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Word 2013 Advanced

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The Developer Tab



Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the **Invite People** field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it, and click the **Reply** button in the comment. Type your response, and click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the **Tracking** group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the **Tracking** group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the **Changes** group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Forms

Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the **Controls** group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the **Restrict Editing** pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in Forms**. Click the **Yes, Start Enforcing Protection** button, enter a password (optional), and click **OK**.

Types of Form Controls

Different types of form controls allow a user to enter different types of data into a form.

Rich Text allows users to enter text that can be formatted with different fonts and font styles.

Plain Text allows users to enter text, but not to format that text.

Picture allows the user to add a picture from their computer or an online location to the form.

Check Box places a form with a check box that the user can check or uncheck.

Combo Box adds a list with a text box, where users can choose an option or enter their own.

Drop-Down List adds a list with several options that a user can choose from.

Date Picker lets the user choose a date from a calendar.

Repeating Section contains other types of content controls and repeats as many times as you need it.

Legacy Types: of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

Your Organization's Name Here

Add your own message, logo, and contact information!

Microsoft Word 2013 Guide

Sherry Kinkoph Gunter

Microsoft Word 2013 Guide:

[Word 2013 Absolute Beginner's Guide](#) Sherry Kinkoph Gunter,2013-07-05 Make the most of Word 2013 without becoming a technical expert This book is the fastest way to learn Word and use it quickly to prepare powerfully effective documents Even if you've never used Word before you'll learn how to do what you want one clear and easy step at a time Word has never ever been this simple Who knew how simple Word 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Word 2013 word processing program simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Navigate Word 2013's updated interface and make the most of the Ribbon Quick Access toolbar and other handy tools Quickly develop any document from reports to resumes brochures to calendars even web pages Control margins indents alignment columns and spacing Improve document appearance with themes and style sets Organize and present data attractively with Word tables and charts Build professional quality visuals with SmartArt and WordArt Use images from multiple sources including screen captures and Bing Image Search Master long documents tables of contents cross references and footnotes Collaborate with others using Word's tracking and revision tools Easily create personalized mailings and email And much more

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[Word 2013 in easy steps](#) Scott Basham,2013-06-28 Word 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft's

latest version of this popular word processing application Word has been brought up to date with a new sleeker look There are new templates and design tools and new ways to share and work with others Word 2013 will be much more functional on tablets and other touch screen devices and file sharing and cloud storage will give users consistent access to information from virtually any device Word 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Word whether you re just upgrading from a previous version or are a new user [Insider's Guide to Microsoft Word 2013 for PC](#) Brian West,2016-12-12 I m an award winning college professor and I have taught students how to use Microsoft Office Word PowerPoint and Excel for nearly 20 years One of the biggest complaints that I hear with the current textbooks are the cost Often my students complain about having to spend 80 120 just for the Microsoft Office textbook I hate that it s absolutely ridiculous So I decided to do something about it I created a Microsoft Office textbook of my own which can be purchased on Kindle for just 9 99 and in print on Amazon for just 19 99I also decided to create individual books for Word PowerPoint and Excel in case somebody only needed to learn one or two of them Each individual book is sold at an even lower price but still teach everything that you need to know about these topics This book contains step by step instructions with illustrations to help you learn Microsoft Word from a college professor using real world examples and easy to understand terms I have taught IT courses for nearly 20 years at the college level I truly believe that there isn t anybody that I cannot teach as long as they want to learn I have crafted these explanations and examples over my career in order to make learning as easy as possible This book begins with the basics including how to create a new MS Word document how to save a document and so forth It covers all of the important tools such as The Ribbon and teaches you how to add and delete text change the text and so forth It covers some of the more advanced commands such as copy and pasting adding tables and charts This book includes a section for properly writing research papers including how to format the papers The final section covers creating a strong resume and cover letter as well as doing online job searches I firmly believe that this book can help prepare anybody for an office job using MS Word This is the PC personal computer version of the book Best of Luck Prof

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Microsoft Word 2013 Complete Self-Assessment Guide Gerardus Blokdyk,2018-01-06

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Office 2013 Digital Classroom Walter Holland,AGI Creative Team,2013-08-05

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