

## 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

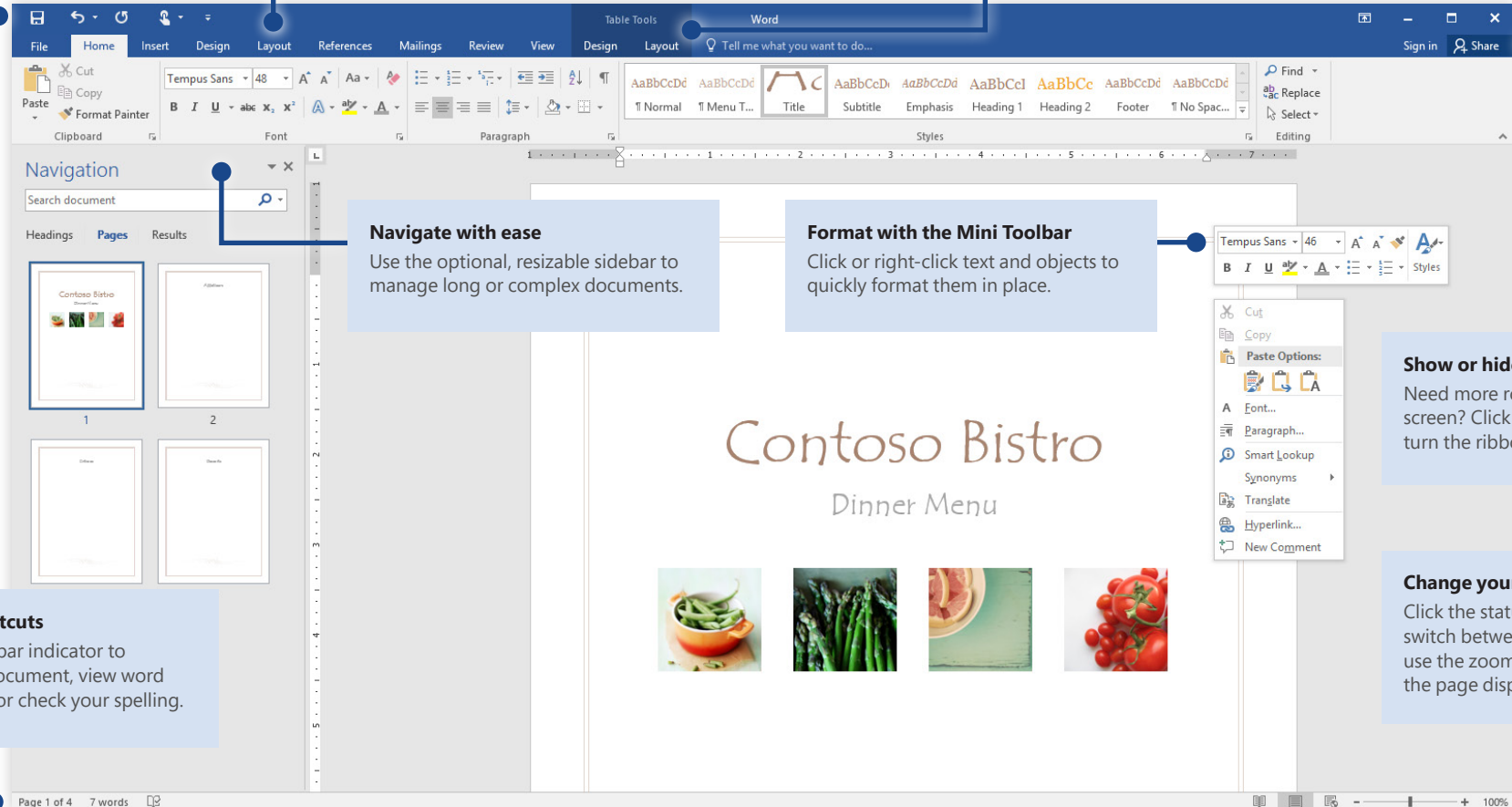
See what Word 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

### 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

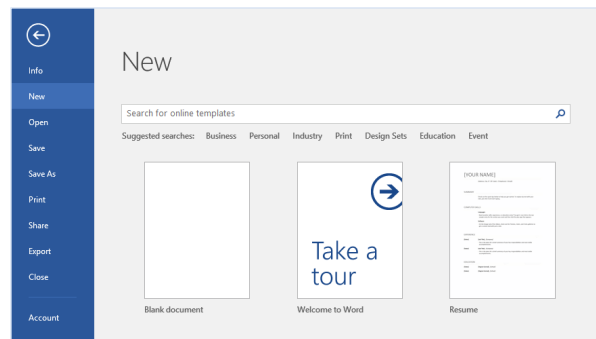
Click any status bar indicator to navigate your document, view word count statistics, or check your spelling.

### 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.

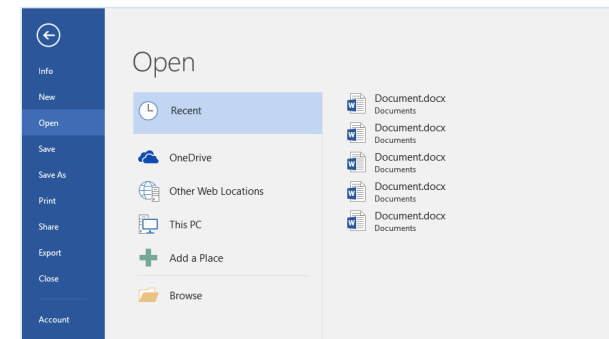
## Create something

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.



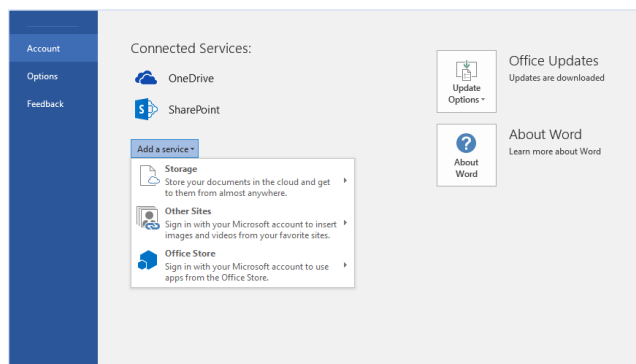
## Find recent files

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.



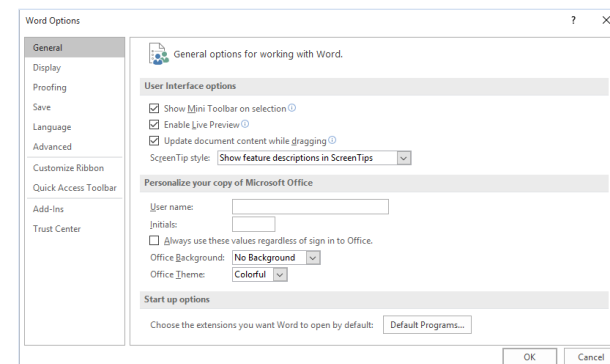
## Stay connected

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.



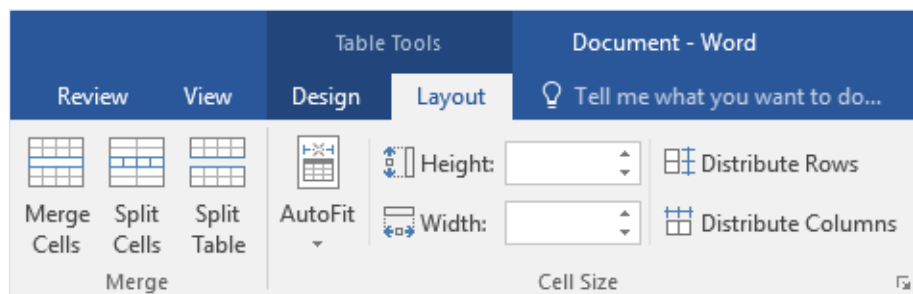
## Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. Click **File > Options**, and then set up Word 2016 the way you want.



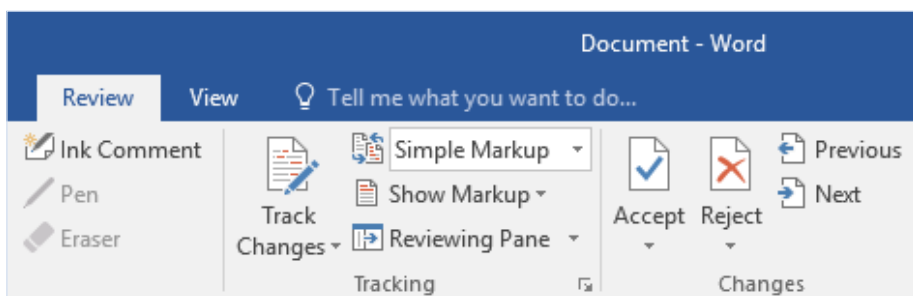
## Discover contextual tools

You can make contextual ribbon commands available by selecting relevant objects in your document. For example, clicking within a table displays the **Table Tools** tabs, and clicking any inserted picture displays the **Picture Tools** tab.



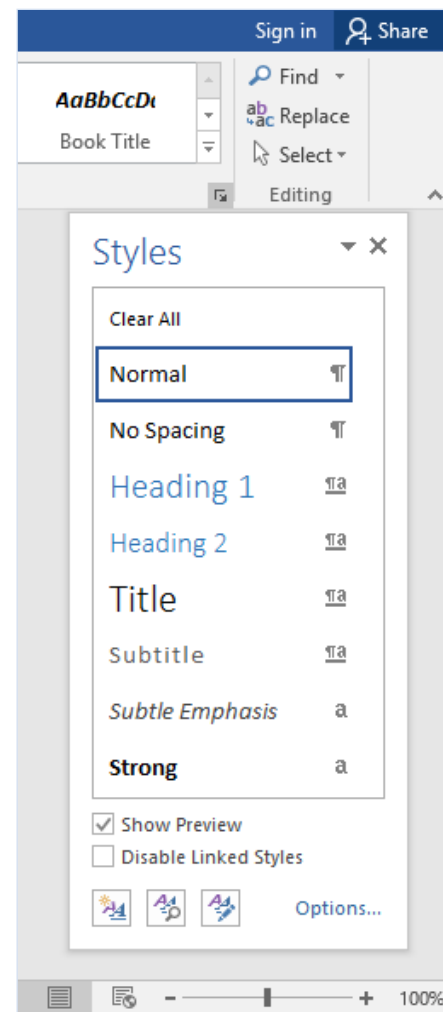
## Review and track changes

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.



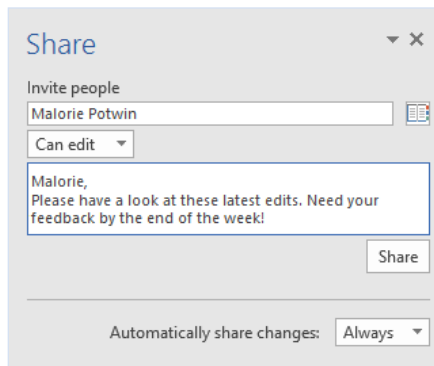
## Format documents with style

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 formatting styles in your current document.



## 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.



## Get other Quick Start Guides

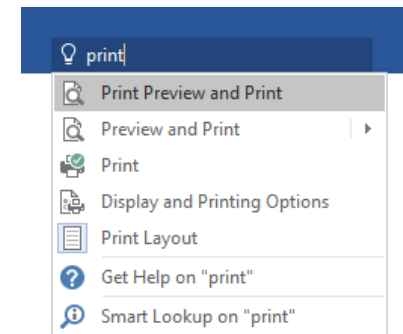
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If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



## Get help with Word

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



## Send us your feedback

Love Word 2016? Got an idea for improvement? Click **File > Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the Word development team.

