When you use a computer program to create, edit, and format documents, you are performing a task known as word processing. Microsoft® Word 2016 is one of the most sophisticated word-processing programs available. By using Word, it is easy to efficiently create a wide range of business and personal documents, from the simplest letter to the most complex report.



Word and other programs in the Microsoft Office 2016 suite of programs share many common features. For example, you can coordinate the appearance of document and presentation elements by applying themes and styles. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

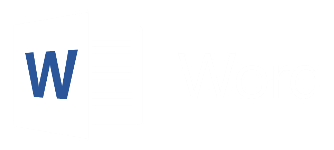
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

When creating a professional document, be aware that many product names and logos are trademarked by the companies that create or own them. It is good practice to insert the ™ symbol after the trademarked item the first time you refer to it in a document. This assures the trademark holder that you are aware of its ownership of the item. You can insert the ™ symbol from the Symbols group on the Insert tab or by pressing Alt+Ctrl+T.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

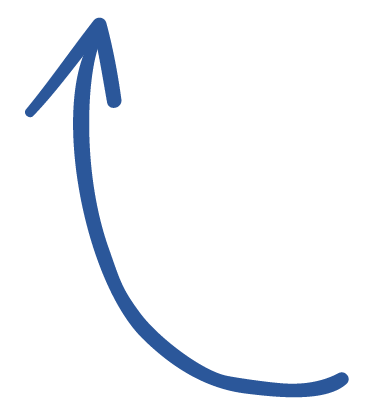
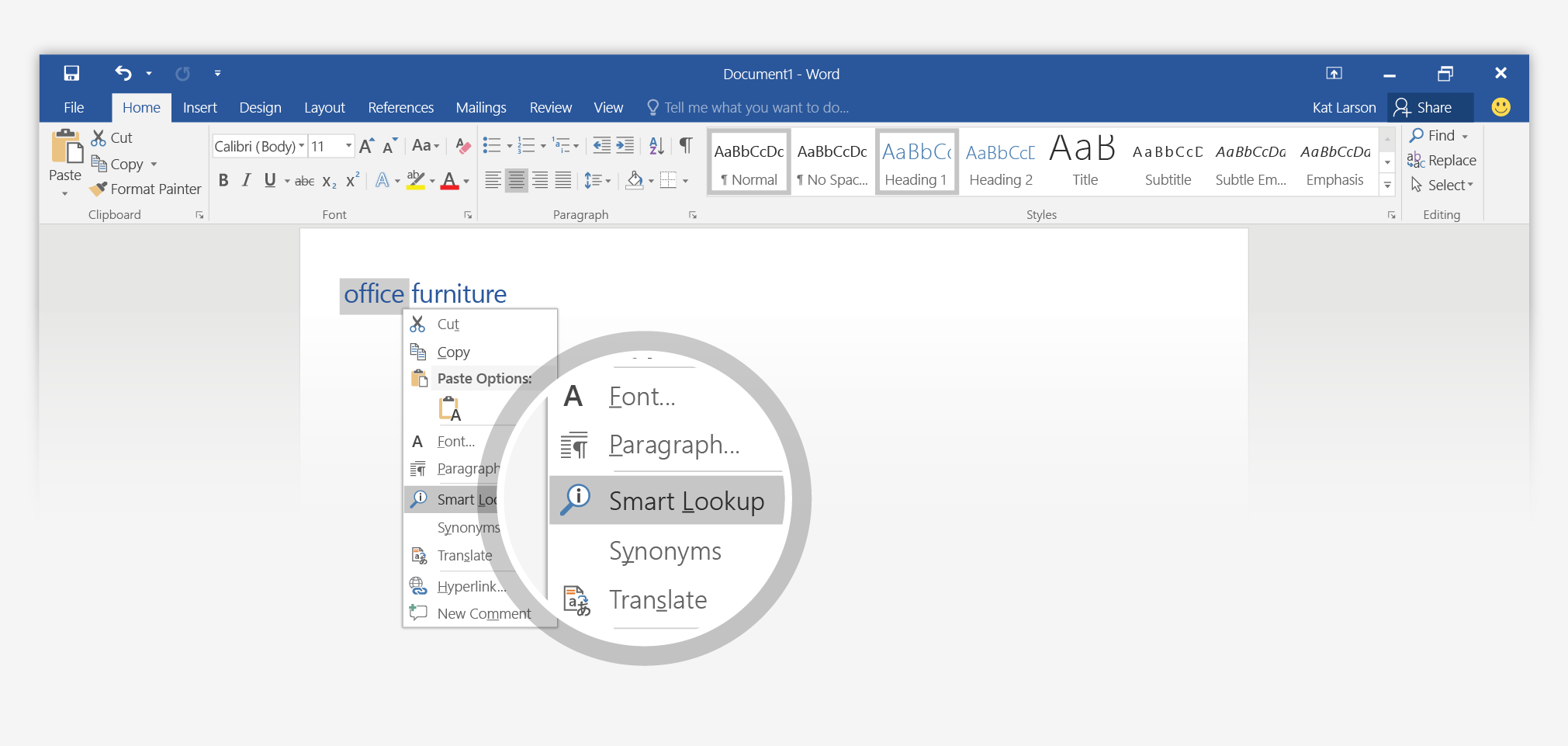
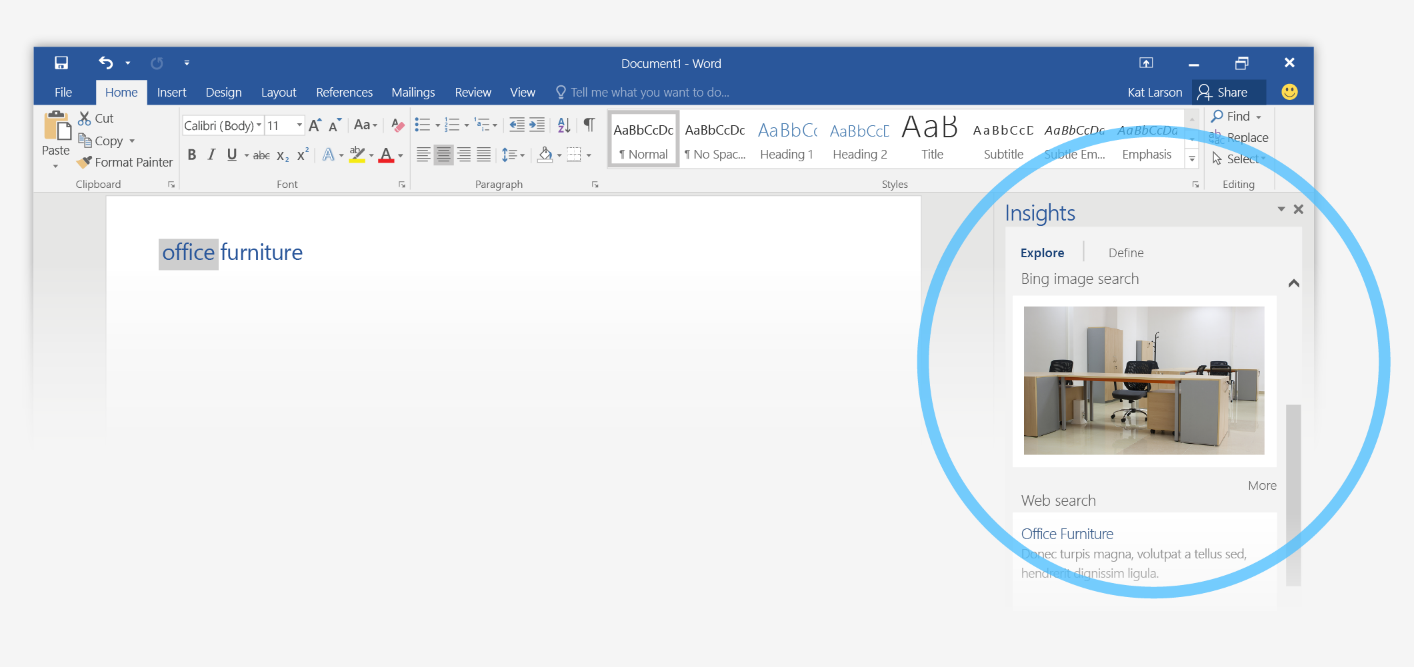
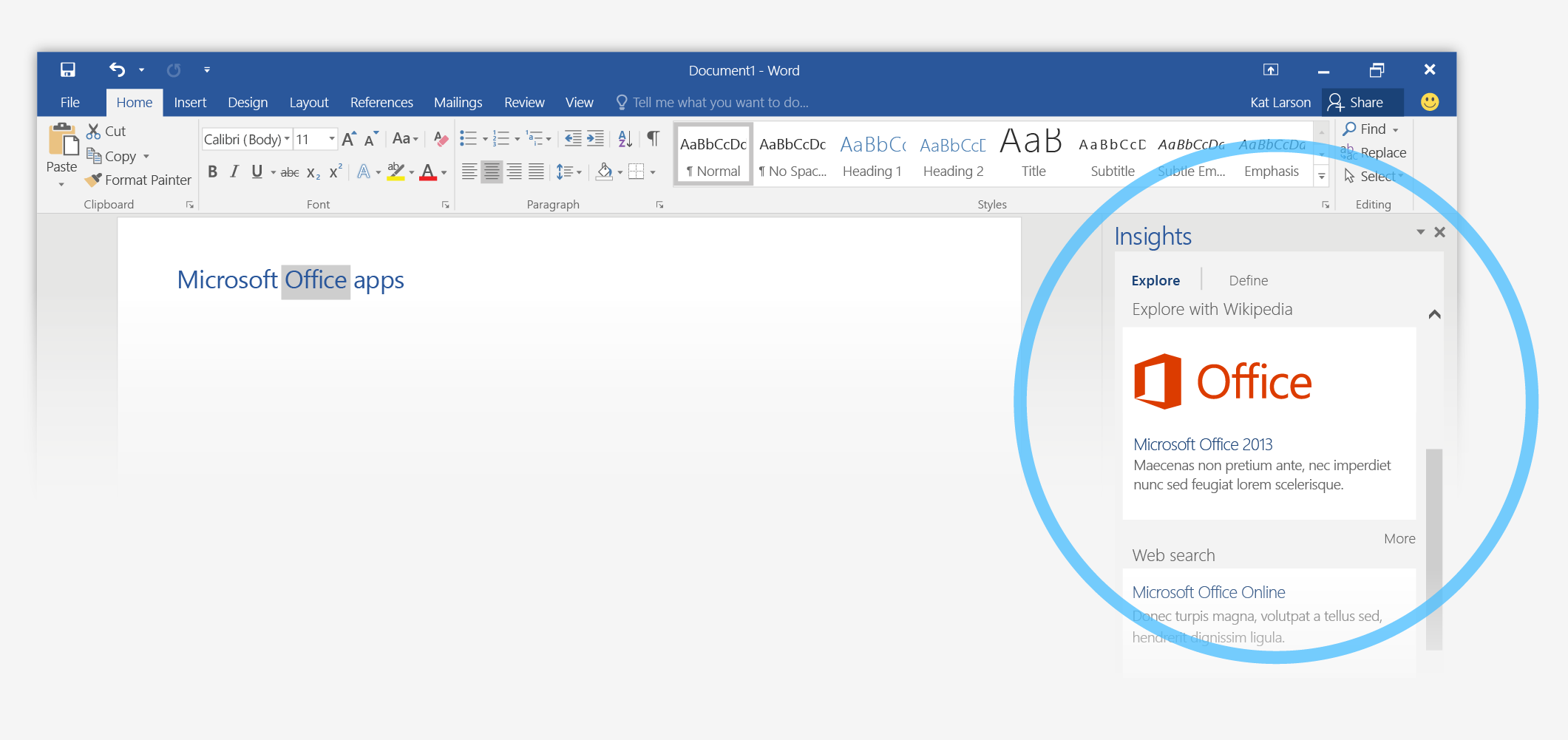
Welcome to Word

4 Tips for a simpler way to work.

# Explore without leaving your doc

Smart Lookup brings research directly in to Word.

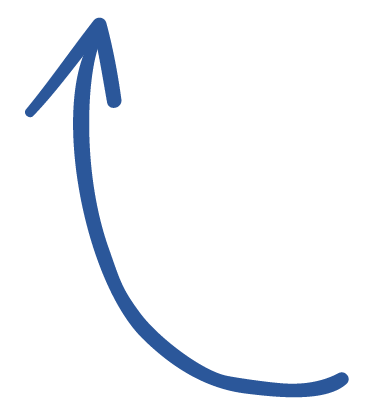
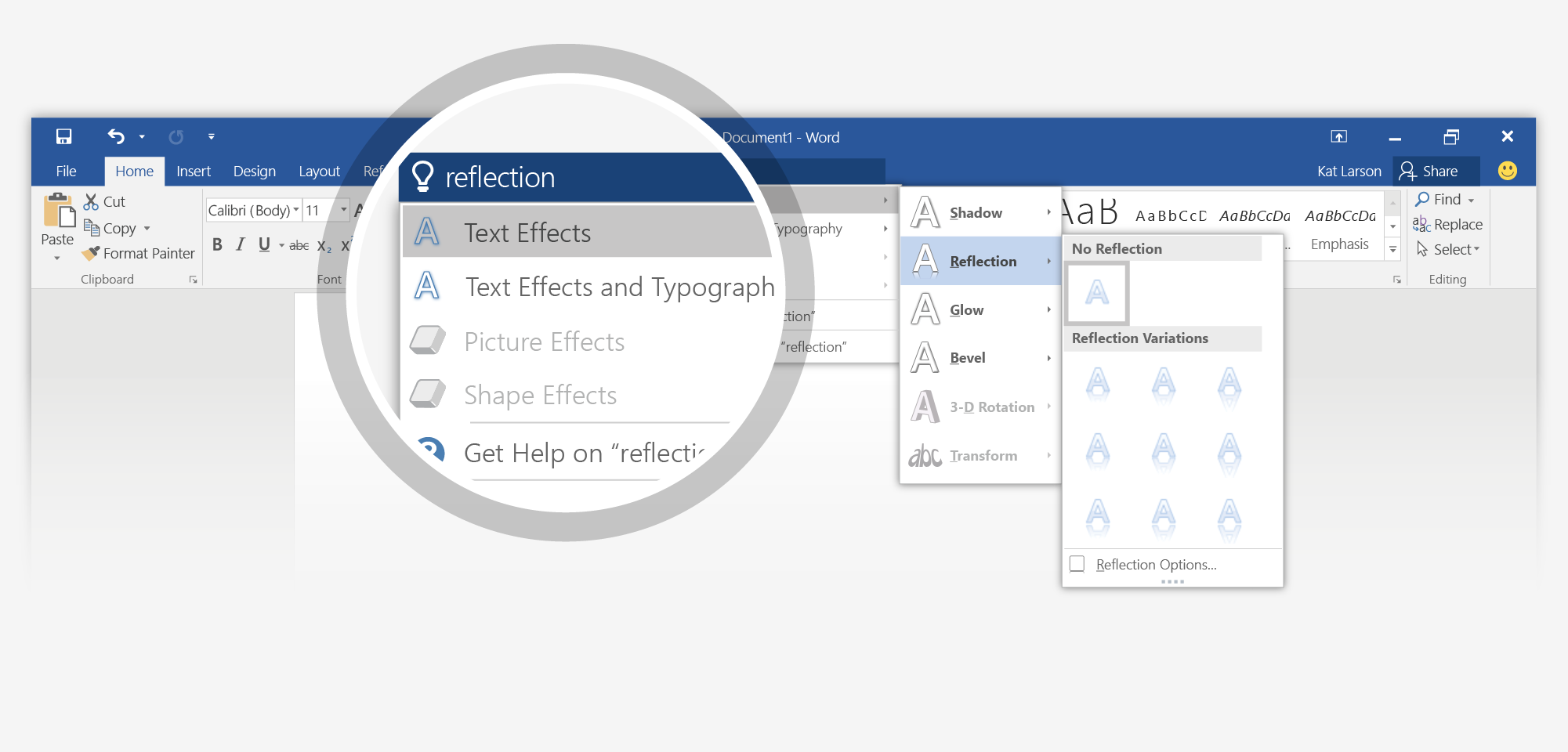
Try it:

1. Right click the word office in the following phrase: **office furniture**
2. Choose **Smart Lookup**.
3. Contextual results from online sources like Bing and Oxford Dictionaries are relevant for this use of the word office.
4. Notice that you get different results when you change the context. Try Smart Lookup again by right-clicking office in this phrase: **Microsoft Office apps**

# You’re an expert with Tell Me

The Tell Me box finds the right command when you need it, so you can save time and focus on your work.

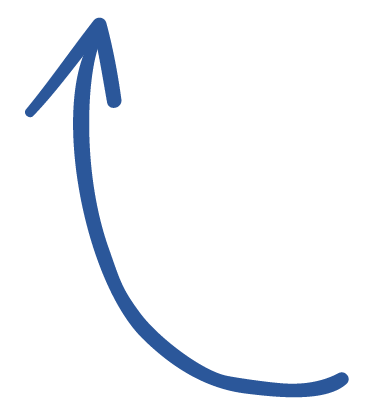
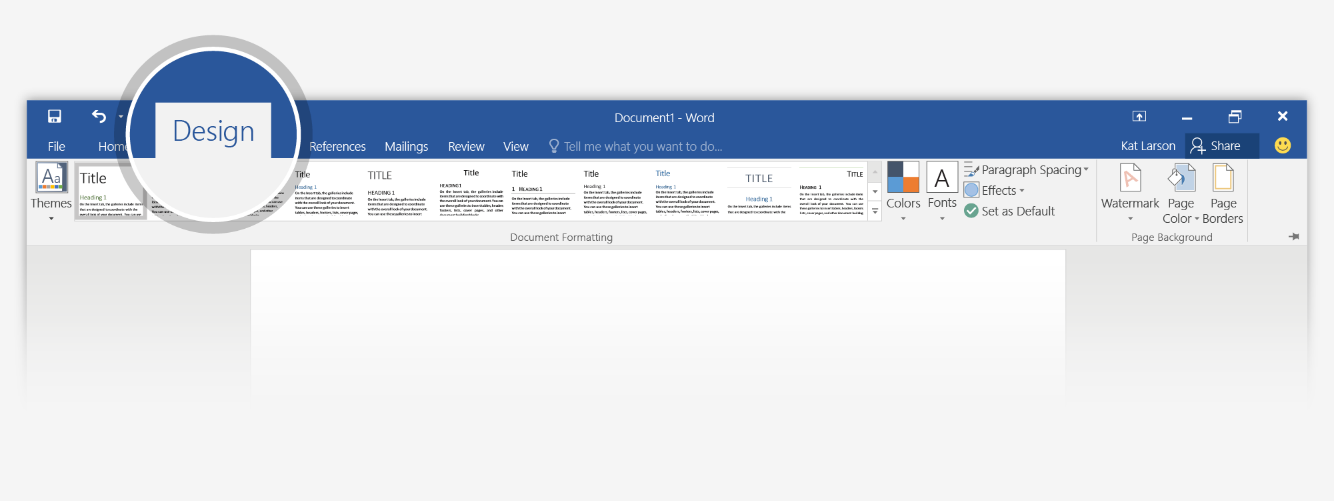
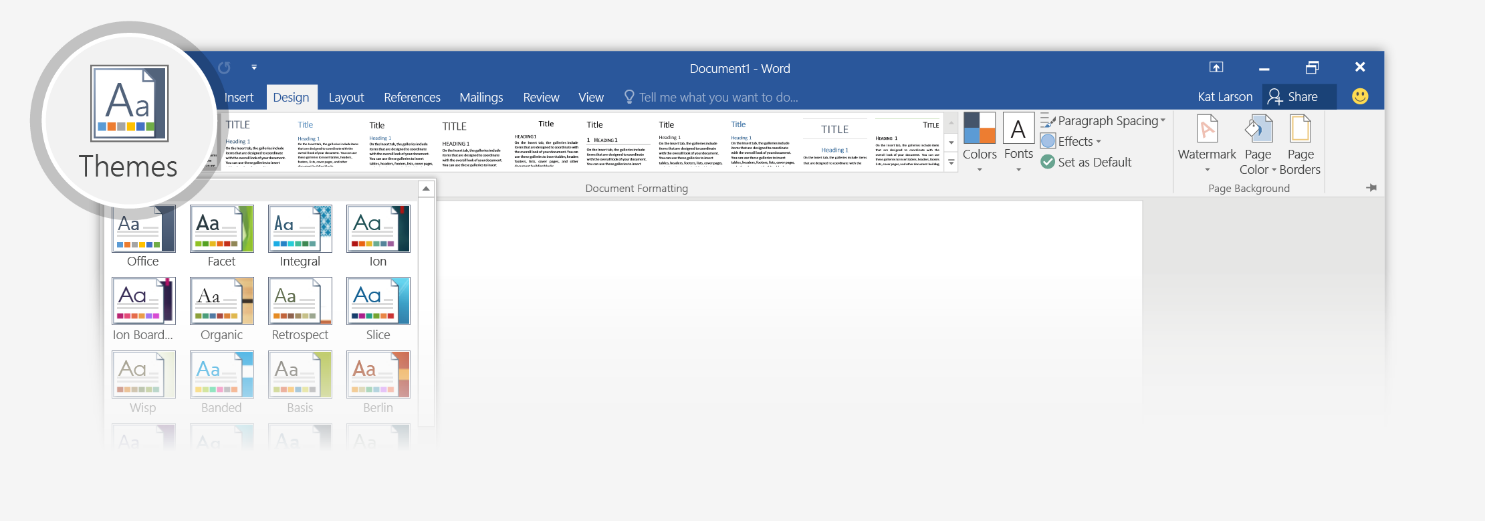
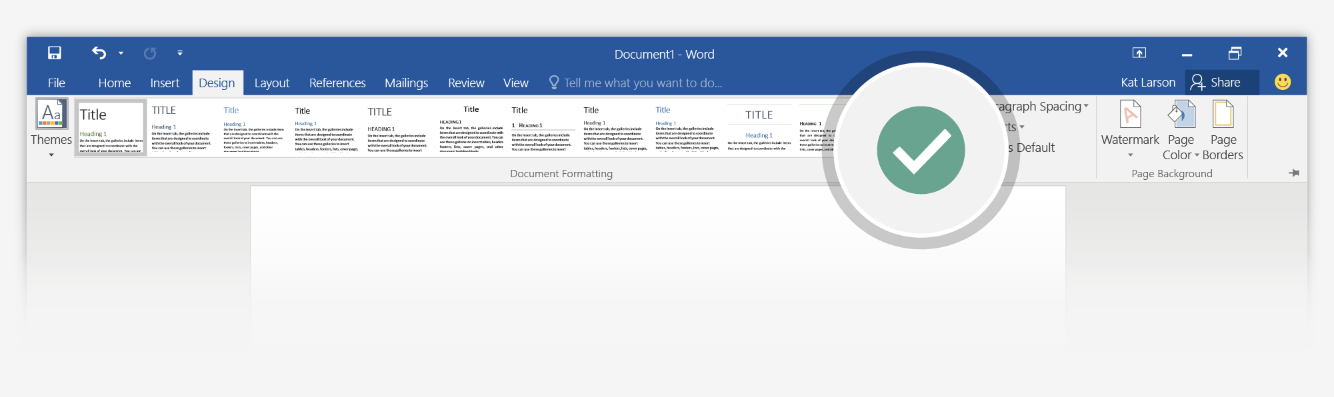
Try it:

1. Double click this word: **Adventure**
2. Type reflection in the **Tell Me** box,   
   and point to **Text Effects**.
3. Point to **Reflection**, and choose one of the **Reflection Variations.**

# Look professional, your way

In this document, styles like **Heading 1** and **Title** have been applied to text (**Home** tab, **Styles** gallery). That lets you quickly overhaul the look of the whole document.

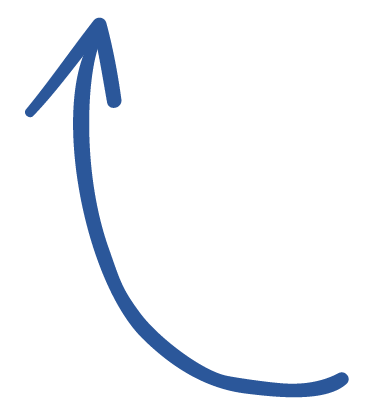
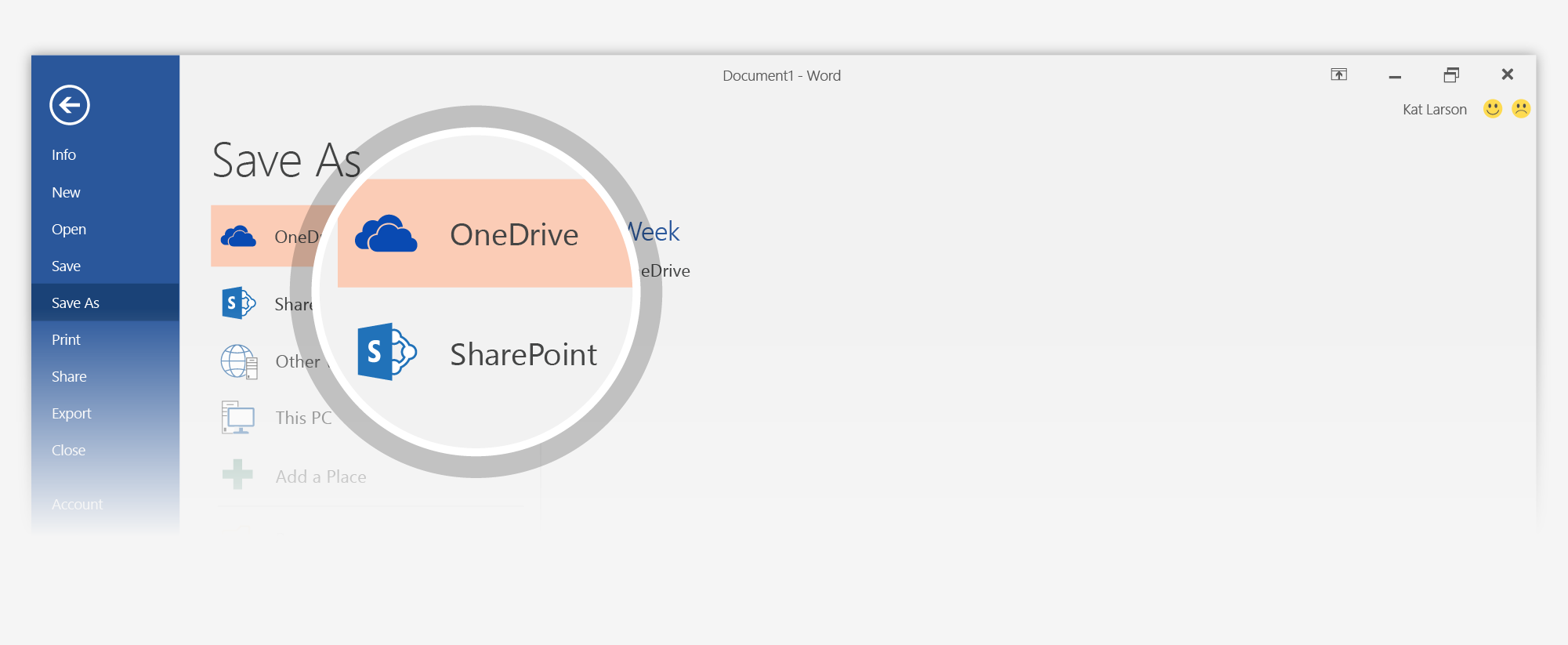
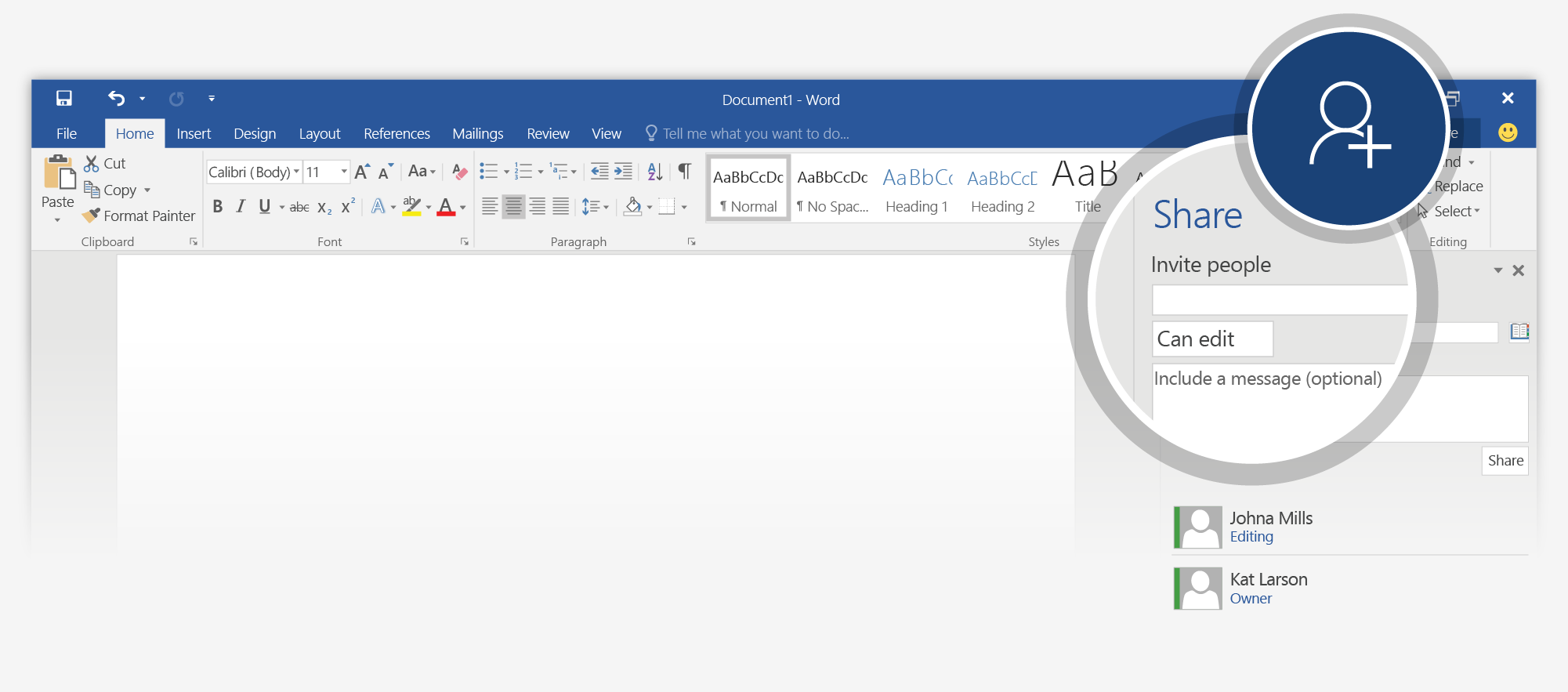
Try it:

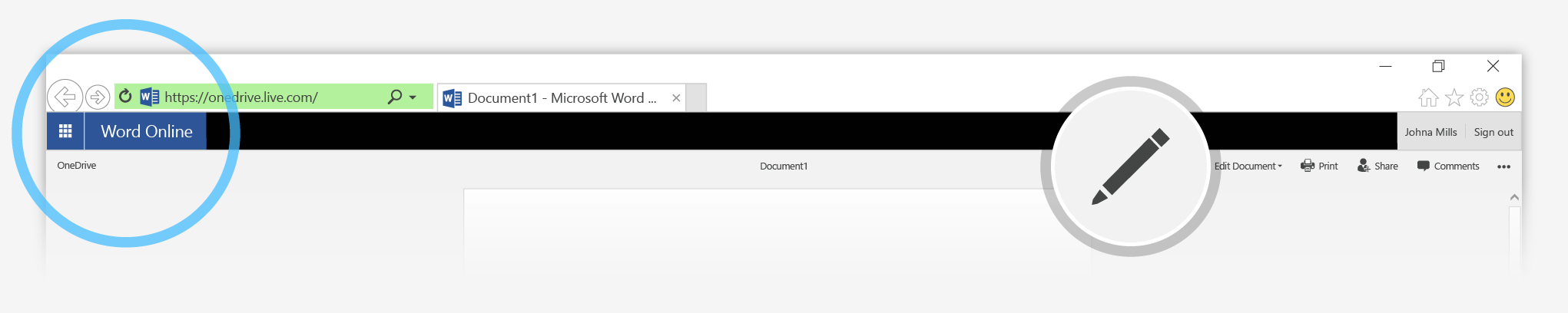
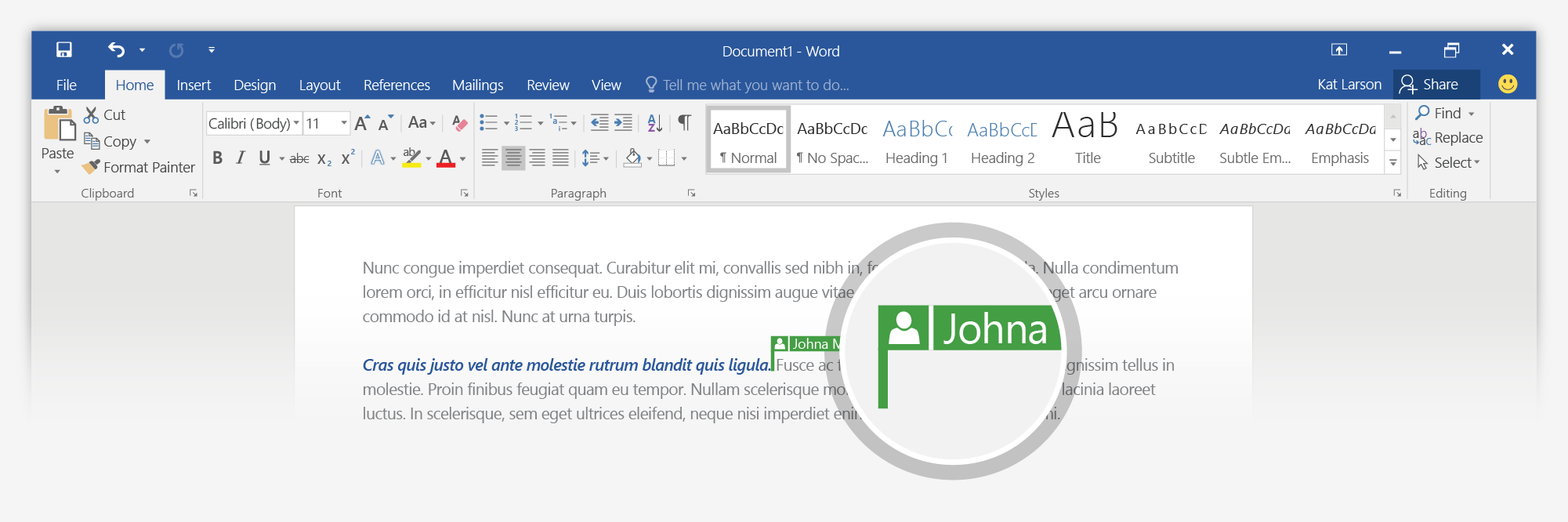
1. On the **Design** tab, point to the different **Style Sets** and watch the formatting change automatically.
2. Go to **Themes** and watch how colors and font change with the various choices.
3. ****When you get the design you want all your docs to start with, choose **Set as Default.**

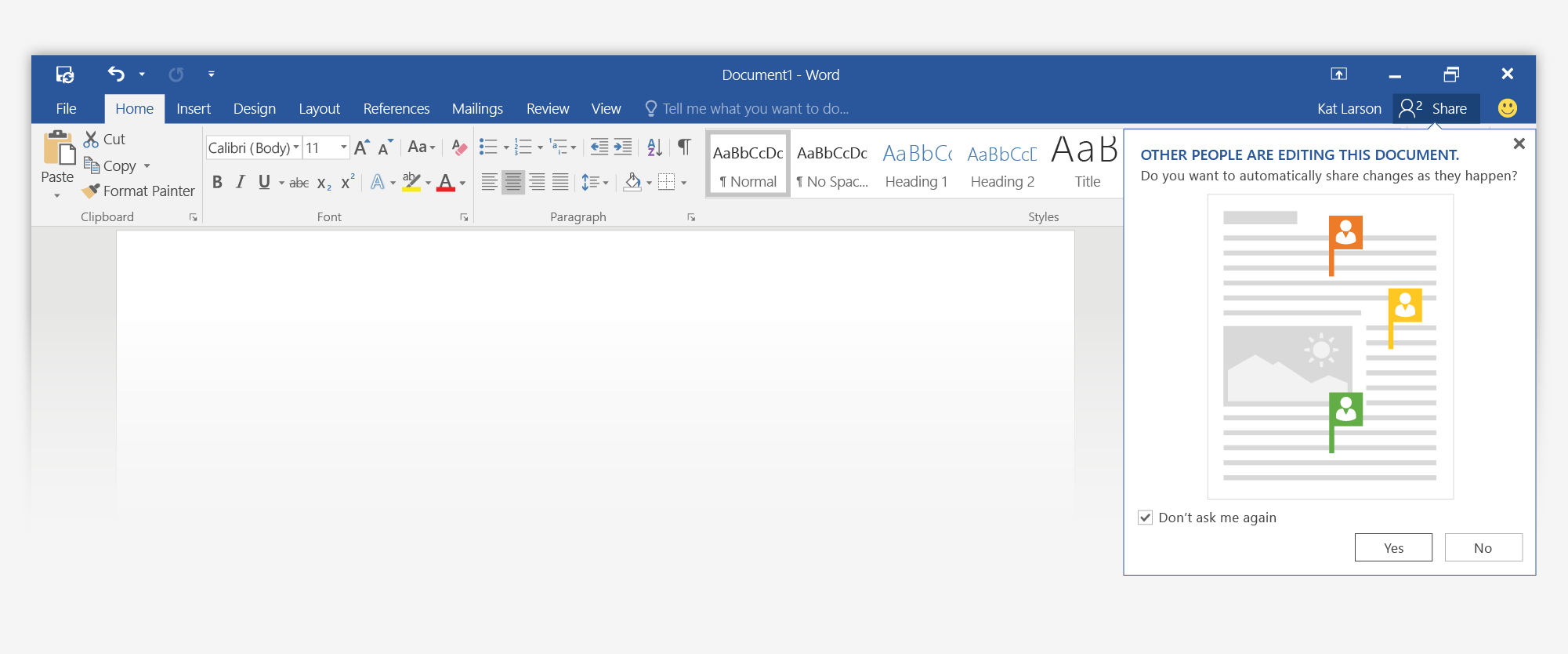
# Work together in real time

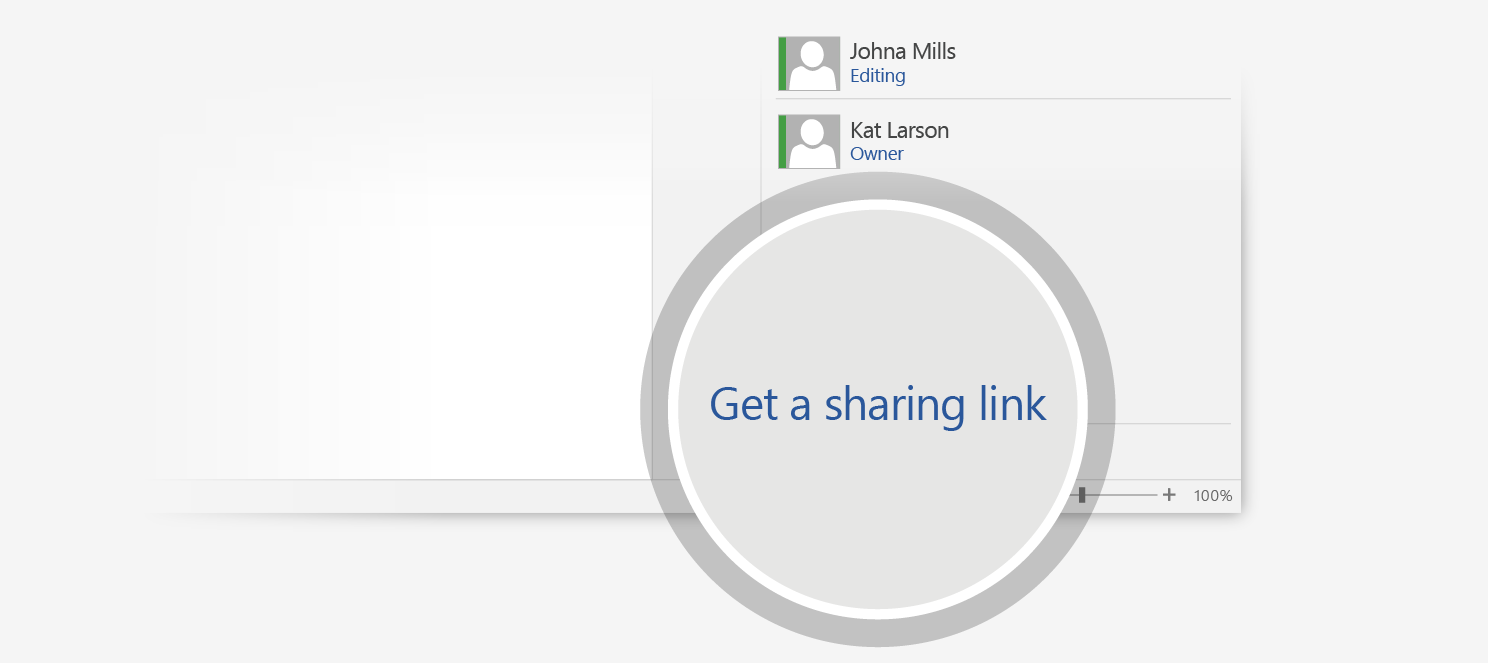
With your document stored in the cloud, you and your colleagues can open it at the same time and see each other making changes.

How it works:

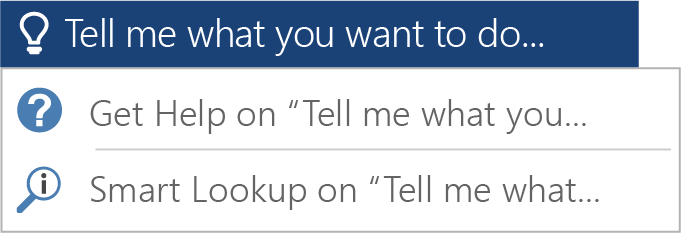
1. Go to **File > Save As**, and choose a OneDrive or SharePoint location.  
   If you’ve never done this before, click **Add a Place**, and then add your **OneDrive** or **SharePoint** service by signing in.
2. Back in the document, click **Share** in the upper right, and **invite people** so they **can edit** with you. They’ll get email with a link to your doc.

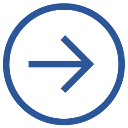
When they follow the link, your doc opens for them in their version of Word, or in their web browser (Word Online).  
If they’re using Word Online or Word 2016 and have agreed to automatically share changes, you’ll see each other working in the same document.

  
**Note**: The first time you do this in Word 2016, say **Yes** to automatic sharing.

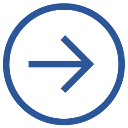
**Tip:** If you’d rather skip the email, G**et a sharing link** instead, and then **create an edit link** you can send.

# More questions about Word?

  
  
Click the **Tell Me** button and type what you want to know.

[](http://go.microsoft.com/fwlink/?LinkId=617174)

Visit the Word team blog.

[](http://go.microsoft.com/fwlink/?LinkId=623325)

Go to free Word training.

Find out more at the Word Getting Started Center