

## Quick Start Guide

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

### Save your progress

Save your work on OneDrive or SharePoint automatically.

### Find whatever you need

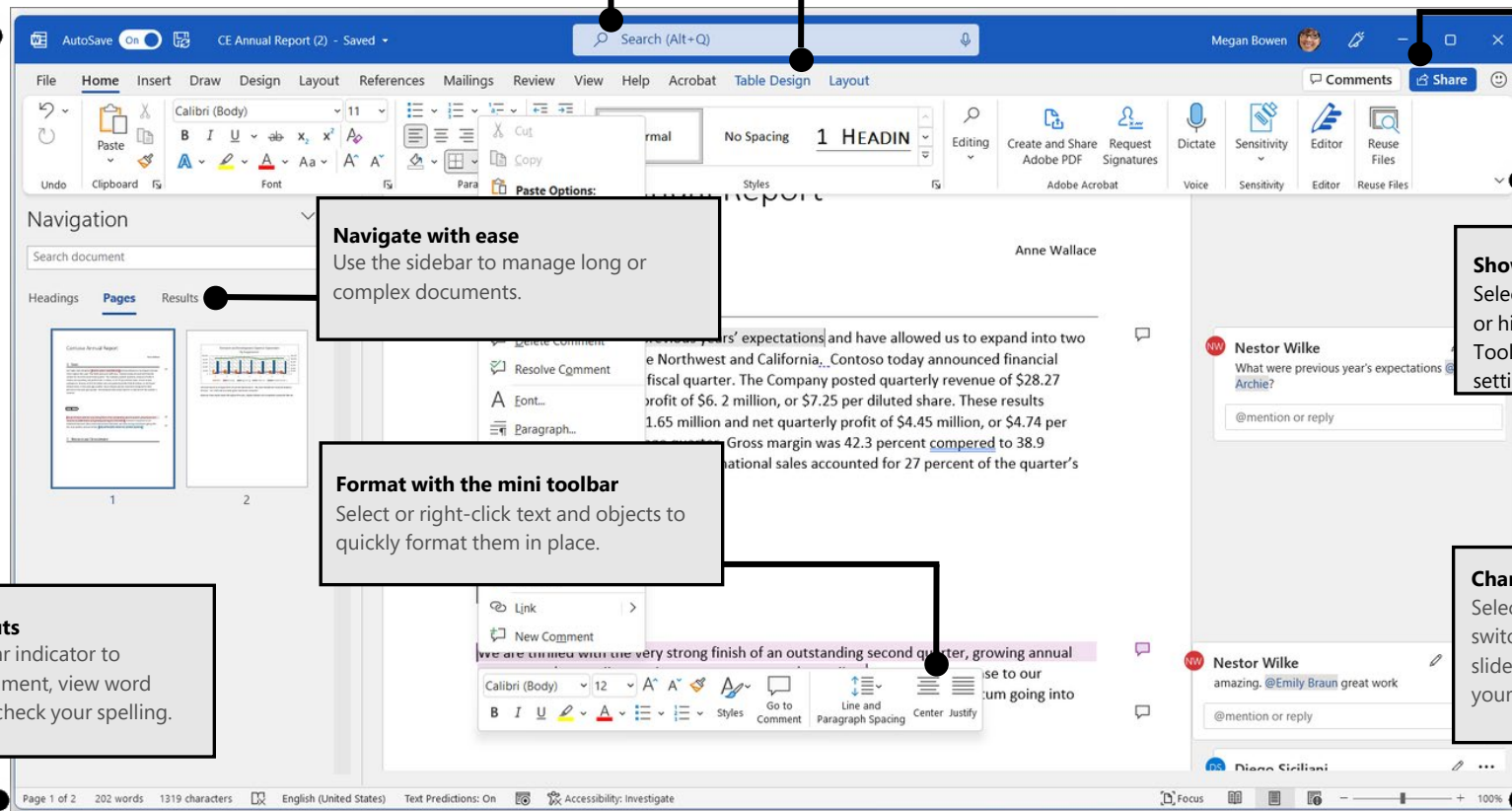
Look up commands from the ribbon, get Help, or search the web.

### Discover contextual commands

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

### Share your work with others

Invite other people to view and edit cloud-based documents stored in OneDrive or on SharePoint sites.



### Navigate with ease

Use the sidebar to manage long or complex documents.

### Format with the mini toolbar

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

### Status bar shortcuts

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

### Show or hide the ribbon

Select the arrow icon to show or hide the Quick Access Toolbar, and change ribbon settings.

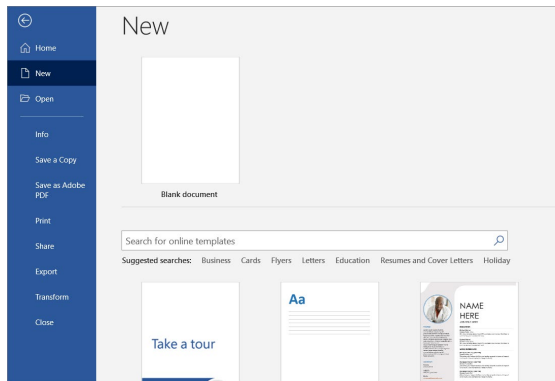
### Change your view

Select the status bar buttons to switch between views, or use the slider to magnify the page to your liking.

# Word

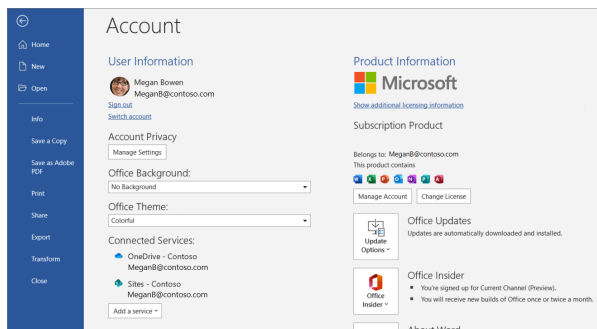
## Create something

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.



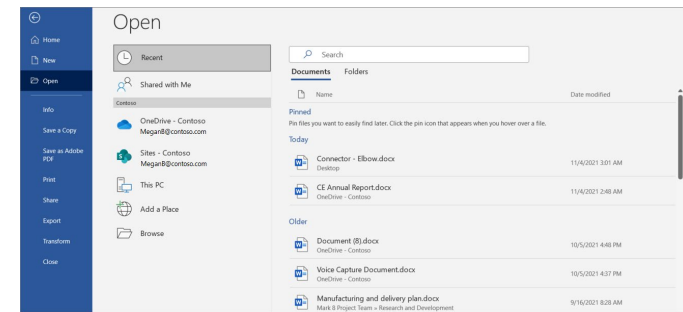
## Access files anywhere

Need to work on the go and across different devices? Click **File > Account** to sign in with your Microsoft account and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



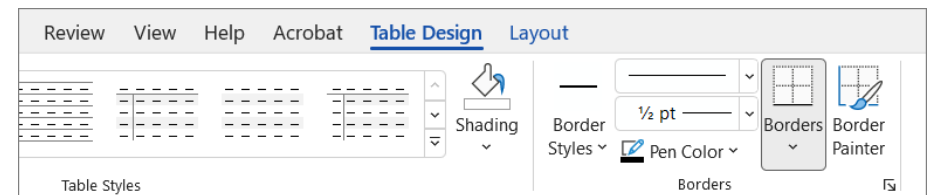
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you store files in multiple shared locations, selecting **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



## Discover related options

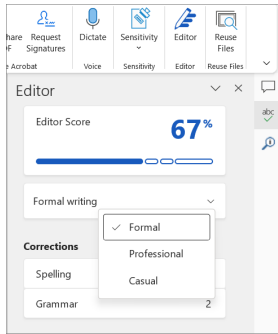
When you select objects in your document, options related to your selection will appear. For example, selecting a table displays the **Table Design** and **Layout** tabs, which offer additional options.



# Word

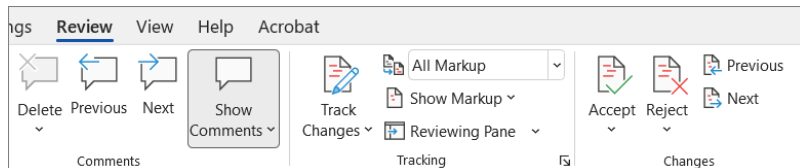
## Get writing suggestions

With **Editor**, bring out your best writing. Editor helps you bring out your best writing by giving you intelligent writing suggestions. It also calculates an Editor Score based on the number and types of suggestions you have yet to address. Select an underlined word or phrase to accept or ignore a suggestion.



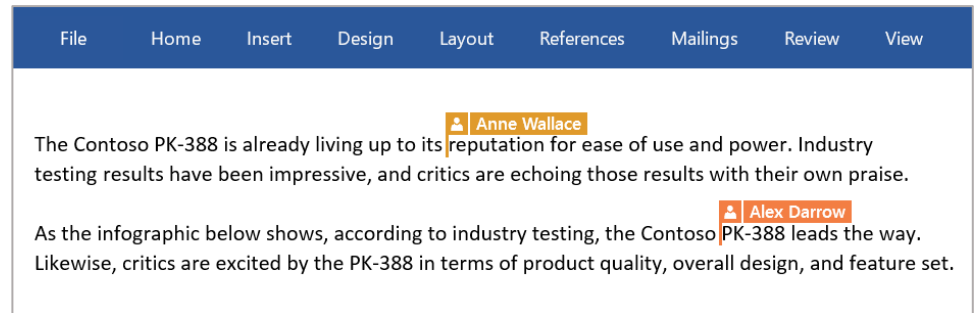
## Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab has essential commands to track, discuss, and manage all of the changes made to your documents.



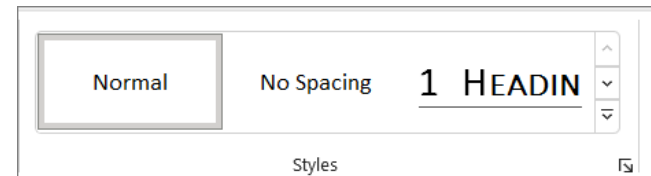
## View who else is typing

Co-authoring Word documents that are shared on OneDrive or on a SharePoint site happens in real-time, which means you can easily view where other authors are making changes in the same document that you're currently working in.



## Format with styles

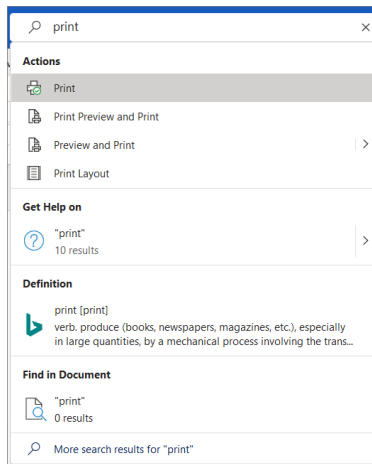
**Styles** lets you create, apply, and review the formatting styles in your current document. To open it, select the **Home** tab, and then select the small arrow in the lower right corner of the Styles gallery.



# Word

## Find whatever you need

Type a keyword or phrase into the **Search** box to quickly find the Word features and ribbon commands you're looking for, to discover **Help** content, or to get more information online.



## Share your work with others

To invite others to view or edit your documents, select the **Share** button in the top right corner of the app window. Then, you can choose to share a link to your document or send invitations directly to specific people. If someone doesn't have Word, they can use the free Word for the Web app to edit and comment.

