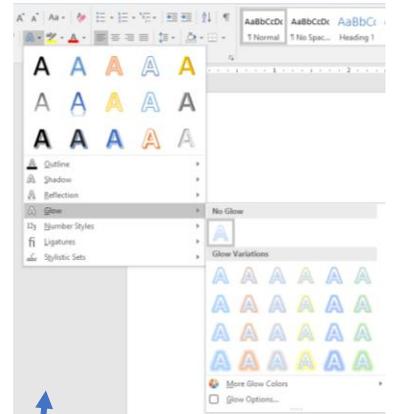


Microsoft Word 2016 – Grand Opening Notes

Name: _____ Hour: _____

Center a Paper Vertically

1. Go to LAYOUT – MARGINS – CUSTOM MARGINS
2. Go to the “Layout” tab at the top
3. Go to “Vertical Alignment” and choose “Center”
4. Your cursor will be centered top to bottom on the paper and your information will automatically re center itself if you type enough to create another line of information or if you press enter to create a new paragraph.

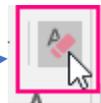


Text Effects and Typography

1. Type in whatever text you need to and use the correct font and size
2. Select the text and under HOME – FONT – TEXT EFFECTS AND TYPOGRAPHY icon choose whatever settings you want to use.
3. Each effect can, or will, layer itself over other effects so it is possible to really dress it up.

Disabling Text Effects and Typography

1. When you turn on the Text Effects and Typography options, and you later decide you do not want to use it, the only way to do it is to reset the text back to default
2. Select the text
3. Go to HOME – FONT – CLEAR ALL FORMATTING
4. Your text will be back to Calibri size 11, and you will lose bold, italic, underlining, font colors, as well as the Text Effects and Typography options as well.



Justifying Paragraphs

1. Click in the paragraph
2. Go to HOME – PARAGRAPH – JUSTIFY (Ctrl-J)



Hyperlinks

1. Type in the hyperlink (example www.happyhamburgerhut.com)
2. Once you press a space bar it will make it look like this: www.happyhamburgerhut.com
3. If you hold CTRL down and click on it, it will open the website in the internet
4. Sometimes you do not want it underlined and in the hyperlink color. To remove that, right click on the hyperlink and choose “Remove Hyperlink” from the dialog box that opens.

