

## WORD 2016 TIPS & TRICKS

The following provides information on using various features and functionality in Microsoft Word 2016 and some of the difference between the 2013 version and the 2016 version.

### WORD RESOURCES

- For various Word training videos, visit [LyndaCampus](#)
- For documentation and online training, visit the [Microsoft Office Training Center](#) page.
- Google “Word 2016”

## WORD 2016

The following provides information on using some of the new/enhanced functionality in Word 2016.

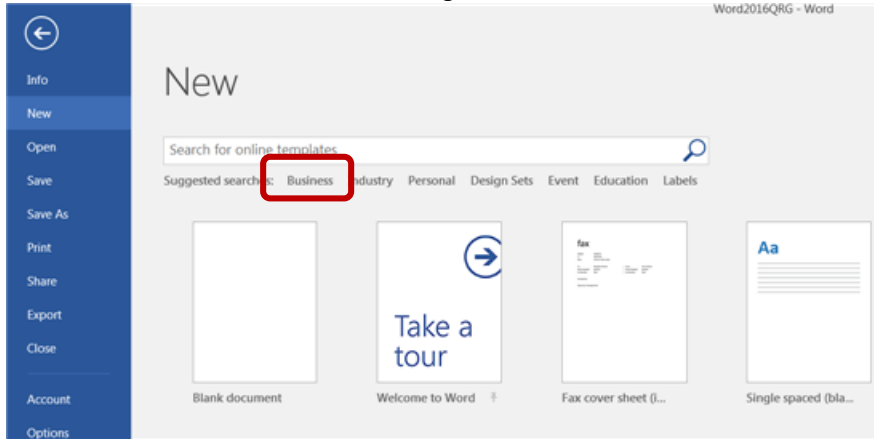
**Note:** To upgrade to Office 2016, please submit a Help Desk ticket ([whd.ewu.edu](http://whd.ewu.edu)).

## Get Started Quickly

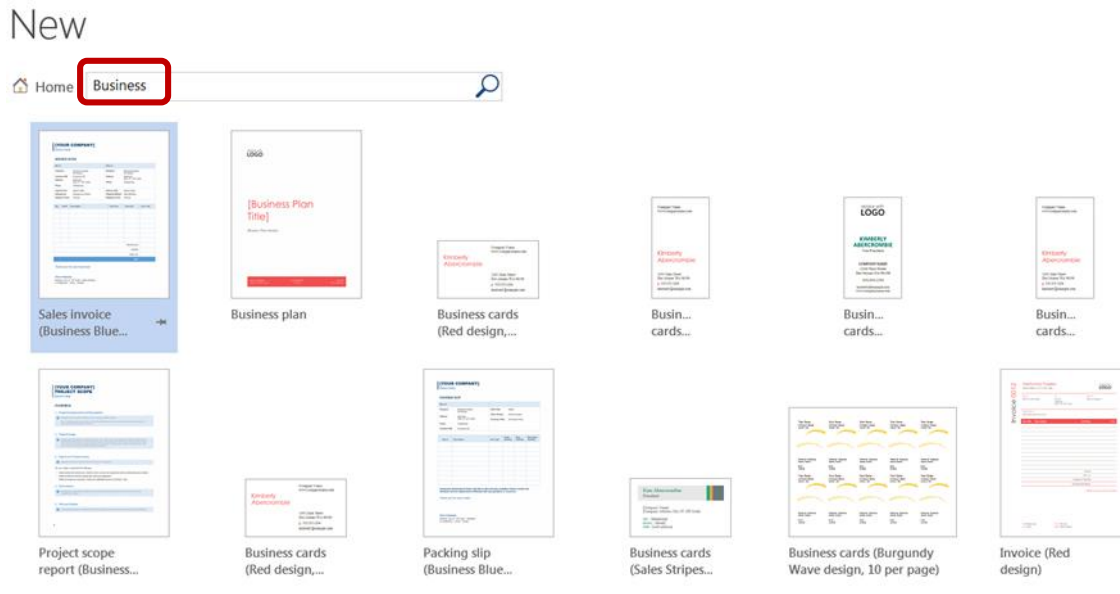
When creating a new document, Word provides sample templates to quickly choose from, as well as a search option for online templates, and links to template types (for example, Business, Design Sets, and Events). **Note:** To return to the document view, click the arrow icon in the left-hand navigation column:



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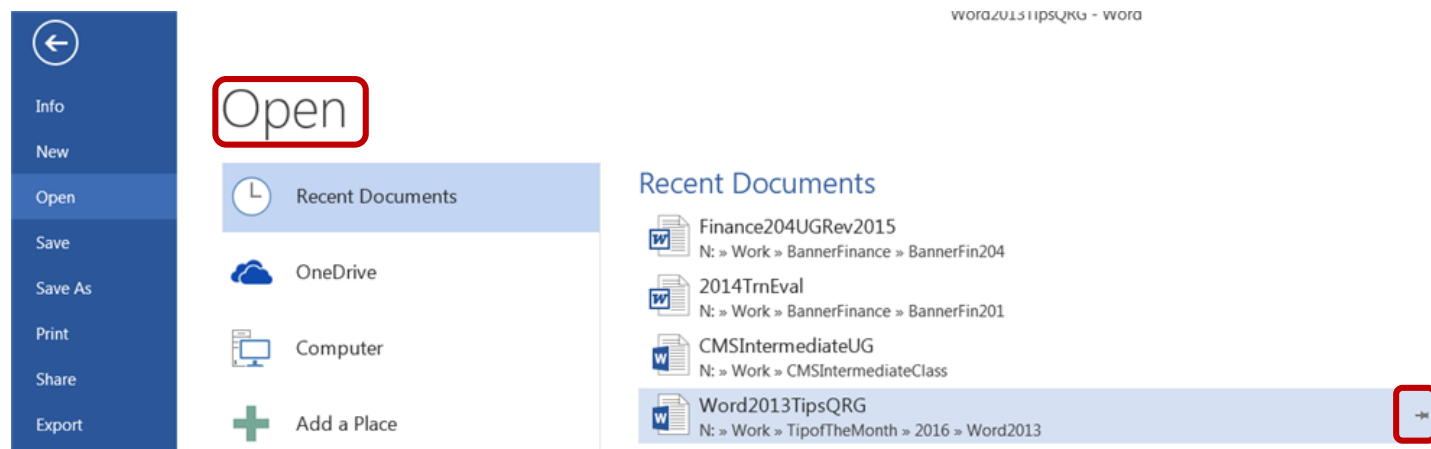


Click the desired *Selected searches* topic (for example Business) to display templates.



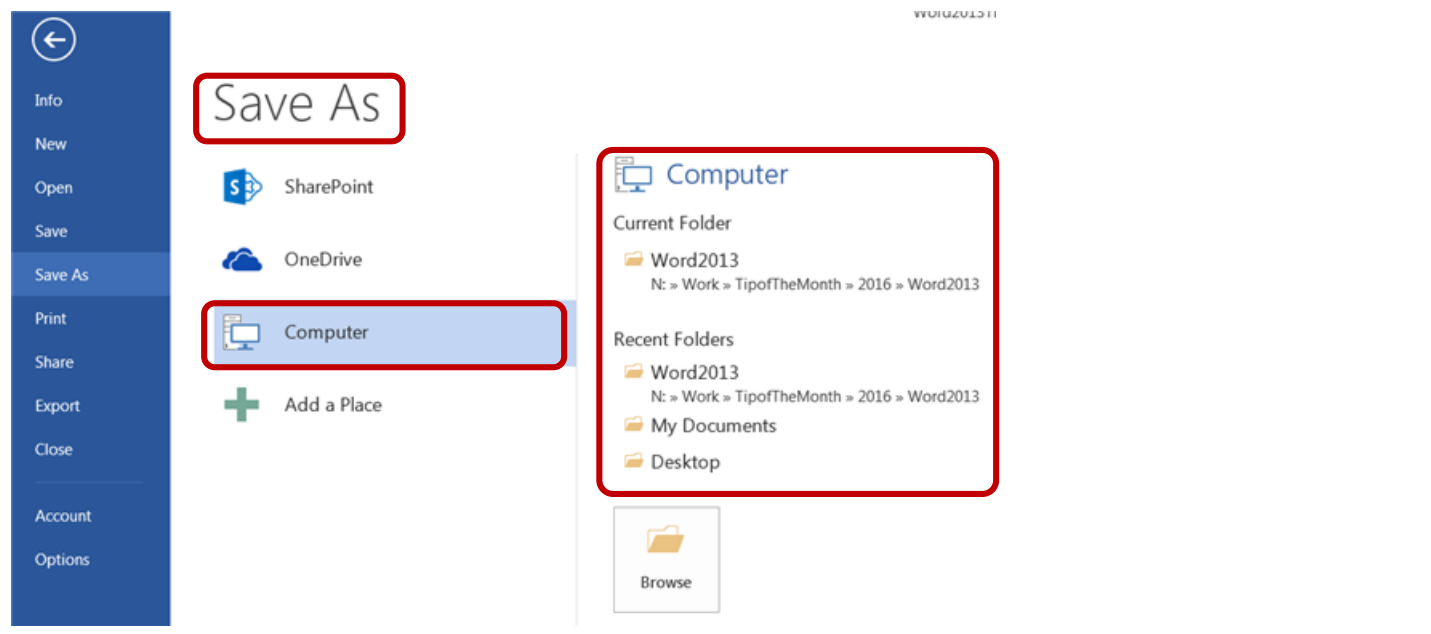
### Start Screen and Pinning Favorites

The **Start** screen displays all recently accessed worksheets. To pin a favorite worksheet so that it always displays, mouse over the worksheet and click the Pin icon.



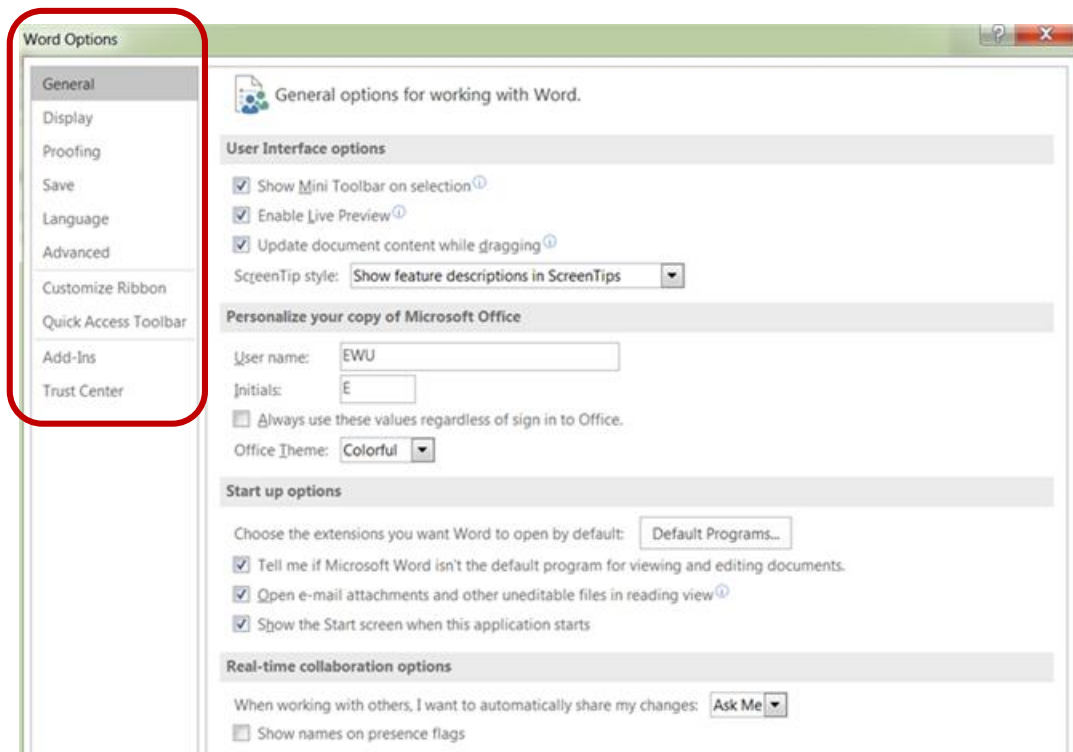
### Saving Documents

Word 2016 provides the ability to save documents to the cloud (OneDrive). Additional folders/locations (recent folders accessed, Desktop, My Documents, etc.) display allowing quicker saving.



## Word Options

Word options are used to customize Word. If you are in the worksheet, click **File** in the ribbon: **FILE**. From the left-hand list, select **Options**: **Options**. Click thru the links in the left-hand list of the Word Options dialog box to set up various customizations and options.



## Online Images & Video

Word has integrated the Bing search engine to help search for images within Creative Commons that are free for use. This search



uses Bing, YouTube, or an embed code from another website. Click the **Online Video** link in the **Insert** ribbon. The Insert Video dialog displays. Enter the desired search words in lookup fields. Select the desired video based on the search results. The video embeds in the document.

### Insert Video

## Office Store, Apps, and Wikipedia

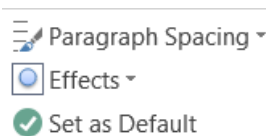


Word 2016 allows add-ins. Click **Insert** in the ribbon. Select the desired Add-ins option

- **Store** - Allows you to search the Office Store for apps (note; some apps are free, others have to be purchased).
- **My Add-ins** – Where saved apps display.
- **Wikipedia** - Links to a Wikipedia search feature.

## New Designs

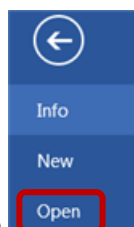
Word 2016 offers document themes and design templates (style sets). Click **Design** in the ribbon. Mouse over desired themes to view how the style/theme will display in your document.



**Note:** **Paragraph Spacing** and **Set as Default** options are available:

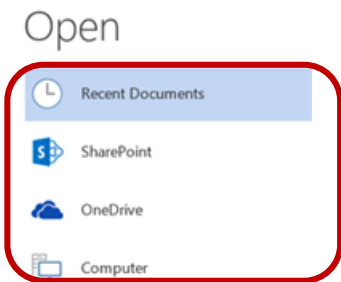
## Edit PDFs

PDFs can be opened in Word and edited.



- Select **File < Open**

- Search for the desired PDF file and click open. **Tip:** Use the **Open** options to quickly search for the file:



- The PDF file will automatically open in Word. The following warning may display:



### Open as a Copy

Instead of searching for a document to copy, open the document directly as a copy. Right click on the desired document and select **Open a copy**.

