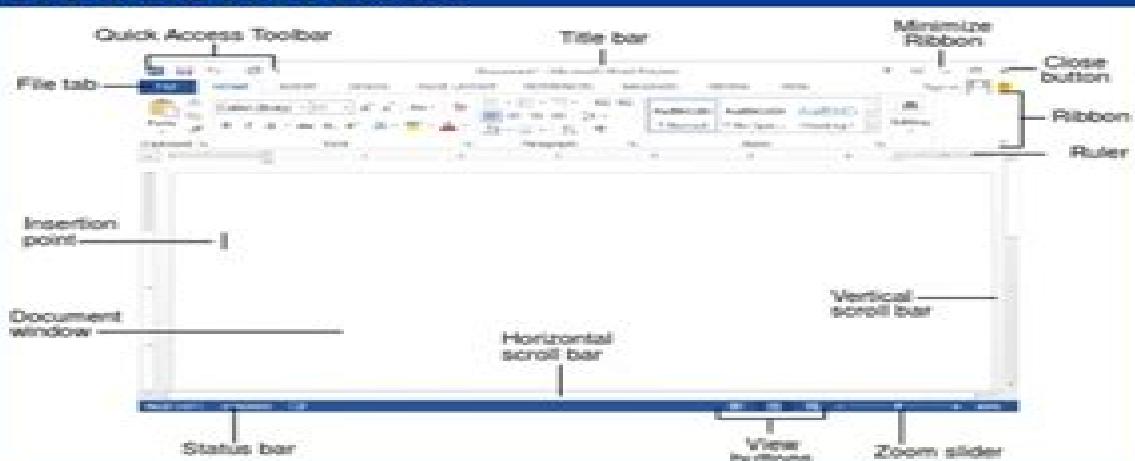


### The Word 2013 Screen



### 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>**.



### 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: **<Ctrl> + <F5>**



#### Editing

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

#### Formatting

- Bold**: **<Ctrl> + <B>**
- Italics**: **<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: <b>&lt;Ctrl&gt; + click anywhere in the word</b>
A Sentence:	<b>&lt;Ctrl&gt; + click anywhere in the sentence</b>
A Line:	<b>Click the selection bar next to the line</b>
A Paragraph:	<b>Triple-click the paragraph</b>
Everything:	<b>&lt;Ctrl&gt; + &lt;A&gt;</b>



# Word 2013 Quick Reference Guide

**Seong-Whan Lee, Yasuaki Nakano**

## **Word 2013 Quick Reference Guide:**

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