Microsoft Word

Introduction

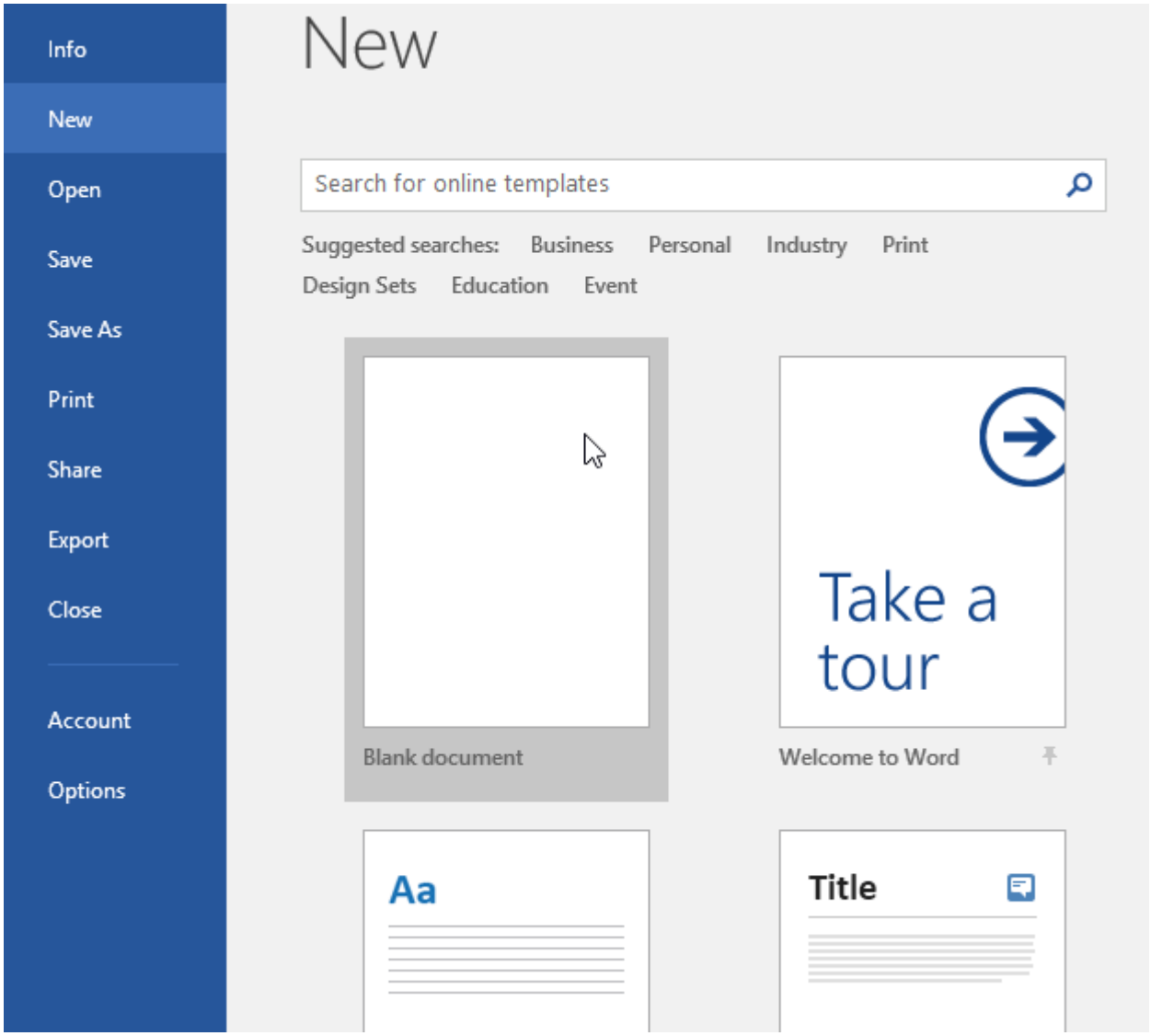
Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Getting to know Word 2016

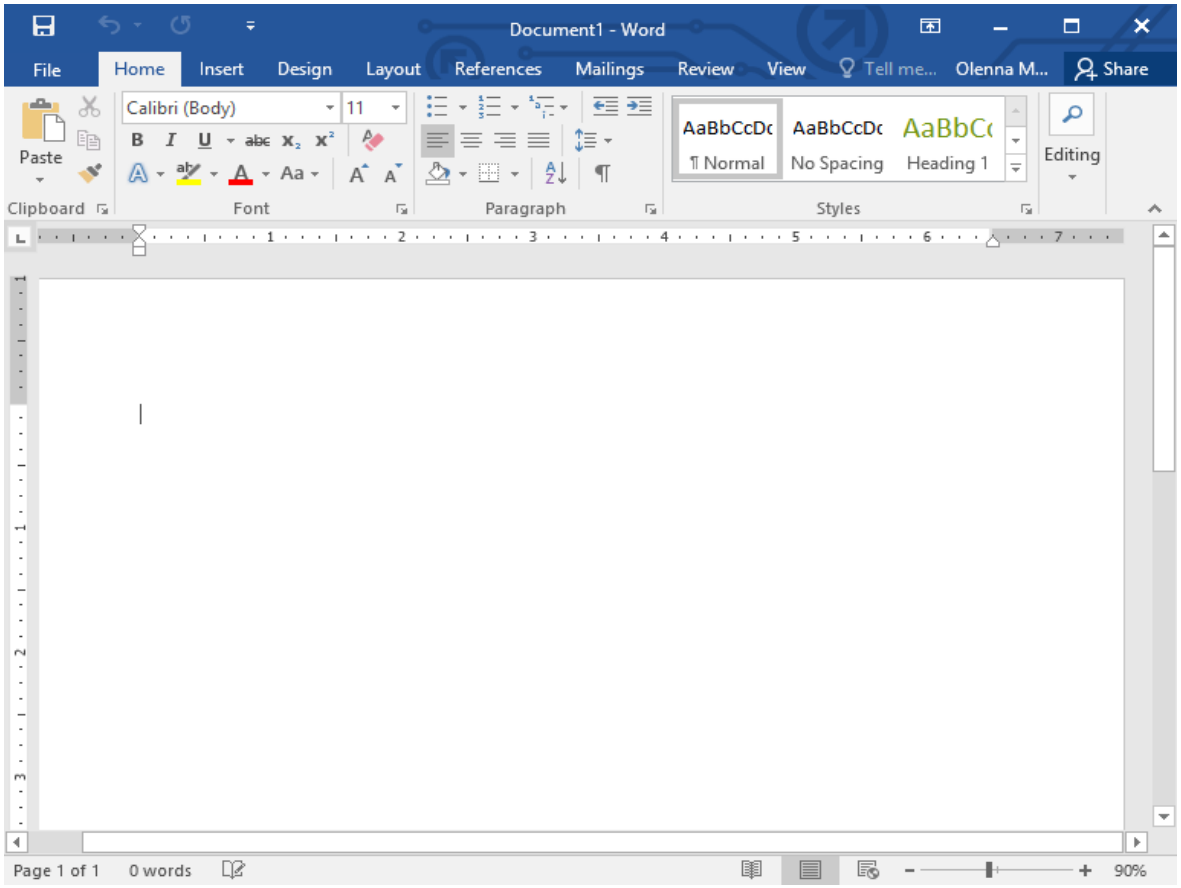
Word 2016 is similar to Word 2013 and Word 2010. If you've previously used either version, then Word 2016 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word 2016 interface**.

The Word interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.



Click the buttons in the interactive below to learn more about the Word interface:

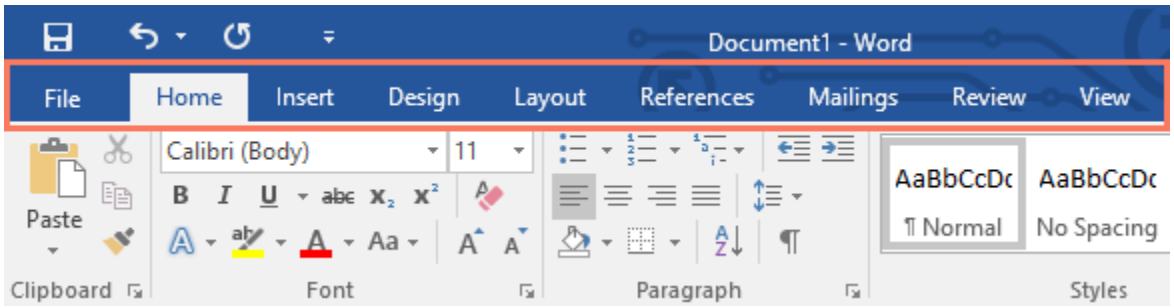


Working with the Word environment

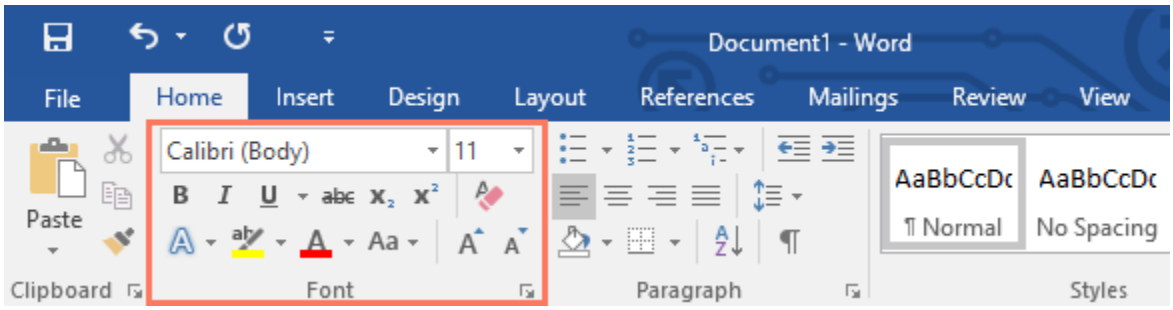
Like other recent versions, Word 2016 continues to use features like the **Ribbon** and the **Quick Access Toolbar**—where you will find commands to perform common tasks in Word—as well as **Backstage view**.

The Ribbon

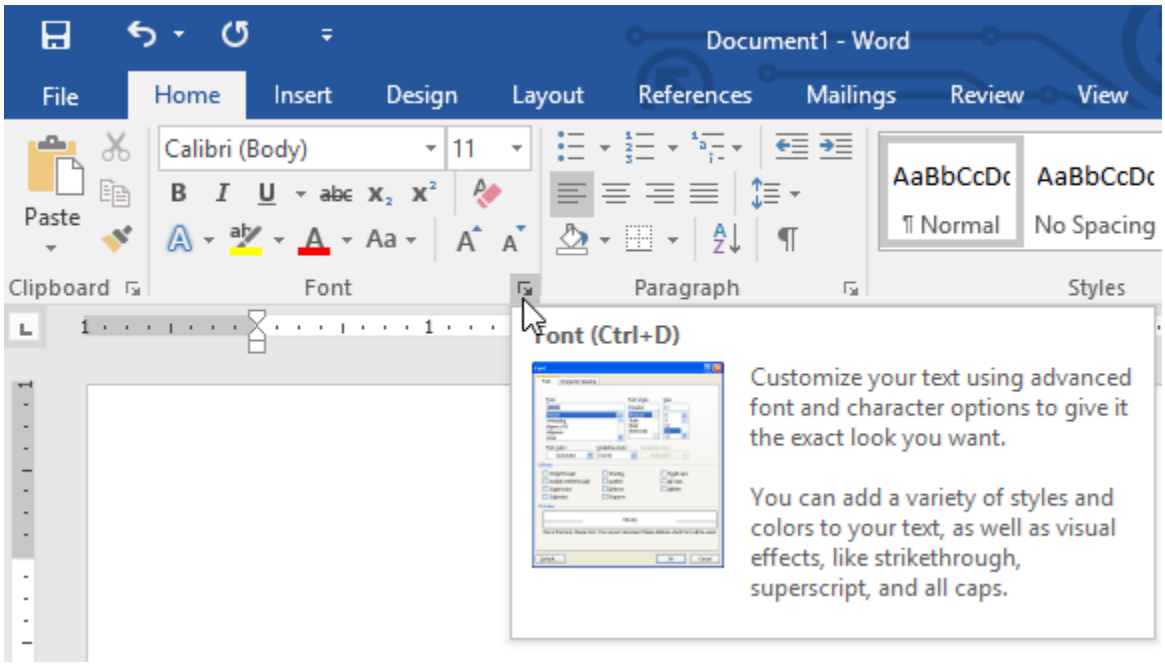
Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.



Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

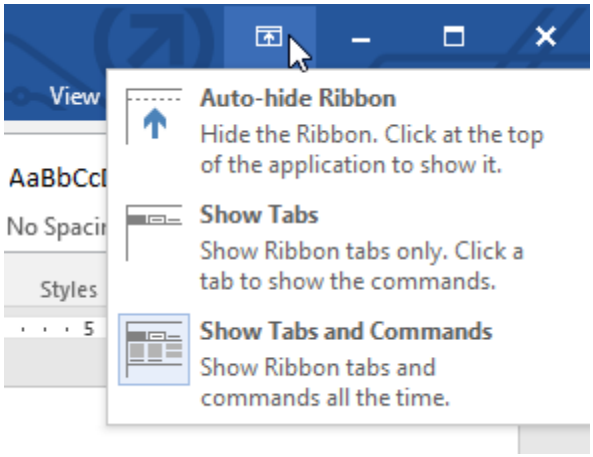


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



Showing and hiding the Ribbon

If you you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

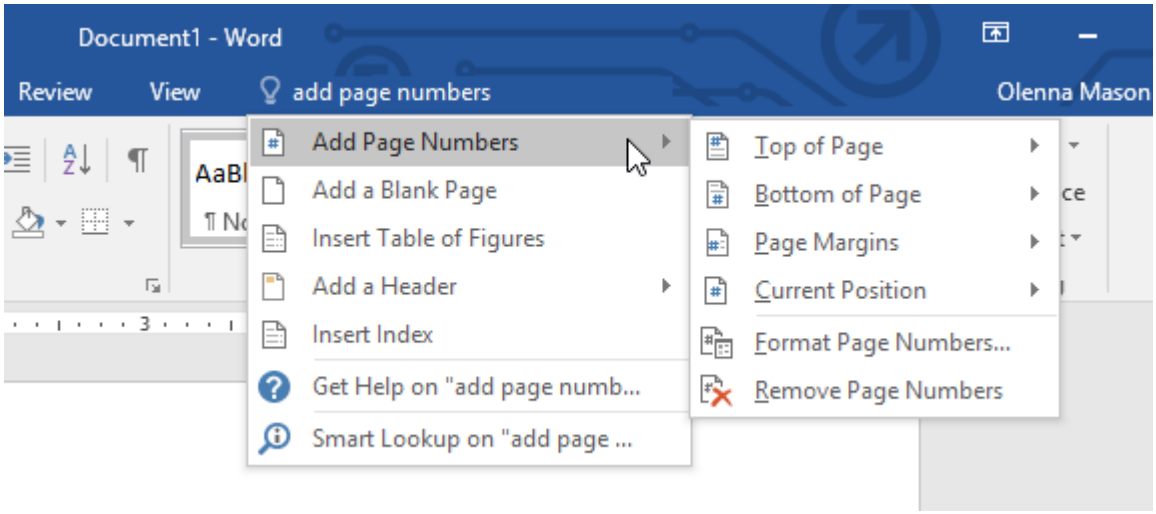


- **Auto-hide Ribbon**: Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs**: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

To learn how to add **custom tabs** and **commands** to the Ribbon, review our Extra on Customizing the Ribbon.

Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

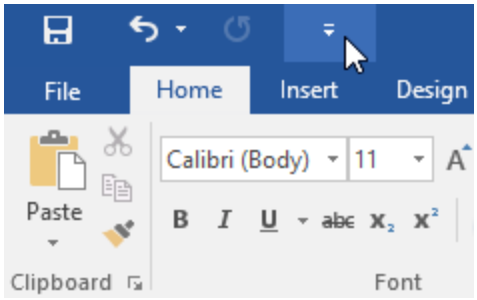


The Quick Access Toolbar

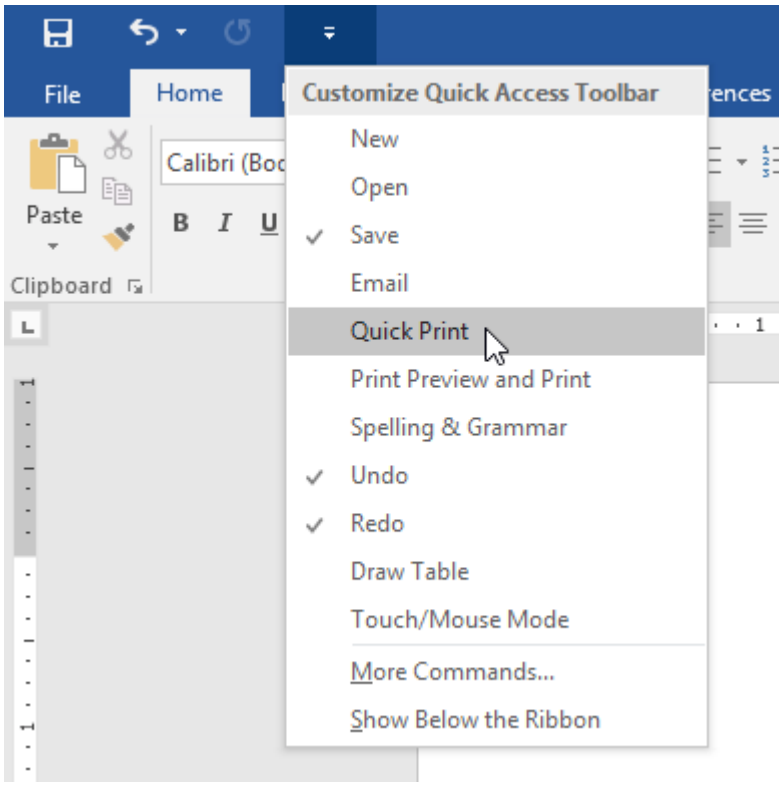
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

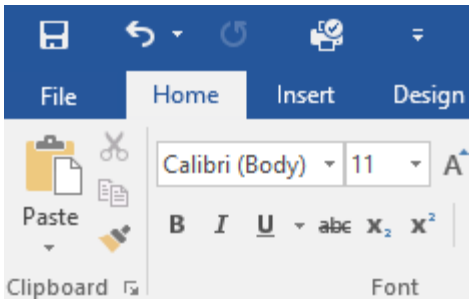
1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



2. Select the **command** you want to add from the menu.



3. The command will be **added** to the Quick Access Toolbar.

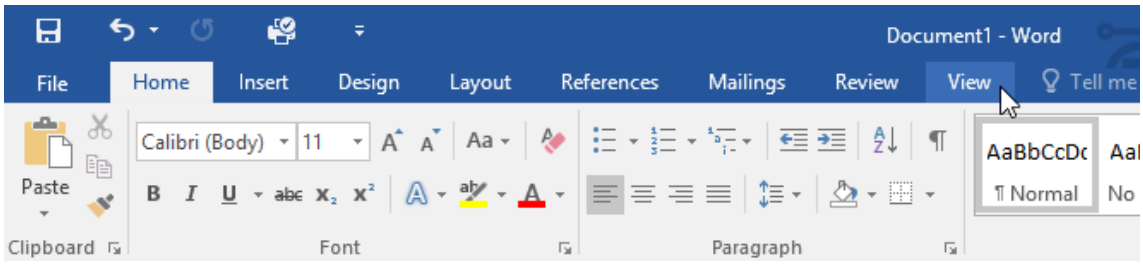


The Ruler

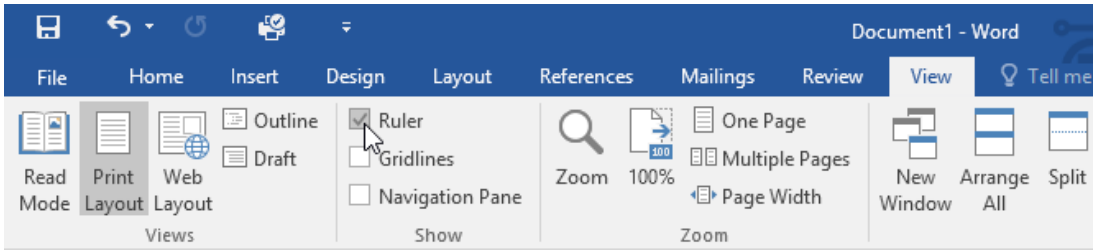
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

1. Click the **View** tab.

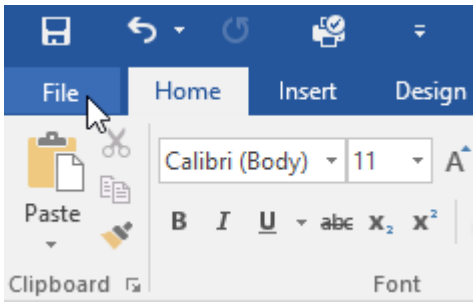


2. Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.

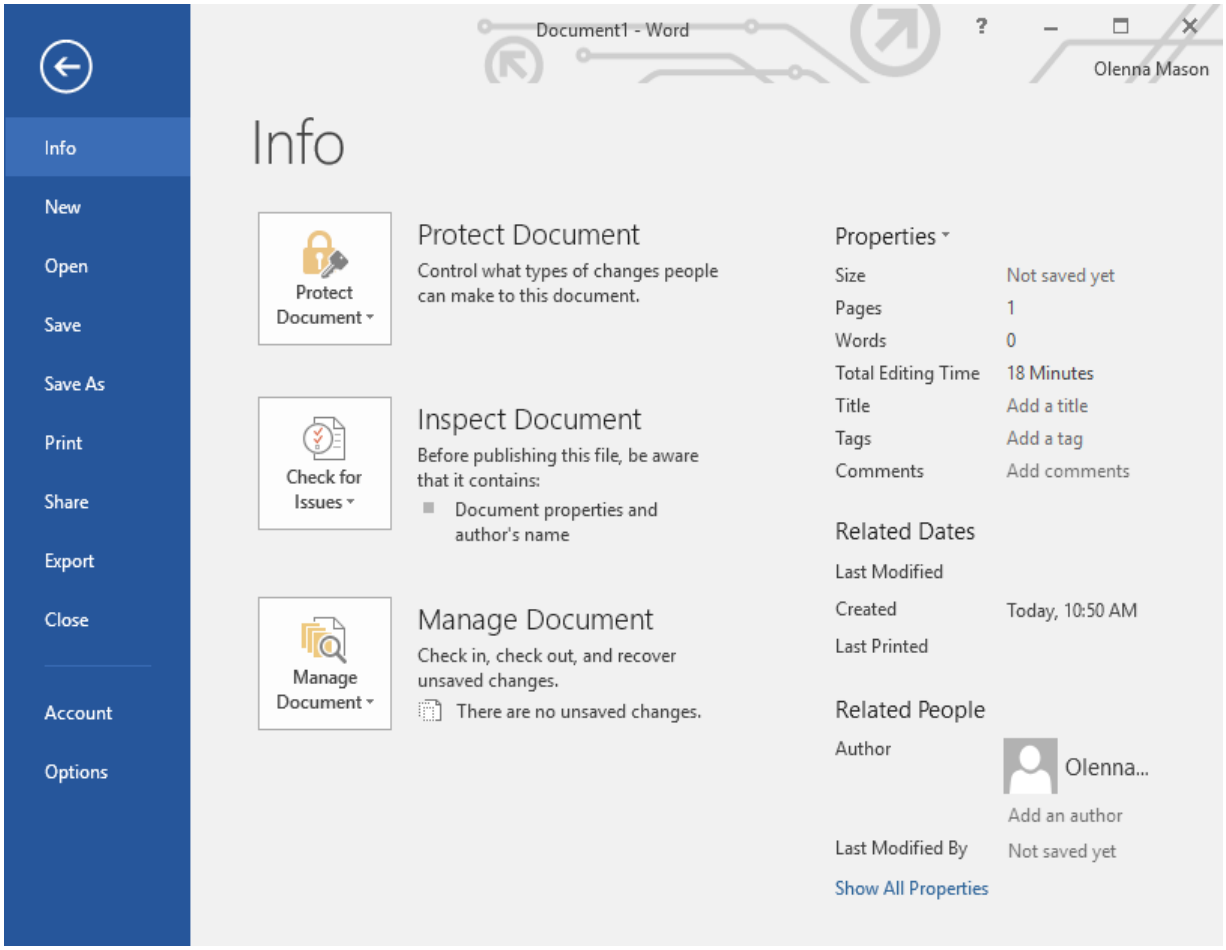


Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.



Account

From the Account pane, you can access your **Microsoft account** information, modify your theme and background, and sign out of your account.

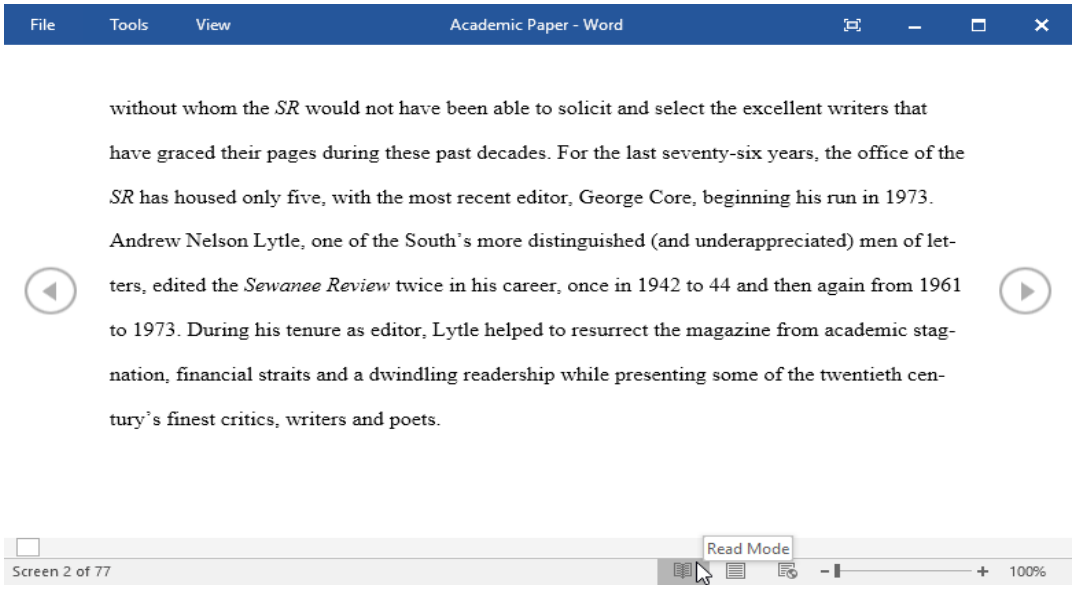
Document views and zooming

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

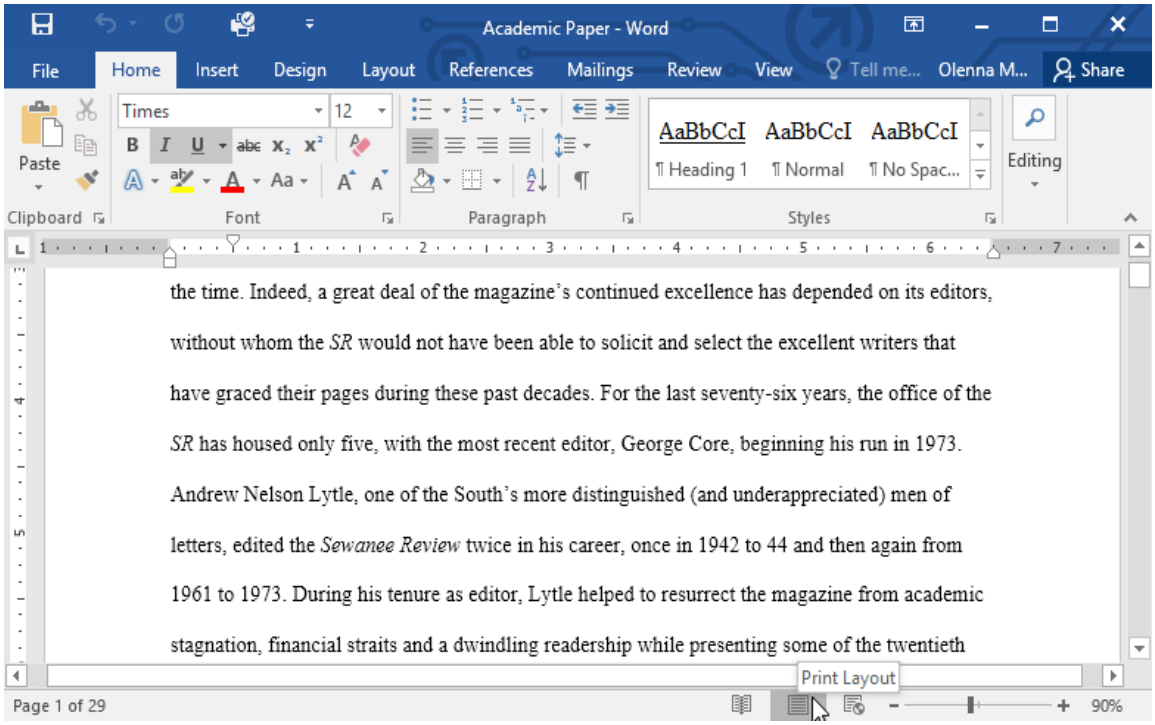
Switching document views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

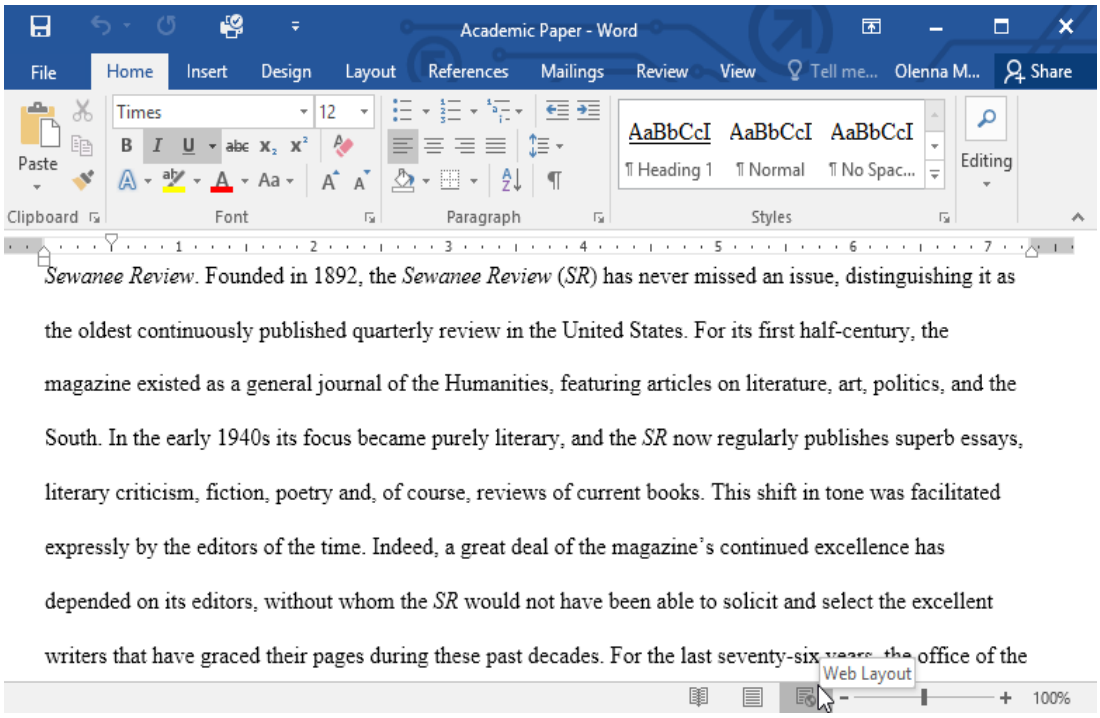
- **Read Mode**: This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.



- **Print Layout**: This is the default document view in Word. It shows what the document will look like on the printed page.

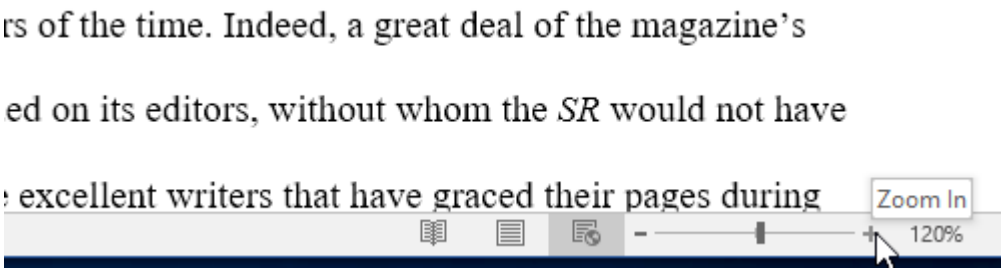


- **Web Layout**: This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.



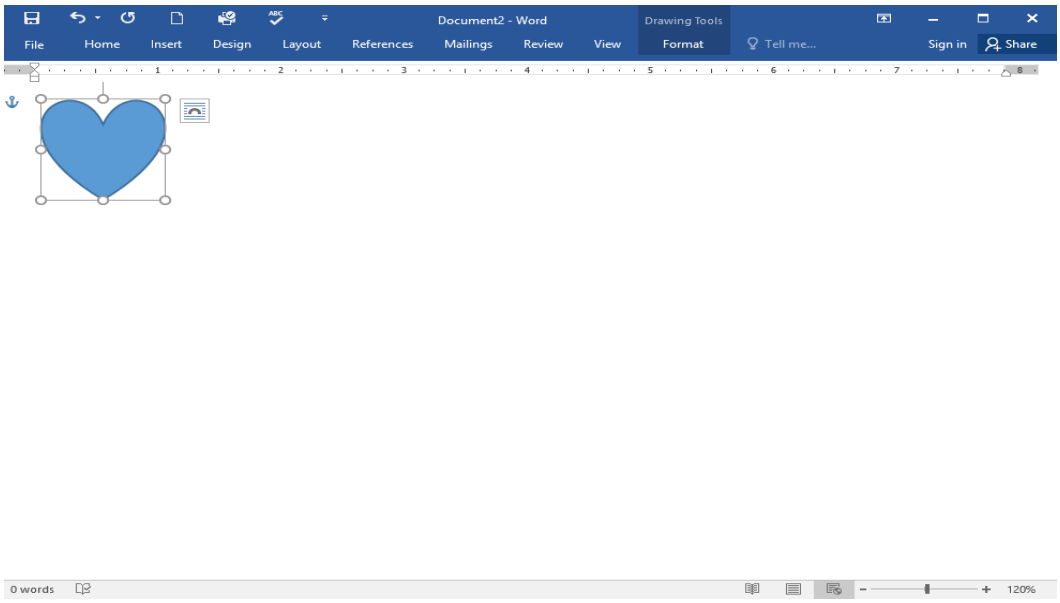
Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **-** **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



Challenge!

1. Open **Word 2016**, and create a **blank document**.
2. Change the **Ribbon Display Options** to **Show Tabs**.
3. Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar.**
4. In the **Tell me bar**, type **Shape** and press **Enter**.
5. Choose a shape from the menu, and double-click somewhere on your document.
6. Show the **Ruler** if it is not already visible.
7. **Zoom** the document to 120%.
8. Change the **Document view** to **Web Layout**.
9. When you're finished, your document should look something like this:



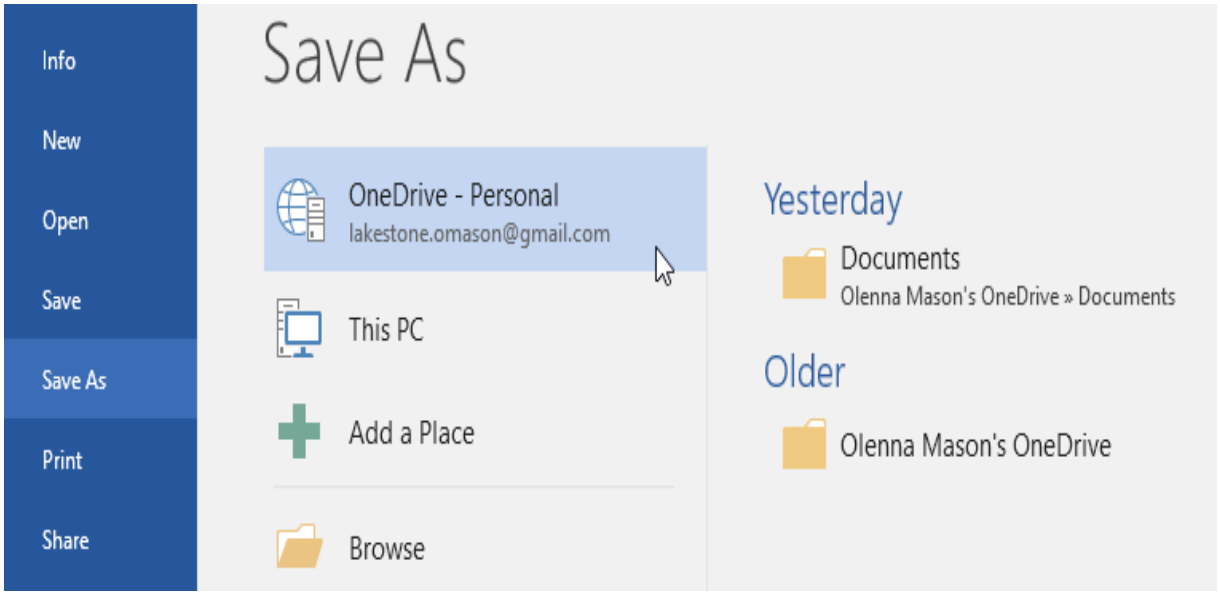
10. Change the **Ribbon Display Options** back to **Show Tabs and Commands**, and change the **Document View** back to **Print Layout**.

Benefits of using OneDrive

Once you're signed in to your Microsoft account, here are a few of the things you'll be able to do with OneDrive:

- **Access your files anywhere:** When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.
- **Back up your files:** Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.
- **Share files:** It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (also known as co-authoring).

Saving and opening files

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click **Save As**, you can select either OneDrive or This PC as the save location.