Word 2016 for Windows - Quick Start Guide

The Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools.
2. **File Tab (Backstage View)** - The backstage view is where you manage your files and the information about them (e.g. open, save, print, protect document, etc.).
3. **Ribbon** - Where you can access the tools for formatting your document.
4. **Contextual Tools** - A ribbon that appears by selecting relevant objects in your document.
5. **Tell Me** - Look up Word tools, get help, or search the web.
6. **Ribbon Display Options** - You can collapse, auto hide, or show the whole ribbon.
7. **Document** - This is where you type, edit, insert content in your document.
8. **Mini Toolbar** - Select or right-click text or objects to get a mini formatting toolbar.
9. **Status Bar** - View how many pages, word count, or if your document has any spelling errors.
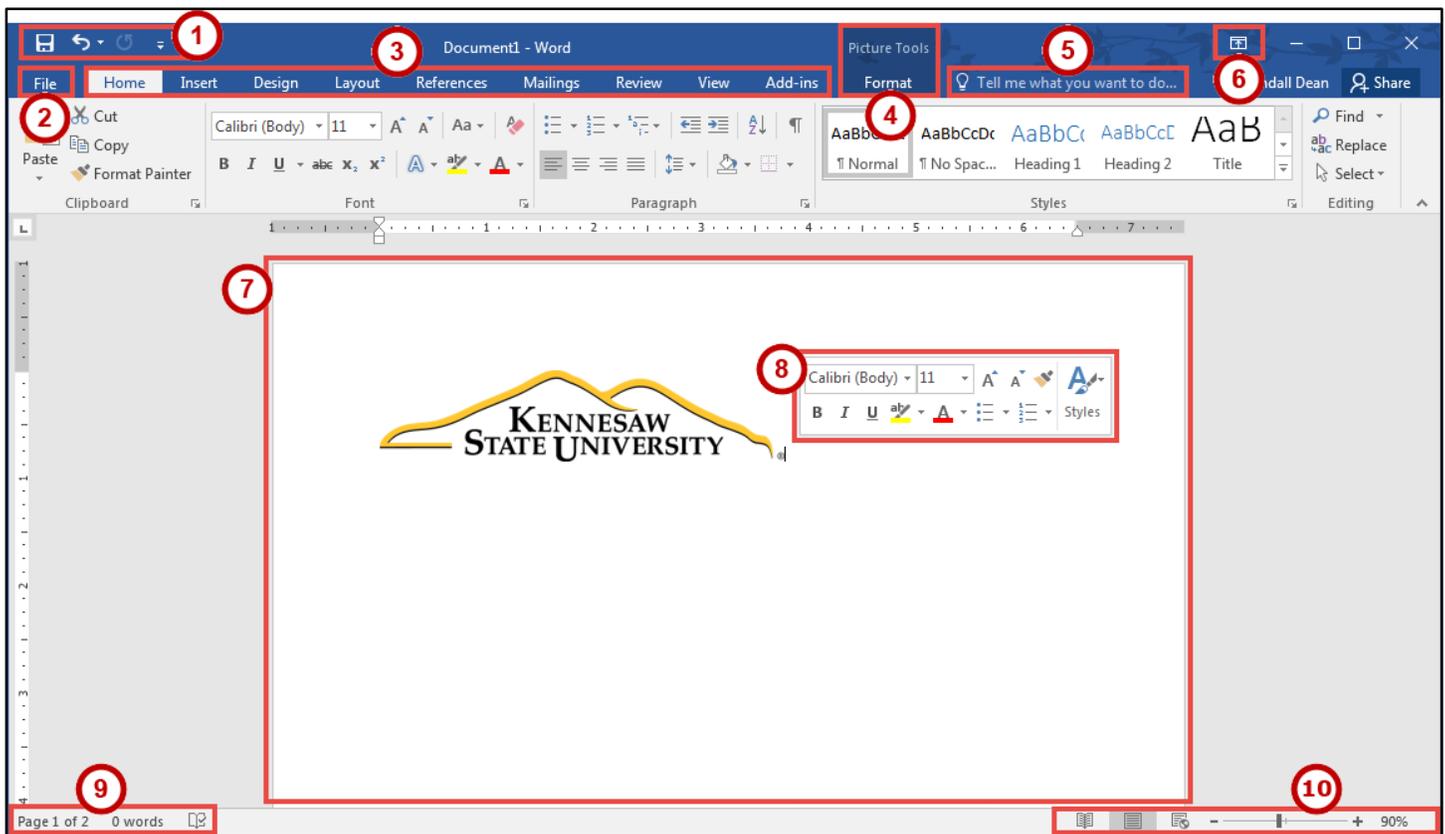10. **Document View** - Select between different views or change the zoom level of the page.

Figure 1 - Interface

Getting Started

When first opening *Word 2016*, you'll be presented with several choices to get started; 1) selecting a recent document, 2) opening from your files located on your computer, 3) selecting a blank document, or 4) selecting a template.
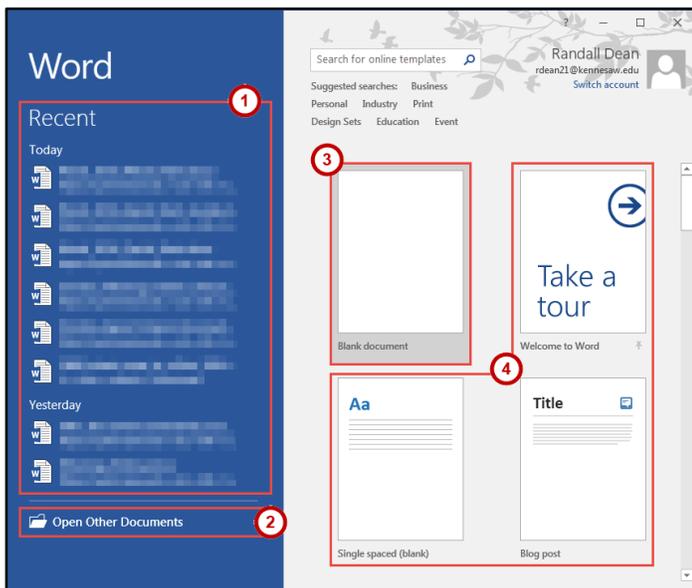

Figure 2 - Getting Started

Tell Me

The Tell Me dialog box allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *ribbon*.
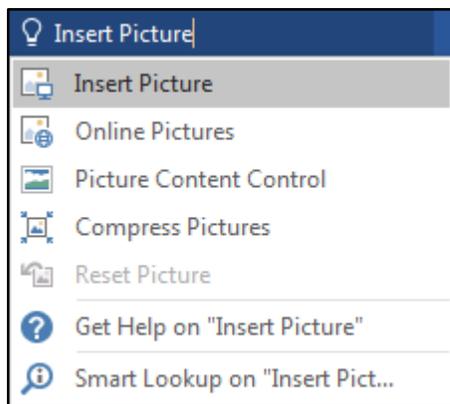

Figure 3 - Tell Me

File Tab (Backstage View)

1. **Back** - Takes you back to edit your document.
2. **New** - Create a new document from a blank or pre-formatted template.
3. **Open** - Open a document.
4. **Save** - Save the document to keep your edits.
5. **Save As** - Resave a saved document as a different filename or file type.
6. **Print** - Configure how you want to print.
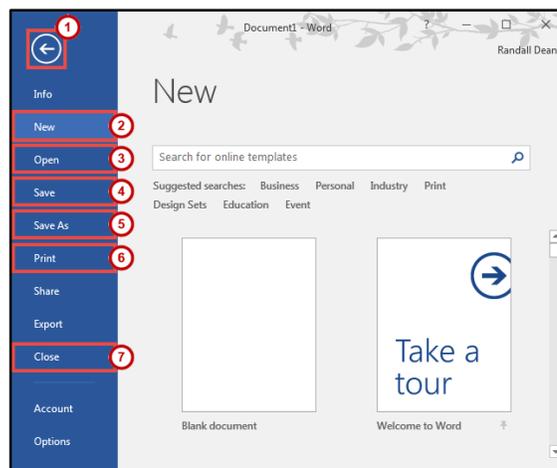7. **Close** - Close the document.

Figure 4 - Backstage View

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.
2. **Print Layout** - Displays how the document will look when printed. This is the default view.
3. **Web Layout** - Display the document as a webpage. Useful if publishing online.
4. **Zoom Level** - Zoom in or out with the slider to magnify the document.

Figure 5 - Document Views