Word for Microsoft 365 for Mac

Microsoft

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.

Dictate your documents
Use speech-to-text to author content in Office with a microphone and reliable internet connection.
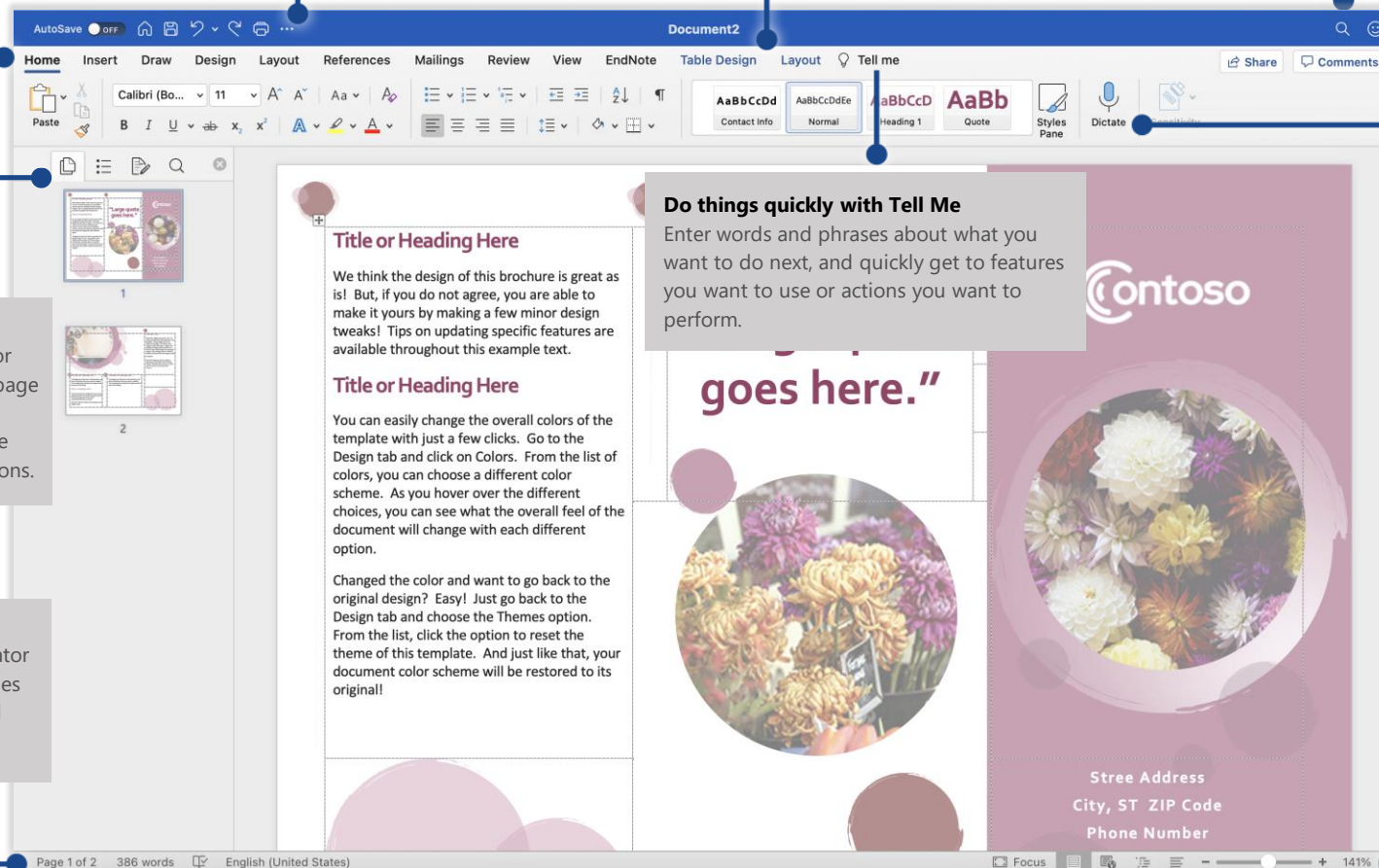
Do things quickly with Tell Me
Enter words and phrases about what you want to do next, and quickly get to features you want to use or actions you want to perform.

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.

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.

Document2

AutoSave OFF

Home | Insert | Draw | Design | Layout | References | Mailings | Review | View | EndNote | Table Design | Layout | Tell me

Share | Comments

Calibri (Bo... | 11

AaBbCcDd — Contact Info | AaBbCcDdEe — Normal | AaBbCcD — Heading 1 | AaBb — Quote | Styles Pane | Dictate

Title or Heading Here

We think the design of this brochure is great as is! But, if you do not agree, you are able to make it yours by making a few minor design tweaks! Tips on updating specific features are available throughout this example text.

Title or Heading Here

You can easily change the overall colors of the template with just a few clicks. Go to the Design tab and click on Colors. From the list of colors, you can choose a different color scheme. As you hover over the different choices, you can see what the overall feel of the document will change with each different option.

Changed the color and want to go back to the original design? Easy! Just go back to the Design tab and choose the Themes option. From the list, click the option to reset the theme of this template. And just like that, your document color scheme will be restored to its original!

"Large quote goes here."

Contoso

Stree Address
City, ST ZIP Code
Phone Number

Page 1 of 2 | 386 words | English (United States) | Focus | 141%

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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**.
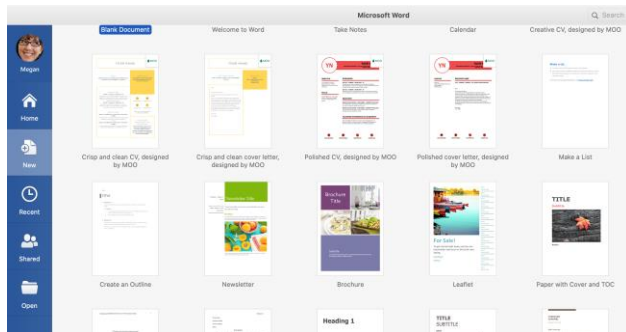

Find recent files

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.
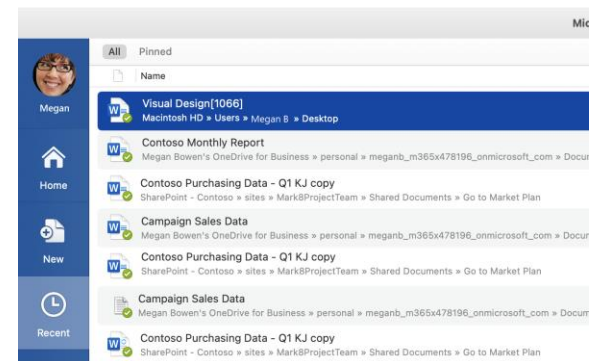
Stay connected

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.
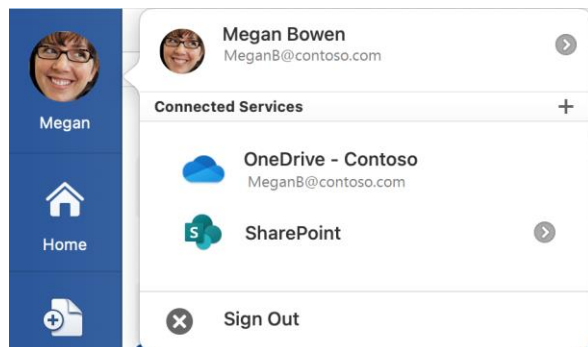

Set your preferences

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.
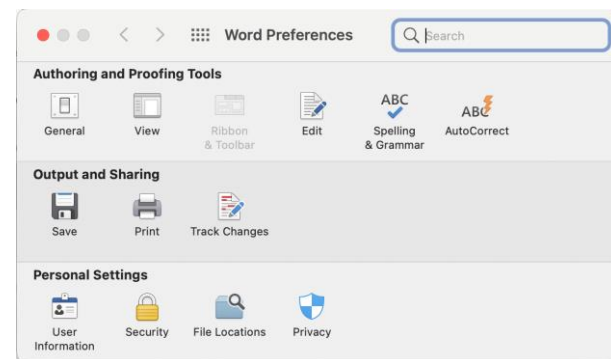
Discover Microsoft Editor

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.
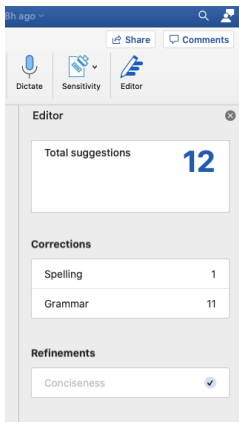
Review and track changes

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.
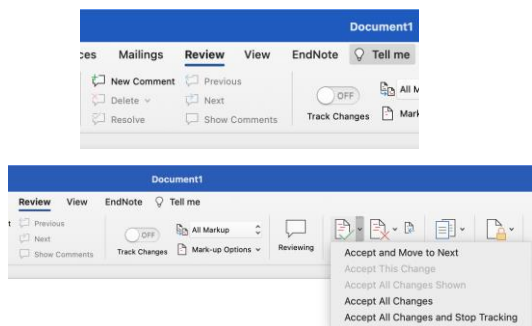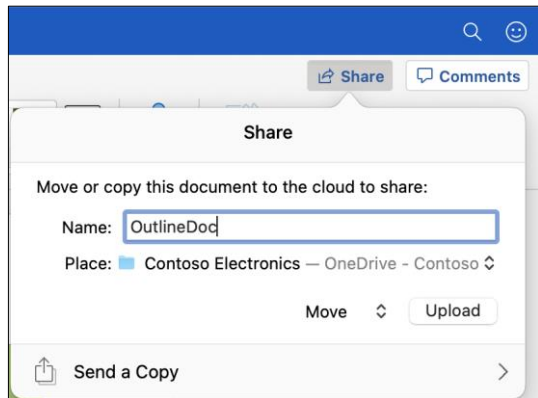
Format documents with style

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.
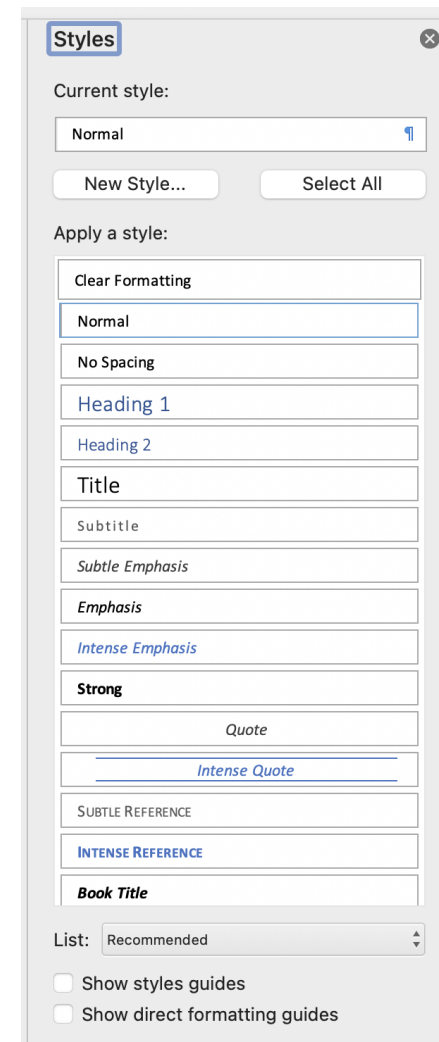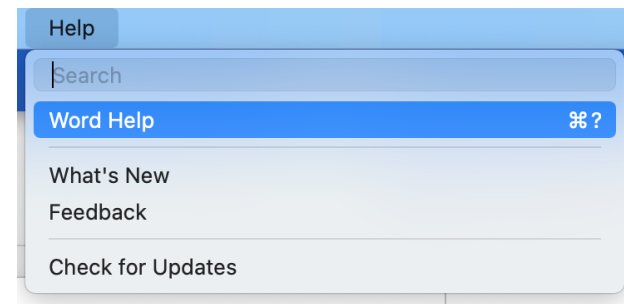
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Share your work with others

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

Visit **http://aka.ms/office-mac-guides** to download our free Quick Start Guides for Mac versions of Excel, PowerPoint, Outlook, and OneNote.

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.