

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

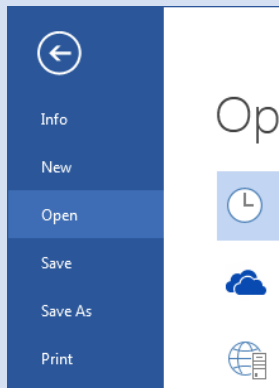
Commands here are always visible. Right-click a command to add it here.

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.

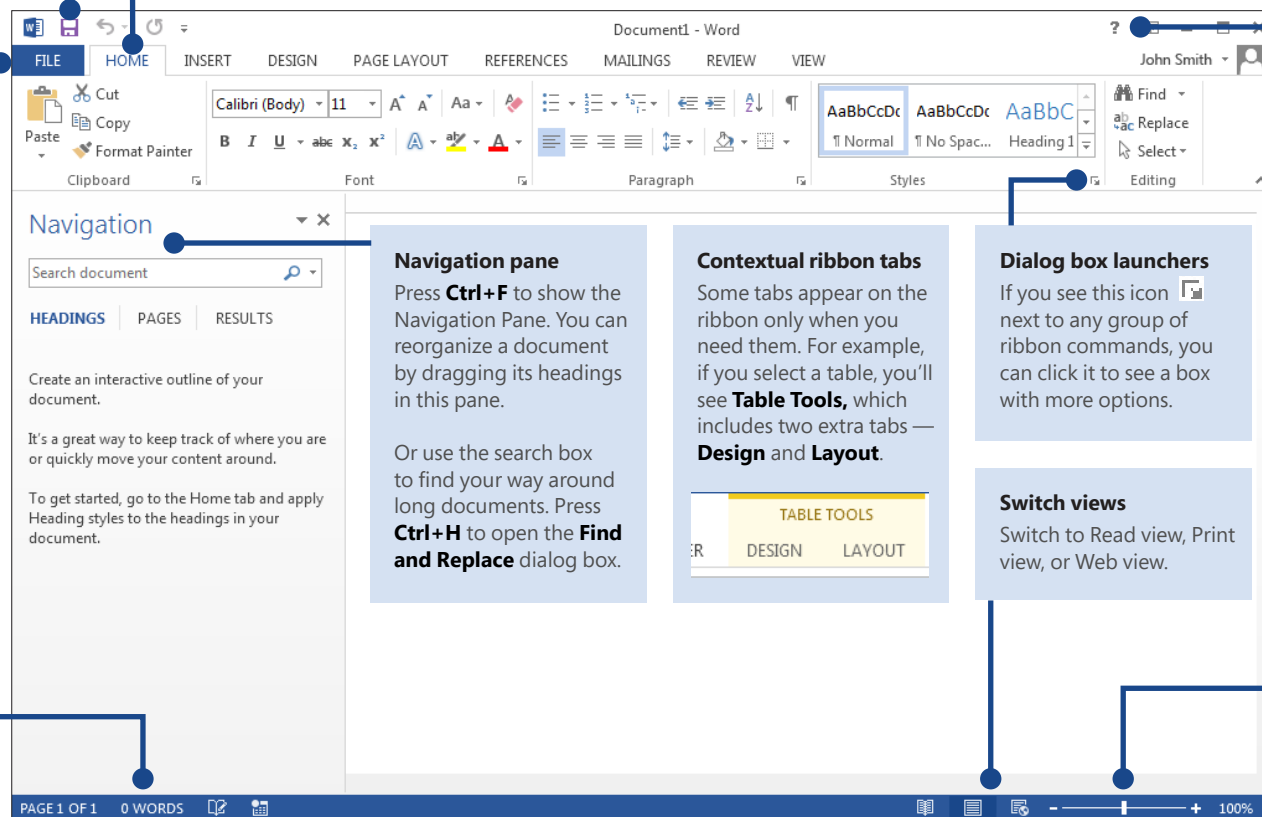
Manage your files

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



Word count

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



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

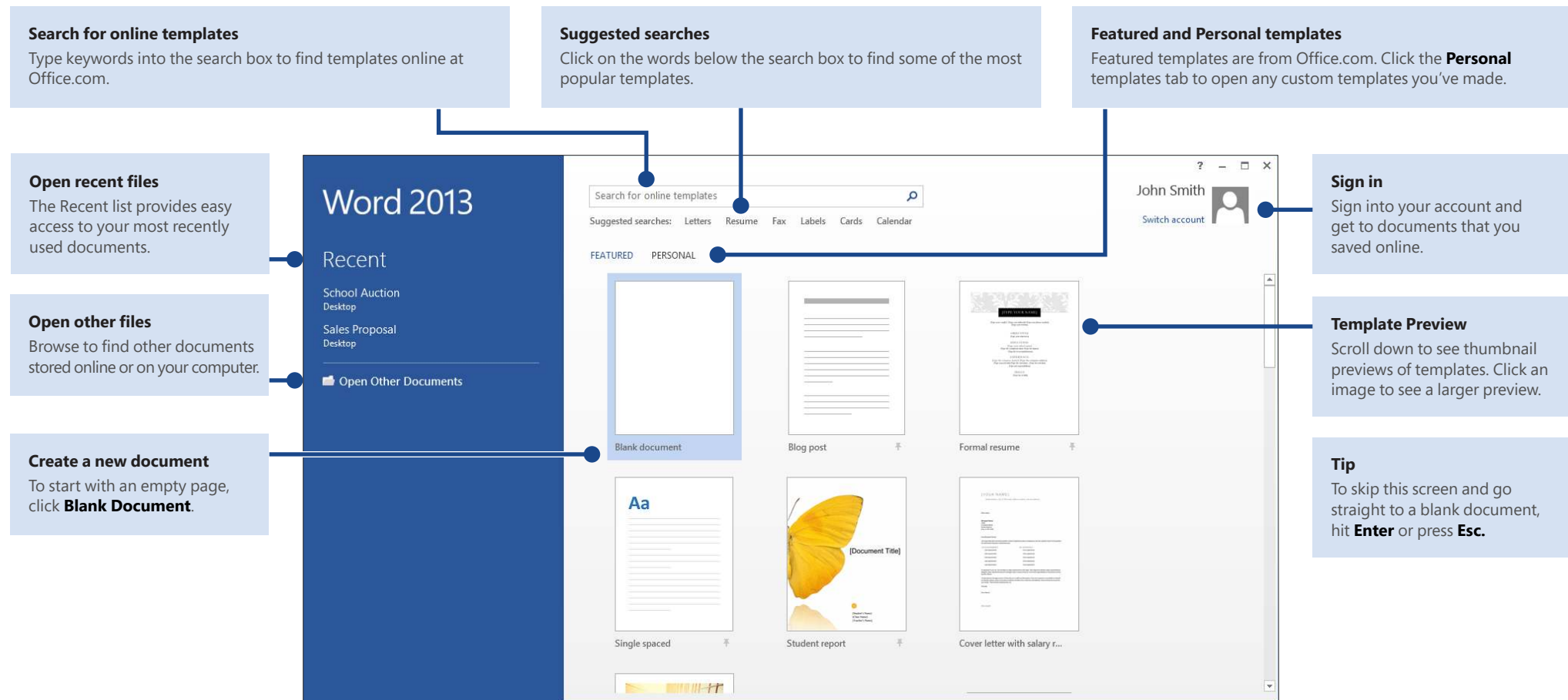
Switch to Read view, Print view, or Web view.

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.

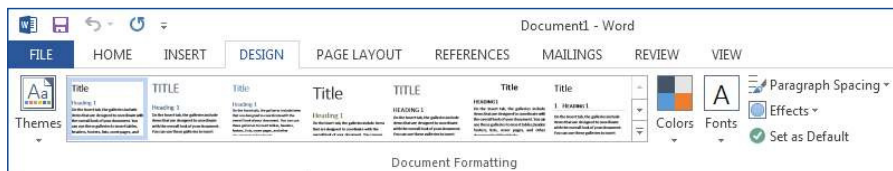
Template Preview
Scroll down to see thumbnail previews of templates. Click an image to see a larger preview.

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

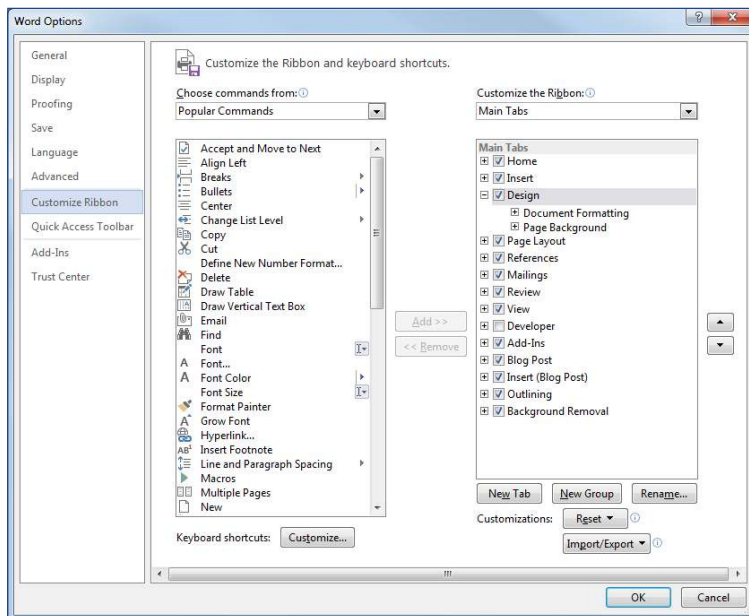
The screenshot shows the Word 2013 start screen. On the left, a blue sidebar contains the 'Word 2013' title, a 'Recent' list with items like 'School Auction Desktop' and 'Sales Proposal Desktop', and an 'Open Other Documents' button. The main area features a search box for online templates, suggested search terms (Letters, Resume, Fax, Labels, Cards, Calendar), and two tabs: 'FEATURED' and 'PERSONAL'. Below these are several template thumbnails, including 'Blank document', 'Blog post', 'Formal resume', 'Single spaced', 'Student report', and 'Cover letter with salary r...'. A user profile for 'John Smith' is visible in the top right corner.

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.

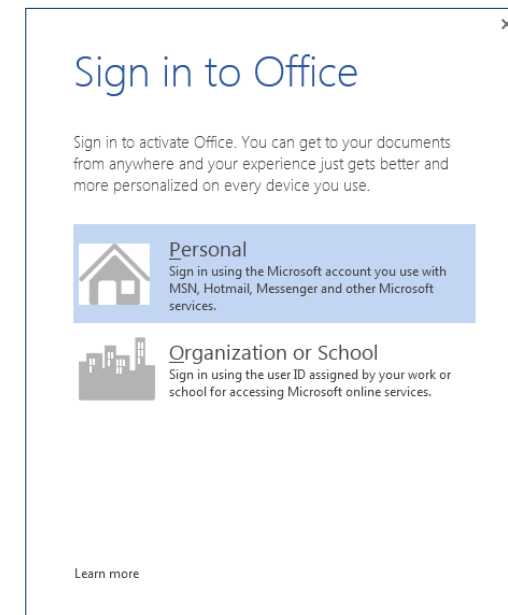


You can easily customize the ribbon to suit your needs by creating new tabs and filling them with the commands you use the most. To begin customizing ribbon commands, click **File > Options > Customize Ribbon**.

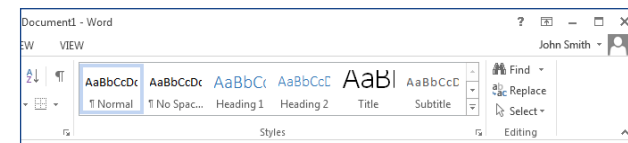


Sign in to Office

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.



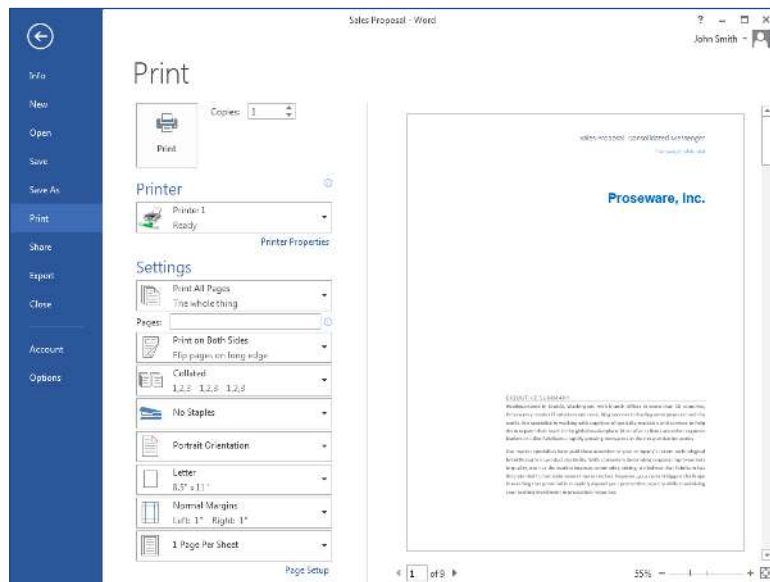
Things you might be looking for

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.

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.

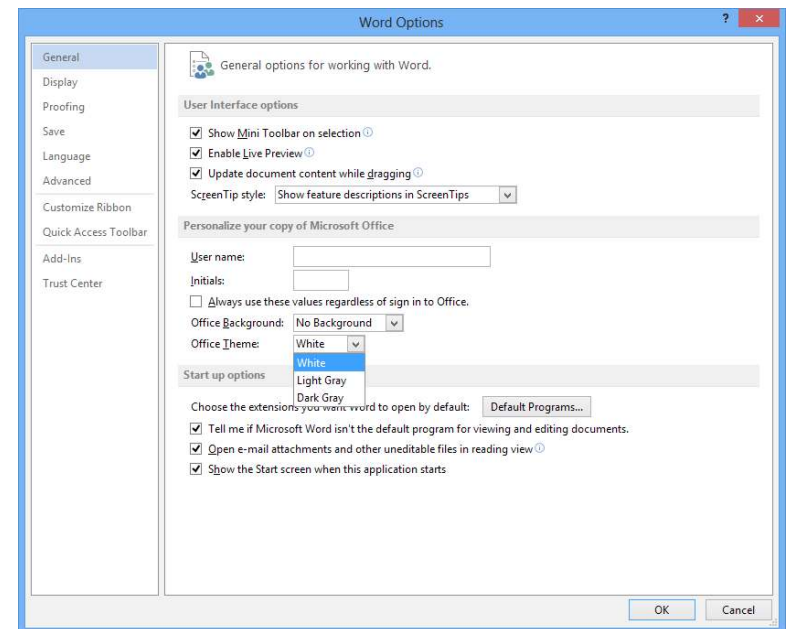


The right side of the window previews how the document will look when printed. Use the left side of the window to choose a printer or fine-tune settings — for example, to change from Portrait to Landscape, to change the paper size, or to print only the current page.

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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