

## Word 2016 for Mac - Quick Start Guide

### The Interface

1. **File Tab** - The file tab is where you can create new files and open previously created files (See Figure 1).
2. **Quick Access Toolbar** - Keep shortcuts to your favorite tools (See Figure 1).
3. **Ribbon** - Where you can access the tools for formatting your document (See Figure 1).
4. **Contextual Tools** - A ribbon that appears by selecting relevant objects in your document (See Figure 1).
5. **Search in Document** - Allows you to search the document(See Figure 1).
6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 1).
7. **Document** - This is where you type, edit, or insert content in your document (See Figure 1).
8. **Status Bar** - View how many pages, word count, or if the document has spelling errors (See Figure 1).
9. **Document View** - Select between different views or change the zoom level of the page (See Figure 1).

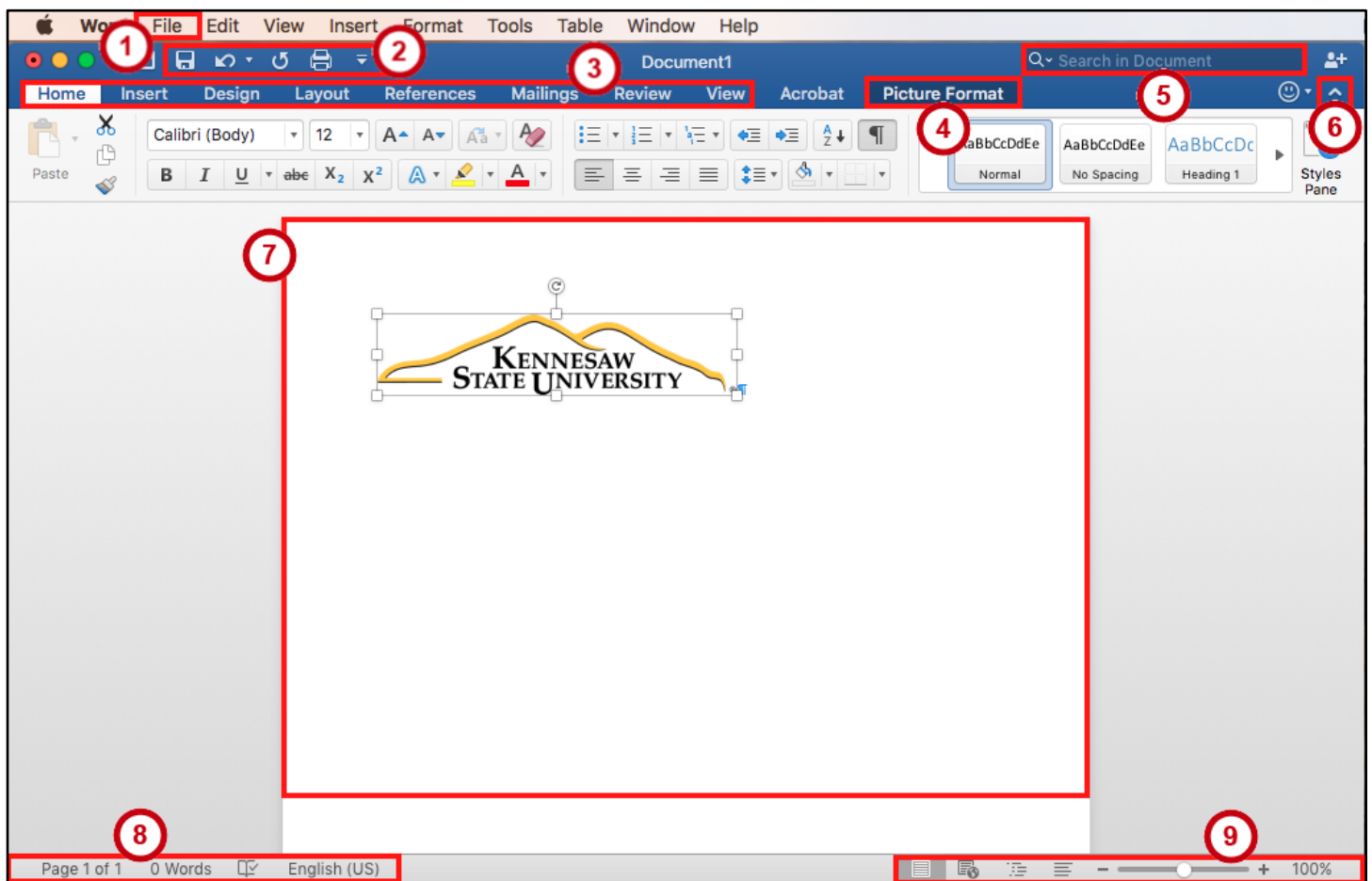


Figure 1 - Interface

## Getting Started

When first opening *Word 2016*, you'll be presented with several choices to get started:

- 1) Selecting a **blank document** (See Figure 2).
- 2) Selecting a **template** (See Figure 2).
- 3) Selecting a **recent document** (See Figure 2), or
- 4) Opening from your **files** located on your computer (See Figure 2).

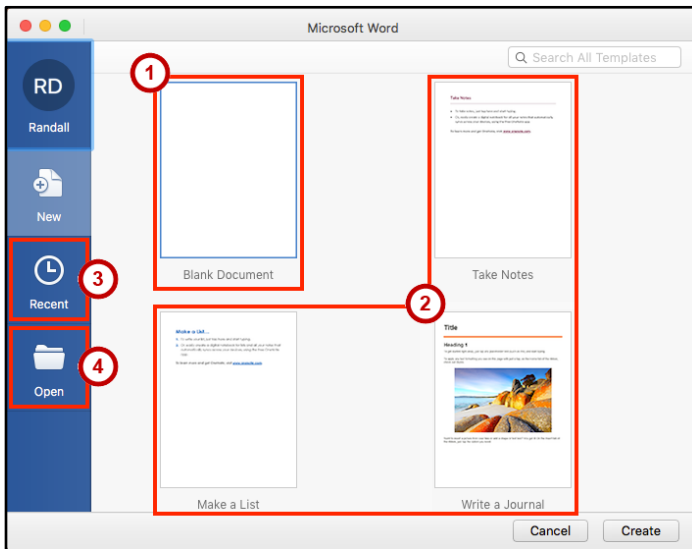


Figure 2 - Getting Started

## Document Views

You can switch your document between different views or change the zoom level of the page.

1. **Read Mode** - Display the document in full screen. Useful for reading lots of text to review the document (See Figure 3).
2. **Print Layout** - Displays how the document will look when printed. This is the default view (See Figure 3).
3. **Web Layout** - Display the document as a webpage (See Figure 3).
4. **Zoom Level** - Zoom in or out with the slider to magnify the document (See Figure 3).



Figure 3 - Document Views

For additional support, please contact the KSU Service Desk

**KSU Service Desk for Faculty & Staff**

•Phone: 470-578-6999

•Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)

•Website: <http://uits.kennesaw.edu/>

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## Styles

Styles are a combination of text formatting options that are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. Styles can also help with navigating your document, and marking sections for later use in a table of contents. They are located in the *Home* tab.

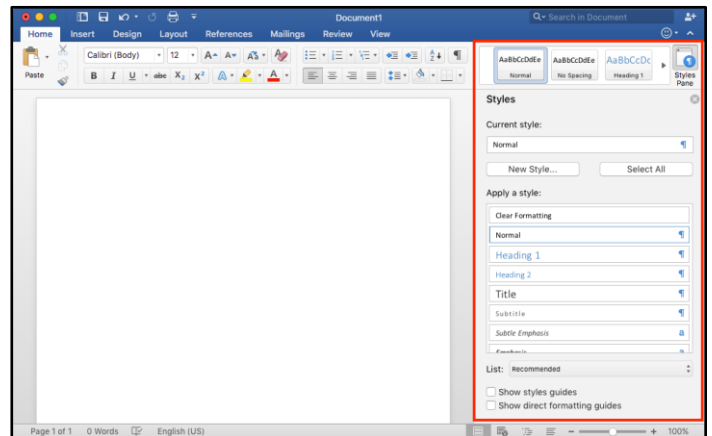


Figure 4 - Styles

## Contextual Tools

These contextual tools ribbon(s) appear when you select a relevant object in your document. For example, selecting a table in your document will display the *Table tools* (See Figure 5), while selecting an image will display the *Image tools* (See Figure 6). These tools have special functions for the object selected.

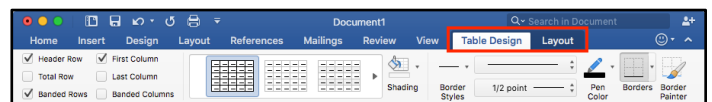


Figure 5 - Table Tools Ribbons

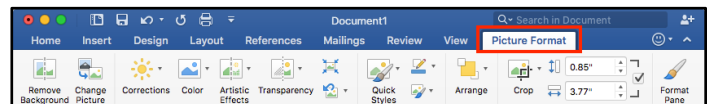


Figure 6 - Picture Tools Ribbon