



Microsoft®

# Word 2013 Advanced

## Quick Reference Card



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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 **Editing 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

**Gerardus Blokdyk**

## 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

*MOS 2013 Study Guide for Microsoft Word* Joan Lambert,2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you've learned Includes downloadable practice files

**MOS 2013 Study Guide for Microsoft Word Expert** John Pierce,2013-09-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you've learned Includes downloadable practice files

Write Your Book in Microsoft Word 2013 Dimitar Popmintchev,2018-05-01 Create edit and publish your book with less efforts using Microsoft Word 2013 This tutorial will guide you through the process of a book formatting till it is ready for publishing Important topics are visualized in pictures Word 2013 is an older version of Word and while Microsoft is moving towards a web based application Word 2013 is perfectly capable of formatting a book If you already have Word 2013 it is all you need In fact this book is written in Microsoft Word 2013 The book does not cover topics for working and insertion of equations and references this is covered in Engineering and Scientific Manuscripts in Microsoft Word 2013 This edition does not cover the art of writing or the appropriate style for presenting your creativity to a specific audience The tutorial is also available for the current version of Word 2019 and previous versions of Word Word 2016 Word 2010 Word 2007 Length 95 pages 30 color pictures with guide lines

**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 19.99 I 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

West *Open Learning Guide for Microsoft Word 2000*, 1999 **Microsoft Office 2013** Steve Schwartz,2013-04-11 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2013 Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook provides in depth instructions on many of the new features and changes introduced in Office 2013 and offers a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information and tips that not only explain HOW to perform a task but WHY you need this procedure and WHEN it's best to

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process as it happens and ask the right questions to make the process work better This book is for managers advisors consultants specialists professionals and anyone interested in Microsoft Word 2013 assessment All the tools you need to an in depth Microsoft Word 2013 Self Assessment Featuring 619 new and updated case based questions organized into seven core areas of process design this Self Assessment will help you identify areas in which Microsoft Word 2013 improvements can be made In using the questions you will be better able to diagnose Microsoft Word 2013 projects initiatives organizations businesses and processes using accepted diagnostic standards and practices implement evidence based best practice strategies aligned with overall goals integrate recent advances in Microsoft Word 2013 and process design strategies into practice according to best practice guidelines Using a Self Assessment tool known as the Microsoft Word 2013 Scorecard you will develop a clear picture of which Microsoft Word 2013 areas need attention Included with your purchase of the book is the Microsoft Word 2013 Self Assessment downloadable resource which contains all questions and Self Assessment areas of this book in a ready to use Excel dashboard including the self assessment graphic insights and project planning automation all with examples to get you started with the assessment right away Access instructions can be found in the book You are free to use the Self Assessment contents in your presentations and materials for customers without asking us we are here to help

**Microsoft Word 2013 Complete Self-Assessment Guide** Gerardus Blokdyk, 2018-01-06 Does Microsoft Word 2013 include applications and information with regulatory compliance significance or other contractual conditions that must be formally complied with in a new or unique manner for which no approved security requirements templates or design models exist What key business process output measure s does Microsoft Word 2013 leverage and how Are there recognized Microsoft Word 2013 problems How do we ensure that implementations of Microsoft Word 2013 products are done in a way that ensures safety What will be the consequences to the business financial reputation etc if Microsoft Word 2013 does not go ahead or fails to deliver the objectives This exclusive Microsoft Word 2013 self assessment will make you the trusted Microsoft Word 2013 domain adviser by revealing just what you need to know to be fluent and ready for any Microsoft Word 2013 challenge How do I reduce the effort in the Microsoft Word 2013 work to be done to get problems solved How can I ensure that plans of action include every Microsoft Word 2013 task and that every Microsoft Word 2013 outcome is in place How will I save time investigating strategic and tactical options and ensuring Microsoft Word 2013 opportunity costs are low How can I deliver tailored Microsoft Word 2013 advise instantly with structured going forward plans There s no better guide through these mind expanding questions than acclaimed best selling author Gerard Blokdyk Blokdyk ensures all Microsoft Word 2013 essentials are covered from every angle the Microsoft Word 2013 self assessment shows succinctly and clearly that what needs to be clarified to organize the business project activities and processes so that Microsoft Word 2013 outcomes are achieved Contains extensive criteria grounded in past and current successful projects and activities by experienced Microsoft Word 2013 practitioners Their mastery combined with the uncommon elegance of the self assessment

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## Movement Shortcuts Editing and Formatting Shortcuts **A Newbies Guide to Word 2013 Rt** Minute Help

Guides,2013-03-12 In the 22 odd years since the company unveiled their suite of productivity programs Microsoft Office has become synonymous with serious computer work Whether it s a Fortune 500 conglomerate s all important spreadsheet or a homemaker s recipe catalog MS Office has been the dominant force in productivity applications for a very long time While Apple Google and their ilk have certainly created a competitive atmosphere in recent years nobody can touch the usability customization or sheer power of the Microsoft Office suite Now with the release of their first official tablet computer Microsoft has upped the ante optimizing and customizing Office for the touch screen powerhouse they ve dubbed Windows RT While a good chunk of the functionality that Office users have gotten used to over the years remains the same there are a few new things to get acquainted with This guide will take you through the basics of Microsoft Word the most popular desktop publishing application ever released We ll show you what you need to get started everything from creating and saving your documents with SkyDrive to turning your finished documents into blog posts or sharing directly with friends and colleagues Whether you ve been using word processing applications for years or you re still clinging to your old Smith Corona typewriter we ll not only show you how to craft perfect documents we ll have fun doing it At a glance Word RT 2013 looks like an incredibly complex program It can be but it definitely doesn t have to be This guide will teach you what you need to know to get to work right now leaving the fluff and the head scratching for people with time to waste Ready to get started Let s go *Office 2013 Digital Classroom* Walter Holland,AGI Creative Team,2013-08-05 Introduces Offices 2013 discussing the capabilities and new features of its programs including Excel Outlook Word PowerPoint Access OneNote and Publisher

**Microsoft® Word 2013 QuickSteps** Marty Matthews,Carole Matthews,2013-05-14 Step by Step Full Color Graphics Get up and running on Microsoft Word 2013 right away the QuickSteps way Full color screenshots and clear instructions make it easy to start using the latest release of the leading word processing application Take control and learn how to create and format documents apply templates and themes use mail merge add tables and illustrations use special features such as forms and translation save Word documents as web pages and much more Screenshots with callouts show and explain exactly what you ll see on your computer screen while you re doing a task This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

**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

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## **Table of Contents Microsoft Word 2013 Guide**

1. Understanding the eBook Microsoft Word 2013 Guide
  - The Rise of Digital Reading Microsoft Word 2013 Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Word 2013 Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Guide
  - Personalized Recommendations
  - Microsoft Word 2013 Guide User Reviews and Ratings
  - Microsoft Word 2013 Guide and Bestseller Lists
5. Accessing Microsoft Word 2013 Guide Free and Paid eBooks

- Microsoft Word 2013 Guide Public Domain eBooks
- Microsoft Word 2013 Guide eBook Subscription Services
- Microsoft Word 2013 Guide Budget-Friendly Options

6. Navigating Microsoft Word 2013 Guide eBook Formats

- ePUB, PDF, MOBI, and More
- Microsoft Word 2013 Guide Compatibility with Devices
- Microsoft Word 2013 Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Word 2013 Guide
- Highlighting and Note-Taking Microsoft Word 2013 Guide
- Interactive Elements Microsoft Word 2013 Guide

8. Staying Engaged with Microsoft Word 2013 Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Word 2013 Guide

9. Balancing eBooks and Physical Books Microsoft Word 2013 Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Word 2013 Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Word 2013 Guide

- Setting Reading Goals Microsoft Word 2013 Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Word 2013 Guide

- Fact-Checking eBook Content of Microsoft Word 2013 Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

---

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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