

Microsoft Office® 2013 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the Start Screen to open an existing file or create a new document. The Start Screen launches when starting Excel, PowerPoint or Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The Ribbon is displayed along the top of the application window in Excel, PowerPoint and Word and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



① Open documents	② Display custom templates	③ Ribbon Tabs
④ Open recent documents	⑤ Microsoft Account Information	⑥ Command Group
⑦ Search online templates	⑧ Create a blank document	⑨ Group Name
⑩ Display featured templates	⑪ Quick Access Toolbar	⑫ Dialog Box Launcher

Interface Basics

Using the Ribbon

1. To hide and show the contents in the Ribbon, double-click the active tab in the Ribbon.
2. To change button groups shown in the Ribbon, click the tabs at the top of the Ribbon.
3. To show or hide "Contextual" tabs, click to select or click away to de-select the object.
4. To access commands, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To access advanced options, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To open "Backstage View" and perform file management, click the "File" tab at the left end of the Ribbon.
2. To see additional options for a command, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To change the Quick Access Toolbar's location, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To add a button, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To remove a button, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To access advanced customizations, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To add a command, select it on the left, click the "Add" button and then "OK." To remove a command, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider. To customize the Status Bar, right-click anywhere on the Status Bar and check (or display) or un-check (or hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views," "Presentation Views," or "Workbook Views" group.
2. To use the "Zoom Slider," click and drag the slider control at the far-right end of the Status Bar.
3. To use a preset magnification, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To create a new document, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To find online templates, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button.
3. To view custom templates, click the "Personal" link.
4. To pin templates to the "Featured" list, hover over the template and click the "Pin to list" button.

Saving Documents

To overwrite a file that has already been saved, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To save a file 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" command at the left of Backstage View.
2. Click to select a "Recent" folder, or
3. Click to select a location ("Computer," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the location where you want to save the file in the "Save As" dialog box.
6. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To save a file as a PDF or XPS:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

Opening Documents

1. Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.

2. Click to select a "Recent" file, or
3. Click to select the file's location ("Computer," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the file to open in the "Open" dialog box.
6. Click to select the file and then click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent Workbooks," "Recent Documents," or "Recent Presentations" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Workbooks," "Recover Unsaved Documents," or "Recover Unsaved Presentations" button.
4. Select the file in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

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Microsoft Office 2013 Guide

Beezix, Beezix Software Services, Inc

Microsoft Office 2013 Guide:

A Guide to Microsoft Office 2013 Jan Marrelli,2014

Microsoft Office 2013 Steve Schwartz,2013-04-11 Visual

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Microsoft Powerpoint 2016: The Complete Guide Alexander

Herolson,2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program's manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program

Office 2013 For Dummies Wallace Wang,2013-02-13

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Office 2013 All-In-One

Absolute Beginner's Guide Patrice-Anne Rutledge,2013-08-08 Make the most of Office 2013 without becoming a technical expert This book is the fastest way to create edit format build review and share virtually any form of Office content Even if you ve never used Office before you ll learn how to do what you want one incredibly clear and easy step at a time Office has never ever been this simple Who knew how simple Microsoft Office 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new Office 2013 productivity suite simple reliable instructions for doing all you really want to do with the brand new versions of Word Excel PowerPoint Outlook and OneNote Here s a small sample of what you ll learn Explore Office 2013 s updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates tables and more Efficiently build and review longer documents by yourself or with teams Quickly create reliable sophisticated Excel workbooks Analyze and visualize Excel data with charts sparklines pivot tables and slicers Create high impact presentations with PowerPoint 2013 s newest tools Supercharge presentations with audio video animations and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts tasks to do lists and notes Use Social Connector to simplify activities on Facebook LinkedIn and beyond Organize research more efficiently with OneNote notebooks Integrate text links files media screen clips and handwriting into your OneNote notebooks And much more

Using Office 2013 Kevin

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[What's New in Microsoft Office 2013 \(from 2007\) Quick Reference Guide](#) Beezix,2013-07-24 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2007 Also includes a

command reference for each product showing changed Office 2007 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Customizing the Ribbon Backstage View The File Menu Changes to Templates Using Touch in Office 2013 Opening and Saving Exiting All Open Windows New or Changed Picture Features Cropping a Picture Integration with Online Services Switching Online Accounts Adding a Service Such as Flickr YouTube SkyDrive Office 365 SharePoint Inviting People to Collaborate Using Apps for Office Recovering Unsaved Versions Other New or Changed Features Word Resumed Reading Read Mode Quickly Inserting Tables Rows Columns Navigate and Organize Using Headings Search Using the Navigation Pane Using the Border Painter Tracking Changes Locking Track Changes On Marking Comments as Done Other New or Changed Features PowerPoint Zoom and Pan While Presenting Jumping to a Slide While Presenting Smart Guides and Fixed Guides Merging Comparing Presentations Organizing Slides with Sections Changes to Animations Video Improvements Linking to a Web Video Syncing Animation Text Overlays With Audio Video Fading In Out and Trimming Audio Video Create a Video File of a Presentation Other New or Changed Features Features No Longer Available Word Communicating with a Commenter Replying to a Comment Excel Excel Windows Using Flash Fill Using Quick Analysis Inserting a Chart in a Cell Sparklines Filtering with Slicers New Functions Using Chart Recommendations Combining Chart Types Changes to Chart Data Labels PivotTable and PivotChart Changes Adding a Timeline Using a Timeline Creating a PivotChart with or without a PivotTable Other New or Changed Features Features No Longer Available For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent [Microsoft Office 2013 52 Success Secrets - 52 Most Asked Questions on Microsoft Office 2013 - What You Need to Know](#) Carl Keller,2015-01-16 Best book on Microsoft Office 2013 Bar None Microsoft Office 2013 formerly Office 15 is a variant of Microsoft Office a efficiency set for Microsoft Windows It is the replacement of Microsoft Office 2010 and contains expanded file setup aid exploiter interface upgrades and aid aimed at handle amid its spic and span hallmarks Office 2013 is acceptable for IA 32 and x64 setups and needs Windows 7 Windows Server 2008 R2 either a afterward variant of whichever A variant of Office 2013 appears contained on Windows RT implements There has never been a Microsoft Office 2013 Guide like this It contains 52 answers much more than you can imagine comprehensive answers and extensive details and references with insights that have never before been offered in print Get the information you need fast This all embracing guide offers a thorough view of key knowledge and detailed insight This Guide introduces what you want to know about Microsoft Office 2013 A quick look inside of some of the subjects covered Office 365 Microsoft Office 2013 New features Microsoft Office 2013 Traditional editions Office 2013 Traditional editions Segoe UI Availability Microsoft Office 2013 Removed features Microsoft Office 2013 System requirements Office 2013 System requirements RExcel Office 365 Updates Microsoft Office v X Microsoft Office Groove Server Microsoft Office Microsoft Office 2013 Microsoft Office 2013 Development Office 2010 Office Open XML Microsoft SharePoint Workspace

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Office 2013 ELearning Kit For Dummies Faithe Wempen, 2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint **Standard and Poors 500 Guide 2013** Standard & Poor's, 2012-12-21 The most up to date and accurate market intelligence for superior investment decisions from the world s premier financial index Standard Poor s 500 Guide 2013 Edition contains hard to find data and analysis on the bluest of blue chip stocks from Abbot Labs and GE to Microsoft and Yahoo Comprehensive and fully updated information

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Microsoft Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card) TeachUcomp Inc., 2014-06-05 New to Microsoft Office Upgrading from a previous version Designed with the busy professional in mind this two page laminated quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Topics include Interface Basics File Management Working with Text Shapes SmartArt Formatting Reviewing and Correcting and Printing and Sharing

IT

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Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, Inc., 2013-02-07 Laminated quick reference card

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