

# Word 2013 Introduction

## Quick Reference Guide

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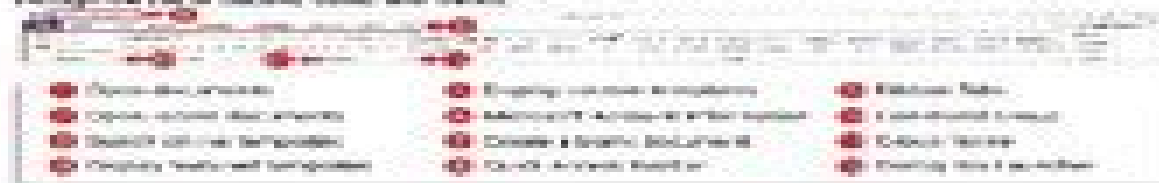
### Interface Topics

#### Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can launch a new document or open an existing document. When you click the **File** tab, the Ribbon is visible. The Ribbon is divided into tabs, and each tab has a group of related commands.



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, and each tab has a group of related commands. The Ribbon is divided into tabs, and each tab has a group of related commands.



### Interface Basics

#### Using the Ribbon

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

#### Using the File Tab & Backstage View

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

#### Using the Quick Access Toolbar

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

#### Enabling and Disabling Touch Mode

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

#### Using the Status Bar

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

#### Changing Document Views

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

### File Management

#### Creating New Documents

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

#### Saving Documents

To **hide** the Ribbon, click the **File** tab in the Ribbon.

#### Saving Documents as a PDF or XPS

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

#### Opening Documents

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

#### Opening Files Containing Macros

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

#### Recovering Unsaved Documents

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

# Microsoft Word 2013 Introduction Quick Reference Guide

**Bryan Hurst**



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**Subject Guide to Books in Print**, 1997 **Microsoft PowerPoint 2013 Introduction Quick Reference Guide**

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