

EXERCISE

1. How do I share a document in Word 2016?
2. How do I export a Microsoft Word document?
3. What commands are found in the Backstage view?
4. What is the use of Backstage view?
5. What and where is Backstage view?

Answer-1

How to Co-Edit a Document in Word 2016

1. Save your **Word document** to OneDrive or a SharePoint Online.
2. Click the **Share** button in **Word** and then enter one or more email addresses of people you want to **share** with.
3. Set their permissions to "Can edit" (selected by default).
4. Add a message if you like, and for "Automatically **share** changes" choose "Always".

Answer-2

To export your document into another file format, follow these steps:

1. Click the **File** tab.
2. Choose **Export** from the items on the left side of the screen.
3. Choose Change **File** Type. ...
4. Click to select a **file** type.
5. Click the Save As icon. ...
6. Work the dialog box to set a folder or other location for the **file**, or to change its name.

Answer-3

Backstage view is the **area** where files and data about them is managed—creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options.

Answer-4

The **backstage view** helps in creating new documents, saving and opening documents, printing and sharing documents, and so on. If you already have an opened document, then it will display a window showing detail about the opened document as shown below.

Answer-5

When you start a Microsoft Office program, or after you click the File tab, you can **see** the Microsoft Office **Backstage view**. If you need to create a new file, open an existing file, print, save, change options or more, **Backstage** is the place to do it.