

Word 2013 Introduction

Quick Reference Guide

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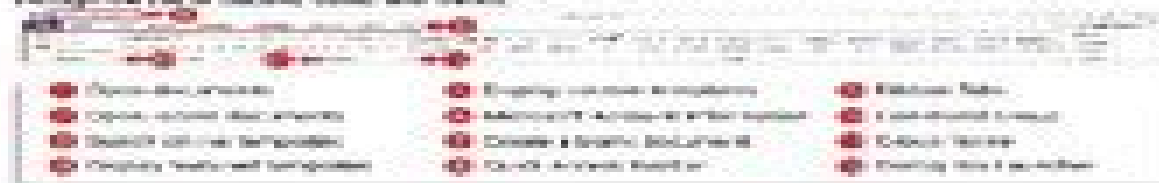
Interface Topics

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 Backstage View, click the **File** tab in the Ribbon.
2. To **show** the Backstage View, click the **File** tab in the Ribbon.

Using the Quick Access Toolbar

1. To **hide** 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 **hide** 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 **hide** the Quick Access Toolbar, click the **File** tab in the Ribbon.
6. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
7. To **hide** the Quick Access Toolbar, click the **File** tab in the Ribbon.
8. To **show** the Quick Access Toolbar, click the **File** tab in the Ribbon.
9. To **hide** 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 **disable** Touch Mode, click the **File** tab in the Ribbon.

Using the Status Bar

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

Changing Document Views

1. To **hide** the Status Bar, click the **File** tab in the Ribbon.
2. To **show** the Status Bar, click the **File** tab in the Ribbon.
3. To **hide** the Status Bar, click the **File** tab in the Ribbon.
4. To **show** the Status Bar, click the **File** tab in the Ribbon.
5. To **hide** the Status Bar, click the **File** tab in the Ribbon.
6. To **show** the Status Bar, click the **File** tab in the Ribbon.
7. To **hide** the Status Bar, click the **File** tab in the Ribbon.
8. To **show** the Status Bar, click the **File** tab in the Ribbon.
9. To **hide** the Status Bar, click the **File** tab in the Ribbon.
10. To **show** the Status Bar, click the **File** tab in the Ribbon.

File Management

Creating New Documents

1. To **hide** the Status Bar, click the **File** tab in the Ribbon.
2. To **show** the Status Bar, click the **File** tab in the Ribbon.
3. To **hide** the Status Bar, click the **File** tab in the Ribbon.
4. To **show** the Status Bar, click the **File** tab in the Ribbon.
5. To **hide** the Status Bar, click the **File** tab in the Ribbon.
6. To **show** the Status Bar, click the **File** tab in the Ribbon.
7. To **hide** the Status Bar, click the **File** tab in the Ribbon.
8. To **show** the Status Bar, click the **File** tab in the Ribbon.
9. To **hide** the Status Bar, click the **File** tab in the Ribbon.
10. To **show** the Status Bar, 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, click the **File** tab in the Ribbon, and then click the **Save** button.

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

Saving Documents as a PDF or XPS

1. To **hide** the Status Bar, click the **File** tab in the Ribbon.
2. To **show** the Status Bar, click the **File** tab in the Ribbon.
3. To **hide** the Status Bar, click the **File** tab in the Ribbon.
4. To **show** the Status Bar, click the **File** tab in the Ribbon.
5. To **hide** the Status Bar, click the **File** tab in the Ribbon.
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9. To **hide** the Status Bar, click the **File** tab in the Ribbon.
10. To **show** the Status Bar, click the **File** tab in the Ribbon.

Opening Documents

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

Opening Files Containing Macros

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

Recovering Unsaved Documents

1. To **hide** the Status Bar, click the **File** tab in the Ribbon.
2. To **show** the Status Bar, click the **File** tab in the Ribbon.
3. To **hide** the Status Bar, click the **File** tab in the Ribbon.
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Microsoft Word 2013 Introduction Quick Reference Guide

Beezix



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TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Microsoft Word 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix,2013-11-25 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 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 Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote [Word 2013 on Demand](#) Steve Johnson,Perspection Inc.,2013-03-17 Need answers quickly Word 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Create documents more efficiently using the improved Ribbon interface Use formatting editing reviewing and publishing tools to create documents in print and online Create great looking documents faster using document themes styles and templates Organize information and add impact with online clip art videos SmartArt diagrams tables and charts Create customized letters labels and envelopes Use Read Mode view to comfortably read documents on screen Use SkyDrive and SharePoint to

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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

Introducing New Testament Interpretation (Guides to New Testament Exegesis) Scot McKnight, 1990-02-01 This volume discusses various hermeneutical methods used in understanding the New Testament such as word studies grammatical analysis New Testament background theological synthesis textual criticism and use of the Old Testament in the New **Subject Guide to Books in Print** , 1997 [Microsoft PowerPoint 2013 Introduction Quick Reference Guide](#)

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