

Teach Yourself  
**VISUALLY**™

Microsoft®

# Word 2013

The Fast and Easy Way to Learn



Elaine Marmel

# Teach Yourself VISUALLY™ Word 2013

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*Teach Yourself*  
**VISUALLY™**

Word 2013



Elaine Marmel



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Elaine spends most of her time writing; she has authored and co-authored more than 65 books about Microsoft Excel, Microsoft Word, Microsoft Project, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for the Mac, Microsoft Windows, 1-2-3 for Windows, and Lotus Notes. From 1994 to 2006, she also was the contributing editor to monthly publications *Inside Peachtree*, *Inside Timeslips*, and *Inside QuickBooks*.

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C., and Tampa, FL) where she basks in the sun with her PC, her cross stitch projects, and her dog, Jack.

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## **Dedication**

To Buddy (1995-2012), my constant companion for 17 ½ years. You brought me nothing but joy and I will sorely miss you. And so will Jack.

## **How to Use This Book**

### **Who This Book Is For**

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

### **The Conventions in This Book**

#### **① Steps**

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

## 2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

## 3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

## 4 Tips

Tips offer additional information, including warnings and shortcuts.

## 5 Bold

**Bold** type shows command names or options that you must click or text or numbers you must type.

## 6 Italics

*Italic* type introduces and defines a new term.

## Using the Word Web App in SkyDrive

From SkyDrive, you can use the Word Web App to open and edit Word documents with the same basic editing tools you use in Microsoft Word.

Do not let the limitation of “basic editing tools” stop you; although you cannot perform advanced functions like creating or using macros, you can perform basic functions. For example, in the Word Web App, you can apply character and paragraph formatting, such as bold or italics, align text, change margins, insert a table or a picture stored on the local drive, and add clip art available from Microsoft’s clip art collection.

### Using the Word Web App in SkyDrive

- 1 Use your browser to go to <https://skydrive.live.com>.
- 2 Type the e-mail address and password associated with your Microsoft Account.
- 3 Click **Sign In**.



Your SkyDrive appears.

- 4 Click to navigate to the folder containing the document you want to open.
- 5 Click the document you want to open.



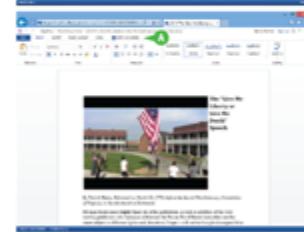
The document appears for viewing only.

- 6 Click **Edit Document**.
- 7 Click **Edit in Word Web App**.



The document appears in the Word Web App, where you can make quick changes.

- 8 The Ribbon contains only a few tabs.



### 4 TIPS

#### What should I do if I need features not available in the Word Web App?

If the computer on which you are working has Word installed, you can choose **Edit in Word** in Step 7. If Word is not installed on your computer but you have a subscription to Word, you can temporarily install and use the program by clicking **Edit in Word** in Step 7. When you close Word, it will uninstall itself.

#### How do I sign out of SkyDrive?

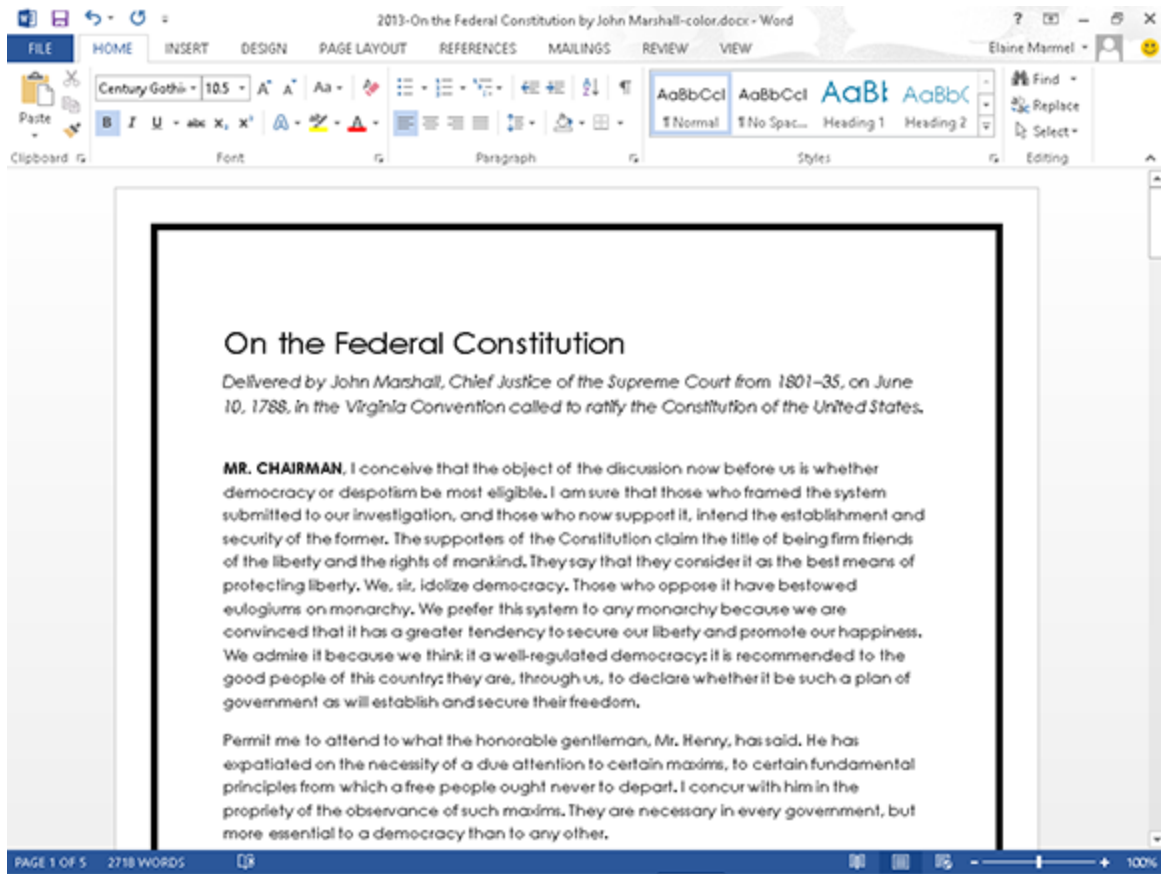
Save and close the Word Web App by clicking **File, Save** followed by **File, Exit**. In the upper-right corner of the SkyDrive window, click your name and then click **Sign Out**.



# Chapter 1

## Getting Familiar with Word

Are you ready to get started in Word? In this chapter, you become familiar with the Word working environment, including the Word Start screen and Backstage view, and you learn basic ways to navigate and to enter text using both the keyboard and the mouse. You also learn some basics for using Word on a tablet PC.



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## Open Word

Office 2013 runs on a 1 gigahertz (Ghz) or faster x86- or x64-bit processor with 1 or 2 gigabytes of RAM, based on your processor speed, and your system must be running Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012. For additional requirements, visit <http://technet.microsoft.com/en-us/library/ee624351%28v=office.15%29.aspx>.

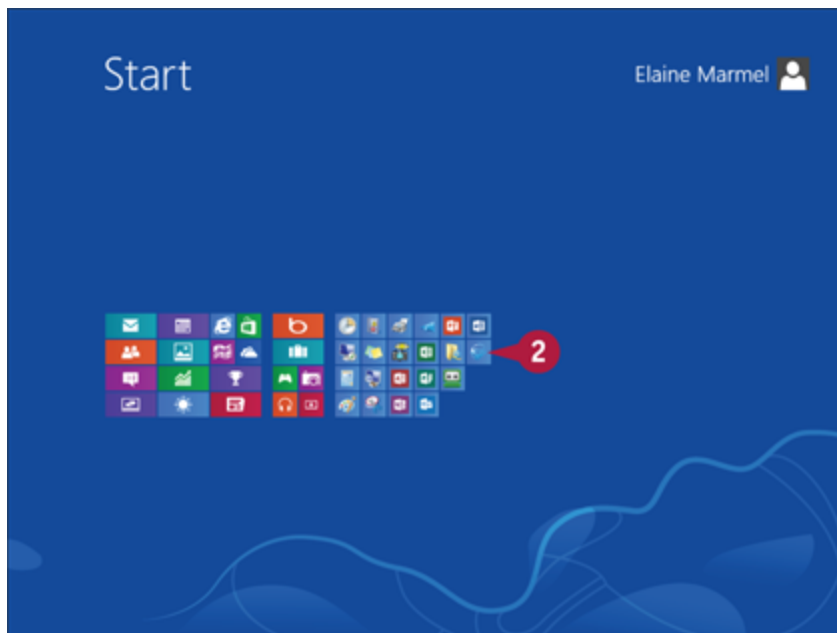
This section demonstrates how to open Word from the Windows 8 Start screen. After Word opens, the Word Start screen appears, helping you to find a document on which you recently worked or starting a new document. For other ways to open or start a new document, see Chapter 2.

## Open Word



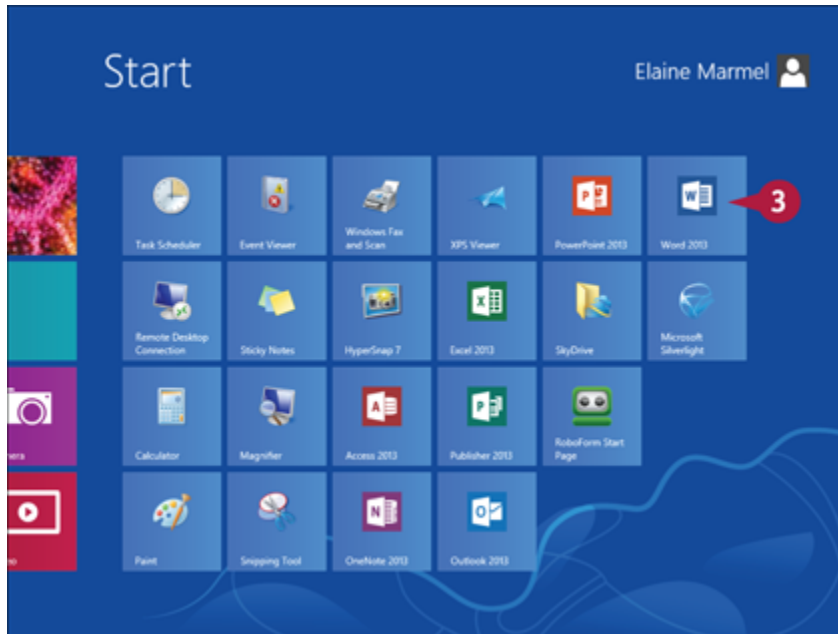
1 On the Windows 8 Start screen, click .

**Note:** You can start typing the name of the program and then skip to Step 3.



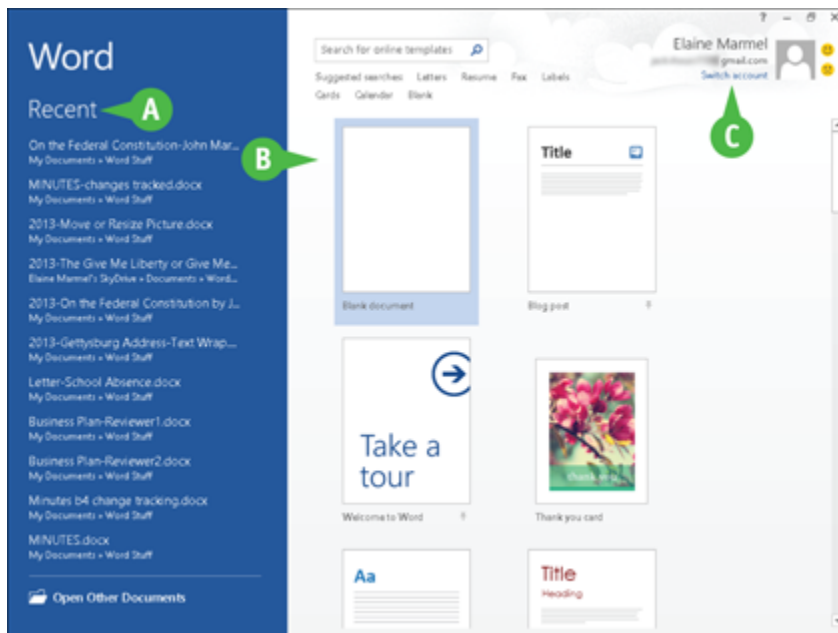
Windows zooms out so that you can see tiles for all installed programs.

2 Click any program tile on the right side of the Start screen.



Windows zooms in and enlarges all tiles to their regular size.

3 Click the **Word 2013** tile.



Windows switches to the Desktop and opens Word, displaying the Word Start screen, which helps you open new or existing documents; see Chapter 2 for other ways to open documents.

A You can use this panel to open an existing document.

**B** You can use this area to start a new document.

**C** This area indicates whether you have signed in to Office Online.

## TIPS

### How can I open Word if I use Windows 7?

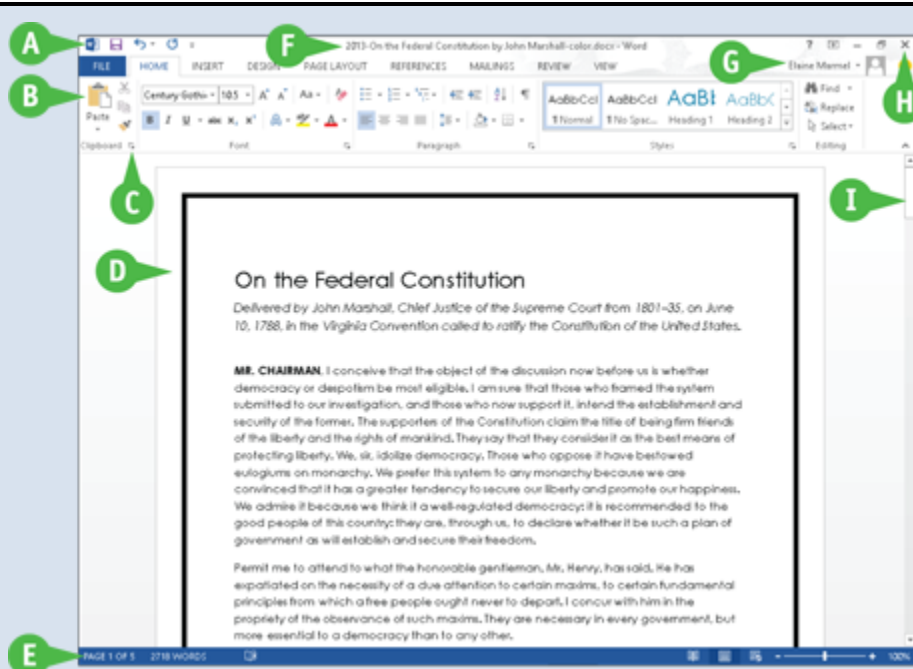
Click the Windows **Start** button, and point at **All Programs**. When Windows 7 displays the All Programs menu, find Word 2013 and click it. In either Windows 7 or Windows 8, you can double-click a Word document to open Word 2013.

### What does signing in to Office Online do?

Office Online connects Office 2013 applications to the cloud, providing you with a large set of features that enable you to work on your documents from anywhere. Chapter 13 describes working with Office Online in detail. You do not need to sign in to Office Online unless you need to use online tools such as searching for templates online.

## Explore the Word Window

All Office programs share a common appearance and many features, and Word is no different. These features include a Ribbon and a Quick Access Toolbar (QAT). The Ribbon contains commands that Microsoft believes you use most often, and the QAT contains frequently used commands.



## A Quick Access Toolbar (QAT)

Contains buttons that perform common actions: saving a document, undoing your last action, or repeating your last action.

## B Ribbon

Contains buttons organized in tabs, groups, and commands. **Tabs** appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands. **Commands** appear within each group.

## C Dialog Box Launcher

Appears in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options.

## D Document Area

The area where you type. The flashing vertical bar, called the *insertion point*, represents the location where

text will appear when you type.

## **E Status Bar**

Displays document information as well as the insertion point location. This bar contains the number of the page on which the insertion point currently appears, the total number of pages and words in the document, the proofing errors button (🔍), the View buttons, and the Zoom slider.

## **F Title Bar**

Shows the program and document titles.

## **G Office Online Indicator**

If you see your name, you are signed in to Office Online. You can click ▼ to display a menu that enables you to change your photo, manage your Microsoft account, or switch to a different Microsoft account. If you are not signed in, this area shows a Sign In link.

## **H Close Button**

Closes the current document. Word closes if no documents are open.

## **I Scroll Bar**

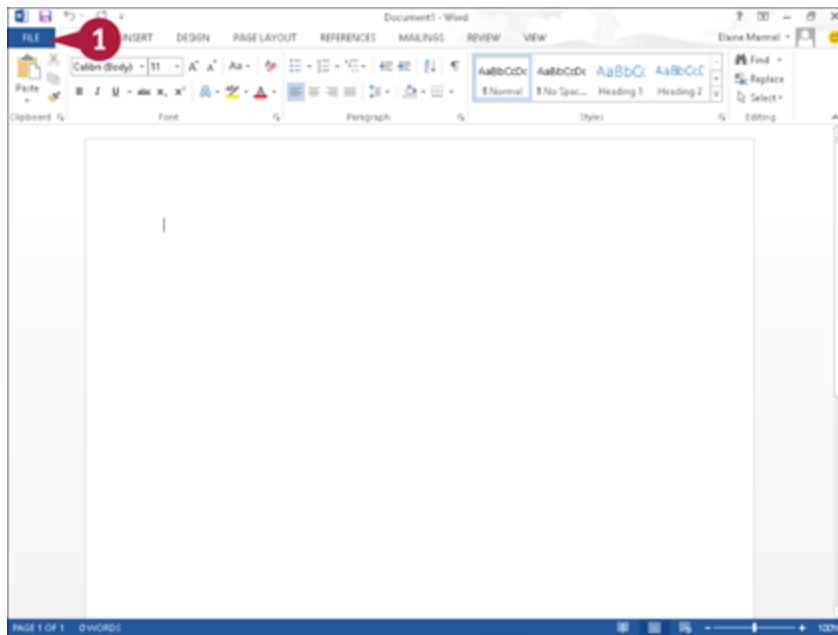
Enables you to reposition the document window vertically. Drag the scroll box within the scroll bar, or click the scroll bar arrows (⬆️ and ⬇️).

# **Work with Backstage View**

You can click the **File** tab to display Backstage view, which resembles a menu. Backstage view is the place to go when you need to manage documents or change program behavior. In Backstage view, you find a list of actions —

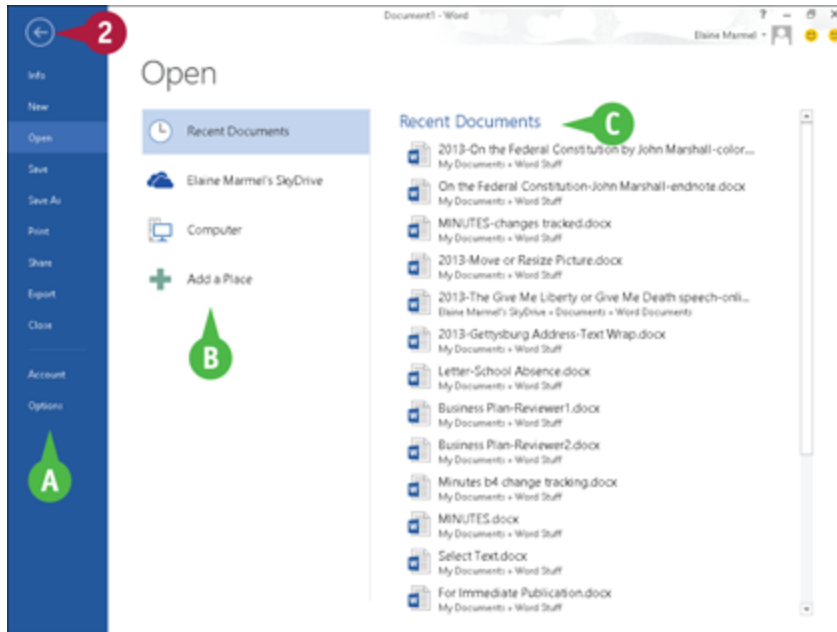
think of them as commands — that you can use to, for example, open, save, print, remove sensitive information, and distribute documents as well as set Word program behavior options. You also can manage the places on your computer hard drive or in your network that you use to store documents and you can manage your Office Online account from Backstage view.

## Work with Backstage View



1 Click the **File** tab to display Backstage view.





**A** Commonly used file and program management commands appear here.

**B** Buttons you can click appear here.

**C** Information related to the button you click appears here. Each time you click a button, the information shown to the right changes.

**Note:** The New, Close, and Options commands do not display buttons or information but take other actions. See Chapters 2 and 11 for details on these commands.

**2** Click the **Back** button (↶) to return to the open document.

## Select Commands

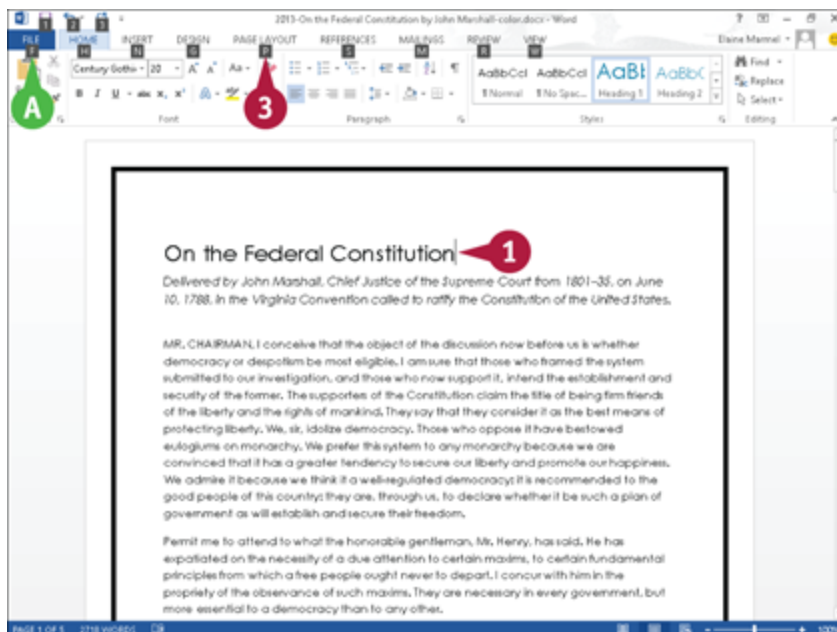
You can keep your hands on your keyboard and select commands from the Ribbon or the Quick Access Toolbar (QAT). Or you can use the mouse to navigate the Ribbon or select a command from the QAT at the top of the window.

The method you choose is a matter of personal preference for the task you are performing.

On any particular Ribbon tab, you find groups of related commands. The QAT appears above the File and Home tabs and by default contains the Save, Undo, and Redo commands. To customize the Ribbon or the QAT, see Chapter 11.

## Select Commands

### Select Commands with the Keyboard



❶ If appropriate for the command you intend to use, place the insertion point in the proper word or paragraph.

❷ Press **Alt** on the keyboard.

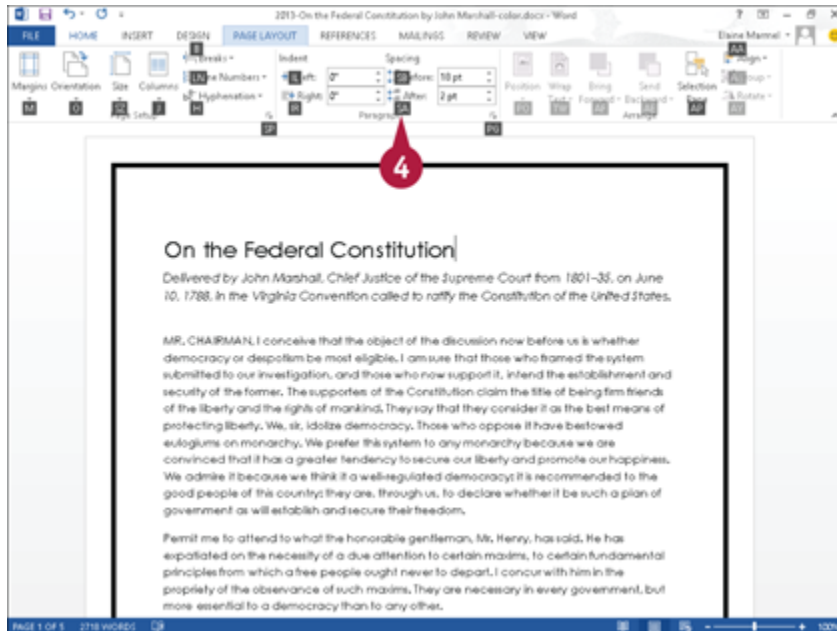
**A** Shortcut letters and numbers appear on the Ribbon.

**Note:** The numbers control commands on the Quick Access Toolbar.

❸ Press a letter to select a tab on the Ribbon.

This example uses **P**.

Word displays the appropriate tab and letters for each command on that tab.

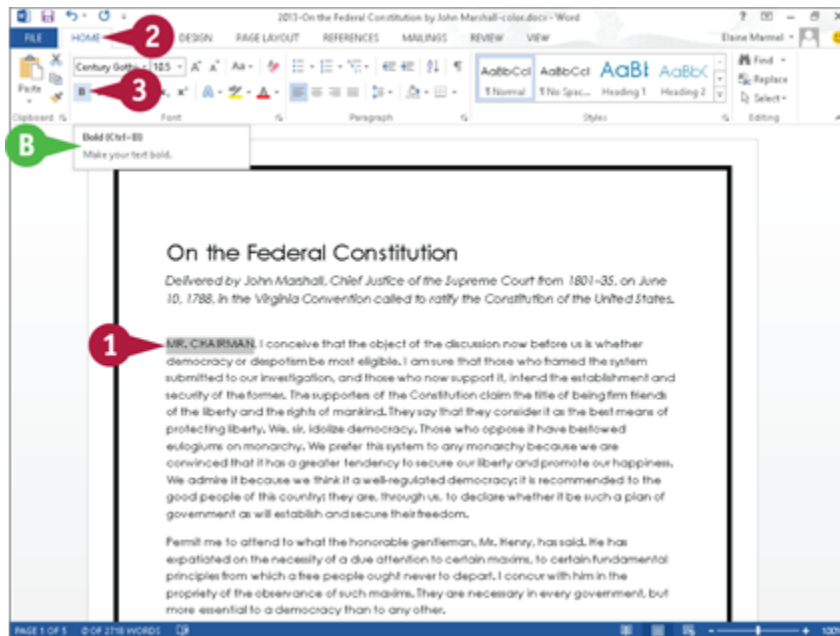


④ Press a letter or letters to select a command.

If appropriate, Word displays options for the command you selected. Press a letter or use the arrow keys on the keyboard to select an option.

Word performs the command you selected, applying the option you chose.

## Select Commands with the Mouse



1 Click in the text or paragraph you want to modify.

**Note:** If appropriate, select the text; see Chapter 3 for details.

2 Click the tab containing the command you want to use.

3 Point to the command you want to use.

**B** Word displays a ScreenTip describing the function of the button at which the mouse points.

4 Click the command.