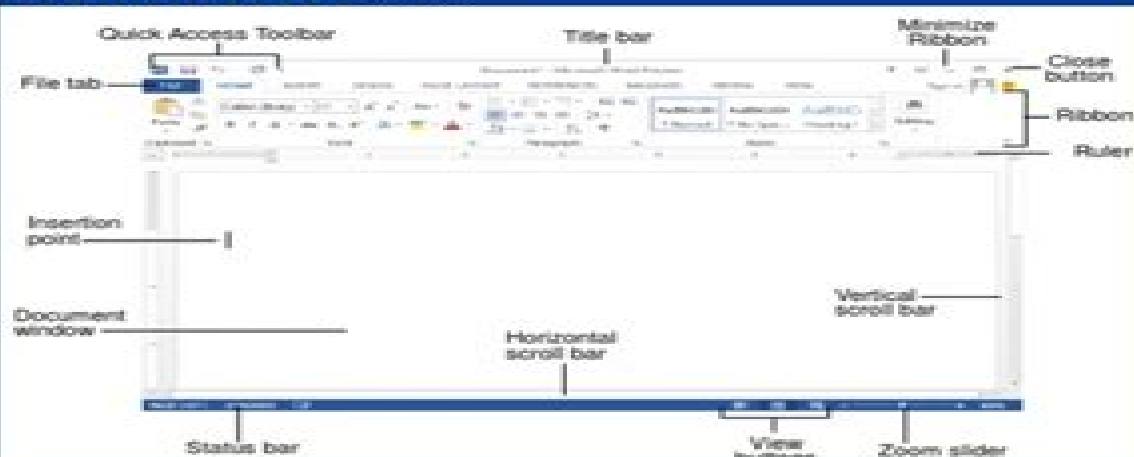


The Word 2013 Screen



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Document: Click the **File** tab, select **New**, select a template and click the **Create** button. Or, press **<Ctrl> + <N>**.
- To Open a Document: Click the **File** tab and select **Open**, or press **<Ctrl> + <O>**.
- To Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Save a Document with a Different Name: Click the **File** tab, select **Save As** and enter a new name for the document.
- To Preview a Document: Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
- To Print a Document: Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
- To View Advanced Printing Options: Click the **File** tab and select **Print**. Select from the options under Settings.
- To Undo: Click the **Undo** button on the Quick Access Toolbar, or press **<Ctrl> + <Z>**.
- To Move Text with the Mouse: Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- To Replace Text: Click the **Replace** button in the Editing group on the Home tab. Or, press **<Ctrl> + <H>**.
- To Close a Document: Click the **Close** button, or press **<Ctrl> + <W>**.
- To Correct a Spelling Error: Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.
- To Use the Thesaurus: Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- To Minimize the Ribbon: Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, double-click a tab. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings: Click the **File** tab and click the **Options** button.
- To Get Help: Press **<F1>** to open the Help window. Type your question and press **<Enter>**.

Keyboard Shortcuts

General

- | | |
|------------------|---------------------------------|
| Open a Document | <Ctrl> + <O> |
| Create New | <Ctrl> + <N> |
| Save a Document | <Ctrl> + <S> |
| Print a Document | <Ctrl> + <P> |
| Close a Document | <Ctrl> + <W> |
| Help | <F1> |



Navigation

- | | |
|---------------------------|------------------------------------|
| Up One Screen | <Page Up> |
| Down One Screen | <Page Down> |
| Beginning of Line | <Home> |
| End of Line | <End> |
| Beginning of Document | <Ctrl> + <Home> |
| End of Document | <Ctrl> + <End> |
| Open the Go To dialog box | <F5> |



Editing

- | | |
|----------------|---------------------------------|
| Cut | <Ctrl> + <X> |
| Copy | <Ctrl> + <C> |
| Paste | <Ctrl> + <V> |
| Undo | <Ctrl> + <Z> |
| Redo or Repeat | <Ctrl> + <Y> |

Formatting

- | | |
|-------------|---------------------------------|
| Bold | <Ctrl> + |
| Italic | <Ctrl> + <I> |
| Underline | <Ctrl> + <U> |
| Align Left | <Ctrl> + <L> |
| Center | <Ctrl> + <E> |
| Align Right | <Ctrl> + <R> |
| Justify | <Ctrl> + <J> |

Text Selection

- | To Select: | Do This: |
|-------------|--|
| A Word | Double-click the word |
| A Sentence | <Ctrl> + click anywhere in the sentence |
| A Line | Click the selection bar next to the line |
| A Paragraph | Triple-click the paragraph |
| Everything | <Ctrl> + <A> |



Word 2013 Quick Reference Guide

Puja Mehta



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