

# Word Processing

This quick reference is for Microsoft Word 2016 on Windows 10

# **Quick Reference**

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1 Using the Application		Scroll through the available templates on Microsoft	
1.1 Working with Documents		Word.	
Click the Start button.		Select the template required.	
Click All apps.	1.1.2	Click Create. Create a new document based on default template.	
Scroll to Word 2016.		other available template online.	
Click Word 2016.		• On the File tab, click New.	
<ul> <li>Close a word processing application.</li> <li>Click the 'x' icon in the top right corner of the Word</li> </ul>		Click in the Search of online templates box.     Type the relevant keywords and press Enter.	1.1.
2016 window.		Click on the appropriate template.	
1.1.1 Open documents.		Click Create.	
Click Browse.	1.1.3	Save a document to a location on a local drive.	
<ul> <li>Navigate to the document(s) to open and click</li> </ul>		On the File tab, click Save.     Click Browse	
Open.		Enter a file name in the File name box and navigate	
On the File tab, click Close.		to the location required.	1.1.
1.1.2 Create a new document based on default template,	112	Click Save. Save a document to a location on an online drive	
other available template locally.	1.1.3		

cepts and skills relating to the ability to use a word veryday documents.

#### to:

- d save them in different file formats, locally or in the
  - rces, shortcuts and the go to tool to enhance
- ocessing documents that will be ready to share and
- and styles to enhance documents and recognise good appropriate formatting options.
- nd drawn objects into documents.
- nail merge operations.
- ettings and check and correct spelling before printing.

Purpose	Keyboard Shortcut
Open a document	Ctrl+O
Save a document	Ctrl+S
Print a document	Ctrl+P
Close a document	Ctrl+W
Undo	Ctrl+Z
Redo or Repeat	Ctrl+Y
Help	F1
Switch between apps	Alt+Tab
Cut	Ctrl+X
Сору	Ctrl+C
Paste	Ctrl+P
Up one screen	Page Up
Down one screen	Page Down
Beginning of line	Home
End of line	End
Beginning of the document	Ctrl+Home
End of a document	Ctrl+End
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Go To	Ctrl+G

- On the File tab, click Save.
- Click OneDrive.
- Click the Sign In button, if required.
- Type an email address or phone number and click Next
- Enter a password and click Sign in.
- Enter a file name in the file name box and navigate
- to the location required.
- Click Save.
- .3 Save a document under another name to a location on a local drive.
  - On the File tab, click Save As.
  - Click Browse.
  - Enter a file name over the existing name in the File name box and navigate to the location required.
  - Click Save.
- .3 Save a document under another name to a location on an online drive.
  - On the File tab, click Save As.
  - Click OneDrive.

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- Click Browse.
- Type the new file name over the existing file name.
- Click Save.

# 1.1.4 Save a document as another file type like: text file, pdf, software specific file extension.

- On the File tab, click Save As.
- Click Browse.
- Click on the Save as type drop-down list and click a file type.
- Click Save

### 1.1.5 Switch between open documents.

- On the View tab, in the Window group, click the Switch Windows button.
- Click the name of the document to switch to.

# 1.2 Enhancing Productivity

1.2.1 Set basic options/preferences in the application: user name.

#### • On the File tab, click Options.

- On the General tab, enter a user name in the User name box.
- Click OK.
- 1.2.1 Set basic options/preferences in the application: default folder to open, save documents.
  - On the File tab, click Options
  - On the Save tab, enter a default file location in the Default local file location box.
  - Click OK.

### 1.2.2 Use available help resources.

- Type a query in the Tell Me box above the ribbon.
- Select the Get help on option.

#### Select the most relevant suggestion.

#### 1.2.3 Use magnification/zoom tools.



- On the View tab, in the Zoom group, click the Zoom button.
- Click the required magnification radio button or click the Percent box and enter the magnification required.
- Click OK.

# 1.2.4 Display, hide built-in toolbars. Restore, minimise the ribbon.

- To hide built-in toolbars, click the Ribbon Display Options button and click Auto-hide Ribbon.
- To display built-in toolbars, click the Ribbon Display Options button and click Show Tabs and Commands.
- Double-click any tab to minimise the ribbon.
- · Double-click any tab again to restore the ribbon.
- 1.2.5 Recognise good practice in navigating within a document: use shortcuts, go to tool.
  - Go up one screen by pressing the  $\ensuremath{\text{Page Up}}$  key.
  - Go down one screen by pressing the Page Down key.
  - Go to the beginning of a line by pressing the Home key.
  - Go to the end of the line by pressing the End key.
  - Go to the start of a document by pressing Ctrl+Home.
  - Go to the end of a document by pressing Ctrl+End.
  - Open the go to tool by pressing CTRL+G.

#### 1.2.6 Use the go to tool to navigate to a specific page.

- On the Home tab, select the drop-down option from the Find button.
- Select the Go To option.
- Select the page option if necessary.

Ref: ICDL Word Processing 2016 6.0 - QRG - 1.0

- Click into the search bar and type the page number.
- Click the Go To button.

### 2 Document Creation

2.1 Enter Text

# 2.1.1 Understand the uses of available document view modes like: print, draft.

 Different view modes allow you to edit a document in different ways. In Print Layout the document appears on the screen as it would appear in a printed document. The layout is more complete and accurate than in the other layout options. Editing a document in Draft Layout allows you to focus on the main body of text as the headers / footers are excluded from view.

## 2.1.2 Switch between document view modes.

- Click the View tab.
- Select the appropriate view mode from the Views group.

### 2.1.3 Enter text into a document.

- Click the document window.
- Enter the text.



- On the Insert tab, in the Symbols group, click the Symbol button.
- Click from list given or click More Symbols.
- On the Special Characters tab, select a special character, like ©, ®, or ™, and click Insert.
- Click Close.
- 2.2 Select, Edit
- 2.2.1 Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.
  - On the Home tab, in the Paragraph group, click the Show/Hide button.
- 2.2.2 Select character, word, line, sentence, paragraph, entire body text.

Select	Action	
Character	Move the cursor to the left of the character and press the Shift key and Right arrow.	
Word	Double-click the word.	
Line	Click the Selection bar to the left of the line.	
Sentence	Press Ctrl + click in the sentence.	
Paragraph	Triple-click the paragraph.	
Entire Body text	Triple-click in the Selection Bar.	

# 2.2.3 Edit content by entering, removing characters, words within existing text.

- Place your cursor where you want characters or words to appear within existing text and type.
- Select the characters or words to remove within existing text and press the Delete key.

# 2.2.3 Edit content by over-typing to replace existing text.

- On the File tab, click Options.
- On the Advanced tab, check the Use the Insert key
- to control overtype mode checkbox. • Click OK.
- CIICK UK.
- Press the Insert key.
- Click immediately before the text to replace.
- Enter new text.
- 2.2.4 Use a simple search command for a specific character, word, phrase.
  - On the Home tab, in the Editing group, click the Find button.
  - Enter the character, word or phrase to find into the Search Text box.
  - As text is entered, matching text is highlighted in the Navigation pane and the document.
- Navigate through the search results as required.
  2.2.5 Use a simple replace command for a specific
- character, word, phrase.
  - On the Home tab, in the Editing group, click the Replace button.
  - Enter the character, word or phrase to find into the Find what box.

- Enter the character, word or phrase to replace into the Replace with box.
- Click Replace or Replace All.
- Click Yes.
- Click OK.
- 2.2.6 Copy text within a document, between open documents.
  - Select the text to copy.
  - On the Home tab, in the Clipboard group, click the Copy button.
  - Click a new location within the document or within another open document.
  - On the Home tab, in the Clipboard group, click the Paste button.

# 2.2.6 Move text within a document, between open documents.

Select the text to move.

another open document.

· Select the text to delete.

Press the Delete key

2.2.8 Use the undo, redo command.

3.1.1 Apply text formatting: font size.

· Select the text to format.

3.1.1 Apply text formatting: font type.

Select the text to format.

· Select the text to format.

group, click the Bold button.

group, click the Italic button.

Select the text to format.

· Select the text to colour.

3.1.4 Apply font colour to text.

Color arrow.

· Click on a colour.

3.1.5 Apply case changes to text.

group, click the Underline button.

Subscript or Superscript button.

3.1.3 Apply text formatting: subscript, superscript.

• On the Home tab, in the Font group, click the

On the Home tab, in the Font group, click the Font

Aa 🗸 🔌 🗄 - 🗄 -

Sentence case

lowercase

tOGGLE cASE

• On the Home tab, in the Font group, click the

To capitalise the first letter of a sentence, click

• To make all letters lowercase, click lowercase.

To capitalise all the letters, click UPPERCASE.

To capitalise the first letter of each word, click

· Select the text to change case.

Change Case button.

e cas

Capitalize Each Word

Capitalize Each Word

Size arrow.

Font Size box.

the Font box.

Paste button.

Redo button

Formatting

2.2.7 Delete text.

Text

3.1

- On the Home tab, in the Clipboard group, click the
- Cut button.

  Click a new location within the document or within

· On the Home tab, in the Clipboard group, click the

• On the Quick Access Toolbar, click the Undo or

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• On the Home tab, in the Font group, click the Font

· Select a size from the list or enter a size into the

. On the Home tab, in the Font group, click the Font

· Select a font from the list or enter a font name into

• To embolden the text, on the Home tab, in the Font

• To italicise the text, on the Home tab, in the Font

• To underline the text, on the Home tab, in the Font

3.1.2 Apply text formatting: bold, italic, underline.

5

Font

To shift between two case views, click tOGGLE

#### 3.1.6 Apply automatic hyphenation.

- · Ensure that no text is selected.
- On the Layout tab, in the Page Setup group, click the Hyphenation button.
- Click Automatic.

#### 3.1.7 Insert a hyperlink.

- · Select the text or picture in which to insert a hyperlink.
- On the Insert tab, in the Links group, select
- Click the Browse for File button.
- · Click the document to insert as a hyperlink.
- Click OK
- Click OK.
- Alternatively, in the Insert Hyperlink dialog box enter the location of the file or webpage to insert as a hyperlink in the Address box.
- Click OK

#### 3.1.7 Edit a hyperlink.

- · Select the hyperlink to be edited.
- · On the Insert tab, in the Links group, select Hyperlink.
- Edit the hyperlink in the Address box as appropriate.

#### 3.1.7 Remove a hyperlink.

- · Select the hyperlink to be deleted.
- · On the Insert tab, in the Links group, select
- Hyperlink

• Click Remove Link. 3.2 Paragraphs

# 3.2.1 Create, merge paragraph(s).

- - · To create a paragraph, press the Return key. • To merge paragraphs, click directly before the first paragraph mark and press the Delete key.

- 3.2.2 Insert, remove soft carriage return (line break).
  - To insert a line break, press the Shift + Return keys. • To delete a line break, select the line break and press the Delete key.

#### 3.2.3 Recognise good practice in text layout.

· Use align, indent, tab tools rather than inserting spaces.

#### 3.2.4 Align text left, right.

- Select the text to align.
- On the Home tab, in the Paragraph group, click the Align Left or Align Right button.

#### 3.2.4 Align text centre.

- · Select the text to centre.
- On the Home tab, in the Paragraph group, click the Center button

#### 3.2.4 Align text justified.

- · Select the text to justify.
- On the Home tab, in the Paragraph group, click the
- Justify button.
- 3.2.5 Indent paragraphs: left, right, first line, hanging. · Select the paragraph.
  - On the Layout tab, in the Paragraph group, click the Paragraph Settings button.
  - On the Indents and Spacing tab, under Indentation enter the indent required in the Left or the Right box.
  - · On the Indents and Spacing tab, select either First line or Hanging from the Special drop-down box.
  - Click OK
- 3.2.6 Set and use tabs: left, centre, right, decimal.
  - On the Layout tab, in the Paragraph group, click the Paragraph Settings button.
  - On the Indents and Spacing tab, click Tabs.
  - A Left Tab stop sets the start position of text; the text entered moves to the right.
  - A Center Tab stop sets the position of the middle of the text; the text entered centres on this position.
  - A Right Tab stop sets the right end of the text; the text entered moves to the left.
  - A Decimal Tab stop aligns numbers around a decimal point.
  - Click Set.
  - Click OK.
- 3.2.6 Remove tabs.
  - · Select all text in the document.

Ref: ICDL Word Processing 2016 6.0 - QRG - 1.0

- On the Home tab, in the Paragraph group, click the Paragraph Settings button.
- Click Tabs.
- Click the Clear All button.
- Click OK.
- 3.2.7 Recognise good practice in paragraph spacing. · Apply spacing between paragraphs rather than
  - inserting several paragraph marks.
- 3.2.8 Apply spacing above, below paragraphs.
  - · Select the paragraph to change
    - On the Layout tab, in the Paragraph group, click the ph Settings button.
    - To adjust the spacing before the paragraph, click the Before arrow up or down.
    - To adjust the spacing after the paragraph, click the After arrow up or down.

#### 3.2.8 Apply single, 1.5 lines, double line spacing within paragraphs.

Indents and Spa	tine and	Page Breaks	
General			
Alignment:	Left	~	
Outline level:	Body Text	Collapsed by de	fault
Indentation			
Left:	0 cm 💠	Special:	Dg:
<b>Bight</b> :	0 cm 🗘	(none)	~
Mirror inde	ents		
Spacing			
Before:	0 pt 💠	Line spacing:	<u>At</u> :
Aften	8 pt 💠	Multiple	✓ 1.08
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- On the Layout tab, in the Paragraph group, click the aragraph Settings button.
- On the Indents and Spacing tab, click the Line cing arrow and select Single, 1.5 lines, or Double
- Click OK.
- 3.2.9 Add bullets, numbers in a single level list.



- · Select the list to bullet or number.
- On the Home tab, in the Paragraph group, click the Bullets button or Numbering button.
- 3.2.9 Remove bullets, numbers in a single level list.
  - · Select the bulleted or numbered list. • On the Home tab, in the Paragraph group, click the
  - ullets arrow or Numbering arrow. • Under the Bullet Library or Numbering Library, click
- 3.2.9 Switch between different standard bullet styles in a single level list.

•	
Bullet Library	
None • O • +	*
$\succ$	
Document Bullets	
• • •	
€ Change List Level	
Define New Bullet	

- Select the bulleted list.
- On the Home tab, in the Paragraph group, click the Bullets arrow.
- Click the bullet style required from the Bullet Library.
- 3.2.9 Switch between different standard number styles in a single level list.
  - · Select the numbered list.
  - On the Home tab, in the Paragraph group, click the Numbering arrow.
  - Click the number style required from the Numbering Library
- 3.2.10 Apply border style, line style, line colour, line width, shading/background colour to paragraph.
  - · Click the Home tab.
  - · Select the paragraph to be edited.

- In the Paragraph group, click on the Borders dropdown button, and select Borders and Shading...
- · Select the appropriate border or shading style, line style, colour and width. Click the Shading tab to open the shading options.
- Click OK to save settings.
- 3.3 Styles
- 3.3.1 Apply an existing character style to selected text.
  - · Select the text to format.

paragraphs.

More arrow.

3.3.3 Use copy format tool.

**Objects** 

**Table Creation** 

4.1.1 Create, delete a table.

4

4.1

. On the Home tab, in the Styles group, click the More arrow.

3.3.2 Apply an existing paragraph style to one or more

• On the Home tab, in the Styles group, click the

• On the Home tab, in the Clipboard group, click the

• Click the required character style.

· Select the paragraph to format.

· Click the required paragraph style.

Select the formatted text to copy.

Select the text to apply the format to.

ormat Painter button.

3x3 Table

Insert Table...

Draw Table

Convert Text to Table..

· Click the document where the table is required.

• On the Insert tab, in the Tables group, click the

· Move the mouse cursor to the upper left cell.

• To delete the table, select and click Delete.

4.1.3 Select rows, columns, cells, entire table.

· Click any cell in the table.

elect Table as required.

Click any cell in the table.

· Click any cell in the table.

click the Delete button.

· Select the row or column to delete.

Click Delete Rows or Delete Columns.

4.1.4 Delete rows and columns.

· Click any cell and enter or edit text as required.

• On the Layout tab, in the Table group, click the

Click Select Cell, Select Column, Select Row, or

Insert Insert Insert Insert Above Below Left Right

• On the Layout tab, in the Rows & Columns group,

• On the Layout tab, in the Rows & Columns group, click the Insert Left or Insert Right button.

• On the Layout tab, in the Rows & Columns group,

• On the Layout tab, in the Table group, click the

• On the Column tab, enter the required width in the

click the Insert Above or Insert Below button

· Move the mouse cursor across to determine the

number of columns and down to determine the

Click the mouse to insert the table in the document.

Excel Spreadsheet

Quick Tables

Table button.

number of rows.

4.1.2 Insert. edit data in a table.

elect arrow.

4.1.4 Insert rows.

4.1.4 Insert columns.

4.2 Table Formatting

4.2.1 Modify column width.

· Select a column.

Properties button.

Preferred width box.

 Click the Measure in box and click Centimeters or Percent.

Click OK.

#### 4.2.1 Modify row height.

- Select a row.
- On the Layout tab, in the Table group, click the Properties button.
- On the Row tab, check the Specify height check box, then click the Specify height box and enter the required height.
- Click the Row height is box and click At least or Exactly.

### Click OK.

## 4.2.2 Modify cell border line style, width, colour.

Borders and Shad	ling	? ×
Borders Page	Border Shading	
Setting:	State:	Preview Click on diagram below or use buttons to apply borders
5 0 K		
Grig	Color: Automatic V	
Custon	½ pt ── ✓	Apply to: Table
		OK Cancel

- · Select the table.
- On the Layout tab, in the Table group, click the Properties button.
- On the Table tab, click the Borders and Shading button.
- On the Borders tab, click the Style box arrow to select a line style, click the Color arrow to select a colour and the Width arrow to select a line width as required.
- Click OK.
- Click OK again.

#### 4.2.3 Apply shading/background colour to cells.

- Select cells.
- On the Design tab, in the Table group, click the Properties button.
- On the Table tab, click the Borders and Shading button.
- On the Shading tab, click the Fill button and click a colour.
- Click OK.

4.3

- Click OK again.
- Graphical Objects

# 4.3.1 Insert an object (picture, drawn object) to a specified location in a document.

- Click the location to insert image.
- On the Insert tab, in the Illustrations group, click the Picture, Shapes or Chart button.
- Navigate to the object, select the object and click
   Insert if required.

#### 4.3.2 Select an object.

#### Click the picture, image, chart or drawn object.

4.3.3 Copy, move an object within a document, between open documents.

Select the object.

- On the Home tab, in the Clipboard group, click the Copy button.
- Click a new location within the document or within another open document.
- On the Home tab, in the Clipboard group, click the Paste button.

#### 4.3.4 Resize an object maintaining aspect ratio.

- Select the object.
- Click Format under Picture Tools.
- Click the Advanced Layout: Size button.
- Select the Lock aspect ratio checkbox if necessary and click OK.
- Drag the corners of the image to adjust size while maintaining aspect ratio.

### 4.3.4 Resize an object not maintaining aspect ratio.

- Select the object.
- Click Format under Picture Tools.
- Click the Advanced Layout: Size button.
- Deselect the Lock aspect ratio checkbox and click OK.
- Drag the corners of the image to adjust size without maintaining aspect ratio.

### 4.3.4 Delete an object.

Select the object and click the Delete key.

Ref: ICDL Word Processing 2016 6.0 - QRG - 1.0

### 5 Mail Merge

5.1 Preparation

- 5.1.1 Open, prepare a document, as a main document (letters, address labels) for a mail merge.
  - On the Mailings tab, in the Start Mail Merge group, click the Start Mail Merge button.

On the Insert tab, in the Headers & Footer group,

· Double-click the footer area and edit/delete text as

• Select the Header or Footer button in the Header &

On the Header & Footer Tools: Design tab, click

· To delete the field, select it and hit the Delete key

• On the Review tab, in the Proofing group, click the

If the Spelling & Grammar tool suggests an error

• On the Review tab, in the Proofing group, click the

• If the Spelling & Grammar tool suggests an error

that should be ignored, click Ignore Once or Ignore

Click Proofing and select the Flag repeated words

Click Delete if a repeated word is identified and not

• On the Review tab, in the Proofing group, click the

• If the Spelling & Grammar tool finds a word it does

The document is displayed in the Preview pane.

• In the Pages: box, enter a page number or page

6.2.4 Print a document using output options like: entire

not recognise, right-click the word and click Add to

nge or Change All

6.2.1 Spell check a document and make changes like:

6.1.6 Add, delete fields in headers, footers; date, page,

Select Edit Header or Edit Footer option.

· Select the appropriate field to insert.

click the Footer button.

· Enter text in the footer as required.

numbering, file name, author.

Click a footer design.

6.1.5 Edit, delete text in footers.

Click the Insert tab.

Footer group.

Quick Parts.

on the keyboard.

as appropriate.

ignoring specific words.

All as appropriate.

checkbox.

Click OK

needed.

spell checker.

Dictionary

6.2.3 Preview a document.

document.

• Click Print.

specific page(s).

range to print.

Click Prin

elected text.

Click Print.

Click Print.

number of copies.

deleting repeated words.

· Go to File, and select Options,

• Click the Spelling & Grammar button.

Spelling & Grammar button.

· On the File tab, click Print,

• On the File tab, click Print.

· On the File tab, click Print.

• On the File tab, click Print.

• Select Print Selection.

· On the File tab, click Print

• Ensure Print All Pages is selected.

6.2.4 Print a document using output options like:

6.2.4 Print a document using output options like:

Select specific text in the document.

• Under Settings, click Print All Pages .

6.2.4 Print a document using output options like:

to select the appropriate number.

For more information,

visit: www.icdl.org

In the Copies: box\_enter a specific number of

copies to be printed or use the up and down arrows

6.2.2 Add words to built-in custom dictionary using a

correcting spelling errors.

Spelling & Grammar button.

that should be changed, click Cha

pelling & Grammar button.

6.2.1 Spell check a document and make changes like:

6.2.1 Spell check a document and make changes like:

**Check and Print** 

Click Field...

Click OK

6.2

required.

- Select the type of mail merge to create.
  5.1.2 Select a mailing list for use in a mail merge.
  - Under the Mailings tab, in the Start Mail Merge group, click Select Recipients.
  - Click Use an Existing list...
  - Choose the appropriate document with the mailing list.
  - Click Open
- 5.1.2 Select other data file for use in a mail merge.
  - Under the Mailings tab, in the Start Mail Merge group, click Select Recipients.
  - Select Choose from Outlook contacts.
  - Navigate to the folder of contacts and click Open.
  - From the Select Contacts window, choose the appropriate contacts to import.
  - Click OK.
- 5.1.3 Insert data fields in a mail merge main document.
  - Click the Mailings tab.
  - Select the Insert Merge Field button in the Write & Insert Fields group.
  - Select the field to insert.
- 5.2 Outputs
- 5.2.1 Merge a mailing list, other data file with a letter, label document as a new file.
  - On the Mailings tab, in the Preview Results group, click Preview Results.

#### 5.2.2 Print mail merge outputs: letters, labels.

- On the Mailings tab, in the Finish group, click Finish & Merge.
  - Select Print Documents..
  - Select all, the current merge output, or a specific range of the merged documents to print.
    Click OK.
- In the Print window, click OK.
- In the Philt window, click OK

# 6 Prepare Outputs

### 6.1 Setup

- 6.1.1 Change document orientation: portrait, landscape.
  - On the Layout tab, in the Page Setup group, click the Orientation button.
  - Click Portrait or Landscape.

# 6.1.1 Change paper size.

- On the Layout tab, in the Page Setup group, click the Size button.
- Click the paper size required.
- 6.1.2 Change margins of entire document: top, bottom, left, right.
  - On the Layout tab, in the Page Setup group, click the Margins button.
  - Click Custom Margins.
  - On the Margins tab, enter the required numbers in the Top, Bottom, Left and Right boxes.
  - Click OK.
- 6.1.3 Recognise good practice in adding new pages:
  - Insert a page break rather than inserting several
- paragraph marks. 6.1.4 Insert a page break.
  - Click the document where the page break should be inserted.
  - On the Insert tab, in the Pages group, click the Page Break button.

#### 6.1.4 Delete a page break.

• On the Home tab, in the Paragraph group, click the Show/Hide button.

· Double-click the header area and edit/delete text as

- In the document, click before the page break.
- Press the Delete key.
- 6.1.5 Add text in headers.On the Insert tab, in the Headers & Footer group,

click the Header button.

· Enter text in the header as required.

· Click a header design.

6.1.5 Edit. delete text in headers.

required. 6.1.5 Add text in footers.