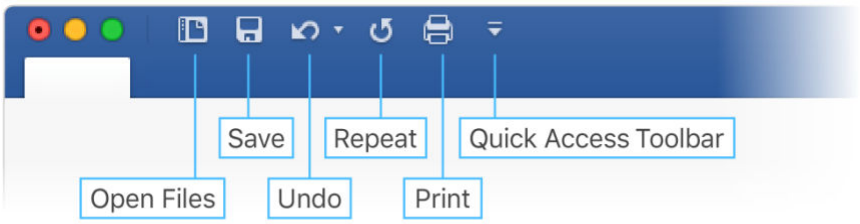
Welcome to Word

6 tips for a simpler way to work

Quick access to commands

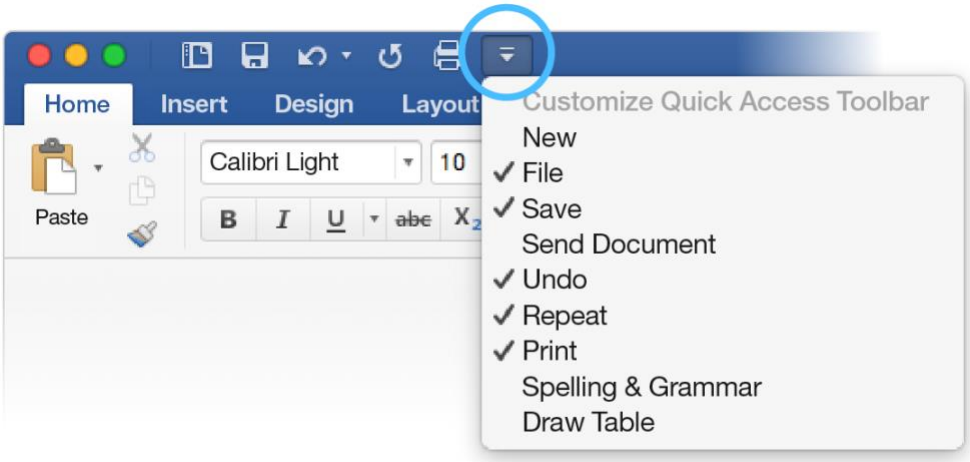
At the top of your document, the **Quick Access Toolbar** puts the commands you use frequently just one click away.



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**.

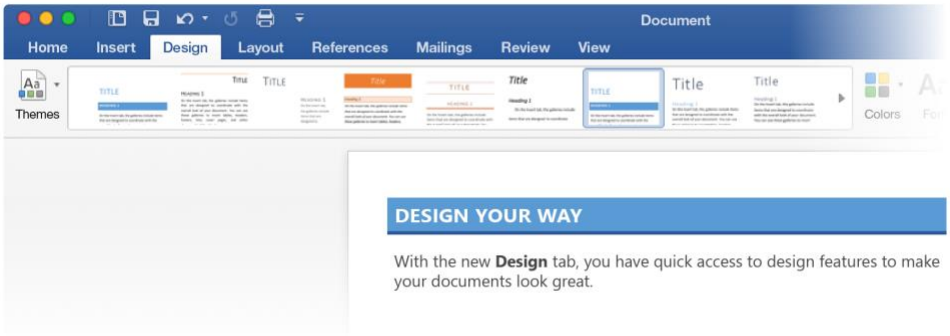


Look professional, your way

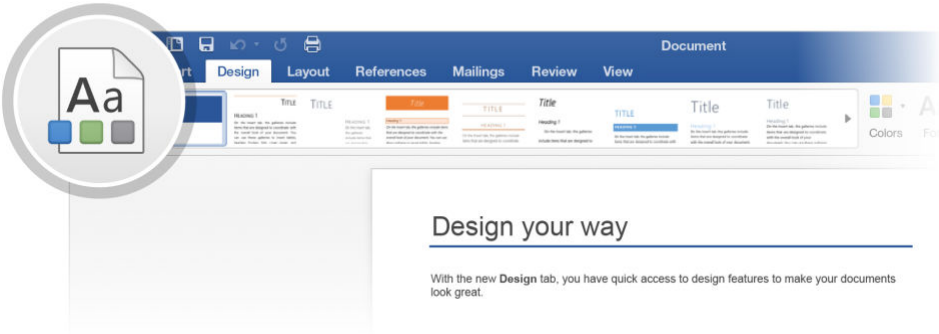
In this document, styles like **Heading 1** and **Title** have been applied to text (**Home** tab, **Styles** gallery). That lets you quickly overhaul the look of the whole document.

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.

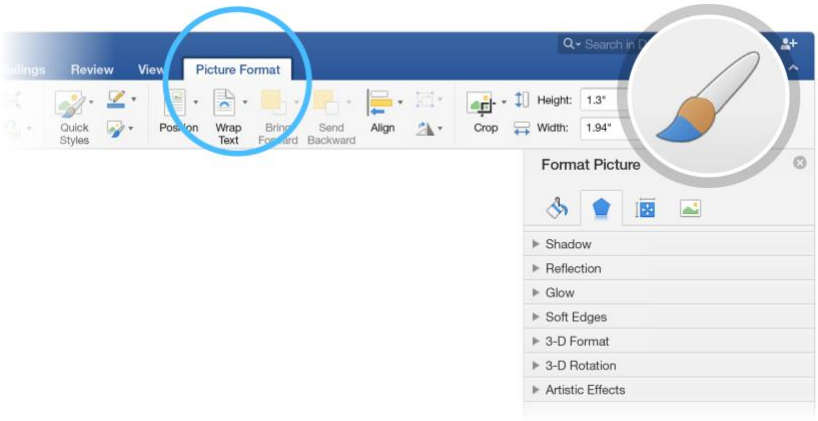
Edit pictures without leaving Word

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**.
3. To see all the formatting options, select **Picture Format** tab, and then select **Format Pane** on the right side of the app.



4. If you apply formatting you don't like, press F1 to undo it, or select **Reset** under **Artistic Effects** in the **Format Pane** to go back to the original picture.

Hint: To open the **Format Pane** quickly, press Command+Shift+1.

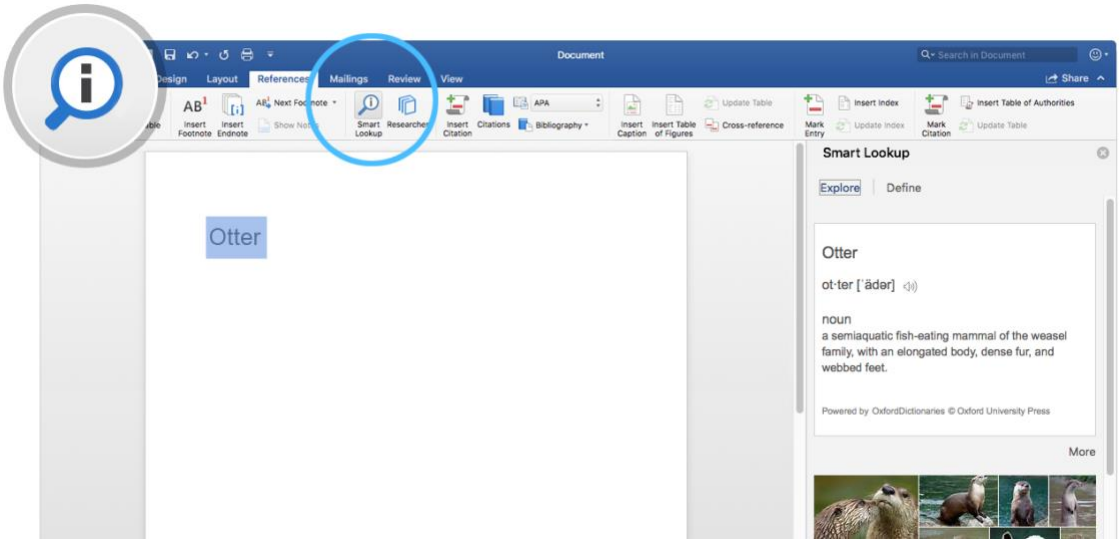
Explore without leaving your doc

Smart Lookup brings research from the web directly into Word.

Try it:

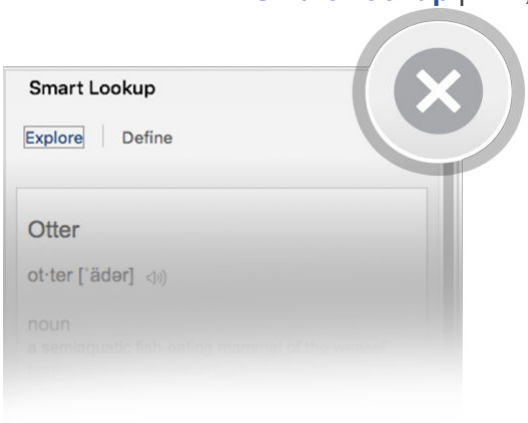
1. Select the word "Otter"

2. Go to the **References** tab and select **Smart Lookup**



Source: Wikipedia CC-by-SA – https://en.wikipedia.org

3. To close out of the **Smart Lookup** pane, select the **Close** button at the top of the pane.



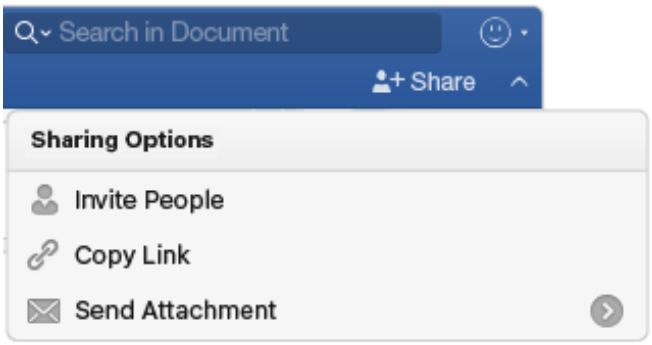
Designed for teamwork

With your document stored online, your group can work on it together at the same time.

How it works:

1. Save your document in an online location, like OneDrive.
2. Select **Share** button from above the ribbon.

3. Invite people or send a link so they can edit with you.

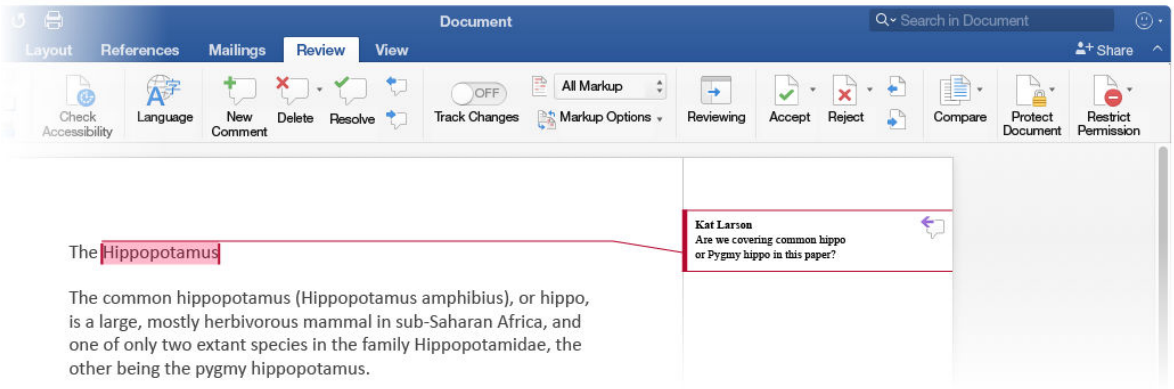


Give feedback in comments

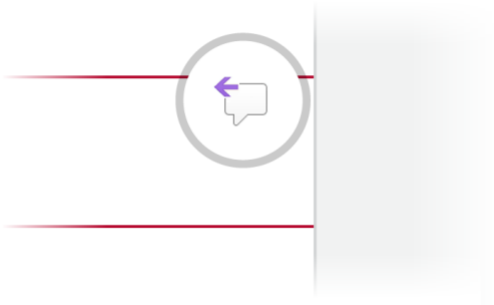
Comments are threaded, so you can have a conversation right next to relevant text. This is a great way to quickly add your feedback.

Try it:

1. Select somewhere in this paragraph, and then select the **Review** tab.
2. Select **New Comment**, and type something.



3. Notice that your comment includes a **Reply** button. Use it to respond to a comment.



Hint: When you've taken care of feedback, get the comment out of your way without losing it: Select the comment and then select **Done** on the **Review** tab.

More questions about Word?

Visit the Word team blog.

Get help with Word for Mac.