Microsoft Word 2016 – Steps Notes
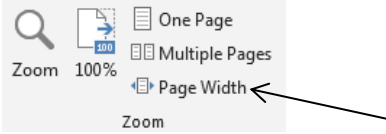
Name:_____ Hour:_____

A. Steps to do every time you go into Microsoft Word – Can be done in any order.
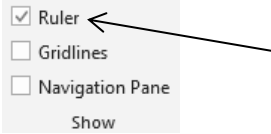
1. **Maximize the program:** Use the Icon in your *Title Bar*
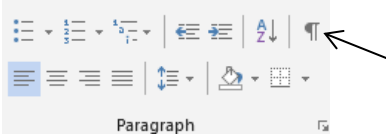
2. **Set Page Width:** Go to View – Zoom group – Page Width

3. **Turn on your Ruler:** Go to View – Show group – Ruler (put a checkmark in the box)

4. **Turn on the Paragraph Symbol:** Go to Home – Paragraph group – Click the Show\Hide icon
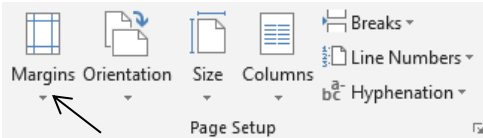
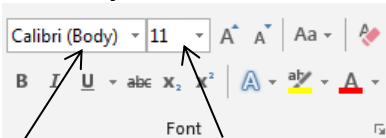**B. Steps to do every time you start a new assignment – Do in this order**

1. **Set your Style:** Home – Styles group – "No Spacing"

2. **Set your margins:** Layout – Page Setup group – Margins – Normal (1" all sides)

3. **Choose your Font and Size:** Home – Font group

4. **Save your work:** On the Ribbon, click on "File" – Save (save your work often!)

East Minico Middle School   Mr. A. Larson