Word

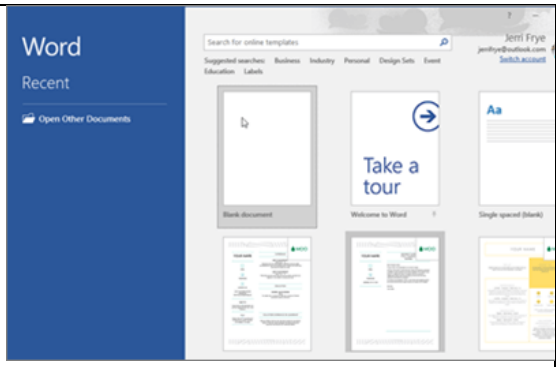
Word 2016 Quick Start

ITS (2017)

Create a document

1. Open Word.
2. Select an option:

- Select **Blank document** to create a presentation from scratch.
- Select one of the templates.
- Select **Take a Tour** for Word tips.

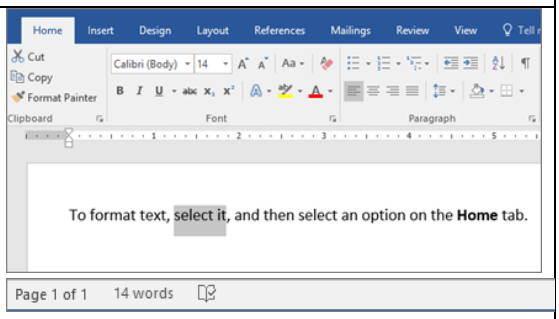


Add and format text

1. Place the cursor where you want, and type some text.

   The status bar at the bottom of the document shows the **Page** and number of **words**.

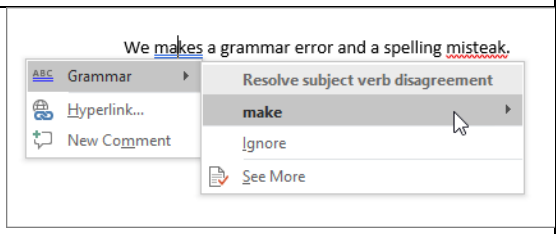
2. To format text, select the text, and then select an option on the **Home** tab: **Bold**, **Italic**, **Bullets**, **Numbering**, ...



Check spelling and grammar

Word automatically checks spelling and grammar, and marks misspelled words with a red squiggly underline, and grammar mistakes with a blue double underline.

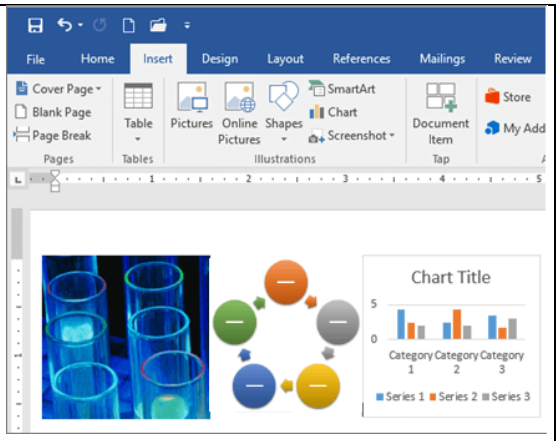
1. Right-click the word and read the explanation.
2. Select a correction, or select **Ignore**.



Add Pictures, Shapes, SmartArt, or a Chart

1. Select the **Insert** tab.
2. Select what you want to add:

- **Pictures** - select **Pictures**, browse for the picture you want, and select **Insert**.
- **Shapes** - select **Shapes**, and then select a shape from the drop-down.
- **SmartArt** - select **SmartArt**, choose a **SmartArt Graphic**, and select **OK**.
- **Chart** - select **Chart**, select the chart you want, and select **OK**.

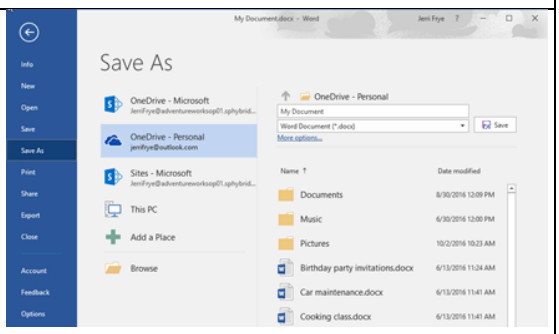


Save your document

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

1. Select **File > Save As**.
2. Select **OneDrive**.

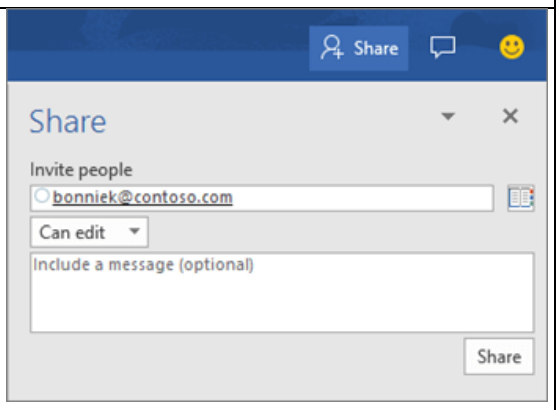
Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location in the list, or **Add a Place**.

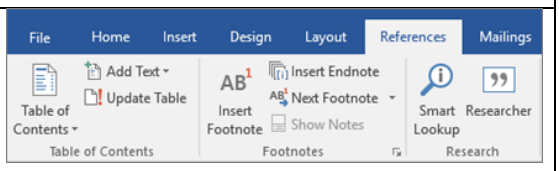
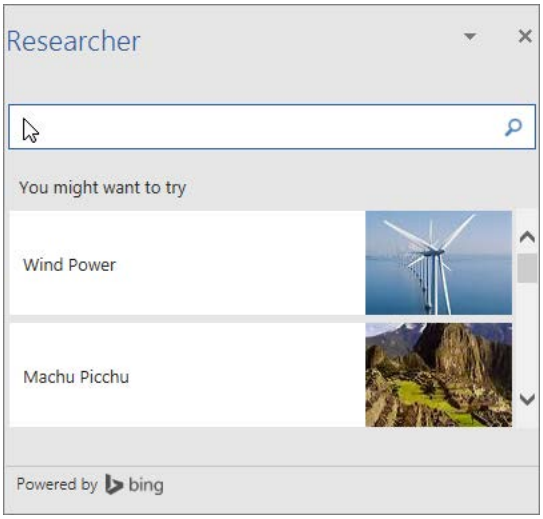
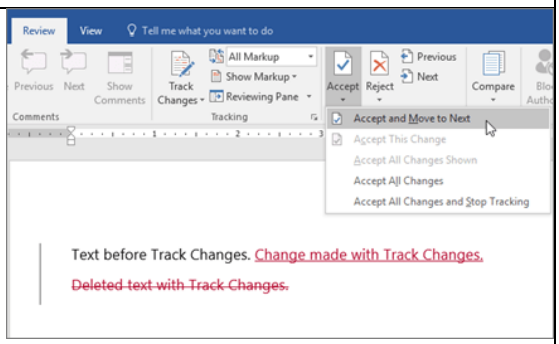


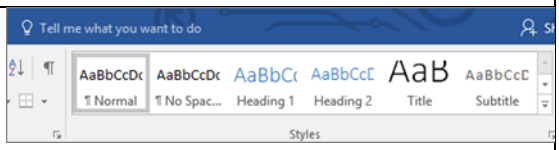
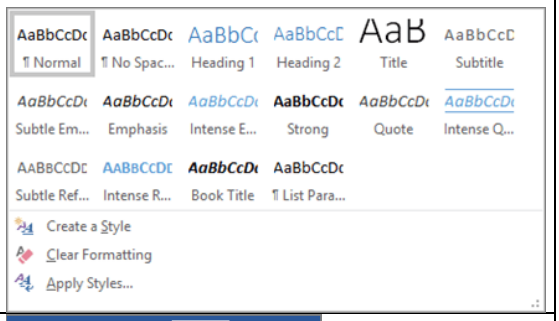
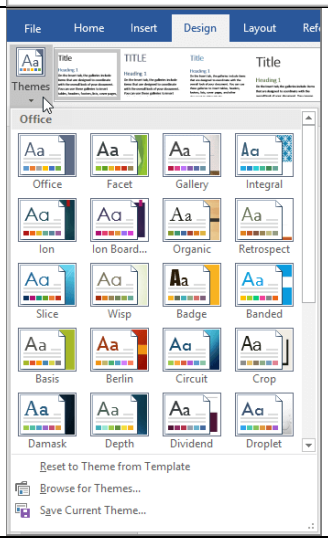
Share and collaborate

With your documents online, you can share with others, work together on the document, and see changes as they happen.

1. Select **Share**.
2. In the **Invite people** box, enter the email address or name of who you'd like to share with.



3. Select **Can edit** or **Can view** from the drop-down. 4. Include a message if you like, and select **Share**. If prompted, save your document to OneDrive, SharePoint, or other cloud location.	
Do research With **Researcher**, you can search for a topic on the web, find credible research articles, and insert content and images - all from within your Word document. 1. On the **References** tab, select **Researcher**. 2. Type a topic in the **Search** box and press Enter. 3. Choose the resources that you'd like to use from the search results. Researcher can help you prepare an outline, and add and edit citations in your document. To learn more, see [Research for your paper easily within Word].	 
Track and review changes 1. To track changes, select **Review** >**Track Changes**. 2. The **Track Changes** button highlights, and any new changes are marked. To stop tracking changes, select **Track Changes** again. o To review changes: o Place the cursor before a change. o Select **Accept** to keep the change, or **Reject** to remove it.	

To accept all changes, select **Accept All Changes** from the drop-down.	
Use Styles Use **Styles** for headings, paragraphs, … to apply a consistent font, font size, font color, and spacing throughout your document. 1. Select the words, paragraph, list or table that you want to apply a style to. 2. On the **Home** tab, in **Styles**, select the style that you want.	 
Select Styles Sets and Themes Use **Style Sets** and **Themes** to add a professional look to your document. 1. On the **Design** tab, point to the different **Style Sets** and watch the formatting change automatically. 2. Select **Themes**, and choose a theme from the drop-down.	

https://support.office.com/en-us/article/Word-Quick-Start-aafc163a-3a06-45a9-b451-cb7250dcbaa1?ui=en-US&rs=en-US&ad=US