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# Introduction to Microsoft Word 2013

# MICROSOFT WORD 2013 BASICS

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   The Quick Access Toolbar
   The Ribbon
   The Status Bar
   The view Toolbar

2. **Basic Commands**
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   Text Highlight Color & Font Color
   Align Text (Left, Center, Right, Justify)
   Line Spacing

4. **Printing Documents**
   Print Preview
   Print Documents

5. **Resources**
   **Websites:**
   Microsoft - Play Video- http://office.microsoft.com/en-gb/products/HA101679481033.aspx
   Microsoft Word 2007 Online Tutorials
   http://office.microsoft.com/en-us/training/CR100654561033.aspx
   Learning Express- Choose Computer Skills
   http://www.learnatest.com/LearningExpressLibrary/Home.cfm?CFID=x&CFTOKEN=x&Refresh=1&sip=1282207170&HR=http://www.ccls.org/databases/azdbsip.htm
   Keyboard Shortcuts
   http://office.microsoft.com/training/Training.aspx?AssetID=RP060785491033&CTT=5&Origin=RP060785501033
   **Books:**
   Master Visually Microsoft Office 2007 / Tom Bunzel
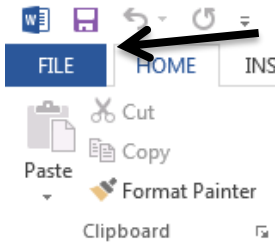   Sams Teach yourself Microsoft Office 2007 all in one / Greg Perry
   Office 2007 all-in-one desk reference for dummies / Peter Weverka
   Teach Yourself Visually – Microsoft Office 2007 /Sherry Willard Kinkoph

# MICROSOFT WORD 2013 BASICS
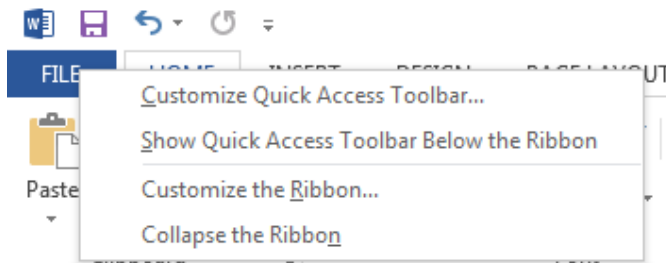
## 1. 2013 Features
### *The Office File Tab*

- Located in upper left corner
- Basic commands are Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options

### *The Quick Access Toolbar*

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed. You can add buttons that represent commands to the Quick Access Toolbar, and you can move the Quick Access Toolbar from above the Ribbon to below the Ribbon. Right click on any Tab and you will see these Ribbon options.

### *The Ribbon*
*Grouping of your tools and commands by task*
1. Tabs
   a. File, Home, Insert, Design, Page Layout, References, Mailings, Review, and View
2. Groups within each Tab Break which contains sub tasks
   a. Such as Clipboard, Font, Paragraph, Styles and Editing when Home Tab is selected
3. Command buttons in each group to carry out commands or display a menu of commands
   a. Command buttons when Home is selected under Group: Clipboard are Cut, Paste, Copy and Format Painter
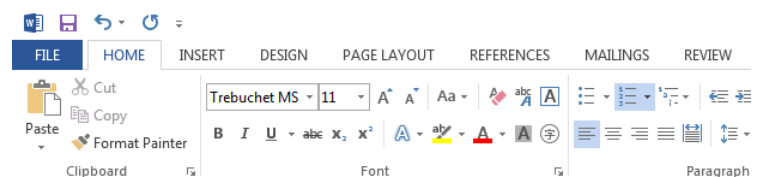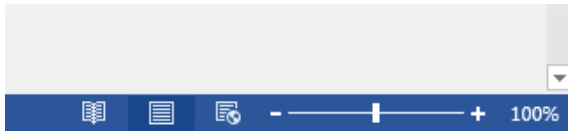
# MICROSOFT WORD 2013 BASICS

## *The Status Bar*



The status bar at the bottom of Microsoft Office programs indicates whether options such as word count, signatures, permissions, change tracking, and macros are turned on or off. You can also use features such as Zoom on the status bar. Right-click the status bar. Click the options that you want.
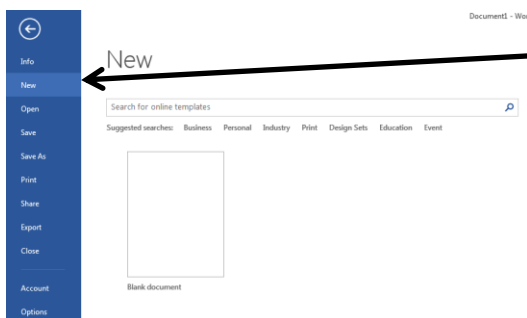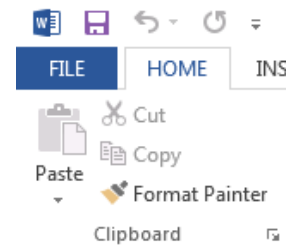
## *The view Toolbar*



The view toolbar is located on the lower left-hand side of the screen.  It lets you choose among Read Mode, Print Layout, and Web Layout views.  A slider lets you zoom in or out on your document.
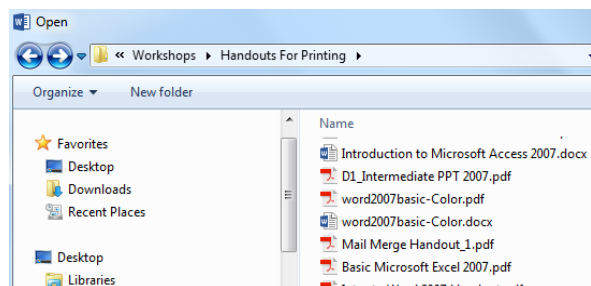
## 2. Basic Commands
### *Opening a new document or old document*



Click on the Office File Tab and choose New.
This is the screen you will view.

Click on Open and you will have to browse for the document. (**docx** is the extension)
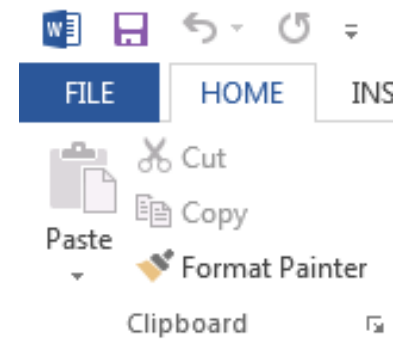
# MICROSOFT WORD 2013 BASICS

## *Cut (Ctrl +X), Copy (Ctrl +C) and Paste (Ctrl +V)*
- Cut, Copy and paste are found under the Home Tab in Clipboard Group
- Remember to *Select Text* and then choose the *Command*
- Undo is a handy tool if you make a mistake.

## *Undo/Redo*

Undo (Ctrl +Z)

Redo (Ctrl +Y)

## *Spelling  and  Grammar (F7)*
- Choose the Review Tab, under the Proofing Group
    - 1st command is Spelling & Grammar
- Wavy red underlines indicate spelling errors and green wavy underlines indicates grammar or punctuation errors.

## *Save and Save As*
- Save- Click on the Office File Tab and
      Choose Save. File is saved in Microsoft
      Word format with an extension of docx.

- Save As- Click on the Office File Tab and choose Save As.
    - This Save As command  gives you the choice of where to save the file and how to save the file.
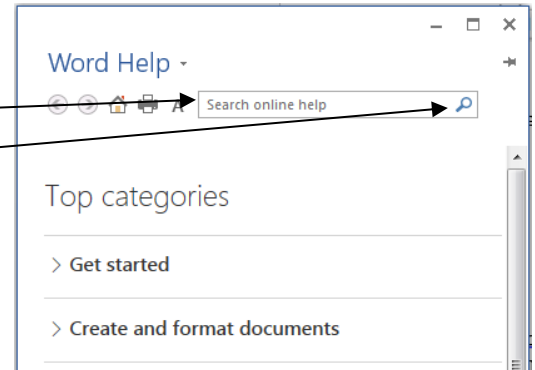        - Here are the Save as File formats listed below as well as PDF file.
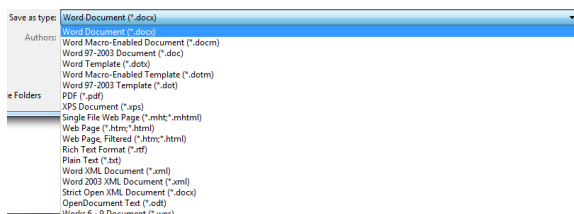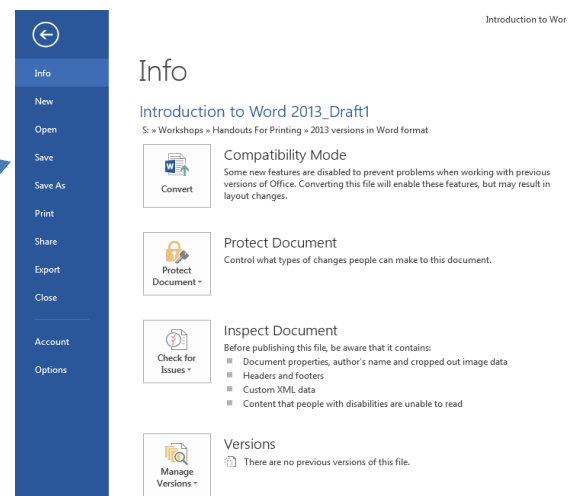
# MICROSOFT WORD 2013 BASICS

## *Help Feature- F1*
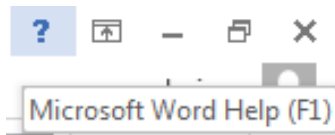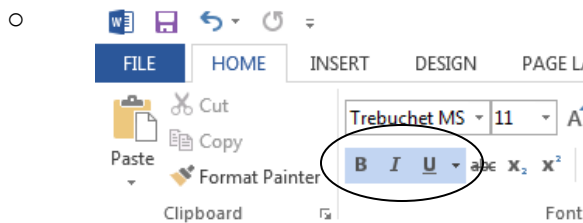
Type in whatever you are searching for.

Click on 🔍.

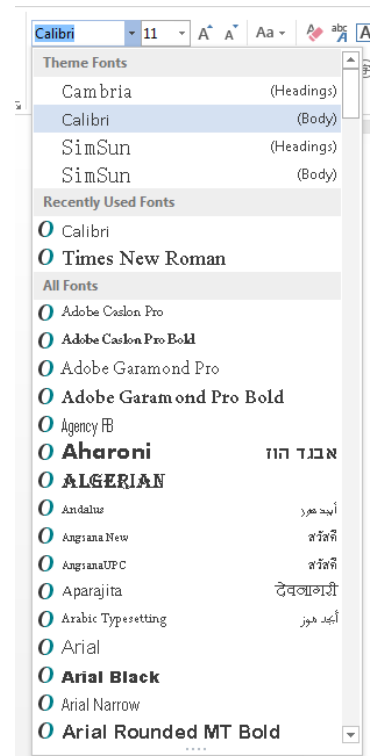## 3.Formatting

### *Changing Font*
- Always *Select the text* that you want to make changes to. Click in front of the text with the insertion point and drag across the text until the text is highlighted.
    - The default font is now Calibri which looks like this: "Calibri"
    - The fonts appear as they look in the menu

### *B, I, U (Bold, Italic, Underline)*
- Always *Select the text* that you want to make changes to. Click in front of the text with the insertion point and drag across the text until the text is highlighted.
    - 
    - Work like on and off switches

# MICROSOFT WORD 2013 BASICS

### *Text Highlight Color & Font Color*
- Always *Select the text* that you want to make changes to. Click in front of the text with the insertion point and drag across the text until the text is highlighted.
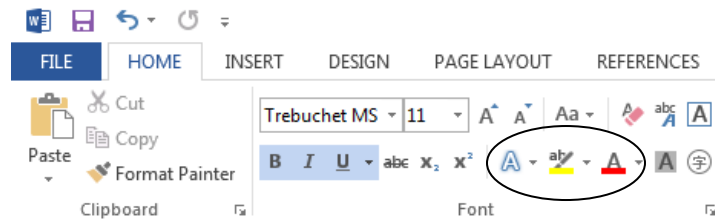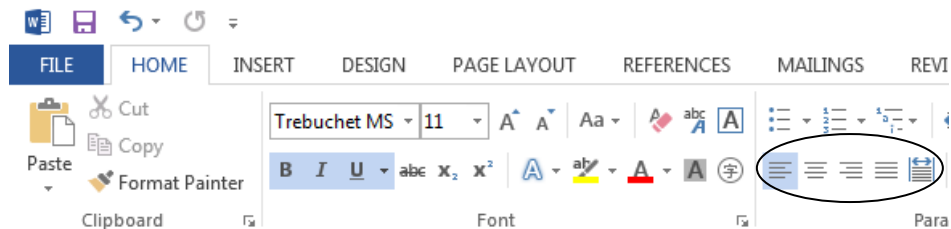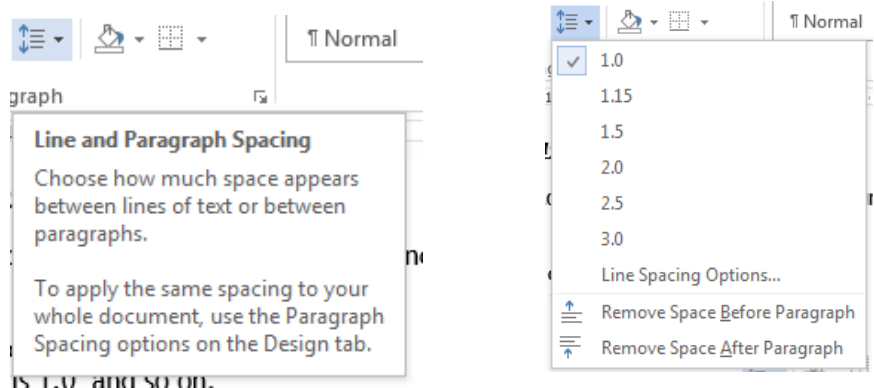


### *Align Text (Left, Center, Right, Justify)*



### *Line and Paragraph Spacing*

Click on this Command in Paragraph grouping under Home Tab.

Here are your choices for spacing
Single spacing is 1.0 and so on.

# MICROSOFT WORD 2013 BASICS

**4.Printing Documents**

_**Print Preview** and **Print Command** are combined since Word 2010_

- Click the **Microsoft File Tab**, click **Print** and you will see your Document in the Print Preview mode.

- If you do not want to complete the printing, remember to Close the Print Preview and Print views in order to return to you Microsoft Word document by clicking on the **Microsoft File Tab**.

_Print Documents_
- Click the **Microsoft File Tab**, click **Print** and your choices are listed below.