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.
		GO TO Textbook

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

APPENDIX A Using Microsoft Word in the Workplace
GDP—Word Settings
Normal Style
Status Bar
AutoCorrect Options
Capitalization
AutoFormat as You Type Options
Quotes
Hyperlinks
Superscripts
Dashes
Tabs and Indents
Spelling and Grammar Check

• 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:

When correcting spelling and grammar in Word

Image: Check spelling as you type

Image: Mark grammar errors as you type

Image: Check grammar errors are type

Image: Check grammar errors errors are type

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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:

General ABC Change how Word corrects and formats your text. AutoCorrect Math AutoCorrect AutoFormat As You Type AutoFormat Actions AutoCorrect options Replace as you type Save Change how Word corrects and formats text as you type: AutoCorrect Options. Straight quotes" with "smart quotes" ✓ Ordinals (1st) with superscript AutoCorrect: English (United States) Language ? × Fractions (1/2) with fraction character (1/2) Hyphens (--) with dash (----) Advanced AutoCorrect Math AutoCorrect AutoFormat As You Type AutoFormat Actions *Bold* and _italic_ with real formatting Customize Ribbon Show AutoCorrect Options buttons F Internet and network paths with hyperlinks Ouick Access Toolbar Correct TWo INitial CApitals V Exceptions... Capitalize first letter or sentences Capitalize first letter of sentences Add-Ins R Apply as you type Trust Cente Γ Capitalize names of days Automatic bulleted lists Automatic numbered lists ₽ Correct accidental usage of cAPS LOCK key Border lines ✓ Tables Built-in Heading styles Replace text as you type Fi With: (0 S Automatically as you type W Format beginning of list item like the one before it ₽ Set left- and first-indent with tabs and backspaces Г Define styles based on your formatting F Г -Г Automatically use suggestions from the spelling checker ок Cance • OK Cancel OK Cancel

AutoCorrect

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.