



# Word 2016

## HOME



The **Home Ribbon** contains tools to modify **font** and **paragraph** attributes and the appearance of text **styles**. Functions such as find and replace, or copy and paste in the **clipboard**, help simplify the text **editing** process. Accessible from all ribbons, the menu bar offers an option for sharing and commenting between different users.

## INSERT



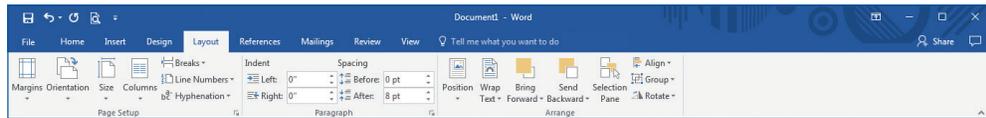
The **Insert Ribbon** adds additional **pages** and different types of content to a document such as **tables**, **illustrations** (pictures, graphics, or charts), **add-ins**, **media**, and interactive **links**. Using this ribbon, adding editorial **comments**, a **header and footer**, customizable **text blocks**, and **symbols** can help enhance content.

## DESIGN



The **Design Ribbon** manages the **document formatting**, including the **page background**. The overall look of a document is determined by choosing a theme and adjusting text styles, colors, and fonts, or by adding page color, borders, or custom watermarks.

## LAYOUT



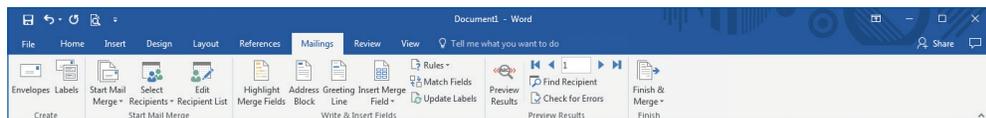
The **Layout Ribbon** controls **page setup** by modifying page margins, orientation, and size, as well as the number and placement of columns. **Paragraph** formatting can be combined with the ability to **arrange** the position of text and other elements on the page.

## REFERENCES



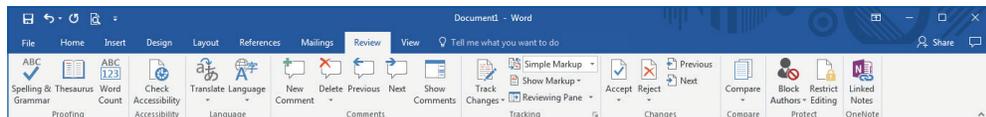
The **References Ribbon** provides content management tools that can create and track a **table of contents**, **footnotes**, perform a **Smart Lookup**, conduct **research** with **Researcher**, and source **citations and bibliography**, as well as insert **captions**, generate an **index**, and build a **table of authorities** listing cross references within a document.

## MAILINGS



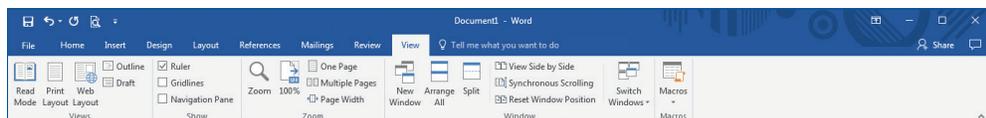
The **Mailings Ribbon** is used to **create** envelopes and labels, and to **start mail merge** functions that **write and insert fields** from outside data sources into a document. This ribbon enables users to **preview results** and **finish** the data merge into one or more documents for further editing or printing.

## REVIEW



The **Review Ribbon** makes **proofing** a document easy, including selecting a **language** for spelling and grammar reference or translation. Editorial **comments** can be added and **changes** can be **tracked**, and accepted or rejected. The user can **compare** different documents or **protect** a document from additional changes. Using **OneNote**, the user can also create and open **notes** about a document.

## VIEW



The **View Ribbon** provides different **views** for working with a document and will **show** the ruler and guidelines measurement tools. Viewing is enhanced by adjusting **zoom** settings, **window** size, and the position of one or more documents. Editing is made easier by recording and running **macros**.