Word 2013 Tip sheet
Word window
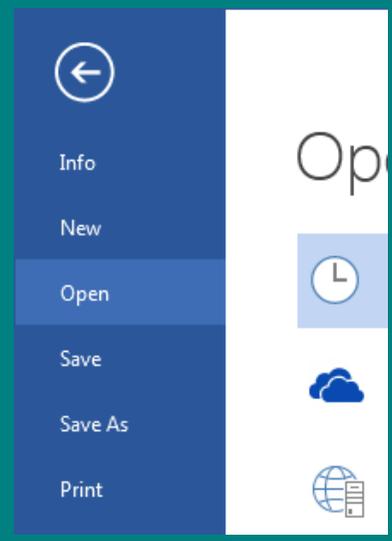
Quick Access Toolbar
Commands here are always visible. Right-click a command to add it here.

Ribbon tabs
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. This tab contains many of the most frequently used commands in Word.
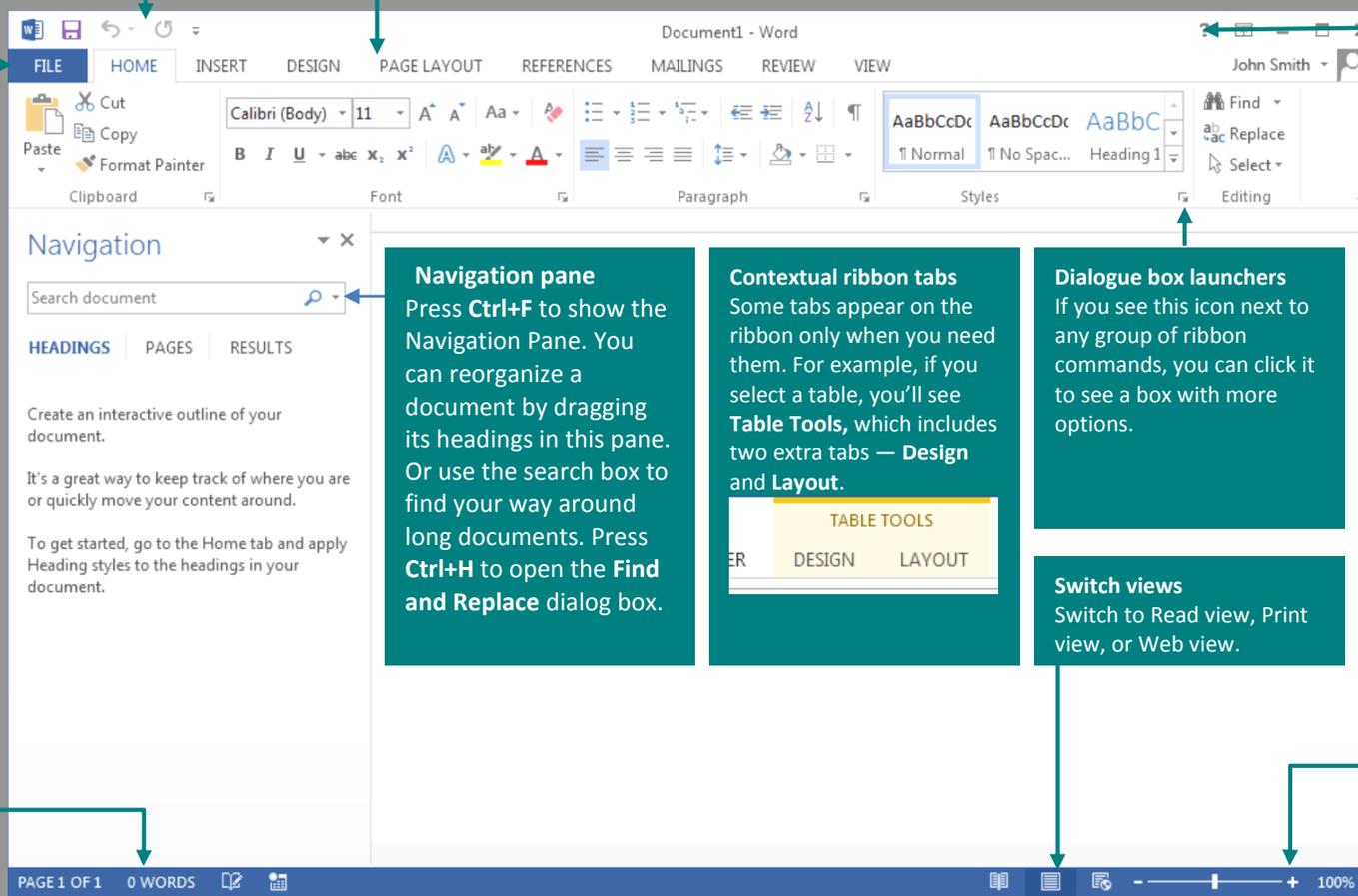
Manage your files
Click **File** to open, save, print, and manage your Word files.

Need help?
Click here or press **F1** for help.

Minimize the ribbon
Click here to close the ribbon and show only the tab names.

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.

Contextual ribbon tabs
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**.

Dialogue 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.

Switch views
Switch to Read view, Print view, or Web view.

Zoom in or out
Move the slider to adjust the view magnification.

Word Count
This section on the status bar displays the number of words in the document. Select the words to display the word count.

When you launch Word 2013, you have can base your new document on one of several templates, a blank document or a recent file.

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

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

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

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

Open other files
Browse to find other documents stored online or on your computer.

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

Sign in
Sign into your account and get to documents that you saved online.

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**.

Word 2013

Recent

School Auction
Desktop

Sales Proposal
Desktop

Open Other Documents

Search for online templates

Suggested searches: Letters Resume Fax Labels Cards Calendar

John Smith
Switch account

FEATURED   PERSONAL

Blank document

Blog post

Formal resume

Single spaced

Student report

Cover letter with salary r...

Whats new on 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.**
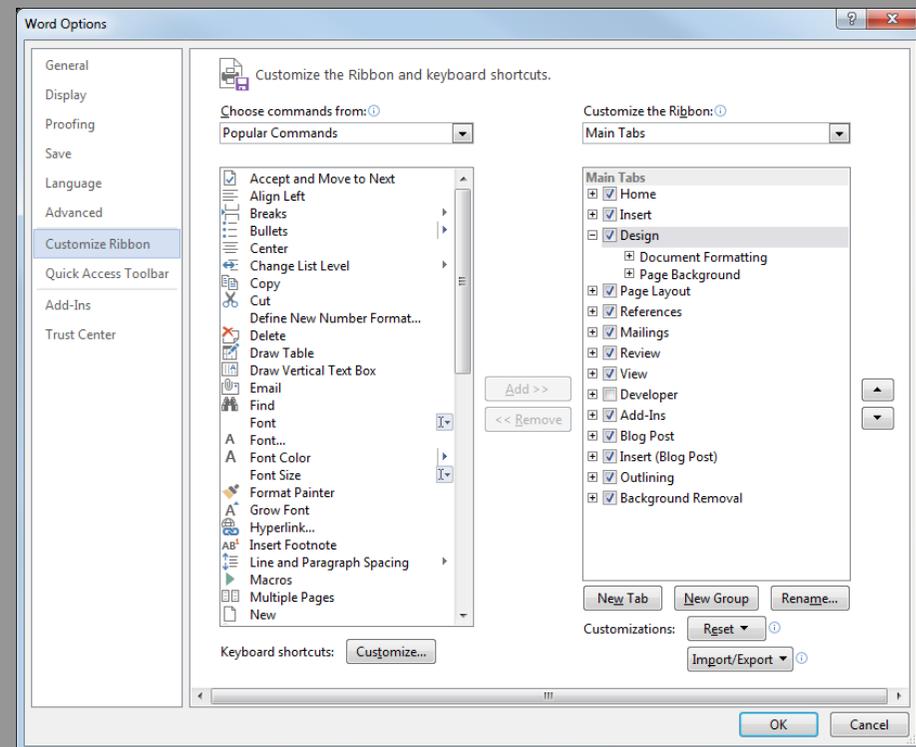
Things you might be looking for

Below is a list of some of the more common tools and commands in Word 2013.

To...	Click...	And then look in the...
Open, save, print, preview, protect, send, convert files or connect to locations to save your documents to the cloud	File	Backstage view (click the links on the left side in this view).
Change line spacing, apply formatting and styles to text	Home	**Font, Paragraph,** and **Styles** groups.
Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers	Insert	**Pages, Tables, Illustrations, Links,** and **Header & Footer** groups.
Quickly change the look of your document, change the page background colour, add a border to the page, or add a watermark	Design	**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	Page Layout	**Page Setup** group.
Create envelopes or labels, or do a mail merge	Mailings	**Create** and **Start Mail Merge** groups.
Check spelling and grammar, get a word count, or track changes	Review	**Proofing** and **Tracking** groups.
Switch between document views, open the Navigation pane, or show the rulers	View	**Views, Show,** and **Window** groups.

Where is Print Preview?

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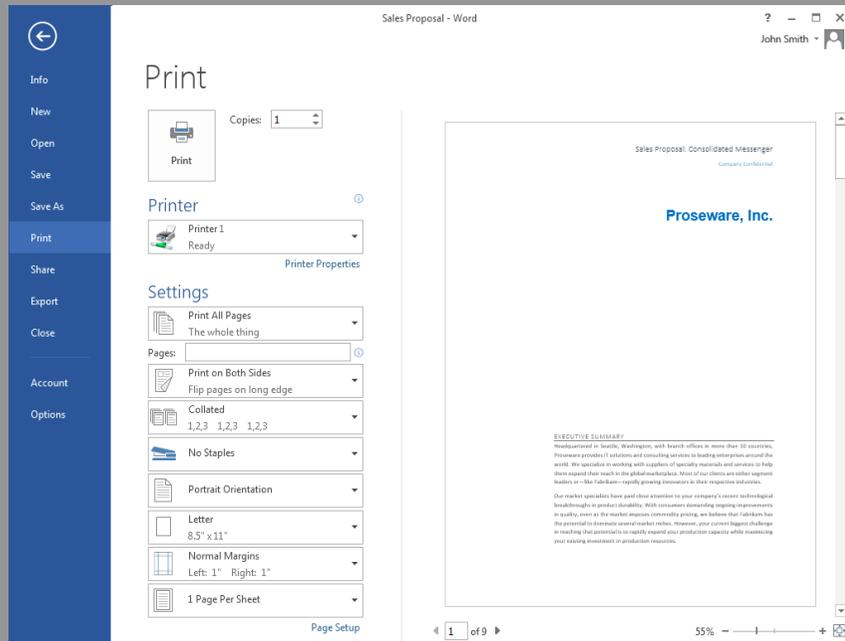

The right side of the window previews how the document will look when printed. Use the left side of the window to choose a printer or fine-tune settings — for example, to change from Portrait to Landscape, to change the paper size, or to print only the current page.

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

Where do I choose options?

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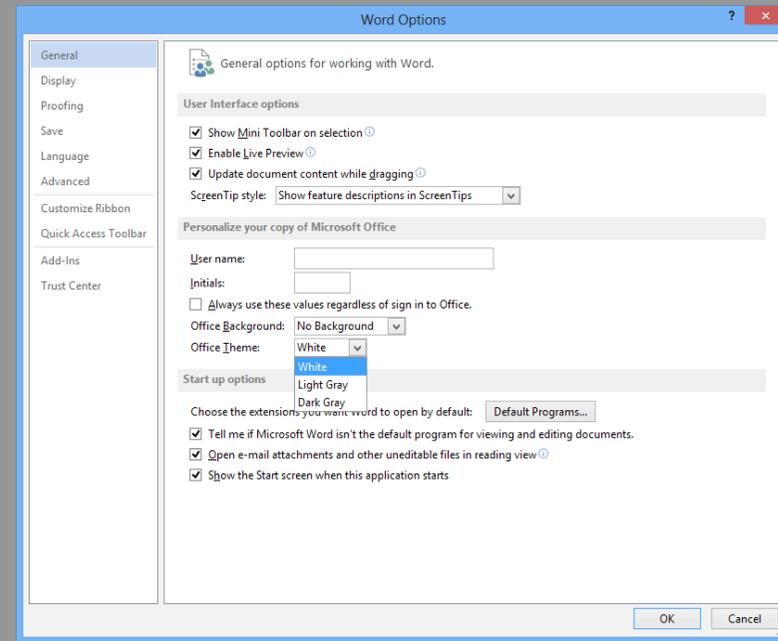
Some setting in the **Word Options** dialog box apply only to Word. But some preferences (for example, choosing **Light Grey** or **Dark Grey** for your **Office Theme**) will apply to all of your installed Office programs.

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