

Word 2013 Introduction

Quick Reference Guide

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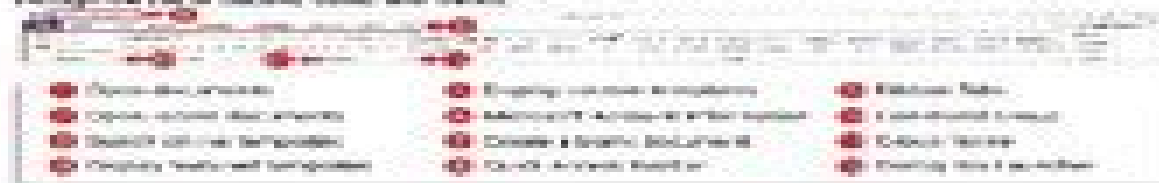
Interface Topics

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** or click on the **File** tab to see the **Backstage View** or click on the **File** tab to see the **Backstage View**.



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



Interface Basics

Using the Ribbon

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

Using the File Tab & Backstage View

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Using the Quick Access Toolbar

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.
3. To **hide** the ribbon, click on the ribbon tab in the ribbon.
4. To **show** the ribbon, click on the ribbon tab in the ribbon.

Enabling and Disabling Touch Mode

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Using the Status Bar

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Changing Document Views

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

File Management

Creating New Documents

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Saving Documents

To **hide** the ribbon, click on the ribbon tab in the ribbon.

Saving Documents as a PDF or XPS

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Opening Documents

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Opening Documents

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Opening Files Containing Macros

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

Recovering Unsaved Documents

1. To **hide** the ribbon, click on the ribbon tab in the ribbon.
2. To **show** the ribbon, click on the ribbon tab in the ribbon.

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PT Brinkman



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