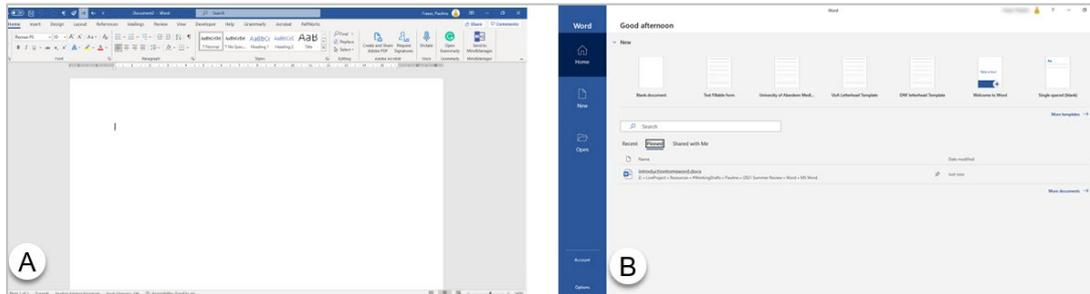


# MS Word – Useful Features

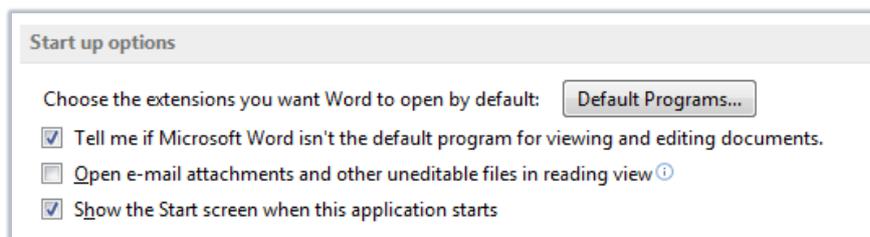
## Choose start options

- Depending on your preferences, Word 2016 or later opens with **either** a blank document (a), **or** a start screen from which you can choose a template (b).



## Prefer to start with a blank document?

1. Click the **File** tab, then click **Options**.
2. In the **General** section, under **Start up options**, untick **Show the Start screen when this application starts**.

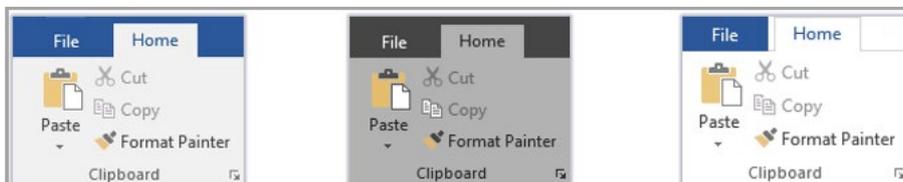


3. Click **OK**.

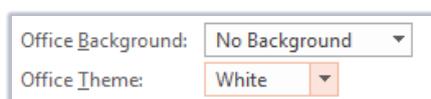
## New Office backgrounds and colours

- You can change your **Office Theme** to alter the colour of your screen. This will also affect other MS Office applications eg PowerPoint. Select the theme you find easiest to work with.

## To change Theme colours:



1. Click the **File** tab, then **Options**.
2. Change **Office Theme** in the **General** section, under **Personalize your copy of Microsoft Office**.



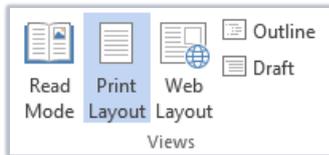
3. Click **OK**.

**Note:** If you change the Office Background, you will see a pattern at the top right of all your Office applications.

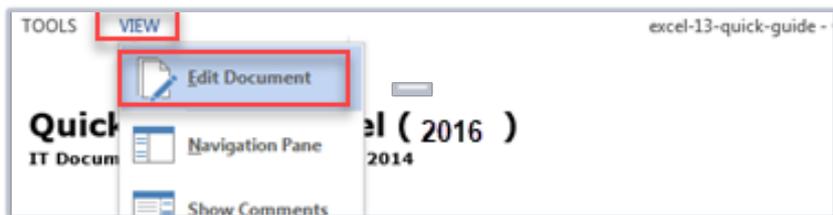
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## Read mode

- Read mode is a simplified reading view, accessible via the **View** tab (in the **Views** group) when editing a document.



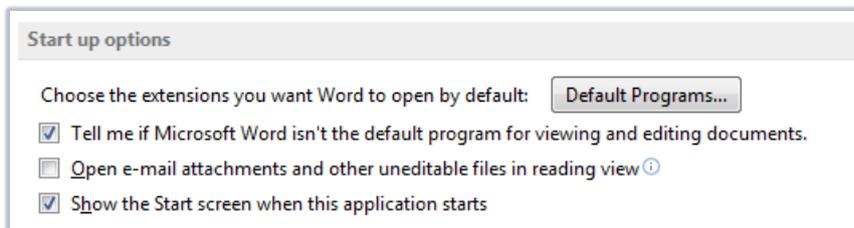
- To return to **Print Layout** view from read mode, click **View** and click **Edit Document**.



- You may also find that **read-only** documents, such as email attachments, open in read mode. You can switch off this setting in your Word options.

### To switch off read mode:

1. Click **File**, then **Options**.
2. In the **General** section, under **Start up options**, untick **Open e-mail attachments and other uneditable files in reading view**.

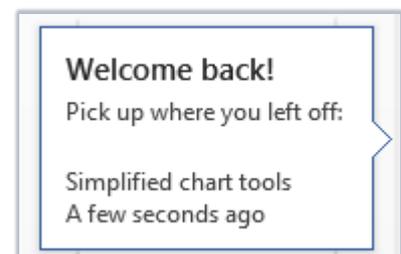


3. Click **OK**.

## Resume reading

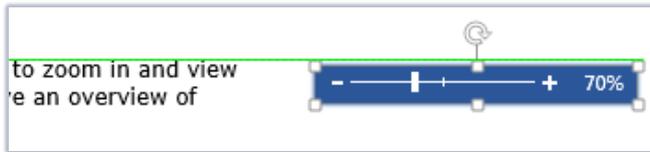
When you reopen a document in Word 2016 or later, you can resume reading at the point where you last closed the document – just click the **Welcome back!** message that appears to the right of the window.

**Note:** This Welcome message is sometimes replaced with a smaller flag icon, which you can click for the same effect.



## Improved layout and alignment

When you click and drag to move objects around in your document, you can use Word 2016 or later's alignment guides to line up the position against existing content.



### To switch on alignment guides:

1. Click the **Page Layout** tab.
2. Click **Align** (in the **Arrange** group).
3. Tick **Use Alignment Guides**.



## Insert online pictures

Word 2016 or later provides the option to insert pictures directly from the internet, without having to save the picture to your PC first.

1. Click the **Insert** tab.
2. Click **Online Pictures** (in the **Illustrations** group).
3. Search for the online picture that you want to insert.



## New quick picture options

When you select a picture in Word 2016 or later, you will see a new quick layout icon to the right.



- Click the **layout** icon to quickly change the picture's text wrap settings.



## Insert videos

You can insert online videos that you can watch within your Word document.

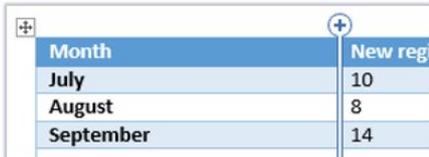
1. Click the **Insert** tab.
2. Click **Online Video** (in the **Media** group).
3. Search for the online video that you want to insert.
4. Click the inserted video to play it.
5. To return to the document, press the **Esc** key, or click away from the video.



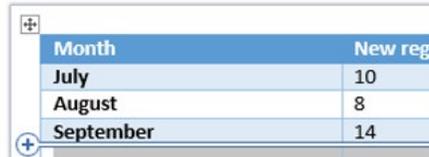
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## Improved tables

- Hover your mouse cursor between two columns (above the table) or rows (on the left of the table) and a **plus** icon should appear.
- Click the **plus** icon to insert a new column or row.



Month	New regi
July	10
August	8
September	14



Month	New regi
July	10
August	8
September	14

## Improved heading styles

If you have applied heading styles within your document, you can click on the **arrow** icon to the left of the heading to condense or expand any lower level paragraphs within that heading.

### 1.1.1 This is a sub-subheading

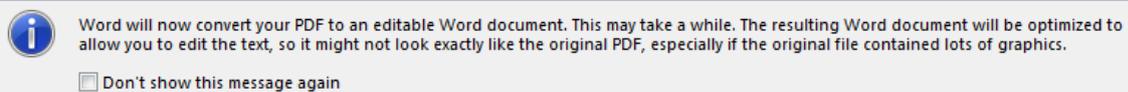
Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin

### 1.1.1 This is a sub-subheading

## Built-in PDF editor

You can open and edit PDF documents in Word 2016 or later. However, the results are unlikely to be as accurate as they would be if you use a PDF editor like **Adobe Acrobat DC**<sup>1</sup>.

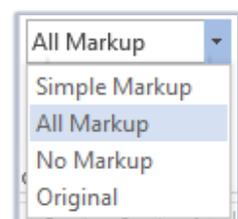
1. Click the **File** tab, then click **Open**.
2. Browse to locate and open your PDF.
3. Word 2016 or later will warn that your pdf may not look exactly the same in Word as in another PDF reader.



4. Click **OK**.
5. Check that you are happy with the way Word 2016 or later converted your PDF for editing.
6. Make any necessary changes and save your document in the usual way.

## New views for tracked changes

- If tracked changes exist within your document, you can switch between **Simple Markup**, **All Markup**, **No Markup** or **Original** views.
- Before sharing your document with others, it is a good idea to check it with **All Markup** to ensure you have not missed any changes or comments.



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<sup>1</sup> Don't have Acrobat DC? You can request the software via the IT Service Desk at [servicesdesk@abdn.ac.uk](mailto:servicesdesk@abdn.ac.uk).

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## Improved commenting

- In Word 2016 or later, you can reply to comments using the **Reply** icon below the comment text.



- You can also right click on a comment to mark it **Resolve**. This will not delete the comment, but greys it out for future reference.



- You can also **Reopen** a resolved comment if things change.



- It is still good practice to delete all comments before publication.

## Improved backstage view

Click the **File** tab to access **backstage view** – everything from creating new documents, to opening, saving, sharing and printing documents you are working on. In Word 2016 or later, click **Open** for a list of recently accessed files. You can right-click on a file name to pin it to the list.

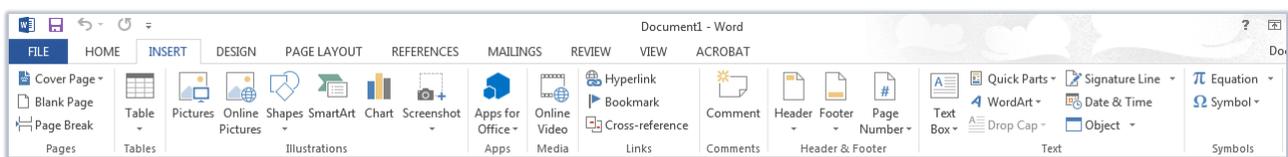


Click the **arrow** icon (top left of the window) to leave backstage view and return to your open document.

## Other useful features

### The Ribbon

The Ribbon, first introduced in Word 2007, is the menu area running across the top of the window. It is organised into **Tabs** which contain related **Groups of Tools**. You can customise tabs via **Word Options**.



- Hover your mouse over a **Tool** icon to see a tip about what it does.
- If you see an arrow at the bottom right of a group of tools, click on it to see **More** options.

### The Quick Access Toolbar (QAT)

The QAT appears at the top left of the window, regardless of the tab you click on. By default, it contains **Save**, **Undo** and **Redo**. You can customise this area to include **Tools** you use frequently, from any tab.



- Use the drop-down arrow to choose **Tools** from list.

- 
- You can also right-click on any tool from the Ribbon and select **Add to Quick Access Toolbar**.

## The Status Bar

The Status Bar is at the bottom of the document window.



- Right-click on the **Status Bar** to add and remove options such as **Word Count**.

## The Zoom Slider

Use the Zoom Slider at the right of the Status Bar to zoom in and view detail on a single page, or zoom out for an overview of multiple pages in your document.



## The Ruler

The Ruler shows **Margins**, **Indentations** and **Tab Stops** in place. By default it is switched off.

1. Click on the **View** tab.
2. Tick the checkbox for **Ruler** (in the **Show** group).



## Document Views

You can change the way your document is displayed onscreen via the **View** tab (in the **Views** group). **Print Layout** is the default view.



- There are also shortcuts to the different view options at the bottom right of the **Word 2016 or later** window, next to the Zoom Slider.

## Further information and help

Use MyIT to log calls with the IT Service Desk: [myit.abdn.ac.uk](http://myit.abdn.ac.uk)