

Microsoft Word 2016 Study-Reference Guide



Opening up Word- Document Options

When you open up Word 2016, among your many selections, you have the option of choosing a blank document or a single spaced (blank) document. By default, the blank document contains 1.15 line spacing which is sort of like double spacing. To get rid of that, if you want single spacing or double spacing, you can simply click on the No Spacing button in the Styles group on the Home tab. If you simply want a single-spaced document, you can select the single spaced (blank) option when you open up Word.

Line Spacing- No Spacing Button

By default, the 2016 version offered has 1.15-line spacing if you select the blank document option when opening up Word. To get rid of the default spacing you would click on the No Spacing button in the Styles group on the Home tab.

Font button and Font Size Button

The Font button and Font Size buttons are used to change the font face and font size of text. They are both located in the Font group on the Home tab.

Bold, Italic, and Underline Buttons

The **Bold** button can be used to make your text bold for emphasis. The **Italic** button can be used to italicize your text. The **Underline** button can be used to underline your text. The Underline button has a drop-down arrow in which you can choose more underline styles and change the underline color. All three buttons are located in the Font group on the Home tab. Other in the Font group, you can click on the down arrow at the bottom right of the group which is the dialog launcher. It will bring up the Font dialog box. There you can also change fonts, font sizes, font styles, etc.

Format Painter Button

The Format Painter button can be used to copy formatting from one place and apply it to another. You simply format one line of text to your liking, select the text, and then double-click the Format Painter button to apply the same formatting to multiple places in your document. You will see your cursor will become a paintbrush. Simply click on the lines and format it the same as the line you have selected. Click on the Format Painter button again to turn it off. The Format Painter button is located in the Clipboard group on the Home tab.

Cut, Copy and Paste Buttons

The Cut, Copy, and Paste buttons can be used to cut, copy, and paste text or graphics from one place to another. The Paste button has a drop-down arrow for **Paste Options**: Keep Source Formatting, Merge Formatting, Keep Text Only, etc. that comes in handy depending on what you are doing. You can also find the commands by right-clicking and using the short-cut menu.

Increase Font Size and Decrease Font Size Buttons

The **Increase Font Size** button can be used to increase font size/make your text a bit bigger. The **Decrease Font Size** button can be used to decrease font size/make your text a bit smaller. This can be used in place of the font size button. The buttons are located in the Font group on the Home tab.

Change Case Button

The Change Case button comes in handy when you want to change all your selected text to either sentence case, lowercase, uppercase, capitalize each word, etc. The Change Case button is located in the Font group on the Home tab.

Strikethrough Button

The Strikethrough button is used to cross something out by drawing a line through it. The button is located in the Font group on the Home tab.

Ms Word Study Guide

John Pierce



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Office programs demonstrating that you can meet globally recognized performance standards Hands on experience with the technology is required to successfully pass Microsoft Certification exams

Basic and Advanced MS-Word Daizye Kulkarni, 2017-11-07 Basic Advanced MS Word book is a comprehensive guide to learn about Computer functioning Operating System and Microsoft Word in detail which has been written in an interesting and engaging style that makes it easy for you to understand and learn MS Word This classic book has revolutionized the way amateur as well as professional experts approach MS Word from a Beginner to an Advanced Level This book is one of the best practical guides to study MS Word Capturing the body of knowledge from academia research and everyday commercial practice the author Dr Daizye Kulkarni has synthesized the most effectual techniques and the must know principles of the Computer Systems Probing beyond superficial features the author offers valuable insights to educate you on how things really work inside the machine Important features and relevant segments are discussed which explain the theoretical and practical underpinnings of why MS Word does things the way it does No matter what your level of experience knowledge age development environment or acquaintance understanding is this book will enlighten and stimulate your thinking Each of the chapter has a section of Let s Revise and Test Your Understanding which helps you to recaptualise and check what you comprehend to know This book will acquaint you with all the inner workings of Windows more than just an academic exercise You ll learn what conditions bring out Computer s best performance and how it meets the challenge of providing good system response during file access process scheduling and memory management in a wide variety of environments We all know that Computer is at the center of many challenges in today s competitive world This book helps you to navigate through diverse system landscapes by examining the pros and cons of various technologies The versions of MS Office word Excel and PowerPoint keep changing but the fundamental principles remain the same With this book you will be trained to apply your learning in practice and make full use of Computer in modern applications Thus if you have to work on any version of MS Word or future versions which would be invented then you will easily be able to work on it because your foundation becomes strong through this book The topics covered in this book will help you build the highest quality code You will discover the timeless techniques and strategies which will change your mind set The topics are given below

I UNDERSTANDING COMPUTER SYSTEM

Introduction to Computer Misconceptions about Computer System Functioning of Computer Computer System its input and output devices Abbreviations

II OPERATING SYSTEM GUI

Introduction to Operating Systems Various Operating Systems Types of Operating Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux Windows

III MS WORD BASIC

Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with Documents

IV MS WORD ADVANCED

Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in

document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word [MOS 2013 Study Guide for Microsoft Word](#) Joan Lambert,2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files [Microsoft Office Specialist Study Guide](#) Online Training Solutions (Firm),2004 Helping readers prepare for one or more of the Microsoft Office Specialist exams for the Microsoft Office 2003 Editions track this guide covers all objectives and sub objectives for the Microsoft Official Specialist exams for Microsoft Office Word 2003 Word 2003 Expert Excel 2003 Excel 2003 Expert PowerPoint 2003 Access 2003 and Outlook 2003 The CD includes practice files and practice exams [MOS 2016 Study Guide for Microsoft Word Expert](#) John Pierce,2016-11-30 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Advance your expert skills in Word 2016 And earn the credential that proves it Demonstrate your expertise with Microsoft Word Designed to help you practice and prepare for Microsoft Office Specialist MOS Word 2016 Expert certification this official Study Guide delivers In depth exam prep for each MOS objective Detailed procedures to help build the skills measured by the exam Hands on tasks to apply what you ve learned Practice and review questions Ready made practice files with solutions Sharpen the skills measured by these MOS objectives Manage Document Options and Settings Design Advanced Documents Create Advanced References Create Custom Word Elements [MOS 2013 Study Guide for Microsoft Word Expert](#) John Pierce,2013-09-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files [Digital SAT Study Guide Premium, 2024: 4 Practice Tests + Comprehensive Review + Online Practice](#) Brian W. Stewart,2023-10-03 Always study with the most up to date prep Look for Digital SAT Study Guide Premium 2025 4 Practice Tests Comprehensive Review Online Practice ISBN 9781506292496 on sale July 2 2024 Publisher s Note Products purchased from third party sellers are not guaranteed by the publisher for quality authenticity or access to any online entities included with the product [Digital SAT Study Guide Premium, 2025: 4 Practice Tests + Comprehensive Review + Online Practice](#) Brian W. Stewart,2024-07-02 Get ready for Digital SAT test day with Barron s and crush your goals Barron s Digital SAT Premium Study Guide 2025 provides comprehensive subject review 1800 practice questions and a robust strategy guide to the College Board Digital Adaptive Tests Internationally known expert author and tutor Brian W Stewart a Princeton graduate and perfect SAT score holder puts his 30 000 plus hours of teaching and tutoring experience to work for you He gives you the same clear and concise advice to

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MOUS Word 2000 Quick Study Guide Gini Courter,Annette Marquis,Karla Browning,1999 Word 2000 is the latest upgrade to the phenomenally successful word processing program In addition to new word processing features this version of Word contains enhanced Internet capabilities This Study Guide prepares users to take the Microsoft Office User Specialist MOUS proficient and expert exams for Word the official tests that recognize individuals who have achieved mastery level performance using Word The exams were developed with input from corporations staffing firms and educators The tests provide a valuable industry credential proof that individuals have the skills required by employers

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objectives Clear explanations of complex Office tasks Practical examples and detailed instructions Authoritative coverage of all exam objectives including Word Core and Expert Inserting and Modifying Text Creating and Modifying Paragraphs and Tables Formatting and Managing Documents Creating and Modifying Graphics Using Mail Merge Excel Core and Expert Working with Cells and Cell Data Managing and Modifying Workbooks Creating and Revising Formulas Importing and Exporting Data Analyzing and Summarizing Data PowerPoint Core Creating and Modifying a Presentation Inserting and Modifying Text and Visual Elements Working with Data from Other Sources Managing and Delivering Presentations Workgroup Collaboration Access Core Creating and Using Databases and Tables Creating and Modifying Queries Creating and Modifying Forms Defining Relationships Producing Reports Outlook Core Creating and Viewing Messages Scheduling Managing Messages Creating and Managing Contacts Tasks and Notes

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resources include hundreds of practice questions flashcards and a glossary of key terms In addition to preparing you for the realities of the Microsoft Office Specialist job role this study guide covers all the subjects necessary to do well on the certifying exam including Managing documents Inserting and formatting text paragraphs and sections Managing tables and lists Creating and managing references Inserting and formatting graphics Managing document collaboration Perfect for anyone seeking to begin a new career as a Microsoft Office Specialist or simply wondering what the job entails the Study Guide also belongs on the bookshelf of currently practicing professionals who want to brush up on the fundamentals of their role

MOS 2010 Study Guide for Microsoft Word Joan Lambert,2011 **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams** John Pierce,Geoff Evelyn,2011 Presents a guide to preparing for certification exams for four Microsoft Office programs which includes overviews step by step instructions and practice projects for each program

Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Word 2013 ExamFOCUS Study Notes ExamREVIEW,2013-03-18 With the MOS 2013 exams you will be presented with a project to build Therefore real world experience with the software is highly important You should start by learning how to perform individual tasks Then you need to chain up your skills and apply them on the project to produce a meaningful outcome as required by the exam questions The Word exam covers Create and Manage Documents Format Text Paragraphs and Sections Create Tables and Lists Apply References Insert and Format ObjectsThe exam is performance based with a project like style you need to build up an Office document or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exam you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you through every single step in the Office software DO NOT TREAT THIS AS AN A B C GUIDE TO MS OFFICE You should use this book together with other reference books for the best possible preparation outcome

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Whispering the Techniques of Language: An Mental Quest through **Ms Word Study Guide**

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