

Word 2013 Introduction

Quick Reference Guide

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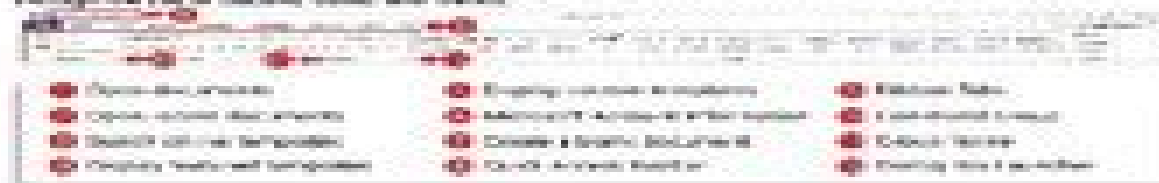
Interface Topics

Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can launch a new document or open an existing document. When you click on the **Blank Document** icon, a new document is created. When you click on the **Recent Documents** icon, a list of recent documents is displayed. You can click on the **Blank Document** icon to create a new document or click on the **Recent Documents** icon to open an existing document.



The **Ribbon** is displayed along the top of the application window and contains commands for working with documents. It is divided into tabs, each of which contains a group of related commands. The **File** tab is the first tab on the left, and the **Home** tab is the first tab on the right.



Interface Basics

Using the Ribbon

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

Using the File Tab & Backstage View

1. To **hide** the **Backstage View**, click on the **Hide Backstage View** button in the **File** tab.
2. To **show** the **Backstage View**, click on the **Show Backstage View** button in the **File** tab.

Using the Quick Access Toolbar

1. To **hide** the **Quick Access Toolbar**, click on the **Hide Quick Access Toolbar** button in the **File** tab.
2. To **show** the **Quick Access Toolbar**, click on the **Show Quick Access Toolbar** button in the **File** tab.
3. To **hide** the **Quick Access Toolbar**, click on the **Hide Quick Access Toolbar** button in the **File** tab.
4. To **show** the **Quick Access Toolbar**, click on the **Show Quick Access Toolbar** button in the **File** tab.

Enabling and Disabling Touch Mode

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

Using the Status Bar

1. To **hide** the **Status Bar**, click on the **Hide Status Bar** button in the **File** tab.
2. To **show** the **Status Bar**, click on the **Show Status Bar** button in the **File** tab.

Changing Document Views

1. To **change** the **Document View**, click on the **View** button in the **File** tab.
2. To **hide** the **Document View**, click on the **Hide Document View** button in the **File** tab.
3. To **show** the **Document View**, click on the **Show Document View** button in the **File** tab.

File Management

Creating New Documents

1. To **create** a **new document**, click on the **New** button in the **File** tab.
2. To **open** a **new document**, click on the **Open** button in the **File** tab.
3. To **save** a **new document**, click on the **Save** button in the **File** tab.
4. To **print** a **new document**, click on the **Print** button in the **File** tab.
5. To **share** a **new document**, click on the **Share** button in the **File** tab.

Saving Documents

To **save** a **document**, click on the **Save** button in the **File** tab.

To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.

1. To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.
2. To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.
3. To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.
4. To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.
5. To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.
6. To **save** a **document** as a **different name**, click on the **Save As** button in the **File** tab.

Saving Documents as a PDF or XPS

1. To **save** a **document** as a **PDF** or **XPS**, click on the **Save As** button in the **File** tab.
2. To **save** a **document** as a **PDF** or **XPS**, click on the **Save As** button in the **File** tab.
3. To **save** a **document** as a **PDF** or **XPS**, click on the **Save As** button in the **File** tab.
4. To **save** a **document** as a **PDF** or **XPS**, click on the **Save As** button in the **File** tab.
5. To **save** a **document** as a **PDF** or **XPS**, click on the **Save As** button in the **File** tab.
6. To **save** a **document** as a **PDF** or **XPS**, click on the **Save As** button in the **File** tab.

Opening Documents

1. To **open** a **document**, click on the **Open** button in the **File** tab.
2. To **open** a **document**, click on the **Open** button in the **File** tab.
3. To **open** a **document**, click on the **Open** button in the **File** tab.
4. To **open** a **document**, click on the **Open** button in the **File** tab.
5. To **open** a **document**, click on the **Open** button in the **File** tab.
6. To **open** a **document**, click on the **Open** button in the **File** tab.

Opening Files Containing Macros

1. To **open** a **file** containing **macros**, click on the **Open** button in the **File** tab.
2. To **open** a **file** containing **macros**, click on the **Open** button in the **File** tab.
3. To **open** a **file** containing **macros**, click on the **Open** button in the **File** tab.
4. To **open** a **file** containing **macros**, click on the **Open** button in the **File** tab.

Recovering Unsaved Documents

1. To **recover** an **unsaved document**, click on the **Recover Unsaved Documents** button in the **File** tab.
2. To **recover** an **unsaved document**, click on the **Recover Unsaved Documents** button in the **File** tab.
3. To **recover** an **unsaved document**, click on the **Recover Unsaved Documents** button in the **File** tab.
4. To **recover** an **unsaved document**, click on the **Recover Unsaved Documents** button in the **File** tab.
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Microsoft Word 2013 Introduction Quick Reference Guide

Steve Johnson, Perspection Inc.



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Forthcoming Books Rose Army,2001-06 [Microsoft PowerPoint 2013 Advanced Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing

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Table of Contents Microsoft Word 2013 Introduction Quick Reference Guide

1. Understanding the eBook Microsoft Word 2013 Introduction Quick Reference Guide
 - The Rise of Digital Reading Microsoft Word 2013 Introduction Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Introduction Quick Reference 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 Introduction Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Introduction Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Word 2013 Introduction Quick Reference Guide User Reviews and Ratings
 - Microsoft Word 2013 Introduction Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Word 2013 Introduction Quick Reference Guide Free and Paid eBooks
 - Microsoft Word 2013 Introduction Quick Reference Guide Public Domain eBooks
 - Microsoft Word 2013 Introduction Quick Reference Guide eBook Subscription Services
 - Microsoft Word 2013 Introduction Quick Reference Guide Budget-Friendly Options

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