



Microsoft® Word 2016



Microsoft Word helps you create robust text documents with the inclusion of tables, graphics, headers and borders, reference and navigation sections, and much more. Collapsible Document Headings let you manage large documents, a Research Panel provides word definitions, synonyms, and translations,

and Read Mode offers a clean reading layout with clickable images and other graphics. Word 2016's real-time co-authoring feature lets you see your colleague's changes as they are typed into your document, so your team can literally stay on the same page!

Quick Access Toolbar

The "Tell me..." intelligent search field (see below).

Remove Background tool. See *Working with Graphics*, page 4.

Click to show tracked changes. See *Tracking Document Changes*, page 6.

The Navigation Pane. See *Working with the Navigation Pane*, page 3.

The Status Bar (right-click for options).

Document info at a glance. Click on a section for more details.

The "Tell me..." field

The Share button. See *Sharing*, below.

Page header. See *Creating Headers & Footers*, page 3.

Spelling mistake or unknown word. See *Spelling & Grammar*, page 6.

Section header. See *Using Styles*, page 3.

The Document View area: Read Mode, Print Layout, Web Layout.

Selected image. See *Working with Graphics*, page 4.

Table in document:

	Nevada Learning Series	Leading Competitor
% Evil Conquered	90 (Klionsgs and Romulans driven back)	0 (possibly related to ocelot discontent; see below)
% World Saved	88 (dogs and cats living together in harmony; sloths still pose a problem)	0 (rampaging ocelots, mismanagement of worldwide muffin shortage key causes)
# Tasty Pastry Snacks	0	0

★ Browsing and Sharing Files Made Easier

Word 2016 organizes your files in more detail, and allows you to share your cloud-based files while setting access permissions for your colleagues.

Click **File** ► **Open** to see a history of your opened files. Word 2016 now time-stamps your files with the last time they were opened and organizes your local files in a convenient Windows-style directory structure.

To share your document: click **Share**. In the **Share** panel, enter email addresses or click to browse your Outlook Address Book. Set viewing or editing privileges, add a message as necessary, and click **Share**. Alternatively, to produce a link to send to anyone, click **Get a sharing link** and follow the prompts.

Note: To share your document with permissions, it must be saved to the cloud (e.g., OneDrive).

To access program preferences: click **File** ► **Options**.

★ "Tell me..." and Smart Lookup

Click the **Tell Me...** field and type a keyword or natural-language question (e.g., "How do I make a header?"). As you type, relevant options will populate a drop-down menu. Select one to access the associated Office 2016 Help topic, or click **Smart Lookup** to bring up the **Insights** panel with a listing of related web-based answers or information (powered by Microsoft Bing). Click **Define** for helpful definitions of terms or concepts.

Tip: Select a word, phrase, or chart content in a document, right-click, and select **Smart Lookup** to research individual elements in your work.

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