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Introduction This booklet is the companion document to the Intro to Word 2016 workshop. It includes an introduction to the interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document.

Microsoft Office Word 2016 for Windows

Microsoft Word 2016 Screen Elements Title Bar Z File Menu: The File tab will bring you into the Backstage View. The Backstage View is where you manage your files and the data about them - creating, opening, printing, saving, inspecting for hidden metadata or personal information, and setting options.

Introduction to Microsoft Word 2016

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1. Open any Office 2013 application, such as Word and create a new document. 2. Click File > Account (or Office Account if you opened Outlook 2013). 3. Under Product Information, choose Update Options.

Install Office updates - Office Support

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Word has always worked best as part of the largest Microsoft Office ecosystem, but Word 2016 brings this to a whole new level. Integration with the various components of the Office suite are tighter than everything before, and a major shift towards cloud based sharing has changed the way that professionals can use Word in some pretty major ways.

Microsoft Word 2016 - Free Download

Open Word 2016 from the computer desktop. On the Welcome page, note the various popular templates available. Click "Facet design (blank)" template for a full description. Click "Create" to open a document in this particular style. Microsoft Word 2016 Interface The way the tools and menus are organized in Word 2016 is known as the user interface.

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Microsoft Word - Word Processing Software | Office

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Microsoft Office 2016: Manually Activate Against the KMS ...

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Technet forums - Word IT Pro Discussions

Microsoft Office 2016 It doesn't seem two minutes since Microsoft Office 2013 burst onto the scene, yet the new version of Office - Office 2016 - has just been released. Office critics are already saying that there isn't a lot of difference between this and the previous version, but you pay your money and take your choice.

Word 2016 Tutorials - Microsoft Word 2016 Tutorials

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