

Basics

Create a New Document

- Click **File** tab, **New**, Select a Template/**Create** button (Or Ctrl + N)

Open a Document

- Click **File**, and Click **Open** (Or Ctrl + O)

Save a Document

- Click the **Save**  button (Or Ctrl + S)

Save with a Different Name

- Click **File**, Select **Save As**, Enter a new name

Preview a Document

- Click **File**, Select **Print**, Click **Preview**

Print a Document

- Click **File**, Click **Print** (Or Ctrl + P)

View Advanced Printing Options

- Click **File**, Click **Print**, Choose Options

Undo a mistake

- Click **Undo**  button (Or Ctrl + Z)

Move Text with a Mouse

- Highlight the Text, Click and Drag


Replace Text

- Click **Replace**  **Replace** (Or Ctrl + H)


Close a Document

- Click **Close**  button (Or Ctrl + W)

Correct a Spelling Error

- Right Click and choose a correction
- Press **F7** or Click **Review** and **Spelling & Grammar** 

Use the Thesaurus

- Right Click the Word, Click **Synonyms**, Click **Thesaurus** 

Minimize the Ribbon

- Click **Minimize Ribbon**  (Or Ctrl + F1)

Change Program Settings

- Click **File**, Click **Options** Button

Get Help

- Press **F1**, Type question, Press **Enter**

Word 2016

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Install OneDrive Mobile and Desktop App

Visit <https://onedrive.live.com/>
click the download tab on your mobile device or desktop

Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm

Friday 8:30am to 4:30pm

Phone: 905-735-2211 ext. 7642

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College
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APPLIED DREAMS.

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Navigation

Open the Navigation Pane

- Click **Find** Find (Or Ctrl + F)
- Type the word or Phrase



- ↑ View a Documents Headings
- ↑ View a Documents Page
- ↑ View Search Results

Styles



Apply a Style

- Select text, Choose a Style

Apply a Document Theme

- Click **Design Tab**, Click Themes

View all Available Style Sets

- Click of the Styles group

Change a Style Set

- Click and choose a set

Check your Styles

- Click then Click **Style Inspector**

Editing

Copy or Cut text

- Select Text **Cut** Cut or **Copy** Copy

Paste Text

- Click where you want text, Click

Preview Before Pasting

- Click the arrow below the Paste and then hover over the options

Insert / Delete a Comment

- Click **Review**, Click **New Comment**
- Click **Review**, Click **Delete Comment**

Formatting

Format Text

- Click in the Font group

Copy Formatting with Format Painter

- Select the Text you want the format of, Click **Format Painter**, Then select text you want to change

Indent/Decrease Indent a Paragraph

- Click **Increase** or **Decrease**

Create a Bulleted or Numbered List

- Click the arrow next to Bullets /Numbering /Multilevel , Select from the dropdown

Change Page Orientation

- Click Layout, Click **Orientation**

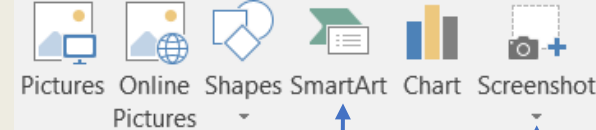
Insert Header/Footer

- Double Click at the Top or Bottom

Manual Page Break

- Click **Insert** tab, Click **Page Break**

Drawing and Graphics



Insert Picture

Draw a Shape

Insert Smart Art

Insert Screenshot

Adjust Text Wrapping

- Click the object, Click **Layout**

Resize an Object

- Click the object, Drag the Handle in and out

Format an Object

- Double click it, Look through options

Delete an Object

- Click on it and press Delete Key

Tables

Insert a Table

- Click **Insert** tab, Click **Table**, Click **Insert Table**

Insert a Column or Row

- Right Click in the table, Select , Choose an option (insert below etc.)

Delete a column or Row

- Select Column or Row, Click **Layout** tab, Click **Delete**

Adjust Column Width or Row Height

- Click in the Table, Click Layout Tab, Use the options available

Keyboard Shortcuts

Keys	Task
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Y	Redo
Ctrl + O	Open
Ctrl + N	New Document
Ctrl + S	Save
Ctrl + P	Print
Ctrl + W	Close a Document
F1	Help
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + L or R	Align Left or Right
Ctrl + E	Align Center
Double Click the word	Select One Word
Ctrl + Click	Select whole Sentence
Ctrl + A	Select All
F5	Find or Replace