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Word 2013

The Fast and Easy Way to Learn



Elaine Marmel



Word 2013



Elaine Marmel



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John Wiley & Sons, Inc.

Teach Yourself VISUALLY™ Word 2013

Published by
John Wiley & Sons, Inc.
10475 Crosspoint Boulevard
Indianapolis, IN 46256

www.wiley.com

Published simultaneously in Canada

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Library of Congress Control Number: 2013932108

ISBN: 978-1-118-51769-7

Manufactured in the United States of America

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Author's Acknowledgments

Because a book is not just the work of the author, I'd like to acknowledge and thank all the folks who made this book possible. Thanks to Jody Lefevere for the opportunity to write this book. Thank you, Donna Baker, for doing a great job to make sure that I "told no lies." Thank you, Gwenette Gaddis, for making sure I was understandable and grammatically correct — you made me look very good. And, thank you, Sarah Hellert; your top-notch management of all the players and manuscript elements involved in this book made my life easy and writing the book a pleasure.

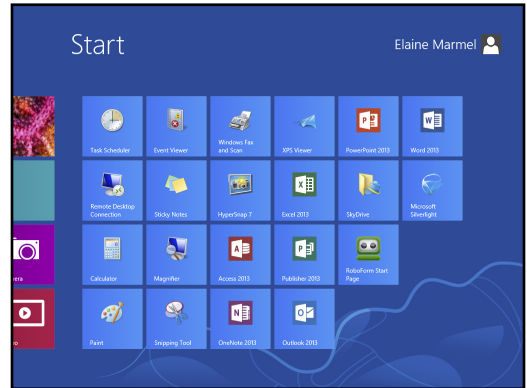
Dedication

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.

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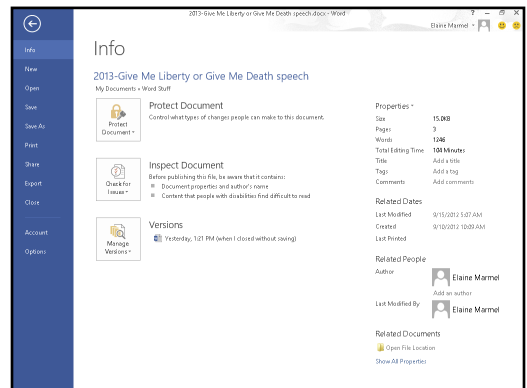
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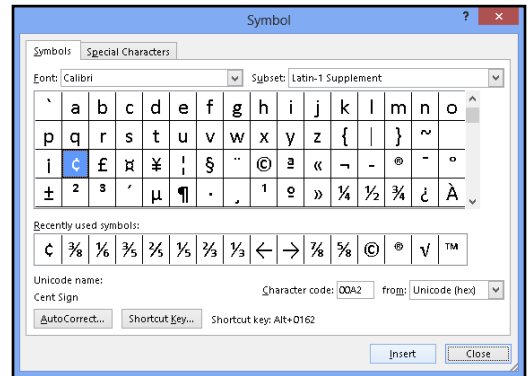
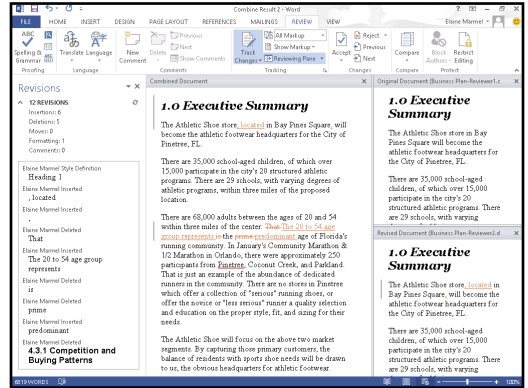


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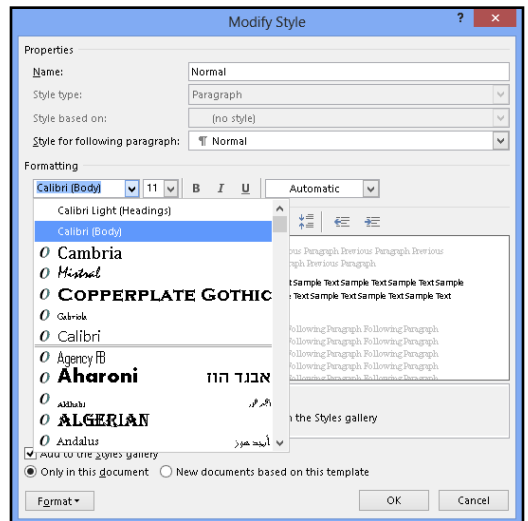
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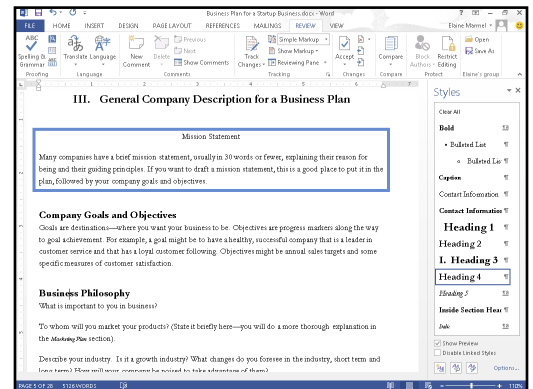
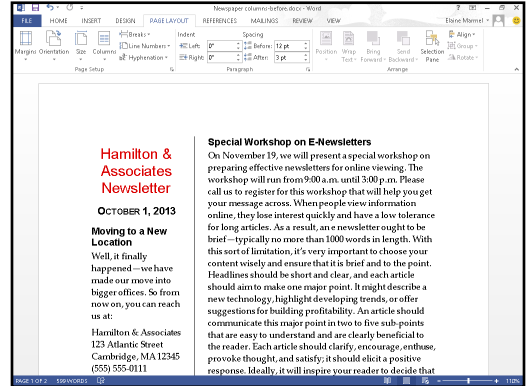


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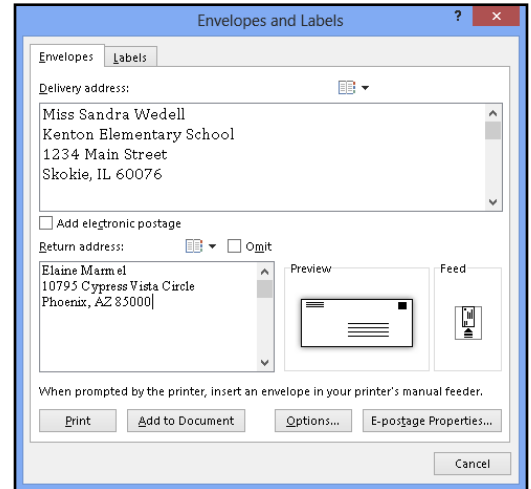
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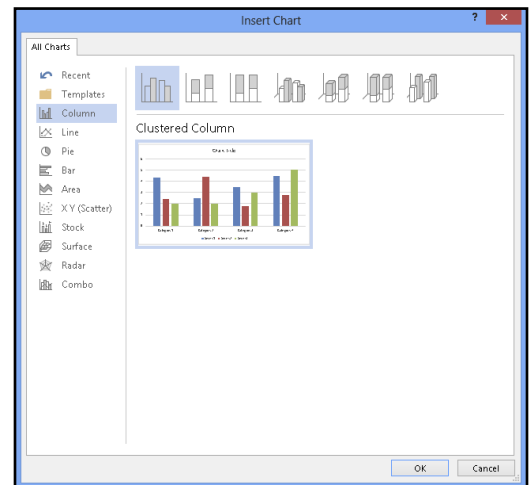
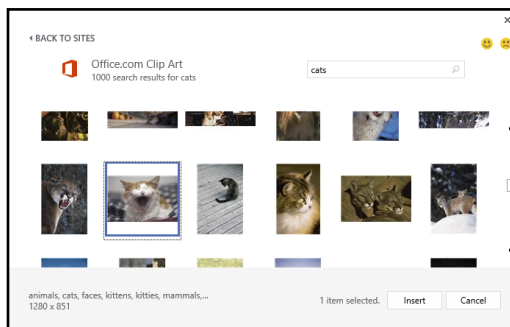


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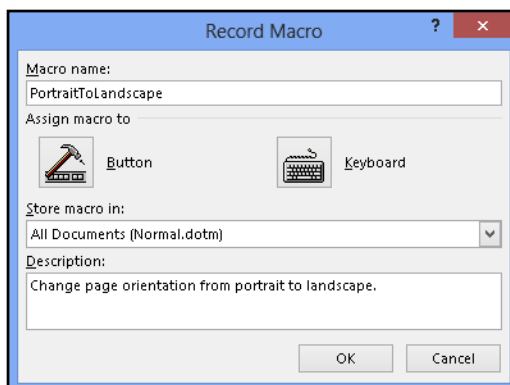
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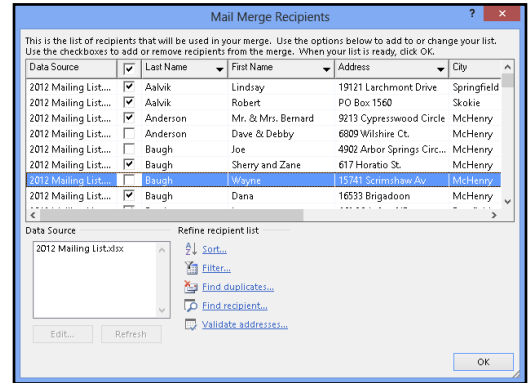
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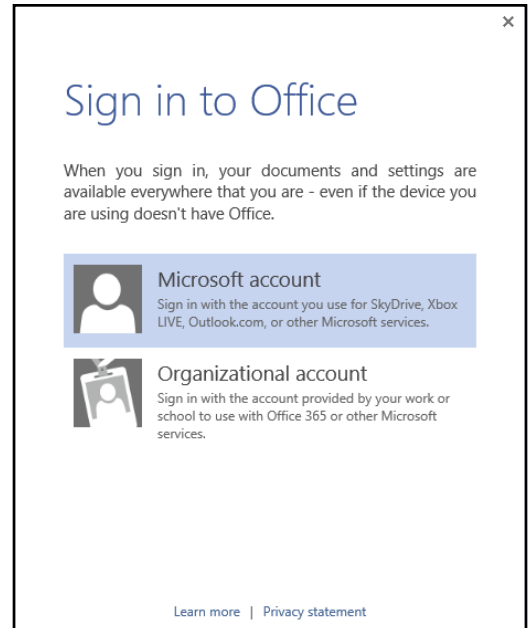
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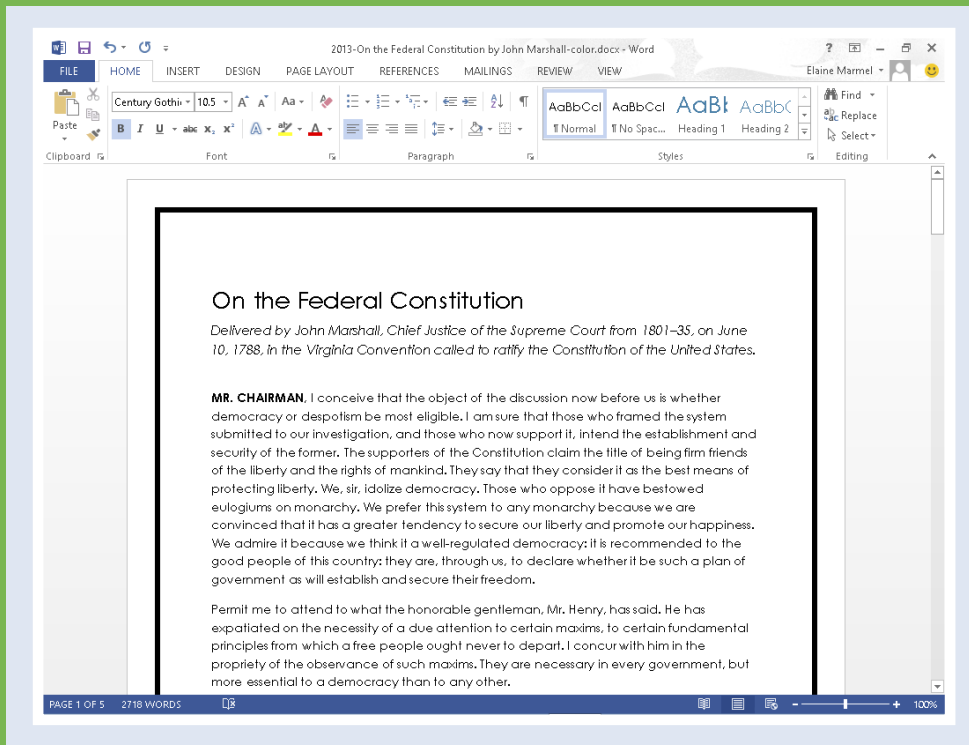


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CHAPTER 1

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

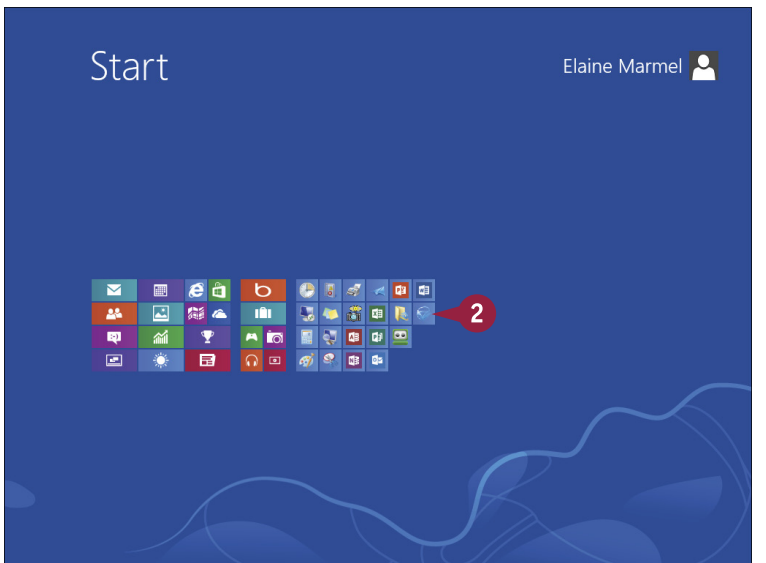
- 1 On the Windows 8 Start screen, click .

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



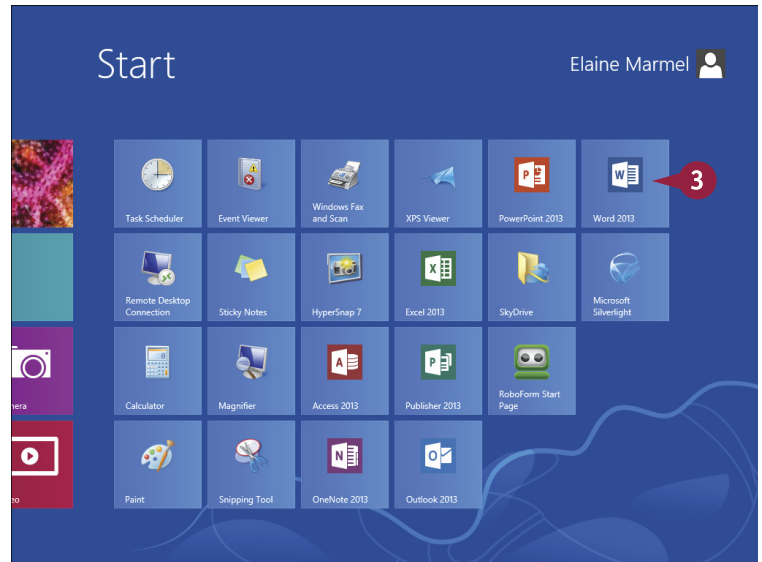
Windows zooms out so that you can see tiles for all installed programs.

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



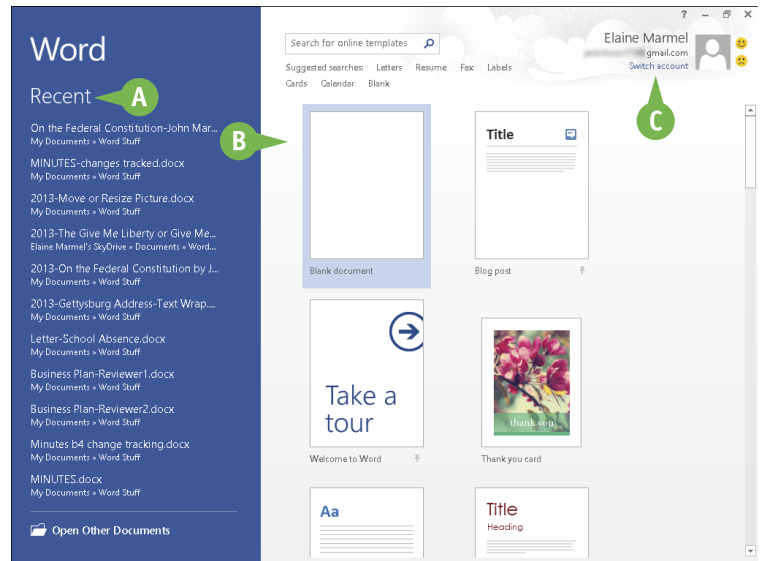
Windows zooms in and enlarges all tiles to their regular size.

- 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

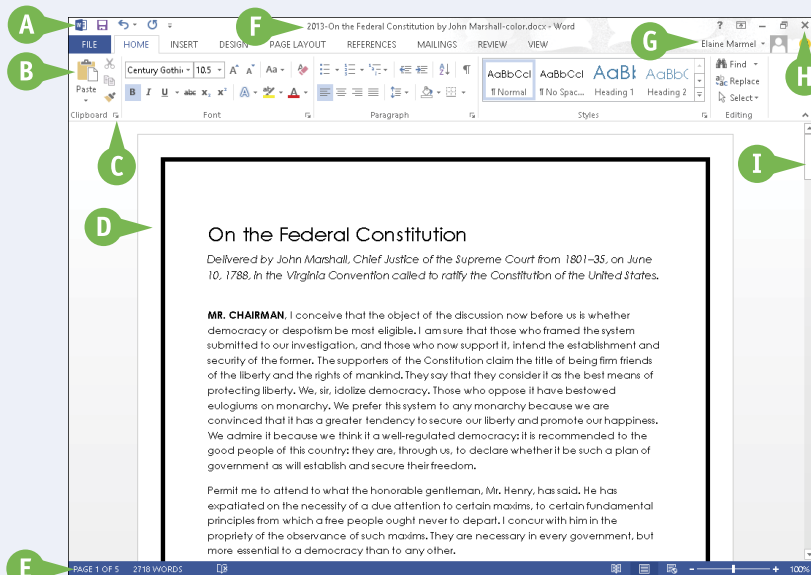
Appears in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options.

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

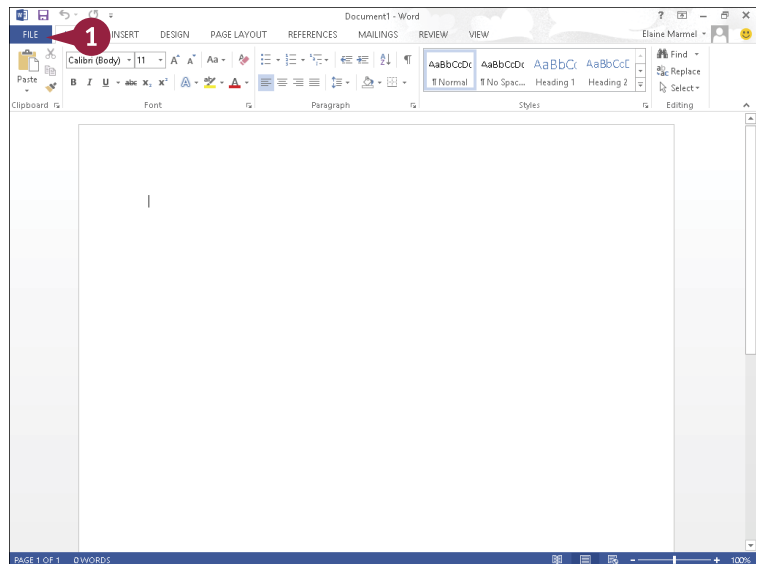
Enables you to reposition the document window vertically. Drag the scroll box within the scroll bar, or click the scroll bar arrows ( and ).

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

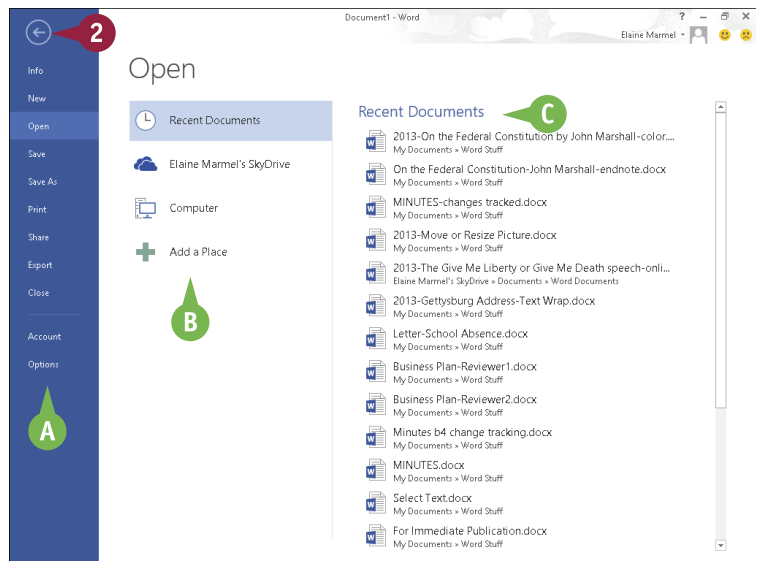
- 1 Click the **File** tab to display Backstage view.



- 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

- 1 If appropriate for the command you intend to use, place the insertion point in the proper word or paragraph.
- 2 Press **Alt** on the keyboard.
 - A Shortcut letters and numbers appear on the Ribbon.

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

- 3 Press a letter to select a tab on the Ribbon.

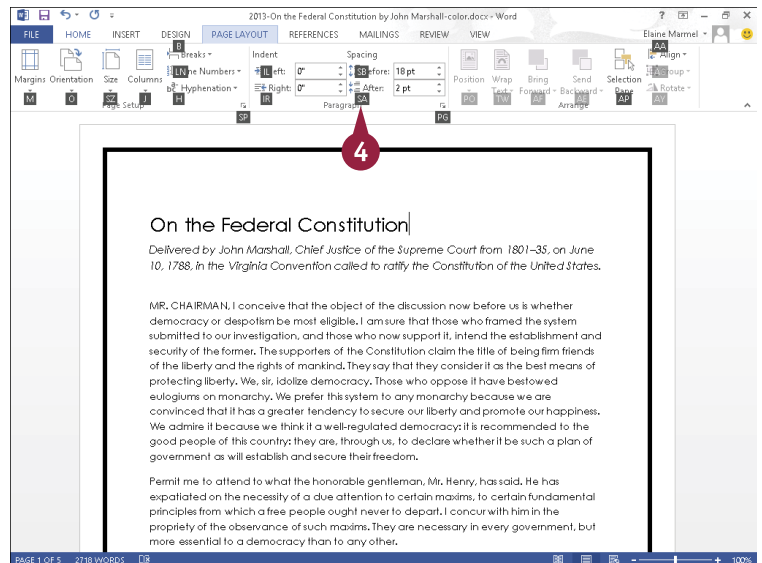
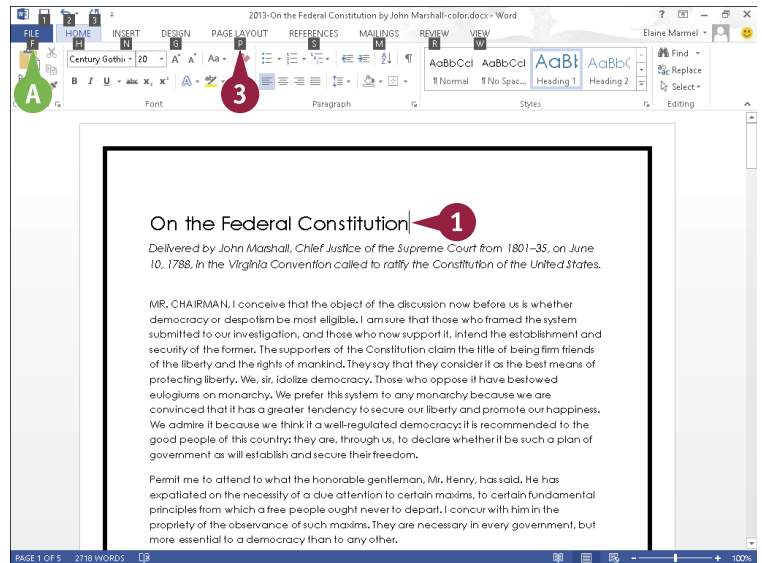
This example uses **P**.

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.

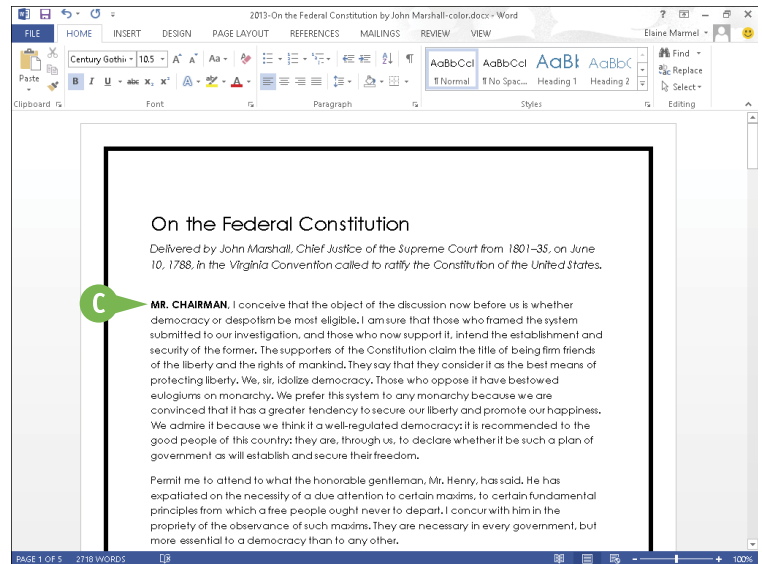
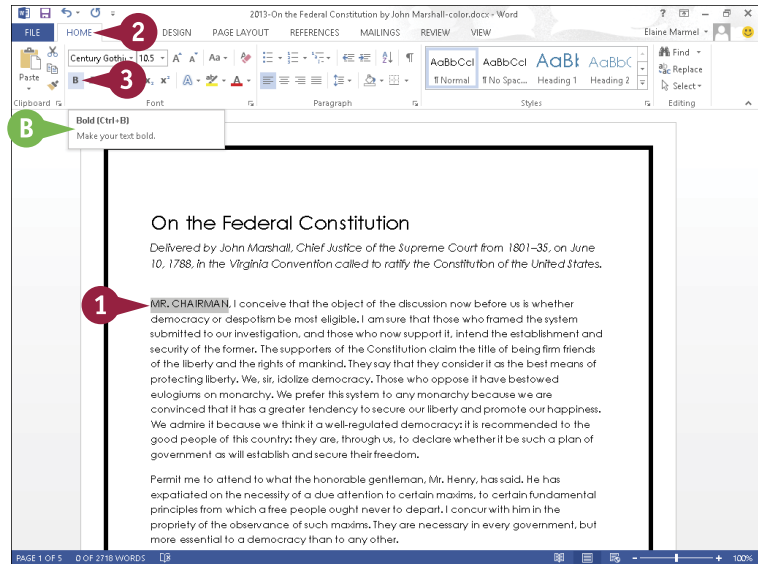
- 3 Point to the command you want to use.

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

- 4 Click the command.

C Word performs the command you selected.

Note: If you selected text, click anywhere outside the text to continue working.



TIPS

Can I toggle between the document and the Ribbon using the keyboard?

Yes. Each time you press **F6**, Word changes the focus of the program, switching between the document, the status bar, and the Ribbon, in that order.

What do the small arrows below or beside buttons mean?

When you see a small arrow (▼) on a button, several choices are available for the button. If you click the button directly, Word applies a default choice. However, if you click ▼, Word displays additional options as either lists or galleries. As you move the mouse pointer over the two parts of the button, Word highlights one or the other to alert you that you have more choices.

Using Word on a Tablet PC

If you are using Word 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 may seem awkward at first, but just a little practice of the gestures in this section will make your experience natural and easy.

Using Word on a Tablet PC

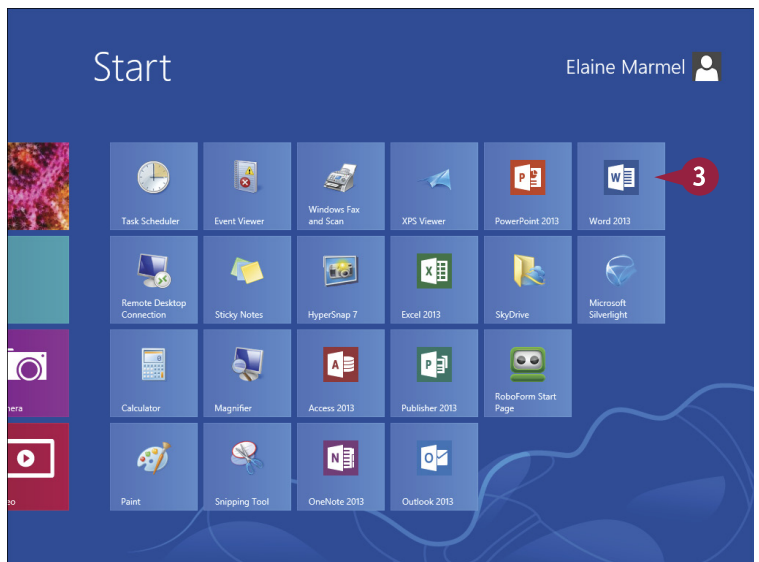
Start Word

- 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.



Swipe the Screen

- 1 Switch to Word's Read Mode view.

Note: See Chapter 3 for details.

- 2 Swipe left from the right edge of the tablet to read the next page.
- 3 Swipe right from the left edge of the tablet to read the previous page.

Move an Object

- 1 Position your finger or the stylus over the item you want to move.
- 2 Tap and hold the item and begin moving your finger or the stylus.
 - A The object moves along with your finger or the stylus, and an alignment guide helps you find a position for the object.
- 3 When the object appears where you want it, lift your finger or the stylus off the screen to complete the move and hide the alignment guide.

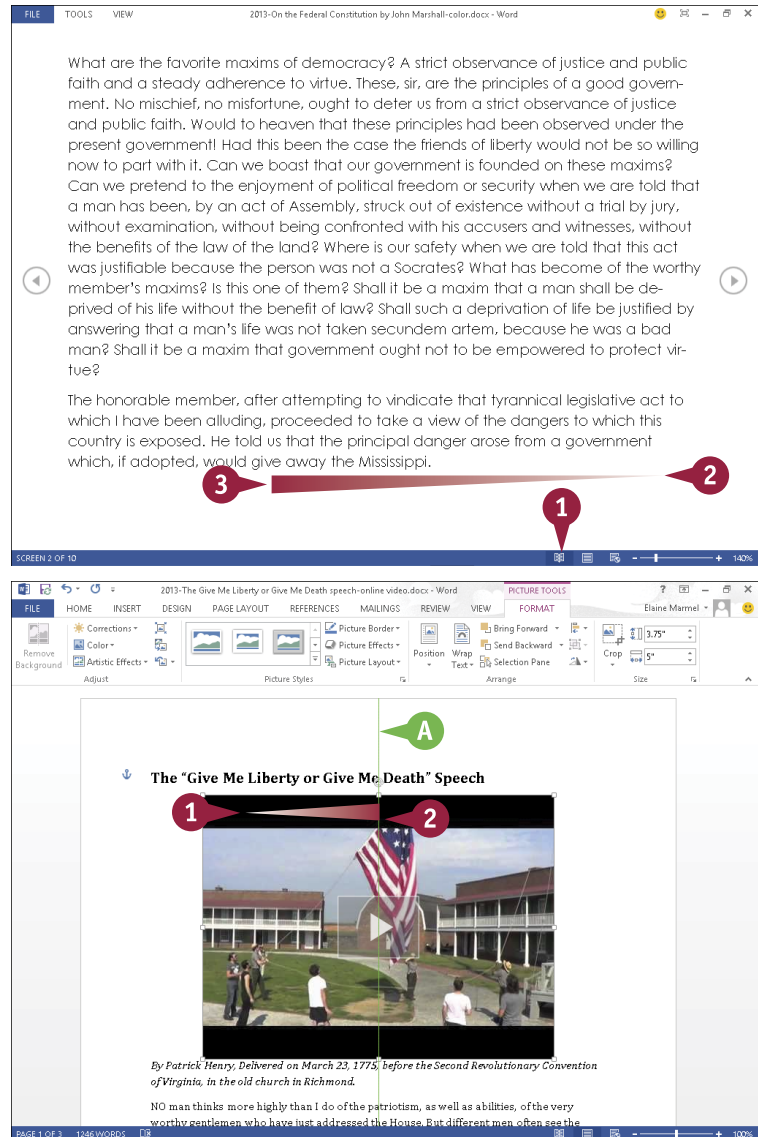
TIPS

How do I close Word using gestures?

Position your finger or the stylus at the top edge of the tablet, and then slide it down the screen. At first, you see the Windows 8 application bar for Word, so keep sliding. When you get about halfway, the application becomes a small window. Keep dragging that small window to the very bottom of the screen, and then lift your finger or the stylus. Windows 8 shuts down the application.

How many alignment guides are there?

The Alignment Guide feature uses one vertical and one horizontal alignment guide, and Word displays only one at a time, depending on the position of the object within the document.



Work with the Mini Toolbar and Context Menus

Most of the formatting commands appear on the Home tab in Word, but you have alternatives when you need to format text. You can use the Mini toolbar to format text without switching to the Home tab. The Mini toolbar contains a combination of commands available primarily in the Font group and the Paragraph group on the Home tab.

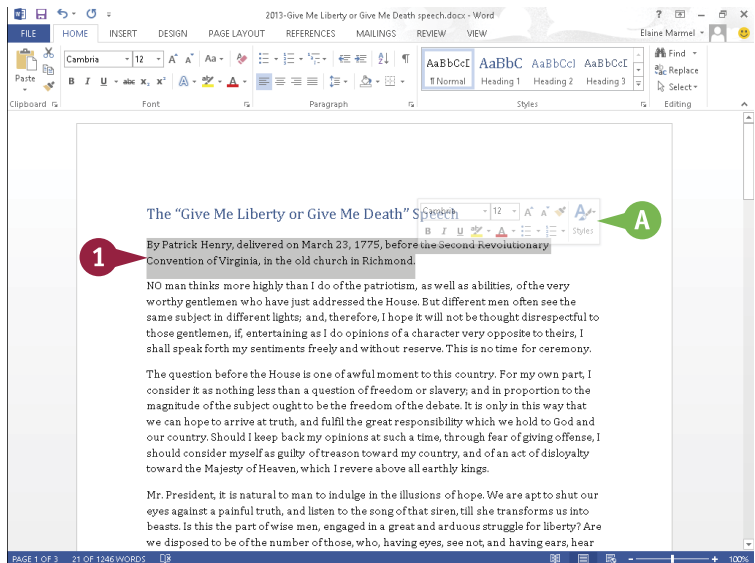
You also can use the context menu to format text without switching to the Home tab or the Review tab. The context menu contains the Mini toolbar and a combination of commands available primarily in the Font group and the Paragraph group on the Home tab and on the Review tab.

Work with the Mini Toolbar and Context Menus

Work with the Mini Toolbar

1 Select text.

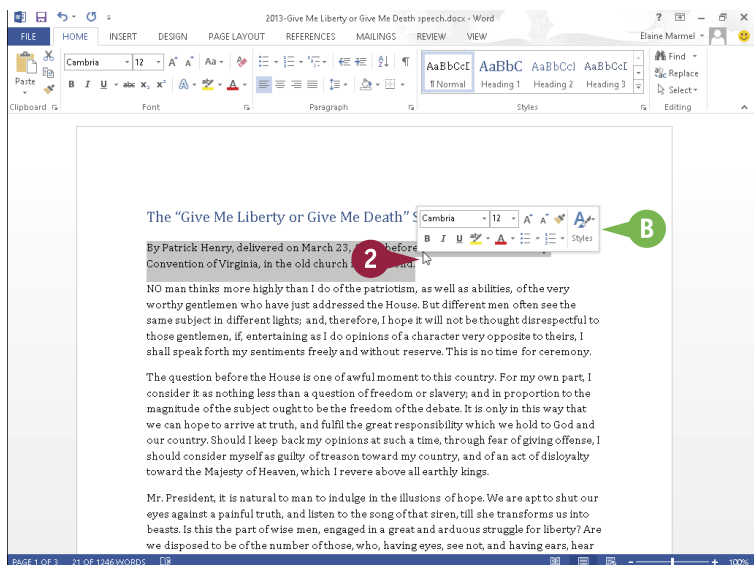
A The Mini toolbar appears transparently in the background.



2 Position the mouse pointer close to or over the Mini toolbar.

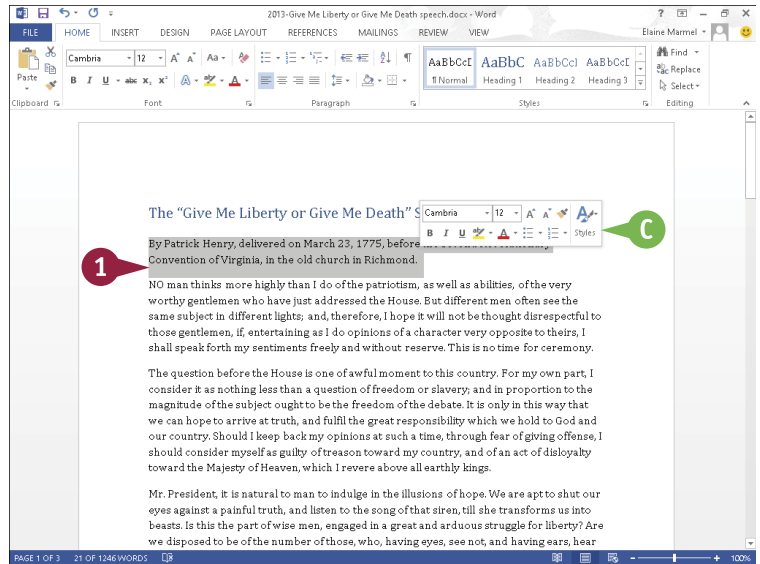
B The Mini toolbar appears solidly.

3 Click any command or button to perform the actions associated with the command or button.



Work with Context Menus

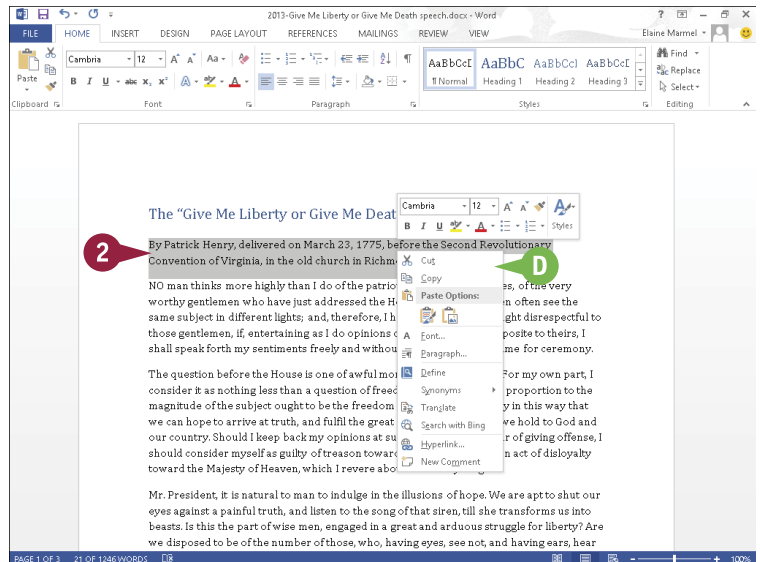
- 1 Select text.
- c The Mini toolbar appears in the background.



- 2 Right-click the selected text.
- d The context menu appears along with the Mini toolbar.

Note: You can right-click anywhere, not just on selected text, to display the Mini toolbar and the context menu.

- 3 Click any command or button to perform the actions associated with the command or button.



TIP

Can I turn off the Mini toolbar?

Yes. To do so, click the **File** tab and then click **Options**. The Word Options dialog box appears. On the General tab, deselect **Show Mini Toolbar on selection** (changes to). Click **OK** to close the dialog box.

Enter Text

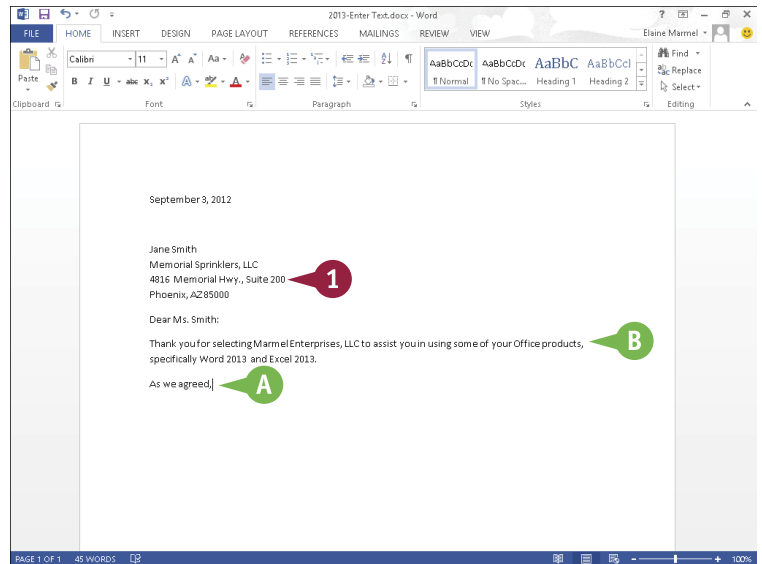
Word makes typing easy. First, by default, when you start typing, any existing text moves over to accommodate the new text. Further, you do not need to press **Enter** to start a new line. Word calculates for you when a new line should begin and automatically starts it for you, based on the margins you set, the font you use, and the font's size. See Chapter 7 for details on setting margins and Chapter 5 to learn more about choosing a font and setting its size.

To add more than one space between words, use **Tab** instead of **Spacebar**. See Chapter 6 for details on setting tabs.

Enter Text

Type Text

- 1 Type the text that you want to appear in your document.
- A The text appears to the left of the insertion point as you type.
- B As the insertion point reaches the end of the line, Word automatically starts a new one.
Press **Enter** only to start a new paragraph.



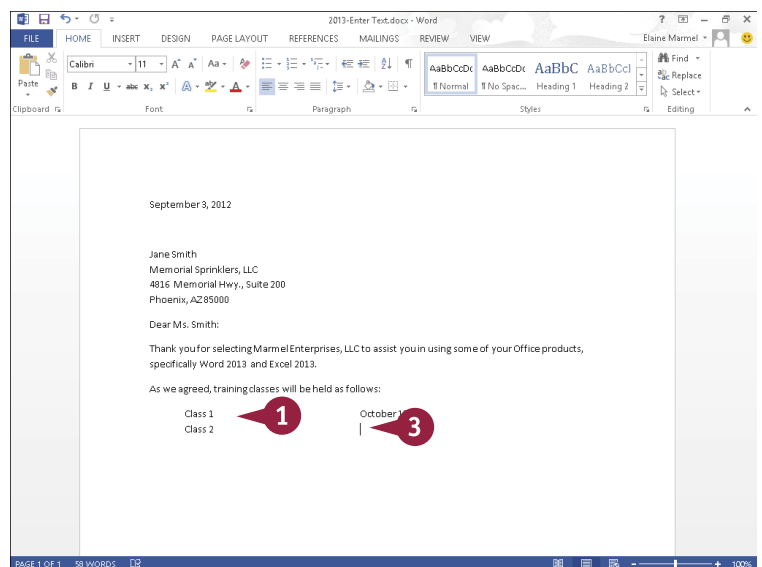
Separate Information

- 1 Type a word or phrase.
- 2 Press **Tab**.

To align text properly, you press **Tab** to include more than one space between words.

Several spaces appear between the last letter you typed and the insertion point.

- 3 Type another word or phrase.



Enter Text Automatically

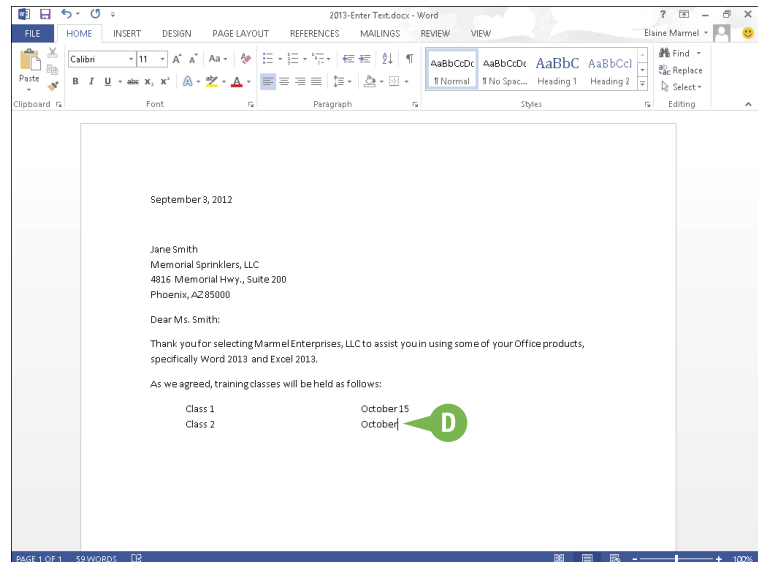
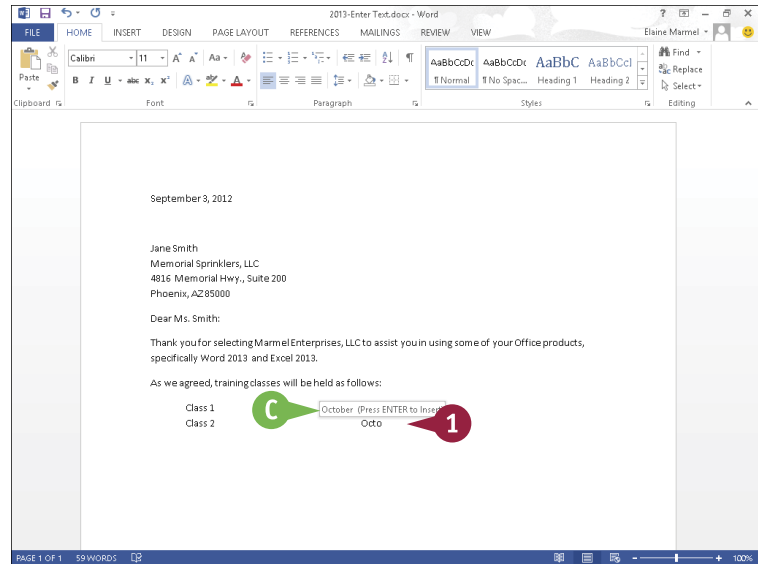
- 1 Begin typing a common word, phrase, or date.

The AutoComplete feature suggests common words and phrases based on what you type.

- c Word suggests the rest of the word, phrase, or month.

- d You can press **Enter** to let Word finish typing the word, phrase, or month for you.

You can keep typing to ignore Word's suggestion.



TIP

Why should I use **Tab instead of **Spacebar** to include more than one space between words?**

Typically, when you include more than one space between words or phrases, you do so to align text in a columnar fashion. Most fonts are proportional, meaning that each character of a font takes up a different amount of space on a line. Therefore, you cannot calculate the number of spaces needed to align words beneath each other. Tabs, however, are set at specific locations on a line, such as 3 inches. When you press **Tab**, you know exactly where words or phrases appear on a line. Word sets default tabs every .5 inch. To avoid pressing **Tab** multiple times to separate text, change the tab settings. See Chapter 6 for details.

Move around in a Document

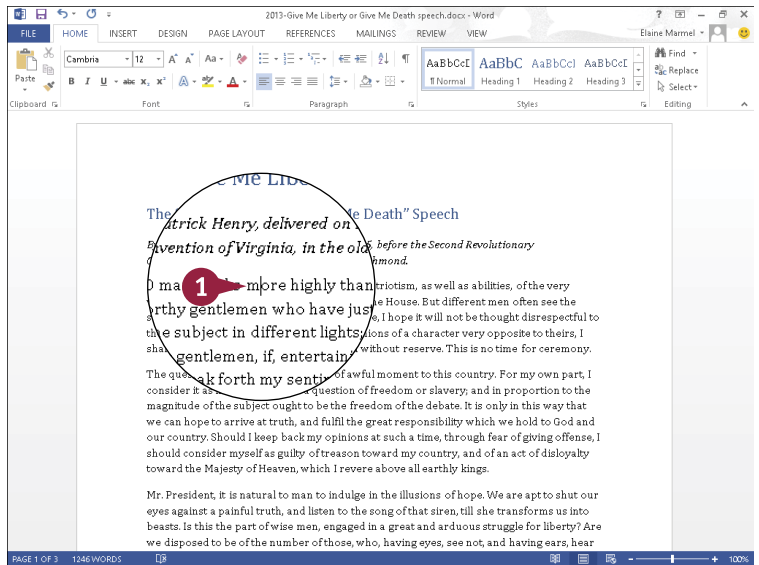
When you edit a large document, you can move the insertion point around the document efficiently using a variety of keyboard shortcuts. Although pressing and holding an arrow key moves the insertion point rapidly in the direction of the arrow, that approach is not efficient when you are viewing page 1 and need to edit text in the middle of the second paragraph on page 5.

You can use many techniques to move the insertion point to a different location in a document; the technique you select depends on the current location of the insertion point and the location to which you want to move.

Move around in a Document

Move by One Character

- 1 Note the location of the insertion point.
- 2 Press **→**.



- A Word moves the insertion point one character to the right.

You can press **←**, **↑**, or **↓** to move the insertion point one character left, up, or down.

Holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.

You can press **Ctrl** + **→** or **Ctrl** + **←** to move the insertion point one word at a time to the right or left.

