

## Quick Start Guide

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

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Discover contextual commands

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

### Explore the ribbon

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

### 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.

The screenshot shows the Microsoft Word interface with several callout boxes pointing to specific features:

- Quick Access Toolbar:** Located at the top left, it contains icons for Save, Undo, and Redo.
- Discover contextual commands:** Points to the ribbon tabs that change based on the selected content.
- Explore the ribbon:** Points to the ribbon tabs themselves, such as File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Help.
- Find whatever you need:** Points to the Search box in the top right corner.
- Share your work with others:** Points to the Share button in the top right corner.
- Navigate with ease:** Points to the Navigation pane on the left side of the document.
- Format with the Mini Toolbar:** Points to the floating toolbar that appears when text is selected.
- Status bar shortcuts:** Points to the status bar at the bottom of the window, which shows page number, word count, and other statistics.
- Show or hide the ribbon:** Points to the ribbon display toggle buttons in the top right corner.
- Change your view:** Points to the view buttons (Print Layout, Web Layout, Reading View) and the zoom slider in the bottom right corner.

### Sales

#### Navigate with ease

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

percent in the year-ago quarter. International sales accounted for 27 percent of revenue.

We are revenue entertained the next

#### Format with the Mini Toolbar

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

### Research and Development

Research and Development Expense Sep By Department



was 42.3 percent compared to 38.9

second qua customer ct pipeline

Contoso today announced financial ny posted quarterly revenue of \$28.27 .25 per diluted share. These results erly profit of \$4.45 million, or \$4.74 per

and have allowed us to expand into two

Adobe Acrobat Voice Sensitivity

The screenshot shows a comment thread in Word. The comment is from Grady Archie, asking "What were previous year's expectations, @Megan Bowen?". Megan Bowen has responded with "Great work, @Emily".

#### Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

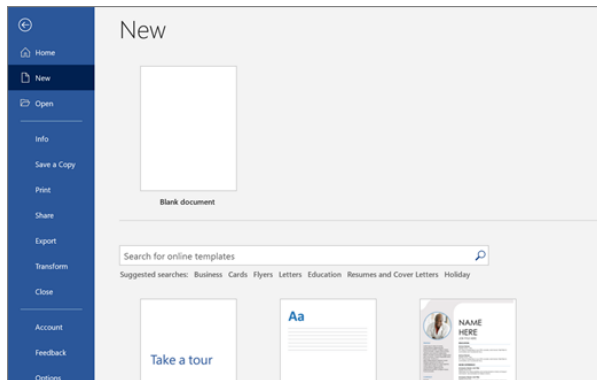
#### Change your view

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

# Word

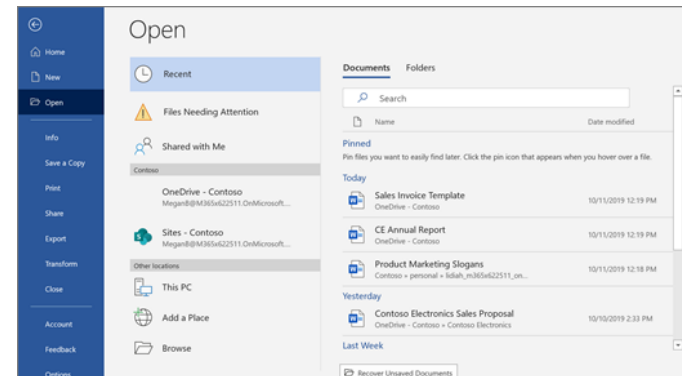
## Create something

Begin with a **Blank document** to get right to work. Or start with a template to save yourself time and steps. Just select **File > New**, and then select or search for the template you want.



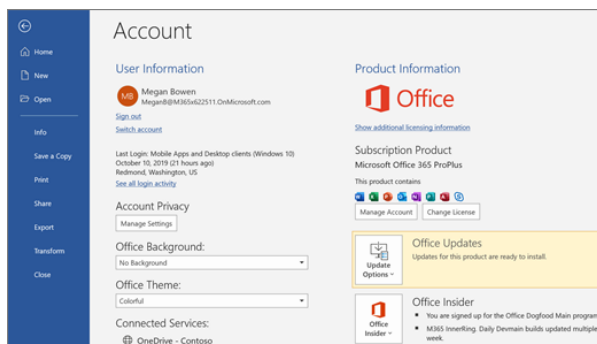
## Find recent files

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



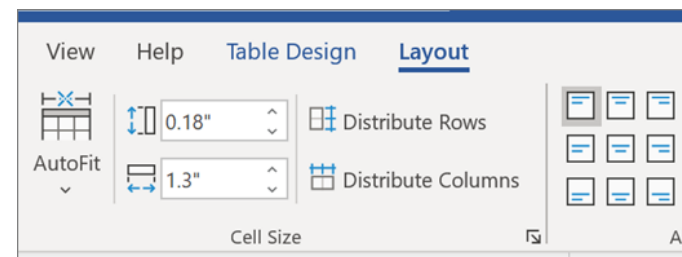
## Stay connected

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

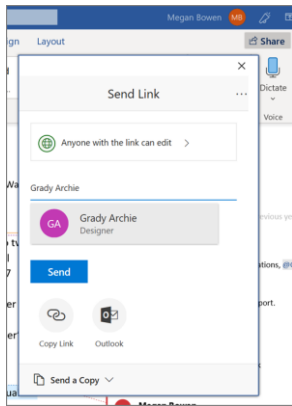
You can make contextual ribbon commands available by selecting relevant objects in your document. For example, selecting within a table displays the **Table Tools** tab, which offers additional options for the **Table Design** and **Layout** of your tables.



# Word

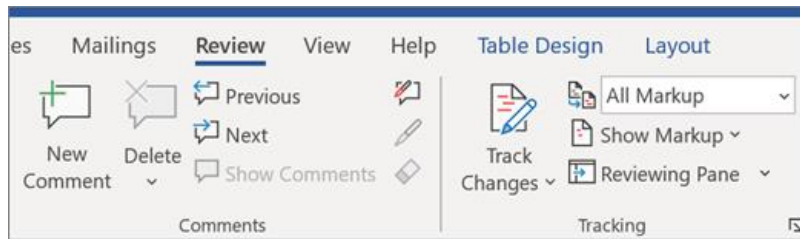
## Share your work with others

To invite others to view or edit your documents in the cloud, select 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.



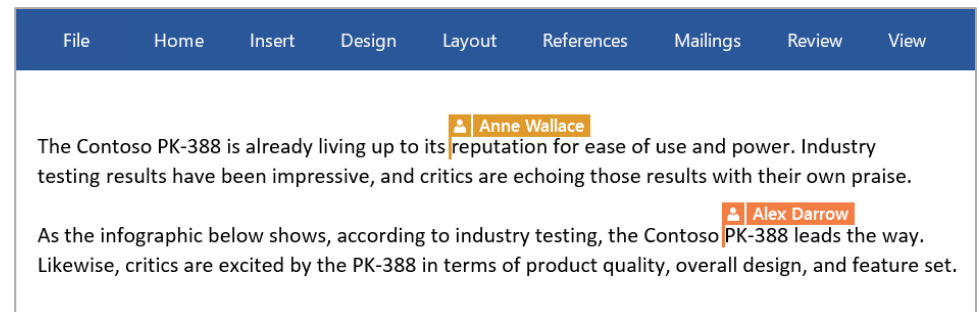
## Review and track changes

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.



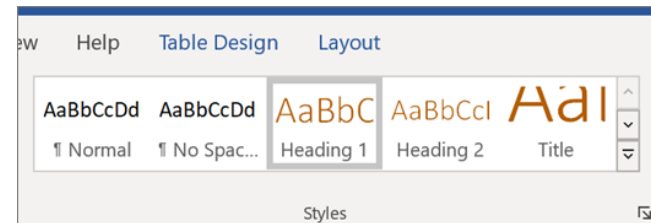
## See who else is typing

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.



## Format with styles

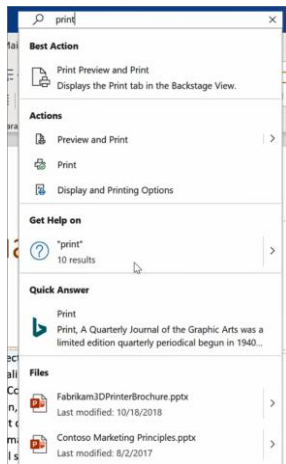
The **Styles** pane lets you visually create, apply, and review the formatting styles in your current document. To open it, select the **Home** tab, and then select the small arrow in the lower right corner of the Styles gallery.



# Word

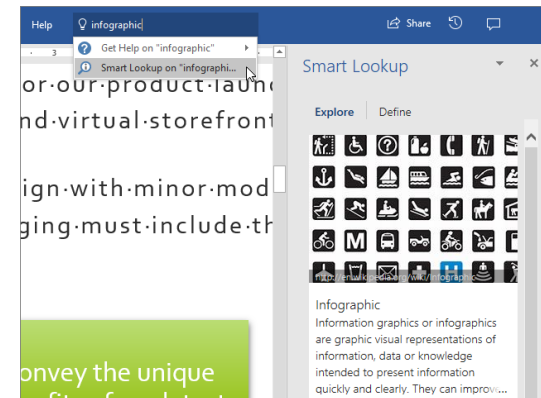
## Find whatever you need

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.



## 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 data and information in your documents.



## Get other Quick Start guides

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## Next steps with Word

### See what's new in Office

Explore the new and improved features in Word and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Word has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

### Send us your feedback

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