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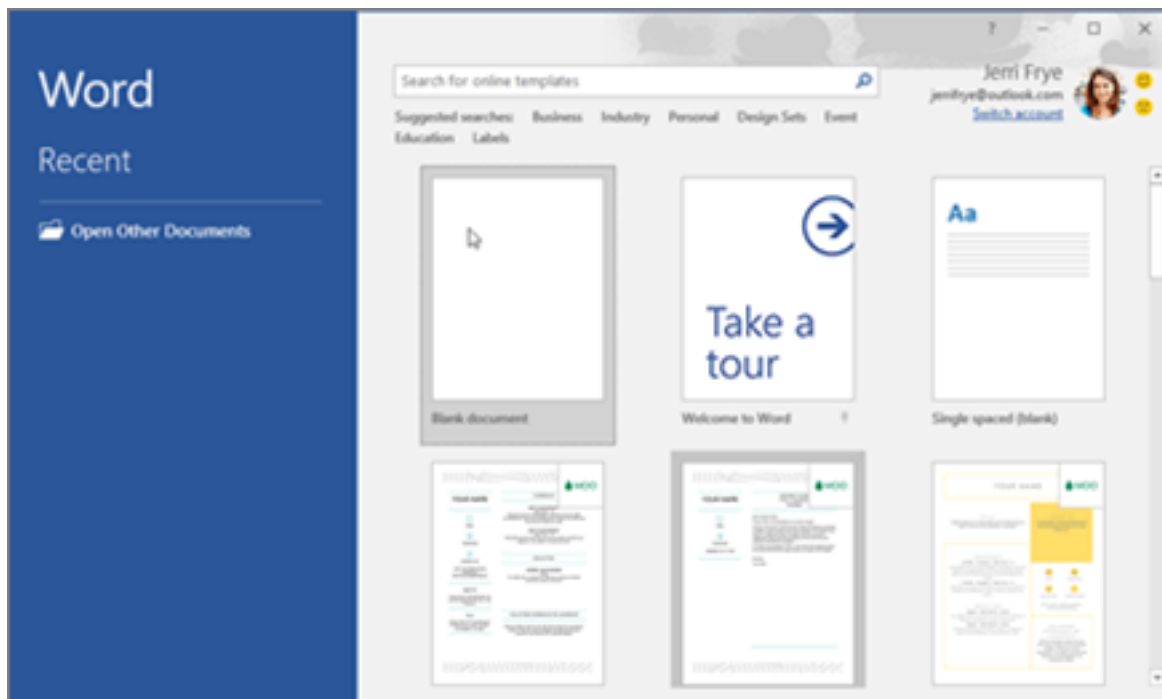
Create a document in Word 2016

- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Save to OneDrive, to get to your documents from your computer, tablet, or phone.
- Share your documents, and work with others.
- Track and review changes.

Create a document

1. Open Word.
2. Select an option:
 - Select **Blank document** to create a document from scratch.
 - Select one of the templates.

- Select **Take a Tour** for Word tips.

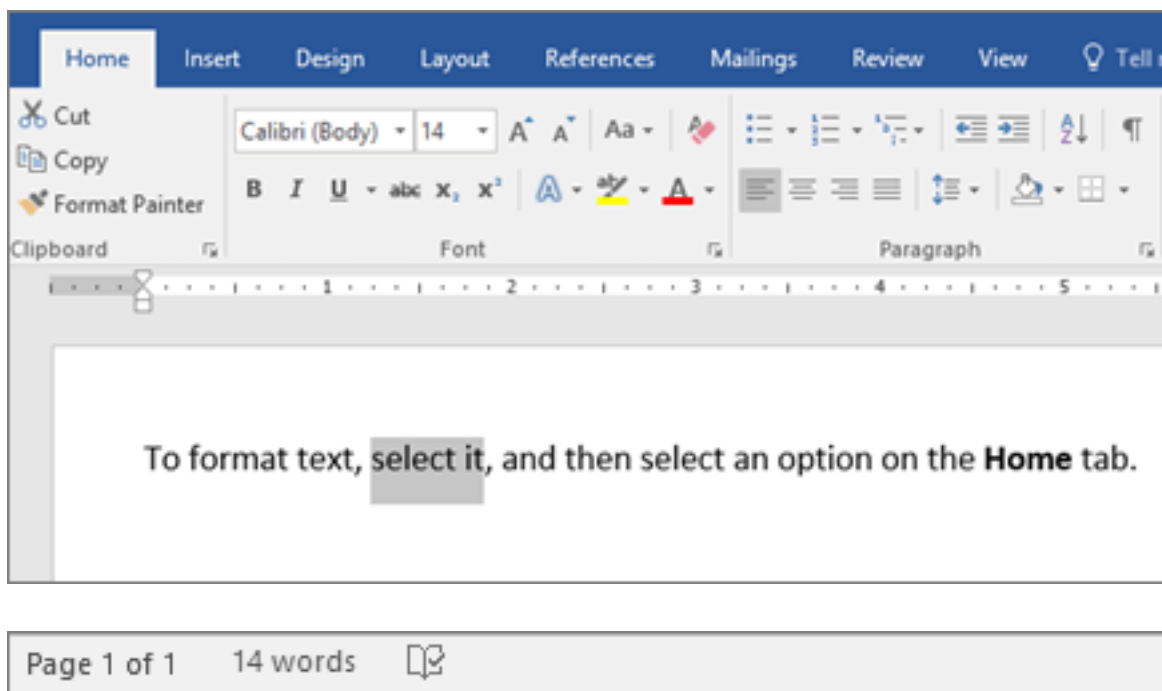


Add and format text

1. Place the cursor where you want, and type some text.

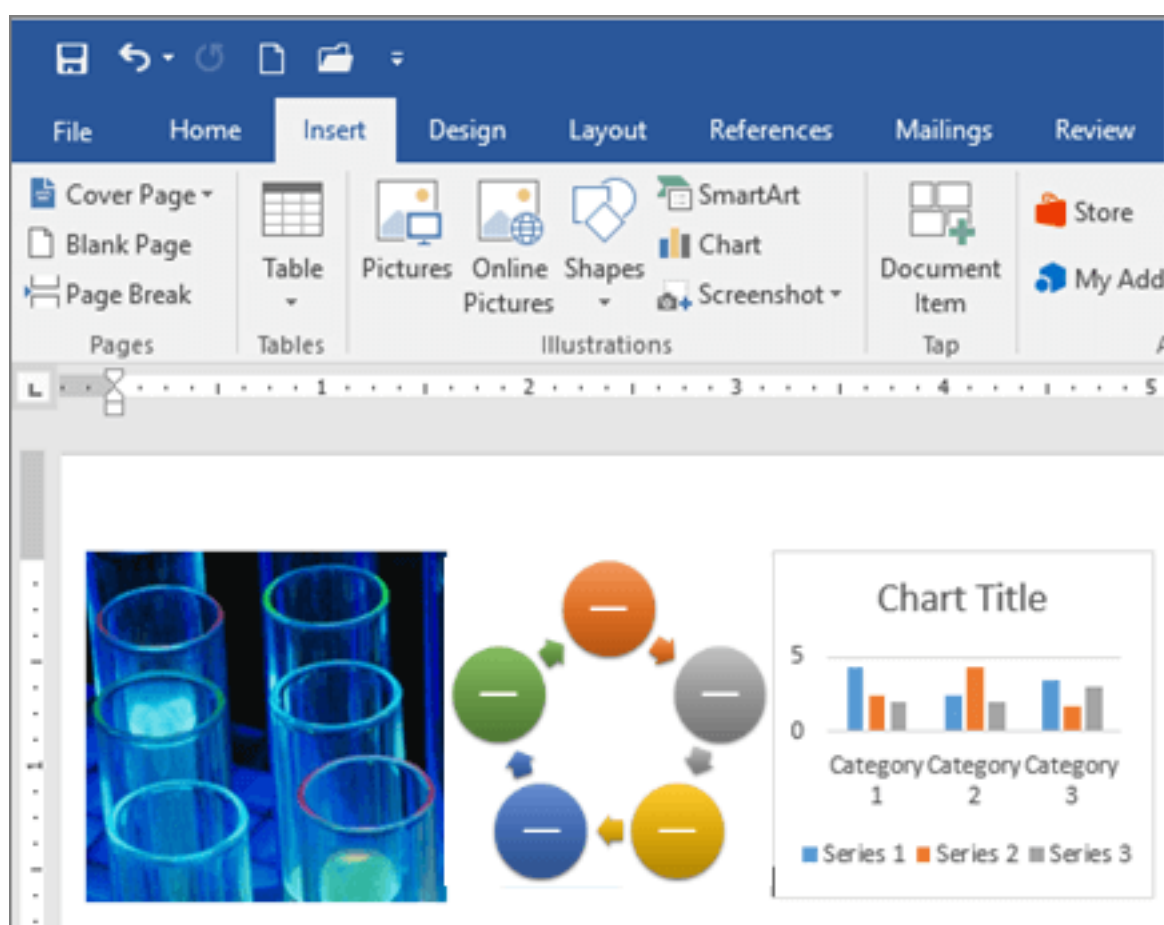
The status bar at the bottom of the document shows the **Page** and number of **words**.

2. To format text, select the text, and then select an option on the **Home** tab: **Bold**, **Italic**, **Bullets**, **Numbering**, ...



Add Pictures, Shapes, SmartArt, or a Chart

1. Select the **Insert** tab.
2. Select what you want to add:
 - **Pictures** - select **Pictures**, browse for the picture you want, and select **Insert**.
 - **Shapes** - select **Shapes**, and then select a shape from the drop-down.
 - **SmartArt** - select **SmartArt**, choose a **SmartArt Graphic**, and select **OK**.
 - **Chart** - select **Chart**, select the chart you want, and select **OK**.



Next: [Save your document to OneDrive in Word 2016](#)



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