



Microsoft®

Word 2013 Advanced Quick Reference Card

The Developer Tab



Forms

Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Start Enforcing Protections** button, enter a password (optional), and click **OK**.

Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it, and click the **Reply** button in the comment. Type your responses, and click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the Tracking group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Types of Form Controls

Different types of form controls allow a user to enter different types of data into a form.

Rich Text allows users to enter text that can be formatted with different fonts and font styles.

Plain Text allows users to enter text, but not to format that text.

Picture allows the user to add a picture from their computer or an online location to the form.

Check Box places a form with a check box that the user can check or uncheck.

Combo Box adds a list with a text box, where users can choose an option or enter their own.

Drop-Down List adds a list with several options that a user can choose from.

Date Picker lets the user choose a date from a calendar.

Repeating Section contains other types of content controls and repeats as many times as you need it.

Legacy Types of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

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Microsoft Word 2013 Guide

Elizabeth Nofs



Microsoft Word 2013 Guide:

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latest version of this popular word processing application Word has been brought up to date with a new sleeker look There are new templates and design tools and new ways to share and work with others Word 2013 will be much more functional on tablets and other touch screen devices and file sharing and cloud storage will give users consistent access to information from virtually any device Word 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Word whether you re just upgrading from a previous version or are a new user Insider's Guide to Microsoft Word 2013 for PC Brian West,2016-12-12 I m an award winning college professor and I have taught students how to use Microsoft Office Word PowerPoint and Excel for nearly 20 years One of the biggest complaints that I hear with the current textbooks are the cost Often my students complain about having to spend 80 120 just for the Microsoft Office textbook I hate that it s absolutely ridiculous So I decided to do something about it I created a Microsoft Office textbook of my own which can be purchased on Kindle for just 9 99 and in print on Amazon for just 19 99I also decided to create individual books for Word PowerPoint and Excel in case somebody only needed to learn one or two of them Each individual book is sold at an even lower price but still teach everything that you need to know about these topics This book contains step by step instructions with illustrations to help you learn Microsoft Word from a college professor using real world examples and easy to understand terms I have taught IT courses for nearly 20 years at the college level I truly believe that there isn t anybody that I cannot teach as long as they want to learn I have crafted these explanations and examples over my career in order to make learning as easy as possible This book begins with the basics including how to create a new MS Word document how to save a document and so forth It covers all of the important tools such as The Ribbon and teaches you how to add and delete text change the text and so forth It covers some of the more advanced commands such as copy and pasting adding tables and charts This book includes a section for properly writing research papers including how to format the papers The final section covers creating a strong resume and cover letter as well as doing online job searches I firmly believe that this book can help prepare anybody for an office job using MS Word This is the PC personal computer version of the book Best of Luck Prof West **Open Learning Guide for Microsoft Word 2000** ,1999 **Office 2013 Bible** Lisa A. Bucki,John Walkenbach,Michael Alexander,Richard Kusleika,Faithe Wempen,2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel

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Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote

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Table of Contents Microsoft Word 2013 Guide

1. Understanding the eBook Microsoft Word 2013 Guide
 - The Rise of Digital Reading Microsoft Word 2013 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2013 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Guide
 - Personalized Recommendations

- Microsoft Word 2013 Guide User Reviews and Ratings
- Microsoft Word 2013 Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2013 Guide Free and Paid eBooks
 - Microsoft Word 2013 Guide Public Domain eBooks
 - Microsoft Word 2013 Guide eBook Subscription Services
 - Microsoft Word 2013 Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2013 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2013 Guide Compatibility with Devices
 - Microsoft Word 2013 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2013 Guide
 - Highlighting and Note-Taking Microsoft Word 2013 Guide
 - Interactive Elements Microsoft Word 2013 Guide
- 8. Staying Engaged with Microsoft Word 2013 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2013 Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2013 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2013 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2013 Guide
 - Setting Reading Goals Microsoft Word 2013 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2013 Guide
 - Fact-Checking eBook Content of Microsoft Word 2013 Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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