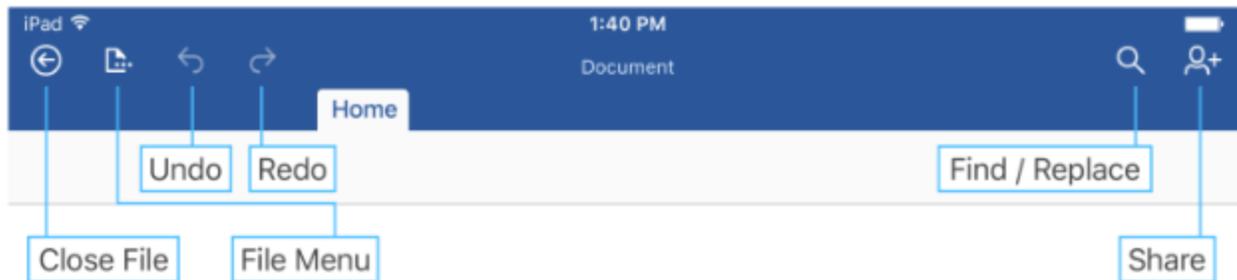


Welcome to Word

7 tips for a simpler way to work

Know where to tap

To help you begin, let's get to know the buttons at the top.



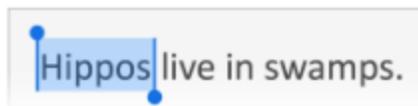
This tour introduces you to most of them. If you explore on your own, just keep **Close File** for the end.

Edit with touch

Word works on any touch device. It's easy to make changes to your document with just a few taps.

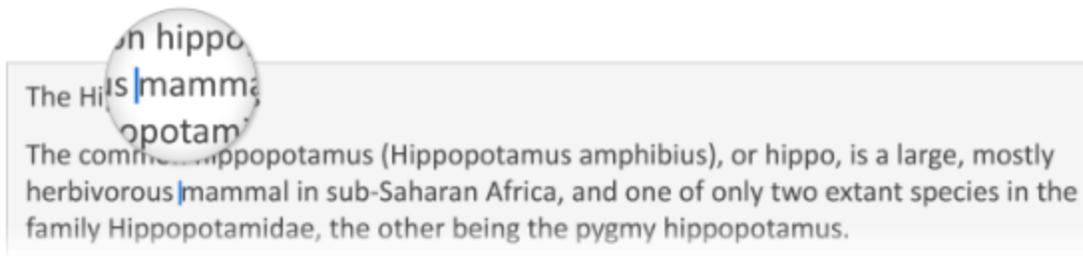
Try it:

1. Double-tap the first word in the following sentence: Hippos live in swamps



2. Drag the selection to include the entire sentence, and then select **Copy**.
3. Select and hold at the beginning of this sentence, and then select **Paste**.

To revise text inside a word, do this: Touch and hold text until you see a magnifying glass. Then drag the insertion point.



Source: Wikipedia CC-by-SA – <https://en.wikipedia.org>

Speak instead of type

If you like, you can dictate instead of type. Make sure **Enable Dictation** is turned on (in Settings > General > Keyboard) and your iPad is connected to the Internet.

Dictate text. Select the microphone  on the onscreen keyboard, then speak. Select **Done** when you finish.

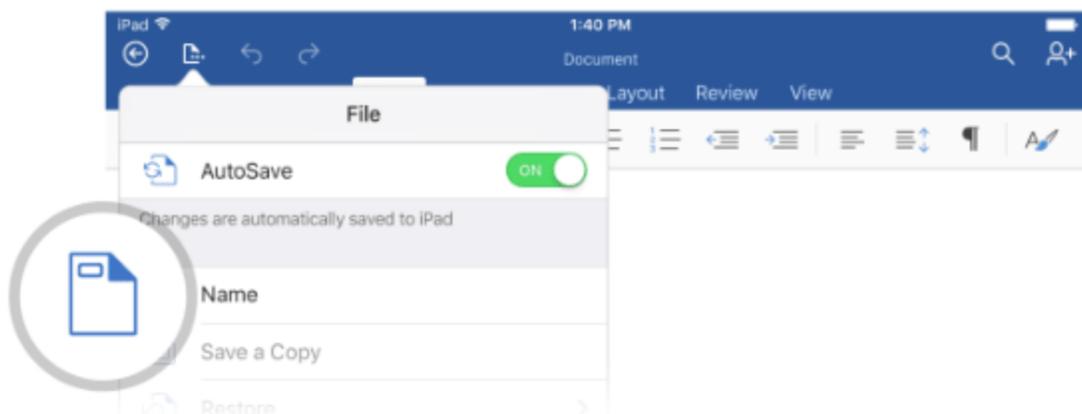
Note: The Enable Dictation setting is available on iPad mini or on iPad 3 and later (not iPad 2).

Save your way

Give your document a name and save it to the cloud so you won't lose your work.

Try it:

1. Select the **File Menu**.
2. Select **Name**.



3. Add a file name and choose a cloud save location such as OneDrive.
4. Select **Save**.

Once your document is saved for the first time, **AutoSave** saves as you work.

You can always go back to **File Menu** for more document actions like **Print** and **Duplicate**.

Styles

The same styles that allow you to format text and layout in Word for Mac and PC are available on your iPad.

Try it:

1. Select “The Hippopotamus” in the following text:

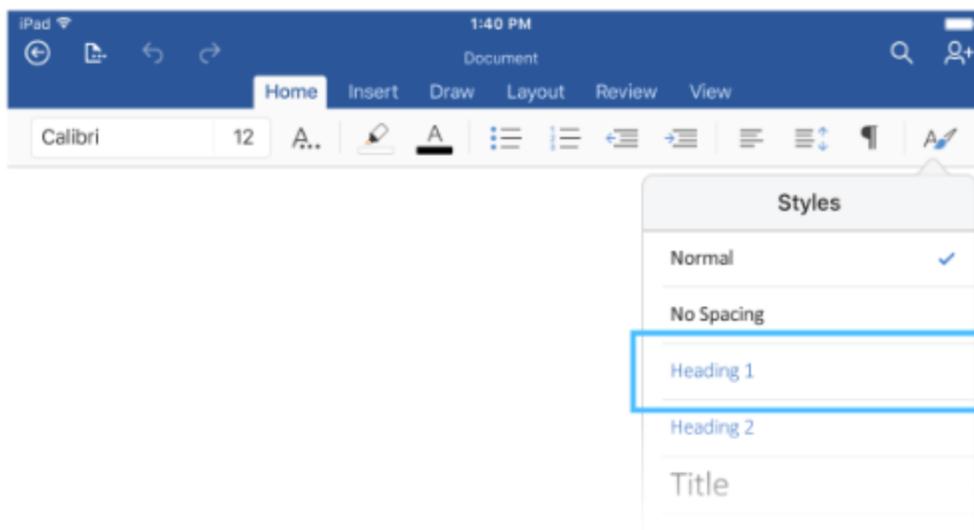
The Hippopotamus

The common hippopotamus (*Hippopotamus amphibius*), or hippo, is a large, mostly herbivorous mammal in sub-Saharan Africa.

2. Select the **Styles** button in the Home tab.



3. Choose **Heading 1**.

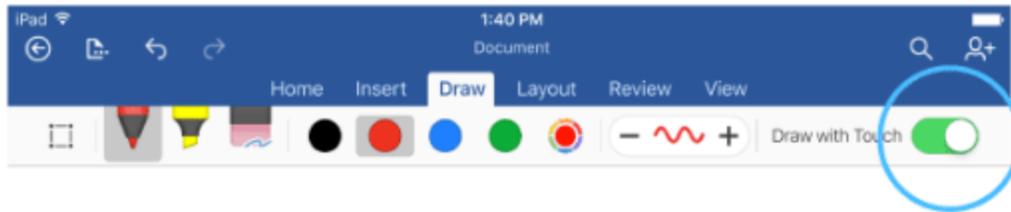


Annotate with Ink

Even without an Apple Pencil, you can write, draw, and highlight.

Try it:

1. With your finger or pen, select **Draw** in the ribbon at the top of the page. Make sure **Draw with Touch** is turned on.



2. Select a pen or highlighter, and draw on the page. To change line thickness, select the **-** and **+** buttons.



3. Switch pens for a different kind of annotation.



4. Use the eraser to erase your ink.



5. Turn **Draw with Touch** off to get out of drawing mode.

Work together

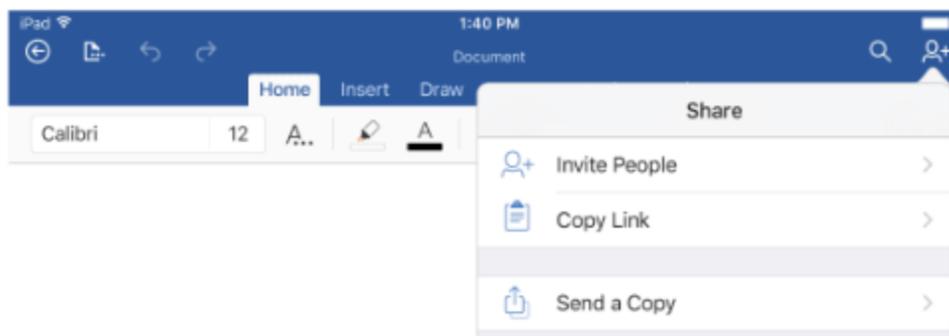
With your document stored online, your group can work on it together at the same time.

To save your document online, refer to the Save your way section above.

To share:



1. Select the **Share** button above the ribbon.
2. Invite people or send a link so they can edit with you. Or, send a copy of the document as an attachment.

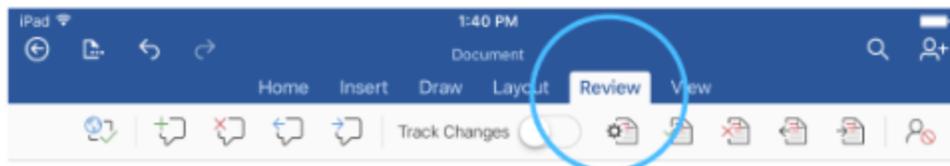


Comment on docs

Commenting on a document is a great way to quickly add your feedback.

Try it:

1. Double-tap this word: **Hippopotamus**
2. Select the **Review** tab to see reviewing commands including commenting actions.

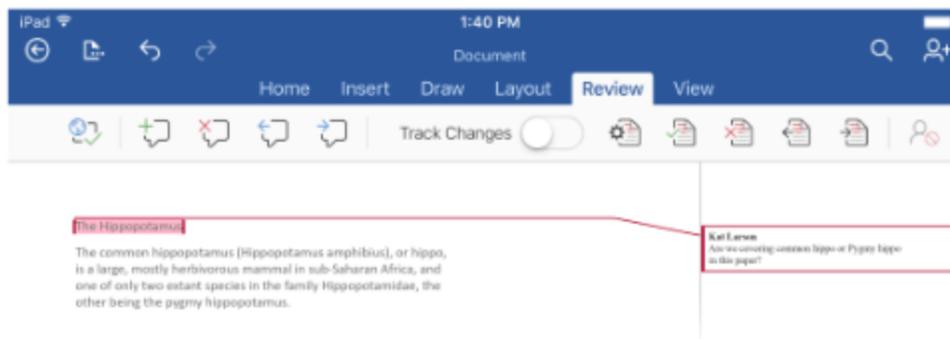


The Hippopotamus

The common hippopotamus (*Hippopotamus amphibius*), or hippo, is a large, mostly herbivorous mammal in sub-Saharan Africa, and one of only two extant species in the family Hippopotamidae, the



3. Select the **Add comment** button in the menu
4. Enter your comment, and then select anywhere in the document to exit from the comment.



More questions about Word?

Visit the Word team blog.



Get help with Word for iPad.

