

# 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 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 offered 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. Other 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 it 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 buttons 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

**ExamREVIEW**



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## **Table of Contents Ms Word Study Guide**

1. Understanding the eBook Ms Word Study Guide
  - The Rise of Digital Reading Ms Word Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Ms Word Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Ms Word Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Word Study Guide
  - Personalized Recommendations
  - Ms Word Study Guide User Reviews and Ratings
  - Ms Word Study Guide and Bestseller Lists
5. Accessing Ms Word Study Guide Free and Paid eBooks
  - Ms Word Study Guide Public Domain eBooks
  - Ms Word Study Guide eBook Subscription Services
  - Ms Word Study Guide Budget-Friendly Options



6. Navigating Ms Word Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Ms Word Study Guide Compatibility with Devices
  - Ms Word Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Ms Word Study Guide
  - Highlighting and Note-Taking Ms Word Study Guide
  - Interactive Elements Ms Word Study Guide
8. Staying Engaged with Ms Word Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Ms Word Study Guide
9. Balancing eBooks and Physical Books Ms Word Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Ms Word Study Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Ms Word Study Guide
  - Setting Reading Goals Ms Word Study Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Word Study Guide
  - Fact-Checking eBook Content of Ms Word Study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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