Word 2016

Office

Quick Start Guide

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

Quick Access Toolbar
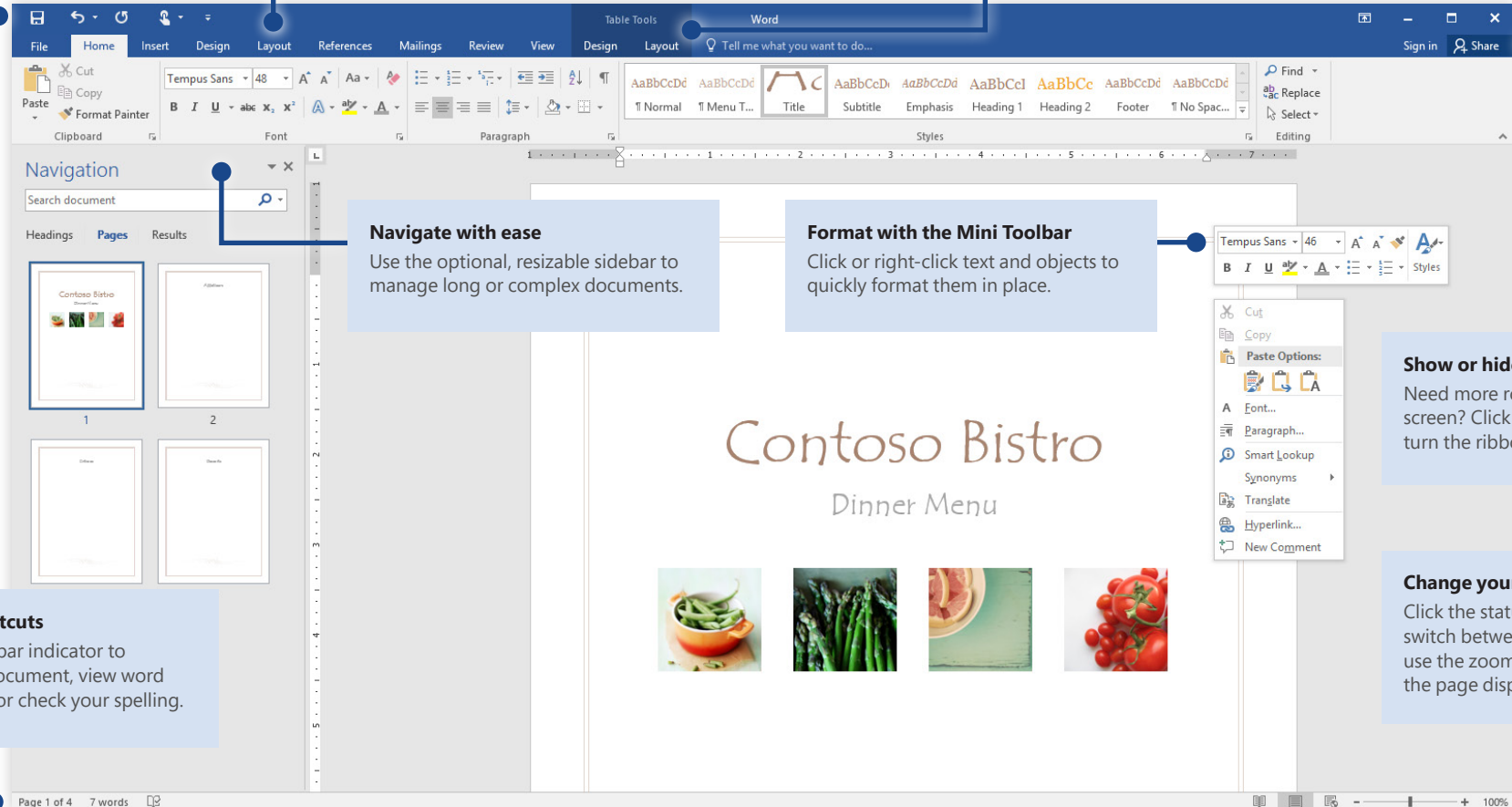Keep favorite commands permanently visible.

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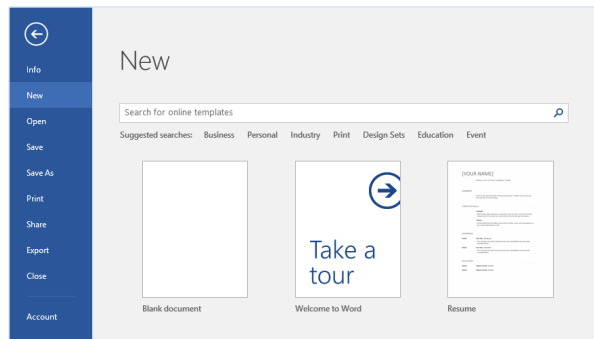
Status bar shortcuts
Click any status bar indicator to navigate your document, view word count statistics, or check your spelling.

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.
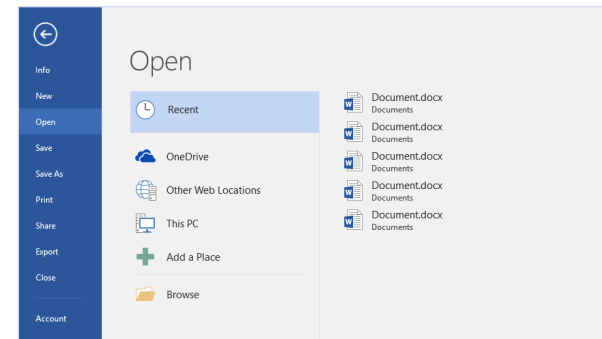
Microsoft

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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.
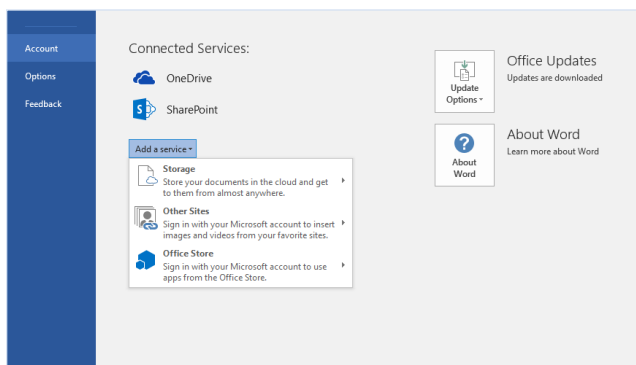
Find recent files

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.
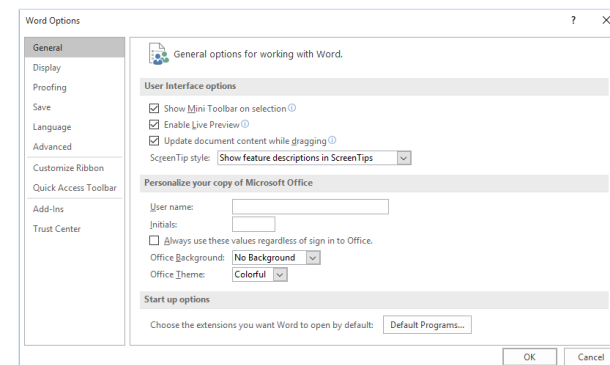
Stay connected

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.
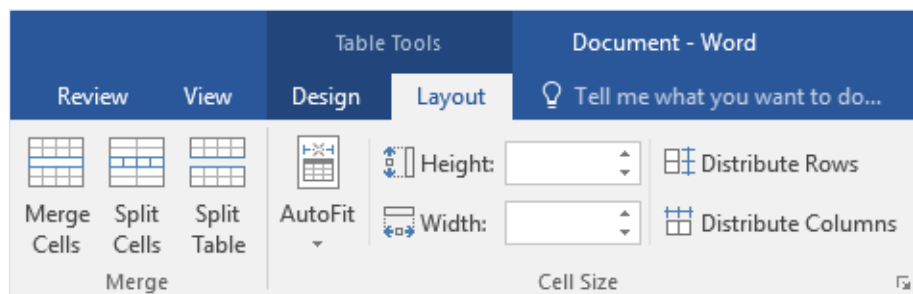
Set your preferences

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.
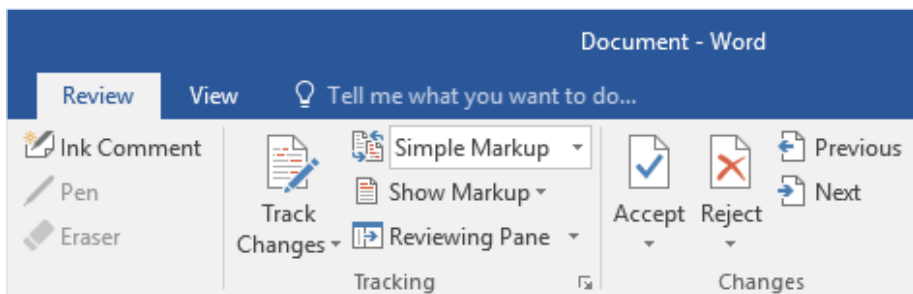
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Discover contextual tools

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.
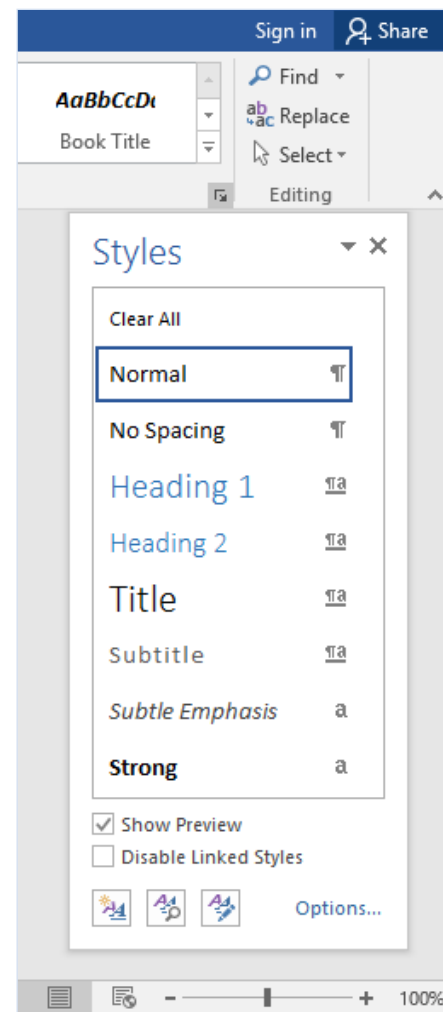
Review and track changes

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.
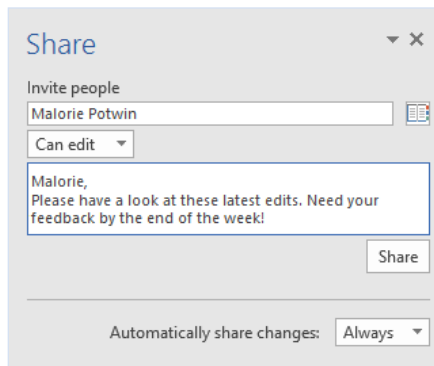
Format documents with style

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.

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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.
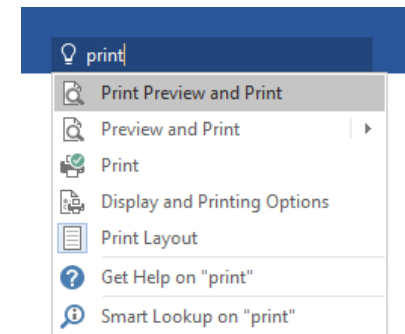
Get help with Word

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.

Get other Quick Start Guides

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

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

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.