

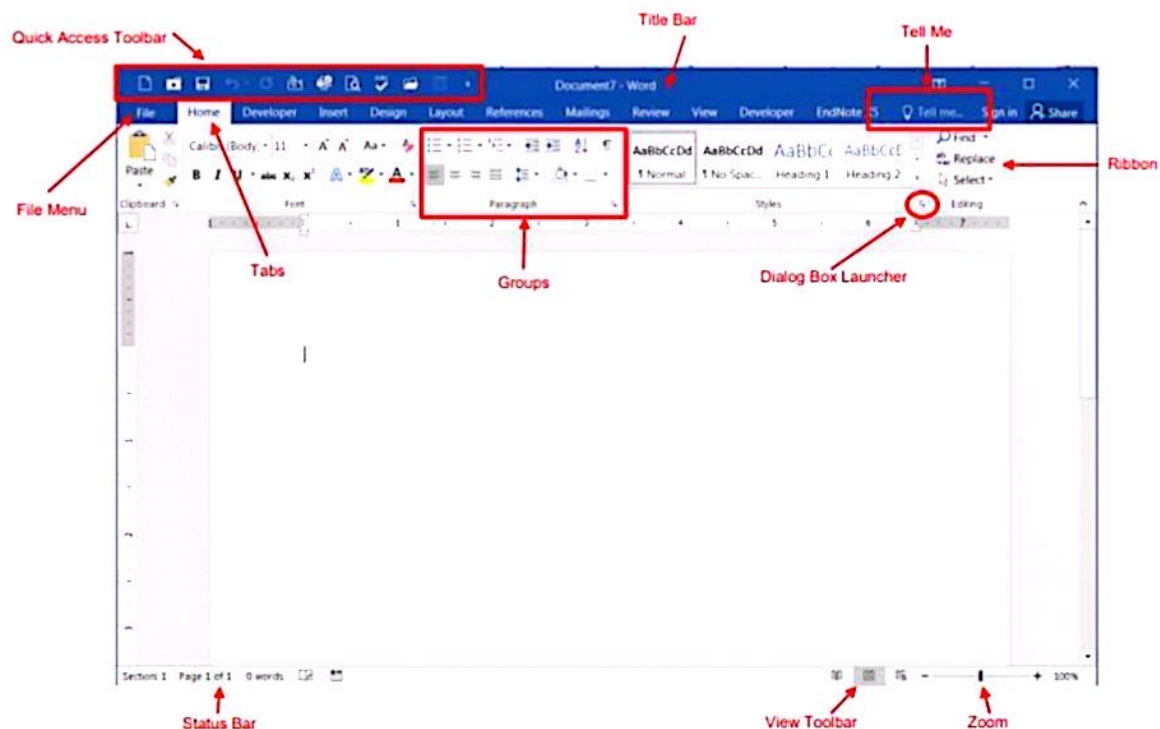


# Lecture-1

## Introduction to

### Microsoft Word 2016

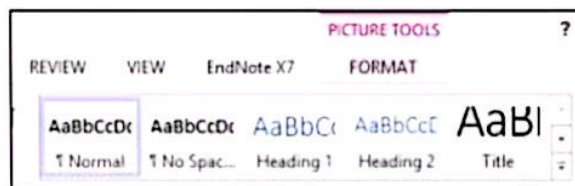
#### Screen Elements



- **File Menu:** The File tab will bring you into the Backstage View. The Backstage View is where you manage your files and the data about them – creating, opening, printing, saving.
- **Ribbon:** An area across the top of the screen that makes almost all the capabilities of Word available in a single area.
- **Tabs:** An area on the Ribbon that contains buttons that are organized in groups. The default tabs are Home, Insert, Design, Layout, References, etc.
- **Title Bar:** A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Maximize and Close buttons.
- **Groups:** A group of buttons on a tab that are exposed and easily accessible.

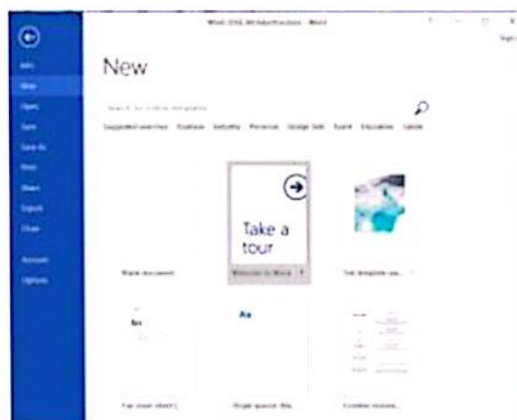
- **Status Bar:** A horizontal bar at the bottom of an active window that gives details about the document.
- **Zoom:** Magnifies or reduces the contents in the document window.
- **Quick Access Toolbar:** A customizable toolbar at the top of an active document. By default, the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, click on the dropdown arrow and select the commands you want to add.

Contextual Tabs are designed to appear on the Ribbon when certain objects or commands are selected. These tabs provide easy access to options specific to the selected object or command. For example, the commands for editing a picture will not be available until the picture is selected, at which time the Picture Tools tab will appear.



To Create a New Word Document:

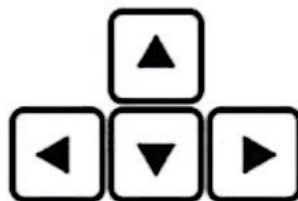
- 1) Click the File tab
- 2) Click New
- 3) Click Blank Document



## Navigating in a Document

The following table lists ways to navigate in a document using your keyboard to move the insertion point in an active document:

Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	CTRL + Left Arrow
Right one word	CTRL + Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	CTRL + Home
To the end of the document	CTRL + End
To the beginning of the previous page	CTRL + Page Up
To the beginning of the next page	CTRL + Page Down
Up one screen	Page Up
Down one screen	Page Down



- Select text: Click and drag
- Undo an action: On the Quick Access Toolbar click the Undo key






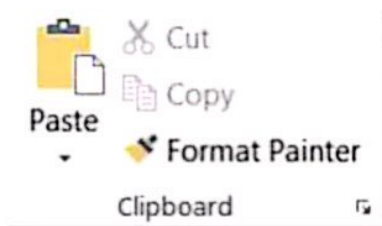
- deleting text in your document, select it and then press on the Backspace key.

### Cut, Copy and Paste


Often times you will need to move text from one location in a document to another, or to a different application. In this case you will perform a Cut and Paste. To reproduce a specific part of a document and place it elsewhere, you will perform a Copy and Paste.

#### To Cut Text:


- 1) Select the text you want to move
- 2) Click on the Cut icon  located on the Home tab in the Clipboard group



#### To Copy Text:

- 1) Select the text you want to copy
- 2) Click on the Copy icon  located on the Home tab in the Clipboard group

#### To Paste Text:

- 1) Click in the area of the document where you want to paste your text
- 2) Click on the Paste icon  located on the Home tab in the Clipboard group