

Basic Microsoft Word 2013



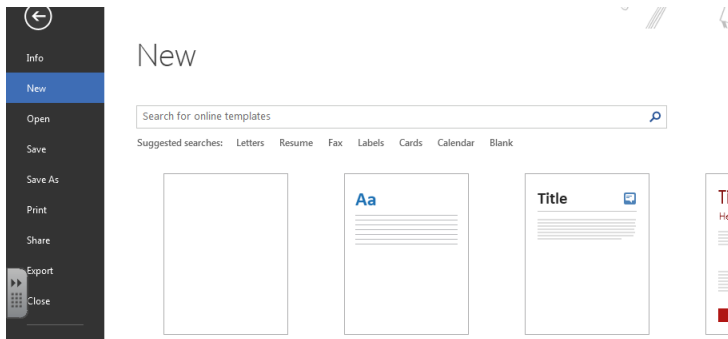
Basic Microsoft Word 2013

General Notes:

- In Office 2013, tabs exist at the top; these are referred to as ribbons. The commands on each tab are organized into groups. The commands that are available are based upon the tab you click at the top. Each ribbon has several buttons that are indicated by an icon. Some buttons have menus and some do not. A menu is indicated by the down arrow below the button.
- Other contextual tabs may be available when you select certain items in a file, *i.e.*, drawing objects or clipart. These tabs usually appear on the title bar above the regular tabs.
- A Quick Access toolbar exists to replace such options as save, undo, and redo. Additional items can be added to the Quick Access toolbar.
- A zoom slider exists at the bottom right of your screen to zoom in or out on a page.
- The different ways to view a document are also located at the bottom right of the screen to the left of the zoom slider, *i.e.*, print layout, draft, web layout, etc.

Create a New Document

1. Click File, New. The following screen will appear.




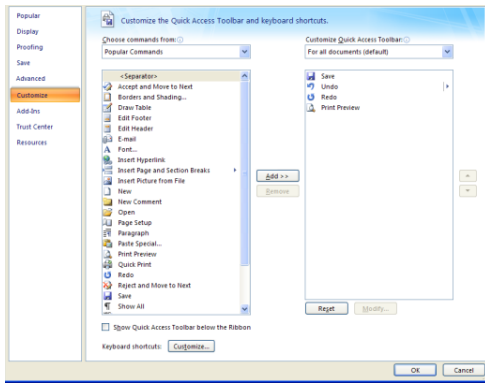
2. Select the type of document you wish to open. If you want to choose a template (document partially completed for you), choose the type of document you want, then click create. If the document is a template from the Microsoft Office Online section/category, the computer may ask you to download. If so, click Download. The Microsoft Office Online templates are only available if you are connected to the Internet and are on-line. The Blank, Installed Templates, and My Templates are available without Internet access.
3. Double-click on **Blank Document** to open a new blank document for editing.

Save a Document

1. Click File, Save (if existing document with same filename) or Save As (if a new filename is needed). Save As gives you several options including the following: Word Document (2010 version – adds an x on the end of the file extension), Word Template, Word 97-2003 Document (compatible with previous versions of Office), PDF or XPS (saves as a PDF document), Other Formats (used for saving in other formats not listed; *i.e.*, rich text format, etc.).

Add Items to Quick Access Toolbar

1. Click the down arrow to the right of the Quick Access Toolbar . Click on More Commands. The following screen will appear.



2. Click the command on the left side that you wish to add to the toolbar and click the Add button in the middle, then click OK. This will add the command to the Quick Access Toolbar. This will only need to be done once.

Quick Navigation Keys

- End Key** – end of line
- Home Key** – beginning of line
- Ctrl + left arrow** – beginning of previous word
- Ctrl + right arrow** – beginning of the next word
- Ctrl + End** – end of document
- Ctrl + Home** – beginning of document

Quick Selection Keys

- A word** – double-click the word
- A line of text** – click in the selection bar to the left of the line
- A sentence** – hold down the Ctrl key and click anywhere in the sentence
- A paragraph** – double-click in the selection bar next to the paragraph or triple-click anywhere in the paragraph
- An entire document** – triple-click in the selection bar or Ctrl+A

Spell & Grammar Check

1. Click the Review tab, click on the Spelling & Grammar icon in the proofing group.



Word Count

1. Click the Review tab; click the Word Count icon in the proofing group.



Thesaurus

1. Click the Review tab; click the Thesaurus icon in the proofing group.

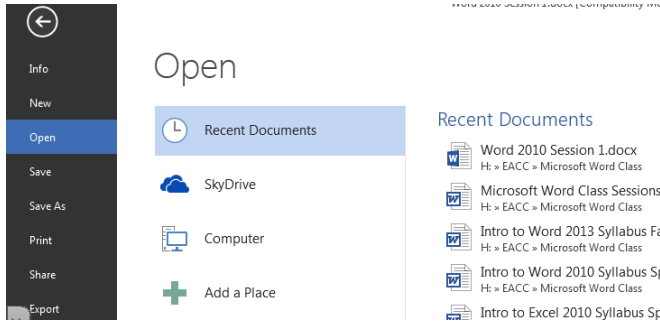


Close an Open Document

1. Click the File button, click the Close button.

Open an Existing Document

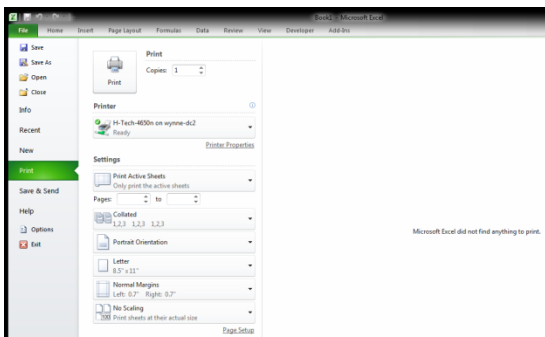
1. Click File, Open. The following screen will appear.



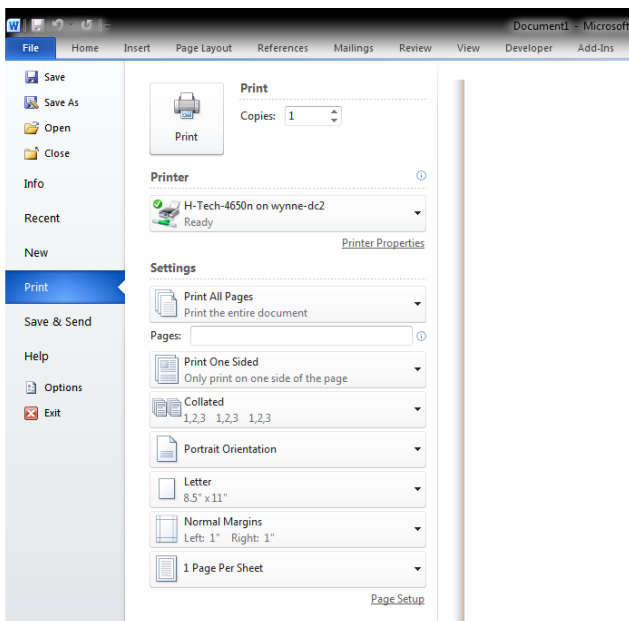
2. To open an existing file, click on the “Computer” option and “browse” through the files to locate the file to open and edit. After finding the correct file, double-click on the file name or click on the document once to highlight. You may also click on the file if it exists in the “Recent Documents” section.

Print/Print Preview

1. Click the File button, scroll over the Print button.



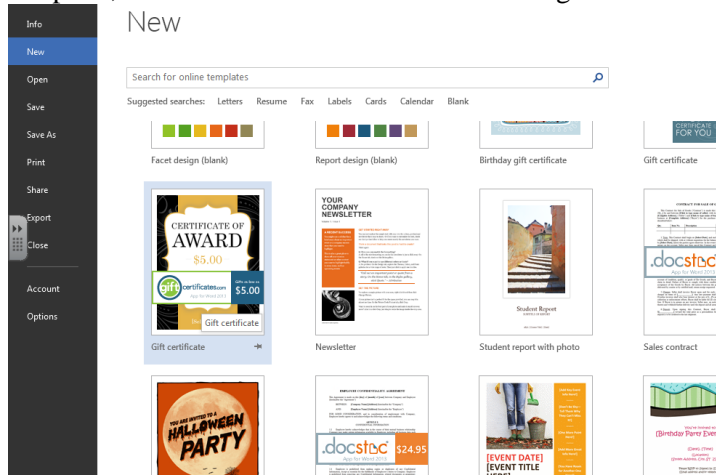
2. Click the File Menu, click on the Print option. This menu is also your Print Preview. In addition, you have the following printing options:



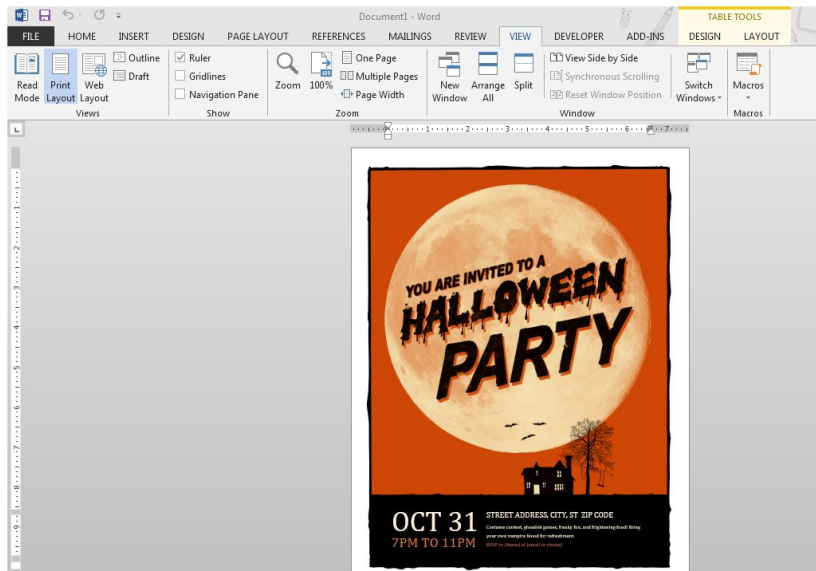
- a. **Print** – print the document; specify number of copies.
- b. **Printer** – select the printer to print to.
- c. **Settings** – can select pages to print, orientation, size of paper, margins, and scaling.
- d. **Page Setup (at the bottom)** – more extensive settings including changing the orientation, margins, add header/footer, and sheet setup.

Using Templates

1. Microsoft Word has many built-in or predefined documents for you to use. This saves you the time of trying to create them on your own.
2. To use a built-in template: Click the File menu, click New.
3. Installed templates are those that come with the Microsoft Word program and are automatically installed on your computer when the software is installed.
4. Online templates are those that you have access to from the Microsoft Office website. There are hundreds available for you to use. You just have to download them. To do this, click on the area of the template you want to use (*i.e.*, Brochures, Business Cards, Calendars, etc.). Find the template you wish to use, click on the template, then click Download at the bottom right of the dialog box.



If you don't like the template, then simply click on another one before clicking the Download button. To use the template, click on the text area you wish to replace and key in the text you want to put there.



Change Font Attributes


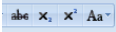




Change Font Type

1. Click the Home tab; click the font down arrow in the font group. Remember to highlight text already keyed in to apply this setting.

Change Font Size

1. Click the Home tab; click the size down arrow in the font group. Remember to highlight text already keyed in to apply this setting.

Change Font Style

1. Click the Home tab, click the B, I, U in the font group for bold, italics, underline. Underline styles and colors are obtained by clicking the down arrow next to the  icon.
2. Other styles are also available such as strikethrough, subscript, superscript, and change case. 
3. Color of text may be changed by clicking the down arrow next to the  icon in the font group. Highlight text color may be changed by clicking the down arrow next to the  icon in the font group.
4. Grow font icon and shrink font icons are also available in the font group. 
5. The clear formatting icon  is used to clear any formatting applied to text. Remember to highlight text you wish to clear the formatting for before clicking this icon.

Change Text Alignment


1. Click the Home tab, click the alignment icon (Left, Center, Right, or Full Justification) of your choice in the paragraph group.





Displaying Nonprinting Characters

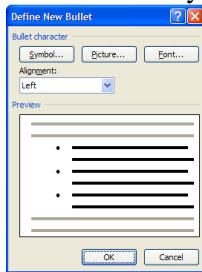
Nonprinting characters are anything that takes up space or has a formatting function but does not appear on the printed page: spaces, tabs, paragraph breaks, and so forth. Even if you prefer to work without seeing them, they can be beneficial when it is difficult to correct spacing issues.

To display nonprinting characters:

1. Click the paragraph symbol  in the Paragraph group on the Home tab.
2. It is a toggle key, so once you are through viewing nonprinting characters, you can click it again to turn it off.

Adding Bullets/Numbering

1. Click the Home tab; click the down arrow to the right of the bullets icon  or the numbering icon .
2. Choose the style of bullet or numbering you wish to apply to text. Additional bullets are available by clicking on Define New Bullet at the bottom of the drop-down list. Click on Symbol or Picture to see additional items. Click OK once you have selected what you want.

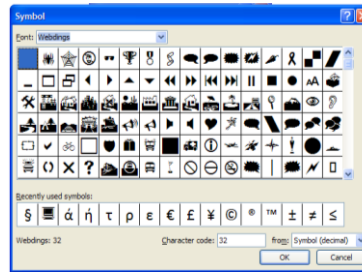


← BACK TO SITES

Office.com Clip Art
48 search results for bullet

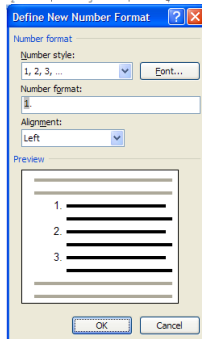


Picture



Symbol

3. Your own style of numbering can be set as well. Click on Define New Numbering Format and type in the style you want. Click OK when finished.



Change Line Spacing

1. Click the Home tab, click the line spacing icon in the paragraph group.
2. Pressing the Enter key in the 2013 version begins a new paragraph and leaves a blank space. To change this, click the No Spacing option in the Styles group on the Home tab.



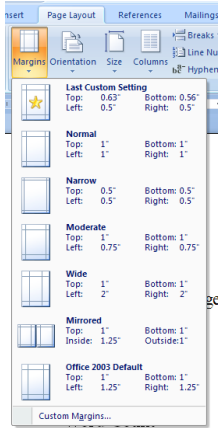
Note: To force the computer to go to the next line without beginning a new paragraph, Shift+Enter.

Change Margins

1. Click the Page Layout tab, click the down arrow below the Margins icon in the Page Setup group.

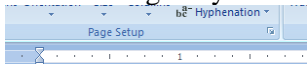


2. You can choose from the preset margins or click on the custom margins setting to specify your own settings.

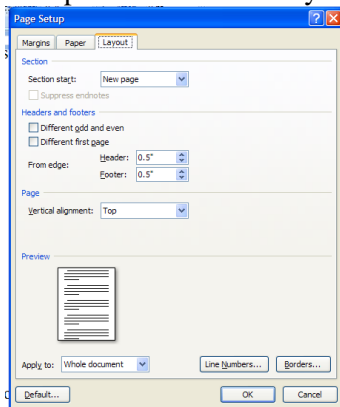


Vertically Align a Page

1. Click the Page Layout tab, click the diagonal arrow in the corner of the Page Setup group.

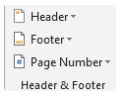


2. Click on the Layout tab of the dialog box, and change the vertical alignment setting in the Page section to the alignment of your choice: top, center, justified, or bottom. The default is top. You should **not** press Enter multiple times to vertically center any page.



Inserting Header/Footer

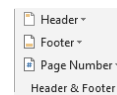
1. Click the Insert tab, click the down arrow below the Header or Footer icon in the Header & Footer group.



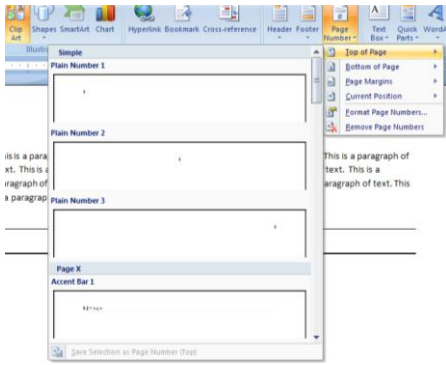
2. Choose the layout which best suits your needs. There are numerous options for each.

Inserting Page Numbers

1. Click the Insert tab; click the Page Number icon in the Header & Footer group.



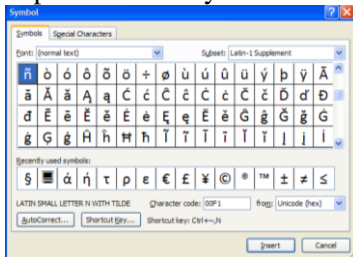
2. There are numerous options for putting the page number at the top of the page or at the bottom of the page. Click on the one you want.



Inserting Symbols



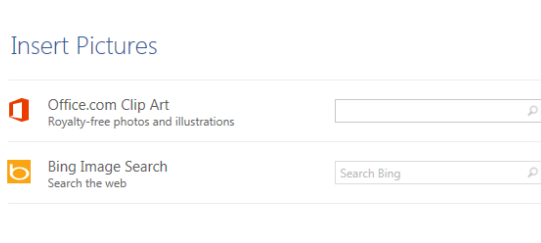
1. Click the Insert tab; click the down arrow below the Symbol icon in the Symbols group.
2. Choose a symbol from the commonly used list, or click More Symbols to see more options. Many different types of picture icons/symbols are available in Webdings, Wingdings, Wingdings 2, Wingdings 3.



Inserting Pictures/Online Pictures

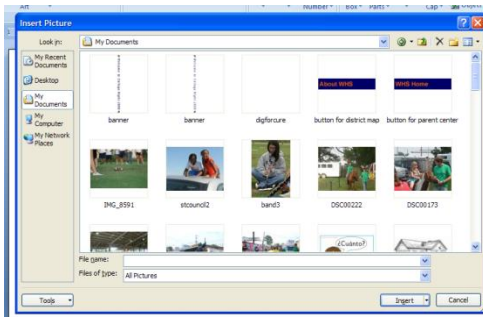


1. Click the Insert tab; click the ClipArt icon in the Illustrations group.
2. A dialog box will appear for you to indicate “keywords” you want to search the database for. Once you key the text for the type of image you are looking for, click the search icon at the right or press Enter. Numerous images should appear. To insert a specific clipart, double-click the image you wish to add or click the image once and click the Insert button. Images that are displayed with the Online Pictures icon are located on the Microsoft website. If you are not connected to the Internet, these will not show up.

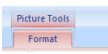


3. To insert a saved image, click the Insert tab; click the Pictures icon in the Illustrations group. Browse to find the picture in the list, then click the Insert button.

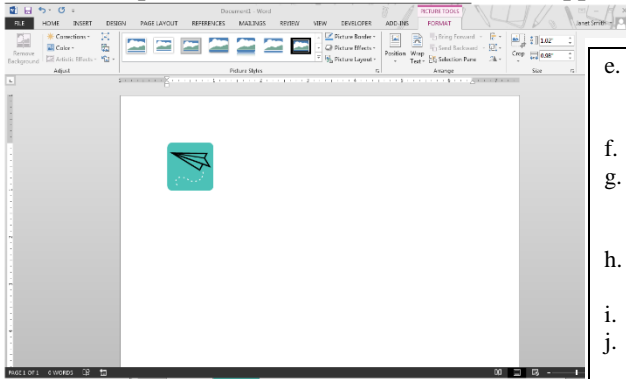




Using Picture Styles/Tools

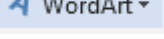
1. Click on the image in your document. If the Picture tools ribbon is not showing, click on the Picture Tools icon located on the Title bar. 

2. Numerous options are available to enhance the appearance of the picture.



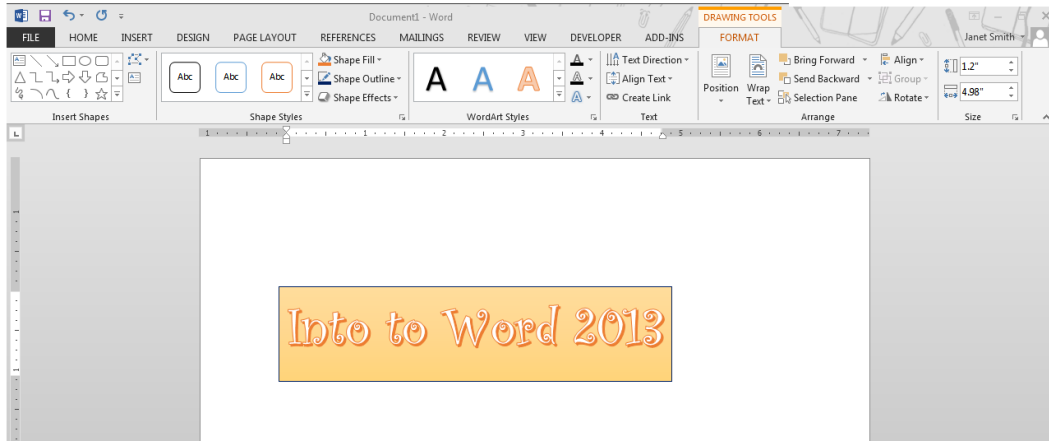
- e. **Brightness/Contrast/Recolor** – alter the image by making it brighter, changing the contrast, and recoloring using various color options.
- f. **Artistic Effects** – allows you to apply artistic options to image.
- g. **Compress Pictures** – makes image smaller in saving size; helpful when you are sending a file with lots of pictures by e-mail.
- h. **Change Picture** – allows you to change the picture without going back to Insert, Picture/ClipArt.
- i. **Reset Picture** – sets the image back to its original setting.
- j. **Picture Styles** – many options for displaying image; *i.e.*, in a frame, alter shape, add a border, or add special effects such as beveled edges and shadows to it.
- k. **Arrange** – changes the place image is put. Can put image in front/behind text, close to text, on a line by itself, align it to a specific spot on the page, etc. Can group objects together; can rotate image.
- l. **Size** – can crop parts of the image out. Can set the height and width of the image.

Creating and Inserting WordArt

1. Click the Insert tab; click the WordArt icon in the Text group.  Click the WordArt design you wish to use. Type your text into the box that appears on your screen. You can change the font, size, etc. as you wish.

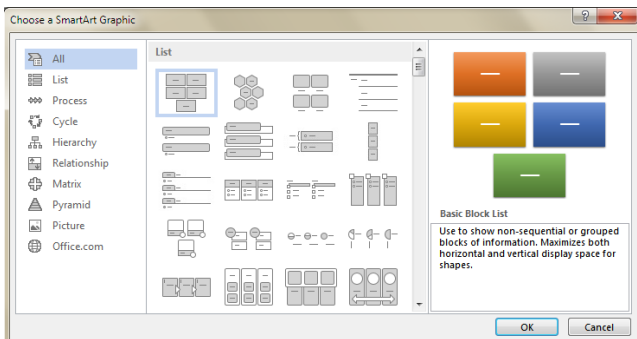
Your text here

2. Just as for images, there are many manipulation options available for WordArt; styles, fill, shadow effects, rotating options, size, etc.

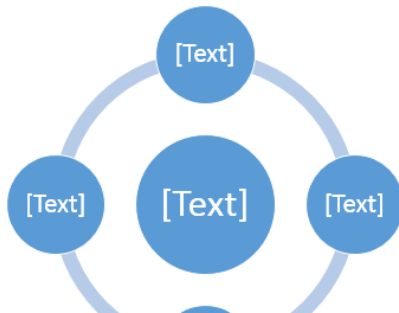


Inserting SmartArt


1. Click the Insert tab; click the SmartArt icon in the Illustrations group.  Click the SmartArt design you wish to use, then click OK.

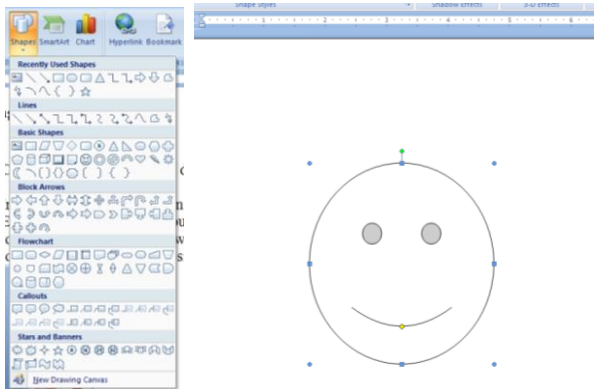


2. Numerous options are available for manipulating the illustration. Click in each element to type text, add shapes, delete shapes, change the layout or style, etc.



Inserting Shapes

1. Click the Insert tab; click the down arrow below the Shapes icon in the Illustrations group. 
2. Shapes are categorized in groups by what type of shape they are. Click on the one you wish to put into your document, then click and drag in your document where you want to put it. The shapes can be as large or small you want them.



3. Numerous options are available for manipulating the shape, *i.e.*, shadow styles, effects, 3-D effects, size, etc.

