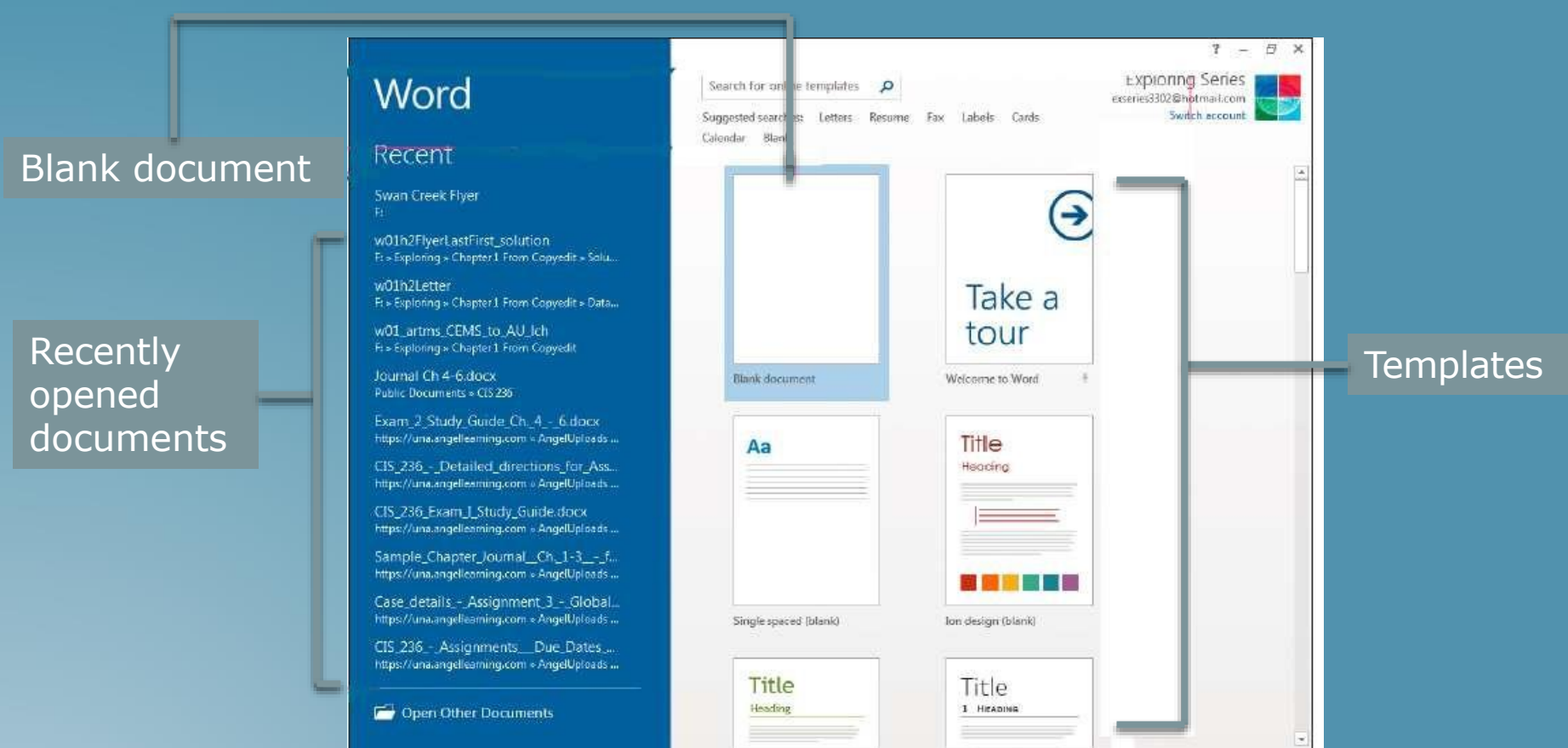


Word 2013

OPENING A WORD DOCUMENT



THE WORD WINDOW

Quick Access
Toolbar

Title bar

Ribbon Display Options

Ribbon

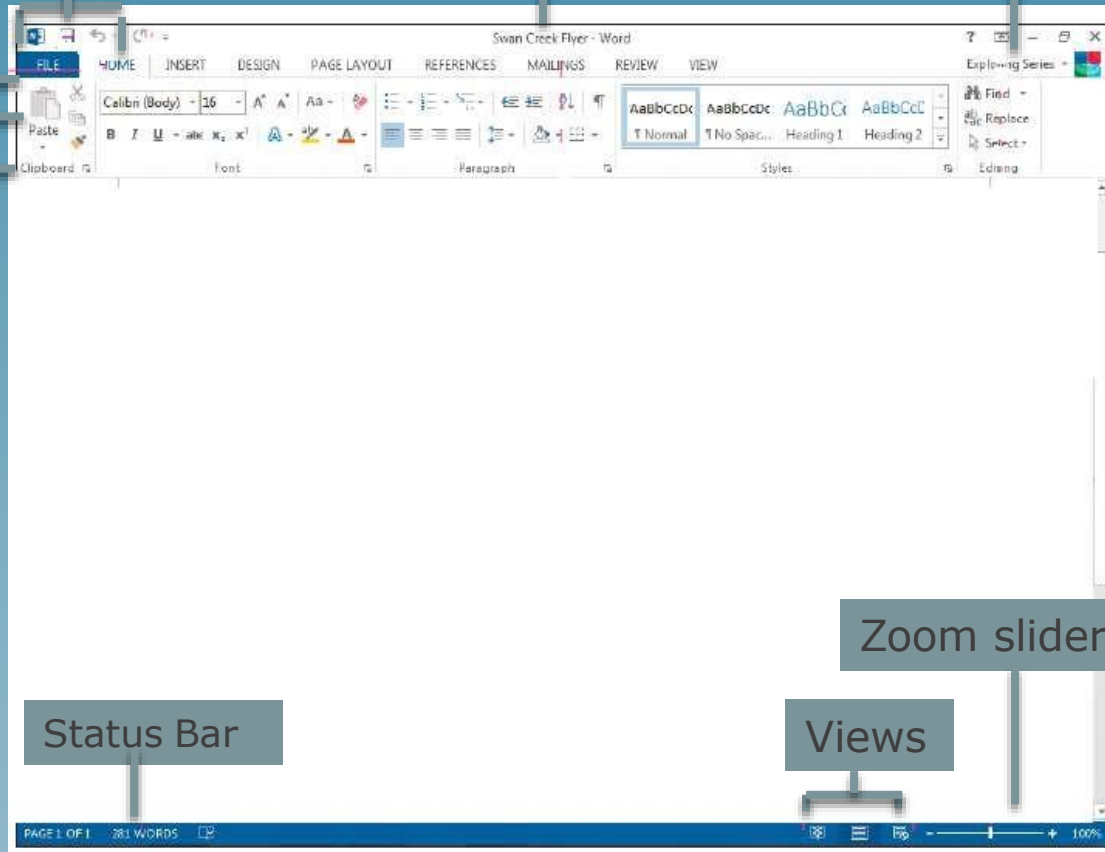
Collapse the
Ribbon

Vertical scroll
bar

Zoom slider

Status Bar

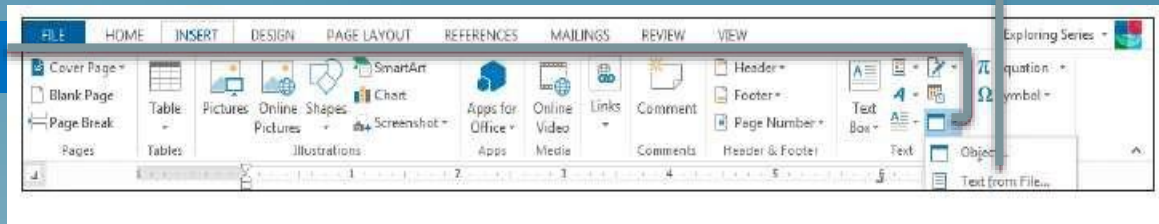
Views



REUSE TEXT

Insert text from file

Object arrow

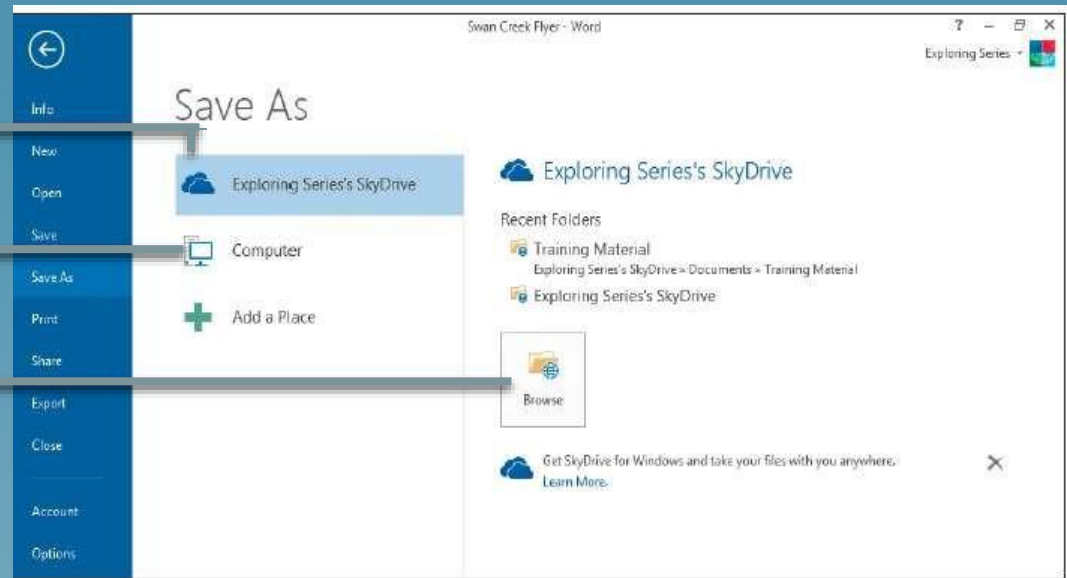


SAVE A DOCUMENT

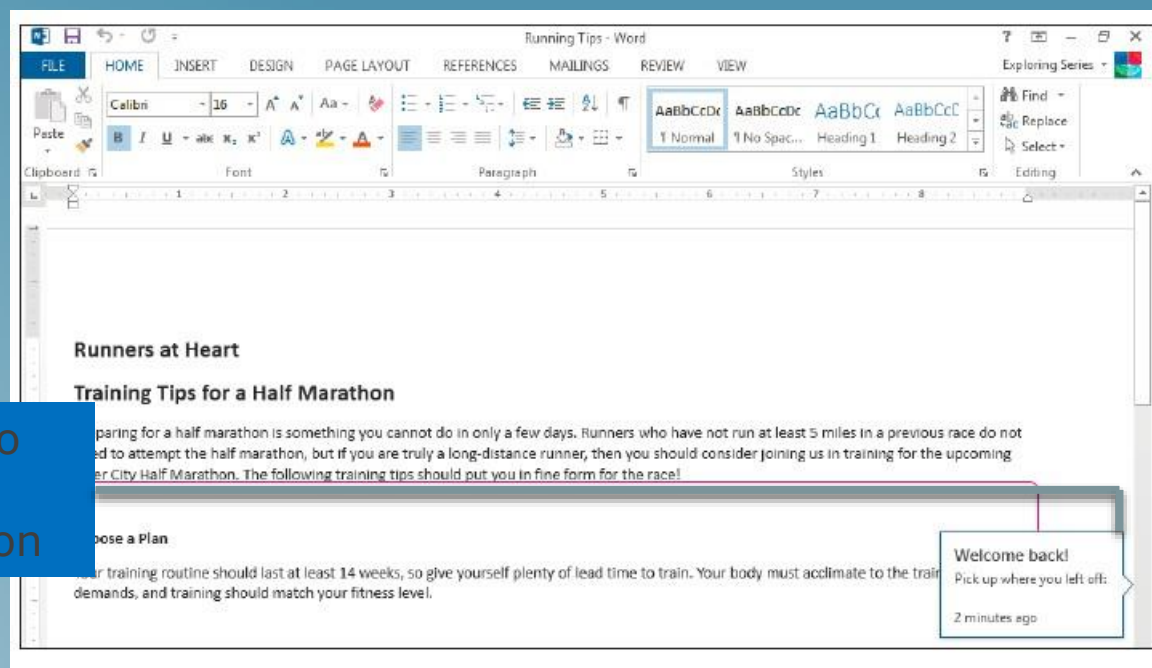
Select to save to your SkyDrive account

Select if you plan to save to local storage, such as a flash drive or hard drive

Click to navigate to a folder on the selected storage device or location



OPENING A SAVED DOCUMENT



REVIEWING A DOCUMENT

- *Typographical errors*
- *Grammatical errors*
- *Identifying proper wording*
- *Defining words*

REVIEWING WORD USAGE IN A DOCUMENT

Define

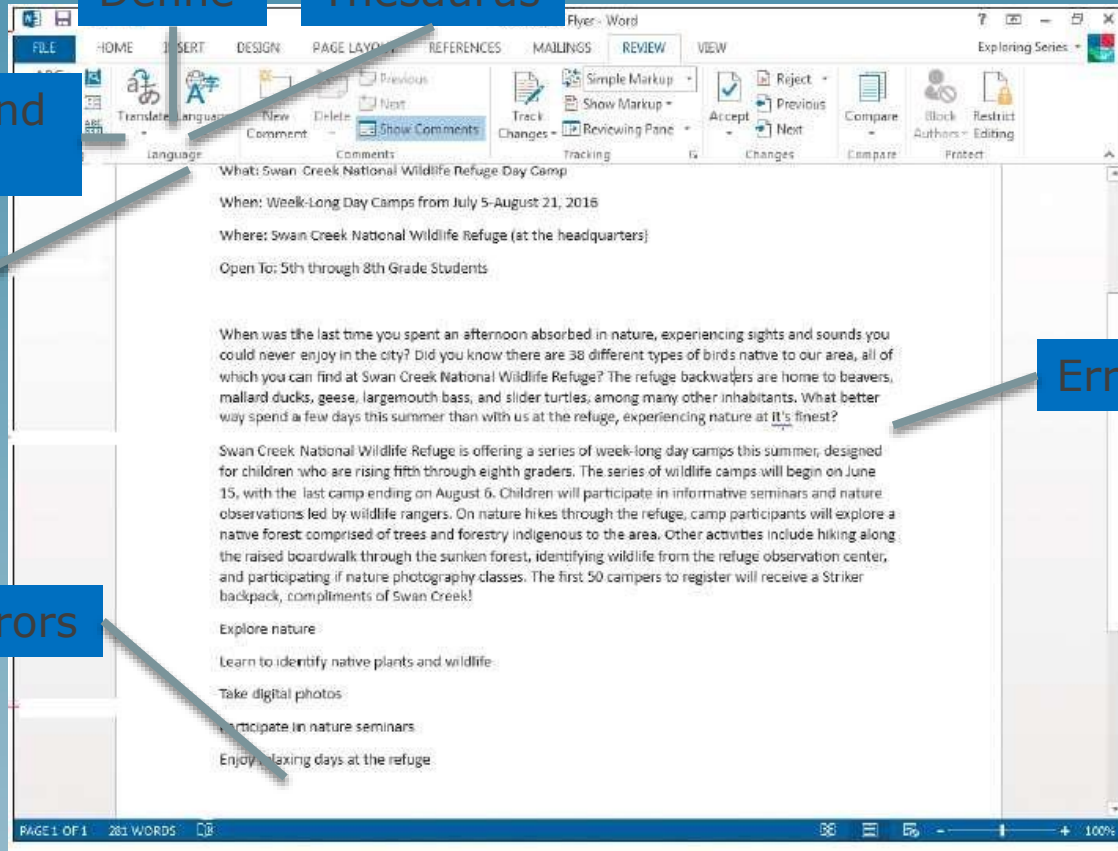
Thesaurus

Check spelling and grammar

Word Count

Proofing errors

Error in document



PRINTING SETTINGS

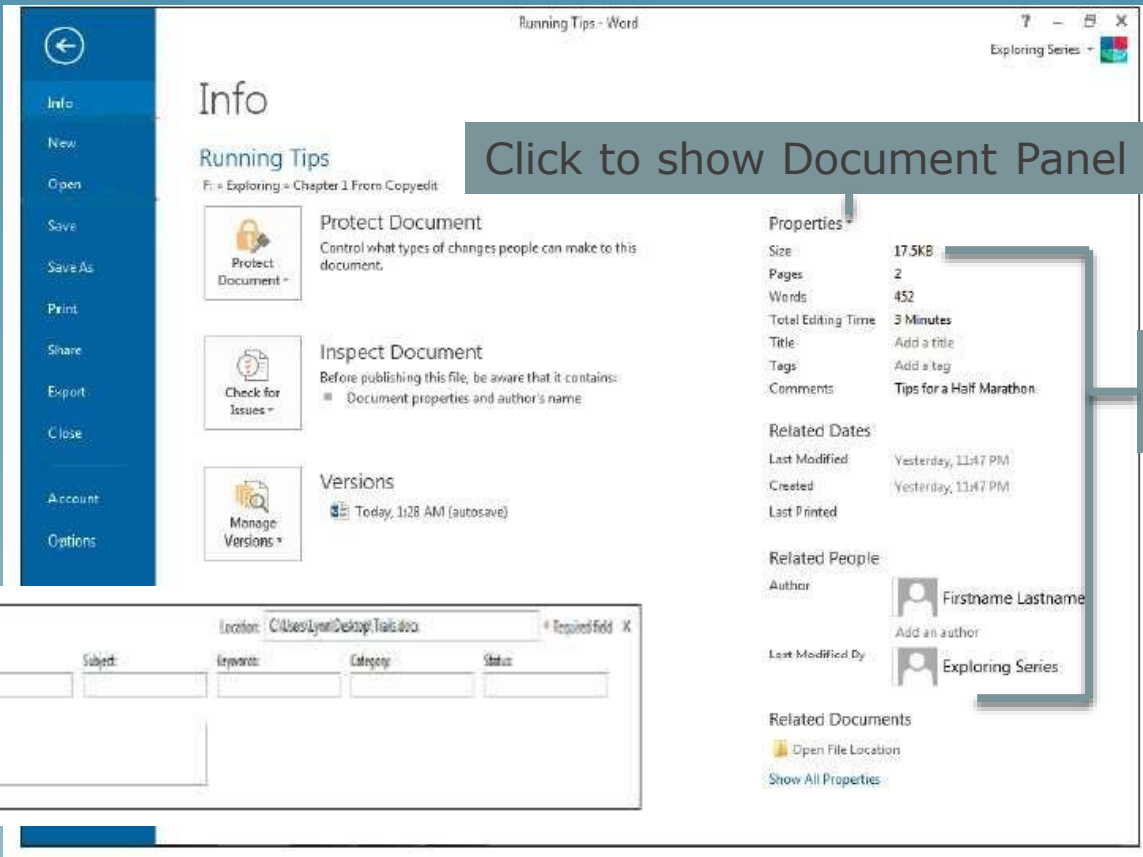
The image shows a Microsoft Word print dialog box for a document titled "w01h3RRefuge_LastFirst - Word". The dialog is divided into several sections:

- Print:** Includes a "Print" button, a "Copies" dropdown set to "1", and a "Printer" dropdown menu currently showing "HP Photosmart C4400 series".
- Settings:** A list of options for how to print:
 - Print All Pages: "The whole thing"
 - Pages: "1" (with a page range icon)
 - Print One Sided: "Only print on one side of th..."
 - Collated: "1,2,3 1,2,3 1,2,3"
 - Portrait Orientation
 - Letter: "8.5" x 11"
 - Last Custom Margins Setting: "Left: 1" Right: 1"
 - 1 Page Per Sheet
- Document preview:** A large area showing a preview of the document page. The preview includes the title "Swan Creek National Wildlife Refuge", a date "When: Wednesday, July 3-August 21, 2013", and a "Print" button overlaid on the preview.

Callouts with arrows point to the following elements:

- Printer:** Points to the printer selection dropdown.
- Document preview:** Points to the top of the document preview area.
- Preview settings:** Points to the "Settings" section.
- Next page:** Points to the "1 of 2" page indicator at the bottom.
- Zoom slider:** Points to the "56%" zoom level indicator at the bottom.
- Previous page:** Points to the left arrow of the page indicator.

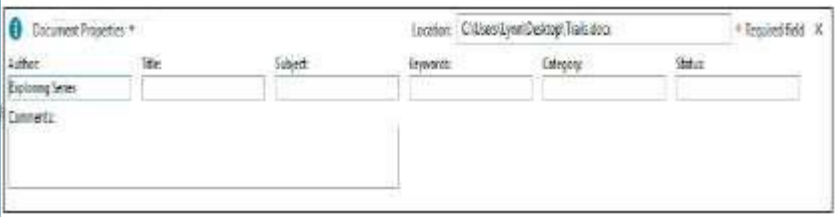
DOCUMENT PROPERTIES



Click to show Document Panel

View of open Document Panel

Document properties



CHANGING TEXT APPEARANCE

Text Highlight Color
and Text Highlight
Color Arrow

Clear
Formatting

Change Case

Text Effects
and
Typography

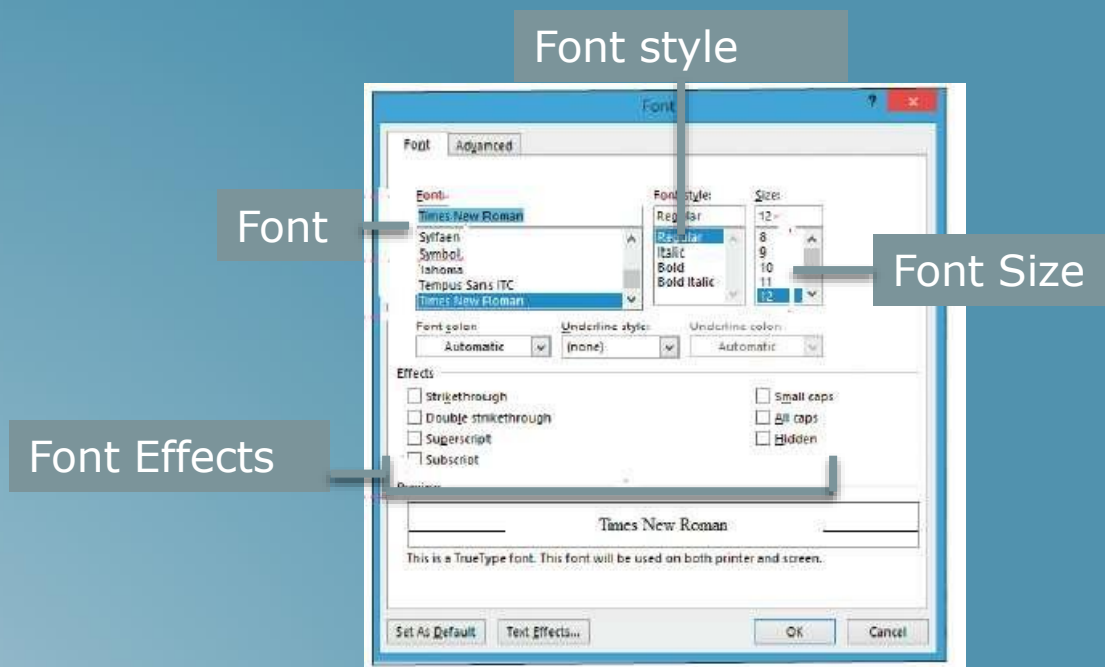


Bold, Italic,
and
Underline

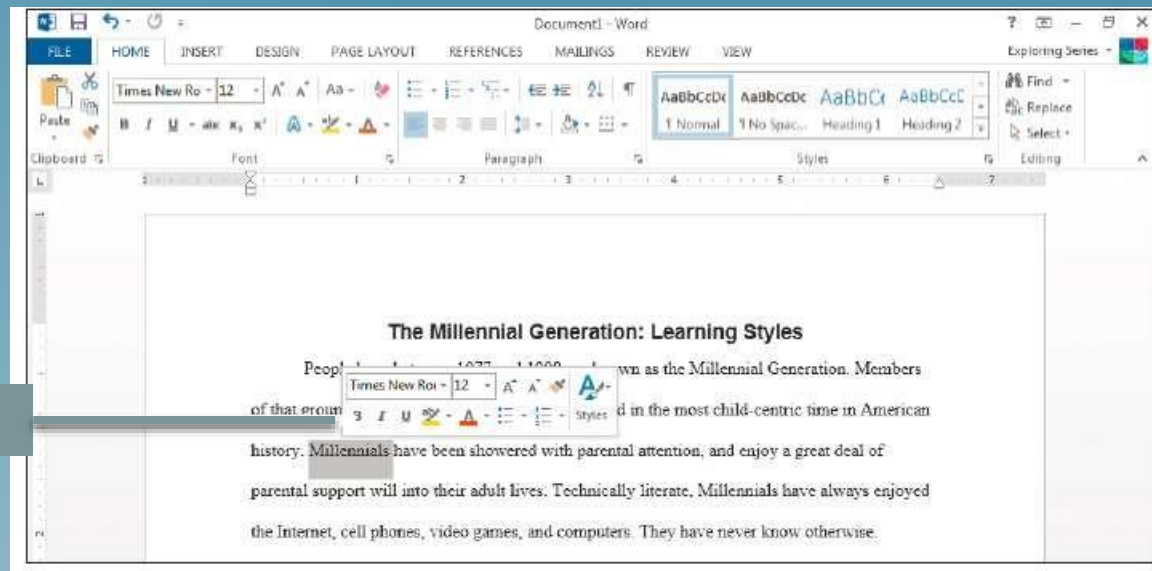
Font Color
and Font
Color Arrow

Font Dialog
Box Launcher

CHANGING FONT SETTINGS



CHANGING FONT SETTINGS (CONT.)



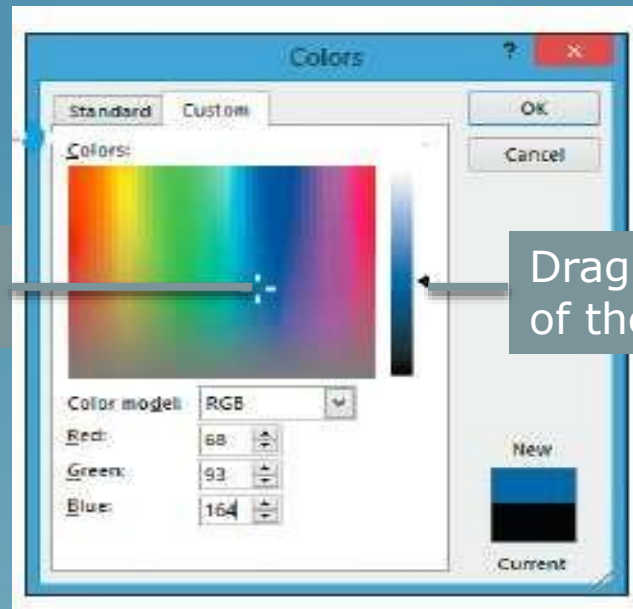
Mini Toolbar

TEXT EFFECTS



Text Effects and
Typography gallery

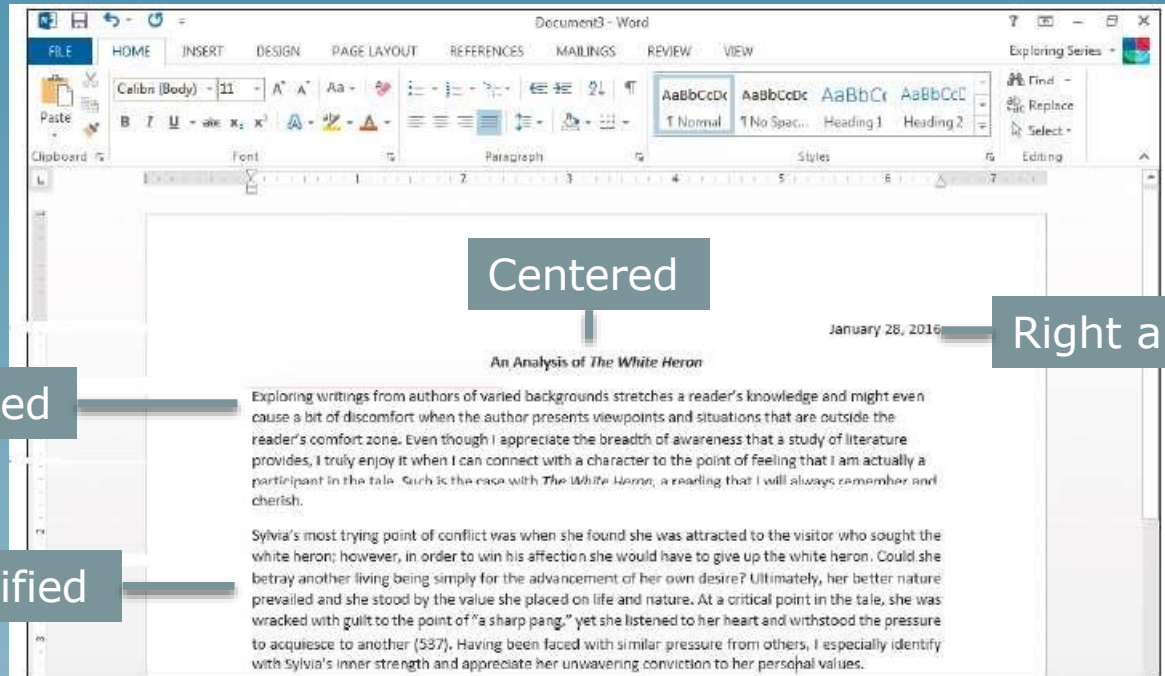
APPLYING FONT COLORS



Click to select a color hue or shade

Drag to select a variation of the color hue

FORMATTING A PARAGRAPH (CONT.)



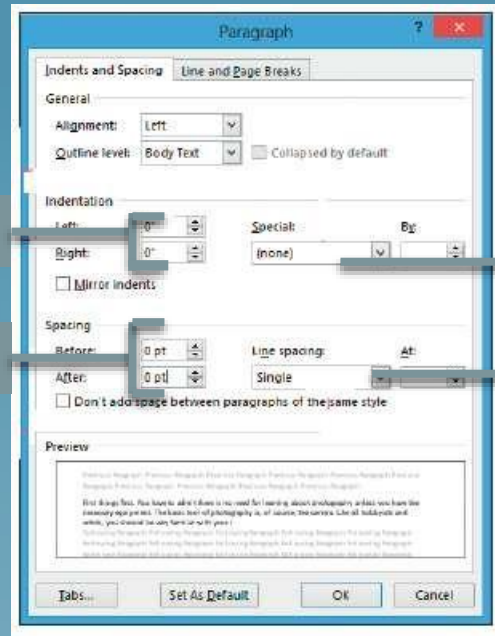
Left aligned

Justified

Centered

Right aligned

PARAGRAPH SPACING



Indents

Paragraph spacing

Special indents

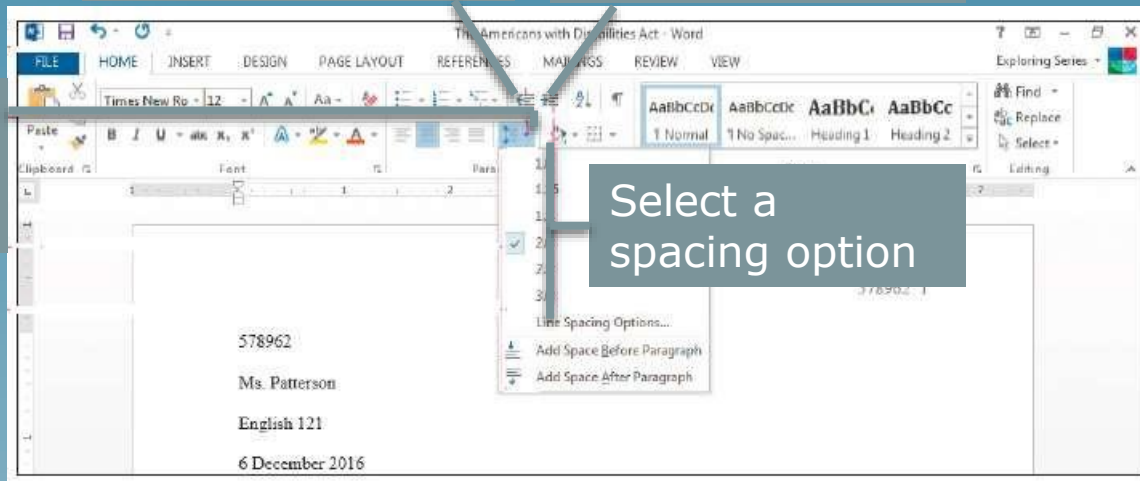
Line spacing

LINE SPACING

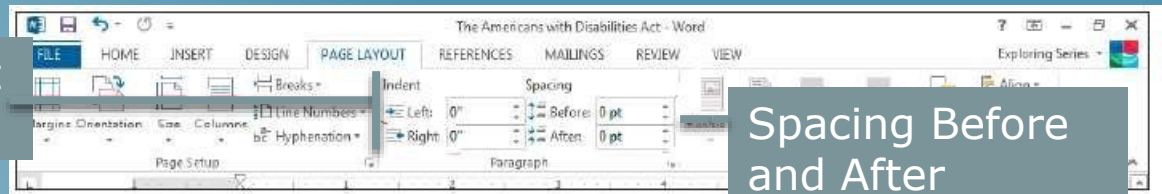
Decrease Indents

Increase Indents

Line and Paragraph spacing



Left and Right Indents



SETTING INDENTS

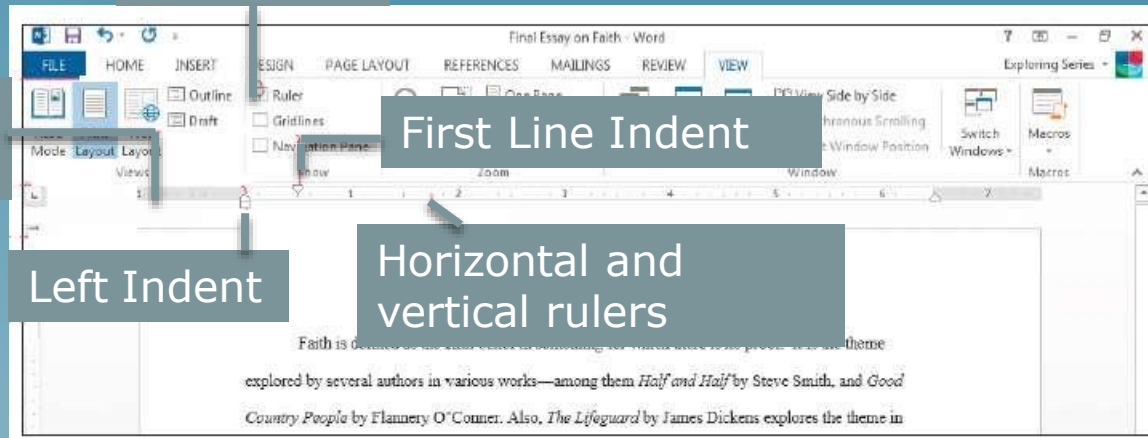
View Ruler

Hanging Indents

First Line Indent






Left Indent

Horizontal and vertical rulers



SETTING TABS

TABLE 2.1 Tab Markers

Tab Icon on Ruler	Type of Tab	Function
	Left tab	Sets the start position on the left so as you type; text moves to the right of the tab setting.
	Center tab	Sets the middle point of the text you type; whatever you type will be centered on that tab setting.
	Right tab	Sets the start position on the right so as you type; text moves to the left of that tab setting and aligns on the right.
	Decimal tab	Aligns numbers on a decimal point. Regardless of how long the number, each number lines up with the decimal point in the same position.
	Bar tab	This tab does not position text or decimals; but inserts a vertical bar at the tab setting. This bar is useful as a separator for text printed on the same line.

SETTING TABS (CONT.)

Tab Selector

Left Tab

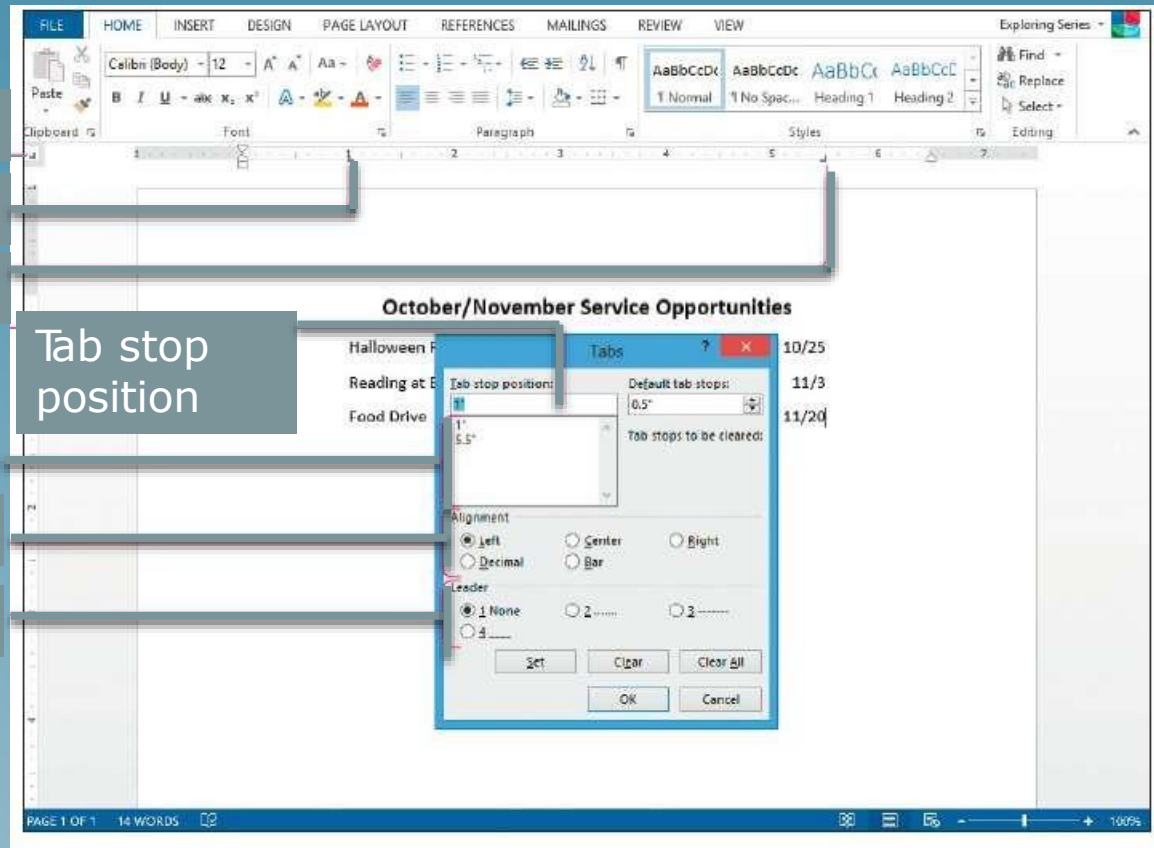
Right Tab

Tab stop position

Modify Tab

Tab alignment

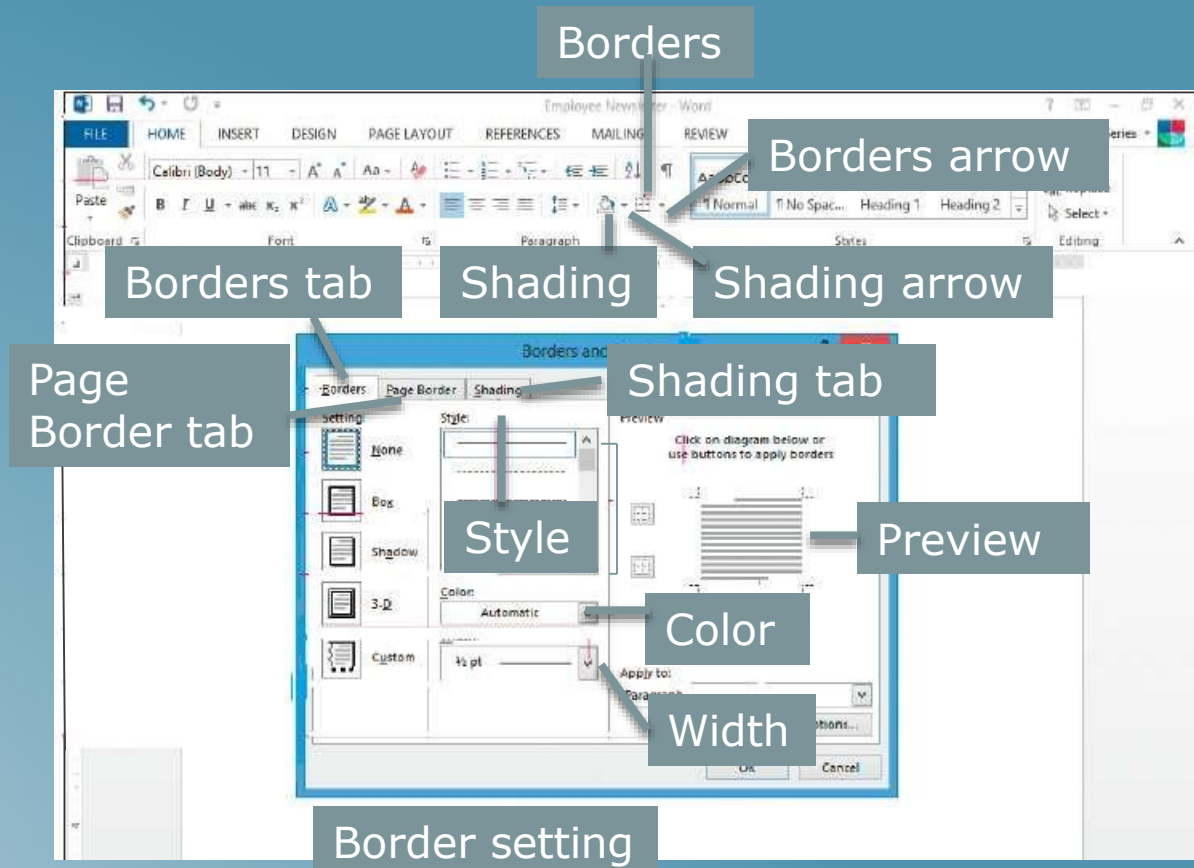
Select a leader



BORDERS AND SHADING

Halloween Fun Run	10/25
Salvation Army Fundraiser	11/3
Reading at Brandon Elementary	11/18
Food Drive	11/20

APPLYING BORDERS AND SHADING



CREATING LISTS

The image shows a screenshot of the Microsoft Word ribbon, specifically the 'HOME' tab. The ribbon includes sections for Font (Calibri (Body), size 14, bold, italic, underline, text color, background color), Paragraph (bullets, numbering, indent, decrease indent, increase indent, line and paragraph spacing, paragraph alignment, text alignment, hyphenation), Styles (styles gallery), and Editing (find, replace, select). Several callout boxes point to these options: 'Bullets' points to the bullet icon, 'Bullets arrow' points to the arrow icon, 'Numbering' points to the numbering icon, and 'Numbering arrow' points to the arrow icon. A 'Multilevel list' callout points to the multilevel list icon.

Below the ribbon, the document content is displayed. It features three sections with lists:

- Recommended Additional Supplies**
 - Portable USB drive
 - Computer headset
- To Check Your Grades**
 1. Click Grades
 2. Click the application (Word, Excel, PowerPoint, or Access)
 - a. Click the chapter
 - i. Point to the project
 - ii. Click View Submission
 - iii. Click Summary Report (for a summary of errors)
 - b. Correct the errors if you have attempts remaining
 - c. Resubmit the project

Bulleted list

Numbered list

Multilevel list

SELECTING A DOCUMENT THEME

Themes gallery

Style Sets

Theme colors

Theme fonts



APPLYING STYLES

The image shows a Microsoft Word document with the following content:

James Canyon Hot Air Balloon Festival

See the Canyon From On High!

May 25-26, 2016

The James Canyon Hot Air Balloon Festival presented by New Mexico Explore Outdoors, welcomes more than 65 hot air balloonists from across the country. One of the largest free hot-air balloon festivals in the Southwest, the event features hot air balloon races, a key grab, tether rides, and our always well-attended Ballumination! Tour Point Shepherd Park, enjoy a free arts and crafts show, visit the multiple food vendors, and get up close with antique cars and tractors. As the sun

As for entertainment, you're in luck! Spread out your blanket, grab a cold drink, and enjoy a variety of live music daily, from country to rock and roll. With activities for the kids, shopping and entertainment for adults, and plenty of photo ops, this is a festival you won't want to miss!

This year's music acts include the Great Five Star Jazz Orchestra. Plenty of others will be on hand, as well. Stroll the park, visiting each live music stage, to enjoy just about any type of musical

Callouts in the image point to the following elements:

- Styles Dialog Box Launcher**: Located in the Styles group of the ribbon, it is a small icon that opens the Styles pane.
- Styles group**: The group of style icons in the ribbon, including Normal, No Spacing, and various Heading styles.
- Styles pane**: The vertical pane on the right side of the document that lists all available styles and their preview icons.
- Show Preview**: A button located at the bottom of the Styles pane that allows users to see a preview of the selected style.
- Options**: A button located at the bottom of the Styles pane that allows users to modify the options for the selected style.
- New Style**: A button located at the bottom of the Styles pane that allows users to create a new style.

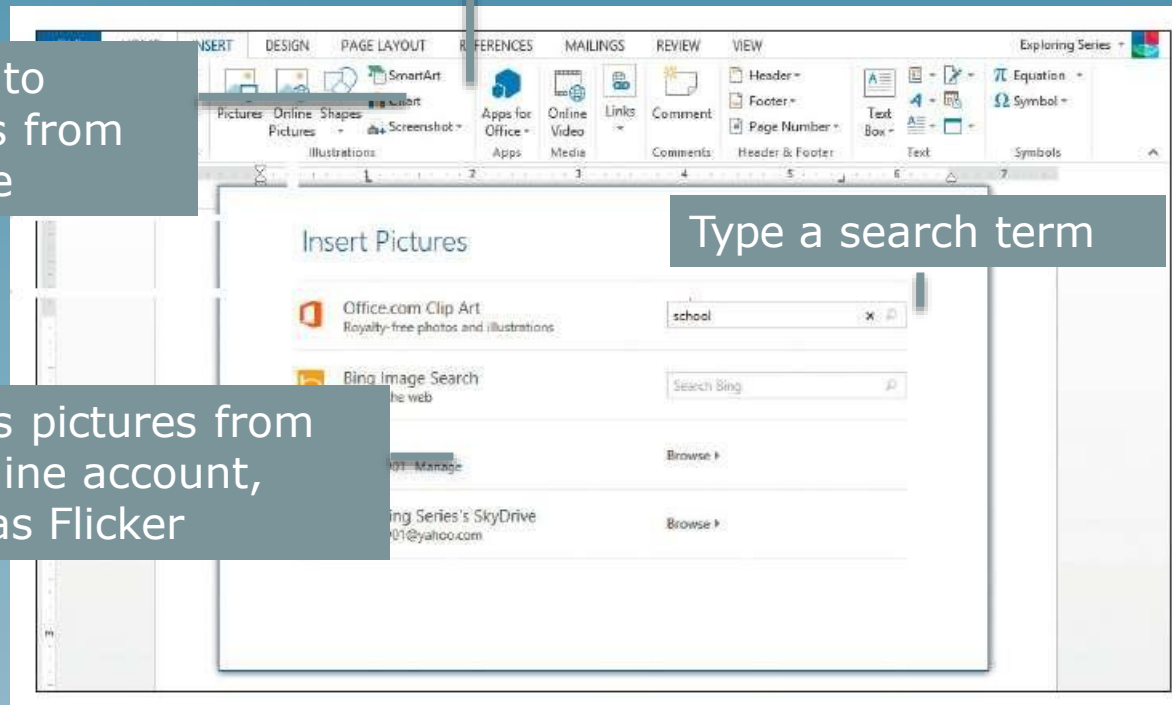
INSERTING PICTURES

Click Online Pictures to choose from online resources

Click Pictures to insert pictures from storage device

Access pictures from an online account, such as Flickr

Type a search term



FORMATTING PICTURES

Picture Tools contextual tab

Picture Tools Format tab

Adjust group

Picture Styles

More

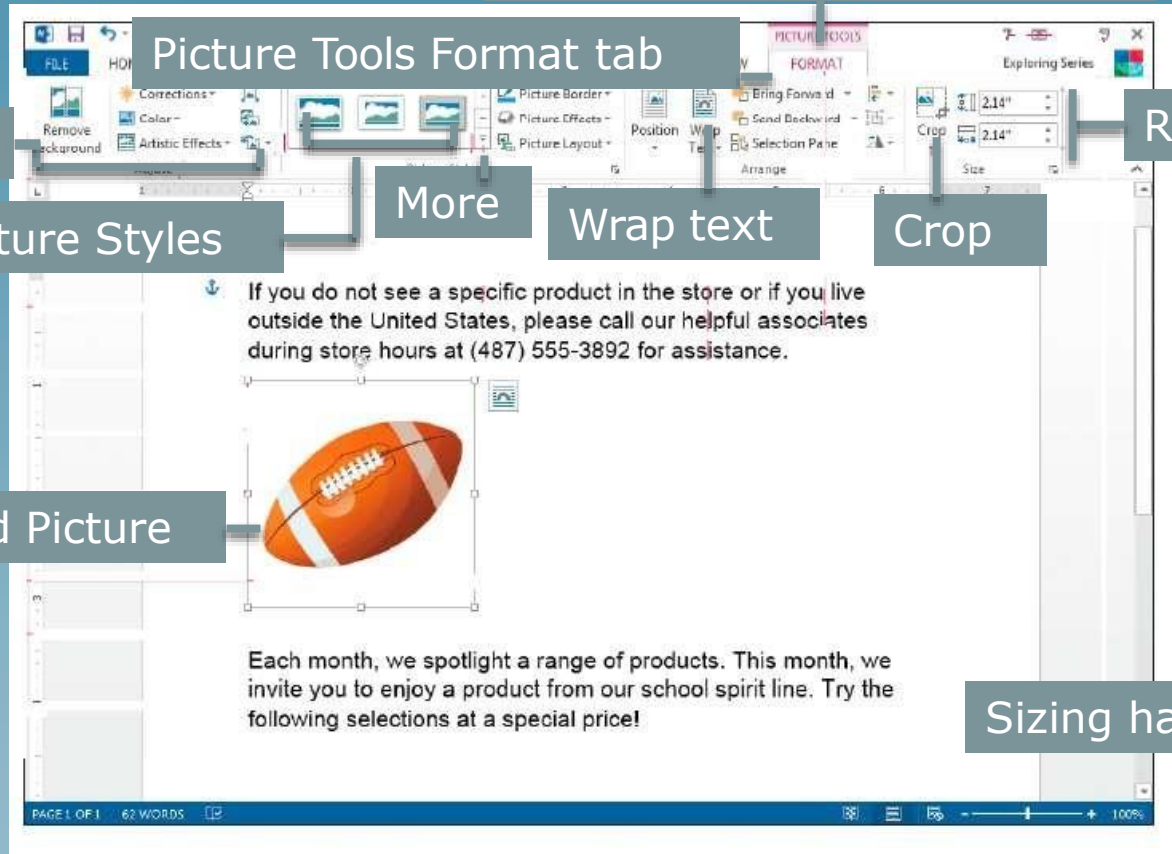
Wrap text

Crop

Resize an object

Selected Picture

Sizing handle



LAYOUT OPTIONS

Layout Options

Wrap Text



The screenshot shows a document editor interface. At the top, a grey box contains the text "Layout Options". Below it, a paragraph of text reads: "If you do not see a specific product in the store or if you live outside the United States, please call our helpful associates during store hours at (487) 555-3892 for assistance." Below the text is a rectangular image of an orange football with white laces and stripes. A grey box labeled "Wrap Text" points to the image. A "LAYOUT OPTIONS" menu is open over the image, showing the following options: "In Line with Text" (selected), "With Text Wrapping" (with three sub-options), "Move with text" (checked), and "Fix position on page" (unchecked). A "See more..." link is at the bottom of the menu. Below the image, another paragraph of text is partially visible: "Each month, we spotlight a... invite you to enjoy a produc... following selections at a sp...". To the right, another paragraph of text is partially visible: "ts. This month, we... spirit line. Try the".

TEXT WRAPPING STYLES

TABLE 2.3 Text Wrap Options

Type	Effect
In Line with Text	The image is part of the line of text in which it is inserted. Typically, text wraps above and below the object.
Square	Text wraps on all sides of an object, following an invisible square.
Tight	Text follows the shape of the object, but does not overlap the object.
Through	Text follows the shape, filling any open spaces in the shape.
Top and Bottom	Text flows above and below the borders of the object
Behind Text	The object is positioned behind text. Both the object and text are visible (unless the fill color exactly matches the text color).
In Front of Text	The object is positioned in front of text, often obscuring the text.

ALIGNMENT GUIDES


Alignment guide

Bring the game experience to your own home by purchasing football gear at the Corner Off-Campus Bookstore! Choose from our wide selection of jerseys, and all sorts of items that show your team spirit. The first football game is Saturday, September 8, at Riley Stadium. Come on out and cheer the team along as they compete for the state finals! If you do not see a specific product in the store or if you live outside the United States, please call our helpful associates during store hours at (487) 555-3892 for assistance.



INSERTING TEXT BOXES

Long sleeve polo	\$18
School color hoodie	\$38
Game day tote	\$8



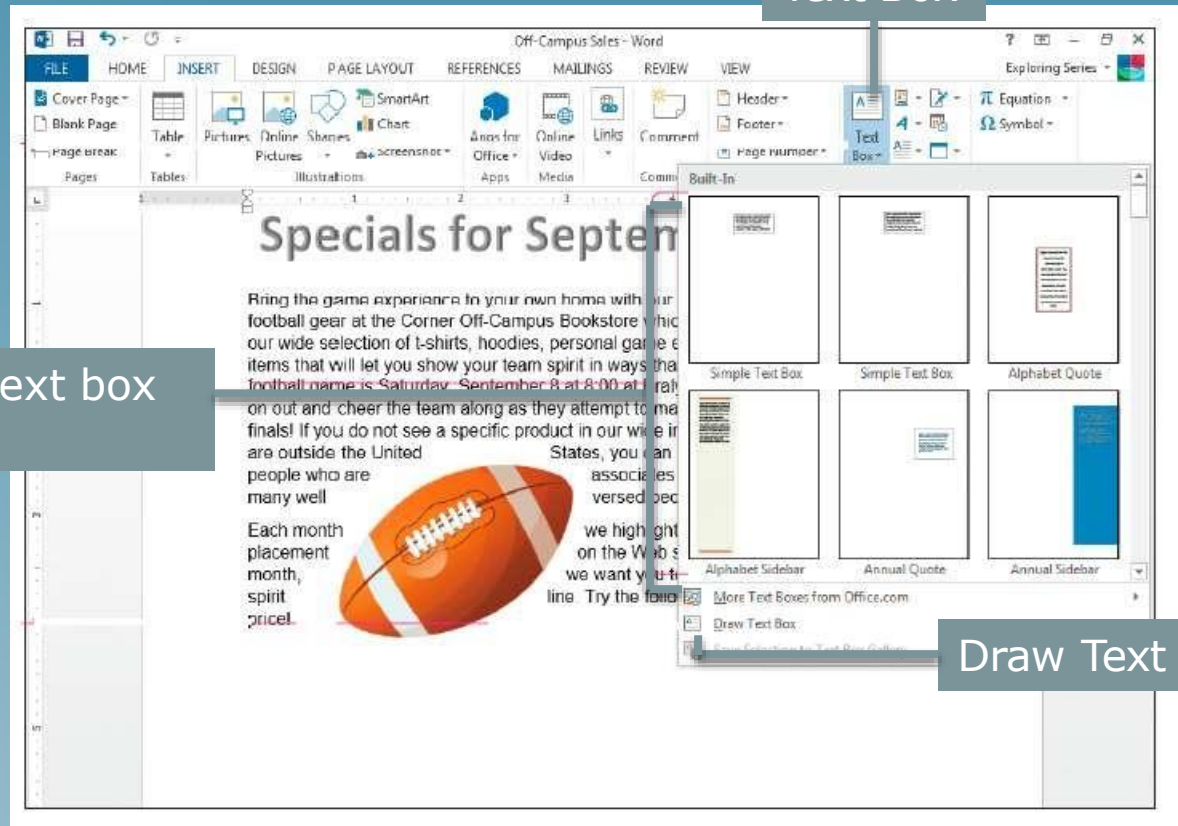
GAME DAY CASUAL WEAR "We're all about bringing spirit to sports fans at an affordable price."

Text box

INSERTING TEXT BOXES (CONT.)

Text Box

Predefined text box styles



Draw Text Box

STYLING A TEXT BOX

Shape styles, fills, outlines, and effects



Change text box size

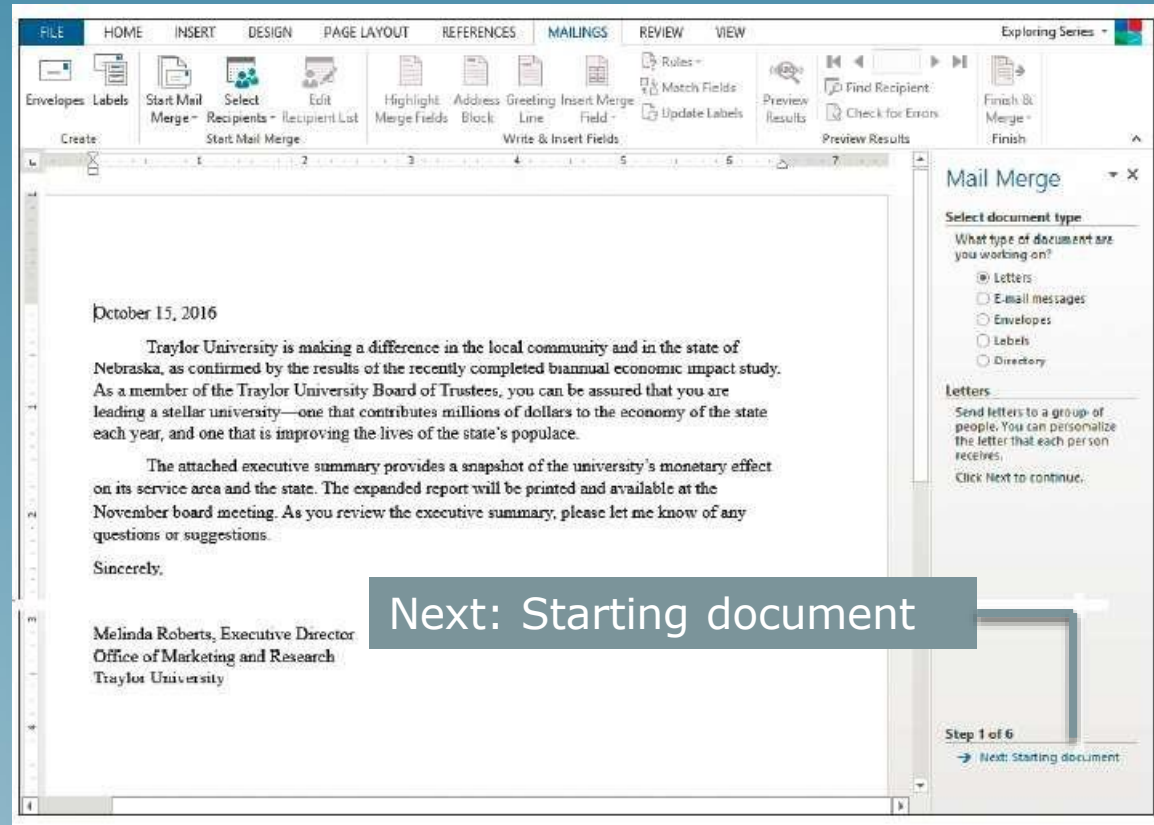
INSERTING WORD ART

WordArt

Off-Campus School Spirit Sale

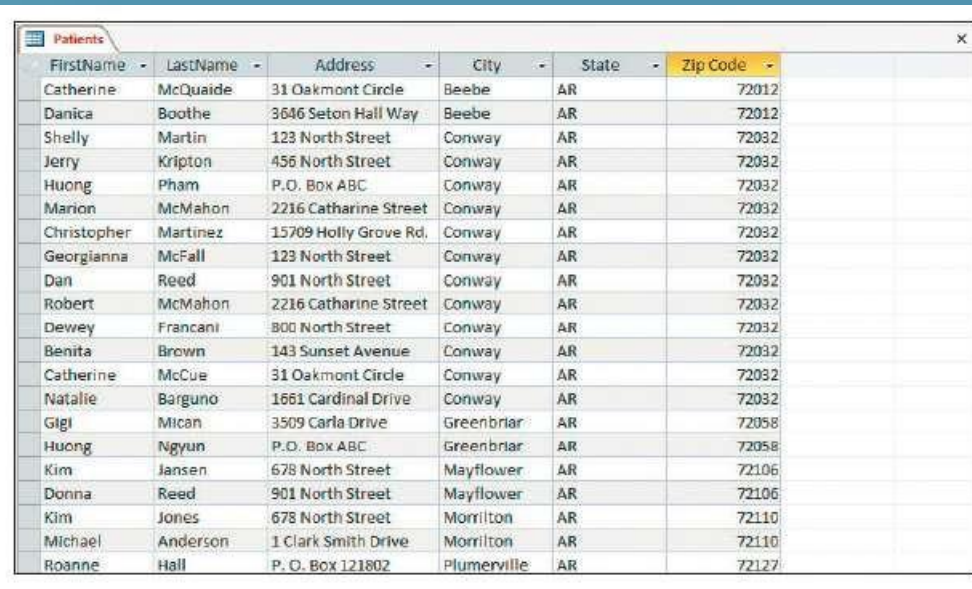
We welcome the opportunity to serve you, especially during the football season at the university. Our store is filled with special sales this time of year.

CREATING A MAIL MERGE



Next: Starting document

OBTAINING A DATA SOURCE



The image shows a screenshot of a data table titled "Patients". The table has six columns: "FirstName", "LastName", "Address", "City", "State", and "Zip Code". The "Zip Code" column is highlighted in yellow. The table contains 20 rows of patient data.

FirstName	LastName	Address	City	State	Zip Code
Catherine	McQuaide	31 Oakmont Circle	Beebe	AR	72012
Danica	Boothe	3646 Seton Hall Way	Beebe	AR	72012
Shelly	Martin	123 North Street	Conway	AR	72032
Jerry	Kripton	456 North Street	Conway	AR	72032
Huong	Pham	P.O. Box ABC	Conway	AR	72032
Marion	McMahon	2216 Catharine Street	Conway	AR	72032
Christopher	Martinez	15709 Holly Grove Rd.	Conway	AR	72032
Georgianna	McFall	123 North Street	Conway	AR	72032
Dan	Reed	901 North Street	Conway	AR	72032
Robert	McMahon	2216 Catharine Street	Conway	AR	72032
Dewey	Francani	800 North Street	Conway	AR	72032
Benita	Brown	143 Sunset Avenue	Conway	AR	72032
Catherine	McCue	31 Oakmont Circle	Conway	AR	72032
Natalie	Barguno	1661 Cardinal Drive	Conway	AR	72032
Gigi	Mican	3509 Carla Drive	Greenbriar	AR	72058
Huong	Ngyun	P.O. Box ABC	Greenbriar	AR	72058
Kim	Jansen	678 North Street	Mayflower	AR	72106
Donna	Reed	901 North Street	Mayflower	AR	72106
Kim	Jones	678 North Street	Morrilton	AR	72110
Michael	Anderson	1 Clark Smith Drive	Morrilton	AR	72110
Roanne	Hall	P. O. Box 121802	Plumerville	AR	72127

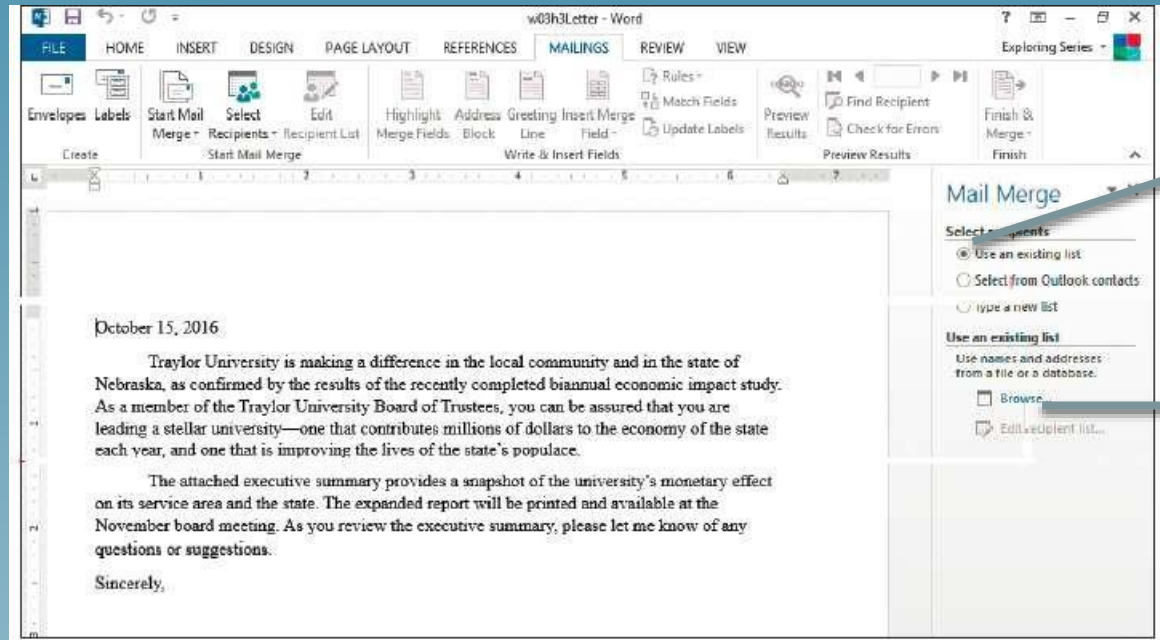
OBTAINING A DATA SOURCE (CONT.)

	A	B	C	D	E	F	G	H	I
1	Title	First Name	Last Name	Address 1	Address 2	City	State	Zip	
2	Dr.	Kurtis	Brackin	Alco Insurance	1132 Hendrix Lane	Sim Creek	NE	68801	
3	Dr.	Holly	Lowe	Lowe & Assoc.	459 Hwy. 34	Ogjala	NE	68604	
4	Mr.	Alex	Nai	Timmons, P.A.	20 Grant Street	Navarre	NE	68811	
5	Ms.	Rebecca	Hardin	Belk, Inc.	3008 Beltline Hwy.	Dinsford	NE	68445	
6	Dr.	Tarish	Staffel	ECM Hospital	48777 Riverbend Drive	Florence	NE	68803	
7									
8									

Records

Header row

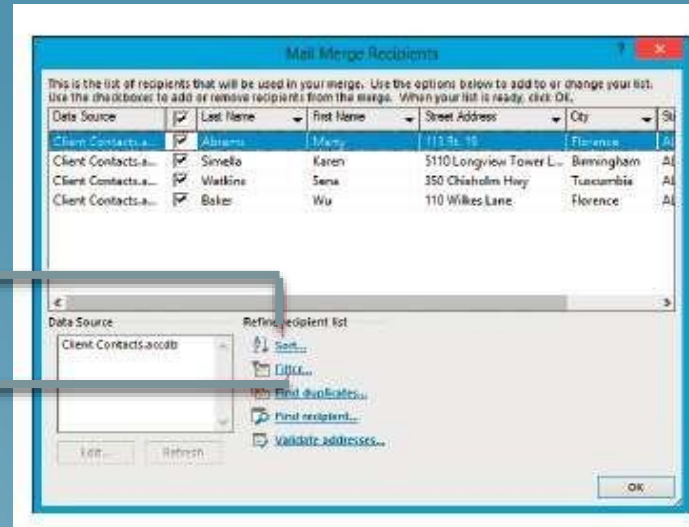
OBTAINING A DATA SOURCE (CONT.)



Use existing list

Browse for data source

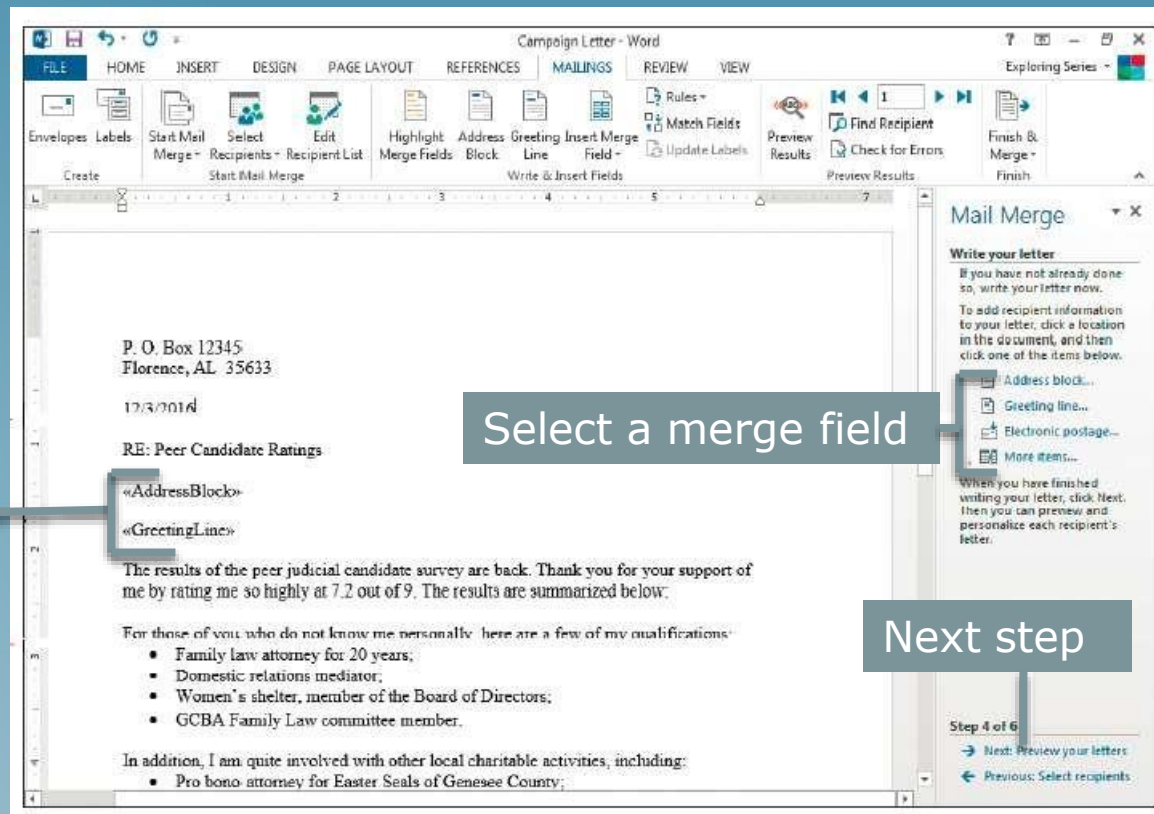
SORT AND FILTER RECORDS IN A DATA SOURCE



Sort records

Filter records

COMPLETING A MAIL MERGE



Merge field selected and placed in main document

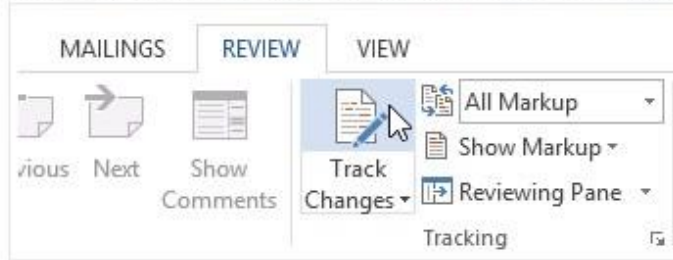
Select a merge field

Next step

TRACKING CHANGES

To turn on Track Changes:

1. From the **Review** tab, click the **Track Changes** command.



2. Track Changes will be turned on. Now, any changes you make to the document will appear as colored markups.

~~To Whom It May Concern~~Dear Mr. Powell: I

Reviewing changes

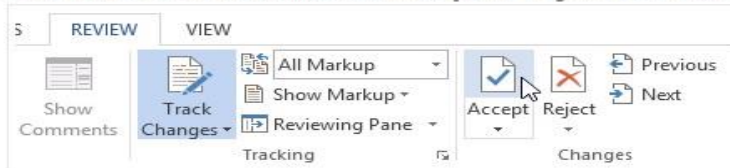
Tracked changes are really just suggested changes. To become permanent, they must be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.

To accept or reject changes:

1. Select the change you want to accept or reject.

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~ Quality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

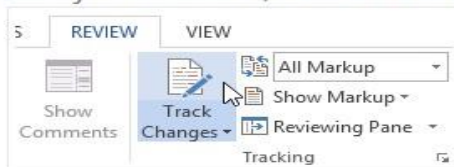
2. From the **Review** tab, click the **Accept** or **Reject** command.



3. The markup will disappear, and Word will automatically jump to the next change. You can continue accepting or rejecting each change until you have reviewed them all.

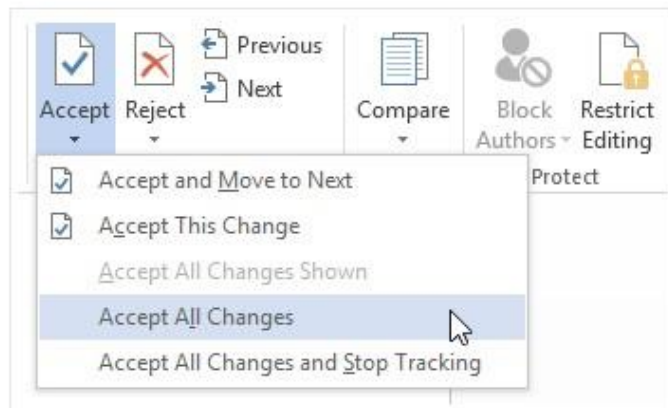
Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~ Quality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

4. When you're finished, click the **Track Changes** command to **turn off** Track Changes.



ACCEPT ALL CHANGES

 To accept all changes at once, click the **Accept** drop-down arrow, then select **Accept All**. If you no longer wish to track your changes, you can select **Accept All and Stop Tracking**.



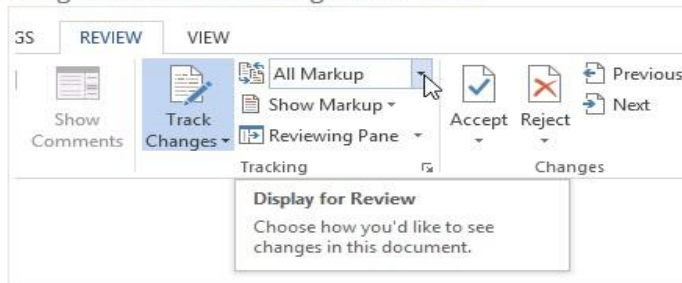
TRACK CHANGES VIEWING OPTIONS

Track Changes viewing options

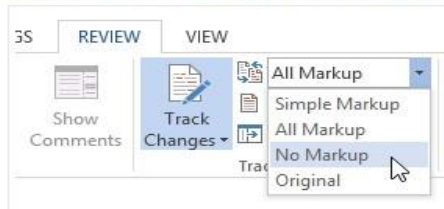
If you have a lot of tracked changes, they may become distracting if you're trying to read through the document. Fortunately, Word provides a few different ways to customize how tracked changes appear, including the option to **hide** tracked changes.

To hide tracked changes:

1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.



2. In the drop-down menu, there are four options:
 - o **Simple Markup:** This shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.
 - o **All Markup:** This shows the final version with inline markups.
 - o **No Markup:** This shows the final version and hides all markups.
 - o **Original:** This shows the original version and hides all markups.
3. Select the desired option from the drop-down menu. In our example, we'll select **No Markup** to preview the final version of the document before accepting the changes.

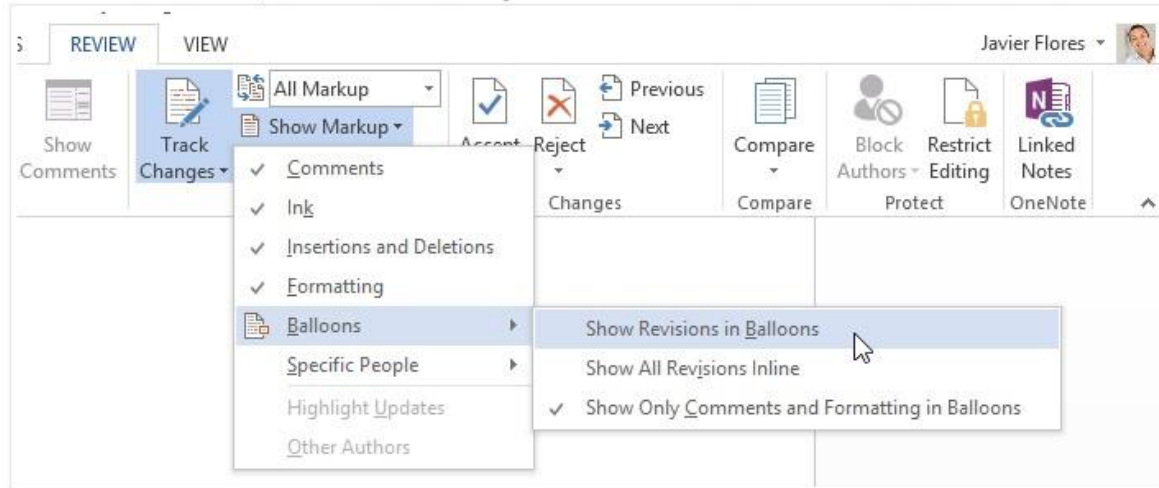


SHOW REVISIONS IN A BALLOON

To show revisions in balloons:

By default, most revisions appear **inline**, meaning the text itself is marked. You can also choose to show the revisions in **balloons**, which moves most revisions to the right margin. Removing inline markups can make the document easier to read, and balloons also give you more detailed information about some markups.

1. From the **Review** tab, click **Show Markup** → **Balloons** → **Show Revisions in Balloons**.



2. Most revisions will appear in the right margin, although any added text will still appear inline.



TABLE OF CONTENTS

Step 1:

1. Identify the texts in your document that you intend to highlight as headings and then apply appropriate heading styles from the **Styles** gallery.

For example, to apply first level heading, select the text in your document and then click style **Heading 1** from the **Styles** gallery. See below:

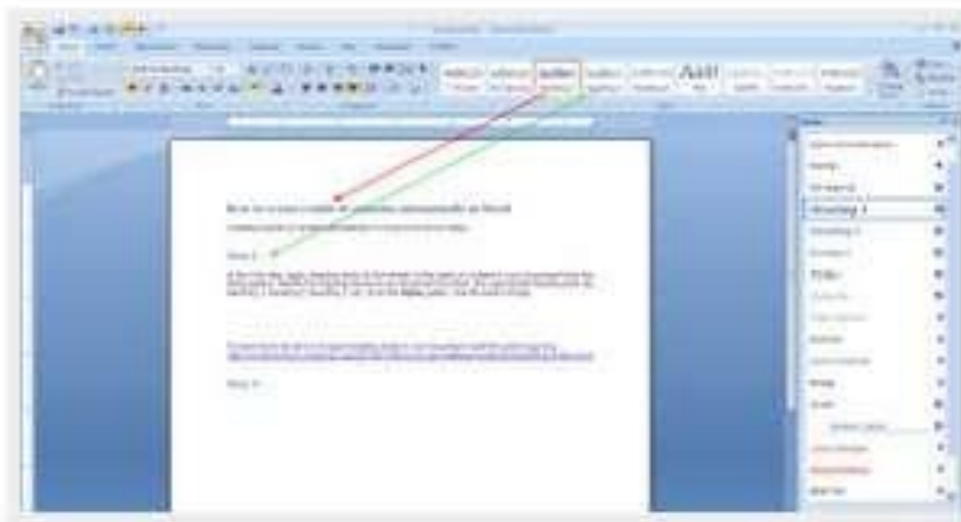


TABLE OF CONTENTS

Once you are done applying heading styles to all the heading levels in your document, place the mouse cursor where you want to generate the table of content.

Click the **Reference** tab from the **Ribbon** and then under group **Table of Contents**, click the icon **Table of Contents**. From the bottom of the drop-down list, click **Insert Table of Contents**. See below image:



On clicking **Insert Table of Contents**, the dialog box **Table of Contents** appears. Now, do the following in the dialog box:

1. Select a **Tab Leader** type from the drop-down list.
2. Select a format for the table of content from the drop-down list **Formats**.
3. Select the number of heading levels to be included in the table of contents from the **Show Levels** spin box.
4. Click the **Options** button from the right bottom corner to include/exclude heading styles to build a customized table of content.

See below image:



Click **OK**. Table of Content is generated in the cursor position.

TABLE OF AUTHORITIES

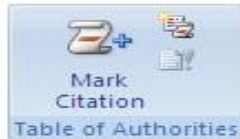
Mark citations

1. Select the first citation in your document.

For example, select "Forrester v. Craddock, 51 Wn. 2d 315 (1957)."

2. Press ALT+SHIFT+I.

NOTE You can also click the **References** tab and then click **Mark Citation** in the **Table of Authorities** group.



3. In the **Selected text** box, edit the long citation as you want it to appear in the table of authorities.

NOTE If you want to format the text, right-click the text in the **Selected text** box, and click **Font**. Select the formatting options that you want to use.

4. In the **Category** box, click the category that applies to the citation.
5. In the **Short citation** box, edit the text so that it matches the short citation that you want Word to search for in the document.

For example, enter "Forrester v. Craddock."

6. To mark a single citation, click **Mark**. To mark all long and short citations that match those displayed in the **Mark Citation** dialog box, click **Mark All**.
7. To find the next citation in the document, click **Next Citation**.

NOTES


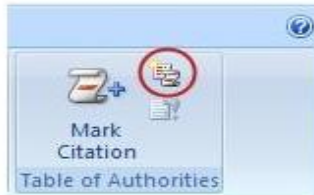
- Word inserts each marked citation as a TA (Table of Authorities Entry) field in hidden text format. If you don't see the TA field, click **Show/Hide ¶**  in the **Paragraph** group on the **Home** tab.
- If you later add more citations to a document, you can mark the additional citations by selecting the original citation, pressing ALT+SHIFT+I, and clicking **Mark All**.

TABLE OF AUTHORITIES

Create the table of authorities

1. Click where you want to insert the table of authorities.
2. To make sure that the document is paginated correctly, you need to hide field codes and hidden text. If the TA (Table of Authorities Entry) fields are visible, click **Show/Hide ¶** in the **Paragraph** group on the **Home** tab.
3. On the **References** tab, in the **Table of Authorities** group, click **Insert Table of Authorities**.



4. In the **Category** box, click the category that you want to include in your table of authorities. To include all categories, click **All**.
5. Do one of the following:
 - To use one of the available designs, click a design in the **Formats** box.
 - To use a custom table of authorities layout, choose the options that you want.

TIP To use additional options for customizing a table of authorities, you can use fields. For example, you can build the table of authorities for only part of the document.

6. Select any other table of authorities options that you want.

NOTES

- If you add, delete, move, or edit a citation or other text in a document, you should update the table of authorities. For example, if you edit a citation and move it to a different page, you need to make sure that the table of authorities reflects the revised citation and page number. To update the table of authorities, click to the left of it and press F9.
- Don't modify the entries in the finished table of authorities; if you do, your changes will be lost when you update the table of authorities.

TABLE OF AUTHORITIES

Edit or format a table of authorities entry

To change a table of authorities entry, you need to modify the text in the table of authorities entry field.

1. If you don't see the TA fields, click **Show/Hide ¶**  in the **Paragraph** group on the **Home** tab.
2. Find the TA field for the entry that you want to modify.
3. To edit or format a table of authorities entry, change the text inside the quotation marks.

```
{ TA \l "Baldwin v. Alberti, 58 Wn. 2d 243 (1961)" \s "Baldwin v. Alberti" \c 1 \b }
```

4. To update the table of authorities, click to the left of the table of authorities and press F9.

TABLE OF AUTHORITIES

Add or change a citation category for a table of authorities

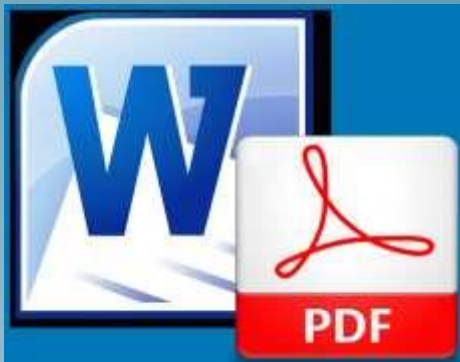
If you don't want to use the existing categories of citations, such as cases or statutes, you can add or change categories of citations.

1. Press ALT+SHIFT+I.
2. Click **Category**.
3. Do one of the following:
 - To replace an existing category, click the category that you want to replace.
 - To add a new category, click a number from 8 to 16.
4. In the **Replace with** box, enter the name of the category that you want to add to the **Category** list.
5. Click **Replace**.
6. Click **OK**, and then click **Close**.

Delete an entry from a table of authorities

1. If you don't see the TA fields, click **Show/Hide**  in the **Paragraph** group on the **Home** tab.
2. Select the entire table of authorities entry field, including the braces {}, and then press **DELETE**.
3. To update the table of authorities, click to the left of the table of authorities, and press **F9**.

EDIT PDF CONTENT IN WORD 2013

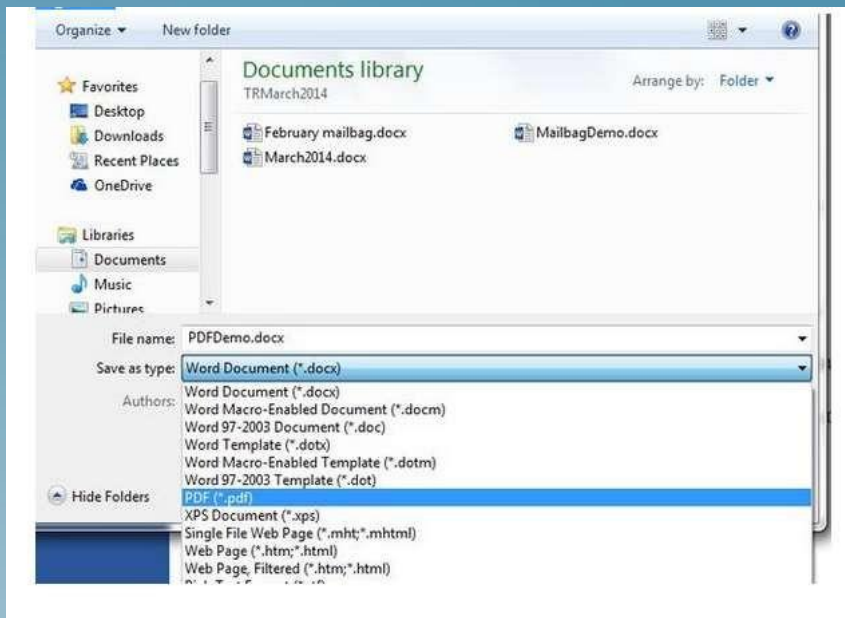


With Word 2013, you can convert a PDF into a Word document and edit the content.

- *To convert a PDF, you open it like you would any other document.*
- *Click **File** > **Open**.*
- *Choose the location of the PDF and click **Browse**.*
- *Find the PDF and click **Open**.*

The converted document might not have a perfect page-to-page correspondence with the original. For example, lines and pages may break at different locations.

SAVE A PDF FILE



- After editing the file, you can save the file as a Word document or as a PDF file. When you save the file, Word will default to its format (.docx).
- Click the File tab and choose Save As.
- Choose a location for the new file.
- When Word displays the Save As dialog, you'll notice that it has default to its format.
- From the Save As Type drop-down, choose PDF.

QUESTIONS

