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Dan Gookin

Bestselling author of all previous editions of Word For Dummies®



Word 2013
FOR
DUMMIES®

by Dan Gookin



WILEY

John Wiley & Sons, Inc.

Word 2013 For Dummies®

Published by
John Wiley & Sons, Inc.
111 River Street
Hoboken, NJ 07030-5774

www.wiley.com

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New Jersey

Published by John Wiley & Sons, Inc., Hoboken, New
Jersey

Published simultaneously in Canada

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Library of Congress Control Number: 2012956410

ISBN 978-1-118-49123-2 (pbk); ISBN 978-1-118-49147-8 (ebk); ISBN 978-1-118-49153-9 (ebk); ISBN 978-1-118-49130-0 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



About the Author

Dan Gookin has been writing about technology for over 250 years. He combines his love of writing with his gizmo fascination to create books that are informative, entertaining, and not boring. Having written over 130 titles with 12 million copies in print translated into over 30 languages, Dan can attest that his method of crafting computer tomes seems to work.

Perhaps his most famous title is the original *DOS For Dummies*, published in 1991. It became the world's fastest-selling computer book, at one time moving more copies per week than the *New York Times* number-one bestseller (though, as a reference, it could not be listed on the *Times'* Best Sellers list). That book spawned the entire line of *For Dummies* books, which remains a publishing phenomenon to this day.

Dan's most popular titles include *PCs For Dummies*, *Word For Dummies*, *Laptops For Dummies*, and *Android Phones For Dummies*. He also maintains the vast and helpful website www.wambooli.com.

Dan holds a degree in Communications/Visual Arts from the University of California, San Diego. He lives in the Pacific Northwest, where he enjoys spending time with his sons playing video games indoors while they enjoy the gentle woods of Idaho.

Publisher's Acknowledgments

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Introduction

The only thing standing between you and your writing is your word processor. Yeah, I know: It's supposed to be helpful. Well, it tries. Computers can do only so much. But you, as a smart person, are capable of so much more. I'm guessing that's why you opened this book.

Welcome to *Word 2013 For Dummies*, which removes the pain from using Microsoft's latest, greatest, most confusing word processing software ever! This book is your friendly, informative, and entertaining guide to the routine of processing words that is Word 2013.

Be warned: I'm not out to make you love Word. I don't want you to enjoy the program. Use it, yes. Tolerate it, of course. The only promise I'm offering is to ease the pain that most people feel from using Microsoft Word. Along the way, I kick Word in the butt, and I hope you enjoy reading about it.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a political space opera with an antihero and a princess fighting elected officials who are in cahoots with a galactic urban renewal development corporation. The ending would be extremely satisfying, but it would be a long novel because I need something on my bookshelf to balance out *Atlas Shrugged*.

This book is a reference. Each chapter covers a specific topic or task you can accomplish by using Word 2013. Within a chapter, you find self-contained sections, each of which describes how to perform a specific task or get

something done. Sample sections you encounter in this book include

- ✓ Moving a block
- ✓ Check your spelling
- ✓ Save your stuff!
- ✓ How to format a paragraph
- ✓ Working with tables in Word
- ✓ Inserting clip art
- ✓ Mail merge, ho!

I give you no keys to memorize, no secret codes, no tricks, no presentations to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to master anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2013. Because nothing is assumed, all you need to do is find the topic that interests you and read.

Word uses the mouse and keyboard to get things done. If your computer has a multi-touch monitor or you're using a tablet, you can touch the screen to get things done, though Word works best with a keyboard and mouse.