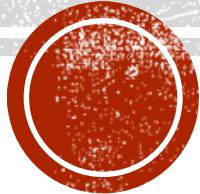
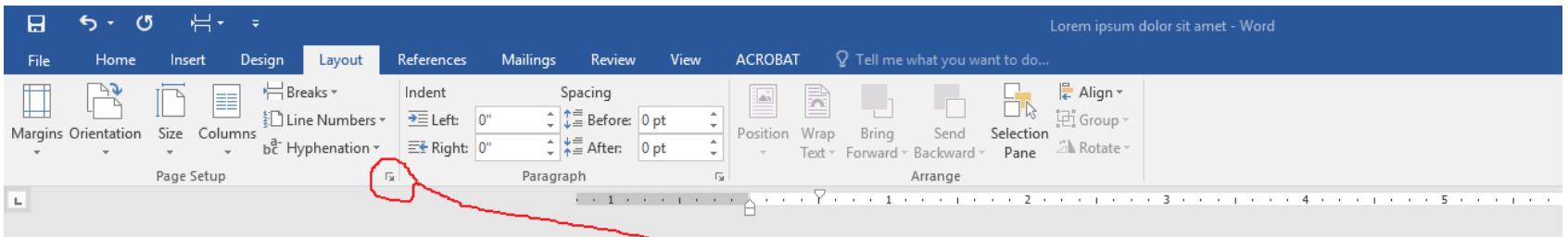
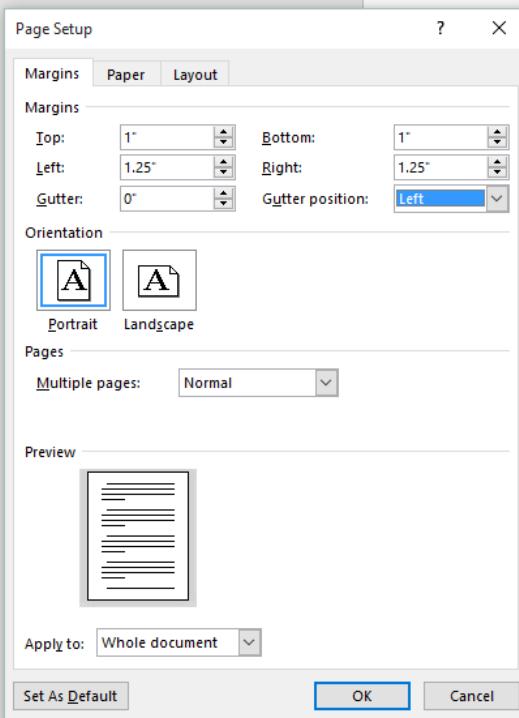


TIPS FOR WORKING WITH WORD 2016 FOR PC





Make everything
look like this
example



SETTING MARGINS AND PAPER SIZE

Loreum ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocrem
consetetur eu nec. Mea cu soluta fuisset. Tantas recusabo mel et, ad omnes postea vel. I
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno
argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla
voluntatum delicatissimi. Nec aliquin invidunt comprehensam in

SETTING PAGE MARGINS IN WORD 2016 FOR PC

or



File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do...
Margins Orientation Size Columns Line Numbers Hyphenation Page Setup Paragraph

Make these settings match this example

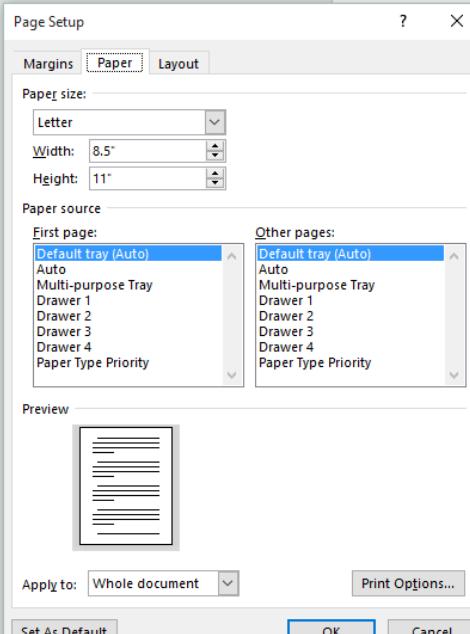
Click here to open up the Page Setup box

SETTING MARGINS AND PAPER SIZE

>Lorem ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocrem
consetetur eu nec. Mea cu soluta fuisset. Tantas recusabo mel et, ad omnes postea vel. In
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno
argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla
voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Id nec enim deseruisse. Sea id nulla homero perfecto. Has eu nominati assentior,



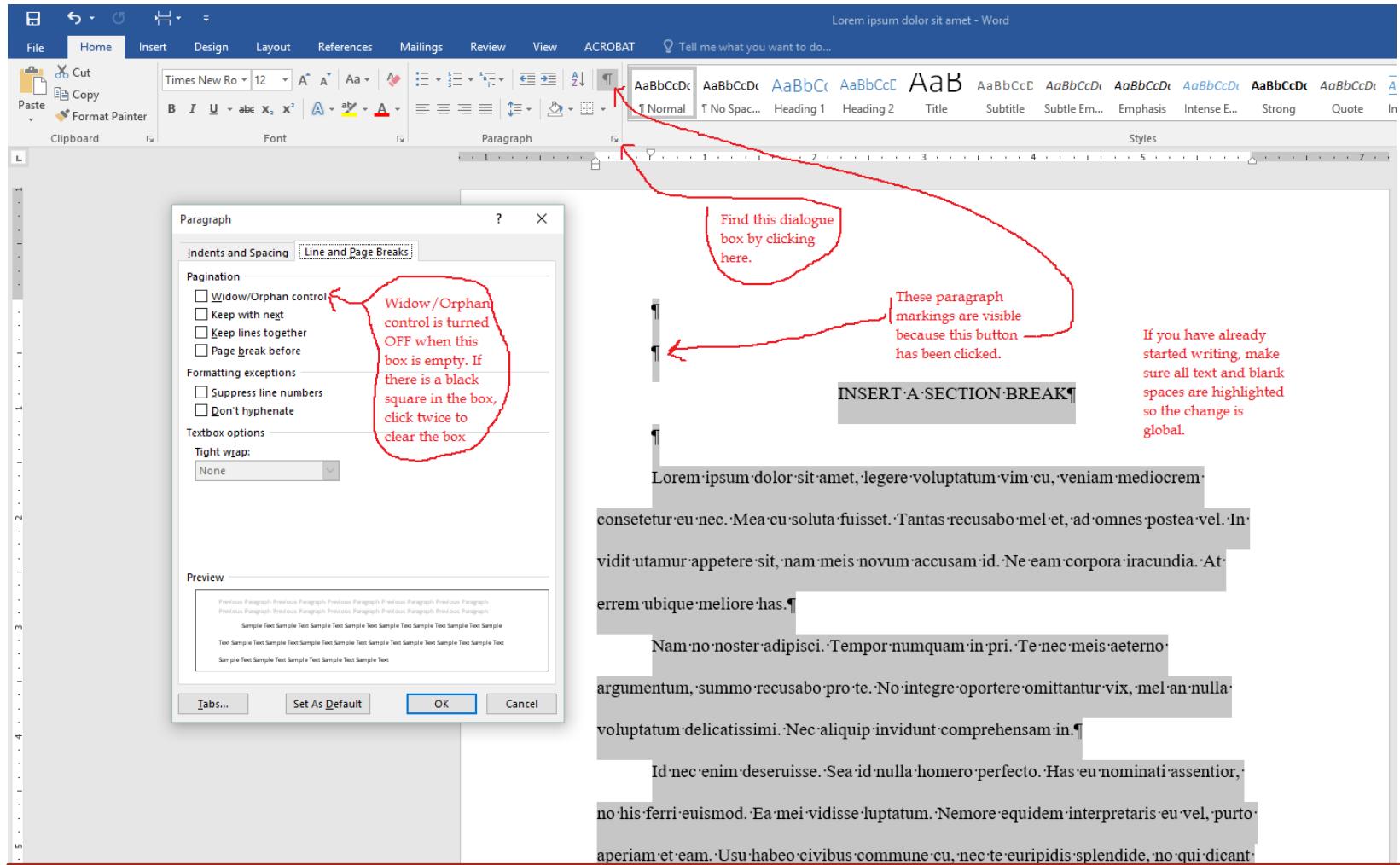
SETTING PAPER SIZE IN WORD 2016 FOR PC



This screenshot shows the Microsoft Word 2016 interface. The ribbon at the top includes File, Home, Insert, Design, Layout, References, Mailings, Review, View, and ACROBAT. The Home tab is selected. The ribbon also features a 'Tell me what you want to do...' search bar. Below the ribbon is the ribbon Quick Access Toolbar with icons for Cut, Copy, Paste, and Format Painter. The main workspace shows a document with Latin text. A red callout points to a red-bordered dialogue box titled 'Paragraph' which is open over the document. The 'Line and Page Breaks' tab is selected in the Paragraph dialog box. Inside, the 'General' section shows 'Alignment' and 'Outline level' settings. The 'Indentation' section has 'Left' and 'Right' fields set to 0". The 'Spacing' section has 'Before' and 'After' fields both set to 0 pt. A checked checkbox labeled 'Don't add space between paragraphs of the same style' is highlighted with a red arrow. The 'Preview' section shows a sample of the text with no extra space between paragraphs. Buttons at the bottom of the dialog box include 'Tabs...', 'Set As Default', 'OK', and 'Cancel'. A red callout also points to the 'OK' button. The status bar at the bottom displays the text 'Lorem ipsum dolor sit amet - Word'.

ADJUSTING THE PARAGRAPH SETTINGS TO REMOVE EXTRA SPACES BETWEEN PARAGRAPHS AND LINES IN WORD 2016 FOR PC





TURNING OFF WIDOW/ORPHAN CONTROL IN WORD 2016 FOR PC



Lorum ipsum dolor sit amet - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do...

Margins Orientation Size Columns Page Setup

Breaks ▾ Indent Spacing

Page Breaks

- Page**
Mark the point at which one page ends and the next page begins.
- Column**
Indicate that the text following the column break will begin in the next column.
- Text Wrapping**
Separate text around objects on web pages, such as caption text from body text.

Section Breaks

- Next Page**
Insert a section break and start the new section on the next page.
- Continuous**
Insert a section break and start the new section on the same page.
- Even Page**
Insert a section break and start the new section on the next even-numbered page.
- Odd Page**
Insert a section break and start the new section on the next odd-numbered page.

Position Wrap Bring Forward Backward Selection Pane Align Group Rotate

Then click here to open up this menu, then click Next Page

INSERT A SECTION BREAK

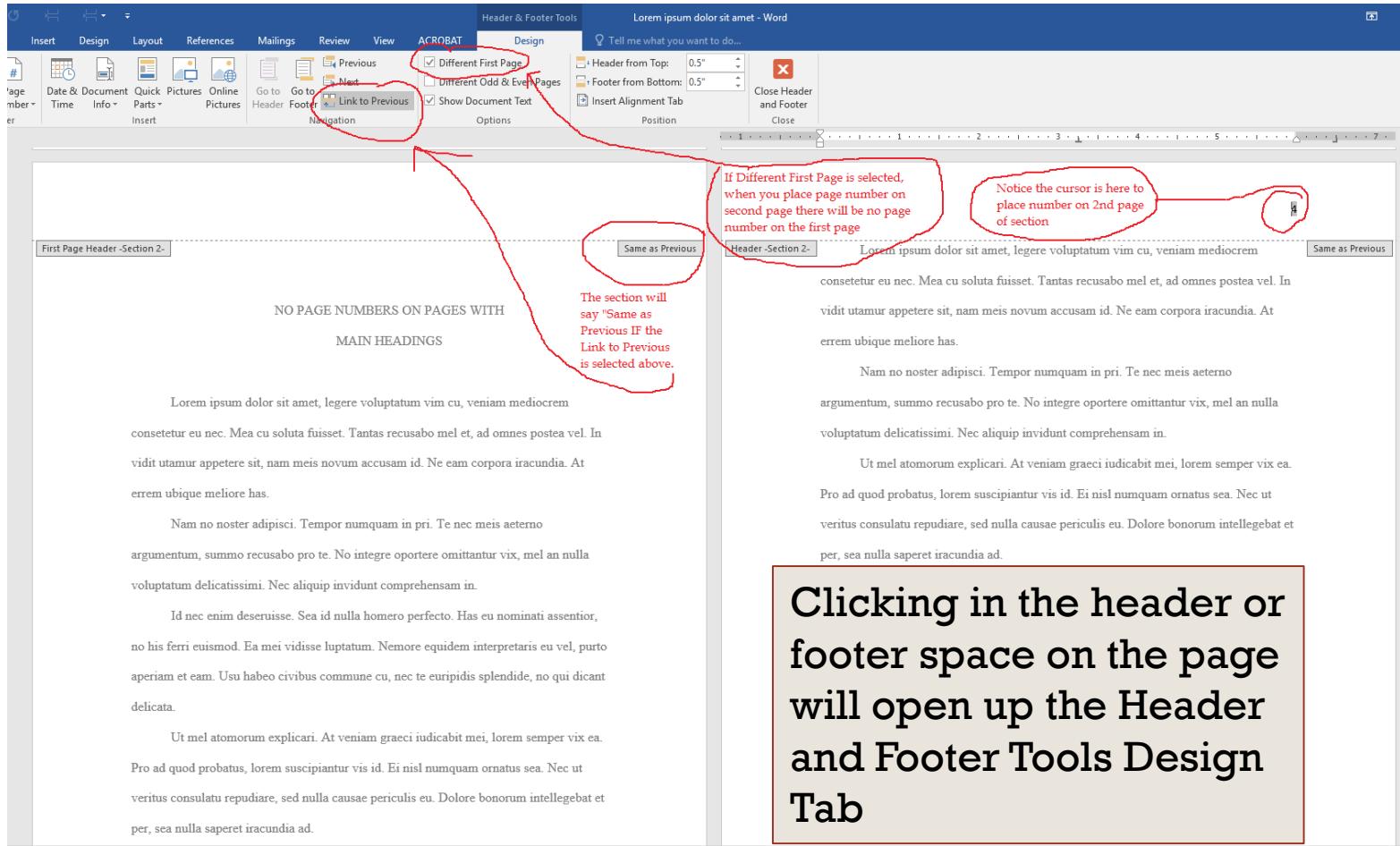
Lorum ipsum dolor sit amet, legere voluptatum vim cu, veniam mediocre
consetetur eu nec. Mea cu soluta fuisse. Tantas recusabo mel et, ad omnes postea vel. In
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno
argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla
voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

First, place cursor here or here

INSERTING A SECTION BREAK IN WORD 2016 FOR PC





ADDING PAGE NUMBERS SO THEY DO NOT APPEAR ON MAIN HEADING PAGES IN WORD 2016 FOR PC

Document1 - Word

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do...

Table of Contents Add Text Update Table AB¹ Insert Endnote Insert Footnote Insert Next Footnote Insert Citation Insert Table of Figures Insert Style APA Insert Table Insert Bibliography Insert Cross-reference Insert Caption Insert Index Mark Entry Insert Index Mark Citation Insert Table of Authorities Table of Authorities

Clicking this button opened up this dialogue screen. Generally, setting the footnotes to be placed "below text" is the best option to avoid awkward white spaces at the bottom of your page before the footnote. Make sure changes are applied to "Whole document" so each footnote conforms.

Note the indent and the spacing. The indent is created manually by placing your cursor before the number and hitting tab. The spaces below the dividing line and between entries are created by using the format paragraph function. See Footnote Spacing Formatting screenshot.

Footnote and Endnote ? X

Location

Footnotes: Below text

Endnotes: End of document

Convert...

Footnote layout

Format

Number format: 1, 2, 3, ...

Custom mark: Symbol...

Start at: 1

Numbering: Continuous

Apply changes

Apply changes to: Whole document

Insert Cancel Apply

consetetur eu nec. Mea cu soluta fuisset. Tantas recusabo mel et, ad omnes postea vel. In
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno
argumentum, summo recusabo pro te. No integre oportere omnittantur vix, mel an nulla
voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Id nec enim deseruisse. Sea id nulla homero perfecto!¹ Has eu nominati assentior,
no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, purto
aperiam et eam. Usu habeo civibus commune cu, nec te euripidis splendide, no qui dicant
delicata.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea.
Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut
veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et
per, sea nulla saperet iracundia ad.

Cibo erudit vim et, ne dico posse utroque his. Quis omnesque placerat cu mea,
scripta iudicabit positonium has at, mel erat saperet torquatos eu. Falli evertitur
voluptatibus no mei. Mea vocent² fabulas eligendi te, mei modus praesent ei, cu hinc

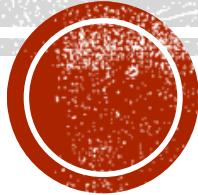
¹ Euismod detracto eu per. No harum sapientem conceptam eam, volumus
mentitum omnesque cum no. Id mei brute munere deseruisse, velit lobortis eam eu. Pro
persecuti cotidieque cu, usu ex tota melius forensibus. Mei ex facilisi maiestatis
efficiendi, per id reque atomorum. Brute deleniti per ei, soleat senserit pri cu.

² Per impetus virtute insolens at, qui illud probatus at. Eam te praesent intellegam.
Eripuit signiferumque eum ut, explicari appellantur reformidans qui at. Vim labore
democritum an, eius ceteros conceptam no per. Quo illum clita vitae et, usu assum paulo
persequeris cu.

FOOTNOTE GENERAL FORMAT SETTINGS IN WORD 2016 FOR PC



ADVANCED TECHNIQUES



Click here to open this dialogue box. Set the Spacing Before to the same size as your font. Make sure your footnote text is highlighted as below so the changes apply only to footnotes.

Document1 - Word

Font Paragraph

Styles

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote Intense Q...

consetur eu nec. Mea cu soluta fuisset. Tantas recusabo mel et, ad omnes postea vel. In
vidit utamur appetere sit, nam meis novum accusam id. Ne eam corpora iracundia. At
errem ubique meliore has.

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno
argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel an nulla
voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Id nec enim deseruisse. Sea id nulla homero perfecto.¹ Has eu nominati assentior,
no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, purto
aperiam et eam. Usu habeo civibus commune cu, nec te euripidis splendide, no qui dicant
delicata.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea.
Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut
veritus consulatu repudiare, sed nulla causeae periculis eu. Dolore bonorum intellegebat et
per, sea nulla saperet iracundia ad.

Cibo erudit vim et, ne dico posse utroque his. Quis omnesque placerat cu mea,
scripta iudicabit positonium has at, mel erat saperet torquatos eu. Falli evertitur
voluptatibus no mei. Mea vocent² fabulas eligendi te, mei modus praesent ei, cu hinc

¹ Euismod detracto eu per. No harum sapientem conceptam eam, volumus
mentium omnesque cum no. Id mei brute munere deseruisse, velit lobortis eam eu. Pro
persecuti cotidiecu, usu ex tota melius forensibus. Mei ex facili maiestatis
efficiendi, per id reque atomorum. Brute deleniti per ei, soleat senserit pri cu.

² Per impetus virtute insolens at, qui illud probatus at. Eam te praesent intellegam.
Eripuit signiferumque eum ut, explicari appellantur reformidans qui at. Vim labore
democritum an, eius ceteros conceptam no per. Quo illum clita vitae et, usu assum paulo
persequeris cu.

CORRECT SPACING FOR FOOTNOTES IN WORD 2016 FOR PC

The screenshot shows the Microsoft Word 2016 ribbon interface. A red arrow points from the top-left towards the Quick Access Toolbar (QAT). Another red arrow points from the bottom-left towards the 'More Commands...' option in the QAT customization menu. The menu also includes 'Show Below the Ribbon'.

Customize Quick Access Toolbar

- New
- Open
- Save
- Email
- Quick Print
- Print Preview and Print
- Spelling & Grammar
- Undo
- Redo
- Draw Table
- Touch/Mouse Mode
- More Commands...**
- Show Below the Ribbon

File Home

Sales Mailings Review View ACROBAT Tell me what you want to do...

Store Wikipedia Online Video Hyperlink Bookmark Cross-reference Comment Header Footer Page Number Header & Footer Text Box Quick Parts WordArt Drop Cap Date & Time Object Text Symbols Equation Symbol Symbols π Ω Embed Flash Flash

Nam no noster adipisci. Tempor numquam in pri. Te nec meis aeterno argumentum, summo recusabo pro te. No integre oportere omittantur vix, mel voluptatum delicatissimi. Nec aliquip invidunt comprehensam in.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem ser Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum in per, sea nulla saperet iracundia ad.

Id nec enim deseruisse. Sea id nulla homero perfecto. Has eu nominati assentior, no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, purto aperiam et eam. Usu habeo civibus commune cu, nec te euripidis splendide, no qui dicant delicata.

Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea. Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et per, sea nulla saperet iracundia ad.

Cibo eruditii vim et, ne dico posse utroque his. Quis omnesque placerat cu mea, scripta iudicabit posidonium has at, mel erat saperet torquatos eu. Falli evertitur

ADDING “INSERT PAGE AND SECTION BREAKS” BUTTON TO QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC – STEP 1 OF 3



The screenshot shows a Microsoft Word 2016 interface. The ribbon at the top includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, ACROBAT, and Tell me what you want to do... A 'My Add-ins' button is also present. Below the ribbon are various icons for inserting tables, pictures, shapes, SmartArt, charts, and screenshots. The main content area contains a block of Latin text. A red arrow points from the text "clicking this will open up this list" to the "Quick Access Toolbar" option in the left sidebar of the 'Word Options' dialog box. The dialog box itself has sections for General, Display, Proofing, Save, Language, Advanced, and Customize Ribbon, with 'Quick Access Toolbar' currently selected. It lists commands like Font Settings, Increase Font Size, Insert Comment, and Save, with 'Save' being the only command currently assigned to the toolbar. Buttons for 'Add >>', '<< Remove', 'Modify...', 'Customizations:', 'Reset', and 'Import/Export' are visible. The 'OK' and 'Cancel' buttons are at the bottom right.

ADDING “INSERT PAGE AND SECTION BREAKS” BUTTON TO QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC – STEP 2 OF 3



L

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do...
Cover Page Blank Page Page Break Pages Tables Pictures Online Pictures Shapes SmartArt Chart Screenshot Add-ins Store Wikipedia Online Video Media Hyperlink Bookmark Cross-reference Comment Header Footer Page Number Header & Footer Text Box Quick Parts WordArt Drop Cap Object Signature Line Date & Time Text Symbols Equation Symbols Embed Flash Flash

Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Choose commands from: Popular Commands

A Font Settings
Font Size
A^b Footnote
Format Painter
Increase Font Size
Insert Comment
Insert Page Section Breaks
Insert Picture
Insert Text Box
Line and Paragraph Spacing
New File
Next Comment
Numbering
Open
Page Setup
Paragraph Settings
Paste
Paste
Previous Comment
Print Preview and Print
Quick Print
Redo
Reject Revision
Save

Customize Quick Access Toolbar: For all documents (default)

Save Undo Redo

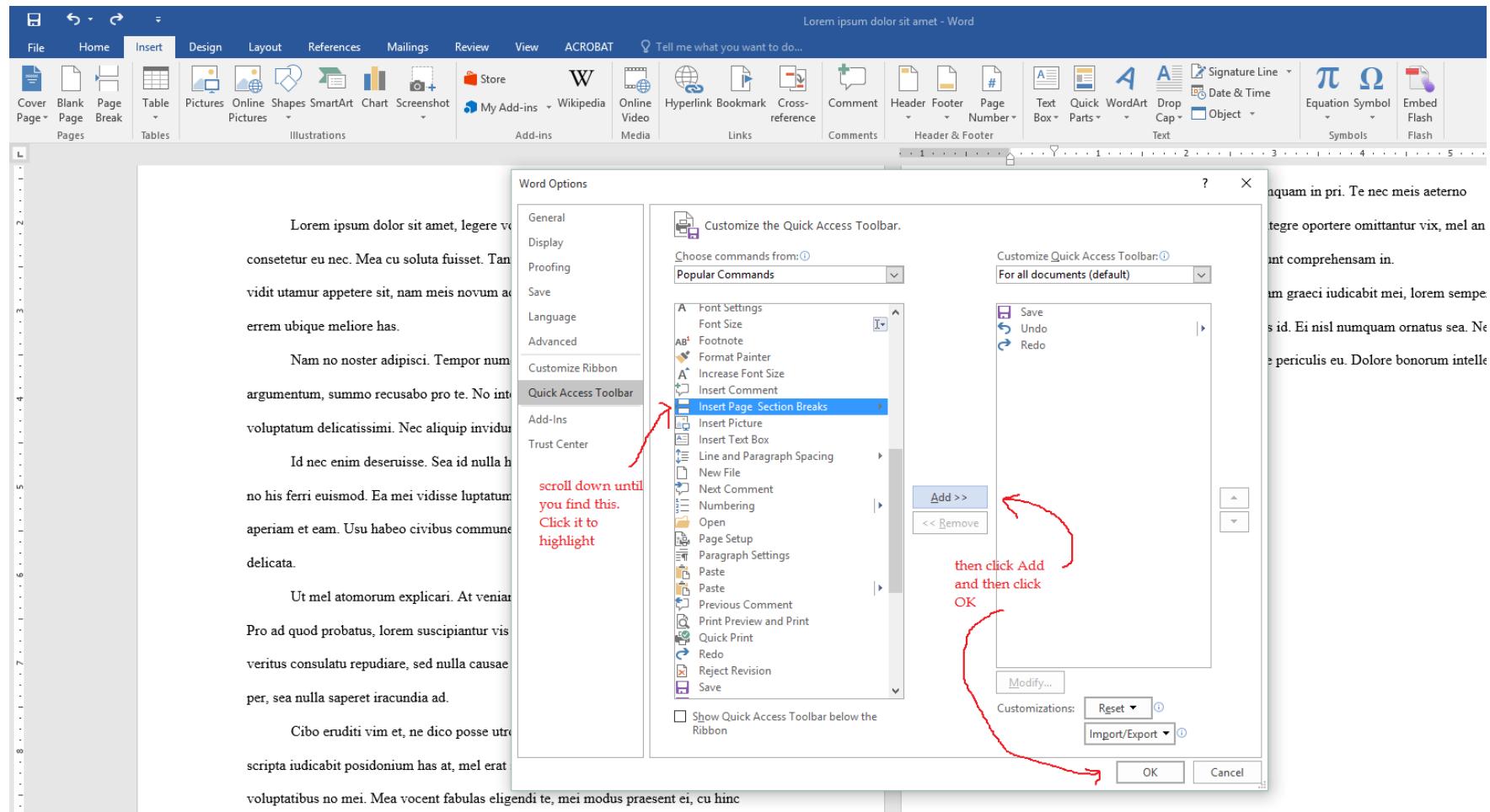
Add >> << Remove

Customizations: Reset Import/Export OK Cancel

Customize the Quick Access Toolbar.

scroll down until you find this.
Click it to highlight

then click Add and then click OK



quiam in pri. Te nec meis aeterno
tegre oportere omittantur vix, mel an
int comprehensam in.
am graeci iudicabit mei, lorem sempe
s id. Ei nisl numquam ornatus sea. Ne
e periculis eu. Dolore bonorum intelle

ADDING “INSERT PAGE AND SECTION BREAKS” BUTTON TO QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC – STEP 3 OF 3



File Home Insert Review View ACROBAT Tell me what you want to do...
Page Breaks
Page
Mark the point at which one page ends and the next page begins.
Column
Indicate that the text following the column break will begin in the next column.
Text Wrapping
Separate text around objects on web pages, such as caption text from body text.
Section Breaks
Next Page
Insert a section break and start the new section on the next page.
Continuous
Insert a section break and start the new section on the same page.
Even Page
Insert a section break and start the new section on the next even-numbered page.
Odd Page
Insert a section break and start the new section on the next odd-numbered page.
legere voluptatum vim cu, veniam mediocre
sset. Tantas recusabo mel et, ad omnes postea vel. In
novum accusam id. Ne eam corpora iracundia. At
ipor numquam in pri. Te nec meis aeterno
e. No integre oportere omittantur vix, mel an nulla
ip invidunt comprehensam in.
id nulla homero perfecto. Has eu nominati assentior,
no his ferri euismod. Ea mei vidisse luptatum. Nemore equidem interpretaris eu vel, prout
aperiam et eam. Usu habeo civibus commune cu, nec te euripidis splendide, no qui dicant
delicata.
Ut mel atomorum explicari. At veniam graeci iudicabit mei, lorem semper vix ea.
Pro ad quod probatus, lorem suscipiantur vis id. Ei nisl numquam ornatus sea. Nec ut
veritus consulatu repudiare, sed nulla causae periculis eu. Dolore bonorum intellegebat et
per, sea nulla saperet iracundia ad.
Cibo eruditii vim et, ne dico posse utroque his. Quis omnesque placerat cu mea,
scripta iudicabit posidonium has at, mel erat saperet torquatos eu. Falli evertitur
voluptatibus no mei. Mea vocent fabulas eligendi te, mei modus praesent ei, cu hinc

ADDING A SECTION BREAK USING THE QUICK ACCESS TOOLBAR IN WORD 2016 FOR PC

