

Word 2013 Introduction

Quick Reference Guide

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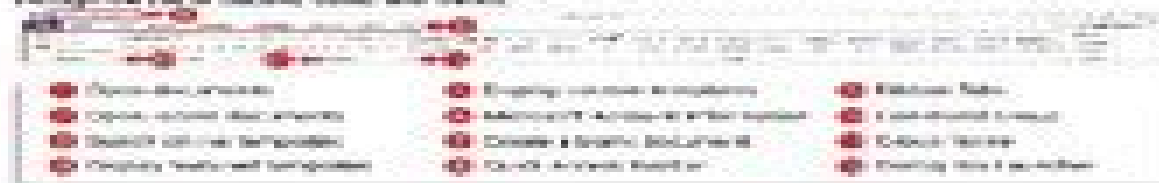
Interface Topics

Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can launch a new document or open an existing document. When you click the **File** tab, the Ribbon is visible. The Ribbon is divided into tabs, and each tab contains a group of related commands.



The **Ribbon** is displayed along the top of the application window and contains commands for creating, editing, and formatting documents. The Ribbon is divided into tabs, and each tab contains a group of related commands.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents of the Ribbon, click the **File** tab in the Ribbon.
2. To **hide** the Ribbon, click the **File** tab in the Ribbon.
3. To **show** the Ribbon, click the **File** tab in the Ribbon.
4. To **hide** the Ribbon, click the **File** tab in the Ribbon.
5. To **show** the Ribbon, click the **File** tab in the Ribbon.

Using the File Tab & Backstage View

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Using the Quick Access Toolbar

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.
3. To **hide** the Ribbon, click the **File** tab in the Ribbon.
4. To **show** the Ribbon, click the **File** tab in the Ribbon.

Enabling and Disabling Touch Mode

1. To **enable** Touch Mode, click the **File** tab in the Ribbon.
2. To **disable** Touch Mode, click the **File** tab in the Ribbon.

Using the Status Bar

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Changing Document Views

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

File Management

Creating New Documents

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Saving Documents

To **save** a document, click the **File** tab in the Ribbon, and then click the **Save** button.

To **save** a document with a different name or location, click the **File** tab in the Ribbon, and then click the **Save As** button.

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Saving Documents as a PDF or XPS

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Opening Documents

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Opening Files Containing Macros

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Recovering Unsaved Documents

1. To **hide** the Ribbon, click the **File** tab in the Ribbon.
2. To **show** the Ribbon, click the **File** tab in the Ribbon.

Microsoft Word 2013 Introduction Quick Reference Guide

Richard Bailey



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