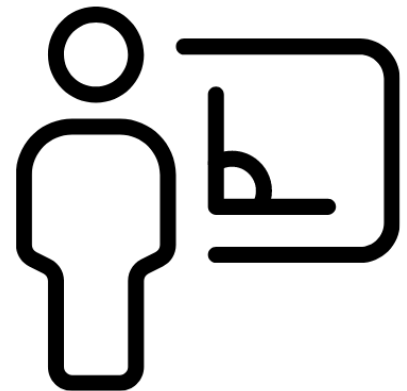


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*A journey of a thousand miles must begin
with a single step.*

Lao Tsu

Module Two: Create and Manage Documents

This module introduces students to a Word document and the different ways of creating documents. We'll introduce the Ribbon so that students are familiar with the tool terminology. Then we'll look at ways of navigating through a document.

For this module, formatting a document is about the overall format, like margins and page orientation. We'll also look at how to change the view of the document and printing and saving options.

Creating a Document

Estimated Time for this Lesson	20 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Introduce the Ribbon• Open the New Screen• Create a Blank Document• Create a Blank Document using a Template• Search for a Template• Open a PDF in Word for Editing• Insert Text from a File

Introduce the Ribbon

Word 2016 continues use of the Ribbon at the top of the screen to access commands for working with documents.

Topic Objective	Understand the Ribbon location and terminology
Topic Summary	The Ribbon provides a graphical view of many of the tools available in Word. Each menu displays a different tab on the Ribbon.
Materials Required	Blank Word document

Recommended Activity	<p>Have the participants</p> <ul style="list-style-type: none"> • Open Word • Open different tabs on the Ribbon • Hover the mouse over several tools to see tool tips
Stories to Share	Office introduced the Ribbon in the 2010 version

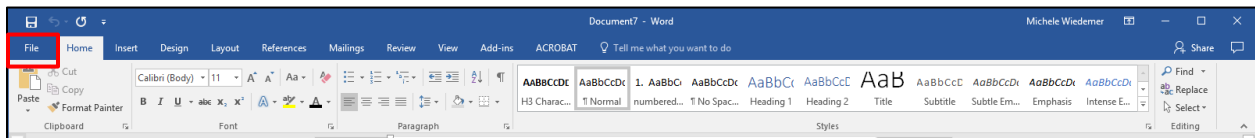
Open the New Screen

The screen to open or create a new document shows when you open Word. If Word is already open, the New command, available from the File tab, allows you to create a blank document or a document from a template.

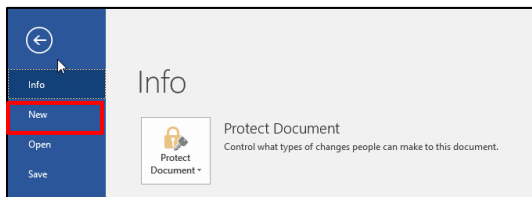
Topic Objective	Open the New screen
Topic Summary	The NEW command on the FILE tab of the Ribbon opens the same screen that shows when you first open Word.
Materials Required	Blank Word document
Recommended Activity	Have the participants open the New screen
Delivery Tips	Point out that the FILE tab on the Ribbon works a little differently than the other tabs. This is called “The Backstage View.”

Show the participants how to open the **NEW** screen if Word is already open.

1. Select the **FILE** menu from the Ribbon.



2. Select **NEW** from the left tabs.



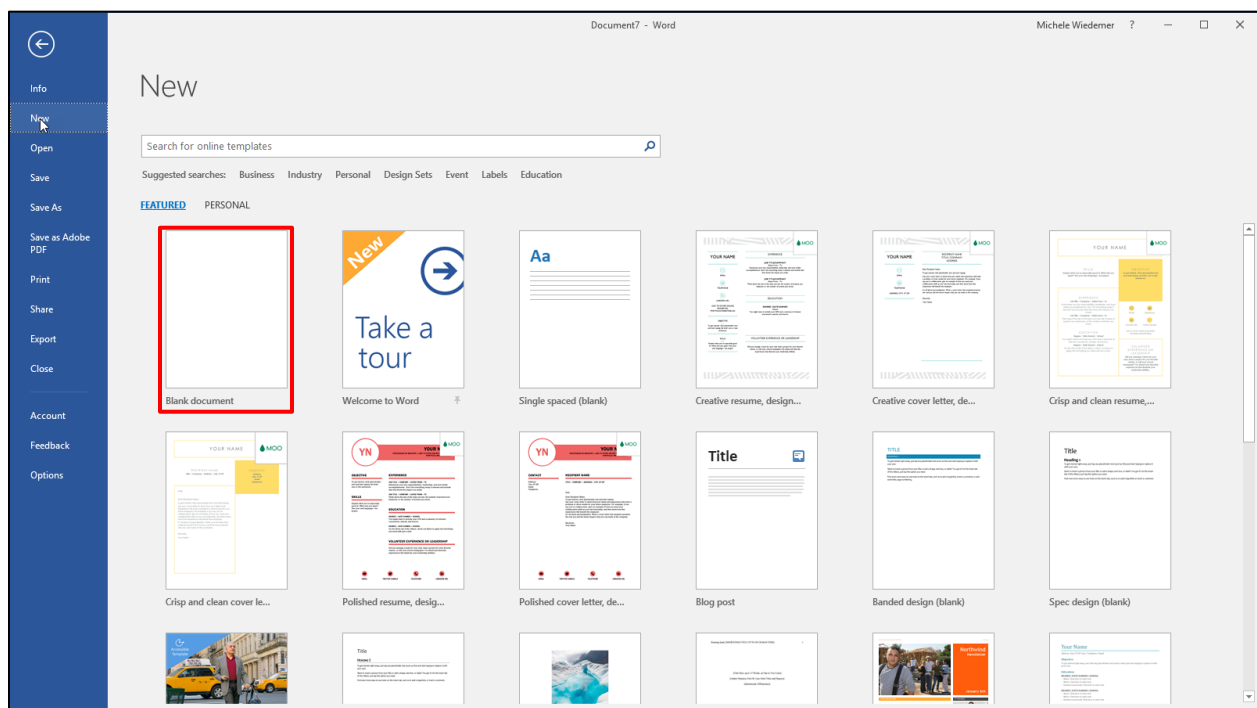
Create a Blank Document

A blank document allows you to start from scratch.

Topic Objective	Create a blank document
Topic Summary	A blank document is the first option on the NEW screen when creating a new document.
Materials Required	Any Word document
Recommended Activity	Have the participants create a new blank document.

Show the participants how to create a blank document.

1. Open Word, or go to the **NEW** screen from the previous procedure.
2. Select **BLANK DOCUMENT**.



3. A blank document opens ready for your content.

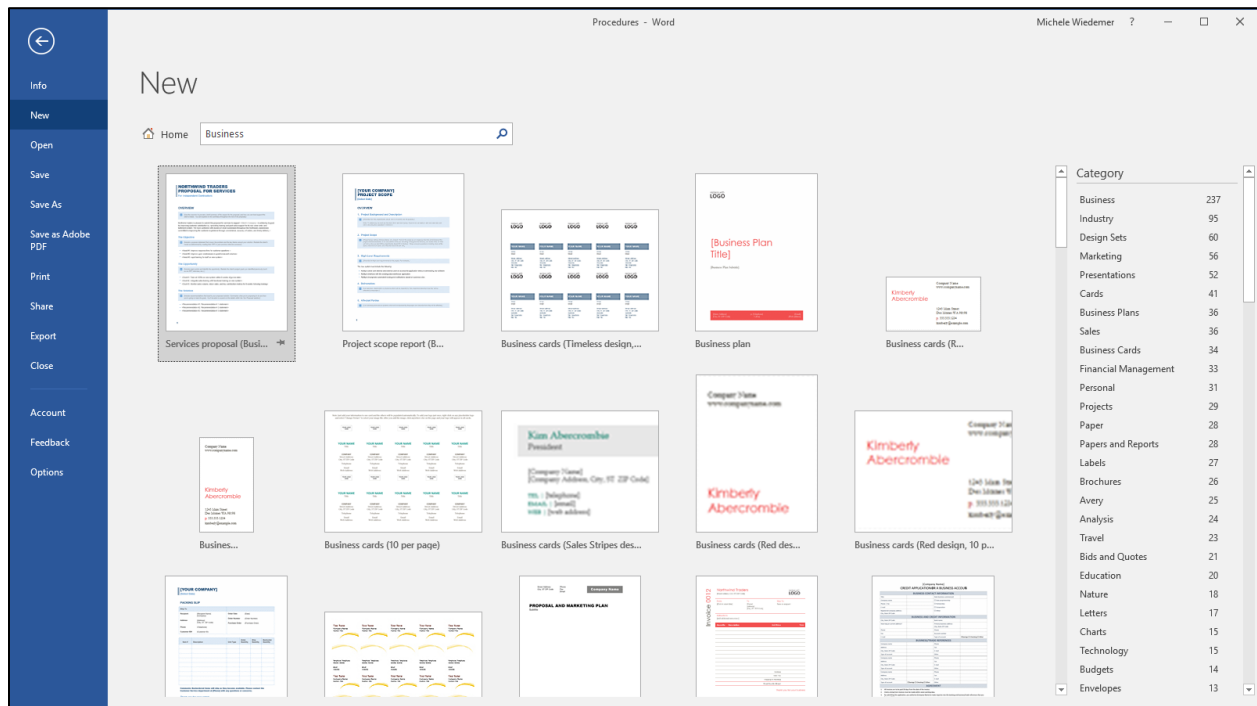
Create a Document from a Template

There are a number of templates available to help you create different types of documents.

Topic Objective	Search for a template and create a document from a template
Topic Summary	Templates provide structure and formatting for your document. They are a great way to jump start your document creation. You can search through several categories to choose from hundreds of templates.
Materials Required	Any Word document
Recommended Activity	Have the participants search for a template. Have the participants create a blank document from a template.
Stories to Share	Templates are provided by Microsoft or members of the Microsoft Community.
Delivery Tips	Try the Business category and create a document from a Letter template.

Show the participants how to search for a template.

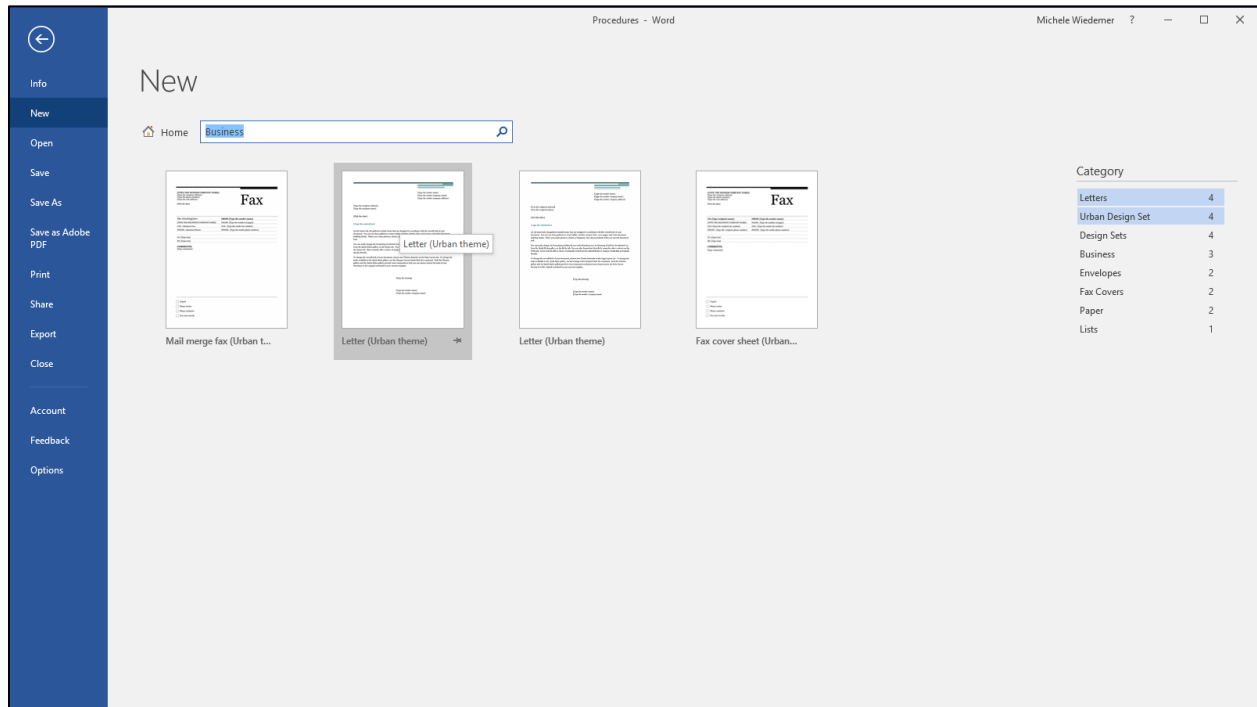
1. Open Word, or go to the **NEW** screen from the previous procedure.
2. Select a category to browse. Alternatively, you can enter text in the **SEARCH** field that describes what kind of template you want to find and press **ENTER**.



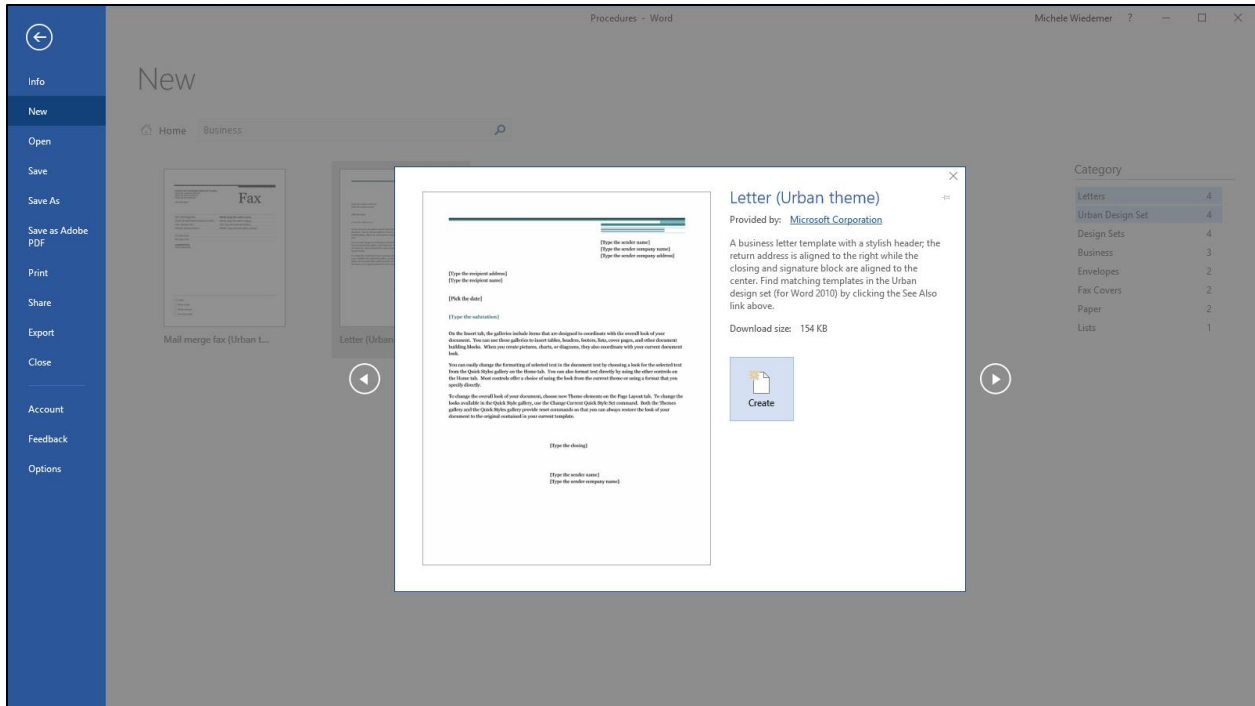
3. Once you select a category or perform a search, additional categories are shown on the right.
4. Templates that match that category are shown.

Show the participants how to create a blank document using a template.

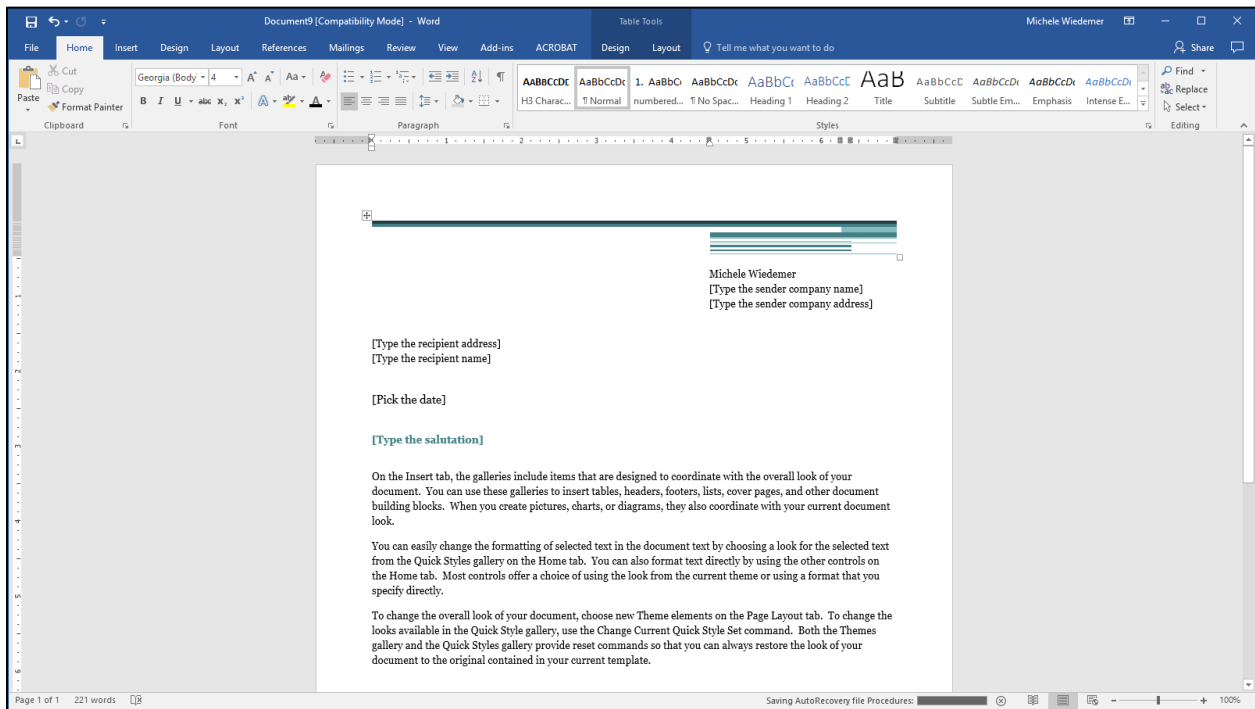
1. Open Word, or go to the **NEW** screen from the previous procedure.
2. Find the template you want to use.
3. Select the template you want to use.



4. A preview of the template opens. You can find out who provided the template and see a description. It also shows the size of the file.



5. Select **CREATE**.
6. A document opens using that template. Depending on the template, some text may already be in the document to enhance or replace.



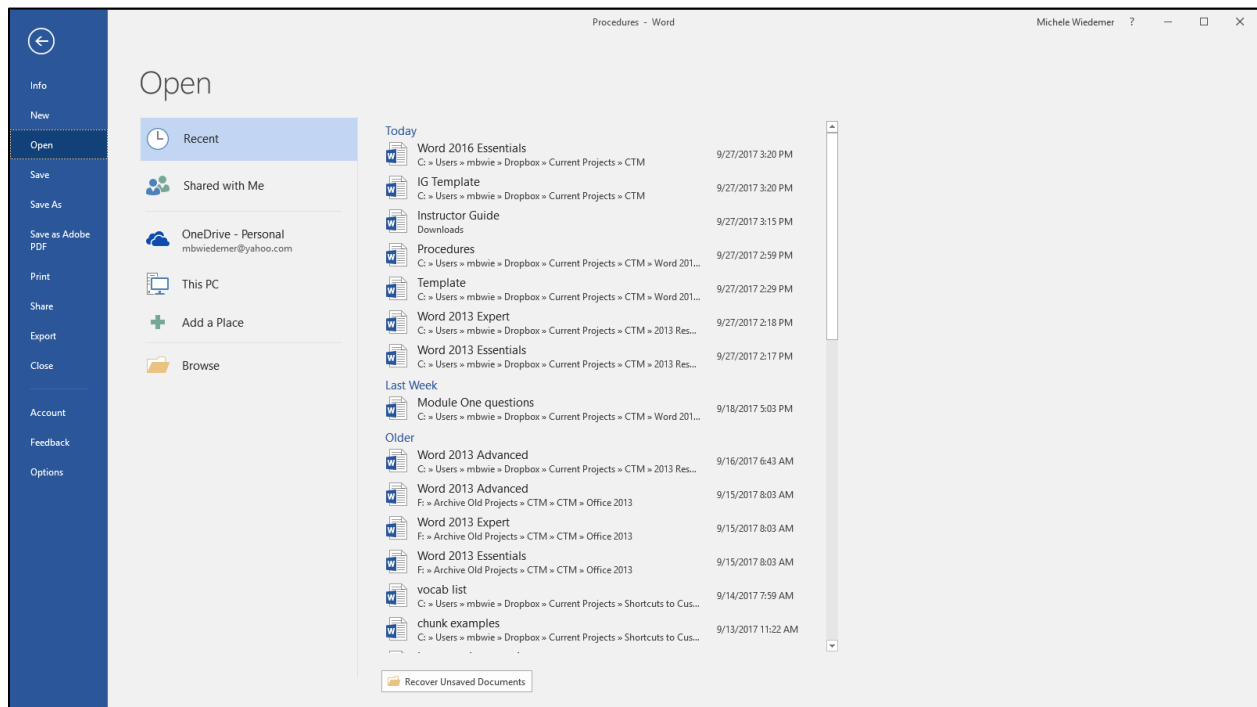
Open a PDF for Editing

Now you can edit a PDF right in Microsoft Word.

Topic Objective	Open a PDF in Word
Topic Summary	When you open a PDF file in Word, the format is converted so that the text can be edited.
Materials Required	Sample PDF
Recommended Activity	Have the participants open the sample PDF.
Delivery Tips	The Word version of a PDF may look slightly different. Word optimizes the file for text editing. The quality of the conversion varies, depending on how many graphics the original PDF includes.

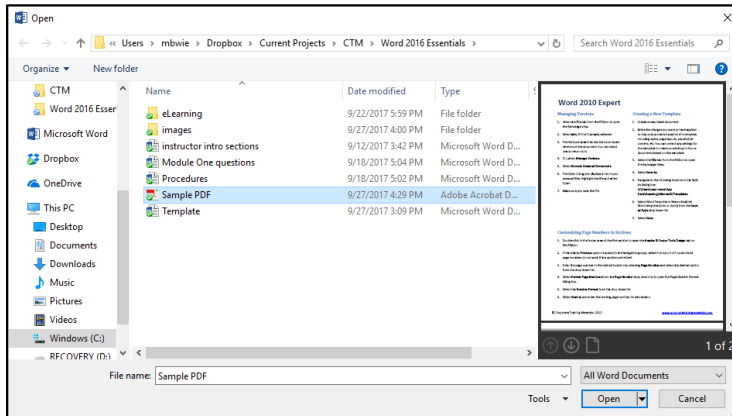
Show the participants how to open a PDF in Word for editing.

1. Select the **FILE** menu and select **OPEN** from the left tabs.

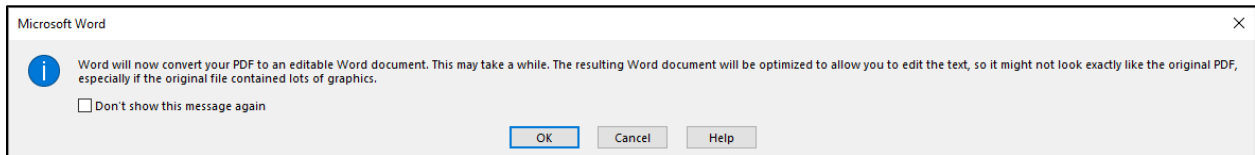


2. Select **BROWSE**.

3. Locate the PDF you want to edit and select **OPEN**.



4. Word will display a confirmation window. Select **OK** to confirm that you want to convert the PDF to an editable Word document.



5. After the document is optimized for text editing, which takes time depending on how big the file is, the document opens for editing.

Insert Text from a File

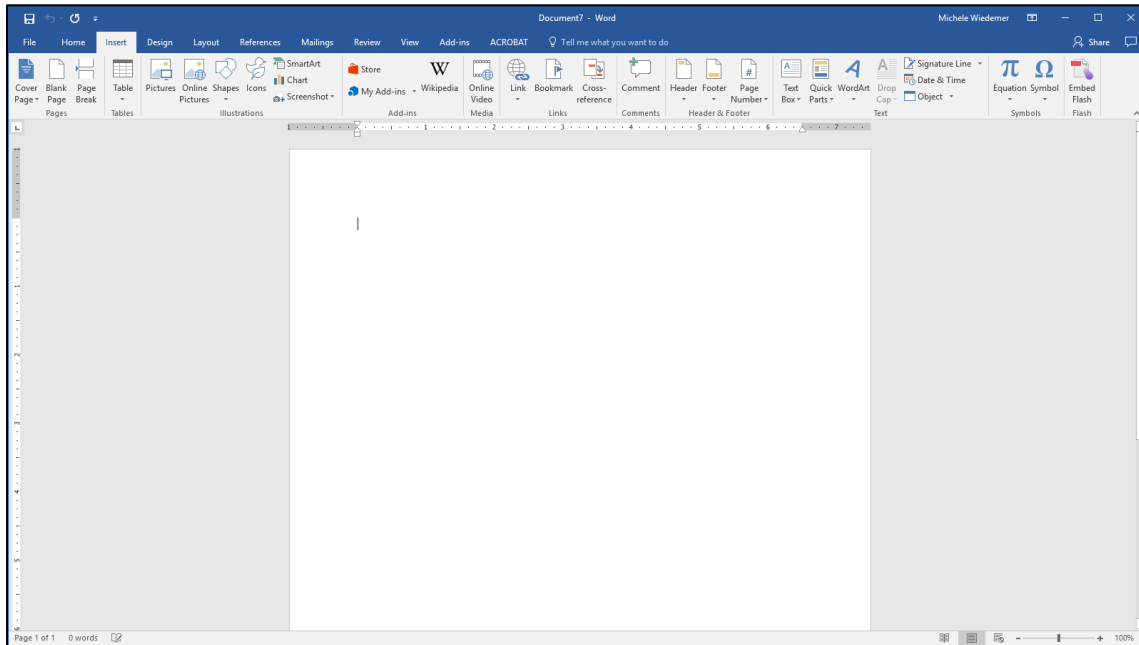
You can include text from another file in your Word document using the Insert Text from a File feature.

Topic Objective	Insert text from file
Topic Summary	The INSERT tab on the Ribbon includes the INSERT TEXT FROM FILE option.
Materials Required	<ul style="list-style-type: none"> • Blank Word document • Sample file "Sample Text"
Recommended Activity	Have the participants insert the text from the sample file into a blank document.
Delivery Tips	Inserting text from another Word document retains the formatting from the original document.

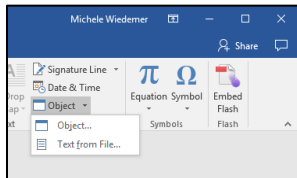
Show the participants how to insert text from a file.

1. Create a blank document or open an existing file where you want the text from another file to appear.

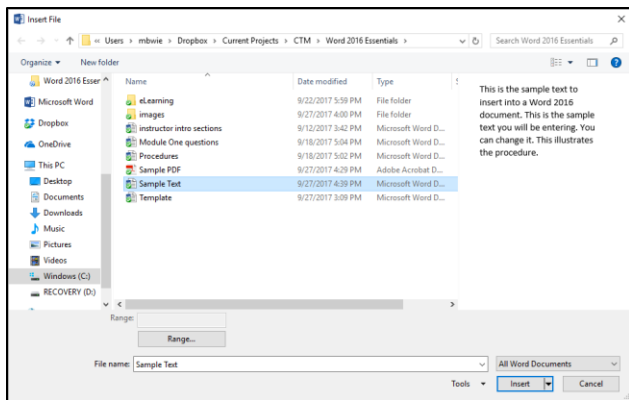
2. Select the **INSERT** tab from the Ribbon.



3. Select **OBJECT** from the Text group.



4. Select **TEXT FROM FILE**.



5. Navigate to the file with the text and select **INSERT**.

6. The text is added to the file at the cursor.

Navigating Through a Document

Estimated Time for this Lesson	10 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Search for Text• Navigate to Page• Use the Go To Dialog Box

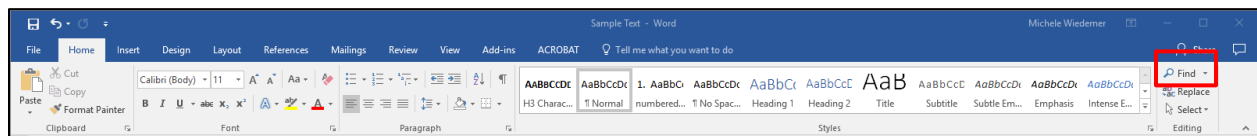
Search for Text

You can navigate through a document by searching for a specific word or phrase on the Navigation panel.

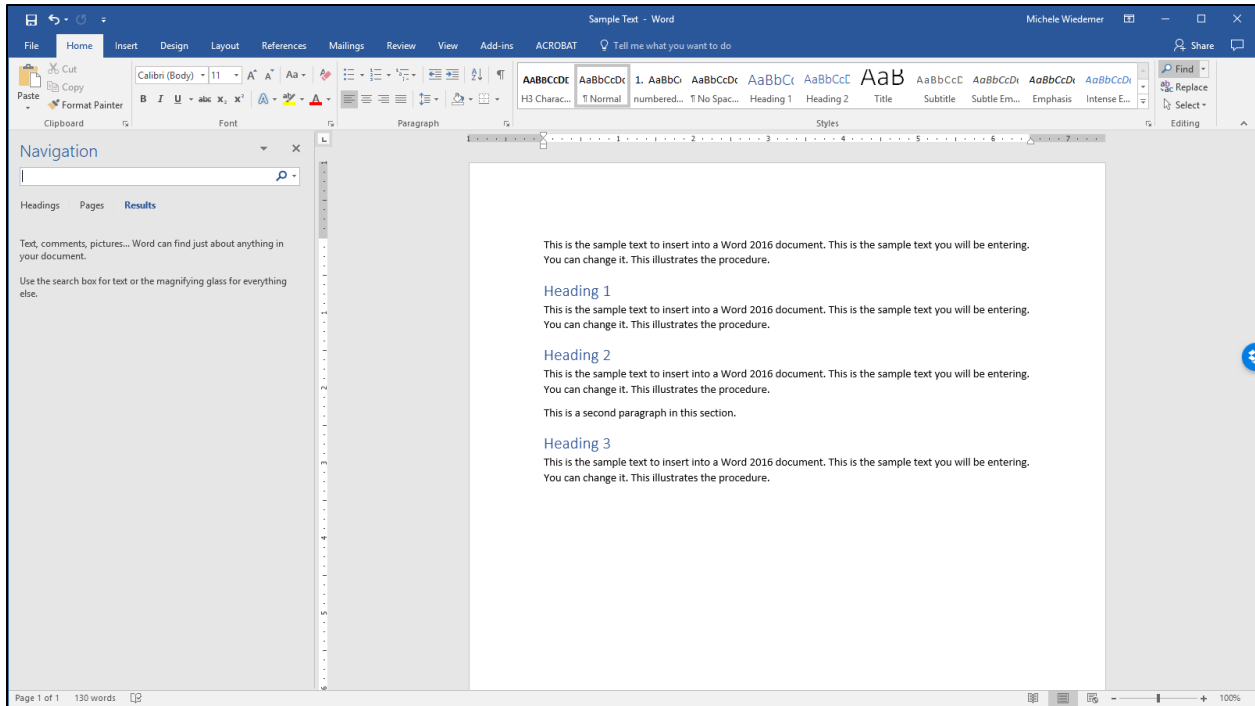
Topic Objective	Search for text in a document
Topic Summary	The Find command opens the Navigation pane where you can search for all instances of particular word or phrase.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants search for instances of "sample" in the document.
Stories to Share	The Navigation panel opens on the left side of the screen. Instances of the text you enter are highlighted in yellow. Use the next and previous arrows to navigate through multiple instances of the search item.

Show participants how to search for text in a document.

1. Select **Find** on the **Home** tab of the Ribbon.

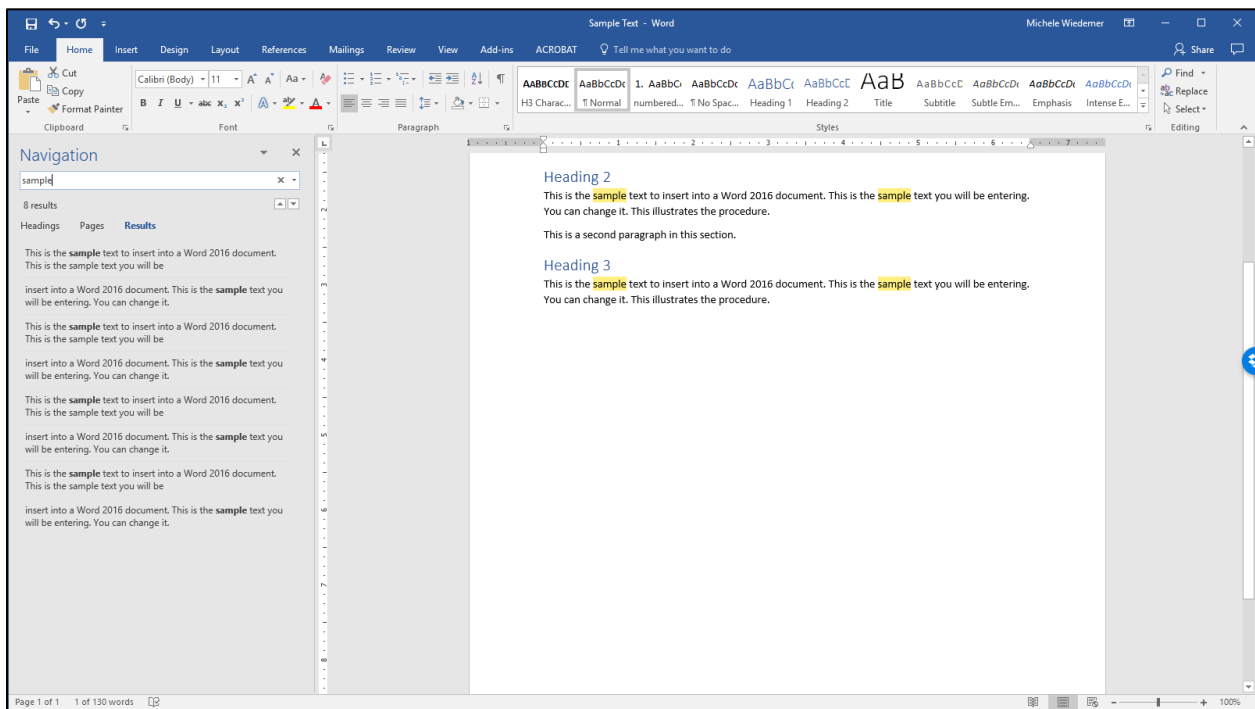


2. The Navigation panel opens (if not already open).



3. Enter the text you want to find.

4. The Navigation pane shows a preview of all of the results that match that text. Select one of the listings to go to that location in the document.



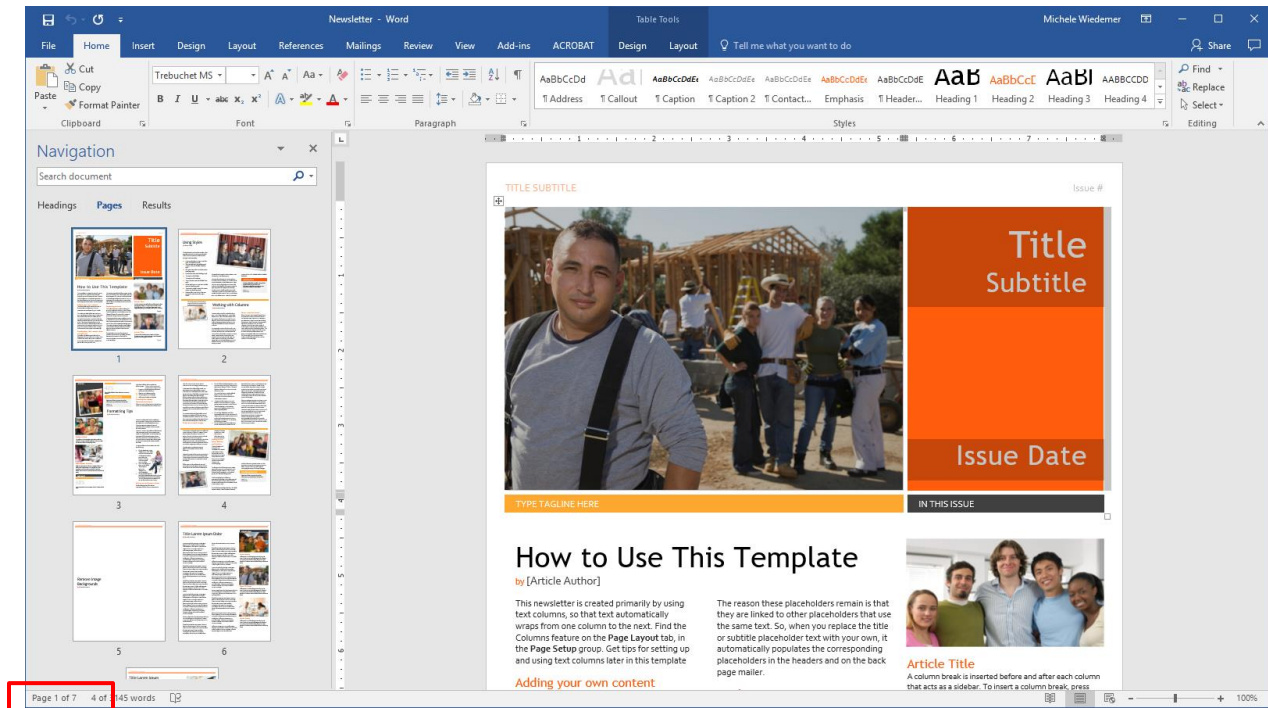
Navigate to Page

The Navigation panel includes another tab that shows all of the pages in your document. You can use this to quickly move to another page in the document.

Topic Objective	Navigate to a specific page in a document
Topic Summary	The PAGE tab in the lower left-hand corner allows users to move to a specific page in a document.
Materials Required	Sample file “Newsletter”
Recommended Activity	Have participants move to a specific page in a document.
Delivery Tips	Note that you can also move to a specific section of the document using Headings if the document uses built-in styles. We’ll talk more about styles in the next module.

Show participants how to move to the specific page in the document.

1. Select the **PAGE X OF XX** in the bottom left hand corner of the window to open the Navigation pane to the Pages tab.



2. Select the page thumbnail to go to that page.

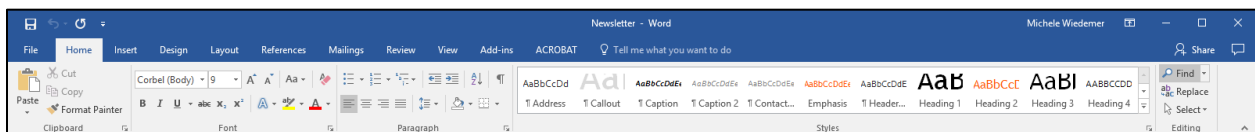
Use the Go To Dialog Box

If you need additional ways to navigate, you can use the Go To dialog box.

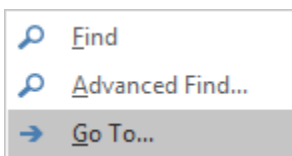
Topic Objective	Use the Go To dialog box.
Topic Summary	The GO TO dialog box provides a number of additional ways to navigate to different locations in your document.
Materials Required	Sample file “Newsletter”
Recommended Activity	Have participants open the Go To dialog box.
Delivery Tips	At this point, participants just need to know the Go To dialog box is there and provides an additional way to move to another page.
Stories to Share	<p>Once participants get to be more proficient with Word, they might use the Go To dialog box for sections, lines, bookmarks and some of the other options.</p> <ul style="list-style-type: none">• If the document uses multiple sections, you can enter the section number or + or – and a number to move that many sections forward or back from the current cursor location.• For lines, enter the line number or + or – and a number to move that many lines forward or back from the current cursor location.• If the document uses bookmarks, they will be listed.

Show the participants the Go To dialog box.

1. Select the **FIND** drop down list on the **HOME** tab of the ribbon.

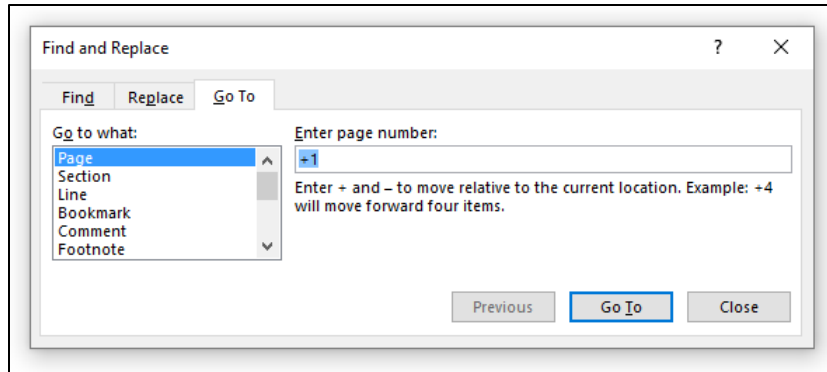


2. Select **Go To**.



3. Choose what type of object you want to use for navigation. In our example, we'll use **Pages**.
4. Enter the page number or + or – and a number to move that many pages forward or back from the current cursor location.

5. Select **Go To** (if you've entered a number) or **NEXT** to move to the selected location.



Formatting a Document, Part One

Estimated Time for this Lesson	20 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Change Margins • Change Page Orientation • Change Page Size • Use the Page Setup Dialog Box • Insert Headers and Footers • Insert Page Numbers d

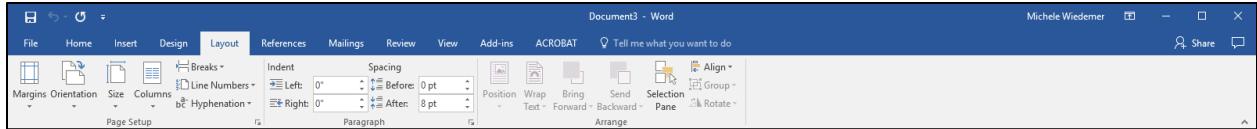
Change Margins

Margins are the white space at the top, bottom, left and right of your document.

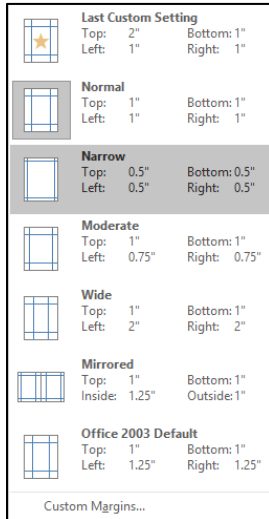
Topic Objective	Change the margins of a document.
Topic Summary	The Margins tool on the Layout tab includes several preset options for formatting your document margins.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants change the sample documents margins to "Narrow" and then "Wide" to see the differences.

Show the participants how to change the margins.

1. Select the **LAYOUT** tab from the Ribbon.



2. Select a new margin set up from the **MARGINS** drop down list.



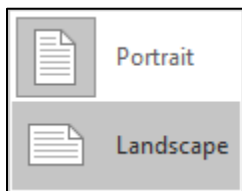
Change Page Orientation

Page orientation determines if the long side of the page is up/down or left/right.

Topic Objective	Change the page orientation
Topic Summary	The Orientation dropdown in the Layout tab allows users to change the page orientation to Landscape or Portrait.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants change the page orientation.

Show the participants how to change the page orientation.

1. Select the **LAYOUT** tab from the Ribbon.
2. Select **PORTRAIT** or **LANDSCAPE** from the **ORIENTATION** drop down list.



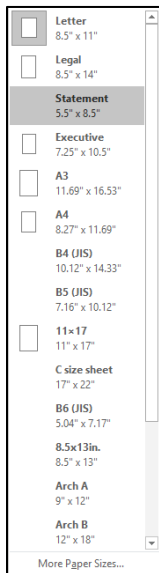
Change Page Size

Depending on what type of document you want to create and your printing options, you may want to use a different page size.

Topic Objective	Change the page size
Topic Summary	The Size tool on the Layout tab includes several preset options for formatting your document page size.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants change the size of a document

Show the participants how to change the page size.

1. Select the **LAYOUT** tab from the Ribbon.
2. Select the page size from the **SIZE** drop down list.



Use the Page Setup Dialog Box

The Layout tab includes several quick options for formatting your page. But if you want to format several items at once or do more customized options, you'll use the Page Setup Dialog box.

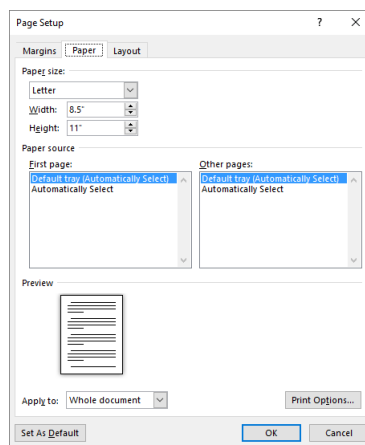
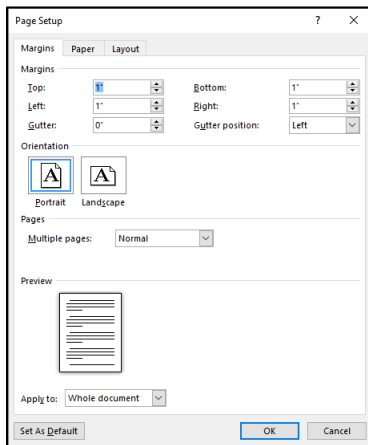
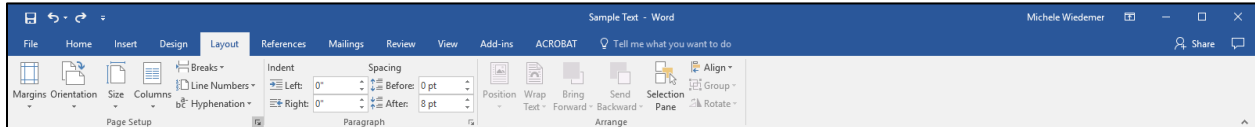
Topic Objective	Use the Page Setup Dialog Box.
Topic Summary	The Page Setup dialog box allows you to format margins, paper size, and layout all at once, using more advanced and customized options if needed.
Materials Required	Any Word document

Recommended Activity

Have participants open the Page Setup dialog box and investigate the options.

Show the participants the **PAGE SETUP** dialog box.

1. Select the **LAYOUT** tab from the Ribbon.
2. Select the small square from the **PAGE SETUP** group.



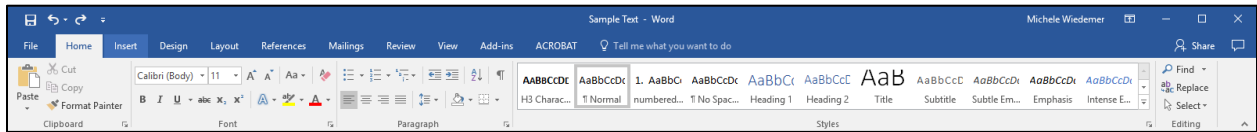
Insert Headers and Footers

Headers and footers allow you to add similar information that should appear at the top or bottom of every page.

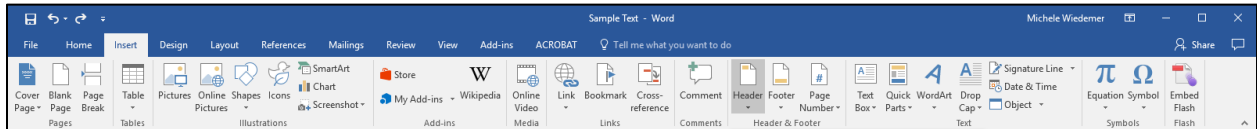
Topic Objective	Insert headers and footers
Topic Summary	The Headers option and the Footers option are both on the Insert tab. There are several pre-built header and footer options to simplify your document formatting.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have the participants insert a header and footer.
Delivery Tips	Once you've added a header or footer, the Headers & Footers tab opens on the Ribbon for more advanced header and footer formatting.

Show the participants how to insert headers and footers.

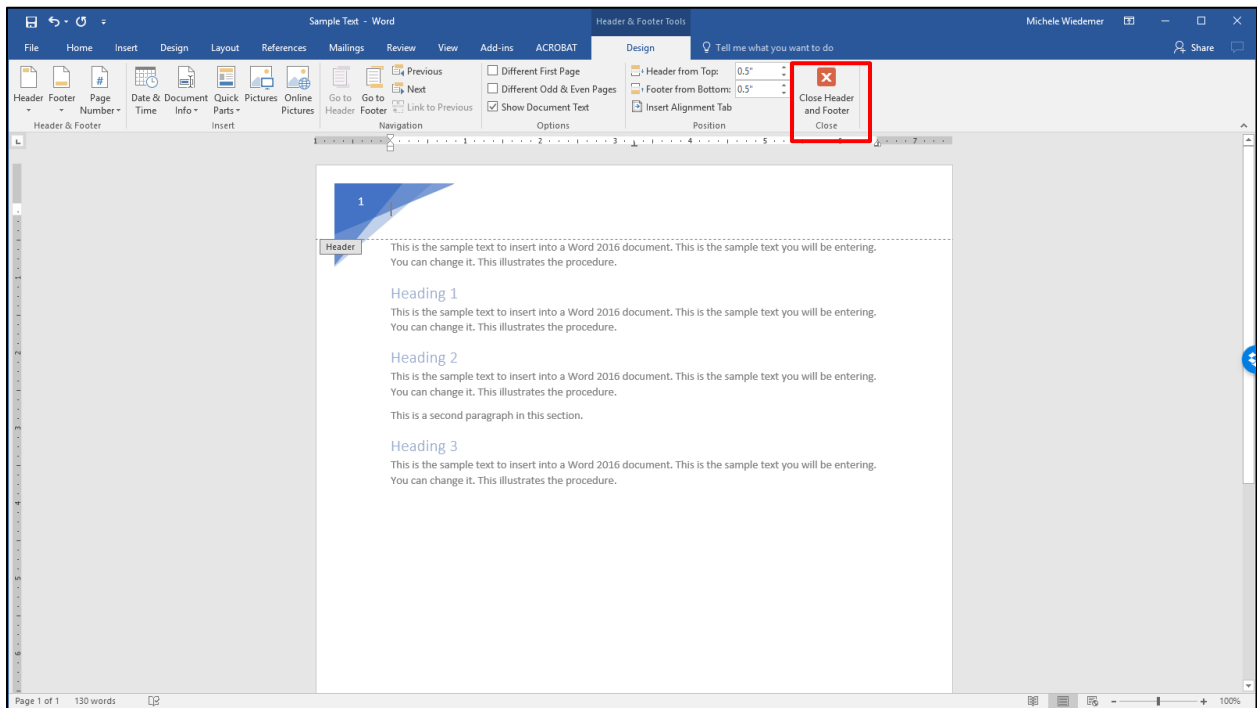
1. Select the **INSERT** tab from the Ribbon.



2. Select **HEADER** or **FOOTER** from the **HEADER & FOOTER** group.



3. Select a built-in header style or footer style from the list.
4. The **HEADER & FOOTER TOOLS DESIGN** tab opens on the Ribbon so that you can edit the header.



Select **CLOSE HEADER & FOOTER** to return to the main document

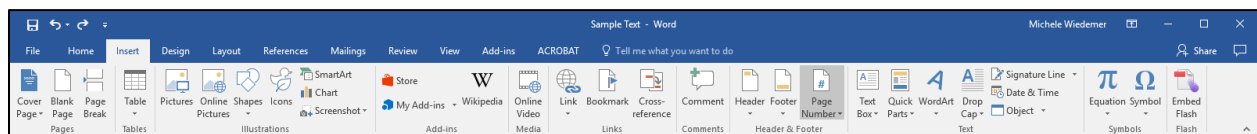
Insert Page Numbers

Adding page numbers is a common way to make a document look more professional, as well as help keeping long documents organized.

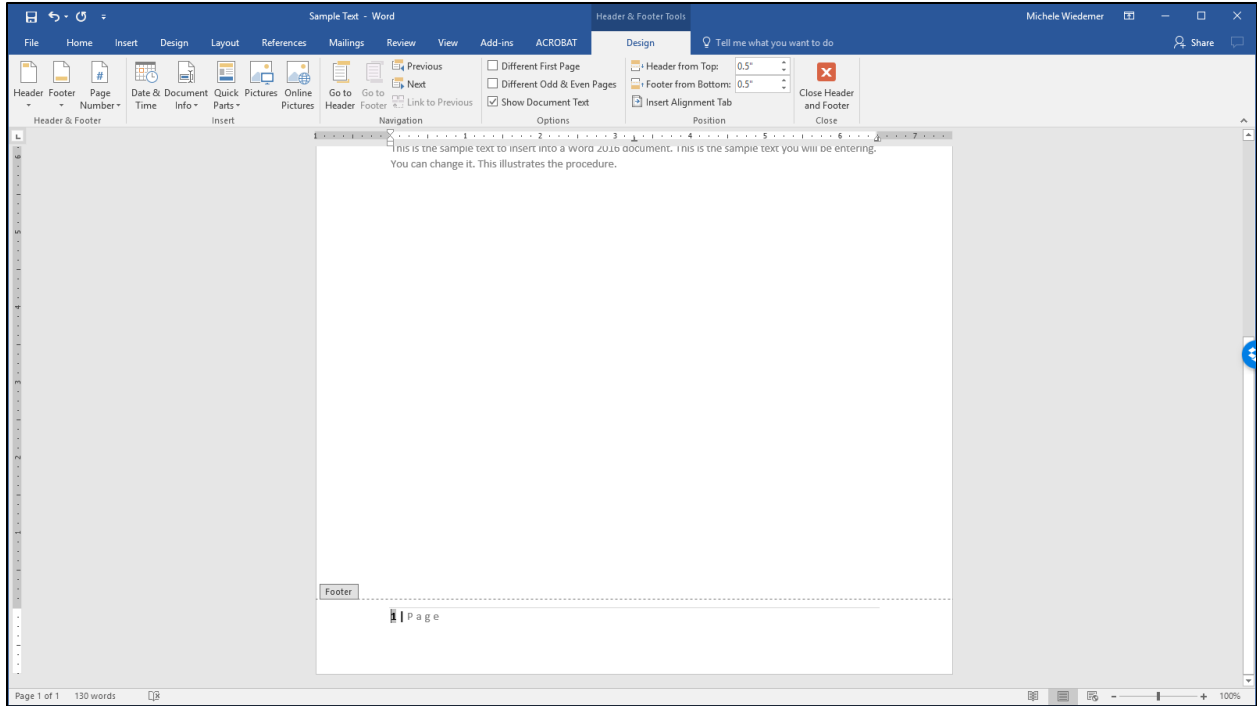
Topic Objective	Insert page numbers
Topic Summary	The Page Number option is on the Insert tab near the Header and Footer tools. There are several pre-built page number options to simplify your document formatting.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants insert page numbers into a document.

Show the participants how to insert page numbers.

1. Select the **INSERT** tab from the Ribbon.
2. Select **PAGE NUMBER** from the Header & Footer group.



3. Select one of the following options for the location of the page number:
 - a. **TOP OF PAGE**
 - b. **BOTTOM OF PAGE**
 - c. **PAGE MARGINS**
 - d. **CURRENT POSITION**
4. Select the page number style to insert it.



Formatting a Document, Part Two

Estimated Time for this Lesson	15 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Apply Document Themes • Apply Document Style Sheets • Add a Watermark • Change Page Background Color • Use the Page Borders Dialog Box

Apply Document Themes

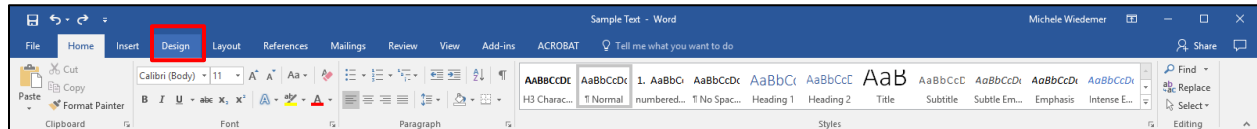
Themes provide a comprehensive look and feel for a document. Themes include fonts, colors, and other elements.

Topic Objective	Apply themes to a document
Topic Summary	The Design tab includes a number of pre-built themes that can be applied to a document.
Materials Required	Sample file "Sample Text"

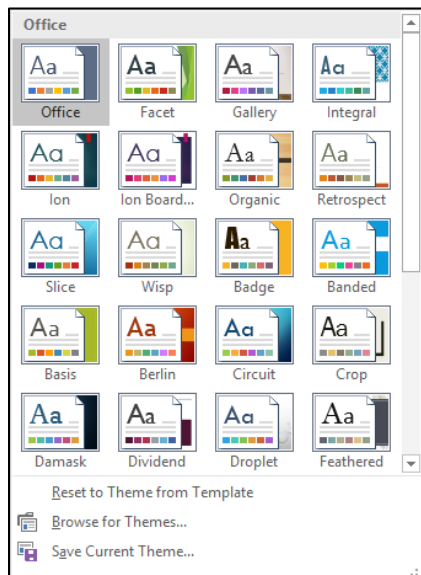
Recommended Activity	Have the participants apply a theme to a document.
Stories to Share	Applying a new theme is a quick way to get a complete new design.

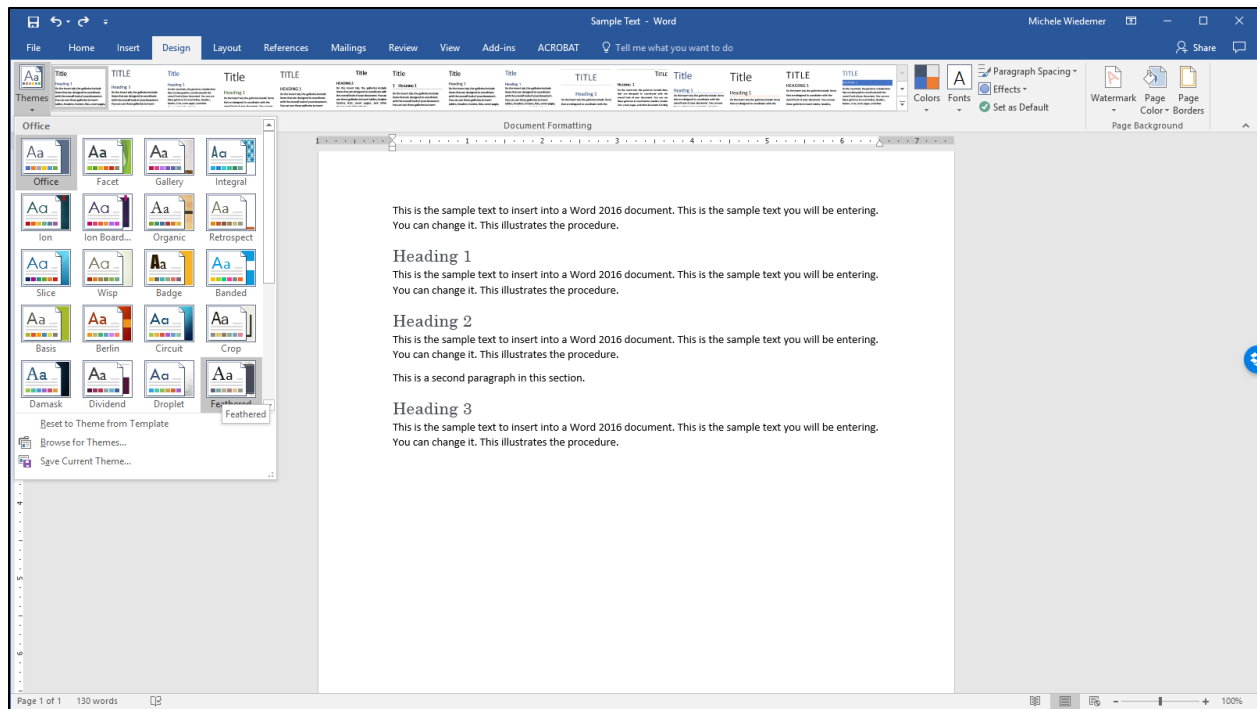
Show the participants how to apply document themes.

1. Select the **DESIGN** tab from the Ribbon.



2. Hover the mouse over a theme to see a preview.
3. Select the theme to apply the colors and fonts.





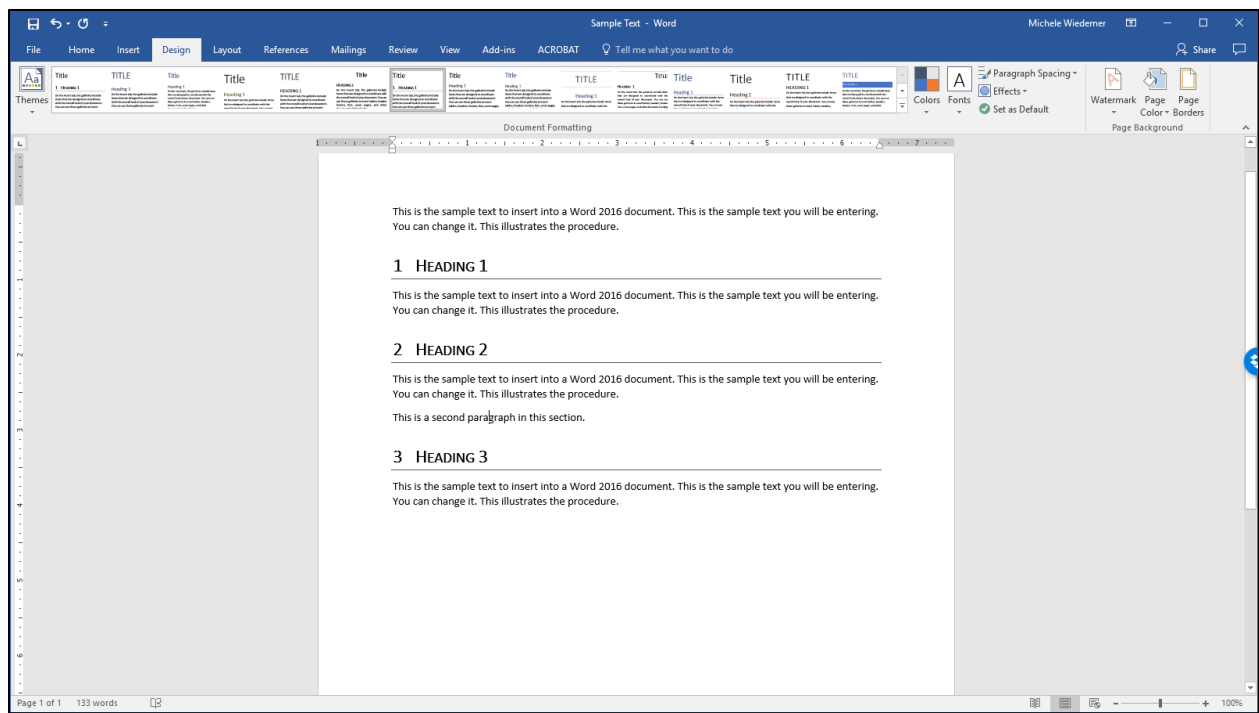
Apply Document Style Sheets

Document style sheets are part of the theme, but are more specific to paragraph and character formatting styles.

Topic Objective	Apply document style sheets
Topic Summary	The Document Formatting gallery allows users to apply styles to the whole document at once.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have the participants apply a style sheet to a document.
Delivery Tips	Open the arrow to the bottom right of the Document Formatting gallery to see additional options.

Show the participants how to apply document style sets.

1. Select the **DESIGN** tab from the Ribbon.
2. Hover the mouse over the style sets in the **DOCUMENT FORMATTING** gallery to see a preview.
3. Select the style set to apply it.



Add a Watermark

A watermark is a semi-transparent marking separate from a document text that makes it easily recognizable as a draft, confidential document, or sample.

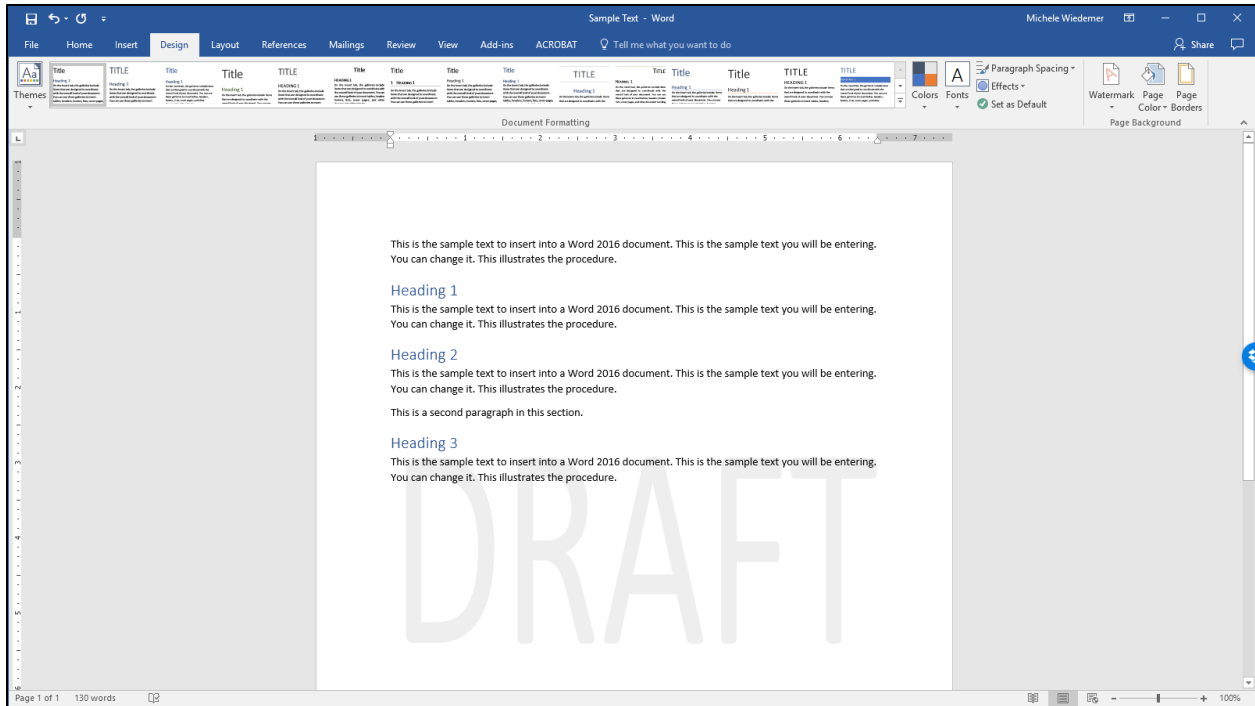
Topic Objective	Add a watermark
Topic Summary	The watermark option is on the Design tab. There are several pre-built watermark options to simplify your document formatting.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants add a watermark to a document.

Show the participants how to add a watermark.

1. Select the **DESIGN** tab from the Ribbon.
2. Select **WATERMARK** from the **PAGE BACKGROUND** group.



3. Select a watermark style to insert it.



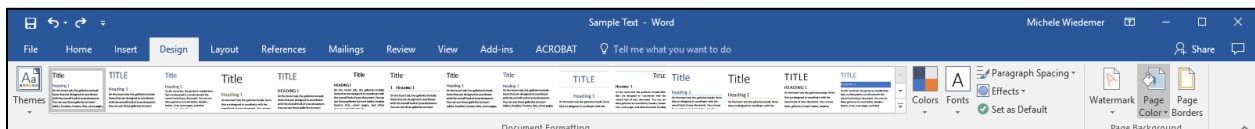
Change Page Background Color

You can really spice up a document by changing the color of the page.

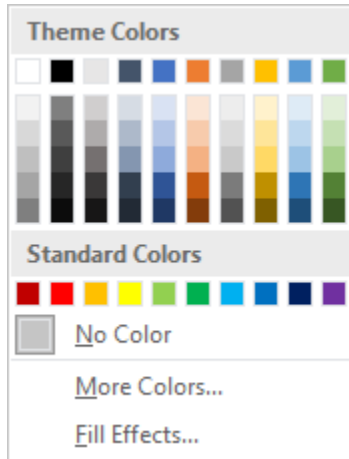
Topic Objective	Change the background color of a page
Topic Summary	The Page Color option is on the Design tab. You can select a theme color or any other color.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have the participants change the background color of a page.

Show the participants how to change the page background color.

1. Select the **DESIGN** tab from the Ribbon.
2. Select **PAGE COLOR** from the **PAGE BACKGROUND** group.



3. Select a color.



Use the Page Borders Dialog Box

Borders are another way to add flare to your document.

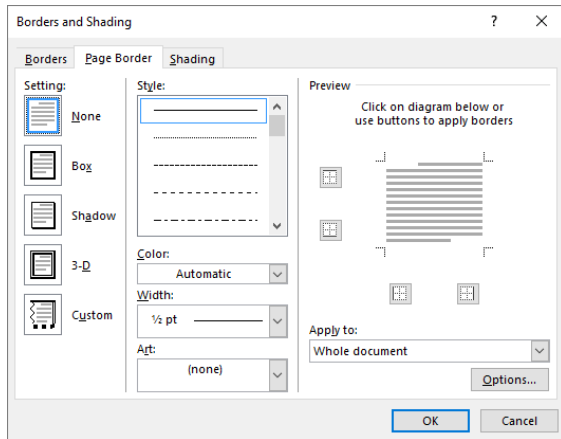
Topic Objective	Add a simple box border to the document
Topic Summary	The Page Borders option is on the Design tab and opens the Borders and Shading dialog box. There are several pre-built border options, and more customized borders can be built using this dialog box.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have participants add a simple box border to the page.

Show the participants the **PAGE BORDERS** dialog box.

1. Select the **DESIGN** tab from the Ribbon.



2. Select **PAGE BORDERS** from the **PAGE BACKGROUND** group to open the **BORDERS AND SHADING** dialog box.



3. Select **Box**.
4. Select **OK**.

Customizing Options and Views for Documents

Text

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none"> • Change Document Views • Zoom • Add a Tool to the Quick Access Toolbar • Split View Window • Add Document Properties • Show or Hide Formatting Symbols

Change Document View

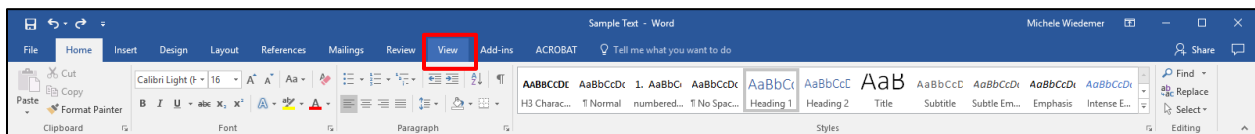
The default view for working in Word is the print layout, so that you can see what your document will look like when printed. But other layouts are available with additional tools, depending on what you want to accomplish while you are in Word.

Topic Objective	Change the document view
Topic Summary	The View tab on the Ribbon includes options to switch to Read Mode, Print Layout, Web Layout, Outline, and Draft.
Materials Required	Sample file "Newsletter"

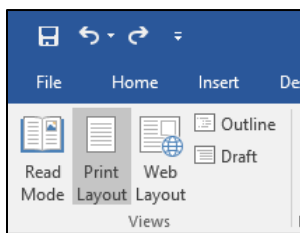
Recommended Activity	Have the participants view the document as read, web layout, outline, and draft.
Stories to Share	The Web Layout view is good if you have wide tables.
Delivery Tips	<p>The Print Layout is the default view. Read Mode has tools designed for reading instead of writing. Outline view is good for organizing your document. Draft view removes the images, headers and footers, and other objects.</p> <p>The read, print, and web layouts are available from the icons on the bottom right of the screen, next to the zoom slider.</p>

Show the participants how to change the document view.

1. Select the **VIEW** tab from the Ribbon.



2. Choose one of the following views:
 - a. Select **READ MODE** to remove many of the tools to optimize the document for reading.
 - b. Select **PRINT LAYOUT** to view the document as it will print.
 - c. Select **WEB LAYOUT** to view how the document would look as a webpage.
 - d. Select **OUTLINE** to work with headings and organize your document.
 - e. Select **DRAFT** to view just the text in your document.



Zoom

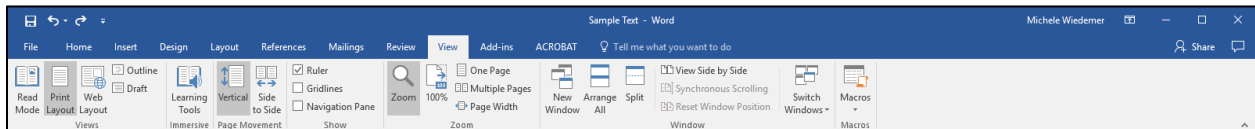
Zoom the view in or out on your document depending on whether you need to see details close up or look at the big picture.

Topic Objective	Change the zoom
Topic Summary	The Zoom option is on the View tab. There are several pre-built zoom

	options, and more customized borders can be built using the Zoom dialog box.
Materials Required	Sample file “Newsletter”
Recommended Activity	Have the participants zoom to one page. Have the participants zoom to multiple pages. Have the participants zoom to the page width. Have the participants open the Zoom dialog box.
Delivery Tips	The Zoom slider in the bottom right of the screen provides a quick way to zoom in or out. Selecting the percentage shown is another way to open the Zoom dialog box.

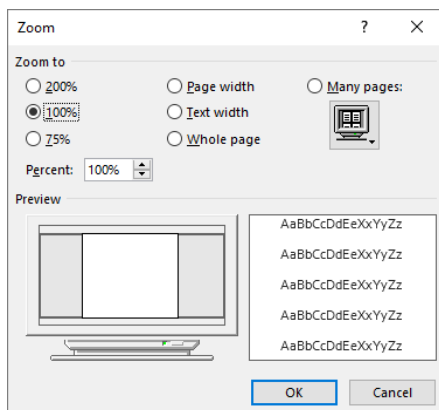
Show the participants how to zoom the view of the document.

1. Select the **VIEW** tab from the Ribbon.
2. Select one of the following options:
 - a. **100%** (actual size)
 - b. **ONE PAGE** (fits one page to the current window size)
 - c. **MULTIPLE PAGES** (fits two pages to the current window size)
 - d. **PAGE WIDTH** (makes the page as wide as the current window size)



Show the participants the **ZOOM** dialog box.

1. Select the **VIEW** tab from the Ribbon.
2. Select **ZOOM**.
3. Select the desired view. Note that the **MANY PAGES** option includes a drop down list to select how many pages you wish to view at one time.



4. Select **OK**.

Have the participants experiment with the Zoom slider shortcut at the bottom right of the window.

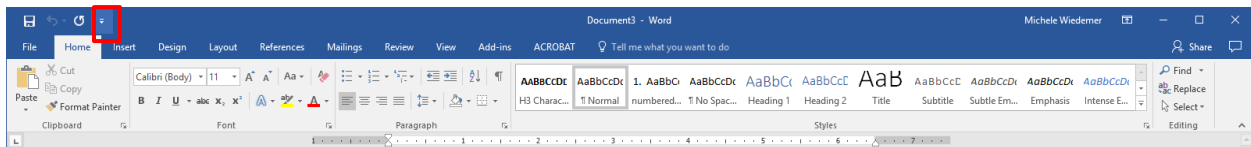
Add a Tool to the Quick Access Toolbar

The Quick Access Toolbar is at the very top left corner of the Word window. It has the Save, Undo, and Repeat commands available by default, but you can add almost any command you need for quick access.

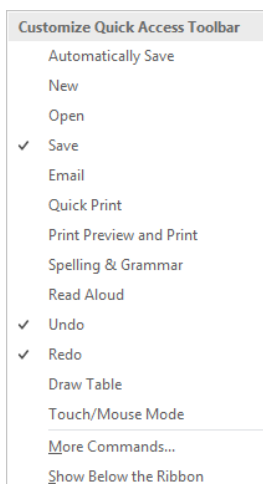
Topic Objective	Add a tool to the Quick Access Toolbar
Topic Summary	The Quick Access toolbar includes a small arrow that allows you to add a number of common tools to this toolbar. It also includes an option to choose from additional tools.
Materials Required	Any Word document
Recommended Activity	Have the participants add the Open tool to the Quick Access Toolbar.
Stories to Share	You can also right click on any tool from any tab in the Ribbon to add it to the Quick Access Toolbar.

Show the participants how to add a tool to the Quick Access Toolbar.

1. Select the small arrow in the top left corner of the window.



2. Select a tool to add it to the Quick Access Toolbar.



3. Select it again to remove it.

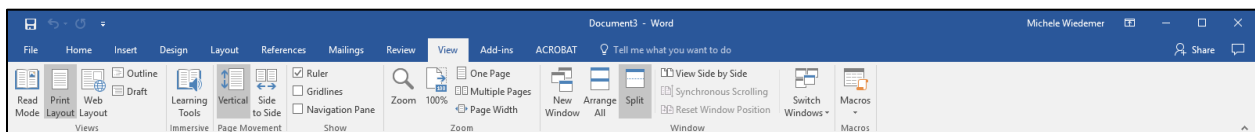
Split View Window

If you've ever wanted to see two places in your document at the same time, you'll understand how helpful having a split view window can be.

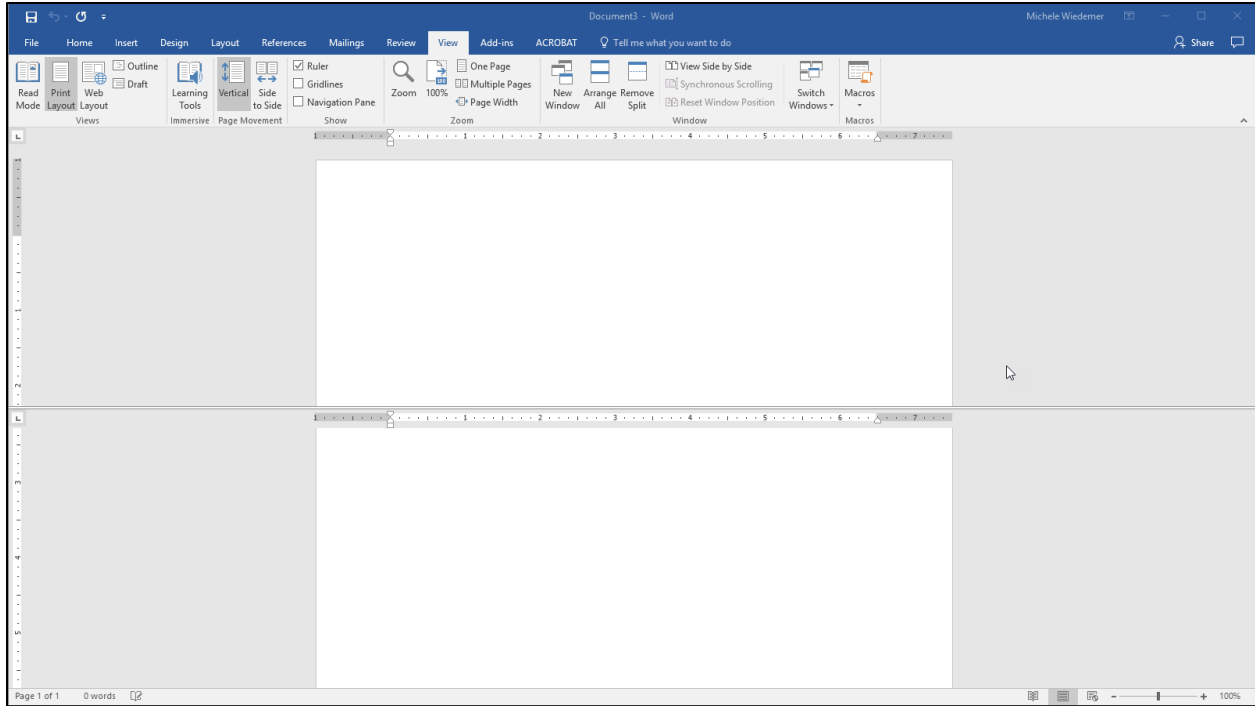
Topic Objective	Split the view
Topic Summary	The VIEW tab on the Ribbon includes the SPLIT and REMOVE SPLIT tools.
Materials Required	Blank Word document
Recommended Activity	Have the participants split the window. Have the participants remove the split.
Stories to Share	The navigation tools work separately in each portion of the split – just place your cursor in the area where you want to change what is being shown and then navigate.
Delivery Tips	The split can be dragged up or down, depending on how much of the screen each portion should be. Each section includes its own scroll bar.

Show the participants how to split the window.

1. Select the **VIEW** tab from the Ribbon.
2. Select **SPLIT**.



3. Drag the split bar up or down to change how the split fills the screen.



4. Select **REMOVE SPLIT** to return to an unsplit view.

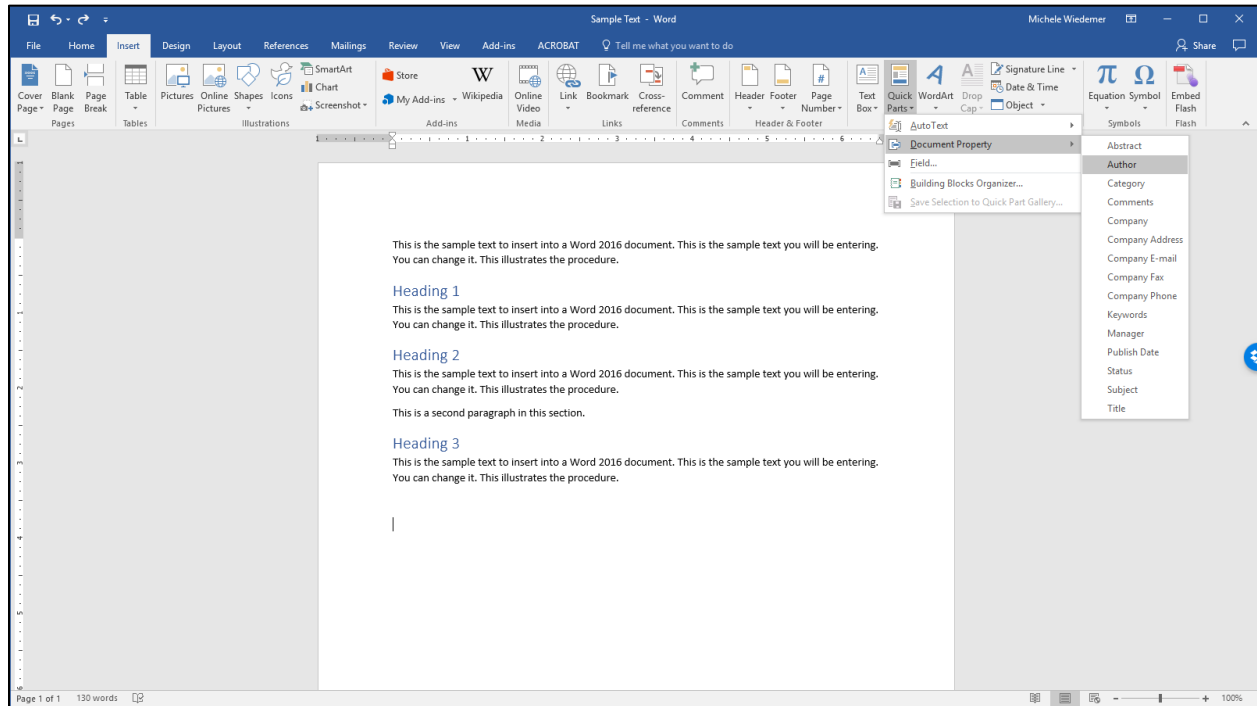
Add Document Properties

Word includes several pre-built options for you to provide specific types of information about your document, such as the author or the date the document was published.

Topic Objective	Add properties to a document
Topic Summary	The Insert tab on the Ribbon includes the option to add document properties.
Materials Required	Sample file "Sample Text"
Recommended Activity	Have the participants add the author to the bottom of the document. Have the participants investigate the other document properties.
Stories to Share	<p>Document properties are inserted into the document as controls. Some are determined by your Microsoft account or installation of Word, and some are modified after you insert them.</p> <p>These controls function a little differently than normal text, but they can be edited or deleted.</p>

Show the participants how to add document properties.

1. Place your cursor where you want to add the information.
2. Select the **INSERT** tab from the Ribbon.
3. Select **QUICK PARTS**.
4. Select **DOCUMENT PROPERTY**.
5. Select the information you want to add to the document.



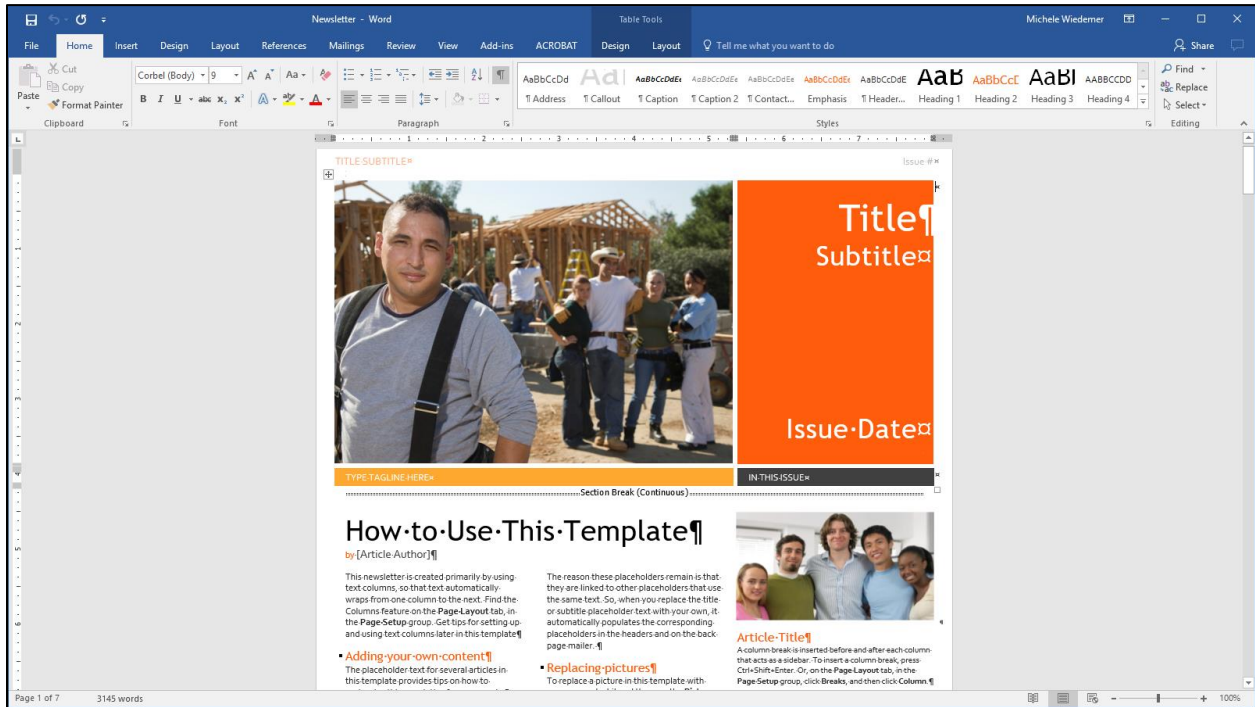
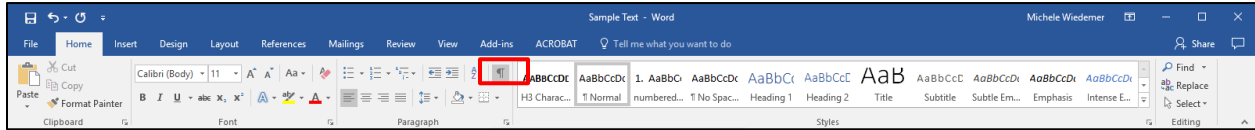
Show or Hide Formatting Symbols

Formatting symbols don't print, but they can help with document editing so that you know where you've put extra spaces or other formatting options.

Topic Objective	Show or hide formatting symbols
Topic Summary	Formatting symbols are available on the Home tab. They show extra information about your document, text, and object formatting.
Materials Required	Sample file "Newsletter"
Recommended Activity	Have the participants show and hide the formatting symbols.
Stories to Share	Formatting symbols include marks at the end of paragraphs, tabs, break marks and other objects to help with formatting.
Delivery Tips	Point out the formatting symbols to the participants.

Show the participants how to show or hide formatting symbols.

1. Select the **HOME** tab from the Ribbon.
2. Select the Show/Hide button from the **PARAGRAPH** group.



Printing and Saving Documents

Estimated Time for this Lesson	20 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Print• Save in Another File Format• Inspect a Document for Hidden Properties and Personal Information• Inspect a Document for Accessibility Issues• Inspect a Document for Compatibility Issues

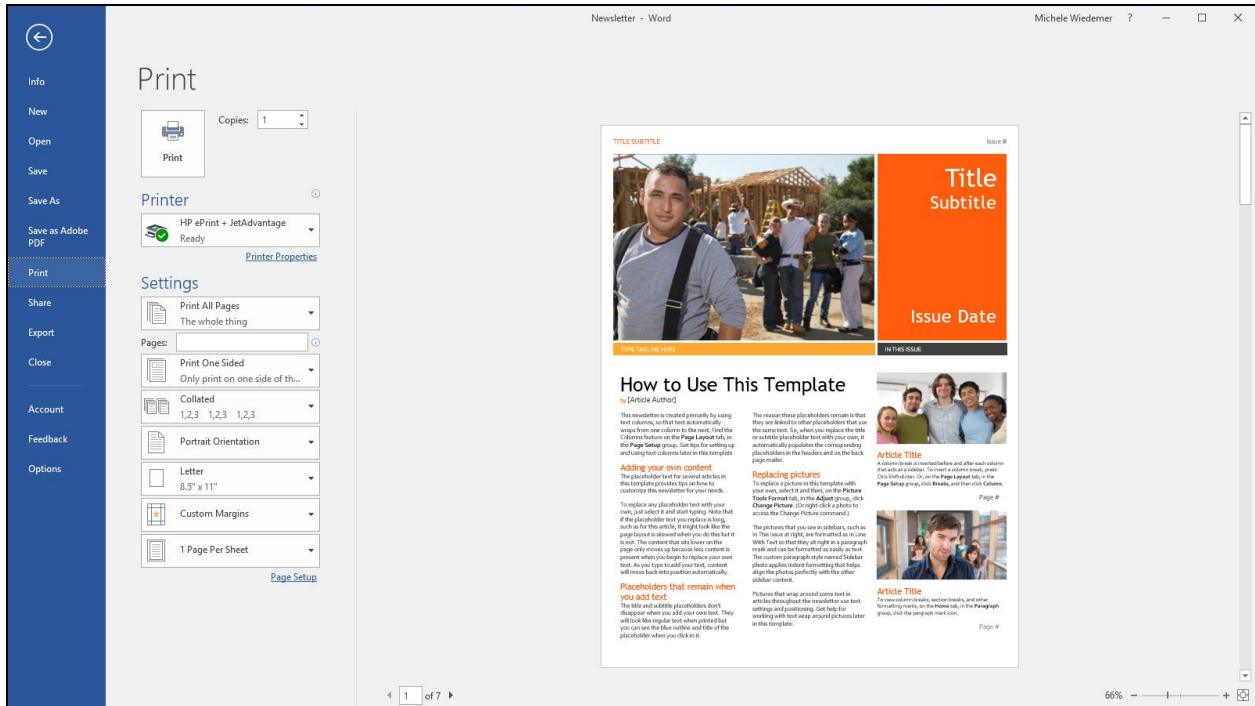
Print

The print command gets your document from the computer to paper.

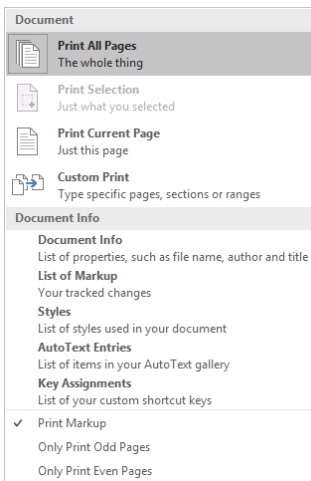
Topic Objective	Print a document
Topic Summary	The Print dialog allows you to change several different print settings.
Materials Required	Sample file "Newsletter" Connected printer
Recommended Activity	Discuss the print settings. Have the participants modify print settings and print all or part of the document.
Delivery Tips	If a printer is not available, you can still explain the print settings.

Show the participants how to modify print settings and print all or part of the document.

1. Select the **FILE** menu from the Ribbon.
2. Select the **PRINT** tab from the left tabs.

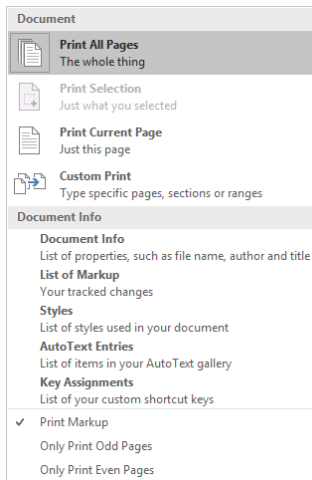


3. Select the **PRINTER** from the drop down list if there is more than one option.
4. Select the **SETTINGS** from the drop down list.



5. Select **PRINT**.

Discuss the print settings.



- **PRINT ALL PAGES** – prints the entire document
- **PRINT SELECTION** – you must have selected specific text before selecting the File tab/Print option, then it only prints what you have selected
- Print current page – prints the page where the cursor is currently located
- Custom print – you can enter specific pages or a range of pages like 1-5

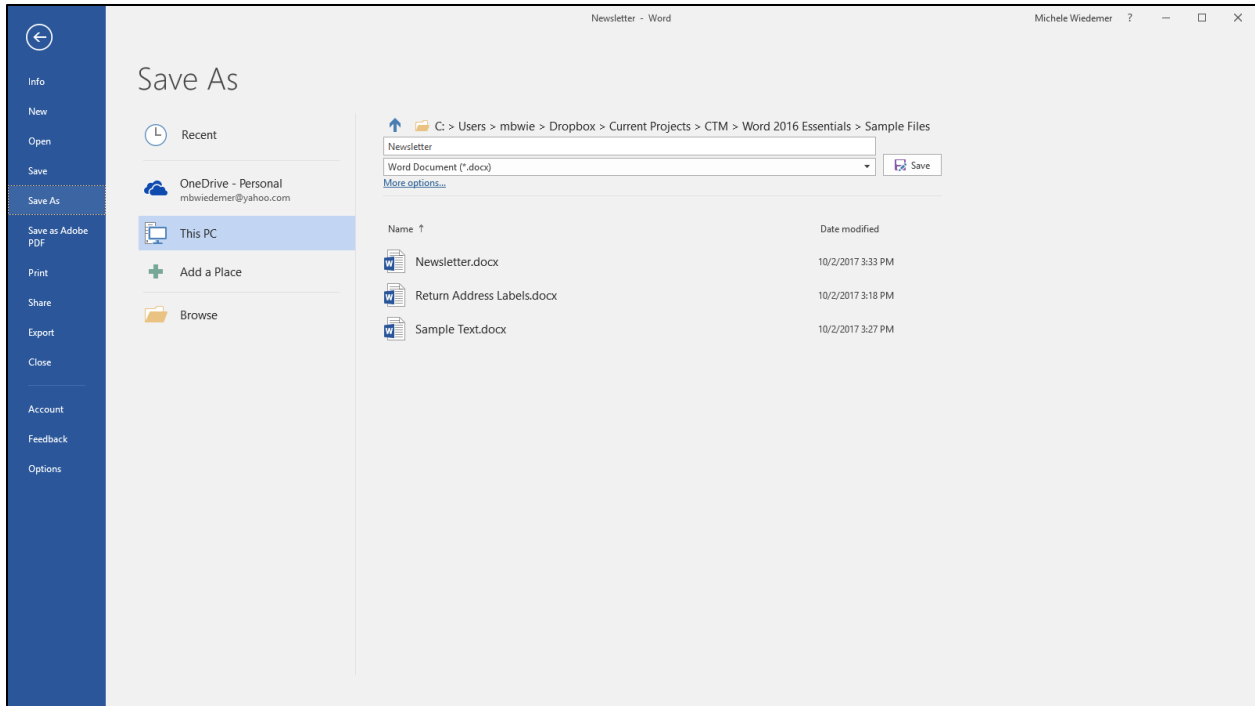
Save in Another File Format

The Save As command allows you to save in a different format, as well as in a different location.

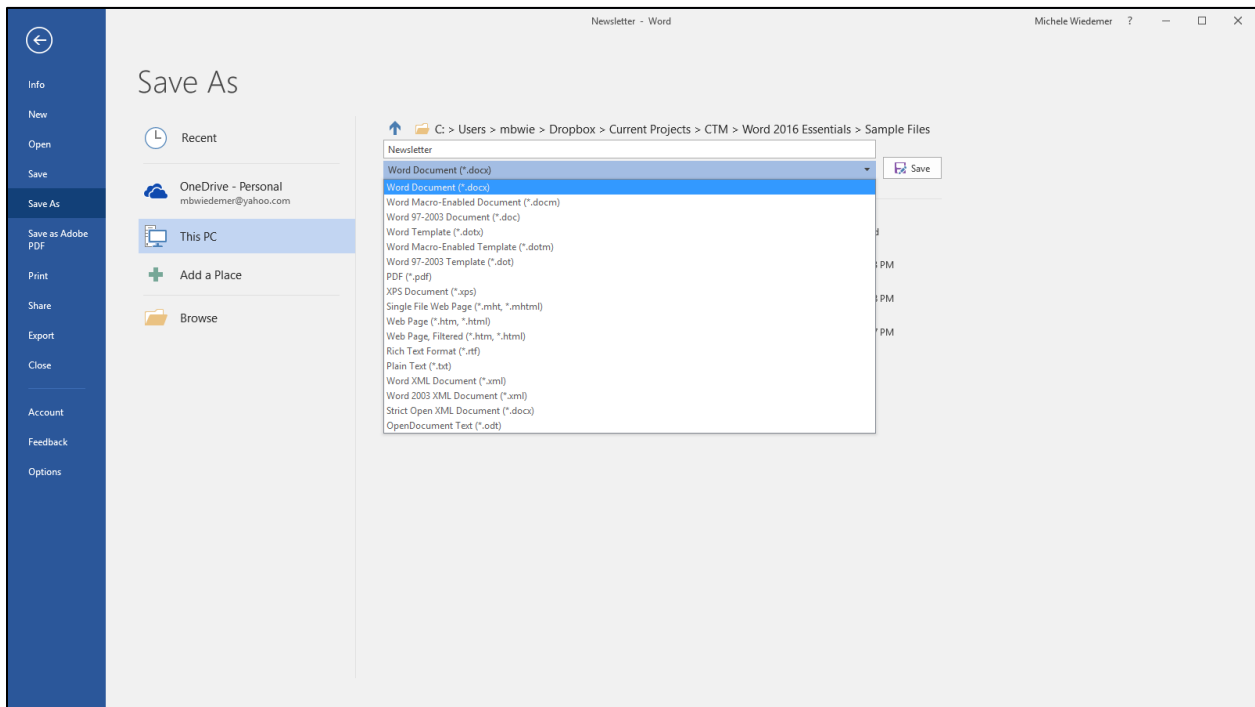
Topic Objective	Save a document in another file format
Topic Summary	Different formats allow you to create templates, share with others who don't have the same version of Word, or even create a PDF.
Materials Required	Any Word document
Recommended Activity	Have the participants save the document in another file format.

Show the participants how to save a document in another file format.

1. Select the **FILE** menu from the Ribbon.
2. Select **SAVE AS** from the left tabs.



3. Select the format from the drop down list.



4. Select **SAVE**.

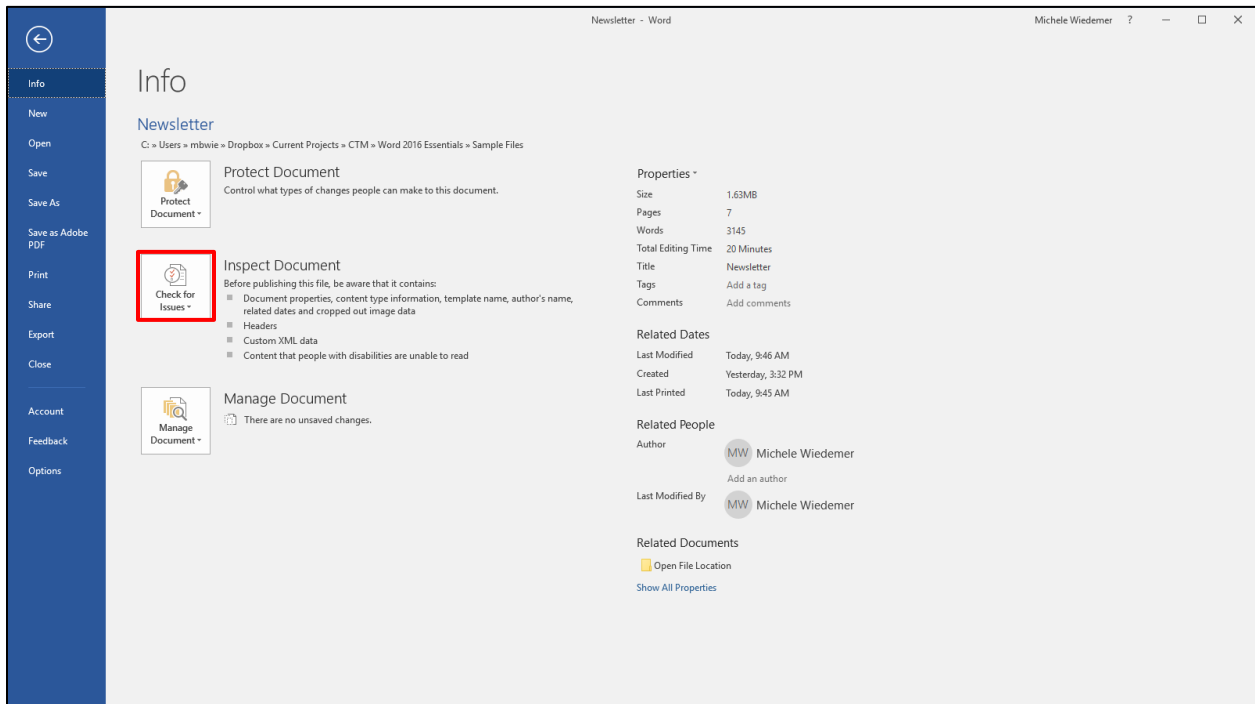
Inspect a Document for Hidden Properties and Personal Information

When preparing a document to share with others, you may want to remove certain types of information or objects.

Topic Objective	Inspect a document for hidden properties and personal information
Topic Summary	The Backstage View (File tab of the Ribbon) opens to the Info page. The Check for Issues command includes the option to Inspect a document.
Materials Required	Sample file “Newsletter”
Recommended Activity	Have participants find hidden properties and personal information in a document.
Delivery Tips	The Document Inspector provides shortcuts for removing problematic information.

Show the participants how to inspect a document for hidden properties and personal information.

1. Make sure you’ve saved the document.
2. Select the **FILE** menu from the Ribbon.
3. The **INFO** area should open. If not, select the **INFO** tab from the left tabs.
4. Select **CHECK FOR ISSUES**.



5. Select **INSPECT DOCUMENT**.

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.

6. Check the boxes for the items you want to check.

Document Inspector

To check the document for the selected content, click Inspect.

- Comments, Revisions, and Versions**
Inspects the document for comments, versions, and revision marks.
- Document Properties and Personal Information**
Inspects for hidden metadata or personal information saved with the document.
- Task Pane Add-ins**
Inspects for Task Pane add-ins saved in the document.
- Embedded Documents**
Inspects for embedded documents, which may include information that's not visible in the file.
- Macros, Forms, and ActiveX Controls**
Inspects for macros, forms, and ActiveX controls.
- Ink Annotations**
Inspects the document for Ink Annotations.
- Collapsed Headings**
Inspects the document for text that has been collapsed under a heading.

Inspect Close

7. Review the inspection results.

Document Inspector

Review the inspection results.

- Comments, Revisions, and Versions**
No items were found.
- Document Properties and Personal Information**
The following document information was found:
* Document properties
* Author
* Related dates
* Content type information
* Picture crop information
* Template name
Remove All
- Task Pane Add-ins**
We did not find any Task Pane add-ins.
- Embedded Documents**
No embedded documents were found.
- Macros, Forms, and ActiveX Controls**
No macros, forms, or ActiveX controls were found.
- Collapsed Headings**
No collapsed headings were found.

Note: Some changes cannot be undone.

Reinspect Close

Document Inspector

Review the inspection results.

- Embedded Documents**
No embedded documents were found.
- Macros, Forms, and ActiveX Controls**
No macros, forms, or ActiveX controls were found.
- Collapsed Headings**
No collapsed headings were found.
- Custom XML Data**
Custom XML data was found.
Remove All
- Headers, Footers, and Watermarks**
The following items were found:
* Headers
* Footers
Headers and footers may include shapes such as watermarks.
Remove All
- Invisible Content**
No invisible objects found.
- Hidden Text**
No hidden text was found.

Note: Some changes cannot be undone.

Reinspect Close

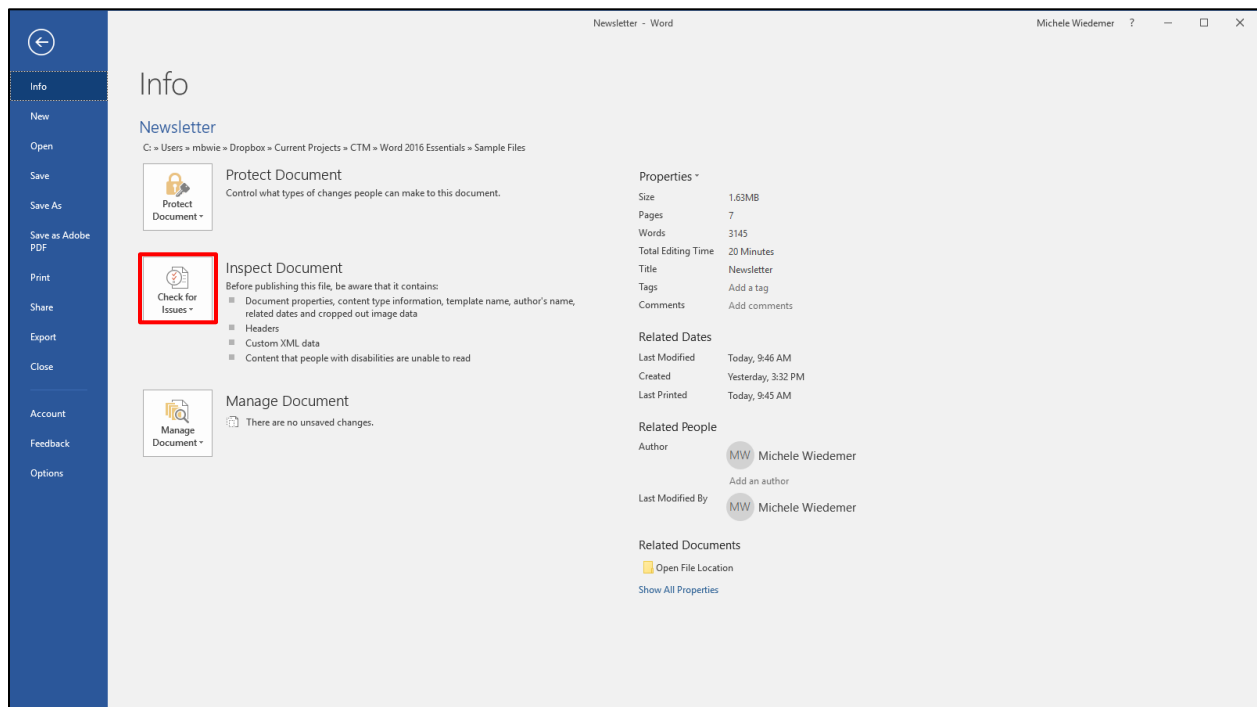
Inspect a Document for Accessibility Issues

Make your document optimized for users with certain types of disabilities. For example, blind readers may have your document read by a screen reader, and images explained with alternate text.


Topic Objective	Inspect a document for accessibility issues
Topic Summary	The Backstage View (File tab of the Ribbon) opens to the Info page. The Check for Issues command includes the option to check for accessibility issues.
Materials Required	Sample file "Newsletter"
Recommended Activity	Have the participants inspect a document for accessibility issues.


Show the participants how to inspect a document for accessibility issues.


1. Select the **FILE** menu from the Ribbon.
2. The Info area should open. If not, select the **INFO** tab from the left tabs.
3. Select **CHECK FOR ISSUES**.



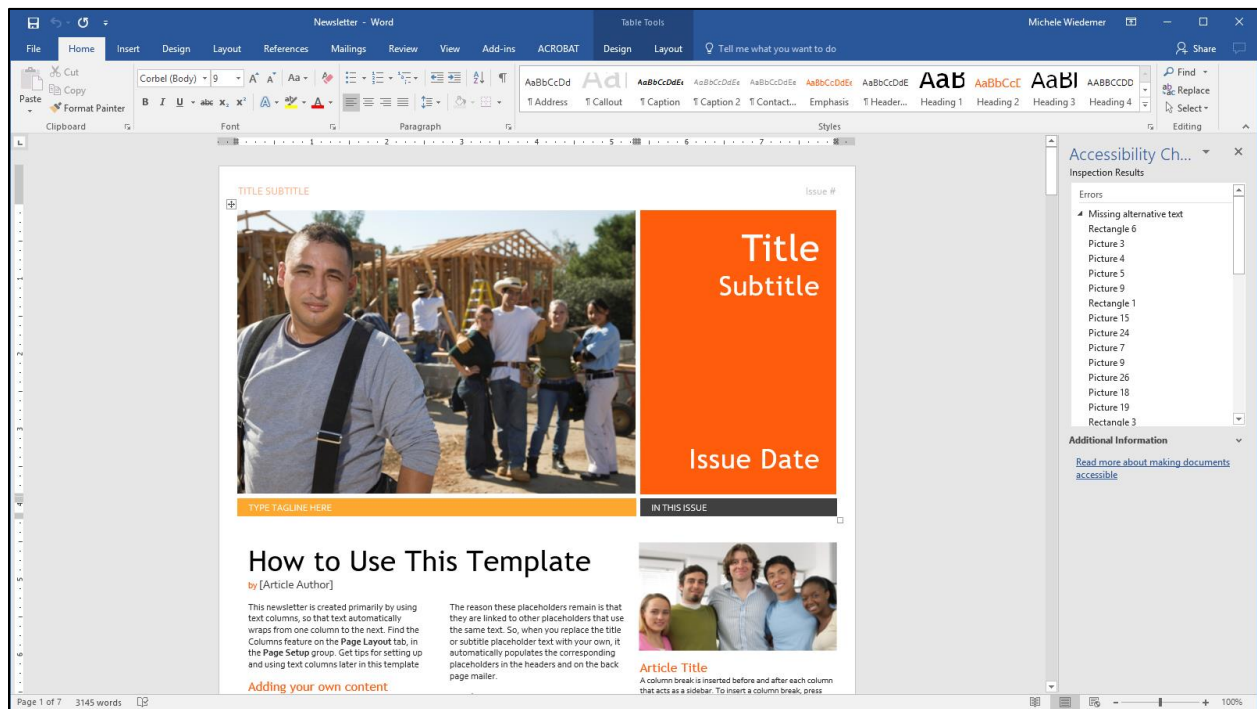
4. Select **CHECK ACCESSIBILITY**.

 **Inspect Document**
Check the document for hidden properties or personal information.

 **Check Accessibility**
Check the document for content that people with disabilities might find difficult to read.

 **Check Compatibility**
Check for features not supported by earlier versions of Word.

5. The Inspection Results are shown in a pane on the right side of the window.



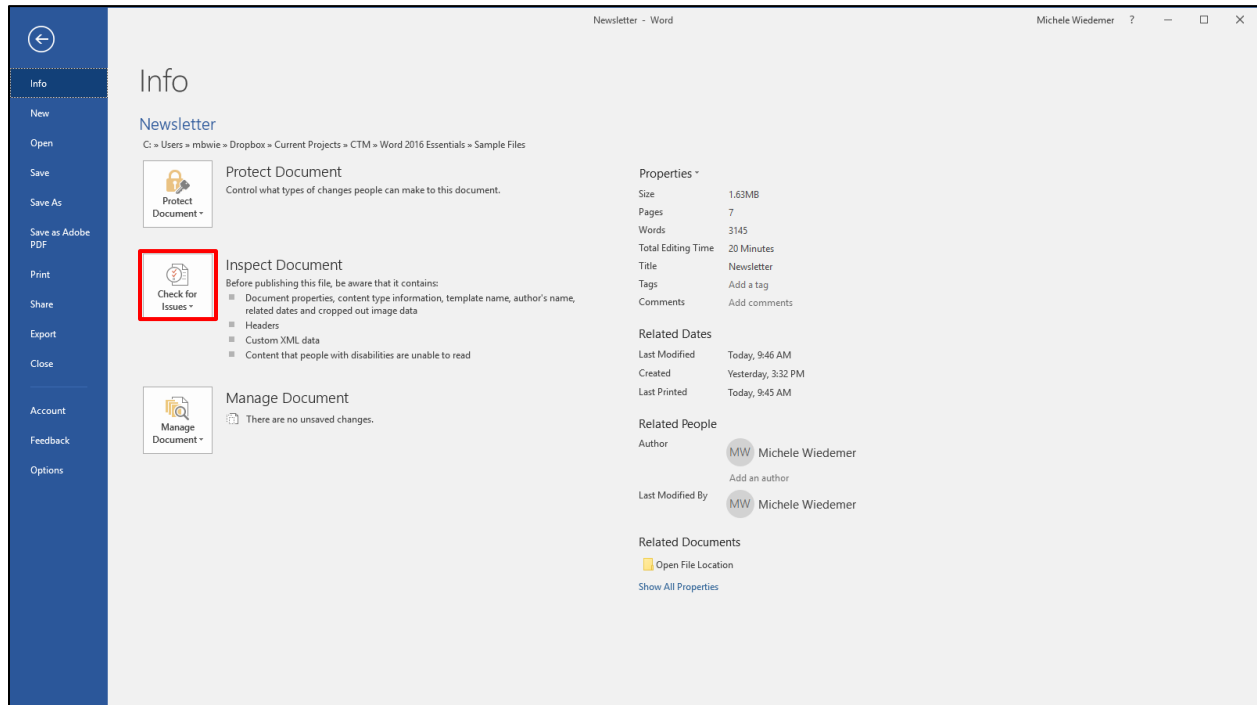
Inspect a Document for Compatibility Issues

Older versions of Word don't have all of the same functionality, so some items in your document may not work properly. You can check for these issues before sharing.

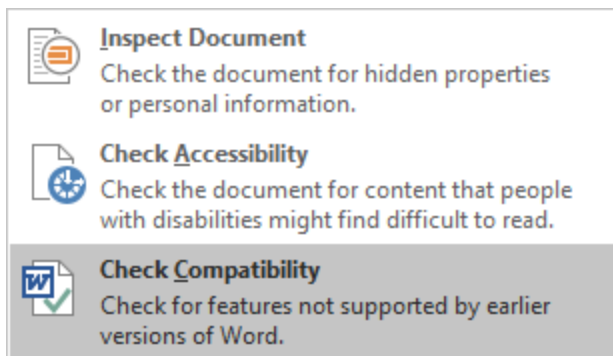
Topic Objective	Inspect a document for compatibility issues.
Topic Summary	The Backstage View (File tab of the Ribbon) opens to the Info page. The Check for Issues command includes the option to Inspect a document for compatibility.
Materials Required	Sample file "Newsletter"
Recommended Activity	Have the participants inspect a document for compatibility issues.

Show the participants how to inspect a document for compatibility issues.

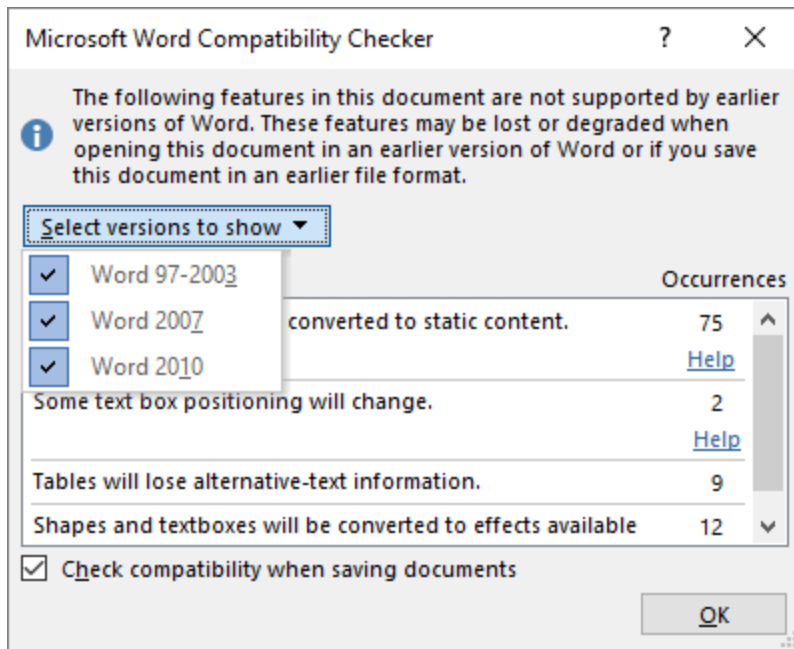
1. Select the **FILE** menu from the Ribbon.
2. The Info area should open. If not, select the **INFO** tab from the left tabs.
3. Select **CHECK FOR ISSUES**.



4. Select **CHECK COMPATIBILITY**.



5. Select the versions of Word you want to check.



6. Select **OK**.

Module Two: Review Questions

1. PDF files are view only in Word
 - a) True
 - b) False

Word converts the format of PDF files you open in Word so that you can edit them. The Word version may look slightly different, depending on the number of graphics and advanced formatting used in the original PDF.

2. The Text from File option is on what tab of the Ribbon?
 - a) File
 - b) Home
 - c) Insert
 - d) View

The Text from File command is under Object on the Insert tab of the Ribbon.

3. What are the three tabs on the Navigation pane?

Headings, Pages, and Results

The Headings pane allows you to move through the document headings, if built-in styles are used. Pages allows you to move quickly to a new page. Results shows matches for a search term you have entered.

4. The Go To tab for navigation is in which dialog box?
 - a) Page Setup
 - b) Find and Replace
 - c) Headings
 - d) None of the Above

You open the Go To option from the Find menu on the Home tab of the Ribbon. The dialog box includes, Find, Replace, and Go To.

5. Which of the following is not on the Page Setup dialog box?
 - a) Headers
 - b) Margins
 - c) Paper
 - d) Layout

The Page Setup dialog box includes commands for margins, paper size, and page layout. The Headers command is available on the Insert tab of the Ribbon.

6. Which 4 commands are available from the bottom right of the Word window?

Read view, Print Layout view, Web Layout view, and the Zoom slider

The most common view and zoom options are available from the bottom right of the Word window.

7. Which option allows you to select different pages of the document to print?

- a) Copies
- b) Settings
- c) Page Setup
- d) None of the Above

The Settings drop down list on the Print page allow you to select whole document, the selection, the current page, or custom page ranges.

8. Which tab opens the Backstage View?

- a) File
- b) View
- c) Design
- d) None of the Above

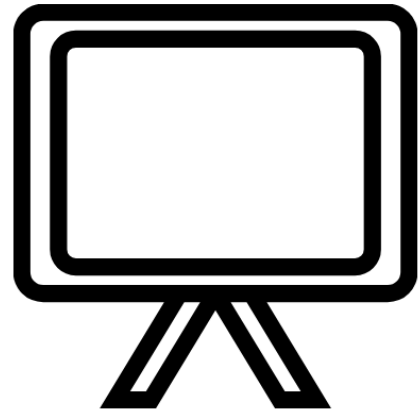
The File menu at the very left of the Ribbon opens additional options for saving, printing, and inspecting documents.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.



Module Two: Create and Manage Documents

This module introduces students to a Word document and the different ways of creating documents. We'll introduce the Ribbon so that students are familiar with the tool terminology. Then we'll look at ways of navigating through a document.

A journey of a thousand miles must begin with a single step.

Lao-Tsu



Lesson: Creating a Document

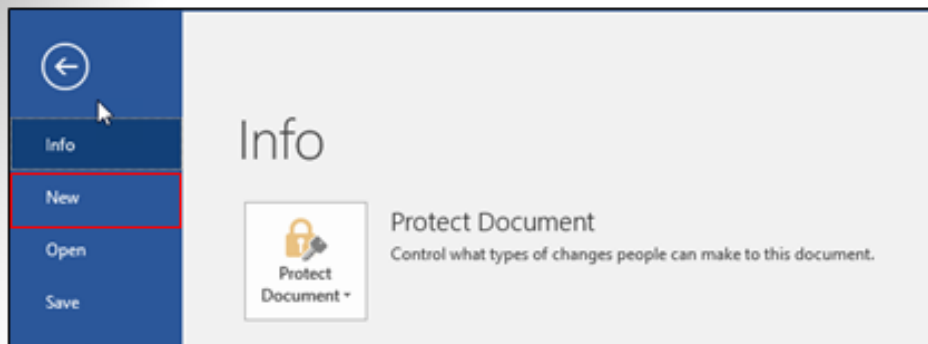
In this lesson, we'll introduce the following topics:

- Introduce the Ribbon
- Open the New Screen
- Create a Blank Document
- Create a Blank Document using a Template
- Search for a Template
- Open a PDF in Word for Editing
- Insert Text from a File

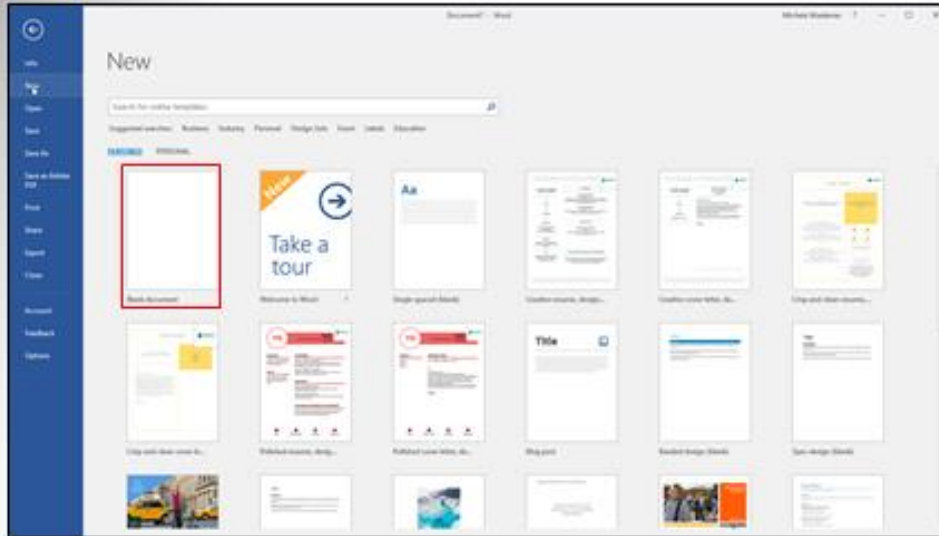
Introducing the Ribbon



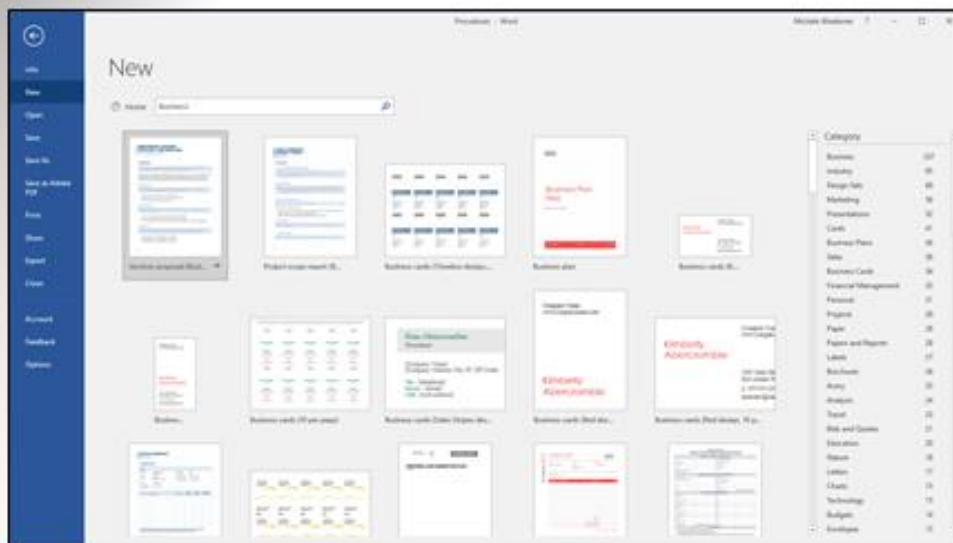
Open the New Screen



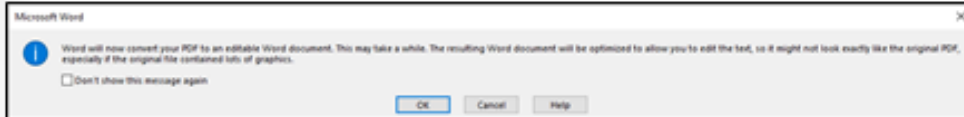
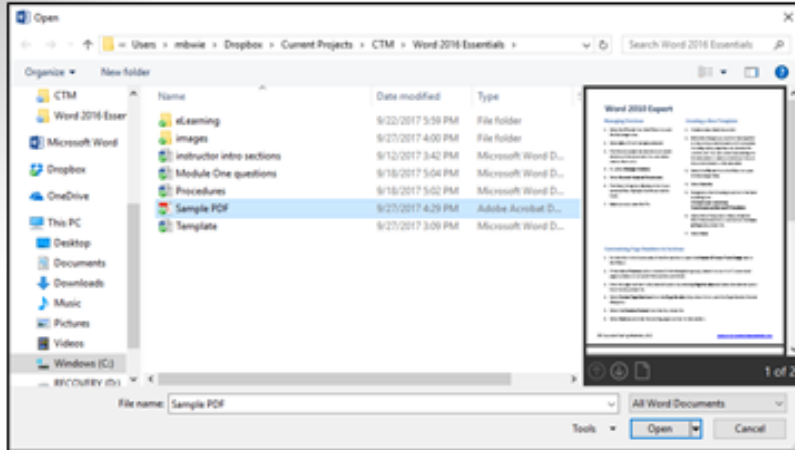
Create a Blank Document



Create a Document from a Template



Open a PDF for Editing



Insert Text from a File

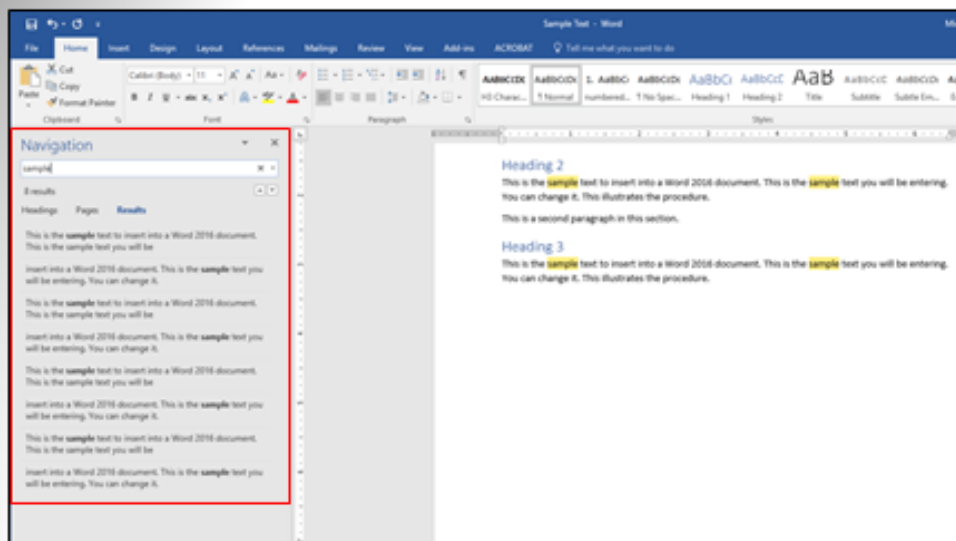


Lesson: Navigating Through a Document

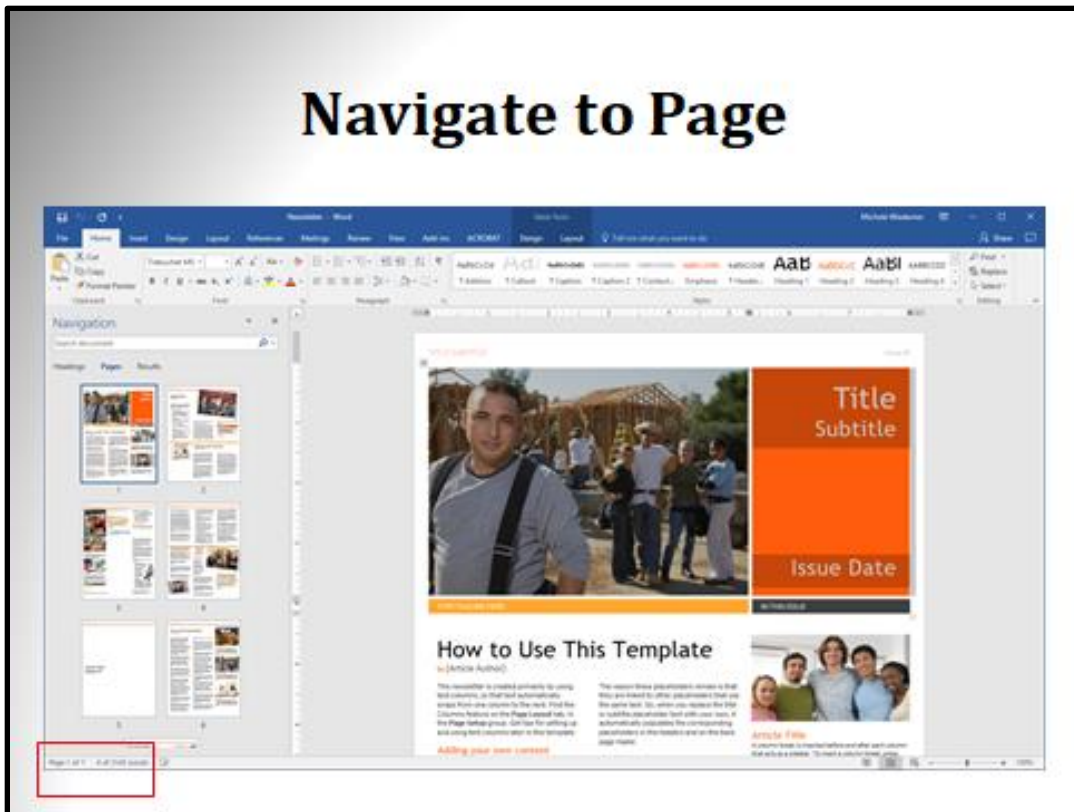
In this lesson, we'll introduce the following topics:

- Search for Text
- Navigate to Page
- Use the Go To Dialog Box

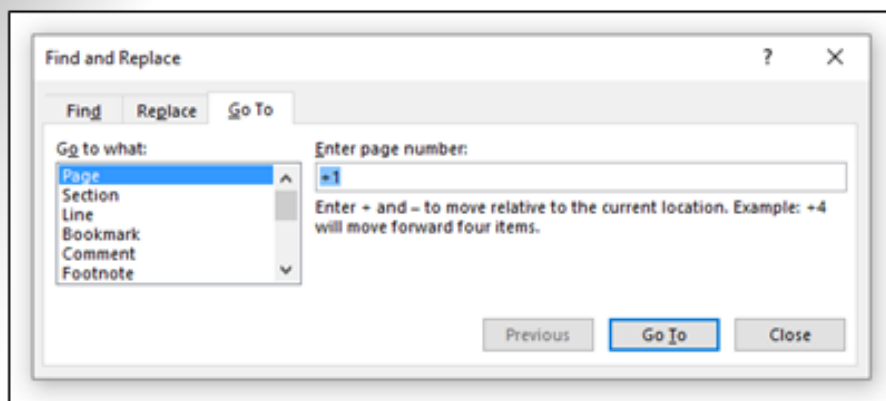
Search for Text



Navigate to Page



Use the Go To Dialog Box

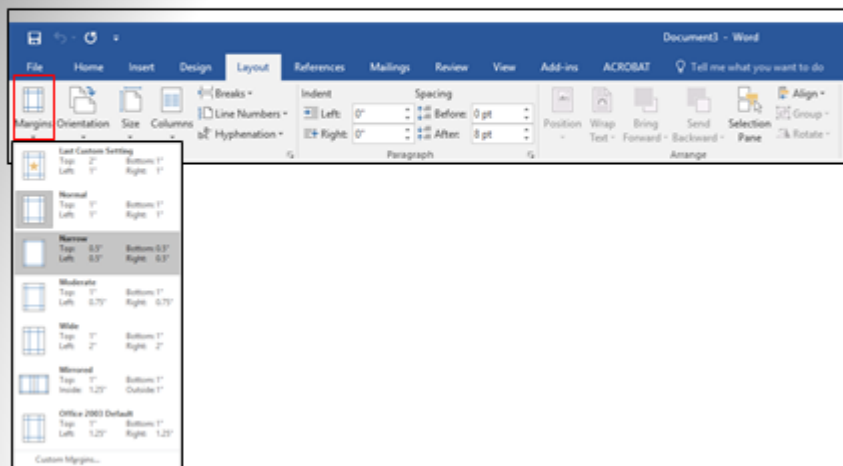


Lesson: Formatting A Document, Part One

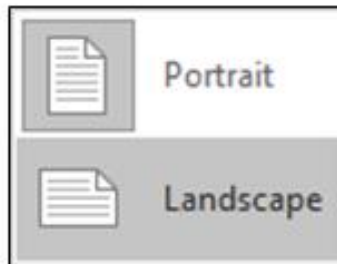
In this lesson, we'll introduce the following topics:

- Change Margins
- Change Page Orientation
- Change Page Size
- Use the Page Setup Dialog Box
- Insert Headers and Footers
- Insert Page Numbers

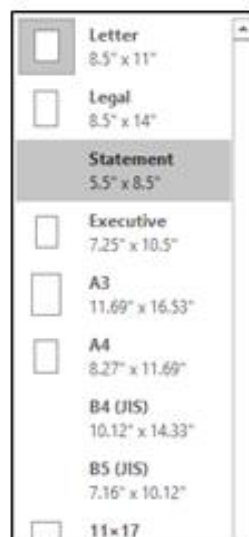
Change Margins



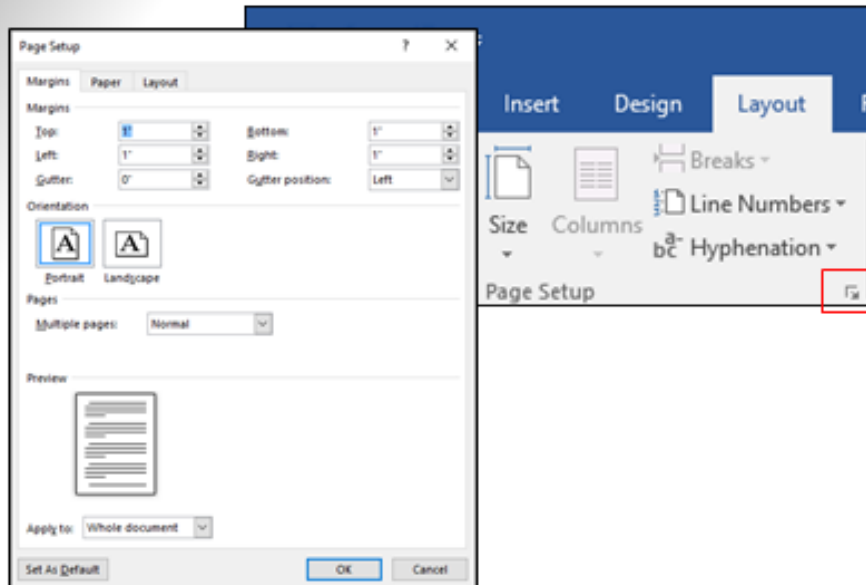
Change Page Orientation



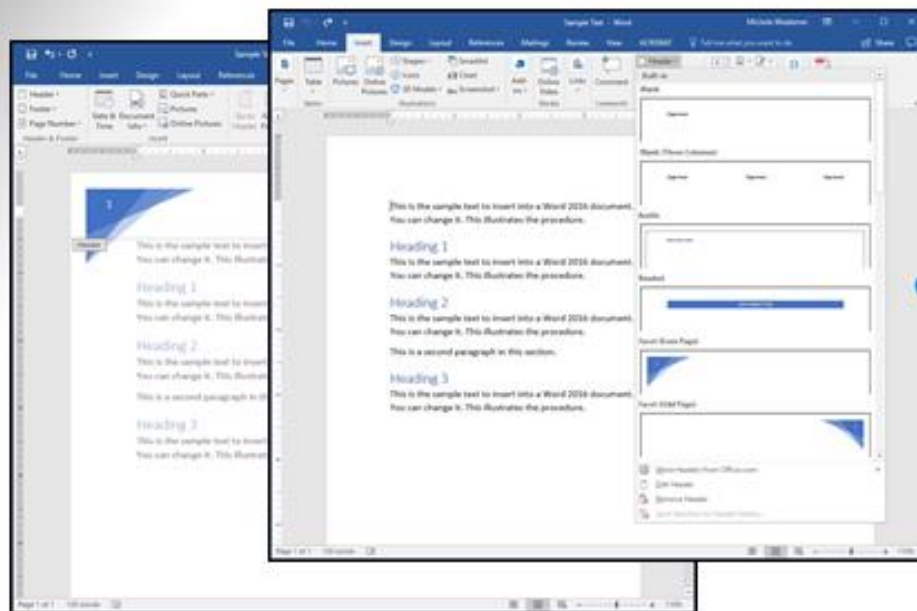
Change Page Size



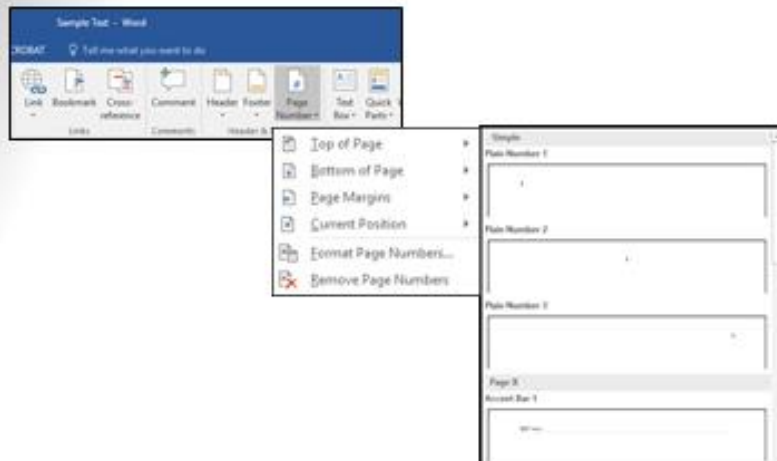
Use the Page Setup Dialog Box



Insert Headers and Footers



Insert Page Numbers



Lesson: Formatting a Document, Part Two

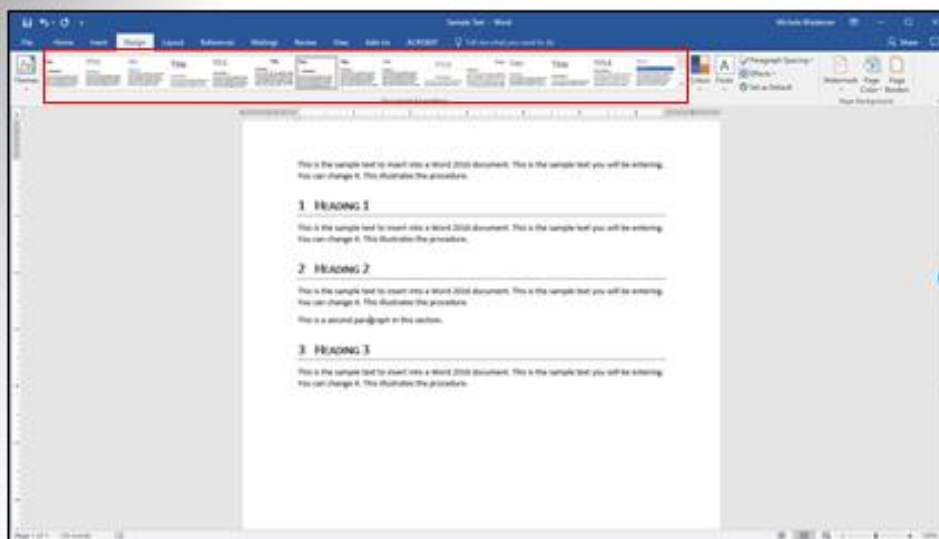
In this lesson, we'll introduce the following topics:

- Apply Document Themes
- Apply Document Style Sheets
- Add a Watermark
- Change Page Background Color
- Use the Page Borders Dialog Box

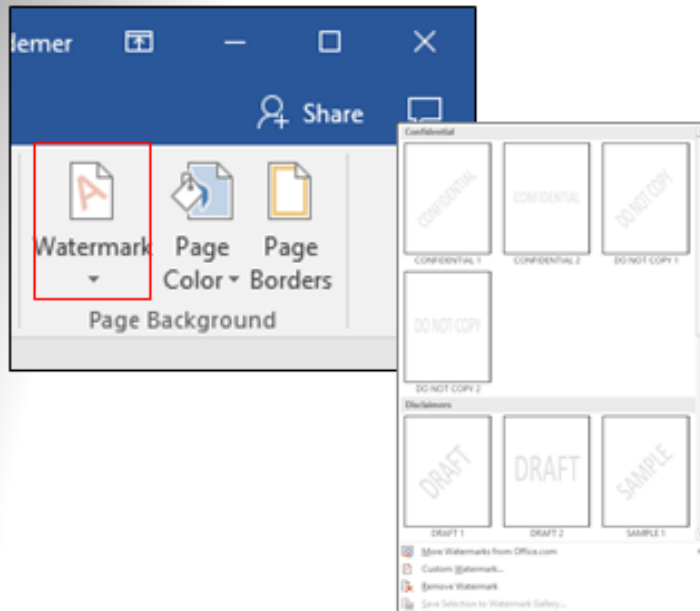
Apply Document Themes



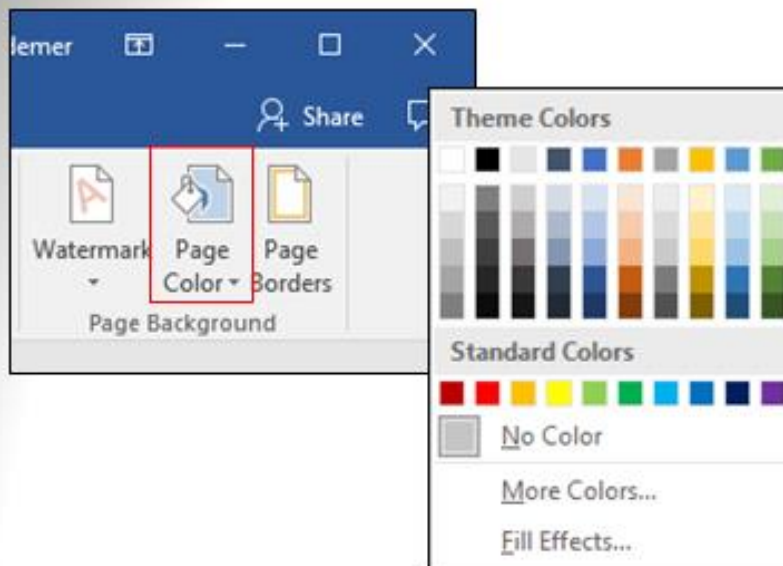
Apply Document Style Sheets



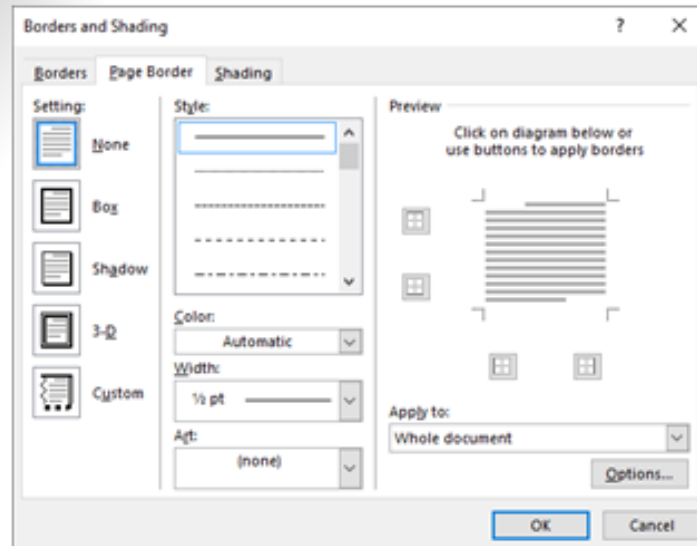
Add a Watermark



Change Page Background Color



Use the Page Borders Dialog Box

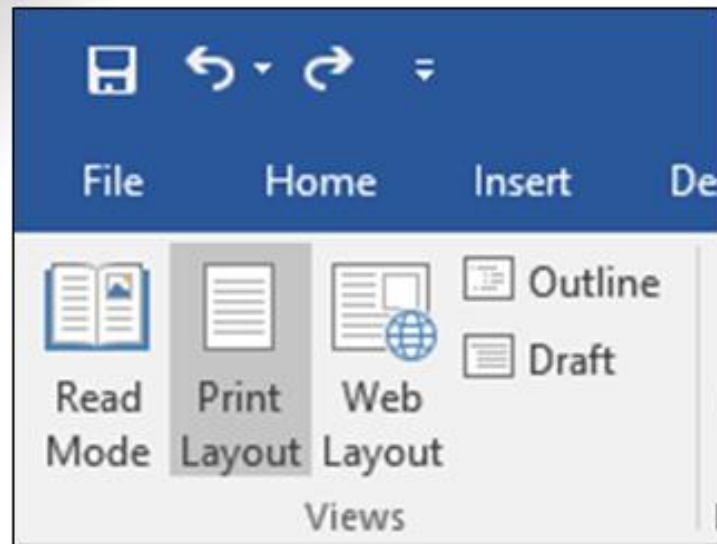


Lesson: Customizing Options and Views for Documents

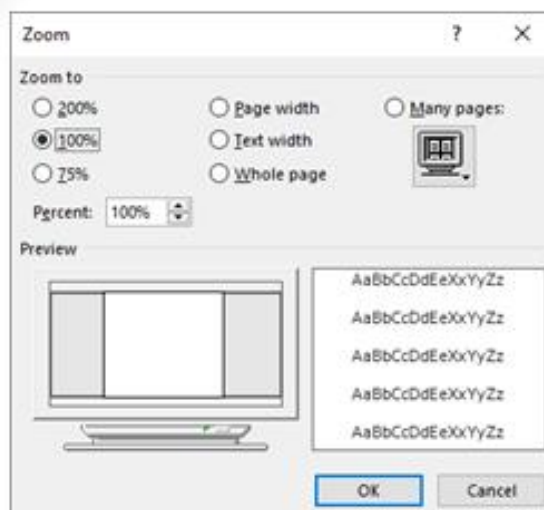
In this lesson, we'll introduce the following topics:

- Change Document Views
- Zoom
- Add a Tool to the Quick Access Toolbar
- Split View Window
- Add Document Properties
- Show or Hide Formatting Symbols

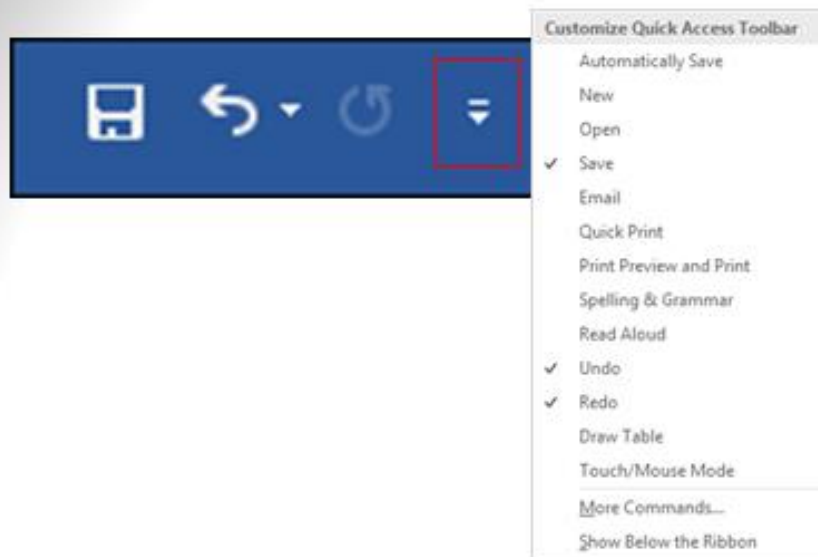
Change Document View



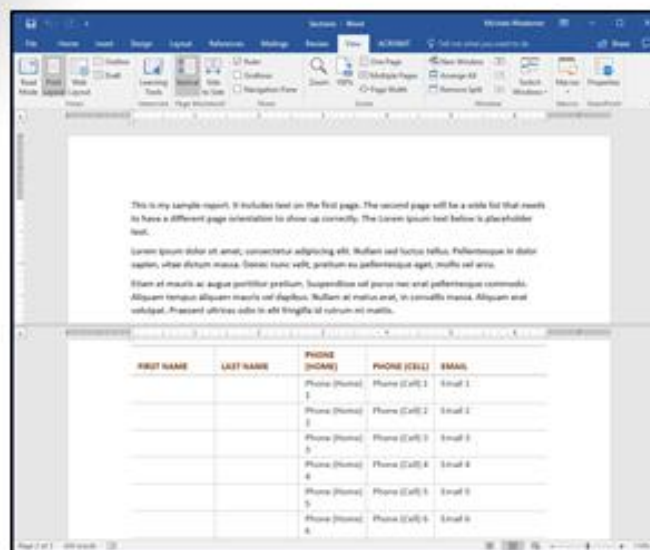
Zoom



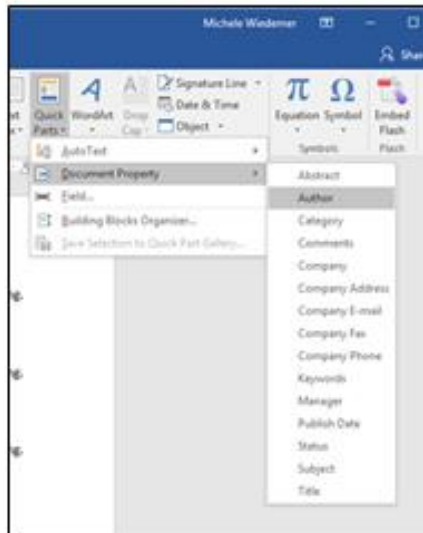
Add a Tool to the Quick Access Toolbar



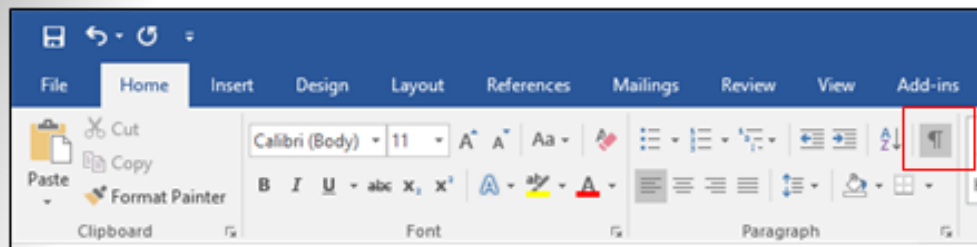
Split View Window



Add Document Properties



Show or Hide Formatting Symbols

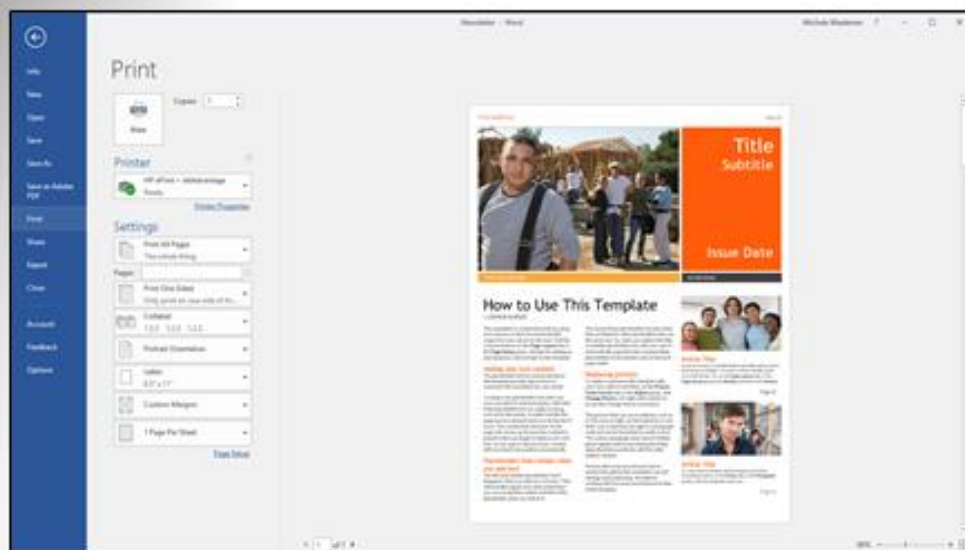


Lesson: Printing and Saving Documents

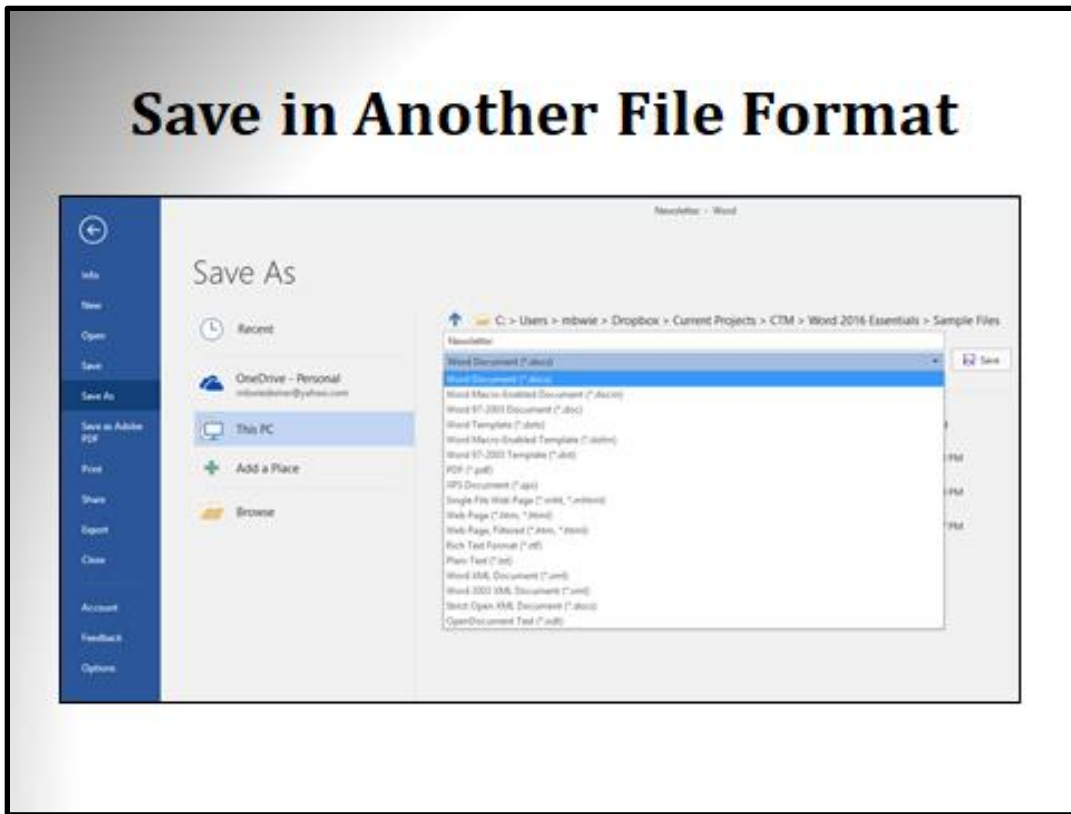
In this lesson, we'll introduce the following topics:

- Print
- Save in Another File Format
- Inspect a Document for Hidden Properties and Personal Information
- Inspect a Document for Accessibility Issues
- Inspect a Document for Compatibility Issues

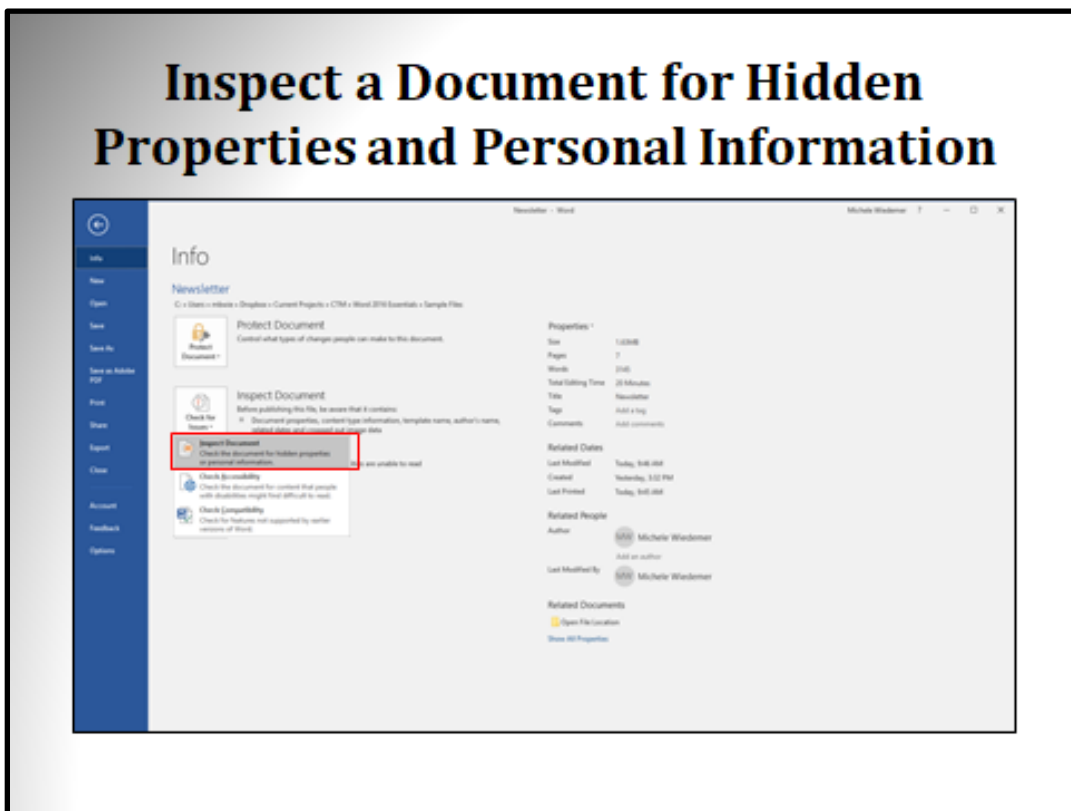
Print



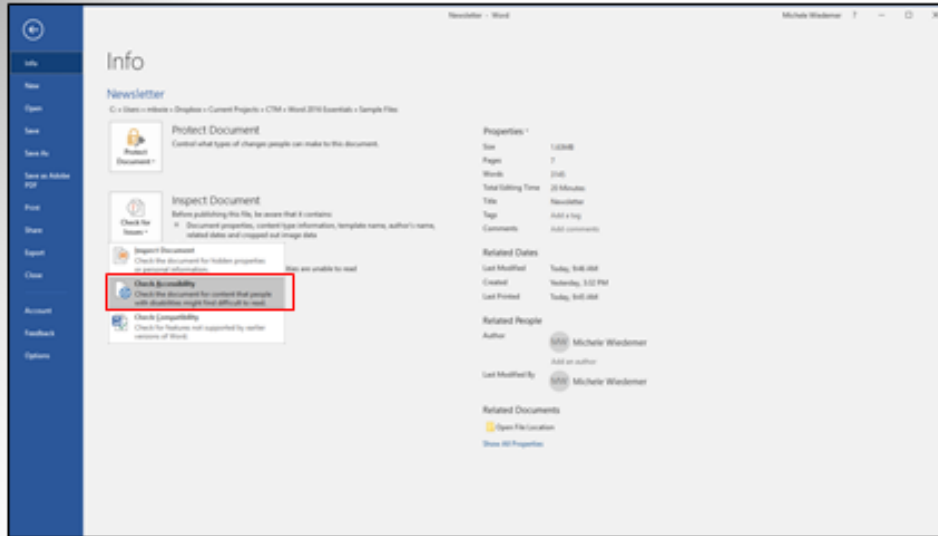
Save in Another File Format



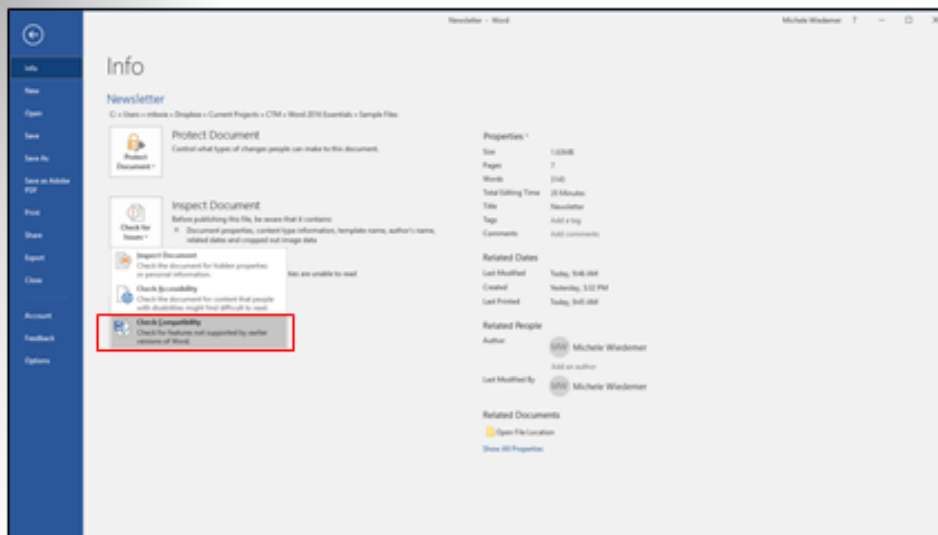
Inspect a Document for Hidden Properties and Personal Information



Inspect a Document for Accessibility Issues



Inspect a Document for Compatibility Issues



Module Two: Review Questions

1. PDF files are view only in Word.
 - a) True
 - b) False
2. The Text from File option is on what tab of the Ribbon?
 - a) File
 - b) Home
 - c) Insert
 - d) View

Module Two: Review Questions

1. PDF files are view only in Word.
 - a) True
 - b) False

Word converts the format of PDF files you open in Word so that you can edit them. The Word version may look slightly different, depending on the number of graphics and advanced formatting used in the original PDF.
2. The Text from File option is on what tab of the Ribbon?
 - a) File
 - b) Home
 - c) Insert
 - d) View

The Text from File command is under Object on the Insert tab of the Ribbon.

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Word 2016 Essentials

Formatting a Document

Select the **Layout** tab from the Ribbon to change page margins, orientation, size, or add columns, page breaks or section breaks.

Select the **Design** tab from the Ribbon to change the document theme, style sets, page color, or to add a watermark or page border.

Adding a Tool to Quick Access

1. Select the small arrow at the top right of the window.
2. Select a tool from the drop down list to add it.

Adjusting Views

Select the **View** tab from the Ribbon to switch to read, print layout, web layout, outline or draft view, or to zoom or split the window.

Using Backstage View

Select the **File** tab from the Ribbon to open the Backstage View for printing, saving, and inspecting documents.

Inserting a Special Character

1. Select the **Insert** tab from the Ribbon.
2. Select **Symbol**.
3. Select one of the common or recently used symbols. Or select more Symbols to open the Symbols dialog box.
4. Browse the characters and highlight the one you want to use.
5. Select **Insert**.

Applying a Built-In Style

1. Place your cursor in the paragraph you want to format.
2. Select the **Home** tab from the Ribbon.
3. Hover over the style gallery to see a preview.
4. Select the More arrow at the bottom right to see additional styles.
5. Select the style to apply it.

Defining a Custom Bullet

1. Place your cursor in the paragraph you want to format.
2. Select the **Home** tab from the Ribbon.
3. Select the arrow next to the Bullet tool.
4. Select Define New Bullet.
5. Choose one of the following:
 - Select **Symbol** and choose a symbol from the Symbol dialog box.
 - Select **Picture** and choose the image file.

Defining a Custom Numbering Format

1. Place your cursor in the paragraph you want to format.
2. Select the **Home** tab from the Ribbon.
3. Select the arrow next to the Numbering tool.
4. Select **Define New Number Format**.
5. Select the Number Style and Font.
6. Add text in the Number Format field to add text that will show along with the automatic numbers for paragraphs that use this format.

Context-Sensitive Tabs

When working with tables, drawings, pictures, or SmartArt, make sure to select the item so that Word will display the applicable format, layout, or design tabs for working with that object.

Inserting Screenshots

1. Select the **Insert** tab on the Ribbon.
2. Select the Screenshot tool.
3. Choose one of the following:
 - To use a full-size screenshot, select an item from the gallery, which shows other windows you currently have open.
 - To use a screen clipping, make sure that the window you want to clip is the last one you had open (besides Word). Select **Screen Clipping**. Then drag the mouse to capture the area of the screen you want to insert into your document. The screen is slightly opaque, except for the area you are capturing.

Insert a Hyperlink

1. Select the text you want to format as a hyperlink.
2. Select the **Insert** tab on the Ribbon.
3. Select **Link**.
4. Indicate where you want the link to go.
5. Select **OK**.

Using Citations

Create a source first:

1. Select the **References** tab from the Ribbon.
2. Select the arrow next to **Insert Citation**.
3. Select **Add New Source**.
4. Select the **Type of Source** from the drop down list. Word asks for different information, based on the type of source you choose to match what is usually required for a bibliography.
5. Fill in the source information.

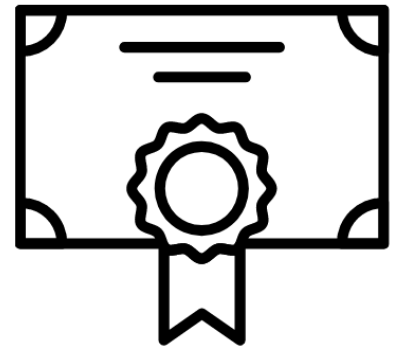
Once your source has been entered, it can be cited anywhere in the document:

1. Place your cursor where you want the citation.
2. Select the References tab from the Ribbon.
3. Select the small arrow next to **Insert Citation**.
4. The source you previously entered should be shown. Select it to enter the citation.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION
[Name]

*Has mastered the course
Word 2016 Essentials*

Awarded this _____ day of _____, 20____

Presenter Name and Title
