Seminar 3

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# Introduction to Microsoft WORD 2016

Using new Microsoft WORD 2016, users can transform their document into an interactive, easy to share webpage which looks on every device. It also allows the users to improve the comprehension with line focus as users can move through the document line by line without any distractions. Users can adjust the focus by putting one to five lines in view at the same time (“What’s new in Word for Office 365,” n.d.). With Microsoft WORD on our PC, Mac or mobile devices, we can,

* Create documents from the beginning or choose a template and insert our content accordingly.
* Add extra text in the form of text boxes, insert any image, video or art in our document.
* Research a topic along with finding credible sources related to the topic, using online search option available with WORD.
* Access the documents from the tablet, computer or mobile phone using OneDrive.
* Share the work or document with other people.
* Track and make any necessary changes in the document.

## Creating a New Document

We can either create a document from scratch or use a built-in template provided by Microsoft WORD. This corresponds to two steps:

1. **Creating a blank document:** To create a blank document, we can either,
* Open up Microsoft WORD and click on “Blank Document” from the list of document types available on the screen.

OR

* Click on the “File” tab on the top left corner of the WORD file and from the newly available list, choose “New” and from there, choose “Blank Document” from the available list.
1. **Creating a document using a template:** To create a document using built-n templates, we can either,
* Open up Microsoft WORD and click on the list of templates available on the screen.

OR

* Click on the “File” tab on the top left corner of the WORD file and from the newly available list, choose “New” and from there, choose any template available on screen except the “Blank Document” from the available list. Users can also search for the templates online using the “search online templates” box available right above the list of templates available on screen (“Create a document in Word,” n.d.).

## Saving the Document in WINDOWS operating system

To save the document, we can use two ways to do it,

1. **Using your keyboard:** To save a document in WORD using your keyboard, you can save it by pushing “Ctrl+S” on the keyboard simultaneously. This can be achieved by keep pressing the “Ctrl” key before you press the “S” key available on your keyboard. WORD would ask you about the file name and where you want the file to be saved.
2. **Without using the keyboard:** For this, you need to click on the "File" tab available at the top left corner of the WORD screen. From the available list on the left side of the window, select the "Save As" and the window will appear asking the required file name and the location of the file to be saved. After choosing your appropriate file name and location, you can save the file.

## Saving a file to OneDrive on Windows Operating System

To save a file on OneDrive, after clicking on the “File” and “Save As” as mentioned above, we can click on “OneDrive” to save the personal files to OneDrive which can be accessed on both the mobile phones and your computer systems (“Save your document to OneDrive in Word,” n.d.). You would need to create an account on OneDrive first to access this feature.

## Saving a file online on MAC Operating System

We can follow the following steps,

1. Click on the “File” tab and select “Save As” and then selecting “Online Locations” from the window which appears on the screen (“Save documents online in Word for Mac,” n.d.).
2. From there we can select “OneDrive” or any other available online forum to save the file.

References

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