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## Entry-level: Getting started with Word

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# Exercise: Identifying the elements of the Word interface

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** If you use another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account](#). Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select **No account?**

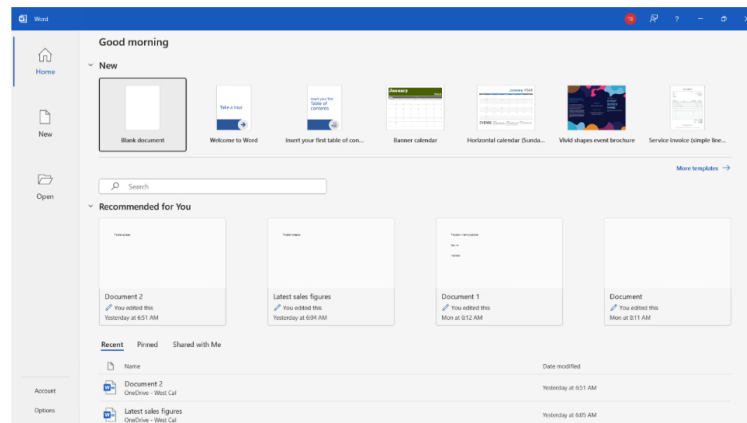
## Create one!

## Let's get started!

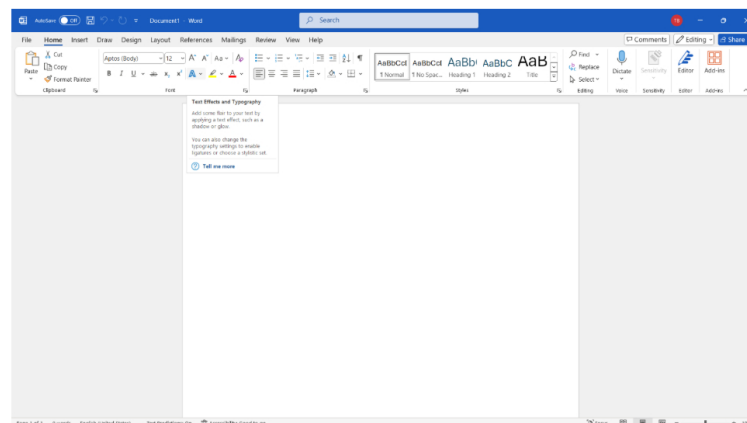
In this exercise, you will open Microsoft Word 365 and examine some of its commands.

1. On your computer, open Microsoft Word.

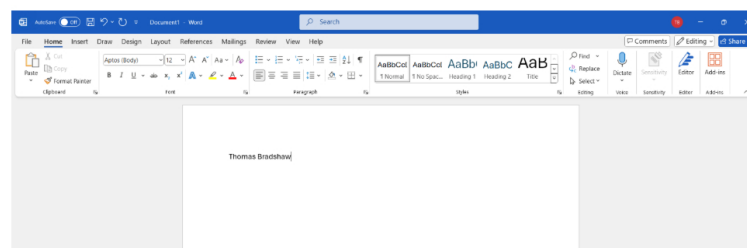
2. Microsoft Word starts. On the Home page, select Blank document.

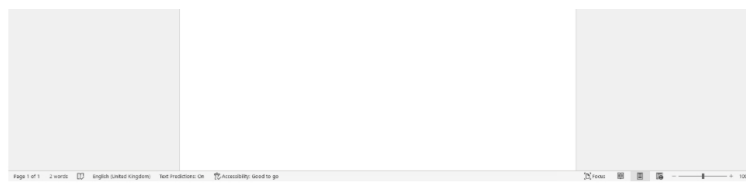


3. Microsoft Word will now create the document. Take a moment to hover your mouse over some commands on the **Home** tab. You may see a small box appear and describe the command – this is called a **ScreenTip**:

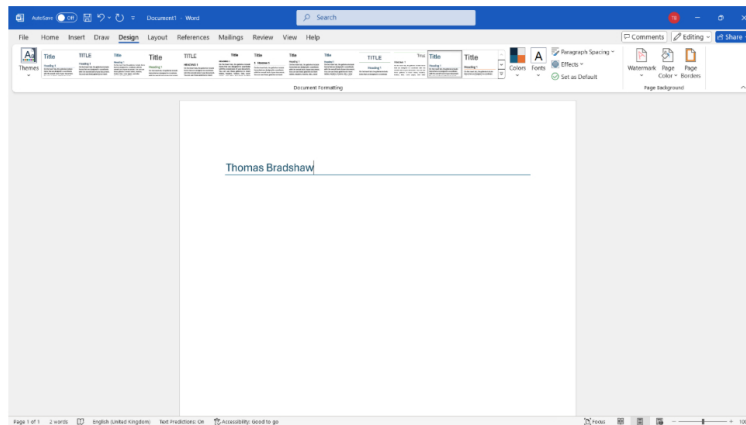


4. Type your name in the document:

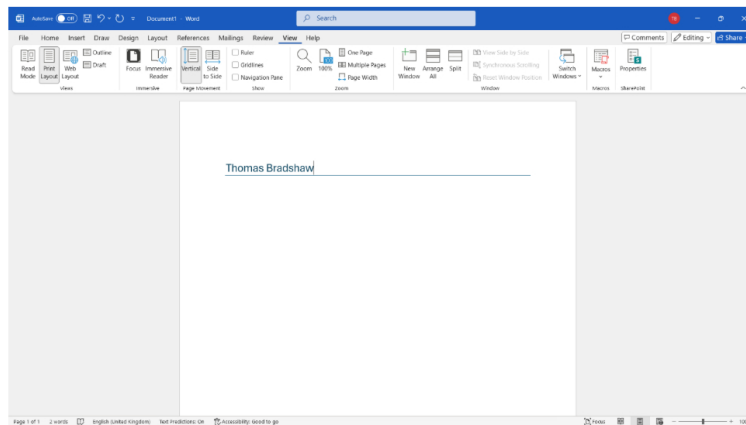




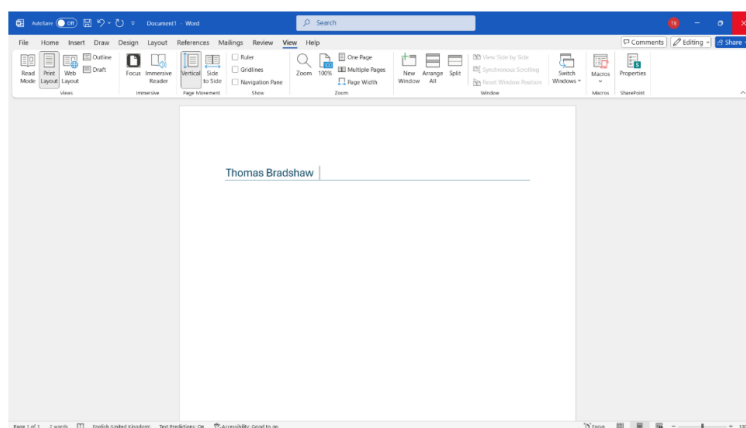
5. Select the **Design** tab and choose any **Quick Style Set** to change the look of your document.



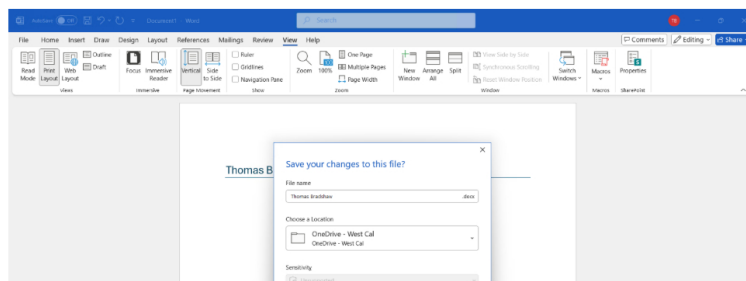
6. Select the **View** tab and select each view in the **Views** group, starting with **Read Mode** and ending with **Draft**. (**Print Layout** should already be applied.) How does each option change your document?

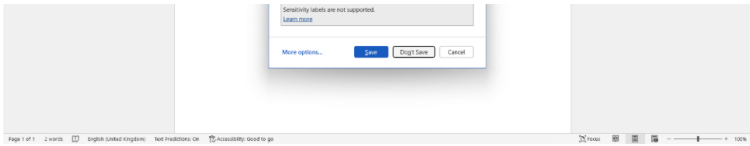


7. Click the **X** in the top right-hand corner of the program window to close Microsoft Word 365:



8. When you are prompted to save your document, click **Don't Save** to complete the exercise:





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