

Microsoft Word 2016

Learn how to insert page break, images, header and footer and create a tri-fold brochure



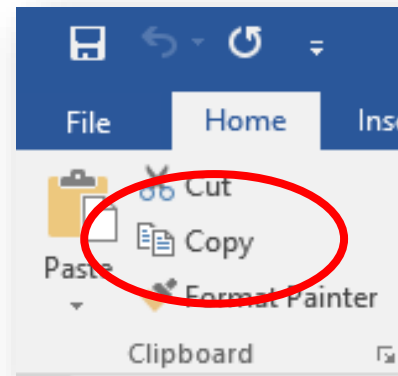
Copy and paste

Open a new word document.

There are three ways to do these actions.

First, select the text(s) you want to copy and then do the following:-

1. In the “Home” menu, choose “Copy”, and place your cursor where you want to paste the text, and then click “Paste”



2. Right-click on the mouse and select “Copy”, and then place your cursor where you want to paste the text, and then right-click on the mouse then select the 3rd icon “Keep Text Only”
3. Short-cuts by using Ctrl c (copy) and Ctrl v (paste)

View your page

Select “View” on the menu; you can view your document.

- On one page
- Multiple pages
- Page width

Check spelling and grammar

Go to File > Options > Proofing

The red and blue squiggly underlines.

RED - spelling error

BLUE - grammar error

Right-click the red-underline and a dialogue box will show the various spelling options. Click the right spelling or ignore.

Right-click the blue-underline and click “Grammar” and read the suggestion on the panel there for any suggestions, otherwise click “Ignore”.

Insert a page break

Use a page break to end a page without filling it with text.

Show paragraph marks to find where the page ends, and then go to “Insert” in the menu and select “Page Break”

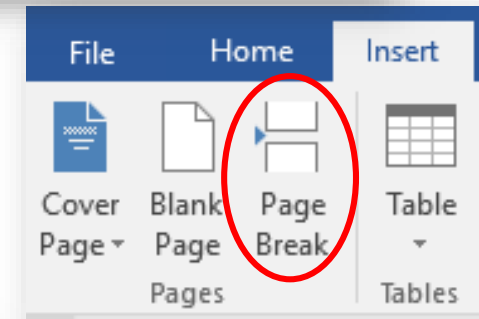
Where to put a page break?

Open paragraph marks and find where the bottom margin is.

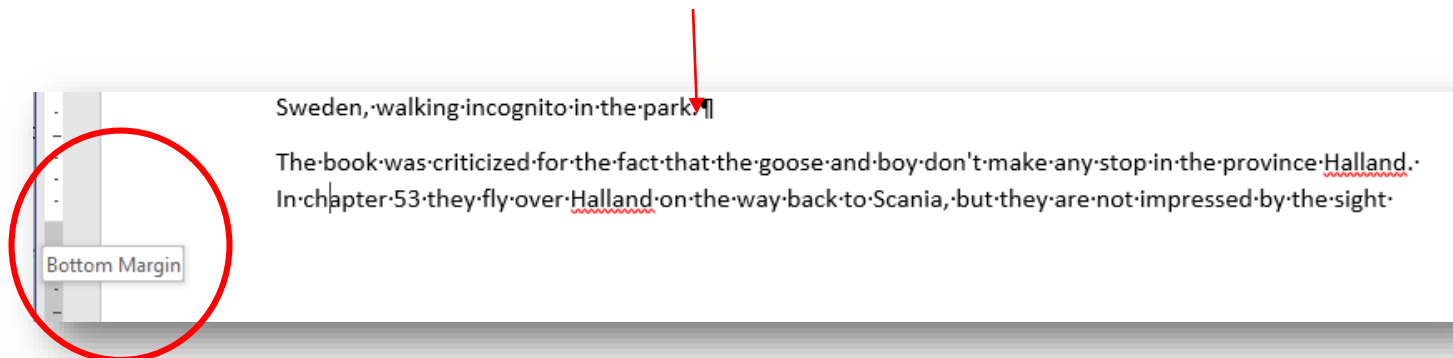
Click on the ruler on the left.



Paragraph mark is on the “Home” menu

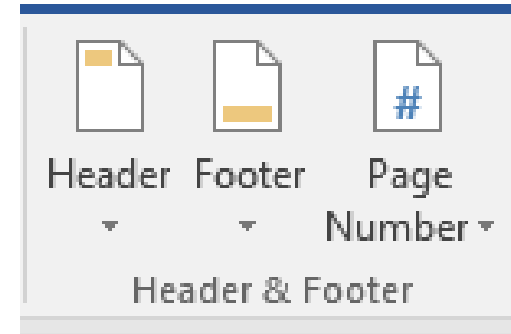


Insert page break here



Insert a page number

Select “Insert” on the menu, and select “Page Number”.
Choose the format.



Insert a header

Click the “Header”. Choose the format you want and click it. And then type your text.

Remove page number or header

Go to “Insert”, then “Header” or “Page Number” and select “Remove”

Create a tri-fold brochure

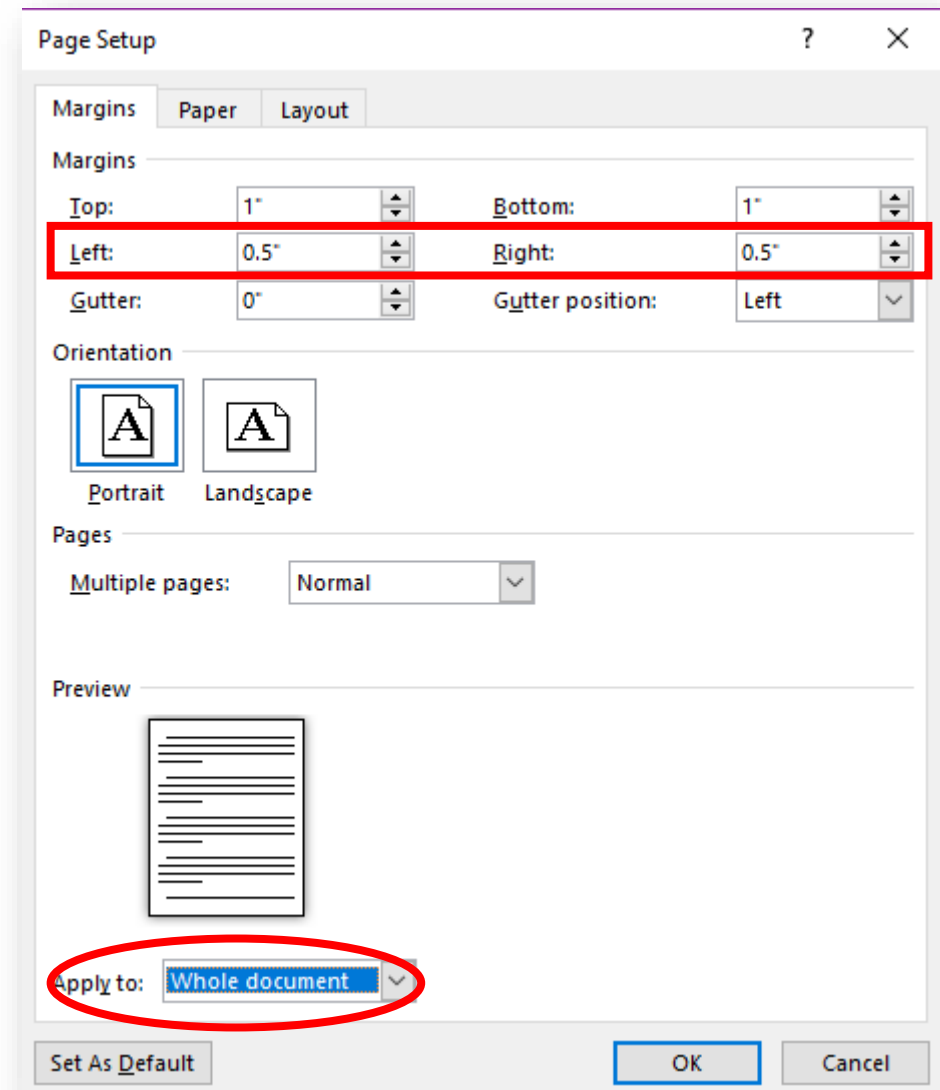
Margins adjustment

Place your cursor before the first letter in the first paragraph and do the following:

- In the Layout menu, change orientation to landscape.
- Select “Columns” and click “Three”
- Select the “Margins”, and select “Narrow”

Shortcut to bring up the page setup window:

Place your cursor on the left top ruler, double left click.



Insert a picture

Do the following:

- Insert a page break at the end of page one.
- Open paragraph marks.
- Fill empty spaces in all three columns right to the end of the page.
- In the 2nd column, place your cursor in the 5th line.
- In the Insert menu, click “Pictures” and select the picture you want to insert.
- For the Layout options, choose “Through” With Text Wrapping. This will allow you to move the picture and place it where you want it to be.

Do a print preview to check the layout.

If you wish to be certain that the pictures are aligned, use the gridlines to guide you. Go to “View” and click the box for “Gridlines”.

Click print preview again to check the final layout.