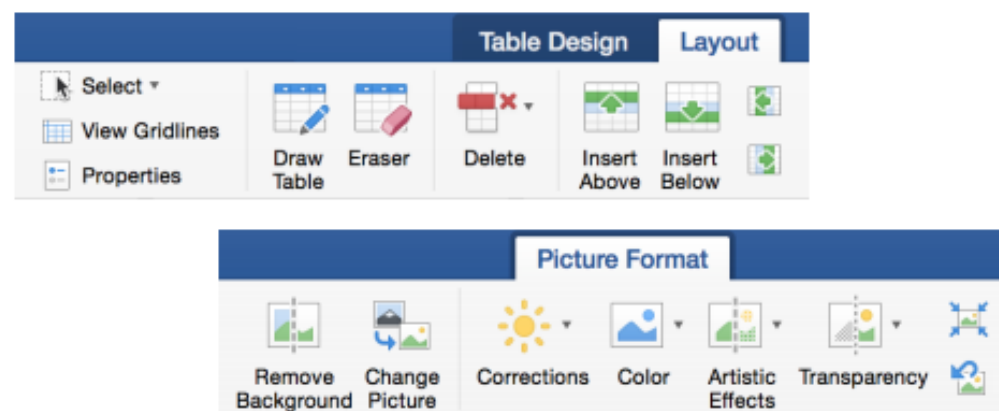


# Word for Mac

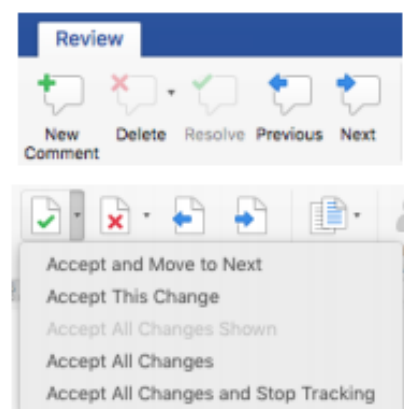
## Discover contextual tools

You can display additional ribbon commands by selecting relevant objects in your document. For example, when you click within a table the **Table Design** and **Layout** tabs appear, and when you click on any inserted picture the **Picture Format** tab appears.



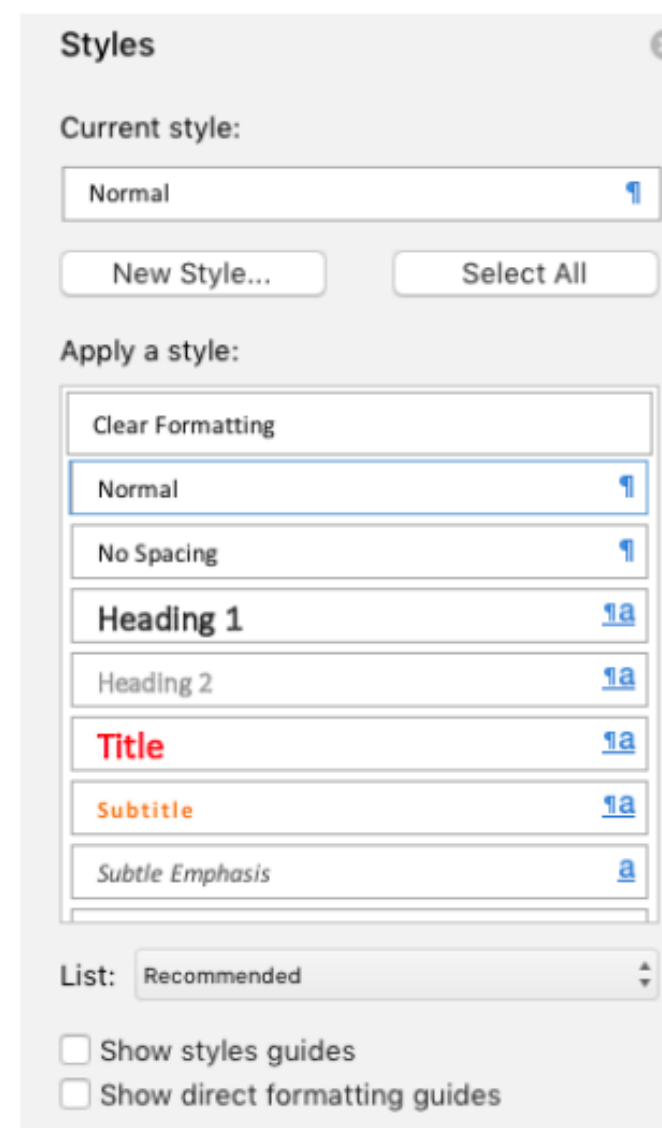
## Review and track changes

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, click 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.



# Word for Mac



## 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 clicking 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.

See How it is Done

### 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

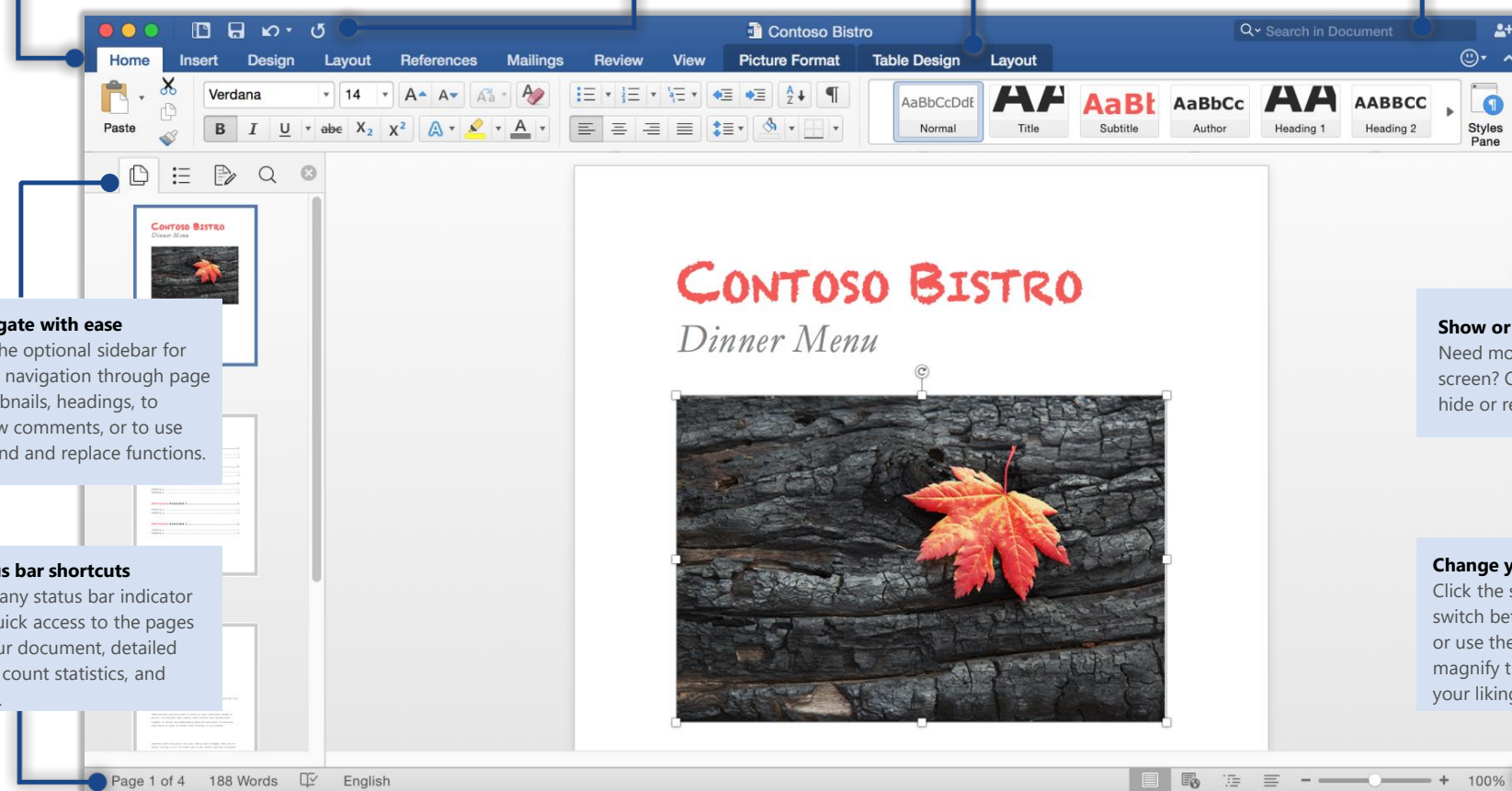
Click any status bar indicator for quick access to the pages in your document, detailed word count statistics, and more.

### Show or hide the ribbon

Need more room on your screen? Click the arrow to hide or redisplay the ribbon.

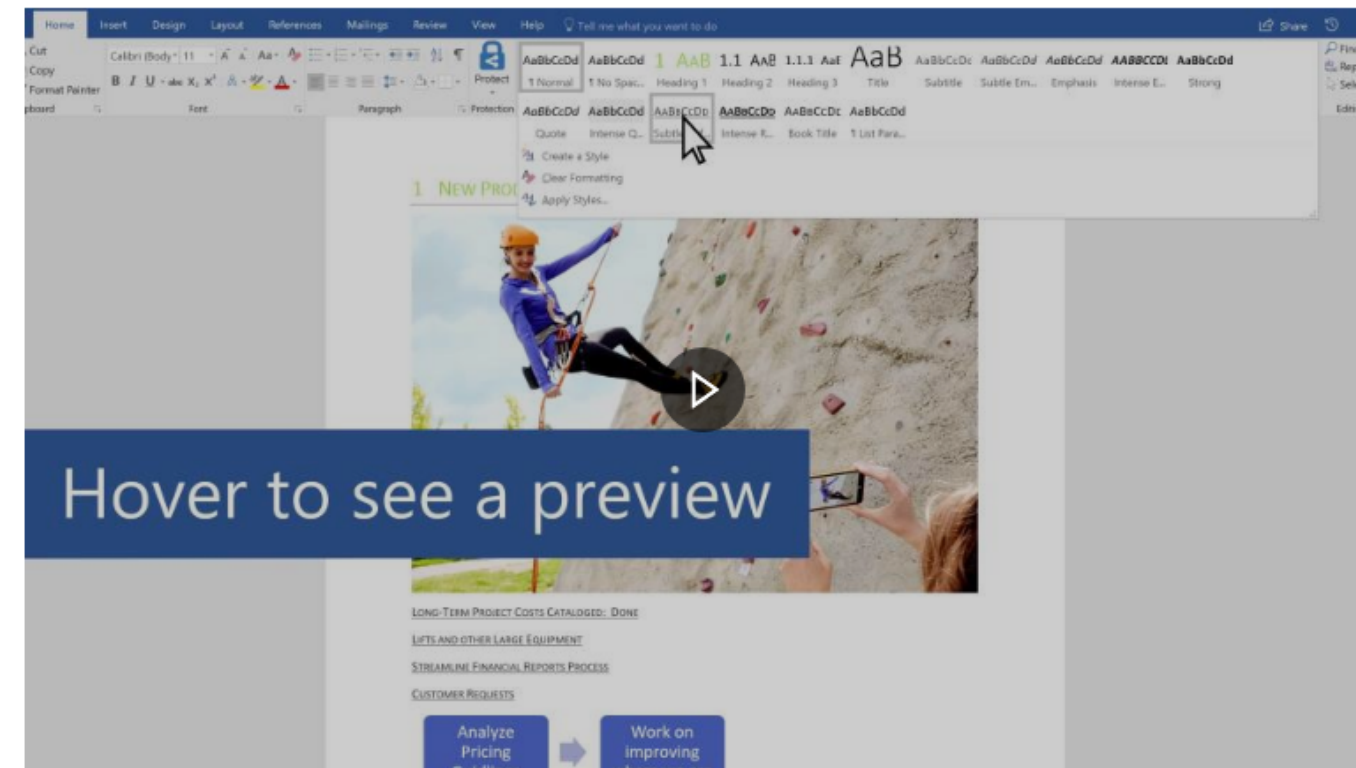
### Change your view

Click the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.



# Apply styles

Word for Office 365, Word 2019, Word 2016, Word 2013, Word 2010, Word 2007

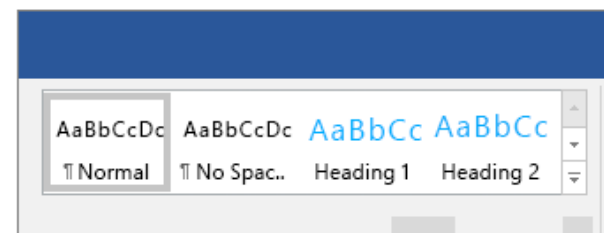



Styles give your document a consistent, professional look.

1. Select the text you want to format.

**Tip:** If you place your cursor in a paragraph, the style is applied to the whole paragraph. If you select specific text, only the selected text is formatted.

2. On the **Home** tab, point to a style to preview it.



**Tip:** If you don't see a style you want, click the **More** button  to expand the gallery.

3. Select a style.

See How it is Done

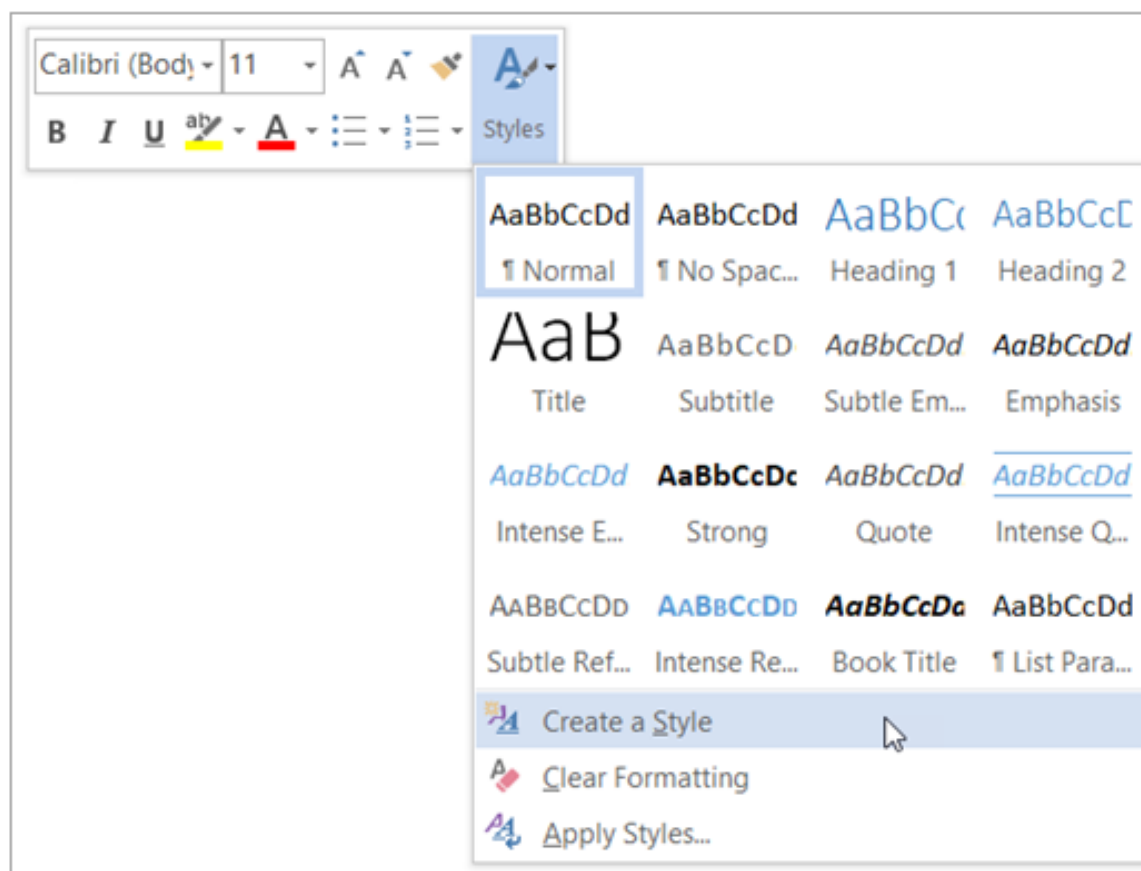
See How it is Done

## Create a new style based on document formatting

You can select formatted text in your document to create a new style that you add to the Styles gallery.

Newer versions    Office 2007 - 2010

1. Right-click the text on which you want to base a new style.
2. In the mini toolbar that appears, click **Styles**, and then click **Create a Style**.



3. In the **Create New Style from Formatting** dialog box, give your style a name and click **OK**.

Your new style will now appear in the Styles gallery.

**Note:** If you want your new style to appear in all new Word documents, right-click it in the Styles gallery, click **Modify**, and then select **New documents based on this template** at the bottom of the dialog box.