Get Started in Microsoft Word

With Word on your PC, Mac, or mobile device, you can:

- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Access your documents from a computer, tablet, or phone with OneDrive.
- Share your documents, and work with others.
- Track and review changes.

Create a document in Word

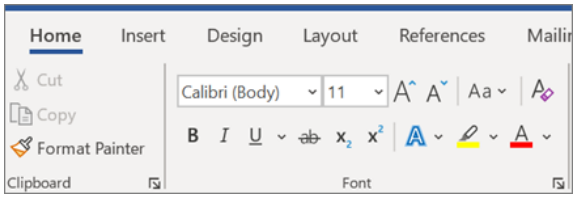
Create a document

1. On the **File** tab, click **New**.
2. In the **Search for online templates** box, enter the type of document you want to create and press ENTER.

Tip: To start from scratch, select **Blank document**. Or, for practice using Word features, try a learning guide like **Welcome to Word**, **Insert your first table of contents**, and more.

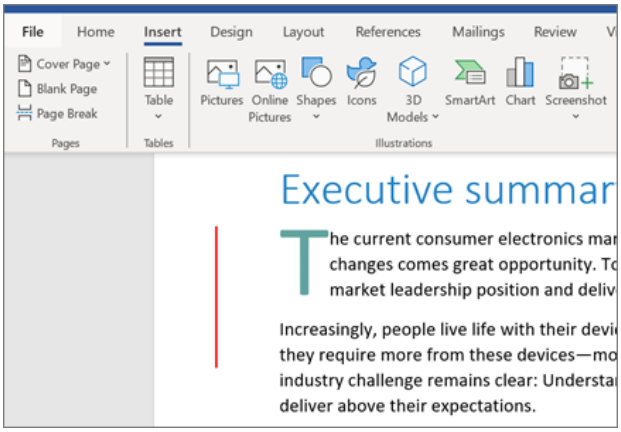
Add and format text

1. Place the cursor and type some text.
2. To format, select the text and then select an option: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



Add Pictures, Shapes, SmartArt, Chart, and more

1. Select the **Insert** tab.
2. Select what you want to add:
   - **Tables** - select **Tables**, hover over the size you want, and select it.
   - **Pictures** - select **Pictures**, browse for the picture you want, and select **Insert**.
   - **Online Pictures** - select **Online Pictures**, search and choose the picture you want, and select **Insert**.
   - **Shapes** - select **Shapes**, and then select a shape from the drop-down.
   - **Icons** - select **Icons**, choose the one you want, and select **Insert**.
   - **3D Models** - select **3D Models**, choose from a file or online source, go to the image you want, and select **Insert**.
   - **SmartArt** - select **SmartArt**, choose a **SmartArt Graphic**, and select **OK**.
   - **Chart** - select **Chart**, select the chart you want, and select **OK**.
   - **Screenshot** - select **Screenshot** and select one from the drop-down.



Get Started in Microsoft Word

Save your document to OneDrive in Word

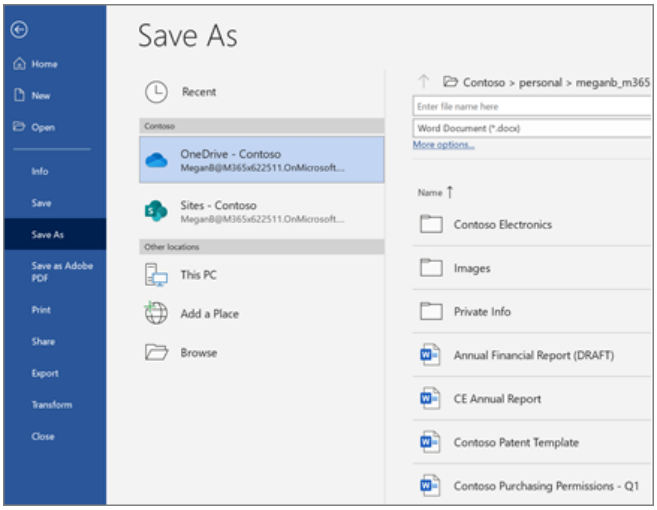
Save your document to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

1. Select **File > Save As**.
2. Select **OneDrive**.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location in the list, or **Add a Place**.

3. Enter a descriptive name for the file, and select **Save**.



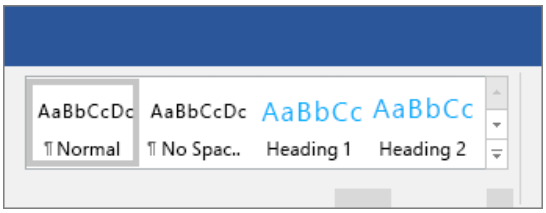
Design and edit in Word

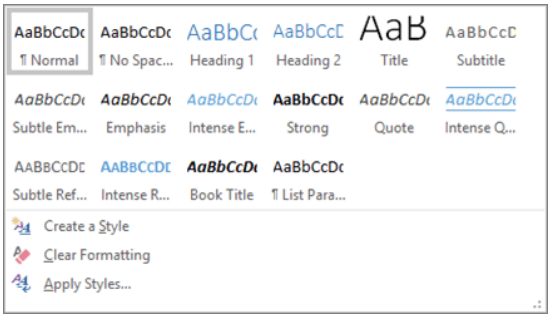
Use Styles

Styles templates apply a consistent font, font size, font color, and spacing to headings, paragraphs, and titling throughout your document.

1. Select the words, paragraph, list or table to edit.
2. On the **Home** tab, select a style.

If you don't see the style you want, click the **More** button to expand the gallery.



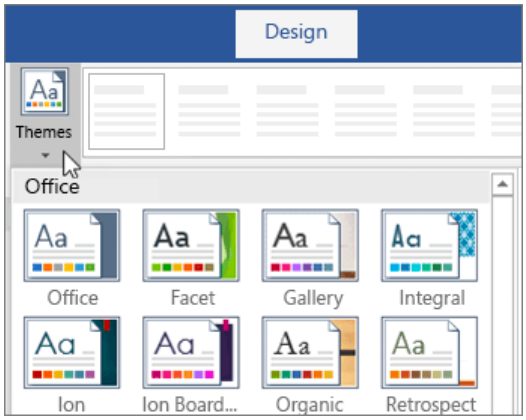


Get Started in Microsoft Word

Apply Themes

Themes add a professional look to your document.

1. Select **Design** > **Themes**.
2. Point to a theme to preview how it will look.
3. Select the theme you want.

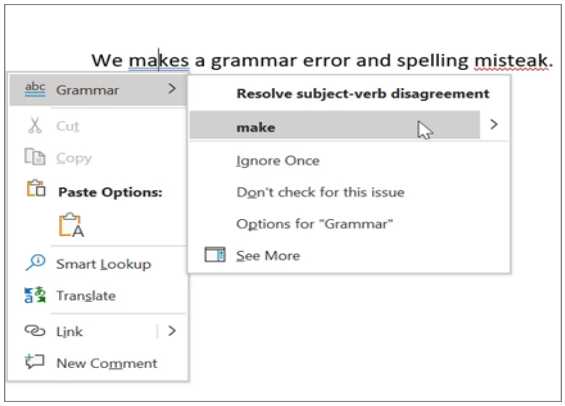


Check spelling and grammar

Word marks misspelled words with a red squiggly underline and grammar mistakes with a blue double underline.

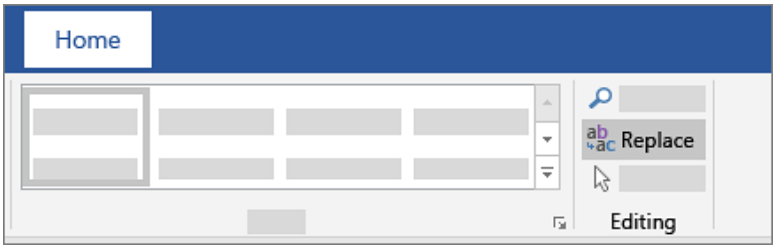
1. Right-click the word.
2. Select a correction, or select **Ignore**.

Note: Spelling and grammar check work a little differently in newer versions of Word and Microsoft 365. For more, see Editor - your writing assistant.



Find and replace text

1. Select **Home** > **Replace**.
2. For **Find what**, enter a word or phrase to search. For **Replace with**, enter the new text.
3. Select **Find next**, and then select:
   - **Replace** to replace the first instance, or
   - **Replace all** to replace all instances.



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Collaborate in Word

Share your document

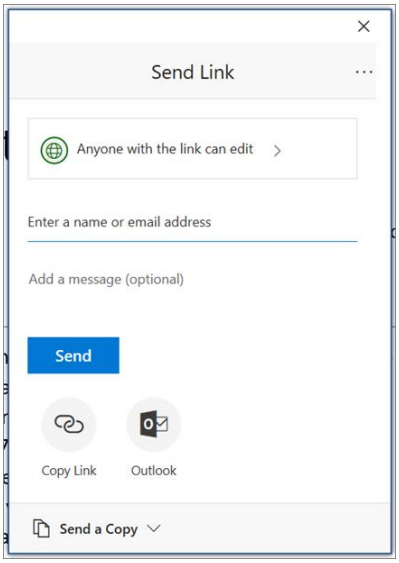
To share a file from within Word:

1. Select **Share** on the ribbon.

Or, select **File > Share**.

Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

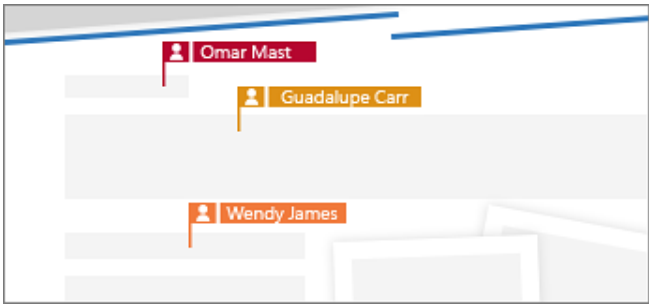
2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Co-edit a document

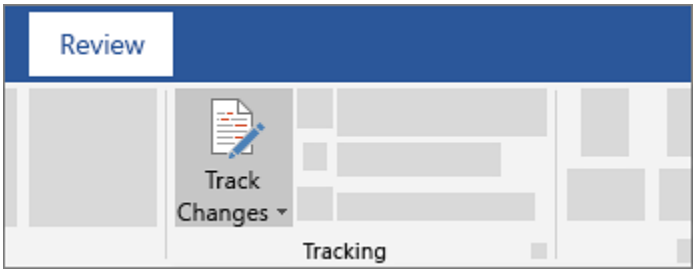
After you share your document, you can work on that file at the same time with others.

- For the best experience, work together in Word for the web and see real-time changes.
- Under **Share**, you will see the names of who else is also editing the file.
- Colored flags show you exactly where each person is working in the document.



Track and review changes

1. To track changes, select **Review** > **Track Changes**.
2. To review changes, place the cursor before a change and select:
   - **Accept** to keep the change, or
   - **Reject** to remove it.



For more information, please refer to the Microsoft training resource page HERE