

Getting Started with Microsoft Word





Word Overview

AutoSave

Upload your work to OneDrive. Your changes will be automatically saved and uploaded to the cloud as you make them when this is on.

File status

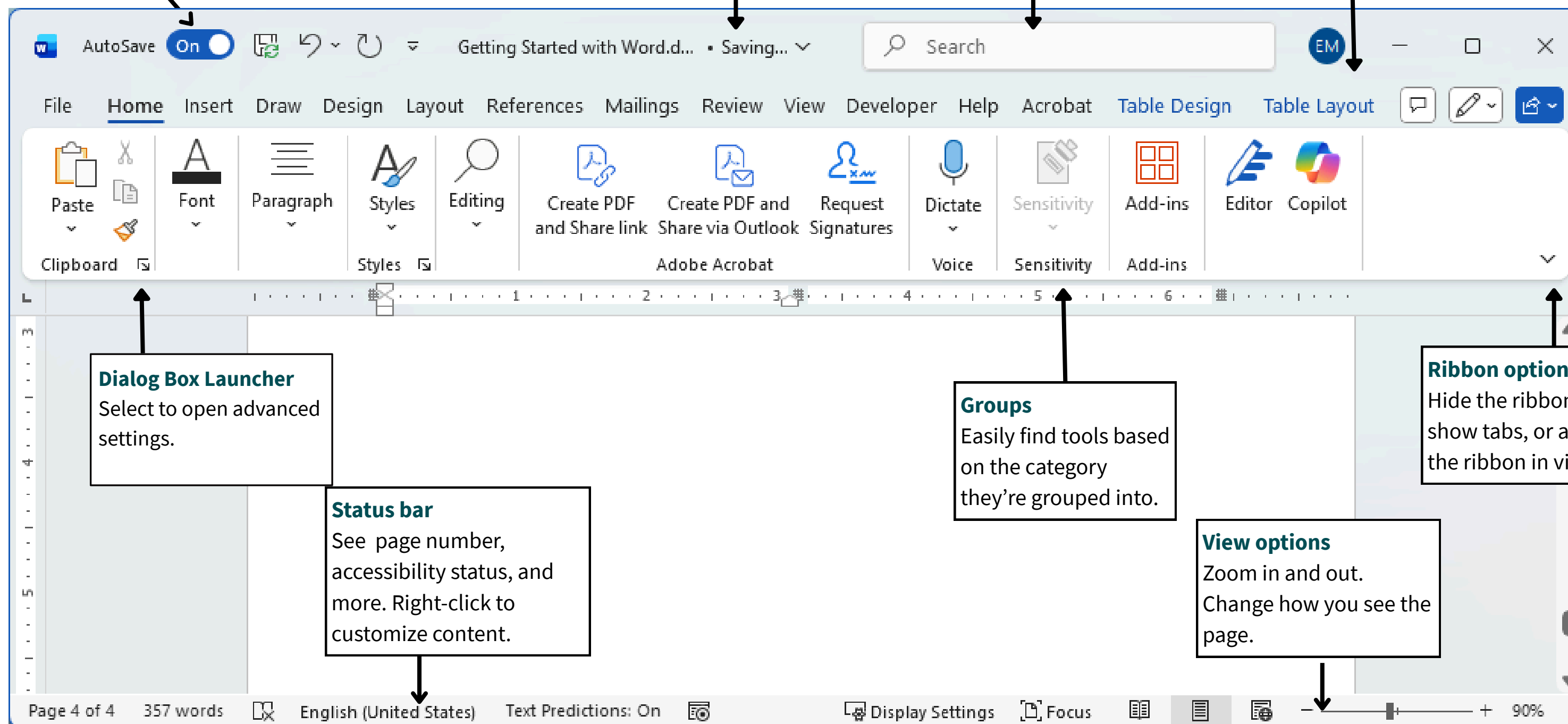
See file save status.

Search

Look up commands, get help, or search the Web.

Contextual tabs

See object specific tools for things like tables.

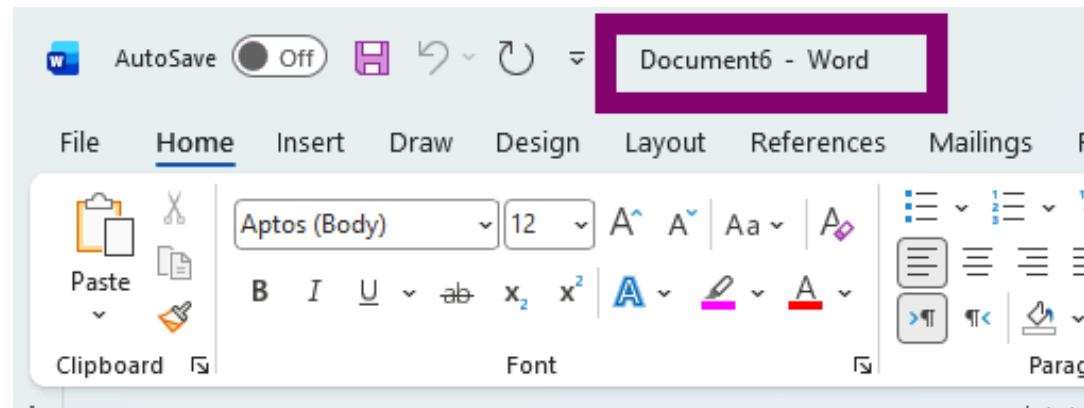




Save Your Document

1

Select the document title box.



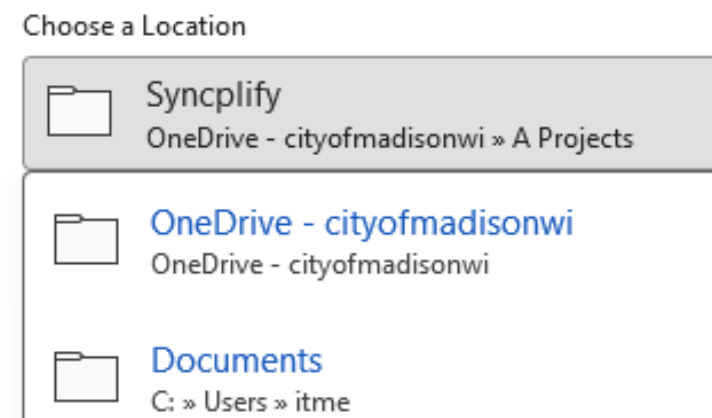
2

Enter a descriptive name in the **File name** box.

Save this file

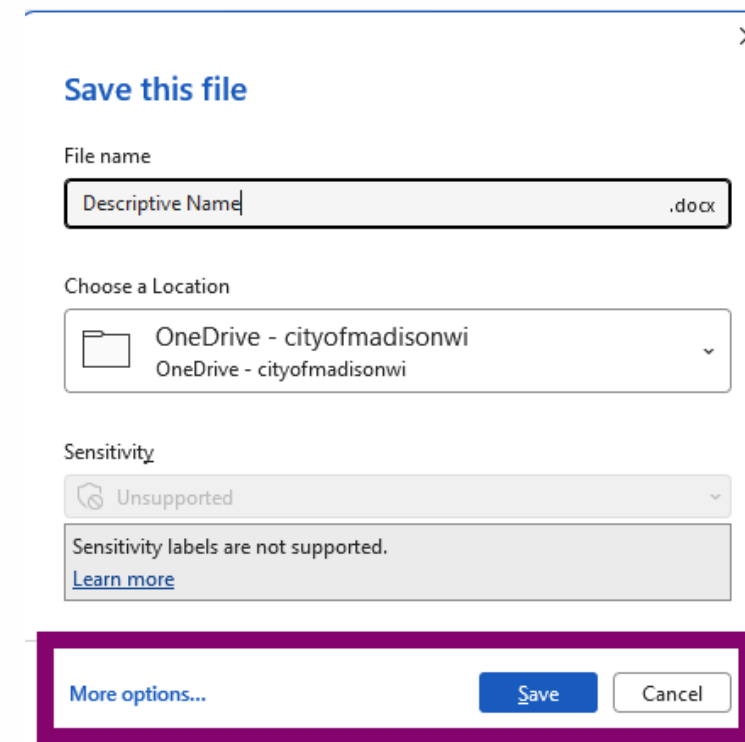
3

Choose a recent location to save your document.



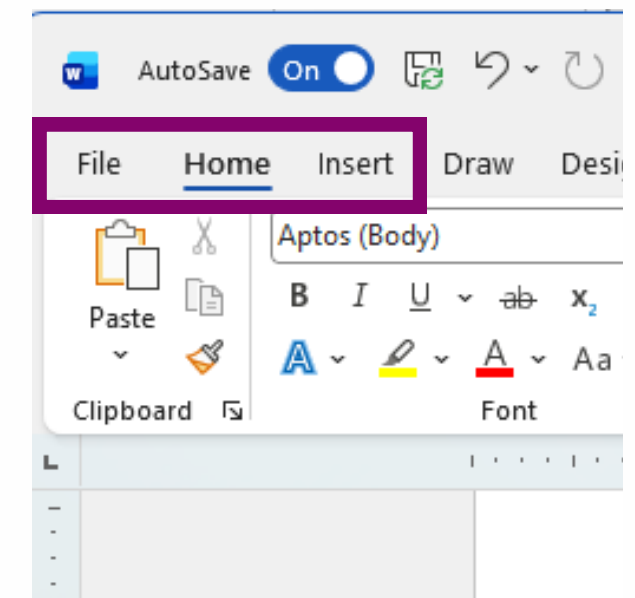
4

OR select **More options** and choose another location. Then select **Save**.



5

When **AutoSave** is **On**, changes you make are saved to the cloud.

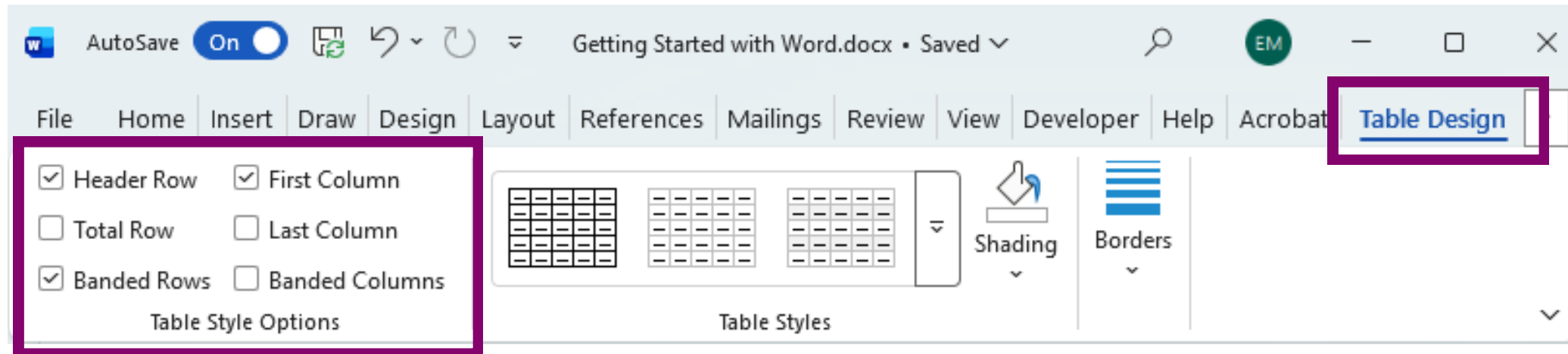


TIP: For guidance about where to save your content, read the [Where to Store Your Stuff](#) article.

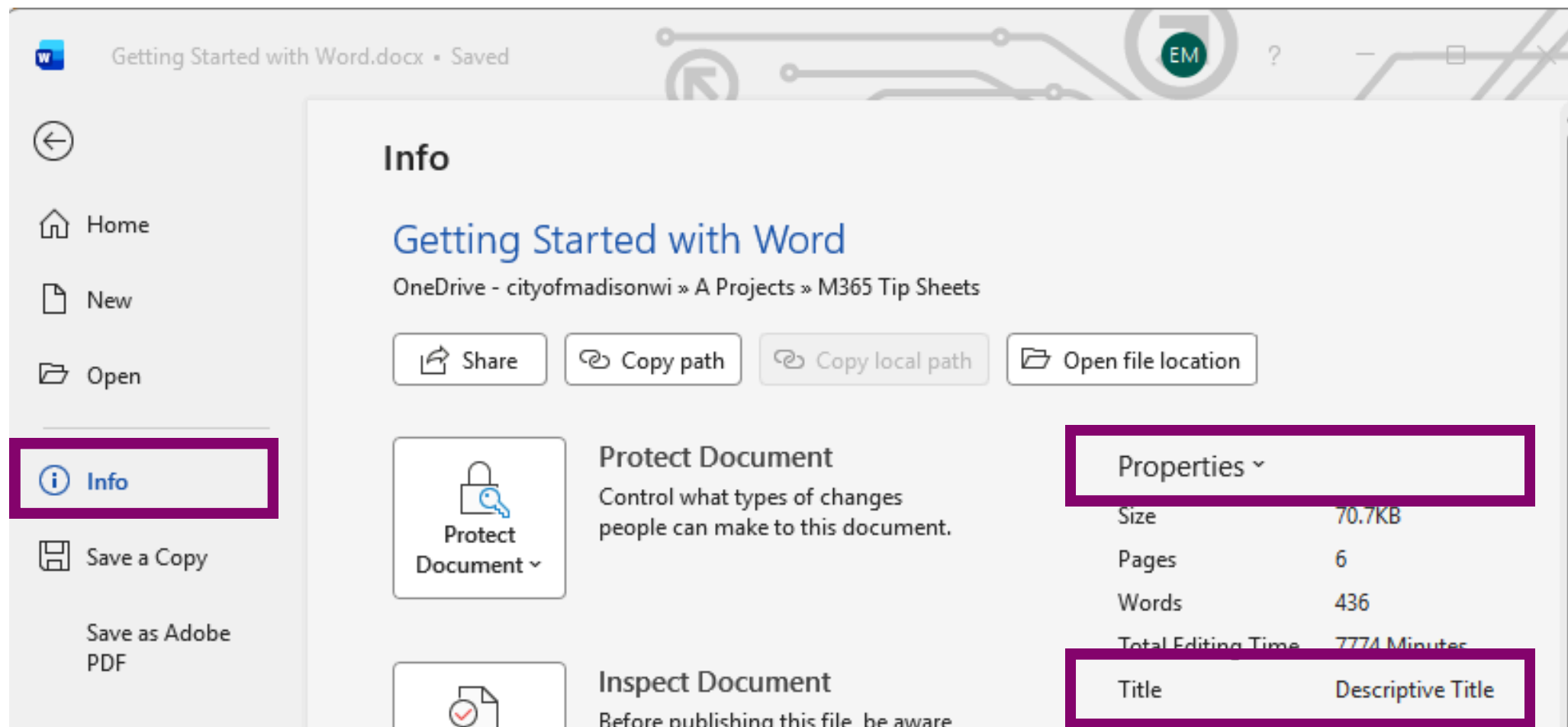


Add Accessible Content

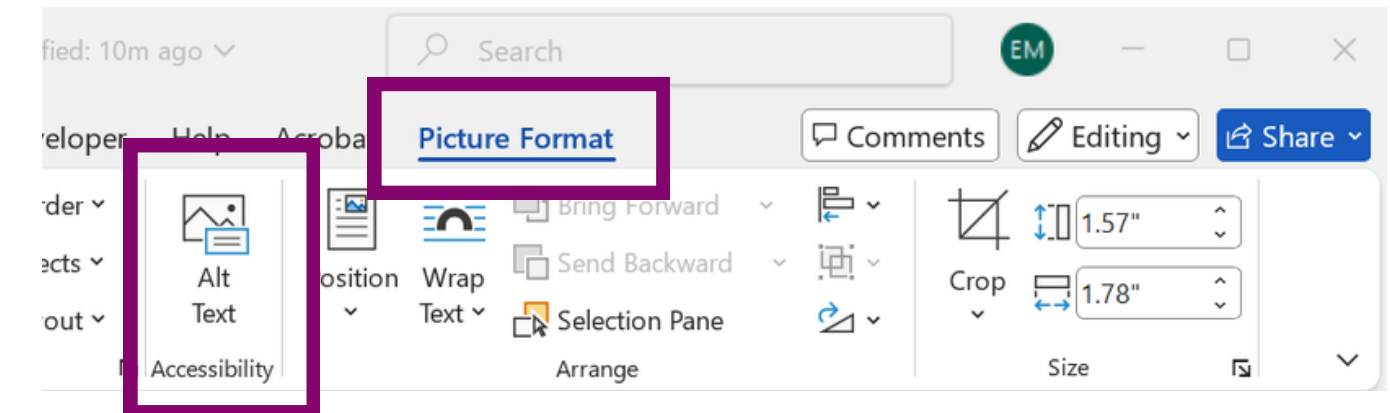
Mark one row, one column, or both as headers in tables.



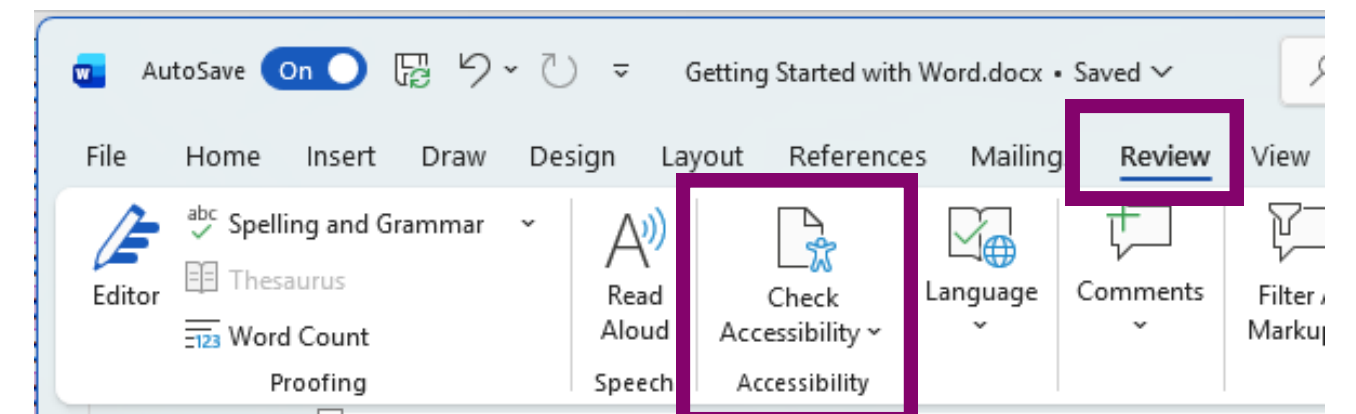
Open the Files tab. Add a descriptive title in the document properties.



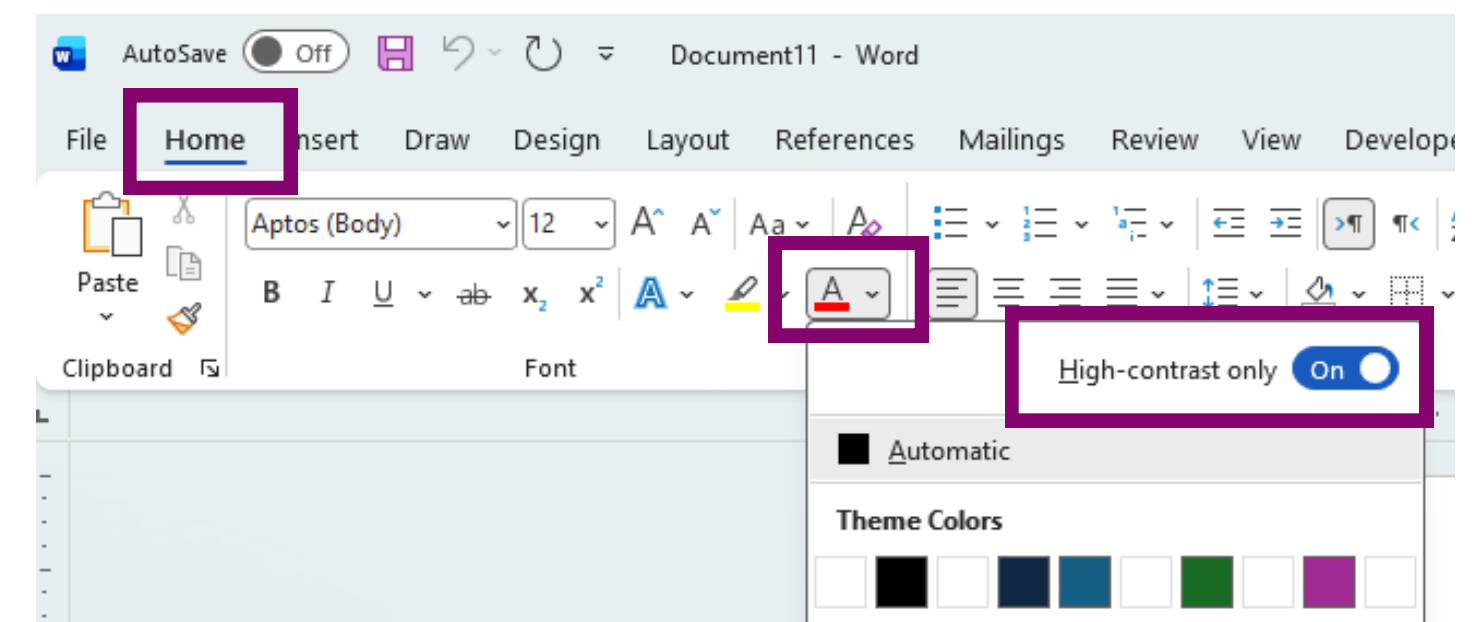
Add alt text to all visuals.



Run the Accessibility Checker.



Use good color contrast.



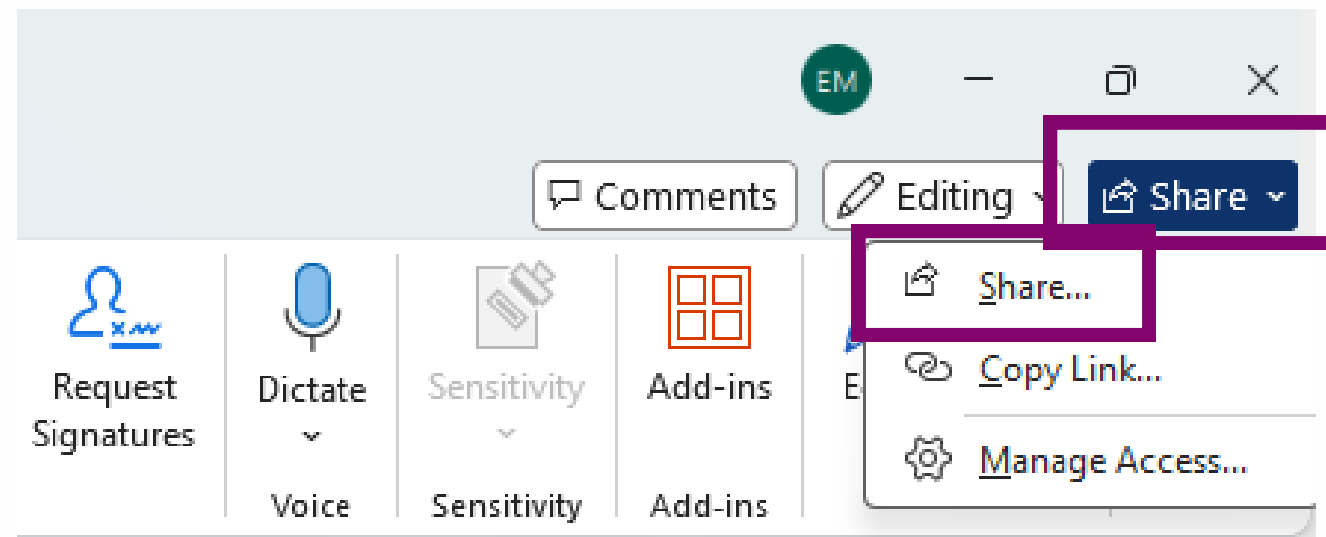
TIP: Check out the [Accessibility Category](#) in the IT Service Center to learn more.



Share Your Document

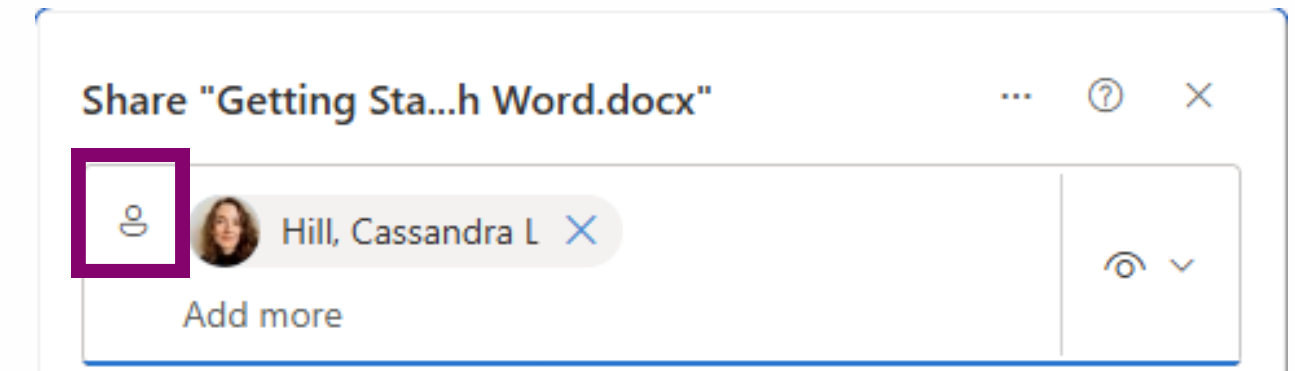
1

Select **Share** from the ribbon. Then select **Share** from the menu.



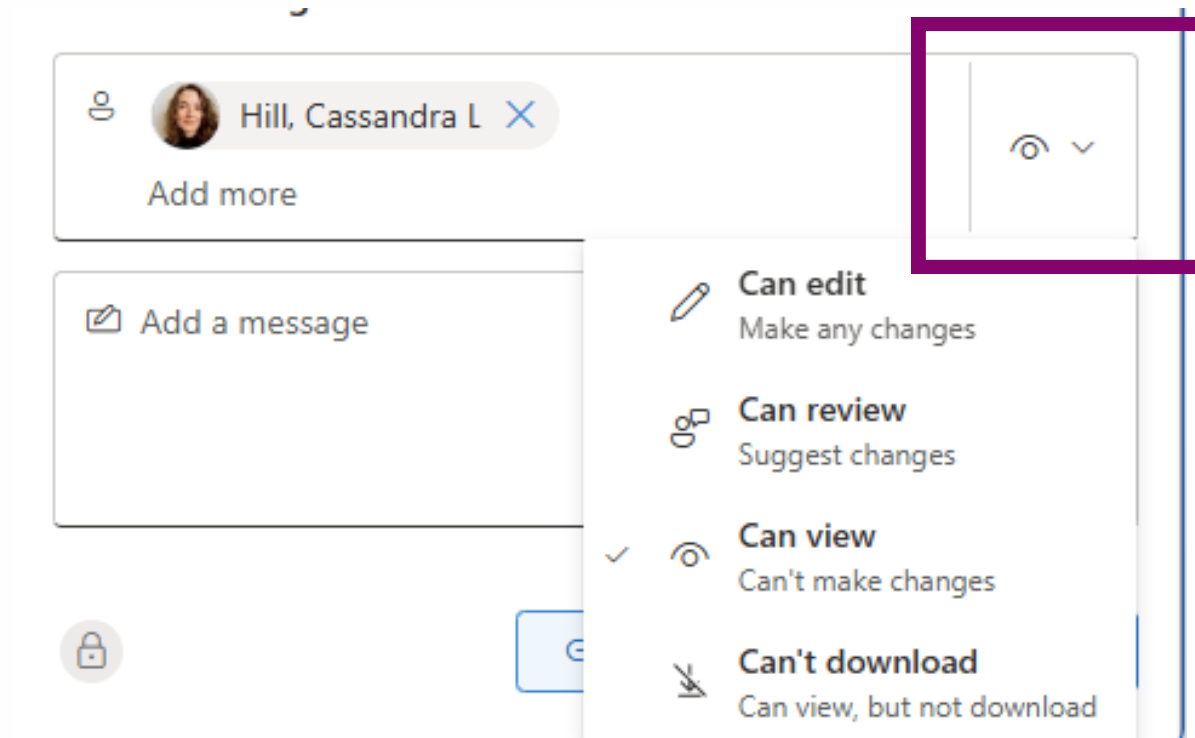
2

Chose people to share with.



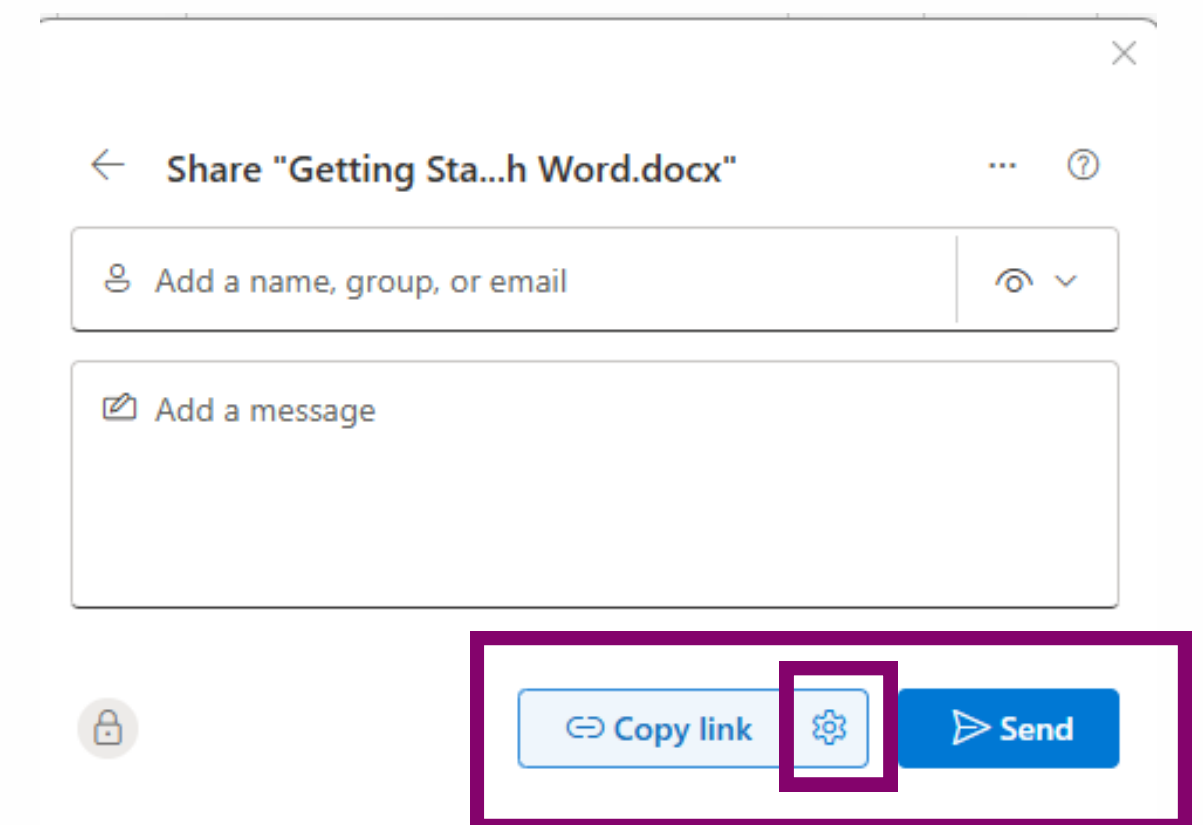
3

Choose a permission level.



4

Copy a link. Add a message and **send** a link via email. Or select the **gear** to add a share expiration date.

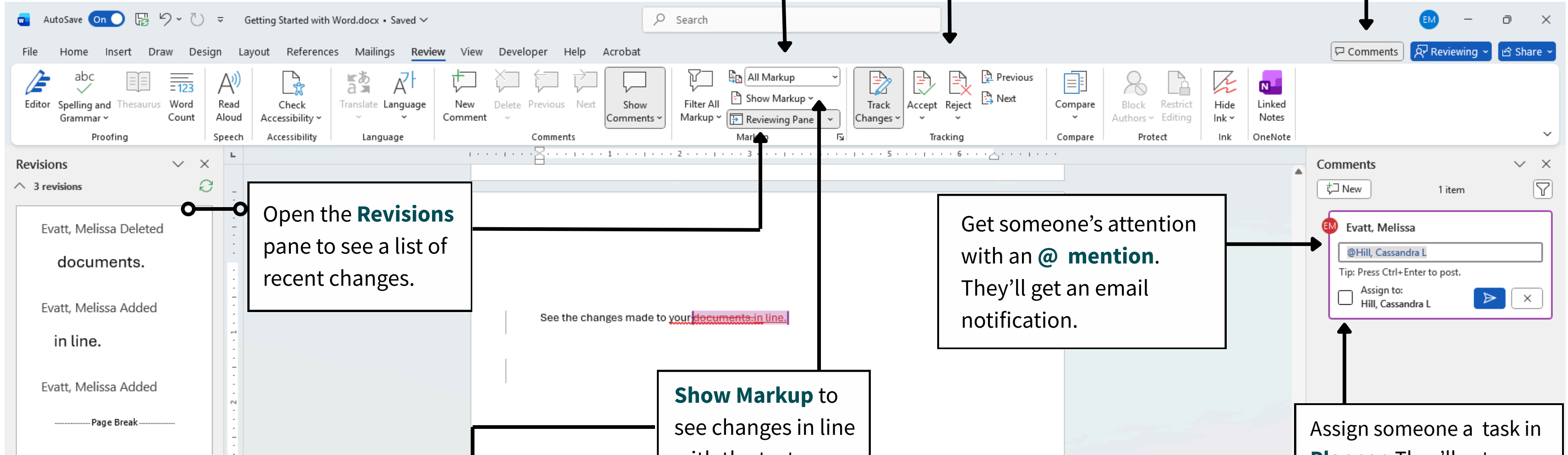


TIP: Only people with City IT-managed M365 accounts can open files shared via a link.

Track document changes

Accept or reject changes.

Open the **Comments** pane.



Open the **Revisions** pane to see a list of recent changes.

Show Markup to see changes in line with the text.

Get someone's attention with an **@ mention**. They'll get an email notification.

Assign someone a task in **Planner**. They'll get an email notification.

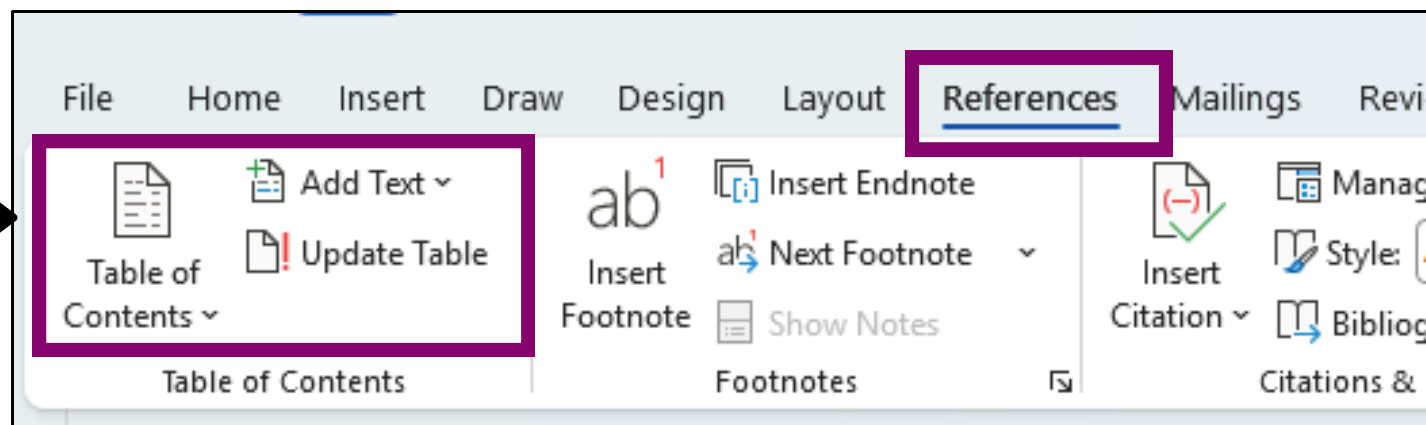
Evatt, Melissa A few seconds ago Deleted: s

Or, to see the changes in **balloons**.

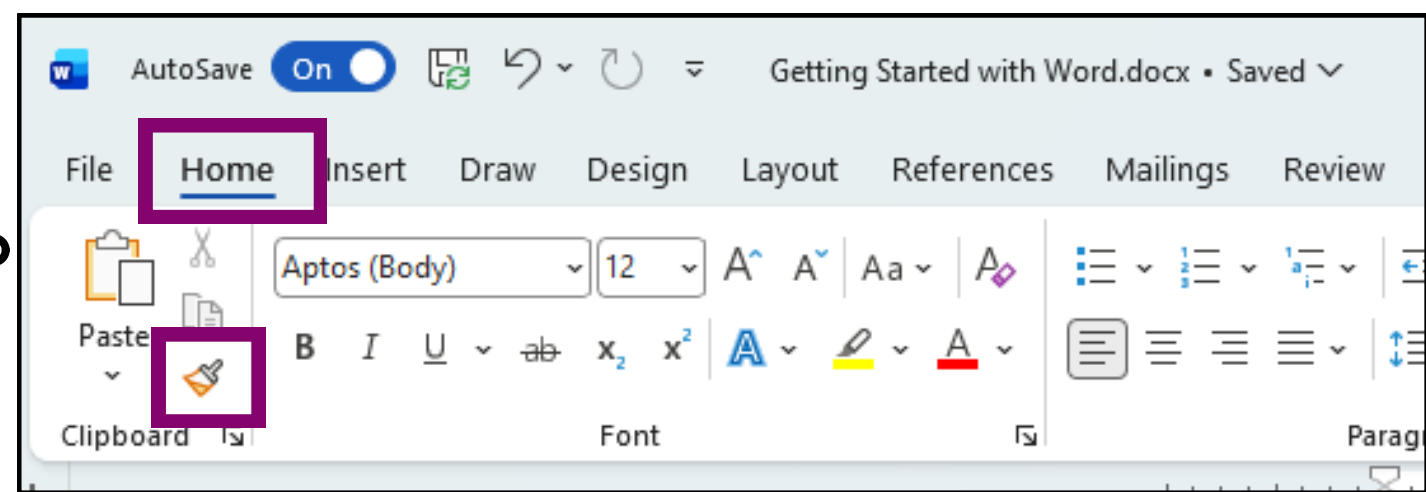


Learn Cool Tips & Tricks

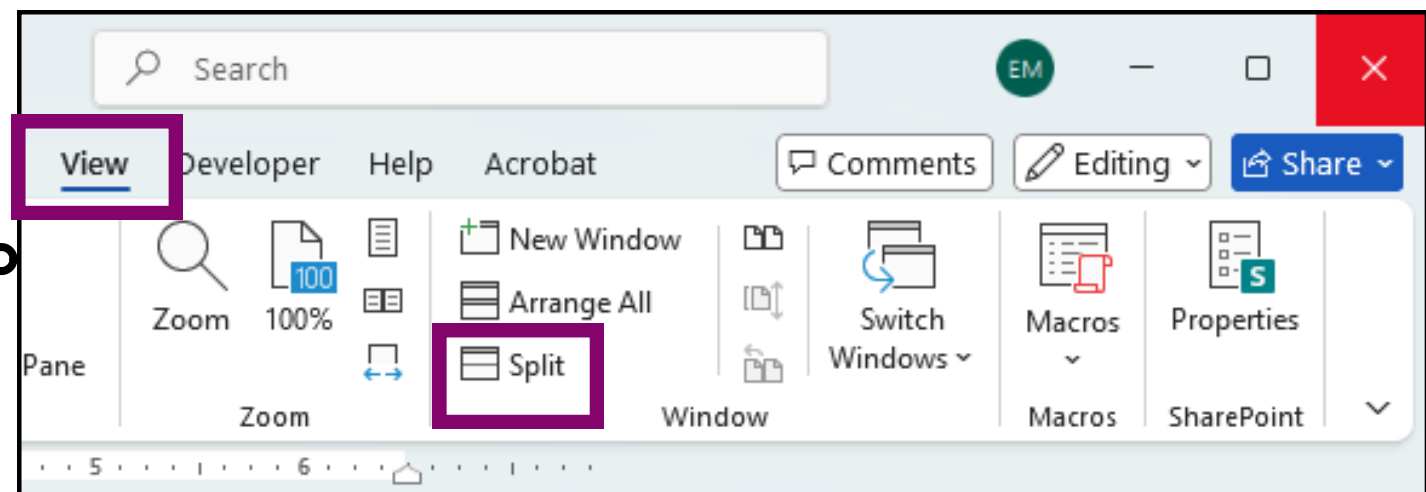
Add a table of contents.
Select **Update Table** to refresh it.



Double-click the **Format Painter** button to apply the same formatting to multiple things.



Split your window. Scroll to areas in your document while keeping the upper part anchored.



Helpful Keyboard Shortcuts

- **Ctrl + F** – Open the Navigation Pane. Search for content in your document. View pages. See a list of headings.
- **Ctrl + H** – Find words and replace them with different words.
- **Ctrl + Alt + S** – Keep the part of the document you're at anchored to the top of the screen. Scroll to other sections of the document in the bottom part of the screen. Press the key combination again to return to the normal view.
- **Alt** – View ribbon shortcuts.
- **Ctrl + Backspace** – Delete one word to the left.
- **Ctrl + Delete** - Delete one word to the right.
- **Windows key + V** – Open a list of previously copied words. Select one to paste it.
- **Shift + F7** – Press after selecting a word to open a list of similar words.