## Microsoft Word 2016



Formatting your document

Working with images

Working with Tables

**Table of Contents** 

Saving your documents

Formatting your text

Reviewing your document





Formatting your document	Page		
Insert a Header & Footer Insert a page number Line Spacing Margins and Page Orientation Insert a Page Break Insert a Section Break		3 8 9	4
Working with images Insert an Image from your Computer or Device Insert an Image from the Internet Insert an Image from Clip Art Capture and Insert a Screen Snapshot Format your Images	12	13 15 17	
Working with Tables	19		
Table of Contents		29	
Saving your documents Saving @ EIT Saving @ EIT: Saving to a USB Memory Stick		33 37	
Formatting your text Align Your Text Bullets and Numbering Format Painter Tool Insert a Hanging Indent Superscript / Subscript		46 47	40 43 48
Reviewing your document Use of the Word Count Spell Check			49 51



Thesaurus



54

# Microsoft Word 2016 Inserting Headers and Footers

### **Inserting Headers and Footers**

### 1. Insert << Header

ш													Docum	ent1 - Word								
File	Home 🌔	Insert	Design	Layout	References	s Mai	ilings	Review	View	Develope	r EndN	lote X7	ACROBAT	T Q Tell	me what you v	vant to do						
				5			<b>0</b> +	省 Store					<u>-</u> 7	ţ		#	A		4	A	Signat	ure Li & Tim
Cover Page *	Blank Page Page Breal	Table	Pictures	Online Shap Pictures 👻	es SmartArt	Chart Sc	reenshot •	🎝 My A	dd-ins 👻	Online Video	Hyperlink	Bookmark	Cross- reference	Comment	Header Foote	er Page Number≖	Text Box ▼	Quick Parts ∗	WordArt •	Drop Cap →	Dbject	t -
	Pages	Tables		II	lustrations			Ad	d-ins	Media		Links		Comments	Built-in							-
L								1 • 2 • 1 •	1 • • • •	· 1 · I · 2 ·	1 · 3 · 1 · 4	5	6 • 1 • 7 • 1	· 8 · I · 9 · I	Blank							
12															(Type) Blank (Three	ere) e Columns)						

### 2. Enter Header text

H	চন এ	÷				Docu	ment1 - Wor	d				Header & Foo	ter Tools					Ŧ	-	٥	×
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Developer	EndNote X7	ACROBA	T 🕻 Desig		🖓 Tell me what	you want to do				Sign in	R₁ sr	are
Header	Footer Pa	# Dat	e & Document ne Info +	Uuick Parts ▼	Pictures Online Pictures	Go to Go Header Foo	to ter	ous to Previous	Different	t First Page t Odd & Even Pa ocument Text	ges ⊒+ Fo Dian	eader from Top: oter from Bottom: sert Alignment Tab	1.25 cm 🗘 1.25 cm 🇘	Close Header and Footer							
<b>H</b> e	ader & Foote	r		Insert			Navigation			Options		Position		Close							^
							Head	1 • • • • • • • • • • • • • • • • • • •	• 1 • 1 • 2 • 1 •	3 • 1 • 4 • 1 • 5 • 1	. 6 .   . 7 .	· <u>\$</u> · ı · 9 · ı · 10 · ı	-11-+-12++	.13 14 15	· · · · <sub>d</sub> , · · · · 17· · · · 18·						-

### 3. Insert << Footer - enter Footer text

🗄 গ	÷ ۲۵ ÷					Docur	ment1 - Word	d				Header & Footer Tools		
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Developer	EndNote X7	ACROBAT	C Design	Q	Tell me what yo
Header For	oter Page Numb r & Footer	e Date er • Tir	e & Documen ne Info •	t Quick P Parts <del>*</del> Insert	ictures Online Pictures	Go to Go t Header Foot	Previo	ous to Previous	<ul> <li>Differen</li> <li>Differen</li> <li>Show Description</li> </ul>	t First Page t Odd & Even Pag ocument Text Options	ges ⊑+ Head ]=+ Foote ]] Insert	er from Top: 1.25 cm r from Bottom: 1.25 cm Alignment Tab Position	4 7 4 7	Close Header and Footer Close
			Footer	[Type h	ere]									

### Viewing / Editing Header and Footer

Double click on the Header or Footer area to view or edit text. Press Esc (on your keyboard) to return to your document.





# **Microsoft Word 2016** Inserting Page Numbers (and formatting them)

### Inserting Page Numbers (and formatting them)

Insert << Page Number

B	<del>ر</del> ب	5 <del>-</del>												Docume	ent1 - Word			
File	Ho	ome	Insert	Design	Layo	ut Referenc	es	Mailings	Review	View	Develop	er Endl	Note X7	ACROBAT	Γ Ω Tel	l me what	you wan	t to do
						🖓 🚡		0+	빌 Store					<u> </u>	ţ			#
Cover Page ≖	Blank Page	Page Break	Table Table	Pictures	Online S Pictures	Shapes SmartAi	t Charl	Screenshot	🎝 My A	dd-ins 🔹	Online Video	Hyperlink	Bookmark	Cross- reference	Comment	Header T	Footer	Page lumbe
	Pages		Tables			Illustrations			Ad	d-ins	Media		Links		Comments	Hea	der & Fo	oter

Identify where you want your Page Numbers to be positioned (top or bottom of page), then select the formatting







### LIBRARY AND LEARNING SERVICES | FORMATTING YOUR DOCUMENT

To edit the numbers – Double click on the Header or Footer area and highlight the number you want to edit

🗄 জিল্ 🗇 🕫		Document1 - Word		Header & Footer Tools		• – • ×
File Home Insert Desig	n Layout References	Mailings Review View	Developer EndNote X7 A	CROBAT Design	2 Tell me what you want to do	Sign in 👂 Share
Header Footer Page * Number Time Ir	ment Quick Pictures Online o * Parts * Pictures	Go to Go to Header Footer Link to Previous	Different First Page Different Odd & Even Pages Show Document Text	□+ Header from Top:       1.25 cm ‡         □+ Footer from Bottom:       1.25 cm ‡         □ Insert Alignment Tab	Close Header and Footer	
Header & Footer	Insert	Navigation	Options	Position	Close	^

To format the page numbers - Insert << Page Number << Format Page Numbers

⊟	<b>গ</b> ন্থ হ					Docum	ent1 - Wo	rd					Header	& Footer Tools				
File	Home <b>¢</b>	Insert	Design	Layout	References	Mailings	Review	View	Develope	er Endl	Note X7	ACROBAT		Design	♀ Tell r	ne what y	ou want t	to do
-			•				肖 Stor	re				<u> </u>			#	A		A
Cover	Blank Page	Table	Pictures	Online Shape	s SmartArt (	Chart Screenshot	🕤 My	Add-ins 🔻	Online	Hyperlink	Bookmark	Cross-	Comment	Header Footer	Page	Text	Quick	Word/
Page *	Page Break	Tables		Pictures *		*		elel in e	Video		Limbre	reference	Commonte	V V	Number	Box	Parts *	*
	Pages	lables		110	ustrations		A	aa-ins	Media		LINKS		Comments	Header &	🗐 🗐 Tok	of Page		•
L							1 • 2 • 1	· 1 · I ·	+ 1 + 1 + 2	. 1 . 3 . 1 . 4	5	6 • 1 • 7 • 1	<u>\$</u> · I · 9 · I	10 11 11 12	Bot	tom of Pa	ge	►
-															<b>₽</b> <u>P</u> ag	e Margin		F
1.2															₽ <u>C</u> ur	rent Posit	on	Þ
. 52 .							Head	ier						·····	Eor	mat Page	Numbers	5 >
. 24 - 1							ricat								🔁 Rer	nove Page	Number	rs

Select the formatting you require << click OK to return to your doument.

Page Number Format	? ×
Number format: 1, 2, 3,	
Include chapter <u>n</u> umber	
Chapter starts with style:	Heading 1 👻
Use separator:	- (hyphen) 👻
Examples:	1-1, 1-A
Page numbering	
Continue from previous	section
🔘 Start <u>a</u> t: 🛛 📿 😫	
Cardona Cardona	
🕇 ОК	

### Inserting Page Numbers: Different on the First Page

This situation will be useful when you do not want a page number on the first page

Page Layout << Page Setup << click the arrow in the bottom right-hand corner

	চ- ৩	Ŧ			Docu	iment1 - Wor	d				Header & Footer Tools
File	Home	Insert De	esign (Layout)	References	Mailings	Review	View	Develope	r EndNote X7	ACROBAT	Design
Margins	Orientation	Size Columns	bc <sup>2</sup> Hyphenation ▼	Indent → Left: 0 E Right: 0	cm ‡	pacing == Before: 0 (== After: 0	pt ‡ pt ‡	Position	Wrap Bring Text + Forward +	Send Selec Backward - Pa	kign ▼ ition Rotate ▼
		Page Setup	5	i l	Paragra	ph	, i	5 )		Arrange	

Select the Layout tab << check the Different First Page box in the Headers and Footers section << Apply to Whole document (when you have no sections in your document, in which case select This section)

Page Setup			0 8
Margins Paper	Layout		
Section			
Section stage	New page	-	
Supervised	potes		
Headers and footer			
Different gdd	and even		
Different fiert	Eods.	14.1	
From edge:	Header: 1.25 cm	191	
	Footer 1.25 cm	1.0	
Page			
Tertical alignment	6 Tap		
Benjew			
	_		
	=		
-	-		
Apply to Manual	Conception 1	one Bunders	Borders-
[courses]		6	1000

Inserting Page Numbers: Different than 1

Insert << Page Number << Format Page Numbers

B	ۍ . (	5 <del>-</del>												Docume	ent1 - Word						
File	Ho	ome 🦿	Insert	Design	Layout	Reference	s M	lailings	Review	View	Develope	r Endl	Note X7	ACROBAT	∑ Ω Tel	l me what		t to do			
-					<b>1</b>			0+	省 Stor	e				<u>-</u> 2	ţ			#	A		4
Cover	Blank	Page	Table	Pictures	Online Shap	es SmartArt	Chart	Screenshot	🕤 My	Add-ins 👻	Online	Hyperlink	Bookmark	Cross-	Comment	Header	Footer	Page	Text	Quick Parts v	WordA
raye	Pages	DICak	Tables		I	lustrations			A	dd-ins	Media		Links	reference	Comments	Hea	ader & F	Top c	of Page	Fails -	+
L							1.1	2 · · · 1 ·	1 • 2 • •	1111	2 + 1 + 3 +	4	5 · i · 6	7	8 1 9	1 + 10 + 1	· 11 ·	Botto	m of Pag	e	
																		# Page	Margins		
5																		<u>C</u> urre	nt Positio	n	
-																	[	Eorm	at Page N	lumbers	
-																	[	Remo	ove Page	Numbe	rs

Type the Page Number you want to start at. You may want to use 0 if you set your document up with a Different first page. This way your first page will be 0 and not show and the second page will begin at page 1.

Number format: 1, 2, 3,		
Include chapter number		
Chapter starts with style:	Heading 1	-
Use separator:	- (hyphen)	-
Page numbering	section	

### Inserting Page Numbers: Different Page Numbers in One Document

You may want to set out an essay with two different number styles. In academic essays Roman numerals start after the title page until the body of the essay begins. For example this may include an abstract, table of contents, executive summary etc ... Arabic numbers start from the main body of the essay. To achieve this you will need to use Section Breaks in your document. Change the number format in the Page Number Format window.

It is easier to tackle the Page Layout first and create Section Breaks in your document before you add the text.

Turn the show/hide button on, this shows parapgraph marks and other hidden formatting symbols (they will not show on your printed document), this will show your section breaks clearly.

H	চ•ত ₌								
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Develop
Paste	👗 Cut 🗈 Copy	Ca	libri	• 11 • A	A A Aa -	♦ E • E	= =   t=		24 <b>(</b>
~	Format Pai	nter	- <u>-</u>	Eant	<i>6</i> 0 <b>-</b>				





# Microsoft Word 2016 Line Spacing

### Line Spacing

Line spacing determines the amount of space between each line space; you can set the line spacing before you start to type OR you can highlight selected text and change the line spacing.



### Home << Line Spacing icon

This is single line spacing	This is double (2.0) line spacing
This is single line spacing	This is double (2.0) line spacing
This is single line spacing	This is double (2.0) line spacing
This is 1.15 line spacing	This is 2.5 line spacing
This is 1.15 line spacing	This is 2.5 line spacing
This is 1.15 line spacing	This is 2.5 line spacing
This is 1.5 line spacing	This is 3.0 line spacing
This is 1.5 line spacing	This is 3.0 line spacing
This is 1.5 line spacing	This is 3.0 line spacing





# Microsoft Word 2016 Margins and Page Orientation

By default, the margins for a Word document are 2.54 cm on the top, bottom, and sides.

1. Page Layout << Margins - select Normal or Custom Margins.

	ਜ਼ ਙ• ੱ =	Document1 - Word	⊞ – ø ×
	Home Insert Design	References Mailings Review View Developer EndNote X7 ACROBAT 🗘 Tell me what you want to do	Sign in 🔗 Share
(	Margins Urientation Size Columns	Indext         Spacing         Image: Constraint of the space of th	
	Normal Top: 2.54 cm Bottom: 2.54 cm Left: 2.54 cm Right: 2.54 cm	G Pangraph G Arrange 12.1.14.1.6.1.01.139.1.139.1.134.1.5.1.138	^
	Narrow Top: 1.27 cm Bottom:1.27 cm Left: 1.27 cm Right: 1.27 cm		
	Moderate Top: 2.54 cm Bottom: 2.54 cm Left: 1.91 cm Right: 1.91 cm		
	Wide Top: 2.54 cm Bottom:2.54 cm Left: 5.08 cm Right: 5.08 cm		
	Mirrored Top: 2.54 cm Bottom:2.54 cm Inside: 3.18 cm Outside:2.54 cm		
	Custom Margins		

NB: This is useful for changing your margins in your assignment.

### **Custom Margins**

2. If you select Custom Margins, the Page Setup window appears. Tab (or use the arrow keys) between each option and type in your margins. Click OK to apply the changes.









Most EIT essay Page Layout require a left margin of 4cm, to do this simply enter 4 in Left Margin << click OK

Margins	Paper Layout		
Margins			
<u>T</u> op:	2.54 cm 🚔	<u>B</u> ottom:	2.54 cm 🌲
<u>L</u> eft:	4 cm 🔰 🚔	<u>R</u> ight:	2.54 cm 🌲
<u>G</u> utter:	0 cm 🚖	Gutter position:	Left 💌
Orientation	1		
Α	A		
Portrait	Landscape		
Pages			
<u>M</u> ultiple	pages: Normal	•	
Preview			
Г			
L			

### Page Orientation

1. Page Layout << select Orientation.

🗄 ጛ・୦ ÷		Document1 - Word	60 – 61 ×
File Home Insert Design Layout	References Mailings Review View	Developer EndNote X7 ACROBAT 🛛 Tell me what you want to do	Sign in 👂 Share
Margins Orientation Size Columns	Indent     Spacing       →= Left:     0 cm     ↓ = Before:     0 pt       = Right:     0 cm     ↓ = After:     10 pt	Position Wap Bring Send Selection - The Forest Constraint Constra	
Page Setur	E Baragraph		

### 2. Choose Portrait or Landscape

	<b>5</b> • া হ	Document1 - Word	• – • ×
File	Home Insert Design Layout References Mailings Review View (	Developer EndNote X7 ACROBAT Q Tell me what you want to do	Sign in 🔉 Share
Margin:	Image: Specific state     Image: Specific state     Image: Specific state       0 inentation     Specific state     Specific state	Orstion     Wrap     Bring     Selection       *     Text - Forward + Backward +     Pane     A Rotate +	
L 9 0	Portrait Up rs Paragraph rs Landscapar	Arrange 1 Arrang	~

NB: To have pages of portrait and landscape orientation in a single document, use section breaks between the affected pages. To do this:-

1. Go to the page you want to change the orientation of, select the area before the text on the page you want to change. Page Layout << Breaks << Section Break << Next Page



3. The document is now comprised of three sections. Select an area in the page you want to change the orientation of. Page Layout << Orientation << Portrait OR Landscape

	<b>গ</b> ন ৫ হ						Document	- Word					Ŧ	-	٥	×
File	Home Inser	t Design 🛃 Layout 🕽	References Mailing	s Review Viev	v Developer	EndNote X7	ACROBAT							Sign in	R₁ Shi	are
Margins	Orientation Size	Columns * b <sup>2</sup> Hyphenation *	Indent 2≣ Left: 0 cm ≣€ Right: 0 cm	Spacing ↓ == Before: 0 pt ↓ == After: 10 pt	Position	Wrap Bring Text * Forward *	Send Select Backward - Par	P Align ▼ ion e 2 A Rotate ▼								
L 9	Portrait : Landscape	up 1	5 Para	graph	121		Arrange 4 i i 6 i i 8	1 101 12	1 14 1 1 <u>0</u> 1 18	8						^





# Microsoft Word 2016 Inserting images: From your computer

### Inserting images: From your computer

Use these instructions if you have an image or photo you have saved previously and want to use it in your document.

1. Place your cursor where you want to insert your image.



2. Insert << Picture

H	و بر ج	ଏ ÷							
File	H	ome 🕴	Insert	Design	Layo	out	Reference	s N	Aailings
						$\bigcirc$		d.	0 +
Cover Dage T	Blank	Page Break	Table	Pictures	Online	Shapes	SmartArt	Chart	Screenshot
rage	Pages	DICak	Tables	~_~	rictures	Illus	strations		

3. Browse to where your image is saved << select image file << Insert







# Microsoft Word 2013 Inserting images: From the Internet

### Please Note:

Check the copyright permission for images you wish to use. All images used must be referenced according to the APA referencing style. Please refer to How do I reference a figure from a website? or go to the APA Referencing – Instruction Manual for citation and reference instructions.

### Inserting images: From the internet

Select the image << right click Copy image



Go back to your document << right click Paste









To save the image to your computer << right click on the image << Save image as...

Save the image to your H: Drive << My Pictures folder << Open

Save As       Solution       Solution	s\Ho > 🗸 🍕 Search twebster (\\tarfs01	L\Da 🔎
Organize 👻 New folder	8== -	0
Documents Music Pictures Videos Computer GSDisk (C:) GROUPS (\TARFS01.EIT.CAMPUS\DATA\USERS) (G:) twebster (\tarfs01\Data\Users\Homedirs.(H:)) COMMON (\TARFS01.EIT.CAMPUS\DATA) (E) Network	Name       2014       2015       2016       Document Themes       ITHD6.240       UseContent       My Documents       My Pictures       My Videos	Dati A 18/( 29/( 24/1 24/( 21/( 13/( 31/( 29/( 3/12 29/1 -
File name: frangipani Save as type: JPEG Image		•
Hide Folders	Open Car	icel

### Name the file << Save

File name	• • • • • • • • • • • • • • • • • • •
Save as type:	JPEG Image
Hide Folders	Save Cancel

### Reference

Orange Rose Flower in Bloom during Daytime [Photograph]. Retrieved from https://static.pexels.com/photos/39517/rose-flower-blossom-bloom-39517.jpeg





# Microsoft Word 2016 Inserting images: From Clip Art

Inserting Images from Clip Art:

Place your cursor where you want to insert a clip art image << Insert << Online Pictures.



The Insert Pictures box appears as shown below;

Ins	sert Pictures
<mark>1</mark>	Bing Image Search Search the web
Sig: site	n in with your Microsoft account to insert photos and videos from Facebook, Flickr, and other S.

Enter a keyword into the Bing Image Search box e.g. Grapes << Press Enter or Click on the Search button.

Insert Pictures		×
Bing Image Search Search the web	grapes	

Select the image you want to use << Insert











# Microsoft Word 2016 Capturing Screen Snapshots

- 1. To capture the entire screen click anywhere at once
- 2. Press the Print Screen (PrntScn) key << Paste (Ctrl + V) into your document



- 1. To capture a window (not the entire screen), e.g. an error message or dialogue box
- 2. Choose Insert << Screenshot

B	<b>ب</b> ج	Ű ∓						Docume	ent1 - Word	1					Picture T	ools										Ŧ	-	٥	×
File	Ho	ome 🌔	Insert	Design	Layout	Reference	s Mai	ilings	Review	View	Developer	EndNo	ote X7	ACROBAT	Form	at 🤉											Sign in	∕₽, Sh	are
1					<b>.</b> 🖓		di,"	<b>0</b> +	Store 📔					<u>-</u> 2	ţ			#	A		4	A Signature	Line +	πΩ					
Cover Page *	Blank Page	Page Break	Table	Pictures C Pi	nline Shape ctures *	s SmartArt	Chart Sc	reenshot	🎝 My A	dd-ins *	Online Video	Hyperlink B	lookmark	Cross- reference	Comment	Header	Footer •	Page Number •	Text Box ≠	Quick V Parts *	VordArt *	Drop Cap - Object		Equation Symbol	Embed Flash				
	Pages		Tables		Illi	ustrations			Ado	1-ins	Media		Links		Comments	Hea	ider & Fi	ooter				Text		Symbols	Flash				~







3. Using the screen clipping option you can drag your cursor over what you want to capture (anything on the desktop) and it will be put into your document for you

**NB:** The PrtScn key can be in different places depending on the type of keyboard, usually it is located above the Insert key





# Microsoft Word 2016 Working with tables

### What is a table?

A table is information arranged in horizontal rows and vertical columns. You can use a table to organise text or numerical data. You can format text in various ways in different parts of a table.

When you first insert a table into a document, it appears as a simple grid, with black gridlines defining the rows and colums. The area where a row and column meet is called a cell.



### Inserting a table

### Insert << Table







Position the mouse pointer in the upper-left cell of the grid, then drag the pointer down and across the grid until you have highlighted the amount you require. For this exercise we will create two columns and five rows – the outline of a cell turns orange when you highlight it. **NB**: You are able to add or delete rows and columns at a later stage if needed.



When you have the table size correct -  $2 \times 5$ , an empty table, two columns by five rows, appears, with the insertion point in the upper-left cell.

Example

When you are working in the table or the table is selected two new tabs appear on the ribbon, Design and Layout.

🗄 🕤	- U -	Ŧ			L	orem ipsum d	olor sit ame	t.docx - Wo	ď			Table Tools	
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Developer	EndNote X	7 ACROBAT	Design Layou	ut
☑ Header R	Row 🗸	First Colum	n										
Total Rov	w	Last Colum	n										
✓ Banded F	Rows 🗌	Banded Col	umns						-				
Ta	able Style	Options								Т	able Styles		

### Entering Data in a Table

You can enter data in a table by moving the insertion point to a cell and typing. If the data takes up more than one line in the cell the text will automatically wrap to the next line. This increases the height of that cell and all the other cells in that row. To move to the next insertion point, you can press the Tab key on the keyboard or simply click on the desired cell.

### Example

Item	Materials Cost
Weather stripping	\$350.00
High efficiency water heaters	\$8,500.00
High efficiency furnaces	\$10,000.00
Insulation	\$700.00

This is what selected text looks like, to select the whole table use the Table move handle.



### To select a row or column

Move the mouse pointer to the left of the table next to the row or column. The pointer changes to a right-facing arrow for a row, or a downward facing arrow for a column. Click the left mouse button. The entire row or column is selected.

### **Example:** entire header row selected.

Item	Materials Cost
Weather stripping	\$350.00
High efficiency water heaters	\$8,500.00
High efficiency furnaces	\$10,000.00
Insulation	\$700.00

To format the text you can switch to the:

1. Home tab

H	5 ి ₹			Lore	em ipsum de	olor sit amet.	docx - Wo	rd				Table To	ools
File	Home Inse	rt Design	Layout	References	Mailings	Review	View	Develop	er EndNo	te X7 AC	ROBAT	Design	Layout
Paste	↔ Cut E Copy ✓ Format Painter	Verdana B I <u>U</u> -	$\mathbf{x}$ 11 $\mathbf{x}$ A abe $\mathbf{X}_2$ $\mathbf{X}^2$	Λ΄ Α΄   Αa -   Α Α - <sup>a</sup> Ζ - Α	•	= • * <del>-</del> -•   = =   ‡	€≣ ●≣   [•   <u>&amp;</u>	2↓ ¶ - ⊞ -	AaBbCcDເ 1 Normal	AaBbCcDເ ۱ No Spac	AaBbC Heading 1	AaBbCo Heading	C] <b>AaBb(</b> 2 Headin
	Clipboard 🕞		Font		Gi i	Paragra	ph	G.					

2. Use the Mini toolbar

ਜ਼ ਙਾਹ <sub>∓</sub>			Lorer	n ipsum dol	or sit amet.d	locx - Wo	rd		
File Home Inse	rt Design	Layout R	eferences	Mailings	Review	View	Developer	EndNot	e X7
Cut	Verdana	11 • A A	🕻 🛛 Aa 👻 🔌		+ <sup>1</sup> a	€≣ →≣	£↓ ¶ ⊿	aBbCcDc	AaBbCo
Paste 🚽 🚿 Format Painter	B I <u>U</u> ∗a	be $\mathbf{X}_2$ $\mathbf{X}^2$ $\mathbb{A}$	- <sup>ab</sup> - <u>A</u> -	= = =	≡ ≡   ‡≡	-   🖄		1 Normal	¶ No Spa
Clipboard 🕞		Font	г		Paragrap	ph	Bottor	n Border	
							Тор В	order	
							Eeft Bo	order	
							<u>R</u> ight	Border	
							No Bo	rder	
								rders	
							Outsid	le Borders	
							🕂 Inside	Borders	
3. Or use keyboard short	tcuts. (See Key	board shortcu	its)				Inside	<u>H</u> orizontal B	Border
							- Inside	<u>V</u> ertical Bord	der
							🚫 Diago	nal Do <u>w</u> n Bo	rder
							Z Diago	nal <u>U</u> p Borde	er
							A= Horizo	ntal Line	
							📝 Draw 1	Table	
							View G	ridlines	
							Border	rs and Shadir	ng

### Sorting Information in a table

The term sort refers to the process of rearranging information in alphabetical, numerical or chronological order. Select the whole table

+			
	ltem¤	Materials-Cost¤	¤
[	Weather•stripping¤	\$350¤	p
	High-efficiency-water-heaters¤	\$8,500¤	¤
[	High-efficiency-furnaces¤	\$10,000¤	¤
[	Insulation¤	\$700¤	¤
	9		

⊟	<b>5</b> •			Lo	rem ipsum dolo	or sit ame	t.docx - Word				Table Tools		
File	Home Inse	ert Design	Layout	References	Mailings	Review	View [	Developer	EndNote X7	ACROBAT	Design 👔 Layo	ut 🔰 👰 Tell me what you wan	t to do
R			×		e			►×+	1 Height: 0.11 cn	n ‡ ⊟‡ [	Distribute Rows		AJ
Select *	View Properties Gridlines	Draw Eraser Table	Delete •	Insert Insert I Above Below	Insert Insert Left Right	Merge Cells	Split Split Cells Table	AutoFit ~	Width: 9.21 cn	n 🗘 🖽 [	Distribute Columns	Text Cell	Sort
	Table	Draw		Rows & Columns	s G		Merge		Cell	Size	5	Alianment	

### 1. Layout << Sort

By default the table will be sorted by item, the type will be text, and it will be in ascending order.

Sort				8 ×
Sort by				
Item 💌	Type:	Text	-	Ascending
	Using:	Paragraphs	•	Descending
Then by				
	Type:	Text	•	Ascending
	Using:	Paragraphs	-	Descending
Then <u>by</u>				
<b>_</b>	Type:	Text	-	Ascending
	Using:	Paragraphs	-	Descending
My list has				
● Header <u>r</u> ow  ◎ No heade	r ro <u>w</u>			
Options		ОК		Cancel

### Example: Unsorted Data

Item	Materials Cost
Weather Stripping	\$350.00
High efficiency water heaters	\$8,500.00
High efficiency furnaces	\$10,000.00
Insulation	\$700.00

### Example: Sorted Data on ITEM content << Ascending

Item	Materials Cost
High efficiency furnaces	\$10,000.00
High efficiency water heaters	\$8,500.00
Insulation	\$700.00
Weather Stripping	\$350.00

### Example: Sorted Data on MATERIAL COST content << Descending

Item	Materials Cost
High efficiency furnaces	\$10,000.00
High efficiency water heaters	\$8,500.00
Insulation	\$700.00
Weather Stripping	\$350.00

### Inserting Rows and Columns in a table

You will often need to modify a table by adding or deleting rows and columns.

### Inserting a column:

### 1. Click any cell in the Item column

Item	Materials Cost
Weather Stripping	\$350.00
High efficiency water heaters	\$8,500.00
High efficiency furnaces	\$10,000.00
Insulation	\$700.00

### 2. Layout << Select << Select Column

	\$• ত ≠			l		Table To	ols					
File	Home I	nsert Desi	gn Layout	References	Mailings	Review	View	Developer	EndNote X7	ACROBAT	Design	Layout
$\sum_{i=1}^{n}$					€ →				0.11 (0.11	cm 🗘 🖽 🛙	Distribute Rows	
Select	View Properti	es Draw Er	raser Delete	Insert Insert	Insert Insert	Merge	Split Sp	lit AutoFit	Width: 9.21	cm 🗘 🖽 [	Distribute Colum	ins
	Gridlines	lable	Ť	Above Below	Left Right	Cells	Cells Tal	ole 🔻				
E Sel	lect Cell	Draw		Rows & Colum	ns 🖓		Merge		C	ell Size		E.
🛄 🕻 Sel	le <u>c</u> t Column 🕽		1 · 2 · 1	· 1 · 1 · #	• i • 1 • i	• 2 • 1	· 3 · 1	• 4 • 1 •	5 · i · 6 · i	. 7	8 · I · 🛄 ·	ı · 10 ·
🛄 Sel	lect <u>R</u> ow											
🔲 Sel	lec <u>t</u> Table											

### 3. Rows and Columns Group << Insert Right

₽	চনি ≏			Lorem ipsum dolor sit amet.docx - Word										
File	Home Inse	ert Design	Layout	References	Mailings	Review	View	Developer	EndNote X7	ACROBAT	Design	Layout		
Select	View Properties Gridlines	Draw Eraser Table	Delete	Insert Insert Above Below	Insert Insert Left Right	Merge Cells	Split Split Cells Table	AutoFit	1 Height: 0.11	. cm ↓ 日 . cm ↓ ⊞	Distribute Row Distribute Colu	umns		
	Table	Draw		Rows & Colum	ns 🗔		Merge		C	ell Size		G		

A new, blank column is inserted to the right of the item column as shown below;

Item	Materials Cost
Weather stripping	\$350.00
High efficiency water heaters	\$8,500.00
High efficiency furnaces	\$10,000.00
Insulation	\$700.00

4. Click in the top cell of the new column, and enter your new data, Use the arrow key to move the insertion point down through the column.

Item	Labour Cost	Materials Cost			
Weather stripping	\$3,000.00 to \$4,500.00	\$350.00			
High efficiency water heaters	\$2,000.00 to \$3,000.00	\$8,500.00			
High efficiency furnaces	\$1,000.00	\$10,000.00			
Insulation	\$1,500.00	\$700.00			

### Inserting a row:

This is similar to inserting a column.

1. Select a row below the location where you want to insert a row.

ltem¤	Materials-Cost¤	]¤
Weather-stripping¤	\$350¤	]¤
High-efficiency-water-heaters¤	\$8,500¤	þ
High-efficiency-furnaces¤	\$10,000¤	<b> </b>
Insulation¤	\$700¤	]¤

2. In the Rows and Columns group << Insert Rows Above

B	চ-ত <sub>-</sub>			Table Tools								
File	Home Inse	rt Design	Layout	References	Mailings	Review	View	Developer	EndNote X7	ACROBAT	Design	Layout
S					÷ •			<b>⊢</b> × <b>−</b>	0.11 c	:m ‡ ⊟‡ (	Distribute Row	
Select	View Properties Gridlines	Draw Eraser Table	Delete *	Above Below	Insert Insert Left Right	Merge Cells	Split Split Cells Table	AutoFit	Width: 9.21 d	:m 🗘 🖽 [	Distribute Colu	ımns 📄
	Table	Draw		Rows & Colum	ns G		Merge		Ce	II Size		Es .

3. To insert a row below select the Insert Below icon. Keyboard shortcut: click at the end of a row in the table where you want a row inserted and press enter.

### Deleting rows and columns in a table

Before you delete a row, you need to work out whether you want to delete the contents of the row, or the contents and the structure of the row. You can delete the contents of the row by selecting the row and pressing the Delete key.

1. Select the row you are going to delete.

ltem¤	Materials-CostX	X
Weather stripping¤	\$350¤	¤
High-efficiency-water-heaters¤	\$8,500¤	a
High-efficiency-furnaces¤	\$10,000¤	a
Insulation¤	\$700¤	¤

### 1. Layout << Delete << Delete Rows

2.

File	Hon	ne Inse	rt D	esign	Layout	Refere	ences	Mai	lings	Review	Vie	N D	)eveloper	EndNote	e X7	ACROBAT	Design	Layout
$\mathbb{R}$					X		•	÷	•				F×F	\Bigg 🛛 Height	0.11 c	:m ‡ ⊟‡ D	istribute Row	
Select	View Gridlines	Properties	Draw Table	Eraser	Delete	Insert I Above E	Insert Below	Insert Left	Insert Right	Merge Cells	Split Cells	Split Table	AutoFit *	🛺 Width:	9.21 c	m ‡ ⊞ D	istribute Colu	imns 🖃
	Table		Di	raw	2 D	lete Cells		5	Fa		Merge				Cel	l Size		G.
-				1.2	🔀 De	lete <u>C</u> olun	nns	1.0	1 • 1	2 1	• 3	1.1	4 • 1 •	5 י ו י	6 · I	. 7	8 • 1 • #	l · I · 10
					🔀 De	elete <u>R</u> ows												
					De De	ele <u>t</u> e Table	\$											

3. Select the column you are going to delete

ltem¤	X	Materials-CostX	<b>]</b> ¤
Weather-stripping¤	¤	\$350¤	ļ
High-efficiency-water-heaters¤	¤	\$8,500¤	<b> </b> ¤
High-efficiency-furnaces¤	¤	\$10,000¤	ļ
Insulation¤	¤	\$700¤	<b> </b>

### 4. Layout << Delete << Delete Columns

H	চ∗ত ₊			L	orem ipsum dol	em ipsum dolor sit amet.docx - Word								
File	Home Ins	ert Design	Layout	References	Mailings	Review	View	Developer	EndNote X7	ACROBAT	Design 💡	Layout		
Select	View Properties	Draw Eraser	Delete	Insert Insert	Insert Insert	Merge	Split S	Split AutoFit	Height: 0.11	cm 🗘 🖽 D	istribute Rows			
~	Gridlines	Table	` '	Above Below	Left Right	Cells	Cells T	able 🔻	¥o¥ Width: 9.21		istribute Colu	mns 🚍		
_	Table	Draw	_ 🖹 🔁 🖸	lete Cells	s Fa		Merge		C	Cell Size		5		
L		1.2	× De	lete <u>C</u> olumns 🕽	1 + 1 + 1	2 1	. 3 .	1 • 4 • 1 •	5 · 1 · 6 ·	7	8 · ı · 🏛	· · · 10		
_			🖹 🗙 De	lete <u>R</u> ows										
			🔀 De	le <u>t</u> e Table										
1. C	lick in the ta	ible you wa	nt to	format.										

+++		
	Item	Materials Cost
	Weather stripping	\$350.00
	High efficiency water heaters	\$8,500.00
	High efficiency furnaces	\$10,000.00
	Insulation	\$700.00

### 2. Click Table Tools << Design

🗄 S • O 🕫	Lorem ipsum dolor sit amet.docx - Word	Table Tools	⊞ – 0 ×
File Home Insert Desig	n Layout References Mailings Review View Developer EndNote X7	ACROBAT Design Layout Q Tell me what you want to do	Sign in 👂 Share
Header Row       First Column         Total Row       Last Column         ✓ Banded Rows       Ø Banded Columns		Shading Syles → Per Ce	Borders Painter
Table Style Options	Tab	e Styles Bo	rders 5 A

3. In the Table Styles Group, select the downward facing arrow highlighted below to display the Table Styles gallery. In the gallery click on the style you want to use for your table.

☐ Total Row ☐ Last Column ✓ Banded Rows ✓ Banded Columns							, Shading	Border Styles * Pen Color *	Borders Border	
Table Style Options			Table Styles					Borders	5	~
						1	1			
						- E	1.1			
						1	1			

4. Position your mouse over a style to see a live preview of the style in your document

1 . 5· (		DESIGN	04.05	LAVOUT	DECEDENCES	Document	l (Compatibili	ty Mode] - W	ord DEVELOP	CD.	Faille	4- ¥7	ACDODAT	TAB	LE TOOLS			? 🗈 -	- 6	×
PLE HOME Header Row · Total Row · Sander Rows · Table Style	INSERT First Column Last Column Banded Colum Options 2 · + · 1	ns a start	PAGE	LAYOUT						*	EndNo Shading	Border Styles -	ACROBAT	Borden	LAYOU Border Painter rs	T - 15 il	li > 16 > 1 − 1	7 + i + 18 +	ster *	~
1 - 1 - 10 - 1 - 11			Form ¶ Item	atting y	∕our∙tab	le∙with∙	Styles¶		Ma	ter	ials (	Cost¤					¤			
		8	Weat High High	ther str efficie efficie	ipping ncy∙wat ncy∙fur	⊐ ter∙heat nace⊐	ter¤		\$35 \$8,5 \$10	0.0 500 ,00	00¤ 0.00¤ 0.00¤	1					a a			





# Microsoft Word 2016 Table of Contents

### Creating a Table of Contents

The easiest way to create a table of contents is to use the built-in heading styles for headings throughout your document.

### **References tab << Table of Contents**

🗄 5-0 🕫					Document1 - Word		쿄 -
F <mark>ile</mark> Home Insert	Design Layout e Refe	erences Mailings Review	View Deve	eloper EndNote X7 A	CROBAT ♀ Tell me wha	t you want to do	Sign
Table of Contents	AB <sup>1</sup> ([i] Insert Endnote Insert Footnote Show Notes	Insert Citation + 10 Bibliography +	Cite While Inse You Write Capt	Insert Table of Figures	Mark Entry	Insert Table of Authorities Mark Citation	

Click the arrow in the right hand bottom corner of Table of Contents, as shown below. This will give you a list of Builtin Automatic Tables.

Table of Contents Built-In Cable 1	AB <sup>1</sup> (i) Insert Endnote Insert Footnote Show Notes Citation
Contents Heading 1. Heading 2. Heading 3.	1 1 1
Automatic Table 2	
Table of Contents Heading 1	
Heading 2	
neading 5	
Manual Table	
Table of Contents Type chapter title (level 1)	1 2 3 4
More Tables of Contents	from Office.com
Custom Table of Conten	ts
Remove Table of Conten	ts
Save Selection to Table o	f Contents Gallery

Once you have made your selection, click on Automatic Table 1 or 2, this will automatically insert your Table of Contents based on your selection.





### LIBRARY AND LEARNING SERVICES | TABLE OF CONTENTS

Fouceural			
Inserting Page-Numbers Different than 1		To ariest a row or column:	
Line Sparing		Example-entire-beader rest-selected	
Margins and Page Orientation	71	Serting Information in a table	
Cuitors Margins		Example-Unserted Data	
Page Orientation		Example-Sorted Data-on-ITEM control Ascending	
Page Breaks and Section Breaks	101	Example:-Sorted Data-on-MATERIAL COST content << Descending	
Inserting a Section Break	FP	Inserting flows and Columns in a Table	
Algorest		hartings-column	
Balls to and Numbering		Inarting o row	
Bulieto Change Formatting		belating resevand columns in a table	
Numbering		Formatting your Table with Styles	
Numbering: Change-Formatting		Table of Contents	
Outline Numbering		1	
Formut Painter		1	
Hanging-Indent			
Example			
Separation			
Counting the member of words in your document			
Count the number of words			
Count the words as you type			
Count the words in a nextence or paragraph			
Spell Check your Document			
Automatic Spelling Check			
Thesaware			
Example-using Thesaurus			
Inserting images-From your computer			
Inserting images-From the data rest			
Inserting Images-From Clip Art			
Capturing Screwn Snapshots			
Formatting your images			
Working with Tables			
Inserting o Table			
Example	251		
Entering Outpin o Table	201		

### To make formatting changes to your Table of Contents << Select Custom Table of Contents

Table of	AB <sup>1</sup> Insert	∏ii) Insert Endnote AB <sup>t</sup> Next Footnote ▼	Insert
Contents	Footnote	Show Notes	Citation
Bufft-In			
Automatic Table 1			
Contents Heading 1			1
Heading 2			1
Heading 3			1
Automatic Table 2			
Table of Contents			1
Heading 2			1
Heading 3			1
Manual Table			
Table of Contents Type chapter title (level 1)			1
Type chapter title (level 2)			2
Type chapter title (level 3)			
Type chapter title (level 1)			4
More Tables of Contents	from Offic	e.com	•
Custom Table of Content			
Remove Table of Conten	ts		
Save Selection to Table of	f Contents	Gallery	

Once you have selected the Custom Table of Contents, the following dialogue box will appear and you can make any formatting changes here.

able of Contents			? <mark>×</mark>
Index Table of Contents Table of	Figures	Table of Authorities	
Print Preview	1	Web Preview	
Heading 1	1 ^	Heading 1	~
Heading 2	3	Heading 2	
Heading 3	5	Heading 3	
	-		-
Show page numbers		Use hyperlinks instead of p	age numbers
Right align page numbers			
Ta <u>b</u> leader:	-		
General	1		
Formats: From template	-		
Show levels:			
SHOW TEACUS			
		Options	Modify

To change the Tab leader << select the box shown below;

Index Table of Conter	Table of Figures Table of Authority	orities
Print Preview	Web Preview	
Heading 1	·····································	3 tks instead of page numbers
(nona)		

You can also increase or decrease the levels of the headings, as shown below;

Index Table of Contents	Table of Figures	Table of Authorities	
Print Preview		Web Preview	
Heading 1		Heading 1	^
Heading 2		Heading 2	
	-		-
✓ Show page numbers ✓ Right align page numbers ab leader:	•	✓ Use hyperlinks instead of	f page numbers
Show page numbers Right align page numbers lab leader:	•	Use hyperlinks instead o	f page numbers
Show page numbers Right align page numbers lag leader: Seneral Formats: Form templi	v ste v	Use hyperlinks instead o	f page numbers
Show page numbers       Right align page numbers       ab leader:       internation       Formats:       From temple       Show levels:	ste 💌	✓ Use hyperlinks instead of	f page numbers
Show page numbers       Right align page numbers       ab leader:       Image:       Formats:       From temple       Show [evels:)	ste 💌	Use hyperlinks instead o	f page numbers

### Updating a Table of Contents

If you make changes to your document that changes the Page Numbers or Headings you will need to update your Table of Contents.

Select the Table of Contents and at the top you will get an Update Table menu. Select Update entire table and the changes will be made.







# Microsoft Word 2016 Saving @ EIT

### Saving your Document

It is good practice to save your document before you start working on it, and to save periodically as you continue to add to it, to minimise work lost if something goes wrong. Where you save your document depends on where you are working on it.

Personal Computer at home:	"My Documents" on the C: Drive
EIT:	H: Drive (never save to the desktop as this is reset everytime the computer is restarted)
Home & EIT:	USB Memory Stick

NB. As a precautionary measure it is also good practice to email your document to yourself so there is always a retrievable copy if there are problems with the other copies.

### Saving a New Document to your H: Drive

The first time you save a new document at EIT you need to select where to save it. This will always happen when you are working on new documents.

Click on Save >> the following screen will appear







Click on the Browse button



Browse ing screen will appear;

📲 Save As	omputer + twebster (\\tarfs01\Data\Us	ers\	Homedirs) (H:) 🕨	• 44 Se	arch twebster	(\\tarfs01	Da ,
Organize 👻 Ne	sw folder					· • •	0
> 💽 Microsoft Word	I	4	Name	Date modified	Туре	Size	
			2016	6/05/2016 4:28 p.m.	File folder		
a 🔆 Favorites			B Document Themes	24/05/2012 8:10 p.m.	File folder		
📃 Desktop			ITHD6.240	6/05/2016 4:36 p.m.	File folder		
Downloads			LiveContent	13/04/2015 11:45 a.m.	File folder		
E Recent Places			My Documents	31/03/2015 1:44 p.m.	File folder		
			My Music	29/07/2014 11:47 a.m.	File folder		
a 📷 Libraries			E My Pictures	13/04/2016 4:17 p.m.	File folder		
Documents		8	My Videos	29/11/2013 8:59 a.m.	File folder		
🖻 🎝 Music			MYBACKUP	26/04/2016 4:13 p.m.	File folder		
Pictures			🕌 New folder	6/05/2016 4:31 p.m.	File folder		
Videos			SmartArt Graphics	24/05/2012 8:11 p.m.	File folder		
	ARFS01.EIT.CAMPUS\DATA\USERS) (G:) rfs01\Data\Users\Homedirs) (H:)			16/03/2013 11:18 a.m.	File folder		
COMMON (\'	TARFS01.EIT.CAMPUS\DATA) (I:)	-					
File name	Saving.docx						
Save as type:	Word Document (*,docx)						
Authors:	Tania Webster	Ta	ags: Add a tag	Title	Add a title		
	Maintain compatibility with previous versions of Word	[	Save Thumbnail				
Hide Folders				Tools 💌	Save	Canc	el

### You need to select your H: Drive



Before you save your work, create a New Folder to keep your H: Drive tidy.

V Save As	
Computer ► twebster (\\tarfs01\Data\	Users\
Organize 👻 New folder	
Create a new, empty folder.	^

Click on the New Folder icon and the following will appear in your H: Drive;

SDiak (C:) CROUPS (\\TARFSRLET.CAMPUS\DATA\USERS) (G)	New folder (2) 9/05/2016 4:41 p.m. File folder
🖵 twebster (\\tarfs01\Data\Users\Homedirs) (H:)	
COMMON (\\TARFS0LEIT.CAMPUS\DATA) (2)	

Give your New Folder a relevant name e.g. ITHD6.240, see below;

🛀 Computer	💽 Blank.potx	11/02/2016 2:00 p	Microsoft PowerP	448 KB
SDisk (C:)	LineSpacing2.PNG	2/10/2015 12:55 p	Adobe Fireworks	60 KB
GROUPS (\\TARFS01.EIT.CAMPUS\DATA\USEI	W. Normal.dot	19/09/2012 10:04 a	Microsoft Word 9	36 KB
😪 twebster (\\tarfs01\Data\Users\Homedirs) (H:)	B Normal.dotm	26/03/2013 8:44 a	Microsoft Word M	24 KB
Reference (\\TARFS01.EIT.CAMPUS\DATA) (I	Rev NormalEmail.dotm	22/04/2016 12:42	Microsoft Word M	18 KB
	B NormalEmail15Pre.dotm	11/08/2014 4:00 p	Microsoft Word M	21 KB
🗣 Network	R NormalOld.dotm	4/03/2013 1:26 p.m.	Microsoft Word M	24 KB
	THD6.240	9/05/2016 4:44 p.m.	File folder	

Press Enter >> Click to Open

Hide Folders	Tools 🔻	Open	Cancel
			ih.

### Create a name for your file

File name:	HELP_FILES_FOR_SAVING_DOCUMENTS						
Save as type:	Word Document (*.docx)						
Authors:	Tania Webster	Tags: Add a tag	Title: Add a title				
	<ul> <li>Maintain compatibility with previous versions of Word</li> </ul>						

Click Save.

Hide Folders	Tools 👻	Save	Cancel
			.if.

**NB:** If you are at home or are using a USB to save a new document, make sure it is saving to the right location as mentioned above.

### Opening and saving an edited document

Browse to the location of your document and open your document. It will open up in Word automatically.

Once you have finished making your changes to your document >> click on the Save icon at the top of the ribbon.



Select Save and the Save icon will be added to your Toolbar. This will update your documents and save you opened your document from.





# Microsoft Word 2016 Saving to a USB Memory Stick

### Saving to a USB Memory Stick

Plug you USB device into a USB port at the front of the computer.

With your document still open >> press the F12 key on the keyboard and the following screen will appear;

· · · · · · · · · · · · · · · · · · ·	• Online (	aurues # 2013 word Files	* [**	Search 2013 Word Files	
Organize 💌 New folder				8=	- (
★ Favorites ■ Desktop ↓ Downloads ■ Recent Places	*	Name		Date modified 9/05/2016 5:20 p.m.	Type
ibraries ☐ Documents J Music Pictures ✔ Videos					
Computer Costoke (C:) IB 6 (C:) GROUPS (\TARFSOLET.CAMPUS\DATA\USER COMMON (\TARFSOLET.CAMPUS\DATA) (C:) COMMON (\TARFSOLET.CAMPUS\DATA) (C:)	5) (G;)				
	-	٠ ( III			
File name: Word 2013 Saving at ETT.docx					
Save as type: Word Document (*.docx)					
Authors: Tania Webster	Ta	gs: Add a tag		Title: Add a title	
W Maintain compatibility with previous versions of Word	E	Save Thumbnail			
Lide Calders		То	nis 👻	Save C:	ncel

This time we need to select the USB (D: Drive), as shown below;







It should be empty the first time you use it.

Computer > LIB 6 (D:)		
Organize 🔻 New folder		)    •
Desktop	* Name	Date modified Typ
🗼 Downloads		
Recent Places		No items match your search.
🔁 Librarian		
h Muric		
N Videor		
I Computer		
SDisk (C:)	-	
> 📥 LIB 6 (D:)		
▷ 🖵 GROUPS (\\TARFS01.EIT.CAMPUS\DATA\USERS) (G:)		
▷ 🖵 twebster (\\tarfs01\Data\Users\Homedirs) (H:)		
COMMON ON TARESOL ELE CAMPUS DATA) (F)		

### Click on Save;

Hide Folders	Too <u>l</u> s ▼	Save	Cancel
--------------	------------------	------	--------

Your document should be saved to your USB.

### LIBRARY AND LEARNING SERVICES | SAVING TO A USB MEMORY STICK

Once you have finished saving your documents you will need to safely remove the USB so that the work saved to it will not be lost.

Close all open documents that you have been working on.

Click on the device with a tick symbol at the bottom right of your screen.

Click on Eject USB (the name of your USB)



A message will appear telling you, you can safely remove your USB. Remove the USB from the front of the computer.







# Microsoft Word 2016 Aligning Text

### Align text:

- 1. The text alignment in Microsoft Word documents is pre-set to left alignment.
- 2. To change the alignment select the text (sentence, paragraph, section) you want to change.

NB: To select the entire document use the Shortcut Key << CTRL+A

3. The alignment icons are on the ribbon of the Home tab



4. There are four different types of alignment;

### Left

⊟ 5°ぴ ÷											
File	Home	Insert	Design	Layout	References	Mailings	Review View	/ Develo			
r an	Cut	Ca	libri	• 11 • A	A A A	🗧 - E	= + <sup>1</sup> 5= +   €≡ ●	₽↓   ¶			
Paste	Format Pai	nter B	ΙŪ·	abe X <sub>2</sub> X <sup>2</sup>	\Lambda - 🏰 -		≡≡ \$≣• 4	<b>&gt;</b> • 🔛 •			
Clip	board	Es .		Font		Es.	Paragraph	E.			
Left alig	ned text										
Left alig	ned text										
Left alig	ned text										
Left alig	ned text										
Left alig	ned text										
Left alig	ned text										
Left alig	ned text										





### Center

8	চ∙ত ₌								
File	Home	Insert	Design	Layout	References	Mailir	ngs Review	View	Develop
Paste	Cut Copy	nter B	libri I <u>U</u> →	$\mathbf{x}$ 11 $\mathbf{x}$ A abe $\mathbf{x}_2$ $\mathbf{x}^2$	A A A →	& := ▲ - ≡	$\begin{array}{c} \mathbf{x} \stackrel{\mathbf{x}}{=} \mathbf{x} \stackrel{\mathbf{x}}{=} \stackrel{\mathbf{x}}{=} \begin{array}{c} \mathbf{x} \\ \mathbf{x} \stackrel{\mathbf{x}}{=} \mathbf{x} \end{array}$		2↓   ¶ • ⊞ •
	Cipboard			Center a Center a Center a Center a Center a Center a Center a	aligned text aligned text aligned text aligned text aligned text aligned text aligned text	t t t t t t	, and g	apri	

### Right

B	<del>১</del> ত 🗸								
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Develop
ľ	X Cut	Ca	libri	• 11 • /	🕯 🔥 Aa 🗸 👌		* <sup>1</sup> - * <sup>1</sup> 1 *	€≣ ₹	₽↓ ¶
Paste *	💉 Format Pa	inter B	ΙŪ·	abe X <sub>2</sub> X <sup>2</sup>	A - 🖄 - A	- = <b>=</b>		- 🕭	•
	Clipboard	E.		Font		E.	Paragra	ph	E.
							Rigi	nt align	ed text
							Rigi	nt align	ed text
							Rigi	nt align	ed text
							Rigł	nt align	ed text
							Rigi	nt align	ed text
							Rigi	nt align	ed text
							Rigi	nt align	ed text

### Justify

🗄 গ	- (J =				
File	Home Insert	Design Lay	out References	Mailings Revi	iew View Develo
<b>1</b>	Cut Ca	libri 🔹 11	• A A AA		E-   🚝 🗃   Â↓   ¶
Paste 🗸	Format Painter B	I <u>U</u> → abe X <sub>2</sub>	x² 🛕 - 🏰 -		) 🏗 - 🖄 - 🖽 -
Clipl	board 🕞	Fo	ont	ra Pa	aragraph 🕞
Justify	aligned	tex	t, Just	ify alig	ned text,
Justify	aligned	tex	t, Just	ify alig	ned text,
Justify	aligned	tex	t, Just	ify alig	ned text,
Justify	aligned	tex	t, Just	ify alig	ned text,
Justify	aligned	tex	t, Just	ify alig	ned text,
Justify	aligned	tex	t, Just	ify alig	ned text,
Justify	aligned	tex	t, Just	ify alig	ned text,





# Microsoft Word 2016 Bullets and Numbering

### **Bullets and Numbering**

Bullets and numbering are used to emphasise lists of things and usually make lists easier to read and follow.

### How to apply bullets while you type:

### Click on Bullets icon << Type your text << Enter

### OR

### Select text you want as a bulleted list << click on the Bullets icon

	Example: Bullet List
- 🖬 5 ° Ư ∓	Agenda
File Home Insert Design Lavout References Mailings Review View Devel	• Karakia
	• Mihi
Calibri - 11 - A* A* Aa - 後(臣) 臣 - 短 - 短 差 剣 ¶	Review Policies
	Chairperson Report
$\begin{array}{c} Paste \\ v \end{array} \land Format Painter \end{array} \qquad \qquad B  I  \underline{U} \ v \ abe \ x_2 \ x'  \underline{A} \ v  \underline{w}' \ v \ \underline{A} \ v \end{array} \qquad $	Treasurer Report
Clipboard 🕞 Font 🖓 Paragraph r	Other Business

### Bullets: Change Formatting

Select text << Click on triangle to right of Bullet icon << Select from Bullet Library or Define New Bullet







### How to apply numbers while you type:

Click on Numbering icon << Type your text << Enter

OR

Select text you want as a numbered list << click on the Numbering icon

<b>D 6</b> - (5 -								
File Home	Insert Desig	n Layout	References	Mailings	Review	View	Developer	EndNote
Pate Forma Paint Clipboard	er G	The second s	Keterences A ▲ Aa ← A A ← <sup>4</sup> ⁄⁄⁄⁄ ← <u>A</u>		Review Recently Use 1 2 Numbering I None	Library	2↓ ¶ Ac er Formats	BbCcDr A
-					I II III	В. — С. —	b)	
					a b c	I II III		
- - - -					Document N	lumber Fo	ormats	
- 134 - 132 -					3 <u>C</u> hange I <u>D</u> efine N <u>Z</u> Set Num	] List Level ew Numb bering <u>V</u> al	er Format ue	Þ

Example: Numbered List Agenda

- 1. Karakia
- 2. Mihi
- 3. Review Policies
- 4. Chairperson Report
- 5. Treasurer Report
- 6. Other Business

### Numbering: Change Formatting

Select text << Click on triangle to right of Numbering icon << Select from Numbering Library or Define New Number Format

日 ち・び = File Home Insert Design Layout References Mailings Review View Developer End	Example: Numbered List
File       Home       Insert       Design       Layout       References       Mailings       Review       View       Developer       End         Image: Second Particle       Image:	Agenda I. Karakia II. Mihi III. Review Policies IV. Chairperson Report V. Treasurer Report VI. Other Business

### **Outline Numbering:**

This is mainly used in a large-scale report where you require Headings and sub headings to be numbered.

### Highlight text << click on Outline Numbering << select list type (click on triangle to right of Outline Numbering icon) << enter

Your document will be numbered from one to fifteen as in the example below; increasing the indent by one or two levels will change the list level as displayed in the following examples.







# Microsoft Word 2016 Format Painter

### Format Painter:

This is used to copy formatting from one part of your document and apply it to another part of your document.

File       Home       Inset       Design       Layout       References       Mailings       Review       View       Developer       EndNote X7       ACROBAT       Q Tell me what you want to do		Sign in	A Share
Paste Format Painte B I U + exe x, x <sup>2</sup> A + 2 <sup>4</sup> + A + = = = = 1 + A + Interse E Str	aBbCcDt AaBbCcDt Strong Quote  ₹	P Find	

- 1. Highlight the formatting you want to use in another part of your document.
- 2. Click on the Format Painter icon.
- 3. Highlight the text you want to change and it will change to the copied format.

**NB**: Double click the Format Painter icon - it will stay highlighted. This allows you to apply the same formatting to multiple places in your document.

⊟		Ŧ							
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Develop
	🔏 Cut 🗈 Copy	Ca	libri	• 11 • A	A Aa -	♦ 🗄 + 🗄	= + <sup>1</sup> i- +   =	≣∍≣	2↓ ¶
Paste *	💕 Format F	ainter B	ΙŪ·	abe X <sub>2</sub> X <sup>2</sup>	A - 🏰 -	▲ - = =	≡≡ \$≣	• 🖄	• <u>·</u> •
	Clipboard	Es .		Font		E.	Paragrap	h	Es.





# Microsoft Word 2016 Hanging Indent

### Hanging Indent:

- 1. Select the text
- 2. Home << Paragraph

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Developer	EndNo	te X7 A	CROBAT	🖓 Tell me wh	at you want to								Sign in	A Shar	e
Paste •	X Cut E⊇ Copy <b>∛ Format Pa</b> Ilipboard	ainter	Calibri B I <u>U</u> -	• 11 • A abc $\mathbf{x}_2$ $\mathbf{x}^2$ Font	î ∧ĭ   Aa -   4  A - <sup>a</sup> ⊻ - A	• = = =	= • *= +   = =   ↓ Paragra	€≣ €≣   4 ≣ •   ⊉ • Iph	↓ ¶ ⊡ • []	AaBbCcDc	AaBbCcDo 11 No Spac	AaBbC Heading 1	AaBbCcl Heading 2	AaBbCcI Heading 3	AaB Title	A a B b C c D Subtitle yles	AaBbCcDe Subtle Em	AaBbCcDa Emphasis	AaBbCcDe Intense E	AaBbCcDc Strong	AaBbCcDu Quote	P Find	e T	~

Paragraph			? ×
Lindents and Space	ing Line and Pa	ge Breaks	
General			
Alignment:	Left 💌		
Outline level:	Body Text 💌	Collapsed by default	
Indentation			
Left:	0 cm 🚖	Special:	B <u>y</u> :
<u>R</u> ight:	0 cm 🚖	Hanging 💌	1.27 cm 🌲
Mirror inder	nts 📢	(none) First line Hanging	
Spacing			
<u>B</u> efore:	0 pt 🔶	Li <u>n</u> e spacing:	<u>A</u> t:
A <u>f</u> ter:	10 pt 🚖	Multiple 🔻	1.15 🚖
Don't add s	pa <u>c</u> e between para	agraphs of the same style	
Previous Paragraph Previous Paragraph Sample Text Sample	n Previous Paragraph Previous Pa n Previous Paragraph Previous Pa e Text Sample Text Sample Text S	ragraph Provious Paragraph Provious Paragraph ragraph Provious Paragraph Provious Paragraph ample Text Sample Text Sample Text Sample Te	xt
Sample Ter Text Sampl	et Sample Teet Sample Teet Samp le Teet Sample Teet Sample Teet S	le Text Sample Text Sample Text Sample Text Sa iample Text Sample Text	mple
Following Paragrap	sh Following Paragraph Followin	g Paragraph Following Paragraph Following Pa	ragraph
Tabs	Set As Default		Cancel

3. Select Hanging from the Special drop-down list in the Indents and Spacing tab << OK

### Example:

Morreale, S., Spitzberg, B.H., & Barge, J. K. (2007). Human communication: Motivation, and skills (2nd ed.). Belmont, CA: Thomson Wadsworth.

knowledge

**NB:** This is useful when adding references for your assignments, however if you have a large list it is recommended that you use the EndNote software provided for you by EIT (available from the Library)





## Microsoft Word 2016 Superscript - '...to the power of..." or exponential notation

### Superscript - "...to the power of ... " or exponential notation

You may need to create superscript characters within your assignments and formulas. Superscript sits just above the center line.

Highlight the number/s.

### Home << Superscript.

Subscript

🗄 ጛ・ወ ÷							
File Home Inser	rt Design	Layout	References	Mailings	Review	View	Develop
Cut	Calibri	• 11 • A	A Aa 🗸 👌		* <sup>1</sup> i- * E	<b>→</b>	2↓ ¶
Paste	В <u>I</u> <u>U</u> -	abe 🗙 x² 🛛 🖉	👌 - 🎽 - 🗛	- = = :	≡≡ \$≡	• 🖄 •	•
Clipboard 5		Font		G.	Paragrap	h	5

### Superscript

8	চ∗ত ≠								
File	Home	Insert	Design	Layout	References	Mailing	ıs Review	View	Develop
	6 Cut	C	alibri	- 11 - A	A A	ء 🎸	$\begin{array}{c} 1 \\ 2 \\ 3 \\ 3 \end{array} + \begin{array}{c} 1 \\ 0 \\ 1 \\ 1 \end{array} + \begin{array}{c} 1 \\ 0 \\ 1 \\ 1 \end{array} + \begin{array}{c} 1 \\ 0 \\ 1 \\ 1 \end{array} + \begin{array}{c} 1 \\ 0 \\ 1 \\ 1 \\ 1 \end{array} + \begin{array}{c} 1 \\ 0 \\ 0 \\ 1 \\ 1 \\ 1 \end{array} + \begin{array}{c} 1 \\ 0 \\ 0 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\$	€≣ €	₽↓   ¶
Paste	🛎 Copy 🎙 Format Pair	nter I	B I <u>U</u> ▼	abe X <sub>2</sub>	🔉 - 🎽 -	<b>A</b> - ≡	≡≡≡ \$	≣ -   ≜	•
Cli	ipboard	G.		Font		5	Paragr	aph	G.





# Microsoft Word 2016 Word Count

Counting the number of words in your document

Microsoft Word can count the number of words in your document while you type and can also count the following;

- Pages
- Paragraphs
- Lines
- Characters, including or excluding the spaces

### Count the Words as you type

When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of your Word document.

Page 1 of 1 471 words 🗍 🗴 English

NB: Sometimes the status bar doesn't appear, if this occurs, right click on the status bar << select Word Count

Cus	stomize Status Bar	
	Formatted Page Number	1
	S <u>e</u> ction	1
$\checkmark$	<u>P</u> age Number	Page 1 of 1
	Vertical Page Position	2.5cm
	Line Num <u>b</u> er	1
	Column	1
<	Word Count	0 words





### Count the Words in a sentence or paragraph

You can count the number of words in selected text rather than all of the words in your document.

Simply select the text with your mouse that you want to count.

& Those to Wood Smart Those or Count Los-up n Provinci driante n V 1	No Longarge now Solas Trolou Hon Stan T Sommars - Commars Ca ankaise - Commars - Call - Call - Call - Ale	al Academic	Compact Dock Service Action = Boing Contains Haster - 20 - 10 - 10 - 11 - 14 -	0 · · · · · · · · · · · · · · · · · · ·	-
	Lorem ipsum dolor sit <u>anje</u> non <u>quis uma. Suspendiss</u>	, consectetor adiptocing etit. Pi sit amet tortor at stit rutrum p	i <mark>asellus</mark> vitae <u>est</u> et risi <u>viverra</u> ravica. In <u>molestie efficitur</u> laco	<u>visena</u> is, <u>egel</u>	
	tempor felis matils in. Aen Aliquam guis risus sed nibi Maecenas a accurasaciar	ean loboriis ore, cictum orei o semper <u>venenatis</u> . Maecenas us, a porta est <u>Danes ultra</u> e	onsectetur, sed scelerisque oro volutoal magna a eleffend soll s anle vitae sustipit auctor M	ij porta. Iettusin. Iorbi eu	
	thoncus, p.sl. at semper lip aliguet, integer pettentesqu suscipit crat, in lacina tota	ula Rellentesque lucus enim le porta semper. Sed omare, orat sod ox.	lac tisus bendherit, ut epestas felis net lacinia efficitur, mas	sa felis	

The status bar shows you the number of words in the selection.

Page 1 of 1 108	of 471	words	ΪX .	English
-----------------	--------	-------	------	---------

108 of 471 words means that the selected text accounts for 108 words out of a total number of words in your document, 471.

**NB:** If you have multiple paragraphs within your document you want to count, hold the CTRL key down on the keyboard and select these parapgraphs using your mouse. This will show you the word count for only those selected paragraphs.

### Lorem ipsum dolor sit amet

consectetur adipiscing elit. Phasellus vitae est et nisi viverra viverra non quis urna. Suspendisse sit amet tortor at elit rutrum gravida. In molestie efficitur lacus, eget tempor felis mattis in. Aenean lobortis orci dictum orci consectetur, sed scelerisque orci porta. Aliquam quis risus sed nibh semper venenatis. Maecenas volutpat magna a eleifend sollicitudin. Maecenas a accumsan lacus, a porta est. Donec ultricies ante vitae suscipit auctor. Morbi eu rhoncus nisi, at semper ligula. Pellentesque luctus enim ac risus hendrerit, ut egestas augue aliguet. Integer pellentesque porta semper. Sed ornare, felis nec lacinia efficitur, massa felis suscipit erat, in lacinia felis erat sed ex.

### Fusce id lorem id ante

scelerisque ornare et sit amet metus. Nulla venenatis feugiat efficitur. Sed eget ante sem. Sed a erat lobortis, placerat nunc non, portitior justo. Proin nulla lacus, sollicitudin in dapibus et, porta eu dui. Morbi varius a sem eu suscipit. Curabitur tempus porta imperdiet. Donec malesuada lectus orci, vitae tincidunt tellus pellentesque eu. Cras a ante finibus, ultrices tortor vel, portitior nulla. Phasellus nec velit at lectus consectetur dictum. Vivamus purus ipsum, tempor sagittis turpis nec, sagittis facilisis elit.





# Microsoft Word 2016 Spell Check

### Spell Checking your document

1. Click on the Review tab << then Proofing << click Spelling & Grammar



Spelling & Grammar will go through the whole of your document and check each word for you.

	Document1 - Word													
File	Home	Insert	Desig	n Layo	out Ref	ferences	Mailings	Review	View	Developer	EndNote X7	ACROBAT	· Q Tell me what yo	u want to do
ABC Spelling & Grammar	Thesaurus Proofing	ABC 123 Word Count	Smart Lookup Insights	Translate I	Language	New Comment	Delete Previ	ous Next	Show Comments	Track Changes	Simple Marku Show Markup Reviewing Pan Tracking	p v Acci Fa	Previous Previous Previous Next Changes	Compare • Block Restrict Authors - Editing Protect
L.			ī	2 1	· 1 · I	· · [] · · [	· 1 · i ·	2 · 1 ·	3 + 1 +	4 + 1 + 5		7 • • •	8 • 1 • 9 • 1 • 1	0 + 1 + 11 + 1 + 12 + 1 + 13 + 1 +
1 2														
- -						Held	o my na	me is J	numin					





If a spelling mistake is found, the following panel will appear to the right of your document;

Spelling Helo	₹×
Ignore Ignore All Add	
Hello	
Halo	
Hilo	
Helot	
Hela	
<u>C</u> hange Change A <u>I</u>	
Hello (1) To see definitions: Sign in Using Your Microsoft Account	

As you can see there are multiple options to deal with the suggestions that Word has given you, normally the correct spelling is the first suggestion shown and you can click on the Change button to correct your misspelling.

### Automatic Spell Check from Home

This is where Word automatically checks your spelling as you type; there are some options you need to check.

Click on the File tab on the **Ribbon << Select Options.** 



Select **Proofing** << tick **Check spelling** as you type.

### LIBRARY AND LEARNING SERVICES | FORMATTING YOUR TEXT

General	Change how Word corrects and formats your text.	
Display		
Proofing	AutoCorrect options	
Save	Change how Word corrects and formats text as you type: AutoCorrect Options	
Language	When correcting spelling in Microsoft Office programs	
Customize Ribbon Quick Access Toolbar	Ignore words in JPPERCASE     Jonore words that contain numbers     Jonore Horard and Glavidesses	
Add-Ins Trust Center	Flag tepeated words     Inforce accented uppercase in French     Suggest from main dictionary only     Sustem Dictionaries      French modes:     Traditional and new spellings     Spanish modes:     Tuteo verb forms only	
	When correcting spelling and grammar in Word       Image: Spelling as you type       Image: Spelling and grammar with spelling       Show readability statutics       Writing Style:       Image: Recheck Document	
	Exceptions for: Document3	

A spelling mistake usually occurs with a red squiggley line underneath, as shown below;



### To correct the mistake:

Right click on the word and the following dialogue box will appear << Select the correct spelling.







# Microsoft Word 2016 Thesaurus

The thesaurus enables you to look up synonyms (these are different words with the same meaning), and autonyms are words with the opposite meaning.

1. Click on the Review tab in the Proofing group << Thesaurus

	ਜ਼ ਿੰਤਾ ਿੱ ਦ Document1 - Word													
File	Home Inser	t Desig	ın Layout R	eferences	Mailings 🕻 Review	> View	Developer	EndNote X7	ACRC	DBAT	🛛 Tell me what you	i want to do		
ABC	ABC 123	j	af 🖈	ţ				Simple Markup		✓	Previous			
Spelling 8	Thesaurus Word	Smart	Translate Language	e New	Delete Previous Next	Show	Track			Accept	Reject	Compare	Block	Restrict
Gramma	Count 🥒	Lookup		Comment		Comments	Changes *	Reviewing Pane	2 *	-	Ŧ	*	Authors	Editing
	Proofing	Insights	Language		Comments			Tracking	E.		Changes	Compare	Prot	tect

### Example using the Thesaurus:

To change the sentence below, I chose the words a lot to something more appropriate;

Today a lot of great things happened, on this day in 1845 - German composer

Felix Mendelssohn's Violin Concerto, one of the most popular and most frequently performed violin concertos of all time, and was first played in Leipzig.



2. Right click on the word and the following box will appear << Select a word.







3. Select Thesaurus at the bottom of the box << a list of words will appear to the right of your screen.





4. To insert the new wording you want to use << Click on **down arrow** << **Choose Insert** and the new wording will be inserted over the original word.





