



# MOVING FROM WORD 2013 TO WORD 2016, 11e (8.15.16)

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## INTRODUCTION

Below is a list of substantive changes made to the 11e Word Manual for Word 2016:

- Five Word features were retired because they were technically impractical or unnecessary.
- Two Word features were added to help students proofread.
- A new Download icon was added to cue students to download a file from GDP, and the REFER TO and GO TO Textbook icons were redesigned.

Retired	Added	Icons
L. 25: E-Mail a Document L. 29: E-Mail—Attachments L. 32: Page Break L. 44: E-Mail—Copies L. 68: E-Mail—Blind Copies	L. 24: Navigation Pane—Search L. 24: Speak	 New icon cues students to download a file via GDP.  <b>REFER TO</b> WM L.24, Zoom  <b>GO TO</b> <b>Textbook</b>

- Appendix A includes new subheadings for easier reference to related Word settings.

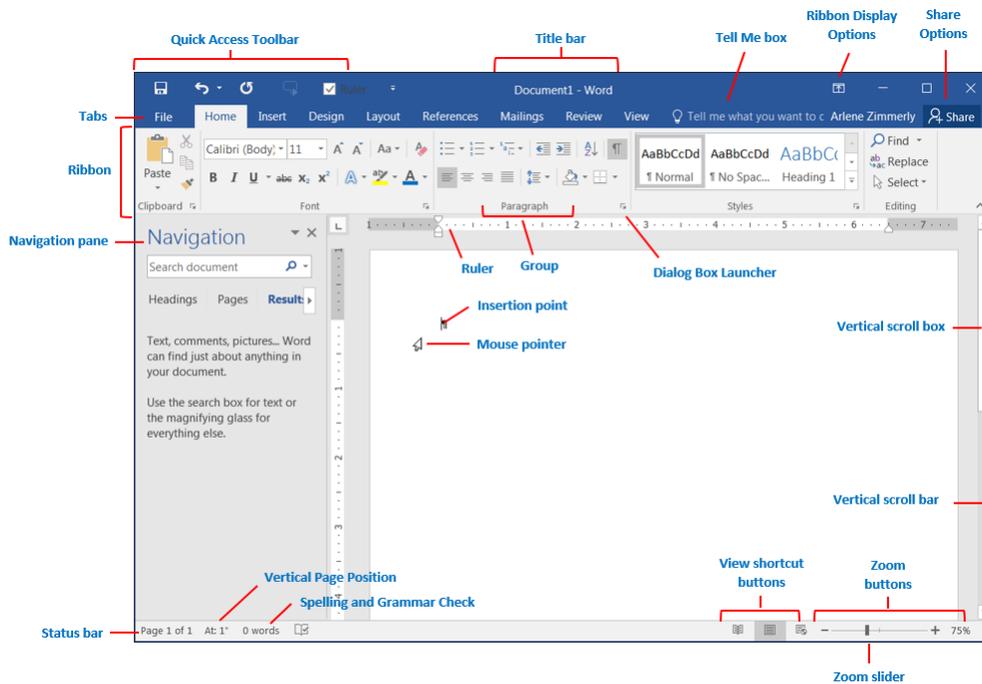
<p><b>APPENDIX A Using Microsoft Word in the Workplace</b></p> <p><b>GDP—Word Settings</b></p> <p>Normal Style</p> <p>Status Bar</p> <p>AutoCorrect Options</p> <p>    <i>Capitalization</i></p> <p>AutoFormat as You Type Options</p> <p>    <i>Quotes</i></p> <p>    <i>Hyperlinks</i></p> <p>    <i>Superscripts</i></p> <p>    <i>Dashes</i></p> <p>    <i>Tabs and Indents</i></p> <p>Spelling and Grammar Check</p>
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- Formatting codes are displayed in all illustrations to help ensure more accurate keystroking and scoring. These codes provide a visual cue to students so they know how many times to press ENTER or when to press TAB, for example.

# FEATURE CHANGES

## Lesson 21, Word 2016 Screen

- The **Tell Me** box is Word’s new search feature.
- The **Ribbon Display Options** button is used to view the Ribbon in various ways.
- The **Share Options** is used to share documents in the cloud.
- Tab names now appear with initial caps.
- The old **PAGE LAYOUT** tab is now the **Layout** tab.



## Lesson 88, Clip Art Replaced by Online Pictures

This Web-based feature is controlled by Microsoft and it changes dynamically. Microsoft’s Bing search engine populates the search results with images related to the search keywords. There is no longer a choice to display only Microsoft clip art. Copyrights to images must now be considered since the Internet is being searched. Search Word Help for “online pictures” for details.

## TECHNICAL NOTES

### Microsoft Office Updates and Word 2016

Microsoft is moving to Office 365 subscriptions vs. buying Office “out of the box.” Software updates are ongoing and unpredictable. To be sure you are using the current version of Microsoft Office, open Word. From the **File** tab, click **Account**. Under **Product Information**, click the **Update Options** button, and click **Update Now**. Click the **What’s New** button for more information on updates. You will need to decide how to handle updates in your classroom as well as how to direct your students to handle updates at home.

This disclaimer appears in *Getting Started*. We don’t anticipate that any updates will have a noticeable impact on any features we teach. If any future updates affect course content, we will address it at that time.

#### MICROSOFT UPDATES AND USER CUSTOMIZATIONS

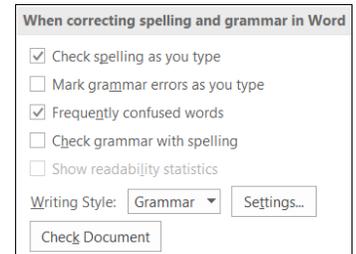
Certain parts of illustrations in this manual (title bar information, style choices, and tabs, for example) might vary from your Word screens due to ongoing automatic Word updates from Microsoft. User customizations to Word can also affect what features are displayed on the Word screen. These differences are not cause for concern.

From the File tab, click Account. Review product information regarding Office updates and your Word version.

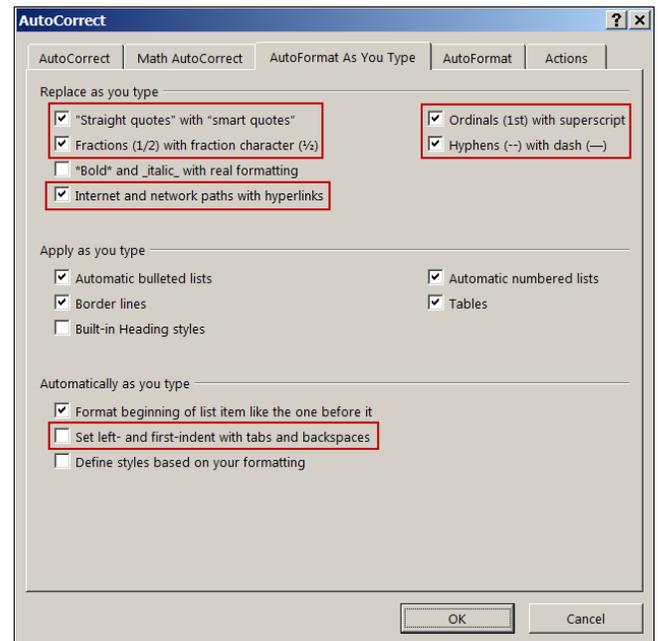
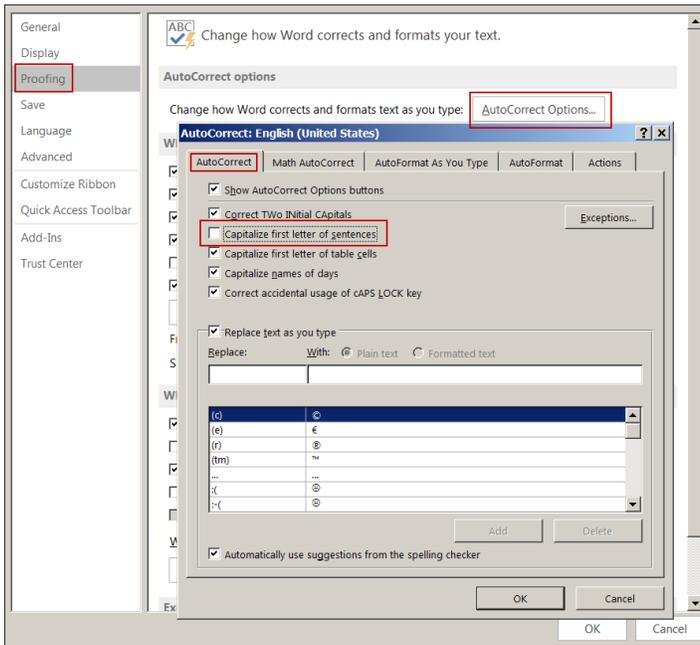
## Word Settings for Expected GDP Behavior

For Word to behave as expected in Practice exercises and document processing jobs, all these Word settings must be in place both in your classroom and at home for your students. See Appendix A, Using Microsoft Word in GDP, in the Word Manual for a complete list of recommendations.

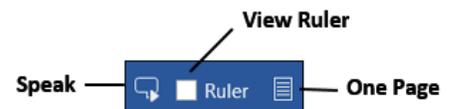
From the **File** tab, click **Options** at the bottom of the pane. Click the **Proofing** tab in the left pane. From the right pane, under **When correcting spelling and grammar in Word** group, check/uncheck these boxes in the illustration at the right:



From the **File** tab, click **Options** at the bottom of the pane. Click the **Proofing** tab in the left pane. From the right pane, click **AutoCorrect Options**, and change settings as shown in the illustrations below:



Consider adding these features to Word's Quick Access Toolbar in your classroom for these frequently used features: Speak, View Ruler, and One Page.



- Click the **QAT** list arrow, **More Commands**. From the **Word Options** window, under **Choose commands from**, click the **All Commands** list arrow. In the box below that, scroll down and click **Speak**. Click the **Add >>** button, **OK**.
- From the **View** tab, **Show** group, right-click **Ruler**; click **Add to Quick Access Toolbar**.
- From the **View** tab, **Zoom** group, right-click **One Page**; click **Add to Quick Access Toolbar**.