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Exercise: Getting Help in Microsoft Word 365

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: Keep in mind that if you are using 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!

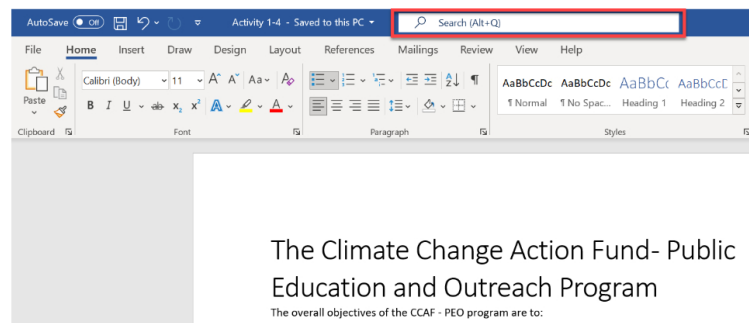
Let's get started!

You are interested in learning more about the themes in Microsoft Word, and you would like to use the Help feature to achieve this.

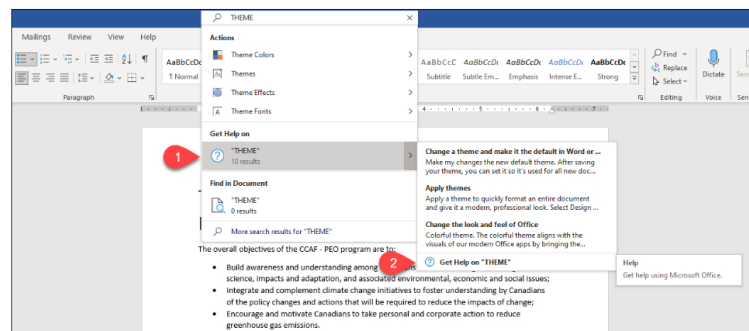
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Getting Help with Microsoft Word 365](#)

2. Click inside the Search field at the top of the ribbon interface:



3. Type "Theme." Select the main Get Help link and then click "More Results..." from the sub-menu:



4. The Help task pane will open. Click the "Apply themes" link:



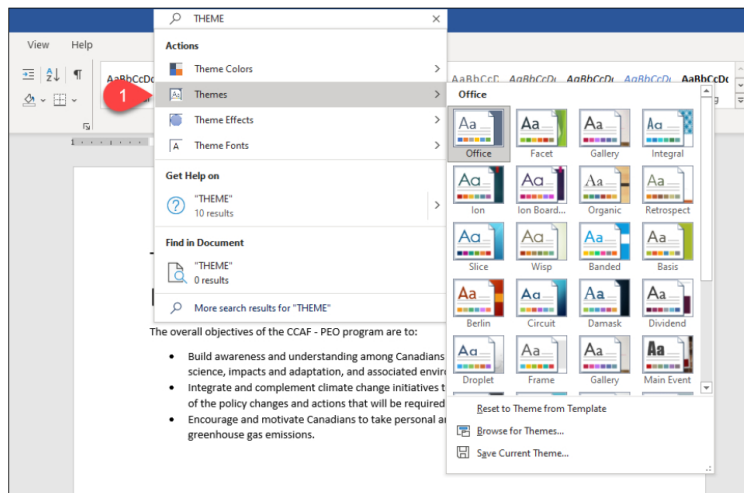
(If you do not see this link, you can choose any other article.)

5. Scan through this article. When you are finished, close the Help task pane:

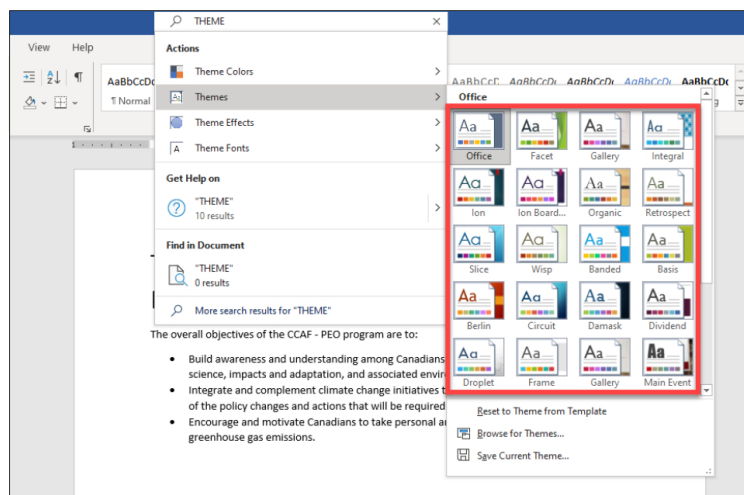




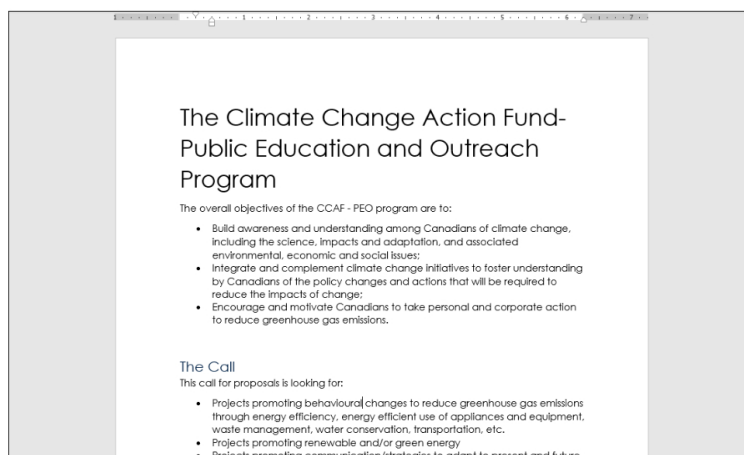
6. Type "theme" in the Search field once again: This time, click the Theme command. You will see a gallery of themes:



7. Click any theme to apply it:



8. Review the changes in your document:



9. Save your document as **Exercise completed_ Getting Help in MS Word 365**. Close Microsoft Word 365 to complete this activity.

10. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Getting Help with Microsoft Word 365.](#)

Mark as completed

