Kennesaw State University

University Information
Technology Services

Microsoft Office Word 2013

An Introduction to Word 2013

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This booklet is the companion document to the Intro to Word 2013 workshop. It includes an introduction to the Microsoft Office 2013 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Word 2013.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Office 2013 interface
- Create a new document
- Set document margins
- Set paragraph alignment, indentation, and spacing
- Set tabs
- Add headers and footers to a document
- Apply a *Theme* to a document
- Format text
- Check the document for spelling and grammar

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