

Word Beyond Basics

Learn advanced formatting and tools
in Word 2016



**TECHNOLOGY
& COMPUTER
TUTORIALS**

Course Learning Objectives

In class, students will:

- Use the Word 2016 interface to format and stylize documents.
- Learn how to use and edit headers and footers.
- Create a table and style it.
- Use indents and tabs for formatting.
- Add and format pictures.
- Use shapes and layering.

Let's Review



Header and Footer

- The header lines the top margins of a document and the footer lines the bottom margins of the document.
- Headers and Footers can be used to contain information that will be the same on every page.
- Useful for names, logos, and page numbers.

Word 2016 Beyond the Basics

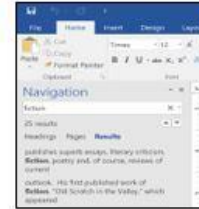
Using Find and Replace:

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

To find text

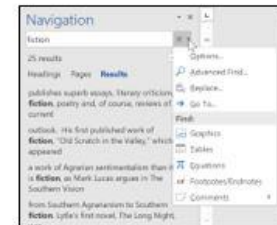
In our example, we've written an academic paper and will use the **Find** command to locate all instances of a particular word.

1. From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.
5. When you are finished, click the **X** to close the navigation pane. The highlight will disappear.

For more search options, click the drop-down arrow next to the search field.



Let's Practice

Before

For Rent
1502 Villa Piña Way #103

1 bed 1 bath 750ft²
\$850 per month
Spanish-style condo in great location
Won't last! Available August 1st

Contact Juanita Vasquez @ [919-555-7237](tel:919-555-7237)



Beautiful grounds

Dine-in kitchen

Spacious master

ABOUT VILLA PIÑA

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:
www.villapinacondos.com

After

FOR RENT

1502 Villa Piña Way #103

1 bed 1 bath 750ft²
\$850 per month
Spanish-style condo in great location
Won't last! Available August 1st

Contact Juanita Vasquez @ [\(919-555-7237\)](tel:919-555-7237)



Beautiful grounds

Dine-in kitchen

Spacious master

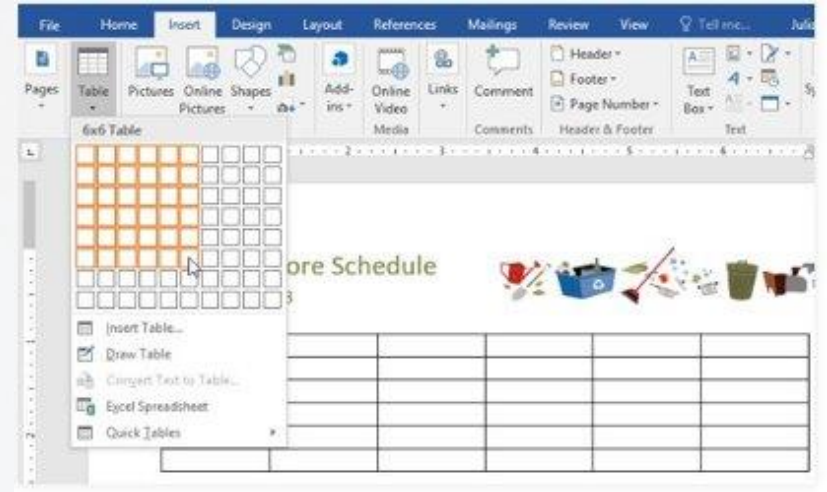
ABOUT VILLA PIÑA

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:
www.villapinacondos.com

Tables

- Tables can be inserted in Word to hold numerical or textual data. Existing data can also be changed into a table format.
- Once a table is created, Word provides options for stylizing and formatting the table.
- Tables are made up of cells in rows and columns.



	Vegetables	Fruit	Protein	Dairy
Carrots	Apples	Baked chicken	Plain yogurt	
Zucchini	Bananas	Salmon	Cheddar cheese	
Snap peas	Cotton candy grapes	Ground turkey	Milk	

Diagram illustrating the structure of a table:

- Row:** Indicated by a horizontal double-headed arrow pointing to the first row of the table.
- Column:** Indicated by a vertical double-headed arrow pointing to the first column of the table.
- Cell:** Indicated by a black arrow pointing to a single cell in the table (the 'Dairy' cell).

Let's Practice

Weekly Chore Schedule

July 8 – July 12



	Monday	Tuesday	Wednesday	Friday	Saturday
Homework	X	X			
Feed fish	X		X	X	
Dishes		X			
Recycling	X	X			

Before

Weekly Chore Schedule

July 8 – July 12




	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X			
Feed fish	X		X		X
Dishes		X			
Recycling	X	X			

After

Indents and Tabs

- Indents and Tabs can be used to format the text in a document.
- The ruler can be used to create hanging indents and custom indents.
- Tab stops can be used to align text in specific places in line with the ruler.
- The Tab key will jump the text in ½” increments.



1 1/2 1 2 3 4 5 6 7

April 13, 2016

Ms. Ella Jackson
Human Resources Manager
1234 Modern Street Drive
Trenton, NJ 08601

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adrienne Patel

Let's Practice

Before

ADDRESS 415 Bishop Street #303
Chicago, IL 60608

CELL 312.555.6840
EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY
Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

EXPERIENCE
Executive Assistant II CHICAGO, IL
Rev Development Group, June 2007 – Present
Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL
Curier Taylor Investments, October 2001 – June 2007
Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors' schedules.

Administrative Assistant SPRINGFIELD, IL
Iron Office Solutions, May 1997 – October 2001
Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

SKILLS
Windows & Mac
Microsoft Office
Apple iWork
SharePoint
Salesforce
QuickBooks
Lotus Notes
Adobe InDesign
Adobe Photoshop

TRAINING & EDUCATION
Microsoft Office Specialist MICROSOFT OFFICE 2010
Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION
University of Illinois at Springfield 1997 – 2001

Associate's Degree OFFICE ADMINISTRATION
Lincoln Land Community College 1995 – 1997

After

ADDRESS 415 Bishop Street #303
Chicago, IL 60608

CELL 312.555.6840
EMAIL addie.patel@gmail.com

ADRIENNE PATEL

Administrative Professional

SUMMARY
Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

EXPERIENCE
Executive Assistant II CHICAGO, IL
Rev Development Group, June 2007 – Present
Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.

Office Manager SPRINGFIELD, IL
Curier Taylor Investments, October 2001 – June 2007
Managed all administrative responsibilities for staff of 100+. Pioneered the use of CRM database software (Salesforce) for tracking business contacts and managing financial advisors' schedules.

Administrative Assistant SPRINGFIELD, IL
Iron Office Solutions, May 1997 – October 2001
Supported the Operations Manager, Branch Manager, and two Service Managers. Answered and directed incoming calls for six phone lines. Processed monthly sales bills for an average billing cycle of \$350,000+.

SKILLS
Windows & Mac
Microsoft Office
Apple iWork
SharePoint
Salesforce
QuickBooks
Lotus Notes
Adobe InDesign
Adobe Photoshop

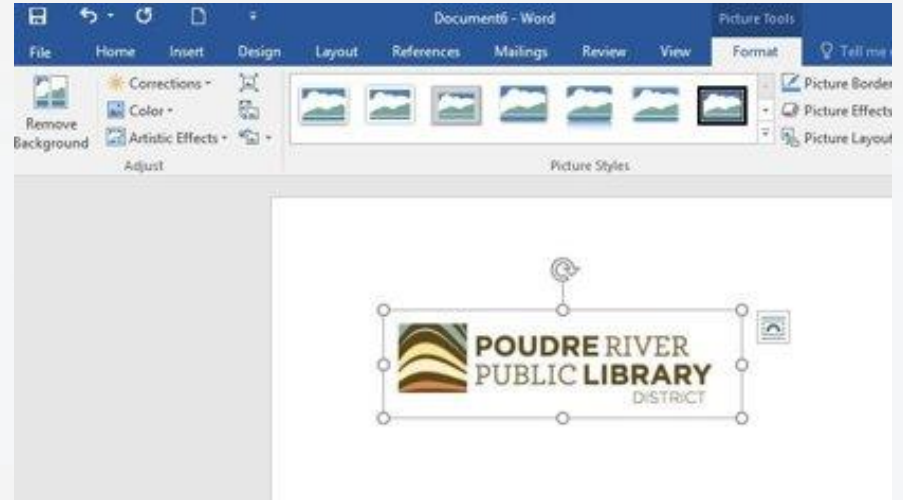
TRAINING & EDUCATION
Microsoft Office Specialist MICROSOFT OFFICE 2010
Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION
University of Illinois at Springfield 1997 – 2001

Associate's Degree OFFICE ADMINISTRATION
Lincoln Land Community College 1995 – 1997

Inserting Pictures

- Photos can be inserted in a document from two places
 - Your computer
 - The web
- *Note: Be careful using pictures from the web as they may be copyrighted*



Let's Practice

Before

LIME GROVE
Luxury Apartments

1000 Lake Sylvan Boulevard
Orlando, FL 32804

Spring Newsletter

Community Reminders

- Recycling is collected every other Wednesday. For a full list of recyclable items please visit our community's waste management [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will** be towed. Please remind your guests of this policy!
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.

Dog and Owner Meet & Greet



Bring your pooch to the dog park at **5:00pm** on **April 30th** and meet some fellow dog lovers! Treats will be provided for both humans and our furry friends. There will also be a kiddie pool, lots of tennis balls, and a few rope tugs for the pups to enjoy. All dogs must be up-to-date on vaccines in order to attend. No aggressive dogs please.

After

LIME GROVE
Luxury Apartments

1000 Lake Sylvan Boulevard
Orlando, FL 32804

Spring Newsletter

Community Reminders

- Recycling is collected every other Wednesday. For a full list of recyclable items please visit our community's waste management [website](#).
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.
- Visitors are **only** allowed to park in visitor spots. Any car without a visible Lime Grove decal parked in a residential spot **will** be towed. Please remind your guests of this policy!
- The dog park hours are from sunrise to sunset. The gate to the park will be locked otherwise. Outside of the park, please make sure your pet is on a leash at all times.



Dog and Owner Meet & Greet

Bring your pooch to the dog park at **5:00pm** on **April 30th** and meet some fellow dog lovers! Treats will be provided for both humans and our furry friends. | There will also be a kiddie pool, lots of tennis balls, and a few rope tugs for the pups to enjoy. All dogs must be up-to-date on vaccines in order to attend. No aggressive dogs please.



Shapes and Layering

- Shapes can add eye-catching design elements to your documents.
- Layering allows you to choose which shapes appear on top and which lay underneath.

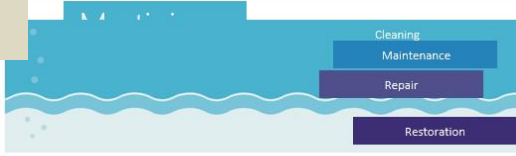


Jane Smith

Human Resources Professional

Let's Practice

Before



Cleaning
Maintenance
Repair
Restoration


Keeping your pool or spa sparkling, safe, and clean

Salt Water Pool & Spa Maintenance


- Salinity monitoring
- pH balance
- Corrosion prevention
- Clean salt cells

Alkalinity Levels
Calcium Levels
Stabilizer Levels
Dissolved Solids

Monthly Testing



After



Cleaning
Maintenance
Repair
Restoration

Martinique
Pool & Spa Services


Keeping your pool or spa sparkling, safe, and clean

Salt Water Pool & Spa Maintenance

- Salinity monitoring
- pH balance
- Corrosion prevention
- Clean salt cells

Alkalinity Levels
Calcium Levels
Stabilizer Levels
Dissolved Solids

Monthly Testing



Additional Resources

- **The Library** - Librarians, books, databases, computer classes
- **Poudrelibraries.org** - Access to online tutorials and databases
- **GCFLearnFree.org** - Free, high quality, innovative online learning for technology including courses on web browsers and social media
- **TechBoomers** - Online articles and courses for learning how to use technology and apps
- **LearnMyWay.com** - Step-by-step courses for building computer skills
- **LinkedIn Learning** – Video courses including many different computer programs and career skills
- **DigitalLearn.org** - Free online technology courses including introductory courses on YouTube and Google Maps
- **NorthStar Digital** – Online tech courses with certificates and badges

Questions? Comments?



Did we meet your needs?



Computer/Technology Class Evaluation 2021

**Thank you for taking a Computer/Technology class from
Poudre River Public Library District.**

Please help us by answering this 7 question survey.

* 1. Name of today's class:

* 2. How did you hear about today's class?

Next

- <https://www.surveymonkey.com/r/2021PRPLD>

Thank-you for using



**POUDRE RIVER
PUBLIC LIBRARY**
DISTRICT



**CONNECT
TO CURIOSITY**

www.poudrelibraries.org