Word® 2013 Introduction

Quick Reference Guide

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Interface Terms

Understanding the Start Screen & the Ribbon

Interface Basics

Using the Ribbon

1. The **Tabs** and their **Commands** in the **Ribbon**.
2. The **Groups** that organize **Commands** in the **Ribbon**.
3. The **Launch** buttons.
4. The **Quick Commands**.
5. The **Dialog Box Launcher**.

Using the File Tab & Backstage View

1. To open the **Backstage View** and perform file management tasks, click the **File** tab.
2. To close the **Backstage View** and return to your document, click the **Home** tab.

Using the Quick Access Toolbar

1. To change the **Quick Access Toolbar** location, click the **Customize Quick Access Toolbar** button and select **Show Below the Ribbon** or **Show Above the Ribbon**.
2. To add a **Button**, right-click the command you want to add and select **Add to Quick Access Toolbar**.
3. To remove a **Button**, right-click the command in the **Quick Access Toolbar** and choose **Remove from Quick Access Toolbar**.
4. To access **Advanced Customizations**, click the **Customize Quick Access Toolbar** button, select **More Commands**, and make your changes in the **Word Options** dialog box.

Enabling and Disabling Touch Mode

1. Click the **Customize Quick Access Toolbar** button on the Quick Access Toolbar and choose the **Touch/Mouse Mode** option.
2. Click the **Touch/Mouse Mode** button and select **Touch** or **Mouse**.

Using the Status Bar

The **Status Bar** is located at the bottom of the program window. By default, it displays information about the **Page** number, **Word Count**, **Proofing** errors, **Language**, and the **Zoom** slider.

To customize the **Status Bar**, right-click anywhere on the **Status Bar** and choose an option from the menu. A checkmark indicates that the option is displayed.

Changing Document Views

1. To view the **Read Mode**, click the **View** tab and click the **Read Mode** button.
2. To view **Print Layout**, click the **View** tab and click the **Print Layout** button.
3. To view a **Web Layout**, click the **View** tab and click the **Web Layout** button.

File Management

Creating New Documents

1. To create a **New Document**, click the **File** tab to open the **Backstage View**.
2. Click **New** in the left pane.
3. Click the **Blank document** thumbnail.

Saving Documents

1. Click the **File** tab to open the **Backstage View**.
2. Click **Save** in the left pane.
3. Click the **Computer** option.
4. Click the **Browse** button.
5. Navigate to the location where you want to save the document in the **Save As** dialog box.
6. Type a name in the **File name** field and click the **Save** button.

Saving Documents as a PDF or XPS

1. Click the **File** tab to open the **Backstage View**.
2. Click **Export** in the left pane.
3. Click **Create PDF/XPS Document**.
4. Click **Create PDF/XPS**.
5. Navigate to the location where you want to save the document in the **Publish as PDF or XPS** dialog box.
6. Type a name in the **File name** field, click the **Save as type** field and select **PDF** or **XPS**, and click the **Publish** button.

Opening Documents

1. Click the **File** tab to open the **Backstage View**.
2. Click **Open** in the left pane.
3. Click a recent location or click **Computer**.
4. Click **Browse**.
5. Navigate to the drive and/or folder where the document is located.
6. Click the document and click the **Open** button.

Opening Files Containing Macros

Recovering Unsaved Documents

1. Click the **File** tab to open the **Backstage View**.
2. Click **Info** in the left pane.
3. Click the **Manage Document** button.
4. Select **Recover Unsaved Documents** from the drop-down menu.
5. Select the document in the **Open** dialog box that appears.
6. Click the **Open** button.

Microsoft Word 2013 Introduction Quick Reference Guide

Bryan Hurst

Microsoft Word 2013 Introduction Quick Reference Guide:

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