

# Microsoft Word 2016 – Basic Notes

Name: \_\_\_\_\_ Hour: \_\_\_\_\_

## Formatting Rules:

1. Two spaces after a punctuation mark ending a sentence.
2. One space after a comma ( , )
3. Two spaces after a colon ( : )
4. One space after a semicolon ( ; )
5. One space after an abbreviation ( Dr. or Mr. or Etc. and so forth )



## Commonly Used Functions:

To operate the basic functions of Word follow the steps listed.

Open new file: File – Open

Save file 1<sup>st</sup> time: File – Save As

Save file: File – Save

Close file: File – Close

Print: File – Print (Choose which printer you want to use)

Set margins: Layout – Page Setup group – Margins (Custom Margins)

Change font: Home – Font group – drop down list or use the “expand” option


Change font size: Home – Font group – drop down list or use the “expand” option

Change font color: Home – Font group – drop down list or use the “expand” option

Bold\Italic\Underline: Home – Font group –



Alignment: Home – Paragraph group –  (Left, Center, Right and Justify)

Single\Double spacing: Home – Paragraph group –  – Choose Single or Double spacing.

Check spelling: Review – Proofing group – Spelling & Grammar icon

Header and/or Footer: Insert – Header & Footer group – Choose the appropriate options

Insert a picture: Insert – Illustrations group – Online Pictures (for clipart) or Pictures (your own)

Page Border: Design – Page Background group – Page Borders icon

Cut: Home – Clipboard group – Cut icon

Copy: Home – Clipboard group – Copy icon

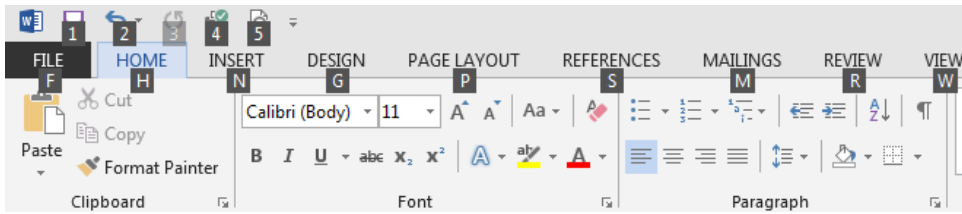
Paste: Home – Clipboard group – Paste icon or click the little arrow below to choose Paste Special

Select text: Put your mouse cursor in front of the first letter of the word you want to select. Now, hold down the left mouse button. Drag your mouse over the text you want to select. Once you have the text selected, let go of the mouse. Your text should be black now. Now, let’s say you want to make the selected text bold. Click on FORMAT-FONT-STYLE and choose bold.

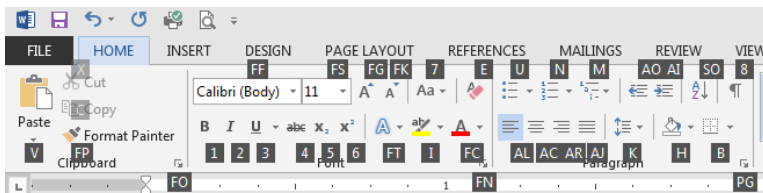


# Microsoft Word 2016 – Keyboard Shortcuts

There are shortcut keys that you can use to save time. To access the ribbon, press the ALT key.



On each part of the ribbon a letter or number will appear as the above picture shows us.



To make a word bold, you would therefore press ALT to access the keyboard commands then press H to access the Home Ribbon, and then press the number 1 key to choose Bold.

This list of commands allow you to use some of the more common functions of Microsoft Word without using your mouse.

Create a new file .....CTRL – N  
Open new file .....CTRL – O  
Save file 1st time .....CTRL – S  
Save file .....CTRL – S  
Close file .....CTRL – W  
Print preview .....ALT – CTRL – I  
Print .....CTRL – P

Set margins .....ALT – P – M  
Change font .....CTRL – SHIFT – F  
Change font size larger .....CTRL – ]  
Change font size smaller .....CTRL – [  
Change font color .....ATL – H – FC  
Bold .....CTRL – B  
Italic .....CTRL – I  
Underline .....CTRL – U  
Left align .....CTRL – L  
Center (on or off) .....CTRL – E  
Right align (on or off) .....CTRL – R  
Single space .....CTRL – 1  
Double space .....CTRL – 2

Highlight a word: Place cursor in front of the item, hold down CTRL – Right Arrow key

Cut .....CTRL – X  
Copy .....CTRL – C  
Paste .....CTRL – V  
Paste Special .....CTRL – ATL – V  
Paintbrush function .....CTRL – SHIFT – V  
Find .....CTRL – F  
Replace .....CTRL – H

Undo .....CTRL – Z  
Redo .....CTRL – Y