

Microsoft Word 2016



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adapted into English by Dr. Prakarn Unachak



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204100 IT AND MODERN LIFE

- 1. Microsoft Word 2016 Basics**
- 2. Formatting: Font and Paragraph**
- 3. Formatting: Layout and Page**
- 4. Table**
5. Picture
6. Inserting and Managing Other Objects
7. Printing
8. Creating a Report
9. Correction and Review
10. Mail Merge



1. Microsoft Word 2016 Basics



1. Microsoft Word 2016: Basics

1.1 Opening the program

1.2 Interface of Microsoft Word 2016

1.3 Creating a new document

1.4 Saving a document

1.5 Opening an existing document

1.6 Closing a document

1.7 Exiting the program

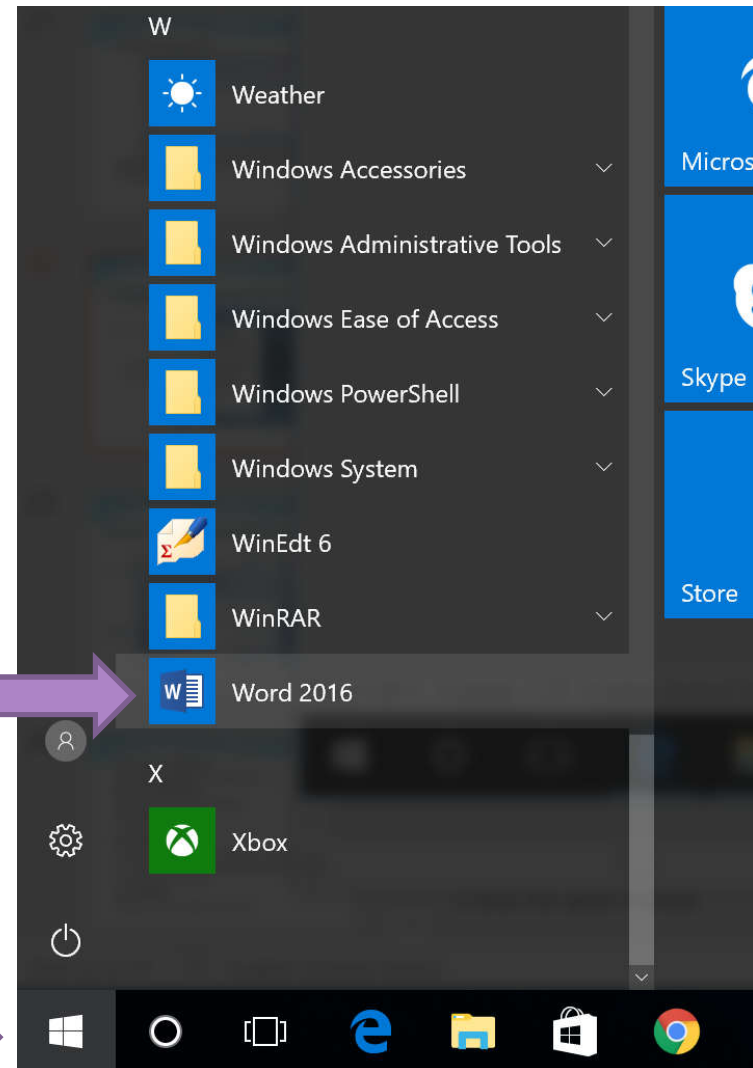


1.1 Opening the program

2. Click *Word 2016* to open



1. Click



1.2 Interface of Microsoft Word 2016

- All programs in Office 2016 will have similar user interface (UI)

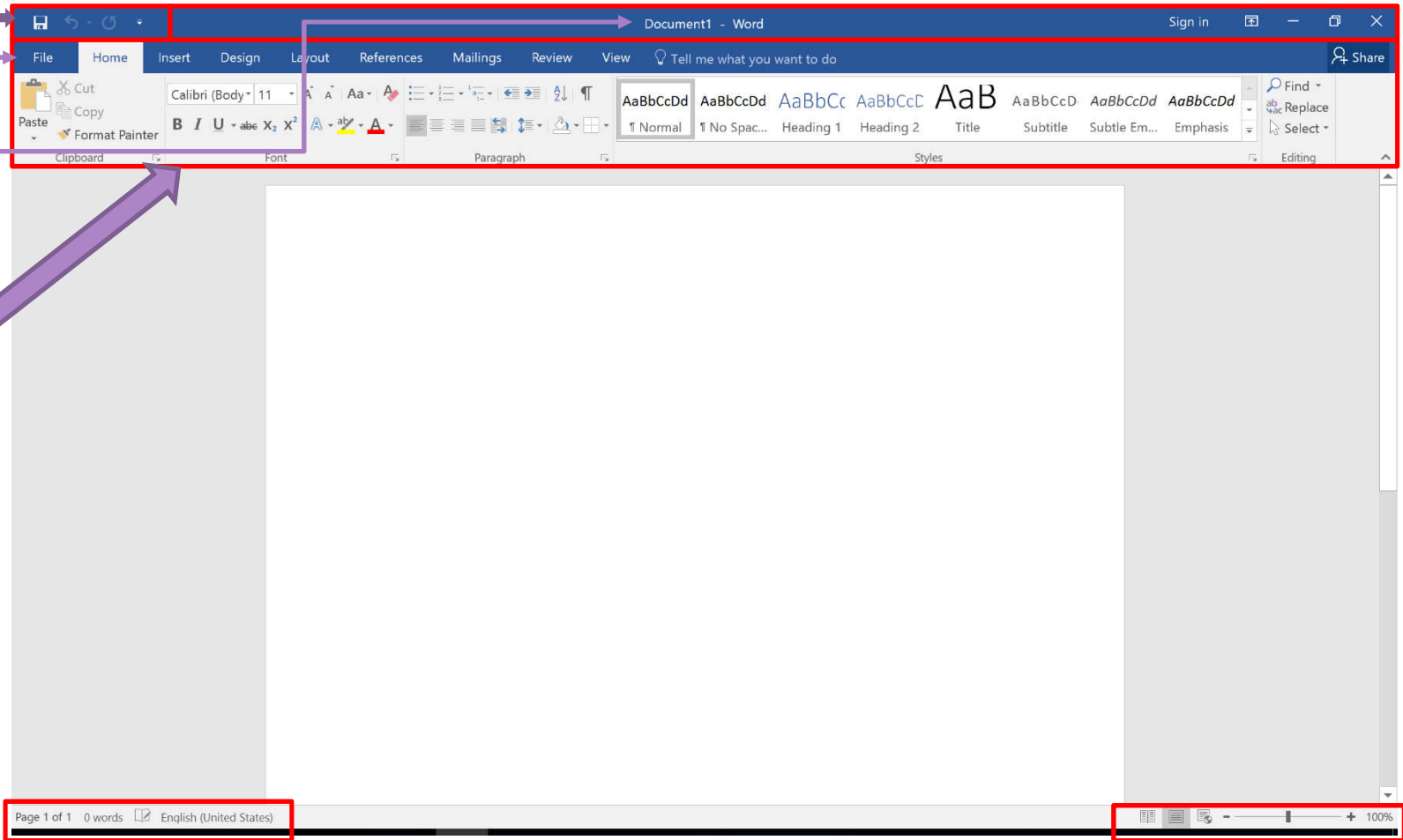
1. Quick Access

Toolbar

2. Title Bar

3. File Tab

4. Ribbon



5. Status Bar

6. View Bar



1.2 Interface (cont.)

1. Quick Access Toolbar

Contains frequently-used commands. More can be added later

2. Title Bar

Display document and program's names

3. File Tab

Contains all commands that deal with files, such as creating a new file, saving a file, open a file, printing, and sharing a file. Also contains option for modifying program's setting.

4. Ribbon

Contains all commands, which are organized into tabs. Each tab will contain related commands

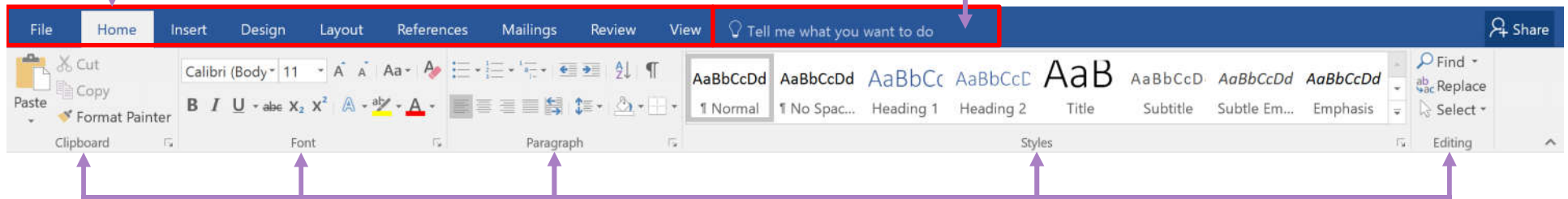


1.2 Interface (cont.)

4. Ribbon (cont.)

Tabs help organize command for ease of access

For Office 2016, you can find **Tell me what you want to do** textbox, where you can input keywords to search for a command. You can click the search results to run the command right away.



Related commands will be combined into *Group*

5. Status Bar: show program's and document's status (page numbers, word counts, language, etc.)

6. View Bar: contains command for selecting a particular document's view, also has a sliding bar for selecting zoom level.

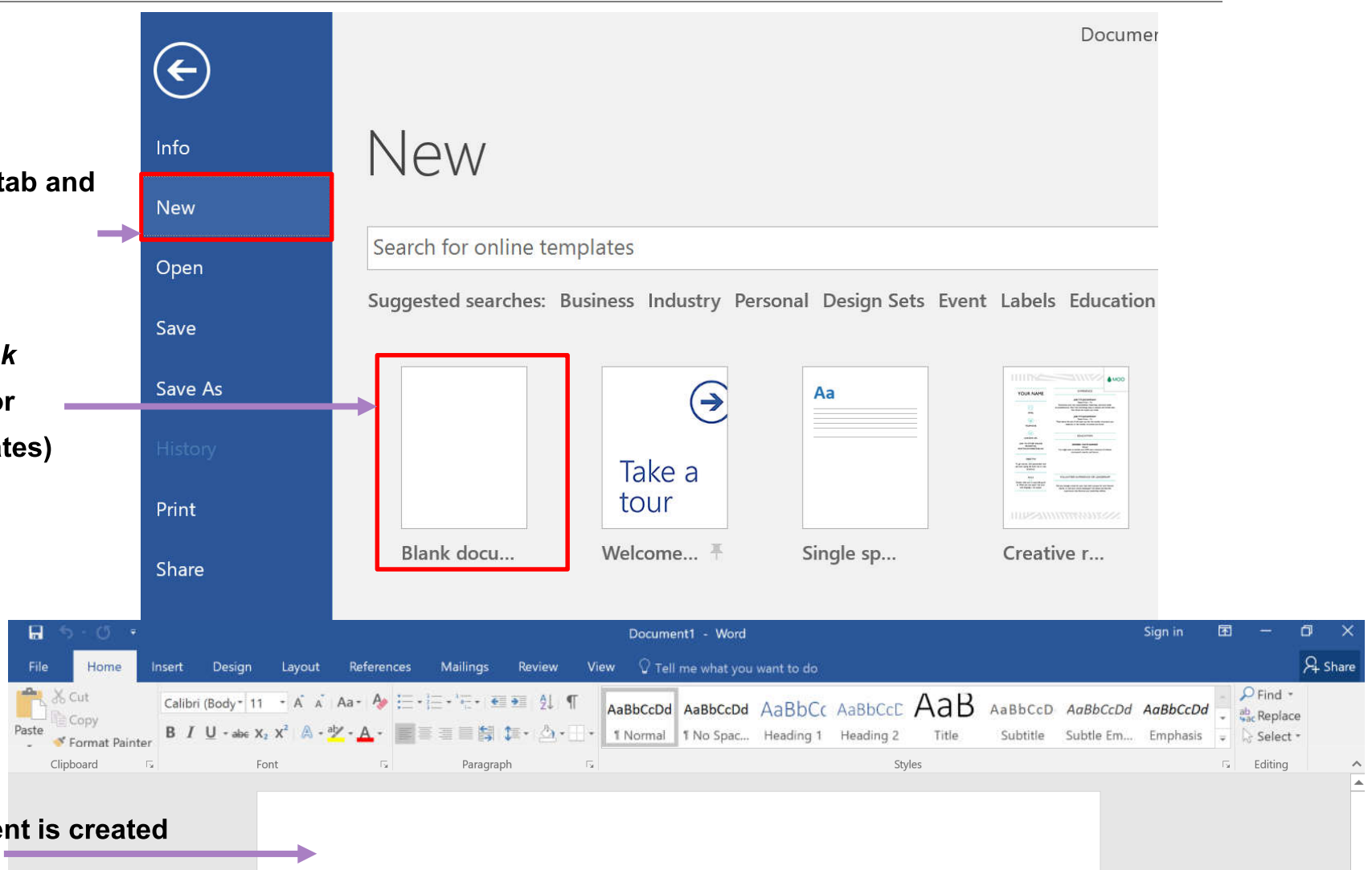


1.3 Creating a New Document

1. Click **File** tab and select **New**

2. Click **Blank document** (or other templates)

3. A document is created



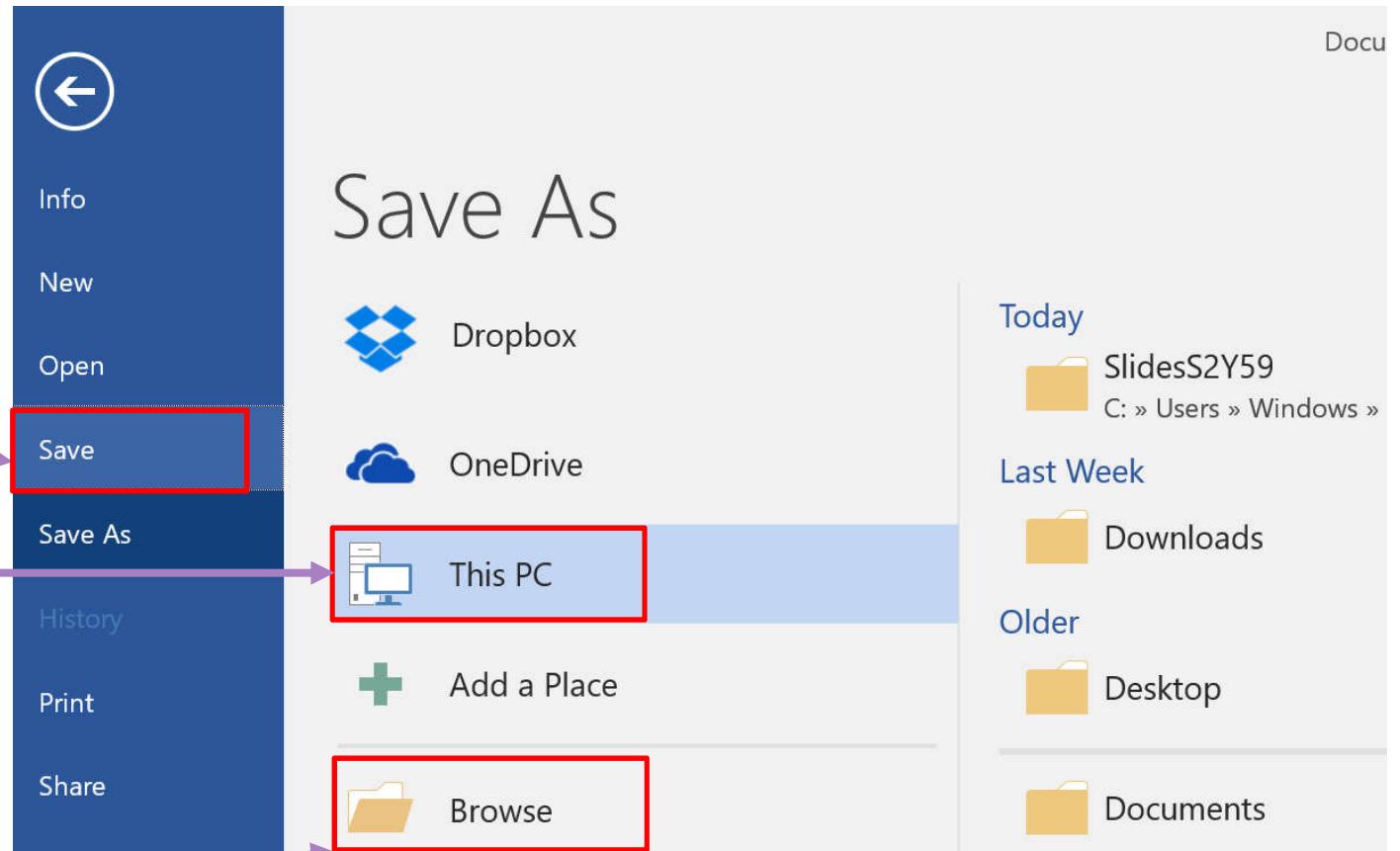
1.4 Saving a Document

1.4.1 Saving current document

1. Click **File** tab and select **Save** or use **<Ctrl+S>** keyboard shortcut

2. Select where to save, **This PC**, for saving at the local machine, for example.

3. Click **Browse** to specify the folder and the file name



1.4 Saving (cont.)

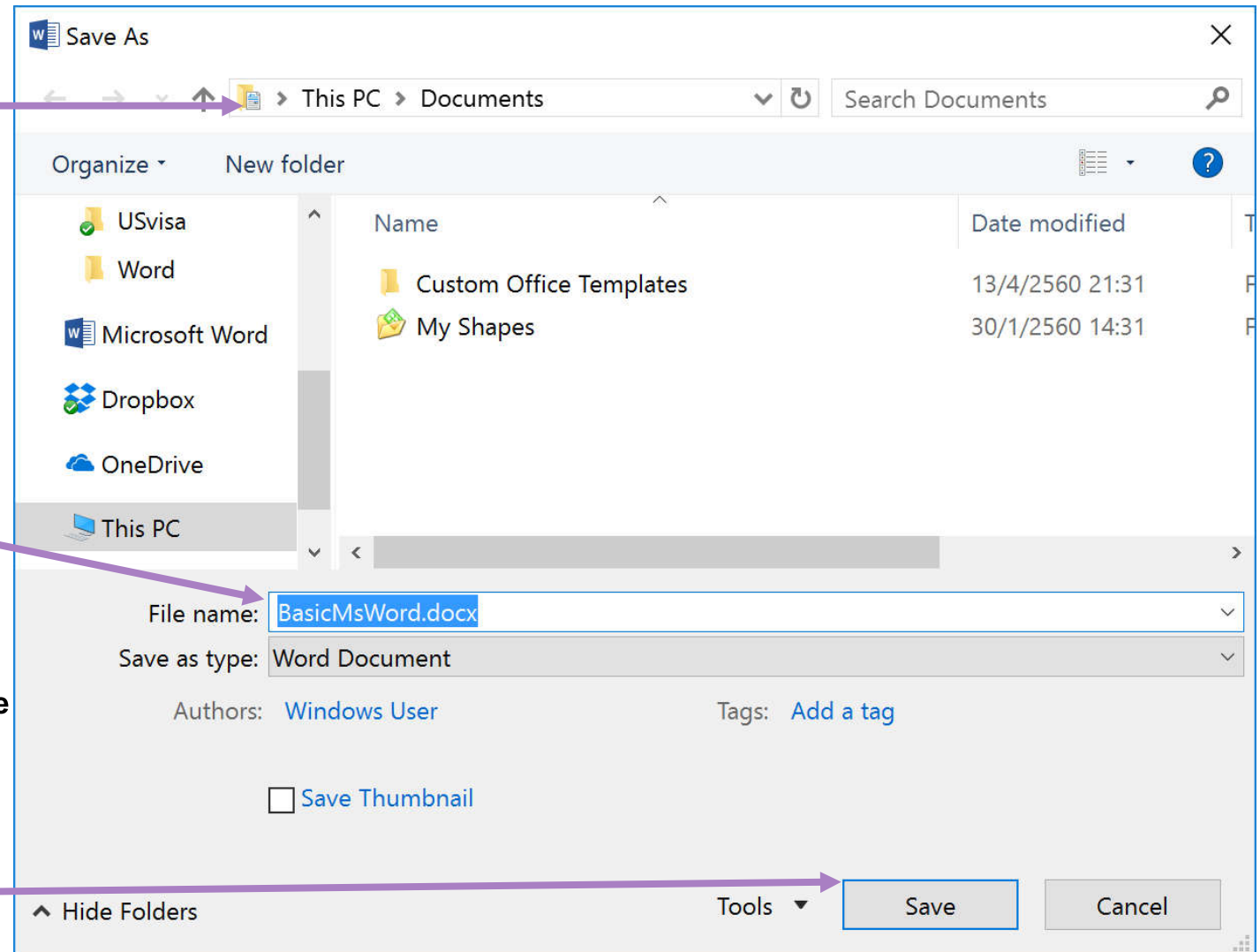
4. Specify the folder

5. Name the file

The file will have **.docx** extension

In 2007 version or earlier the file will have **.doc** extension

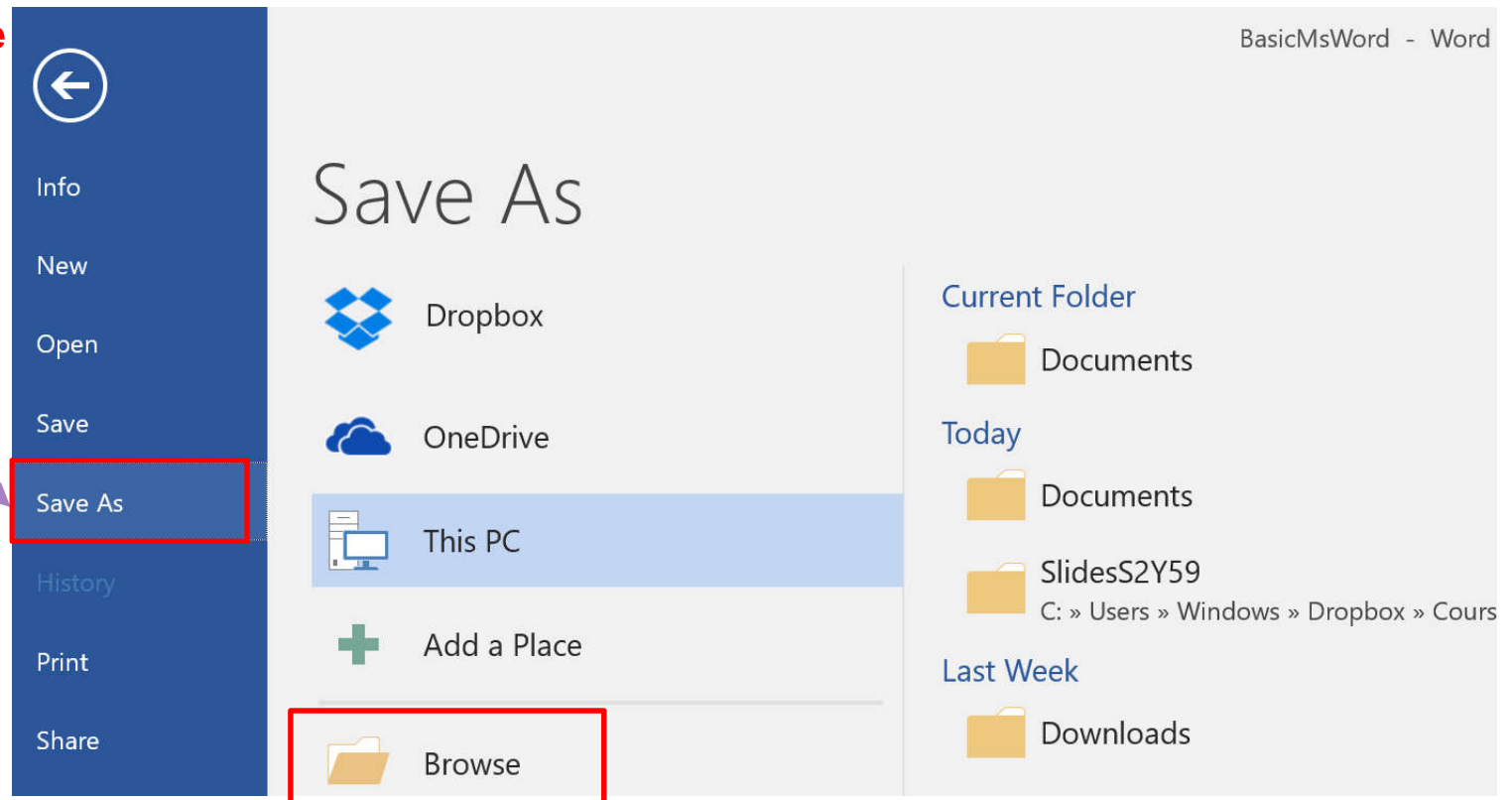
6. Click Save



1.4 Saving (cont.)

1.4.2 Saving the file as other file

1. Click **File** tab and select **Save As**



2. Click **Browse** to specify the folder and the file name

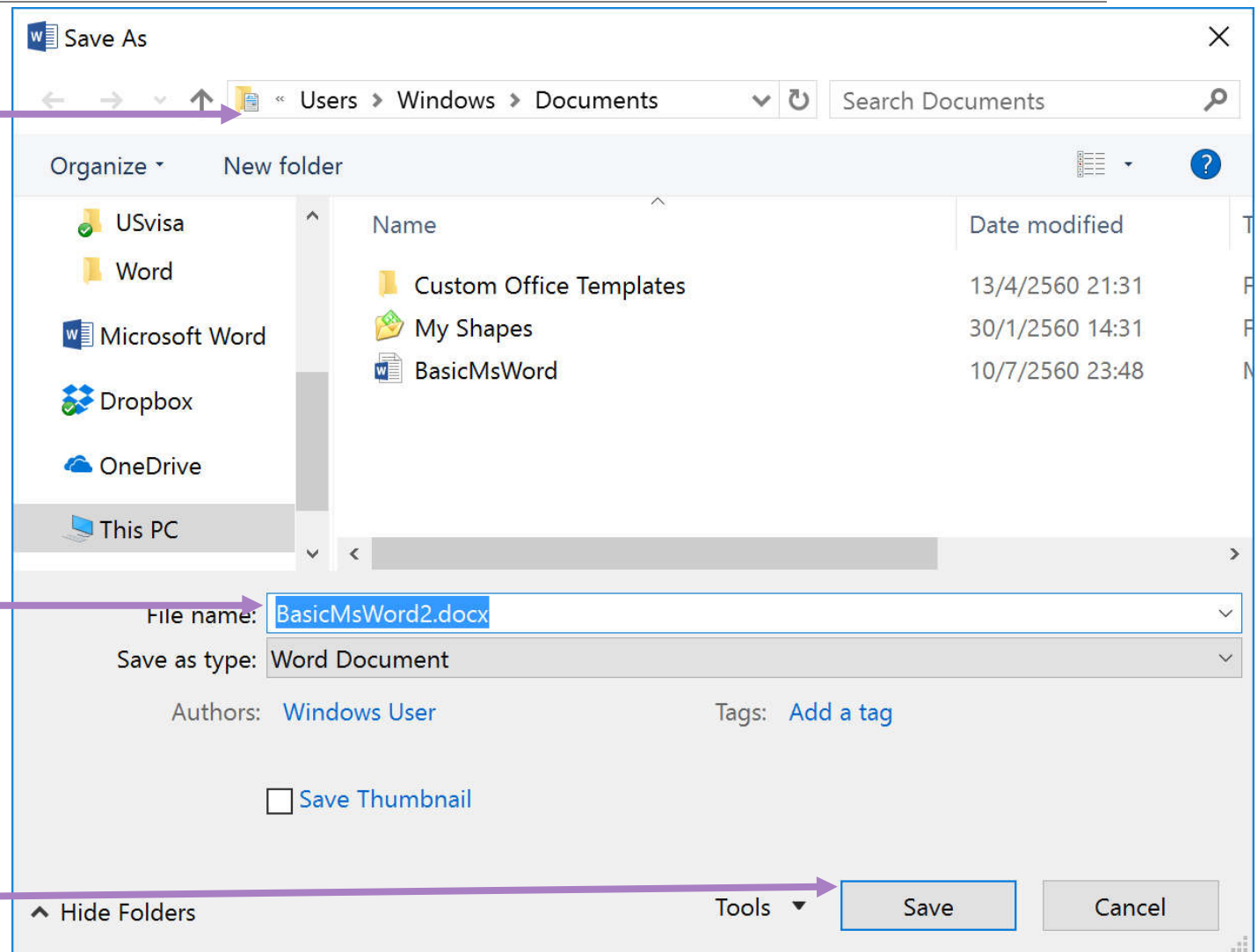


1.4 Saving (cont.)

3. Specify the folder

4. Name the file

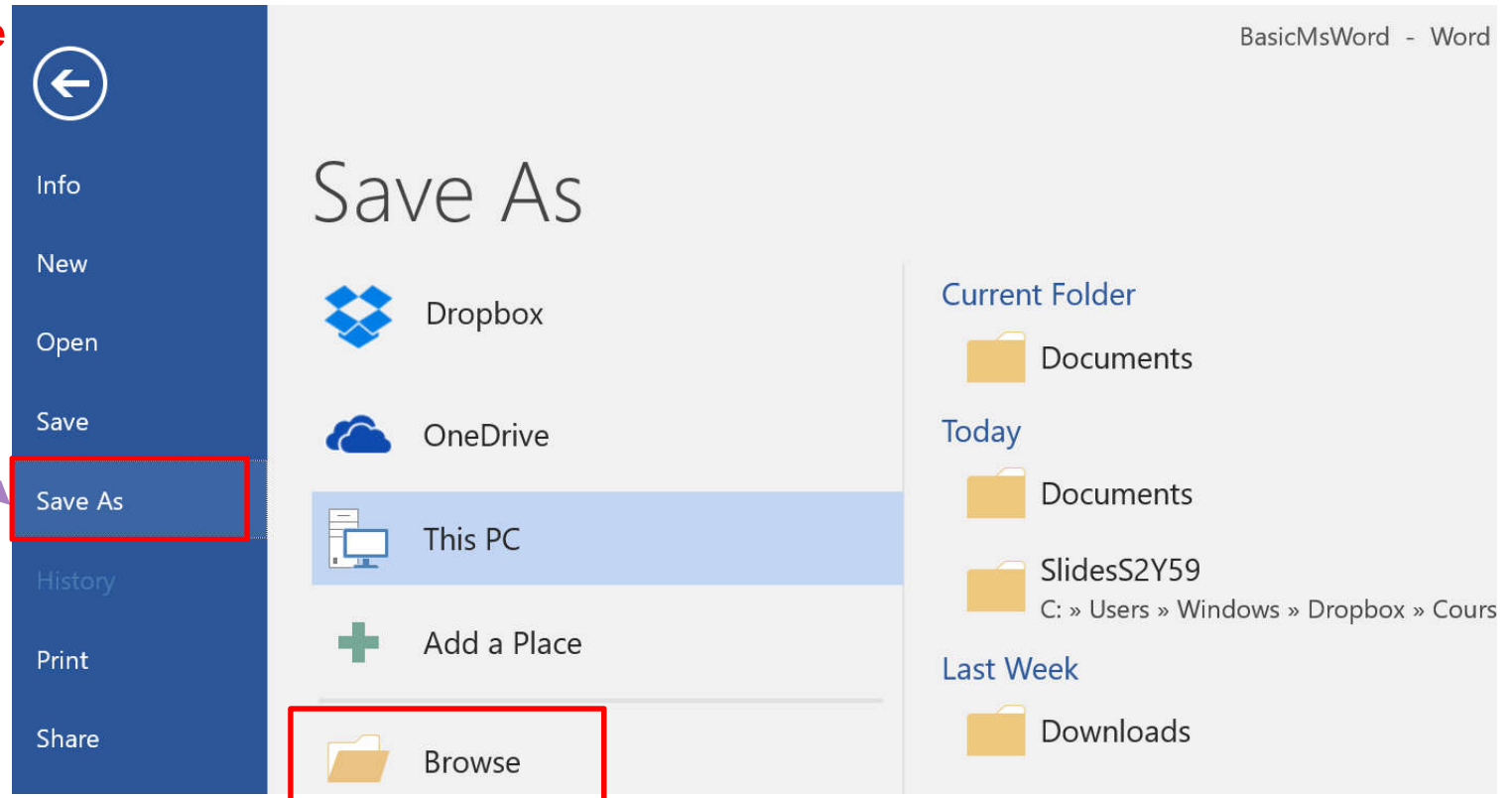
5. Click Save



1.4 Saving (cont.)

1.4.3 Saving the file in Word 97-2003 format

1. Click **File** tab and select **Save As**

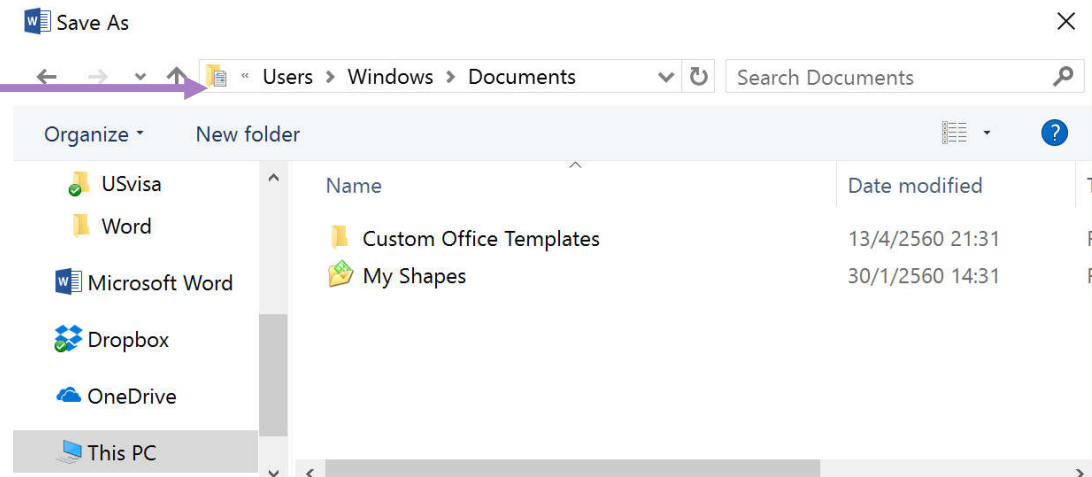


2. Click **Browse** to specify the folder and the file name



1.4 Saving (cont.)

3. Specify the folder



4. Name the file

File name: BasicMsWord2

5. Under Save as type: select

Save as type: Word 97-2003 Document

Word 97-2003 Document The file will have **.doc** extension

Authors: Word Document
Word Macro-Enabled Document
Word 97-2003 Document

The click Save

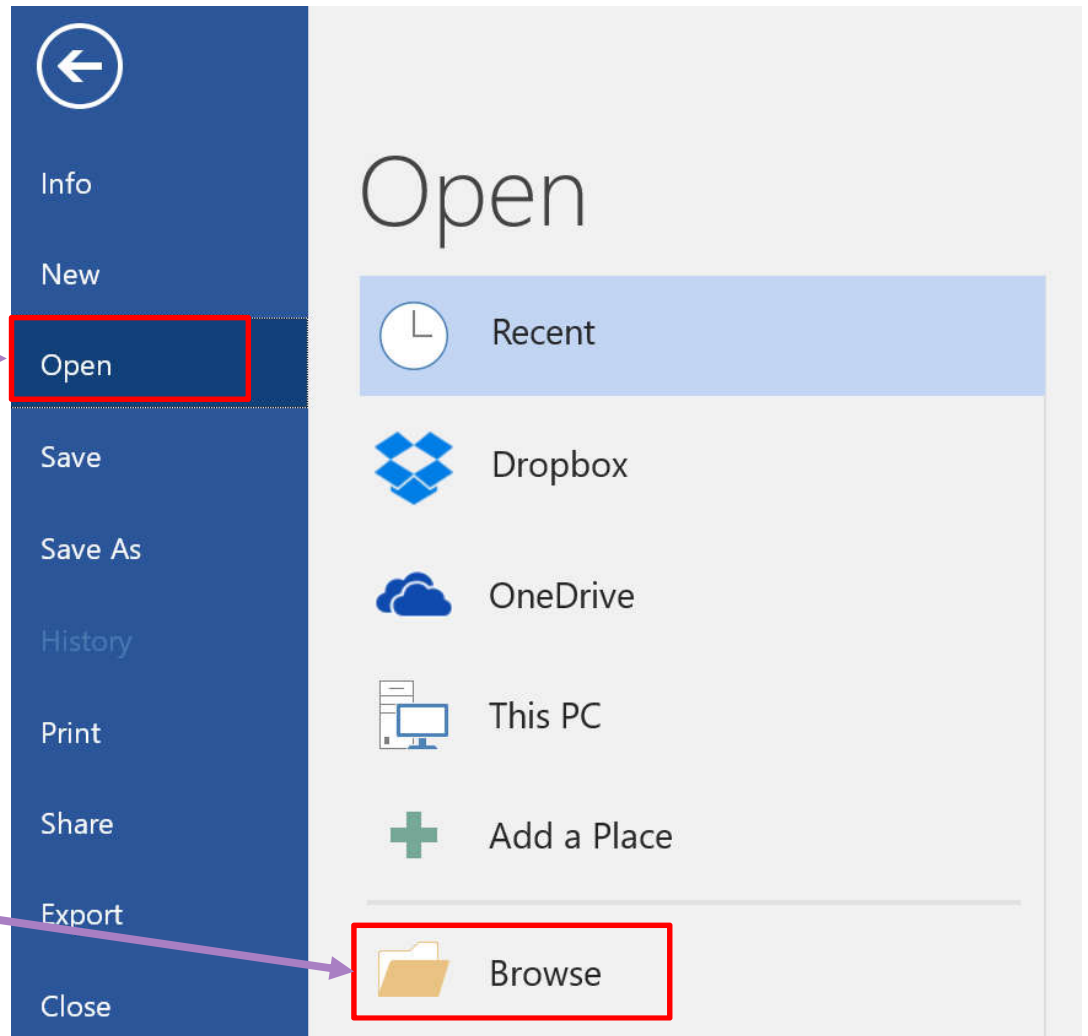
^ Hide Folders

Word Template
Word Macro-Enabled Template
Word 97-2003 Template
PDF
XPS Document
Single File Web Page
Web Page
Web Page, Filtered
Rich Text Format
Plain Text
Word XML Document
Word 2003 XML Document
Strict Open XML Document
OpenDocument Text
Works 6 - 9 Document



1.5 Opening an Existing File

1. Click *File* tab and select *Open*



2. Click *Browse* to locate and select the file

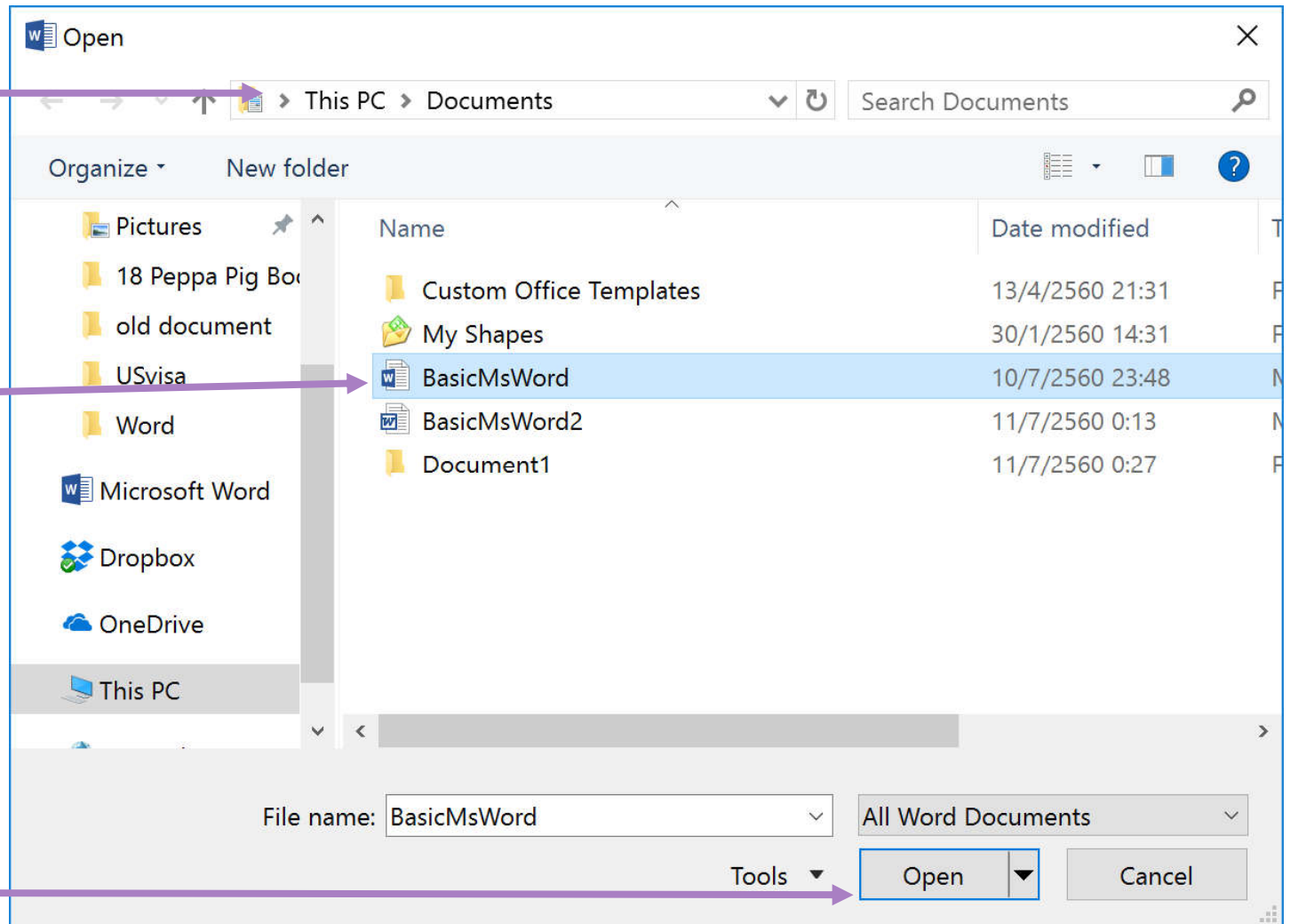


1.5 Opening an Existing File (cont.)

3. Select the folder

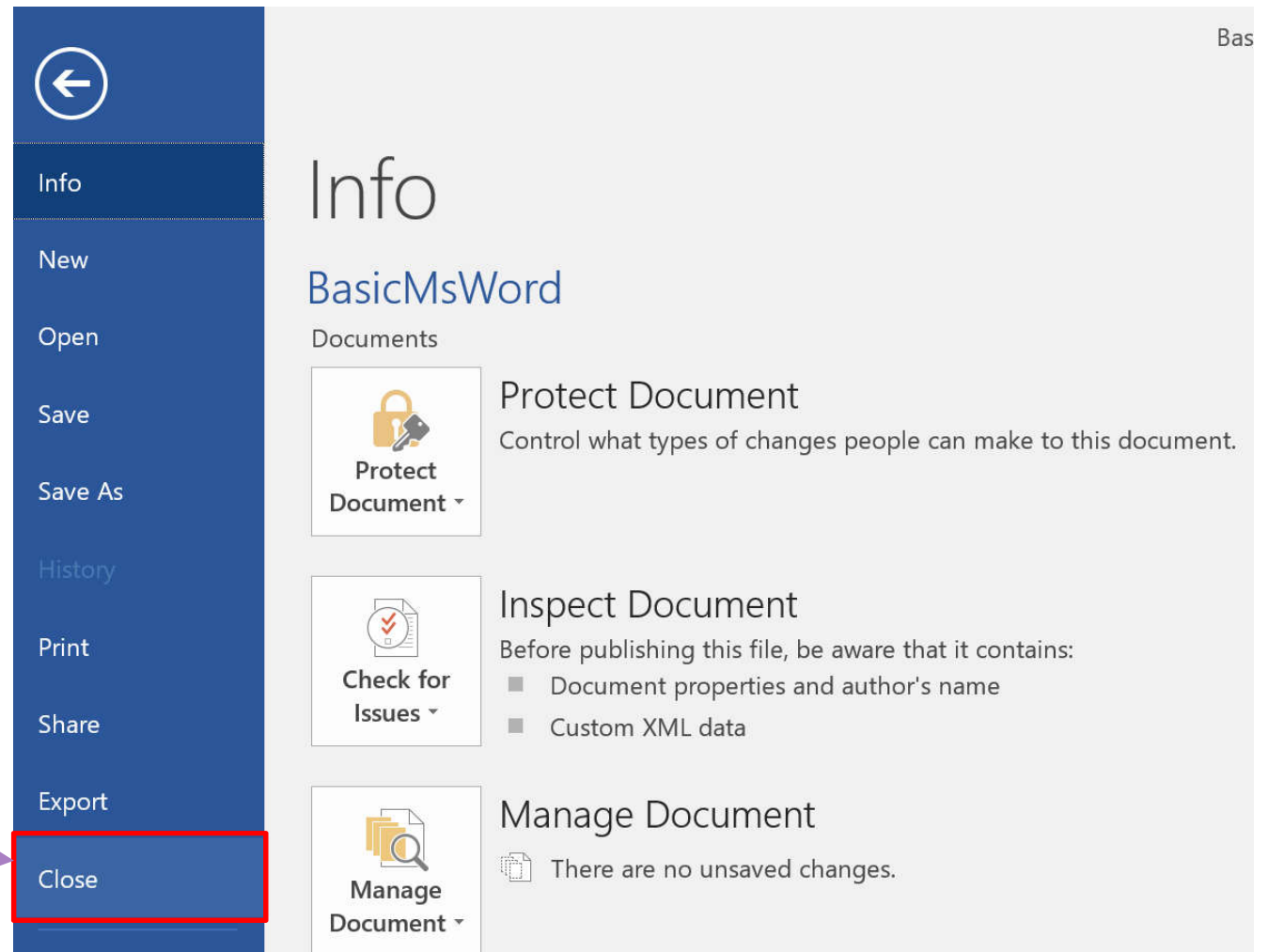
4. Select the file

5. Click *Open*



1.6 Closing a Document

Click **File** tab and
select **Close**

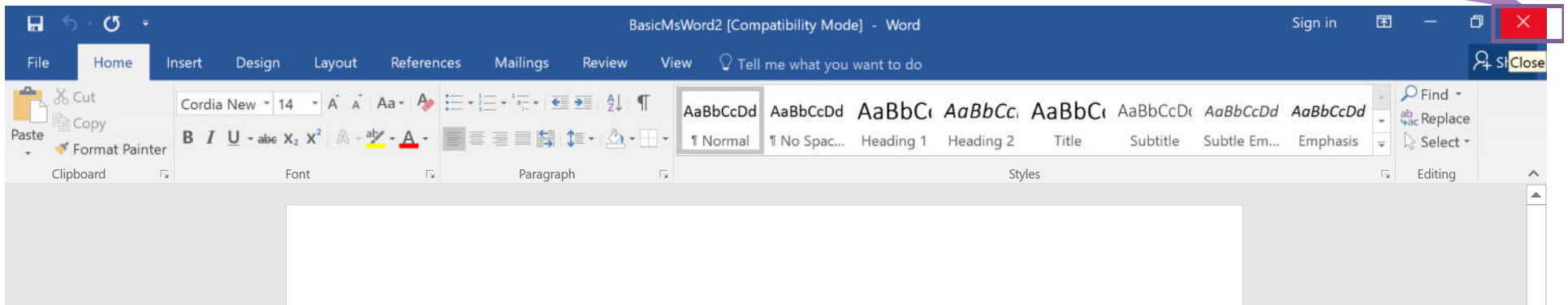


1.7 Exiting the Program

Click



to close all documents and exit



2. Formatting: Font and Paragraph

Home Tab



2. Formatting: Font and Paragraph

2.1 Font: typeface, color, size, etc.

2.2 Paragraph alignment

2.3 Indentation

2.4 Bullet and numbering

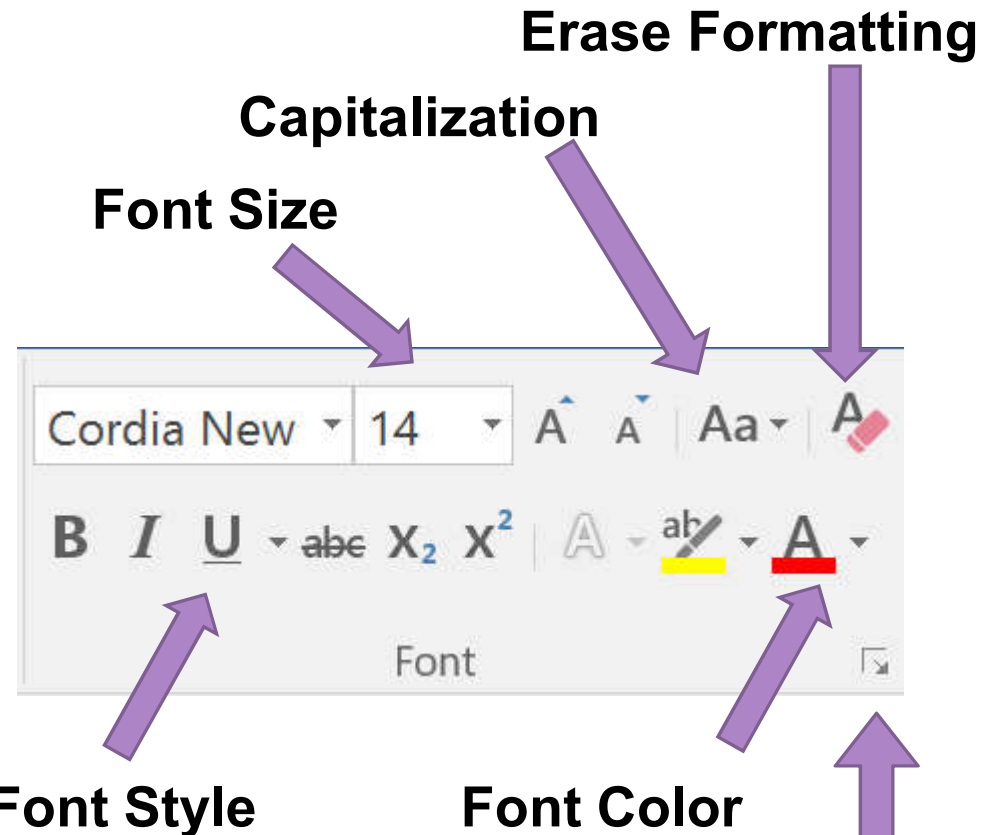
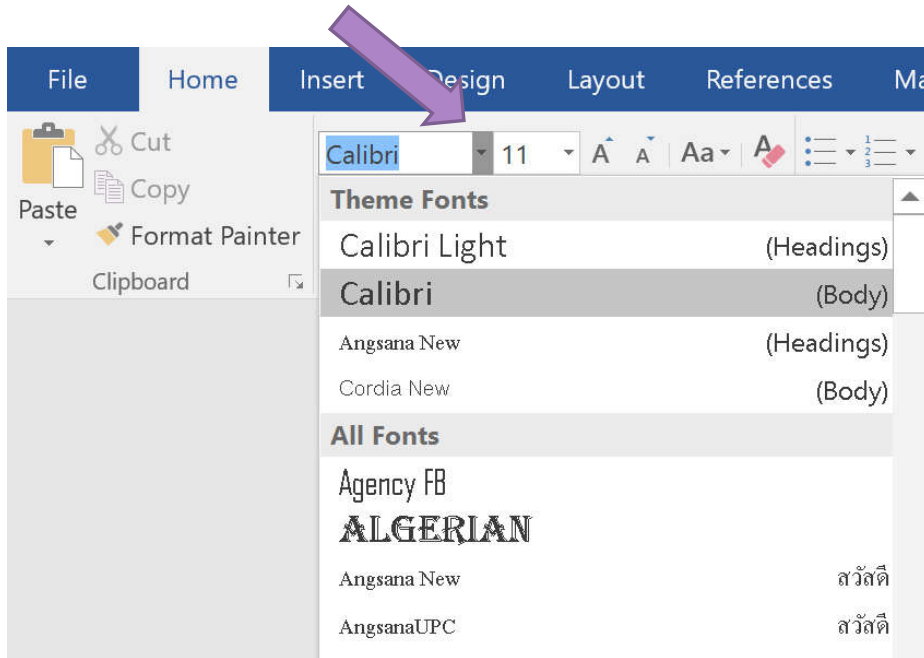


2.1 Font

Tab : Home

Group : Font

Font : Select the typeface (aka font)



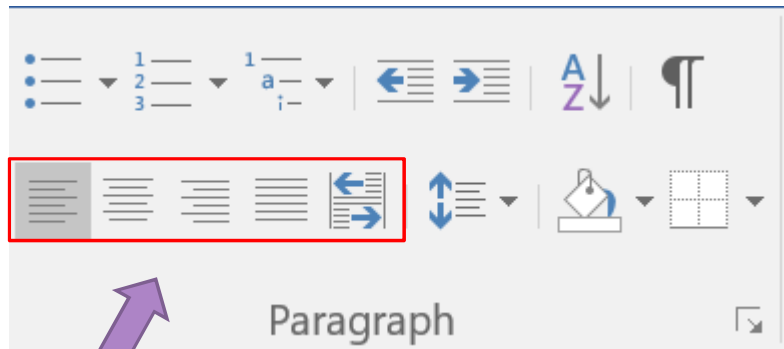
And corner button for extra options








2.2 Paragraph Alignment

Tab : Home

Group : Paragraph



-  Align Left
-  Center
-  Align Right
-  Justify : text spread to align fit both left & right edges
-  Thai Distributed: similar to *Justify*, but more suitable for Thai text



Select alignment option

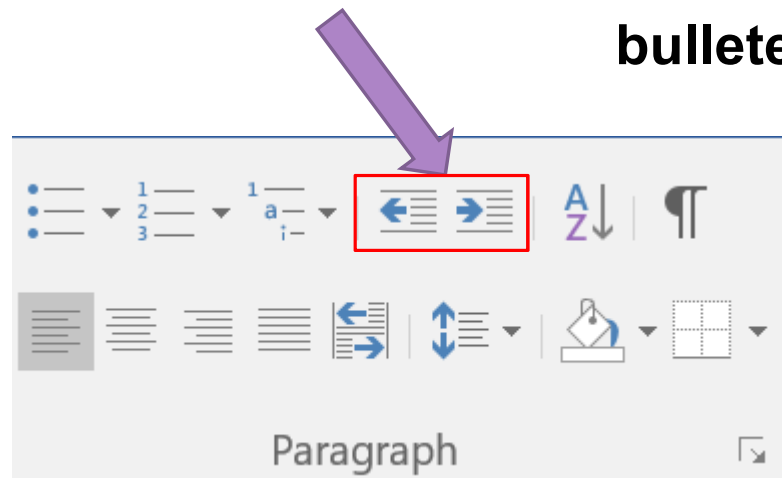
2.3 Indentation

Tab : Home


Group : Paragraph

Increase/decrease indentation

-  **Increase Indent Level**
-  **Decrease Indent Level**
- **This also affect levels of bulleted or numbered list.**



2.3 Indentation (cont.)

1. Click  to open *Paragraph*

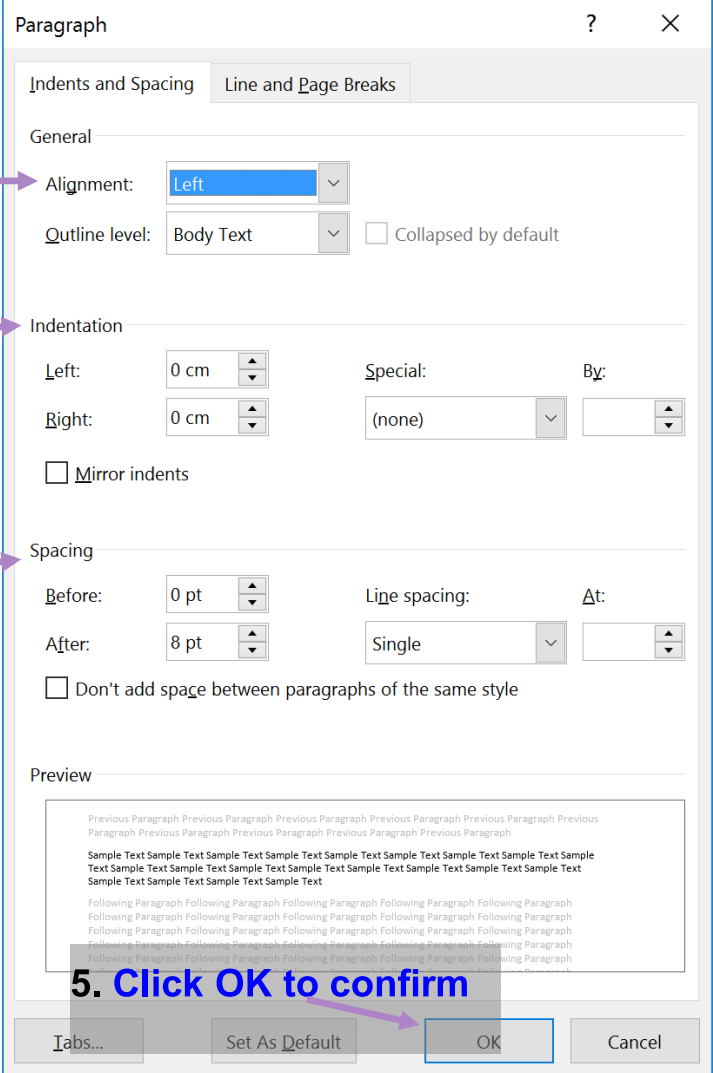
2. Under *Alignment* choose the alignment type

3. Under *Indentation*
Set value of left edge in *Left*
Set value of right edge in *Right*

4. Under *Spacing*
You can set the space between the paragraphs and lines

- *Before/After* set the spacing between the current paragraph and the one before/after it
- *Line spacing* set the spacing between the lines in the current paragraph.

5. Click OK to confirm



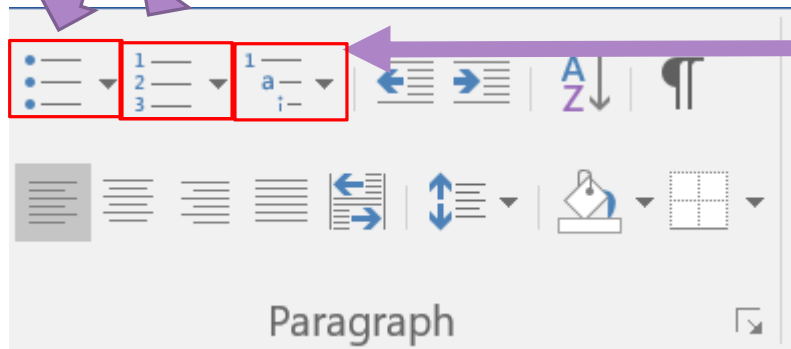
2.4 Bullets and Numbering

Tab : Home

Group: Paragraph

Bullets : create/set a bullet list

Numbering : create/set a numbered list



Numbered list can have:

- **Arabic numbers:** 1, 2, 3,.....
- **Thai number:** ๑, ๒, ๓,...
- **Roman number:** I, II, III,...
- **Alphabet:** a, b, c,...

Multilevel List : list containing multiple levels (list/sublist)

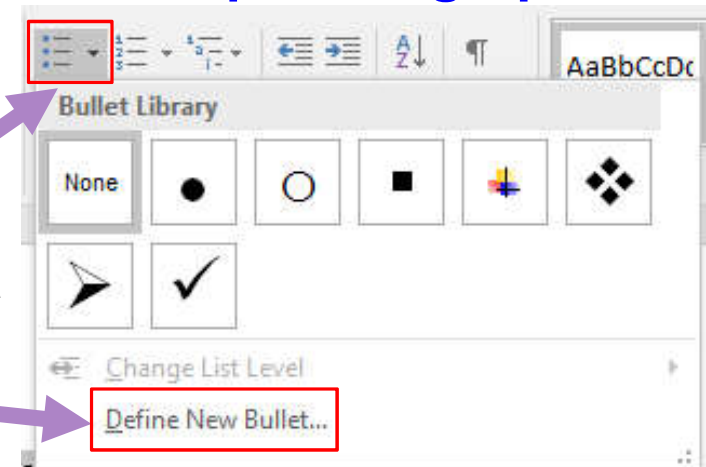
2.4 Bullet and Numbering (cont.)

Using picture for bullet point

- ♥ Have a picture ready
- ♥ Highlight the text
- ♥ Click the expand Icon for bullet list
- ♥ Click *Define New Bullet*
- ♥ Click *Picture..*
- ♥ Click *Work offline or From a File*
- ♥ Browse the picture

Tab : Home

Group : Paragraph



Note: You can also use a symbol (a character) for bullet point

3. Formatting: Layout and Page

Layout Tab



3. Formatting: Layout and Page

3.1 Toggle rulers

3.2 Zooming

3.3 Changing ruler's unit

3.4 Setting margins and layout

3.5 Changing page orientation

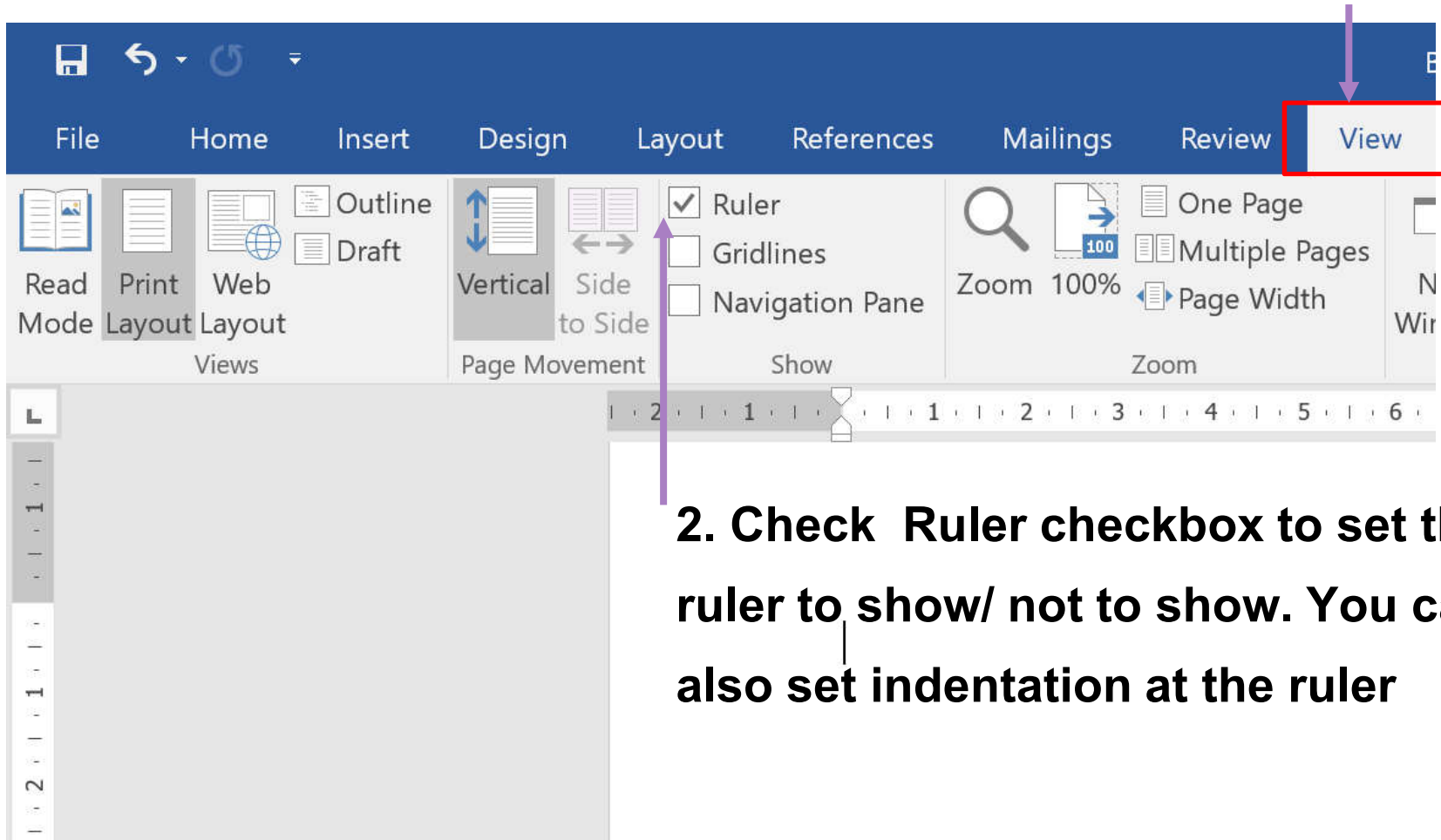
3.6 Inserting page border

3.7 Setting multiple columns in a page



3.1 Toggle Ruler (to show or not)

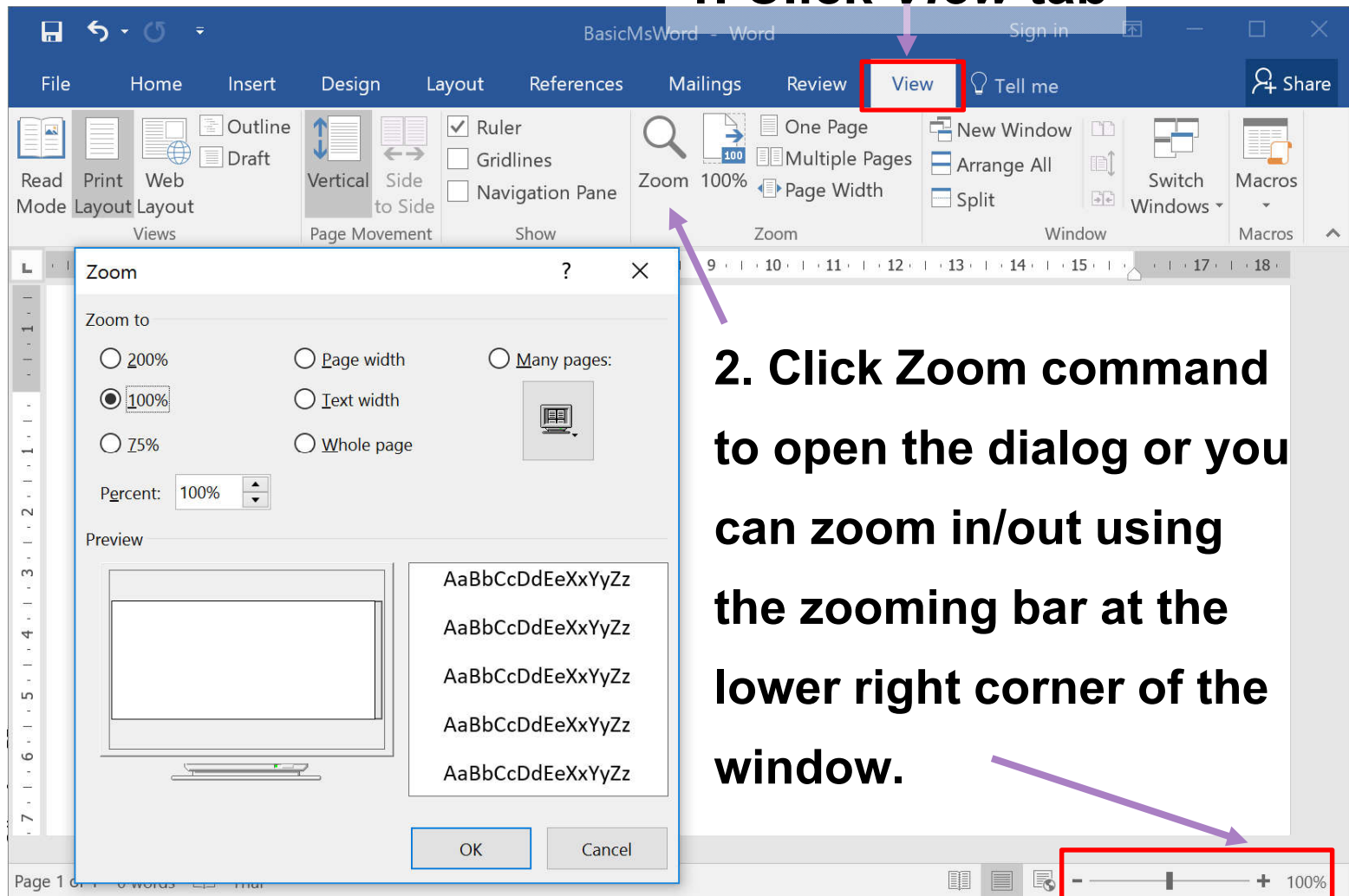
1. Click *View* tab



2. Check Ruler checkbox to set the ruler to show/ not to show. You can also set indentation at the ruler

3.2 Zooming (in/out)

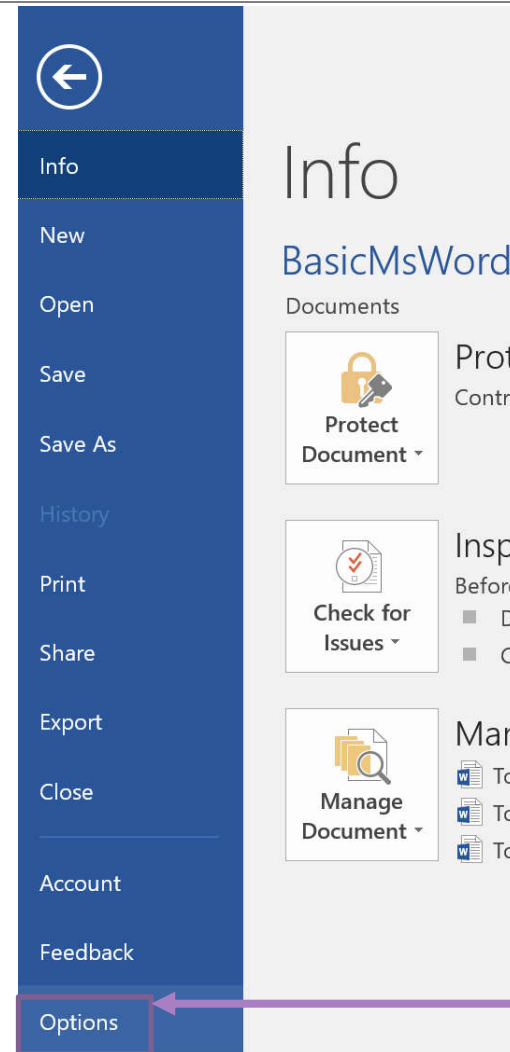
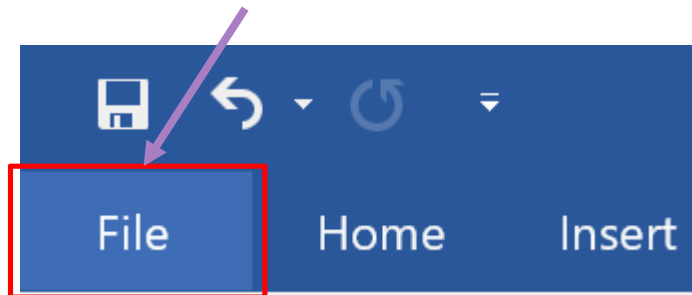
1. Click View tab



2. Click Zoom command to open the dialog or you can zoom in/out using the zooming bar at the lower right corner of the window.

3.3 Changing Ruler's Unit

1. Click *File* tab

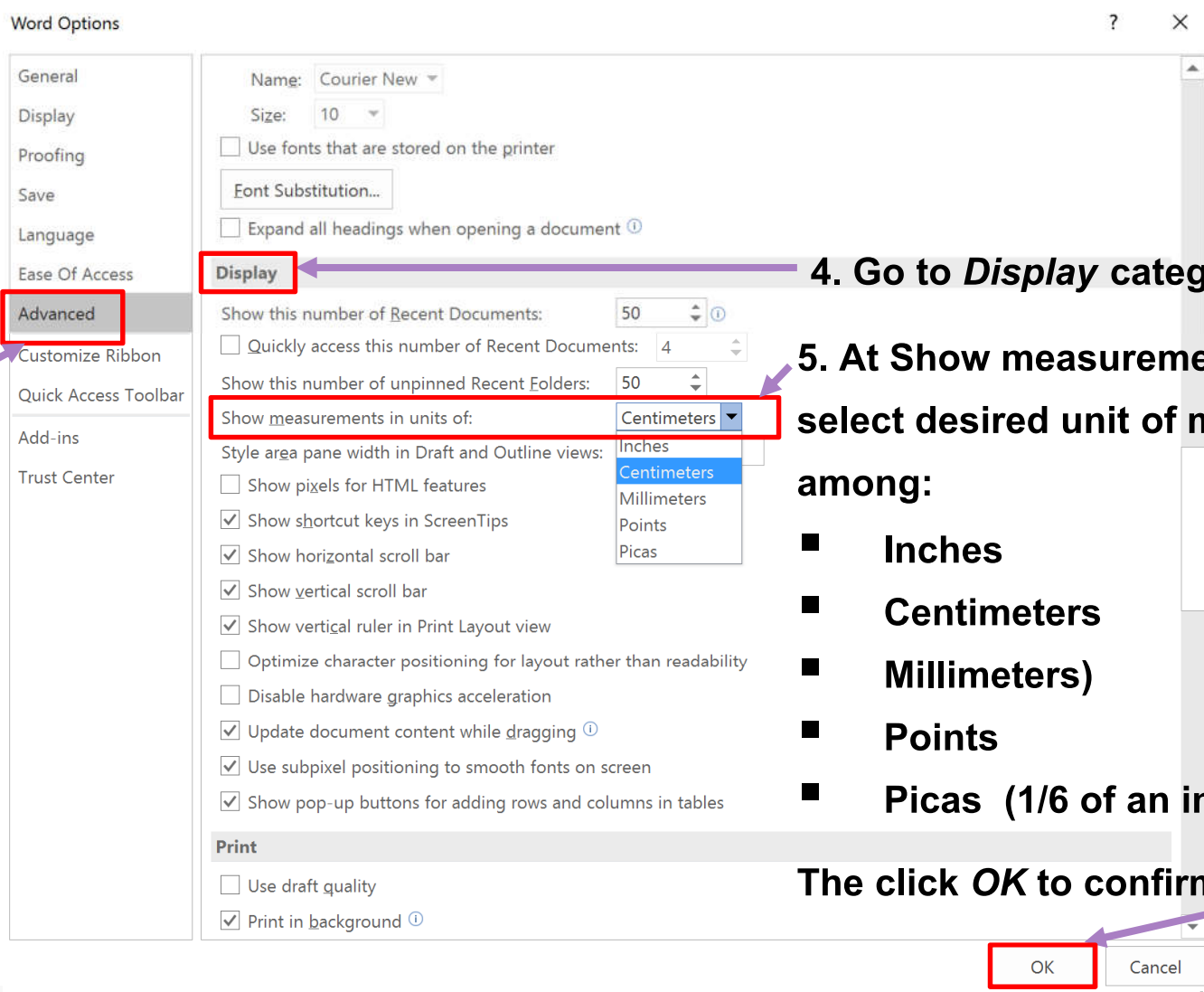


2. Click *Options*



3.3 Changing Ruler's Unit (cont.)

3. Click
Advanced
tab



4. Go to *Display* category

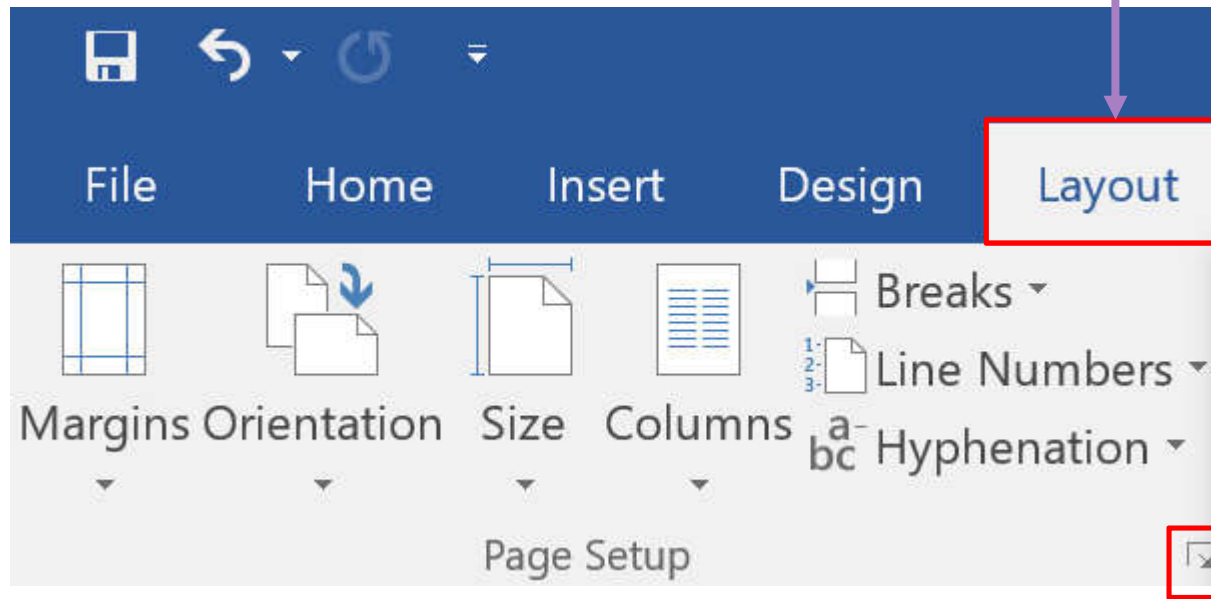
5. At Show measurement in unit of :
select desired unit of measurement
among:


- Inches
- Centimeters
- Millimeters)
- Points
- Picas (1/6 of an inch)

The click **OK** to confirm

3.4 Setting Margin and Layout

1. Click *Layout* tab



2. At Page Setup group, click  to open Page Setup dialog box



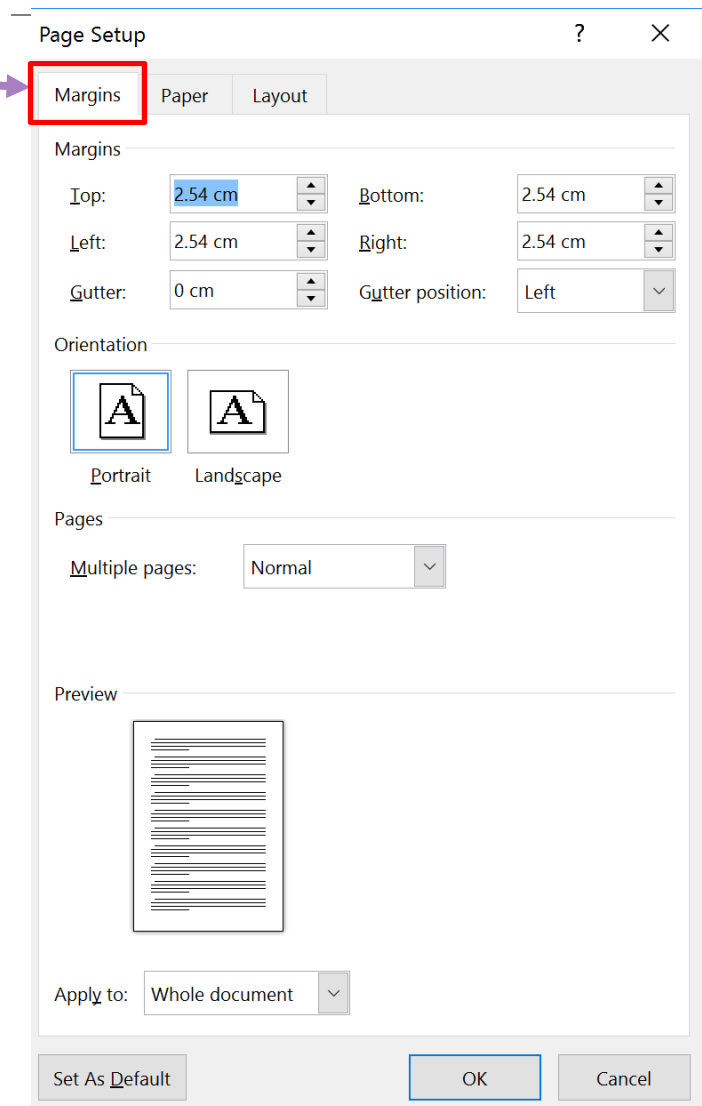
3.4 Setting Margin and Layout: *Page Setup* Dialog

Margins Tab

- *Top, Bottom, Left* and *Right* will let you set the margins at that part of the page
- *Gutter* will add extra margin at the specified side for the purpose of bookbinding
- Under *Orientation* you can select *Portrait* (long side up, like in a book) or *Landscape* (long side down, like on a PC monitor)

Under *Apply To* click the expand button (▼) to select:

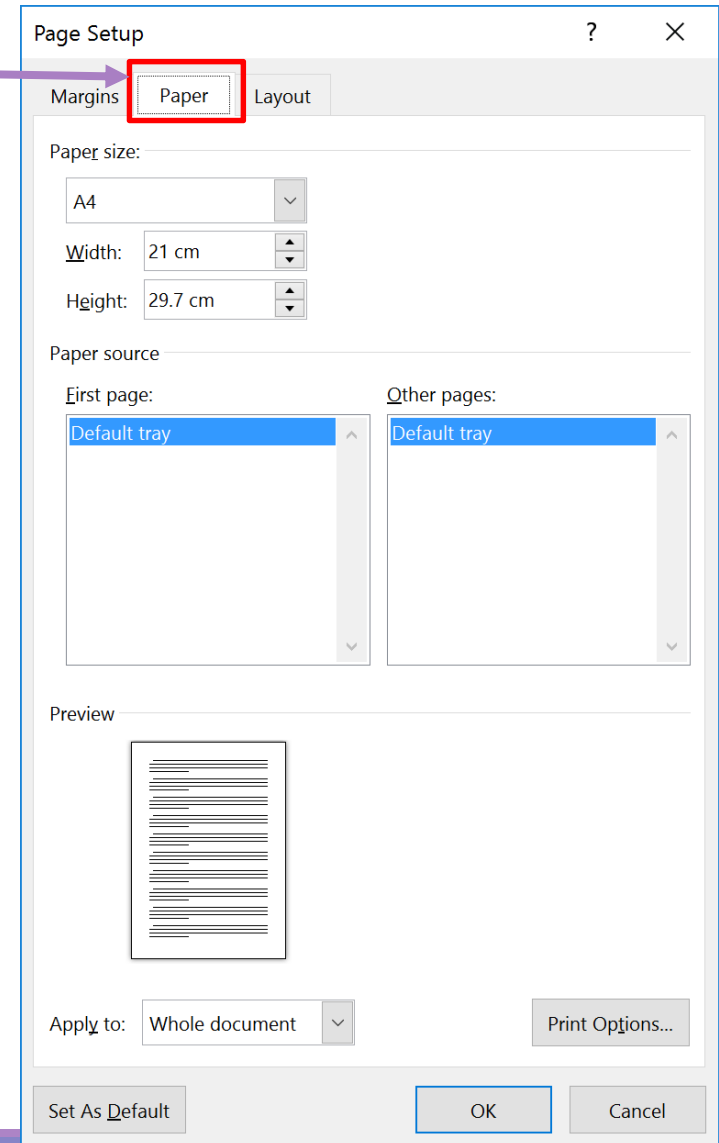
- *Whole Document*
- *This Point Forward* to only affect from where the cursor is and after
- *This Section* to only affect current section



3.4 Setting Margin and Layout: *Page Setup* Dialog (cont.)

Paper Tab

- At Paper Size click expand (▼) to select the paper size (A4)
- You can also *Custom* to set width and height of your choices



3.4 Setting Margin and Layout: *Page Setup* Dialog (cont.)

Layout Tab

Under *Headers and footers*

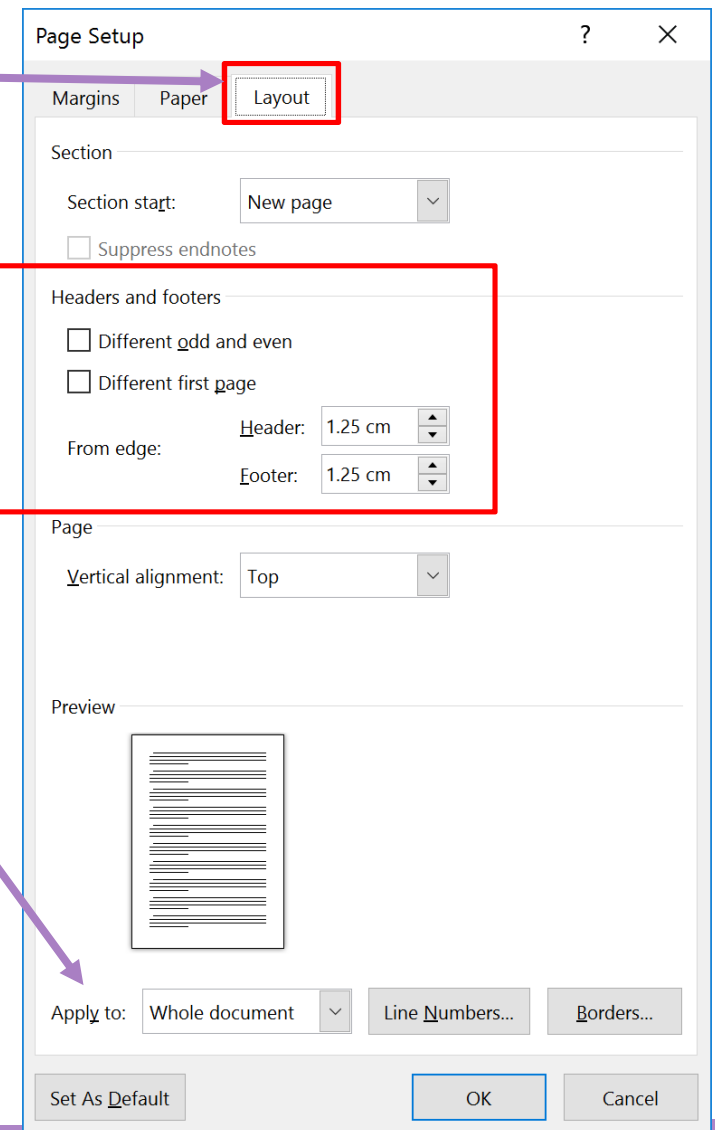
- Checking *Different odd and even* will allow odd and even page to have different header/footer
- Same with *Different first page* for first page

Under *Apply To* click the expand button (▼) to select:

Whole Document

This Point Forward to only affect from where the cursor is and after

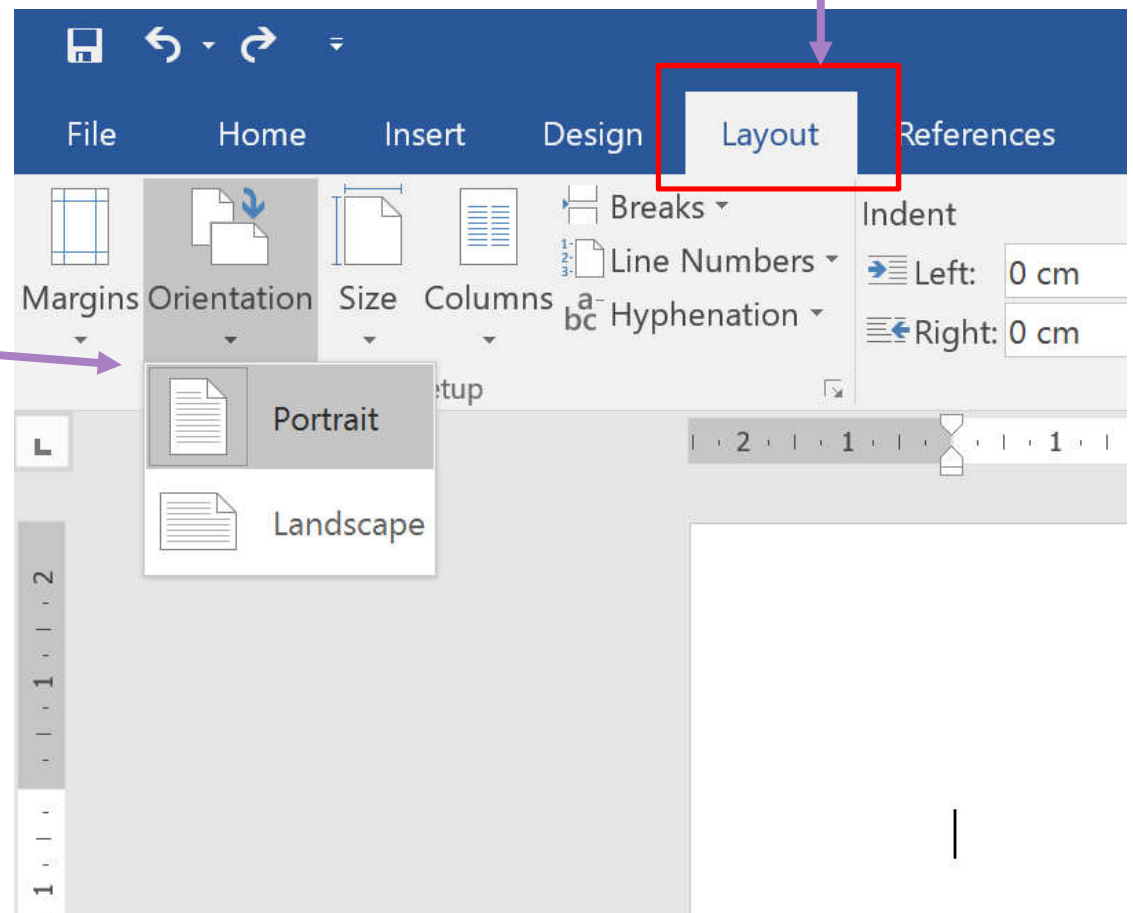
This Section to only affect current section



3.5 Having Multiple Orientations in One Document

1. Click *Layout* tab

2. Click *Orientation* command, then select the desired orientation

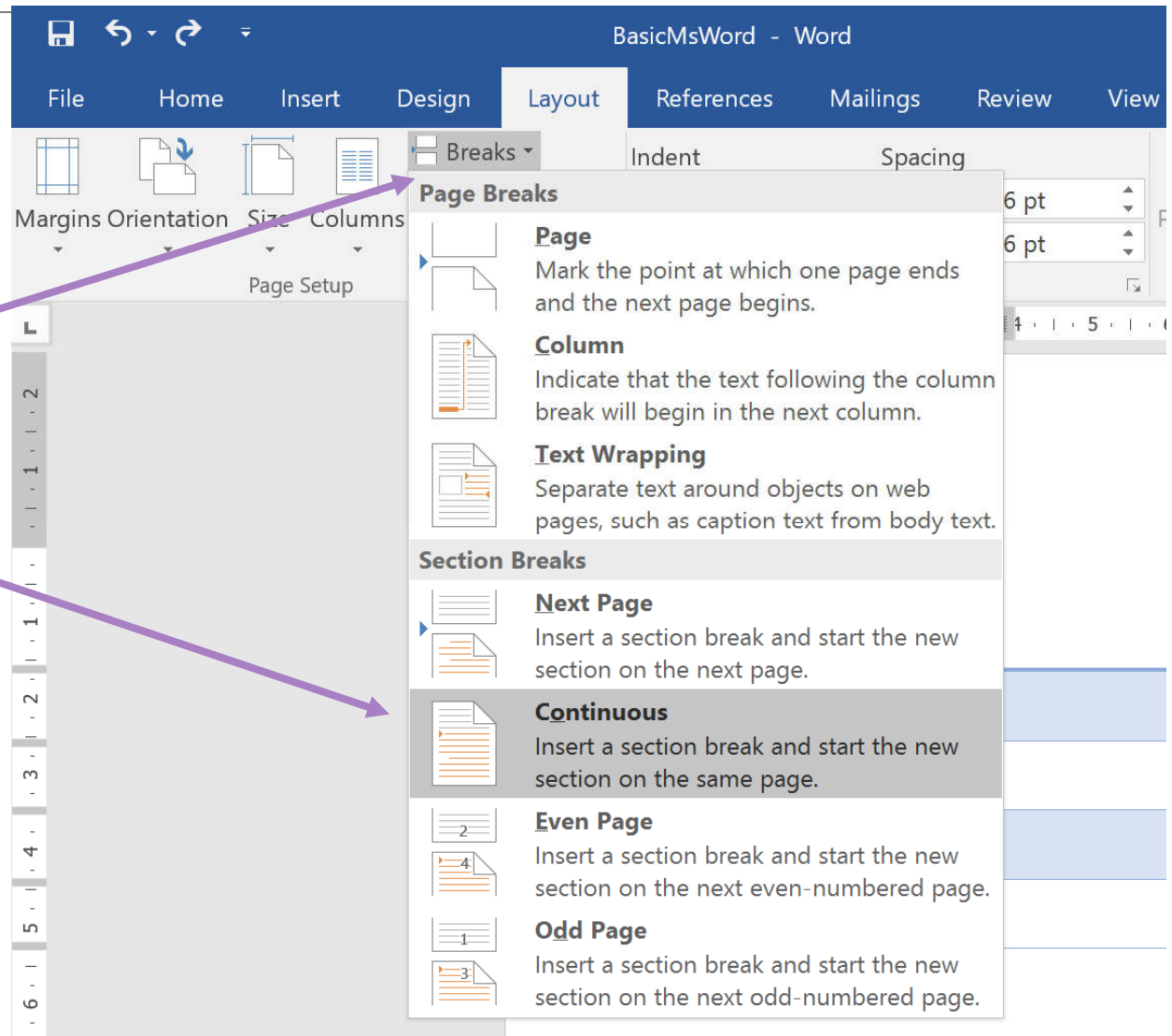


3.5 Having Multiple Orientations in One Document (cont.)

3. Go to the page you want to have different orientation

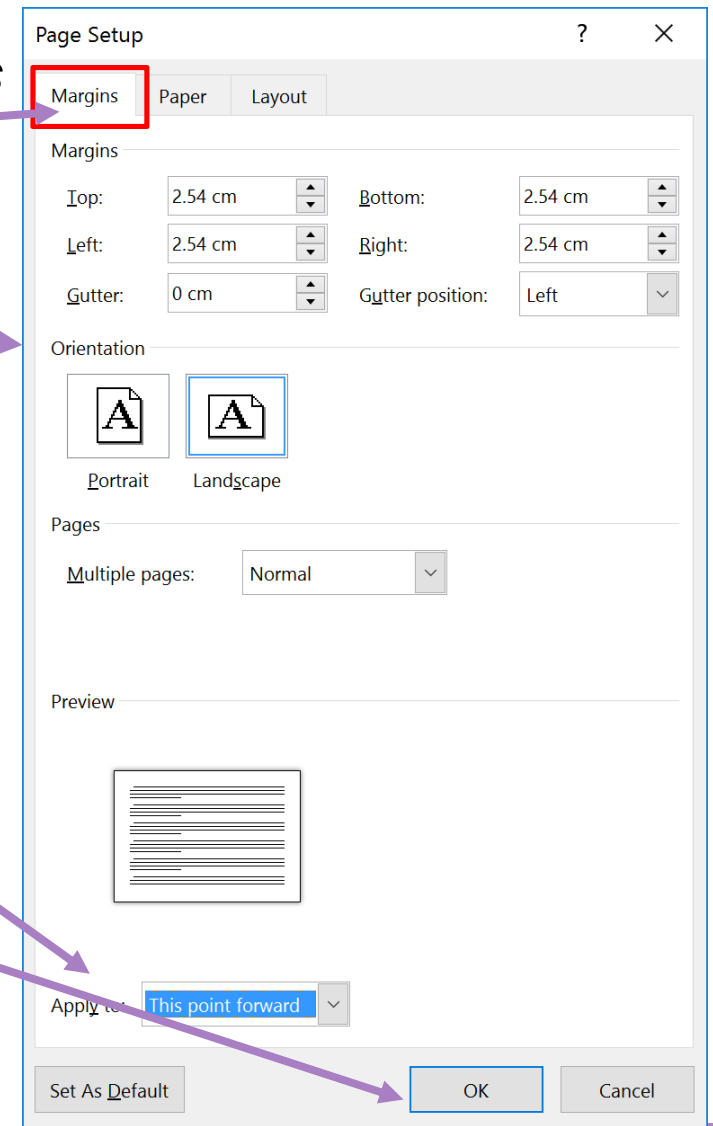
4. We now need to put that page into different section, using *Break*

- Click *Breaks* and select a type of section breaks (*Continuous*, in this case)



3.5 Having Multiple Orientations in One Document (cont.)

5. Go to *Page Setup* dialog and select *Margins* tab
6. Select the desired Orientation
7. Select which page to be affected under *Apply to:* (Either from this point onward, or this section only)
8. Click *OK* to confirm



3.5 Having Multiple Orientations in One Document (cont.)

The result: You will see pages with different orientations in the same document.

The screenshot shows the Microsoft Word Print dialog box. On the left is a blue sidebar with navigation options: Info, New, Open, Save, Save As, History, Print (selected), Share, Export, Close, Account, Feedback, and Options. The main area is titled 'Print' and includes a 'Copies' dropdown set to 1, a 'Print' button, and a 'Printer' dropdown set to 'Microsoft Print to PDF'. Below this is the 'Settings' section with several options: 'Print All Pages' (The whole thing), 'Pages' (empty), 'Print One Sided' (Only print on one side of the page), 'Collated' (1,2,3), 'Portrait Orientation' (selected), 'A4' (21 cm x 29.7 cm), 'Normal Margins' (Left: 2.54 cm, Right: 2.54 cm), and '1 Page Per Sheet'. To the right of the settings are two preview windows. The left preview shows a blank white page. The right preview shows a page with a table that is oriented horizontally (landscape), while the rest of the document is in portrait orientation. At the bottom, there is a page indicator '1 of 2' and a zoom level of '40%'.



3.6 Inserting Page Border

1. Click **Design** tab

2. In **Page Background** group, click **Page Borders**

The screenshot shows the Microsoft Word interface. The 'Design' tab is selected in the ribbon. In the 'Page Background' group, the 'Page Borders' button is highlighted with a red box. A purple arrow points to the 'Design' tab, and another purple arrow points to the 'Page Borders' button. The document content is in Thai, listing faculties of Chiang Mai University.

คณະวิทยาาสตร์ มหาวิทยาลัยเชียงใหม่ ได้มีการจัดการเรียนการสอนทั้งหมด 8 ภาควิชา ดังนี้

1. ภาควิชาชีววิทยา
2. ภาควิชาเคมี
3. ภาควิชาธรณีวิทยา
4. ภาควิชาฟิสิกส์และวิทยาศาสตร์
5. ภาควิชาเคมีอุตสาหกรรม
6. ภาควิชาคณิตศาสตร์
7. ภาควิชาสถิติ
8. ภาควิชาวิทยาการคอมพิวเตอร์



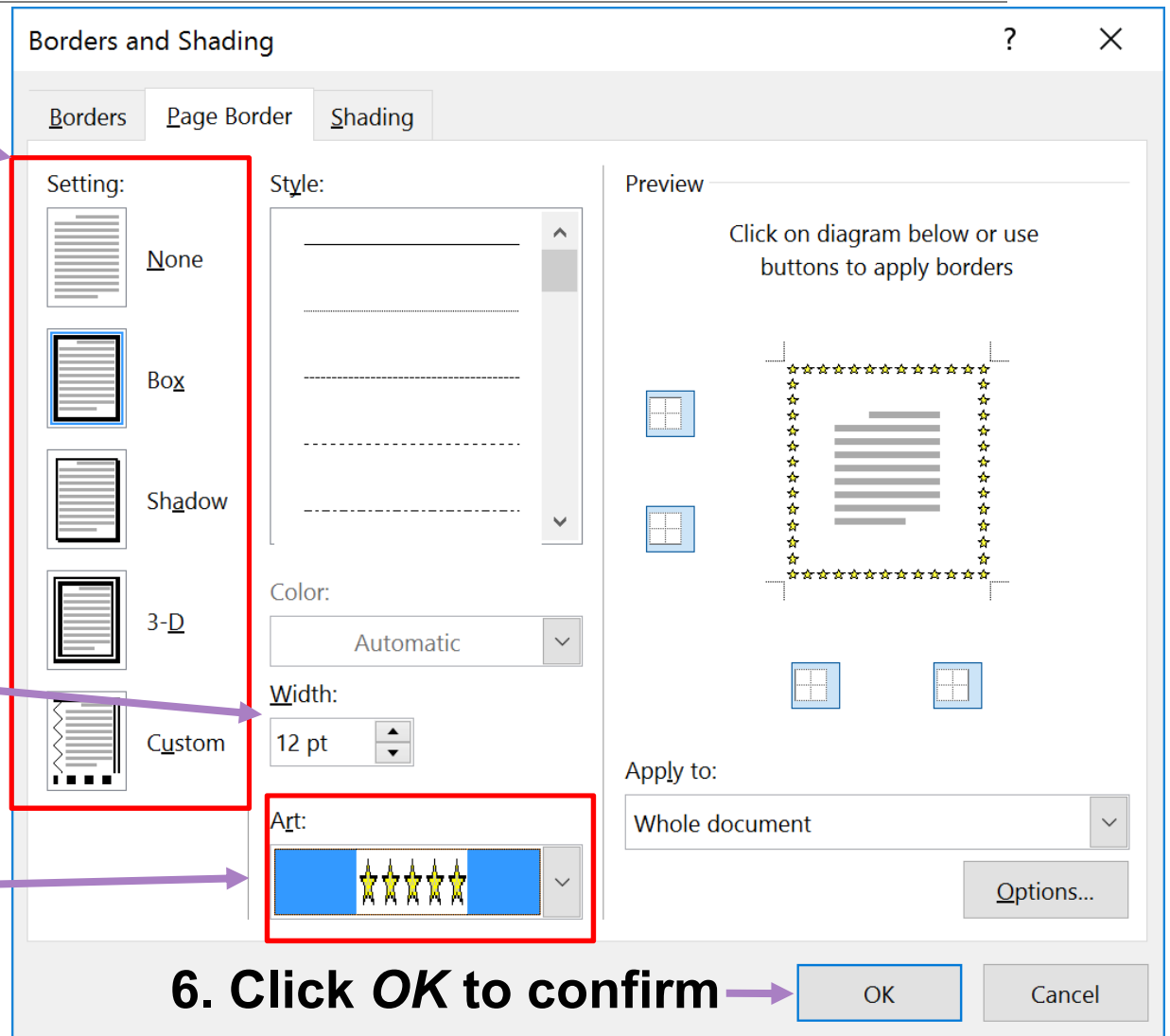
3.6 Inserting Page Border (cont.)

3. Select the type of border you want

4. Select the width

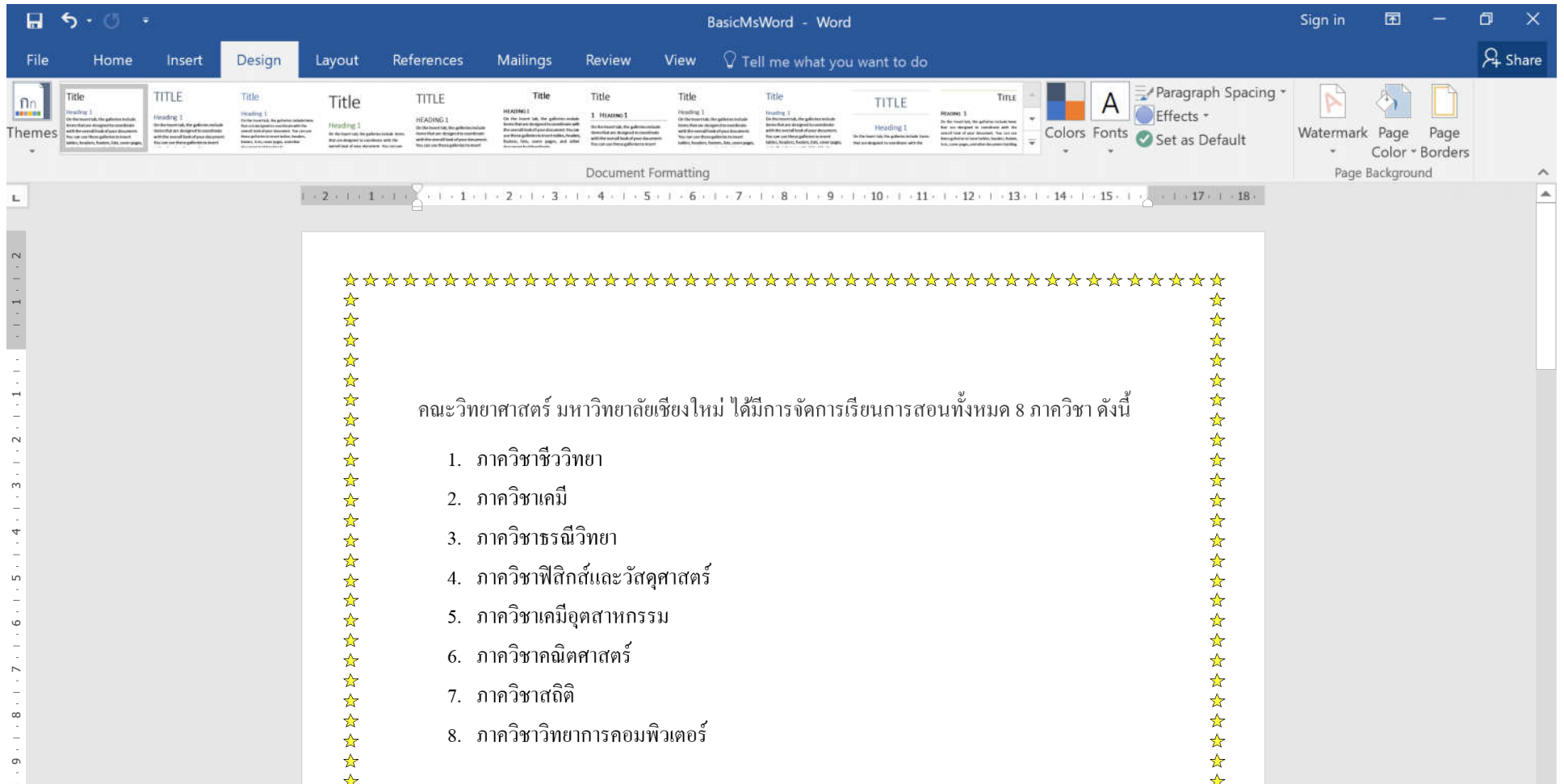
5. Select Art pattern on the border

6. Click OK to confirm



3.6 Inserting Page Border (cont.)

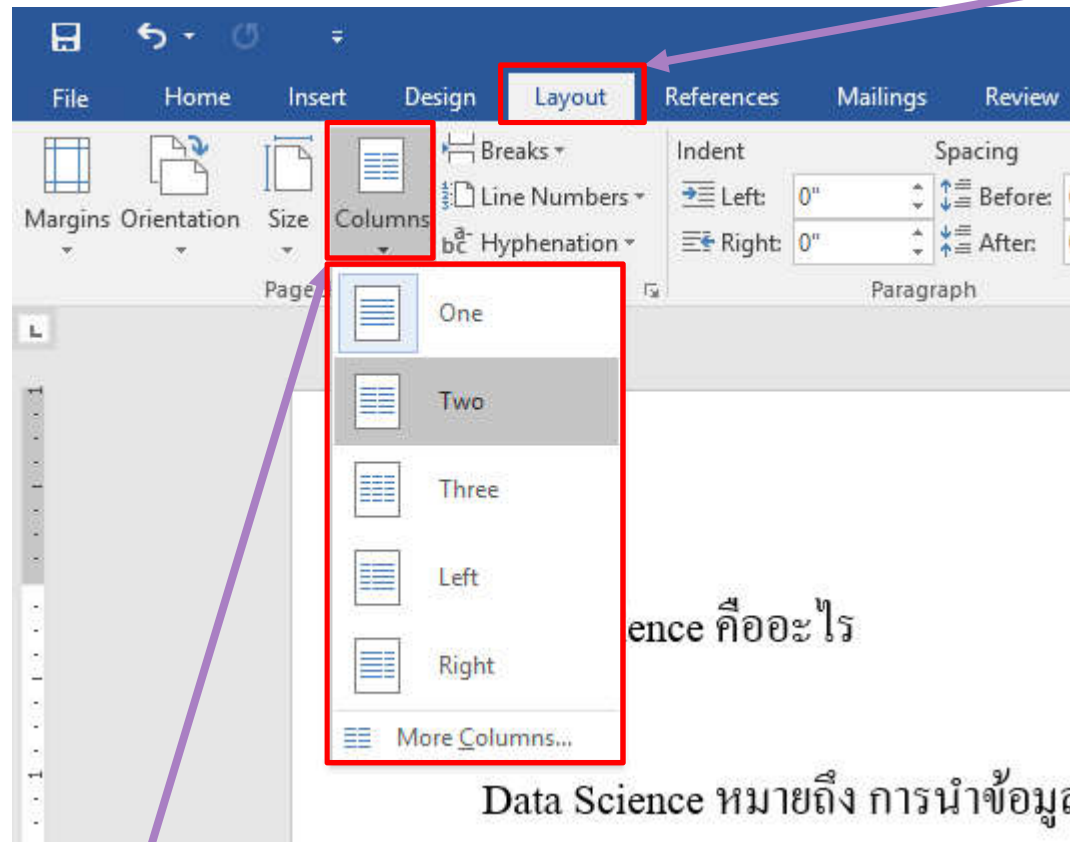
The result: the page is decorated with specified border



3.7 Setting Multiple Columns in a Page

3.7.1 Setting Multiple Columns for the entire document

1. Click *Layout* tab

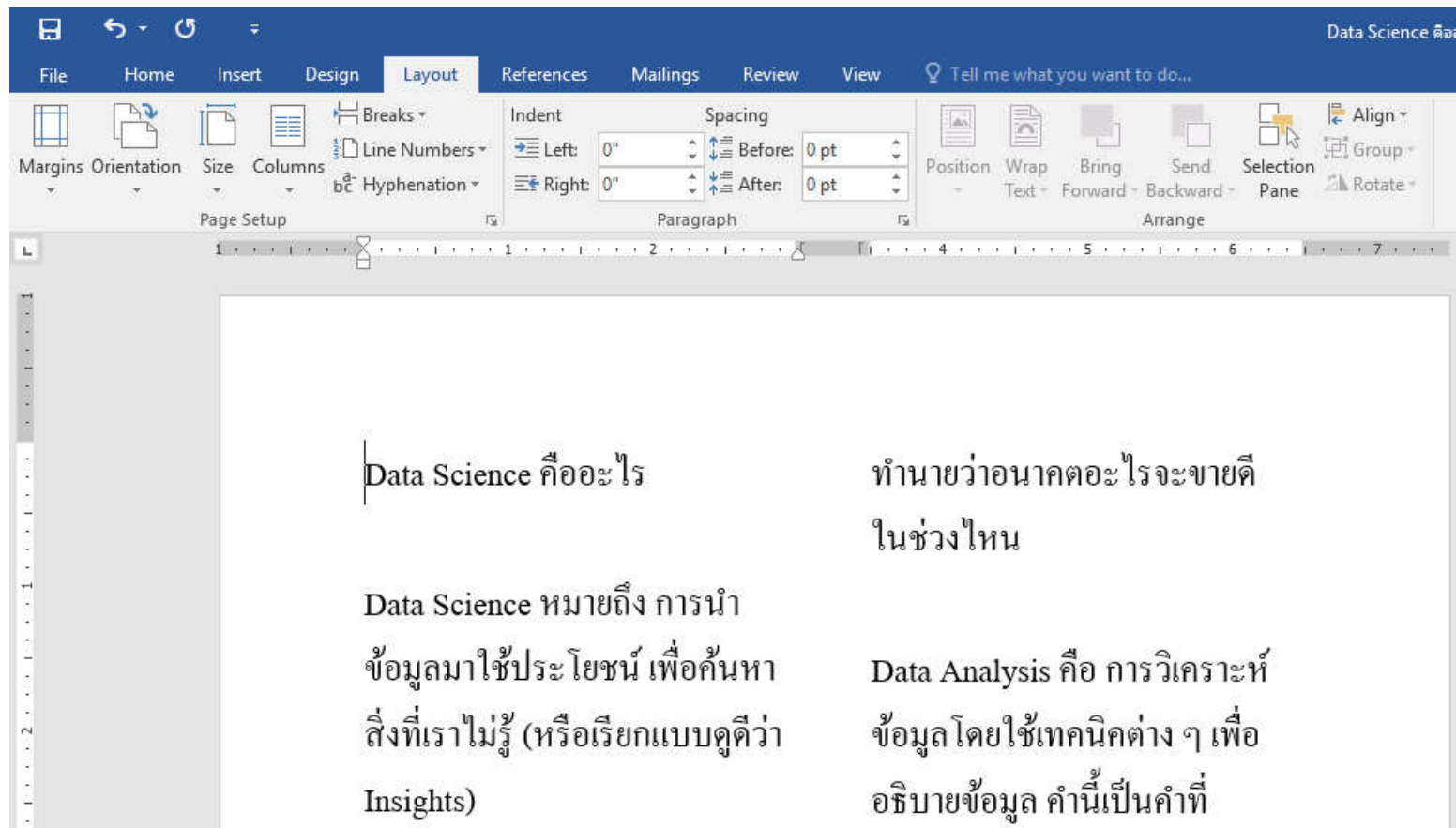


2. In *Page Setup* group, click *Columns* and select number of Columns

3.7 Setting Multiple Columns in a Page (cont.)

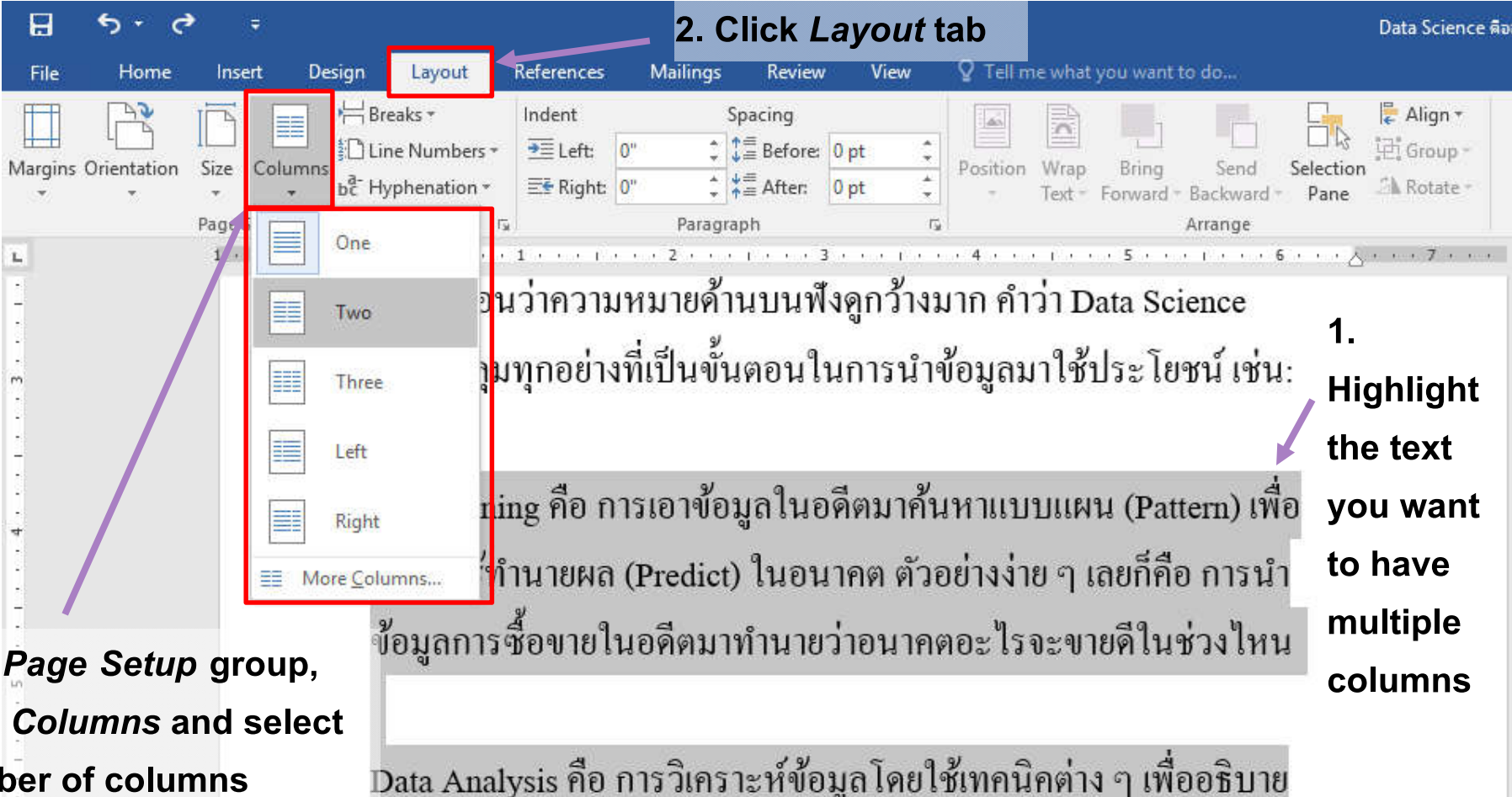
3.7.1 Setting Multiple Columns for the entire document (cont.)

The result: the document now has two columns in one page



3.7 Setting Multiple Columns in a Page (cont.)

3.7.2 Setting Multiple Columns for the selected section



The screenshot shows the Microsoft Word ribbon with the **Layout** tab selected. The **Columns** button in the **Page Setup** group is highlighted with a red box. A red arrow points to the **Layout** tab, and another red arrow points to the **Columns** button. The **Columns** dropdown menu is open, showing options: **One**, **Two**, **Three**, **Left**, **Right**, and **More Columns...**. A red box highlights the **Columns** button and the dropdown menu. A purple arrow points from the text '1. Highlight the text you want to have multiple columns' to a selected paragraph of Thai text in the document. Another purple arrow points from the text '2. Click Layout tab' to the **Layout** tab. A third purple arrow points from the text '3. In Page Setup group, click Columns and select number of columns' to the **Columns** button.

2. Click **Layout** tab

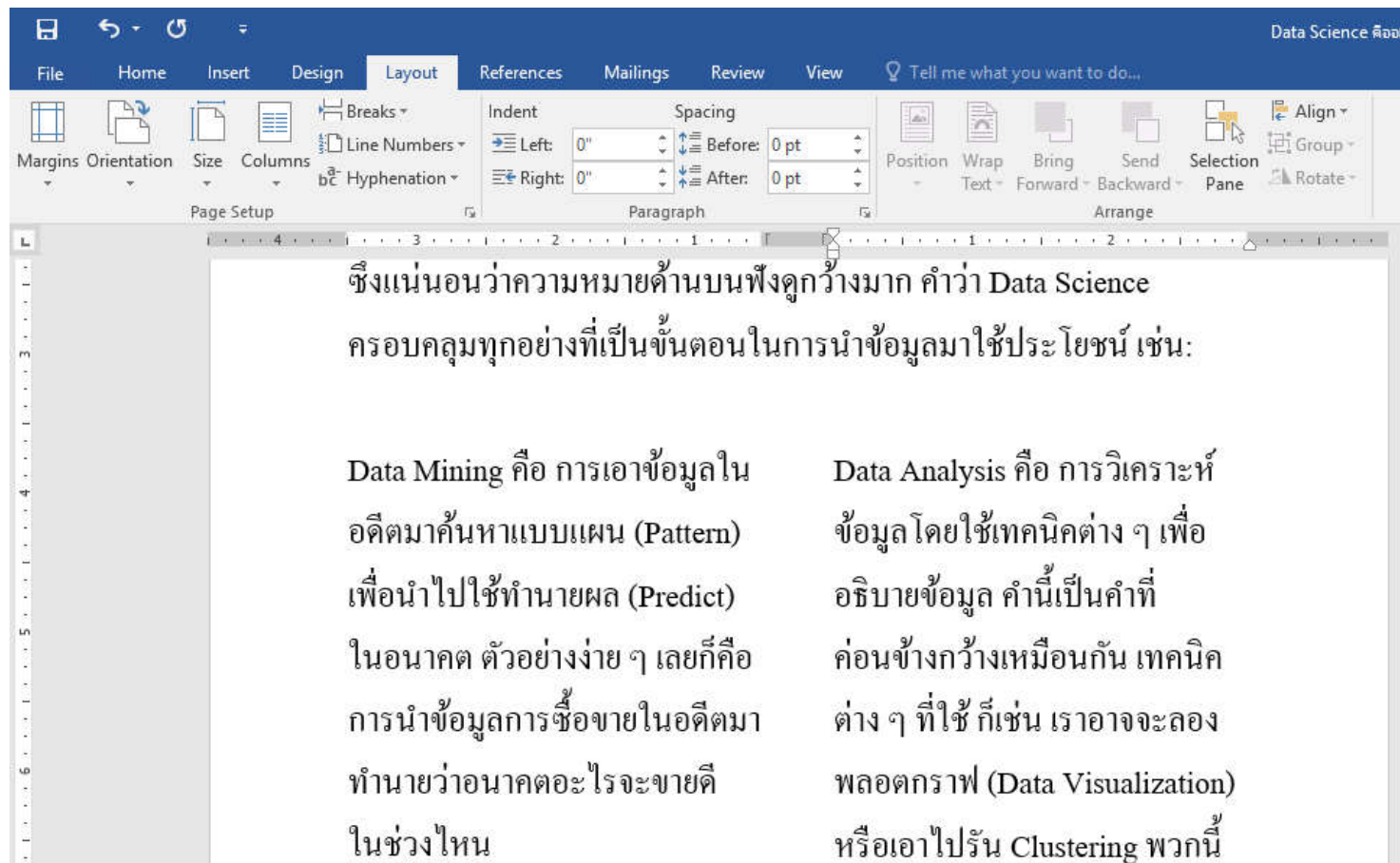
1. Highlight the text you want to have multiple columns

3. In **Page Setup** group, click **Columns** and select number of columns

3.7 Setting Multiple Columns in a Page (cont.)

3.7.2 Setting Multiple Columns for the selected section (cont.)

The result: Only selected text will have multiple columns



4. Table

Insert Tab



4. Table

4.1 Inserting a Table

4.2 Erasing Border Line

4.3 Setting Cell Content Alignment and Text Direction

4.4 Inserting Cell, Row and Column

4.5 Deleting Cell, Row and Column

4.6 Merging Cells

4.7 Splitting Cells

4.8 Shading Cells

4.9 Formatting Cell Border

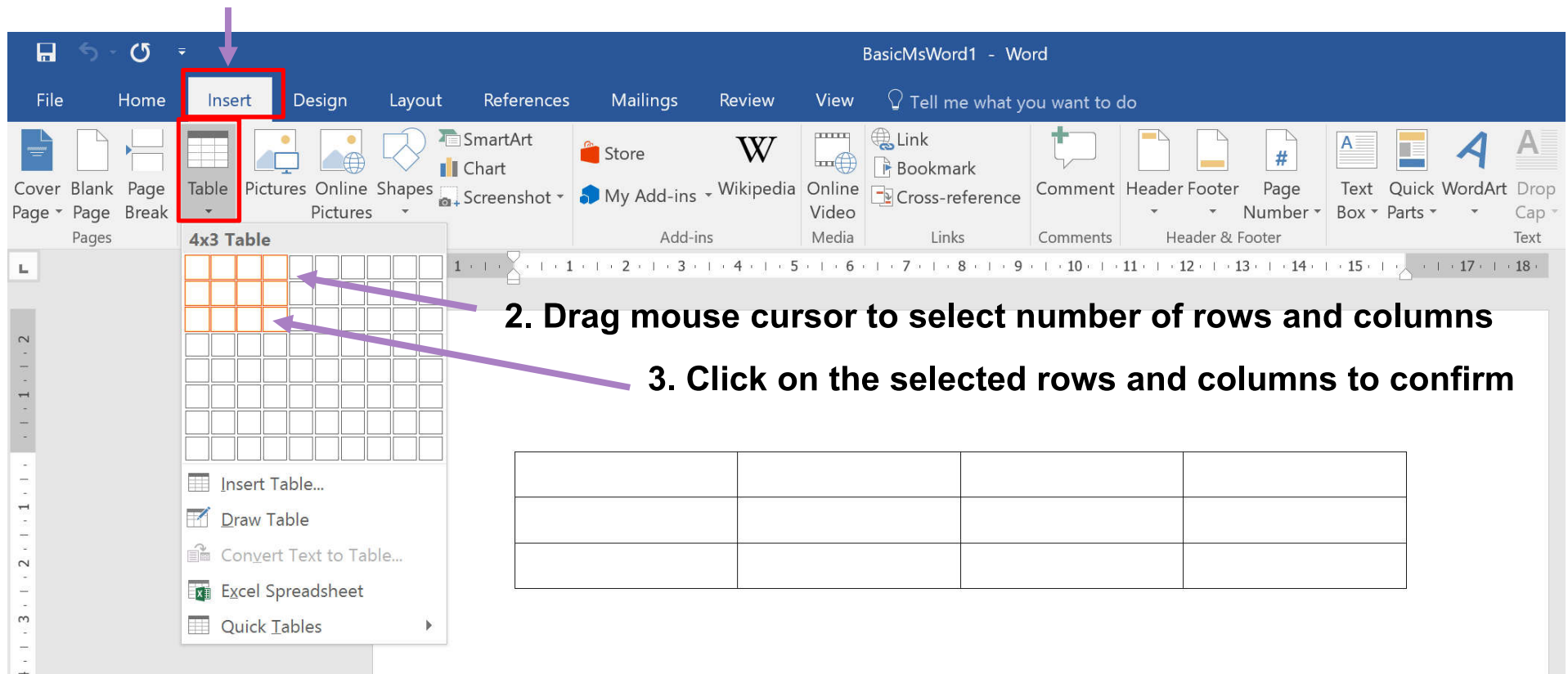
4.10 Using Table Styles for Quick Formatting

4.11 Sorting Data in the Table



4.1 Inserting a Table

1. Click *Insert* tab, then click *Table* command



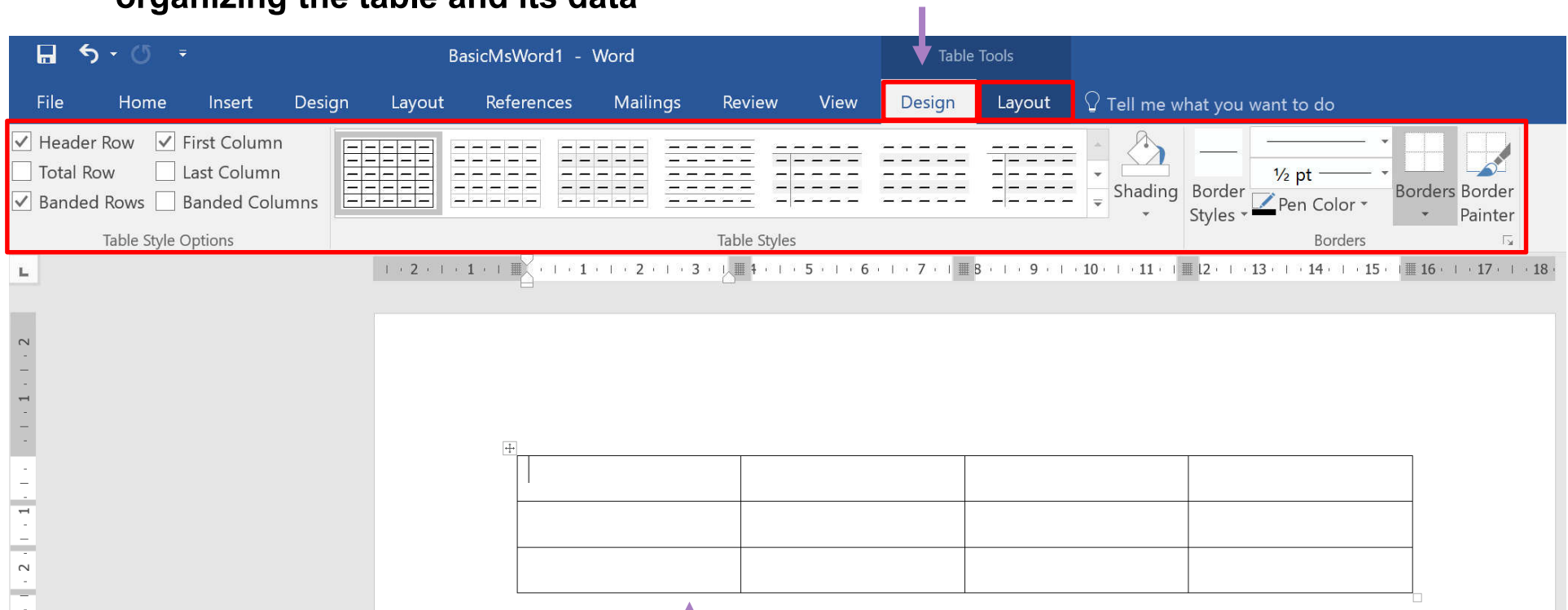
2. Drag mouse cursor to select number of rows and columns

3. Click on the selected rows and columns to confirm



4.1 Inserting a Table (cont.) : Extra Tabs

- When you select an object, specialized tabs for that object may appear
- For table, we have **Design** tab for changing how the table looks, and **Layout** for organizing the table and its data



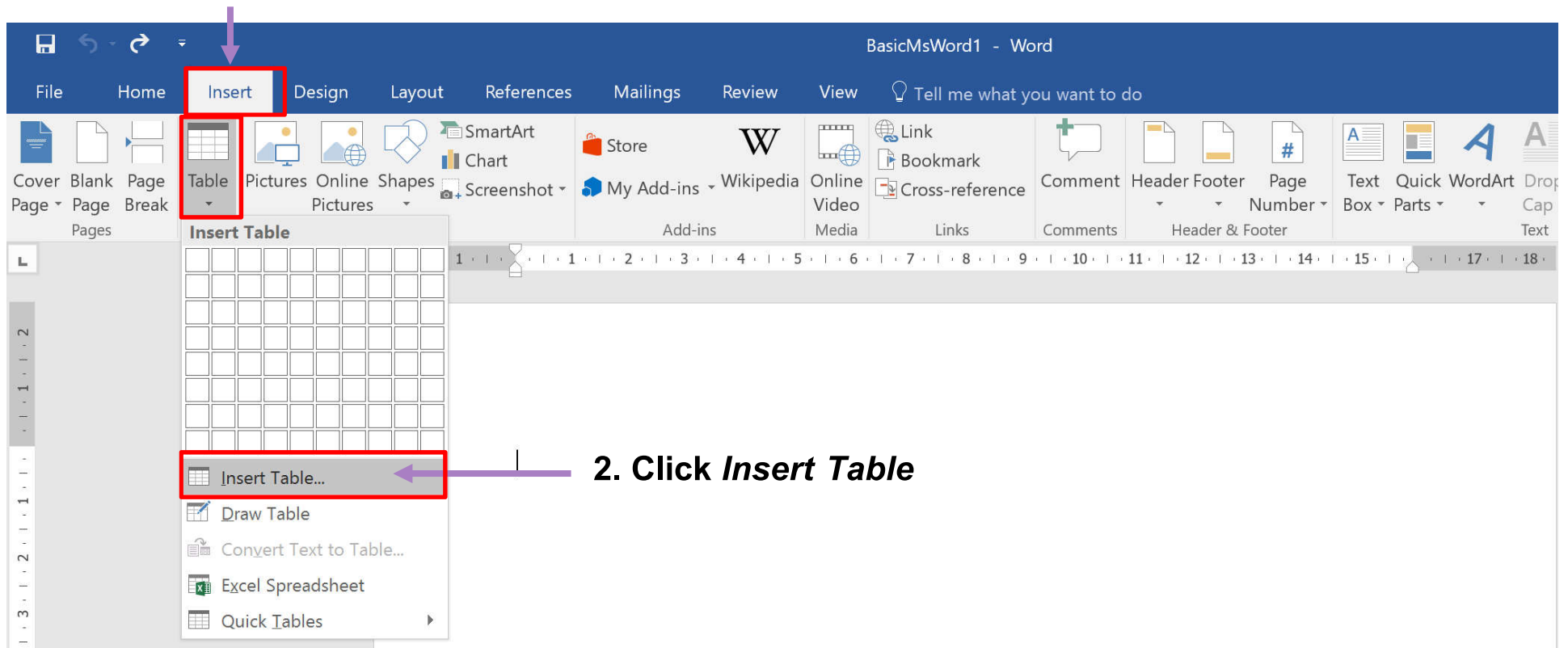
รูปแสดงตารางขนาด 4 x 3 ที่สร้าง



4.1 Inserting a Table (cont.)

When you insert the table by dragging-the-cells method, you are limited to 10 x 8 cells, if you want more, here's the alternative:

1. Click *Insert* tab, then click *Table* command



4.1 Inserting a Table (cont.)

Insert Table ? X

Table size

Number of columns: 12

Number of rows: 9

AutoFit behavior

☒ Fixed column width: Auto

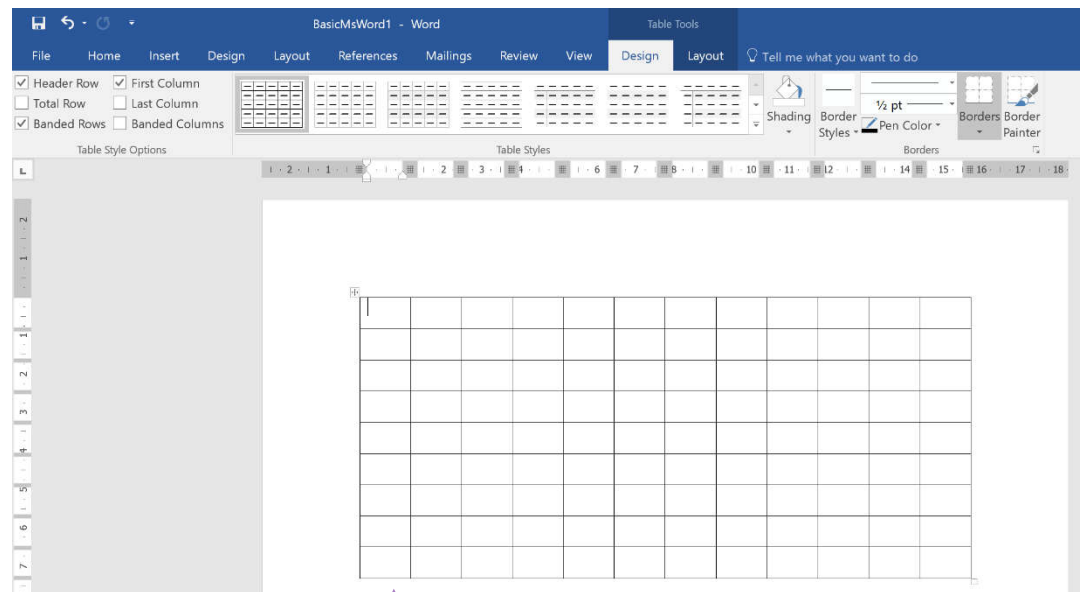
☐ AutoFit to contents

☐ AutoFit to window

☐ Remember dimensions for new tables

OK Cancel

5. Click **OK** to confirm



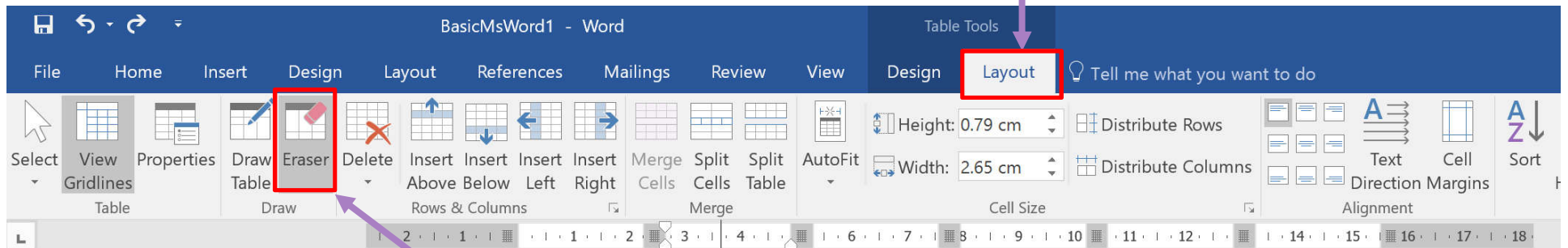
Resulting 12 x 9 table



4.2 Erasing Cell's Border

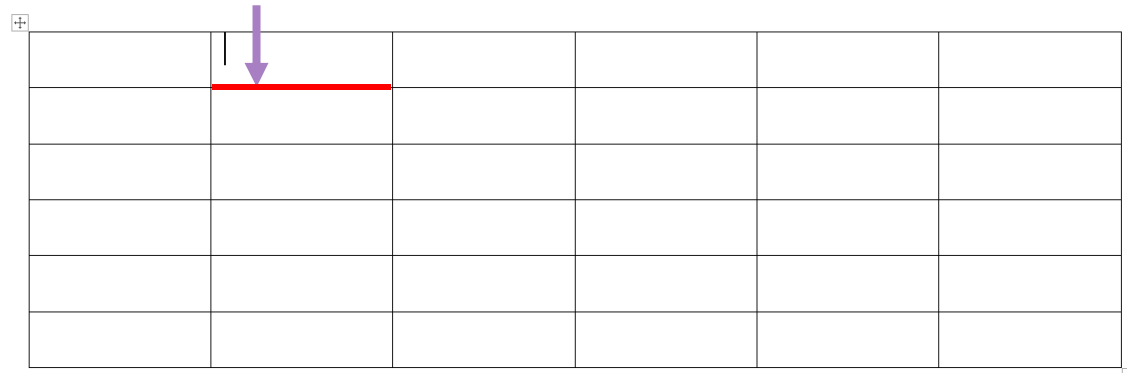
After you inserted the table, you can erase cell's border, merging those two cells

1. Select the table, the click *Layout* tab under *Table Tools*



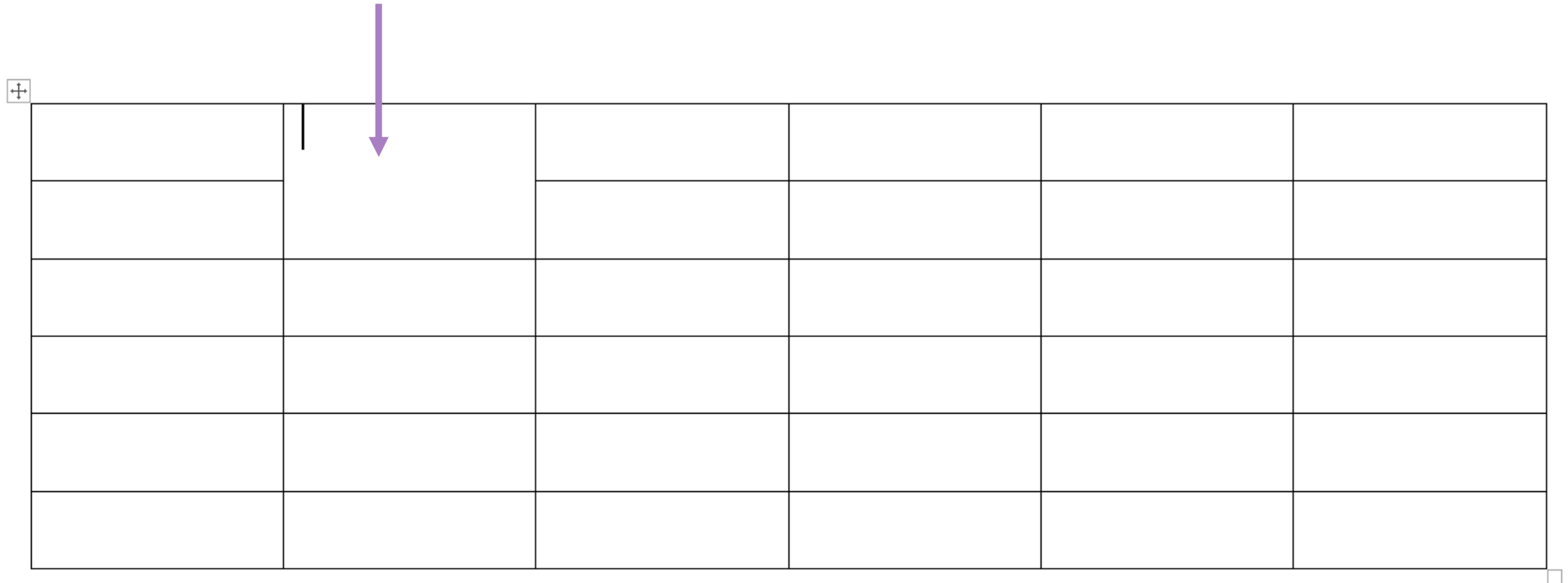
2. Click *Eraser* command in *Draw* group

3. Click and drag the mouse over the border



4.2 Erasing Cell's Border (cont.)

The border is erased. The two cells are merged to one

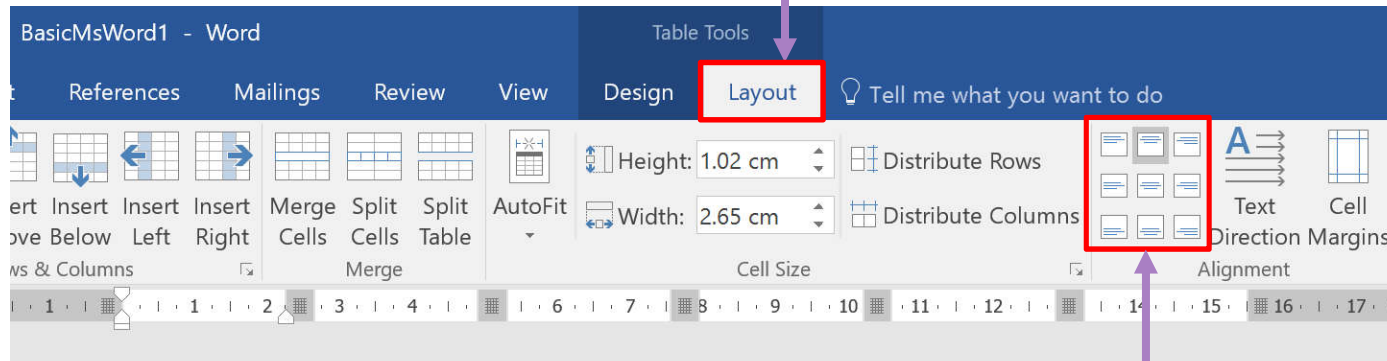




4.3 Setting Cell Content Alignment & Text Direction

4.3.1 Setting Cell Content Alignment

2. Click *Layout* tab under *Table Tools*



1. Select the cells you wish to change their alignment

↓










วัน/เวลา					
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					

3. Select the alignment



4.3 Setting Cell Content Alignment & Text Direction (cont.)

Alignments

Command	Meaning
	Set the content to align to top left corner
	Set the content to align to top middle edge
	Set the content to align to top right corner
	Set the content to align to center left edge
	Set the content to align to the center of the cell
	Set the content to align to center right edge
	Set the content to align to bottom left corner
	Set the content to align to bottom middle edge
	Set the content to align to bottom right corner



4.3 Setting Cell Content Alignment & Text Direction (cont.)

4.3.2 Setting Text Direction

2. Click **Layout** tab under **Table Tools**

1. Select the cells

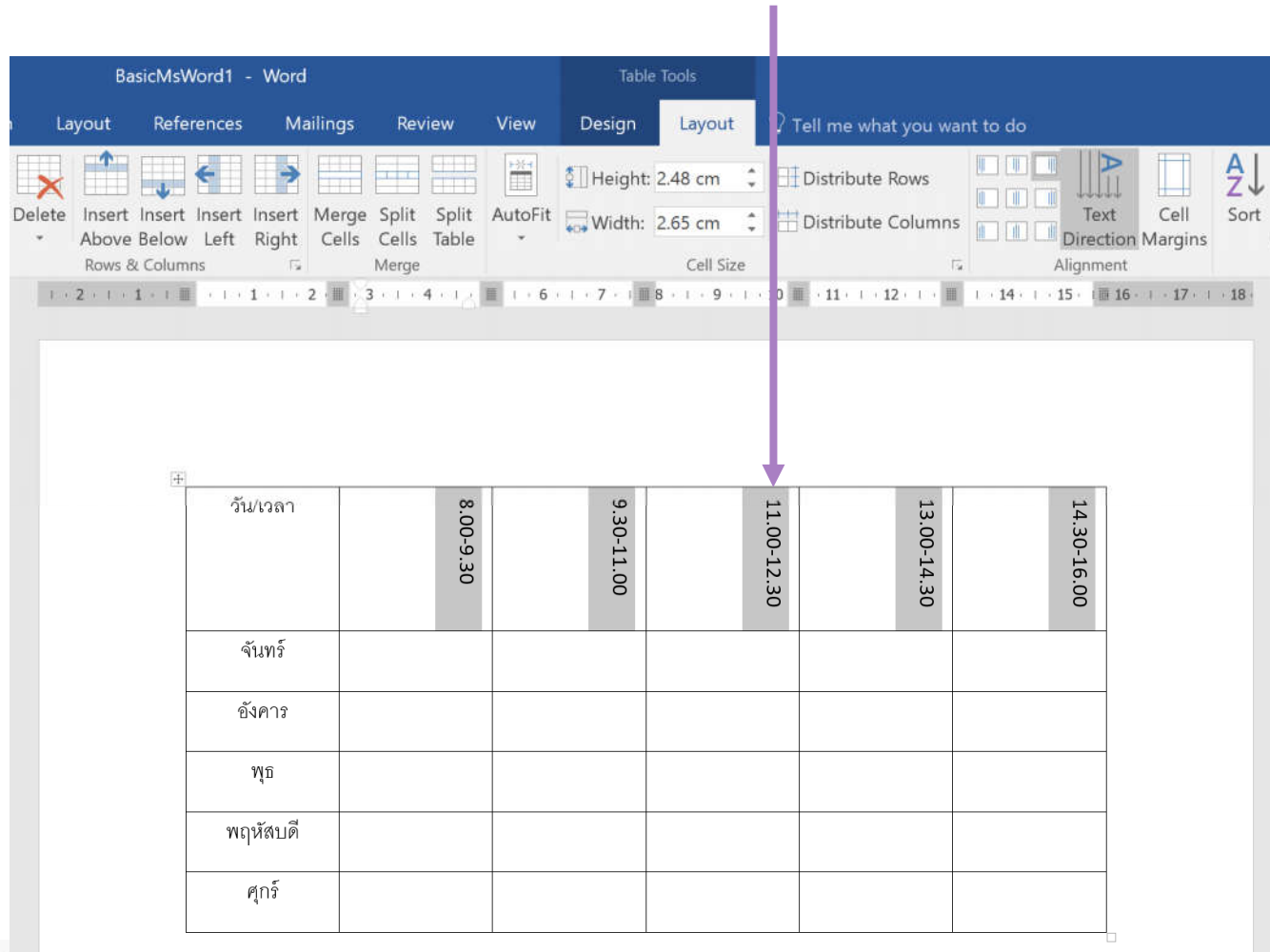
วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					

Text Direction
Change the text direction within the selected cells.
Click the button multiple times to cycle through the available directions.

3. Click
Text Direction

4.3 Setting Cell Content Alignment & Text Direction (cont.)

Resulting change in text direction










The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Layout' tab is selected, and the 'Text Direction' button is highlighted. A purple arrow points from the 'Text Direction' button to the first cell of the table, indicating the action being performed.

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					



4.3 Setting Cell Content Alignment & Text Direction (cont.)

Alignments with Vertical Text Direction

ปุ่ม	ความหมาย
	Set the content to align to top left corner
	Set the content to align to top middle edge
	Set the content to align to top right corner
	Set the content to align to center left edge
	Set the content to align to the center of the cell
	Set the content to align to center right edge
	Set the content to align to bottom left corner
	Set the content to align to bottom middle edge
	Set the content to align to bottom right corner



4.4 Inserting Cells, Rows, and Columns

1. Click the cell you want to insert cells, rows, or columns to

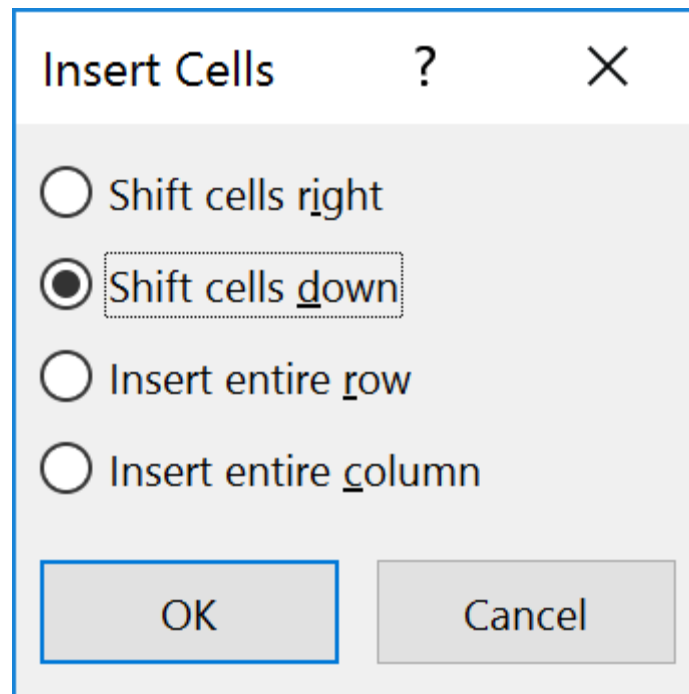
2. Right click then select the appropriate *Insert* command

วันเวลา	9.30-11.00	11.00-12.3
จันทร์		
อังคาร		
พุธ		
พฤหัสบดี		
ศุกร์		



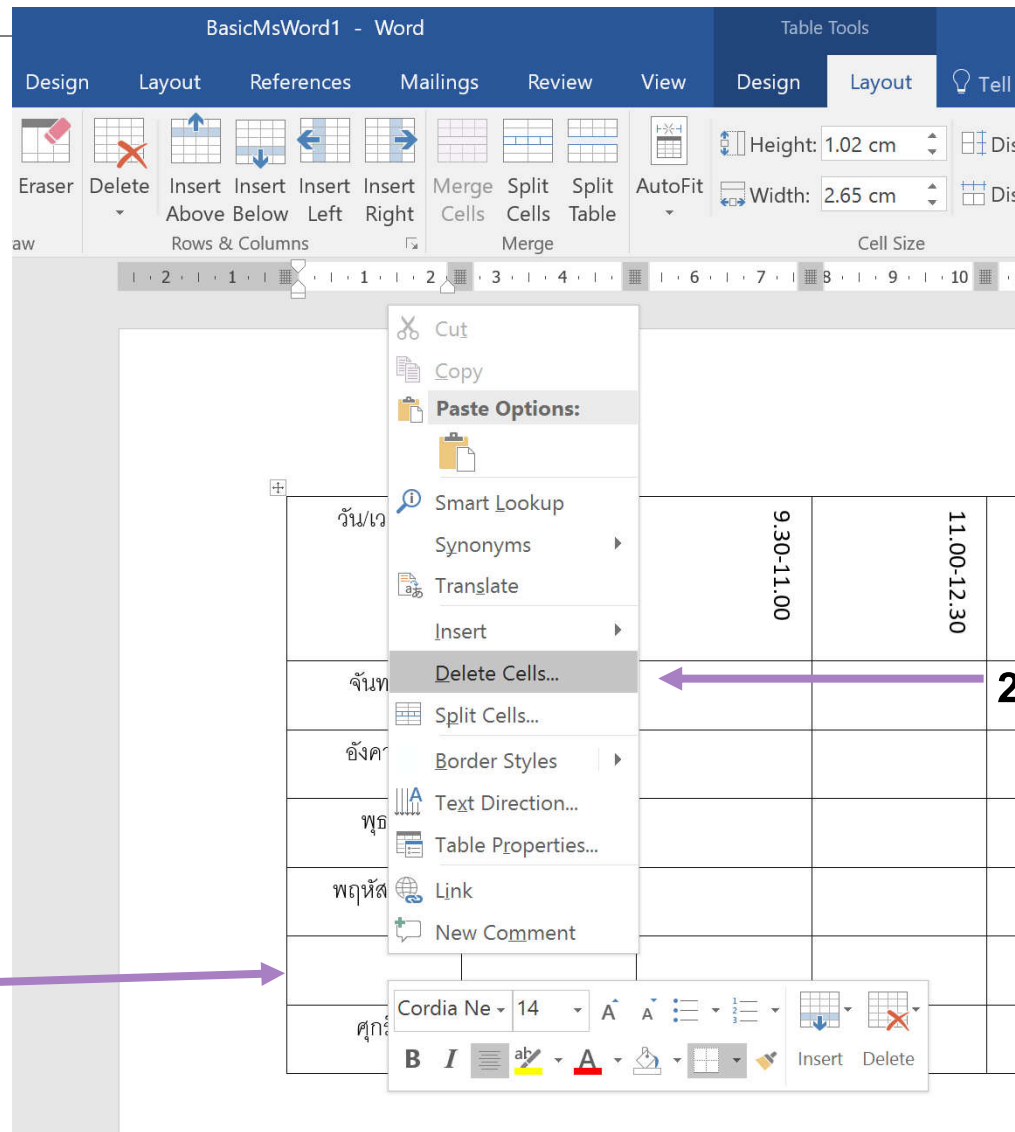
4.4 Inserting Cells, Rows, and Columns (cont.)

- If you select Insert Cells... you will need to decide what will happen to current cells



4.5 Delete Cells, Rows, and Columns

1. Select cells you want to delete



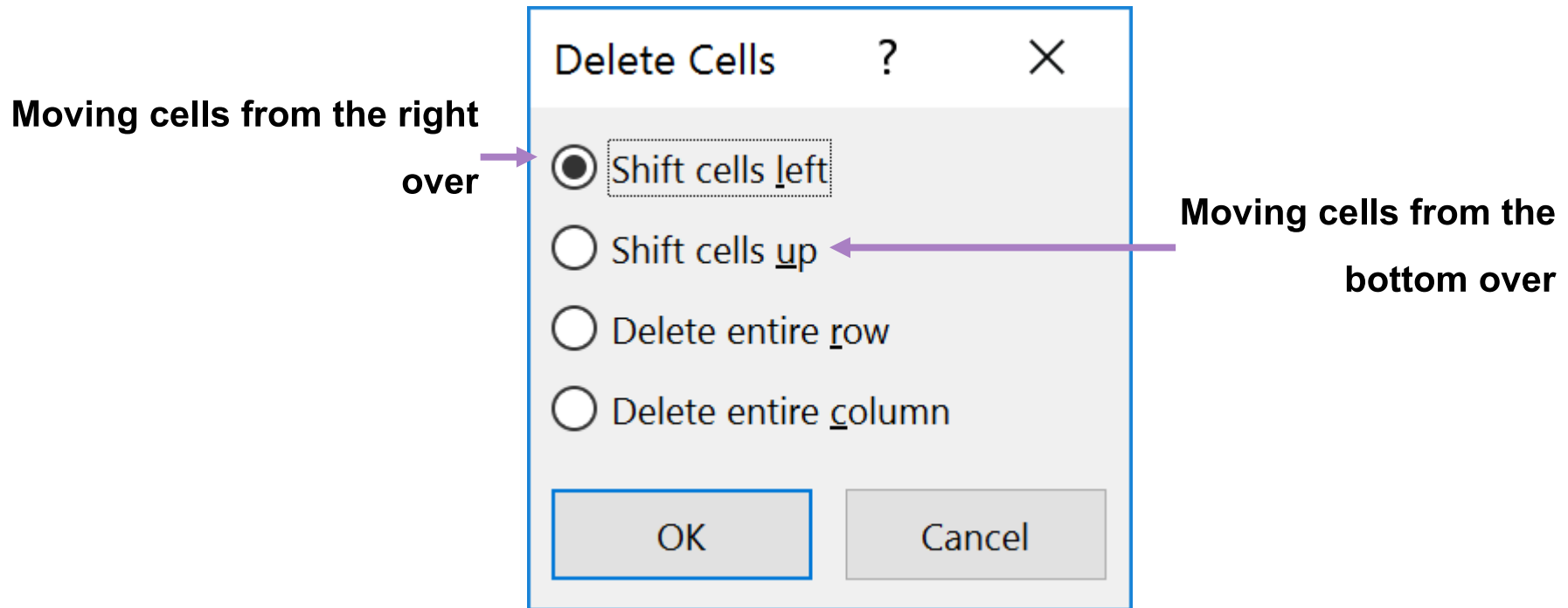
The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Layout' tab is selected, and the 'Delete' button in the 'Rows & Columns' group is highlighted. A context menu is open over a table, with the 'Delete Cells...' option selected. A purple arrow points from the text '1. Select cells you want to delete' to the table. Another purple arrow points from the text '2. Right Click the select Delete Cells...' to the 'Delete Cells...' option in the context menu.

2. Right Click the select *Delete Cells...*



4.5 Delete Cells, Rows, and Columns (cont.)

- Then, select how do you want to delete cells

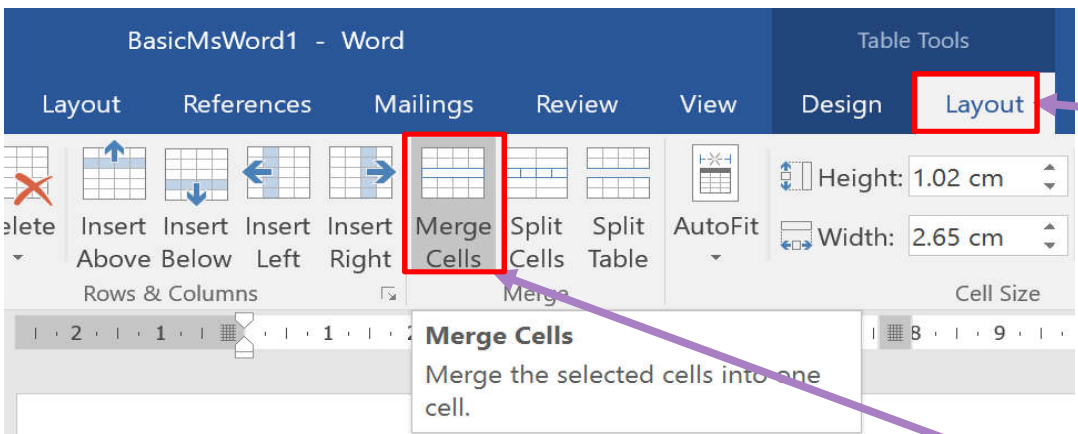


4.6 Merging Cells

1. Select all cells you want to merge into one

2. Click **Layout** tab under **Table Tools**

3. Click **Merge Cells**



The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Layout' tab is selected and highlighted with a red box. The 'Merge Cells' button is also highlighted with a red box. A purple arrow points from the 'Merge Cells' button to the table below.

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30
จันทร์			
อังคาร			
พุธ			
พฤหัสบดี			
ศุกร์			



4.6 Merging Cells (cont.)

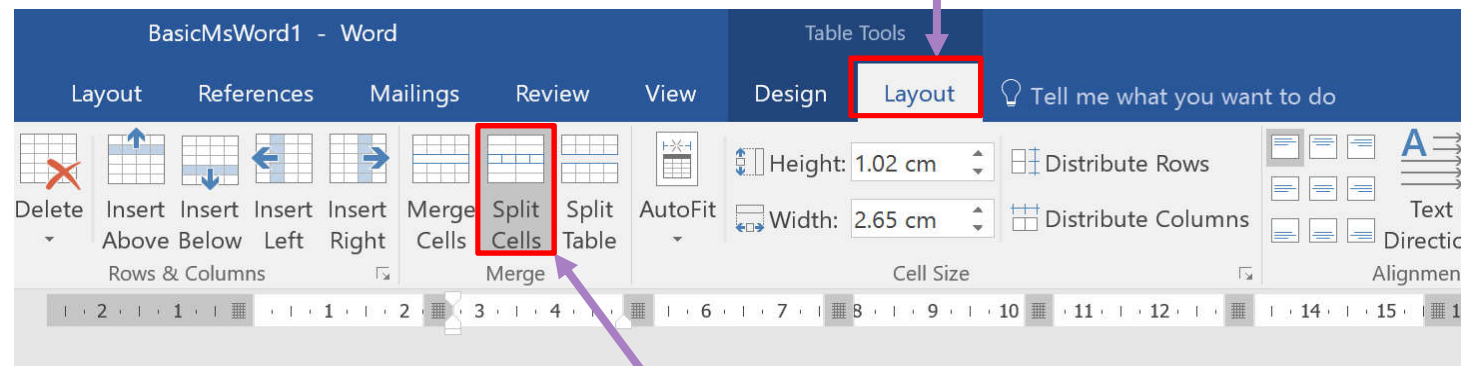
Resulting merged cell

+	วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
	จันทร์					
	อังคาร					
	พุธ					
	พฤหัสบดี					
	ศุกร์					



4.7 Splitting Cells

2. Click **Layout** tab under **Table Tools**



3. Click **Split Cells**

1. Select cells you wish to split.

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					



4.7 Splitting Cells (cont.)

Split Cells ? X

Number of columns: 5

Number of rows: 2

☒ Merge cells before split

OK Cancel

4. Specify number of columns

5. Specify number of rows

6. Click OK

7. Resulting split cells

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					



4.8 Shading (Coloring) Cells

2. Click **Design** tab under **Table Tools**

1. Select cells you want to shade

3. Click **Shading**

4. Select Color

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	12.30-16.00
จันทร์				
อังคาร				



4.9 Formatting Cell Border

2. Click *Design* tab under *Table Tools*

1. Click on the table

2. Click *Design* tab under *Table Tools*

3. Click *Pen Color*

4. Select color

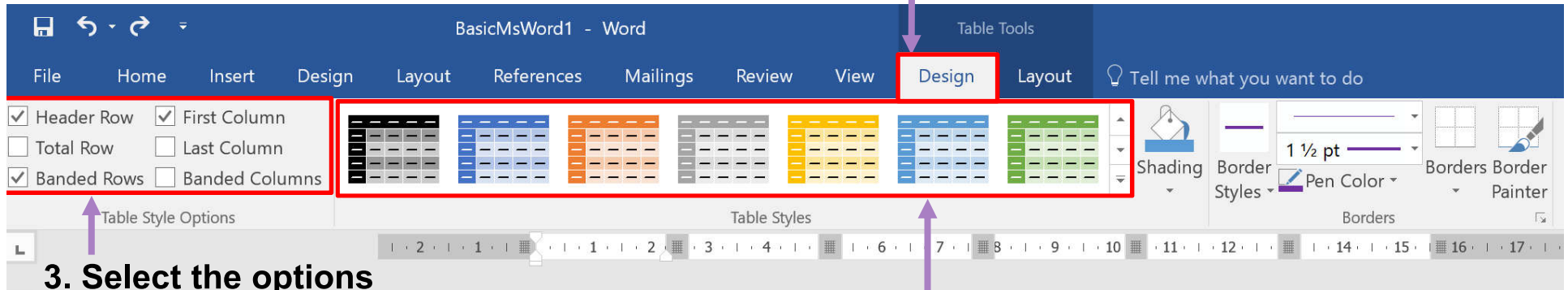
วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30
จันทร์				

5. Drag mouse over the border you want to color

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					

4.10 Quick Formatting with Table Styles

2. Click **Design** tab under **Table Tools**



1. Click the table

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					



4.10 Quick Formatting with Table Styles (cont.)

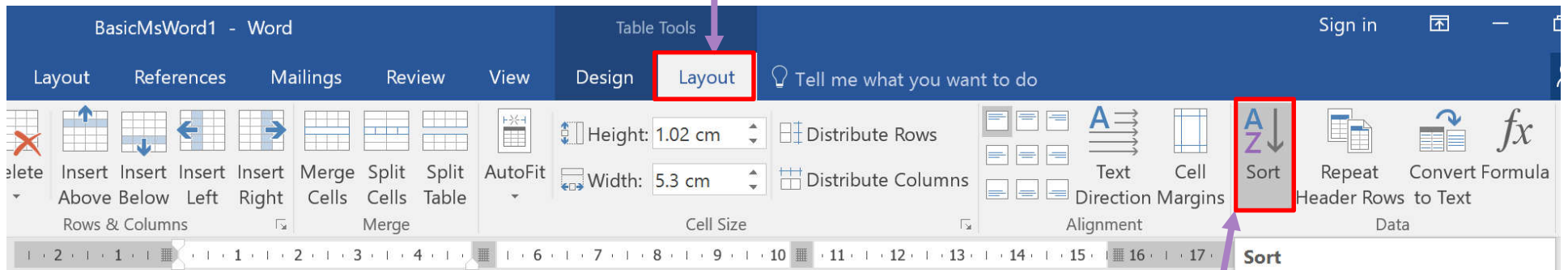
The result:

วัน/เวลา	8.00-9.30	9.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					



4.11 Sorting Data

2. Click *Layout* tab under *Table Tools*



1. Click the table

ตารางสินค้า

รหัสสินค้า	ชื่อสินค้า	ราคา
0999	iPhone 7	26500
0238	MacBook Pro	65900
1033	iPad Pro	24500

3. Click *Sort*



4.11 Sorting Data (cont.)

4. Select column to sort

5. Select data type

6. Select type of sorting

7. Select the next column to use, in case there are equal cells in the first columns

8. Click OK

Sort

Sort by

รหัสสินค้า

Type: Number

Using: Paragraphs

Ascending

Descending

Then by

Type: Text

Using: Paragraphs

Ascending

Descending

Then by

Type: Text

Using: Paragraphs

Ascending

Descending

My list has

Header row

No header row

Options...

OK


Cancel



4.11 Sorting Data (cont.)

The result: rows are now ordered (sorted)

ตารางสินค้า



รหัสสินค้า	ชื่อสินค้า	ราคา
0238	MacBook Pro	65900
0999	iPhone 7	26500
1033	iPad Pro	24500

