



Microsoft Word 2013

Beginning Intro Level

Get an understanding of word processing, learn how to maneuver the menus and tabs, setup the work space to suit the way you work, format a simple document.

Zach Martin,
Instructor

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Microsoft Word 2013

Introduction

▪ *Understanding Word 2013*

Microsoft Word is a powerful, word-processing program that enables you to easily create, modify, and share documents for print, electronic or online use. Word 2013 is more powerful than previous versions of Word because new features and a new interface have improved usability and efficiency.

Word Users can produce simple documents, such as fax cover sheets, letters, and memos, as well as complex documents, such as reports, syllabi, proposals and grant applications. Word 2013 interfaces with other Microsoft Office 2013 applications to create presentation materials (Power Point), personalized communication such as letters and invitations (Excel), and printed calendars and agendas (Outlook).

Word 2013 is a powerful tool for a variety of users:

Teachers or Trainers

Students

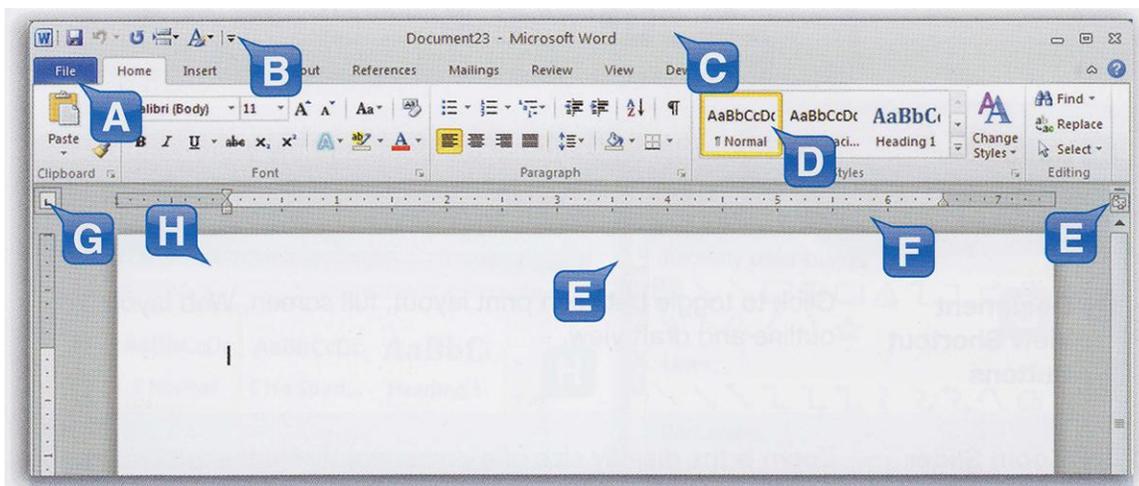
Managers and Team Leaders

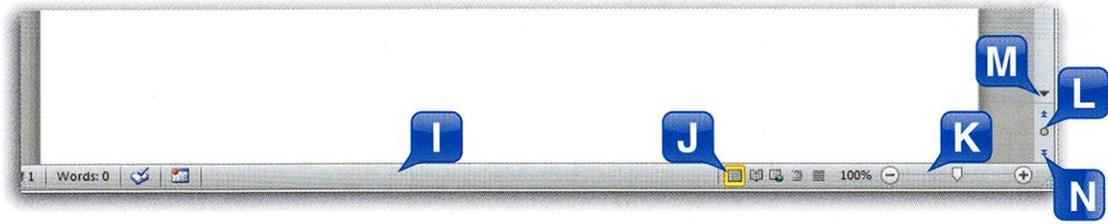
Small Business Owners

▪ *Getting Around Word 2013*

Microsoft Word works similarly to most other Microsoft Office 2007 applications in terms of window structure and basic functions.

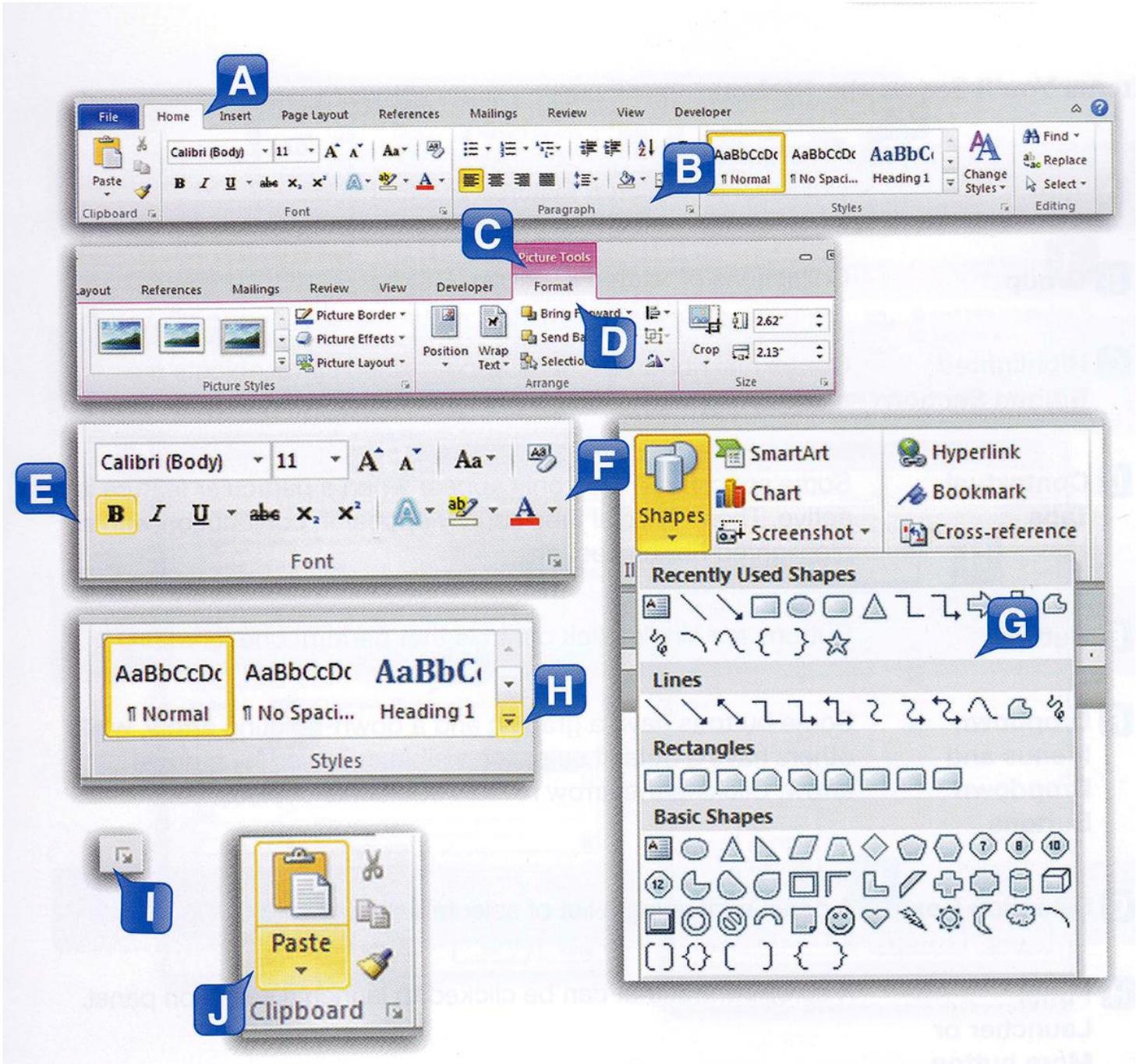
Items seen in the Word Window:





- A** File Tab _____
- B** Quick Access Toolbar _____
- C** Title Bar _____
- D** Ribbon/Tabs/Groups _____
- E** View Ruler Button _____
- F** Ruler _____
- G** Tab Stop Selector _____
- H** Document Body _____
- I** Status Bar _____
- J** Doc. View Shortcut _____
- K** Zoom Slider _____
- L** Browse By button _____
- M** Previous/
N Next buttons _____

Items you'll see on the Ribbon:



A Tab

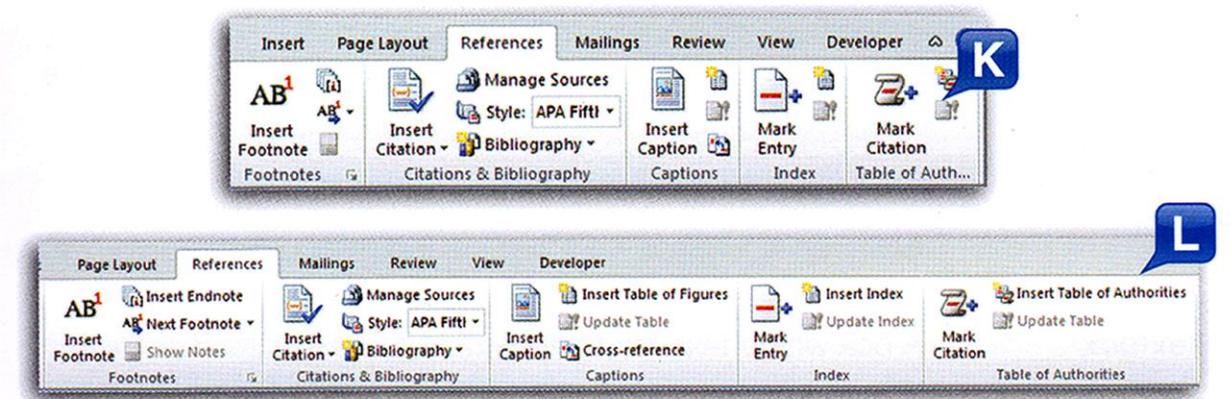
B Group

C Highlighted
Ribbon Section

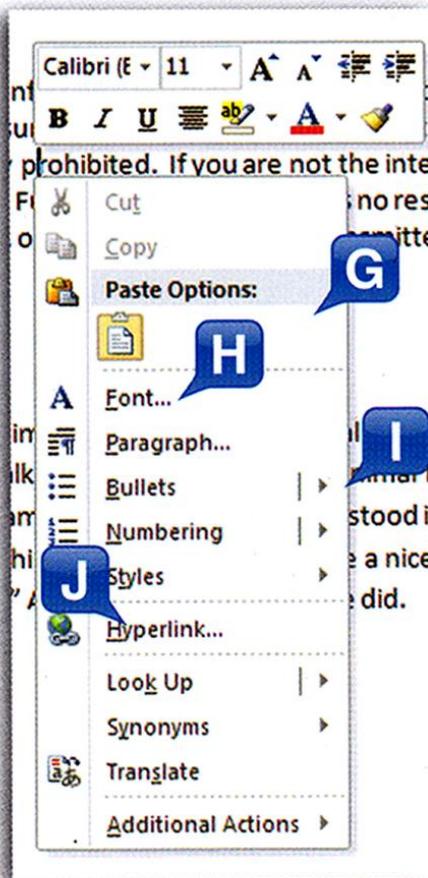
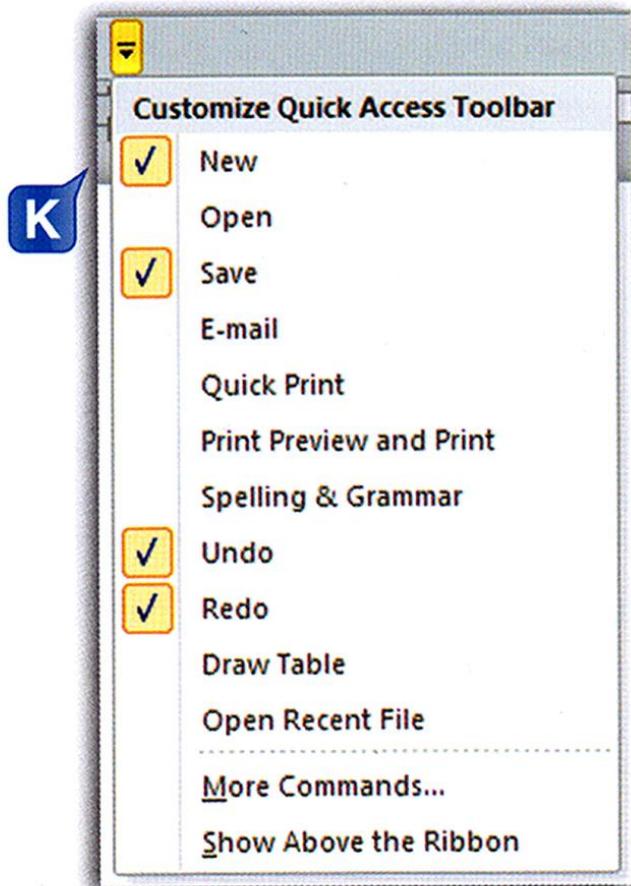
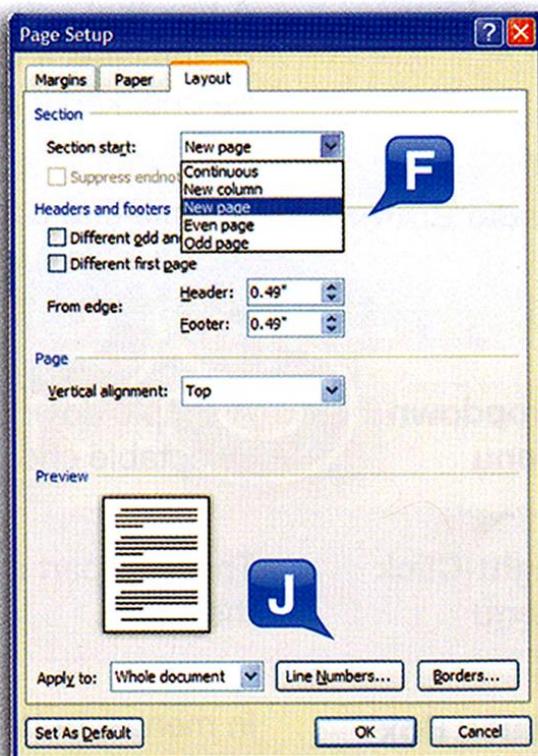
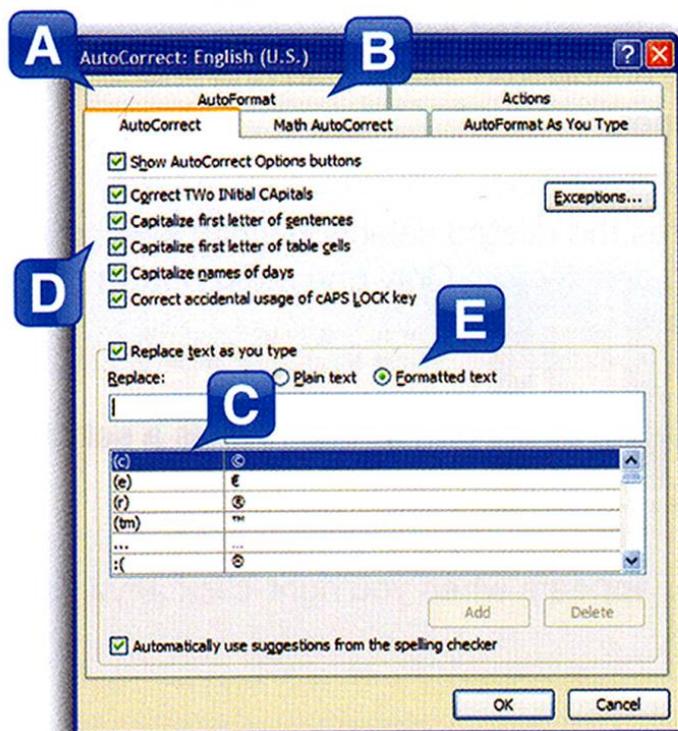
D Contextual Tabs

- E** Button _____
- F** Dropdown Menus & Dropdown Buttons _____
- G** Selection Box _____
- H** Panel Launcher or More button _____
- I** Dialog Box Launcher _____
- J** Combo Button _____

Note: The Ribbon changes depending on the screen size, window size and resolution. A small window might display only icons on the Ribbon **K**, whereas a large window might display the full text for each b



t
icon **L**. However, icons will always remain consistent and the group names and placements will be the same (unless you have customized your Ribbon).



A Dialog Box	_____
B Tabs	_____
C Textbox	_____
D Checkbox	_____
E Radio Button	_____
F Dropdown Menu	_____
G Right-Click Menu	_____
H Dialog Box Launcher	_____
I Menu Launcher	_____
J Shortcut Keys	_____
K Toggle Checkmarks	_____

▪ ***Keyboard Shortcuts***

COMMON TASKS:

CTRL+SHIFT+SPACEBAR	Create a nonbreaking space
CTRL+SHIFT+HYPHEN	Create a nonbreaking hyphen
CTRL+B	Bold text
CTRL+I	Italic text
CTRL+U	Underline text
CTRL+SHIFT+<	Decrease font size one value
CTRL+SHIFT+>	Increase font size one value
CTRL+[Shrink font size by 1 point
CTRL+]	Grow font size by 1 point
CTRL+SPACEBAR	Remove paragraph or character formatting
CTRL+C	Copy selected text or object
CTRL+X	Cut selected text or object
CTRL+V	Paste from clipboard
CTRL+ALT+V	Paste special
CTRL+SHIFT+V	Paste formatting only
CTRL+Z	Undo the last action
CTRL+Y	Redo the last action
CTRL+SHIFT+G	Open the Word Count dialog box

DOCUMENT SHORTCUTS:

CTRL+N	Create a new document
CTRL+O	Open an existing document
CTRL+W	Close a document
ALT+CTRL+S	Split the document window
ALT+SHIFT+C or ALT+CTRL+S	Remove the document window split
CTRL+S	Save a document
CTRL+F	Find – Open the Navigation task pane to search document
CTRL+PAGE UP	Move to previous browse object (set in browse options)
CTRL+PAGE DOWN	Move to next browse object (set in browse options)
CTRL+P	Print a document
ALT+CTRL+I	Switch to print preview
ALT+CTRL+M	Insert a comment
CTRL+SHIFT+E	Turn change tracking on or off
ALT+SHIFT+C	Close the Reviewing Pane if it is open

EDITING SHORTCUTS:

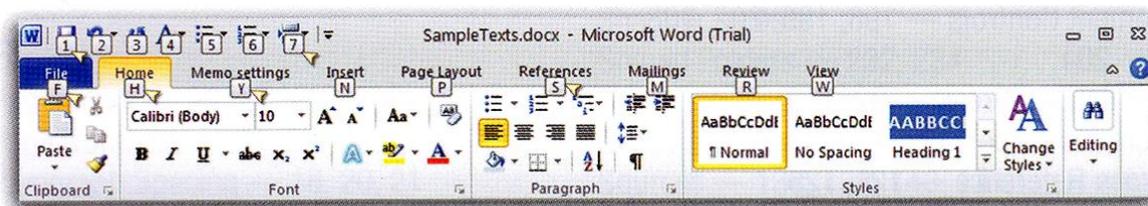
BACKSPACE	Delete one character to the left
CTRL+BACKSPACE	Delete one word to the left
DELETE	Delete one character to the right
CTRL+DELETE	Delete one word to the right

FUNCTION KEYS:

F1	Open Help or visit Microsoft Office.com
F2	Move text or graphics
F4	Repeat the last action
F5	Choose the Go To command (Home Tab)
F6	Go to the next pane or frame
F7	Choose the Spelling command (Review Tab)
F8	Extend a selection
F9	Update the selected fields
F10	Show KeyTips (see also: “The Magic ALT Key”)
F11	Go to the next field
F12	Choose the Save As command

The “Magic” ALT Key

When you press the ALT key on your keyboard, letters appear on the ribbon. Clicking a letter launches the corresponding function. Unlike other keyboard shortcuts, ALT shortcut keys are pressed sequentially, not held down all at once. This can be much faster than using the mouse.



Formatting

▪ *Customize Your Word Environment*

Set User Preferences in Word

1. Click the **File** tab.
2. Click the **Options** button to launch the **Word Options** dialog box.
3. Click the menu tabs to view the options you want to adjust.
 - a. General _____
 - b. Display _____
 - c. Proofing _____
 - d. Save _____
 - e. Language _____
 - f. Advanced _____
 - g. Customize Ribbon _____
 - h. Quick Access Toolbar _____
 - i. Add-Ins _____
 - j. Trust Center _____
4. Click the **OK** button.

▪ *Customize Your Word Window*

Customize the User Interface

1. Click the **File** tab.
2. Click the **Options** button to launch the **Word Options** dialog box. The dialog box will open, by default, on the **General** tab.
3. Choose from the **User Interface** options section to set user interface preferences:
 - a. Show Mini Toolbar on Selection _____
 - b. Enable Live Preview _____
 - c. Always use ClearType _____
 - d. Color scheme _____
 - e. Screen Tip style _____
4. Click **OK** to close window and apply changes.

Change Display Settings

1. Click the **File** tab.
2. Click the **Options** button to launch the **Word Options** dialog box. Click the **Display** tab.
3. Select or clear any of the check boxes to change the display options you want.
 - a. Show white space between pages in Print Layout view

 - b. Show highlighter marks

 - c. Show document tooltips on hover

4. Select or clear any of the check boxes to display or hide the formatting marks you want.
 - a. Tab characters, Spaces, Paragraph marks, Hidden text, Optional hyphens or Object anchors.
 - b. Show all formatting marks.
5. Click **OK** to close window and apply changes.

▪ *Manage Your Files in the Backstage View*

Click the **File** tab to access the **Backstage** view:

- a. The **Info** tab will be selected by default. From the **Info** tab you can manage permissions from the **Protect Document** button, compatibility options under the **Check for Issues** button, and version control under the **Manage Versions** button.
- b. The **Properties** pane gives you file data such as size, dates modified and author.
- c. Your most common tasks such as **Save**, **Save As**, **Open** and **Close** are located at the top of the File menu. **Exit** is located at the bottom.
- d. The **Recent** tab opens a pane that displays the most **Recent Workbooks** you have opened. Recently accessed folders and file paths are displayed in the **Recent Places** pane.

TIP: Use the **Recent** tab to open files you access frequently without having to browse through many folders to find them. If you open many documents every day, you can **Pin** your most important documents to the top of the list. Click any grey pin on the **Recent Workbooks** or **Recent Places** lists. The pin will turn blue and the file will jump to the top of the list where it will remain until you unpin it. Click the blue pin to unpin the item.

- e. The **New** tab is where you will open a new workbook by choosing from Word's many built-in **Available Templates**. A preview of each template will appear in the **Preview Pane**. Click the **Create** button to open the template you've chosen.
- f. The **Print** tab offers some of the most common print options under the **Settings** heading, including Print Area, Pages, Collation, Orientations, Paper size, Margin settings, and Scaling. Check the **Print Preview** pane frequently to see how your content will be displayed as you are working with it.
- g. The **Save & Send** tab is where you will find tools to share your documents via email, the Web or SharePoint.
- h. The **Help** tab is where you can go to find answers to questions and problems you may be having.
- i. The **Options** tab launches the **Word Options** dialog box.

▪ *Browse Text and Objects in Your Document*

Use the Navigation Pane

1. On the **View** tab, in the **Show** group, click the **Navigation Pane** checkbox. This will open the **Navigation** pane to the left of your document pane.
2. The **Navigation** pane contains three tabs:
 - a. **Browse the headings in your document.** _____

 - b. **Browse the pages in your document.** _____

 - c. **Browse results from your current search.** _____

▪ *Save a Document to the Appropriate File Format*

Choose a File Format When Saving a Document

1. Click on the **File** tab.
2. Click **Save As**. The Save As dialog box will pop open.
3. Type a file name for your workbook in the **File Name** text box.
4. Select a file type from the **Save as type:** dropdown menu.
 - a. Word Document (.DOCX)
 - b. Word Macro-Enabled Document (.DOCM)
 - c. Word 97-2003 Document (.DOC)
 - d. Word Template (.DOTX)
 - e. PDF and XPS
 - f. Rich Text Format (.RTF)
 - g. Plain Text (.TXT)
 - h. Web Page (.HTLM or .HTM)
 - i. Others
5. Click the **Save** button.

▪ *Adjust Line and Paragraph Spacing*

Adjust Line Spacing

1. Highlight the text you want to adjust or press **CTRL+A** on your keyboard to select all text in the document. *Note: You can choose these setting before you type any text into your document.*
2. In the **Paragraph** group in the **Home** tab, click on the **Line Spacing** button.

3. Select one of the preset spacing options available. A checkmark will appear by the one you have chosen.
4. For more options, click **Line Spacing Options** to open the **Paragraph** dialog box and then make your selection from the **Line Spacing** dropdown.

Adjust Paragraph Spacing

1. Highlight the paragraph for which you wish to adjust the spacing.
2. In the **Paragraph** group on the **Page Layout** tab, click the arrow next to **Spacing Before** or **Spacing After** to adjust the spacing, or type the amount of space required in the text box.

Widows and Orphans

A widow occurs when the last line of a paragraph appears by itself at the top of a new page.

An orphan is the first line of a paragraph by itself at the bottom of a page.

If a line is widowed or orphaned, Word adjusts the paragraph to make sure at least two lines appear together on the next page. This can be applied to a selected paragraph or to the whole document.

1. Select the paragraph you want to keep together.
2. Click the dialog box launcher in the bottom-right corner of the **Paragraph** group on the **Home** tab.
3. Click the **Line and Page Breaks** tab in the **Paragraph** dialog box.
4. Choose an option from the **Pagination** settings.
5. Click **OK** to apply changes.

▪ *Adjust Text Alignment and Tabs*

Text Alignment

1. Select the text to be aligned.
2. In the **Paragraph** group on the **Home** tab, click the desired alignment for the text from the options:
 - a. Align Left
 - b. Align Right
 - c. Center
 - d. Justify

Set Tab Stops

1. Find the horizontal ruler that runs along the top of the document. If you do not see the ruler, click the **View Ruler** button at the top of the vertical scroll bar or click the **Ruler** box in the **Show** group on the **View** tab.
2. Set tabs by clicking the tab selector at the left end of the ruler to toggle through the tab options until it displays the type of tab you want.
 - Left Tab Stop
 - Center Tab Stop
 - Right Tab Stop
 - Decimal Tab Stop
 - Bar Tab Stop

▪ *Adjust Document Margins*

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button to open the preset margin dropdown menu.
2. Click the preset margin type you want:
 - Normal
 - Narrow
 - Moderate
 - Wide
 - Mirrored
 - Office 2003 Default
3. To create a custom margin setting, click **Custom Margins** to open the **Page Setup** dialog box.
4. On the **Margins** tab of the **Page Setup** dialog box, type your margin measurements in inches in the **Top, Bottom, Left** or **Right** text boxes.
5. To add a custom gutter margin, type a measurement into the **Gutter** text box and choose the position of the gutter in the **Gutter position** dropdown box.
6. Click the **Apply to** dropdown arrow and select how you want your changes applied:
 - Selected Text
 - Selected Sections
 - This Section
 - This Point Forward
 - Whole document
7. To make new margin settings the default for all new Word document, click **Set As Default** and click **Yes** at the confirmations prompt. If you are working from a template, the margin default will be changed for all new documents based on that template.
8. Click **OK** to apply settings.

▪ *Arrange Text in Columns*

Add Columns

1. Position the cursor where you would like columnar formatting to begin.
2. On the **Page Layout** tab in the **Page Setup** group, click the **Columns** button.
3. From the dropdown menu, select the number of columns to insert into the document.
4. Word automatically inserts the columns into your document.

TIP: You can edit the spacing of individual columns to fit the needs of the document by disabling the **Equal Column Width** check-box and setting your own column widths. On the **Page Layout** tab, in the page setup group, click **Columns** and select **More columns** to launch the **Columns** dialog box. If you want a vertical line to appear between the columns, select the **Line Between** check-box. The line is black, fixed width and cannot be edited.

Insert a Column Break

You may decide that you would like one column shorter than the other. This can be done easily by inserting a column break.

1. Position your cursor where you would like to insert the column break.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button.
3. From the dropdown menu, select **Columns**.
4. Any text typed will begin in the next column. If there is already text following the cursor, it will be moved to the next column.

Insert a Continuous Section Break

You may not want the entire page to contain columns. In that case, insert a continuous section break in your document. You can insert one before and one after the content that contains columns.

1. Place your cursor where you want the first break.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button.
3. From the dropdown menu, click **Continuous**.

■ *Apply Borders and Shading to text or a Page*

Borders are lines or graphics that appear around a page, paragraph, selected text or table cells. With borders, you can change the line style, width, and colors or add special effects, such as shadows and 3D elements.

Shading is a color that fills the background of selected text, paragraphs or table cells.

1. Select the text where a border and/or shading is desired. To apply settings to a whole page, click anywhere on the page.
2. On the **Page Layout** tab, in the **Page Background** group, select **Page Borders** to launch the **Borders and Shading** dialog box.
3. In the **Borders and Shading** dialog box, on the same **Page Border** tab, select a **Setting, Style, Color, Width**, and/or **Art** (includes a picture-based border instead of a line-based border).
 - a. To apply settings to whole document, set options on the **Page Border** tab of the dialog box.
 - b. To apply settings to selected text only, set options on the **Borders** tab of the dialog box.
4. Select **Text, Paragraph** or **Whole Document** in the **Apply to** box.
5. Click the **Shading** tab and select the fill color and/or patterns to apply.
6. Select **Text, Paragraph** or **Whole Document** in the **Apply to** drop down.
7. Click **OK** to apply the formatting.

■ *Insert a Numbered or Bulleted List*

There are two ways to approach creating a list. First you can type the entire list, select the text and then click the **Bullets** or **Numbering** button. Second, you can click one of the list buttons first and then type. Each time you press **Enter**, a new bullet or number is created. Pressing **Enter** at a blank bullet or number returns you to regular formatting.

1. Place the cursor in the position where your list should begin.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** or the **Numbering** button.
3. The first bullet or number character will appear in the document.

4. Type your first item, then press **Enter**.

Option: Quickly create a numbered list by following these easy steps:

1. Place your cursor where you want to begin the list.
2. Type **1**.
3. Press the **Spacebar** and enter your text. AutoFormat will begin a numbered list for you and display the **Autocorrect** symbol.
4. Press **Enter** to continue the numbering.
5. Press **Enter** and **Backspace** to end the list.

Change Bullet or Number Styles

1. Select the list you wish to change.
2. Click the dropdown arrow on the **Bullets** or **Numbering** combo button in the **Paragraph** group on the **Home** tab.
3. Select a predefined bullet or number style from the dropdown menu.
4. To choose from more bullet options or to customize your bullet graphics, click **Define New Bullet** or **Define New Number Format** to launch the respective dialog box.
5. For bullets, click **Symbol** to open the **Symbol** dialog box or **Picture** to open the **Picture Bullet** dialog box. Similar options are available in the **Define Number Format** box.
6. If needed, specify the font style/size and alignment by clicking the **Font** button in the **Define New Bullet** dialog box to open the **Font** dialog box.
7. Click **OK** to apply changes.

Create a Multi-Level Bulleted or Numbered List/Outline

1. Begin typing your list using either bullets or numbers.
2. At the position you want to indent to the next level, press **Tab**.
3. Type your text and press **Enter**.
4. Press **Shift+Tab** to return to the previous level bullet or number.

*TIP: To return to the previous level in your list for the next item, click **Enter** multiple times until you go back to the desired level.*

▪ *Format Your Text*

Formatting can be applied to individual characters, words, phrases, paragraphs, whole pages or documents. Options include font (Arial, Times New Roman, etc.), font characteristics (bold, italic), size, color and effects.

Change Font Typeface and Size

1. Place your cursor where you want the new font setting to begin, or select the text to which the change will be applied.
2. In the **Font** group on the **Home** tab, the current font and size will be displayed. Click the dropdown arrow to open the font or font size menus.

Theme Fonts, those fonts associated with the theme your document is using, will be displayed at the top of the **Font Menu**.

Preview the changes before you make your selection by hovering over the new font typeface or point size.

3. Click the font typeface or font size you want to apply the changes.

Add Font Styles and Effects

1. Select the text you want to change.
2. Click the **Style** or **Effect** you want to apply to your text from the **Font** group:

Bold

Italicize

Underline

Strikethrough

Subscript

Superscript

Change Case

Text Effects

Text Highlight Color

Font Color

Clear Formatting

TIP: Copy Formatting – Select the text with the formatting you want to copy, then click the **Format Painter** button in the **Clipboard** group on the **Home** tab. Apply the copied formatting by selecting the text you want formatted. Double-click the **Format Painter** button to apply the copied formatting to as many selections of text as desired. Click on the **Format Painter** again to end copy formatting.

▪ *Apply Styles to Text*

Use **Styles** to format your document. A **Style** is a combination of formatting characteristics such as font, font size, paragraph alignment and indentation that you name and store as a set. Some style sets may also include borders and shading. Instead of making three changes to each heading, click the Heading 1 style and apply all the format changes at once. Different style sets can then contain different combinations of formatting characteristics for a completely different look and feel for your document.

Apply a Quick Style

Microsoft Word provides pre-designed **Quick Styles** for easy selection. These sets include a Normal style for body text and a variety of styles for lists, quotes, references, and text that you want to emphasize or highlight within the document.

1. Select the text you want to format.
2. On the **Home** tab, in the **Styles** group, click the **Up and Down** arrows to scroll through the **QuickStyles** gallery, or click the **More** dropdown arrow to expand the **QuickStyles** gallery to view more styles at a time.
3. Click a **Style** to apply to your text.

Change to a Different Style Set

1. On the **Home** tab, in the **Styles** group, click the **Change Styles** button.
2. Select **Style Set**, then choose from the style options in the fly out menu. Preview the changes before you make your choice so you can see how each Style set will affect your content.
3. Click the **Style** set you want to apply to your document.

TIP: *Using Styles makes creating a*

*Table of Contents easy, as **Heading Levels** are used as Table of Contents entries.*

*See **Create a Table of Contents** in the **Annotate** section of this study guide.*

This only scratches the surface of what Word 2013 is capable of performing. Thank you for your time.