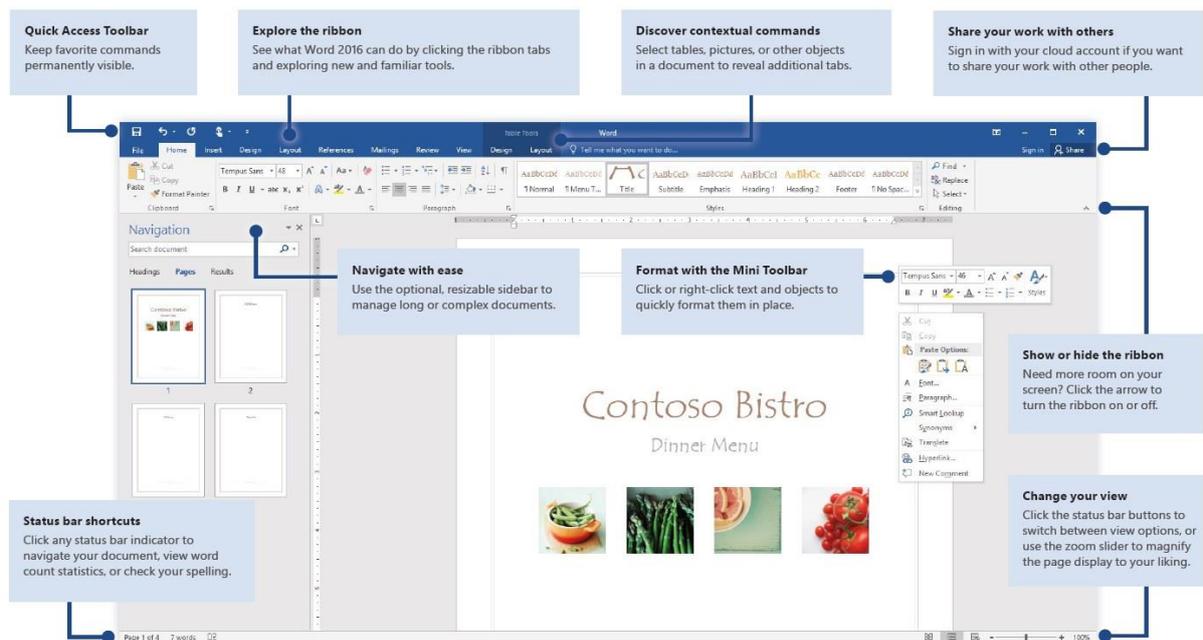


Quick Start Guide

Word 2016

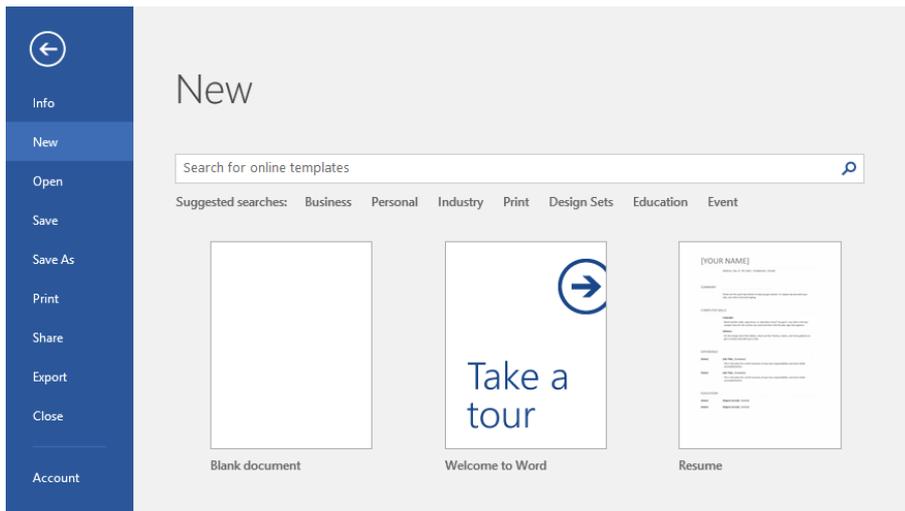
New to Word 2016 or upgrading from a previous version? Use this guide to learn the basics.



1 - (click or tap to zoom)

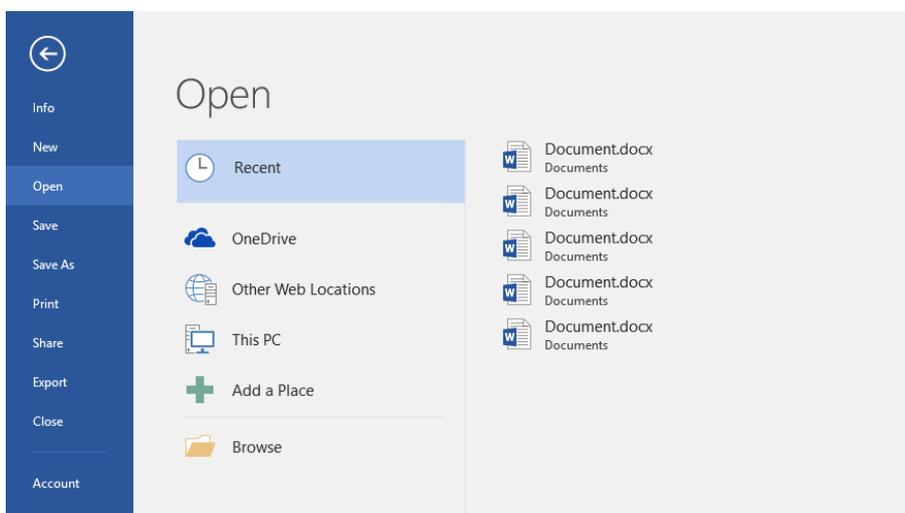
Create something

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.



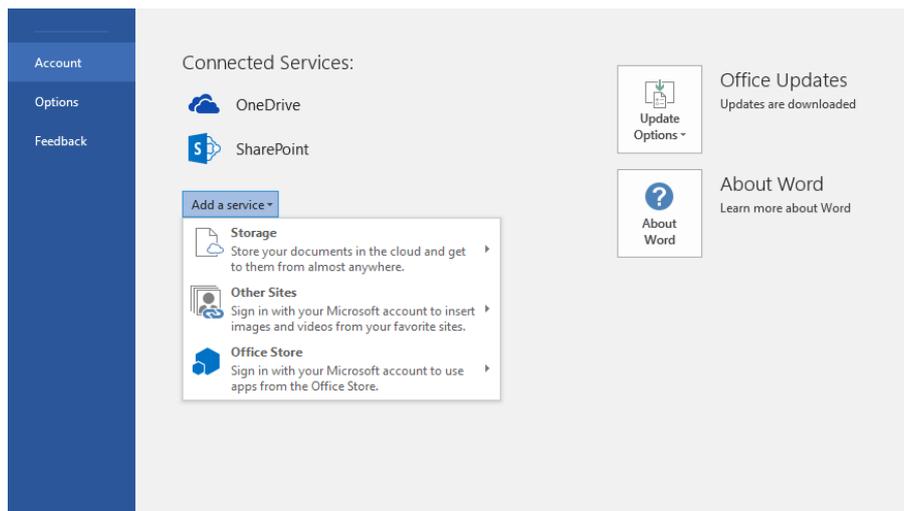
Find recent files

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.



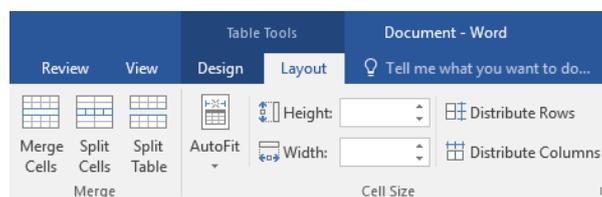
Stay connected

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.



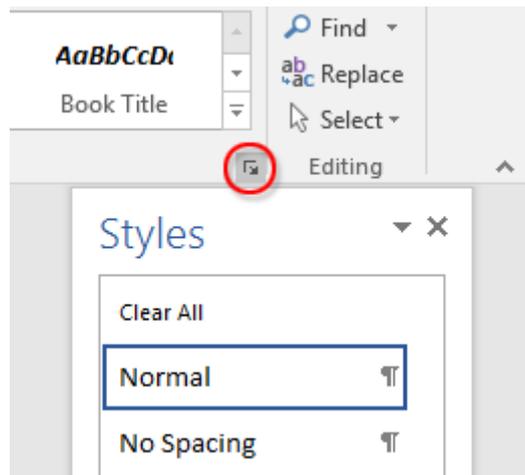
Discover contextual tools

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.



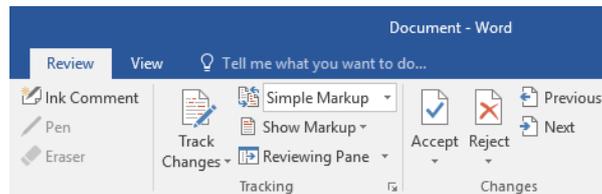
Format documents with style

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.



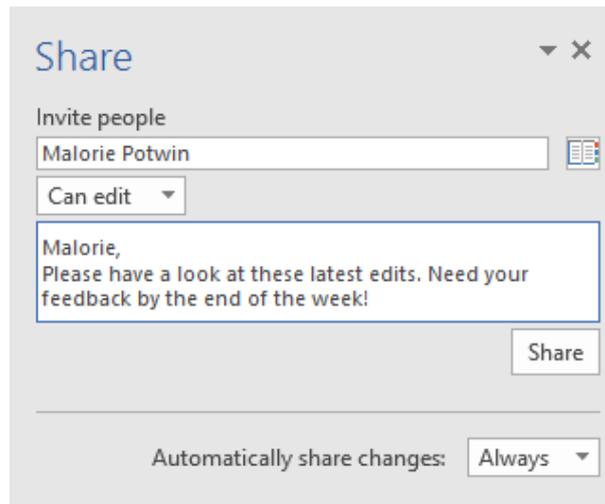
Review and track changes

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.



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.



See who else is typing

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

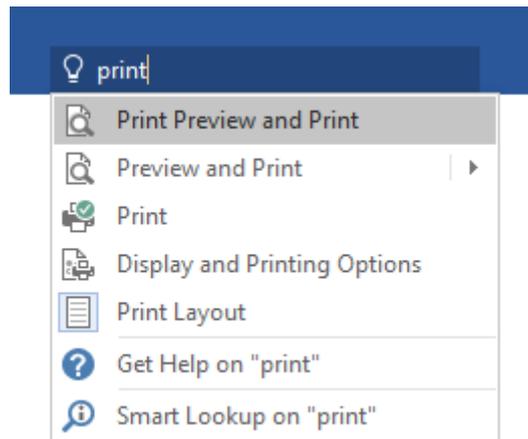


The Contoso PK-388 is already living up to its  Anne Wallace reputation for ease of use and power. Industry testing results have been impressive, and critics are echoing those results with their own praise.

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.

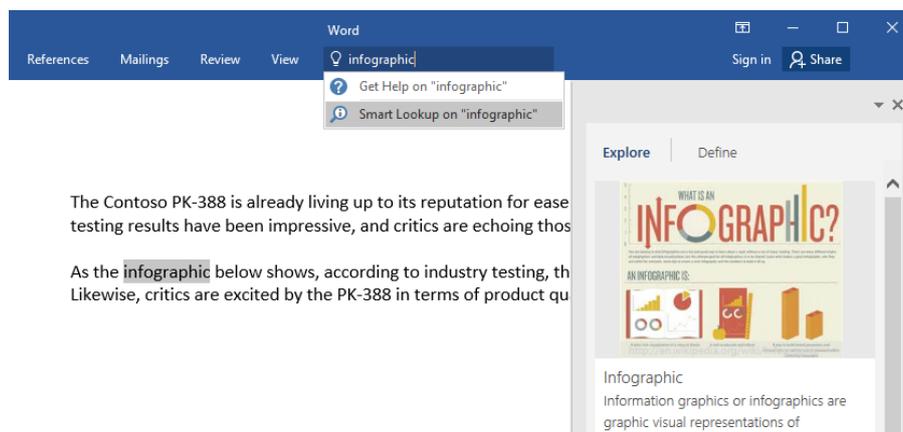
Get help with Word

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, to read our online Help content, or to find information on the Web.



Look up relevant information

With Smart Lookup, Word searches the Internet for relevant information to define words, phrases, and concepts. The information and images on the task pane can also provide useful context to the ideas outlined in your documents.



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 the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



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 feedback directly to the Word product team. Thank you!*
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