

# Essential Skills for Word Processing

Created by the TR Leger School,  
STEP Program

Modified and updated by  
CESBA, 2021



*Microsoft Word*  
*2016*



Opening a File in MS Word .....	25
<b>Opening a Document from your Memory Stick (USB) .....</b>	<b>26</b>
<b>Practice Tasks: Opening Files.....</b>	<b>27</b>
Splitting a Screen .....	28
Opening Two Documents for Side by Side.....	29
<b>Changing Font Type .....</b>	<b>31</b>
Practice Tasks: Fonts.....	32
Changing Font Size.....	33
<b>Practice Tasks: Font Size.....</b>	<b>34</b>
Changing Font Colour .....	35
<b>Practice Task: Font Review.....</b>	<b>36</b>
<b>How to Change Font Styles .....</b>	<b>37</b>
This is bold.....	37
<b>Practice Tasks: Font Styles.....</b>	<b>38</b>
<b>Undo and Redo.....</b>	<b>39</b>
<b>Practice Tasks: Undo and Redo .....</b>	<b>40</b>
<b>Alignment .....</b>	<b>41</b>
<b>Practice Tasks: Alignment .....</b>	<b>42</b>
<b>Changing the Layout .....</b>	<b>43</b>
Changing Margins .....	43
Customizing Margins .....	44
<b>Paper Orientation.....</b>	<b>45</b>
<b>Cutting, Copying and Pasting.....</b>	<b>46</b>
Copying words.....	46
Cutting.....	46
Pasting.....	46
<b>Practice Tasks: Cut, Copy and Paste .....</b>	<b>47</b>
<b>Printing .....</b>	<b>48</b>
<b>Print Preview .....</b>	<b>49</b>
<b>Practice Task: Printing.....</b>	<b>50</b>

Demonstration Task 1: Review of Fonts, and Orientation .....	52
Create a Business Flyer .....	52
<b>Demonstration Task 2: Font, Clipboard and Alignment Review</b> .....	53
<b>Spell and Grammar Check</b> .....	54
Spell Check .....	54
Spelling Checking One Word .....	55
Grammar Check.....	56
<b>Demonstration Task 3: Spelling and Grammar Check</b> .....	57
<b>Thesaurus</b> .....	58
<b>Word Count</b> .....	59
<b>Bullets</b> .....	60
<b>Practice Task: Bullets</b> .....	61
<b>Demonstration Task #4: Thesaurus and Bullets</b> .....	61
<b>Numbering</b> .....	62
<b>Alphabetical Order (Sort)</b> .....	63
<b>Practice Task: Alphabetical Order</b> .....	64
<b>Demonstration Task 5: Alphabetical Order</b> .....	64
<b>Columns</b> .....	65
<b>Practice Tasks: Columns</b> .....	66
A Growth Mindset .....	67
<b>Borders and Shading</b> .....	68
Customizing Borders .....	69
Shading.....	70
<b>Page Borders</b> .....	71
<b>Practice Tasks: Page Borders</b> .....	73
<b>Tables</b> .....	74
Tables Continued.....	75
More on Tables.....	76
Shading.....	76
Adding and Deleting Rows in Tables .....	77

Deleting a Row.....	77
Adding and Deleting Columns.....	78
Adding a Column .....	78
Deleting a Column.....	78
Aligning Text in Tables .....	79
Changing Direction in Tables.....	80
<b>Practice Task: Tables</b> .....	81
<b>Demonstration Task 6: Table Review</b> .....	81
Table Tools .....	82
<b>Text Boxes</b> .....	83
Moving and Changing Text Boxes.....	84
<b>Inserting Shapes</b> .....	85
More about Shapes.....	86
Borders on Shapes .....	86
Shapes: Using Lines.....	87
Changing Line Length.....	87
Moving Lines.....	87
<b>Icons</b> .....	88
<b>Word Art</b> .....	89
Changing WordArt .....	90
Text Effects for WordArt .....	91
Changing Font and Font Size in WordArt.....	92
<b>Practice Tasks: Text Boxes, Shapes and WordArt</b> .....	93
<b>Demonstration Task 7: Shapes, Text Boxes and WordArt Review</b> .....	94
<b>Pictures</b> .....	95
Using Online Pictures .....	95
<b>Inserting Online Pictures</b> .....	96
<b>Inserting Pictures from Files</b> .....	96
Moving a Picture.....	97

Positioning a Picture .....	97
Moving Pictures with Layout Options.....	98
Changing Picture Colour .....	99
Changing Picture Size.....	100
Adding Borders to Pictures .....	100
<b>Practice Tasks: Pictures</b> .....	101
<b>Demonstration Task 8: Picture Review</b> .....	102
<b>Line Spacing</b> .....	103
<b>Practice Task: Line Spacing</b> .....	104
<b>Page Numbers</b> .....	105
<b>Headers and Footers</b> .....	106
Footers .....	107
Deleting Headers and Footers.....	107
<b>Practice Tasks: Headers and Footers</b> .....	108
<b>The Design Tab</b> .....	109
<b>Practice Task: Design Tab</b> .....	110
<b>Creating Charts in Word</b> .....	111
<b>Templates</b> .....	113
<b>Practice Task: Templates</b> .....	111
<b>≤ Equations and Symbols ∞</b> .....	114
<b>Practice Task: Equations and Symbols</b> .....	115
<b>Final Demonstration</b> .....	116
Additional Activities.....	118
Quote of the Day .....	119
Agenda .....	120
Letter Requesting Information.....	121
Poster.....	122
<b>Suggestion for further study</b> .....	124

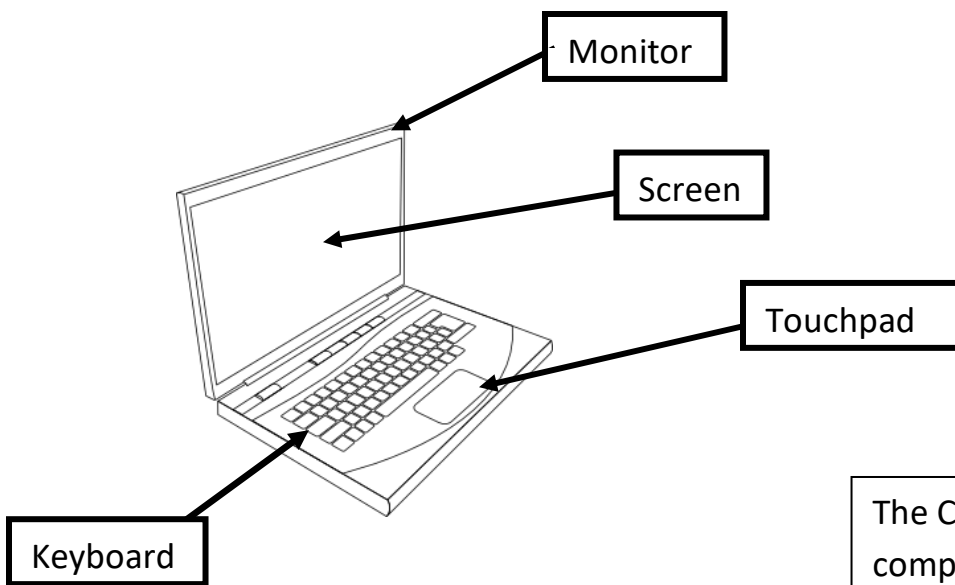
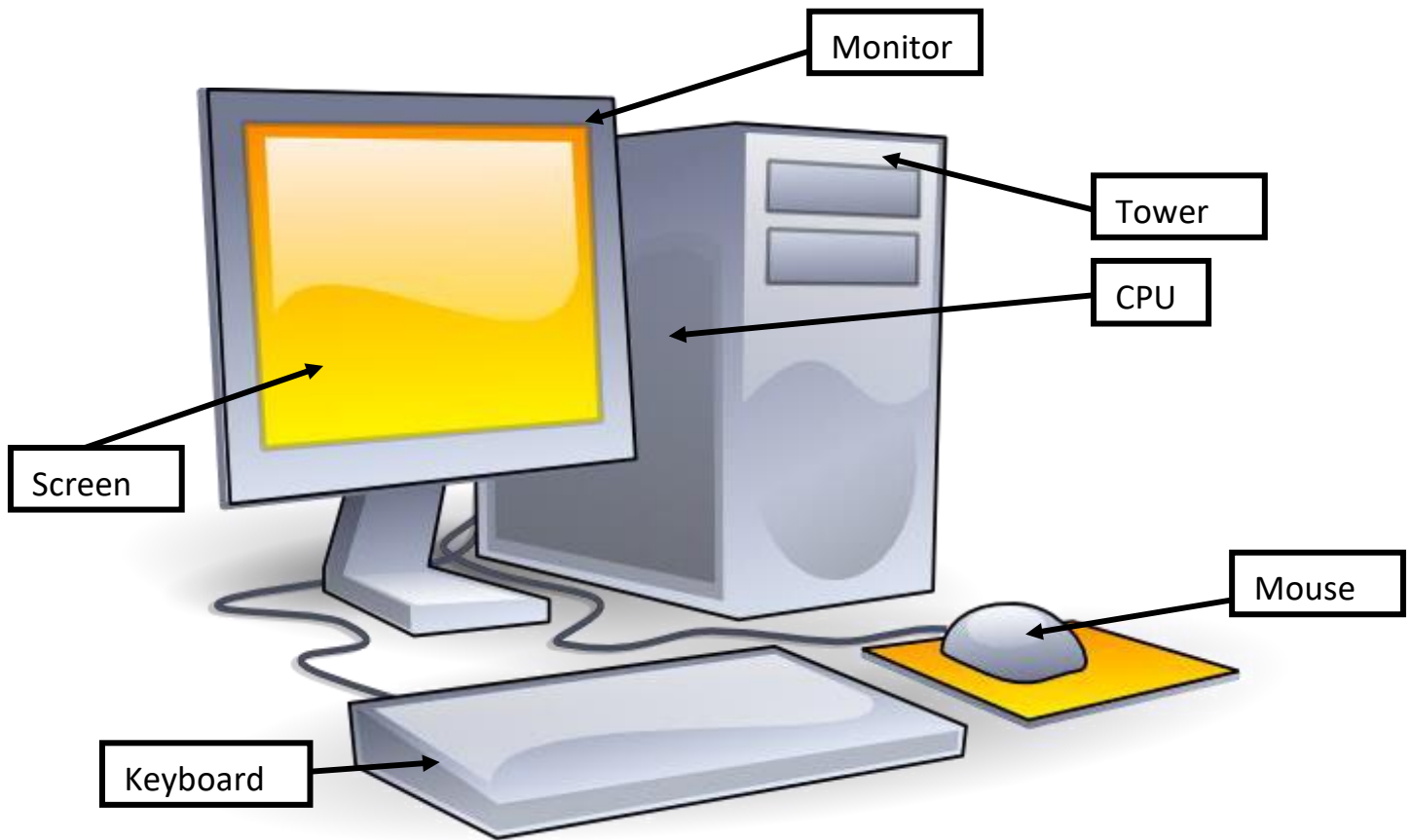
## Introduction- Essential Skills for Word Processing: MS Office Word 2016

- This manual is designed to assist learners with the skills needed to understand and use MS Word 2016.
- This manual is designed to be an independent, self-guided handbook but can also be used in a group setting.
- Learners should follow the book in the order it is written and complete each review task before continuing to the next lesson.
- Demonstration activities are included in the manual.
- Learners should receive a USB (memory stick) from their instructor to save the activities for this course.
- Although the mouse and keyboard are discussed in this manual, instructors may want to ensure that learners have a good working knowledge of the mouse and keyboard before beginning this course. There are many online mouse tutors and typing programs available.
- Learners may need some extra help with the basic computer terminology, for example: scroll, cursor and toolbar. Instructors should check in with the learners in the beginning to be sure that all vocabulary is clearly understood.
- Learners should complete the surveys at the end of this course.



This manual was updated by CESBA using materials originally designed and created by the TR Leger School, STEP Program.  
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## Getting Started: The Parts of a Computer



The CPU is the **brain** of your computer.



## The Computer Continued

An **output device** is something that gives you information from the computer.

For example: a monitor shows the user what the computer is doing, and a speaker brings the sound **out** from your computer to you.

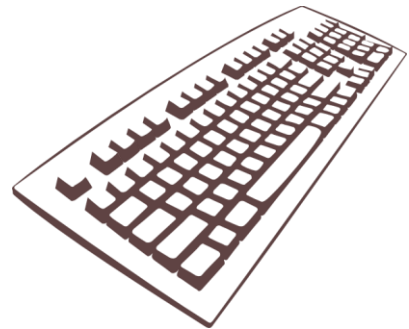
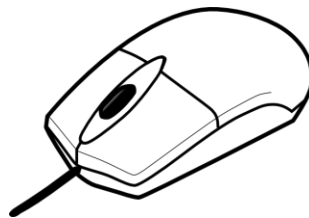
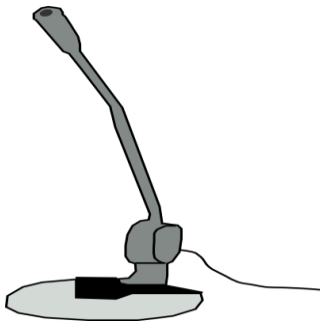
### Output Devices



An **input device** is anything that takes information from you and puts it **into** the computer.

For example: a scanner sends an image of a photograph or document **into** the computer.

### Input Devices



## Using the Mouse

### Holding the Mouse

1. Place three fingers on the mouse.
2. The thumb and little finger are on each side.
3. Rest your index finger on the left button.
4. Rest your ring finger on the right button.
5. Place your centre finger over the “scroll wheel between the 2 buttons.
6. You do not have to grip the mouse tightly.



### Moving the Mouse

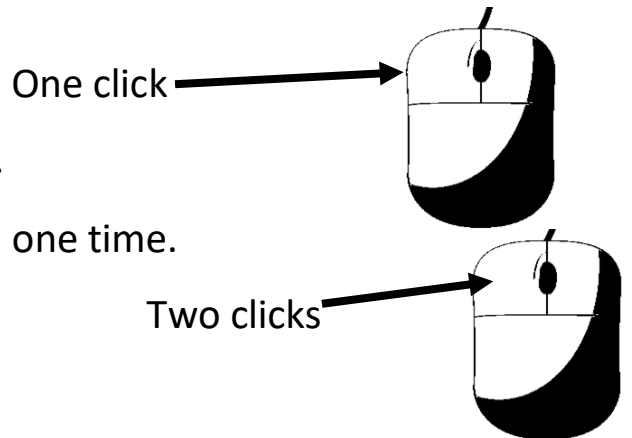
The mouse will move with your hand.

1. Move your hand forward to move cursor up the screen.
2. Move your hand back to move cursor down.
3. Move your hand left or right to move cursor.

### Clicking the Mouse

You can click the mouse with your finger.

1. Click the left button on your mouse one time.
2. Click it one time.

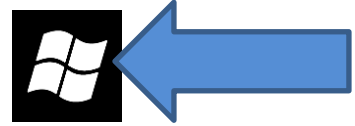


### Double Clicking the Mouse

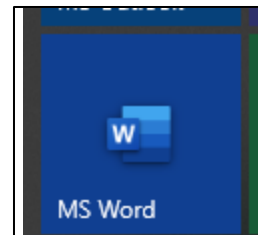
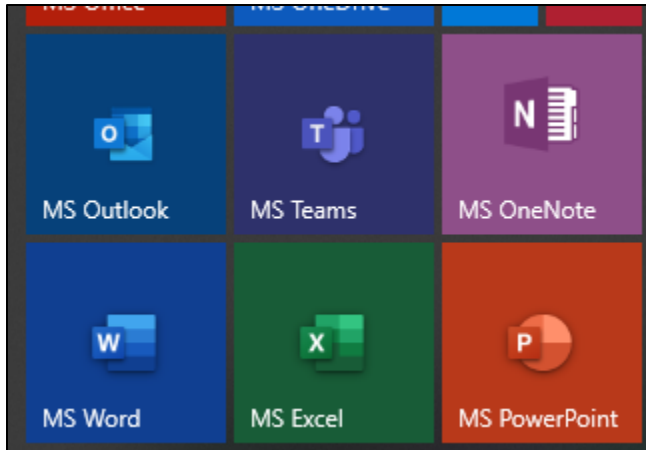
1. Put your index finger over the left mouse
2. Press up and down twice quickly on the left button.

## Opening Microsoft Word 2016

1. Click the Window icon in the bottom left corner



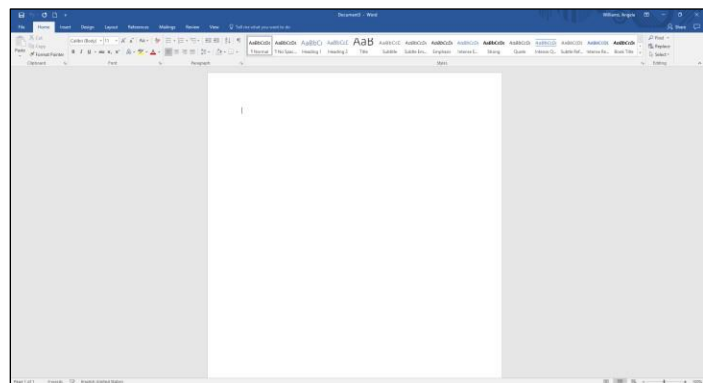
2. Find Microsoft Word to the right and click on it



3. Look for MS Word icon on your start screen.

4. Double click on the Word 2016 icon:

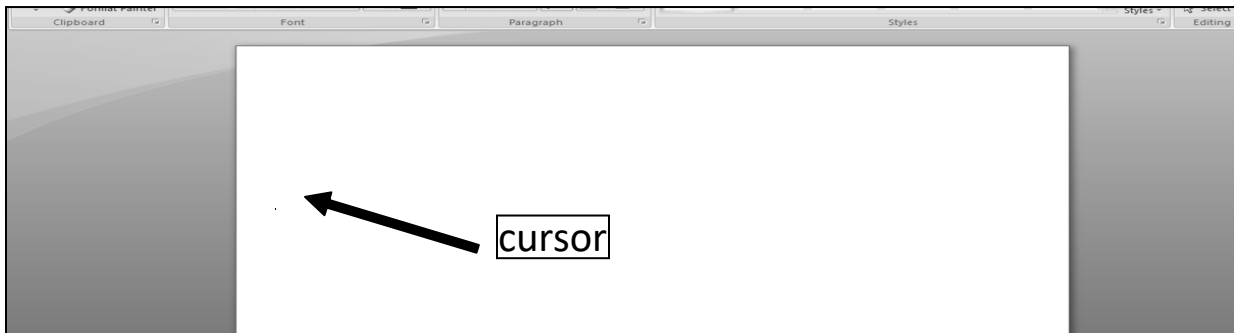
5. This menu will open Word on your computer:



## The Cursor

The cursor is the line on your screen.

1. The cursor shows you where you will start typing in a Word document.
2. The cursor looks like this | and it flashes.



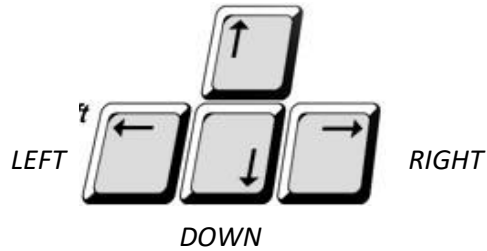
3. When you are using the Tools in Microsoft Word your cursor will change to an arrow. This is called a **pointer**.




Tools Area

## Using the Keyboard in MS Word

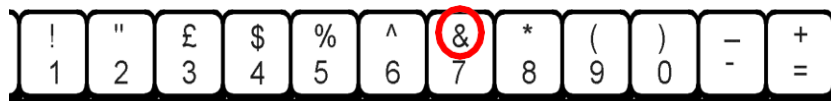
The arrow keys on your keyboard move your cursor around. The arrows move this way:





To make a letter a capital letter

Hold down  and the letter key  at the same time

For the signs on your keyboard



Hold down  and the number key  at the same time

The shift keys are on both sides of the keyboard.




## More on the Keyboard

The Space bar makes spaces between words when typing.





Tap the bar one time to make a space.

Use the  key to move your cursor to the next line.

Use the  key to go back to the line you were on. The Backspace key also deletes everything to the left of the cursor.

The  key will erase everything to the right of the cursor.

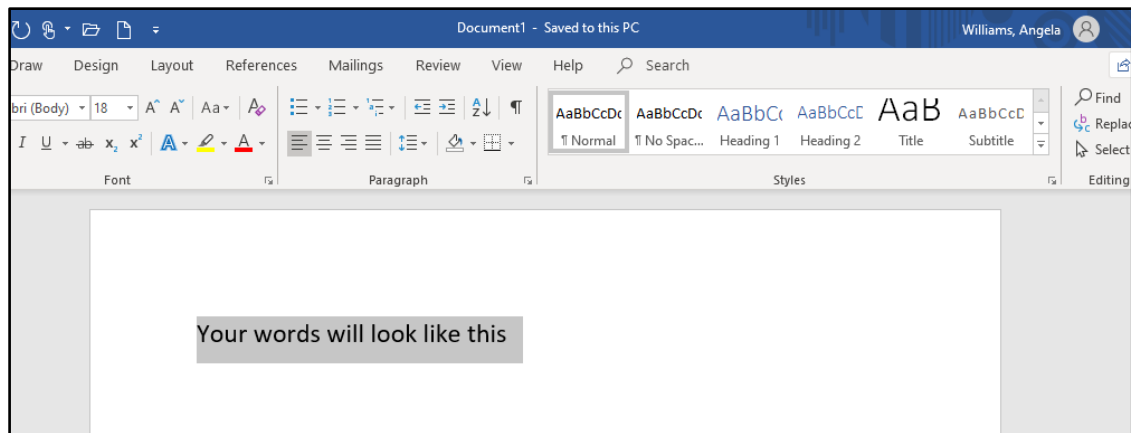
To make the cursor go to the end of the line press .

To make the cursor go to the start of a line press .

## Highlighting to Select

### How to highlight words:

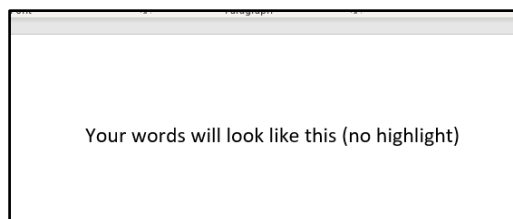
1. Put the cursor at the end of the words you want to select.
2. Put your first finger on the left mouse button.
3. Hold down the left mouse button.
4. Move the mouse across the words.
5. Lift your finger.



6. The word will be highlighted in grey. When this is done, you can move words or change the size, the colour, and the style of the words on the computer.

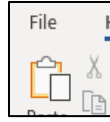
### To Deselect

1. Click your mouse on any WHITE (blank) part of the page to deselect.



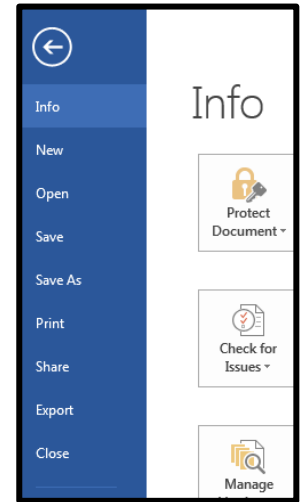
## Basic Options in MS Word

This is called the File Tab.

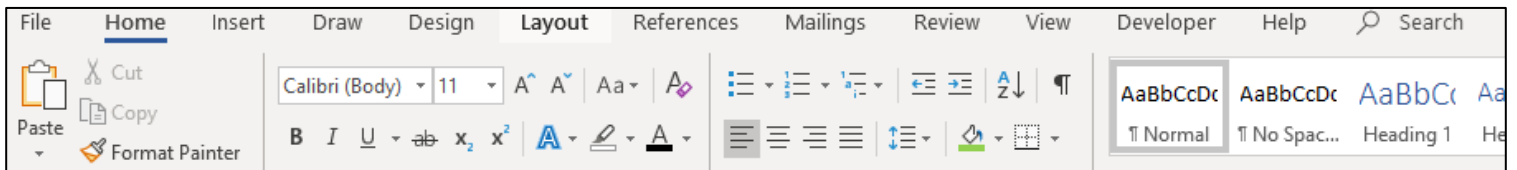


It is in the top left-hand corner. You click on it to see these options: Save, Save As, Open, Close, New, Print, Options and Edit.

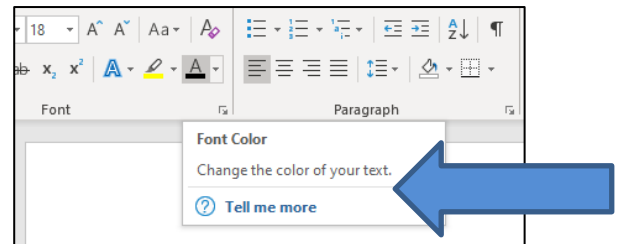
Click the arrow to go back.



## Discovering Tools on The Ribbon



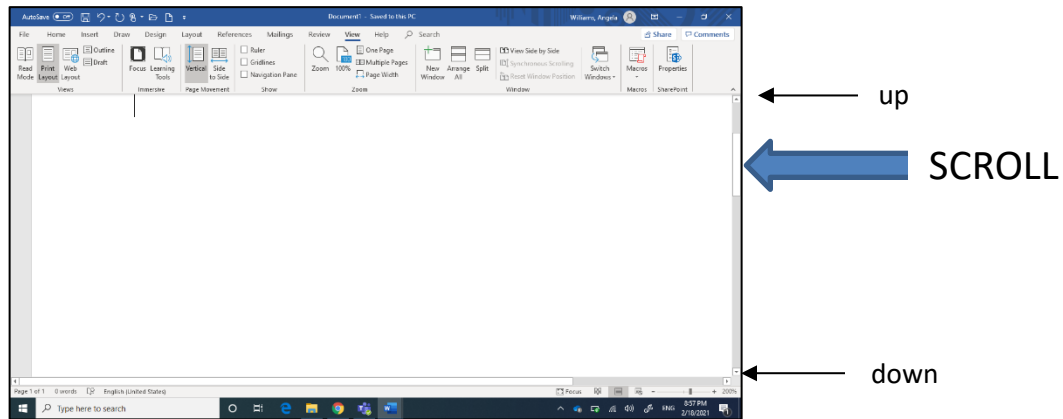
1. The pictures on the Ribbon will tell you what they are.
2. A blue information box will pop up just below where you stop (hover) your pointer.
3. This box will tell you what each item can do.
4. Do this anytime to find out what each tool does.





# Scrolling


This is your computer screen:




You are not seeing the whole screen.

Scroll down to see more.

Your scroll bar is at the right-hand side of your screen.

Click on the up arrow to go up the page 

Click on the down arrow to go down the page 

You can hold down the left mouse button to scroll up and down the screen more quickly.

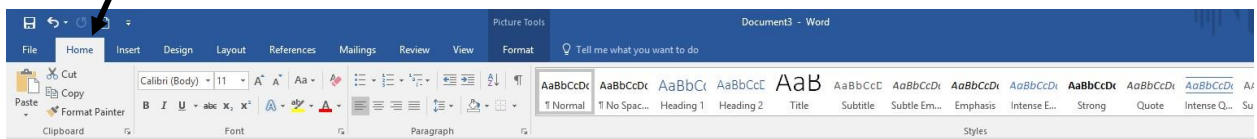


Keep typing when you get to the bottom of the page. This will take you to the next screen.

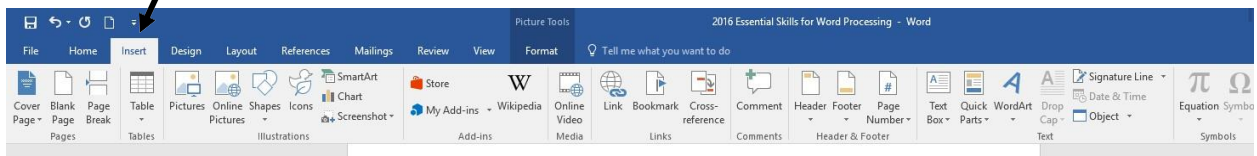
## Tabs and Tools

1. Your Microsoft Word Tools are located at the top of your page.  
This area is called **The Ribbon**.
2. Tools help you to do a certain job.
3. You click the Tabs to get to your Tools.

For Home Tools click on the Home Tab



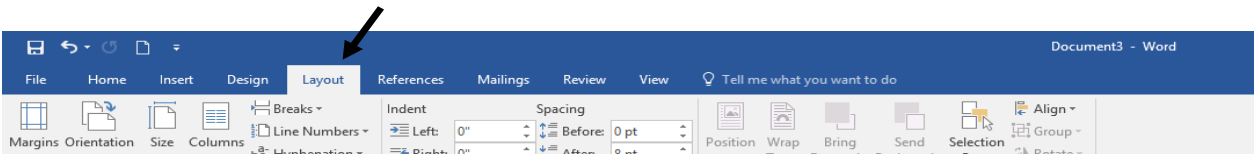
For Insert Tools click on the Insert Tab



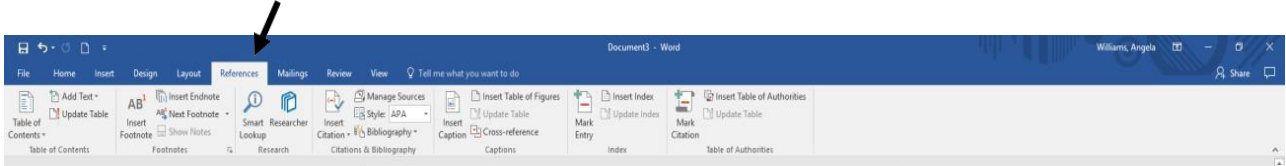
For Design Tools click on the Design Tab



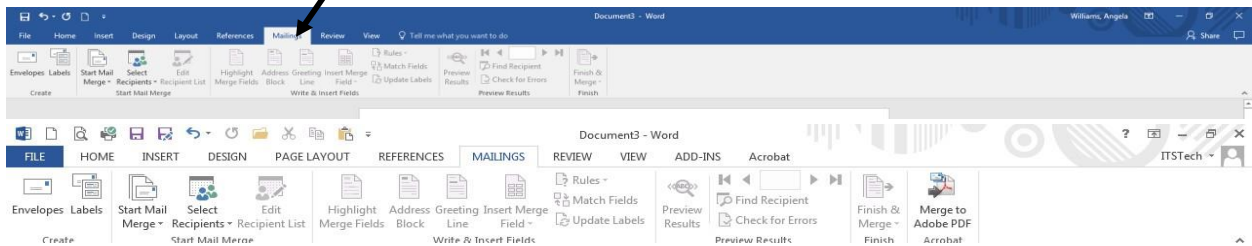
For Layout Tools click on the Layout Tab



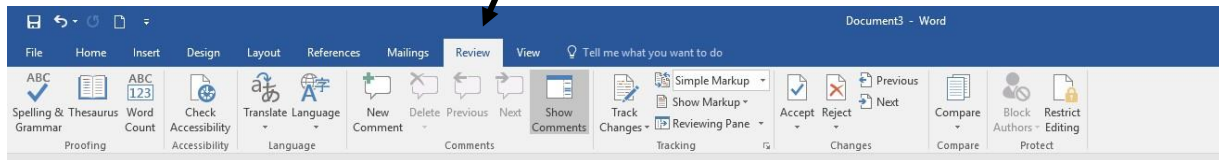
For References Tools click on the Reference Tab



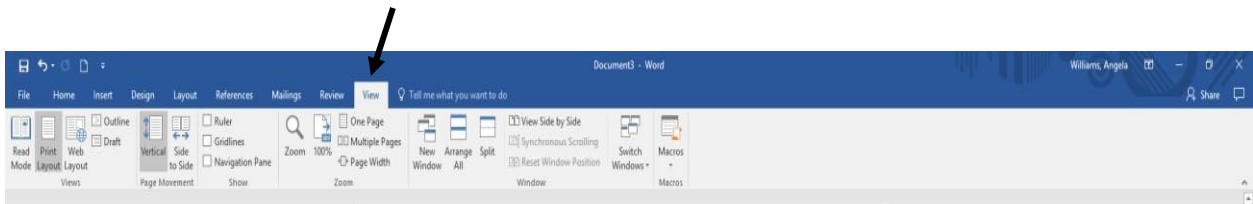
For Mailings Tools click on the Mailings Tab



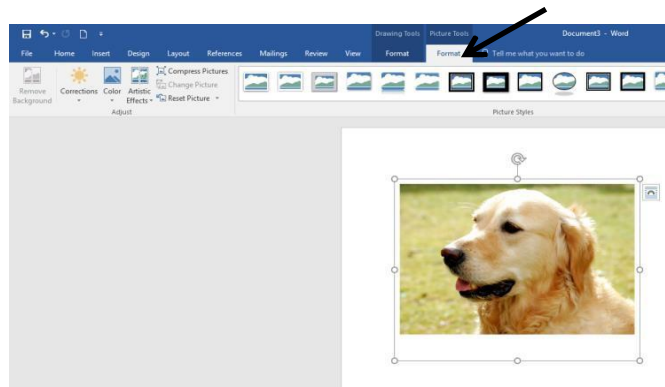
For Review Tools click on the Review Tab



For View Tools click on the View Tab



4. If you **click** on a certain object that you have inserted into your document, for example a picture or a table, you will see a new, special tab appear on the ribbon. This tab will **only appear** if you have selected the object. It disappears once you have deselected the object.

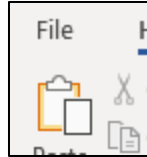


## Basic Actions in Microsoft Word

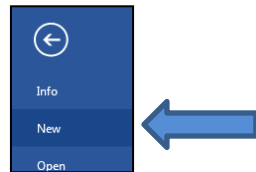
### Making a New Document

A new document is like writing on a fresh piece of paper.

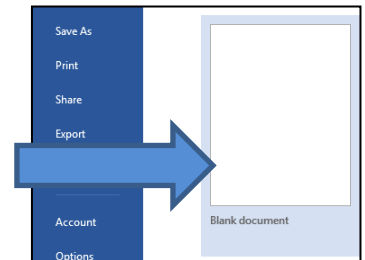
1. Click on your File Tab.



2. Select “New” from the menu. Select blank document.



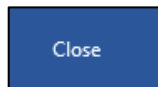
3. You will see options for blank documents and templates (pre-made forms and projects) shown on the right hand of the screen. Click “Blank document”.



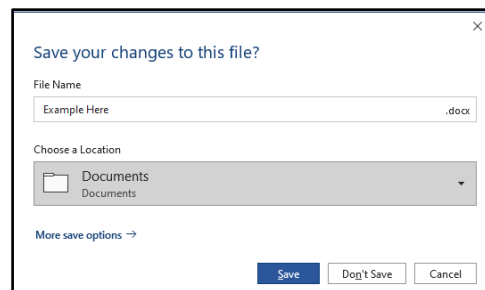
### Closing the Document

1. Click on your File Tab.

2. Select Close.



3. You will see this:



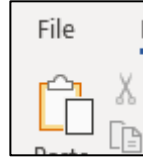
To save a document click Save. If you do not need to save the document click Don't Save. To cancel closing the document click Cancel.

## Saving Information on the Computer

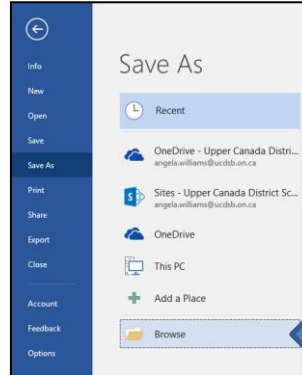
To save a document



1. Go to the File Tab.

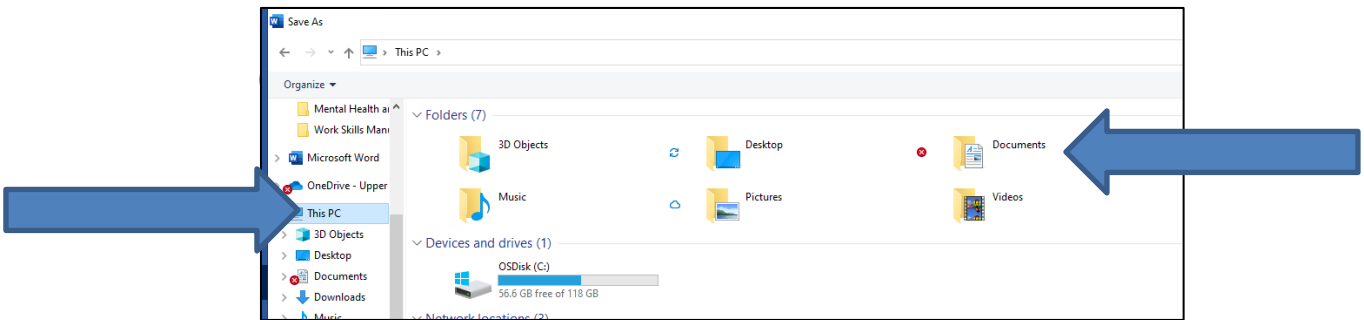


2. Click Save As.

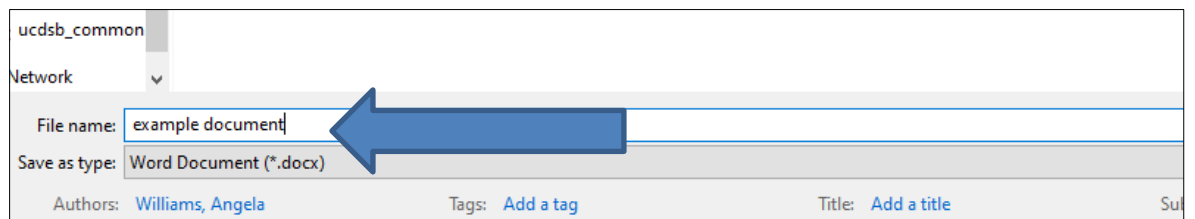


3. Click on Browse.

4. Click on **This PC** from the (left) side menu. Then choose the **Documents** folder.



5. Type the name you would like to call your file into the box.

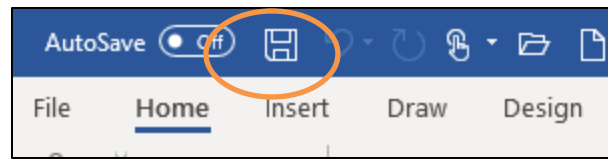


6. Click Save.

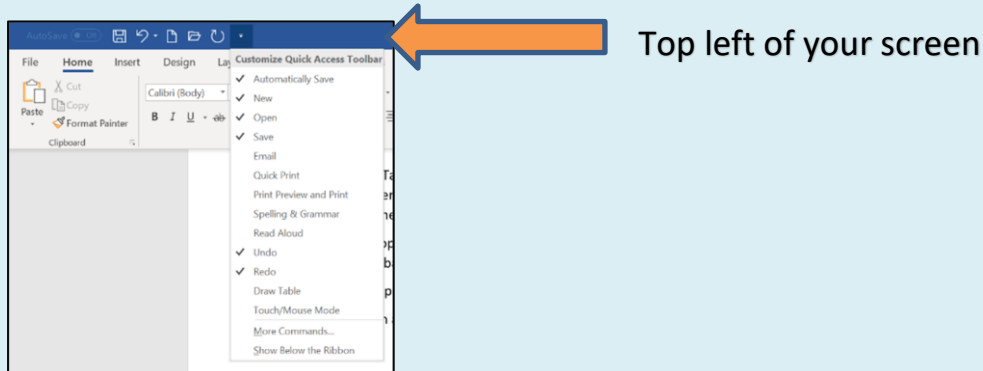
7. Wait as the computer saves your file.

\* You should save your work as you go, about every two minutes.

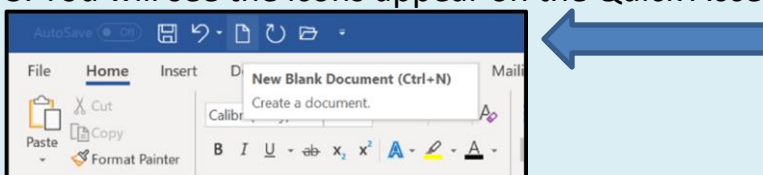
\* Once you have saved your work with a name you only need to click the “Save” button beside the File Tab to save changes.



### Short Cut - Setting Up the Quick Access Tool Bar




1. Click on the down arrow on the Quick Access tool bar to choose options.
2. Click on the options you want to add to the toolbar. Some options to add include: New, Open, Save, Print, Undo, and Redo.
3. You will see the icons appear on the Quick Access Toolbar.



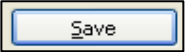
4. Hover (place your mouse without clicking) your mouse over the icon to see what each icon does.
5. You can use these icons (pictures) instead of your File Tab when working on your document.

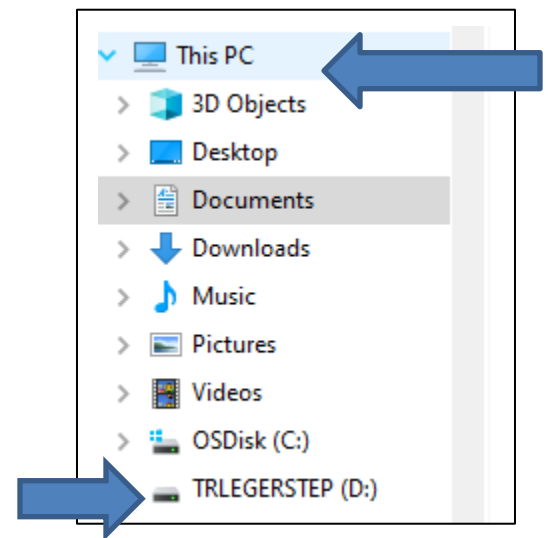
## Saving to USB (Memory Stick)

1. Put your memory stick into the USB port.
2. Click  on (Save As icon) beside the File Tab. Click Browse.
3. Click on **This PC** and then **Removable Disk** on the left-hand side.

**Note:** The USB drive name may change. If using a USB from a certain company, the USB might show that company's name instead of the term "Removable Disk". The USB drive will always

have this image  beside it to help locate it.


4. Scroll down to bottom.
5. Double click on the USB drive.
6. Click in the file name box.
7. Delete everything in the file name box.
8. Type the name of your file.
9. Click .



**Note:** You should save your document every few minutes.

## Practice Task: Open and Close

### Task #1

1. Type the 5 things you would like to learn for your goal path into your document.
2. Type one on each line using  Enter
3. Save this file on your USB. The file name is Learning.
4. Close.

### Task #2

1. Open a new page.
2. Type the **names** of the numbers one to ten, one on each line.
3. Save this file on your USB. The file name is Numbers.
4. Close.

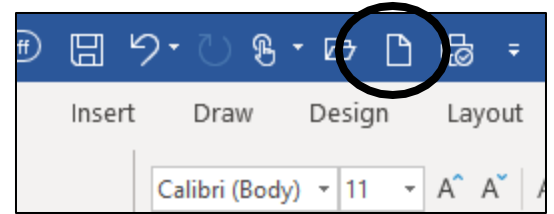
### Task #3

1. Open a new page.
2. Type five skills or qualities you have that make you proud of yourself.
3. Save this file. The file name is About Me.
4. Close.



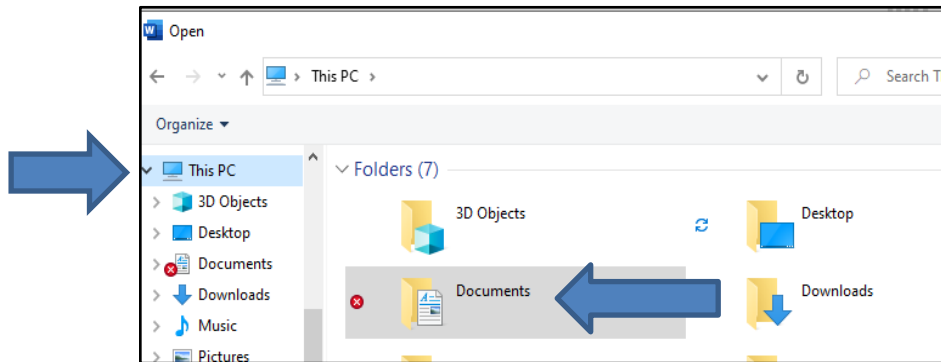
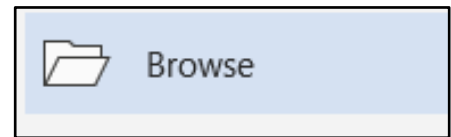
## Opening a File in MS Word

1. Click on the Open Tab (paper) at the top of your screen by your File Tab.



Click Browse.

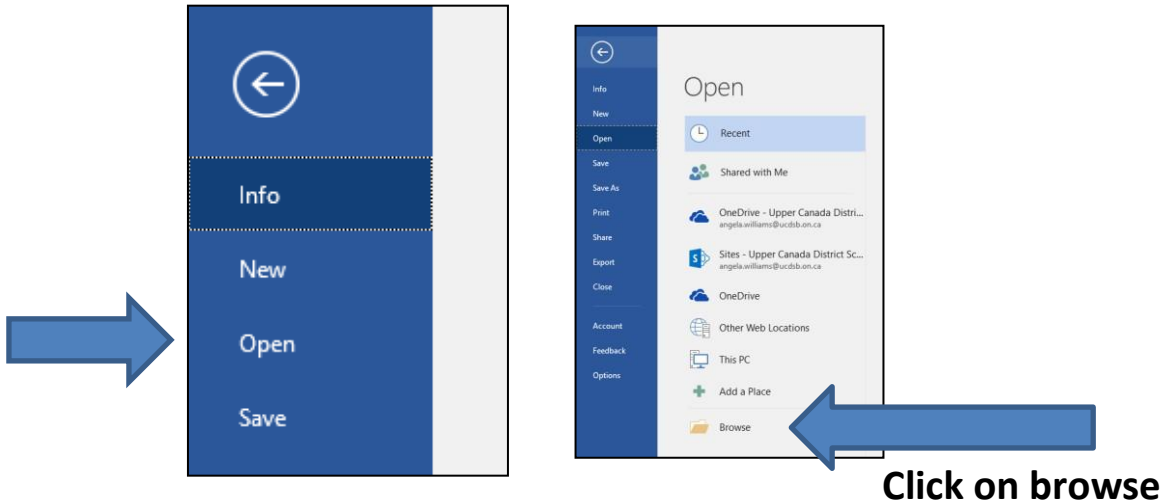
2. Select **This PC** and then the **Documents** folder from the side menu. Double click to open **Documents**.



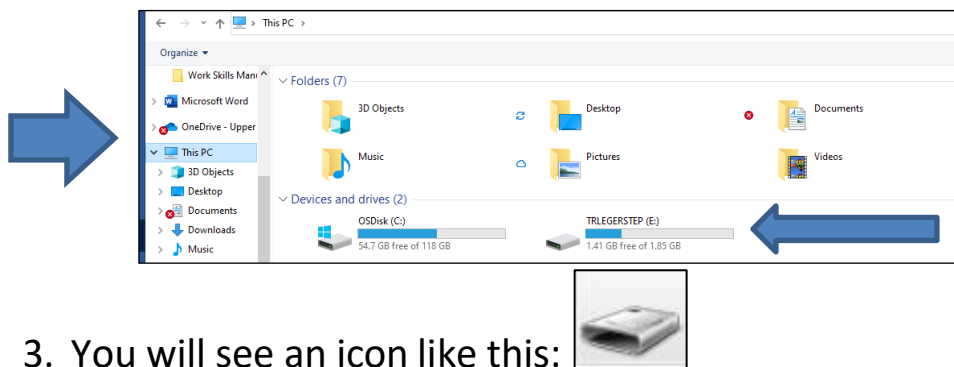
3. Click on the file that you want to open.
4. Double click on the filename of the file you wish to open.
5. Click Open.

## Opening a Document from your Memory Stick (USB)

1. Click on the File Tab and click on Open.



2. Scroll down the menu on the left side.



3. You will see an icon like this:
4. Double Click on the USB drive. The drive may have a **different letter** depending on how many drives your computer has.
5. Select the Word file you wish to open.
6. Click Open or double click on the filename to open.

## Practice Tasks: Opening Files

### Task #1

1. On your Memory Stick, you now have a file named Learning.
2. Open the file named Learning.
3. Speak with (or email) your instructor and ask to see if what you would like to learn is offered in the program's training. Put a yes beside the ones that are included in the training and a No beside ones that are not.
4. Save it on your USB (memory stick).
5. Close.

### Task #2

1. On your Memory Stick you have a file named Numbers.
2. Open the file named Numbers.
3. Under the numbers, type the names of the numbers eleven to twenty with one on each line.
4. Save on your USB.

### Task #3

1. On your Memory Stick you have a file named About Me.
2. Open the file named About Me.
3. Under the skills you have written, type five of your favourite things.
4. Save on your USB.
5. Close.

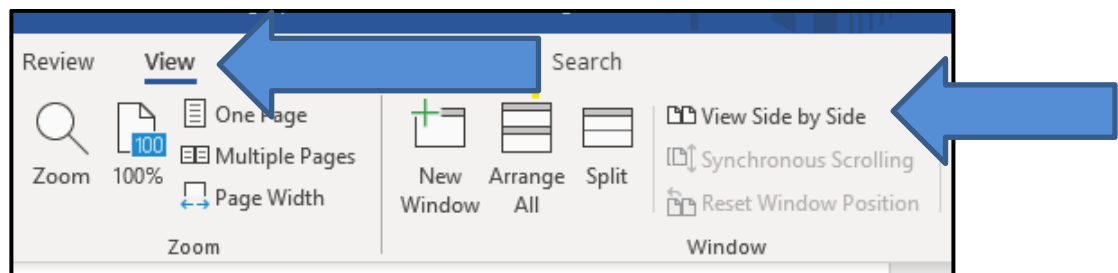
## Splitting a Screen

If you need to view two documents at once, you can set up your Word view, so that you can navigate between two screens.

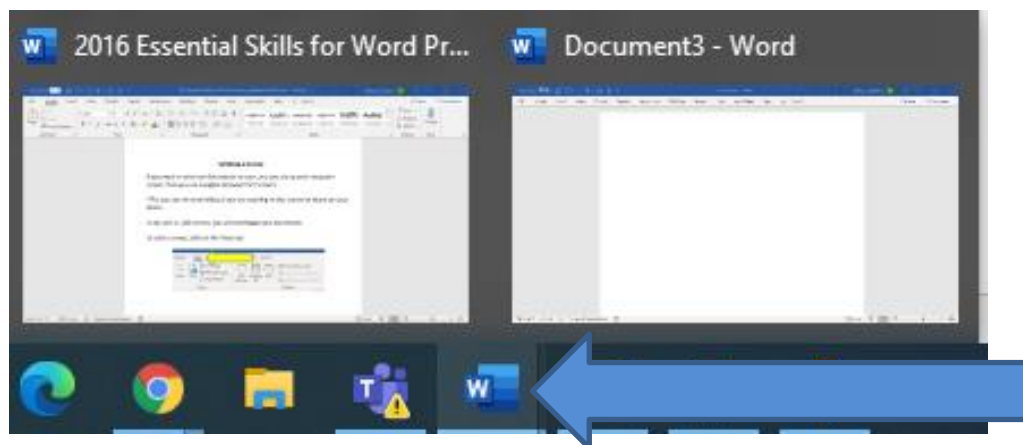
\*This can also be very helpful if you are working on a Word course **at home**. Creating a blank document and splitting the screen will allow you to have both your blank work area and a workbook open at the same time.

To be able to split screen, you will need **two** open documents.

To split a screen, click on the View tab. Then click View Side by Side.

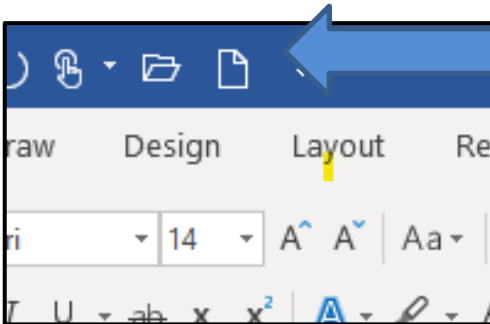


Hint: You can check to make sure there are two open documents by clicking on the Word icon on the bottom task bar of the screen.



## Opening Two Documents for Side by Side

Step 1: Click on the paper icon on your Quick Access Toolbar to open a document.

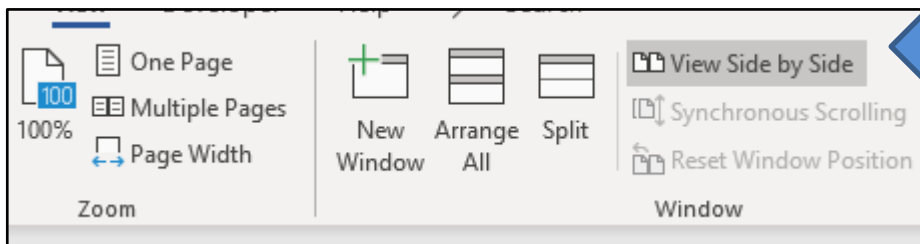


Step 2: Type the words page one in this document.

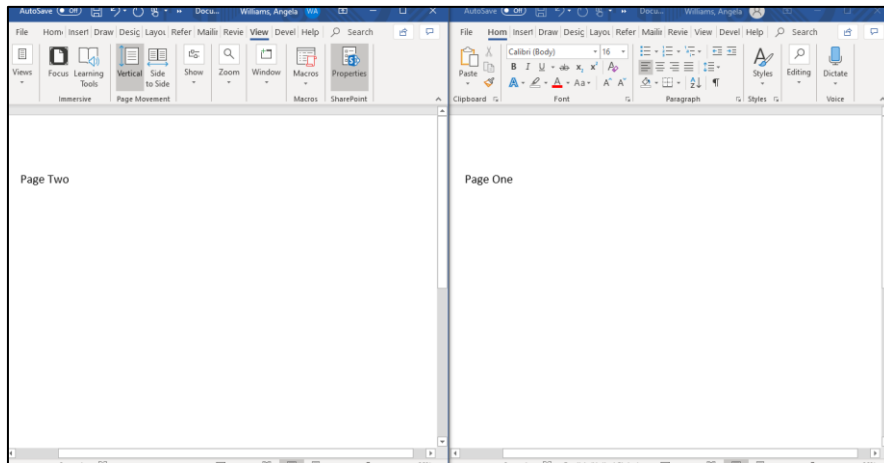
Step 3: Click on the paper icon in the Quick Access Toolbar to open a second document.

Step 4: Type page two in this document.

Step 5: Click the View tab in one of your documents and then click on View Side by Side.



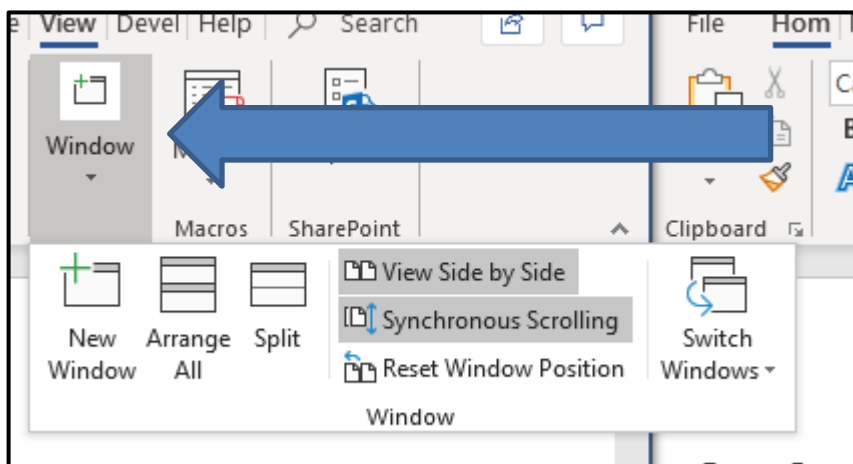
Step 6: You will see the two documents open beside each other.



***Each document has its own side and bottom scroll bars.***

The options (tools) in each Tab on each screen will be compacted for the new screen size, but everything is still there.

Step 7: To return to one screen, click on the View Tab on the first document, then the Window icon and then click on View Side by Side once again.



You can also open a blank document, and then open a saved Word or PDF file and split these screens.

To open a saved document, click the file folder icon on your Quick Access Toolbar.



## Changing Fonts Styles

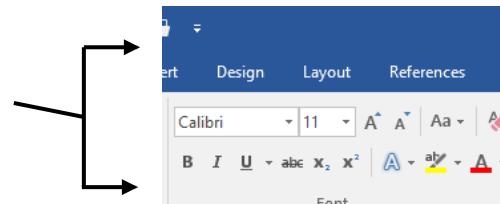
A font is the type of the text that you use.

Choosing a different font will change the way the letters look on your screen.

This is a Bookman Old Style Font  
*This is a Lucida Handwriting Font*  
This is an Arial Font

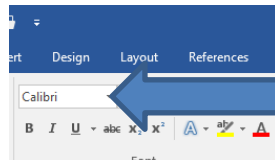
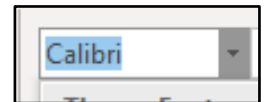
When you want to change your Font, make sure the **Home Tab** is


clicked. This is where the font changes are.

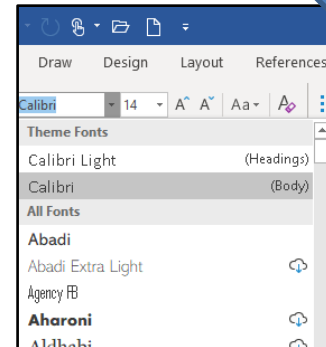


## Changing Font Type

1. Select the words you want to change by highlighting them.
2. Click the downward arrow beside the font name in your Tools.



3. Use up and down arrows 
4. Look through the different fonts by scrolling.
5. As you move your pointer over the font names



your highlighted selection will change to show you what that font will look like. Click on the font that you want.

## Practice Tasks: Fonts

### Task #1

1. Type the days of the week, one on each line.
2. Select Monday.
3. Change the font of your name to '*Monotype Corsiva*'.
4. Deselect Monday.

### Task #2

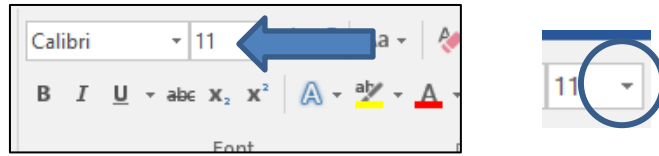
1. Select Thursday.
2. Change the font of Thursday to 'Georgia'.
3. Deselect Thursday.

### Task #3

1. Select Sunday.
2. Change the font of Sunday to 'Verdana'.
3. Deselect Sunday.
4. Close.



## Changing Font Size



You can change the font size using this arrow.

The standard size is 12 but you can make it bigger or smaller.

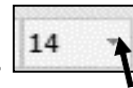
This is size 8

This is size 12

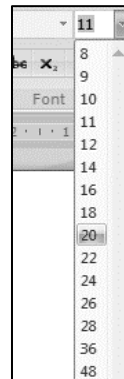
This is size 20

1. To change font size, select the words you want to change. Highlight them.

2. Click on the down arrow beside the font size.



3. Click on the Font Size you want.



4. As you move your pointer over the numbers, your highlighted selection changes to show you what the font size will look like.

5. Click on the font size that you want.

## Practice Tasks: Font Size

### Task #1

1. Type the days of the week, one on each line.
2. Select Tuesday.
3. Change the font size for Tuesday to 48.
4. Deselect Tuesday.

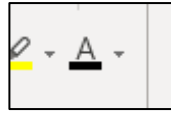
### Task #2

1. Select Wednesday.
2. Change the font of Wednesday to size 26.
3. Deselect Wednesday.

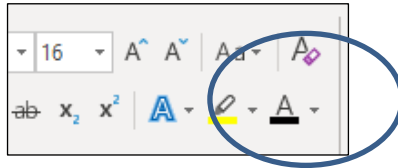
### Task #3

1. Select Sunday.
3. Change the font size of Sunday to 8.
4. Deselect Sunday.
5. Close.

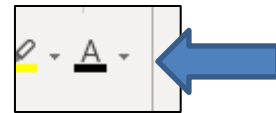
## Changing Font Colour



You can change the colour of the font.



1. Select the words you want to change by highlighting them.
2. Click on the down arrow beside the “A” here.
3. You will see your colour options.
4. As you move your mouse over the colours, your selection will change to show you what each colour will look like.
5. Click on the box of the colour you want.
6. If you do not like that colour, you can choose a different one.

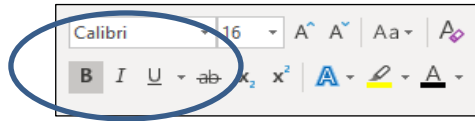


## Practice Task: Font Review

### Task #1

1. Write a short note to a friend or family member thanking them for something that he/she did that you appreciate.
2. Select their name.
3. Change the font colour to blue.
4. Change font size to 24
5. Change the font of the note to Lucida Handwriting.
6. Change the font size to 16.
7. Close.


## How to Change Font Styles




This is where your font styles are located.

**This is bold**  
*This is Italic*  
This is underlined

1. Select the words you want to change by highlighting them.
2. Click on the letter of what you want to do.

3. To Bold click .

4. To change to Italics, click .

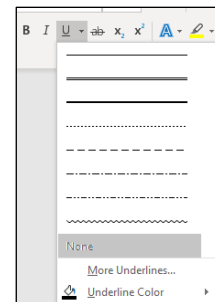
5. To underline click .

6. To undo style just click the letter again and it will change back.

7. To change the style of the underline you want to use, click the down arrow.



8. Click on the type of Underline that you want.



## Practice Tasks: Font Styles

### Task #1

1. Type your name.
2. Select your name.
3. Change the font of your name to 'Impact'.
4. Change the font of your name to size 72.
5. Underline your name.
6. Deselect.
7. Close.

### Task #2

1. Type the name of your country.
2. Select the name of your country.
3. Change the font of your name to 'Monotype Corsiva'.
4. Change the colour of your name to purple.
5. Change the name of your country to *Italics*.
6. **Bold** the name of your country.
7. Deselect.
8. Close.

## Undo and Redo



If you make a mistake you can change it back by clicking “Undo”. “Undo” will change the last thing you did.

You can click “Redo” to cancel out your last undo.

Undo and Redo are located at the top left-hand corner of the screen.





To Undo,



click To



Redo, click

1. Type the word: document
2. Change the font: **document**
3. Undo  document
4. Redo  **document**

## Practice Tasks: Undo and Redo

### Task #1

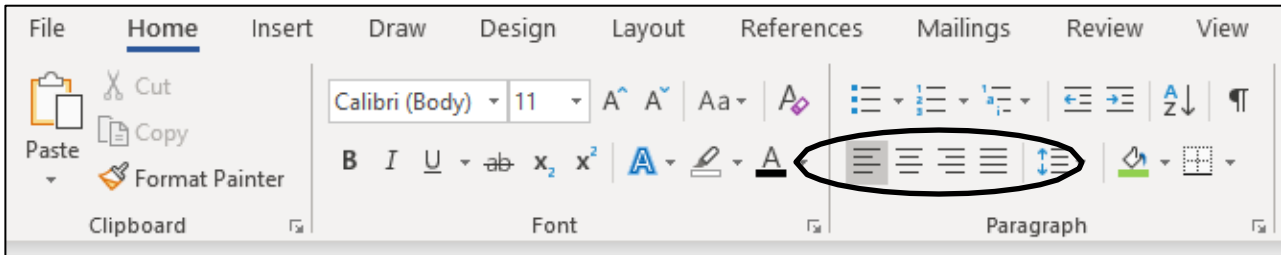
1. Type your name.
2. Select your name.
3. Change the font colour of your name to green.
4. Deselect.
5. Click Undo.
6. Close.

### Task #2

1. Type the country that you live in.
2. Select the country.
3. Change the country to font size 72.
4. Deselect.
5. Click Undo.
6. Click Redo.
7. Click Undo.
8. Close.



## Alignment

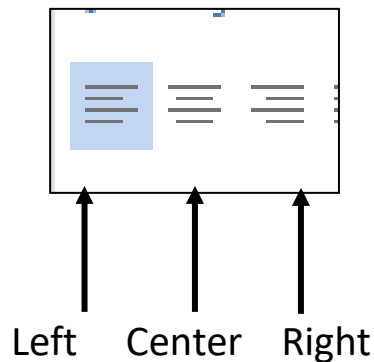


The computer can put things on the left, in the center or on the right of the page.

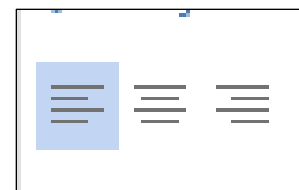
This is left align

This is center align

This is right align



1. Select the text that you want to align by highlighting it.
2. Then click on the direction you want it aligned.
3. When you click on the alignment you want, it will change to a blue colour.



## Practice Tasks: Alignment

### Task #1

1. Open file named Learning.
2. Type your long-term goal at the top of the page.
3. Put your long-term goal in the center.
4. Underline your long-term goal.
5. Save.
6. Close.

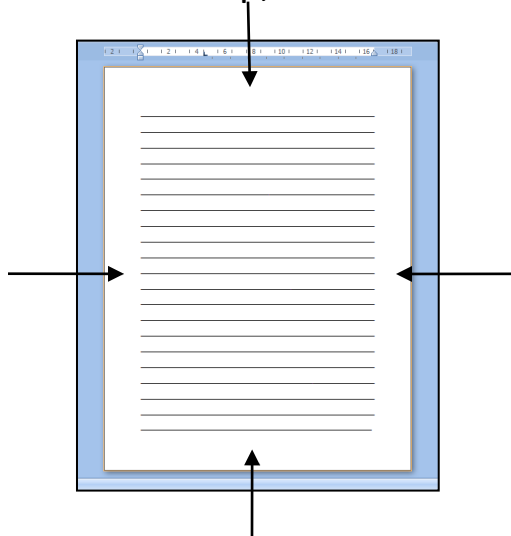
### Task #2

1. Open file named About Me.
2. Colour the font of your five favourite things in red.
3. Put your skills and qualities in Italics.
4. Change the first line to Bold.
5. Put the favourite things in the center.
6. Save.
7. Close.

## Changing the Layout

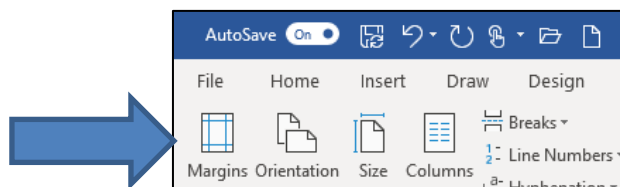
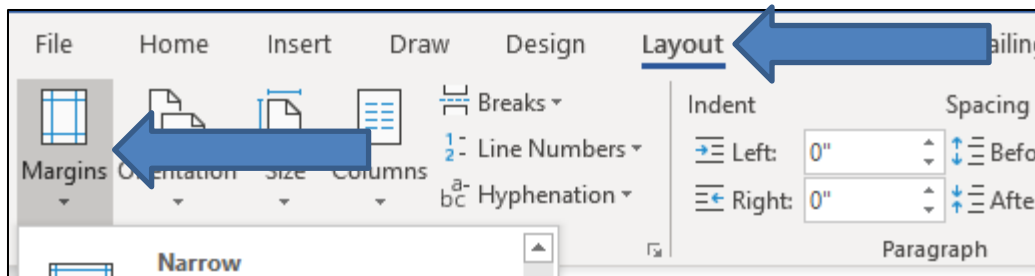
### Changing Margins

Margins are the blank spaces at the top, bottom and sides of the page.



Sometimes you may need to change the margins to fit more words on the page.

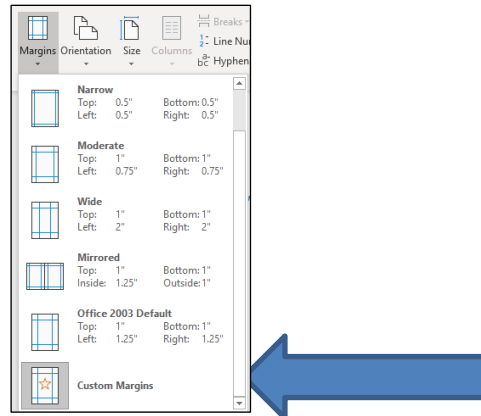
1. To change the margins, click on the Layout Tab.



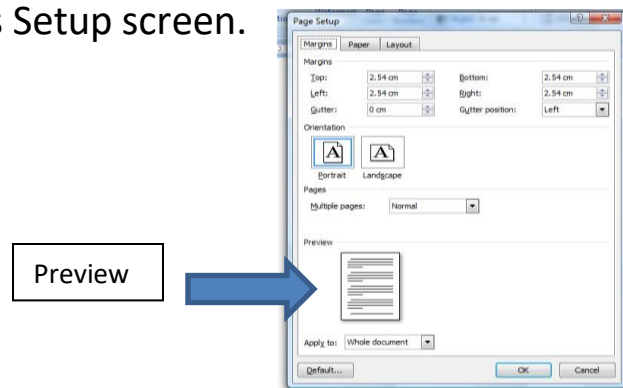
2. Then click on Margins (on the far left).

## Customizing Margins


1. Click on Custom Margins.





2. You will see this Setup screen.



5. To change the top margin, click  in the box beside **Top**.

6. To change the bottom margin, click  in the box beside **Bottom**.

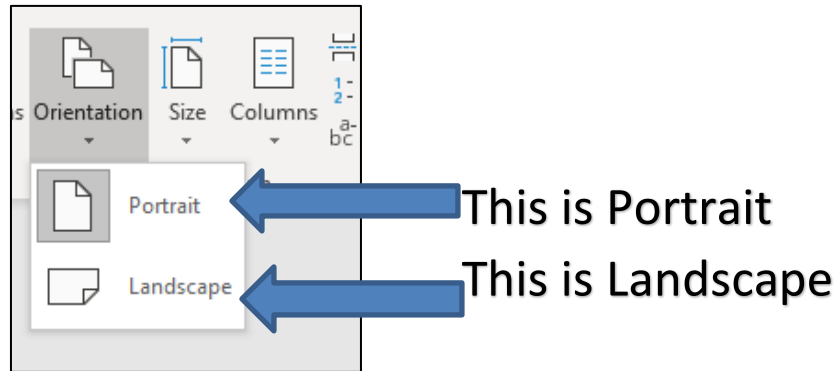
7. To change the left margin, click  in the box beside **Left**.

8. To change the right margin, click  in the box beside **Right**.

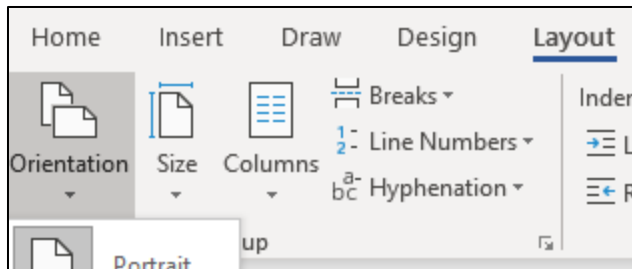
9. Look at the Preview and then click  .

## Paper Orientation

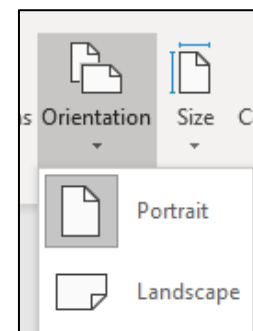
Paper Orientation is the direction the words are printed on the paper.



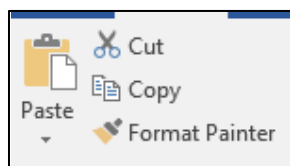
1. To change the paper orientation, click the Layout Tab.



2. Choose how you want your page to look.
3. Your page is usually set to **Portrait**. If you choose Landscape, then your page will change. Click on your choice.



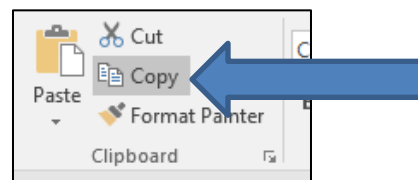
## Cutting, Copying and Pasting




Located in  
Clipboard tools

### Copying words

1. Select the words you want to copy by highlighting them.
2. Click on the Home Tab.
3. Click on Copy.

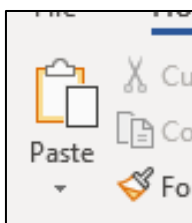


### Cutting

1. Select the words you want to cut by highlighting them.
2. Click on 'Cut'. 
3. The words will disappear.

### Pasting

1. Click to the place in the page where you would like to paste.
2. Click on the clipboard above the word paste.



## Practice Tasks: Cut, Copy and Paste

### Task #1

1. Type the **words** for these numbers.

**One on each line.**

6

5

1

2

9

10

3

7

4

8

2. Cut and paste to put the words in order from one to ten.
3. Save on your USB under the filename: Cut and paste.
4. Close.

### Task #2

1. Type the following in your document:

What kind of communication is waving hello? Non-verbal

Where can you get free email? Spelling and Grammar check

What is the short form of memorandum? Google

What can you use to fix mistakes in your documents? Memo

2. Now cut and paste to match the right answers with the right questions.
3. Save on your USB under the filename: Answers.
4. Close.

## Printing



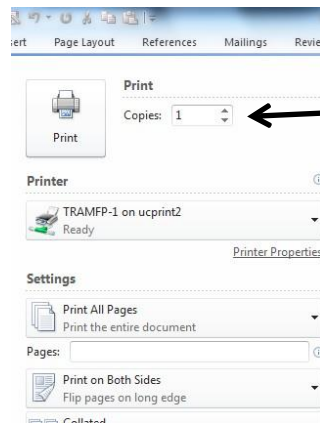
A printer connects to your computer. You can print your documents from your screen to paper using device.

1. Click on the File Tab



2. Click on Print in the drop-down menu.

You will be given some options. Use the drop-down menu to select how you want the document to print.



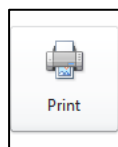
Select number of copies

Select printer

Select what pages to print

Select printing on one or two sides of the page

3. Click Print.

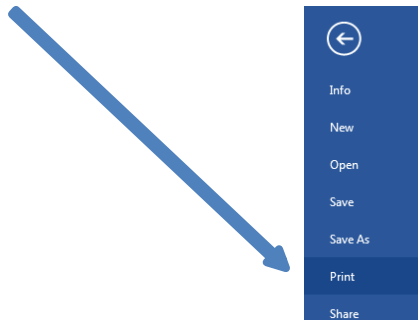




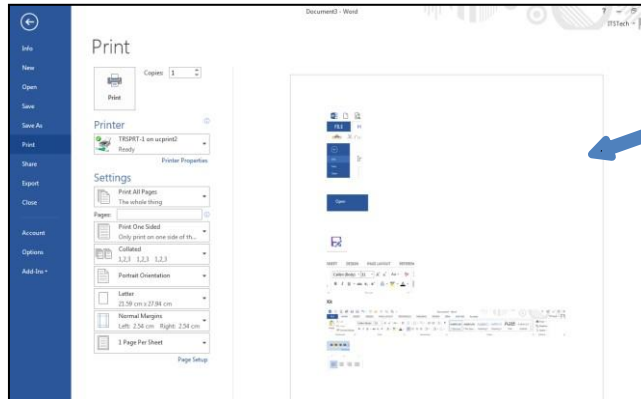
## Print Preview

You use print preview to check your page before you print.

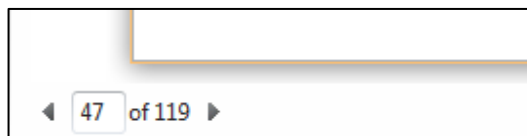
1. Click on the File Tab.
2. Click on Print in the drop-down menu.



3. A preview of how your document will print is located on the right side of the screen.



4. The preview will show the current page.
5. Click on the arrows at the bottom to view other pages in the document.



## Practice Task: Printing

1. Read the following memorandum.

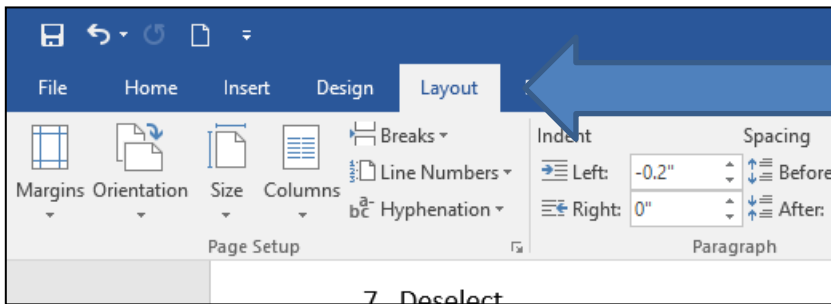
<p style="text-align: center;"><b>Memorandum</b></p> <p>To: Darla McCann</p> <p>From: Joseph Bridges, Manager, The Whole Sale Food Company</p> <p>Date: July 3, 2021</p> <hr/> <p>May 31<sup>st</sup> marked your one-year anniversary as an employee with The Whole Sale Food Company. The company offers you their congratulations on this milestone.</p> <p>I would like to schedule a meeting to discuss your one-year evaluation. I would like you to come in for a meeting between 8am and 11am on Friday, July 26<sup>th</sup> if possible. As you are not scheduled for this day, you will be paid for attending this meeting. Although the meeting should not take that long, you will be paid a half day of work for your time.</p> <p>Please respond as soon as possible to confirm if you can attend the meeting on that date and the time you will be available to begin the meeting.</p>
--

2. You are Darla McCann. Using what you have learned, respond to this memo using a similar format. Use a word processing program to write your memo. When it is completed save your memo under the filename Evaluation.
3. Print the document for your instructor.
4. \*Note: There is a trick to formatting the underline, hold the shift key down and the underline key. Press the underline key three or four times and then press the Enter key. The program will format a line.

# Labels

You can use MS Word to make labels.

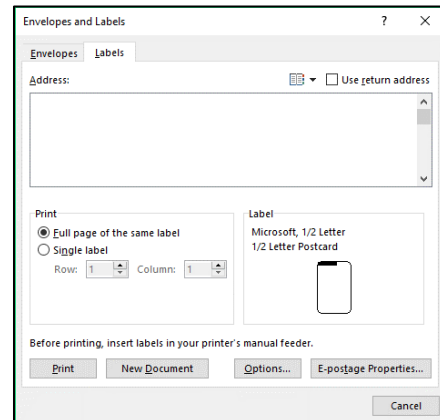
1. Click on the Mailings Tab.



2. Click on Labels.



3. You will see this screen:



4. Find Address box and type in your address.


5. Select single label.

6. Put your labels in the Printer (use blank paper to practice).

7. Click 

## Demonstration Task 1: Review of Fonts, and Orientation

### Create a Business Flyer

1. Type this information on three lines as shown.  
Hardworking person  
Available for animal sitting  
and dog walking
2. Change the **first** line to size 48 and use an Algerian font. The words may move to two lines. This is okay for now.
3. Change these first line to font colour Green.
4. Change these first line to bold.
5. Change the **second** line (Available for...) to Comic Sans, size 36 font.
6. Change the **third** line (and dog walking) to Calibri, size 36 font.
7. Skip a line between sections (To create a blank line press the Enter key).
8. Type the information below in Calibri size 20.  
10 dollars per hour  
Inside the city of Glenview  
Please call Andy  
613-222-2222
9. Change the **price line** (10 dollars) to size 36.
10. Change the **last three lines** to size 28 font colour blue.
11. Create another blank line between the name and phone number
12. Bold the last line.
13. **Change the margins to Narrow** to fit your title (first line) all on one line.
14. Put everything in the **centre** (alignment tools).
15. Type your name at the bottom of the page.
16. Print a copy for your instructor. \*If you are working away from your classroom, send your course practitioner an email with this assignment attached  .
17. Save on your USB under the filename: **Job Ad** and close.

## Demonstration Task 2: Font, Clipboard and Alignment Review

1. Type your name at the top of the page.
2. Align your name to the right side.
3. Press your Enter key twice to make a space.
4. Change the alignment to the centre of the page.
5. Type the weekdays in size 18.

**One on each line. ‘**

Thursday

Friday


Tuesday

Monday

Wednesday

Sunday

Saturday

6. Change the font of the weekdays to Century Gothic font.
7. Use Cut and Paste to put the weekdays in order.
8. Change each day to a different colour.
9. Change each day to a different font.
10. Underline Saturday and Sunday.
11. Change Monday to font size 20.
12. Change Wednesday to bold.
13. Change to Thursday to *italics*.
14. Save on your USB under the filename **Review**.
15. Print a copy for your instructor. \*If you are working away from your classroom, send your course practitioner an email with this assignment attached. 
16. Close.

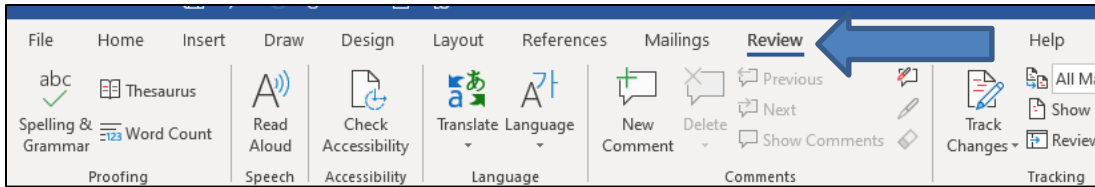
# Spell and Grammar Check

## Spell Check

If you spell a word incorrectly you will see this.

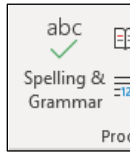
compter

A red line under the word

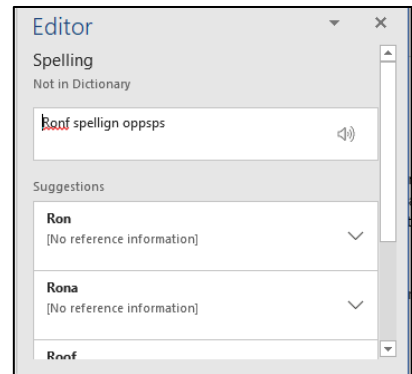


1. Click the Review Tab.

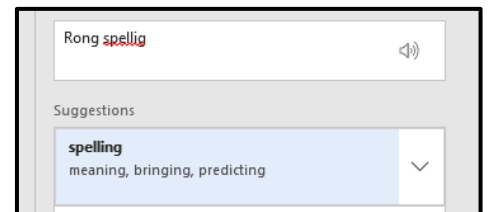
2. Click Spelling & Grammar.



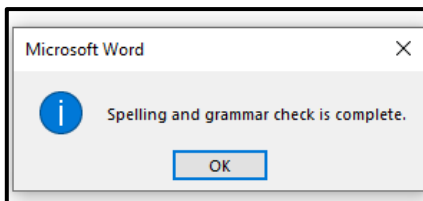
3. You will see a screen like this one at the right side of the screen:



5. Choose the word that you want to use by clicking on its replacement option.



6. When the check is done click OK.



## Spelling Checking One Word

You can also click with the button on the right side of the mouse to check for alternate word spellings when a word has been underlined. You can do this with grammar mistakes as well. The program will give you suggestions.



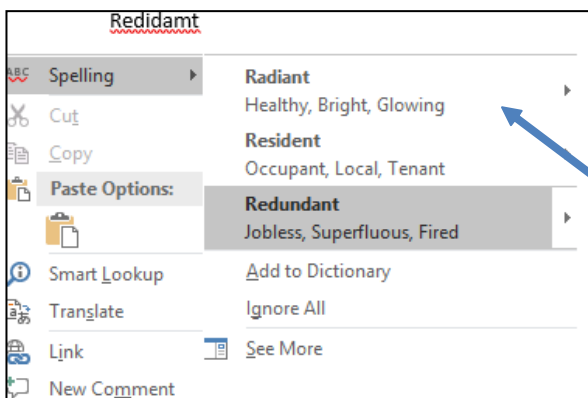
Right Click

**Right click for options (including spelling)**



Left Click

**Left click to choose your word**



To help you choose the right word, there is a new feature that also gives you the definition of the word suggestions. This will assist you in making the right decisions when choosing a proper spelling.

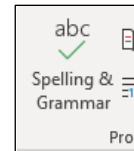
## Grammar Check

When you make a grammar mistake you will see this:

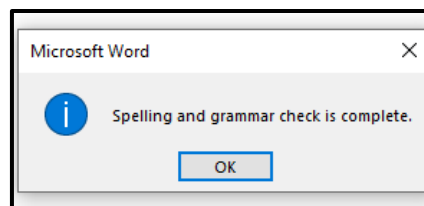
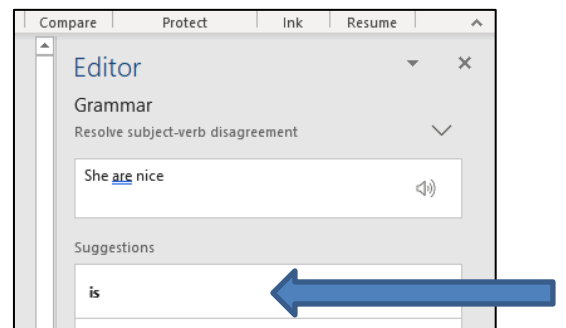
She are nice

A green line under the mistake

1. To check mistakes, go to the “Review” Tab on the Ribbon. Click on Spelling and Grammar.



2. The grammar check will give you suggestions.
3. The computer will run a spell check and a grammar check at the same time.
4. Click the change you want to make.
5. When the check is done, click OK.



**Note:** You can also right click on the grammar error and choose a correction, just like in the Spelling lesson on the previous page.



### **Demonstration Task 3: Spelling and Grammar Check**

1. Type your name.
2. Leave a space; select your Enter key twice.
3. Type the following paragraph exactly as it is here:

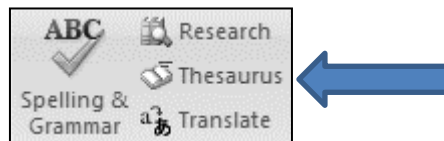
I somtimes go onlin to serch for information. I use a serch engine to look for onlin vidoes when I am not sure how to do somthing on my compter. Yesterdy I went nline and searchd Google for how to crete a file on my Desktop. I found a video on youtube.com that helped me lern how to do this. I wached it twice and then made the file I neded on my Desktop.

4. Use the Spelling and Grammar check and correct the spelling.
5. Pick from the suggestions the computer gives you.
6. Save to USB using the filename: Spelling
7. Close.

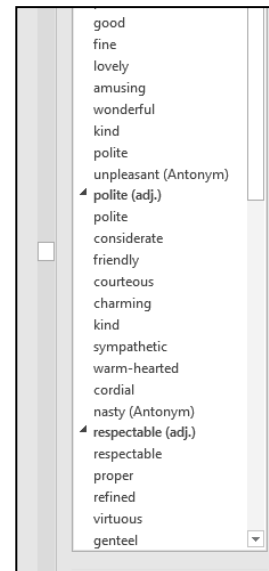
## Thesaurus

You can find a word that has the same meaning as the one you are using with the Thesaurus.

1. Type the word nice.
2. Select the word nice by highlighting it.
3. Click on the Review Tab.
4. Click on Thesaurus.



5. A box with words that mean the same will show up on the right side of the screen.
6. Scroll to see all options.
7. Right click on the word that you want.



8. Click Insert.



## Word Count

Your computer can count how many words you have typed.



1. The total words for your document are shown near the bottom left-hand corner of the screen.
2. To find out how many words you have in one area, select the words by highlighting them.
3. The first number will show you what page you are on in the selection.
4. The second number will tell you the total words in the document.



## Bullets

You use bullets when making lists

- This is a bullet
- This is a bullet

1. Go to the Home Tab.

2. Your bullet options are listed in the Paragraph section.

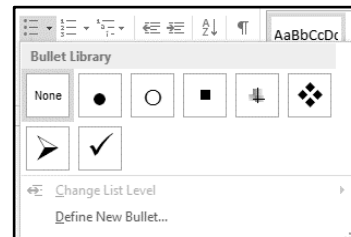


3. Click on this to make a bullet.

4. To see different bullets, click on the downwards arrow beside the picture of the bullet.



5. You will see this:



6. Click on the bullet you want.

7. To DELETE bullets, click the cursor on the bullet.

8. Then click  on bullets to remove the bullet(s).

## Practice Task: Bullets

### Task #1

1. Type a list of things you need to do this week, one on each line.
2. Change the font size to 14.
3. Change each item on your list a different colour.
4. Check your spelling.
5. Add a bullet to each item.
6. Save on your USB as To Do List.
7. Print.
8. Close.

### Demonstration Task #4: Thesaurus and Bullets

1. Type your name, press the Enter key.
2. Type these words:  
Quality  
Employment  
Skills
3. Look for another word that means the same as each one in the Thesaurus.
4. Insert the new words for each.
5. Place a bullet beside each word. Highlight the 3 words and select a bullet.
6. Change the font size to 16.
7. Change the font to Times New Roman.
8. Save on USB as Thesaurus.

# Numbering

In Word, you can number groups of words.

1. Spring
2. Summer
3. Fall
4. Winter

1. Numbering is right beside Bullets in the Home Tab of the Ribbon.



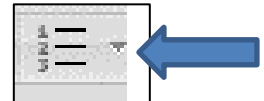
2. Select the words that you want to add numbers to by highlighting them.



3. Click on Numbering.

4. Your selection will become numbered.

5. To select different Numbering click on the down arrow



6. You will see this screen:



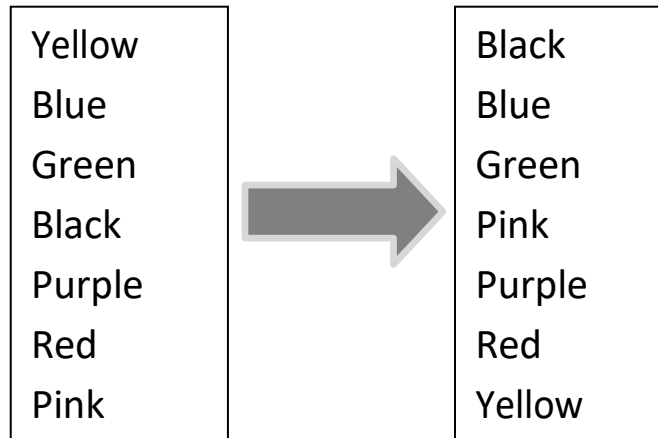
7. Click on the Numbering that you want to use.

8. To DELETE Numbering, highlight selection and click Numbering again.



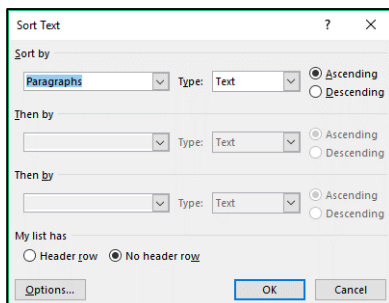
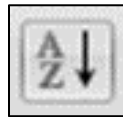
## Alphabetical Order (Sort)

The computer can take a list and put it in alphabetical order.



1. Select the words you want to put in alphabetical order by highlighting them.
2. Click on the Home Tab.

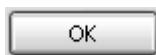
3. Click on Sort.



4. You will see this screen:

Choose how you want your information sorted by clicking on the down arrow.

5. Click OK.




## Practice Task: Alphabetical Order

### Task #1

1. Open your To Do List document.
2. Cut and paste the things you must do to put them in order of most important to least important.
3. Highlight your list and number them from 1 to 5.
4. Save to your USB.
5. Close.

## Demonstration Task 5: Alphabetical Order

1. Type your name.
2. Leave a line, to do this hit the Enter key twice.
3. Make a title at the top of your page that says Names.
4. Leave a space, use the Enter Key twice.
5. Make a list of 10 people you know.
6. Highlight those 10 names.
7. Click on sort to put those names in alphabetical order.
8. Add bullets to those names.
9. Centre the names.
10. Select the title Names by highlighting it.
11. Change the font to size 36.
12. Underline the title.
13. Print a copy for your instructor. If you are working outside the classroom send an email to your instructor with this assignment attached. 
12. Save on your USB under the filename: **Sort names** and Close.



## Columns

Carrots  
Broccoli  
Lettuce

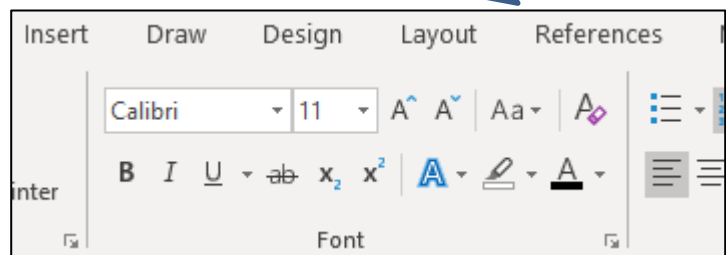
Spinach  
Cabbage  
Eggplant

Peas  
Corn  
Onions

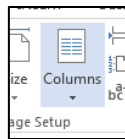
We usually see columns in the newspaper. You need many words to make columns.

1. Select the words you would like to put in a column by highlighting them.

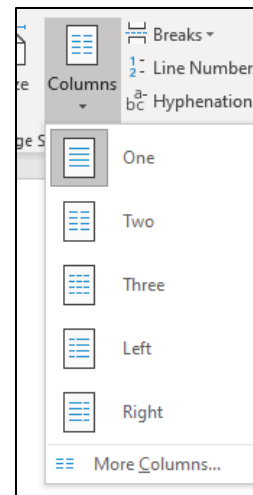
2. Click on the Layout Tab.



2. Click on Columns.



3. Click on the number of columns that you want.



## Practice Tasks: Columns

### Task #1

1. Make a list of 21 grocery items that you might need for the store
2. Put each item on its own line, one after the other
3. Highlight the list and then choose columns from the Layout Tab.
4. Split into 3 columns
5. Save to your USB under the filename: Grocery List.

### Task #2

1. Type the information on the next page into a paragraph format.
2. Highlight and change the font to Arial size 16.
3. When you are done, highlight and split the story into 2 columns.  
**Do not** highlight the title. Highlight **the story part only**.
4. Save as Growth Mindset Columns on your USB.
5. Close.

## A Growth Mindset

Have you ever seen people refuse to try something because they think they will not be successful?

If you have watched someone do this, then you have witnessed a fixed mindset. A fixed mindset is the belief that a person is either good at something or he/she is not. People with fixed mindsets shy away from a challenge. It is the belief that trying and failing has no value. This can happen with adults with numeracy. They might tell you that they are not good at math. At some point, they have had a difficult experience with

math, and this has convinced them that they cannot be successful.

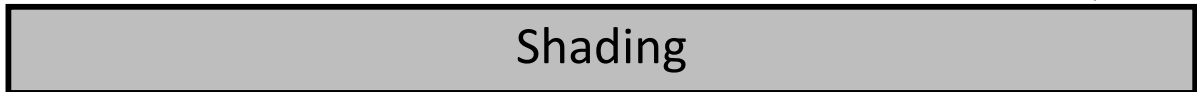
A growth mindset is the knowledge that we learn and improve from trying. It is proven that people who take risks and face challenges, whether they succeed or fail, become more successful and confident people in the future. Recognition of a growth mindset helps people to persist setbacks, learn from criticism, see inspiration in the success of others and foster a positive attitude towards trying and learning.

## Borders and Shading

A border is a box around a page or paragraph.

Shading is the colour within the box:

Border



1. Select the words you would like to put a border around by highlighting them.

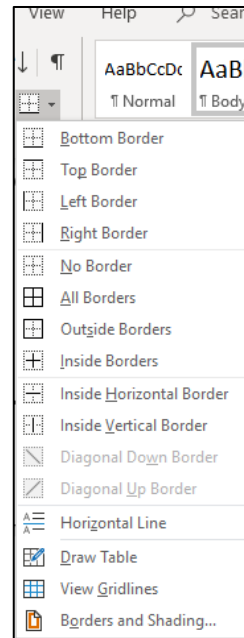
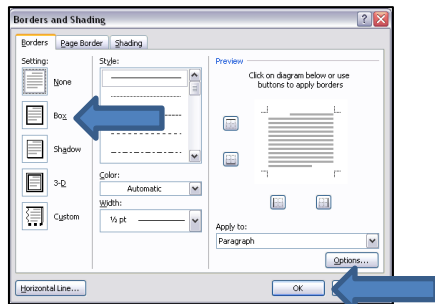
2. Click on the **Home** Tab.

3. Click on "Borders".





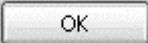
4. Click on Borders and Shading.

5. You will see this:



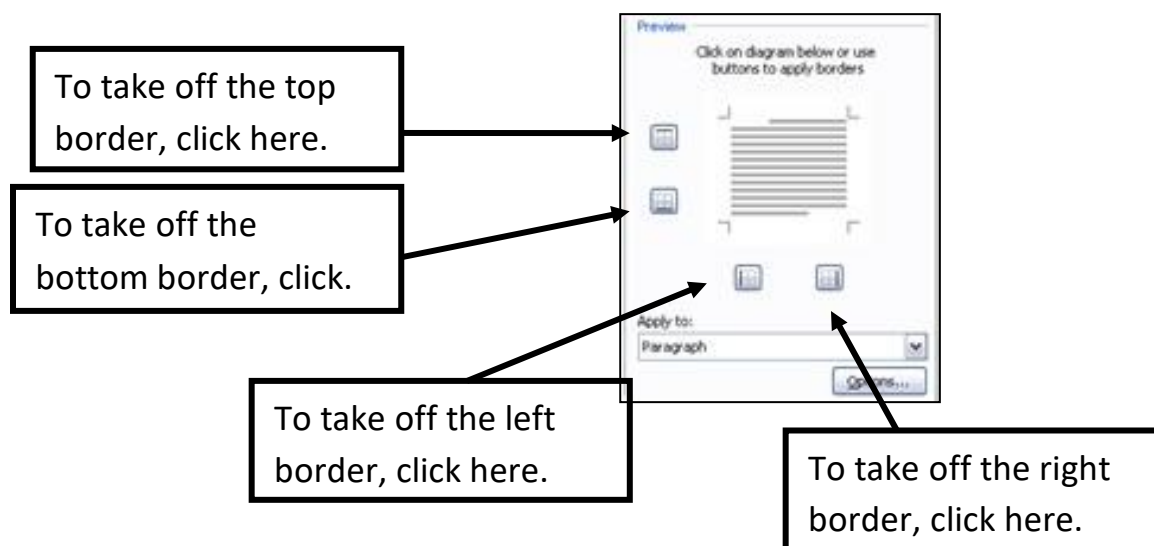
6. Click on Box on the left-hand side. Click OK.

## Customizing Borders

1. Find the word **Style**.
2. Click a style.
3. Scroll down to see all the styles.
4. Find the word **Colour**.
5. Click  to see more colours.
6. Click a colour.
7. Find the word **Width**.
8. Click  to see more Widths.
9. Click a width.
10. Look in the **Preview** box (on the right side).
11. Click OK. 



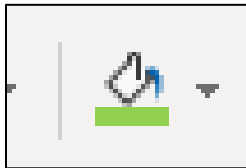
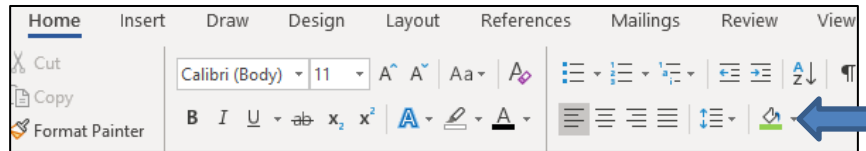
You can also take the sides off the border.



## Shading

1. First highlight the words you want to add shading to.

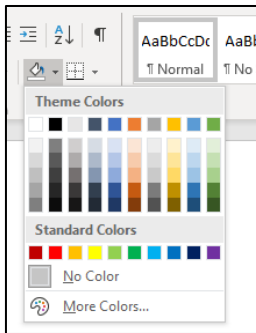
2. Click on the Home Tab.



Shading is  
in Paragraph Tools.

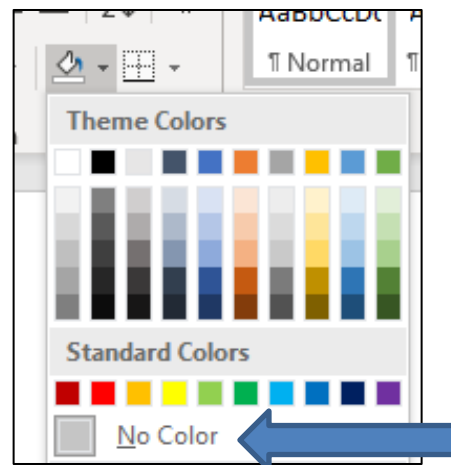
3. Click on the Shading down arrow. It is beside Borders to the left.

4. You will see this:



5. Click on the colour you would like by picking the box that is that colour.

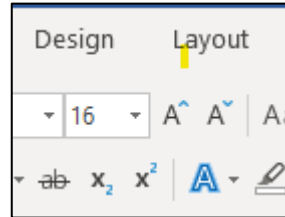
6. To remove shading, select No Colour.



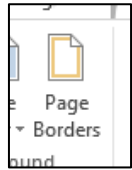
## Page Borders

Page Borders go around the whole page.

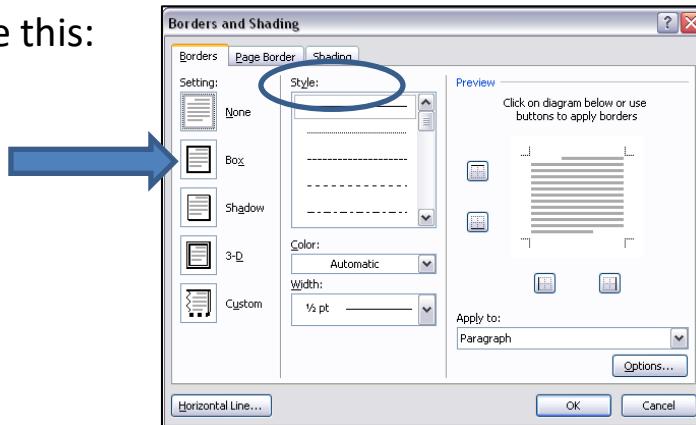
1. Click on the Design Tab.







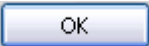
2. Click on Page Borders.

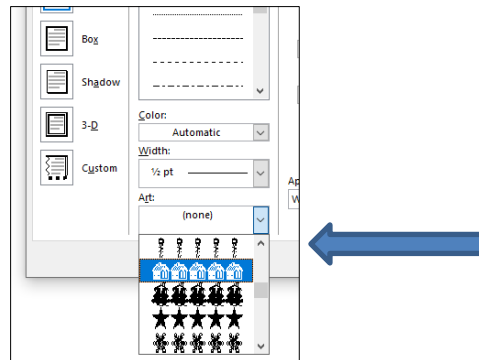


3. You will see this:



4. Click on the box on the left of the word **Box**.
5. Find the word **Style**.
6. Click a style.
7. Click  to see more styles.

8. Find the word **Colour**.
9. Click  to see more colours.
10. Click a colour.
11. Find the word **Width**.
12. Click  to see more Widths.
13. Click a width.
14. Look in the **Preview** box.
15. You can add a picture border.
16. Find the word **Art**.
17. Click  to see more picture borders.
18. Click a style of art border.
19. Look in the Preview Box.
20. Click OK. 





## Practice Tasks: Page Borders

### Task #1

1. Type all the computer words you know, one on each line.
2. Add a page border.
3. Pick a style for the page border.
4. Center the text.
5. Save as Border.
6. Close.

### Task #2

1. Type the names of 6 websites in size 18, one on each line.
2. Change the font to a Comic Sans MS font.
3. Change the font colour to green.
4. Centre the text.
5. Add an art page border.
6. Save on your USB under the filename Art border.
7. Close.

## Tables

You can organize information in a table.

This is a table.

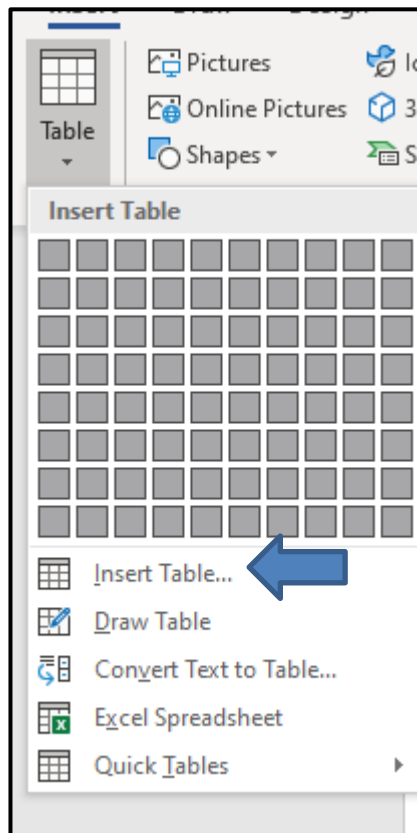
This table has 2 columns	
	And 5 rows

1. Click on your Insert Tab.

2. Click on Table.

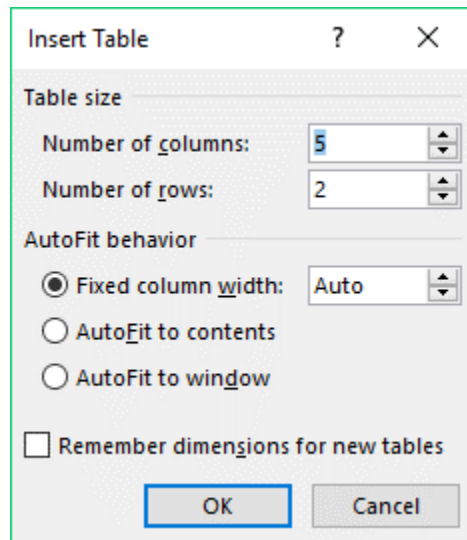


3. Click on Insert Table.




## Tables Continued

4. You will see this screen:



5. Click  to choose the number of columns that you want.

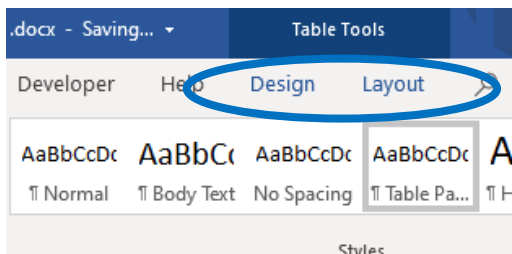
6. Click  to choose number of rows that you want.

7. Click OK. 

## More on Tables

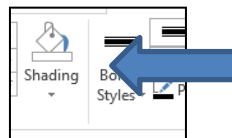
### Shading Rows

1. After you have made your Table. Click inside it, you will get a new section in your Ribbon called **Table Tools**.
2. Click on the section named Design under the Table Tools.

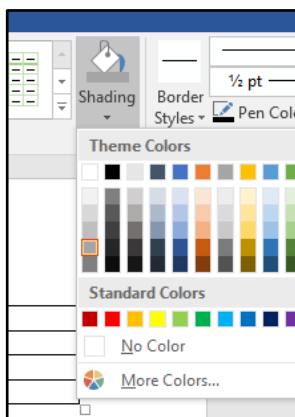


### Shading

3. To add Shading, select the area that you want to shade by highlighting it.



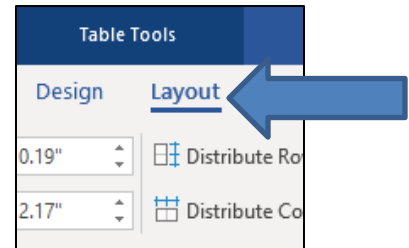
4. Click on the arrow under Shading.
5. Choose the colour you wish to shade.



6. The cells in you highlighted will change this colour. You can still type inside them after the shading has been added.

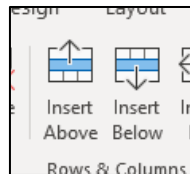
## Adding and Deleting Rows in Tables

1. To add a row click on Layout under Table Tools.



2. Click inside the Table where you want to add your row.

3. Click on Insert Below to add a row under where you have clicked.



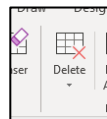
4. Click on Insert Above to add a row above where you have clicked in your table.

## Deleting a Row

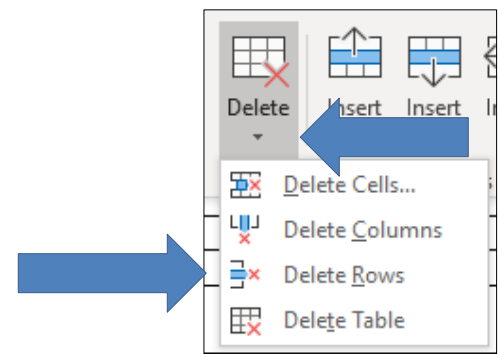
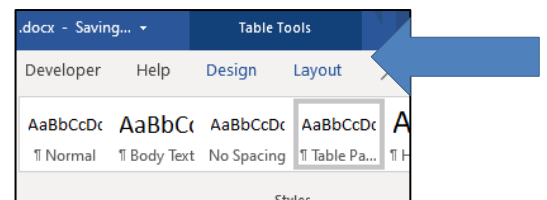
1. Click Layout under Table Tools.

2. Select the row you want to delete by highlighting it with your mouse.

3. Click on Delete.



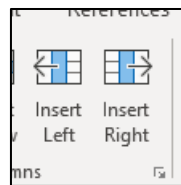
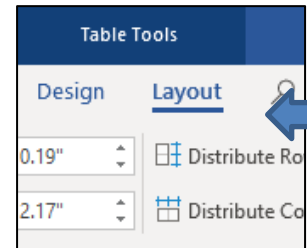
4. Click on the down arrow under Delete to delete rows.



## Adding and Deleting Columns

### Adding a Column

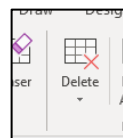
1. To add a column, click on Layout under Table Tools.
2. Click inside the Table where you want to add your column.
3. Click on Insert Right to add a column to the right.



4. Click on Insert Left to add a column to the left.

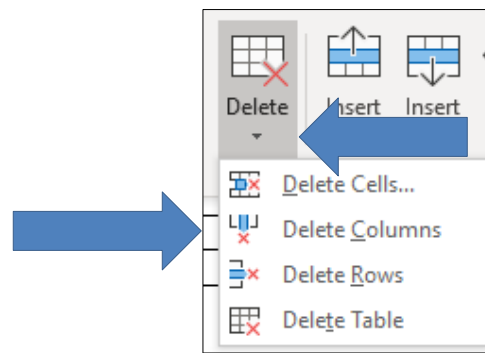
### Deleting a Column

1. Click Layout under Table Tools.
2. Select the column you want to delete by highlighting it with your mouse.



3. Click on Delete.

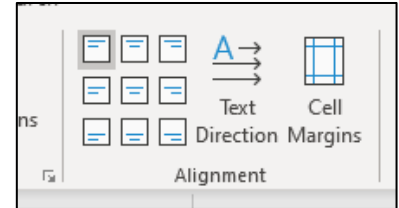
4. Click on Delete Columns.



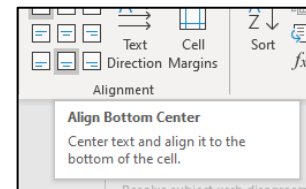
## Aligning Text in Tables

1. Highlight the section or sections you want to align.
2. Click Layout under Table Tools.

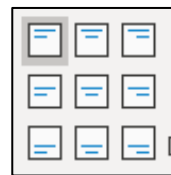
3. Move (hover) your mouse over the boxes above Alignment.



4. When you put your mouse on each one, a box will tell you what it will do. For example:



5. Click on the top three pictures to align the words in your table to the right, left or centre of their row.



Align in top of row  
Align and move to centre of row  
Align and move to the bottom of row

6. Clicking on the middle three pictures will align the words the same way but will move them down to the middle of the row.  
Like this:

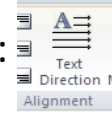
Align left, centre of row	Align right, in bottom of row
Align right in top of row	Align centre in centre of row

7. The bottom three will align the text and move it to the bottom of the row.

## Changing Direction in Tables

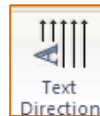
You can change the text direction in a table.

You can change it from looking like this:



This table has 2 columns	
	And 3 rows

To this:



This table has 2 column s	
	And 3 rows

1. Highlight your table and click Layout under Table Tools.
2. Click on Text Direction to change your table. Click it again to change it back.



## Practice Task: Tables

1. Create this table (3 rows, 5 columns) with a Calibri font size 16.

### Volunteer Schedule

	Monday	Tuesday	Wednesday	Thursday
9:00-12:00	Food Bank	-----	-----	Food Bank
1:00-5:00	Meals on Wheels	L'il Tots Daycare	Fire Dept	-----

2. Save it to your USB as under the file name Table.
3. Close.

## Demonstration Task 6: Table Review

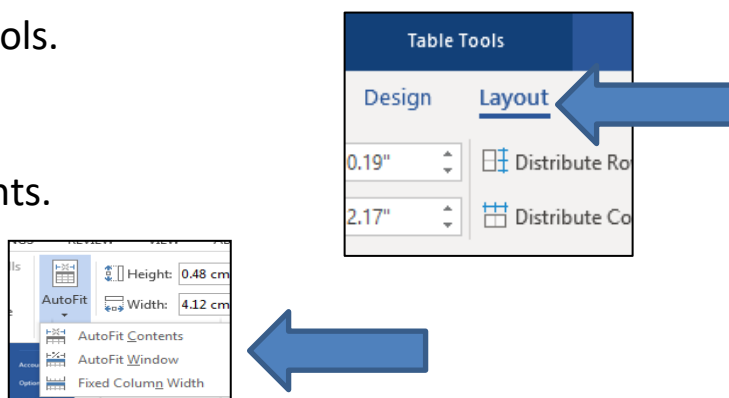
1. Make a Table with **6 rows** and **3 columns**.
2. In the rows in the first line write these titles for your columns:  
*Name, Phone Number, Address*
3. Shade the top row with your titles green.
4. Highlight table and align to the Center.
5. Choose 5 people to go under names and fill out this table.
6. Highlight the names you have chosen and shade that column yellow.
7. Save to your USB as Information Table and then close.

## Table Tools

You can make your table smaller by using Autofit.

Use Autofit to change the size of the rows and columns to fit the text in them.

1. Select your table by highlighting it and its contents.
2. Click Layout under Table Tools.
3. Then click on Autofit.
4. Then click on Autofit contents.



### Before Autofit

Names	Address	Email
Jill Smith	53 Mill St, Ottawa	jillysmithy@hotmail.com
Rick Hanes	39 Fall Cr, Hopetown	Hanes.Rick@yahoo.ca
Bill Jones	18 Lake Ave, Carleton Place	Bill.djones@gmail.com

### After Autofit

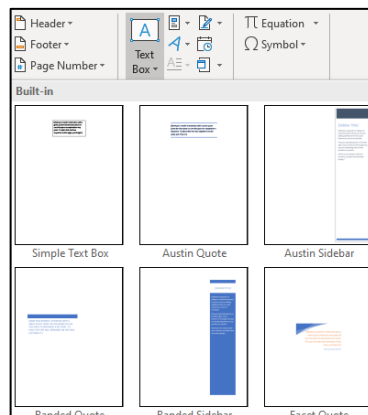
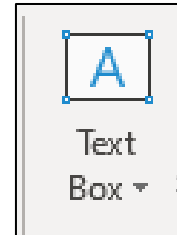
Names	Address	Email
Jill Smith	53 Mill St, Ottawa	<a href="mailto:jillysmithy@hotmail.com">jillysmithy@hotmail.com</a>
Rick Hanes	39 Fall Cr, Hopetown	<a href="mailto:Hanes.Rick@yahoo.ca">Hanes.Rick@yahoo.ca</a>
Bill Jones	18 Lake Ave, Carleton Place	<a href="mailto:Bill.djones@gmail.com">Bill.djones@gmail.com</a>

## Text Boxes

This is a text box

You put words or pictures in text boxes to move them around easily.

1. Go to your Insert Tab.
2. Click on the Text Box icon.
3. You will see this drop-down screen with different choices for text boxes.

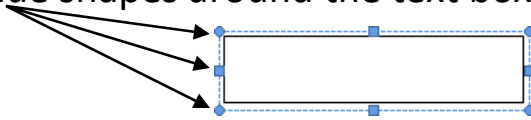




4. Select Simple Text Box.
5. Click in Box and delete text by using your Backspace key or by pressing delete.
6. Type in box.

## Moving and Changing Text Boxes


To change the size of a text box, use your mouse.

1. Click on the text box to select it.
2. You will see little blue shapes around the text box.



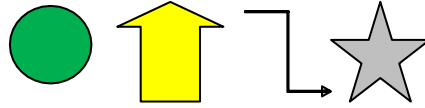
3. Move your mouse over these boxes.
4. You will see an up and down arrow.  
5. Hold your left mouse button down on the arrow and move the mouse to shrink or enlarge the size of the text box.
6. A dotted square will show you what your text box will look like



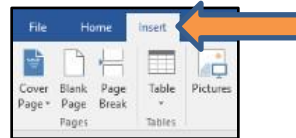
7. Lift your finger off the mouse button when you have the size that you want.
8. Click inside the box to enter your text.
9. Click on your text box.
10. Move your mouse over the text box when you see 4 arrows. Click on them. 
11. Hold the left mouse button down and move the text box.
12. Lift your finger to stop.

## Inserting Shapes

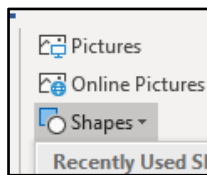
These are examples of Shapes:



1. Go to your Insert Tab.



2. Click on the arrow beside Shapes.



Located in Illustration Tools.

3. Choose the shape you want from the menu.

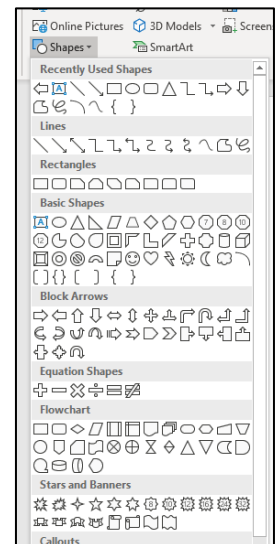


4. Click on the screen where you would like your shape to go.

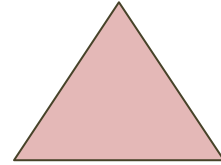
5. To move your shape, put your cursor over the text box until it looks like four arrows.



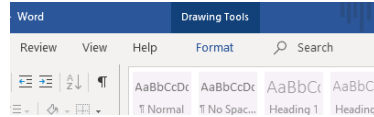
6. Hold your left mouse button down over the four arrows and drag the shape where you want it to go.



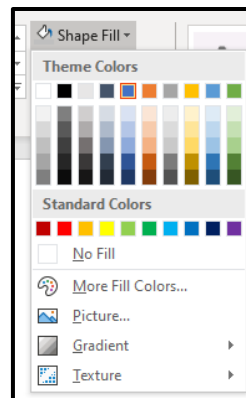
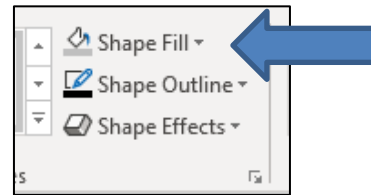
## More about Shapes



1. Click on your shape to make changes to it.
2. You will see a new Tab on your Ribbon called Drawing Tools.



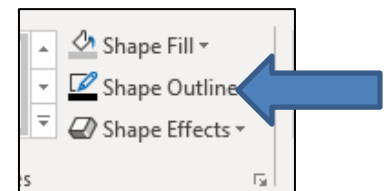
3. Click on Format under Drawing Tools.
4. To colour your shape, go to Shape Fill.
5. Click the down arrow beside Shape Fill.



6. Pick the colour you would like to have fill the shape.


## Borders on Shapes

1. To colour the border of your shape, click on Shape Outline.
2. Choose the colour you would like for the outline of your shape.



## Shapes: Using Lines

You can go to shapes to put lines and arrows in your document.


1. Go to your Insert Tab.
2. Click on Shapes.
3. Click on  under “Lines”
4. Click the mouse on your page where you want the line to begin.
5. Hold down the left mouse button and move the mouse to where you want the line to finish.
6. Lift your finger.

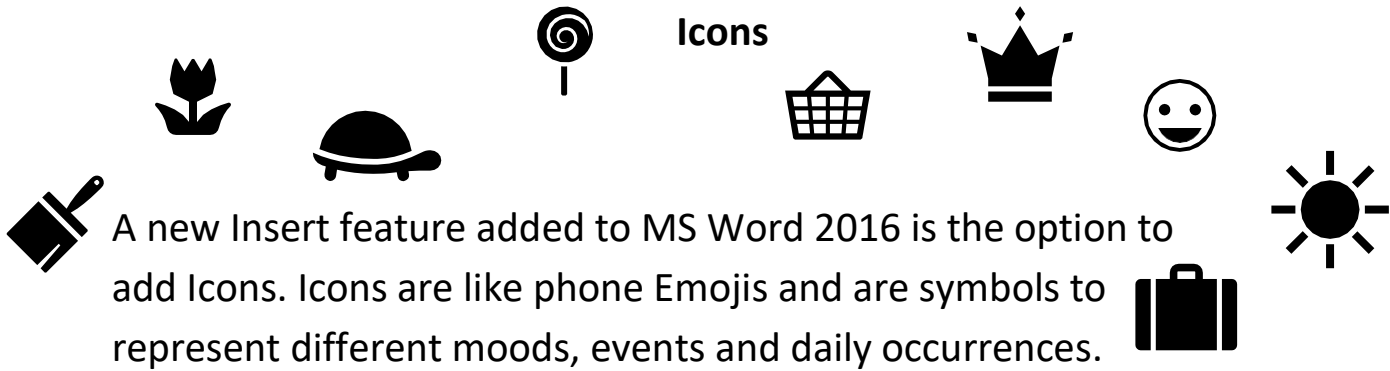
### Changing Line Length

1. Click on your line.
2. You will see little circles at the end of the line.
3. Click on the circle.
4. A plus sign will appear.
5. Hold down your left mouse button to change size.



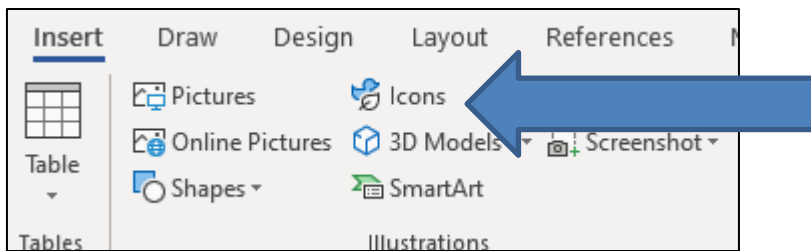
### Moving Lines

1. Put your mouse on the line. You will see this. 
2. Hold down left mouse button and move the mouse where you want the line.
3. Lift your finger.



A new Insert feature added to MS Word 2016 is the option to add Icons. Icons are like phone Emojis and are symbols to represent different moods, events and daily occurrences.

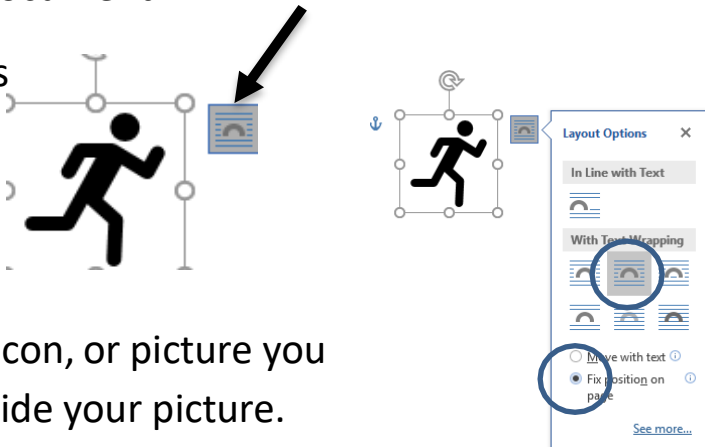
1. Go to the Insert Tab.



2. Click on icons in the Illustration Tools.

3. Place an icon into your document.

\*Note about Layout options



When you are inserting an icon, or picture you will see this box appear beside your picture. Click on the box to set layout options. If you select tight and fix position on page, you can then move a picture or icon without needing a text box.

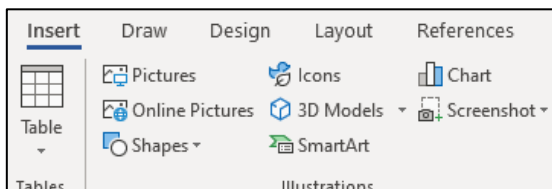


## Word Art

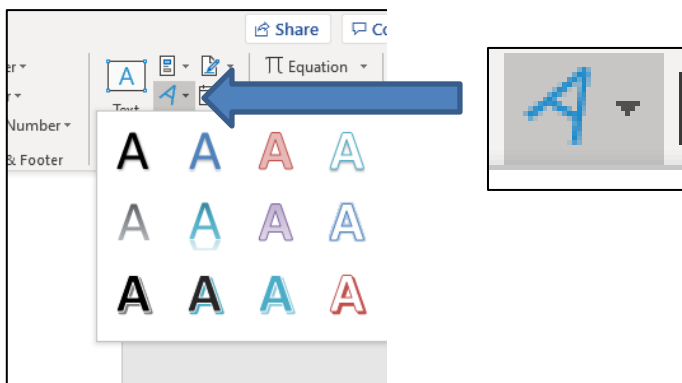
Hello Hello



1. Go to your Insert Tab.

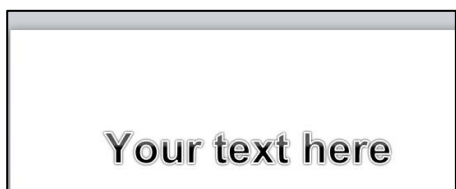


2. Click on WordArt.



3. Select the WordArt you would like to use.

4. Click on the words that appear, and start typing what you want to say.



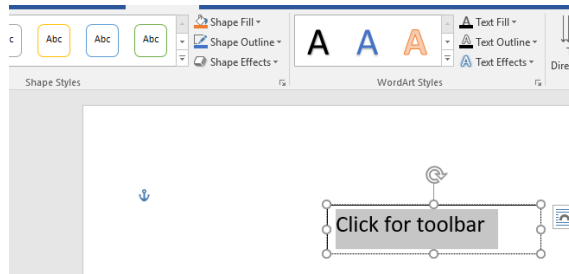
5. To move your words, press down on your left mouse button when you see the four arrows.



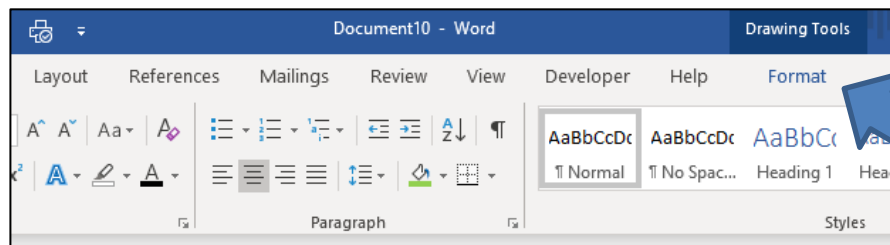
## Changing WordArt

Word will show special formatting tool bars for inserted items.

\*To use this toolbar, you must click on the item you are changing.



1. Click on your WordArt.
2. Click on the Drawing Tools/Format Tab.
3. Click on WordArt styles to change the style of your WordArt.



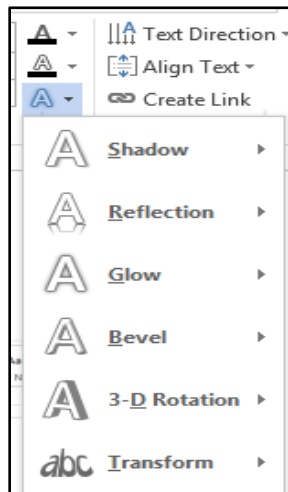
4. Select the fill option to change the colour of the fill and outline of your WordArt.



## Text Effects for WordArt

There are options in the Drawing Tool to change the way your WordArt looks. You can add a glow to your WordArt or change its shape. You can give it a 3D effect or a shadow.

1. Click the text effect option under the Drawing Tools tab.
2. You will see this screen:



3. As you move your mouse over each option, your WordArt will change to give you a preview of what you will be selecting.
4. You can press undo at any time if you change your mind about a selection.

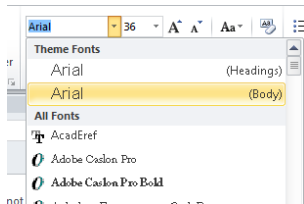
## Changing Font and Font Size in WordArt

Changing your WordArt font is the same as changing regular text in Word.

1. Highlight your WordArt.



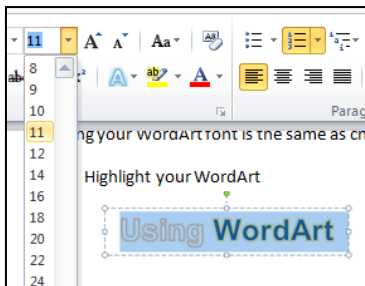
2. Select the Home Tab.



3. Select the font you wish to use from the Font Tools.

4. Click on font sizes.

5. Select the size you wish your font to be.



## Practice Tasks: Text Boxes, Shapes and WordArt

### Task #1

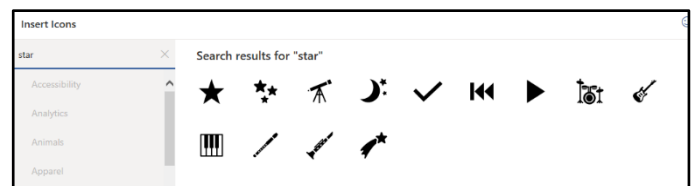
1. Use WordArt and write your name.
2. Change your WordArt to blue and add a shadow to it.
3. Save as filename WordArt Name and then Close the document.

### Task #2

1. Insert a Text Box.
2. Type your address in the box.
3. Select text by highlighting and make it size 16 font.
4. Click on text box and widen it, so your street address is on the first line and your province, country and postal code is on the next line.
5. Save to your USB as address text box. Close.

### Task # 3


1. Make a star in Shapes.
2. Make the Shape Fill yellow.
3. Search and select a star in icons.
4. Use Layout options to place the icon beside your shapers.
5. Save under the filename: My Stars. Close the document.



## Demonstration Task 7: Shapes, Text Boxes and WordArt Review

1. Type your name.
2. Select and **Bold** your name.
3. Press your Enter key twice to leave a space.
4. Try to type this example below using Text Boxes, WordArt and Shapes.
5. Use the Format Tab to transform and add reflection text effect options.
6. Use 'Calibri' font, size 20 in your text box.
7. Save under the file name **Yard Sale**.



6. Print a copy for your instructor. If you are working outside the classroom, save and  attach this assignment to an email to send to your course practitioner.
7. Close.

## Pictures

You can add pictures to your document.

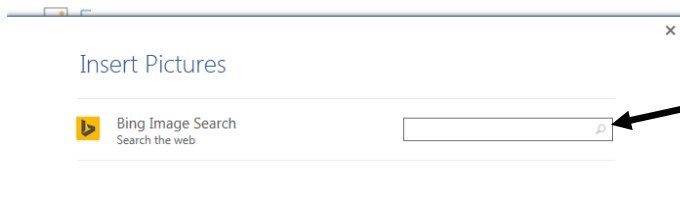
You can add your own pictures or ones from MS Word.

### Using Online Pictures

1. Click on the Insert Tab.
2. Click on Online Pictures.



3. This screen will appear:



Type the type of picture you wish to use in the long, white search box and then click the search symbol or use your Enter key to search.

4. Pictures of what you have searched will come up on the screen, like this:



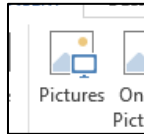
Scroll to look through the images. Double click (two mouse clicks) to choose the picture you want in your document. Try different searches to find different pictures.

## Inserting Online Pictures

1. Find an online picture of your choice.
2. Double click on the picture.
3. It is now in your document.

## Inserting Pictures from Files

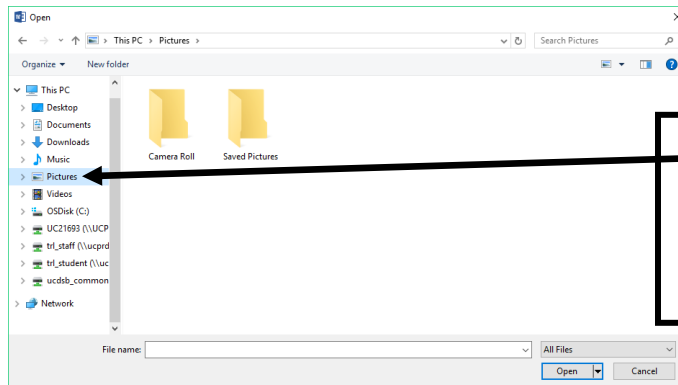
1. Click on your Insert Tab.



2. Click Pictures.

3. Click pictures from the picture libraries (My Pictures) category.

You will see this:



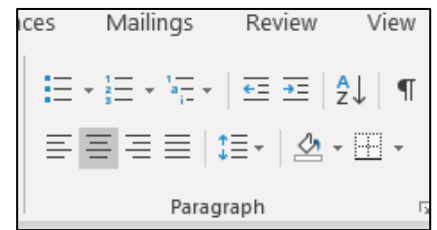
Click to look in Pictures  
If your picture is on your USB,  
select it instead

4. It will open to My Pictures.
5. Pick the file where your picture is.
6. Double click on the picture you want to use to Insert it in your document.



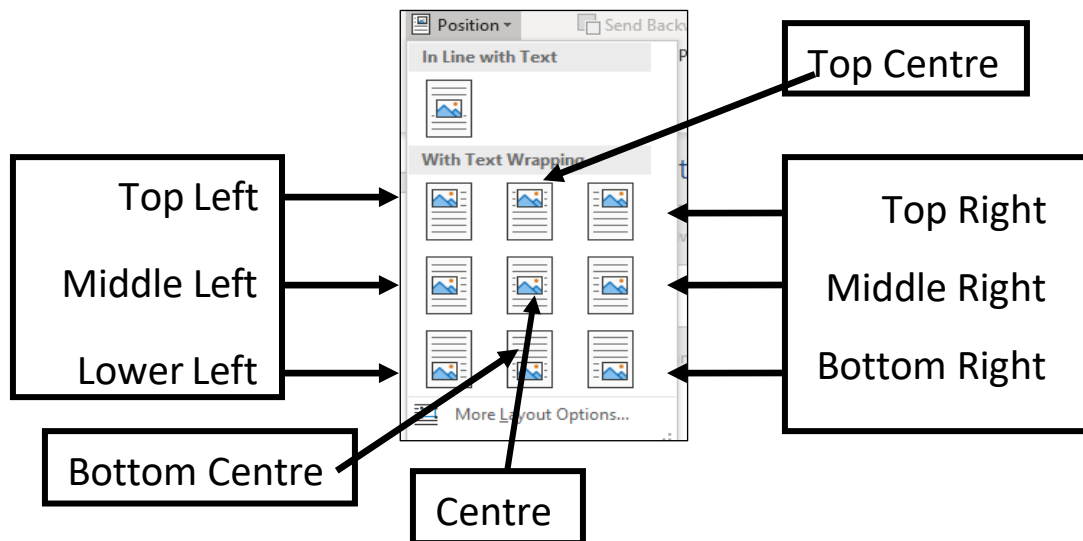
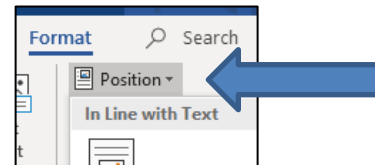
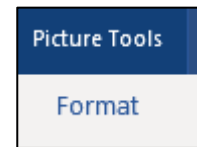
## Moving a Picture

1. Click on the picture.
2. Go to Home Tab.
3. Use centre alignment to put the picture in the centre.
4. Use right alignment to put the picture on the right.



## Positioning a Picture

1. Click on the picture.
2. Click on Format under the Picture Tools Tab.
3. Click on Position.
4. Click to choose where you want your picture on the screen.



## Moving Pictures with Layout Options

Using Picture Layout will make it easier to move pictures around.

1. Go to your Insert Tab and Insert an Online Picture into a blank document.

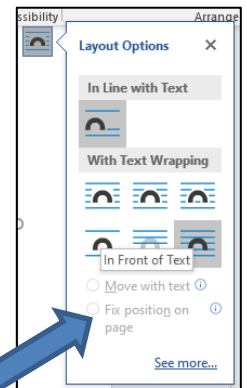
2. Click on the picture.




3. You will see a little box appear beside it.

4. Click on the box.

5. Choose the layout options you would like for the picture. Hover your mouse over the choices to see each option. For example, if you would like to see your picture positioned in front of your text choose this option. If you just want the freedom to move your picture around your document, then choose tight (the top middle option).



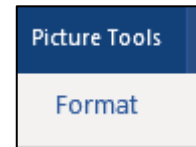
6. Click fix position on page after you choose the layout option you want.

7. To move your picture, press down on your left mouse button when you see the four arrows. 

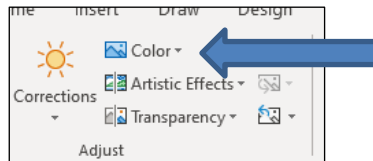
8. Drag the picture where you want it to go. When you have found the right spot on your document, stop holding down the mouse button.

## Changing Picture Colour

1. Click on your picture.

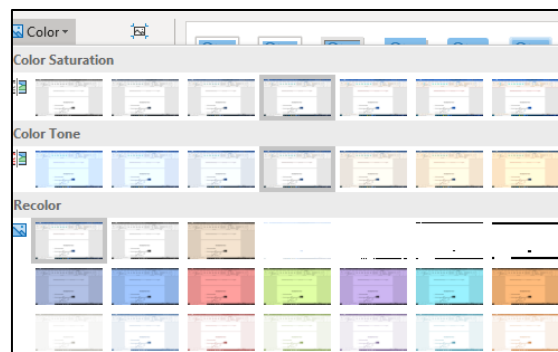


2. Click on Format under Picture Tools Tab.



3. Click on Colour.

4. You will see this screen:



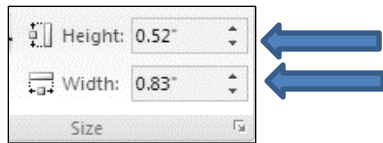
5. When you move your mouse over the options, a box will tell you what each colour is.

6. Choose the one you wish to use by clicking on the example of it given.

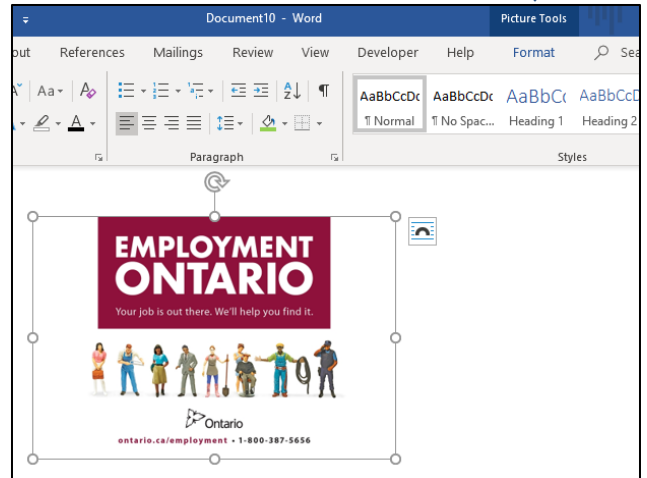
## Changing Picture Size



1. Click on the picture.
2. Click on Format under Picture Tools.
3. Look for Height and Width size.

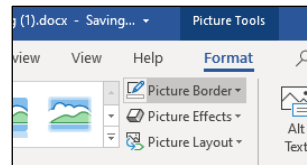


4. Use the arrows change the size.

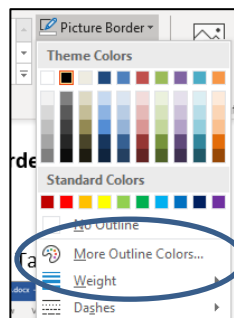


## Adding Borders to Pictures

1. Click on Picture.
2. Click on Format under Picture Tab.
3. Click on Picture Border.



4. You will see this screen



5. Choose the colour of your border.
6. To change your border's thickness, click on weight.

Then, choose the Weight (border width) you want for the border.

## Practice Tasks: Pictures

### Task #1

1. Click on Online Pictures.
2. Search for: computer.
3. Double click on a picture of a computer.
4. Centre the picture (alignment).
5. Colour picture: Greyscale.
6. Use Height and Width to make picture larger.
7. Save to USB as Grey Picture.
8. Close.

### Task #2

1. Click on Picture.
2. Click on Sample Pictures.
3. Choose picture from Sample Pictures.
4. Click on Picture.
5. Add a blue border.
6. Change border weight to 6pt.
7. Save to USB as Picture Border.
8. Close.

## Demonstration Task 8: Picture Review

1. Type your name.
2. Type Enter key twice to leave a space.
3. Type the word House.
4. Center the word House.
5. Change font colour of House to green.
6. Change font type to Arial.
7. Change font size to 36.
8. Use Enter key to go down a line.
9. Search Online Pictures for a picture of a house.
10. Double click on a picture of house.
11. Recolour the house picture Sepia.
12. Add an orange border to picture.
13. Make border 3 pt weight.
14. Enlarge picture.
15. Centre picture.
16. Save to USB under the filename: House Picture.


## Line Spacing

You can set the space between the lines on your page.

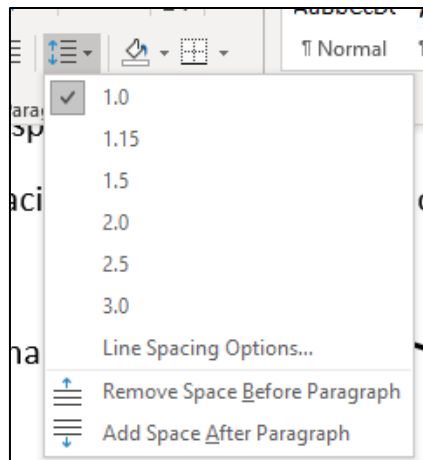
This is an example of what single spacing looks like.

This an example of 1.5 spacing.

This is an example of Double (2.0) spacing.

1. Click on the Home Tab.
2. Select the text you want to space by highlighting it.
3. Click on  above Paragraph Tools.

4. You will see this screen:



5. Choose the line spacing you want.
6. Click on - Line Spacing Options for more options.

## Practice Task: Line Spacing

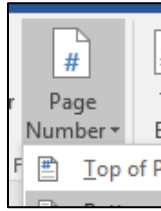
1. Type about what you have learned so far.
2. Spell and Grammar check your document.
3. Give your writing a title.
3. Center your title.
4. Underline your title.
5. Select what you have written by highlighting it.
6. Change the line spacing to 2.0.
7. Add a picture from online pictures.
8. Position the picture to the bottom centre of your page using Layout Options.
9. Save as Line Spacing on your USB.
10. Close.



## Page Numbers

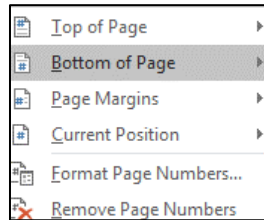
You can number your pages in MS Word.

1. Go to the Insert Tab.



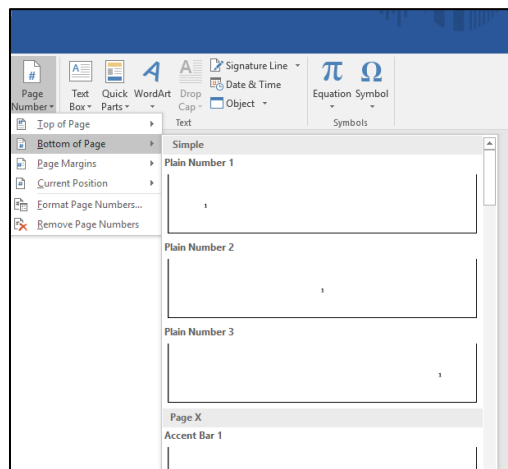
2. Click on Page Number.

3. You will see this:



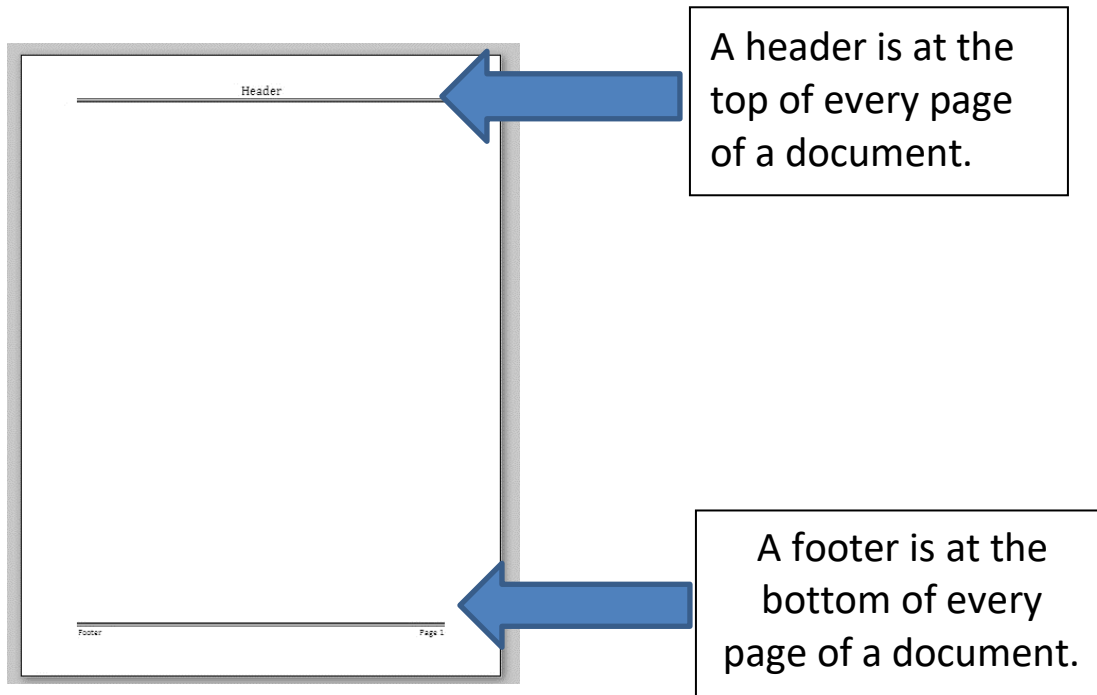
4. Choose if you want your page numbers at the top or bottom of the page.

5. Scroll down to see different page number options.

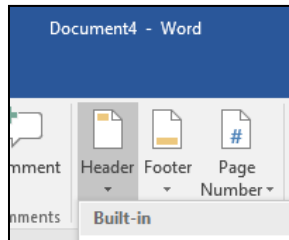


6. Click on the type of page number you would like.

## Headers and Footers



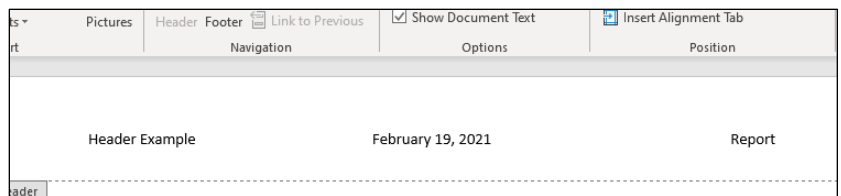
1. Click on the Insert Tab.



2. Click on Header.

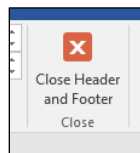
3. Scroll to see choices.

4. Choose a Header.



5. Click on Type in the header to title the header.

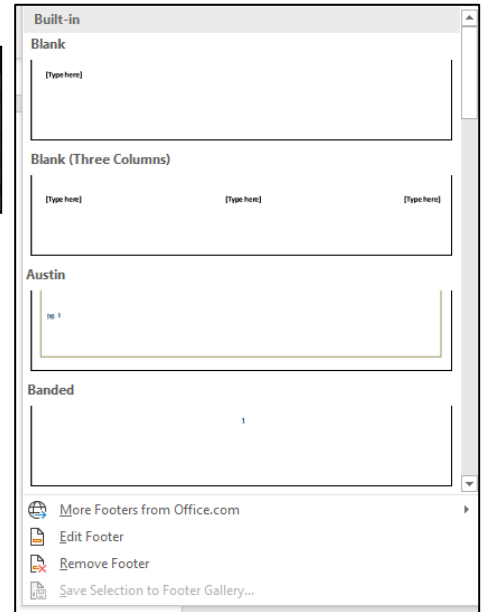
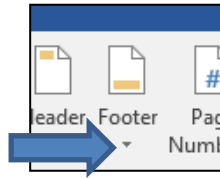
6. Click on



to close Header to add it to your page.

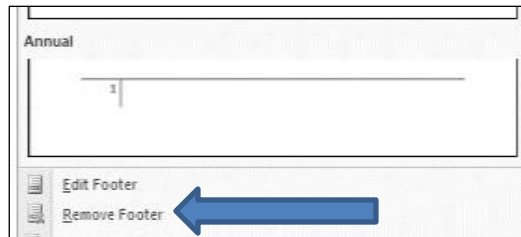
## Footers

1. Click on the Insert toolbar.
2. Click on down arrow under Footer.
3. Scroll to see Footer options.
4. Click on option.
5. Click on Type Text.
6. Type your Footer.
7. Click on to add Footer to the page.



## Deleting Headers and Footers

1. Click on Insert toolbar.
2. Click on Header or Footer.
3. Click on Remove to delete.



## Practice Tasks: Headers and Footers

### Task #1

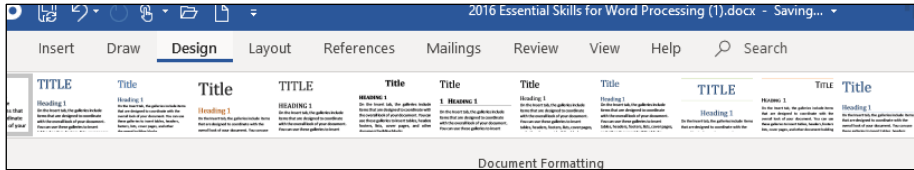
1. Open the Line Spacing document from your USB.
2. Add page numbers.
3. Save.
4. Close.

### Task #2

1. Open your Grey Picture document.
2. Add a header that says Picture.
3. Add a footer that says, “Microsoft Word 2016”.
4. Save.
5. Close.

# The Design Tab

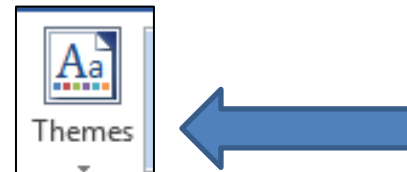
Microsoft Word 2016 now has a Design Tab. This tab was not included in past versions.



The Design Tab is where you will find options to change and add design items to your page.

Some these options, include:

Themes and colours for your page.



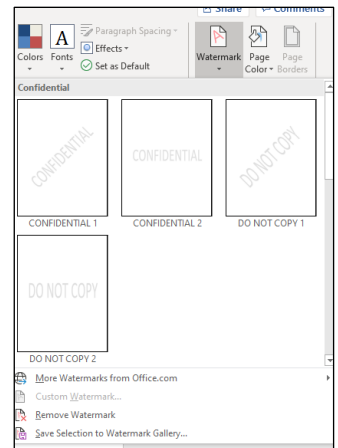
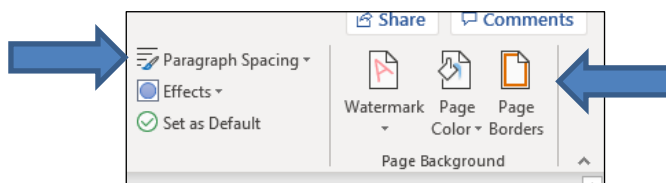
Adding custom titles and headings to your document.



Adding a watermark to the background of your document.

Changing the spacing of your paragraphs.

Changing page colours and adding page borders.



## Practice Task: Design Tab

1. Recreate this document below:

*Introducing the...*

The Design Tab



2. Change the Theme to Frame.
3. Add a Sample watermark.
4. Change the font to Cambria.
5. Change the colour of the page to Green, Accent 4.
6. Add a Box Page Border, 3 pt width.

## Creating Charts in Word

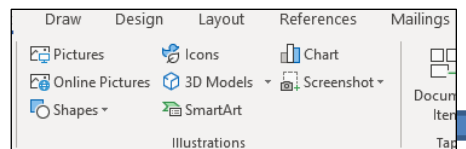
In this lesson, you will learn to create a chart in Word.

You will need to survey people in your class. If you are working on this course independently, please find at least 4 people to survey.

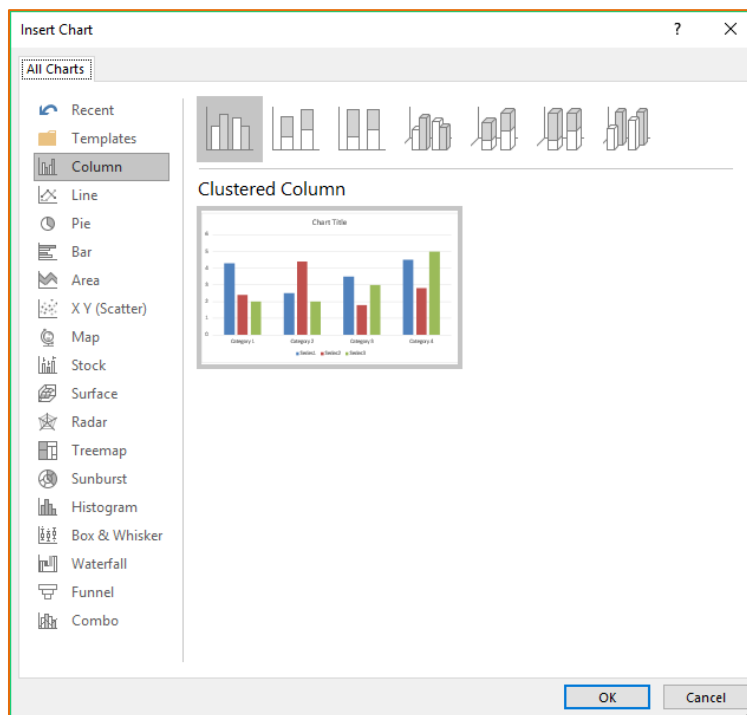
You will conduct a survey asking how many cups of each beverage (coffee, tea, water, and pop) a day each person drinks.

1. Go to the Insert Tab.

2. Click on Chart.



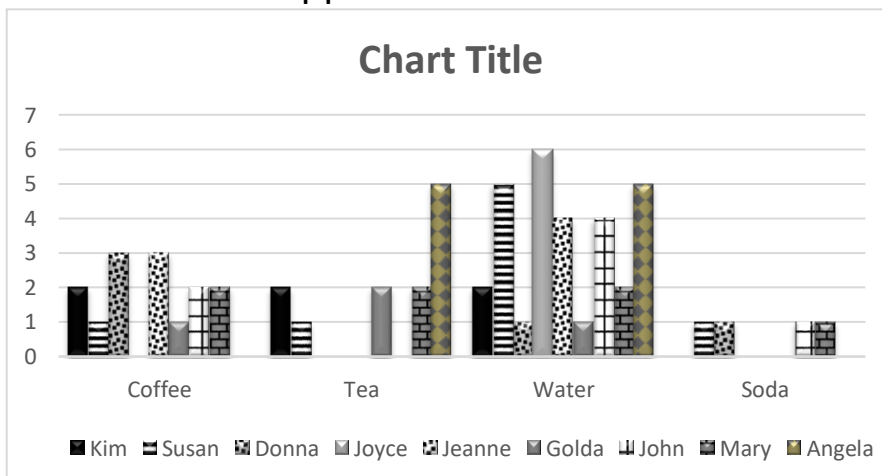
3. Choose a column chart.



- You will get an Excel box to fill in.  
Click on the pre-existing information and replace it with the names and results from your survey. It should look like this:

	A	B	C	D	E	F	G	H	I	J
1		Kim	Susan	Donna	Joyce	Jeanne	Golda	John	Mary	Angela
2	Coffee	2	1	3	0	3	1	2	2	0
3	Tea	2	1	0	0	0	2	0	2	5
4	Water	2	5	1	6	4	1	4	2	5
5	Soda	0	1	1	0	0	0	1	1	0

- Your chart will appear once the data is filled in.



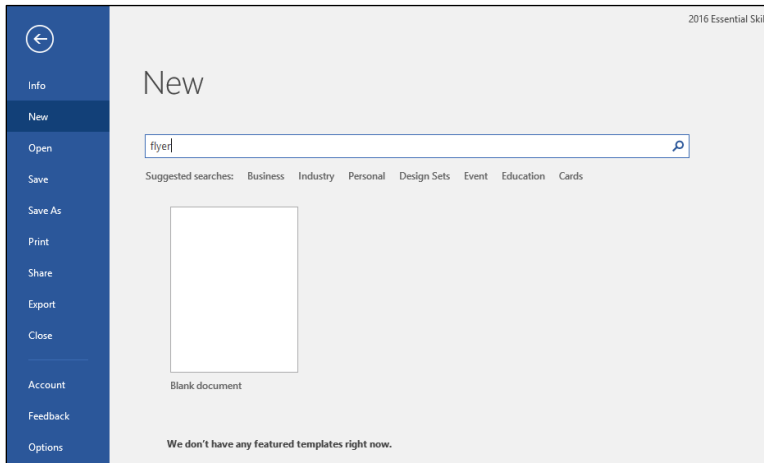
- Click on Chart Title and type ***Cups a Day***.
- When you click on your Cups a Day chart. You will get a formatting bar at the end of the ribbon.
- Use these options to change your chart any way you would like. Click your Undo arrow if you wish to go back to the way it was before adding the new design item.



# Templates

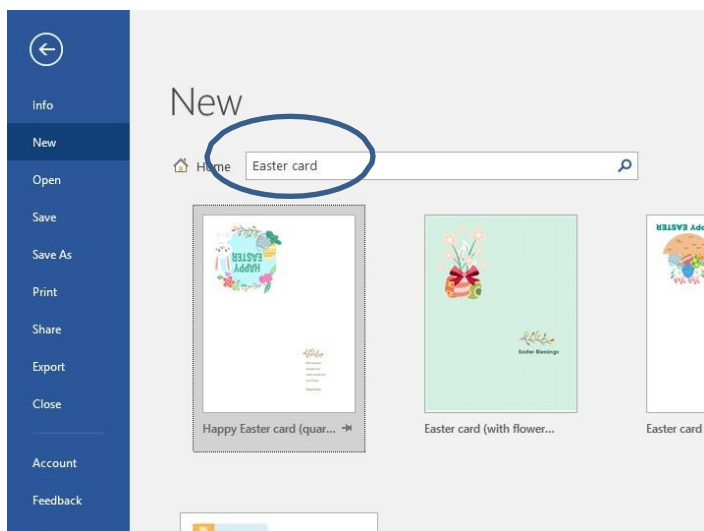
Often, you can find a template for the item you need to make already premade in word.

These are called templates.



You can search for any kind of template and use it to make what you need.

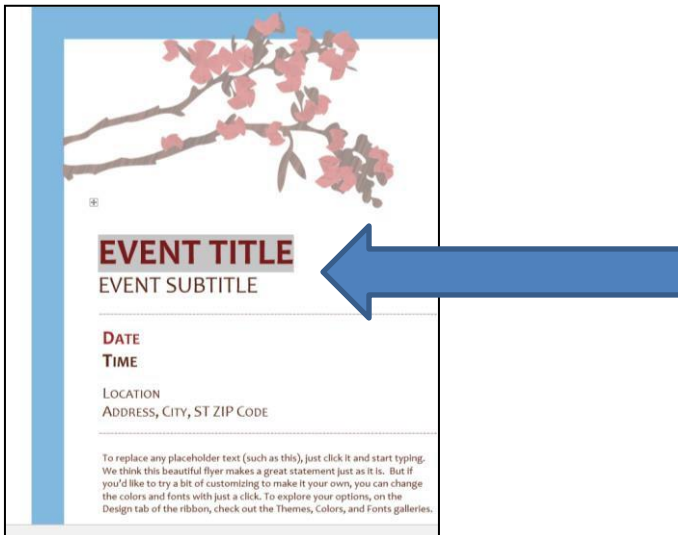
## 1. Search for a template.



2. Click on the one that you wish to use then click create.



3. Click on the text in the template to replace the text.



4. Print and save as you would a regular document.

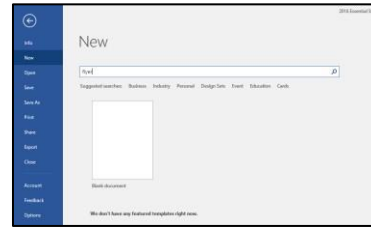
**Note:** You can also add pictures, icons, shapes, and tables to a template as well. When you have some extra time, practice exploring options in templates.

### Practice Task: Templates

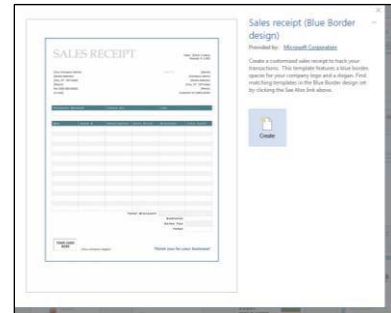
1. Search for a Certificate of Appreciation in Word templates.
2. Choose someone you would like to thank.
3. Change the wording of the certificate to say thank you to someone you are grateful towards.
4. Place the person's name in the certificate and print it out for them.

## Task #2

1. Click on File and click New to look for Templates.



2. Search for **Sales Receipt Simple Blue.**



3. Click on Create.

4. In the left-hand corner fill in the information that starts with Your Company. You sell second hand (used) items. Give your store a name, an address and a phone number.

5. Click into the Boxes and fill in the following information noted under Directions (Only fill in the information you are given. It is okay to leave some boxes blank)

6. Directions:

- a) Leave Sales Receipt as it is.
- b) Use today's date.
- c) Receipt # is 523.
- d) Buyer is Harpreet Hisami from Hisami's Flea Market  
Address: 12 Market St, Paris, ON N3L 3A3; Fax: 613-555-5555;  
Phone: 613-555-5554

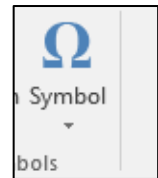
- e) The sale includes 1 used brown leather sofa, item # 223, unit price is \$230.00 and 1 crystal floor lamp, item # 939, unit price \$99.00.
- f) There is a 10 percent discount on the merchandise before taxes.
- g) The Subtotal for the merchandise will include 10% discount (On your calculator: Price for item 1 plus price for item 2 then subtract 10%).
- h) The sales taxes will be added to the subtotal (13% in Ontario).
- i) Click on Your Logo Here and add an online picture of a used couch.
- j) The store slogan is “New to You.”
- k) Give your business a name.

The image shows a Microsoft Word template for a sales receipt. It features a header area with a logo placeholder (a square with a stylized 'L' shape), a 'Logo Name' label, and a 'Sales Receipt' title. Below the logo is a 'Company Slogan' label. On the right side, there are labels for 'Date: Date' and 'Receipt # No.'. The 'Sold To' section includes labels for 'Customer Name', 'Company Name', 'Street Address', 'City, ST ZIP Code', 'Phone', and 'Customer ID No.'. There is a table with three columns: 'Payment Method', 'Check No.', and 'Job'. Below this is a main table with six columns: 'Qty', 'Item #', 'Description', 'Unit Price', 'Discount', and 'Line Total'. At the bottom right, there are labels for 'Total Discount', 'Subtotal', 'Sales Tax', and 'Total'. At the bottom center, there is a 'Thank you for your business!' message and a 'Company Name Street Address, City, ST ZIP Code Phone Fax Email' label. A small square checkbox is located at the bottom right of the form area.

## ≤ Equations and Symbols ∞

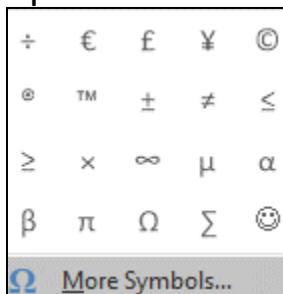
You can use Word to type out math equations and symbols.  
This is in the Insert Tab on the far right in the Symbols Tools grouping.

1. Click on symbols to find a math symbol that you cannot make on the keyboard, such as a division sign.

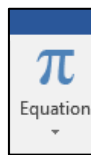


$$5 \div 1 = 5$$

2. Choose the symbol you need to use. If the symbol does not show in the dropdown menu then scroll down for more options.



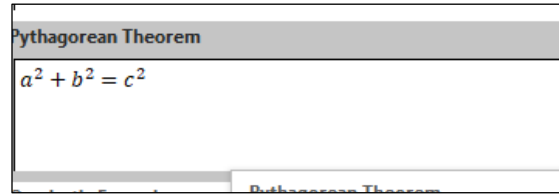
Click on More Symbols to see a larger selection.



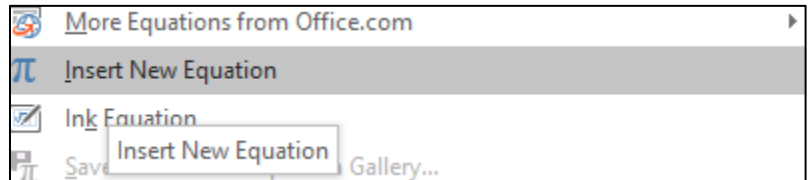
3. Click on Equation to place a mathematical equation in your document.
4. Choose the equation you would like to solve.

5. Click on the letters to replace them with the numbers you need to solve the problem.

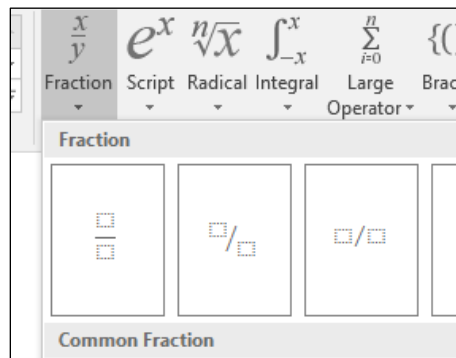
$$2^2 + 3^2 = c^2$$



6. For more options, select More Equations or Insert New Equation.




7. If you choose Insert New Equation, you will be able to build the math problem piece by piece.



### Practice Task: Equations and Symbols

1. Choose 4 basic math equations.
2. Use symbols and/or equations in Word to type this equation out on your screen.
3. Place a Header on this document that says, Symbols and Equations.
4. Save to your USB under the filename Word Math.

## Final Demonstration

1. On the next page you will see an advertisement.
2. Type this up on your computer.
3. Try to make it look the same.
4. Use Calibri font.
5. The font is size 14.
6. Pumpkin pictures **will vary**; you may use **any** pumpkin photo you would like from online pictures.
7. Afterwards, type your name at the bottom and right align it.
8. Save on USB as *Final project*.
9. Print a copy for your instructor. If you are working away from the classroom, attach  this document to an email to send to your course practitioner.
10. Close.



# Kirby's Fun Farm

**\$10.00 per person**

Hours of Operation

Days	Times
Monday	10am-5pm
Tuesday	10am-5pm
Wednesday	10am-5pm
Thursday	10am-5pm
Friday	10am - Midnight
Saturday	10am - Midnight
Sunday	10am - Midnight

**Daytime activities include:**  
Corn mazes, magicians, pumpkin carving, wagon rides and puppet shows.

**Night-time activities include:**  
Haunted hayrides, spooky buskers, a haunted house and costume contests.

1245 Smithson Road, Odessa, ON

Call 613-225-7755 or email [kirbyfarm@hotmail.com](mailto:kirbyfarm@hotmail.com) for details



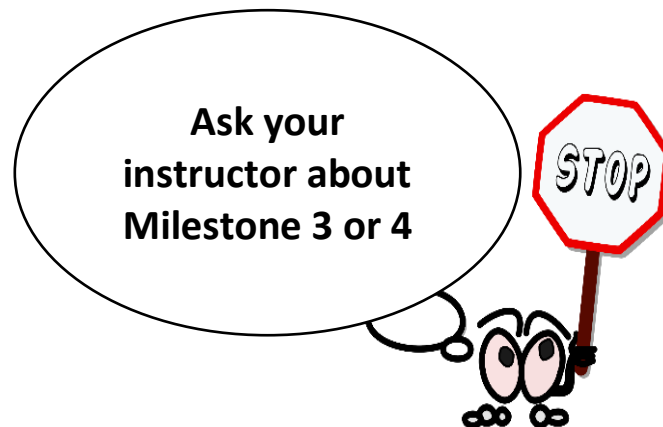
## Additional Activities

### **Congratulations!**

You have now completed the Essential Skills for Word Processing course. It is recommended you try all or some of the activities in the following section to practice your new digital skills.

Have fun creating these new documents. If you require further ideas for document use using Word 2016, use the Internet to search ideas or talk to your instructor to brainstorm what to do next.

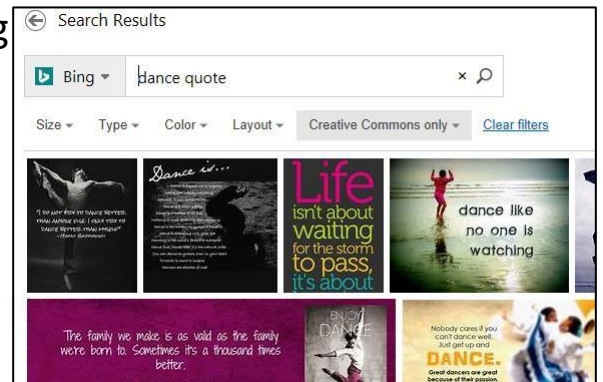
### **Milestone Stop**



## Quote of the Day

### Finding Online Pictures

You can look for specific pictures when using the Insert Tab. Much like on a Google search, you can use description to find a specific photograph. For example: type yellow, gerbera daisy instead of flower or tiny litter of puppies instead of dog.



1. Using WordArt write **My Quote of the Day** and place it on the top of your page.
2. Hit the Enter Key twice to move down two lines on the page.
3. Choose an interest or value that you have or a characteristic you admire.
4. Click on the Insert Tab.
5. Click on Online Pictures.
6. Search your interest/value/characteristic along with the word quote, example: *inner strength quote*.
7. Choose a quote that you like and Insert it onto your page
8. Centre the quote on the page
9. If you can, print it and give it to your instructor to put up in your classroom or hang it up at home.

Skills needed:

- Using WordArt and Pictures
- Searching and selecting a photograph
- Alignment
- Printing

## Agenda

You are chairing a meeting to plan an event for your community. As the chair, you will need to prepare an agenda for members to follow.

1. Insert the logo of your organization at the top of the page, you may choose something from Online Pictures or use an Icon.
2. Type the word Agenda in bold letters (centre justified).
3. Type the date and time the meeting is to happen.
4. Type each agenda item to be discussed in a list. Use bullets to separate the items. (include agenda items like “Welcome” “Call to Order”, “New Business”, “Business arising from last meeting”)
5. The last item should be deciding your next meeting date.
6. Save to your USB as Agenda.
7. Print a copy if you have a printer available.
8. Close.

Skills needed:

- Writing – organizing topics and timelines
- Inserting
- Formatting
- Justification
- Bullets
- Printing
- Saving to USB

## Letter Requesting Information

Write a letter to a government body or potential supplier asking them for information regarding a product or service you may be interested in purchasing. The information you may be seeking could be provided by a phone company, a school, your bank, or your power company.

1. Type the date you are writing the letter (left justified).
2. Type a salutation – Dear Sir or Madam (unless you know the name of the person) (left justified).
3. Type the body of your letter (be specific as to what you are asking for).
4. Closing paragraph. Include a thank you for your help and a I look forward to your reply type statement.
5. Type the closing regard Sincerely or Yours Truly.
6. Leave 3 spaces to sign your name.
7. Type your name under those spaces.
8. Save to your USB as Information Request.
9. Close.

Skills needed:

- Writing – Sentence structure and clear ideas
- Inserting
- Formatting
- Justification
- Saving to USB

## Poster

Your company is having a staff meeting in the boardroom on Wednesday and you are creating a poster to be printed off and posted around the office. All employees are expected to attend. The meeting will take place at noon. The boss will supply lunch for the meeting.

1. Insert the logo of your organization at the top of the page.
2. Type Staff Meeting in large letters (centre justified).
3. Choose a Font that is appropriate for the situation and your company.
4. Type in the date of the meeting and the room it will be held in.
5. Type the time of the meeting.
6. In smaller letters at the bottom make it clear lunch will be provided.
7. In bold letters type that all employees must attend.
8. Save to your USB as Poster.
9. Close.

Skills needed:

- Designing
- Inserting
- Formatting
- Justification
- Font Selection
- Saving to USB

# Checklist



Please check all that apply.

While completing this course, I...

- Used the pictures to gather information about Word 2016 (A1.2)
- Located the information that I needed from different sections of the manual to complete tasks and demonstrations (A1.2)
- Scanned the information in each lesson to find the information I needed to complete tasks and demonstrations (A1.2)
- Used the index to find information I needed (A1.2)
- Read the titles on each page to find the information I needed (A1.2)
- Understood the information from the reading (A1.2)
- Understood the purpose of the writing (A1.2)
- Found ways to understand any words or terms that I did not know before taking this course (A1.2)
- Was able to follow the written instructions (E1, A1.2)
- Explained any issues I was having to my instructor and asked for assistance (B1.1, E2)
- Was able to describe the assistance I needed using the correct terminology (B1.1, E2)
- Completed the writing exercises requested by the manual (B2.1)
- Completed the Additional Activities in the manual (B2.3)
- Created tables and lists using Word (B3.2, D.2)
- Understood where to make entries in the tables I created (B3.2)
- Created and answered mathematical equations in Word (C1.1)
- Calculated taxes and discounts on a receipt (C1.2)
- Opened and closed Word (D.1)
- Operated a mouse (D.1)
- Selected and deselected text (D.1)
- Found where everything I needed was on the Ribbon (D.1)

- Changed font color and size (D.1)
- Printed a document and used print preview (D.2)
- Cut, copied and pasted information in my document (D.2)
- Used spell check, grammar check and word count (D.2)
- Used the Insert tab to add WordArt, shapes, text boxes and pictures to my documents (D.2)
- Used formatting tabs to change WordArt, shapes, text boxes and pictures to my document (D.2)
- Completed the final demonstration in this course using online pictures, tables, WordArt and columns. (D.3)
- Completed the additional activities in this course (D.3)
- Set goals for myself while participating in this Task (E.2)
- Understood what skills and knowledge were important for completing this manual (E.2)
- Set a schedule for myself (E.2)
- Completed the course in the time frame that I set out for myself (E.2)
- Attended regularly to work on the course (E.2)

### **Suggestion for further study**

Learn how to use Word to create resume.

Type the following address into your web browser:

<https://www.digitallearn.org/courses/creating-resumes>