

Word 2013



Quick Start Guide

Microsoft Word 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

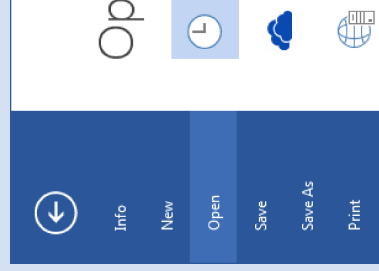
Commands here are always visible. Right-click a command to add it here.

Ribbon tabs

Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. This tab contains many of the most frequently used commands in Word.

Manage your files

Click **File** to open, save, print, and manage your Word files.



Word count

Look here to see the word count. Select some text to see the word count in the selection.

Navigation

Search document
HEADINGS | **PAGES** | **RESULTS**
Create an interactive outline of your document.
It's a great way to keep track of where you are or quickly move your content around.
To get started, go to the Home tab and apply Heading styles to the headings in your document.

Navigation pane

Press **Ctrl + F** to show the Navigation Pane. You can reorganize a document by dragging its headings in this pane.

Or use the search box to find your way around long documents. Press **Ctrl + H** to open the **Find and Replace** dialog box.

Contextual ribbon tabs

Some tabs appear on the ribbon only when you need them. For example, if you select a table, you'll see **Table Tools**, which includes two extra tabs — **Design** and **Layout**.



Switch views

Switch to Read view, Print view, or Web view.

Dialog box launchers

If you see this icon next to any group of ribbon commands, you can click it to see a box with more options.

Need help?

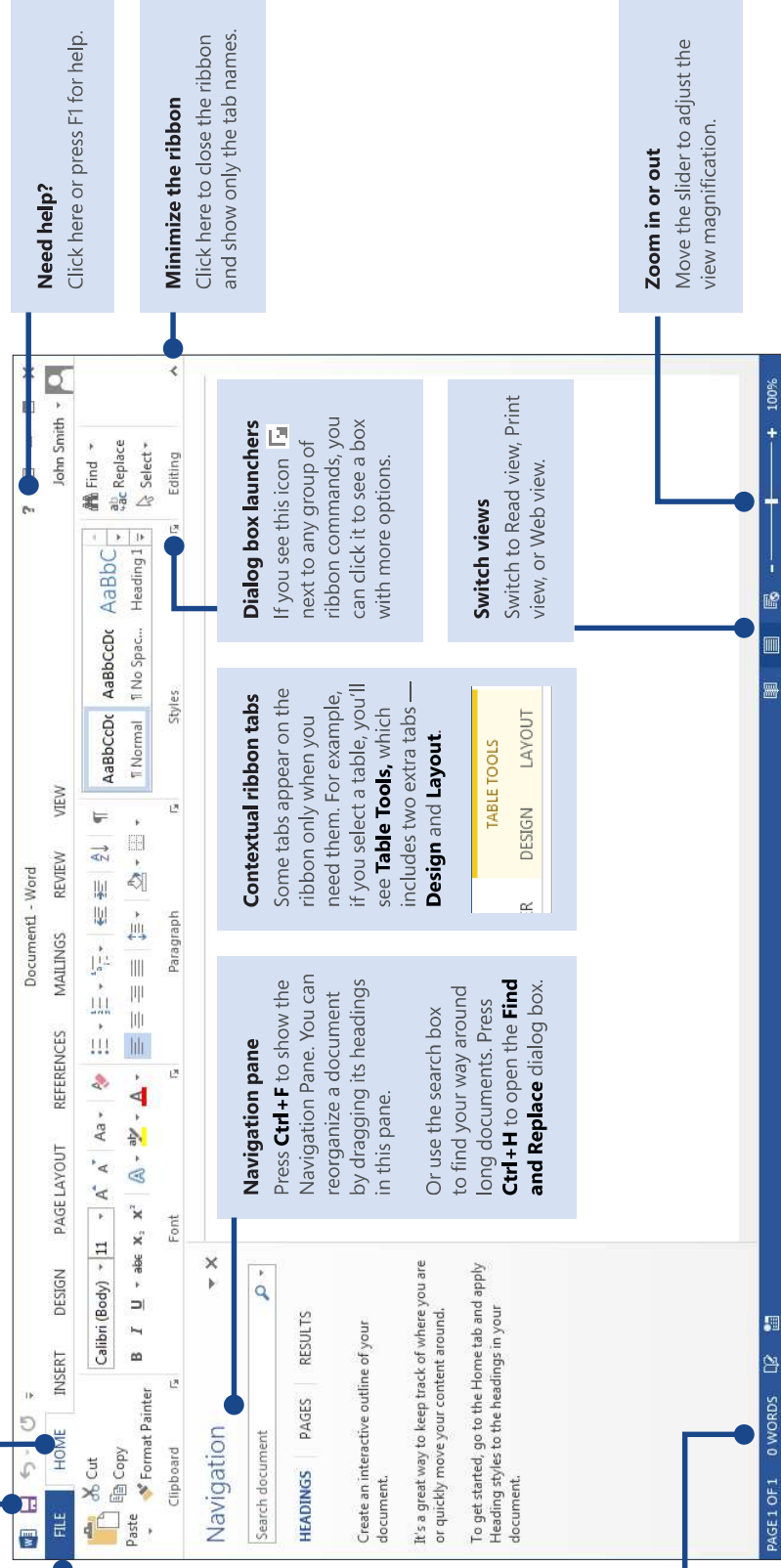
Click here or press F1 for help.

Minimize the ribbon

Click here to close the ribbon and show only the tab names.

Zoom in or out

Move the slider to adjust the view magnification.



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When you first open Word 2013, you'll see that you have several choices for getting started — using a template, a recent file, or a blank document.

The screenshot shows the Word 2013 start screen. At the top, the 'Word 2013' title is displayed. Below it, the 'Recent' list shows 'School Auction Desktop' and 'Sales Proposal Desktop'. The 'Open Other Documents' button is visible. The main area displays a grid of templates: 'Blank document', 'Single-spaced', 'Student report', 'Formal resume', and 'Cover letter with salary r...'. A search bar at the top left allows for searching online templates. Callout boxes provide instructions for each option:

- Search for online templates**
Type keywords into the search box to find templates online at Office.com.
- Open recent files**
The Recent list provides easy access to your most recently used documents.
- Open other files**
Browse to find other documents stored online or on your computer.
- Create a new document**
To start with an empty page, click **Blank Document**.
- Suggested searches**
Click on the words below the search box to find some of the most popular templates.
- Featured and Personal templates**
Featured templates are from Office.com. Click the **Personal** templates tab to open any custom templates you've made.
- Sign in**
Sign into your account and get to documents that you saved online.
- Template Preview**
Scroll down to see thumbnail previews of templates. Click an image to see a larger preview.
- Tip**
To skip this screen and go straight to a blank document, hit **Enter** or press **Esc**.

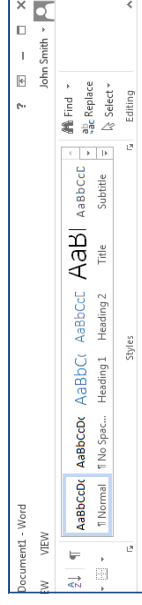
Office

Sign in to Office

Work whenever and wherever you want. By signing in to Microsoft Office, you can safely get to your Office files from anywhere.



Look for your name at the top right corner of the ribbon. After you sign in, you can update your profile or switch accounts from here:



Things you might be looking for

Use the list below to find some of the more common tools and commands in Word 2013.

To...	Click...	And then look in the...
Open, save, print, preview, protect, send, convert files or connect to locations to save your documents to the cloud	File	Backstage view (click the links on the left side in this view).
Change line spacing, apply formatting and styles to text	Home	Font, Paragraph , and Styles groups.
Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers	Insert	Pages, Tables, Illustrations, Links , and Header & Footer groups.
Quickly change the look of your document, change the page background color, add a border to the page, or add a watermark	Design	Document Formatting and Page Background groups.
Set margins, add page breaks, create newsletter-style columns, change spacing between paragraphs, or rotate a page to landscape	Page Layout	Page Setup group.
Create a table of contents, or insert footnotes and endnotes	References	Table of Contents and Footnotes groups.
Create envelopes or labels, or do a mail merge	Mailings	Create and Start Mail Merge groups.
Check spelling and grammar, get a word count, or track changes	Review	Proofing and Tracking groups.
Switch between document views, open the Navigation pane, or show the rulers	View	Views, Show , and Window groups.

Where is Print Preview?

Click **File** > **Print** to see a print preview of the current document to the right of other useful print-related settings.

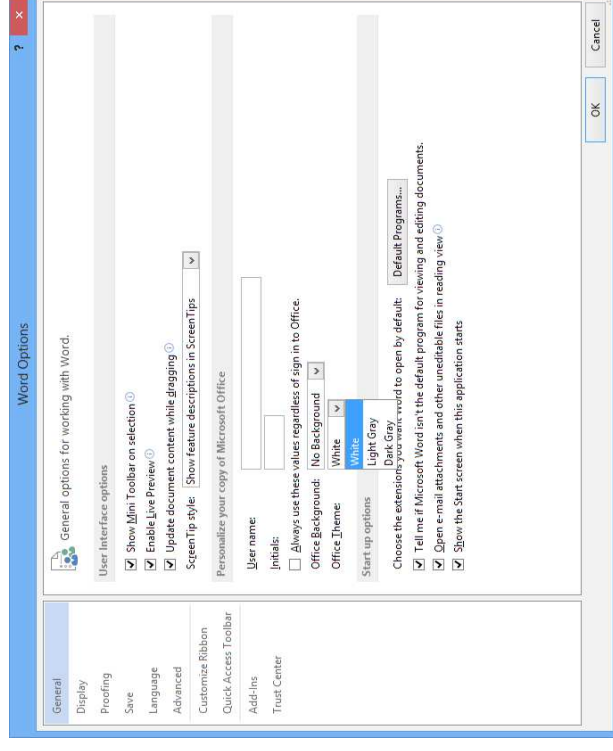


The right side of the window previews how the document will look when printed. Use the left side of the window to choose a printer or fine-tune settings — for example, to change from Portrait to Landscape, to change the paper size, or to print only the current page.

To set more print options, click the **Page Setup** link at the bottom of the left side of the window, below **Settings**.

Where do I choose options?

Click **File** > **Options** to open the **Word Options** dialog box. This is where you can customize Word settings and preferences.



Some setting in the **Word Options** dialog box apply only to Word. But some preferences (for example, choosing **Light Gray** or **Dark Gray** for your **Office Theme**) will apply to all of your installed Office programs.

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How to work with people who don't yet have Word 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Word.

In Word 2013...	What happens?	What should I do?
You open a document that was created in an earlier version of Word.	In Word 2013, you'll see the words [Compatibility Mode] next to the file name on the title bar. Compatibility Mode makes sure that no new features in Word 2013 are available in the document, so that people using earlier versions of Word can work with it.	You can work in Compatibility Mode or you can convert your document to the new format. To convert the document, click File > Info > Convert . Converting your documents lets you use the new features, but people using earlier versions of Word might have difficulty editing certain parts of the document.
You save your document as a Word 2013 file.	If someone opens the document in an earlier version of Word, they may not be able to change some items that were created using Word 2013 features. Word 2013 users will need the free Compatibility Pack. A prompt to download the pack appears when Word 2013 user opens the document.	If you need to share a Word 2013 document with someone using an earlier version of Word, run the Compatibility Checker tool to make sure the file will work for them. Click File > Info > Check for Issues > Check Compatibility . This tool tells you which new features in Word 2013 won't work in older versions.
You save your document as a Word 2003 file.	If you've used new Word features or formatting in your document, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file.	You don't have to do anything, necessarily. When you save your file in the older Word 2003 file format, the Compatibility Checker will run automatically and warn you about any unsupported features. Then you can choose to make any changes to your document.