

Quick Start Guide

New to Word 2016 or upgrading from a previous version? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

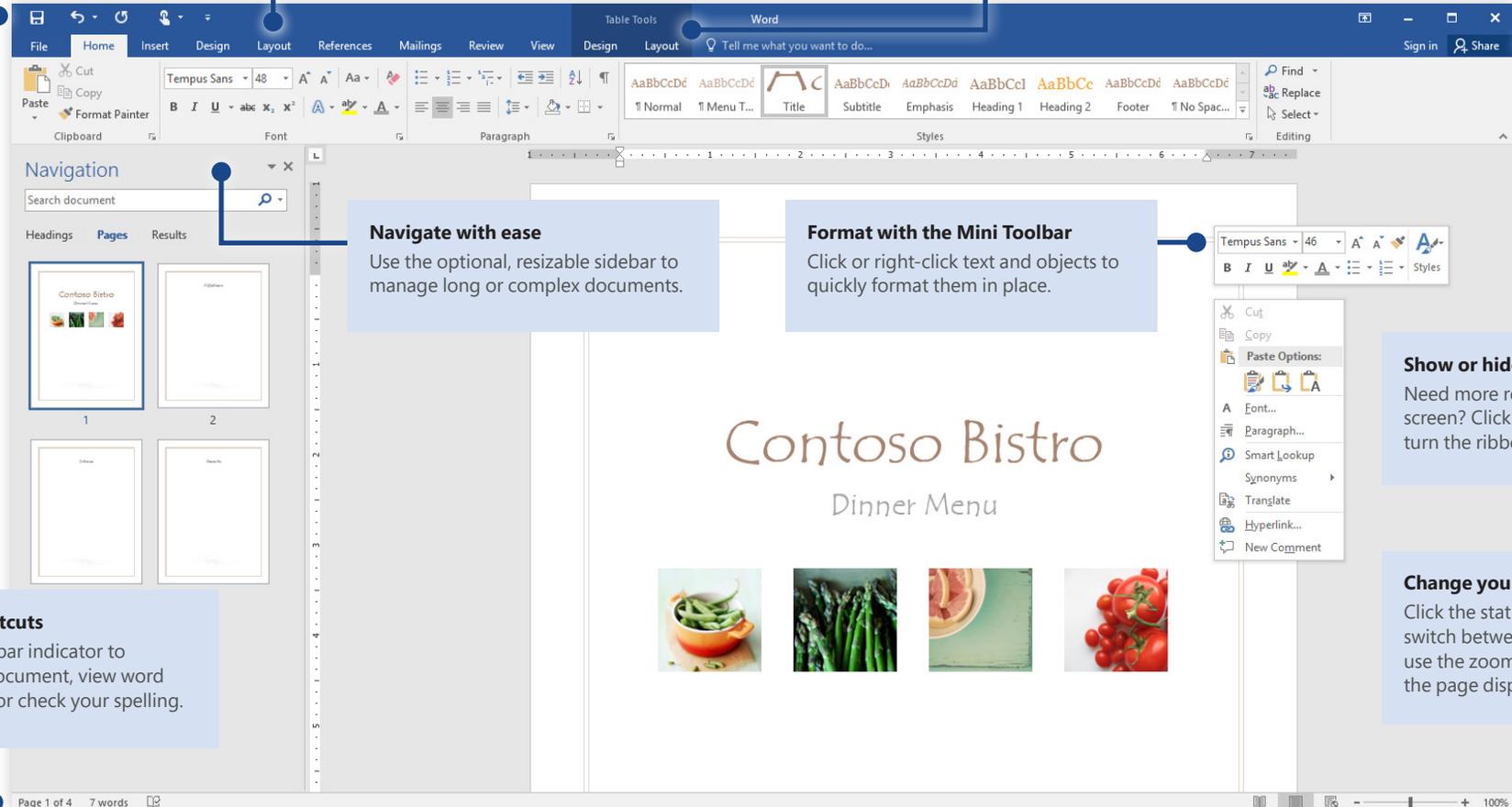
See what Word 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

Discover contextual commands

Select tables, pictures, or other objects in a document to reveal additional tabs.

Share your work with others

Sign in with your cloud account if you want to share your work with other people.



Navigate with ease

Use the optional, resizable sidebar to manage long or complex documents.

Format with the Mini Toolbar

Click or right-click text and objects to quickly format them in place.

Show or hide the ribbon

Need more room on your screen? Click the arrow to turn the ribbon on or off.

Status bar shortcuts

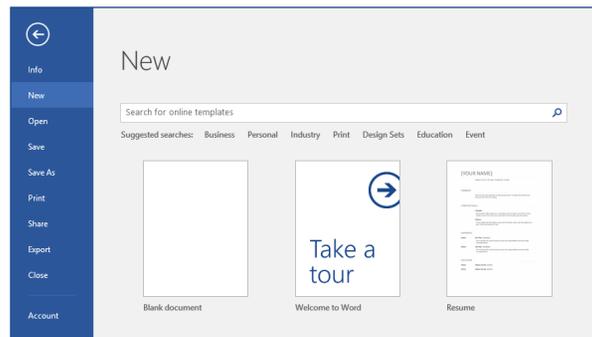
Click any status bar indicator to navigate your document, view word count statistics, or check your spelling.

Change your view

Click the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

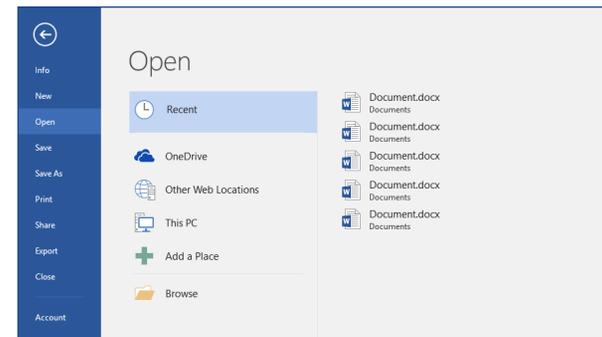
Create something

Begin with a **Blank document** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. Click **File > New**, and then select or search for the template you want.



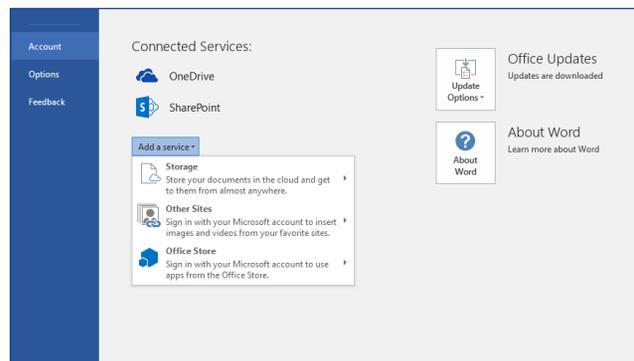
Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, clicking **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



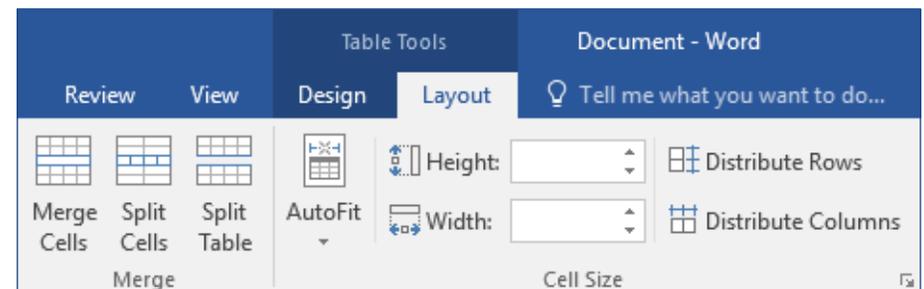
Stay connected

Need to work on the go and across different devices? Click **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



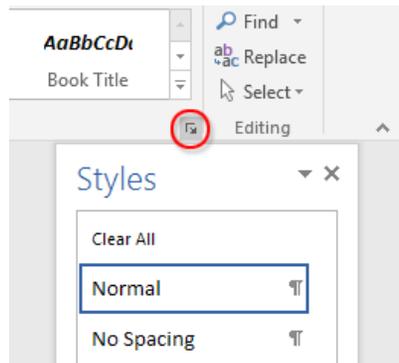
Discover contextual tools

You can make contextual ribbon commands available by selecting relevant objects in your document. For example, clicking within a table displays the **Table Tools** tab, which offers additional options for the **Design** and **Layout** of your tables.



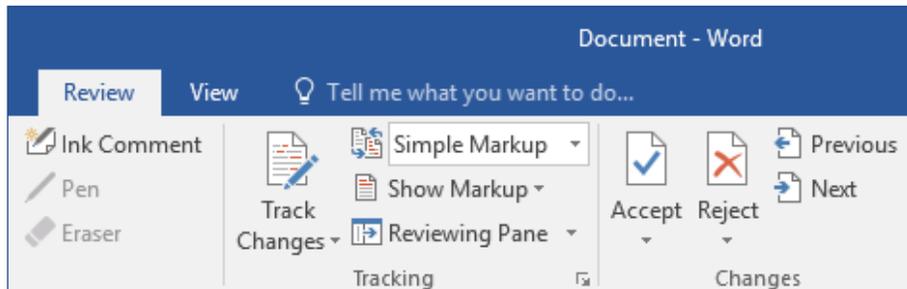
Format documents with style

On the **Home** tab, in the lower right corner of the Styles gallery, click the small arrow to open the **Styles** pane, where you can visually create, apply, and review all of the formatting styles in your current document.



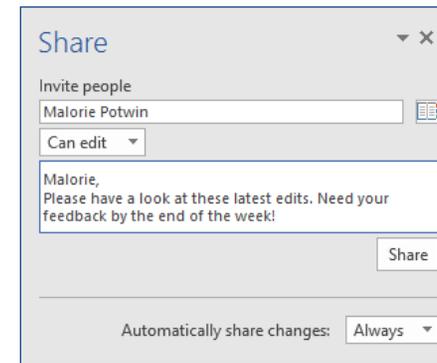
Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab unveils essential commands to track, discuss, and manage all of the changes made to your documents.



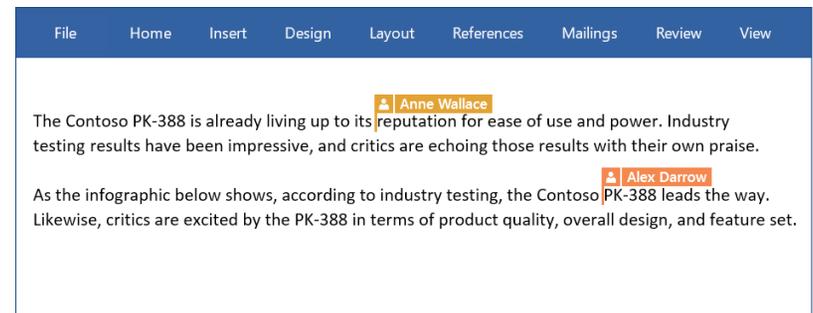
Share your work with others

To invite others to view or edit your documents in the cloud, click the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



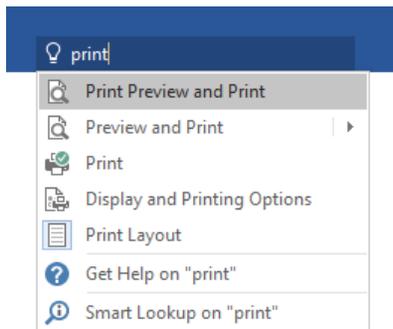
See who else is typing

Co-authoring in Word documents that are shared on OneDrive or SharePoint happens in real-time, which means you can easily see where other authors are making changes in the same document that you're currently working in.



Get help with Word

Type a keyword or phrase into the **Tell me what you want to do** box on the ribbon to quickly find the Word features and commands that you're looking for, to read online **Help** content, or to find information on the Web.



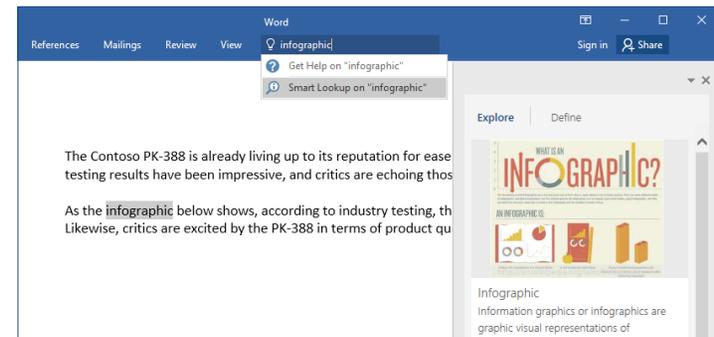
Get other Quick Start Guides

Word 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



Look up relevant information

With **Smart Lookup**, Word searches the Internet for relevant information to define words, phrases, and concepts. The information and images on the task pane can also provide useful context to the ideas outlined in your documents.



Next steps with Word

See what's new in Office 2016

Explore the new and improved features in Word 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatsnew> for more information.

Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that Word 2016 has to offer? Visit <http://aka.ms/office-2016-training> to explore our free training options.

Send us your feedback

Love Word 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your feedback directly to the Word product team. Thank you!