

Making Everything Easier!™

Microsoft®

# Word 2013

FOR  
DUMMIES®

## Learn to:

- Create, customize, edit, and publish documents
- Share documents and collaborate with other users
- Add graphics and a creative format
- Take advantage of the latest features in Word 2013

**Dan Gookin**

*Bestselling author of all previous editions of Word For Dummies*



# Get More and Do More at Dummies.com®



Start with **FREE** Cheat Sheets

Cheat Sheets include

- Checklists
- Charts
- Common Instructions
- And Other Good Stuff!

To access the Cheat Sheet created specifically for this book, go to  
[www.dummies.com/cheatsheet/word2013](http://www.dummies.com/cheatsheet/word2013)

## Get Smart at Dummies.com

Dummies.com makes your life easier with 1,000s of answers on everything from removing wallpaper to using the latest version of Windows.

Check out our

- Videos
- Illustrated Articles
- Step-by-Step Instructions

Plus, each month you can win valuable prizes by entering our Dummies.com sweepstakes. \*

Want a weekly dose of Dummies? Sign up for Newsletters on

- Digital Photography
- Microsoft Windows & Office
- Personal Finance & Investing
- Health & Wellness
- Computing, iPods & Cell Phones
- eBay
- Internet
- Food, Home & Garden

## Find out "HOW" at Dummies.com

\*Sweepstakes not currently available in all countries; visit Dummies.com for official rules.



***Word 2013***

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](http://www.wiley.com)

Copyright © 2013 by John Wiley & Sons, Inc., Hoboken, New Jersey

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

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

**Trademarks:** Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

**LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.**

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit [www.wiley.com/techsupport](http://www.wiley.com/techsupport).

Wiley also publishes its books in a variety of electronic formats and by print-on-demand. Not all content that is available in standard print versions of this book may appear or be packaged in all book formats. If you have purchased a version of this book that did not include media that is referenced by or accompanies a standard print version, you may request this media by visiting <http://booksupport.wiley.com>. For more information about Wiley products, visit us [www.wiley.com](http://www.wiley.com).

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](http://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**

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

### ***Acquisitions and Editorial***

**Sr. Project Editor:** Mark Enochs

**Acquisitions Editor:** Katie Mohr

**Copy Editor:** Rebecca Whitney

**Editorial Manager:** Leah Michael

**Editorial Assistant:** Annie Sullivan

**Sr. Editorial Assistant:** Cherie Case

**Cover Photo:** © malerapaso / iStockphoto.com

### ***Composition Services***

**Project Coordinator:** Patrick Redmond

**Layout and Graphics:** Carrie A. Cesavice,  
Joyce Haughey

**Proofreaders:** Lindsay Amones,  
Bonnie Mikkelson

**Indexer:** BIM Indexing & Proofreading Services

---

## **Publishing and Editorial for Technology Dummies**

**Richard Swadley**, Vice President and Executive Group Publisher

**Andy Cummings**, Vice President and Publisher

**Mary Bednarek**, Executive Acquisitions Director

**Mary C. Corder**, Editorial Director

## **Publishing for Consumer Dummies**

**Kathy Nebenhaus**, Vice President and Executive Publisher

## **Composition Services**

**Debbie Stailey**, Director of Composition Services



# Contents at a Glance

---

<b><i>Introduction</i></b> .....	<b>1</b>
<b><i>Part I: Getting Started with Word 2013</i></b> .....	<b>7</b>
Chapter 1: Hello, Word! .....	9
Chapter 2: The Typing Chapter .....	21
<b><i>Part II: Your Basic Word</i></b> .....	<b>31</b>
Chapter 3: To and Fro in a Document .....	33
Chapter 4: Text Editing .....	41
Chapter 5: Search for This, Replace It with That .....	49
Chapter 6: Blocks o' Text .....	61
Chapter 7: Spell It Write .....	73
Chapter 8: Document Calisthenics: New, Open, Save, and Close .....	83
Chapter 9: Publish Your Document .....	95
<b><i>Part III: Fun with Formatting</i></b> .....	<b>107</b>
Chapter 10: Character Formatting .....	109
Chapter 11: Paragraph Formatting .....	121
Chapter 12: Tab Formatting .....	133
Chapter 13: Page Formatting .....	149
Chapter 14: Document Formatting .....	161
Chapter 15: Style Formatting .....	173
Chapter 16: Template and Themes Formatting .....	185
Chapter 17: Sundry Formatting .....	195
<b><i>Part IV: Spruce Up a Dull Document</i></b> .....	<b>205</b>
Chapter 18: Lines and Shading .....	207
Chapter 19: Able Tables .....	215
Chapter 20: Columns of Text .....	227
Chapter 21: Lots of Lists .....	233
Chapter 22: Here Come the Graphics .....	241
Chapter 23: Fun with the Insert Tab .....	255

<b><i>Part V: The Rest of Word</i></b> .....	<b>265</b>
Chapter 24: Multiple Documents, Windows, and File Formats .....	267
Chapter 25: Word for Writers .....	275
Chapter 26: Let's Work This Out .....	289
Chapter 27: Mail Merge Mania .....	299
Chapter 28: Labels of Love .....	315
Chapter 29: A More Custom Word .....	323
<b><i>Part VI: The Part of Tens</i></b> .....	<b>331</b>
Chapter 30: The Ten Commandments of Word .....	333
Chapter 31: Ten Cool Tricks .....	337
Chapter 32: Ten Bizarre Things .....	345
Chapter 33: Ten Avuncular Suggestions .....	351
<b><i>Index</i></b> .....	<b>355</b>

# Table of Contents

---

<b><i>Introduction</i></b> .....	<b>1</b>
About This Book.....	1
How to Use This Book.....	2
Foolish Assumptions.....	3
How This Book Is Organized.....	4
Part I: Getting Started with Word 2013.....	4
Part II: Your Basic Word.....	4
Part III: Fun with Formatting.....	4
Part IV: Spruce Up a Dull Document.....	5
Part V: The Rest of Word.....	5
Part VI: The Part of Tens.....	5
What's Not Here.....	5
Icons Used in This Book.....	6
Where to Go from Here.....	6

## ***Part 1: Getting Started with Word 2013***..... **7**

<b>Chapter 1: Hello, Word!</b> .....	<b>9</b>
Get into Word.....	9
Starting Word the boring way.....	10
Starting Word the best way.....	10
Opening a document to start Word.....	11
Behold the Word Program.....	12
Using the Word Start screen.....	12
Examining Word's main screen.....	14
Working with Word on a tablet.....	16
Writing in Word.....	16
Understanding the mouse pointer.....	17
End Your Word Processing Day.....	18
Quitting Word.....	18
Closing a document without quitting Word.....	19
Setting Word aside.....	20
<b>Chapter 2: The Typing Chapter</b> .....	<b>21</b>
Behold the Keyboard!.....	21
Using the PC keyboard.....	21
Working a touchscreen keyboard.....	23



- The Old Hunt-and-Peck..... 24
  - Following the cursor..... 25
  - Whacking the spacebar..... 26
  - Backing up and erasing..... 26
  - Pressing the Enter key..... 27
- Stuff That Happens While You Type..... 28
  - Watching the status bar..... 28
  - Observing page breaks..... 28
  - Working collapsible headers..... 29
  - Dealing with spots and clutter in the text..... 29
  - Understanding colored underlines..... 30

***Part II: Your Basic Word..... 31***

**Chapter 3: To and Fro in a Document ..... 33**

- Scroll Through a Document..... 33
  - Using the vertical scroll bar..... 34
  - Using the horizontal scroll bar..... 35
  - Scrolling your document with the mouse..... 35
- Move the Insertion Pointer..... 36
  - Commanding the insertion pointer..... 36
  - Moving in small increments (basic arrow keys)..... 36
  - Moving from beginning to end..... 37
- Go Back to Where You Once Edited..... 38
- Go to Wherever with the Go To Command..... 39

**Chapter 4: Text Editing ..... 41**

- Remove Text You Don't Want..... 41
  - Deleting single characters..... 42
  - Deleting a word..... 43
  - Deleting more than a word..... 43
- Split and Join Paragraphs..... 45
  - Making two paragraphs from one..... 45
  - Making one paragraph from two..... 46
- The Soft and Hard Returns..... 46
- Undo Mistakes with Undo Haste..... 47
  - Undoing the Undo command with Redo..... 47
  - Using the Repeat command..... 48

**Chapter 5: Search for This, Replace It with That ..... 49**

- Text Happily Found..... 49
  - Finding a tidbit o' text..... 50
  - Scouring your document with Advanced Find..... 51
  - Finding stuff you can't type..... 54
- Replace Found Text..... 57
  - Replacing one thing with another..... 57
  - Replacing it all at once..... 59
  - Finding and replacing formatting..... 59

<b>Chapter 6: Blocks o' Text</b> .....	<b>61</b>
The Tao of Text Blocks .....	61
Mark a Block of Text .....	63
Using the keyboard to select text .....	63
Selecting text on a touchscreen .....	63
Marking a block with the mouse .....	65
Select text with the old poke-and-point .....	66
Using the F8 key to mark a block .....	66
Blocking the whole dang-doodle document .....	68
Deselecting a block .....	68
Manipulate the Block of Text .....	68
Copying a block .....	69
Moving a block .....	70
Setting the pasted text format .....	70
Copying or moving a block with the mouse .....	72
<b>Chapter 7: Spell It Write</b> .....	<b>73</b>
Check Your Spelling .....	73
Checking words as you type .....	74
Dealing with words incorrectly flagged as being misspelled .....	75
Undoing the Ignore All command .....	76
Removing words from the custom dictionary .....	77
AutoCorrect Your Common Typos .....	78
Understanding AutoCorrect .....	78
Undoing an AutoCorrect correction .....	78
Grammar Be Good .....	79
All-at-Once Document Proofing .....	80
Control Word's Proofing Options .....	81
Changing spell-check and grammar settings .....	81
Perusing AutoCorrect options .....	82
<b>Chapter 8: Document Calisthenics: New, Open, Save, and Close. . .</b>	<b>83</b>
Behold! A New Document .....	84
Save Your Stuff! .....	85
Saving a document the first time .....	85
Dealing with document-save errors .....	88
Saving or updating a document .....	89
Forgetting to save before you quit .....	89
Open a Document .....	90
Using the Open command .....	90
Opening a document icon .....	92
Opening one document inside another .....	92
Close a Document .....	93
Recover a Draft .....	94

<b>Chapter 9: Publish Your Document</b> . . . . .	<b>.95</b>
Your Document on Paper .....	96
Preparing the printer.....	96
Previewing before printing.....	97
Printing the whole document.....	98
Printing a specific page.....	99
Printing a range of pages .....	100
Printing odd and even pages.....	100
Printing a block.....	101
Printing more than one copy of something.....	101
Choosing another printer .....	102
Canceling a print job .....	102
Electronic Publishing.....	103
Preparing a document for sharing.....	103
Sending a Word document by e-mail.....	104
Saving a Word document in a sharable format.....	105

***Part III: Fun with Formatting*** ..... **107**

<b>Chapter 10: Character Formatting</b> . . . . .	<b>.109</b>
Text Formatting 101 .....	109
Basic Text Formatting.....	110
Changing the font.....	111
Applying character formats.....	112
Using less-common character attributes.....	114
Text Transcending Teeny to Titanic.....	114
Understanding points.....	114
Setting the text size .....	115
Nudging text size.....	115
More Colorful Characters .....	116
Change Text Case .....	117
Remove Character Formatting.....	117
Fun with the Font Dialog Box.....	118

<b>Chapter 11: Paragraph Formatting</b> . . . . .	<b>.121</b>
How to Format a Paragraph .....	121
Where the Paragraph Formatting Commands Lurk .....	122
Paragraph Justification and Alignment.....	124
Line up on the left! .....	124
Everyone center! .....	124
Line up on the right! .....	124
Line up on both sides! .....	125
Make Room Before, After, or Inside Paragraphs .....	125
Setting the line spacing.....	126
Setting specific line-spacing options .....	126
Making space between paragraphs .....	127

Paragraph Indentation ..... 128  
    Indenting the first line of a paragraph..... 128  
    Making a hanging indent (an outdent)..... 129  
    Indenting a whole paragraph ..... 130  
Who Died and Made This Thing Ruler? ..... 130

**Chapter 12: Tab Formatting . . . . . 133**

Once Upon a Tab ..... 133  
    Seeing the tab stops ..... 134  
    Setting tab stops on the ruler..... 135  
The Standard Left Tab Stop ..... 136  
    Creating a basic tabbed list ..... 136  
    Creating a two-tab paragraph thing..... 137  
The Center Tab Stop ..... 139  
The Right Tab Stop..... 140  
    Making a right-stop, left-stop list ..... 140  
    Building a 2-column right-stop list..... 141  
The Decimal Tab..... 142  
The Bar Tab..... 143  
The Tabs Dialog Box ..... 144  
    Setting a tab stop in the Tabs dialog box ..... 145  
    Setting leader tab stops ..... 146  
Tab Stop, Be Gone! ..... 147

**Chapter 13: Page Formatting . . . . . 149**

Describe That Page ..... 149  
    Setting page size..... 150  
    Setting orientation (landscape or portrait)..... 150  
    Configuring the page margins ..... 151  
    Using the Page Setup dialog box..... 152  
Page Numbering..... 154  
    Adding an automatic page number ..... 154  
    Starting off with a different page number ..... 155  
    Numbering with Roman numerals ..... 156  
    Removing page numbers ..... 156  
New Pages from Nowhere..... 157  
    Starting on a new page ..... 157  
    Inserting a whole, blank page..... 157  
Page Froufrou..... 158  
    Coloring pages..... 158  
    Adding a watermark ..... 159

**Chapter 14: Document Formatting . . . . . 161**

Slice Your Document into Sections ..... 161  
    Understanding sections ..... 162  
    Creating a section ..... 163  
    Using sections ..... 164  
    Deleting a section break..... 165

That First Page .....	165
Adding a cover page .....	165
Making a cover page manually .....	166
Headers and Footers .....	167
Understanding headers and footers .....	167
Using a preset header or footer .....	168
Editing a header or footer .....	168
Working with multiple headers and footers .....	170
Removing a header or footer .....	172
<b>Chapter 15: Style Formatting .....</b>	<b>173</b>
The Big Style Overview .....	173
Understanding style types .....	174
Locating styles .....	174
Applying a style .....	176
Understanding heading styles .....	176
Checking the current style .....	177
Removing style formatting .....	178
Make Your Own Styles .....	178
Formatting and then making a style .....	179
Creating a style from scratch .....	180
Modifying a style .....	181
Assigning a shortcut key to your style .....	182
Customizing the Style Gallery .....	183
Deleting a style .....	184
<b>Chapter 16: Template and Themes Formatting .....</b>	<b>185</b>
Instant Documents with Templates .....	185
Starting a new document by using a template .....	186
Attaching a template to a document .....	187
Templates of Your Own .....	189
Creating a template based on a document you already have .....	189
Making a new template from scratch .....	190
Modifying a template .....	190
The Theme of Things .....	191
Applying a document theme .....	192
Modifying or creating a theme .....	193
<b>Chapter 17: Sundry Formatting .....</b>	<b>195</b>
Weird and Fun Text Effects .....	195
Steal This Format! .....	197
Automatic Formatting .....	198
Enjoying automagical text .....	198
Formatting tricks for paragraphs .....	200
Undoing an AutoFormat .....	202
Disabling the @#\$\$%&! AutoFormat .....	202
Center a Page, Top to Bottom .....	203



**Part IV: Spruce Up a Dull Document ..... 205**

**Chapter 18: Lines and Shading .....207**

- The Basics of Lines and Shading ..... 207
  - Working the Borders command button ..... 208
  - Using the Shading command button ..... 209
  - Summoning the Borders and Shading dialog box..... 209
- Lines, Borders, and Boxes ..... 210
  - Putting a line above a heading ..... 210
  - Boxing text or paragraphs ..... 210
  - Boxing a title ..... 211
  - Making rules ..... 211
  - Drawing a fat, thick line..... 212
  - Putting a border around a page of text ..... 212
  - Removing borders ..... 213
- Background Colors and Shading ..... 214

**Chapter 19: Able Tables ..... 215**

- There's a Table in Your Document ..... 215
  - Working with tables in Word..... 216
  - Making a table ..... 217
- Text in Tables..... 219
  - Navigating a table ..... 220
  - Selecting in a table ..... 220
  - Doing math in a table ..... 221
  - Converting text into a table..... 222
  - Turning a table into plain text..... 222
- Table Modification..... 223
  - Manipulating a table with the mouse ..... 223
  - Adjusting the table..... 224
  - Designing a table..... 225
  - Deleting a table..... 226

**Chapter 20: Columns of Text ..... 227**

- All about Columns ..... 227
  - Making two-column text..... 229
  - Building a trifold brochure ..... 230
  - Mixing column formats in a document ..... 230
- Column Termination ..... 230
  - Giving up and going back to one column..... 231
  - Ending multiple columns in the middle of a document ..... 231
  - Placing a column break..... 232

<b>Chapter 21: Lots of Lists</b> .....	<b>233</b>
Lists with Bullets and Numbers .....	233
Making a bulleted list .....	233
Numbering a list .....	234
Creating a multilevel numbered list .....	235
Numbering lines on a page .....	235
Lists of Document Contents .....	236
Creating a table of contents .....	236
Building an index .....	237
Footnotes and Endnotes .....	239
<b>Chapter 22: Here Come the Graphics</b> .....	<b>241</b>
Graphical Goobers in Your Text .....	241
Plopping down a picture .....	242
Inserting clip art .....	243
Slapping down a shape .....	244
Adding some WordArt .....	245
Including a caption .....	246
Deleting an image or some artwork .....	247
Images in and around Your Text .....	247
Wrapping text around an image .....	247
Floating an image .....	248
Moving an image hither and thither .....	249
Attaching an image to some text .....	249
Image Editing .....	250
Resizing an image .....	250
Cropping an image .....	250
Rotating an image .....	251
Changing an image's appearance .....	251
Image Organization .....	252
Lining up your graphics .....	252
Arranging multiple images .....	253
Grouping images .....	254
<b>Chapter 23: Fun with the Insert Tab</b> .....	<b>255</b>
Characters Fun and Funky .....	255
Nonbreaking spaces and hyphens .....	255
Typing characters such as Ū, Ç, and Ñ .....	256
Inserting special characters and symbols .....	257
Spice Up Your Document with a Text Box .....	258
Fields of Dreams .....	259
Understanding fields .....	259
Updating a field .....	260
Changing a field .....	261
Deleting fields .....	262
Putting various fields in a document .....	262
The Date and Time .....	263
Adding the current date or time .....	263
Using the PrintDate field .....	264

**Part V: The Rest of Word..... 265****Chapter 24: Multiple Documents, Windows, and File Formats . . . .267**

Multiple Document Mania .....	267
Opening several documents at once .....	268
Switching between multiple documents .....	268
Viewing more than one document at a time .....	268
Comparing two documents side by side.....	269
Viewing the same document in multiple windows .....	269
Using the old split-screen trick .....	270
Many, Many Document Types .....	270
Understanding document formats.....	271
Opening a non-Word document.....	271
Updating an older Word document.....	273

**Chapter 25: Word for Writers . . . . .275**

Organize Your Thoughts .....	275
Entering Outline view .....	276
Typing topics in the outline .....	277
Demoting a topic (creating subtopics) .....	278
Promoting a topic .....	279
Adding a text topic .....	279
Rearranging topics.....	280
Expanding and contracting topics.....	280
Printing an outline .....	281
Novels and Other Large Documents .....	282
Creating a master document .....	283
Splitting a document .....	284
Dan's Writing Tips .....	285
Finding the best word .....	285
Writing for writers .....	286
Making every word count .....	286
Avoiding writer's block.....	287

**Chapter 26: Let's Work This Out. . . . .289**

Comments on Your Text.....	289
Adding a comment.....	290
Displaying comments .....	291
Reviewing comments.....	292
Printing comments (or not).....	292
Deleting comments .....	293
Scribble, Scribble.....	293
Whipping out the yellow highlighter.....	293
Marking with digital ink.....	294
Look What They've Done to My Text, Ma .....	295
Comparing two versions of a document .....	295
Tracking changes as you make them .....	297
Reviewing changes .....	297

<b>Chapter 27: Mail Merge Mania</b> .....	<b>299</b>
About Mail Merge .....	299
Understanding Word's mail merge jargon.....	299
Reviewing the mail merge process.....	300
Chickening out and using the Mail Merge Wizard .....	301
The Main Document .....	302
Creating a mail merge letter .....	302
Creating mail merge e-mail messages .....	303
Creating mail merge envelopes.....	304
The Recipient List.....	305
Creating a recipient list.....	305
Using an already created recipient list .....	308
Grabbing a recipient list from Outlook .....	309
Editing a recipient list .....	309
Fold in the Fields .....	310
Mail Merge Ho! .....	311
Previewing the merged documents.....	311
Merging to a new set of documents.....	312
Merging to the printer.....	313
Merging to e-mail .....	313
 <b>Chapter 28: Labels of Love</b> .....	 <b>315</b>
The Label Thing.....	315
Here's a Sheet of Identical Labels.....	316
Print That Address List.....	317
A Label Trick with Graphics.....	319
 <b>Chapter 29: A More Custom Word</b> .....	 <b>323</b>
My, What Big Text You Have!.....	323
Working the status bar Zoom control.....	324
Using the Zoom commands .....	324
A Better Status Bar .....	325
Fun with the Quick Access Toolbar .....	327
Discovering the Quick Access toolbar .....	327
Adding commands to the Quick Access toolbar .....	328
Removing commands from the Quick Access toolbar.....	329
Customizing the Quick Access toolbar .....	329
 <b>Part VI: The Part of Tens</b> .....	 <b>331</b>
<b>Chapter 30: The Ten Commandments of Word</b> .....	<b>333</b>
Thou Shalt Remember to Save Thy Work .....	333
Thou Shalt Not Use More Than One Space .....	333
Thou Shalt Not Press Enter at the End of a Line .....	334
Thou Shalt Not Neglect Thy Keyboard .....	334
Thou Shalt Not Manually Number Thy Pages.....	335

Thou Shalt Not Press the Enter Key to Start a New Page.....	335
Thou Shalt Not Forget Thy Undo Command.....	335
Honor Thy Printer .....	335
Thou Shalt Have Multiple Document Windows Before Thee.....	336
Neglecteth Not Windows .....	336
<b>Chapter 31: Ten Cool Tricks .....</b>	<b>337</b>
Automatic Save with AutoRecover.....	337
Keyboard Power! .....	338
Build Your Own Fractions .....	339
Electronic Bookmarks.....	339
Lock Your Document .....	340
The Drop Cap.....	340
Map Your Document .....	341
Add an Envelope to Your Letter .....	342
Sort Your Text.....	342
Map Ctrl+F to the Advanced Find Command.....	343
<b>Chapter 32: Ten Bizarre Things .....</b>	<b>345</b>
Equations.....	345
Video in Your Document .....	346
Make a Macro.....	346
The Developer Tab.....	347
Hyphenation.....	348
Document Properties .....	348
Cross-References .....	348
Collect and Paste .....	349
Click-and-Type .....	349
Word and the Internet.....	350
<b>Chapter 33: Ten Avuncular Suggestions .....</b>	<b>351</b>
Keep Printer Paper, Toner, and Supplies Handy.....	351
Get Some References.....	352
Keep Your Computer Files Organized .....	352
Add the Junk Later .....	353
Back Up Your Work.....	353
Understand Tabs .....	353
Use Those Keyboard Shortcuts .....	354
Try New Things.....	354
Let Word Do the Work .....	354
Don't Take It All Too Seriously .....	354
<b><i>Index</i>.....</b>	<b>355</b>



# Introduction

---

**T**he 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.

I use the word *click* to describe the action of clicking the mouse's main (left) button. Likewise, on a touchscreen, you can touch the screen rather than click with the mouse.

This is a keyboard shortcut:

Ctrl+P

Simply press and hold the Ctrl (control) key and type the letter *P*, just as you would press Shift+P to create a capital *P*.

When you're using the onscreen keyboard on a multi-touch monitor, keyboard shortcuts require two steps: First tap the Ctrl key, and then tap the P key, for example.

Sometimes, you must press more than two keys at the same time:

Ctrl+Shift+T

In this line, you press Ctrl and Shift together and then press the T key. Release all three keys. (These key combinations are not possible when using the onscreen keyboard.)



I use the word *Win* to refer to the Windows key on the keyboard. The key sports the Windows logo, shown in the margin. So, *Win+D* refers to pressing the Windows key in combination with the D key.



Commands in Word 2013 exist as *command buttons* on the Ribbon interface. I may refer to the tab, the command group, and then the button itself to help you locate that command button — for example, the Page Color button in the Page Background group on the Design tab. Or I might write, “the Page Color button, found in the Design tab’s Page Background group.”

Menu commands are listed like this:

Table↪Insert Table

Choosing this command tells you to choose from the Table menu the command named Insert Table. The Table menu appears as a button on the Ribbon.



The main menu in Word 2013 is the File tab menu. It replaces the File menu from older versions of Word, and the Office Button menu, found in Microsoft Office 2007. Clicking the File tab displays the File screen, which fills the entire Word window. To return to Word, click the Back button, found in the upper-left corner of the File screen and shown in the margin. Or you can press the Esc key.

When I describe a message or something else you see onscreen, it looks like this:

```
Why should I bother to love Evelyn when robots will
eventually destroy the human race?
```

If you need further help in operating your computer, I can recommend my book *PCs For Dummies*. It contains lots of useful information to supplement what you find in this book.

## *Foolish Assumptions*

Though this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you’re a human being, though you might also be an alien from another planet. If so, welcome to Earth. When you conquer our planet, please do Idaho last. Thanks.

Another foolish assumption I make is that you use Windows as the computer’s operating system, either Windows 8 or Windows 7, which are the only two versions of Windows capable of handling the Word 2013 beast. Differences between the two versions of Windows are covered where applicable in the text. Keep in mind that this book isn’t about Windows.

This book can also apply to running Word 2013 on a tablet computing device running Windows RC. Though I do mention some tablet-related tricks in the text, the book doesn’t cover basic tablet operations and procedures.

Your word processor is Microsoft Word 2013. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use the term *Word* to refer to the Microsoft Word program. The program may also be called Word 2013 or even Microsoft Office Word 2013. It's all Word as far as this book is concerned. Word 2013 is a part of the Microsoft Office 2013 suite of programs. This book doesn't cover any other part of Microsoft Office, though I mention Excel and Outlook wherever they encroach upon Word's turf.

## *How This Book Is Organized*

This book contains six major parts, each of which is divided into two or more chapters. The chapters themselves have been sliced into smaller, modular sections. You can pick up the book and read any section without necessarily knowing what has already been covered in the rest of the book. Start anywhere.

Here's a breakdown of the parts and what you can find in them:

### *Part I: Getting Started with Word 2013*

This part provides a quick introduction to Word and word processing. You can find information on how to start and quit Word and a simple overview of the typical word processing day.

### *Part II: Your Basic Word*

The chapters in this part of the book cover the seven basic tasks of any word processor: Move around a document, edit text, search and replace, work with blocks of text, proof documents, save and open, and, finally, publish. (Publishing has replaced printing as the final result of your word processing efforts, though printing is still covered as part of the whole publishing milieu.)

### *Part III: Fun with Formatting*

This part deals with formatting, from the smallest iota of text to formatting commands that span an entire document and more. Formatting is the art of making your document look less ugly.

---

## ***Part IV: Spruce Up a Dull Document***

This part is formatting dessert, or tasks you can do beyond regular formatting to help make your document look like more than a typical, boring document. Part IV covers lines, borders, tables, columns, lists, graphical goodness, and all sorts of stuff that makes Word more than a typical word processor.

## ***Part V: The Rest of Word***

This part covers a few dangling details that I consider myself fortunate to write about, such as outlining, collaboration, mail merge, label making, and other interesting things that Word does.

## ***Part VI: The Part of Tens***

The traditional last part of any *For Dummies* book contains chapters with lists of ten items. You find lots of helpful information there, some weird things you may not know about, plus even more useful tips, tricks, and good suggestions.

## ***What's Not Here***

Word is one heck of a program. Covering the entire thing would fill a book several thousand pages long. (I kid you not.) My approach in this book is to cover as much basic word processing as possible. For that reason, some advanced features got pushed off the table of contents.

I give you some information about macros, though it's not meaty. Covering macros without a technical description is difficult. If the publisher ever lets me increase this book's size to more than 400 pages, I'd be happy to add a macro chapter; the publisher's address is in this book's front matter, in case you want to lobby on my behalf.

Some of Word's more esoteric features are touched upon lightly here. For example, I could spend about 70 pages detailing what can be done with graphics in Word, but I limit myself to only a dozen pages.

Finally, this book doesn't cover using Word to make a blog post or create a web page or how to use Word as your e-mail program. Word does these things, but I consider this a word processing book rather than a Word-does-whatever book.

## Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder *not* to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

## Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or look up your puzzle in the index.

If you've been using a version of Word earlier than version 2007, you're probably somewhat surprised at the look of Word 2013. Therefore, I recommend that you start reading at Chapter 1.

Read! Write! Let your brilliance shine!

My e-mail address is [dgookin@wambooli.com](mailto:dgookin@wambooli.com). Yes, that's my real address. I reply to all e-mail I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying "Hi," I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my web page for more information or as a diversion:

[www.wambooli.com](http://www.wambooli.com)

Occasionally, there are updates to technology books. If this book has technical updates they will be posted at:

[www.dummies.com/go/word2013fdupdates](http://www.dummies.com/go/word2013fdupdates)

Enjoy this book. And enjoy Word. Or at least tolerate it.

## Part I

# Getting Started with Word 2013



Visit [www.dummies.com](http://www.dummies.com) for great Dummies content online.

## *In this part . . .*

- ✔ Learn how to start Word 2013 and decipher the Word screen.
- ✔ Familiarize yourself with how to quit and minimize Word 2013.
- ✔ Get to know the PC keyboard and the touchscreen.
- ✔ Learn how to read the status bar and discover secret symbols representing special characters in your text.
- ✔ Visit [www.dummies.com](http://www.dummies.com) for great Dummies content online.