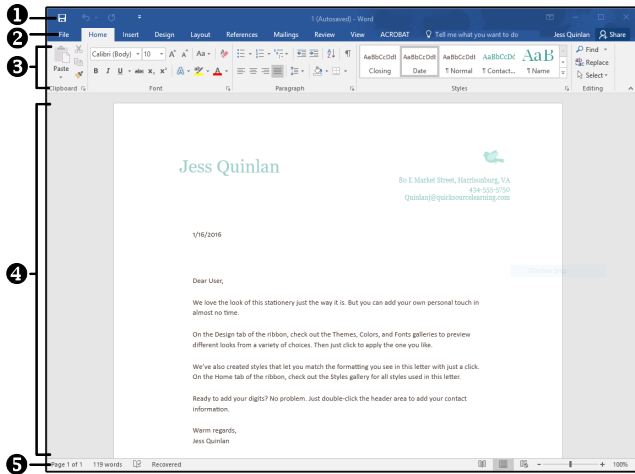


Getting Started

The Word Window



- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- ❷ **Backstage View** – contains tools to work with files and manage Word settings.
- ❸ **Ribbon** – contains groups of tools for use with Word 2016.
- ❹ **Document Pane** – displays the current document.
- ❺ **Status Bar** – contains document information and shortcuts.

NEW! Signing into OneDrive

OneDrive is Microsoft's free online cloud storage system associated with your Microsoft account. You can save different types of files and folders in OneDrive and access them from any computer or device with an Internet connection by simply signing in. To add additional accounts:

1. Click on the **File** tab.
2. Select **Account** in the left pane.
3. Click **Add a service** in the **Connected Services** section.
4. Select **Storage** from the drop-down menu.
5. Click **OneDrive**.

Note: In order for some features in Word 2016 to work, you will need to have the document you wish to work with saved on your OneDrive.

Using the Backstage View

The **Backstage** view replaces and expands on the **File** menu. The **Backstage** view allows you to quickly manage Word settings, such as **Permissions**, **Sharing**, **Versions**, **Properties**, and **Options**. It also allows you to save a file, open a file, or print the current file. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.



Creating a New Blank Document

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select **Blank document** in the **Available Templates** pane.

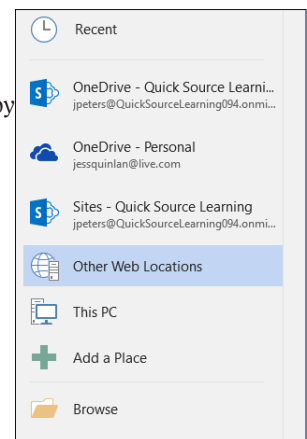
Creating a Document from a Template NEW!

You can create many different types of documents beyond the traditional blank page, including custom calendars, form letters, resumes, flyers, invitations, gift certificates, or reports.

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Do one of the following:
 - *To use a default template*, scroll through listed templates.
 - *To look through commonly searched templates*, click on one of the category options in the **Suggested searches** space. Select **Business**, **Personal**, **Industry**, **Print**, **Design Sets**, **Education**, or **Event**.
 - *To search the web for a template*, click in the **Search for online templates** bar.
4. Select the template you want to use.
5. Click the **Create** button.

Opening a Document NEW!

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location you would like to open from.
 - **Recent**: choose from a list of recently opened files organized by the date of access.
 - **OneDrive**: choose from a folder stored in the cloud.
 - **This PC**: choose from likely folders or click the **Navigate up** button to select another location on your computer.
 - **Add a Place**: select an additional location, such as an **Office 365** account or another **OneDrive** account.
4. *Optional*: If you aren't sure where your document is located, click the **Browse** button to search your folders.
5. Click the **Open** button.



Saving a Document NEW!

1. Click on the **File** tab.
2. Do one of the following:
 - *To save the document*, select **Save** from the left pane.
 - *To save the document as another file format*, select **Save As** in the left pane. Select the location where you would like to save your file, such as your **OneDrive** account. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

*Note: To quickly save after the initial save, click the **Save** button on the **Quick Access** toolbar.*