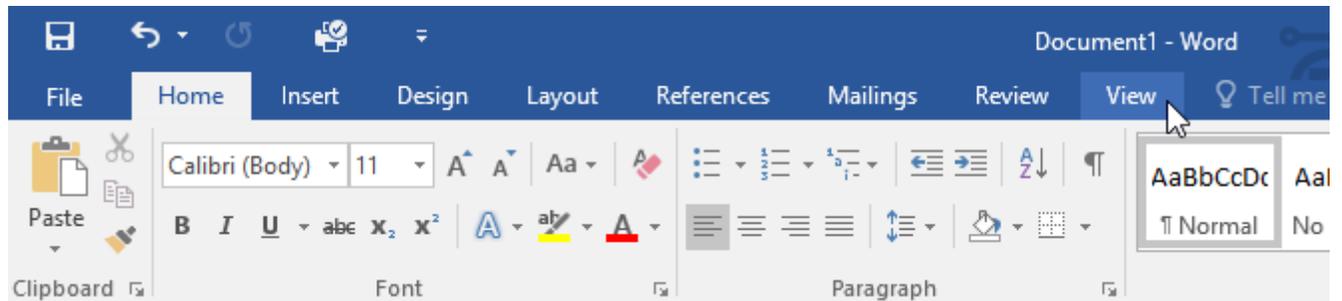


The Ruler

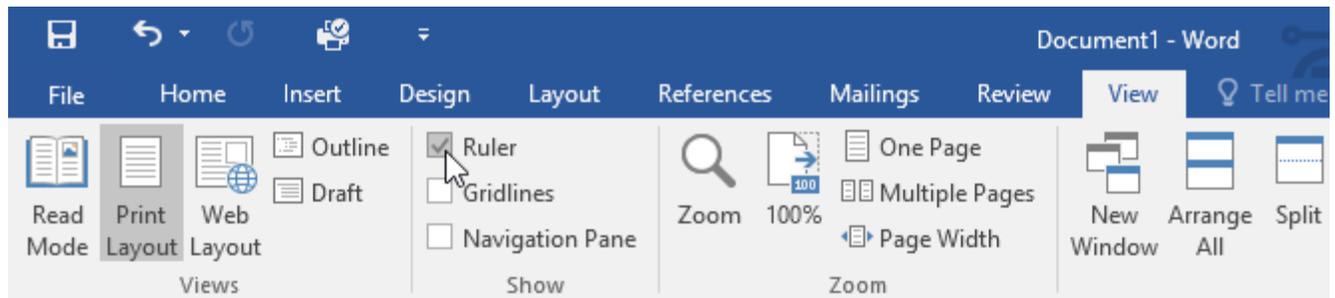
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

1. Click the **View** tab.



2. Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.

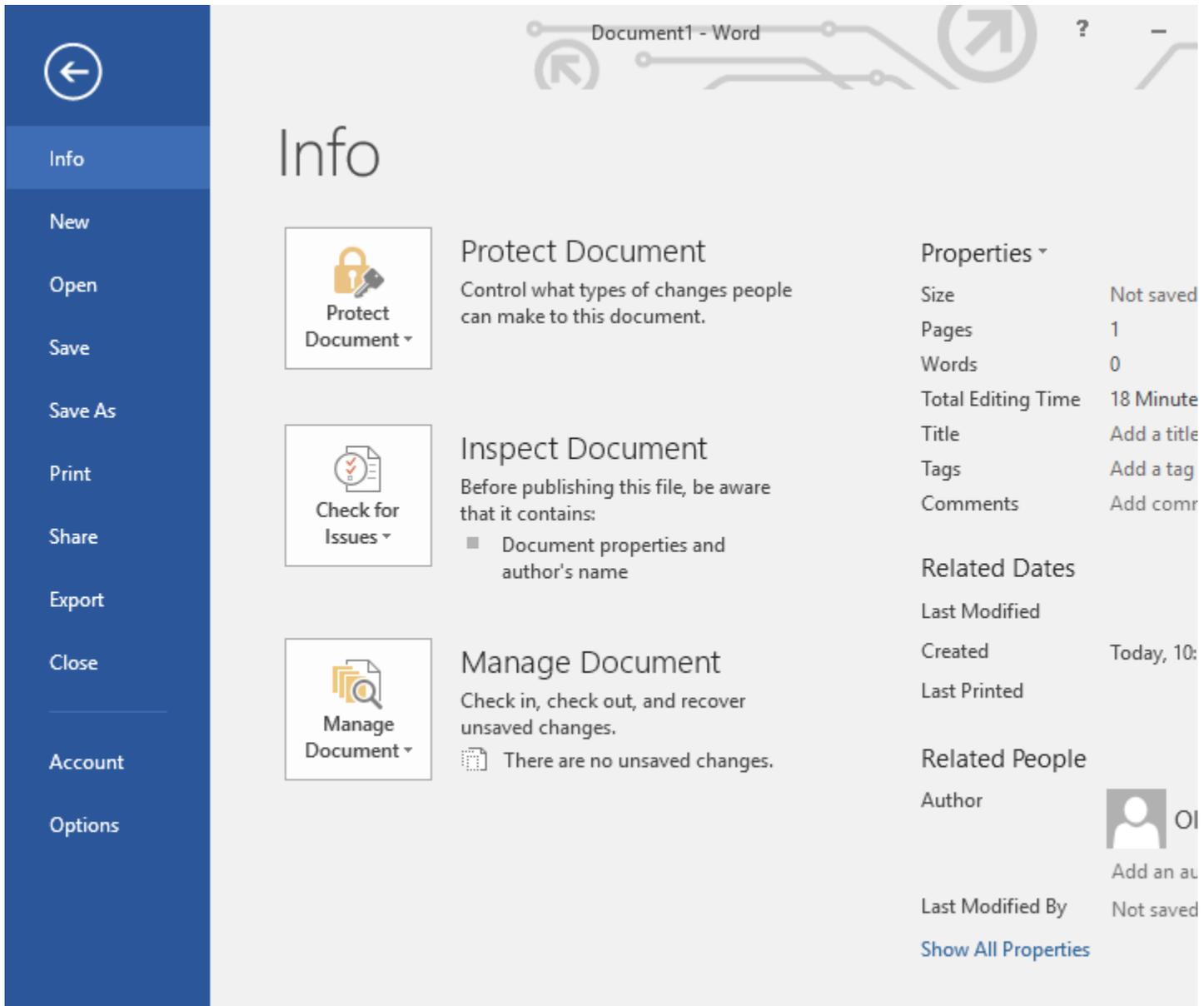


Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.



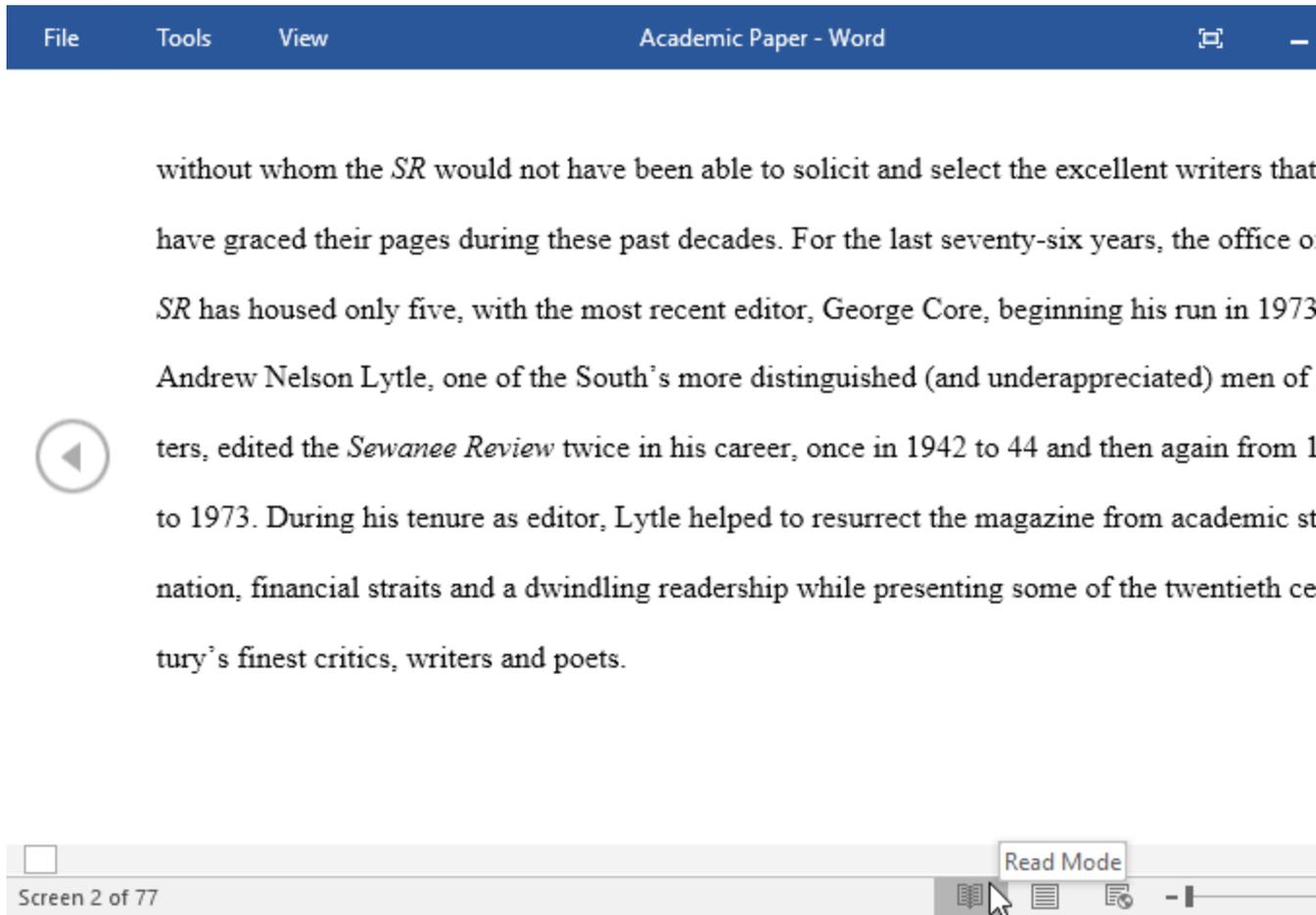
Document views and zooming

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

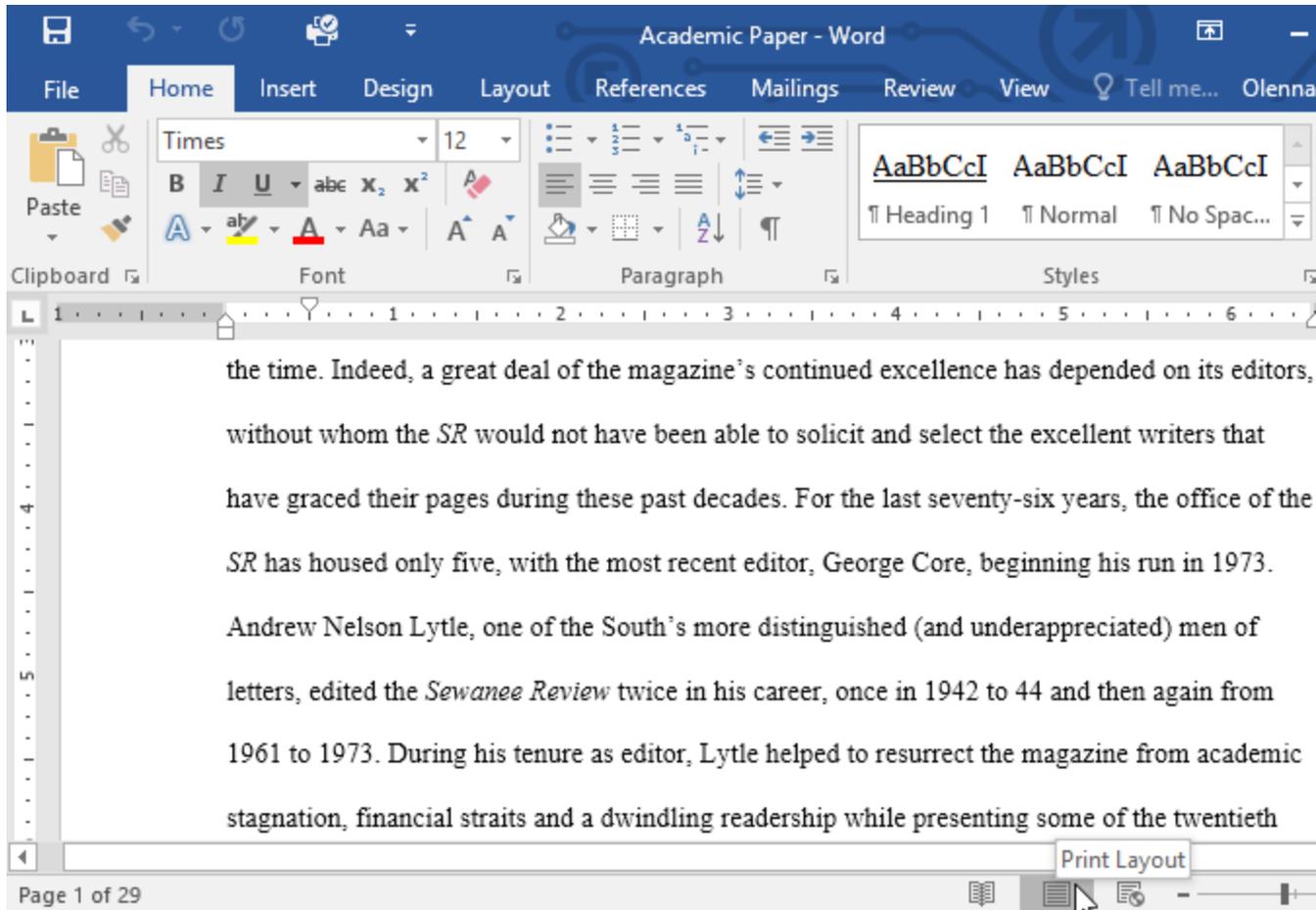
Switching document views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

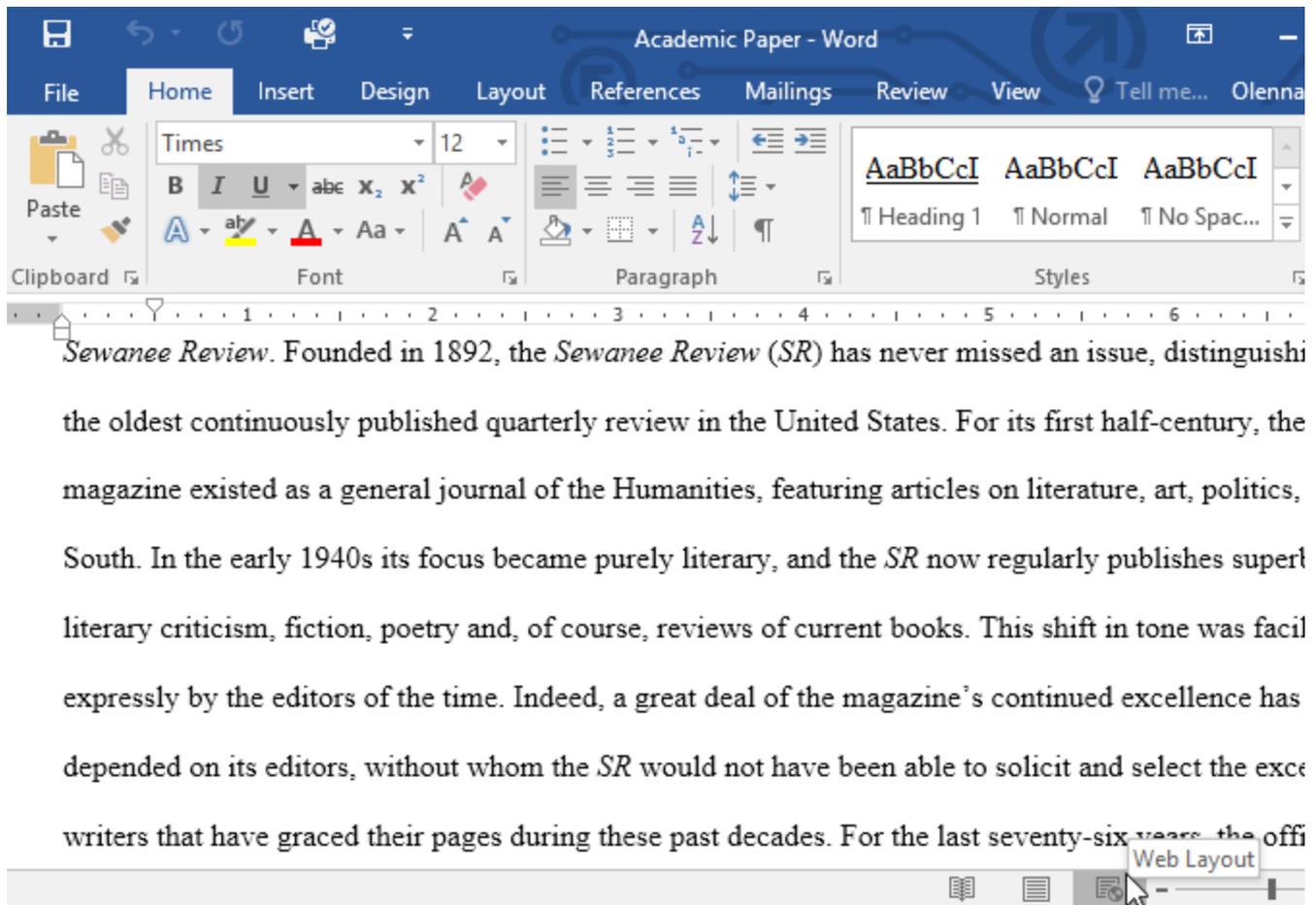
- **Read Mode:** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.



- **Print Layout:** This is the default document view in Word. It shows what the document will look like on the printed page.



- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.



Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the + or - **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

rs of the time. Indeed, a great deal of the magazine's

ed on its editors, without whom the *SR* would not have

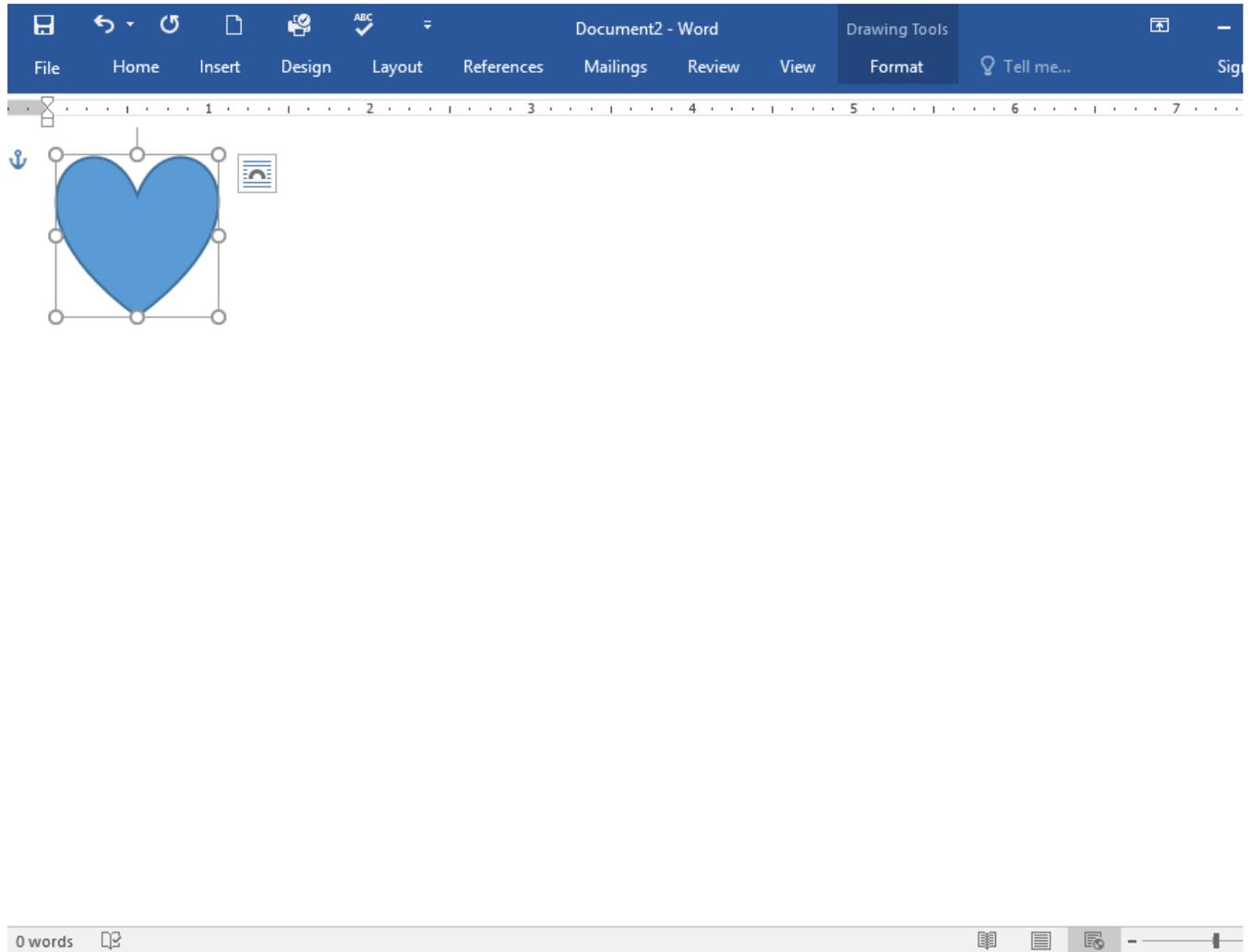
: excellent writers that have graced their pages during



Challenge!

1. Open **Word 2016**, and create a **blank document**.
2. Change the **Ribbon Display Options** to **Show Tabs**.

- Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar**.
- In the **Tell me bar**, type **Shape** and press **Enter**.
- Choose a shape from the menu, and double-click somewhere on your document.
- Show the **Ruler** if it is not already visible.
- Zoom** the document to 120%.
- Change the **Document view** to **Web Layout**.
- When you're finished, your document should look something like this:



- Change the **Ribbon Display Options** back to **Show Tabs and Commands**, and change the **Document View** back to **Print Layout**.



Word 2016

Understanding OneDrive

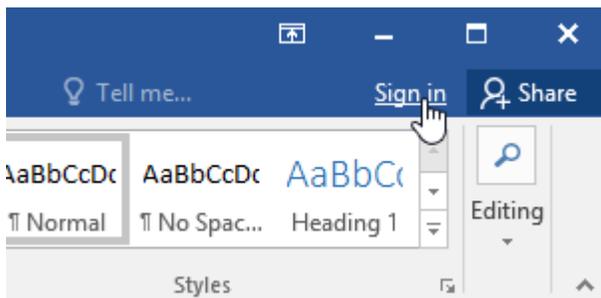
Introduction

Many of the features in Office are geared toward saving and sharing files online. **OneDrive** is Microsoft's online storage space that you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free **Microsoft account**, if you don't already have one.

If you don't already have a Microsoft account, you can go to the [Creating a Microsoft Account](#) lesson in our Microsoft Account tutorial.

Once you have a Microsoft account, you'll be able to sign in to Office. Just click **Sign in** in the upper-right corner of the Word window.



Benefits of using OneDrive

Once you're signed in to your Microsoft account, here are a few of the things you'll be able to do with OneDrive:

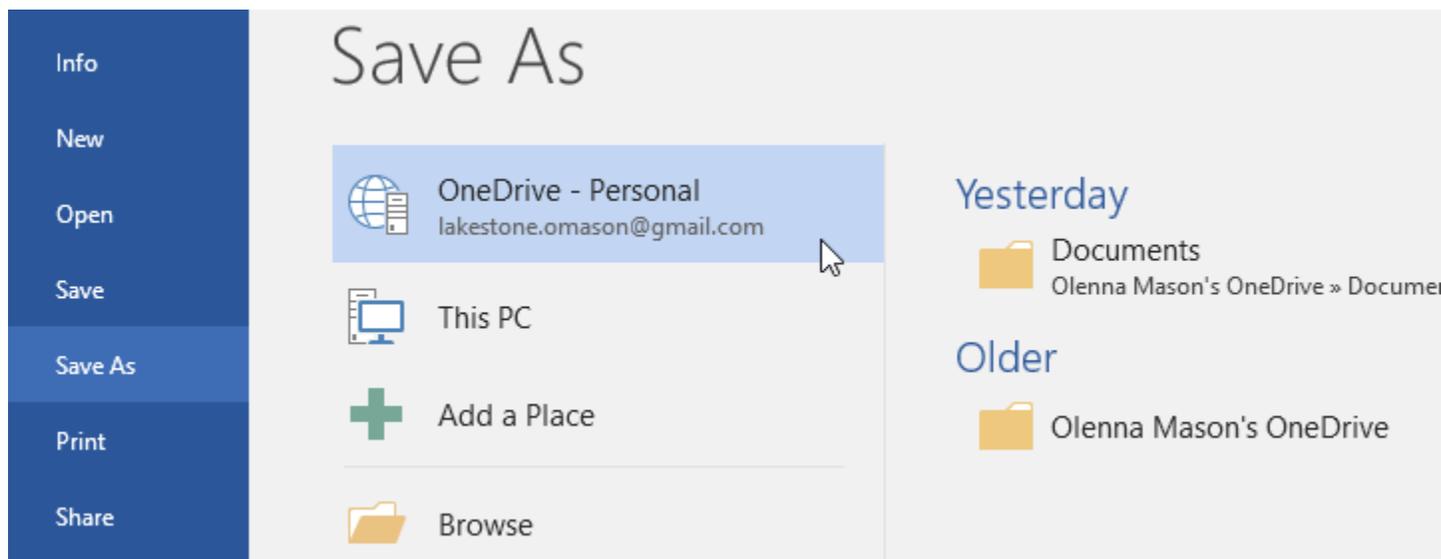
- **Access your files anywhere:** When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.

- **Back up your files:** Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.
- **Share files:** It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (also known as co-authoring).

Saving and opening files

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click **Save As**, you can select either OneDrive or This PC as the save location.





Word 2016

Creating and Opening Documents

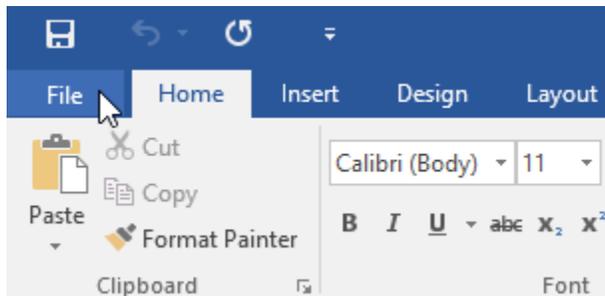
Introduction

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

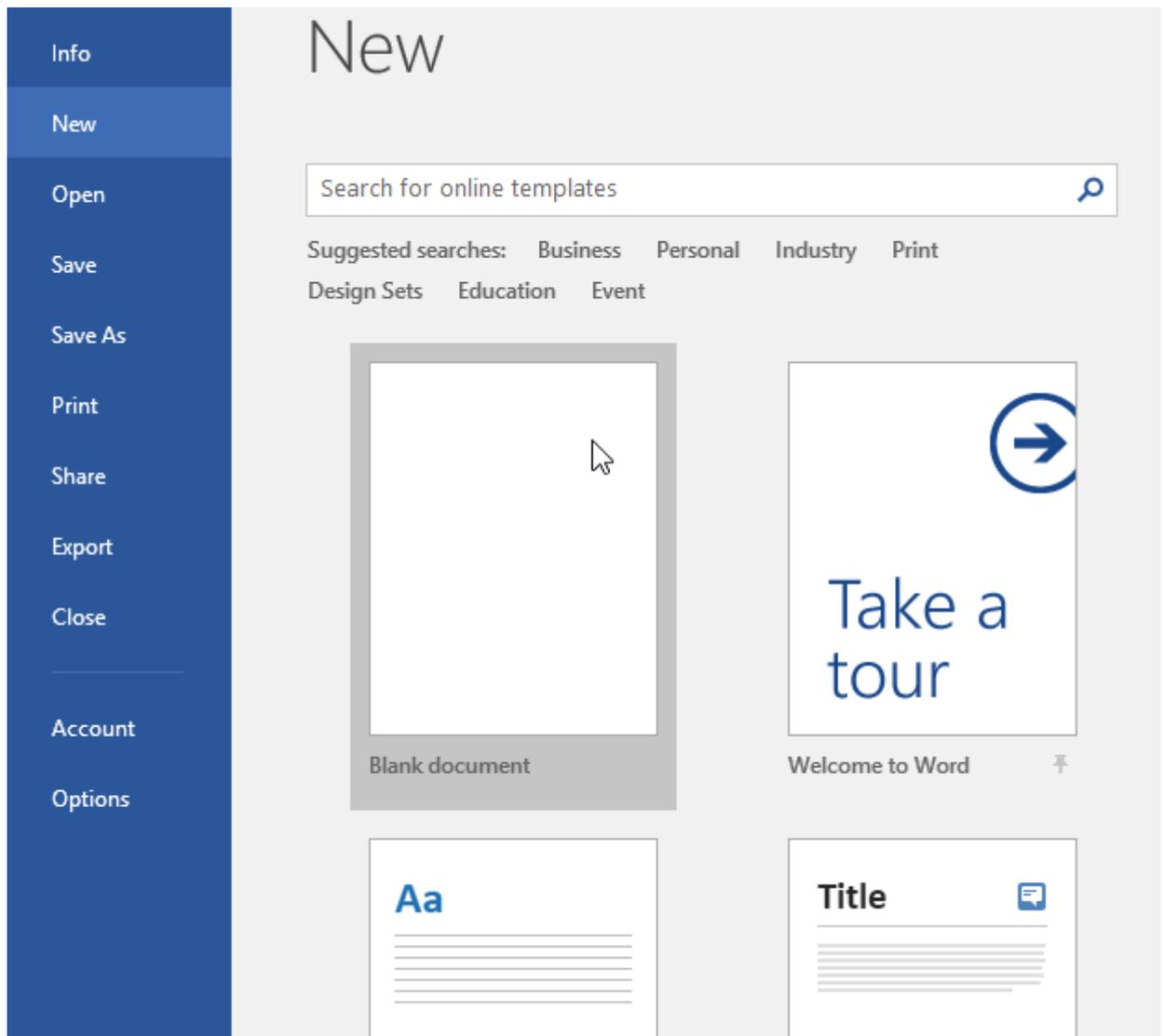
To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

1. Select the **File** tab to access **Backstage view**.



2. Select **New**, then click **Blank document**.

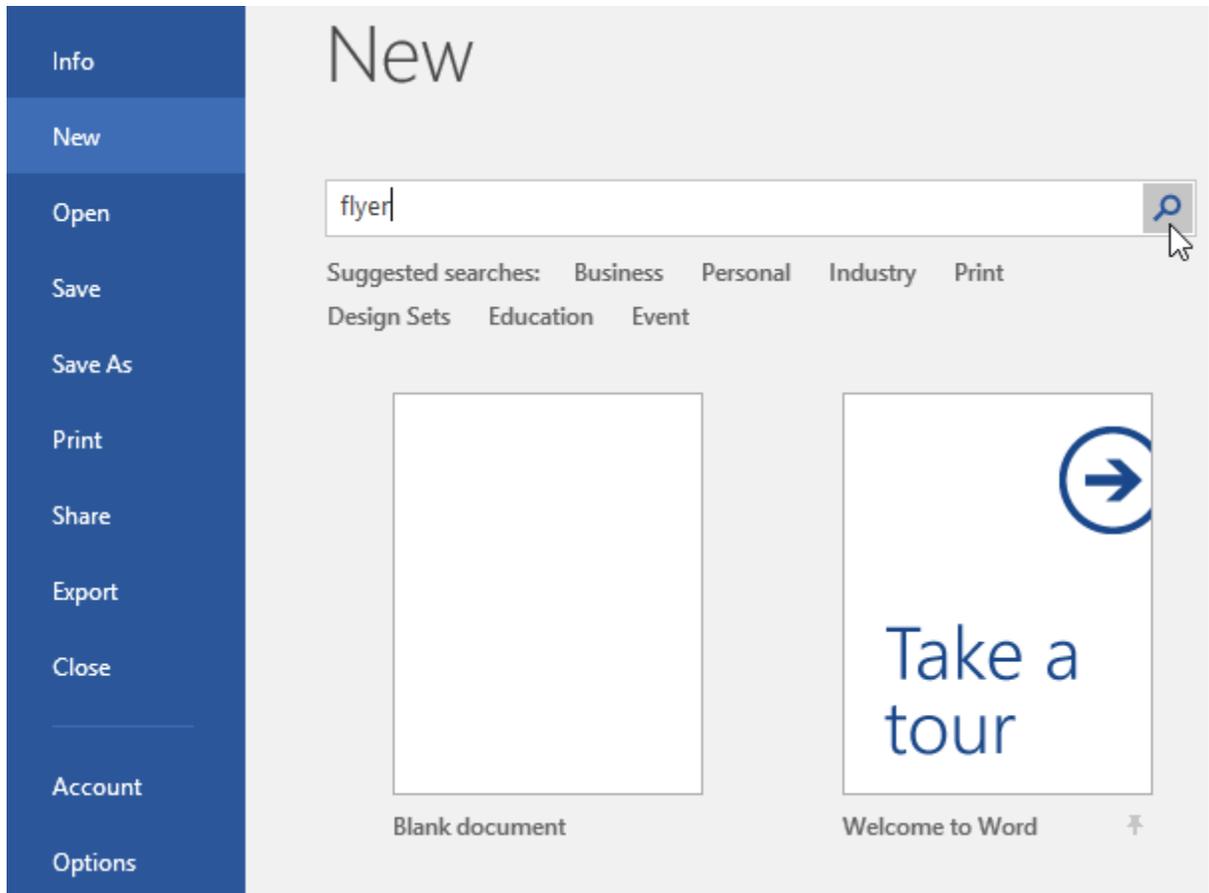


3. A new blank document will appear.

To create a new document from a template:

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.



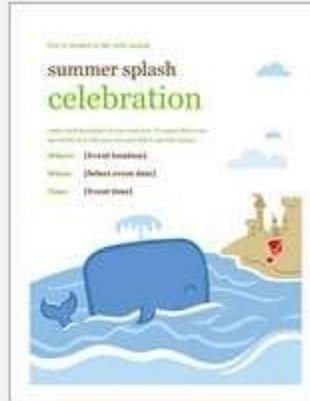
3. When you find something you like, select a template to preview it.

Home

flyer



Seasonal event flyer



Summer event flyer



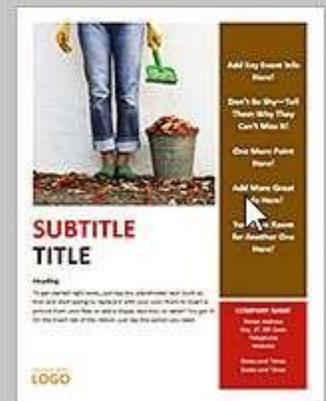
Fall flyer



Seasonal event flyer (spr...



Seasonal event flyer (wi...



Seasonal event flyer (au...

4. A **preview** of the template will appear. Click **Create** to use the selected template.



Seasonal event flyer (autumn)

Provided by: Microsoft Corporation

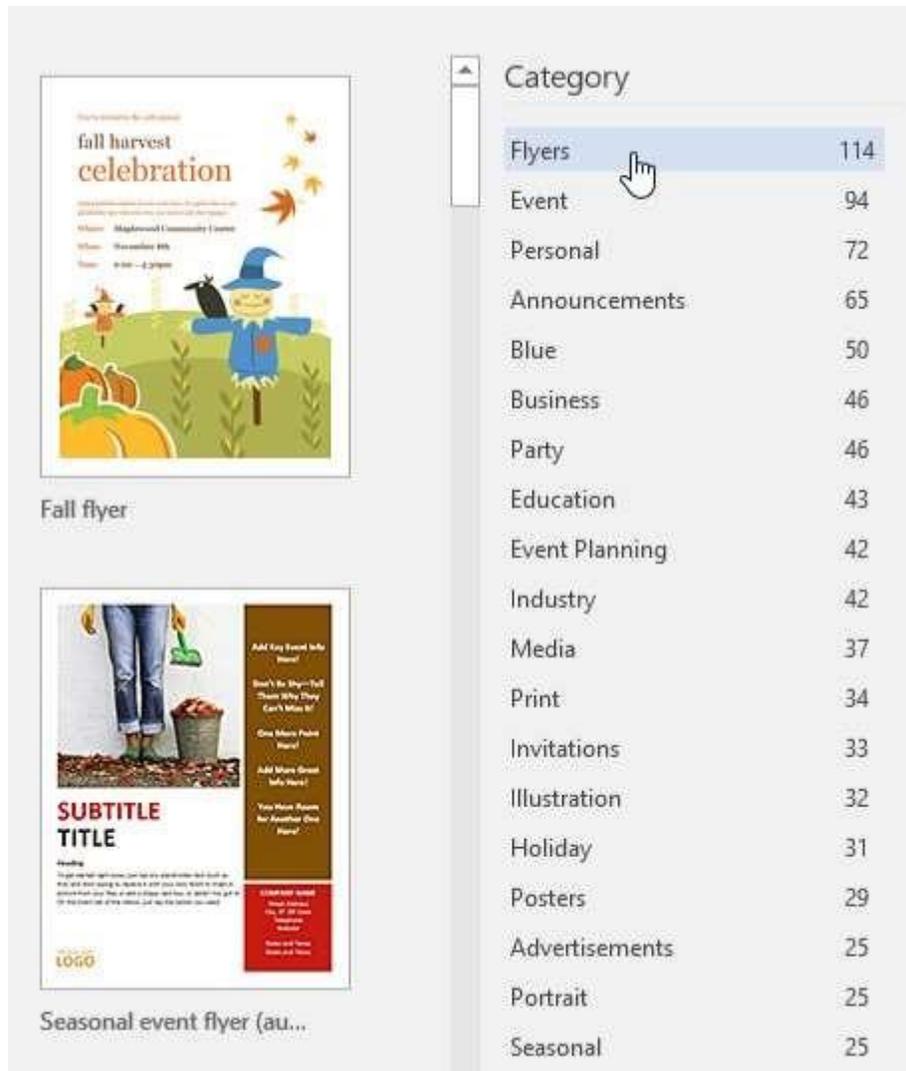
Announce your company event with this seasonal event flyer with a color block design. Customize the look by replacing the photo with your own, or use this template as is by simply filling in your information. Find similar flyers for other seasons by clicking the See Also link.

Download size: 803 KB



5. A new document will appear with the **selected template**.

You can also browse templates by category after performing a search.



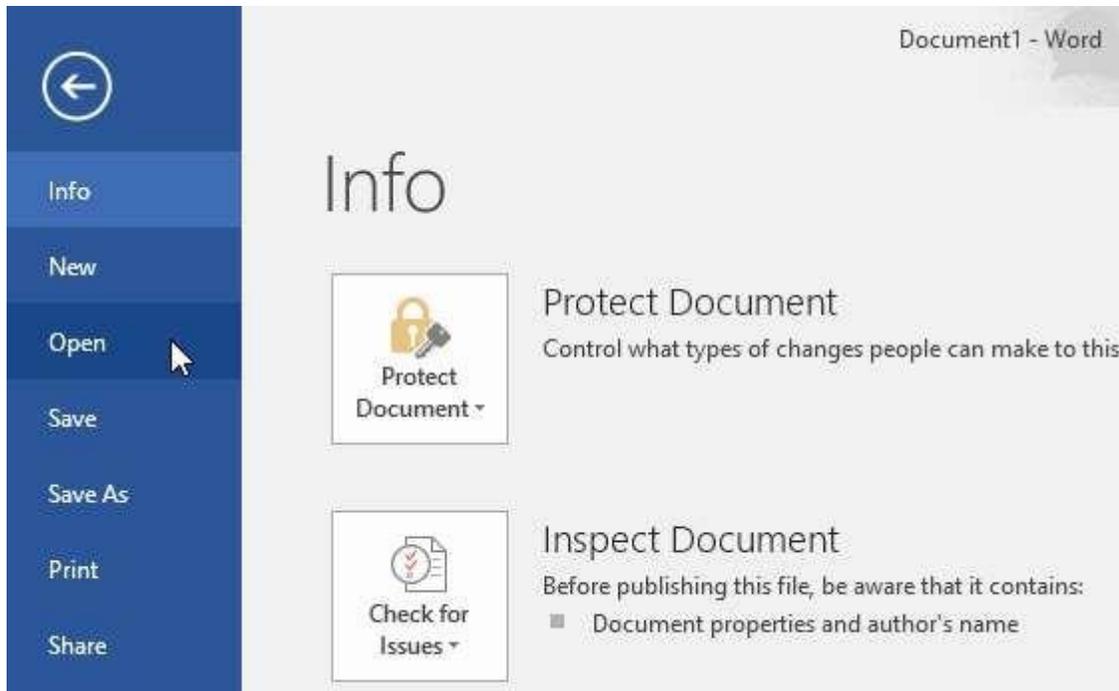
The screenshot shows a design tool interface. On the left, there are two flyer templates. The top one is titled 'fall harvest celebration' and features a scarecrow and pumpkins. The bottom one is titled 'Seasonal event flyer (au...' and features a person raking leaves. On the right, there is a 'Category' dropdown menu with a list of categories and their respective counts. A mouse cursor is hovering over the 'Flyers' category.

Category	Count
Flyers	114
Event	94
Personal	72
Announcements	65
Blue	50
Business	46
Party	46
Education	43
Event Planning	42
Industry	42
Media	37
Print	34
Invitations	33
Illustration	32
Holiday	31
Posters	29
Advertisements	25
Portrait	25
Seasonal	25

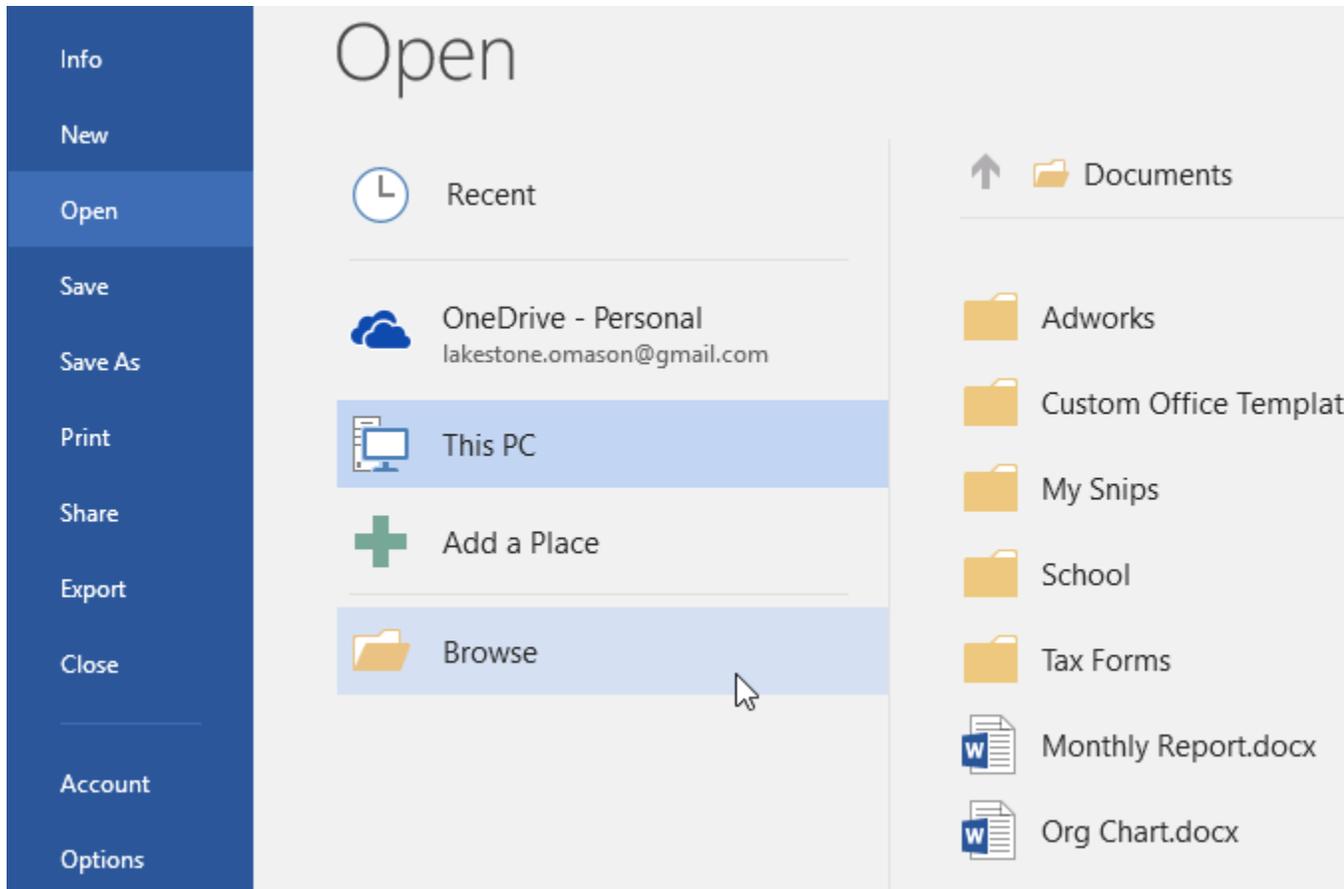
To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents, visit our lesson on [Saving and Sharing Documents](#).

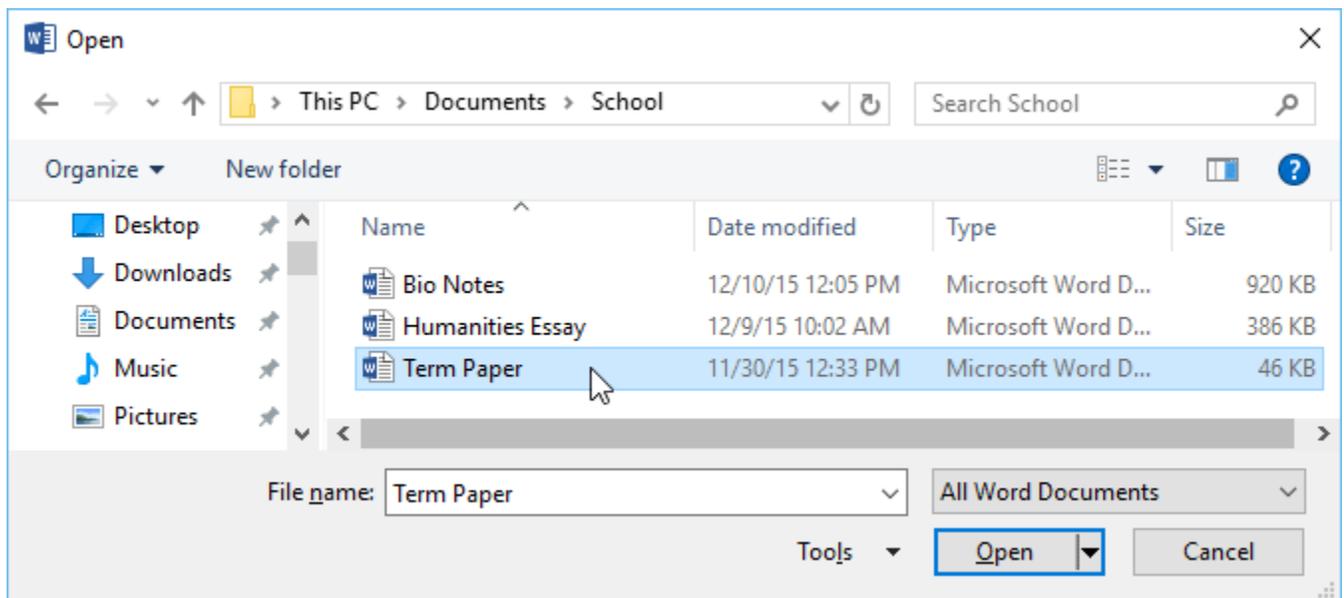
1. Navigate to **Backstage view**, then click **Open**.



2. Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.



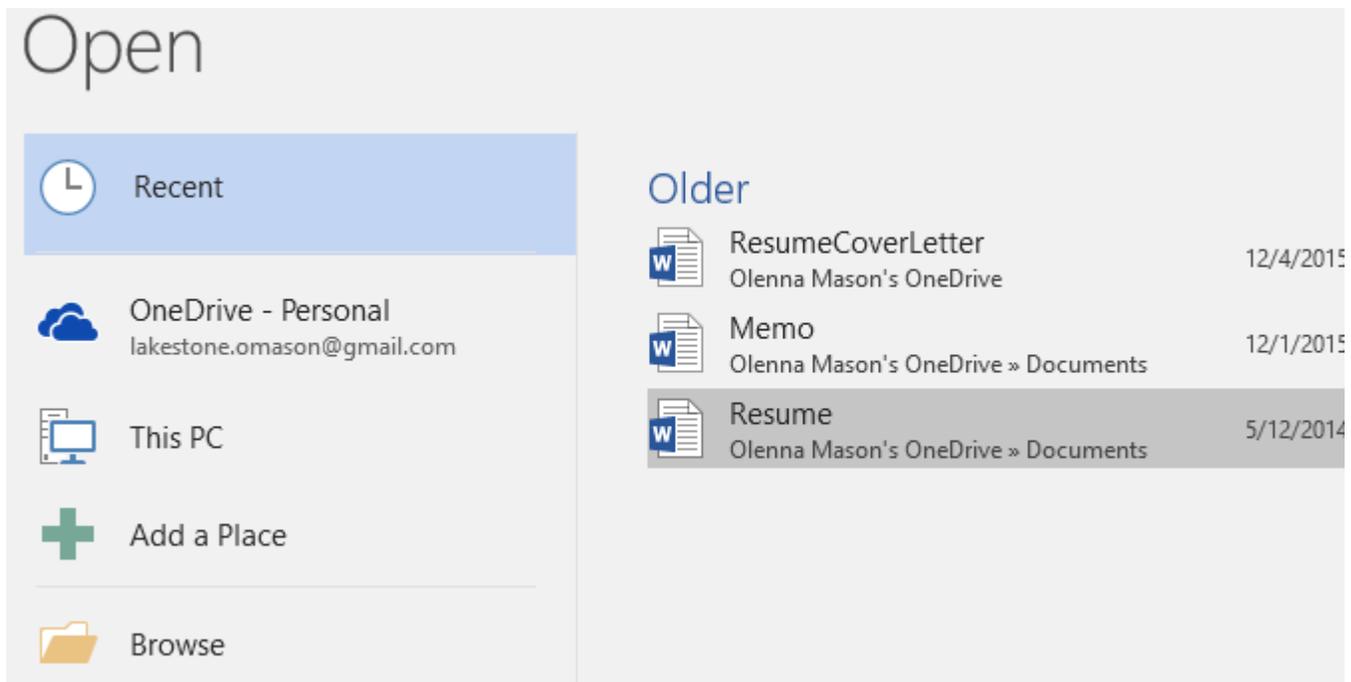
4. The selected document will appear.

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account. Review our lesson on [Understanding OneDrive](#) to learn more.

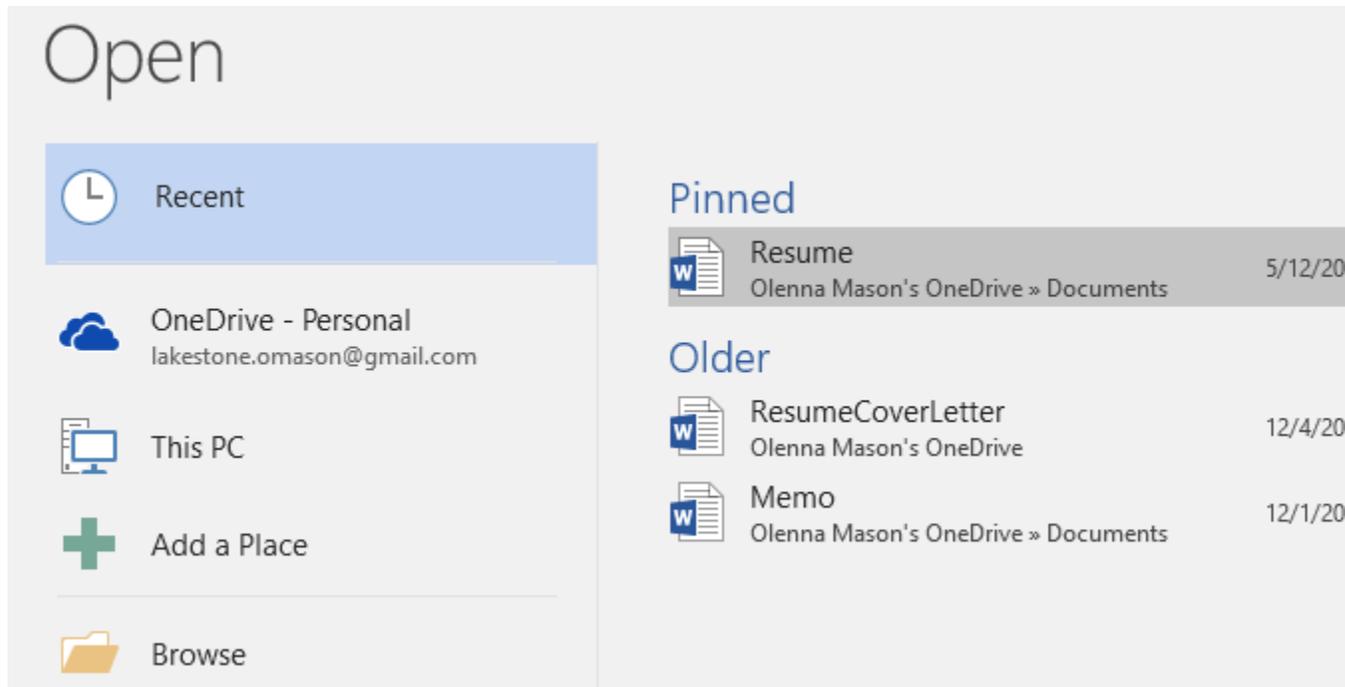
To pin a document:

If you frequently work with the **same document**, you can **pin it** to Backstage view for quick access.

1. Navigate to **Backstage view**, click **Open**, then select **Recent**.
2. A list of recently edited documents will appear. Hover the mouse over the **document** you want to pin, then click the **pushpin icon**.



3. The document will stay in Recent documents list until it is unpinned. To **unpin** a document, click the pushpin icon again.

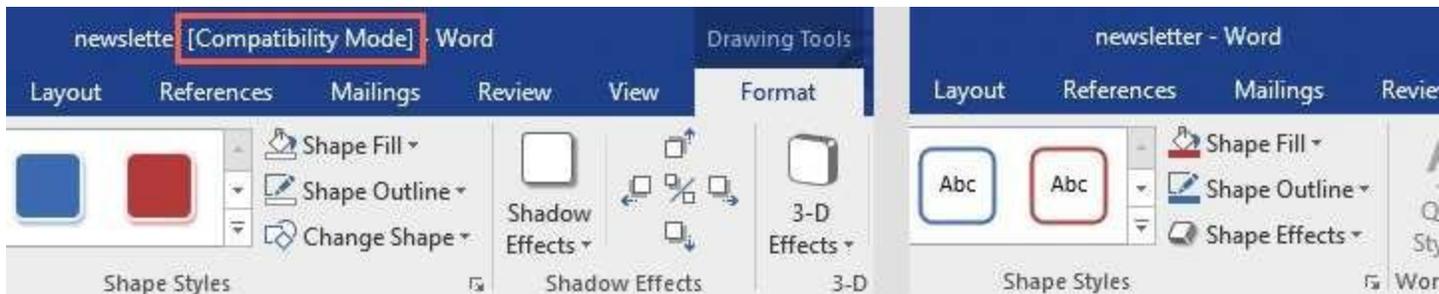


Compatibility Mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility Mode**.

Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.



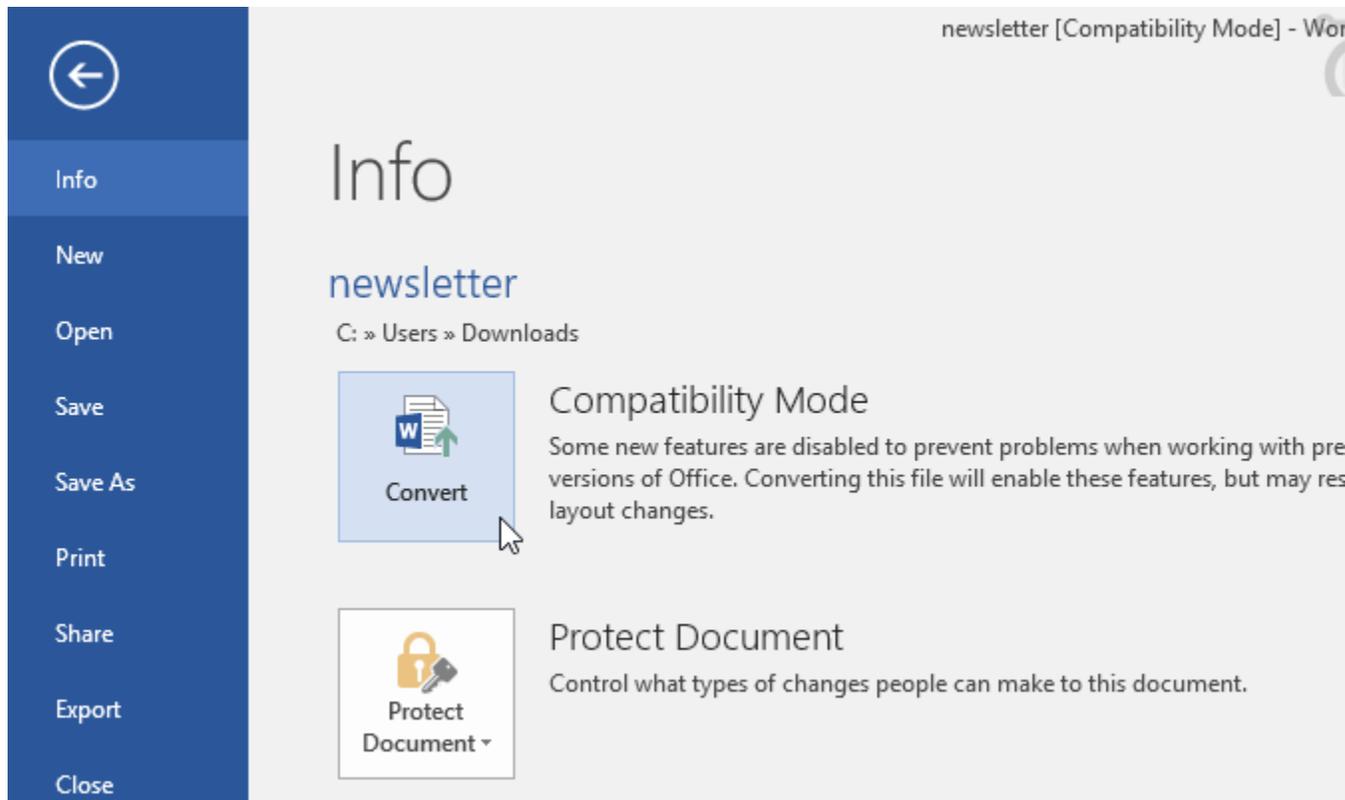
To exit Compatibility Mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

You can review this [support page](#) from Microsoft to learn more about which features are disabled in Compatibility Mode.

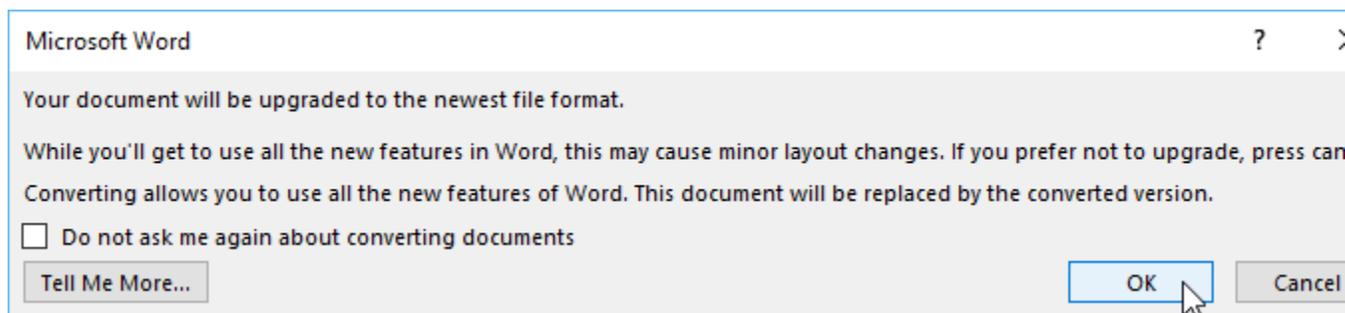
To convert a document:

If you want access to all Word 2016 features, you can **convert** the document to the 2016 file format.

1. Click the **File** tab to access Backstage view, then locate and select the **Convert** command.



2. A dialog box will appear. Click **OK** to confirm the file upgrade.



3. The document will be converted to the newest file type.

Converting a file may cause some changes to the **original layout** of the document.

Challenge!

1. Open our [practice document](#).
2. Notice that the document opens in **Compatibility Mode**. **Convert** it to the 2016 file format. If a dialog box appears asking if you would like to close and reopen the file in order to see the new features, choose **Yes**.
3. In Backstage view, **pin** a file or folder.



Word 2016

Saving and Sharing Documents

Introduction

When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.

Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- **Save:** When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a filename and location the first time. After that, you can click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

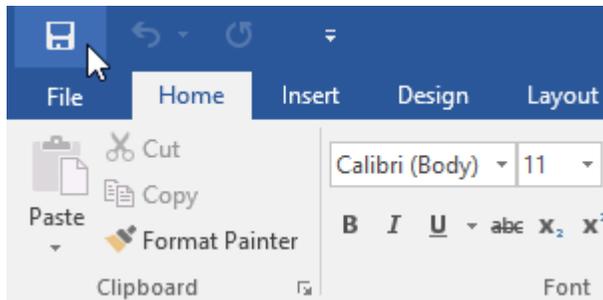
About OneDrive

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account. Review our lesson on [Understanding OneDrive](#) to learn more.

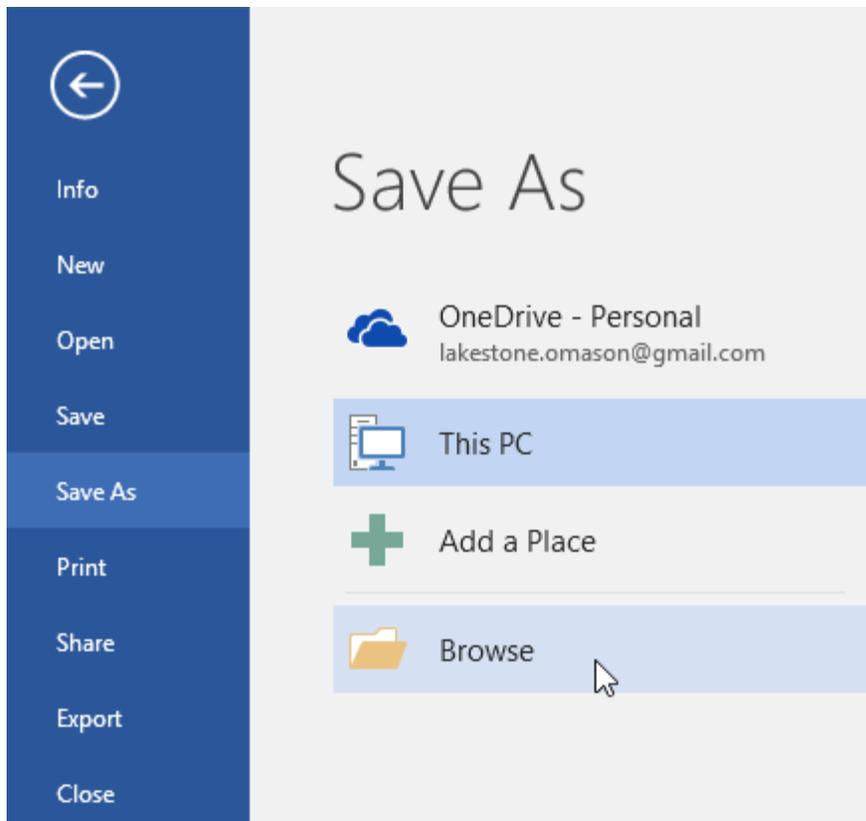
To save a document:

It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

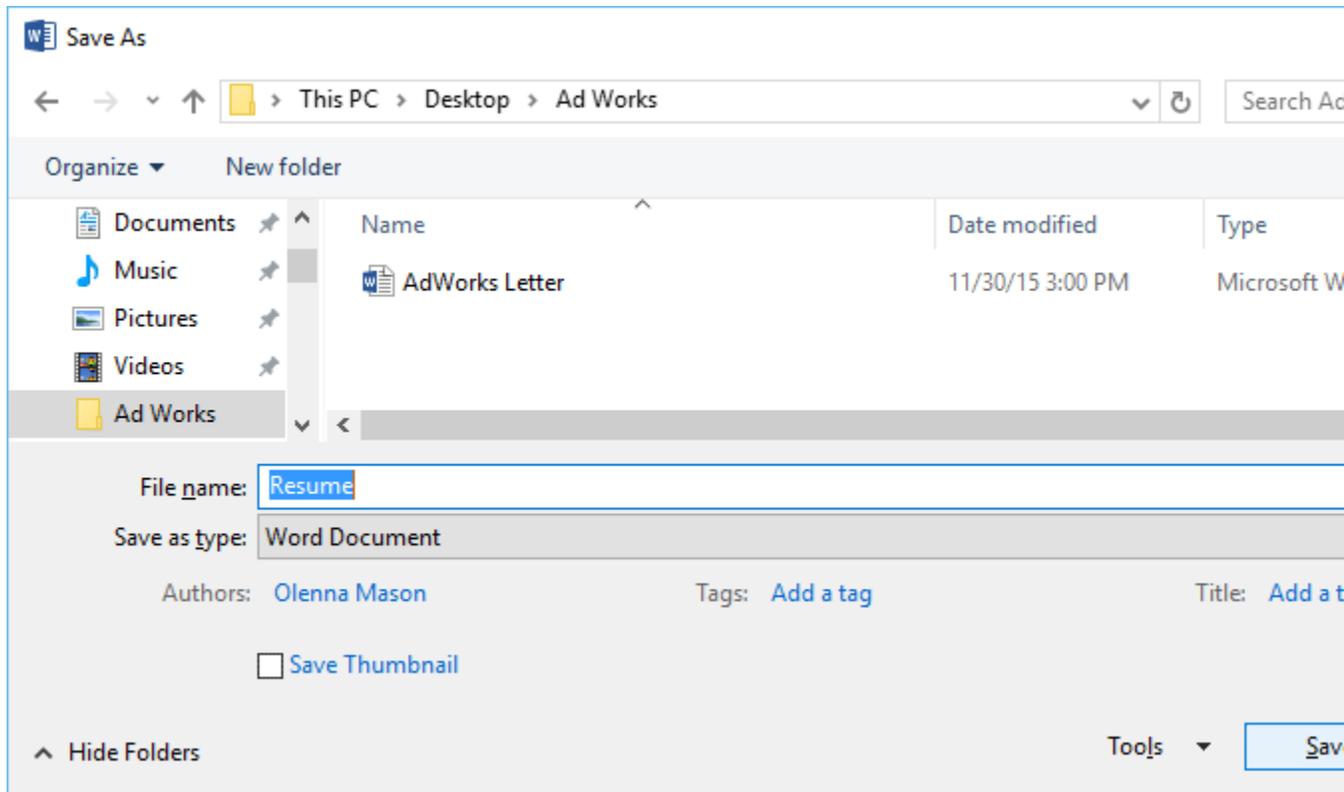
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.



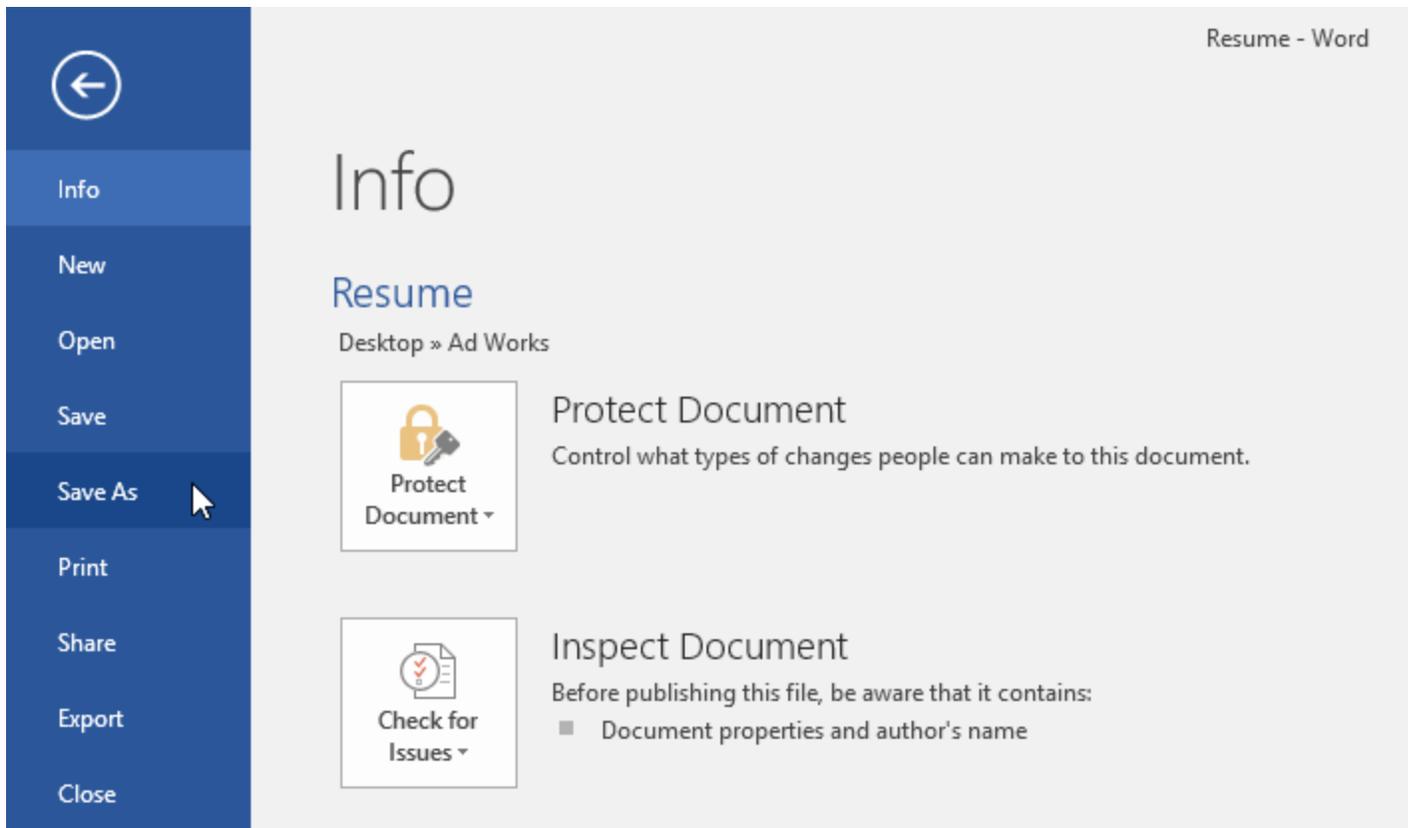
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

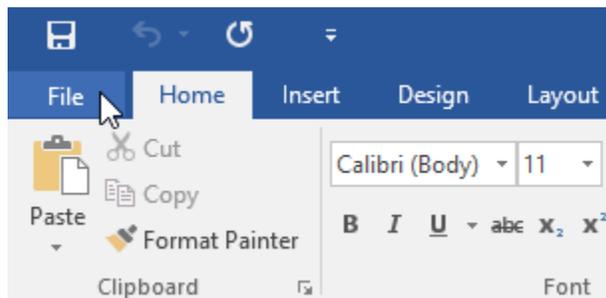
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



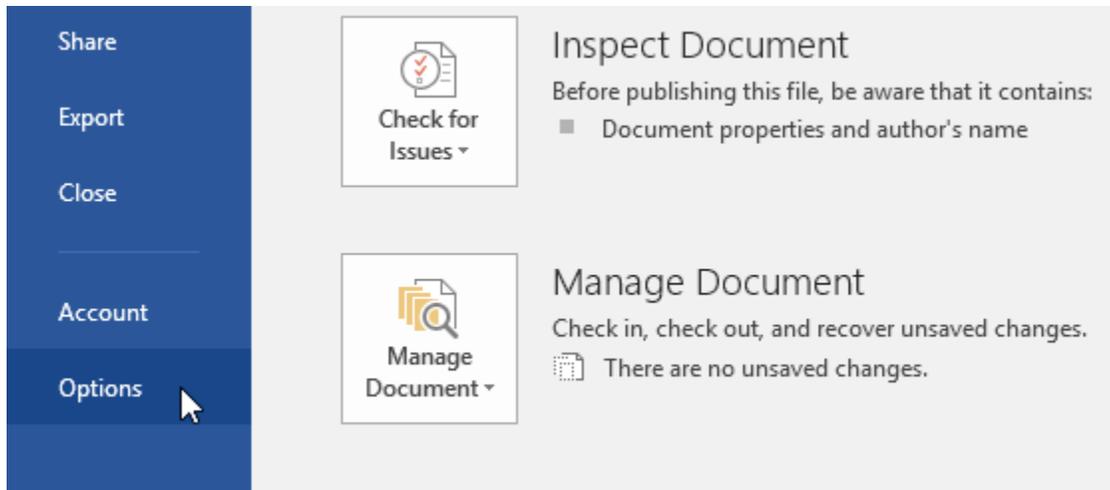
To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

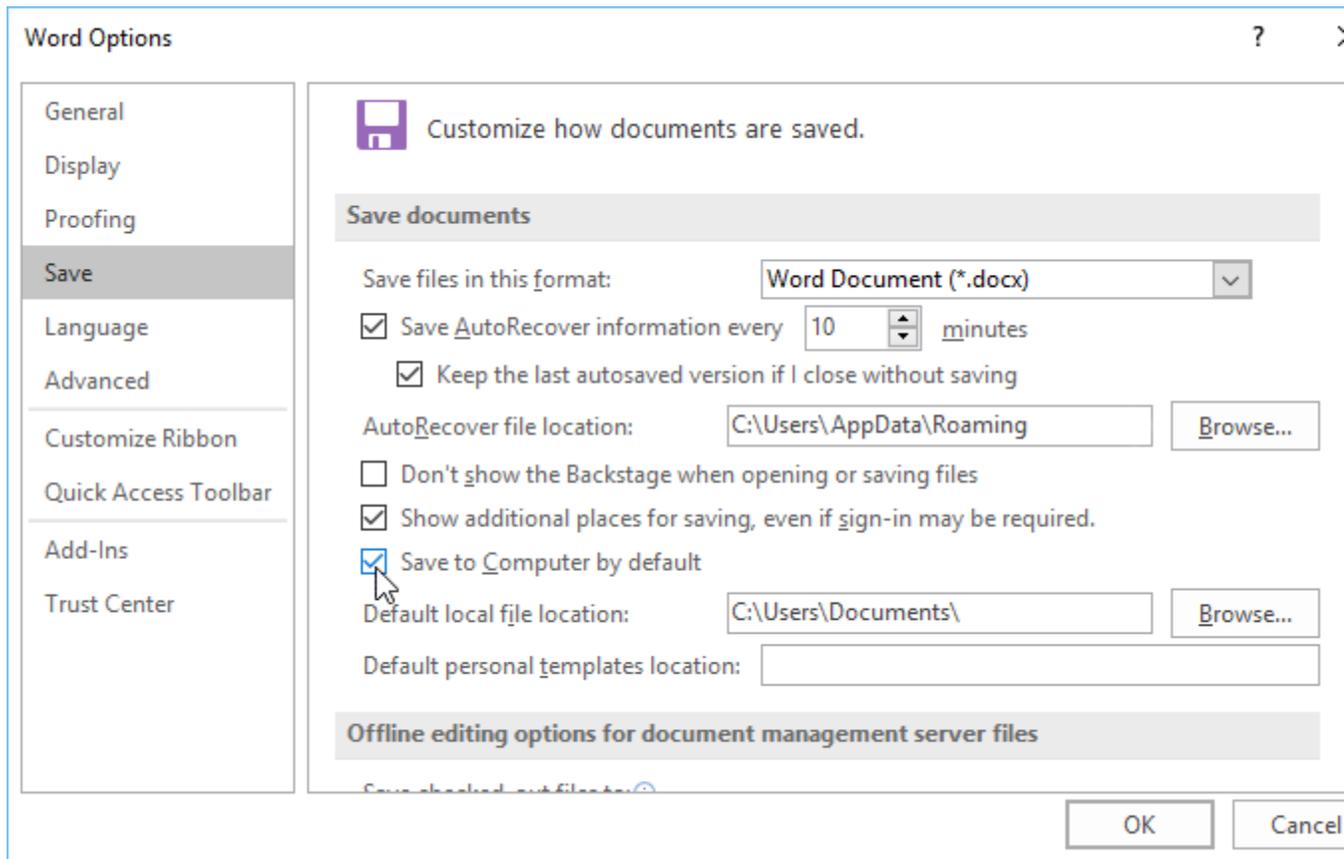
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **Word Options** dialog box will appear. Select **Save** on the left, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

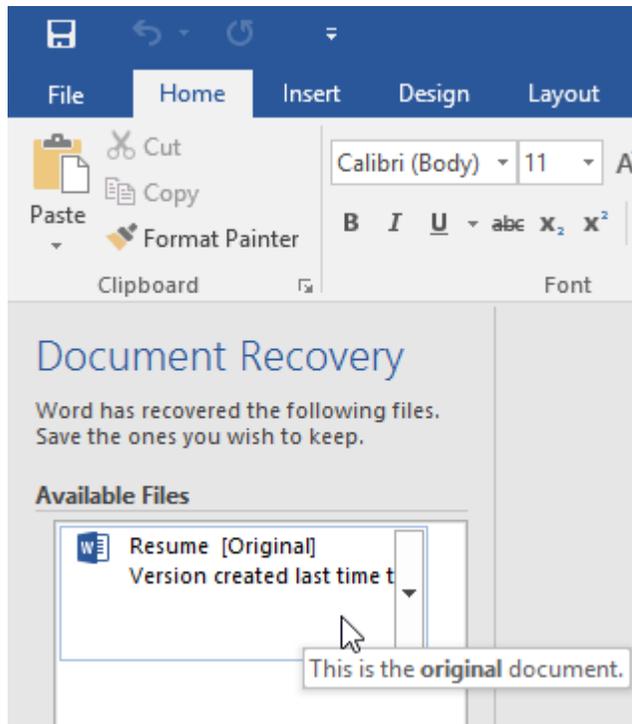


AutoRecover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

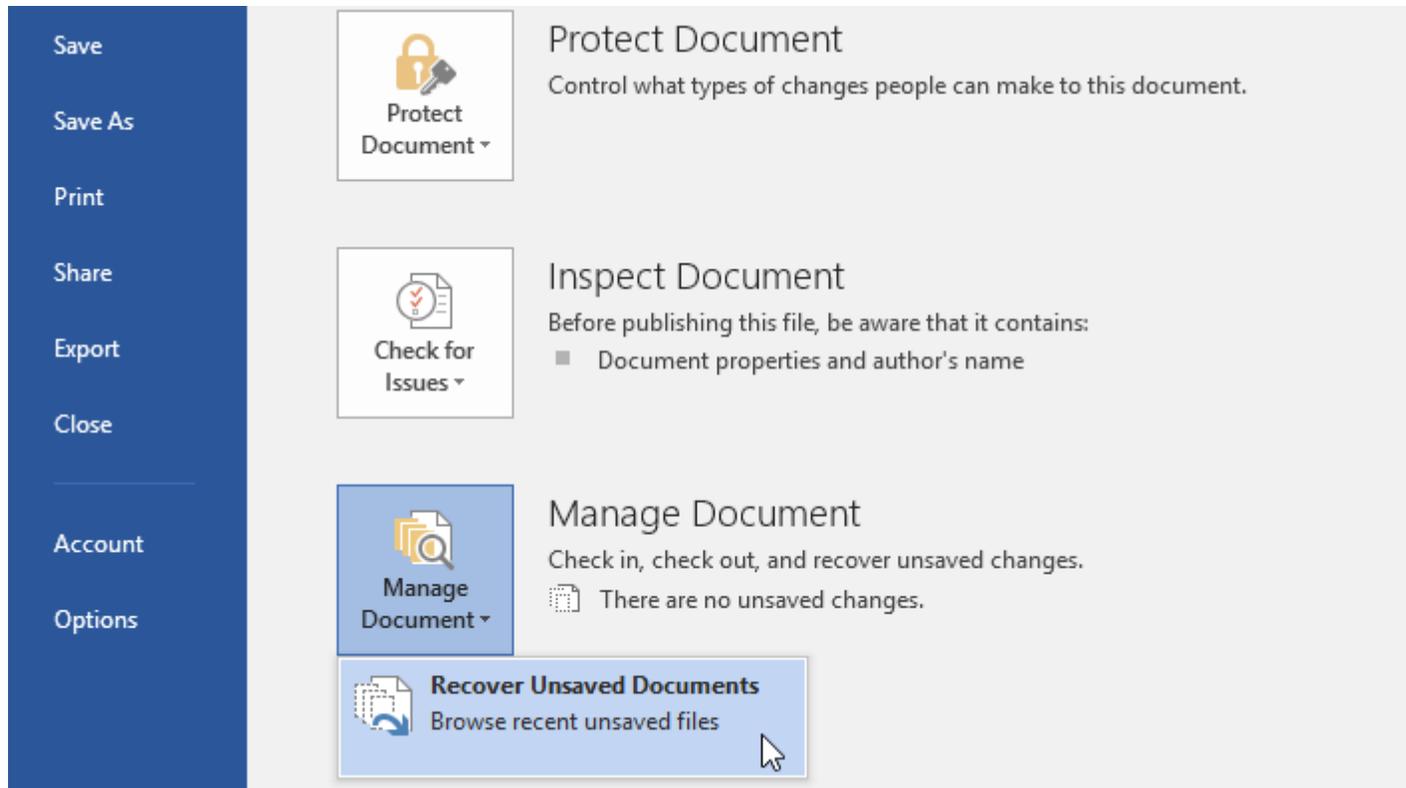
To use **AutoRecover**:

1. Open Word. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear on the left.
2. Click to **open** an available file. The document will be **recovered**.



By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Documents**.



The screenshot shows the Microsoft Word Backstage view. On the left is a dark blue navigation pane with the following options: Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is light gray and contains three sections:

- Protect Document:** Control what types of changes people can make to this document. Includes a 'Protect Document' button with a lock icon.
- Inspect Document:** Before publishing this file, be aware that it contains:
 - Document properties and author's nameIncludes a 'Check for Issues' button with a document and checkmark icon.
- Manage Document:** Check in, check out, and recover unsaved changes. Includes a 'Manage Document' button with a document and magnifying glass icon. Below it, a 'Recover Unsaved Documents' button is highlighted, with the text 'Browse recent unsaved files' and a mouse cursor pointing to it.

Exporting documents

By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word to a variety of file types.

To export a document as a PDF file:

Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Create PDF/XPS**.



Info

New

Open

Save

Save As

Print

Share

Export

Close

Export



Create PDF/XPS Document



Change File Type

Create a PDF/XPS Document

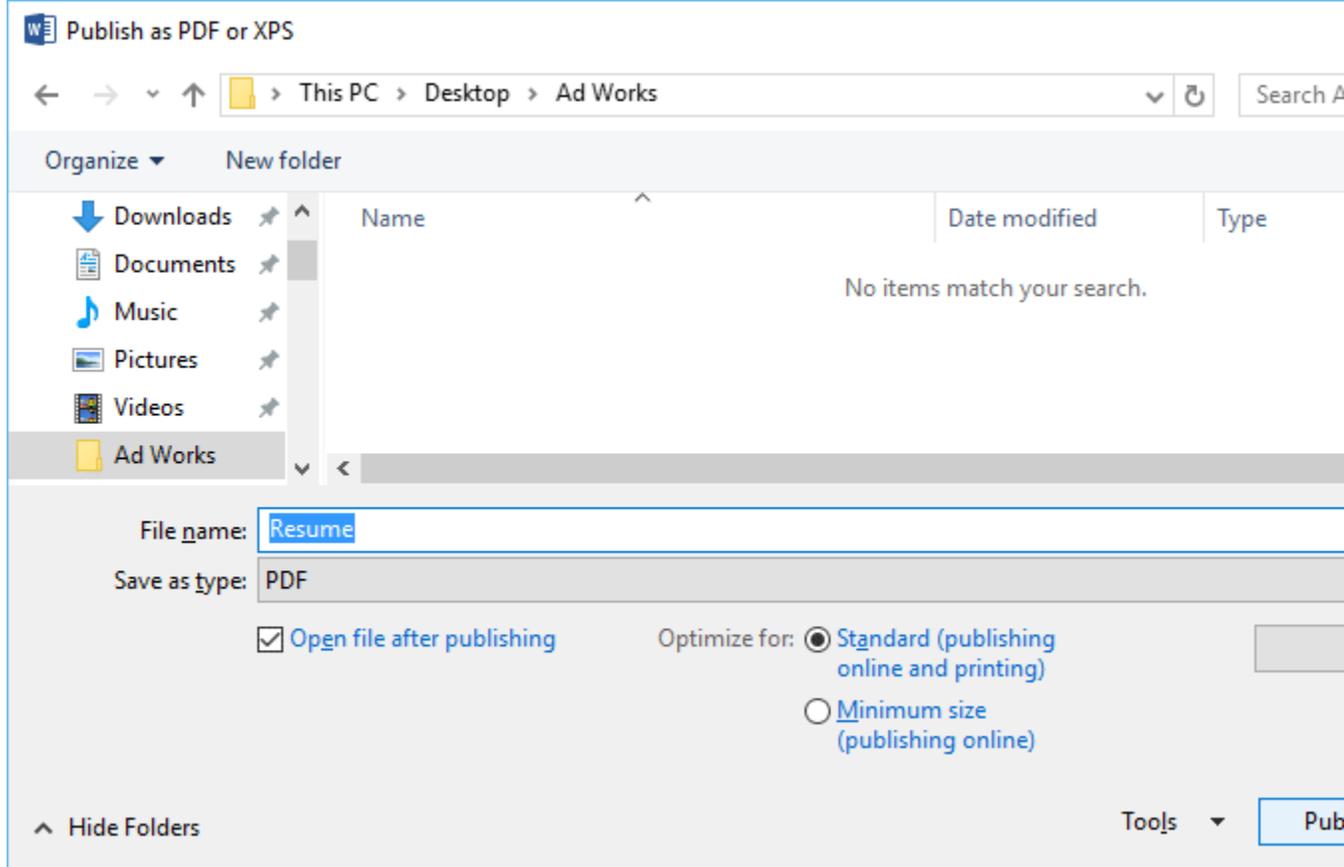
- Preserves layout, formatting, fonts
- Content can't be easily changed
- Free viewers are available on the web



Create
PDF/XPS



- The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish**.

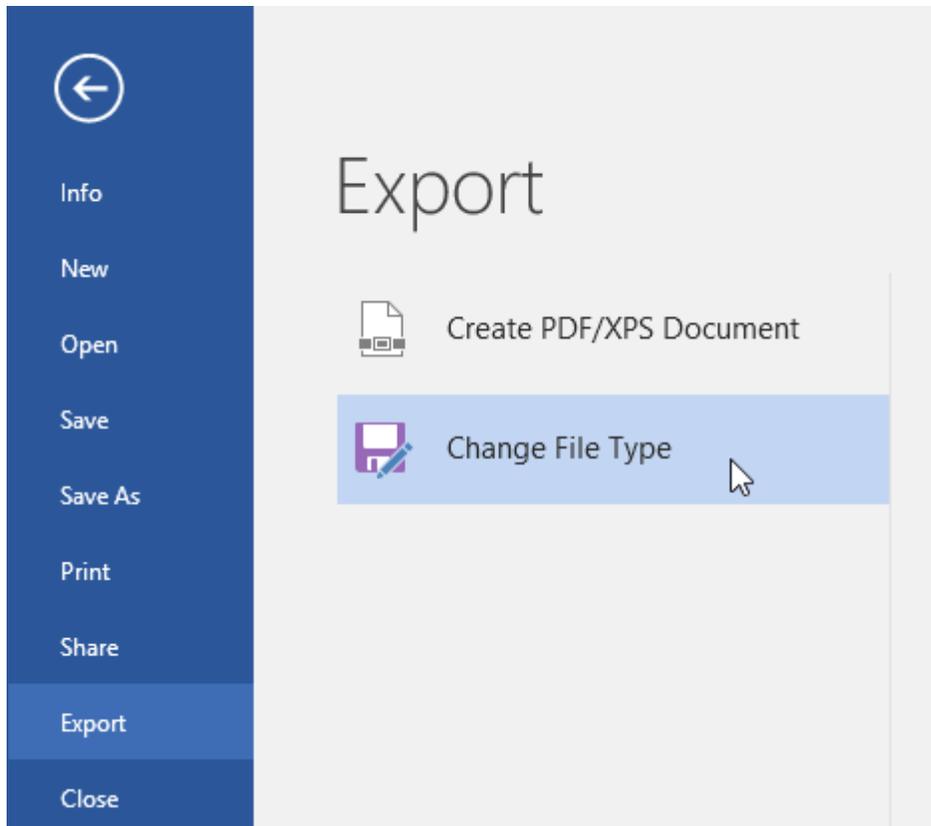


If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document. Read our guide on [Editing PDF Files](#) for more information.

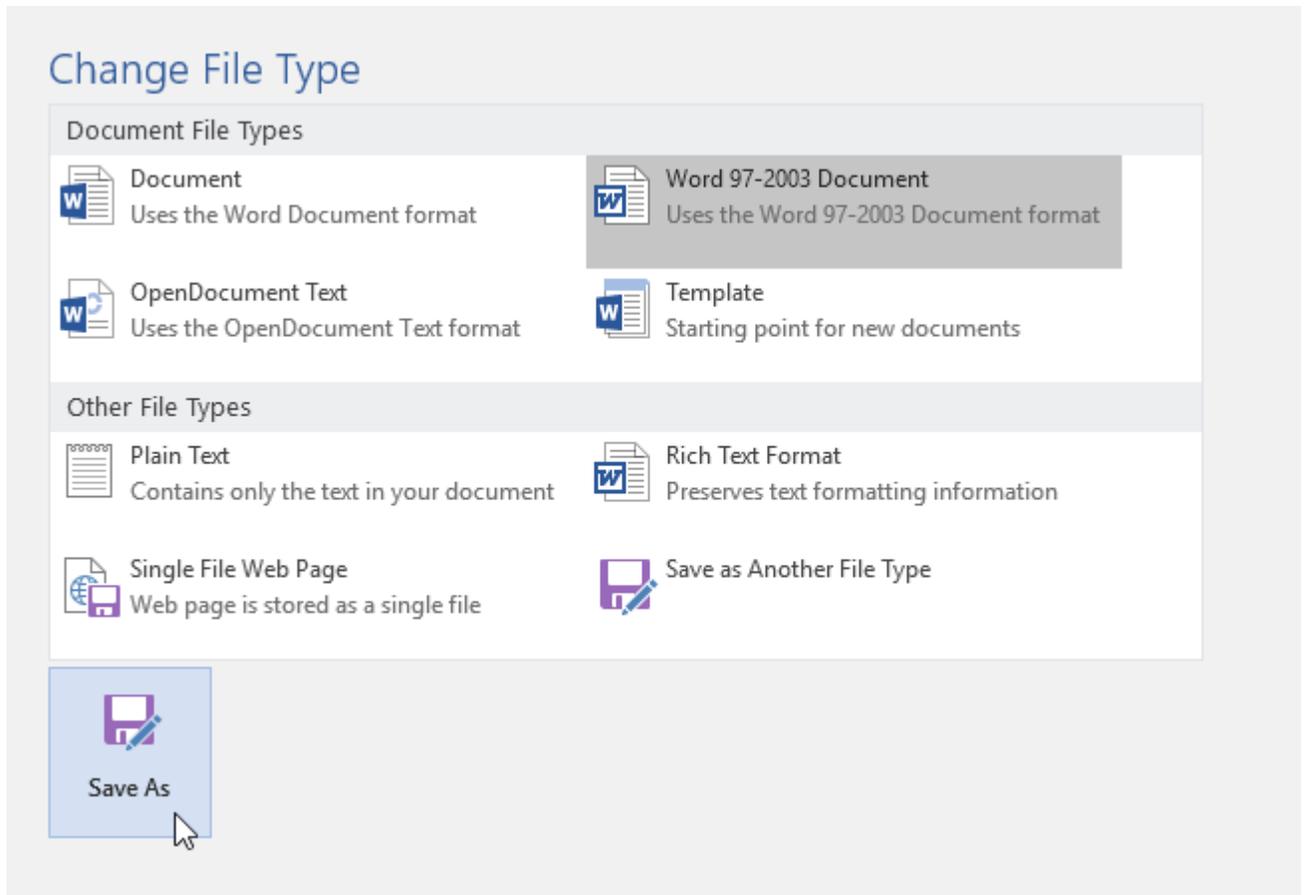
To export a document to other file types:

You may also find it helpful to export your document to other file types, such as a **Word 97- 2003 Document** if you need to share with people using an older version of Word or as a **.txt file** if you need a **plain-text** version of your document.

- Click the **File** tab to access **Backstage view**, choose **Export**, then select **Change File Type**.

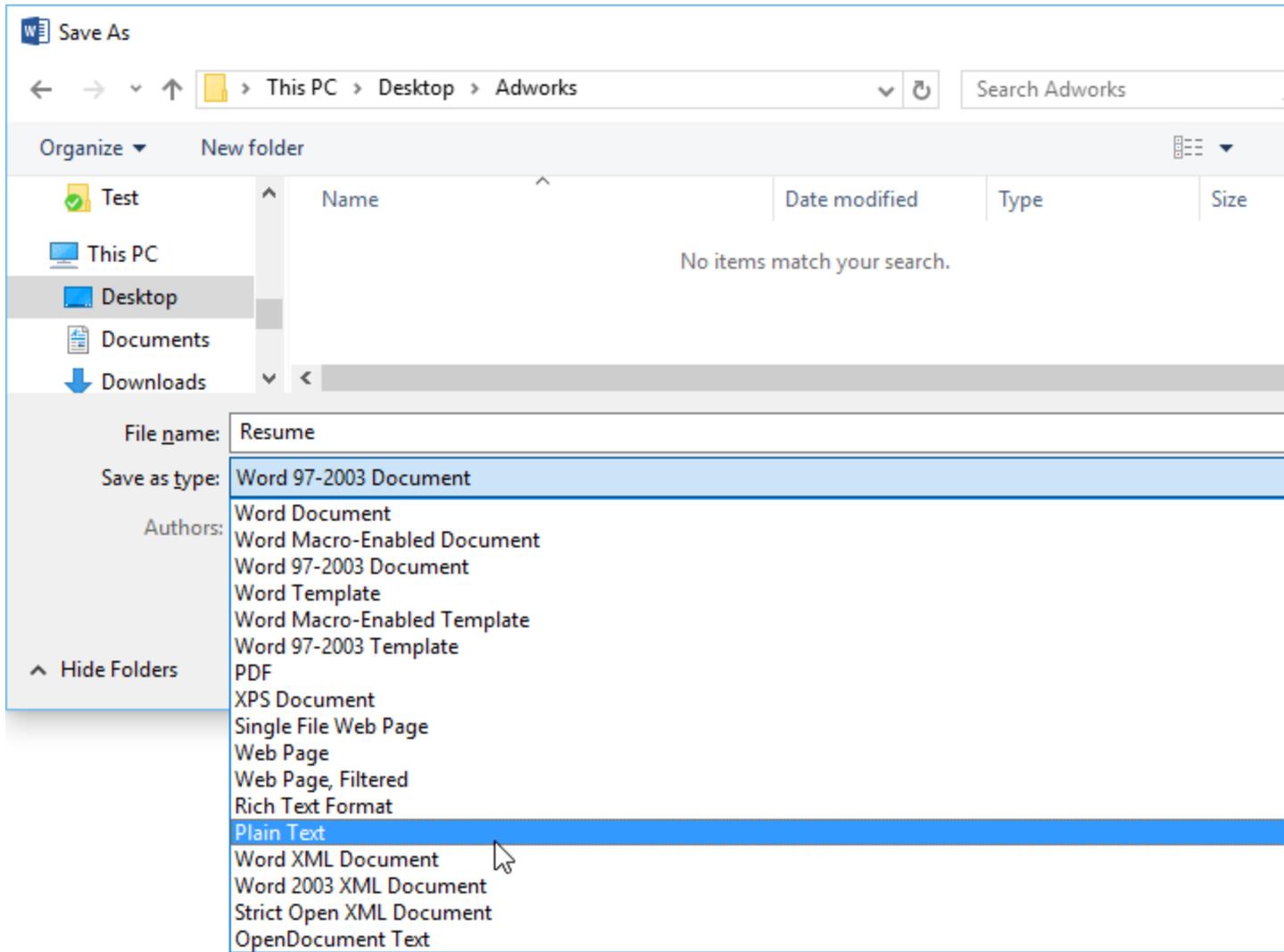


2. Select a **file type**, then click **Save As**.



3. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.

You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save documents to a variety of file types.



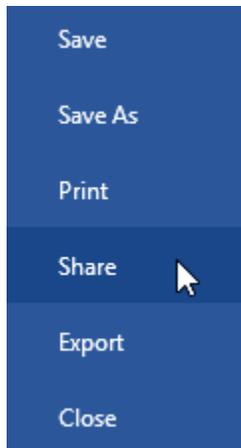
Sharing documents

Word makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

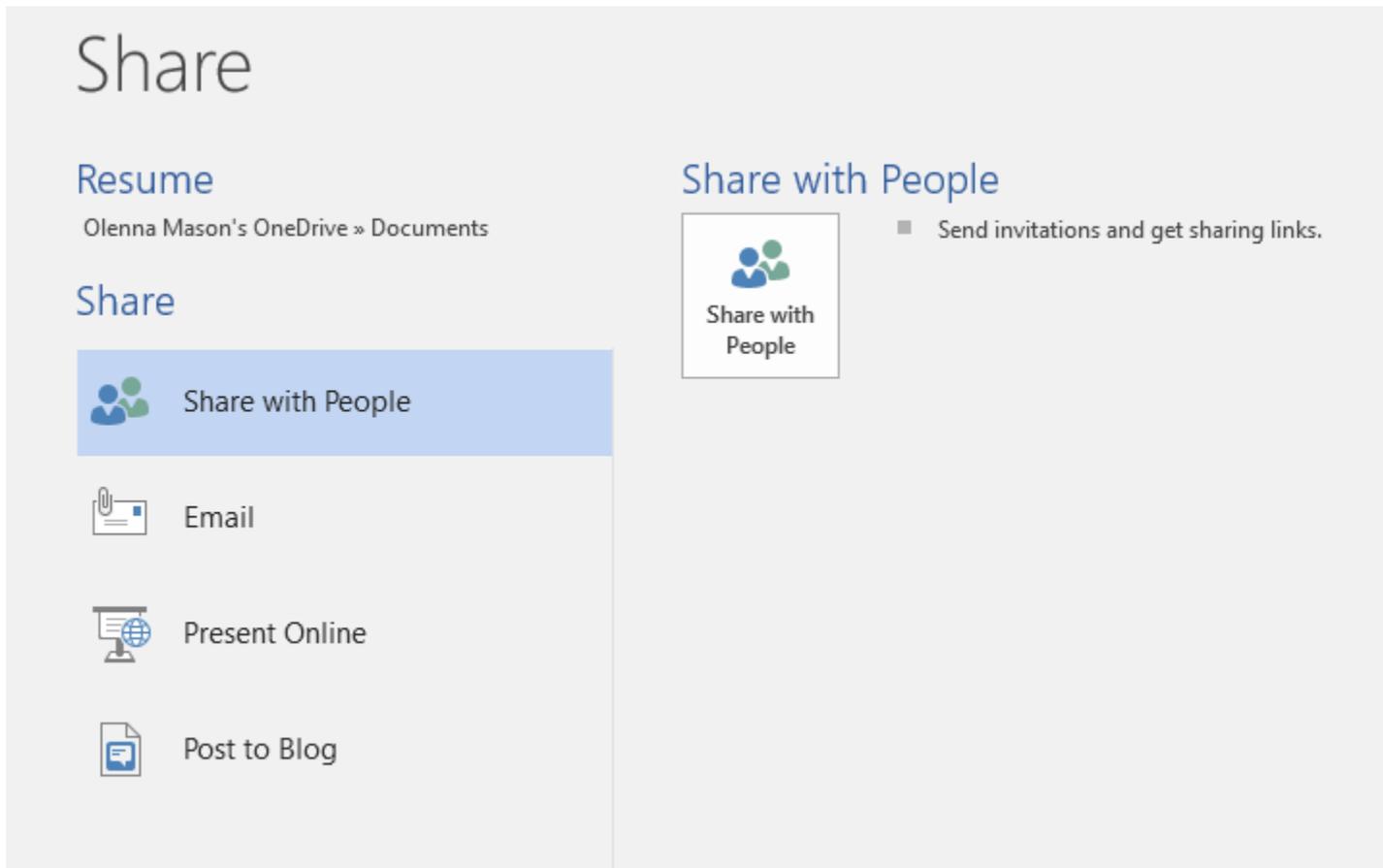
In order to share a document, it must first be **saved to your OneDrive**. **To share a document:**

1. Click the **File** tab to access **Backstage view**, then click **Share**.



2. The **Share** pane will appear.

Click the buttons in the interactive below to learn more about different ways share a document.



Present Online

From here, you can share your document online as a **live presentation**. Word will **generate a link** that others can open in their web browser.

Challenge!

1. Open our [practice document](#).
2. Use **Save As** to create a copy of the document. Name the new copy **Saving Challenge Practice**. You can save it to a folder on your computer or to your **OneDrive**.
3. Export your document as a **PDF**.



Word 2016

Text Basics

Introduction

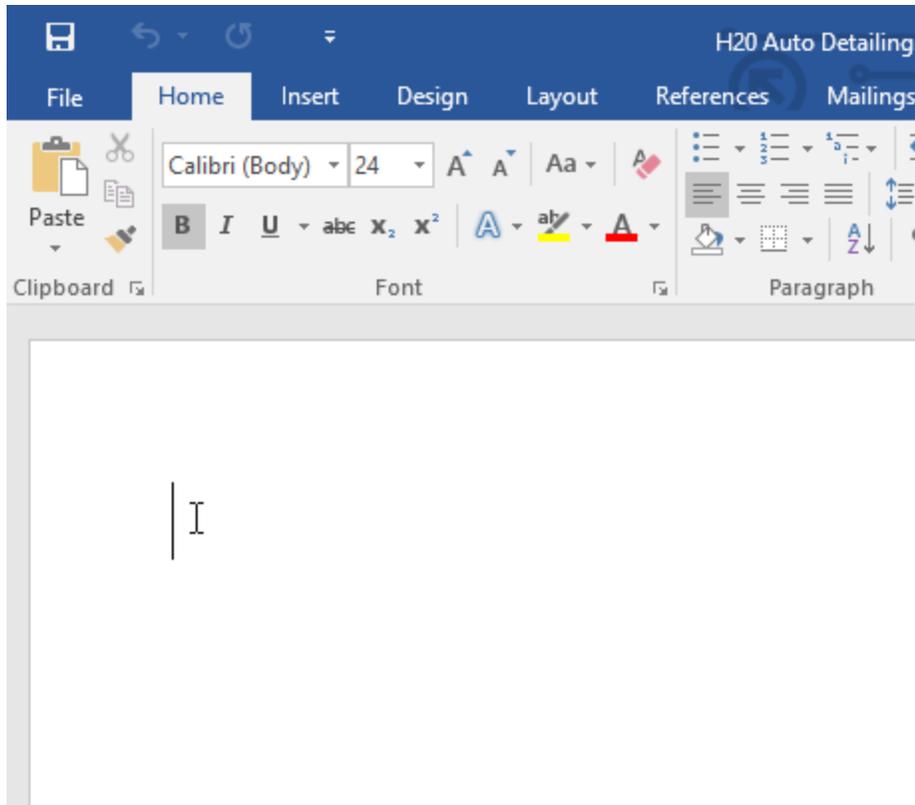
If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy** and **paste**.

Optional: Download our [practice document](#).

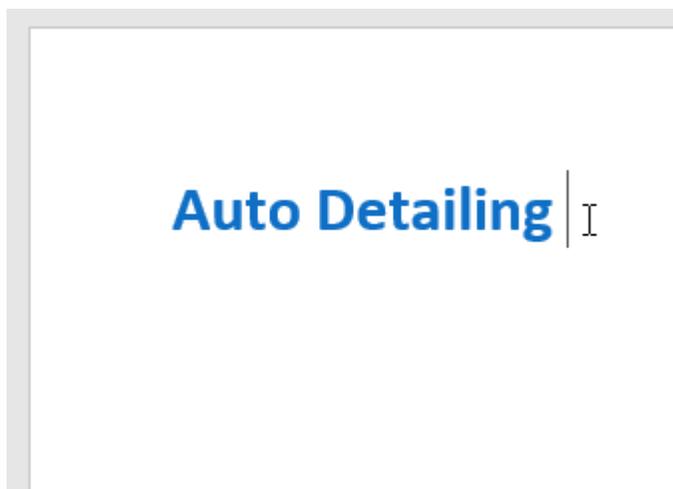
Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

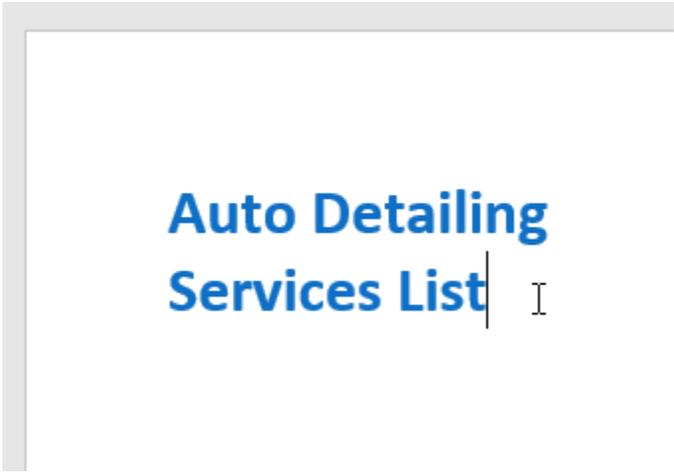
- **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.



- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.

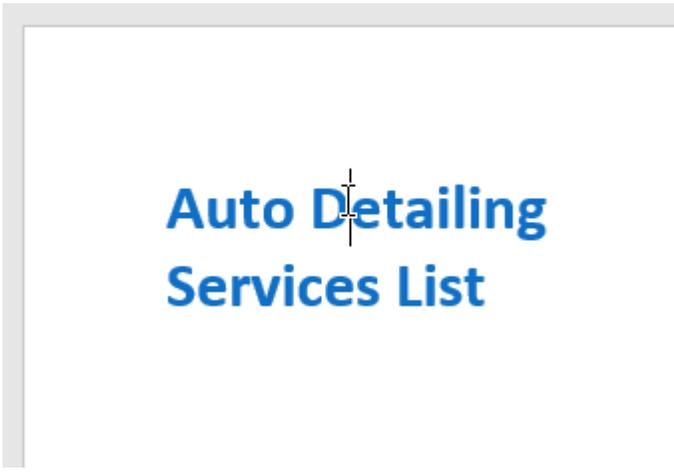


- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.



Auto Detailing
Services List | I

- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.



Auto Detailing
Services List

- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **Left** and **Right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

Selecting text

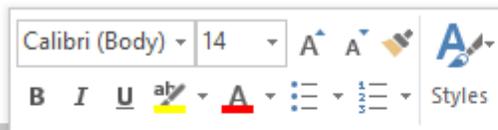
Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

To select multiple lines of text:

1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.



• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

• Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console
and cup holders.

2. Click the mouse. The line will be selected.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up



Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect cons
and cup holders.

3. To select **multiple lines**, click and drag the mouse up or down.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs
Interior vacuum, dust, and deodorize, plus windows inside & out.

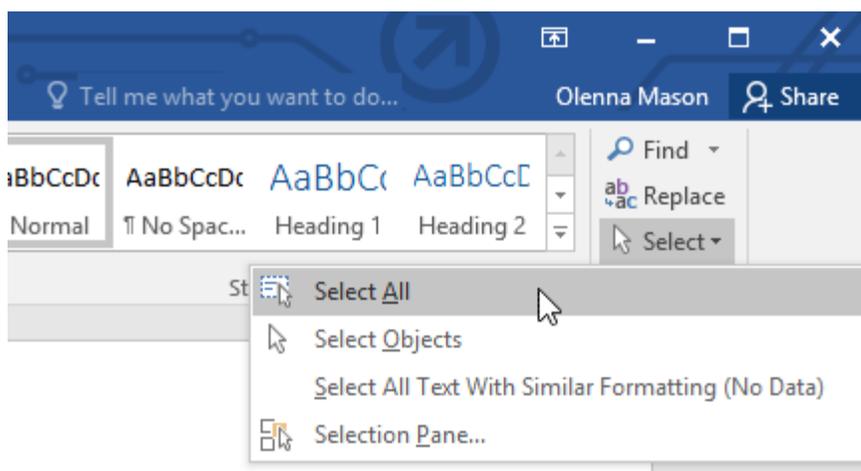
- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect cons
and cup holders.



4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.



Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

To delete text:

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

To copy and paste text:

- 1.
2. Select the **text** you want to copy.



• **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams.
Interior vacuum, dust, and deodorize, plus windows inside & out.

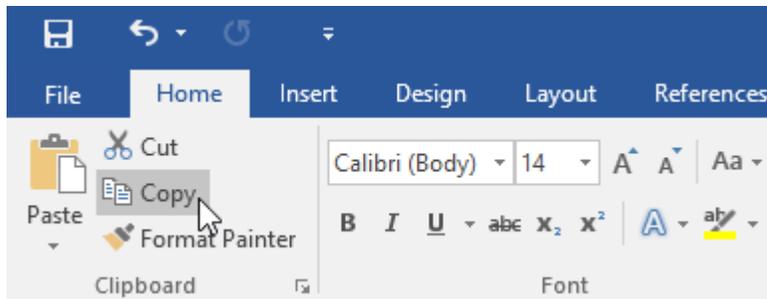


• **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dashboard, and cup holders.

3. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



4. Place the insertion point where you want the text to appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

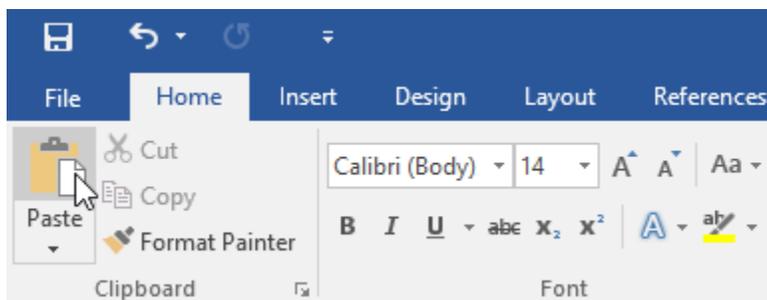
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dashboard, and cup holders.

5. Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

- **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dashboard, and cup holders.

To cut and paste text:

- 1.
2. Select the **text** you want to cut.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

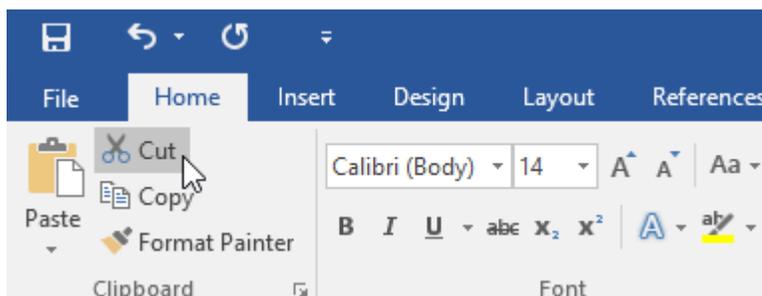
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dashboard, and cup holders.

3. Click the **Cut** command on the **Home** tab. Alternatively, you can press **Ctrl+X** on your keyboard.



4. Place your insertion point where you want the text to appear.

• **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams. Interior vacuum, dust, and deodorize, plus windows inside & out.

| I

• **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

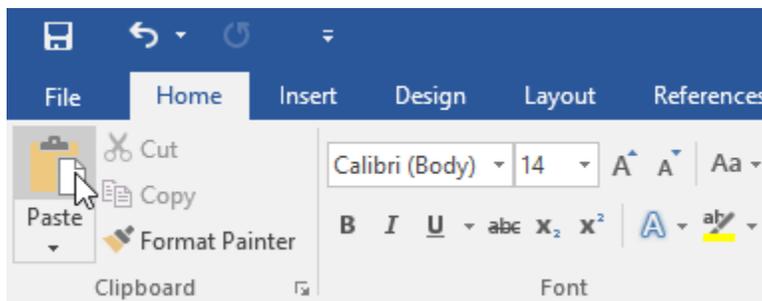
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dashboard, and cup holders.

• **Leather Cleaning & Conditioning**

Cars \$20 · SUVs \$40 and up · March special! \$5 off

Includes seats and door panels.

5. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

- **H₂O Signature Detail**

Cars \$60 · SUVs \$75 and up · March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff. I

- **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash and cup holders.

1.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

To drag and drop text:

- 1.
2. Select the **text** you want to move.

- **Paint Correction & Protection**

Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

3. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

 **Paint Correction & Protection**

Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us



4. Release the mouse, and the text will appear.

 **Paint Correction & Protection**

Call for pricing · March special! 10% off

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

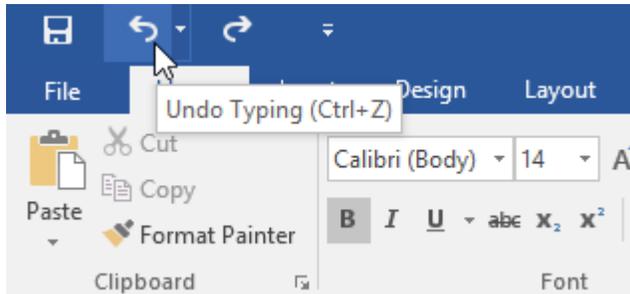
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

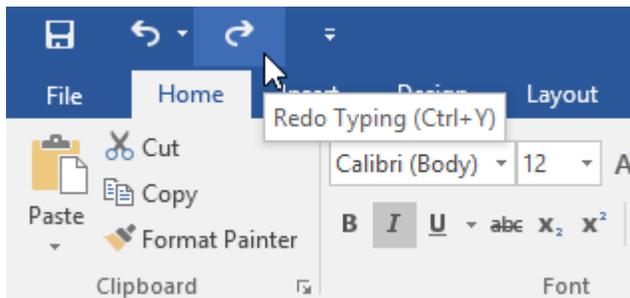
Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.



Symbols

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the **Symbol** command.

To insert a symbol:

1. Place the insertion point where you want the symbol to appear.

Schedule your appointment today!

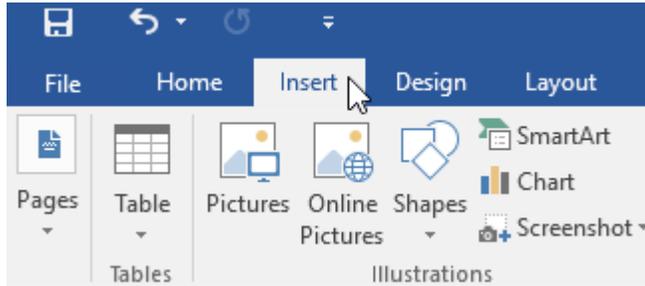
Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

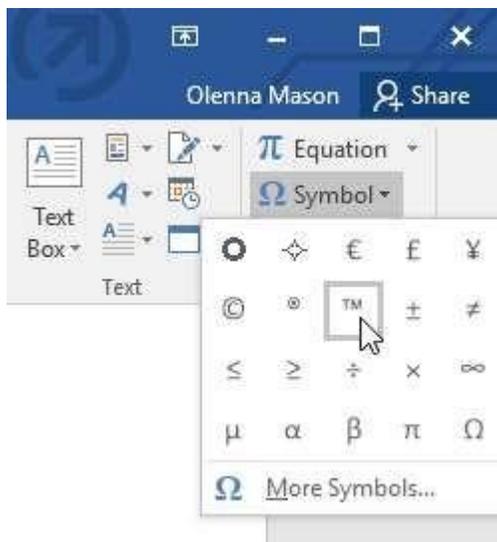
[H₂O Mobile Wash & Valet](#) | Just leave the details to us |

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

2. Click the **Insert** tab.



3. Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols**.



4. The symbol will appear in the document.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us™ | I

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional

Challenge!

1. Open our [practice document](#).
2. Scroll to **page 2**.

3. Place the insertion point at the top of the document and type **Now Introducing...**
4. Use your arrow keys to move the insertion point to the **Signature Detail Plan's** price and change it to **\$99.99/mo.**
5. At the bottom of the document, use **drag and drop** to move **Just leave the details to us** to the end of the last line.
6. At the end of the line you just moved, insert the **trademark symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.
7. When you're finished, your document should look something like this:

Now Introducing...



H₂O Mobile's

UNLIMITED WASH CLUB

H₂O Signature Detail Plan

\$99.99/mo

Includes:

Fragrance

Hand wax

Wax and buff

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs

Interior vacuum

Dust

Deodorize

Windows Inside & Out

H₂O Signature Wash Plan

\$79.99/mo

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs

Interior vacuum

Dust

Deodorize

Windows Inside & Out

For more details, contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

H₂O Mobile Wash & Valet | Just leave the details to us™



Word 2016

Formatting Text

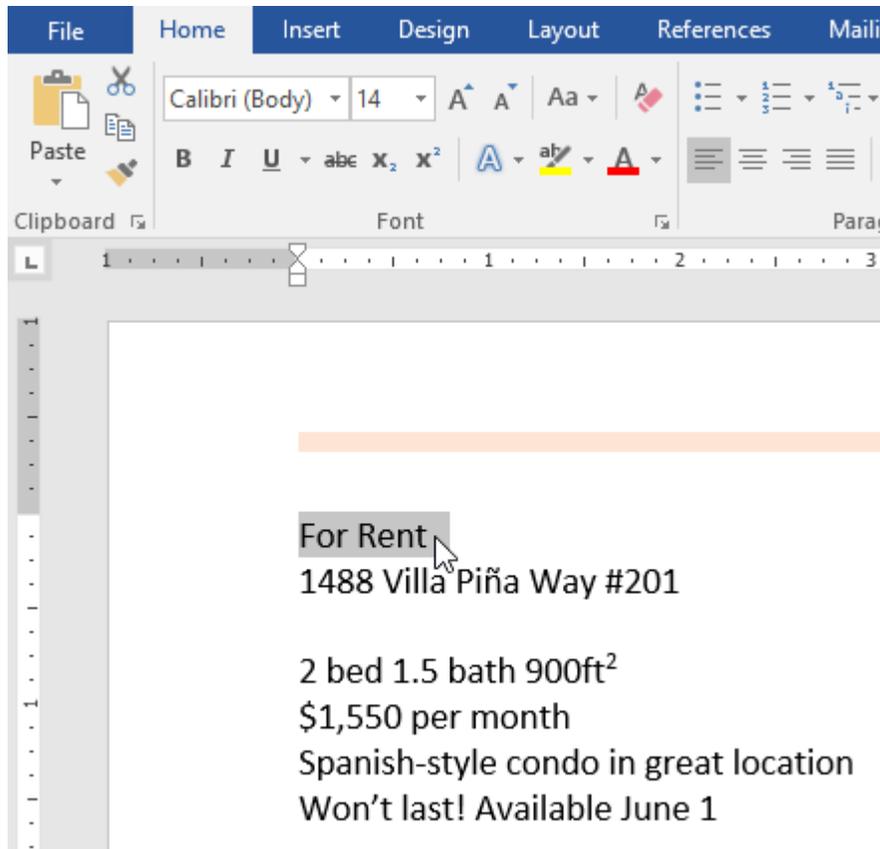
Introduction

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

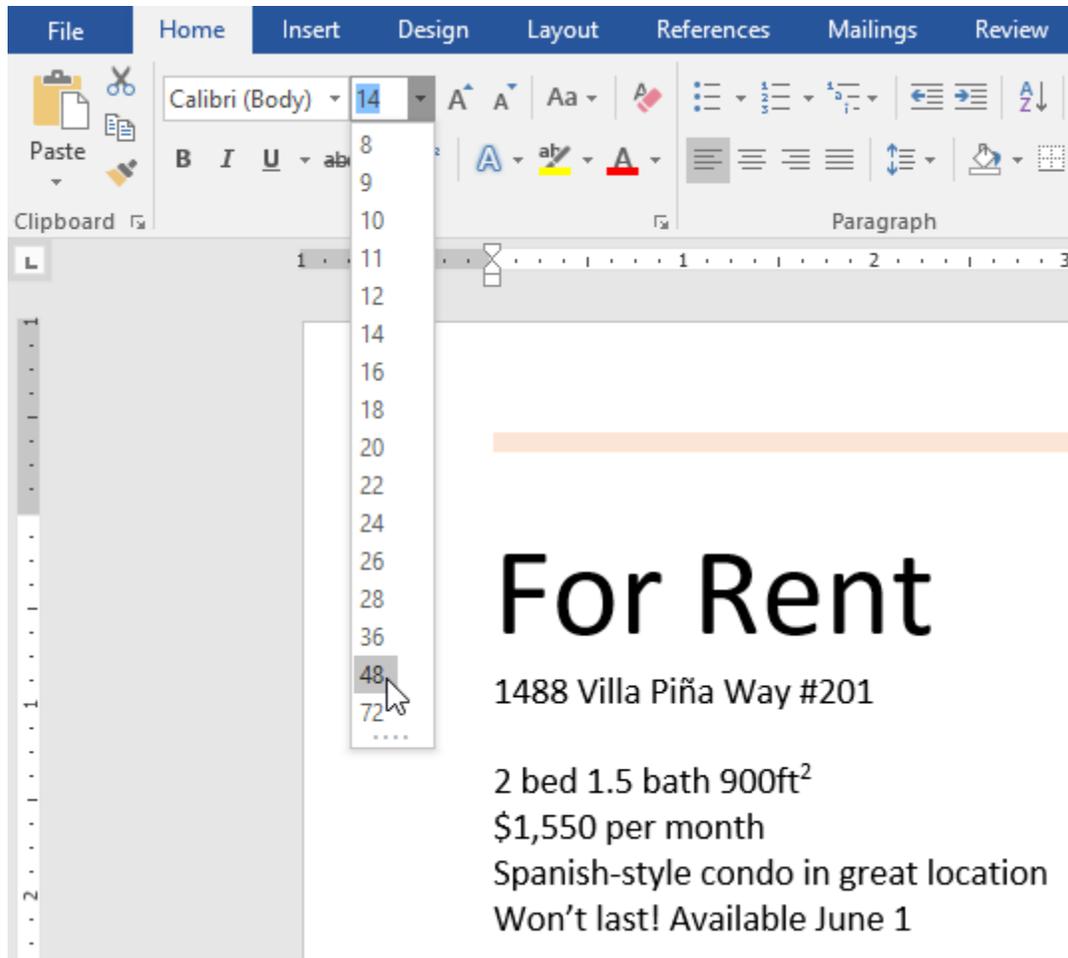
Optional: Download our [practice document](#).

To change the font size:

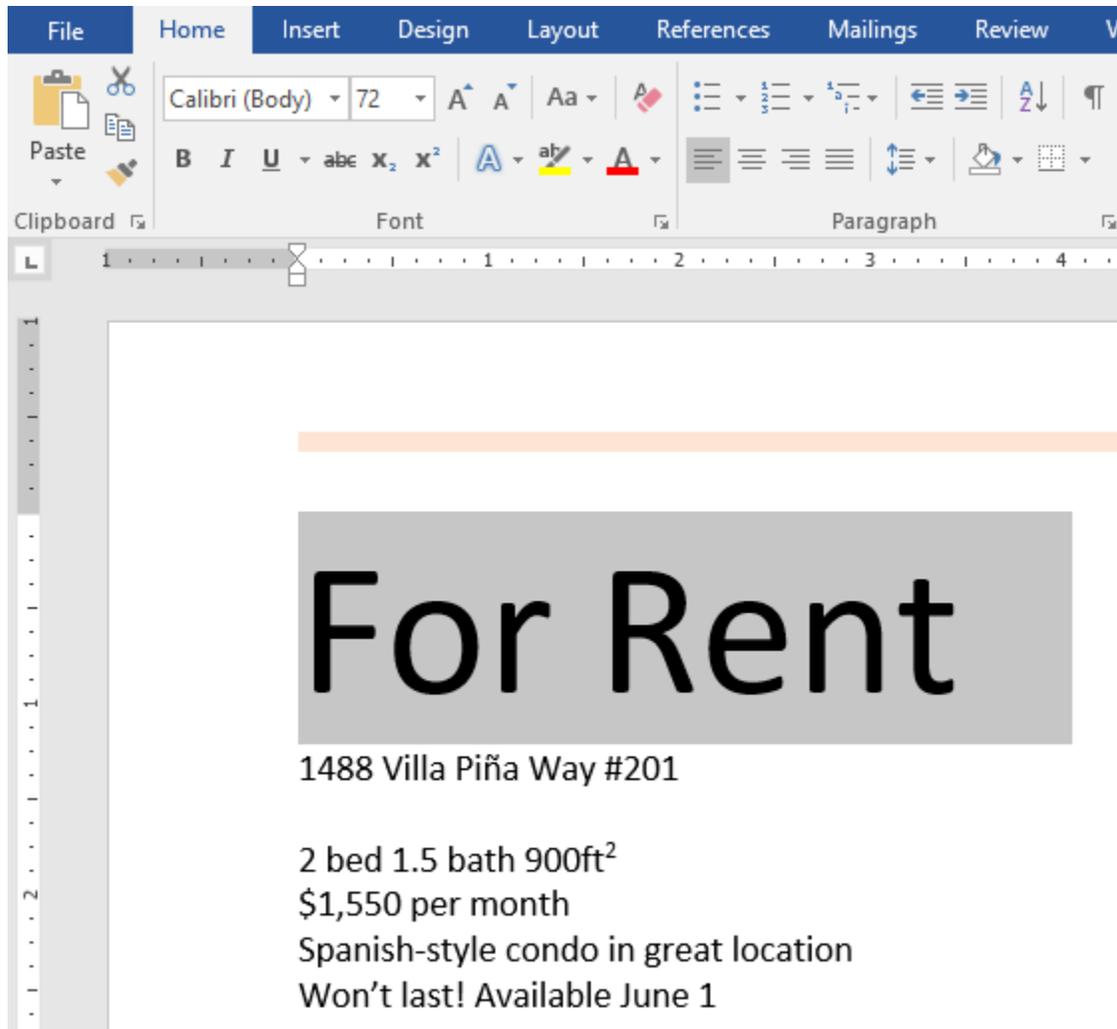
1. Select the text you want to modify.



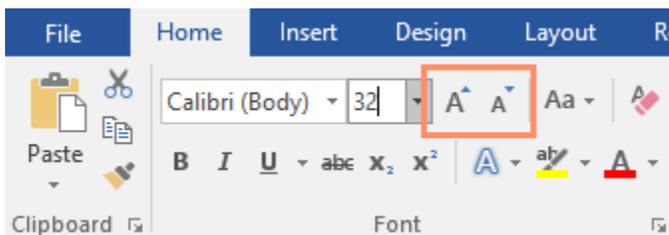
2. On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.



3. The font size will change in the document.



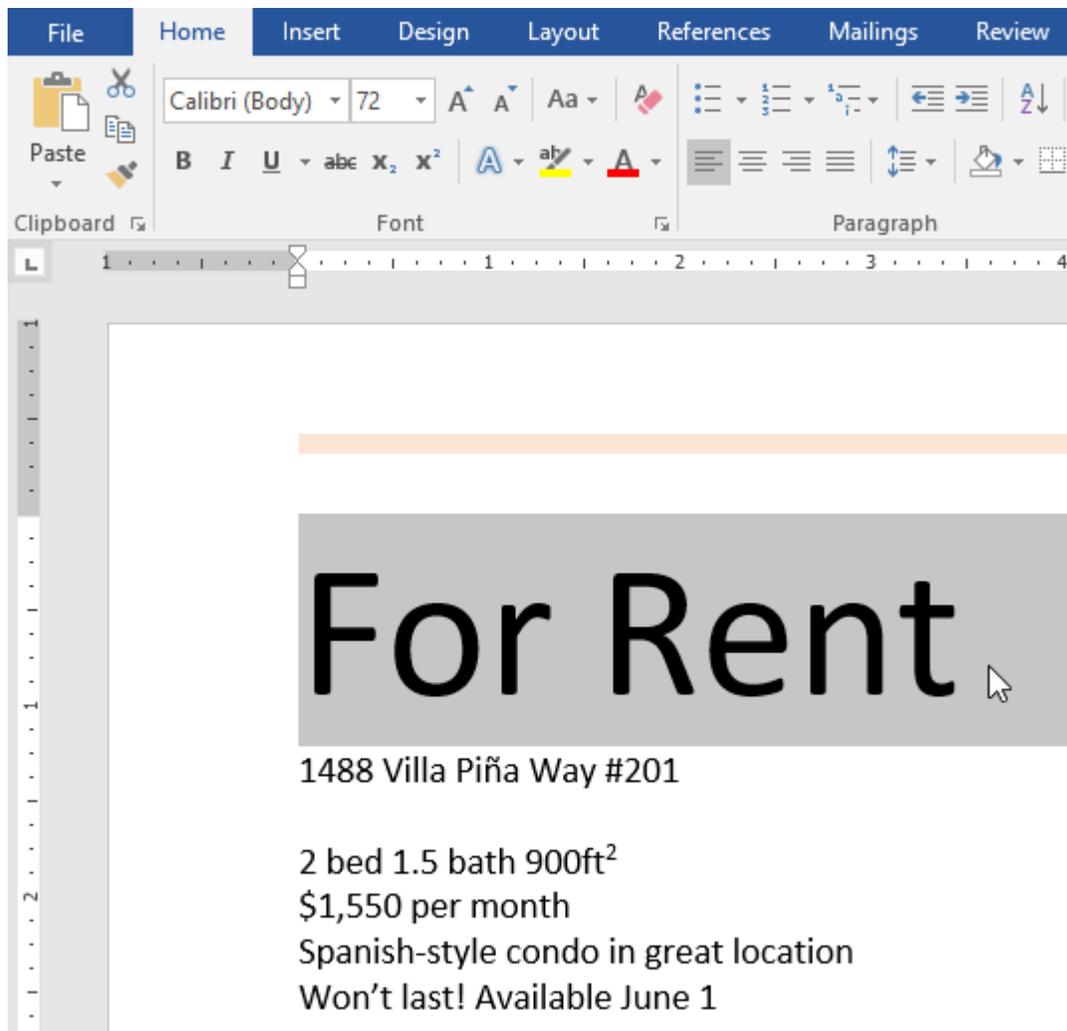
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



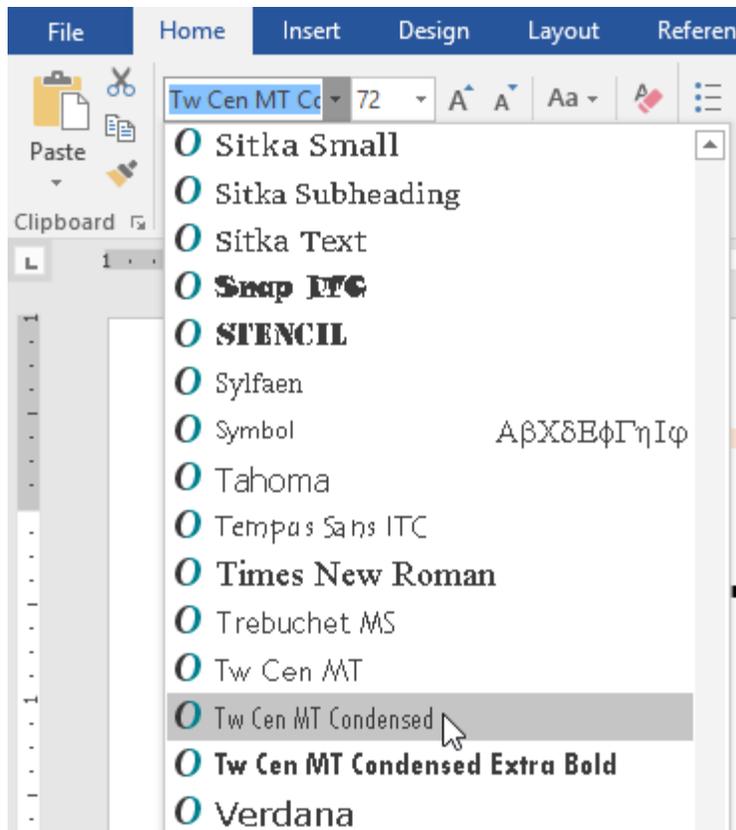
To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

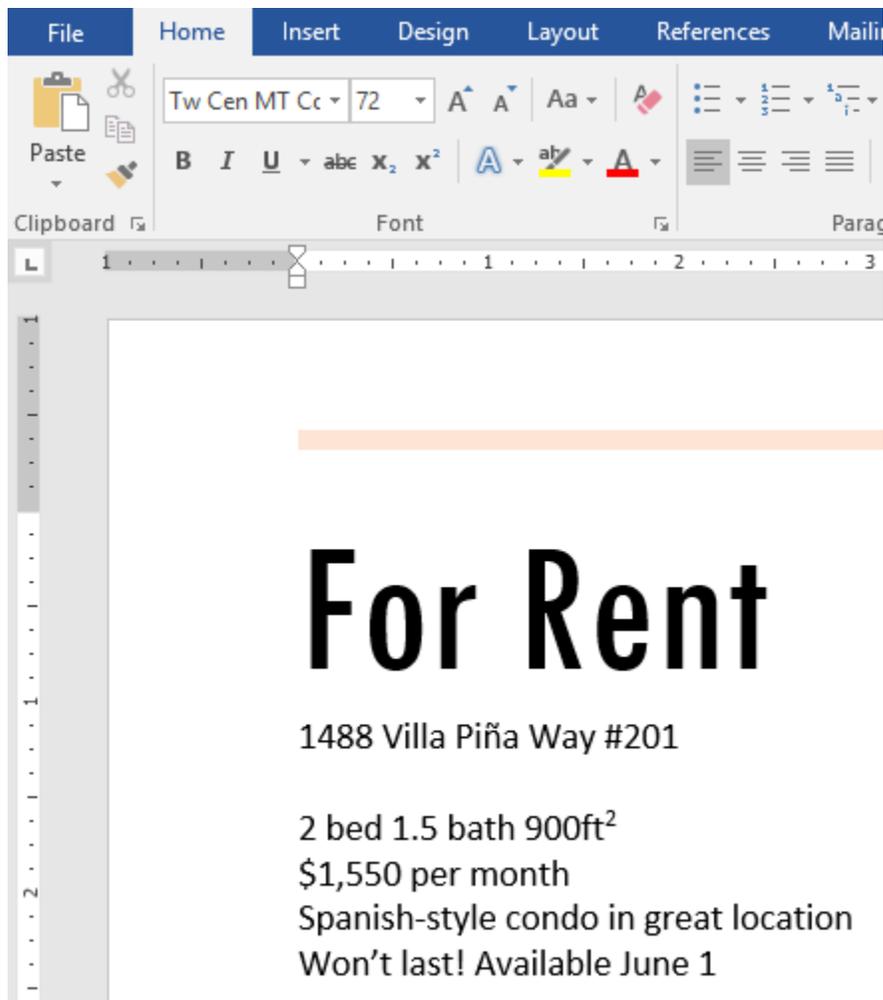
1. Select the text you want to modify.



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of fontstyles will appear.
3. Select the font style you want to use.



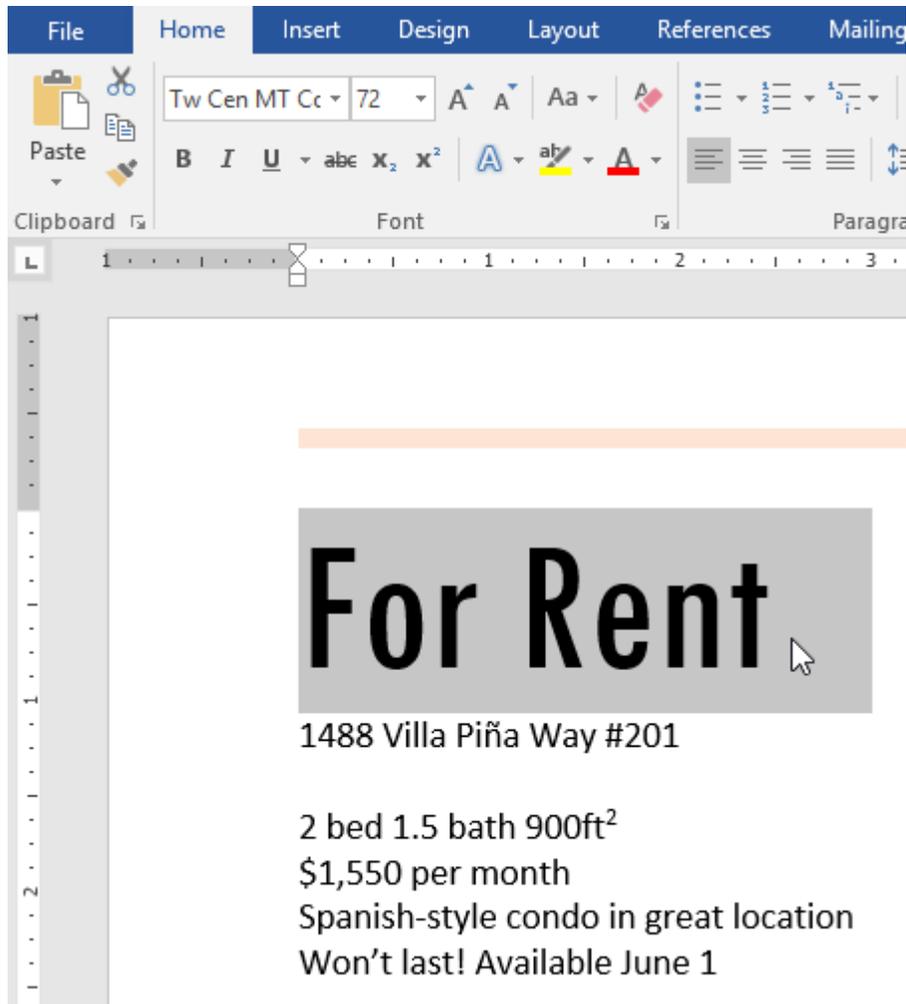
4. The font will change in the document.



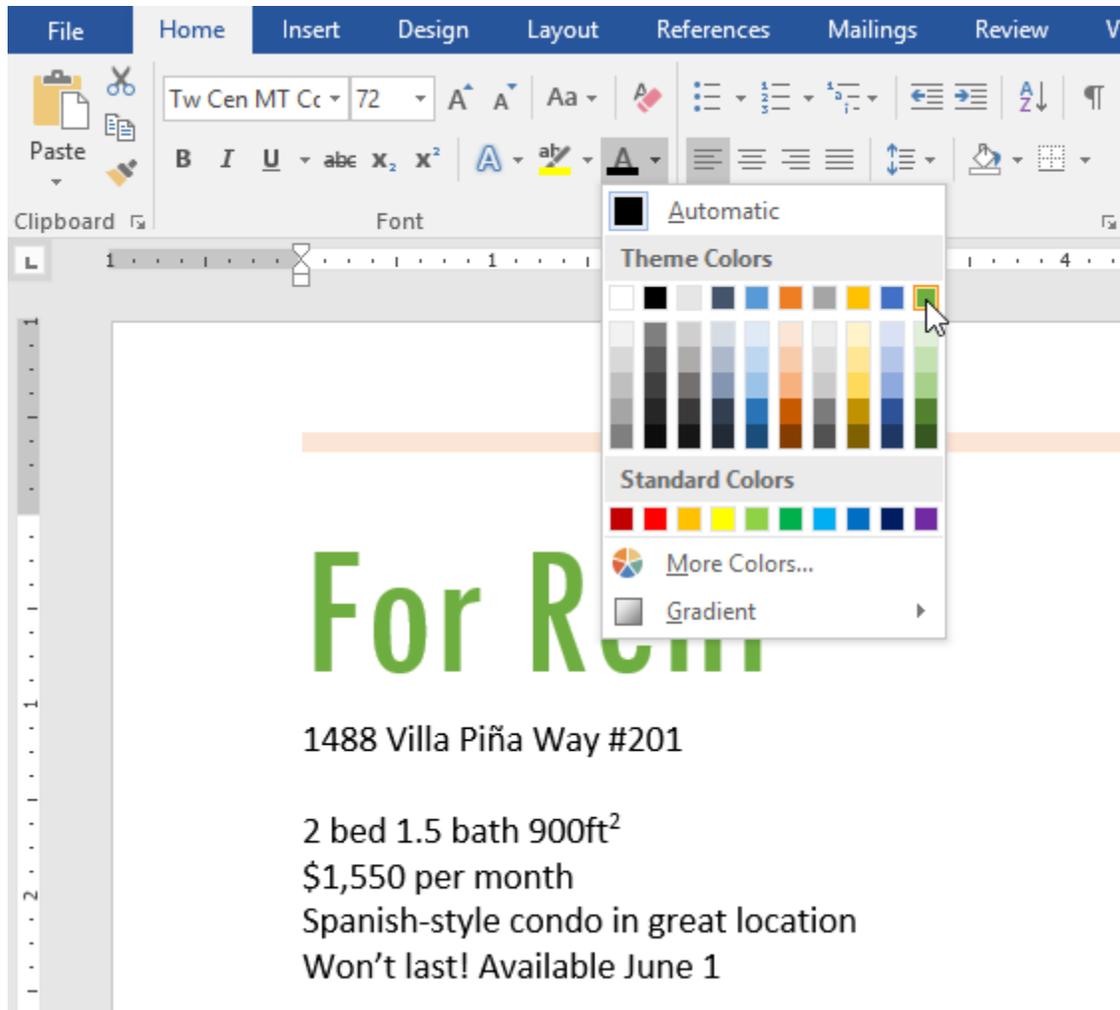
When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font color:

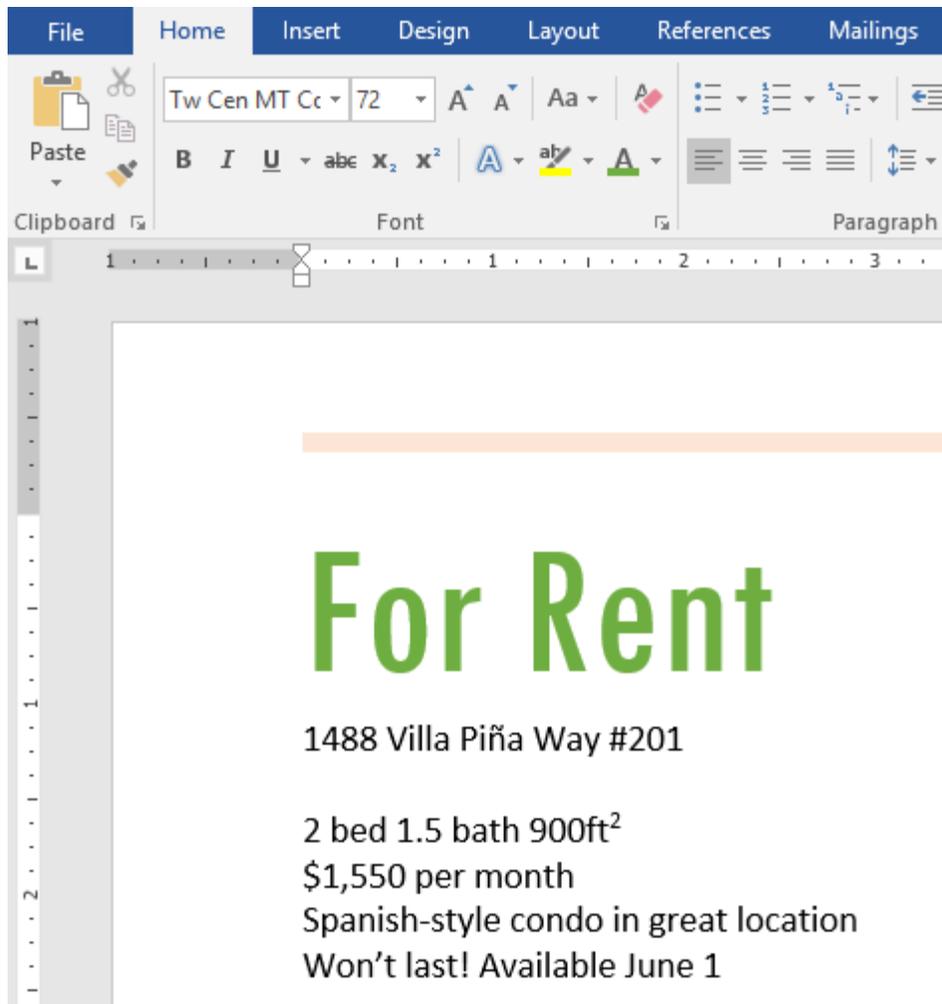
1. Select the text you want to modify.



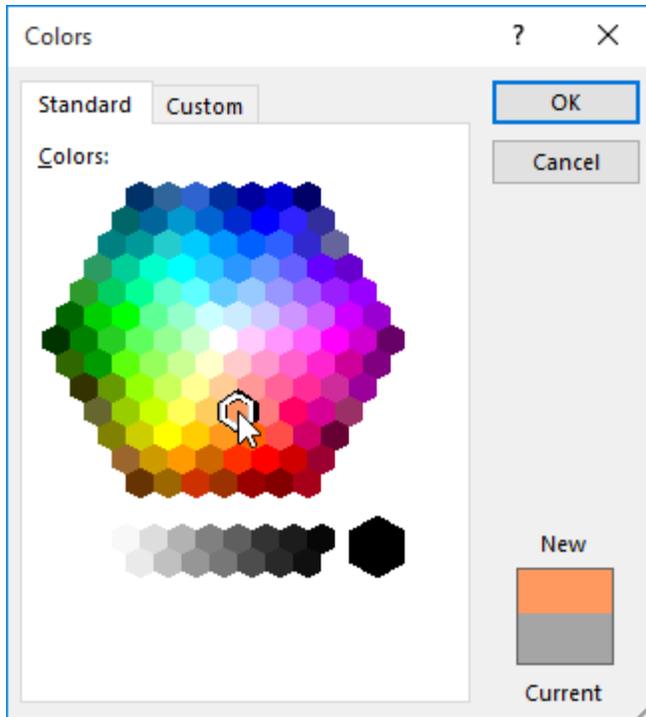
2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



3. Select the font color you want to use. The font color will change in the document.



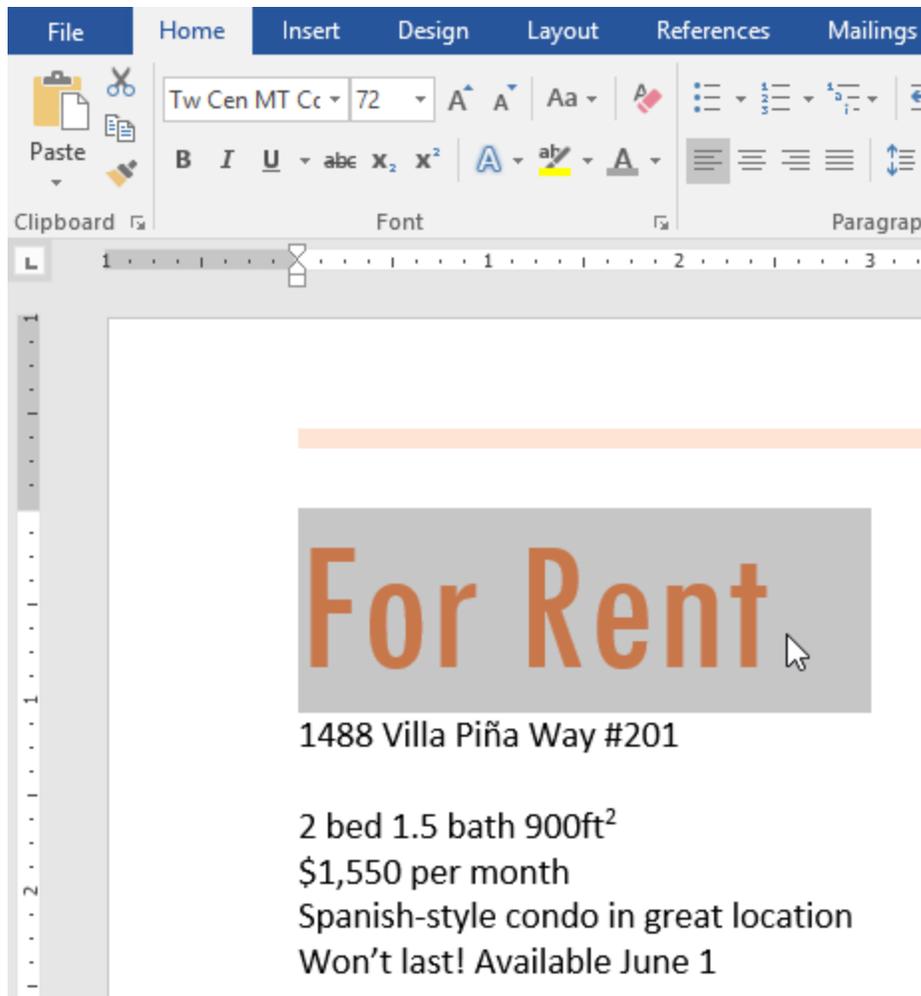
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



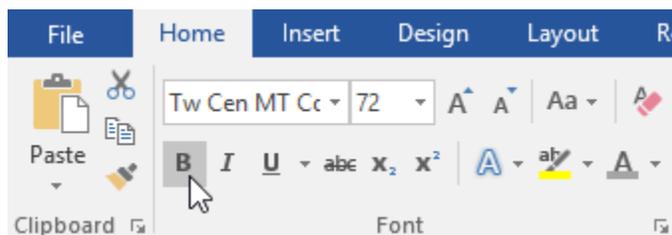
To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

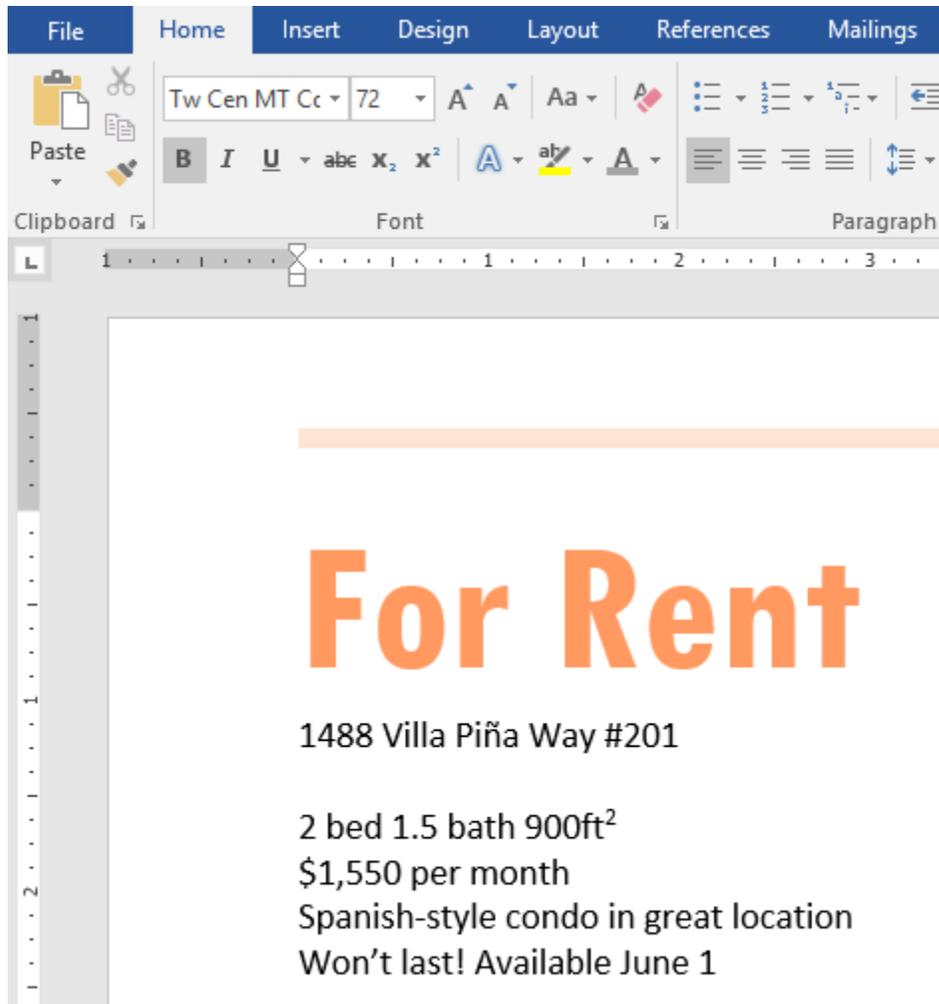
1. Select the text you want to modify.



2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.



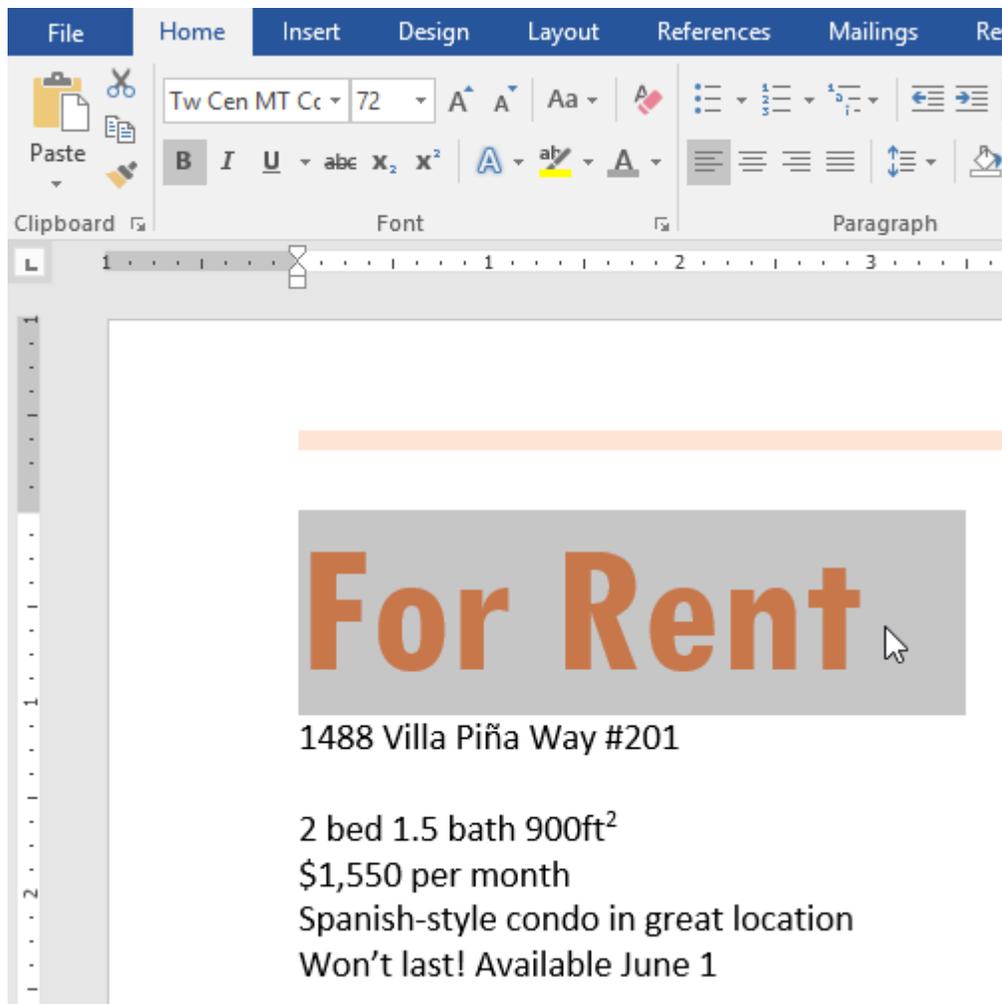
3. The selected text will be modified in the document.



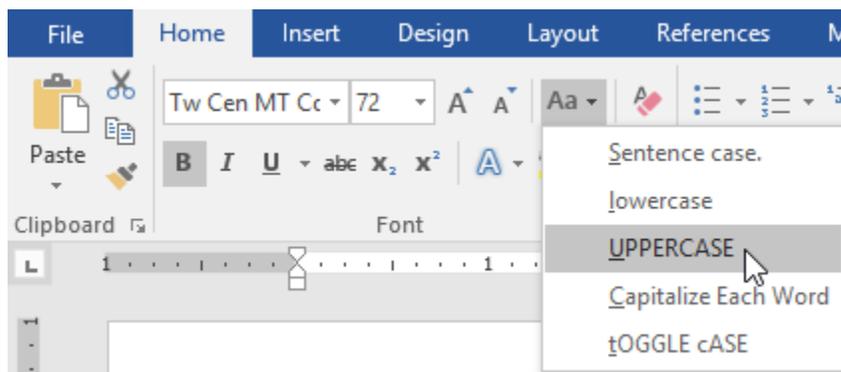
To change text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

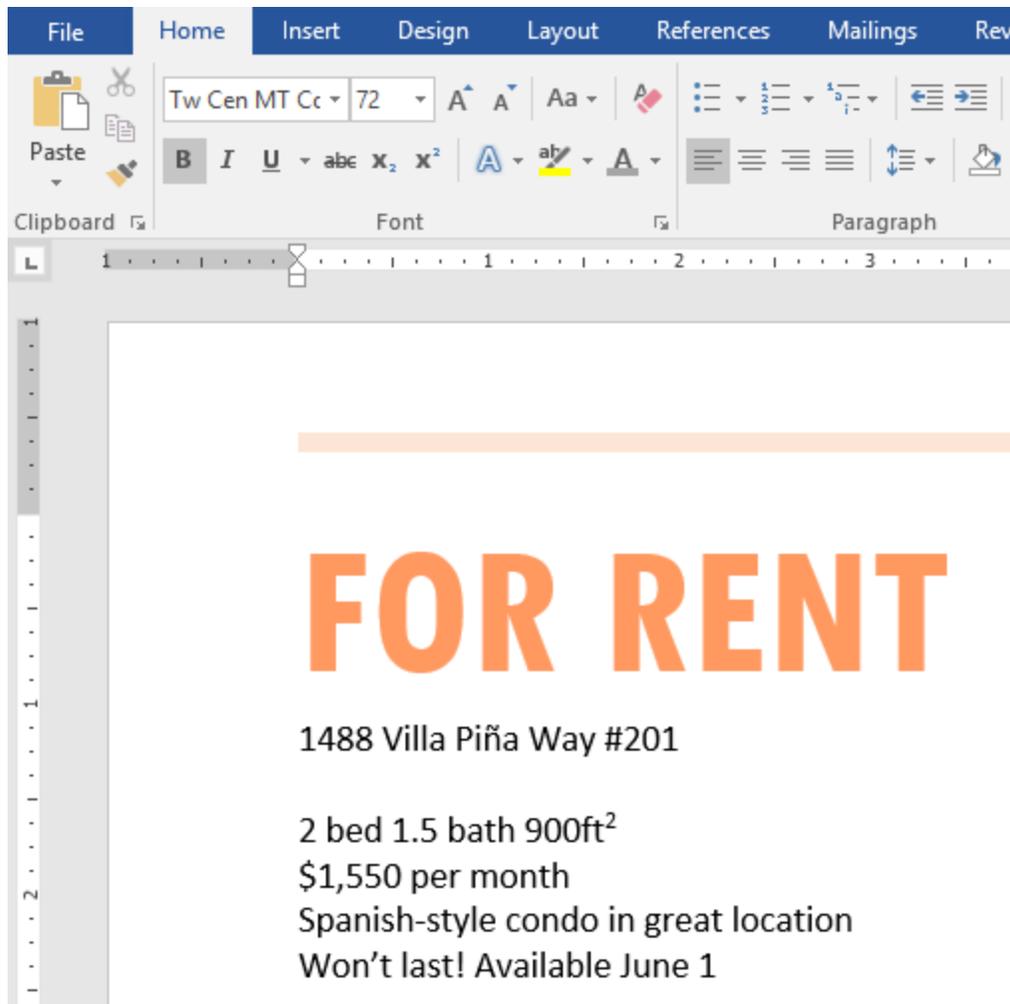
1. Select the text you want to modify.



2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



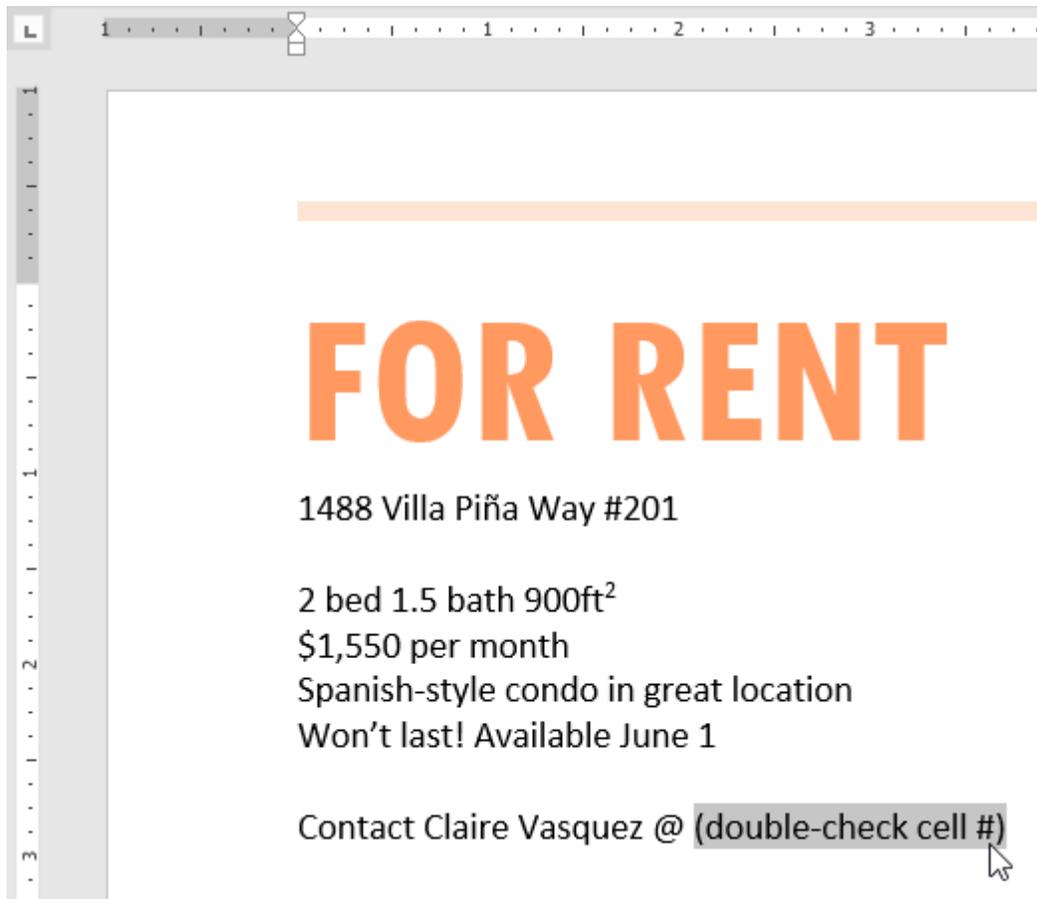
4. The text case will be changed in the document.



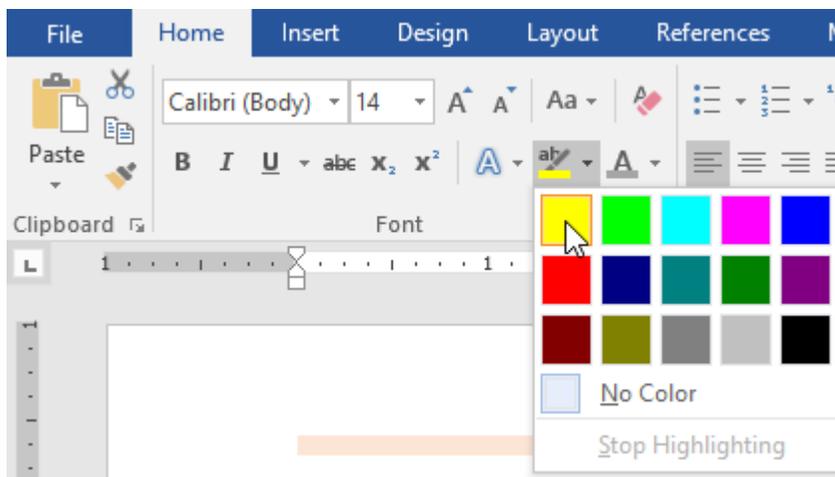
To highlight text:

Highlighting can be a useful tool for marking important text in your document.

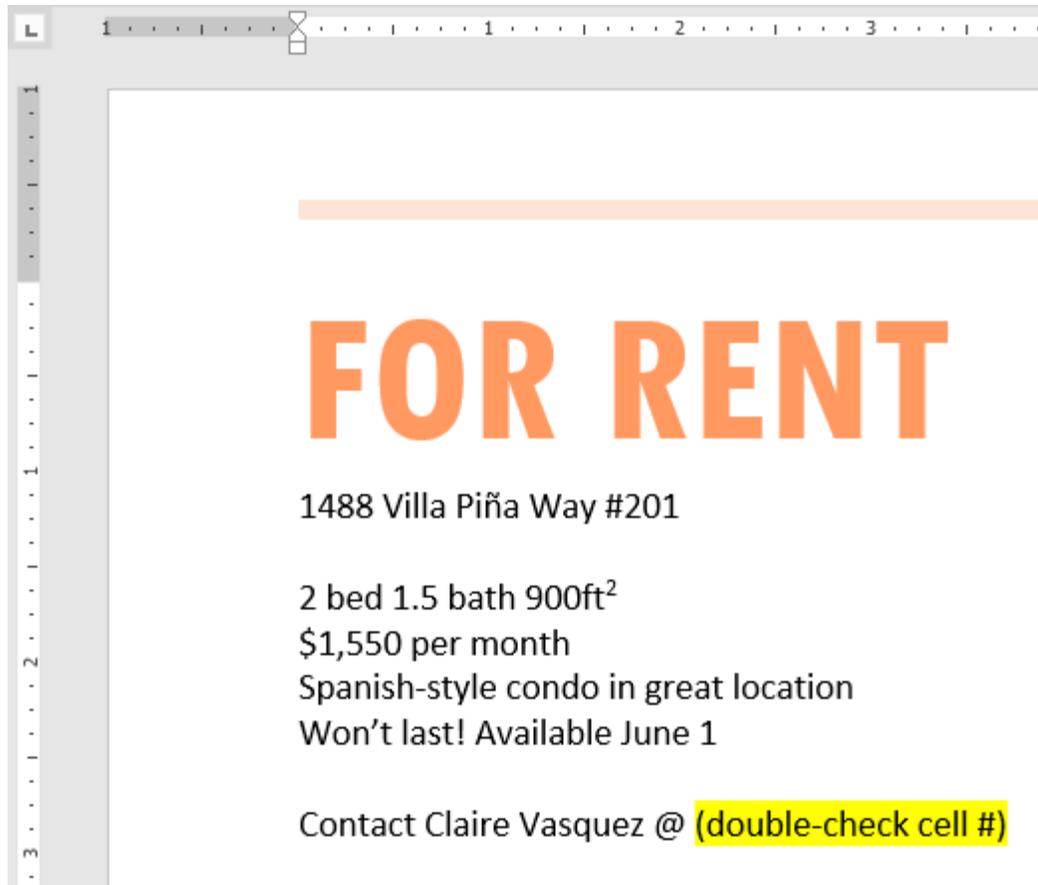
1. Select the text you want to highlight.



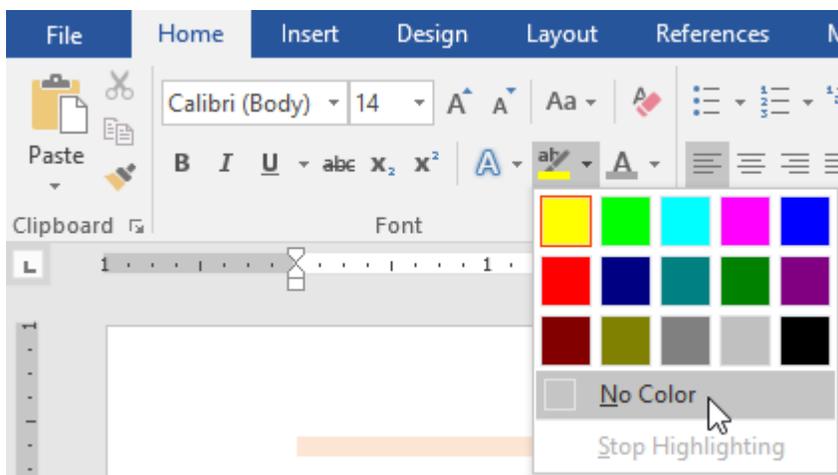
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **HighlightColor** menu appears.



3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.



If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click, hold, and drag the highlighter over the lines you want to highlight.

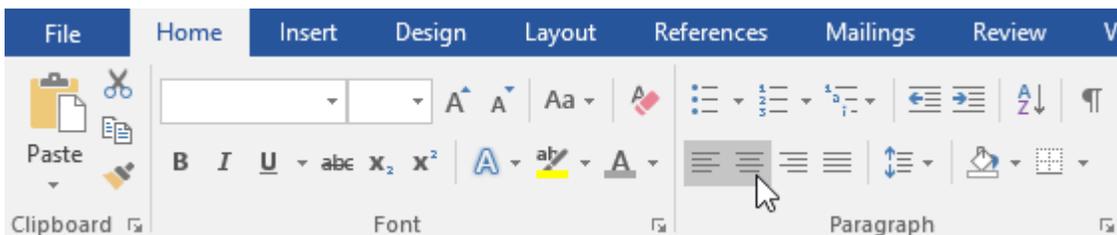
To change text alignment:

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.



2. On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



3. The text will be realigned in the document.



FOR RENT

1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²

\$1,550 per month

Spanish-style condo in great location

Won't last! Available June 1

Contact Claire Vasquez @ **(double-check cell #)**

Click the arrows in the slideshow below to learn more about the four text alignment options.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

•

Align Text Left: This aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

-

Center: This aligns text an equal distance from the left and right margins.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

-

Align Text Right: This aligns all selected text to the right margin.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

•

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [Changing Your Default Settings in Word](#).

Challenge!

1. Open our [practice document](#).
2. Scroll to **page 2**.
3. Select the words **For Rent** and change the **font size** to **48 pt**.
4. With the text still selected, change the **font** to **Franklin Gothic Demi**. **Note:** If you don't see this font in the menu, you can select a different one.
5. Use the **Change Case** command to change For Rent to **UPPERCASE**.
6. Change the color of the words **For Rent** to **Gold, Accent 4**.
7. **Remove the highlight** from the phone number (919-555-7237).
8. Select all of the text from **For Rent** to **(919-555-7237)** and **Center Align**.
9. **Italicize** the text in the paragraph below **About Villa Piña**.
10. When you're finished, your page should look like this:

FOR RENT

1502 Villa Piña Way #103

1 bed 1 bath 750ft²

\$850 per month

Spanish-style condo in great location

Won't last! Available August 1st

Contact Juanita Vasquez @ (919-555-7237)



Beautiful grounds



Dine-in kitchen



Spacious master

ABOUT VILLA PIÑA

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:

www.villapinacondos.com

Word 2016

Using Find and Replace

Introduction

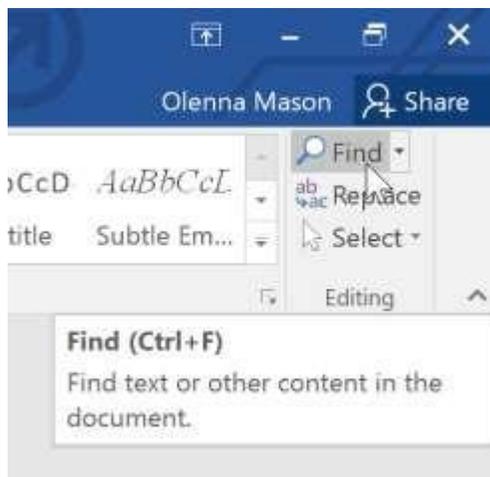
When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

Optional: Download our [practice document](#).

To find text

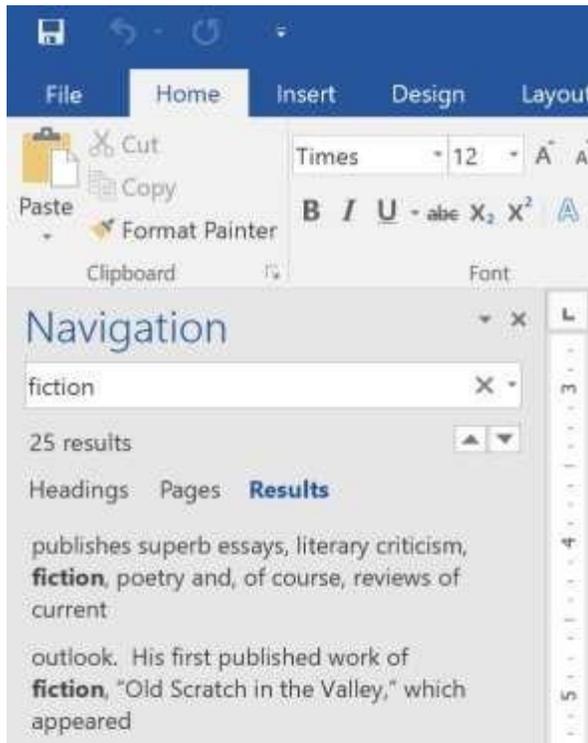
In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

1. From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.



2. The **navigation pane** will appear on the left side of the screen.

3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.



Word 2016

Indents and Tabs

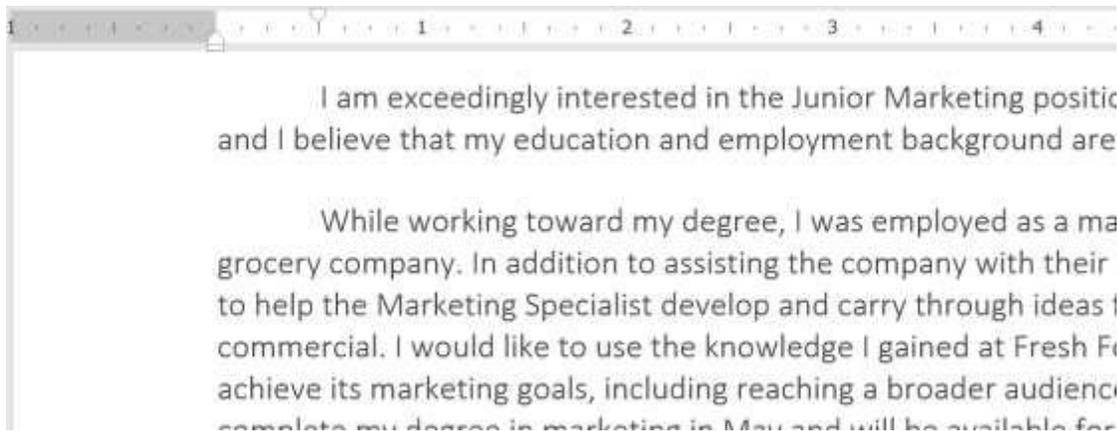
Introduction

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

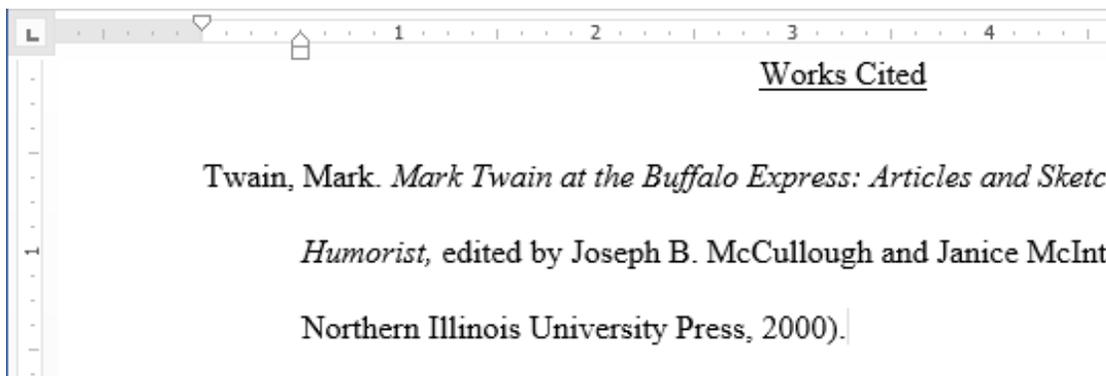
Optional: Download our [practice document](#).

Indenting text

In many types of documents, you may want to indent only the first line of each paragraph. This helps to **visually separate** paragraphs from one another.



It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



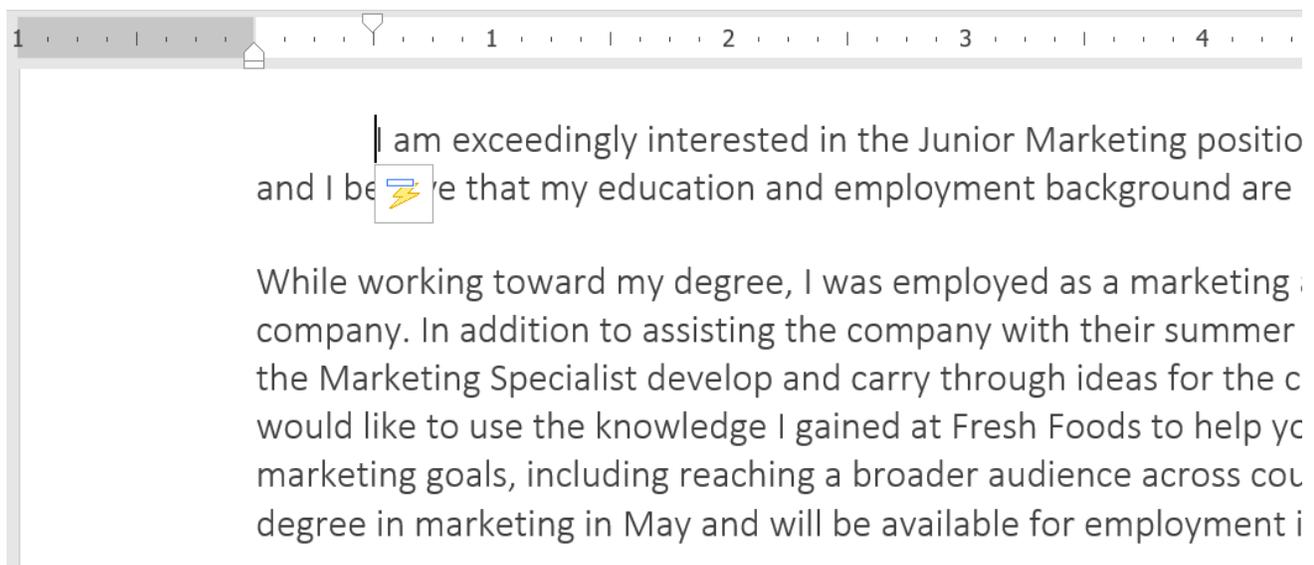
To indent using the Tab key

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

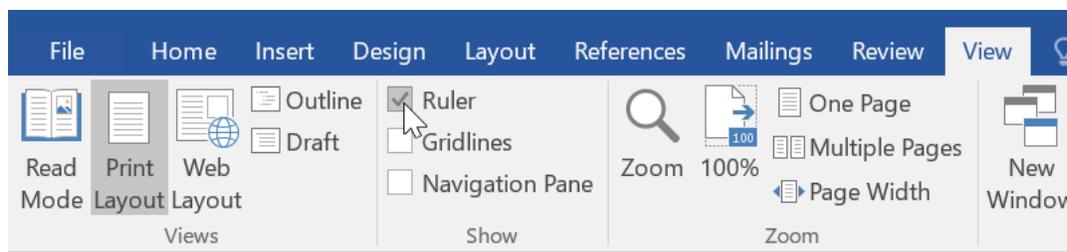
1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



2. Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**.
3. The first line of the paragraph will be indented.

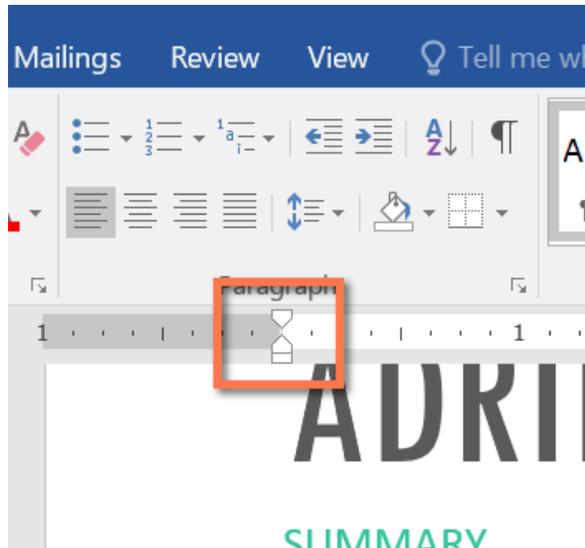


If you can't see the Ruler, select the **View** tab, then click the check box next to the **Ruler**.



Indent markers

In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want.

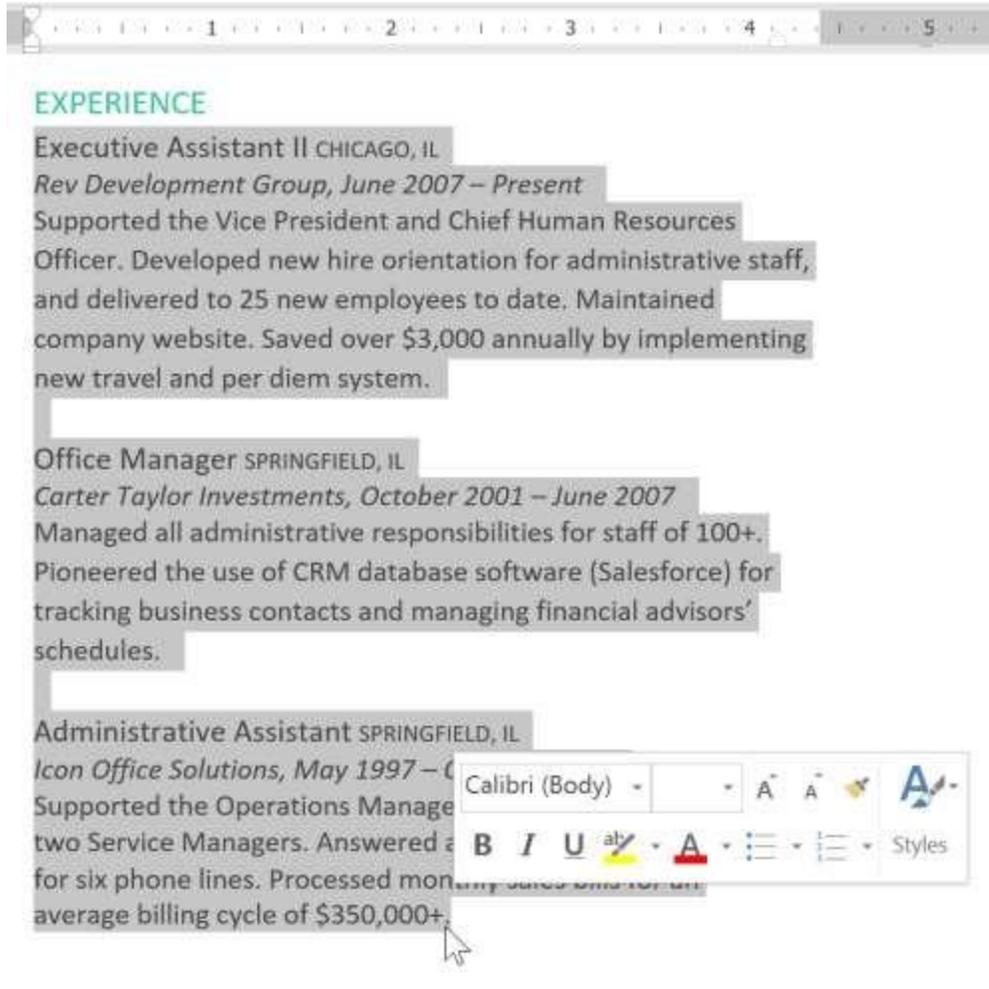


The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

- **First-line indent marker** ▽ adjusts the first-line indent
- **Hanging indent marker** △ adjusts the hanging indent
- **Left indent marker** □ moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

To indent using the indent markers

1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.



The screenshot shows a resume document with a text box open over the third job entry. The text box contains the following text:

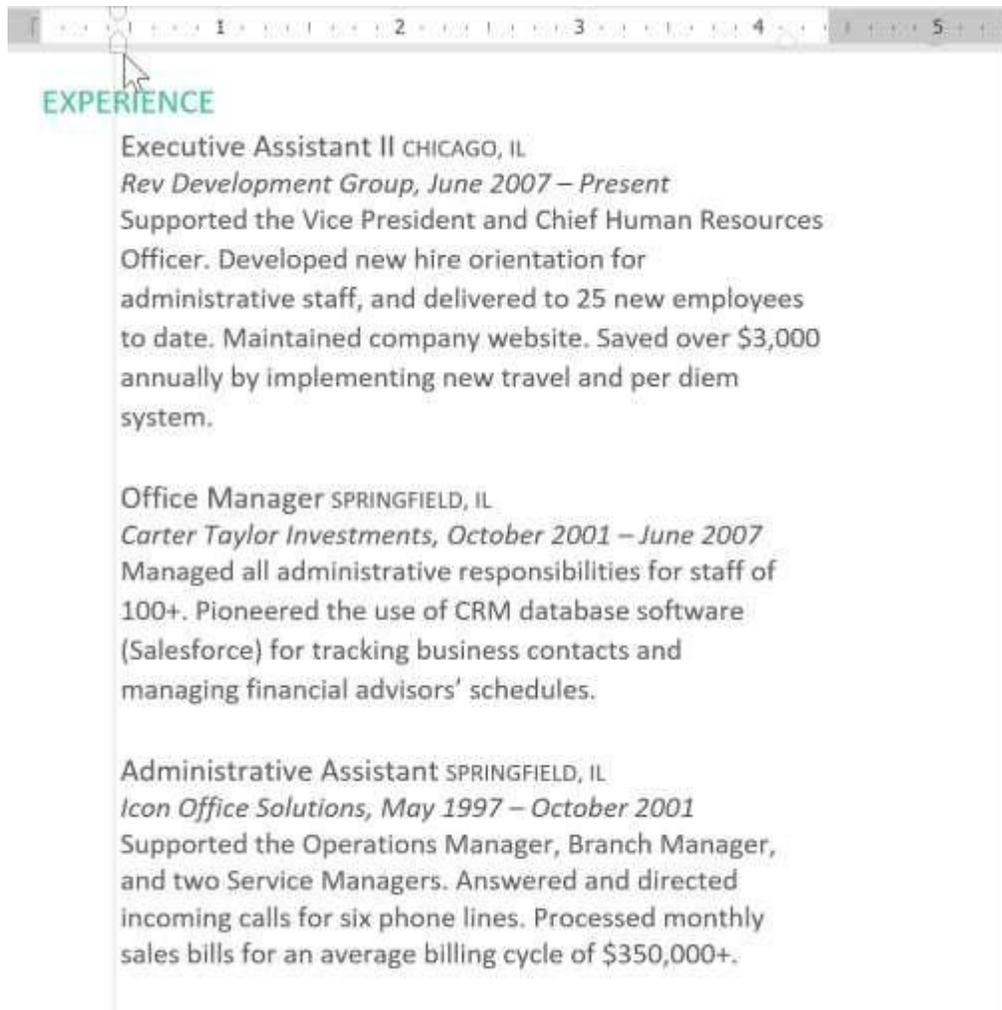
Executive Assistant II CHICAGO, IL
Rev Development Group, June 2007 – Present
Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL
Carter Taylor Investments, October 2001 – June 2007
Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors' schedules.

Administrative Assistant SPRINGFIELD, IL
Icon Office Solutions, May 1997 – October 2001
Supported the Operations Manager and two Service Managers. Answered a total of 12 phone lines for six phone lines. Processed monthly billing for an average billing cycle of \$350,000+.

The text box also includes a font menu with the following options: Calibri (Body), A⁺, A⁻, A, B, I, U, A, Styles.

2. Click and drag the desired **indent marker**. In our example, we'll click and drag the left indent marker.



EXPERIENCE

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Administrative Assistant SPRINGFIELD, IL
Icon Office Solutions, May 1997 – October 2001
Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

3. Release the mouse. The paragraphs will be indented.



EXPERIENCE

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Administrative Assistant SPRINGFIELD, IL

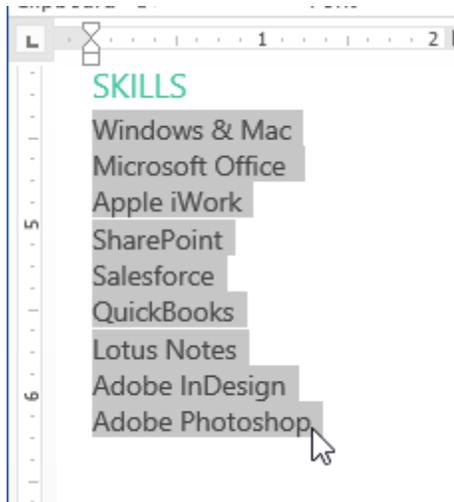
Icon Office Solutions, May 1997 – October 2001

Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

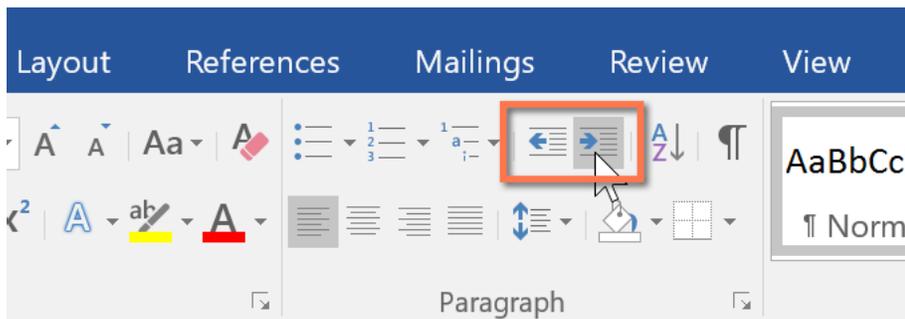
To indent using the Indent commands

If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**. The Indent commands will adjust the indent by **1/2-inch increments**.

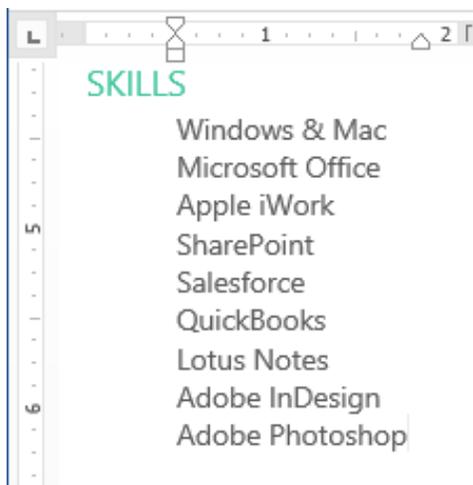
1. Select the text you want to indent.



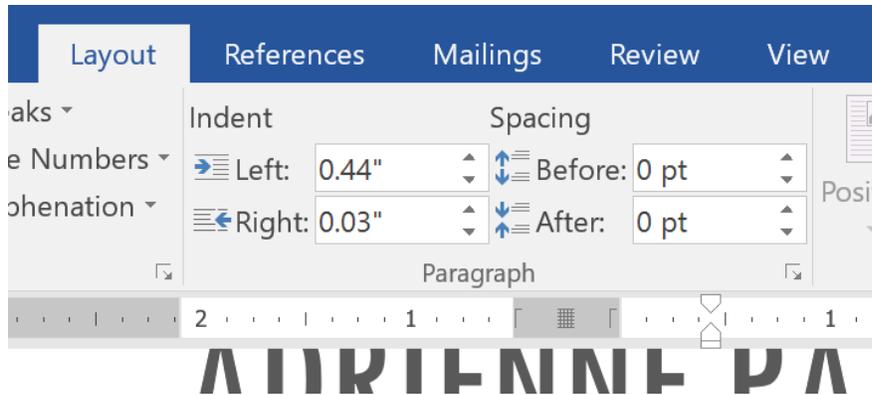
2. On the **Home** tab, click the **Increase Indent** or **Decrease Indent** command.



3. The text will indent.

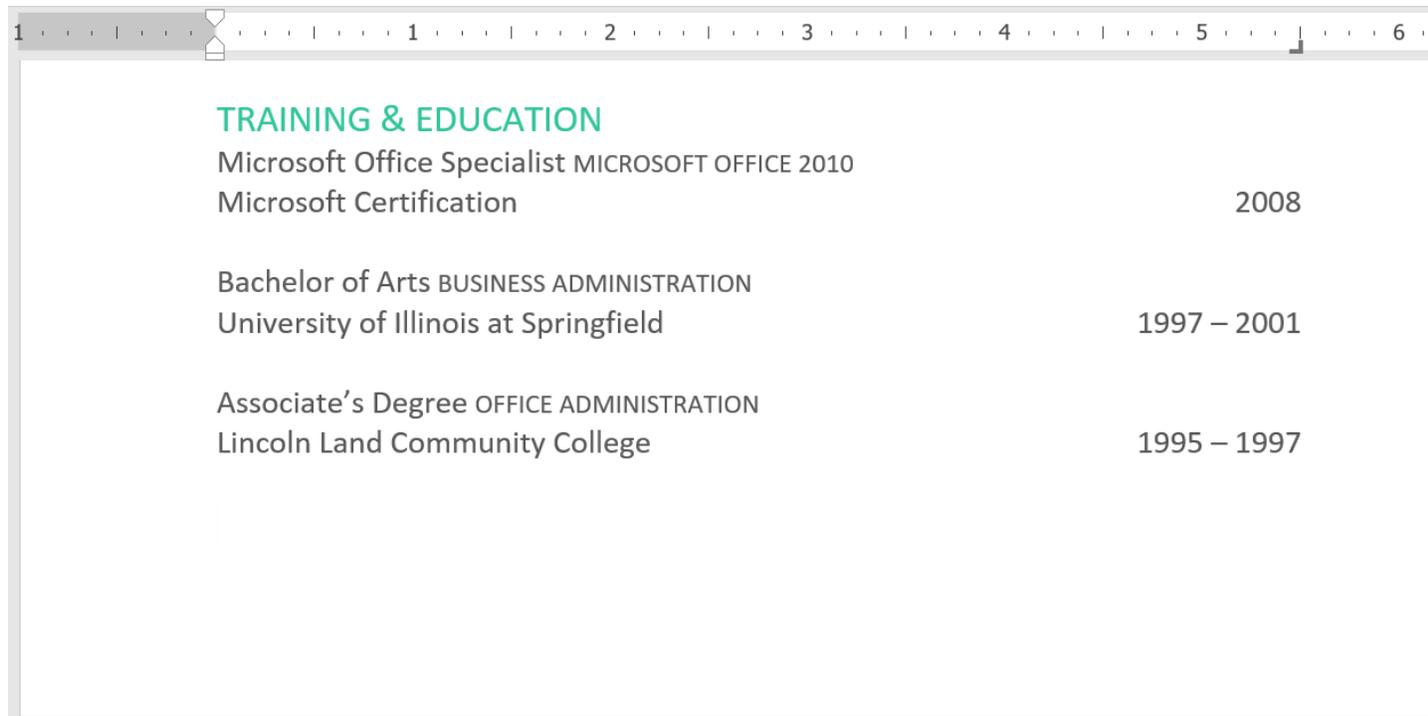


To customize the indent amounts, select the **Layout** tab near the desired values in the boxes under **Indent**.



Tabs

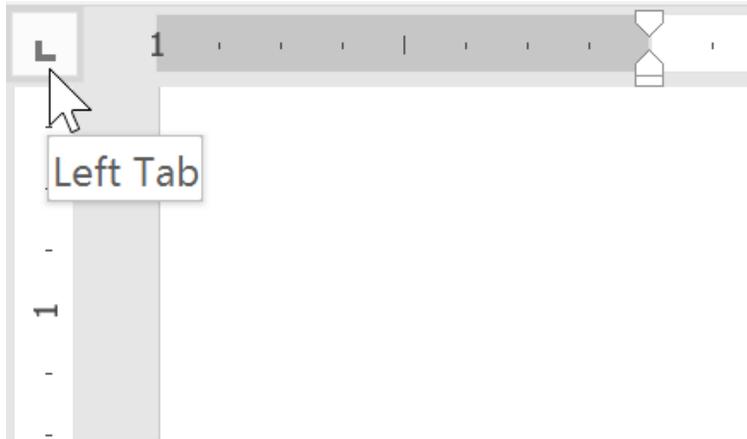
Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tabstop to a single line. For example, on a resume you could **left-align** the beginning of a line and **right-align** the end of the line by adding a **Right Tab**, as shown in the image below.



Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.



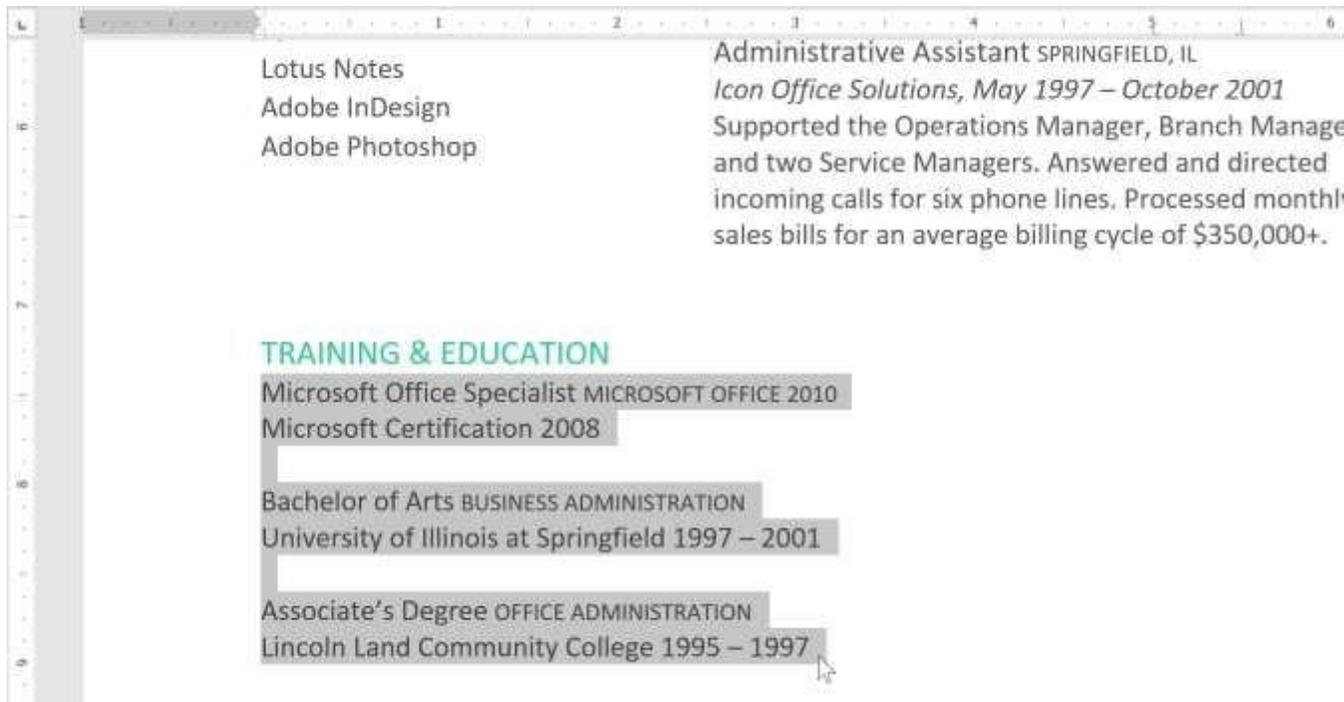
Types of tab stops:

- **Left Tab**  left-aligns the text at the tab stop.
- **Center Tab**  centers the text around the tab stop.
- **Right Tab**  right-aligns the text at the tab stop.
- **Decimal Tab**  aligns decimal numbers using the decimal point.
- **Bar Tab**  draws a vertical line on the document.
- **First Line Indent**  inserts the indent marker on the Ruler and indents the first line of text in a paragraph.
- **Hanging Indent**  inserts the hanging indent marker and indents all lines other than the first line.

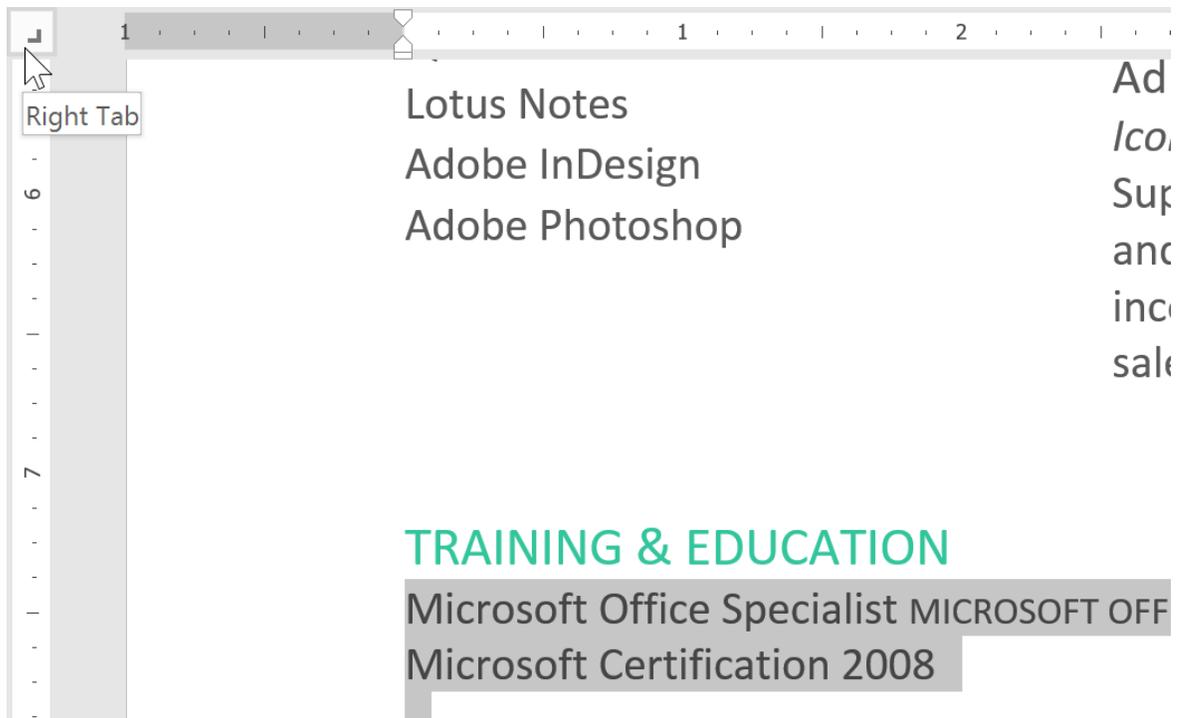
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

To add tab stops

1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.



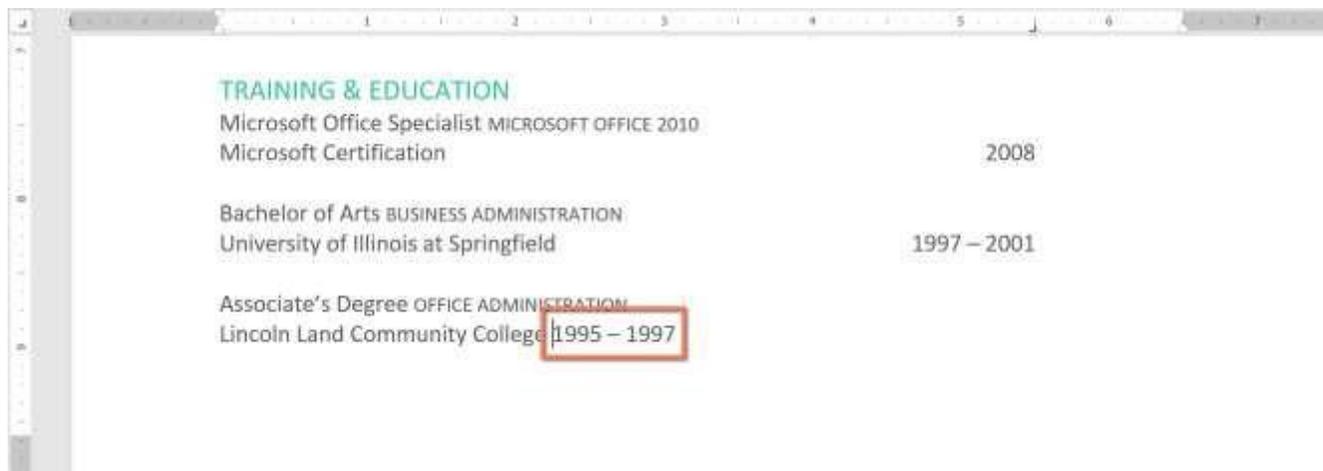
2. Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Right Tab**.



3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the Ruler). You can add as many tab stops as you want.

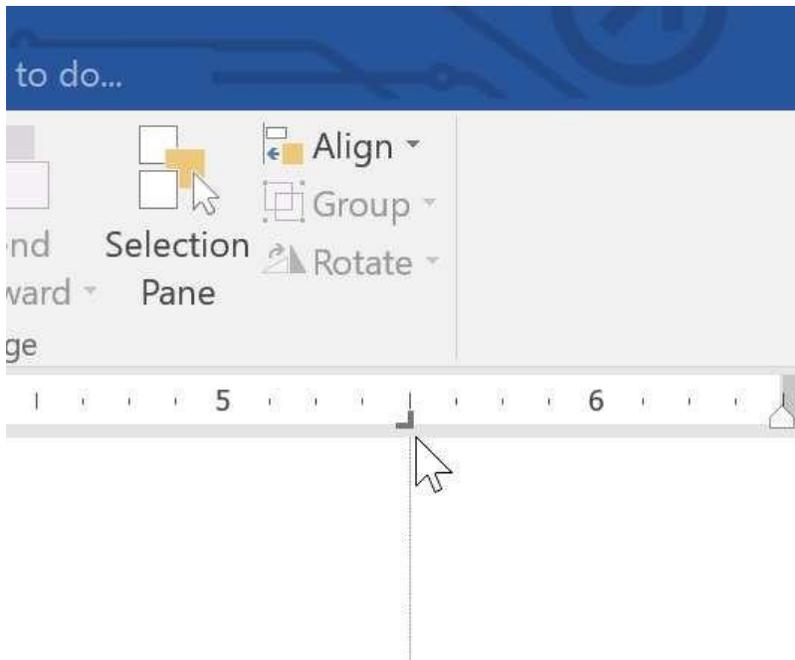


4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop. In our example, we will move each date range to the tab stop we created.

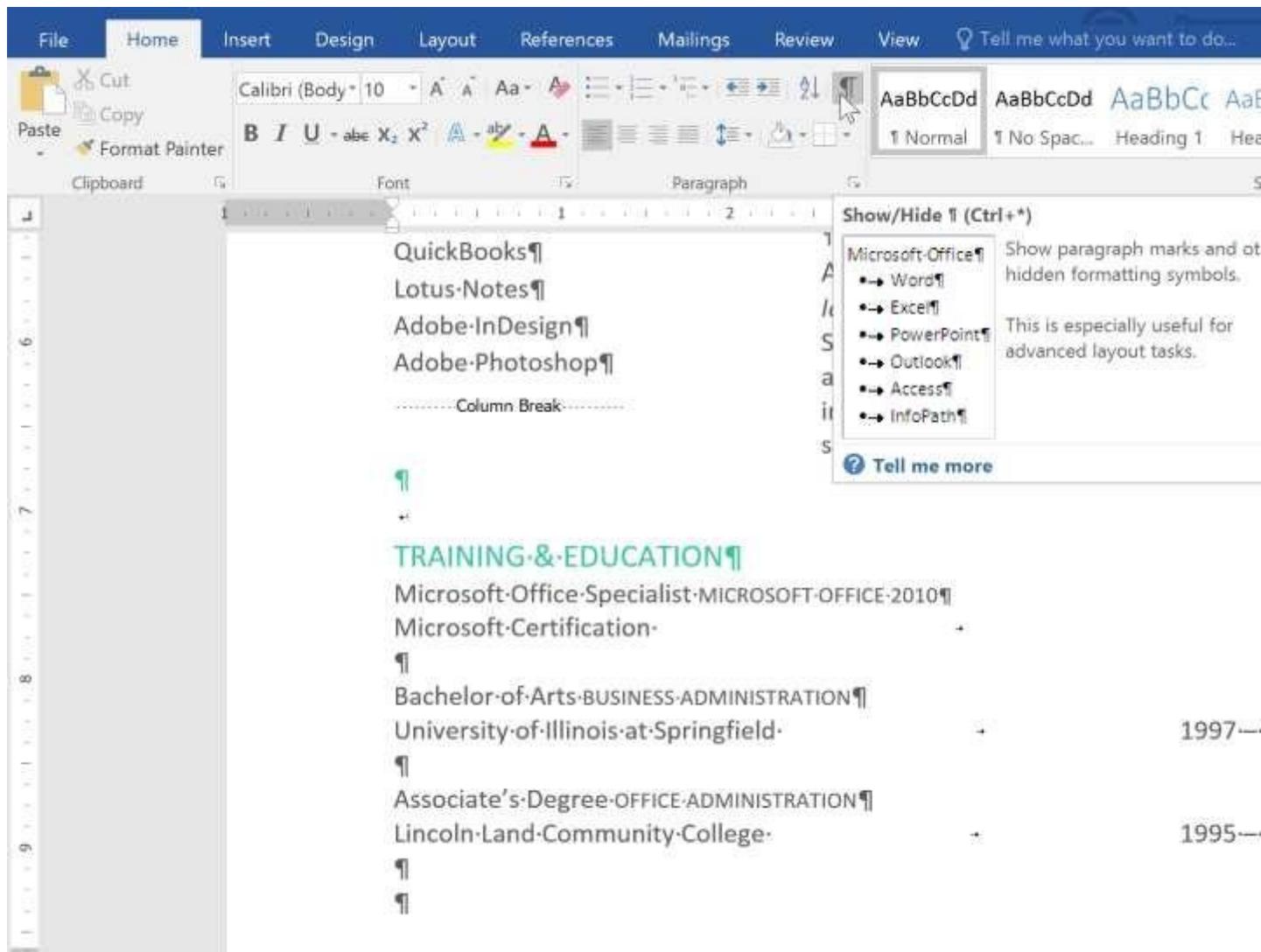


Removing tab stops

It's a good idea to remove any tab stops you aren't using so they don't get in the way. To remove a tab stop, first select all of the text that uses the tab stop. Then click and drag it off of the Ruler.



Word can also display hidden formatting symbols such as spaces (··), paragraph marks (¶), and tabs () to help you see the formatting in your document. To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



Challenge!

1. Open our [practice document](#).
2. Use the **Tab** key to indent the beginning of each paragraph in the body of the cover letter. These start with **I am exceedingly interested**, **While working toward**, and **Enclosed is a copy**.
3. When you're finished, the first page should look like this:

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Modern Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

4. Scroll to **page 2**.
5. Select all of the text below **Training & Education** on page 2.
6. Place a **right tab** at the 6" (15.25 cm) mark.
7. Insert your cursor before each date range, then press the **Tab key**. These dates include **2008**, **1997-2001**, and **1995-1997**.
8. Select each job description under the **Experience** section and move the **Left Indent** to the 0.25" (50 mm) mark.
9. When you're finished, page 1 should look something like this:

ADDRESS 415 Bishop Street #303
Chicago, IL 60608

CELL 312.555.6840
EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SKILLS

Windows & Mac
Microsoft Office
Apple iWork
SharePoint
Salesforce
QuickBooks
Lotus Notes
Adobe InDesign
Adobe Photoshop

EXPERIENCE

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Administrative Assistant SPRINGFIELD, IL

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TRAINING & EDUCATION

Microsoft Office Specialist MICROSOFT OFFICE 2010
Microsoft Certification

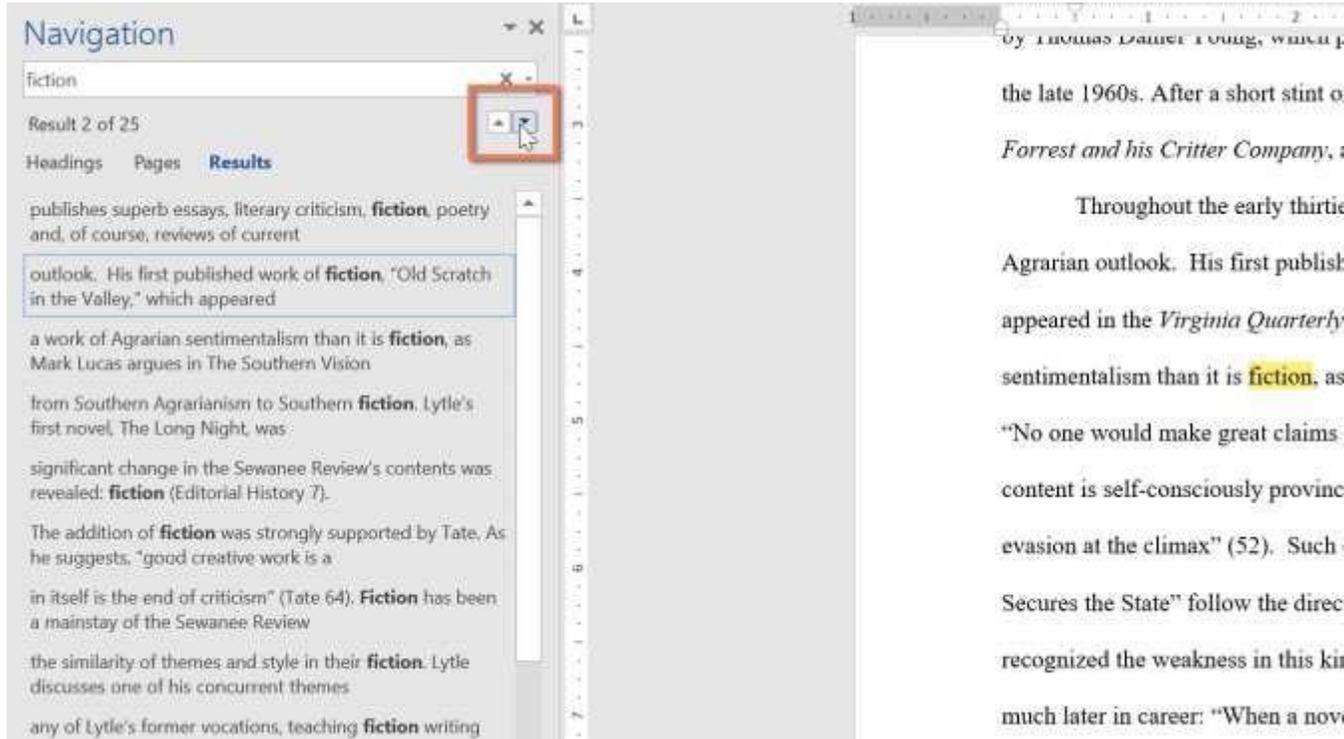
2008

Bachelor of Arts BUSINESS ADMINISTRATION
University of Illinois at Springfield

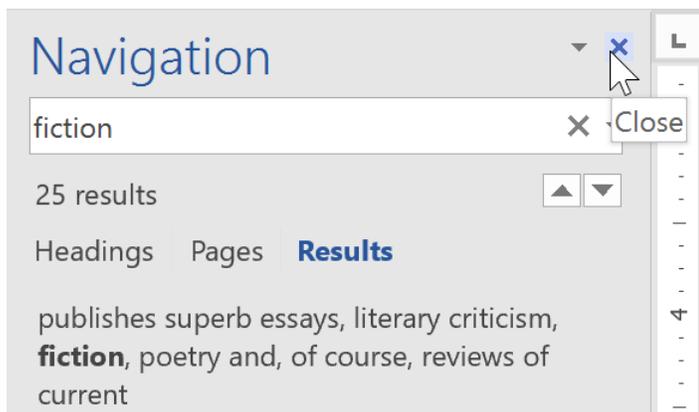
1997 – 2001

Associate's Degree OFFICE ADMINISTRATION
Lincoln Land Community College

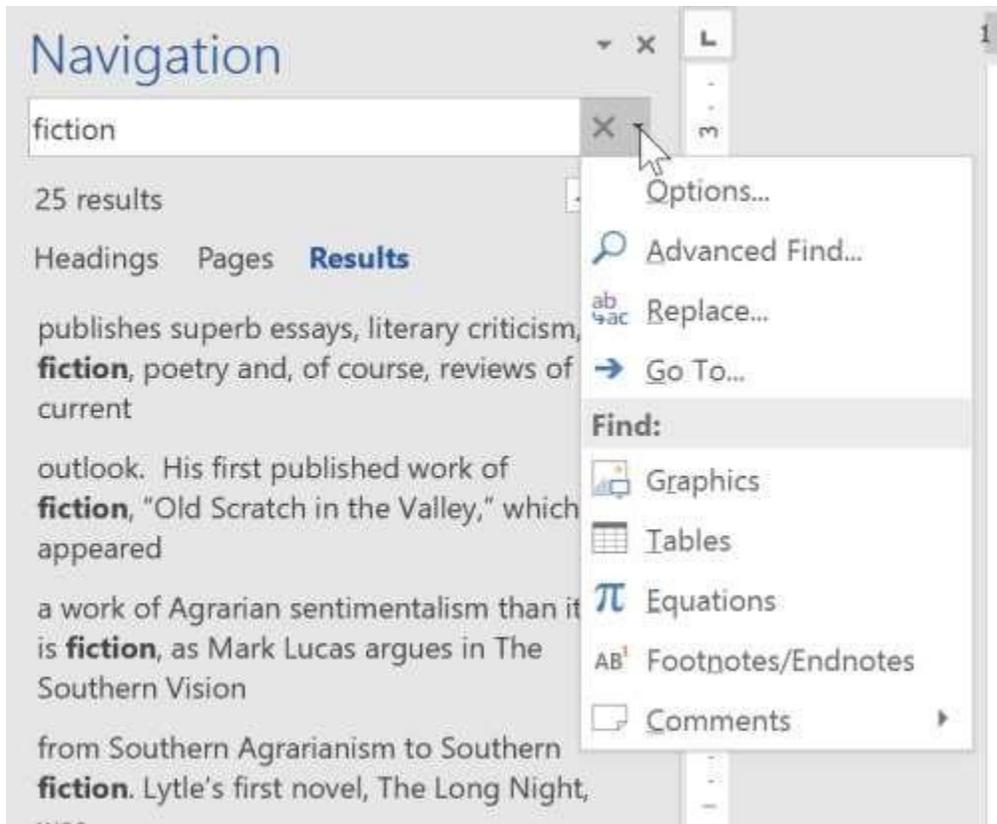
1995 – 1997



5. When you are finished, click the **X** to close the navigation pane. The highlight will disappear.



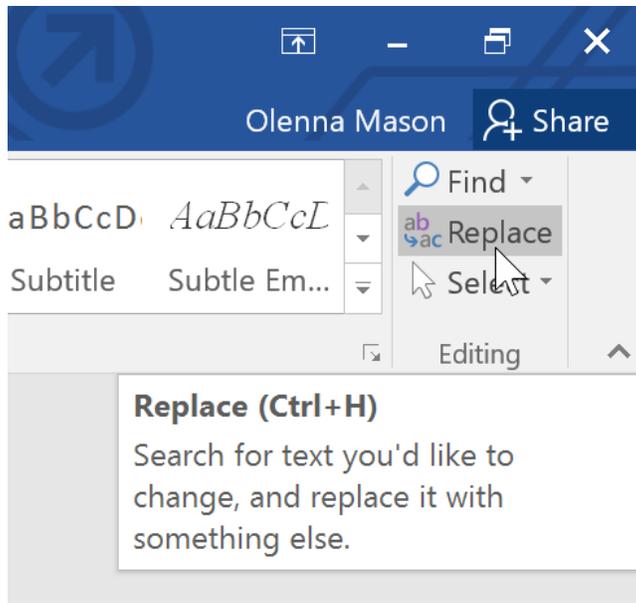
For more search options, click the drop-down arrow next to the search field.



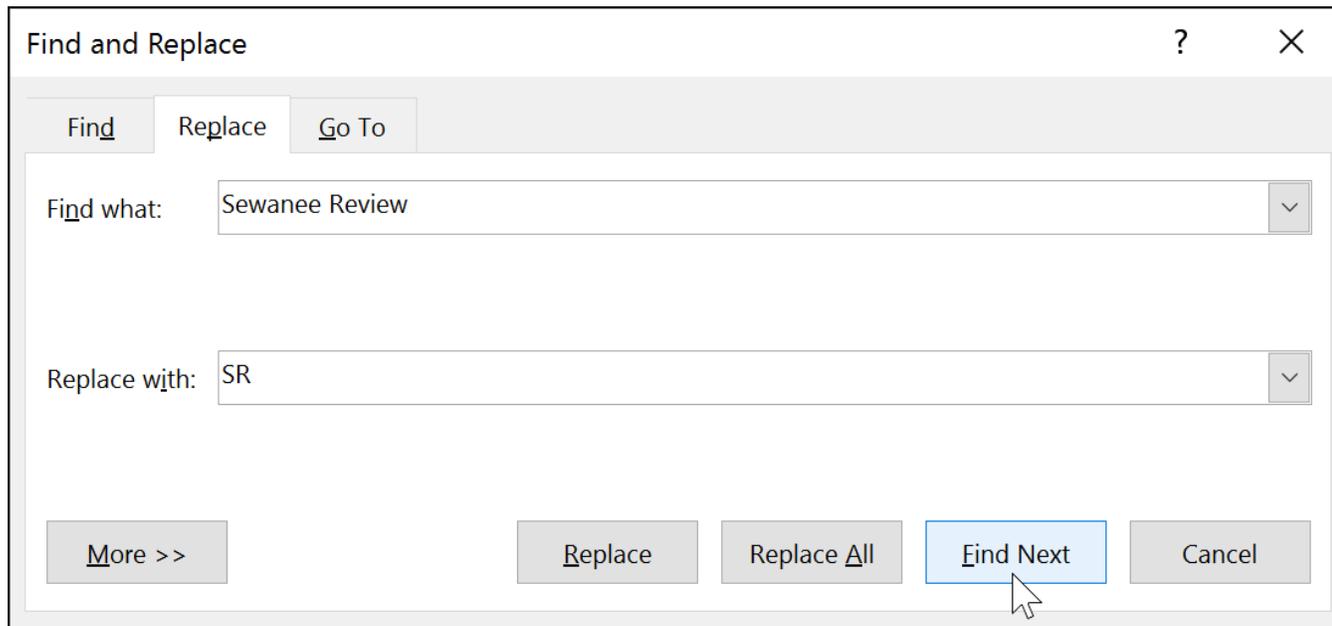
To replace text

At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

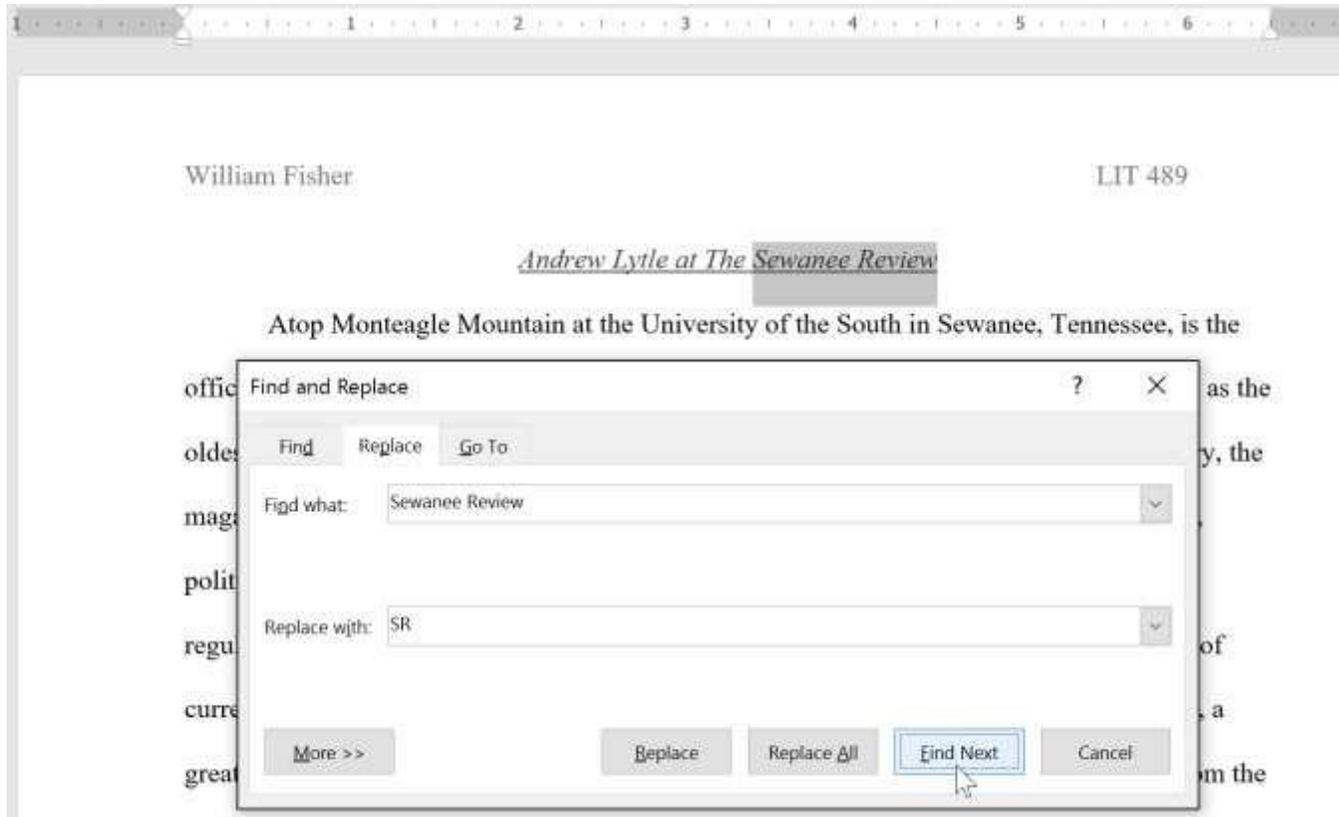
1. From the **Home** tab, click the **Replace** command. Alternatively, you can press **Ctrl+H** on your keyboard.



2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **FindNext**.

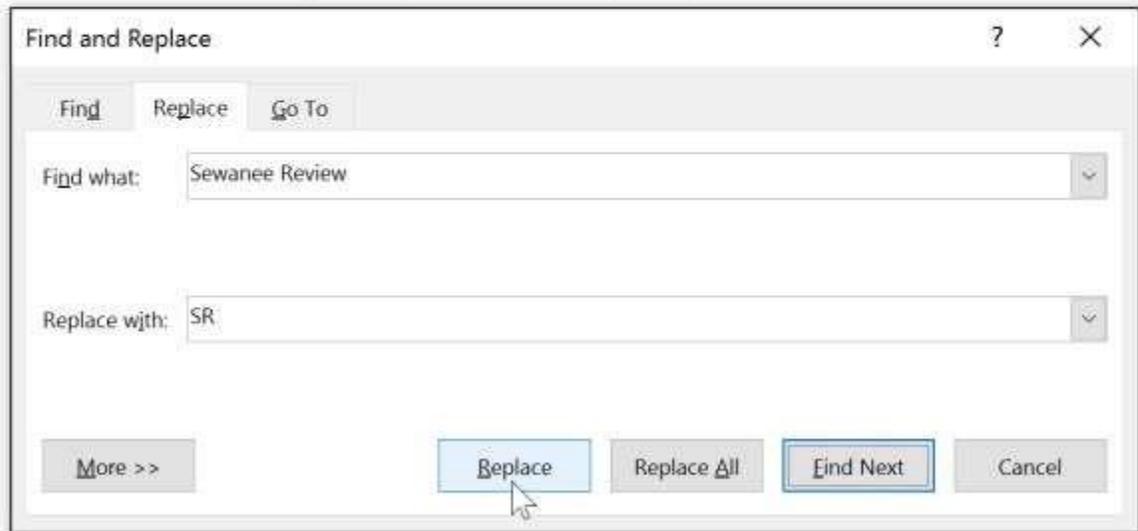


5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



7. If you want to replace it, you can click **Replace** to change individual instances of text. Alternatively, you can click **Replace All** to replace every instance of the text throughout the document.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring

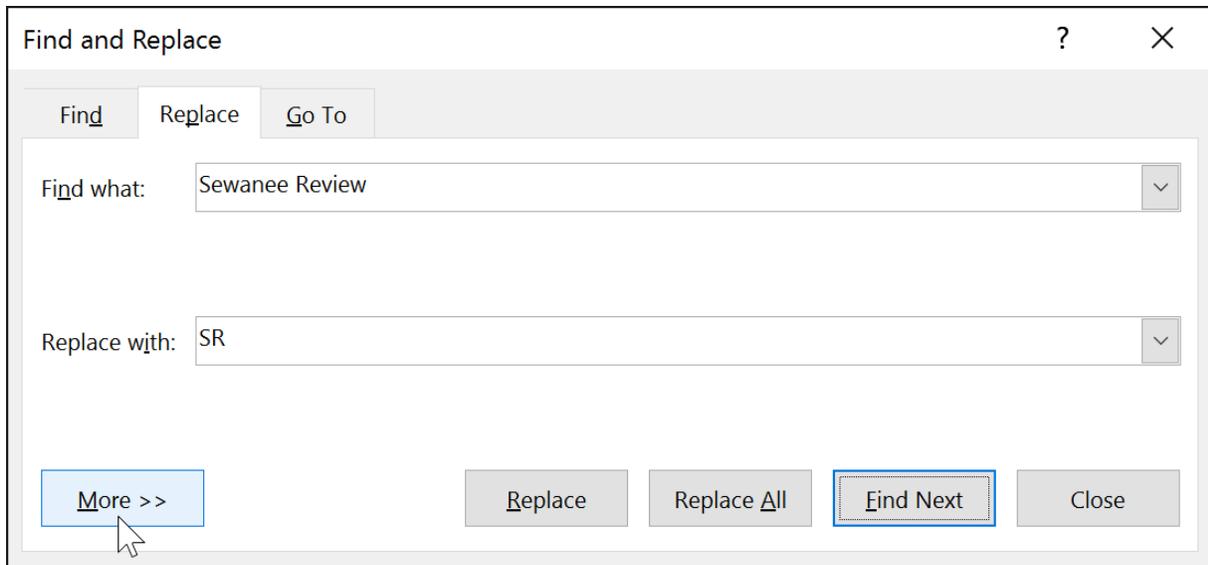


8. The text will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t
great deal of the magazine's continued excellence has depended on its editors, v
SR would not have been able to solicit and select the excellent writers that have
pages during these past decades. For the last seventy-six years, the office of the

9. When you're done, click **Close** or **Cancel** to close the dialog box.

For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

Challenge!

1. Open our [practice document](#).
2. Using the **Find** feature, determine which pages mention **Caroline Gordon**.
3. The name T.S. Eliot is misspelled. Replace all instances of **Elliot** with **Eliot**. When you're finished, you should have made three replacements.
4. Allen Tate's name is also misspelled. **Find and Replace** Alan with Allen. **Hint:** Do not use **Replace All**. Otherwise, you might accidentally replace the word **balance**.



Word 2016

Line and Paragraph Spacing

Introduction

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability and **reduce** it to fit more text on the page.

Optional: Download our [practice document](#).

Watch the video below to learn how to fine tune line and paragraph spacing in your documents.

About line spacing

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than singlespaced.

In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

<p>SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.</p>	<p>SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.</p>	<p>SUMMARY Tech-savvy, solutions-oriented professional with experience in all aspects of office</p>
---	---	--

Line spacing is also known as leading (pronounced to rhyme with **wedding**). **To format line spacing**

1. Select the text you want to format.

Dear Ms. Jackson:

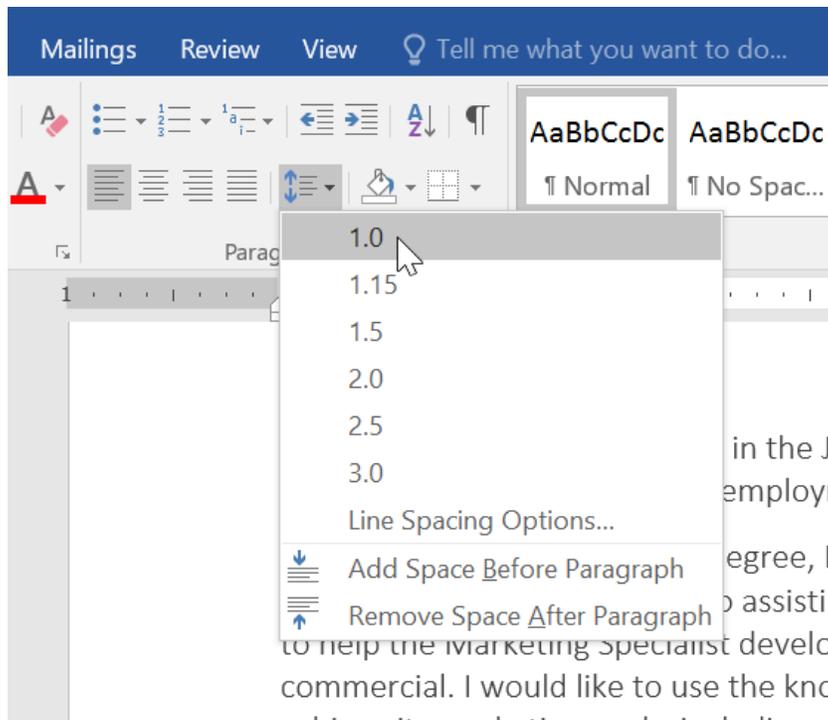
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command, then select the desired line spacing.



3. The line spacing will change in the document.

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Teleph believe that my education and employment background are well suited for the posit

While working toward my degree, I was employed as a marketing assistant with a grocery company. In addition to assisting the company with their summer promotion to help the Marketing Specialist develop and carry through ideas for the company's commercial. I would like to use the knowledge I gained at Fresh Foods to help your c achieve its marketing goals, including reaching a broader audience across country. I v complete my degree in marketing in May and will be available for employment in ear

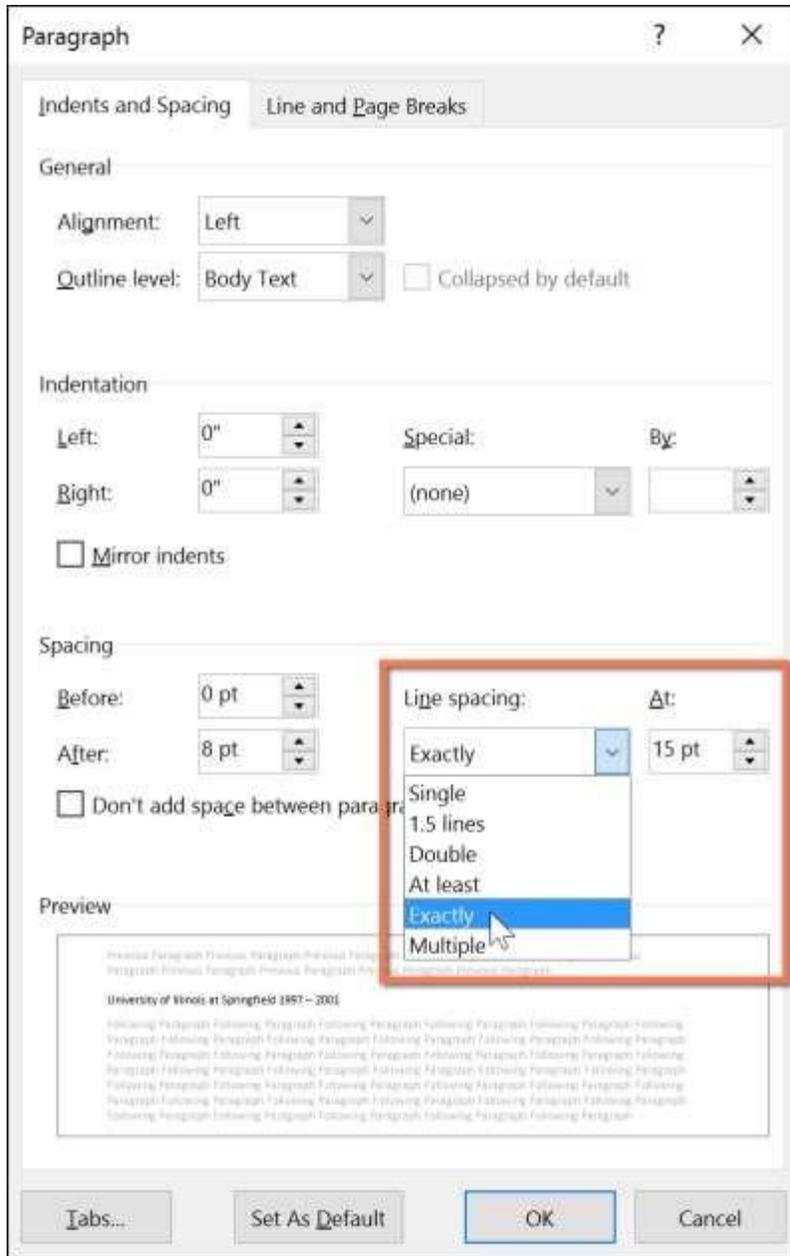
Enclosed is a copy of my resume, which more fully details my qualifications for th Within the next week, I will contact you to confirm that you received my email and r I'll be happy to answer any questions that you may have. Thank you for your consid

Sincerely,

Fine tuning line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.

- **Exactly:** When you choose this option, the line spacing is **measured in points**, just like font size. For example, if you're using **12-point** text, you could use **15-point** spacing.
- **At least:** Like the the **Exactly** option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- **Multiple:** This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like **0.9**.



Paragraph spacing

Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

To format paragraph spacing:

In our example, we'll increase the space before each paragraph to separate them a bit more. This will make it a little easier to read.

1. Select the paragraph or paragraphs you want to format.

Dear Ms. Jackson:

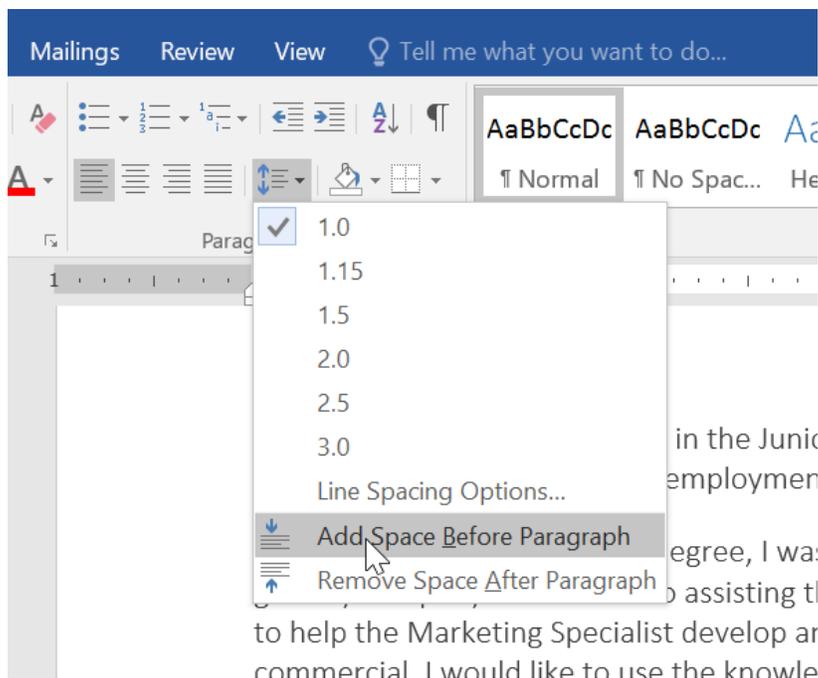
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. In our example, we'll select **Add Space Before Paragraph**.



3. The paragraph spacing will change in the document.

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

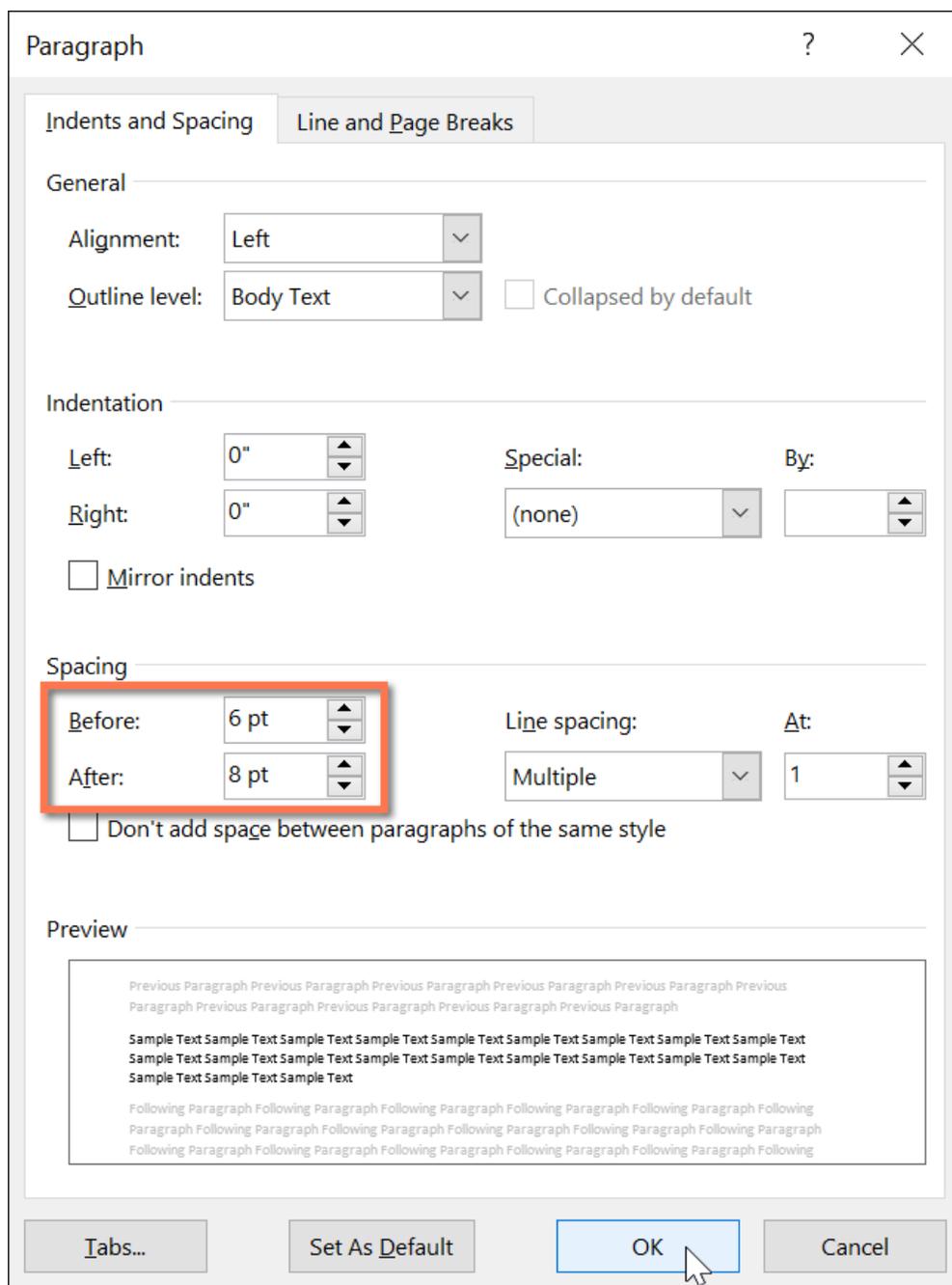
While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.



You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [Changing Your Default Settings in Word](#).

Challenge!

1. Open our [practice document](#).
2. Select the the date and the address block. This starts with **April 13, 2016**, and ends with **Trenton, NJ 08601**.

3. Change the spacing **before** the paragraph to **12 pt** and the spacing **after** the paragraph to **30 pt**.
4. Select the body of the letter. This starts with **I am exceedingly** and ends with **your consideration**.
5. Change the **line spacing** to 1.15.
6. When you're finished, your page should look like this:

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Modern Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

Word 2016

Lists

Introduction

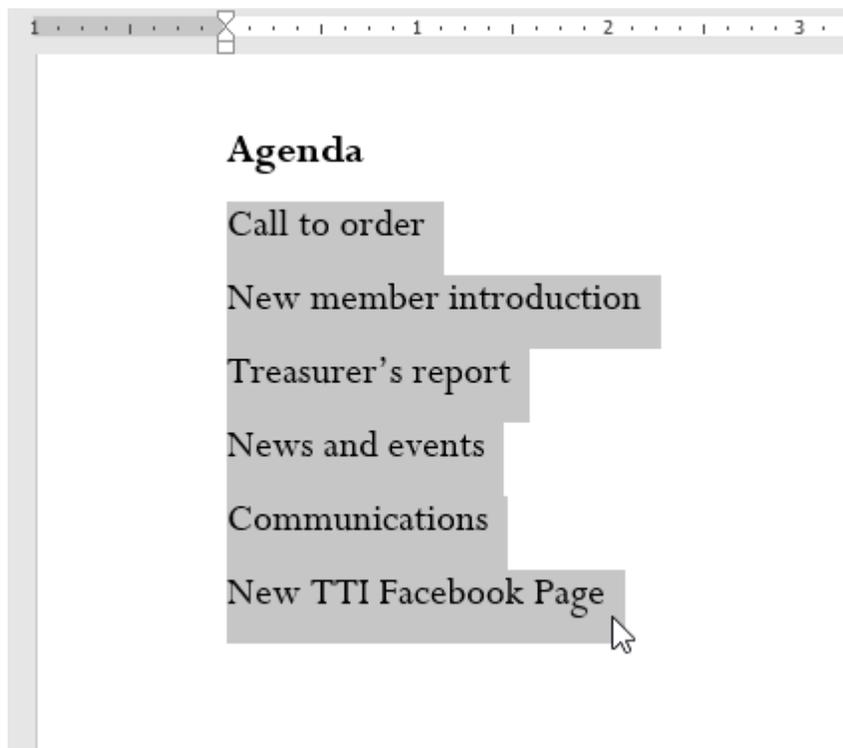
Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

Optional: Download our [practice document](#).

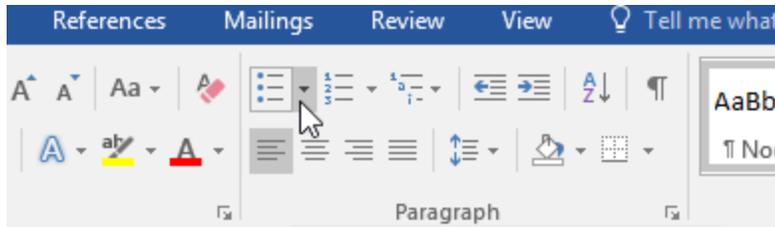
Watch the video below to learn more about lists in Word.

To create a bulleted list:

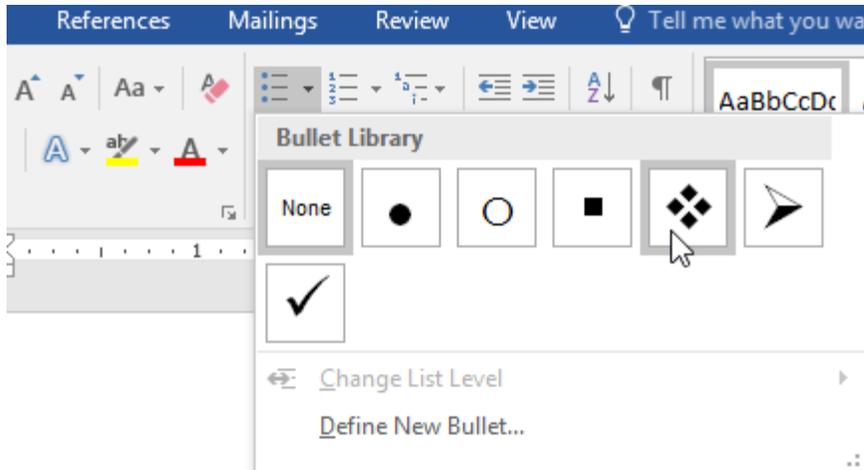
1. Select the text you want to format as a list.



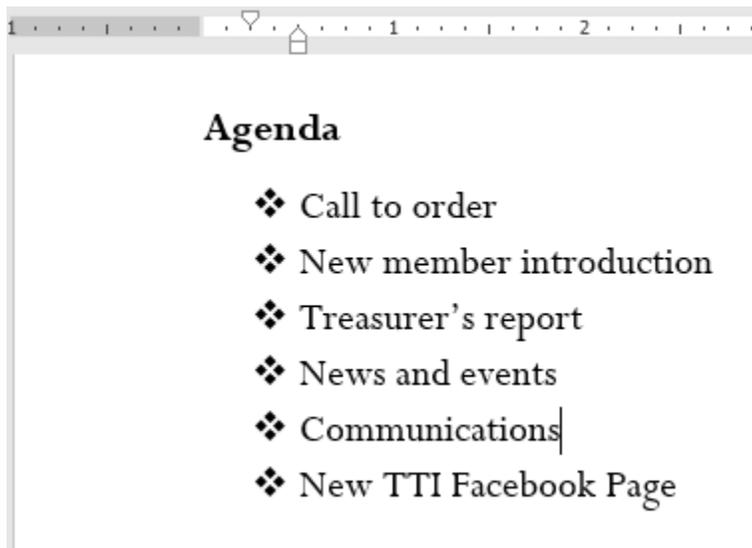
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.



3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.



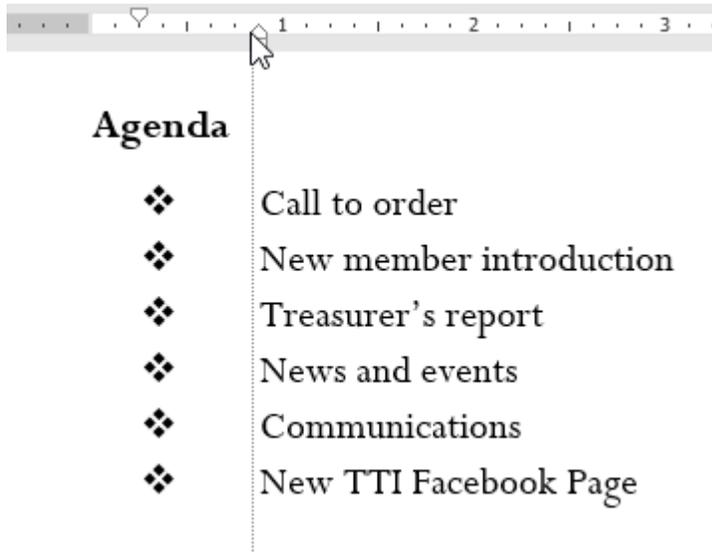
4. The text will be formatted as a bulleted list.



Options for working with lists

- To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered list** command.

- When you're editing a list you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.
- By dragging the indent markers on the Ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.



To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

1. Select the text you want to format as a list.



Farewell dinner preparation

Book venue (San Francisco Radix Gardens)

Contact vendors

Book San Diego Quintessential Quartet

Book Moment of Melody Children's Choir

Send invitations

Approve location set up

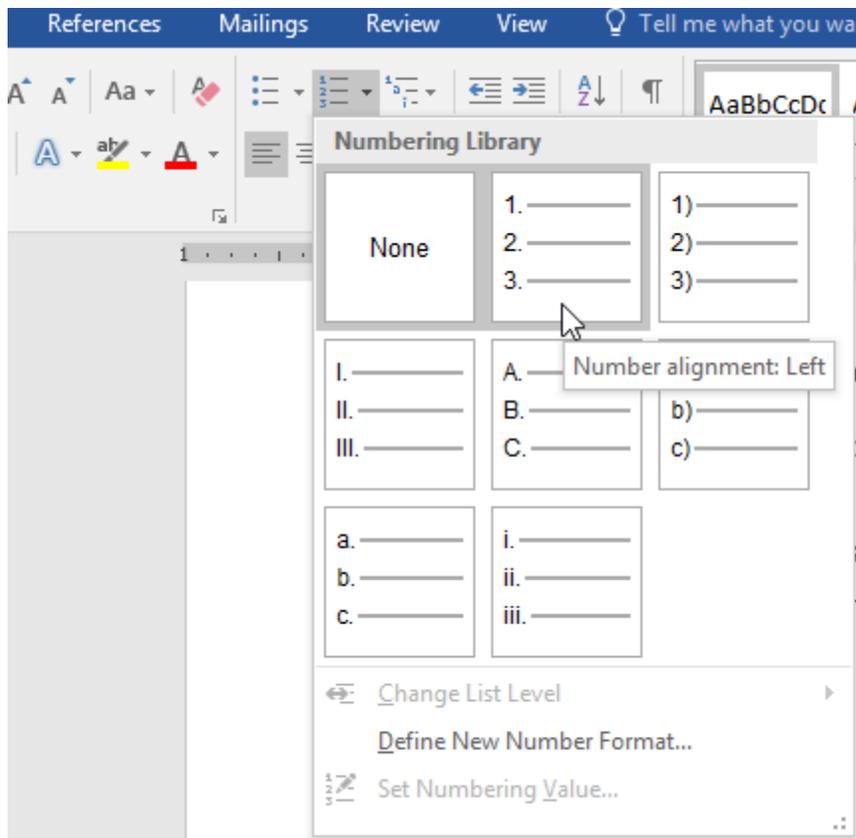
Arrange seating placards

Setup podium

2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.



3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.



4. The text will format as a numbered list.



Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations
6. Approve location set up
7. Arrange seating placards
8. Setup podium

To restart a numbered list:

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.

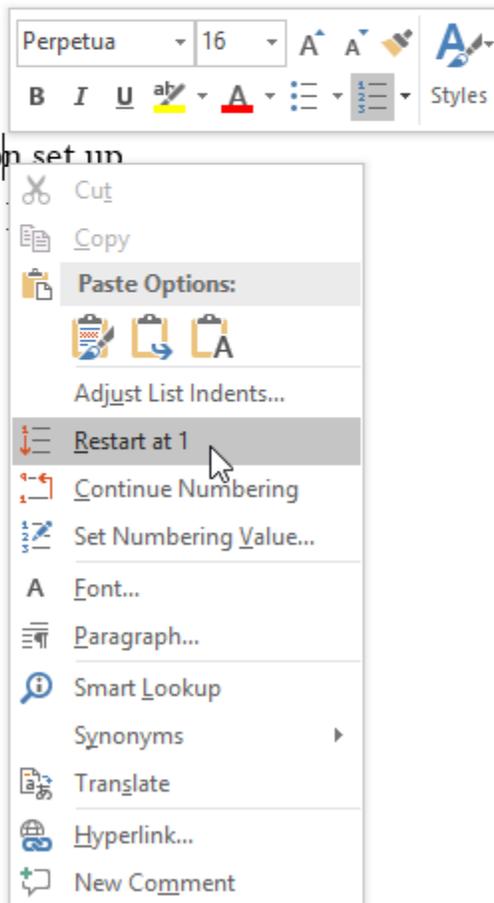


Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium



2. The list numbering will restart.



Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

1. Approve location set up
2. Arrange seating placards
3. Setup podium

You can also set a list to continue numbering from the previous list. To do this, right-click and select **Continue Numbering**.

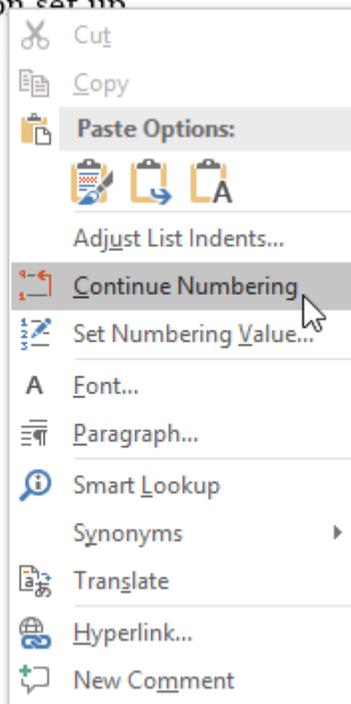


Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children’s Choir
5. Send invitations

Day of the dinner

1. Approve location set up
2. Arrange seating
3. Setup podium



Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

To use a symbol as a bullet:

1. Select an existing list you want to format.

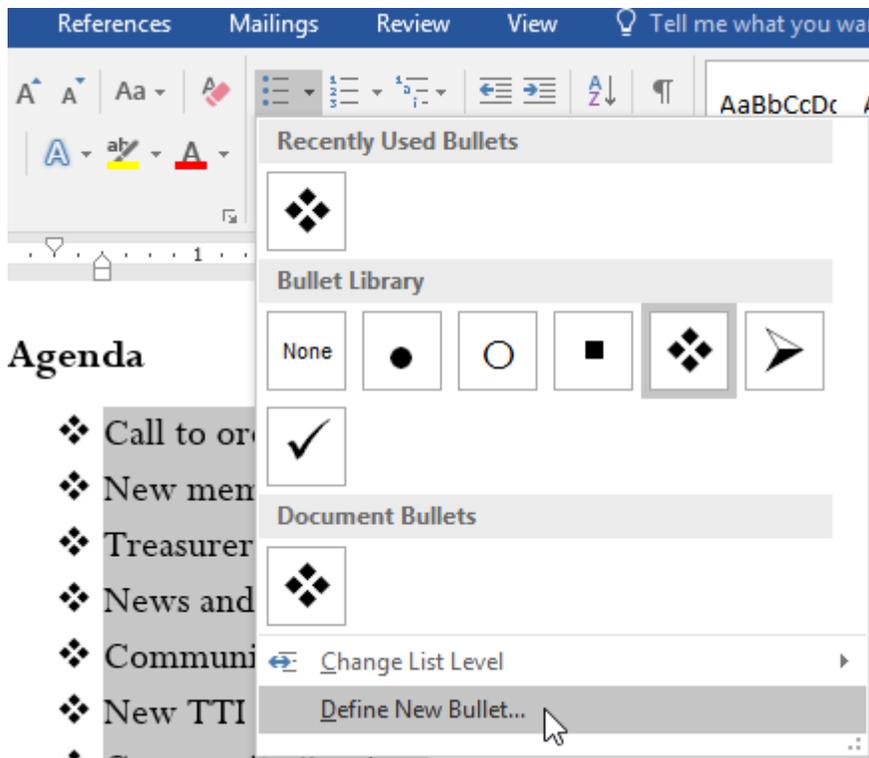


Agenda

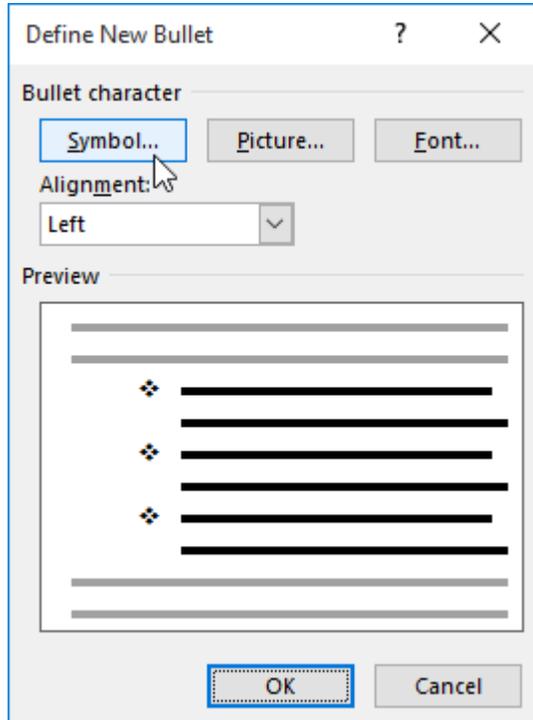
- ❖ Call to order
- ❖ New member introduction
- ❖ Treasurer's report
- ❖ News and events
- ❖ Communications
- ❖ New TTI Facebook Page
- ❖ Community Service
- ❖ Fundraising
- ❖ Chair's Report
- ❖ Adjournment

Additional Notes:

2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.

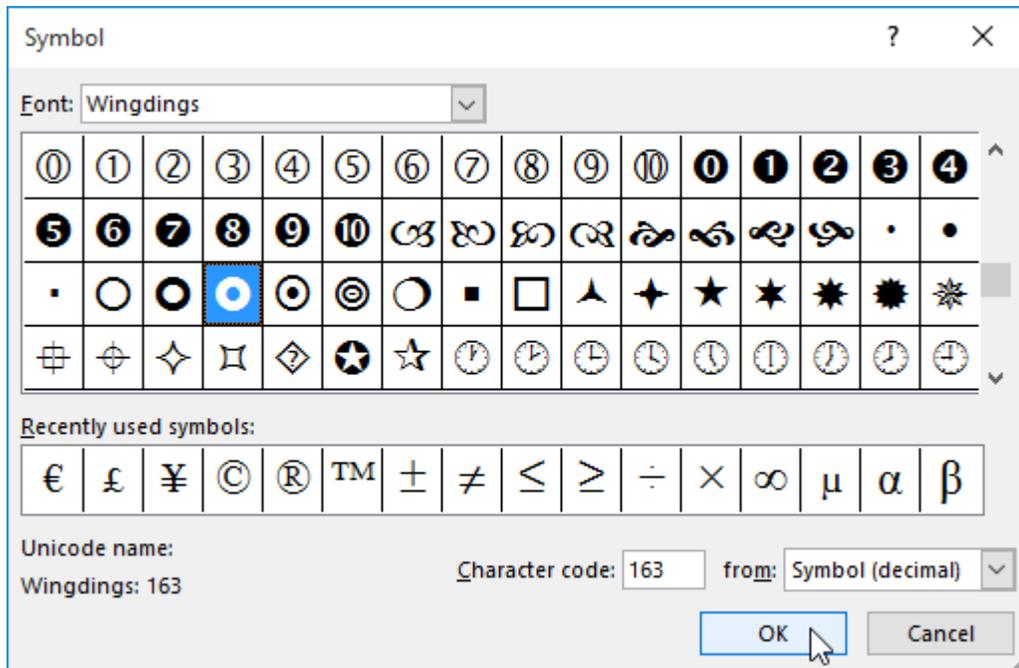


3. The **Define New Bullet** dialog box will appear. Click the **Symbol** button.

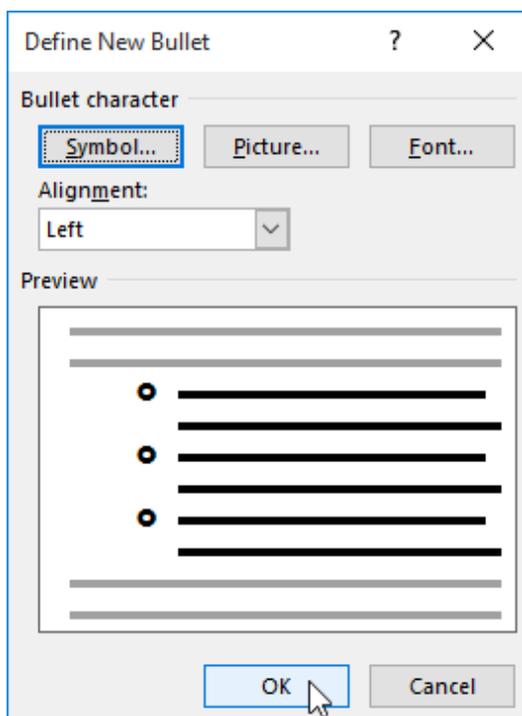


4. The **Symbol** dialog box will appear.

5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.
6. Select the desired symbol, then click **OK**.



7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



8. The symbol will appear in the list.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

To change the bullet color:

1. Select an existing list you want to format.

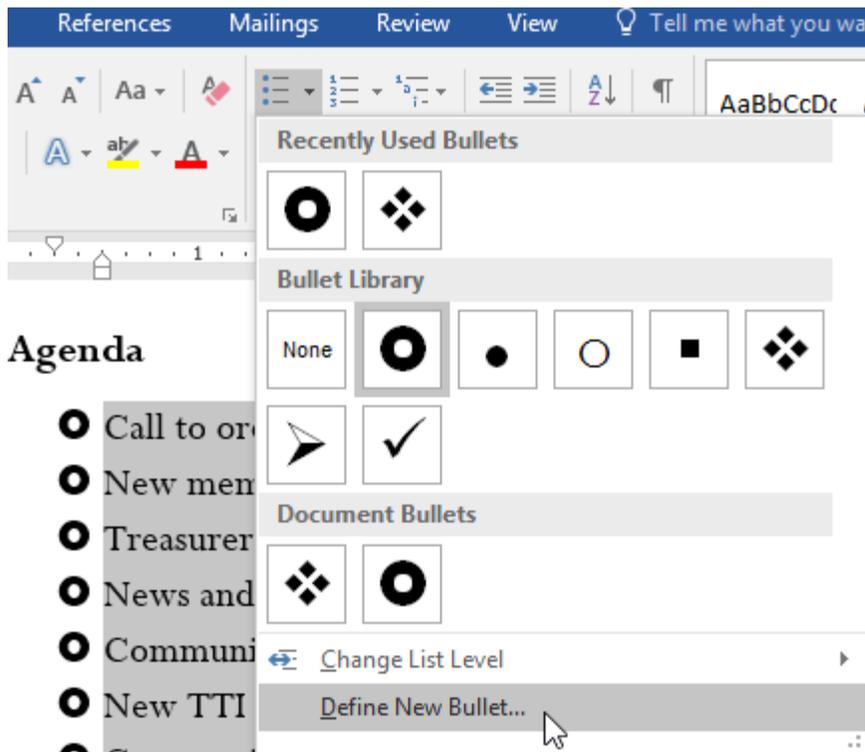


Agenda

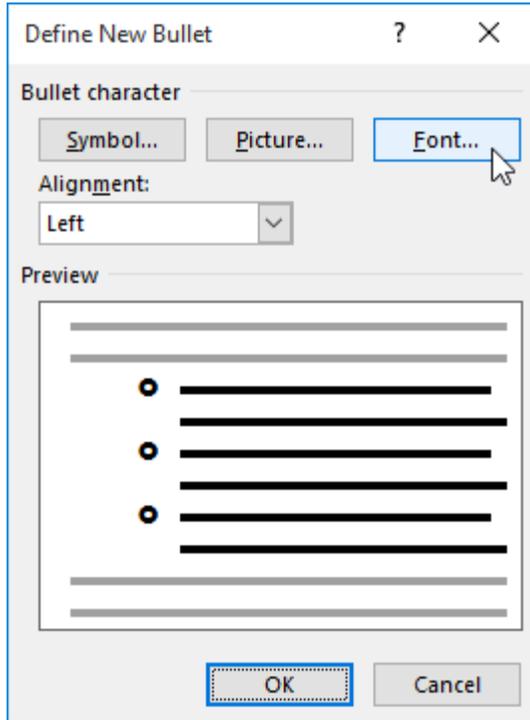
- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

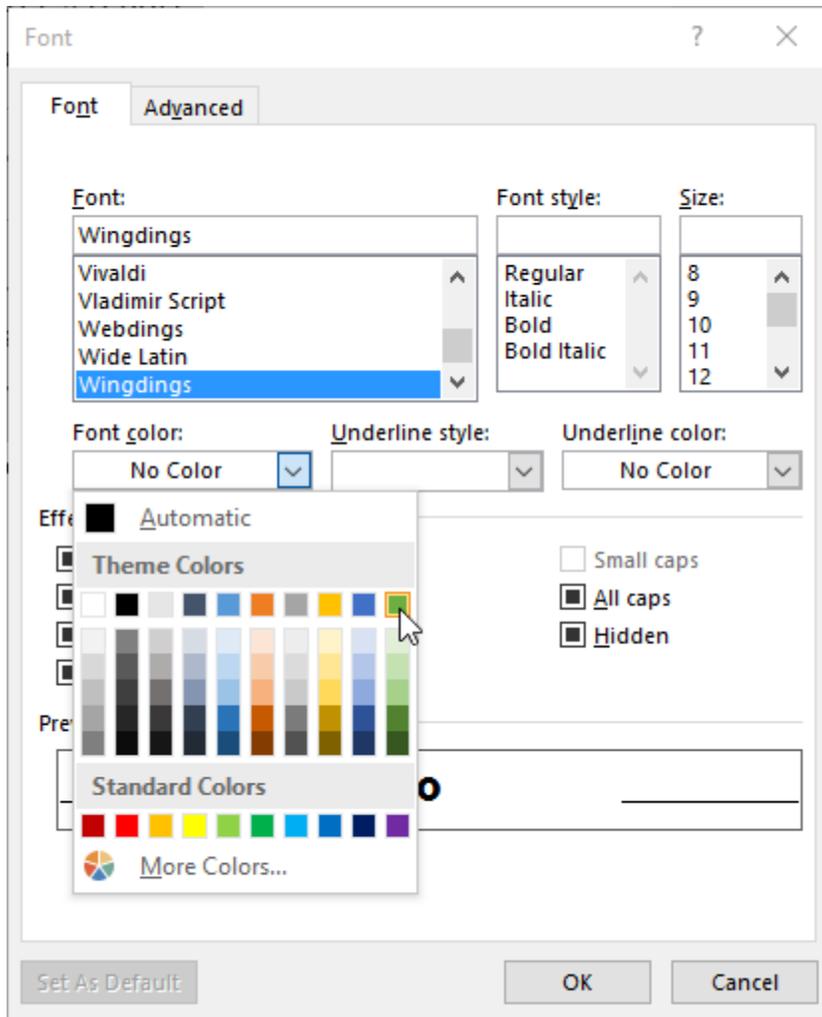
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



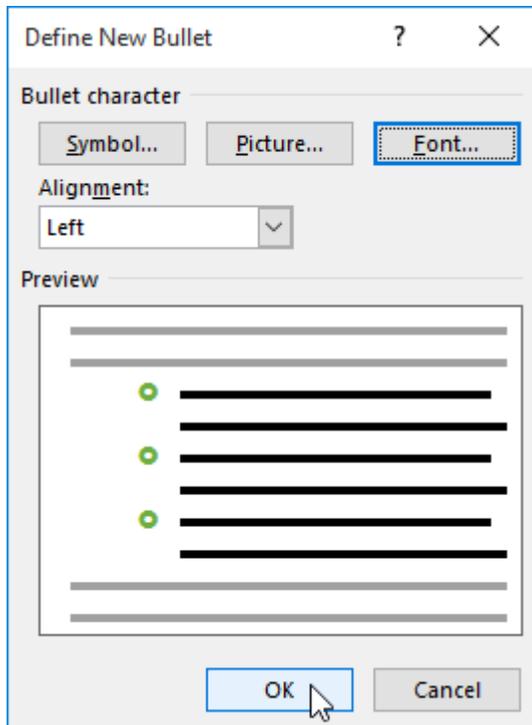
3. The **Define New Bullet** dialog box will appear. Click the **Font** button.



4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of fontcolors will appear.
5. Select the desired color, then click **OK**.



6. The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



7. The bullet color will change in the list.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - Announcement of Chair's retirement
 - Farewell dinner
 - Oak Park Dedication
 - International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service
 - J Pelham Urban Garden
 - Volunteer service day – Grove Memorial
 - Montrose Arboretum education project

To create a multilevel list:

1. Place the **insertion point** at the beginning of the line you want to move.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- |Announcement of Chair's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - |Announcement of Chair's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

To increase or decrease an indent level:

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level.

- To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line, then press the **Tab** key until the desired level is reached.



Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - Announcement of Chair's retirement
 - ■ Farewell dinner
 - Oak Park Dedication
 - International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

- To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.



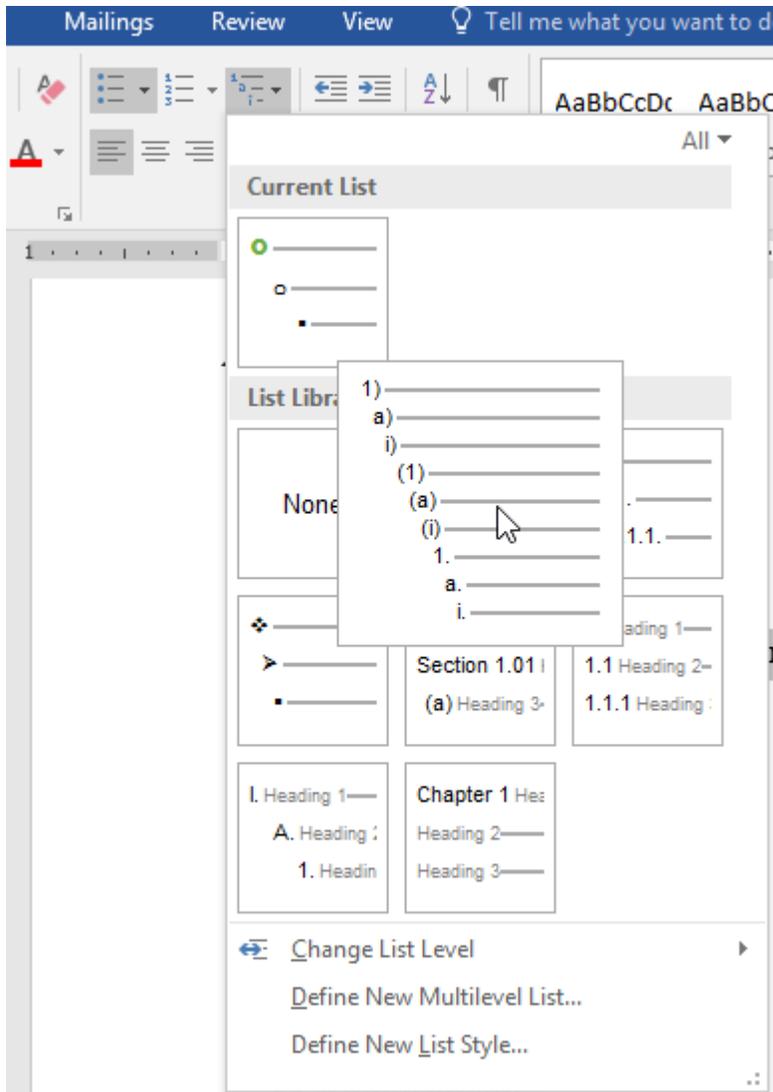
Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
 - Announcement of Chair's retirement
 - ← ○ Farewell dinner
 - Oak Park Dedication
 - International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

- You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and clicking the **Increase Indent** or **Decrease Indent** commands.



When formatting a multilevel list, Word will use the default bullet style. To change the style of a multilevel list, select the list, then click the **Multilevel list** command on the **Home** tab.



Challenge!

1. Open our [practice document](#).
2. Scroll to **page 3**.
3. Select the text under **New Members** starting with **Carolyn** and ending with **Co-Treasurer**, and format it as a **bulleted list**.
4. With the text still selected, use the **Define New Bullet** dialog box to change the bullets to a **green star**. **Hint:** You can find a star in the Wingdings font.
5. **Increase** the indent level by **1** for the lines **Social Media Marketing**, **Fundraising**, and **Co-Treasurer**.
6. **Increase** the indent level by **2** for the line **Primarily Europe**.
7. In the **Treasurer's Report** list, **decrease** the indent level by **1** for the line **Amount available this month**.
8. In the **Communications Report** list, **restart the numbering** at 1.
9. When you're finished, your page should look something like this:

New Members

- ☆ Carolyn Serpinski
 - Social Media Marketing
- ☆ Jackson Hull
 - Fundraising
 - Primarily Europe
- ☆ Pablo Moreno
 - Co-Treasurer

Treasurer's Report

1. Fundraising Budget
 - a. Last month's spending
 - b. Amount available this month
2. Outreach Budget
 - a. Last month's spending
 - b. Future months
3. Social Media Campaign Budget
 - a. Beginning Balance

Communications Report

1. Website overhaul
2. New marketing materials
3. New PR hires
4. Intern program



Word 2016

Hyperlinks

Introduction

Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

Optional: Download our [practice document](#).

Watch the video below to learn more about hyperlinks in Word.

Understanding hyperlinks in Word

Hyperlinks have **two basic parts**: the address (URL) of the webpage and the **display text**. For example, the address could be <http://www.popsoci.com>, and the display text could be **PopularScience Magazine**. When you create a hyperlink in Word, you'll be able to choose both the address and the display text.

Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**. In the image below, you can see a hyperlinked web address.

To follow a hyperlink in Word, hold the **Ctrl** key and click the **hyperlink**.

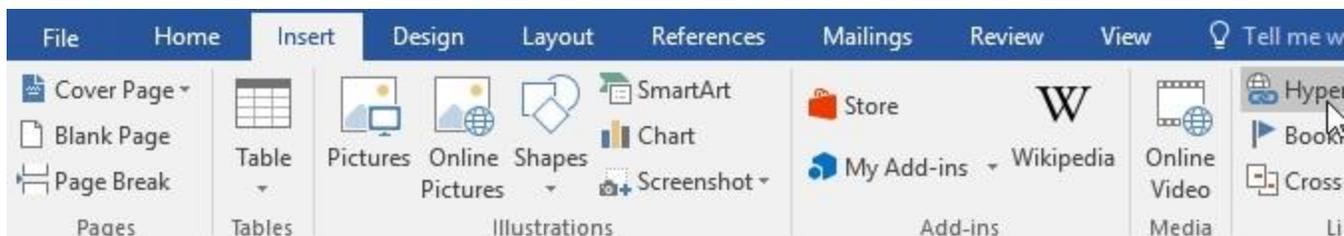


To format text with a hyperlink:

1. Select the text you want to format as a hyperlink.

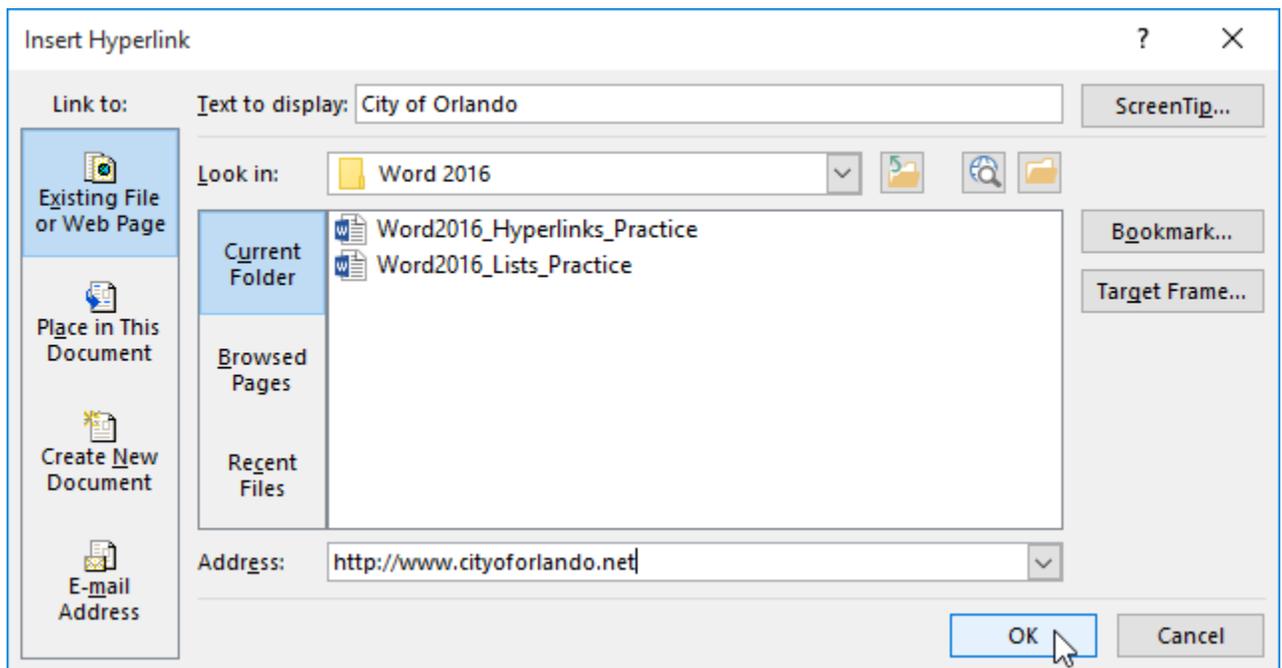


2. Select the **Insert** tab, then click the **Hyperlink** command.



Alternatively, you can open the Insert Hyperlink dialog box by right-clicking the selected text and selecting **Hyperlink...** from the menu that appears.

3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
5. In the **Address:** field, type the address you want to link to, then click **OK**.



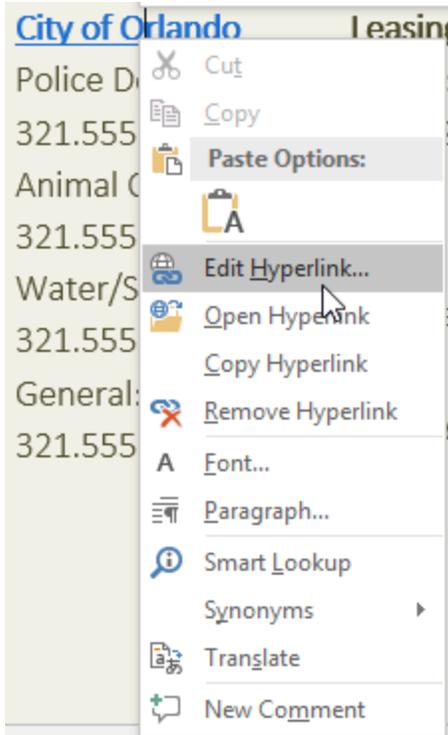
6. The text will then be formatted as a hyperlink.



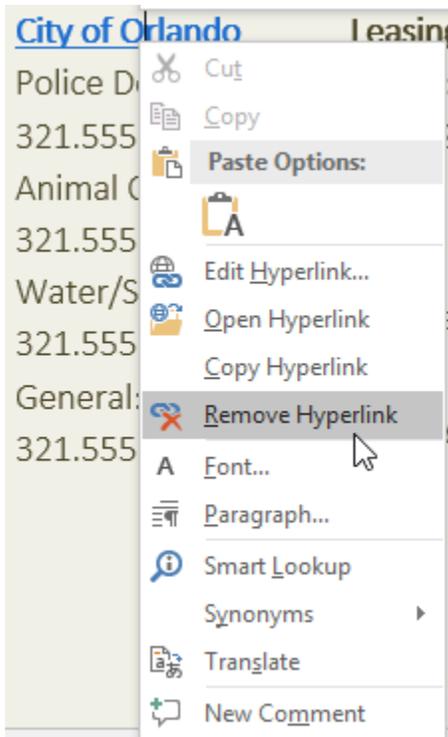
After you create a hyperlink, you should **test** it. If you've linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Editing and removing hyperlinks

Once you've inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.

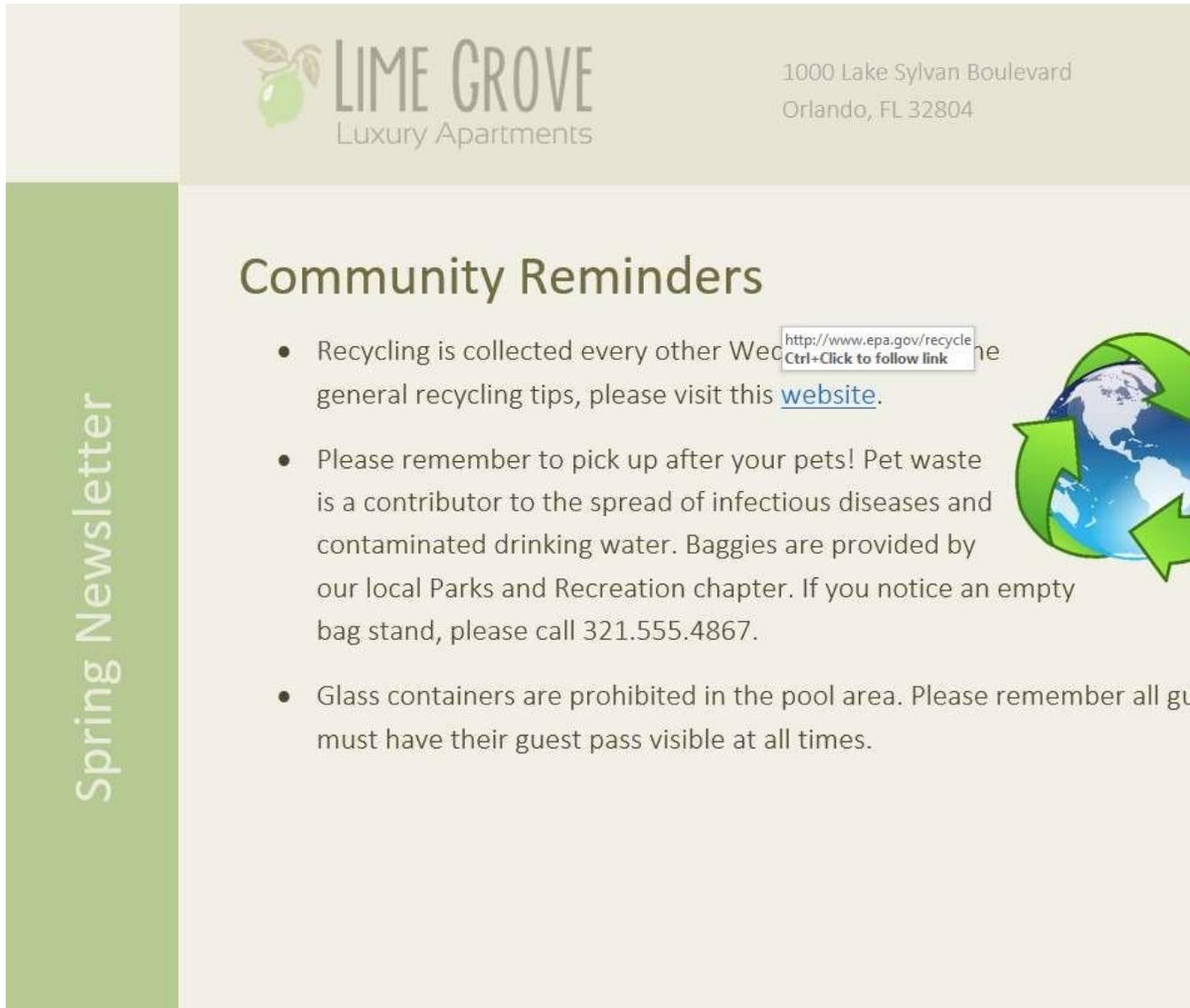


To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink** from the menu that appears.



Challenge!

1. Open our [practice document](#).
2. Scroll to **page 4**.
3. In the first bullet point under Community Reminders, format the word **website** as a **hyperlink** to <http://www.epa.gov/recycle>.
4. Test your **hyperlink** to make sure it works.
5. In the second bullet point, **remove the hyperlink** from the words **Parks and Recreation**.
6. When you're finished, your page should look something like this:



LIME GROVE
Luxury Apartments

1000 Lake Sylvan Boulevard
Orlando, FL 32804

Community Reminders

- Recycling is collected every other Wednesday. For more information on general recycling tips, please visit this [website](http://www.epa.gov/recycle).
http://www.epa.gov/recycle
Ctrl+Click to follow link
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.

Spring Newsletter





Word 2016

Page Layout

Introduction

Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

Optional: Download our [practice document](#).

Watch the video below to learn more about page layout in Word.

Page orientation

Word offers two page orientation options: **landscape** and **portrait**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

- Landscape means the page is oriented **horizontally**.

- Portrait means the page is oriented **vertically**.

EMPLOYMENT APPLICATION



APPLICANT INFORMATION

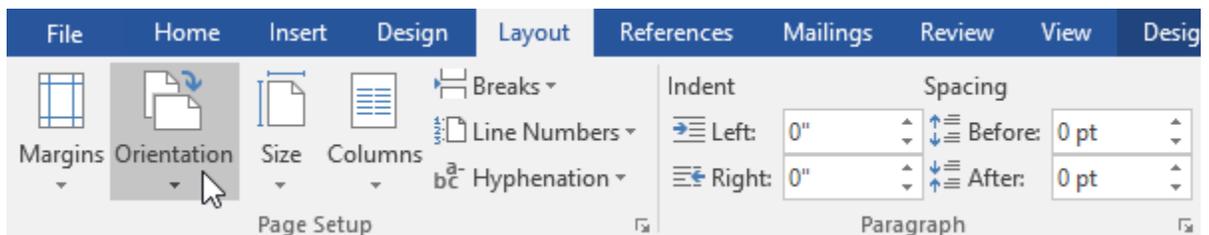
Last Name		First Name		PLI	Date
Street Address				Apartment/Unit #	
City			State	ZIP	
Phone		E-mail Address			
Date Available	Social Security No.		Desired Salary		
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.	

PREVIOUS EMPLOYMENT

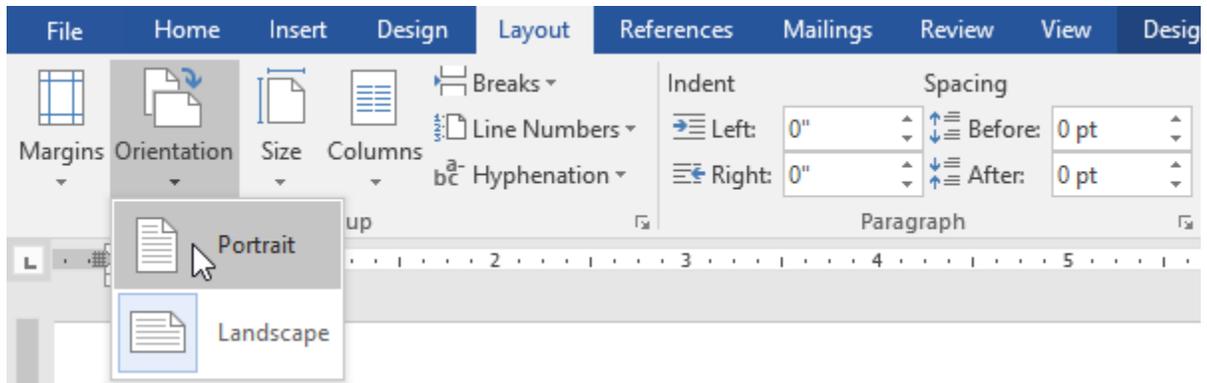
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities:			
From	To	Reason for Leaving	
Please we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities:			
From	To	Reason for Leaving	
Please we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities:			
From	To	Reason for Leaving	
Please we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

To change page orientation:

1. Select the **Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



4. The page orientation of the document will be changed.

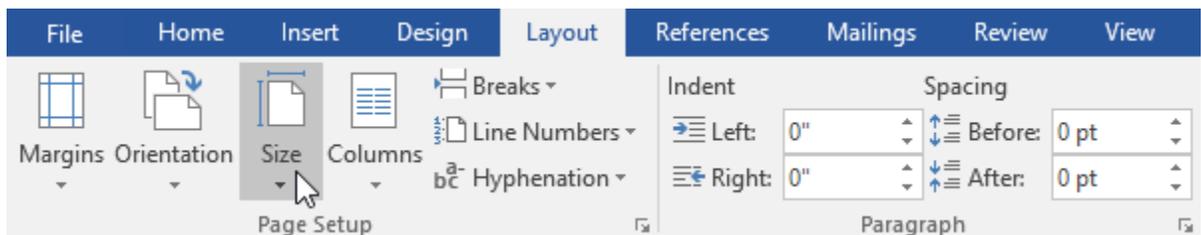
Page size

By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

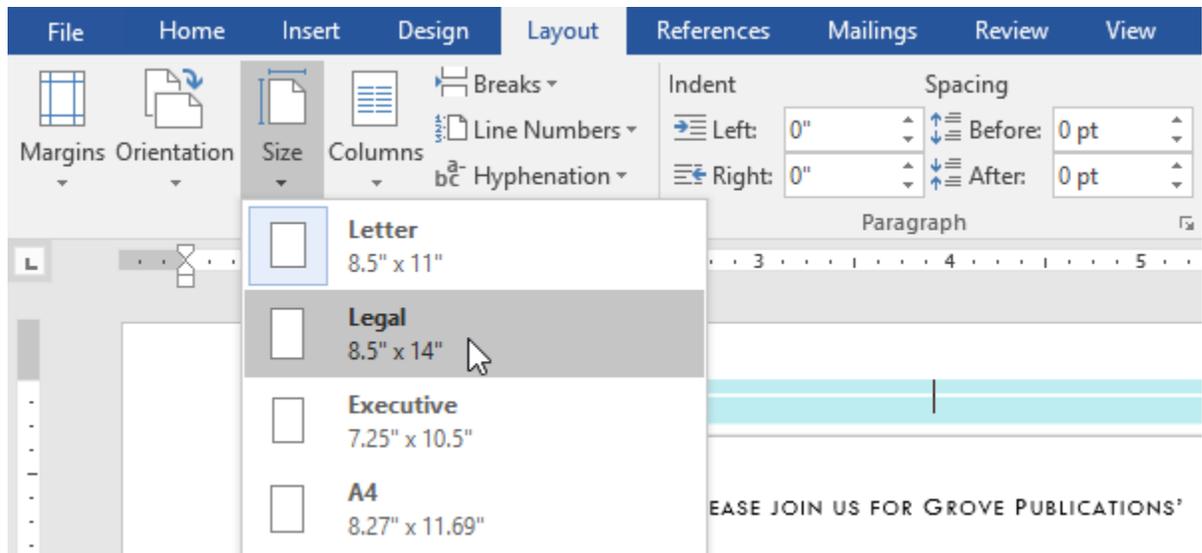
To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Layout** tab, then click the **Size** command.



2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

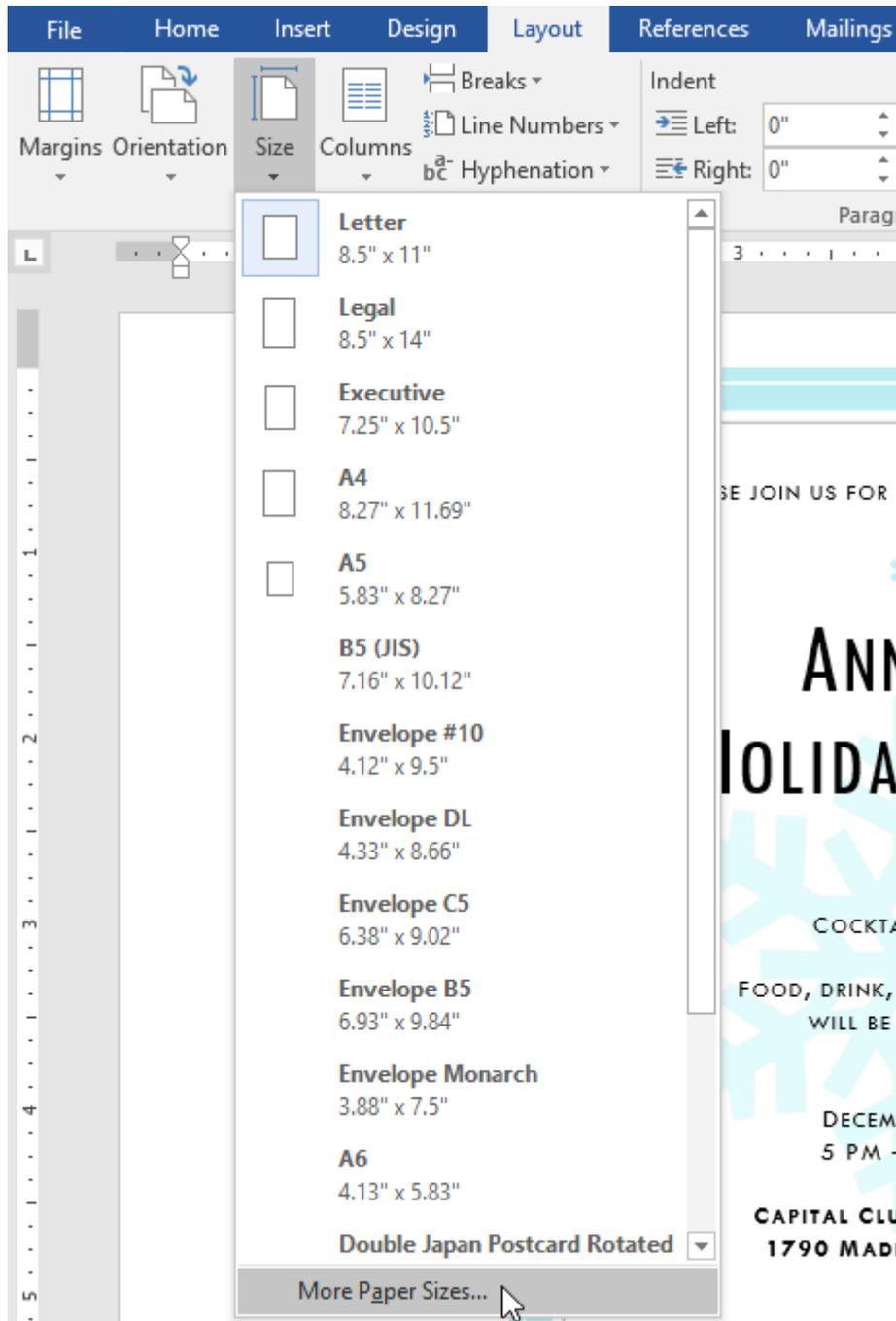


3. The page size of the document will be changed.

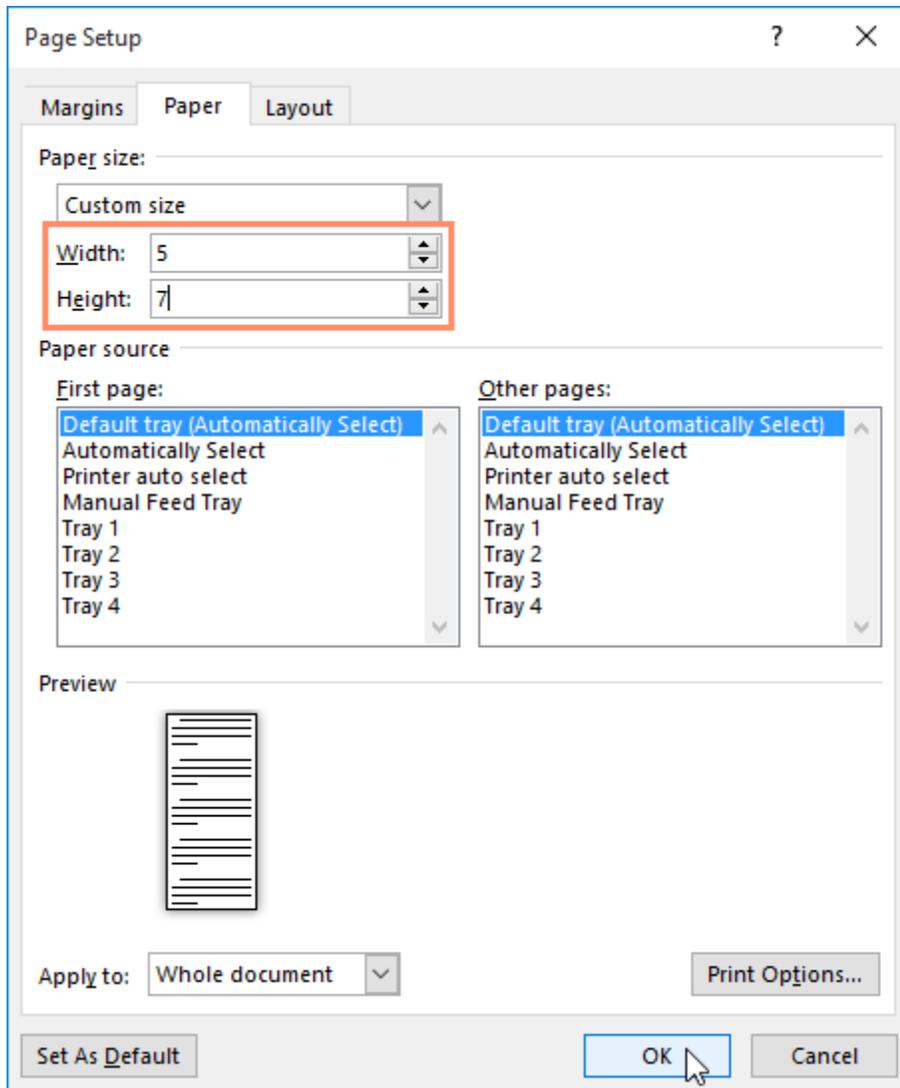
To use a custom page size:

Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.



4. The page size of the document will be changed.

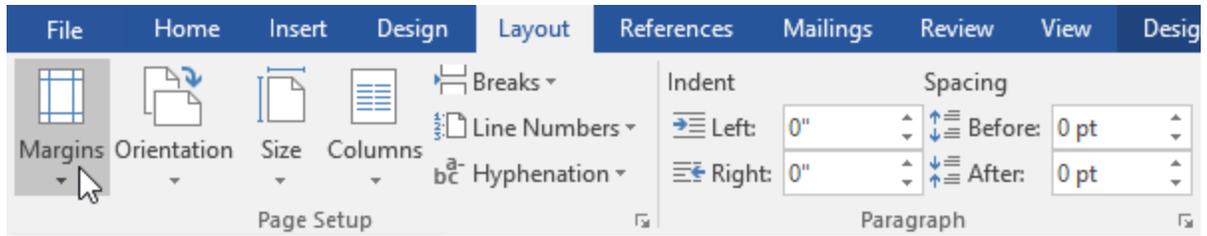
Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

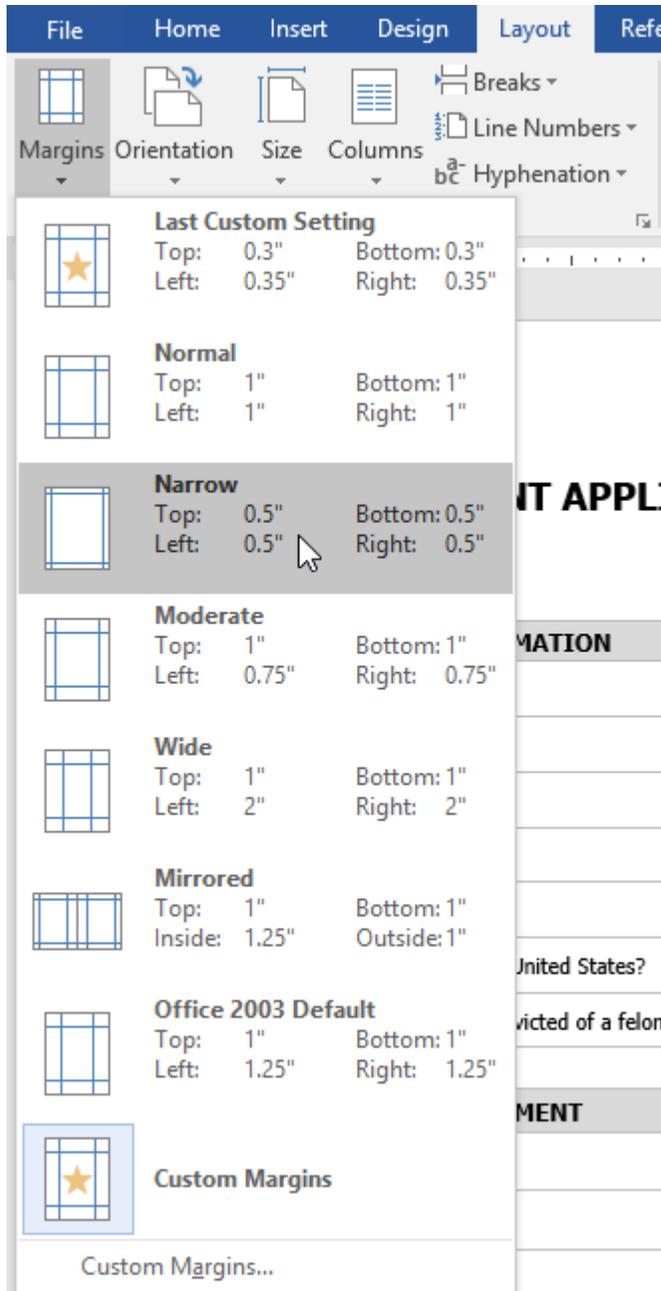
To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Layout** tab, then click the **Margins** command.



2. A drop-down menu will appear. Click the **predefined margin size** you want.

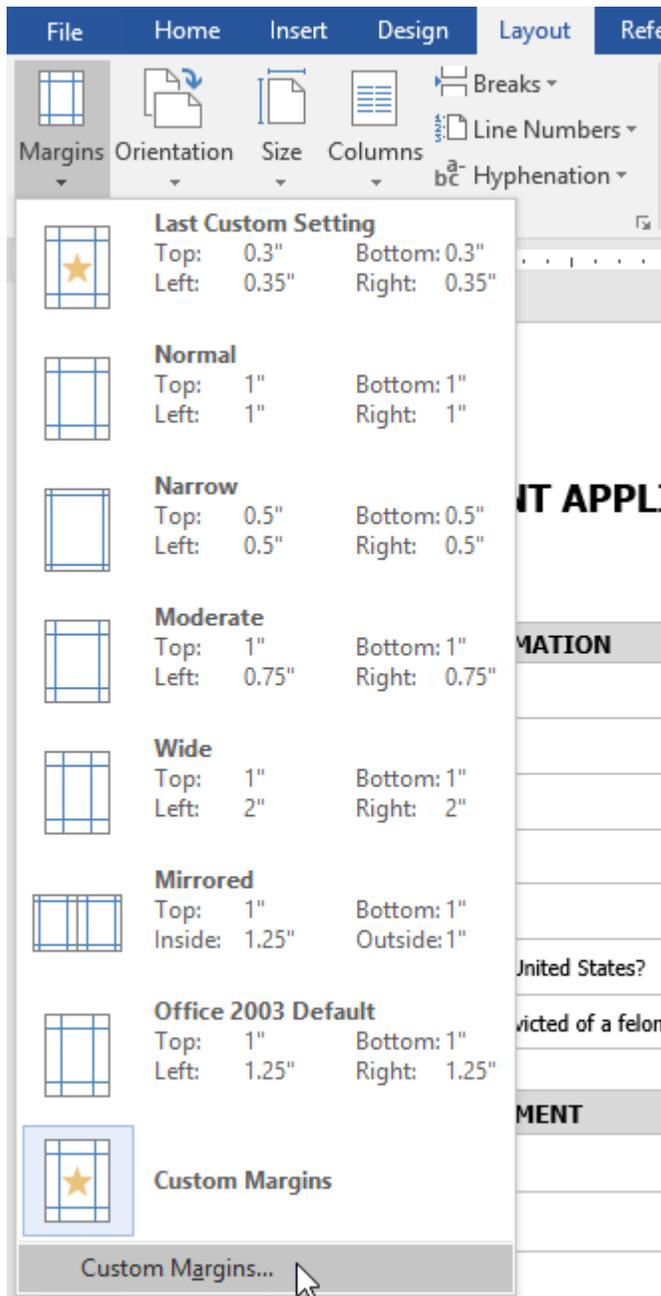


3. The margins of the document will be changed.

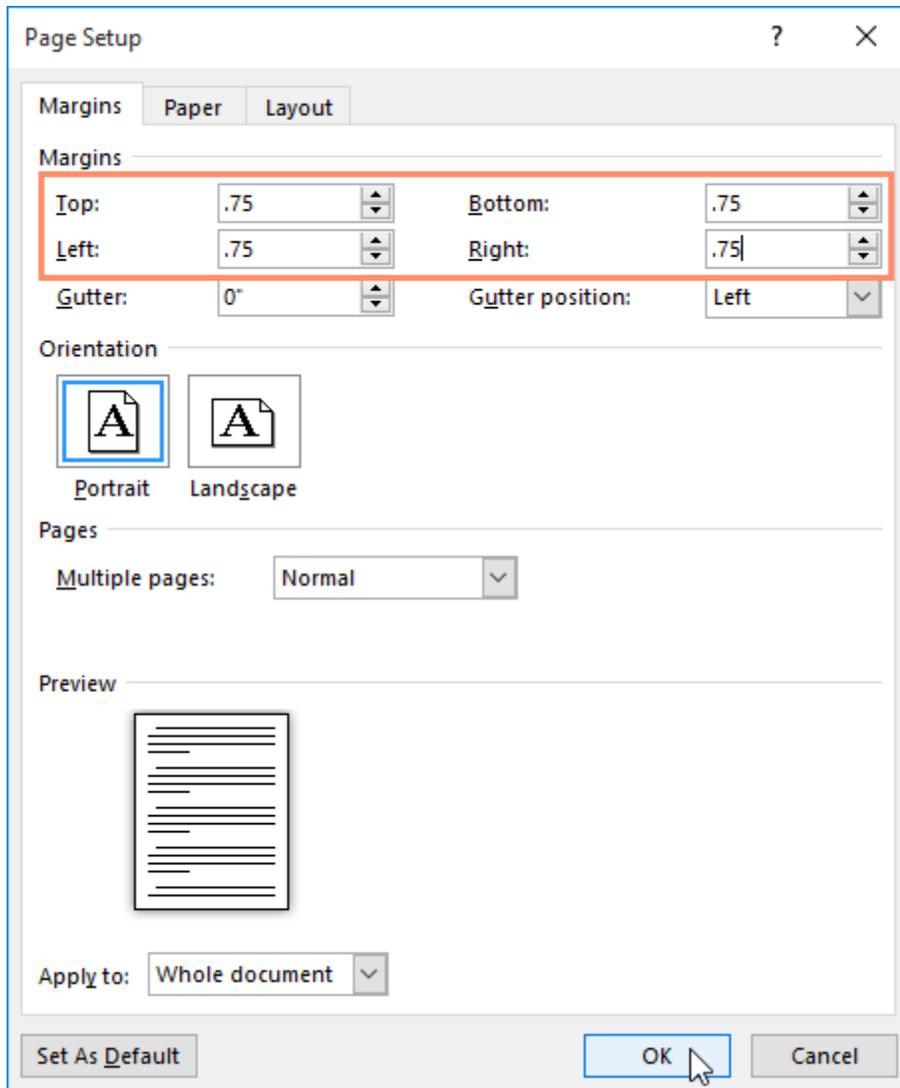
To use custom margins:

Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.

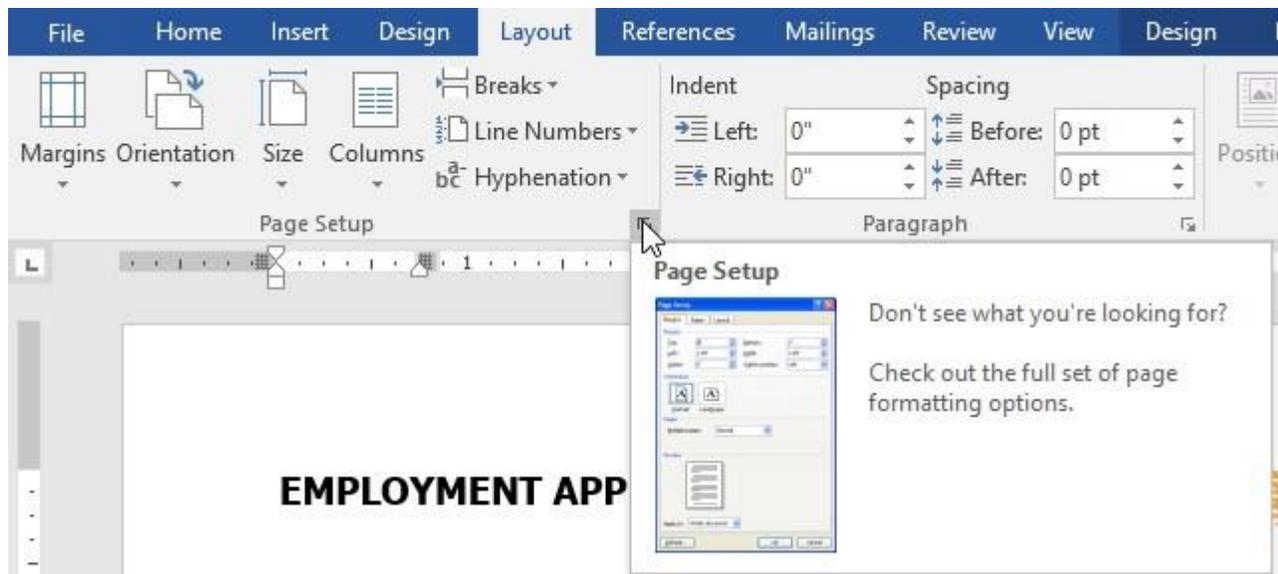


2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



4. The margins of the document will be changed.

Alternatively, you can open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [Changing Your Default Settings in Word](#).

Challenge!

1. Open our [practice document](#).
2. Change the **page orientation** to **Portrait**.
3. Change the **page size** to **Legal**. If Legal size is not available, you can choose another size such as **A5**.
4. Change the **margins** to the **Narrow** setting.
5. When you're finished, your document should be one page if using Legal size. It should look something like this:



EMPLOYMENT APPLICATION



APPLICANT INFORMATION								
Last Name				First Name			M.I.	Date
Street Address						Apartment/Unit #		
City				State			ZIP	
Phone				E-mail Address				
Date Available				Social Security No.			Desired Salary	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.					

PREVIOUS EMPLOYMENT							
Company				Phone			
Address				Supervisor			
Job Title			Starting Salary	\$	Ending Salary		\$
Responsibilities							
From	To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company				Phone			
Address				Supervisor			
Job Title			Starting Salary	\$	Ending Salary		\$
Responsibilities							
From	To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company				Phone			
Address				Supervisor			
Job Title			Starting Salary	\$	Ending Salary		\$
Responsibilities							
From	To		Reason for Leaving				
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date



FOR OFFICE USE ONLY							
Applicant Last Name			First Name			M.I.	
Application ID			File #				
Signature						Date	



Word 2016

Printing Documents

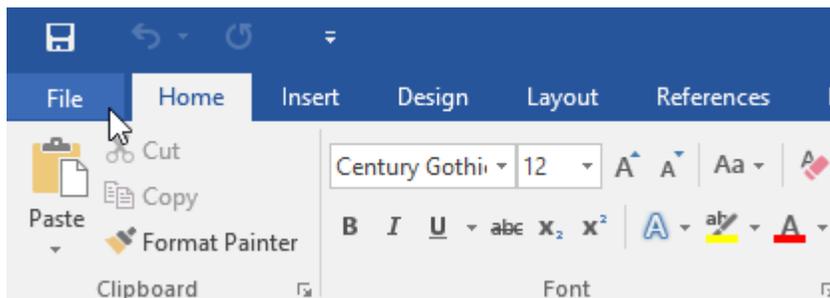
Introduction

Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane. Optional: Download our [practice document](#).

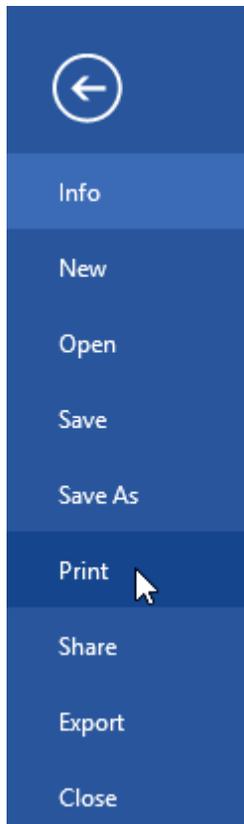
Watch the video below to learn more about printing documents in Word.

To access the Print pane:

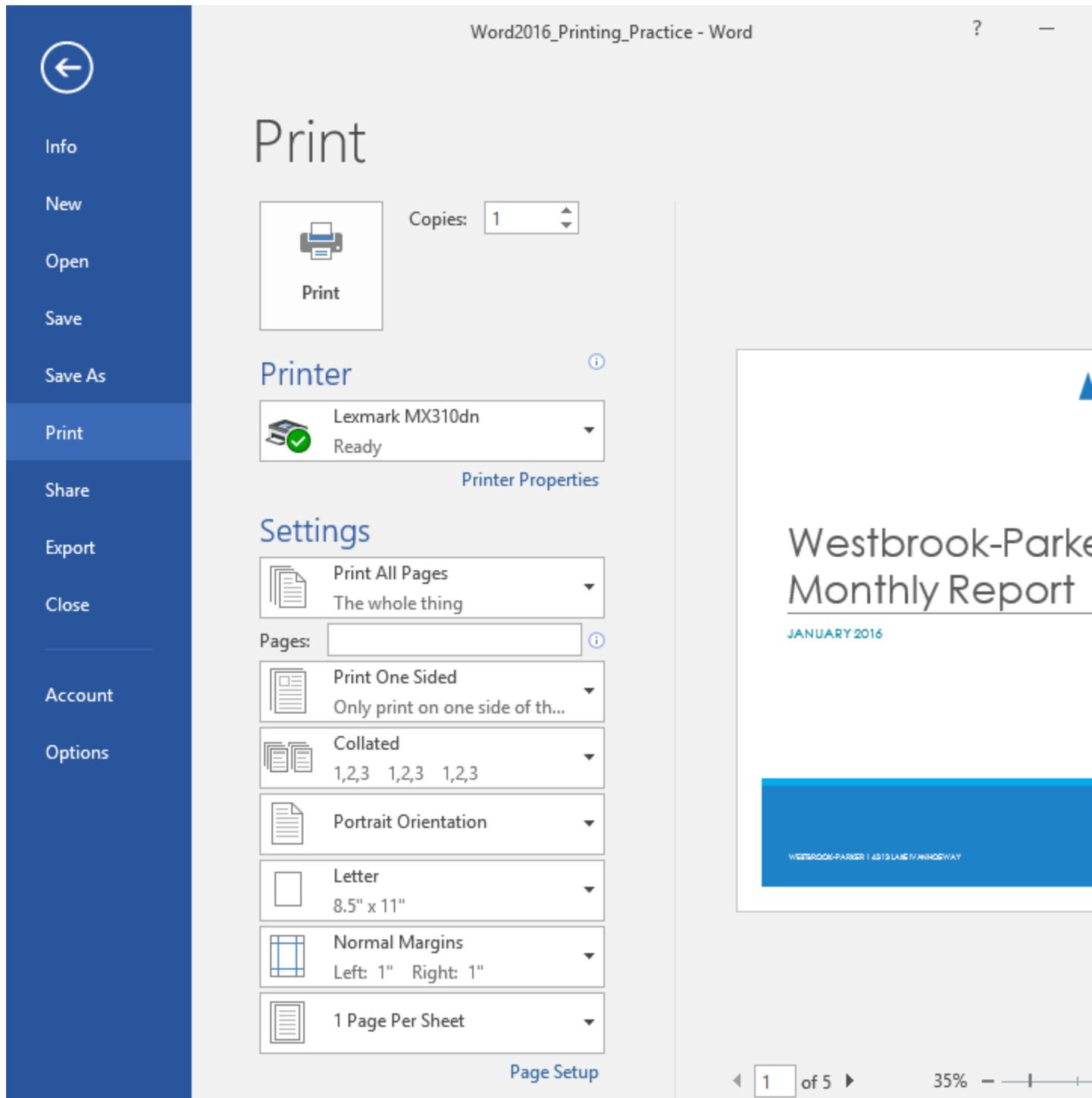
1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.



The screenshot shows the Microsoft Word interface with the Print pane open. The title bar reads "Word2016_Printing_Practice - Word". The left-hand navigation pane is visible, with "Print" selected. The main area displays the "Print" settings for a document titled "Westbrook-Parke Monthly Report".

Print

Copies: 1

Printer

Lexmark MX310dn
Ready

Settings

Print All Pages
The whole thing

Pages: []

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

Westbrook-Parke
Monthly Report
JANUARY 2016

WESTBROOK-PARKE | 4015 LANE 17, ANKOWAY

1 of 5 35%

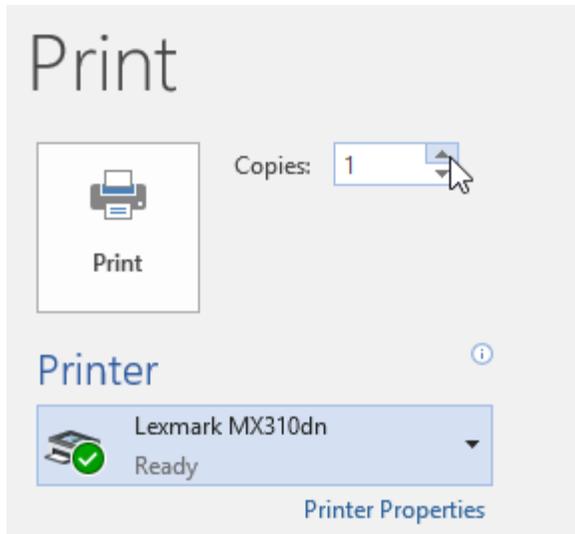
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

To print a document:

1. Navigate to the **Print** pane, then select the desired **printer**.



2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed.

Print

 **Print**

Copies:

Printer

 Lexmark MX310dn
Ready

[Printer Properties](#)

Settings

 **Print All Pages**
The whole thing

Pages:

 **Print One Sided**
Only print on one side of th...

 **Collated**
1,2,3 1,2,3 1,2,3

 **Portrait Orientation**

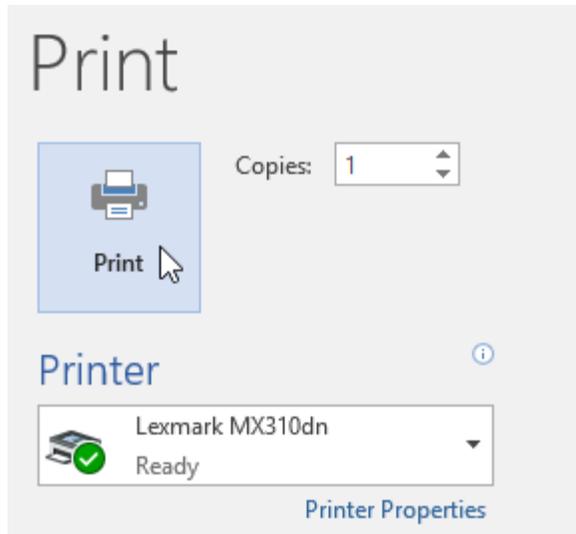
 **Letter**
8.5" x 11"

 **Normal Margins**
Left: 1" Right: 1"

 **1 Page Per Sheet**

[Page Setup](#)

4. Click **Print**.



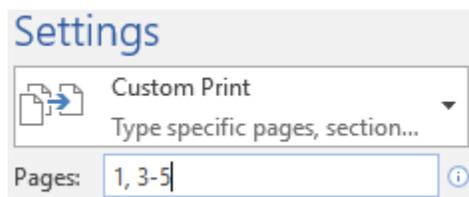
Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

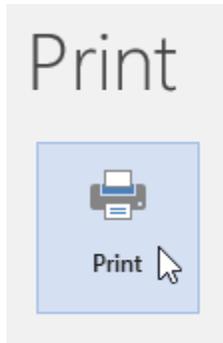
To custom print a document:

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.



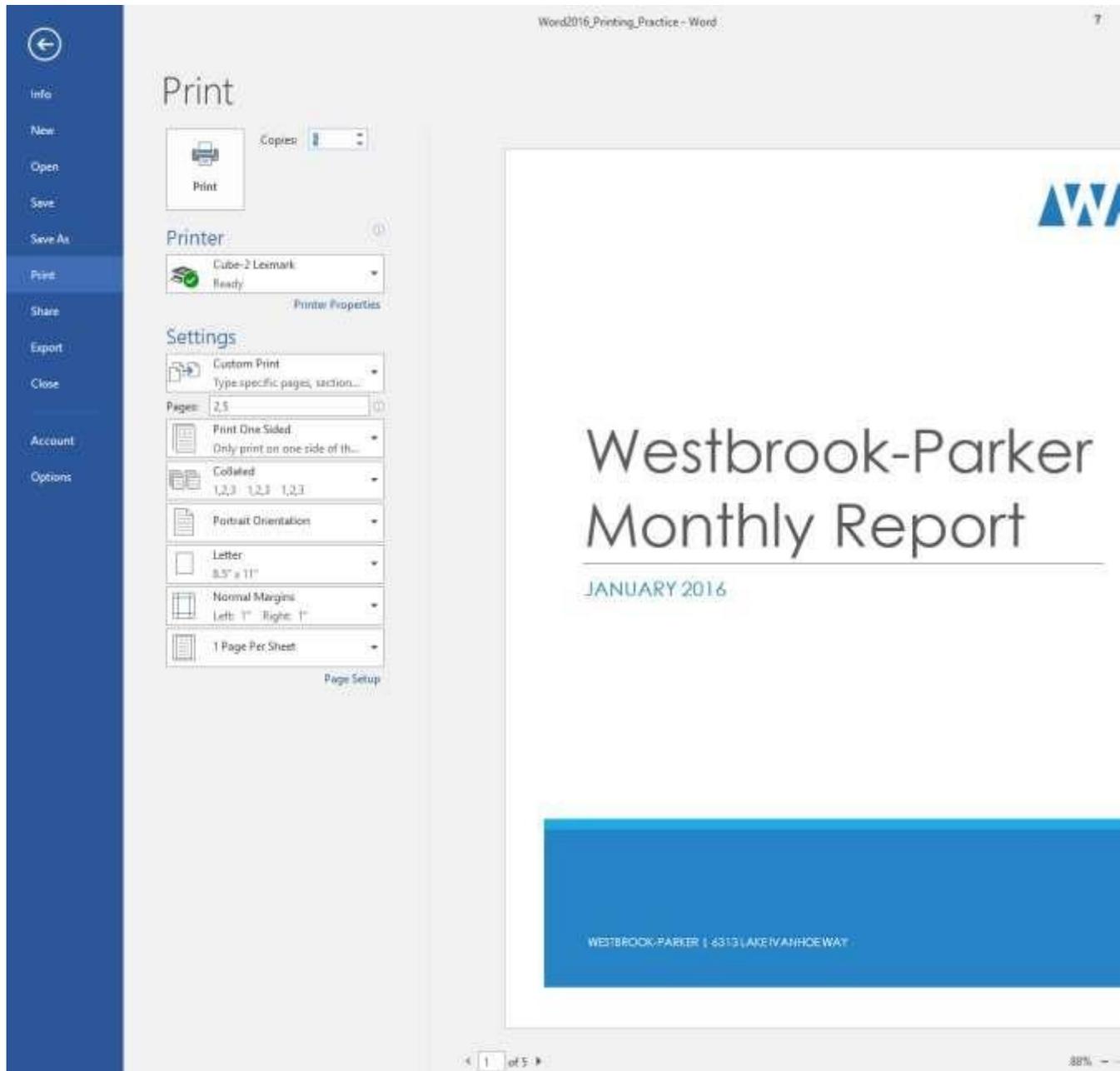
3. Click **Print**.



If your document isn't printing the way you want, you may need to adjust some of the pagelayout settings. To learn more, check out our [Page Layout](#) lesson.

Challenge!

1. Open our [practice document](#).
2. In the **Print pane**, change the settings to print **only** pages 2 and 5.
3. Change the number of **copies** to 2.
4. Use the arrows at the bottom of the **print preview** to view each page.
5. When you're finished, your Print pane should look something like this:



- Optional: If you have a printer, you can click the **Print** command. It should print two copies of pages 2 and 5.



Word 2016

Breaks

Introduction

When you're working on a multi-page document, there may be times when you want to have more control over how exactly the text flows. **Breaks** can be helpful in these cases. There are many types of breaks to choose from depending on what you need, including **page breaks**, **section breaks**, and **column breaks**.

Optional: Download our [practice document](#).

Watch the video below to learn more about using breaks in Word.

To insert a page break:

In our example, the section headers on page three (**Monthly Revenue** and **By Client**) are separated from the table on the page below. And while we could just press **Enter** until that text reaches the top of page four, it could easily be shifted around if we added or deleted something in another part of the document. Instead, we'll insert a **page break**.

1. Place the **insertion point** where you want to create the page break. In our example, we'll place it at the beginning of our headings.

Vijay Chavan,
Software
Developer

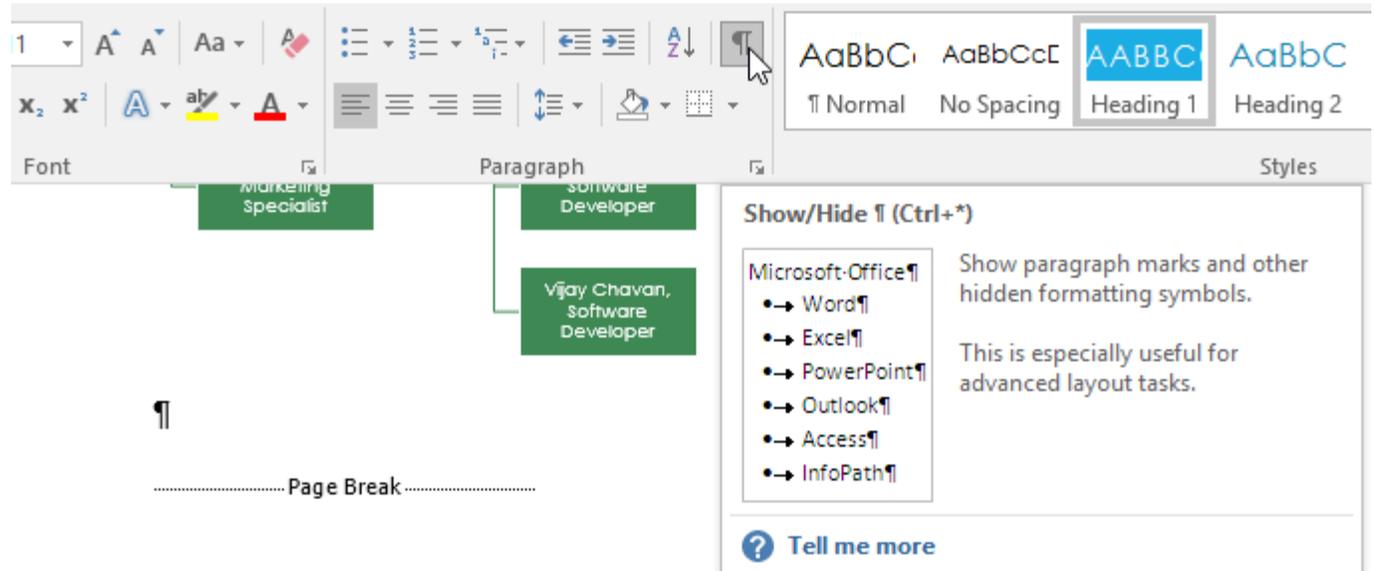
MONTHLY REVENUE

BY CLIENT

<i>Clients</i>	Quarter 4	Quarter 1
<i>Union Grove Public Schools</i>	\$42,600	\$53,600
<i>Jarvis Unified School District</i>	\$31,200	\$42,400
<i>Mellon Foundation</i>	\$16,000	\$19,000
<i>Right Hand International</i>	\$5,200	\$6,400
<i>DigiPaws.com</i>	\$3,600	\$4,400

- On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.

By default, breaks are **invisible**. If you want to see the breaks in your document, click the **Show/Hide** command on the **Home** tab.



Section breaks

Section breaks create a **barrier** between different parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks.

- **Next Page:** This option inserts a section break and moves text after the break to the next page of the document.
- **Continuous:** This option inserts a section break and allows you to continue working on the same page.
- **Even Page and Odd Page:** These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).

Section Breaks

-  **Next Page**
Insert a section break and start the new section on the next page.
-  **Continuous**
Insert a section break and start the new section on the same page.
-  **Even Page**
Insert a section break and start the new section on the next even-numbered page.
-  **Odd Page**
Insert a section break and start the new section on the next odd-numbered page.

To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list.

1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from two-column formatting.

CLIENTS OVERVIEW

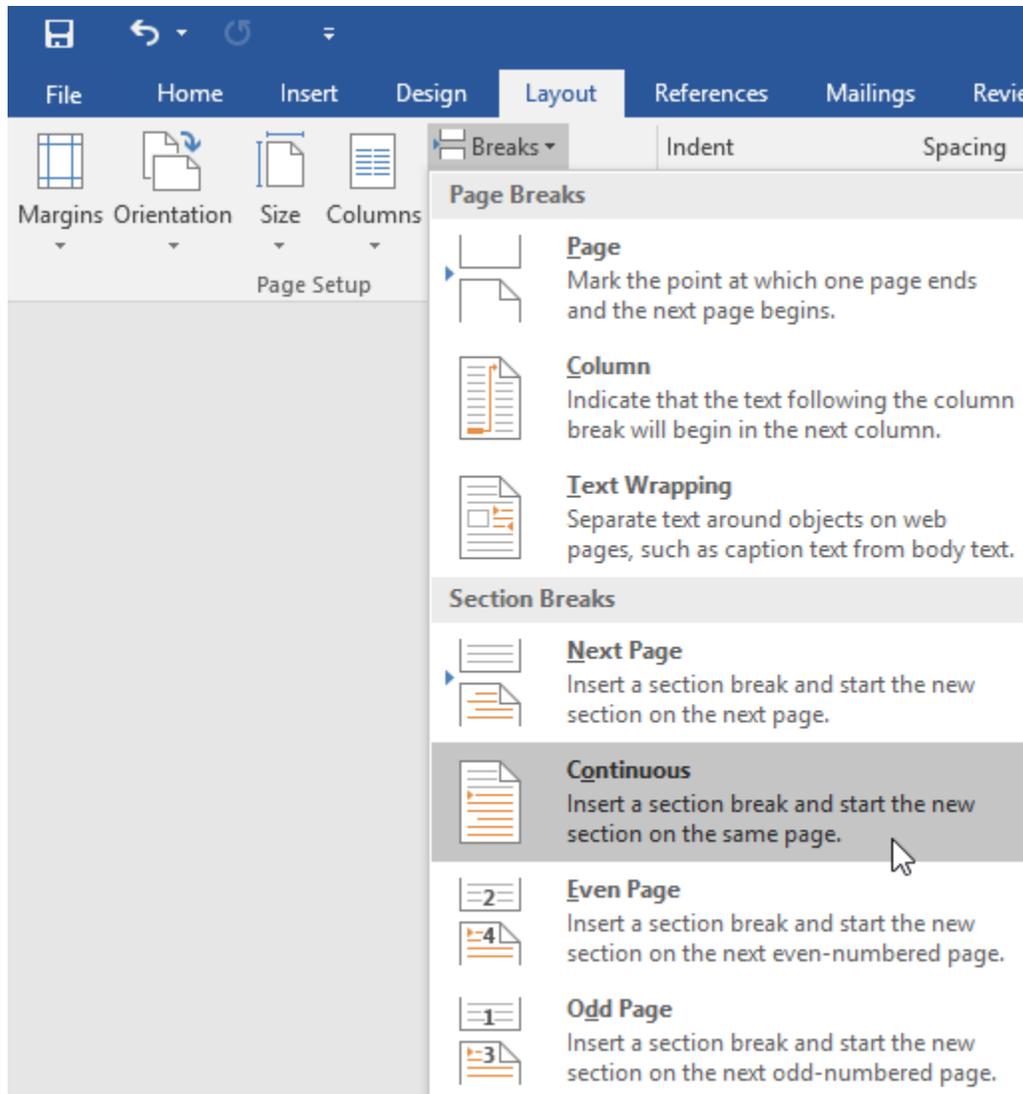
The company added 13 new clients to its roster between December 2015 and January 2016.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

2. On the **Page Layout** tab, click the **Breaks** command, then select the desired section break from the drop-down menu. In our example, we'll select **Continuous** so our paragraph remains on the same page as the columns.



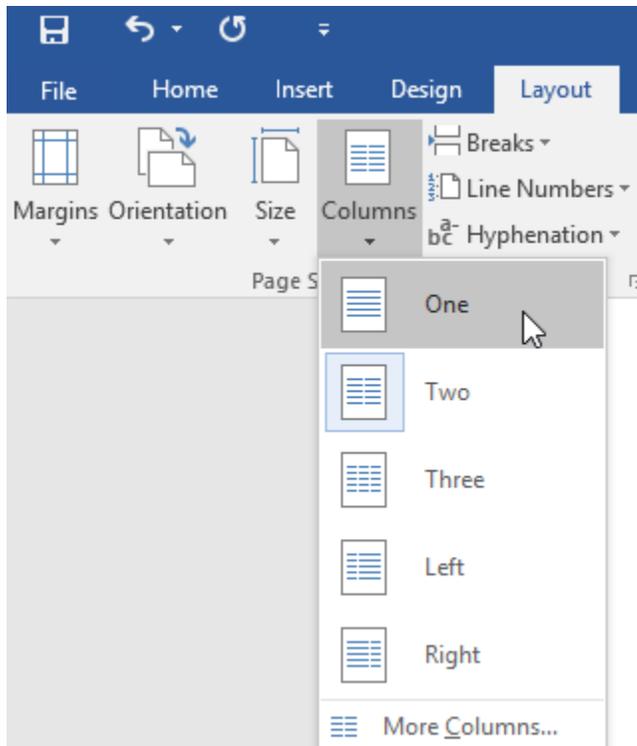
3. A section break will appear in the document.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

4. The text **before** and **after** the section break can now be formatted separately. In our example, we'll apply one-column formatting to the paragraph.



5. The formatting will be applied to the current section of the document. In our example, the text above the section break uses two-column formatting, while the paragraph below the break uses one-column formatting.

NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

Other types of breaks

When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help:

- **Column:** When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. To learn more about how to create columns in your document, visit our lesson on [Columns](#).
- **Text wrapping:** When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image. Review our lesson on [Pictures and Text Wrapping](#) to learn more.

Page Breaks



Page

Mark the point at which one page ends and the next page begins.



Column

Indicate that the text following the column break will begin in the next column.



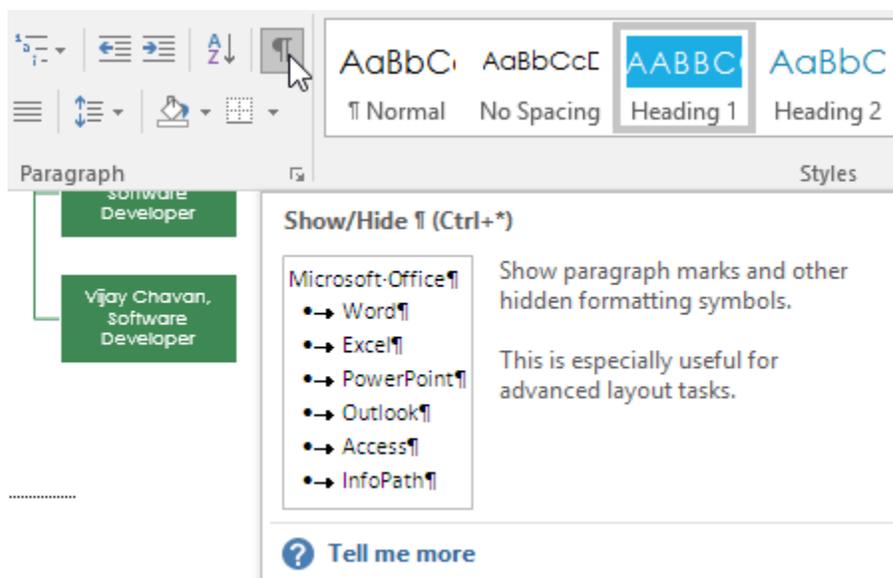
Text Wrapping

Separate text around objects on web pages, such as caption text from body text.

To delete a break:

By default, breaks are **hidden**. If you want to delete a break, you'll first need to show the breaks in your document.

1. On the **Home** tab, click the **Show/Hide** command.



2. Locate the **break** you want to delete, then place the insertion point at the beginning of the break.

**EXECUTIVE SUMMARY →** 

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The new year is starting strong, with January 2016 proving to be a profitable month. ¶



Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter. ¶

At the beginning of the month, Brent Summerfield (formerly Business Systems Manager) was promoted to the role of Vice President. Patrick Jarvis assumed the role of Web Developer in order to grow and troubleshoot our online database applications. This has effectively freed up the software development team to focus on database solutions that will continue to meet our clients' demands. The sales team also hired an additional salesperson and acquired 13 new clients, including four schools, three nonprofits, and six businesses. ¶

I |Page Break..... ¶

3. Press the **Delete** key. The break will be deleted from the document.

EXECUTIVE SUMMARY → ¶



During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The new year is starting strong, with January 2016 proving to be a profitable month. ¶



Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter. ¶

At the beginning of the month, Brent Summerfield (formerly Business Systems Manager) was promoted to the role of Vice President. Patrick Jarvis assumed the role of Web Developer in order to grow and troubleshoot our online database applications. This has effectively freed up the software development team to focus on database solutions that will continue to meet our clients' demands. The sales team also hired an additional salesperson and acquired 13 new clients, including four schools, three nonprofits, and six businesses. ¶

¶ Clients report their satisfaction with the flexibility that our online database applications continue to afford them. The marketing department plans to study usage trends throughout the 1st and 2nd quarters so that the software development team can tailor our offerings to best meet demands. Marketing and sales trends indicate that our overall growth will continue. ¶

Challenge!

1. Open our [practice document](#).
2. Scroll to the **Revenue Projections** section near the end of the document.
3. **Remove** the page break after the **Quarter 2 Projections by Client** chart.
4. Place your cursor at the beginning of the header **Web App Projections**.
5. Insert a **Next Page section break**.
6. In the **Page Setup** group on the **Layout** tab, click the **Columns** drop-down menu and choose **One**. This formats the page back to one column and should allow the Web App Projections header and the table below it to span across the page. You will learn more about columns in our next lesson.
7. When you're finished, the last two pages should look something like this:

REVENUE PROJECTIONS



Summary:

- 7 out of 9 clients are projected to increase revenue during Quarter 2
- 2 clients, J.F. Properties and digpaws.com are expected to see decreases in revenue.
- Additional support should be sent to J.F. Properties and digpaws.com during Q1
- Detailed projection analysis needs to occur for J.F. Properties and digpaws.com
- Continued support should continue for Mellon, Spaulding, and Right Hand who are showing steady, but slow growth

WEB APP PROJECTIONS

Applications	Quarter 2	Quarter 3
DataFieldier	\$130,281	\$131,294
DataHoop	\$175,235	\$171,274
DatabaseReporter	\$58,928	\$59,134
RoundData	\$51,238	\$52,650



1000 Lake Sylvan Boulevard
Orlando, FL 32804

Spring Newsletter

Community Reminders

- Recycling is collected every other Wednesday. For some general recycling tips, please visit this [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will be** towed. Please remind your guests of this policy!
- Maintenance will be entering units in order to replace air filters between April 1st and April 15th. They will contact you 24 hours prior to entering your residence. Please be prepared to accommodate this schedule. To pre-schedule your air filter replacement, please call 321.555.5467 and ask for J.
- The dog park hours are from sunrise to sunset. The gates to the park will be locked otherwise. Outside of the park please make sure your pet is on a leash at all times.



Word 20160

Columns

Introduction

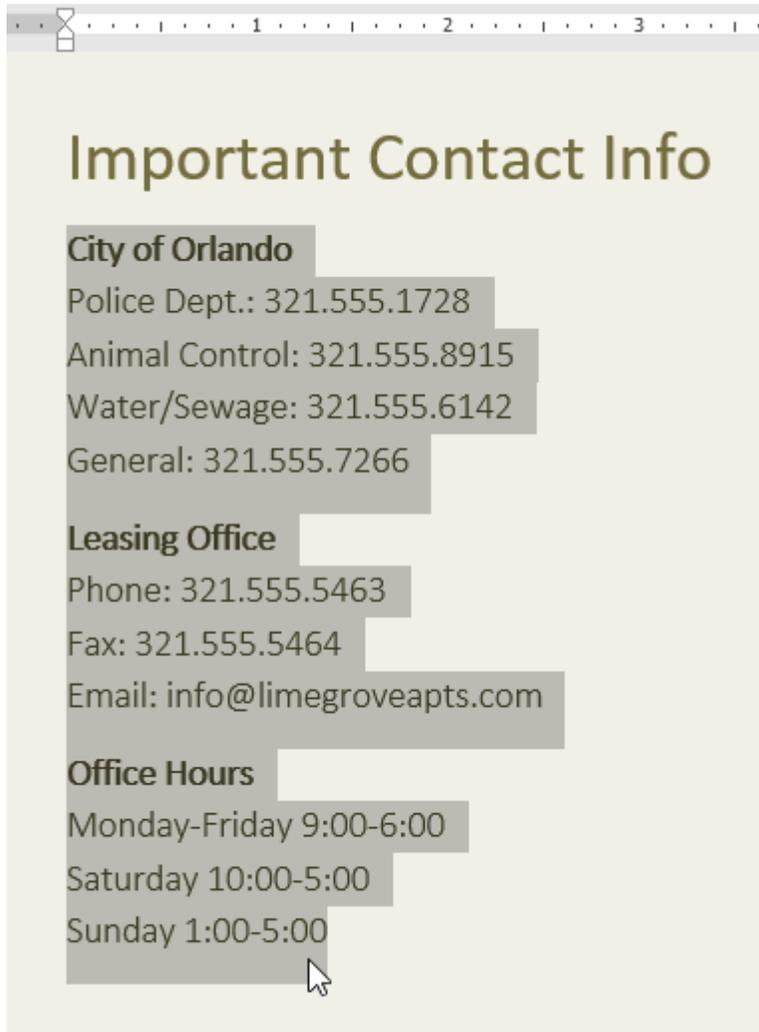
Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

Optional: Download our [practice document](#).

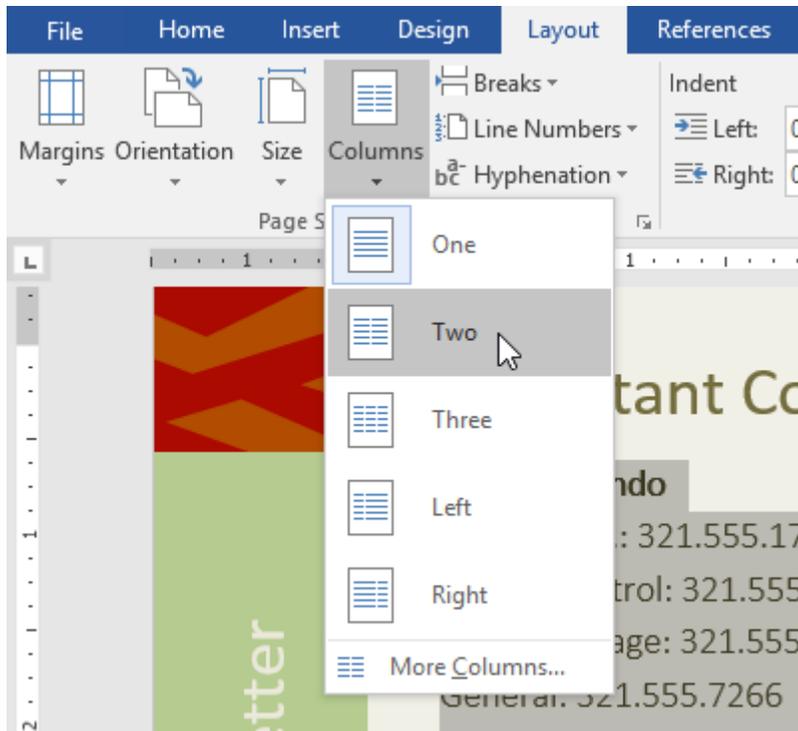
Watch the video below to learn more about columns in Word.

To add columns to a document:

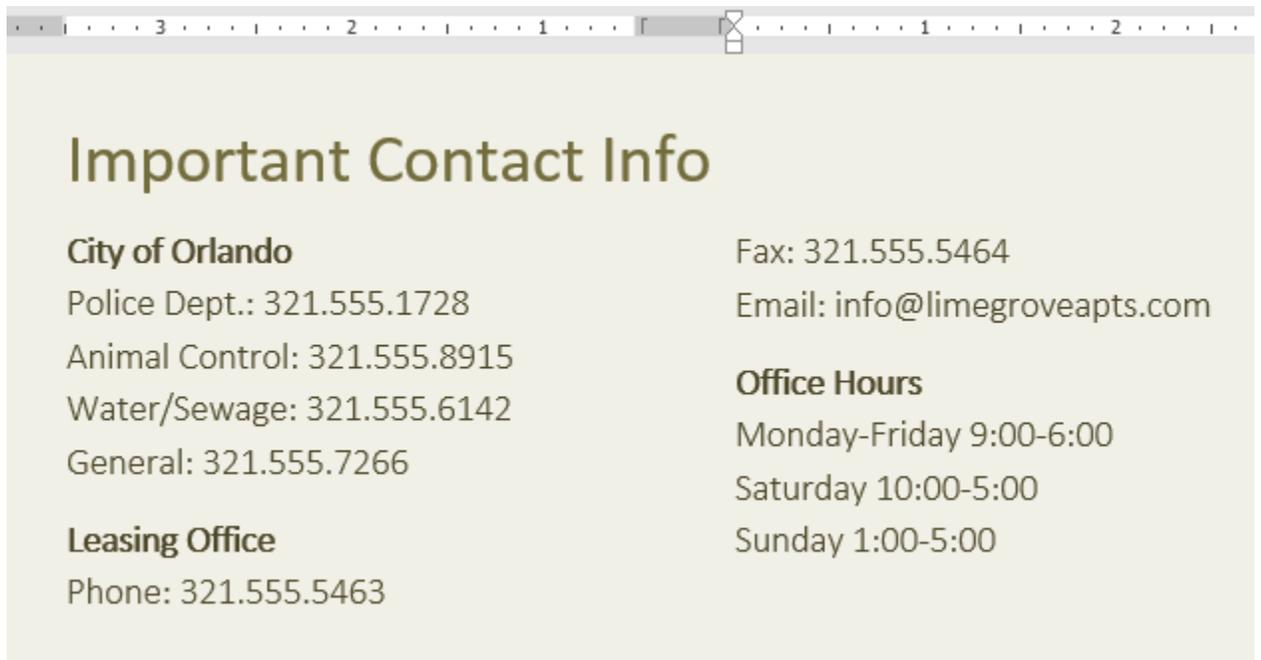
1. Select the text you want to format.



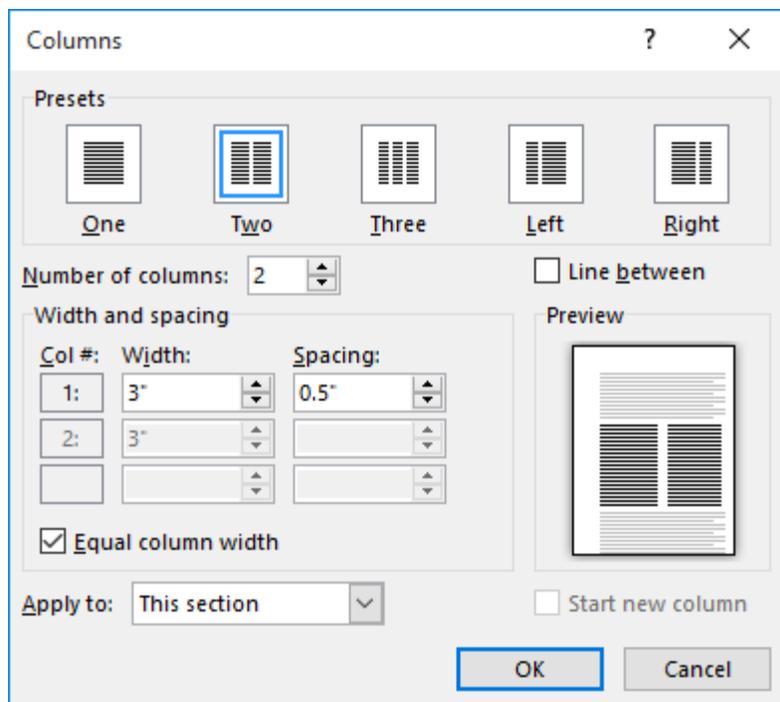
2. Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.



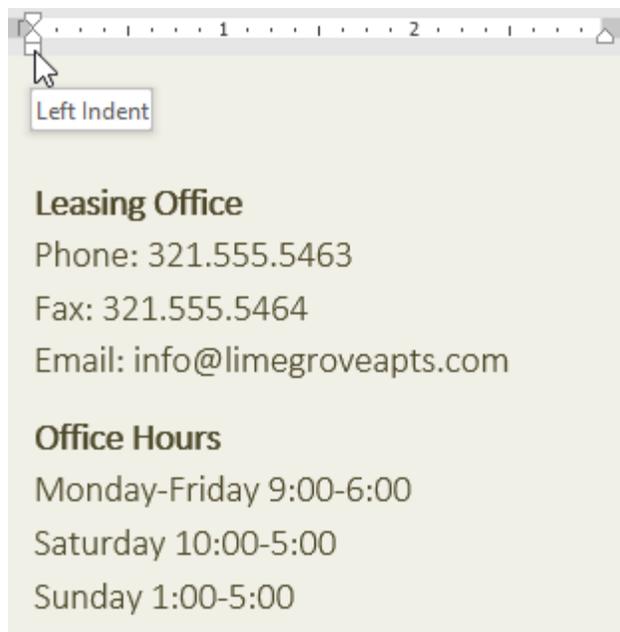
4. The text will format into columns.



Your column choices aren't limited to the drop-down menu that appears. Select **More Columns** at the bottom of the menu to access the **Columns** dialog box. Click the arrows next to **Number of columns:** to adjust the number of columns.

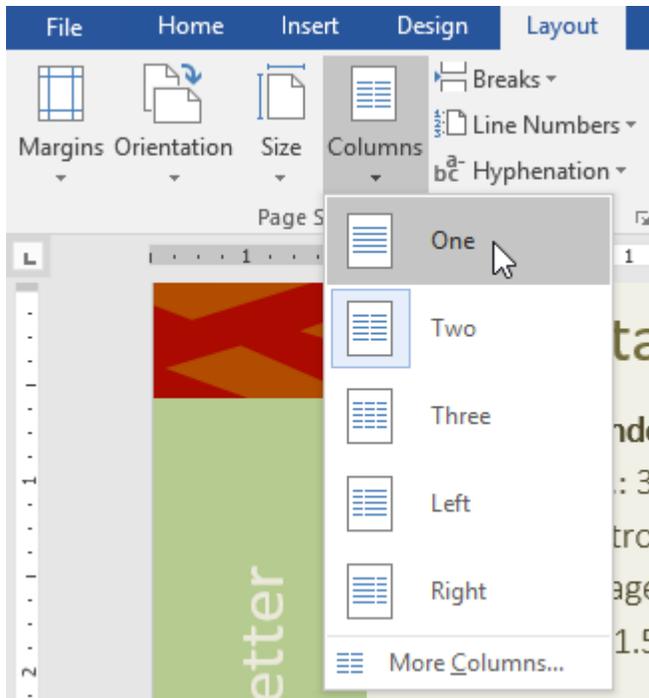


If you want to adjust the spacing and alignment of columns, click and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



To remove columns:

To remove column formatting, place the insertion point anywhere in the columns, then click the **Columns** command on the **Layout** tab. Select **One** from the drop-down menu that appears.



Adding column breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a **column break**.

To add a column break:

In our example below, we'll add a column break that will move text to the beginning of the next column.

1. Place the **insertion point** at the beginning of the text you want to move.



Important Contact Info

City of Orlando

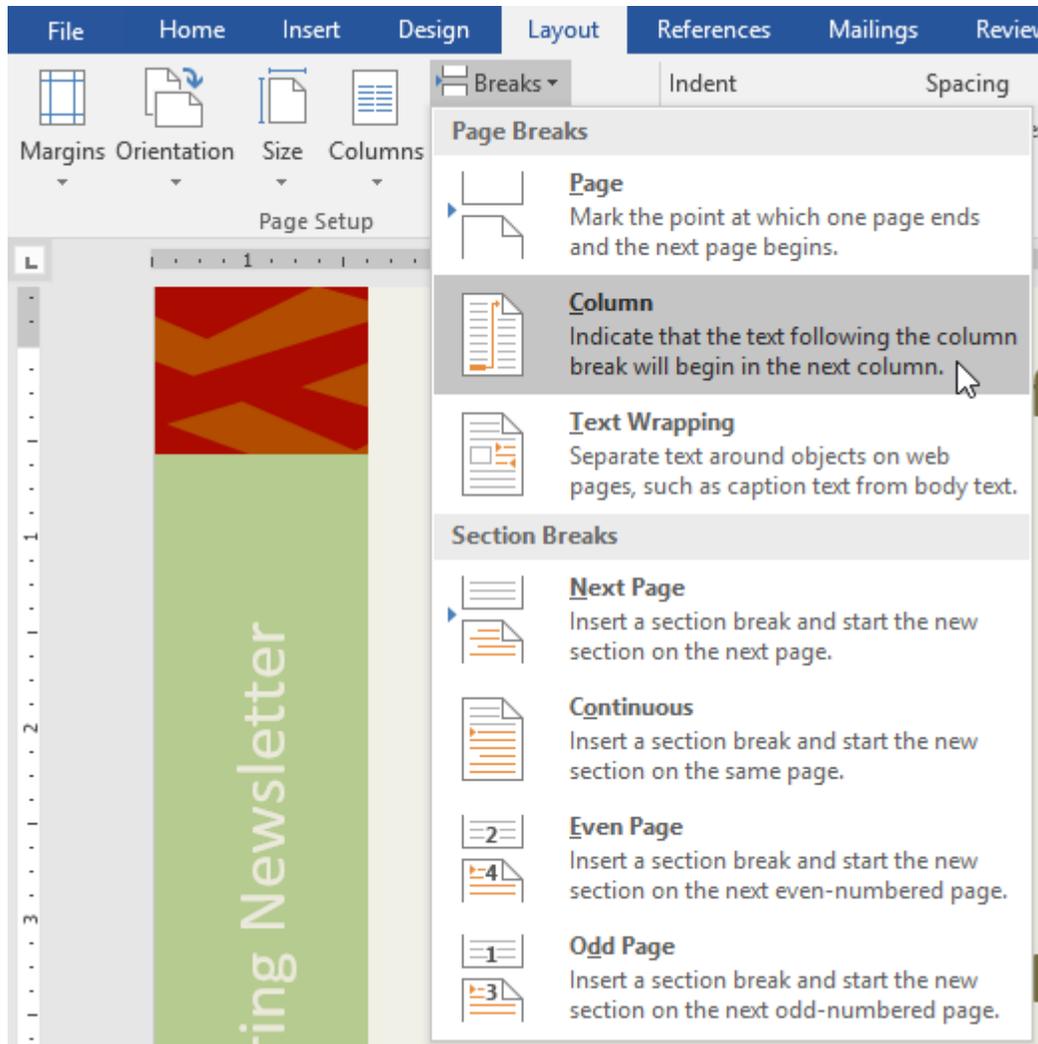
Police Dept.: 321.555.1728
Animal Control: 321.555.8915
Water/Sewage: 321.555.6142
General: 321.555.7266

Leasing Office
Phone: 321.555.5463

Fax: 321.555.5464
Email: info@limegroveapts.com

Office Hours
Monday-Friday 9:00-6:00
Saturday 10:00-5:00
Sunday 1:00-5:00

2. Select the **Layout** tab, then click the **Breaks** command. A drop-down menu will appear.
3. Select **Column** from the menu.



4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



The screenshot shows a document with a title bar at the top containing the numbers 3, 2, 1, 1, 2. The main content is titled "Important Contact Info" and is divided into two columns. The left column lists contact information for the City of Orlando, and the right column lists contact information for the Leasing Office, including office hours.

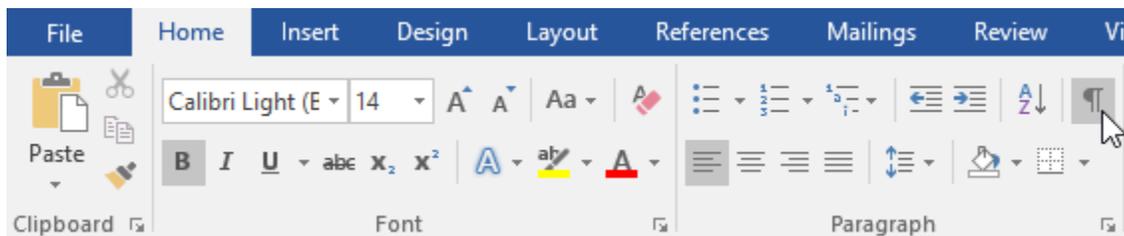
Important Contact Info

City of Orlando Police Dept.: 321.555.1728 Animal Control: 321.555.8915 Water/Sewage: 321.555.6142 General: 321.555.7266	Leasing Office Phone: 321.555.5463 Fax: 321.555.5464 Email: info@limegroveapts.com
	Office Hours Monday-Friday 9:00-6:00 Saturday 10:00-5:00 Sunday 1:00-5:00

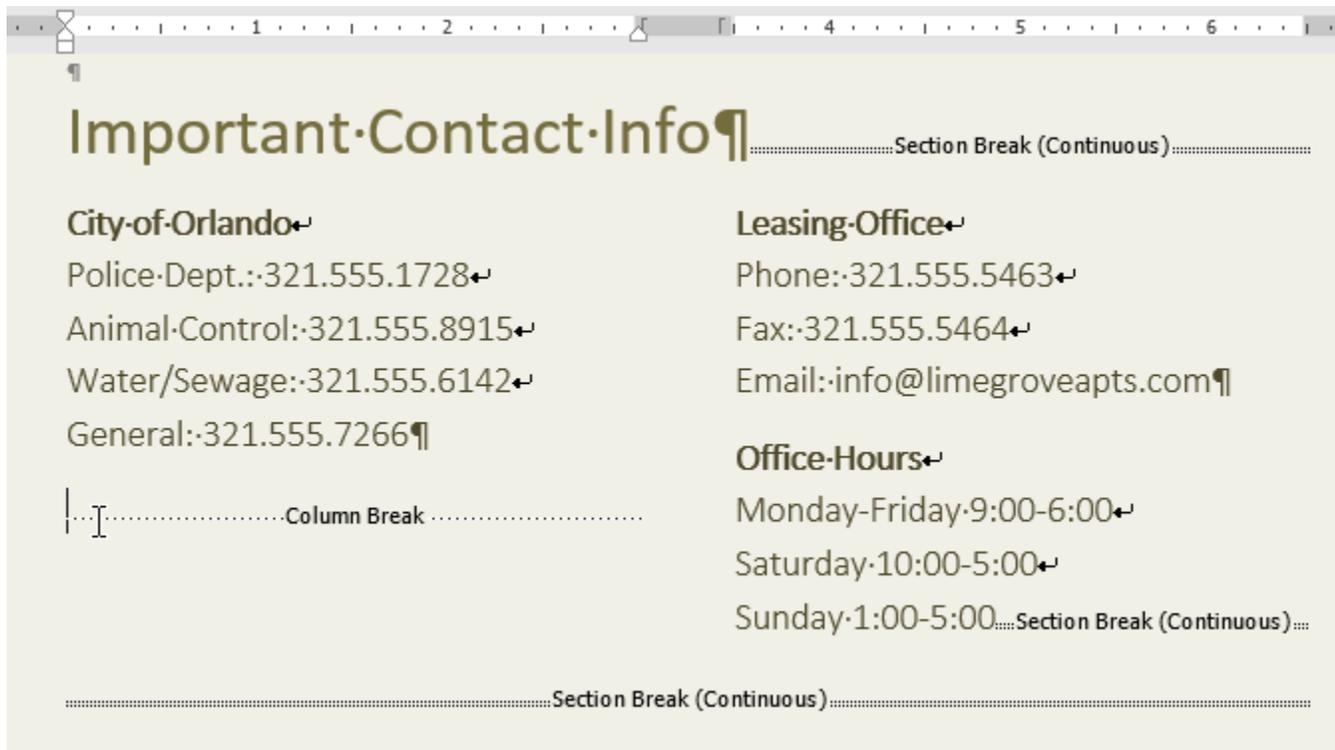
To learn more about adding breaks to your document, visit our lesson on [Breaks](#).

To remove column breaks:

1. By default, breaks are hidden. If you want to show the breaks in your document, click the **Show/Hide** command on the **Home** tab.



2. Place the insertion point to the left of the break you want to delete.



The screenshot shows a document editor interface with a ruler at the top. The document content is as follows:

Important·Contact·Info¶

.....Section Break (Continuous).....

City-of-Orlando	Leasing-Office
Police·Dept.:·321.555.1728	Phone:·321.555.5463
Animal·Control:·321.555.8915	Fax:·321.555.5464
Water/Sewage:·321.555.6142	Email:·info@limegroveapts.com¶
General:·321.555.7266¶	

|.....Column Break.....

Office-Hours

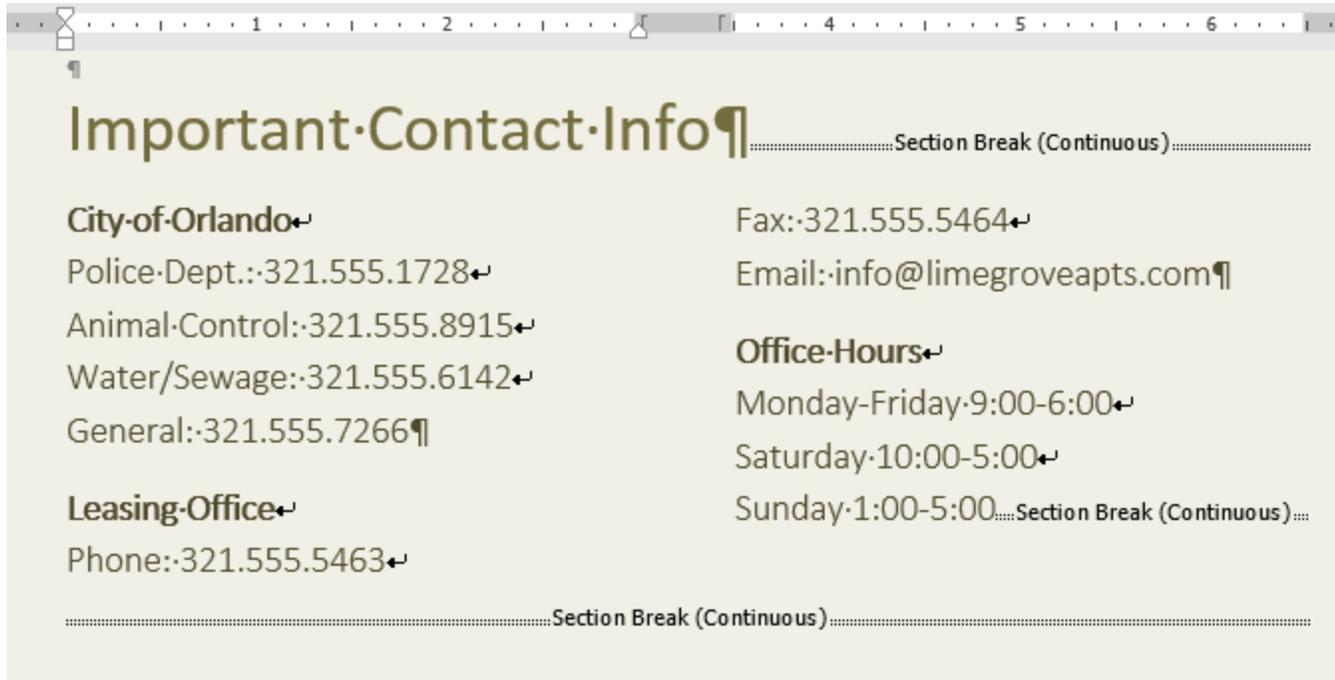
Monday-Friday·9:00-6:00

Saturday·10:00-5:00

Sunday·1:00-5:00.....Section Break (Continuous).....

.....Section Break (Continuous).....

3. Press the delete key to remove the break.



The screenshot shows the same document editor interface, but the column break has been removed. The content is now arranged in a single column:

Important·Contact·Info¶

.....Section Break (Continuous).....

City-of-Orlando	Fax:·321.555.5464
Police·Dept.:·321.555.1728	Email:·info@limegroveapts.com¶
Animal·Control:·321.555.8915	
Water/Sewage:·321.555.6142	Office-Hours
General:·321.555.7266¶	Monday-Friday·9:00-6:00
	Saturday·10:00-5:00
Leasing-Office	Sunday·1:00-5:00.....Section Break (Continuous).....
Phone:·321.555.5463	

.....Section Break (Continuous).....

Challenge!

1. Open our [practice document](#).

2. Scroll to **page 3**.
3. Select all of the text in the bulleted list below **Community Reminders** and format it as **twocolumns**.
4. Place your cursor at the beginning of the fourth bullet in front of the word **Visitors**.
5. Insert a **column break**.
6. When you're finished, your page should look something like this:



1000 Lake Sylvan Boulevard
Orlando, FL 32804

Spring Newsletter

Community Reminders

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- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
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- The dog park hours are from sunrise to sunset. The gates to the park will be locked otherwise. Outside of the park please make sure your pet is on a leash at all times.



Word 2016

Headers and Footers

Introduction

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name, and footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

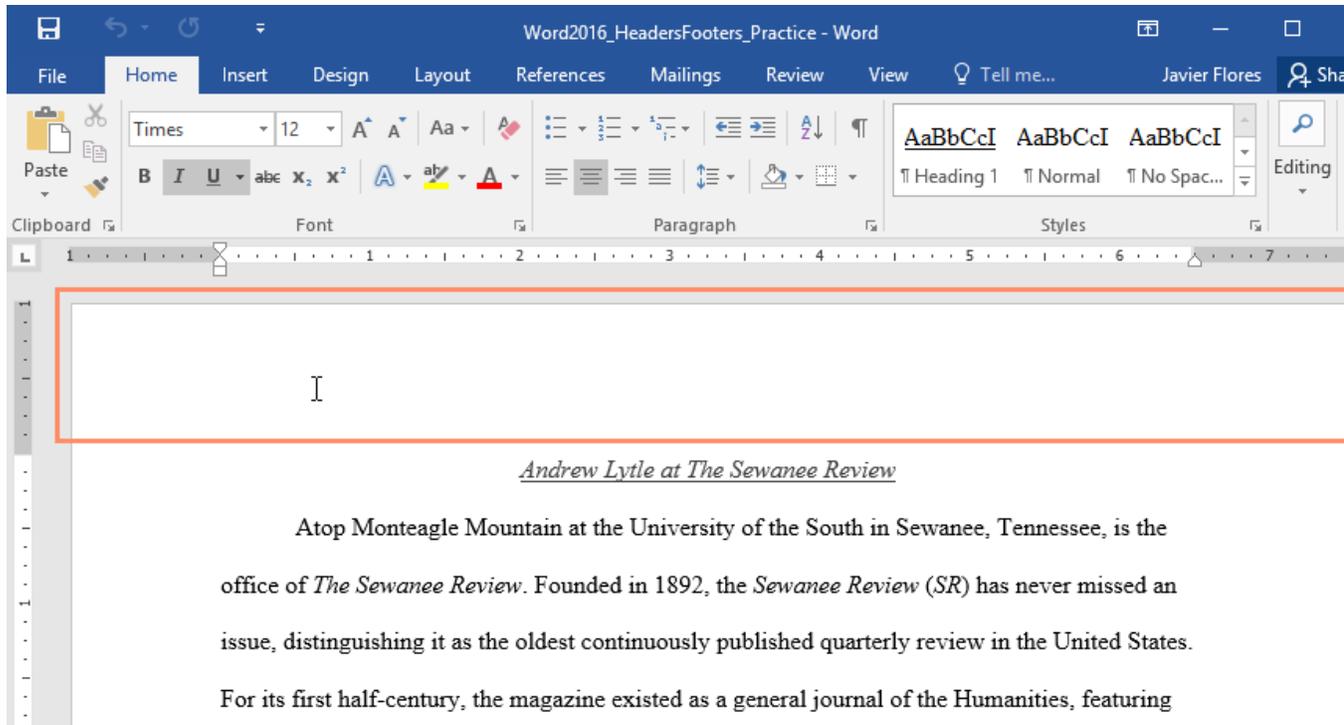
Optional: Download our [practice document](#).

Watch the video below to learn more about headers and footers in Word.

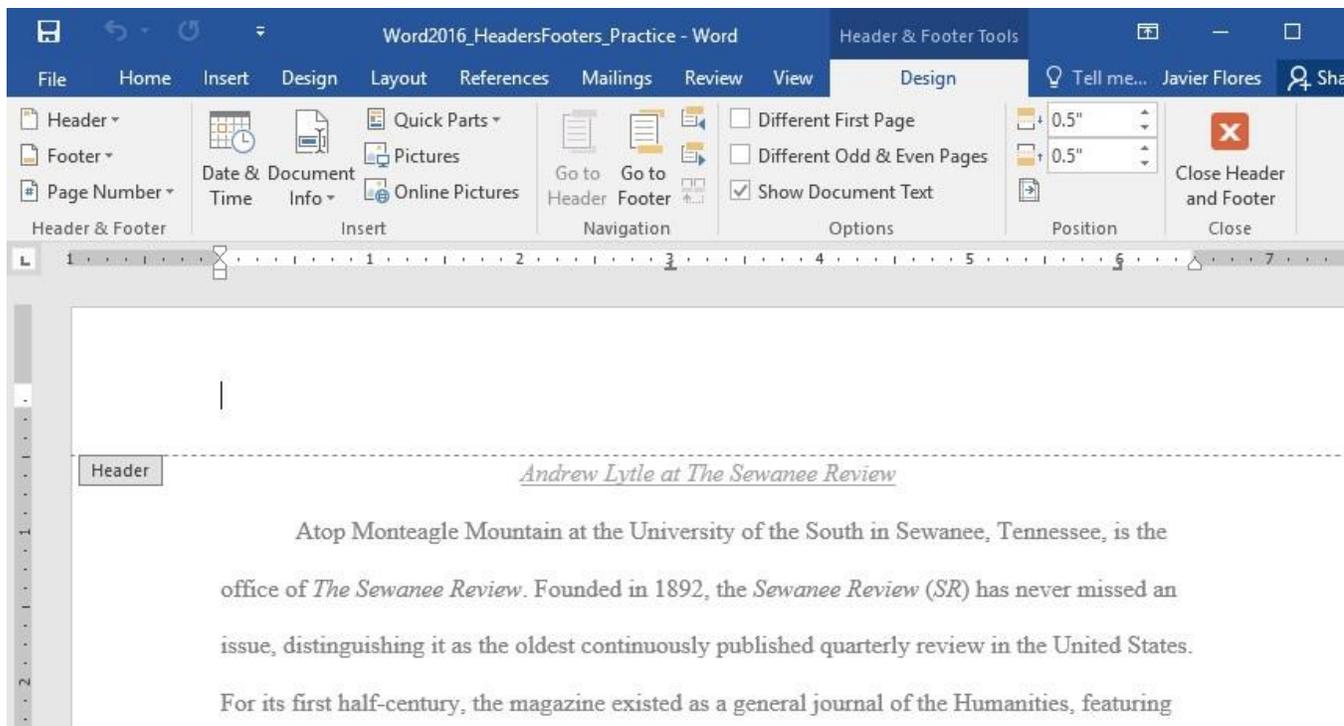
To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

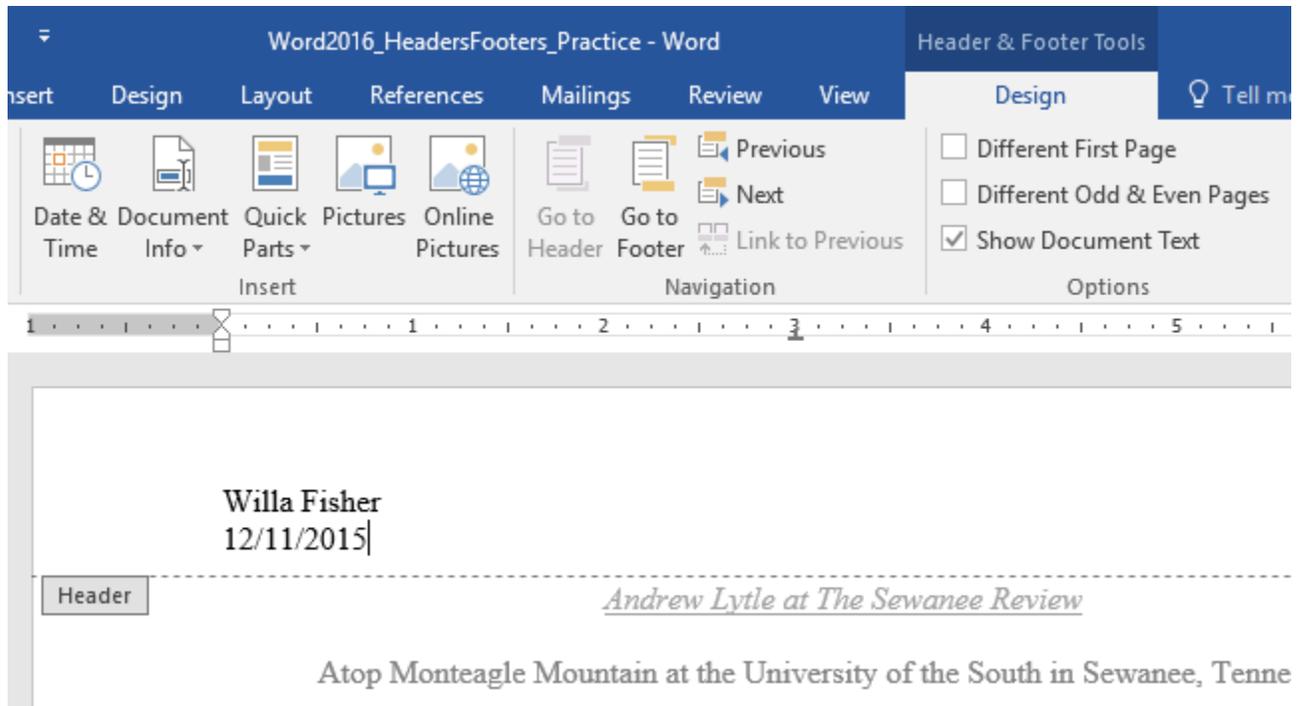
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



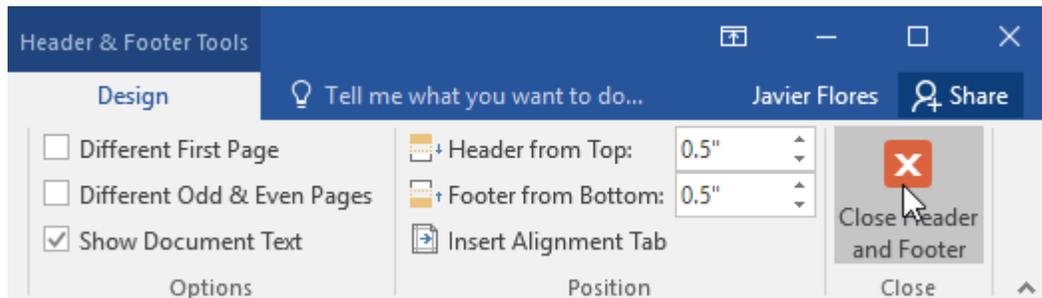
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



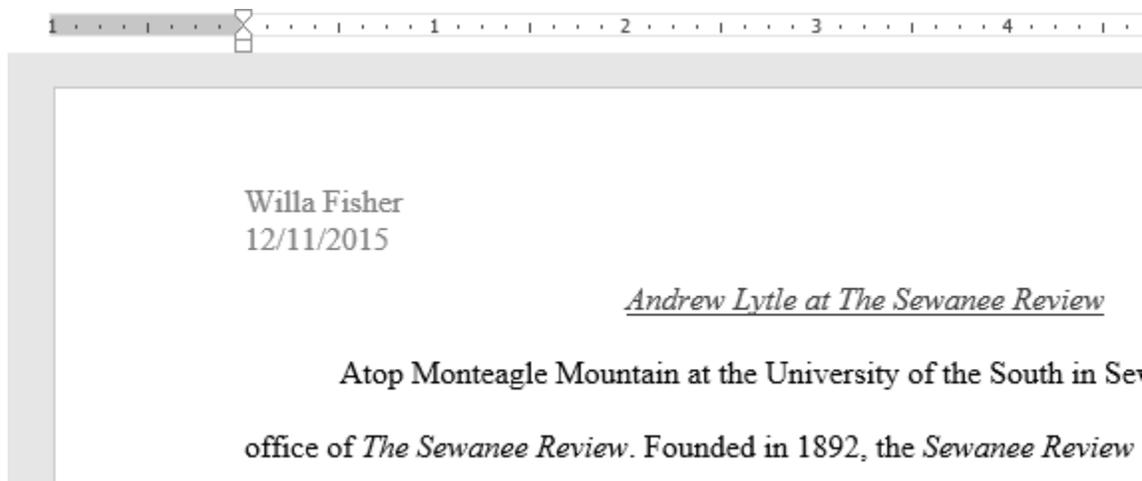
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.



4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



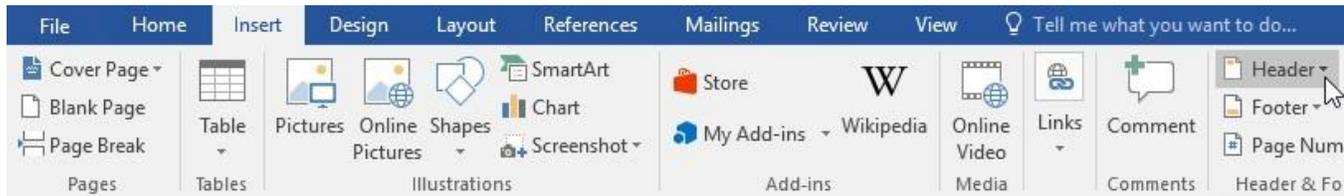
5. The header or footer text will appear.



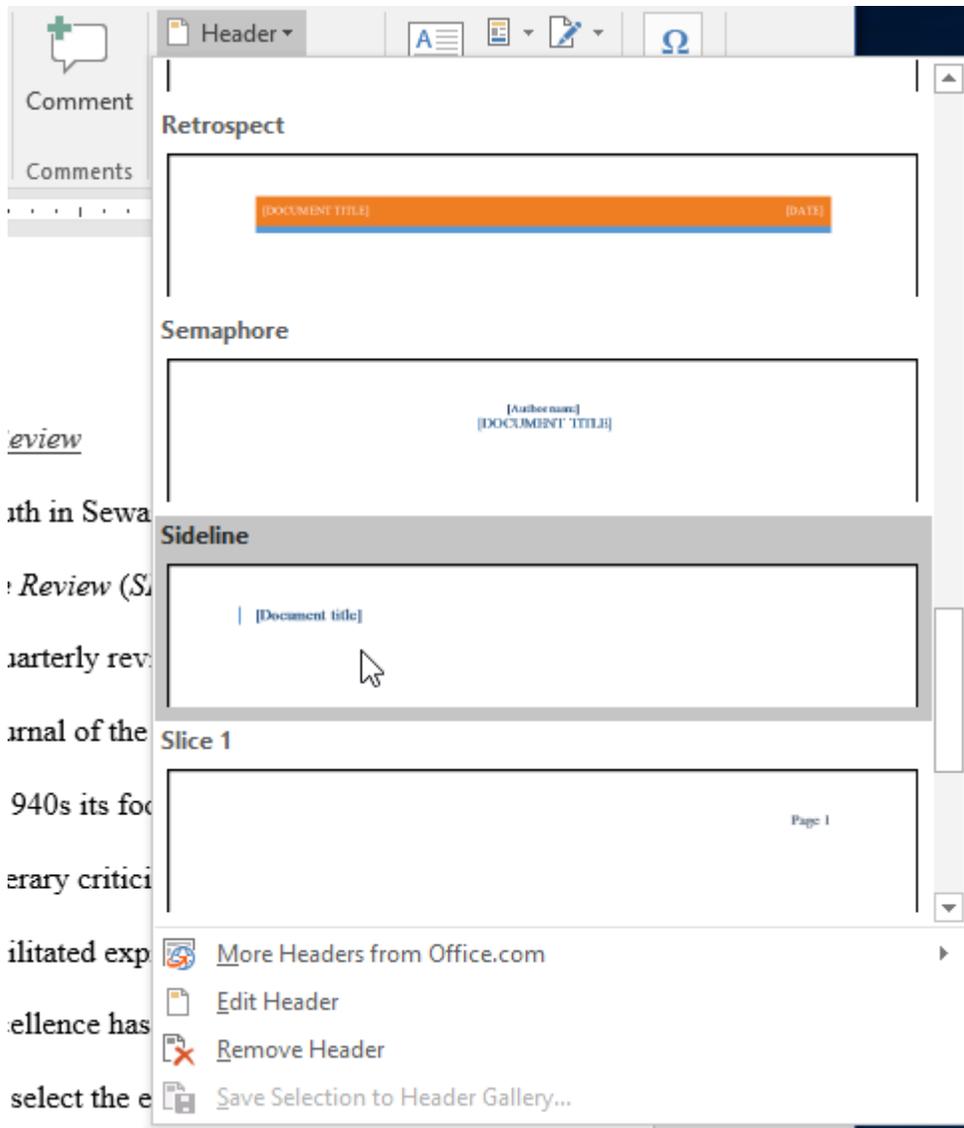
To insert a preset header or footer:

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

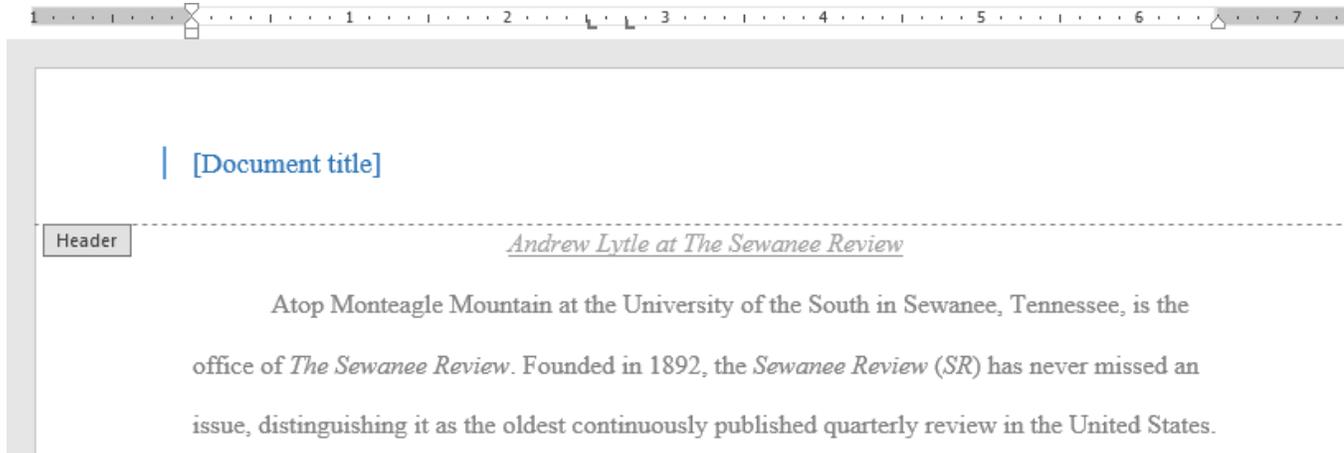
1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



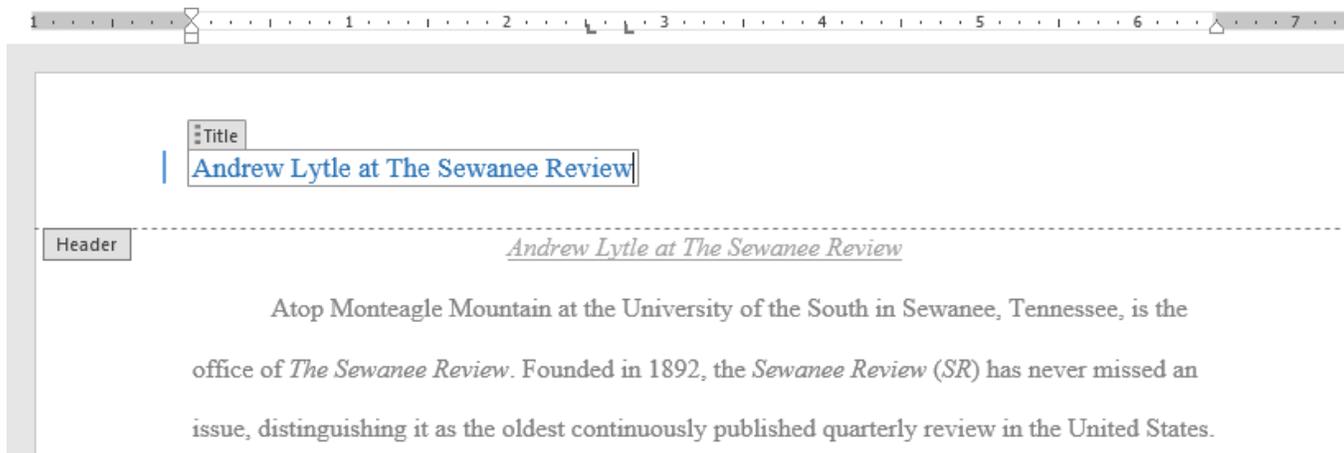
2. In the menu that appears, select the desired **preset header or footer**.



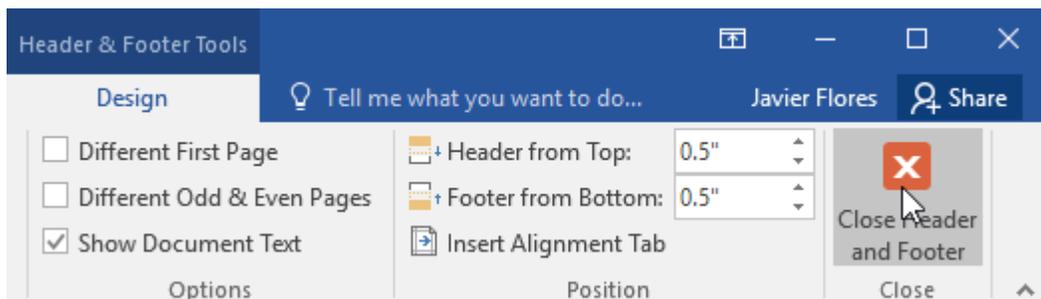
3. The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.



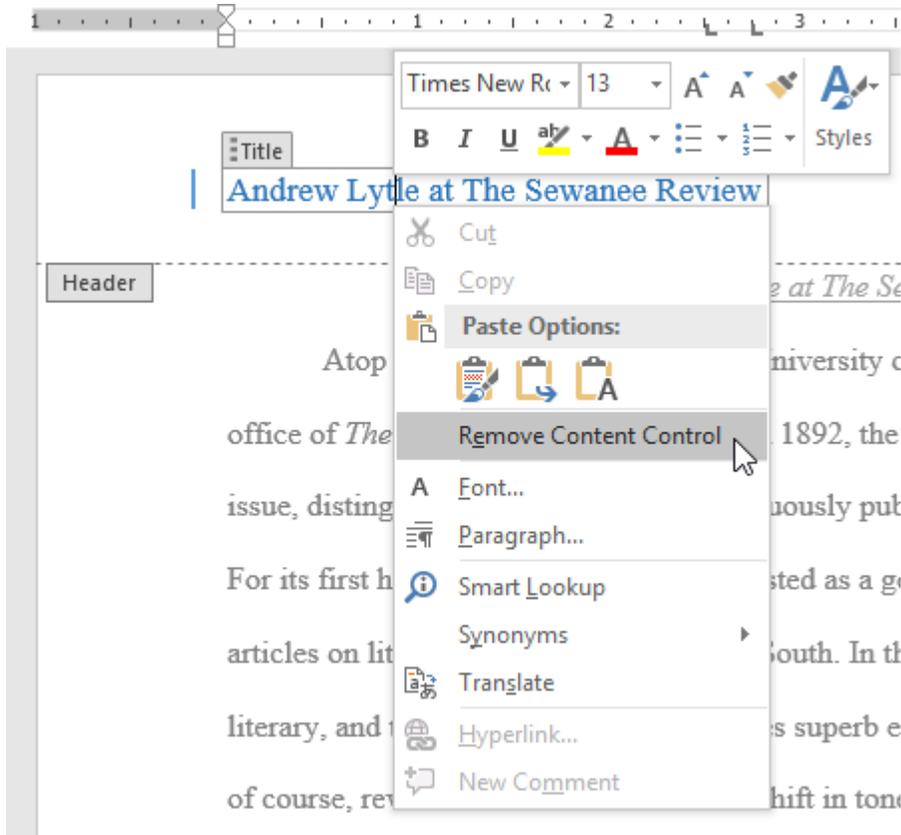
4. To edit a Content Control field, click it and type the **desired information**.



5. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

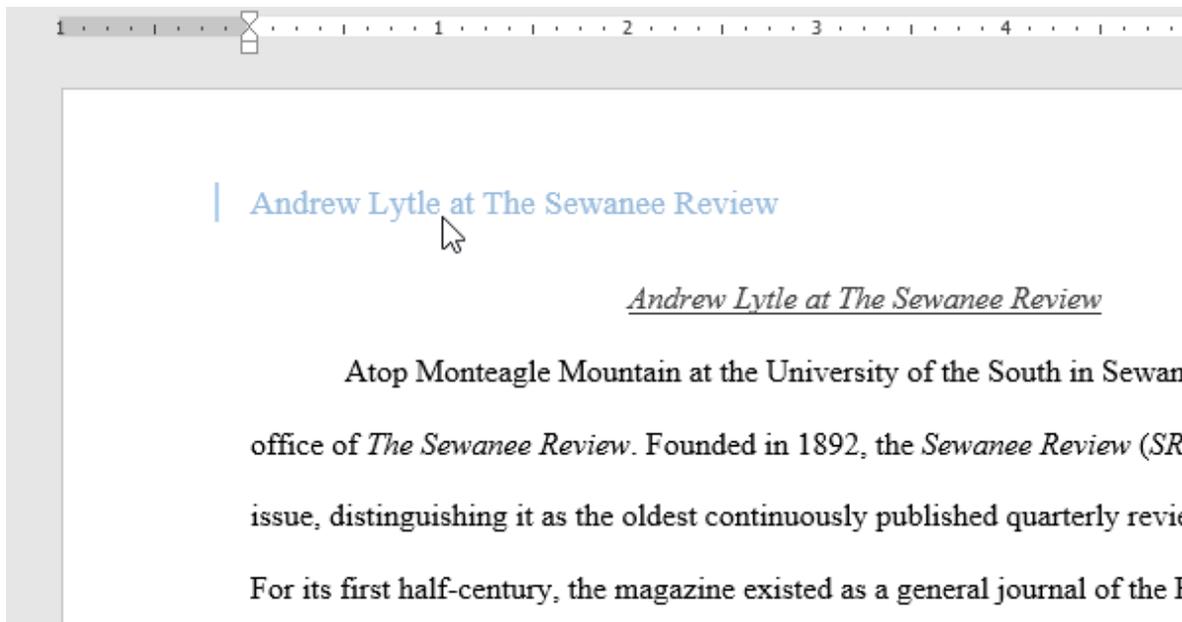


If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



Editing headers and footers

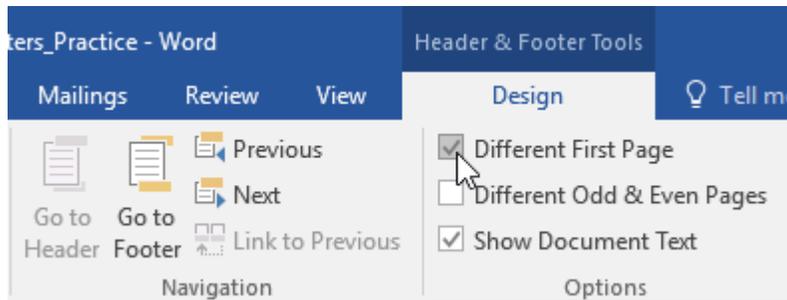
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



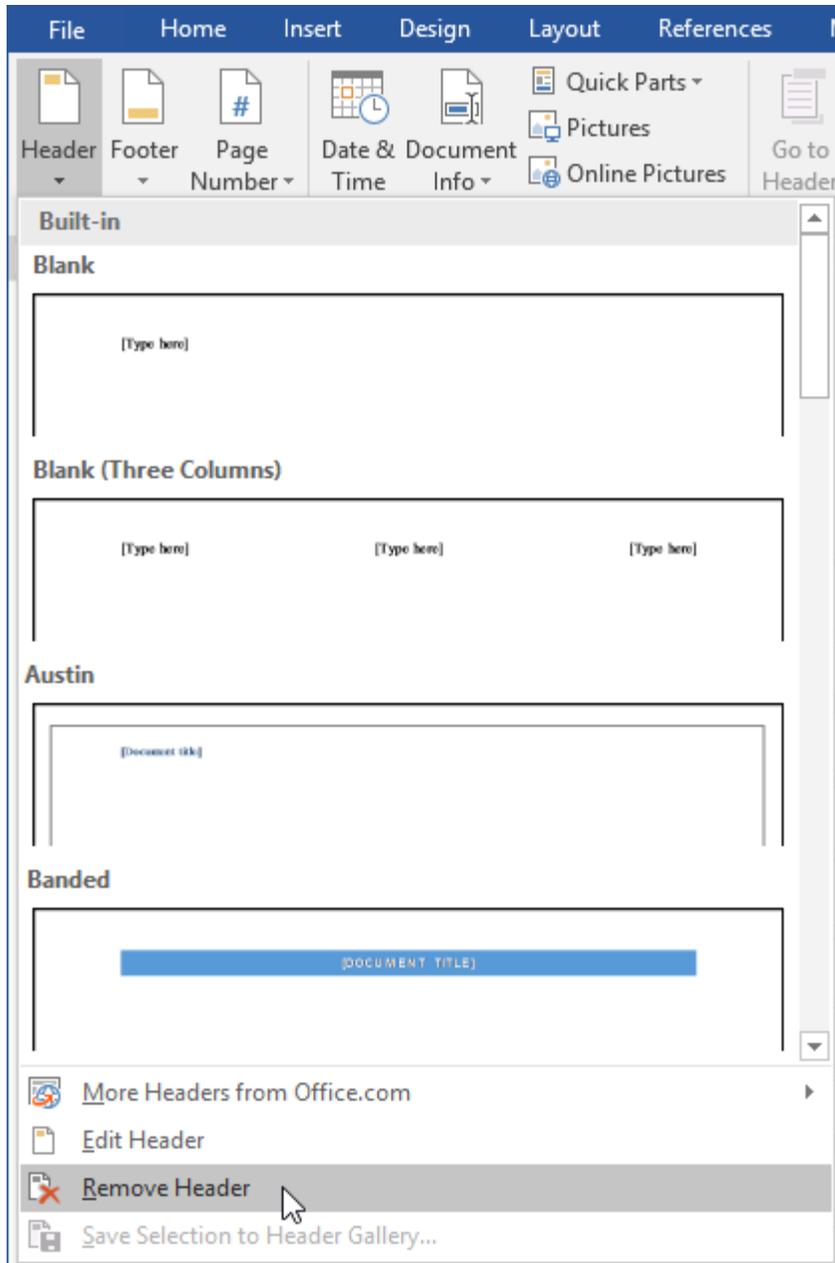
Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the rightside of the Ribbon, giving you various editing options:

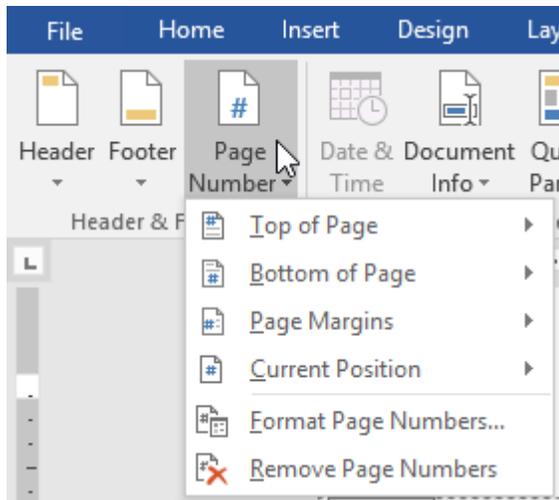
- **Hide the first-page header and footer:** For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to **Different First Page**.



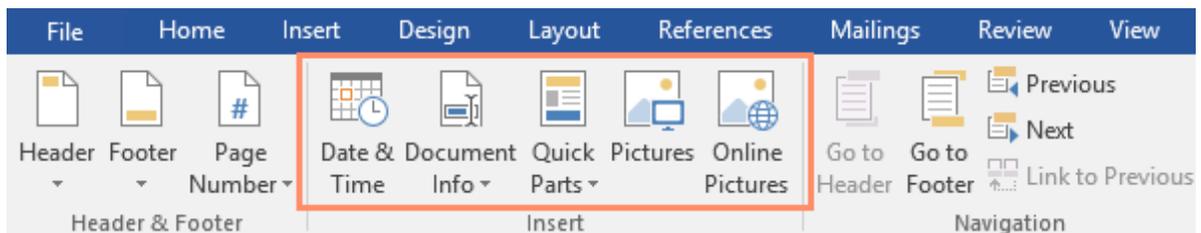
- **Remove the header or footer:** If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears. Similarly, you can remove a footer using the **Footer** command.



- **Page Number:** You can automatically number each page with the Page Number command. Read our [Page Numbers](#) lesson to learn more.



- **Additional options:** With the commands available in the Insert group, you can add the **date and time**, **document info**, **pictures**, and more to your header or footer.

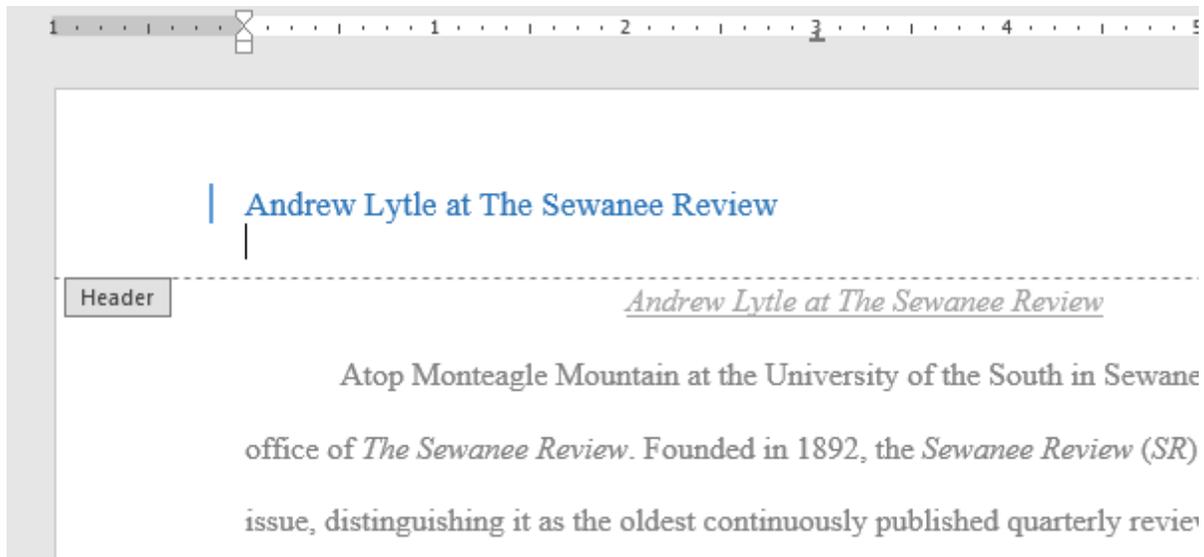


To insert the date or time into a header or footer:

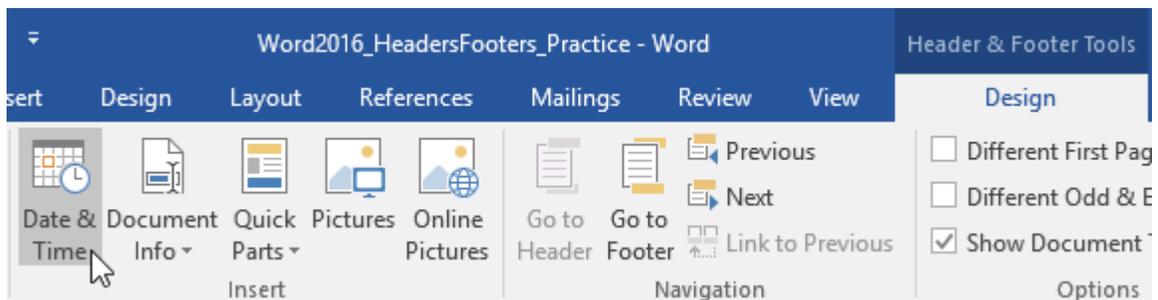
Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

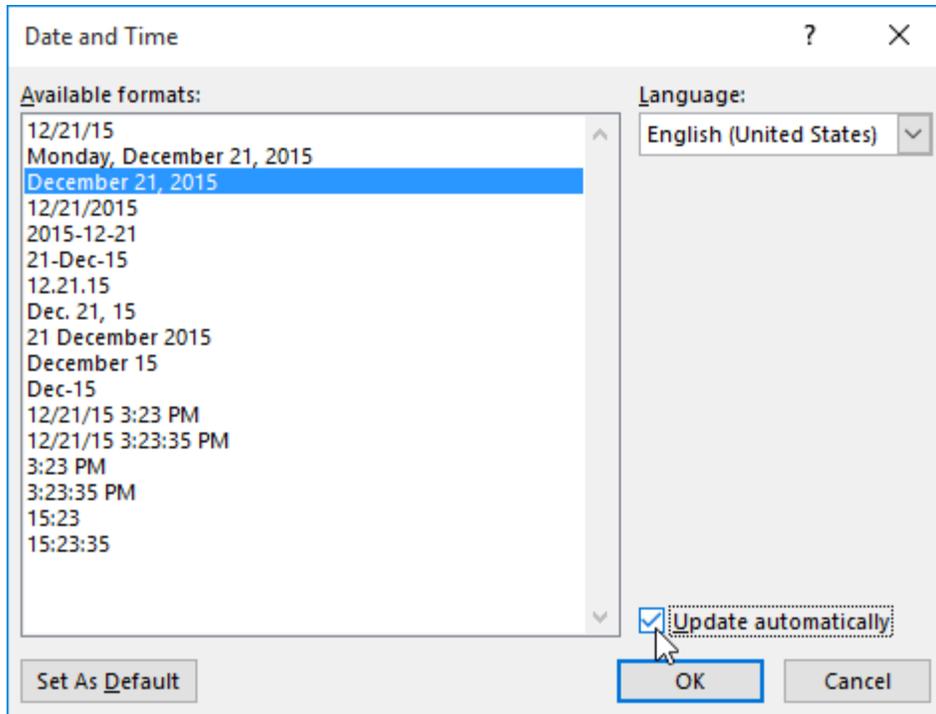
1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.



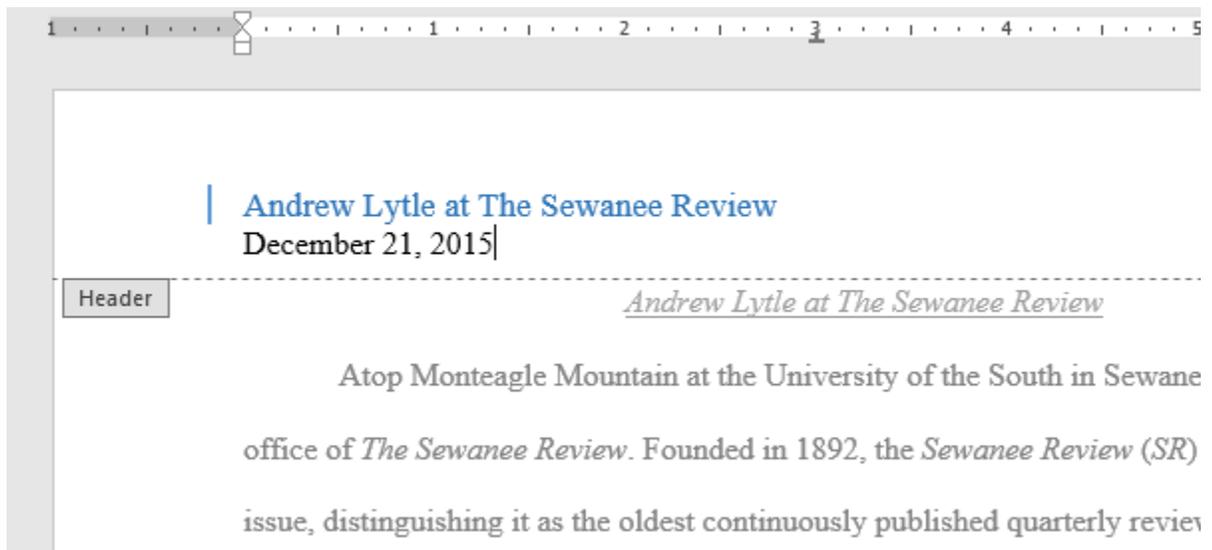
2. The **Design** tab will appear. Click the **Date & Time** command.



3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.
4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
5. Click **OK**.



- The date will appear in the header.



Challenge!

- Open our [practice document](#). If you've already downloaded our practice document in order to follow along with the lesson, be sure to download a fresh copy by clicking the link in this step.
- Open the **header**.
- Choose **Align Right** on the **Home** tab and type your name.
- Below your name, use the **Date & Time** command on the **Design** tab and insert the date. You can use whichever format you like.

5. In the **footer** section, insert the preset footer **Grid**.
6. **Close** the header and footer.
7. When you're finished, your page should look something like this:

Jane Smith
1/8/2016

Andrew Lytle at *The Sewanee Review*

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (*SR*) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring articles on literature, art, politics, and the South. In the early 1940s its focus became purely literary, and the *SR* now regularly publishes superb essays, literary criticism, fiction, poetry and, of course, reviews of current books. This shift in tone was facilitated expressly by the editors of the time. Indeed, a great deal of the magazine's continued excellence has depended on its editors, without whom the *SR* would not have been able to solicit and select the excellent writers that have graced their pages during these past decades. For the last seventy-six years, the office of the *SR* has housed only five, with the most recent editor, George Core, beginning his run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the twentieth century's finest critics, writers and poets.

Lytle's career prior to his position was certainly not what one might expect from an editor. He attended Vanderbilt University in the early 1920's, making connections with several members of the Agrarian movement, an assortment of influential professors and new writers collaborating under the banner of Southern idealism. He left Vanderbilt in 1927 after studying literature and history to attend the Yale School of Drama. Lytle's interests remained primarily Southern, however, and in 1930 he contributed his first major essay to the Agrarian symposium



Word 2016

Page Numbers

Introduction

Page numbers can be used to automatically number each page in your document. They come in a wide range of number formats and can be customized to suit your needs. Page numbers are usually placed in the **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

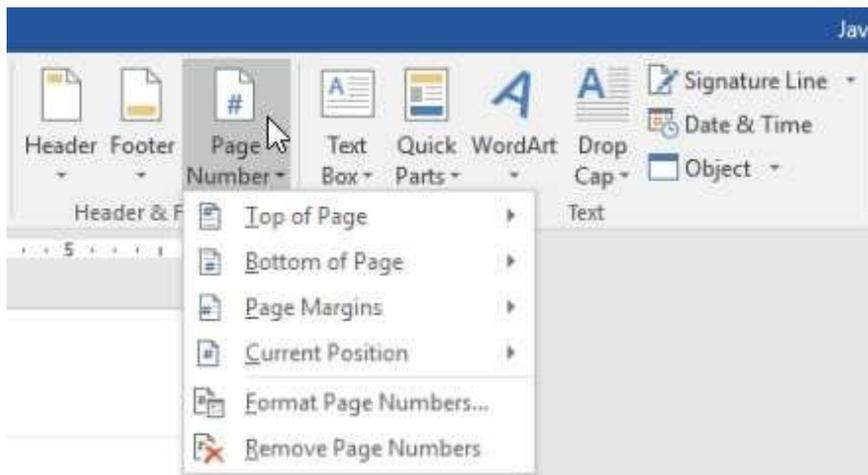
Optional: Download our [practice document](#).

Watch the video below to learn more about page numbers in Word.

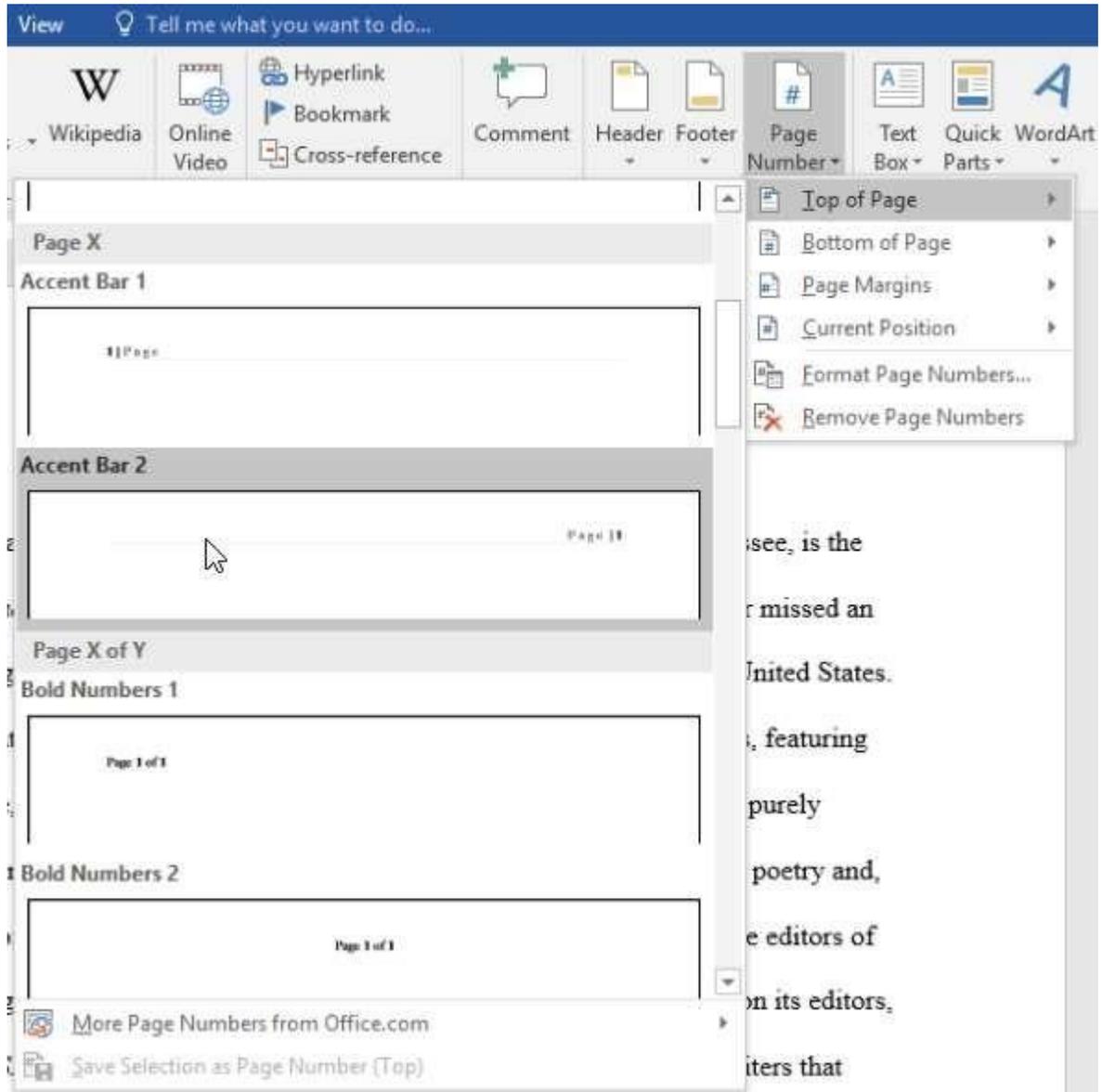
To add page numbers:

Word can automatically label each page with a page number and place it in a header, footer, or side margin. If you have an existing header or footer, it will be removed and replaced with the page number.

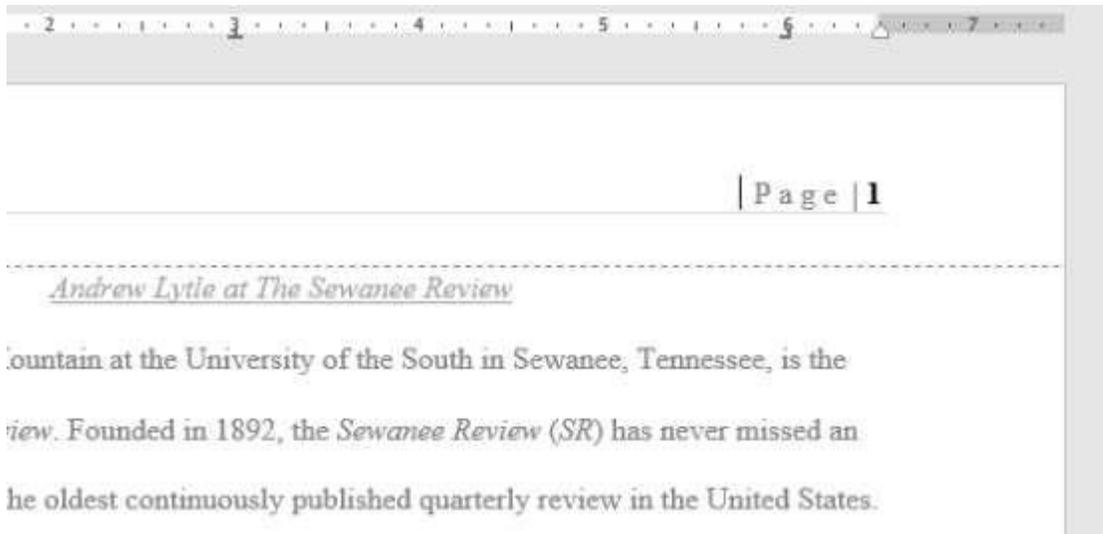
1. On the **Insert** tab, click the **Page Number** command.



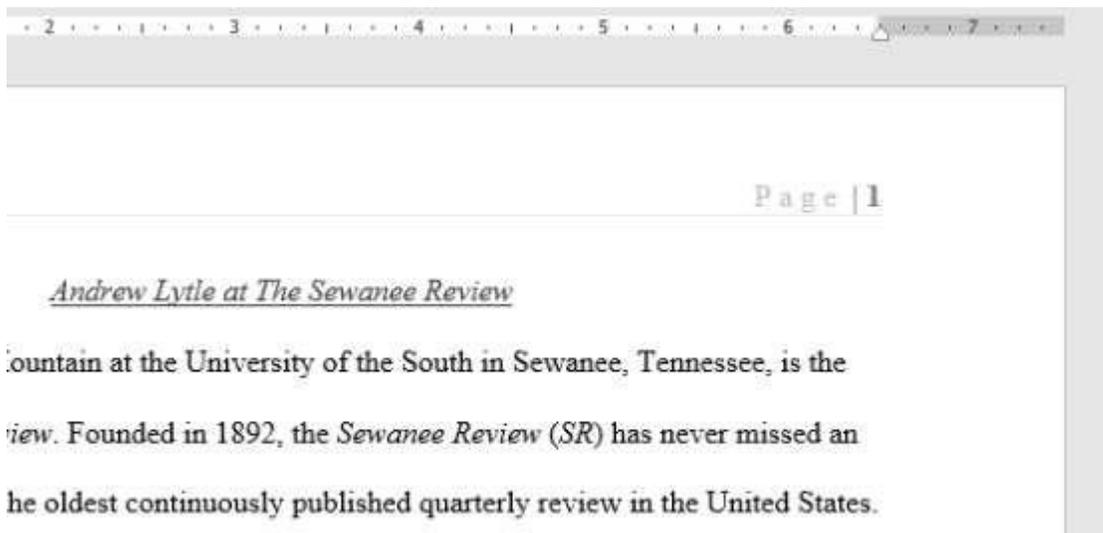
2. Open the **Top of Page**, **Bottom of Page**, or **Page Margin** menu, depending on where you want the page number to be positioned. Then select the desired style of header.



3. Page numbering will appear.



4. Press the **Esc** key to lock the header and footer.



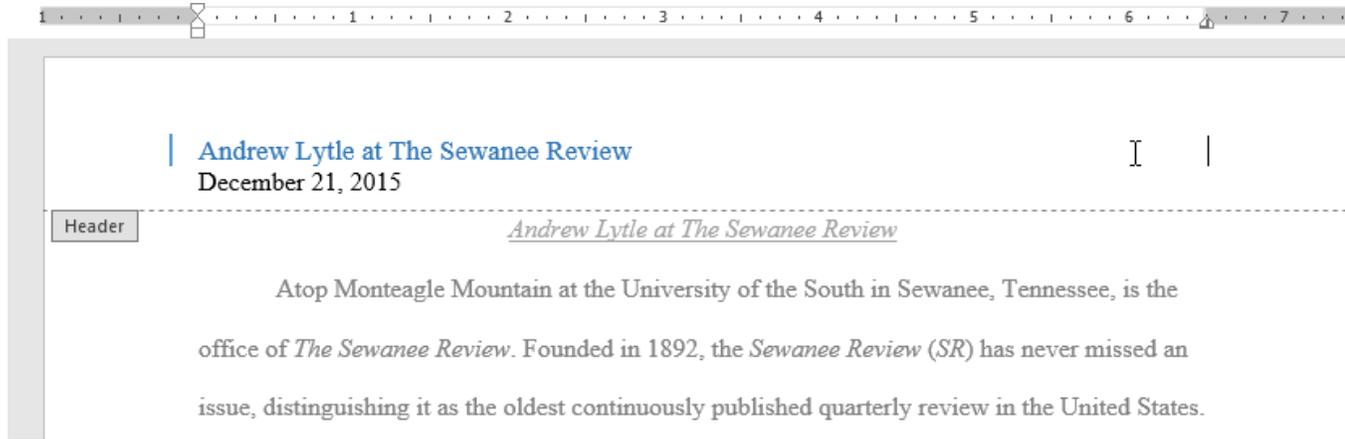
5. If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

If you've created a page number in the **side margin**, it's still considered part of the **header** or **footer**. You won't be able to select the page number unless the header or footer is selected.

To add page numbers to an existing header or footer:

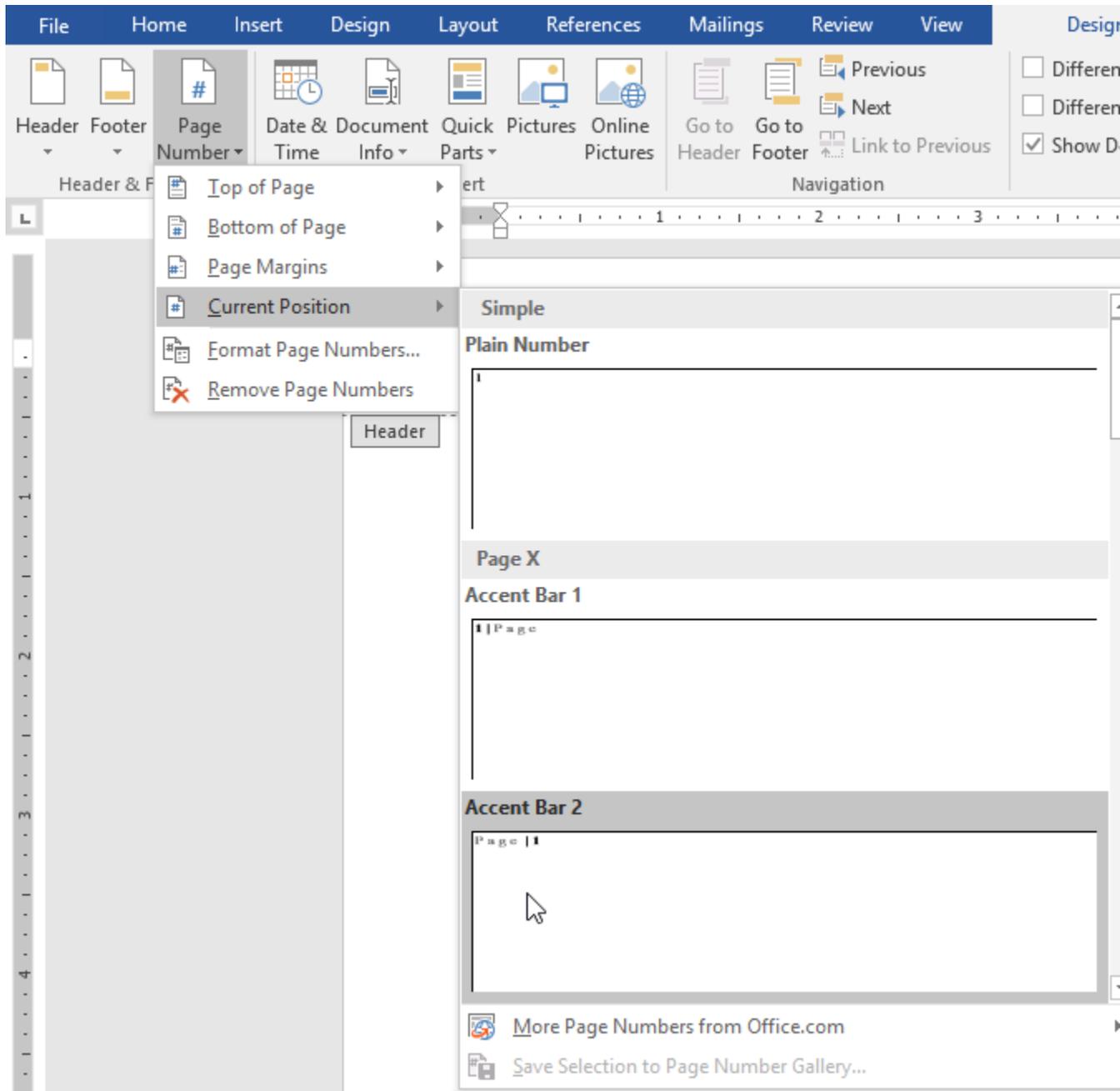
If you already have a header or footer and you want to add a page number to it, Word has an option to automatically insert the page number into the existing header or footer. In our example, we'll add page numbering to our document's header.

1. Double-click anywhere on the **header** or **footer** to **unlock** it.



The screenshot shows a document editor interface. At the top, there is a ruler with a scroll bar. Below the ruler, the document content is displayed. The header section contains the text "Andrew Lytle at The Sewanee Review" and "December 21, 2015". A dashed line separates the header from the main body of text. The main body text reads: "Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States." A "Header" tab is visible on the left side of the editor.

2. On the **Design** tab, click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



3. Page numbering will appear.



Andrew Lytle at The Sewanee Review

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review (SR)* has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.

4. When you're finished, press the **Esc** key.



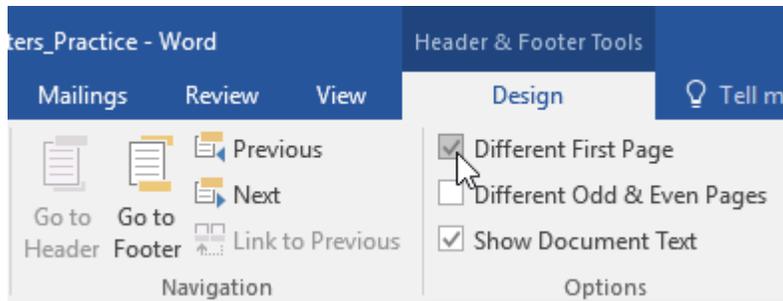
Andrew Lytle at The Sewanee Review

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review (SR)* has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.

To hide the page number on the first page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

1. Double-click the header or footer to unlock it.
2. From the Design tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.



If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.

To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



Page | 27

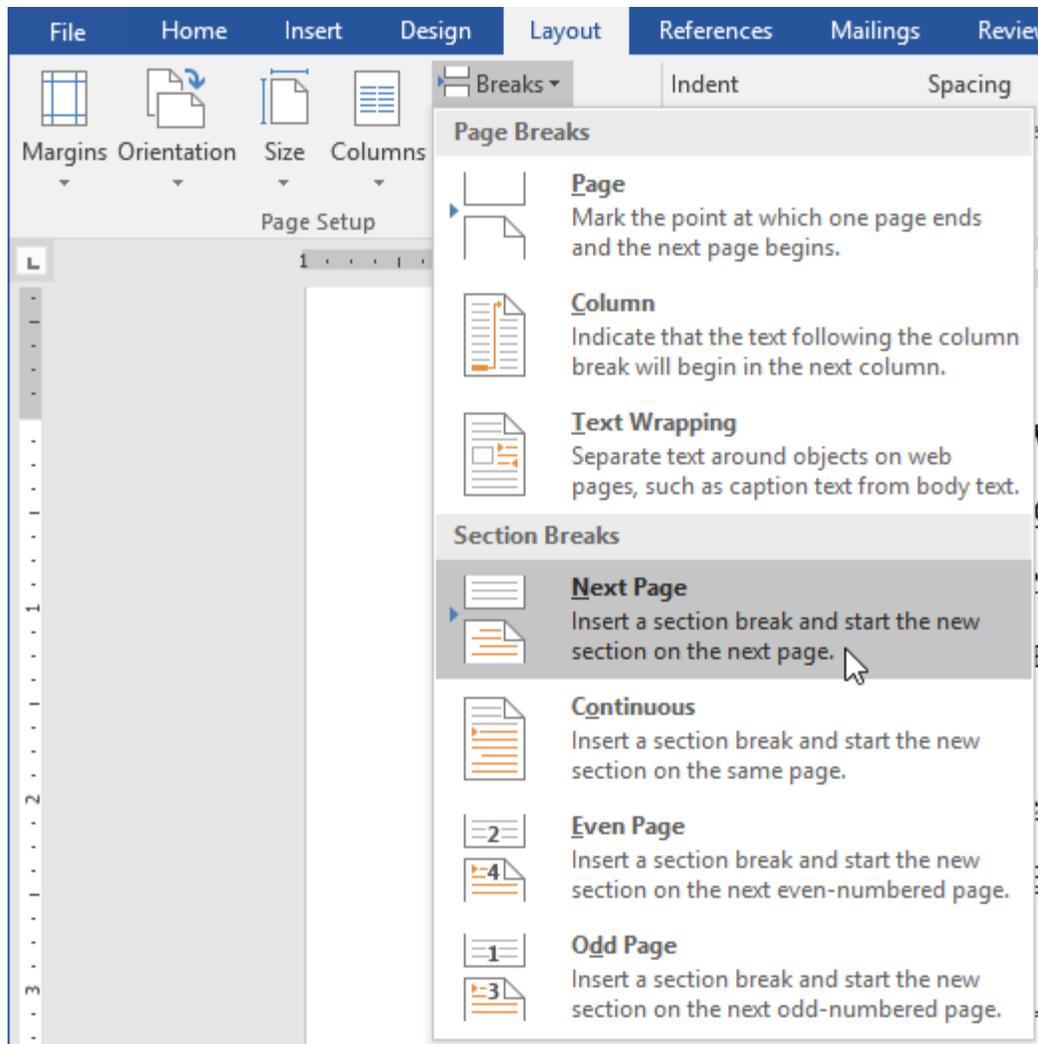
I | **Works Cited**

otte. The Fugitive Legacy: A Critical History. Baton Rouge: LSU Press, 2001.

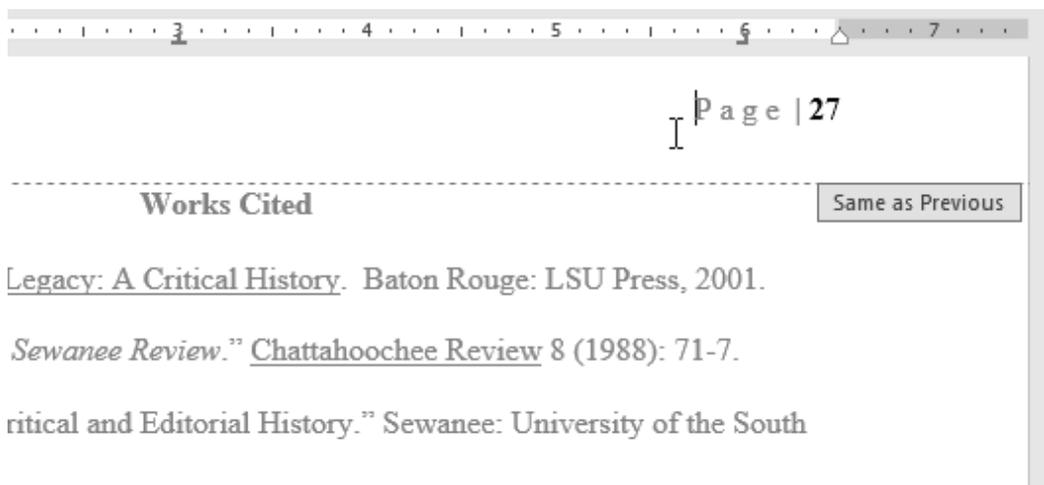
je. "Remaking *The Sewanee Review*." Chattahoochee Review 8 (1988): 71-7.

wanee Review: A Critical and Editorial History." Sewanee: University of the South

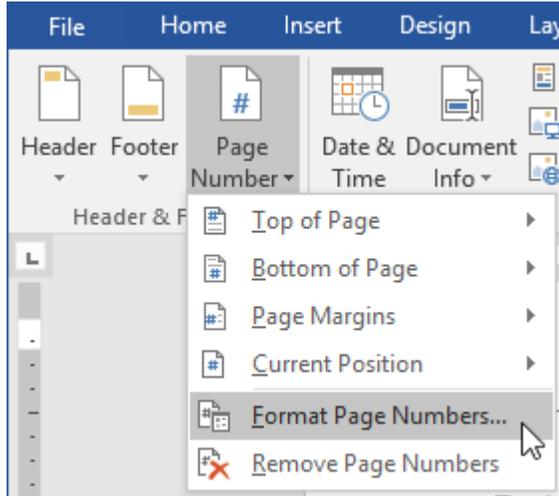
2. Select the **Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.



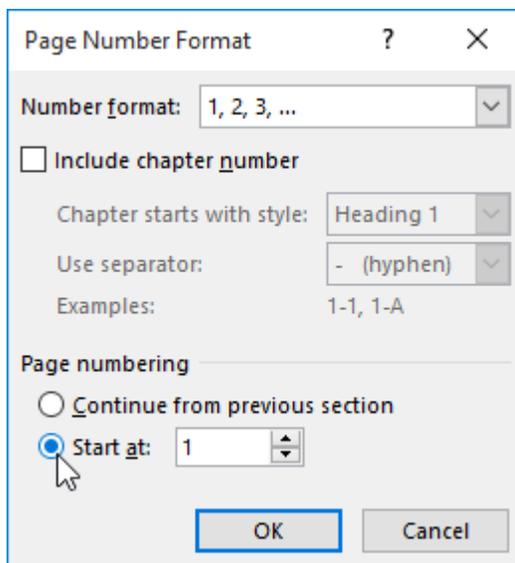
3. A section break will be added to the document.
4. Double-click the **header or footer** containing the page number you want to restart.



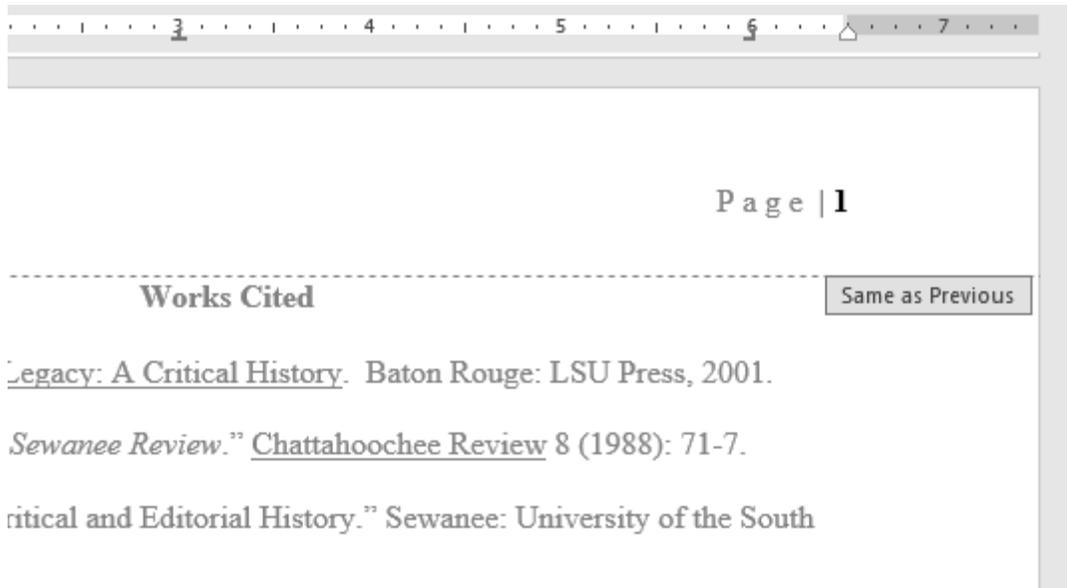
5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number. When you're done, click **OK**.



7. The page numbering will restart.



Page | 1

Works Cited Same as Previous

Legacy: A Critical History. Baton Rouge: LSU Press, 2001.

Sewanee Review." Chattahoochee Review 8 (1988): 71-7.

ritical and Editorial History." Sewanee: University of the South

To learn more about adding section breaks to your document, visit our lesson on [Breaks](#).

Challenge!

1. Open our [practice document](#).
2. On page 1, insert the **Accent Bar 4** page number at the **Bottom of page**.
3. In the **Design Options**, choose **Different First Page**. The page number should now be hidden on the first page.
4. Scroll to **page 27** of the document.
5. Place your cursor at the beginning of the title **Works Cited** and insert a **Continuous Sectionbreak**.
6. In the footer of page 27, **restart the page numbering** at 1.
7. When you're finished, the bottom of page 27 should look like this:

Parts. Baton Rouge: LSU Press, 1966. 193-201.

---. "Literary Portraits: Flannery O'Connor." Southerners and Europeans: Essays in a Time of



Word 2016

Pictures and Text Wrapping

Introduction

Adding **pictures** to your document can be a great way to **illustrate important information** and add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

Optional: Download our [practice document](#).

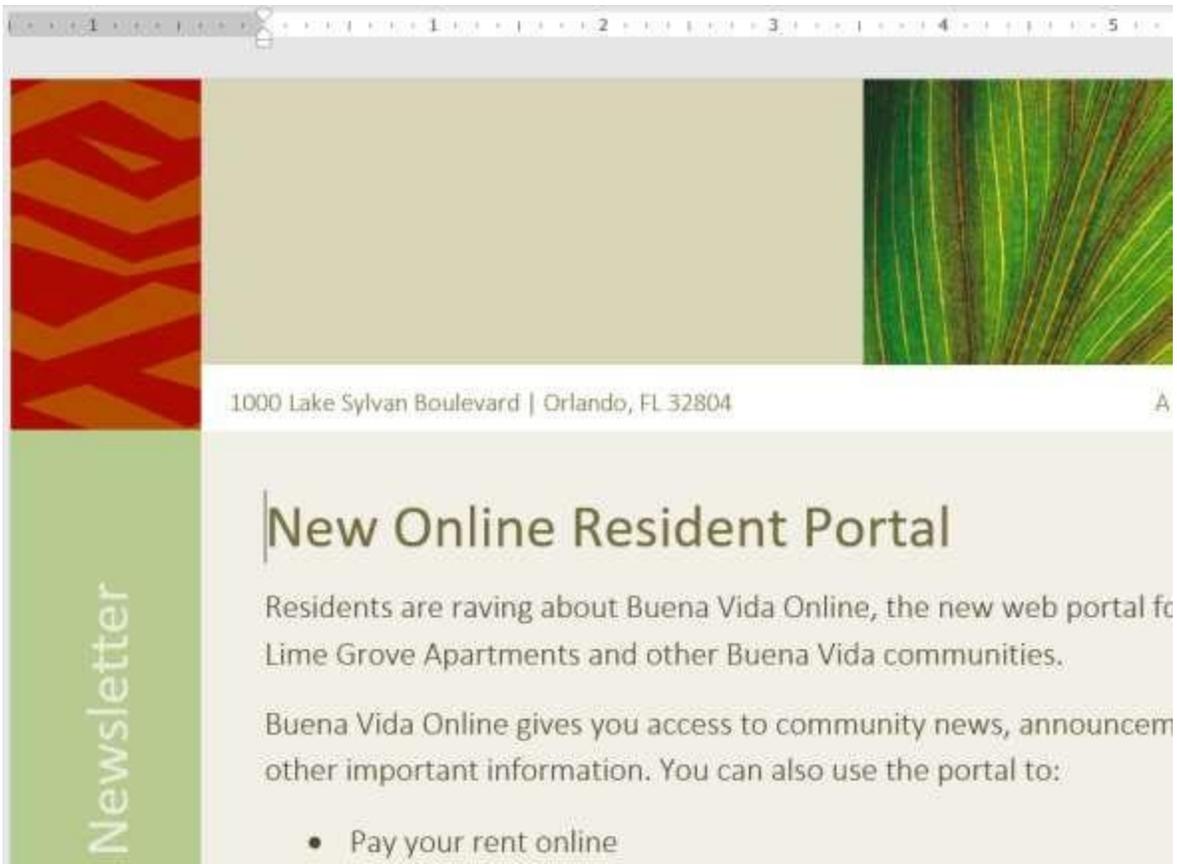
Watch the video below to learn more about how to add pictures to your documents.

To insert a picture from a file:

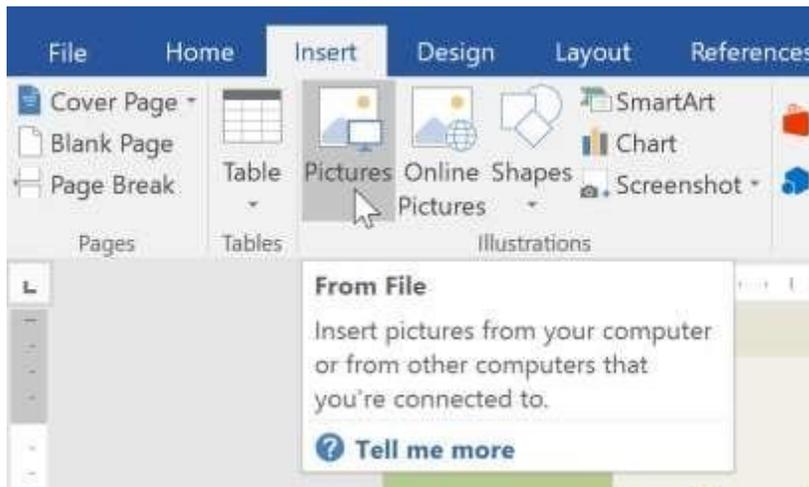
If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer. If you'd like to work along with our example, right-click the image below and save it to your computer.



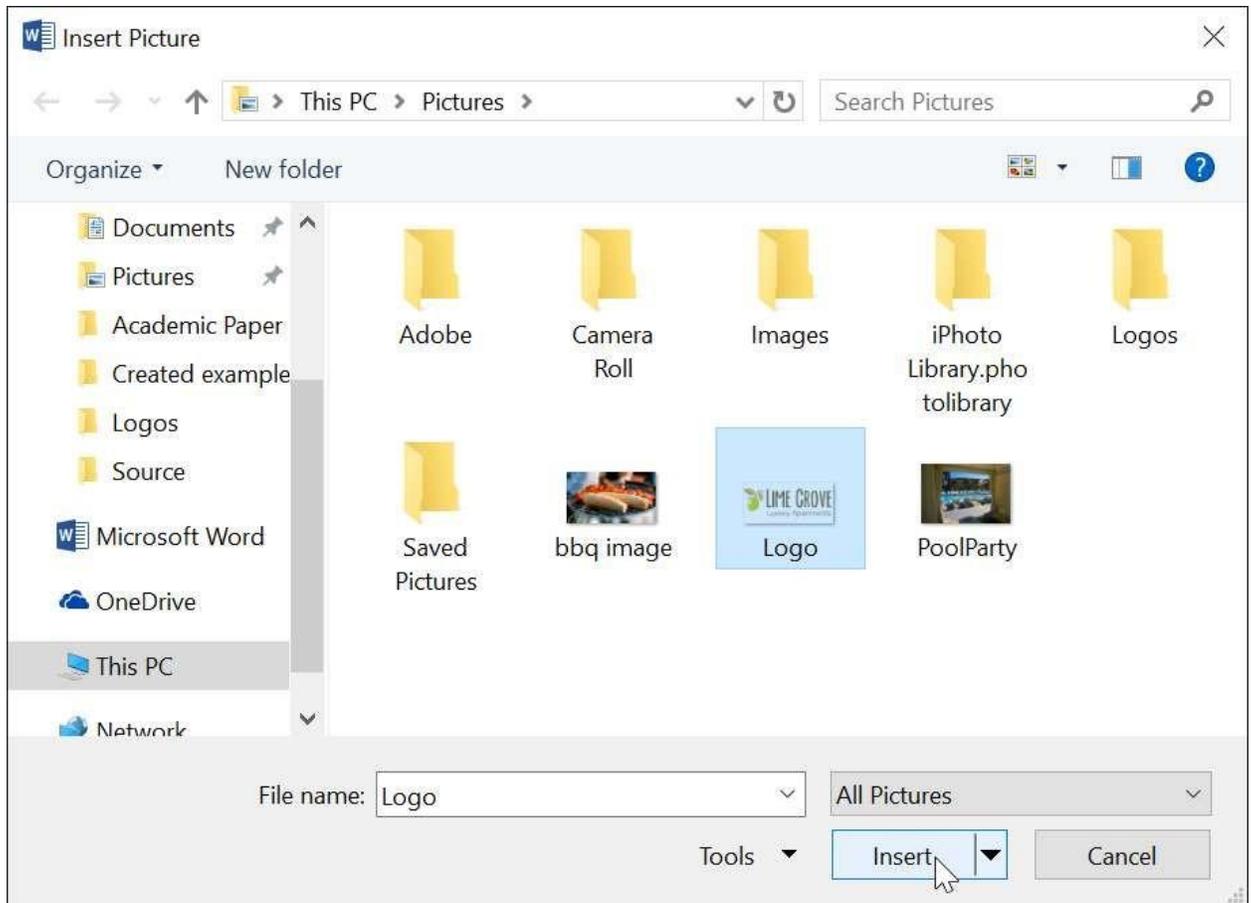
1. Place the **insertion point** where you want the image to appear.



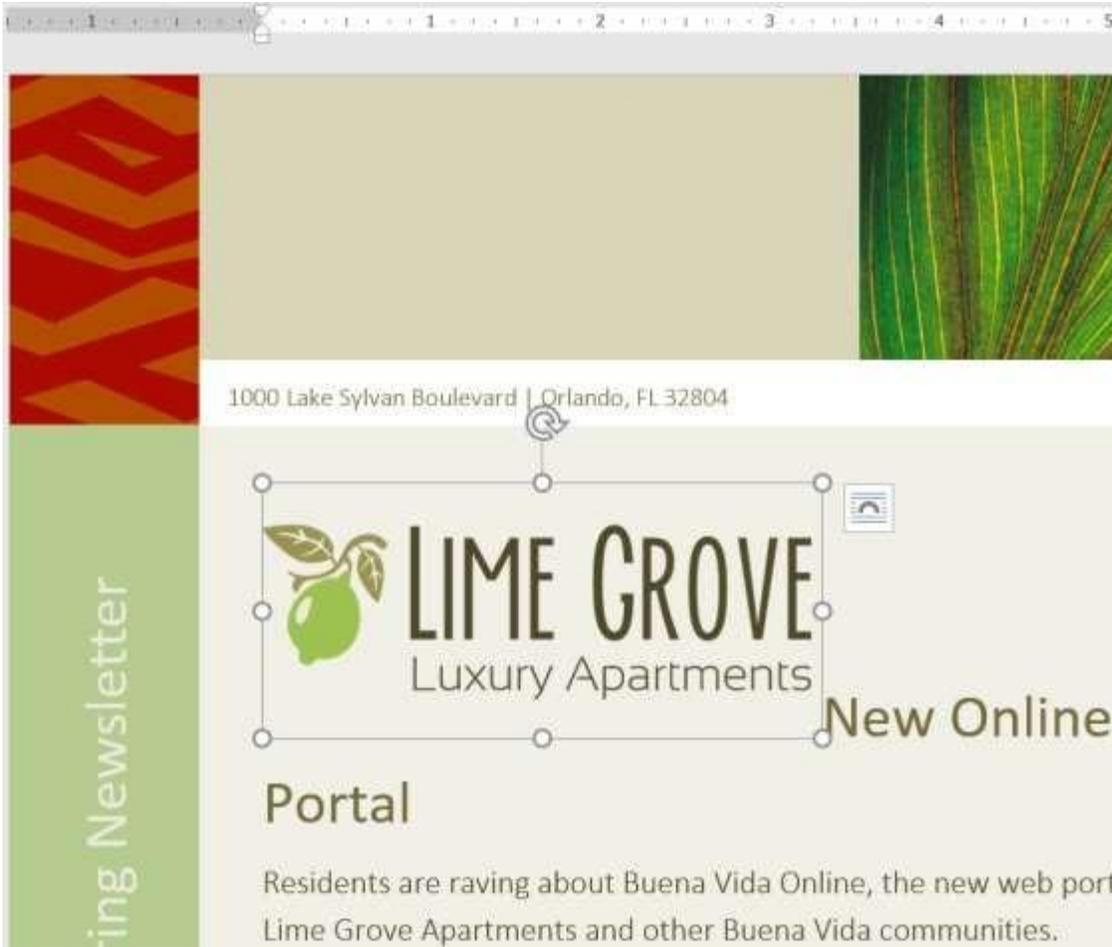
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.



4. The image will appear in the document.



To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.



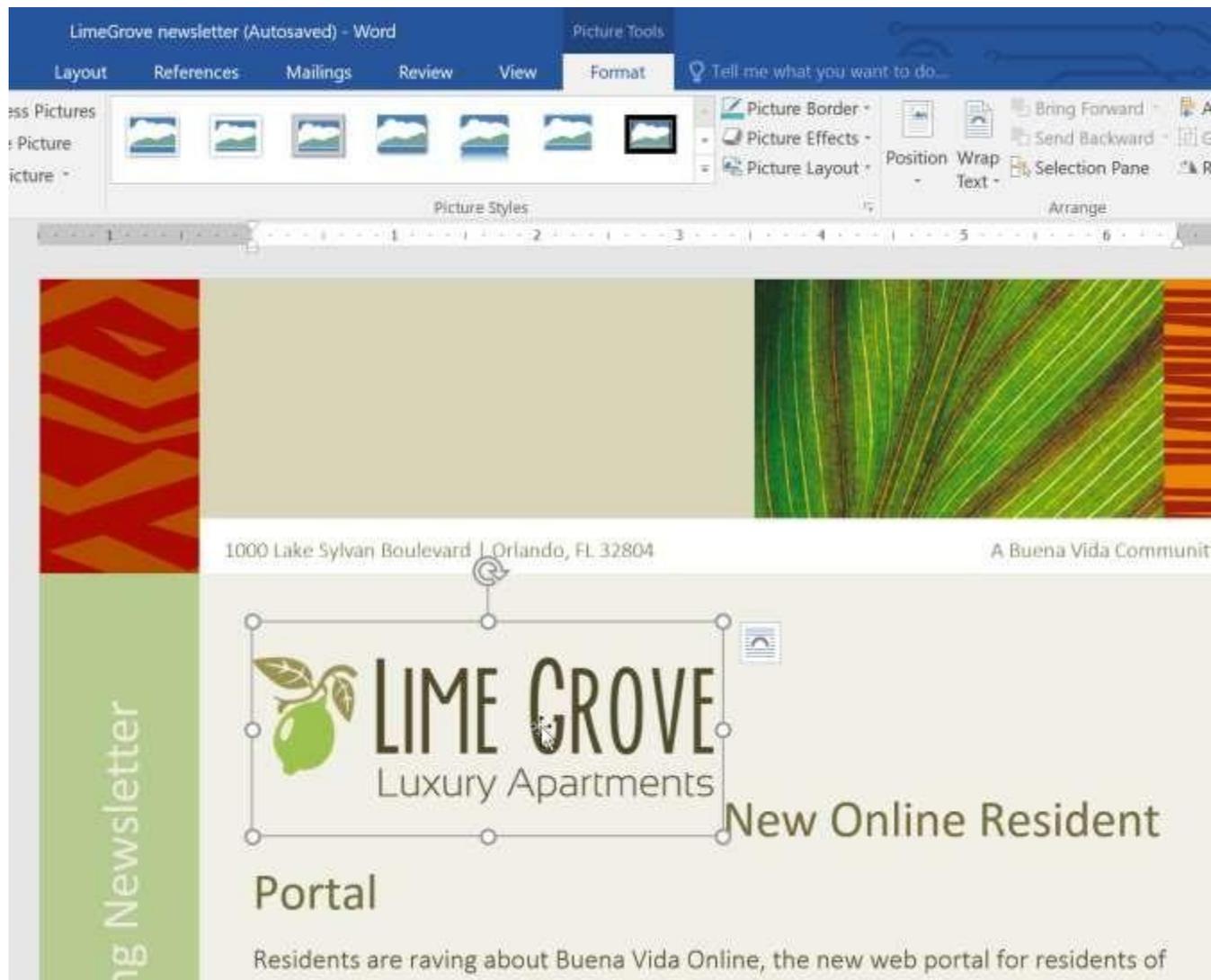
Page Break

Changing text wrapping settings

When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

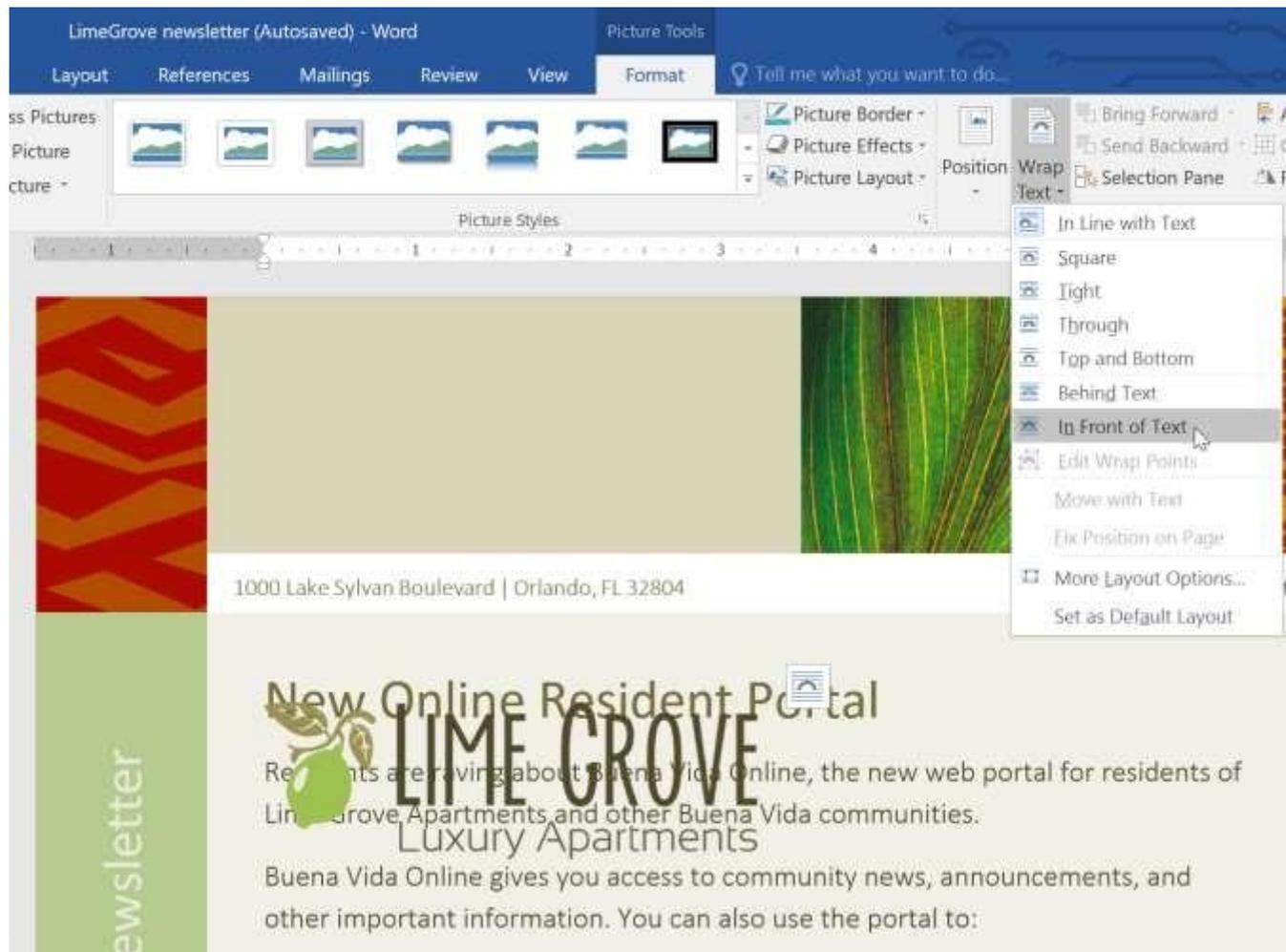
To wrap text around an image:

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.



2. On the **Format tab**, click the **Wrap Text** command in the **Arrange** group. Then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it

without affecting the text. Alternatively, you can select **More Layout Options** to fine tune the layout.

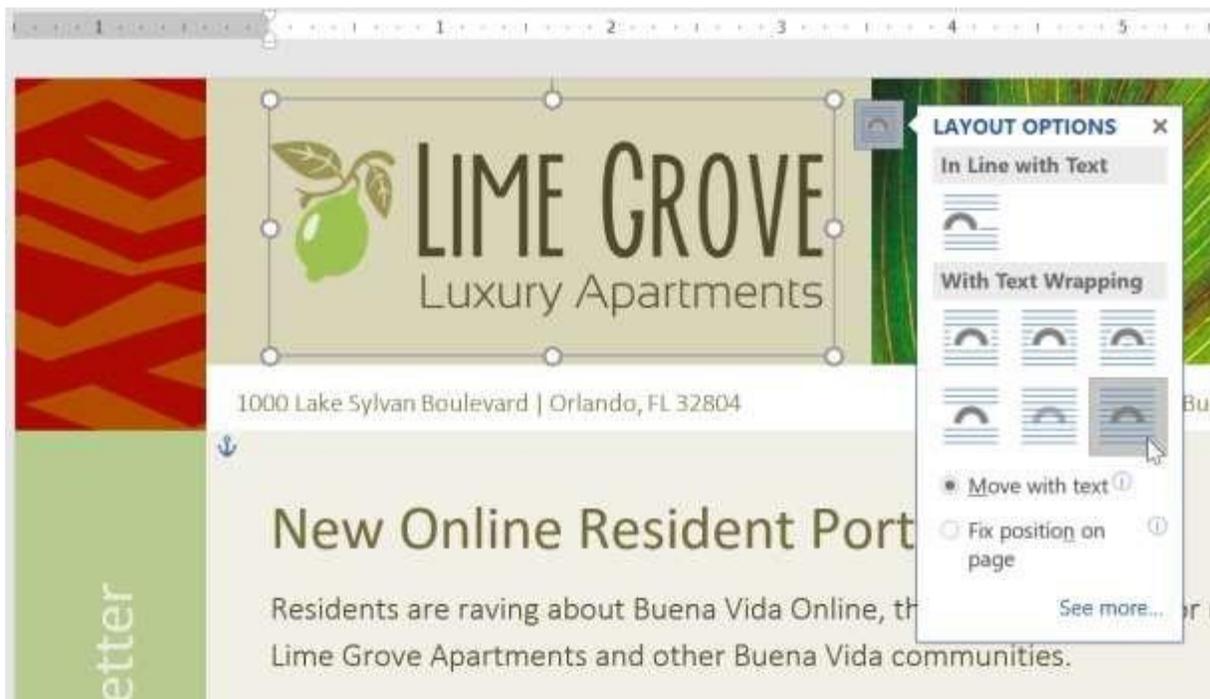


3.

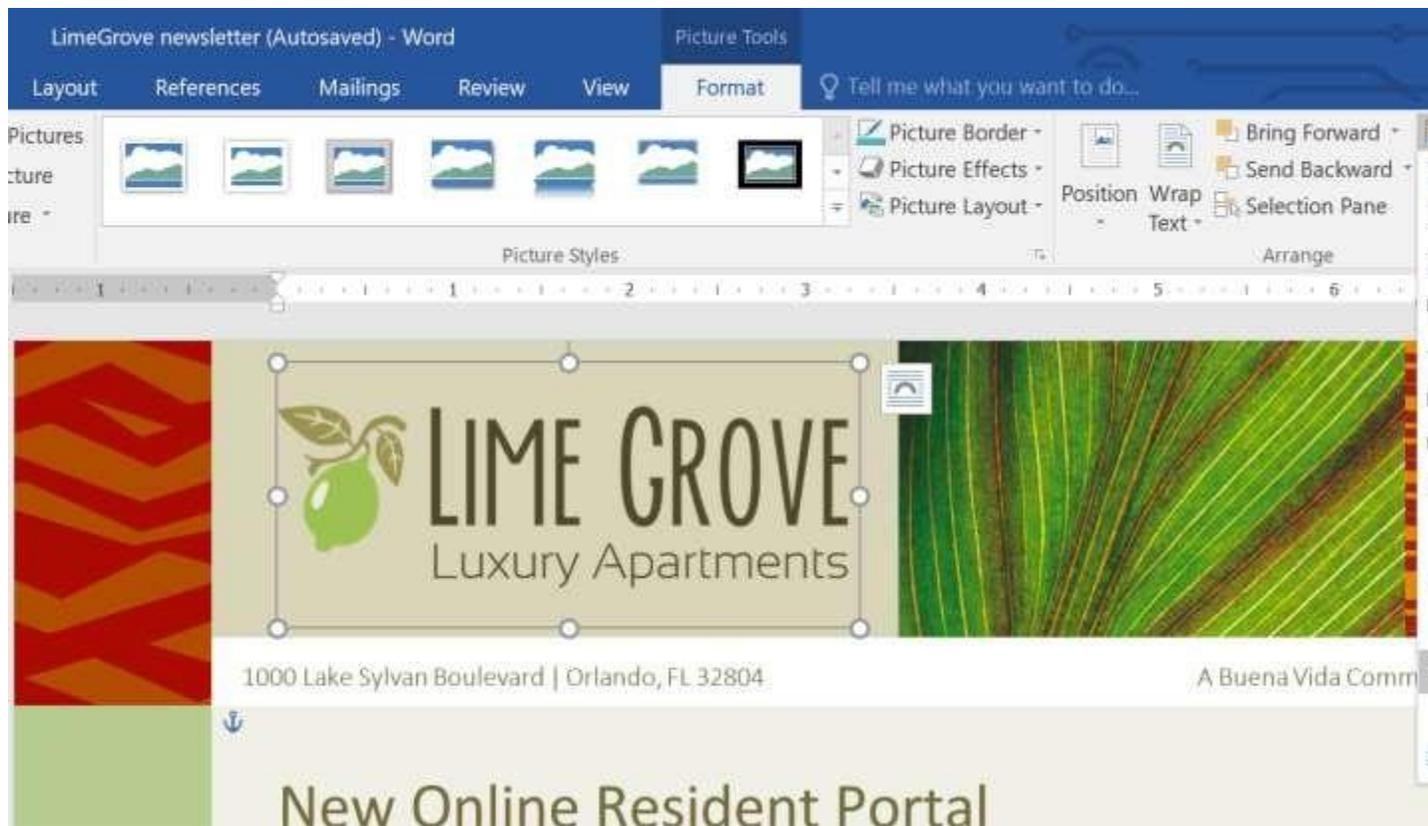
the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



Alternatively, you can access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.

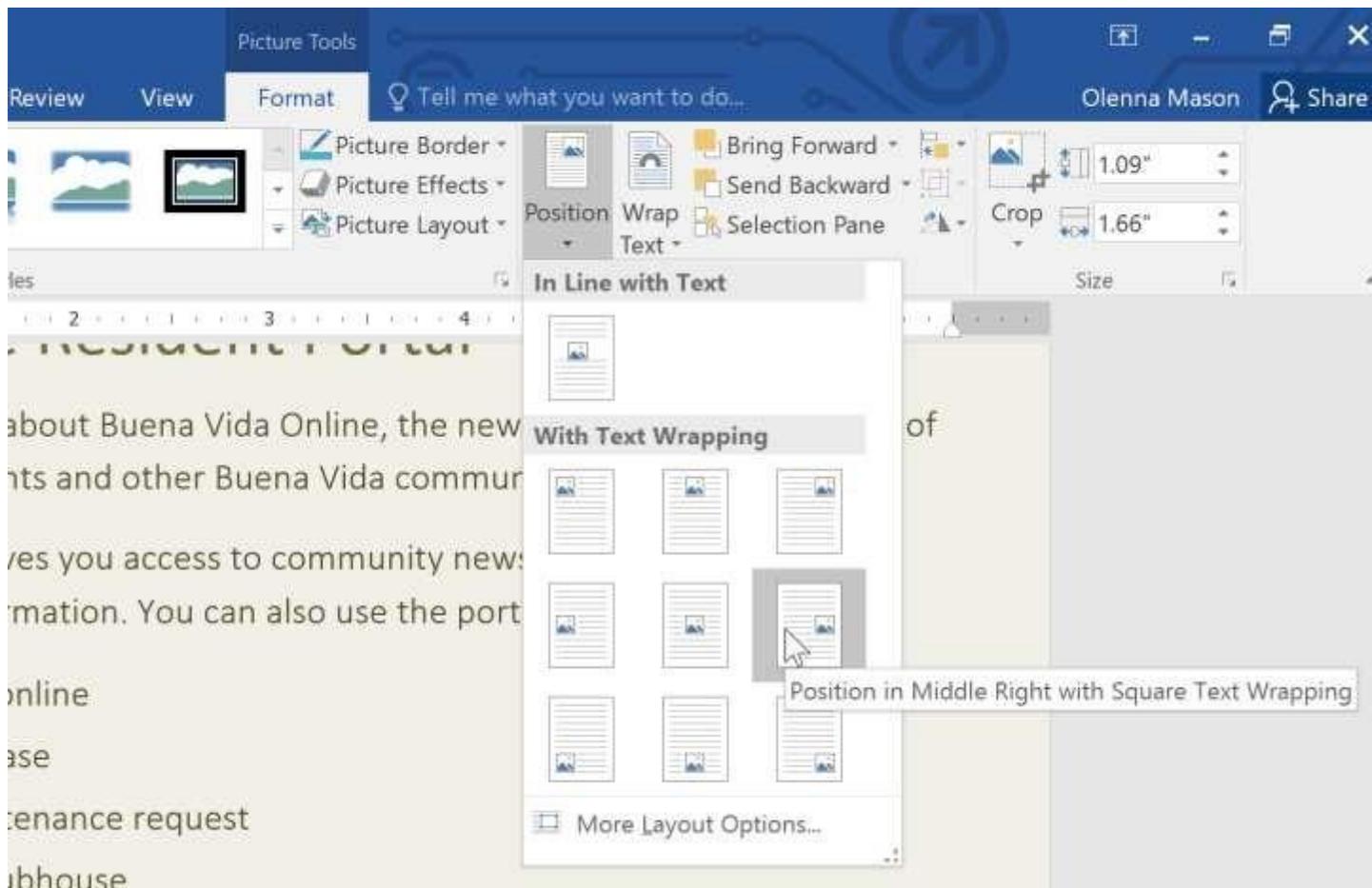


If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.



Using a predefined text wrapping setting

Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.



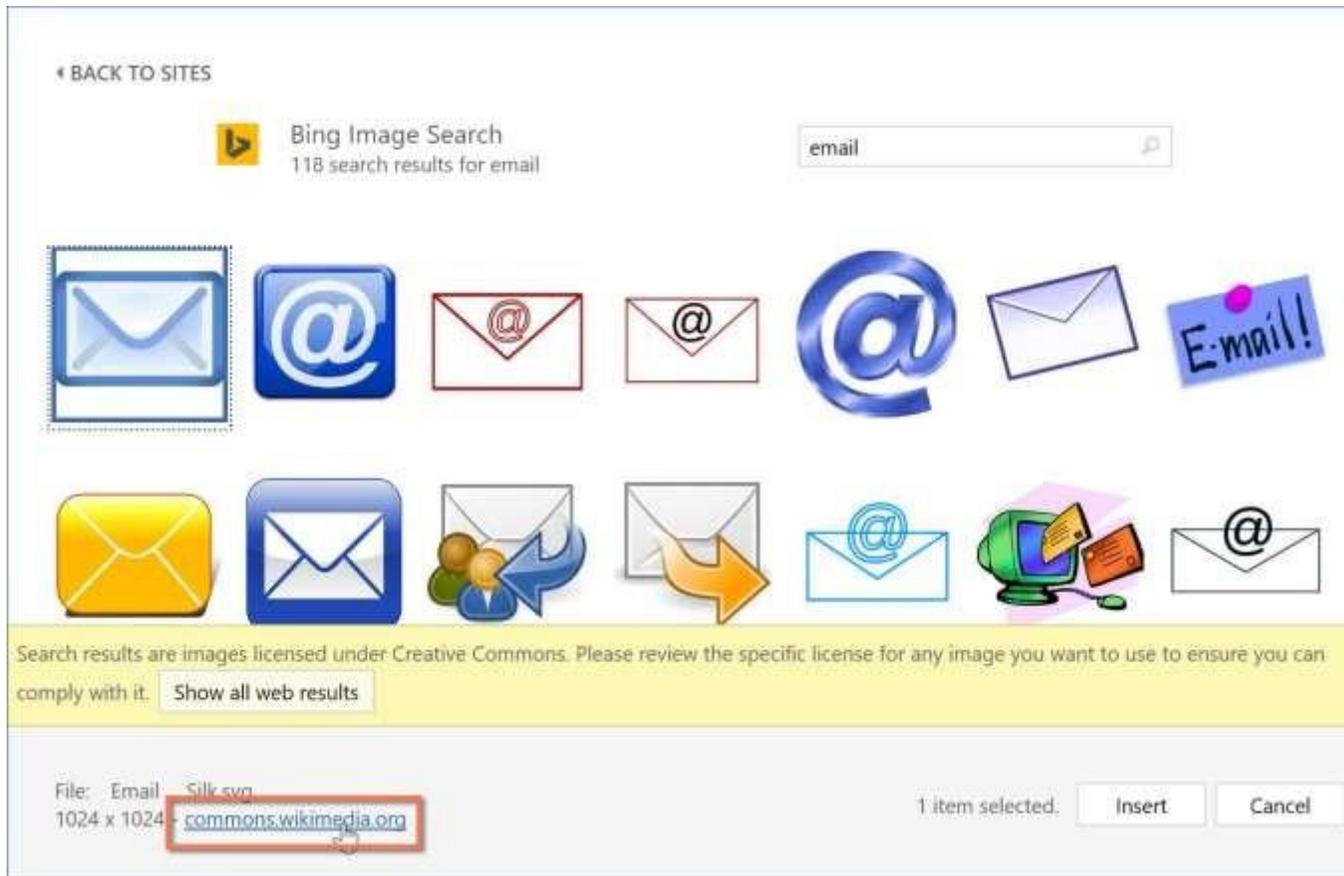
Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your document. Word offers two options for finding online pictures.

- **OneDrive:** You can insert an image stored on your OneDrive. You can also link other **online accounts** with your Microsoft account, such as Facebook and Flickr.

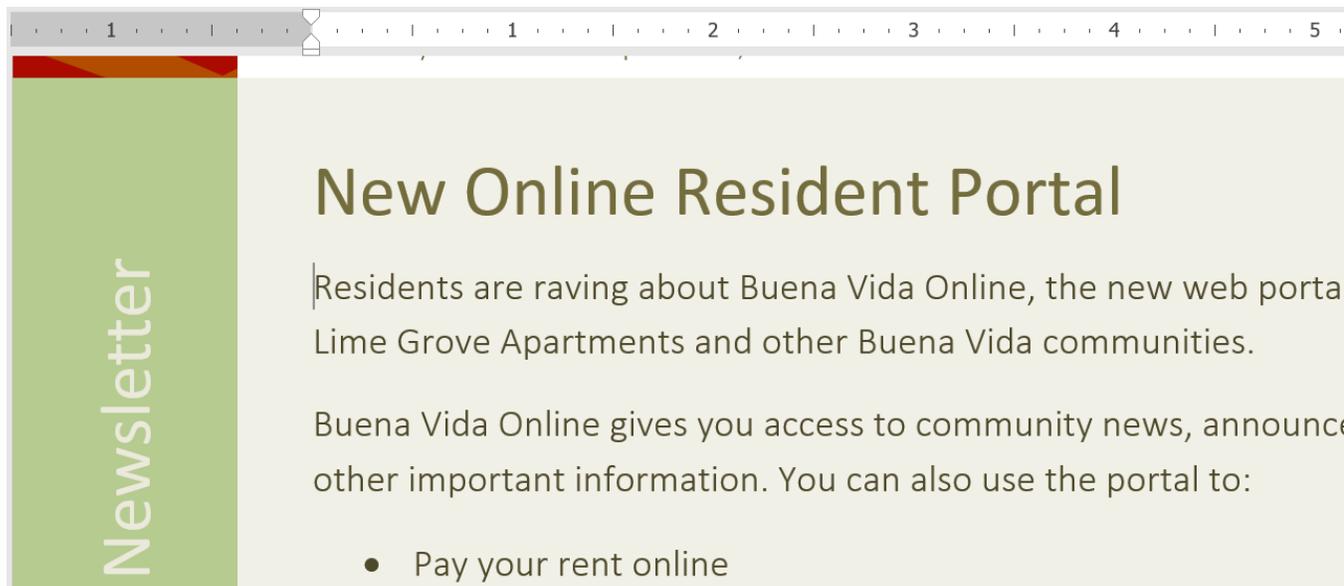


- **Bing Image Search:** You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should click the link to the image's website to see if there are any restrictions on how it can be used.

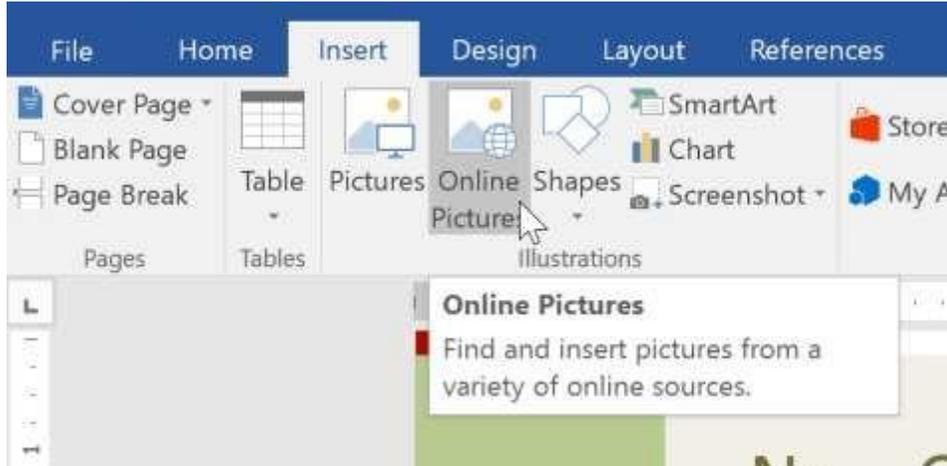


To insert an online picture:

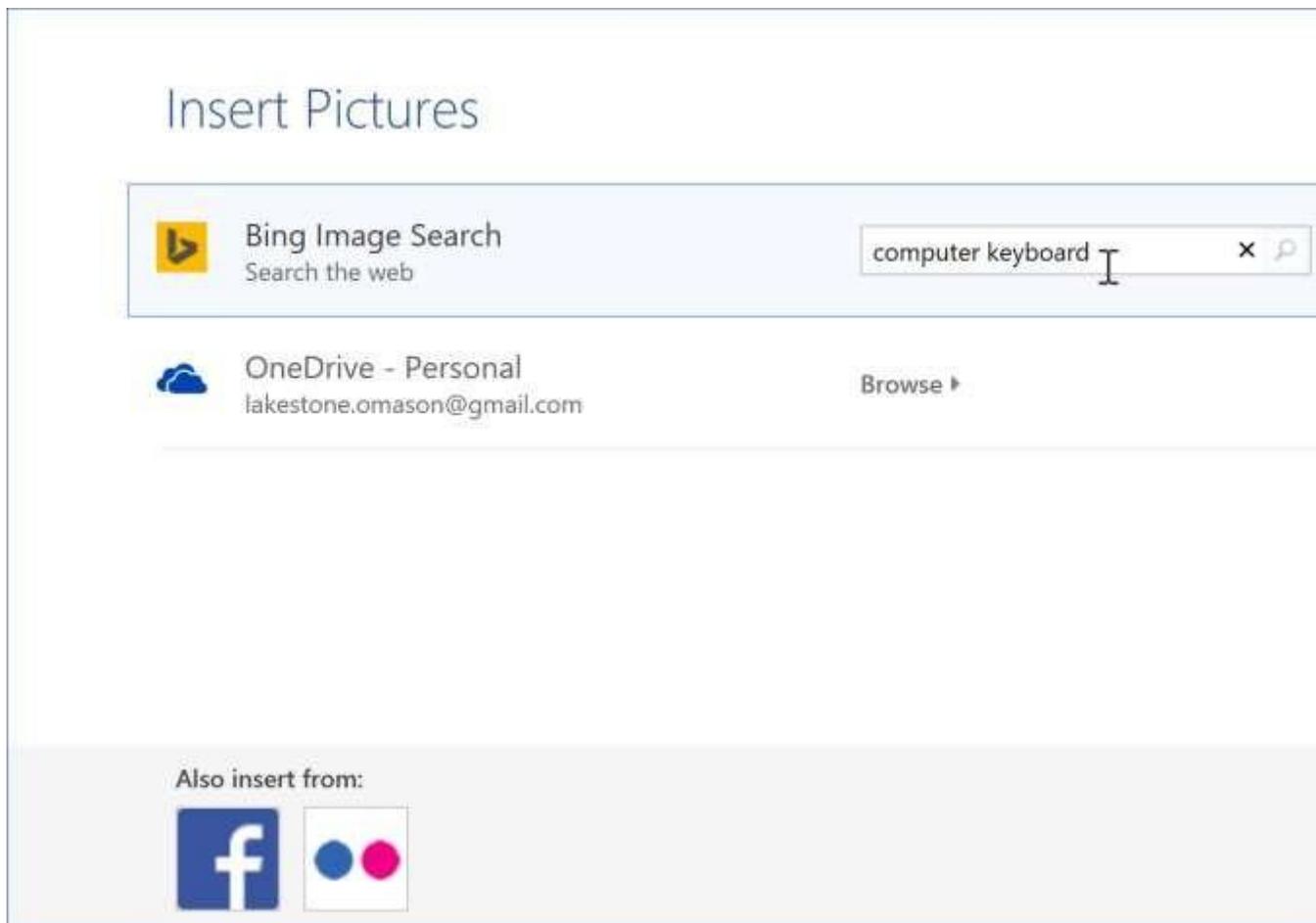
1. Place the **insertion point** where you want the image to appear.



2. Select the **Insert** tab, then click the **Online Pictures** command.

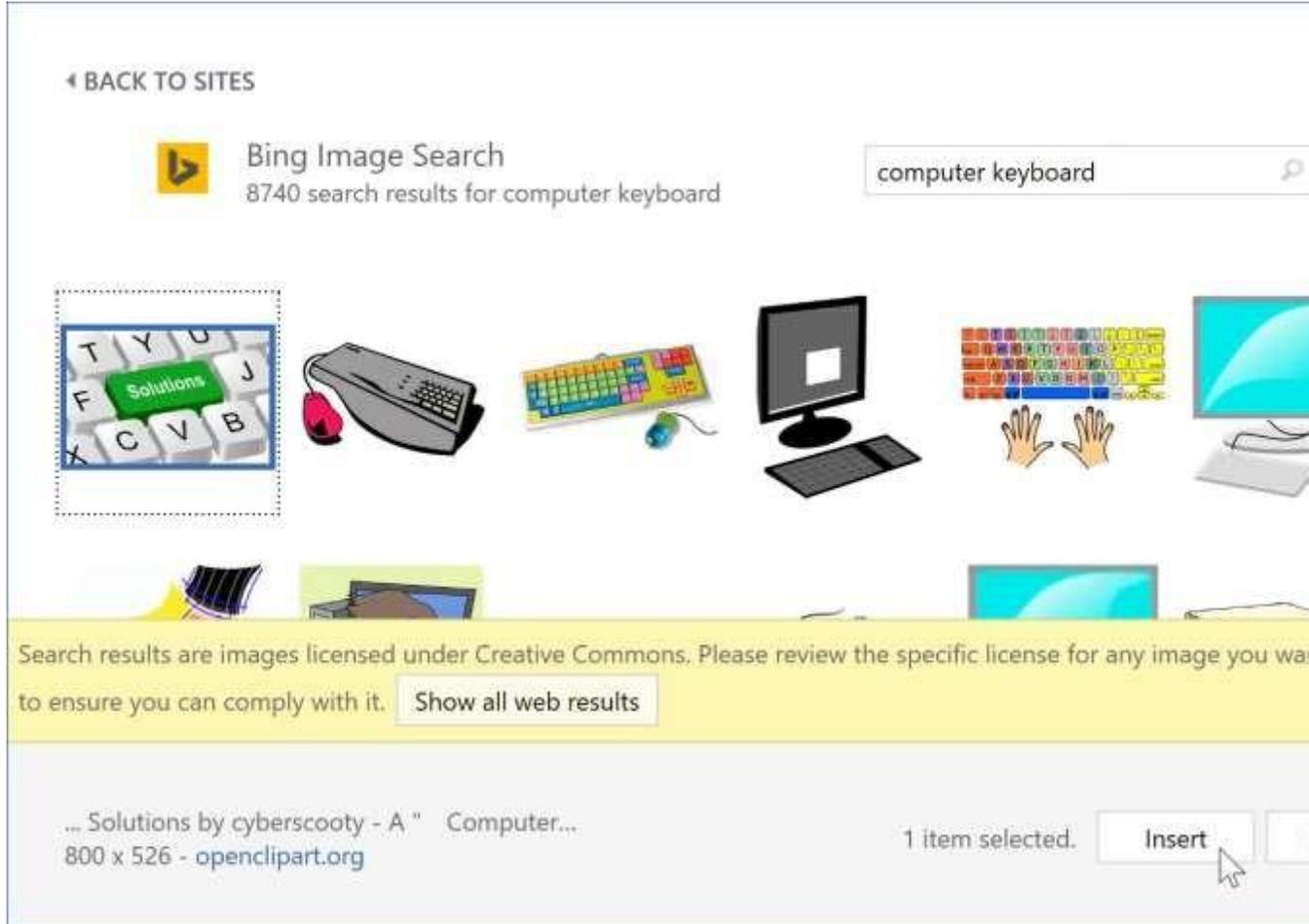


3. The Insert Pictures dialog box will appear.
4. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.



5. Press the **Enter** key. Your search results will appear in the box.

6. Select the desired image, then click **Insert**.



7. The image will appear in the document.



When adding images, videos, or music to your own projects, it's important to make sure you have the legal rights to use them. Most things you buy or download online are **protected by copyright**, which means you may not be allowed to use them. For more information, visit our [Copyright and Fair Use lesson](#).

Challenge!

1. Open our [practice document](#) and scroll to **page 3**.
2. Change the **text wrapping** of the dog picture to **Square**.
3. Drag the picture to the right side of the bottom paragraph.
4. Place your insertion point next to the **Community Reminders** heading.
5. Use the **Online Pictures** command and type the word **Recycle** into the search.
6. Insert a **recycling symbol**.
7. If needed, use the **corner sizing handle** to resize the recycling symbol so everything fits on page3.
8. Change the text wrapping to **Square** and drag the symbol to the right side of the first bullet.
9. When you're finished, page 3 should look something like this:



1000-Lake Sylvan Boulevard
Orlando, FL 32804

Spring Newsletter

Community Reminders

- Recycling is collected every other Wednesday. For a full list of recyclable items please visit our community's waste management [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will be** towed. Please remind your guests of this policy!
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.



Dog and Owner Meet & Greet

Bring your pooch to the dog park at **5:00pm** on **April 30th** and meet some fellow dog lovers! Treats will be provided for both humans and our furry friends. | There will also be a kiddie pool, lots of tennis balls, and a few rope tugs for the pups to enjoy. All dogs must be up-to-date on vaccines in order to attend. No aggressive dogs please.





Word 2016

Formatting Pictures

Introduction

There are many ways to **format** pictures in Word. For instance, you can change the **size or shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

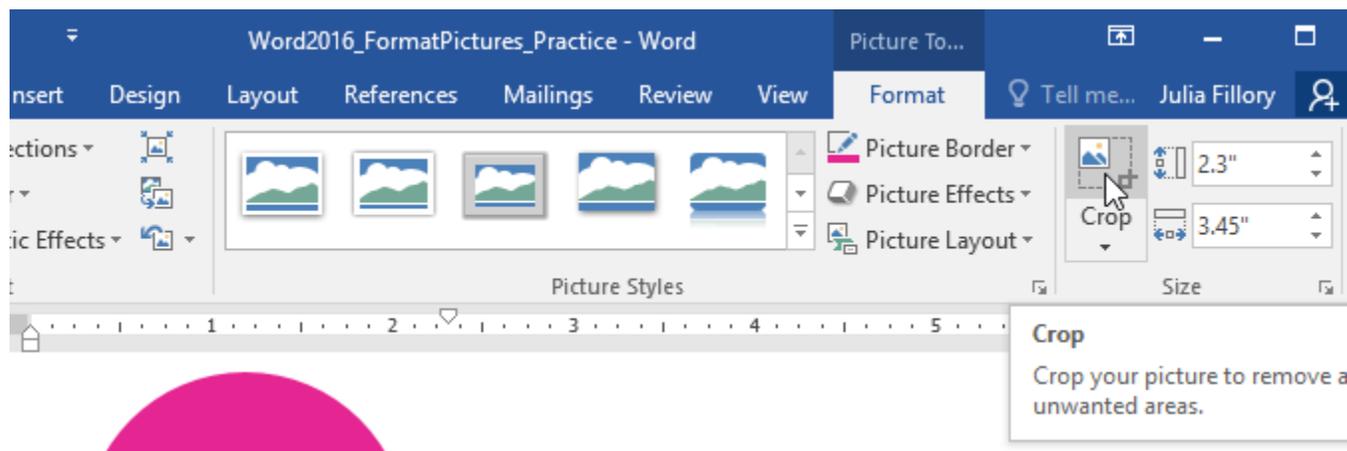
Optional: Download our [practice document](#).

Watch the video below to learn more about formatting pictures.

To crop an image:

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're reworking with an image that's too big and you want to focus on only **part** of it.

1. Select the image you want to crop. The **Format** tab will appear.
2. From the Format tab, click the **Crop** command.



3. **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near the resizing handles, be careful not to drag a resizing handle by mistake.



4. To confirm, click the **Crop** command again. The image will be cropped.

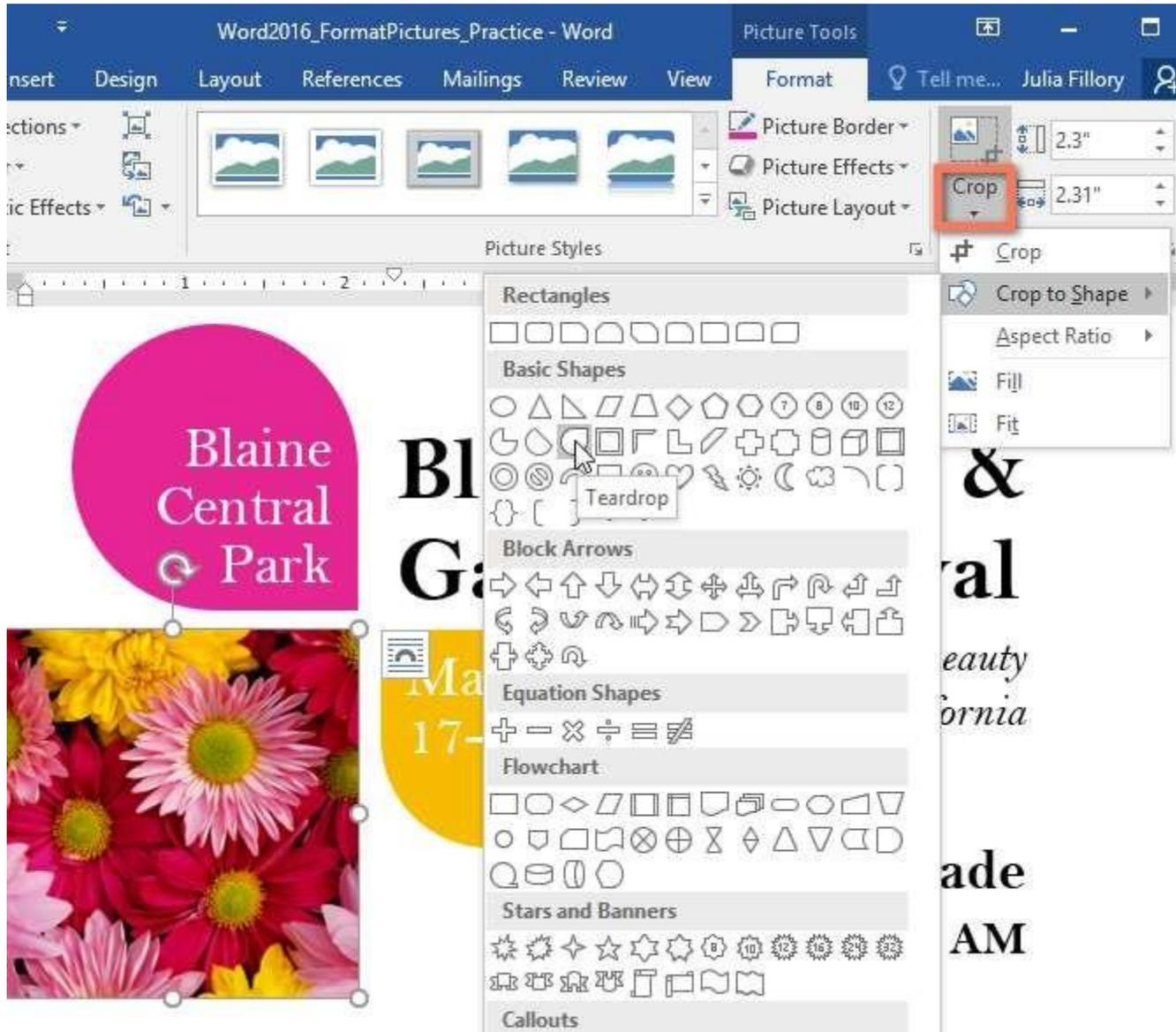


The corner handles are useful for simultaneously cropping the image **horizontally** and **vertically**.

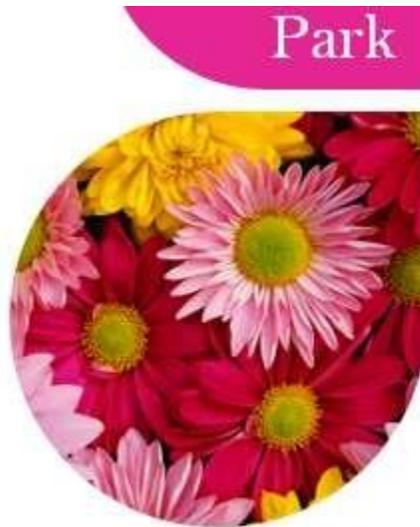
To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.

2. Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.



3. The image will be cropped to the chosen shape.



Garden Festival

May
17-19

*Celebrating the best
of Central California*

Grand Parade
May 18, 10:00 AM

To add a border to a picture:

1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.

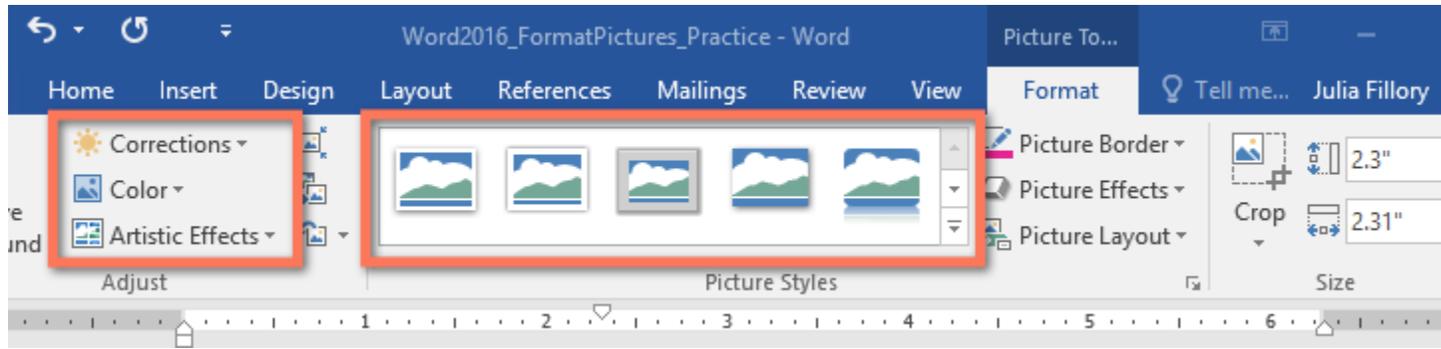


4. The border will appear around the image.

Making image adjustments

With Word's **image adjustment tools**, you can easily fine tune properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.

When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



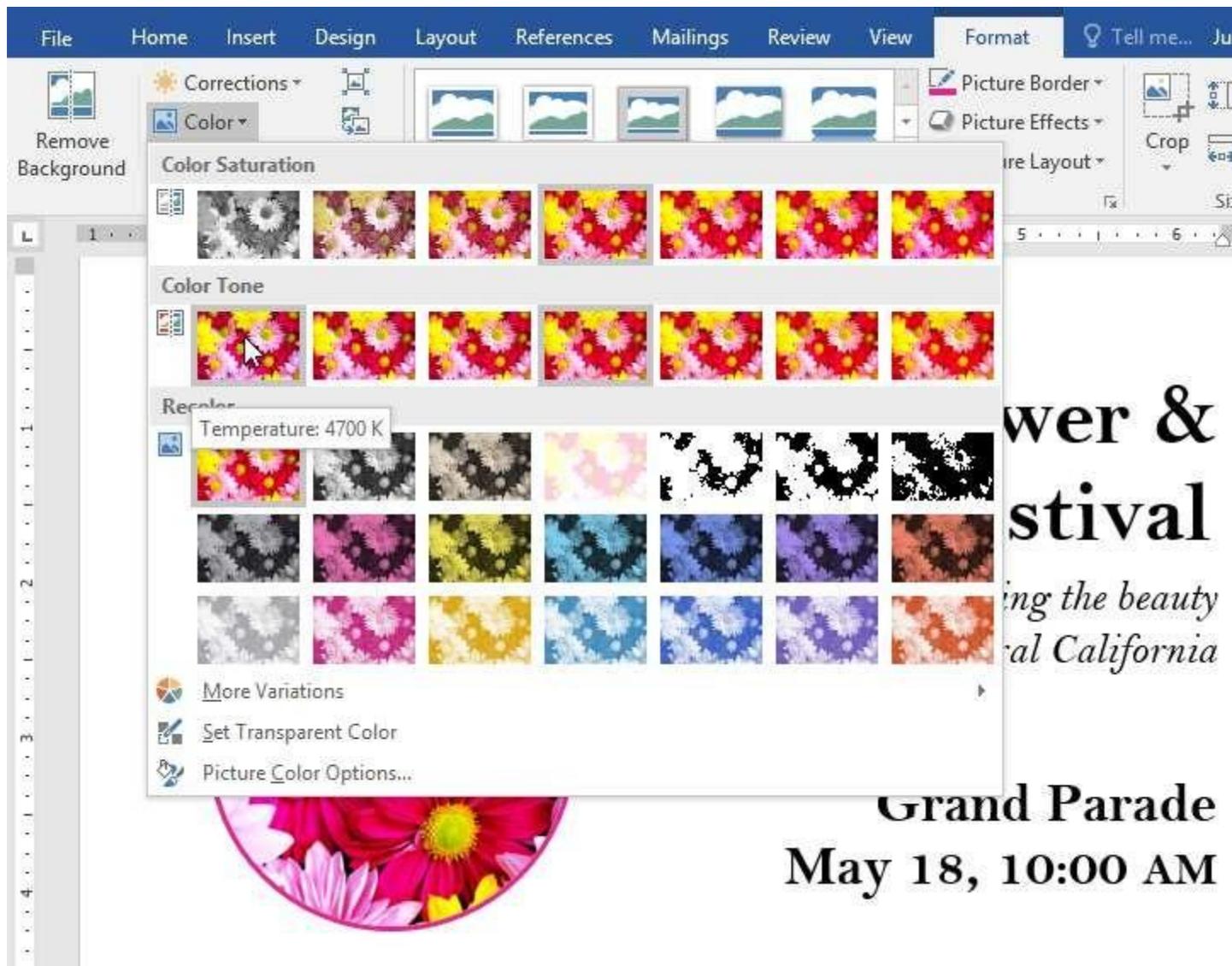
Corrections

From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.



Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



Picture Styles group

This group contains many different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.



Compressing pictures

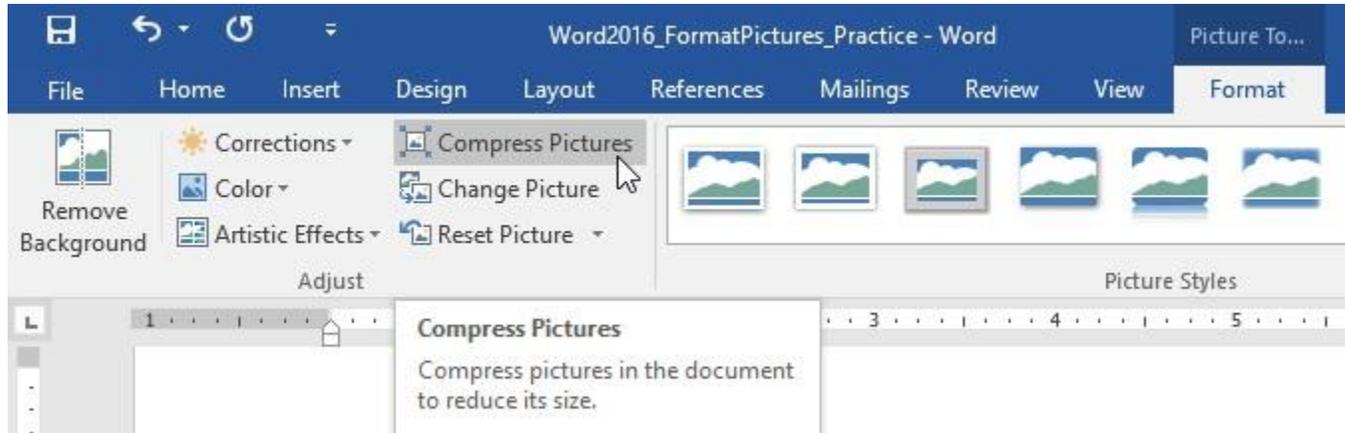
If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.

Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

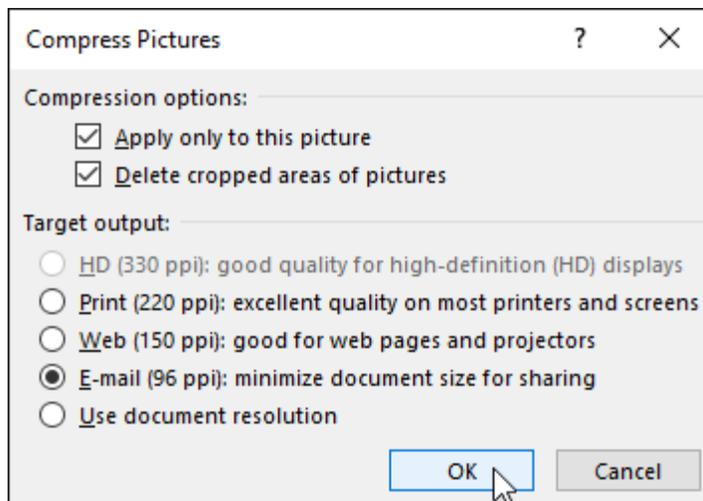
Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Therefore, we recommend **saving an extra copy of your document** before you compress pictures. Alternatively, be prepared to use the **Undo command** if you're dissatisfied with the results.

To compress a picture:

1. Select the picture you want to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Check the box next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
5. Click **OK**.



Challenge!

1. Open our [practice document](#).
2. Scroll to **page 2** and select the picture of the sailboats.
3. In the **Format** tab, change the style to **Simple Frame, White**.
4. With the picture still selected, use **Crop to Shape** and crop to the **Double Wave** shape in the **Stars and Banners** category. **Hint:** The shape names will appear when you hover over them.
5. Select the picture of the **anchor**.

6. In the **Format** tab, use the **Color** drop-down menu to recolor the anchor to **Gold, Accent color 2Light**.
7. When you're finished, your page should look like this:



WINDWARD SAILING FESTIVAL

Races

Marine Junior Match Race
Day Sailer Regatta
Five Mile Fleet Race
Pro Team Race
Offshore Yacht Race

Just for Kids

Dinghy Flotilla
Knot Tying Class
Paint Your Own Sailboat
Sandcastle Competition

Vendors

Bosun Sailing Gear
Latte-Da Coffee
Salt & Sand Apparel
Max's Sandwich Shop

SEPTEMBER 5 -7TH
SAN FRANCISCO BAY



SKIPPERS' BRIEFING 8:30



Word 2016

Shapes

Introduction

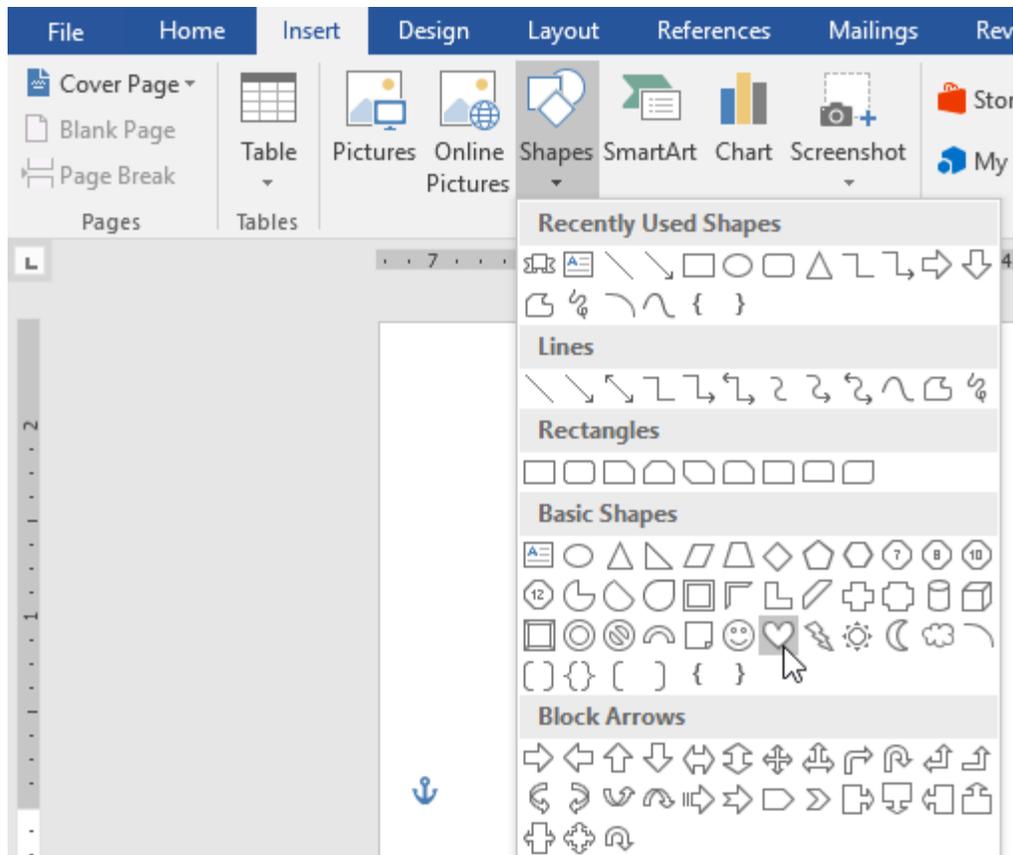
You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

Optional: Download our [practice document](#).

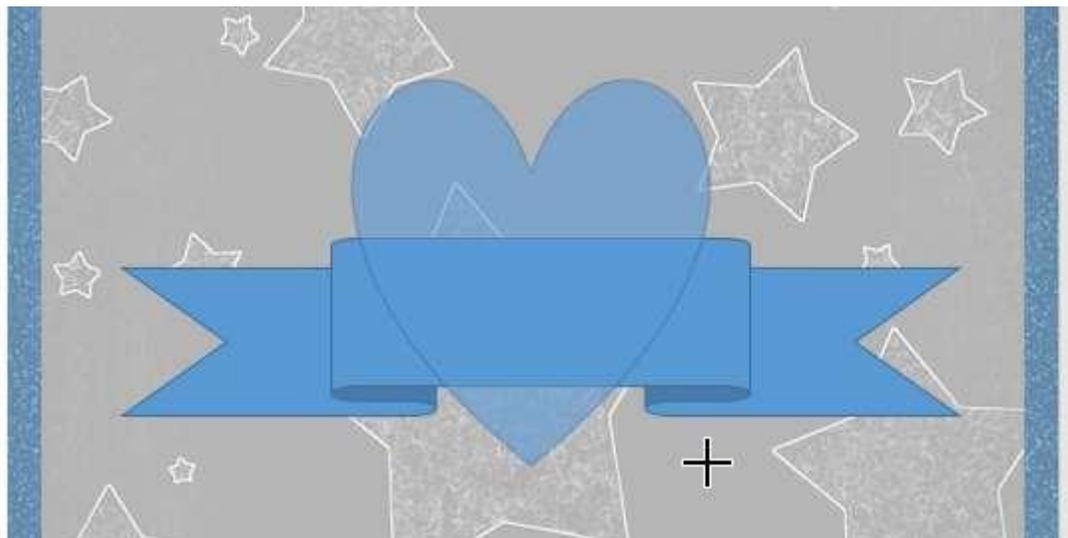
Watch the video below to learn more about shapes in Word.

To insert a shape:

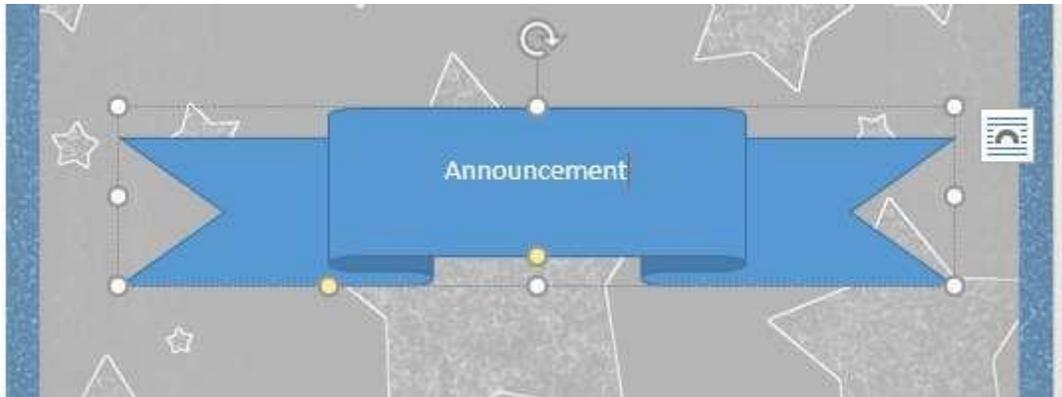
1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



3. Click and drag in the desired location to add the shape to your document.



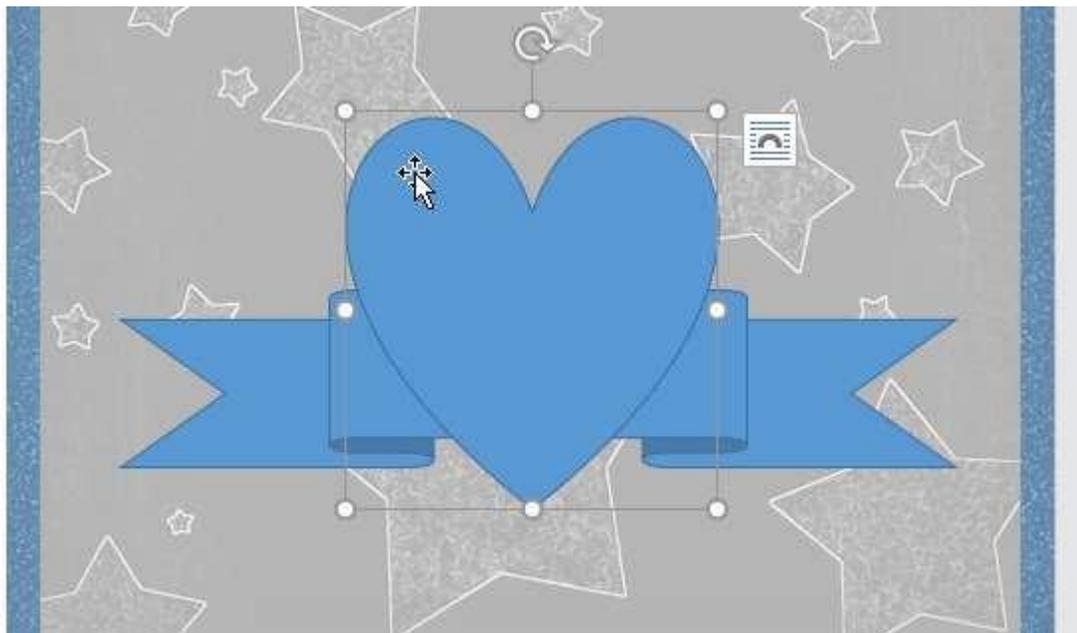
If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, fontsize, or color of the text.



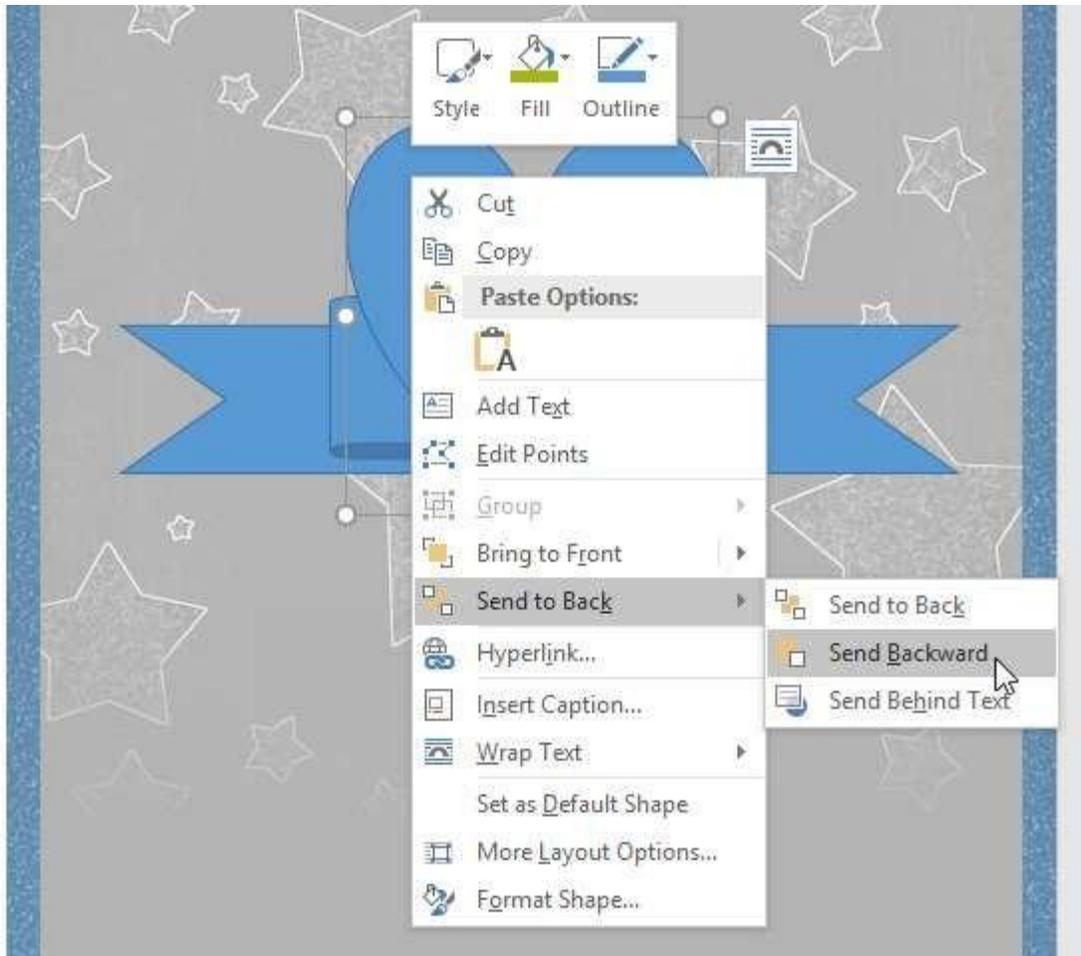
To change the order of shapes:

If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring to Front** or **Send to Back** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

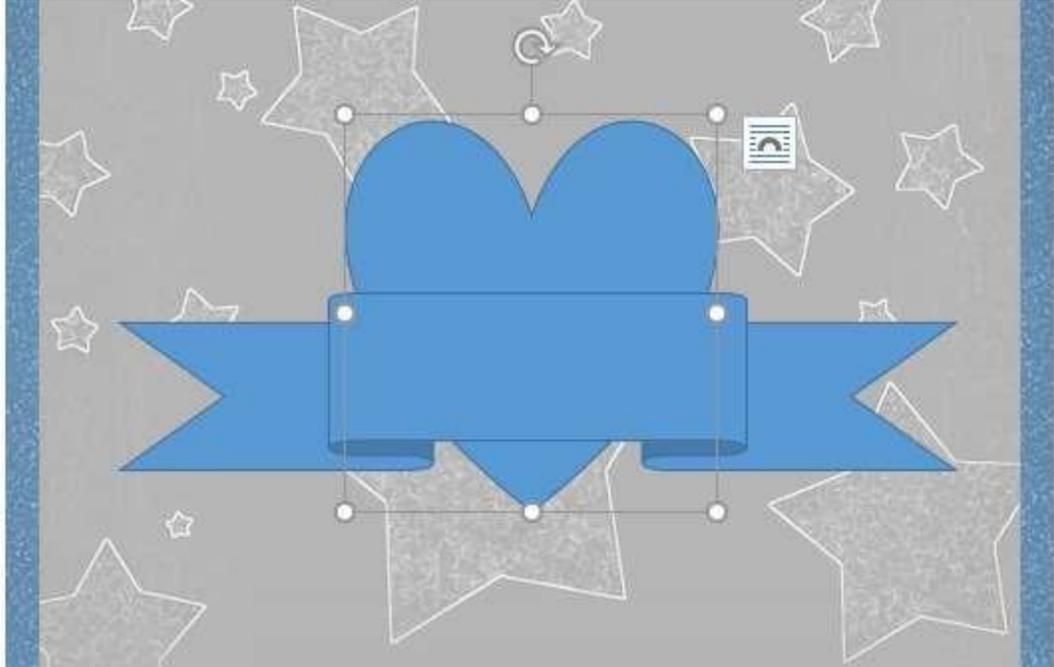
1. Right-click the **shape** you want to move. In our example, we want the heart to appear behind the ribbon, so we'll right-click the heart.



2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose **Send to Back**.

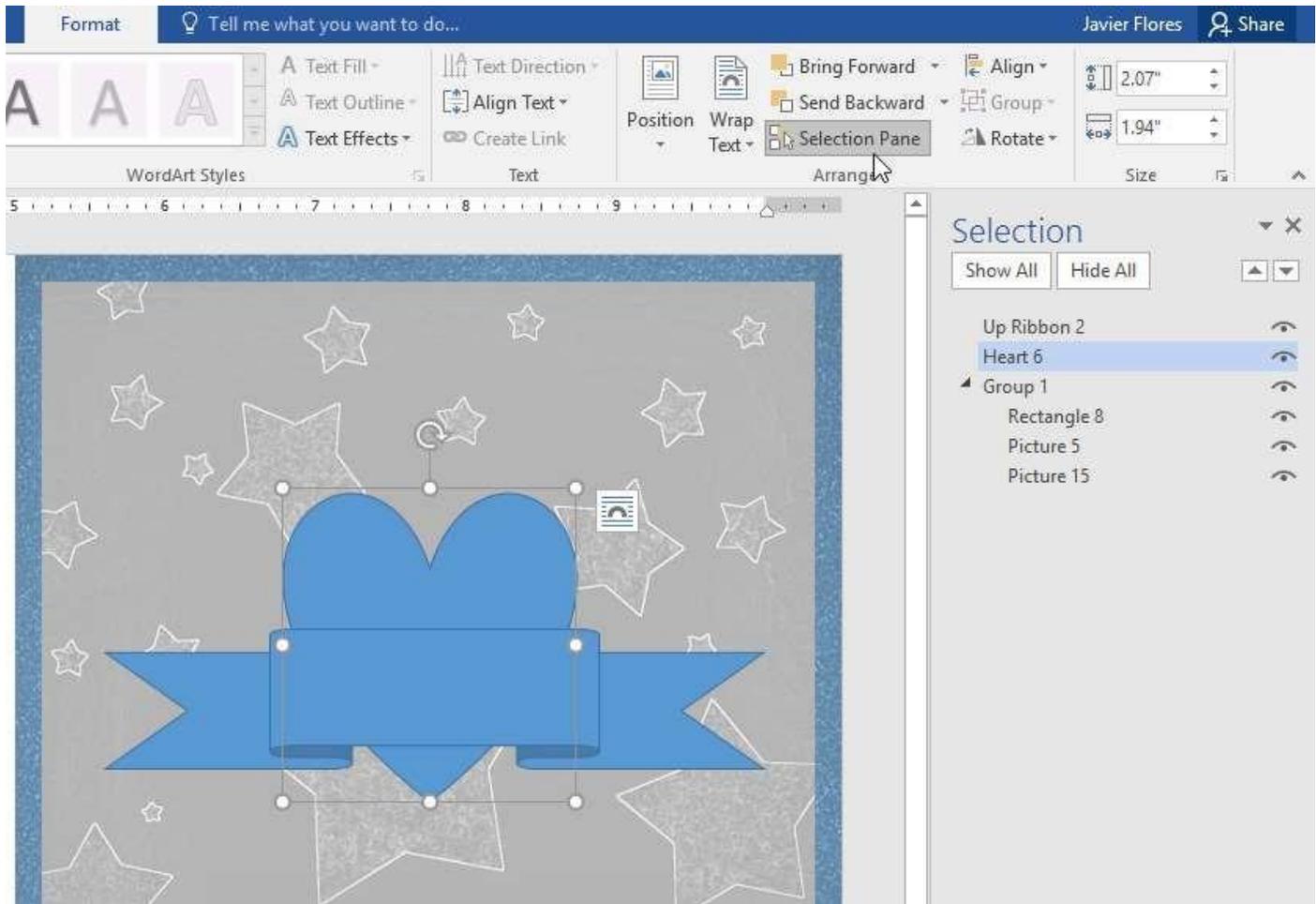


3. The order of the shapes will change.



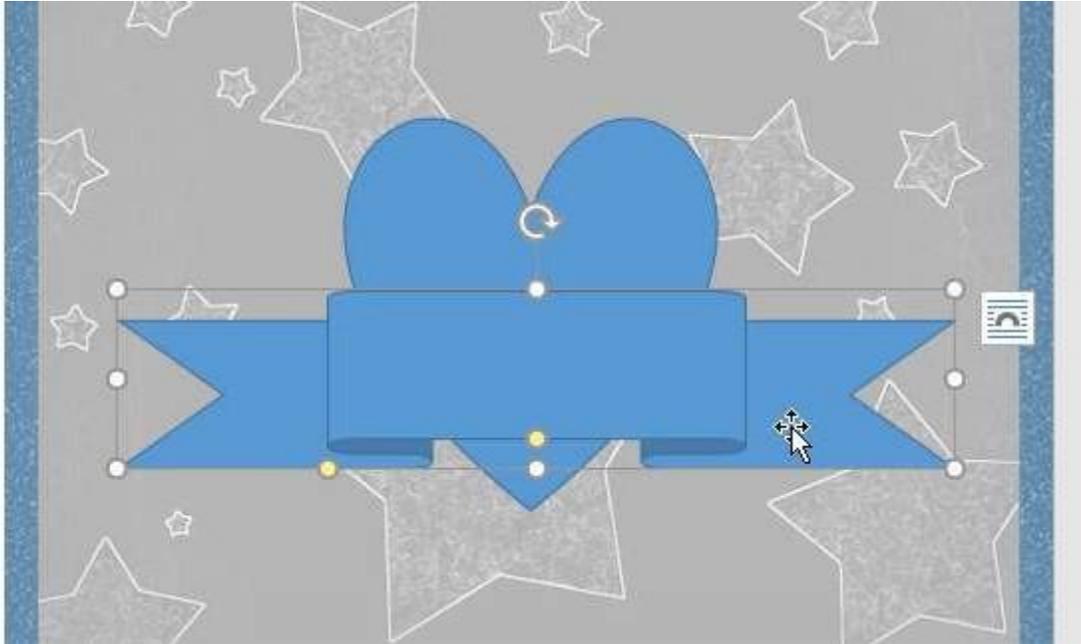
In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, try selecting the same option again or try a different option.

If you have several shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection pane** allows you to select a shape and drag it to a new location. To access the Selection pane, click **Selection Pane** on the **Format** tab.

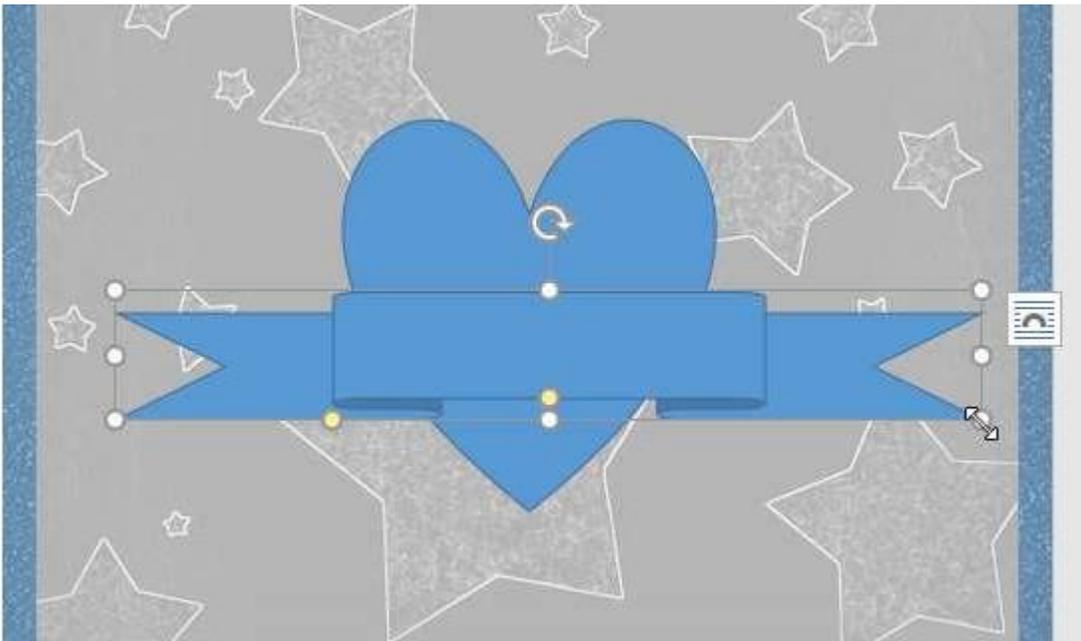


To resize a shape:

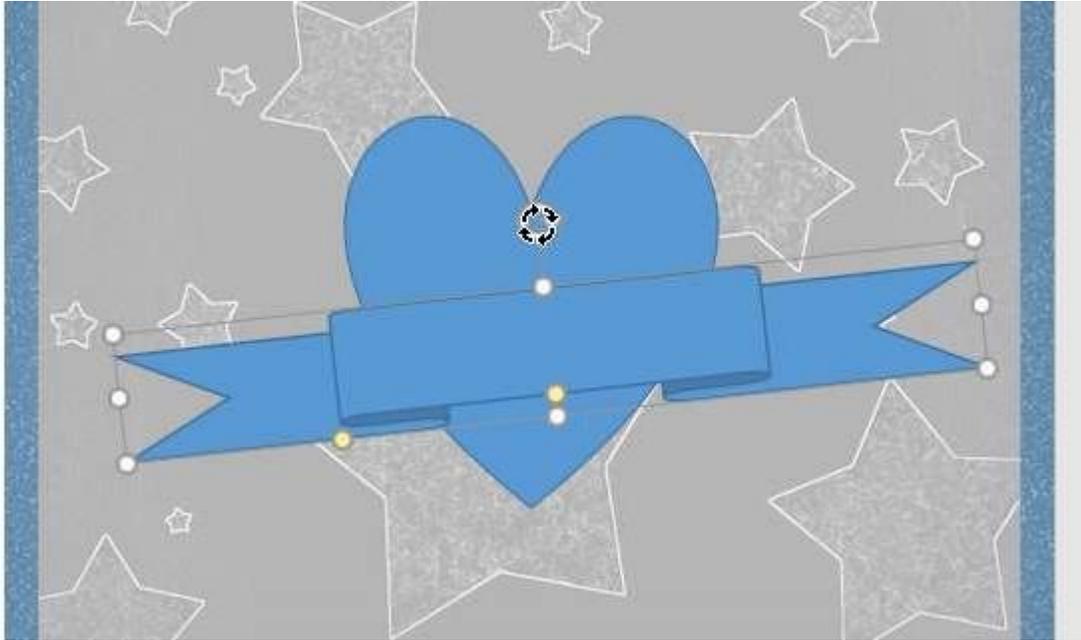
1. Select the shape you want to resize. **Sizing handles** will appear on the corners and sides of the shape.



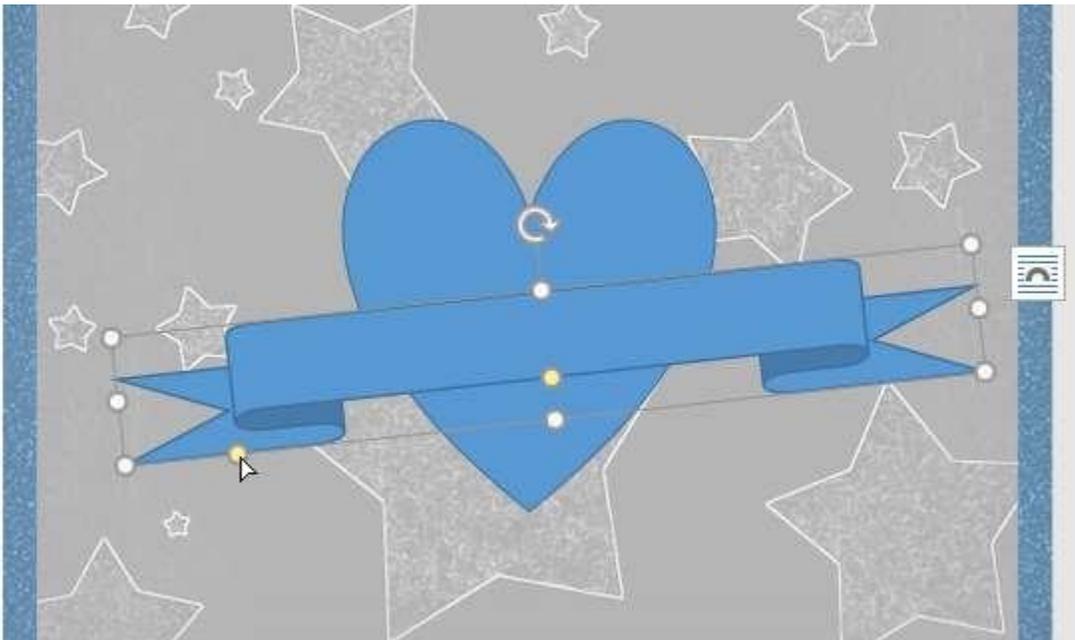
2. Click and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape's **height** and **width** at the same time.



3. To rotate the shape, click and drag the rotation handle.



Some shapes also have one or more **yellow handles** that can be used to modify the shape. Foreexample, with banner shapes you can adjust the position of the folds.



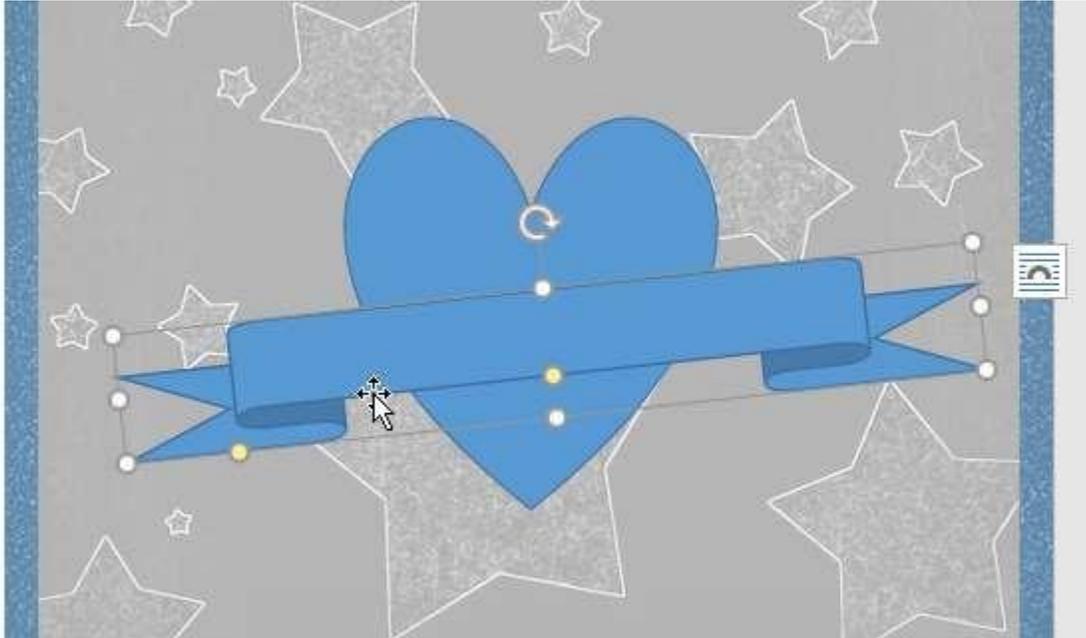
Modifying shapes

Word allows you to modify your shapes in a variety of ways so you can tailor them to your projects. You can **change** a shape into a **different shape**, **format a shape's style and color**, and add various **effects**.

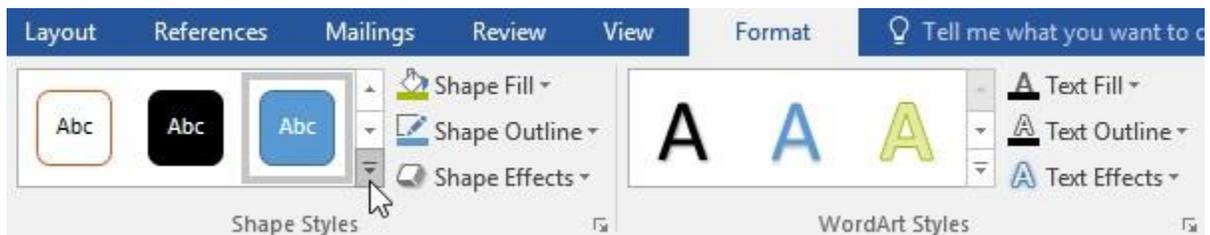
To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape.

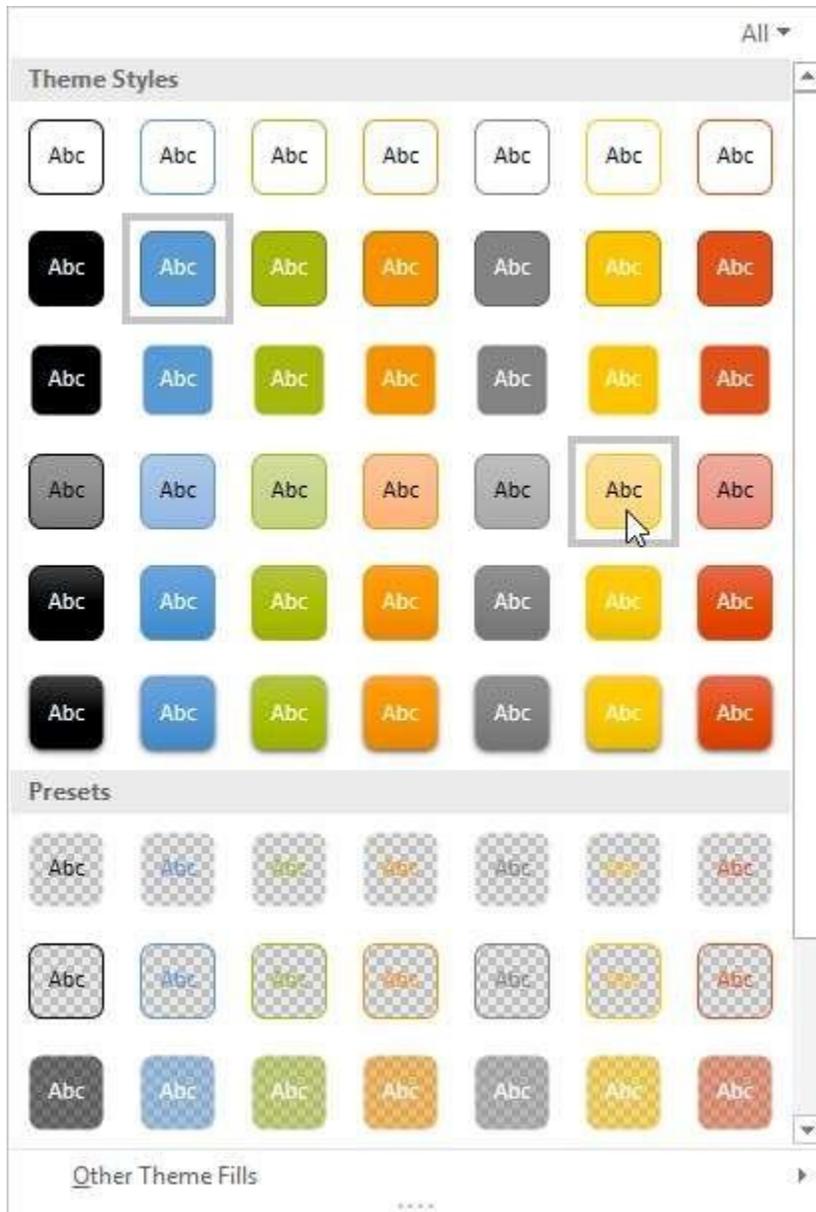
1. Select the shape you want to change.



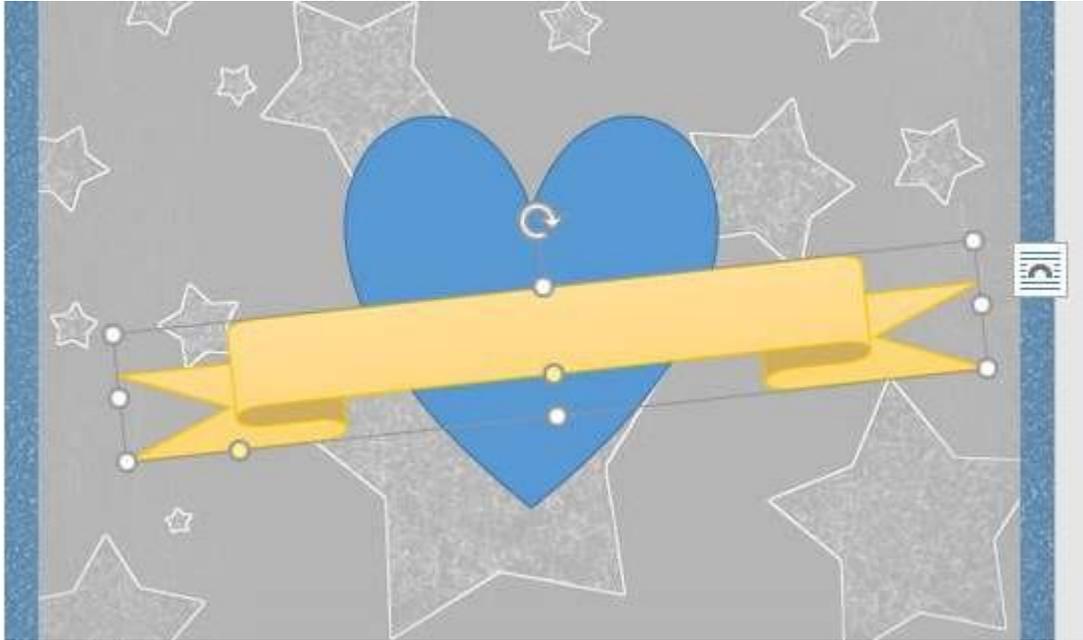
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.

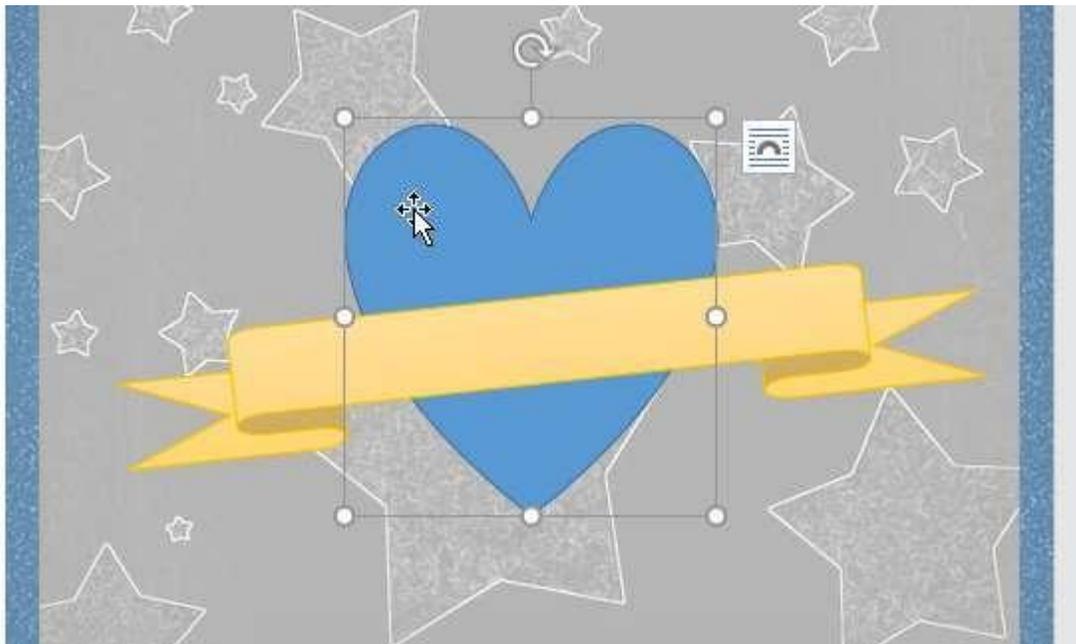


4. The shape will appear in the selected style.

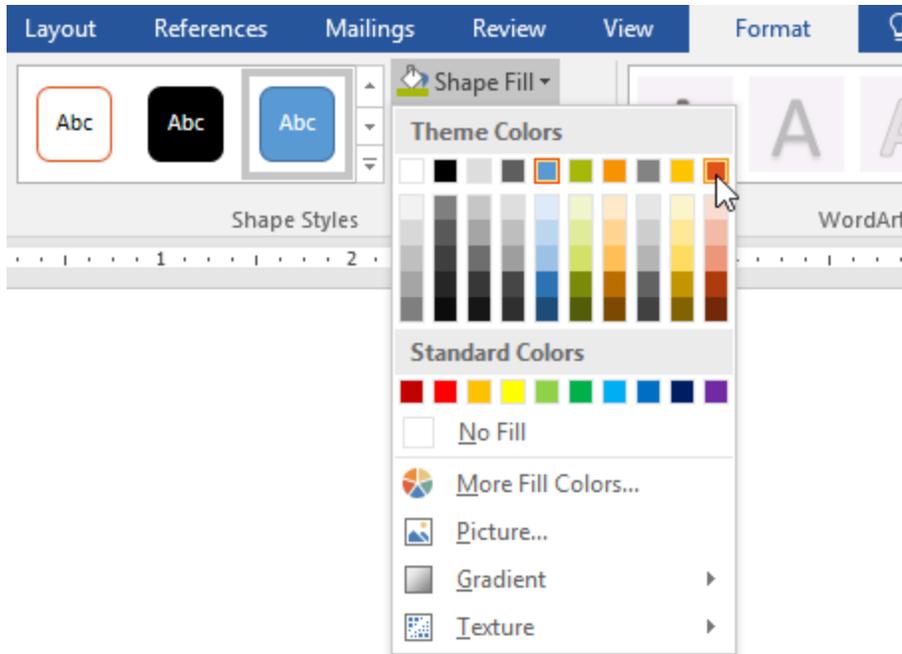


To change the shape fill color:

1. Select the shape you want to change.



2. On the **Format** tab, click the **Shape Fill** drop-down arrow. Select the **color** you want to use. To view more color options, select **More Fill Colors**.



3. The shape will appear in the selected fill color.



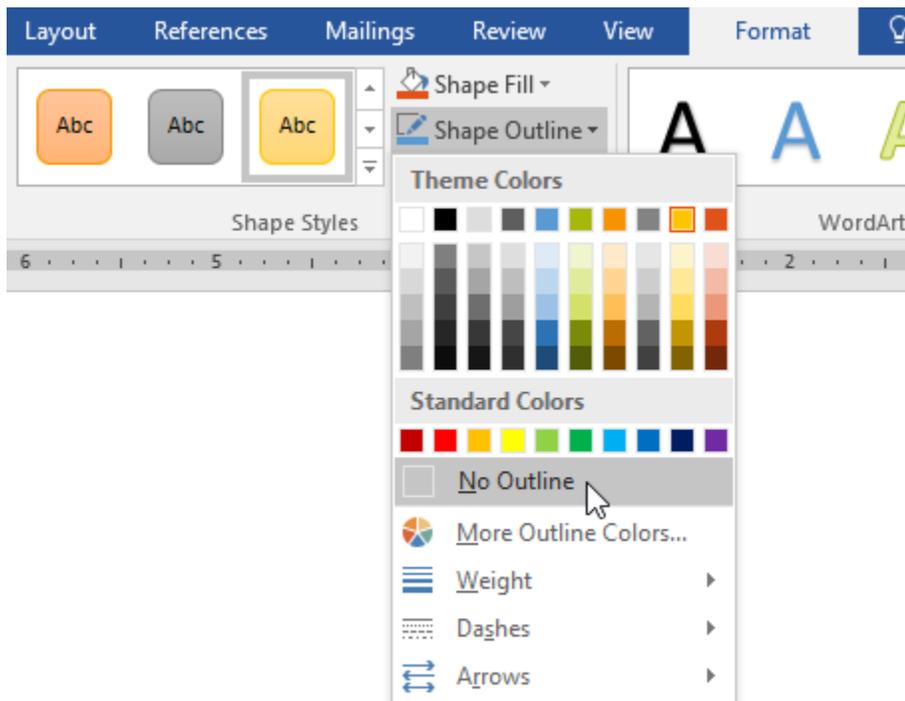
If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

To change the shape outline:

1. Select the shape you want to change.



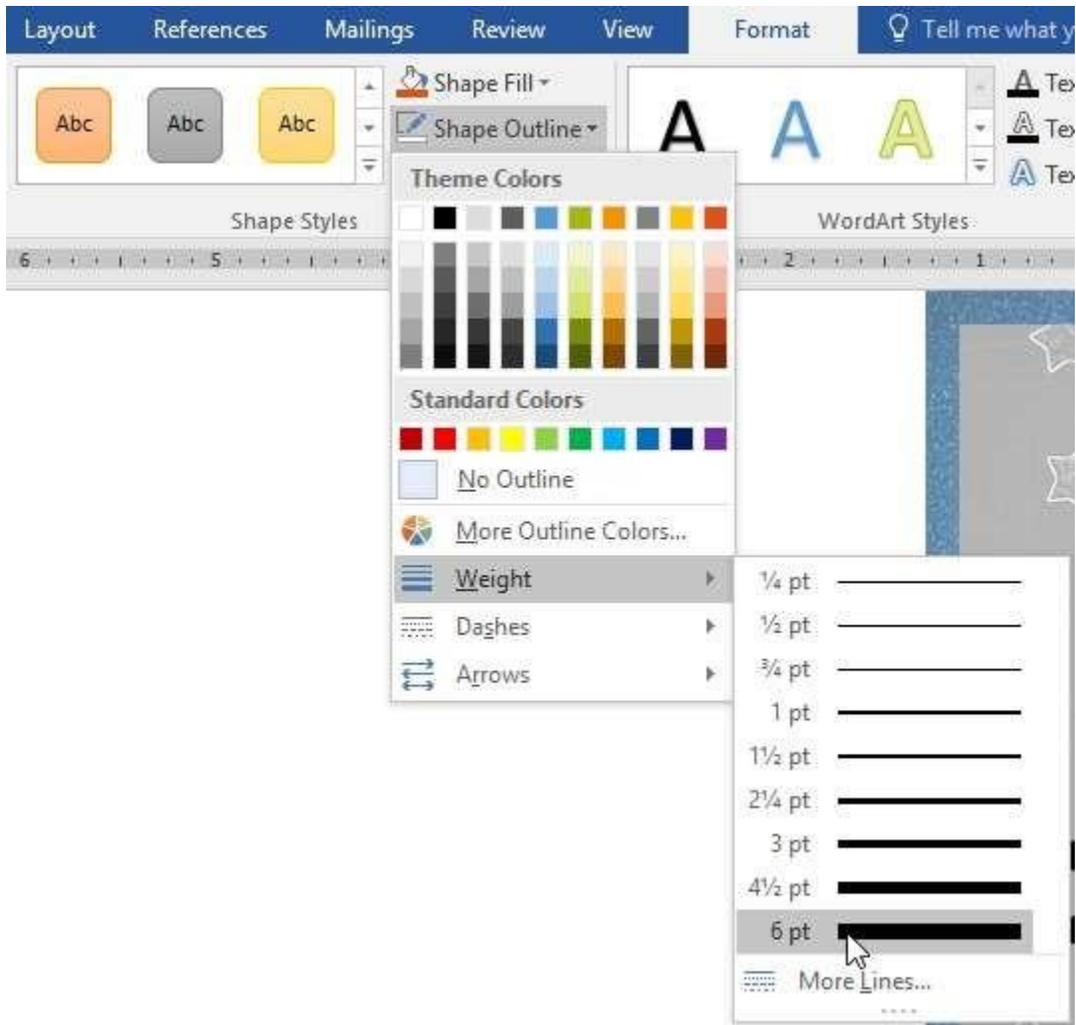
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



4. The shape will appear in the selected outline color.



From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.

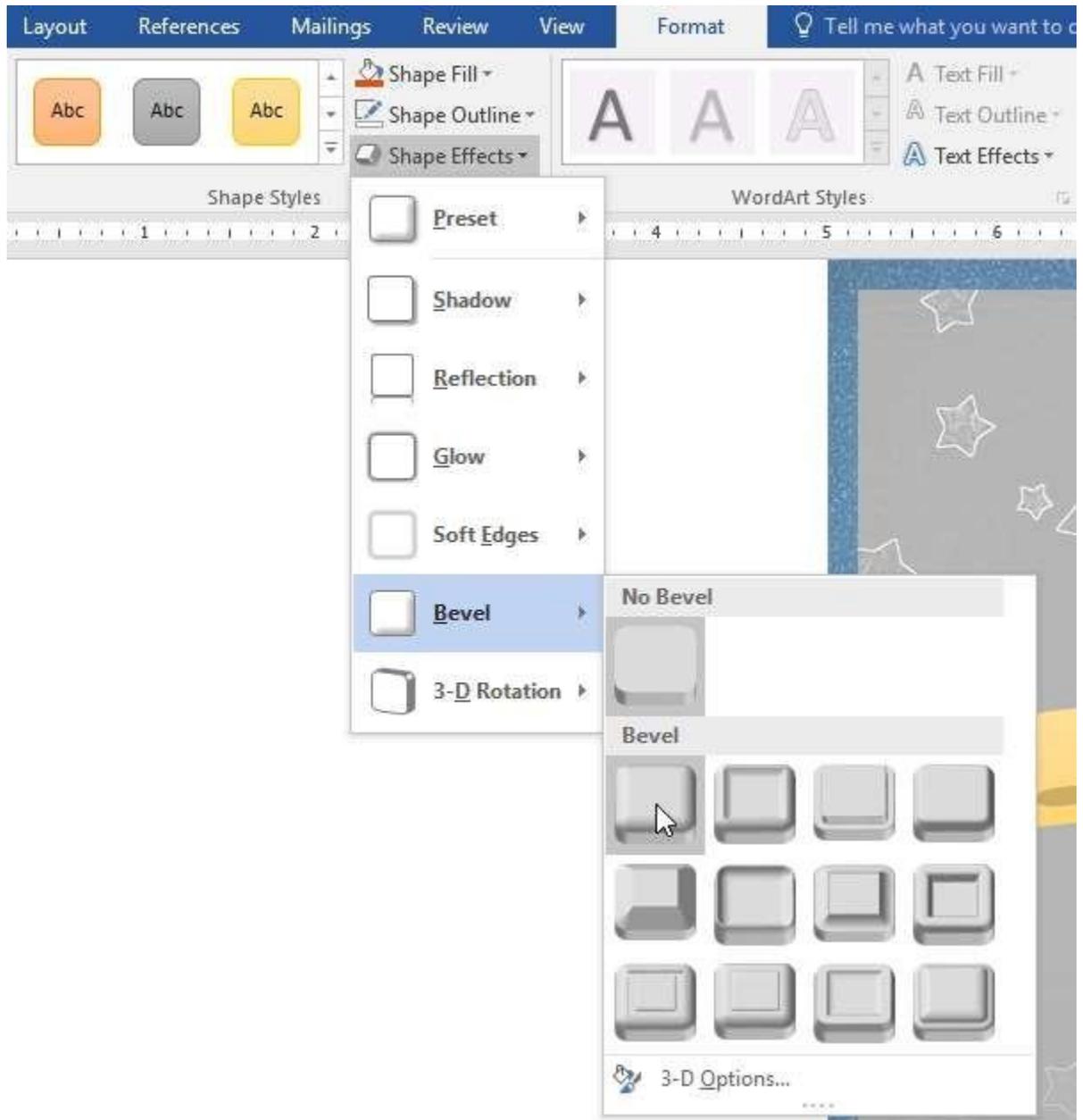


To add shape effects:

1. Select the shape you want to change.



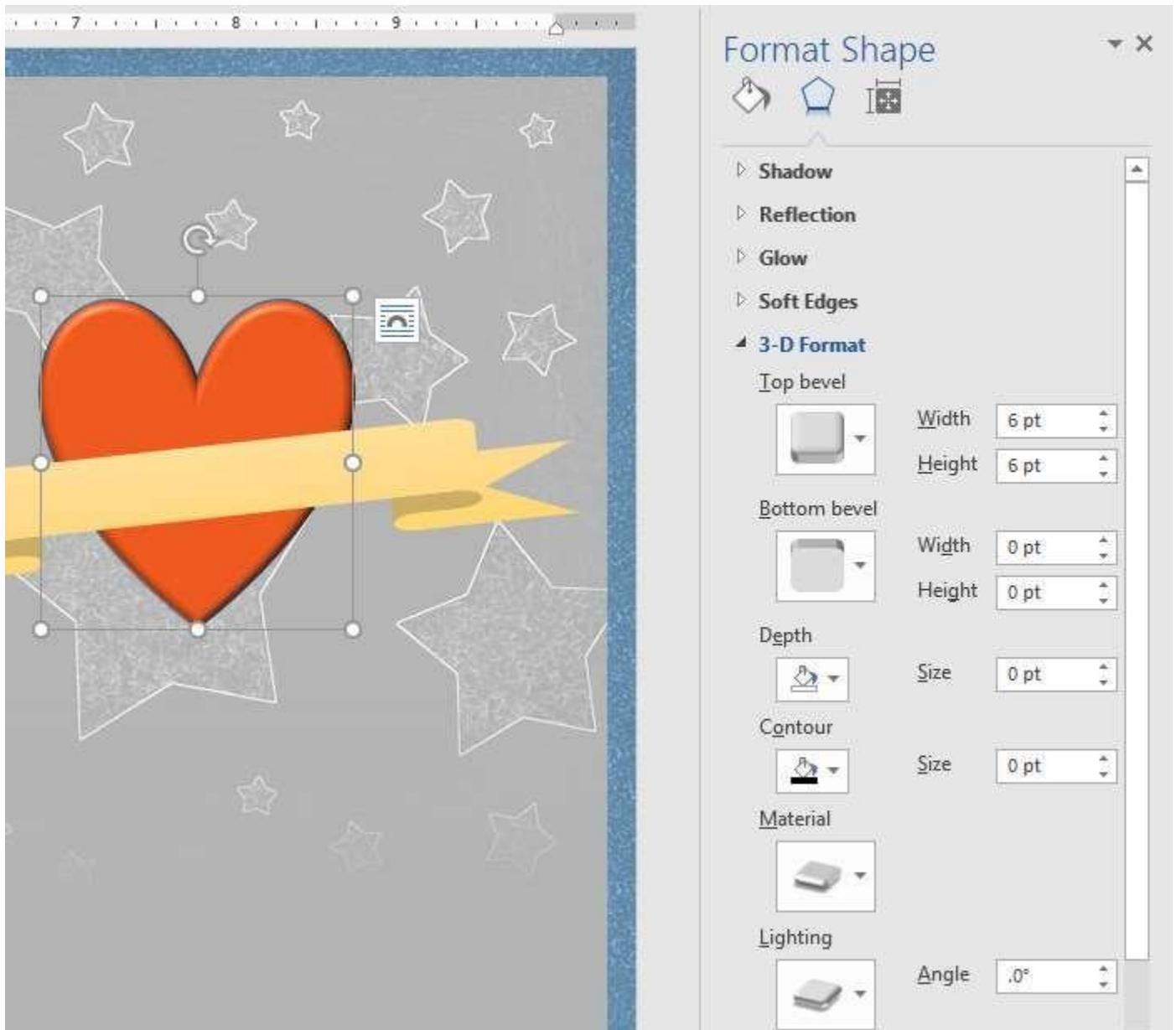
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.



3. The shape will appear with the selected effect.

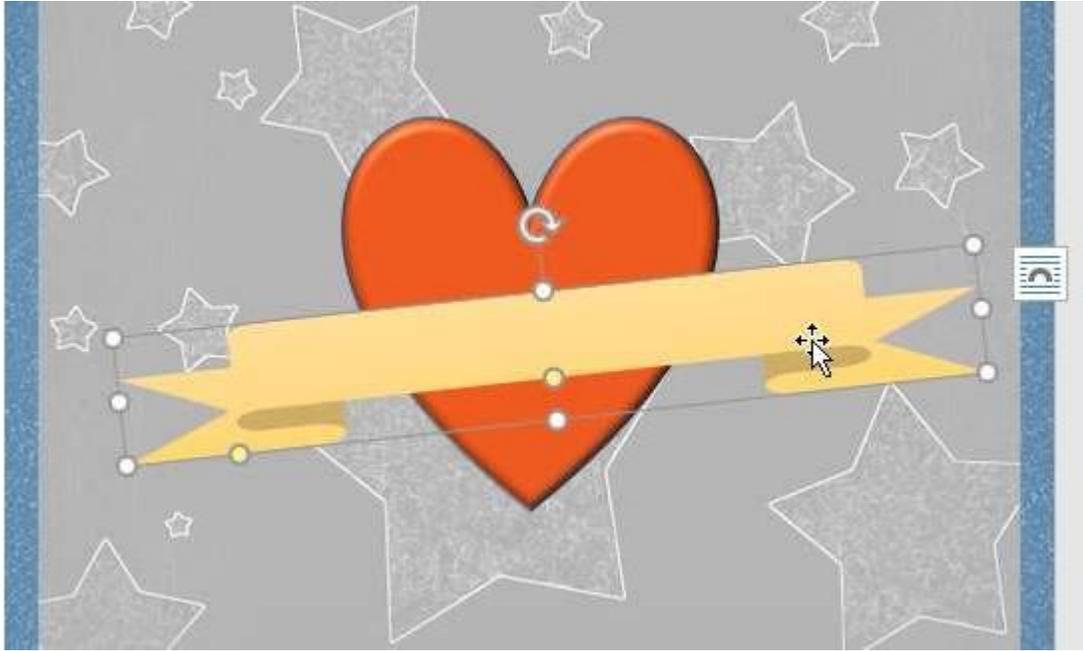


To further adjust your shape effects, select **Options** at the end of each menu. The Format Shapepane will appear, allowing you to customize the effects.

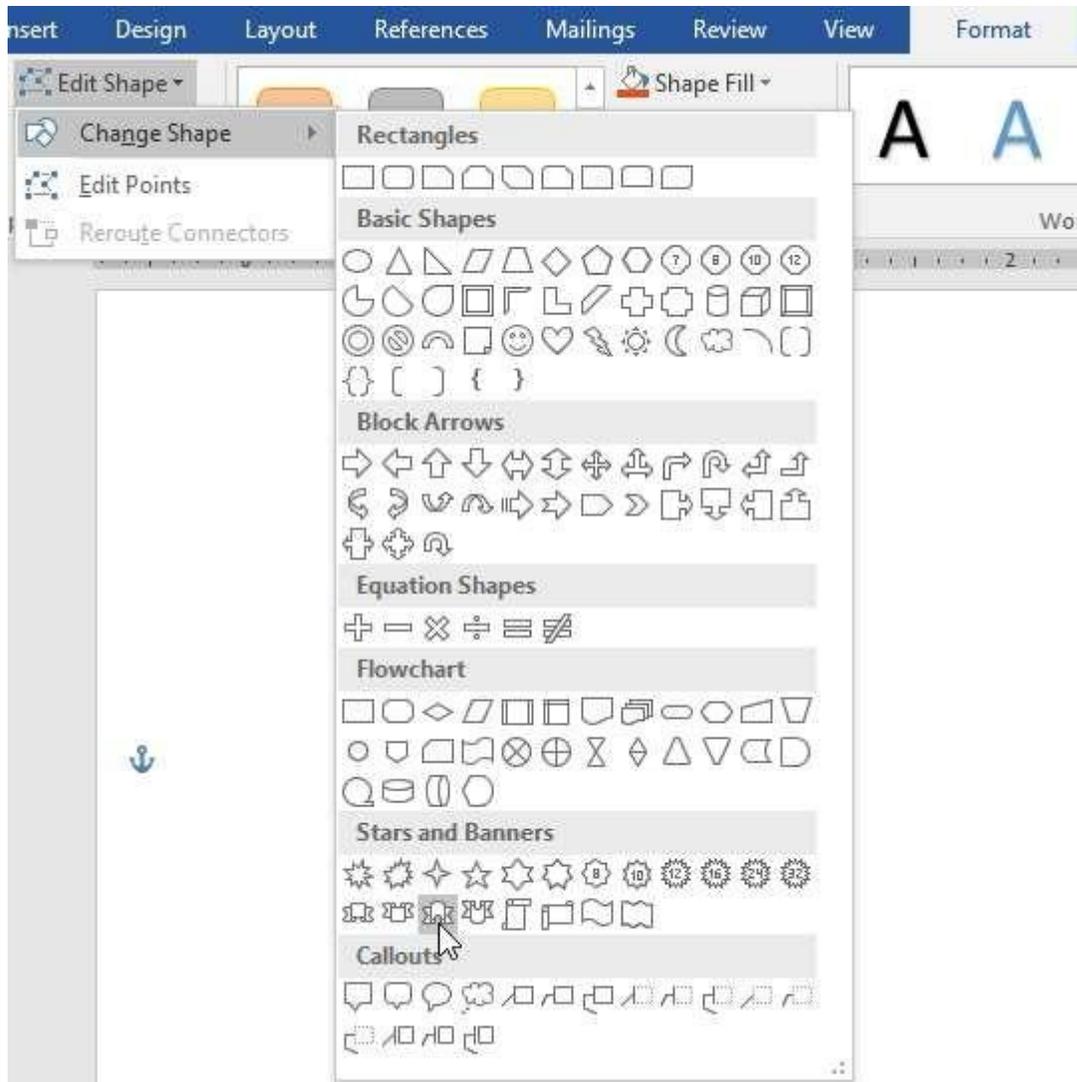


To change to a different shape:

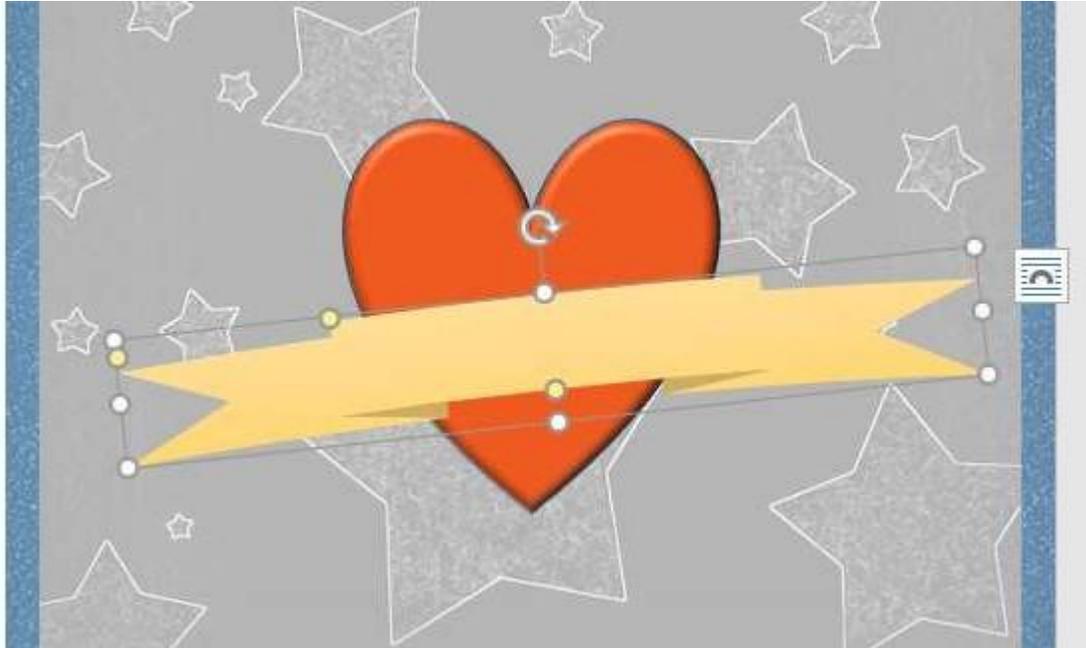
1. Select the shape you want to change. The **Format** tab will appear.



2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouseover **Change Shape**, then select the desired **shape**.



3. The new shape will appear.



Challenge!

1. Open our [practice document](#).
2. On the right side of the page, insert a **cloud shape** from the **Basic shapes** group. **Hint:** Shapenames appear when you hover over them.
3. Change the **shape outline** to gray.
4. Change the **shape fill** to white.
5. Under the **Shape Effects** drop-down menu, add a **Circle Bevel**.
6. On top of the cloud, insert a **Sun shape** from the **Basic shapes** group.
7. Change the **shape style** to your choice of a **Gold** style. **Hint:** Style names appear when you hover over them. Make sure the style name has the word **Gold** in it.
8. Send the sun shape **backward** so it is behind the cloud shape.
9. If needed, move the cloud shape so the sun is peeking out from behind it.
10. When you're finished, your image should look something like this:



Word 2016

Text Boxes

Introduction

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them with a variety of styles and effects.

Optional: Download our [practice document](#).

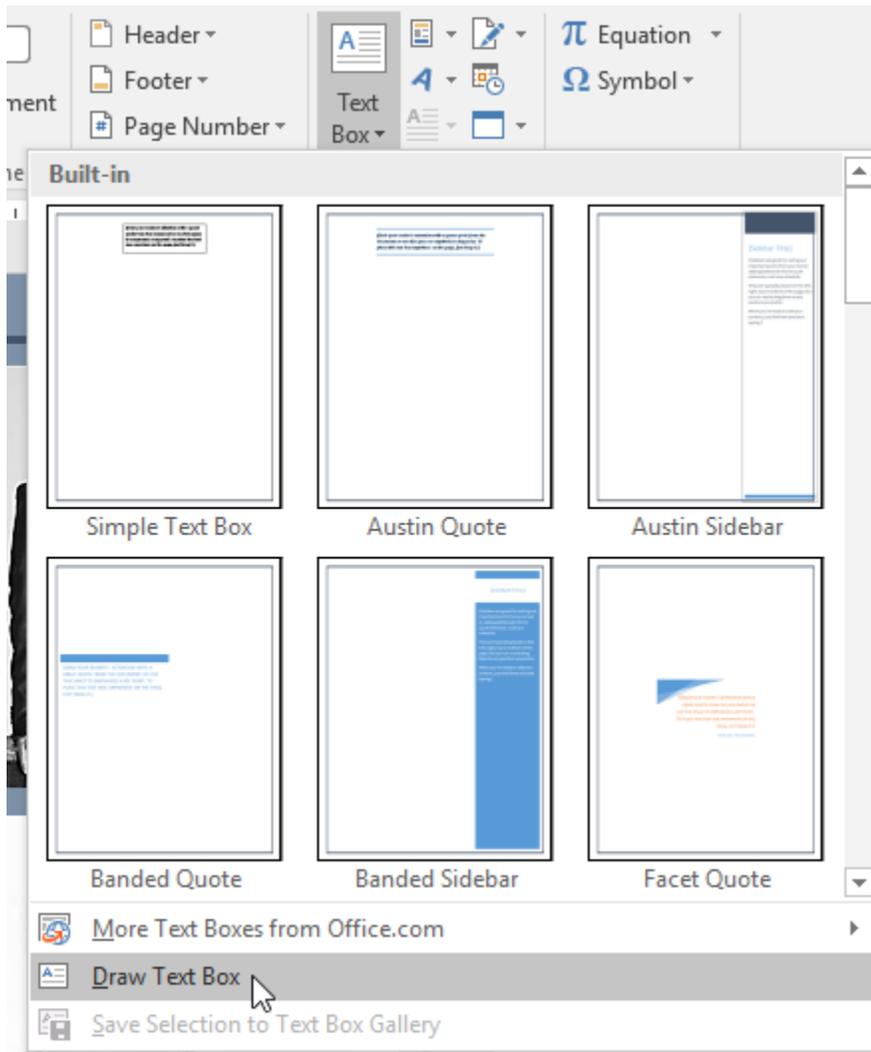
Watch the video below to learn more about text boxes in Word.

To insert a text box:

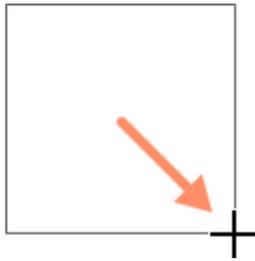
1. Select the **Insert** tab, then click the **Text Box** command in the **Text** group.



2. A drop-down menu will appear. Select **Draw Text Box**.



3. Click and drag anywhere on the document to create the text box.



4. The insertion point will appear inside the text box. You can now type to create text inside the text box.

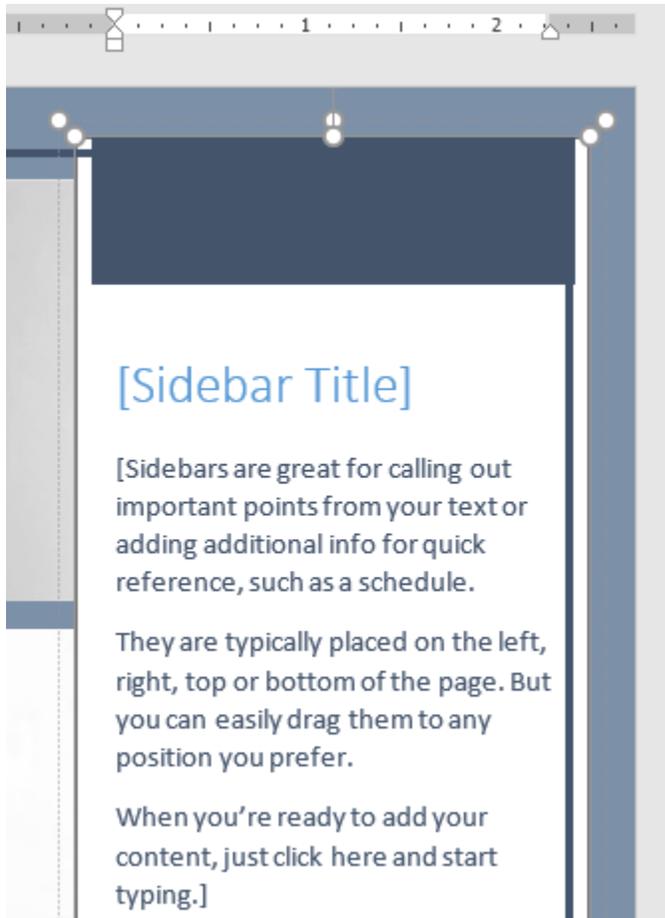


5. If you want, you can select the text and then change the **font**, **color**, and **size** by using the commands on the **Format** and **Home** tabs. To learn more about using these formatting commands, see our [Formatting Text](#) lesson.



6. Click anywhere outside the text box to return to your document.

You can also select one of the **built-in** text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.



To move a text box:

1. Click the **text box** you want to move.
2. Hover the mouse over one of the edges of the text box. The mouse will change into a **cross with arrows**.
3. Click and drag the text box to the desired **location**.



To resize a text box:

1. Click the **text box** you want to resize.
2. Click and drag any of the **sizing handles** on the corners or sides of the text box until it is the desired size.



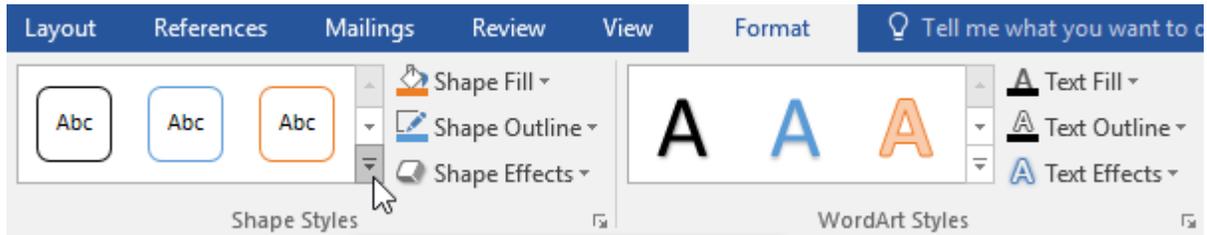
Modifying text boxes

Word offers several options for changing the way text boxes appear in your document. You can change the **shape**, **style**, and **color** of text boxes or add various effects.

To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your text box.

1. Select the text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.



4. The text box will appear in the selected style.

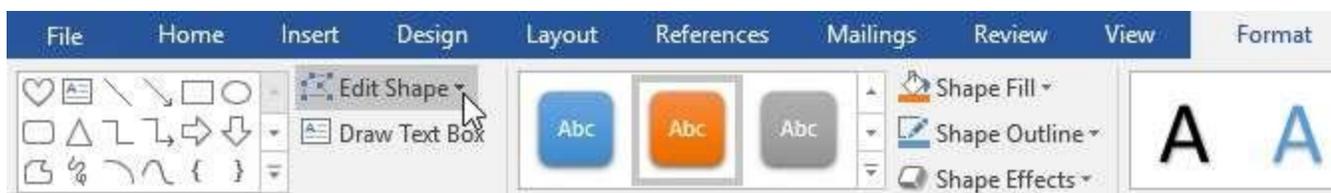


If you want to have more control over text box formatting, you can use any of the shape formatting options such as **Shape Fill** and **Shape Outline**. To learn more, see our [Shapes](#) lesson.

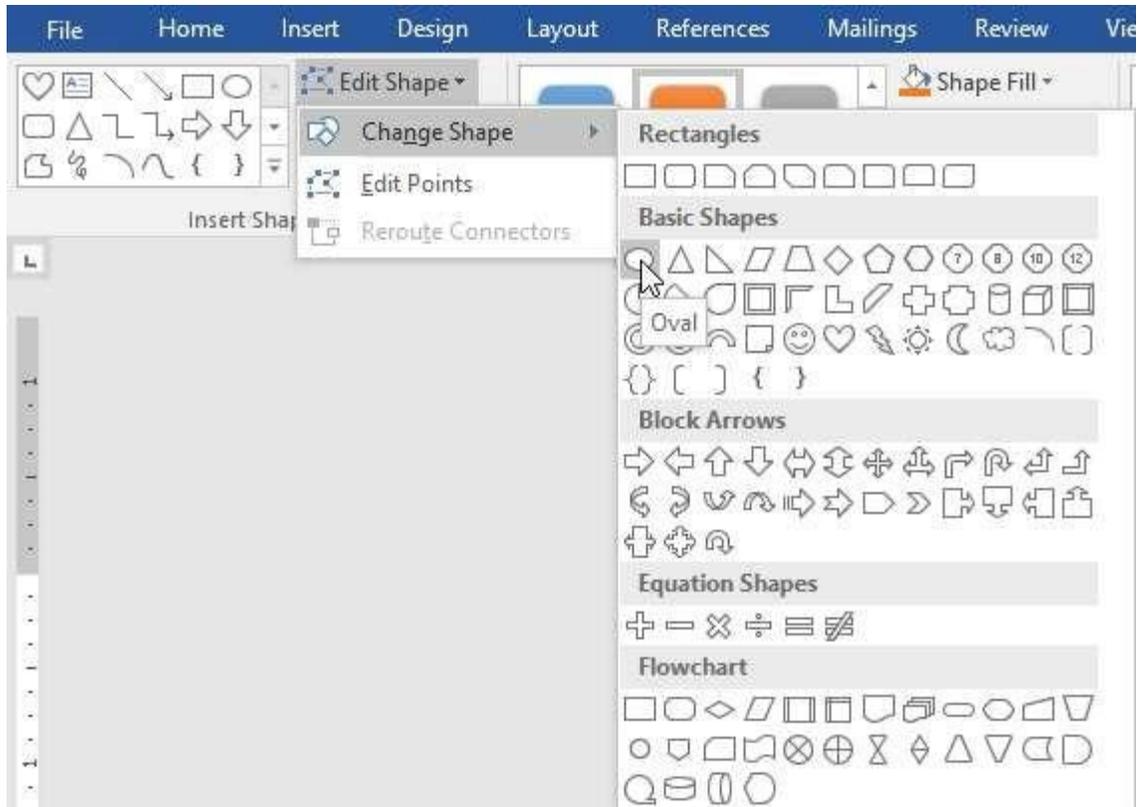
To change the text box shape:

Changing the shape of a text box can be a useful option for creating an interesting look in your document.

1. Select the text box you want to change. The **Format** tab will appear.
2. From the **Format** tab, click the **Edit Shape** command.



3. Hover the mouse over **Change Shape**, then select the desired **shape** from the menu that appears.



4. The text box will appear formatted as the shape.



Challenge!

1. Open our [practice document](#).
2. Insert a **Simple Text Box**.
3. In the text box, type **Get an additional 25% off when you mention this ad!**
4. Change the font to **Gadugi, 20 pt, Center Align**.
5. Change the **shape** of the text box to **Double Wave** from the **Stars and Banners** group.
6. Change the **text box style** by selecting any style in the **Intense Effect** row.
7. Drag the text box to the space below **Buy 1, Get 1 Free*** and **Formalwear**.
8. When you're finished, your document should look something like this:

Archer Raymond
Fine Men's Clothing

2415 Woodrow Ave | Atlanta, GA 30326
www.archerraymond.com

Annual Clearance

One week only

July 19 – July 26

Suits from \$199

Buy 1, Get 1 Free*

Suits

Separates

Dress Shirts

Ties & Accessories

Formalwear

Get an additional
25% off when you
mention this ad!



Introduction

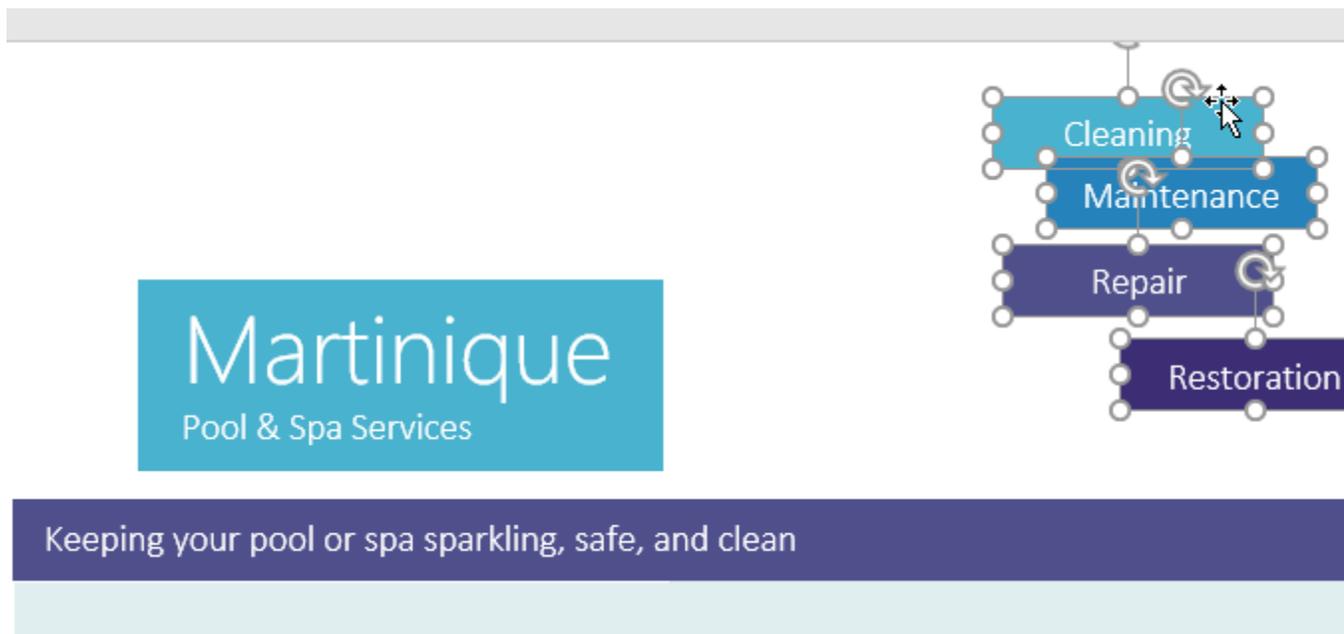
There may be times when your documents have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects any way you want by **aligning, grouping, ordering, and rotating** them in various ways.

Optional: Download our [practice document](#).

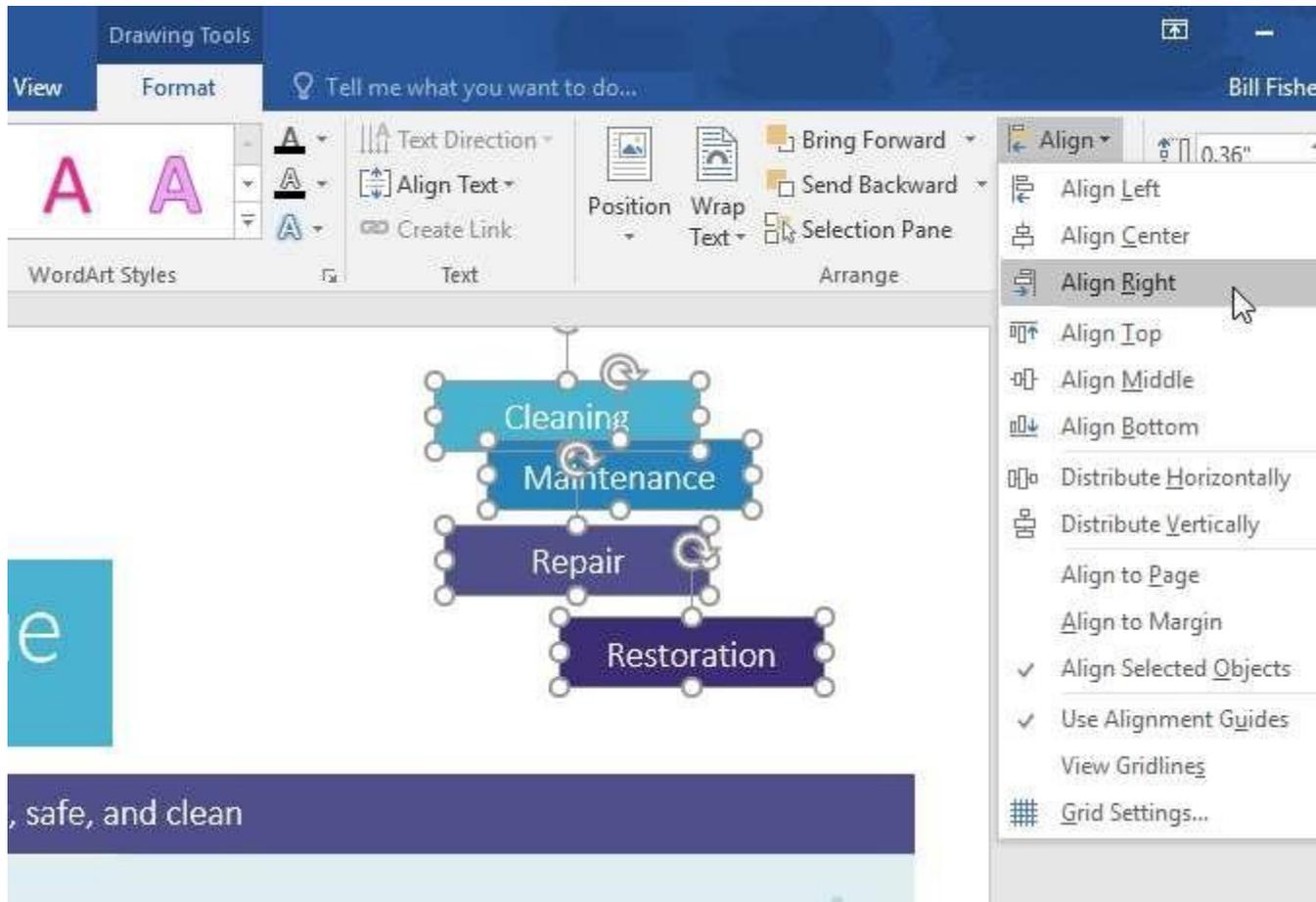
Watch the video below to learn more about arranging objects in Word.

To align two or more objects:

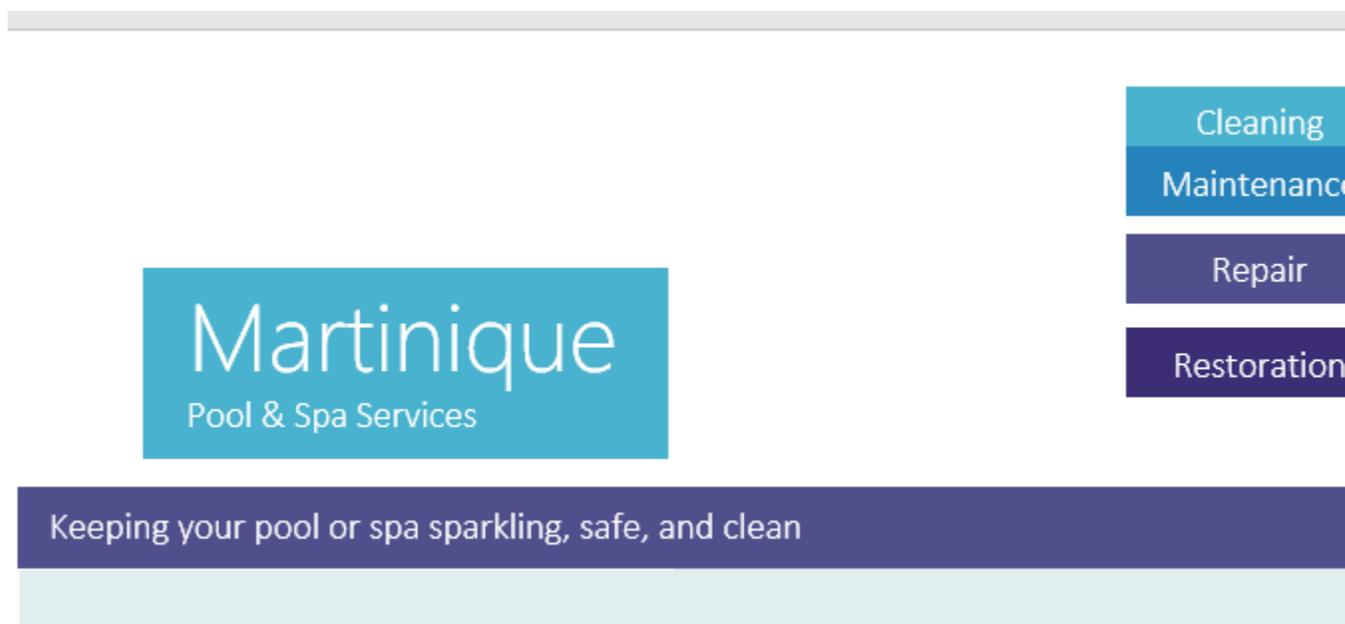
1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to align. In our example, we'll select the four shapes on the right.



2. From the **Format** tab, click the **Align** command, then select one of the **alignment options**. In our example, we'll choose **Align Right**.



3. The objects will be aligned based on the selected option. In our example, the shapes are now aligned with each other.

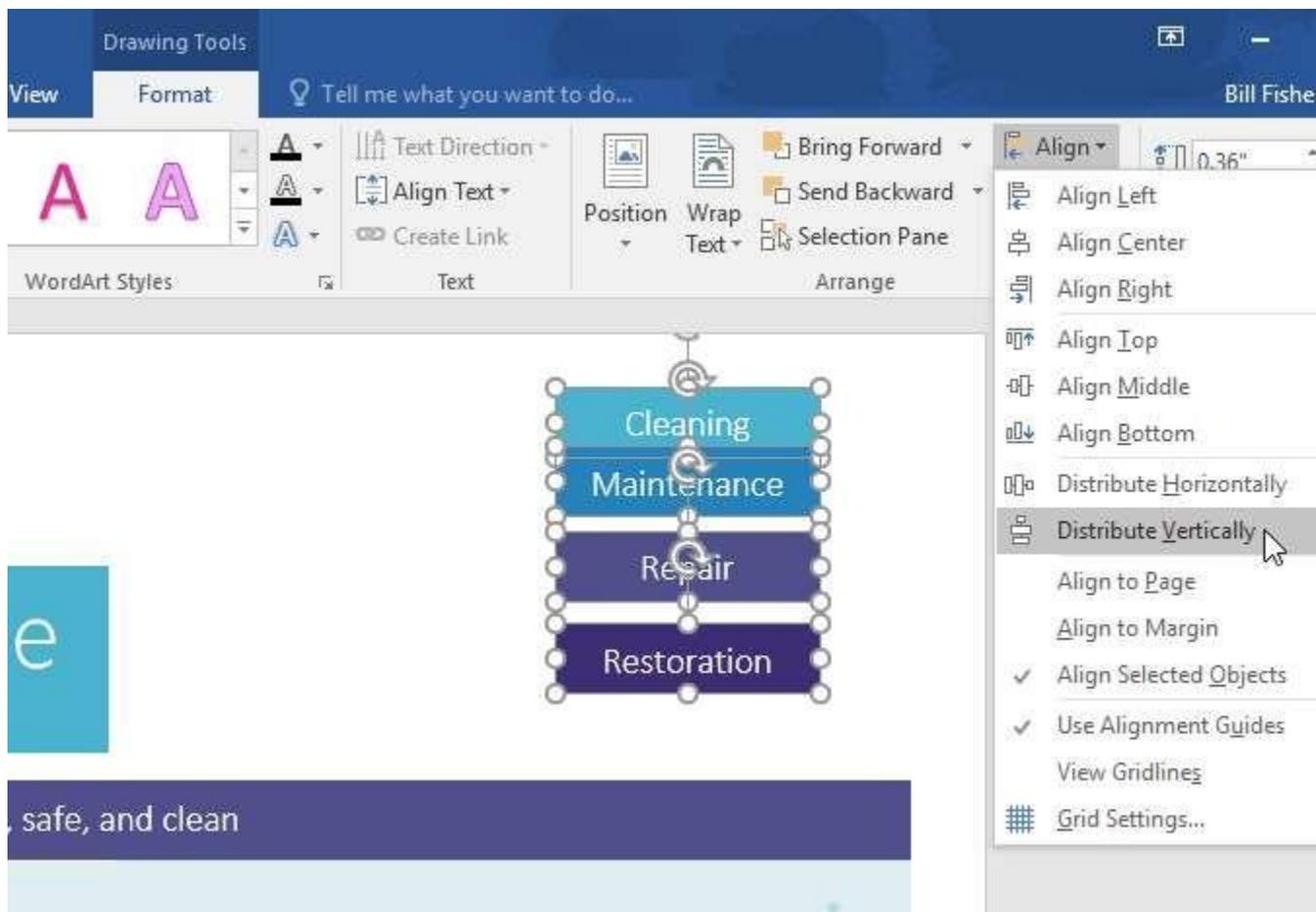


Note that the **Align Selected Objects** option is selected by default, which allows you to align objects without moving them to a different part of the page. However, if you want to move the objects the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.

To distribute objects evenly:

If you have arranged your objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to distribute.
2. On the **Format** tab, click the **Align** command, then select **Distribute Horizontally** or **Distribute Vertically**.



3. The objects will be evenly spaced from one another.

Cleaning

Maintenance

Repair

Restoration

Martinique

Pool & Spa Services

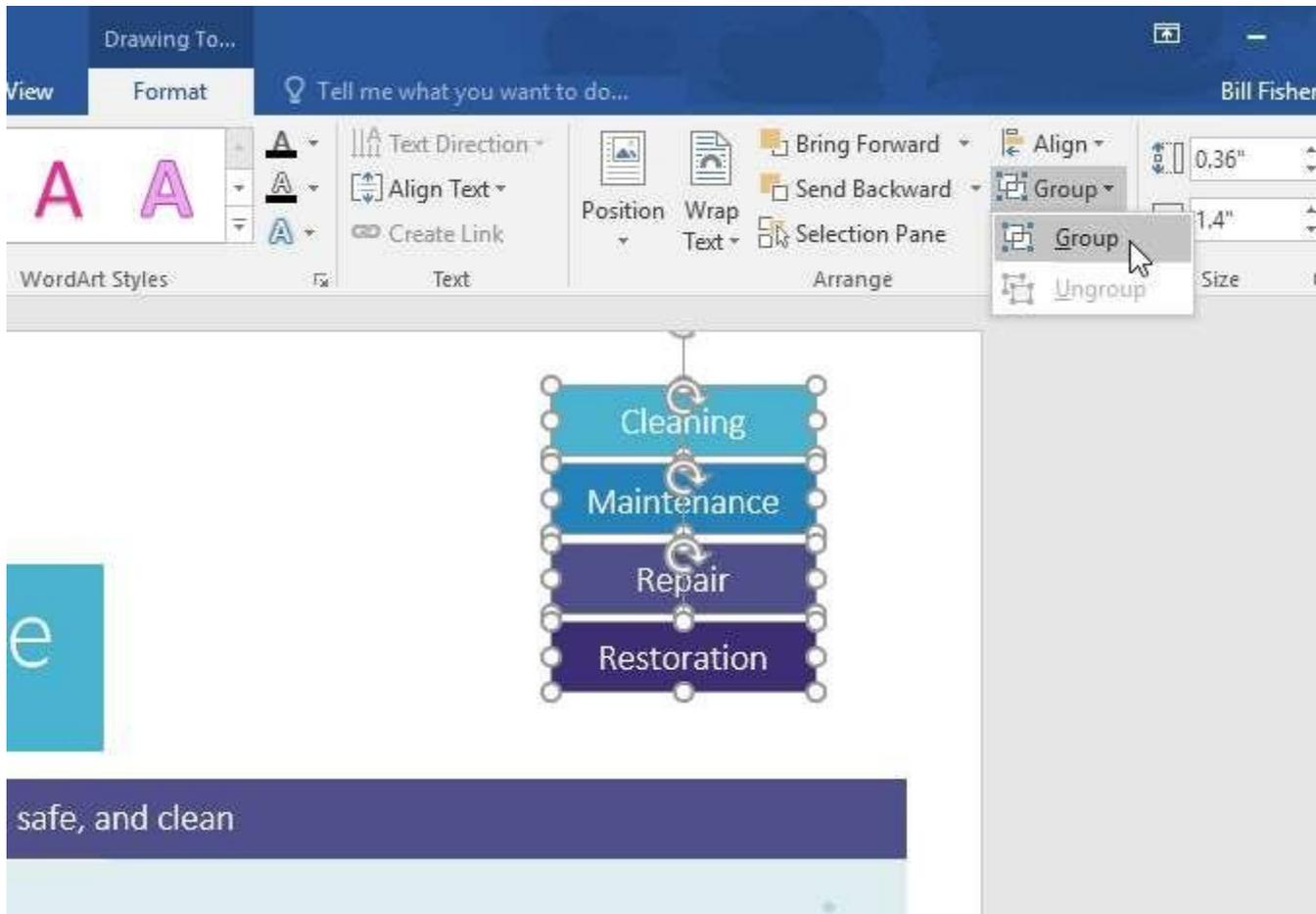
Keeping your pool or spa sparkling, safe, and clean

Grouping objects

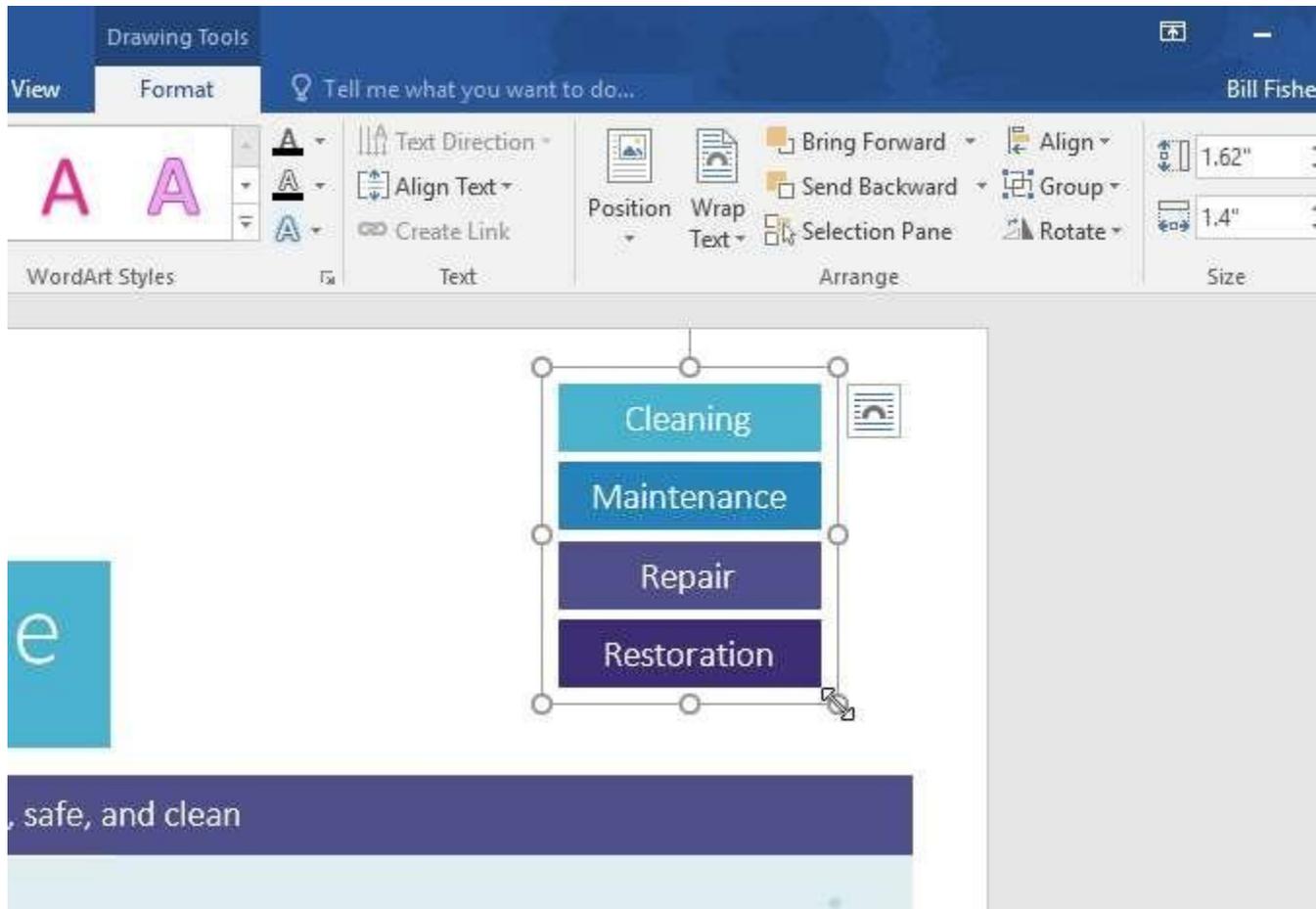
At times, you may want to **group** multiple objects into **one object** so they will stay together. This is usually easier than selecting them individually, and it also allows you to resize and move all of the objects at the same time.

To group objects:

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to group.
2. Click the **Group** command on the **Format** tab, then select **Group**.

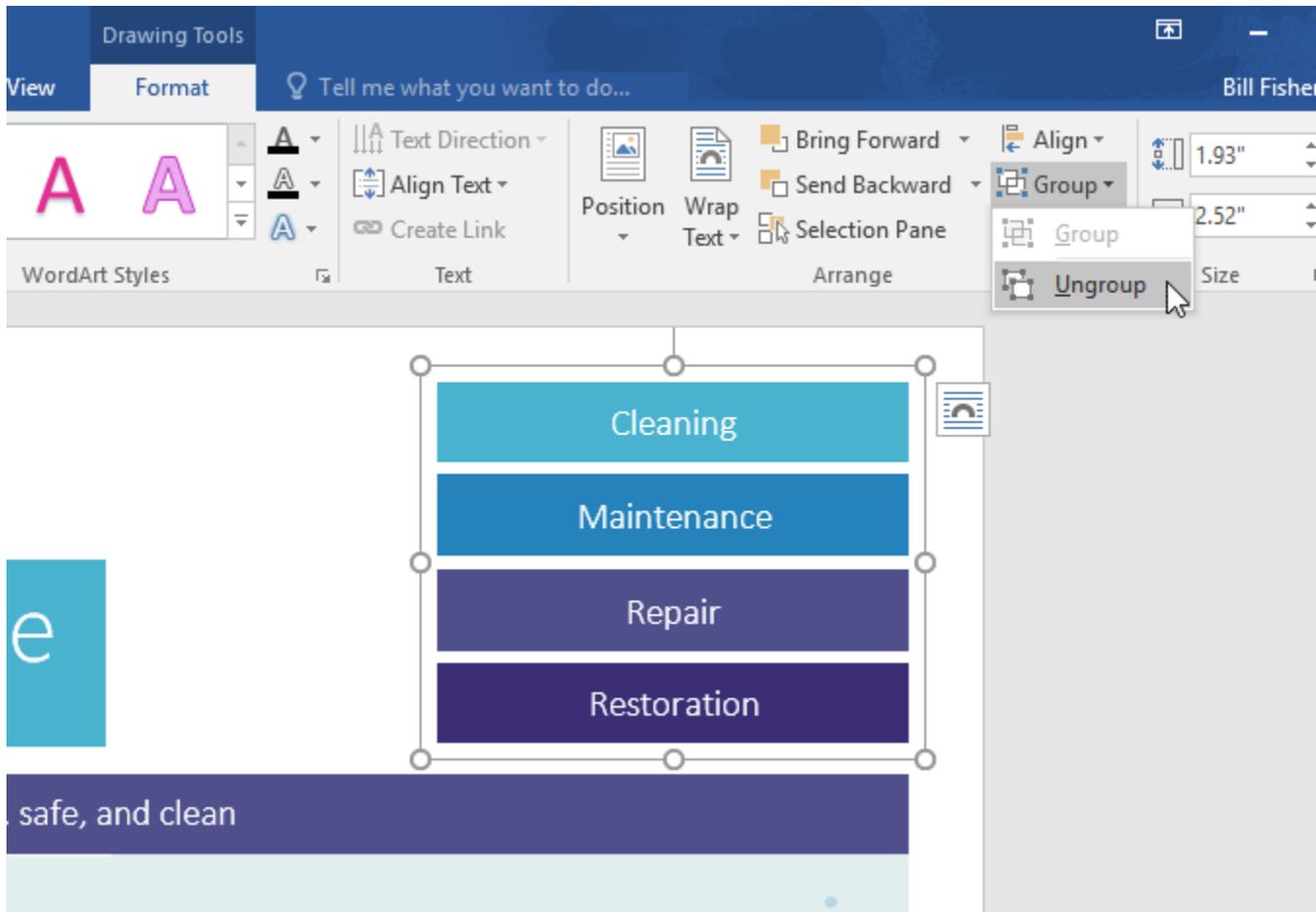


3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group so you can move or resize all of the objects at the same time.

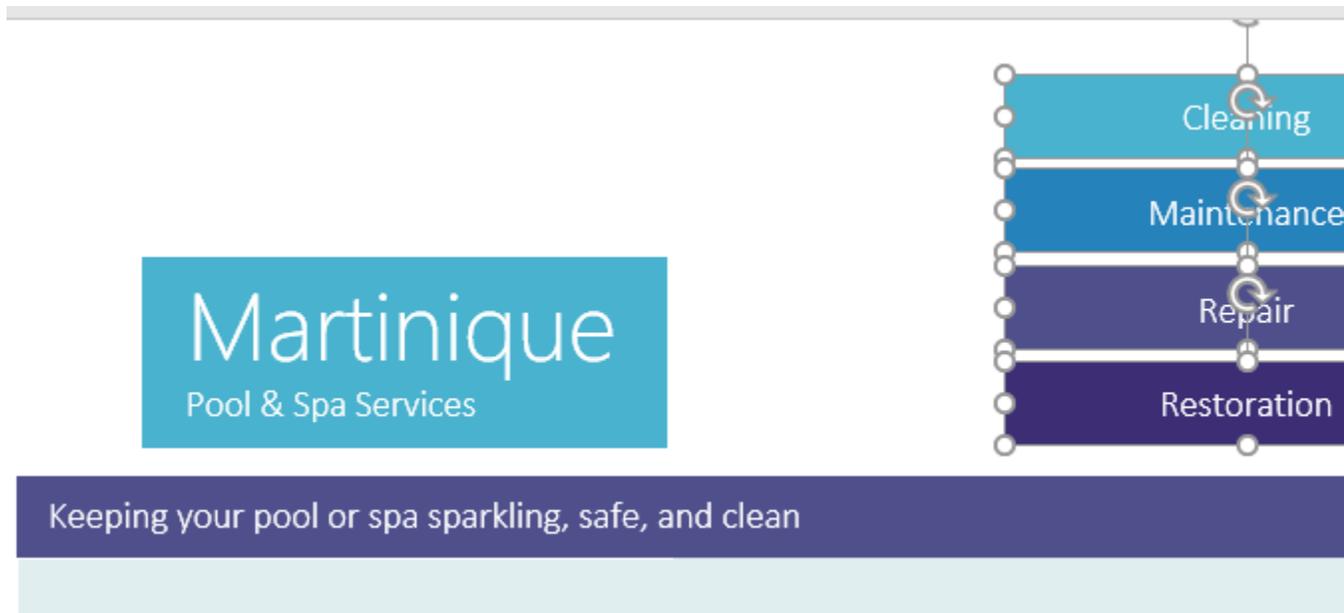


To ungroup objects:

1. Select the grouped object. From the **Format** tab, click the **Group** command and select **Ungroup**.



2. The objects will be ungrouped.

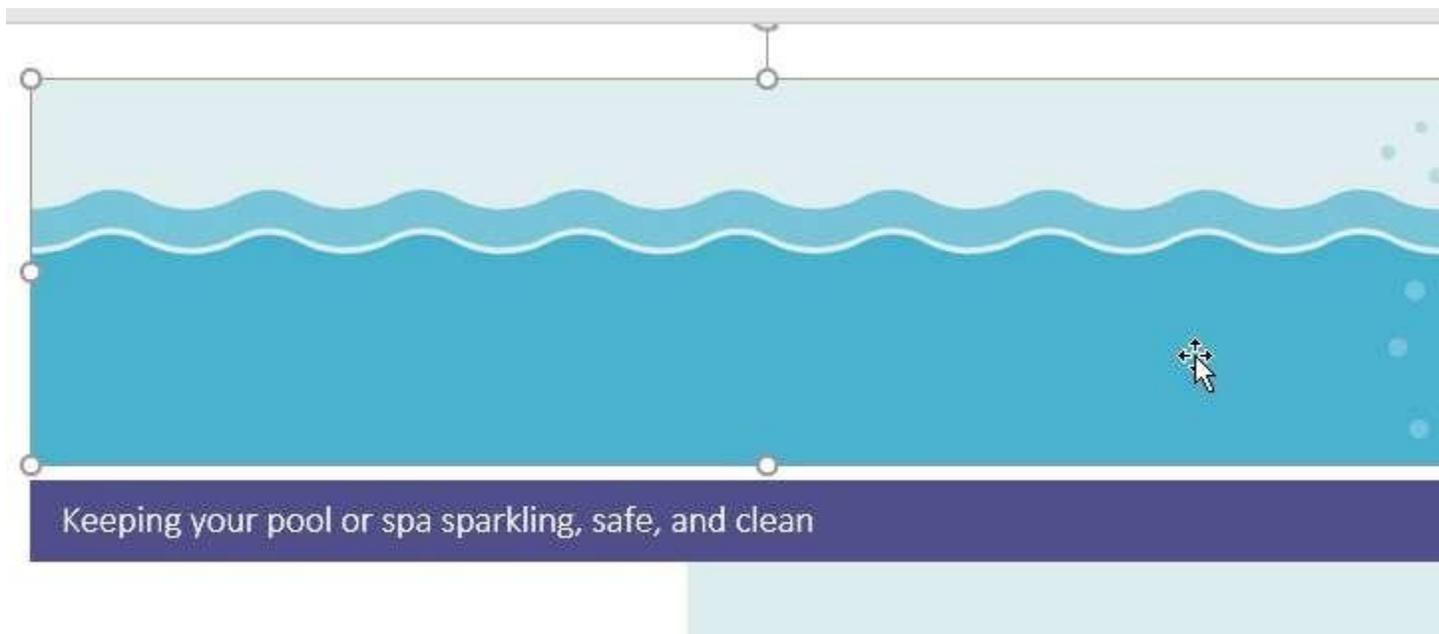


Ordering objects

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it determines which objects are in the **front** or the **back**.

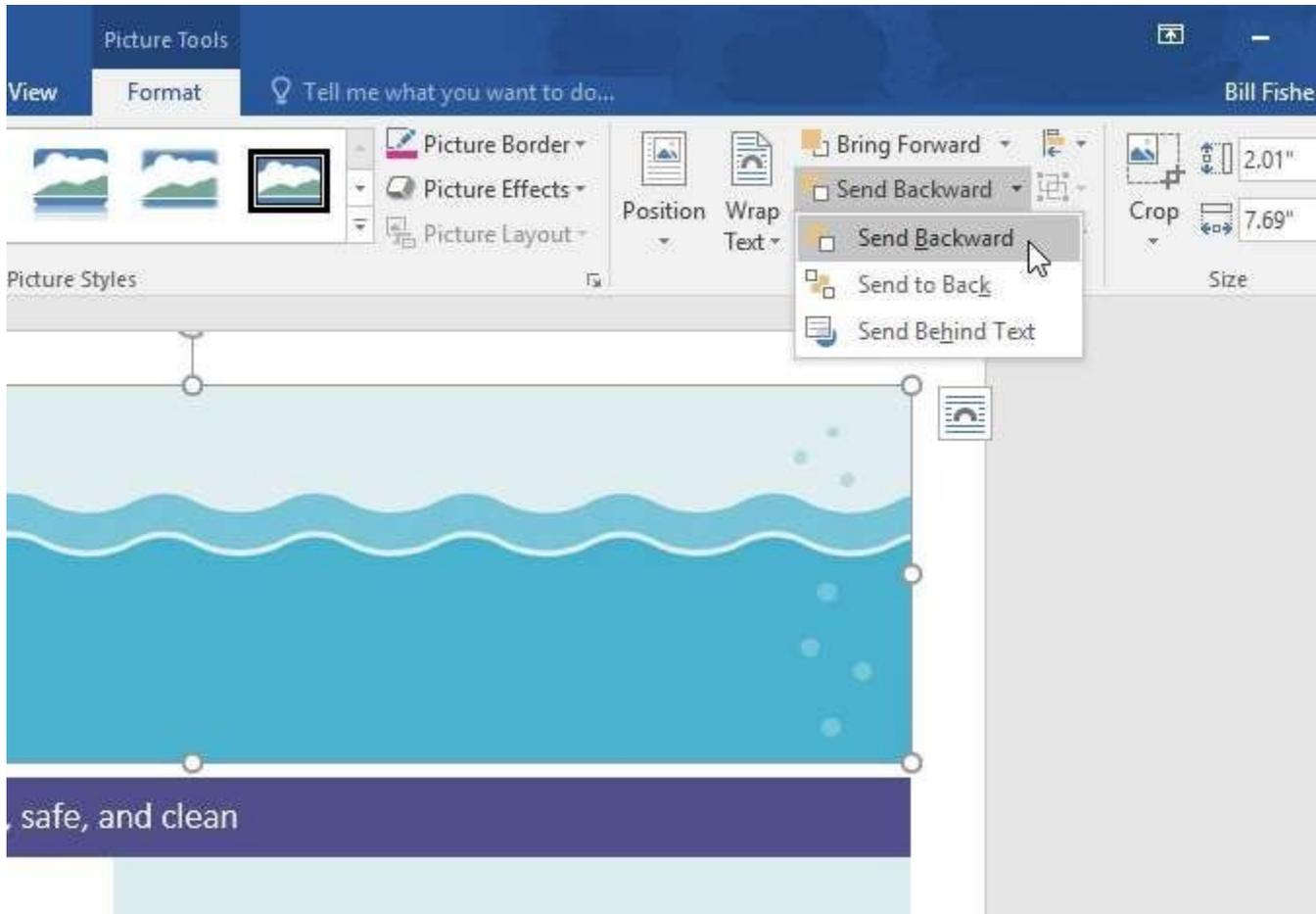
Understanding levels

Objects are placed on different **levels** according to the **order** in which they were inserted into a document. In the example below, if we move the waves image to the beginning of the document, it covers up several of the text boxes. That's because the image is currently on the highest—or top—level. However, we can **change its level** to put it behind the other objects.

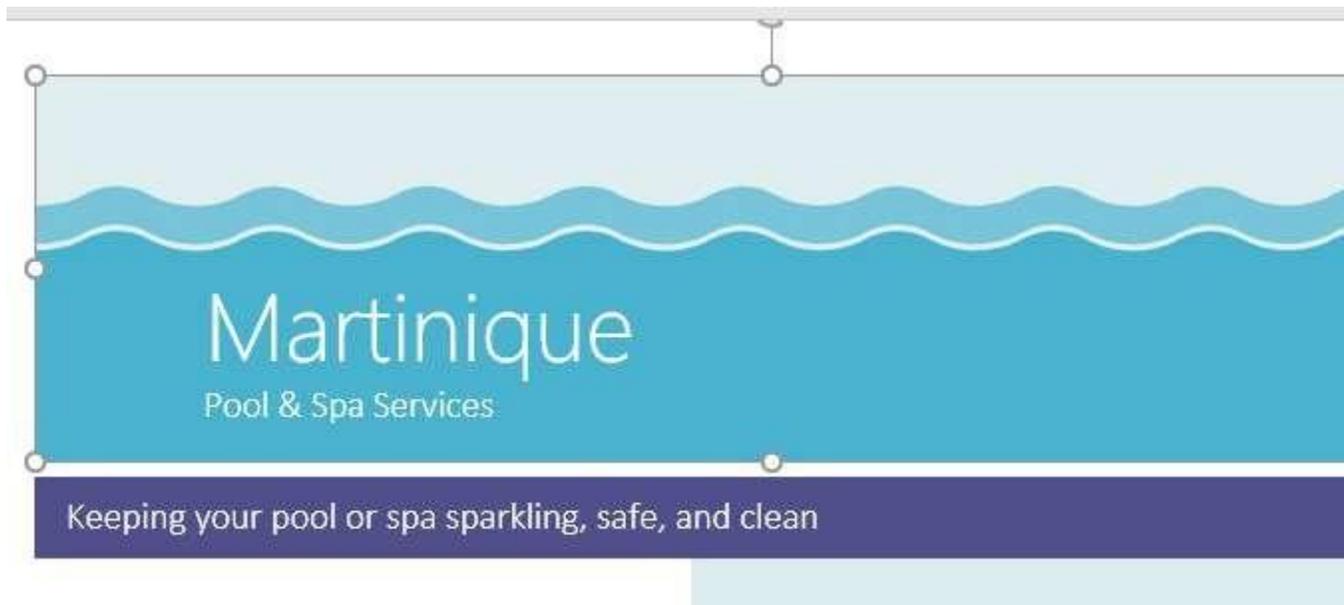


To change an object's level:

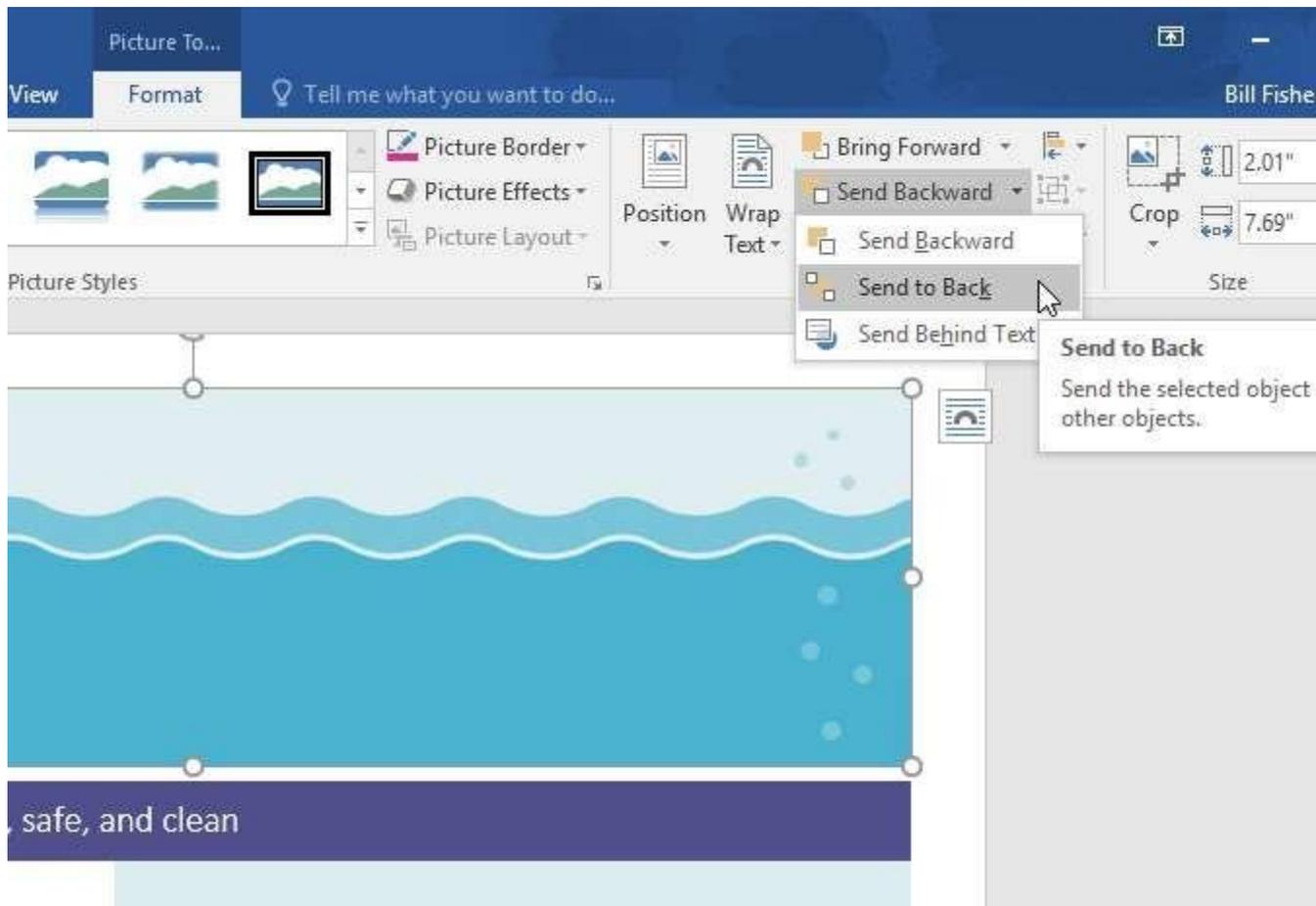
1. Select the object you want to move. In our example, we'll select the image of the waves.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. In our example, we'll select **Send Backward**.



3. The objects will be reordered. In our example, the image is now behind the text on the left, but it's still covering the shapes on the right.



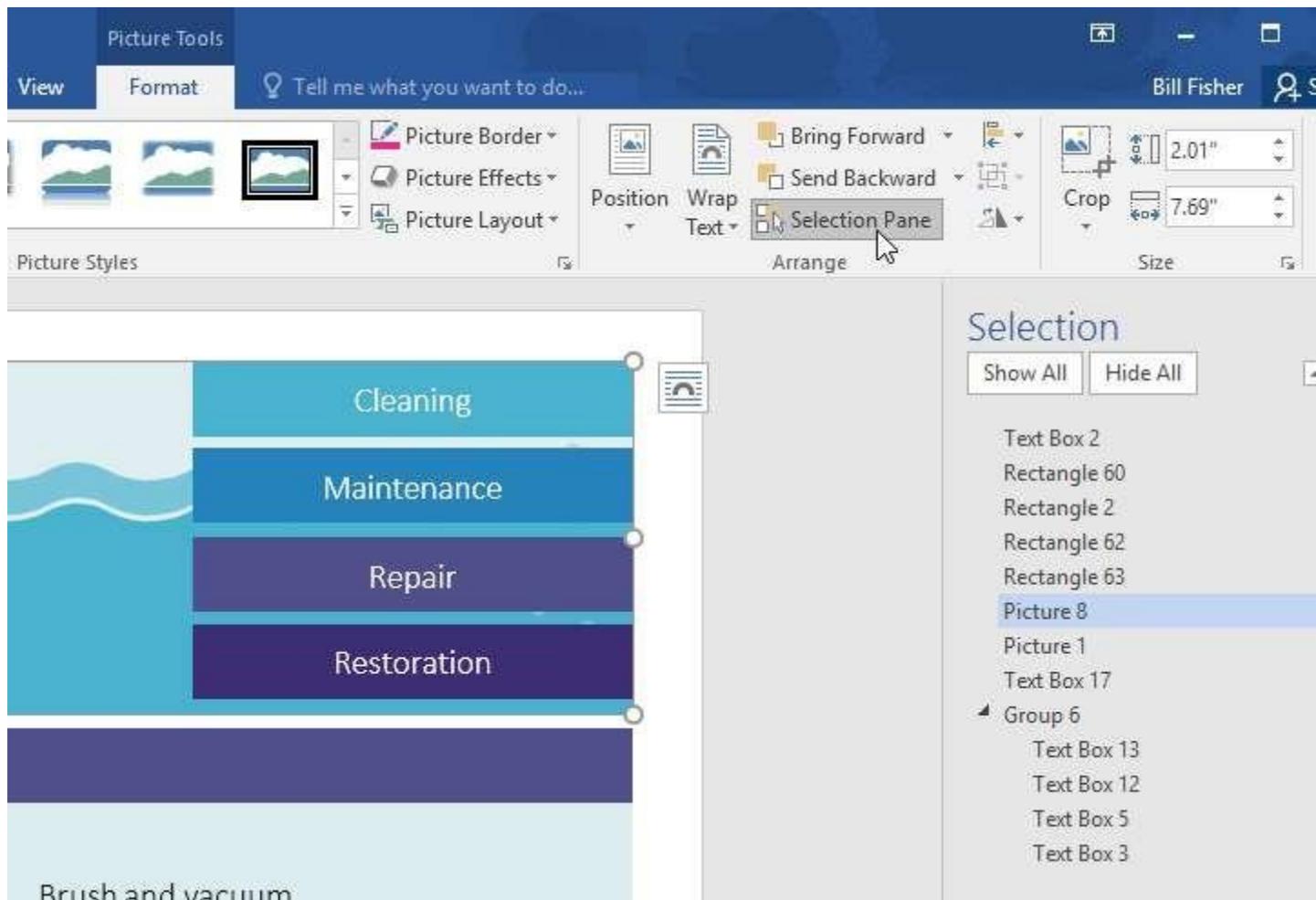
4. If you want to move an object behind or in front of several objects, it's usually faster to use **Bring Forward** or **Send Backward** instead of clicking the other ordering command multiple times.



5. In our example, the image has been moved behind everything else on the page, so all of the other text and shapes are visible.



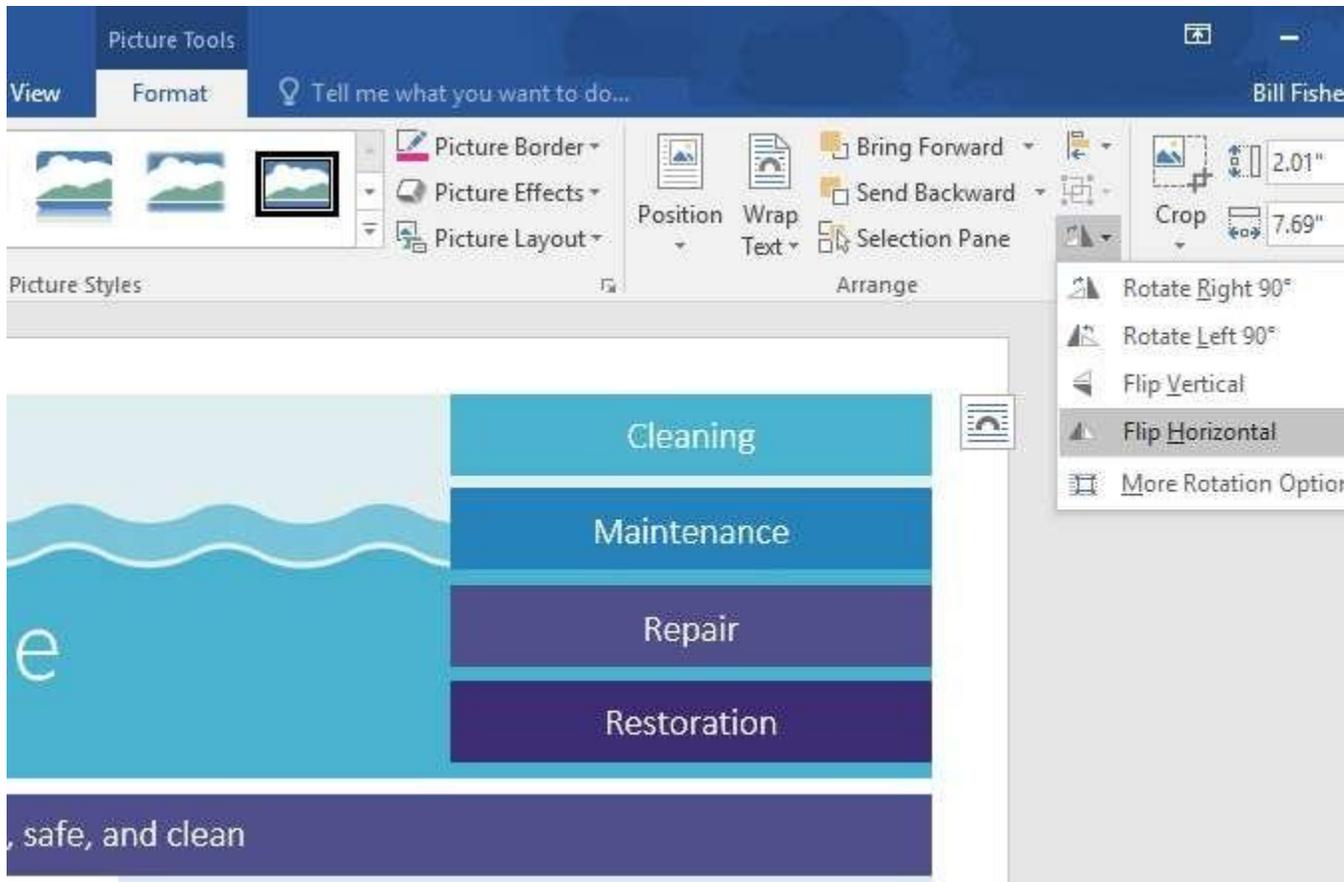
If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane** allows you to easily drag an object to a different level. To view the Selection Pane, click **Selection Pane** on the **Format** tab.



To rotate or flip an object:

If you need to turn an object so it faces a different direction, you can **rotate it** to the left or right, or you can **flip it** horizontally or vertically.

1. With the desired object selected, click the **Rotate** command on the **Format** tab, then choose the desired **rotation option**. In our example, we'll choose **Flip Horizontal**.



2. The object will be rotated. In our example, we can now see the bubbles on the left that were previously hidden behind the text boxes.



Challenge!

1. Open our [practice document](#).
2. Scroll to **page 2** and select the picture of the waves at the top of the page.
3. Use the **Rotate** command to flip the waves vertically.
4. Use the **Send to Back** command to move the waves behind the Martinique text box.
5. Move the **Martinique** text box so it is near the **bottom** of the waves image.
6. Make sure the waves picture and Martinique text box are no longer selected. Hold down the **Shift** key, then select the text boxes containing **Cleaning, Maintenance, Repair, and Restoration**.
7. Click the **Align** command, and make sure the **Align Selected Objects** option is selected. Select **Align Right** and **Distribute Vertically**.
8. With the text boxes still selected, **group** them.

9. When you're finished, your page should look something like this:



Martinique
Pool & Spa Services

- Cleaning
- Maintenance
- Repair
- Restoration

Keeping your pool or spa sparkling, safe, and clean

Salt Water Pool & Spa Maintenance

- Salinity monitoring
- pH balance
- Corrosion prevention
- Clean salt cells

- Alkalinity Levels
- Calcium Levels
- Stabilizer Levels
- Dissolved Solids

Monthly Testing





Word 2016

Tables

Introduction

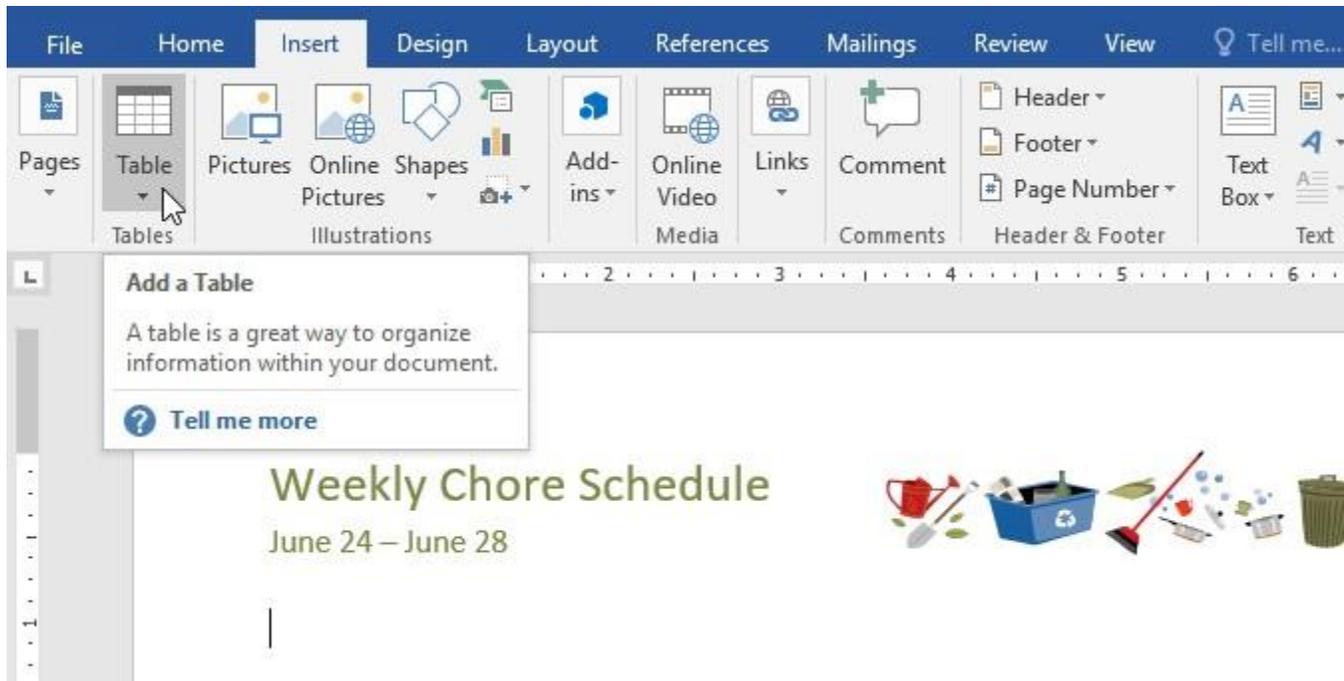
A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

Optional: Download our [practice document](#).

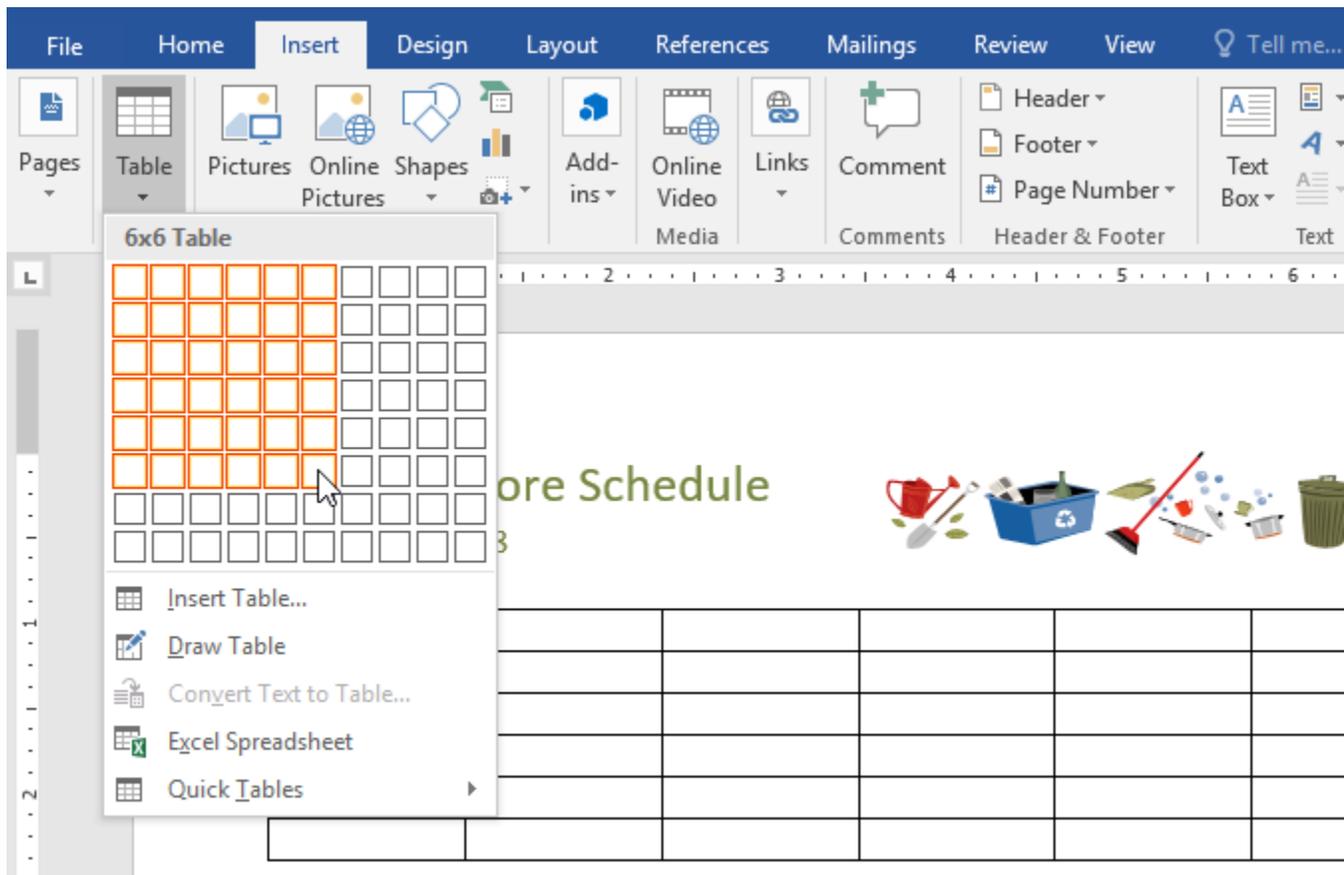
Watch the video below to learn more about creating tables.

To insert a blank table:

1. Place the insertion point where you want the table to appear.
2. Navigate to the **Insert** tab, then click the **Table** command.



3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.



- Click the grid to **confirm** your selection, and a table will appear.
- To **enter text**, place the insertion point in any cell, then begin typing.

Weekly Chore Schedule

June 24 – June 28



	Monday	Tuesday	Wed				

To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

To convert existing text to a table:

In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.

- Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.

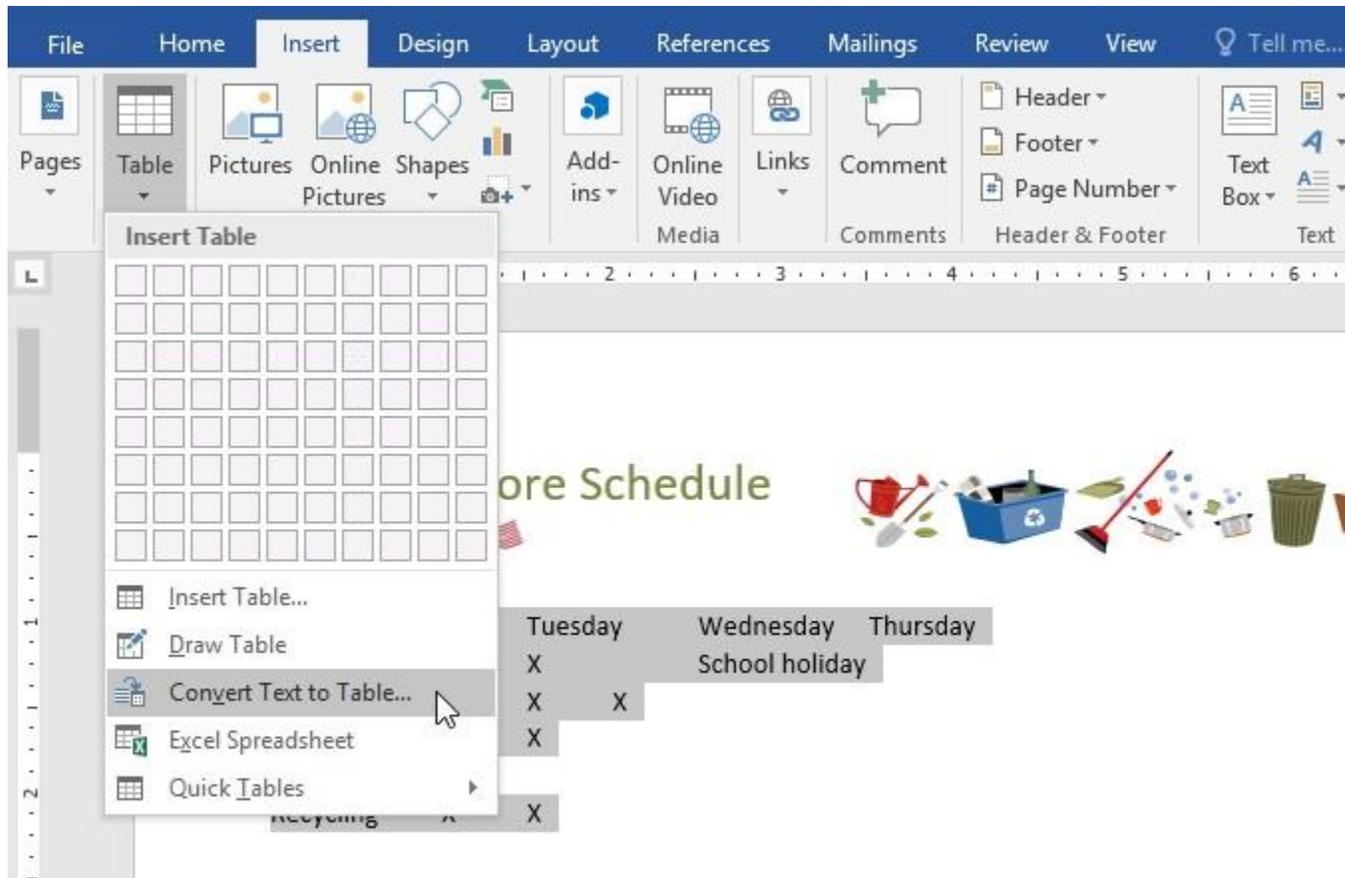
Weekly Chore Schedule

July 1 – July 5 

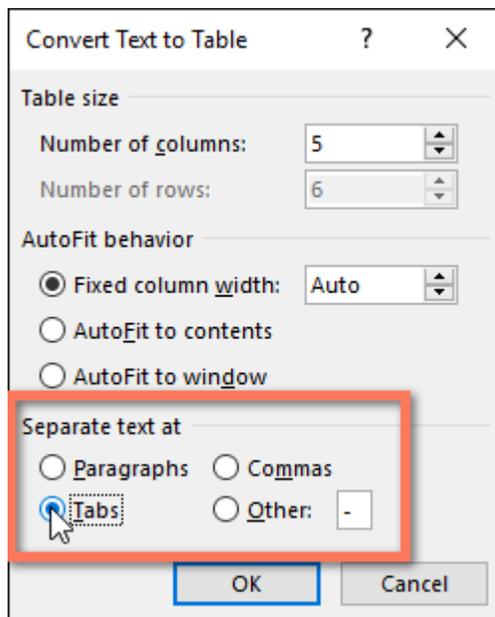


	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X		
Sweeping				
Recycling	X	X		

- Go to the **Insert** tab, then click the **Table** command.
- Select **Convert Text to Table** from the drop-down menu.



4. A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.



5. Click **OK**. The text will appear in a table.

Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

To add a row or column:

1. Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.

Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2. A new row or column will be added to the table.

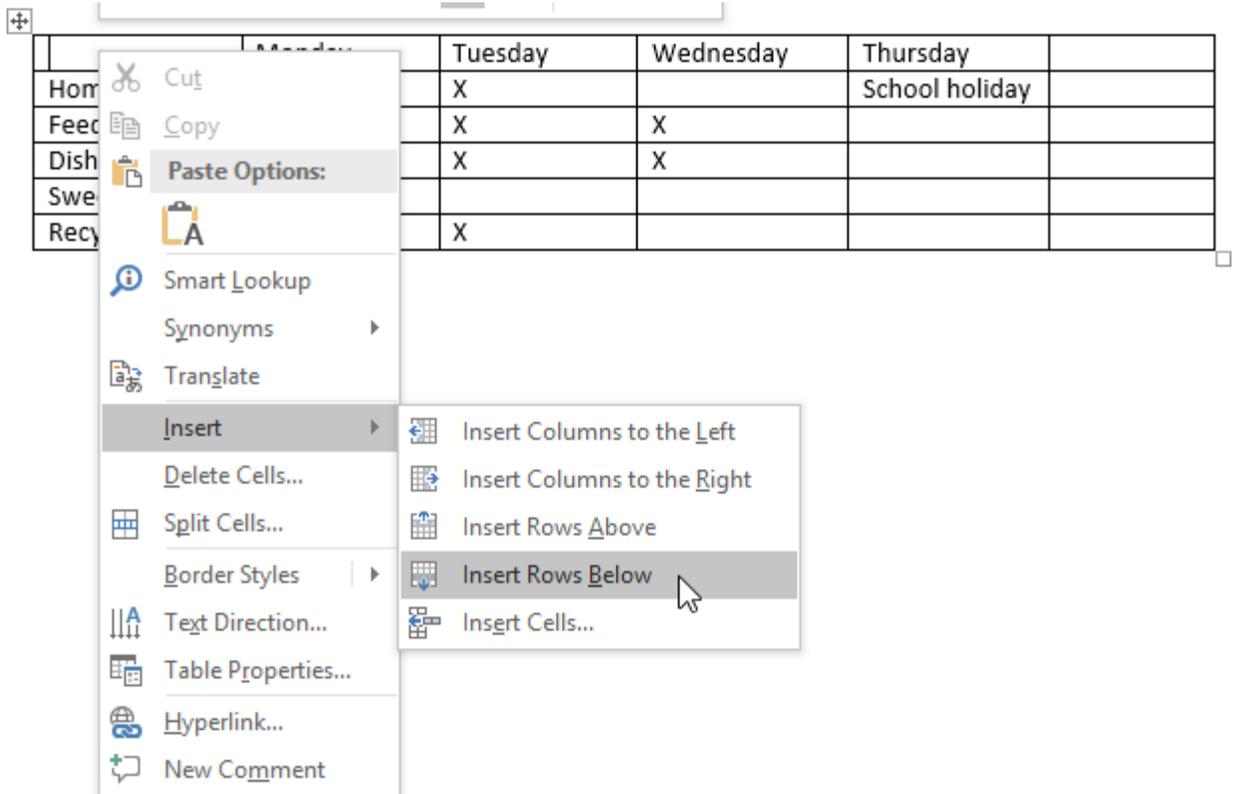
Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

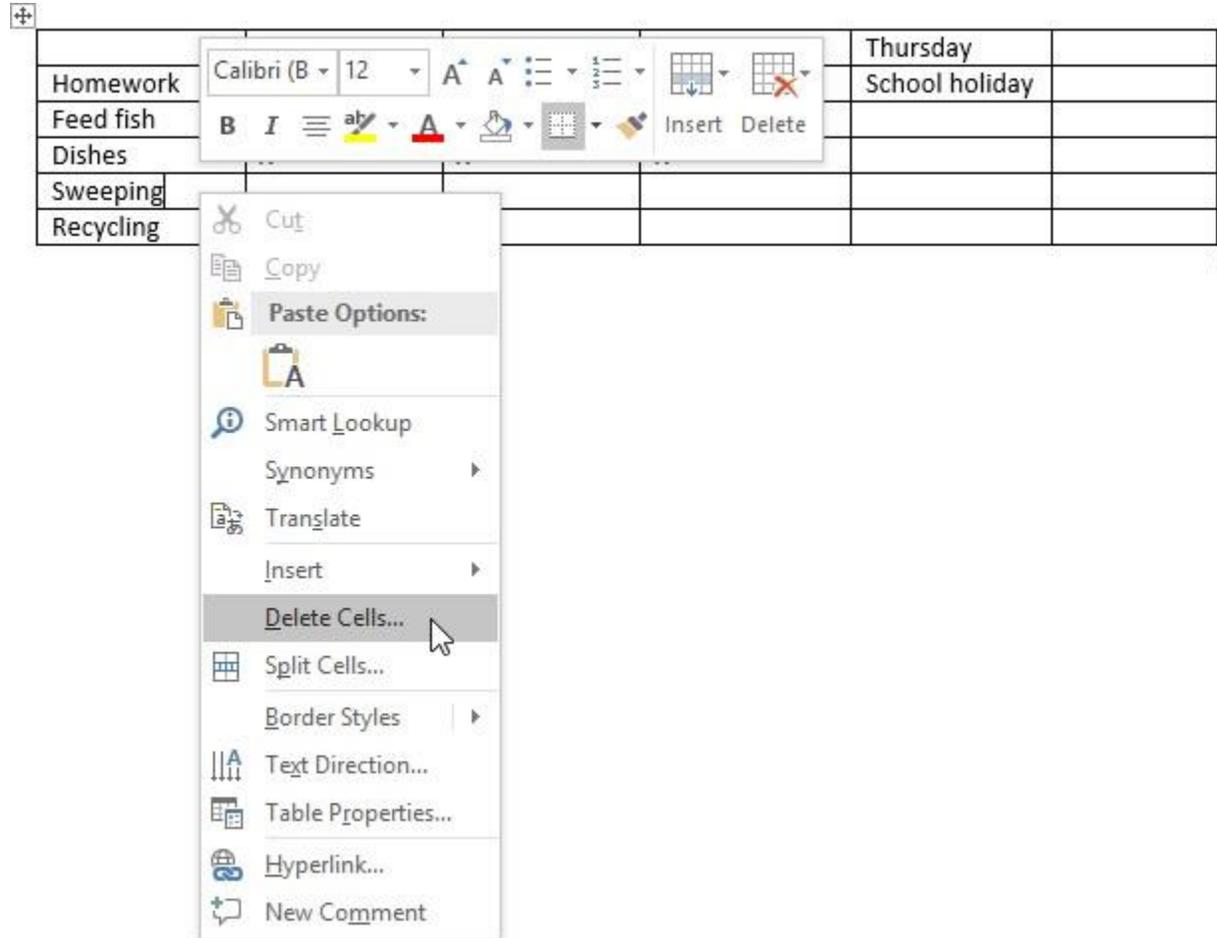
Alternatively, you can **right-click** the table, then hover over **Insert** to see various row and column options.



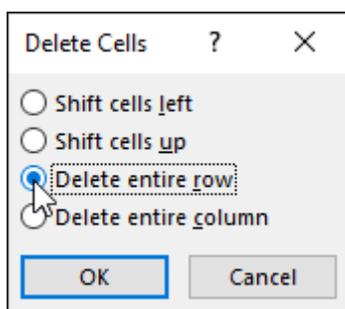
	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click, then select **Delete Cells** from the menu.



3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

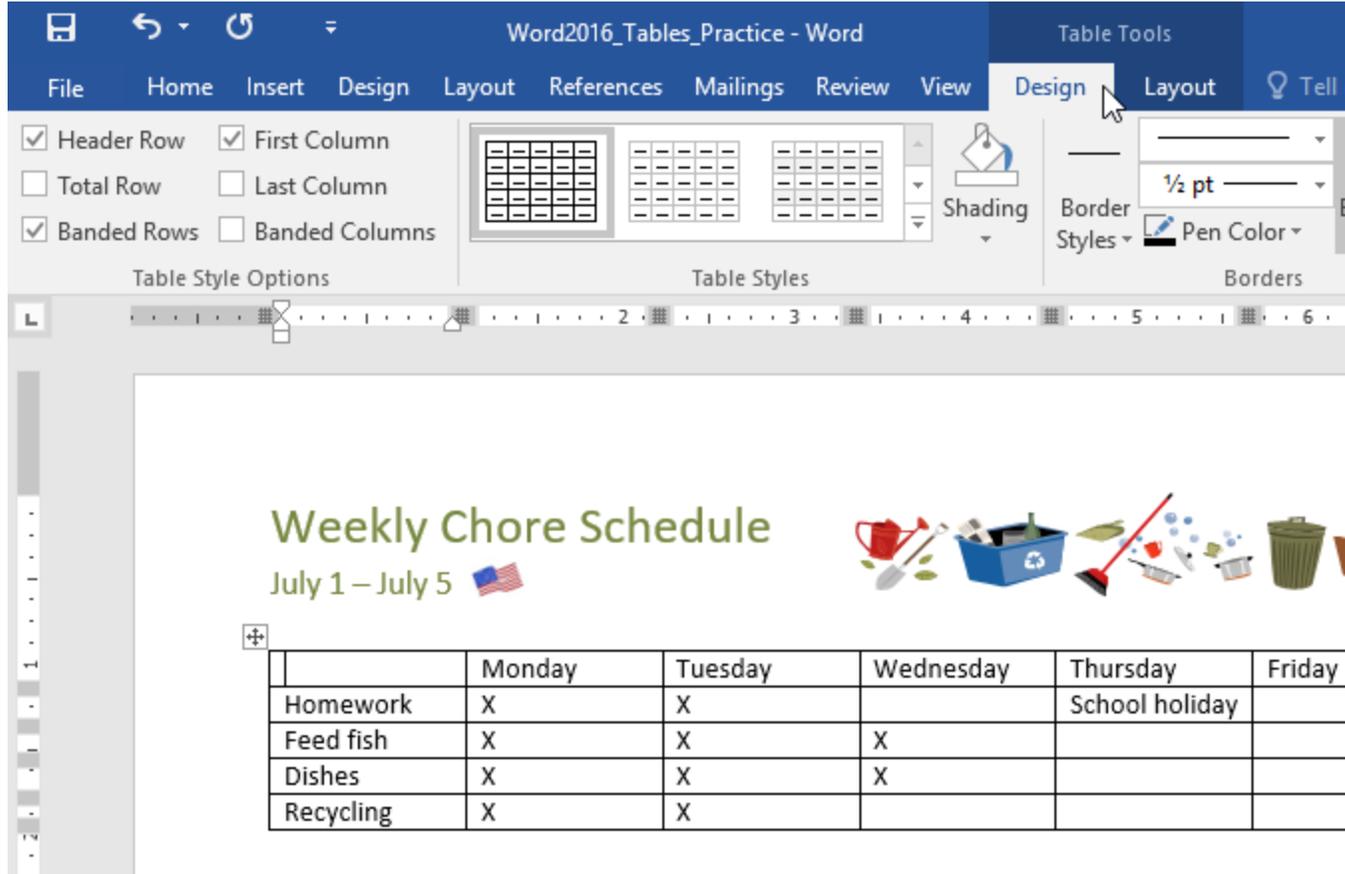


4. The row or column will be deleted.

To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.



Word2016_Tables_Practice - Word

Table Tools: Design, Layout

Table Style Options:

- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

Table Styles: [Grid icons] [More]

Shading: [Color palette]

Border Styles: [Line styles]

Borders: 1/2 pt, Pen Color

Weekly Chore Schedule

July 1 – July 5 

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.

Word2016_Tables_Practice - Word

Table Tools: Design, Layout

Table Style Options:

- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

Table Styles: Shading, Border Styles (1/2 pt), Pen Color

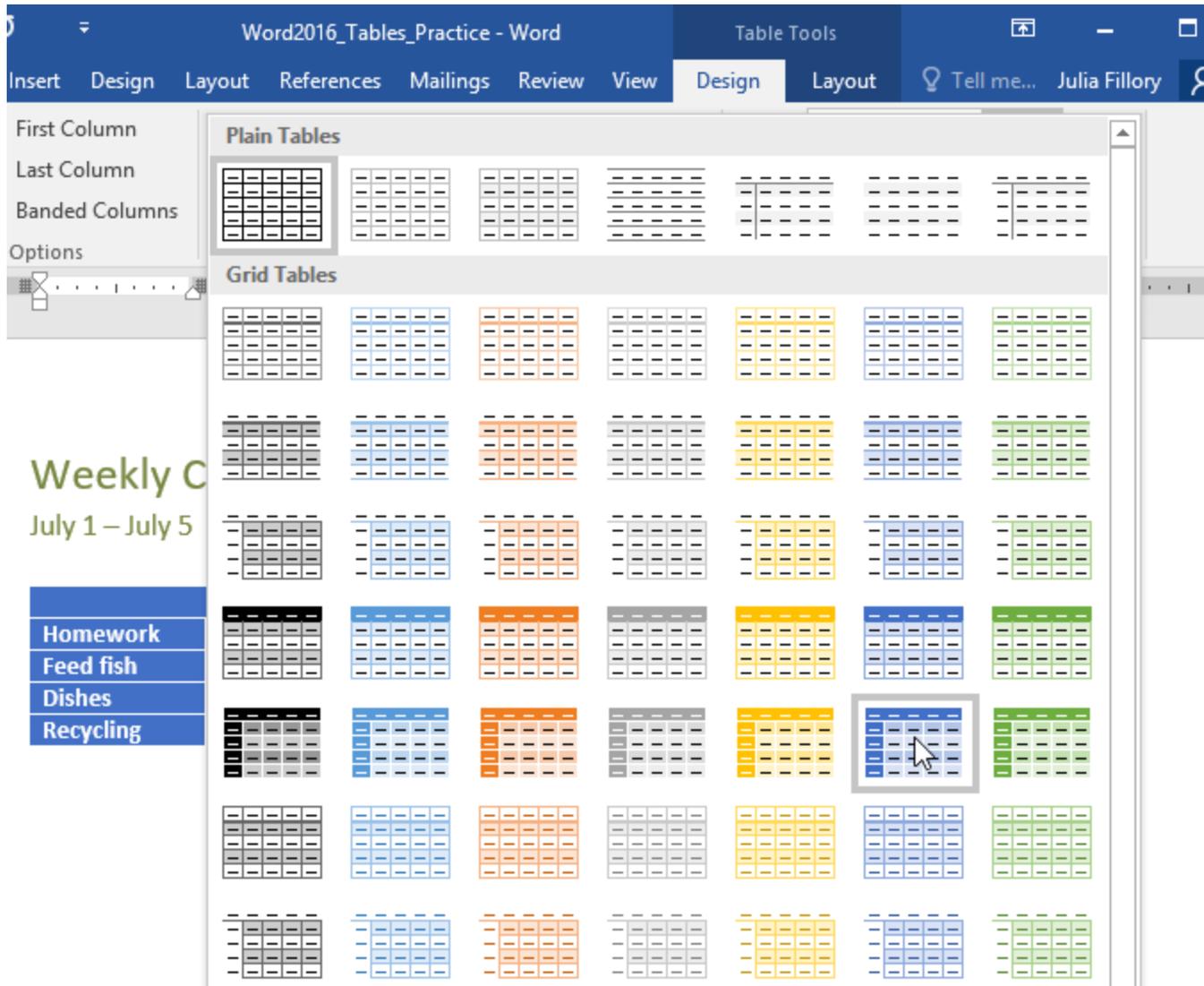
More
Quickly change the visual style of your table.
Each style uses a unique combination of borders and shading to change the appearance of your table. Hover over a style in the gallery to preview it in your document.

Weekly Chore Schedule

July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

3. Select the **table style** you want.



4. The table style will appear.

Weekly Chore Schedule

July 1 – July 5 

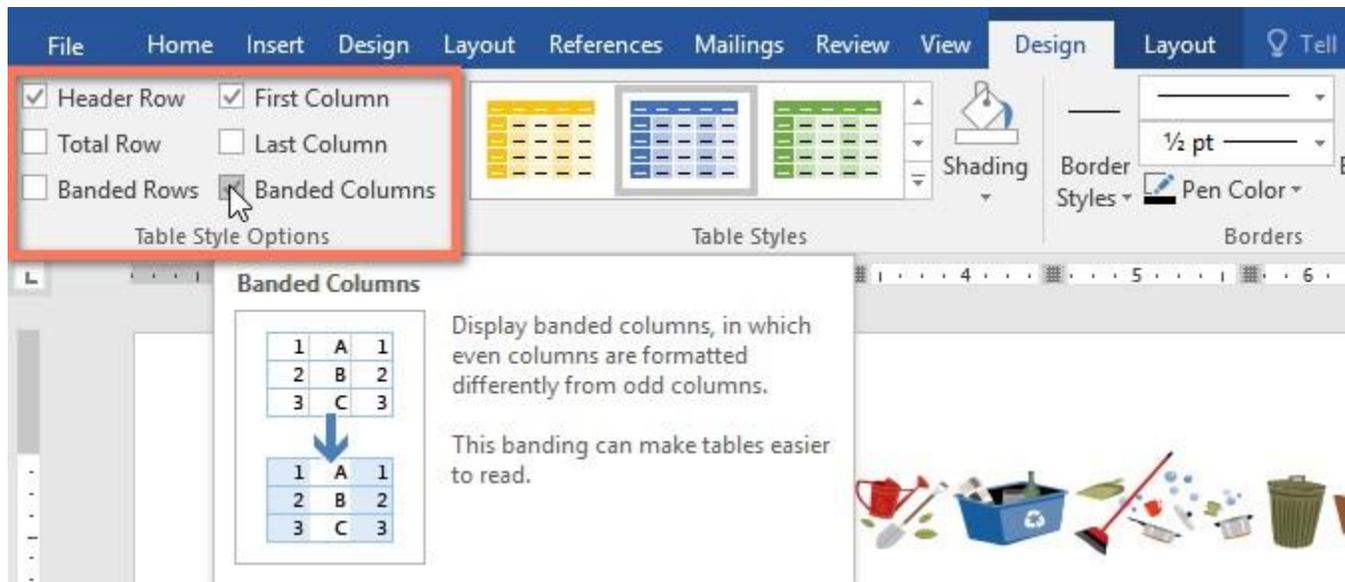


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere in your table, then navigate to the **Design** tab.
2. Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



3. The table style will be modified.

Weekly Chore Schedule

July 1 – July 5



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

To apply borders to a table:

1. Select the **cells** you want to apply a border to.

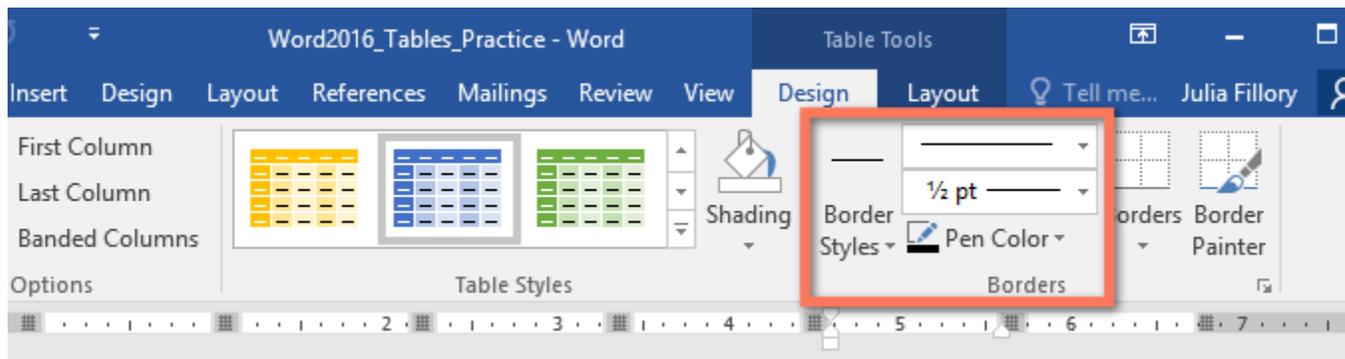
Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

- Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **PenColor**.



- Click the **drop-down** arrow below the **Borders** command.
- Choose a **border type** from the menu.

Word2016_Tables_Practice - Word

Table Tools

Insert Design Layout References Mailings Review View Design Layout Tell me... Julia Fillory

First Column
Last Column
Banded Columns
Options

Table Styles

Shading

Border Styles

1 ½ pt

Pen Color

Borders

Border Painter

Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal
Inside Vertical
Diagonal Down
Diagonal Up
Horizontal Line
Draw Table
View Gridlines
Borders and Shading

Weekly Chore Schedule

– July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

- The border will be applied to the selected cells.

Weekly Chore Schedule

July 1 – July 5 🇺🇸

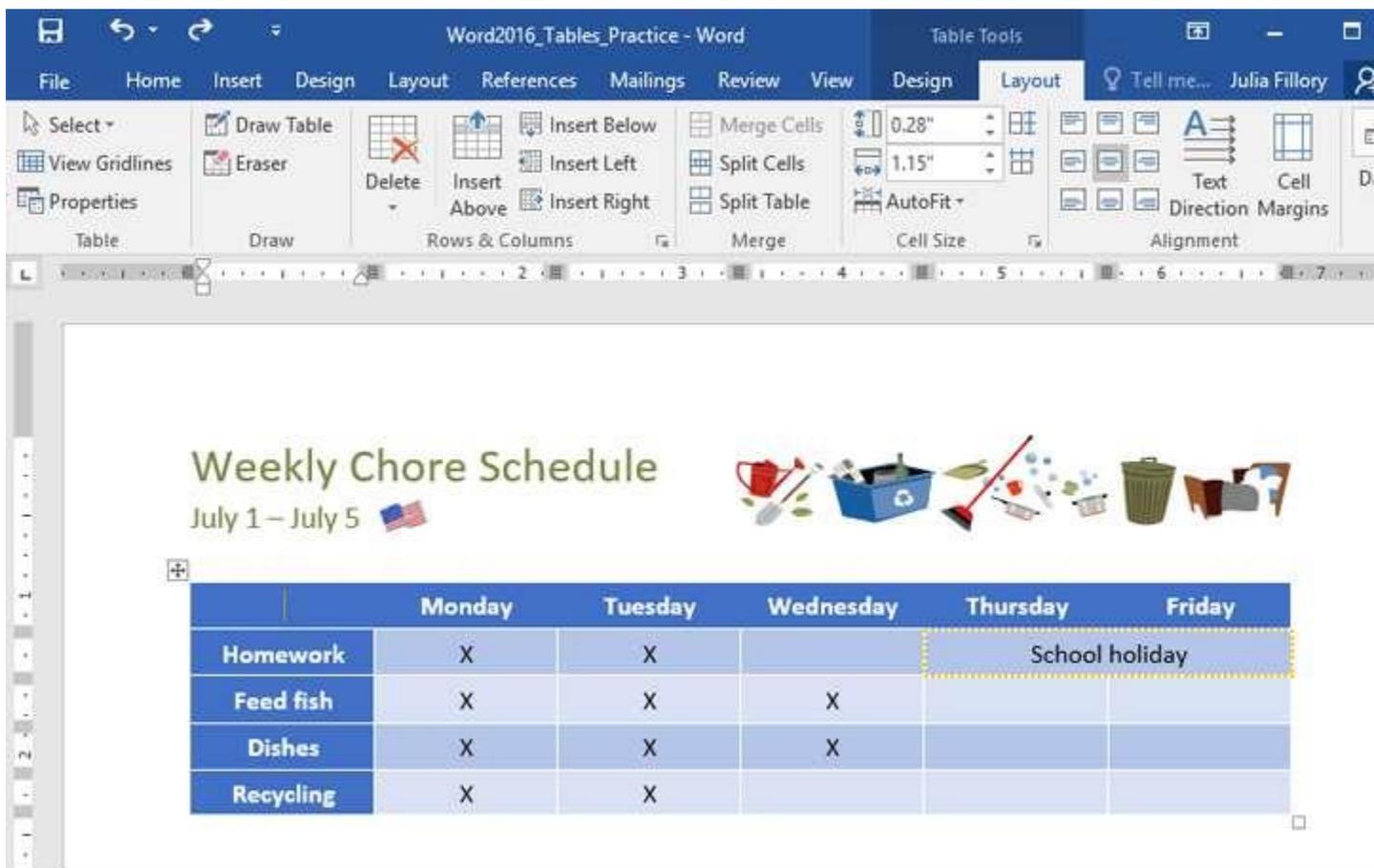


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

Click the buttons in the interactive below to learn more about Word's table layout controls.



Weekly Chore Schedule
July 1 – July 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Challenge!

1. Open our [practice document](#).
2. Scroll to **page 3** and select all of the text below the dates **July 8 - July 12**.
3. Use the **Convert Text to Table** to insert the text into a **6-column** table. Make sure to **Separate text at Tabs**.
4. **Delete** the Saturday column.
5. **Insert a column** to the **left** of the Friday column and type **Thursday** in the top cell.
6. Change the **table style** to any style that begins with **Grid Table 5**. **Hint:** Style names appear when you hover over them.
7. In the **Table Style Options** menu, uncheck Banded Rows and check Banded Columns.
8. Select the **entire table**. In the **Borders** drop-down menu, choose **All Borders**.
9. With the table still selected, increase the **table row height** to 0.3" (0.8 cm).
10. Select the first row and change the **cell alignment** to **Align Center**.

11. When you're finished, your table should look something like this:

Weekly Chore Schedule

July 8 – July 12



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X			
Feed fish	X		X		X
Dishes		X			
Recycling	X	X			



Word 2016

Charts

Introduction

A **chart** is a tool you can use to **communicate information graphically**. Including a chart in your document can help you illustrate numerical data—such as comparisons and trends—so it's easier for the reader to understand.

Optional: Download our [practice document](#).

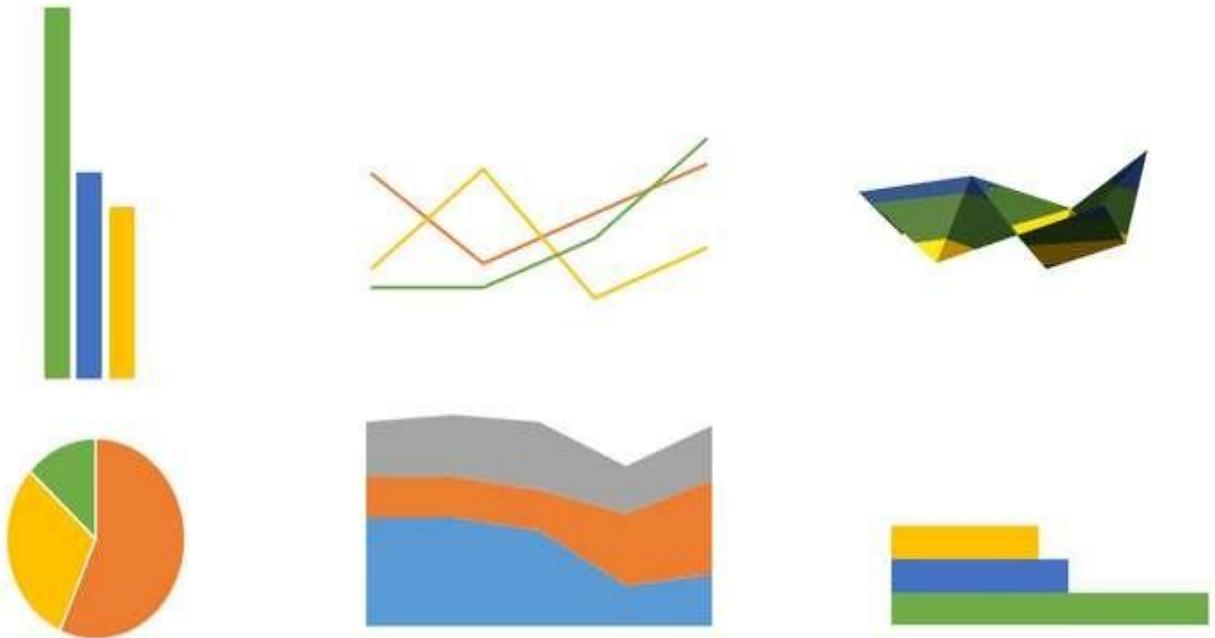
Watch the video below to learn more about creating charts.

Types of charts

There are several **types** of charts to choose from. To use charts effectively, you'll need to understand what makes each one unique.

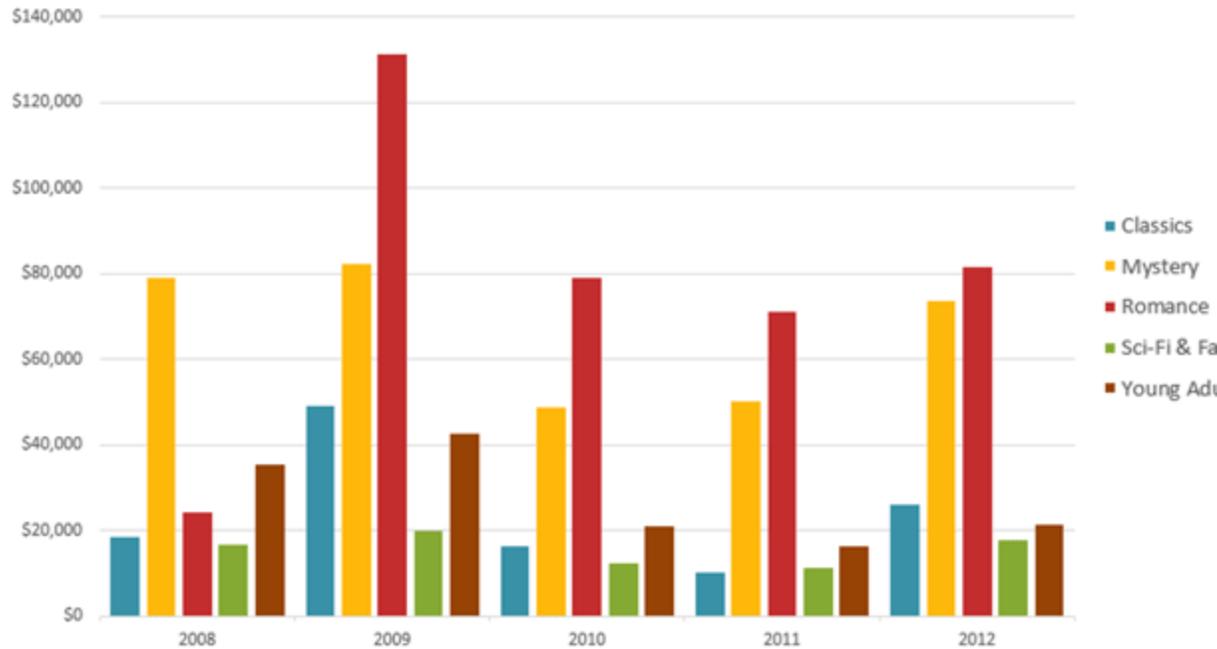
Click the arrows in the slideshow below to learn more about the types of charts in Word.

Types of Charts



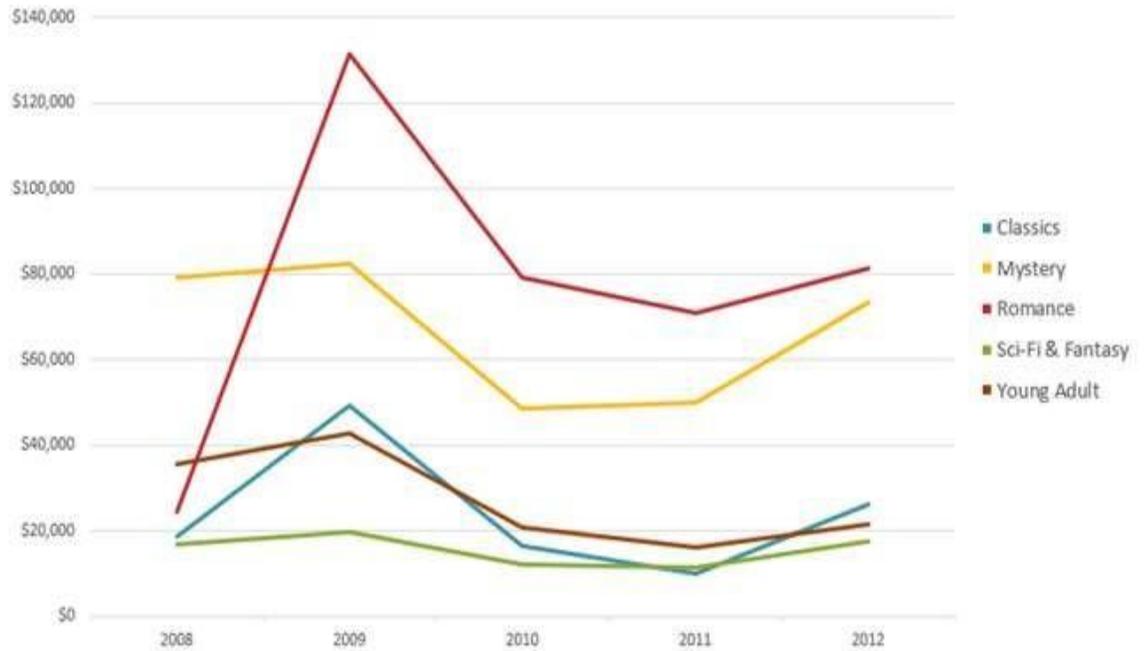
Word has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Word.

Column



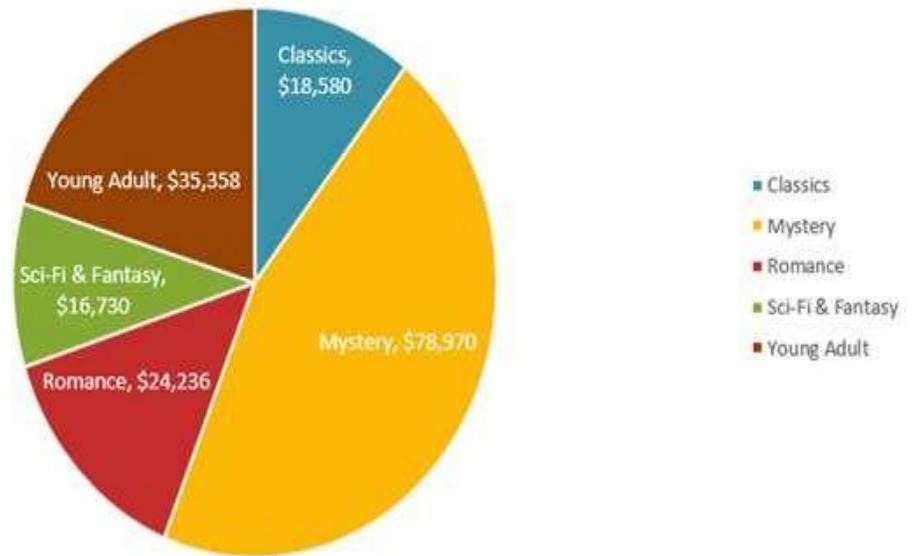
Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.

Line



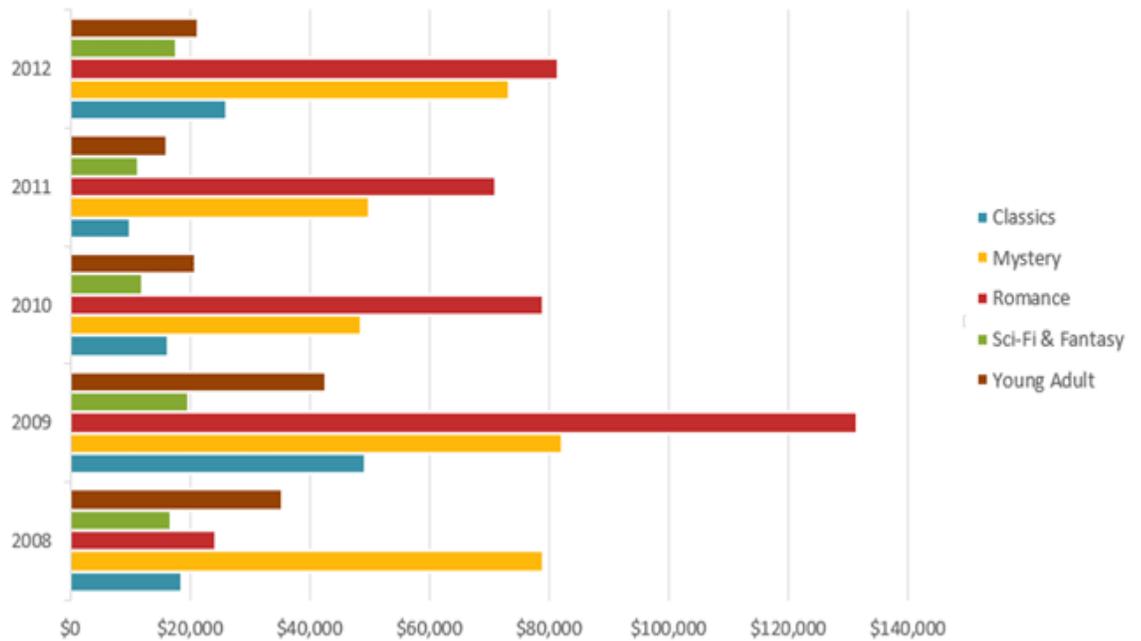
Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.

Pie



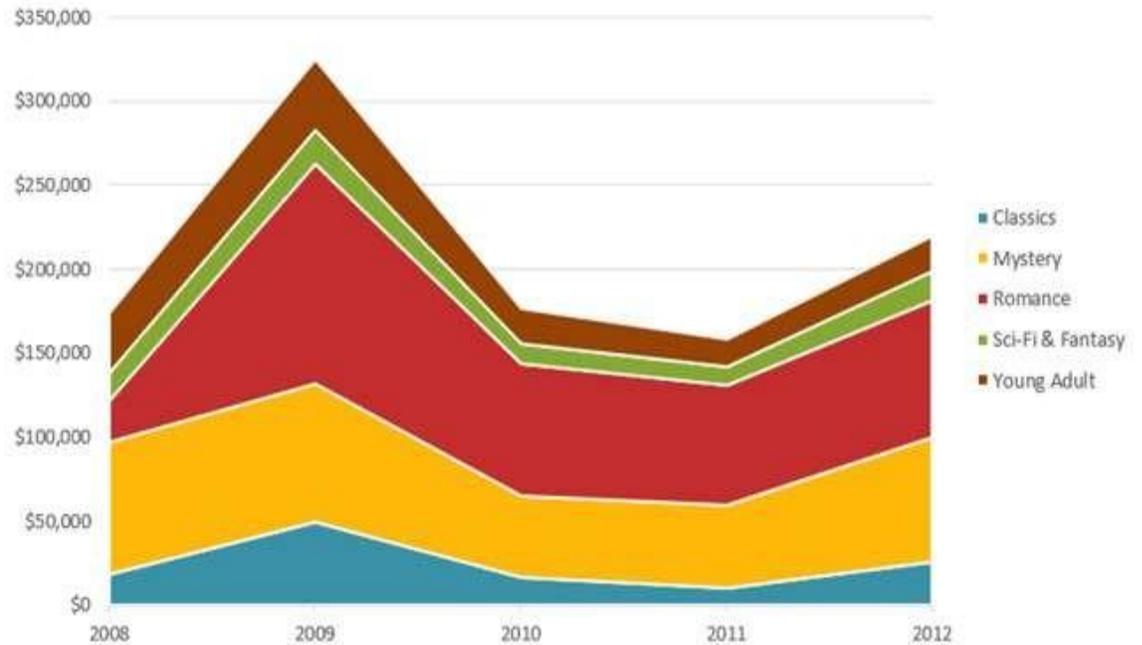
Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.

Bar



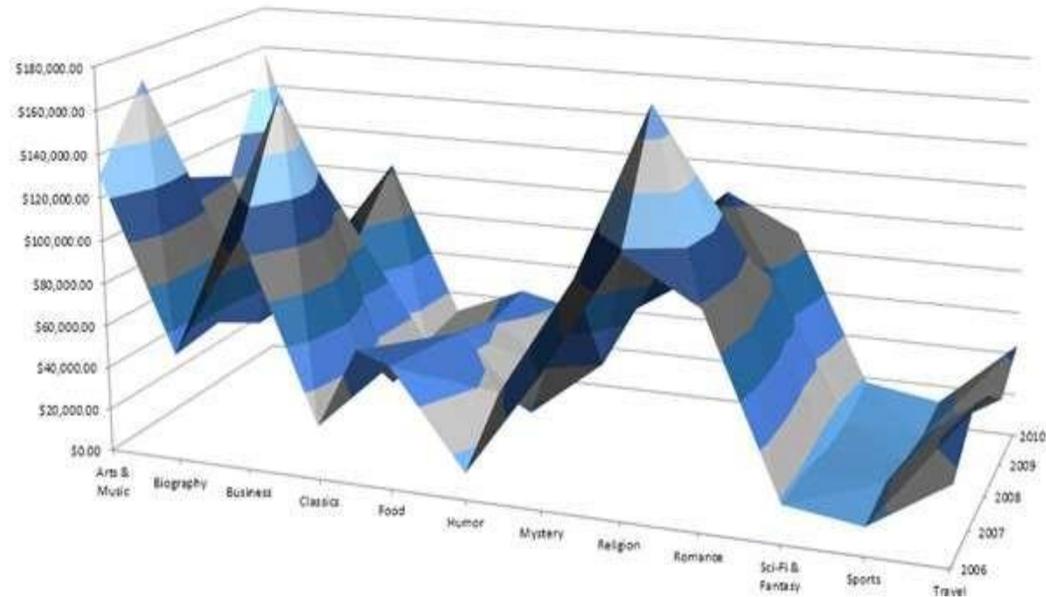
Bar charts work just like column charts, but they use horizontal rather than vertical bars.

Area



Area charts are similar to line charts, except the areas under the lines are filled in.

Surface



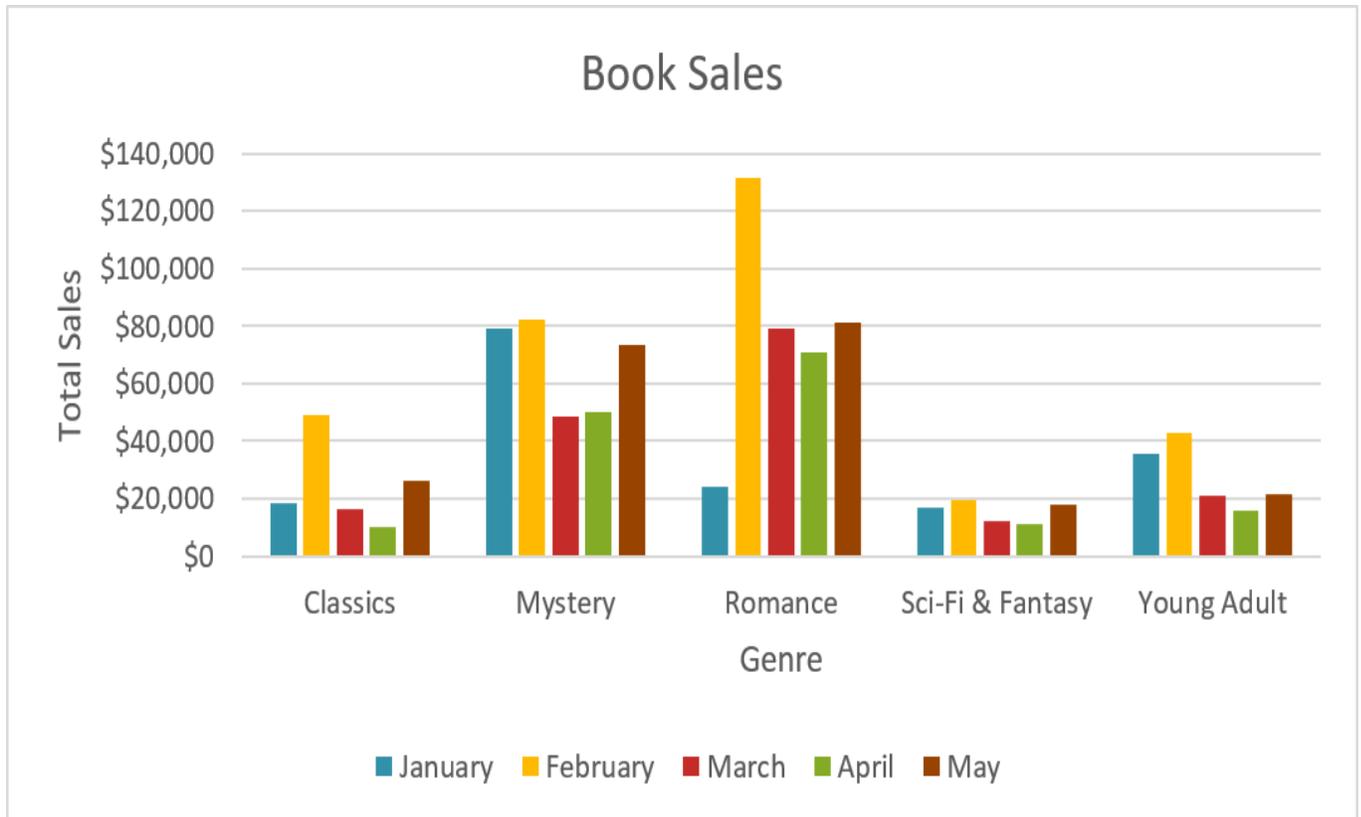
Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time.



Identifying the parts of a chart

In addition to chart types, you'll need to understand how to **read a chart**. Charts contain several different elements—or parts—that can help you interpret data.

Click the buttons in the interactive below to learn about the different parts of a chart.



Inserting charts

Word utilizes a separate **spreadsheet window** for entering and editing chart data, much like a spreadsheet in Excel. The process of entering data is fairly simple, but if you're unfamiliar with Excel, you might want to review our [Cell Basics](#) lesson.

To insert a chart:

1. Place the **insertion point** where you want the chart to appear.
2. Navigate to the **Insert** tab, then click the **Chart** command in the **Illustrations** group.

The screenshot shows the Microsoft Word 2016 interface. The 'Insert' tab is active, and the 'Chart' button is highlighted. A dialog box titled 'Add a Chart' is open, displaying a bar chart with five bars of varying heights (4, 2, 3, 5, 3) and a 'Tell me more' link.

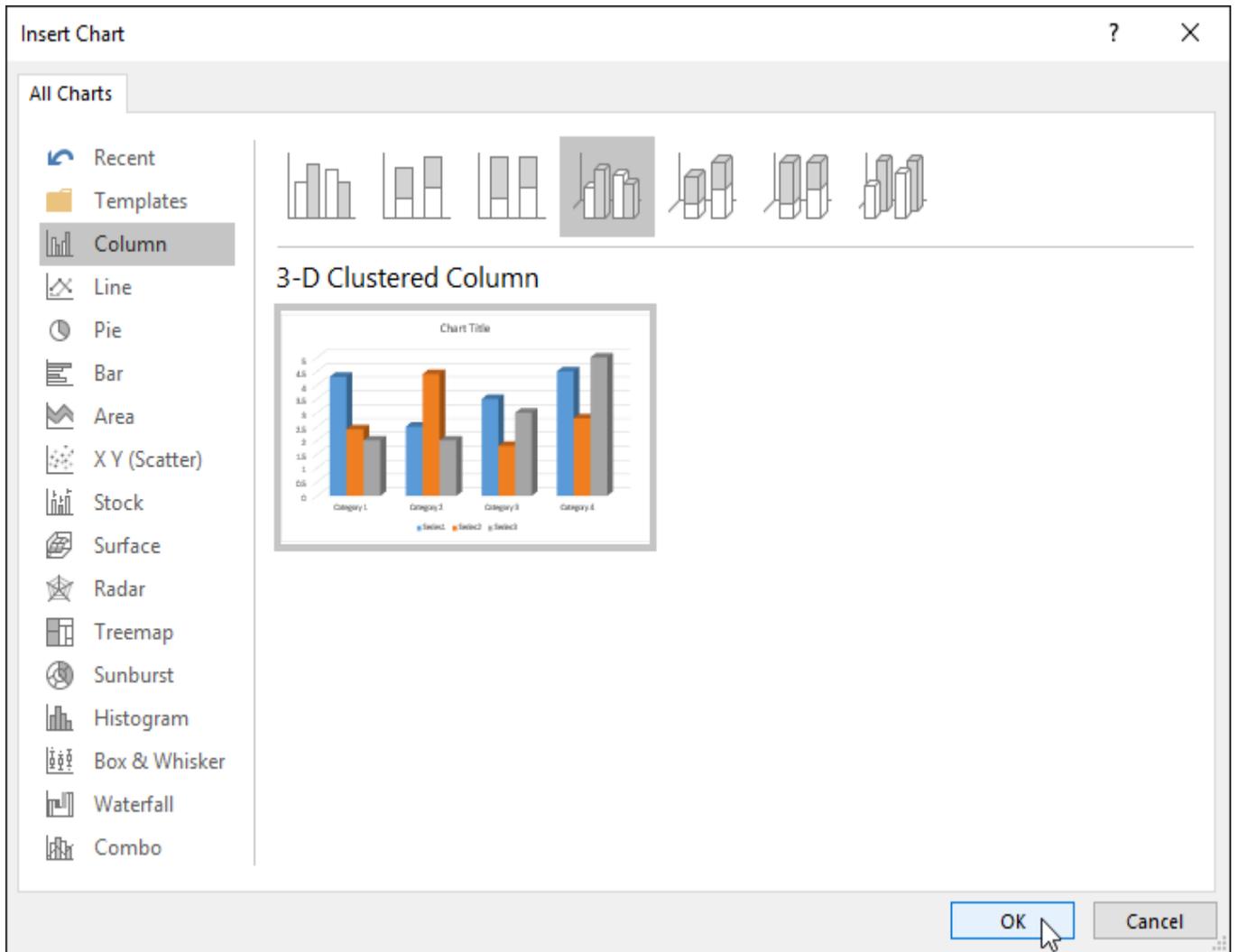
Add a Chart

Make it easy to spot patterns and trends in your data by inserting a bar, area, or line chart.

Category	Value
1	4
2	2
3	3
4	5
5	3

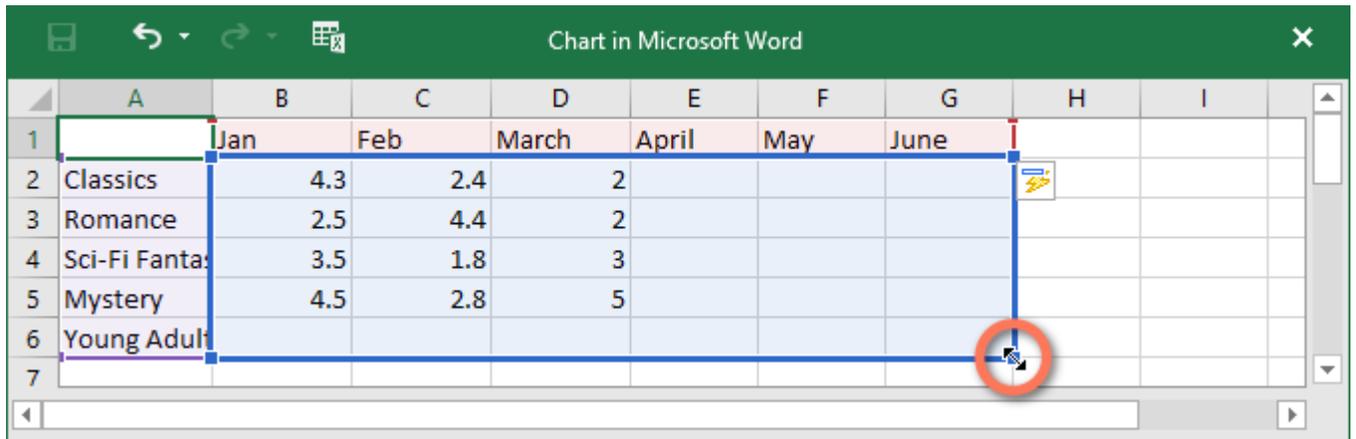
[Tell me more](#)

3. A dialog box will appear. To view your options, choose a **chart type** from the left pane, then browse the **charts** on the right.
4. Select the desired **chart**, then click **OK**.



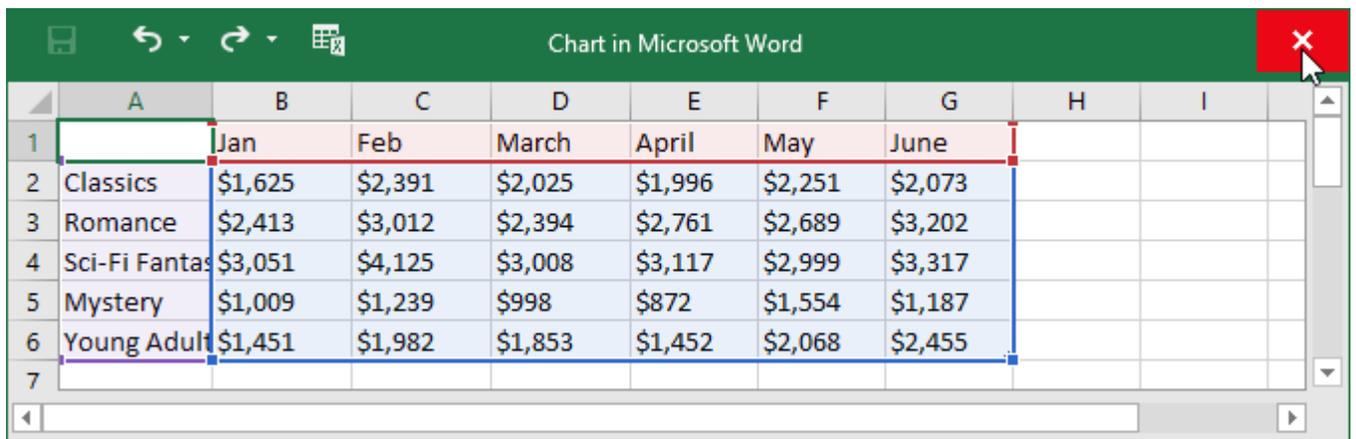
5. A chart and spreadsheet window will appear. The text in the spreadsheet is merely a **placeholder** that you'll need to replace with your own source data. The source data is what Word will use to create the chart.

- Only the data enclosed in the **blue box** will appear in the chart. If necessary, click and drag the **lower-right corner** of the blue box to manually increase or decrease the datarange.



	A	B	C	D	E	F	G	H	I
1		Jan	Feb	March	April	May	June		
2	Classics	4.3	2.4	2					
3	Romance	2.5	4.4	2					
4	Sci-Fi Fantas	3.5	1.8	3					
5	Mystery	4.5	2.8	5					
6	Young Adult								
7									

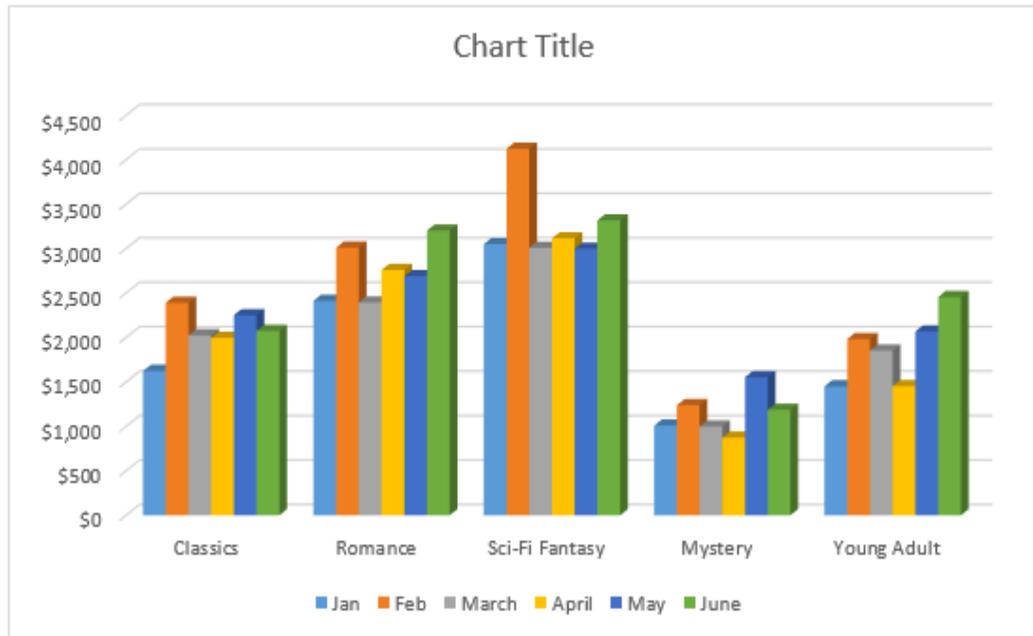
- When you're done, click **X** to close the spreadsheet window.



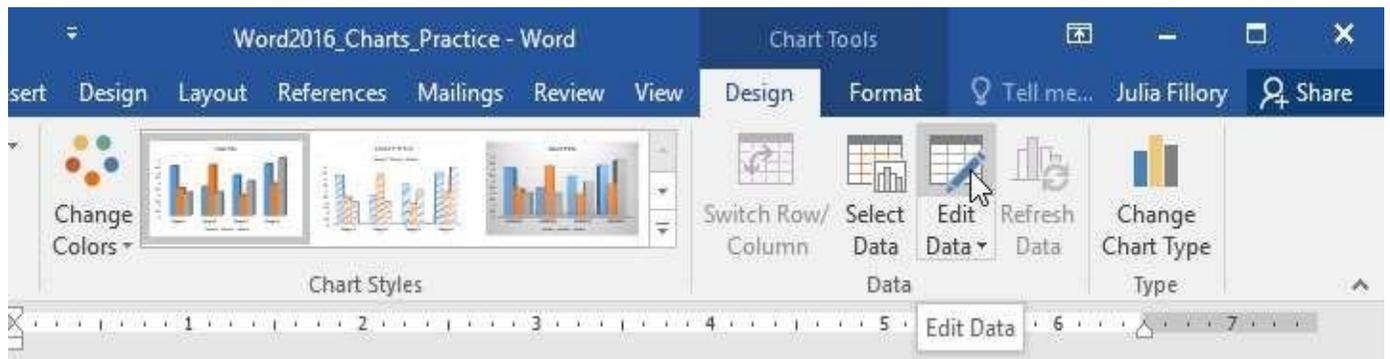
	A	B	C	D	E	F	G	H	I
1		Jan	Feb	March	April	May	June		
2	Classics	\$1,625	\$2,391	\$2,025	\$1,996	\$2,251	\$2,073		
3	Romance	\$2,413	\$3,012	\$2,394	\$2,761	\$2,689	\$3,202		
4	Sci-Fi Fantas	\$3,051	\$4,125	\$3,008	\$3,117	\$2,999	\$3,317		
5	Mystery	\$1,009	\$1,239	\$998	\$872	\$1,554	\$1,187		
6	Young Adult	\$1,451	\$1,982	\$1,853	\$1,452	\$2,068	\$2,455		
7									

- The chart will be complete.

 **Ballard Books**
Monthly Sales Progress Report



To edit your chart again, simply select it, then click the **Edit Data** command on the **Design** tab. The spreadsheet window will reappear.



Creating charts with existing Excel data

If you already have data in an **existing Excel file** that you'd like to use in Word, you can **copy and paste** it instead of entering it by hand. Just open the spreadsheet in Excel, copy the data, then paste it as the source data in Word.

You can also **embed** an existing Excel chart into your Word document. This is useful if you know you're going to be updating your Excel file later; the chart in Word will update automatically any time a change is made.

Read our guide on [Embedding an Excel Chart](#) for more information.

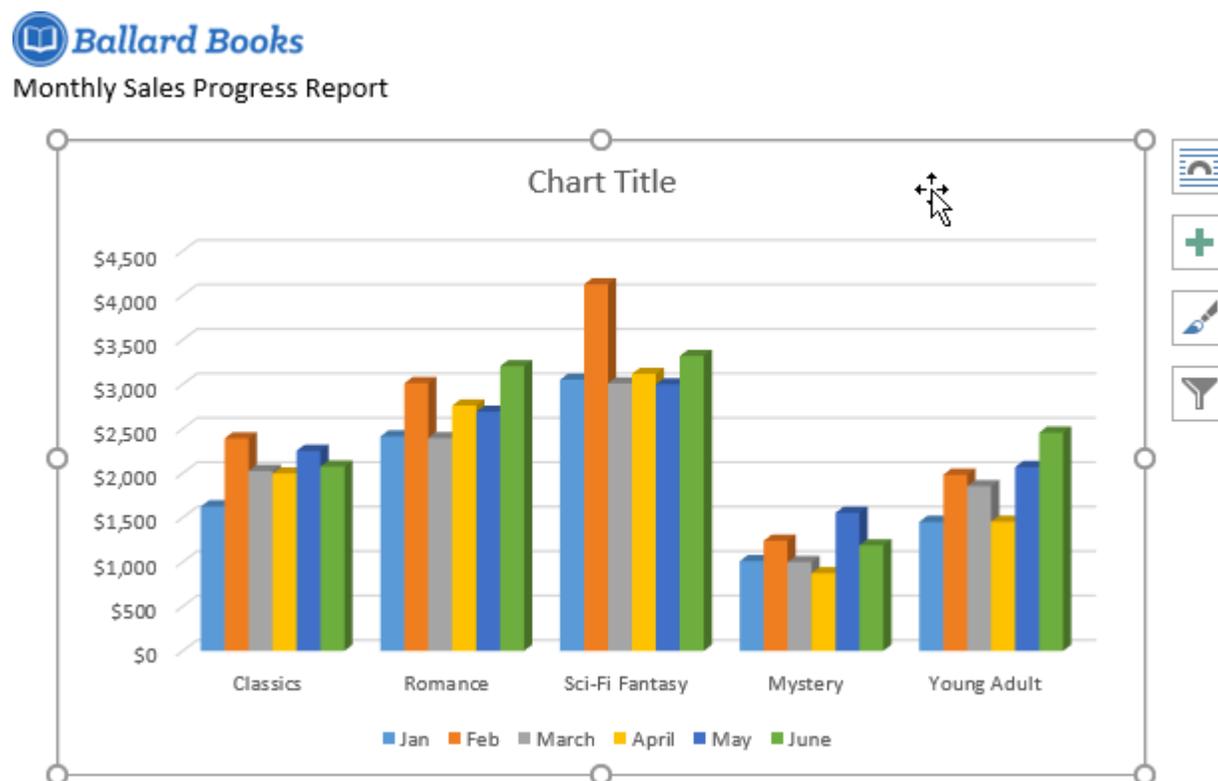
Modifying charts with chart tools

There are many ways to customize and organize your chart in Word. For example, you can quickly change the **chart type**, **rearrange** the data, and even change the chart's **appearance**.

To switch row and column data:

Sometimes you may want to change the way your chart data is **grouped**. For example, in the chart below the data is grouped **by genre**, with columns for **each month**. If we switched the rows and columns, the data would be grouped **by month** instead. In both cases, the chart contains the same data—it's just presented in a different way.

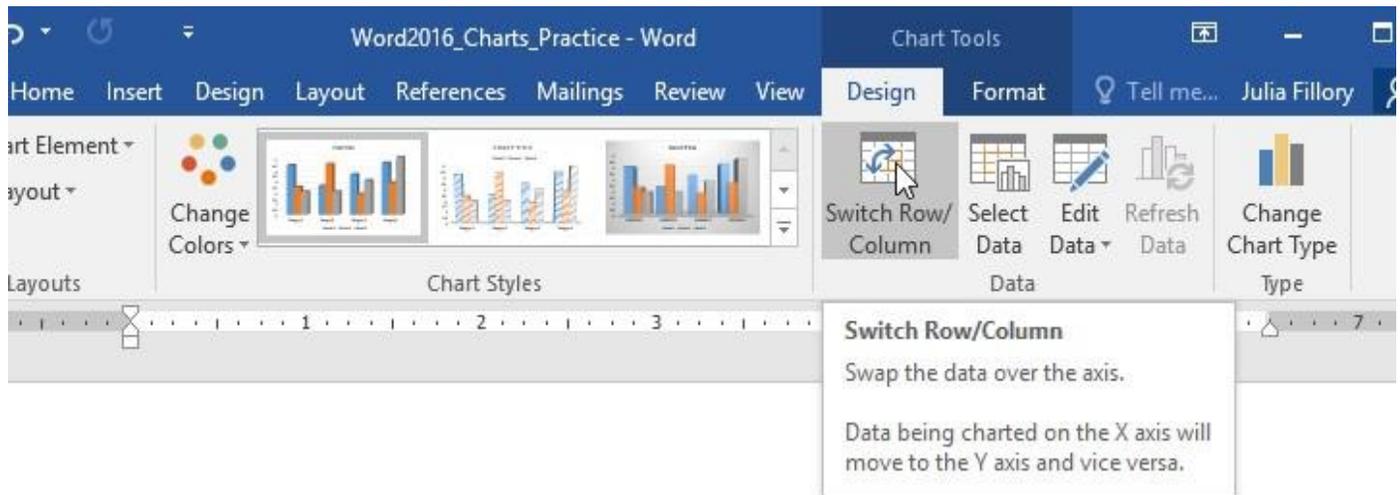
1. Select the **chart** you want to modify. The **Design** tab will appear on the right side of the Ribbon.



2. From the **Design** tab, click the **Edit Data** command in the **Data** group.

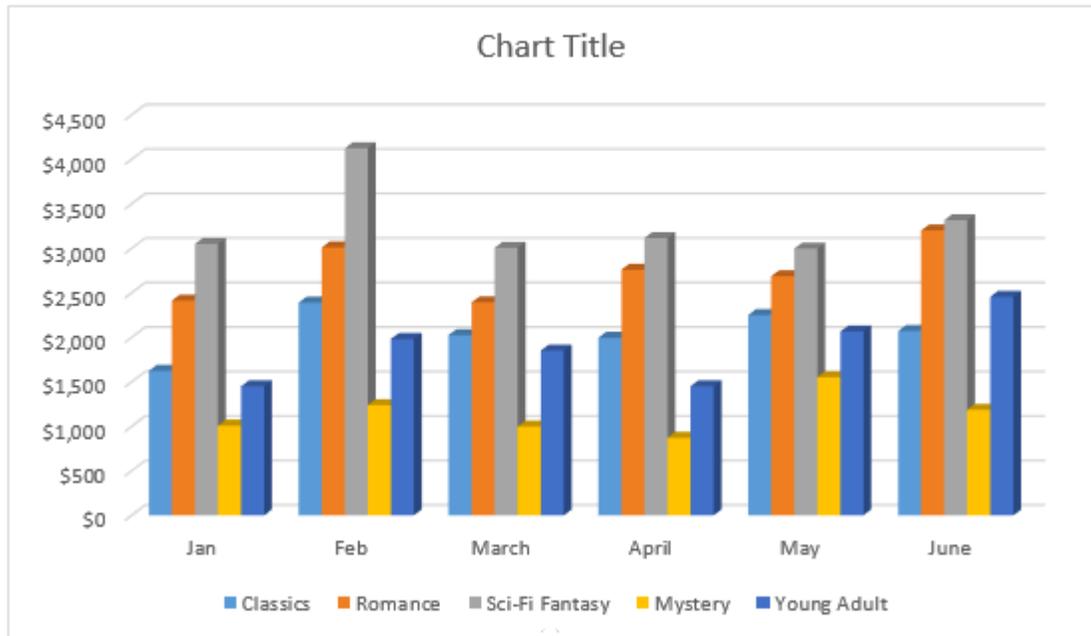


3. Click the **chart** again to reselect it, then click the **Switch Row/Column** command.



4. The rows and columns will be **switched**. In our example, the data is now grouped by month, with columns for each genre.

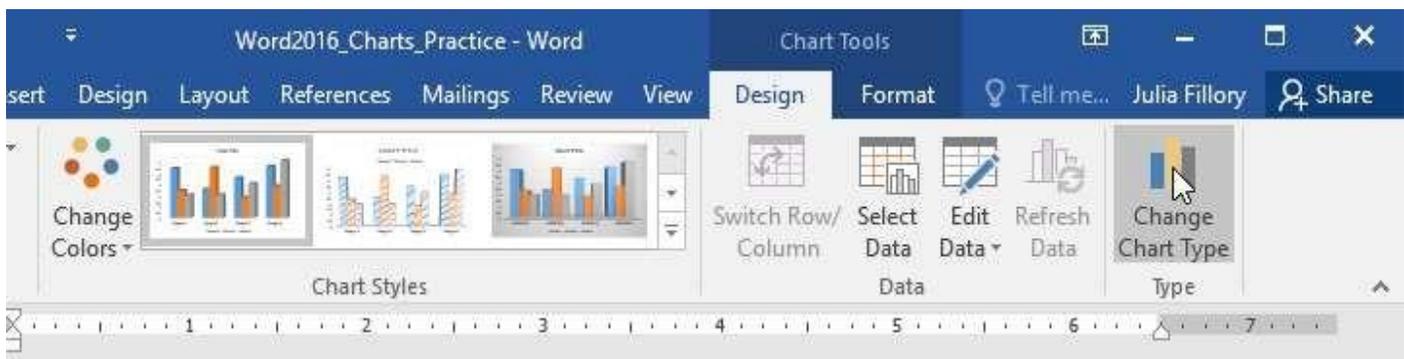
Ballard Books
Monthly Sales Progress Report



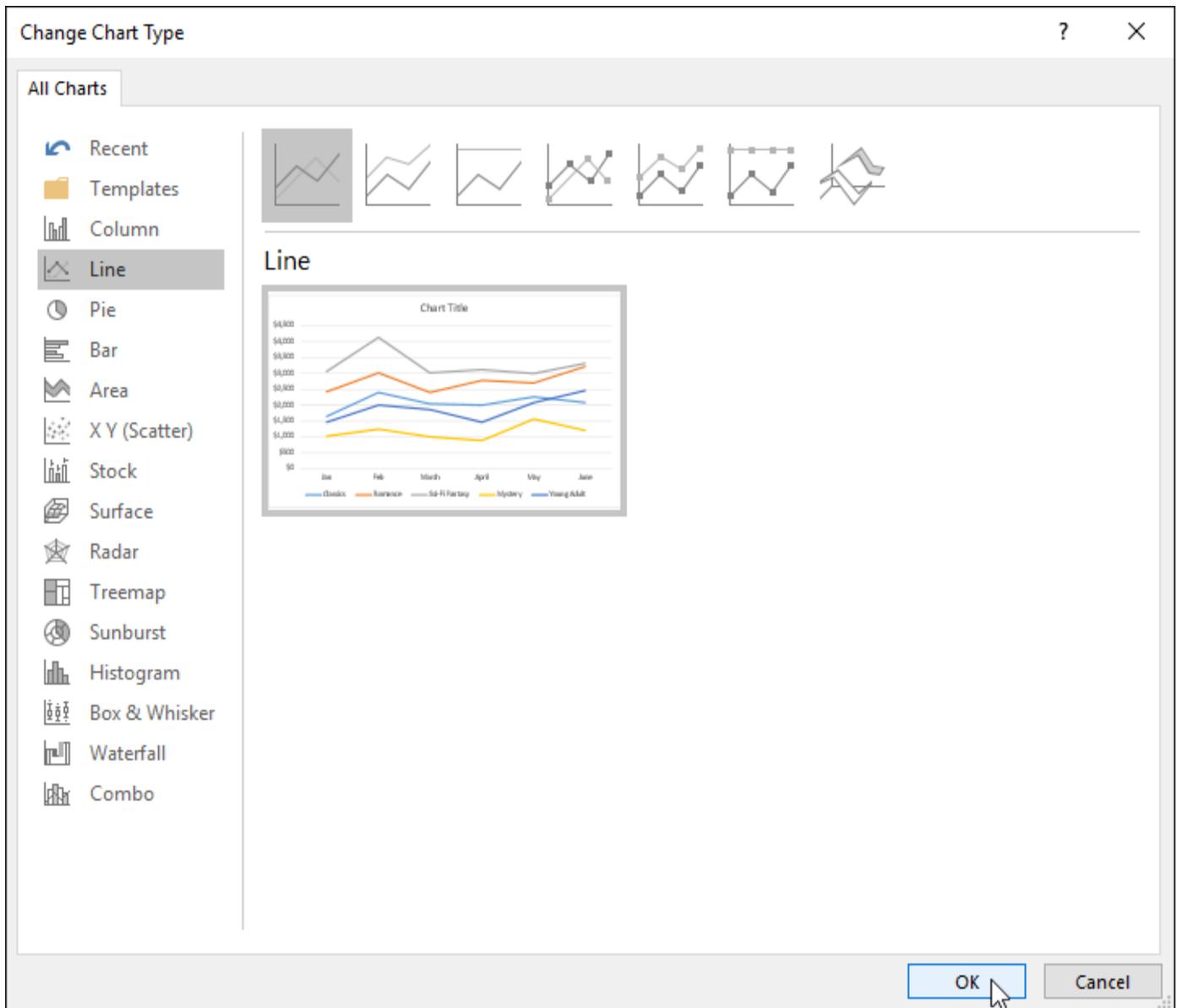
To change the chart type:

If you find that your chosen **chart type** isn't suited to your data, you can change it to a different one. In our example, we'll change the chart type from a **column** chart to a **line** chart.

1. Select the **chart** you want to change. The **Design** tab will appear.
2. From the **Design** tab, click the **Change Chart Type** command.

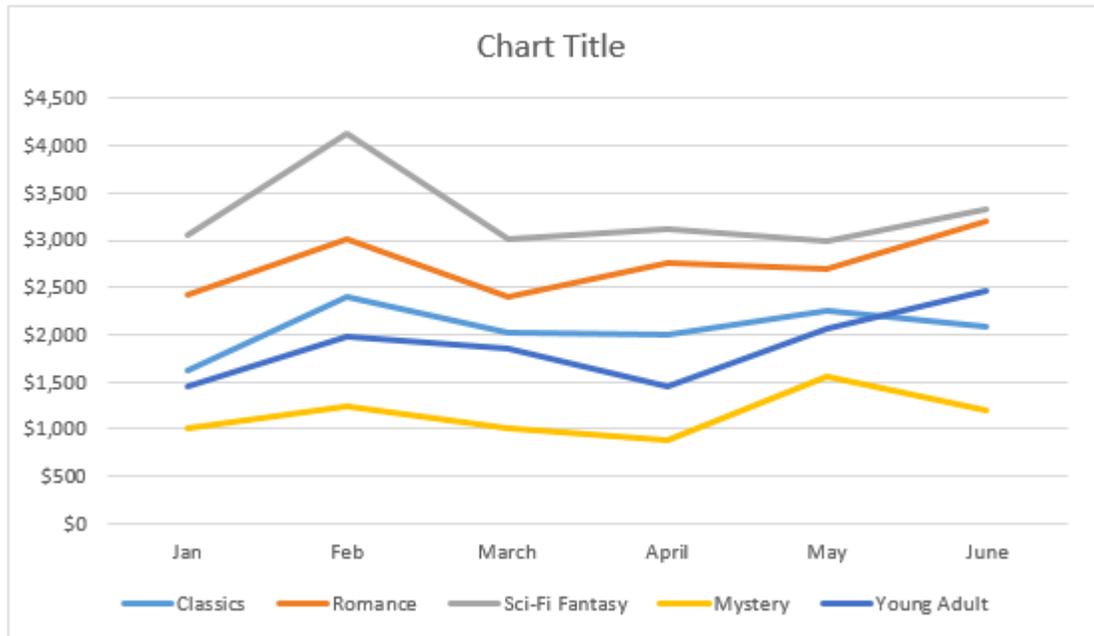


3. A dialog box will appear. Select the desired **chart**, then click **OK**.



4. The new chart type will be applied. In our example, the line chart makes it easier to see trends over time.

 **Ballard Books**
Monthly Sales Progress Report



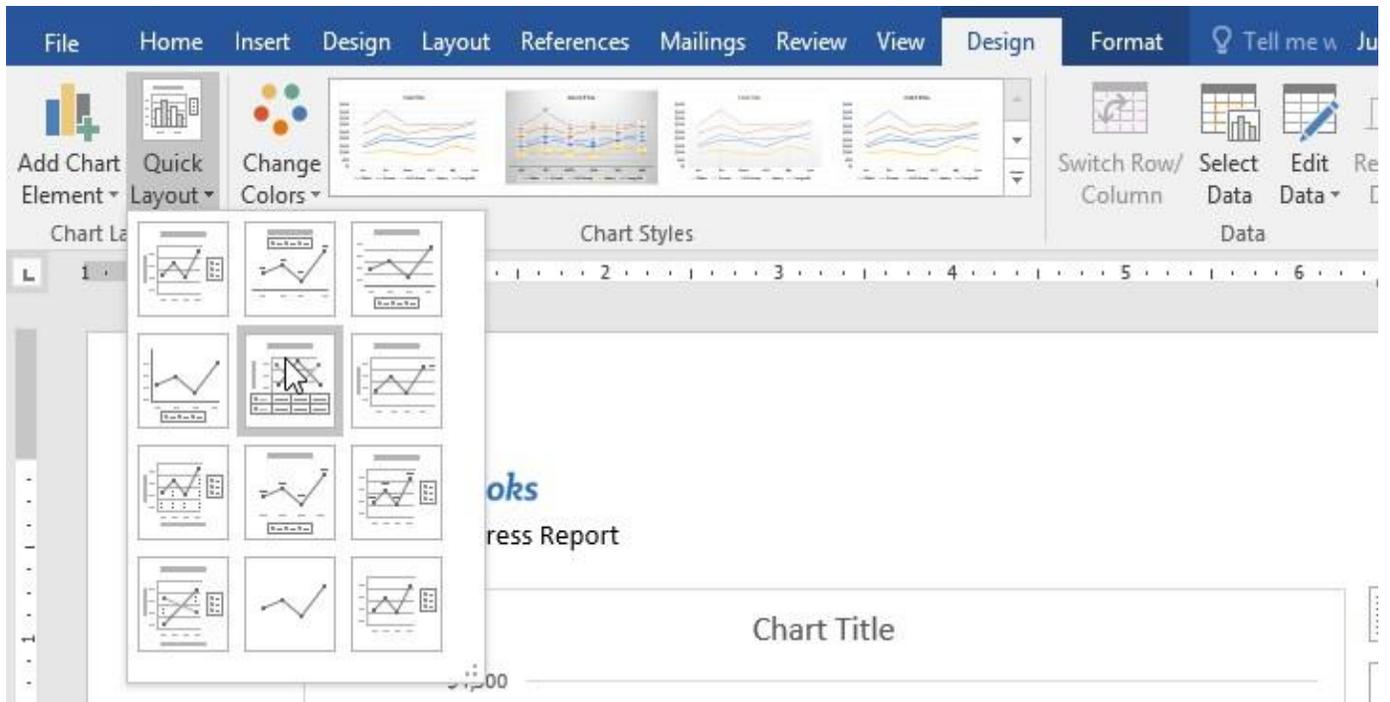
To change the chart layout:

To change the arrangement of your chart, try choosing a different **layout**. Layout can affect several elements, including the chart title and data labels.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **Quick Layout** command.



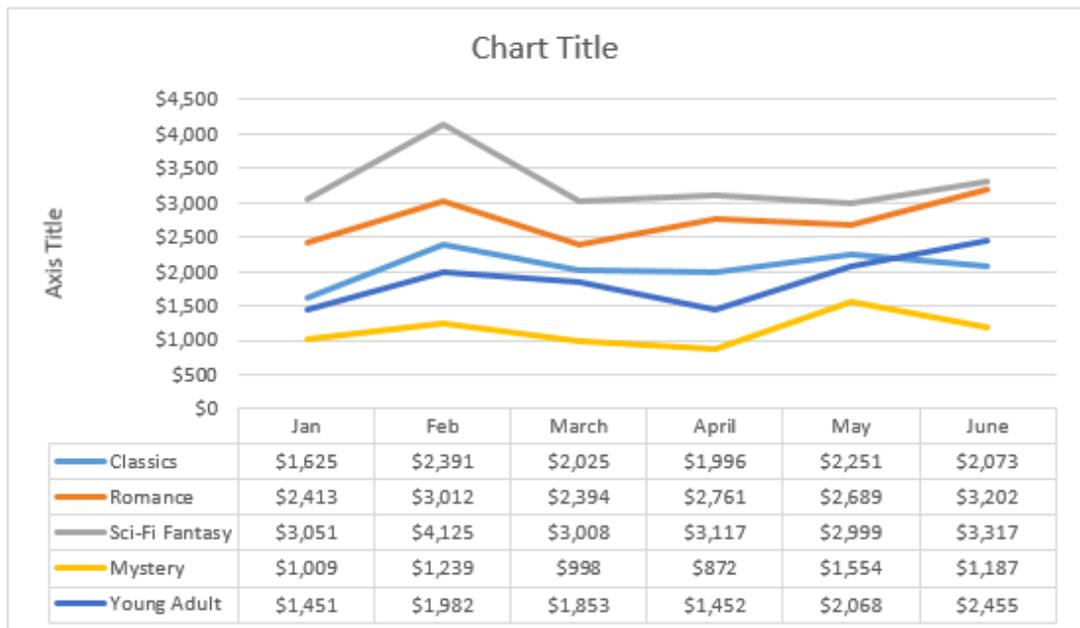
3. Choose the desired **layout** from the drop-down menu.



- The chart will update to reflect the new layout.

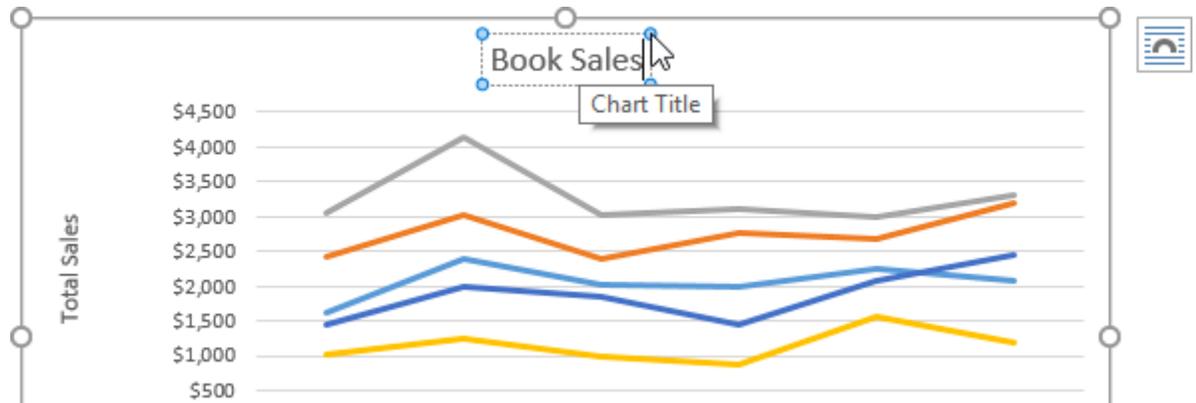


Monthly Sales Progress Report



If you don't see a chart layout that has exactly what you need, you can click the **Add ChartElement** command on the **Design** tab to add **axis titles**, **gridlines**, and other chart elements.

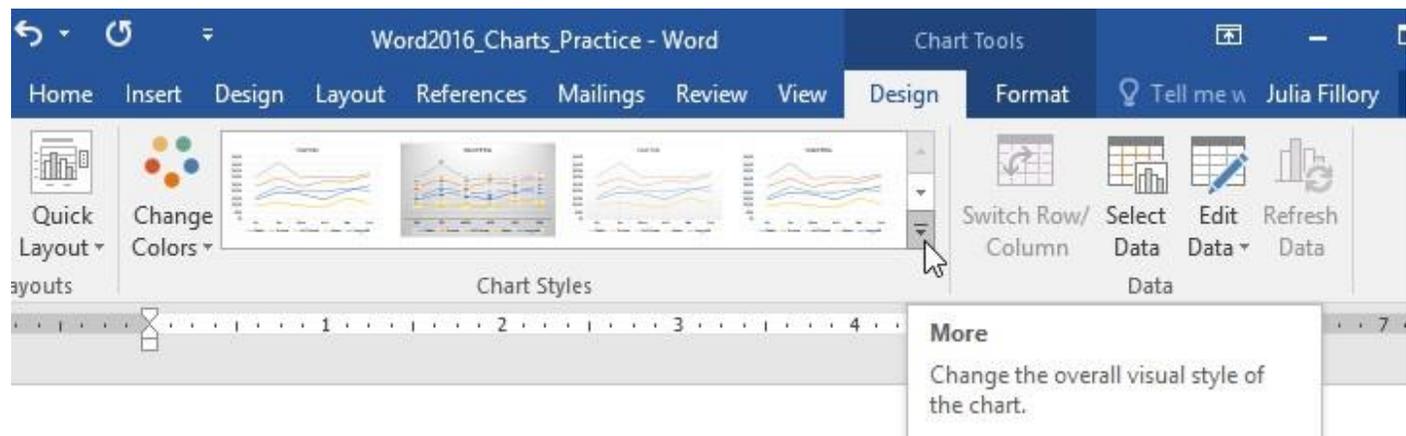
To fill in a placeholder (such as the **chart title** or **axis title**), click the element and enter your text.



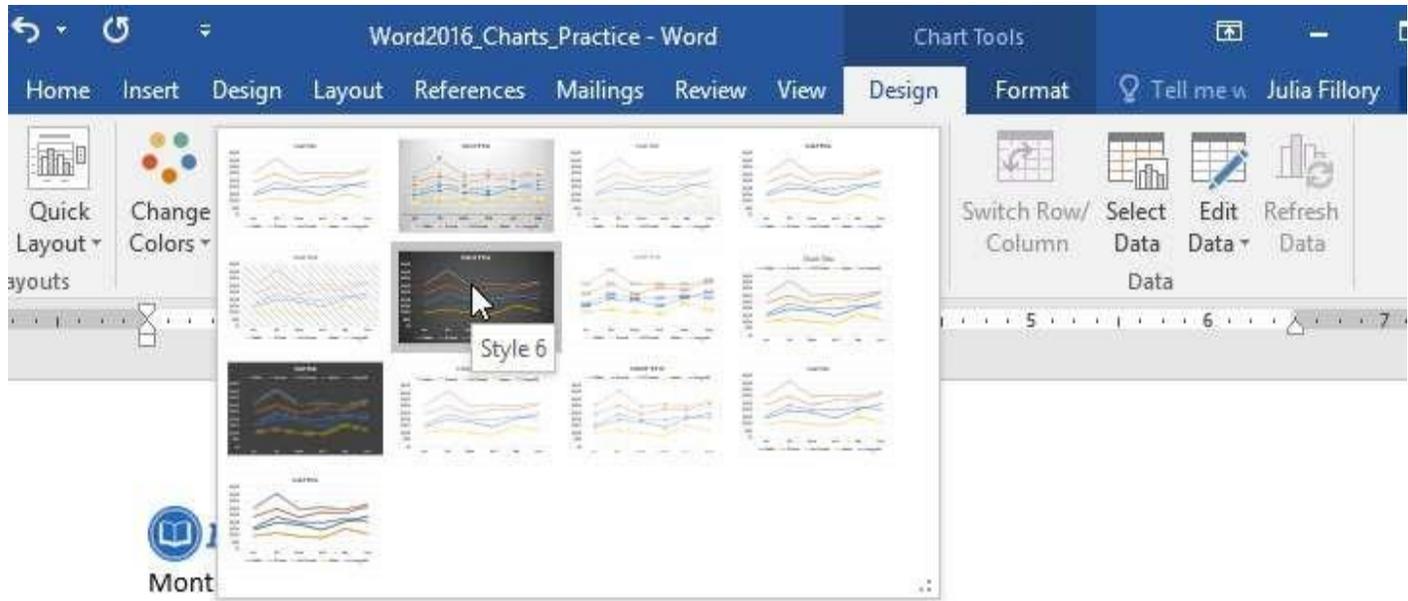
To change the chart style:

Word's **chart styles** give you an easy way to change your chart's design, including the color, style, and certain layout elements.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want.



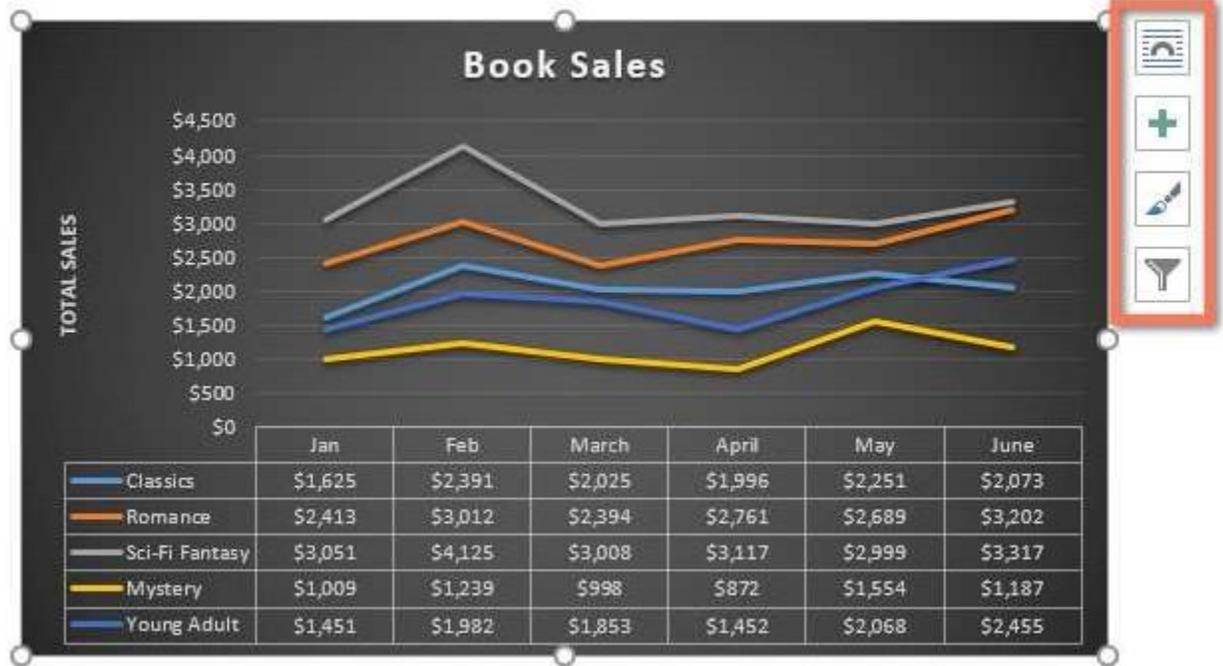
4. The chart style will be applied.

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For even faster customization, use the formatting shortcuts to the right of your chart. These allow you to adjust the **chart style**, **chart elements**, and even add **filters** to your data.

 **Ballard Books**
Monthly Sales Progress Report

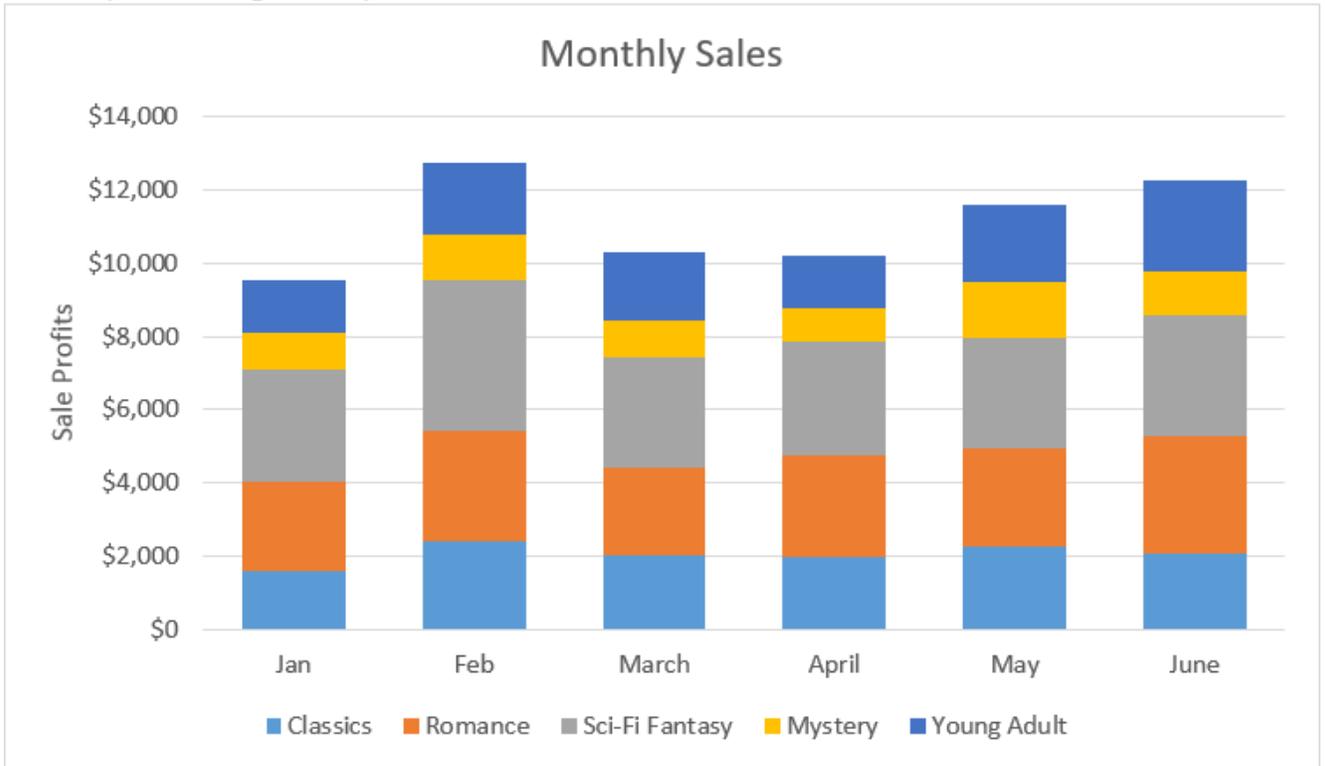


Challenge!

1. Open our [practice document](#). You will also need to download our [practice workbook](#).
2. Insert a **Line** chart into our practice Word document.
3. Open our **practice workbook** in Excel. Copy the data and paste it into the chart's spreadsheet.
4. Change the **chart title** to **Monthly Sales**.
5. Change the **chart type** to **Stacked Column**.
6. Use the **Quick Layout** drop-down menu to change to **Layout 3**.
7. Use the **Add Chart Element** drop-down menu to add a **Primary Vertical Axis Title**.
8. Double-click the axis title, then rename it **Sale Profits**.
9. **Switch** the **Row/Column** data.
10. When you're finished, your chart should look something like this:

Ballard Books

Monthly Sales Progress Report



Word 2016

Checking Spelling and Grammar

Introduction

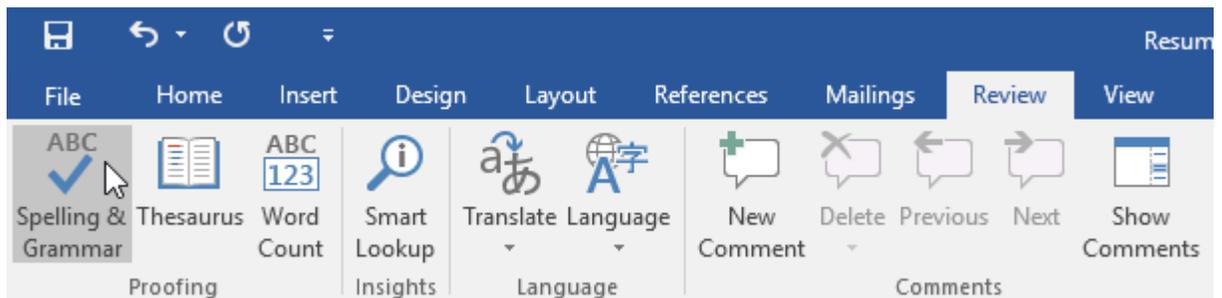
Worried about making mistakes when you type? Don't be. Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents.

Optional: Download our [practice document](#).

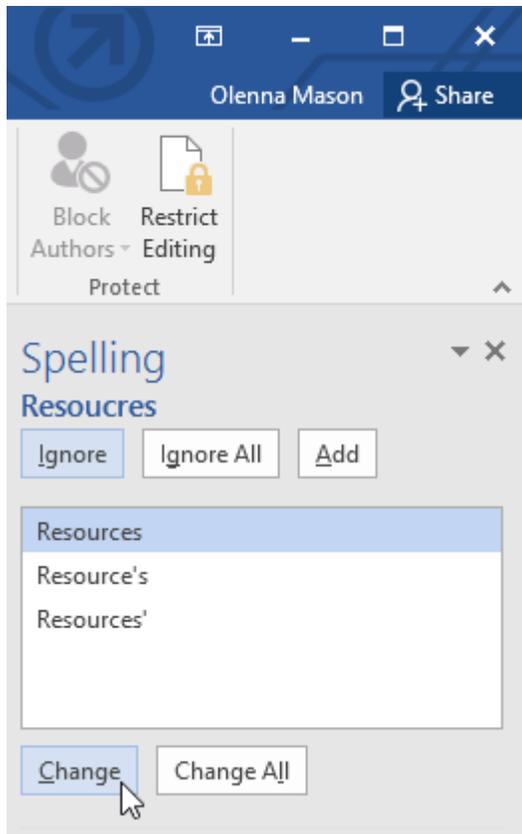
Watch the video below to learn more about using the Spelling and Grammar tool.

To run a Spelling and Grammar check:

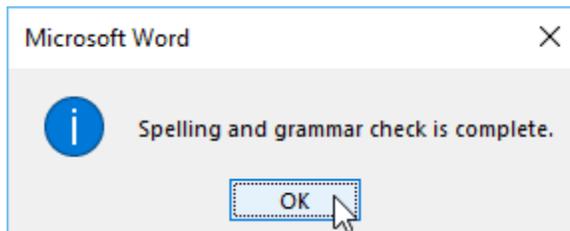
1. From the **Review** tab, click the **Spelling & Grammar** command.



2. The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.



3. Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.



If no suggestions are given, you can manually type the correct spelling in your document.

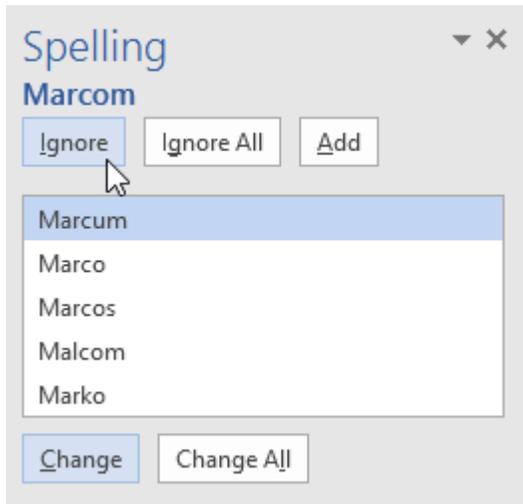
Ignoring "errors"

The spelling and grammar check is **not always correct**. Particularly with grammar, there are many errors Word will not notice. There are also times when the spelling and grammar check will say something is an error when it's actually not. This often happens with names and other proper nouns, which may not be in the dictionary.

If Word says something is an error, you can choose not to change it. Depending on whether it's a spelling or grammatical error, you can choose from several options.

For spelling "errors":

- **Ignore:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in the document.
- **Add:** This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.



For grammar "errors":

- **Ignore:** This will skip the word or phrase without changing it.



For some grammatical errors, Word will provide an explanation for why it thinks something is incorrect. This can help you determine whether you want to change or ignore it.

Grammar

you're

Ignore

your

Change

Commonly Confused Words

One should pay special attention to words that sound similar and may have related meanings. They often represent different parts of speech (word classes) and have different spellings.

- Instead of: Could you please advice me?
- Consider: Could you please advise me?
- Instead of: Lets do something fun tonight!
- Consider: Let's do something fun tonight!

Automatic spelling and grammar checking

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate check. These errors are indicated by **colored wavy lines**.

- The **red line** indicates a misspelled word.
- The **blue line** indicates a grammatical error, including misused words.

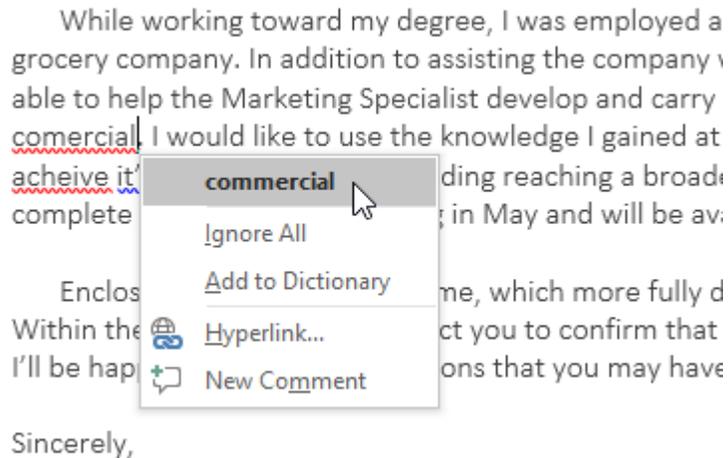
While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with there summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next comercial. I would like to use the knowledge I gained at Fresh Foods to help you're company acheive it's marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

A **misused word**—also known as a contextual spelling error—occurs when a word is spelled correctly but used incorrectly. For example, if you used the phrase **Deer Mr. Theodore** at the

beginning of a letter, **deer** would be a contextual spelling error. **Deer** is spelled correctly, but it is used incorrectly in the letter. The correct word is **Dear**.

To correct spelling errors:

1. Right-click the **underlined word**, then select the **correct spelling** from the list of suggestions.

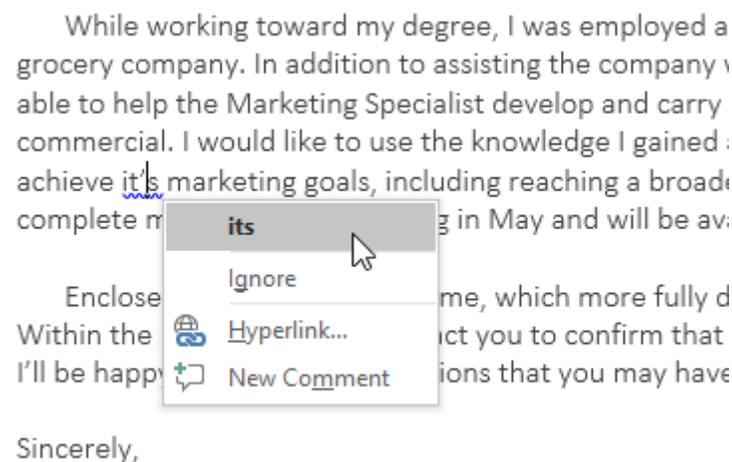


2. The corrected word will appear in the document.

You can also choose to **Ignore All** instances of an underlined word or add it to the **dictionary**. To

correct grammar errors:

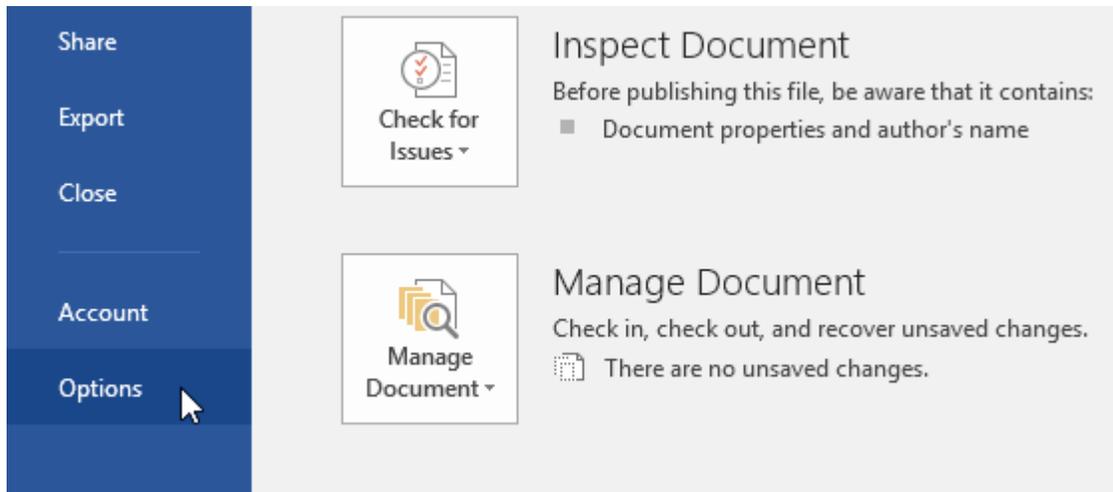
1. Right-click the **underlined word or phrase**, then select the **correct spelling or phrase** from the list of suggestions.



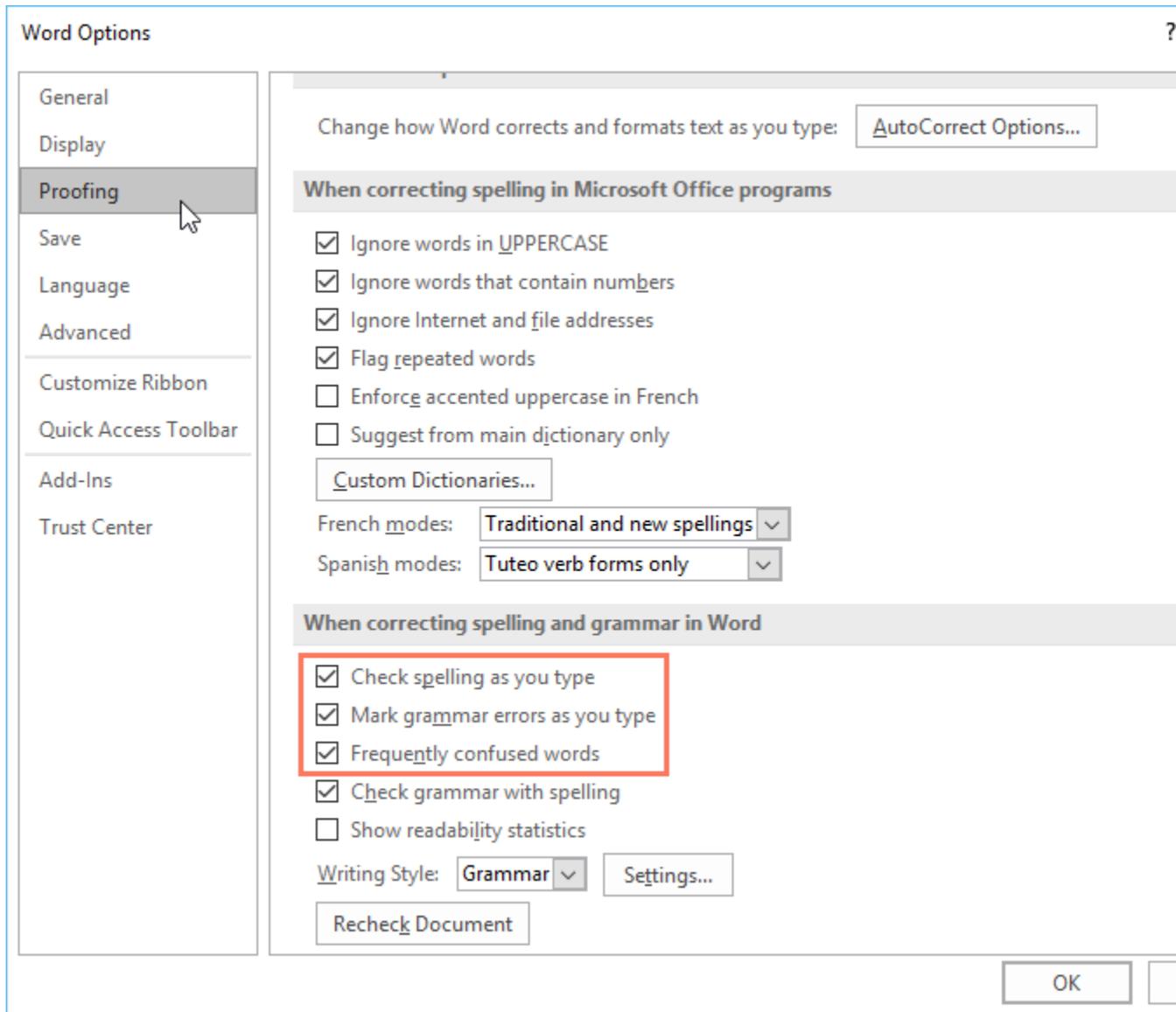
2. The corrected phrase will appear in the document.

To change the automatic spelling and grammar check settings:

1. Click the **File** tab to access **Backstage view**, then click **Options**.



2. A dialog box will appear. On the left side of the dialog box, select **Proofing**. From here, you have several options to choose from. For example, if you don't want Word to mark **spelling errors**, **grammar errors**, or **frequently confused words** automatically, simply uncheck the desired option.

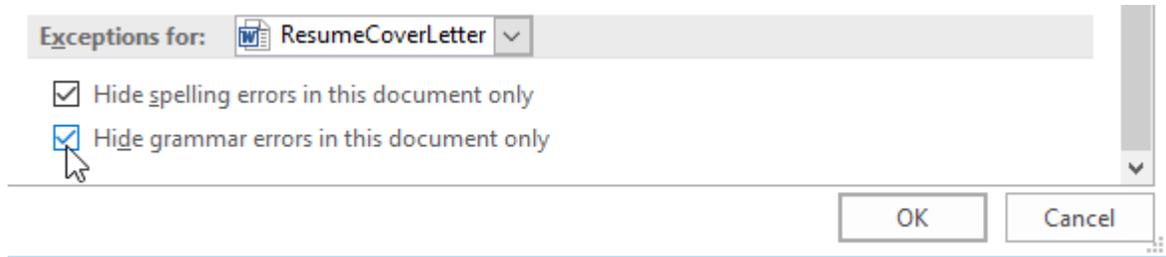


If you've turned off the automatic spelling and/or grammar checks, you can still go to the **Review** tab and click the **Spelling & Grammar** command to run a new check.

To hide spelling and grammar errors in a document:

If you're sharing a document like a resume with someone, you might not want that person to see the red and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Fortunately, Word allows you to hide spelling and grammar errors so the lines will not show upon any computer.

1. Click the **File** tab to go to **Backstage view**, then click **Options**.
2. A dialog box will appear. Select **Proofing**, then check the box next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**, then click **OK**.



3. The lines in the document will be hidden.

Challenge!

1. Open our [practice document](#). If you already downloaded our practice document in order to follow along with the lesson, be sure to download a fresh copy by clicking the link in this step.
2. Run a **Spelling & Grammar** check.
3. **Ignore** the spelling of names like **Marcom**.
4. Correct **all** other spelling and grammar mistakes.
5. When you're finished, your document should look like this:

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Marcom Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

Track Changes and Comments

Introduction

Let's say someone asks you to proofread or collaborate on a document. If you had a printed copy, you might use a red pen to cross out sentences, mark misspellings, and add comments in the margins. Word allows you to do all of these things electronically using the **Track Changes** and **Comments** features.

Optional: Download our [practice document](#).

Watch the video below to learn more about Track Changes and Comments.

Understanding Track Changes

When you turn on **Track Changes**, every change you make to the document will appear as a colored **markup**. If you delete text, it won't disappear—instead, the text will be **crossed out**. If you add text, it will be **underlined**. This allows you to see edits before making the changes permanent.

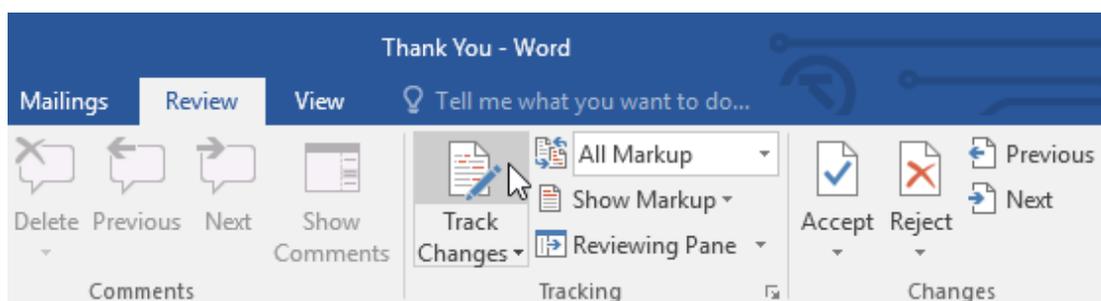
~~To Whom It May Concern:~~ Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~. Quality Furnishings. I would love the chance to work in such a productive and ~~very~~ supportive atmosphere.

If there are multiple reviewers, each person will be assigned a different markup color.

To turn on Track Changes:

1. From the **Review** tab, click the **Track Changes** command.



2. Track Changes will be turned on. From this point on, any changes you make to the document will appear as colored markups.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your company Quality Furnishings. I would love the chance to work in such a productive and very-supportive atmosphere.

Reviewing changes

Tracked changes are really just suggested changes. To become permanent, they must be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.

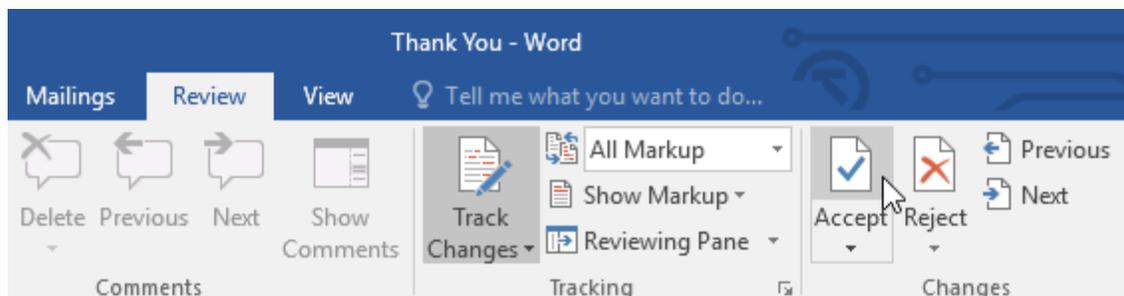
To accept or reject changes:

1. Select the change you want to accept or reject.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your company Quality Furnishings. I would love the chance to work in such a productive and very-supportive atmosphere.

2. From the **Review** tab, click the **Accept** or **Reject** command.

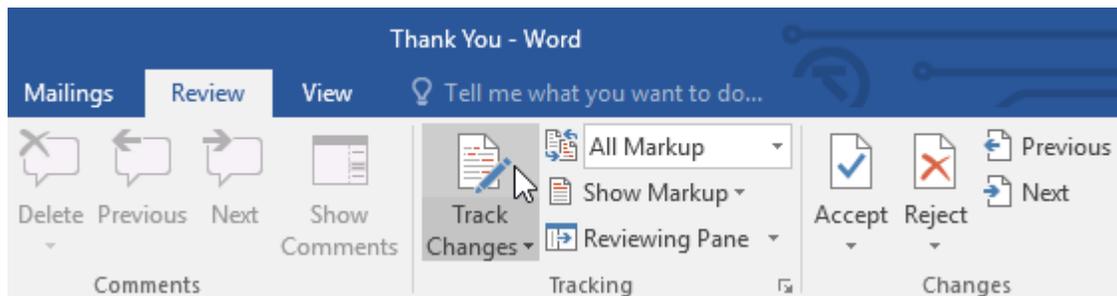


3. The markup will disappear, and Word will automatically jump to the next change. You can continue accepting or rejecting each change until you have reviewed all of them.

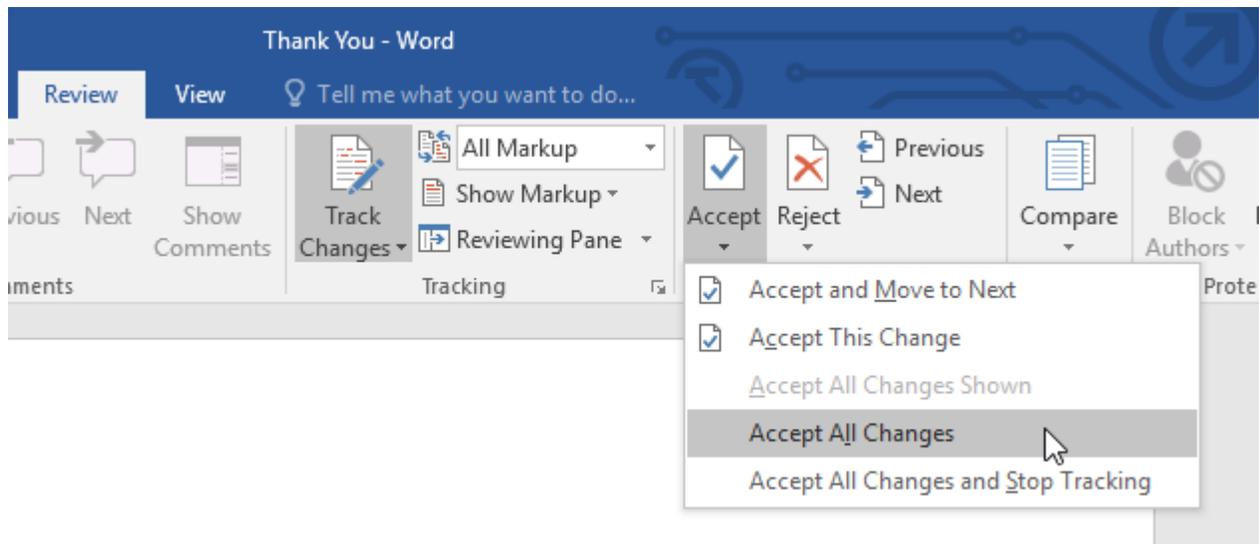
To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~ Quality Furnishings. I would love the chance to work in such a productive and ~~very~~-supportive atmosphere.

4. When you're finished, click the **Track Changes** command to **turn off** Track Changes.



To accept all changes at once, click the **Accept** drop-down arrow, then select **Accept All**. If you no longer want to track your changes, you can select **Accept All and Stop Tracking**.



Track Changes viewing options

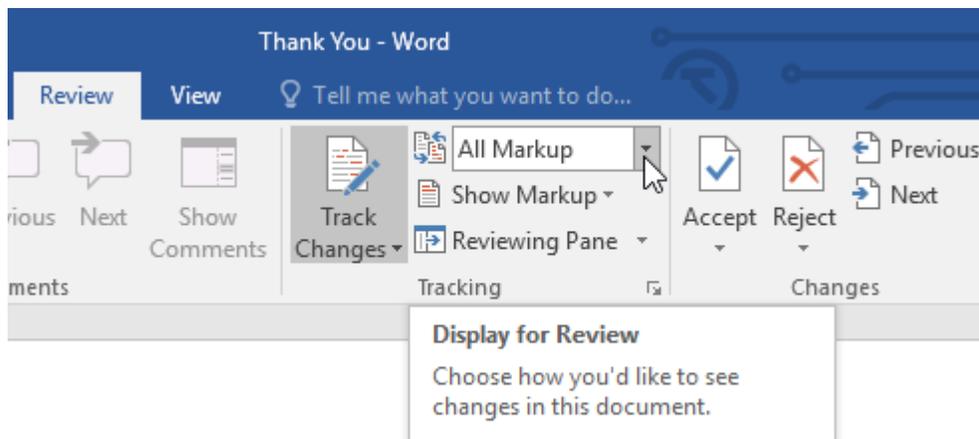
If you have a lot of tracked changes, they may become distracting if you're trying to read through a document. Fortunately, Word provides a few ways to customize how tracked changes appear:

- **Simple Markup:** This shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.

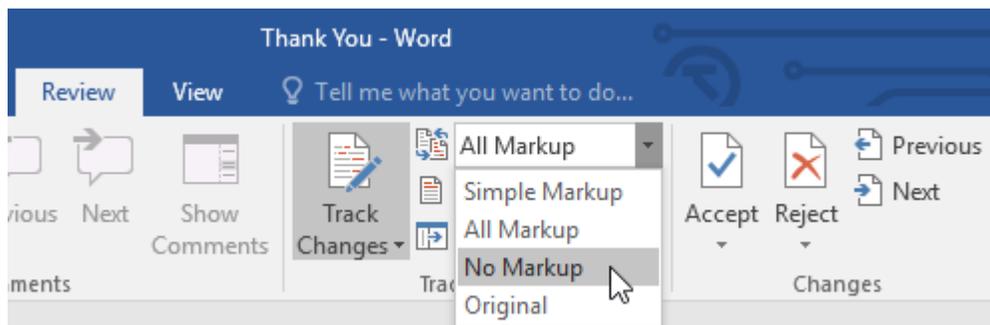
- **All Markup:** This shows the final version with inline markups.
- **No Markup:** This shows the final version and hides all markups.
- **Original:** This shows the original version and hides all markups.

To hide tracked changes:

1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.



2. Select the desired option from the drop-down menu. In our example, we'll select **No Markup** to preview the final version of the document before accepting the changes.



You can also click the marker in the left margin to switch between **Simple Markup** and **All Markup**.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~Quality Furnishings. I would love the chance to work in such a productive and ~~very~~-supportive atmosphere.

Hide tracked changes.

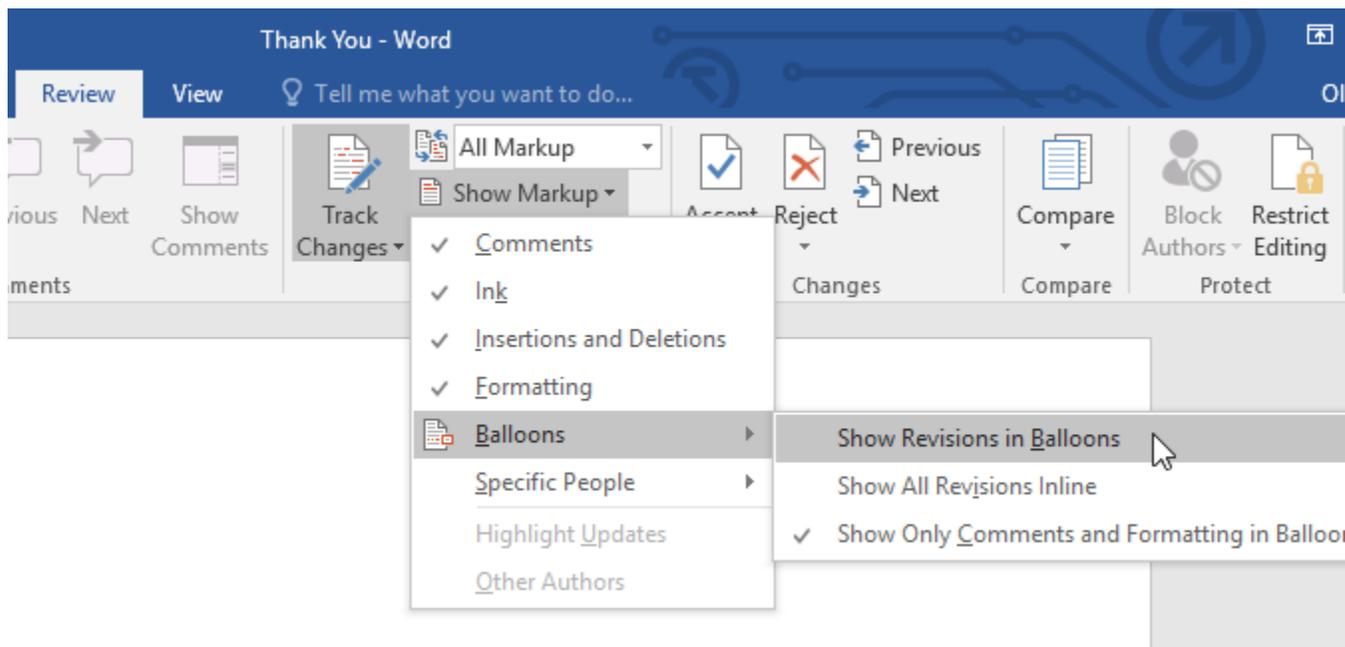
As we talked about in our meetings, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would help drive sales and ~~drive-increase~~ customer satisfaction ratings ~~at~~Quality Furnishings.

Remember that hiding Track Changes is not the same as **reviewing changes**. You will still need to **accept** or **reject** the changes before sending out the final version of your document.

To show revisions in balloons:

By default, most revisions appear **inline**, meaning the text itself is marked. You can also choose to show the revisions in **balloons**, which moves most revisions to the right margin. Removing inline markups can make the document easier to read, and balloons also give you more detailed information about some markups.

1. From the **Review** tab, click **Show Markup > Balloons > Show Revisions in Balloons**.



2. Most revisions will appear in the right margin, although any added text will still appear inline.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.

As we talked about in our meetings, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would help drive sales and increase customer satisfaction ratings.

In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.

To go back to **inline** markups, you can select either **Show All Revisions Inline** or **Show Only Comments and Formatting in Balloons**.

Comments

Sometimes you may want to add a **comment** to provide feedback instead of editing a document. While it's often used in combination with Track Changes, you don't necessarily need to have Track Changes turned on to add comments.

To add comments:

1. **Highlight some text**, or place the **insertion point** where you want the comment to appear.

125 West Hannover Street
Raleigh, North Carolina 27601

⌈ To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position.

2. From the **Review** tab, click the **New Comment** command.



3. Type your comment. When you're done, you can close the comment box by pressing the **Esc** key or by clicking anywhere outside the comment box.

Raleigh, North Carolina 27601

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~ Quality Furnishings. I would like the chance to work in such a productive and ~~very~~-supportive atmosphere.



Olenna Mason
Address to hiring manager

To delete comments:

1. Select the comment you want to delete.

Raleigh, North Carolina 27601

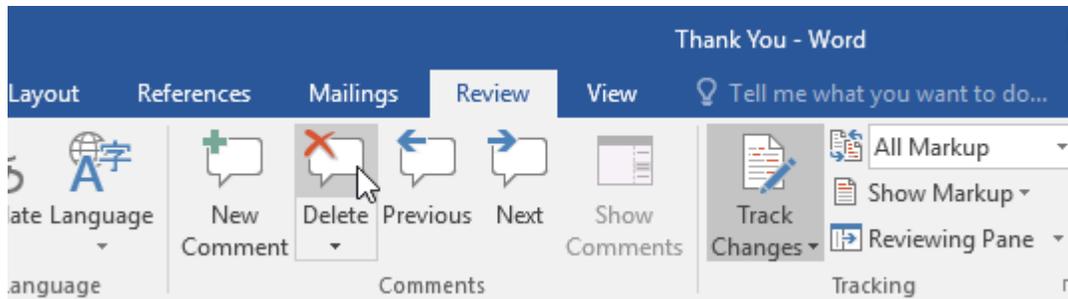
To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~ Quality Furnishings. I would like the chance to work in such a productive and ~~very~~-supportive atmosphere.



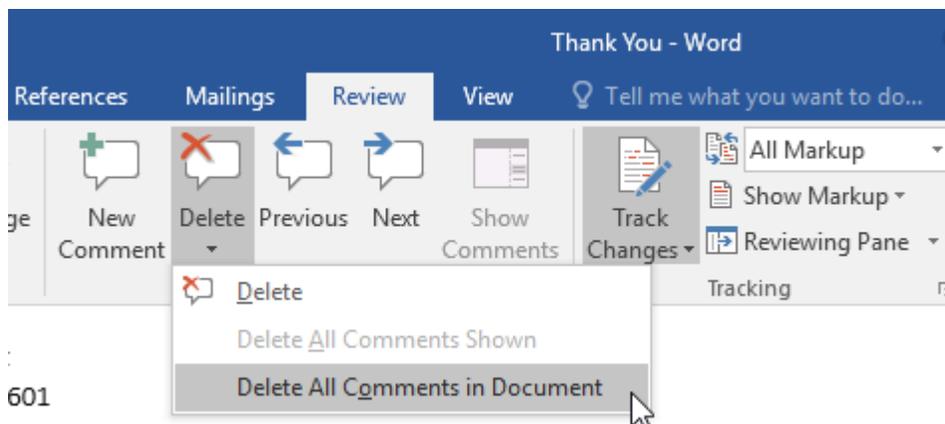
Olenna Mason
Address to hiring manager

2. From the **Review** tab, click the **Delete** command.



3. The comment will be deleted.

To delete all comments, click the **Delete** drop-down arrow and select **Delete All Comments in Document**.

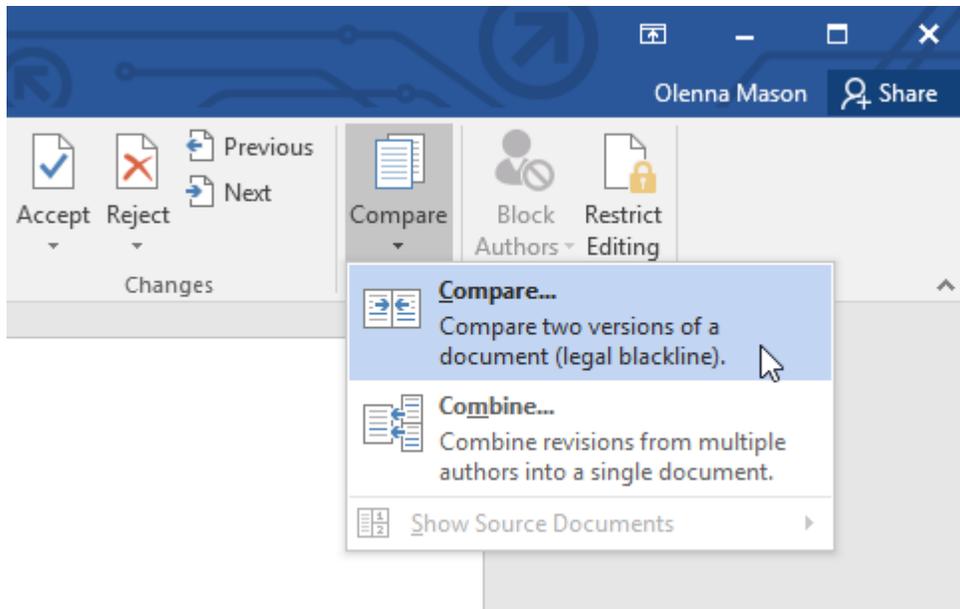


Comparing documents

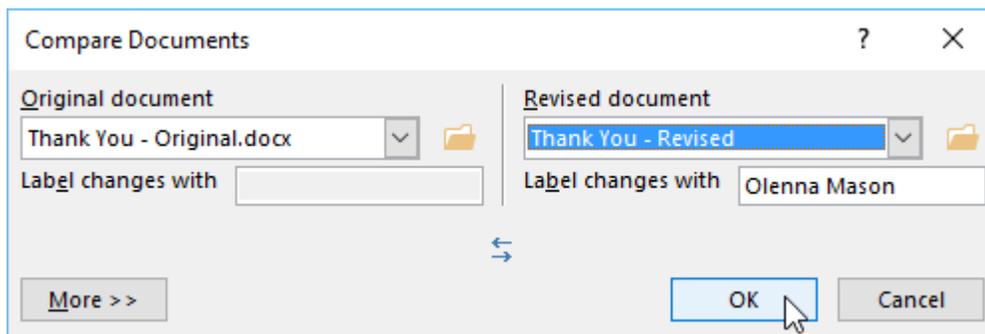
If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and **Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the **revised** document (the documents must also have different file names).

To compare two documents:

1. From the **Review** tab, click the **Compare** command, then select **Compare** from the drop-down menu.



2. A dialog box will appear. Choose your **Original document** by clicking the drop-down arrow and selecting the document from the list. If the file is not in the list, click the **Browse** button to locate it.
3. Choose the **Revised document**, then click **OK**.



4. Word will compare the two files to determine what was changed and then create a new document. The changes will appear as colored **markups**, just like **Track Changes**. You can then use the **Accept** and **Reject** commands to finalize the document.

Compared Document	Original Document (Thank You - C		
<p>December 14, 2015</p> <p>Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27601</p> <p>To Whom It May Concern:</p> <p><u>Dear Mr. Powell:</u></p> <p>Thank you for taking the time to meet with me last Thursday about the <u>Sales Associate</u> position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and <u>with the</u> competence of the staff at your <u>company-Quality Furnishings</u>. I would love the chance to work in such a productive and <u>very</u> supportive atmosphere.</p> <p>As we talked about <u>in our meetings</u>, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would <u>help</u> drive sales and <u>drive/increase</u> customer satisfaction ratings <u>at Quality Furnishings</u>.</p> <p><u>In addition</u>, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.</p> <p>Thank you again for your consideration in filling this position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.</p>	<p>December 14, 2015</p> <p>Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27</p> <p>To Whom It May Concern:</p> <p>Thank you for taking the ti Thursday about the positio you and touring the facility the layout of the showroo staff at your company. I w in such a productive and v</p> <tr> <th data-bbox="1299 808 1624 850">Revised Document (Thank You - R</th> <td data-bbox="1299 850 1624 1312"> <p>December 14, 2015</p> <p>Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27</p> <p>Dear Mr. Powell:</p> <p>Thank you for taking the ti Thursday about the Sales A</p> </td> </tr>	Revised Document (Thank You - R	<p>December 14, 2015</p> <p>Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27</p> <p>Dear Mr. Powell:</p> <p>Thank you for taking the ti Thursday about the Sales A</p>
Revised Document (Thank You - R	<p>December 14, 2015</p> <p>Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27</p> <p>Dear Mr. Powell:</p> <p>Thank you for taking the ti Thursday about the Sales A</p>		

Challenge!

1. Open our [practice document](#).
2. Turn on **Track Changes** and show **All Markup**.
3. In the **Tracking** group, choose **Show Revisions in Balloons**.
4. In the first paragraph, edit the second sentence so it reads **It was a pleasure to meet with you and tour the facility**.
5. In the second paragraph, change the word **techniques** to **strategies**.
6. Change the **font** of the letter to **Cambria, 12 pt**.
7. In the third paragraph, select the words **Thank you** and insert a **comment** that says **Put this on the same line as Quality Furnishings**.
8. At this point, your letter should look something something like this (**Note:** The markup color may vary):

December 14, 2015	Author Formatted: Font: Cambria, 12 pt
Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27601	
To Whom It May Concern:	
Thank you for taking the time to meet with me last Thursday about the position. It was a pleasure to meet with you and tour the facility. I was very impressed with the layout of the showroom and competence of the staff at your company. I would love the chance to work in such a productive and very supportive atmosphere.	Author Deleted: I enjoyed meeting with y facility
As we talked about, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many strategies that would drive sales and drive customer satisfaction ratings at Quality Furnishings.	Author Deleted: techniques
I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.	 Author Put this on the same line as Q
Thank you again for your consideration in filling this position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.	Author Formatted: Font: Cambria, 12 pt
Sincerely,	
Julia Fillory (919) 555-1234 jfillory@hotmail.com	

9. Click the **Accept** drop-down arrow and select **Accept All Changes and Stop Tracking**.

Word 2016

Inspecting and Protecting Documents

Introduction

Before sharing a document, you'll want to make sure it doesn't include any information you want to keep private. You may also want to discourage others from editing your file. Fortunately, Word includes several tools to help **inspect** and **protect** your document.

Optional: Download our [practice document](#).

Watch the video below to learn more about finalizing your documents.

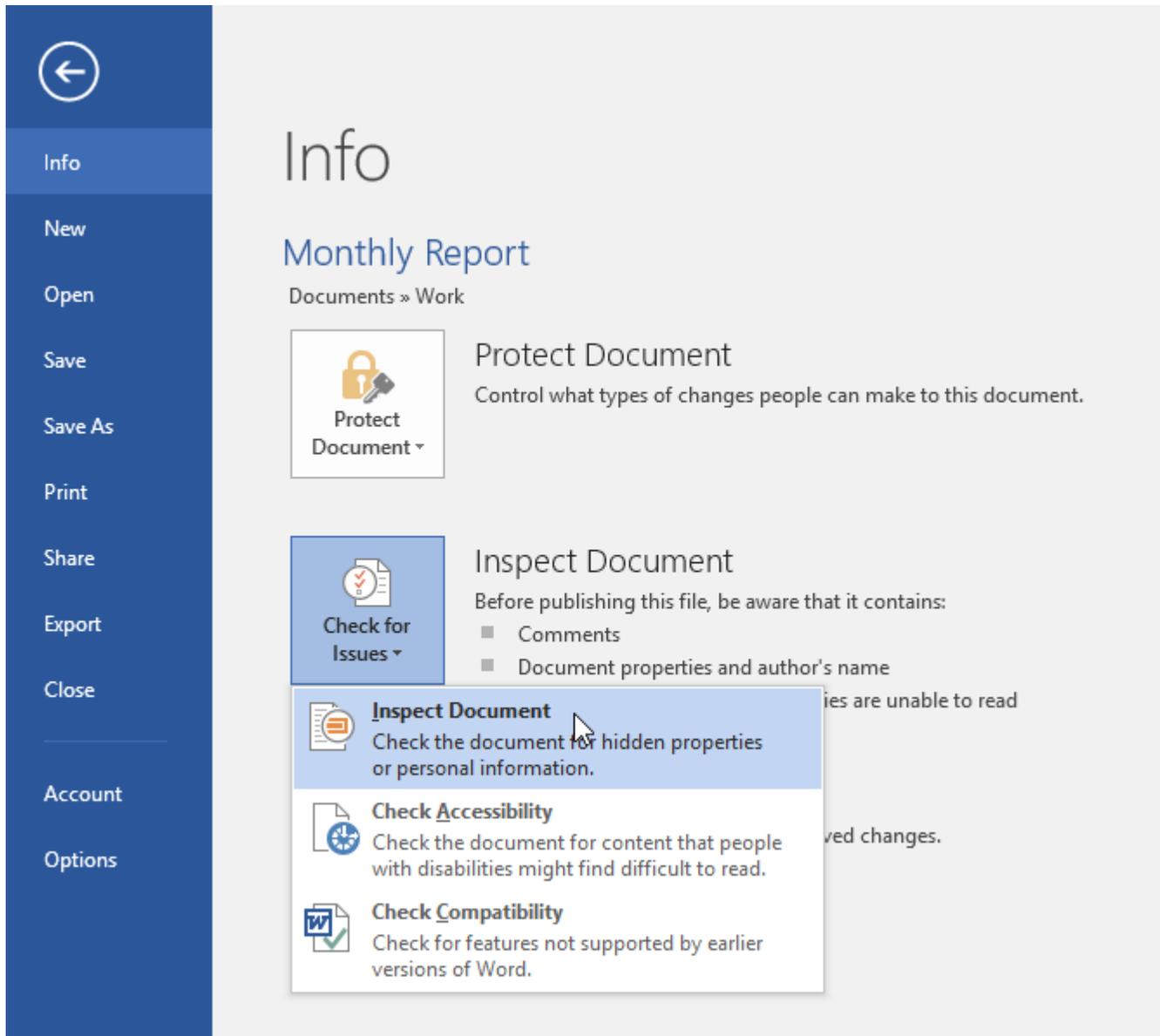
Document Inspector

Whenever you create or edit a document, certain **personal information** may be added to the file automatically—for example, information about the document's author. You can use **Document Inspector** to remove this type of information before sharing a document with others.

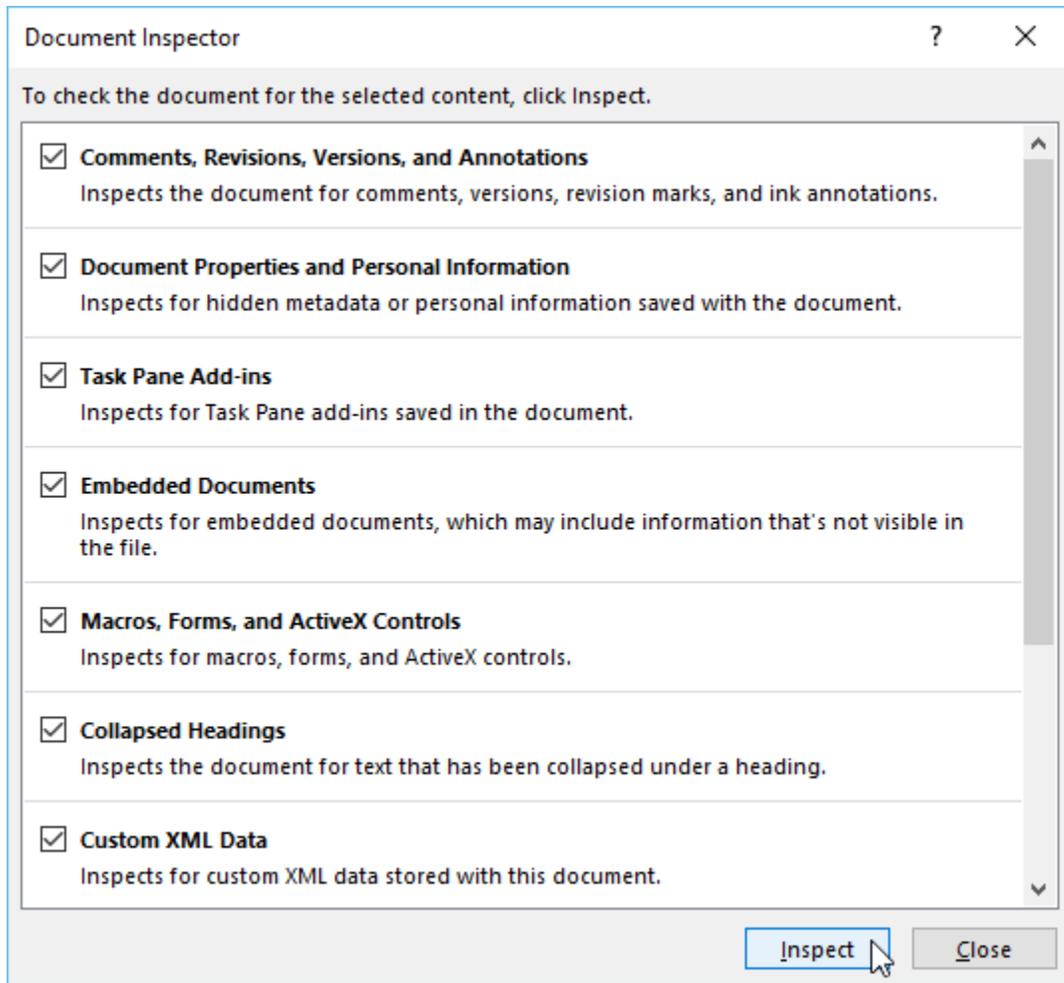
Because some changes may be permanent, it's a good idea to use **Save As** to create a backup copy of your document before using Document Inspector.

To use Document Inspector:

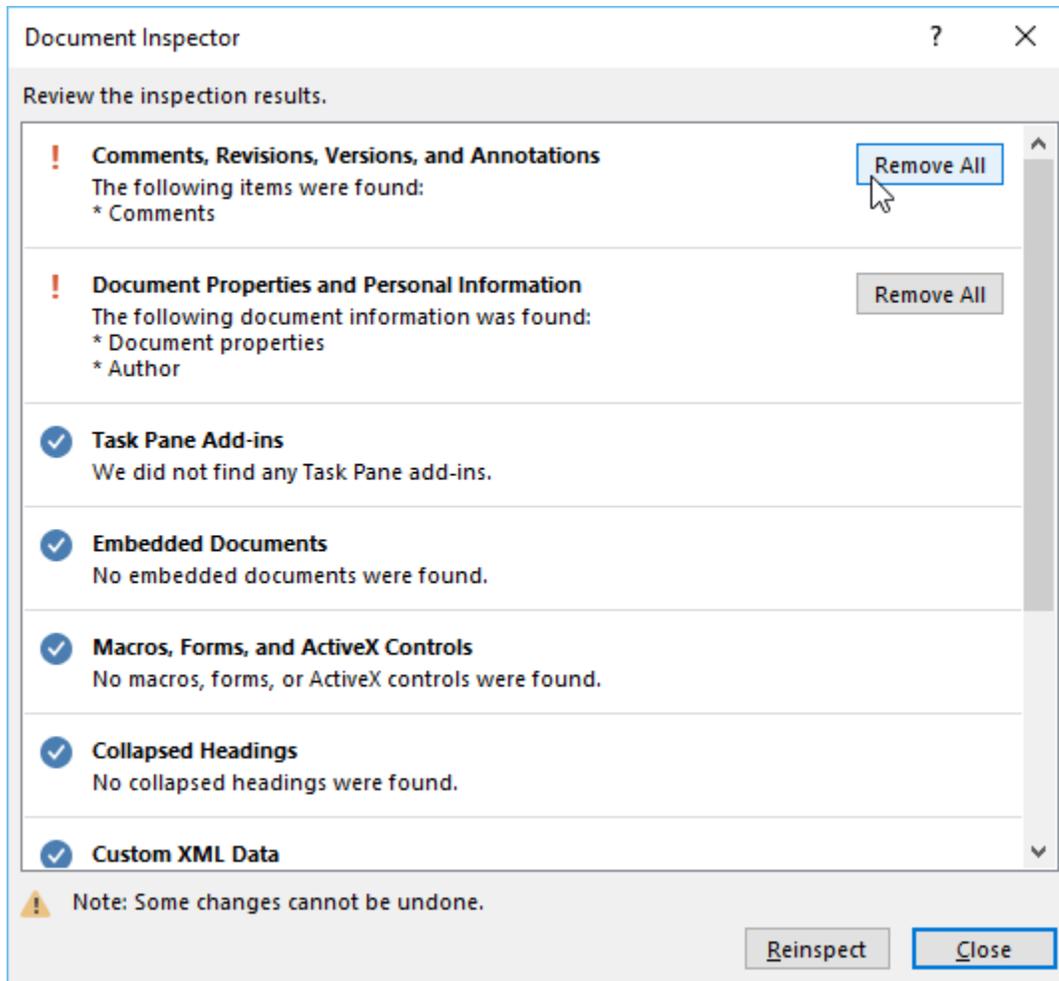
1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.



3. **Document Inspector** will appear. Check or uncheck the boxes, depending on the content you want to review, then click **Inspect**. In our example, we'll leave everything selected.



4. The inspection results will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.



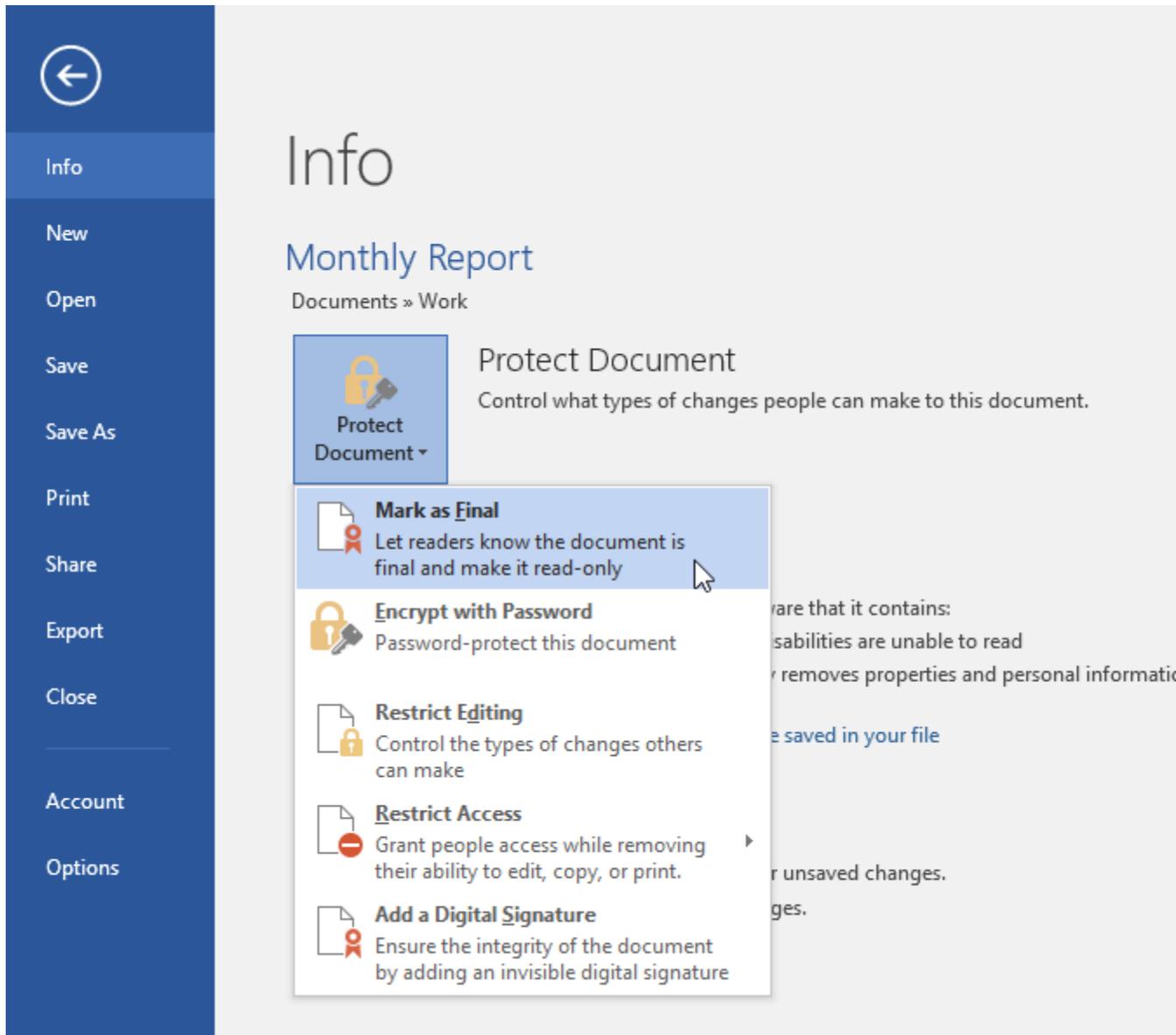
5. When you're done, click **Close**.

Protecting your document

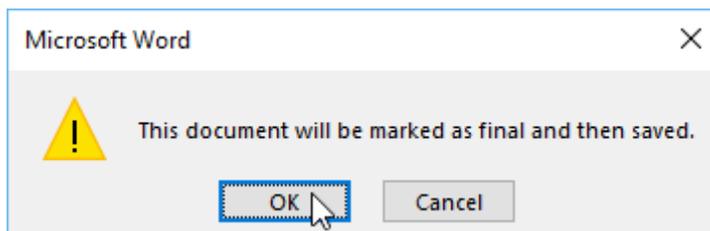
By default, anyone with access to your document will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a document, depending on your needs.

To protect your document:

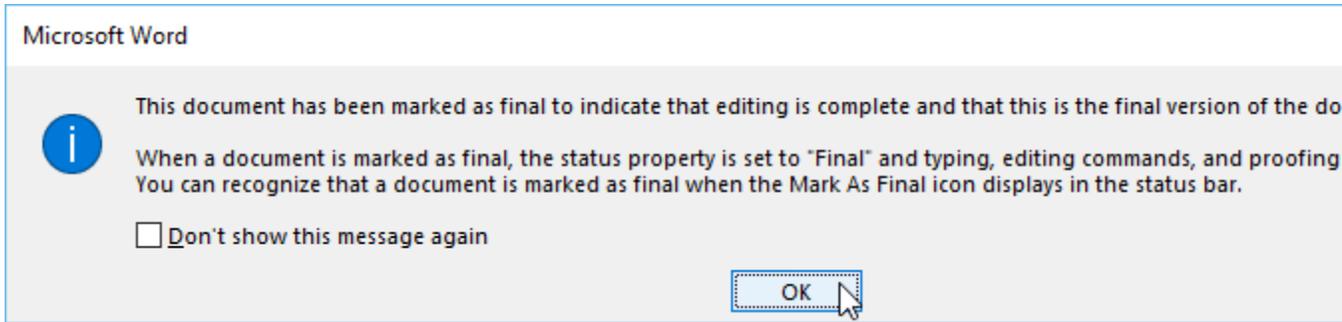
1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click the **Protect Document** command.
3. In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your document as final is a good way to discourage others from editing the file, while other options give you more control if you need it.



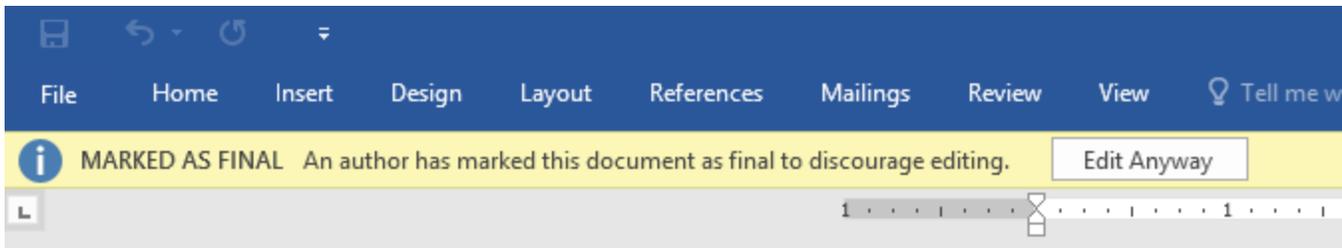
4. A dialog box will appear prompting you to save. Click **OK**.



5. Another dialog box will appear. Click **OK**.



- The document will be **marked as final**. Whenever others open the file, a bar will appear at the top to discourage them from editing the document.



Marking a document as final will not actually prevent others from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing the document, you can use the **Restrict Access** option instead.

Challenge!

- Open our [practice document](#). If you opened our practice document in order to follow along with the lesson, be sure to download a fresh copy by clicking the link again.
- Use **Document Inspector** to check and remove any hidden information.
- Protect the document by **marking it as final**.
- When you're finished, the top of your page should look something like this:



Westbrook-Parker Monthly Report



JANUARY 2016



Word 2016

SmartArt Graphics

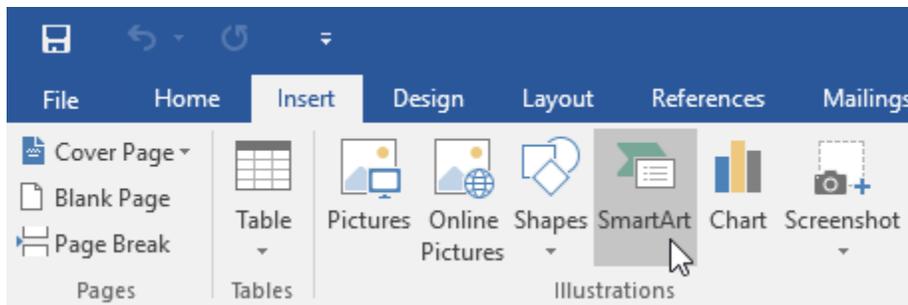
Introduction

SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

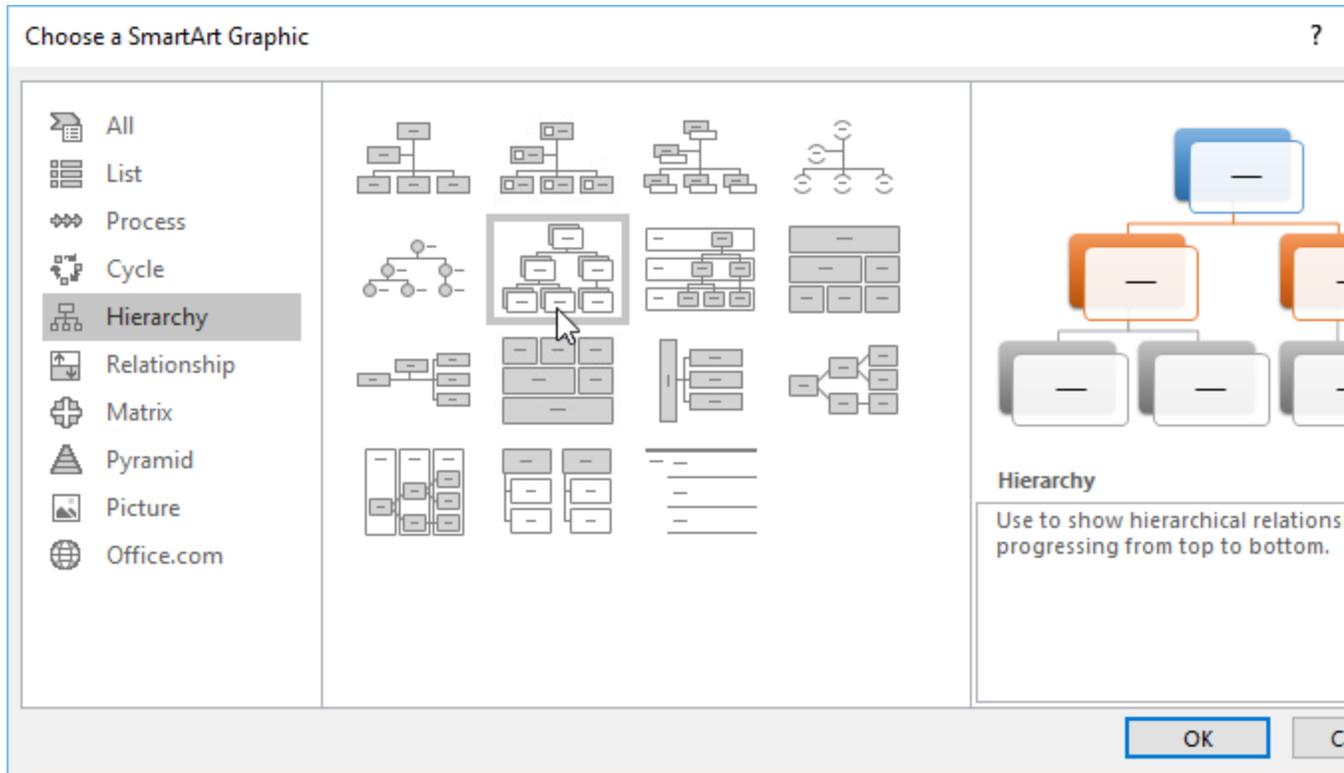
Watch the video below to learn more about working with SmartArt.

To insert a SmartArt graphic:

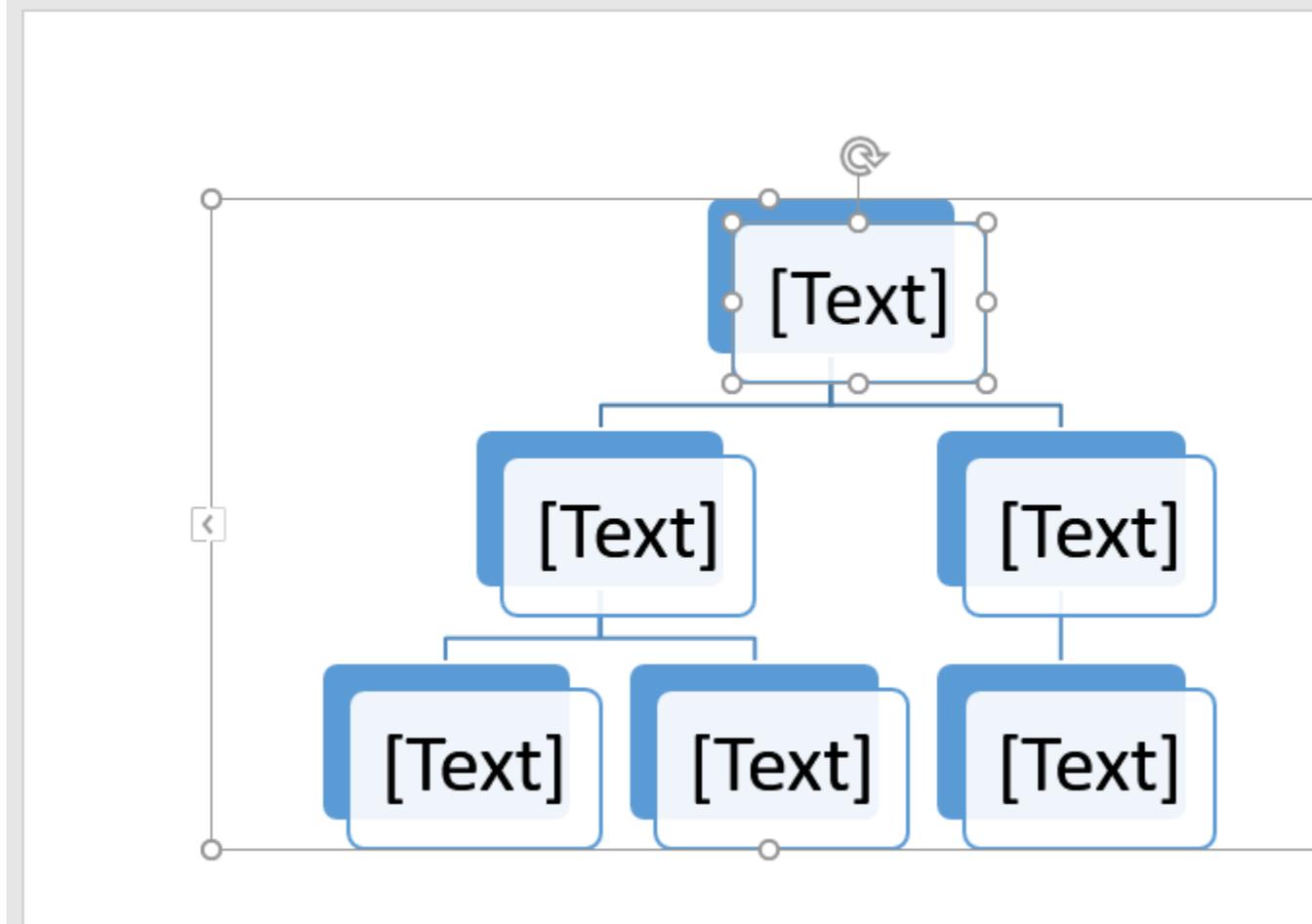
1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.

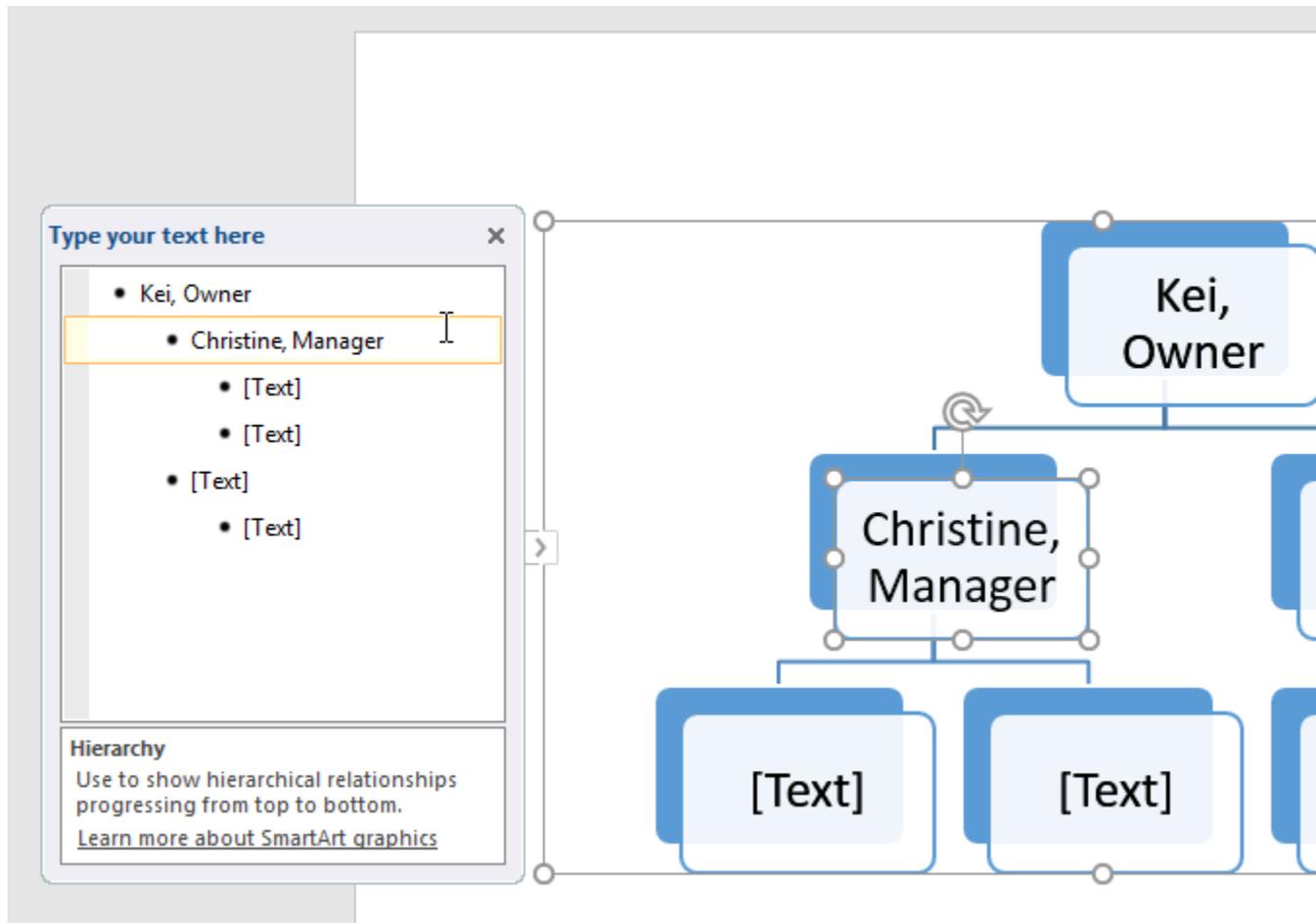


4. The SmartArt graphic will appear in your document.

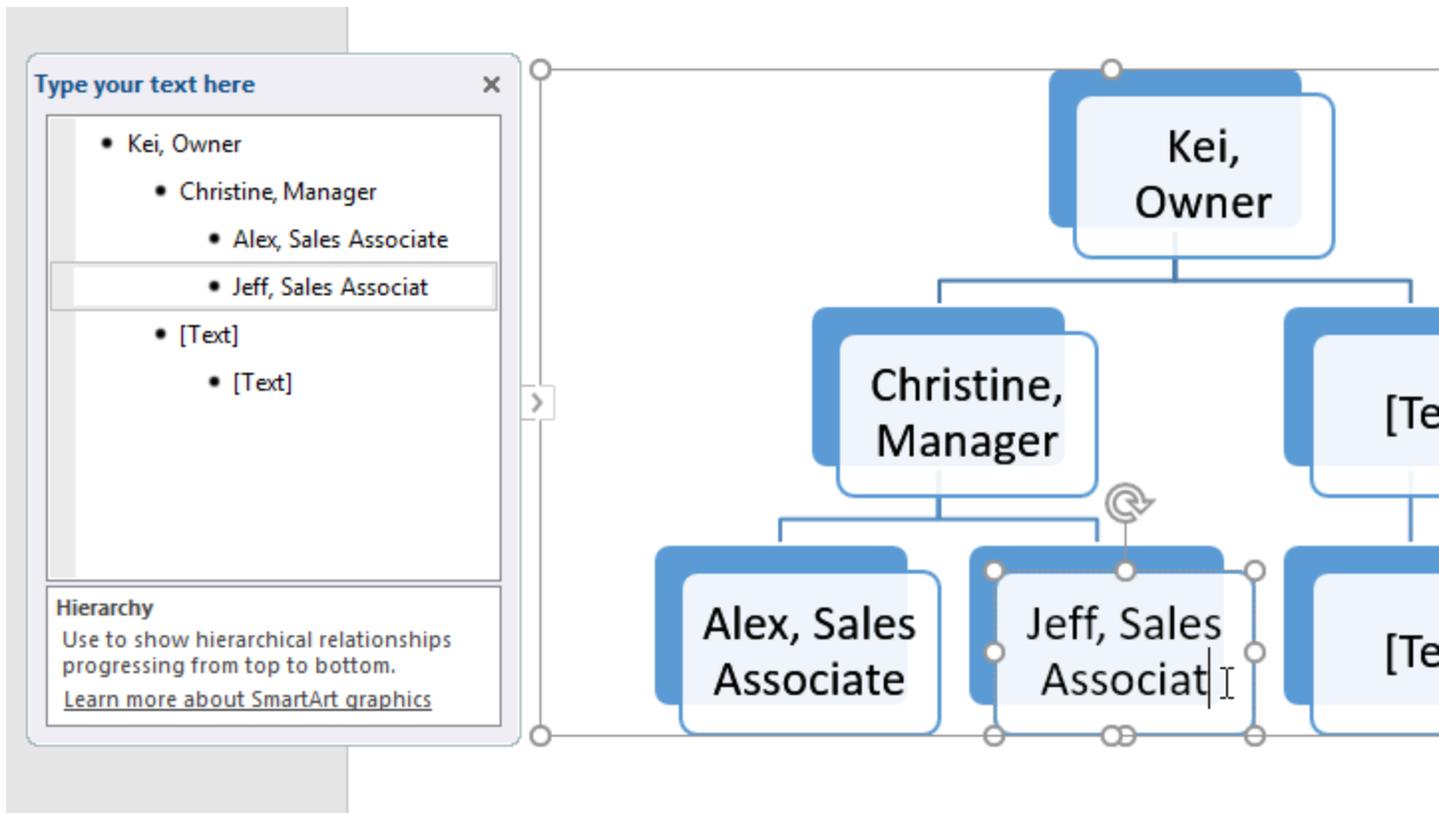


To add text to a SmartArt graphic:

1. Select the SmartArt graphic. The **text pane** will appear to the left
2. Enter text next to each bullet in the text pane. The text will appear in the corresponding shape. It will be resized automatically to fit inside the shape.



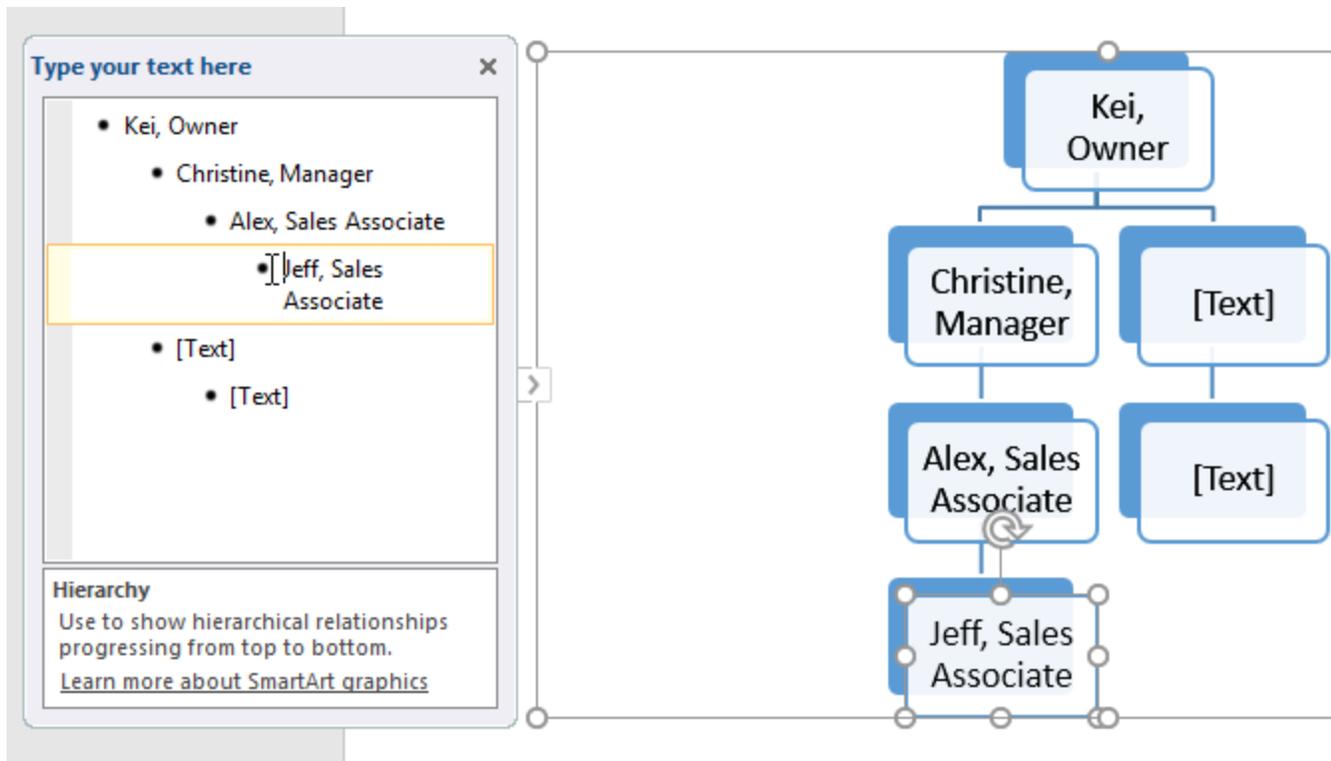
You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.



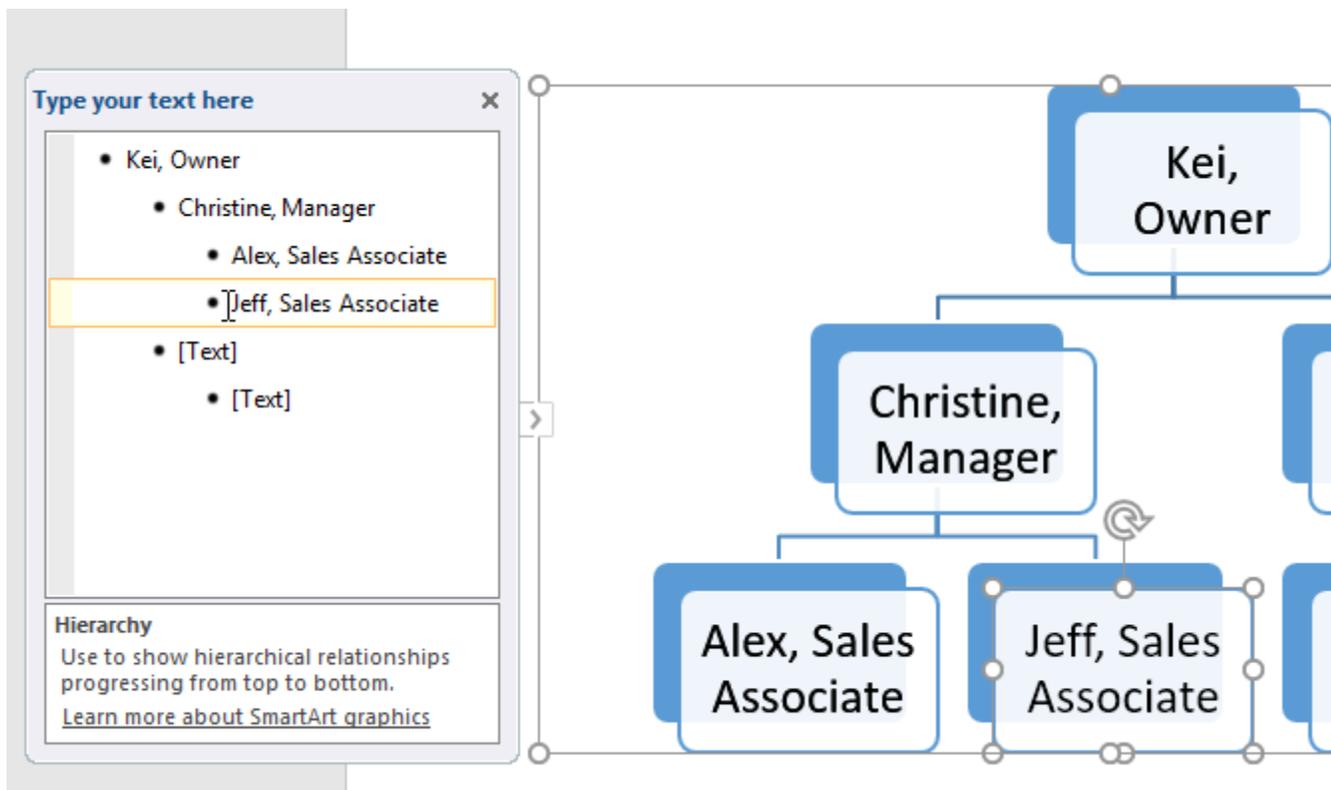
To reorder, add, and delete shapes:

It's easy to add new shapes, change their order, and even delete shapes from your SmartArtgraphic. You can do all of this in the text pane, and it's a lot like creating an outline with a **multilevel list**. For more information on multilevel lists, you may want to review our [Lists](#) lesson.

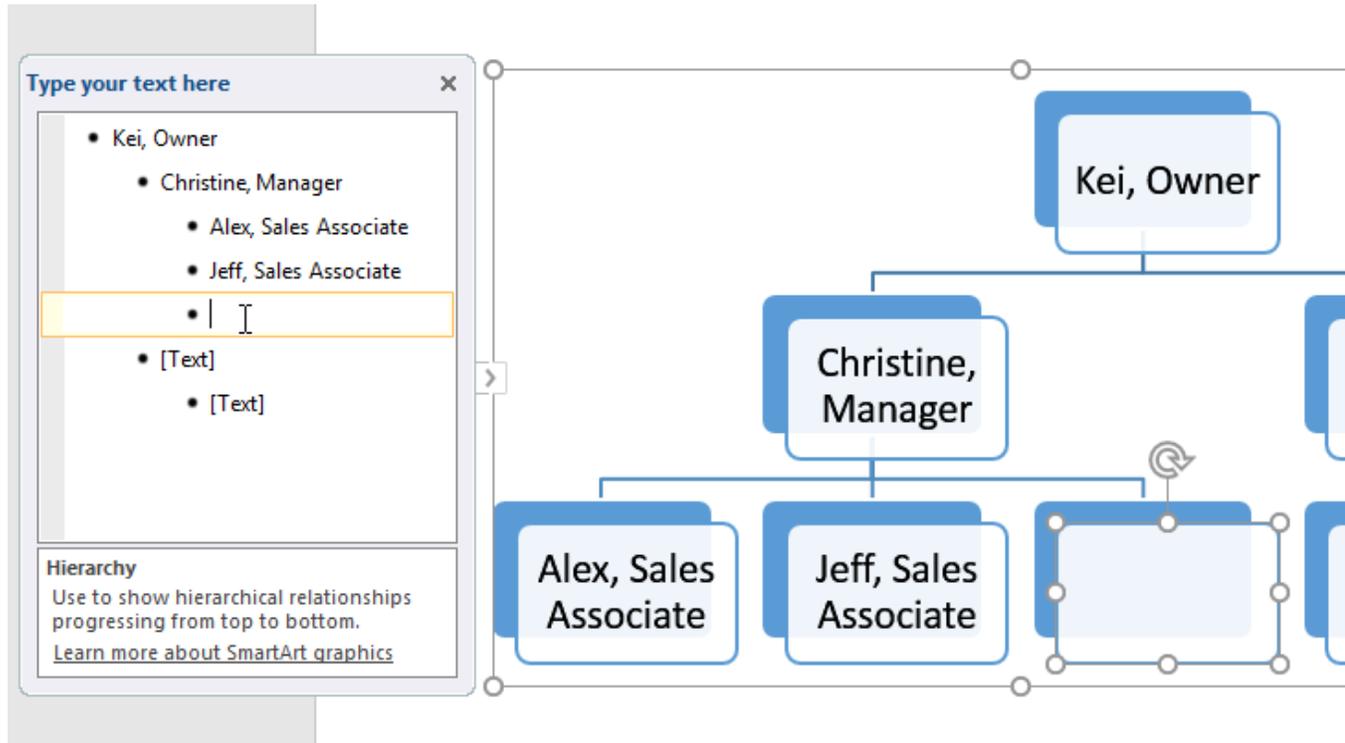
- To **demote a shape**, select the desired bullet, then press the **Tab** key. The bullet will move to the right, and the shape will move down one level.



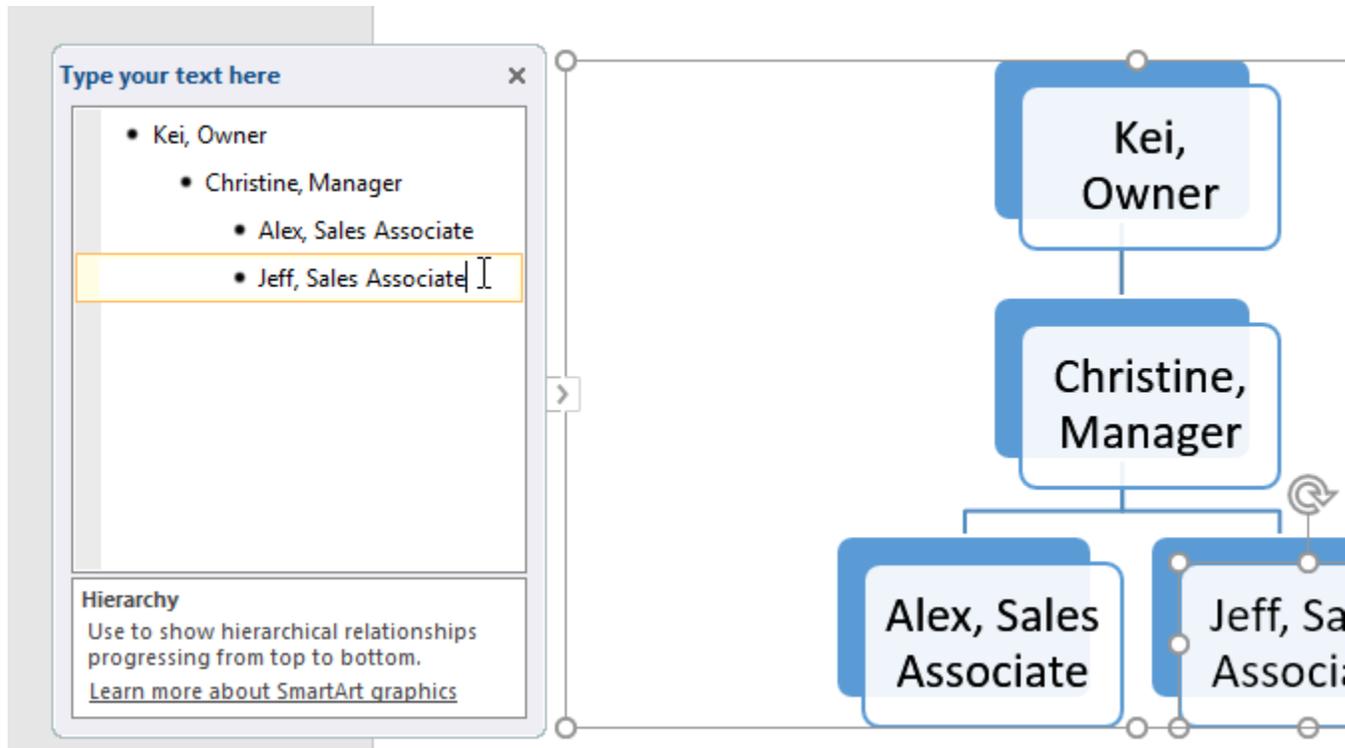
- To **promote a shape**, select the desired bullet, then press the **Backspace** key (or **Shift+Tab**). The bullet will move to the left, and the shape will move up one level.



- To **add a new shape**, place the insertion point after the desired bullet, then press **Enter**. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



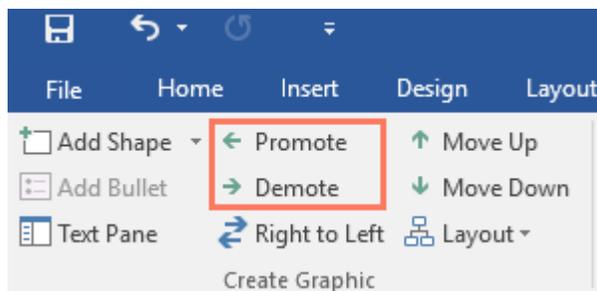
- To **remove a shape**, keep pressing **Backspace** until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.



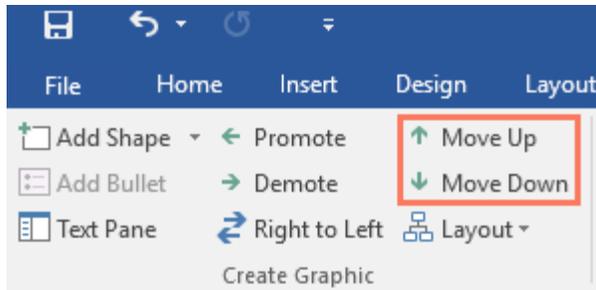
Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the **Design** tab in the **Create Graphic** group. Just select the shape you want to modify, then choose the desired command.

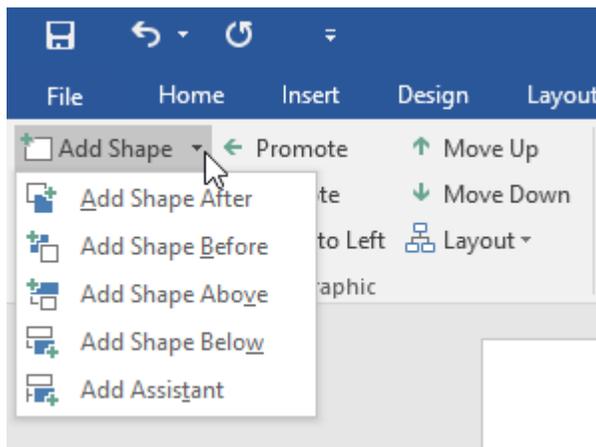
- **Promote** and **Demote**: Use these commands to move a shape up or down between levels.



- **Move Up** and **Move Down**: Use these commands to change the order of shapes on the same level.



- **Add Shape:** Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.

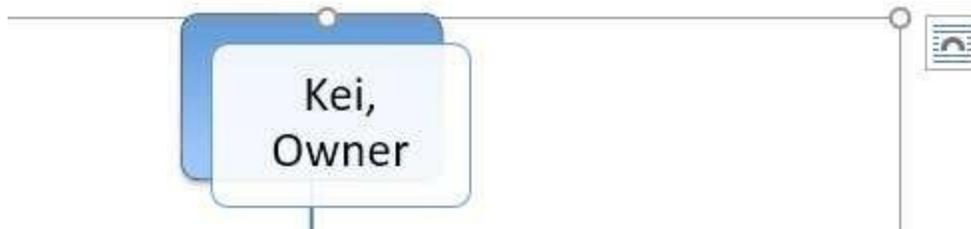
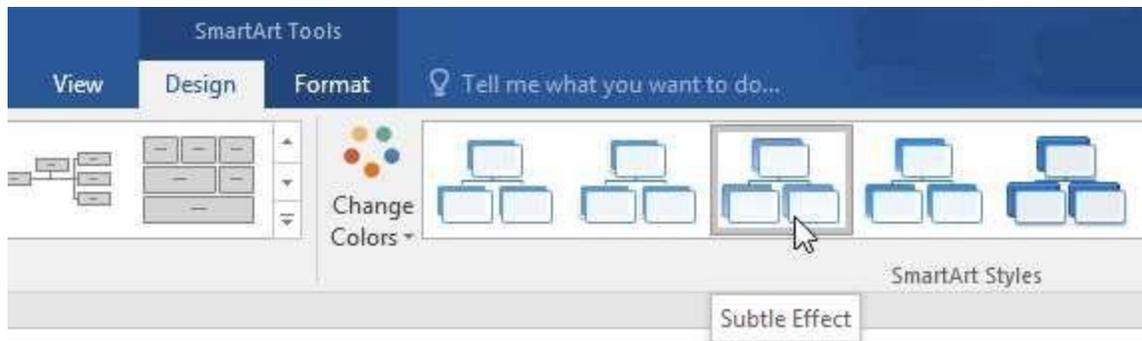


In our example, we've been organizing a graphic with a hierarchical layout. Not all SmartArt graphics use this type of layout, so remember that these commands may work differently (or not at all) depending on the layout of your graphic.

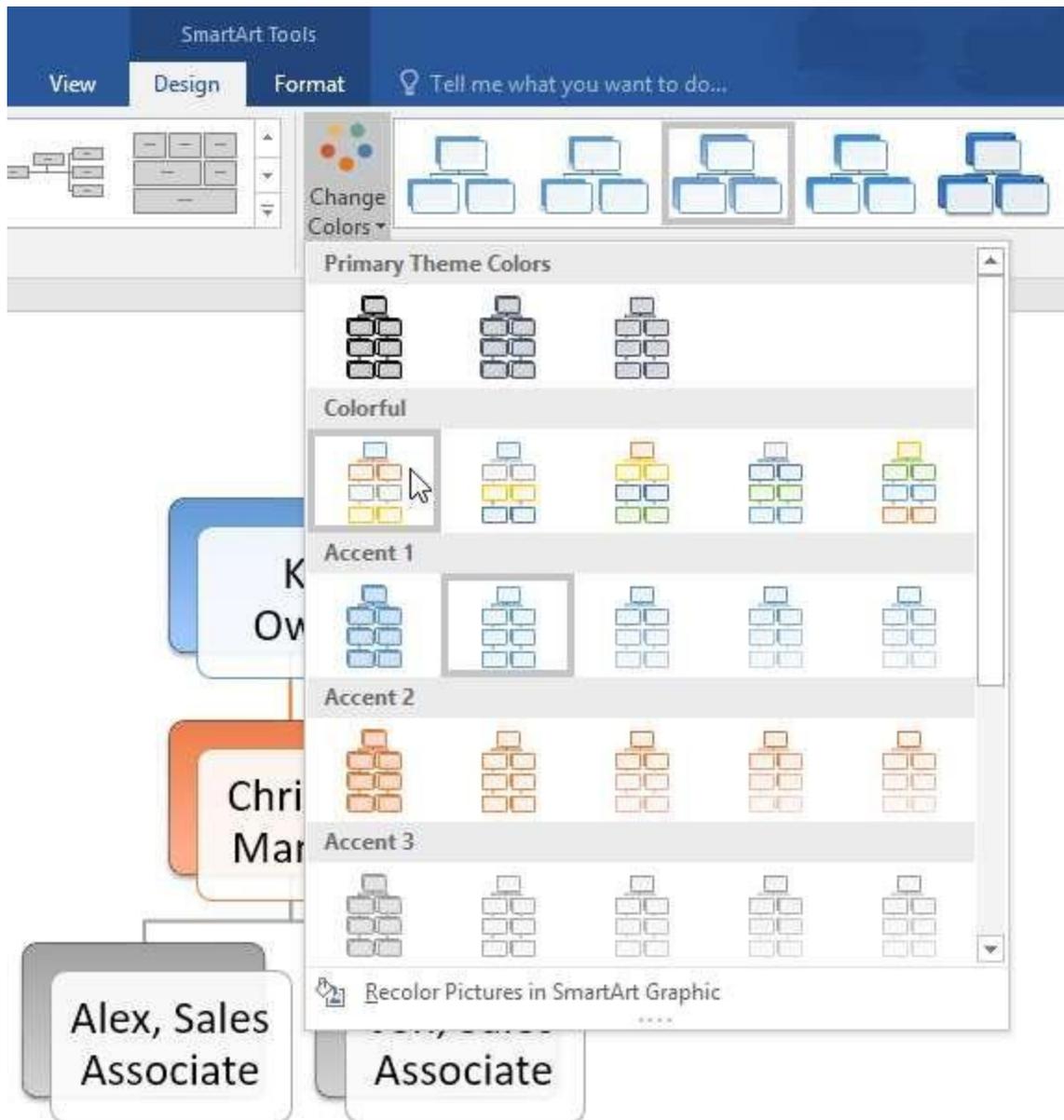
Customizing SmartArt

After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt graphic, the **Design** and **Format** tabs will appear on the right side of the Ribbon. From there, it's easy to edit the **style** and **layout** of a SmartArt graphic.

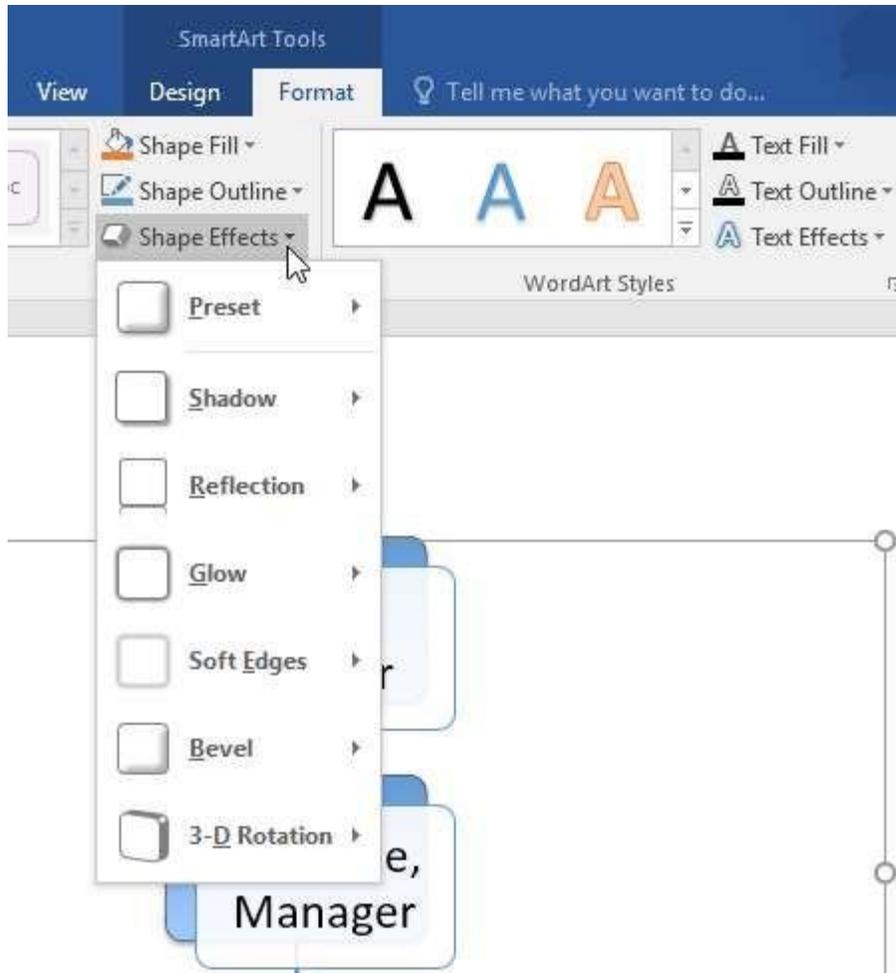
- There are several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.



- You have a variety of **color schemes** to use with SmartArt. To change the colors, click the **Change Colors** command and choose the desired option from the drop-down menu.



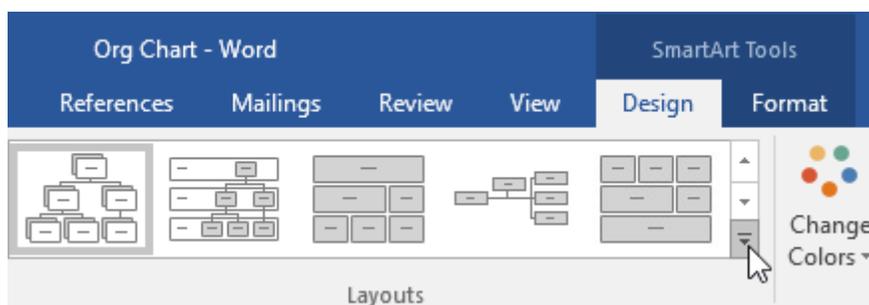
- You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.



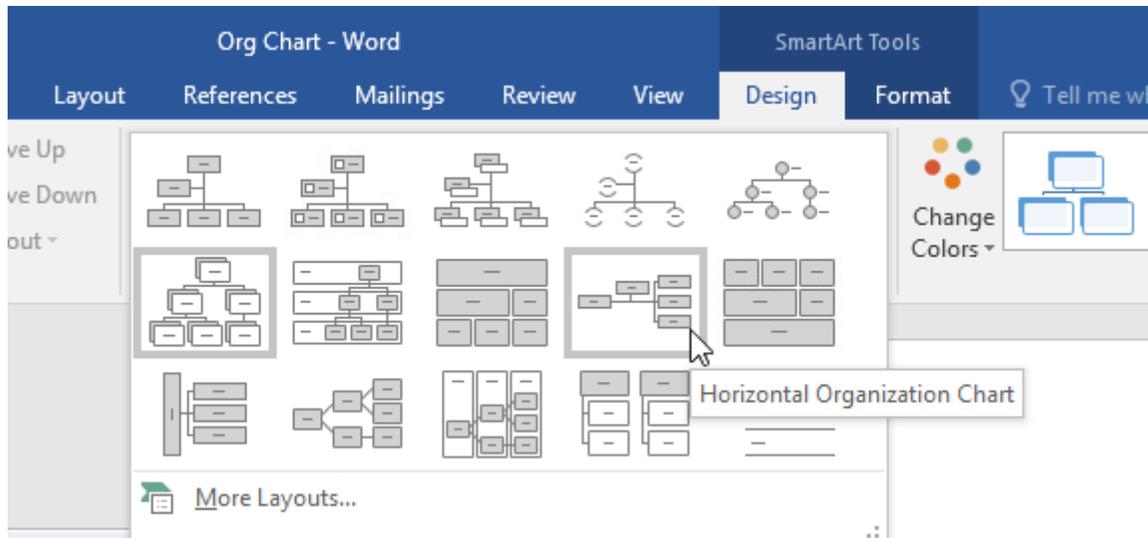
To change the SmartArt layout:

If you don't like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

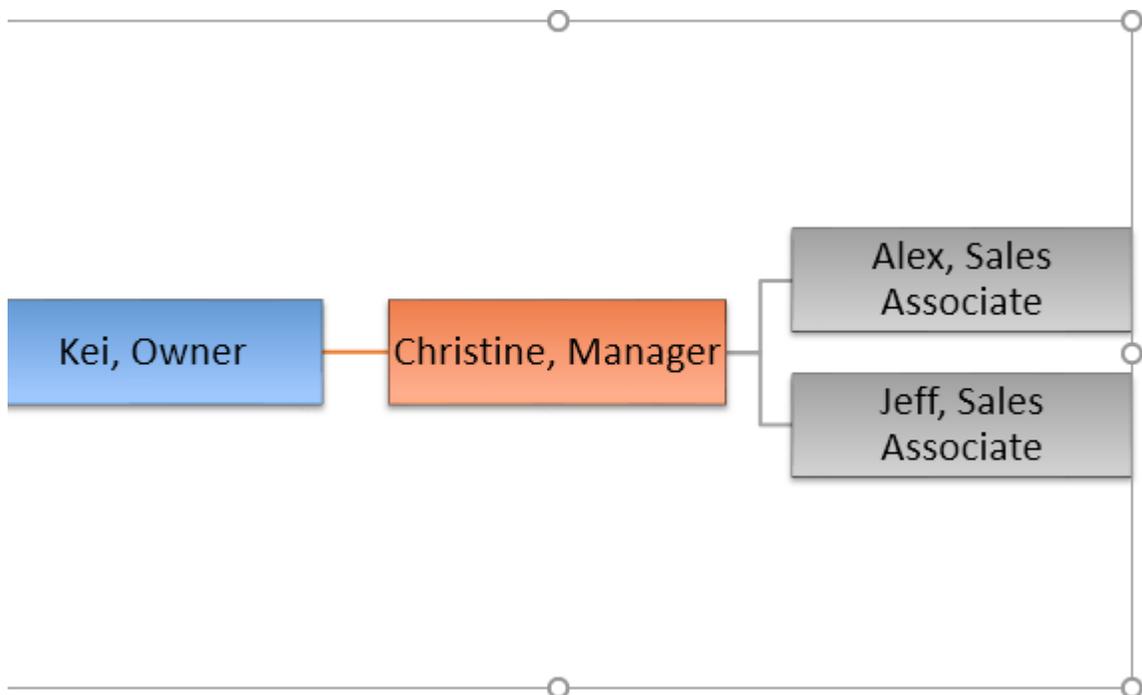
1. From the **Design** tab, click the **More** drop-down arrow in the Layouts group.



2. Choose the desired layout, or click **More Layouts** to see even more options.



3. The selected layout will appear.

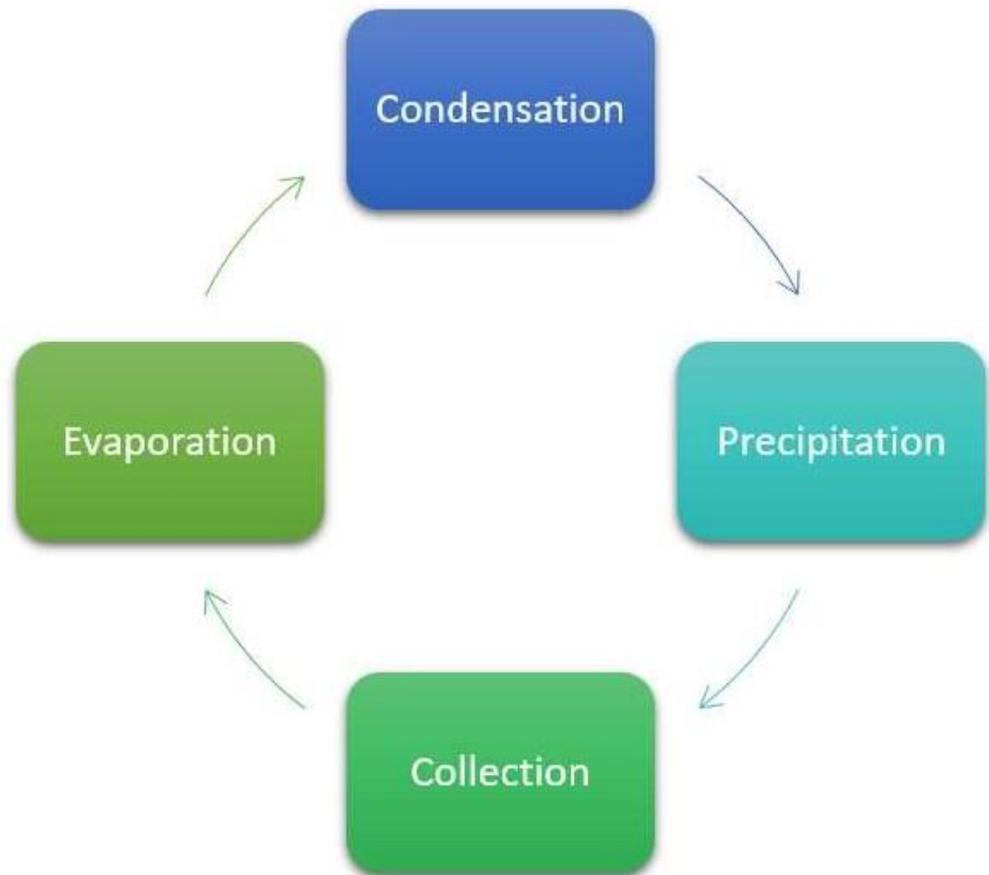


If the new layout is too different from the original, some of your text may not appear. Before deciding on a new layout, check carefully to make sure no important information will be lost.

Challenge!

1. Open a **blank document**.
2. Insert a **Basic Cycle SmartArt** graphic from the **Cycle** category.

3. Insert the following text in clockwise order: **Condensation, Evaporation, Infiltration, Precipitation, Collection.**
4. **Delete** the shape containing the word **Infiltration**.
5. Select the shape containing **Evaporation**, and click the **Move Down** command **twice** to move the shape between **Collection** and **Condensation**.
6. Change the **SmartArt Layout** to **Block Cycle**.
7. Change the **colors** of the SmartArt to a range of your choice.
8. Change the SmartArt Style to **Intense Effect**.
9. When you're finished, your SmartArt should look like this:



Word 2016

Applying and Modifying Styles

Introduction

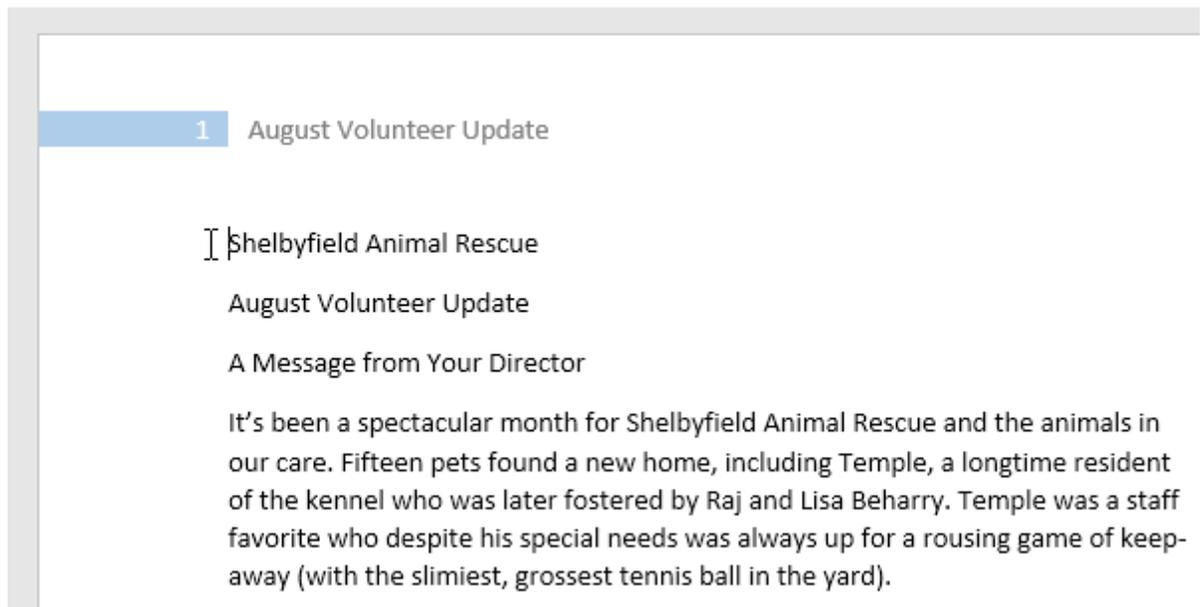
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

Optional: Download our [practice document](#).

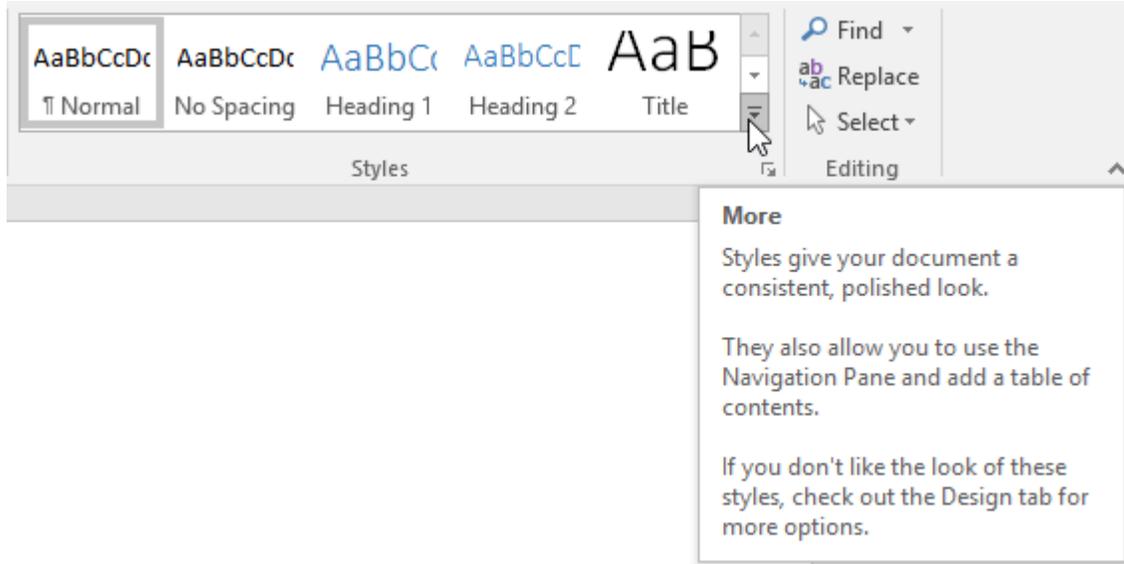
Watch the video below to learn more about using styles in Word.

To apply a style:

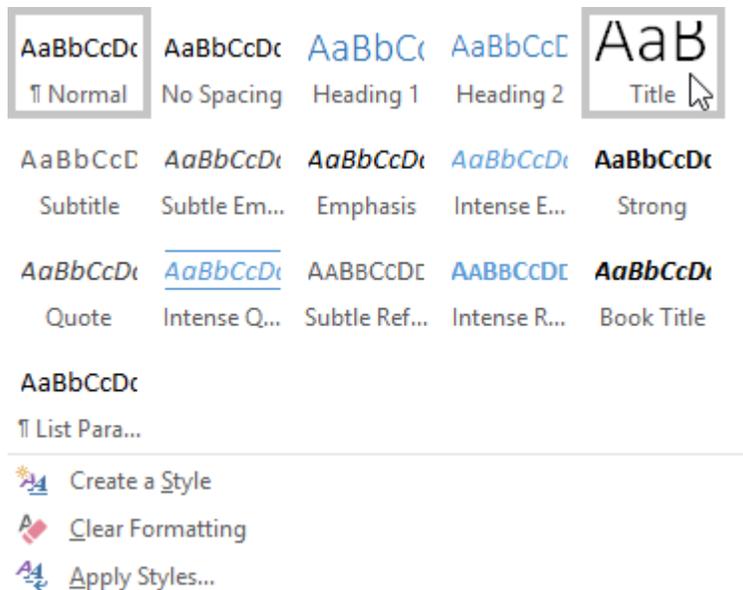
1. Select the text you want to format, or place your cursor at the beginning of the line.



2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



3. Select the **desired style** from the drop-down menu.



4. The text will appear in the selected style.



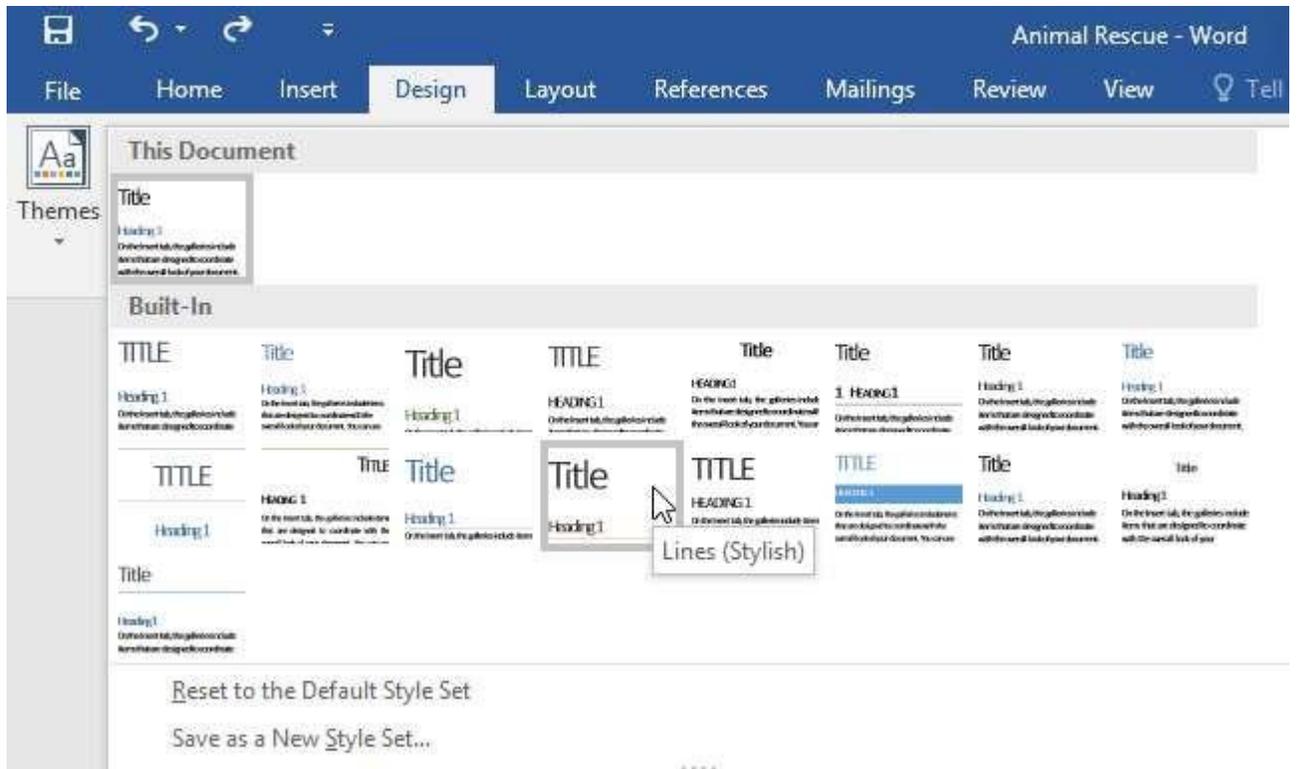
To apply a style set:

Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



2. Choose the **desired style set** from the drop-down menu.

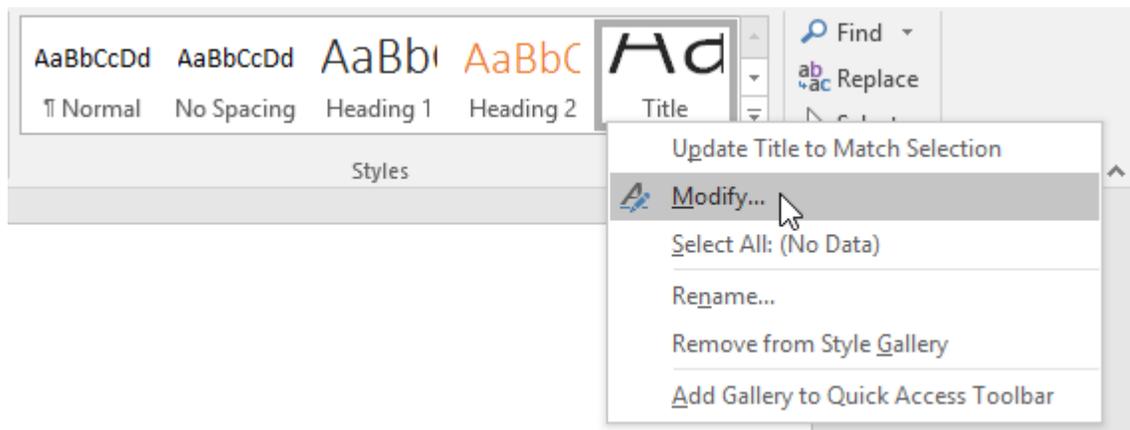


3. The selected style set will be applied to your entire document.

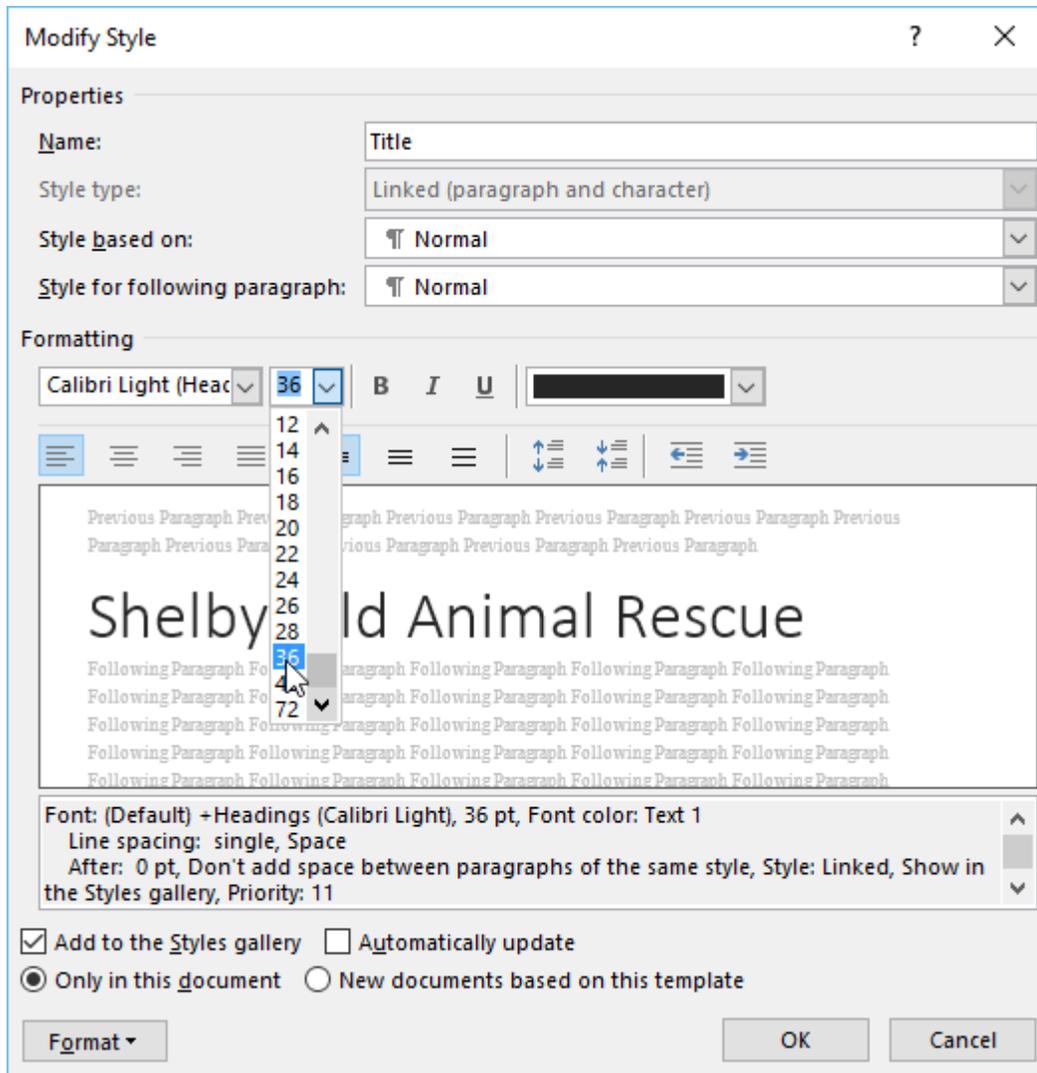


To modify a style:

1. Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify** from the drop-down menu.



2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style. Click **OK** to save your changes.



3. The style will be modified.

1 August Volunteer Update

I | Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



When you modify a style, you're changing **every instance** of that style in the document. In the example below, we've modified the **Normal** style to use a larger font size. Because both paragraphs use the Normal style, they've been updated automatically to use the new size.



1 August Volunteer Update

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

A Message from Your Director

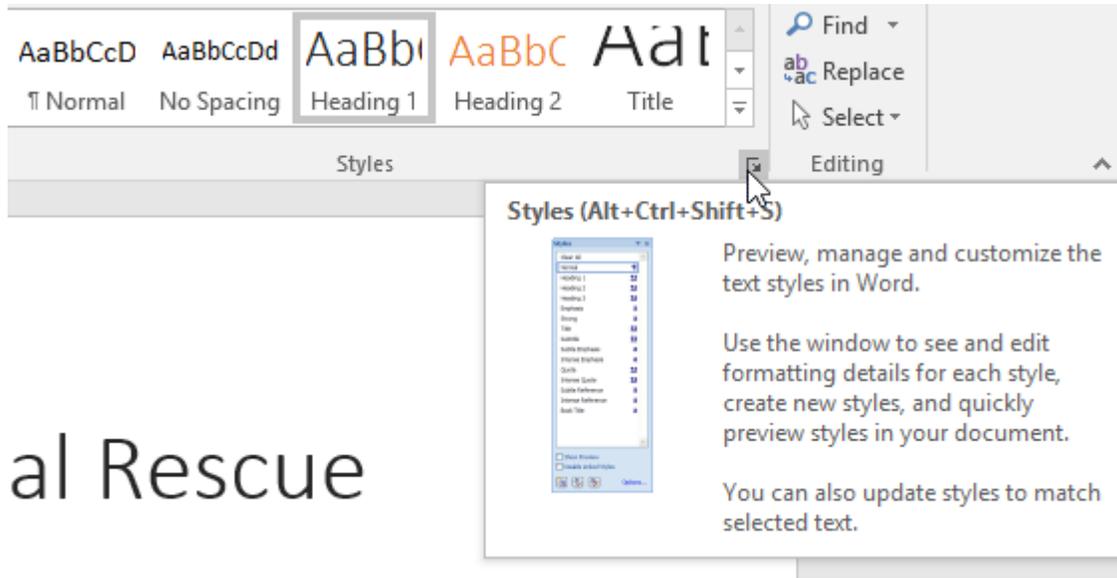
It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).

This was a big month for Arthur too, our lovable yellow lab mix with the submissive smile. Through the generous donation of Dr. Giuliani's time and resources, Arthur received much-needed hip surgery. He's recovering nicely in foster care with Joy Ramirez and her two young children, who are teaching Arthur to "speak" while he's on bed rest.



To create a new style:

1. Click the **arrow** in the bottom-right corner of the **Styles** group.



The screenshot shows the Microsoft Word ribbon with the Styles task pane open. The ribbon includes Font, Paragraph, and Styles tabs. The Styles task pane is titled "Styles (Alt+Ctrl+Shift+S)" and contains a list of styles and descriptive text.

al Rescue

Styles (Alt+Ctrl+Shift+S)

Preview, manage and customize the text styles in Word.

Use the window to see and edit formatting details for each style, create new styles, and quickly preview styles in your document.

You can also update styles to match selected text.

2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.

Styles



Clear All	
Normal	¶
No Spacing	¶a
Heading 1	¶a
Heading 2	¶a
Title	¶a
Subtitle	¶a
Subtle Emphasis	a
Emphasis	a
Intense Emphasis	a
Strong	a
Quote	¶a
Intense Quote	¶a
Subtle Reference	a
Intense Reference	a
Book Title	a
List Paragraph	¶
Footer	¶a
Header	¶a

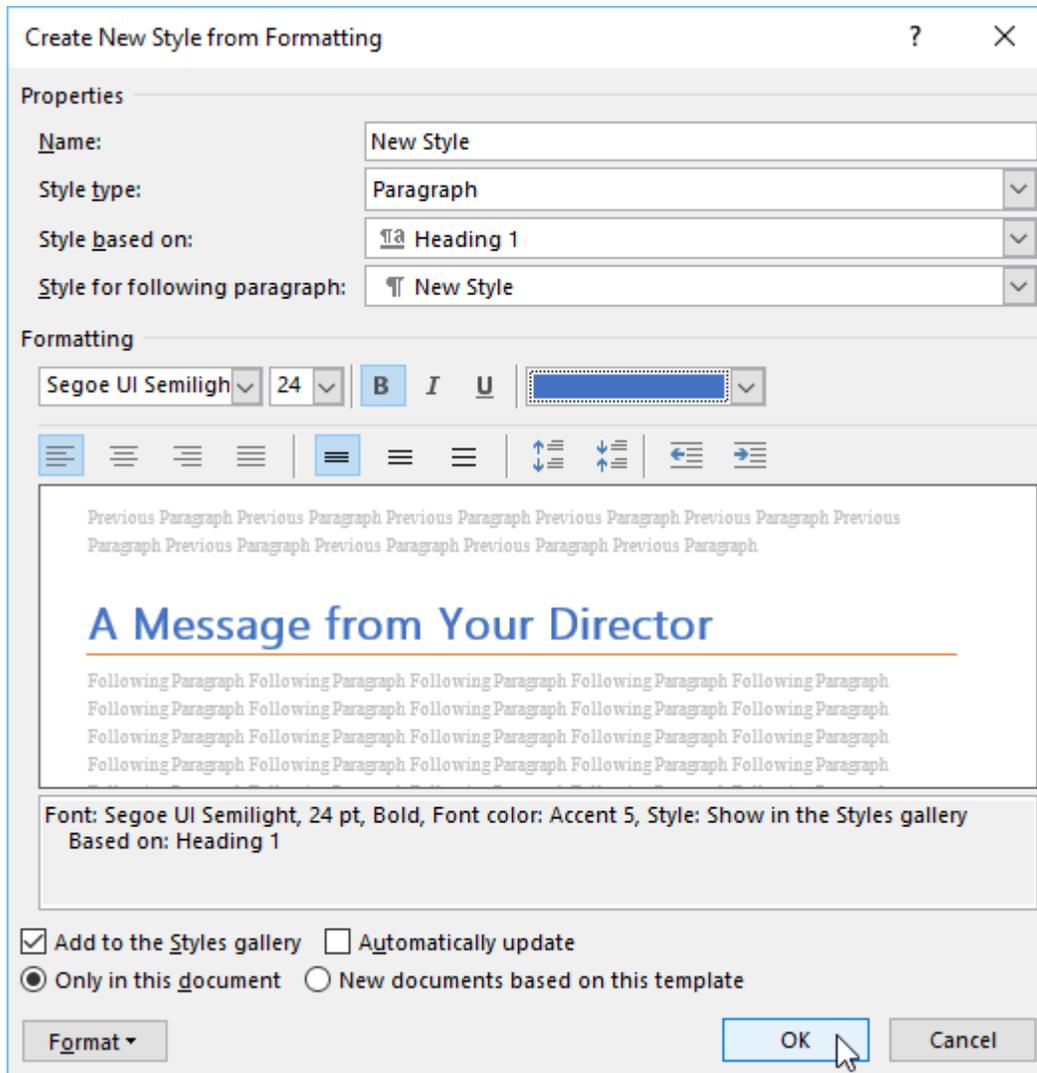
- Show Preview
- Disable Linked Styles



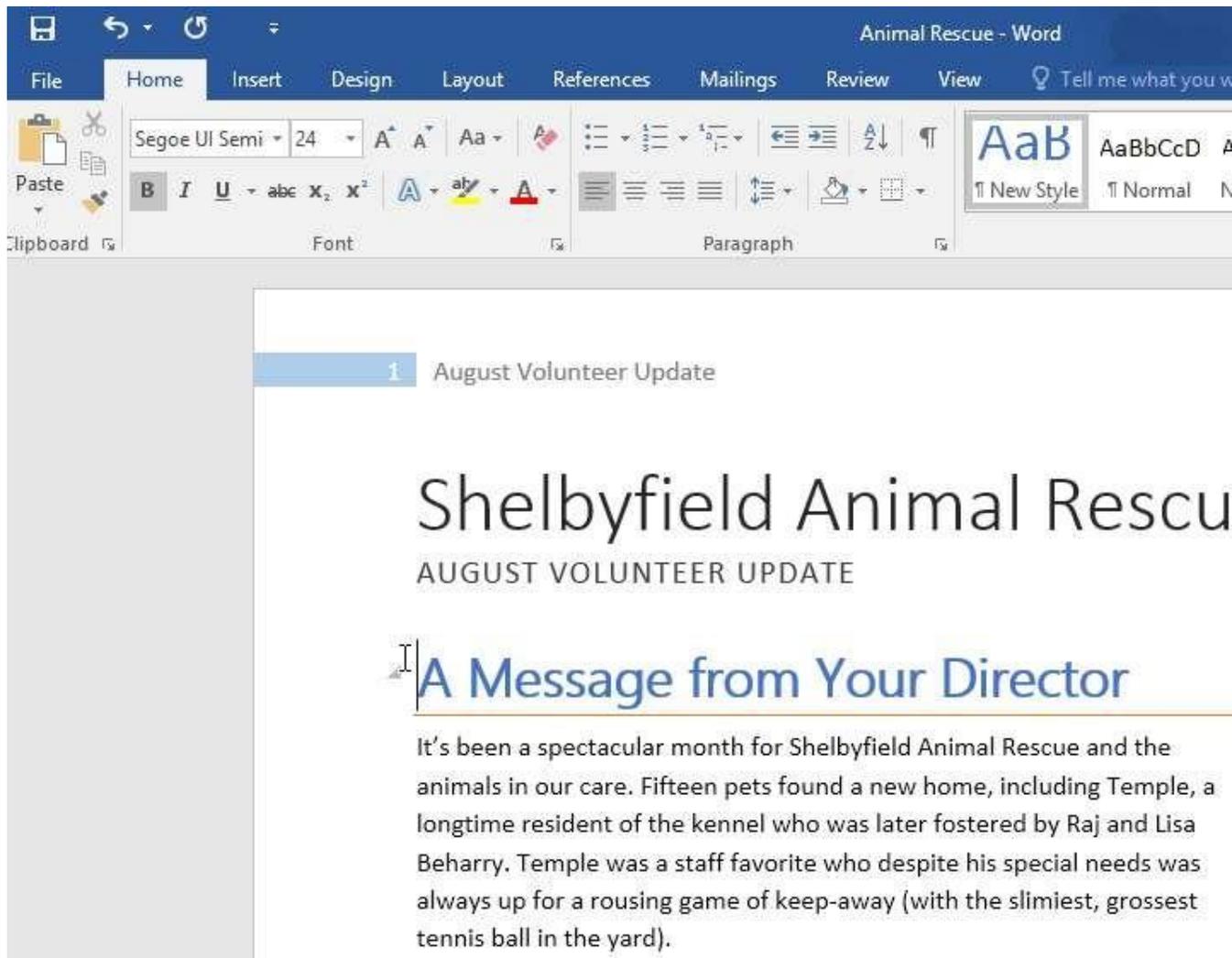
New Style

Options...

3. A dialog box will appear. Enter a **name** for the style, choose the **desired text formatting**, then click **OK**.



4. The new style will be applied to the currently selected text. It will also appear in the **Styles** group.



You can also use styles to create a **table of contents** for your document. To learn how, review our article on [How to Create a Table of Contents in Microsoft Word](#).

Challenge!

1. Open our [practice document](#). If you already downloaded our practice document, be sure to download a fresh copy by clicking the link again.
2. On page 1, select the first line of text **Shelbyfield Animal Rescue** and change the style to **Title**.
3. Select the second line that says **August Volunteer Update** and change the style to **Heading 1**.
4. Select the third line that says **A Message From Your Director** and change the style to **Heading 2**.
5. In the **Design** tab, change the **style set** to **Casual**.
6. **Modify** the **Normal** style so the font is **Cambria** and the font size is **14 pt**.
7. When you're finished, the first page of your document should look like this:

1 August Volunteer Update

Shelbyfield Animal Rescue

August Volunteer Update

A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



This was a big month for Arthur too, our lovable yellow lab mix with the submissive smile. Through the generous donation of Dr. Giuliani's time and resources, Arthur received much-needed hip surgery. He's recovering nicely in foster care with Joy Ramirez and her two young children, who are teaching Arthur to "speak" while he's on bed rest.

It's your hard work and dedication that make it possible for us to help animals in need like Temple and Arthur. To all our volunteers – from kennel staff, to adoption counselors, to office helpers, to those who help with fundraising and special events – thank you for all you do.

– Aurelia & Coco

- Optional: Modify the **Heading 3** style any way you want. You can change the font, font size, color, and more. This heading appears throughout the document, so try to choose formatting that complements the body text.

Word 2016

Mail Merge

Introduction

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, nametags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.

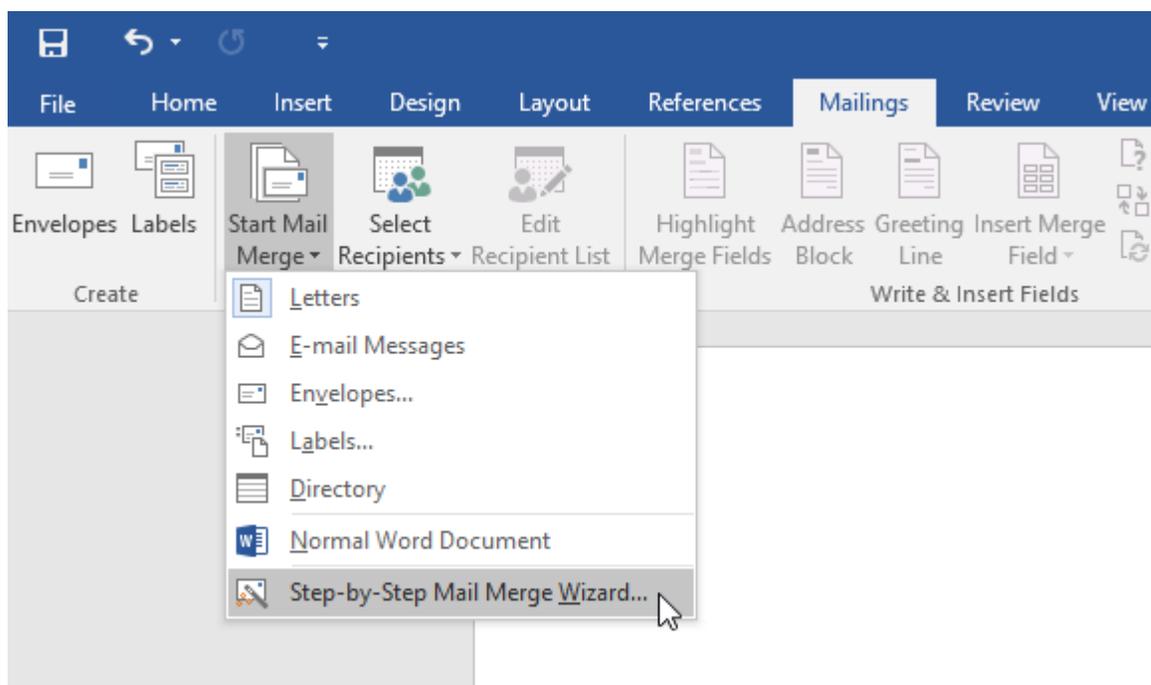
Optional: If you'd like to work along with the lesson, you can download the examples below:

- [Practice document](#) (Word document)
- [Recipient list](#) (Excel workbook)

Watch the video below to learn more about using the Mail Merge feature.

To use Mail Merge:

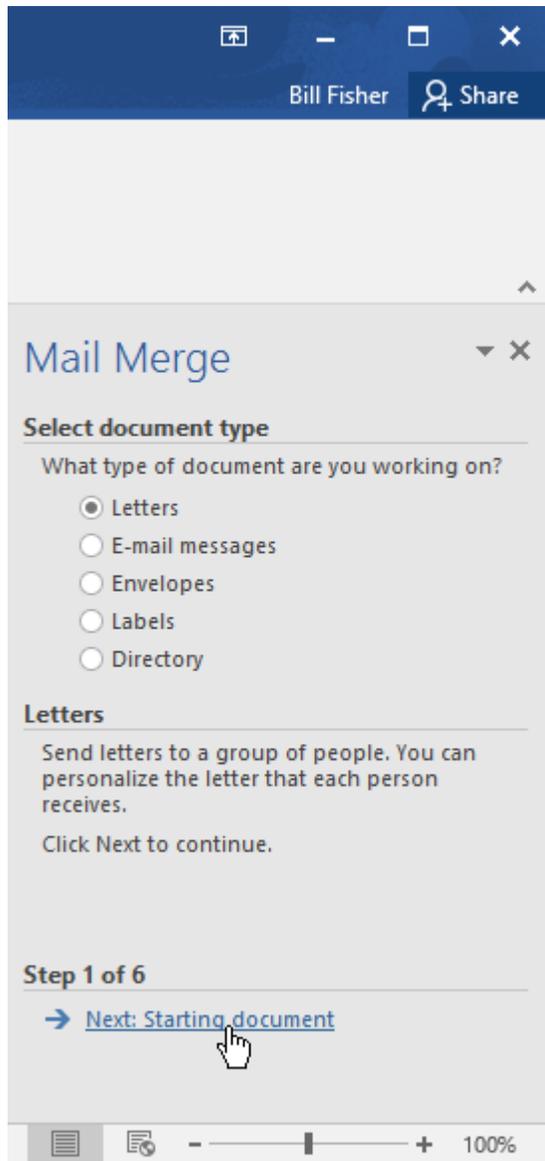
1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step MailMerge Wizard** from the drop-down menu.



The Mail Merge pane will appear and guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.

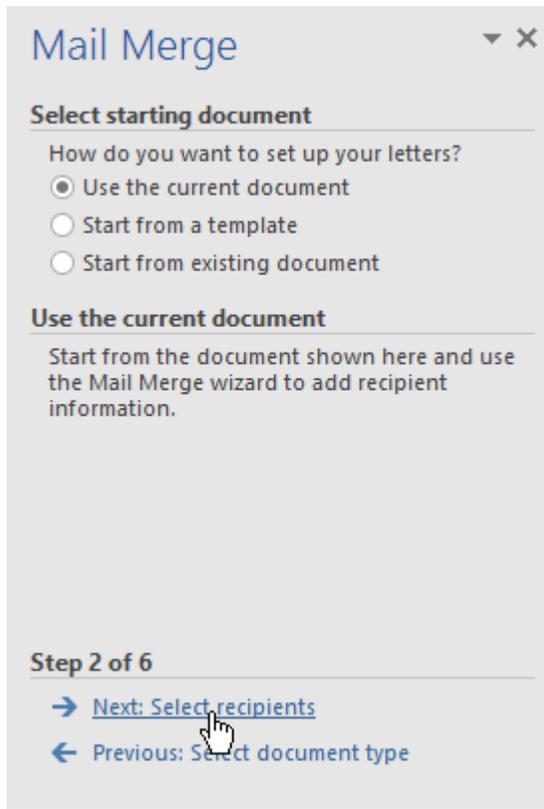
Step 1:

- From the Mail Merge task pane on the right side of the Word window, choose the **type** of document you want to create. In our example, we'll select **Letters**. Then click **Next: Starting document** to move to Step 2.



Step 2:

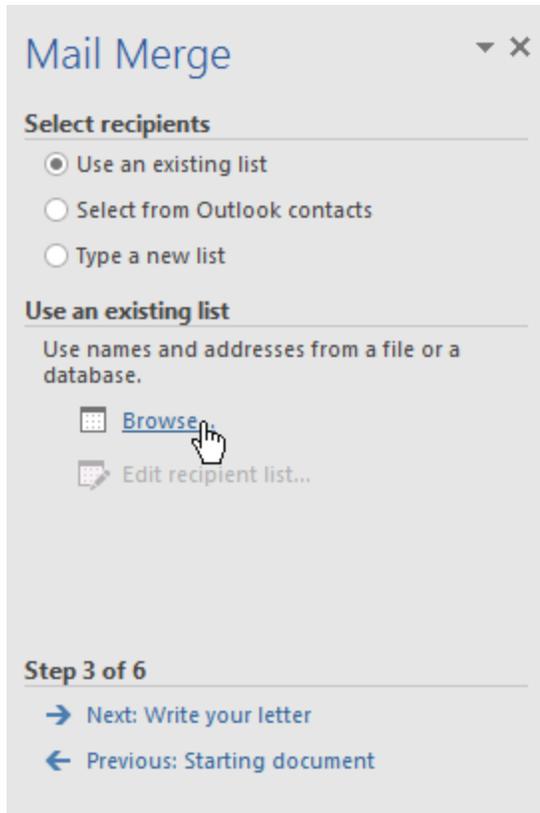
- Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.



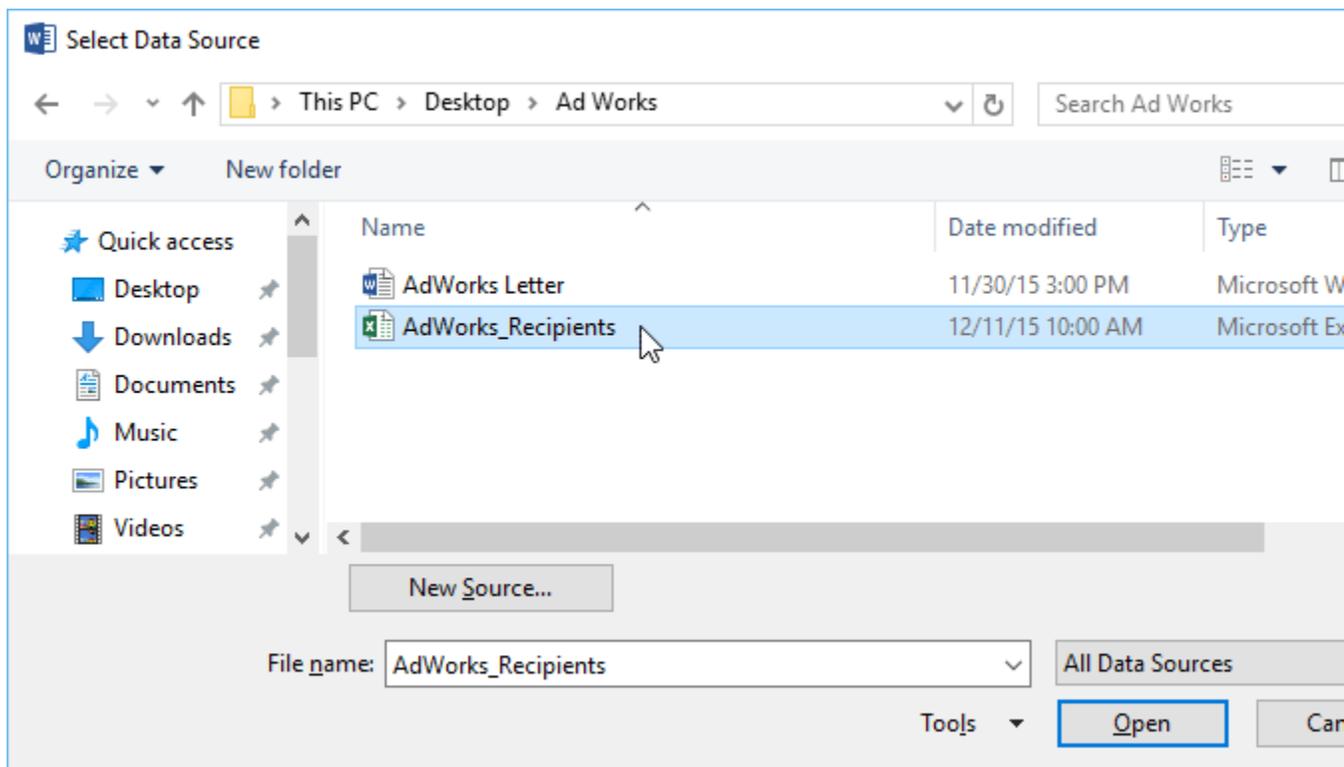
Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

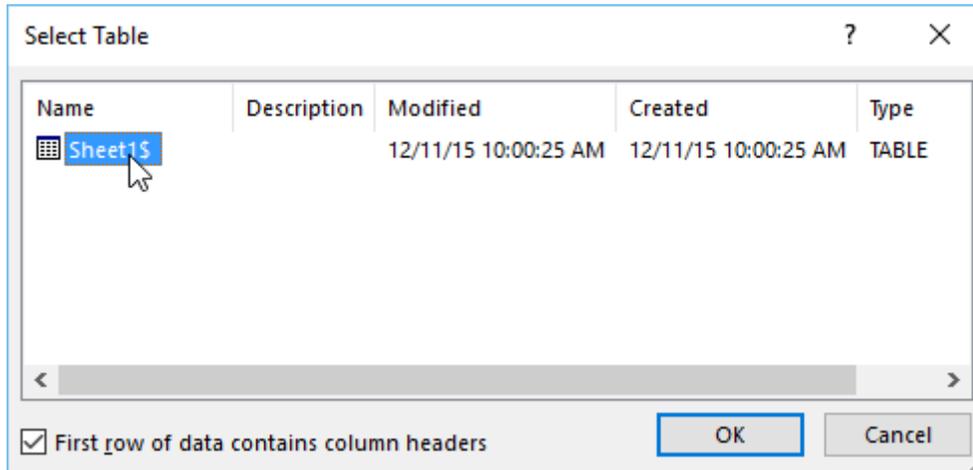
1. Select **Use an existing list**, then click **Browse** to select the file.



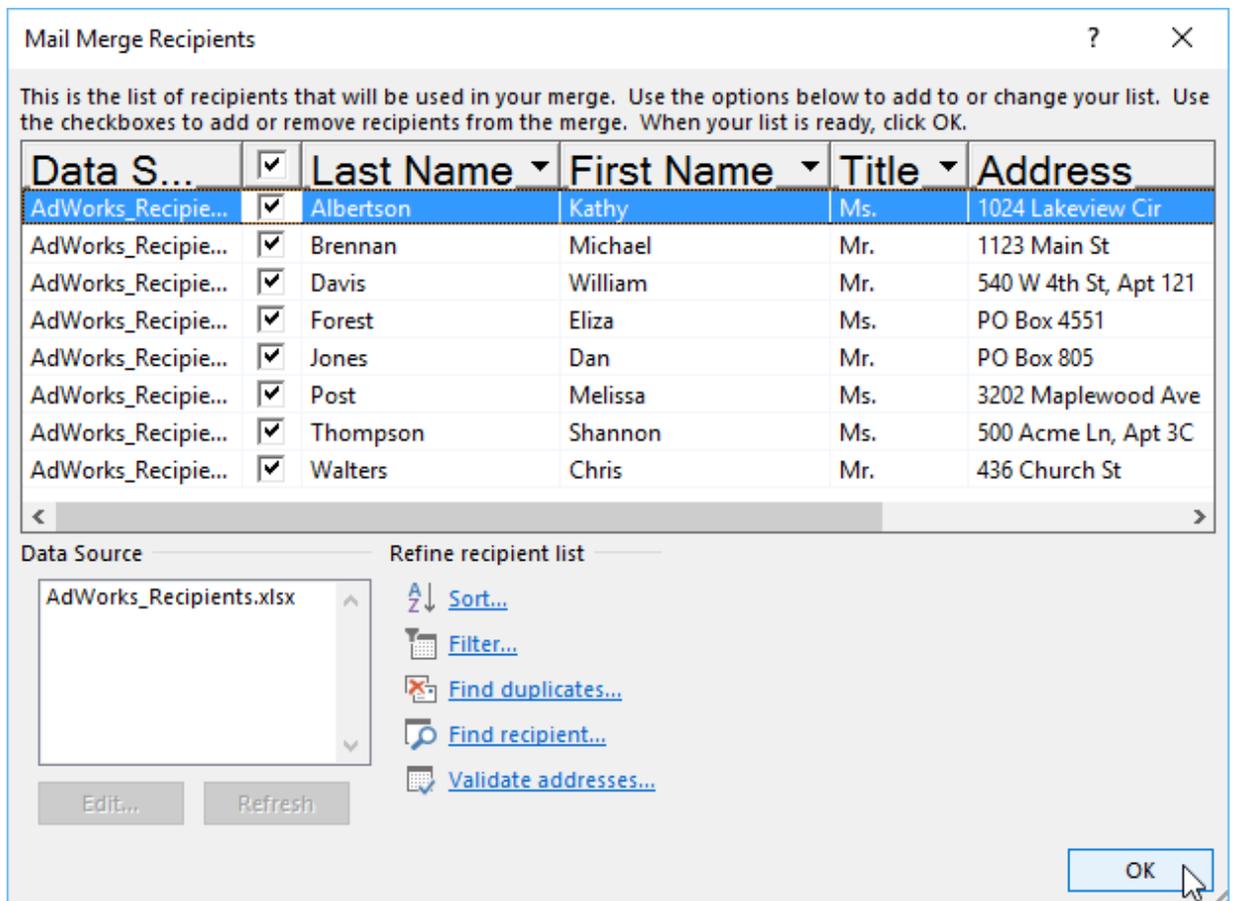
2. Locate your file, then click **Open**.



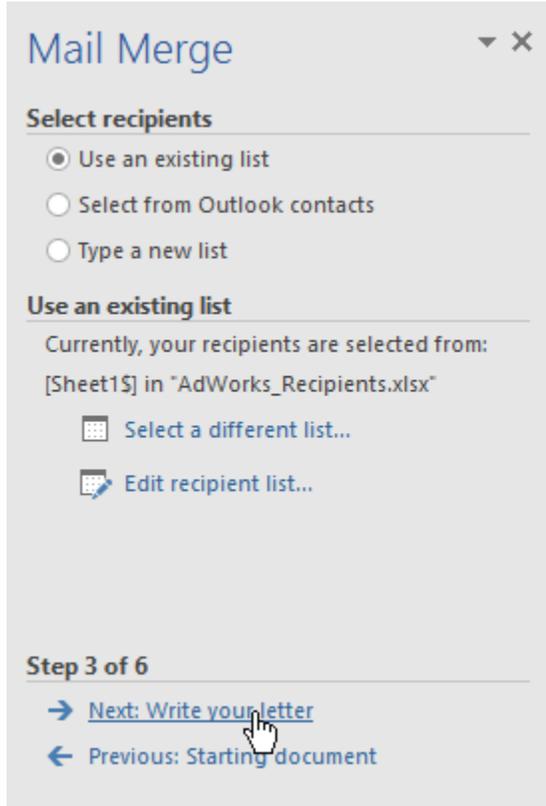
- If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.



- In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. By default, all recipients should be selected. When you're done, click **OK**.



5. Click **Next: Write your letter** to move to Step 4.



If you don't have an existing address list, you can click the **Type a new list** button and click **Create**, then type your address list manually.

Step 4:

Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

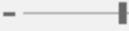
-  Address block...
-  Greeting line...
-  Electronic postage...
-  More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- [→ Next: Preview your letters](#)
- [← Previous: Select recipients](#)

Page 1 of 1 106 words 

   -  +

2. Choose one of the **placeholder** options. In our example, we'll select **Address block**.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

-  [Address block](#)
-  [Greeting line...](#)
-  [Electronic postage...](#)
-  [More items...](#)

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

→ [Next: Preview your letters](#)

← [Previous: Select recipients](#)

- Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**.

Insert Address Block

Specify address elements

- Insert recipient's name in this format:
 - Joshua
 - Joshua Randall Jr.
 - Joshua Q. Randall Jr.
 - Mr. Josh Randall Jr.
 - Mr. Josh Q. Randall Jr.
 - Mr. Joshua Randall Jr.
- Insert company name
- Insert postal address:
 - Never include the country/region in the address
 - Always include the country/region in the address
 - Only include the country/region if different than:
 - United States
- Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

1

Ms. Kathy Albertson
1024 Lakeview Cir
Peachtree City, GA

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

[Match Fields..](#)

OK **Cancel**

4. A placeholder will appear in your document (for example, «AddressBlock»).

«AddressBlock»

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal customers. We would like to extend to you a **20% discount on your next order**. It's our continued business. We'll keep working hard to provide the best possible innovative products, just as we've always done. Thanks again for choosing AdWorks.

Sincerely,

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

-  Address block...
-  Greeting line...
-  Electronic postage...
-  More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- [→ Next: Preview your letters](#)
- [← Previous: Select recipients](#)

5. Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.

«AddressBlock»

«GreetingLine»

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal customers who would like to extend to you a **20% discount on your next order**. It's your continued business. We'll keep working hard to provide the best possible innovative products, just as we've always done. Thanks again for choosing us.

Sincerely,

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

-  [Address block...](#)
-  [Greeting line...](#)
-  [Electronic postage...](#)
-  [More items...](#)

Insert formatted salutation

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- [→ Next: Preview your letters](#)
- [← Previous: Select recipients](#)

6. When you're done, click **Next: Preview your letters** to move to Step 5.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

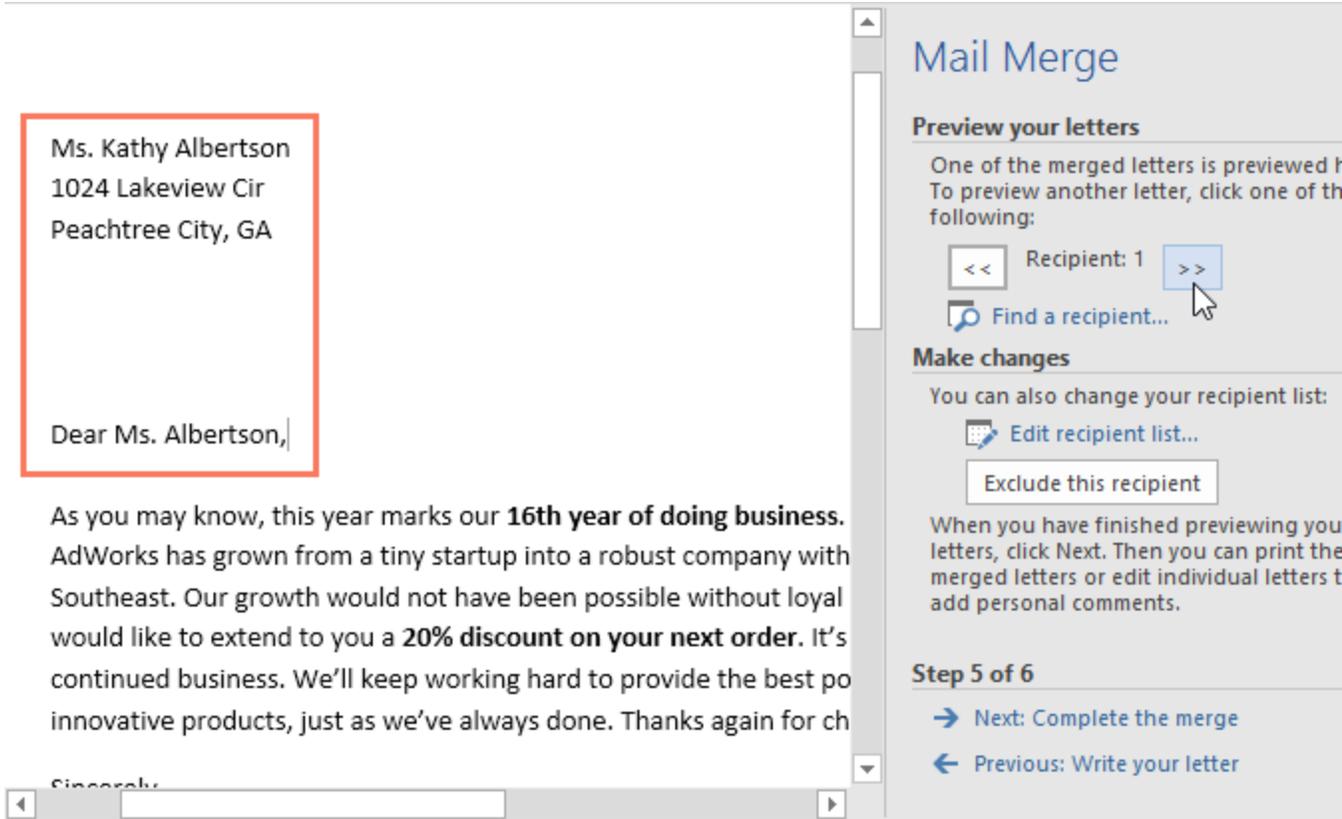
→ [Next: Preview your letters](#)

← Previous: Select recipients

For some letters, you'll only need to add an **Address block** and **Greeting line**. But you can also add more placeholders (such as recipients' names or addresses) in the body of the letter to personalize it even further.

Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.



Ms. Kathy Albertson
1024 Lakeview Cir
Peachtree City, GA

Dear Ms. Albertson,

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order**. It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch

Sincerely,

Mail Merge

Preview your letters

One of the merged letters is previewed. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

→ Next: Complete the merge

← Previous: Write your letter

2. If everything looks correct, click **Next: Complete the merge** to move to Step 6.

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

 Find a recipient...

Make changes

You can also change your recipient list:

 Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

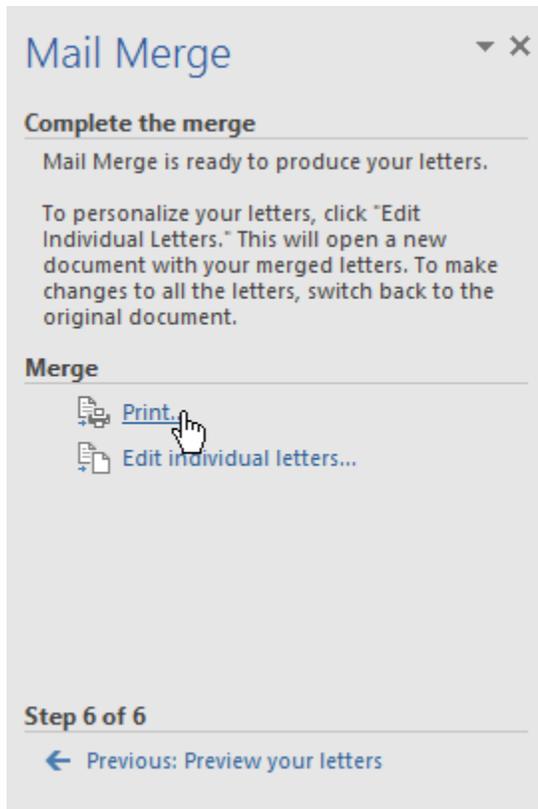
Step 5 of 6

→ [Next: Complete the merge](#)

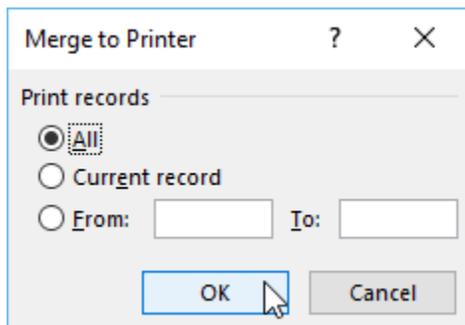
← Previous: Write your letter

Step 6:

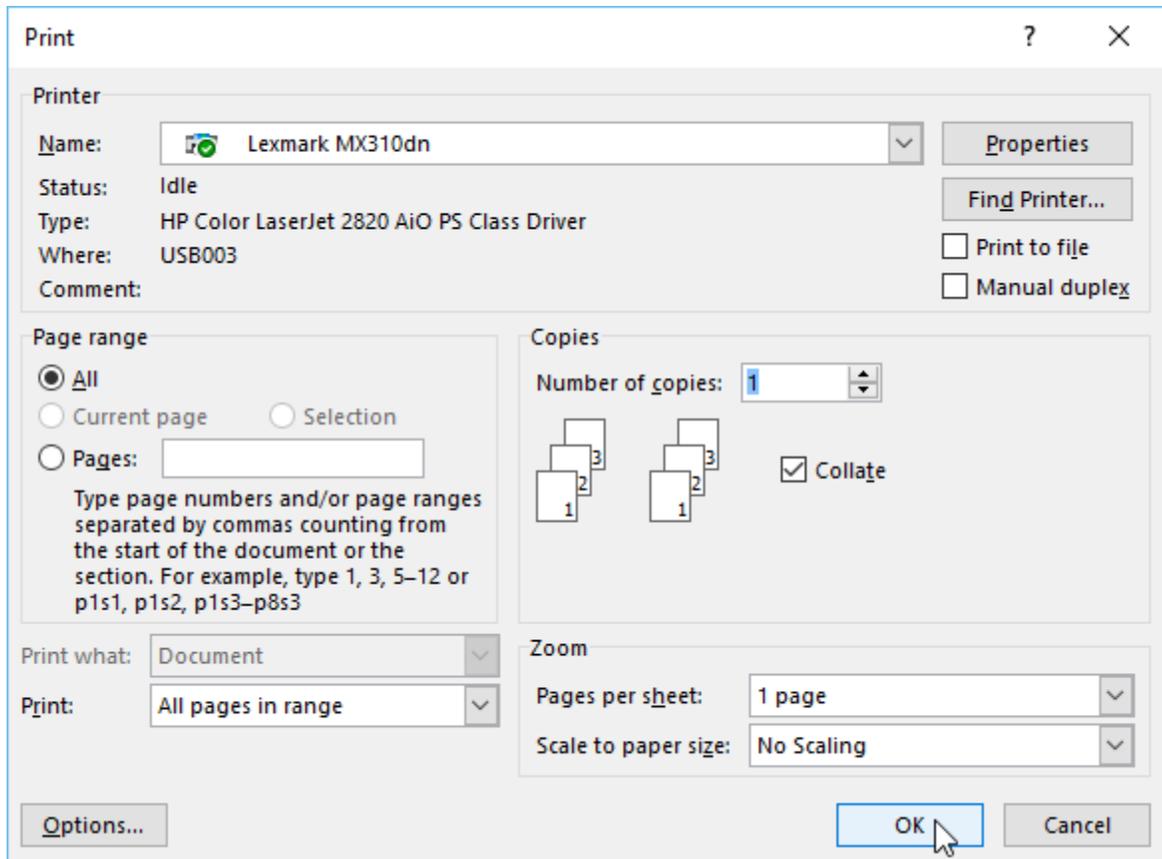
1. Click **Print** to print the letters.



2. A dialog box will appear. Decide if you want to print **All** of the letters, the current document(record), or only a select group, then click **OK**. In our example, we'll print all of the letters.



3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.



Challenge!

1. Open our [practice document](#) and [practice recipient list](#).
2. Use the **Mail Merge Wizard** to merge the letter with the recipient list.
3. Insert an **address block** at the top of the document. Choose the second format: **Joshua Randall Jr.**
4. Above the body of the letter, insert a **Greeting Line**. Format the greeting line so it says **Mr. Joshua Randall,**
5. Check your letters to make sure they are formatted correctly. Your third letter should look something like this:

William Davis
540 W 4th St, Apt 121
New York, NY

Mr. Davis,

As you may know, this year marks our **16th year of doing business**. Since our launch over a decade ago, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

Sincerely,

Liz Doe
President and CEO

6. **Complete** the merge.