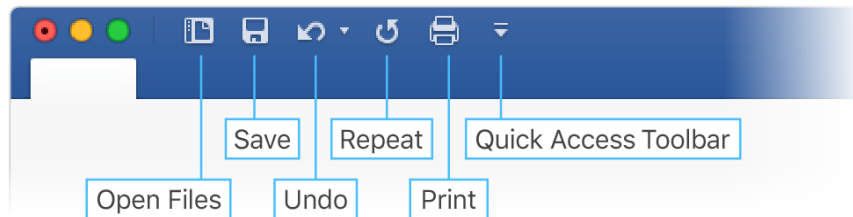


Welcome to Word

6 tips for a simpler way to work

Quick access to commands

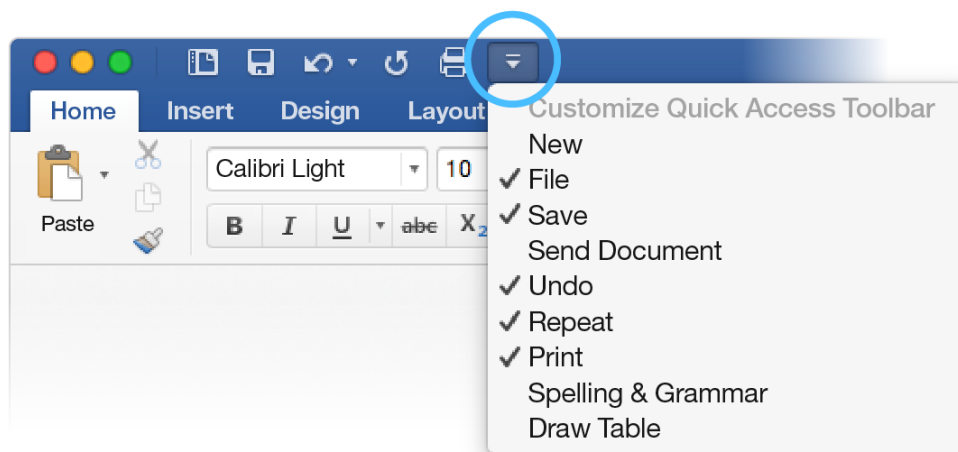
At the top of your document, the **Quick Access Toolbar** puts the commands you use frequently just one click away.



If the commands currently shown aren't quite what you need, customize the **Quick Access Toolbar**.

Try it:

Select the **Customize Quick Access Toolbar** button and select command names to add or remove them from the **Quick Access Toolbar**.

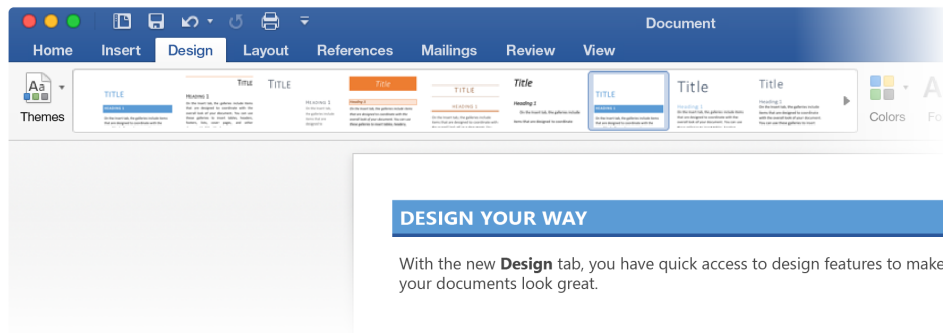


Look professional, your way

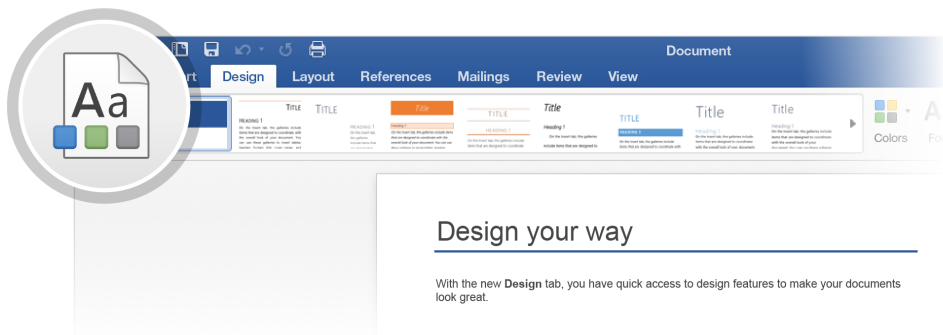
In this document, styles like **Heading 1** and **Title** have been applied to text (**Home** tab, **Styles** gallery). That lets you quickly overhaul the look of the whole document.

Try it:

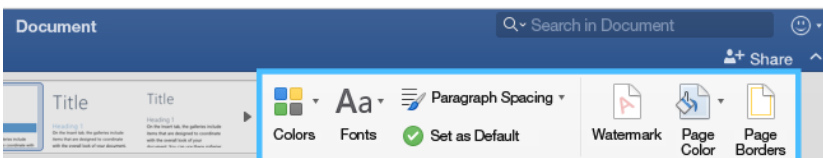
1. On the **Design** tab, select the different **Style Sets** and watch the formatting change automatically.



2. Go to **Themes** and watch how colors and fonts change with the various choices.



3. The **Design** tab also provides choices for fine-tuning colors, fonts, or paragraph spacing. You can also add a watermark or page border, or change the color of the page.



Edit pictures without leaving Word

When it comes to pictures, Word includes options for adjusting color, cropping, removing the background, applying artistic effects, and more.

Try it:

1. Select this photograph of an otter:



2. Select **Picture Format** tab, and then select **Artistic Effects** and select an effect, like **Mosaic Bubbles**.