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Dan Gookin

Bestselling author of all previous editions of Word For Dummies

Word 2016 For Dummies

A Wiley Brand

by Dan Gookin

For Dummies
A Wiley Brand

Word 2016 For Dummies®

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Introduction

The only thing standing between you and your writing is your word processor. Yeah, I know: It's supposed to be helpful. Well, it tries. Computers can do only so much. But you, as a smart person, are capable of so much more. I'm guessing that's why you opened this book.

Welcome to *Word 2016 For Dummies,* which removes the pain from using Microsoft's latest, greatest, most confusing word-processing software ever! This book is your friendly, informative, and entertaining guide to the routine of processing words that is Word 2016.

Be warned: I'm not out to make you love Word. This book won't make you enjoy the program. Use it, yes. Tolerate it, of course. The only promise I'm offering is to ease the pain that most people feel from using Microsoft Word. Along the way, I kick Word in the butt, and I hope you enjoy reading about it.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a political space opera with an antihero and a princess fighting elected officials who are in cahoots with a galactic urban renewal development corporation. The ending would be extremely satisfying.

This book is a reference. Each chapter covers a specific topic or task you can accomplish by using Word 2016. Within each chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample topics you encounter in this book include

- ✓ Moving a block
- ✓ Checking your spelling
- ✓ Saving your stuff!
- ✓ Text-formatting techniques
- ✓ Working with tables in Word
- ✓ Plopping down a picture
- ✓ Mail merge, ho!

I give you no keys to memorize, no secret codes, no tricks, no presentations to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to master anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2016. All you need to do is find the topic that interests you and then read.

Word uses the mouse and keyboard to get things done, but mostly the keyboard.

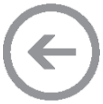
I use the word *click* to describe the action of clicking the mouse's main (left) button.

This is a keyboard shortcut: Ctrl+P. Press and hold down the Ctrl (Control) key and type the letter *P,* just as you would press Shift+P to create a capital *P.*

Sometimes, you must press more than two keys at the same time, such as Ctrl+Shift+T. Press Ctrl and Shift together and then press the T key. Release all three keys.

Commands in Word 2016 exist as *command buttons* on the Ribbon interface. I may refer to the tab, the command group, and then the button itself to help you locate that command button.

Menu commands are listed like this: Table⇨Insert Table. This direction tells you to click the Table command button and then choose the Insert Table item from the menu that appears.



Some of Word's key commands are kept on the File screen. To access that screen, click the File tab on the Ribbon. To return to your document, click the Back button, found in the upper-left corner of the File screen and shown in the margin. Or you can press the Esc key.

When I describe a message or something else you see onscreen, it looks like this:

```
Why should I bother to love Evelyn when robots will
eventually destroy the human race?
```

If you need further help in operating your computer, I can recommend my book *PCs For Dummies,* 13th Edition (Wiley). It contains lots of useful information to supplement what you find in this book.

Foolish Assumptions

Although this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you're a human being, though you might also be an alien from another planet. If so, welcome to Earth. When you conquer our planet, please do Idaho last. Thanks.

Another foolish assumption I make is that you use Windows as the computer's operating system. It could be Windows 7, Windows 8, or Windows 10. Windows 9 is not covered in this book. Differences between Windows versions are trivial as far as Word is considered, but do keep in mind that this book isn't about Windows.

Your word processor is Microsoft Word 2016. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use the term *Word* to refer to the Microsoft Word program. The program may also be called Word 2016 or even Microsoft Office Word 2016. It's all Word as far as this book is concerned. Word 2016 is part of the Microsoft Office 2016 suite of programs. This book doesn't cover any other part of Microsoft Office, though I mention Excel and Outlook wherever they encroach on Word's turf.

What's Not Here

Word is one heck of a program. Covering the entire thing would fill a book several thousand pages long. (I kid you not.) My approach in this book is to cover as much basic word processing as possible. For that reason, some advanced features got pushed off the table of contents.

I give you some information about macros, though it's super slim. Covering macros without a technical description is difficult. If the publisher ever lets me increase this book's size to more than 408 pages, I'd be happy to add a macro chapter; the publisher's address is in this book's front matter, in case you want to lobby on my behalf.

Some of Word's more esoteric features are touched on lightly here. For example, I could spend about 70 pages detailing what can be done with graphics in Word, but I limit myself to only a dozen pages.

Finally, this book doesn't cover using Word to make a blog post or create a web page or how to use Word as your email program. Word does these things, but I consider this a word-processing book rather than a Word-does-everything book.

Icons Used in This Book

TIP This icon flags useful, helpful tips or shortcuts.

REMEMBER This icon marks a friendly reminder to do something.

WARNING! This icon marks a friendly reminder *not* to do something.

TECHNICAL STUFF This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or look up your puzzle in the index.

Read! Write! Let your brilliance shine!

My email address is dgookin@wambooli.com. Yes, that's my real address. I reply to all email I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying "Hi," I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my web page for more information or as a diversion: `www.wambooli.com`. This book's specific support page can be found at `www.wambooli.com/help/word`. I place errata and updates on that page, as well as write frequent blog posts with Word information, tips, and tricks.

The publisher also maintains a support page, complete with updates and such. You can visit their site here: `www.dummies.com/go/word2016fdupdates`. This book's online cheat sheet can be located here: `www.dummies.com/cheatsheet/word2016`. And the web extras mentioned in each chapter's introduction are hidden on this page: `www.dummies.com/extras/word2016`.

Enjoy this book. And enjoy Word. Or at least tolerate it.

Part I

Your Introduction to Word

getting started
with
Word
2016

web extras

Visit `www.dummies.com` for great Dummies content online.

In this part . . .

- ✓ Learn how to start Word 2016 and decipher the Word screen.
- ✓ Familiarize yourself with how to quit and minimize Word 2016.
- ✓ Get to know the PC keyboard and the touchscreen.
- ✓ Learn how to read the status bar and discover secret symbols representing special characters in your text.

Chapter 1

Hello, Word!

In This Chapter

- Starting Word
- Deciphering the Word screen
- Understanding the Ribbon
- Zooming in and out
- Quitting Word
- Minimizing Word

Life would be easier if you used a pencil to write text. You could grab a copy of *Pencils For Dummies* and be on your way. That book is far thinner than this one and has more illustrations, which some people find enriching. Your ambitions are most likely higher, which is why you've chosen, or had the choice thrust upon you, to use Microsoft Word as your text composition tool. That's a good decision, but Word remains a far, far more complex tool for composing text than a wooden cylinder filled with graphite.

Start Your Word Day

As computer software, Microsoft Word dwells in the realm of Windows. To get work done in Word, you must contend with the multitudinous ways available in Windows to run the Word program. These methods can vary from the obvious to the obnoxiously cryptic, so instead I present you with the three most common ways to start your Word day.

- ✓ Before you can use Word, your computer must be on and ready to work. So turn on your PC, laptop, or tablet if it's not already on and toasty. Log into Windows.
- ✓ Do not attempt to make toast in your computer.

- Ensure that you sport a proper posture as you write. Your wrists should be even with your elbows. Your head should tilt down only slightly, although it's best to look straight ahead. Keep your shoulders back and relaxed. Have a minion gently massage your feet.

Starting Word the traditional way

Propriety demands that I show the traditional, boring way to start Word. Let me be quick:

1. **Press the Windows key on the keyboard.**

   The Windows key is adorned with the Windows logo icon, which I won't illustrate here because it's changed over the years. The key is nestled between the Ctrl and Alt keys to the left of the spacebar. A duplicate is found on the right side of the spacebar. Use either key.

2. **Look for Microsoft Word on the Start menu.**

   The item might be titled Word or Word 2016 or something similar.

   If you don't find Word right away in Windows 10, click the All Apps button to hunt it down. In Windows 7, click the All Programs button.

   Sometimes Word is found on a Microsoft Office or Office 2016 submenu.

3. **Click the Word icon or button to start the program.**

Watch in amazement as the program unfurls on the screen.

Starting Word the best way

The *best* way to start Word, and the way I do it every day, is to click the Word icon on the taskbar. Word starts simply and quickly.

The issue, of course, is how to get the Word icon on the taskbar. Follow these steps:

1. **Find the Word icon on the Start button's All Programs menu.**

   See the preceding section, Steps 1 and 2.

2. **Right-click the Word icon.**
3. **Choose the command Pin to Taskbar.**

The Word icon is *pinned* (permanently added) to the taskbar.

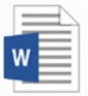
Starting Word in Windows 8 (for the few who still use Windows 8)

One of the reasons Windows 8 was so aggressively unpopular was that it eschewed the traditional Start button menu for a tile-based Start screen. If you're still burdened with Windows 8, or you run Windows 10 in Tablet mode, start Word by pressing the Windows key on the keyboard and then clicking the Word 2016 tile on the Start screen.

You can stick the Word icon to the taskbar, as described in this chapter: Click the Word tile on the Start screen and then choose the command Pin to Taskbar. (The Pin to Taskbar command is at the bottom of the screen.)

Opening a document to start Word

You use the Word program to create *documents,* which are stored on your computer in much the same way as people pile junk into boxes and store them in their garages. To start Word, open a document. Follow these steps:



1. **Locate the document icon.**

   Use your Windows kung fu to open the proper folders and hunt down a Word document icon, similar to what's shown in the margin.

2. **Double-click the icon.**

   This step is a standard Word operation: Double-click an icon to open a program. In this case, opening a Word document starts Word.

The document is opened and presented on the screen, ready for whatever.

- You use Word to create documents. They're saved to storage on your computer or in the cloud. Details are offered in Chapter 8.
- The document name is assigned when it's originally saved. Use the name to determine the document's contents — providing that it was properly named when first saved.
- Document icons are managed by Windows. If you need to find a lost document, rename it, or organize your documents into a folder, you use Windows, not Word.

Behold the Word Program

Like all programs in Windows, Word offers its visage in a program window. It's the place where you get your word-processing work done.

Working the Word Start screen

After starting Word, the first thing you may see is something called the Word Start screen, as shown in Figure 1-1. It's friendlier than that ominous empty page that's intimidated writers since the dawn of paper. (The blank page comes later.)

You can use the Start screen to open a previously opened document, start a new document based on a template, or start with a blank document.

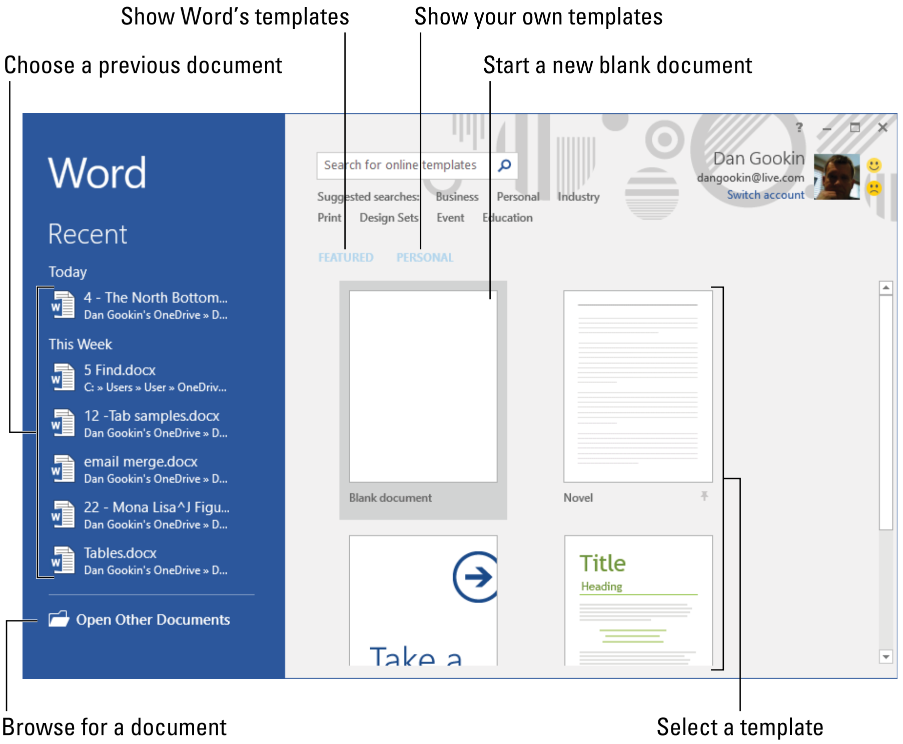

Show Word's templates
Show your own templates
Choose a previous document
Start a new blank document
Word
Recent
Today
4 - The North Bottom...
Dan Gookin's OneDrive » D...
This Week
5 Find.docx
C: » Users » User » OneDriv...
12 -Tab samples.docx
Dan Gookin's OneDrive » D...
email merge.docx
Dan Gookin's OneDrive » D...
22 - Mona Lisa^J Figu...
Dan Gookin's OneDrive » D...
Tables.docx
Dan Gookin's OneDrive » D...
Open Other Documents
Search for online templates
Suggested searches: Business Personal Industry
Print Design Sets Event Education
FEATURED
PERSONAL
Dan Gookin
dangookin@live.com
Switch account
Blank document
Novel
Title
Heading
Take a
Browse for a document
Select a template

Figure 1-1: The Word Start screen.

Previously opened documents are listed on the left side of the window, as illustrated in Figure 1-1. Word's templates are found under the heading Featured. Templates you've created appear under the Personal link. Click a template thumbnail to create a new document based on that template.

To start on a blank document, click the Blank Document template. Then you see the ominous empty page, which I wrote about earlier.

Once you've made your choice, Word is ready for you to start writing. Word is also equally content if you just stare at the screen and await inspiration.

- The Word Start screen doesn't appear if you start Word by opening a document. See the earlier section, "Opening a document to start Word."
- You can also disable the Start screen so that Word starts with a blank document. See Chapter 33.

REMEMBER

- The Word Start screen appears only when you first start Word. It does not appear if you start a new document while the Word program window is already open.

Examining Word's main screen

Writing is scary enough when you first see the blank page. With a computer, that level of terror just isn't good enough. Therefore, Word festoons its program window with all kinds of controls. I recommend that you refer to Figure 1-2 to get an idea of some basic terms. Ignore them at your peril.

The details of how all the gizmos and whatnot in the Word window work are covered throughout this book. They give you more control over your document, although the basic task of typing text is pretty straightforward. See Chapter 2 to get started.

TIP

- To get the most from Word's window, adjust the window size: Use the mouse to drag the window's edges outwards. You can also click the window's Maximize button (refer to Figure 1-2) to have the window fill the screen.
- The largest portion of Word's screen is used to compose text. It's blank and white, just like a fresh sheet of paper. If you choose to use a template to start a new document, this area may contain some preset text.

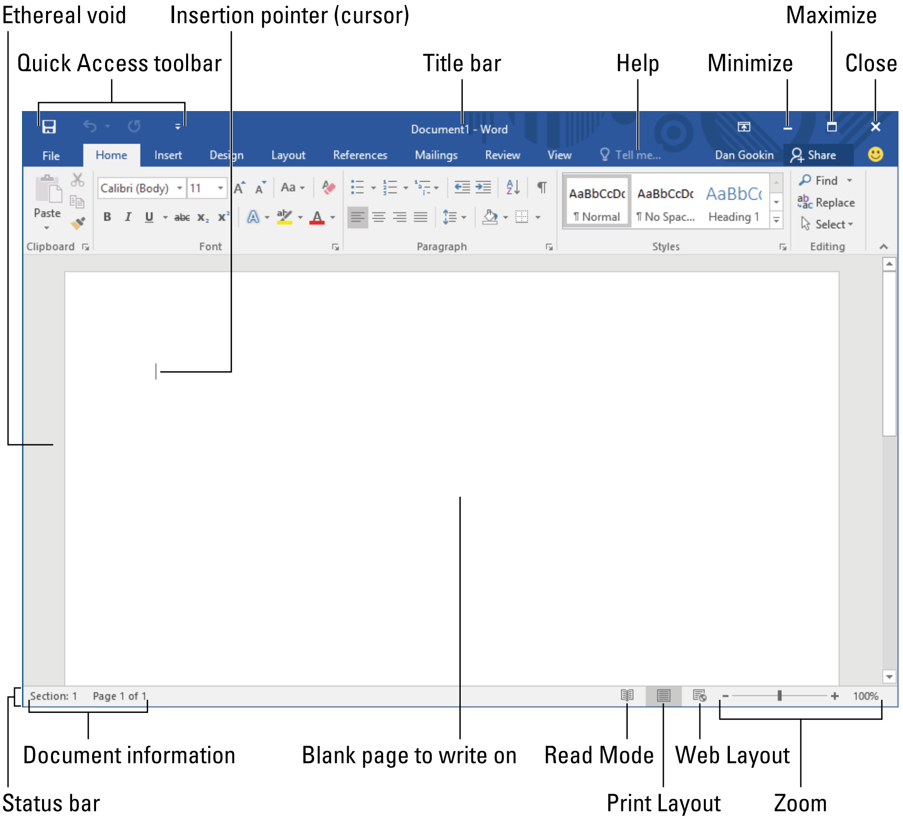

Ethereal void
Insertion pointer (cursor)
Maximize
Quick Access toolbar
Title bar
Help
Minimize
Close
Document1 - Word
Document information
Blank page to write on
Read Mode
Web Layout
Status bar
Print Layout
Zoom

Figure 1-2: Word's visage.

Working the Ribbon

An important part of Word's interface is the Ribbon. It's where a majority of Word's commands dwell and where settings are made. These items appear as buttons, input boxes, and menus.

The Ribbon is divided into tabs, as shown in Figure 1-3. Each tab holds separate groups. Within the groups, you find the command buttons that carry out various word-processing duties.

To use the Ribbon, first click a tab. Then locate the command you need by scanning the group names, and then hunting down the button. Click the button to activate the command or to display a menu from which you can choose a command.

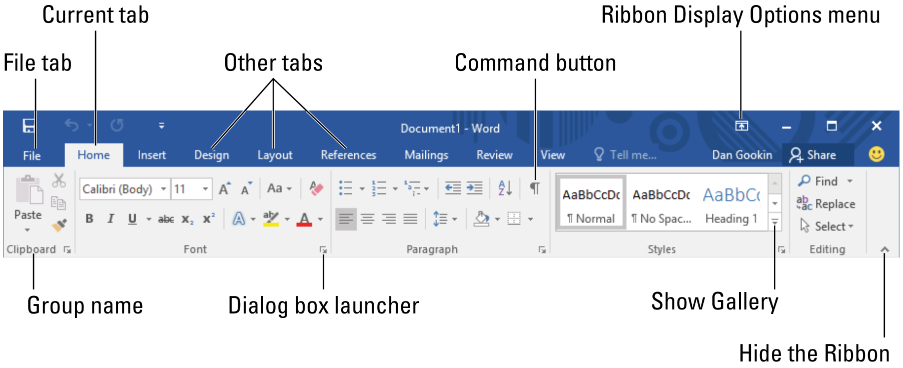
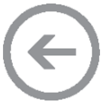

Current tab
Ribbon Display Options menu
File tab
Other tabs
Command button
Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me...
Dan Gookin
Share
Paste
Calibri (Body)
11
Aa
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbCc
Heading 1
Find
Replace
Select
Clipboard
Font
Paragraph
Styles
Editing
Group name
Dialog box launcher
Show Gallery
Hide the Ribbon

Figure 1-3: The Ribbon.

- Some items on the Ribbon let you input text or values, or make other settings.
- Galleries on the Ribbon display a smattering of tiles. To see them all, click the Show Gallery button in the lower-right corner of the gallery, as illustrated in Figure 1-3.
- Use the dialog box launcher icon in the lower-right corner of a group to open a dialog box relevant to the group's function. Not every group features a dialog box launcher.
- The amazingly frustrating thing about the Ribbon is that it can change. Some tabs may appear and disappear, depending on what you're doing in Word.
- To ensure that you always see all the command buttons, adjust the program's window as wide as is practical.
- Clicking the File tab replaces the contents of the Word window with a screen full of commands and other information. To return to the Word window, click the Back button (shown in the margin) or press the Esc key.



Showing and hiding the Ribbon

The good news is that you can hide the Ribbon if it bothers you. That way you see more document and less junk. The bad news is that you might accidentally hide the Ribbon when you don't want to.

To control the Ribbon, use the Ribbon Display Options menu, located in the upper-right part of the Word window and illustrated in Figure 1-3. Choose an item to determine how to display the Ribbon. Your choices are

Auto-Hide Ribbon: The most annoying choice, the Ribbon appears only when you hover the insertion pointer near the top of the document.

Show Tabs: With this choice, only the Ribbon's tabs appear. Click a tab to summon the rest of the Ribbon.

Show Tabs and Commands: This option shows the entire Ribbon — tabs and commands — as illustrated in Figures 1-2 and 1-3.

To temporarily hide the Ribbon, click the Hide the Ribbon button, labeled in Figure 1-3. To bring back the Ribbon, click a tab and then at the spot where the Hide the Ribbon button appears. Click the pushpin icon to make the Ribbon stick.

I recommend that you keep the Ribbon visible as you discover the wonders of Word.

Changing the document view

Just to keep you on your toes, Word offers multiple ways to view your document. The blank area where you write, which should be full of text by now, can be altered to present information in a different way. Why would you want to do that? You don't! But it helps to know the different ways so that you can change them back.

The standard way to view a document is called Print Layout view. It's the view shown in this book and it's how Word normally starts. A virtual page appears on the screen, with four sides and text in the middle. What you see on the screen is pretty much what you'll see in the final results, whether printed or published as an electronic document.

The other views are

Read Mode: Use this view to read a document like an eBook. The Ribbon and pretty much the rest of Word is hidden while in Read mode.

Web Layout: This view presents your document as a web page. It's available should you undertake the dreadful possibility of using Word as a web page editor.

Outline: This mode helps you organize your thoughts, as covered in Chapter 25.

Draft: The Draft view presents only basic text, not all the formatting and fancy features such as graphics.

To switch between Read Mode, Print Layout, and Web Layout views, click one of the View buttons, found in the lower-right corner of the Word program window (refer to Figure 1-2).