Word 2016 for Mac

Office

Quick Start Guide

This new version of Word is thoughtfully designed for your Mac. Use this guide to learn the basics.

Get quick access to tools and commands
See what Word 2016 for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar
Keep popular commands right at your fingertips.

Discover contextual commands
Select tables, pictures, and other objects in your documents to reveal additional tools.

Search your documents
Start typing in the Search box to instantly find what you're looking for.
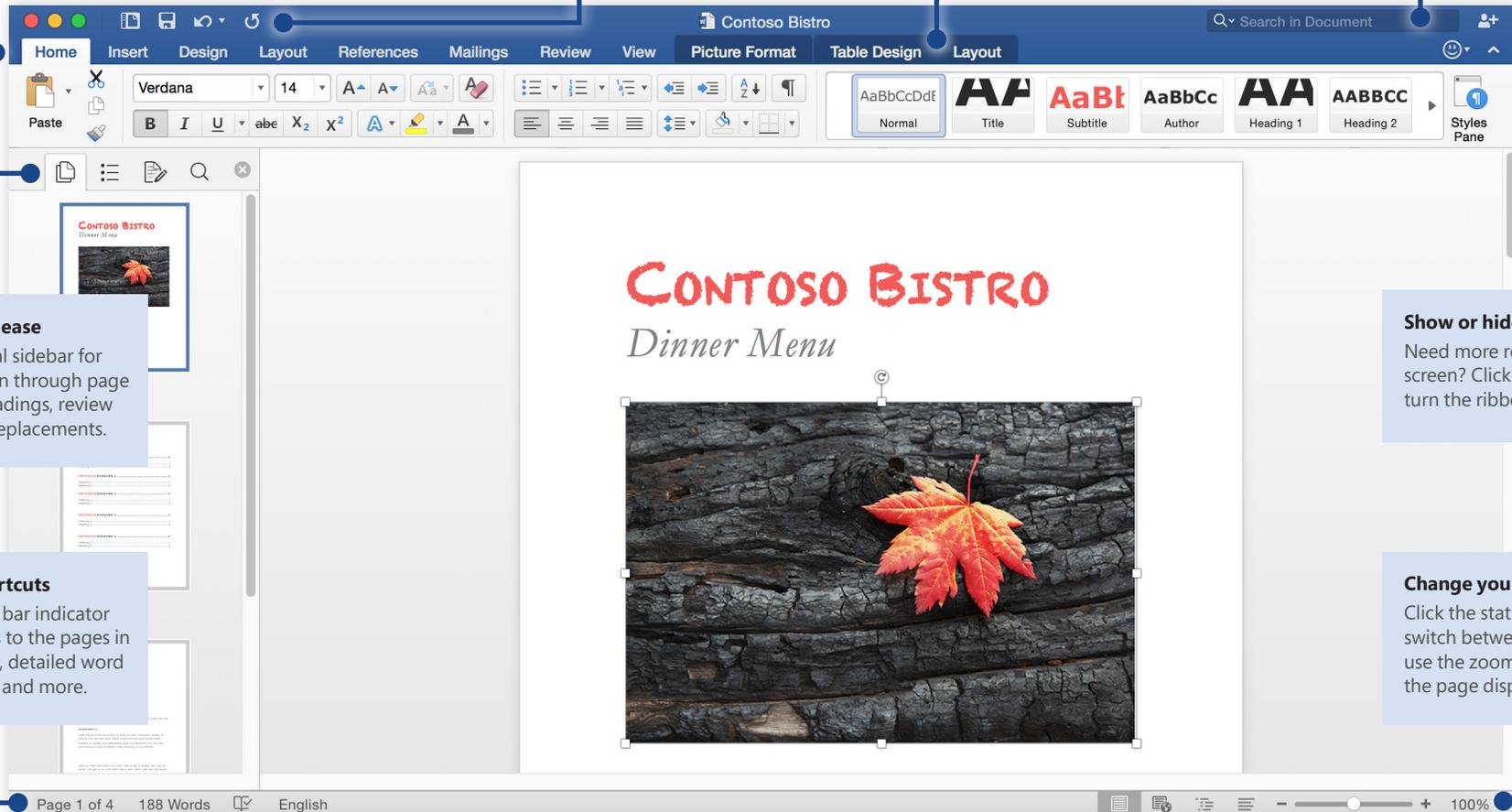
Navigate with ease
Use the optional sidebar for quick navigation through page thumbnails, headings, review comments, or replacements.

Show or hide the ribbon
Need more room on your screen? Click the arrow to turn the ribbon on or off.

Status bar shortcuts
Click any status bar indicator for quick access to the pages in your document, detailed word count statistics, and more.

Change your view
Click the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

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Dinner Menu

Microsoft

Create something

Begin with a **Blank Document** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. To return to these options at any time, click **File** > **New from Template**.

Find recent files

Whether you only work with files stored on your Mac's hard drive or you roam across various cloud services, clicking **File** > **Open Recent** takes you to your recently used documents and any files that you may have pinned to your list.

Stay connected

Need to work on the go and across different devices? Sign in to easily access your recently used files anywhere, on any device, through seamless integration between Office 2016 for Mac, OneDrive, OneDrive for Business, and SharePoint.
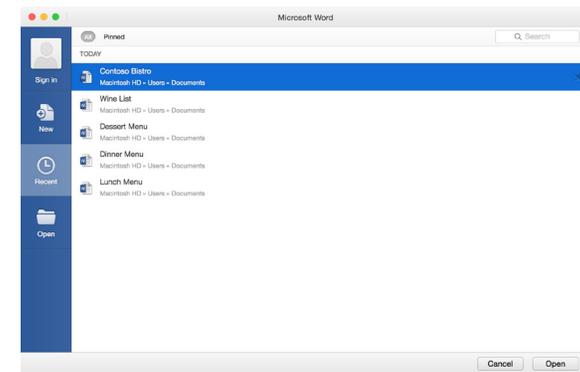

Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. On the **Word** menu, click **Preferences**, and then set up Word the way you want.
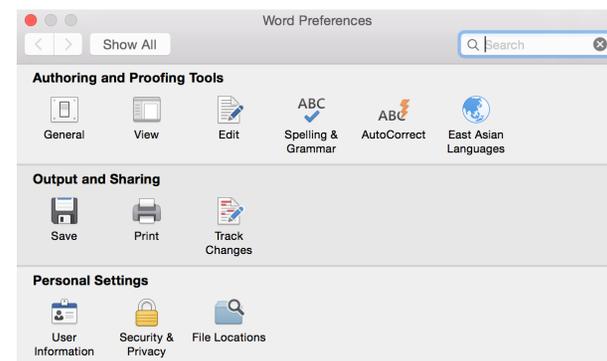
Discover contextual tools

You can make contextual ribbon commands available by selecting relevant objects in your document. For example, clicking within a table displays the **Table Design** and **Layout** tabs, and clicking any inserted picture displays the **Picture Format** tab.
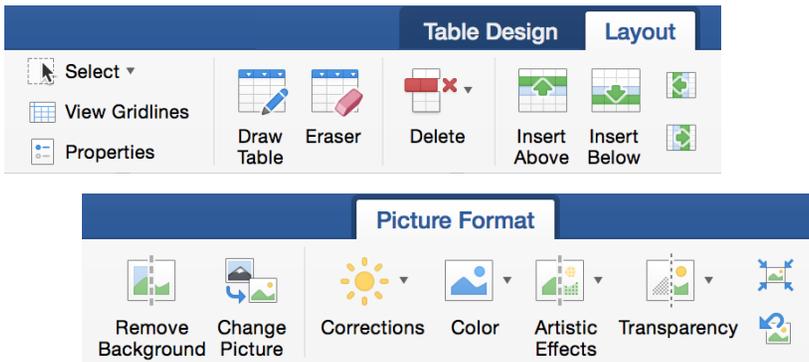
Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab unveils essential commands to track, discuss, and manage all of the changes made to your documents.
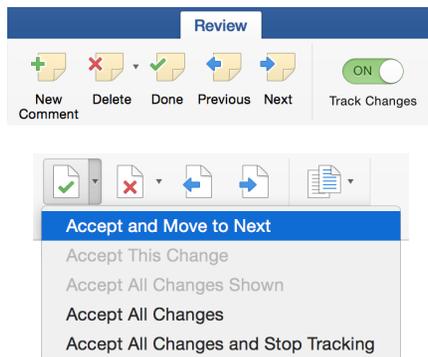
Format documents with style

On the **Home** tab, click the **Styles Pane** button to visually create, apply, and review formatting styles in your current document. You can filter which styles to show, and you can turn on and off the optional style and formatting guides.

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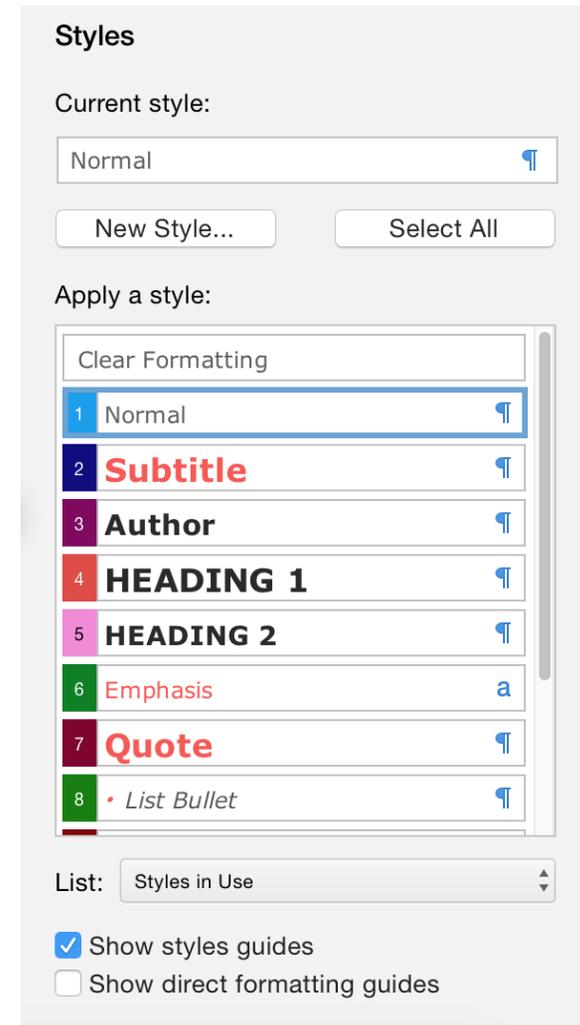
Share your work with others

Click the **Share this document** button in the top right corner to invite others to edit your current document, to copy a link to the file's cloud location, or to send a copy as a file attachment from your preferred email service.
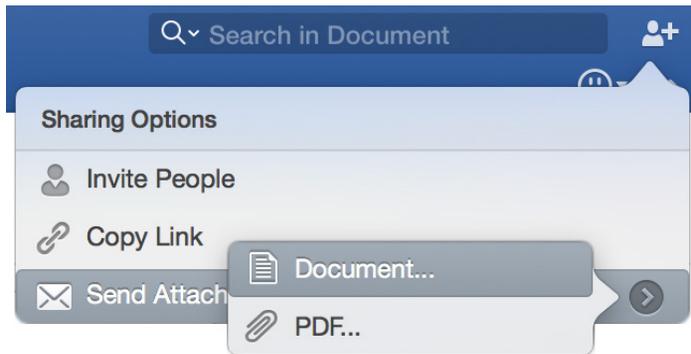
Get other Quick Start Guides

Word is just one of the newly designed apps in the new Office 2016 for Mac. Visit **http://aka.ms/office-mac-guides** to download our free Quick Start Guides for the new Mac versions of Excel, PowerPoint, Outlook, and OneNote.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!

Get help with Word

On the menu bar, click **Help** to search for the Word features and commands that you need help with, or click **Word Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.
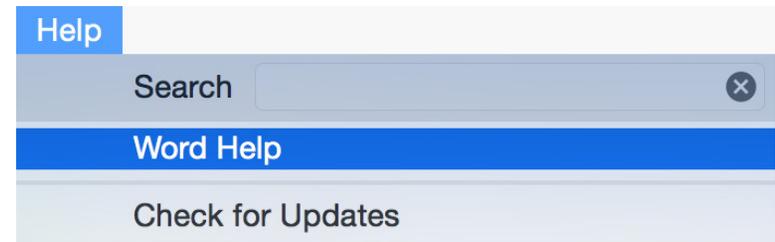
Send us your feedback

Love Word for Mac? Got an idea for improvement? Click the smiley face icon in the upper right corner of the app window to send your feedback directly to the Word development team.