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# Word 2016 For Dummies

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#### **Introduction to Microsoft Word 2016**

Microsoft Word 2016 Screen Elements Title Bar Z File Menu: The File tab will bring you into the Backstage View The Backstage View is where you manage your files and the data about them - creating, opening, printing, saving, inspecting for hidden metadata or ...

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refers to this advanced work The book clearly states that it is not for someone brand new to Word For that, I would recommend Word 2016 For

Dummies, also by Dan Gookin (I have found Gookin's books to be quite helpful (I have several, covering a variety of computer program topics) They are clear and have a touch of humor If you are

### **Microsoft Office Word 2016 for Windows**

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

### **Microsoft Word for beginners**

the font for all Word documents Click Yes Now, whenever you open a new document in Word, the default font will be used 5 How to print a document To print a document, your computer needs to be connected to a printer Step 1: Open an existing Word document ...

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STARTING WORD 2016 Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments The appearance of Microsoft Word 2016 is similar to Word 2010 and Word 2013, but with more enhanced ...

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MicrosoftWord 2016 ® Quick Reference Card The Word 2016 Screen Keyboard Shortcuts General Open a Document Ctrl + O Create New Ctrl + N Save a Document Ctrl + S Print a Document Ctrl + P Close a Document Ctrl + W Help F1 Navigation: Up One Screen Page Up Down One Screen Page Down Beginning of Line Home End of Line End

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### **Microsoft Word Basics**

Open word You may choose a blank document, or browse a template that's right for you Blank or unformatted documents are best to use at this stage of instruction The blue column on the left shows your most recent saved files You may select one of these to resume work on a saved document Page

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and word count Page Cursor Margins Scroll bar Zoom Read modes Quick Access toolbar Quick save

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Word 2016 Welcome Page Open Word 2016 from the computer desktop On the Welcome page, note the various popular templates available Click "Facet design (blank)" template for a full description Click "Create" to open a document in this particular style Microsoft Word 2016 Interface The way the tools and menus are organized in Word 2016

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want to switch to Office 2016 or Office 365 from Microsoft Office 2010 or 2013, and those switching to Windows 10 from Windows 7/8 The tutorial introduces the user to the new features of the current Microsoft Office and Windows version It enables the user to smoothly transition to the newer version and to quickly integrate the software enhancements into their daily work It assumes that the