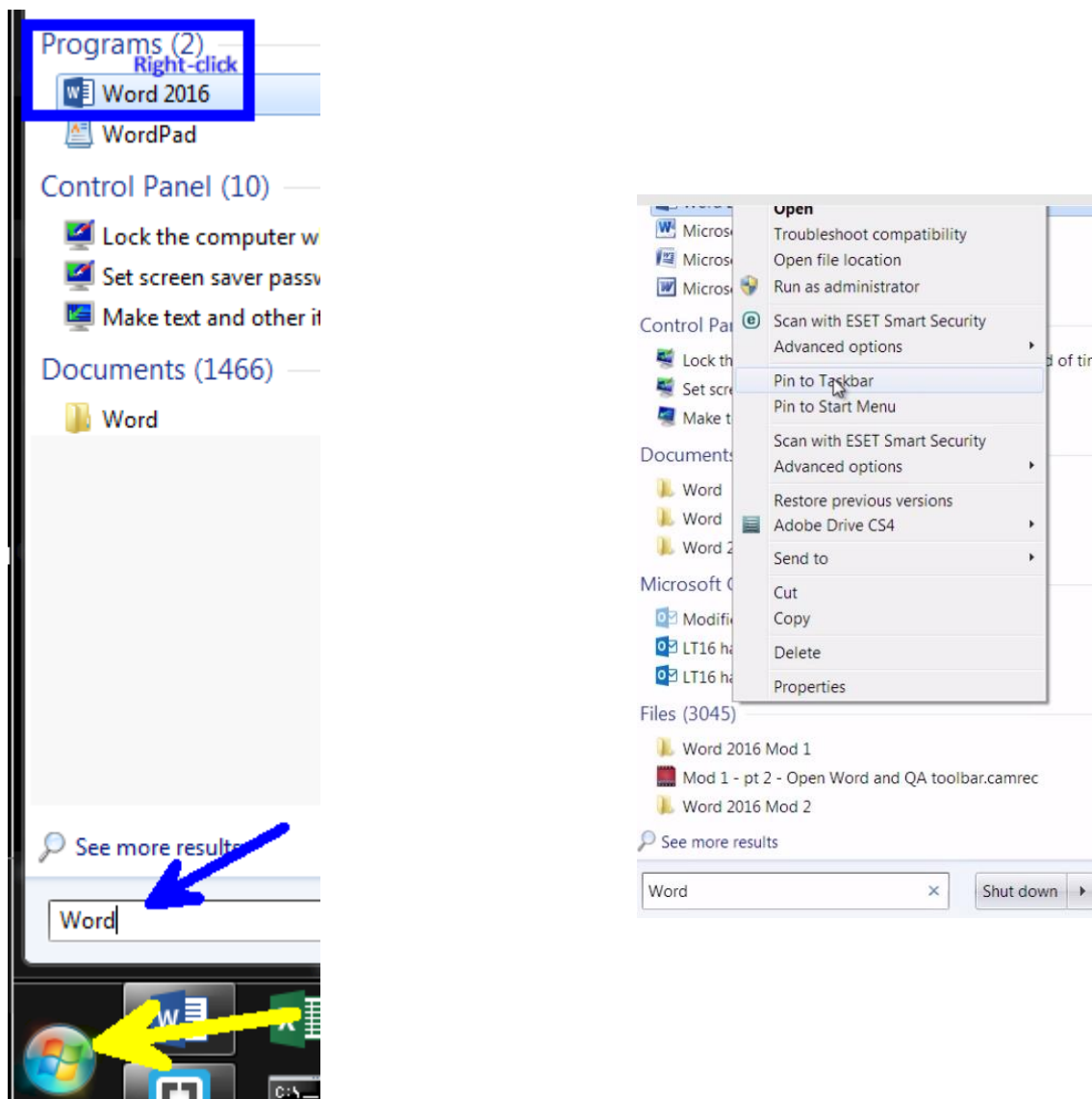
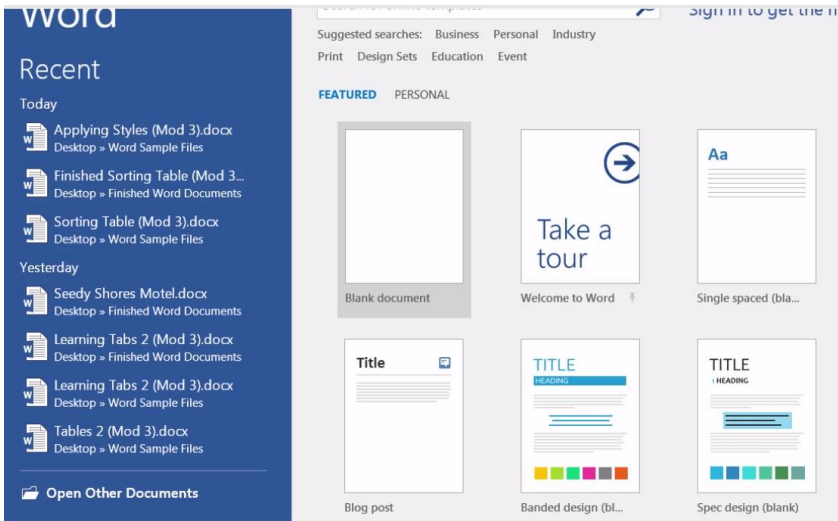


Topic: Introduction to MS Word

Let's begin by pinning the launch Icon for **MS Word** to the **Windows Task Bar**.

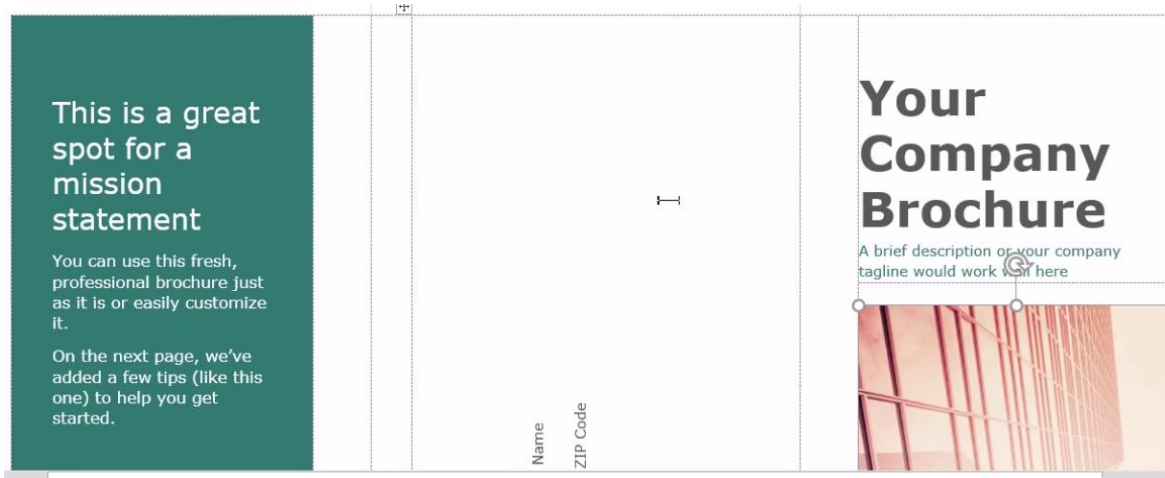
Try performing a **Windows Search** for the word: **Word** (the search box is found on the Windows Start Button) and then do a **right-click** on **Word 2016** (which appears at the top, as a search result). We can then pin it to the **Windows Task Bar** by selecting: **Pin to Taskbar** from the **right-click menu**.



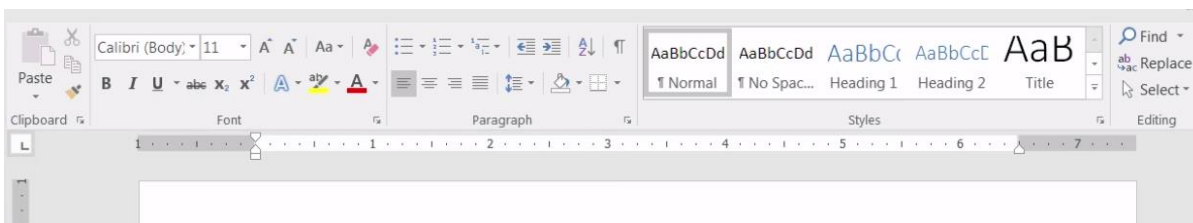


From the Task Bar, launch MS Word and you will see that there are a lot of great pre-made templates available. (When you select File and then New, you can get to these templates anytime.) Starting with one of these templates can make you appear to be a seasoned Word Pro!

For example, using the template for a pre-made 3-column Brochure would normally require fairly advanced Word skills.

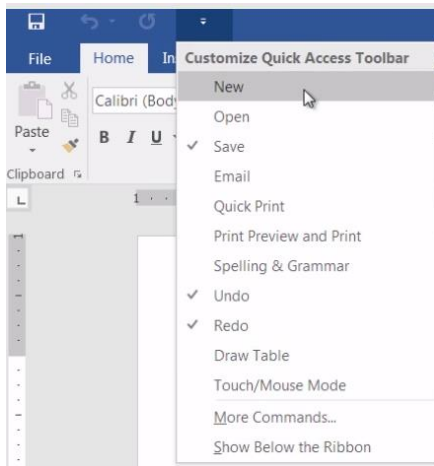


Try opening up a Blank Document (also from 'File' and then 'New') and get your first view of the "User Interface".



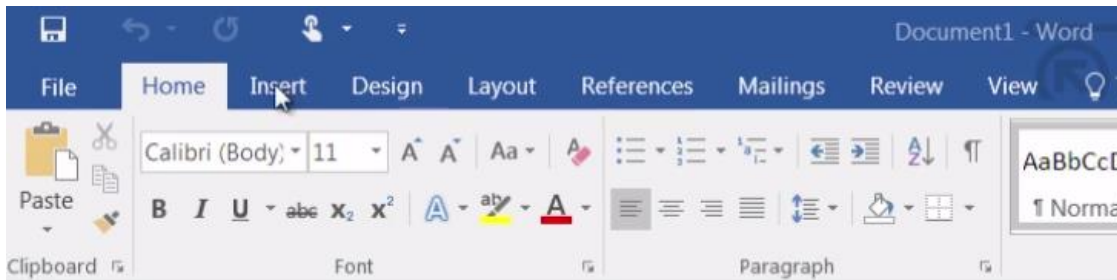
Topic: The Quick Access Toolbar

You can add things that you use all the time onto this menu – **try adding the Touch/Mouse Mode** by clicking the little arrow next to the **Quick Access Toolbar** and then clicking on: **Touch/Mouse Mode**.



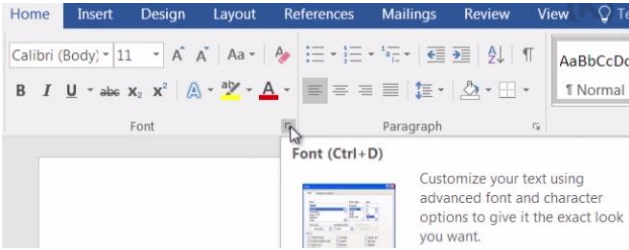
Topic: The Ribbon

In the Title Bar, you see: **Command Tabs** which retrieve their **Ribbons**, and you see the **Window Position Controls**, up there on the right.



You can **lose the Blue Ribbon by accident** (as a result of double-clicking on it) and can fix this issue with the new: **Ribbon Display Option Menu**, up there on the right by selecting: **Show Tabs and Commands** from that menu.

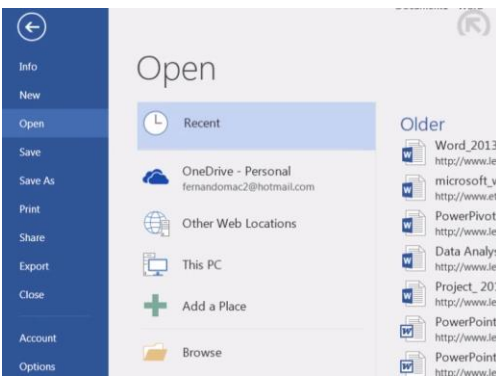
Within the **Command Groups**, you typically get: **peek-a-boo action** and **live-preview**, which show the changes to your content **even before you apply those changes**.



There's a **Special indicator** (the Dialog Box Launcher) that tells you that there's a hidden Dialog Box **with even more controls** for a given Command Group. **Try clicking onto one of these** and view the Dialog Box (window) that appears.

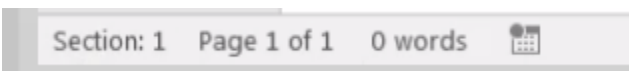
Topic: The Backstage View and the Status Bar

The **File tab** performs differently than the other tabs.

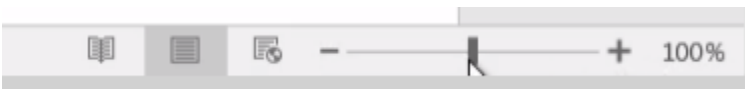


This is where you can do things **to your file**, not **in your file**. **Click on each menu item to see what it does.**

You can use the **back-arrow** to leave the **BackStage View**.



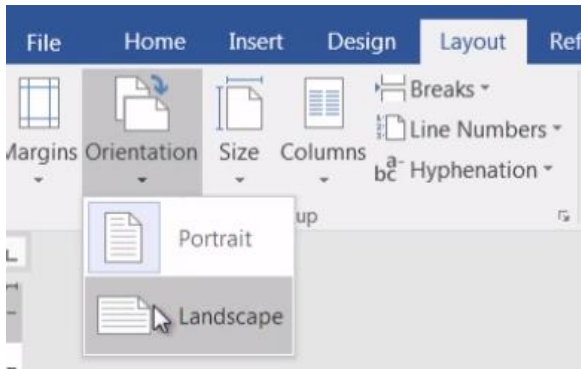
At the bottom of the main window we have a **Status Bar**.



Using the keyboard combination: **Control-scroll-wheel**, does the same thing as moving this magnification slider!

Topic: Entering Text

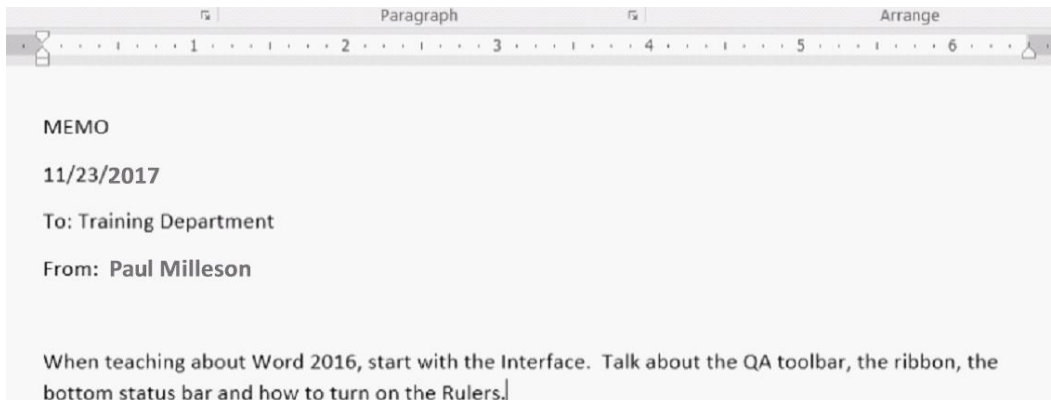
Before you enter text, notice what you can do to your page with the controls in the **Layout Tab**.



In Landscape Orientation, you **gain width**, but you **lose height**.

Begin typing this Memo.

My cursor moves down when I hit the **Enter Key** but if I place it next to a line I can **push that line down**.



Alt-shift-D (is the shortcut to put in the date)

Notice that you can move down with your arrow-keys, but if you've reached the end of all the lines that you have placed into the document, **you can no longer move down**.

You will also notice that when you're typing, **if you have hit the right-margin**, your text will automatically **wrap to the next line**. Allowing your text to wrap **is the preferred way to end your lines** (as opposed to hitting <enter>) because if you decide to change your font type or size, **or use some of the advanced features like Styles or Themes**, Word will be able to maintain the flow of your text and make your formatting continue to look perfect!

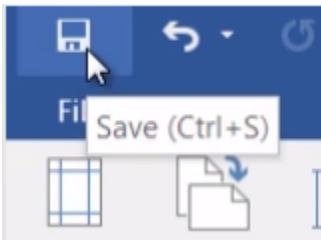
Topic: Editing and Saving into New Folders

There are many ways to remove or change things that you type.

When you click after a word you can use the **backspace key** to remove letters and then you can just start typing what you want to replace it with. As you type, the words **after your typing position** move to the right. The location of the cursor is called: **The Insertion Point**

There's a Microsoft saying: **You need not erase to replace**. If you highlight a word and then begin typing, **that word goes away!** You can also click next to words and add additional words. Notice that when you hit the right-margin, **auto-text-wrapping** keeps doing its job.

After your memo is done, **it's time to Save it**. Up on the **Quick Access Toolbar** you'll see a little **image of a disk**. When you mouse over this image, **the peeking feature** shows us that the shortcut for saving is **Control-s**.

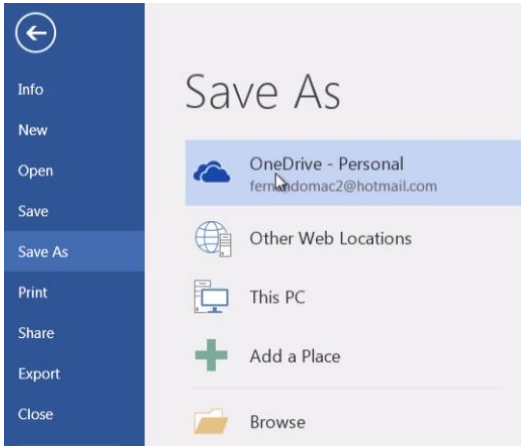


Now click the **Save button**.

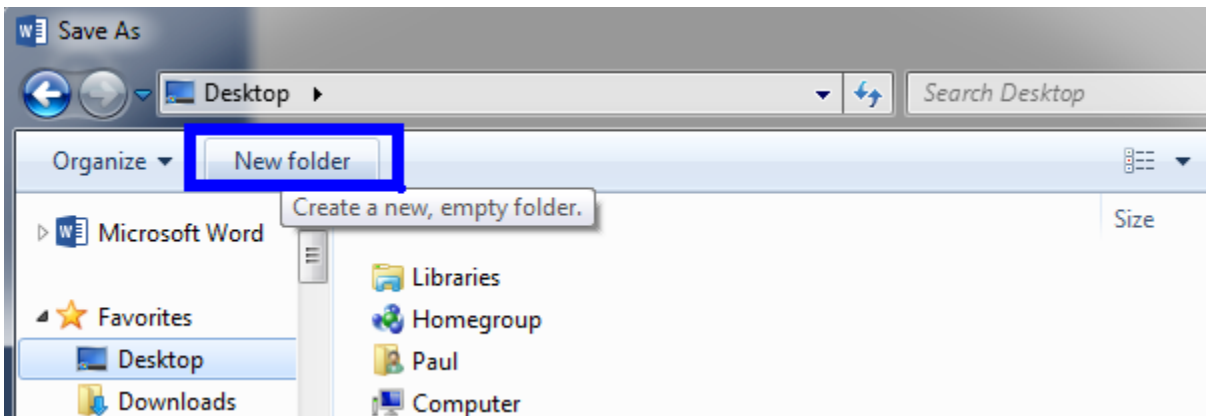
Notice that on this **first save of our memo**, the screen that appears is the **Save As** screen. The reason the **first save** of a file does this, is because **Word has no idea where on our machine or network, you want to place the saved file**.

Besides using **Save As** to tell Word where you want to place your file (memo), there are two other handy reasons to use **Save As** with your file in the future:

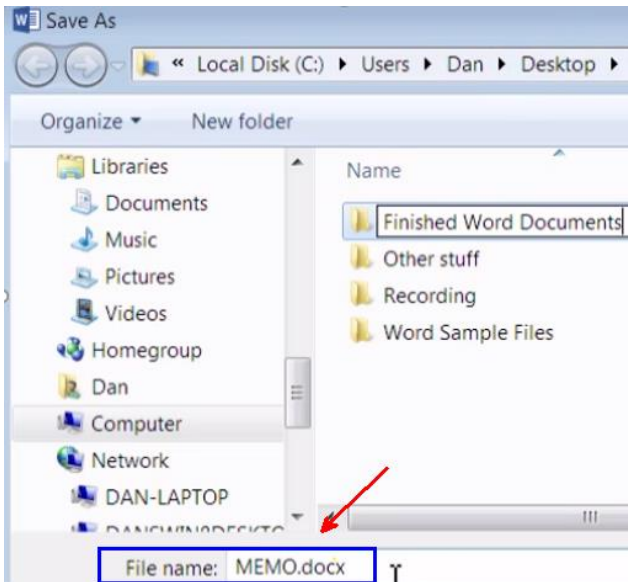
1. You may want to **change your file's name to something else**, without **overwriting** your original file.
2. You may want to put your file into a different place on your hard-drive, than it was originally saved.



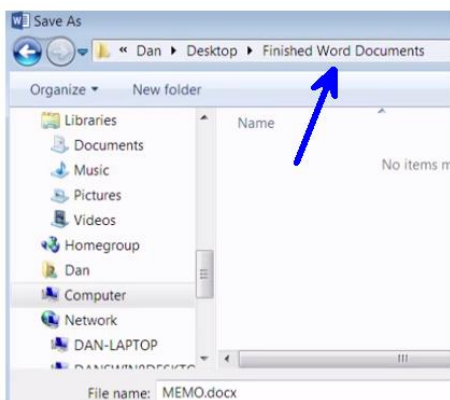
You'll also notice that you can **save to Microsoft OneDrive** from the **Save As** window. This is what you would want to do if you wanted to potentially **share your file with others**, or **you want your file to be available to you** on your other devices, such as a **Smart Phone or Tablet**.



Using the **New Folder Button**, you can create a new folder on your Desktop, or anywhere else on your computer's hard-drive, and call it: **Finished Word Documents**.

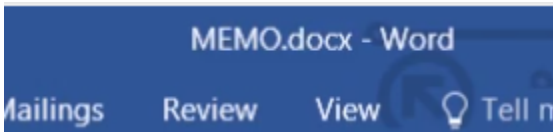


By Default, **Word** tries to name your file based on the first few words that it finds in your document, and in this case, that's not a bad name, but typically, it suggests really odd file names that you'll want to change. But, before you click the "Save" button you need to **double-click onto your new folder name** to open it up, before you can save your file into it.

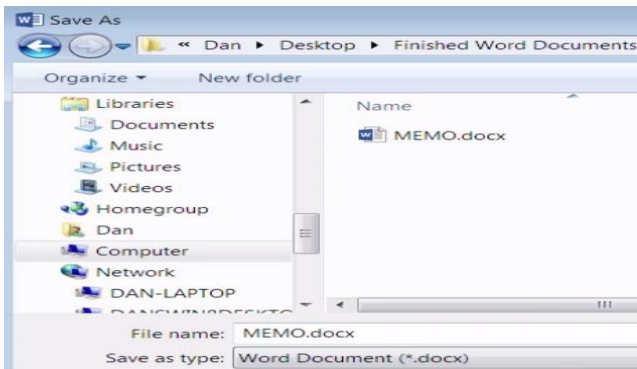


Notice that after double-clicking onto your new folder name, after it opens, its name appears above **in the path area of the window**.

You can see in the **Title Bar** (after your save) that your file no longer is called **Document 1**, but rather it is called: **Memo.docx**. (If you can't see the file ending (**docx**), after its name (**this is called the file extension**), that's not a Word setting, it's actually a **Windows File Display setting**.)

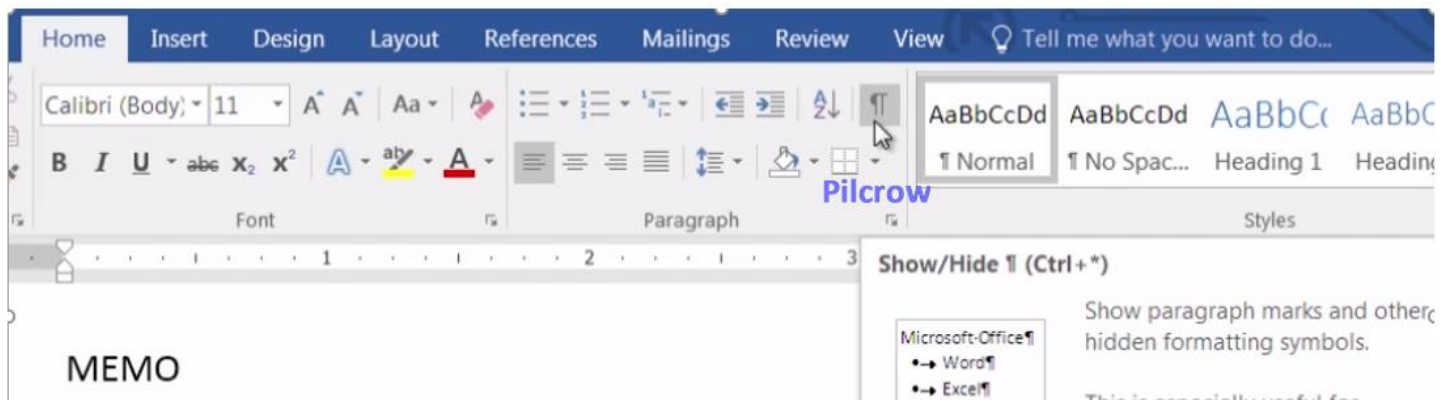


You can also use: **Save As**, as a helpful tool, **to view and confirm** the name and location of your file.



Topic: Showing Pilcrows and Opening Files

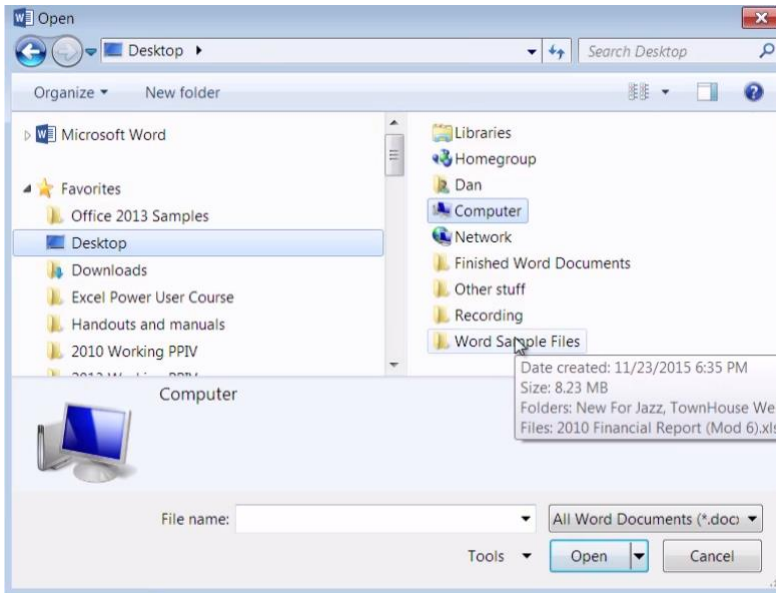
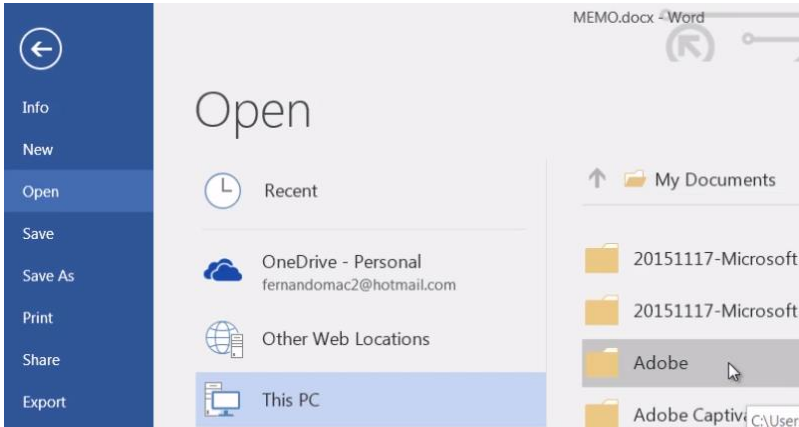
If you want to see “behind the curtain” so to speak, with regard to your document, there is a little button called a **Pilcrow** in the **Home Tab** that turns on a special feature which allows you to **see all the formatting details** within your document! (see below)



You can see this same symbol at the end of each line and paragraph, indicating where a “**Hard-Return**” (created with the <enter> key) has been used, and you can also see the number of spaces between words **by the display of little dots**, in-between them. (Notice that **there is no Pilcrow** when “word wrapping” has occurred.)

When-teaching-about-Office-2016,-start-with-the-Interface.--Talk-about-the-Quick-Access-toolbar,-the-**No pilcrow !**
ribbon,-the-bottom-status-bar-and-how-to-turn-on-the-Rulers.¶

¶
Sincerely,¶ **Yes, pilcrow**



If you know of a particular folder that you will need to get to frequently, such as, (in this training example) the: **Word Sample Files** folder, you can drag it to the left (with your left-mouse button depressed and ignoring the Ghost Busters symbol ☹) and create a new shortcut to it by allowing it to land somewhere in the “**Favorites**” location on the left, between the other folder shortcut names. **A word of warning!** Sometimes, Windows is busy, and you need to wait for

the black line to show up before letting your left-mouse button up. If you let the button up before you see the black line, there's a possibility that your short-cut is dropped onto another short-cut, which would put your new short-cut, into the folder that the moused-over short-cut is pointing to.

In order to instruct you on the many [short-cut key combinations](#) for [moving around a document](#), or for [selecting areas of text within your document](#), (for deletion, moving, or modifying), here is a quick list of those [key combinations](#) and what they do. Incidentally, these key-combinations work in most Microsoft Office Products.

Move by Line	Jump to Line End	Jump to Line Beginning
Up-Arrow, Down-Arrow	End-key	Home-key
Select by Line	Select to Line End	Select to Line Beginning
Shift-Up-Arrow, Shift-Down-Arrow	Shift-End-key	Shift-Home-key
Drag Mouse within Left Margin		

Move by Character	Move by Word	Move by Paragraph
Right-Arrow, Left-Arrow	Control-Right-Arrow, Control-Left-Arrow	Control-Up-Arrow, Control-Down-Arrow
Select by Character	Select by Word	Select by Paragraph
Shift-Right-Arrow, Shift-Left-Arrow	Shift-Control-Right-Arrow	Shift-Control-Up-Arrow
	Shift-Control-Left-Arrow	Shift-Control-Down-Arrow

Content continued, but hopefully you've seen enough.