

Help

By now, you'll have noticed that there are a lot of things that you can do with Microsoft Word, and we've only scratched the surface. No matter how many books you read or how many courses you take, it's virtually impossible to memorize everything. Luckily, Word comes with a few different help tools so that you can find answers to your questions.

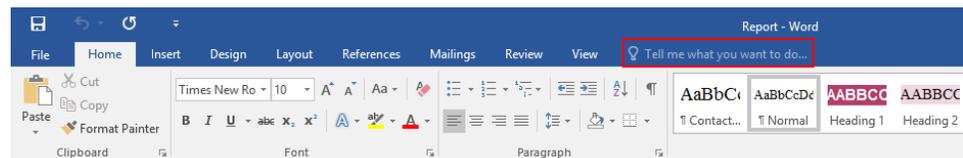
Topic Objectives

In this topic, you will learn:

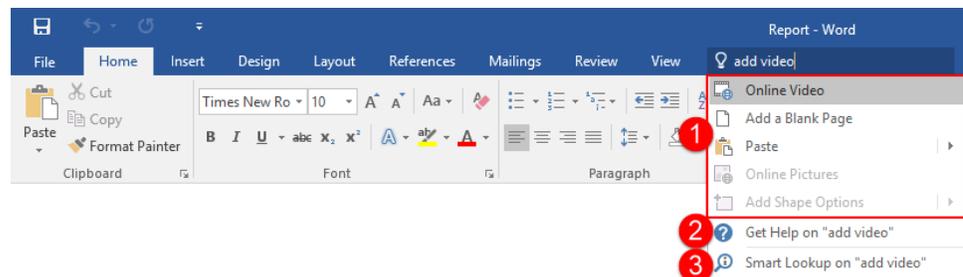
- How to use the new "Tell Me" feature
- How to access advanced help options

USING TELL ME

Microsoft Word 2016 features a new natural language help feature. To take advantage of it, type your question in the box by the ribbon tabs:



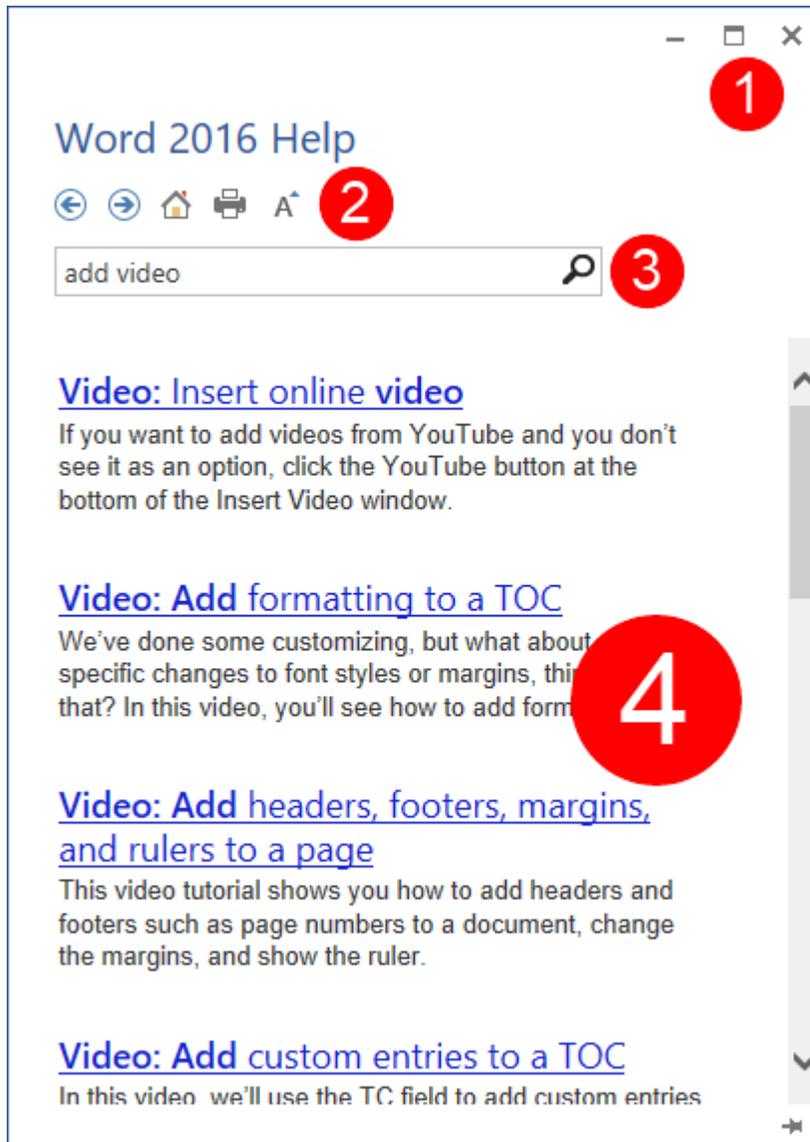
As you type, you will see various links to the related topic:



At the top, you will usually see shortcuts to **related commands (1)**. (If a command is greyed out, it means that it is not currently available.) Next, you will see an option to open the **traditional Help window (2)**. Finally, there is usually an option for **Smart Lookup (3)**, which will search for the term(s) using the Insight feature.

ACCESSING ADVANCED HELP OPTIONS

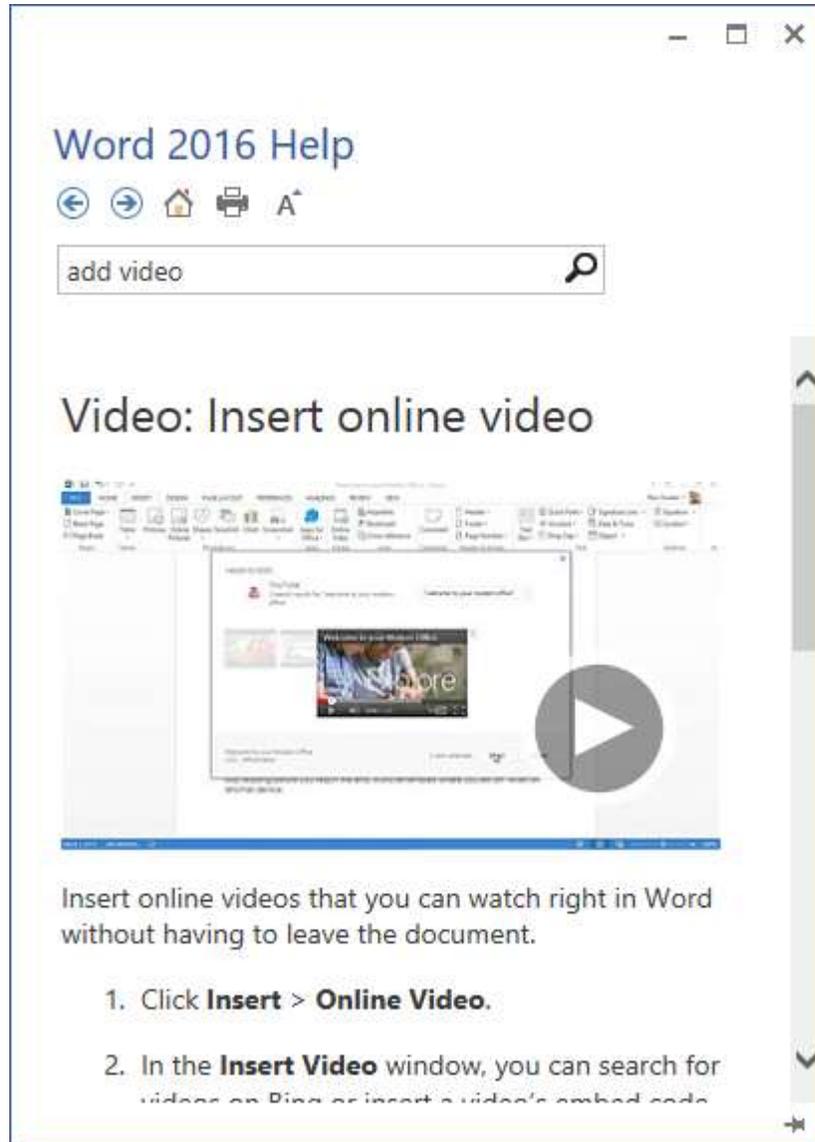
When you choose a “Get Help” entry from the Tell Me results, you will see the traditional Help window:



(You can also use the F1 shortcut to open the default page of the Help file.)

In the top right-hand corner, you will see the **Minimize, Maximize/Restore, and Close buttons (1)**. Also at the top is the **Help toolbar (2)** and **search bar (3)**. The main part of the window shows the **main help content (4)**. You can browse through the help content by clicking the blue text, called a **hyperlink**.

This text is linked to relevant information. For example, the “Video: Insert online video” link will show content for adding an online video to a document:



You can perform a new search for help information by typing keywords into the search bar and pressing Enter. After a moment, any results Word thinks are relevant will appear in a list. Click one of the topics in that list to view more information about it.

The Help Toolbar

The Help toolbar contains commands similar to those you would find in a Web browser. In fact, the Help window behaves very much like a Web browser that only searches for information relevant to Word 2016.

Back		Move back one step at a time through the help topics you have previously read.
Forward		If you click the Back button, the Forward button will become active. This lets you step forward through the topics you have visited.
Home		Click this button to return to the default Help page.
Print		Prints the current topic.
Text Size		Use this to make the text in the help file larger or smaller.

Activity- Help

A co-worker has provided you with some sales information. You need help improving the look of the table.

1. Double-click the Activity 1-3 file to open it in Microsoft Word 2016:

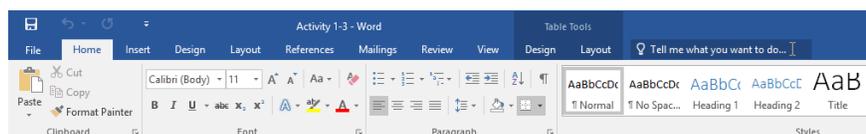


2. Click to place your cursor anywhere in the document's table:

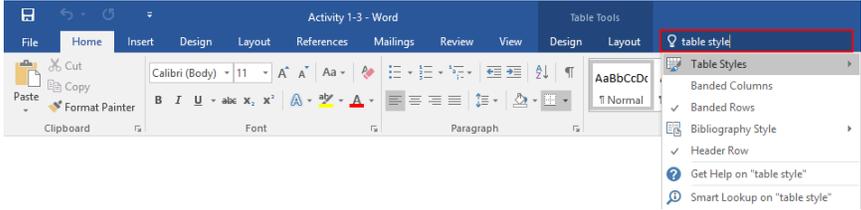
Sales Data for Quarter 1

Name	Rank	Price	Sales
Screwdriver	1	\$20.00	800
Hammer	5	\$23.00	250
Nails	3	\$26.00	1800
Widget	9	\$29.00	625
Level	8	\$15.00	210
Bolts	10	\$20.00	1200
Rope	7	\$18.00	525
Chisel	2	\$16.00	450
Staple Gun	6	\$14.00	150
All-in-One Tool	4	\$12.00	150

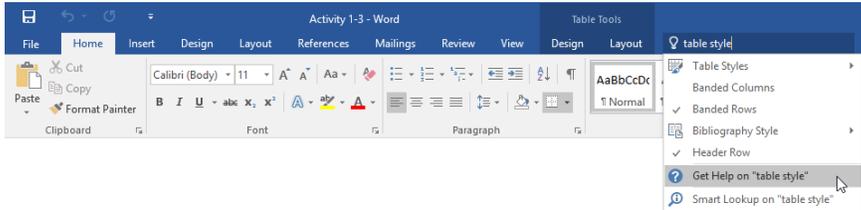
3. Now, let's learn about our options for styling tables. Click inside the "Tell Me" field at the top of the ribbon interface:



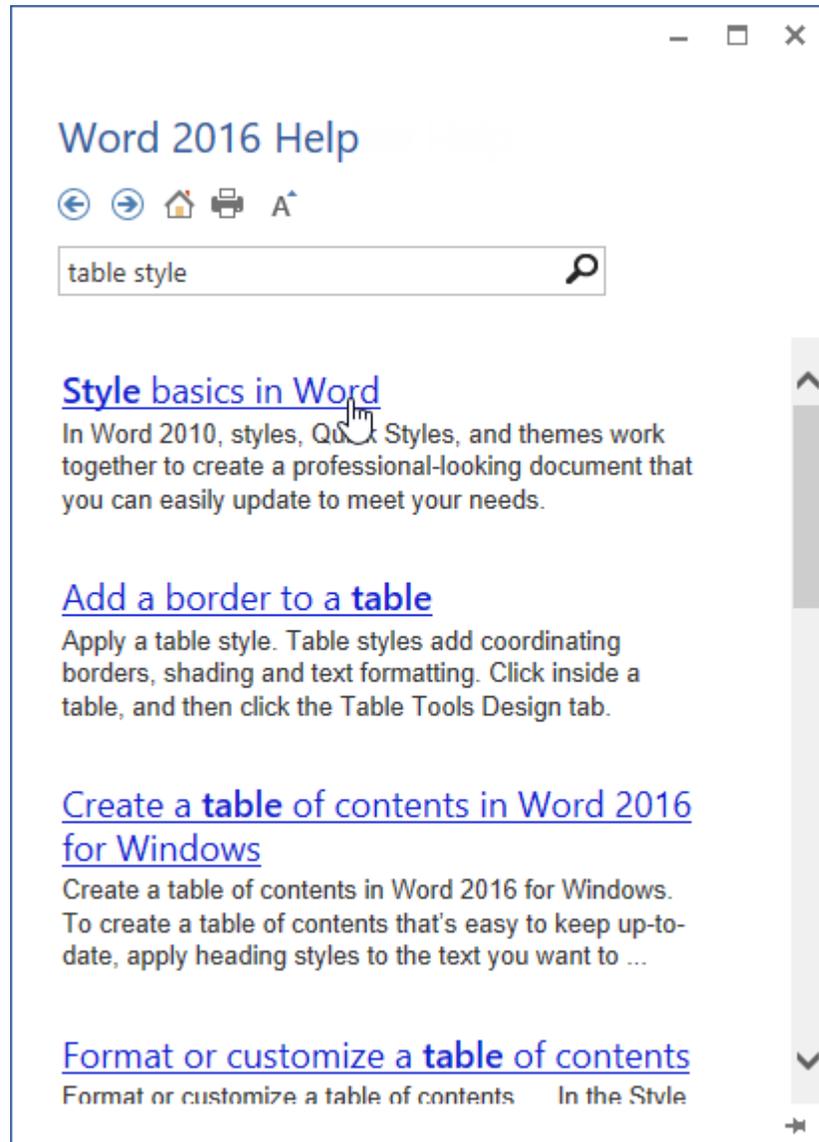
4. Type "table style:"



5. Click the "Get Help" link:

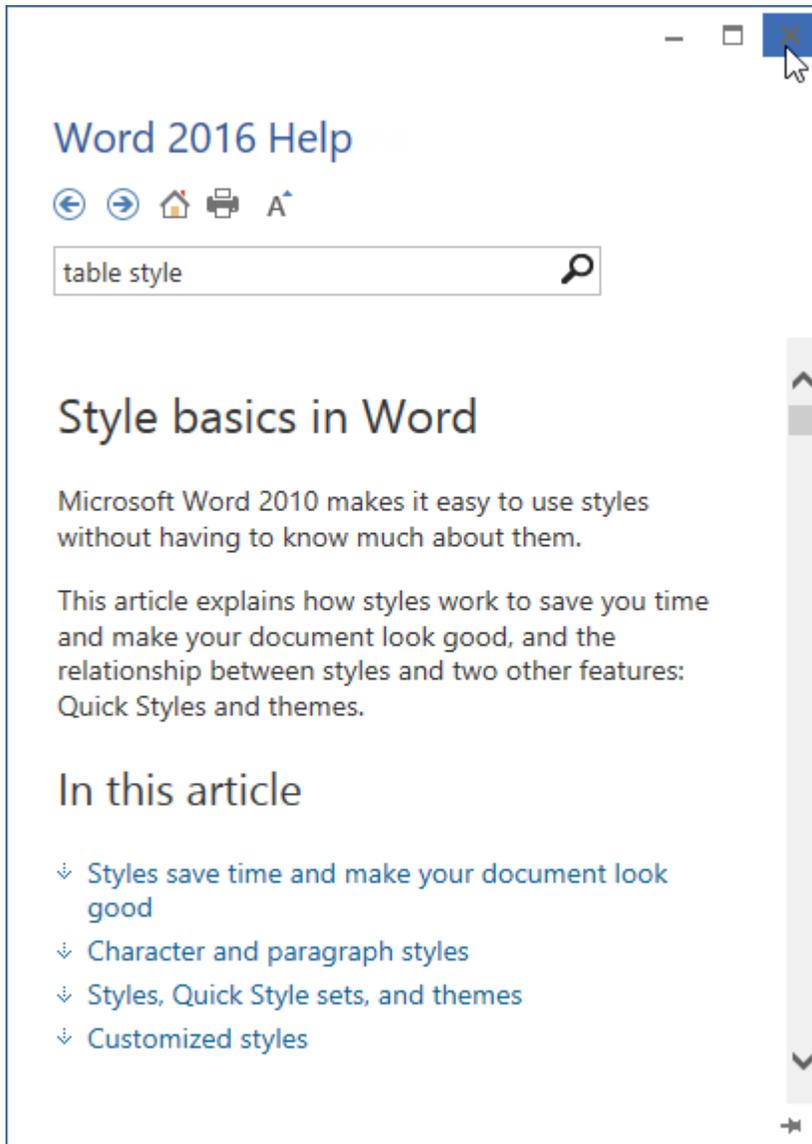


- The full Word 2016 Help window will open. Click the “Style basics in Word” link:

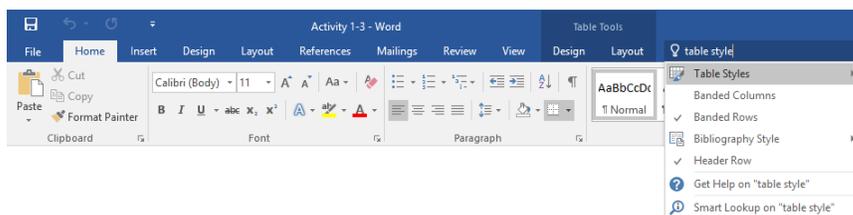


(If you do not see this link, you can choose any other article.)

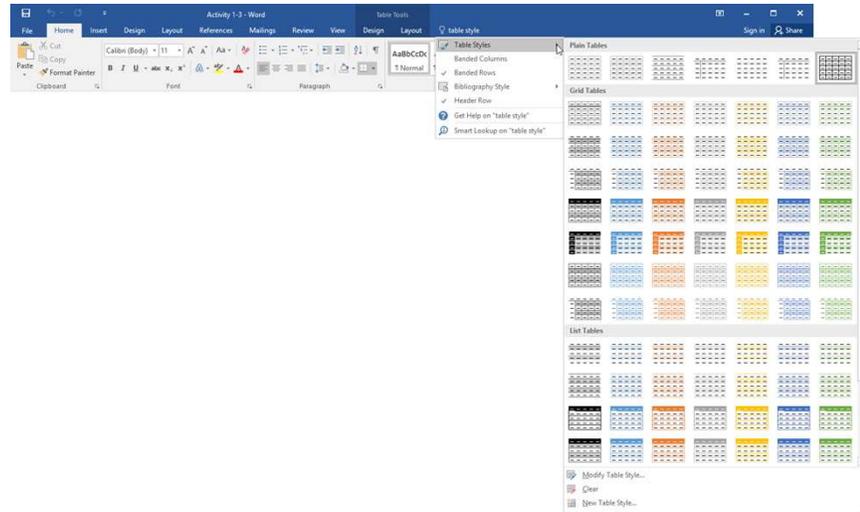
7. Scan through this article. When you are finished, close the Help window:



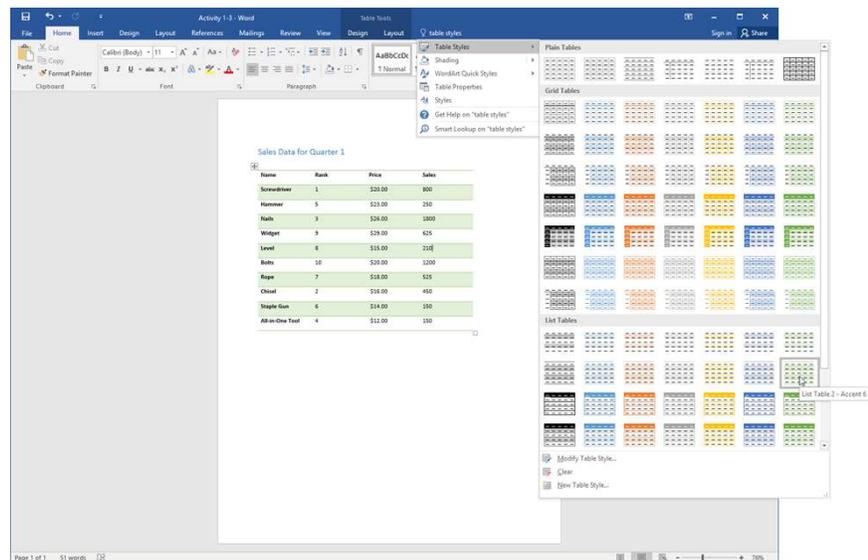
8. Type "table style" in the Tell Me field once again:



9. This time, click the Table Styles command. You will see a gallery of table styles:



10. Move your mouse over the different styles. You will see each style previewed on the table as you do this:



Once you have found a style that you like, click it to apply it.

- 11.** Save your document as Activity 1-3 Complete. Close Microsoft Word 2016 to complete this activity.