

Word 2013 Introduction

Quick Reference Guide

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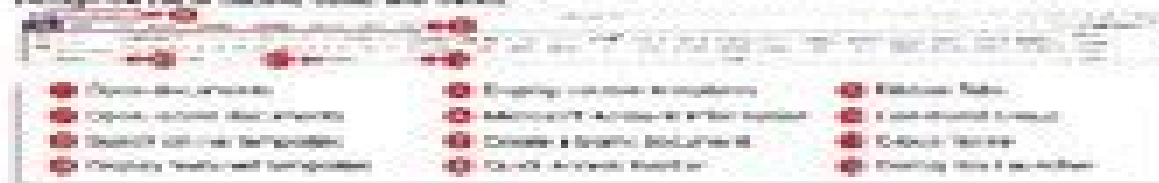
Interface Topics

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 opening a document. It is also where 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 creating, editing, and formatting documents. The ribbon is organized into tabs, and each tab contains a group of related commands. The ribbon is divided into sections, and each section contains a group of related commands. The ribbon is divided into sections, and each section contains a group of related commands.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents of the **Ribbon**, click the **Hide Ribbon** button in the Ribbon.
2. To **change** the **Ribbon** groups shown in the **Ribbon**, click the **Change Ribbon Groups** button in the Ribbon.
3. To **hide** or **show** the **Ribbon**, click the **Hide Ribbon** button in the Ribbon.
4. To **hide** or **show** the **Ribbon**, click the **Hide Ribbon** button in the Ribbon.
5. To **hide** or **show** the **Ribbon**, click the **Hide Ribbon** button in the Ribbon.

Using the File Tab & Backstage View

1. To **open** the **Backstage View**, click the **File** tab in the Ribbon.
2. To **hide** the **Backstage View**, click the **File** tab in the Ribbon.

Using the Quick Access Toolbar

1. To **change** the **Quick Access Toolbar** buttons, click the **Customize Quick Access Toolbar** button in the Ribbon.
2. To **add** a button, click the **Add** button in the Ribbon.
3. To **remove** a button, click the **Remove** button in the Ribbon.
4. To **hide** or **show** the **Quick Access Toolbar**, click the **Hide Quick Access Toolbar** button in the Ribbon.

Enabling and Disabling Touch Mode

1. To **enable** or **disable** **Touch Mode**, click the **Touch Mode** button in the Ribbon.
2. To **enable** or **disable** **Touch Mode**, click the **Touch Mode** button in the Ribbon.

Using the Status Bar

1. To **hide** or **show** the **Status Bar**, click the **Status Bar** button in the Ribbon.
2. To **hide** or **show** the **Status Bar**, click the **Status Bar** button in the Ribbon.

Changing Document Views

1. To **change** the **Document View**, click the **View** button in the Ribbon.
2. To **hide** or **show** the **Document View**, click the **View** button in the Ribbon.

File Management

Creating New Documents

1. To **create** a **new document**, click the **New** button in the Ribbon.
2. To **create** a **new document**, click the **New** button in the Ribbon.

Saving Documents

To **save** a document that has already been saved, click the **Save** button in the Ribbon or in the Backstage view.

To **save** a document for the first time or to save with a different name or location:

1. Click the **File** tab in the Ribbon and click the **Save As** button in the Ribbon.
2. Click the **Save As** button in the Ribbon.
3. Click the **Save As** button in the Ribbon.
4. Click the **Save As** button in the Ribbon.
5. Click the **Save As** button in the Ribbon.
6. Click the **Save As** button in the Ribbon.

Saving Documents as a PDF or XPS

To **save** a document as a PDF or XPS, click the **Save As** button in the Ribbon and click the **Save As** button in the Ribbon.

1. Click the **File** tab in the Ribbon and click the **Save As** button in the Ribbon.
2. Click the **Save As** button in the Ribbon.
3. Click the **Save As** button in the Ribbon.
4. Click the **Save As** button in the Ribbon.
5. Click the **Save As** button in the Ribbon.
6. Click the **Save As** button in the Ribbon.

Opening Documents

1. Click the **File** tab in the Ribbon and click the **Open** button in the Ribbon.
2. Click the **Open** button in the Ribbon.
3. Click the **Open** button in the Ribbon.
4. Click the **Open** button in the Ribbon.
5. Click the **Open** button in the Ribbon.
6. Click the **Open** button in the Ribbon.

Opening Files Containing Macros

To **open** a file containing macros, click the **Open** button in the Ribbon and click the **Open** button in the Ribbon.

Recovering Unsaved Documents

1. Click the **File** tab in the Ribbon and click the **Open** button in the Ribbon.
2. Click the **Open** button in the Ribbon.
3. Click the **Open** button in the Ribbon.
4. Click the **Open** button in the Ribbon.
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Microsoft Word 2013 Introduction Quick Reference Guide

Rose Arny



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Use the Word Web App to view and edit documents in a browser Prepare for the Microsoft Office Specialist MOS exam

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The Journeyman's Guide to Cnc Machines Bryan Hurst,2006-06-01 The Guide provides instruction in ISO code programming for Turning included are examples that will give an understanding of the principles to apply to any machine and control also featured are GE Fanuc and Siemens Controls The Guide lists functions and codes under the reference JG and provides space to include data for specific machines and controls Extensive examples show how to programme the options and features Component drawings have metric and imperial dimensions simply substitute the dimensions with those of the system of your choice The Guide is your starting point use the instructions and suggestions to build your own unique evolvable folder from here creating an invaluable personal handbook

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Reference Material: Science and technology Albert John Walford,Library Association,1999 A revised and updated guide to reference material It contains selective and evaluative entries to guide the enquirer to the best source of reference in each subject area be it journal article CD ROM on line database bibliography encyclopaedia monograph or directory It features full critical annotations and reviewers comments and comprehensive author title and subject indexes The contents include mathematics astronomy and surveying physics chemistry earth sciences palaeontology anthropology biology natural history botany zoology patents and interventions medicine engineering transport vehicles agriculture and livestock household management communication chemical industry manufactures industries trades and crafts and the building industry

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 - Chapter 1: Introduction to Microsoft Word 2013 Introduction Quick Reference Guide
 - Chapter 2: Essential Elements of Microsoft Word 2013 Introduction Quick Reference Guide
 - Chapter 3: Microsoft Word 2013 Introduction Quick Reference Guide in Everyday Life
 - Chapter 4: Microsoft Word 2013 Introduction Quick Reference Guide in Specific Contexts
 - Chapter 5: Conclusion
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4. In chapter 3, the author will examine the practical applications of Microsoft Word 2013 Introduction Quick Reference Guide in daily life. This chapter will showcase real-world examples of how Microsoft Word 2013 Introduction Quick Reference Guide can be effectively utilized in everyday scenarios.
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6. In chapter 5, the author will draw a conclusion about Microsoft Word 2013 Introduction Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word 2013 Introduction Quick Reference Guide.

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