

Welcome to Tour

Instructions you can edit, share, and print



Unlike old-school user guides, this doc is yours to tailor exactly for your needs. Reading it will teach you some basics about Word, but this document isn't just for reading. It's for editing too, so you can learn by doing.

For practice using Word features, watch for **Try it** text in red throughout this document.



Time saver: If you've only got a minute and you want to see how this works, watch this Video: [Welcome to Word](#).

Write eloquently, with a little help

Word automatically checks spelling and grammar, and marks misspelled words with a red squiggly underline. Grammatical glitches get a blue double underline.

Try it: Put your cursor at the end of this paragraph, and hit Enter to start a new paragraph. Write a sentence with some spelling or grammatical mistakes, and press Enter to finish the paragraph.

Right-click the text that's marked with underlines, or Press F7. Choose a suggestion to correct the mistakes.