

Word 2013 Introduction

Quick Reference Guide

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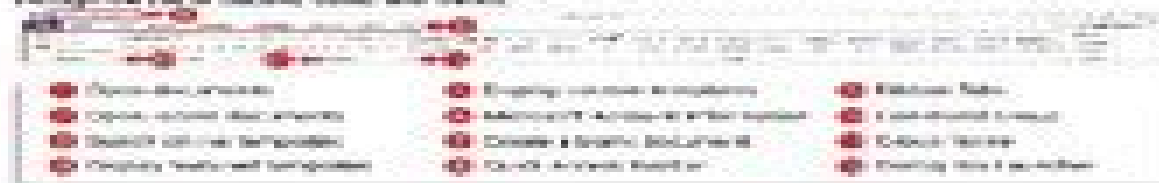
Interface Topics

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 **Start Screen**, you can click on the **File** tab to see the **Backstage** view, and then click on **New** or **Open** from the menu for further options.



The **Ribbon** is displayed along the top of the application window and contains commands for working with documents. In earlier versions of Office, the ribbon is displayed only when a document is open. Now, the ribbon is displayed even when no document is open.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents of the **Ribbon**, click on the arrow icon in the **Ribbon**.
2. To **hide** the **Ribbon**, click on the arrow icon in the **Ribbon**.
3. To **show** the **Ribbon**, click on the arrow icon in the **Ribbon**.
4. To **hide** the **Ribbon**, click on the arrow icon in the **Ribbon**.
5. To **show** the **Ribbon**, click on the arrow icon in the **Ribbon**.

Using the File Tab & Backstage View

1. To **hide** the **Backstage View**, click on the arrow icon in the **File** tab.
2. To **show** the **Backstage View**, click on the arrow icon in the **File** tab.

Using the Quick Access Toolbar

1. To **hide** the **Quick Access Toolbar**, click on the arrow icon in the **File** tab.
2. To **show** the **Quick Access Toolbar**, click on the arrow icon in the **File** tab.
3. To **hide** the **Quick Access Toolbar**, click on the arrow icon in the **File** tab.
4. To **show** the **Quick Access Toolbar**, click on the arrow icon in the **File** tab.

Enabling and Disabling Touch Mode

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

Using the Status Bar

1. To **hide** the **Status Bar**, click on the arrow icon in the **File** tab.
2. To **show** the **Status Bar**, click on the arrow icon in the **File** tab.

Changing Document Views

1. To **change** the **Document View**, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

File Management

Creating New Documents

1. To **create** a **new document**, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

Saving Documents

To **save** a document, click on the arrow icon in the **File** tab.

Saving Documents as a PDF or XPS

1. To **save** a document as a **PDF** or **XPS**, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

Opening Documents

1. To **open** a document, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

Opening Documents

1. To **open** a document, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

Opening Files Containing Macros

1. To **open** a file containing macros, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

Recovering Unsaved Documents

1. To **recover** an unsaved document, click on the arrow icon in the **File** tab.
2. To **hide** the **Document View**, click on the arrow icon in the **File** tab.
3. To **show** the **Document View**, click on the arrow icon in the **File** tab.

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Number Inserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text Box Inserting a Page Break Checking Spelling Grammar AutoCorrect Previewing and Printing Documents Printing Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts **Microsoft Word**

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