

# Word 2016



## Quick Start Guide

New to Word 2016 or upgrading from a previous version? Use this guide to learn the basics.

### Quick Access Toolbar

Save, Undo, and Redo commands permanently visible.

### Explore the ribbon

New in Word 2016 you can be clicking the ribbon tabs and exploring new and familiar tools.

### Discover contextual commands

Tables, tables, pictures, or other objects in a document to reveal additional tools.

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Microsoft

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**Hussin A.Rothana**



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