

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 "Unsaved files" folder.
5. Click the "Open" button.

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info@teachucomp.com

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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 [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

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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

What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide

(Cheat Sheet of New Features and Instructions) Beezix, 2013-03-22 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 2010 Also includes a command reference for each product showing changed Office 2010 commands and their Office 2013 equivalents Topics Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming Reading Read Mode Collapsing Expanding Parts of a Document in Print Layout View Opening and Editing a

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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 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

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[Microsoft Excel 2013 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#)

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Microsoft Office

SharePoint 2013 Quick Reference Guide Beezix,2013-05-06 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 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 Accessing a SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document File Following a Person Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions Sorting Filtering Changing View Using Email Alerts Creating a List or Library Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey

[ICCSM2013-Proceedings of the International Conference on Cloud Security Management](#) Barbara

Endicott-Popovsky,2013-01-09 **Microsoft Visio 2016 Step By Step** Scott A. Helmers,2015-12-16 The quick way to learn

Microsoft Visio 2016 This is learning made easy Get more done quickly with Visio 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Get results faster with starter diagrams Diagram processes organizations networks and datacenters Add styles colors and themes Enhance diagrams with data driven visualizations Link to external data sources websites and documents Add structure to diagrams with containers lists and callouts Validate flowchart swimlane and BPMN diagrams Collaborate and publish with Visio Services and Microsoft

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SQL

Queries for Mere Mortals John L. Viescas,Michael J. Hernandez,2014-06-10 The 1 Easy Common Sense Guide to SQL

Queries Updated for Today's Databases Standards and Challenges SQL Queries for Mere Mortals has earned worldwide praise as the clearest simplest tutorial on writing effective SQL queries. The authors have updated this hands on classic to reflect new SQL standards and database applications and teach valuable new techniques. Step by step John L Viescas and Michael J Hernandez guide you through creating reliable queries for virtually any modern SQL based database. They demystify all aspects of SQL query writing from simple data selection and filtering to joining multiple tables and modifying sets of data. Three brand new chapters teach you how to solve a wide range of challenging SQL problems. You'll learn how to write queries that apply multiple complex conditions on one table, perform sophisticated logical evaluations and think outside the box using unlinked tables. Coverage includes Getting started understanding what relational databases are and ensuring that your database structures are sound, SQL basics using SELECT statements, creating expressions, sorting information with ORDER BY and filtering data using WHERE, Summarizing and grouping data with GROUP BY and HAVING clauses, Drawing data from multiple tables using INNER JOIN, OUTER JOIN and UNION operators and working with subqueries. Modifying data sets with UPDATE, INSERT and DELETE statements. Advanced queries complex NOT and AND conditions, if then else using CASE, unlinked tables, driver tables and more. Practice all you want with downloadable sample databases for today's versions of Microsoft Office Access, Microsoft SQL Server and the open source MySQL database. Whether you're a DBA, developer, user or student, there's no better way to master SQL. informat.com/aw-forMereMortals.com

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Carole Matthews, Marty Matthews, 2013-04-22 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. informat.com/aw-forMereMortals.com

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Carole Matthews, Marty Matthews, Bobbi Sandberg, 2013-07-16 Full color step by step guide to the new release of the world's most popular suite of productivity applications. Features a new simplified two column design that works equally well in print and digital formats. Covers the essentials and many advanced features including the all new command structure, Metro interface, touch screen techniques, shortcuts and cloud integration. The book's wide page format allows it to lie flat on the desk for ease of use while following along. High production quality, breadth of coverage and low price make this the best value on the market. informat.com/aw-forMereMortals.com

Richard P. Usatine, Daniel L. Stulberg, 2024-02-20 Now in a convenient and easy to use softcover format. *Dermatologic Procedures in Office Practice - E-Book*

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