



Quick Reference Guide 1

Word 2013 for Windows

Getting Started

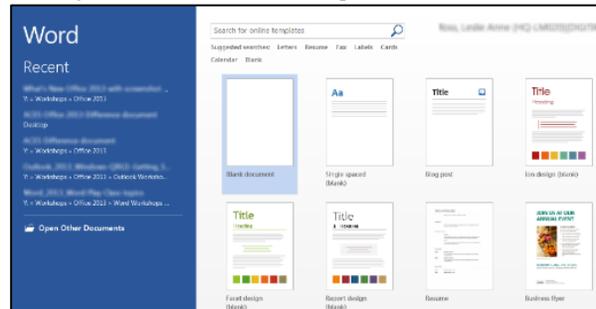


New Start Experience

Word 2013 includes a new Start experience (shown right) allowing the user to open recent files, start a new document from a template or open other files. To skip this screen and go directly to a blank document, press **ENTER** or **ESC** on your keyboard.

This behavior can be controlled by the user by enabling or disabling the option **Show the Start screen when this application starts**. By default, this setting is enabled.

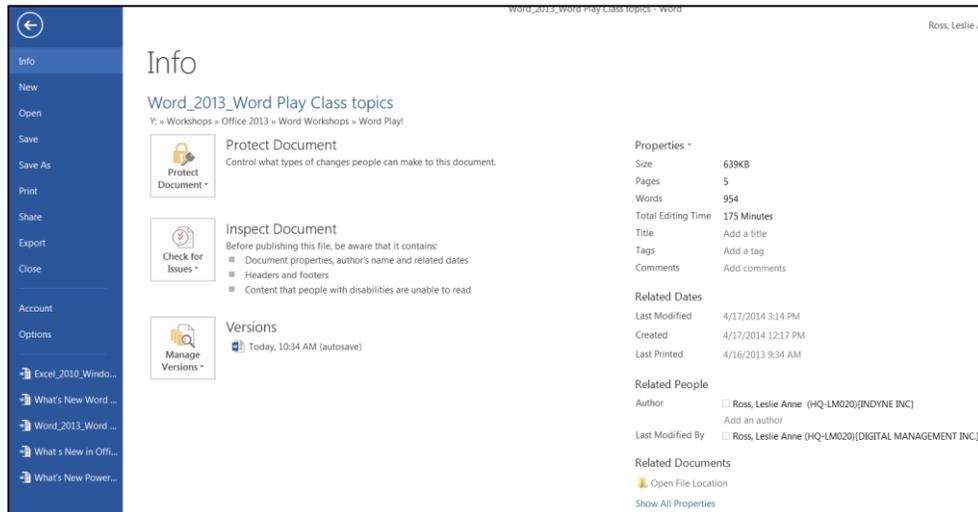
1. To adjust this behavior, click the **File Tab | Options | General**.
2. Click the checkbox to enable/disable **Show the Start screen when this application starts**.



Backstage View – File Tab

The **Backstage View – File Tab** includes many of the tasks that were traditionally located under **Tools | Options** in previous versions of Word. The **Ribbon** contains commands for working in a document, while the **Backstage View** on the **File Tab** contains commands you use to do things to a document.

- Click the **File Tab** to access the **Backstage View**.
- The **File Tab** includes **Info, New, Open, Save, Save As, Print, Share, Export, Close, Account** and **Options** (shown below).



- Use **Info** to **Protect Document, Check for Issues, and Manage Versions**.
- **File Tab | Options** provides **General** and **Advanced** options to adjust your preferences for **Proofing, Save, and Language**.
- **File Tab | Options | Customize Ribbon** and **File | Options | Quick Access Toolbar** provide customizations for Ribbons and the Quick Access Toolbar.

- Click the **Back** arrow to return to the document.

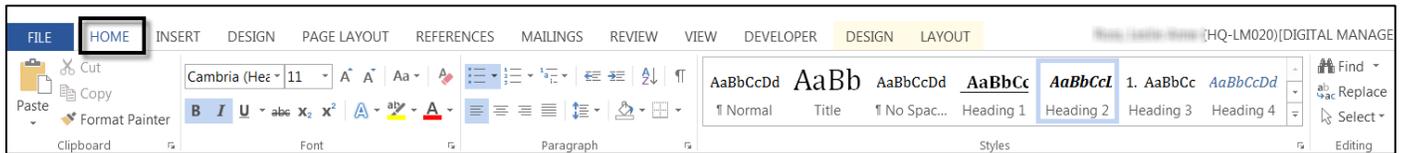


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Command Tabs and Ribbons

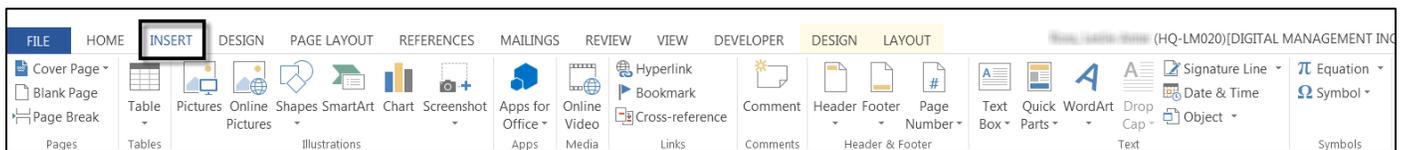
The **Command Tabs** and **Ribbons** are designed to quickly find the commands to complete a task. Each **Command Tab** displays a **Ribbon** with commands organized in logical groups by type. The **Ribbons** replaced the menus in previous versions of Word. Where applicable, the **Ribbon** also contains a dialog box launcher to display the **Clipboard, Page Setup, Font, Styles** and **Tracking** options dialog boxes (to name a view). **Tabs** and **Ribbons** can be customized with user-defined groups and user-preferred commands.

Command Tab Home: Clipboard, Font, Paragraph, Styles and Editing



For more information, see the section entitled “Using the Home Ribbon Commands” at page 4.

Command Tab Insert: Pages, Tables, Illustrations, Apps, Media, Links, Comments, Header & Footer, Text and Symbols

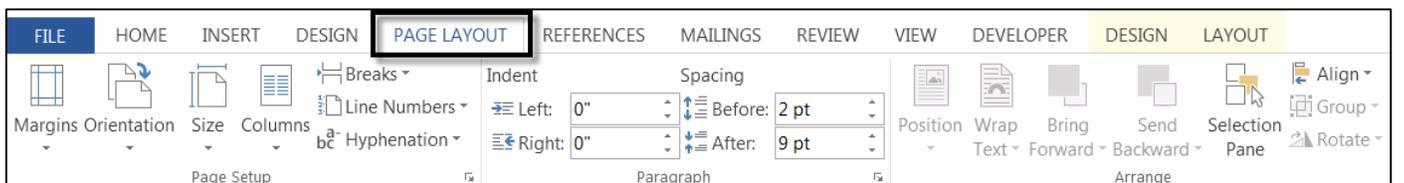


Command Tab Design: Themes, Document Formatting and Page Background



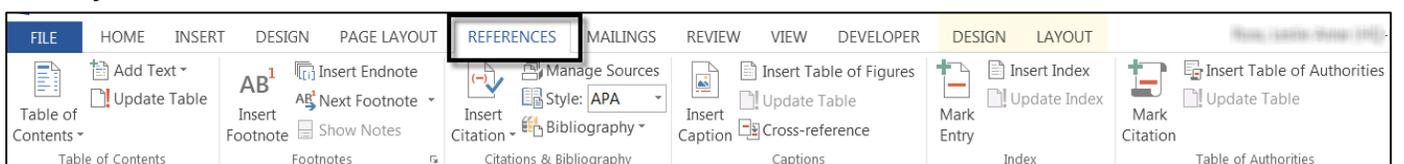
For more information, see the section entitled “Using the Design Ribbon Commands at page 5.

Command Tab Page Layout: Page Setup, Paragraph and Arrange

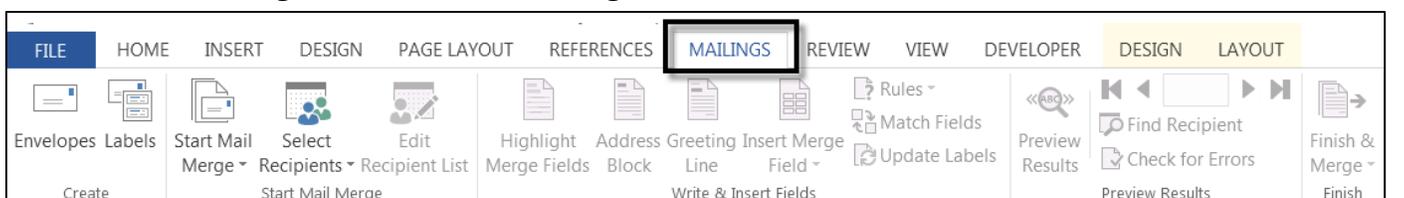


For more information on Page Layout Tools see the Word 2013 for Windows QRG2 –Page Layout, Section Breaks and Header/Footer.

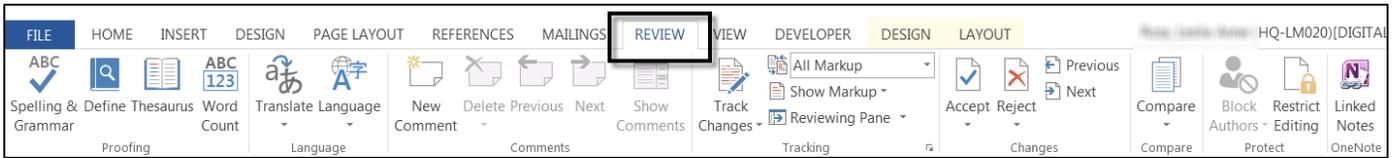
Command Tab References: Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities



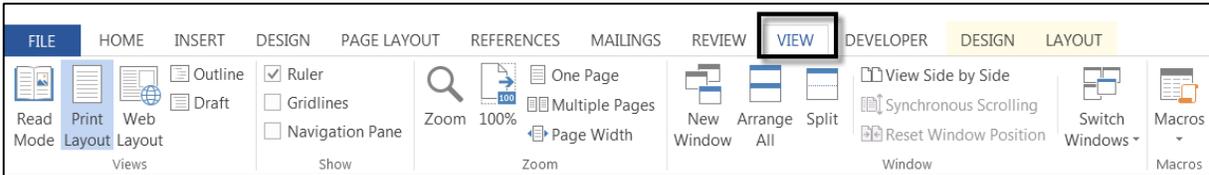
Command Tab Mailings: Create, Start Mail Merge, Write & insert Fields, Preview Results and Finish



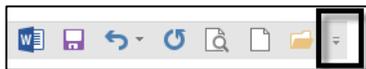
Command Tab Review: Proofing, Language, Comments, Tracking, Changes, Compare, Protect and OneNote



Command Tab View: Views, Show, Zoom, Window and Macros



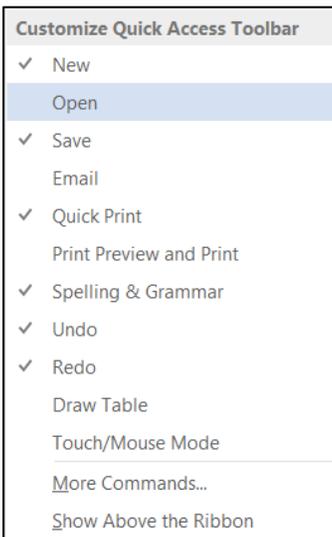
Quick Access Toolbar



← Customize Quick Access Toolbar Drop-down arrow

Displaying the Toolbar

To display the **Quick Access Toolbar** above or below the ribbon, click the **Customize Quick Access Toolbar** drop-down arrow. The *Quick Access Toolbar menu* displays (shown below). Select **Show Above** (or **Below**) the Ribbon.

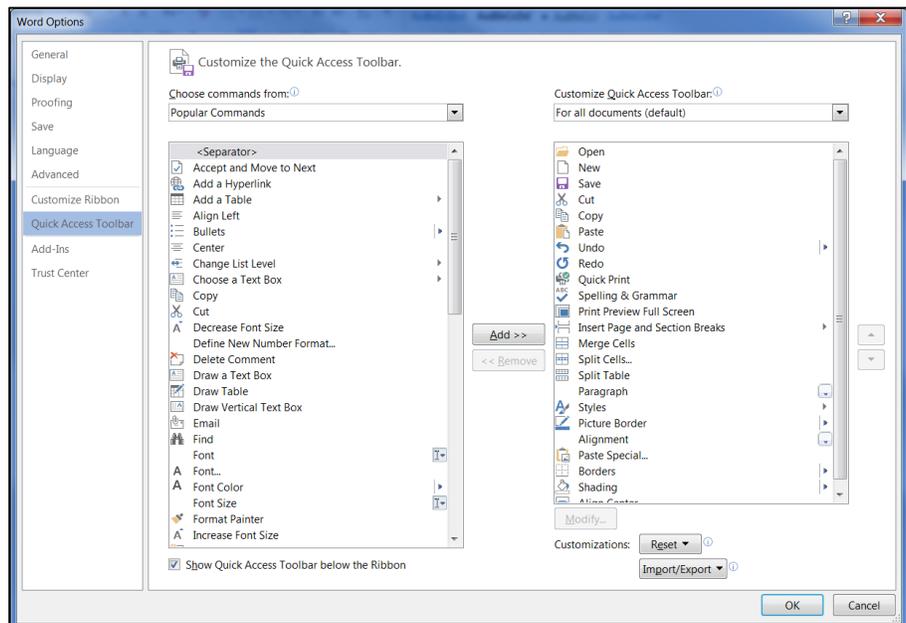


Customizing the Quick Access Toolbar

The power of the **Quick Access Toolbar** is the ability to gather commands you want in one place, rather than spread across different tabs. You can customize the toolbar by selecting the desired commands in the **Customize Quick Access Toolbar** drop-down list (shown left).

Adding Additional Commands

1. Click the **Customize Quick Access Toolbar** drop-down arrow (*menu* shown left).
2. Click **More Commands**. The *Customize Quick Access Toolbar* window displays (shown below).
3. Select the commands to be added from the **Choose commands from** in the left command list.
4. Click **Add** and the command will display in the **Customize Quick Access Toolbar** in the right command list.
5. Click the **Up** and **Down** arrows to change the order of the commands. Click **OK**.

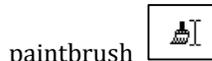


Using the Home Ribbon Commands

Clipboard Commands

- Click **Cut** or press Control + X to cut out data.
- Click **Copy** or press Control + C to copy data.
- Click **Paste** or press Control + V to insert cut or copied data.
- Click the **Format Painter** or press Control + Shift + C to copy formatting from selected data and paste that formatting to additional text. To use:

- Select the text with the desired format and then click the **Format Painter**. The cursor changes to a

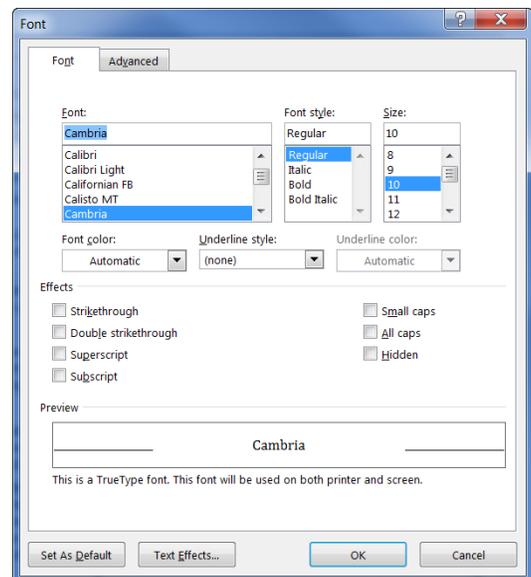


paintbrush. Single-click the **Format Painter** to paste the formatting only once. Double-click the **Format Painter** to toggle the tool on and paste formatting multiple times. Click the **Format Painter** again to toggle off.

- With the **Paintbrush** cursor (shown above), click and drag the mouse over the text to be formatted. The selected formatting will be applied to the “painted” text.

Font Commands on the Home Ribbon

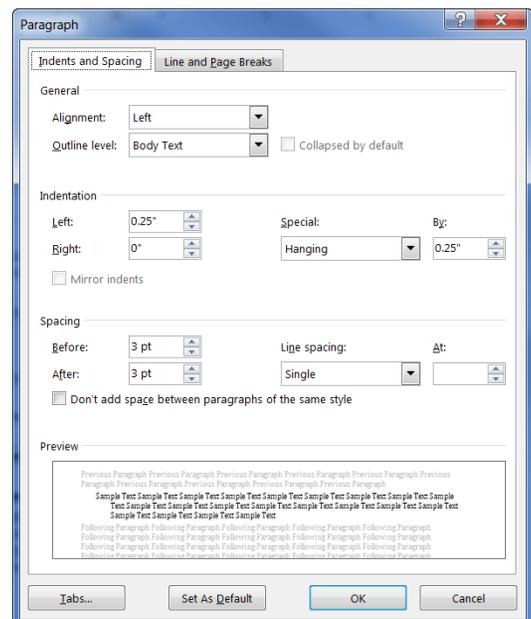
- Click the **Font** buttons to:
 - Change the **Font** (Control + Shift + F),
 - Change the **Point Size** (Control + Shift + P) and **Font Color**,
 - Apply **Highlighter**, and
 - Apply **Bold** (Control + B), **Italics** (Control + I), **Underline** (Control + U), **Strikethrough**, **Superscript** (Control + =) or **Subscript** (Control + Shift ++).
- Click the **Font Dialog Box Launcher** (shown below) to display the **Font** dialog box (shown right).



- Use the dialog box to change the **Font**, **Font Style**, **Size**, **Font Color**, **Effects**, and work with the **Advanced Tab** settings.
- Click **Text Effects** to apply borders or fill color to the text.

Paragraph Commands on the Home Ribbon

- Click the **Line and Paragraph Spacing** buttons to change the **Numbering**, **Outline numbering**, **Indentation**, **Alignment** and **Spacing**.
- Shortcut keystrokes to change spacing are:
 - Control + 1 = single spacing,
 - Control + 2 = double spacing, and
 - Control + 5 = .5 spacing.
- Click the **Paragraph Dialog Box Launcher** (shown below) to display the Paragraph dialog box (shown right).



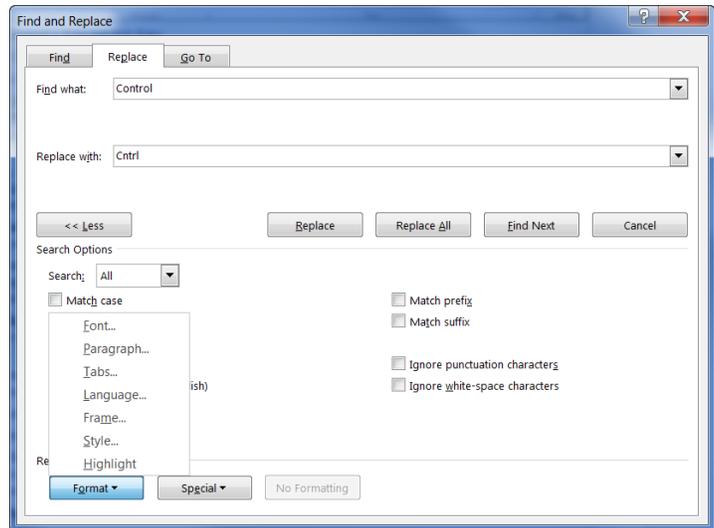
- Use the dialog box to change the **Alignment**, **Indentation**, **Spacing**, and the **Line and Page Break** formatting.

Styles Tools

Click the appropriate style in the **Style Gallery** to apply a style to a paragraph. For more information on applying and modifying styles, please see the Word 2013 for Windows QRG3 – Styles and Table of Contents.

Editing Tools

- Click the **Editing** tools to:
- **Find** (Control + F). Click the **Find** drop-down arrow to use **Advanced Find** (shown right) and **Go To** tools.
- Click **Replace** (Control + H) to find text and replace it with other text.
- Use the **Format** button on the **Find and Replace** dialog box to find special formatting like **Font**, **Paragraph**, **Tabs**, etc.
- Click the **Select** drop-down arrow to **Select All** (Control + A), **Select Objects**, **Select Text with Similar Formatting** or display the **Selection Pane**.



Use the left margin of the page to select as well. This is called the **Selection Area**. Point the tip of the mouse toward a paragraph and single click to select the line, double-click to select the paragraph, and triple-click to select the document. Pointing the mouse to a row in a table will select the entire row.

Using the Design Ribbon Commands

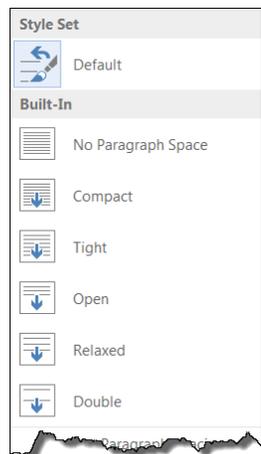
Document Themes

Word 2013 Themes are quick formatting options saved under a unique name. Themes consist of a set of formatting choices that can be applied to an entire document and include colors, fonts, and effects. When you click **Design** and choose a new **Theme**, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. The same themes are available in other Office 2013 programs so a Word file and a PowerPoint presentation can be consistently formatted.

From Word 2013, click the **Design Tab**. The *Design Tab* commands will display (shown below).



1. Click **Paragraph Spacing** drop-down arrow (shown right) to select document paragraph spacing.
2. Click to select the appropriate spacing.



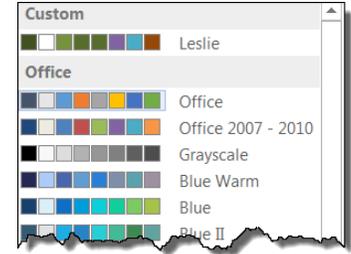
1. Click the **Themes** drop-down arrow to display the **Custom** user-defined themes and **Office** built-in themes (shown far right).
2. Click to select the appropriate Theme.



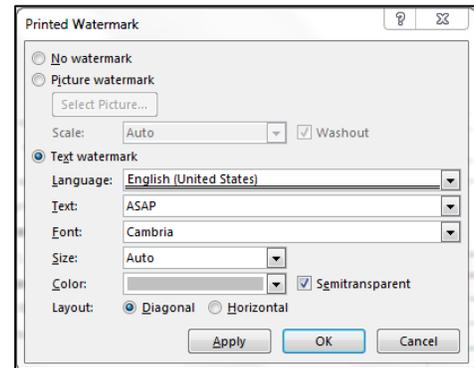
1. Click **Fonts** drop-down arrow (shown right) to select a font combination.
2. Click to select the appropriate font combination.



1. Click **Colors** drop-down arrow to select a color scheme.
2. Click to select the appropriate color combination.



- Click **Set as Default** to save the customizations to the **Normal** template. This setting will be applied to all new documents.
- Click **Watermark** to include a Watermark on the background of the pages. It is easy to change the Watermark once applied.
 - Click the **Watermark** drop-down arrow and click **Custom Watermark**. The *Printed Watermark* dialog box displays (shown right).
 - Type the watermark text in the **Text watermark** field.
 - Select the desired **Font, Size** and **Color**.
 - Select the **Layout** button for **Diagonal** or **Horizontal**.
 - Click **Apply** to keep the window open and make other changes or click **OK** to save the changes and dismiss the dialog box.



- Click **Page Color** to select a different color for the paper. Click to select the desired color from the drop-down list.
- Click **Page Borders** to apply a border to the pages. The *Borders and Shading* dialog box displays on the **Page Border Tab**. Select the border **Setting, Style, Color** and **Width** and **Art**. Click in the **Preview** to select the location for the page border. Click **OK** to apply the page border.

From the Borders and Shading dialog box you can also apply borders to a paragraph on the Borders Tab and can apply paragraph shading on the Shading Tab.

