When you use a computer program to create, edit, and format documents, you are performing a task known as word processing. Microsoft Word 2016 is one of the most sophisticated word-processing programs available. By using Word, it is easy to efficiently create a wide range of business and personal documents, from the simplest letter to the most complex report.

<link to slide here>

Word and other programs in the Microsoft Office 2016 suite of programs share many common features. For example, you can coordinate the appearance of document and presentation elements by applying themes and styles. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

When creating a professional document, be aware that many product names and logos are trademarked by the companies that create or own them. It is good practice to insert the (trademark) symbol after the trademarked item the first time you refer to it in a document. This assures the trademark holder that you are aware of its ownership of the item. You can insert the (trademark) symbol from the Symbols group on the Insert tab or by pressing Alt+Ctrl+T.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.