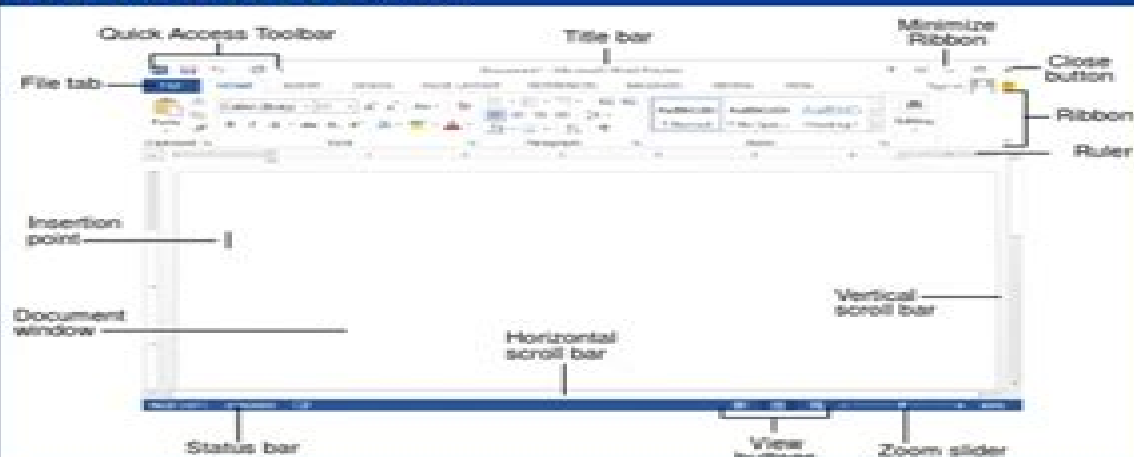


The Word 2013 Screen



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Document: Click the **File** tab, select **New**, select a template and click the **Create** button. Or, press **<Ctrl> + <N>**.
- To Open a Document: Click the **File** tab and select **Open**, or press **<Ctrl> + <O>**.
- To Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Save a Document with a Different Name: Click the **File** tab, select **Save As** and enter a new name for the document.
- To Preview a Document: Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
- To Print a Document: Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
- To View Advanced Printing Options: Click the **File** tab and select **Print**. Select from the options under Settings.
- To Undo: Click the **Undo** button on the Quick Access Toolbar, or press **<Ctrl> + <Z>**.
- To Move Text with the Mouse: Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- To Replace Text: Click the **Replace** button in the Editing group on the Home tab. Or, press **<Ctrl> + <H>**.
- To Close a Document: Click the **Close** button, or press **<Ctrl> + <W>**.
- To Correct a Spelling Error: Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.
- To Use the Thesaurus: Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- To Minimize the Ribbon: Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, double-click a tab. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings: Click the **File** tab and click the **Options** button.
- To Get Help: Press **<F1>** to open the Help window. Type your question and press **<Enter>**.

Keyboard Shortcuts

General

Open a Document	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Help	<F1>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To dialog box	<F5>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>

Formatting

Bold	<Ctrl> +
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	<Ctrl> + click anywhere in the sentence
A Line	Click the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>



Word 2013 Quick Reference Guide

Beezix



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Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card) TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

Microsoft Word 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) 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 *Word 2013 Absolute Beginner's Guide* Sherry Kinkoph Gunter,2013-03-18 Make the most of Word2013 without becoming a technical expert Word 2013 Absolute Beginner s Guide is the fastest way to get comfortable and productive with the newest version of Word use its powerful new tools and extend it to the web and the latest mobile devices Whether you re new to Word or you re one of the millions who ve used previous versions this practical approachable book will show you how to do exactly what you want one incredibly clear and easy step at a time World renowned Wordtutorial author Sherry Kinkoph Gunter reveals Word2013 s power helps you quickly master and customize its updated interface and covers everything you need to know to create edit format build review and share documents You ll find easy practical coverage of new Word features and techniques including Using New Live Layout and alignment grids Running Word from Windows RT Windows 8 tablets and the web Inserting Web pictures and video into documents Editing PDF files Saving documents to SkyDrive cloud storage Using Word s simplified new markup tools Taking advantage of Word s improved Reading Mode And much more *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

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