

Teach Yourself
VISUALLY™

Word 2016

The Fast and Easy Way to Learn

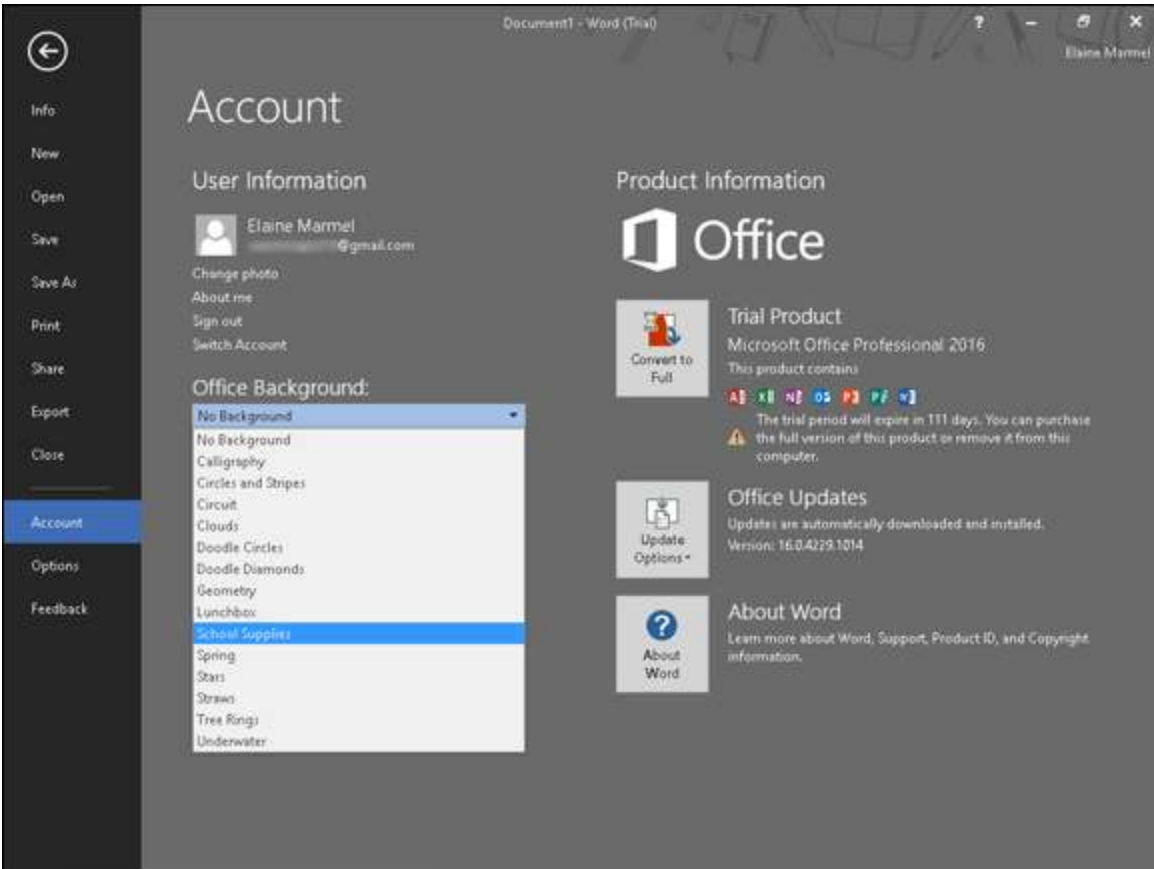


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CHAPTER 1

Getting Familiar with Word



Are you ready to get started in Word? In this chapter, you become familiar with the Word working environment, including the Word Start screen and Backstage view, and you learn basic ways to navigate and to enter text using both the keyboard and the mouse. You also learn some basics for using Word on a tablet PC.

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Open Word

Office 2016 runs on a 1 gigahertz (GHz) or faster x86- or x64-bit processor with 1 or 2 gigabytes (GB) of RAM, based on your processor speed, and your system must be running Windows 7, Windows 8, Windows 10, Windows Server 2008 R2, or Windows Server 2012.

This section demonstrates how to open Word from Windows 10. After Word opens, the Word Start screen appears, helping you to find a document on which you recently worked or starting a new document. For other ways to open or start a new document, see [Chapter 2](#).

Open Word



- 1 Click in the search box.