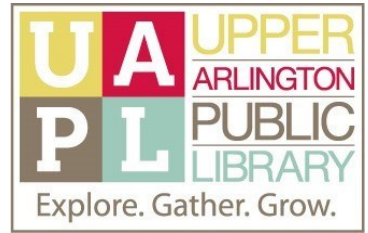# Microsoft Word 2016: Basics
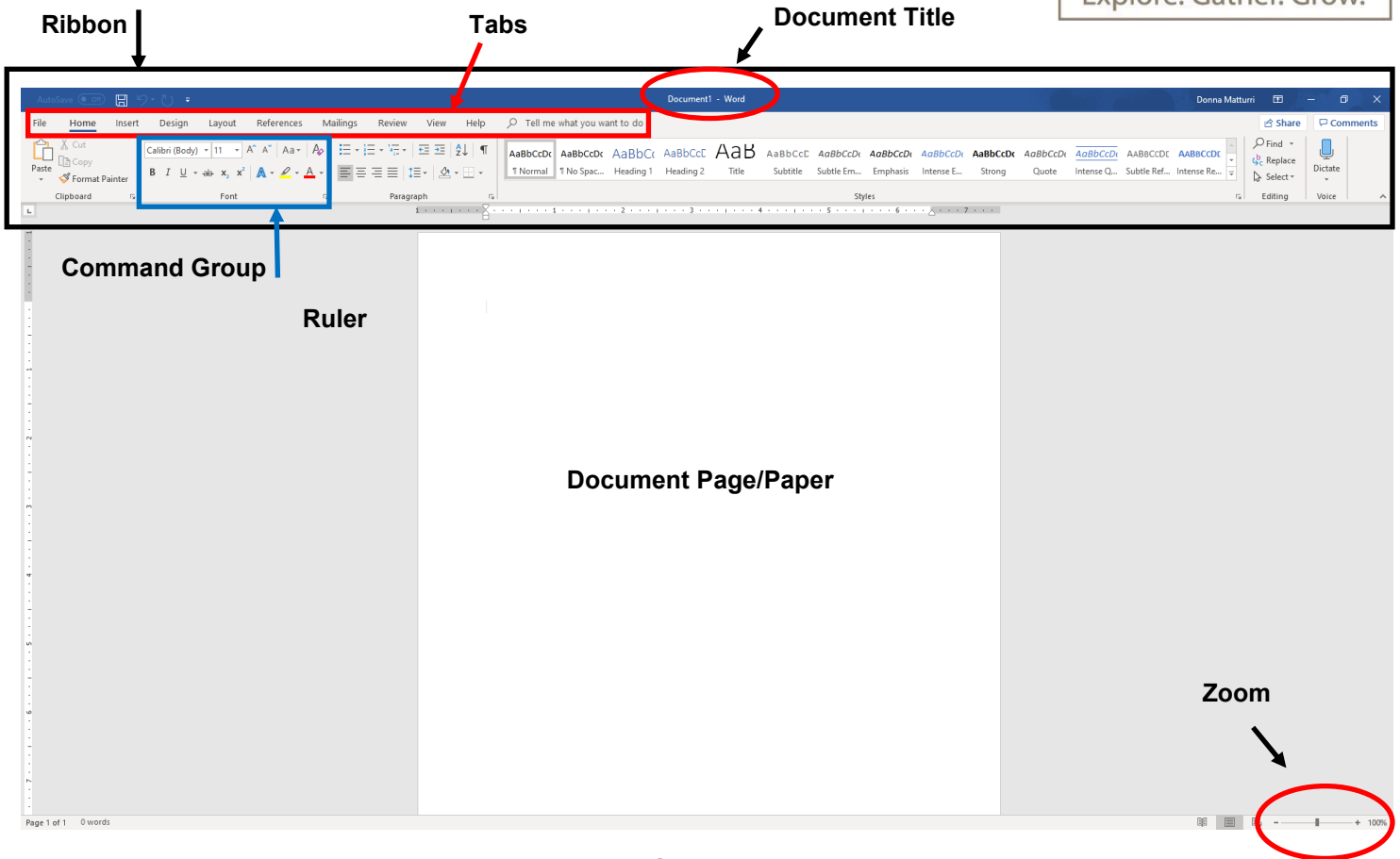
Review the General Layout of the Screen:

UPPER ARLINGTON PUBLIC LIBRARY
Explore. Gather. Grow.

Ribbon

Tabs

Document Title

Command Group

Ruler

Document Page/Paper

Zoom

In-Depth Look at Document Screen:

File Tab:

Backstage View

Create new document

Open existing document

Save document

Save document with a new name and/or to a new location
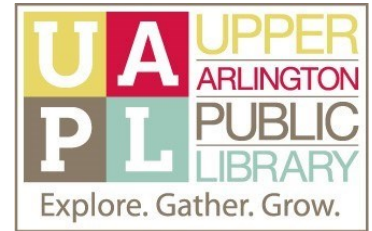
Print document

Close current document (not Word program)

New
Open
Info
Save
Save As
Print
Share
Export
Close

Home Tab

Undo

Redo

Close up:

Quick Access Toolbar

Clipboard Command Group
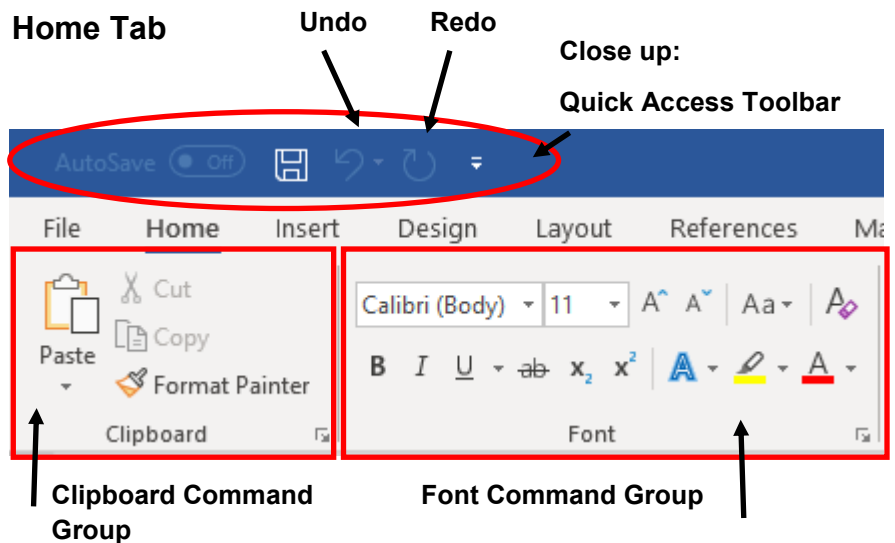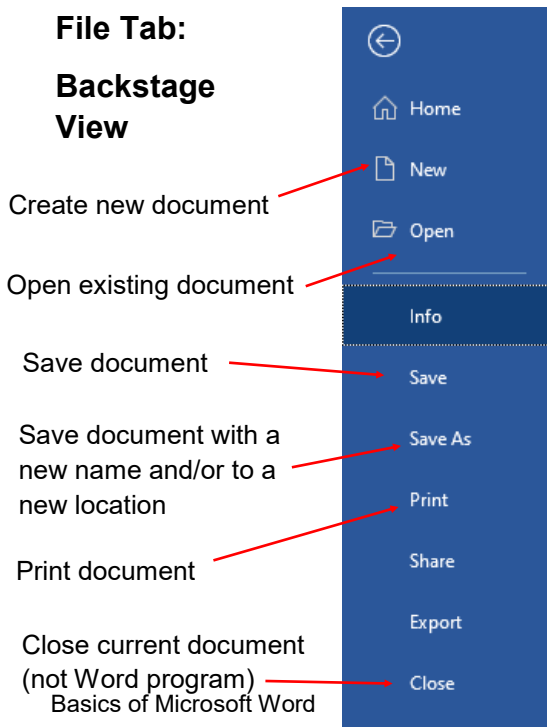
Font Command Group

See reverse side for more details on command groups

Basics of Microsoft Word

Created February 2020

Microsoft Word 2016: Basics

Using Home Tab Command Groups:
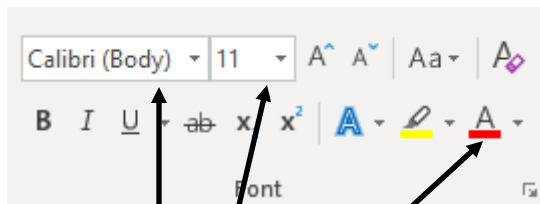
Clipboard Commands
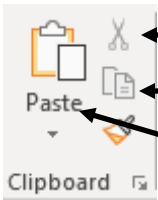
- **Cut** (on the keyboard: Ctrl + X, or using right-click shortcut menu)
- **Copy** (on the keyboard: Ctrl + C, or using right-click shortcut menu)
- **Paste** (on the keyboard: Ctrl + V), or using right-click shortcut menu

1. In order to cut or copy text, then paste it elsewhere, you must first highlight the necessary word(s), sentence(s), and/or paragraph(s).

2. You will then select the appropriate command from the Clipboard command group in the Ribbon's Home Tab.

3. You can also right-click the highlighted text, and select the appropriate command, Cut or Copy.

4. Place your cursor where you want to paste your text, then choose the Paste command from the Clipboard command group, or by right-clicking and selecting Paste.
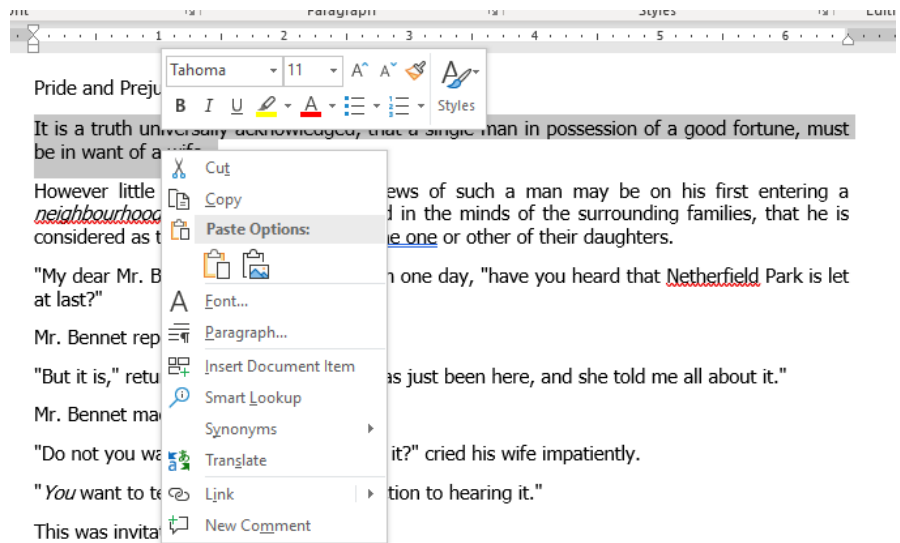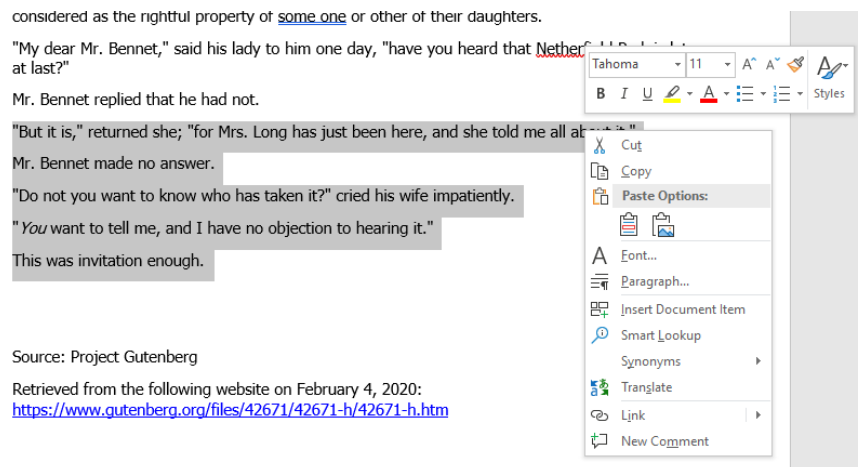
Reminder: You cannot paste unless you have first cut or copied. You also cannot cut text, then copy text, without overriding the first action.

Font Commands

- **Font**
- **Font Size**
- **Font Color**
- **Bold, Italics, and Underline**

Source: Project Gutenberg

Retrieved from the following website on February 4, 2020:
https://www.gutenberg.org/files/42671/42671-h/42671-h.htm

1. In order to change the font, size, color, or other elements of your document text, you must first highlight the necessary word(s), sentence(s), and/or paragraph(s).

2. You will then select the appropriate command from the Font command group in the Ribbon's Home Tab.

3. You can also right-click the highlighted text, and select the appropriate font changes from the menu of options.

4. You can make multiple changes to the highlighted text at once.