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Exploring the Word 2016 Environment Open Word by using the Search Windows box or by double-clicking on the desktop icon for Microsoft Word 2016. Title Bar 1. Note the title bar section which has window controls at the right end, as in other Windows programs. 2. Note that a blank document opens with a default file name of Document 1. Quick Access Toolbar

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Microsoft Word 's Primary User Interface Before you begin working in Microsoft Word 2016, you need to acquaint yourself with the primary user interface (UI). When you open a blank document in Microsoft Word 2016, you see a screen similar to that shown in Figure 1-1.

Quick access toolbar Ribbon Document title Microsoft account sign-in Collapse ribbon

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