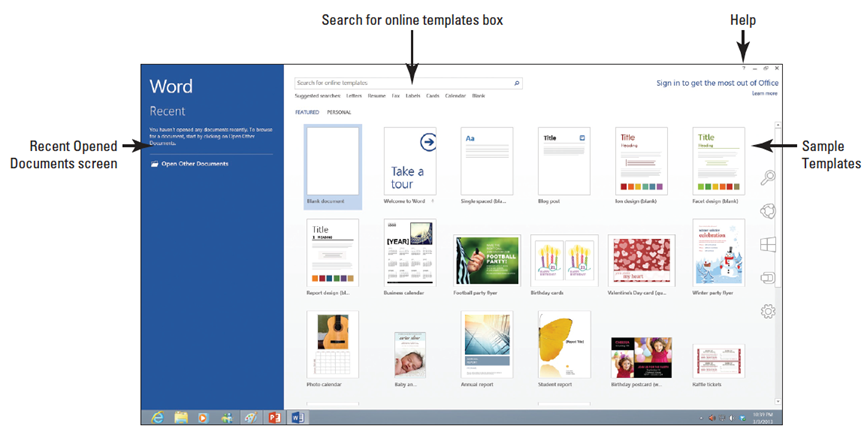
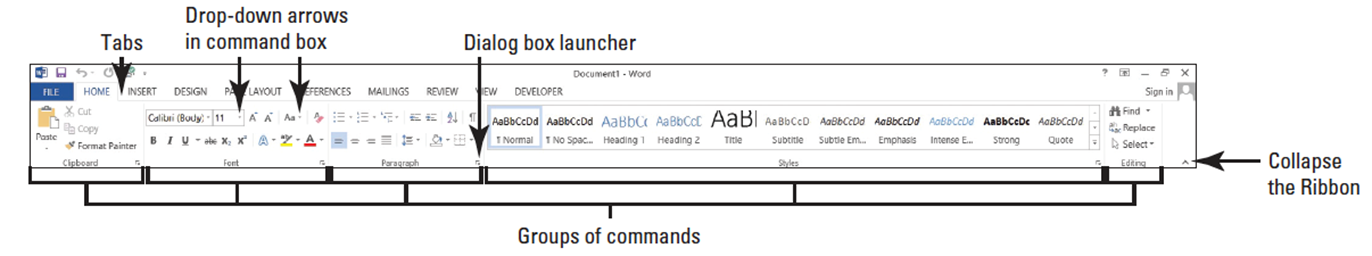
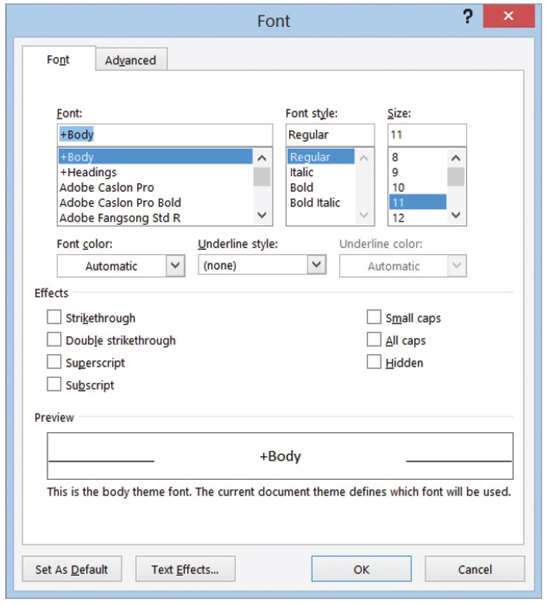
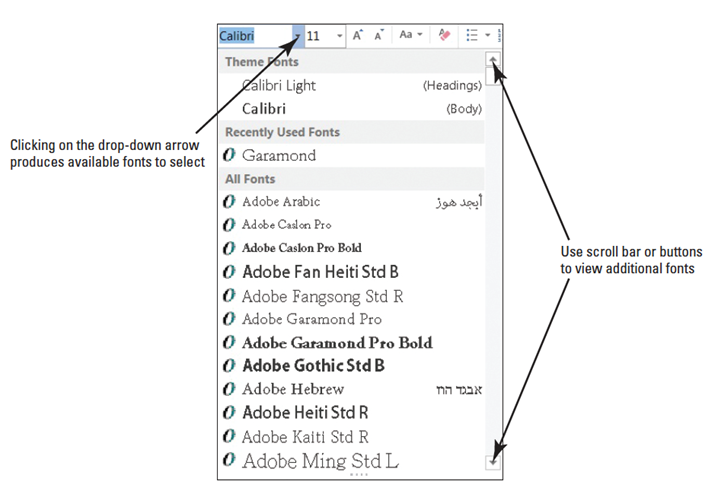
Step by Step 1: Start Word

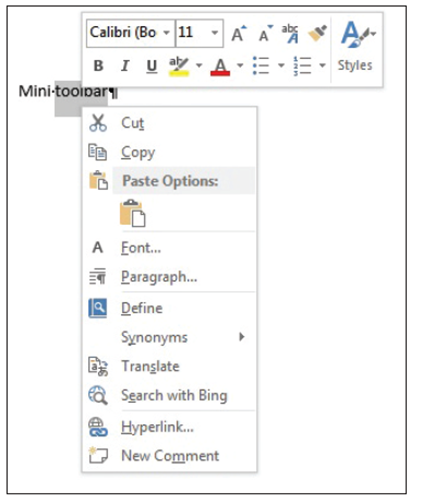
* 1. From the Start screen of Windows 10, locate Word 2016 and click the icon  . For Windows 10 users, locate the Windows task bar, click the **Start**  **** button, and then click **All** **Programs**, or click the icon from the desktop. A menu of installed programs appears. Click the **Microsoft Office** folder. Next click **Microsoft** **Word** **2016**. The new Word 2016 screen opens.
  2. The new Word 2016 screen appears (below). On the left side of the screen, you see the recent documents that have been accessed, and the right side displays the blank document page and templates.
* **PAUSE. LEAVE** the Word 2016 screen open to use in the next exercise.



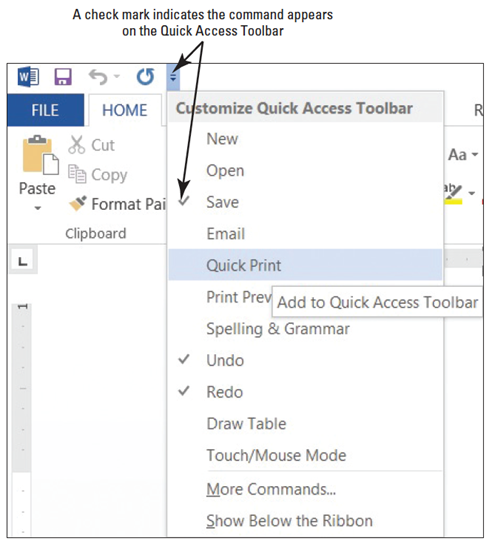
Step by Step2: Use the Ribbon

* **USE** the document that is open from the previous exercise.
  1. The Ribbon is located at the top of the Word screen. In your newly opened document, the Home tab is the default tab on the Ribbon, as shown below. Note how the Ribbon is divided into groups: Clipboard, Font, Paragraph, Styles, and Editing.
  2. Review the other tabs on the Ribbon and review each group associated with the tab, and identify the arrow that launches the dialog box.
  3. Click the **Page Layout** tab to make it the active tab. Notice that the groups of commands change. The Page Layout tab contains three groups: Page Setup, Paragraph, and Arrange. Notice that in the Page Setup and Paragraph group a small arrow appears in the lower-right corner. Clicking on the arrow opens the dialog box with more options to select or complete a command.
  4. Click the **Home** tab.
  5. Click the **dialog** **box** **launcher** in the lower-right corner of theFont group. The Font dialog box, as shown at right, appears. The Font dialog box contains two tabs with the Font tab being the active tab. There are many options to select within the Font dialog box. Click **Cancel** to close the dialog box.
  6. Click the drop-down arrow on the Font command box in the Font group to pro-  
     duce a menu of available fonts, right.
  7. Click the arrow again to close the menu.
  8. Double-click the **Home** tab. Notice the command groups are hidden to give you more screen space to work on your document.
  9. Double-click **Home** again to redisplay the groups.
* **PAUSE. LEAVE** the document open to use in the next exercise.

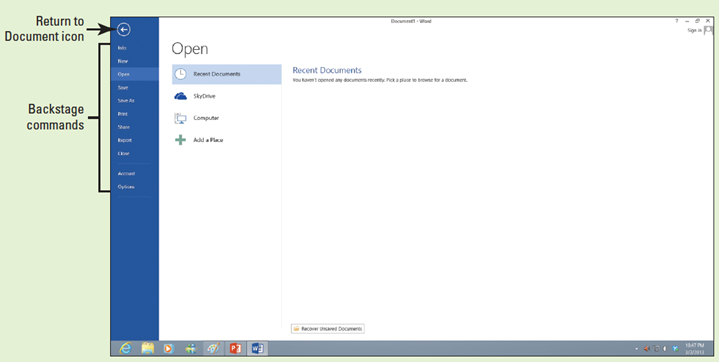
Step by Step 3: Use the Mini Toolbar

* **USE** the document that is open from the previous exercise.
  1. Type the term **mini toolbar** onto your blank document. Drag the mouse pointer over the word “toolbar” to select it. The Mini toolbar appears once the word is selected, as shown below.
  2. Point to the Font command on the Mini toolbar.
  3. Click the drop-down arrow on the Font command box. A font menu appears. Press **Esc** once or click the drop-down arrow again to exit the command box. To close the Mini toolbar, double-click the drop-down menu or click anywhere in a blank area within the document.
  4. Now, position the insertion point on the selected text and right-click; the Mini toolbar appears, accompanied by a shortcut menu that displays a variety of commonly used commands (right).
  5. Click anywhere in a blank area of the document to close the Mini toolbar. Drag your mouse over the text you typed at the beginning of this exercise to select the text. Press the **Delete** key to remove the text.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 4: Use the Quick Access Toolbar

* **USE** the document that is open from the previous exercise.
  1. Click the **Save**  **** button on the Quick Access Toolbar.
  2. If this is the first time you’ve attempted to save this document, the new Save As opens in Backstage. You have three options on where to save your work: SkyDrive, Computer, or +Add a Place. For now, you are just exploring the Save command on the Quick Access Toolbar. Later in the lesson, you learn to save a document using the Save As command.
  3. Click the **Return to Document** icon, which is a circled left arrow  located in the upper-left corner or press the **ESC** key to return to the document screen.
  4. Click the drop-down arrow at the Customize Quick Access Toolbar. A menu appears (right). Selecting one of the commands automatically places the command on the Quick   
     Access Toolbar or moves the Quick Access Toolbar to a new location.
  5. Click **Show** **Below** **the** **Ribbon**. Notice that the toolbar is moved below the Ribbon.
  6. Click the drop-down arrow at the Customize Quick Access Toolbar button again. Click **Show** **Above** **the** **Ribbon** to return the toolbar to its original position.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 5: Use Backstage View

* Acquaint yourself with the new appearance to Backstage. Access Backstage by clicking the File tab. To return to your document screen, click the Return to Document icon circled left arrow or press the Esc key.
* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab (below).
  2. The default setting Info screen is automatically displayed.
  3. Click each of the other commands to view the options of each one.
  4. Click **Return to Document**, which is a circled left   
     arrow  icon or press the **Esc** key to exit Backstage. This action returns you to the document screen.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 6: Display Nonprinting Characters

* **USE** the document that is open from the previous exercise.
  1. On the Home tab, in the Paragraph group, click the **Show/Hide** (¶) button to display the nonprinting characters in the document.
  2. Click the **Show/Hide** (¶) button again to hide the nonprinting characters.
  3. Press **Ctrl+Shift+\*** to once again display the nonprinting characters. This time, leave Show/Hide on.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 7: Use AutoComplete

* **USE** the document open from the previous exercise.
  1. Type the name of the current month; as you type the first four characters, a ScreenTip appears. Press **Enter** to accept the suggested text.
  2. Press the **Spacebar** and the current day and year appears, and then press **Enter.**
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 8: Create a Document

* **USE** the document that is open from the previous exercise.
  1. The insertion point should be positioned at the end of the year. Press **Enter** twice.
  2. Type the delivery address as shown:

**Ms. Miriam Lockhart** (Press **Enter** once.)

**764 Crimson Avenue** (Press **Enter** once.)

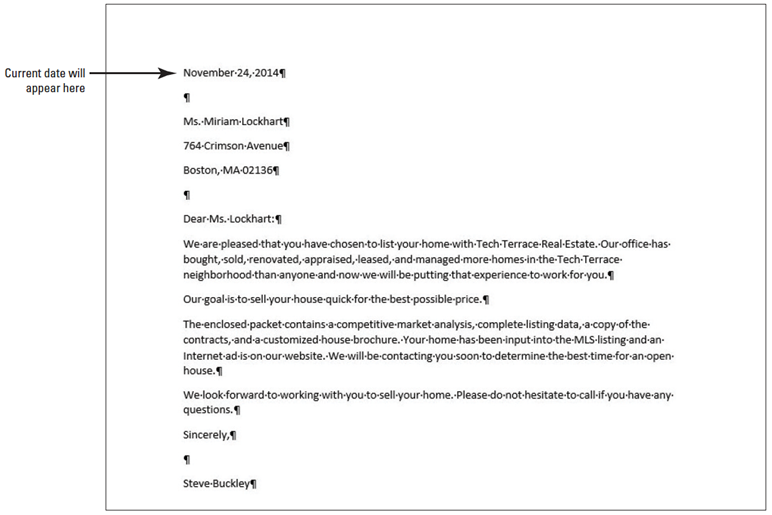
**Boston, MA 02136** (Press **Enter** twice.)

* 1. Type **Dear Ms. Lockhart:**
* Press **Enter** once.
  1. Type the following text and press **Enter** once after each paragraph.

**We are pleased that you have chosen to list your home with Tech Terrace Real Estate. Our office has bought, sold, renovated, appraised, leased, and managed more homes in the Tech Terrace neighborhood than anyone and now we will be putting that experience to work for you.**

**Our goal is to sell your house quick for the best possible price.**

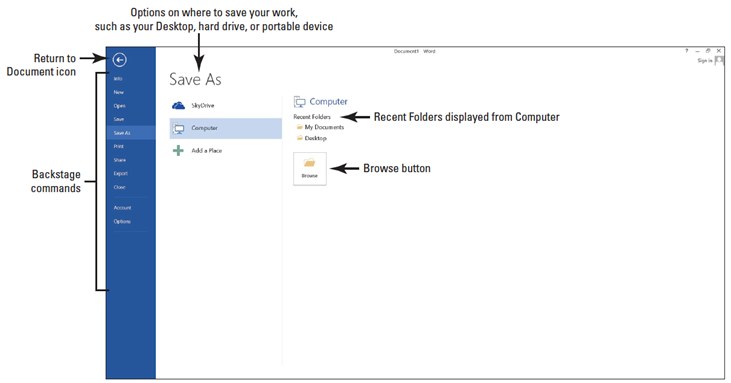
**The enclosed packet contains a competitive market analysis, complete listing data, a copy of the contracts, and a customized house brochure. Your home has been input into the MLS listing and an Internet ad is on our website. We will be contacting you soon to determine the best time for an open house.**

**We look forward to working with you to sell your home. Please do not hesitate to call if you have any questions.**

1. Press **Enter** once.
2. Type **Sincerely,**
3. Press **Enter** twice.
4. Type **Steve Buckley**.   
   Your document   
   should appear as   
   shown at right. This   
   letter still needs to   
   be formatted in an   
   accepted mail able   
   format and this is   
   discussed in a later   
   lesson.

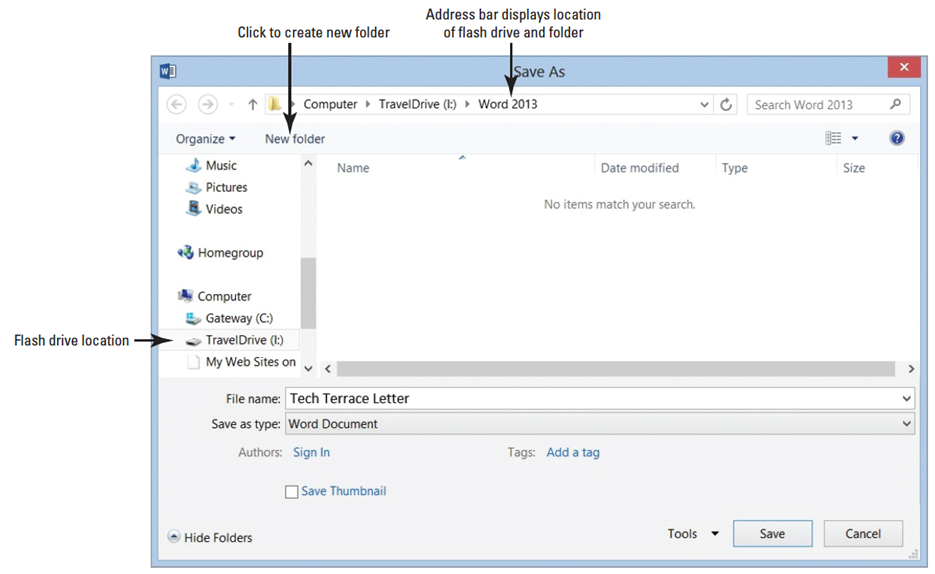
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 9: Save a Document for the First Time

* **USE** the document that is open from the previous exercise.
  1. If necessary, connect your flash drive to one of the USB ports on your computer.
  2. Click the **File** tab, and then click the **Save As** command. The new Save As screen is shown below. There are three options available to save your document: SkyDrive, Computer, and +Add a Place. Click C**omputer**. The right side of the screen changes and displays Recent Folders that have been opened.
  3. Click **Browse**. The *Save As* dialog box opens. In the Windows 8 environment, the Documents Library is the default location for saving new files. Change the location from the default to your flash drive by using the vertical scroll bar and scrolling down until you see your flash drive. Storage devices are given a specific letter identified by the operating system. For example, your flash drive might be labeled as ***TravelDrive (I:)***.
  4. Click the **flash drive** to open that location to save your document.
  5. Type **Tech Terrace Letter** in the File name box and click **Save**. By default, the first few characters that you typed in your document appear in the File name box. Drag the mouse over the text and press **Delete** or begin typing over the highlighted text.
  6. If a prompt appears to upgrade to the newest format click the **OK** button. This action allows you to use the new features in Word 2013.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 10: Save a Document in a Folder

* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab, and then click **Save** **As**.
  2. Click **Computer**. Under the Computer heading, you should see your flash drive under Current Folders. Click your flash drive to open—the *Save As* dialog box opens.
  3. Click **New** **folder** located below the address bar and type **Word** **2013**. Press **Enter**.
  4. In the main pane of the dialog box, double-click the **Word** **2013** folder; notice the address bar displays your flash drive followed by *Word 2013*, as shown below.



Note also that the flash drive TravelDrive (I :) in the figure above might not appear on your screen; therefore, you need to check with your instructor for the correct path. ***Tech Terrace letter*** should already appear in the File name box.

* 1. Click **Save** to close the dialog box.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 11: Save Document in a Folder with a Different Name

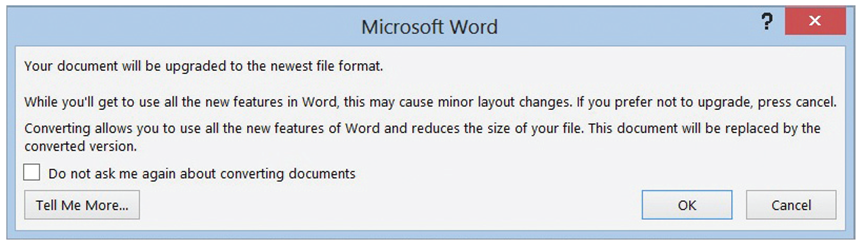
* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab, and then click the **Save As** command. On the right side of the screen under Current Folder, you should see the folder that you created.
  2. Click **Word 2013** and the *Save As* dialog box opens.
  3. Type ***Tech Terrace2*** in the File name box.
  4. Click **Save**.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 12: Choose a Different File Format

* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab, and then click **Save** **As** to open the Save As screen.
  2. Under Current Folder, click **Word 2013**. The folder you created earlier opens.
  3. In the Save As type box, click the drop-down arrow and choose **Word** **97-2003 Document (\*.doc)**. You should see the .doc extension in the File name box—the file extension is associated with a previous version of Word. On the title bar, the file extension appears along with Compatibility Mode. In the next exercise, you learn about Compatibility Mode.
  4. Type ***Tech Terrace2 97-2003*** in the File name box. Click **Save**.
* **PAUSE. LEAVE** document open for the next exercise.

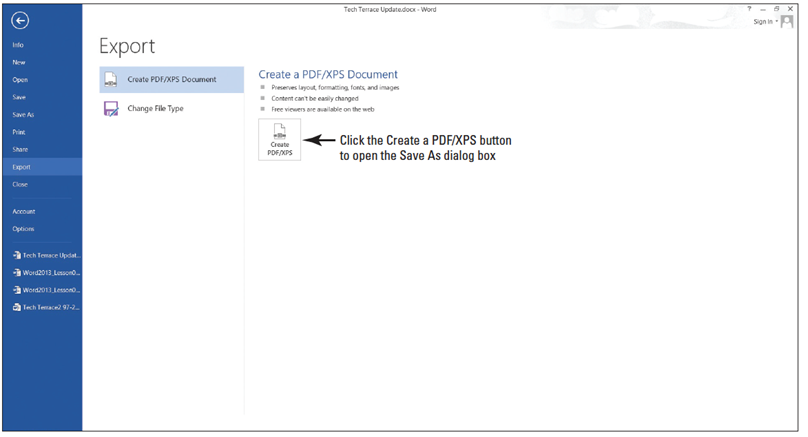
Step by Step 13: Convert a Document

* **USE** the document that is open from the previous exercise.
  1. With the ***TechTerrace2 97-2003.doc*** document open, click the **File** tab.
  2. In the main pane of the Info command, click **Convert**, and then click **OK** to confirm the conversion, as shown below. Converting the document clears the Compatibility Mode on the title bar and upgrades your document to Word 2013 format, which allows you to access Word’s new features.
  3. To save the document in the Word 2013 file format, click the **File** tab.



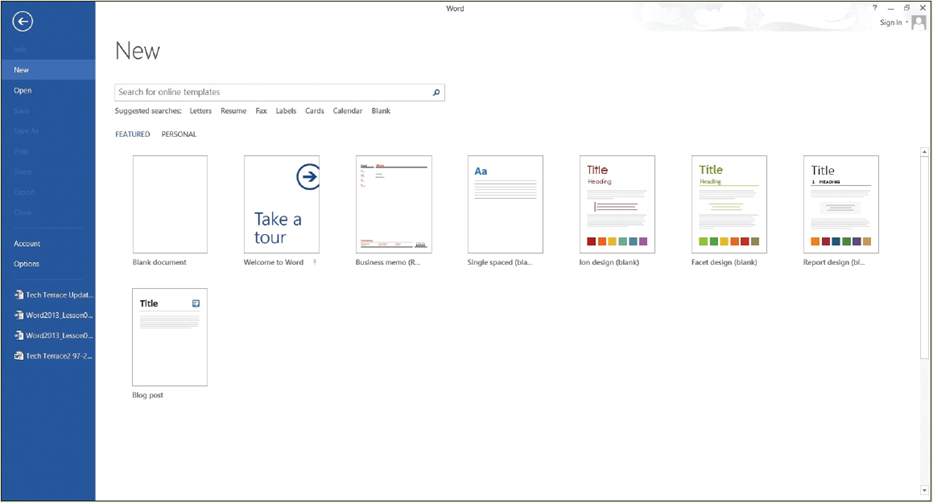
* 1. Click **Save As**, and then click the **Word 2013** folder. Then in the File name box, type ***Tech Terrace Update***. The filename displays the .docx extension in the title bar after the file name.
* **PAUSE. LEAVE** the document open for the next exercise.

Step by Step 14: Export a Document to a PDF

* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab and click **Export** command. The Export screen opens (see below). You use the Export command to share your documents with others. Publishing the document as a PDF file preserves the formatting. You can also select what you want to share before exporting.
  2. Click create the **PDF/XPS** button. The *Publish as PDF or XPS* dialog box opens, and the Word 2013 folder automatically opens.
  3. In the File name box, type ***Tech Terrace 3***. In the Save as type box, notice that the PDF (\*.pfd) is showing. The file extension is automatically selected when using Export.
  4. Click **Publish**. By default, the document will not open after the file is published. To open the document in a reader format, enable the *Open file after Publishing* check box.
  5. Click **File**, and then **Close** to close the document.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 15: Locate a Template Installed on Your Computer

* 1. Click the **File** tab, and then click **New**. The New screen displays the available templates as shown below. Scroll down and review the accessible templates. First determine what type of document needs to be created. For this exercise, you select a blank template.



* 1. Click the **Single spaced (blank)** document, and then click the **Create** button.
  2. Display the Show/Hide button (¶) to show paragraph marks.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 16: Create a Single-Spaced Document Using a Template

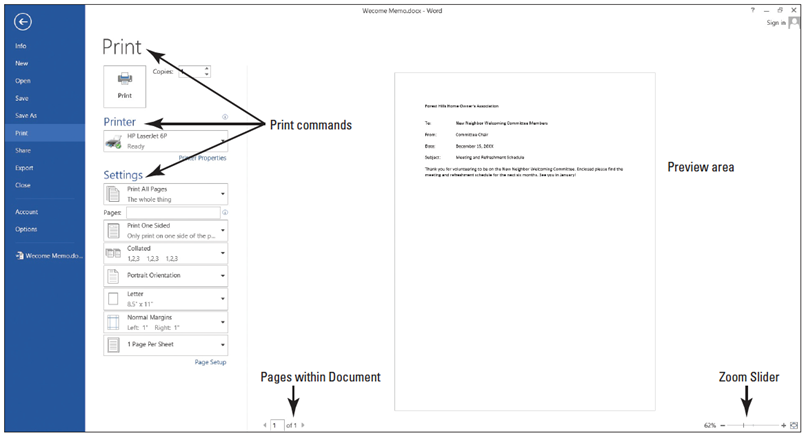
* 1. Click the **File** tab, and then click **Save As**. In the Save As screen, click **Computer**. Under Recent Folders, click the **Word 2013** folder to open that location. In the File name box, type **Welcome Memo**. Click **Save**.
  2. Type the document as follows and press the **Tab** or Enter key as indicated. By pressing the **Tab** key twice, you are aligning the text at the one-inch marker on the ruler.
  3. **Forest Hills Home Owner’s Association** [Press **Enter** three times.]
  4. **To:** [Press **Tab** twice.] **New Neighbor Welcoming Committee Members** [Press **Enter** twice.]
  5. **From:** [Press **Tab** twice.] **Committee Chair** [Press **Enter** twice.]
  6. **Date**: [Press **Tab** twice.] **December 15, 20XX** [Press **Enter** twice.]
  7. **Subject:** [Press **Tab** twice.] **Meeting and Refreshment Schedule** [Press **Enter** twice.]
  8. **Thank you for volunteering to be on the New Neighbor Welcoming Committee. Enclosed please find the meeting and refreshment schedule for the next six months. See you in January!** [Press **Enter** twice.]
  9. **SAVE** the document leave open for the next exercise.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 17: Find Templates on the Internet

* 1. Click the **File** tab, and then click **New**.
  2. In the Search online templates box, type **forms**, and then click the **Start Searching**  **** button. Additional templates are displayed as below. You can also filter the templates by category to narrow your search. Preview by using the scroll bar and select any template. Click **Create**.
  3. **CLOSE** the forms template and do not save.
  4. As the assistant to the Tech Terrace Real Estate manager, you are in the beginning stages of gathering the materials together for the annual report. You decide to use one of the available templates in Word 2013. Click the **File** tab, and then select **New**.
  5. In the Search online templates box, type **Annual Report (Timeless design)**, and then click the **Start Searching** Screen shot 2013-08-04 at 1.09.53 PM.png button. Select the template with the image, and then click **Create**. The template will download.
  6. Complete the placeholders with the following text: type text inside the brackets, **[FY] [Year]**. Click the drop-down arrow by the year and select the current date—note the year displays in the placeholder. As you gather information for the report, you begin entering data into the document.
  7. Click **File**, and then click **Save As**. In the *Save As* dialog box, click **Computer**. Under Current Folders, select the Word 2013 folder.
  8. In the File name box, type **Annual Report**.
  9. Change the file type by clicking the drop-down arrow and select **Word template (\*.dotx)**. Note that you might need to select your flash drive again because Word automatically saves templates to the Templates folder located on the computer.
  10. Click **SAVE**.
* **PAUSE. LEAVE** the document open for the next exercise.

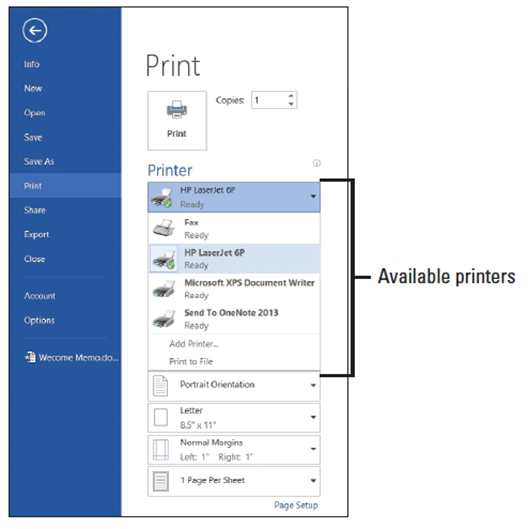
Step by Step 18: Use Print Preview

* **USE** the ***Welcome Memo*** that is open from the previous exercise.
  1. Click the **File** tab, and then click **Print**. The Print screen opens with the Print options on the left and the Print Preview on the right, as shown below.



* 1. Click the **plus symbol (+)** on the Zoom slider located on the bottom-right of your screen until the zoom level changes to **100%**.
  2. Press the **Return to Document**  icon or press the **Esc** key to close Backstage.
  3. Click the **File** tab, and then click **Save**. Your document will be saved with the same filename on your flash drive, and then **CLOSE** the file.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 19: Choose a Printer

* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab, and then click **Print**.
  2. In the Printer selection area, click the **drop-down arrow** to produce a list of all printers connected to your computer (right).
  3. Select a printer, and then click the **Print** icon.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 20: Set Print Options

* **USE** the document that is open from the previous exercise.
  1. Click the **File** tab, and then click **Print**. Click the drop-down arrow on Print All Pages to   
     produce the menu shown at right.
  2. Select **Print** **Current Page**, and then click the **Print** icon. Selecting this option prints the current page.
  3. Return to the Print screen area. In the Copies section of the Print options area, click the up arrow to select **2**, and then click the **Print** icon.
  4. Place your insertion point at the beginning of the first paragraph, and then hold down the left mouse button and drag to the end of the paragraph to select it.
  5. Click the **File** tab, and then click **Print**. Click the **Print Selection** drop-down arrow, and then change the number of copies from 2 to **1** by clicking the down arrow. Next, click the **Print** icon. The selected paragraph is printed.
  6. Click the **File** tab, and then click **Close** to close the document.
  7. The Annual Report document should still be open from a previous exercise. Click the **File** tab, and then click **Print.** Under Settings, click the drop-down arrow by 1 Page Per Sheet and select **2 Pages Per Sheet**, and then click the **Print** icon. This eight-page document is now printed on four pages with two pages per sheet.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 21: Close a Document and Close Word

* **USE** the document that is open from the previous exercise.
  1. Click the **Close {the X in the top right of your document window}** button to close both the document and Microsoft Word.
* **STOP.**