



Niagara  
College  
Canada  
APPLIED DREAMS

# Mobile: Word

Microsoft Quick Start

ITS (2017)

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# Quick Start Guide

We've created a mobile version of Word for your Windows 10 tablet. Use this guide to learn the basics.

## Explore commands on the ribbon

Browse the ribbon to see what Word Mobile can do. Tap or click the tabs — it's up to you.

## Name or rename your documents

Word Mobile saves files automatically, so you can focus on your work. To change the name of a document, tap the title bar.

## Get instant access to favorite commands

Find a command, get help, switch to Reading View, invite others to collaborate, and undo or redo recent edits.



## Get right to work

Start with a blank page or select a template to customize. You can manage your files

## Swipe to navigate pages

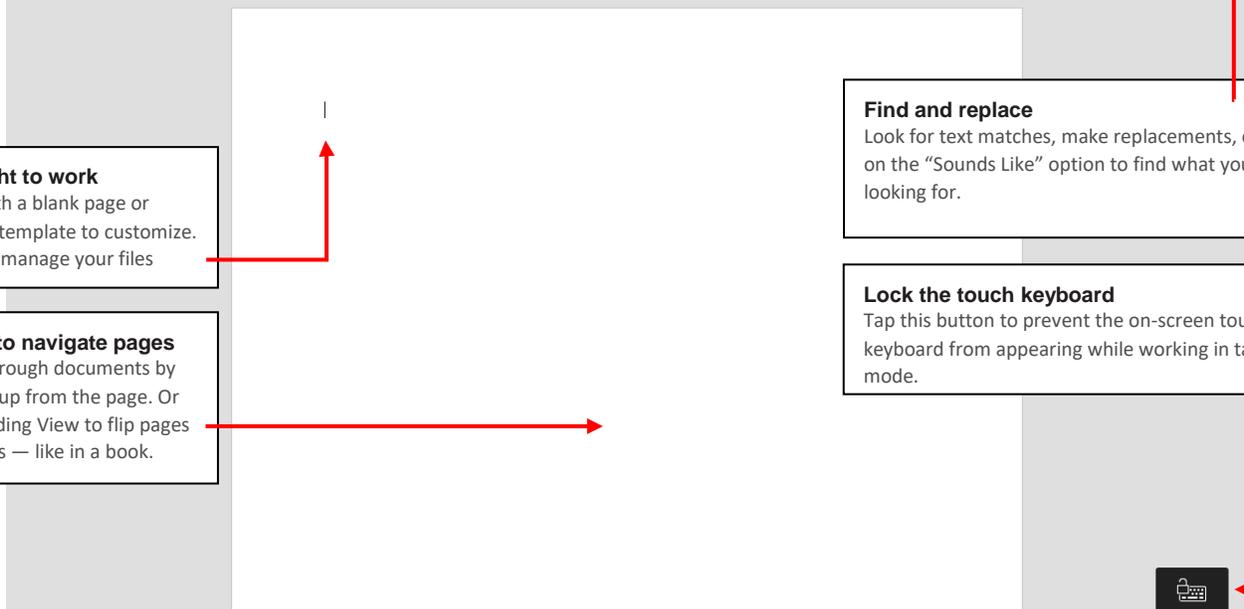
Scroll through documents by swiping up from the page. Or use Reading View to flip pages sideways — like in a book.

## Find and replace

Look for text matches, make replacements, or turn on the "Sounds Like" option to find what you're looking for.

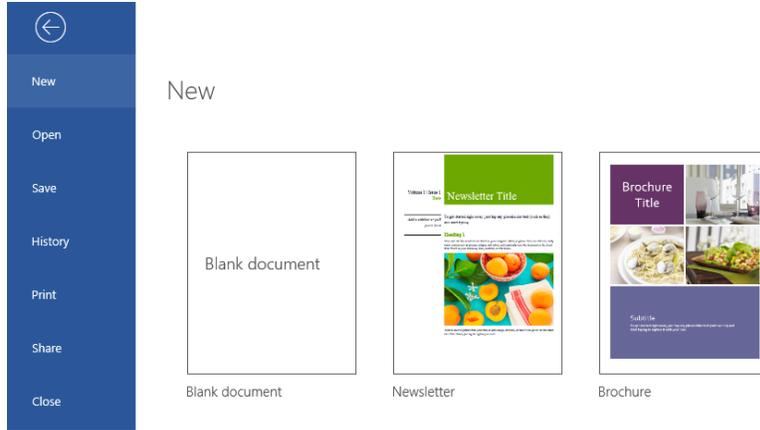
## Lock the touch keyboard

Tap this button to prevent the on-screen touch keyboard from appearing while working in tablet mode.



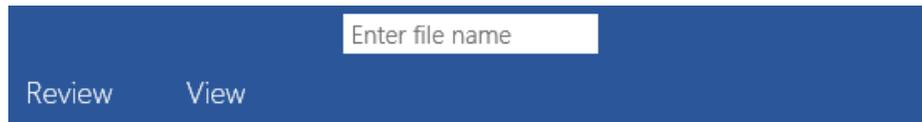
# Create something

Start with a Blank document to get right to work. Or save yourself a bunch of time by selecting a template that closely resembles what you need, and then customizing it to your liking.



# Don't worry about saving

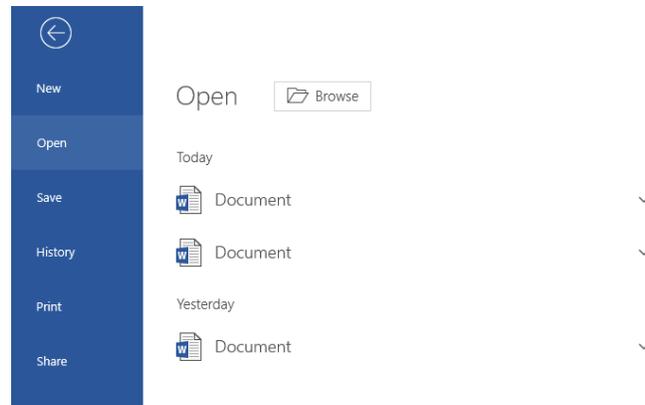
Word Mobile automatically saves all of your changes as you work — so you never have to. Even when you close the app or your tablet goes to sleep, your work is saved, so you can continue right where you left off.



To name or rename a document, tap its current name in the center of the title bar, and then type the name you want. Word Mobile will continue auto-saving with the new file name you entered.

# Find your recent files

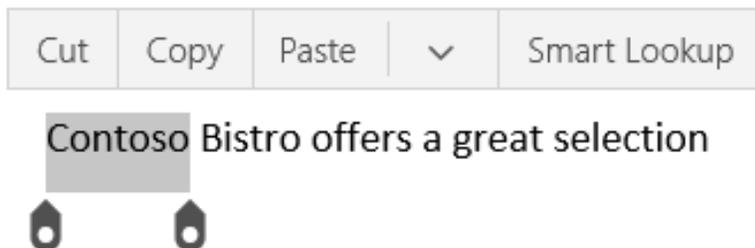
Whenever you start Word Mobile, the **Recent** list shows you documents you've recently opened. To return to this list at any time, tap **File > Open** and then tap the document you want — or tap **Browse** to look for files not in the list.



# Touch or click where you want

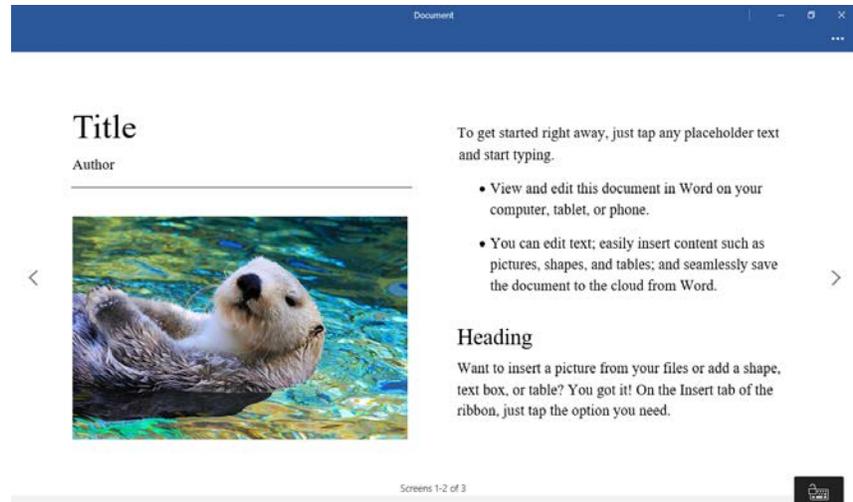
Word Mobile gives you the option to work in tablet mode on the go, or in laptop mode when you have a mouse and keyboard attached.

Tap anywhere on the page to activate the cursor. Tap text to begin a selection — which you can then adjust by dragging the handles that appear. Apply any of the contextual commands to your selection on the menu that appears.



# Read documents like e-books

Whenever you're done editing your own work or it's time to review someone else's, you can display the pages of your current document like an e-book. On the ribbon, tap View > Read, and then use your finger to swipe between the pages.



# Set options for reading

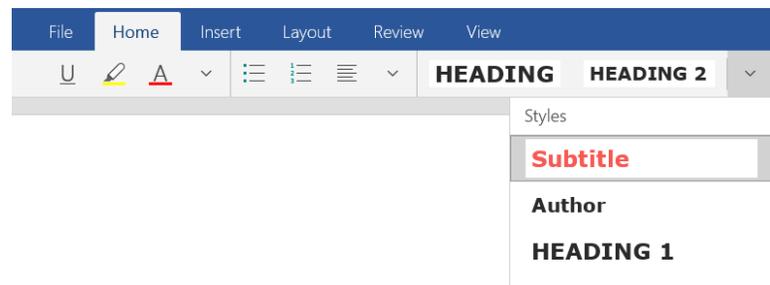
While in Reading View, tap the dots in the top right corner of the screen to reveal the Read tab on the ribbon. You can make text larger or smaller, change the page background, or choose how much text to display.



To hide the ribbon and continue reading, tap anywhere in the document. When you're done with Reading View, tap the dots in the top right corner of the screen, and then tap Edit on the Read tab. (Pressing Esc on a keyboard works, too.)

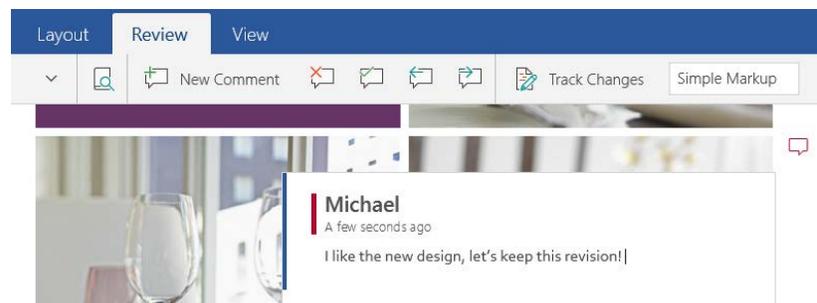
# Format text with style

The Home tab includes many of the familiar formatting tools from the desktop version of Word. Tap text in your document to select it, and then change the font, size, and alignment — or use the Styles gallery to apply consistent formatting.



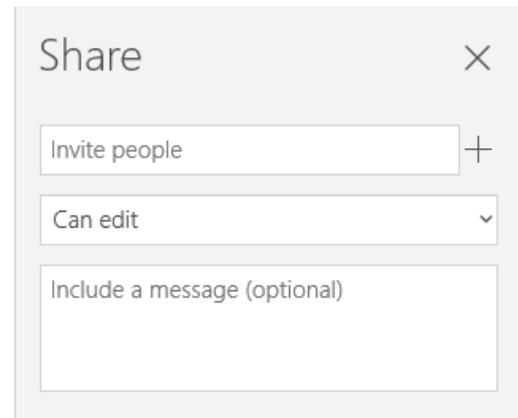
# Review and track changes

Whether you want to keep an eye on your word count or fully collaborate with other people, the commands on the Review tab let you track all of your changes.



# Share work with others

Word Mobile lets you work privately on your own, but you can just as easily share your work with others. To give someone permission to view or edit your current document, tap File > Share, and then set the options you want.



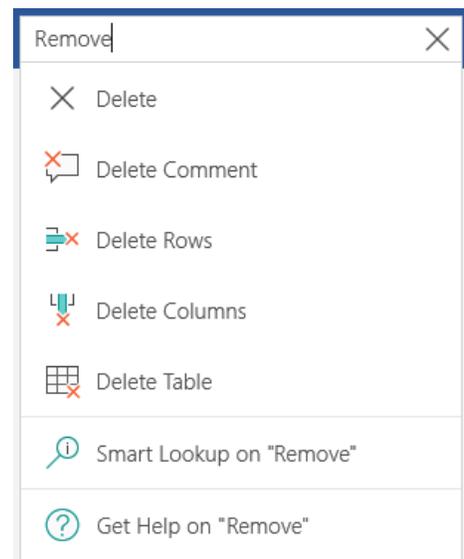
# Get other Quick Start Guides

Word Mobile is just one of the new mobile Office apps for your Windows 10 tablet or device. Visit <http://aka.ms/office-mobile-guides> to download our free Quick Start Guides for the mobile versions of Excel, PowerPoint, and OneNote.



# Find a command or get help

Not sure where to find a command or setting? Tap the lightbulb icon in the upper right corner, and then type what you're looking for. In the search results, tap a command to use it immediately — there's no need to look for it on the ribbon.



# Send us your feedback

Love Word Mobile? Got suggestions for improvement? We want to hear from you! Tap **File > Feedback** and then follow the steps to submit your thoughts about the app directly to the product team. Thank you!

<https://support.office.com/en-us/article/Office-Mobile-Quick-Start-Guides-c957c048-00fa-4793-8b40-4f564f9d58c6>

