

Word® 2021 & 365 Introduction

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Quick Reference Guide

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View"** and perform file management, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. To **show or hide the Quick Access Toolbar**, click the "Ribbon Display Options" button in the Ribbon and select "Show (or Hide) Quick Access Toolbar."
2. To **change the location of the Quick Access Toolbar**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
3. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right, click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for online templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Documents

To **overwrite a file that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a document for the first time or to save a document with a different name or in a different location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. To **pin a recent document to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. To **un-pin**, click it again.

To **open a document**, click to select a "Recent" or "Pinned" file. Or,

1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file and click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but **can** contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Documents" button at the bottom of the "Recent" pane.
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button.

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Shelley O'Hara



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Word 5 for the Mac Bryan Pfaffenberger,1992 The most complete command reference for Microsoft's Mac based word processor Alphabetical listing makes commands easy to find Entries include basic functions to advanced features

Microsoft Word 5 Mac William Moore,1993-01-01 **Guide to Microsoft Word 5** Jim Heid,1992 **Using Excel 4 for the Mac** Christopher Van Buren,Chris Van Buren,1992 Covers all the aspects of creating a worksheet entering data editing formatting using functions using multiple worksheets and printing Also covers chart creation and customization draw databases and macros **Easy Quicken** Shelley O'Hara,1992 This how to text introduces absolute beginners to the fundamentals of personal financial software The Basic section introduces readers to general personal computing terminology the Task Review part covers specific tasks and reviews each illustrating a before and after approach Covers IBM Version 5.0

Windows 3.1 Programmer's Reference James W. McCord,1992 Comprehensive reference for experienced Windows programmers Power techniques for developing Windows applications Maximizes the performance of C and Microsoft's SDK Includes full featured reference and documentation on Windows functions and messages *Borland C++ 3.1 Programmer's Reference* James W. McCord,1992 The clear concise guide to all functions of Borland C 3.1 Shows the syntax description code examples and cross platform compatibility for all the major library functions included with Borland C **Using Microsoft C/C++ 7** Lee Atkinson,Mark Atkinson,Ed Mitchell,1992 The complete tutorial for beginning to advanced programmers Provides detailed information on all the features in the most recent version of Microsoft C Includes numerous programming examples and discusses techniques that will simplify debugging and code optimization **Excel 4 for Windows QuickStart** Sharel McVey,1992 A step by step tutorial that helps beginning users of Excel learn the basics of the software quickly so that they can start to create and modify Excel worksheets *MacWorld Guide to Microsoft Works 3* Barrie Sosinsky,1992 Get the most from all the modules of Works with this up to date guide From the word processor to spreadsheet to database to communications package this book guides you through the details of the software Includes tips and insights and hints for using Works more efficiently Includes Pull Out Reference Card The Software Encyclopedia,1997 Introduction to Hard Disk Management Jackie Fox,1992 Designed to help users to better manage their hard disk This book will aid in the selection of a hard disk discussing the different types available The book also discusses how DOS interacts with a disk how graphical user interfaces are used to manage directories and files and how to manage a hard disk using different software programs *Macs For Dummies* David Pogue,2004-04-26 The Mac is famous for its user friendliness Maybe that's why you bought one in the first place But to make the most of all its marvelous capabilities you'll be glad to have an equally friendly resource to help you use it Written by the renowned New York Times technology columnist David Pogue *Macs For Dummies* has long been the bestselling Mac book because it provides just what you need to know to get the best performance from your Mac And like the Mac itself this book is easy to use with plain English explanations and

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Using 1-2-3 Rel. 2.4 Susan M. Shaw,1992 The performance boosting tutorial reference for the latest version of 1 2 3 for DOS Provides tips and advice on how to improve worksheet database and graphics performance Includes special icons to highlight the new features of this latest version

Turbo Pascal by Example Greg M. Perry,1992 Uses Turbo Pascal 6 0 *Using Novell NetWare* Bill Lawrence,1990 Networking basics Installing NetWare Organizing Your Server Managing Your Network Installing NetWare

Programming in Windows 3.1 Tim Farrell,Runnoe Connally,1992 This effective learning tool and resource for all Windows programmers provides expert programming tips and techniques comprehensive coverage of Microsoft s Software Development Kit hands on samples and step by step instructions *Easy Ami Pro* Shelley O'Hara,1992 Covers some basic concepts understanding the computer system using the keyboard and understanding the screen display Also includes a glossary of computer terms

The Big Mac Book Neil J. Salkind,1989 A complete reference for Macintosh users packed with QuickStart tutorials a troubleshooting section user group and bulletin board directories system error codes and a vendor guide Upgrading to MS-DOS 5 Brian Underdahl,1991

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Table of Contents Word 5 For The Mac Quick Reference

1. Understanding the eBook Word 5 For The Mac Quick Reference
 - The Rise of Digital Reading Word 5 For The Mac Quick Reference
 - Advantages of eBooks Over Traditional Books
2. Identifying Word 5 For The Mac Quick Reference
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Word 5 For The Mac Quick Reference
 - User-Friendly Interface
4. Exploring eBook Recommendations from Word 5 For The Mac Quick Reference
 - Personalized Recommendations
 - Word 5 For The Mac Quick Reference User Reviews and Ratings
 - Word 5 For The Mac Quick Reference and Bestseller Lists
5. Accessing Word 5 For The Mac Quick Reference Free and Paid eBooks

- Word 5 For The Mac Quick Reference Public Domain eBooks
 - Word 5 For The Mac Quick Reference eBook Subscription Services
 - Word 5 For The Mac Quick Reference Budget-Friendly Options
6. Navigating Word 5 For The Mac Quick Reference eBook Formats
 - ePub, PDF, MOBI, and More
 - Word 5 For The Mac Quick Reference Compatibility with Devices
 - Word 5 For The Mac Quick Reference Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Word 5 For The Mac Quick Reference
 - Highlighting and Note-Taking Word 5 For The Mac Quick Reference
 - Interactive Elements Word 5 For The Mac Quick Reference
 8. Staying Engaged with Word 5 For The Mac Quick Reference
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Word 5 For The Mac Quick Reference
 9. Balancing eBooks and Physical Books Word 5 For The Mac Quick Reference
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Word 5 For The Mac Quick Reference
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Word 5 For The Mac Quick Reference
 - Setting Reading Goals Word 5 For The Mac Quick Reference
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Word 5 For The Mac Quick Reference
 - Fact-Checking eBook Content of Word 5 For The Mac Quick Reference
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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