Microsoft Office
Word 2016 for Windows

INTRODUCTION TO MS-WORD

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Word 2016 interface.
- Use the Tell Me feature to enter words and phrases related to what you want to do next to quickly
- Access features or actions.
- Create a new document.
- Set document margins.
- Set paragraph alignment, indentation, and spacing.
- Set tabs.
- Add headers and footers to a document.
- Apply a theme to a document.
- Format text.
- Check the document for spelling and grammar.

The Word 2016 Interface

The Word 2016 interface is very similar to the Word 2013 interface, with a few minor changes. The following describes the Word 2016 interface.

The Backstage View

When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates. The following explains how to enter the *Backstage View* after creating your document:

1. Click the **File** tab**.**

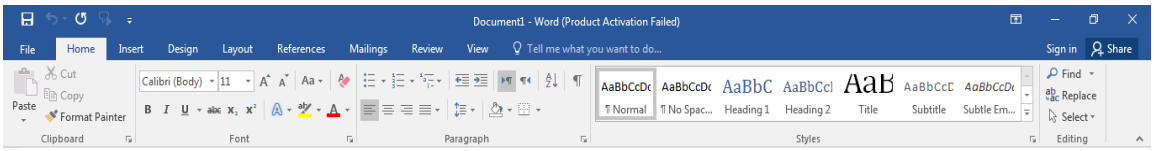


Figure 1 - File Tab (Backstage View)

2. From the *Backstage View*, you can perform the following actions:
    a. **Back** - Takes you back to edit your document (See Figure 2).
    b. **Info** - Obtain information about your documents (See Figure 2).

c. **New** - Create a new document from a blank or pre-formatted template (See Figure 2).

d. **Open** - Open a document (See Figure 2).

e. **Save** - Save the document to keep your edits (See Figure 2).

f. **Save As** - Resave a saved document as a different filename or file type (See Figure 2).

g. **Print** - Print documents and see a preview of your document (See Figure 2).

h. **Close** - Close the document (See Figure 2).

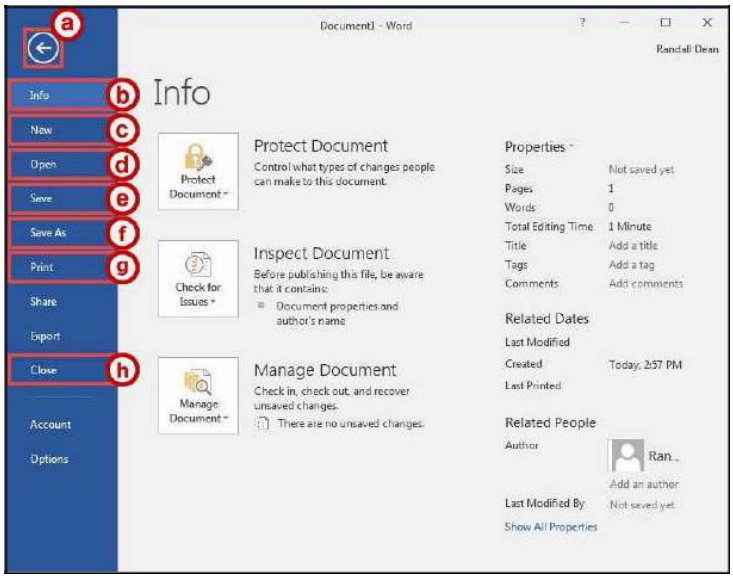


Figure 2 - Backstage View

The Ribbon

The Ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. Each product in the Office Suite has a set of tabs that pertain to the functionality of that application. Each tab is further divided into *groups* such as the *Font* and *Paragraph*.

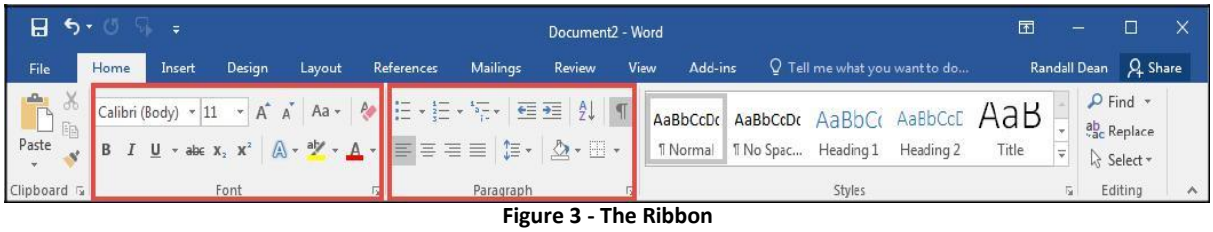


Figure 3 - The Ribbon

At the bottom right-hand corner of some groups, there is a diagonal arrow called a *Dialog Box Launcher* (See Figure 4). Clicking this button opens a dialog box for that group containing further option selections for the group.

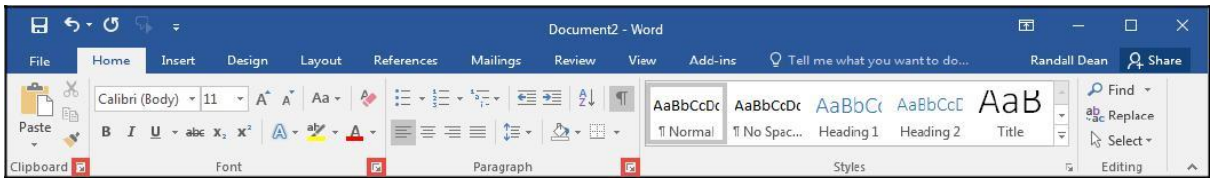


Figure 4 - Dialog Box Launcher

Contextual tabs will appear depending on what you are working on. For example, if you've inserted pictures, the tab appears whenever a picture is selected.

Figure 5 - Contextual Tab

Customizing the Ribbon

You can hide/unhide tabs that you do not use, or create your own tab of favorite tools. The following explains how to customize the *Ribbon* to build your own tabs and groups.

1. Click the **File** tab.

Figure 6 - File Tab (Backstage View)

2. In the *Backstage View*, click **Options**.
3. In the *Word Options* dialog box, click **Customize Ribbon** (See Figure 7).
4. Click the **New Tab** button (See Figure 7).
5. A *New Tab* has been added in the list of *Main Tabs*. Under *New Tab*, you will see *New Group* is already selected for you (See Figure 7).
6. From the column on the left, select a **command** from the list under *Choose commands from* to add to the *New Group* (See Figure 7).
7. Click the **Add** button (See Figure 7).

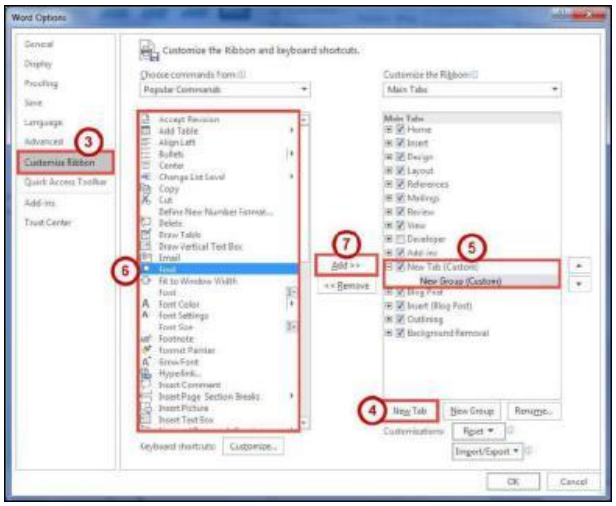


Figure 7 - Creating a New Tab

8. The command will be added to your *New Group* tab.
9. To rename the tab or group, right-click on the **New Tab** or **New Group** (See Figure 8).
10. Click **Rename** (See Figure 8).
11. To hide a tab, remove the **check mark** next to the name of the tab (See Figure 8).

Figure 8 - Rename New Tab or New Group

The Quick Access Toolbar

The *Quick Access Toolbar* is located in the upper-left part of the main Word window, above the *File* and *Home* tabs. It provides easy access to commands that you may use often and be customized to your preferences. The following explains how to customize the *Quick Access Toolbar*:

1. Click the **drop-down arrow** in the *Quick Access Toolbar* (See Figure 9).
2. In the *Customize Quick Access Toolbar drop-down* menu, click the **command(s)** you wish to add or remove from your *Quick Access Toolbar* (See Figure 9).
3. Click **More Commands** (See Figure 9).

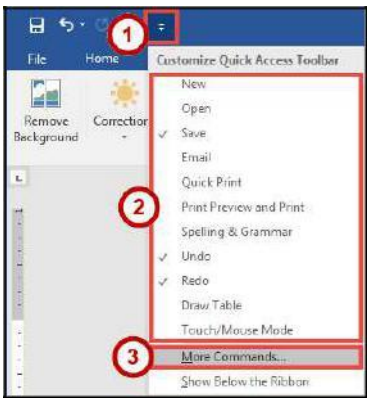


Figure 9 - Customize Quick Access Toolbar

4. In the *Customize Quick Access Toolbar* window, from the column on the left, select a **command** from the list under *Choose commands from* to add to your *Quick Access Toolbar* (See Figure 10).
5. Click the **Add** button (See Figure 10).
6. Click the **Ok** button (See Figure 10).

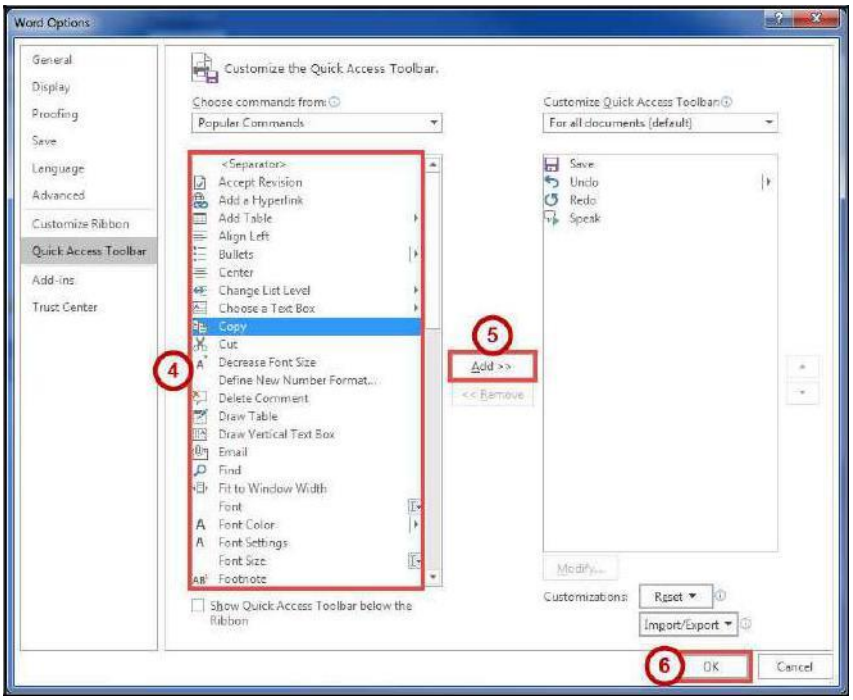


Figure 10 - Adding Commands to the Quick Access Toolbar

Tell Me

The Tell Me feature allows you to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *ribbon*.

Search for Features

1. Click the **Tell Me** box.

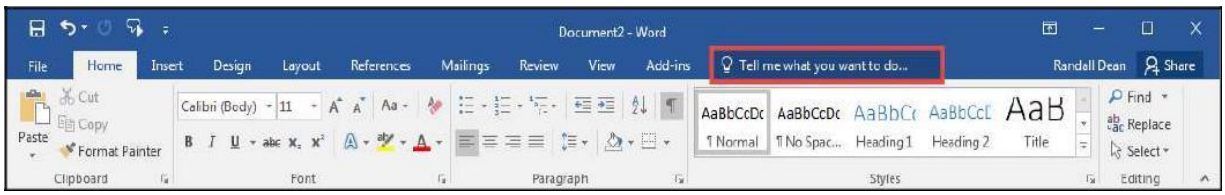


Figure 11 - Tell Me

2. Type the **feature** you are looking for (See Figure 12).
3. In the *Tell Me* drop-down, you will receive a list of *features* based on your search. Click the **Feature** you were looking for (See Figure 12).

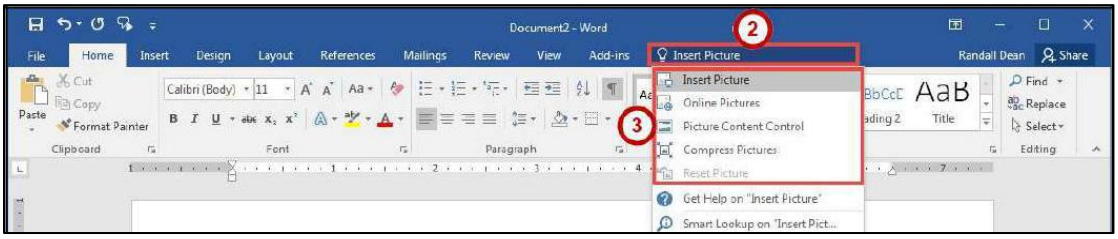


Figure 12 - Select a Feature

4. You will either be taken to the *feature* or a dialog box of that feature will *open*.

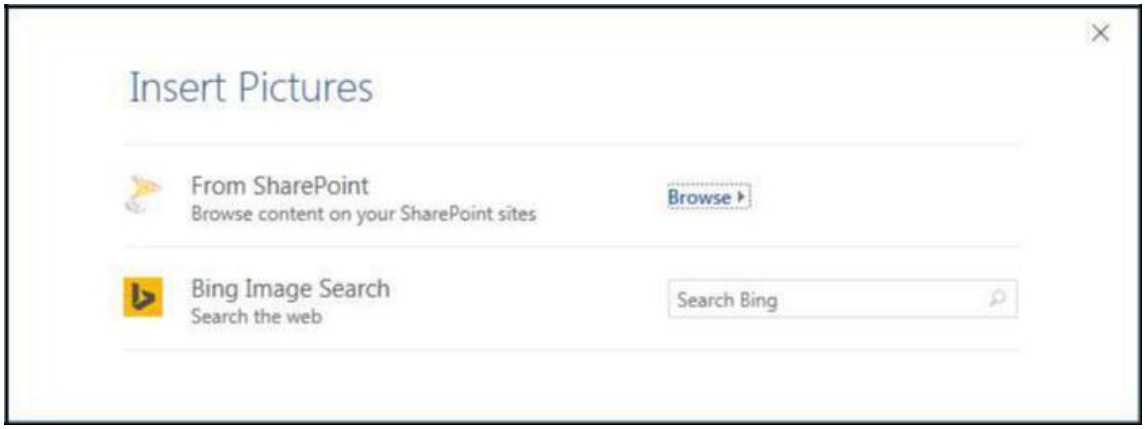


Figure 13 - Insert Pictures Online Dialog Box

Get Help with Word

To receive Microsoft Word Help, either type in the *Tell Me* box or press the *F1* key on the keyboard.

1. Click in the **Tell Me** box.

Figure 14 - Tell Me

2. Type your **question** you want help with (See Figure 15).
3. In the *Tell Me* drop-down, click **Get Help on question** (See Figure 15).

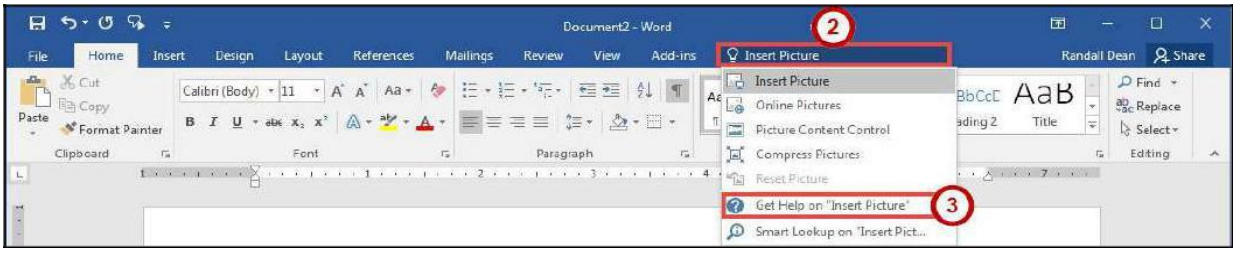


Figure 15 - Get Help on Feature

4. In the *Word 2016 Help* dialog box, you will get a list of help topics based on your search. Click the **Topic** you wanted help with.

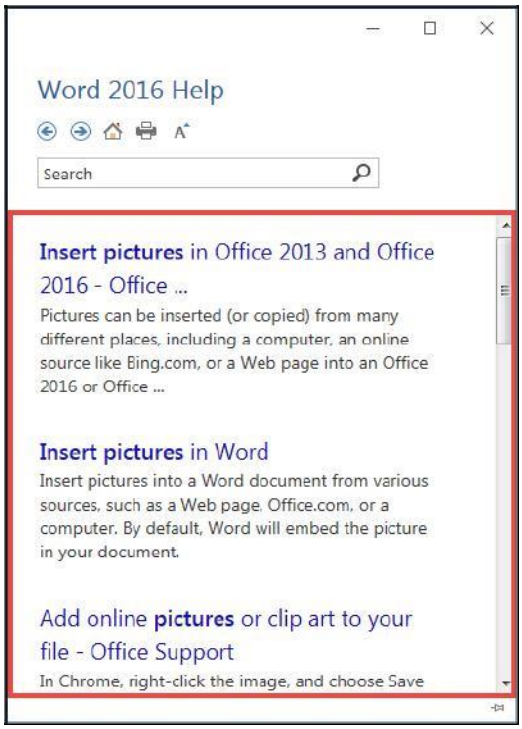


Figure 16 - Word 2016 Help

Smart Lookup

Use *Smart Lookup* to search *Bing* **Mi rosoft's** internet search engine) to provide you with search results for a word or phrase.

1. Click the **Tell Me** box.

Figure 17 - Tell Me

2. Type a **word or phrase** you are looking up information for (See Figure 18).
3. In the *Tell Me* drop-down, click **Smart Lookup on word** (See Figure 18).

Figure 18 - Smart Lookup on Word

4. In the *Insights* pane, you will receive the following information:
   a. **Explore** - Wiki articles, image search, and related searches from the internet (See Figure 19).

b. Define - A list of definitions (See Figure 19).

Note: The *Insights* pane uses the Microsoft search engine Bing. For *Smart Lookup* to work you have to be connected to the internet.

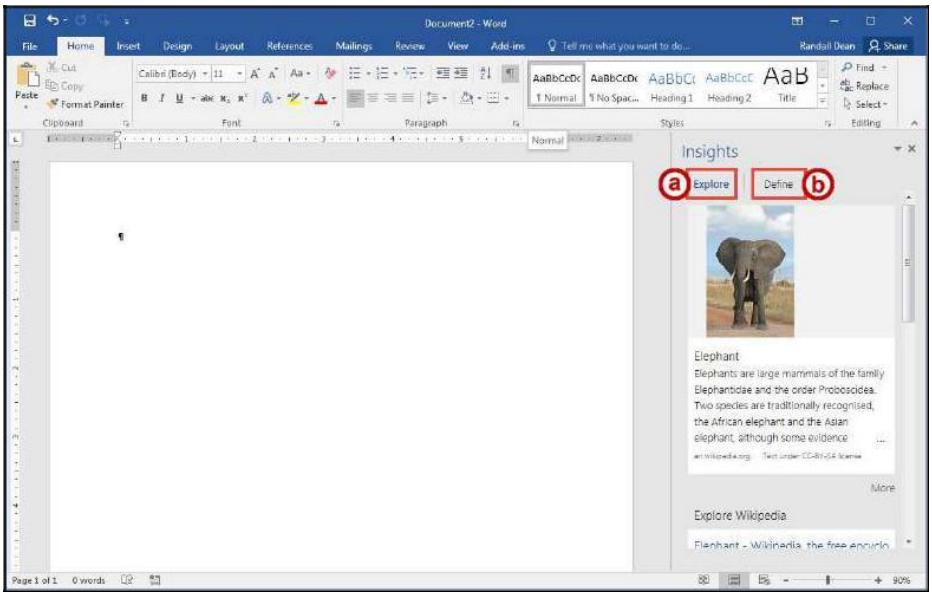


Figure 19 - Insights Pane

The Mini Toolbar

The *Mini Toolbar* is a toolbar that appears when you select text. The *Mini Toolbar* provides quick access to some commonly used formatting tools, such as font, font size, bold, italics, and more.

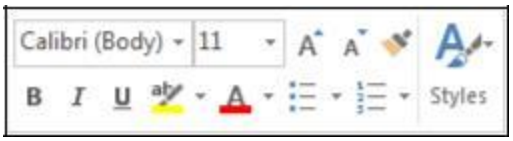


Figure 20 - Mini Toolbar

Disable the Mini Toolbar

1. Click the **File** tab.
2. In the *Backstage View*, click **Options**.
3. In the *Word Options* dialog box, click **General** (See Figure 21).
4. Under the *User Interface options* section, click the **checkbox** for *Show Mini Toolbar on selection* (See Figure 21).
5. Click the **OK** button (See Figure 21).

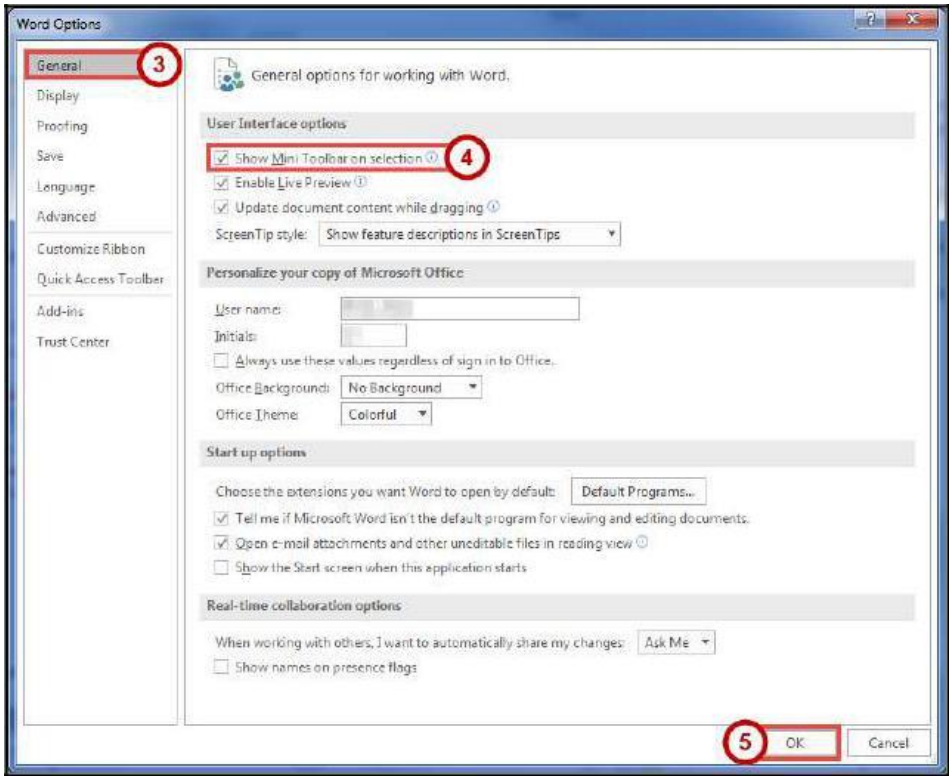


Figure 21 - Turn off the Mini Toolbar

The Status Bar

The *Status Bar* is located at the bottom of the Word **i do a d gi es ou a at a gla e s apshot of** important information regarding your current document (e.g. number of pages, number of words, proofing errors, etc.).

Figure 22 - Status Bar

Customize the Status Bar

1. Right-click the **Status Bar** (See Figure 23).
2. In the *Customize Status Bar* drop-down menu, click an **option** to add it (See Figure 23).
3. When finished, click anywhere **outside** the *Customize Status Bar* drop-down.

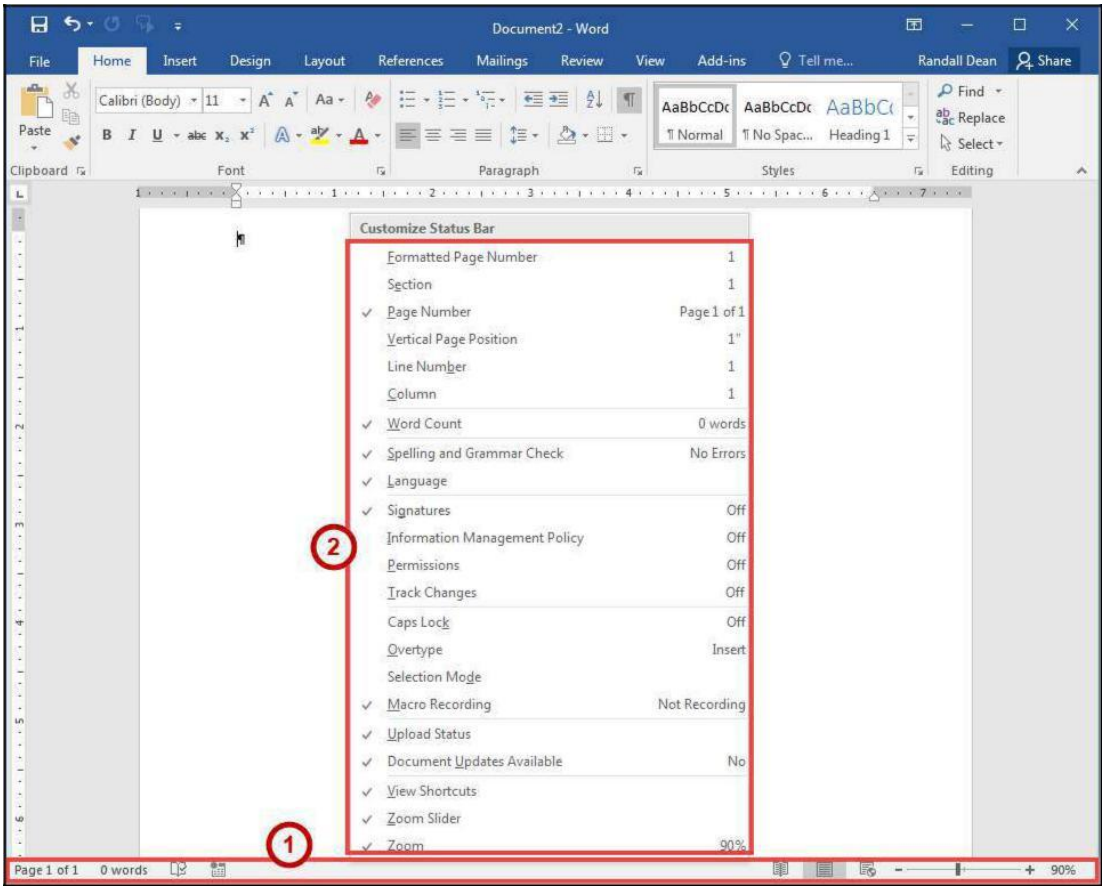


Figure 23 - Customize Status Bar

Creating a New Document

The following shows how to create a *Blank Document* in Word:

1. Click the **File** tab.

Figure 24 - File Tab (Backstage View)

2. In the *Backstage View*, click **New** (See Figure 25).
3. Click **Blank Document** (See Figure 25).

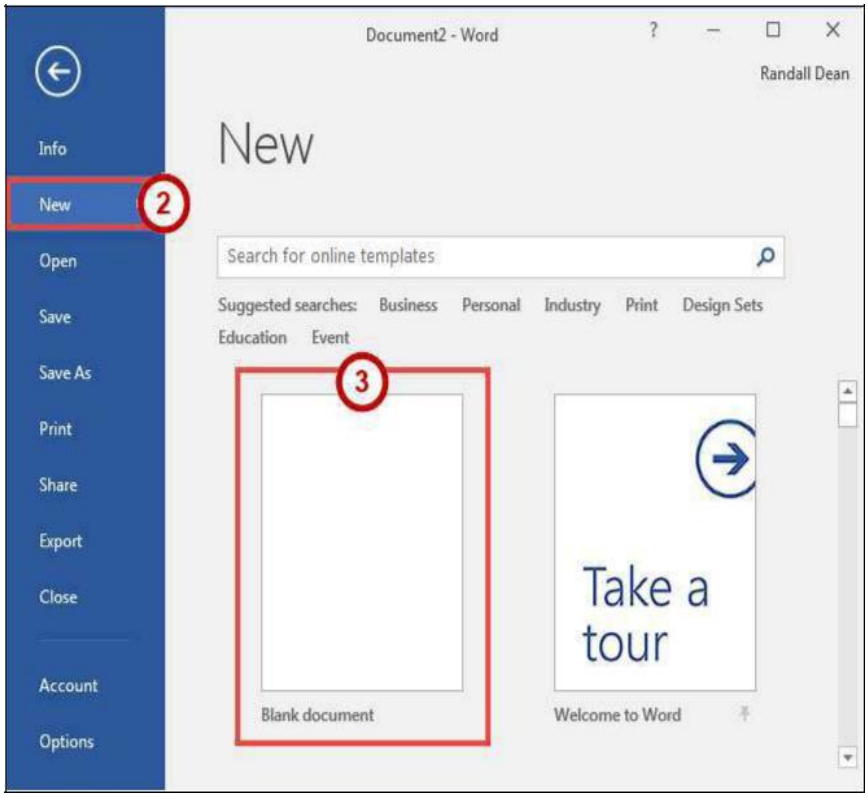


Figure 25 - Blank Document

Setting up Your Document

When you begin creating a new Word document, there are certain aspects of the document that you should consider, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later on.

Setting Margins

Page margins, the blank space around the edges of the page, can contribute to the impression your document makes, and even how easy it is to read. A few clicks set the margins for a page or an entire document. The following instructions explain how to change the margin settings:

1. Click the **Layout** tab (See Figure 26).
2. Click the **Margins** button (See Figure 26).
3. Click one of the **present margin options** (See Figure 26).

Note: Clicking on **Custom Margins** at the bottom of the *Margin* options will open the *Page Setup* window and allow you to enter the specific margin values that you want.

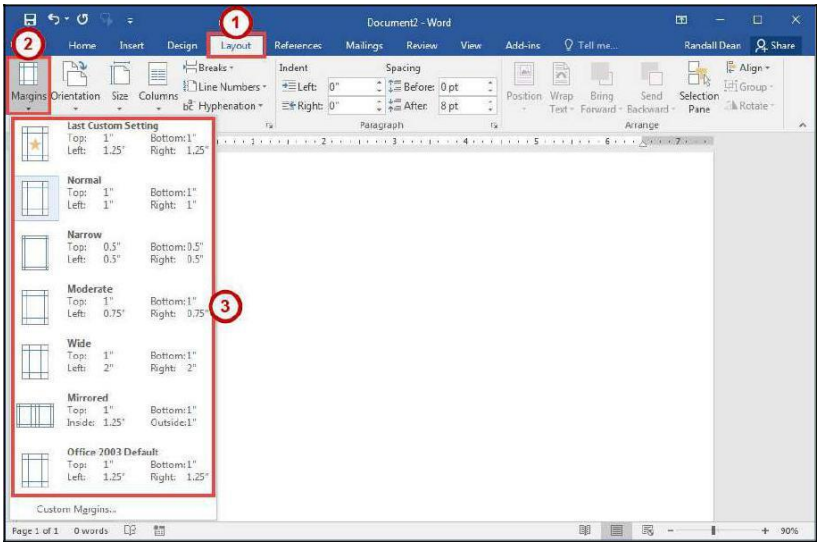


Figure 26 - Margins

Setting the Default Font

You can change the default font options so your favourite font is always selected in Word. The following explains how to change the default font options:

1. Click the **Home** tab (See Figure 27).
2. In the *Font* group, click the **Font Dialog Box Launcher** (See Figure 27).

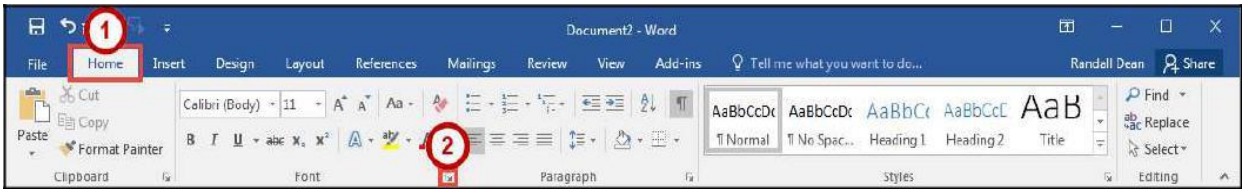


Figure 27 - Font Dialog Box Launcher

3. In the *Font* dialog box, you can change the *Font, Font style, Size, Font color, Underline style,* and *Effects* (See Figure 28).
4. Click **Set As Default** (See Figure 28).

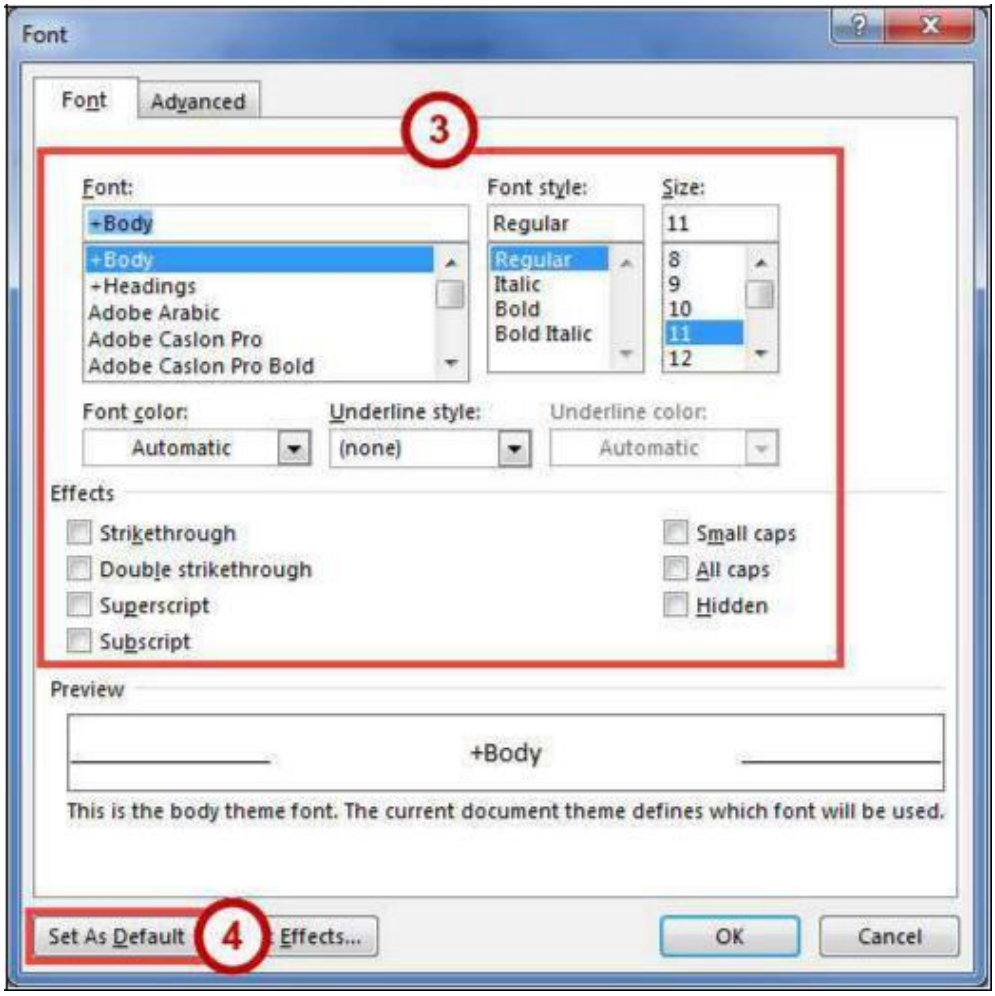


Figure 28 - Font Dialog Box

5. In the *Set as Default* dialog box, make a **selection** based on your preference (See Figure 29).
6. Click the **OK** button (See Figure 29).

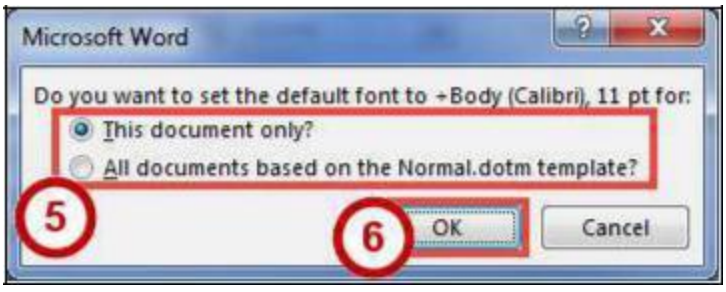


Figure 29 - Set as Default Dialog Box for Font

Setting Default Paragraph Alignment

You can change the default paragraph alignment options so is always spaced how you want it to be in Word. Alignment, indentation, and line spacing are all set from the Paragraph dialog box. The following explains how to change the default paragraph options:

1. Click the **Home** tab (See Figure 30).
2. In the *Paragraph* group, click the **Paragraph Dialog Box Launcher** (See Figure 30).

Figure 30 - Paragraph Dialog Box Launcher

3. In the *Paragraph* dialog box, you can change the *Alignment, Outline level, Indentation,* and *Spacing* (See Figure 31).
4. Click **Set As Default** (See Figure 31).

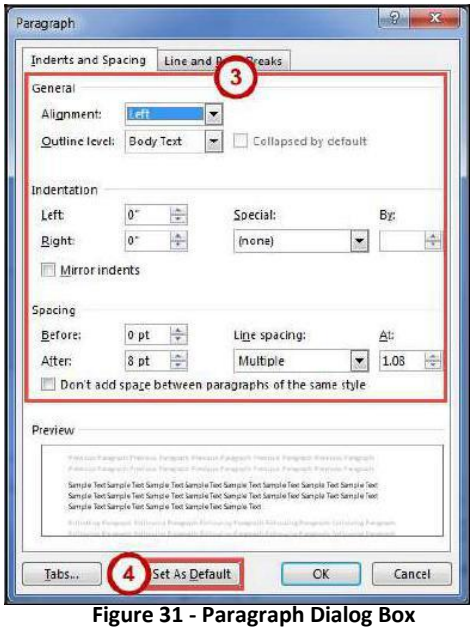


Figure 31 - Paragraph Dialog Box

5. In the *Set As Default* dialog box, make a **selection** based on your preference (See Figure 32).
6. Click the **OK** button (See Figure 32).

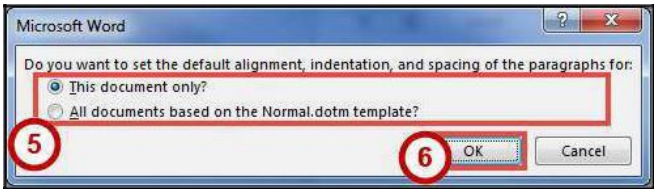


Figure 32 - Set as Default Dialog Box for Paragraph

Adding Styles

The *Styles Gallery* is a combination of text formatting options which are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. Styles can also help with navigating your document, and marking sections for later use in a table of contents.

The choices in the *Styles Gallery* incorporate a feature called *Live Preview*. When you hover your mouse over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Add a Style to Your Document

1. Select the **text** you wish to add a style to (See Figure 33).
2. Click the **Home** tab (See Figure 33).
3. Click one of the **preset styles** (See Figure 33).

Note: Only the most recently used *Styles* in the *Styles Gallery* are displayed on the ribbon. The entire *Styles Gallery* can be displayed by clicking the more button at the right of the displayed *Styles*.

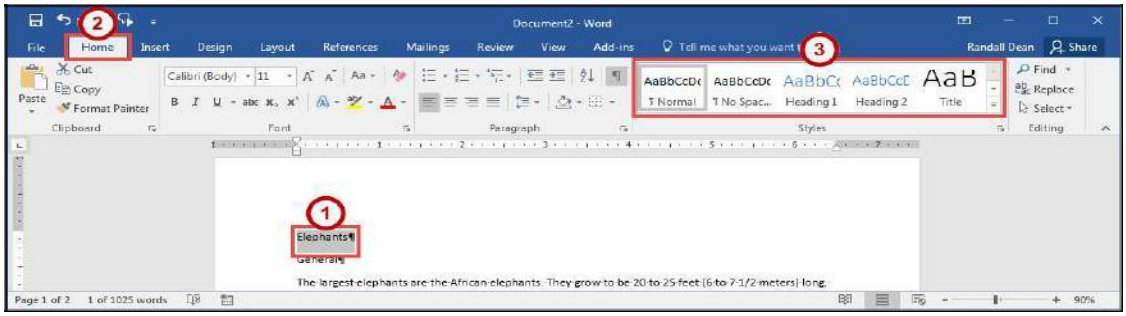


Figure 33 - Styles

4. The style will be added to your selected text.

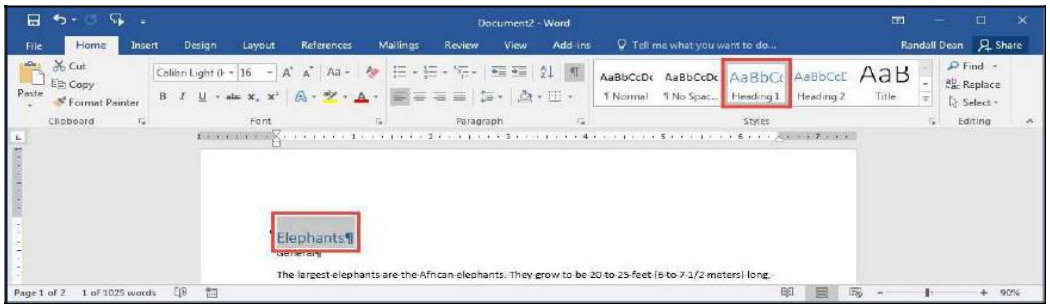


Figure 34 - Style Added

Adding Themes

A *Theme* is a set of formatting options that is applied to an entire document. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

Themes can be accessed from the *Design* tab. From here you can select a theme from the *Document Formatting* group, as well as customize the colors, fonts, and effects of a theme. The default theme that is applied to every new document is the *Office Theme*. The following shows how to apply a different theme to a document:

1. Click the **Design** tab (See Figure 35).
2. Click the **Themes** button (See Figure 35).
3. Click the **Theme** to apply it to your document (See Figure 35).

Note: Hover the mouse over the selections in the *Themes Gallery* to preview how each *theme* will look when applied to your document.

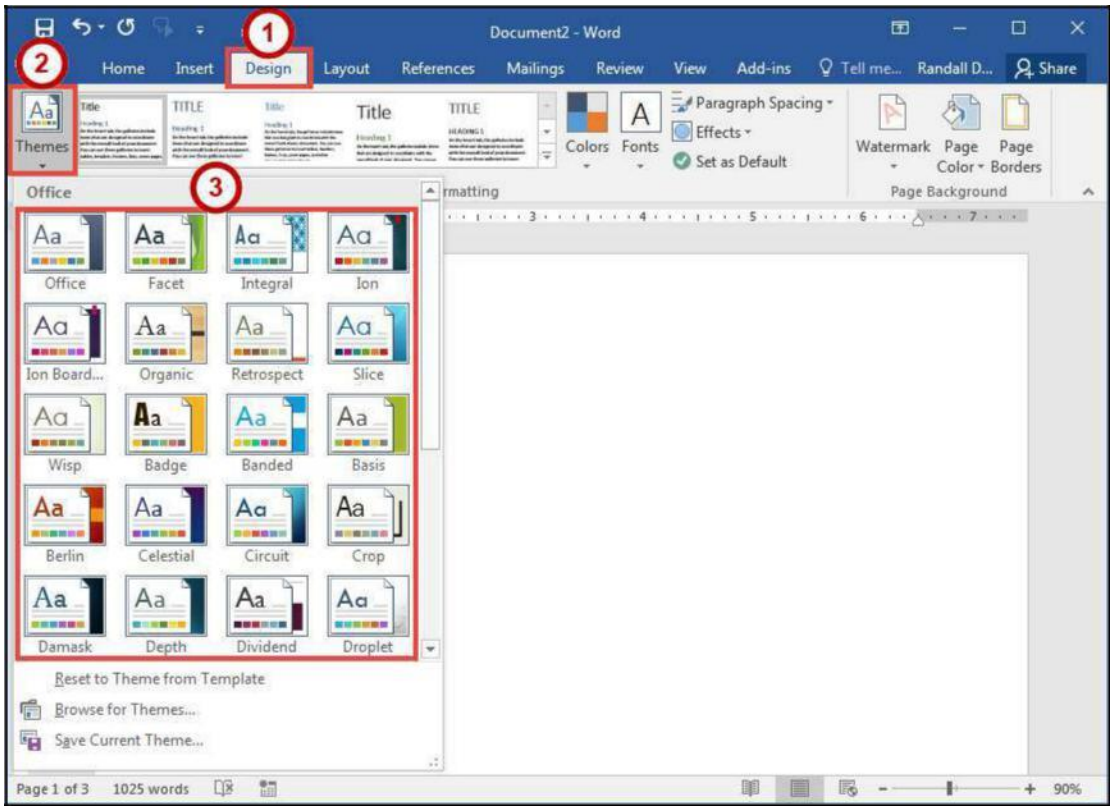


Figure 35 - Themes

Editing a Document

Entering Text

Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

Formatting Text

Character and paragraph formatting commands are found on the Home tab of the Ribbon. To apply any of the formatting options, first select the text and then click the button or check box for the option(s) that you want to apply.

Character Formatting

Character formatting involves changing the font, size, color, and spacing of characters, as well as applying bold, italics, and various other effects. Commonly used commands are found in the *Font group*, under the *Home* tab, while more commands can be found in the *Font Dialog Box*. The *Font Dialog Box* can be accessed by clicking the **Font Dialog Box Launcher**.

Figure 36 - Font Dialog Box Launcher

Paragraph Formatting

Paragraph formatting involves changing the alignment, line spacing, or indentations of paragraphs. Commonly used commands are located in the *Paragraph group*, under the *Home* tab, while more commands can be found in the *Paragraph Dialog Box.* The *Paragraph Dialog Box* can be accessed by clicking the **Paragraph Dialog Box Launcher**.

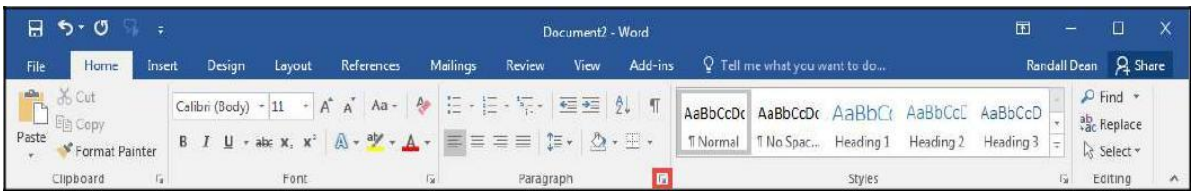


Figure 37 - Paragraph Dialog Box Launcher

Enabling the Ruler

Word has a ruler that fits along the top and left side of your document and provides a point of reference when aligning text and images within your document. The following explains how to enable the ruler:

1. Click the **View** tab (See Figure 38).
2. Click the **checkbox** next to *Ruler* (See Figure 38).
3. The ruler will appear along the top and left side of your document (See Figure 38).

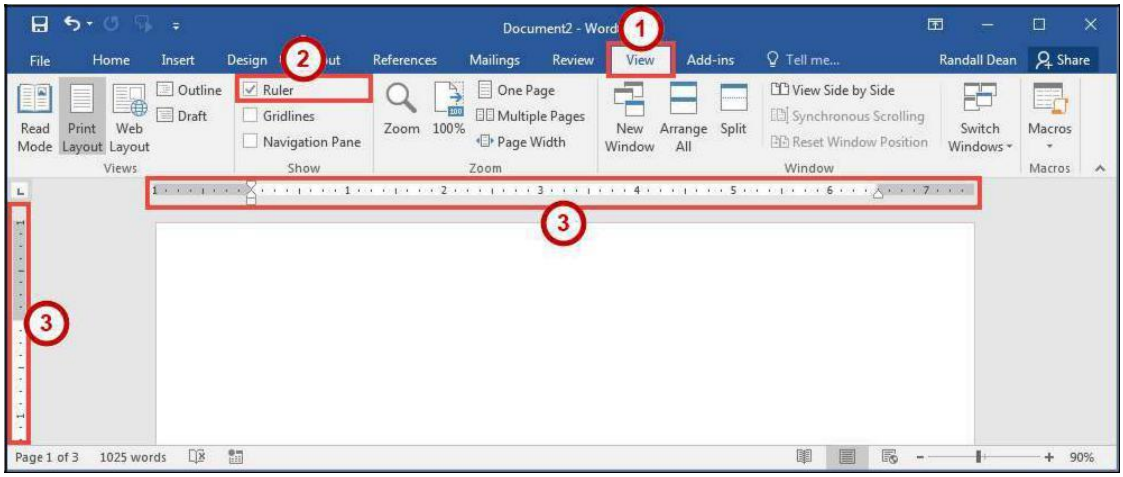


Figure 38 - Ruler

Setting Tab Stops

Tab stops provide a position for placing and aligning text on your document, and are most easily set from the Ruler (See Enabling the Ruler). The following explains how to insert a tab stop:

1. Click within the paragraph or text that you want to insert your *tab stop*.
2. Position your mouse pointer over the *Ruler* at the location you want to add the *tab stop*.
3. Left-click the **mouse button**. A *tab stop* will be placed on the ruler.

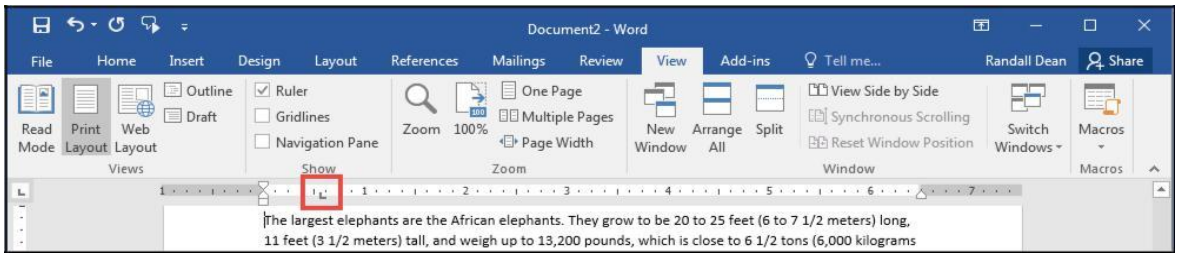


Figure 39 - Tab Stop

Adding a Leader to Tab Stops

After adding a *tab stop* (See Setting Tab Stops), a leader can be added to make text easier to read. For example, on a menu the leaders make it easier to read the food and the corresponding price. The following explains how to add *leaders* to your *tab stops*:

1. Double-click on the **tab stop** in your *Ruler*.

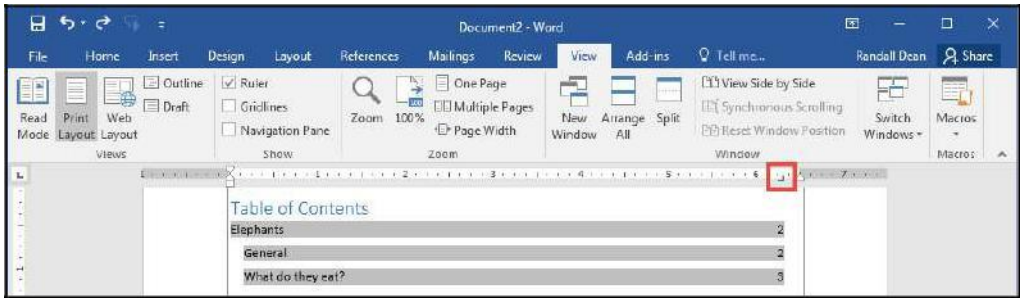


Figure 40 - Tab Stop

2. In the *Tabs* dialog box, click on one of the **Leader** options (See Figure 41).
3. Click the **OK** button (See Figure 41).

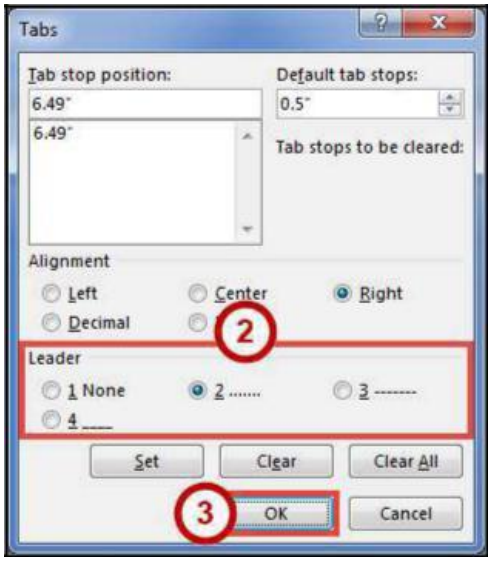


Figure 41 - Tabs Dialog Box

4. The *leader* will appear when you tab to the *tab stop*.

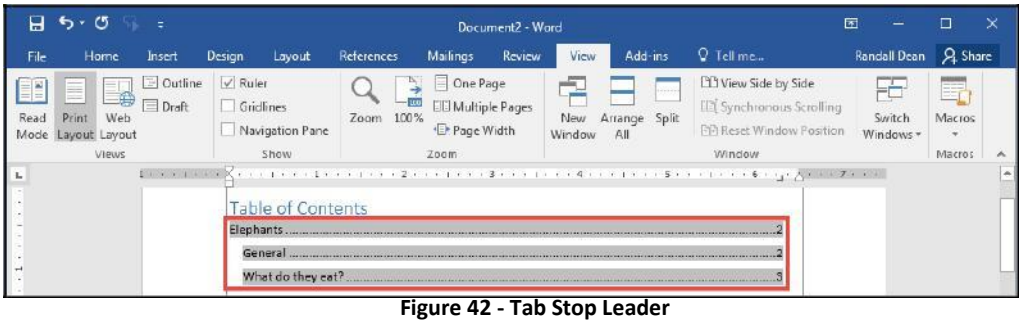


Figure 42 - Tab Stop Leader

Selecting Different Tab Stops

At the far left of the horizontal ruler is the tab selector that lets you choose from different types of tab stops. The most commonly used tab stop is a Left Tab and more can be selected by clicking the **tab selector**.

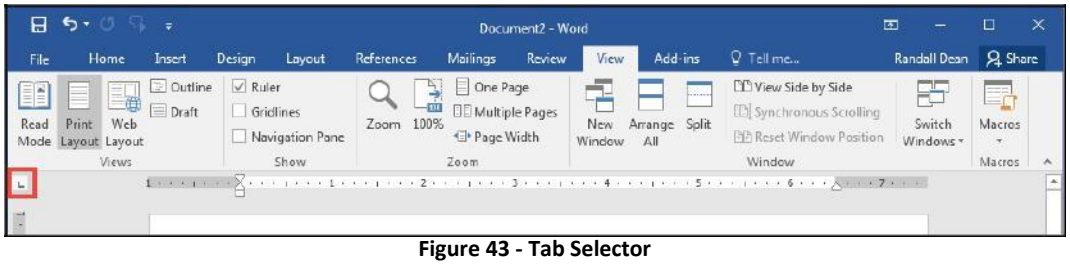


Figure 43 - Tab Selector

The following is an explanation of the *tab stops* available:

- **Left Tab** - Left aligns text to the left of the tab stop.
- **Center Tab** - Centers the text on the tab stop.
- **Right Tab** - Right aligns the text to the right of the tab stop.
- **Decimal Tab** - Aligns decimal numbers by their decimal point.
- **Bar Tab** - Draws a vertical line on the document.
- **First Line Indent** -
  Inserts the indent marker on the ruler and indents the first line of text in a paragraph.
- **Hanging Indent** -
  Inserts the hanging indent marker and indents all lines other than the first line.

Headers and Footers

Headers and footers are areas containing text that will be displayed on every page. The header is located along the top of every page, while the footer is located at the bottom of every page. The following explains how to add a header to a document:

1. Click the **Insert** tab (See Figure 44).
2. Click **Header** (See Figure 44).
3. In the *Header Gallery* drop-down menu, click on a **header design** (See Figure 44).

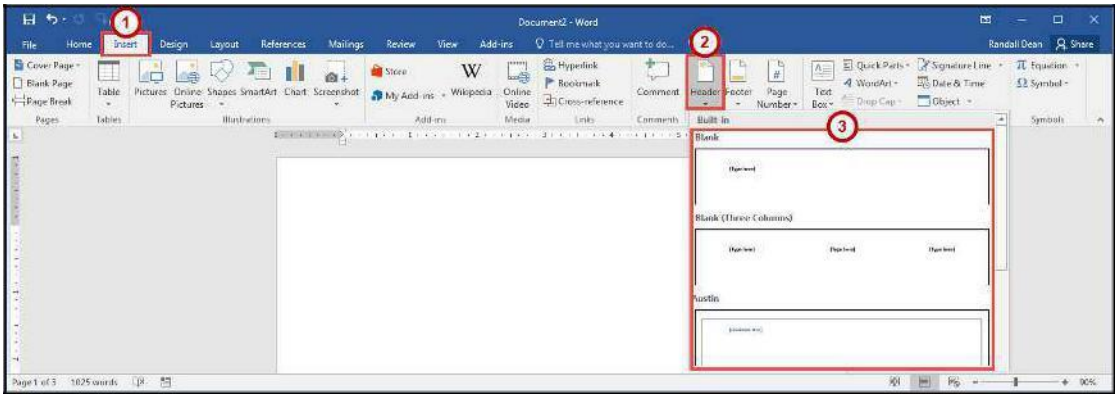


Figure 44 - Header

4. To edit the header, **type** the text that you want to appear in the indicated areas (See Figure 45).
5. When you are finished, click **Close Header and Footer** in the *Header & Footer Design Tools - Design* tab (See Figure 45).

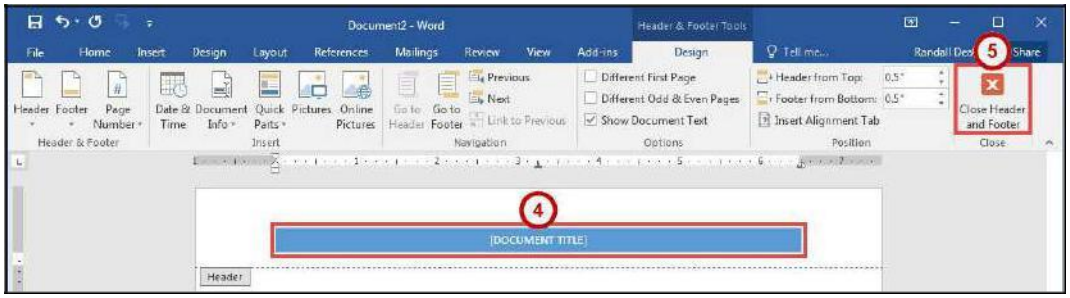


Figure 45 - Close Header and Footer

Editing Headers & Footers

1. Click the **Insert** tab (See Figure 46).
2. Click **Header** (See Figure 46).
3. In the *Header Gallery* drop-down menu, click **Edit Header** (See Figure 46).
4. The *Header & Footer Tools - Design* tab will open. You will be able to make your edits to the *header* and/or *footer*.

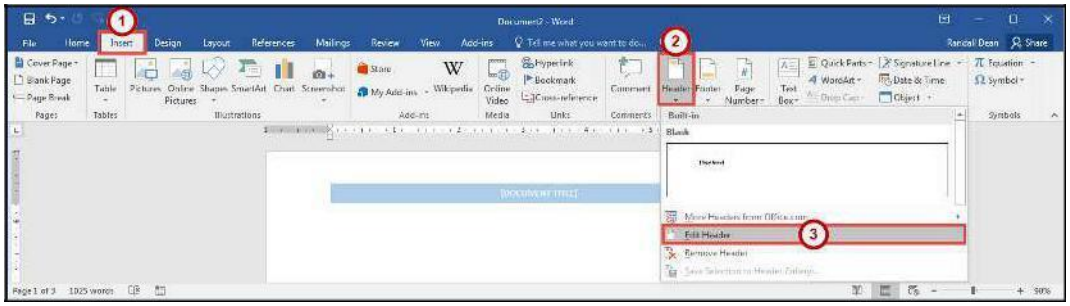


Figure 46 - Edit Header

Removing Headers & Footers

1. Click the **Insert** tab (See Figure 47).
2. Click **Header** (See Figure 47).
3. In the *Header Gallery* drop-down menu, click **Remove Header** (See Figure 47).

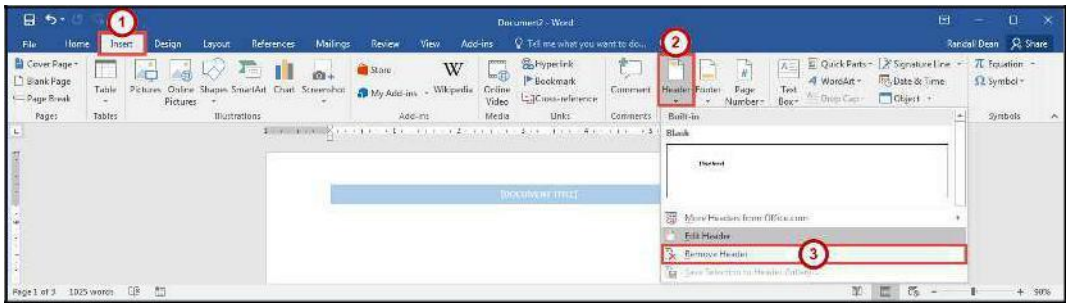


Figure 47 - Remove Header

Adding Page Numbers to Your Document

1. Click the **Insert** tab (See Figure 48).
2. Click **Page Number** (See Figure 48).
3. In the *Page Number* drop-down menu, click **Bottom of Page** (See Figure 48).
4. In the *Bottom of Page* drop-down menu, click on a **page number design** (See Figure 48).

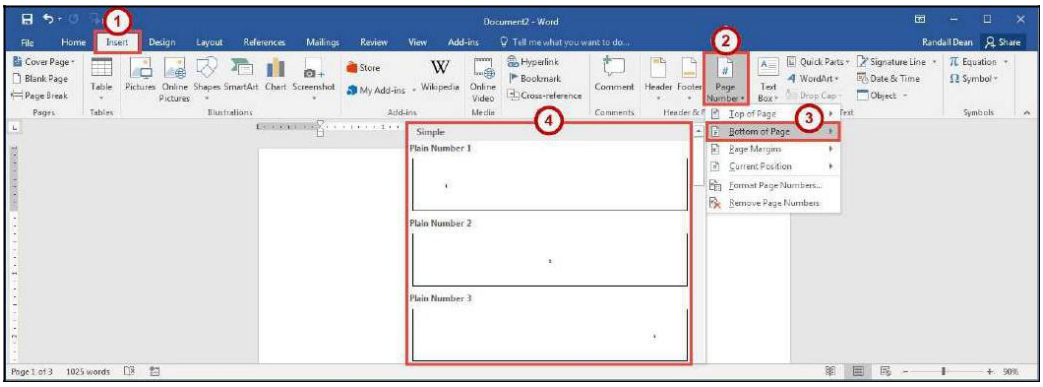


Figure 48 - Adding Page Numbers to Your Document

Cut, Copy, and Paste Text

To remove text from one place in the document and put it in another you *cut and paste* the text. You can also *copy and paste* text if you want to add copies of your selection elsewhere in your document.

The Cut, Copy, and Paste commands, along with the Format Painter, are located in the *Clipboard* group on the *Home* tab.

Cutting and Pasting Text

1. **Select** the text to be cut.
2. Click the **Home** tab (See Figure 49).
3. Click the **Cut** button (See Figure 49).

Figure 49 - Cut Tool

4. Click within the document where you want to paste the text.
5. Click the **Paste** button.

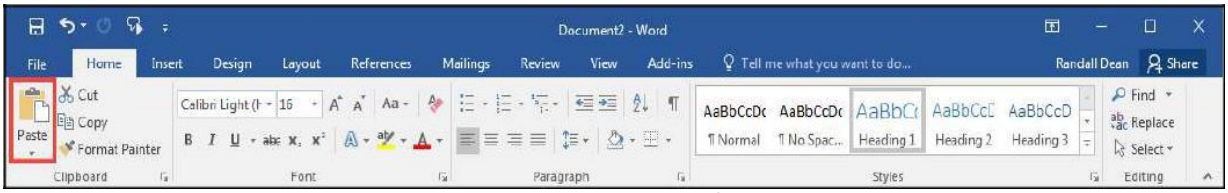


Figure 50 - Paste Tool

6. Your text will be reinserted into the location you specified within your document.

Note: You can move text from one place to another by selecting the text and then clicking and dragging the text to the new location.

Copying and Pasting Text

1. **Select** the text to be copied.
2. Click the **Home** tab (See Figure 51).
3. Click the **Copy** button (See Figure 51).

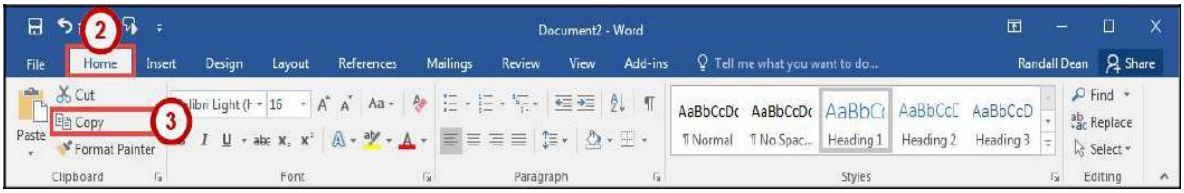


Figure 51 - Copy Tool

4. Click within the document where you want to paste the text.
5. Click the **Paste** button.

Figure 52 - Paste Tool

6. Your text will be reinserted into the location you specified within your document.

Navigating the Document

By using the *Find* and *Go To* features, you can search for key words in your document, or move to a specific page, section, comment, etc. If the heading styles have been added to your document, you can also use the *Navigation Pane* to move to sections of your document.

Using Find

The *Find* feature is useful for finding one or all instances of a specific word, as well as replacing the word with another.

1. Click the **Home** tab (See Figure 53).
2. Click the **Find** tool (See Figure 53).
3. The *Navigation Pane* will open to the left of the document. In the *search document* field, **type** the word you wish to search for (See Figure 53).
4. As you type your word in the search bar, your results will auto populate below. Click on one of the **search results** to jump to that word in your document (See Figure 53).

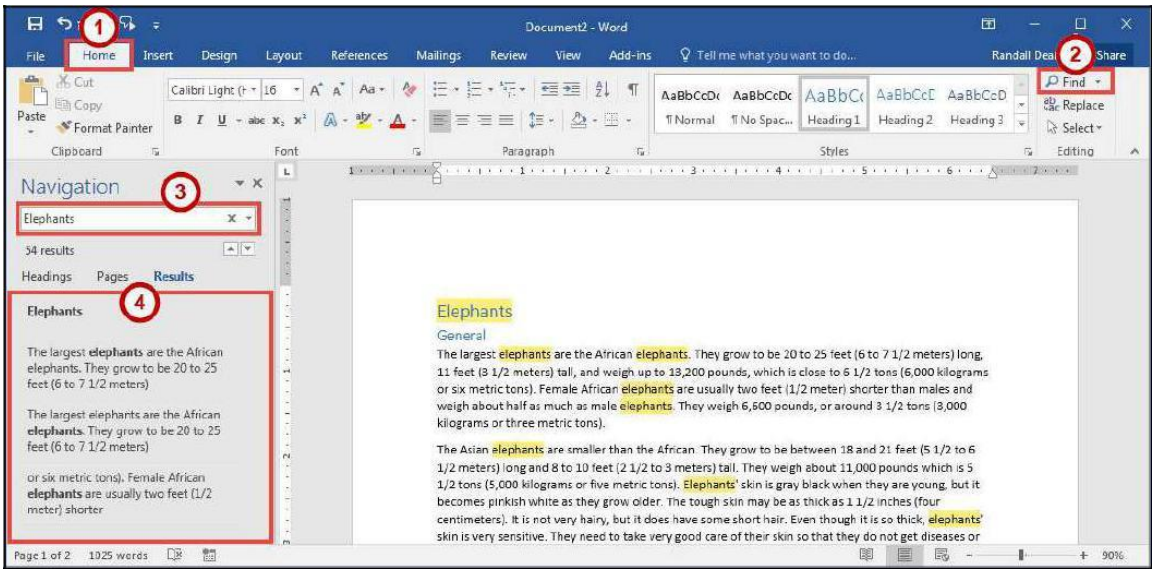


Figure 53 - Find Tool

Using Go To

The *Go To* feature is helpful for moving to a specific page, section, comment, etc. within your document.

1. Click the **Home** tab (See Figure 54).
2. Click the **drop-down arrow** next to the *Find* tool (See Figure 54).
3. In the drop-down menu, click the **Go To** tool (See Figure 54).

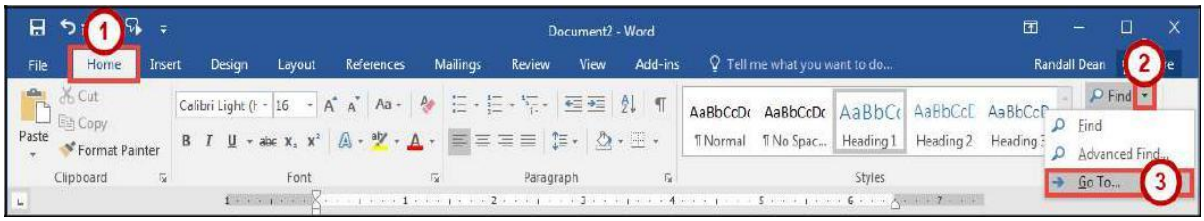


Figure 54 - Go To Tool

4. In the *Find and Replace* dialog box, make a **selection** under *Go to what* (See Figure 55).
5. Type your **search parameters** in the *search field* (See Figure 55).
6. Click the **Go To** button (See Figure 55).

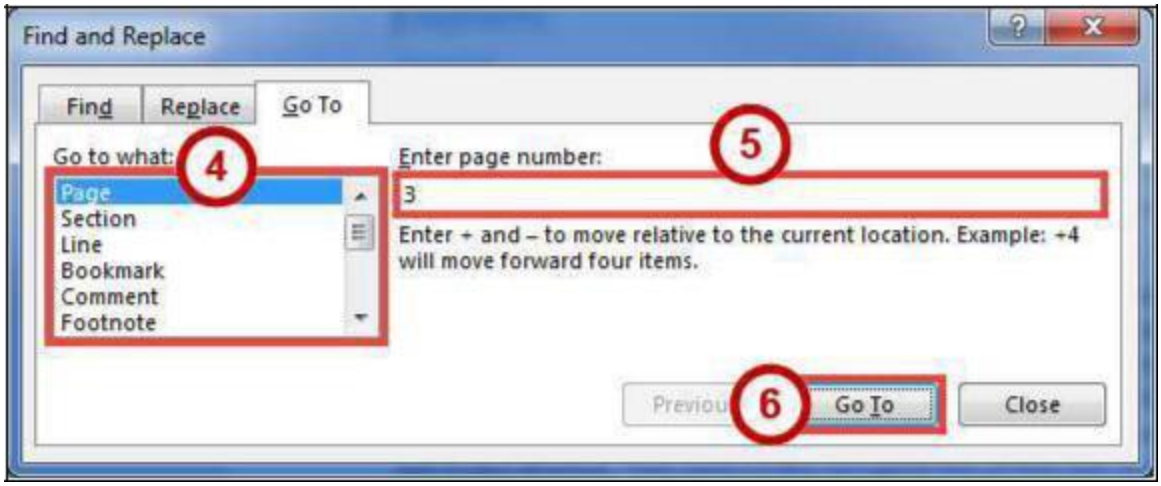


Figure 55 - Go To Search

Navigation Pane

The *Navigation Pane* provides an easy way to move throughout your document, without having to scroll. You can navigate quickly to areas of your document that have headings, or move to other pages. You can also use the *Results* tab to find text within your document. The following explains how to enable the *Navigation Pane*:

1. Click the **View** tab (See Figure 56).
2. Click the **checkbox** next to *Navigation Pane* (See Figure 56).
3. The *Navigation Pane* will display to the left of your document (See Figure 56).

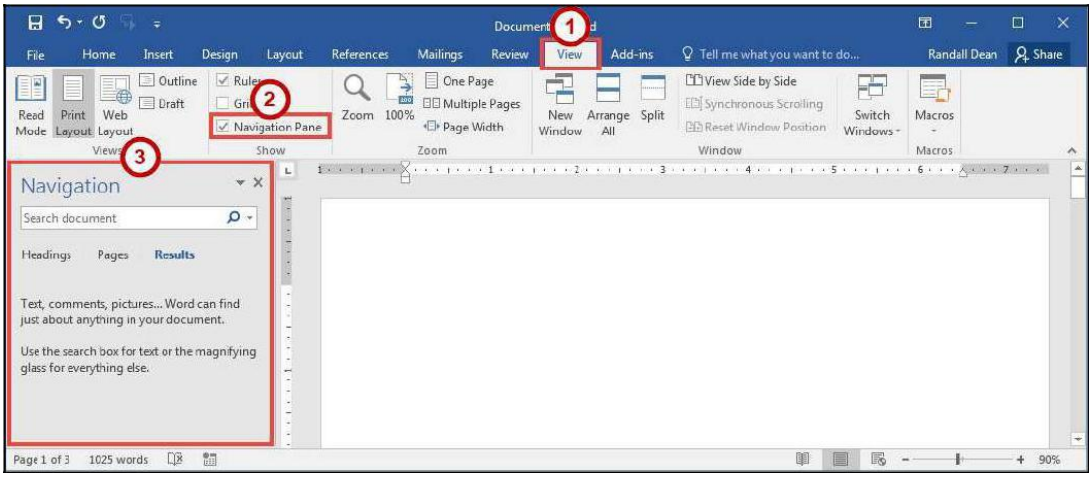


Figure 56 - Navigation Pane

Proofing and AutoCorrect Options

Word is configured to check your spelling and grammar as you type. As a result, you may notice that certain markings appear on the page as you type. These markings indicate possible mistakes that Word has identified in your document.

A jagged red line underneath a word indicates a spelling error (or an unrecognized word), while a jagged blue line indicates a grammatical error.

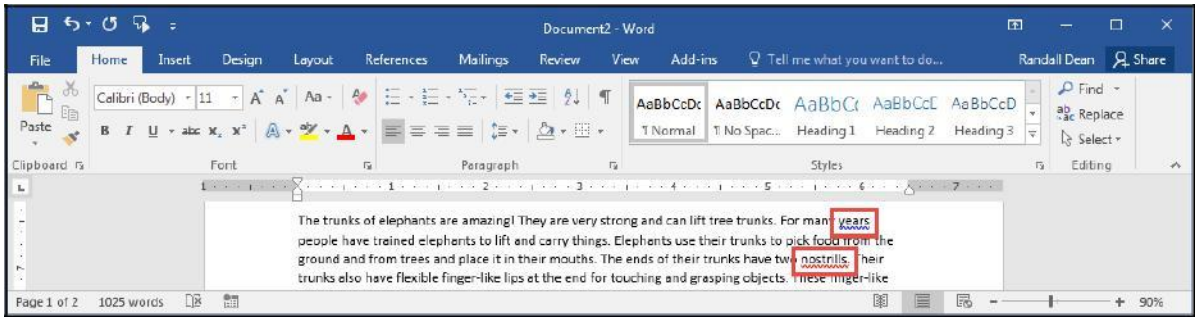


Figure 57 - Proofing Results

AutoCorrect Options

Word will automatically correct misspelled words that are contained in the AutoCorrect list (e.g. typing **"the"** will automatically be changed to "the")**.** The following explains how to customize the AutoCorrect options:

1. Click the **File** tab.
2. In the B*ackstage View, c*lick **Options**.
3. In the *Word Options* dialog box, click **Proofing** (See Figure 58)**.**
4. In the *AutoCorrect options* section, click the **AutoCorrect Options** button (See Figure 58).

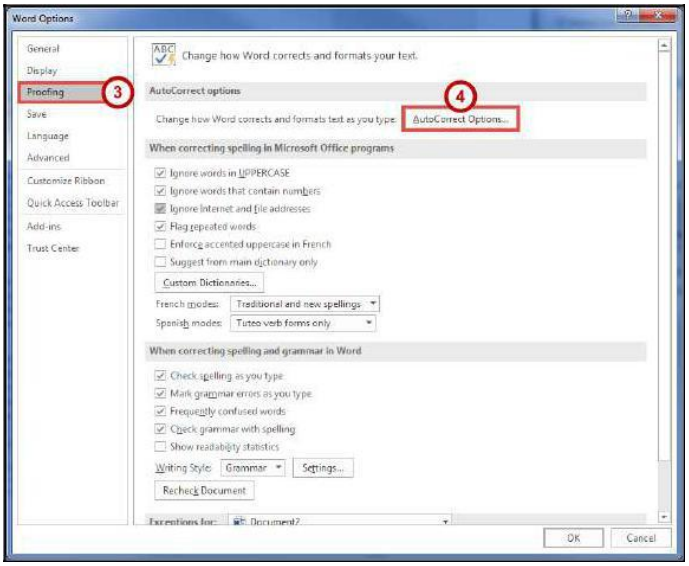


Figure 58 - AutoCorrect Options

5. From the *AutoCorrect Options* dialog box you can change the following actions:
    a. To disable any of the default options, click the **check box** next to the option (See Figure 59).
    b. To add your own *Replace text as you type* entry (See Figure 59):
        i. Type the **word** that you want to correct in the *Replace* box (See Figure 59).
        ii. Type the **word** with which you wish to replace it in the *With* box (See Figure 59).
        iii. Click the **Add** button (See Figure 59).
    c. Click the **OK** button (See Figure 59).
6. In the *Word Options* dialog box, click the **OK** button.

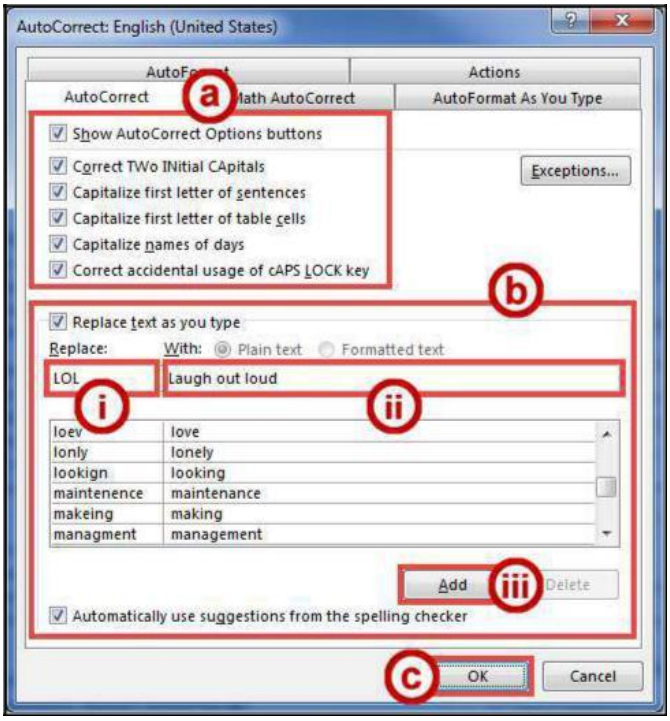


Figure 59 - AutoCorrect Dialog Box

Spelling & Grammar Check

Word automatically checks for spelling and grammar mistakes as you type. However, it's a good idea to run the *Spelling & Grammar* tool as the final step when finishing your document. When run, the *Spelling & Grammar* tool will check your entire document for spelling & grammar errors, and allow you to insert the corrections. The following explains how to run the *Spelling & Grammar* tool:

1. Click the **Review** tab (See Figure 60).
2. Click **Spelling & Grammar** (See Figure 60).

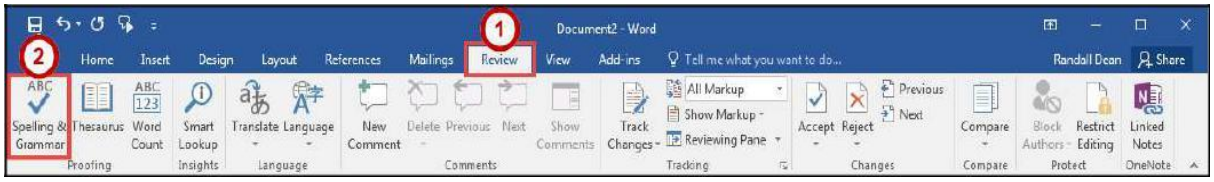


Figure 60 - Spelling & Grammar Tool

3. The *Spelling & Grammar* checker will open to the right side of the document.
4. From the *Spelling & Grammar* tool you can choose the following options:
   a. **Ignore** - Ignore the currently selected misspelled word (See Figure 61).
   b. **Ignore All** - Ignore the currently selected misspelled word and all instances of the misspelled word in the document (See Figure 61).
   c. **Add** - Add the selected misspelled word to the dictionary so it will not be identified as a mistake (See Figure 61).
   d. **Suggested Word List** - A list of suggested words for the misspelled word (See Figure 61).
   e. **Change** - Apply the currently selected suggestion to the misspelled word (See Figure 61).
   f. **Change All** - Apply the currently selected suggestion to all instances of the misspelled word in the document (See Figure 61).

Note: The *Spelling & Grammar* tool will continue to check your document for any misspelled words, or grammar errors. The *Spelling and Grammar* check will notify you when it has completed checking your document.

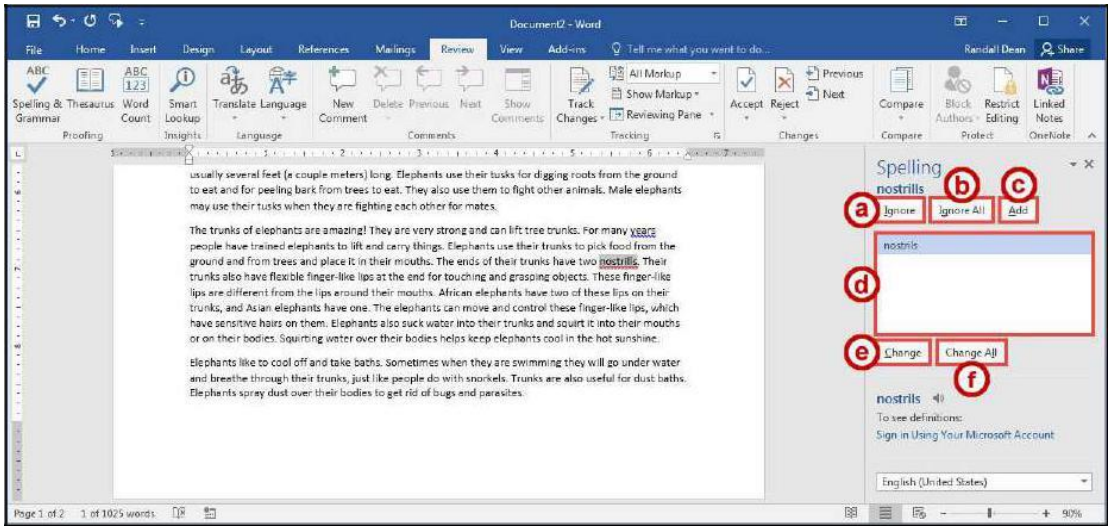


Figure 61 - Spelling Results

Thesaurus

The *Thesaurus* tool can help you find synonyms for words, and insert the new word into your document.

1. Select a **word** in your document that you wish to find a synonym for.
2. Click the **Review** tab (See Figure 62).
3. Click **Thesaurus** (See Figure 62).

Figure 62 - Thesaurus Tool

4. The *Thesaurus* tool will open to the right side of the document, with a list of synonyms for your selected word (See Figure 63).
5. Hover over the word you wish to insert, and click the **drop-down** arrow (See Figure 63).
6. In the *drop-down* menu, click **Insert** (See Figure 63).

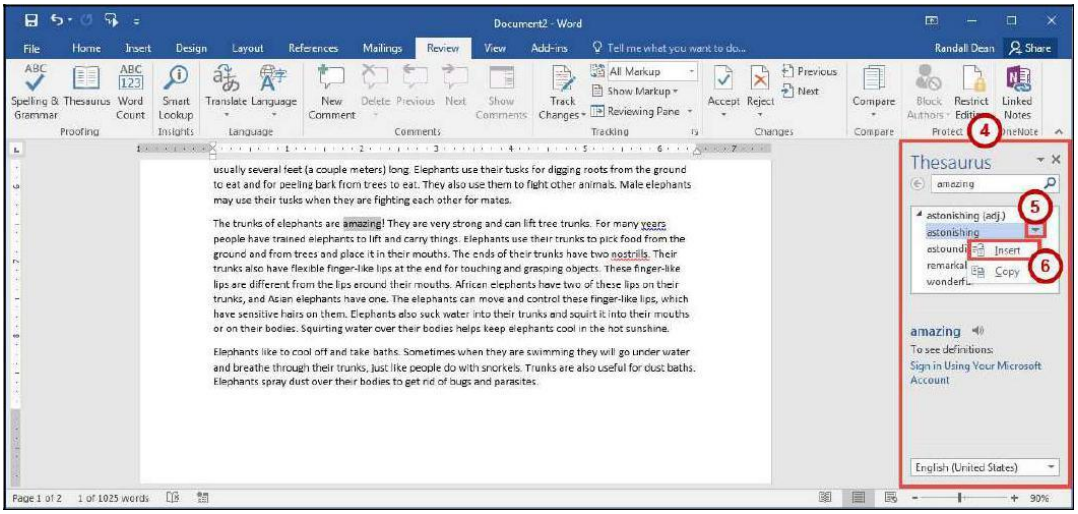


Figure 63 - Thesaurus Results

7. The chosen word from the *Thesaurus* will replace the selected word in your document.

Saving a Document

Saving your document will create a file that will allow you to access the document at a later time for editing. You can also save your work to share the file with others. The following explains how to save your document in the Word format to your Desktop:

1. Click the **File** tab.

Figure 64 - File Tab (Backstage View)

2. In the B*ackstage View*, click **Save As** (See Figure 65).
3. Click **This PC** (See Figure 65).
4. Click **Desktop** (See Figure 65).

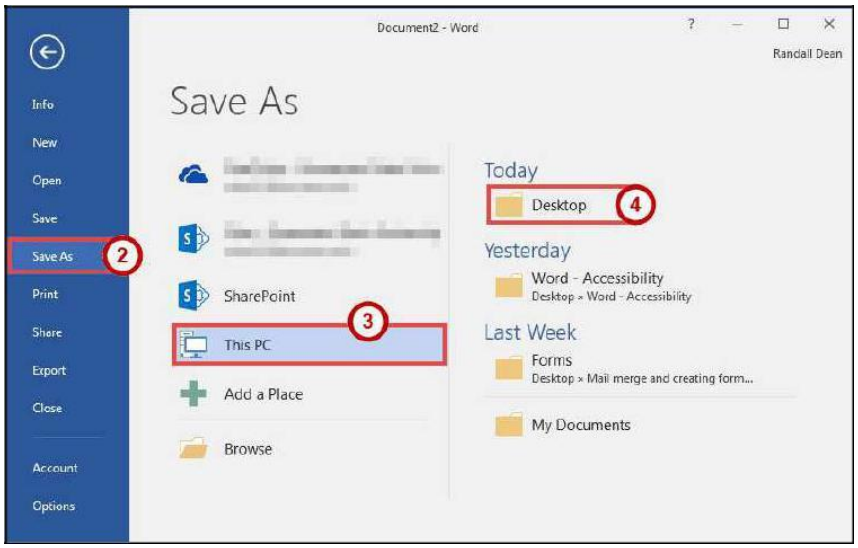


Figure 65 - Backstage View

5. In the *Save As* dialog box, type a **File name** for your document (See Figure 66).

Note: Make sure *Save as type* is *Word Document (*.docx)*. This will save the document as a Word 2016 document.

6. Click the **Save** button (See Figure 66).

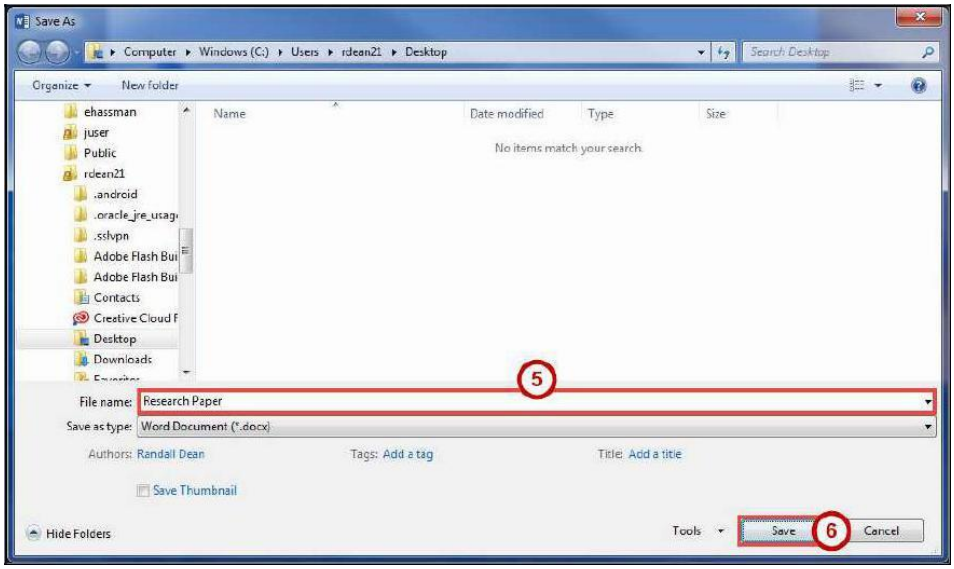


Figure 66 - Save As Dialog Box

Compatibility Mode

When opening a document created in a previous version of Word, Word 2016 will begin operating in *Compatibility Mode*. At the top of the window, the words *[Compatibility Mode]* will be displayed next to the name of the document.

Compatibility Mode means that some of the newer features of Word 2016 will not be available to you because the document was created with an earlier version of Word. If you save the document as a Word 2016 document, you will exit *Compatibility Mode* and all of the new features will be available to you. The following explains how to save a document so that you can exit *Compatibility Mode*:

1. Click the **File** tab.

Figure 67 - File Tab (Backstage View)

2. In the B*ackstage View*, click **Info** (See Figure 68).

3. Click **Convert** (See Figure 68).

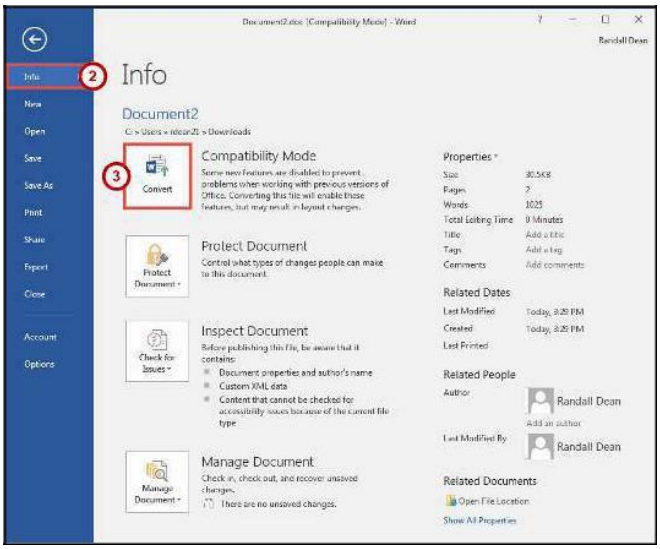


Figure 68 - Convert

4. In the *confirm your conversion* dialog box, click the **OK** button.

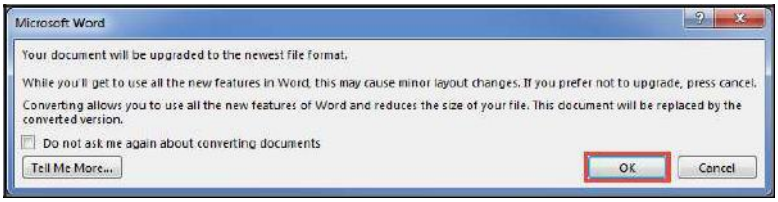


Figure 69 - Confirm Your Conversion

5. The document will be converted to a Word 2016 document. The *[Compatibility Mode]* label will be removed from the document's title.

Printing a Document

If your computer is connected to a printer, you will be able to print your document to share a hard copy with others.

1. Click the **File** tab.

Figure 70 - File Tab (Backstage View)

2. In the B*ackstage View*, click **Print** (See Figure 71).
3. From *Print* you can choose the following options:
   a. **Copies** - Set the number of copies you want to print (See Figure 71).

b. Printer - Select a printer (See Figure 71).

Note: Your list of available printers will be determined by the printers you have installed on your computer.

c. Settings - Configure how and what you want to print (See Figure 71).

4. Click the **Print** button (See Figure 71).

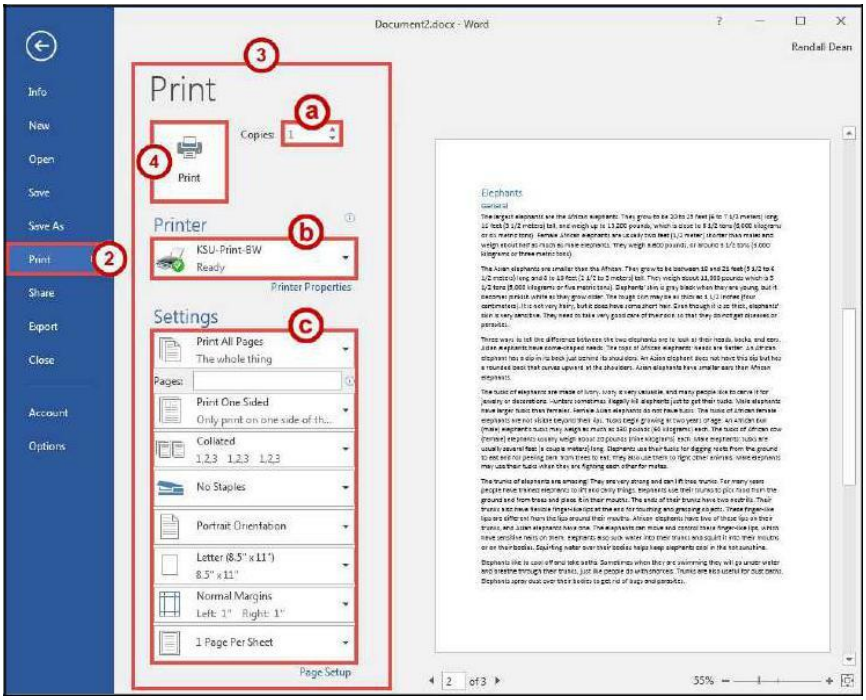


Figure 71 - Print

Microsoft Office

Word 2016 for Windows

FORMATTING YOUR DOCUMENT

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text.
- Create and modify tables.
- Insert section breaks in a document.
- Format the document text as columns.

Using Styles

A Style is a predefined combination of font style, color, and size that you can use to format the text in your document. Using styles can help you create documents that have a more professional, and consistent, appearance. Some styles (like the built-in heading styles) can be used to easily navigate your document, or insert a table of contents.

You can use the styles available in Word, modify them, or create your own style and save it to use every time you need it.

Applying a Style

1. Select the **text** that you want to format.
2. Click the **Home** tab (See Figure 1).
3. In the *Home* tab, scroll through the styles with the **up and down arrows** (See Figure 1).
4. Click the desired **style** to apply (See Figure 1).

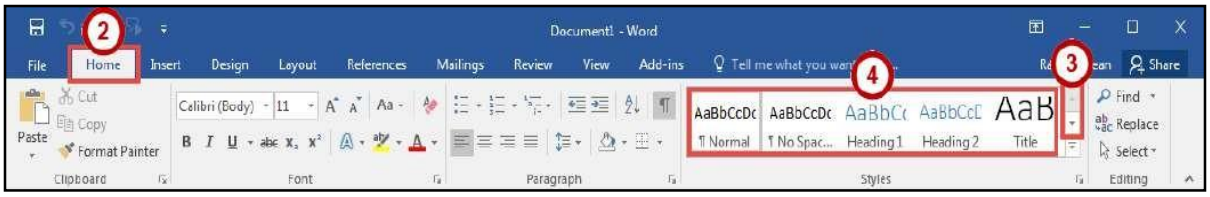


Figure 1 - Styles on Ribbon

Note: You can also access your styles from the *Mini Toolbar*. After selecting your text, the *Mini Toolbar* will appear. Click the **Styles** button on the right.

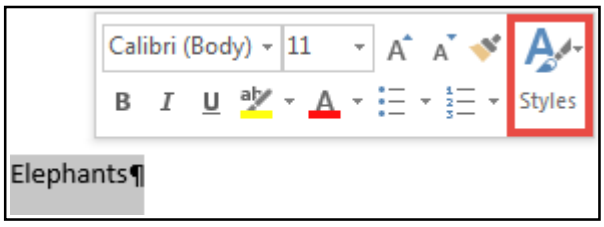


Figure 2 - Styles on Mini Toolbar

Modifying a Style Using the Ribbon

An easy way to modify your styles is to apply any formatting changes to your selected text, then to apply the change to a preset style. The following explains how to modify a style using the ribbon:

1. Select the **text** that you want to format.
2. Format the selected text with the new attributes that you want (e.g. Bold, 10pt, Times New Roman font, and Red lettering).
3. Click the **Home** tab (See Figure 3).
4. On the *Home* tab, right-click the **style** you wish to modify (See Figure 3).
5. In the drop-down menu, click **Update (Style to modify) to Match Selection** (See Figure 3).
6. Your style will be updated to match your selection.

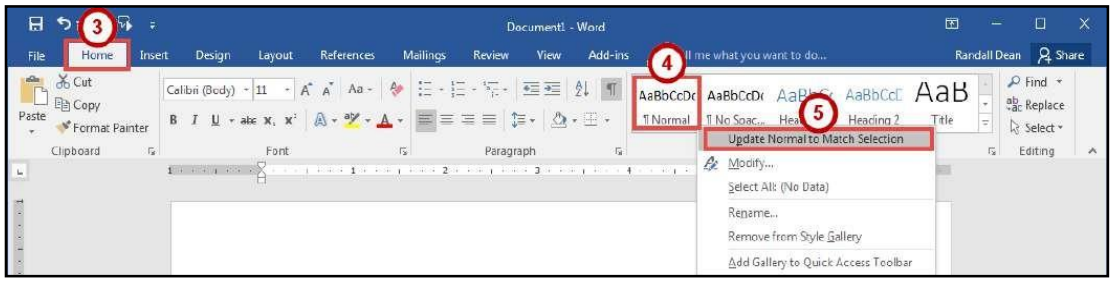


Figure 3 - Update Style to Match Selection

Modifying a Style Using the Styles Dialog Box

1. Click the **Home** tab (See Figure 4).
2. On the *Home* tab, right-click the **style** you wish to modify (See Figure 4).
3. In the drop-down menu, click **Modify** (See Figure 4).

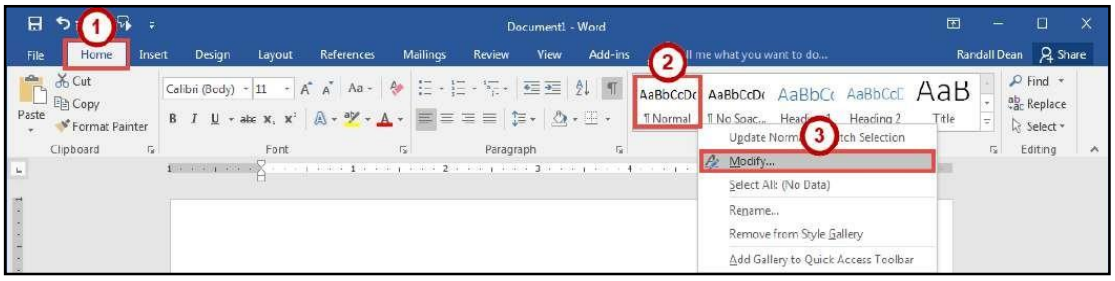
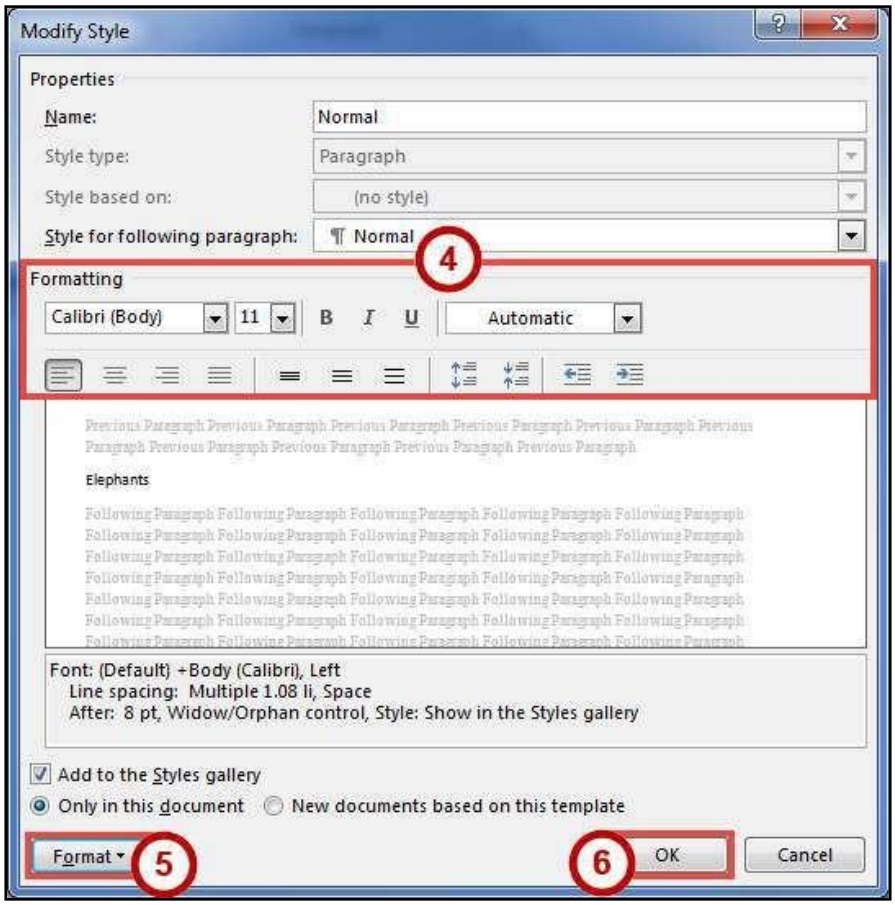


Figure 4 - Modify Style

4. In the *Modify Style* dialog box, select the **new attributes** that you want to apply to the style (See Figure 5).
5. For further options, click the **Format** button (See Figure 5).

6. Click the **OK** button (See Figure 5).


Modify Style
Properties
Name:
Normal
Style type:
Paragraph
Style based on:
(no style)
Style for following paragraph:
Normal
4
Formatting
Calibri (Body)
11
B
I
U
Automatic
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Elephants
Following Paragraph Following Paragraph Following Paragraph

5. In the *Style* drop-down menu, click **Create a Style**.

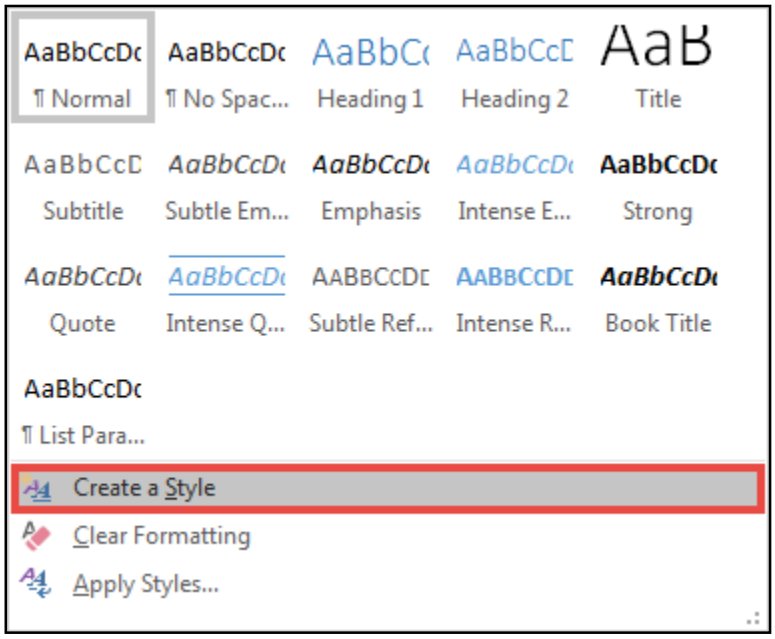


Figure 7 - Create a Style

6. In the *Create New Style from Formatting* dialog box, type a **Name** for your style (See Figure 8).
7. Click the **OK** button (See Figure 8).

Figure 8 - Create New Style from Formatting Dialog Box

8. Your new style can be selected from within the *Styles* on the *Home* tab.

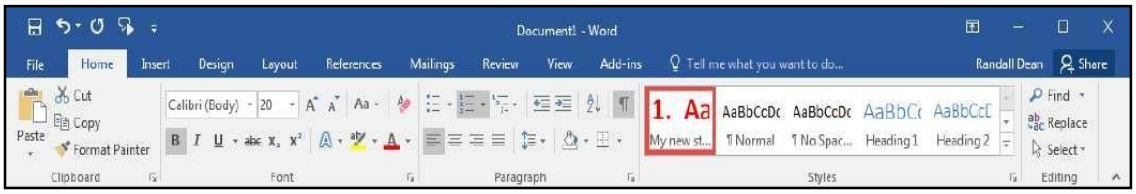


Figure 9 - My New Style

Tables are useful for presenting text information and numerical data in a neat and orderly fashion. A Table consists of rows and columns that intersect to form boxes called cells, which you can then fill with text, numbers, or graphics. You can also format your table for added effect (e.g. make the lines within the table visible or invisible).

Creating a Table Using the Table Menu

1. Click the **Insert** tab (See Figure 10).
2. Click the **Table** icon (See Figure 10).
3. In the *Insert Table* drop-down menu, move your mouse pointer over the **boxes** until you have the number of rows and columns that you want in the table (See Figure 10).

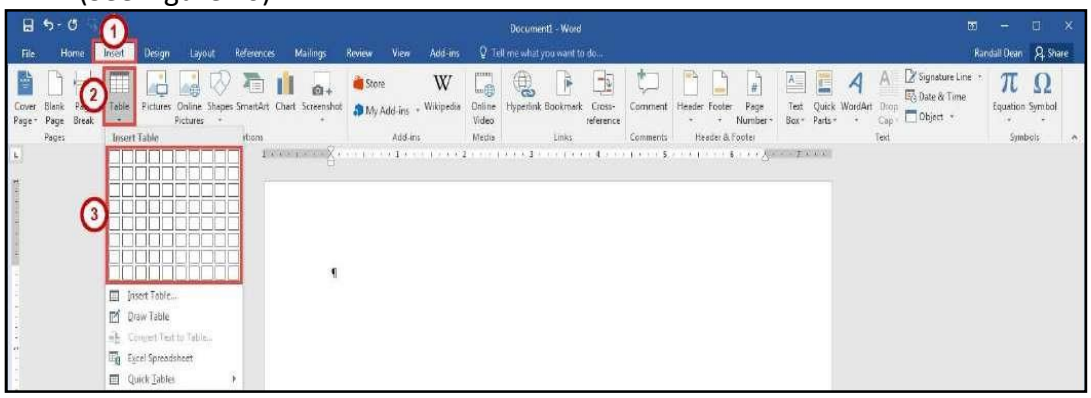


Figure 10 - Table Icon

4. The *Live Preview* feature will show what the table will look like in your document. Click to **confirm** your table.

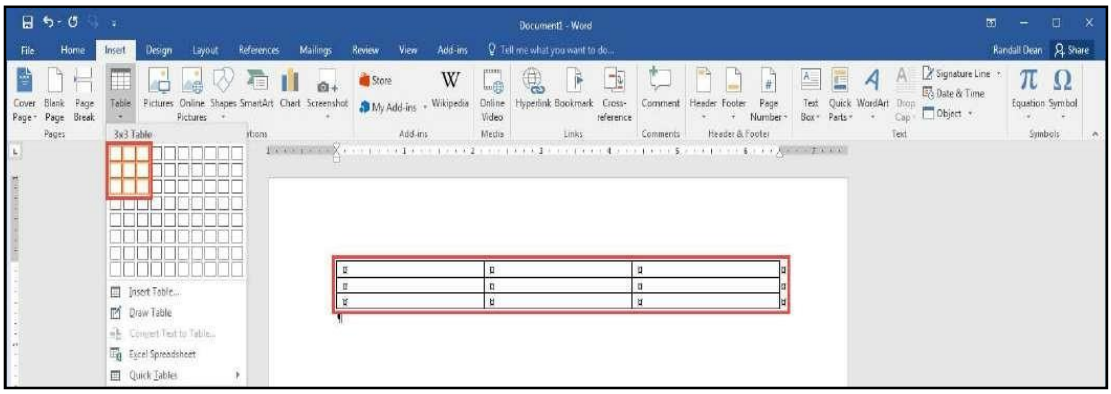


Figure 11 - Click to Confirm Your Table

5. Your table will be placed within your document.

Note: This method will only allow you to create a table up to 10x8 in size. To create a

table with more rows and columns, see creating a Table Using the Insert Table Command.

Creating a Table Using the Insert Table Command

If you need to create a table that contains more than 10 columns and/or 8 rows, then you can use the *Insert Table* command to designate how many columns and rows to enter into your table. The following instructions explain how to create a table using the Insert Table Command:

1. Click the **Insert** tab (See Figure 12).
2. Click the **Table** icon (See Figure 12).
3. In the *Insert Table* drop-down, click **Insert Table** (See Figure 12).

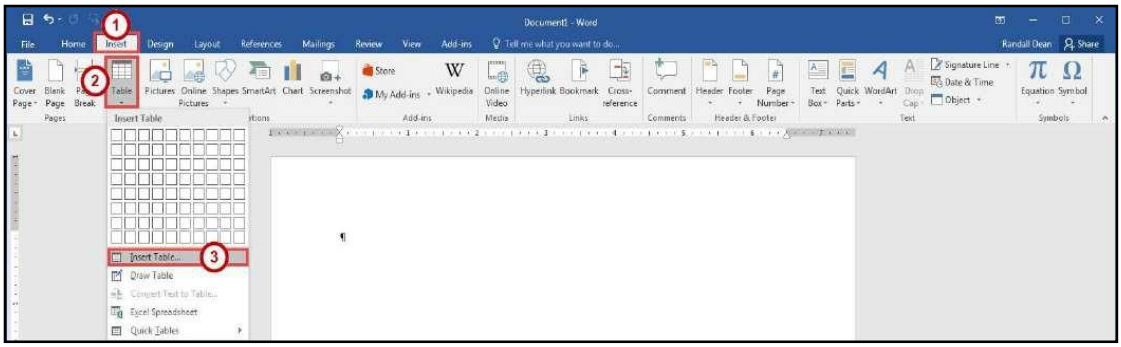


Figure 12 - Insert Table

4. In the *Insert Table* dialog box, enter the **Number of columns and rows** for the table (See Figure 13).
5. Click the **OK** button (See Figure 13).

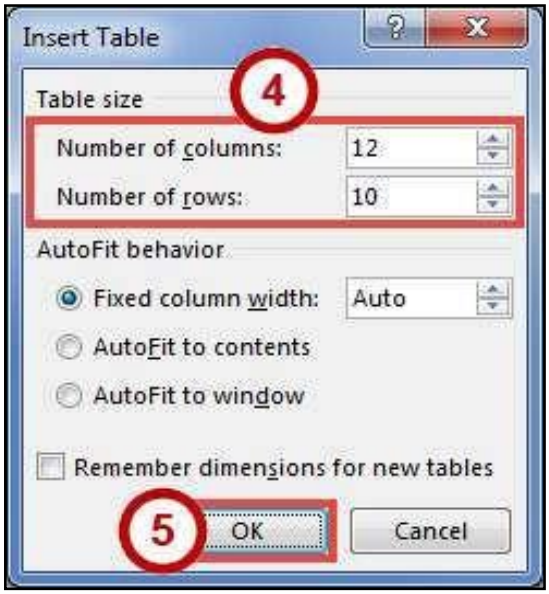


Figure 13 - Insert Table Dialog Box

Creating a Table Using the Drawing Tools

If you want more control over the shape of your table's columns and rows, you can also draw your own table. The following explains how to create a table using the *drawing tools*.

1. Click the **Insert** tab (See Figure 14).
2. Click the **Table** icon (See Figure 14).
3. In the *Insert Table* drop-down menu, click **Draw Table** (See Figure 14).

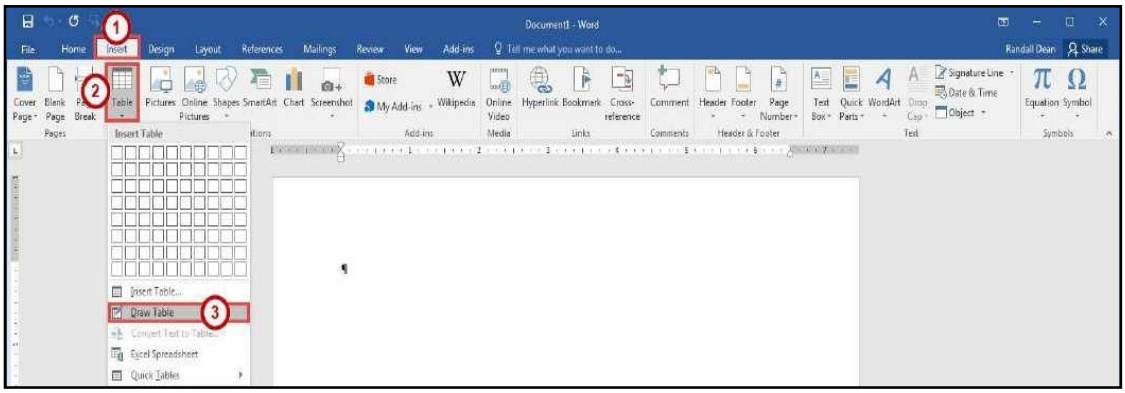


Figure 14 - Draw Table

4. The mouse pointer will change to a pencil icon. Click and drag the **pencil** to draw the outer border of the table.

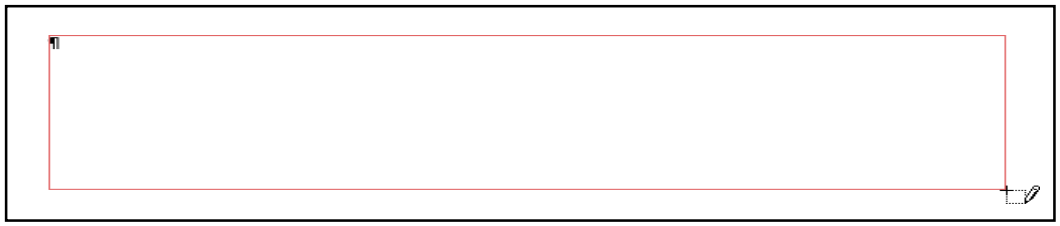


Figure 15 - Drawing a Table

5. Click and drag the **pencil** to draw lines within the border to create cells.

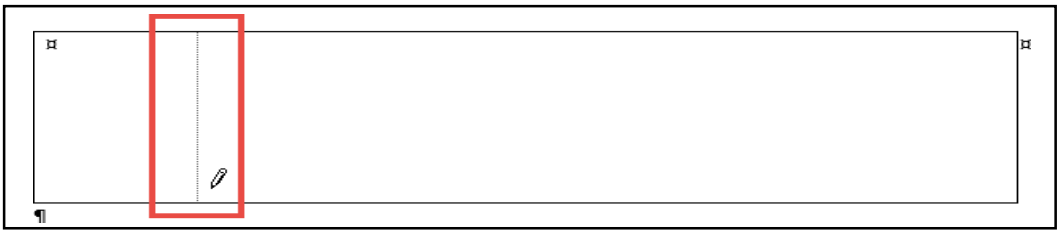


Figure 16 - Drawing Table Lines

6. Press the **ESC** key to return to the regular mouse pointer.

Accessing the Table Tools

Tables have their own set of editing tools accessible by a context sensitive tab on the *Ribbon*. To access this tab, click a table in your document and the *Table Tools* tab will appear in the *Ribbon*. From these tabs, you can modify the *Design* or the *Layout* of your tables.

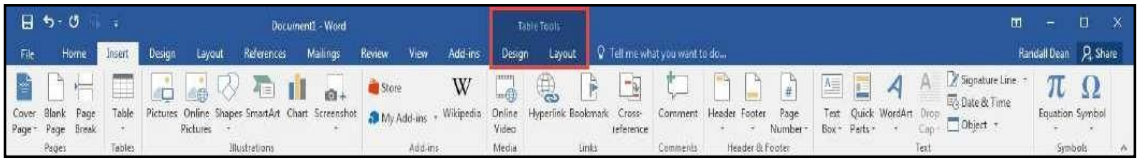


Figure 17 - Table Tools

Splitting Cells

1. Click in the **cell(s)** that you want to split.
2. Click the **Layout** tab for *Table Tools* (See Figure 18).
3. In the *Table Tools - Layout* tab, click **Split Cells** (See Figure 18).

Figure 18 - Split Cells

4. In the *Split Cells* dialog box, enter the N**umber of rows and columns** into which you want to split the cells (See Figure 19).
   Click **OK** button (See Figure 19).

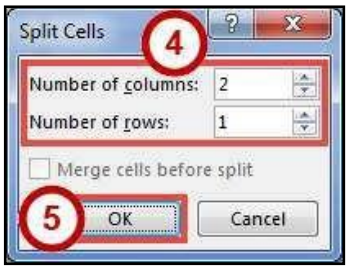


Figure 19 - Split Cells Dialog Box

Merging Cells

1. Select the **cells** that you want to merge.
2. Click the **Layout** tab for *Table Tools* (See Figure 20).
3. In the *Table Tools - Layout* tab, click **Merge Cells** (See Figure 20).

Figure 20 - Merge Cells

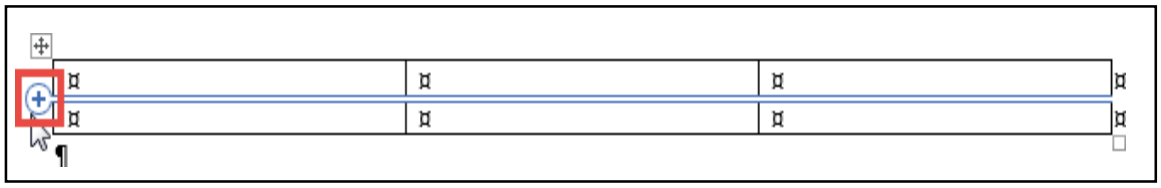
Inserting Rows and Columns

The following section explains how to insert additional rows and columns into a table.

Using Insert Controls to quickly add Rows and Columns

The *Insert Controls* allow you to quickly add rows and columns to your table using a mouse. The *Insert Controls* will appear right outside your table when you move your cursor above or the left of two existing columns or rows. The following explains how to use the *Insert Controls* to add a row to your table:

1. Hover your cursor just to the left of two existing rows (See Figure 21).
2. The *Insert Control* option will appear. Click the **Insert Control** to add a row (See Figure 21). **Note**: For inserting columns using *Insert Controls*, hover just above two



existing columns and click the **Insert Control**.

Figure 21 - Insert Controls

Using the Table Tools Layout Tab to Insert Rows and Columns

1. Click in the **cell** that you want to insert a row or column around.
2. Click the **Layout** tab for *Table Tools* (See Figure 22).
3. In the *Table Tools - Layout* tab, click **Insert (Above, Below, Left, Right)** to insert a row or column (See Figure 22).

Figure 22 - Insert Rows or Columns

Using the Table Tools Layout Tab Rows & Columns Dialog Box

1. Click in the **cell** that you want to insert a row or column around.
2. Click the **Layout** tab for *Table Tools* (See Figure 23).
3. In the *Table Tools - Layout* tab, click the **Dialog Box launcher** for the *Rows & Columns* group (See Figure 23).

Figure 23 - Rows & Columns Dialog Box Launcher

4. In the *Insert Cells* dialog box, click one of the **last two options** to insert a row or column (See Figure 24).
5. Click the **OK** button (See Figure 24).

Note: You can also select *Shift cells right* or *Shift cells down* to insert a single cell.

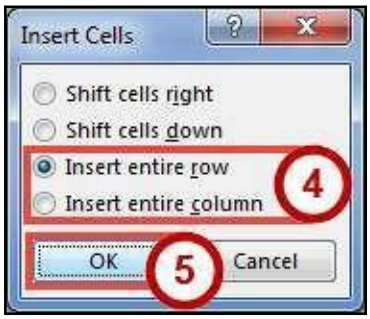


Figure 24 - Insert Cells Dialog Box

Deleting Cells, Rows, Columns, and Tables

1. Select the **rows, columns, cells, or whole table** that you want to delete.
2. Click the **Layout** tab for *Table Tools* (See Figure 25).
3. In the *Table Tools - Layout* tab, click **Delete** (See Figure 25).
4. In the *Delete* drop-down menu, click **Delete (Cells, Columns, Rows, or Table)** (See Figure 25).

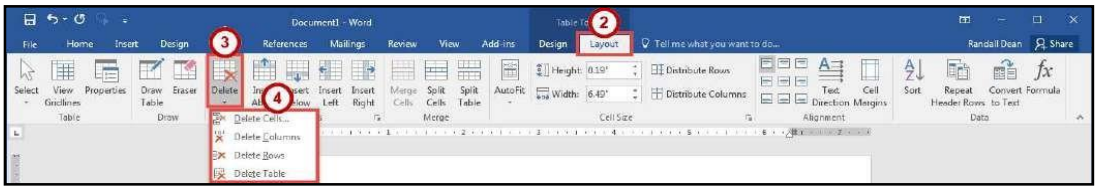


Figure 25 – Table Delete Options

Changing Cell Size

There are three ways to change the size of rows and columns in a table; either by setting the dimensions, dragging the cell borders, or by distributing your rows and/or columns.

Setting the Dimensions

1. Click in the **cell** inside the row or column where the size needs to be adjusted.
2. Click the **Layout** tab for *Table Tools* (See Figure 26).
3. In the *Table Tools - Layout* tab, change the **measurement** in the height and/or width fields (See Figure 26).

Figure 26 - Cell Size

Distribute Rows and Columns Evenly

1. Select the **rows** or **columns** you want to distribute evenly.
2. Click the **Layout** tab for *Table Tools* (See Figure 27).
3. In the *Table Tools - Layout* tab, click **Distribute Rows** or **Distribute Columns** (See Figure 27).

Figure 27 - Distribute Rows or Columns

Dragging the Cell Borders

To change the cell size by dragging, hover your mouse cursor over the border of the column or row you wish to change. The cursor will change to a resize cursor. **Left-click and drag** to resize your column or row.

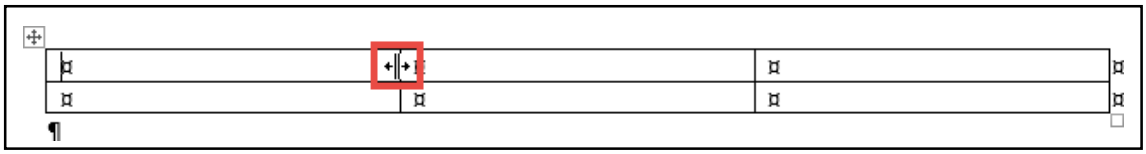


Figure 28 - Dragging Cell Borders

Add Text Wrapping to a Cell

As you type text into a cell, the column will expand to accommodate your entry. If you want the text to wrap inside the cell (move down when it hits the column border), the following steps will explain how to enable text wrapping:

1. Select the **cell(s)** in your table to add text wrapping.
2. Click the **Layout** tab for *Table Tools* (See Figure 29).
3. In the *Table Tools - Layout* tab, click **Dialog Box launcher** for the *Cell Size* group (See Figure 29).

Figure 29 - Cell Size Dialog Box Launcher

4. In the *Table Properties* dialog box, click the **Cell** tab (See Figure 30).
5. Click the **Options** button (See Figure 30).

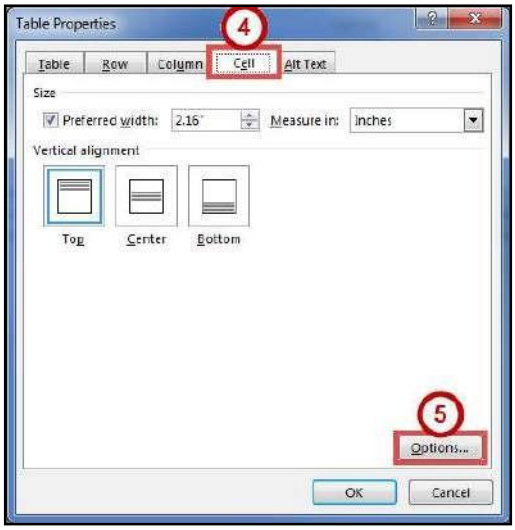


Figure 30 - Table Properties Dialog Box

6. The *Cell Options* window will open. Click the **box** next to *Wrap text* (See Figure 31).
7. Click the **OK** button (See Figure 31).

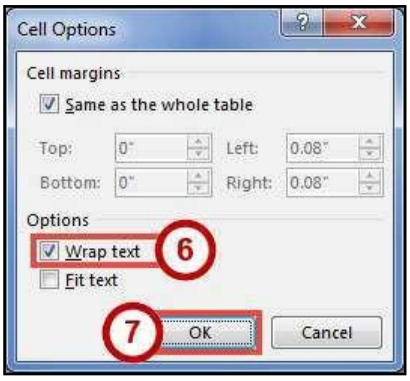


Figure 31 - Cell Options

8. In the *Table Properties* dialog box, click the **OK** button.

Moving a Table

1. Click in the **table**.
2. Move the mouse over the **Table Selector** in the top left corner of the table.

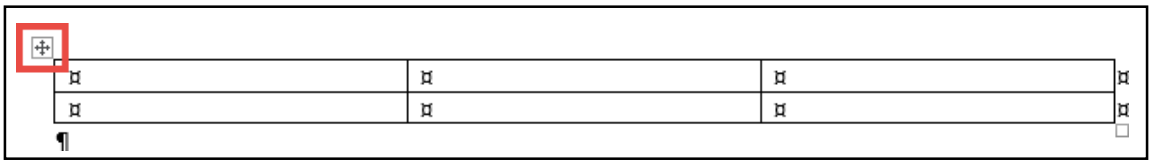


Figure 32 - Table Selector

3. Left-click and drag the **table** to the new location within the document.

Altering the Design of Your Table

The *Table Tools - Design* tab contains tools for altering the design of your table by adding preset table styles (e.g. banded columns, highlighted total row, etc.), shading options, and changing the color and style of your borders. The *Table Tools - Design* tab is shown in the *Ribbon* by first selecting a table.

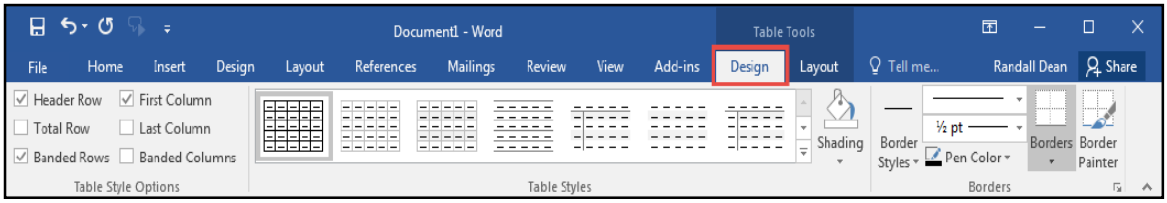


Figure 33 - Table Tools Design Tab

Adding Table Styles

1. Click in the **table**.
2. Click the **Design** tab for *Table Tools* (See Figure 34).
3. In the *Table Tools - Design* tab, scroll through the styles with the **up and down arrows** (See Figure 34).
4. Click the desired **table style** to apply (See Figure 34).

Note: You can hover over a *Table Style* to see a live preview.

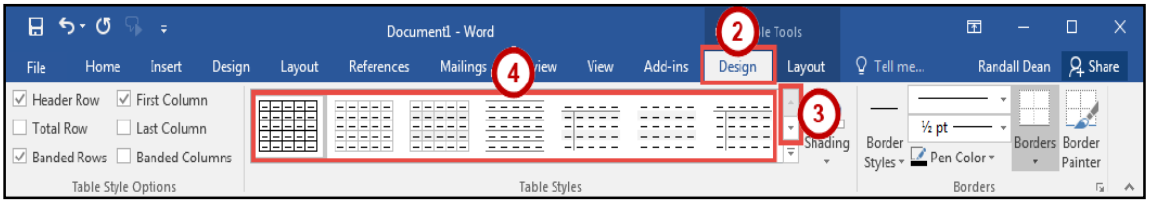


Figure 34 - Table Styles

5. You can further customize the *Table Style* by selecting **options** under the *Table Style Options*.

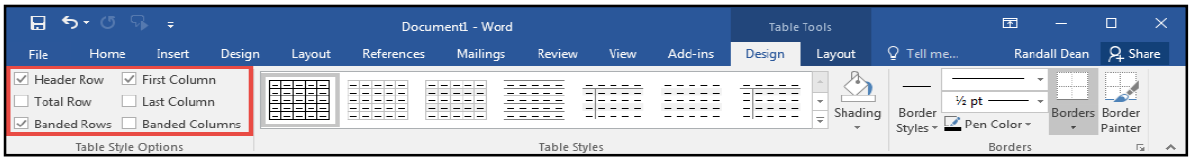


Figure 35 - Table Style Options

Headers and Footers

Headers and Footers allow you to add information (e.g. name, title of document, etc.) within the top or bottom margins of your document, and will repeat on every page for your document. The following explains how to insert a simple header:

1. Click the **Insert** tab (See Figure 36).
2. In the *Insert* tab, click **Header** (See Figure 36).
3. In the *Header* drop-down, select a **Header** from the list (See Figure 36).

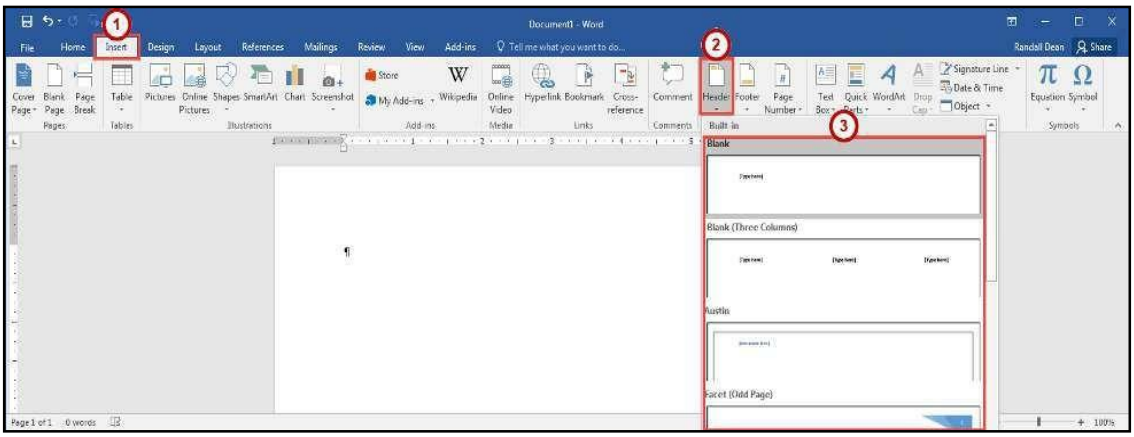


Figure 36 - Insert Header

4. The *Header* will be inserted into your document. Type your **information** into the header.

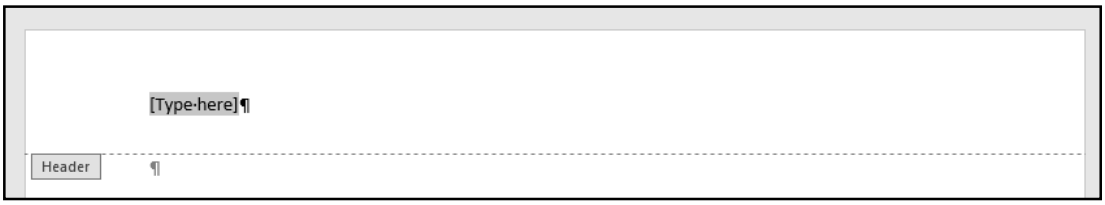


Figure 37 - Header Inserted

5. While editing your header, the *Header & Footer Tools - Design* tab will open. You will not be able to return to the body of your document until you close the *Header & Footer Tools*
(See Figure 38).

6. To close the *Header & Footer Tools* tab and return to editing your document, click the **Close Header and Footer** button (See Figure 38).

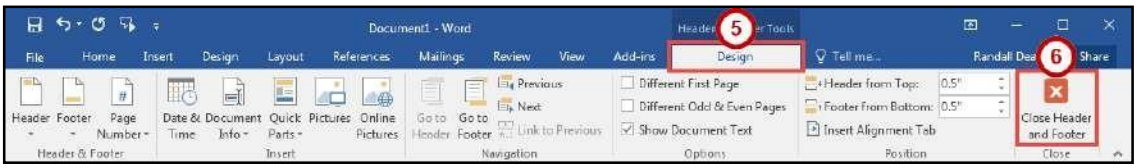


Figure 38 - Close Header & Footer Tools

Note: To return to editing your *Header*, double-click within the **Header** to select it.

Note: The steps for inserting a footer into your document are the same. Follow steps 1-6 above; selecting the **Footer** option instead.

Inserting Page Numbers

Word provides a simple tool for adding page numbers to your document. The *insert page number* tool also provides a selection of simple, and colorful options for your page numbers. The following explains how to insert page numbers into the bottom page of your document:

1. Click the **Insert** tab (See Figure 39).
2. In the *Insert* tab, click **Page Number** (See Figure 39).
3. In the *Page Number* drop-down menu, click **Bottom of Page** (See Figure 39).
4. In the *Bottom of Page* drop-down menu, select a **Page Number** from the list (See Figure 39).

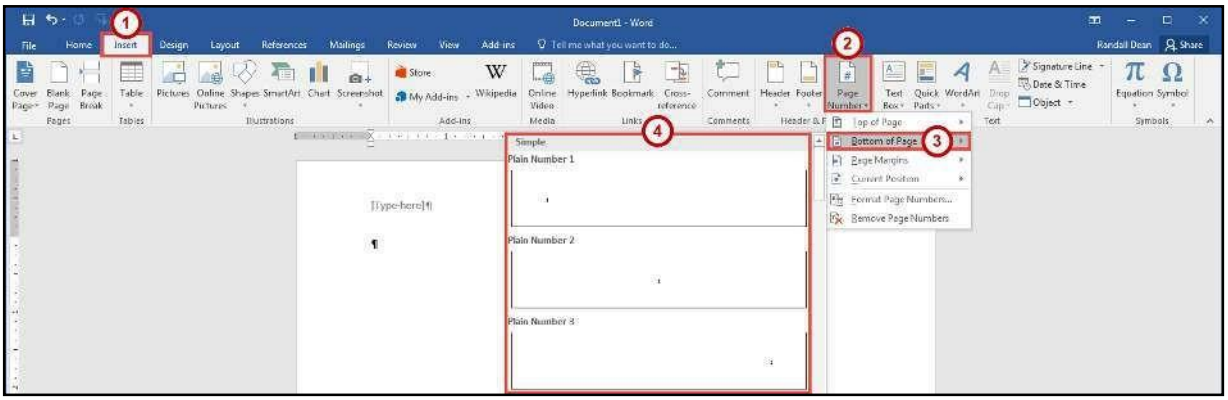


Figure 39 - Page Number

Section Breaks

A *section break* is a partition in a document that allows you to apply different layout and formatting options to different sections of the document, allowing for more control over the document's format and style. For example, section breaks can be used to start a new section on the next page, allowing you to maintain your spacing between sections. There are four types of section breaks: next page; continuous; even page; and odd page.

Inserting a Section Break

1. Click at the **end of a page** in the document.
2. Click the **Layout** tab (See Figure 40).
3. In the *Page Layout* tab, click **Breaks** (See Figure 40).
4. In the *Breaks* drop-down menu, select **Next Page** from the list under *Section Breaks* (See Figure 40).

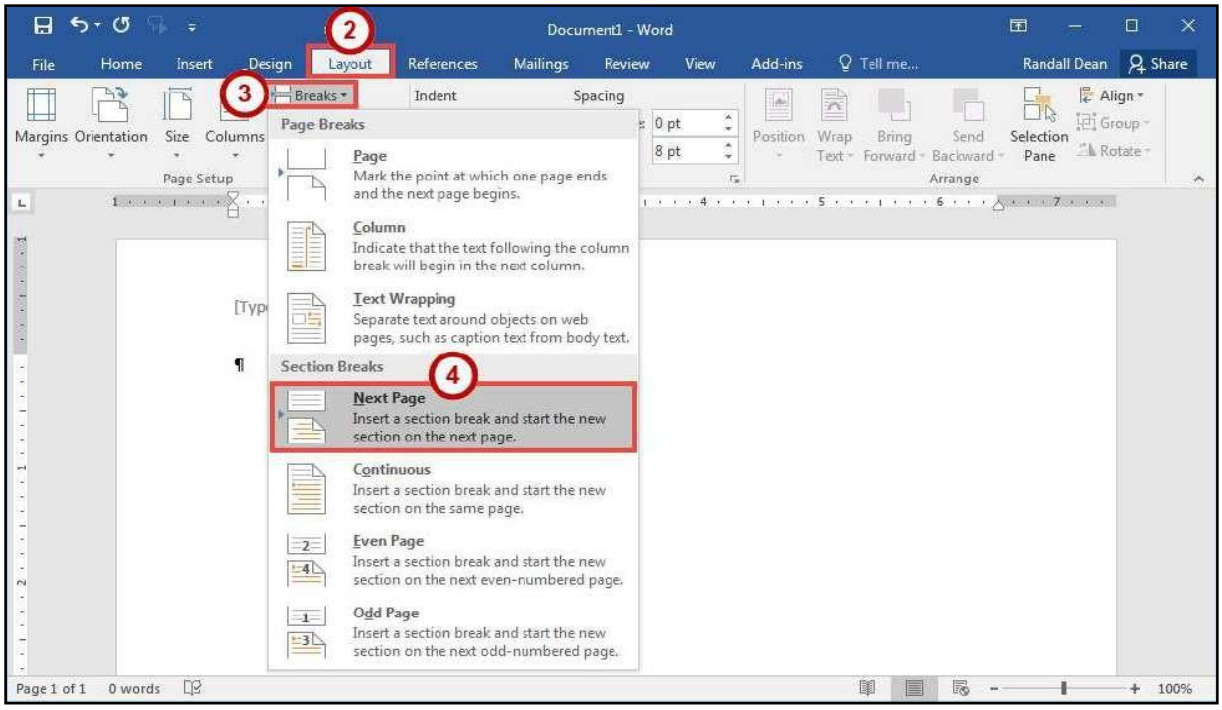


Figure 40 - Next Page Section Break

Note: Breaks inserted into your document will be hidden from view. In the *Home* tab, click the **Show/Hide** button under the *Paragraph* group.

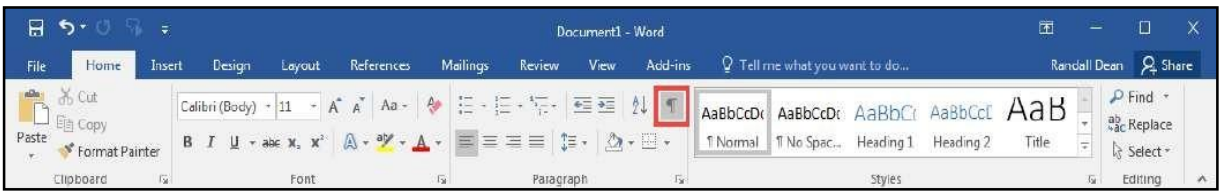


Figure 41 - Show/Hide

Using Section Breaks to Alter Page Numbering

The following example describes how to use a section break to display different page numberings in separate sections of a document. For example, you are creating a research paper with a title page and table of contents. You would like to have page numbers on the pages of the paper itself, but not on the title page or table of contents.

1. Click at the **end** of the table of contents page.
2. Click the **Layout** tab (See Figure 42).
3. In the *Page Layout* tab, click **Breaks** (See Figure 42).
4. In the *Breaks* drop-down menu, select **Continuous** from the list under *Section Breaks* (See Figure 42).

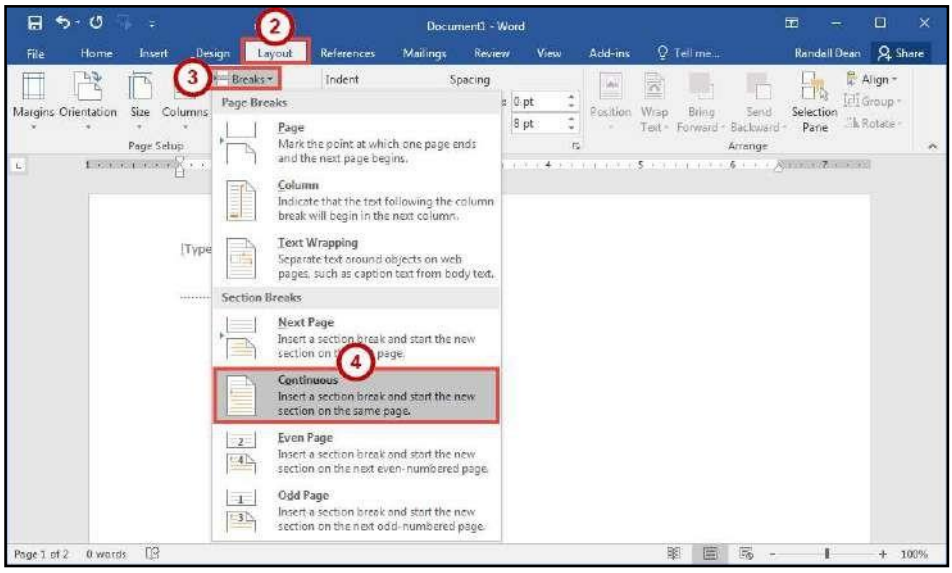


Figure 42 - Continuous Section Break

5. Click the **Insert** tab (See Figure 43).
6. In the *Insert* tab, click **Page Number** (See Figure 43).
7. In the *Page Number* drop-down menu, click **Bottom of Page** (See Figure 43).
8. In the *Bottom of Page* drop-down menu, select a **Page Number** from the list (See Figure 43).

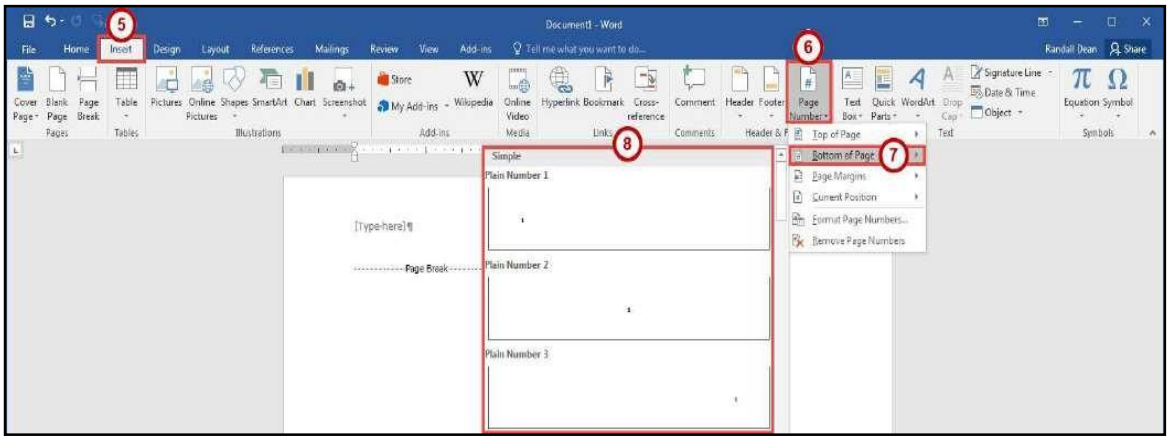


Figure 43 - Insert Page Number

9. You should now see a *Section 1* header and footer on the *table of contents* page, and a *Section 2* header and footer on the following page. The *Section 2* header and footer should also be labelled *same as Previous* (See Figure 44).
10. Click in the **Footer -Section 2-** to select it (See Figure 44).
11. In the *Header & Footer Tools - Design* tab, click the **Link to Previous** button (this will break the link between the two sections) (See Figure 44).

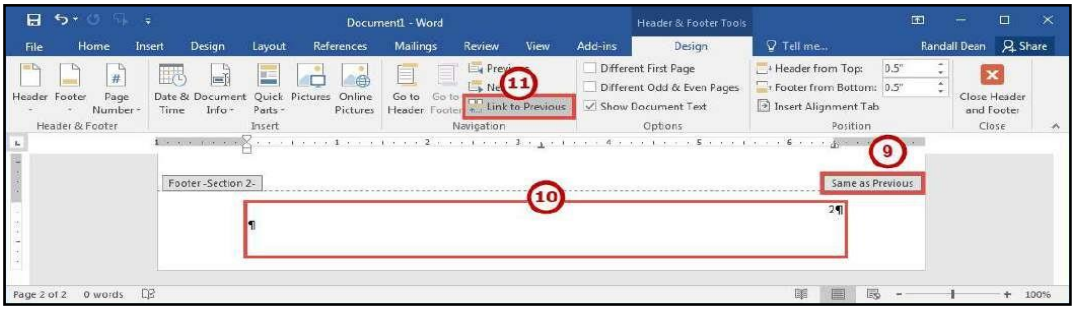


Figure 44 - Link to Previous

12. Select the page number in the *Footer -Section 1-* and **delete** it.

13. Click in the **Footer -Section 2-** to select it.

14. In the *Header & Footer Tools - Design* tab, click **Page Number** (See Figure 45).

15. Click **Format Page Numbers** (See Figure 45).

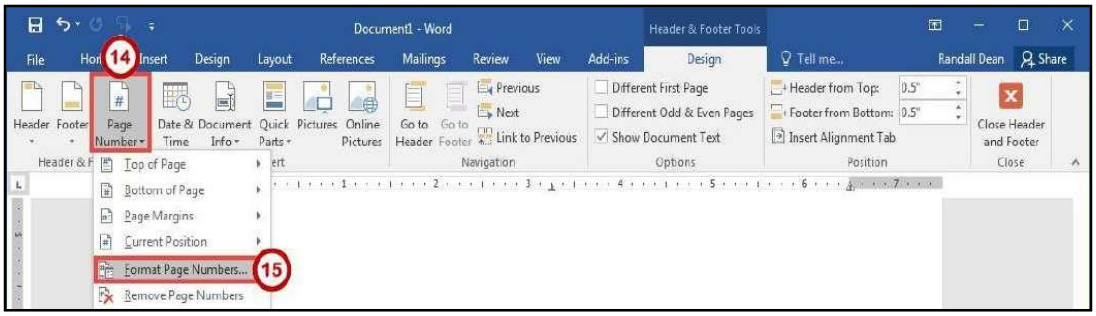


Figure 45 - Format Page Numbers

16. In the *Page Number Format* dialog box, in the *Start at* box **enter 1** (See Figure 46).

17. Click the **OK** button (See Figure 46).

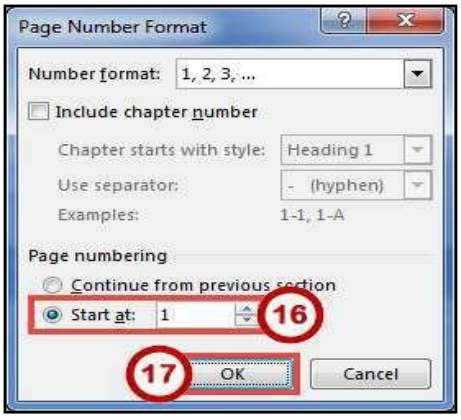


Figure 46 - Page Number Format Dialog Box

Removing a Section Break

1. Click the **Home** tab (See Figure 47).

2. In the *Home* tab, click the **Show/Hide** button (See Figure 47).

Figure 47 - Show/Hide

3. The section break will be revealed. Select the **section break** in your document.
4. Press the **Delete** key on your keyboard.

Columns

You can use Word's "columns" feature to create a newsletter-style layout for a document. You can create the column structure before you start typing, and then enter the text; however, you may find it easier to type the text in paragraph format, and then apply the paragraph structure. Either way, the text always flows from one column to the next.

Creating Columns

The following explains how to create columns within your document:

Note: If you don't want to apply columns to specific areas of your document, insert section breaks to separate that text from area of the document that will include columns. Insert section breaks before and after the text that you want to format as columns (See Section Breaks for more information).

1. Click **inside the section** that you want to format into columns.
2. Click the **Layout** tab (See Figure 48).
3. In the *Layout* tab, click **Columns** (See Figure 48).
4. In the *Columns* drop-down menu, select the **number of columns** to create (See Figure 48).

Figure 48 - Choose Number of Columns

Accessing Additional Column Options

Additional column options are available to further customize your columns (e.g. separate columns by a line, varying lengths for columns, multiple columns). The following shows how to access the column options.

1. Click the **Layout** tab (See Figure 49).
2. In the *Layout* tab, click **Columns** (See Figure 49).
3. In the *Columns* drop-down menu, click **More Columns** (See Figure 49).

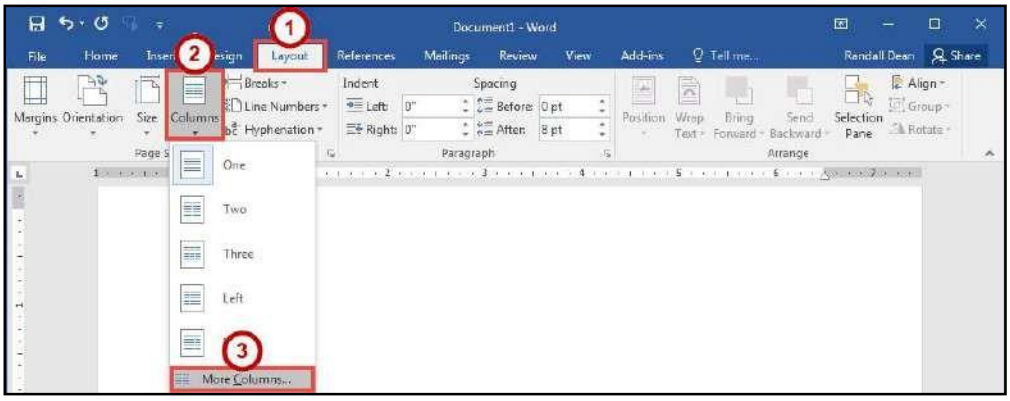


Figure 49 - More Columns

4. In the *Columns* dialog box, make your changes as necessary (See Figure 50).
5. Click the **OK** button (See Figure 50).

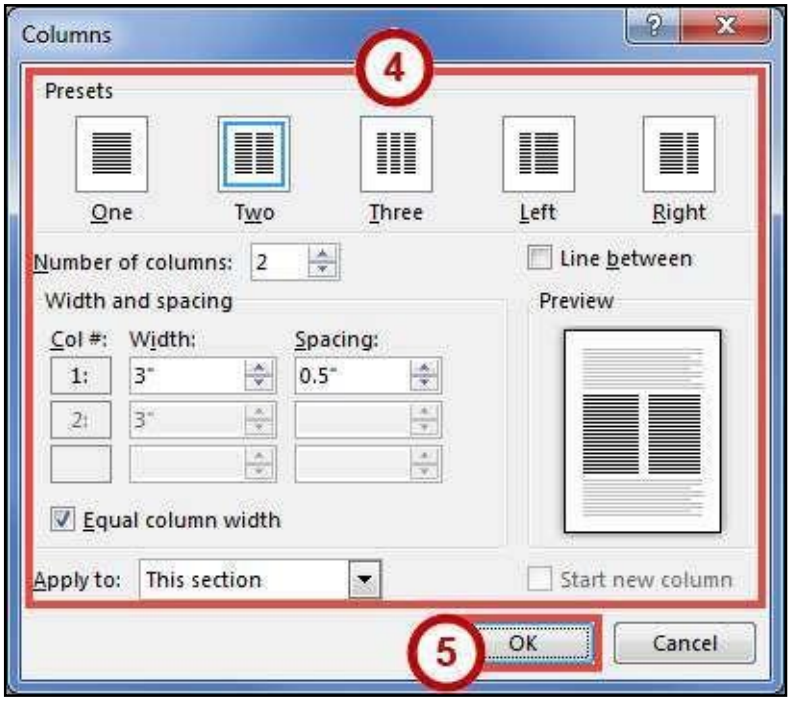


Figure 50 - Columns Dialog Box

Microsoft Office

Word 2016 for Windows

WORKING WITH GRAPHICS

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Insert graphics in the form of Pictures, Clipart, Shapes, Video, and Screenshots.
- Modify and format graphics.
- Transform and format shapes.
- Insert video into your document.
- Discover how Text Wrapping works.
- Insert text boxes and link them together.
- Insert text into shapes.

Working with Graphics

The use of graphics will enhance your documents and allow you to provide the reader with additional information in the form of a visual aid. The following section explains the various graphics features in Word 2016.

Inserting Pictures

The following explains how to insert an existing picture saved to your computer into your Word document:

1. Click the **Insert** tab (See Figure 1).
2. In the *Illustrations* group, click the **Pictures** button (See Figure 1).

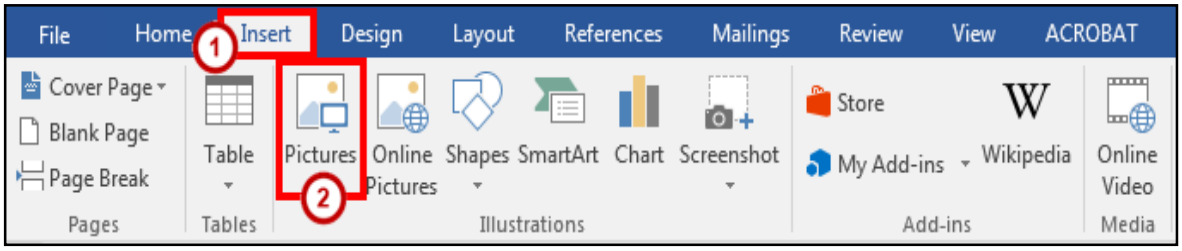


Figure 1 - *Illustrations:* Pictures

3. The *Insert Picture* dialog box will appear. Select the **picture** you wish to insert from your computer.

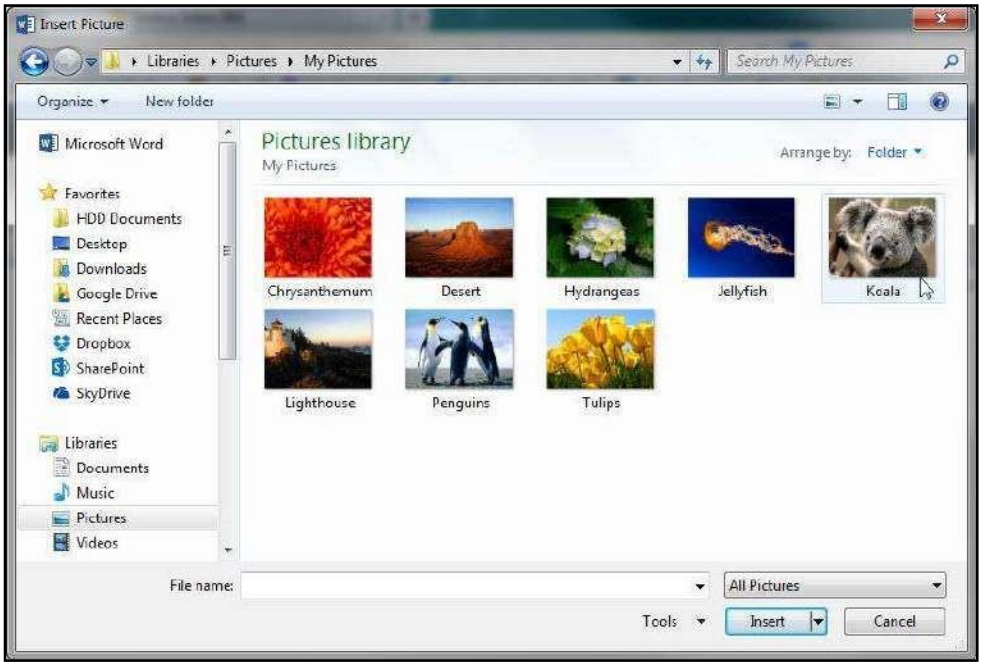


Figure 2 - Insert Picture Dialog Box

4. Click the **Insert** button.

Inserting Online Pictures

The *Online Pictures* tool provides access to online picture resources such as *Microsoft Clipart* and *Bing Image Search*. The following explains how to insert online pictures into your Word document from a variety of internet sources.

Note: The Online Pictures icon has replaced the *Clip Art* icon seen in previous versions of Microsoft Word.

1. Click the **Insert** tab (See Figure 3).
2. In the *Illustrations* group, click the **Online Pictures** button (See Figure 3).

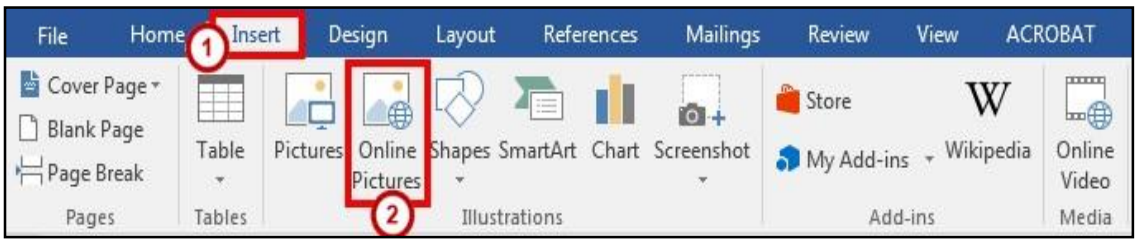


Figure 3 - *Illustrations*: Online Pictures

3. The *Insert Pictures* window will open.
4. In the search box next to *Bing Image Search*, type a **word or phrase** that describes the desired image (See Figure 4).
5. Press **Enter**.

Figure 4 - Insert Online Pictures

6. A list of your search results will appear (See Figure 5).
7. Click the desired picture you wish to add and click the **insert** button (See Figure 5).

Figure 5 - Clip Art Search Results

Note: The procedure is the same for inserting images using *Bing Image Search*.

Modifying Graphics with Picture Tools

After inserting a picture, you can make changes to the size, brightness, shading, etc. by accessing the

Picture Tools. The following explains how to access the *Picture Tools*:

1. Click the **graphic** to select it. The *Picture Tools - Format* contextual tab appears.

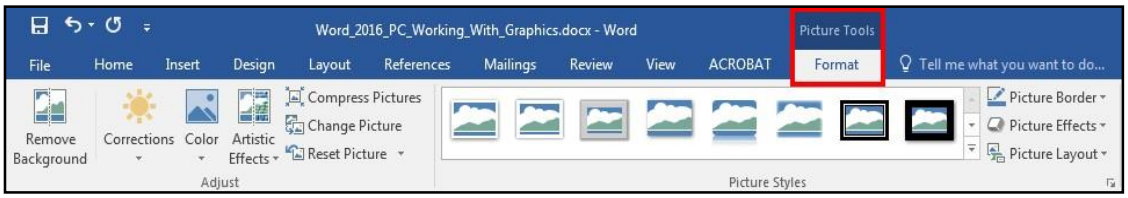


Figure 6 - Picture Tools

2. Click the **Picture Tools - Format** contextual tab. The *Picture Tools - Format groups* will appear in the ribbon.

Figure 7 - Picture Tools Groups

Adding Styles Your Graphic

Graphics have preset styles under the *Picture Tools – Format* tab that you can use to alter the color, border, and any special effects to the shape. The following explains how to apply a style to a shape:

1. In the *Picture Styles* group, click on a **style** of your choice.

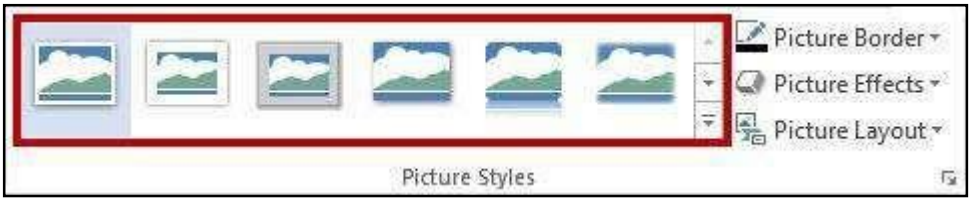


Figure 8 - Picture Styles

2. Click the **drop-down arrow** to access additional styles.

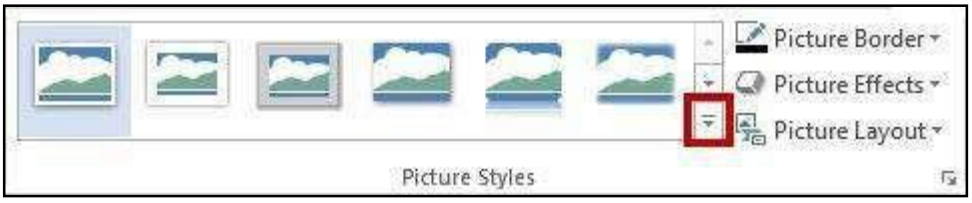


Figure 9 - Accessing Additional Picture Styles

3. To access additional formatting options, click the **dialog launcher** in the lower-right corner of the *Picture Styles* grouping.

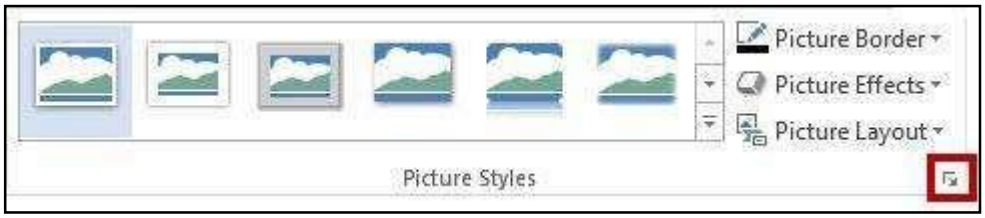


Figure 10 - Picture Styles Dialog Box

4. The *Format Picture* options will appear to the right of your document (See Figure 11).

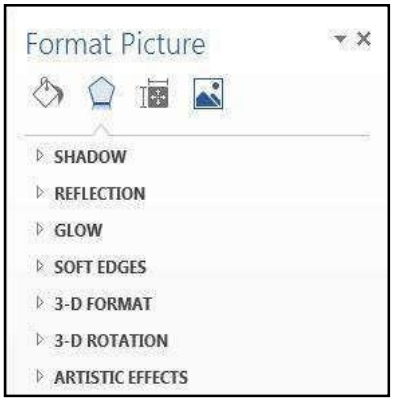


Figure 11 - Format Picture Options

Re-Sizing a Graphic

The following explains how to re-size graphics:

1. Click the **graphic** to select it. The sizing handles will appear around the border of the picture.

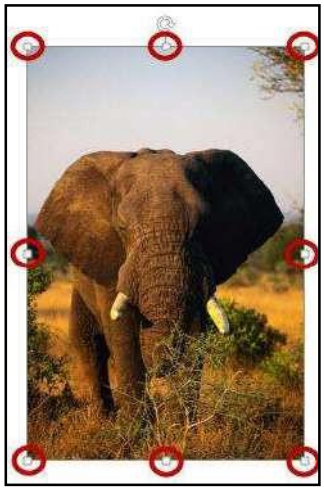


Figure 12 - Sizing Handles

2. To resize the picture so the dimensions remain proportional, place your mouse over one of the corner sizing handles, click, and drag. If you drag a side sizing handle you will change one dimension only.

3. The curved arrow at the top of the picture allows you to rotate the picture.

Figure 13 - Rotational Arrow

4. To resize the picture to a specific value, enter number for the **height** and **width** in the *Size* grouping under *Picture Tools – Format* (See Figure 14).

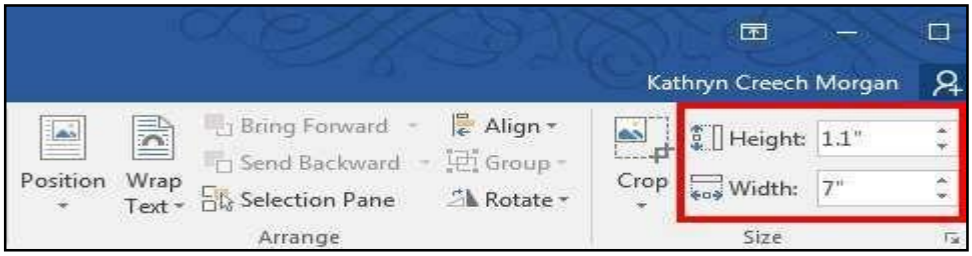


Figure 14 - Size Grouping

5. You can also enter a specific size value by clicking the **Size dialog box**.

Figure 15 - Size Dialog Box Launcher

6. The *Layout* window will appear. Set the dimensions by entering the height and width or set the scale by entering the height and width in the Scale section.

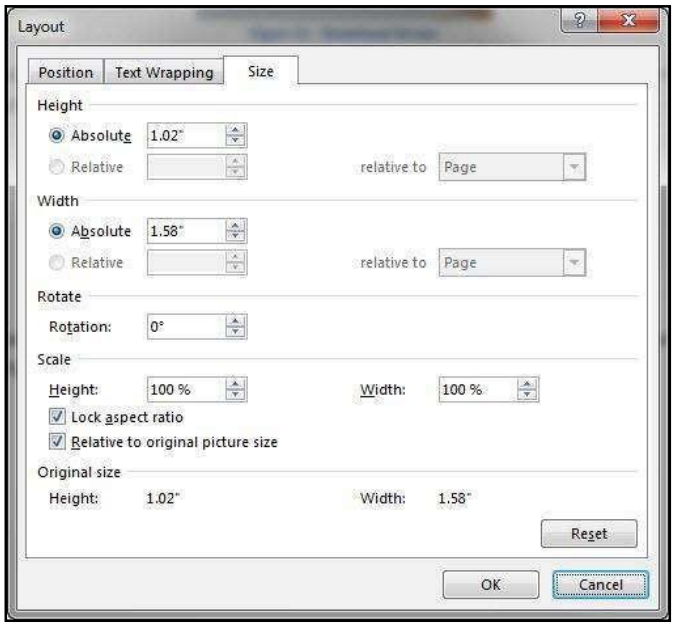


Figure 16 - Size Dialog Box

Note: If the *Lock aspect ratio box* is checked, changing either the height or width in either section will also change the other dimension by the same amount.

Repositioning a Picture

Pictures can be repositioned on the page either by using the Object Position feature, or by dragging the picture to the new location. Before you can drag a picture, text wrapping must be set to something other than *In Line with Text*. See Text Wrapping for more information.

The following explains how to reposition a picture:

1. Click on the **picture** to be repositioned.
2. Under the *Picture Tools – Format* tab, click the **Position** icon.

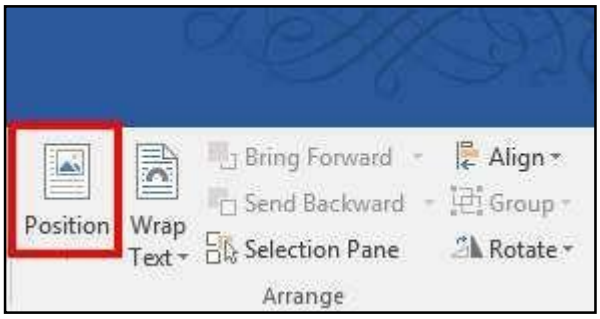


Figure 17 - Position Tool

3. A drop-down will appear. Select the **position layout** of your choice.

Figure 18 - Position Options

Note: The position selected also determines the text wrapping for the picture.

4. To manually move your picture within the document, left-click on your **picture** and drag it to its new location.

Text Wrapping

Sometimes you may need to have text wrap around a picture. The following explains how to apply text wrapping to your document:

1. Click on the **picture** to apply text wrapping.
2. Under the *Picture Tools – Format* tab, click the **Wrap Text** icon.

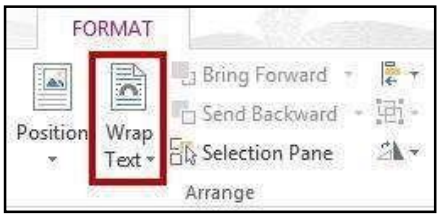


Figure 19 - Wrap Text

3. A drop-down will appear. Select the type of **text wrapping** that you want to apply to your picture.

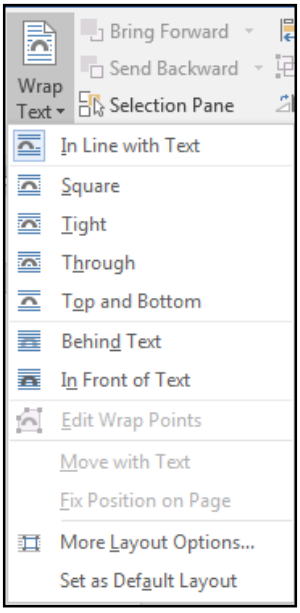


Figure 20 - Text Wrapping Options

Note: You can also access the text wrapping options by clicking the **layout button** that appears when clicking on a picture.

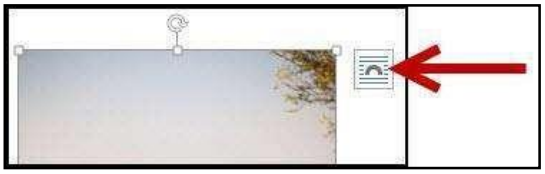


Figure 21 - Layout Button

Inserting Shapes

The following explains how to insert a variety of predefined shapes into your Word document:

1. Click the **Insert** tab (See Figure 22).
2. In the *Illustrations* group, click on the **Shapes** button (See Figure 22).

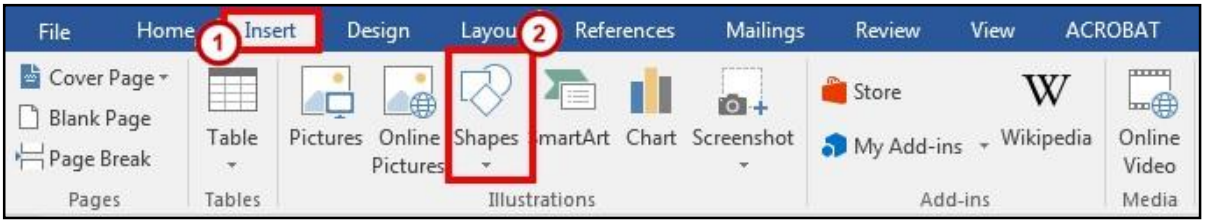


Figure 22 - *Illustrations*: Shapes

3. A drop-down window will appear with a library of shapes to choose. Click on a **shape** to select it.

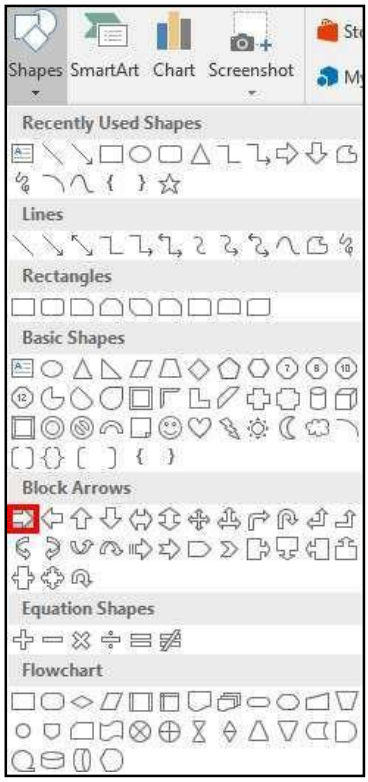


Figure 23 - Select a Shape

4. Your cursor will change to a crosshair + and you will be ready to insert your selected shape.

5. To draw your selected shape within your document, hold the left mouse button and **drag the cursor** to draw your shape.

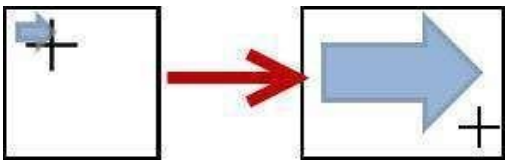


Figure 24 - Click and Drag to Draw Shape

6. Release the left mouse button when you are finished drawing your shape. The shape will be added to your document.

Modifying Shapes with Drawing Tools

You can modify shapes in a number of ways. The following describes some of the ways that shapes can be changed:

Re-sizing a Shape

Re-sizing a shape is similar to re-sizing a graphic (picture or clip art). See the section in this booklet on Re-Sizing a Graphic for more information.

Re-Shaping

After clicking on a shape, the *shaping handles* will appear (along with the sizing handles) as yellow squares. A two-dimensional shape can be altered by clicking and dragging the yellow squares to alter a certain aspect of the shape.

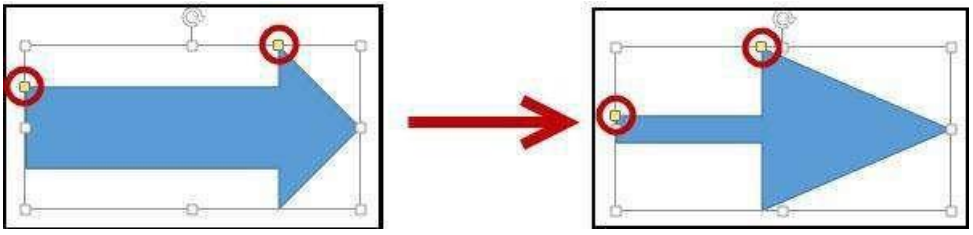


Figure 25 - Re-shaping a 2D Shape

Accessing the Drawing Tools – Format Tab

Shapes will have their own set of editing tools accessible by a context sensitive tab on the *Ribbon*. To access this tab, click on a **shape** in your document and the *Drawing Tools – Format* tab will appear in the *Ribbon*.

Figure 26 - Drawing Tools - Format Tab

Adding Styles to your Shapes

Shapes have preset styles under the *Drawing Tools – Format* tab that you can use to alter the color, border, and any special effects to the shape. The following explains how to apply a style to a shape:

1. In the *Shape Styles* group, click on a **Style** of your choice.

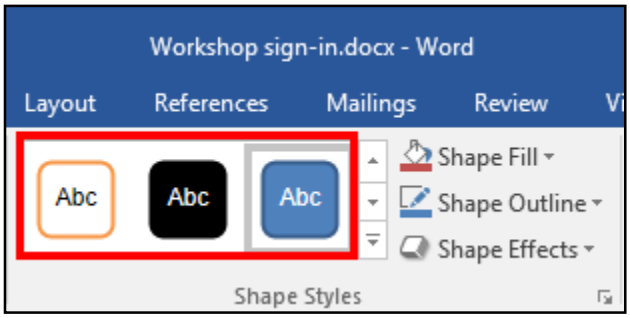


Figure 27 - Shape Styles

2. Click the **drop-down arrow** to access additional styles.

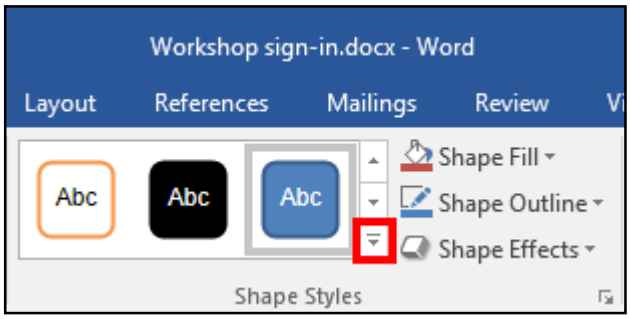


Figure 28 - Accessing Additional Shape Styles

3. To access additional formatting options, click the **dialog launcher** in the lower-right corner of the *Shape Styles* grouping.

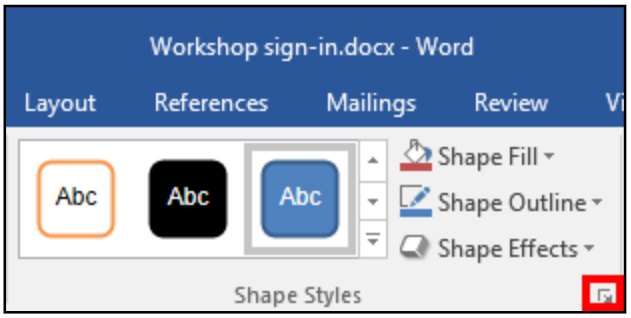


Figure 29 - Shape Styles Dialog Box

4. The *Format Shape* options will appear to the right of your document.

Figure 30 - Format Shape Options

Applying Color to Your Shape

The following explains how to add/change the color of a shape:

1. In the *Shape Styles* group, click the **drop-down arrow** for Shape Fill.

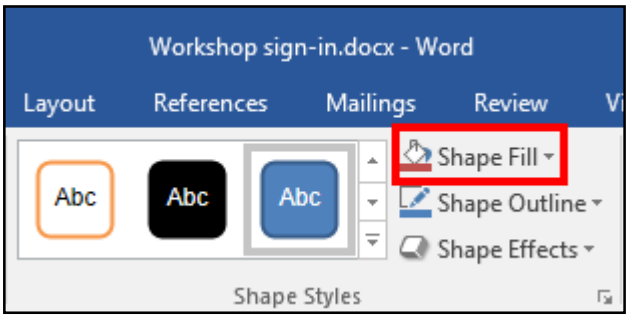


Figure 31 - Shape Fill

2. Select a **color** to apply it to your shape.

Changing the Shape Outline

The following explains how to change the outline for a shape:

1. In the *Shape Styles* group, click the **drop-down arrow** for Shape Outline.

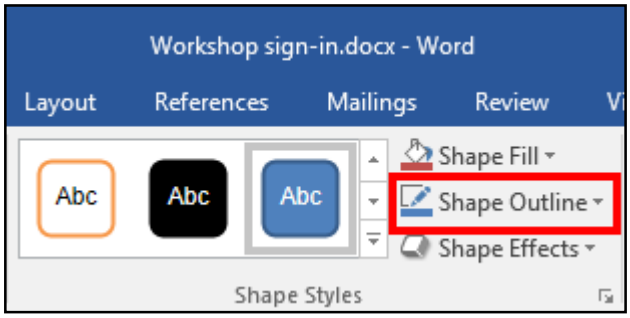


Figure 32 - Shape Outline

2. A drop-down menu will appear. From here you can alter the color, thickness (weight) of the outline, and add dashes.

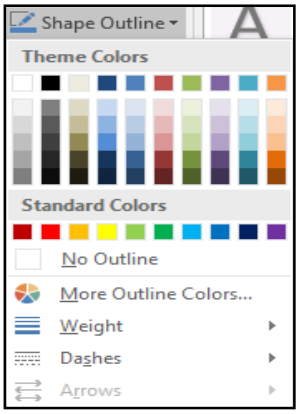


Figure 33 - Shape Outline Drop-down

Switching Shapes

The following explains how to switch shapes in the document:

1. In the *Insert Shapes* group, click the **Edit Shape** icon. A drop-down menu will appear.

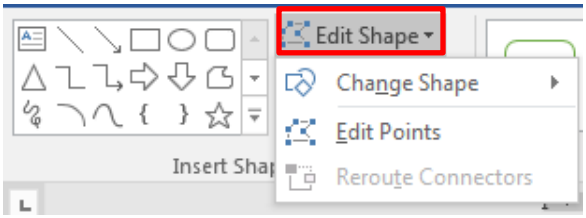


Figure 34 - Edit Shape Icon

2. Click **Change Shape**. A list of shapes will appear.
3. Select a shape from the options available to switch it with your selected shape.

Add Text to a Shape

To add text to your shape, simply click on your shape to select it and begin typing. Your text will automatically fill into the shape. Adjust your shape as needed to make additional space for your text. Text can be formatted like regular text in the document.

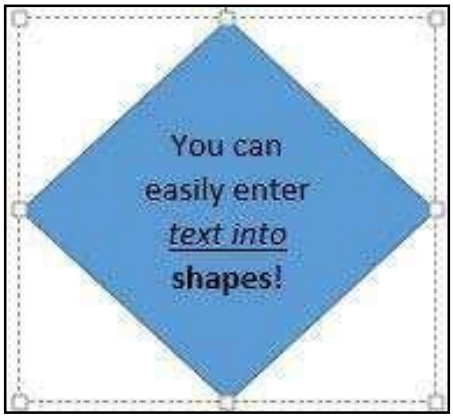


Figure 35 - Entering Text into Shapes

Inserting SmartArt

SmartArt graphics provide a visual representation of information or ideas. The following explains how to insert SmartArt graphics into your Word document.

1. Click the **Insert** tab (See Figure 36).
2. In the *Illustrations* group, click on the **SmartArt** button (See Figure 36).

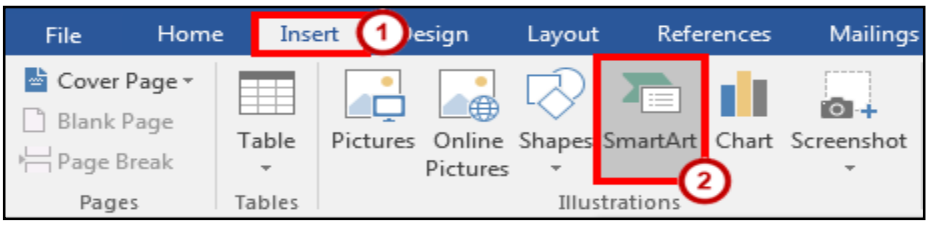


Figure 36 - *Illustrations*: SmartArt

3. The *Choose a SmartArt Graphic* window will open. Select a **SmartArt** graphic from the list (See Figure 37).
4. Click the **OK** button (See Figure 37).

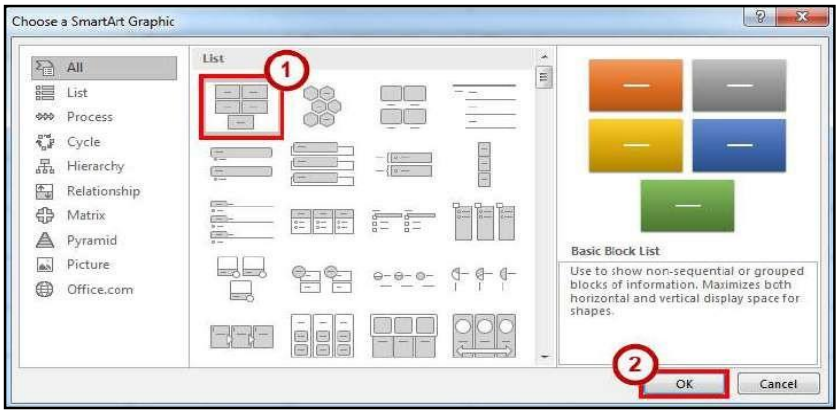


Figure 37 - Choose a SmartArt Graphic

5. The selected **SmartArt** graphic will be inserted into your Word document.

Editing SmartArt Graphics

Once inserted into your Word document, your **SmartArt** can be edited and customized by accessing the *SmartArt Tools* tab. The following explains how to access the *Design* and *Format* tabs:

1. Click on the **image** of your *SmartArt* graphic. The *SmartArt Tools* contextual tab will appear at the top of the screen.

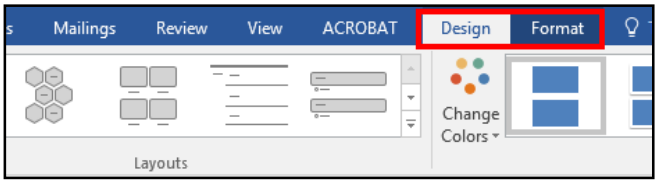


Figure 38 - SmartArt Tools

To alter aspects of the SmartArt design, click the **Design** tab.

Figure 39 - SmartArt Tools: Design

Note: *The SmartArt Tools: Design* tab contains tools that will allow you to alter the layout of the selected design, change colors, and select from preset styles.

a. To format aspects of the SmartArt graphic, click the **Format** tab.

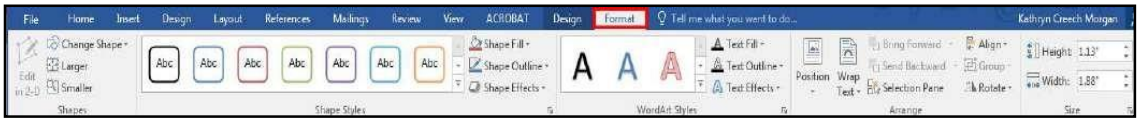


Figure 40 - SmartArt Tools: Format

Note: *The SmartArt Tools*: *Format* tab contains tools that will allow you to change the shape of your SmartArt, add preset styles to the shape and words, and choose individual aspects of the SmartArt graphic to modify (e.g. changing the shape fill or outline).

Inserting Charts

Adding charts to your word document can help readers visualize a relationship among sets of data. The following explains how to add Charts to your word document.

1. Click the **Insert** tab (See Figure 41).
2. In the *Illustrations* group, click on the **Chart** button (See Figure 41).

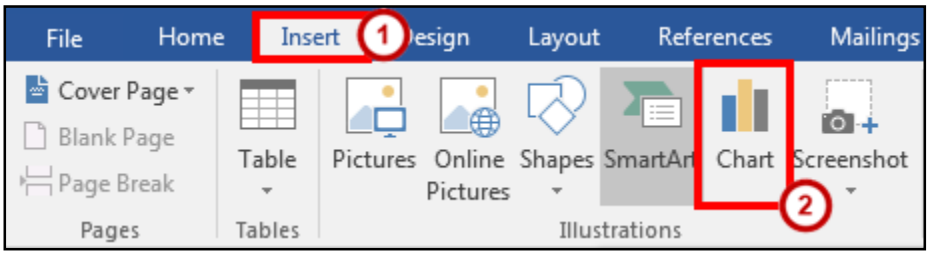


Figure 41 - *Illustrations*: Chart

3. The *Insert Chart* window will appear. Click on the **chart** you wish to use (See Figure 42).

4. Click the **OK** button (See Figure 42).

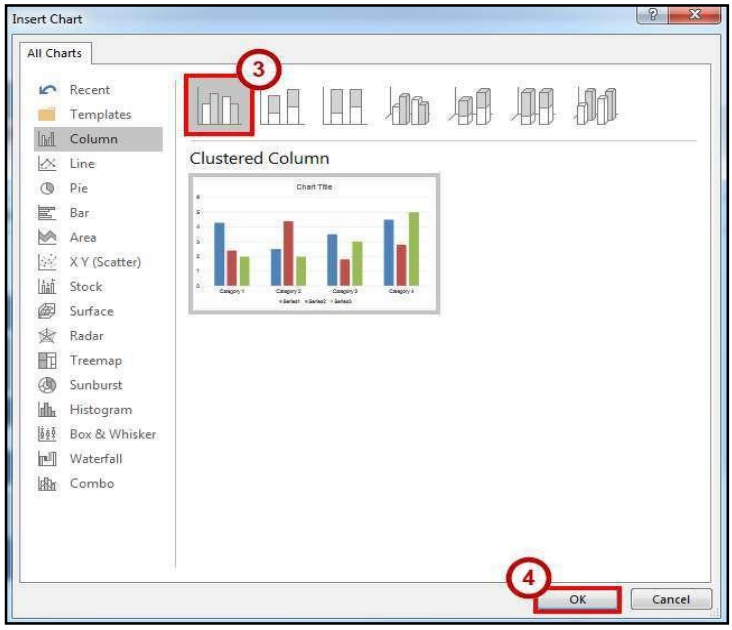


Figure 42 - Insert Chart

Note: Hover your mouse over the picture of a graph for an enlarged preview of the chart.

5. The selected chart will be inserted into your document.

Editing your Chart

Once inserted into your Word document, your Chart can be edited and customized by accessing the *Chart Tools* tab. The following explains how to access the *Design* and *Format* tabs:

1. Click on your **chart**. The *Chart Tools* contextual tab will appear at the top of the screen.

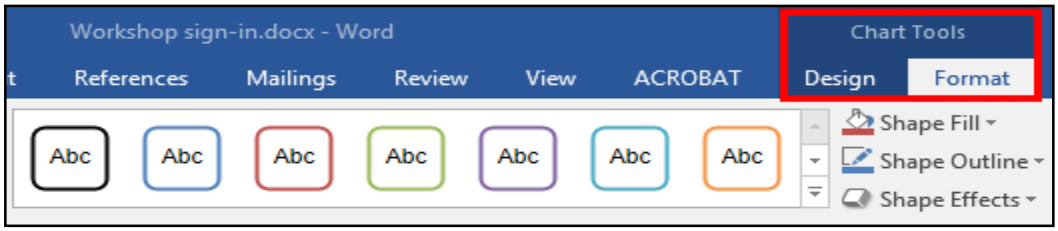


Figure 43 - Chart Tools

a. To alter aspects of the Chart's design, click the **Design** tab.

\Figure 44 - Chart Tools: Design

Note: *The Chart Tools – Design* tab contains tools that will allow you to alter the layout of the selected chart, change colors, select and edit your data, and select from preset styles.

b. To format aspects of the SmartArt graphic, click the **Format** tab.

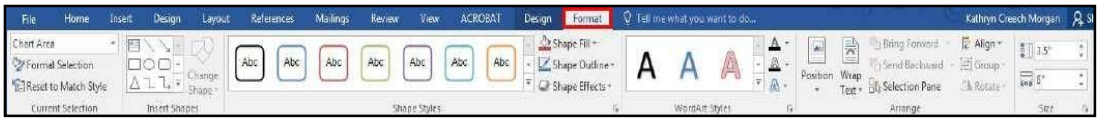


Figure 45 - Chart Tools - Format

Note: *The Chart Tools – Format* tab contains tools that will allow you to add preset styles to the shape and words, arrange and position your chart within your document, and format specific areas of your chart (e.g. axis, chart title, values, legend, etc.).

Inserting Screenshots

The *screenshot* feature in word will allow you to capture a designated window or area of your screen, and insert it as a picture in your document. The following explains how to add screenshots to your word document:

To take a screenshot of an active window:

1. Open the program or website you wish to take a screenshot of (make sure the window is not minimized).
2. Click the **Insert** tab (See Figure 46).
3. In the *Illustrations* group, click on the **Screenshot** button (See Figure 46).

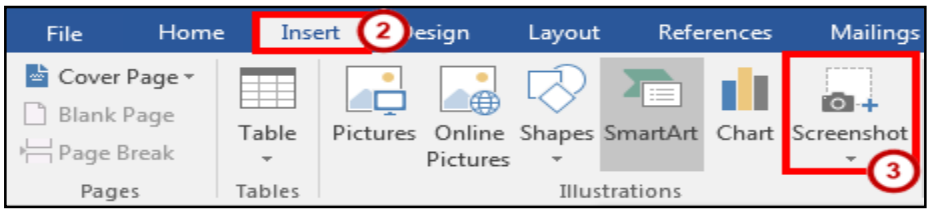


Figure 46 - *Illustrations*: Screenshot

4. A drop-down window will appear. Under *Available Windows*, you will see a thumbnail preview of all open windows.

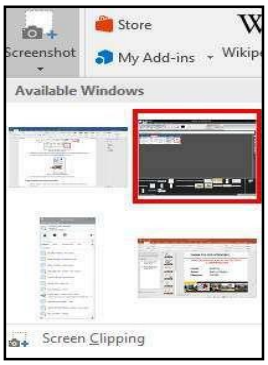


Figure 47 - Screenshot: Available Windows

5. Click the thumbnail preview to insert the screenshot into your document.

To take a screenshot of a section of your screen:

1. Open the program or website you wish to take a screenshot of (make sure the window is not minimized).
2. Click the **Insert** tab (See Figure 48).
3. In the *Illustrations* group, click on the **Screenshot** button (See Figure 48).

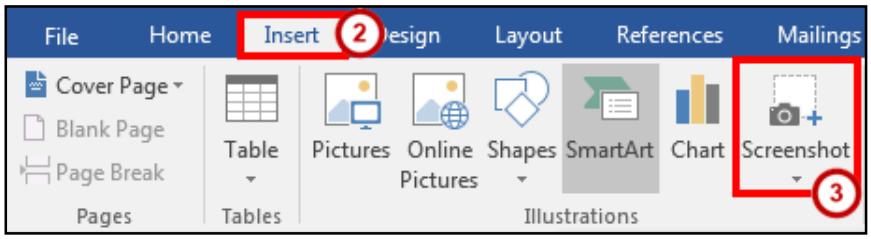


Figure 48 - *Illustrations*: Screenshot

4. A drop-down window will appear. Click on **Screen Clipping**.

Figure 49 - Screenshot: Screen Clipping

5. Your screen will turn grey and a black crosshair will appear +. Hold down the **left mouse button** and drag the crosshair over the area of your screen you wish to capture.
6. Release the **left mouse button** when you are finished capturing. Your screenshot will automatically be inserted into your document.

Inserting Video into your Document

New to Word 2016 is the ability to insert online videos into your document. When inserted into your document, the video will show a still image of the video. When

clicked, the video will open in a separate window and will play. When printing out your document, the video will look like a picture.

Note: To use this feature, you will need an internet connection. Videos will not play if the computer accessing the document is not connected to the internet.

To add video to your document:

1. Click the **Insert** tab (See Figure 50).
2. In the *Media* group, click on the **Online Video** button (See Figure 50).

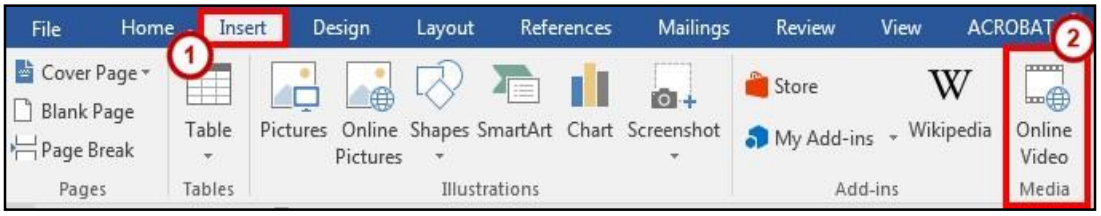


Figure 50 - Online Video

3. The *Insert Video* window will appear. A list of search options are presented.

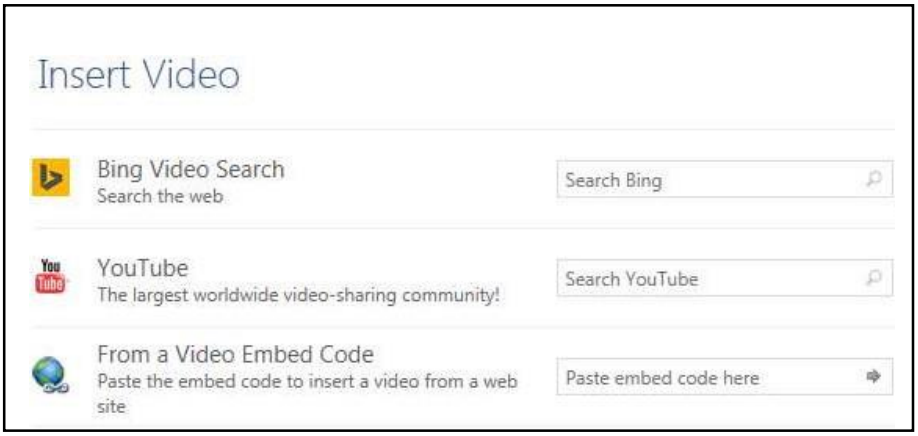


Figure 51 - Insert Video

4. In one of the search boxes, type a **word or phrase** that describes the desired video you wish to search for (Figure 52 shows a YouTube search for Elephants).

Figure 52 - Insert Video: YouTube Search

5. Press **Enter**.
6. A list of your search results will appear.

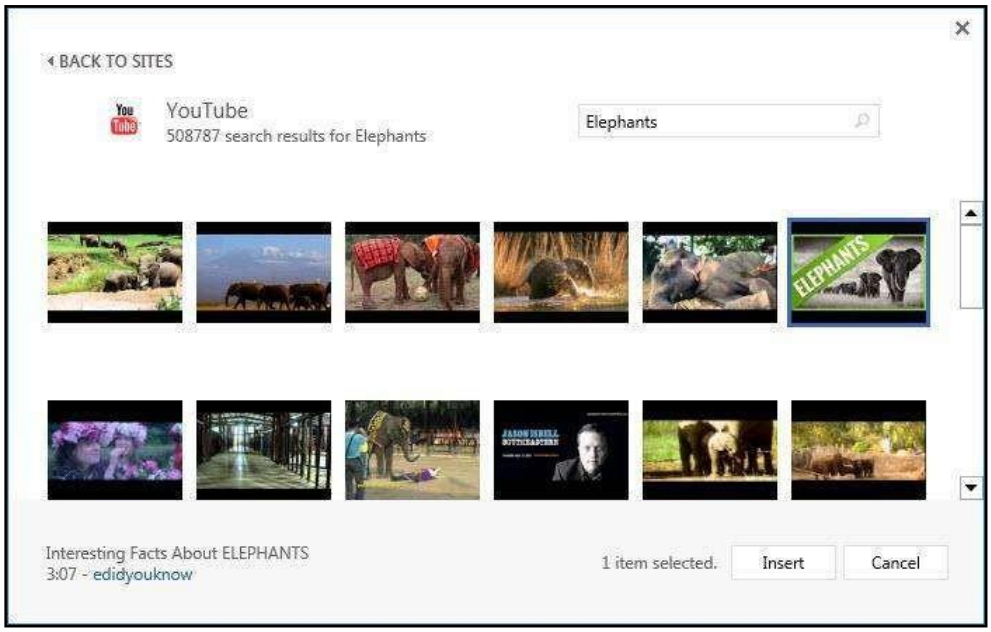


Figure 53 - Video Search Results

7. To preview the video, mouse over the image and click the **magnifying glass**.

Figure 54 - Preview Video

Click the desired video you wish to add and click the **Insert** button.

The video will be added to your document. It will show a still image from the video that will display in the document as a picture (this is the image that will also appear if you print the document). To play the video, click the **play** button on top of the still image (See Figure 55).

Figure 55 - Video in Document

Inserting Text Boxes

A text box brings focus to the content inside and is helpful for showcasing important text (e.g. headings or quotes). You can use text boxes to place text at specific locations in a document, and format the text box with a border, shading, etc.

Inserting a Text Box

The following instructions explain how to insert a text box into your document:

1. Click the **Insert** tab (See Figure 56).
2. In the *Text* group, click the **Text Box** icon (See Figure 56).

Figure 56 - Text Box Icon

3. A list of pre-defined text boxes will appear. Click on a **text box**.

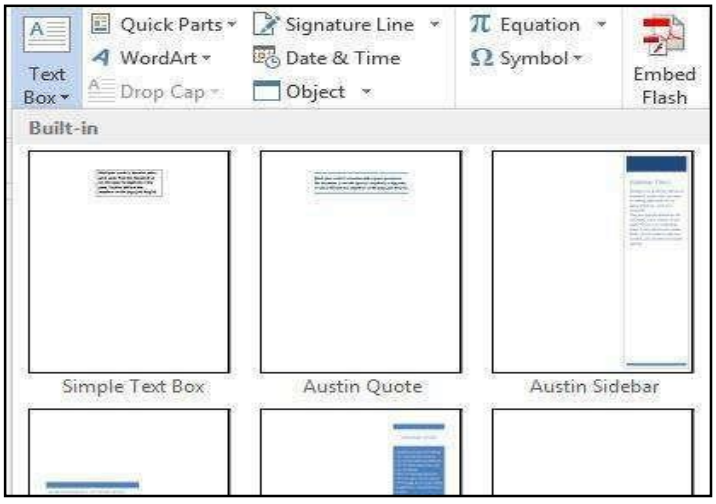


Figure 57 - Text Box Gallery

4. The *Text Box* will be inserted into your document. Click on the **Text Box** and begin typing to add your text.
5. To move the text box, select the **text box**, then drag the border of the text box the new location.

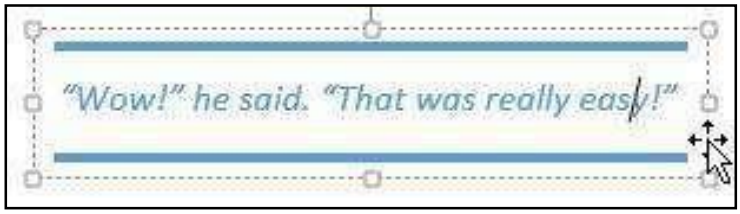


Figure 58 - Move a Text Box

6. You can re-size your text box the same way you re-size pictures. Refer to the section in this booklet on Re-Sizing a Graphic for more information.

Drawing a Text Box

In addition to selecting a preset text box, you can also draw your own text box and insert it into your document. The following explains how to draw a text box:

1. From the *Insert* tab, click the **Text Box** icon.

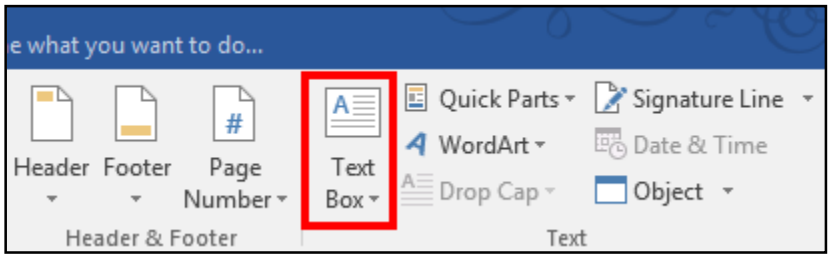


Figure 59 - Text Box Icon

2. A list of pre-defined text boxes will appear. At the bottom of the window, click on **Draw Text Box**.

Figure 60 - Draw Text Box

3. Your cursor will change to a crosshair and you will be ready to draw your text box.
4. To draw your text box within your document, hold the left mouse button and **drag the cursor** to draw the text box.

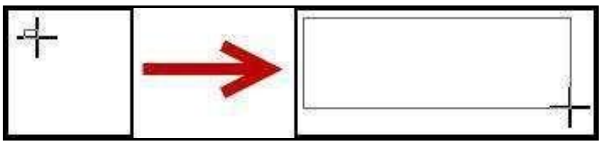


Figure 61 - Click and Drag to Draw Text Box

5. Release the left mouse button when you are finished drawing your text box.
   The text box will be added to your document and you can begin entering text.

Flowing Text between Text Boxes

It is possible to connect two empty text boxes so your text can flow from one box into the other. The following explains how to allow text to flow between text boxes:

1. Delete any text in the second text box (Text will only flow into an empty text box).
2. Select the **Text Box** to display the *Drawing Tools – Format* tab in the *Ribbon*.
3. In the Text group, click the **Create Link** button.

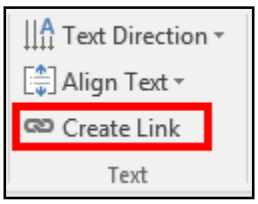


Figure 62 - Create Link

4. The mouse pointer will change to a pitcher.

5. Move the mouse pointer over the second text box (the pitcher will change to a pouring pitcher) and left click the **inside of the second text box**.

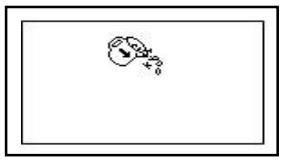


Figure 63 - Link to the Second Text Box

1. When the first text box is full, the text will begin to flow into the second text box.

Figure 64 - Linked Text Boxes

Microsoft Office

Word 2016 for Windows

REVIEWING YOUR DOCUMENT

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Turn track changes on and off.
- Understand the different review display settings and how to apply them.
- Accept/reject changes to the document.
- Add/delete/reply to comments in the document.
- Lock tracking changes for your document.
- Combine changed documents.
- Compare changed documents.

Collaborating on Documents

Word contains features that make it easy for several people to work on a document together. Rather than passing a hard copy of the document containing manual changes back and forth, you can have Word automatically track the changes, and then you can pass the document electronically.

Track Changes

By using the *Track Changes* tool, you can easily see what changes have been made to the existing document. This feature is very useful if you are collaborating with others, or wish to make suggestions that can be later accepted or rejected. Furthermore, you can quickly switch between different views to see the extent of the changes, or if you wish to view the original document in its entirety.

If you wish to make changes to a document that you want to share with others, you must enable *Track Changes* first before making any changes to your document.

1. Click on the **Review** tab (See Figure 1).
2. In the *Review* tab, click on **Track Changes** (See Figure 1).

Figure 1 - Track Changes

3. Word will now begin to track changes to your document (e.g. inserting text, deleting text, etc.). The *Track Changes* button will be shaded to indicate track changes has been activated.
4. To turn off T*rack Changes,* click the **Track Changes** button.

Note: *Track Changes* will remain on unless it is deactivated; even if you save your document. Be sure to turn off Track Changes if you don't want others to track changes. If you want to prevent others from turning off Track Changes, see Locking Track Changes.

Making Changes to Your Document with Track Changes

Once *Track Changes* has been activated, Word will make note of all changes made to your document. To make changes to your document, simply edit the document as you normally would. The default settings for changes will appear as red lettering for

The·largest·elephants·are·the·~~African·~~Asian·elephants.·They·grow·to·be·20·to·25·feet·(6·to·7·1/2·meters)·long,·~~11·~~10·feet·(about·3·1/2·meters)·tall~~,·and.~~·These·elephants·weigh·up·to·13,200·

insertions, and red lettering with a strikethrough for deletions.

Figure 2 - Changes to the Document

Leaving Comments

You can leave notes in your document for others to read that ask for clarification, explain a revision, etc. When your review settings are set to *Simple Markup*, all comments will be hidden and areas that have had a comment added will display a speech bubble.

New Comment

1. Click within your **document**, or select a **section of text** that you want to add the comment to.
2. Click on the **Review** tab (See Figure 3).

3. In the *Review* tab, click on **New Comment** (See Figure 3).

Figure 3 - New Comment

4. A *comment textbox* will be added to your document. Type your **message** within the *comment textbox* to leave your comment.

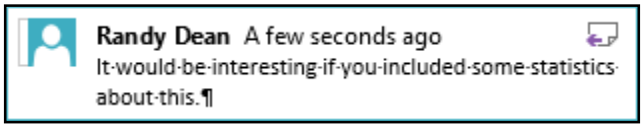


Figure 4 - Comment Textbox

5. Once finished, click **anywhere** inside your document to leave the *comment textbox*.

Edit a Comment

1. Search within your **document** for the comment to edit.
2. Click on the comment **speech bubble**.
3. Once you are finished editing, click **anywhere** inside your document to leave the *comment textbox*.

Reply to a Comment

The following shows how to reply to a comment while in *Simple Markup* view:

1. Click on the comment **speech bubble** to display your comment.
2. In the *comment window*, click on the **Reply** icon.

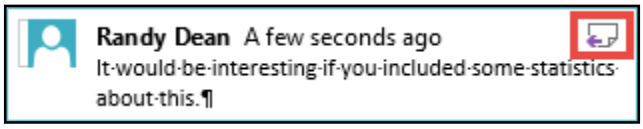


Figure 5 - Reply to a Comment

3. Your *username* will be added to the *comment window*. Type your **response** to the comment.

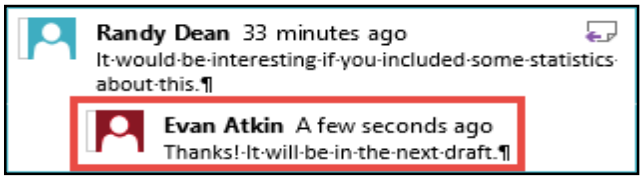


Figure 6 - Response to a Comment

Delete a Comment

The following shows how to delete a comment while in *Simple Markup* view:

1. Click on the **speech bubble** to display your comment.
2. Click on the **Review** tab (See Figure 7).
3. In the *Review* tab, click on **Delete** (See Figure 7).

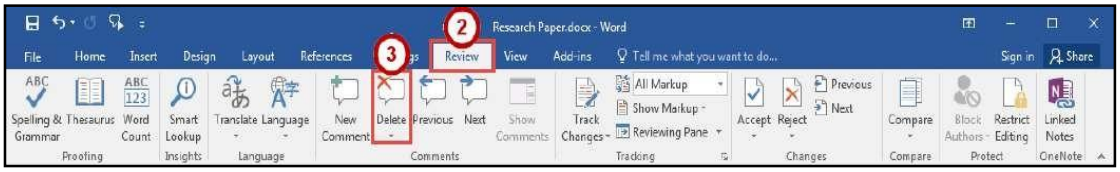


Figure 7 - Delete a Comment

Changing Your Review Display Settings

While *Track Changes* is active, you can alter your display settings to show how changes appear in your document. To alter your settings:

1. Click on the **Review** tab (See Figure 8).
2. In the *Review* tab, click on the **Display for Review drop-down** (See Figure 8).
3. A list of display options will appear. Select one of the following to apply:
   a. **Simple Markup** - Provides a clean, uncomplicated view of your document. You will see indicators where tracked changes have been made as a red line. It will also show comments as a speech bubble (See Figure 8).
   b. **All Markup** - Will show all changes and comments made to your document (See Figure 8).
   c. **No Markup** - Will show how the final version of the document will look with changes. No comments will be shown (See Figure 8).
   d. **Original** - Will show how the original version of the document looks without changes and comments (See Figure 8).

Figure 8 - Display for Review

Using the Simple Markup Display Settings

The *Simple Markup* display setting will show you sections of your document that have had changes made to them as a red line in the left side margin. Comments will also be shown as a speech bubble in the right margin of your document. The changes will remain hidden until you click the red line, upon which the changes and comments will be made visible.

1. Ensure that *Simple Markup* has been selected as your *Display for Review* on the *Review* tab.
2. *Red lines* will appear in the left margin of your document, indicating that a change hasbeen made on this line (See Figure 9).
3. Click the **red line** to show the changes made in your document (See Figure 9).

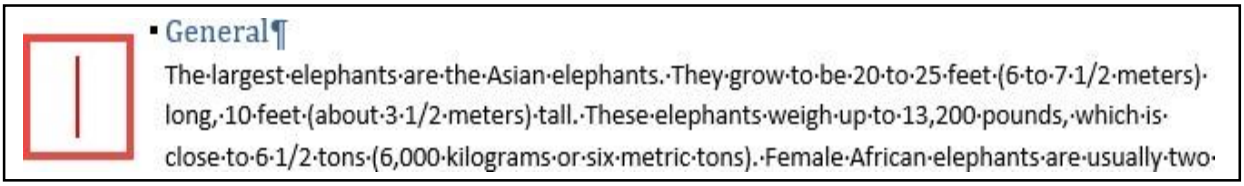


Figure 9 - Red Line Indicating a Change

4. The red line will become gray and the changes in your document will become visible.
5. To hide the changes again, click the **Gray Line** (See Figure 10).

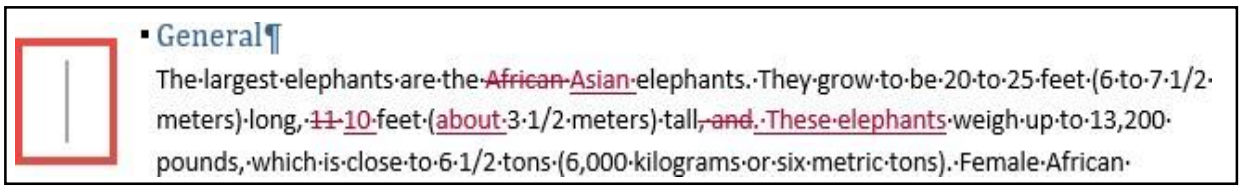


Figure 10 - Gray Line Indicating Changes Visible

Activating the Reviewing Pane

When active, the *Reviewing Pane* will display the number of revisions in the document, the type of change made, and what was changed. You can also use the *Reviewing Pane* to quickly jump to revisions within your document by selecting them. The following shows how to activate the *Reviewing Pane*:

1. Click on the **Review** tab (See Figure 11).

2. In the *Review* tab, click on **Reviewing Pane** (See Figure 11).

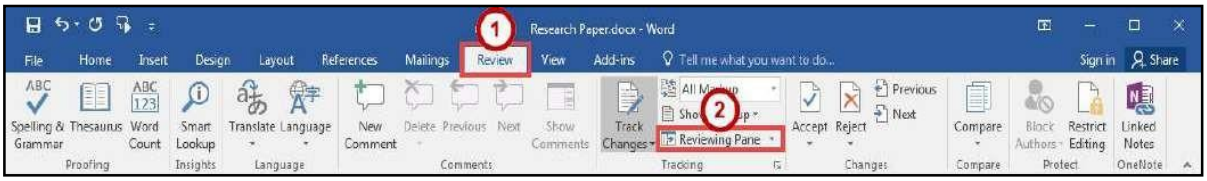


Figure 11 - Enable Reviewing Pane

3. The *Reviewing Pane* will appear on the left side of your document.

Figure 12 - Reviewing Pane

Locking Track Changes

If you are collaborating on a document with users, and want to ensure that *Track Changes* is used, you can *Lock Tracking* so the tracking option cannot be turned off.

Enable Lock Tracking

1. Click on the **Review** tab (See Figure 13).
2. In the *Review* tab, click on the **lower-half of the Track Changes** icon (See Figure 13).
3. In the *Track Changes* drop-down, click **Lock Tracking** (See Figure 13).

Figure 13 - Lock Tracking

4. In the *Lock Tracking* window, set a password (if desired) and click **OK**.

Figure 14 - Lock Tracking

Disable Lock Tracking

1. Click on the **Review** tab (See Figure 15).
2. In the *Review* tab, click on the **lower-half of the Track Changes** icon (See Figure 15).
3. In the *Track Changes* drop-down, click **Lock Tracking** (See Figure 15).

Figure 15 - Disable Lock Tracking

Accepting and Rejecting Changes

If you receive a document that has had changes made, you can move through the document to accept or reject the changes in the document. Once the changes have been accepted/rejected, the track markings will disappear.

The easiest way to accept/reject changes is to start from the beginning of your document. The following explains how to accept/reject changes:

1. Click to **place your cursor** at the beginning of the document.
2. Click on the **Review** tab (See Figure 16).
3. In the *Changes* group on the *Review* tab, you can do the following:
   a. **Accept** - Accept the change and move to the next change in your document (See Figure 16).
   b. **Reject** - Reject the change and move to the next change in your document (See Figure 16).
   c. **Previous/Next** - Navigate between changes without accepting/rejecting (See Figure 16).

4. Continue this process until you have moved through the entire document.

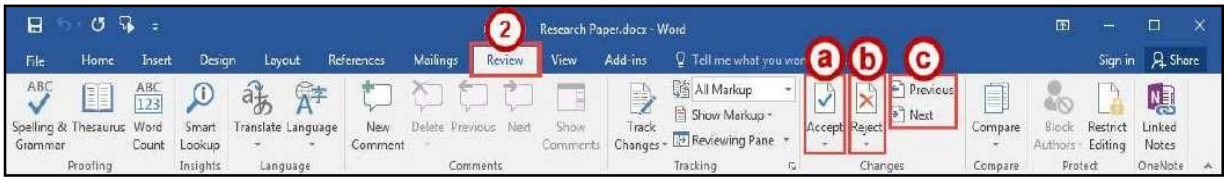


Figure 16 - Accepting and Rejecting Changes

Personalize Your Copy of Word

By personalizing your copy of Word, changes made to the document will show your "User name" and make it easier for others to identify your revisions when multiple reviewers are involved. This is helpful if you plan to collaborate with other users. The following explains how to modify your user information:

1. Click the **File** tab.
2. In the *Backstage View*, click **Options**.
3. The *Word Options* window will appear, click **General** (See Figure 17).
4. In the *Personalize your copy of Microsoft Office* section, *e*nter your **name** and **initials** (See Figure 17).
5. Click the **OK** button (See Figure 17).

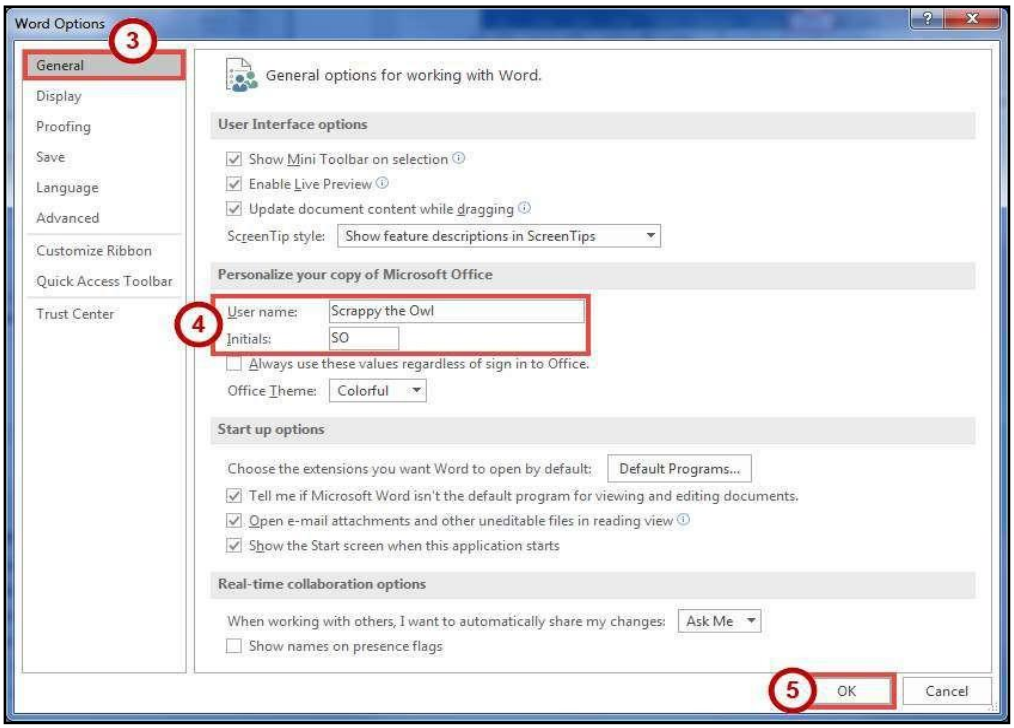


Figure 17 - Personalize your copy of Microsoft Office

Compare Changed Documents

If you receive a document that has been revised, but *track changes* were not enabled, then you can use the *Compare* tool in Word to determine what changes were made between the original document and the revised one. Please note, that to use this tool, you will need the original document and the revised document in order to compare.

1. Click on the **Review** tab (See Figure 18).
2. In the *Review* tab, click on **Compare** (See Figure 18).
3. In the *Compare* drop-down, click **Compare** (See Figure 18).

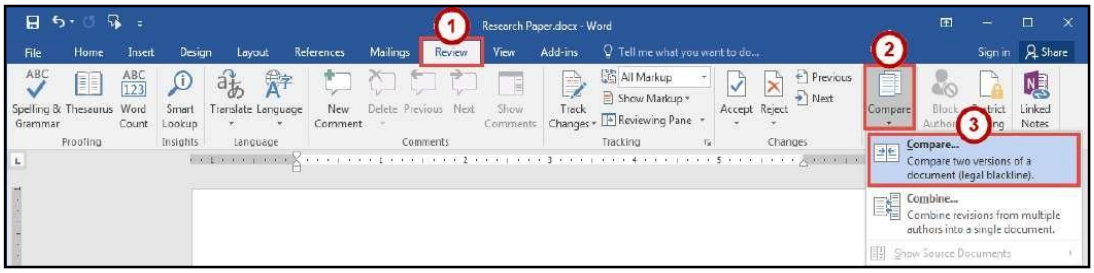


Figure 18 - Compare Changes

4. In the *Compare Documents* window, click on the **Folders** next to O*riginal document* and R*evised document* to browse through your computer and select the appropriate documents
   (See Figure 19).
5. Click the **OK** button (See Figure 19).

Figure 19 - Compare Documents Window

A screen will appear that shows three documents (from left to right): *Compared Document*, *Original Document*, and *Revised Document*.

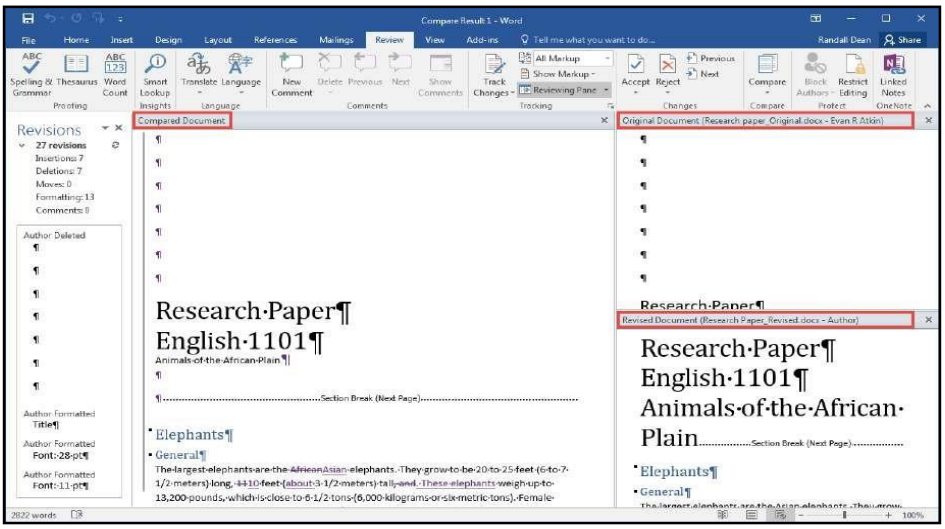


Figure 20 - Documents Compared

6. You can go through the changes in the *Compared Document* section and accept/reject changes as needed.
7. When finished reviewing the *Compared Document*, you can save it as its own version of the document.

Combine Changed Documents

If you send a document for review to several reviewers, and each reviewer returns the document, you can *combine* the documents two at a time until all the reviewer changes have been incorporated into a single document. The following explains how to combine multiple documents:

1. Click on the **Review** tab (See Figure 21).
2. In the *Review* tab, click on **Compare** (See Figure 21).
3. In the *Compare* drop-down, click **Combine** (See Figure 21).

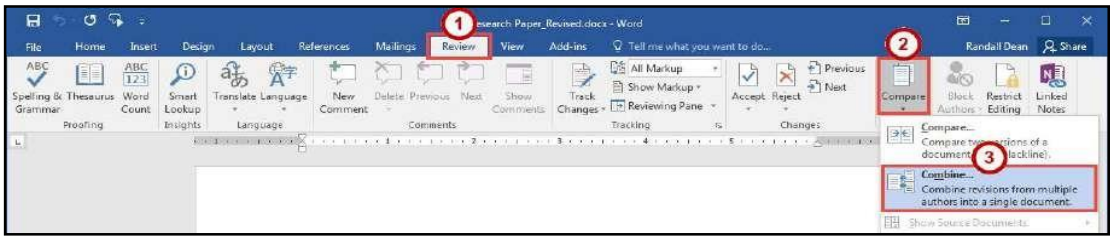


Figure 21 - Combine Changes

4. In the *Combine Documents* window, click on the **Folder** next to *Original document* and *Revised document* to browse through your computer and select

the appropriate documents (See Figure 22).

5. Click the **OK** button (See Figure 22).

Figure 22 - Combine Documents Window

6. In the *Microsoft Word* window, select the document you want to **Keep formattingchanges from** (See Figure 23).
7. Click the **Continue with Merge** button (See Figure 23).

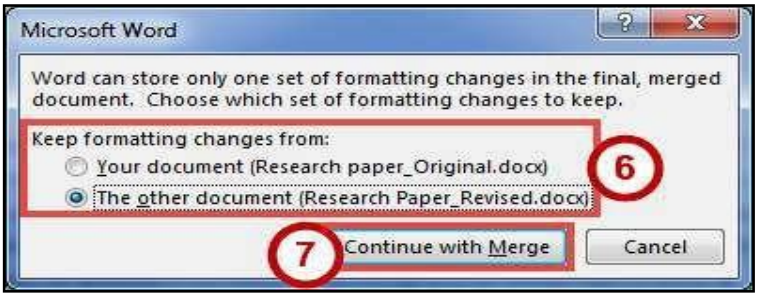


Figure 23 - Keep Formatting Changes From

A screen will appear that shows three documents (from left to right): *Combined Document*, *Original Document*, and *Revised Document*.

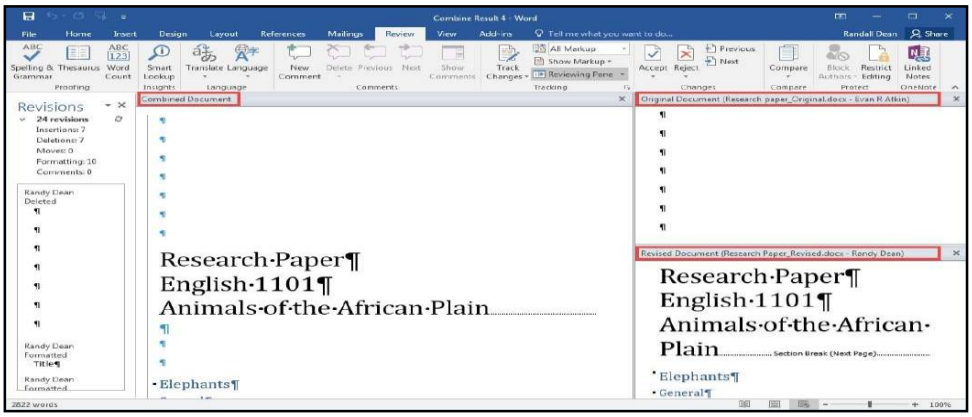


Figure 24 - Documents Combined

8. You can go through the changes in the *Combined Document* section and accept/reject changes as needed.
9. When finished reviewing the *Combined Document*, you can save it as its own version of the document.

Microsoft Office
Word 2016 for Windows

MAIL MERGE

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- What is Mail Merge
- Use of Mail Merge .
- Reassign fields using the matching fields tool.
- Create and Print Labels

What Is Mail Merge?

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

A mail merge in Word will combine a preprepared letter with a mailing list, so that bulk mail is personalised before it is sent out. For example, you might be part of an organisation that has a list of members and you want to let them know about an upcoming Annual General Meeting. Your mailing list would be the list of members' names and addresses, and the preprepared letter would be a letter informing them of the AGM. Each letter produced will be identical, apart from the personalised portions.

The three files involved in the mail merge process are:

1. Your main document
2. Your mailing list
3. The merged document

The Main Document

You should prepare your document before you start the mail merge, so type that out and save it now. Once it's ready, you will then tell Word the type of mail merge you are about to start: go to the Mailings tab and click Start Mail Merge > Letters.

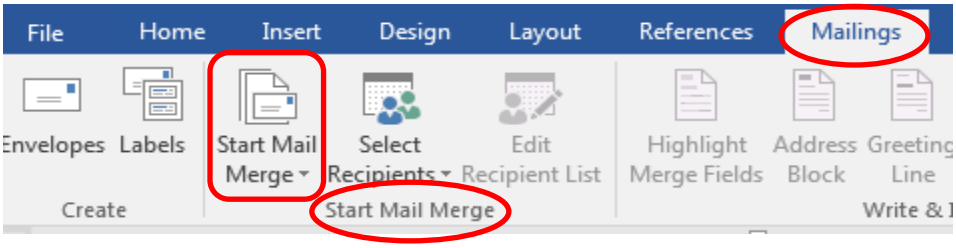


Figure 1: Mail Tab

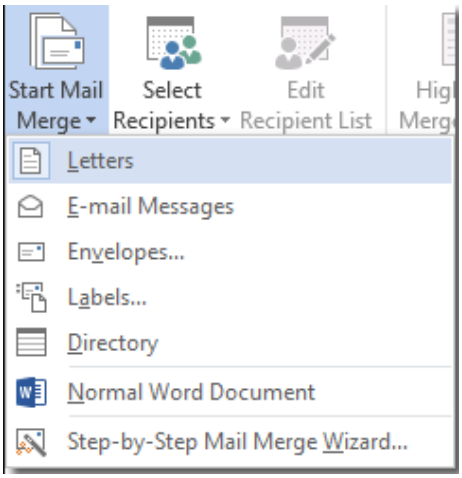


Figure 2: Selecting Letter

Now we will link the letter to your mailing list.

The Mailing List

Your mailing list can be stored in a variety of different locations, such as an Excel spreadsheet, an Access database, a directory of Outlook contacts, or an Office address list. It contains the personalised details that will be combined with the document.

If you don't have a mailing list when you begin the mail merge, you can get Word 2016 to create one during the merge. We recommend that you create the mailing list before you commence the merge though, so for this example we'll assume you have an Excel spreadsheet that contains names and address that you want to mail the letter to.

Link the Mailing List To The Document

Go to the Mailings tab and click Select Recipients in the Start Mail Merge Group. We're going to assume you have a mailing list ready to use, although you can create one on the fly. Select Use an Existing List.

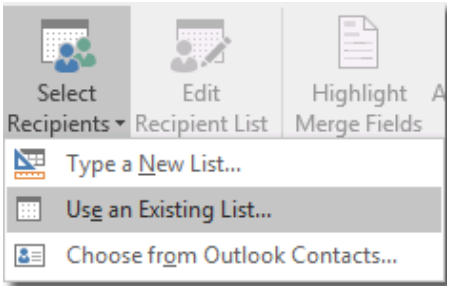


Figure 3: Linking Mailing List

In our example, we have an Excel Spreadsheet, so navigate to where that is and select it. Select the sheet that contains your data and click OK. If the first row in your spreadsheet is a header row, make sure that you check the box to say so.

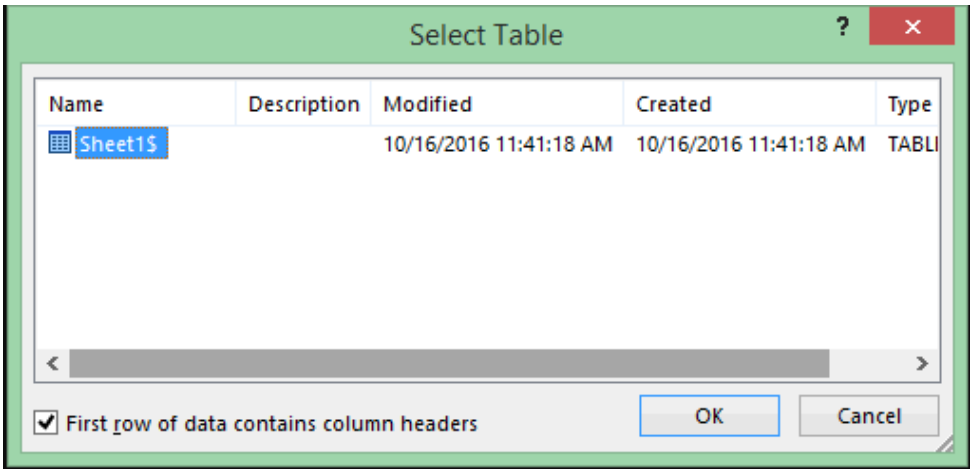


Figure 4: Linking Excel Workbook

Now that you have established the link between your document and mailing list, save the document.

We're going to assume that you want to send your letter to everyone on your list, but if you want to, you can select only certain entries from the list.

Insert Merge Fields

We now need to tell Word what personal details to add to the letter and where. To do this, we will insert merge fields in the main document. We're going to keep things very simple and we're just going to insert the most basic information. In our example we will insert member names and addresses.

First of all position the cursor where you want the address to appear on your letter. Then, on the Mailings tab, in the Write & Insert Fields group, choose Address Block.

In the window that opens, you get the chance to review and amend the format of the address that will be inserted when the merge is actually run.

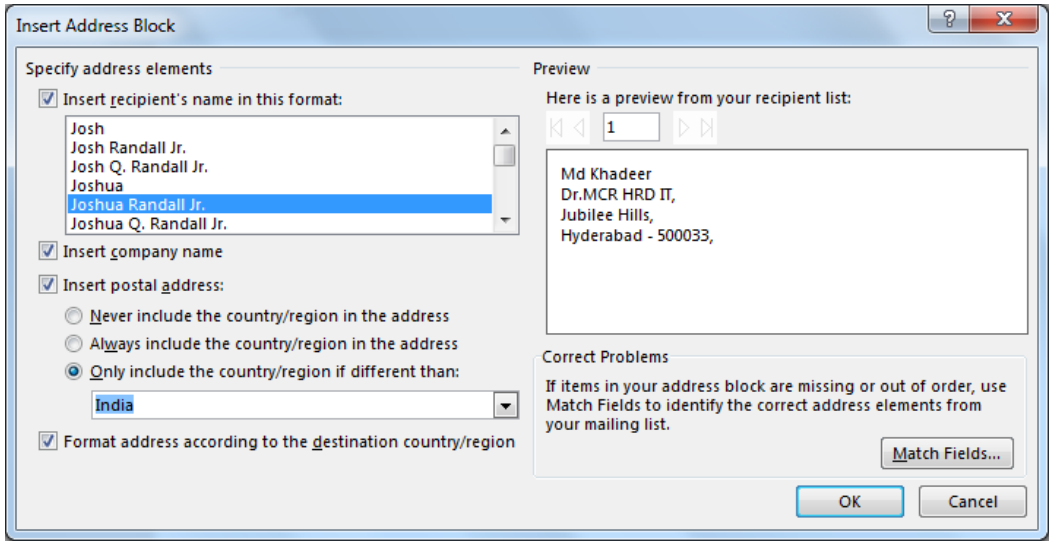


Figure 5: Inserting Address Block

Make any changes you need and click OK. You will ten see the <<AddressBlock>> placeholder appear where you inserted it.

Let's add a greeting line: position the cursor where you want the greeting and in the Write & Insert Fields group, click Greeting Line. Again, you get the chance to review and amend teh greeting, so make your changes and click OK. You will see the <<GreetingLine>> placeholder where you inserted it.

The address and greeting are standard items that most people will want to use in their mail merges, so they get their own special buttons in the ribbon. What if you want to insert data that is not in the Write & Insert Fields group? You will need the Insert Merge Fields button for that.

In our example, we have an email address column in the spreadsheet. We will add that now: click Insert Merge Fields > email.

Figure 6: Insert Merge Field

Word gets all the column headings in the spreadsheet and lists them for you to select from. An <<email>> placeholder is inserted.

All the <<>> placeholders inserted will get populated with real data from your spreadsheet when the merge is run.

Run The Mail Merge

The preparation is complete! All that is left to do is preview what the merged letter will look like, and then run it. Click Preview Results, and then choose the Next record button or Previous record button to make sure the names and addresses in the body of your letter look right.

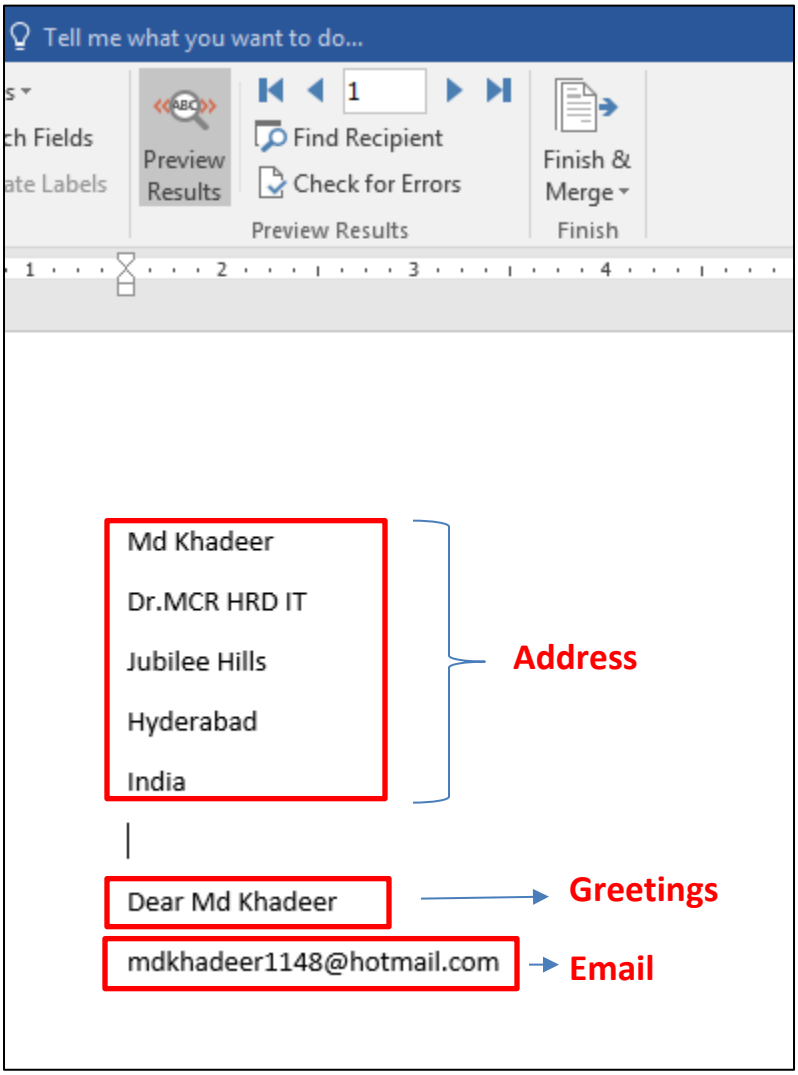


Figure 7 : Preview Merged Field

Make any changes you feel are necessary, and then, once happy, click Finish & Merge > Print Documents to run the merge and print.

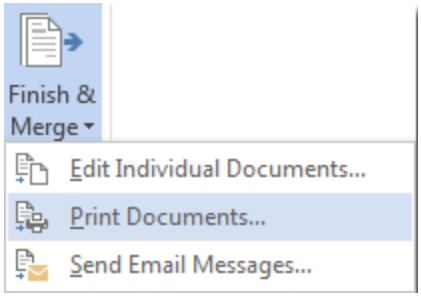


Figure 8: Merge and Print Document

Don't forget to save your document.

Create and Print labels in Microsoft Word

Start a new document to create new labels, or open an existing document that you used previously to merge labels.

Note:
Before labels can be made, the names and addresses must be stored in CSV file or another format that can be imported into the Mail Merge.

Once a CSV file is prepared, the steps below can be followed to create labels using a mail merge.

Figure 9: Mailings Tab

Step one and two

1. In Microsoft Word, on the Office Ribbon, click Mailings, Start Mail Merge, and then labels.
2. In the Label Options window, select the type of paper you want to use. If you plan on printing one page of labels at a time, keep the tray on *Manual Feed*; otherwise, select *Default*.
3. In the *Label vendors* drop-down list, select the type of labels you are using. In our example, we are using *Avery labels*.
4. Select the product number of the labels. The product number is often shown in one of the corners of the label package.
5. Once everything is selected, click OK.

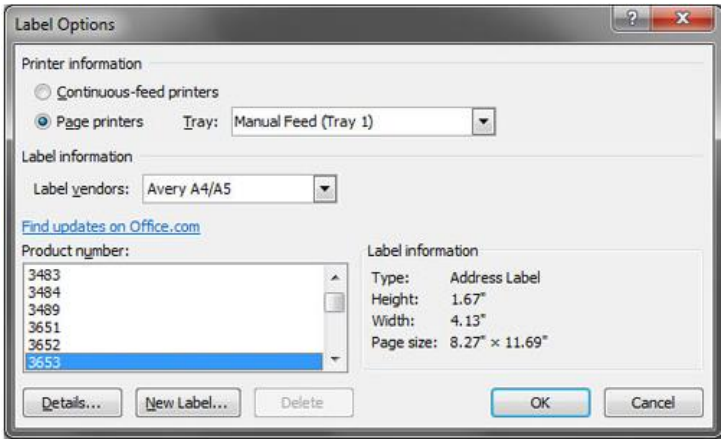


Figure 10: Labels Option

Step three

6. After the labels have been created, click the Select Recipients button in Mailings tab, click Use Existing List and then click Browse under the Use an existing list heading. The Select Data Source dialog box appears.

7. Click the appropriate drive and folder, select the file that you want to use, and then click Open. Your data is probably in Sheet 1, so click OK. (If you renamed your sheet, it would have that name instead of Sheet1$.) Also make sure to have the box checked if your first row contains headers.

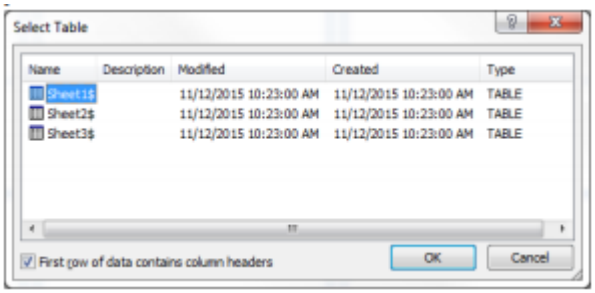


Figure 11: selecting sheet name

Word displays the Mail Merge Recipients dialog box for you to select specific recipients. When you finish, click OK.

Your labels are displayed. You will see <>. This is good!

Step four

8. Click the Address Block option in the Ribbon and verify the address is properly formatted.

9. If the address is not being displayed properly, click the Match Fields button and change how the fields are being matched.

10. Once the address is being displayed properly, click OK to place the "<<Address Block>>" field into the first label.

Step five

11. Click the Update Labels button to update all fields.

12. The first label should have only the "<<AddressBlock>>" field and all other labels should have "<<Next Record>><<AddressBlock>>" to step through each address field and print the address block in each label.

Step six

13. To make sure everything looks ok, click the Preview Results button, which should show each label and a different address for each label.

14. If you want to preview more than the first page, click the arrow pointing to the right while still in preview mode to show other pages.

Step seven

15. If everything looks ok, click the Finish & Merge button.

16. To merge on the screen, click Edit individual labels, The Merge to new document dialog box appears, so that you can select which records to merge. Select All and Click OK to merge the labels. You can view the labels before you print them.

After the merged document appears on the screen, you can save it as a separate document. Maybe call it something like “address labels final.” Note that in this saved version, you can’t toggle back and forth between the Preview Results and data fields. You can edit further if you want, but remember that you will be editing the final document, and not the label template.

Printing

1. Do a test print! This is a must, even if you think they will print fine. Print on regular paper first, and hold it up to your labels to see if they will fit.

2. Insert the labels in your printer. Make sure you have the correct orientation (face up/face down). Look for a picture on your printer.

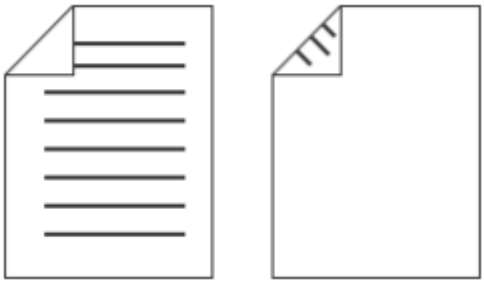


Figure 12: Paper Orientation

3. Print the merged document by clicking File and then print.