




New York City College of Technology

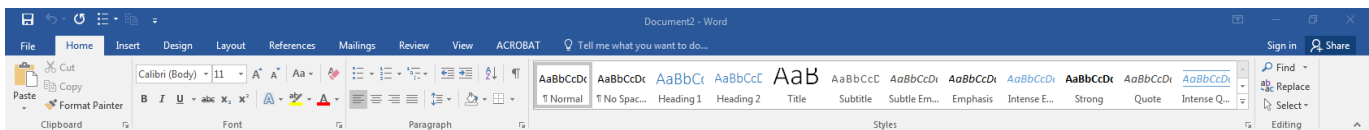
Microsoft Word 2016

Contact Information: 718-254-8565 ITEC@citytech.cuny.edu

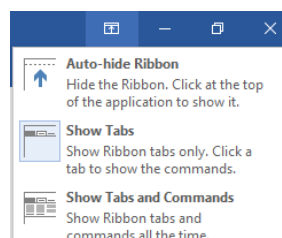
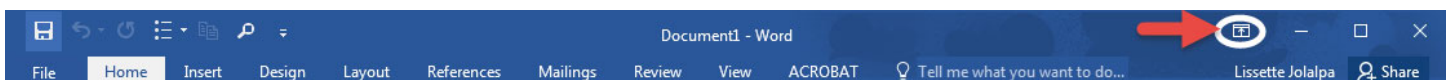
Opening Word 2016

- Begin by clicking on the bottom left corner icon on the desktop. 
- From All Programs, click on Microsoft Office 2016 → Word 2016
- You have the option of selecting a blank document, opening a recent document, or choosing from a template.
- Blank document is generally selected.

Office 2016 “Ribbon”

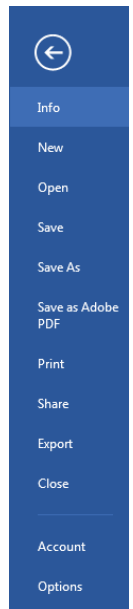
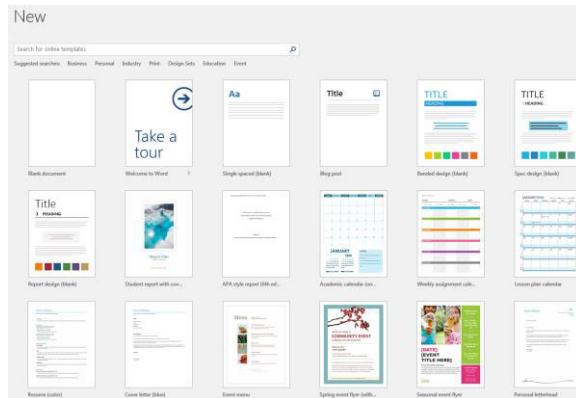


- There are three parts in the Ribbon: Tabs, Groups, and Commands/Buttons. The ribbon is the work bar located at the top of the document.
- Hiding and unhiding the ribbon is optional by clicking on the upper right hand corner of the page.



File Tab

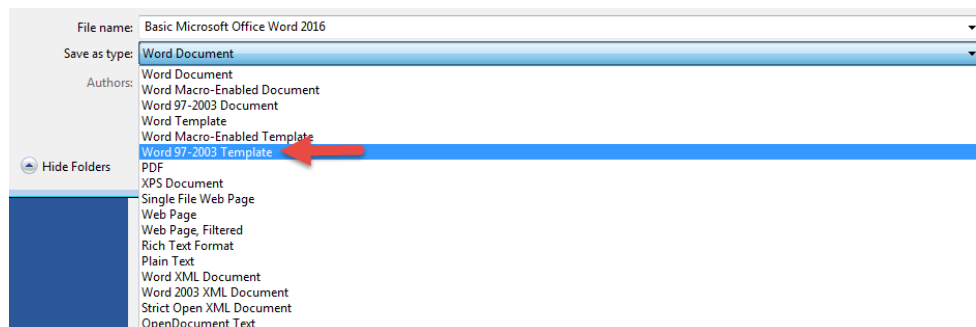
- From the file tab you can open, save or create a new document. **FILE**
- Templates are available for multiple purposes such as: creating Letters, Resumes, Fax, Labels, Cards and Calendars.
- To open a template go into **FILE** → **New**



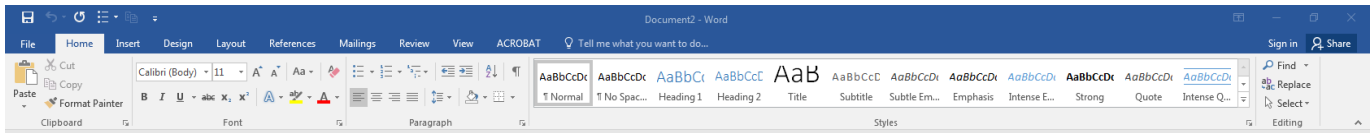
- You can open existing documents by clicking on **Open** and browsing for your document.

Save As

- Save As is used to save your document in a specific location. It can be saved anywhere within your computer or USB drive.
- If you want to save the document with a previous version of Word so that the document is fully compatible with that version, go to Save As and select Word 97 – 2003 Document.



Home Tab



Mini Toolbar

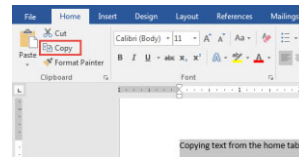
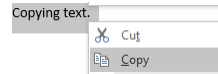
- The easiest way to change the font of specific information is by using the Mini Toolbar. Highlight the text, right-click for the Mini Toolbar to appear and change the font.



The mini tool bar.


Copying Text

- There are various ways to copy text:
 - Select the text, right click and select **copy**.
 - Select text and press Ctrl + C
 - Select text and press **Copy** from the home tab.



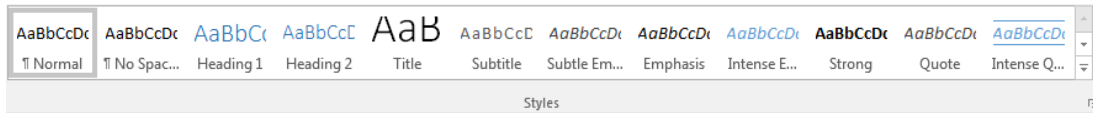
Copying text from the home tab.

Format Painter

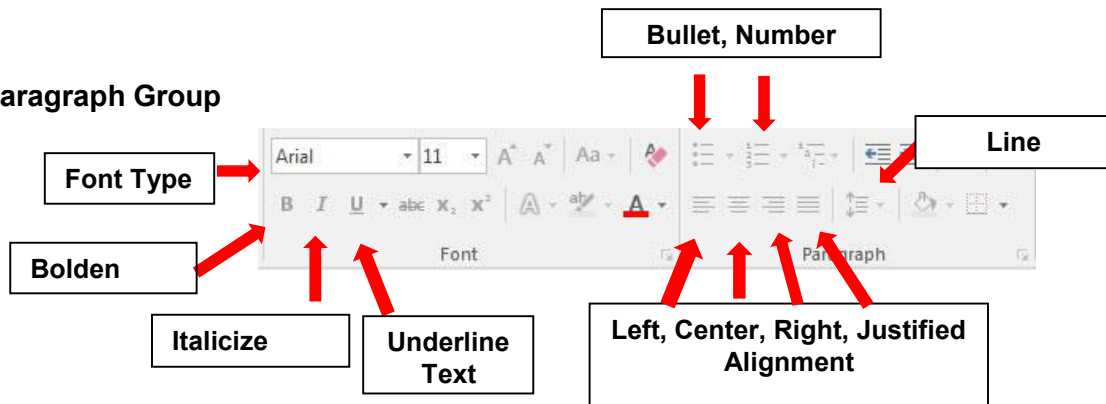
- You can copy the format from a text to another.
- Select the text whose format such as font, and style you want to copy.
- Click on **Format Painter** button.  Format Painter
- Drag the painter across the text you want to copy the format to.

Styles

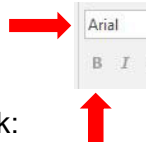
- You have several styles to choose from.
- Select the text and click on the style you would like to add such as a heading, title or subtitle.



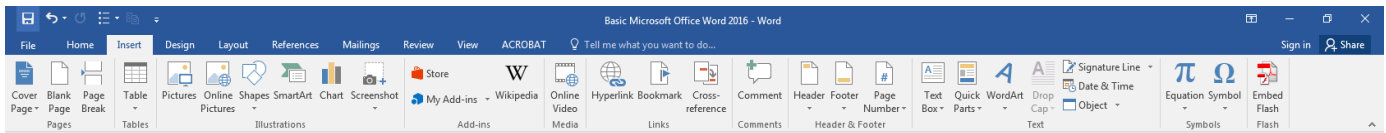
Font and Paragraph Group



Activity 1

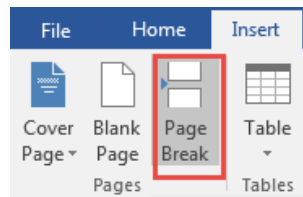
1. Open up a blank Microsoft Word 2016 Workbook.
2. Type in the following sentence:
“Welcome to Microsoft Word 2016.”
3. Change the font face of the following sentence to Arial Black: 
4. Select “Microsoft Word”, click the **B** button to change the text into bold.
5. Align the text to center.
6. Save this document as Practice Document on the desktop.

Insert Tab



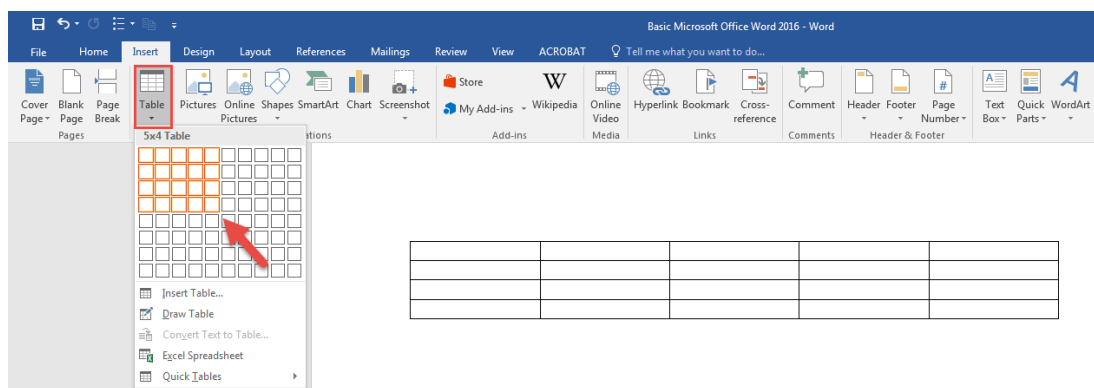
Inserting a Page Break

- A page break places text on to a new page.
- To put a Page Break into a document, click **Page Break** under the Pages group



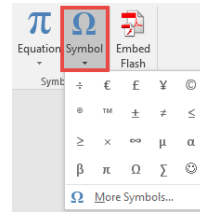
Inserting a Table

- To insert a table click on **Table**, under Tables group and hover the mouse over the boxes to get the number of rows and columns you want to insert into the table.



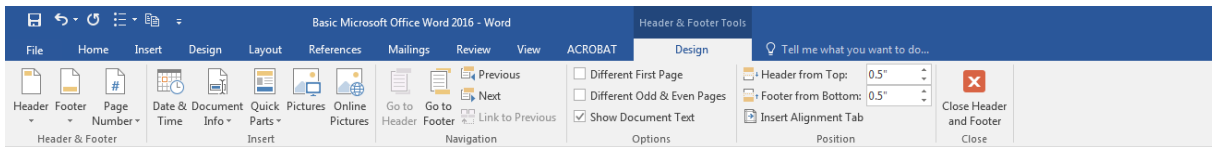
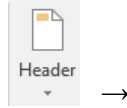
Inserting a Symbol

- Click on the small arrow under the Symbols group and select the symbol you want to insert.
- If the symbol you are looking for is not display, select **More Symbols...**

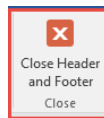


Inserting a Header and Footer

- To add a header, go to INSERT
- Choose the type of header you desire.
- The design tab will appear as soon as you begin to type your text into the header.

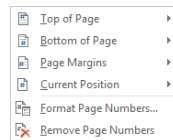


- To add a footer, click on the footer button in the design tab.
- Once you are done click on:



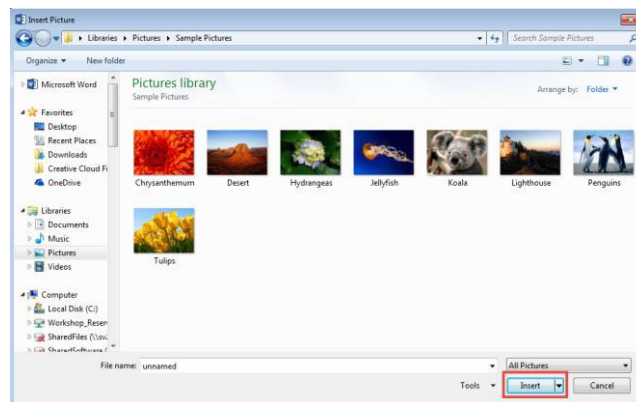
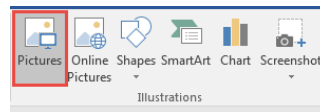
Adding Page Numbers

- Click on **Insert**



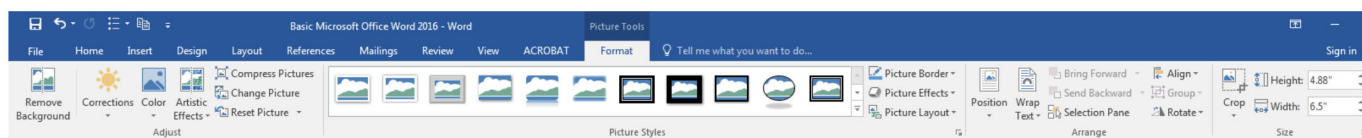
Inserting and Formatting an Image.

- Click on **Pictures** from the **Insert Tab**.
- Browse for the image you want to insert into the document and select **Insert**.

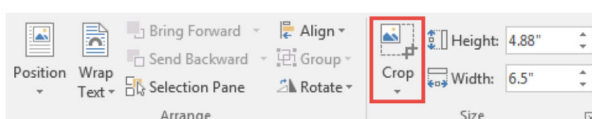


- The image will appear on the document.

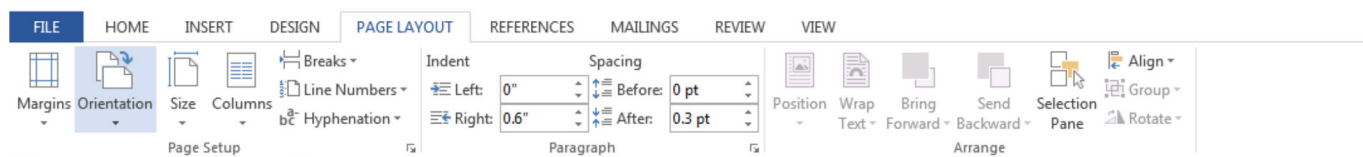
- A **Format Tab** to edit the image appears after you click on the image.



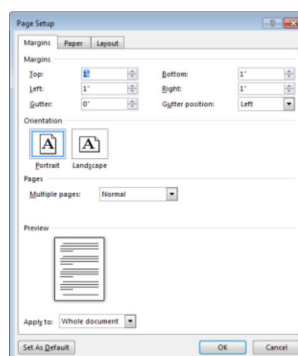
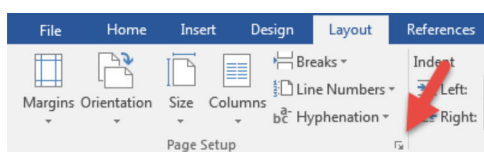
- The images' position can be specifically defined: Arrange Group.
 - Position: Multiple options as per the images' location on the document is available. Any text around it will automatically wrap around the image.
 - Wrap Text: Feature used to set up how text wraps around the image.
 - You can align the image on the page or rotate it.
- Cropping is also an option.



Page Layout



- Layout was renamed after Page Layout in Word 2013.
- Use to set up margin size, paper size, or document Orientation.
- Click on the small diagonal arrow in the lower right-hand corner of the Page Setup group, and the Page Setup dialog box will appear to make necessary changes.



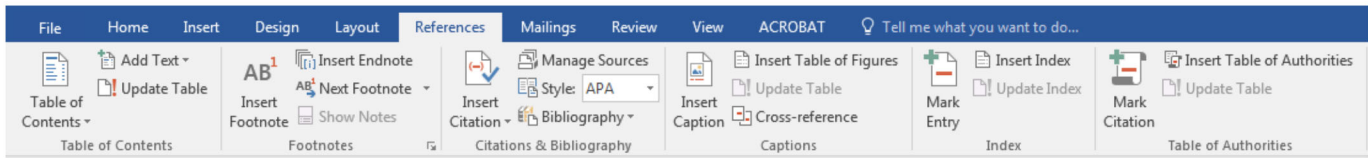
Column

- The column feature allows you to split the page into two, three, left and right columns.

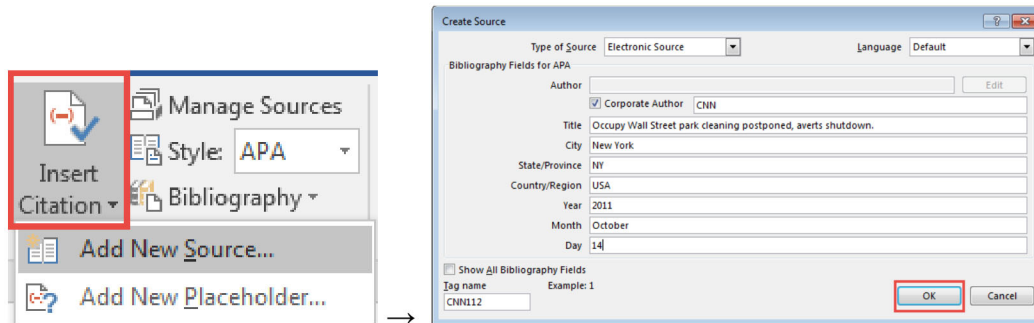
Breaks

- Adding several types of breaks is available.
- Adding a Page Break marks the beginning of a new page.

References Tab



- This tab is mainly used for scholarly papers, writing, and publishing purposes.
- To insert a citation, click on **Insert Citation** and select Add New Source.



- Type in the information for the required fields and click OK when finished.

This is what appears as the Electronic Source's citation: (CNN, 2011)

- The citation then appears on the document.

Bibliography

- After adding all of the citation sources in the document, click on **Bibliography** and select a built-in style.
- You can choose which Built-In bibliography option you would like to use.
- After selecting a style, the bibliography will appear on the document.

This is what appears as the Electronic Source's citation: (CNN, 2011)

Bibliography

CNN. (2011, October 14). Occupy Wall Street park cleaning postponed, averts shutdown. New York, NY, USA.

References

CNN. (2011, October 14). Occupy Wall Street park cleaning postponed, averts shutdown. New York, NY, USA.

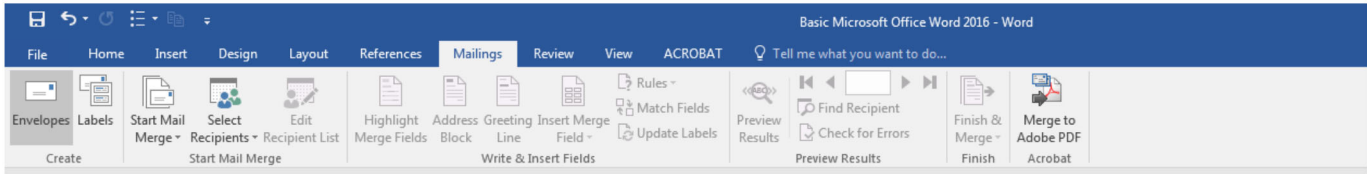
Works Cited

CNN. (2011, October 14). Occupy Wall Street park cleaning postponed, averts shutdown. New York, NY, USA.

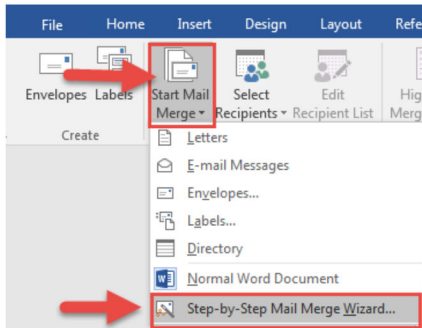


Mailings Tab

This tab is used for creating envelopes and labels and to do the mail merge.



Step 1: Click Start Mail merge.

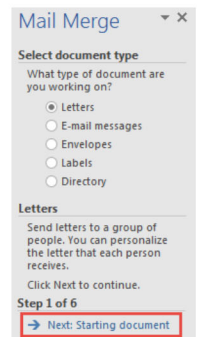
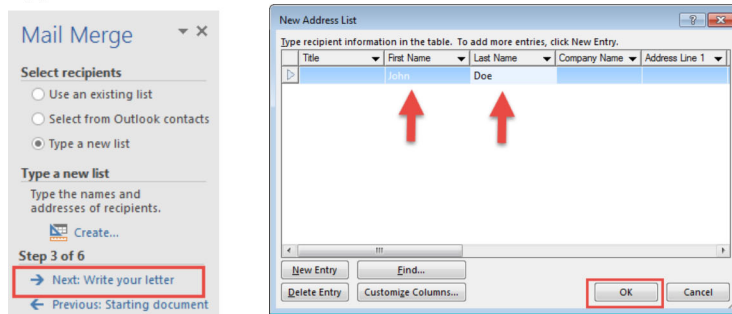


Step 2: Select Step-by-Step Mail Merge Wizard...

Step 3: Select the document type. Click on **Next: starting document**.

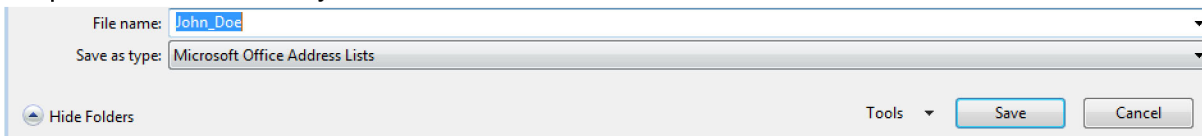
Step 4: Select the document from current document, template or existing document to begin mail merge. Click on **Next: select recipients**.

Step 5: Select **Type a new list** and click **Create**.

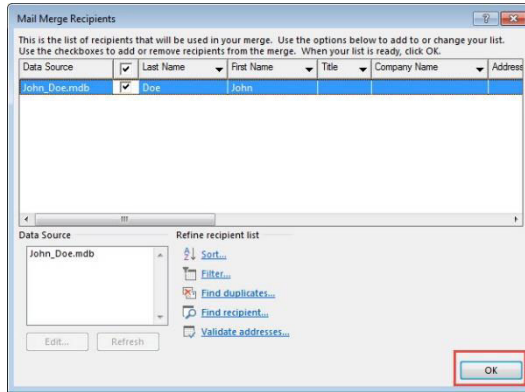


Step 6: Type in the names to create a new address list.

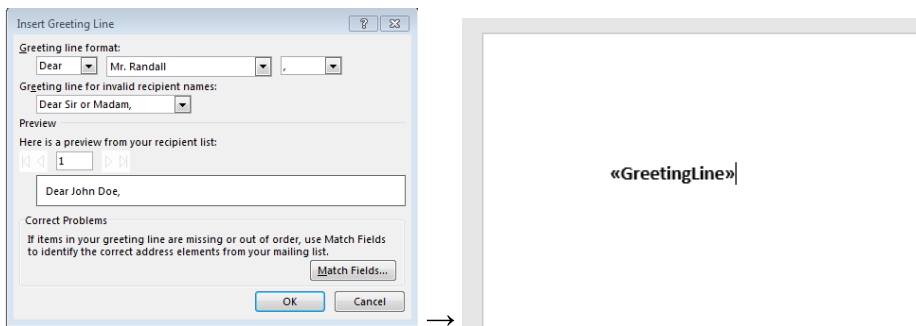
Step 7: Save the List to your files.



Step 8: The recipient list will appear. You can sort or filter the list from here. Click **OK** when you are done. Continue to step 4 of 6.



Step 9: Write your letter, position your cursor in front of the name of the recipients and click on **Greeting Line**. The Insert Greeting Line will pop up. Make any necessary formatting changes and click **OK**.

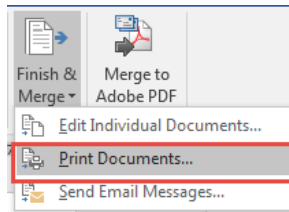


Step 10: You can preview the name of the recipients on your letter by clicking on the ribbon:

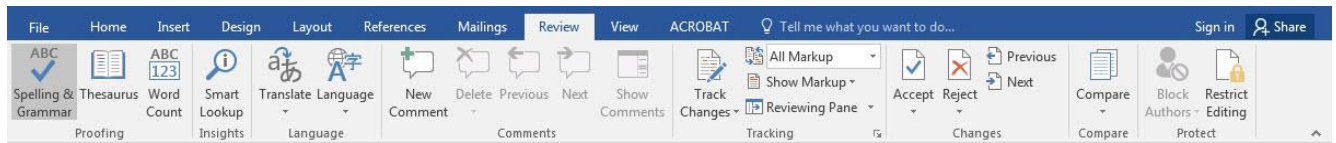
Dear John Doe,



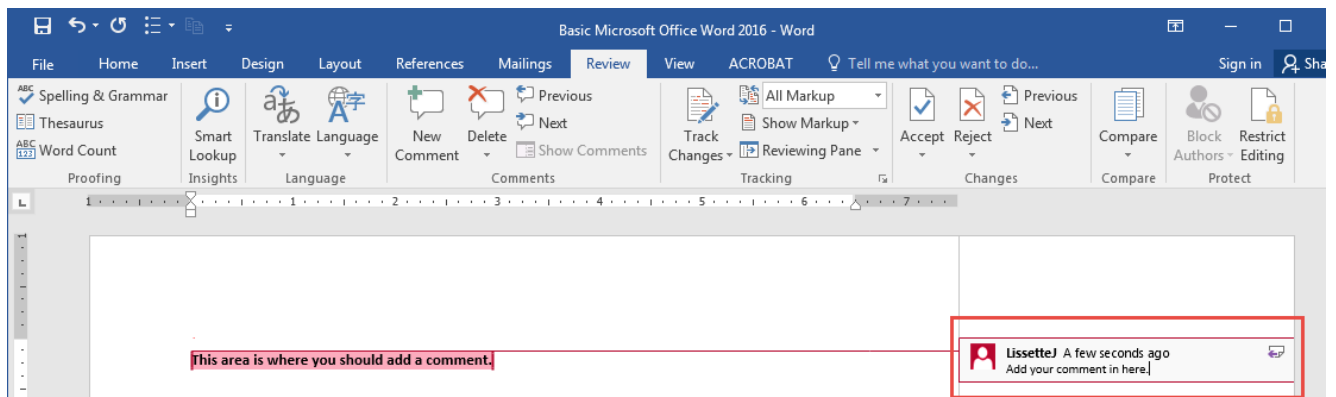
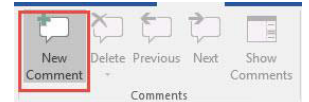
Step 11: Select **Finish & Merge** from the ribbon → **Print Documents** to print your merged letters. Merging letters to Adobe PDF is also available.



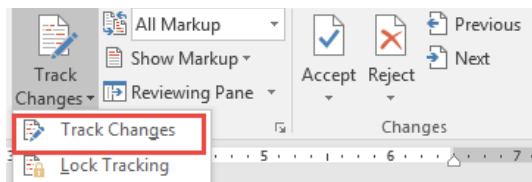
Review Tab



- Spelling and grammar can be checked from the Review tab, click **Spelling & Grammar** from the Proofing group.
- Comments can be added to proof-read a document and make notes to share with others. To add a comment on a document, highlight the area where you want to add a comment. Click **New Comment** from the Comments group.
- Type the comment within the shaded comment area on the right-hand side.

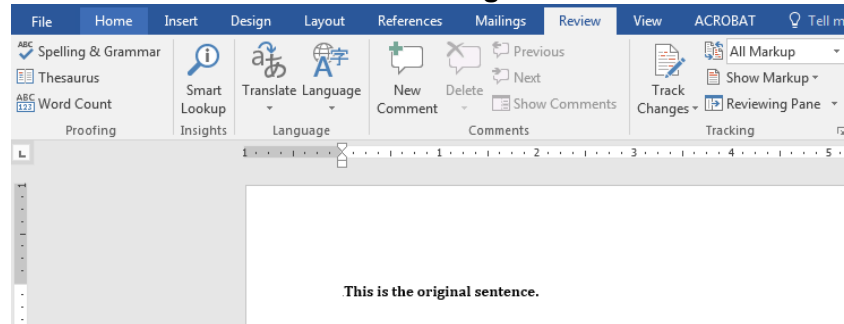


- You can hide or show the comments by clicking on **Show Comments**.
- Tracking changes made to a document is available.

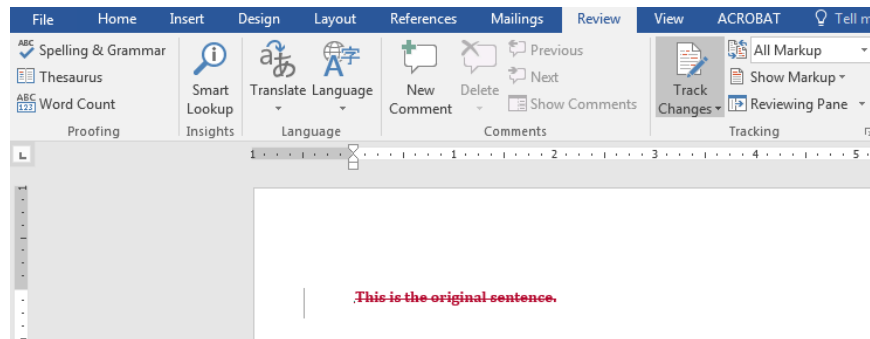


Activity 2

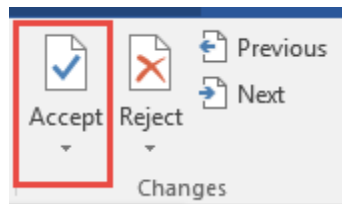
1. Type a sentence into the document: **This is the original sentence.**



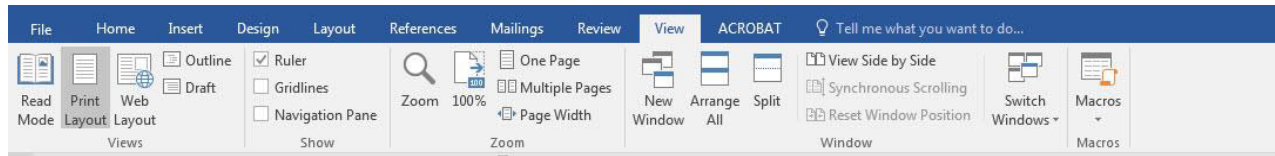
2. Click on **Track Changes**.
3. Delete the sentence and add: **This is a revision.** A red Cursor appears in the beginning of the sentence.
4. To view the changes, click on the red cursor. The original sentence appears along with the revised sentence.



5. Changes made to the document can either be accepted or rejected. Click on **Accept** to accept the changes or click on **Reject** to reject the changes.
6. After the changes are made to the document, they can either be accepted or rejected. Click **Accept**.



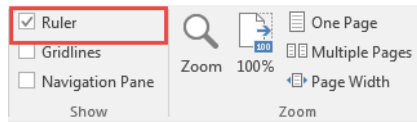
View Tab



- The view tab allows you to customize the way in which you view your document.

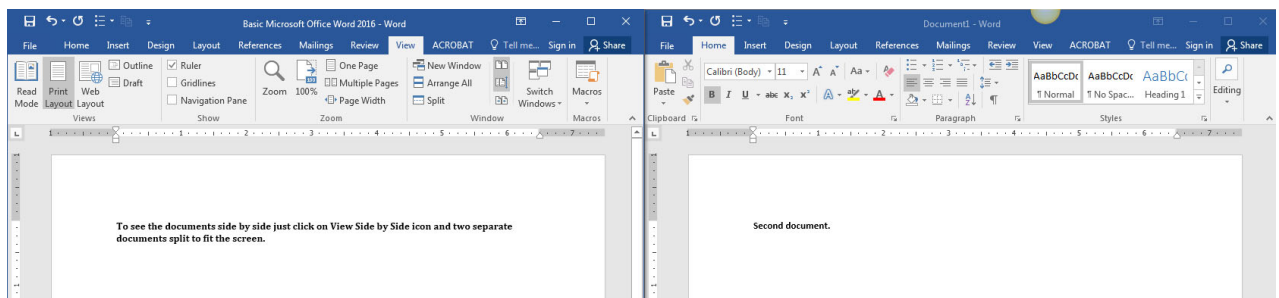
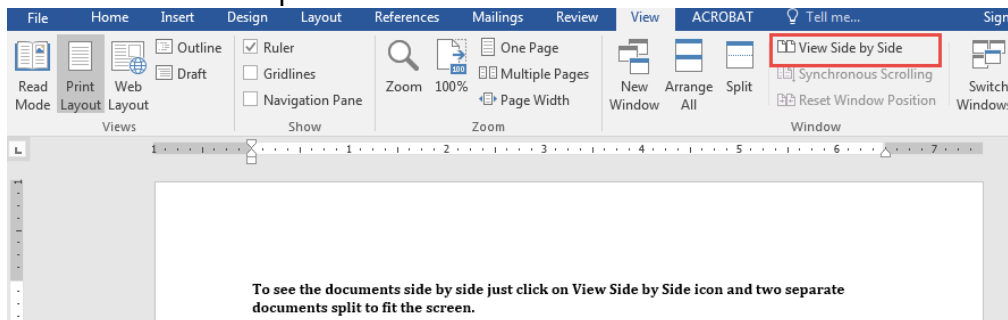
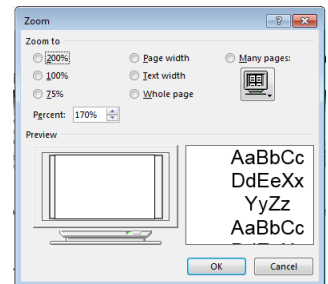
Views Group

- There are three ways to view the screen:
 - Read Mode: Splits the screen in order for the document to be viewed in two pages.
 - Print Layout: This is the default screen in which documents are viewed on the screen. Documents are printed as shown.
 - Web Layout: This screen allows you to view your document as a web page.
- To show the ruler on the document, check Ruler on Show/Hide group.



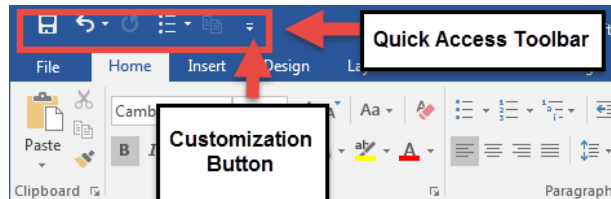
Zoom Group

- By selecting on Zoom, a window pops up with a variety of sizes to zoom in or out of.
- To see two documents side-by-side just click on **View Side by Side** icon and two documents will split on the screen.



The “Quick Access” Toolbar

- Located on the upper left hand corner of the page. Used to save changes made to a file, undo or redo any changes made to the document.
- Can be customize to facilitate the quick access to other buttons.



Activity 3

1. Open Word 2016.
2. Type the following **=rand(10,2)** (this generates 10 paragraphs of text with two sentence in each paragraph.)
3. Select the entire text by clicking on Ctrl + A.
4. Change the font of the entire document to size 14 and the font face to **Times New Roman**.
5. Save this document as Practice Document on the desktop.
6. From the insert tab, add a table to your document with two rows and two columns.
7. Enter your name in the first cell.

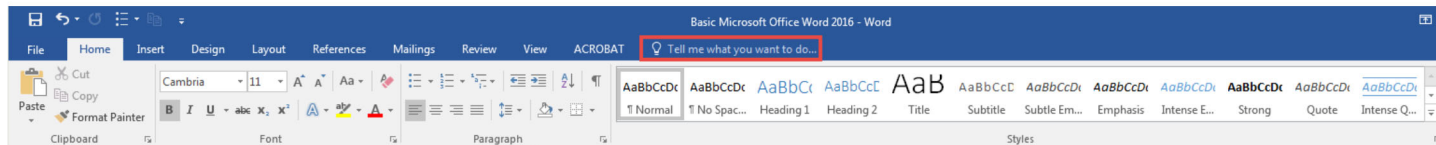
Lisette Jolalpa	

8. Change the page orientation to Landscape from the **Page Layout Tab**.
9. Check the spelling and Grammar.

Short Cuts

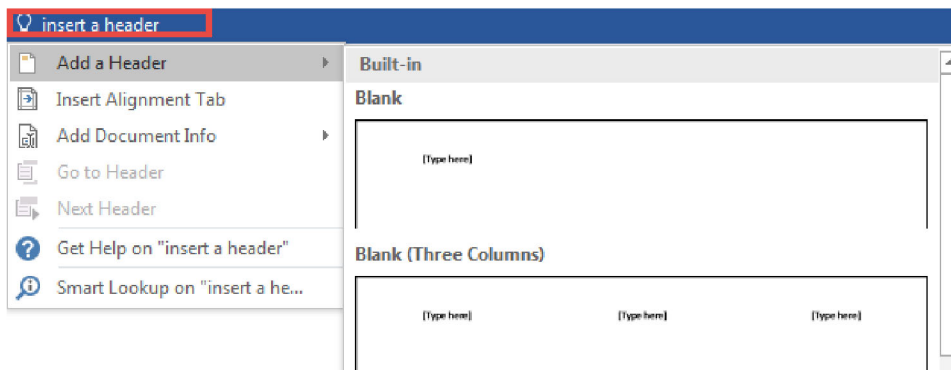
- Ctrl + A: Selects all of the text.
- Ctrl + C: Copies selected text.
- Ctrl + V: Pastes the text.
- Ctrl + B: Makes selected text bold.
- Ctrl + I: Italicizes the selected text.
- Ctrl + U: Underlines selected text.

New Features: Microsoft Word 2016



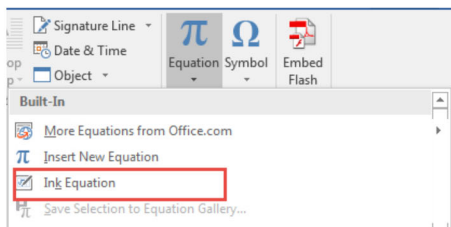
Tell me what you want to do....

- You can now type in what you want to do quickly.
- Type **insert a header** into the search box. Options for various headers appear to choose from.

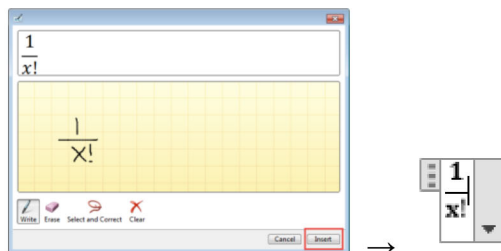


Ink Equation

- You can write an equation using your mouse or a special device which converts your equation into text.
- Microsoft Word 2016 was designed to work better with devices like tablets and smart phones.
- From the **Insert** select **Equation** → **Ink Equation**.

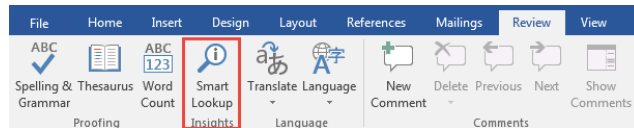


- Write your equation using your mouse. Insert when done.



Smart Lookup

- Enables text written in Word 2016 to be searched through Bing providing insights related to the text.
- Type **Microsoft Office 2016**. Highlight the text.
- From the **Review** tab select **Smart Lookup**.



- Insights will appear on the right hand side.

