

# Word 2013 Introduction

## Quick Reference Guide

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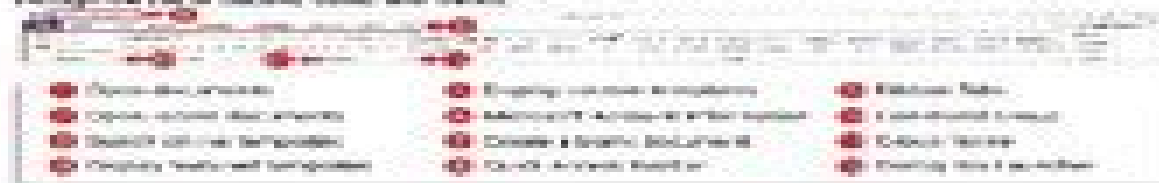
### Interface Topics

#### 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 from a document. It is also where to open, share the "File" tab in the Ribbon or in the Backstage view, and from which "New" or "Open" from the Home tab enables options.



The **Ribbon** is displayed along the top of the application window and contains commands for creating various content. On the Ribbon, the buttons are grouped into tabs. These tabs are organized into groups of commands grouped through the set of features, fonts, and styles.



### Interface Basics

#### Using the Ribbon

1. To **hide** and **show** the contents in the Ribbon, click on the arrow tab in the Ribbon.
2. To change Ribbon groups shown in the Ribbon, click the arrow tab in the Ribbon.
3. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
4. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
5. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.

#### Using the File Tab & Backstage View

1. To **hide** or **show** the contents in the Ribbon, click the arrow tab in the Ribbon.
2. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.

#### Using the Quick Access Toolbar

1. To **hide** or **show** the contents in the Ribbon, click the arrow tab in the Ribbon.
2. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
3. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
4. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
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8. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
9. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.
10. To **hide** or **show** "Command" tabs, click the arrow tab in the Ribbon.

#### Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Ribbon.
2. Click the "Customize Quick Access Toolbar" button in the Ribbon.

#### Using the Start Bar

The Start Bar is located at the bottom of the application window. It contains buttons for opening documents, saving documents, and other functions. The Start Bar is also where you can find the "File" tab in the Ribbon.

#### Changing Document Views

1. Click the "View" button in the Ribbon.
2. Click the "View" button in the Ribbon.
3. Click the "View" button in the Ribbon.
4. Click the "View" button in the Ribbon.
5. Click the "View" button in the Ribbon.
6. Click the "View" button in the Ribbon.
7. Click the "View" button in the Ribbon.
8. Click the "View" button in the Ribbon.
9. Click the "View" button in the Ribbon.
10. Click the "View" button in the Ribbon.

### File Management

#### Creating New Documents

1. Click the "File" tab in the Ribbon.
2. Click the "File" tab in the Ribbon.
3. Click the "File" tab in the Ribbon.
4. Click the "File" tab in the Ribbon.
5. Click the "File" tab in the Ribbon.
6. Click the "File" tab in the Ribbon.
7. Click the "File" tab in the Ribbon.
8. Click the "File" tab in the Ribbon.
9. Click the "File" tab in the Ribbon.
10. Click the "File" tab in the Ribbon.

#### Saving Documents

To **save** a document that has already been saved, click the "File" tab in the Ribbon and click the "Save" command in the File tab of the Backstage view.

To **save** a document for the first time, click the "File" tab in the Ribbon and click the "Save" command in the File tab of the Backstage view.

1. Click the "File" tab in the Ribbon.
2. Click the "File" tab in the Ribbon.
3. Click the "File" tab in the Ribbon.
4. Click the "File" tab in the Ribbon.
5. Click the "File" tab in the Ribbon.
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7. Click the "File" tab in the Ribbon.
8. Click the "File" tab in the Ribbon.
9. Click the "File" tab in the Ribbon.
10. Click the "File" tab in the Ribbon.

#### Saving Documents as a PDF or XPS

1. Click the "File" tab in the Ribbon.
2. Click the "File" tab in the Ribbon.
3. Click the "File" tab in the Ribbon.
4. Click the "File" tab in the Ribbon.
5. Click the "File" tab in the Ribbon.
6. Click the "File" tab in the Ribbon.
7. Click the "File" tab in the Ribbon.
8. Click the "File" tab in the Ribbon.
9. Click the "File" tab in the Ribbon.
10. Click the "File" tab in the Ribbon.

#### Opening Documents

1. Click the "File" tab in the Ribbon.
2. Click the "File" tab in the Ribbon.
3. Click the "File" tab in the Ribbon.
4. Click the "File" tab in the Ribbon.
5. Click the "File" tab in the Ribbon.
6. Click the "File" tab in the Ribbon.
7. Click the "File" tab in the Ribbon.
8. Click the "File" tab in the Ribbon.
9. Click the "File" tab in the Ribbon.
10. Click the "File" tab in the Ribbon.

#### Opening Files Containing Macros

When you open a file that contains macros, Word will prompt you to enable macros. To enable macros, click the "Enable Content" button in the "Macro Security" task pane.

#### Recovering Unsaved Documents

1. Click the "File" tab in the Ribbon.
2. Click the "File" tab in the Ribbon.
3. Click the "File" tab in the Ribbon.
4. Click the "File" tab in the Ribbon.
5. Click the "File" tab in the Ribbon.
6. Click the "File" tab in the Ribbon.
7. Click the "File" tab in the Ribbon.
8. Click the "File" tab in the Ribbon.
9. Click the "File" tab in the Ribbon.
10. Click the "File" tab in the Ribbon.

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*Pico's Journal of Briefcase Computing* ,1986

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