Introduction to

Microsoft Word 2016

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Introduction

Microsoft Word is the most popular word processing software in the world, and it won't take you long to find out why.

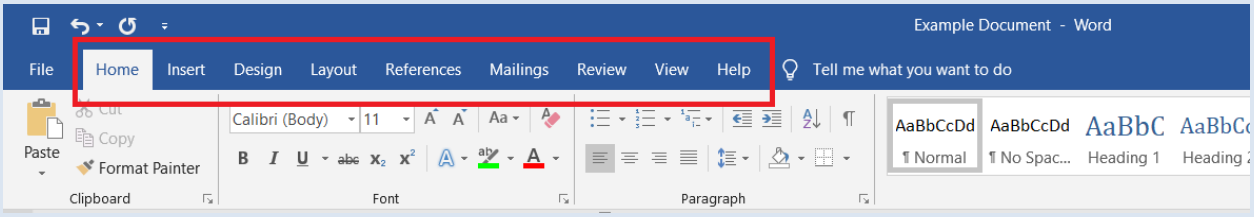
With Microsoft Word (commonly abbreviated to Word), composing documents is fast, easy, and stylish. Resources and functions in Word can be used in a variety of professional settings – resumes, letters, advertising copy and essays can all be created in formats sure to please their intended audiences.

Word has many tabs, and those tabs have many, many buttons. This may be intimidating for new users, but only understanding a handful is needed to start creating quality documents. As your understanding of Word grows, you'll learn all the ways these features can be used in combination to create documents of even greater sophistication.

Terminology

To better follow this guide, it's important to know these frequently used terms.

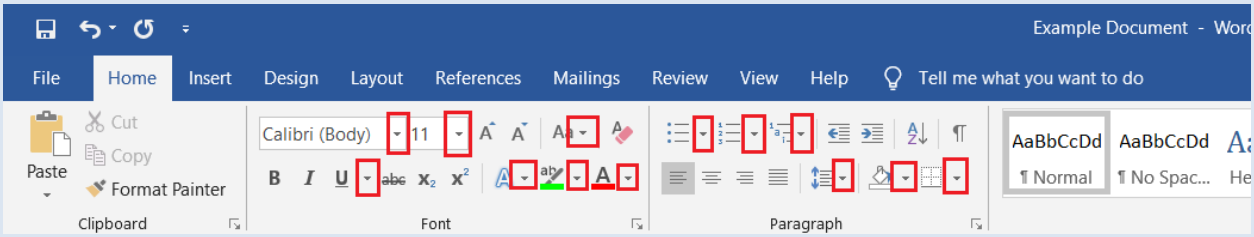
Tabs



For easier organization and access, Microsoft Word's functions are divided into **tabs** at the top left of the Microsoft Word window. For this introductory guide, you won't need to worry about any tabs other than the **Home** tab.

The **File** tab doesn't have anything for editing your document itself, and instead concerns your document's file. In most circumstances, it'll only be used to save your work.

Dropdown Menus

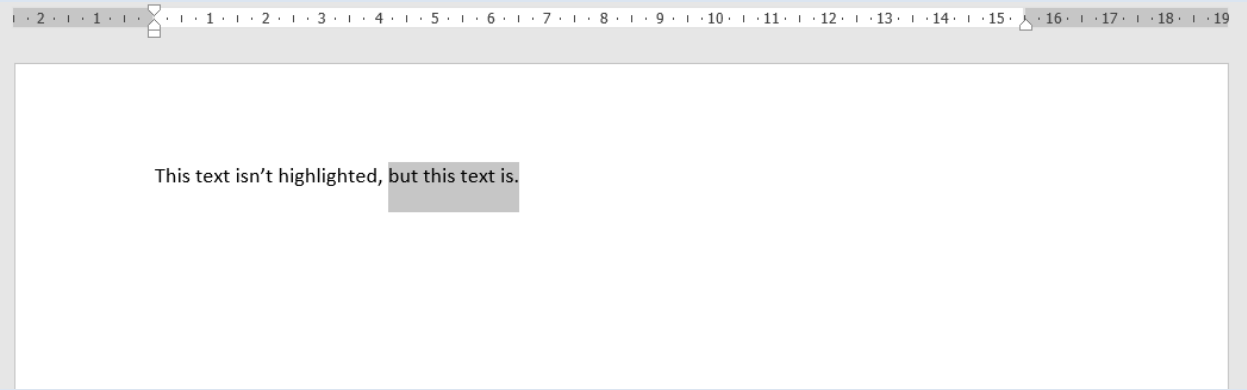


To further organize what Word can provide your document, each tab usually has a bunch of buttons with **dropdown menus**. Clicking the arrow next to these buttons provides a menu of all kinds of options applicable to that function; the Font Color's dropdown menu shows all the colours you can choose, for example.

Buttons vs. Keys

Anything in Microsoft Word you click on to apply a function is called a **button**. This isn't to be confused with the **keys** you press on your computer's keyboard.

Selecting

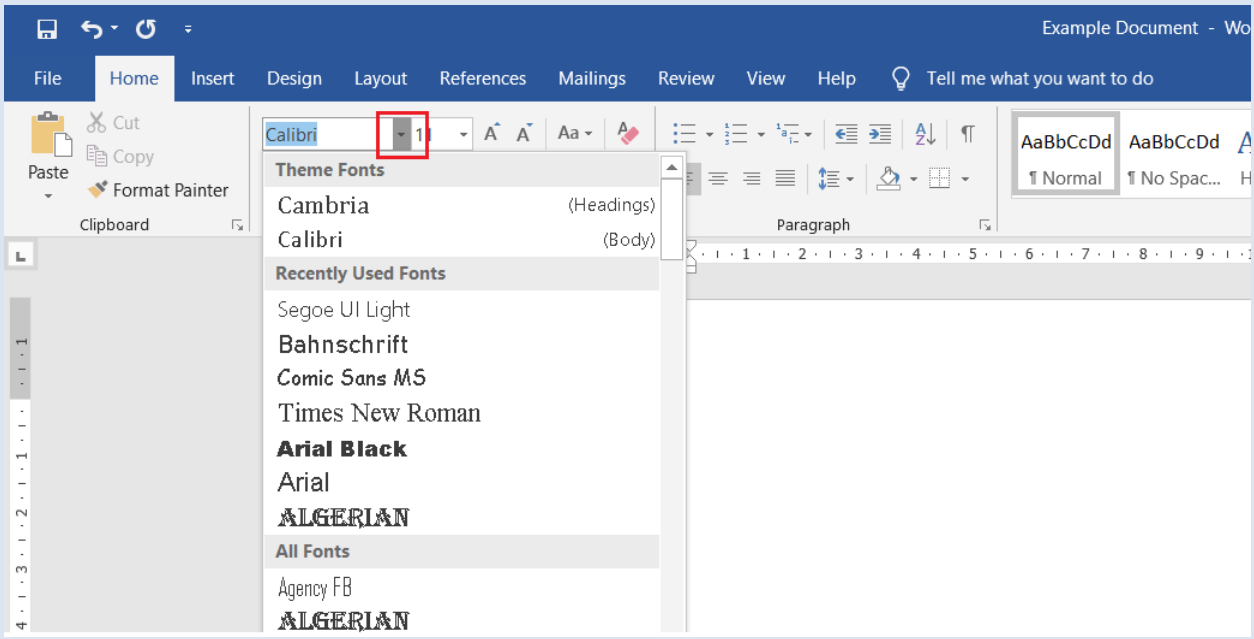


You can select specific text you've typed from the rest by clicking and dragging across it. This places a grey box over it marking it as **selected**. When you only want to edit certain sections of text, you need to select it first. To stop having a section of text selected, click once anywhere in your document.

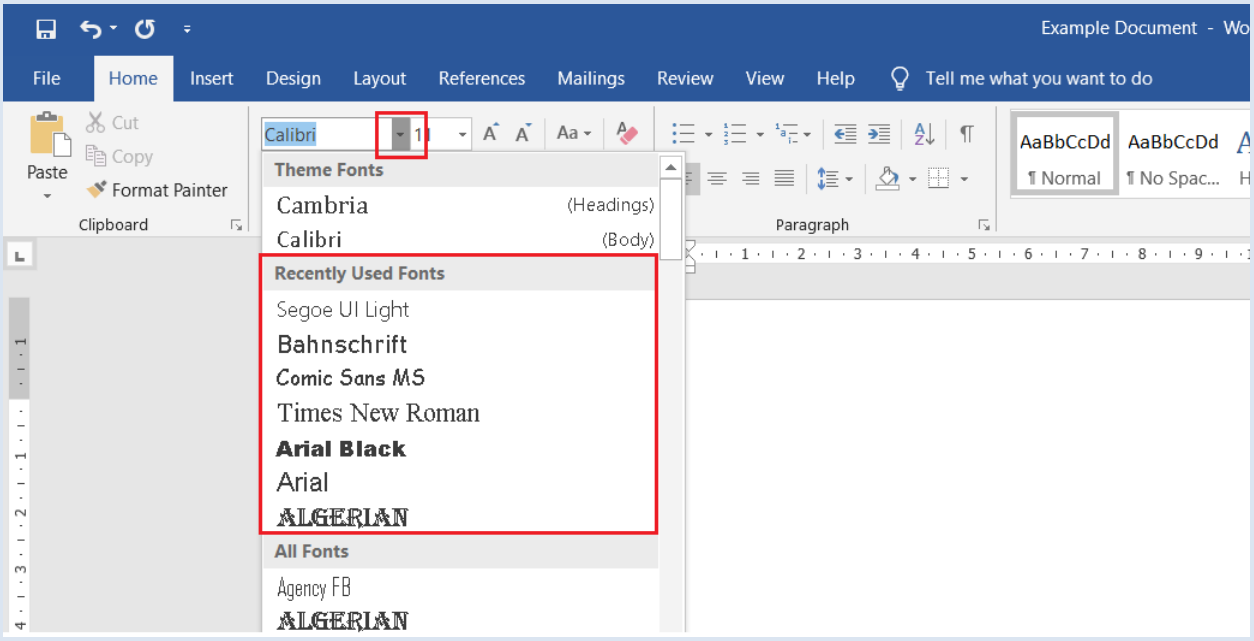
Setting Your Font

The first thing you'll do in many documents is decide what you want your text to look like. Microsoft Word has many ways to alter and influence your text, but for the average body of any written document the only decisions to be made are for the **font** and **font size**.

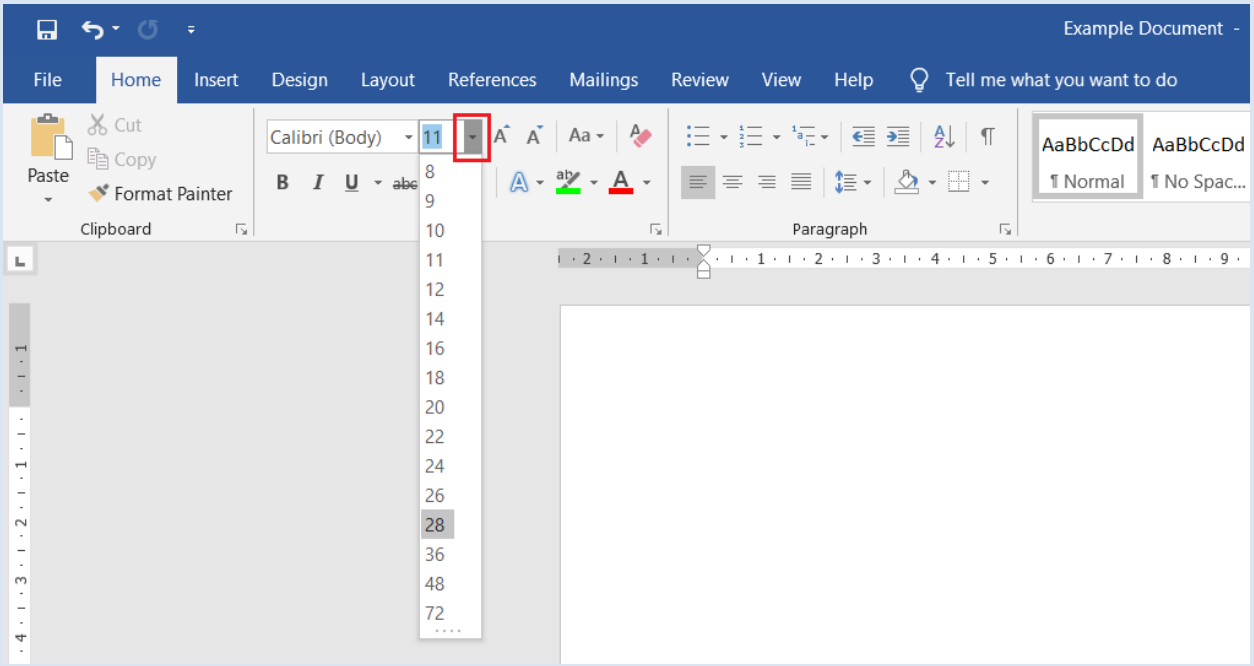
1. First, click the dropdown menu for **fonts**, which should be indicated by the word 'Calibri' to the left of it (Calibri being the default font for Word 2016).



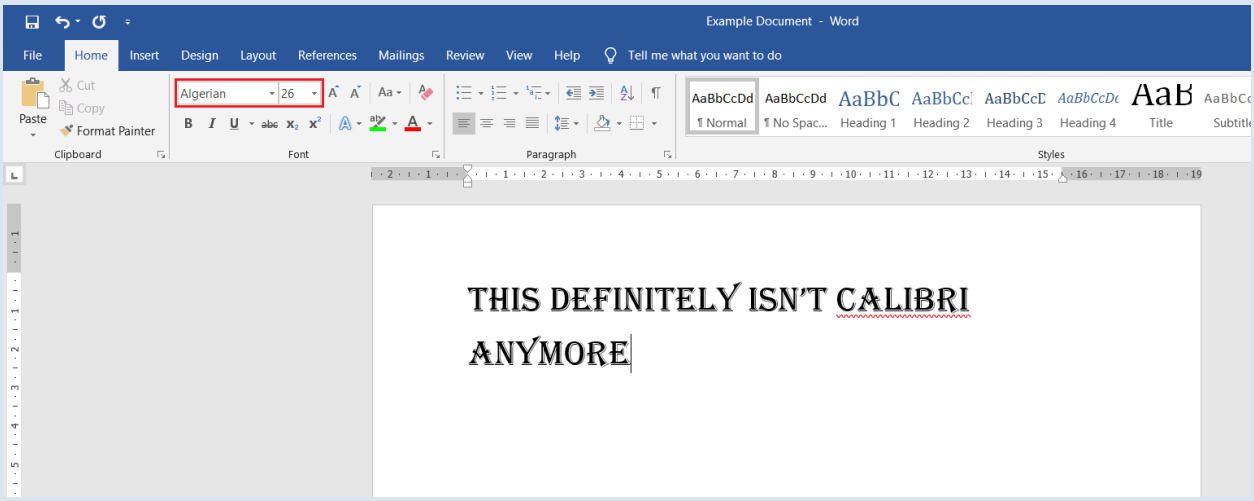
2. Note how Word remembers what fonts you've used recently. This makes accessing frequently used fonts easier between documents.



3. Choose your font, and then click the dropdown menu for font size, next to the font dropdown menu. You can also click on the font size directly to type in a number and decide a precise font size of your own.



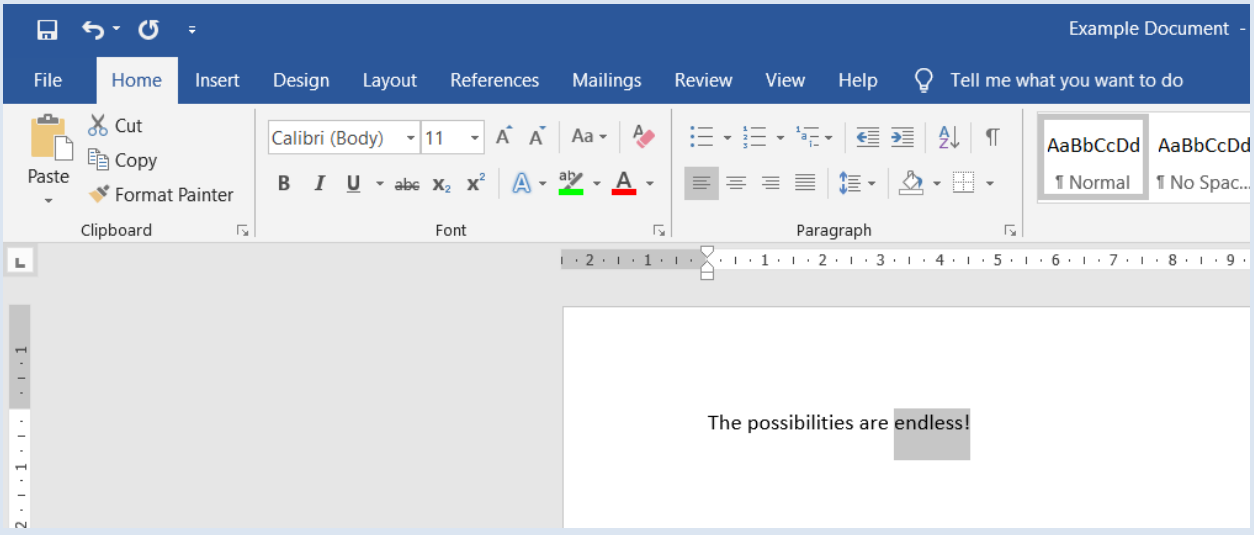
4. All text typed from now on will be of the font and size you've chosen. If your choices don't suit you, simply delete your text and begin again. If you'd prefer not to re-type your text, you can **select** the desired segment of text and choose a font and size for the selected segment alone. This is discussed further in the next section.



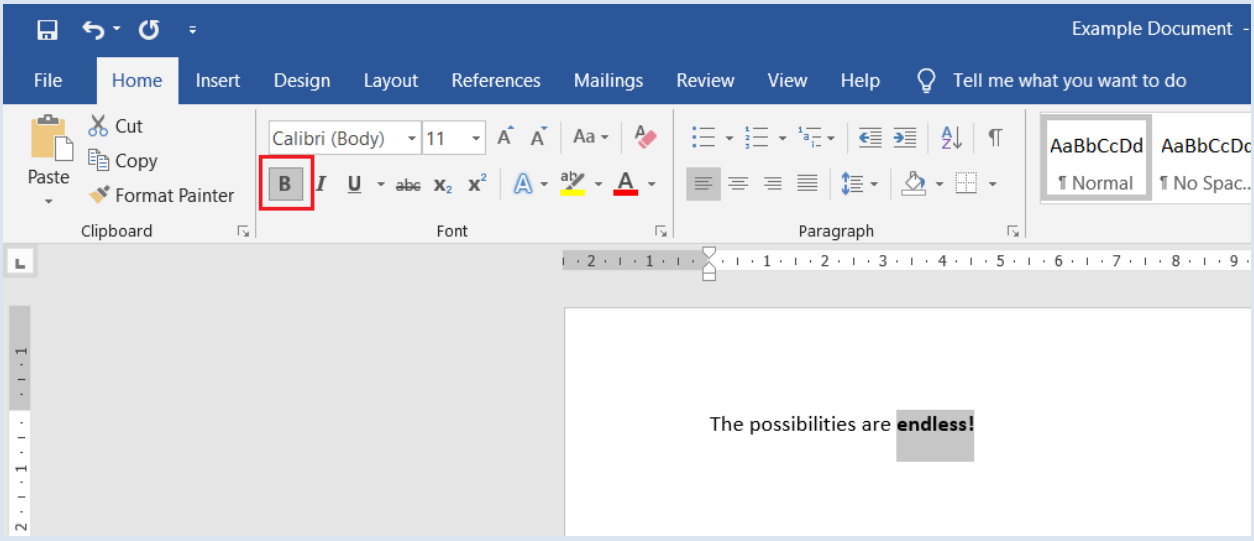
Emphasizing Text

Microsoft Word has a variety of features to help a segment of text stand out. Whether it's for a document's title, an important name, or to simply draw a viewer's attention, Word has the integrated functions to help a section of text look distinct in a document.

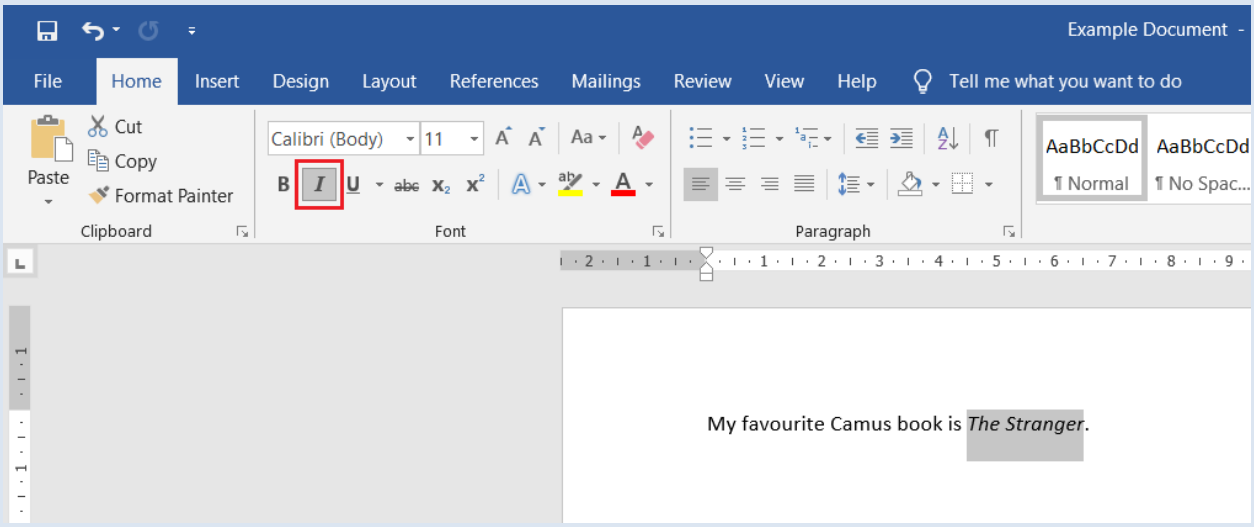
1. Begin by selecting the text you want to emphasize.



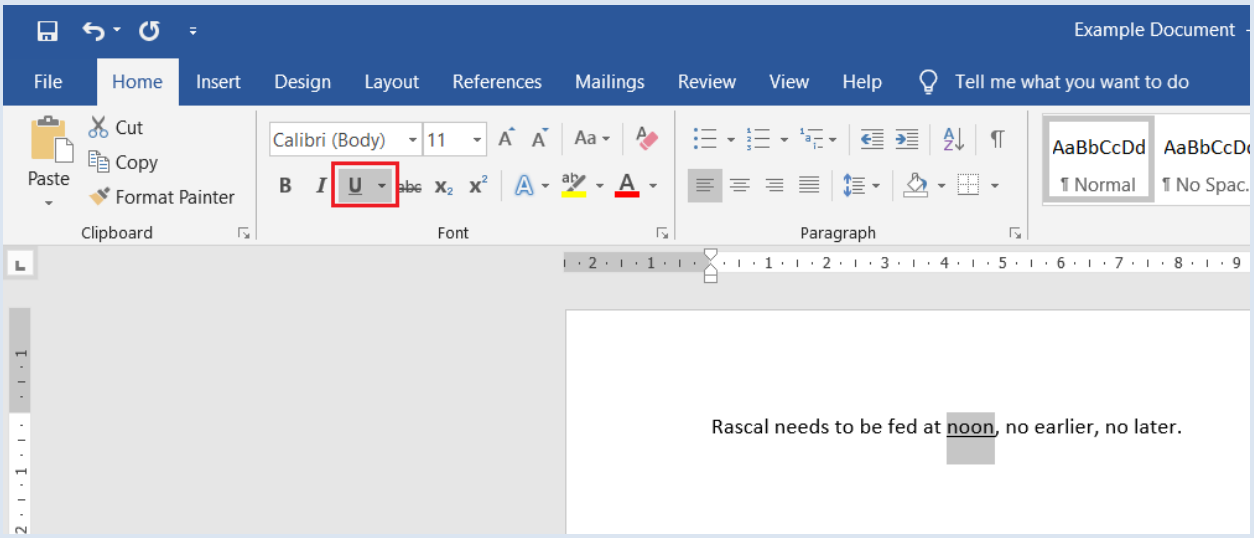
2. Click the **Bold** button, and notice how it changes your selected text. Bold text is thicker. Clicking the bold button again will return your text to normal.



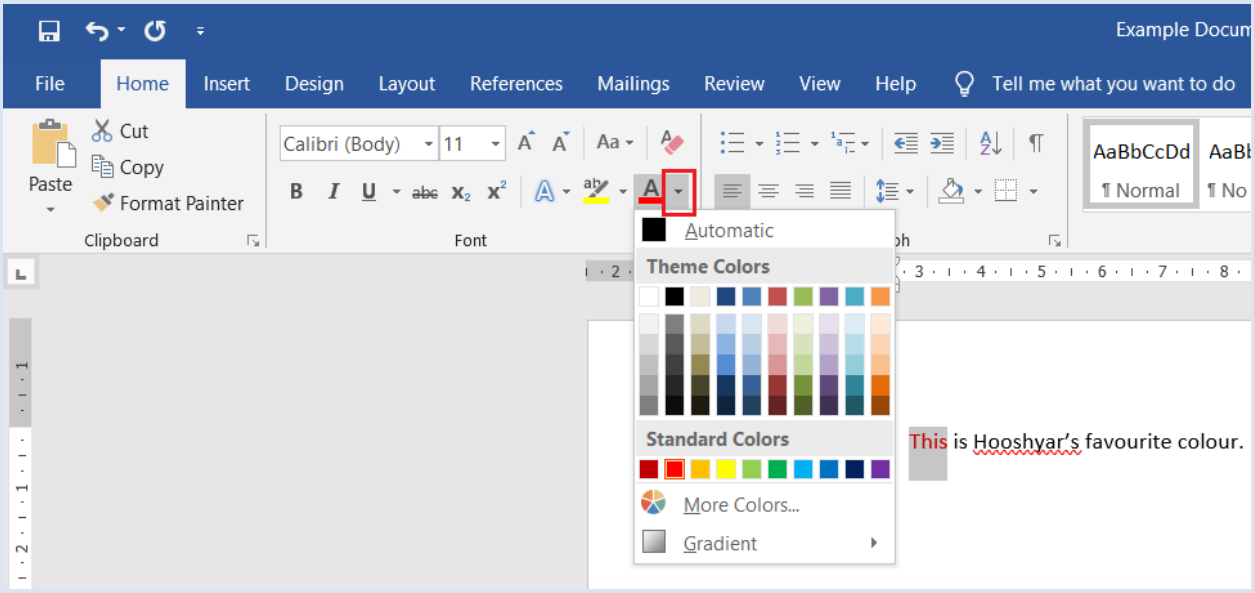
3. Next, try clicking the **Italic** button. Italics are commonly used for titles, or to indicate non-English words in a document. As with the bold button, clicking it again will un-italicize your selected text.



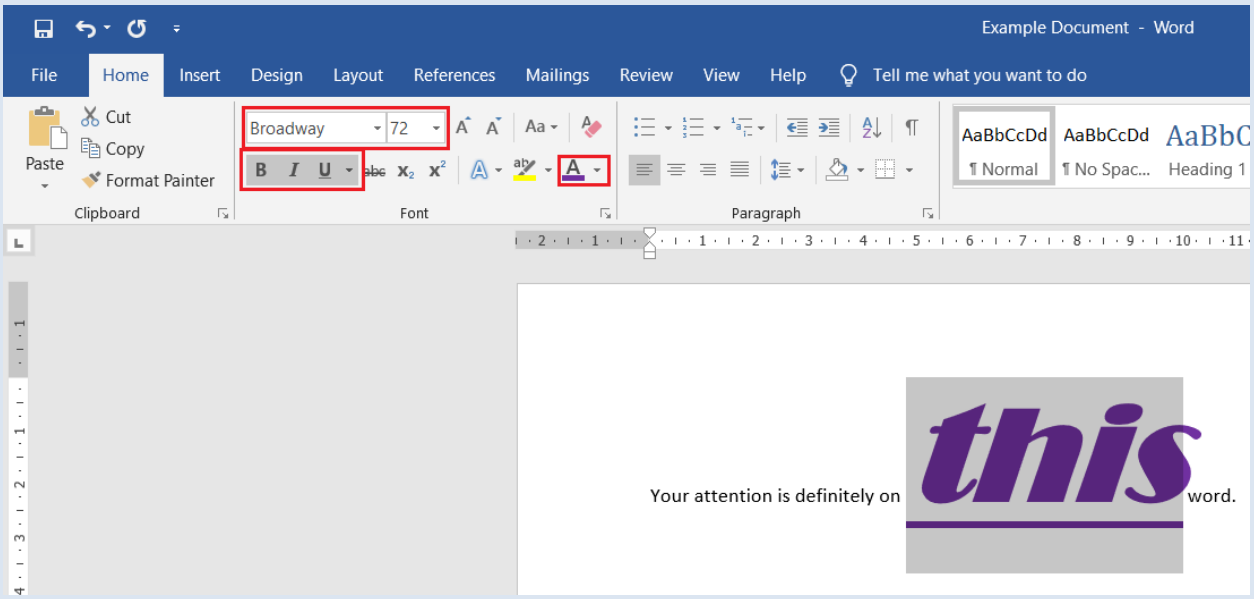
4. Try the **Underline** button next. As expected, this underlines your selected text, though not at the expense of any text below it. As with the previous options, clicking the button again will remove the underlining.



5. Change the colour of your text to make it much more distinctive. Clicking on the button itself will change your selected text to colour last chosen, though the default is red. For more colours to choose from, click the dropdown menu. To make your text black again, select black as the desired colour.



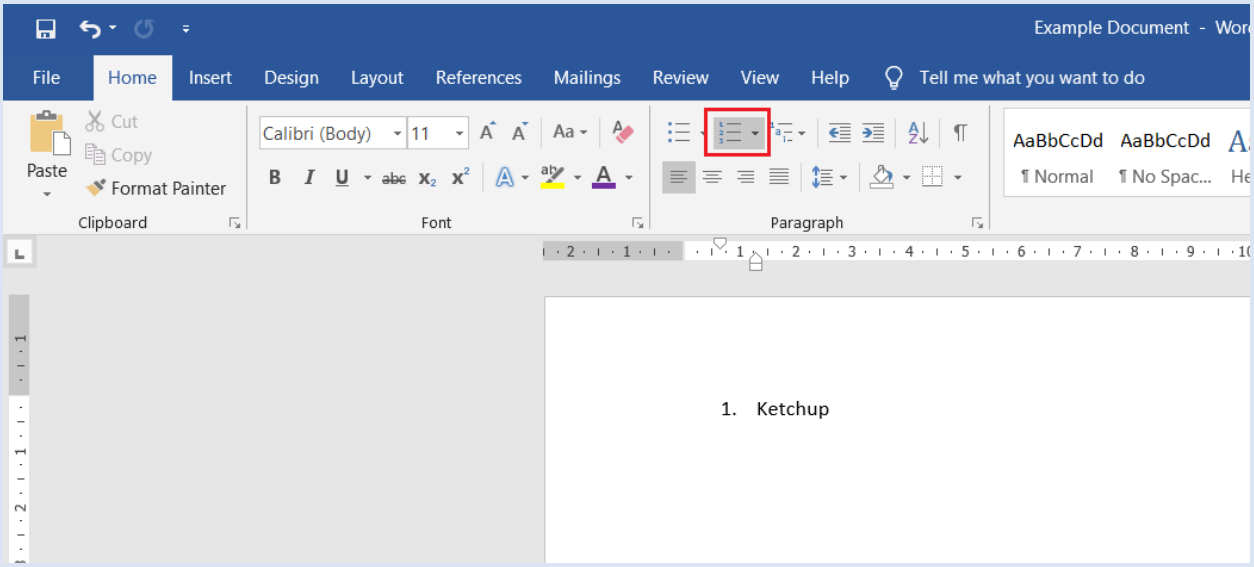
6. Remember that all of these text emphasizing options can be applied in whatever combination you like, and that you can also combine this with the font and font size options as detailed in the last section. Mix and match to create your desired results.



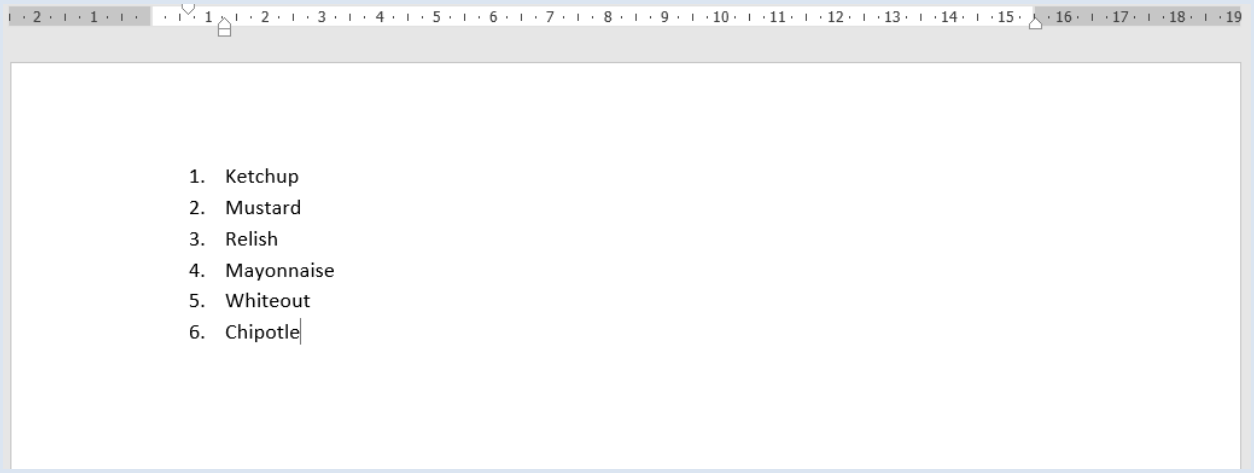
Creating Numbered Lists

Numbered lists are an organized way of presenting information in a way that clearly indicates a correct series of steps, or a ranking. They are very similar to bulleted lists, but as will be shown, the knowledge of how to make numbered lists is easily transferred to making bulleted lists.

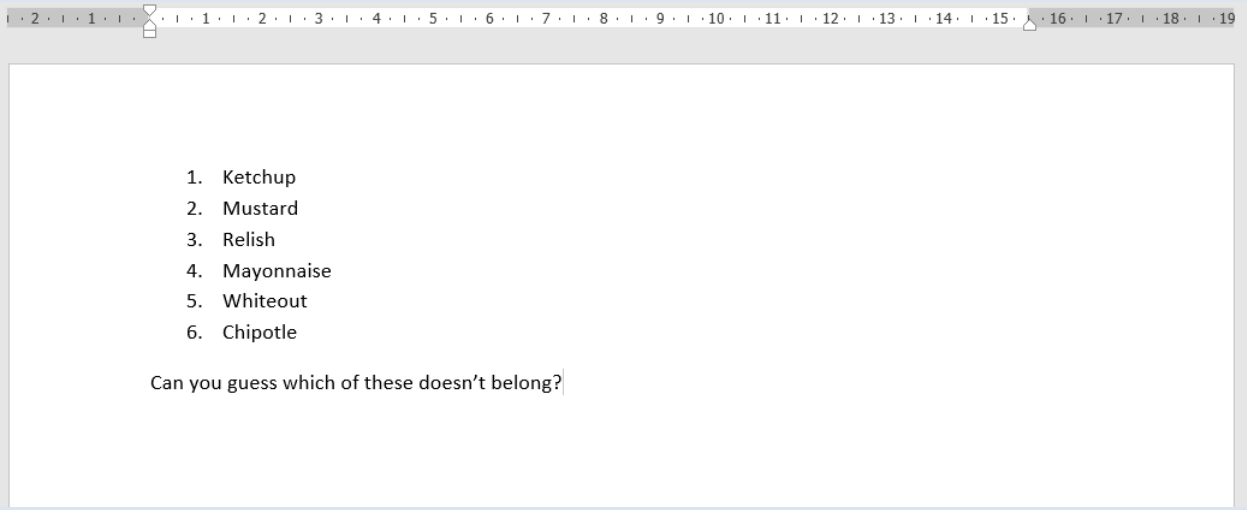
1. First, make sure you're on a new line and press the **Numbering** button. Your text will be indented and then marked by the number "1." in front of it.



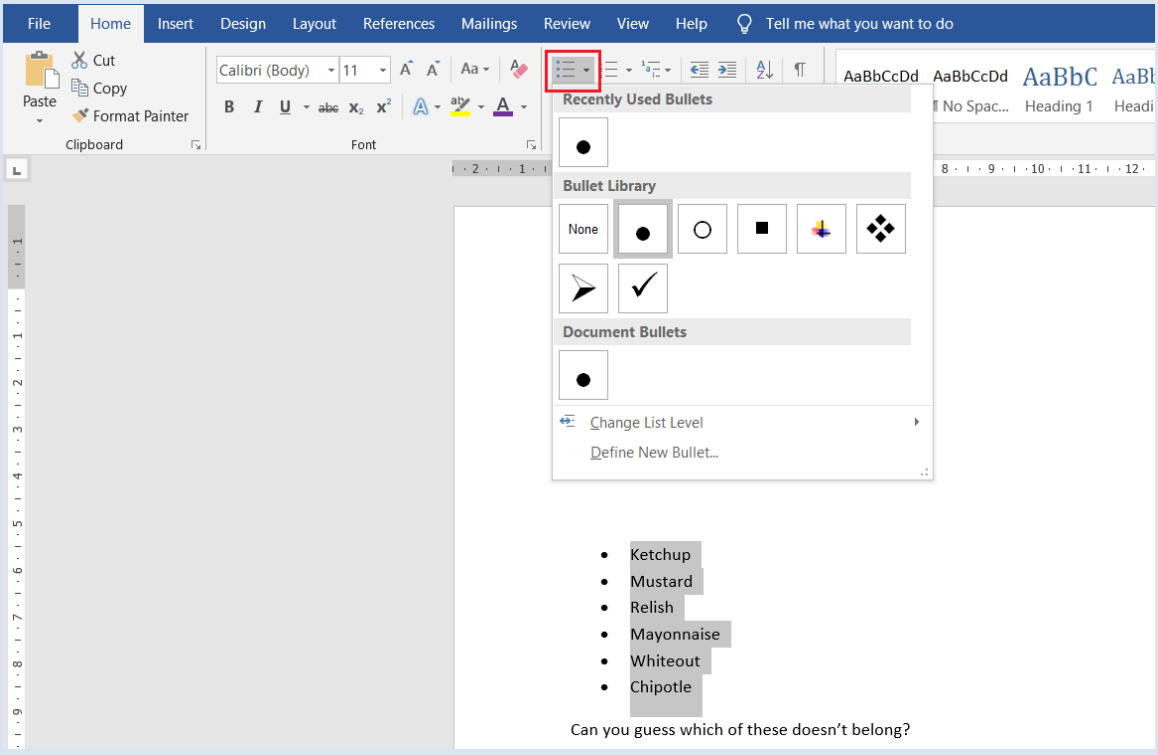
2. Keep typing. The first entry of your list can span multiple lines. Once you've finished with that first entry, press enter. Your next line will automatically be marked with a "2." Every time you press enter, you'll be given a new numbered entry in your list.



3. To end your list, finish your last entry and hit enter one more time (this will create a new entry). Instead of typing, press backspace three times – once to delete the list number, again to delete the number's indentation, and once more to delete the indentation before that. All text typed from here will be in line with your non-listed text.



1. Ketchup
2. Mustard
3. Relish
4. Mayonnaise
5. Whiteout
6. Chipotle

Can you guess which of these doesn't belong?

4. If your list would work better with bullet points instead of numbers, simply select your whole list (your numbers will not be selected) and click the **Bullets** button. The dropdown menu next to it lets you pick from several styles of bullets. Note that you can begin a list with bullets from the start by following the first step of this exercise and clicking the bullets button instead of the numbering button.