

Teach Yourself
VISUALLY[™]

Word 2016

The Fast and Easy Way to Learn



Elaine Marmel

Visual
A Wiley Brand

Teach Yourself
VISUALLY[™]

Word 2016

Elaine Marmel

Teach Yourself VISUALLY™ Word 2016

Published by

John Wiley & Sons, Inc.

10475 Crosspoint Boulevard

Indianapolis, IN 46256

www.wiley.com

Published simultaneously in Canada

Copyright © 2016 by John Wiley & Sons, Inc., Indianapolis, Indiana

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, 978-750-8400, fax 978-646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, 201-748-6011, fax 201-748-6008, or online at www.wiley.com/go/permissions.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

The Library of Congress Control Number: 2015952812

ISBN: 978-1-119-07466-3 (pbk); ISBN: 978-1-119-07458-8 (ebk);

ISBN: 978-1-119-07499-1 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Trademark Acknowledgments

Wiley, Visual, the Visual logo, Teach Yourself VISUALLY, Read Less - Learn More, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc., and/or its affiliates. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, EMAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS, AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY, AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

Contact Us

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993 or fax 317-572-4002.

For technical support please visit www.wiley.com/techsupport.

Media Credits

Border Collie image: Photo by Paul Englefield/CC-BY-SA. Page 245.

Boxer image: Photo by Donn Dobkin, Just a Moment Photography, from M. Book/CC-BY-SA. Pages 245, 256-257.

Eagle image: www.public-domain-image.com/free_images/fauna-animals/birds/eagle-birds-images/bald-eagle-pictures. Pages 78-80, 84, 86-89, 261, 266, 269-271.

National Archives video: www.archives.gov/press/press-releases/2012/nr12-67.html. Page 249.

Credits

Acquisitions Editor

Aaron Black

Project Editor

Sarah Hellert

Technical Editor

Donna L. Baker

Copy Editor

Scott Tullis

Production Editor

Joel Jones

Manager, Content Development & Assembly

Mary Beth Wakefield

Vice President, Professional Technology Strategy

Barry Pruett

About the Author

Elaine Marmel is President of Marmel Enterprises, LLC, an organization that specializes in technical writing and software training. Elaine has an MBA from Cornell University and worked on projects to build financial management systems for New York City and Washington, D.C., and train more than 600 employees to use these systems. This experience provided the foundation for Marmel Enterprises, LLC to help small businesses manage the project of implementing a computerized accounting system.

Elaine spends most of her time writing; she has authored and co-authored more than 90 books about Microsoft Excel, Microsoft Word, Microsoft Project, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for the Mac, Microsoft Windows, 1-2-3 for Windows, and Lotus Notes. From 1994 to 2006, she also was the contributing editor to monthly publications *Inside Peachtree* and *Inside QuickBooks*.

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C., and Tampa, FL), where she basks in the sun with her PC, her cross-stitch projects, and her dog Jack.

Author's Acknowledgments

Because a book is not just the work of the author, I'd like to acknowledge and thank all the folks who made this book possible. Thanks to Aaron Black for the opportunity to write this book. Thank you, Donna Baker, for doing a great job to make sure that I "told no lies." Thank you, Scott Tullis, for making sure I was understandable and grammatically correct — it's always a pleasure to work with you. And, thank you, Sarah Hellert, for managing all the players and manuscript elements involved in this book; that's a big job, and you're up to the task.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Start a New Document

Each time you open Word, the Word Start screen offers you a variety of choices to begin a new document. But you do not need to close and reopen Word to start a new document. This section demonstrates how to start a new document while you are already working in Word.

You can use a variety of **templates** containing predefined settings that save you the effort of creating the settings yourself — the foundation for your documents. Word 2016 displays a variety of templates on the Word Start screen and also when you choose to start a new document while working in Word.

Start a New Document

- 1 With a document already open in Word, click the **File** tab.
- 2 Backstage view appears.
- 3 Click **New**.
- 4 Templates appear here.
- 5 You can search for templates online at <https://templates.office.com/en-US>.
- 6 Click a template.

Note: This example uses **Business trip checklist**.

A preview of the template appears.

- 4 Click **Create**.
- 5 **Note:** If you change your mind about the template you chose in Step 3, click **X** in the right corner of the preview, which redisplay Backstage view, showing the choices when you click **New**.

6 The new document based on the template you choose appears. You can edit this document any way you choose.

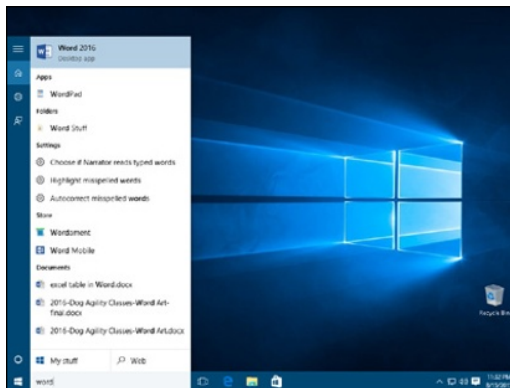
TIP

When I save the document, am I overwriting the settings in the template?
No. The document contains the settings found in the template, but saving the document has no effect on the template. The next time you choose to use that template, it will contain its original information. Think of it this way: A blank document is based on the Normal Template, which contains no text, but it contains other settings such as fonts, font sizes, line spacing settings, and margins.

Table of Contents

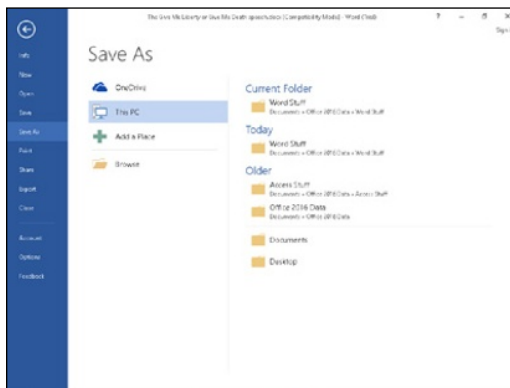
Chapter 1 Getting Familiar with Word

Open Word.....	4
Explore the Word Window.....	6
Work with Backstage View.....	7
Change the Color Scheme.....	8
Find a Ribbon Command.....	10
Select Commands.....	12
Using Word on a Tablet PC.....	14
Work with the Mini Toolbar and Context Menus.....	16
Enter Text.....	18
Move Around in a Document.....	20



Chapter 2 Managing Documents

Save a Document.....	24
Reopen an Unsaved Document.....	26
Save a Document in Word 97-2003 Format.....	28
Save a Document in PDF or XPS Format.....	29
Set Options for Saving Documents.....	30
Open a Word Document.....	32
Open a Document of Another Format.....	34
Start a New Document.....	36
Switch Between Open Documents.....	38
Compare Documents Side by Side.....	40
Inspect a Document Before Sharing.....	42
Work with Protected Documents.....	44
Mark a Document as Final.....	46
Convert Word Documents from Prior Versions to Word 2016.....	48



Chapter 3

Editing Text

Insert Text.....	52
Delete Text	54
Insert Blank Lines.....	56
Undo Changes	57
Select Text.....	58
Mark and Find Your Place	60
Move or Copy Text.....	62
Share Text Between Documents.....	64
Move or Copy Several Selections.....	66
Take Advantage of Paste Options	68
Switch Document Views	70
Understanding Document Views	71
Work with the Navigation Pane	72
Insert a Symbol	74
Work with Equations.....	76
Zoom an Object	78
Zoom In or Out.....	80
Translate Text	81
Set Options for Additional Actions.....	82
Using Additional Actions	83

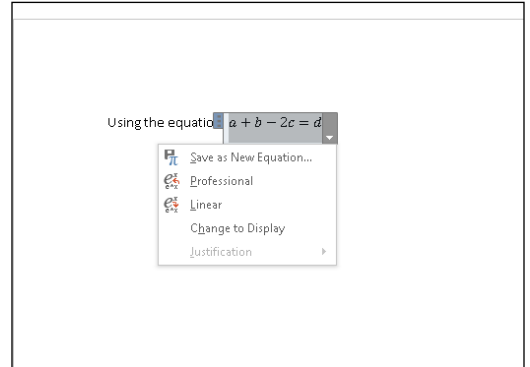
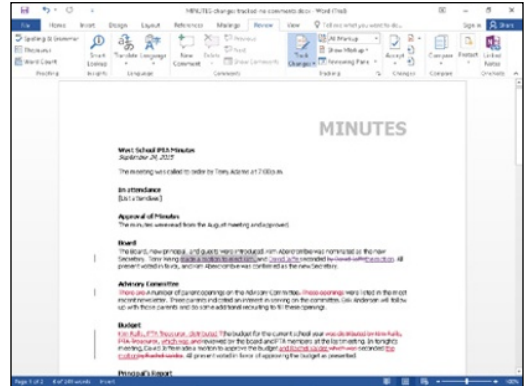


Table of Contents

Chapter 4

Proofreading

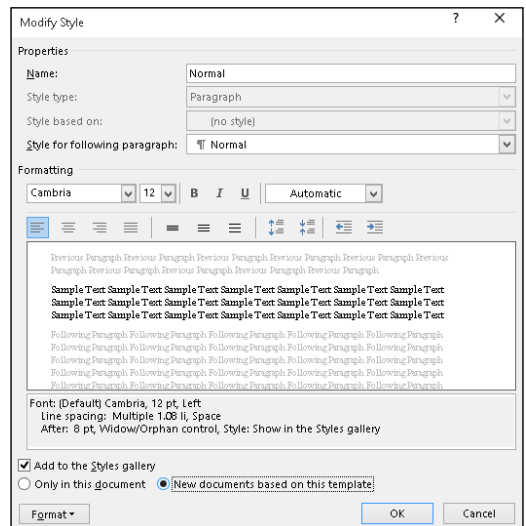
Work in Read Mode View	86
Search for Text.....	90
Substitute Text.....	92
Count Words in a Document.....	94
Automatically Correct Mistakes	96
Automatically Insert Frequently Used Text	98
Check Spelling and Grammar.....	100
Disable Grammar and Spell Checking	102
Find a Synonym or Antonym with the Thesaurus	104
Find a Definition	106
Track Document Changes During Review	107
Lock and Unlock Tracking.....	108
Work with Comments	110
Review Tracked Changes.....	112
Combine Reviewers' Comments	114



Chapter 5

Formatting Text

Change the Font	118
Change Text Size	119
Emphasize Information with Bold, Italic, or Underline.....	120
Superscript or Subscript Text	121
Change Text Case	122
Change Text Color	123
Apply Text Effects	124
Apply a Font Style Set	125



Apply Highlighting to Text 126

Apply Strikethrough to Text..... 127

Copy Text Formatting 128

Remove Text Formatting 129

Set the Default Font for All New Documents..... 130

Chapter 6 Formatting Paragraphs

Change Text Alignment..... 134

Set Line Spacing Within a Paragraph..... 135

Set Line Spacing Between Paragraphs 136

Create a Bulleted or Numbered List..... 138

Display Formatting Marks 140

Hide or Display the Ruler 141

Indent Paragraphs 142

Set Tabs 144

Add a Paragraph Border 148

Review and Change Formatting 150

Compare Formatting 152

Apply Formatting Using Styles 154

Switch Styles..... 156

Save Formatting in a Style 158

Expand or Collapse Document Content..... 160

Modify a Style 162

Add Paragraph Shading..... 163

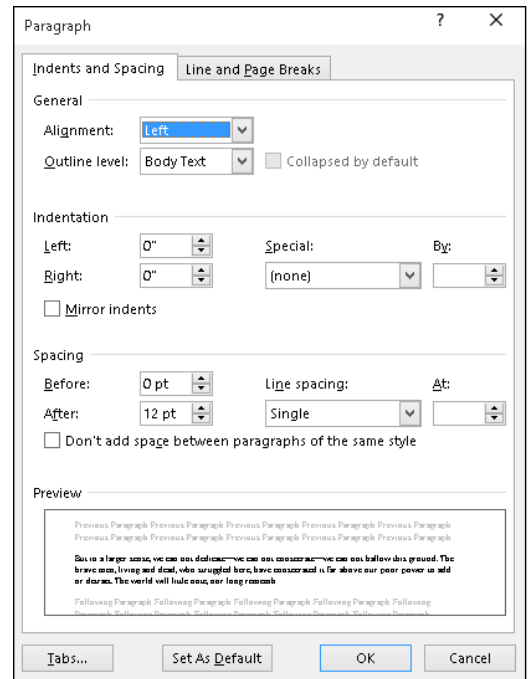


Table of Contents

Chapter 7 Formatting Pages

Adjust Margins	166
Insert a Page Break.....	168
Control Text Flow and Pagination	170
Align Text Vertically on the Page	172
Change Page Orientation.....	173
Insert a Section Break	174
Add Page Numbers to a Document.....	176
Add Line Numbers to a Document.....	178
Using the Building Blocks Organizer	180
Add a Header or Footer.....	182
Using Different Headers or Footers Within a Document.....	184
Add a Footnote.....	186
Add an Endnote.....	187
Find, Edit, or Delete Footnotes or Endnotes	188
Convert Footnotes to Endnotes	190
Generate a Table of Contents.....	192
Add a Watermark	194
Add a Page Border	196
Apply Document Formatting	198
Create Newspaper Columns	200

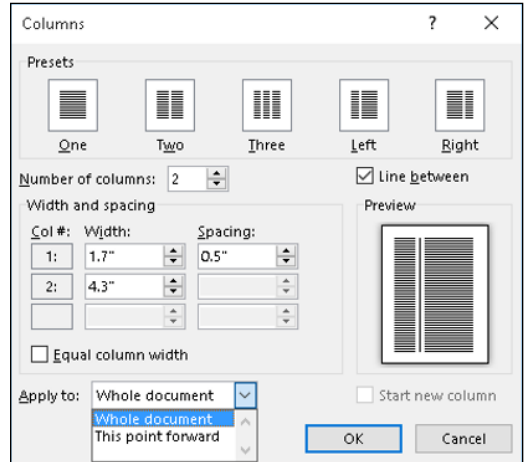
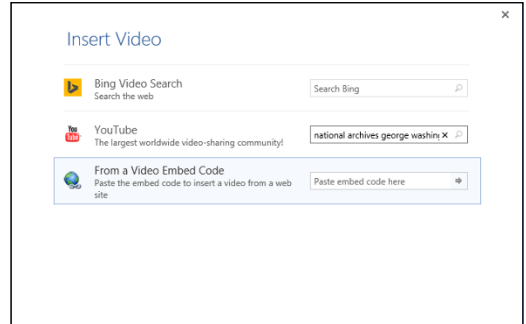


Table of Contents

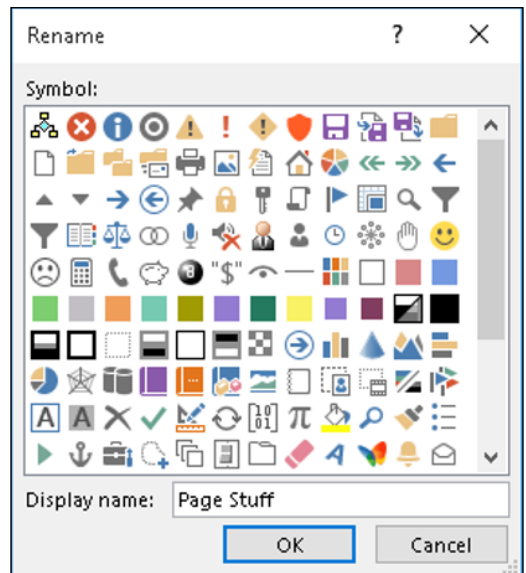
Chapter 10 Working with Graphics

Add WordArt	242
Add a Picture	244
Insert an Online Picture.....	246
Insert an Online Video.....	248
Add a Screenshot.....	250
Add a Shape.....	252
Add a Text Box.....	254
Move or Resize a Graphic	256
Understanding Graphics Modification Techniques.....	258
Understanding Text Wrapping and Graphics	260
Wrap Text Around a Graphic	261
Work with Diagrams	262



Chapter 11 Customizing Word

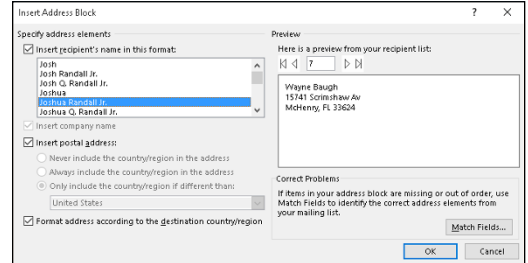
Control the Display of Formatting Marks	268
Customize the Status Bar	269
Hide or Display Ribbon Buttons.....	270
Add a Predefined Group to a Ribbon Tab	272
Create Your Own Ribbon Group.....	274
Create Your Own Ribbon Tab	278
Work with the Quick Access Toolbar	282
Add Keyboard Shortcuts.....	286
Create a Macro	288
Run a Macro.....	290



Chapter 12

Working with Mass Mailing Tools

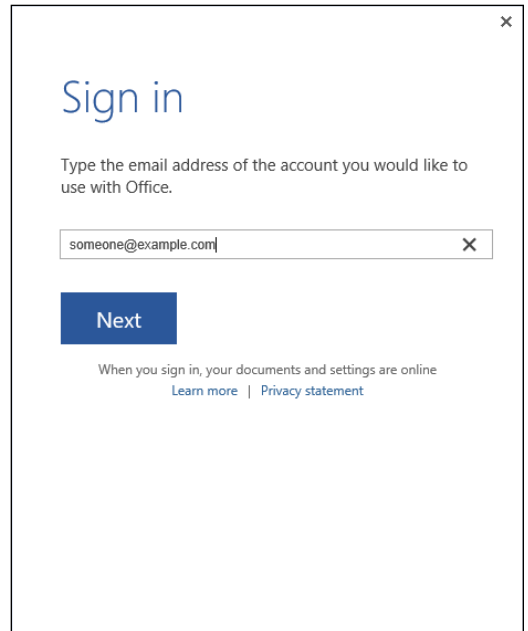
Create Letters to Mass Mail.....	294
Create Labels for a Mass Mailing.....	300



Chapter 13

Word and the World Beyond Your Desktop

Email a Document.....	308
Create a Hyperlink.....	310
Post to Your Blog.....	312
Office and the Cloud.....	314
Sign In to Office 365.....	316
Open a Cloud Document.....	318
Save a Document to the Cloud	320
Share a Document from Word.....	322
Download Apps from the Office Store.....	324
Using the Word Online App in OneDrive.....	326

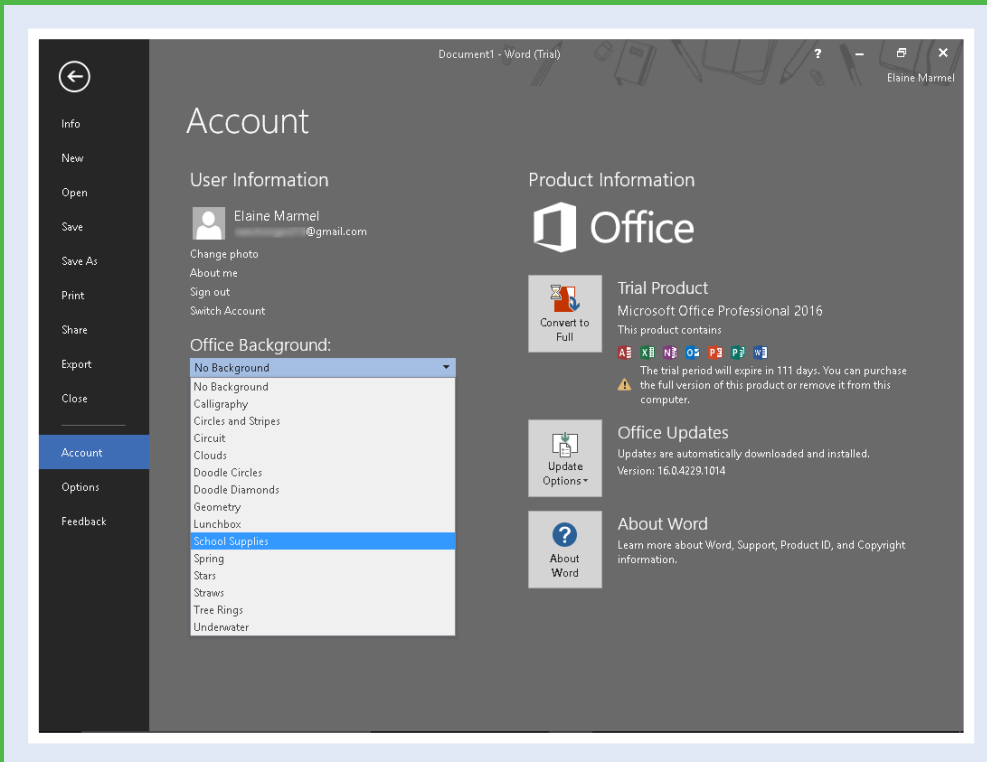


Index.....	328
------------	-----

CHAPTER 1

Getting Familiar with Word

Are you ready to get started in Word? In this chapter, you become familiar with the Word working environment, including the Word Start screen and Backstage view, and you learn basic ways to navigate and to enter text using both the keyboard and the mouse. You also learn some basics for using Word on a tablet PC.



Open Word.	4
Explore the Word Window	6
Work with Backstage View	7
Change the Color Scheme.	8
Find a Ribbon Command	10
Select Commands.	12
Using Word on a Tablet PC	14
Work with the Mini Toolbar and Context Menus	16
Enter Text	18
Move Around in a Document	20

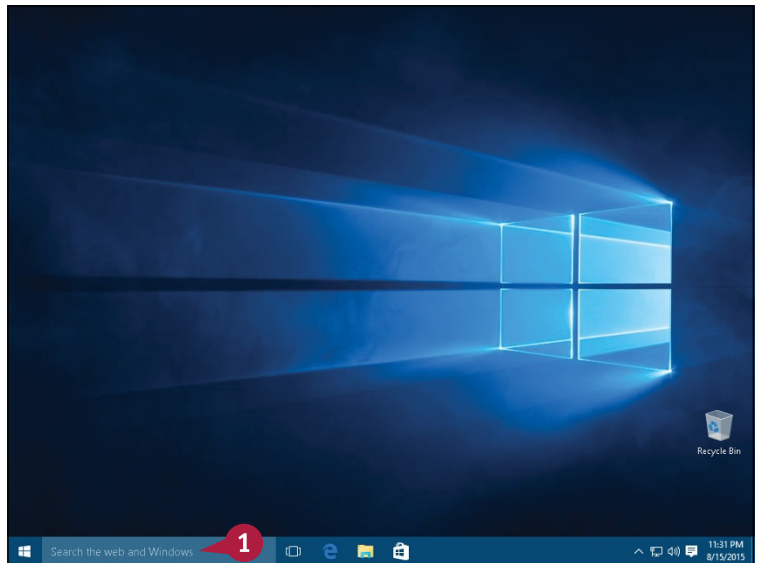
Open Word

Office 2016 runs on a 1 gigahertz (GHz) or faster x86- or x64-bit processor with 1 or 2 gigabytes (GB) of RAM, based on your processor speed, and your system must be running Windows 7, Windows 8, Windows 10, Windows Server 2008 R2, or Windows Server 2012.

This section demonstrates how to open Word from Windows 10. After Word opens, the Word Start screen appears, helping you to find a document on which you recently worked or starting a new document. For other ways to open or start a new document, see Chapter 2.

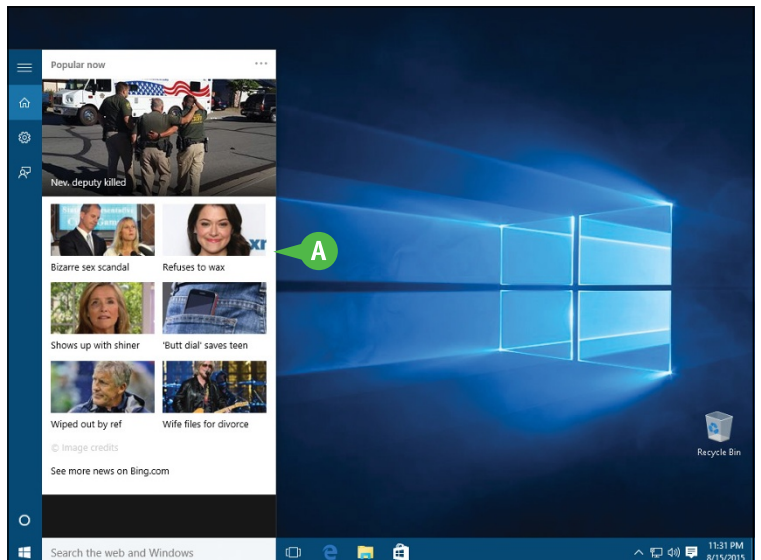
Open Word

1 Click in the search box.



A The Search menu appears.

Note: The Search menu displays popular news items from Bing, Microsoft's search engine. You can use the buttons on the left side of the Search menu to, for example, establish search settings for Cortana, the Windows Search assistant.



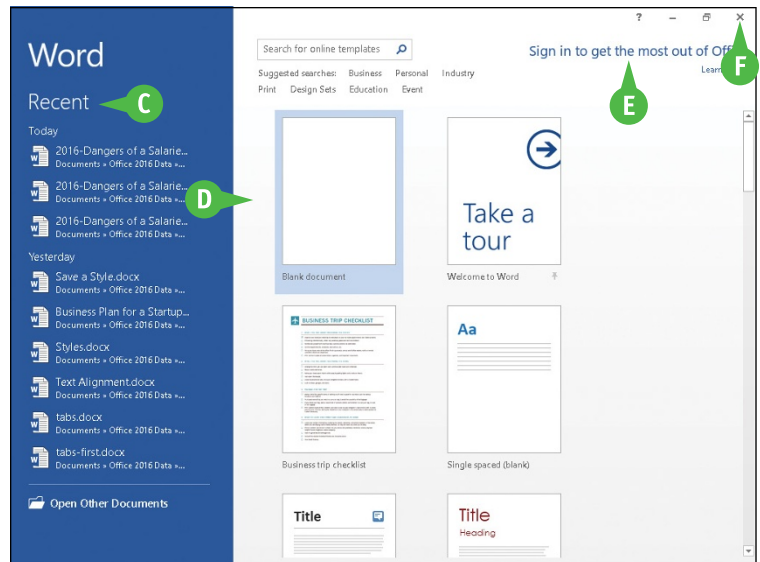
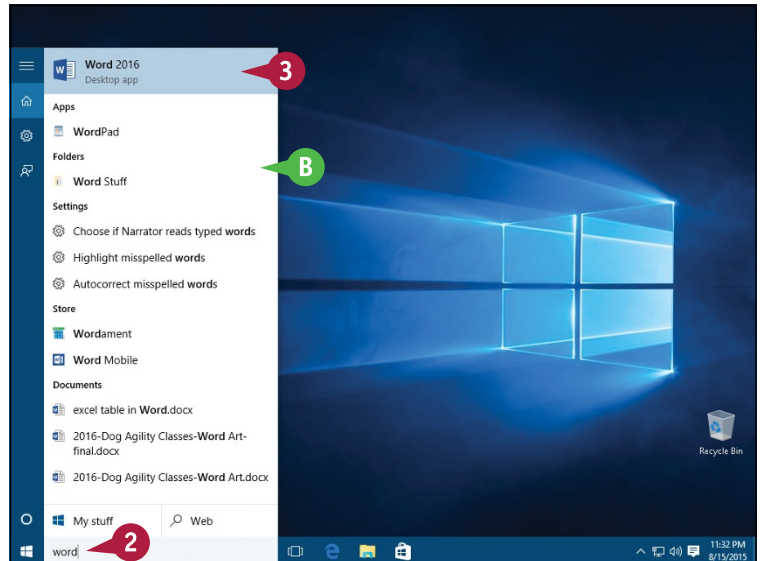
- 2 Start typing the name of the program; for this example, type **word**.
- B A list of choices appears that match the letters you typed.
- 3 Click the choice matching the program you want to open.

The program opens and displays its Start screen, which helps you open new or existing documents; see Chapter 2 for other ways to open documents.

- C You can use this panel to open an existing document.
- D You can click a thumbnail in this area to start a new document.
- E This area indicates whether you have signed in to your Office 365 subscription, which enables you to work on your documents from anywhere.

Note: See Chapter 13 for details about signing in to Office 365.

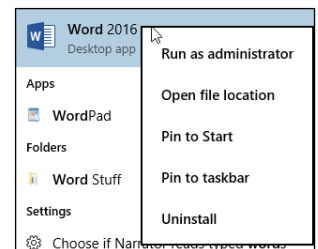
- F To exit from the program, you can click the **Close** button (X).



TIP

Can I create a shortcut to open an Office application?

You can, but pinning the program to the Windows taskbar or Start menu is easier. Follow Steps 1 and 2 in this section. Then, right-click the program name in the list. From the menu that appears, click **Pin to taskbar** or **Pin to Start**. Windows 10 pins the program to the Windows taskbar or the Start menu. To open the program, click the program's button on the taskbar or Start menu. Programs pinned to the Start menu appear on the right side of the menu as tiles.



Explore the Word Window

All Office programs share a common appearance and many features, and Word is no different. These features include a Ribbon and a Quick Access Toolbar (QAT). The Ribbon contains most commands available in Word, and the QAT contains frequently used commands.

A Quick Access Toolbar (QAT)

Contains buttons that perform common actions. To customize the QAT, see Chapter 11.

B Ribbon

Contains buttons organized in tabs, groups, and commands.

C Dialog Box Launcher

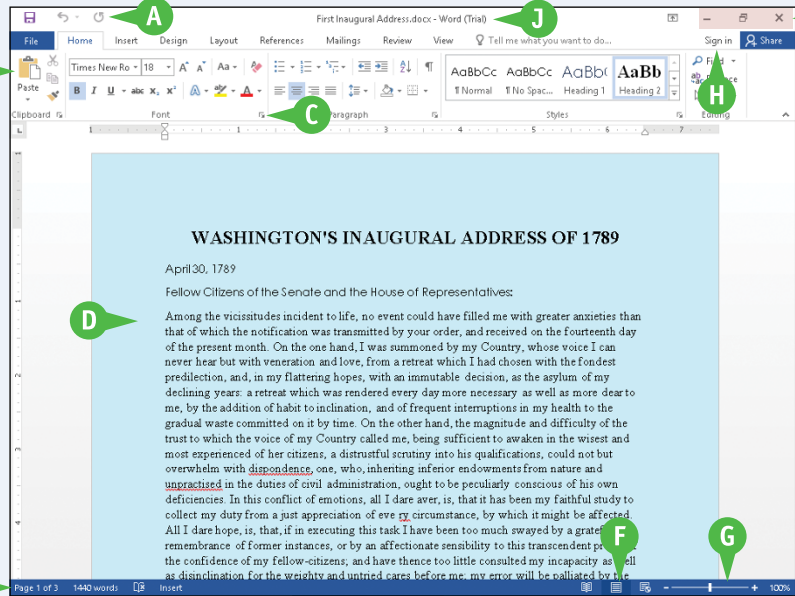
Appears in the lower right corner of many groups on the Ribbon. Clicking this button (⌵) opens a dialog box or task pane that provides more options.

D Document Area

The area where you type. The flashing vertical bar, called the *insertion point*, represents the location where text will appear when you type.

E Status Bar

Displays document information and the location of the insertion point. From left to right, this bar contains the number of the page on which the insertion point currently appears, the total number of pages and words in the document, and the Proofing Errors button (🔍).



F View Shortcuts

Contains buttons to switch to a different view of your document.

G Zoom Controls

Changes the magnification of a document.

H Office 365 Indicator

If your name appears, you are signed in to your Office 365 subscription. You can click ▼ to display a menu that enables you to manage your Microsoft account settings. If you are not signed in, this area shows a Sign In link. See Chapter 13 for details about signing in to Office 365.

I Program Window Controls

These buttons enable you to control the appearance of the program window. You can minimize the Ribbon, and you can minimize, maximize, restore, or close the program window.

J Title Bar

Shows the document and program titles.

Work with Backstage View

You can click the **File** tab to display Backstage view. Backstage is the place to go when you need to manage documents or change program behavior. In Backstage view, you find a list of actions that you can use to open, save, print, remove sensitive information, and distribute documents as well as set Word program behavior options. You can also use Backstage to manage the places on your computer hard drive, in your network, or in your OneDrive space that you use to store documents.

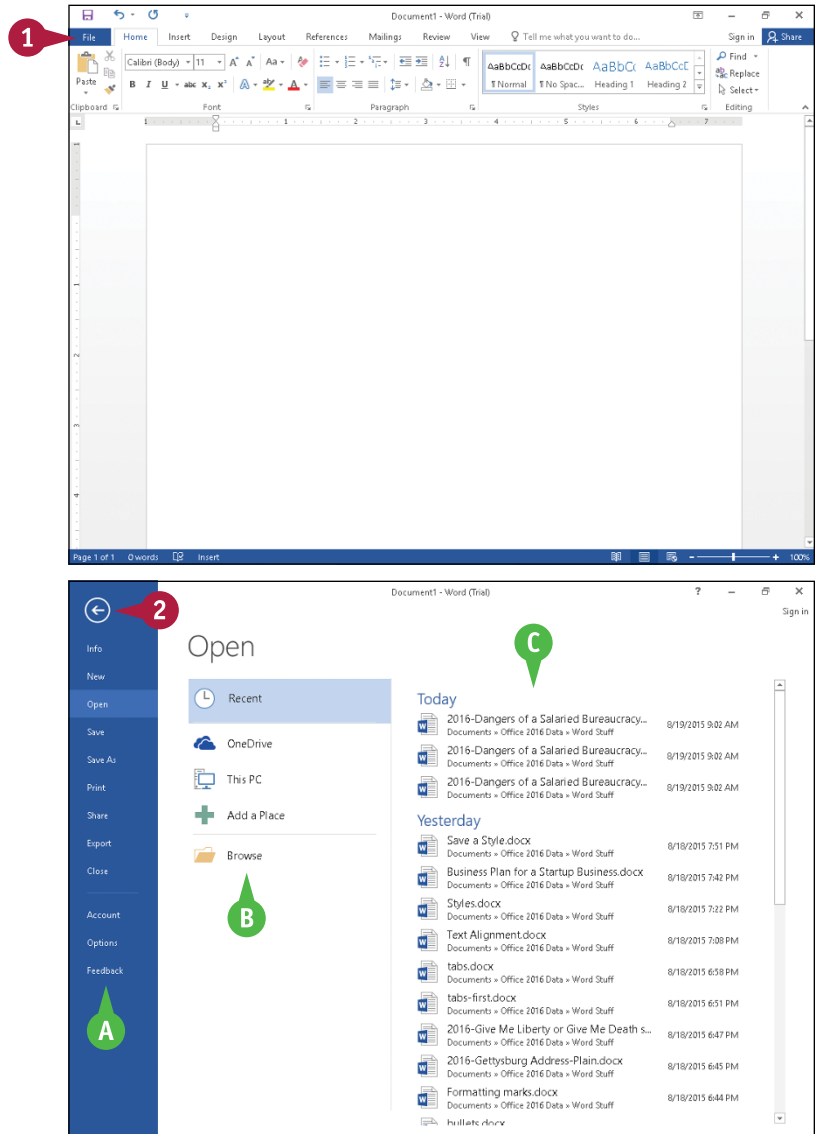
Work with Backstage View

- 1 Click the **File** tab to display Backstage view.

- A Commonly used file and program management commands appear here.
- B Buttons representing places you commonly use to open documents appear here.
- C Information related to the button you click appears here. Each time you click a button in the Open column, the information shown to the right changes.

Note: The New, Close, and Options commands behave differently; when you click any of them, Word takes the action you chose. For example, clicking **Close** closes the current document.

- 2 Click the **Back** button (↶) to redisplay the open document.



Change the Color Scheme

You can use Office themes and background patterns to change the appearance of the program screen. Themes control the color scheme the program uses, and background patterns can add interest to the screen while you work. Color schemes can improve your ability to clearly see the screen, but be aware that background patterns might be distracting.

Office themes are available even if you are not signed in to Office 365, but to use background patterns, you must sign in to Office 365. For details on how to sign in and out of Office 365, see Chapter 13.

Change the Color Scheme

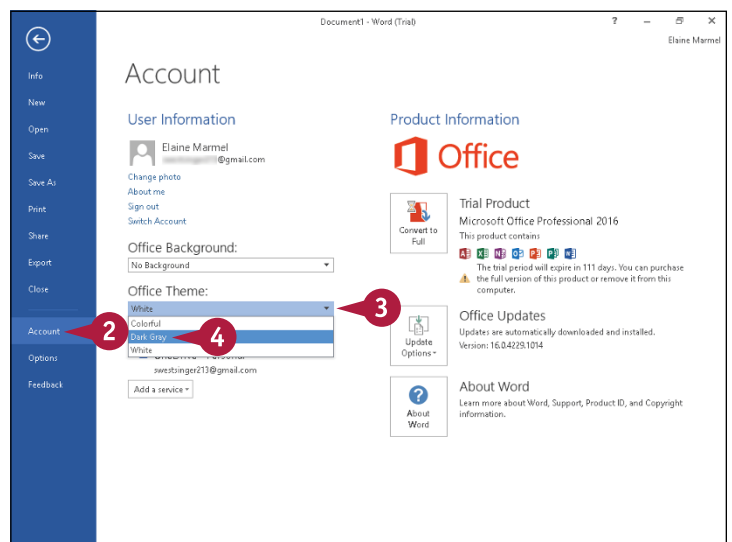
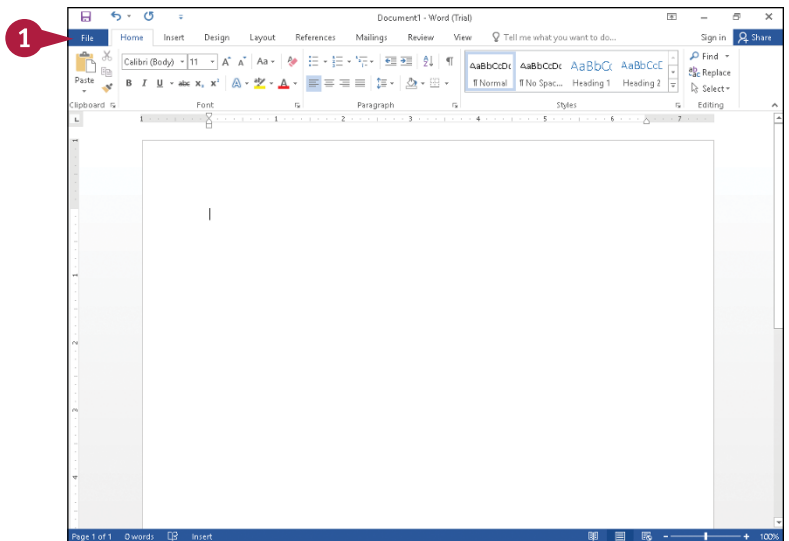
Note: Make sure you are signed in to Office 365. See Chapter 13 for details.

1 Click **File** to open Backstage view.

2 Click **Account**.

3 Click the **Office Theme** ▼.

4 Click an Office theme.



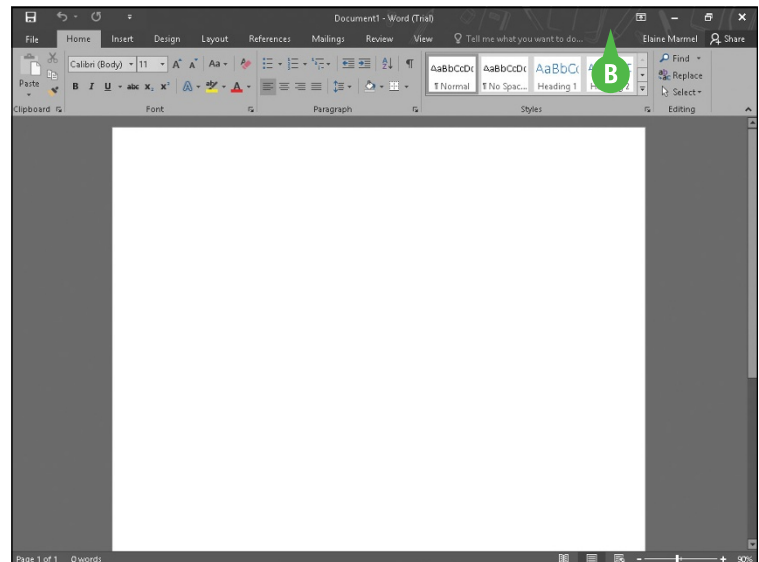
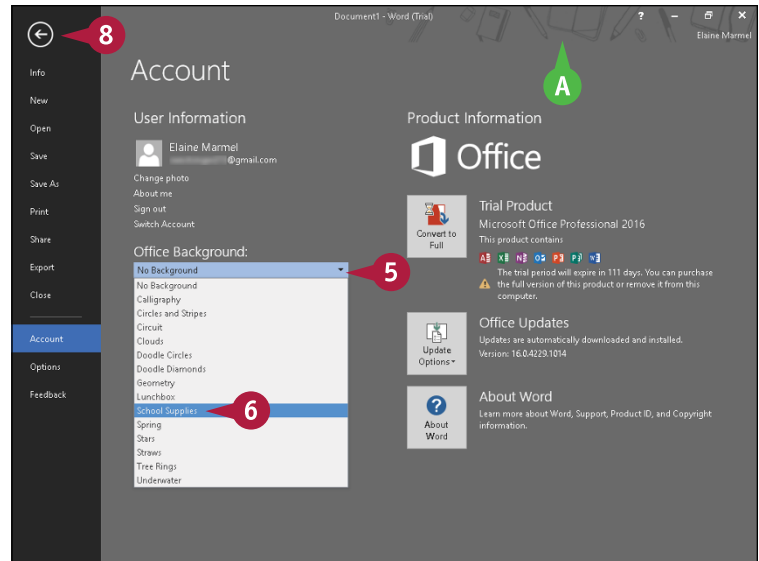
The colors of your program change.

Note: Some theme changes are more subtle than others.

- 5 Click the **Office Background** ▾.
- 6 Point the mouse (🖱️) at a choice in the menu to highlight that choice.
- A A background pattern appears at the top of the window. The pattern remains as you work on documents.
- 7 Click the pattern you want to use or click **No Background**.
- 8 Click the **Back** button (⏪) to return to your document.

The Office theme and background you selected appear.

- B The background appears in the title bar and the tabs of the Ribbon.



TIP

What happens if I select an Office background and then sign out of Office 365?

The background no longer appears in the program, but will reappear when you next sign in to Office 365. Similarly, theme changes you make while signed in to Office 365 might disappear when you sign out of Office 365. With themes, however, you do not need to be signed in to Office 365 to make a selection. Just complete Steps 1 to 4.

Find a Ribbon Command

When you need to take an action that you do not take on a regular basis, you can use Word 2016's new feature, the Tell Me What You Want To Do feature. The Tell Me What You Want To Do search feature helps you find commands on the Ribbon.

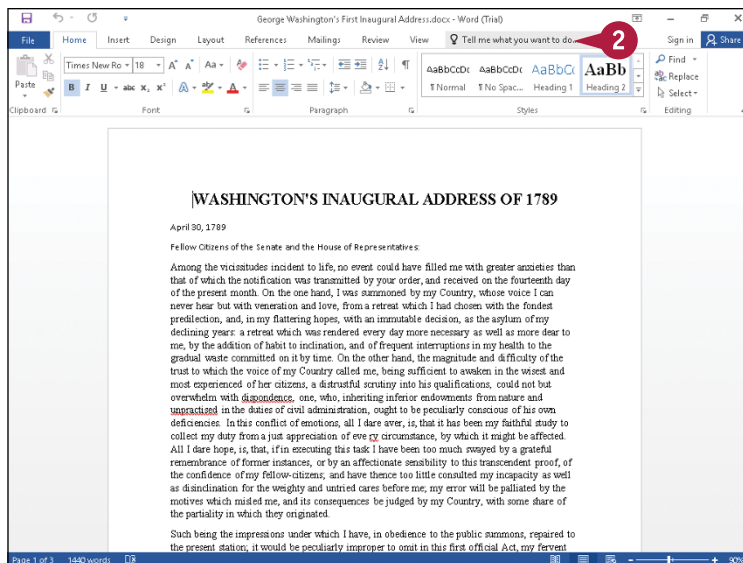
You can still use the Ribbon directly, as described in the next section, "Select Commands." The Tell Me What You Want To Do search feature is most useful when you are not sure where on the Ribbon to find the command you need.

Find a Ribbon Command

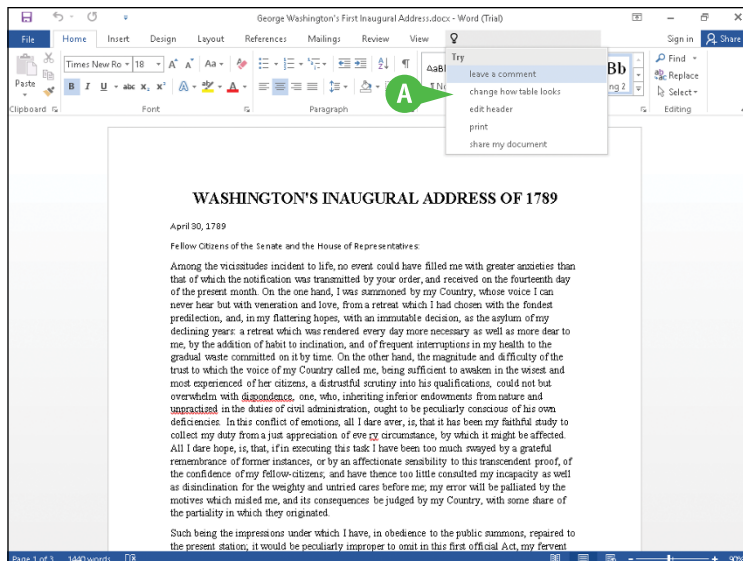
1 Open a document.

Note: See Chapter 2 for details on opening documents.

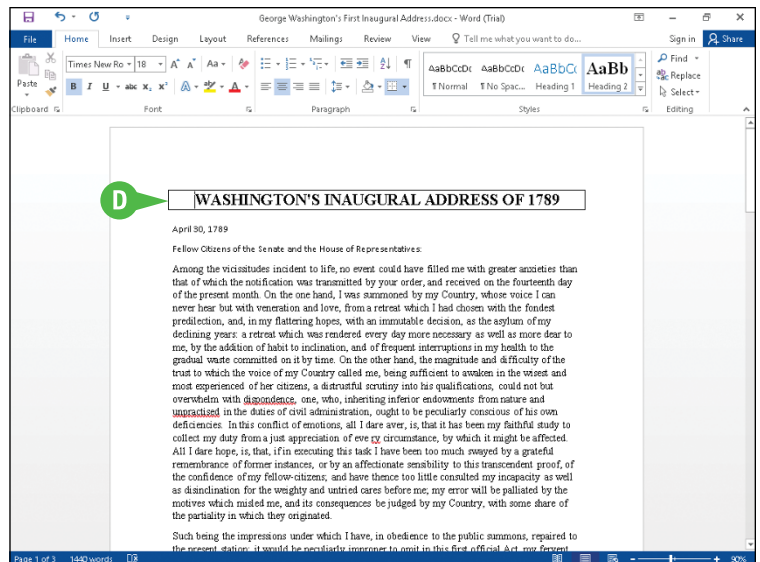
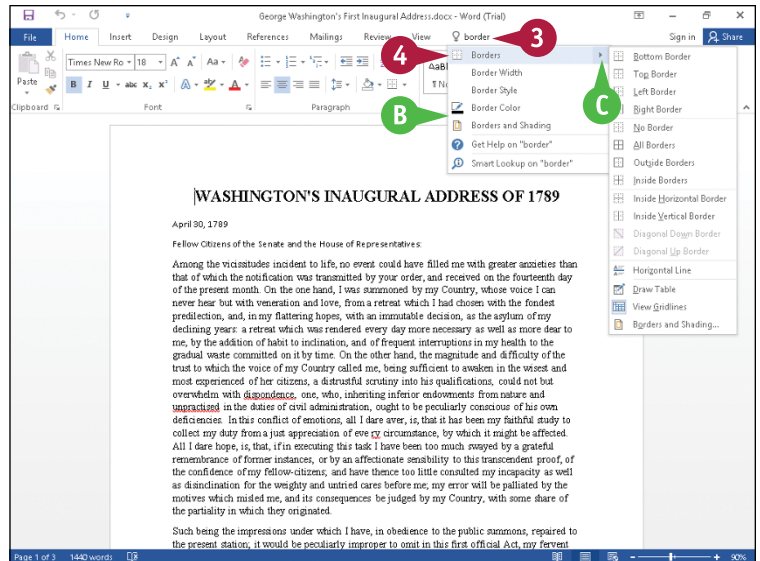
2 Click here.



A A list of commonly requested actions appears.



- 3 Type a brief description of the action you want to take.
- B The program lists possible commands you can use to complete your task.
- 4 Click a command to use it.
- C If you click a command that displays this arrow (▶), additional options appear.
- D The program performs the action you selected; in this example, Word places a border around the first paragraph of the document.



TIPS

Will I need to type a description of the action I want to take if it is the same action I have previously taken?

No. The Tell Me What You Want To Do search box remembers your previous searches and displays them on the menu that appears when you perform Step 2.

If I no longer want my previous searches to appear, can I clear them from the list?

No. The Tell Me What You Want To Do feature retains your searches in the Recently Used section of the menu that appears when you click in the search box.

Select Commands

You can keep your hands on your keyboard and select commands from the Ribbon or the Quick Access Toolbar (QAT), or you can use the mouse.

The Ribbon contains buttons organized in tabs, groups, and commands. Tabs appear across the top of the Ribbon and contain groups of related commands. Groups organize related commands; the group name appears below the group. Commands appear within each group. The QAT appears above the Ribbon and by default contains the Save, Undo, and Redo commands. To customize the Ribbon or the QAT, see Chapter 11.

Select Commands

Select Commands with the Keyboard

- 1 If appropriate for the command you intend to use, place the insertion point in the proper word or paragraph.
- 2 Press **Alt** on the keyboard.
- A Shortcut letters and numbers appear on the Ribbon.

Note: The numbers control commands on the Quick Access Toolbar.

- 3 Press a letter to select a tab on the Ribbon.

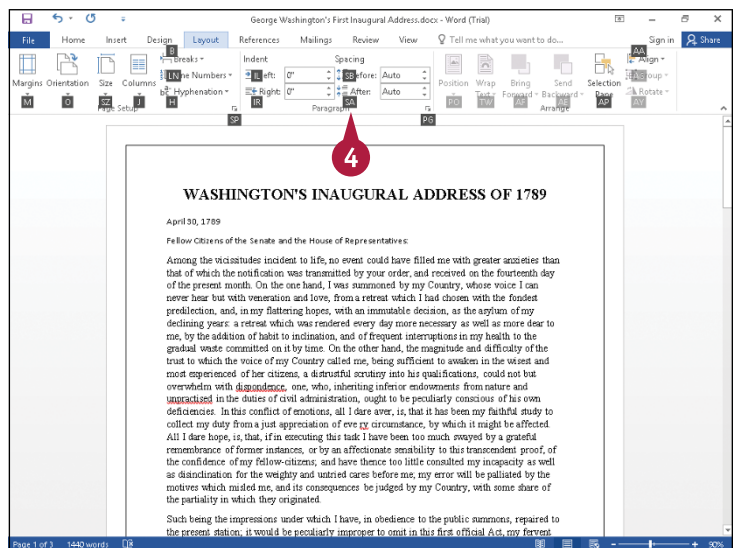
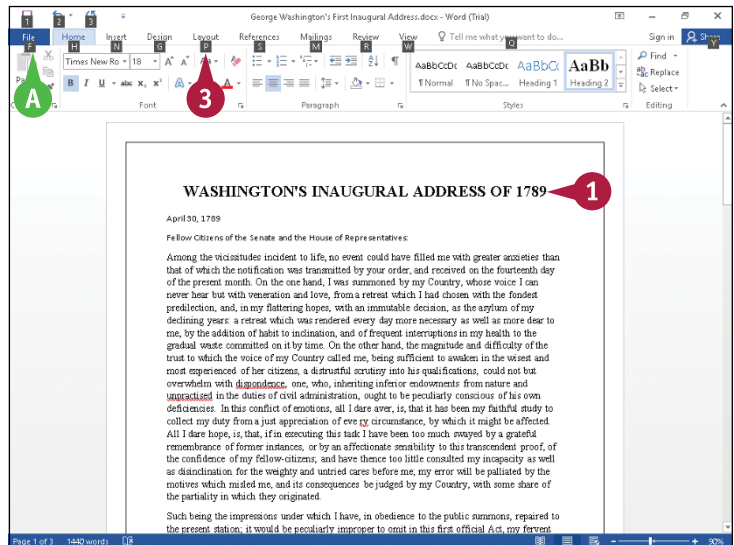
This example uses **P**.

Word displays the appropriate tab and letters for each command on that tab.

- 4 Press a letter or letters to select a command.

If appropriate, Word displays options for the command you selected. Press a letter or use the arrow keys on the keyboard to select an option.

Word performs the command you selected, applying the option you chose.



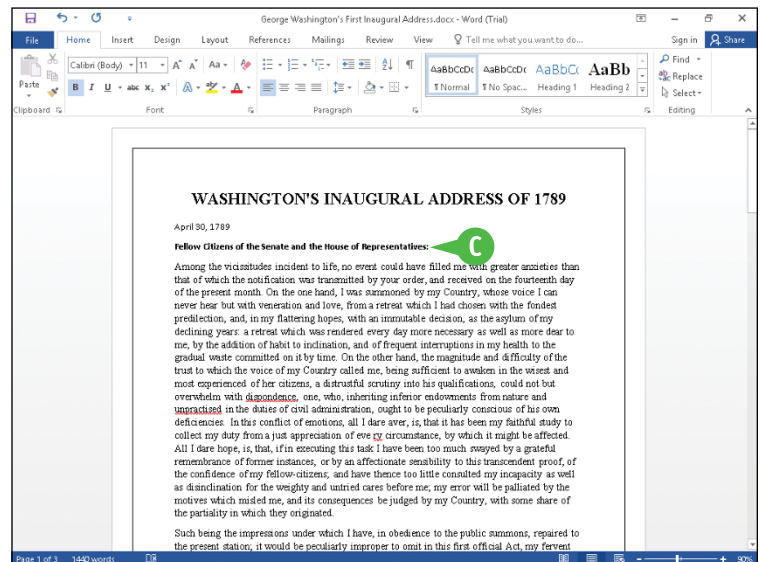
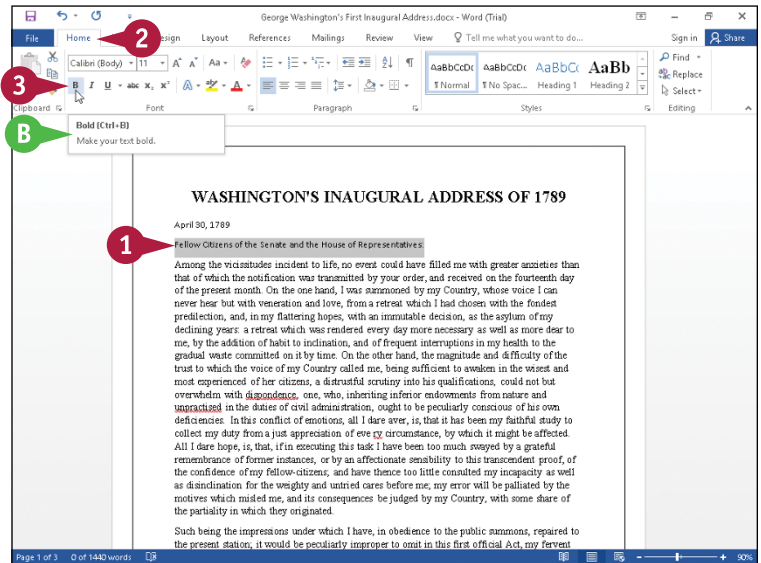
Select Commands with the Mouse

- 1 Click in the text or paragraph you want to modify.

Note: If appropriate, select the text; see Chapter 3 for details.

- 2 Click the tab containing the command you want to use.
- 3 Point to the command you want to use.
- B Word displays a ScreenTip describing the function of the button at which the mouse (☞) points.
- 4 Click the command.
- C Word performs the command you selected.

Note: If you selected text, click anywhere outside the text to continue working.



TIPS

Can I toggle between the document and the Ribbon using the keyboard?

Yes. Each time you press **F6**, Word changes the focus of the program, switching between the document, the status bar, and the Ribbon, in that order.

What do the small down arrows below or beside buttons mean?

The small arrow (▼) on a button means several choices are available. Click the button directly to apply a default choice. Click ▼ to view additional options. As you move the mouse (☞) over the two parts of the button, Word highlights one or the other to alert you that you have more choices.

Using Word on a Tablet PC

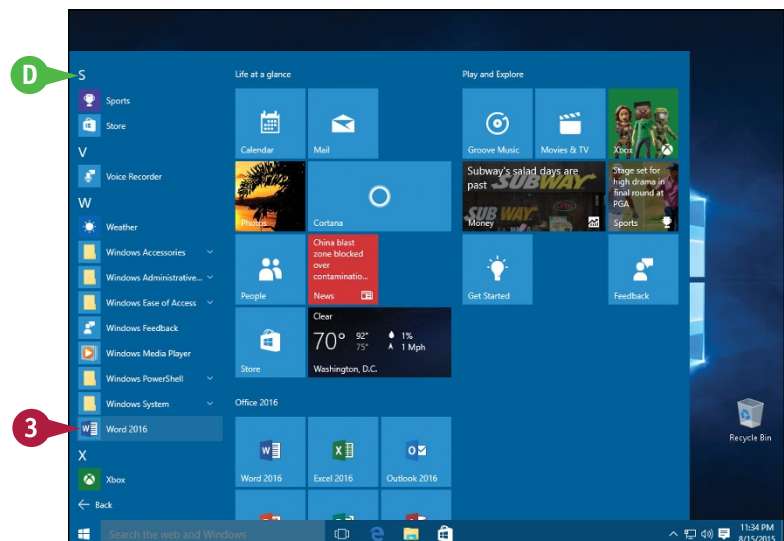
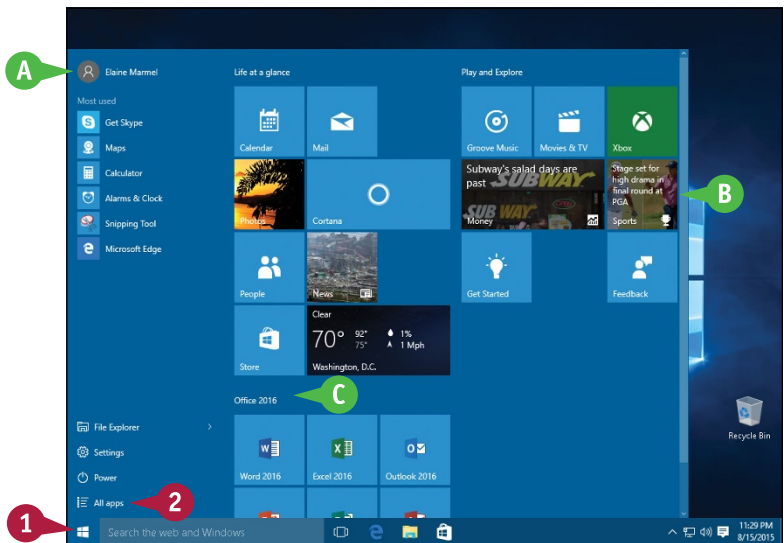
Using Word 2016 on a tablet offers a different experience than using the program on a computer with a keyboard and mouse. This section shows you how to open Word on a touch device and how to switch between Touch and Mouse modes.

Enhancements for tablets are limited primarily to enlarging buttons on the status bar, the Quick Access Toolbar, and the Ribbon to make selecting commands easier. For a friendlier touch experience, consider using the universal Word app for various mobile devices, which, although not as powerful as Word 2016, were written specifically for touch devices. You can share documents across platforms.

Using Word on a Tablet PC

Start a Program

- 1 Tap the Windows **Start** button (☰).
 - 2 Tap **All apps**.
 - 3 Scroll through the list and tap **Word 2016** to open Word to the Word Start screen.
- A The Windows 10 Start menu appears.
 - B Program tiles appear on the right side.
 - C If the program you want to open appears in the Most Used list, you can tap it to open it. Or you can scroll through the program tiles on the right to find and tap the program you want to open.
 - D An alphabetical list of programs installed on your computer appears.

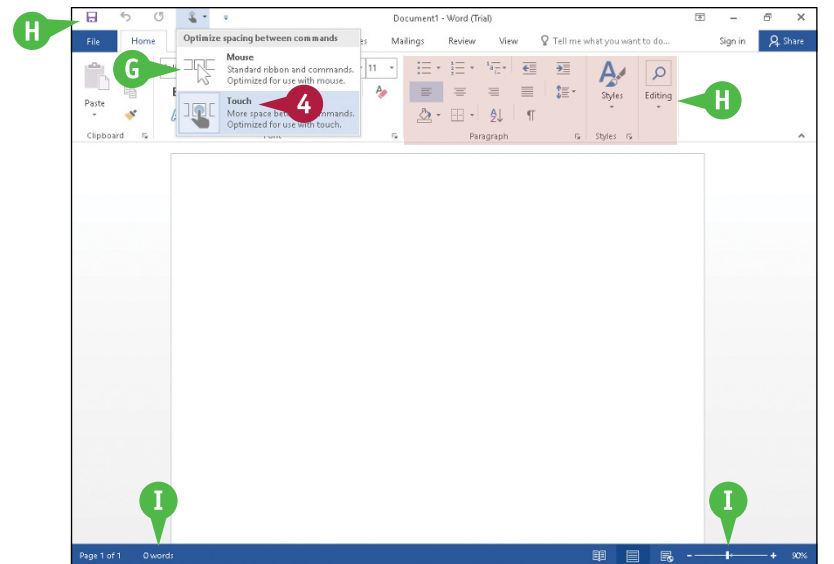
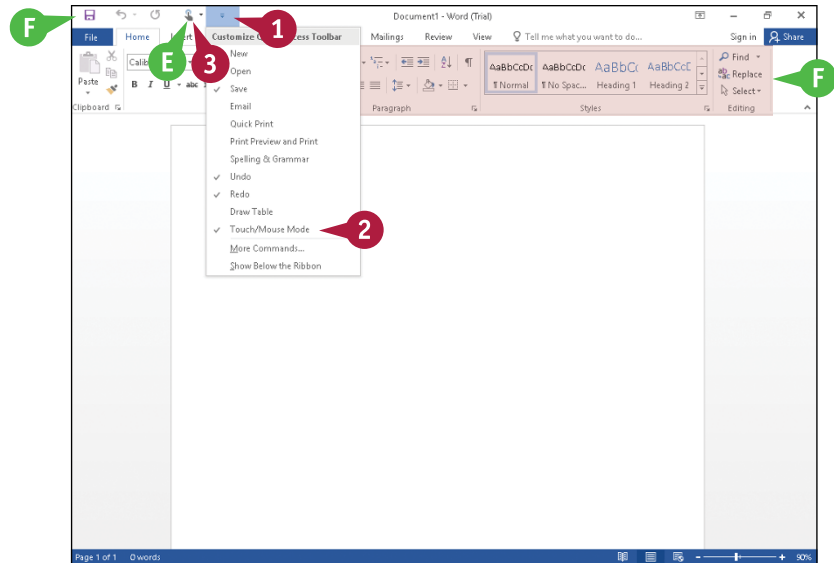


Using Touch/Mouse Mode

- 1 Tap the **Customize Quick Access Toolbar** ▾.
 - 2 Tap **Touch/Mouse Mode**.
- E Word adds the Touch/Mouse Mode button to the Quick Access Toolbar.

Note: By default, each Office program displays the screen in Mouse mode.

- F In Mouse mode, buttons on the Quick Access Toolbar and the Ribbon are smaller.
- 3 Tap **Touch/Mouse Mode**.
- G A drop-down menu appears.
- 4 Tap **Touch**.
- H The program enlarges the size of buttons on the Quick Access Toolbar and the Ribbon, grouping Ribbon buttons as needed.
- I The status bar, view buttons, and zoom slider also appear larger.



TIP

Are there any other features in Word 2016 that make the program easier to use on touch devices?

Yes, Word's Read Mode contains buttons on the left and right sides of the screen (◀ and ▶) (A) that you can tap to change pages. See Chapter 4 for details. For a more touch-friendly experience, consider using the universal app Word, available in the Microsoft Store, on an iPad or Android device.

much obliged to the honorable gen-
uccess. In this particular of salaries to
a persuasion that it is right, and from
their judgment may possibly change
ontrary, great advantages.

varice—the love of power and the
few of the same object, they have,
in same time, be a place of profit, and
overnment so tempestuous. The
cting its councils, hurrying it so
ce.

Work with the Mini Toolbar and Context Menus

Most of the formatting commands appear on the Home tab in Word, but you have alternatives to format text. Without switching to the Home tab, you can format text using the Mini Toolbar, which contains a combination of commands available primarily in the Font and the Paragraph groups on the Home tab.

You also can use the context menu to format text without switching to the Home tab or the Review tab. The context menu contains the Mini Toolbar and a combination of commands available primarily in the Font group and the Paragraph group on the Home tab and on the Review tab.

Work with the Mini Toolbar and Context Menus

Work with the Mini Toolbar

1 Select text.

A The Mini Toolbar appears.

Note: If you slowly slide the mouse (☞) away from the selected text, the Mini Toolbar becomes transparent and then disappears.

2 Click any command or button to perform the actions associated with the command or button.

B Word performs the action on the selected text, leaving the Mini Toolbar visible so that you can use it again if you want.

