

# Word 2013 Introduction

## Quick Reference Guide

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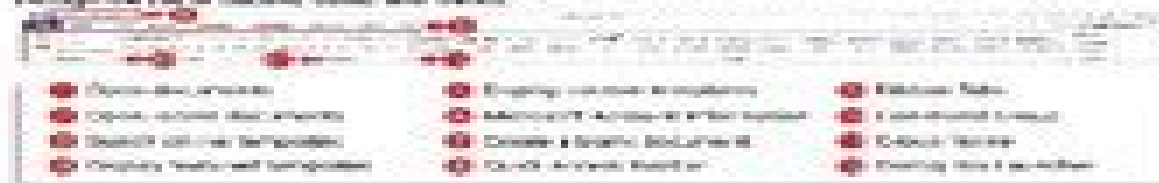
### Interface Topics

#### Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can do everything you can do in any document. The Start Screen appears when starting Word or from a document. It is also where to open, share the "File" tab in the Ribbon or in the Backstage view, and then select "New" or "Open" from the icons for newer options.



The **Ribbon** is displayed along the top of the application window and contains commands for creating content or editing the content. It is divided into tabs, and each tab contains a group of related commands. The Ribbon is divided into groups of related commands, and each group is represented by a tab.



### 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 **show** the Ribbon, click the **File** tab in the Ribbon.
5. To **show** the Ribbon, click the **File** tab in the Ribbon.
6. To **show** the Ribbon, click the **File** tab in the Ribbon.
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8. To **show** the Ribbon, click the **File** tab in the Ribbon.
9. To **show** the Ribbon, click the **File** tab in the Ribbon.
10. To **show** the Ribbon, click the **File** tab in the Ribbon.

#### Using the File Tab & Backstage View

1. To **show** the Backstage view, click the **File** tab in the Ribbon.
2. To **show** the Backstage view, click the **File** tab in the Ribbon.
3. To **show** the Backstage view, click the **File** tab in the Ribbon.
4. To **show** the Backstage view, click the **File** tab in the Ribbon.
5. To **show** the Backstage view, click the **File** tab in the Ribbon.
6. To **show** the Backstage view, click the **File** tab in the Ribbon.
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8. To **show** the Backstage view, click the **File** tab in the Ribbon.
9. To **show** the Backstage view, click the **File** tab in the Ribbon.
10. To **show** the Backstage view, click the **File** tab in the Ribbon.

#### Using the Quick Access Toolbar

1. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
2. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
3. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
4. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
5. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
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8. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
9. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
10. To **show** the Quick Access Toolbar, 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 **enable** Touch Mode, click the **File** tab in the Ribbon.
3. To **enable** Touch Mode, click the **File** tab in the Ribbon.
4. To **enable** Touch Mode, click the **File** tab in the Ribbon.
5. To **enable** Touch Mode, click the **File** tab in the Ribbon.
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8. To **enable** Touch Mode, click the **File** tab in the Ribbon.
9. To **enable** Touch Mode, click the **File** tab in the Ribbon.
10. To **enable** Touch Mode, click the **File** tab in the Ribbon.

#### Using the Start Bar

1. To **show** the Start Bar, click the **File** tab in the Ribbon.
2. To **show** the Start Bar, click the **File** tab in the Ribbon.
3. To **show** the Start Bar, click the **File** tab in the Ribbon.
4. To **show** the Start Bar, click the **File** tab in the Ribbon.
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8. To **show** the Start Bar, click the **File** tab in the Ribbon.
9. To **show** the Start Bar, click the **File** tab in the Ribbon.
10. To **show** the Start Bar, click the **File** tab in the Ribbon.

#### Changing Document Views

1. To **change** the document view, click the **File** tab in the Ribbon.
2. To **change** the document view, click the **File** tab in the Ribbon.
3. To **change** the document view, click the **File** tab in the Ribbon.
4. To **change** the document view, click the **File** tab in the Ribbon.
5. To **change** the document view, click the **File** tab in the Ribbon.
6. To **change** the document view, click the **File** tab in the Ribbon.
7. To **change** the document view, click the **File** tab in the Ribbon.
8. To **change** the document view, click the **File** tab in the Ribbon.
9. To **change** the document view, click the **File** tab in the Ribbon.
10. To **change** the document view, click the **File** tab in the Ribbon.

### File Management

#### Creating New Documents

1. To **create** a new document, click the **File** tab in the Ribbon.
2. To **create** a new document, click the **File** tab in the Ribbon.
3. To **create** a new document, click the **File** tab in the Ribbon.
4. To **create** a new document, click the **File** tab in the Ribbon.
5. To **create** a new document, click the **File** tab in the Ribbon.
6. To **create** a new document, click the **File** tab in the Ribbon.
7. To **create** a new document, click the **File** tab in the Ribbon.
8. To **create** a new document, click the **File** tab in the Ribbon.
9. To **create** a new document, click the **File** tab in the Ribbon.
10. To **create** a new document, click the **File** tab in the Ribbon.

#### Saving Documents

To **save** a document that has already been saved, click the **File** tab in the Ribbon and click the **Save** command in the **Save** group.

To **save** a document that has been saved with a different name or location:

1. Click the **File** tab in the Ribbon and click the **Save As** command in the **Save** group.
2. Click the **Save As** command in the **Save** group.
3. Click the **Save As** command in the **Save** group.
4. Click the **Save As** command in the **Save** group.
5. Click the **Save As** command in the **Save** group.
6. Click the **Save As** command in the **Save** group.
7. Click the **Save As** command in the **Save** group.
8. Click the **Save As** command in the **Save** group.
9. Click the **Save As** command in the **Save** group.
10. Click the **Save As** command in the **Save** group.

#### Saving Documents as a PDF or XPS

To **save** a document as a PDF or XPS file, click the **File** tab in the Ribbon and click the **Save As** command in the **Save** group.

1. Click the **File** tab in the Ribbon and click the **Save As** command in the **Save** group.
2. Click the **Save As** command in the **Save** group.
3. Click the **Save As** command in the **Save** group.
4. Click the **Save As** command in the **Save** group.
5. Click the **Save As** command in the **Save** group.
6. Click the **Save As** command in the **Save** group.
7. Click the **Save As** command in the **Save** group.
8. Click the **Save As** command in the **Save** group.
9. Click the **Save As** command in the **Save** group.
10. Click the **Save As** command in the **Save** group.

#### Opening Documents

1. Click the **File** tab in the Ribbon and click the **Open** command in the **Open** group.
2. Click the **Open** command in the **Open** group.
3. Click the **Open** command in the **Open** group.
4. Click the **Open** command in the **Open** group.
5. Click the **Open** command in the **Open** group.
6. Click the **Open** command in the **Open** group.
7. Click the **Open** command in the **Open** group.
8. Click the **Open** command in the **Open** group.
9. Click the **Open** command in the **Open** group.
10. Click the **Open** command in the **Open** group.

#### Opening Files Containing Macros

To **open** a file that contains macros, click the **File** tab in the Ribbon and click the **Open** command in the **Open** group.

#### Recovering Unsaved Documents

1. Click the **File** tab in the Ribbon and click the **Open** command in the **Open** group.
2. Click the **Open** command in the **Open** group.
3. Click the **Open** command in the **Open** group.
4. Click the **Open** command in the **Open** group.
5. Click the **Open** command in the **Open** group.
6. Click the **Open** command in the **Open** group.
7. Click the **Open** command in the **Open** group.
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10. Click the **Open** command in the **Open** group.

# Microsoft Word 2013 Introduction Quick Reference Guide

**Jon Juarez, John Carter, Kathleen  
Stewart**



## **Microsoft Word 2013 Introduction Quick Reference Guide:**

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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 Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference *Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, 2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts

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