## Microsoft Word 2016 (Office 365) Introduction

Welcome to the 'Microsoft Word 2016 (Office 365) Introduction', which is simply referred to as 'Word'.

In this Guide I will highlight the various screens/ tabs available in Word, as well as some of the most commonly utilized options (along with screenshots).

* A one-page PDF 'Quick Guide' can be downloaded from my site, here.

The first screen that you will see upon launching Word will allow you to create a 'blank document'. You also have the option to choose a variety of templates.
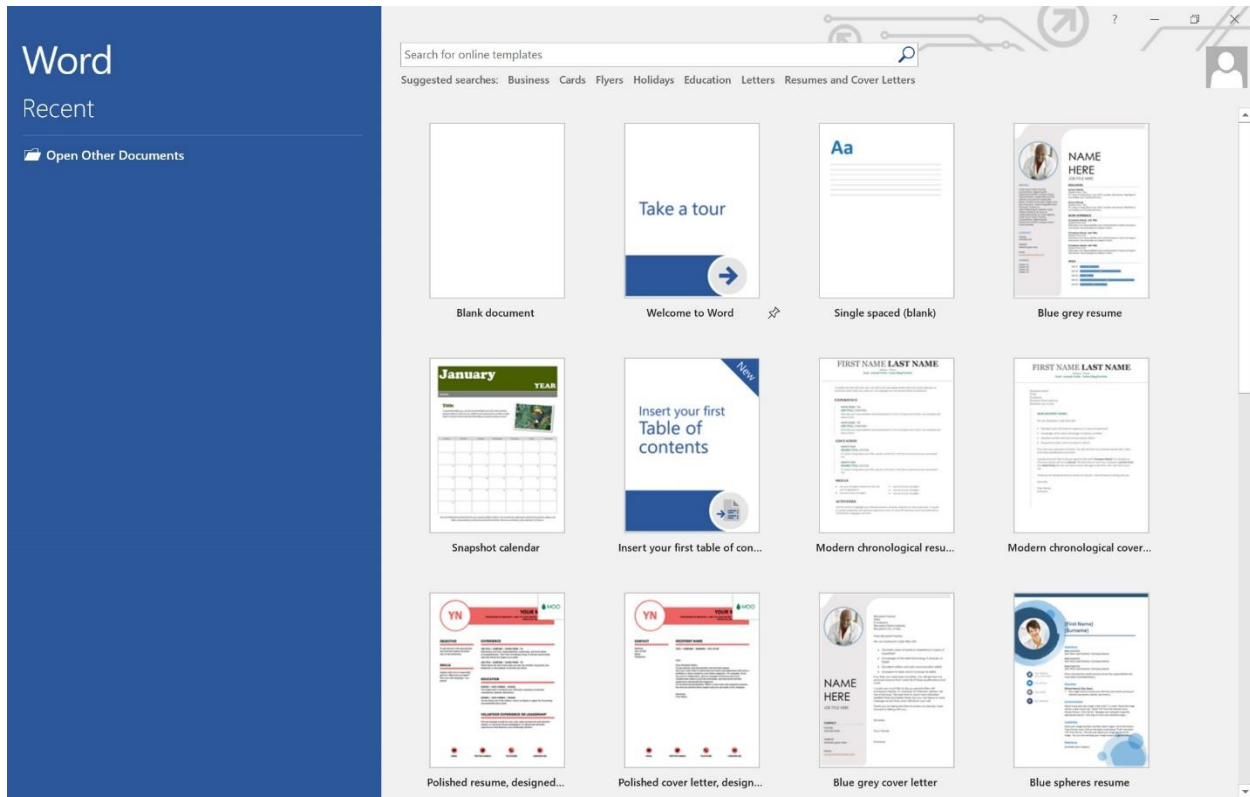

For this example, I chose 'Blank Document', which will launch Word and display the 'Ribbon' at the top of the page. (The 'Ribbon' and 'File Menu' will be available/ appear even if you choose a 'template'.

* If the Ribbon is 'missing', click one of the menu options, (except 'File') and click the 'pushpin' icon at the bottom-right corner of the Ribbon, to keep the Ribbon in constant view, as pictured below.
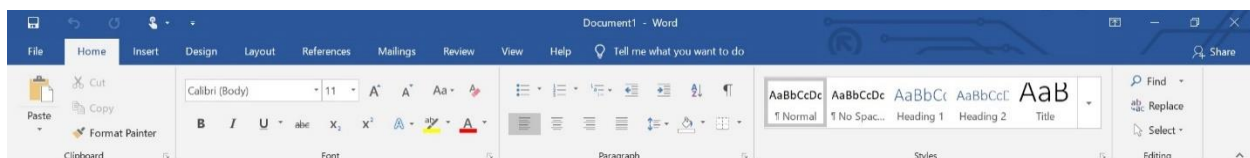
The first 'Menu' option is the 'File' menu, which allows you to create a new Word document, open an existing document, save the file you're currently working with, print, export to PDF and modify some of the options. I won't elaborate on the 'options' portion, as it is acceptable to leave those settings as they are, but feel free to modify as many as you want.
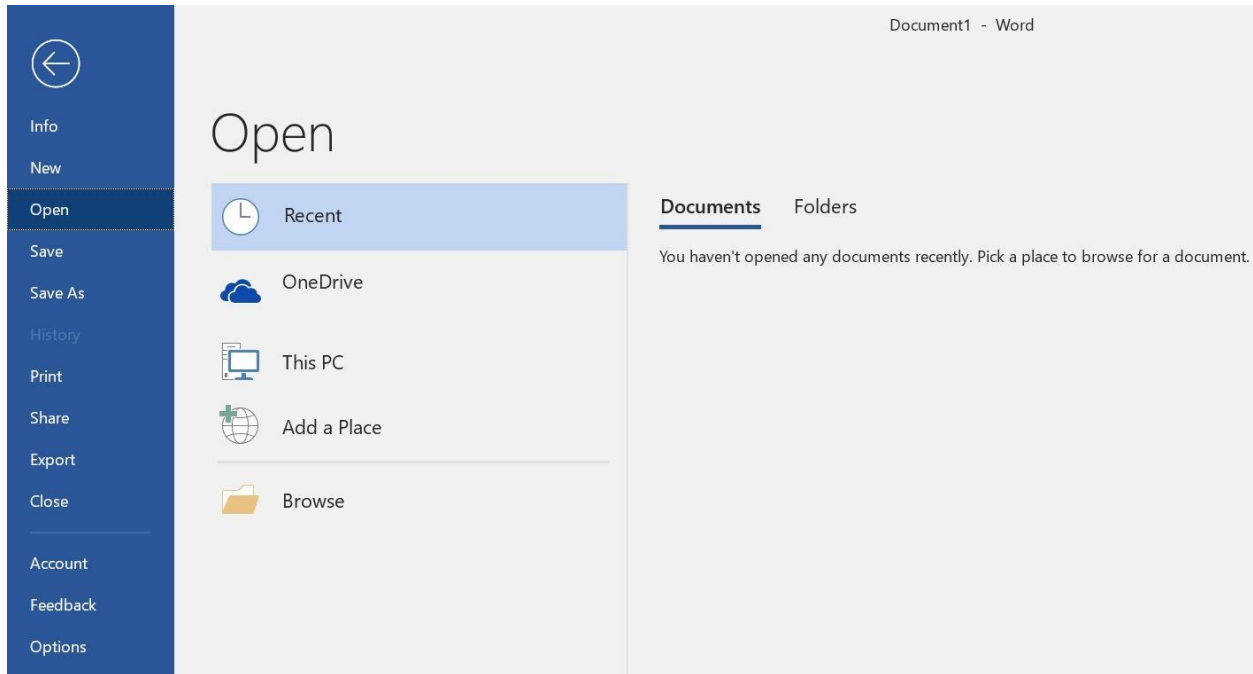
The 'Home' menu option allows you to adjust settings such as the font style, size and color. It also allows you to insert bullet points or numbers.
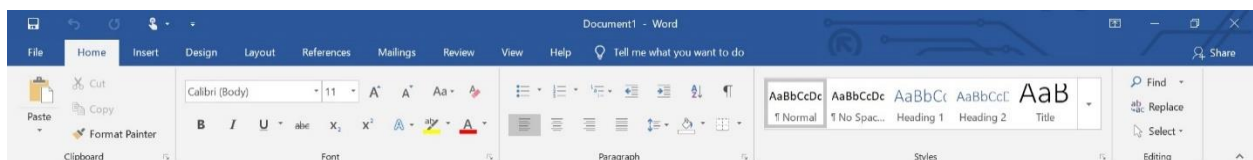

The next menu option is 'Insert'. As you might have guessed, this menu allows you to insert various 'objects', such Pages, Tables, Illustrations (as I have done with the screenshots in this Intro guide), hyperlinks, page numbers and even a variety of symbols.
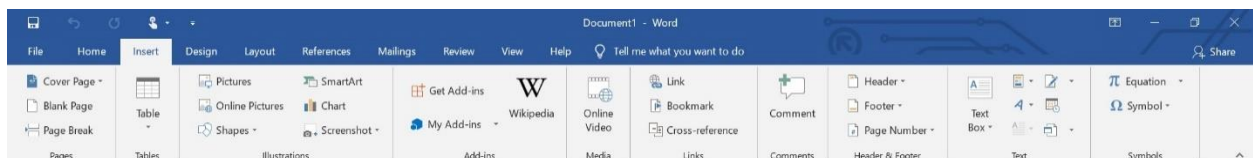
The 'Design' menu allows you to choose a specified theme, as well as apply a watermark or adjust your page color (from the standard white background).


The 'Layout' option provides options to adjust the margin sizes, alter the orientation of the page (between portrait and landscape), change the paragraph indent spacing and position pictures (in front of, behind or between text).
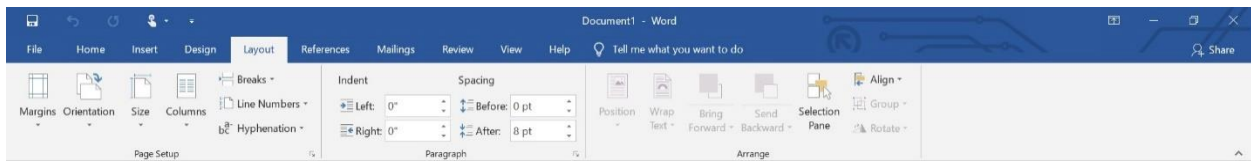

The 'References' option allows you to create a Table of Contents. The References menu can also be very helpful for those who are typing a document/ report that much comply with APA standards, for example, which many colleges require. You can also add captions (above or below) an inserted picture. For documents that have a lot of information, it might be helpful (or required, based on your situation) to insert an 'index' at the end of your document, which can be accomplished from this menu, also.
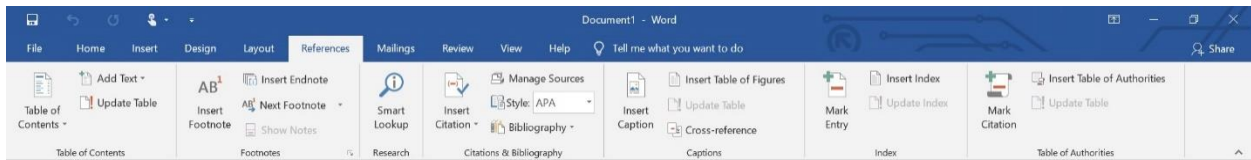

The 'Mailings' menu is very helpful if the need arises to print addresses onto envelopes or labels. I must say, this seems to be a fairly uncommon process for myself, but others use this feature on a regular basis. It's nice to have this feature available, if needed, though.
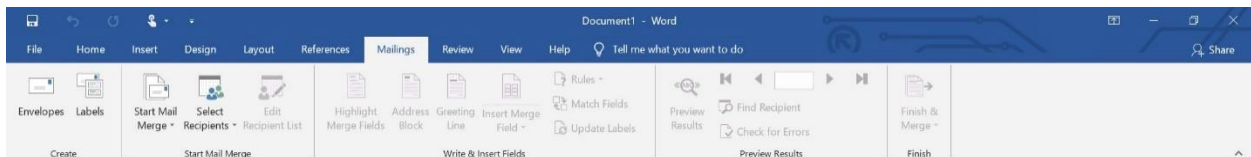
The 'Review' menu is helpful with a built-in spell checker and a thesaurus, as well as a word counter. For me, the word counter was a great tool to have access to when writing papers for my college classes.
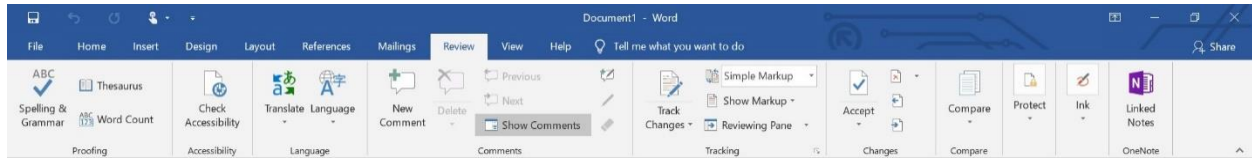
The 'View' menu can be used to see the document in a different layout. For example, 'Read Mode' can be used as a read-only view after you have finished editing your document. This is helpful if sharing the document with others, such as co-workers. This removes the Ribbon and most of the menu options, which is useful to help prevent others from quickly modifying your document, if you shared it with them. The Outline and Draft views can be beneficial, too. I have used the Ruler and Gridlines options, especially when inserting a picture into my document. Those options can help accurately align pictures.
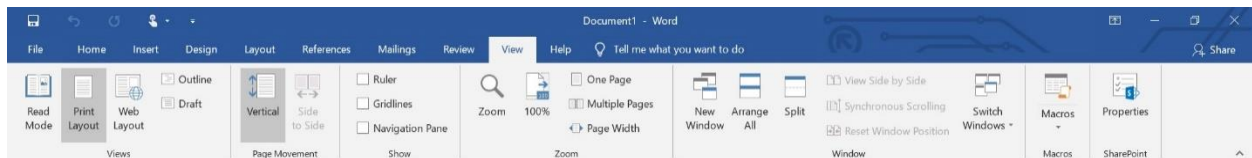
This concludes the Microsoft Word 2016 (Office 365) Introduction. I hope this information was helpful.

For more guides and tips & tricks that are designed to increase productivity, as well as information regarding backing up (and restoring) your documents, please see my website.