Microsoft Word 2016 Study-Reference Guide

Opening up Word- Document Options

When you open up Word 2016, among your many selections, you have the option of choosing a blank document or a single spaced (blank) document. By default, the blank document contains 1.15 line spacing which is sort of like a double spacing. To get rid of that, if you want single spacing or double spacing, you can simply click on the No Spacing button in the Styles group on the Home tab. If you simply want a single spaced document, you can select the Single spaced (blank) option when you open up Word.

Line Spacing- No Spacing Button

By default, the 2016 version of Word has 1.15 line spacing if you select the blank document option when opening up Word. To get rid of the default spacing you would click on the No Spacing button in the Styles group on the Home tab.

Font button and Font Size Button

The Font button and Font Size buttons are used to change the font face and font size of text. They are both located in the Font group on the Home tab.

Bold, Italic, and Underline Buttons

The **Bold button** can be used to make your text bold for emphasis. The **Italic button** can be used to italicize your text. The **Underline button** can be used to underline your text. The Underline button has a drop-down arrow in which you can choose more underline styles and change the underline color. All three buttons are located in the Font group on the Home tab. *Note: In the Font group, you can click on the down arrow at the bottom right of the group which is the dialog launcher. It will bring up the Font dialog box. There you can also change fonts, font sizes, font styles, etc.

Format Painter Button

The Format Painter button can be used to copy formatting from one place and apply it to another. You simply format one line of text to your liking, select the text, and then double-click the Format Painter button to apply the same formatting to multiple places in your document. You will see your cursor will become a paintbrush. Simply click on the lines and format is the same as the line you have selected. Click on the Format Painter button again to turn it off. The Format Painter button is located in the Clipboard group on the Home tab.

Cut, Copy and Paste Buttons

The Cut, Copy, and Paste button s can be used to cut, copy, and paste text or graphics from one place to another. The Paste button has a drop-down arrow for **Paste Options**: Keep Source Formatting, Merge Formatting, Keep Text Only, etc. that comes in handy depending on what you are doing. You can also find the commands by right-clicking and using the short-cut menu.

Increase Font Size and Decrease Font Size Buttons

The **Increase Font Size button** can be used to increase font size/make your text a bit bigger. The **Decrease Font Size button** can be used to decrease font size/make your text a bit smaller. This can be used in place of the Font Size button. The buttons are located in the Font group on the Home tab.

Change Case Button

The Change Case button comes in handy when you want to change all your selected text to either sentence case, lowercase, uppercase, capitalize each word, etc. The Change Case button is located in the Font group on the Home tab.

Strikethrough Button

The Strikethrough button is used to cross something out by drawing a line through it. The button is located in the Font group on the Home tab.

Ms Word Study Guide

Peipei Pang

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