

Word 2013 Introduction

Quick Reference Guide

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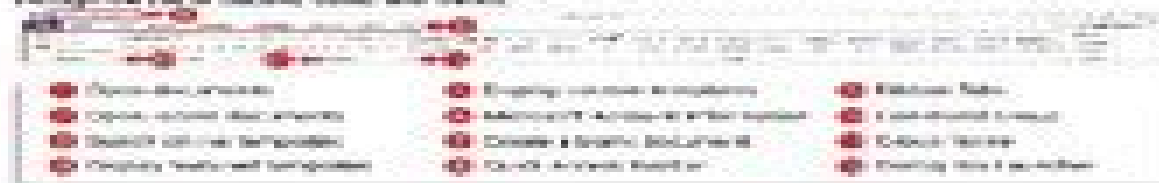
Interface Topics

Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can do anything you can do in any document. The Start Screen appears when starting Word or from a document. It is also used to open, share the "File" tab in the Ribbon or in the Backstage view, and then switch "back" or "open" from the Home tab ribbon options.



The **Ribbon** is displayed along the top of the application window and contains commands for a variety of options. The ribbon is divided into tabs, each with a group of commands organized through the set of features, icons, and panels.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents in the ribbon, click on the arrow tab in the ribbon.
2. To change ribbon groups shown in the ribbon, click the arrow tab in the ribbon.
3. To **hide** or **show** "Command" tabs, click the arrow tab in the ribbon.
4. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.
5. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Using the File Tab & Backstage View

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Using the Quick Access Toolbar

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.
3. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.
4. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Enabling and Disabling Touch Mode

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Using the Status Bar

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Changing Document Views

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

File Management

Creating New Documents

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Saving Documents

To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.

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1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Saving Documents as a PDF or XPS

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Opening Documents

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Opening Files Containing Macros

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Recovering Unsaved Documents

1. To **hide** or **show** the contents in the ribbon, click the arrow tab in the ribbon.
2. To **hide** or **show** ribbon tabs, click the ribbon tab in the ribbon.

Microsoft Word 2013 Introduction Quick Reference Guide

Steve Johnson, Perspection Inc.



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