

Word 2013 Introduction

Quick Reference Guide

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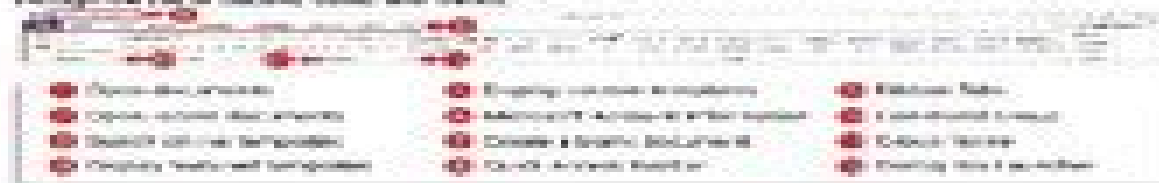
Interface Topics

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 switch "back" or "open" from the Home tab ribbon 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 in the Ribbon, click the **Hide Ribbon** button in the Ribbon.
2. To **change** the Ribbon group shown in the Ribbon, click the **Change Ribbon Group** button in the Ribbon.
3. To **hide** or **show** the Ribbon, click the **Hide Ribbon** button in the Ribbon.
4. To **hide** or **show** the Ribbon, click the **Hide Ribbon** button in the Ribbon.
5. To **hide** or **show** the Ribbon, click the **Hide Ribbon** button in the Ribbon.

Using the File Tab & Backstage View

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

Using the Quick Access Toolbar

1. To **change** the Quick Access Toolbar, click the **Change Quick Access Toolbar** button in the Ribbon.
2. To **hide** the Quick Access Toolbar, click the **Hide Quick Access Toolbar** button in the Ribbon.
3. To **show** the Quick Access Toolbar, click the **Show Quick Access Toolbar** button in the Ribbon.
4. To **hide** the Quick Access Toolbar, click the **Hide Quick Access Toolbar** button in the Ribbon.
5. To **show** the Quick Access Toolbar, click the **Show Quick Access Toolbar** button in the Ribbon.

Enabling and Disabling Touch Mode

1. To **enable** Touch Mode, click the **Touch Mode** button in the Ribbon.
2. To **disable** Touch Mode, click the **Touch Mode** button in the Ribbon.

Using the Status Bar

1. To **hide** the Status Bar, click the **Hide Status Bar** button in the Ribbon.
2. To **show** the Status Bar, click the **Show Status Bar** button in the Ribbon.

Changing Document Views

1. To **change** the document view, click the **View** button in the Ribbon.
2. To **hide** the document view, click the **Hide View** button in the Ribbon.
3. To **show** the document view, click the **Show View** button in the Ribbon.

File Management

Creating New Documents

1. To **create** a new document, click the **New** button in the Ribbon.
2. To **open** a document, click the **Open** button in the Ribbon.
3. To **save** a document, click the **Save** button in the Ribbon.
4. To **print** a document, click the **Print** button in the Ribbon.
5. To **share** a document, click the **Share** button in the Ribbon.

Saving Documents

To **save** a document that has already been saved, click the **Save** button in the Ribbon or in the Backstage View.

To **save** a document 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** button in the Ribbon.
2. Click the **Save As** button in the Ribbon.
3. Click the **Save As** button in the Ribbon.
4. Click the **Save As** button in the Ribbon.
5. Click the **Save As** button in the Ribbon.
6. Click the **Save As** button in the Ribbon.

Saving Documents as a PDF or XPS

For more information about saving documents as PDF or XPS, click the **Save As** button in the Ribbon and click the **Save As** button in the Ribbon.

1. Click the **File** tab in the Ribbon and click the **Save As** button in the Ribbon.
2. Click the **Save As** button in the Ribbon.
3. Click the **Save As** button in the Ribbon.
4. Click the **Save As** button in the Ribbon.
5. Click the **Save As** button in the Ribbon.
6. Click the **Save As** button in the Ribbon.

Opening Documents

1. Click the **File** tab in the Ribbon and click the **Open** button in the Ribbon.
2. Click the **Open** button in the Ribbon.
3. Click the **Open** button in the Ribbon.
4. Click the **Open** button in the Ribbon.
5. Click the **Open** button in the Ribbon.
6. Click the **Open** button in the Ribbon.

Opening Files Containing Macros

For more information about opening files containing macros, click the **Open** button in the Ribbon and click the **Open** button in the Ribbon.

Recovering Unsaved Documents

1. Click the **File** tab in the Ribbon and click the **Open** button in the Ribbon.
2. Click the **Open** button in the Ribbon.
3. Click the **Open** button in the Ribbon.
4. Click the **Open** button in the Ribbon.
5. Click the **Open** button in the Ribbon.
6. Click the **Open** button in the Ribbon.

Microsoft Word 2013 Introduction Quick Reference Guide

Puja Mehta



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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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