



Microsoft®

# Word 2016 Intermediate Quick Reference Guide



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## Elements of a Table


Header Row	Location	Excursion Length	Standard	Loyalty
	Las Vegas	3-day	\$1,000	\$850
	Paris	3-day	\$2,000	\$1,600
	Beijing	3-day	\$4,000	\$3,500
	Las Vegas	5-day	\$1,700	\$1,400
Selected Cell	Paris	5-day	\$3,400	\$3,000
	Beijing	5-day	\$5,000	\$4,500
	Las Vegas	7-day	\$2,500	\$2,000
Row	Paris	7-day	\$5,000	\$4,500
	Beijing	7-day	\$7,000	\$6,500

## Navigating a Table


### Navigating a Table

- Next cell ..... **Tab**
- Previous cell ..... **Shift + Tab**
- Next row ..... ↓
- Previous row ..... ↑
- First cell in a row ..... **Alt + Home**
- Last cell in a row ..... **Alt + End**
- First cell in a column ..... **Alt + Page Up**
- Last cell in a column ..... **Alt + Page Down**

### Selecting Cells

**Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow ↖; or triple-click a cell; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Cell**.

**Select a Row:** Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select** , and choose **Select Row**.

**Select a Column:** Click above a column, when the cursor changes to an arrow ↓; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Column**.

**Select an Entire Table:** Click the table selector  button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Table**.


### Table Style Options





**Configure Table Style Options:** Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.


The appearance of these elements will vary, based on the current Table Style.


- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.

## Tables

**Insert a Table:** Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns that you want.


**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above** , **Insert Below** , **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.


**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete**  button, then select **Delete Row** or **Delete Column**.



**Convert a Table to Text:** Select the table, click the Table Tools **Layout** tab, click the **Convert to Text**  button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the Table Tools **Layout** tab, click the **AutoFit**  button, and select an option.


**Merge Cells:** Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells**  button.


**Split Cells:** Select a cell, click the Table Tools **Layout** tab, click the **Split Cells**  button, enter the number of rows and columns, and click **OK**.


**Distribute Rows and Columns:** Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows**  button to distribute the rows evenly, or click the **Distribute Columns**  button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

**Apply Text Alignment:** Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

**Add a Border to a Table:** Select a table, click the Table Tools **Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders**  button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Shading**  button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table**  button.

## Graphics

**Insert a Picture:** Place the text cursor where you want to insert a picture, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

**Remove a Picture's Background:** Select a picture, click the **Format** tab, and click the **Remove Background** button. Areas that will be removed are highlighted. Click the **Mark Areas to Keep** button to draw over any area accidentally highlighted, and click the **Mark Areas to Remove** button to draw over any area that needs to be removed. Click the **Keep Changes** button.

**Insert a Text Box:** Click the **Insert** tab, click the **Text Box** button, and select a style of text box.

**Insert a Shape:** Click the **Insert** tab, click the **Shapes** button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

**Format a Shape:** Select a shape, then click the **Format** tab and use the options in the Shape Styles group to customize the appearance of the shape.

- Click the **Shape Fill** button and select a color to change the shape's fill color.
- Click the **Shape Outline** button and select a color and weight for the shape's outline, as well as dash and arrow styles.
- Click the **Shape Effects** button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the Shape Styles gallery. Click the gallery's **More** button to expand the gallery to see more presets.

**Insert WordArt:** Click the **Insert** tab, click the **Insert WordArt** button, and select a style of WordArt.

**Insert a Chart:** Click the **Insert** tab, click the **Add a Chart** button, select a chart category on the left, select a chart type, and click **OK**. Edit the chart data in the window that opens.

**Resize an Object:** Select an object, then click and drag the sizing handles on the sides and corners until it's the size you want.

**Move an Object:** Select an object, then click and drag it to a new location.

**Rotate an Object:** Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the **Format** tab, click the **Rotate Objects** button, and select a rotation option.

**Flip an Object:** Select an object, click the **Format** tab, click the **Rotate Objects** button and select **Flip Vertical** or **Flip Horizontal**.

**Delete an Object:** Select an object, then press the **Delete** key.

## Graphics

**Position an Object on the Page:** Select an object, click the **Format** tab, click the **Position** button, and select a position.

**Wrap Text Around an Object:** Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

**Move an Object Up or Down One Layer:** Select an object, click the **Format** tab, and click the **Bring Forward** button to move the object forward one layer, or click the **Send Backward** button to send the object backward one layer.

**Move an Object to the Front or Back:** Select an object and click the **Format** tab. Click the **Bring Forward** button list arrow and select **Bring to Front** to bring the object to the front-most layer. Or, click the **Send Backward** button list arrow and select **Send to Back** to move the object to the back-most layer.

**Group Objects:** Select multiple objects, click the **Format** tab, click the **Group Objects** button, and select **Group**.

**Ungroup Objects:** Select a group, click the **Format** tab, click the **Group Objects** button, and select **Ungroup**.

**Align Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select an alignment option.

**Distribute Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select **Distribute Horizontally** or **Distribute Vertically**.

## Styles, Themes, and Templates

**Apply a Style:** Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

**Display the Styles Pane:** Click the dialog box launcher in the **Styles** group on the Home tab.

**Create a Style:** Select some text that's formatted the way you want the style to appear, then click the Styles gallery's **More** button and select **Create a Style** (or, click the **New Style** button in the Styles pane). Give the new style a name and click **OK**.

**Apply a Theme:** Click the **Design** tab, click the **Themes** button, and select a theme.

**Use a Document Template:** Click the **File** tab, click **New**, search for a template in the search field or select a recommended template, select a template, and click **Create**.

**Create a Document Template:** Click the **File** tab, click **Save As**, select a location, give the file a name, click the **Save As Type** list arrow, select **Word Template**, and click **Save**.

## Long Documents

**Use Outline View:** Click the **View** tab and click the **Outline** button.

**Demote Items:** While in Outline view, click the item you want to demote and click the **Demote** button (or the **Demote to Body Text** button).

**Promote Items:** While in Outline view, click the item you want to promote and click the **Promote** button (or the **Promote to Heading 1** button).

**Navigate Long Documents:** Click the **View** tab, check the **Navigation Pane** check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.

**Add a Bookmark:** Select the text you want to bookmark, click the **Insert** tab, click the **Bookmark** button in the Links group, give the bookmark a name, and click **Add**.

**Insert a Section Break:** Place the cursor where you want the section to start, click the **Layout** tab, click the **Breaks** button, and select a type of section break.

**Insert a Hyperlink:** Select the text you want to use as a link, click the **Insert** tab, click the **Link** button, choose what type of link to create, choose where to link to, and click **OK**.

**Create Footnotes and Endnotes:** Click the text that you want the footnote / endnote to refer to, click the **References** tab, click the **Insert Footnote** (or **Insert Endnote**) button, and type your footnote / endnote.

**Insert a Table of Contents:** Place the text cursor where you want to insert a table of contents, click the **References** tab, click the **Table of Contents** button, and select a table of contents style.

**Insert an Index Entry:** Select the text you want the index entry to refer to, click the **References** tab, and click the **Mark Entry** button. Set any index entry options you want, then click **Mark** (or, click **Mark All** to mark all instances of the text). Click **Close**.

**Insert an Index:** Place the text cursor where you want to insert an index, click the **References** tab, click the **Insert Index** button. Set up the index's options, then click **OK**.

**Create a Citation:** Click the **References** tab, click the **Insert Citation** list arrow, and select **Add New Source**. Enter the source's information, then click **OK**.

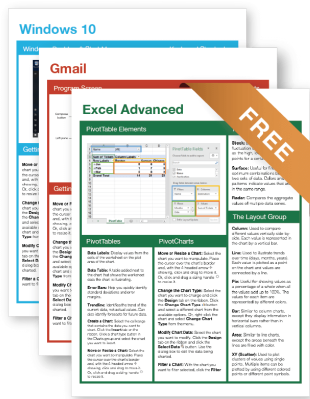
**Insert a Citation:** Click the **References** tab, click the **Insert Citation** button, and select a citation.

**Insert a Bibliography:** Click the **References** tab, click the **Bibliography** button, then select a bibliography style.

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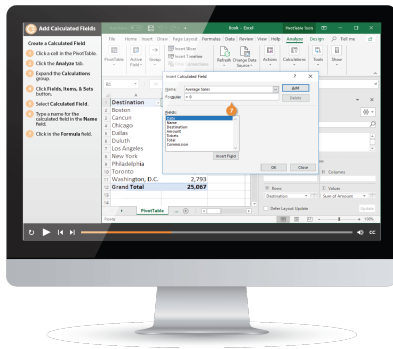
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