

Word® 2013 Introduction

Quick Reference Guide

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



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| 3 Search online templates | 5 Create a blank document | 7 Group Name |
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Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to List" button.

Saving Documents

To **overwrite a document that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a document for the first time or to save with a different name or location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a "Recent" folder, or
3. Click to select a location ("Computer," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the location where you want to save the document in the "Save As" dialog box.
6. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the document in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

Opening Documents

1. Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Click to select a "Recent" file, or
3. Click to select the file's location ("Computer," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the document to open in the "Open" dialog box.
6. Click to select the file and then click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent Documents" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Documents" button.
4. Select the document in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

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Word 2013 Quick Reference Guide

Lisa A. Bucki



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Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, Inc, 2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint

InfoWorld, 1989-06-26 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Microsoft Office 365 2017 for Mac: An Easy Guide for Beginners Michael Galeso, 2017-01-11 Microsoft has released another update to the Microsoft Office 365 suite of programs This latest update for the Office suite is designed as the initial versions to meet the needs of Mac users in the professional home or school spheres Consequently it has received rave reviews for its attention to the demands of the market The updated Suite of programs include Microsoft Word Microsoft PowerPoint Microsoft Excel and Microsoft Outlook This update is an enhanced version of the model released in July 2015 for the OS X software Microsoft PowerPoint in this version boasts an improved user interface provides users with new and modern animation panes Collaboration and the Threaded Comments feature that enables seamless integration of notations pointers and slides Microsoft Excel is designed to be compatible with the basic keyboard shortcuts It also boasts

features that include Analysis Toolpak and Pivot Table both ideal for efficient analytical functions and filters *Document Analysis Systems: Theory and Practice* Seong-Whan Lee, Yasuaki Nakano, 2003-07-31 Recently there has been an increased interest in the research and development of techniques for components of complete document analysis systems In recognition of this trend a series of workshops on Document Analysis Systems commenced in 1994 under the leadership of Henry Baird The first workshop held in Kaiserslautern Germany in October 1994 was chaired by Andreas Dengel and Larry Spitz The second workshop on Document Analysis Systems was held in Malvern PA USA in October 1996 chaired by Jonathan J Hull and Suzanne Liebowitz Taylor The DAS workshop has been one of the most prestigious technical meetings bringing together a large number of scientists and engineers from all over the world to express their innovative ideas and report on their latest achievements in the area of document analysis systems The papers in this special book edition were rigorously selected from the Third IAPR Workshop on Document Analysis Systems DAS 98 held in Nagano Japan on 4-6 November 1998 It is worth mentioning that the papers were chosen for their original and substantial contributions to the workshop theme and this special book edition From among the 53 papers that were presented by authors from 11 countries at the DAS 98 after critical reviews by at least three experts we carefully selected 29 papers for this special book edition Most of the contributions in this edition have been expanded or extensively revised to include helpful discussions suggestions or comments made during the workshop **Massage Therapy E-Book** Susan G. Salvo, 2019-02-28 Make the essential principles of massage therapy more approachable Covering massage fundamentals techniques and anatomy and physiology *Massage Therapy Principles and Practice* 6th Edition prepares you for success in class on exams and in practice settings The new edition of this student friendly text includes more than 700 images expanded information on the latest sanitation protocols critical thinking questions at the end of each chapter and updated pathologies which reflect what you will encounter in the field UPDATED pathologies ensure they are current and reflect what you will see in the field as a practitioner UPDATED Research Literacy and evidence informed practice skills emphasize how to locate and apply scientific data and the latest research findings in your massage practice Licensing and Certification Practice Exams on Evolve mimics the major high stakes exams in format and content builds confidence and helps increase pass rates Complete anatomy and physiology section in addition to material on techniques and foundations you all the information you need in just one book Robust art program enhances your understanding and comprehension of each topic presented through visual representation Case studies challenge you to think critically and apply your understanding to realistic scenarios foster open mindedness cultural competency and stimulate dialogue Profile boxes provide an inspirational real world perspective on massage practice from some of the most respected authorities in massage and bodywork Clinical Massage chapter focuses on massage in therapeutic and palliative settings such as hospitals chiropractic and physical therapy offices nursing homes and hospice care centers to broaden your career potential Business chapter loaded with skills to help make you more marketable and better

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