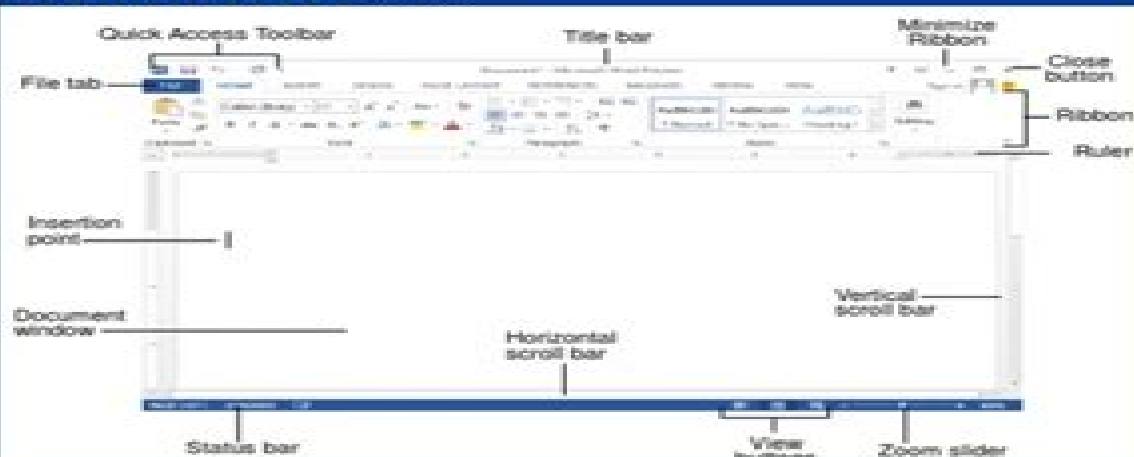


The Word 2013 Screen



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

Seong-Whan Lee, Yasuaki Nakano

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author names.

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Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card) TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *Microsoft Word 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,2013-11-25 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote [Microsoft Word 2013 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2013 The following topics are covered Margins Orientation and Paper Size Moving and Copying Text Formatting Text with the Mini Toolbar Suppress Change Header or Footer on the First Page Inserting a Page Number Inserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text Box Inserting a Page Break Checking Spelling Grammar AutoCorrect Previewing and Printing Documents Printing Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts **Microsoft Word 2013 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts [The Big Book of APA Citations and References](#) Scott Matkovich,2014-01-03 The Big Book of APA Citations and References is the definitive guide to getting every reference right In response to dozens of websites and online APA reference generators that

often lead students down the wrong path each reference has been meticulously checked against the Sixth Edition of the APA Manual for Publication for accuracy Included in this book are references for Books Journals Magazine Newspapers Media Reviews Social Media Online Posts and Much More Also included 250 pages packed with over 1 000 reference examples Comprehensive information on in text citations Quick example guides for building references and in text citations fast Detailed instructions on creating any reference from the ground up **The Journeyman's Guide to Cnc Machines** Bryan Hurst,2006-06-01 The Guide provides instruction in ISO code programming for Turning included are examples that will give an understanding of the principles to apply to any machine and control also featured are GE Fanuc and Siemens Controls The Guide lists functions and codes under the reference JG and provides space to include data for specific machines and controls Extensive examples show how to programme the options and features Component drawings have metric and imperial dimensions simply substitute the dimensions with those of the system of your choice The Guide is your starting point use the instructions and suggestions to build your own unique evolvable folder from here creating an invaluable personal handbook

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