Microsoft®
# Word 2013 Advanced
## Quick Reference Card

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## The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML data.

The **Templates** group lets you switch document templates and other add-ins.



The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

## 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 Protections** button, enter a password (optional), and click **OK**.

## 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.

## 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.

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# Microsoft Word 2013 Guide

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**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 r sum s 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

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