

Word® 2013 Introduction

Quick Reference Guide

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



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Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to List" button.

Saving Documents

To **overwrite a document that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of 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" command at the left of Backstage View.
2. Click to select a "Recent" folder, or
3. Click to select a location ("Computer," "OneDrive," or other location).
4. Click a recent folder or 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" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the document in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

Opening Documents

1. Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Click to select a "Recent" file, or
3. Click to select the file's location ("Computer," "OneDrive," or other location).
4. Click a recent folder or the "Browse" button.
5. Navigate to the document to open in the "Open" dialog box.
6. Click to select the file and then click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent Documents" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Documents" button.
4. Select the document in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

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Microsoft 2013 Quick Reference Guide

Rachel Sandford



Microsoft 2013 Quick Reference Guide:

Microsoft Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card)

TeachUcomp Inc.,2014-06-05 New to Microsoft Office Upgrading from a previous version Designed with the busy professional in mind this two page laminated quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Topics Include Interface Basics File Management Working with Text Shapes SmartArt Formatting Reviewing and Correcting and Printing and Sharing

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Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,Beezix Software Services, Inc,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint

Quick Start Reference Guide for MicroStrategy 9.5 MicroStrategy Product Manuals,MicroStrategy,2015-02-01 The Quick Start Reference Guide provides an overview of the installation and evaluation process and additional resources SharePoint 2013 User's Guide Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

Office 2013 On Demand Steve Johnson,Perspection Inc.,2013-01-17 Normal 0 false false false MicrosoftInternetExplorer4 Need answers quickly Office 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Office Organize information and add impact with online pictures and video SmartArt diagrams tables and charts Word Create great looking documents using themes templates and video Excel Use organizing processing and presenting tools to

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Beezix, 2013-11-25 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote *The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures* Zhu-Tam, Lily, Chung, Ida, 2022-02-18 There is a need for comprehensive books that provide crucial information in a clear and direct manner particularly in the medical field Currently there are limited resources available to students and clinicians that provide step by step procedures with pictures on how to examine the eye in the pediatric population The Pediatric Eye Exam Quick Reference Guide Office and Emergency Room Procedures is a

clinical procedure book to provide step by step pediatric eye care examination techniques and is an important addition to the field of eye care The chapters are written by leading pediatric optometrists and ophthalmologists in the field Years of academic and clinical experiences from schools of optometry hospital based eye care and private practice are all presented in a user friendly format with clinical pearls and insights that will help any clinician perform a pediatric eye exam easily and efficiently Covering a range of critical topics such as pupil examination visual field testing refraction and ocular emergencies and providing pictures it is ideal for all students residents academicians trainers and novel and seasoned clinicians who are interested in learning how to examine a pediatric patient and staying on top of the latest pediatric eye care procedures

Microsoft Visio 2016 Step By Step Scott A. Helmers, 2015-12-16 The quick way to learn Microsoft Visio 2016 This is learning made easy Get more done quickly with Visio 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Get results faster with starter diagrams Diagram processes organizations networks and datacenters Add styles colors and themes Enhance diagrams with data driven visualizations Link to external data sources websites and documents Add structure to diagrams with containers lists and callouts Validate flowchart swimlane and BPMN diagrams Collaborate and publish with Visio Services and Microsoft SharePoint 2016 Look up just the tasks and lessons you need *Microsoft SharePoint 2013 Planning for Adoption and Governance* Geoff

Evelyn, 2013-06-15 Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization Led by a SharePoint MVP specializing in SharePoint service delivery you ll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise This guide is ideal for IT professionals including service delivery managers project and program managers and business analysts Discover how to Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors stakeholders and SharePoint champions Provide detailed plans and schedules for an effective structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption training and communication plans with clear business rules and policies Plan ongoing platform governance service releases and solution maintenance Build effective customer service models and provide SharePoint support **Mastering Microsoft Exchange**

Server 2013 David Elfassy, 2013-10-29 The bestselling guide to Exchange Server fully updated for the newest version Microsoft Exchange Server 2013 is touted as a solution for lowering the total cost of ownership whether deployed on premises or in the cloud Like the earlier editions this comprehensive guide covers every aspect of installing configuring and managing this multifaceted collaboration system It offers Windows systems administrators and consultants a complete tutorial and reference ideal for anyone installing Exchange Server for the first time or those migrating from an earlier Exchange Server version Microsoft Exchange Server 2013 is a messaging system that allows for access to e mail voicemail and calendars from a variety of devices and any location making it ideal for the enterprise With more than 21 000 copies of

earlier editions sold this comprehensive guide offers systems administrators and consultants both a tutorial and a reference guide for installing and managing Exchange Server 2013 A team of Microsoft Certified Masters walks you step by step through planning and design installation administration and management maintenance and more Mastering Microsoft Exchange Server 2013 is the complete reference for planning installing and maintaining the most popular e mail server product available What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide Beezix,2013-07-24 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2007 Also includes a command reference for each product showing changed Office 2007 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Customizing the Ribbon Backstage View The File Menu Changes to Templates Using Touch in Office 2013 Opening and Saving Exiting All Open Windows New or Changed Picture Features Cropping a Picture Integration with Online Services Switching Online Accounts Adding a Service Such as Flickr YouTube SkyDrive Office 365 SharePoint Inviting People to Collaborate Using Apps for Office Recovering Unsaved Versions Other New or Changed Features Word Resumed Reading Read Mode Quickly Inserting Tables Rows Columns Navigate and Organize Using Headings Search Using the Navigation Pane Using the Border Painter Tracking Changes Locking Track Changes On Marking Comments as Done Other New or Changed Features PowerPoint Zoom and Pan While Presenting Jumping to a Slide While Presenting Smart Guides and Fixed Guides Merging Comparing Presentations Organizing Slides with Sections Changes to Animations Video Improvements Linking to a Web Video Syncing Animation Text Overlays With Audio Video Fading In Out and Trimming Audio Video Create a Video File of a Presentation Other New or Changed Features Features No Longer Available Word Communicating with a Commenter Replying to a Comment Excel Excel Windows Using Flash Fill Using Quick Analysis Inserting a Chart in a Cell Sparklines Filtering with Slicers New Functions Using Chart Recommendations Combining Chart Types Changes to Chart Data Labels PivotTable and PivotChart Changes Adding a Timeline Using a Timeline Creating a PivotChart with or without a PivotTable Other New or Changed Features Features No Longer Available For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent **Office 2013 For Dummies** Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating

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Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2013 The following topics are covered Margins Orientation and Paper Size Moving and Copying Text Formatting Text with the Mini Toolbar Suppress Change Header or Footer on the First Page Inserting a Page Number Inserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text Box Inserting a Page Break Checking Spelling Grammar AutoCorrect Previewing and Printing Documents Printing Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts

Dynamics 365 Business Central Development Quick Start Guide

Stefano Demiliani,Duilio Tacconi,2018-08-27 Understanding the new Microsoft Extension model for development Key Features Develop solutions for Dynamics 365 Business Central Orient yourself with the new Microsoft Extension model for development Learn modern ways to develop with Dynamics 365 Business Central Book Description Microsoft Dynamics 365 Business Central is the new SaaS ERP proposition from Microsoft This latest version has many exciting features guaranteed to make your life easier This book is an ideal guide to Dynamics 365 Business Central and will help you get started with implementing and designing solutions for real world scenarios This book will take you through the fundamental topics for implementing solutions based on Dynamics 365 Business Central on premise and SaaS We ll see the core topics of the new development model based on extensions and we ll see how to create applications with the new Microsoft ERP proposition The book begins by explaining the basics of Dynamics 365 Business Central and the Microsoft ERP proposition We will then cover topics such as extensions the new modern development model of Visual studio code sandboxes Docker and many others By the end of the book you will have learned how to debug and compile extensions and to deploy them to the cloud and on premise You will also have learned how to create serverless business processes for Microsoft Dynamics 365 Business Central What you will learn Develop solutions for Dynamics 365 Business Central Create a sandbox for extensions development local or on cloud Use Docker with Dynamics 365 Business Central Create extensions for Dynamics 365 Business Central Handle dependencies translations and reporting Deploy extensions on premise and to the cloud Create serverless processes with Dynamics 365 Business Central Understand source code management for AL Who this book is for This book is for Microsoft Dynamics 365 Business Central solution developers and architects that needs to implement solutions based on the Microsoft s ERP on premise and SaaS

Microsoft Office SharePoint 2013 Quick Reference Guide

Beezix,2013-05-06 Laminated

quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Accessing a SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document File Following a Person Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions Sorting Filtering Changing View Using Email Alerts Creating a List or Library Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey

What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide Beezix, 2013-05-15 6 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing changed Office 2003 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming Reading Read Mode Collapsing Expanding Parts of a Document in Print Layout View Opening and Editing a PDF Using Alignment Guides Text Wrapping with the Layout Options Tool Quickly Inserting Rows Columns Within a Table Using the Border Painter Copying Border Style Border Sampler Repeating Section Form Control Other New or Changed Features PowerPoint Creating New Shapes Merge Shapes Zoom and Pan While Presenting Jumping to a Slide Widescreen Applying Design Theme Variants Changes to Guides Using Eyedropper to Match Colors Using Smart Guides Paying Audio for Several Slides Other New or Changed Features Features No Longer Available Excel Excel Windows Using Flash Fill Using Chart Recommendations 3 D Pyramid and Cone Chart Types Combining Chart Types Changes to Chart Data Labels New Data Label Formatting Using Quick Analysis Filtering Tables with Slicers Using PivotTable Recommendations PivotTable and PivotChart Changes Adding and Using a Timeline Creating a PivotChart with or without a Table Using a PivotTable to Analyze Multiple Data Sources Advanced Data Analysis

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<https://staging.conocer.cide.edu/results/browse/default.aspx/manual%20the%20ps3%20system.pdf>

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