



# Microsoft Word 2013

## Part 1: Introduction to Word

Summer 2014, Version 1.0

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# Introduction

Microsoft Word 2013 is a word-processing program that is used to create professional-looking documents such as reports, resumes, letters, memos, and newsletters. It includes many powerful tools that can be used to easily create and edit documents, and collaborate with others. This handout provides an overview of the Word 2013 user interface and covers how to perform basic tasks such as starting and exiting the program; creating, saving, opening, closing, editing, formatting, and printing documents; applying styles; and getting help.

## Starting Word

You can start Word 2013 from the Start menu (in Windows 7) or by double-clicking an existing Word file. When you start the program without opening a specific file, the *Start* screen appears, prompting you to open an existing document or create a new document.

To start Word 2013 from the Start menu:

1. Click the **Start** button, click **All Programs**, click **Microsoft Office 2013**, and then click **Word 2013**. The **Start** screen appears (see Figure 1).
2. In the right pane, click **Blank document**. A new, blank document opens in the program window.

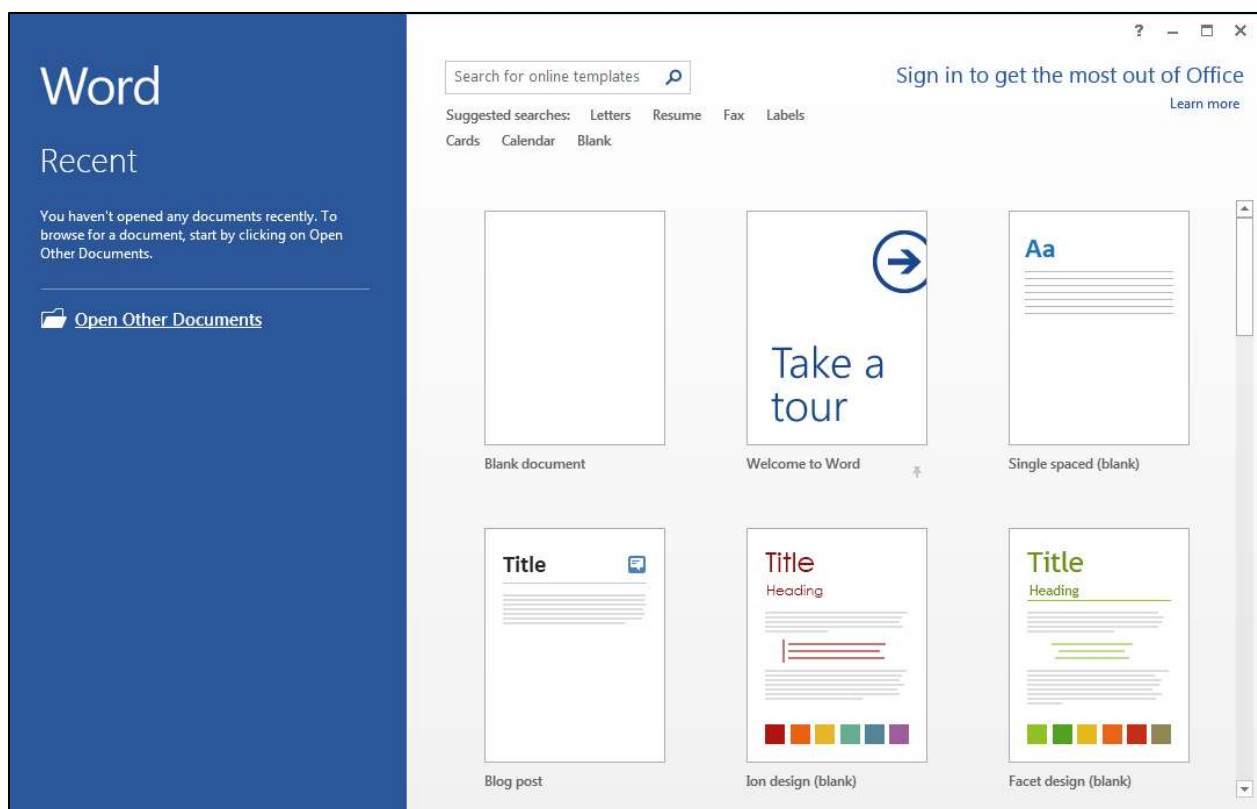


Figure 1 – Word 2013 Start Screen

## Overview of the User Interface

All the Microsoft Office 2013 programs share a common user interface so you can apply basic techniques that you learn in one program to other programs. The Word 2013 program window is easy to navigate and simple to use (see Figure 2 and Table 1).

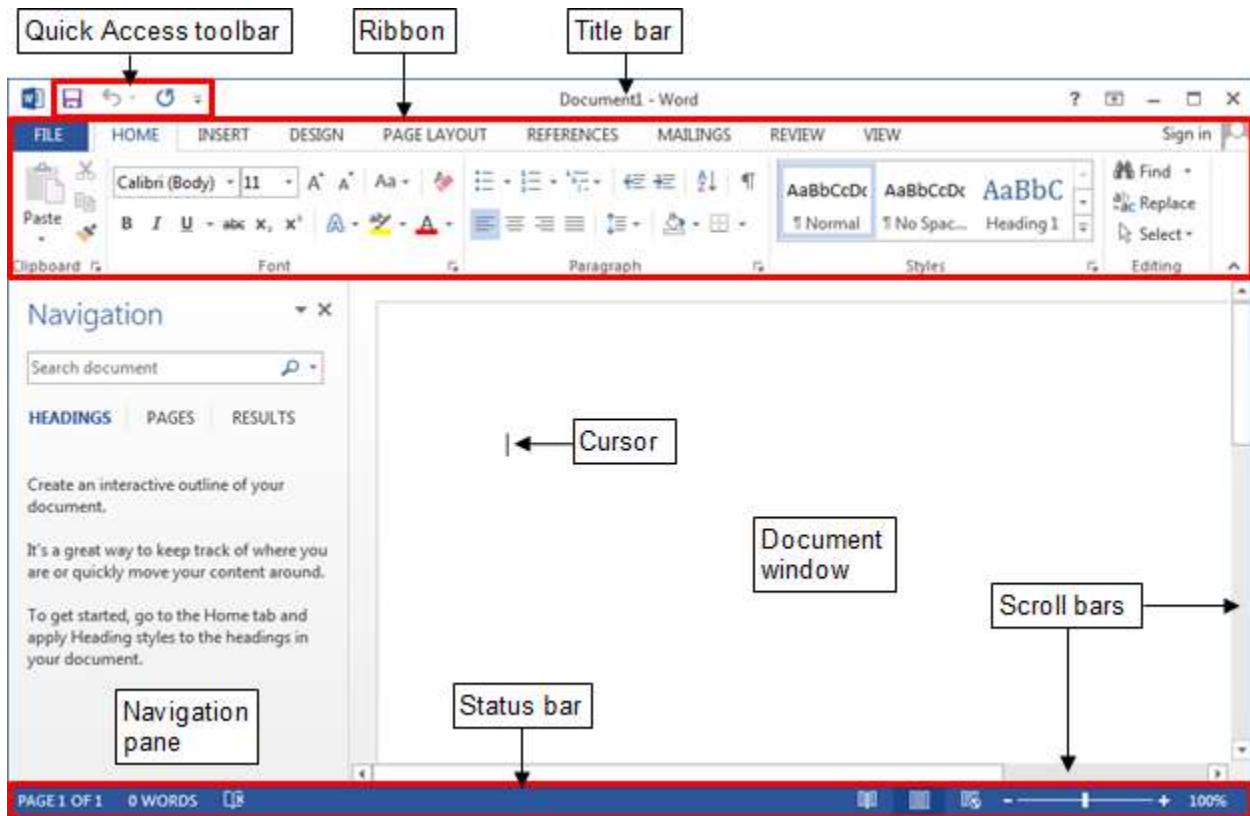



Figure 2 – Word 2013 Program Window


Table 1 – Word 2013 Program Window Elements

Name	Description
Title bar	Appears at the top of the program window and displays the name of the document and the program. The buttons on the right side of the Title bar are used to get help; change the display of the Ribbon; and minimize, restore, maximize, and close the program window.
Quick Access toolbar	Appears on the left side of the Title bar and contains frequently used commands that are independent of the tab displayed on the Ribbon.
Ribbon	Extends across the top of the program window, directly below the Title bar, and consists of a set of tabs, each of which contains groups of related commands.
Navigation pane	Appears on the left side of the program window and enables you to navigate long documents, search for specific text, and reorganize content.
Document window	Appears below the Ribbon and displays the contents of the document.
Cursor	A blinking vertical line that indicates where text or objects will be inserted.
Scroll bars	Appear along the right side and bottom of the document window and enable you to scroll through the document.
Status bar	Appears at the bottom of the program window and displays information about the document (number of pages, number of words, etc.). The tools on the right side of the Status bar can be used to display the document in a variety of views and to change the zoom level.

## Ribbon

The *Ribbon* is designed to help you quickly find the commands that you need to complete a task. It consists of a set of task-specific tabs (see Figure 3 and Table 2). The standard tabs are visible at all times. Other tabs, known as *contextual tabs*, appear only when you create or select certain types of objects (such as images or tables). These tabs are indicated by colored headers and contain commands that are specific to working with the selected object. Clicking a tab displays a set of related commands that are organized into logical groups. Commands generally take the form of buttons and lists; some appear in galleries. Pointing to an option in most lists or galleries displays a live preview of that effect on the selected text or object. You can apply the previewed formatting by clicking the selected option, or you can cancel previewing without making any changes by pressing the *Esc* key. Some commands include an integrated or separate arrow. Clicking the arrow displays a menu of options available for the command. If a command on the Ribbon appears dimmed, it is unavailable. Pointing to a command on the Ribbon displays its name, description, and keyboard shortcut (if it has one) in a ScreenTip.

A *dialog box launcher*  appears in the lower-right corner of most groups on the Ribbon (see Figure 3). Clicking it opens a related dialog box or task pane that offers additional options or more precise control than the commands available on the Ribbon.

You can collapse the Ribbon by clicking the *Collapse the Ribbon* button  on the right side of the Ribbon (see Figure 3) or by double-clicking the current tab. When the Ribbon is collapsed, only the tab names are visible. You can expand the Ribbon by double-clicking any tab.

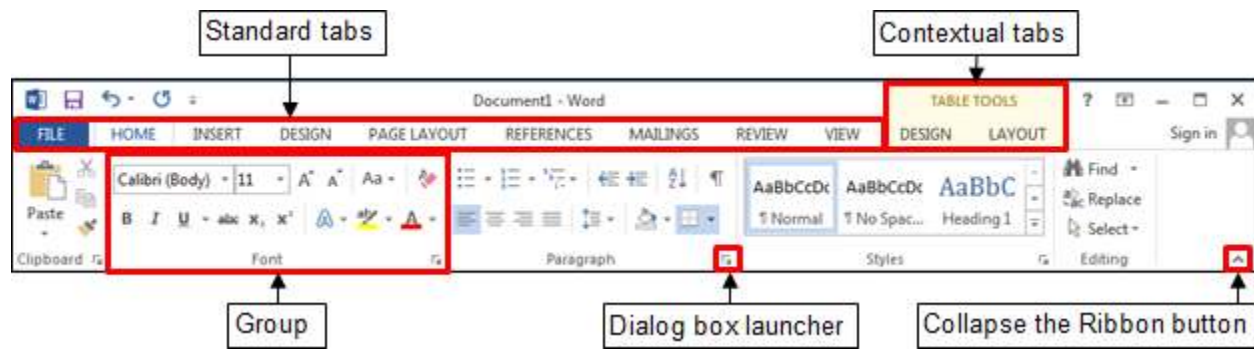


Figure 3 – Ribbon

Table 2 – Ribbon Tabs

Name	Description
File	Displays the Backstage view which contains commands related to managing files and customizing the program.
Home	Contains the most frequently used commands. The Home tab is active by default.
Insert	Contains commands related to all the items that you can insert into a document.
Design	Contains commands related to changing the overall appearance of a document.
Page Layout	Contains commands related to changing the layout of a document.
References	Contains commands related to reference information you can add to a document.
Mailings	Contains commands related to creating mass mailings.
Review	Contains commands related to proofreading a document, adding comments, tracking and resolving document changes, and protecting a document.
View	Contains commands related to changing the view and other aspects of the display.

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