

# Word 2016 for Mac Basics

Training Deck  
Microsoft

# Before you begin...

Make sure that you've installed and activated Office 2016 for Mac.

To [install Office 2016 for Mac](#), you'll need:

- A Mac that meets [these requirements](#)
- An administrator account on the computer you're using

To [activate Office 2016 for Mac](#), you'll need:

- An Office 365 subscription that includes Office 2016 for Mac
- An account to [sign in to Office](#)

## Need help?

- See one of the following:
  - [What to try if you can't install or activate Office 2016 for Mac](#) (work or school account)
  - [What to try if you can't install or activate Office 2016 for Mac](#) (home or personal account)
- Visit the [Answers forum \(Microsoft Community\)](#)
- Contact [Office Support](https://support.office.com/home/contact) (https://support.office.com/home/contact)

# What you'll learn in this tutorial

Choose a tile to get started:

Learn your  
way around

Create a  
document

Format a  
document

Save a  
document

# Learn your way around Word 2016

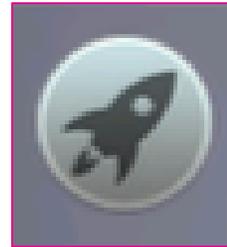
- [Find Word 2016 after installation](#)
- [Explore Word 2016 for Mac](#)
- [Explore changes in the ribbon](#)



# Find Word 2016 after installation

If you have trouble finding Word 2016 after you install it, open the **Launchpad** and double-click **Microsoft Word**.

**Tip:** To add a Word shortcut to the Dock, drag the **Microsoft Word** icon from the **Applications** window to the Dock.



# Explore Word 2016 for Mac

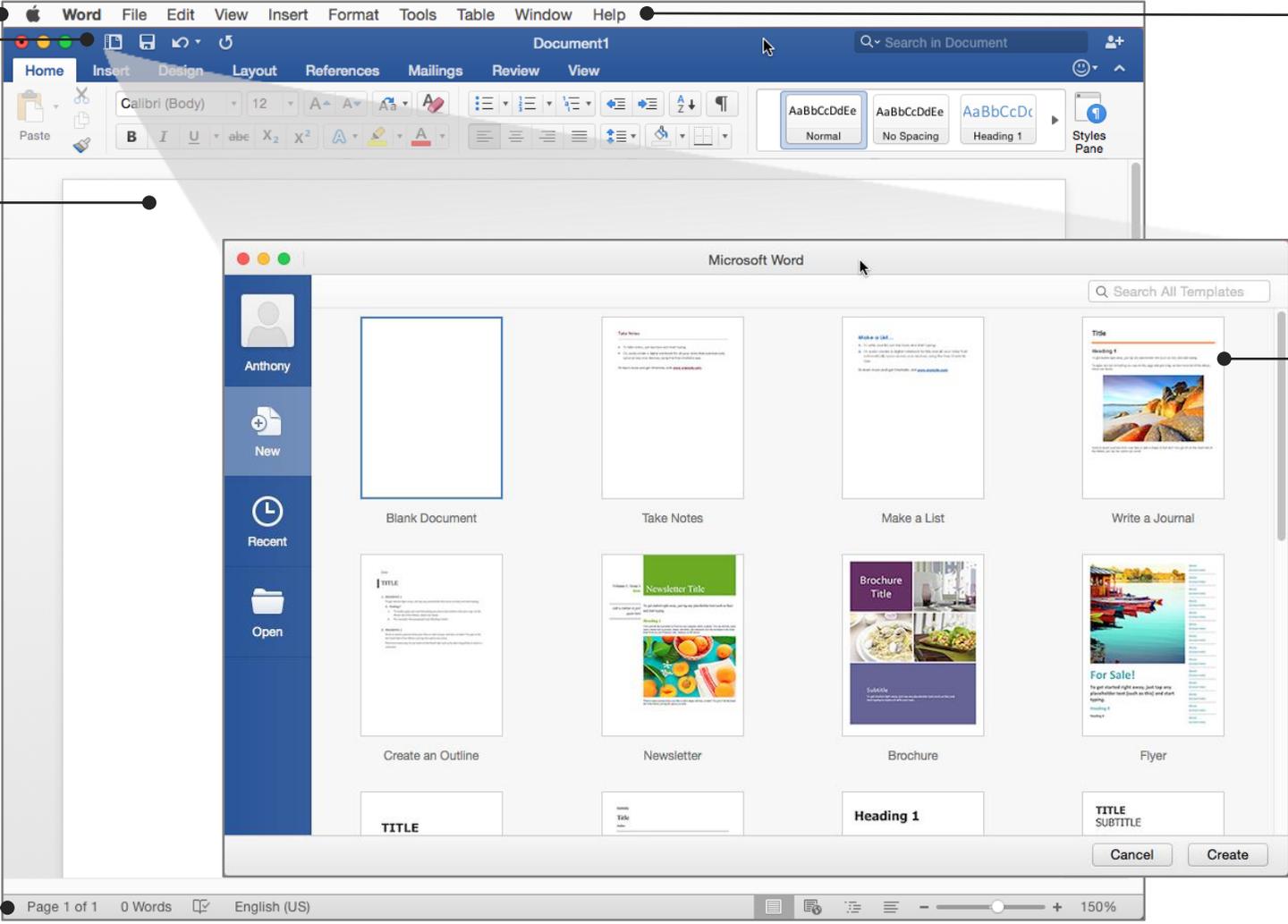
Menu bar  
Quick Access  
Toolbar

Help

Document  
window

Document  
Gallery  
(documents  
and  
templates)

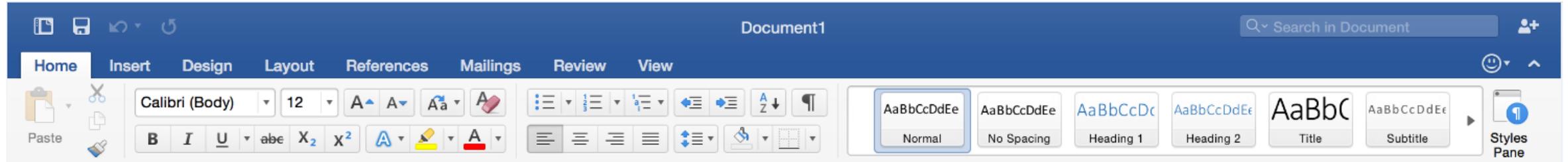
Status bar



Download the [Word for Mac Quick Start Guide](#).

# Explore changes in the ribbon

The ribbon in Word has been redesigned to be more consistent with Word on other platforms.



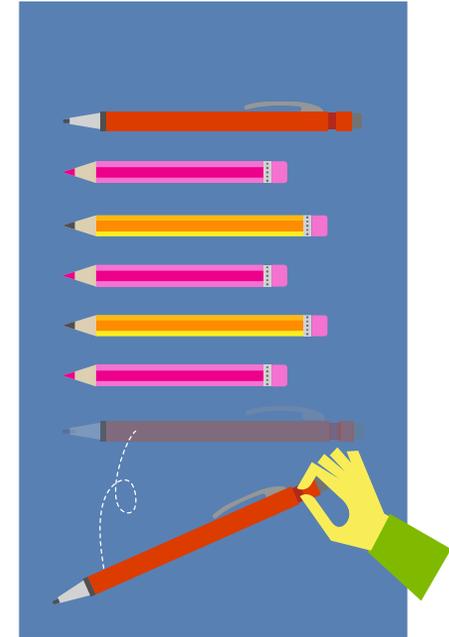
- The ribbon is grouped logically so it's easier to find what you're looking for.
- A new **Design** tab, for example, provides quick access to features such as themes, styles, fonts, and more.
- Other commands have been reorganized to make them easier to find, on new **Insert**, **Layout**, **References**, **Mailings**, and **View** tabs.
- From the **View** tab, you can use an improved **Navigation Pane** to track where you are in a document and navigate to points of interest.

Download the [Word for Mac Quick Start Guide](#).

# Create a document

Next, learn how to:

- [Create a document using a template](#)



# Create a document using a template

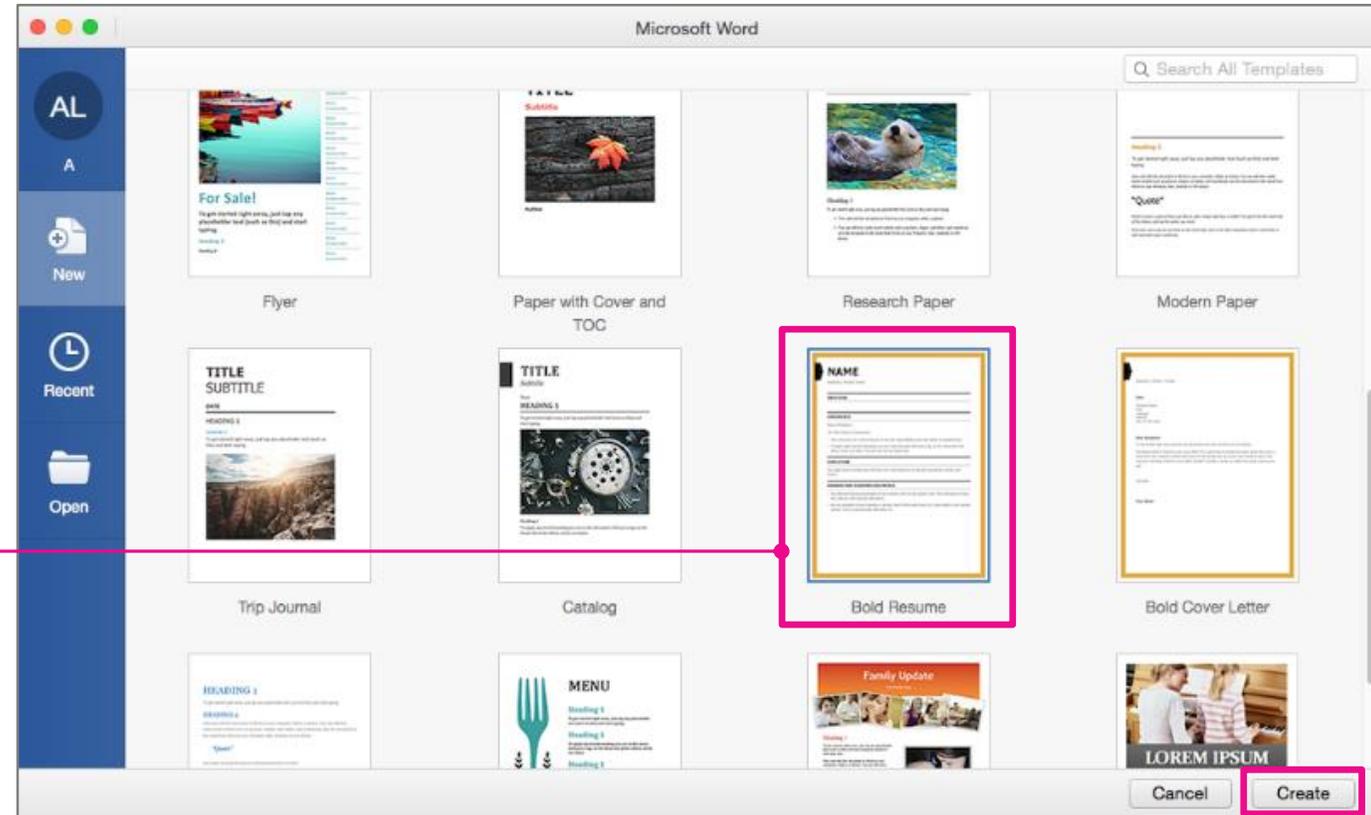
Templates are files that help you design interesting, compelling, and professional-looking documents. When Word opens, scroll through the Document Gallery to find the template you want, and then choose **Create** (lower right).

To perform the tasks in the following slides, choose **Bold Resume**.

## TIPS

To create a blank document instead of using a template, choose **Blank Document**, and then choose **Create**.

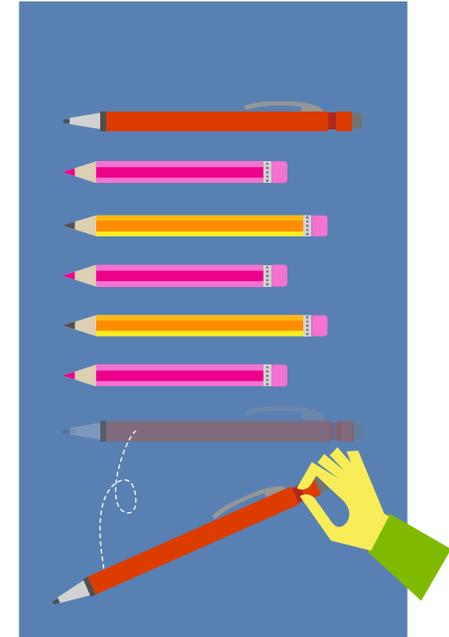
Find more templates online.



# Format a document

Next, learn how to:

- [Select and replace text](#)
- [Format text by using styles](#)
- [Add page numbers using headers and footers](#)
- [Add page numbers to an existing header or footer](#)



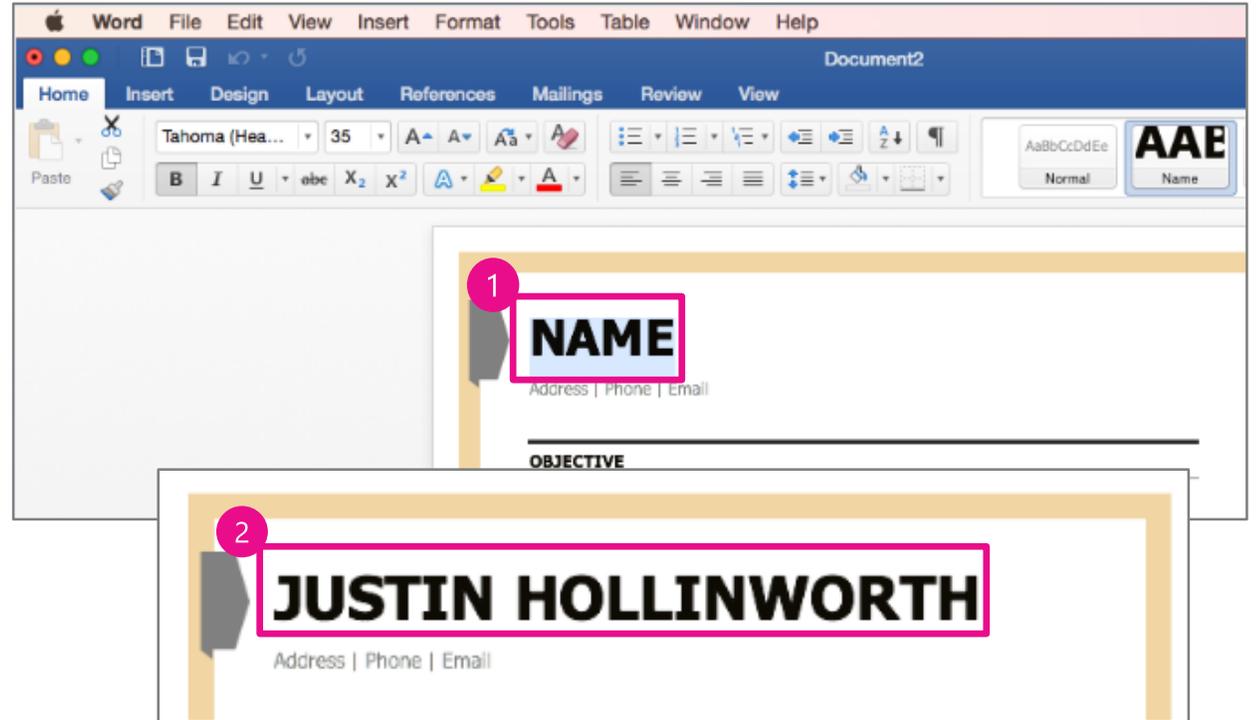
# Select and replace text

Click a placeholder once to select it, and then start typing to replace the text.

1. In the Bold Resume template you opened earlier, choose the **Name** placeholder.
2. Next, type your own name to replace the placeholder text.

## TIPS

- To select a single word that you typed, double-click it.
- To select a paragraph, triple-click it.
- To select all text in a document, press Command (⌘) + A.

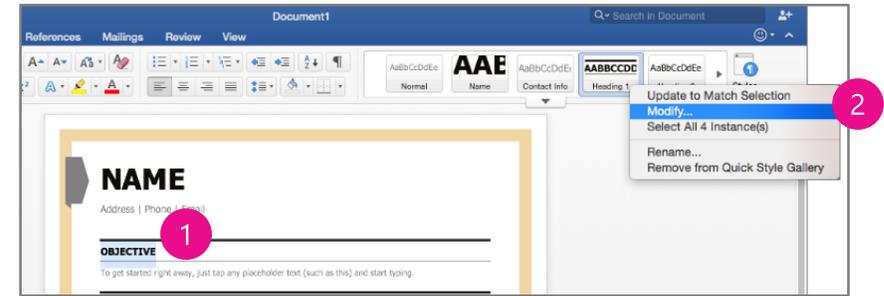


# Format text by using styles

Formatting in the Bold Resume template, like most templates, is done with styles. Styles define the paragraph formatting and aspects of the text formatting, such as size and font color.

Format the style properties of all heading 1 text:

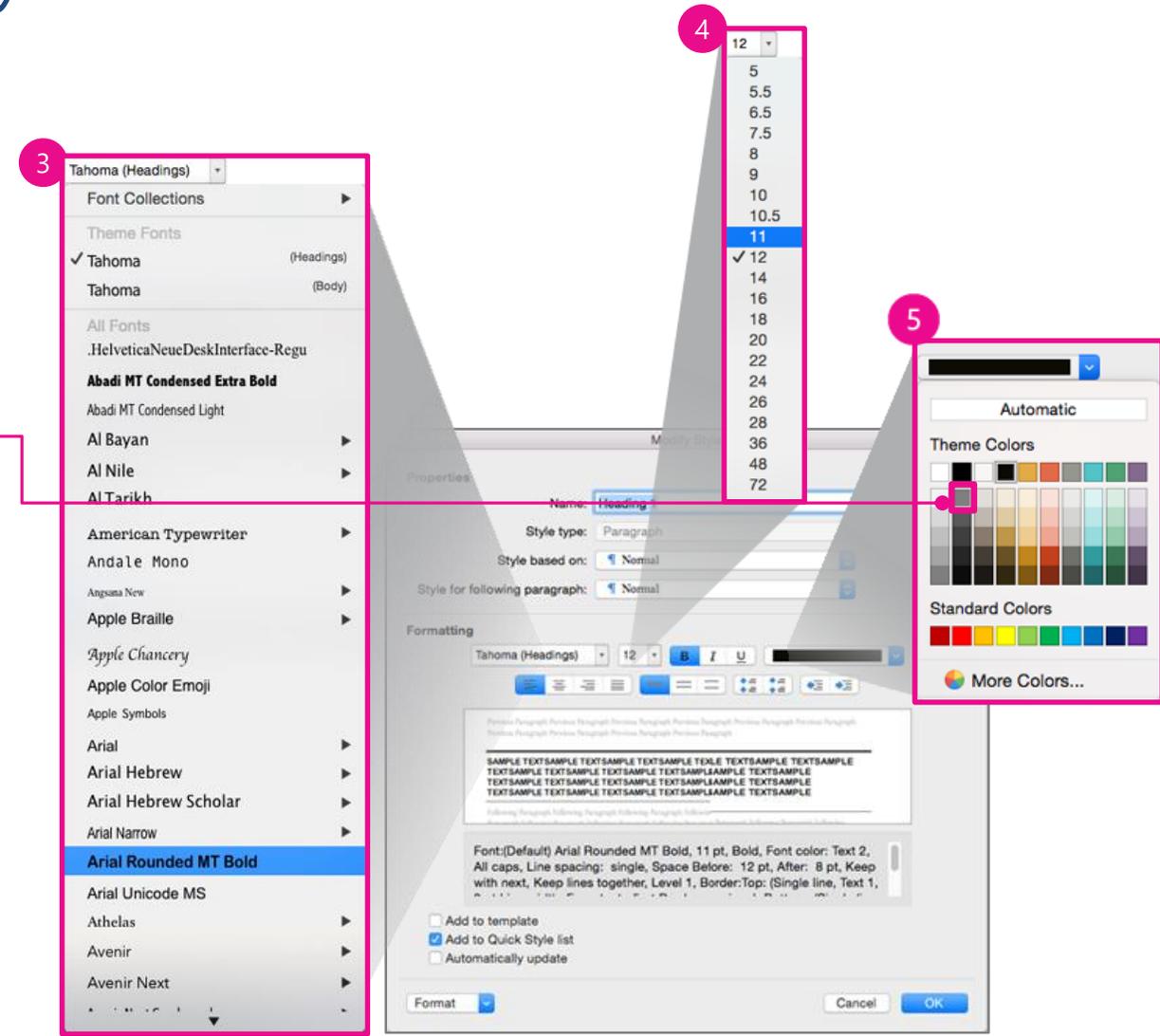
1. Select **Objective**, which is the first heading in the document.
2. On the **Home** tab, in the **Styles** group, right-click **Heading 1**, and then choose **Modify**.



# Format text by using styles (continued)

3. In the **Modify Style** dialog box, choose the **Font** menu, and then choose **Arial Rounded MT Bold**.
4. On the **Font Size** menu, choose **11**.
5. On the **Font Color** menu, choose **Black, Text 1, Lighter 50%**.

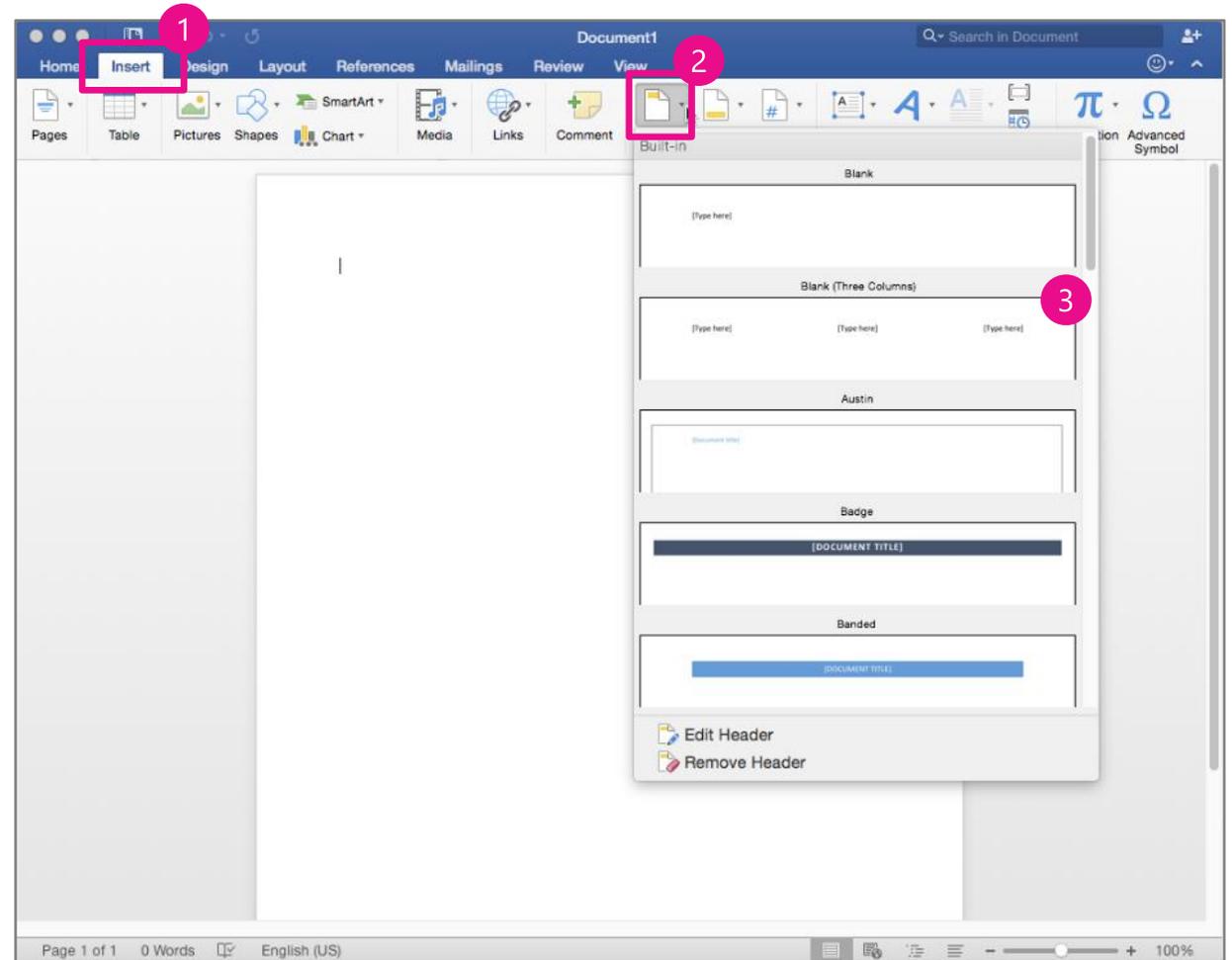
Note the new font color and size.



# Add or change page numbers using headers and footers

Like many templates, the Bold Resume template has a preformatted header and footer that contains page numbers.

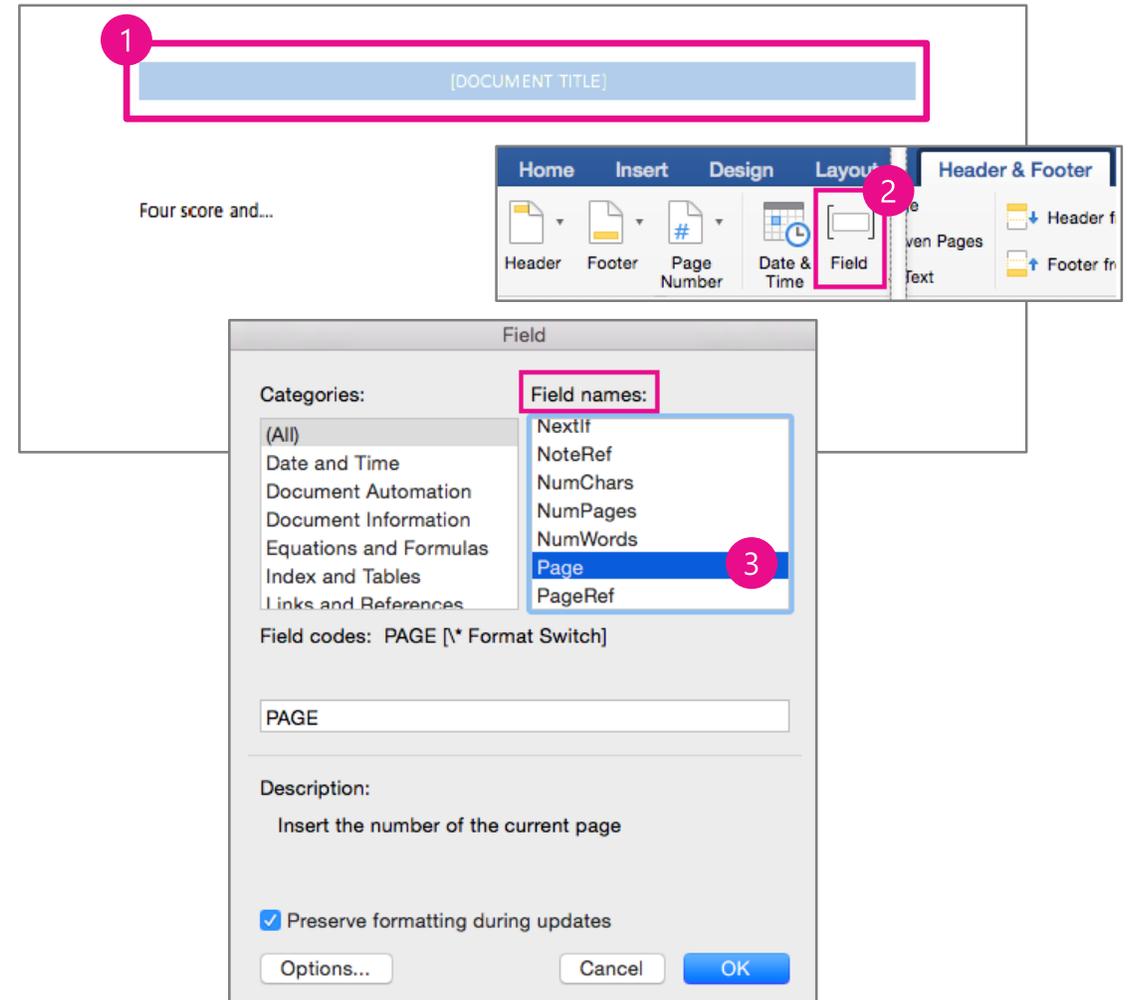
1. Choose the **Insert** tab.
2. Choose **Header** or **Footer**.
3. Scroll to find the layout you want, and then choose it.



# Add page numbers to an existing header or footer

1. Double-click the header or the footer area.
2. On the **Header & Footer** tab, choose **Field**.
3. In the **Field names** list, choose **Page**, and then choose **OK**.

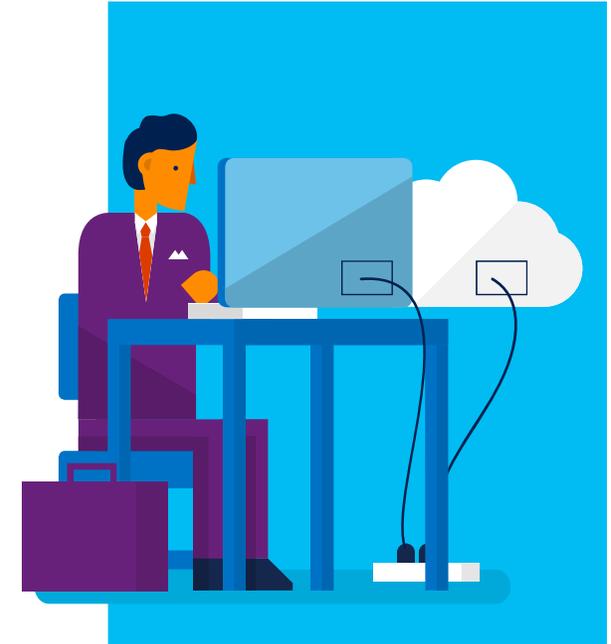
**TIP:** You might have to move graphics or other elements in your header or footer to see the page numbers after you insert them.



# Save a document

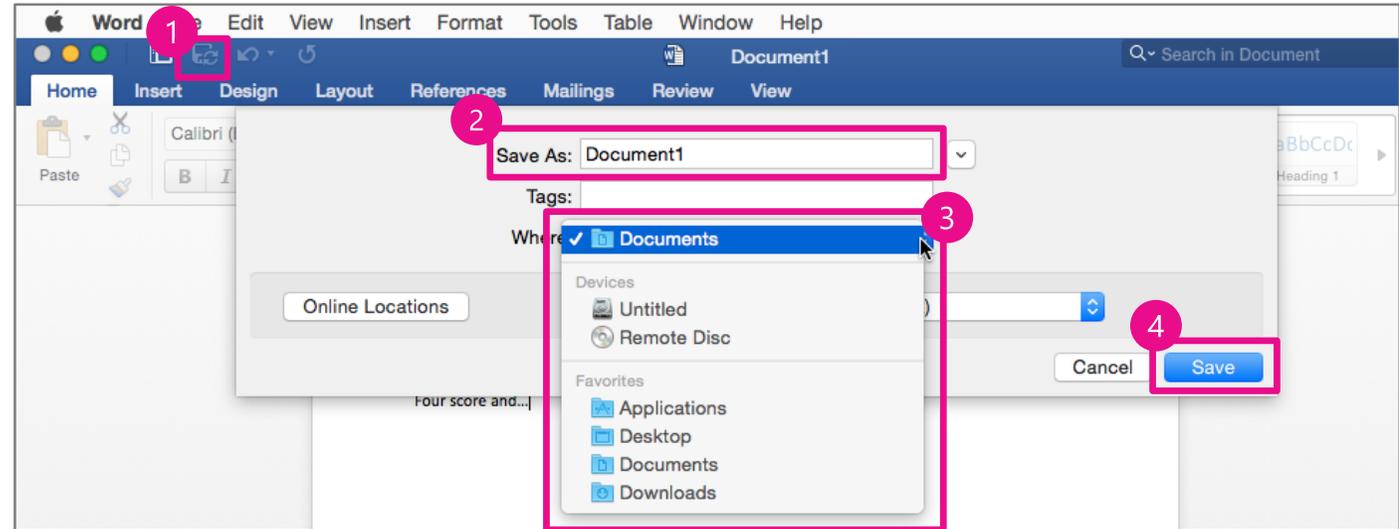
Next, get an overview of how saving works and learn how to:

- [Save your document to your Mac](#)
- [Save your document to OneDrive](#)



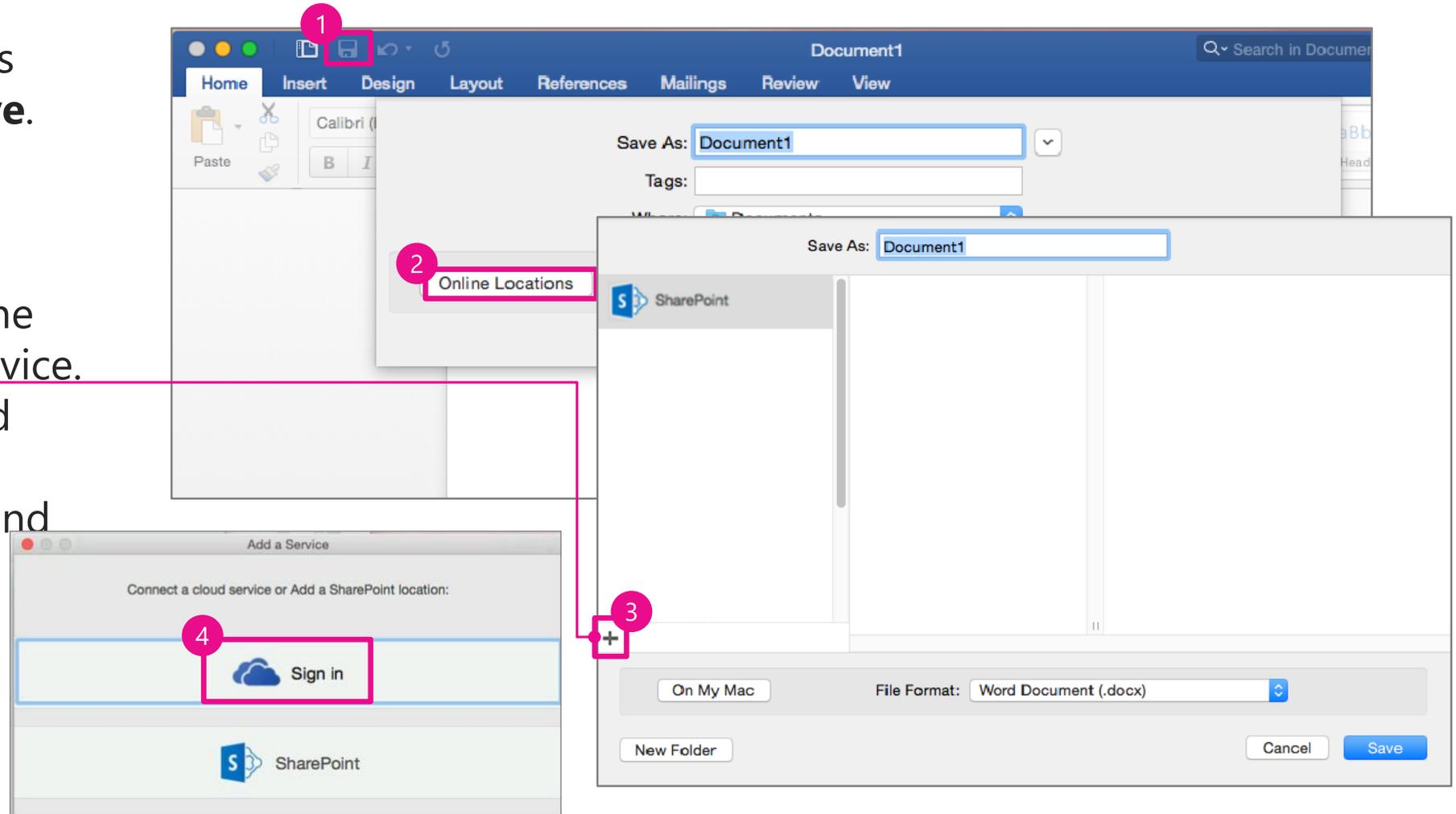
# Save your document to your Mac

1. On the Quick Access Toolbar, choose **Save**.
2. Give your document a name.
3. Use the **Where** list to specify where on your computer you want to save your workbook.
4. Choose **Save**.



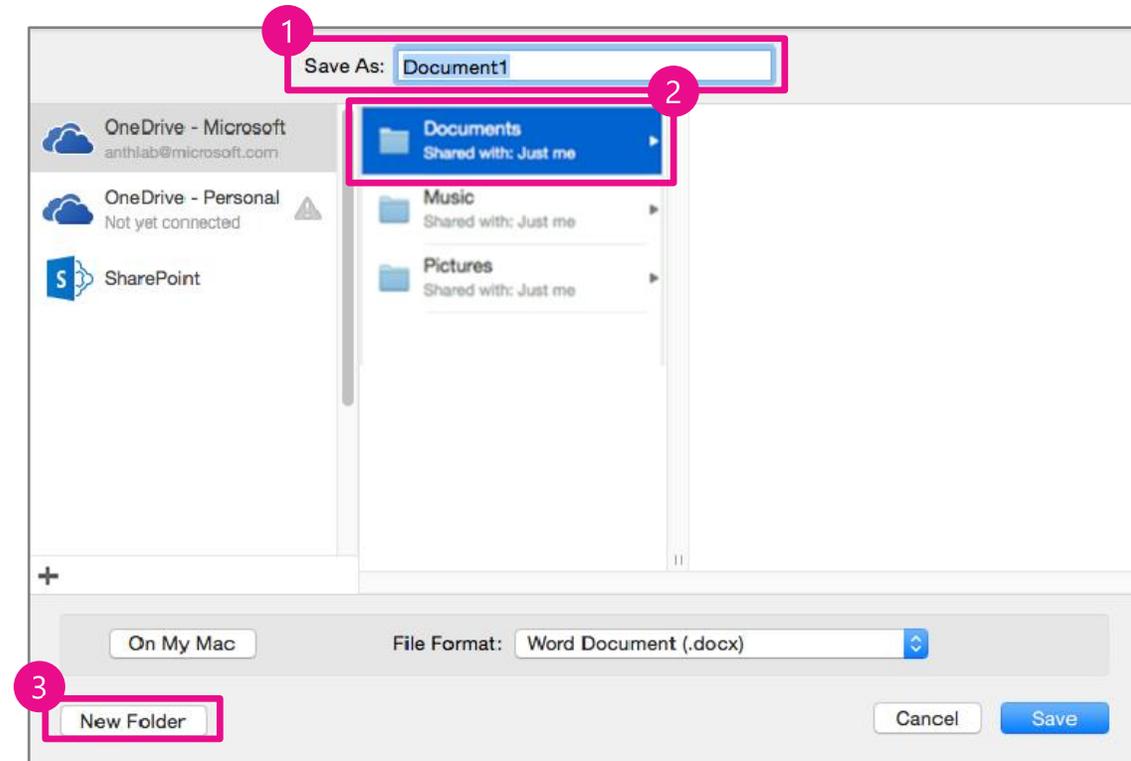
# Save your document to OneDrive (Part 1: Add a service)

1. On the Quick Access Toolbar, choose **Save**.
2. Choose **Online Locations**.
3. If you don't see OneDrive, choose the Plus **+** to add a service.
4. Choose **Sign in**, and then enter your Microsoft account and password.



# Save your document to OneDrive (Part 2: Save to your library)

1. In the **Save As** box, type a name for your document.
2. Choose a location (such as Documents) in your OneDrive library.
3. To create a new folder, choose **New Folder**, and then type a name for it.
4. Choose **Save**.



# Additional resources

[Word 2016 for Mac training](#)

[Discover Word](#)

[Word 2016 for Mac Help](#)

[Compare Word for Mac 2011 with Word 2016 for Mac](#)

[Office 2016 for Mac Quick Start Guides](#)

[Office training and tutorials](#)

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