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Microsoft Word ' s Primary User Interface Before you begin working in Microsoft Word 2016, you need to acquaint yourself with the pri-mary user interface (UI). When you

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open a blank document in Microsoft Word 2016, you see a screen similar to that shown in Figure 1-1. Quick access toolbar Ribbon Document title Microsoft account sign-in Collapse ribbon

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Microsoft Word 2016 represents the latest in a series of improvements in functionality during the word processor ' s long history. Today, more than ever, people expect to be able to work easily across locations with different people and devices, all without having to worry about the underlying technologies. Word's new version helps us to quickly access the features we need, work collaboratively with unprecedented ease, and access information from the widest range of sources, and Word 2016 in easy steps covers the new features, including:

- Creating, structuring and adding styles to documents; text editing and formatting
- Adding pictures, graphics, video, hyperlinks and faster shape

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formatting • Working with equations, symbols and tables • Sharing documents and working collaboratively in real time • Getting help quickly with Tell Me • Using Smart Lookup to find things on the web The visual nature of Word means that a clear, concise and colourful visual reference guide is an invaluable tool for both newcomers and those upgrading from older versions. Word 2016 in easy steps meets this challenge head on, using detailed images and easy-to-follow instructions to quickly get you up to speed. Contents Finding your way around Basic Editing Editing in More Depth Structured documents Pictures and Graphics Document Views Files and settings Sharing Features References and Mailings Tools for reviewing

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