Selecting Text

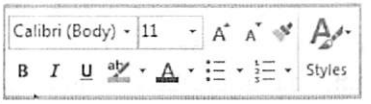
One word	Double-click on the word
One sentence	Hold down the **CTRL** key and click anywhere in the sentence
A single line of text	Move your mouse into the left margin; when it turns into a large arrow, click once
One paragraph	Click 3 times within the paragraph
Entire document	Click anywhere in the document; then hold down the **CTRL** key and press **A**

Formatting Text

Select the text, then...

Choose from MANY options on the **Home** tab of the ribbon above your document — OR —

Choose from common formatting options that appear in a pop-up after you select some text. *For example:*

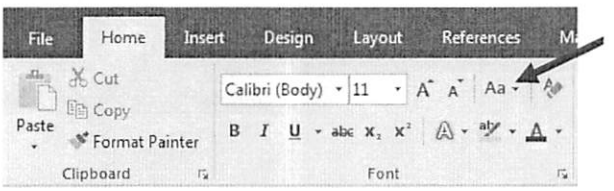


I've selected this text.

Once you have some text formatted the way you want...

To copy its attributes to some other text	1. Select the formatted text; click the **Format Painter** icon. 2. Click and drag your mouse (now a paintbrush) across the text you want to format.
To copy its attributes to *multiple* portions of text	1. Select the formatted text; double-click the **Format Painter** icon. 2. Click and drag your mouse (now a paintbrush) across each portion of text you want to format. 3. When you are done, to end format painting, click once on the **Format Painter** icon.

Changing Case



Select the text; then:

Pick from the **Change Case** drop-down menu

OR

Cycle through *some* options by pressing **SHIFT** and **F3**

Manipulating Text

Select the desired text, and to...	**Press...**
Copy it (into short-term memory)	CTRL + C
Delete the text	CTRL + X
Paste text you just copied or deleted	CTRL + V
Undo your previous action	CTRL + Z

To enter text anywhere on the page...Double-click in a blank area where you want to begin; then type.

Working with Tables and Graphics

Inserting and Formatting Tables

1. Click your mouse where you want to insert the table.
2. From the **Insert** tab, select **Table**.
3. Click and drag on the diagram to indicate how many columns and rows you want OR select **Insert Table** to specify table dimensions (then click **OK**).
4. To display table-specific formatting tabs, click anywhere in the table.
   Use the **Design** tab to alter the color and width of the borders around the cells and the color in the cells.
   Use the **Layout** tab to alter table properties and the placement of cell contents.

Inserting Photos

1. Click your mouse where you want to insert the photo.
2. From the **Insert** tab, select **Pictures** (stored on your computer) or **Online Pictures** (to find a photo on the internet).
3. Locate and select the file/photo you wish to insert and click the **Insert** button.
4. Use options in the **Picture Tools/Format** tab to format, edit, or position the image.
5. To add a caption:
   a. Select the photo.
   b. From the **References** tab, select **Insert Caption**.
   c. In the **Caption** pop-up, type the caption and click **OK**.

Moving Around in a Document

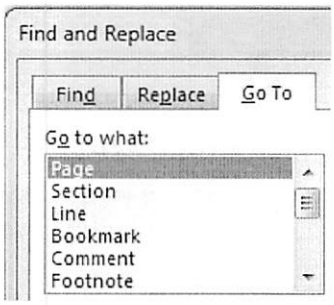
Jump to the end of a document: Press **CTRL** and **End. Jump to the start:** Press **CTRL** and **Home**.

Move up/down on a page a row at a time...Use the arrow keys.

Jump from page to page...Press **Page Down** or **Page Up**.

Scroll through the pages...Click and drag the scroll bar in the right margin.

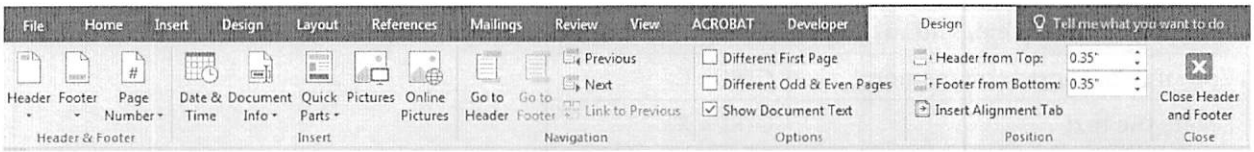
In complex, lengthy documents, **press** the **F5** key, to bring up the **Go To** box with multiple options you can jump to.



Writing Reports

Inserting Headers and Footers

1. Double-click at the top or bottom of a page in your document.
   The **Header & Footer Tools Design** tab opens.



2. Use the options there to specify how you want the headers and footers to behave (e.g., the same on every page or not) and to auto-insert file-related info in the header or footer.
3. When you're done, to close header/footer editing, double-click in the body of your page.

Inserting Footnotes — It's *easy* in Word!

1. Highlight the text that requires a footnote.
2. From the **References** tab, click **Insert Footnote**.
   Word inserts a superscript numeral after the text and positions your cursor at the bottom of the page where you can type the footnote information.

Inserting Cross-References within a Document

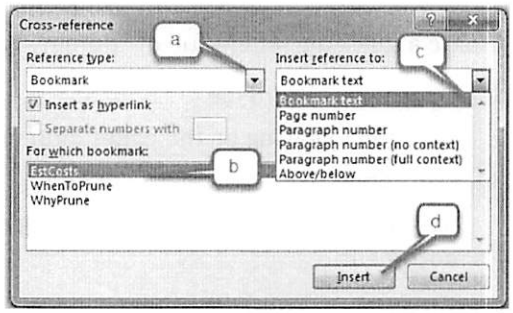
A cross-reference allows users of your document to jump to a specific location elsewhere in the document. This feature requires two separate steps: 1) Create a bookmark. 2) Insert the cross-reference.

Create a Bookmark

1. Select the text you that marks the destination of the cross-reference jump.
2. From the **Insert** tab, select **Links**, then **Bookmark**.
3. Type a brief name for the bookmark. It cannot contain spaces or special characters. Click **Add**.

Insert the Cross-Reference

1. Place your mouse cursor where you want to insert the cross-reference text.
2. Type a cross-reference "lead-in," such as
   Refer to page *[or]* For more on this topic, see
3. From the **Insert** tab, select **Links**, then **Cross-reference**.
4. In the Cross-reference pop-up box...
   a. Use the **Reference type** drop-down to select **Bookmark**.
   b. Select **For which bookmark** (the name you gave it).
   c. Use the **Insert reference to** drop-down to indicate the type of cross-reference you want; for example, the text you selected when you created the bookmark or the page number that text appears on in your document.
   d. Click **Insert**.
   The bookmark text (or page number, whichever you indicated) is now a hyperlink in your document.



IMPORTANT: Before you share or PDF your document, make sure all cross-references are updated. To do so:
1. Select all the text (to ensure you catch all cross-references). 2. Press **F9**.

Inserting a Hyperlink in a Document

You may wish to insert a hyperlink to a website to direct readers to more information or as a citation in a footnote or bibliography. Here's how:

QUICK Method:

Copy and paste the URL from your web browser into your document. Press the space bar once.

Ensure the URL turns blue and underlined, indicating it is a live hyperlink. Example:

http://www.techrepublic.com/

Detailed Method (allows you to have text, not a URL, serve as the hyperlink):

1. From the **Insert** tab, select **Links**, then **Hyperlink**.
2. Confirm **Link to:** shows "Existing File or Web Page" selected.
3. In the **Text to display** field, type the words you want to inserted in your document, that, when clicked on, will link to a web page.
4. In the **Address** field, paste the URL from your web browser.
5. Click **OK**.

FREE online tutorials:

http://www.gcflearnfree.org/word2016/ – 30 task-specific lessons, each with a short video and written, illustrated how-to details

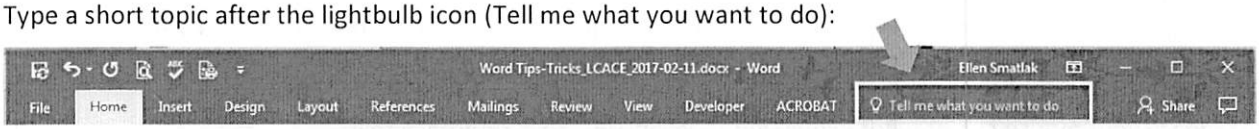
http://kaceli.com/word2016files/ – Get a Quick Guide to Using Word 2016, a link to a **video** (a two-hour and ten-minute Word 2016 tutorial on YouTube), and data files to practice along with the video.

https://www.digitalunite.com/guides/creating-documents/microsoft-word – 11 task-based lessons, such as how to start a document, how to change text size and font, and how to print a document

Other help to get started or solve a Word dilemma:

Find help within the Word application…

Type a short topic after the lightbulb icon (Tell me what you want to do):

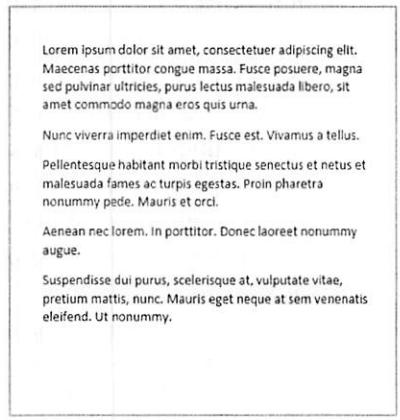


Look for help from Microsoft Support: https://support.office.com/en-us/word

Create a quick document full of "dummy text" to use for practice…

1. Open a new Word file.
2. Type the following on the page: =lorem()
3. Press **Enter**.

   Result: Several paragraphs of meaningless text displays in your document.



Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Want MORE resources?

Go to http://www.skilledup.com/articles/50-best-free-microsoft-word-tutorials-apps-resources and you'll find links to 50 FREE tutorials, apps, and other resources, ranging from good for beginners, to advanced and special topics.

REMINDER:

If you downloaded a free, 30-day trial of MS Office, don't forget to CANCEL if you do not want to be charged for a software license.