

# Word for Microsoft 365 for Mac



## Quick Start Guide

New to Word for Mac? Use this guide to learn the basics.

### Get quick access to tools and commands

See what Word for Mac can do by selecting the ribbon tabs and exploring new and familiar tools.

### Quick Access Toolbar

Keep popular commands right at your fingertips.

### Discover contextual commands

Select tables, pictures, or other objects in your documents to reveal additional tools.

### Search your documents

Start typing in the Search box to instantly find what you're looking for.

### Navigate with ease

Use the optional sidebar for quick navigation through page thumbnails, headings, to review comments, or to use the find and replace functions.

### Status bar shortcuts

Select any status bar indicator for quick access to the pages in your document, detailed word count statistics, and more.

### Do things quickly with Tell Me

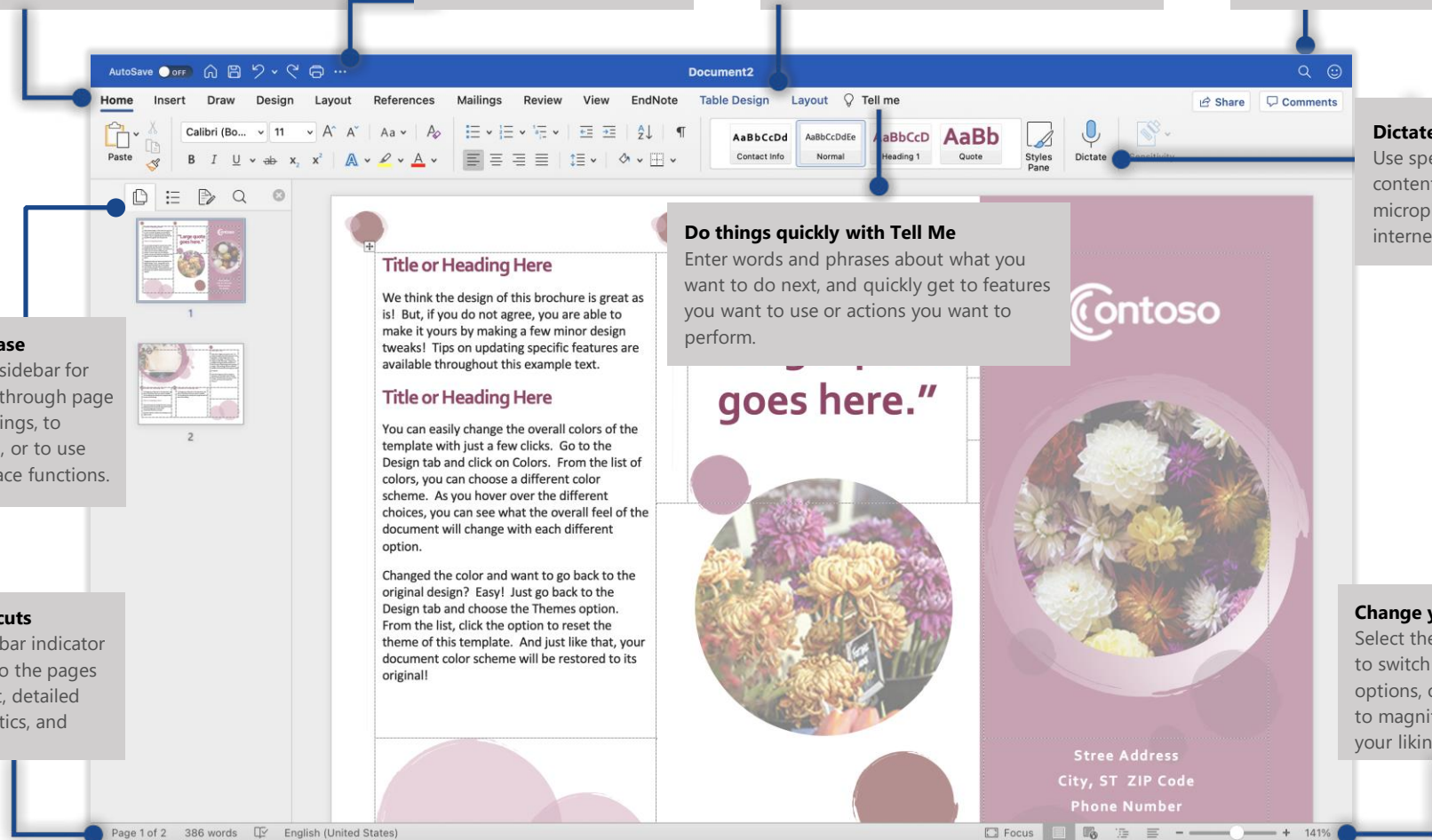
Enter words and phrases about what you want to do next, and quickly get to features you want to use or actions you want to perform.

### Dictate your documents

Use speech-to-text to author content in Office with a microphone and reliable internet connection.

### Change your view

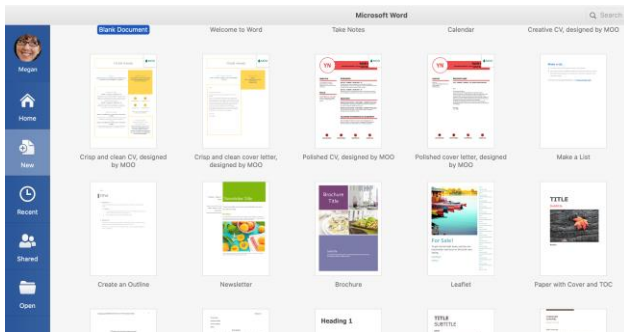
Select the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.



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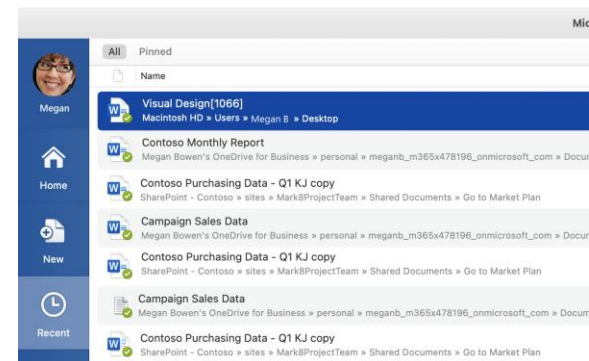
## Create something

Begin with a **Blank Document** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. To return to these options at any time, select **File > New from Template**.



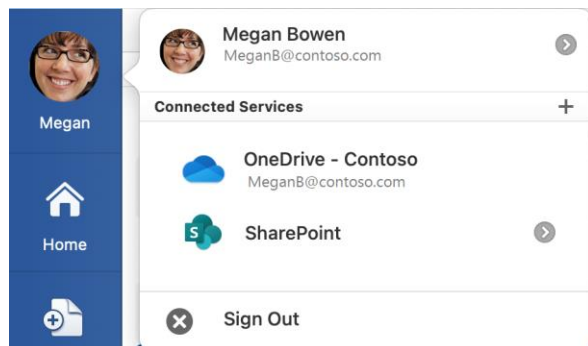
## Find recent files

Whether you only work with files stored on your Mac's hard drive or you roam across various cloud services, selecting **File > Open Recent** takes you to your recently used documents and any files that you may have pinned to your list.



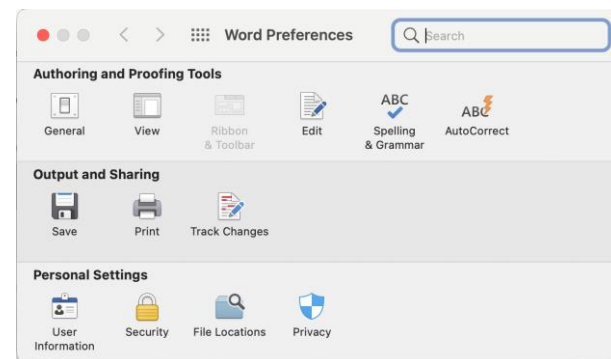
## Stay connected

Need to work on the go and across different devices? Sign in to easily access your recently used files anywhere, on any device, through seamless integration between Office for Mac, OneDrive, OneDrive for Business, and SharePoint.



## Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. On the **Word** menu, select **Preferences**, and then set up Word the way you want.



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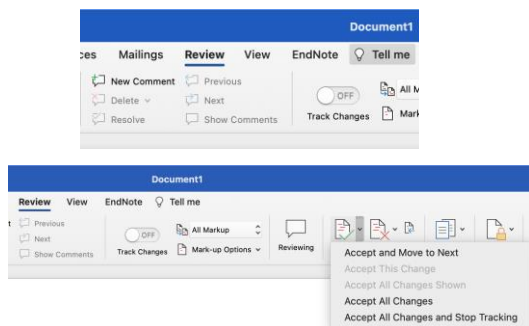
## Discover Microsoft Editor

Use the AI-powered editor that helps bring out your best writer in more than 20 languages. Editor underlines the issues it finds. Select the underlined word or phrase to accept or ignore the suggestion.



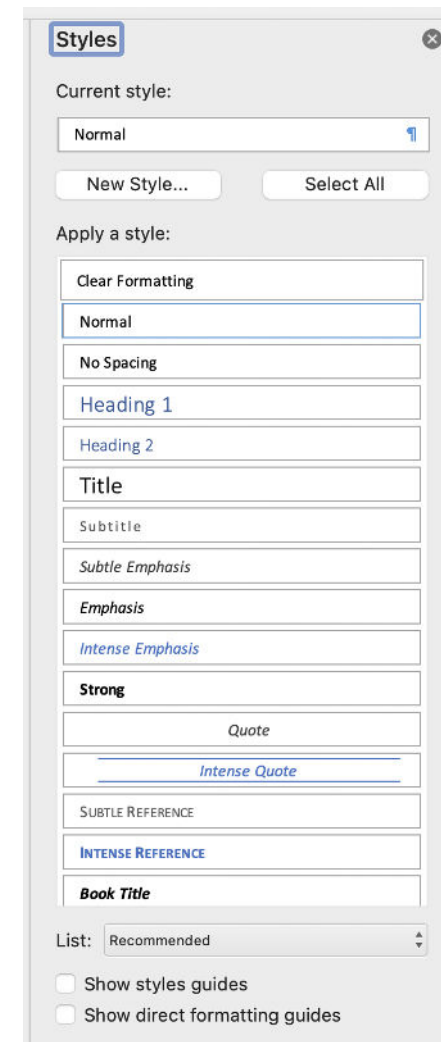
## Review and track changes

Whether you want to check spelling, keep your word count in check, or collaborate with other people, the **Review** tab unveils essential commands that help you track, discuss, and manage all of the changes made to your documents.



## Format documents with style

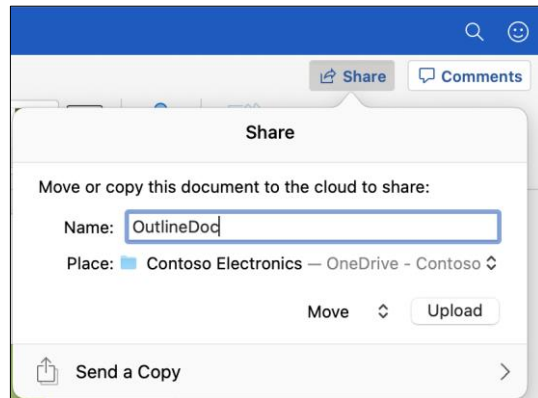
On the **Home** tab, select the **Styles Pane** button to visually create, apply, and review formatting styles in your current document. You can filter which styles to show, and you can turn the optional style and formatting guides on and off.



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## Share your work with others

Select the **Share** button in the top right corner to invite others to edit your current document, to copy a link to the file's cloud location, or to send a copy as a file attachment from your preferred email service.



## Get other Quick Start Guides

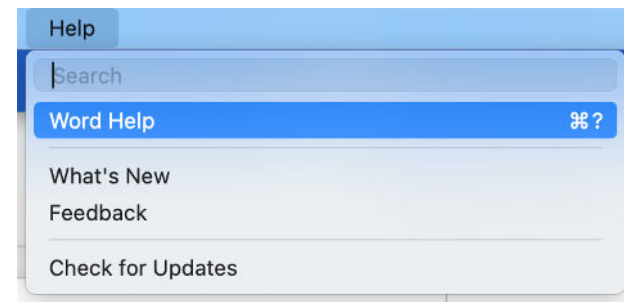
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If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



## Get help with Word

On the menu bar, select **Help** to search for the Word features and commands that you need help with, or select Word Help to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



## Send us your feedback

Love Word for Mac? Have an idea for improvement? Select the smiley face icon in the upper right corner of the app window to send your feedback directly to the Word development team.

