

How to enable Focus Mode in Word - A feature that helps you concentrate better while working.

Word's Focus Mode helps users concentrate more on the Word interface they are working with, without being distracted by other content or even by built-in Word features.

Focus Mode in Word helps users concentrate more on the current Word document without being distracted by other content or even built-in features. When Focus Mode is enabled, only the current Word document is displayed. This article will guide you on how to enable Focus Mode in Word.

Instructions on how to enable Focus Mode in Word

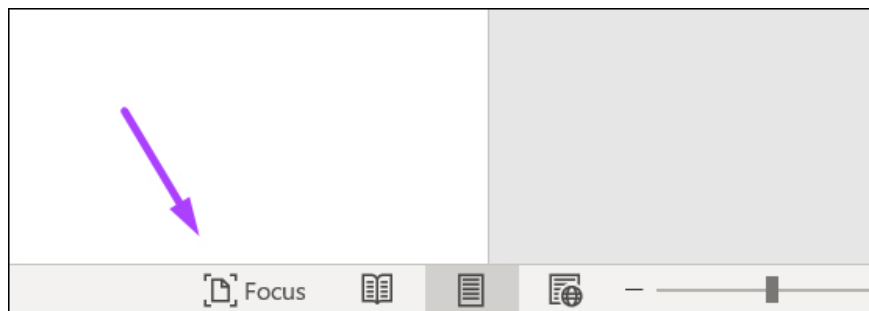
Method 1: Turn on Focus Mode in Word using a keyboard shortcut.

Keyboard shortcuts in Word play a crucial role in your document creation process, as well as in activating features, including Focus Mode.

Open Word as usual, then press **Alt + W + O** to enable Focus Mode.

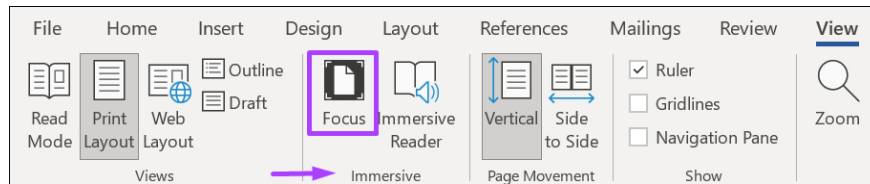
Method 2: Turn on Focus Mode in Word from the Status Bar

In the Word interface, look down and click on **Focus Mode** to activate it.



Method 3: Turn on Focus Mode on the Word ribbon.

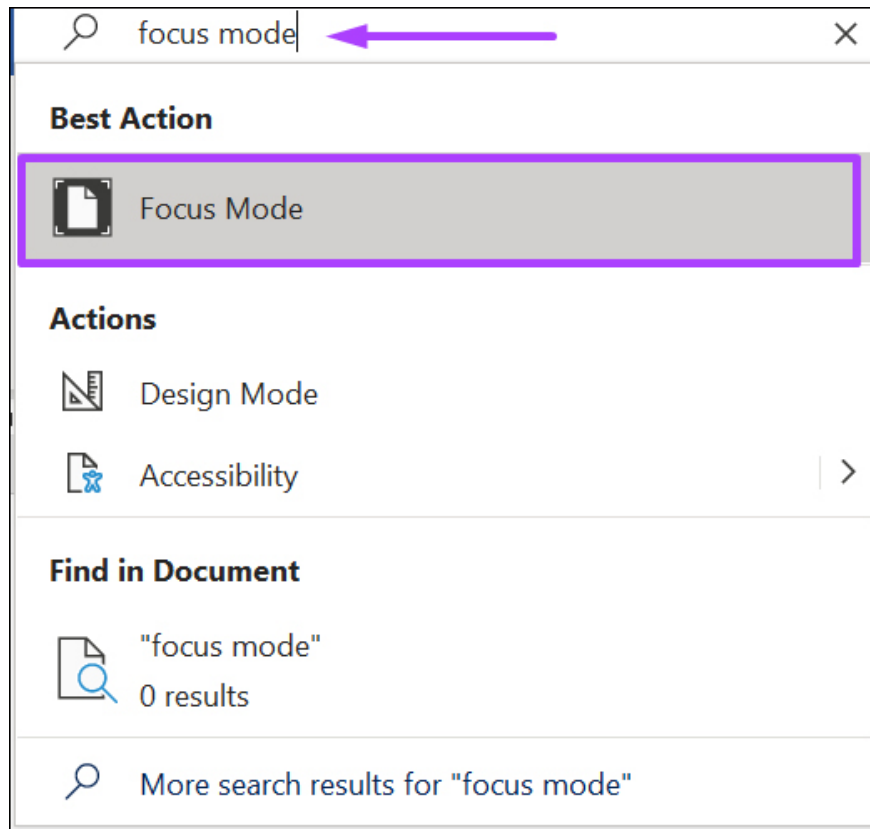
In the Word interface, users click on **the View tab**, then look down to find **the Immersive group** and click **Focus** to enable this mode in Word.



Method 4: Activate Word's Focus Mode in search.

In the Word search bar, type the keyword "Focus Mode" and you will see the results in the list below.

Simply select the option to use Word's Focus Mode.



How to change the background color of Focus Mode in Word

By default, Focus Mode uses Word's background color, which is white, unless you enable dark mode in Word. Choosing a different background color in Focus Mode is also very simple.

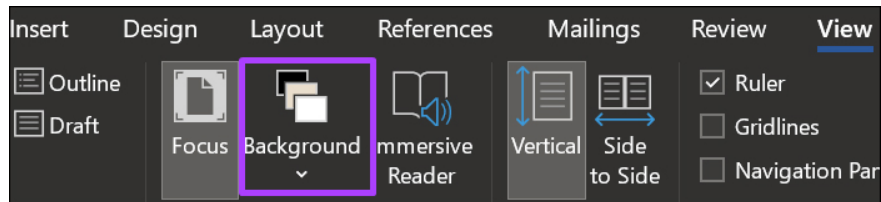
Step 1:

In Word's Focus Mode interface, click **the three-dot icon** at the top to display the Word toolbar.

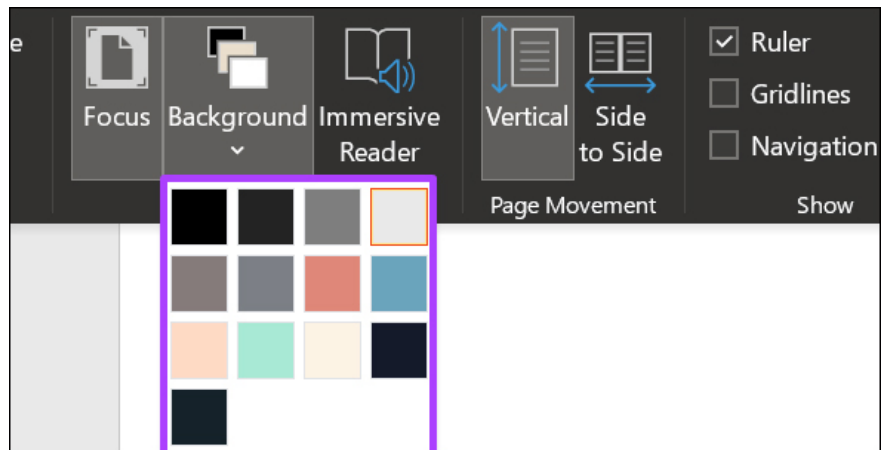


Step 2:

In the Ribbon, **click the View tab, then click Background** below it.



At this point, the user will **select the background color** they want to use and replace the current background color in Focus Mode.



How to disable Focus Mode in Word

To disable Focus Mode in Word, simply press the key combination again or click Focus Mode again in the Status Bar or in the View tab. However, you will need to click the three-dot icon to display the full Word interface again.

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