

# ICDL WORD PROCESSING

Syllabus 6.0

Learning Material (MS Word 2016)



Provided by:

«Name»

European Computer Driving Licence, ECDL, International Computer Driving Licence, ICDL, e-Citizen and related logos are all registered Trade Marks of The European Computer Driving Licence Foundation Limited ("ICDL Foundation"). This courseware may be used to assist candidates to prepare for the ICDL Foundation Certification Programme as titled on the courseware. ICDL Foundation does not warrant that the use of this courseware publication will ensure passing of the tests for that ICDL Foundation Certification Programme.

The material contained in this courseware does not guarantee that candidates will pass the test for the ICDL Foundation Certification Programme. Any and all assessment items and / or performance-based exercises contained in this courseware relate solely to this publication and do not constitute or imply certification by ICDL Foundation in respect of the ICDL Foundation Certification Programme or any other ICDL Foundation test. This material does not constitute certification and does not lead to certification through any other process than official ICDL Foundation certification testing.

Candidates using this courseware must be registered with the National Operator before undertaking a test for an ICDL Foundation Certification Programme. Without a valid registration, the test(s) cannot be undertaken and no certificate, nor any other form of recognition, can be given to a candidate. Registration should be undertaken at an Approved Test Centre.

Screen shots used with permission from Microsoft.

## ICDL Word Processing

Word Processing applications continue to play a prominent role in people's professional and personal lives. This ICDL Word Processing module provides you with the practical components to begin working with word processors. Having the skills to create, format and finish word processing documents will improve your productivity and will allow you to produce a professional, polished document.

On completion of this module you will be able to:

- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.

### What are the benefits of this module?

This module gives you the skills to operate word processing software, including the most common commercial and open-source offerings. Despite technological advances in recent years, word processing remains a core computer skill that can be used to improve efficiency and capability in the workplace. Once you have developed the skills and knowledge set out in this book, you will be in a position to become certified in an international standard in this area - ICDL Word Processing.

### How to use this book

This book covers the entirety of the ICDL Word Processing course. It introduces important concepts and sets out the specific steps associated with using different features of the application. You will also have the opportunity to practice some of these activities yourself using sample files provided in the Student Folder. It is recommended that you do not save your changes to sample files, as you may want to practice an activity more than once.

For details of the specific areas of the ICDL Word Processing syllabus covered in each section of this book, refer to the ICDL Word Processing syllabus map at the end of this book.





---

# ICDL WORD PROCESSING

<b>LESSON 1 - EXPLORING MICROSOFT WORD 2016 .....</b>	<b>1</b>
1.1 Starting Word 2016 .....	2
1.2 The User Interface .....	2
1.3 The Backstage View .....	4
1.4 Converting Documents.....	5
1.5 Setting Word Options .....	6
1.6 Setting the Default Folders.....	6
1.7 The Quick Access Toolbar .....	8
1.8 Using the Ribbon and Tabs.....	11
1.9 Using the Mini Toolbar .....	12
1.10 Using Dialog Box Launchers .....	13
1.11 Using Contextual Tabs.....	14
1.12 Using Help .....	15
1.13 Exiting Word .....	16
1.14 Review Exercise .....	18
<b>LESSON 2 - WORKING WITH DOCUMENTS .....</b>	<b>19</b>
2.1 Creating a New Blank Document .....	20
2.2 Creating a New Document using Templates .....	20
2.3 Searching for Templates .....	21
2.4 Entering Text .....	22
2.5 Inserting Symbols .....	23
2.6 Saving a Document.....	25
2.7 Using Save As .....	28
2.8 Save a Document as a Template .....	29
2.9 Save a Document in Alternative File Formats .....	30
2.10 Closing a Document.....	31
2.11 Opening an Existing Document.....	31

2.12 Selecting Text .....	32
2.13 Navigating a Document.....	33
2.14 Review Exercise .....	36
<b>LESSON 3 - DOCUMENT VIEWS.....</b>	<b>37</b>
3.1 Changing the View.....	38
3.2 Zooming In/Out.....	39
3.3 Display/Hide the Ruler .....	<b>Error! Bookmark not defined.</b>
3.4 Formatting (Paragraph Marks) .....	<b>Error! Bookmark not defined.</b>
3.5 Soft Carriage Returns .....	<b>Error! Bookmark not defined.</b>
3.6 Opening Multiple Documents .....	<b>Error! Bookmark not defined.</b>
3.7 Switching Between Documents.....	<b>Error! Bookmark not defined.</b>
3.8 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 4 - EDITING TEXT .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.1 Editing Text in a Document.....	<b>Error! Bookmark not defined.</b>
4.2 Deleting Text.....	<b>Error! Bookmark not defined.</b>
4.3 Replacing Selected Text .....	<b>Error! Bookmark not defined.</b>
4.4 Copying, Moving/Pasting Text.....	<b>Error! Bookmark not defined.</b>
4.5 Using Undo, Redo and Repeat .....	<b>Error! Bookmark not defined.</b>
4.6 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 5 - FORMATTING TEXT .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.1 Formatting Text.....	<b>Error! Bookmark not defined.</b>
5.2 Changing Fonts.....	<b>Error! Bookmark not defined.</b>
5.3 Changing Font Size .....	<b>Error! Bookmark not defined.</b>
5.4 Applying Bold/Italics Formats .....	<b>Error! Bookmark not defined.</b>
5.5 Underlining.....	<b>Error! Bookmark not defined.</b>
5.6 Changing Font Colour .....	<b>Error! Bookmark not defined.</b>
5.7 Applying Subscript/Superscript .....	<b>Error! Bookmark not defined.</b>
5.8 Using Format Painter .....	<b>Error! Bookmark not defined.</b>
5.9 Changing Case .....	<b>Error! Bookmark not defined.</b>

5.10 Working with Hyperlinks.....	<b>Error! Bookmark not defined.</b>
5.11 Clearing Formats .....	<b>Error! Bookmark not defined.</b>
5.12 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 6 - FORMATTING PARAGRAPHS.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.1 Creating and Merging Paragraphs .....	<b>Error! Bookmark not defined.</b>
6.2 Aligning Paragraphs.....	<b>Error! Bookmark not defined.</b>
6.3 Aligning Text with Click and Type .....	<b>Error! Bookmark not defined.</b>
6.4 Paragraph Spacing .....	<b>Error! Bookmark not defined.</b>
6.5 Line Spacing .....	<b>Error! Bookmark not defined.</b>
6.6 Applying Border/Shading to Paragraph/Text .....	<b>Error! Bookmark not defined.</b>
6.7 Copying Paragraph Formats .....	<b>Error! Bookmark not defined.</b>
6.8 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 7 - INDENTING PARAGRAPHS.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.1 Changing the Left Indent.....	<b>Error! Bookmark not defined.</b>
7.2 Indenting the First Line.....	<b>Error! Bookmark not defined.</b>
7.3 Creating a Right Indent .....	<b>Error! Bookmark not defined.</b>
7.4 Creating a Hanging Indent .....	<b>Error! Bookmark not defined.</b>
7.5 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 8 - CHARACTER AND PARAGRAPH STYLE</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.1 Applying a Character Style.....	<b>Error! Bookmark not defined.</b>
8.2 Applying a Paragraph Style.....	<b>Error! Bookmark not defined.</b>
<b>LESSON 9 - BULLETS AND NUMBERINGS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
9.1 Typing a Numbered or Bulleted List .....	<b>Error! Bookmark not defined.</b>
9.2 Applying Numbers or Bullets to Text .....	<b>Error! Bookmark not defined.</b>
9.3 Adding a Numbered or Bulleted Item .....	<b>Error! Bookmark not defined.</b>
9.4 Removing Numbers or Bullets from text.....	<b>Error! Bookmark not defined.</b>
9.5 Changing a Bullet or Number Style .....	<b>Error! Bookmark not defined.</b>
9.6 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 10 - CHECKING SPELLING AND GRAMMAR</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>



10.1 Checking Spelling/Grammar as You Type.....	<b>Error! Bookmark not defined.</b>
10.2 Automatic Hyphenation .....	<b>Error! Bookmark not defined.</b>
10.3 Running the Spelling and Grammar Checker .....	<b>Error! Bookmark not defined.</b>
10.4 Adding Words to the Custom Dictionary.....	<b>Error! Bookmark not defined.</b>
10.5 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 11 - USING FIND AND REPLACE .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
11.1 Using Find.....	<b>Error! Bookmark not defined.</b>
11.2 Using Replace.....	<b>Error! Bookmark not defined.</b>
11.3 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 12 - HEADERS AND FOOTERS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
12.1 Creating Headers/Footers using the Galleries.....	<b>Error! Bookmark not defined.</b>
12.2 Inserting Page Numbers using the Galleries .....	<b>Error! Bookmark not defined.</b>
12.3 Inserting the Current Date.....	<b>Error! Bookmark not defined.</b>
12.4 Inserting the File Name .....	<b>Error! Bookmark not defined.</b>
12.5 Inserting Fields into a Header / Footer .....	<b>Error! Bookmark not defined.</b>
12.6 Deleting a Header / Footer.....	<b>Error! Bookmark not defined.</b>
12.7 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 13 - WORKING WITH TABS AND TABLES....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
13.1 Using Tab Stops .....	<b>Error! Bookmark not defined.</b>
13.2 Setting Tab Stops .....	<b>Error! Bookmark not defined.</b>
13.3 Deleting Tab Stops .....	<b>Error! Bookmark not defined.</b>
13.4 Clearing All Tabs.....	<b>Error! Bookmark not defined.</b>
13.5 Inserting a Table .....	<b>Error! Bookmark not defined.</b>
13.6 Navigating a Table .....	<b>Error! Bookmark not defined.</b>
13.7 Selecting the Table .....	<b>Error! Bookmark not defined.</b>
13.8 Inserting Rows and Columns into a Table.....	<b>Error! Bookmark not defined.</b>
13.9 Adding Text to a Table.....	<b>Error! Bookmark not defined.</b>
13.10 Hiding and Showing Gridlines .....	<b>Error! Bookmark not defined.</b>
13.11 Inserting Rows and Columns into a Table.....	<b>Error! Bookmark not defined.</b>

13.12 Changing Column Width and Row Height .....	<b>Error! Bookmark not defined.</b>
13.13 Adding a Border to a Table .....	<b>Error! Bookmark not defined.</b>
13.14 Removing a Border from a Table .....	<b>Error! Bookmark not defined.</b>
13.15 Adding and Removing Shading.....	<b>Error! Bookmark not defined.</b>
13.16 Deleting a Table.....	<b>Error! Bookmark not defined.</b>
13.17 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 14 - INSERTING GRAPHICS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
14.1 Inserting Online Pictures .....	<b>Error! Bookmark not defined.</b>
14.2 Inserting a Picture .....	<b>Error! Bookmark not defined.</b>
14.3 Inserting a Drawn Object.....	<b>Error! Bookmark not defined.</b>
14.4 Inserting a Chart .....	<b>Error! Bookmark not defined.</b>
14.5 Copying/Moving Objects within Same Document.....	<b>Error! Bookmark not defined.</b>
14.6 Copying/Moving Objects between Open Documents .....	<b>Error! Bookmark not defined.</b>
14.7 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 15 - MAIL MERGE .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
15.1 Using Mail Merge .....	<b>Error! Bookmark not defined.</b>
15.2 Printing Mail Merge Outputs.....	<b>Error! Bookmark not defined.</b>
15.3 Creating Mailing Labels.....	<b>Error! Bookmark not defined.</b>
15.4 Selecting Label Options .....	<b>Error! Bookmark not defined.</b>
15.5 Attaching a Data Source .....	<b>Error! Bookmark not defined.</b>
15.6 Inserting Label Merge Fields .....	<b>Error! Bookmark not defined.</b>
15.7 Merging Labels to a New Document .....	<b>Error! Bookmark not defined.</b>
15.8 Review Exercise .....	<b>Error! Bookmark not defined.</b>
<b>LESSON 16 - USING DOCUMENT FORMATTING .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
16.1 Inserting a Manual Page Break .....	<b>Error! Bookmark not defined.</b>
16.2 Removing a Manual Page Break.....	<b>Error! Bookmark not defined.</b>
16.3 Page Orientation .....	<b>Error! Bookmark not defined.</b>
16.4 Setting the Document Margins .....	<b>Error! Bookmark not defined.</b>
16.5 Changing the Paper Size .....	<b>Error! Bookmark not defined.</b>

16.6 Print Preview..... **Error! Bookmark not defined.**  
16.7 Printing the Current Page or Specific Pages ..... **Error! Bookmark not defined.**  
16.8 Printing Multiple Copies ..... **Error! Bookmark not defined.**  
16.9 Print Specific Text ..... **Error! Bookmark not defined.**  
16.10 Review Exercise ..... **Error! Bookmark not defined.**  
**ICDL SYLLABUS** ..... **ERROR! BOOKMARK NOT DEFINED.**



---

# **LESSON 1 - EXPLORING MICROSOFT WORD 2016**

In this section, you will learn about:

- Starting Word 2016
- The user interface
- The backstage view
- Converting documents
- Setting Word options
- Setting the default folders
- The Quick Access Toolbar
- Using ribbons and tabs
- Using the Mini Toolbar
- Using dialog box launchers
- Using contextual tabs
- Using Help
- Exiting Word

## 1.1 STARTING WORD 2016




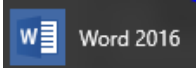
### Concepts

Microsoft Word 2016, which is part of the Microsoft Office Suite, is a word processing application used to create, edit, and print a wide range of documents.



### Steps

To start Microsoft Word:

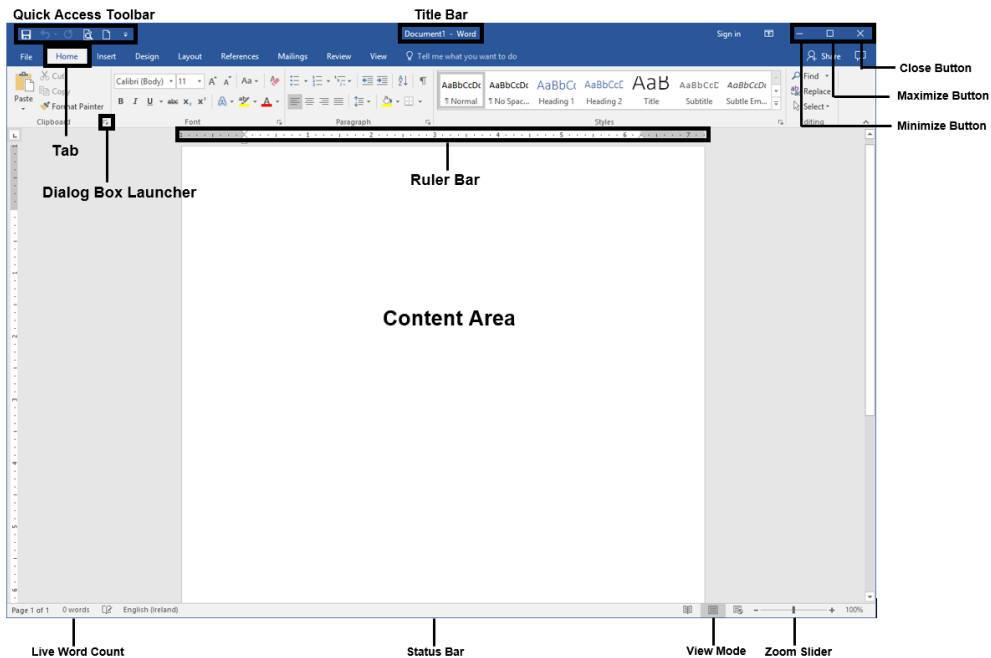
1. Select the <b>Start</b> button on the taskbar. <i>The <b>Start</b> menu appears.</i>	Click 
2. Point to the programs list. <i>The scroll menu appears.</i>	Click the scroll bar and scroll to Word 2016.
3. Scroll to and select <b>Word 2016</b> . <i>Microsoft Word 2016 opens.</i>	Click 

## 1.2 THE USER INTERFACE



### Concepts

The Microsoft Word 2016 user interface uses ribbons and tabs, just like its predecessor, Microsoft Office 2013.



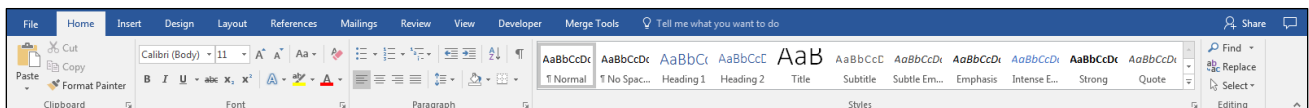
**File tab and Backstage View:** When you click the File tab, you see the backstage view. This view shows all the information about a document in one location.

**Quick Access Toolbar:** This is a customisable toolbar placed by default above the Ribbon - you can add icons for frequently used commands to this toolbar. It can also be placed below the Ribbon.



Quick Access Toolbar (QAT)

**Ribbon:** The Ribbon displays commands used to work with your document. Commands related to each other are arranged in named groups. Buttons next to the group names launch dialog boxes which allow you to access more commands and options. These buttons can be referred to as dialog box launchers.



Ribbon

**Status Bar:** Located at the bottom of the screen, this provides information about the total number of pages, total number of words, and different layouts, including zoom options.

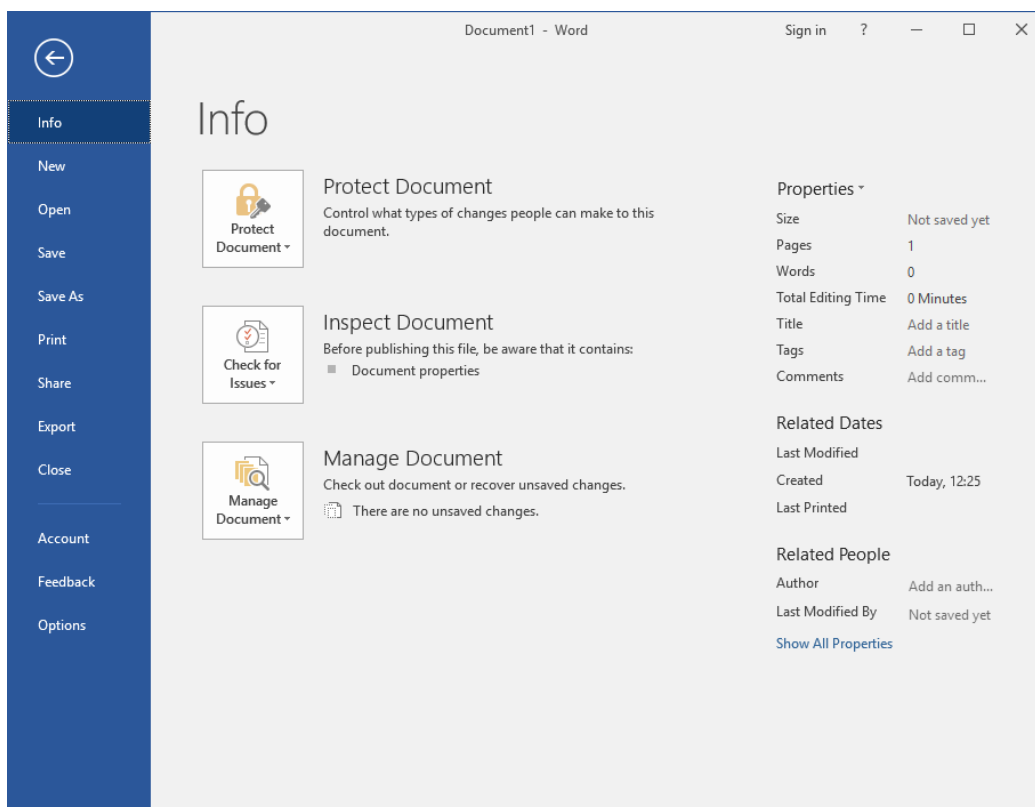


Status Bar

## 1.3 THE BACKSTAGE VIEW

### Concepts

**Backstage view:** Click the **File** tab to see the backstage view. It provides a range of options that are used to manage and print documents; for example, view and edit document properties, and open, save, print and share documents.



*Backstage View*

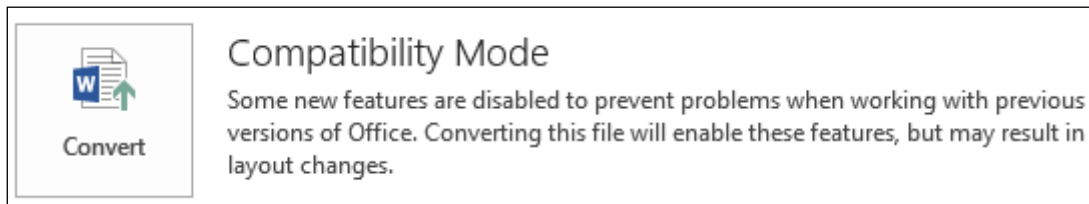
- **Save As** - allows file name, file type, and location to be specified and is used to save a newly created document, or to save another copy of a previously saved document.
- **Save** - allows you to save/update changes to a document.
- **Open** - allows you to open an existing document.
- **Close** - allows you to close the document.
- **Info** - displays different commands and properties associated with the document and where it is stored.



# 1.4 CONVERTING DOCUMENTS

## Concepts

Word 2016 uses Compatibility Mode to open documents that were created in earlier versions of Word. To save a document that has been opened and modified in compatibility mode, it may be necessary to convert it to the latest Word format because not all the latest features of Word 2016 are compatible with earlier versions of Word.



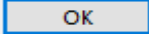


Convert Feature

## Steps

To convert a document.

Open **FSS.docx** from the **Student Folder**. Do this by going to the drive that the **Student Folder** is located in, double-clicking the **Student Folder** and then double-clicking **FSS.docx**.

<p>1. Select the <b>File</b> tab. <i>The <b>Backstage View</b> is displayed.</i></p>	<p>Click </p>
<p>2. Select the <b>Convert</b> button from the <b>Info</b> option. <i>A Microsoft Word message box is displayed.</i></p>	<p>Click </p>
<p>3. Select <b>OK</b> to convert the document. <i>The document is converted.</i></p>	<p>Click </p>

Do not save or close the document **FSS.docx**.



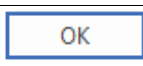
## 1.5 SETTING WORD OPTIONS

### Concepts

Word Options are used to set various preferences in Word, such as the default name to be used as the author for documents, and the default folder in which to open and save documents.

### Steps

To use Word Options:

<p>1. Click the <b>File</b> tab. <i>The <b>Backstage View</b> is displayed.</i></p>	<p>Click </p>
<p>2. Click the <b>Options</b> button. <i>The Word Options dialog box is displayed.</i></p>	<p>Click </p>
<p>3. Select <b>User Name</b> under <b>Personalize your copy of Microsoft Office</b>. <i>The User Name is entered in the text box.</i></p>	<p>Click the <b>User Name</b> box and type your name</p>
<p>4. Select <b>Initials</b> and specify the initials of your name. <i>The Initials are entered in the text box.</i></p>	<p>Click the <b>Initials</b> box and type your initials</p>
<p>5. Click <b>OK</b> to accept the changes. <i>The settings are applied to the document.</i></p>	<p>Click </p>

## 1.6 SETTING THE DEFAULT FOLDERS



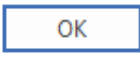
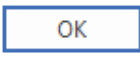
### Concepts

The **Documents** folder is the default working folder for all of the files created in your Microsoft Office programs. It is the default folder location that appears when opening and saving Word documents. You can choose a different default working folder.



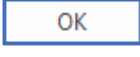
### Steps

Set the default open folder:

<p>1. Click the <b>File</b> tab. <i>The <b>Backstage View</b> is displayed.</i></p>	<p>Click </p>
---	--

<p>2. Click the <b>Options</b> button. <i>The <b>Word Options</b> dialog box is displayed.</i></p>	<p>Click </p>
<p>3. Select <b>Advanced</b>. <i>The <b>Advanced</b> options are displayed.</i></p>	<p>Click <b>Advanced</b></p>
<p>4. Click the <b>File Locations</b> button under <b>General</b>. <i>The <b>File Locations</b> dialog box is displayed with <b>Documents</b> selected under <b>File types</b>.</i></p>	<p>Scroll down and click <b>File Locations</b> under the <b>General</b> section.</p>
<p>5. Click the <b>Modify</b> button. <i>The <b>Modify Location</b> dialog box is displayed.</i></p>	<p>Click <b>Modify</b></p>
<p>6. Select the default folder to open documents. <i>The folder is selected.</i></p>	<p>Click <b>Desktop</b></p>
<p>7. Click <b>OK</b>. <i>The default folder location is updated.</i></p>	<p>Click </p>
<p>8. Click <b>OK</b>. <i>The <b>File Locations</b> dialog box closes.</i></p>	<p>Click </p>
<p>9. Click <b>OK</b> to accept the changes. <i>The settings are applied.</i></p>	<p>Click </p>

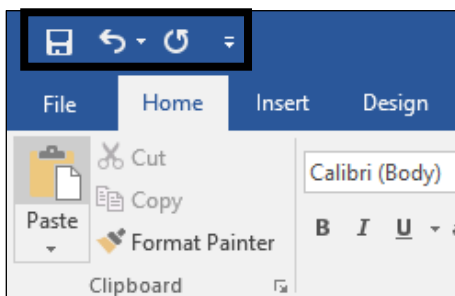
Set the default save folder:

<p>1. Click the <b>File</b> tab. <i>The <b>Backstage View</b> is displayed.</i></p>	<p>Click </p>
<p>2. Click the <b>Options</b> button. <i>The <b>Word Options</b> dialog box is displayed.</i></p>	<p>Click </p>
<p>3. Select <b>Save</b>. <i>The <b>Save</b> options are displayed.</i></p>	<p>Click <b>Save</b></p>
<p>4. Type in the path in the <b>Default local file location</b> or select the <b>Browse</b> button and select the default folder. <i>The path is displayed in file location textbox. We have set the default to be in the desktop in this example.</i></p>	<p>Type <code>..\Desktop\</code></p>
<p>5. Click <b>OK</b> to accept the changes. <i>The settings are applied to the document.</i></p>	<p>Click </p>

# 1.7 THE QUICK ACCESS TOOLBAR

## Concepts

**Quick Access Toolbar:** A toolbar giving quick access to commonly used command buttons without having to open a tab on the ribbon.


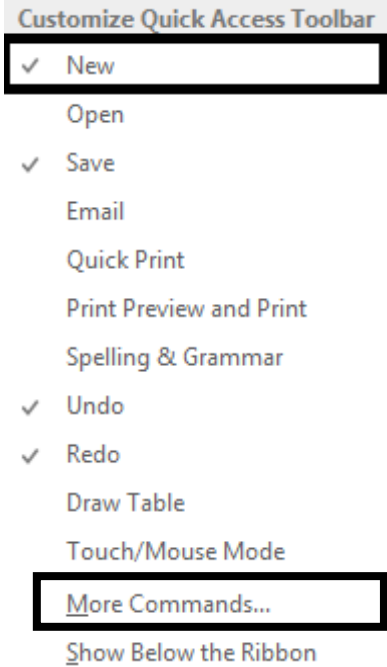
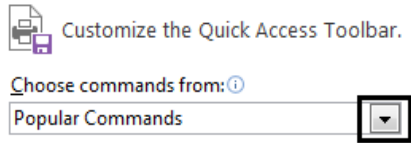
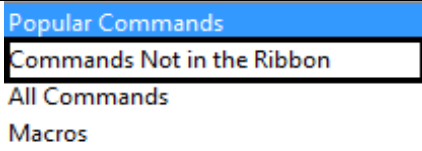




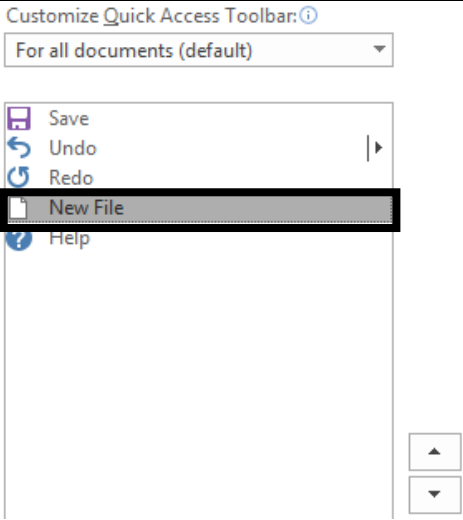

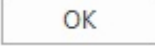

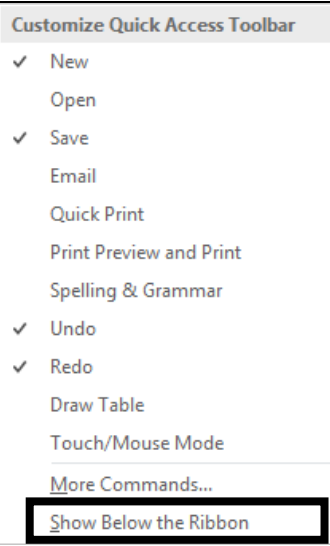
Quick Access Toolbar

## Steps

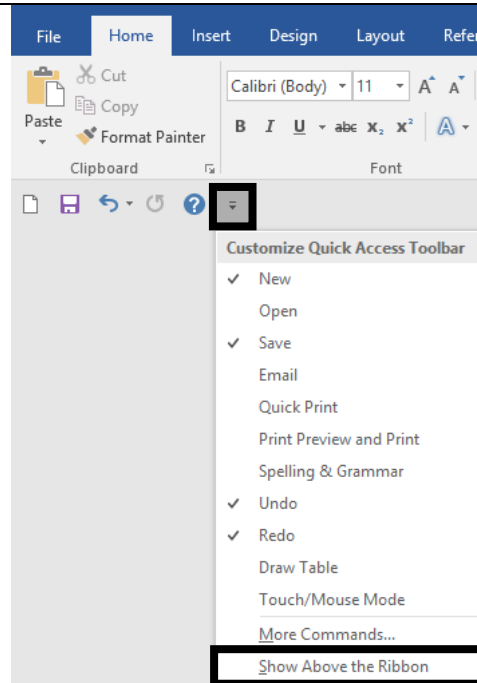
To add a command to the **Quick Access Toolbar**, re-arrange the buttons and move the toolbar below the ribbon:

<p>1. Click the <b>Customize Quick Access Toolbar</b> button. <i>A sub menu is displayed.</i></p>	
<p>2. Click the command(s) that you want to add to the <b>Quick Access Toolbar</b>. <i>The selected command is added to the toolbar.</i></p>	

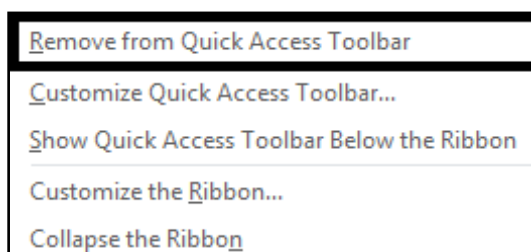
<p>3. Click the <b>Customize Quick Access Toolbar</b> button.  <i>A sub menu is displayed. Note the New button has been added to the Quick Access Toolbar.</i></p>	
<p>4. Click <b>More Commands</b> from the sub menu.  <i>The Word Options dialog box is displayed.</i></p>	
<p>5. Click the drop down arrow under <b>Choose commands from</b>.  <i>The list is displayed.</i></p>	
<p>6. Click <b>Commands Not in the Ribbon</b> from the list.  <i>The list of commands not in the ribbon is displayed.</i></p>	
<p>7. Scroll down the list of commands and select the command you want to add.  <i>The desired command is selected.</i></p>	
<p>8. Click the <b>Add</b> button to add the command to the <b>Quick Access Toolbar</b>.  <i>The selected command is added to the list of commands in the Quick Access Toolbar.</i></p>	

<p>9. Click the <b>New File</b> button from the list of commands displayed in the <b>Quick Access Toolbar</b>.  <i>The <b>New File</b> button is selected.</i></p>	
<p>10. Click the <b>Move Up</b> button on the right of the list to move the button up the list.  <i>The <b>New</b> button moves to the desired place on the list.</i></p>	<p>Click <b>Move Up</b>  three times</p>
<p>11. Click the <b>OK</b> button to apply the changes.  <i>The <b>Word Options</b> dialog box closes and the additional buttons are displayed on the <b>Quick Access Toolbar</b>.</i></p>	<p>Click </p>
<p>12. Click the <b>Customize Quick Access Toolbar</b> button.  <i>A sub menu is displayed.</i></p>	
<p>13. Click <b>Show Below the Ribbon</b> from the menu.  <i>The <b>Quick Access Toolbar</b> is positioned below the <b>Ribbon</b>.</i></p>	

14. To move the **Quick Access Toolbar** to its default location above the ribbon, click the **Customize Quick Access Toolbar** button and select **Show Above the Ribbon**.



**Note:** To remove a button from the **Quick Access Toolbar**, right-click on the button you want to remove, and then select **Remove from Quick Access Toolbar**.

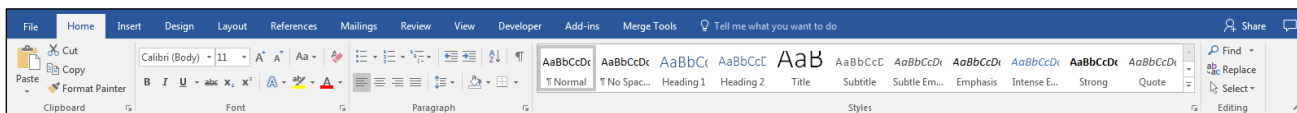


## 1.8 USING THE RIBBON AND TABS

### Concepts

Commands related to each other are arranged on the ribbon in groups with a group name. Buttons next to the group names launch dialog boxes, which allow you to access more commands and options.

You use these various commands to carry out work in Word 2016. For example, you can use commands in the ribbon to format selected text **Bold**, *Italics*, or Underline.




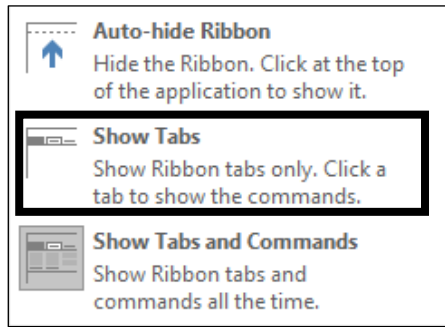

Word 2016 Ribbon

To allow more working space to view your document, you can hide, or minimise, the ribbon.



### Steps

Hide/minimise the **ribbon**.

<p>1. Click the <b>Ribbon Display Options</b> on the ribbon on the top right. <i>The <b>Ribbon Display Options</b> is displayed.</i></p>	
<p>2. Select the option to show only the tabs. <i>The ribbon tabs are displayed only. Click on a tab to show the commands.</i></p>	<p>Click <b>Show Tabs</b>.</p> 
<p>3. Click the <b>Ribbon Display Options</b> from the ribbon on the top right. <i>The <b>Ribbon Display Options</b> is displayed.</i></p>	
<p>4. Select the option to show tabs and commands. <i>The ribbon tabs and commands are displayed all the time.</i></p>	<p>Click <b>Show Tabs and Commands</b>.</p>

Alternatively, double-click on any tab to hide/show the ribbon.

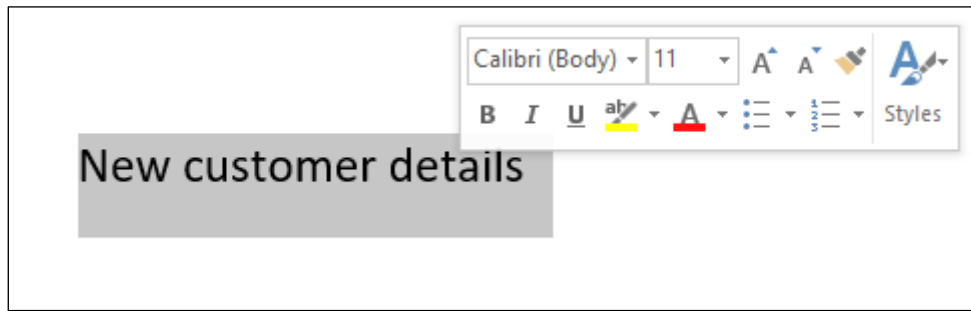
## 1.9 USING THE MINI TOOLBAR



### Concepts

The **Mini Toolbar** is not visible all the time and only appears when some text is selected.





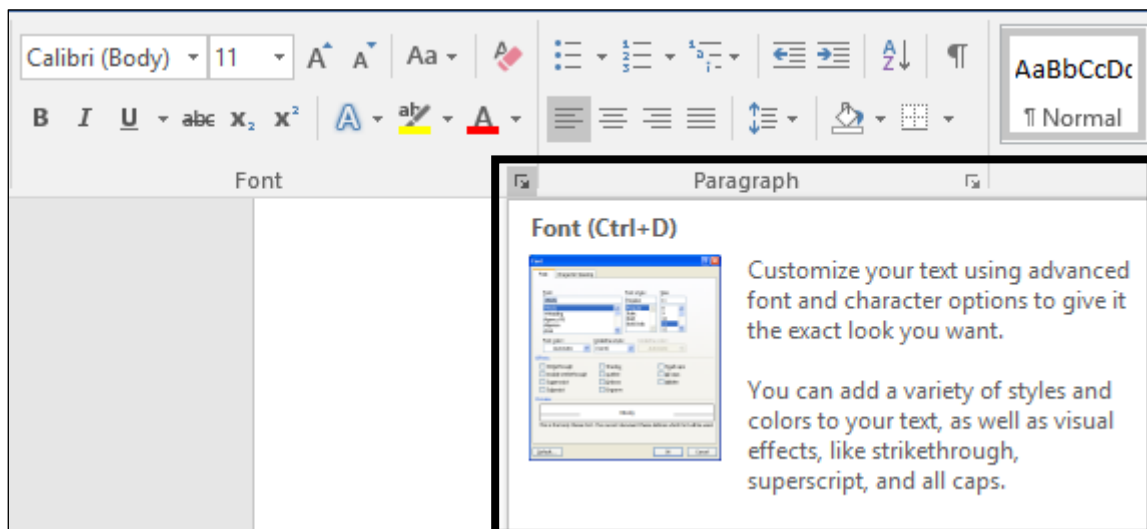
Word 2016 Mini Toolbar

This toolbar has commonly used commands, such as those associated with changing font appearance or alignment.

## 1.10 USING DIALOG BOX LAUNCHERS

### Concepts

**Dialog Box Launchers** are small buttons displaying downward pointing arrows that appear at the bottom right of some tab groups. When you point to a **Dialog Box Launcher**, a small image of the dialog box along with a short description is shown.

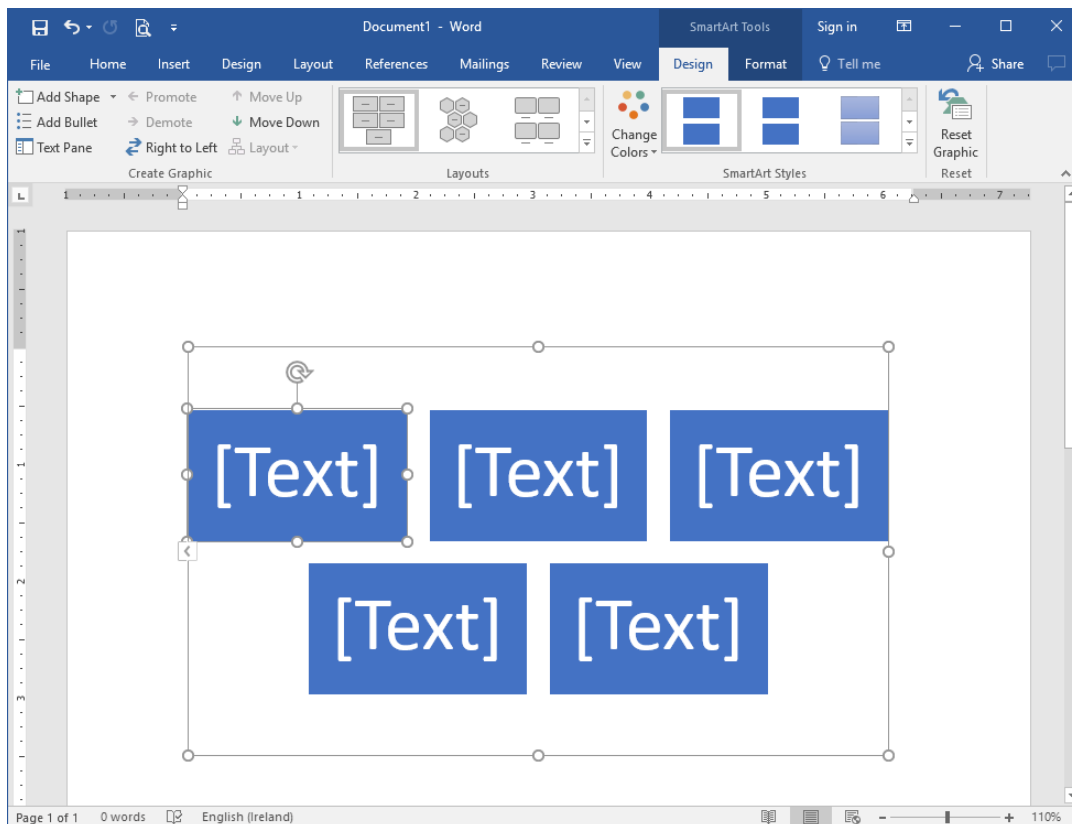


The Font Dialog Box Launcher

# 1.11 USING CONTEXTUAL TABS

## Concepts

**Contextual Tabs** only appear when certain objects are selected and display functionality related to these objects.

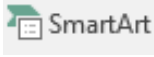




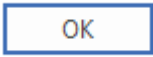
SmartArt Tools Contextual Tab

## Steps

Display contextual tabs for a **SmartArt** graphic.

Navigate to the end of the document.

<p>1. Select the <b>Insert</b> tab on the <b>Ribbon</b>. <i>The <b>Insert</b> tab is displayed.</i></p>	<p>Click the <b>Insert</b> tab</p>
<p>2. Select the <b>SmartArt</b> button in the <b>Illustrations</b> group. <i>The <b>Choose a SmartArt Graphic</b> dialog box opens.</i></p>	<p>Click </p>
<p>3. Select the desired <b>SmartArt</b> diagram from the left pane. <i>Various options under the selected <b>SmartArt</b> diagram are displayed in the right pane.</i></p>	<p>Click  List</p>

<p>4. Select the desired option from the right pane. <i>The desired option is selected in the right pane.</i></p>	<p>Click <b>Basic Block List</b></p> 
<p>5. Select the <b>OK</b> button. <i>The selected <b>SmartArt</b> graphic is inserted in the document and the <b>SmartArt Tools</b> contextual tab is displayed in the ribbon.</i></p>	<p>Click </p>


## 1.12 USING HELP

### Concepts

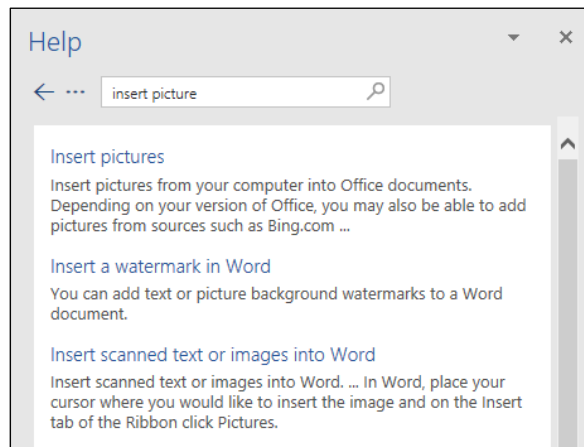
You can access the Microsoft Office online Help website by selecting the File tab and selecting the Help button (?) at the top right hand corner or pressing F1 on the keyboard.

### Steps

To use Microsoft Office online Help.

<p>1. Click the <b>File</b> tab on the ribbon. <i>Backstage view is displayed.</i></p>	<p>Click </p>
<p>2. Select the help button (?) at the top right corner of the window. <i>The default web browser will launch and open the Office Help website.</i></p>	<p>Click ? from top right corner.</p>
<p>3. Type in the <b>Search Office help</b> bar and press the <b>Enter</b> button. <i>The Office Help website provides users with available options/suggestion. Click on desired selection.</i></p>	<p>Type <b>insert picture</b> and press. <b>[Enter]</b></p>
<p>4. Click on the desired search result. <i>The topic details are displayed.</i></p>	<p>Click on the first result heading.</p>

Selecting one of the other tabs and pressing the **F1** button on the keyboard will open the application Help panel.



*Word application Help*

Alternatively, you can access Help using the **Tell me what you want to do** feature by typing your query into the **Tell me what you want to do** box, selecting the **Get Help on** option and selecting a relevant option.

Refer to **1.7 THE QUICK ACCESS TOOLBAR** for instructions on adding the application Help icon to the Quick Access Toolbar.

---


## 1.13 EXITING WORD




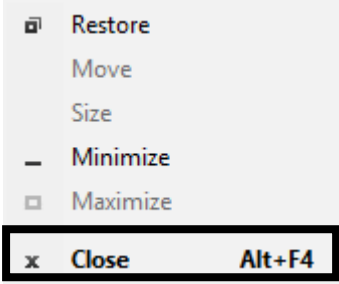
### Concepts

There are several ways to close Word. You will be prompted to save any open file if unsaved changes have been made to it.

To exit Word:

- Click the **Close** button  in the upper-right corner of the Word 2016 program window.
- Click in the top left corner of the Word 2016 title bar and click **Close**. *Note: This will close the application if there is only one document open. Otherwise it will close the current document.*
- Press **Alt+F4**. *Note: This will close the application if there is only one document open. Otherwise this action will close the current document.*

 **Steps**

<p>1. Navigate your cursor to the upper-left hand corner on the left of the Quick Access Toolbar and click on the blank space.</p> <p><i>The popup menu opens.</i></p>	
<p>2. Select the <b>Close</b> command.</p> <p><i>Word closes.</i></p>	 <p>Click</p>

Select **Don't Save** if you are prompted to save changes to **FSS.docx**.

---

## 1.14 REVIEW EXERCISE



### Exploring Word 2016

1. Customise the Quick Access Toolbar by adding the **Draw Table** and **Spelling & Grammar** button.
2. Personalise your copy of Microsoft Office by adding the following details:  
**User Name:** *Your name*  
**Initials:** *Your initials*
3. Open a new blank document. Type the following information in the document  
**Welcome GoldSmith Ltd. - Proposal and Marketing Plan**
4. Save the document as **WGSPlan.docx** in your current working folder (the default folder location that appears when opening and saving word documents).
5. Close Microsoft Word.

---

## **LESSON 2 - WORKING WITH DOCUMENTS**

In this section you, will learn about:

- Creating a new blank document
- Creating a new document using templates
- Searching for templates
- Entering text
- Inserting symbol
- Saving a document to a local or online drive
- Using save as
- Saving a document as a template
- Saving a document in alternative file formats
- Closing a document
- Opening an existing document
- Selecting text
- Using the Go To feature




## 2.1 CREATING A NEW BLANK DOCUMENT

### Concepts

A document can be created using a default blank document or using another available template with a specific purpose, such as a memo, fax, or agenda.

### Steps

To create a new, blank document:

1. Select the <b>File</b> tab. <i>The <b>Backstage View</b> appears.</i>	Click 
2. Select the <b>New</b> command <i>The <b>New Document</b> pane displays.</i>	Click 
3. Select <b>Blank document</b> from the available templates. <i>A new blank document is created.</i>	

Notice that a new blank document is created. Proceed to the next section without closing this document.

## 2.2 CREATING A NEW DOCUMENT USING TEMPLATES

### Concepts



Microsoft Word allows you to create professional-looking documents using existing templates. A template is a predesigned document, and can be found locally within Microsoft Word or online. Templates will reduce the time spent formatting documents and are as useful tool to improve efficiency in Microsoft Word.





## Steps

To create a new resume using a template:

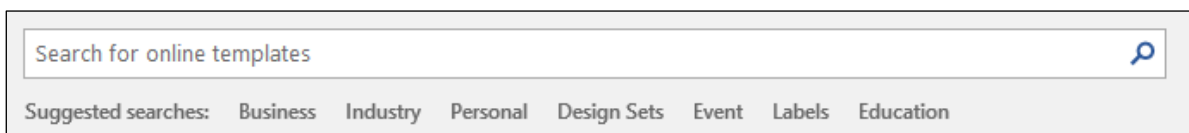
<p>1. Select the <b>File</b> tab. <i>The <b>Backstage View</b> appears.</i></p>	<p>Click </p>
<p>2. Select the <b>New</b> command. <i>The <b>New Document</b> pane appears and displays Word's own templates, as well as some online templates.</i></p>	<p></p>
<p>3. Click on a desired template to start a new document. <i>Scroll down the list to search for more options.</i></p>	<p>Scroll down (if necessary) and click <b>Resume (color)</b></p>
<p>4. Click <b>Create</b> to download the template. <i>The new resume template is downloaded, ready for editing.</i></p>	<p>Click <b>Create</b></p>

## 2.3 SEARCHING FOR TEMPLATES





### Concepts

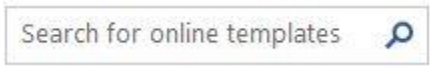
More free templates are available from [templates.office.com](http://templates.office.com). Simply search for templates by typing a relevant term in the **Search for online templates** search box. To browse popular templates, click any of the keywords below the search box.



*Searching for Templates*

To search for a desired template:

<p>1. Select the <b>File</b> tab. <i>The <b>File</b> tab appears.</i></p>	<p>Click </p>
<p>2. Select the <b>New</b> command. <i>The <b>New Document</b> pane appears and displays Word's own templates, as well as some online templates.</i></p>	<p>Click </p>

<p>3. Click in the <b>Search for online templates</b> textbox area. <i>The cursor is displayed on the search area.</i></p>	<p>Click on</p> 
<p>4. Type in the keywords and press <b>Enter</b>. <i>Examples of keywords include fax, memo, agenda, letter etc. The online template will display all available Letters template.</i></p>	<p>Type <b>Letter</b> and press <b>Enter</b></p>
<p>5. Click on a desired template to start a new document. <i>Scroll down the list to search for more options.</i></p>	<p>Click <b>Cover letter (blue)</b></p>
<p>6. Click <b>Create</b> to download the template. <i>The letter document is downloaded ready for editing.</i></p>	<p>Click <b>Create</b></p>

## 2.4 ENTERING TEXT

### Concepts

You can enter text by typing directly into the blank area below the ribbon.

To: All Sales Reps

The Worldwide Telephony Trading Electronics Fair is scheduled for March 13-17 in Los Angeles. Please make your reservations with the travel agent listed below.

Daniel Jones  
34 Main Street  
Media, PA 19107

*Example of Text Entered in a Blank Document*

### Steps

Enter text into a document.

If necessary, open Word and create a blank document.

<p>1. Type the desired text. <i>The text appears in the document area as you type.</i></p>	<p>Type <b>To: All Sales Reps</b></p>
<p>2. Press [<b>Enter</b>] as necessary. <i>The insertion point moves to the new location.</i></p>	<p>Press [<b>Enter</b>] twice</p>

<p>3. Type additional text as necessary.  <i>The text appears in the document area as you type and, as the text fills a line, Word automatically moves to the beginning of the next line.</i></p>	<p>Type <b><i>The Worldwide Telephony Trading Electronics Fair is scheduled for March 13-17 in Los Angeles. Please make your reservations with the travel agent listed below.</i></b></p>
<p>4. Press [Enter]</p>	<p>Press [Enter]</p>

**Practice the Concept:** Type the following text, pressing [Enter] after each line:

Daniel Jones  
 34 Main Street  
 Media, PA 19107

## 2.5 INSERTING SYMBOLS



### Concepts

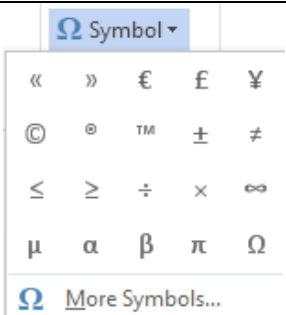

Word provides many symbols for use in documents. You can use the **Symbol** dialog box to insert symbols, such as © for Copyright, ® for Registered, ™ for Trademark, or special characters, such as a dash (—) or ellipsis (...).



### Steps

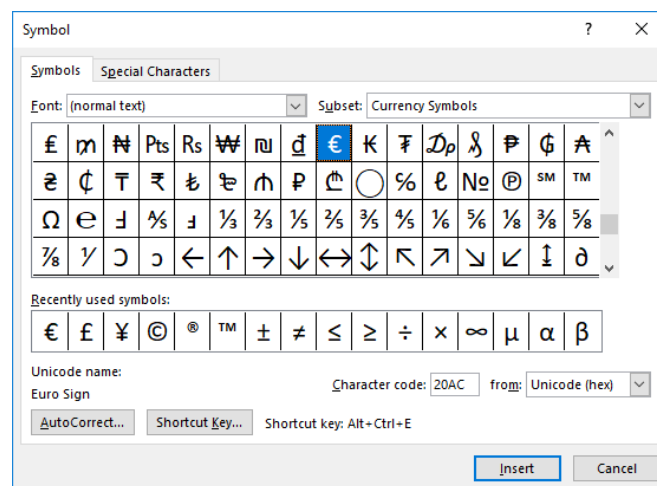
To insert a symbol in selected text:

<p>1. Place the cursor at the required area.  <i>The cursor appears in the document area as you type.</i></p>	<p>Click at the end of the text  <b><i>Telephony</i></b></p>
<p>2. Select the <b>Insert</b> tab.  <i>The <b>Insert</b> tab is displayed.</i></p>	<p>Click <b>Insert</b></p>

<p>3. Click on <b>Symbol</b> from the <b>Symbols</b> group.  <i>A list of symbols is displayed. Word will automatically display the last 20 symbols used.</i></p>	 <p>Click  <a href="#">More Symbols...</a></p>
<p>4. Select the desired symbol.  <i>The symbol is inserted. Take note of the text placement; it is in superscript. Other symbols, such as copyright (©) and registered (®) are inserted in the same way.</i></p>	<p>Click <b>™</b></p>

If the trademark symbol, or any other symbol you want, is not in the list of symbols displayed:

1. Click on **More Symbols** to display the **Symbol** dialog box.

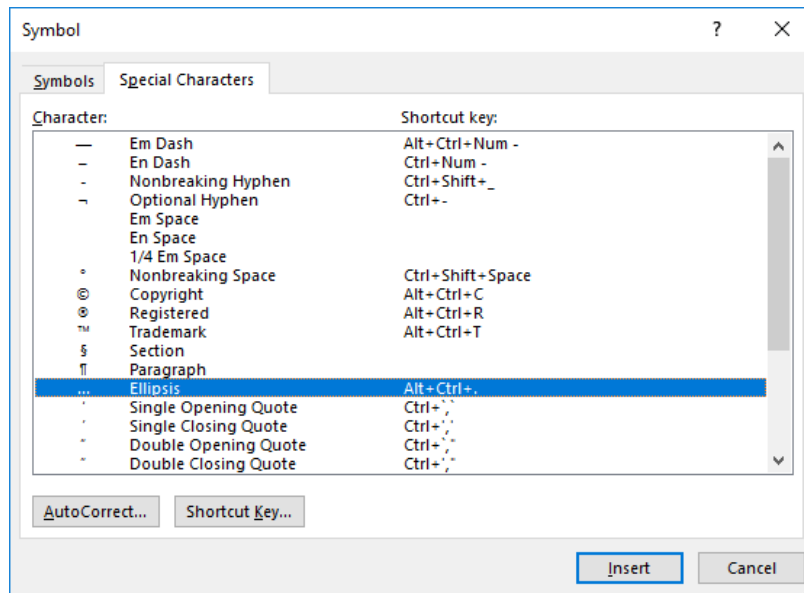


2. Click on the Font drop down arrow to view the list of available symbols with a font.
3. Select the symbol you want.
4. Click **Insert**.

Sometimes, you want to use special characters in a document. For example, you might want to insert a nonbreaking hyphen, which prevents a hyphenated word such as open ended from being separated by a line break. Special characters are inserted using the **Special Characters** tab of the **Symbol** dialog box. For example, you want to insert an ellipsis (...).

1. Click on **More Symbols** to display the **Symbol** dialog box.

2. Select the **Special Characters** tab.



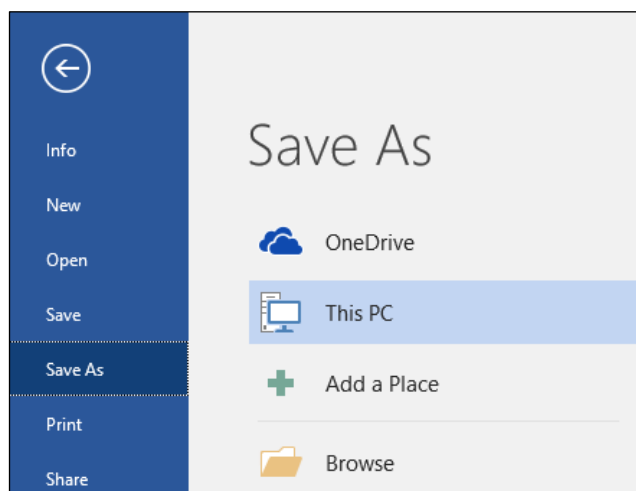
3. Select ... **Ellipsis** and click **Insert**.

## 2.6 SAVING A DOCUMENT

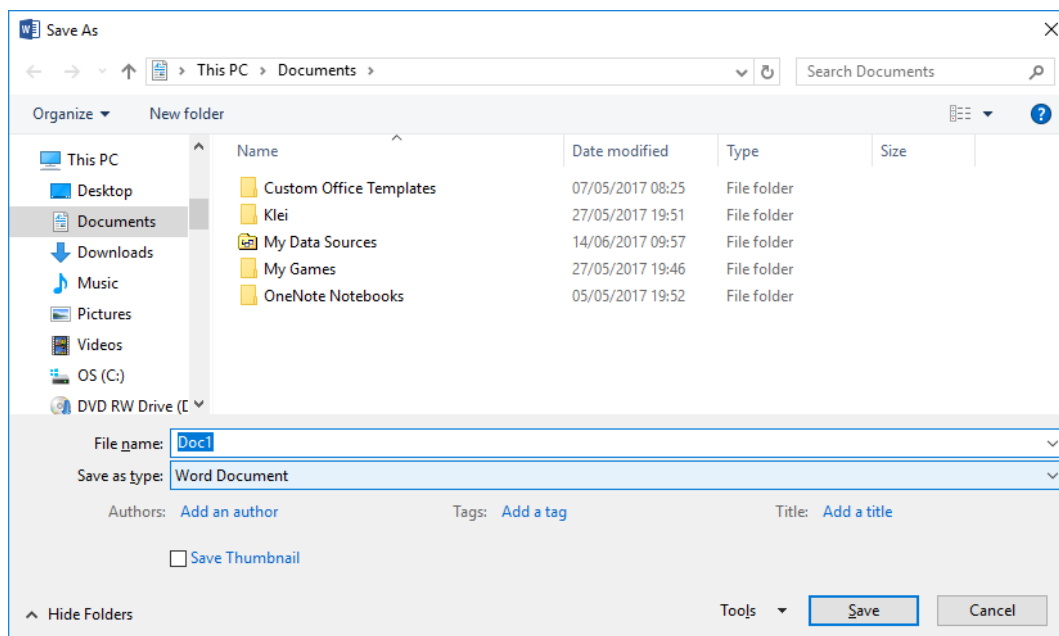


### Concepts

It is important to regularly save the file you are working on to ensure that you do not lose data. You may also want to save different versions of your file under different names. Microsoft Word offers the opportunity to save your documents to both a location on a local drive, or to an online drive such as OneDrive. Saving your work to an online drive means you can access it by logging into the online drive on any device, and working on it with Microsoft Word.



Save As pane



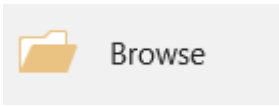


Save As Dialog Box





### Steps

To save a document for the first time on a local drive.


<p>1. Select the <b>File</b> tab. <i>The <b>Backstage View</b> appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Save</b> Command. <i>The <b>Save As</b> window opens, showing a list of recently used folder locations.</i></p>	<p>Click </p>
<p>3. Select the <b>Browse</b> command. <i>The <b>Save As</b> dialog box opens, with the text in the <b>File name</b> box selected. Note that that this dialog box only appears if you have not saved the file yet.</i></p>	<p>Click </p>
<p>4. Select the location. <i>The list of available drives and folders will be displayed.</i></p>	<p>Click <b>This PC</b></p>
<p>5. Select the relevant folder or drive in the right-hand pane. Under <b>Devices and drives</b>, select <b>Local Disk</b>. <i>The selected drive letter will be displayed in the address bar and its folders will be displayed. Browse to the appropriate location</i></p>	<p><i>Double-click <b>Local Disk</b> and browse to the location of your <b>Student Folder</b></i></p>
<p>6. Type the desired file name. <i>The text appears in the <b>File name</b> box.</i></p>	<p>Type <b>Electronic Fair</b></p>

<p>7. Select <b>Save</b> to save the file in the <b>Student Folder</b>.  <i>The <b>Save As</b> window closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.</i></p>	<p>Click <b>Save</b></p>
---	--------------------------

To save a document for the first time on OneDrive through Microsoft Word:

<p>1. Select the <b>File</b> tab.  <i>The <b>Backstage View</b> appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Save</b> Command.</p>	<p>Click </p>
<p>3. Select OneDrive.  <i>Word will ask you to sign into OneDrive if necessary. Follow the login steps.</i></p>	<p>Click <b>OneDrive</b></p>
<p>4. If necessary, select a specific folder on OneDrive to save the document to.  <i>The OneDrive folders content will be displayed.</i></p>	<p>Browse to the appropriate location</p>
<p>5. Type the desired file name.  <i>The text appears in the <b>File name</b> box.</i></p>	<p>Type <b>Electronic Fair</b></p>
<p>6. Select <b>Save</b> to save the file on OneDrive.  <i>The <b>Save As</b> window closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.</i></p>	<p>Click <b>Save</b></p>

After you have saved and named your document, you should periodically save your file as you are working on it. You can do this in a number of ways:

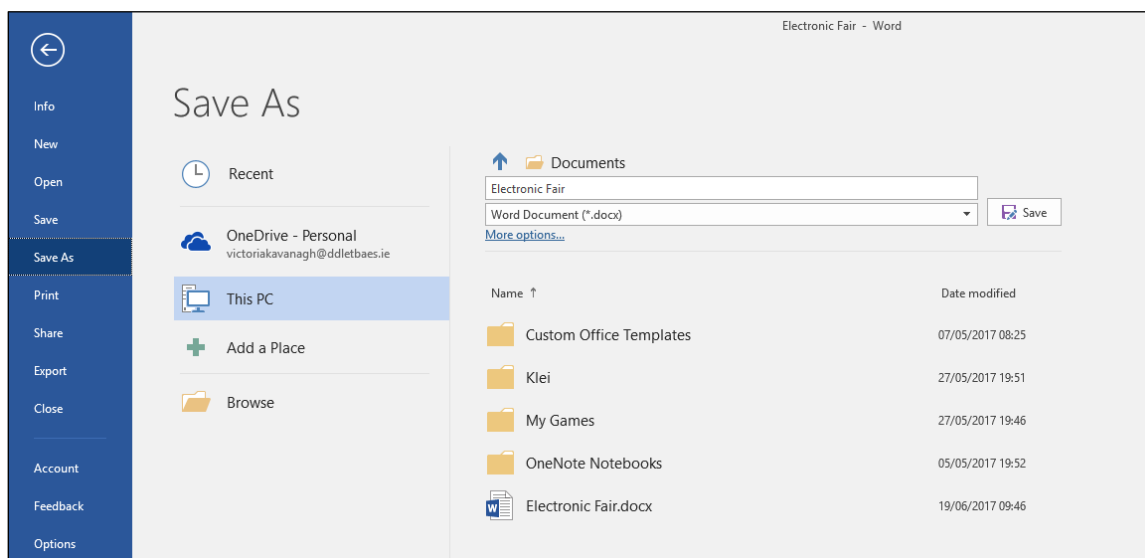
1. By clicking the save button  located in the quick access toolbar.
2. By pressing Ctrl+S.
3. By clicking **File** and **Save**.

**Practice the Concept:** In your open document, press [Enter] twice and type **For more information, please feel free to call me at extension 1128**. Use the **Save** button to save the file again. Notice that the **Save As** dialog box does not open. The changes are saved to the existing document, which you have named **Electronic Fair**, in the **Student Folder**.

## 2.7 USING SAVE AS

### Concepts


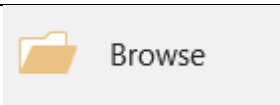
When naming a document it is good practice to give the document a specific and meaningful name to make it easier to identify and to locate.



Save As Window

### Steps

To rename an existing document:

<p>1. Select the <b>File</b> tab. <i>The <b>Backstage view</b> appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Save As</b> command. <i>The <b>Save As</b> window opens, with the current <b>File name</b> and <b>File Type</b> boxes displayed.</i></p>	<p>Click <b>Save As</b></p>
<p>3. Select <b>Browse</b> to change the location or directory, if necessary. <i>The <b>Save As</b> dialog box will be displayed.</i></p>	<p>Click </p>
<p>4. Select the specific location, if necessary. <i>The <b>Documents</b> folders content will be displayed.</i></p>	<p>Click <b>Documents</b> folder</p>
<p>5. Type the desired file name. <i>The text appears in the <b>File name</b> box.</i></p>	<p>Type <b>Electronics Fair Mar 13-17</b></p>



<p>6. Select <b>Save</b> to save the file in the <b>Current Folder</b>.  <i>The <b>Save As</b> window closes, the document is saved with a different name, and the new file name appears in the application title bar.</i></p>	<p>Click <b>Save</b></p>
--	--------------------------


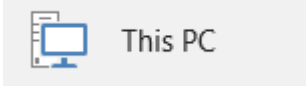


## 2.8 SAVE A DOCUMENT AS A TEMPLATE

### Concepts

If you frequently create a certain type of document, such as a monthly report with a company logo and specific formatting, you should save it as a template so you can use that as your starting point, instead of building the file from scratch each time you need it.

### Steps

To save a document as a template:

<p>1. Select the <b>File</b> tab.  <i>The <b>Backstage view</b> appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Save As</b> command.  <i>The <b>Save As</b> window opens, with the <b>File name</b> and <b>File Type</b> boxes displayed.</i></p>	<p>Click <b>Save As</b></p>
<p>3. Select the location or directory if necessary.  <i>The <b>Documents</b> folders content will be displayed.</i></p>	<p>Click </p>
<p>4. Type the desired file name.  <i>The text appears in the <b>File name</b> box.</i></p>	<p>Type <b>Electronics Fair</b></p>
<p>5. To change the file type, select the drop down arrow beside the current file type.  <i>A list of available file types appears.</i></p>	<p>Click </p>
<p>6. Select the template file type.  <i>The file type is selected and automatically goes to the <b>Custom Office Templates</b> folder.</i></p>	<p>Select <b>Word Template (*.dotx)</b></p>
<p>7. Select <b>Save</b> to save the file.  <i>The <b>Save As</b> window closes, the document is saved to the selected folder, and the file name appears in the application title bar.</i></p>	<p>Click </p>


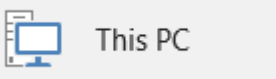
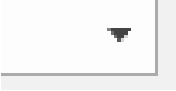

## 2.9 SAVE A DOCUMENT IN ALTERNATIVE FILE FORMATS

### Concepts

You may want to make your document readable or editable by someone who does not have Microsoft Word. You can do this by using formats such as plain text (.txt), Portable Document Format (.pdf), Rich Text Format (.rtf), or other software specific file extensions.

### Steps

To save an existing document using a different file type:

<p>1. Select the <b>File</b> tab. <i>The <b>Backstage</b> view appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Save As</b> command. <i>The <b>Save As</b> window opens.</i></p>	<p>Click <b>Save As</b></p>
<p>3. Select the location or directory if necessary. <i>The <b>Documents</b> folders content will be displayed.</i></p>	<p>Click </p>
<p>4. Type the desired file name. <i>The text appears in the <b>File name</b> box.</i></p>	<p>Type <b>Electronics Fair</b></p>
<p>5. To change the file type, select the drop down arrow beside the current file type. <i>A list of available file types appears.</i></p>	<p>Click </p>
<p>6. Select the desired File type. (E.g. <b>Rich Text Format (*.rtf)</b>, <b>Plain Text (*.txt)</b>, <b>PDF (*.pdf)</b>). <i>The file type is selected.</i></p>	<p>Select <b>Rich Text Format (*.rtf)</b></p>
<p>7. Select <b>Save</b> to save the file in the <b>Student Folder</b>. <i>The <b>Save As</b> window closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.</i></p>	<p>Click </p>

## 2.10 CLOSING A DOCUMENT




### Concepts

You can close your Word document by clicking the **File** tab and then selecting the **Close** option. Word will prompt to save the file if it has not been saved before.



### Steps

To close a document.

<p>1. Select the <b>File</b> tab. <i>The <b>Backstage view</b> is displayed.</i></p>	<p>Click </p>
<p>2. Select the <b>Close</b> command. <i>The document closes. A message box may open asking if you want to save changes. Select <b>Save</b> if you want to save changes; <b>Don't Save</b> if you do not want to save changes.</i></p>	<p>Click <b>Close</b></p>




Tip: You can also close an open document by pressing Ctrl+W.

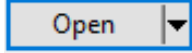
## 2.11 OPENING AN EXISTING DOCUMENT



### Steps

To open an existing document from a specific drive and folder location.

<p>1. Select the <b>File</b> tab. <i>The <b>Backstage view</b> appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Open</b> command.</p>	<p>Click </p>
<p>3. Select the <b>Browse</b> command. <i>The <b>Open dialog box</b> opens.</i></p>	<p>Click </p>
<p>4. Select the drive where the document you want to open is located.</p>	<p>Click the drive containing the <b>Student Folder</b>.</p>

5. Open the folder in which the document you want to open is located. <i>The contents of the folder appear.</i>	Double-click to open the <b>Student Folder</b> .
6. Select the file name of the document you want to open. <i>The file name is selected.</i>	Scroll if necessary and click <b>BasDoc.docx</b>
7. Click the <b>Open</b> button. <i>The <b>Open</b> dialog box closes, and the document opens.</i>	Click 

Tip: You can also open an existing document by pressing Ctrl+O, and browsing to the document you want to open.

Close **BasDoc.docx** without saving it.

## 2.12 SELECTING TEXT



### Concepts

You need to select text in order to carry out a range of actions, including formatting and alignment. In Word 2016, you can select text, or other objects in a document, by using the mouse or the keyboard.



### Steps

To select text using multiple methods:

From the **Student Folder**, open **BasDoc.docx**.

1. To select a word, double-click it. <i>The word is selected.</i>	Scroll as necessary and double-click the word <b>Systems</b> in the first sentence of the body of the letter.
2. Click anywhere in the document to deselect selected text. <i>The text is deselected.</i>	Click anywhere in the document.
3. To select a sentence, hold [Ctrl] and click anywhere in the sentence you want to select. <i>The sentence is selected.</i>	Hold [Ctrl] and click in the sentence beginning <b>MaxWide is proud...</b>

<p>4. To select a paragraph, triple-click anywhere in the paragraph you want to select. <i>The paragraph is selected.</i> Alternatively, point to the blank area to the left of any line in the paragraph and double-click.</p>	<p>Triple-click in the paragraph beginning <b>Thank you...</b></p>
<p>5. To select a text block using the mouse, drag across the text from the first character you want to select to the right of the last character you want to select. <i>The text is selected.</i></p>	<p>Drag from the left of the letter <b>T</b> in the text <b>The enclosed</b> at the beginning of the second paragraph to the right of the letter <b>g</b> in the word <b>catalog</b></p>
<p>6. To select multiple text blocks, select a text block using the mouse, then hold [<b>Ctrl</b>] and select additional text blocks as desired. <i>Multiple, non-continuous text blocks are selected.</i></p>	<p>At the end of the first paragraph, select <b>United States</b> using the mouse. Hold [<b>Ctrl</b>] and select <b>Canada</b>.</p>
<p>7. To select the entire document, press [<b>Ctrl+A</b>]. <i>The entire document is selected.</i> Alternatively, point to the blank area to the left of any line in the document and triple-click.</p>	<p>Press [<b>Ctrl+A</b>]</p>
<p>8. Click anywhere in the document to deselect selected text. <i>The text is deselected.</i></p>	<p>Click anywhere in the document.</p>

Click anywhere in the document to deselect the text. Close **BasDoc.docx** without saving it.

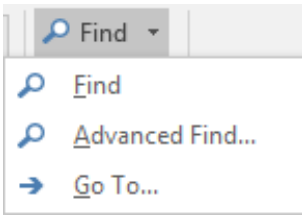
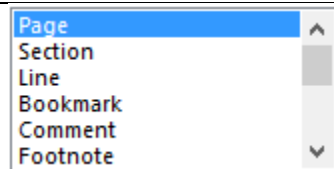
---

## 2.13 NAVIGATING A DOCUMENT

### Concepts

Microsoft Word offers a number of features that improves efficiency and consistency when working on documents. You can navigate to specific pages, sections, tables and other parts within the document by using the Go To tool, which allows you to search for and jump to a page in the document.

 **Steps**

<p>1. Select the <b>Go To</b> feature through the <b>Find</b> button. <i>The <b>Find and Replace</b> window opens.</i></p>	<p>Click the drop-down button beside <b>Find</b> and click <b>Go To...</b></p> 
<p>2. Select the Page option, if necessary. <i>The <b>Page</b> option is selected.</i></p>	 <p>Click</p>
<p>3. Click into the search bar and enter the page number required. <i>The page number is entered into the search bar.</i></p>	<p>Type <b>2</b></p>
<p>4. Select the <b>Go To</b> button to jump to the selected page. <i>Microsoft Word will jump to the selected page.</i></p>	<p>Click <b>Go To</b></p>

It is important to note that the page numbers that can be selected using the Go To function are those shown on the **Status Bar**. It is important to bear this in mind when working with documents that include page numbers that do not match those of the document e.g. page 1 of a book may begin on page 7 of the Word document.

There are also a selection of keyboard shortcuts that allow users to navigate through a Microsoft Word document and its sections.

- To go up one screen press the **Page Up** key.
- To go down one screen, press the **Page Down** key.
- To go to the beginning of a line, press the **Home** key
- To go to the end of the line, press the **End** key.
- To go to the start of the document, press **Ctrl+Home**, which brings the cursor to the beginning of the document.
- To go to the last line, press **Ctrl+End**.



---

## 2.14 REVIEW EXERCISE



### Use basic document skills

1. Create a new document.
2. Type the following information in the document:  
**Breakfast 9:30 - 10:30**  
**Keynote Speaker 10:30 - 11:00**  
**Exhibitions 11:00 - 1:30**  
**Lunch 1:30 - 2:30**  
**Workshops 2:30 - 4:30**
3. Save the document to the **Student Folder** with the name **Agenda**.
4. Close the document.



---

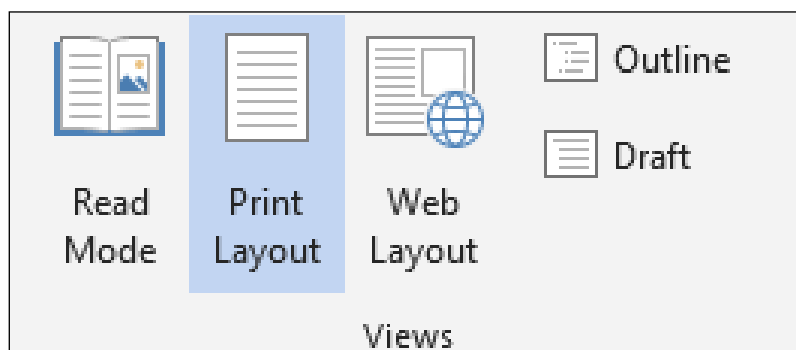
## **LESSON 3 - DOCUMENT VIEWS**

In this section, you will learn about:

- Changing the view
- Zooming in/out
- Displaying/hiding the ruler
- Formatting (paragraph) marks
- Soft carriage returns
- Opening multiple documents
- Switching between documents

## 3.1 CHANGING THE VIEW

### Concepts



*Views Group*

You can easily switch between different document views, changing the way your document appears in the Word window.

#### **Read Mode**

This displays the document as a digital magazine. It removes all the features from the interface.

#### **Print Layout**

The document appears on the screen as it would appear in a printed document. The layout is more complete and accurate than in the other layout options.

#### **Web Layout**

The document appears as a web page, with the text wrapping as it would in a web browser. Backgrounds and formatting will appear as they would in a web browser.

#### **Outline**

This layout shows the headings and subheadings in your document. It allows you to reorganise portions of your document and delete them if necessary.

#### **Draft**

The document appears with a dotted line separating the pages and showing document sections.



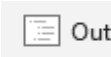
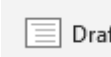
### Steps

To view the document in different views:

Open an existing document from a specific drive and folder location.

1. Click the **View** tab.  
*The **View** tab appears.*

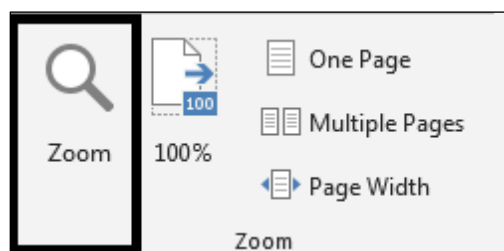
Click 

<p>2. Click the <b>Read Mode</b> command.  <i>The document is displayed in <b>Read Mode</b> view.</i></p>	 Read Mode Click
<p>3. Click the <b>Web Layout</b> command.  <i>The document is displayed in <b>Web Layout</b> view.</i></p>	 Web Layout Click
<p>4. Click the <b>Outline</b> command.  <i>The document is displayed in <b>Outline</b> view.</i></p>	 Outline Click
<p>5. Click the <b>Draft</b> command.  <i>The document is displayed in <b>Draft</b> view.</i></p>	 Draft Click

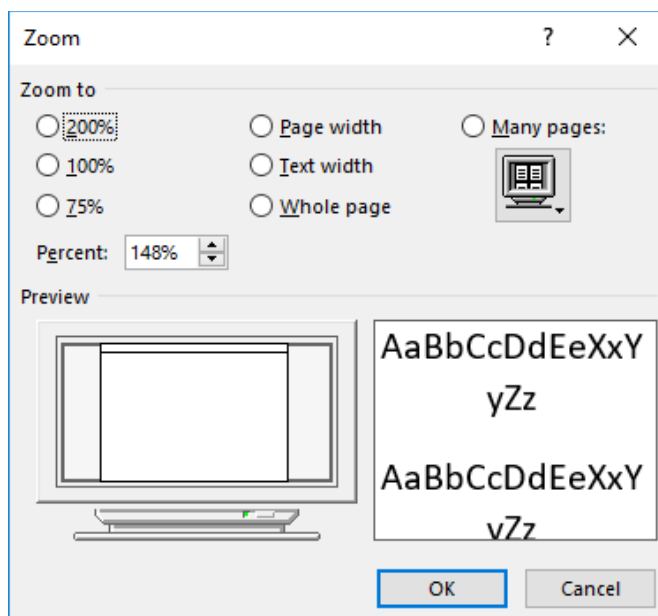
## 3.2 ZOOMING IN/OUT

### Concepts

The zoom level in Word 2016 can be changed in different ways. You can use the **View** tab and select the **Zoom** command to display the **Zoom** window. Select the preferred zoom level and click **OK** to confirm the changes.



*Ribbon Showing the Zoom Group*



Zoom Interface

Another simpler way to change the zoom level is to use the **slider** control in the bottom right of the window to select desired zoom value.




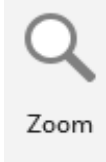
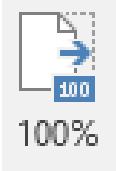
Zoom In/Out using Slider Control



### Steps

To zoom the document in or out:

Open **Basdoc.docx** from the **Student Folder**.

<p>1. Click the <b>View</b> tab. <i>The <b>View</b> tab appears.</i></p>	<p>Click </p>
<p>2. Select the <b>Zoom</b> command. <i>The <b>Zoom</b> dialog box is displayed with different zoom %.</i></p>	<p>Click </p>
<p>3. Select <b>200%</b> from the <b>Zoom to</b> options and click <b>OK</b>. <i>The document is magnified to 200% and displayed.</i></p>	<p>Click <b>200%</b> and click <b>OK</b></p>
<p>4. Select the <b>100%</b> command from the <b>Zoom</b> group to display the document back to 100%. <i>The document is displayed at 100%.</i></p>	<p>Click </p>