

# Microsoft Word 2016 Study-Reference Guide



## Opening up Word- Document Options

When you open up Word 2016, among your many selections, you have the option of choosing a blank document or a single spaced (blank) document. By default, the blank document contains 1.25 line spacing which is sort of like double spacing. To get rid of that, if you want single spacing or double spacing, you can simply click on the No Spacing button in the Styles group on the Home tab. If you simply want a single-spaced document, you can select the single spaced (blank) option when you open up Word.

## Line Spacing- No Spacing Button

By default, the 2016 version of Word has 1.25-line spacing if you select the blank document option when opening up Word. To get rid of the default spacing you would click on the No Spacing button in the Styles group on the Home tab.

## Font button and Font Size Button

The Font button and Font Size buttons are used to change the font face and font size of text. They are both located in the Font group on the Home tab.

## Bold, Italic, and Underline Buttons

The **Bold button** can be used to make your text bold for emphasis. The **Italic button** can be used to italicize your text. The **Underline button** can be used to underline your text. The Underline button has a drop-down arrow in which you can choose more underline styles and change the underline color. All three buttons are located in the Font group on the Home tab. **More** in the Font group, you can click on the down arrow at the bottom right of the group which is the dialing launcher. It will bring up the Font dialing box. There you can also change fonts, font sizes, font styles, etc.

## Format Painter Button

The Format Painter button can be used to copy formatting from one place and apply it to another. You simply format one line of text to your liking, select the text, and then double-click the Format Painter button to apply the same formatting to multiple places in your document. You will see your cursor will become a paintbrush. Simply click on the lines and format it the same as the line you have selected. Click on the Format Painter button again to turn it off. The Format Painter button is located in the Clipboard group on the Home tab.

## Cut, Copy and Paste Buttons

The Cut, Copy, and Paste buttons can be used to cut, copy, and paste text or graphics from one place to another. The Paste button has a drop-down arrow for **Paste Options**: Keep Source Formatting, Merge Formatting, Keep Text Only, etc. that comes in handy depending on what you are doing. You can also find the commands by right-clicking and using the short-cut menu.

## Increase Font Size and Decrease Font Size Buttons

The **Increase Font Size button** can be used to increase font size/make your text a bit bigger. The **Decrease Font Size button** can be used to decrease font size/make your text a bit smaller. This can be used in place of the Font size button. The buttons are located in the Font group on the Home tab.

## Change Case Button

The Change Case button comes in handy when you want to change all your selected text to either sentence case, lower case, uppercase, capitalize each word, etc. The Change Case button is located in the Font group on the Home tab.

## Strikethrough Button

The Strikethrough button is used to cross something out by drawing a line through it. The button is located in the Font group on the Home tab.

# Ms Word Study Guide

**Daizye Kulkarni**



## **Ms Word Study Guide:**

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I UNDERSTANDING COMPUTER SYSTEM Introduction to Computer Misconceptions about Computer System Functioning of Computer Computer System its input and output devices AbbreviationsII OPERATING SYSTEM GUI Introduction to Operating Systems Various Operating Systems Types of Operating Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux WindowsIII MS WORD BASIC Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with DocumentsIV MS WORD ADVANCED Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word

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**Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Word 2013 ExamFOCUS Study Notes** ExamREVIEW,2013-03-18 With the MOS 2013 exams you will be presented with a project to build Therefore real world experience with the software is highly important You should start by learning how to perform individual tasks Then you need to chain up your skills and apply them on the project to produce a meaningful outcome as required by the exam questions The Word exam covers Create and Manage Documents Format Text Paragraphs and Sections Create Tables and Lists Apply References Insert and Format ObjectsThe exam is performance based with a project like style you need to build up an Office document or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exam you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you through every single step in the Office software DO NOT TREAT THIS AS AN A B C GUIDE TO MS OFFICE You should use this book together with other reference

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