#### Introduction

Microsoft Word 2016 is a word processing application that allows you to create a variety of documents, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the Ribbon, Quick Access Toolbar, and Backstage view.

Getting to know Word 2016

Word 2016 is similar to Word 2013 and Word 2010. If you've previously used either version, then Word 2016 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the Word 2016 interface.

The Word Interface

When you open Word for the first time, the Start Screen will appear. From here, you'll be able to create a new document, choose a template, and access your recently edited documents. From the Start Screen, locate and select Blank document to access the Word interface.

Click the buttons in the interactive below to learn more about the Word interface:

Working with the Word environment

Like other recent versions, Word 2016 continues to use features like the Ribbon and the Quick Access Toolbar—where you will find commands to perform common tasks in Word—as well as Backstage view.

The Ribbon

Word uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, which you can find near the top of the Word window.

Each tab contains several groups of related commands. For example, the Font group on the Home tab contains commands for formatting text in your document.

Some groups also have a small arrow in the bottom-right corner that you can click for even more options

Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the Ribbon Display Options arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

Auto-hide Ribbon: Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the Expand Ribbon command at the top of screen.

Show Tabs: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.

Show Tabs and Commands: This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

Using the Tell me feature

If you're having trouble finding command you want, the Tell Me feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Redo commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the Quick Access Toolbar.

Select the command you want to add from the menu.

The command will be added to the Quick Access Toolbar.

The Ruler

The Ruler is located at the top and to the left of your document. It makes it easier to adjust your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

Click the View tab.

Click the checkbox next to Ruler to show or hide the Ruler.

Navigate in Read Mode view