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# 1

# Finding your way around

*This chapter quickly gets you started with Word 2016.*

*It shows you how to launch*

*Word and explains all the*

*main areas in its screen*

*layout. You'll try some basic*

*text editing as well as the*

*main controls and how they*

*are organized and accessed.*

- 8** Introduction
- 9** Starting Word 2016
- 12** The main screen
- 13** The Ribbon
- 15** The Mini Toolbar
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It's very important to experiment using your own examples – trying techniques a few times on test documents will give you the confidence you'll need when working for real.



If you need guidance on using the Windows operating environment, check out our Windows 10 titles: **Windows 10 in easy steps** and **Windows 10 for Seniors in easy steps**.



The New icon pictured above indicates a new or enhanced feature introduced with the latest version of Word.

# Introduction

Word processing was one of the first popular applications for the modern personal computer. In the early days it provided little more than the ability to enter and change text on the screen. Today, many more people have computers and tablets at home and in the office, and virtually all use a word processor regularly. As the years have passed, the capabilities of the computer and its software have dramatically increased, far beyond the expectations of the early generations of users back in the 1970s and 80s.

Almost since the beginning, Microsoft Word has been acknowledged as a leader in its field. It is one of the best selling software applications in any category. It grew in complexity from a program with a handful of menu commands to one with an astonishing array of features.

In creating Word 2016, Microsoft has built logically on the foundation of the previous versions. Rather than relying on complex menus, Word works with tabbed visual controls that reconfigure themselves to suit what you're currently doing. Accordingly, this book works as a graphical teaching guide – wherever possible, pictures and worked examples are used to demonstrate concepts. It's not intended to replace Microsoft's documentation; instead you should view it as a way of getting up to speed quickly in a wide range of useful techniques.

The full range of Word's features are covered in this and the following chapters – from creating and editing simple text-based documents to tables, graphics and research tools as well as more advanced techniques such as viewing and editing documents on the web.

## How to use this book

To gain maximum benefit from this book, make sure you're first familiar with the Windows operating environment (using the mouse, icons, menus, dialog boxes and so on). There are a number of books in the **In Easy Steps** range that can help you here.

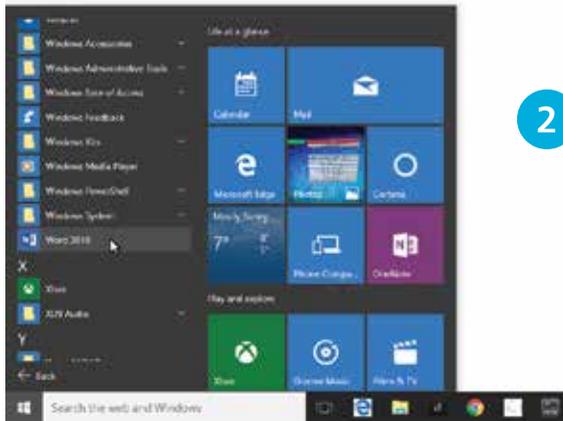
It's a good idea to start off by going through Chapters One and Two fairly thoroughly, since these introduce basic concepts which are added to later on. Once you've done this, feel free to dip into the other chapters as you like.

# Starting Word 2016

The way in which you start Word depends on whether you're using a desktop PC or a tablet, and the operating system version.

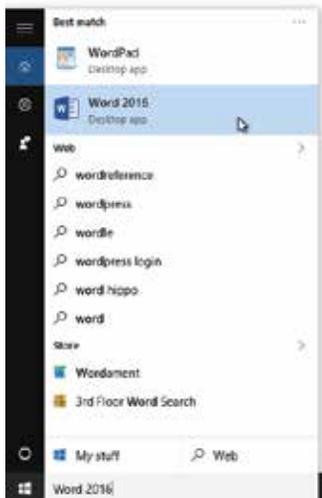
## From Windows 10

- 1 Click on the Windows Start button and choose All Apps



- 2 Scroll down through the alphabetical list and choose Word 2016

- 3 Alternatively, type "Word 2016" into the text box "Search the web and Windows" next to the Windows Start button



- 4 You will see a list of matches in various categories including apps, Web and Store

- 5 Click on "Word 2016" in the list of matching applications



In Windows 8 you can search in a similar way via the Charms bar. Press WinKey + C then click the Search icon. If you are using a tablet or touchscreen, swipe inwards from the right edge of the screen.



For more details and help on accessing and organizing applications and documents, check the range of books in the In Easy Steps series. There are a number of books covering each version of the Windows operating system.



If you right-click on an application in the Start Menu and choose More > Open file location you will go to a folder containing the shortcut icons for Word and other Office applications. If you don't want Word on the taskbar, then consider copying the shortcut(s) to the Desktop for quick access.

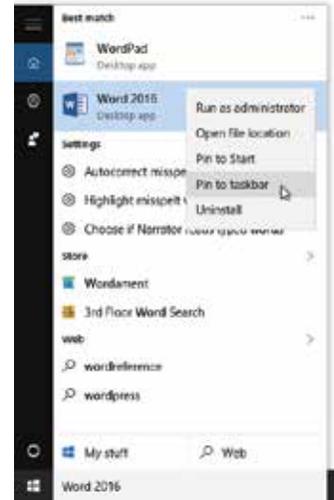


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## Installing Word in the taskbar

If you use Word regularly then it might be a good idea to have a quick way of launching from the Desktop.

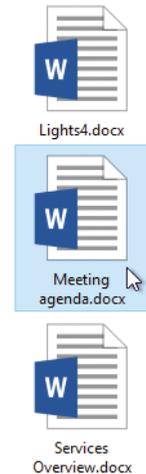
- 1 From the Start button, or via the Search option, locate Word 2016
- 2 Select by right-clicking to see a pop-up menu
- 3 Click the button "Pin to taskbar"
- 4 You can now launch Word directly from the taskbar by clicking on its icon. To remove it again, right-click on the icon and choose "Unpin from taskbar"



## Opening a document directly from Windows Explorer

On most PCs, Word document files will be recognized and shown with a distinctive icon as shown below.

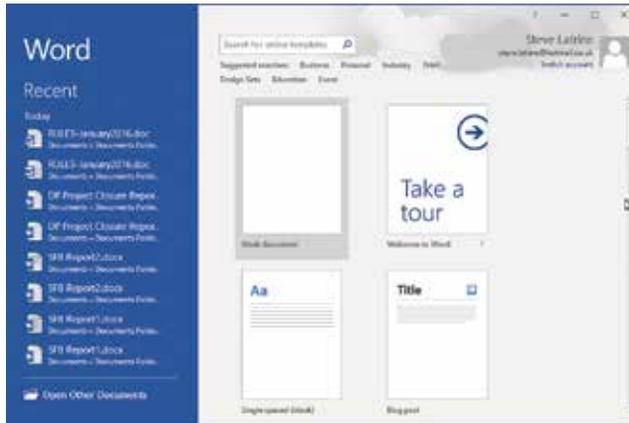
- 1 Locate your Word document using Search or the Windows File Explorer
- 2 Clicking on a search result, or double-clicking in File Explorer will launch the associated program (in this case Word) and automatically open the file



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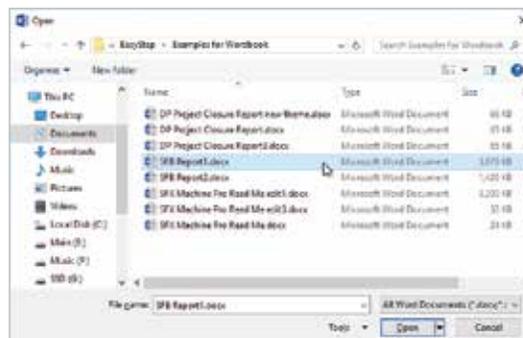
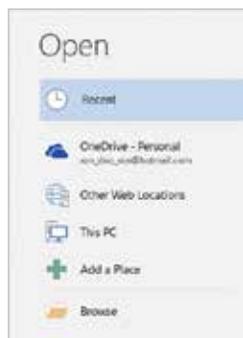
## The initial screen

If you launched Word directly (not via a document) then you will see the following screen.



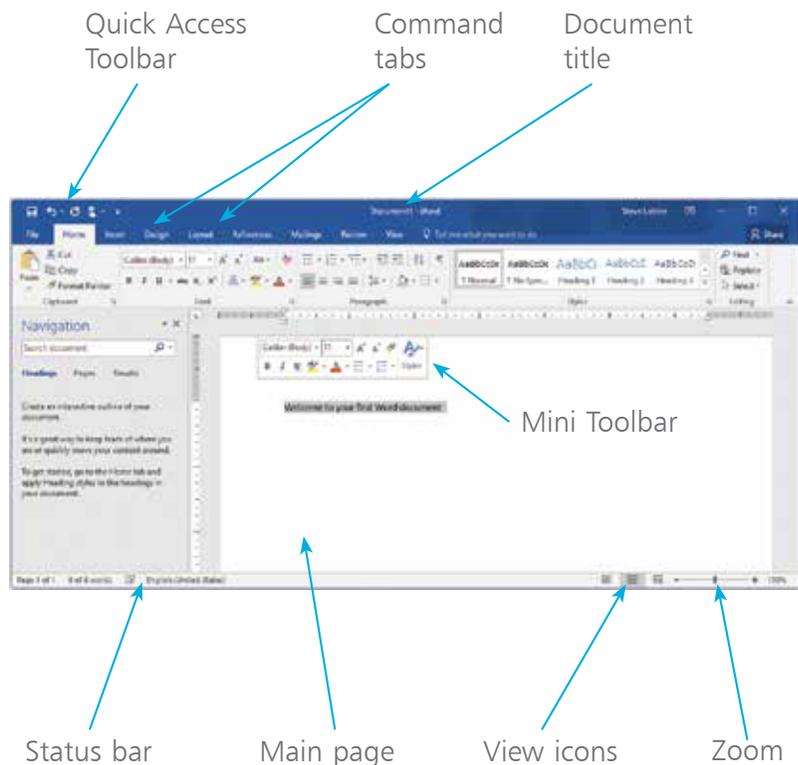
This initial screen also lets you start a new document using one of the installed templates. These are special documents with distinctive designs, where you can easily substitute in your own content. It is possible to download additional templates, or even to create your own.

- 1 To start working with a simple blank page, click the “Blank document” option as shown above
- 2 If you already have a document to view or edit, check to see if it’s in the Recent list on the left side of the screen
- 3 If your document is there, click or touch to open it. If you can’t see your document, click the Open Other Documents link in the lower left corner for more options
- 4 The Browse button takes you to a standard Windows Open dialog box



# The main screen

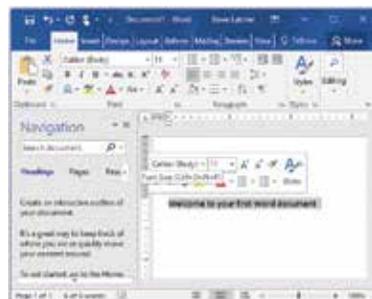
Once Word is up and running, you should see the following screen – with all the elements illustrated here:



You can resize Word's window in the normal way by dragging on its border (if it's maximized then you'll need to click the Restore Down button  first).

As you can see from the two illustrations on this page, Word automatically resizes and reconfigures its workspace and controls to make the best use of the space available.

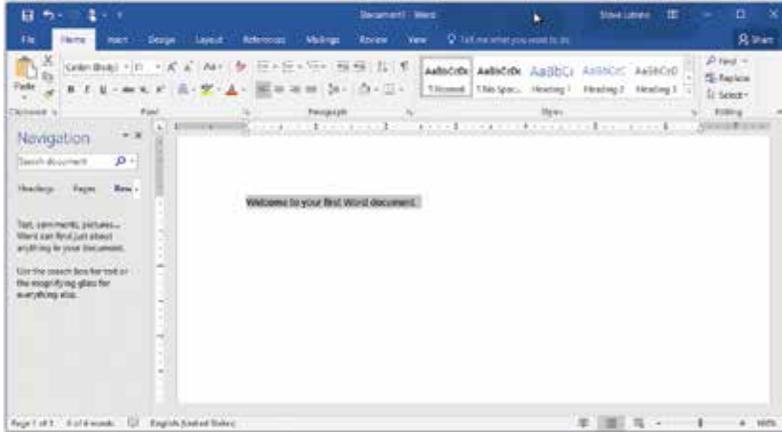
If you can't see the icon or control you want, simply make the window larger or click the  symbol to see what's been hidden.



Don't worry if your screen doesn't exactly match this illustration: Word's display is highly customizable and most visual elements can be switched on or off according to your own preferences. You will find tips on how to do this throughout the book.

# The Ribbon

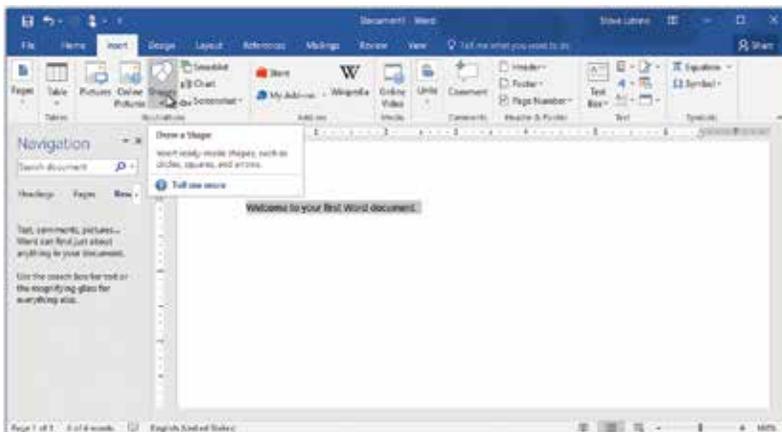
Near the top of the screen is the Ribbon, which gives you access to most of Word's controls within a few mouse clicks. It's divided into a number of tabs, only one of which is active at any time. In the example below, the Home tab is showing basic text editing and formatting features.



In this example the highlighted text changes its appearance as the controls in the Ribbon are used. It is currently formatted using the style "Normal". If the mouse hovers over the style "Title", the text temporarily changes its format to preview this style. For more about text styles see Chapter Two.

## Using different tabs in the Ribbon

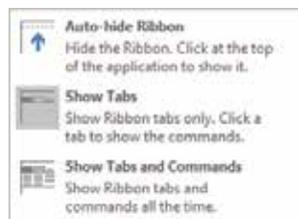
- 1 Click on the Insert tab's title to activate it. You'll see it's subdivided into 10 sections



- 2 Each section contains groups of related controls. Let your mouse hover over one of these to see a brief explanation

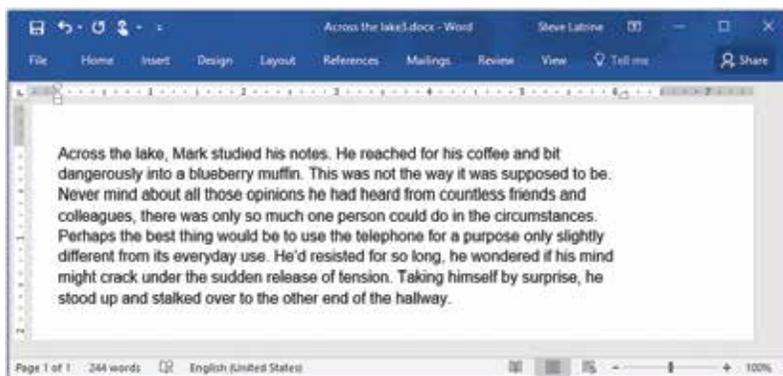


If you click on the new  icon at the top right of the screen you can change how the Ribbon and tabs will display.



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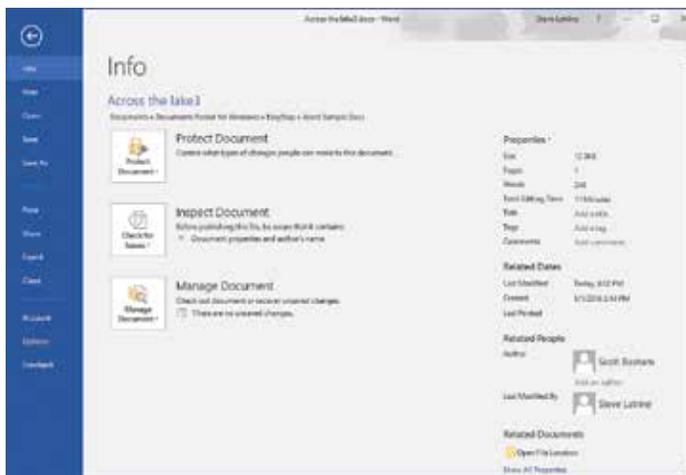
- 3 Double-click on the currently active tab to hide the ribbon temporarily. This is useful if you want to maximize the amount of screen space available for viewing and editing your document



- 4 When the Ribbon is hidden in this way, clicking on a tab heading will temporarily reveal its contents. Double-click on a tab to restore the Ribbon permanently
- 5 Click on the File tab to see document information, together with other options for managing documents including printing, sharing and exporting. There is also a range of global options and account tools

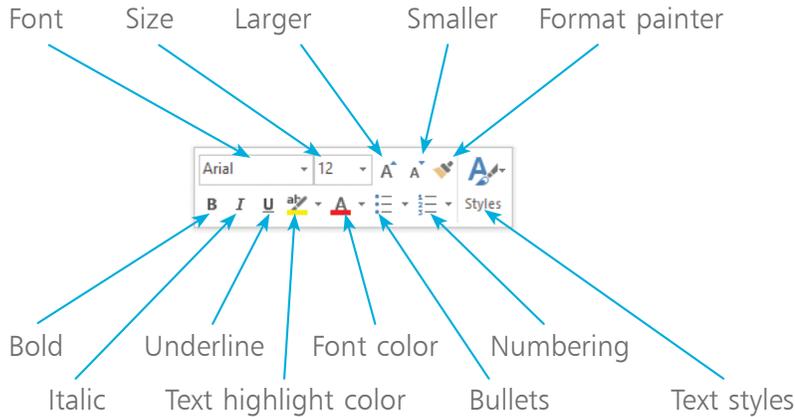


Word 2016 integrates seamlessly with a range of connected services such as OneDrive and YouTube, provided you are logged on to a valid Microsoft online account. See Chapter Eight "Sharing features" for more on this topic.



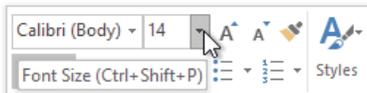
# The Mini Toolbar

Whenever you have some text selected the Mini Toolbar will appear nearby. It gives you immediate access to the most commonly-used text formatting options.



## Using the Mini Toolbar

- 1 Type some text and then select it by dragging across it with the mouse
- 2 The Mini Toolbar will appear automatically just above the text, as in the illustration below



**Jasper took a long look** at his shoes' reflection and decided to call it an afternoon. Swaying slightly with the unfamiliar extra weight he ploughed a silent unwelcome furrow through the still-damp concrete and made it to the municipal buildings. He allowed himself several lungs of cold air then turned around

- 3 Click on one of the controls within the Mini Toolbar to change the appearance of your selected text
- 4 Repeat the process with other selected areas of text



Some of the Mini Toolbar's controls have keyboard shortcuts. For example, bold can be set on and off by typing Ctrl + B, and italic with Ctrl + I. To find out if a control has a shortcut, simply hover over it with the mouse pointer for a few moments. There is a handy reference table of keyboard shortcuts in the inside front cover of this book.



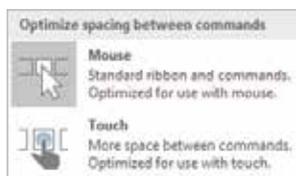
If the Mini Toolbar fails to appear when you hover over selected text with your mouse, try right-clicking. A pop-up context menu will appear with the Mini Toolbar immediately above.

# The Quick Access Toolbar

The Quick Access Toolbar is the small collection of tools at the top of the screen above the File tab.



If you click the small downward-pointing triangle next to the touch/mouse mode tool you can choose between the best control layout for mouse or touch input. Touch input adds more space between commands and controls; this makes it easier to operate Word with a touchscreen.

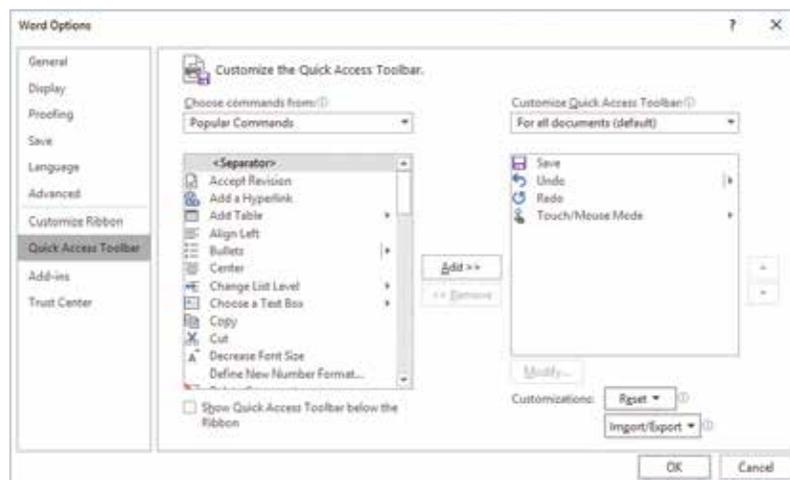
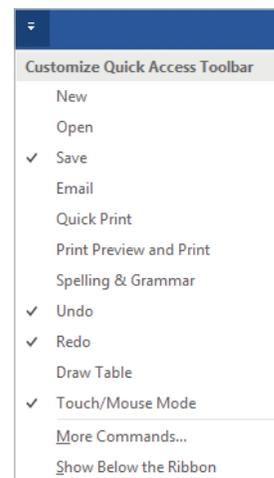


If you use the Quick Access Toolbar's Undo button then a Redo button becomes available. Undo and Redo together allow you to step backwards and forwards through your actions.



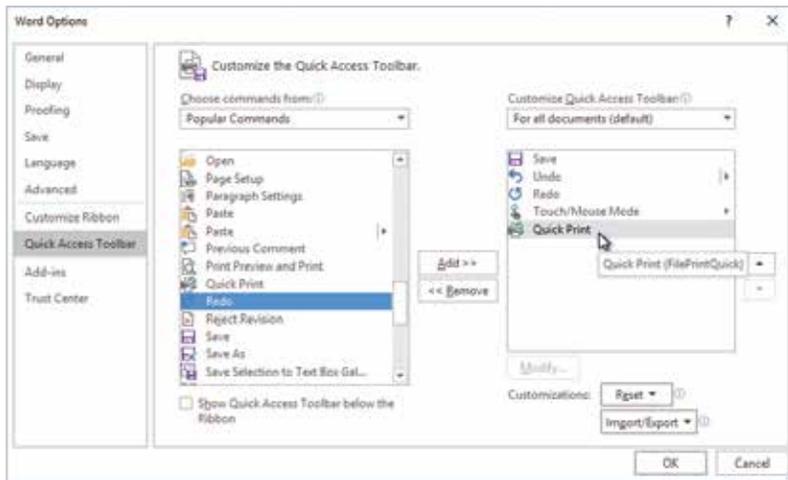
## Customizing the Quick Access Toolbar

- 1 Click the Customize icon on the Quick Access Toolbar and select a command or choose More Commands... to see the full list. Note there is also an option to place the Toolbar below the Ribbon
- 2 In the dialog, select from the Choose drop-down list to see a list of Word commands
- 3 If you want customizations to be global, make sure "For all documents" is selected in the top right corner



...cont'd

- 4 Add icons by double-clicking in the left-hand list, or click once to select and then choose Add>>



In this illustration you can see that Quick Access Toolbar is the highlighted item at the left of the dialog. If you select the Customize Ribbon option directly above then you will have the opportunity to completely redesign Word's layout of controls.

- 5 Remove icons by double-clicking in the right-hand list, or click once to select and then click on the Remove button

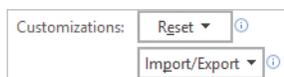
- 6 You can control the order in which the icons appear in the toolbar. To do this, select a command in the right hand list then use the up and down buttons to change its position. The top item in the list will appear as the first icon at the left of the toolbar

- 7 Click OK when done, or Cancel to abandon your changes. The Quick Access Toolbar will now show the icons you'd selected



You can also access these settings by activating the File tab, choosing Options then selecting Quick Access Toolbar.

From the Customize Quick Access Toolbar dialog you can reset the toolbar to its initial state by clicking the Reset button. It's also possible to import and export your customizations to a file.



# The Status bar

This bar at the bottom of the screen shows settings and options.

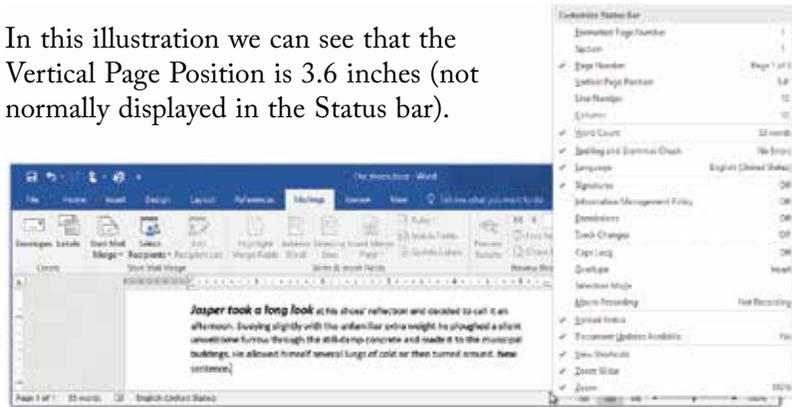
## Customizing the Status bar

- 1 Right-click anywhere on the Status bar to see options
- 2 A tick beside an item means it's displayed in the Status bar. Click to toggle on and off



The Status bar also shows you current page, number of words, spelling/grammar information and zoom level controls.

In this illustration we can see that the Vertical Page Position is 3.6 inches (not normally displayed in the Status bar).

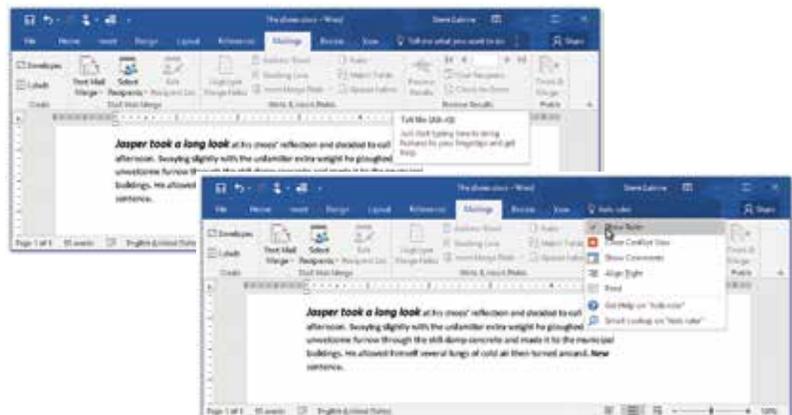


## Tell Me

- 1 Type some text in the area “Tell me what you want to do”
- 2 Word will show you related commands, or options for searching Word help or the web



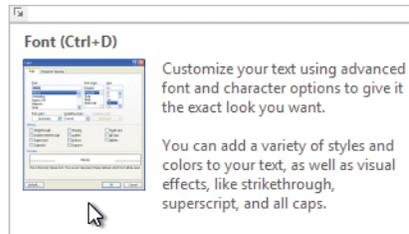
Tell Me is a new feature which allows you to find a Word function quickly without having to hunt through the various menus and Command Tabs.



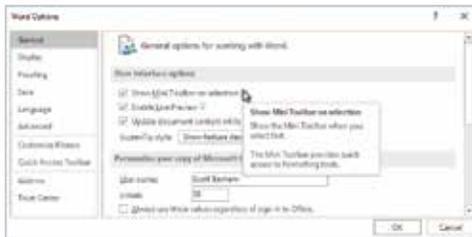
# Getting help

1 Move your mouse over a command in the Ribbon. After a few moments a tooltip appears, showing you the name of the command (this is useful if it's displayed only as an icon in the Ribbon). You'll also see an explanation of its function

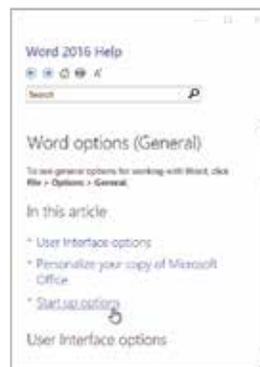
2 The  icon indicates that a dialog box will open if you click on it. If you just hover over it with the mouse, however, the tooltip will include a preview image of the dialog – as in this example



3 For more information about any of Word's features, press the  key and a pop-up window will appear



4 For more detail click on the question mark icon in the top right corner or press the F1 key. If your mouse was not pointing at any controls when you pressed F1 then a general searchable help window appears



Help is available in most of Word's dialogs and screens.



The words to the right of the insertion point will automatically move along to accommodate any text you are inserting.



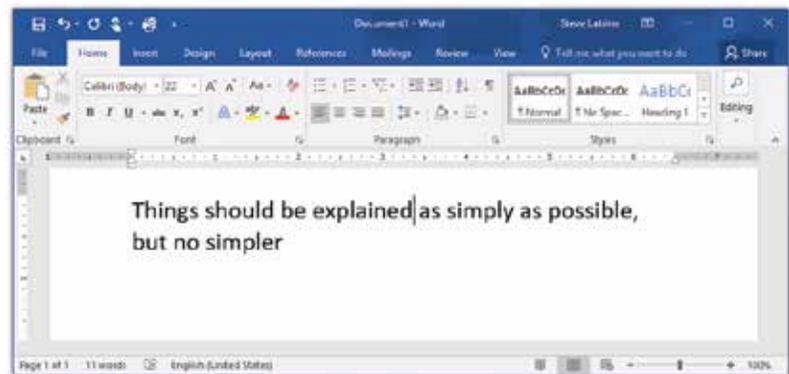
Word automatically works out when to start a new line without breaking words. If you want to force a new line, for example to begin a new paragraph, press the Return or Enter key.

# Text editing

Text editing in Word is no different to programs such as Notepad, WordPad, Outlook or PowerPoint. If you're already familiar with these basic skills then you can skip ahead to the next section.

## Getting started

- 1 Start up Word so that you have a new blank document. If Word is already open then click on the File tab, then choose New, then "Blank document" and click Create
- 2 Enter some example text, enough for a line or two. Don't worry if you make mistakes as these will be easy to correct later on. Look for the flashing vertical line, known as the insertion point, which indicates where any new text will appear
- 3 You can easily move the insertion point anywhere in your text by clicking with the mouse. The arrow keys will also let you move up, down, left and right within the existing text. Move your insertion point so that it's somewhere in the middle of your text



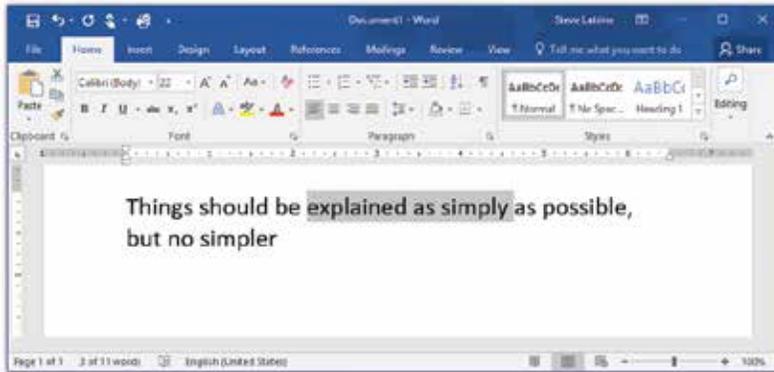
- 4 If you type more text now it will be inserted at your current position. To remove text, use the Backspace key to delete the character to the left of your current position, or the Delete key to remove the character to the right. If you hold down either of these keys for more than a moment they will "repeat" and start deleting more characters

# Selecting text

## Basic techniques

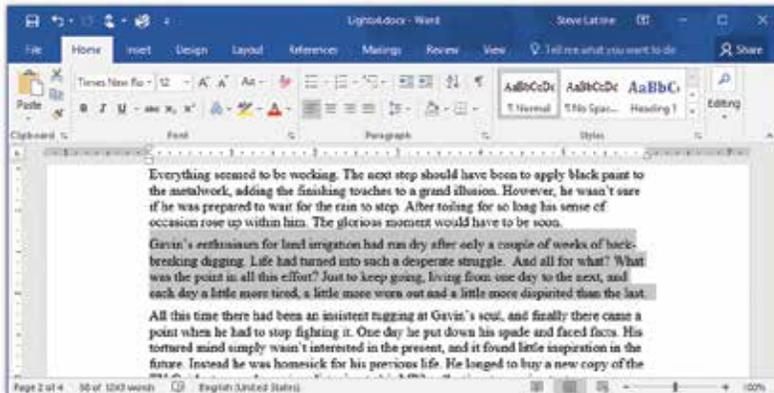
Selecting text is almost always the first step when formatting or editing, so it's worth knowing all the different techniques.

- 1 Click and drag over the text you want to select. This is quick and easy for small amounts of text



- 2 If the wrong text is highlighted, click anywhere in the text editing area to cancel the selection, then try again

- 3 Double-click on a word to select it. Triple-click to select a paragraph. If you're using a touchscreen, tap twice to begin selecting then drag the circular handles to adjust the start and end of the selection



Using the arrow keys, or a mouse click, or a tap on a touchscreen, allows you to reposition your insertion point anywhere within the text. If you try to move beyond the existing text you'll find that the insertion point refuses to move. One way around this is to move just to the right of the last character and then add more text.



Don't be tempted to add extra spacing by pressing the spacebar many times. Although this will work up to a point, it's not the most flexible way of controlling spacing. You'll learn much better techniques for this in the next two chapters.



You can quickly select all the text in your document by clicking on the Select option in the editing section of the Home tab, and choosing Select All. The keyboard shortcut for this is Ctrl + A.

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## More advanced techniques

It's worth experimenting as after a while you'll be able to choose instinctively the best method each time you need to select text.

- 1 Move your mouse into the left margin area. You can tell that you are in the correct area if the cursor turns into an arrow pointing to the right instead of to the left
- 2 Drag vertically to select whole lines of text

Start dragging here

Finish dragging here



- 3 The easiest way to select larger amounts very precisely is to click the mouse at the start of the text

- 4 Locate the end of the area, scrolling if necessary

- 5 Hold down the Shift key and click. All text between the start and end will be selected. If you accidentally clicked at the wrong endpoint simply Shift + click again



If you hold down the Shift key when clicking in the left margin area, the current selection will be extended up to the point where you clicked.



Click here

Shift + click here

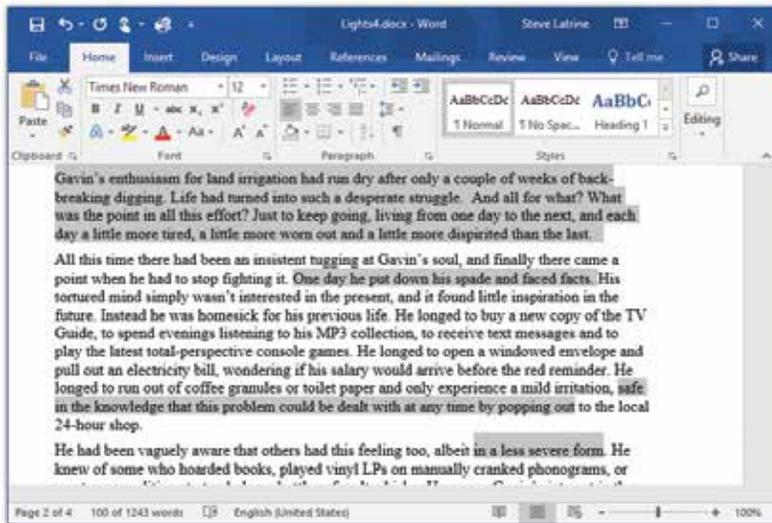
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## Discontinuous text selection

- 1 Select some text using any of the previous techniques
- 2 Now, hold down the Control key, click and drag across some text that is separate from your original selection
- 3 Repeat this process to add more areas to your selection

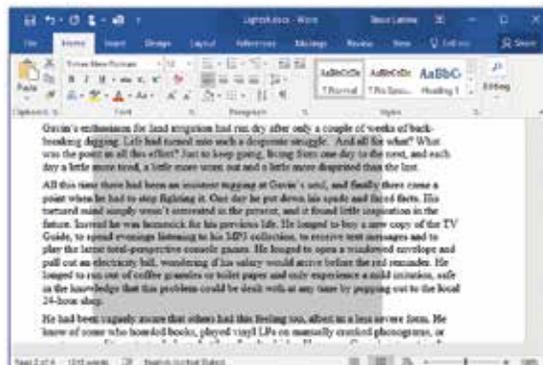


Anything you type, even a single character, will normally replace all selected text. For example, if you have three paragraphs selected and you accidentally press the spacebar, then all that text will be replaced with the space. If this happens simply use the Undo button in the Quick Access Toolbar or type Ctrl + Z.



## Selection with the Alt key

If you click and drag while holding the Alt key down you'll select all text in a rectangular area. This is fun, although of questionable practical use.

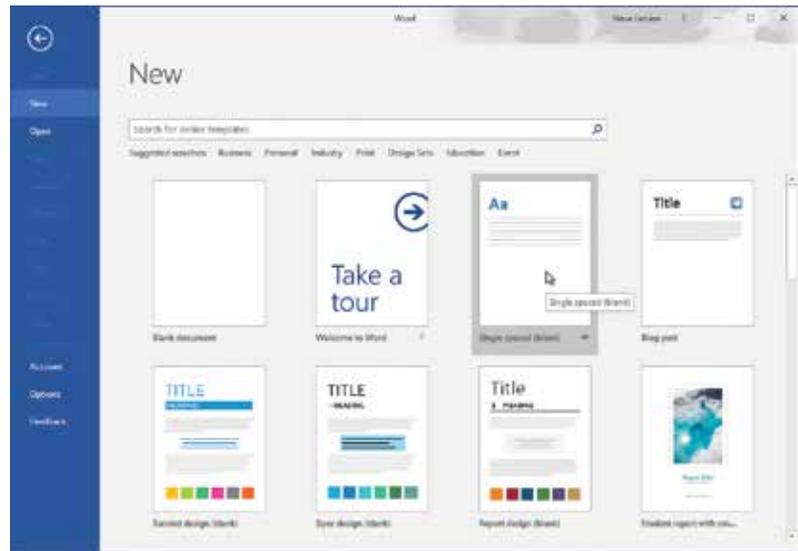


# Working with files

Chapter Seven “Files and settings” will look at file manipulation in detail, so for now we’ll just concentrate on the simplest way to store and retrieve your work.

## Starting a new document

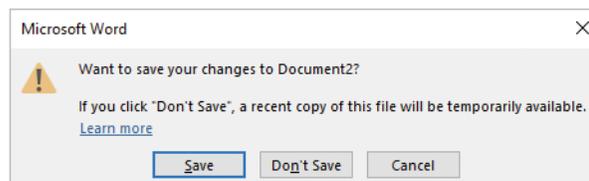
- 1 When you start up Word you’ll automatically be shown options for beginning a new document. If you’re already using Word and are ready to create another new document, select the File tab and click New



If you accidentally shut down Word you might still have a chance to recover your work. When you reopen the latest version of the document a message may appear, giving you the option of using the most up-to-date version of your document.

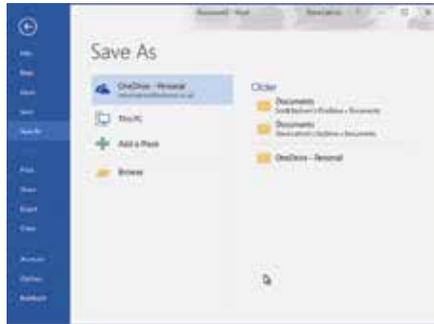
## Saving your work

- 1 If you attempt to close down Word without saving you’ll see the following message. Click Save if you want to save your work before quitting



...cont'd

- 2 Another way to save your work is to click on the Save icon in the Quick Access Toolbar. If you had saved the document before, Word simply saves using the same name and file location as before. If this is the first time for saving the document, you'll see the following dialog box

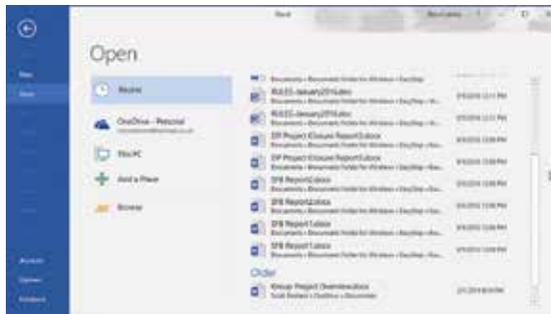


If your document has already been saved, but you want to save a new copy rather than overwrite the previous version, go to the File tab and select Save As instead of Save.

- 3 Click on one of the Places listed then choose a folder by clicking (or use the Browse button), then click Save in the next dialog

## Opening a saved document

- 1 Select the File tab then click Open



If you haven't yet started up Word then you can speed things up by locating your document then double-clicking on its icon. This will start up Word and open the document automatically.

- 2 Under Open choose Recent, the online storage options, This PC, or Browse to access a local file
- 3 If you chose Browse then click through the structure of folders and select a file in the standard Windows dialog

# Click and type

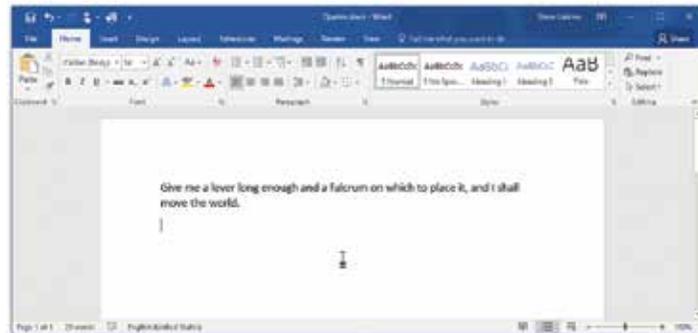
Provided you are in Word's Print Layout or Web Layout view, you can easily add text anywhere on the page.

- 1 First make sure that Print Layout view is selected from the Page View icons in the Status bar at the bottom of the screen

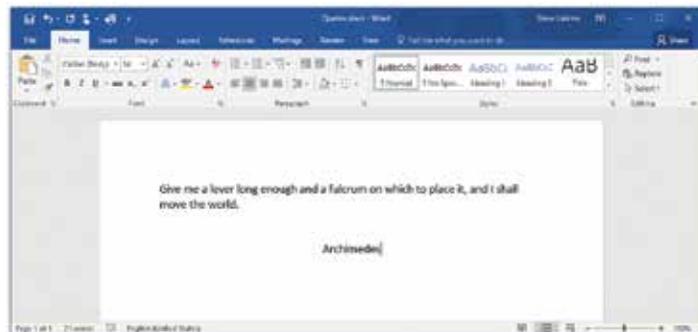


Print Layout view →

- 2 Move over a blank area. The pointer icon will indicate to you whether new text will be aligned left, right or centered. The example below shows the icon for centered text. Double-click to establish a new insertion point



- 3 Type in some new text. Word will create any new blank lines necessary to allow the text to be positioned correctly. It also applies the correct form of alignment



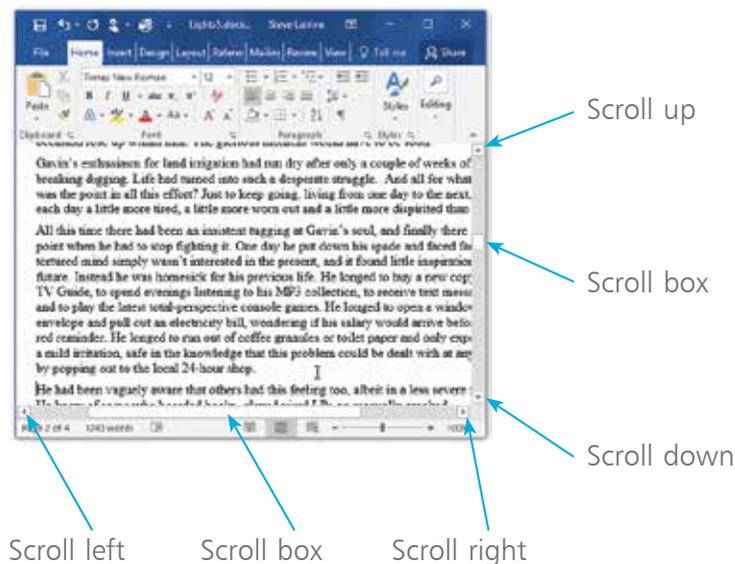
If click and type doesn't appear to work, click on the File tab and choose Options. Select Advanced and make sure that the option "Enable click and type" is activated.



You'll learn more about left, right and centered text in the next chapter.

# Basic navigation

When your text is too large for the document window, you'll need to use one of the following navigation methods:



The scroll boxes' positions let you know where you are in a document. When the vertical scroll box is at the top of the scroll bar, you are looking at the top (the beginning) of the document.

## Quick ways to scroll

- 1 Drag the scroll box directly to a new position
- 2 Click in the scroll bar to either side of the scroll box. The document will immediately scroll in that direction one screen at a time
- 3 As you move your insertion point with the arrow (cursor) keys, Word will scroll so that it can always be seen
- 4 If your mouse has a wheel, this can usually be used to scroll vertically through your document
- 5 The PgUp (Page Up) and PgDn (Page Down) keys will move you up and down one screen at a time
- 6 If you have a touch-enabled screen, place your finger inside the text area and swipe up or down to scroll



As you scroll down, the scroll box moves like an elevator down a shaft. The size of the box indicates how much of the document you can see (if the box occupies a third of the scroll bar, then you're viewing a third of the document).

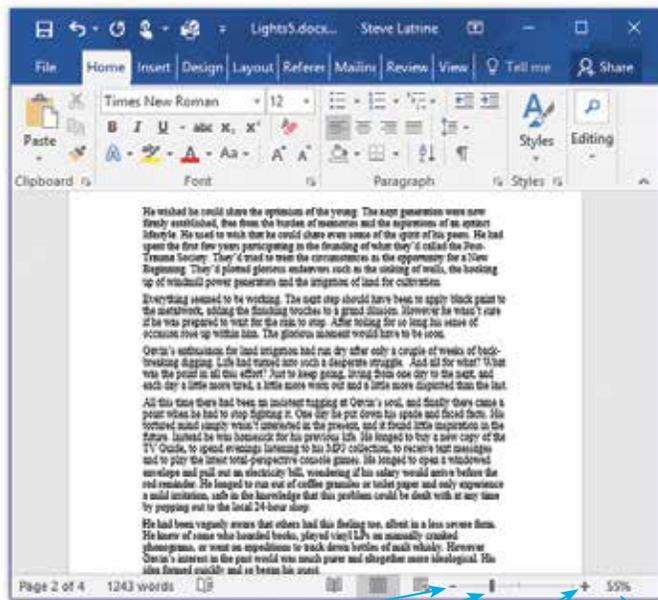
...cont'd

## Zooming

This allows you to control the level of magnification on screen. The zoom controls are in the bottom right corner.



Remember to consider the size of Word's main window – in most cases it should be maximized. Note, however, that in this book we often use smaller windows so that we can concentrate on a particular part of the screen or set of controls.



Zoom out    Adjust zoom level    Zoom in    Current level

## The Zoom dialog box

- 1 Click on the “current level” icon (displayed as “55%” in the example above) to open the zoom dialog box



- 2 Choose one of the options, or enter a percentage value directly. In this example, “Text width” is a good option if you dislike horizontal scrolling

- 3 Click OK to apply the zoom level