Word 2013

Office

Quick Start Guide

Microsoft Word 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar
Commands here are always visible. Right-click a command to add it here.

Ribbon tabs
Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. This tab contains many of the most frequently used commands in Word.

Manage your files
Click **File** to open, save, print, and manage your Word files.

Need help?
Click here or press F1 for help.

Minimize the ribbon
Click here to close the ribbon and show only the tab names.

Navigation pane
Press **Ctrl+F** to show the Navigation Pane. You can reorganize a document by dragging its headings in this pane.

Or use the search box to find your way around long documents. Press **Ctrl+H** to open the **Find and Replace** dialog box.

Contextual ribbon tabs
Some tabs appear on the ribbon only when you need them. For example, if you select a table, you'll see **Table Tools,** which includes two extra tabs — **Design** and **Layout**.

Dialog box launchers
If you see this icon next to any group of ribbon commands, you can click it to see a box with more options.

Switch views
Switch to Read view, Print view, or Web view.

Word count
Look here to see the word count. Select some text to see the word count in the selection.

Zoom in or out
Move the slider to adjust the view magnification.

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When you first open Word 2013, you'll see that you have several choices for getting started — using a template, a recent file, or a blank document.

Search for online templates
Type keywords into the search box to find templates online at Office.com.

Suggested searches
Click on the words below the search box to find some of the most popular templates.

Featured and Personal templates
Featured templates are from Office.com. Click the **Personal** templates tab to open any custom templates you've made.

Open recent files
The Recent list provides easy access to your most recently used documents.

Open other files
Browse to find other documents stored online or on your computer.

Create a new document
To start with an empty page, click **Blank Document**.

Sign in
Sign into your account and get to documents that you saved online.

Template Preview
Scroll down to see thumbnail previews of templates. Click an image to see a larger preview.

Tip
To skip this screen and go straight to a blank document, hit **Enter** or press **Esc.**

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What's new on the ribbon

The new **Design** tab in Word 2013 makes it easier to use themes, styles, and other formatting features and to understand how they relate to one another.

You can easily customize the ribbon to suit your needs by creating new tabs and filling them with the commands you use the most. To begin customizing ribbon commands, click **File** > **Options** > **Customize Ribbon.**

Sign in to Office

Work whenever and wherever you want. By signing in to Microsoft Office, you can safely get to your Office files from anywhere.

Look for your name at the top right corner of the ribbon. After you sign in, you can update your profile or switch accounts from here.

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Things you might be looking for

Use the list below to find some of the more common tools and commands in Word 2013.

To...	Click...	And then look in the...
Open, save, print, preview, protect, send, convert files or connect to locations to save your documents to the cloud	**File**	Backstage view (click the links on the left side in this view).
Change line spacing, apply formatting and styles to text	**Home**	**Font, Paragraph,** and **Styles** groups.
Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers	**Insert**	**Pages, Tables, Illustrations, Links,** and **Header & Footer** groups.
Quickly change the look of your document, change the page background color, add a border to the page, or add a watermark	**Design**	**Document Formatting** and **Page Background** groups.
Set margins, add page breaks, create newsletter-style columns, change spacing between paragraphs, or rotate a page to landscape	**Page Layout**	**Page Setup** group.
Create a table of contents, or insert footnotes and endnotes	**References**	**Table of Contents** and **Footnotes** groups.
Create envelopes or labels, or do a mail merge	**Mailings**	**Create** and **Start Mail Merge** groups.
Check spelling and grammar, get a word count, or track changes	**Review**	**Proofing** and **Tracking** groups.
Switch between document views, open the Navigation pane, or show the rulers	**View**	**Views, Show,** and **Window** groups.

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Where is Print Preview?

Click **File** > **Print** to see a print preview of the current document to the right of other useful print-related settings.

The right side of the window previews how the document will look when printed. Use the left side of the window to choose a printer or fine-tune settings — for example, to change from Portrait to Landscape, to change the paper size, or to print only the current page.

To set more print options, click the **Page Setup** link at the bottom of the left side of the window, below **Settings.**

Where do I choose options?

Click **File** > **Options** to open the **Word Options** dialog box. This is where you can customize Word settings and preferences.

Some setting in the **Word Options** dialog box apply only to Word. But some preferences (for example, choosing **Light Gray** or **Dark Gray** for your **Office Theme**) will apply to all of your installed Office programs.

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How to work with people who don't yet have Word 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Word.

In Word 2013...	What happens?	What should I do?
You open a document that was created in an earlier version of Word.	In Word 2013, you'll see the words **[Compatibility Mode]** next to the file name on the title bar. Compatibility Mode makes sure that no new features in Word 2013 are available in the document, so that people using earlier versions of Word can work with it.	You can work in Compatibility Mode or you can convert your document to the new format. To convert the document, click **File** > **Info** > **Convert.** Converting your document lets you use the new features, but people using earlier versions of Word might have difficulty editing certain parts of the document.
You save your document as a Word 2013 file.	If someone opens the document in an earlier version of Word, they may not be able to change some items that were created using Word 2013 features. Word 2003 users will need the free Compatibility Pack. A prompt to download the pack appears when Word 2003 user opens the document.	If you need to share a Word 2013 document with someone using an earlier version of Word, run the Compatibility Checker tool to make sure the file will work for them. Click **File** > **Info** > **Check for Issues** > **Check Compatibility.** This tool tells you which new features in Word 2013 won't work in older versions.
You save your document as a Word 2003 file.	If you've used new Word features or formatting in your document, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file.	You don't have to do anything, necessarily. When you save your file in the older Word 2003 file format, the Compatibility Checker will run automatically and warn you about any unsupported features. Then you can choose to make any changes to your document.