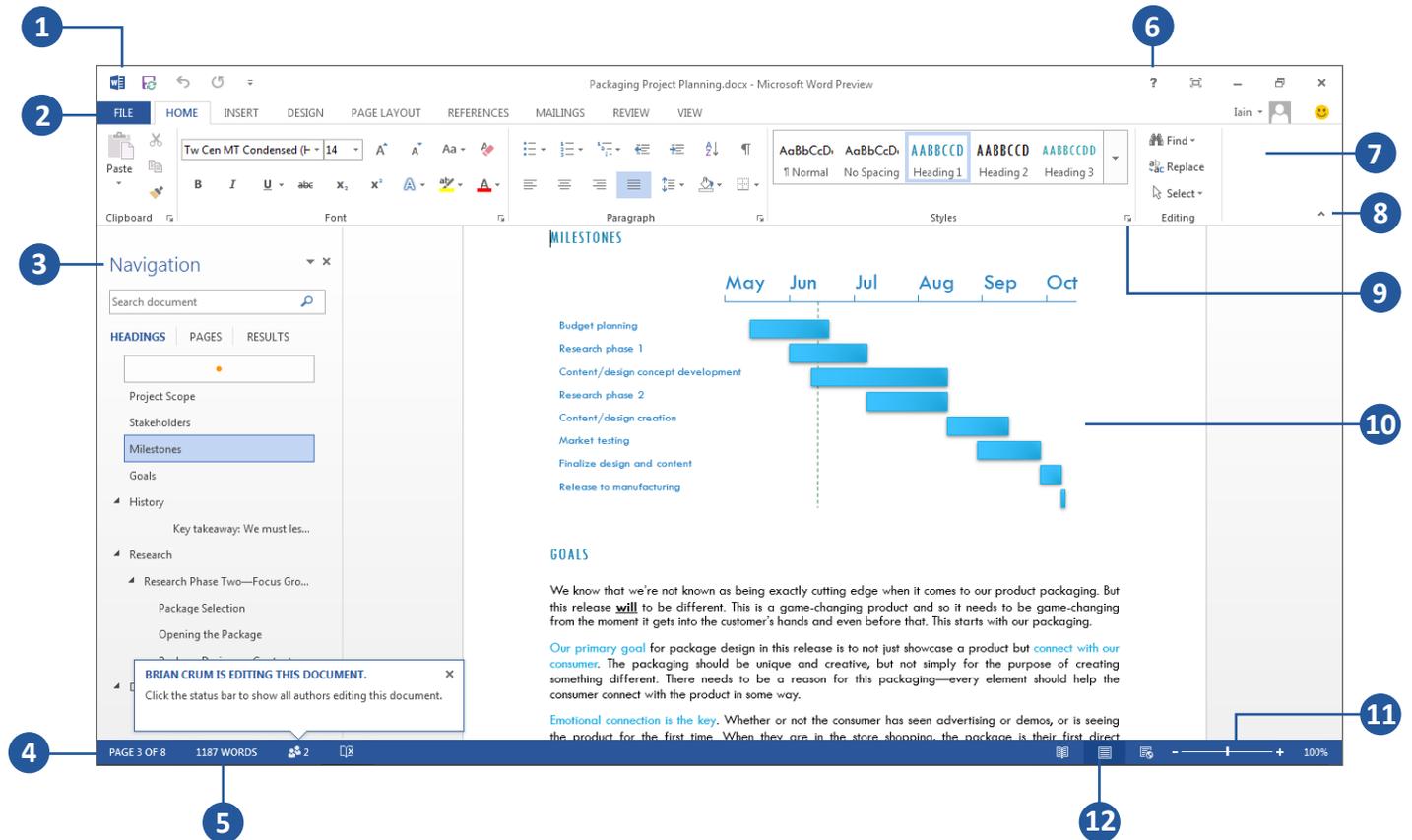# Quick Start Guide

Microsoft Word 2013 is a word-processing program designed to help you create professional-quality documents. Word helps you organize and write your documents more efficiently.

Microsoft Word 2013 looks different from previous versions; this guide is intended to help you minimize the learning curve.

The Word Window

1 Quick Access Toolbar – contains shortcuts for the most commonly used tools. Commands here are always visible. Right-click a command to add it here.

2 Backstage View – contains tools to work with files and manage Word settings. Click File to open, save, print, and manage your Word files.

3 Navigation Pane – press Ctrl+F to show the Navigation Pane. You can reorganize a document by dragging its headings in this pane. Or use the search box to find your way around long documents. Press Ctrl+H to open the Find and Replace dialog box.

4 Status Bar – contains document information and shortcuts.

5 Word Count – Look here to see the word count. Select some text to see the word count in the selection.

6 Need Help? – click on the question mark or press F1 for help.

7 Ribbon – contains many of the most frequently used commands in Word. Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. Some tabs appear on the ribbon only when you need them. For example, if you select a table, you'll see Table Tools, which includes two extra tabs — Design and Layout.

8 Minimize the Ribbon – click here to close the ribbon and show only the tab names.

9 Dialog Box Launchers – if you see this icon next to any group of ribbon commands, you can click it to see a box with more options.

10 Document Pane – displays the current document.

11 Zoom In or Out – move the slider to adjust the view magnification.

**12 Switch Views** – switch to Read view, Print view, or Web view.

Getting Started

Your first step in creating a document in Word 2013 is to choose whether to start from a blank document or to let a template do much of the work for you. From then on, the basic steps in creating and sharing documents are the same. Powerful editing and reviewing tools help you work with others to make your document perfect.

Word 2013 Start Screen

When you first open Word 2013, you'll see that you have several choices for getting st arted — using a template, a recent file, or a blank document.

1 **Open recent files** – The Recent list provides easy access to your most recently used documents.

2 **Open other files** – Browse to find other documents stored online or on your computer

3 **Create a new document** – To start with an empty page, click Blank Document.

4 **Search for online templates** – Type keywords into the search box to find templates online at Office.com.

5 **Suggested searches** – Click on the words below the search box to find some of the most popular templates.

6 **Featured and Personal templates** – Featured templates are from Office.com. Click the Personal templates tab to open any custom templates you've made.

7 **Sign in** – Sign into your account and get to documents that you saved online. (Requires a Microsoft account)

8 **Template Preview** – Scroll down to see thumbnail previews of templates. Click an image to see a larger preview.

Tip – To skip this screen and go straight to a blank document, hit **Enter** or press **Esc**.
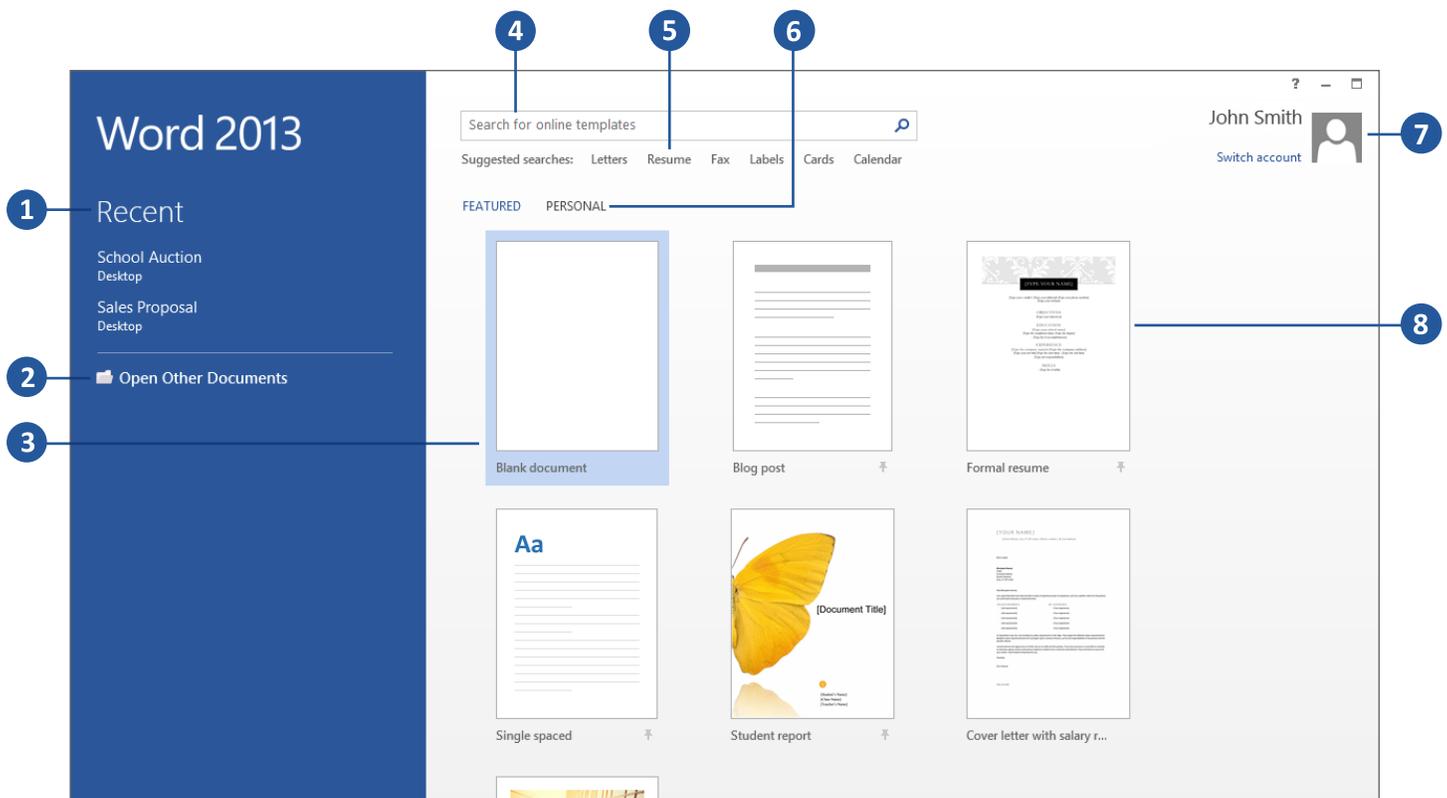
Choose Options

Click **File** > **Options** to open the **Word Options** dialog box. This is where you can customize Word settings and preferences.
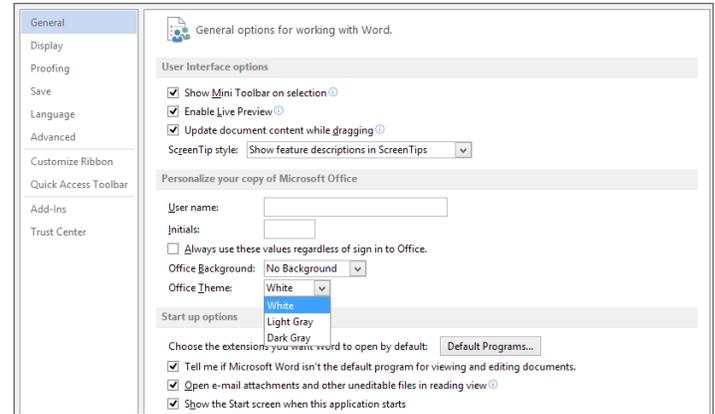
Some setting in the **Word Options** dialog box apply only to Word. But some preferences (for example, choosing **Light Gray** or **Dark Gray** for your **Office Theme**) will apply to all of your installed Office programs.

Explore the Ribbon

The new **Design** tab in Word 2013 makes it easier to use themes, styles, and other formatting features and to understand how they relate to one another.

You can easily customize the ribbon to suit your needs by creating new tabs and filling them with the commands you use the most. To begin customizing ribbon commands, click **File** > **Options** > **Customize Ribbon**.

Choose a Template

It's often easier to create a new document using a template instead of starting with a blank page. Word templates are ready to use with themes and styles. All you need to do is add your content.

Each time you start Word 2013, you can choose a template from the gallery, click a category to see the templates it contains, or search for more templates online. (If you'd rather not use a template, just click the **Blank document**.)

For a closer look at any template, just click it to open a large preview.

If you're already in Word, click **File** > **New** and then choose a template.

Open a Document

Every time you start Word, you'll see a list of your most recently used documents in the left column. If the document you're looking for isn't there, click **Open Other Documents**.

If you're already in Word, click File > Open and then browse to the file's location.

Save a Document

To save a document for the first time, do the following:

1. Click the **File** tab.

2. Click **Save As**.

3. Browse to the location where you'd like to save your document.

Tip – To save the document on your computer, choose a folder under **Computer** or click **Browse**. To save your document online, choose a location under **Places** or Add a **Location**. When your files are online, you can share, give feedback and work together on them in real time.

4. Click Save.

Tip – Word automatically saves files in the .docx file format. To save your document in a format other than .docx, click the **Save as type** list, and then select the file format that you want.

To save your document as you continue to work on it, click Save in the Quick Access Toolbar or press **Ctrl+S**.
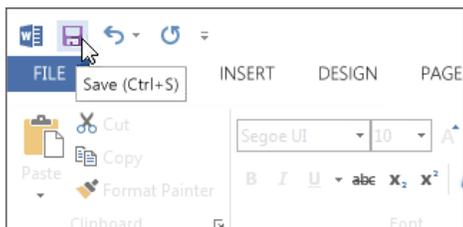
Print a Document

Click **File** > **Print** to see a print preview of the current document to the right of other useful print-related settings.

The right side of the window previews how the document will look when printed. Use the left side of the window to choose a printer or fine-tune settings — for example, to change from Portrait to Landscape, to change the paper size, or to print only the current page.

To set more print options, click the **Page Setup** link at the bottom of the left side of the window, below **Settings**.

Once you're done, click **Print**.

Things You Might be Looking for

Open, save, print, preview, protect, send, convert files or connect to locations to save your documents to the cloud

Click **File** and then look in the **Backstage view** (click the links on the left side in this view).

Change line spacing, apply formatting and styles to text

Click **Home** and then look in the **Font**, **Paragraph**, and **Styles** groups.

Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers

Click **Insert** and then look in the **Pages**, **Tables**, **Illustrations**, **Links**, and **Header & Footer** groups.

Quickly change the look of your document, change the page background color, add a border to the page, or add a watermark

Click **Design** and then look in the **Document Formatting** and **Page Background** groups.

Set margins, add page breaks, create newsletter-style columns, change spacing between paragraphs, or rotate a page to landscape

Click **Page Layout** and then look in the **Page Setup** group.

Create a table of contents, or insert footnotes and endnotes

Click **References** and then look in the **Table of Contents** and **Footnotes** groups.

Create envelopes or labels, or do a mail merge

Click **Mailings** and then look in the **Create** and Start **Mail Merge** groups.

**Check spelling and grammar, get a word count, or track changes**

Click **Review** and then look in the **Proofing** and **Tracking** groups.

Switch between document views, open the Navigation pane, or show the rulers

Click **View** and then look in the **Views**, **Show**, and **Window** groups.

Track Changes

When you're working on a document with other people or editing a document yourself, turn on Track Changes to see every change. Word marks all additions, deletions, moves, and formatting changes.
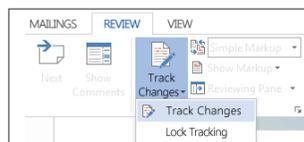
Open the document to be reviewed. Click **Review** > Track **Changes**, then select Track Changes.

Read Documents

Open your document in **Read Mode** to hide most of the buttons and tools so you can get absorbed in your reading without distractions.
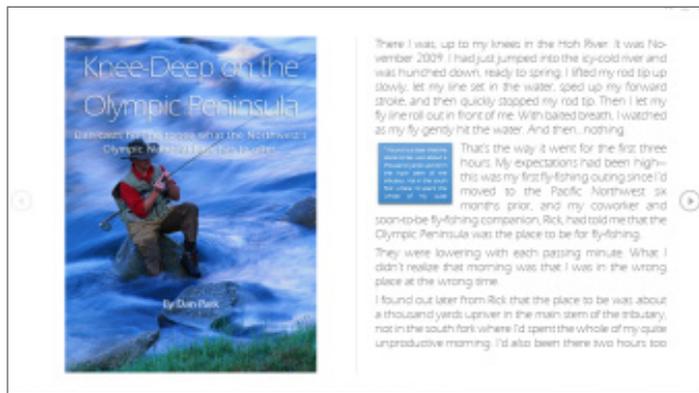
1. Open the document you want to read.

Tip – Some documents open in **Read Mode** automatically, such as protected documents or attachments.

2. Click **View** > **Read Mode**.

3. To move from page to page in a document, do one of the following:

• Click the arrows on the left and right sides of the pages.

• Press page down and page up or the spacebar and backspace on the keyboard. You can also use the arrow keys or the scroll wheel on your mouse.

• If you're on a touch device, swipe left or right with your finger.

Tip – Click **View** > **Edit Document** to edit the document again.

Working With an Older Version of Word

1. When you open a document that was created in an earlier version of Word, you'll see the words **[Compatibility Mode]** next to the file name on the title bar.

Compatibility Mode makes sure that no new features in Word 2013 are available in the document, so that people using earlier versions of Word can work with it. You can work in **Compatibility Mode** or you can convert your document to the new format.

To convert the document, click **File** > **Info** > **Convert**. Converting your document lets you use the new features, but people using earlier versions of Word might have difficulty editing certain parts of the document.

2. If you save your document as a Word 2013 file, then someone opens the document in an earlier version of Word, they may not be able to change some items that were created using Word 2013 features.

Word 2003 users will need the free Compatibility Pack. A prompt to download the pack appears when Word 2003 user opens the document.

If you need to share a Word 2013 document with someone using an earlier version of Word, run the Compatibility Checker tool to make sure the file will work for them.

Click **File** > **Info** > **Check for Issues** > **Check Compatibility**. This tool tells you which new features in Word 2013 won't work in older versions.

3. In Word 2013, if you save your document as a Word 2003 file and you've used new Word features or formatting in your document, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file.

You don't have to do anything, necessarily. When you save your file in the older Word 2003 file format, the **Compatibility Checker** will run automatically and warn you about any unsupported features. Then you can choose to make any changes to your document.

Sign in to Office

Work whenever and wherever you want. By signing in to Microsoft Office, you can safely get to your Office files from anywhere. (Requires a Microsoft account)
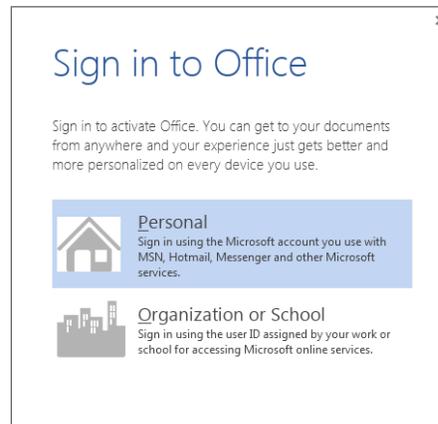
Look for your name at the top right corner of the ribbon. After you sign in, you can update your profile or switch accounts from here.

Shortcuts

To Do This	Press
Create a new word document	Ctrl + N
Open a document	Ctrl + O
Opens the Save As dialogue box	F12
Start spelling and grammar check	F7
Launch Find and Replace dialogue	F5
Expand or collapse the ribbon	Ctrl + F1
Choose the Print Preview command	Ctrl + F2
Remove paragraph or character formatting	Ctrl + Space Bar
Copy the selected text or object	Ctrl + C
Cut the selected text or object	Ctrl + X
Paste text or an object	Ctrl + V
Paste Special	Ctrl + Alt + V
Paste formatting only	Ctrl + Shift + V
Save a document	Ctrl + S
Turn change tracking on or off	Ctrl + Shift + E