



Jefferson Parish Library

BASIC MICROSOFT WORD

PART ONE

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In this class you will learn to:

- Launch, close, and interact with Microsoft Word 2016
- Type, delete, and select text
- Use Undo and Redo
- Navigate through a document
- Use basic text formatting and remove formatting
- Save, open and close files

Meeting Microsoft Office Word 2016

What is Microsoft Office Word 2016?

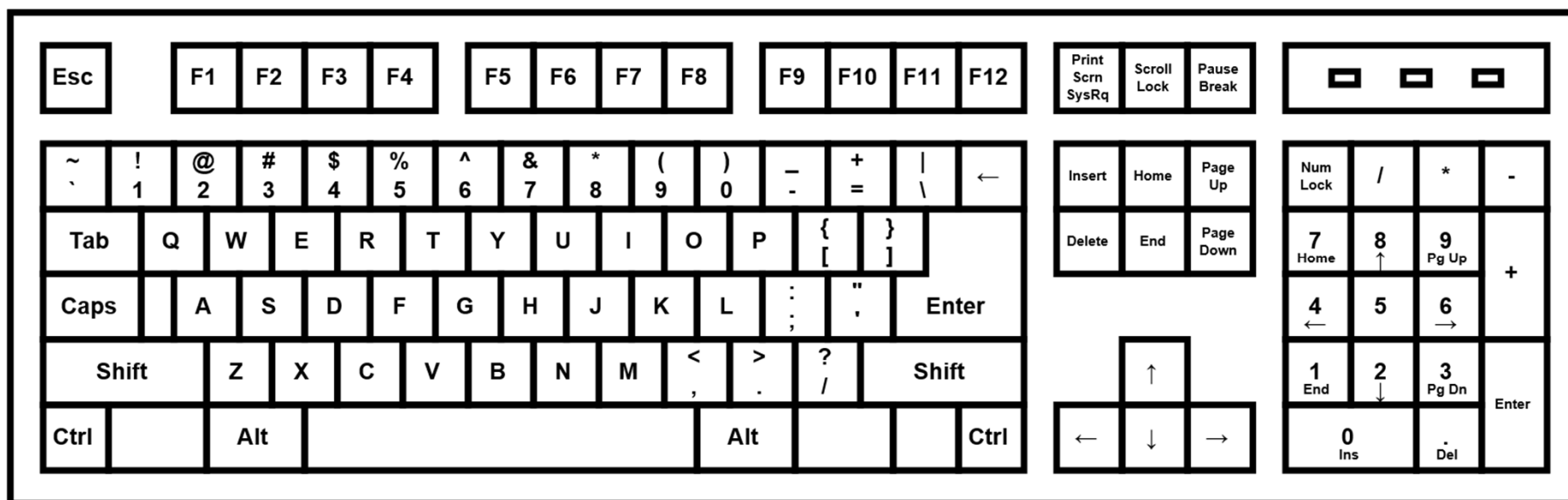
- Microsoft Word first appeared in 1983. Since then, Word has appeared in numerous numbered versions, but do not expect a new version each year. The year 2016 merely identifies the year Microsoft chose to update the software.
- Currently, Microsoft offers a subscription service via Microsoft 365 through which users always have the most recent version of Office programs.
- Using Word, you can create professional looking documents of nearly any type. You can also add tables, charts, art, shapes, photos, and much more.
- Word's interface is intuitive and customizable, so the things you need will be easily accessible.



Source for bullet one: <https://www.core.co.uk/blog/blog/history-microsoft-word>

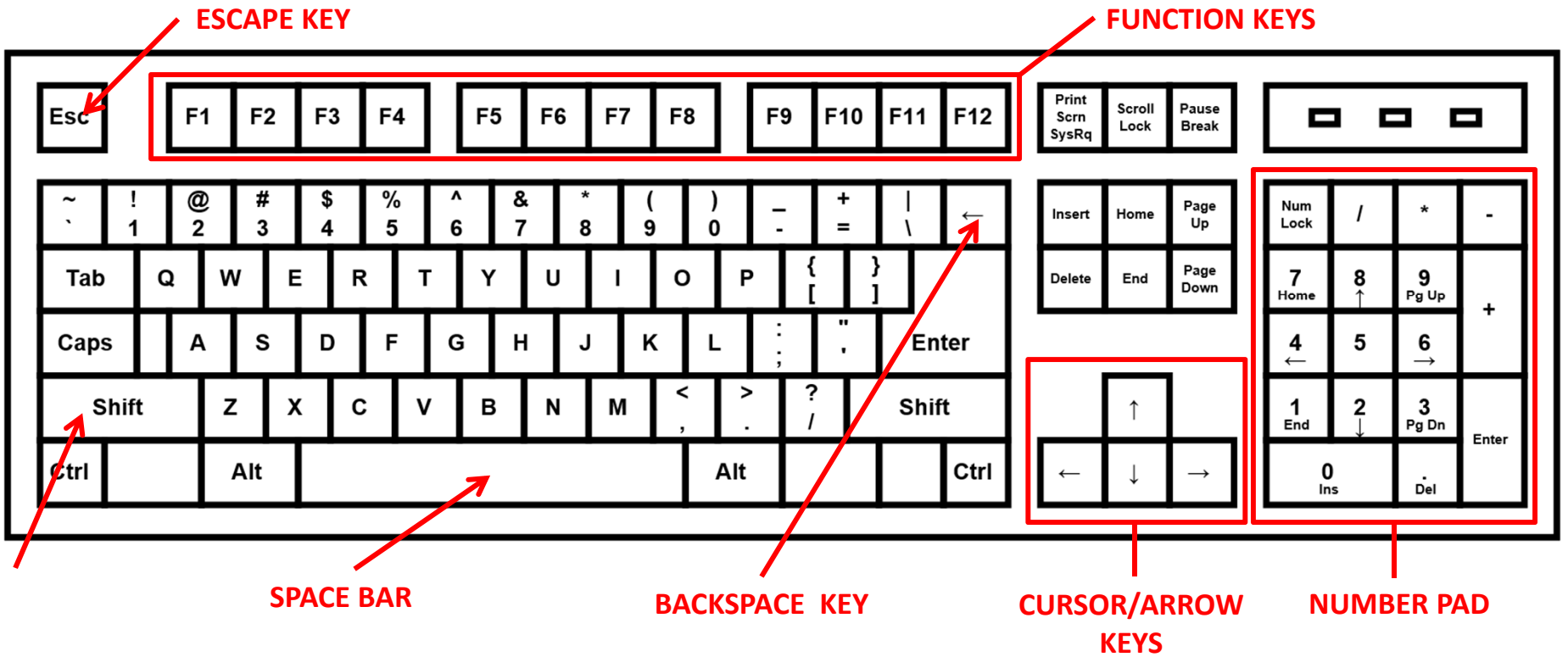
KEYBOARD BASICS

One of the most common devices that people use to input data is the keyboard. A keyboard allows the user to enter uppercase and lowercase letters, numbers, familiar symbols, and commands by typing them.



- A typical keyboard contains the 26 letters of the alphabet, a space bar, common punctuation symbols, the digits from 0 to 9, the basic arithmetic operators, as well as a variety of command oriented keys like Delete, Backspace, Enter (sometimes called Return), and Shift and Control keys.
- Simply press the keys for lower case letters. To type a capital letter, press the Shift key, continue to hold it down and press the key with the desired letter.

KEYBOARD BASICS



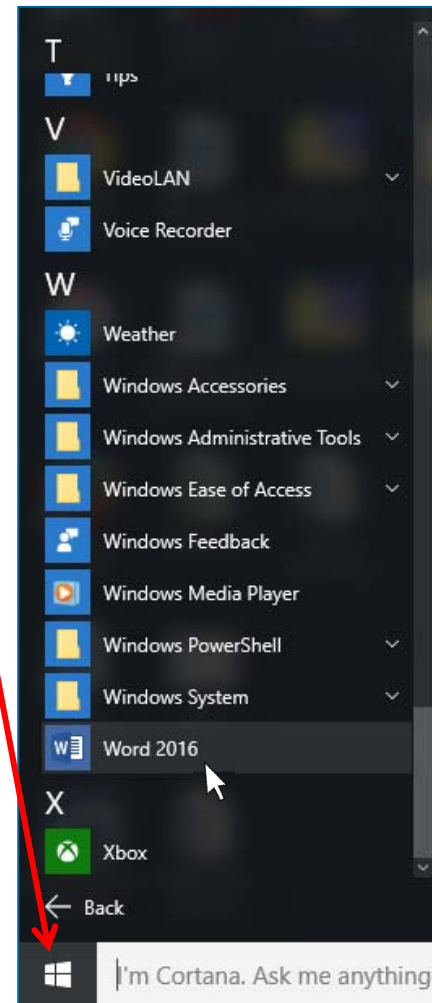
LAUNCHING WORD

To open Microsoft Office Word 2016:

- Click the Start menu.
- Scroll down to the “W” section.
- Click Word 2016.

You can also open Word if you have a Word icon on your desktop:

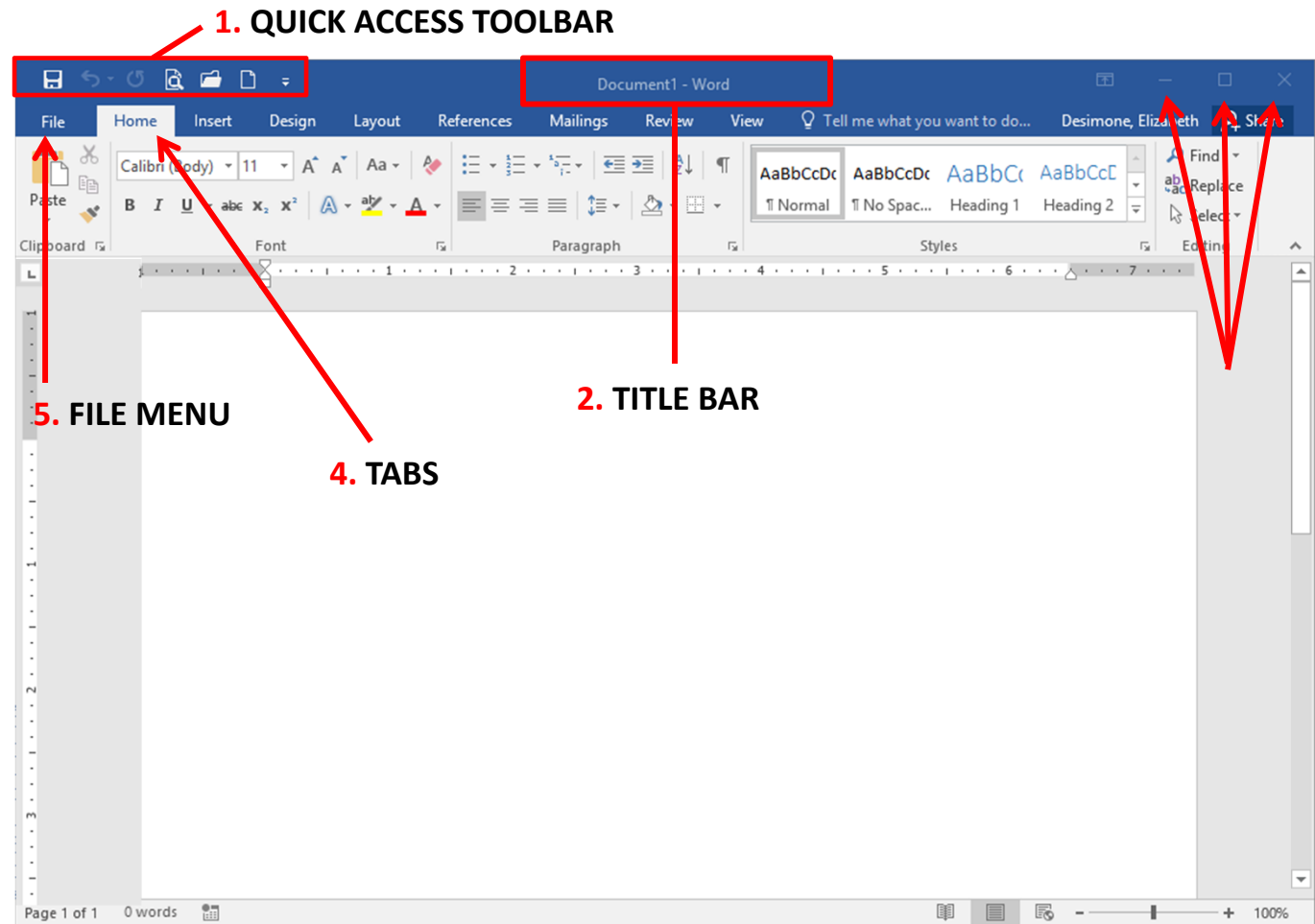
- Double-click the icon to open Word



LAUNCHING WORD

INTERFACE OVERVIEW:

- 1. QUICK ACCESS TOOLBAR**
Provides quick access to the commands you use most often.
- 2. TITLE BAR** Displays name of the file as well as program name.
- 3. WINDOW CONTROLS**
From left to right: Minimize, Maximize/Restore, and Close.
- 4. TABS** Click to view commands specific to the tab name—e.g., the Layout tab lets you change the paper size, margins, paragraph settings, etc.
- 5. FILE MENU** Click to view the Backstage menu. You can save, print, or share the file; modify Word options; and exit the program.



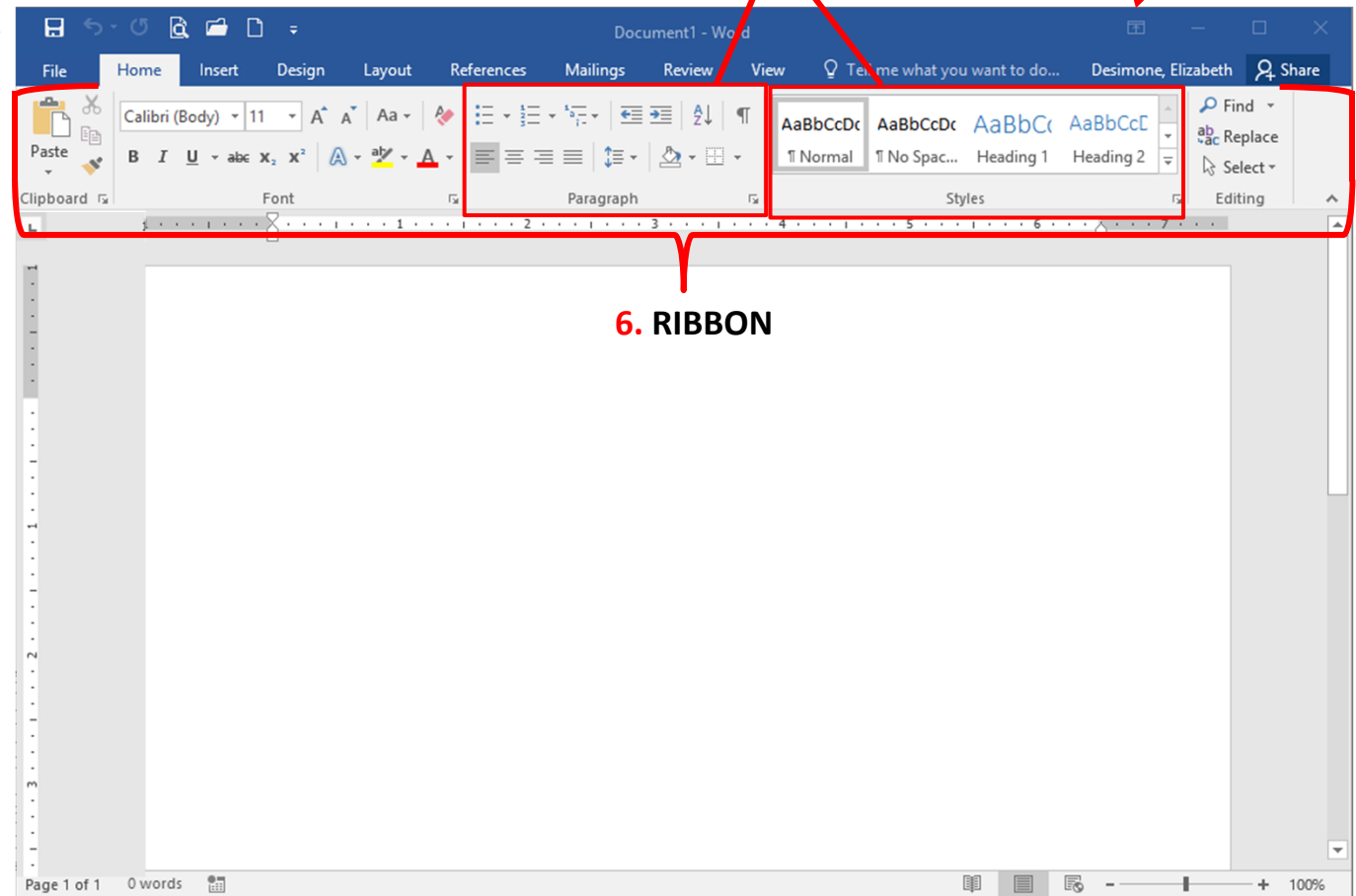
LAUNCHING WORD

INTERFACE OVERVIEW:

- 6. **RIBBON** Toolbars located below the tabs. Designed to help you quickly find the commands you need to complete a task. Show the ribbon by clicking on any visible tab, like Home, Insert or View.
- 7. **RIBBON DISPLAY OPTIONS** Hide the ribbon, show just tabs, or show tabs and commands.
- 8. **GROUPS** The commands on each tab are separated into group by category.

8. GROUPS

7. RIBBON DISPLAY OPTIONS



6. RIBBON

LAUNCHING WORD

INTERFACE OVERVIEW:

9. DIALOG BOX LAUNCHER

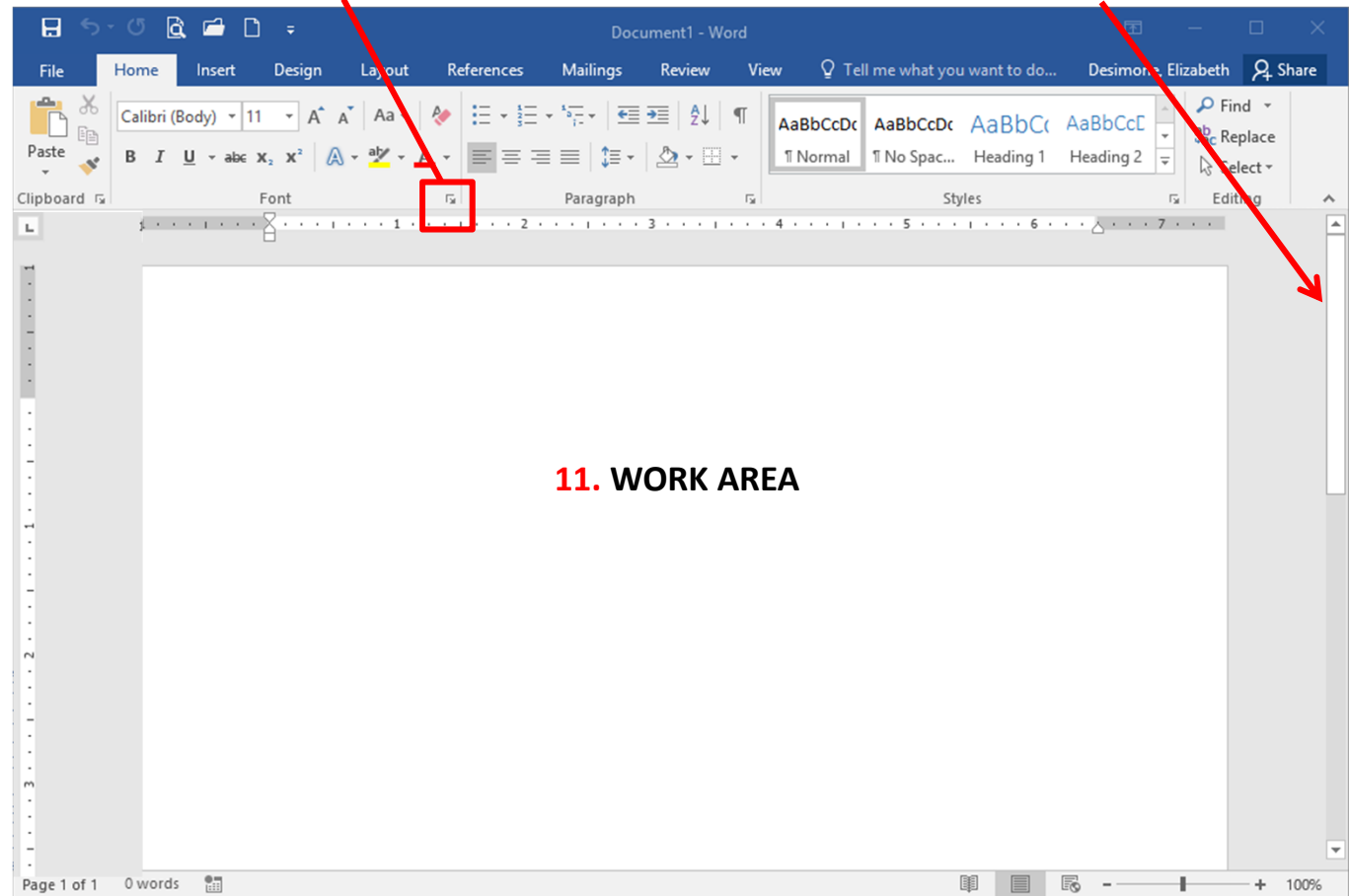
Located in the lower right corner of each group. Brings up additional commands related to the group.

10. SCROLL BAR The scroll bar lets you browse through your document. Click the up/down arrow at each end of the scroll bar to move in that direction, or click and drag the scroll marker to move quickly through the document. If your mouse is equipped with a wheel, rotate the wheel up or down to scroll.

11. WORK AREA Here is where you will type the contents of the document.

9. DIALOG BOX LAUNCHER

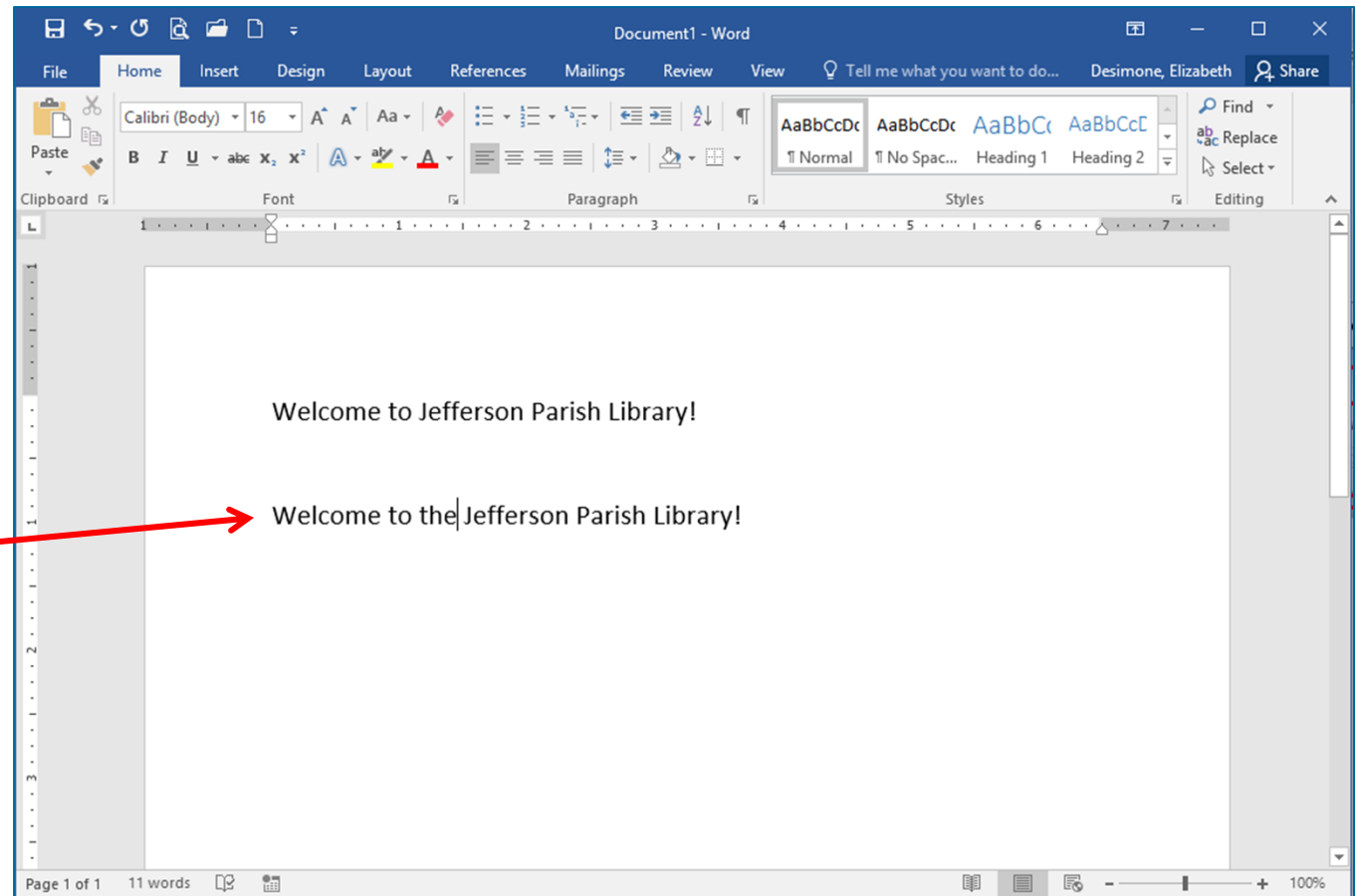
10. SCROLL BAR



CREATING A DOCUMENT

TYPING TEXT

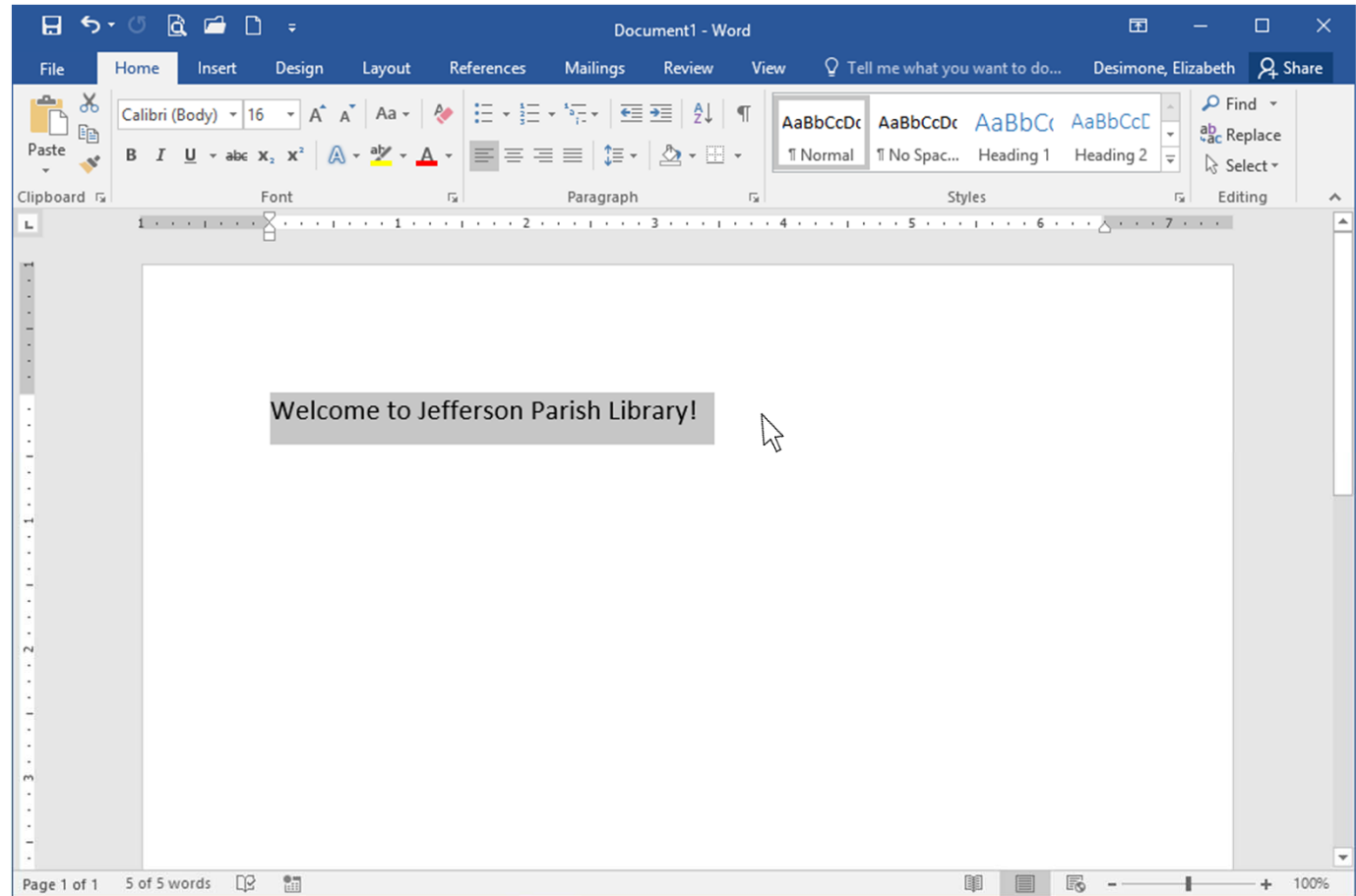
- The blank document should have a flashing line called a **cursor** visible at the top of the new document. (If you don't see the cursor, click in the working area to place the cursor.) Now type to see letters appear by the flashing cursor.
- Click your mouse pointer inside the text you have written to add more information.
- To move to a new line, make sure your cursor is at the end of the last line of text and press the Enter key on your keyboard. Now you can type more information.



CREATING A DOCUMENT




SELECTING and DELETING TEXT

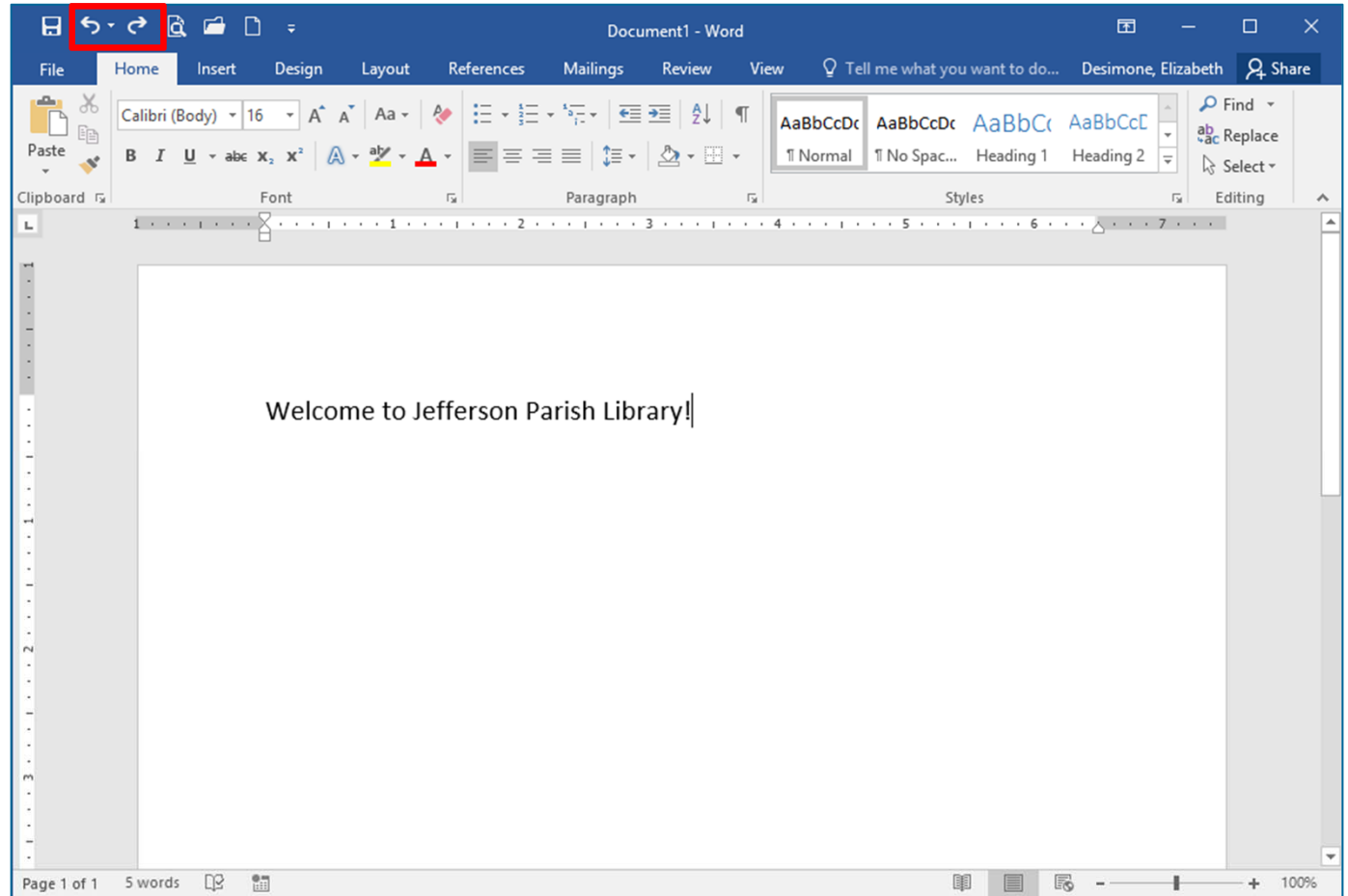
- Use the **Backspace** key to delete text to the left of your cursor, or use the **Delete** key to delete text to the right of your cursor.
- To select text, place your mouse to one end of the part of text you want to select. Then, hold down your left mouse button and drag your mouse over the text. It will be highlighted by a gray box.
- You can then use the Delete or Backspace key to delete the highlighted text.



DOING MORE WITH YOUR DOCUMENT

USING UNDO and REDO

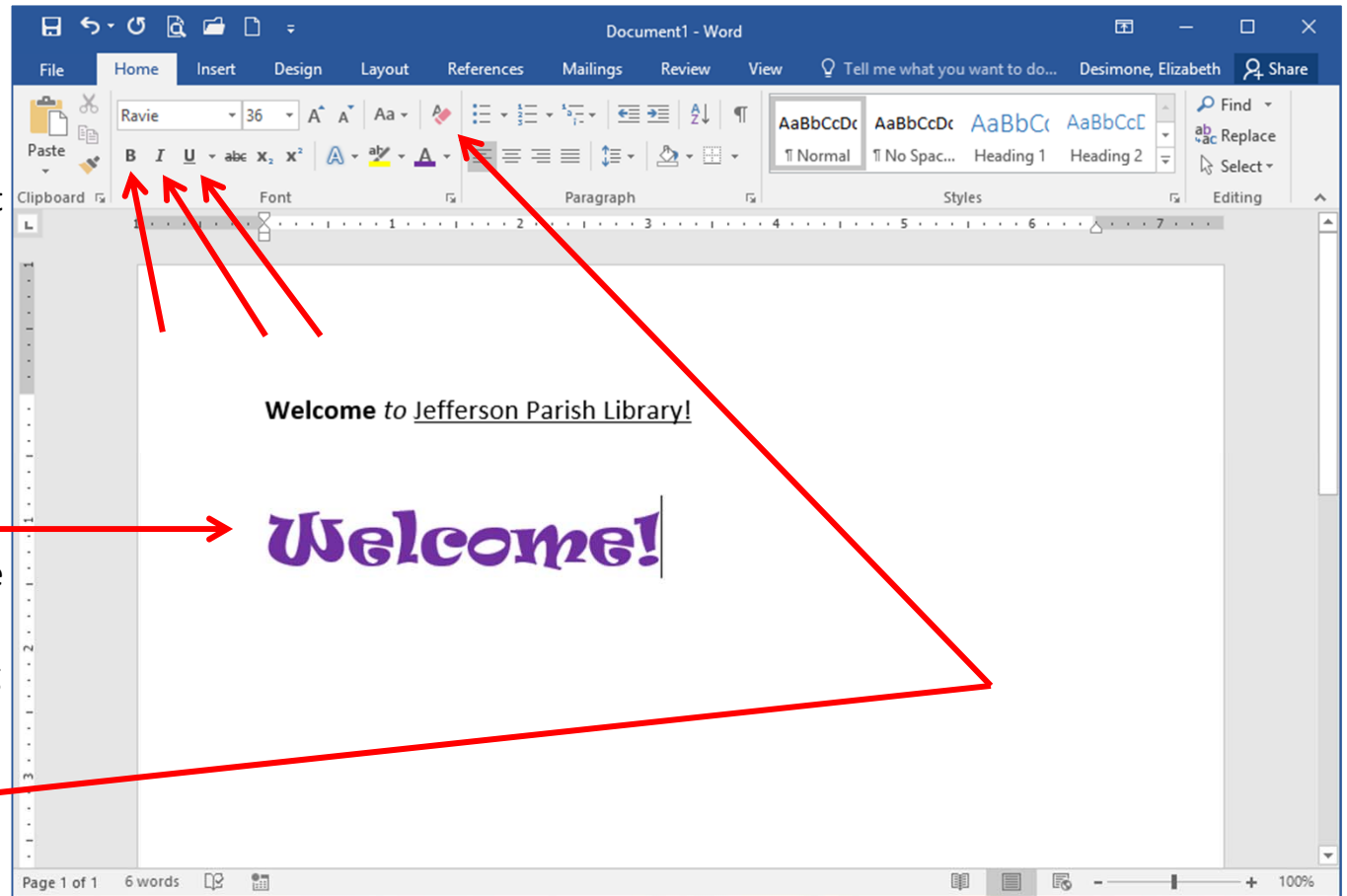
- You will find the Undo and Redo/Repeat commands on the Quick Access toolbar. These commands let you undo or redo your previous actions.
- To undo your last action, click the UNDO button. 
- To redo your undo, click the REDO button. 
- The Redo arrow now turns into the Repeat arrow. Click the REPEAT arrow to duplicate an action. 



DOING MORE WITH YOUR DOCUMENT

BASIC TEXT FORMATTING

- **BOLD** makes the selected type thicker.
- *ITALICS* makes the text slant to the right.
- UNDERLINE places a line under the selected text.
- These buttons are located in the Ribbon under the HOME tab within the FONT group.
- You'll also find commands to change the font, color, and size of your text.
- Remove formatting by toggling off the enabled formatting buttons or by selecting the text and clicking the Clear Formatting button.



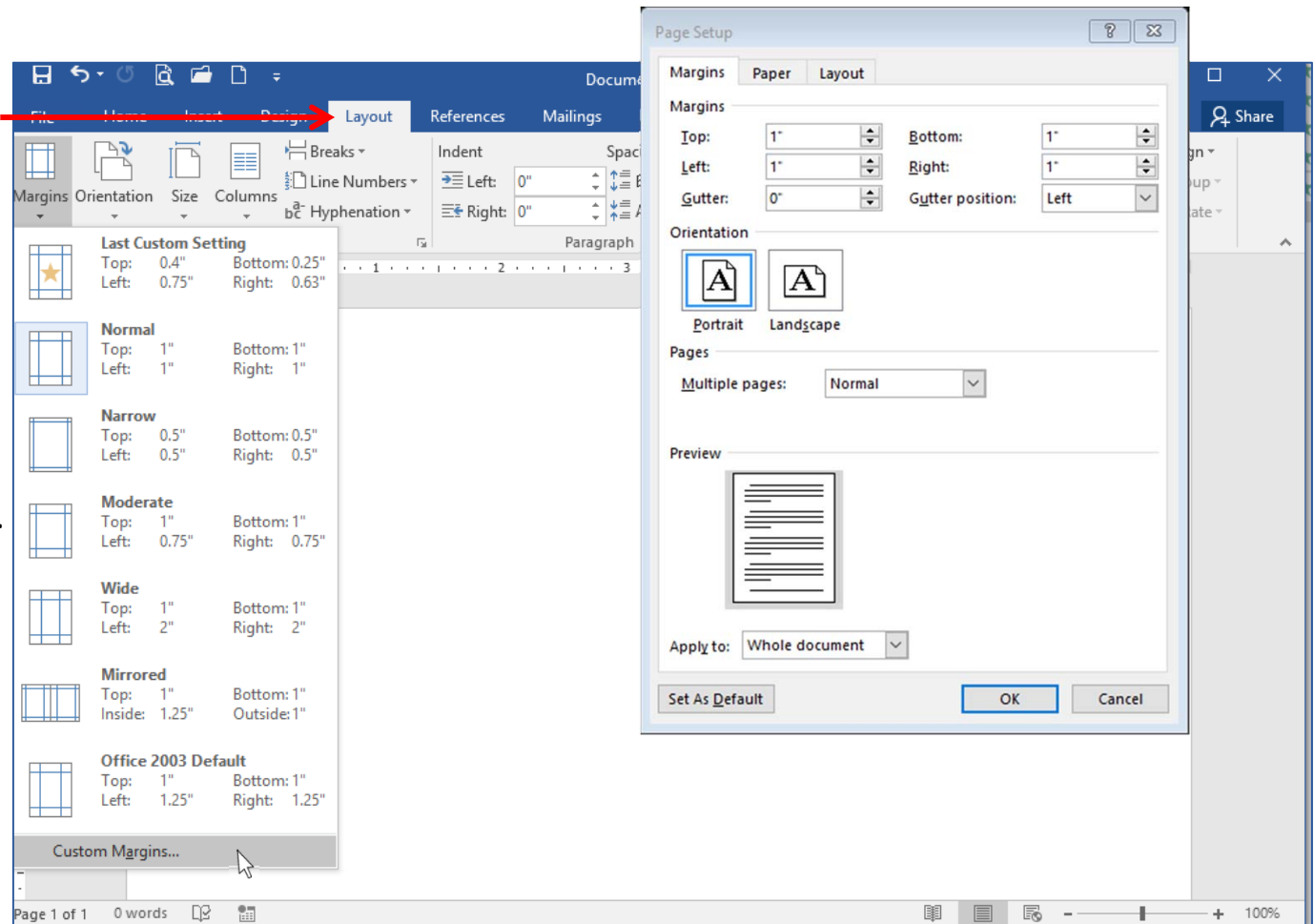
DOING MORE WITH YOUR DOCUMENT

BASIC PAGE FORMATTING

Under the LAYOUT tab, you will find the PAGE SETUP group.

There are options for margins, orientation, page size, page columns, page breaks, line numbers, and hyphenation.

- Click the MARGINS button.
- Select CUSTOM MARGINS
- The PAGE SETUP dialog box will open and you can change the margins to your desired settings.
- Click OK to save the changes.



DOING MORE WITH YOUR DOCUMENT

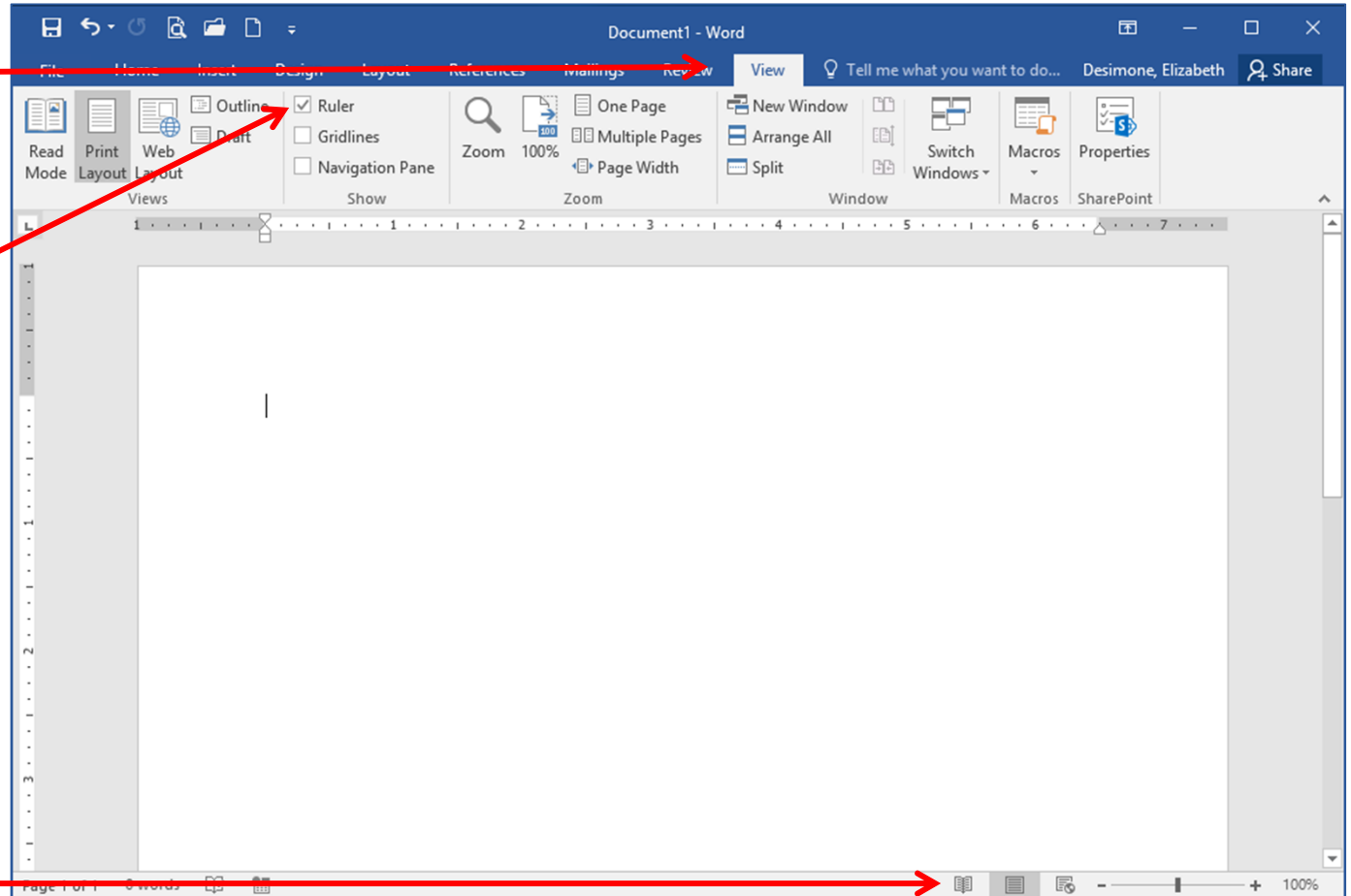
BASIC PAGE FORMATTING

- The VIEW tab will allow you to view documents in different ways.
- Check the RULER box to see custom margins you defined in the Layout tab.

Each view is fairly self-explanatory:

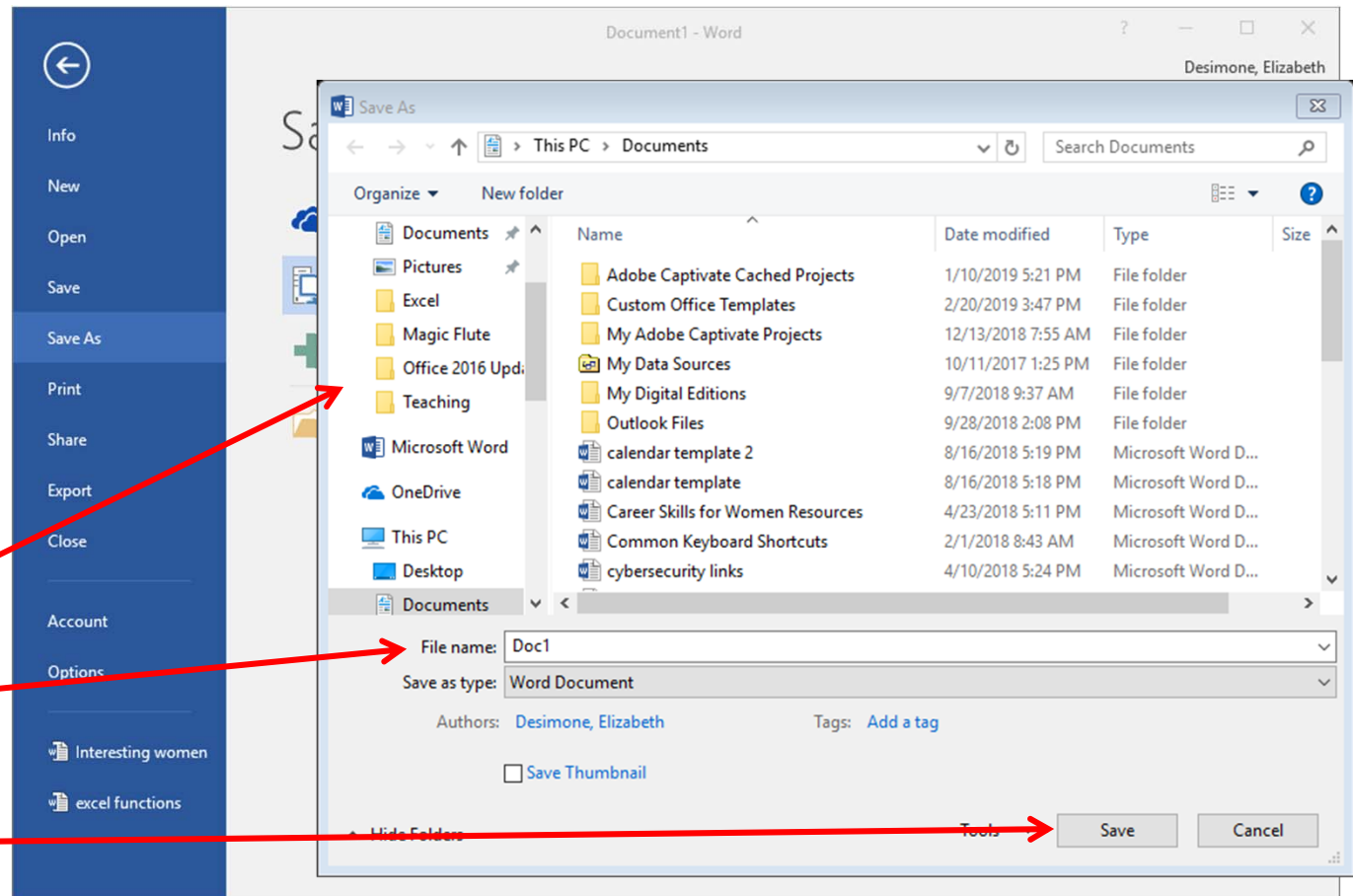
- Print Layout- you can see your document as it will appear on paper.
- Full Screen
- Web
- Outline
- Draft (will show fewer features)

These view commands are also available on the status bar.



SAVING A FILE

- To save a document that you are working on, first click the FILE menu.
- Next click the SAVE option.
- The SAVE AS dialog box will appear because this is the first time we have saved this document and it does not yet have a name.
- After choosing the location to save your file, you can enter a name for the file in the File Name field.
- Then click the Save button to save it.





MICROSOFT WORD EXERCISE

- Open Microsoft Word. You can double click the Word icon on the desktop **OR**
 - Go to the START menu
 - Click ALL APPS
 - Scroll down to the “W” section
 - Click Word 2016
- Once the blank document is open, select the Bookman Old Style font.
 - In the Ribbon, under the Font group, click the drop-down arrow to the right of the word Calibri (the default font)
 - Scroll down to find and select the Bookman Old Style font
 - Select a 14pt font size
- Align your text in the center of the page
 - In the Ribbon, under the Paragraph group, click the button to center text. You can also click the dialog box launcher in the lower right corner of the Paragraph group and select the alignment from the drop-down menu.
- Insert today’s date
 - Go to the Insert tab
 - In the Text group, click on the Date and Time button
 - Select the third option (example: August 13, 2017)
 - Click OK and today’s date should now appear centered at the top of your document and in the format you selected.

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MICROSOFT WORD EXERCISE

- Click ENTER four times.
- Now align your text to the left of the page.
 - Click on the Home Tab.
 - In the Ribbon, under the Paragraph group, click the button to left justify text. You can also click the dialog box launcher in the lower right corner of the Paragraph group and select the alignment from the drop-down menu.
- Type a short paragraph.
 - Type the following: Many years later, as he faced the firing squad, Colonel Aureliano Buendia was to remember that distant afternoon when his father took him to discover ice.
- Bold a phrase.
 - Highlight the phrase “Many years later”. Place your cursor either before or after the phrase and highlight by clicking the left mouse button and dragging it across the words “Many years later” to highlight them.
 - Click the **B** button in the Font group located in the Ribbon.
- Italicize a word.
 - Highlight the words “firing squad” to highlight it.
 - Click the *I* button in the Font group located in the Ribbon.
- Underline a word.
 - Double click the word “ice” to highlight it.
 - Click the U button in the Font group located in the Ribbon.

Continued on next page...



MICROSOFT WORD EXERCISE

- Double space the lines in your paper.
 - Place your cursor at the very beginning of your paragraph.
 - In the Paragraph group, click on the Line and Paragraph spacing button. From the menu that appears, select 2.0
 - You can also click the dialog box launcher of the Paragraph group and select Double under the Line Spacing option.
- Change your margins.
 - Click on the Layout Tab.
 - In the Ribbon, under the Page Setup group, click the Margins button, then select Custom Margins at the bottom.
 - Change the Top and Bottom margins to 2" and the Left and Right margins to 1.5".
 - Click OK.
- Spell Check your paper.
 - Click on the Review Tab.
 - In the Ribbon, under the Proofing group, click the Spelling and Grammar button.
- Save your document.
 - Click on the File Tab.
 - Click the Save button, then the Browse button.
 - Choose the Desktop as the location to save your file.
 - Click in the File Name box to highlight the name that was auto filled (the date, which was our first line of text)
 - Type your first and last name and then click the Save button.
- Close the program.



COMMON KEYBOARD SHORTCUTS

CTRL + A	Select entire document/page
CTRL + C	Copy selected text/object
CTRL + X	Cut selected text/object
CTRL + V	Paste selected text/object
CTRL + Z	Undo your last action
CTRL + F	Find specific text in the current document
CTRL + S	Save the current document
CTRL + P	Print the current document
CTRL + B	Bolds the selected text
CTRL + I	Italicizes the selected text
CTRL + U	Underlines the selected text
CTRL + N	Create a new document

ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the JPL homepage, click on the **Digital Content Tutorials** (blue rectangle) next scroll bar.

- After the course menu opens, click Full Screen at the top of the course menu to view tutorials.

The screenshot shows the Jefferson Parish Library homepage. At the top, there is a navigation bar with the JPL logo and search options. Below the navigation bar, there are several sections: a notice about repairs at the East Bank Regional Library, a large blue box with 'Information for all Jefferson Parish Libraries' containing bullet points about library hours and services, and a sidebar on the right with various digital content links. A blue vertical button labeled 'Digital Content Tutorials' is located at the bottom of the sidebar. A red arrow points from this button to the 'Full Screen' button in the second screenshot.

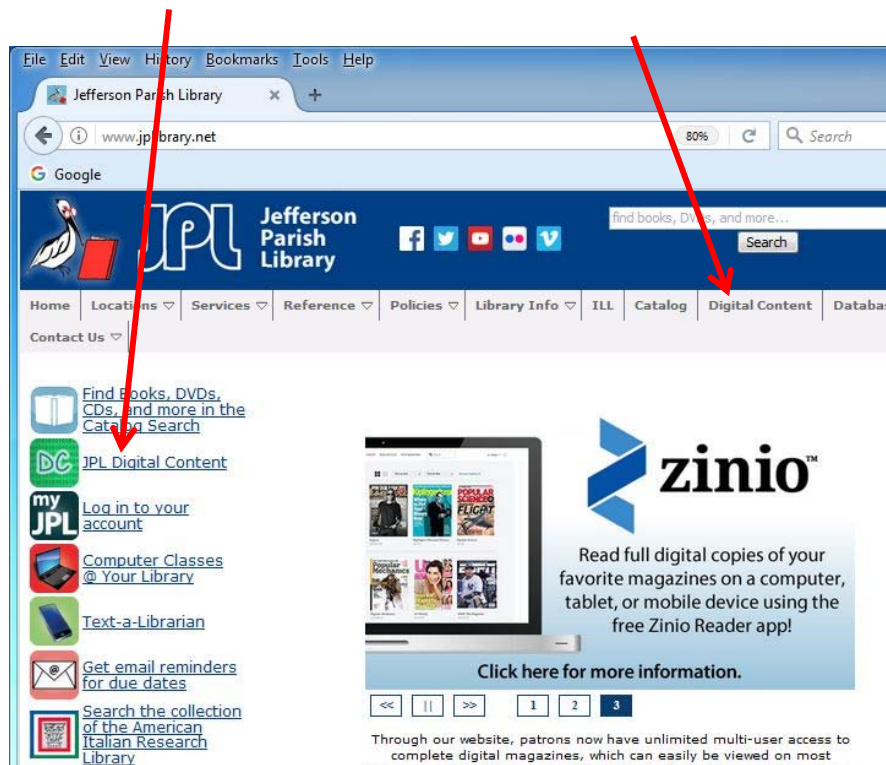
The screenshot shows the 'JPL Digital Content Tutorials' menu. At the top right, there is a 'Full Screen' button with a red arrow pointing to it. Below the button, there is a list of tutorial links, each with a small icon and a right-pointing arrow. The links include: 'The Great Job Hunt at JPL', '**Click and Learn JPL Digital Content Apps', '**JPL's Basic Computer Skills Learning Guide', '*Homework Louisiana (Tutor.com) Tutorial -- Real experts, waiting to help you now', '*Internet Basics', '*Joining Cisco Webex Meetings', '*Learn to Use Your Chromebook', '*Zoom - Let's learn to use it!', 'Advanced Internet Search Techniques', 'Ancestry Library Edition Tutorial -- Access Billions of Genealogical Records', 'AtoZ World Food', and 'Auto Repair Source - Automotive Information'.



ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the library's homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.



- Then click on the **LinkedIn Learning** icon to access online training using your library card number and pin.





NOTES

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