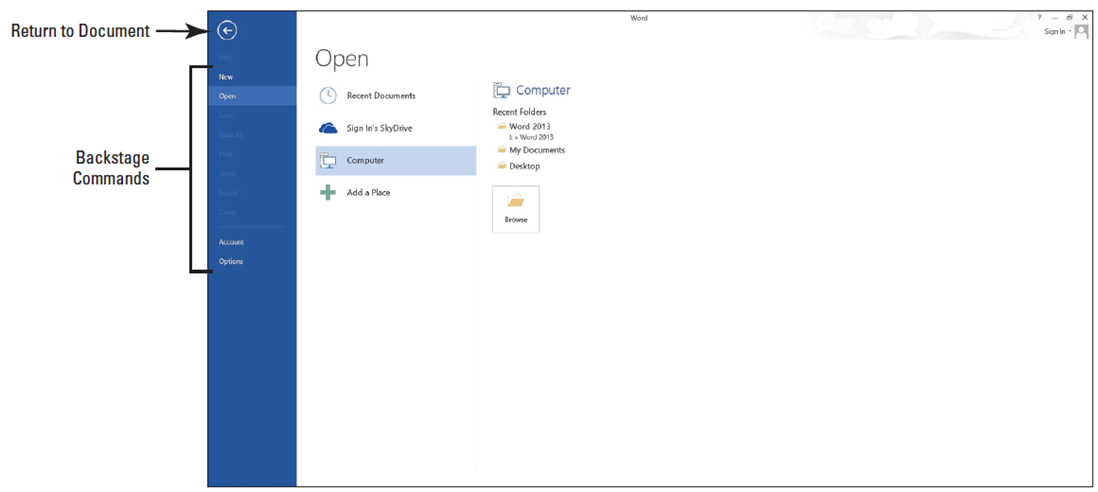
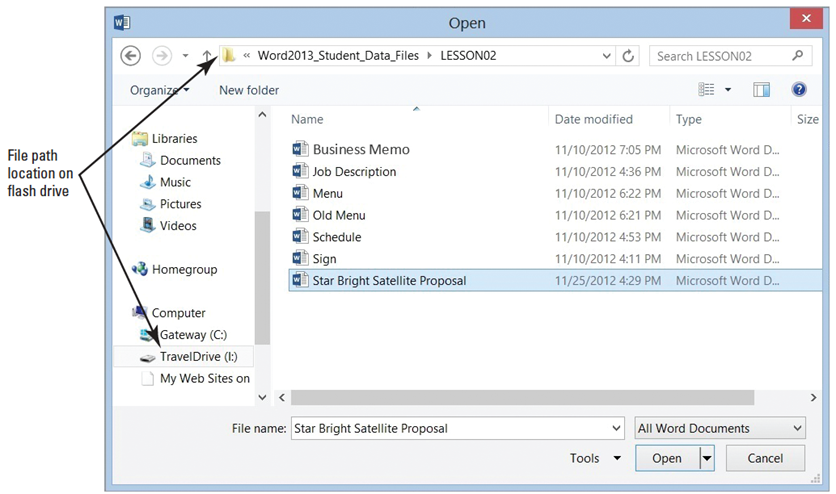
Step by Step 1: Open an Existing Document

* **GET READY.** Before you begin these steps, be sure to turn on and/or log on to your computer and start Word 2016.
  1. Connect your flash drive to one of the USB ports on your computer, or use the designated area your teacher instructed you to save.
  2. Click the **File** tab to open Backstage.
  3. Click **Open**. The new Open screen is shown on the left side whereas on the right side displays the recently opened documents.
  4. Click **Computer**; notice the right side of the screen displays the current recent folder. (See the figure below, but note that your screen will not be identical to this.)
  5. Click the **Browse** button. The *Open* dialog box appears.



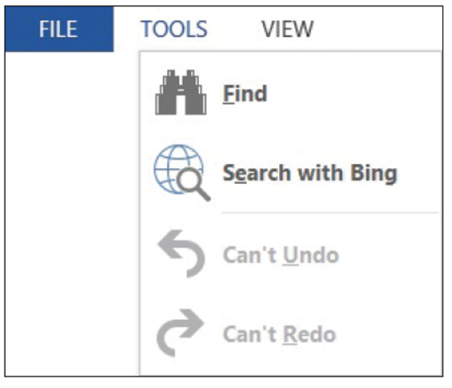
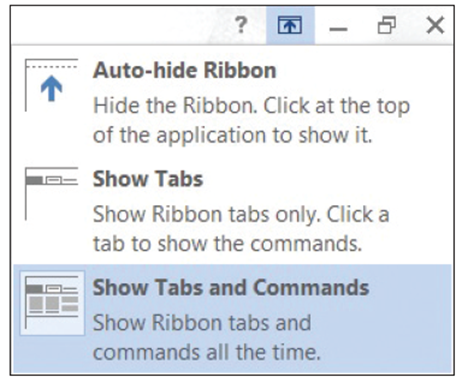
1. Use the scroll bar and scroll down and locate the data files for this lesson on your flash drive/ designated area. Double-click the **Lesson 2/ Chapter 2** folder to open it.
2. Locate and click ***Star Bright Satellite Proposal*** once. 
3. Click the **Open** button. The document appears, as shown it right.

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

Step by Step 2: Change Document Views

* 1. Click the **View** tab to see the command groups that are available.
  2. In the Views group, click the **Read Mode** button to change the view of the document as shown below. The document page layout changes with an increase font size for easier reading.



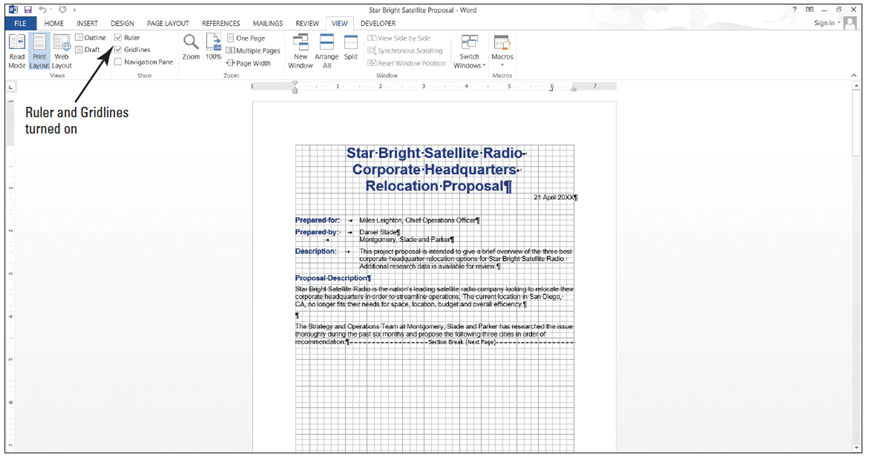
1. Click **Tools** on the menu in the   
   upper-left corner of the screen   
   to produce the Tools options   
   menu, as shown at right. Four   
   additional commands appear.   
   Note that the first two options   
   are active whereas the Can’t   
   Undo and Can’t Redo are   
   inactive. The inactive   
   commands change to active after an action has been performed.
2. Click **View** on the menu to produce additional commands, such as Edit Document, Navigation Pane, Show Comments, Column Width, Page Color, and Layout.
3. Hover the mouse over each command to view, and then click **Edit Document**. The screen changes to the Print Layout view for editing.
4. Click the **Read Mode** button again.
5. Click **View** on the menu, and then click **Navigation Pane**. The pane opens on the left-side of the screen. This allows you to navigate your document quickly by selecting headings and pages, or by searching for text.
6. In the Navigation Pane, click **Option 3** and notice that your document jumps to that location. Option 3 is formatted with a heading style.
7. Click the **Pages** tab, and then click the first page. Page images are called *thumbnails*.
8. Click **Close (X)** on the Navigation Pane to close.
9. Press **Esc** to turn off Read Mode view and return to the Print Layout view.
10. Click the **Web** **Layout** button in the View tab. This view allows you to see the document as a web page.
11. Click the **Outline** button, and notice the Outline tab and the groups of commands that appear for editing outlines.
12. Click the **Close** **Outline** **View** button.
13. Click the **View** tab, and then click the **Draft** view button. This view is typically used for editing text.
14. Click the **Print** **Layout** view button to return the view of the document back to its default settings.
15. Note that some of the View options buttons are also available on the status bar at the bottom right of your screen. Click each button and compare the resulting views with the views you accessed from the View tab.
16. You can also adjust your screen to change the way the Ribbon displays. In the upper-right corner, click the **Ribbon Display Options**  button.
17. Select **Auto-hide Ribbon**. The Ribbon is hidden to provide more document workspace.
18. Click the **Ribbon Display Options** button, andthen select **Show Tabs**—only the tabs are shown.
19. To return the screen to its original   
    settings, click the **Ribbon Display   
    Options** button and select **Show   
    Tabs and Commands** (right).

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

Step by Step 3: Use Show Commands

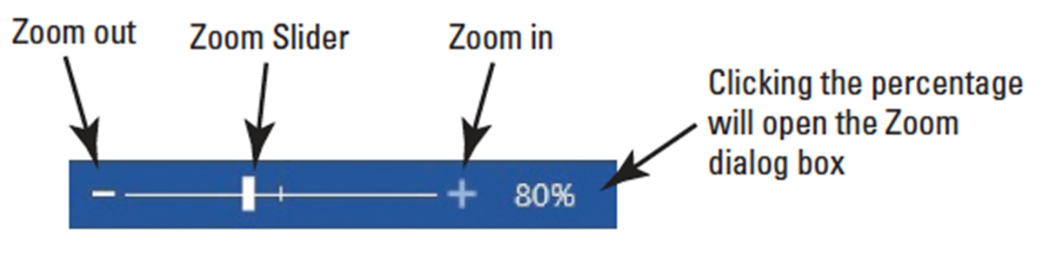
* **USE** the document that is open from the previous exercise.
  1. In the Show command group, click the **Ruler** check box to insert a check mark and activate the command. The horizontal and vertical rulers appear.
  2. Click the **Gridlines** check box. A grid appears behind text on the page, as shown below.
  3. Click the **Gridlines** check box to remove check mark.

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



Step by Step 4: Use Zoom

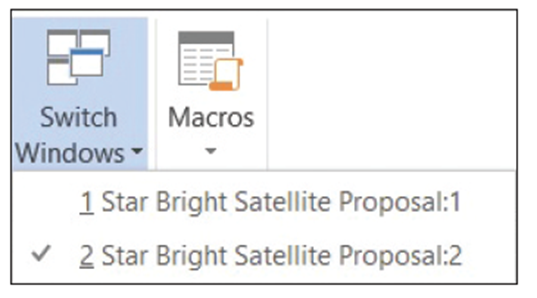
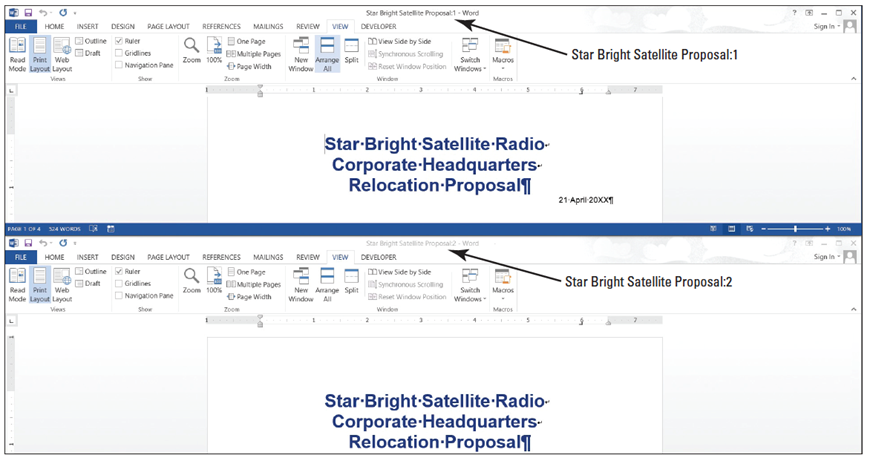
* **USE** the document that is open from the previous exercise.
  1. Click the **One** **Page** button in the Zoom command group to display one entire page on the screen.
  2. Click the **Multiple Pages** button to switch to a display of multiple pages.
  3. Click the **Zoom** button. The Zoom dialog box appears, as shown below.
  4. Click the radio button beside 200% in the Zoom area of the dialog box, and then click **OK**. The document image enlarges to twice its full size.
  5. Click the **Zoom** **Out** button on the Zoom slider, which is located at the right end of the status bar (below). Each time you click the Zoom Out button, Word decreases the size of the displayed portion of your document by 10%. Click until the Zoom Out indicator displays **60%**.
  6. Click the **Zoom In** button on the Zoom Slider. Zoom to **80%**.



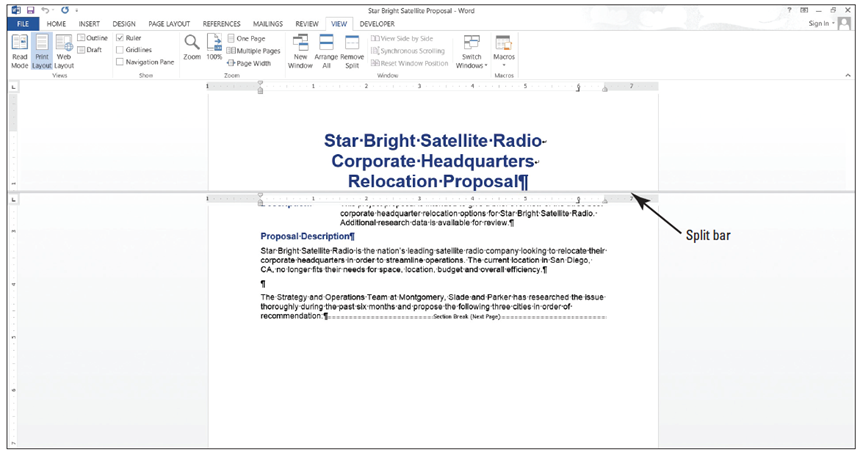
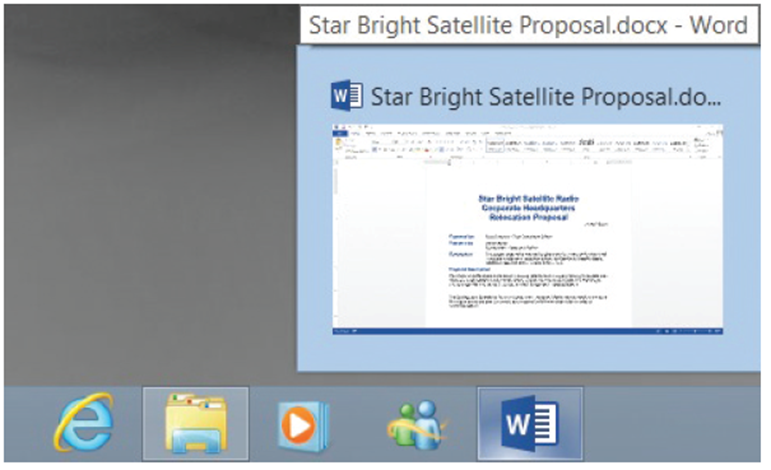
1. Drag the Zoom slider all the way to the left; Word reduces the document to thumbnail size.
2. Now, in the Zoom command group on the View tab, click the **Page** **Width** button. The document display expands to the width of the window.
3. Click the **100%** button to return document to its normal size.

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

Step by Step 5: Change Window Views

* **USE** the document that is open from the previous exercise.
  1. In the Window command group, click the **New** **Window** button. A new window with ***Star Bright Satellite Proposal:2*** in the document title bar appears and becomes the active document.
  2. In the Window command   
     group, click the **Switch   
     Windows** button. A menu   
     of open windows appears,   
     as shown at right.
  3. In the Switch Windows drop-down menu, click ***Star Bright Satellite Proposal:1***. The original document becomes the active document.
  4. Click the **Arrange All** button. Word displays the two windows, one above the other, on your screen (below).

1. Click the **View** **Side by Side** button to arrange the windows beside each other on the screen.
2. Note that **Synchronous Scrolling** is on by default. Place your insertion point on the slider in the vertical scroll bar and press the left mouse button as you move the slider up and down to scroll through the documents; notice that both scroll simultaneously.
3. Click anywhere in the ***Star Bright Satellite Proposal:2*** document; this now becomes the active document.
4. Click the **Synchronous Scrolling** button to turn off that feature. Place your insertion point on the vertical scroll bar and scroll down; notice that the ***Star Bright Satellite Proposal:2*** document is now scrolling independently.
5. Click the **Close** button to close the ***Star Bright Satellite Proposal:2*** document.
6. Click the **Maximize** button on the ***Star Bright Satellite Proposal*** document to fill the screen.
7. Click the **Split** button. Notice you now have a horizontal split bar and a double-sided arrow. Position the split bar below the text Relocation Proposal and click the mouse. Splitting your document makes it easy to edit two different sections. The document window splits in two and the **Split** button changes to a **Remove Split** button (below).



1. Click **Remove Split**.
2. Click the **Minimize**   
   button, as shown at  
   right. The document   
   minimizes to become   
   an icon in the   
   Windows task bar at   
   the bottom of the   
   screen, and the   
   desktop appears.
3. Hover your mouse over the Word icon in the task bar, and then click the ***Star Bright Satellite Proposal*** document’s icon in the task bar to maximize the document back on the screen.

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

Step by Step 6: Use the Mouse and Scroll Bar to Navigate

* **USE** the document that is open from the previous exercise.
  1. Click the **Scroll Down** button to scroll down one line at a time.
  2. Click and hold the **Scroll Down** button until you scroll all the way to the end of the document.
  3. Drag the **scroll box** all the way to the top of the scroll bar; the view quickly scrolls to the beginning of the document.

1. Position the mouse pointer on the **scroll   
   box**. Click and hold to see a ScreenTip   
   identifying your current location in the   
   document (right).

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

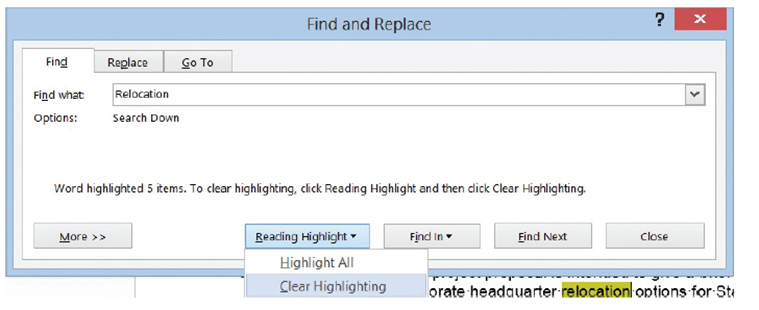
Step by Step 7: Use Keystrokes to Navigate

* **USE** the document that is open from the previous exercise.
  1. In the first line of the body of the document, position the insertion point before the *S* in *Star*.
  2. On the keyboard, press the **Right arrow** key to move the insertion point one character to the right.
  3. Press the **Left arrow** key to move one character to the left.
  4. Press the **Down arrow** key to move down one line.
  5. Press the **End** key to move to the end of the line.

1. Press the **Page Down** key to move down one screen.
2. Press the **Ctrl+Home** keys to move to the beginning of the document.

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

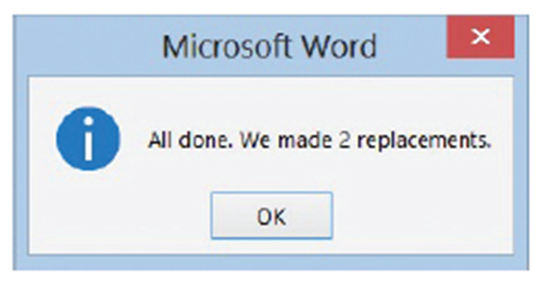
Step by Step 8: Use the Navigation Pane to Search for Text in a Document

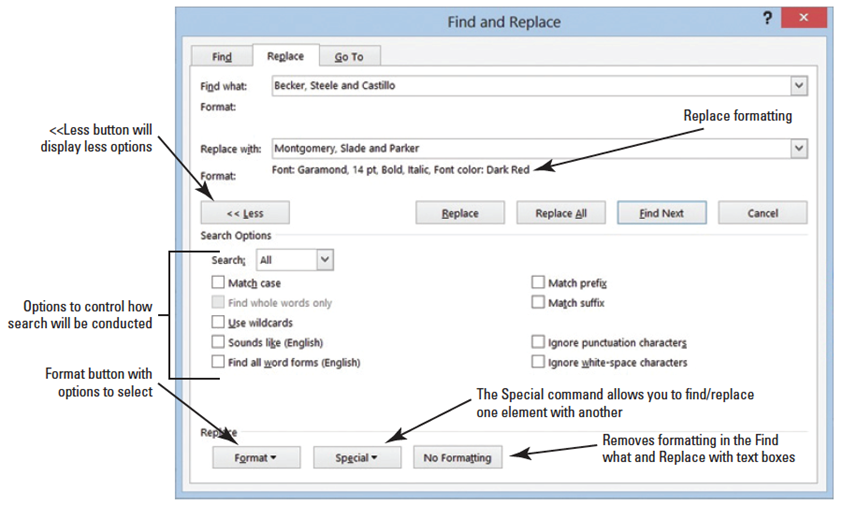
* **USE** the document that is open from the previous exercise.
  1. Click the **View** tab, and then in the Show command group, click the **Navigation Pane** check box. The Navigation Pane opens.
  2. Type **relocation** in the Search text box; the text is highlighted in the document and results are shown in the Headings, Pages, and Results tabs of the Navigation Pane.
  3. Click the third tab, **Results**. Note that the found text is bolded, and it appears in the order of its occurrence in the document.
  4. Click the first tab, **Headings**, and note the headings of sections that contain the found text are highlighted.
  5. Click the second tab, **Pages**, and note the highlighted found text in the thumbnails.
  6. Click each **thumbnail** until you get to page 4.
  7. Click the **X** in the Search text box to end your search. Word automatically returns to page one.
  8. Click the **magnifying glass** icon on the right side of the Navigation Pane box to open a list of available Options.
  9. From the Options list opened, click the **Advanced Find** command. The *Find and Replace* dialog box opens.
  10. The word “relocation” should be in the Find what text box; click the **Find Next** button, and then click **Yes** to return to the top of the document.
  11. Click the **Reading Highlight** button and select **Highlight All** to highlight all instances of this word. Review each page.
  12. Before closing the Find and Replace dialog box, remove the highlight from the text by clicking the **Reading Highlight** button; and then **Clear** **Highlighting** (see below).
  13. Click **Close**.

1. In the Show command group, click the **Navigation Pane** check box to turn off this pane.
2. **SAVE** the document as ***Star Bright Satellite Proposal 1*** in the lesson folder of your flash drive.

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

Step by Step 9: Replace Text in a Document

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point at the beginning of the document by pressing **Ctrl+Home.**
  2. Click the **Home** tab to make it active. In the Editing group, click the **Replace** button; the *Find and Replace* dialog box opens.
  3. Click the **More>>** button to review the options, and then click the **<<Less** button to hide them.
  4. In the Find what box, type **Montgomery, Slade, and Parker**. (If “relocation” appears in the Find what box, select it and press **Delete**, and then type in the new search string.)
  5. In the Replace with box, type **Becker, Steele, and Castillo**.
  6. Click **Find Next**. Word searches for the first occurrence of the phrase **Montgomery, Slade, and Parker** and highlights it. Note: If Word does not find any matches, check the spelling in the Find what text box.
  7. Click **Replace All**. Word searches for all occurrences of the phrase *Montgomery*, *Slade*, and *Parker* and replaces them with *Becker*, *Steele*, and *Castillo*. Word then displays a message revealing how many replacements were made, as shown at right.
  8. Click **OK**, and then click   
     **Close**.
  9. Position the insertion   
     point at the beginning   
     of the document.
  10. Click the **View** tab; then, in the Show command group, click the **Navigation** **Pane** check box.
  11. In the Navigation Pane, click the drop-down arrow or magnifier so that the ScreenTip displays Search for more things; then, click **Replace** to open the *Find and Replace* dialog box.
  12. In this next step, you reverse the search order. In the Find what text box, type **Becker, Steele, and Castillo**; then, in the Replace with text box, type **Montgomery, Slade, and Parker**. Keep your insertion point in the Replace with text box.
  13. Click the **More>>** button to expand the dialog box to include additional search and replace options (below).
  14. Click the **Format** button and select **Font** from the drop-down list; the Find Font dialog box appears.

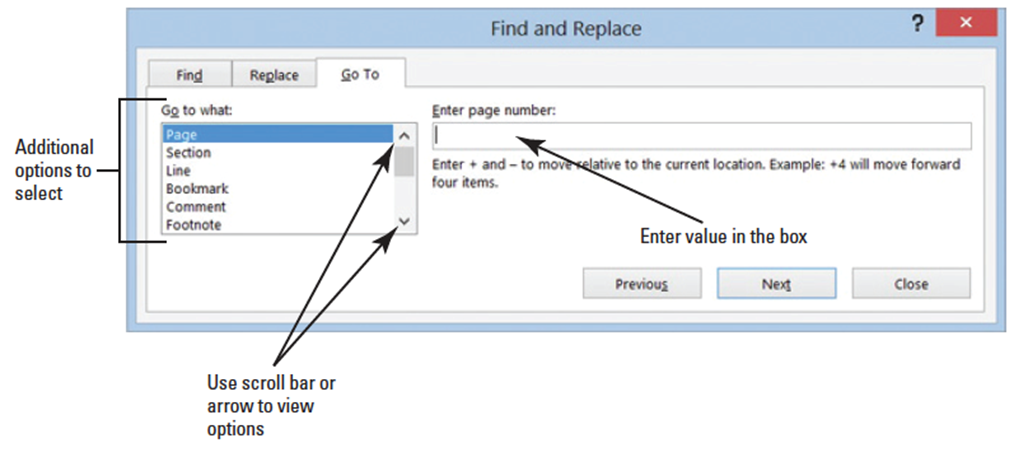


1. In the Font area, use the scroll bar to scroll to **Garamond**, and then click to select it.
2. In the Font Style area, select **Bold Italics**.
3. Select size **14**.
4. Click the **Font Color** drop-down arrow, and then select **dark red** in the Standard Colors chart and preview the results.
5. Click **OK**. Below the Replace with text box, you see the format selections.
6. Click **Replace All**; two replacements will be completed.
7. Click **OK**, and then click **Close**. Inspect your document and notice that the replacements have been made with formatting changes.
8. On the Navigation Pane, click the **X**, or on the Show command group, click the check box for Navigation Pane to close.
9. Click the Show/Hide button to display the nonprinting characters.
10. To use the Advanced Search feature, click the **Home** tab, and in the Editing group, click **Replace**.
11. Place the insertion point in the Find what text box, and select and delete any text in the box by pressing **Backspace** or **Delete**.
12. Place your insertion point in the Replace with text box, select and delete any text in that box by pressing **Backspace** or **Delete** and click the **No Formatting** button at the bottom of the screen—this removes all formatting in the Replace with text box.
13. Place your insertion point in the Find what text box, and then click the **Special** button. In the list of searchable elements that appears, click **Section Break**; Word places the characters **(^b)** in the text box.
14. Place your insertion point in the Replace with text box. Click the **Special** button.
15. Click **Manual Page Break**; **(^m)** appears in the text box.
16. Click **Find Next**, and notice that Word highlights the first occurrence. Click **Replace All**. Three replacements are made in the document and the document has Page Breaks instead of Section Breaks.
17. Click **OK**, and then click **Close** to close the *Find and Replace* dialog box.
18. Review the page breaks in the document and leave the Show/Hide button on.
19. **SAVE** the document on your flash drive as ***Star Bright Satellite Proposal Update***.

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

Step by Step 10: Use the Go To Command

* **USE** the document that is open from the previous exercise.
  1. On the **Home** tab, in the Editing group, click the drop-down arrow next to the Find button, and then click **Go To**. The Go To tab of the Find and Replace dialog box is displayed, as shown below.



1. In the Go to what box, Page is selected by default. In the Enter page number box, type **4**, and then click **Go To**. The insertion point moves to page 4 of the document.
2. In the Go to what box, select **Line**. In the Enter line numberbox, type **10**, and then click **Go To**. The insertion point moves to line 10 in the document.
3. In the Go to what box, select **Bookmark**. In the Enter bookmark name box, Option\_1 displays. Click **Go To**. The insertion point moves to the bookmark.
4. Click the drop-down arrow in the Enter bookmark name box and select the **Top**, and then click **Go To**. The bookmark is placed at the beginning of the document.
5. Click **Close**.

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

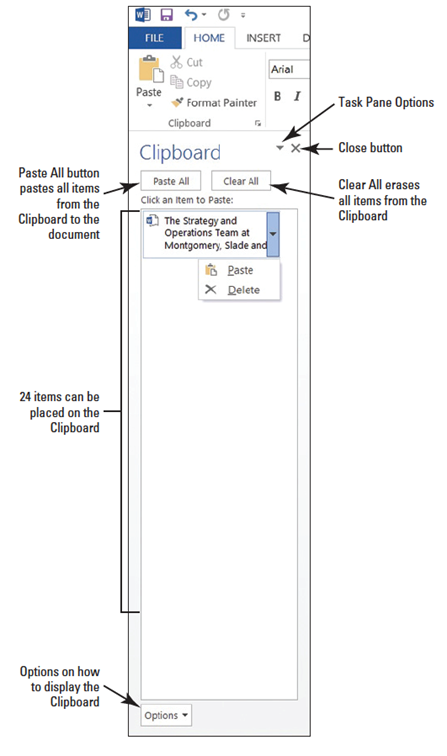
Step by Step 11: Select, Replace, and Delete Text

* **USE** the document that is open from the previous exercise.
  1. Position your insertion point at the beginning of the first paragraph, under the Proposal Description heading. The insertion point is to the left of the *S* in *Star.* Click and drag across until **Star Bright Satellite Radio** is selected.
  2. Type **SBSR**. *Star Bright Satellite Radio* is replaced with *SBSR*.
  3. In the first sentence of the first paragraph, position the insertion point after the word *streamline*.
  4. Press **Backspace** to delete the word *streamline*, and thentype **restructure**.
  5. Position the insertion point in the first paragraph. Triple-click the mouse to select the entire first paragraph.
  6. Position the insertion point at the beginning of the first paragraph under the Proposal Description. To select multiple text, press and hold the **Ctrl** key and double-click every other word on the first line beginning with *SBSR*. Every other word is now selected.
  7. Click in a blank part of the page, such as the margin, to deselect the paragraph.

1. Then place your insertion point at the beginning of the same paragraph, beginning with *SBSR is the nation’s leading. . .* and click. Move the I-Beam pointer to the end of the sentence (*restructure operations.*), press the **Ctrl** key, and click. The sentence is now selected.
2. Press **Backspace** or Delete to delete the sentence.
3. Click the **Undo** button in the Quick Access Toolbar to undo the action.
4. **SAVE** the document as ***Star Bright Satellite Proposal Second Update*** in the lesson folder on your flash drive.

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

Step by Step 12: Use the Clipboard to Copy and Move Text

* **USE** the document that is open from the previous exercise.
  1. Triple-click to select the **second paragraph** of the document under the Proposal Description heading.
  2. On the Home tab, in the Clipboard group, click the **Cut** button. When using the Cut or Copy command, the item is automatically placed in the Clipboard.
  3. Click to place the insertion point in front of the first character of the sentence that begins “*SBSR is the nation’s leading . . .*”
  4. Click the **Clipboard** command group dialog box launcher to display the Clipboard task pane.

1. In the list of cut and copied   
   items, move your mouse   
   pointer to the text you cut   
   in step 2, and click the drop-  
   down arrowto produce the   
   menu shown at right.
2. Click **Paste** to insert the text   
   into the document in the new   
   location.
3. Click the **Close** button on the   
   Clipboard task pane.

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

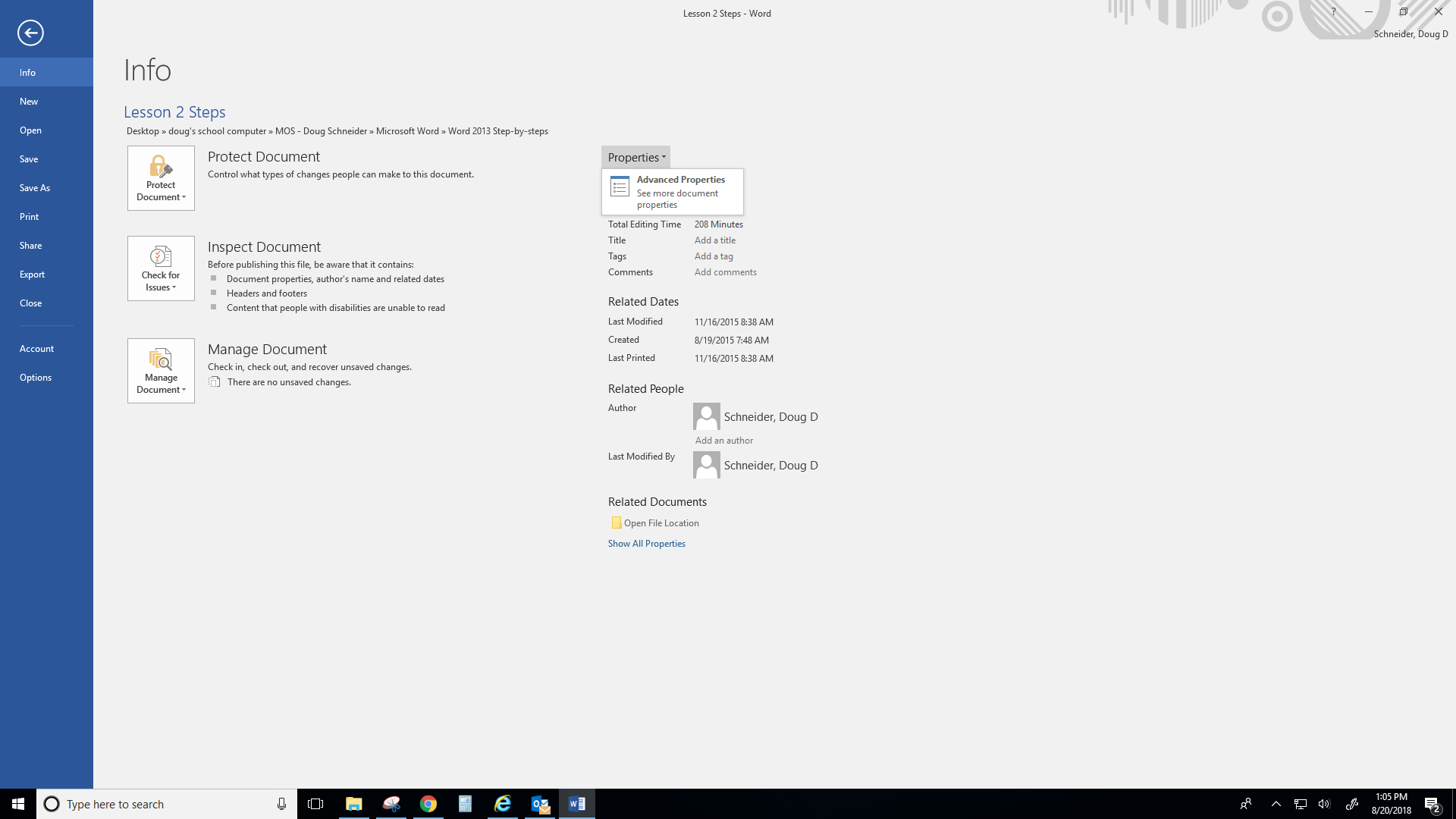
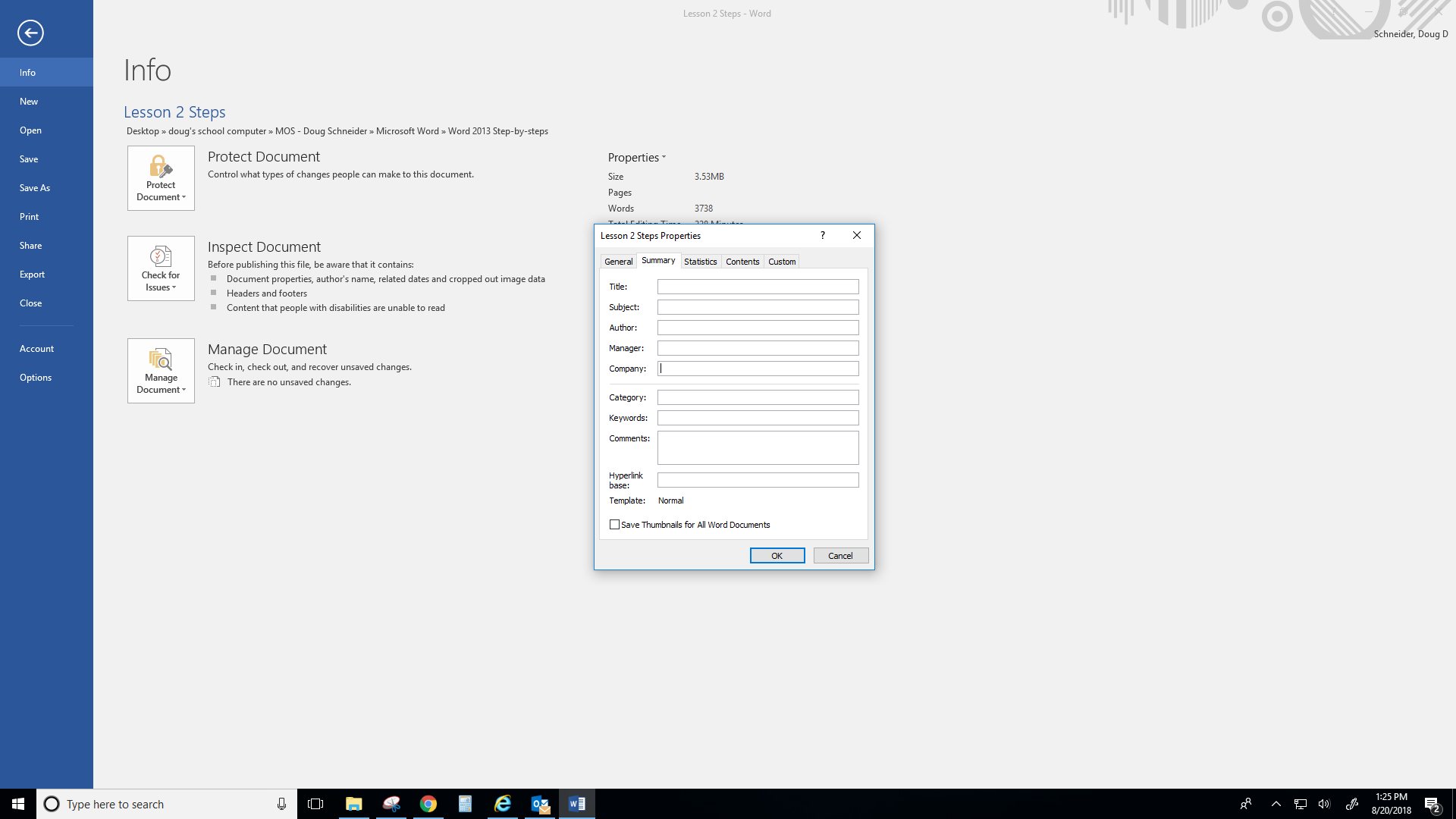
Step by Step 13: Use the Mouse to Copy or Move Text

* **USE** the document that is open from the previous exercise.
  1. Select the second paragraph on the first page, beginning with “*SBSR is the nations’ leading . . .”*
  2. Press the **Ctrl** key as you click, and then drag the selected paragraph and drop it above the first paragraph on the first page. The pointer shows a plus sign (+) as you drag, indicating that you are copying the selected text. The *SBSR is the nations’ leading . . .” the* paragraph displays in the first and third paragraph.
  3. Select the third paragraph and press **Delete**.
  4. **SAVE** the document as ***Star Bright Satellite Proposal Final Update*** in the lesson folder on your flash drive.
* **PAUSE.** **LEAVE** the document open to use in the next exercise.

Step by Step 14: Remove Blank Paragraphs

* **USE** the document that is open from the previous exercise.
  1. If necessary, enable the Show/Hide ( ¶ ).
  2. In the first page after the second paragraph, place the insertion point at the beginning of the paragraph mark and press **Delete.**
  3. On page two, remove the extra paragraph marks in the body text under the heading *Atlanta, GA* by pressing **Delete.** Repeat these steps for page 3 to remove the extra paragraph marks under the heading *Dallas, TX* and on page 4 under the heading *Richmond, VA*.
  4. **SAVE** the document with the same filename in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 15: Change Information in the Properties

* **USE** the document that is open from the previous exercise.
  1. Click **File** to open Backstage,   
     and then click the drop-down   
     arrow on the right-side of   
     Properties to view the options   
     as shown at right.
  2. Click **Advanced Properties**. The Document   
     Properties is displayed above the document.

1. Type the following information in the appropriate text box:

Author: **Your Name**

Title: **Policies & Procedures**

Subject: **Handbook**

Manager: **Aggie Becker**

Company: **Star Bright Satellite Radio**

Keywords: **policies, procedures, benefits** (separate keywords with a comma)

1. Click **OK** to confirm the update made to the properties, and then close the Document Panel by clicking the **X**.
2. **SAVE** the document in the lesson folder on your flash drive/ designated area then **CLOSE** the document.

* **CLOSE** Word.