

## Quick Start Guide

We've created a touch version of Word for your Windows 10 tablet. Use this guide to learn the basics.

### Explore the Word toolbox

Look through the ribbon to see what this version of Word can do. Tap or click the tabs — it's up to you.

### Name or rename your documents

Word creates and saves files automatically, so you can focus on your work. Press and hold the name of a document to change it.

### Get instant access to favorite commands

Search help, send feedback, switch to Reading View, invite others to collaborate, and undo or redo your edits.

### Get right to work

Start with a blank page or select a template to hit the ground running. You can worry about the files later — or not at all.

### Swipe to navigate pages

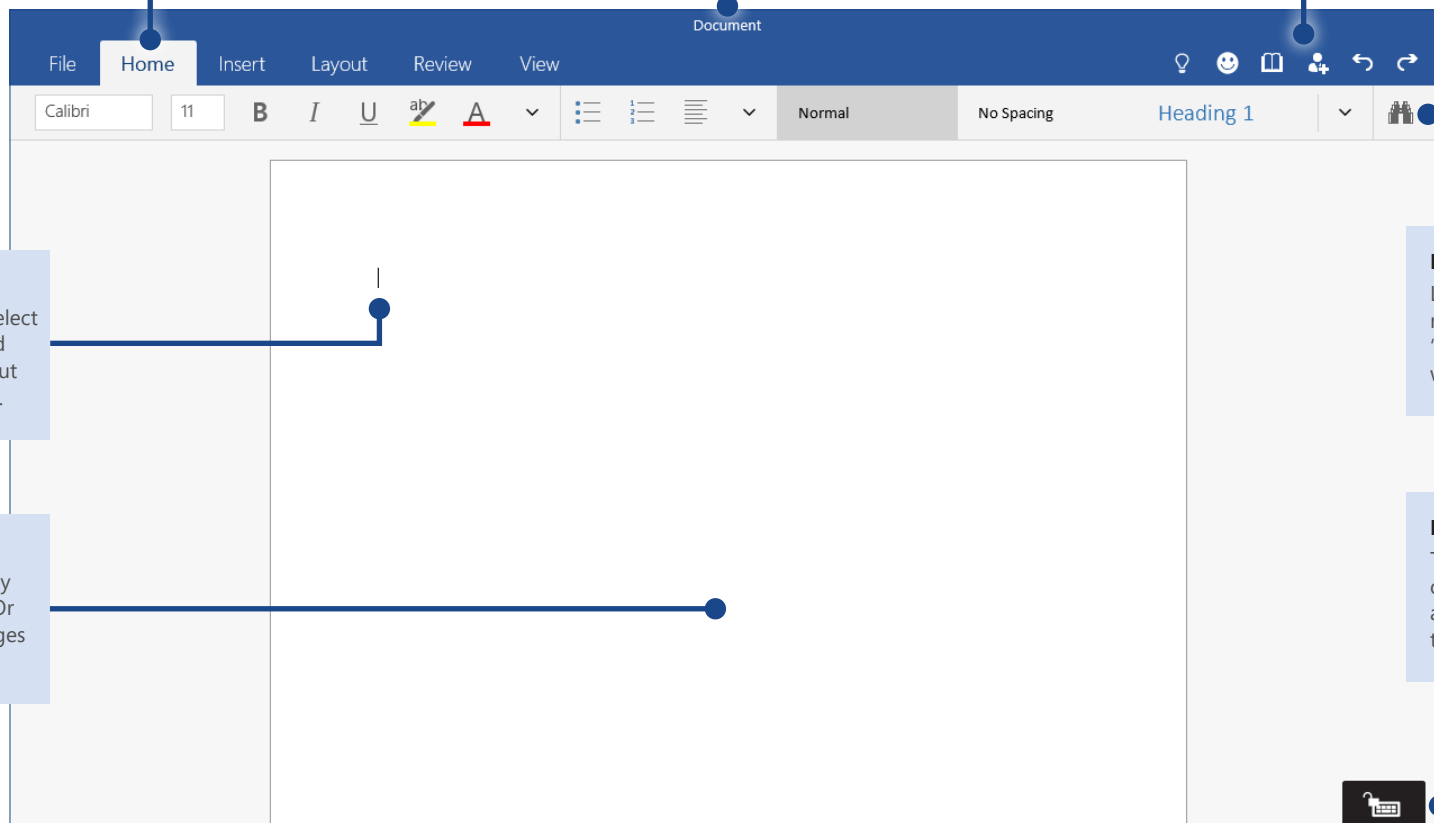
Scroll through documents by swiping up from the page. Or use Reading View to flip pages sideways — like in a book.

### Find and replace

Look for text matches, make replacements, or turn on the "Sounds Like" option to find what you're looking for.

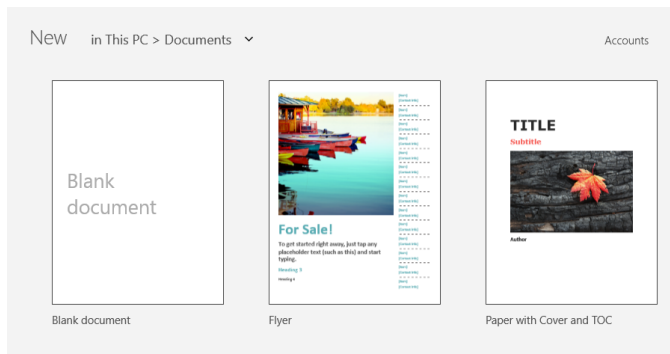
### Lock the touch keyboard

Tap this button to prevent the on-screen touch keyboard from appearing while working in tablet mode.



## Create something

Start with a **Blank Document** to get right to work. Or save yourself a bunch of time by selecting a template that closely resembles what you need, and then customizing it to your liking.



## Save your work automatically

Word automatically saves all of your changes as you work — so you never have to. Even when you close the app or your tablet goes to sleep, your work is always saved, so you can continue right where you left off.

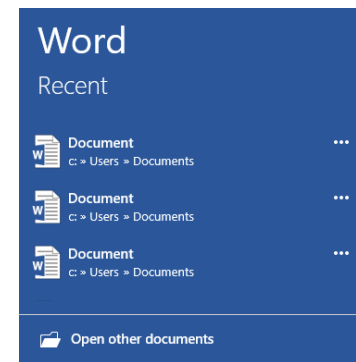
To name or rename your current document, press and hold the center of the title bar, and then type the name you want. Word will continue saving with the new file name.



If you ever need to manually save a copy of your file for emailing or uploading, you can do so by tapping **File > Save As > Save a copy of the file**.

## Find your recent files

Whenever you start Word, the **Recent** files list shows you what you've been working on. Tap the name of the document you want to view or edit, or tap **Open other documents** at the bottom of the list to browse for more files.



## Right-click with your finger

Like all Office touch apps for Windows 10, Word gives you the option to work in tablet mode on the go, or in laptop mode when you have a mouse and keyboard attached. Haven't used the app on a tablet before? Don't be afraid to experiment!

Tap in your blank document or within a line of text to activate the cursor. Double-tap text to begin a selection, and then use the handles to extend it as needed. To right-click without a mouse, press and hold your finger on text or objects to open contextual menus that offer additional options and commands.

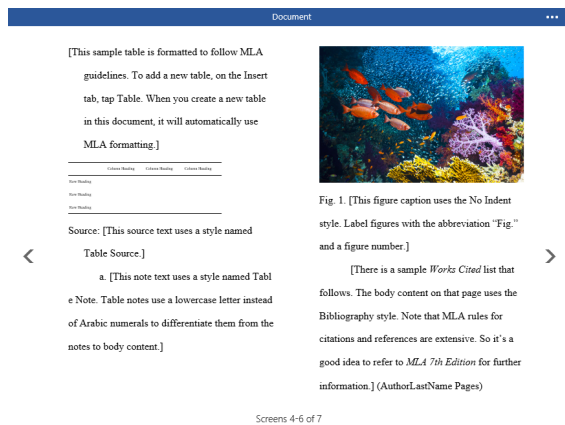


# Word Preview



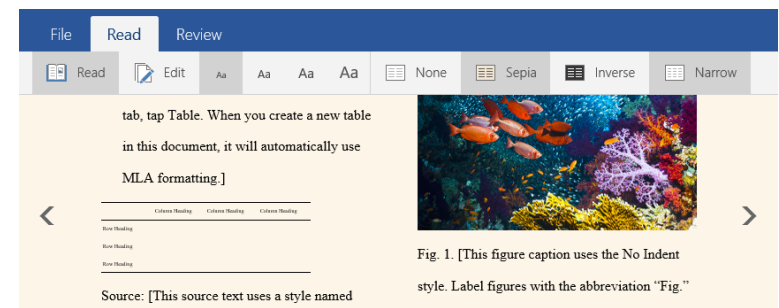
## Read documents like e-books

When you're done editing your own documents or it's time to review someone else's, Reading View lets you focus on your work and ideas instead of the app. Tap **View** > **Read**, and then use your finger to swipe between the pages.



## Set options for reading

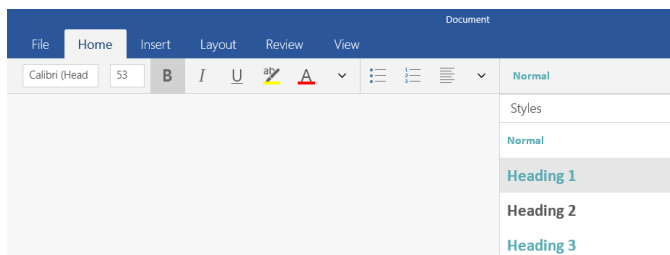
While in Reading View, tap the document title bar at the top of the screen. When the **Read** ribbon tab appears, tap its commands to make text larger or smaller, change the page background, or choose how much text to display.



To hide the ribbon and continue reading, tap anywhere in the document. When you're done with Reading View, tap the document title bar once more, and then tap the **Edit** button on the **Read** tab.

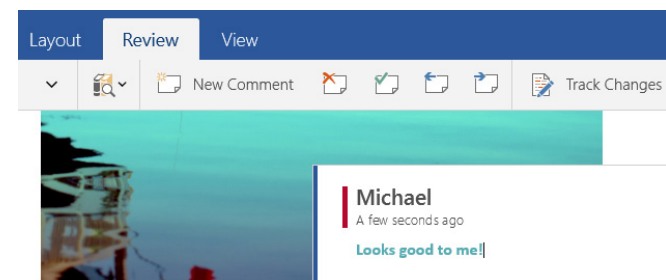
## Format documents with style

The **Home** tab includes many of the formatting tools that you're used to in the desktop version of Word. Press and hold to select text, and then change the font, text size, text alignment, and apply consistent formatting from the Styles gallery.



## Review and track changes

Whether you just want to keep your word count in check or collaborate with others, tap the **Review** tab for essential tools to track document changes.

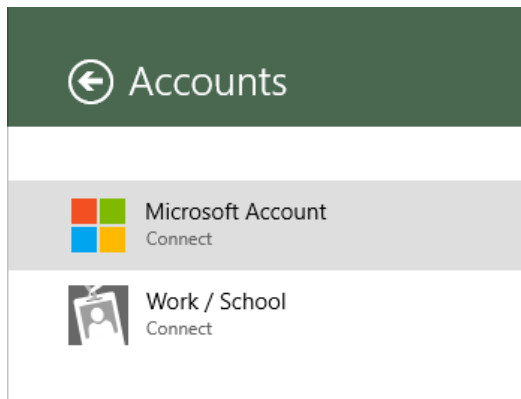


# Word Preview



## Share work with others

Word lets you work privately on your own, but you can just as easily work with other people by storing your documents in an online location, such as a free OneDrive account. To begin, tap **File > Settings > Accounts**, and then sign in.



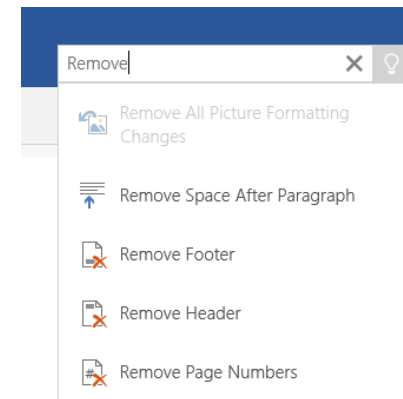
## Try the other Office touch apps

Word is just one of the new Office apps optimized for your tablet and other touch devices running Windows 10. To download the other apps, visit the **Windows Store** or go to [www.office.com](http://www.office.com).



## Get help with Word

Not sure where to find a command or setting? Tap the lightbulb icon in the upper right, and then type what you're looking for. In the search results, tap a command to use it immediately — there's no need to look for it on the ribbon.



## Send us your feedback

Love this new version of Word? Got suggestions for improvement? We want to hear from you! Tap the smiley icon in the upper right and then follow the steps to submit your thoughts about the app directly to the product team. Thank you!

