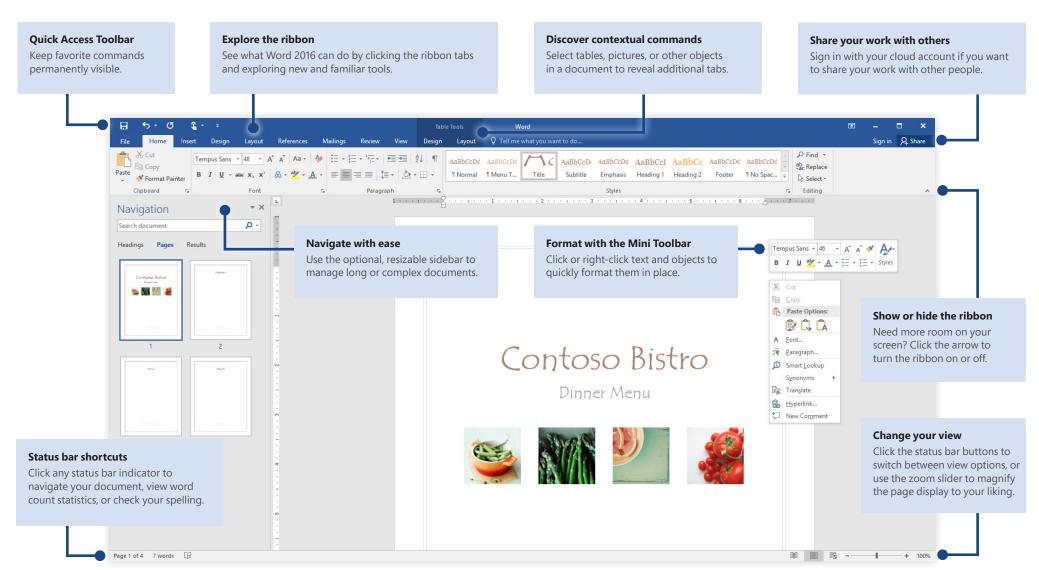


Quick Start Guide

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

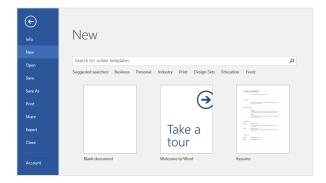


Microsoft



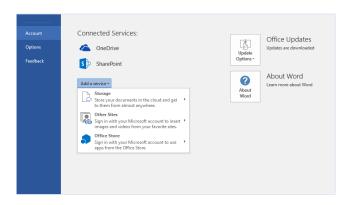
Create something

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.



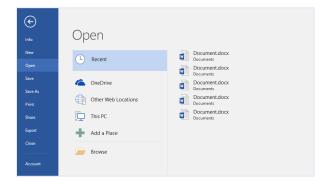
Stay connected

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.



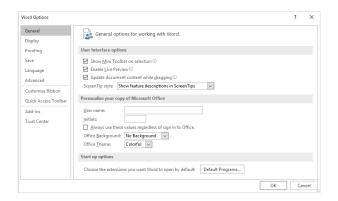
Find recent files

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.



Set your preferences

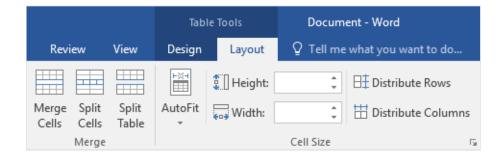
Something not working quite as expected? It's easy to change and customize options at any time. Click **File** > **Options**, and then set up Word 2016 the way you want.





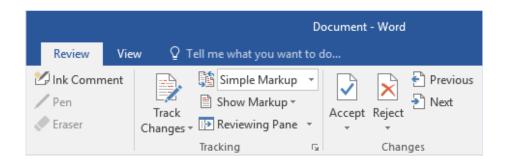
Discover contextual tools

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.



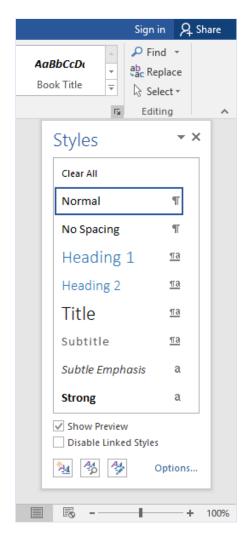
Review and track changes

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

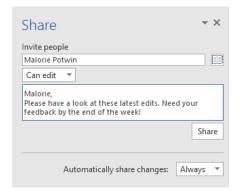
On the **Home** tab, in the lower right corner of the Styles gallery, click the small arrow to open the **Styles** pane, where you can visually create, apply, and review formatting styles in your current document.





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

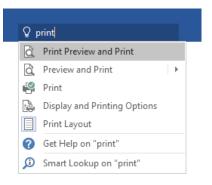
Word 2016 is just one of the newly designed apps in the new Office 2016. Visit **http://aka.ms/office-2016-guides** to download our free Quick Start Guides for the other new versions of your favorite Office apps.

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



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.

