**REVISION OfficeDraft Word 2016**

**Instructions:**

1. Save the document as Word 2016 NEW and print the instructions.

2. Delete the instructions and complete the following tasks.

3. Change the orientation to portrait and save the document as Office New.

4. Do a spell and grammar check, preview and check the layout and remove blank pages and keep lines and paragraph headings together on the same page.

5. Change the font of the document to Cambria 11pt.

6. Insert a section break before “Frequently asked questions”. Divide the text into two equal columns.

7. Furthermore, insert page breaks where necessary.

8. Insert the correct line spacing between paragraphs.

9. Format the heading to display in capitals, font size 20 pt, bold, shadow effect, and centre. Use the Horizontal Line feature to underline the heading.

10. Resize the picture and move to the right of the first paragraph.

Experiment and apply some text effects or colour formatting or use border types and shading to the paragraphs.

(Use UNDO or the Clear Formatting icon to reset or cancel formatting).

11. Apply watermark (text) to the document. (Use the words SAMPLE)

12. Use Google search and type the text “What’s new in Word 2019” open the appropriate web site and copy and paste the link of the web page at the end of your document.

13. Number the pages (choose Different Odd and Even) at the bottom of the page – starting with number 50.

14. Preview the document before printing.

15. Save the changed document and close the program.

Microsoft Office 2016 (Insert the trademark after the word Microsoft)

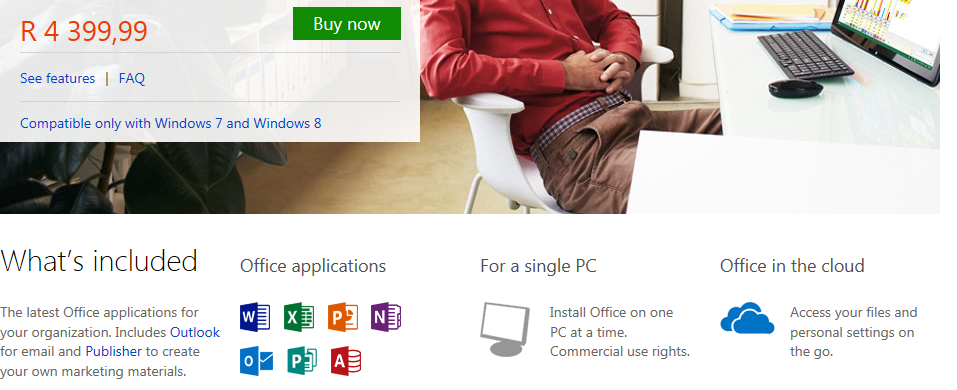
Capture your ideas however you work best, using keyboard, pen, or touchscreen.

Let one of the great-looking templates from the Start screen do most of the setup and design for you, so you can focus on your ideas and data.

Keep track of comments in **Word** documents and mark them as done with the new reply button.

Pull content from PDFs straight into Word. Open PDFs and edit paragraphs, lists, and tables just as you do in familiar Word documents.

Do more with **Word** docs: open a PDF and edit it, pop in an online video and watch it without leaving the doc, and use Read Mode for distraction-free viewing on any screen



Save time formatting information in **Excel** so you can draw insights from your data faster. New tools recognize your pattern and auto-complete data. **Excel** templates do most of the setup and design for you, so you can focus on your information. For greater insight, convert your info into a chart or table—in just two steps.

Share your **PowerPoint** presentation over the web by sending a link to it or using the free Office Presentation Service to deliver it, so your audience can join you from anywhere.

Create stunning presentations with the new alignment, color-matching, and other design tools in

**PowerPoint**, and easily share them on the web.

Embed Excel spreadsheets, diagrams, audio clips, videos, and almost any other kind of file in your **OneNote notebooks**. Your notes are saved, searchable, and synced to OneNote apps on your other devices, so you can use or share them from anywhere.

Respond faster with inline replies in **Outlook.** Just type your response in the Reading Pane.

Save time with the new and convenient online photo printing options in **Publisher**.

List and summarize data from a related table or query fast in **Access**. Simply click an item to open a detailed view of that item.

7 GB SkyDrive storage All SkyDrive users receive 7 GB of online storage with SkyDrive for free. Upload documents, photos, presentations and more and then access them from a computer or phone. Additional storage can be purchased if needed. With the SkyDrive desktop app installed on your computer, your documents are also available offline.

Your Office away from home Free Office Web Apps sync with your SkyDrive account, so you can access, view, edit and share your documents, spreadsheets and other files from any internet-connected device running a supported browser.

**Frequently asked questions**

The familiar Office applications such as Word, Excel, and PowerPoint include new features that help you create, communicate and work even more efficiently from virtually anywhere.

See what’s new in the Office applications

In addition to updating the traditional Office suites, we’ve developed brand new subscription versions of Office for home and school, specifically designed for the way you use Office today. Each of these subscriptions include the latest versions of Office applications like Word, Excel and PowerPoint, for PC or Mac. Plus offerings such as Skype world minutes and online storage with SkyDrive.

Subscribers will also receive future rights to version upgrades as well as per-use rights across multiple PCs or Macs and select mobile devices. The Office applications you can use across PCs, Macs and other devices varies by platform.

Show Hide What is the difference between Office 2016 suites and Office 365 plans?

Microsoft Office is still the name we use for our familiar productivity software.

Office suites have traditionally included applications such as Word, Excel, PowerPoint, and Outlook. In this release, all the Office 2016 suites, such as Office Home & Student 2016, include the latest versions of the Office applications, for use on a single PC.

We use the name ”Office 365” for products that include features enabled over the internet, such as additional online storage with SkyDrive or Skype world minutes for home use. Office 365 business plans include features such as Lync web conferencing and hosted email for businesses. All Office 365 products, such as Office 365 Home Premium, Office 365 University, and Office 365 Small Business Premium, are paid for on a subscription basis. Subscription terms vary by product.

Show Hide How do I know if my computer or devices can run the new Office?

You’ll need Windows 10 or Windows 8 OS to successfully run Office Home & Student 2016 on your PC. Mac users should visit Office 365 Home Premium, Office 365 University, or Office for Mac to find products suitable for their OS.

**Show Hide What is SkyDrive?**

SkyDrive is a service that enables you to upload files to storage in the cloud and then access them from a computer or phone. You can use SkyDrive to store documents, notes, photos, music, videos or other types of file.

SkyDrive simplifies sharing. You can send photos and files through email, send a short link to them in a text message, or post them to a social network, your website, or your blog—all right from SkyDrive.

There's also a desktop app for SkyDrive you can install that creates a folder on your PC or Mac that automatically syncs with your cloud folder, so you can access your files offline.

Get SkyDrive for your PC, Mac and other devices

SkyDrive and Office work together

**Show Hide How much SkyDrive storage do I get with Office?**

All SkyDrive users receive 7 GB of storage with SkyDrive for free. Additional storage can be purchased if needed. Customers with an active Office 365 Home Premium or Office 365 University subscription receive an additional 20 GB of SkyDrive storage, per subscription, for a total of 27 GB of storage.

This additional 20 GB of SkyDrive storage is applied to the SkyDrive account that is linked to the Microsoft account used to create the Office 365 subscription account.

Show Hide Are my documents stored on SkyDrive also available offline?

With the SkyDrive desktop app installed on your computer, your documents are available offline without any action required from you. The SkyDrive desktop app creates a folder on your computer that automatically syncs documents between your SkyDrive storage in the cloud and your computer, so you can work on your documents offline and be assured that they are always in sync.

Download and install the free SkyDrive desktop app for Windows or Mac

Using SkyDrive on your computer

Show Hide Can people with another Office version open documents I create with Office Home & Student 2016?

Yes, a person with a previous version of Microsoft Office can easily open documents created with the latest release of Office.

Office 2007, Office 2010, Office 365, or Office 2016 users can open documents created using the latest release of Office applications without any additional action.

Customers using earlier versions of Office may need to download and install a compatibility pack.

Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats

(Note: You will have a different URL)

<http://www.pcworld.com/article/2012663/10-awesome-new-additions-in-office-2016.html>