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Office 2013

The Fast and Easy Way to Learn



Elaine Marmel



Office 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*.

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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.

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.

Arrange Windows

OFFICE FEATURES CHAPTER 2
Working with Files

You can simultaneously view multiple files. For example, you might view two versions of a Word document side by side to compare their contents or view two Excel workbooks to compare data. If the files you want to compare are particularly long, you can enable the Synchronous Scrolling option to scroll both files at the same time.

In addition to viewing multiple files simultaneously, you can split the window of one long file into scrollable panes to view different portions of it. For example, you might split a document to compare how portions of it are formatted.

Arrange Windows

View Multiple Files

- 1 Open two or more files.
- 2 Click the **View** tab.
- 3 Click the **View Side by Side** button.

- 4 Both files appear on-screen side by side.
- 5 To scroll both files at the same time, click the **Window** button and then click the **Synchronous Scrolling** button.

Split a Window

- 1 To split the window displaying a single file into scrollable panes, click the **View** tab.
- 2 Click the **Split** button.
- 3 Horizontal and vertical bars appear.
- 4 Drag the bar up, down, right, or left to resize the panes, and click to set the bar in place when the panes are the desired size.

To return the page to a full document, click the **Split** button again.

TIPS

What does the Switch Windows button do?
If you have two or more files open, click the **Switch Windows** button to view a list of all open files in the current Office program. You can then choose a file in the list to view it.

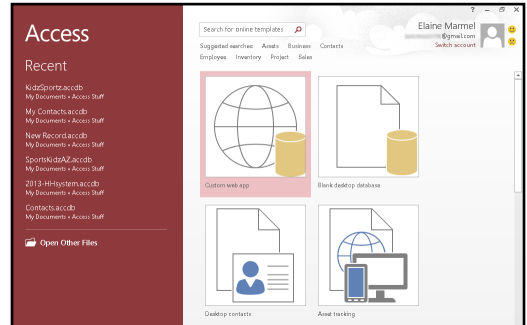
Can I display two Excel files one on top of the other?
Yes. Click the **View** tab and then click the **Arrange All** button. The **Arrange Windows** dialog box opens, and you can select how you want to display multiple files: horizontally, vertically, tiled (where each window appears in a square pane), or cascaded (where windows appear one behind another).

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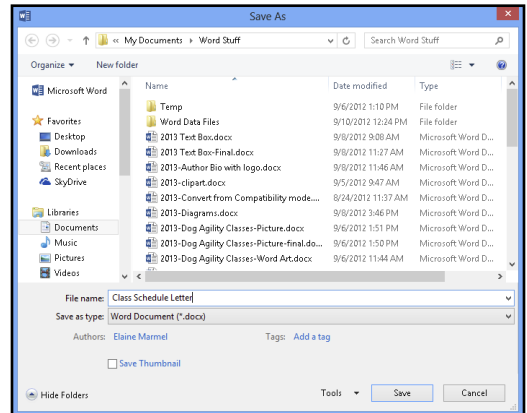
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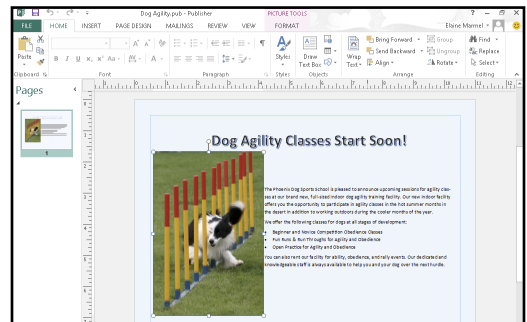
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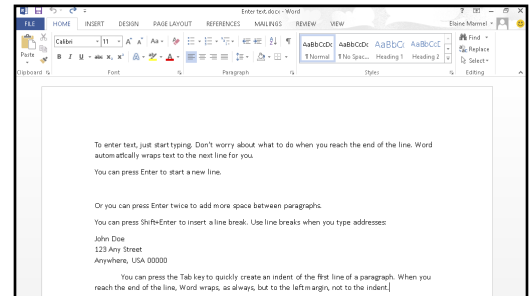
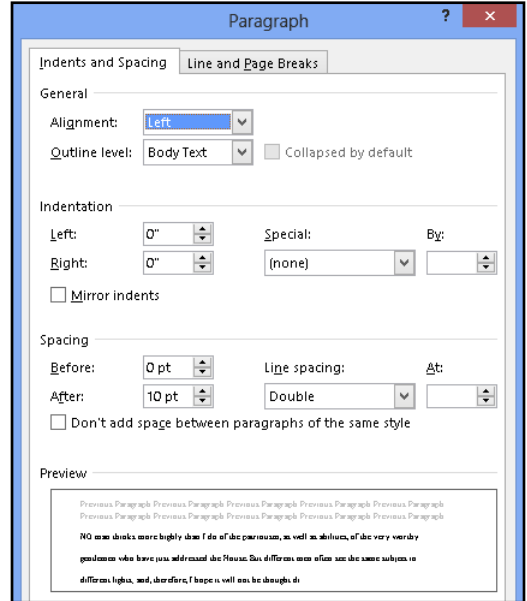


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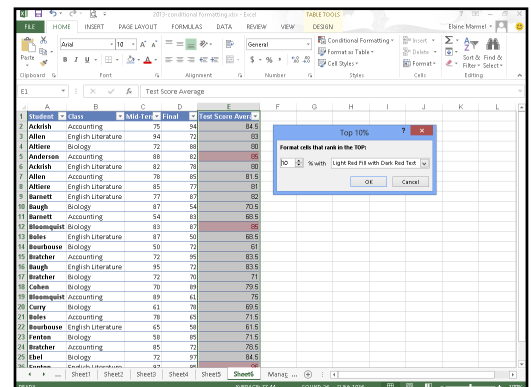
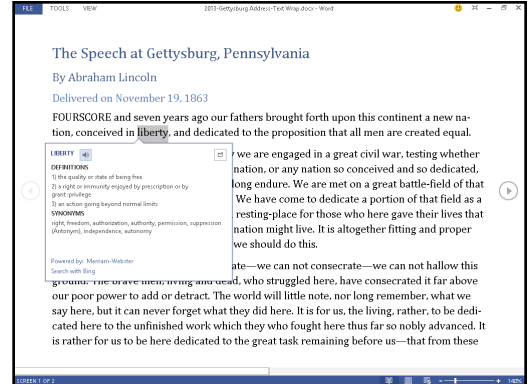


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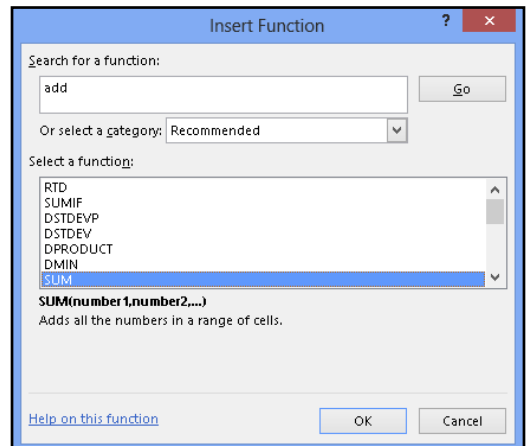
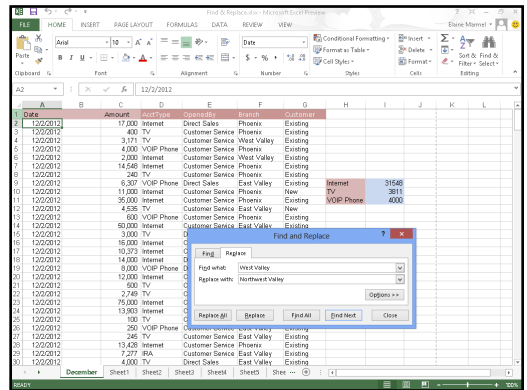
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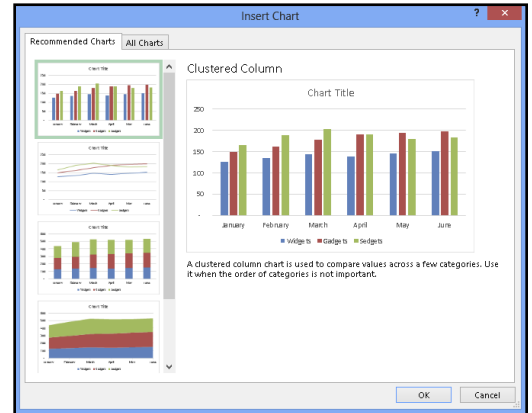
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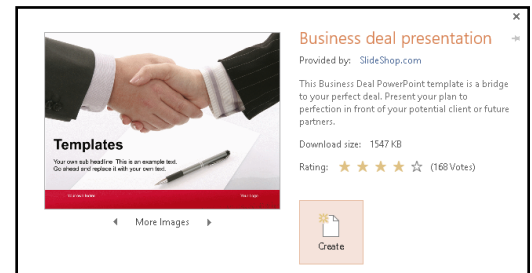
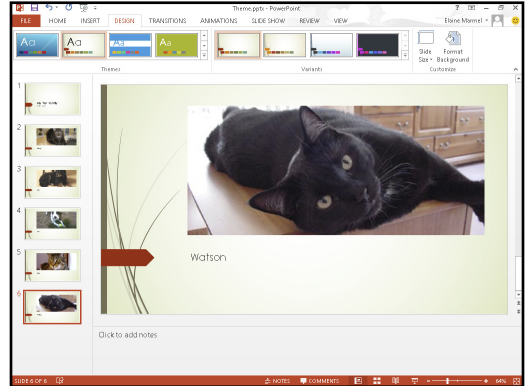


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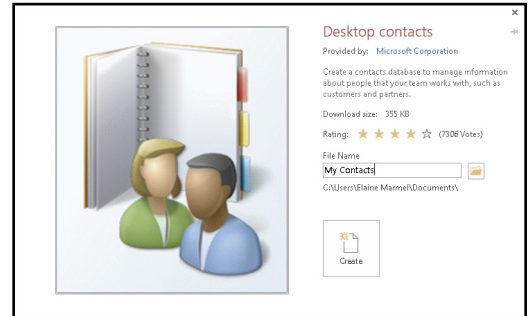
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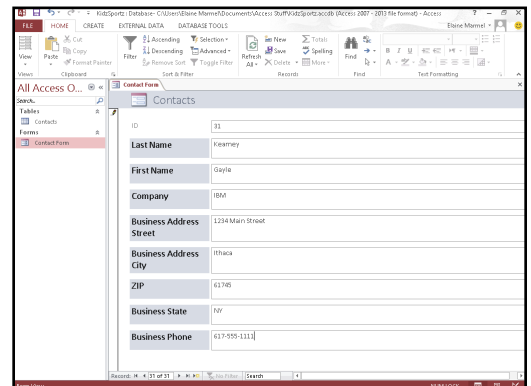


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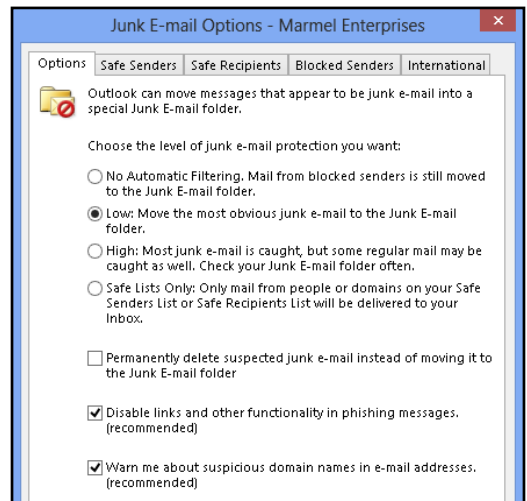
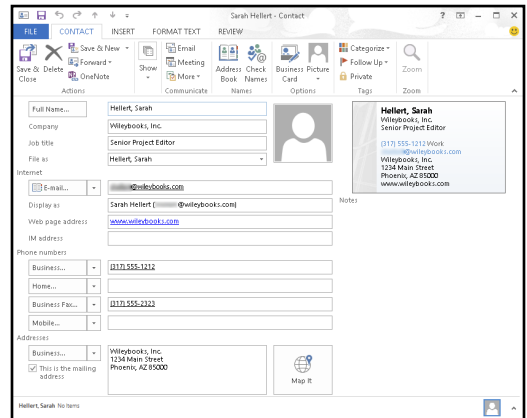
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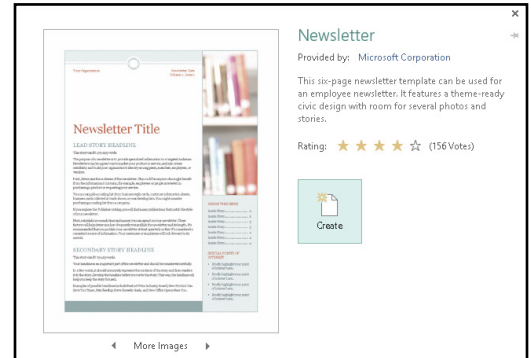
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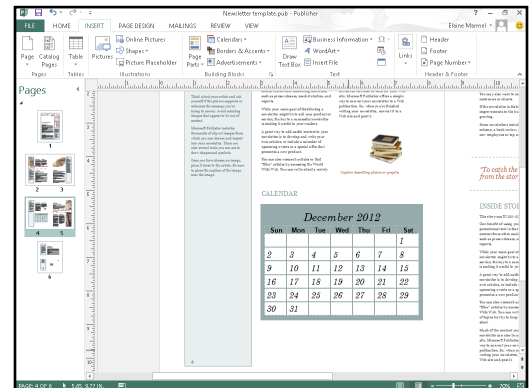
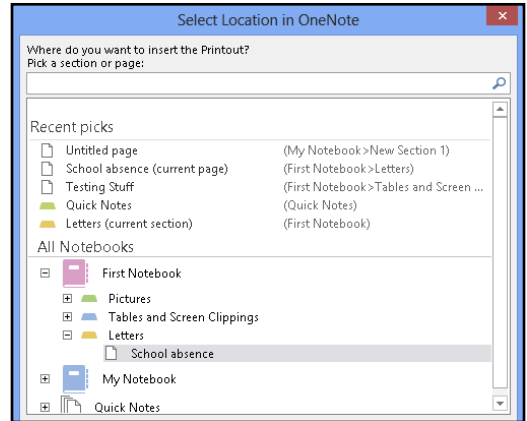


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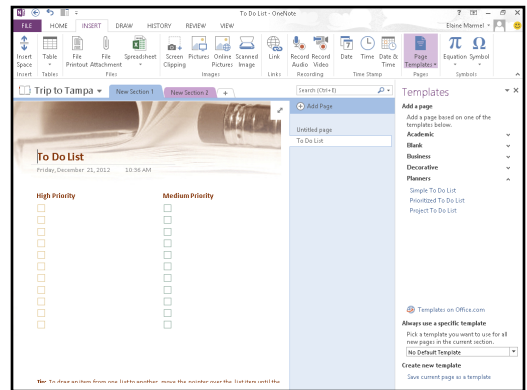
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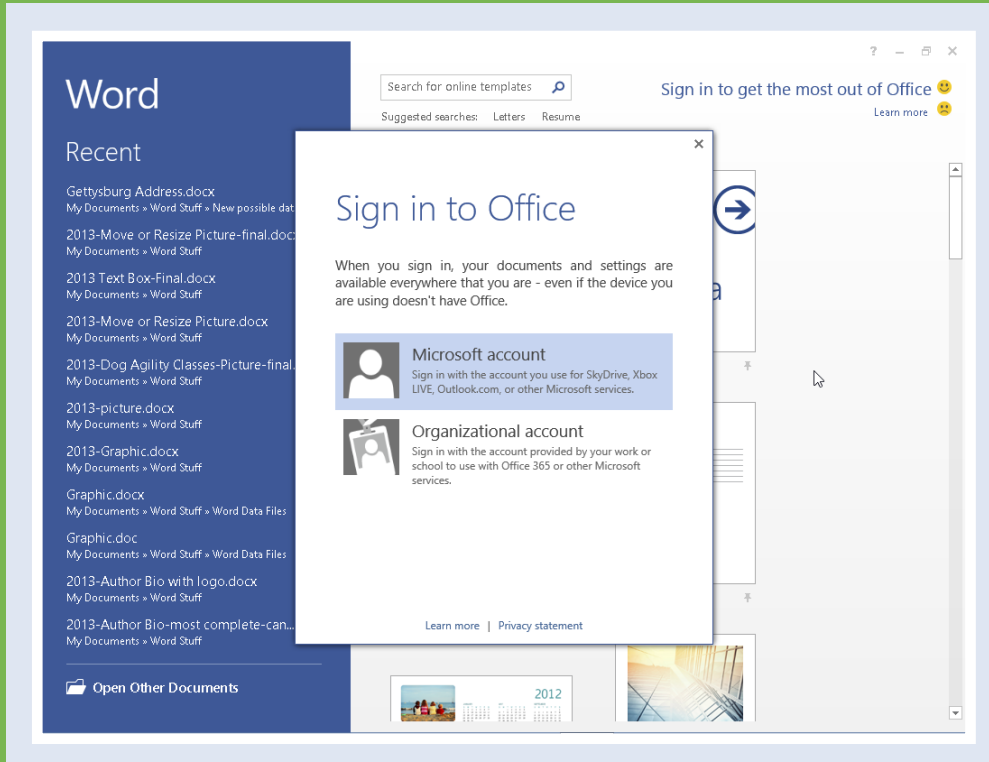
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PART I

Office Features

The Office 2013 applications share a common look and feel. You can find many of the same features in each program, such as the Ribbon, Quick Access Toolbar, program window controls, and File tab. Many of the tasks you perform, such as creating and working with files, share the same processes and features throughout the Office suite. In this part, you learn how to navigate the common Office features and basic tasks.




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Start and Exit Office Applications

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. 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 uses Access to demonstrate how to open a program from the Windows 8 Start screen. Once an Office program opens, its Start screen appears, helping you to find a document on which you recently worked or to start a new document. For other ways to open or start a new document, see Chapter 2.

Start and Exit Office Applications

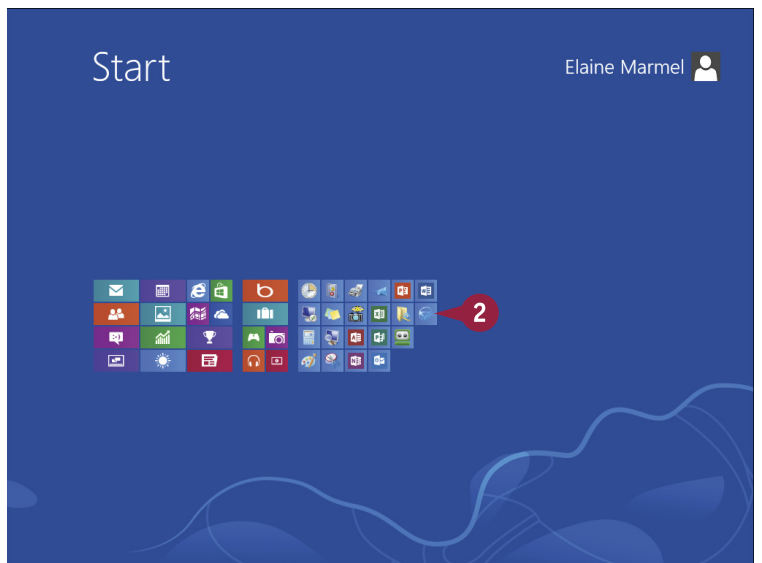
- 1 On the Windows Start screen, click  to zoom.

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.

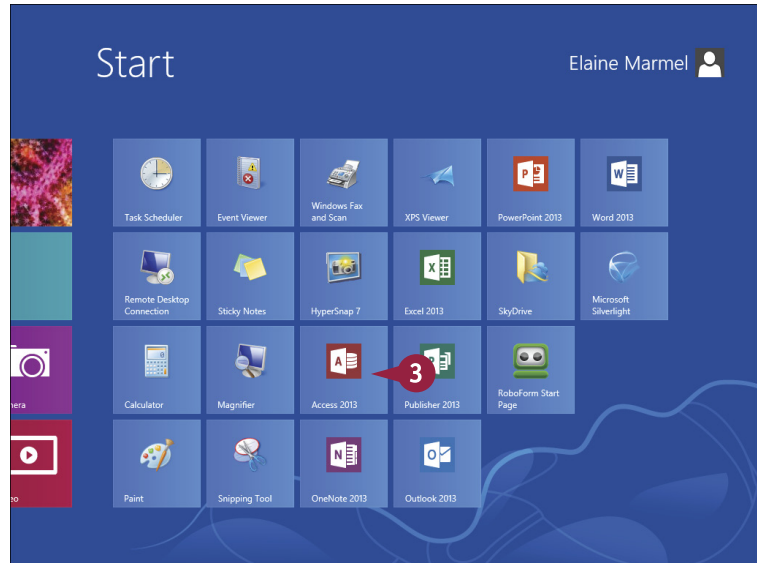
- 2 Click any program tile on the right side of the Start screen.



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

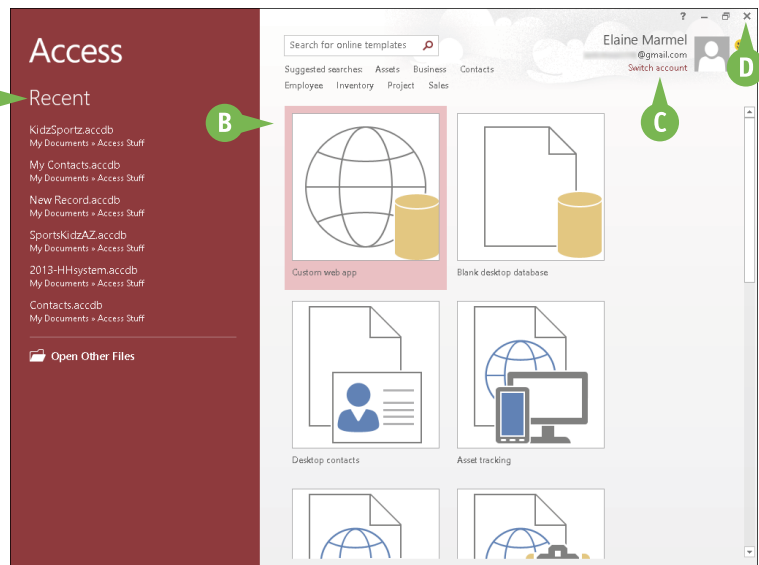
- 3 Click the tile of the program you want to open.

Note: This example uses Access 2013.



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

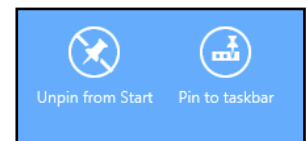
- A You can use this panel to open an existing document.
- B You can use this area to start a new document.
- C This area indicates whether you have signed in to Office Online.
- D To exit from the program, click the **Close** button (**x**) after closing all documents.



TIP

Can I create a shortcut to open an Office application?

Yes. You can create a shortcut icon that appears on the Windows Desktop; however, pinning the program to the Windows taskbar is easier and just as effective because you can then click the taskbar button to start the program. On the Windows Start screen, right-click the tile of the program that you want to pin to the Windows taskbar. The program's App bar appears; click **Pin to taskbar**. Windows 8 pins the program to the Windows taskbar. To open the program, display the Desktop and click the program's tile on the taskbar.



Navigate the Program Windows

All Office programs share a common appearance and many of the same features, and when you learn your way around one Office program, you can easily use the same skills to navigate the others. These common features include scroll bars, a Ribbon, and a Quick Access Toolbar (QAT). The Ribbon contains commands that Microsoft Office determines that users use most often, and the QAT contains frequently used commands; you can customize both of these elements.

Take a moment to familiarize yourself with each program's various on-screen elements so that you can learn to work quickly and efficiently while you create documents.

A Title Bar

Displays the name of the open file and the Office program.

B Quick Access Toolbar

Displays quick access buttons to the Save, Undo, and Redo commands.


C Ribbon

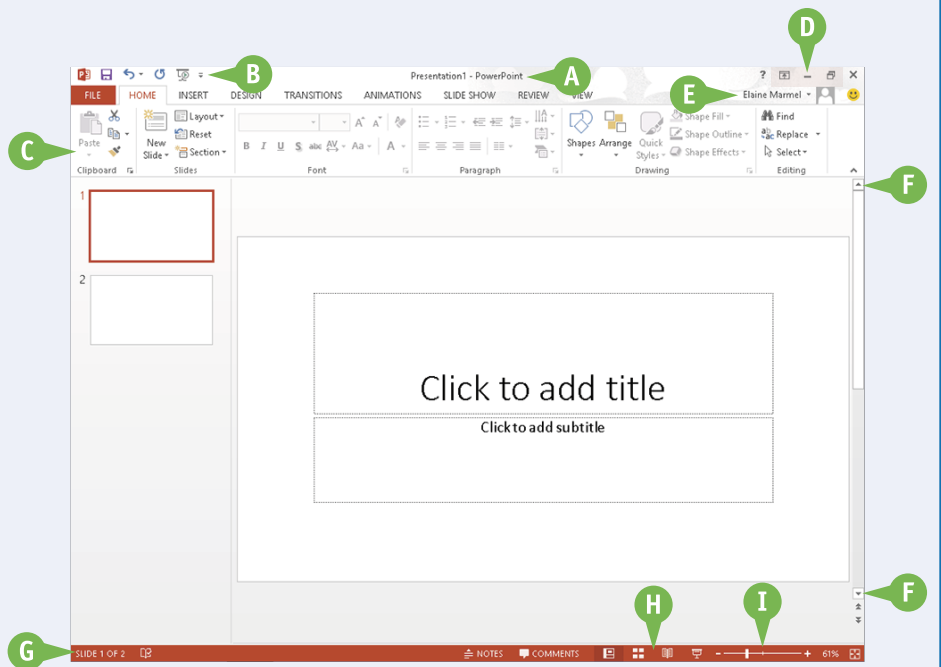
Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

D Program Window Controls

These buttons enable you to view the program in a full screen, with only scroll bars but no other controls. They also allow you to minimize the program window, to maximize or restore the window including program controls, or to close the window.

E 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. See Chapter 4 for details.

F Scroll Bars

The vertical and, if available, horizontal scroll bars let you scroll through the item shown in the work area, such as a document or worksheet.

G Status Bar

Displays information about the current Office document.

H View Shortcuts

These shortcuts switch to a different view of your document.

I Zoom Controls

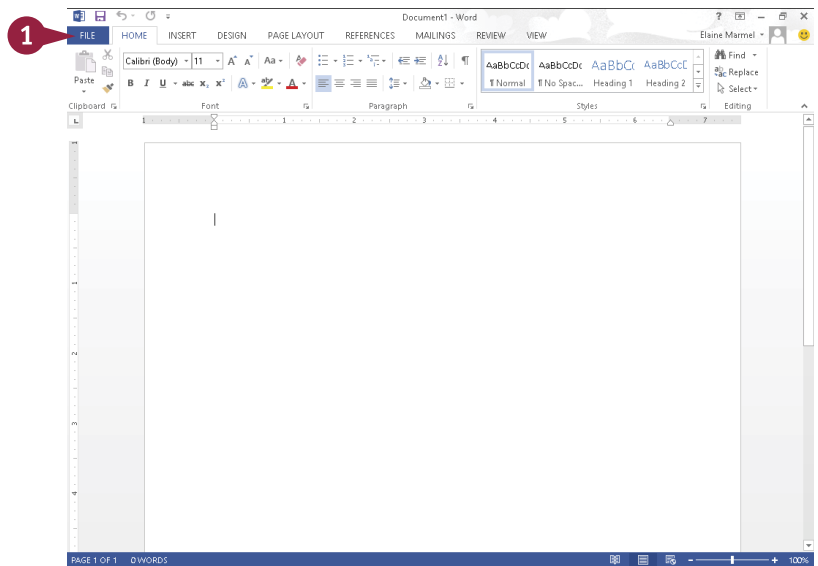
This feature changes the magnification of a document.

Work with Backstage View

You can click the File tab to display Backstage view, which resembles a menu. Backstage is the place to go when you need to manage documents or change program behavior. In Backstage view, you find a list of actions — you can 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 can also use Backstage to manage the places on your computer hard drive or in your network that you use to store documents and to manage your Office Online account.

Work with Backstage View

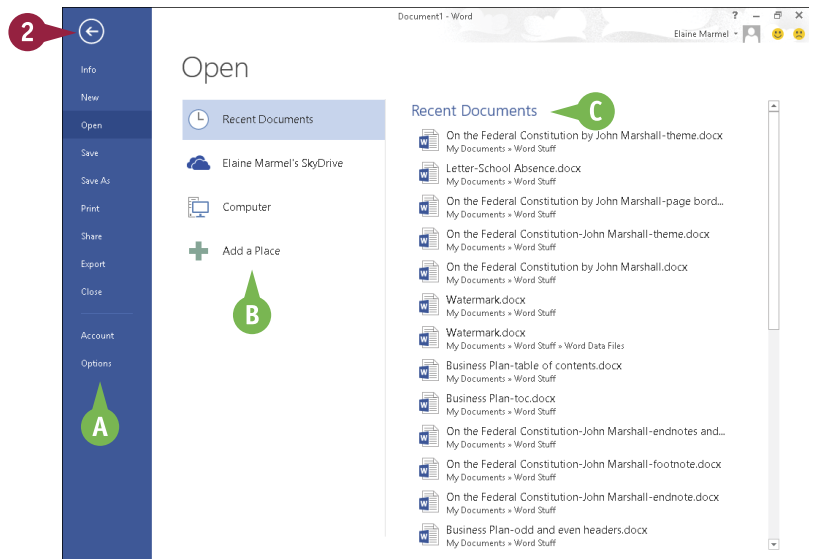
- 1 Click the **File** tab to display Backstage view.



- 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 Chapter 2 for details.

- 2 Click here to return to the open document.



Work with the Ribbon

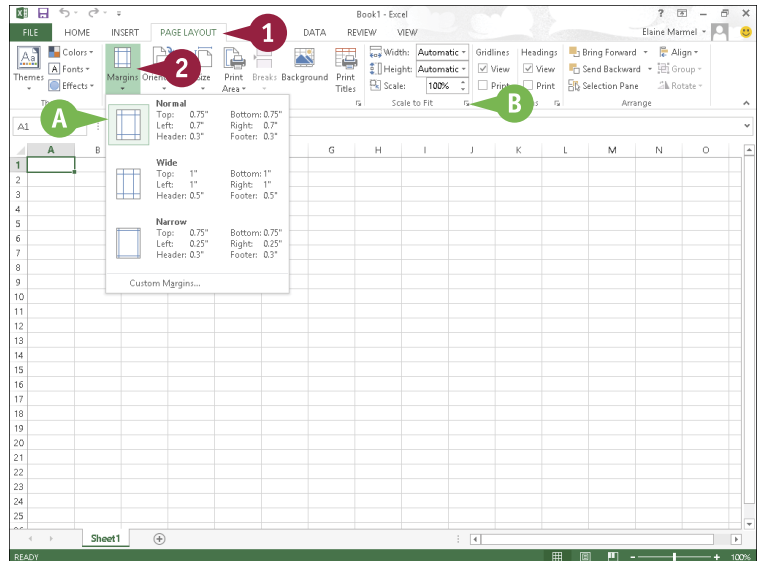
In Office 2013, you use the Ribbon to select commands. On each Ribbon tab, you find groups of related command buttons. Each button performs a common task. Some tabs appear only when needed. For example, if you select a picture, the Ribbon displays the Picture Tools tab.

In all Office programs, you can customize the Ribbon. You can create your own Ribbon tab that contains the buttons you use most often; that way, you do not need to switch tabs to use a particular command.

Work with the Ribbon

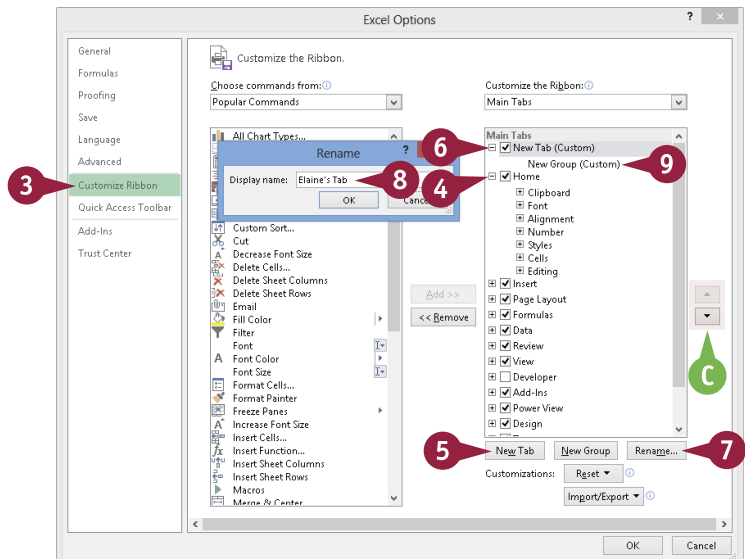
Using the Ribbon

- 1 Click the tab containing the command you want to use.
- 2 Click the command.
 - A Buttons with arrows (▼) display additional commands.
 - B You can click the dialog box launcher (☰) to display a dialog box of additional settings.



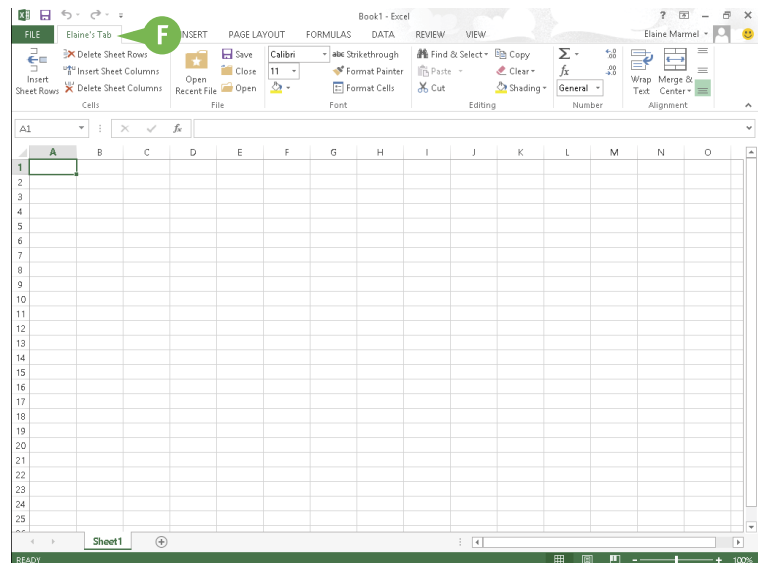
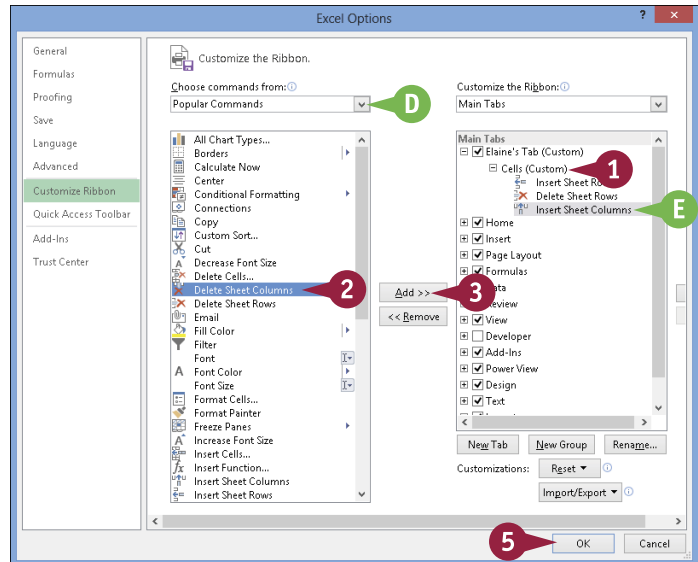
Create a Ribbon Tab

- 1 Click the **File** tab.
- 2 Click **Options** to display the Options dialog box.
- 3 Click **Customize Ribbon**.
- 4 Click the tab you want to appear to the left of the new tab.
- 5 Click **New Tab**.
 - C Word creates a new tab and a new group on that tab. To reposition the tab, click it and click the arrows.
- 6 Click **New Tab (Custom)**.
- 7 Click **Rename** to display the Rename dialog box.
- 8 Type a name for your tab and click **OK**.
- 9 Click **New Group (Custom)** and repeat Steps 7 and 8 to rename the group.



Add Buttons

- 1 Click the group on the tab you created.
- 2 Click a command.
- D If the command you want does not appear in the list, click the list box arrow (▼) and select **All Commands**.
- 3 Click **Add**.
- E The command appears below the group you created.
- 4 Repeat Steps 2 and 3 for each button you want to add to the group.
- 5 Click **OK**.
- F The new tab appears on the Ribbon. If you positioned your tab as the first tab, it will appear each time you open the program.



TIPS

How do I assign keyboard shortcuts to the buttons I add to my group?

You do not need to assign keyboard shortcuts; the program assigns them for you, based on the keys already assigned to commands appearing on the tab where you placed your group. Be aware that you can place the same button on two different tabs, and if you do, the program assigns different keyboard shortcuts to that button on each tab.

What can I do if I decide that I do not want a custom tab on the Ribbon?


Reopen the program's Options dialog box and deselect the check box beside the tab you created (changes to). Click **OK**. When the program redisplayes the Ribbon, your tab will not appear.

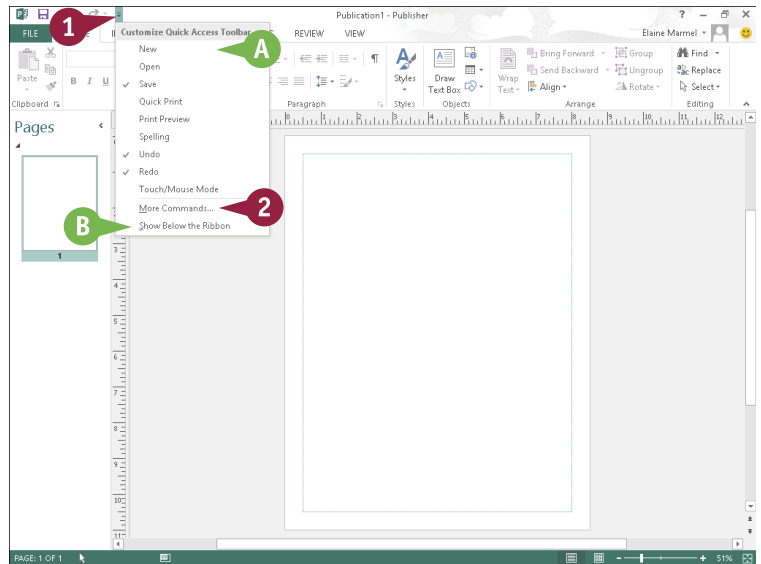
Customize the Quick Access Toolbar

The Quick Access Toolbar, or QAT, is located in the top-left corner of the program window above the File and Home tabs. It offers quick access to the frequently used Save, Undo, and Redo commands. If you want, you can customize this toolbar to include other commands you use often, such as the Quick Print command or the Print Preview command, or any other command you want.


You can also reposition the QAT so that it appears below the Ribbon instead of above it; and, if you change your mind, you can put the QAT back above the Ribbon.

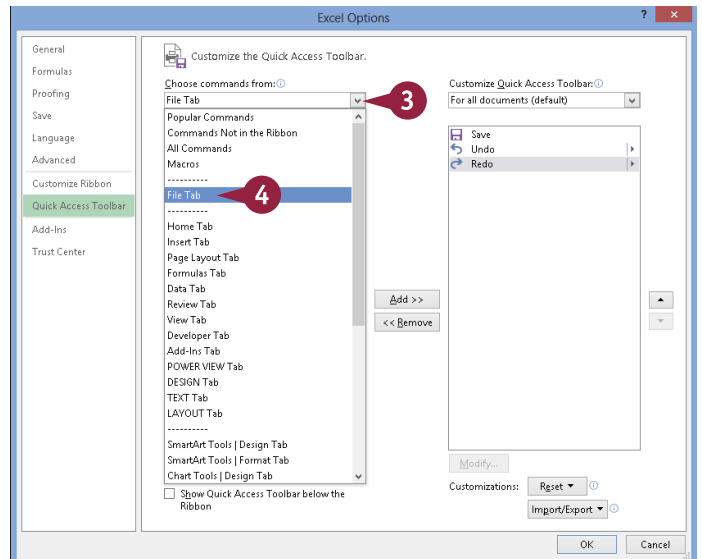
Customize the Quick Access Toolbar

- 1 Click .
- A You can click any of the common commands to add them to the toolbar.
- B You can click **Show Below the Ribbon** if you want to display the toolbar below the Ribbon.
- 2 Click **More Commands**.

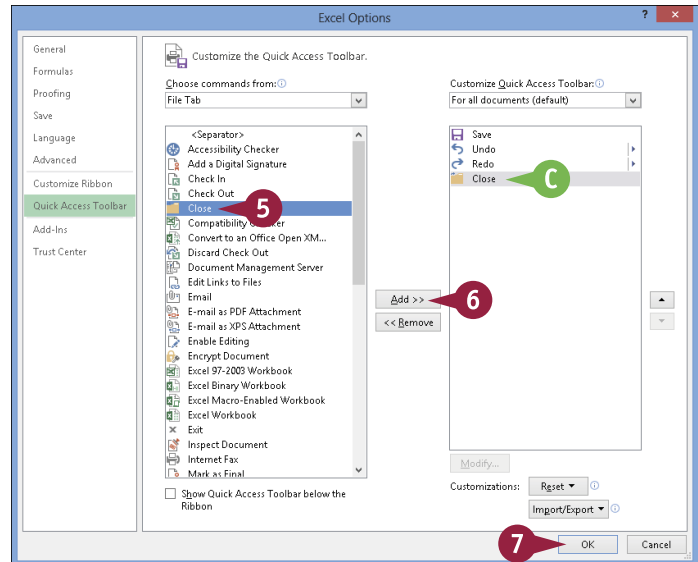


The Options dialog box appears.

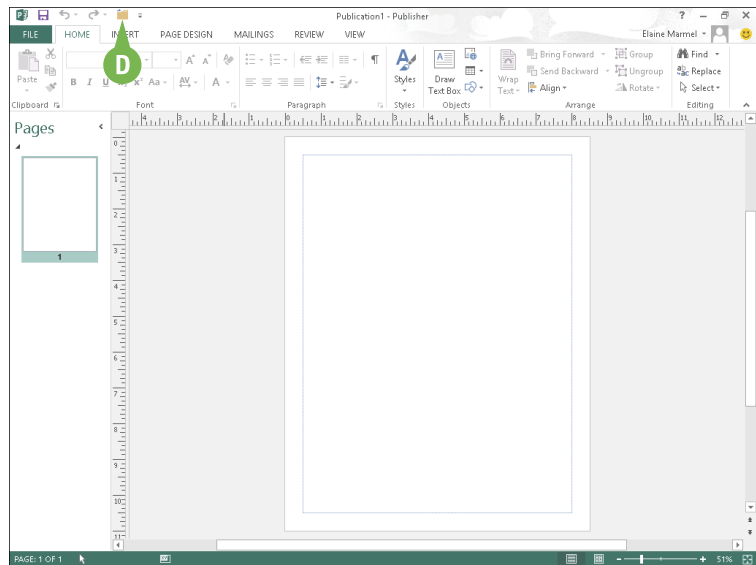
- 3 Click the **Choose commands from** .
- 4 Click a command group.



- 5 Click the command that you want to add to the toolbar.
 - 6 Click **Add**.
 - 7 Office adds the command.
- You can repeat Steps 3 to 6 to move additional buttons to the toolbar.
- 7 Click **OK**.



- D The new command appears on the Quick Access Toolbar.



TIPS

How do I remove a button from the Quick Access Toolbar?

To remove a command, reopen the program's Options dialog box by following the steps in this section, click the command name in the list on the right, click the **Remove** button, and click **OK**. The button no longer appears on the toolbar.

Are there other ways to customize the Quick Access Toolbar?

Yes. You can add commands to the toolbar directly from the Ribbon. Simply click the tab containing the command that you want to add, right-click the command, and then click **Add to Quick Access Toolbar**. The command is immediately added as a button on the toolbar.

Using an Office Program on a Tablet PC

If you are using Office 2013 with Windows 8 on a tablet PC, you need to know some basic touch gestures. Using a tablet PC is a different experience than using a computer with a keyboard and mouse, but Windows 8 was built with the tablet PC in mind, so the touch gestures are intuitive and easy to learn.

On a tablet PC, you use your fingers (or sometimes a stylus, if your tablet comes with one) to run applications, select items, and manipulate screen objects. This might seem awkward at first, but just a little practice of the gestures in this section will make your experience natural and easy.

Using an Office Program on a Tablet PC

Start a Program

Note: This section uses Word to demonstrate gestures.

- 1 Position your finger or the stylus over a blank spot toward the bottom of the Windows 8 Start screen.
- 2 Quickly move your finger or the stylus across the tablet screen — called *swiping* — from the right edge to the left edge of the tablet.

Windows 8 displays the tiles on the right side of the Start screen.

- 3 Tap the Word tile to switch to the Desktop and open Word to the Word Start screen.

