

Quick Start Guide

New to Word 2016? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what Word can do by clicking the ribbon tabs and exploring available tools.

Discover contextual commands

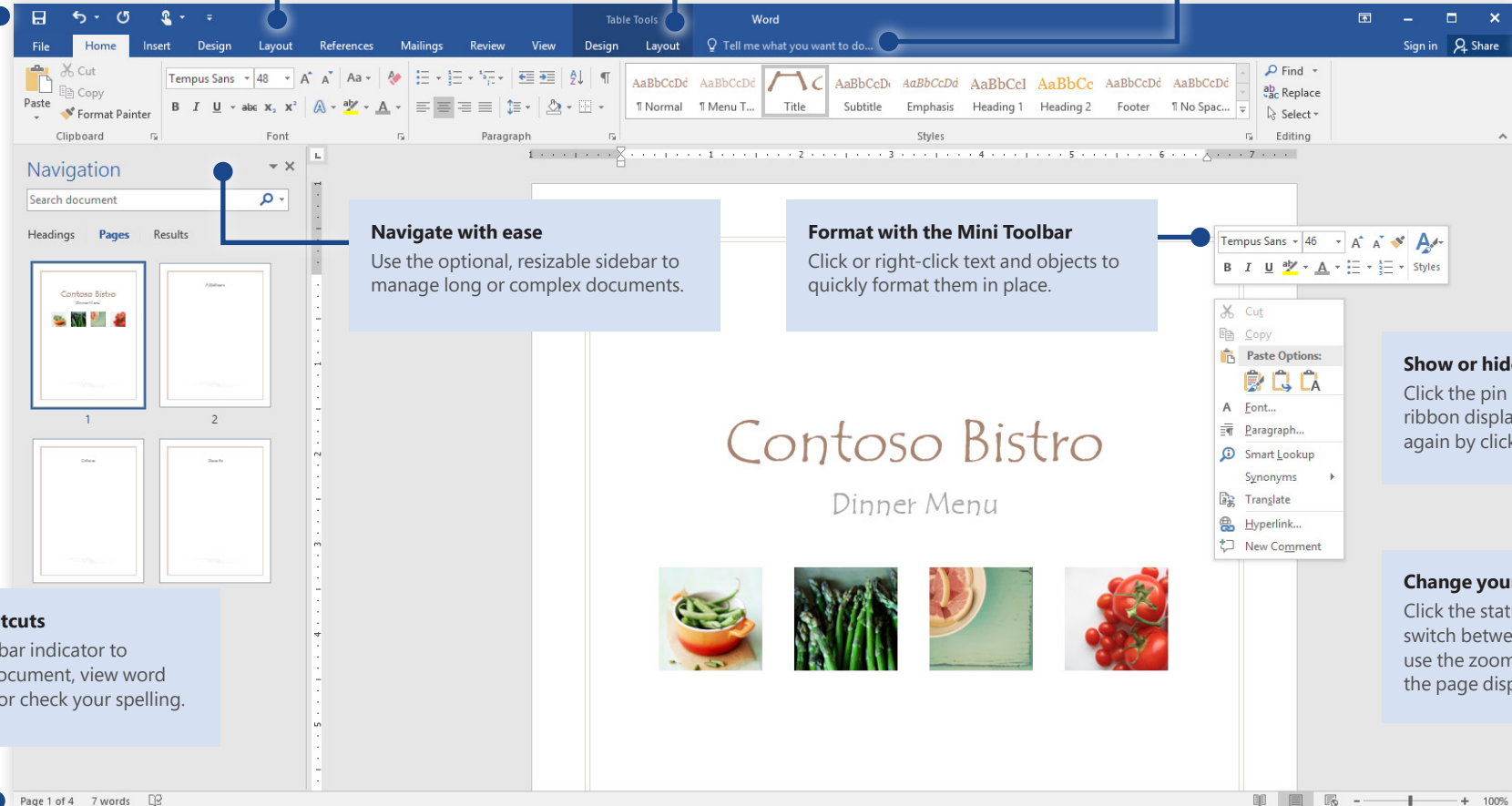
Select tables, pictures, or other objects in a document to reveal additional tabs.

Find whatever you need

Look up Word commands, get Help, or search the Web.

Share your work with others

Invite other people to view and edit cloud-based documents.



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

Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Status bar shortcuts

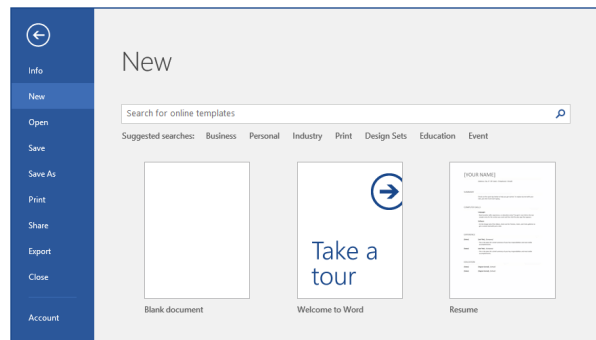
Click any status bar indicator to navigate your document, view word count statistics, or check your spelling.

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.

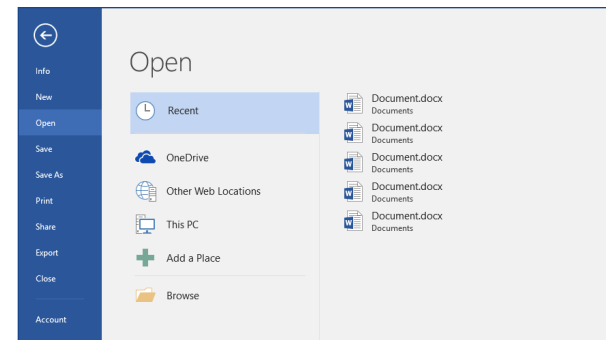
Create something

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.



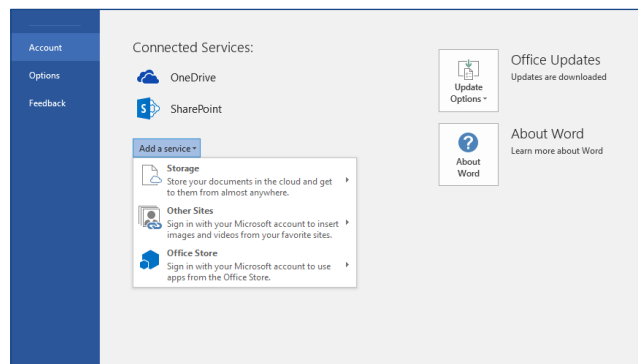
Find recent files

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.



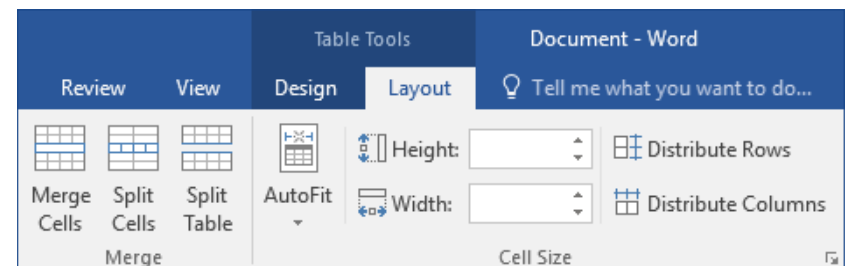
Stay connected

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.



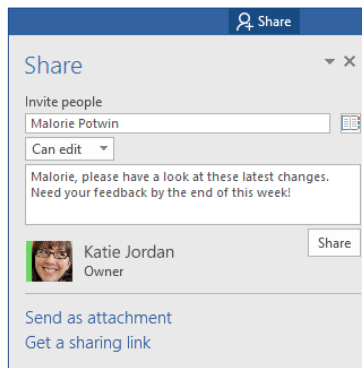
Discover contextual tools

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.



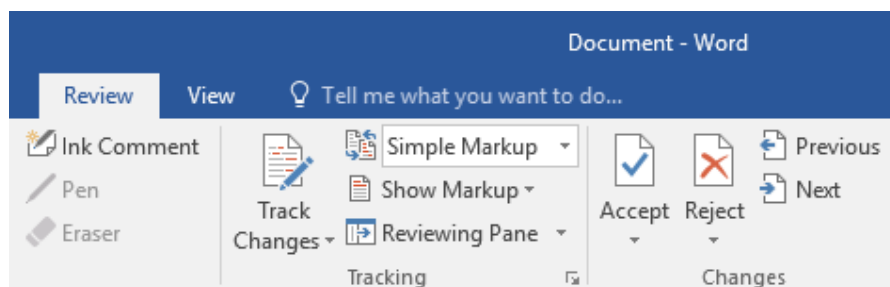
Share your work with others

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.



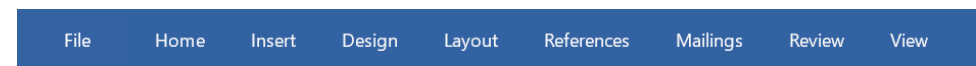
Review and track changes

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.



See who else is typing

Co-authoring Word documents that are shared on OneDrive or on a SharePoint site 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.

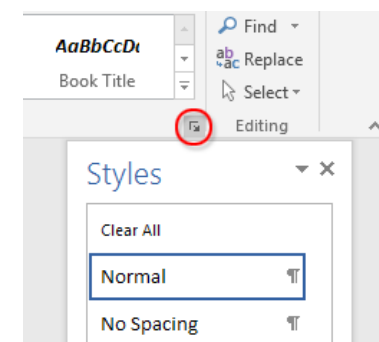


The Contoso PK-388 is already living up to its ^{Anne Wallace} reputation for ease of use and power. Industry testing results have been impressive, and critics are echoing those results with their own praise.

As the infographic below shows, according to industry testing, the Contoso ^{Alex Darrow} PK-388 leads the way. Likewise, critics are excited by the PK-388 in terms of product quality, overall design, and feature set.

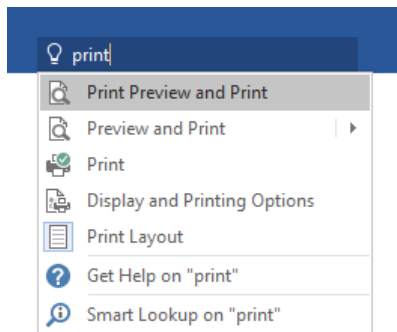
Format documents with style

The **Styles** pane lets you visually create, apply, and review the formatting styles in your current document. To open it, click the **Home** tab, and then click the small arrow in the lower right corner of the Styles gallery.



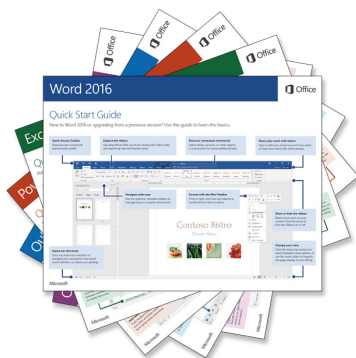
Find whatever you need

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



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 any of 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. Search results shown on the task pane can provide useful context for the ideas you've 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 suggestions directly to the Word product team. Thank you!