

January 11, 2017

Jonathon Dough  
1060 W. Addison St.  
Wheaton, IL 60187

Dear Jonathon,

Welcome to *Wheaton Public Library* and congratulations on your new position of Assistant Fiction Shelver. We are delighted to have you as a member of the staff and look forward to working with you.

You are scheduled to begin working on May 31, 2015. At this time, you will be given information on your orientation activities. Please bring the following items:

1. Shelving License
2. Cart Driver's Permit
3. Employment forms
  - a. W-2
  - b. I-9
4. Payroll forms

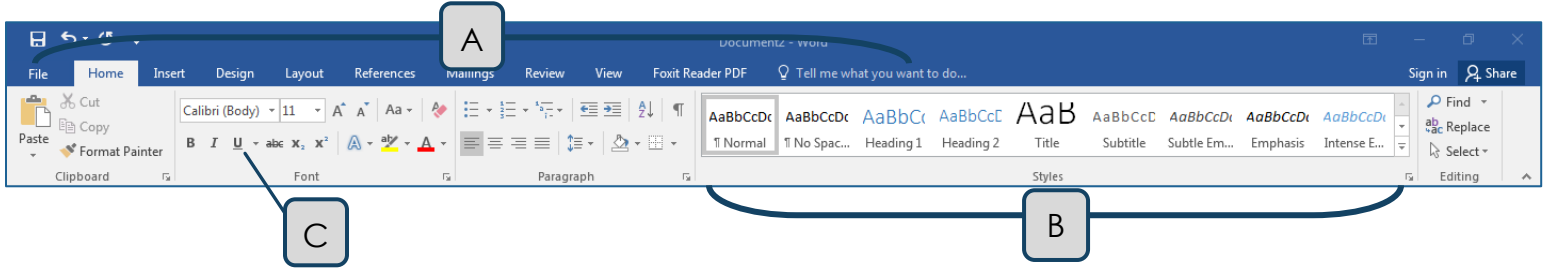
Please feel free to call if you have any questions prior to your first day. Again, Jonathon, welcome to *Wheaton Public Library*.

Sincerely,

*Jane Smith*  
Supervisor

# Microsoft Word 2016

## The Ribbon

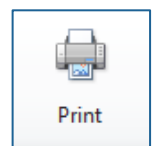
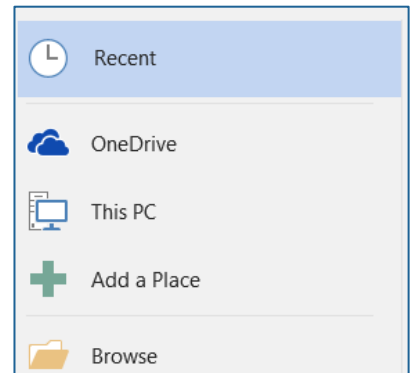


- A. **Tabs** – Provides access to commands and functions of Word.
- B. **Group** – Within each tab, there are subtasks, organized by group.
- C. **Command Buttons** – Each group contains several buttons, for carrying out commands or displaying menus.

## The Backstage View – Manage your Documents

### Click the File Tab

- **New** – To create a new document
  - Click **Blank Document** from the list of document types, or
  - You may also choose a template by clicking any of the document types listed, or use the search box for a specific document (e.g. business cards, or resumes). Note: You must be connected to the Internet in order to download a template.
- **Open** - To open a document that you created previously and is saved
  - **Recent** lists documents opened today, last week, and older.
  - **One Drive** is Microsoft's cloud storage. It allows collaboration in real time.
  - **This PC** opens a file directory to your computer
  - **Add a Place** adds an Office 365 SharePoint or OneDrive folder to quickly save to the cloud
  - **Browse** to the desired document on your computer, network drives, or external drives (such as a flash drive).
- **Print**
  - You can make changes, such as number of copies, two-sided, orientation, and paper size from this screen. For more advanced changes, click Printer Properties below the print name.
  - When you are ready to print, click the print button at the top.

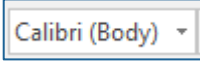




- Note: Print Preview is incorporated into the Print function. You will see the preview on the right side. Zoom in or out and navigate to a different page of the document by using the tools at the bottom of the screen.
- **Save** – save a copy of your file for later access
  - You may also click the Save icon located in the Quick Access Toolbar.
  - **Note:** The first time you save a document, it automatically takes you to Save As, so you can designate a file name and a save location. However, every subsequent Save, you will not see this window. To change the name or location of a file, choose **Save As**.
- To **Save Your Document to be opened as a PDF**, choose **Save As**.
  - In the **Save as type** box, below File name, choose **PDF**.
- **Close** - To close a document without closing Word.



## Formatting – the Basics

### Font, Size, and Color

- To change the Font, go to **Home (Tab) → Font (Group) →** . Click on the down-pointed arrow and scroll through the choices to find the desired font.
- To change the Font Size, go to **Home → Font →** , then click the down-pointed arrow to select a size.
  - Font sizes are measured in points (1/72 inch = 1 point). Standard is 10-12 points.

- To change the Font Color, go to **Home → Font →** .

### Emphasis - Bold, Italics, Underline

- Go to **Home → Font →** .

### Alignment

Left Aligned:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Right

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Centered:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.


Justify:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

- Go to **Home → Paragraph →** .

### Line Spacing

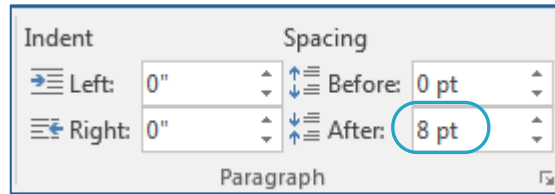
Change the spacing between lines (single, 1.5, double, etc).

- Go to **Home → Paragraph →** .

## After Spacing

Change the amount of space between paragraphs (each time you hit Enter).

- Go to **Layout** → **Paragraph** →



## Bulleted and Numbered Lists

All of the small, black circles on this handout are called bullets. They are used to emphasize text, or to create lists.

- Bulleted List

- Go to **Home** → **Paragraph** →



- Click the down arrow to the right of the bullet icon for more bullet choices. Go to Define New Bullet for even more choices.

- Numbered List

- Go to **Home** → **Paragraph** →



## Cut, Copy, and Paste

One advantage to word processing over typing is maneuverability. If you want to change the location of the text, you can move it without having to re-type. This is called cutting and pasting.

- Highlight the text you would like to move.

- To highlight, click and drag across the desired text or move your blinking cursor to the beginning of the desired text, hold down Shift on the keyboard and use the arrow keys on the keyboard to highlight one character at a time.

- Go to **Home** → **Clipboard** →

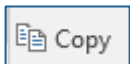


- Now you need to tell the computer where you would like to put the text. Move the blinking cursor (using the mouse or arrow keys on the keyboard) to the new location in the document.

- Go to **Home** → **Clipboard** →



Copy and Paste works the same way. However, the highlighted text is duplicated, not removed from the document. To practice, follow the above instructions, but go to Home → Clipboard → Copy




instead of Cut.

# Fixing Your Mistakes

## Undo

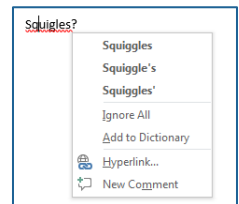
Oops! You made the whole document 18 pt. type or worse yet, you deleted everything. What now? The Undo Button will reverse your steps or actions one at a time.

- Go to the Quick Access Toolbar (above the File tab) → 
- For a list of actions (up to 100), click the arrow to the right of the undo button.

## Spelling

Microsoft Word automatically puts red squiggly lines under words it thinks you have spelled incorrectly. Blue squiggles indicate a grammatical error.

- These show up on the screen, but not on the printed version of your document.
- To correct a single misspelled word, try right-clicking on the word. You should see a list of suggestions as well as an option to **Ignore All**, or **Add to Dictionary**.



## Spelling and Grammar

Go to **Review** → **Proofing** → **Spelling & Grammar**. Word scans your entire document for misspelled words and grammatical errors. It provides suggestions for correct spelling, in addition to the option to add new words to your Word dictionary.

**AutoCorrect:** AutoCorrect knows when you've misspelled a word and corrects it for you. It doesn't work for everything, but it will change common errors such as **teh** for **the**, or **becasue** for **because**.

You may also add new words, or even abbreviations. Go to **File** → **Options** → **Proofing** →

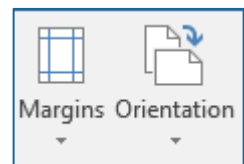
**AutoCorrect Options**, then add your own terms (e.g. replace *WPL* with *Wheaton Public Library*)

# Appearance and Layout of the Page

## Margins

The margin is the empty space around the border of the page. The default setting is 1" for all four sides.

- Go to **Layout** → **Page Setup** → **Margins**



## Orientation

You may change the way a page is turned when it comes out of the printer.

- Go to **Layout** → **Page Setup** → **Orientation**

## Keyboard Shortcuts for Common Tasks

Enter a non-breaking space	<b>Ctrl</b> <b>Shift</b> + <b>Spacebar</b>
Enter a non-breaking hyphen	<b>Ctrl</b> <b>Shift</b> + <b>-</b>
<b>Make text bold</b>	<b>Ctrl</b> + <b>B</b>
<i>Make text italicized</i>	<b>Ctrl</b> + <b>I</b>
Make text and spaces underlined	<b>Ctrl</b> + <b>U</b>
Make text underlined, but not spaces	<b>Ctrl</b> <b>Shift</b> + <b>W</b>
Increase font size one level	<b>Ctrl</b> <b>Shift</b> + <b>&gt;</b>
Decrease font size one level	<b>Ctrl</b> <b>Shift</b> + <b>&lt;</b>
FORMAT WITH SMALL CAPS	<b>Ctrl</b> <b>Shift</b> + <b>K</b>
CHANGE case of Text	<b>Shift</b> + <b>F3</b> (rotates between UPPER, lower, Initial capital)
Left-align paragraph (default)	<b>Ctrl</b> + <b>L</b>
Center-align paragraph	<b>Ctrl</b> + <b>E</b>
Right-align paragraph	<b>Ctrl</b> + <b>R</b>
Full justification (flush left and right edges)	<b>Ctrl</b> + <b>J</b>
Insert page break (new page without multiple <b>Enter</b> )	<b>Ctrl</b> + <b>Enter</b>
Single Spacing	<b>Ctrl</b> + <b>1</b>
Double Spacing	<b>Ctrl</b> + <b>2</b>
One and one-half Line spacing	<b>Ctrl</b> + <b>5</b>
Insert hyperlink (only needed to have label different than URL)	<b>Ctrl</b> + <b>K</b>
Insert footnote	<b>Ctrl</b> <b>Alt</b> + <b>F</b>
Insert endnote	<b>Ctrl</b> <b>Alt</b> + <b>D</b>
Make selection	<b>Shift</b> + arrow keys
Select entire word (left / right)	<b>Shift</b> <b>Ctrl</b> + <b>←</b> / <b>Shift</b> <b>Ctrl</b> + <b>→</b>
Select entire paragraph (up / down)	<b>Shift</b> <b>Ctrl</b> + <b>↑</b> / <b>Shift</b> <b>Ctrl</b> + <b>↓</b>
Select all of current line	<b>Shift</b> + <b>End</b>
Select everything in document	<b>Ctrl</b> + <b>A</b>
Copy selection	<b>Ctrl</b> + <b>C</b>
Cut selection	<b>Ctrl</b> + <b>X</b>
Paste from clipboard	<b>Ctrl</b> + <b>V</b>

Undo previous	<b>Ctrl</b> + <b>Z</b>
Redo previous	<b>Ctrl</b> + <b>Y</b>
Help Menu	<b>F1</b>
Print	<b>Ctrl</b> + <b>P</b>
Save	<b>Ctrl</b> + <b>S</b>

## Common Errors Using Word Processors

1. Using the **Spacebar** or **Tab** at the end of a paragraph to get to a new line. (Use **Enter** instead.)
2. Pressing **Enter** more than once between paragraphs. (If you want more space between paragraphs, change After Spacing.)
3. Pressing **Enter** repeatedly to force text to the next page. (Use Page Break instead.)
4. Pressing **Enter** at the end of a line instead of allowing the word processor to wrap text. (Don't use **Enter** like the carriage return of a typewriter — allow the word processor to do the work.)
5. Using two spaces between sentences. (That was the norm with typewriters which used monospaced fonts, but word processors typically use proportional fonts and only need one space between sentences.)
6. Attempting to align text with the **Spacebar**. (Use **Tab** instead; if necessary, use the Ruler, found on the **View tab**.)

*Keyboard Shortcuts and Common Errors courtesy of Ross Valentine, Geneva Public Library*

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL ME.  
[danacomputerclasses@gmail.com](mailto:danacomputerclasses@gmail.com)