

Word 2013 Introduction

Quick Reference Guide

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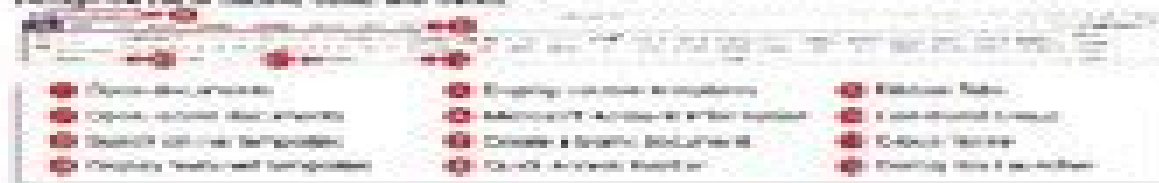
Interface Topics

Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can launch a new document or open an existing document. When you click on the **Start Screen**, you can click on the **File** tab to see the **Backstage** view, and then click on **New** or **Open** from the menu for further options.



The **Ribbon** is displayed along the top of the application window and contains commands for creating, editing, and formatting documents. The Ribbon is organized into tabs, and each tab contains a group of related commands. The Ribbon is divided into sections, and each section contains a group of related commands.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents of the **Ribbon**, click on the **File** tab in the **Ribbon**.
2. To **hide** the **Ribbon**, click on the **File** tab in the **Ribbon**.
3. To **show** the **Ribbon**, click on the **File** tab in the **Ribbon**.
4. To **hide** the **Ribbon**, click on the **File** tab in the **Ribbon**.
5. To **show** the **Ribbon**, click on the **File** tab in the **Ribbon**.

Using the File Tab & Backstage View

1. To **hide** the **Backstage View**, click on the **File** tab in the **Ribbon**.
2. To **show** the **Backstage View**, click on the **File** tab in the **Ribbon**.

Using the Quick Access Toolbar

1. To **hide** the **Quick Access Toolbar**, click on the **File** tab in the **Ribbon**.
2. To **show** the **Quick Access Toolbar**, click on the **File** tab in the **Ribbon**.
3. To **hide** the **Quick Access Toolbar**, click on the **File** tab in the **Ribbon**.
4. To **show** the **Quick Access Toolbar**, click on the **File** tab in the **Ribbon**.

Enabling and Disabling Touch Mode

1. To **enable** **Touch Mode**, click on the **File** tab in the **Ribbon**.
2. To **disable** **Touch Mode**, click on the **File** tab in the **Ribbon**.

Using the Start Bar

1. To **hide** the **Start Bar**, click on the **File** tab in the **Ribbon**.
2. To **show** the **Start Bar**, click on the **File** tab in the **Ribbon**.

Changing Document Views

1. To **hide** the **Document Views**, click on the **File** tab in the **Ribbon**.
2. To **show** the **Document Views**, click on the **File** tab in the **Ribbon**.

File Management

Creating New Documents

1. To **create** a new document, click on the **File** tab in the **Ribbon**.
2. To **open** a document, click on the **File** tab in the **Ribbon**.
3. To **save** a document, click on the **File** tab in the **Ribbon**.
4. To **print** a document, click on the **File** tab in the **Ribbon**.
5. To **share** a document, click on the **File** tab in the **Ribbon**.

Saving Documents

To **save** a document, click on the **File** tab in the **Ribbon**, and then click on the **Save** button.

To **save** a document with a different name or location, click on the **File** tab in the **Ribbon**, and then click on the **Save As** button.

1. To **open** a document, click on the **File** tab in the **Ribbon**.
2. To **save** a document, click on the **File** tab in the **Ribbon**.
3. To **print** a document, click on the **File** tab in the **Ribbon**.
4. To **share** a document, click on the **File** tab in the **Ribbon**.

Saving Documents as a PDF or XPS

1. To **save** a document as a PDF or XPS, click on the **File** tab in the **Ribbon**.
2. To **open** a document, click on the **File** tab in the **Ribbon**.
3. To **save** a document, click on the **File** tab in the **Ribbon**.
4. To **print** a document, click on the **File** tab in the **Ribbon**.
5. To **share** a document, click on the **File** tab in the **Ribbon**.

Opening Documents

1. To **open** a document, click on the **File** tab in the **Ribbon**.
2. To **save** a document, click on the **File** tab in the **Ribbon**.
3. To **print** a document, click on the **File** tab in the **Ribbon**.
4. To **share** a document, click on the **File** tab in the **Ribbon**.

Opening Files Containing Macros

1. To **open** a file containing macros, click on the **File** tab in the **Ribbon**.
2. To **save** a file containing macros, click on the **File** tab in the **Ribbon**.

Recovering Unsaved Documents

1. To **recover** an unsaved document, click on the **File** tab in the **Ribbon**.
2. To **open** a document, click on the **File** tab in the **Ribbon**.
3. To **save** a document, click on the **File** tab in the **Ribbon**.
4. To **print** a document, click on the **File** tab in the **Ribbon**.
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Microsoft Word 2013 Introduction Quick Reference Guide

Marco Cascella



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Introducing New Testament Interpretation (Guides to New Testament Exegesis) Scot McKnight, 1990-02-01 This volume discusses various hermeneutical methods used in understanding the New Testament such as word studies grammatical analysis New Testament background theological synthesis textual criticism and use of the Old Testament in the New **Subject Guide to Books in Print** , 1997 [Microsoft PowerPoint 2013 Introduction Quick Reference Guide](#)

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Table of Contents Microsoft Word 2013 Introduction Quick Reference Guide

1. Understanding the eBook Microsoft Word 2013 Introduction Quick Reference Guide
 - The Rise of Digital Reading Microsoft Word 2013 Introduction Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Introduction Quick Reference 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 Introduction Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Introduction Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Word 2013 Introduction Quick Reference Guide User Reviews and Ratings

- Microsoft Word 2013 Introduction Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2013 Introduction Quick Reference Guide Free and Paid eBooks
 - Microsoft Word 2013 Introduction Quick Reference Guide Public Domain eBooks
 - Microsoft Word 2013 Introduction Quick Reference Guide eBook Subscription Services
 - Microsoft Word 2013 Introduction Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2013 Introduction Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2013 Introduction Quick Reference Guide Compatibility with Devices
 - Microsoft Word 2013 Introduction Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2013 Introduction Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Word 2013 Introduction Quick Reference Guide
 - Interactive Elements Microsoft Word 2013 Introduction Quick Reference Guide
- 8. Staying Engaged with Microsoft Word 2013 Introduction Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2013 Introduction Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2013 Introduction Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2013 Introduction Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2013 Introduction Quick Reference Guide
 - Setting Reading Goals Microsoft Word 2013 Introduction Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2013 Introduction Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Word 2013 Introduction Quick Reference 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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