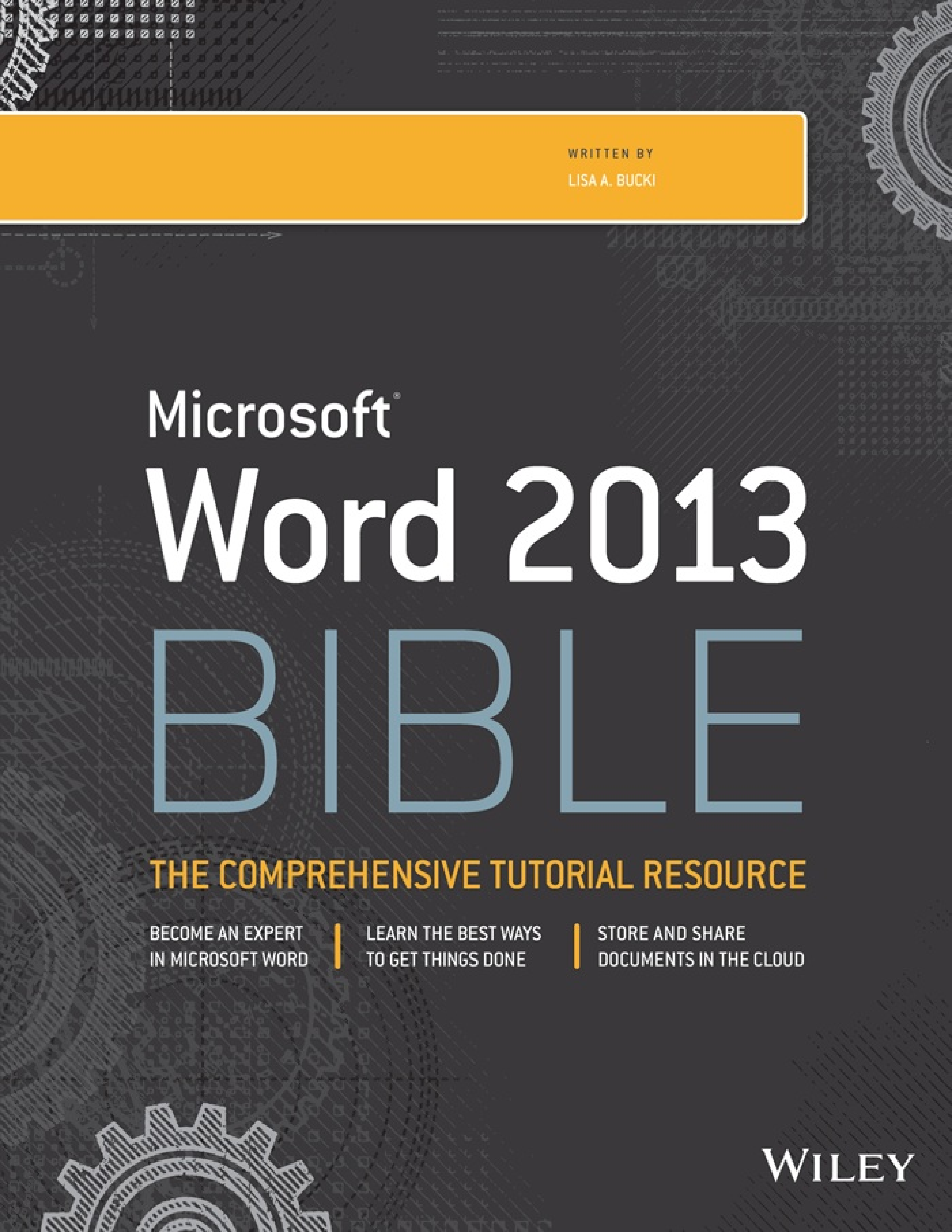

WRITTEN BY

LISA A. BUCKI

Microsoft® Word 2013 BIBLE

THE COMPREHENSIVE TUTORIAL RESOURCE

BECOME AN EXPERT IN MICROSOFT WORD | LEARN THE BEST WAYS TO GET THINGS DONE | STORE AND SHARE DOCUMENTS IN THE CLOUD

WILEY

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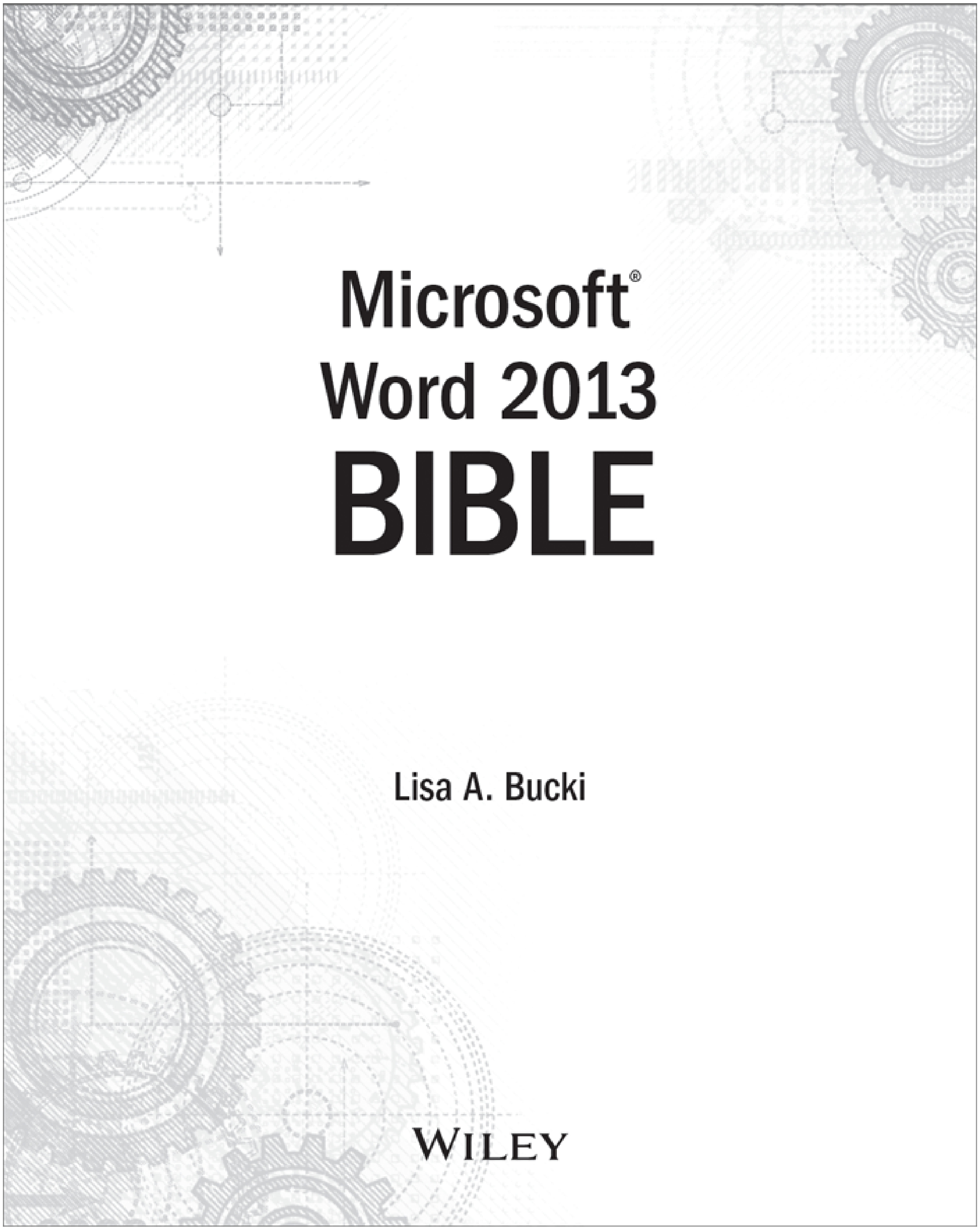

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Lisa A. Bucki

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This book is dedicated with love to my husband, Stephen Poland, who honors me daily with his loving and supportive presence in my life.

About the Author

Lisa A. Bucki learned about personal computers and software in the trenches at an up-and-coming Indianapolis PR firm in the late 1980s, teaching colleagues to navigate the brave new world of DOS and WordPerfect, as well as showing clients how to create their own publications in PageMaker, one of the first desktop publishing programs. After moving into the computer book and technical writing field in 1991, she edited or managed hundreds of titles on technology topics as diverse as PC basics, operating systems and utilities, memory management, desktop software, desktop publishing, and even random dot stereograms.

She has also written and/or contributed to dozens of computer books (and stopped bothering to count long ago), but notably was the consolidating writer and editor for *Microsoft Office 2013 Bible* and its prior editions. In addition to book authoring, Bucki has written or collaborated on dozens of multimedia and online tutorials. She has covered a variety of software and technology subjects including Photoshop, FileMaker Pro and Keynote for the Mac, iPhoto, Fireworks and Flash from Macromedia, early versions of Windows, Microsoft Office applications including Project, and digital photography. She has also written software reviews and profiles of online retailers and products for popular online deals site Offers.com, as well as serving as that site’s Money Monday blogger for a period. In her consultant and trainer role, Bucki primarily provides instruction in the use of Microsoft Project but has also conducted Word and Excel training courses. In her spare time, she dabbles in creating handmade tile and minds the dogs, the chickens, and the garden along with her husband, Steve, in the wilds of Western North Carolina.

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Introduction

Welcome to the *Microsoft Word 2013 Bible*. Like all books in the Bible series, you can expect to find both hands-on tutorials and real-world practical application information, as well as reference and background information that provides a context for what you are learning. This book is a comprehensive resource on Word 2013 (also known as Word 15). By the time you have completed the *Microsoft Word 2013 Bible*, you will be well prepared to take full advantage of the numerous enhancements in Word 2013.

The update to Word 2013 is evolutionary rather than revolutionary. Nice touches, like the move to contextual buttons beside selected objects so you can more easily apply layout and formatting changes, provide even more and better ways to work with document content. Word 2013 also provides more ways to collaborate and share, including ways to make your work environment more portable by sharing to your SkyDrive in the cloud so you spend less time copying files to and from thumb drives and more time working.

Who Should Read This Book

The *Microsoft Word 2013 Bible* is a reference and tutorial for Word users of all levels. For the user who is completely new to Word, the early parts of this book will tell you everything you need both to quickly start using Word 2013 and to get the most out of the features it offers. Word 2013 is a full-service word processing program that can do just about anything you need it to do. Often, there are multiple ways to accomplish a given task. This book will show you the quickest and easiest ways to accomplish your mission, while at the same time pointing out the longer-term advantages of using methods better suited to extensibility and repurposing your work.

For new and veteran Word users alike, this book assumes that you have a basic level of computer literacy, as well as some proficiency with the version of Windows that you are using. (Office 2013 is compatible with Windows 7 or Windows 8, as well as Windows Server 2008 R2 and Windows Server 2013, but it does not run on earlier versions of Windows or Windows Server.) It assumes that you're familiar with Windows basics and that you know what *click*, *drag*, and *double-click* mean. It also assumes that you're familiar with basic Windows-wide techniques for selecting, copying, and deleting text. Furthermore, this book assumes that you know the difference between Internet Explorer and Windows Explorer (Windows 7) or File Explorer (Windows 8), and that you know where and what the Windows taskbar and desktop are.

How This Book Is Organized

The *Word 2013 Bible* is organized in a way that reflects both the way users tend to learn Word as well as the relative timing when particular kinds of information and techniques are needed. This book is organized into nine parts. The first four parts are designed to get you up-and-running as quickly as possible, covering things you need to know to start using Word immediately. However, the early parts of the book not only show you the basics, but also offer tips and strategies that will enable you to become an effective Word user. Topics and techniques covered in the early chapters are revisited throughout the *Microsoft Word 2013 Bible*. You'll quickly gain an understanding of how some concepts—such as Heading styles—give you incredible leverage and easy access to sophisticated word processing techniques and features.

Part I: Welcome to a New Word

Part I begins with things you need to know in order to become comfortable and fully proficient with Word 2013. The mission of this collection of chapters is to get you over any initial stumbling blocks so you can begin to take advantage of Word 2013’s power and enhancements. Part I offers a quick-start chapter especially useful for newbies. For Word veterans, there’s a chapter explaining how to find features that otherwise appear to be missing in action. To prepare you to be the kind of power user the *Microsoft Word 2013 Bible* knows you can be, Part 1 offers chapters on making Word work for you, understanding Word’s new file format, and learning how to tame and control Word’s automatic features.

Part II: Working with Document Style and Content

Part II focuses on the baseline skills that every Word user uses and needs. The chapters here cover essentials such as font and character formatting; paragraph formatting; using styles; cutting, copying, and pasting; finding and replacing text; and using Go To to navigate in a document.

Part III: Improving Document Content and Consistency

Part III focuses on aspects of Word that can make your word processing life proceed more smoothly. In Part III, you'll learn how to use Word's cadre of tools for cleaning up your documents, including checking spelling and grammar, Quick Parts, AutoCorrect, AutoFormat, and more.

Part IV: Illustrating Your Story with Graphics

It takes more than words to make a document. Part IV details the many kinds of elements you can include in documents, and shows you how to decide what to use and when to use it. In Part IV, you’ll learn how to insert all kinds of objects, including tables, charts, SmartArt graphics, pictures, shapes, WordArt, and text boxes.