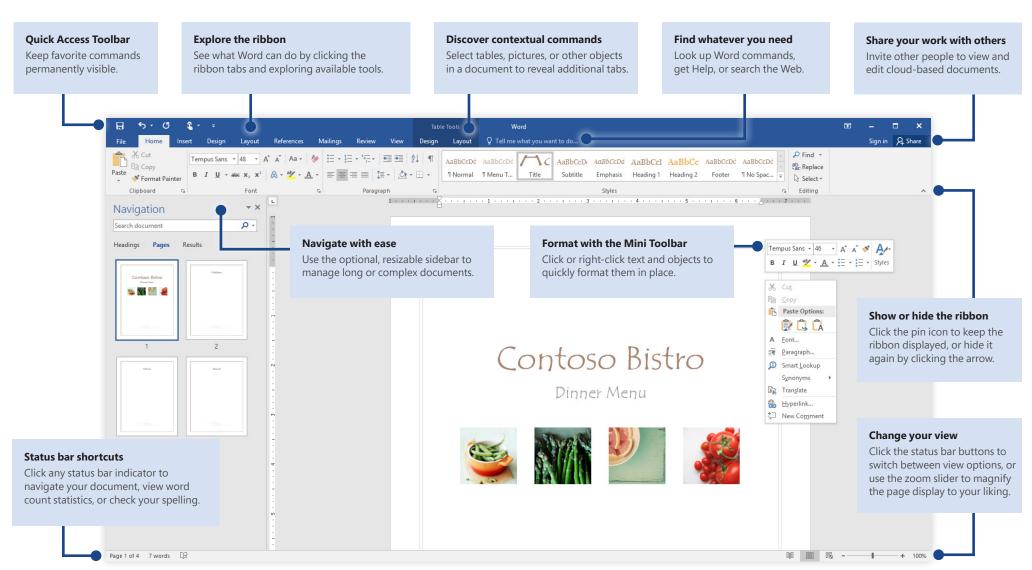


#### Quick Start Guide

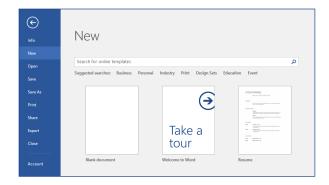
New to Word 2016? Use this guide to learn the basics.





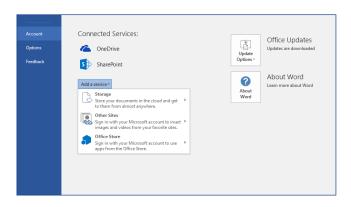
#### Create something

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.



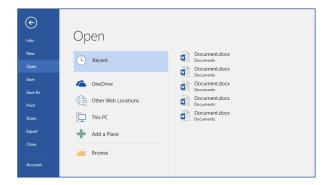
## Stay connected

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.



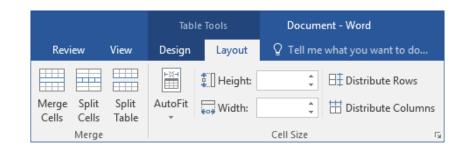
#### Find recent files

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.



#### Discover contextual tools

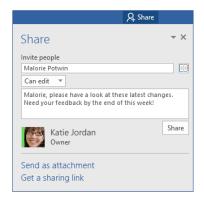
You can make contextual ribbon commands available by selecting relevant objects in your document. For example, clicking within a table displays the **Table Tools** tab, which offers additional options for the **Design** and **Layout** of your tables.





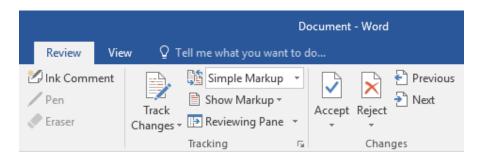
## Share your work with others

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.



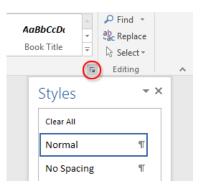
## See who else is typing

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.



#### Format documents with style

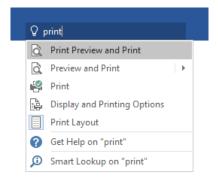
The **Styles** pane lets you visually create, apply, and review the formatting styles in your current document. To open it, click the **Home** tab, and then click the small arrow in the lower right corner of the Styles gallery.





#### 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!