

Word 2013 Introduction

Quick Reference Guide

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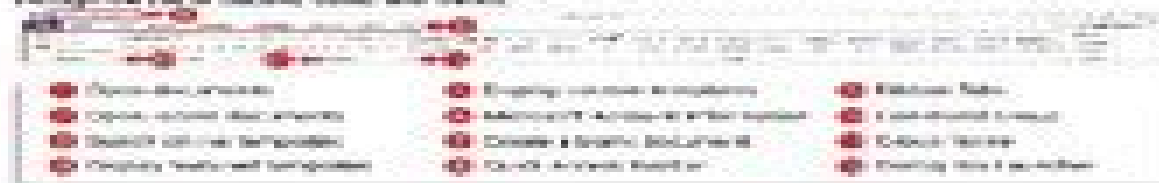
Interface Topics

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 select "New" or "Open" from the icons for newer options.



The **Ribbon** is displayed along the top of the application window and contains features for creating various content. On the Ribbon, the buttons in the Ribbon tabs include those tabs are organized groups of commands arranged through the set of features, icons, and icons.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents in the Ribbon, click the **Hide Ribbon** button in the Ribbon.
2. To **hide** the Ribbon, click the **Hide Ribbon** button in the Ribbon.
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Using the File Tab & Backstage View

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Using the Quick Access Toolbar

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Enabling and Disabling Touch Mode

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Using the Status Bar

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Changing Document Views

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File Management

Creating New Documents

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Saving Documents

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Saving Documents as a PDF or XPS

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Opening Documents

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Opening Files Containing Macros

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Recovering Unsaved Documents

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Microsoft Word 2013 Introduction Quick Reference Guide

TeachUcomp Inc



Microsoft Word 2013 Introduction Quick Reference Guide:

Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2013 The following topics are covered Margins Orientation and Paper Size Moving and Copying Text Formatting Text with the Mini Toolbar Suppress Change Header or Footer on the First Page Inserting a Page Number Inserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text Box Inserting a Page Break Checking Spelling Grammar AutoCorrect Previewing and Printing Documents Printing Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card) 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 collaborate and share documents

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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Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts

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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

Forthcoming Books Rose Army,2001-06 [Microsoft PowerPoint 2013 Advanced Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 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 Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing

Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced

Books in Print ,1991 **National Library of Medicine Current Catalog** National Library of Medicine (U.S.),1989

Computer Books and Serials in Print ,1985 **El-Hi Textbooks and Serials in Print** ,2006 **Walford's Guide to**

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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