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The 2016 Word Desktop & Ribbon

- Working with Word
- Starting Word
- Using the Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons & Tabs
- Using Dialog Box Launchers
- Using Program & Contextual Tabs
- Using Live Preview
- Exiting Word

Entering Text & Saving Documents

- Entering Text into a Document
- Saving & Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Using Insert & Overtyping Mode
- Creating a New Folder
- Renaming an Existing Document
- Saving a Document in PDF or XPS Format

Controlling How Documents Display

- Switching Document Views
- Hiding White Space in Print Layout View
- Using Full Screen Reading View
- Changing Document Magnification
- Displaying/Hiding the Rulers
- Viewing/Hiding the Formatting Marks

Working with Multiple Document Windows

- Opening Multiple Documents
- Switching between Documents
- Comparing Side by Side Documents
- Using Synchronous Scrolling

Editing Text & Using Cut, Copy & Paste

- Selecting, Deleting & Replacing Text
- Cutting/Copying & Pasting Text
- Using the Paste Options Button
- Using the Clipboard Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-&-Drop Editing
- Using Undo & Redo

Checking Spelling & Grammar

- Checking Spelling/Grammar as You Type
- Adding to the Custom Dictionary
- Setting Global Spelling Checker Settings
- Setting Exceptions for a Document
- Using the Exclusion Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar & Style Options
- Using Contextual Spelling

Formatting Text for Impact

- Formatting Characters
- Modifying the Font & Font Size
- Using Bold, Italics & Underlining
- Using the Highlighting Marker
- Copying Character Formatting
- Changing Character Case

Paragraph Spacing, Alignment & Formats

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click & Type to Align Text
- Modifying Paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats

Previewing & Printing Your Document

- Previewing a Document
- Quick Printing the Current Document
- Printing the Current Page
- Printing Multiple Copies
- Printing Envelopes & Labels

Controlling Page Layout & Margins

- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing Page Orientation
- Changing the Document Margins
- Changing Paper Size
- Changing the Vertical Alignment

Getting Help

- Search for Help
- Getting Help in Dialog Boxes