Unit 3   Introduction to Word 2013 Prat 1

What is word processing

A **word processor** is software or a device that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it. Of all computer applications, **word processing** is the most common.

What new features does Word 2013 offer?

- Introducing the "Landing Page".

- Pinning/Unpinning recently used documents within the Landing Page.

- What is the "Backstage View" and what does it consist of?

- "Live Preview"

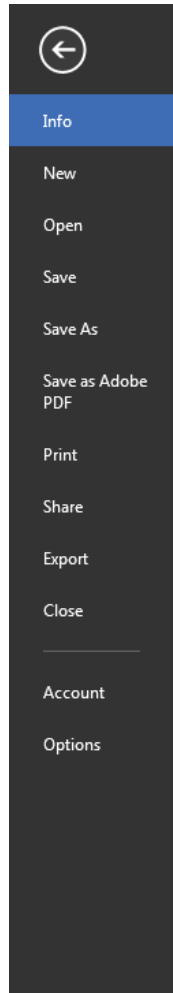- What is the "Compatibility Mode" I see in the document name?

STARTING WORD 2013

Start Microsoft Word 2013 and open the blank document which will become your booklet. On top of the Ribbon, click File. Next, in the menu that opens, click the Print button. A set of options for your printer will come up.
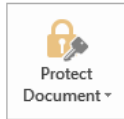
The Landing Page

The Backstage View
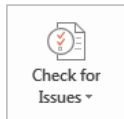
Morgan, James
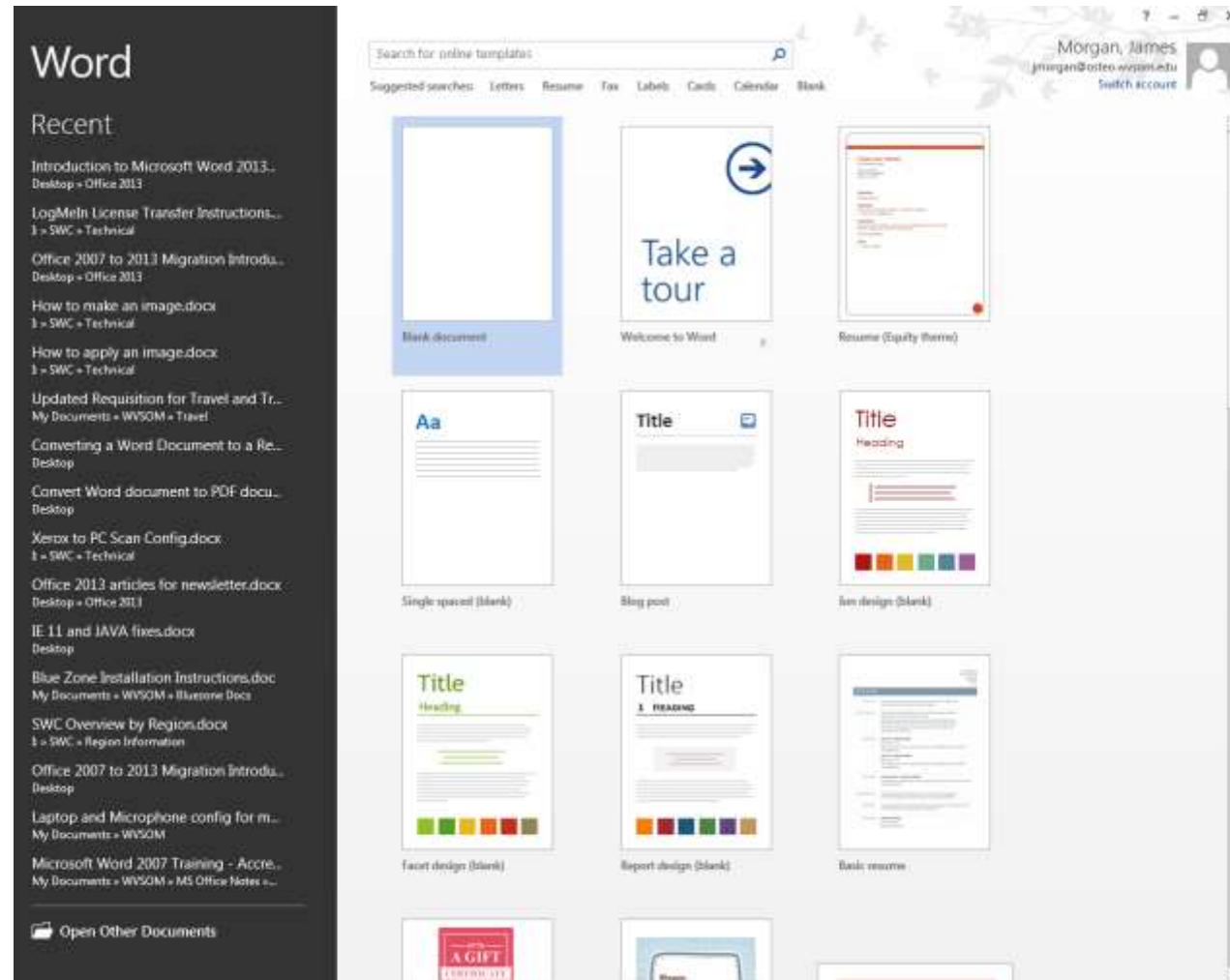
Info

Introduction to Microsoft Word 2013 script

Desktop » Office 2013

Protect Document

Control what types of changes people can make to this document.

Protect Document ▾

Inspect Document

Before publishing this file, be aware that it contains:
- Document properties and author's name
- Content that people with disabilities find difficult to read

Check for Issues ▾
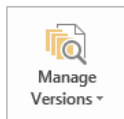
Versions

Manage Versions ▾

- Today, 1:46 PM (autosave)
- Today, 1:25 PM (autosave)
- Today, 1:13 PM (autosave)
- Today, 11:28 AM (autosave)
- Today, 11:07 AM (autosave)

Properties ▾

Size	18.8KB
Pages	2
Words	872
Total Editing Time	1640 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 2:14 PM
Created	2/21/2014 8:57 AM
Last Printed	

Related People

Author	Morgan, James
	Add an author
Last Modified By	Morgan, James

Related Documents

Open File Location

Show All Properties

Info
New
Open
Save
Save As
Save as Adobe PDF
Print
Share
Export
Close
Account
Options

❖ Word 2013 opening screen and its parts

➢ Quick Access Toolbar

      The **Quick Access Toolbar** is a customizable **toolbar** that contains a set of commands that are independent of the tab on the ribbon that is currently displayed. You can move the **Quick Access Toolbar** from one of the two possible locations, and you can add buttons that represent commands to the **Quick Access Toolbar**.

➢ Tabs:

      Open one **word** document, in the group of the "Menus" **tab** at the far left of the Ribbon of **word** 2007/2010/**2013**, you can view the "**Format**" menu and execute many commands from the drop-down menu of **Format**.

➢ **RibbonTip:**

   Press Ctrl+F1 to show and hide your commands in the Ribbon. Click ShowTabs to display the Ribbon tabs without the commands. To access the commands in the Show Tabs option, click any of the tabs. Click Auto-hide Ribbon to hide all tabs and commands.

➢ **group:**

   Go to the "Home" tab menu on the Ribbon of Microsoft Word 2007/2010/2013, at the furthest right of the group is the "Editing" options. Click the Editing item, a popup menu will appear and now you can see the "Find" and "Replace" items at the top of the box.

➢ **commands :**

   Below is a listing of the more commonly used shortcut keys in Microsoft Word.
   ...
   Microsoft Word shortcut keys.

Shortcut	Description
Ctrl+0	Toggles 6pts of spacing before a paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.

Ctrl+D	Open the **[font](#)** preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	**[Italic](#)** highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a **[hyperlink](#)**.
Ctrl+L	Aligns the line or selected text to the left of the screen.

Ctrl+S	**Save the open document. Like Shift+F12.**
Alt, F, A	**Save the document under a different file name.**
Ctrl+T	**Create a hanging indent.**
Ctrl+U	**Underline the selected text.**
Ctrl+V	**[Paste](#).**
Ctrl+W	**Close the currently open document.**
Ctrl+X	**[Cut](#) selected text.**
Ctrl+Y	**Redo the last action performed.**
Ctrl+Z	**Undo last action.**
Ctrl+Shift+L	**Quickly create a [bullet point](#).**
Ctrl+Shift+F	**Change the font.**
Ctrl+Shift+>	**Increase selected font +1pts up to 12pt and then increase font +2pts.**
Ctrl+]	**Increase selected font +1pts.**
Ctrl+Shift+<	**Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.**
Ctrl+[	**Decrease selected font -1pts.**
Ctrl+/+c	**Insert a cent sign (¢).**
Ctrl+'+<char>	**Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl+'+e as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the [tilde key](#).**

Ctrl+Shift+*	**View or hide non printing characters.**
Ctrl+<left arrow>	**Moves one word to the left.**
Ctrl+<right arrow>	**Moves one word to the right.**
Ctrl+<up arrow>	**Moves to the beginning of the line or paragraph.**
Ctrl+<down arrow>	**Moves to the end of the paragraph.**
Ctrl+Del	**Deletes word to right of cursor.**
Ctrl+Backspace	**Deletes word to left of cursor.**
Ctrl+End	**Moves the cursor to the end of the document.**
Ctrl+Home	**Moves the cursor to the beginning of the document.**
Ctrl+Spacebar	**Reset highlighted text to the default font.**
Ctrl+1	**Single-space lines.**
Ctrl+2	**Double-space lines.**
Ctrl+5	**1.5-line spacing.**
Ctrl+Alt+1	**Changes text to heading 1.**
Ctrl+Alt+2	**Changes text to heading 2.**
Ctrl+Alt+3	**Changes text to heading 3.**
Alt+Ctrl+F2	**Open new document.**
Ctrl+F1	**Open the Task Pane.**
Ctrl+F2	**Display the print preview.**
Ctrl+Shift+>	**Increases the selected text size by one font size.**
Ctrl+Shift+<	**Decreases the selected text size by one font size.**
Ctrl+Shift+F6	**Switches to another open Microsoft Word document.**

Ctrl+Shift+F12	**Prints the document.**
F1	**Open help.**
F4	**Repeat the last action performed (Word 2000+).**
F5	**Open the *Find*, *Replace*, and *Go To* window in Microsoft Word.**
F7	**Spellcheck and grammar check selected text or document.**
F12	**Save As.**
Shift+F3	**Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.**
Shift+F7	**Runs a Thesaurus check on the selected word.**
Shift+F12	**Save the open document. Like Ctrl+S.**
Shift+Enter	**Create a soft break instead of a new paragraph.**
Shift+Insert	**Paste.**
Shift+Alt+D	**Insert the current date.**
Shift+Alt+T	**Insert the current time.**

Dialog Box launcher:

When you want more control over page formatting in Word 2013, you need the Page Setup Dialog Box and you must flee from the fuzzy beneficence of the Ribbon interface. To summon the Page Setup dialog box, click the Dialog Box Launcher in the lower-right corner of the Page Setup group on the Page Layout tab.

Ruler:

Show and Hide the Rulers

Click the View tab.

Select or clear the Ruler check box. To view the horizontal ruler, click the Web Layout View or Draft View button. To view the horizontal and vertical rulers, click the Print Layout View button. Click to view larger image.

Document pane:

Show the Navigation Pane in Word 2013

Open your document in Word 2013.

Click the View tab at the top of the window.

Check the box to the left of Navigation Pane in the Show section of the ribbon.

Scroll bars:

On the opened interface, go to the FILE tab. On the opened Word Options box, click to select Advanced option from the left pane. From the right pane, under the Display section, check the Show vertical scrollbarcheckbox. Once done, click OK to save the changes that you have made.

Status bar:

The Status Bar in Word is available at the bottom of the document window and displays information about your document, such as what page you are currently viewing, how many words are in your document, and whether any proofing errors were found.

➢ Creating a Document

1Start **a new, blank document in Word and save the document. ...**
2**Switch to Outline view. ...**
3**On the Outlining tab in the Master Document group, click the Show Document button. ...**
4**Click the Insert button.**

➢ Save your **document**

Click FILE > Save, pick or browse to a folder, type a name for your document in the File name box, and click Save. Save your work as you go - hit Ctrl+S often. To print, click the FILE tab, and then click Print.

➢Print and print preview a document resaving and closing a document

Save Documents to PDF Format

To **save** a **document** as a PDF from the **Print Preview** window, click the **Save** as PDF button on the **Print Preview** toolbar. PDF files created with the **Save** as PDF button are not editable. To create editable PDF files, click the **Print** button and try using a PDF printer available for your system.

➢Creating a new document

Select the File tab. Backstage view will appear. Clicking the File tab.
Select New, then click Blank document. Creating a new document.
A new blank document will appear.
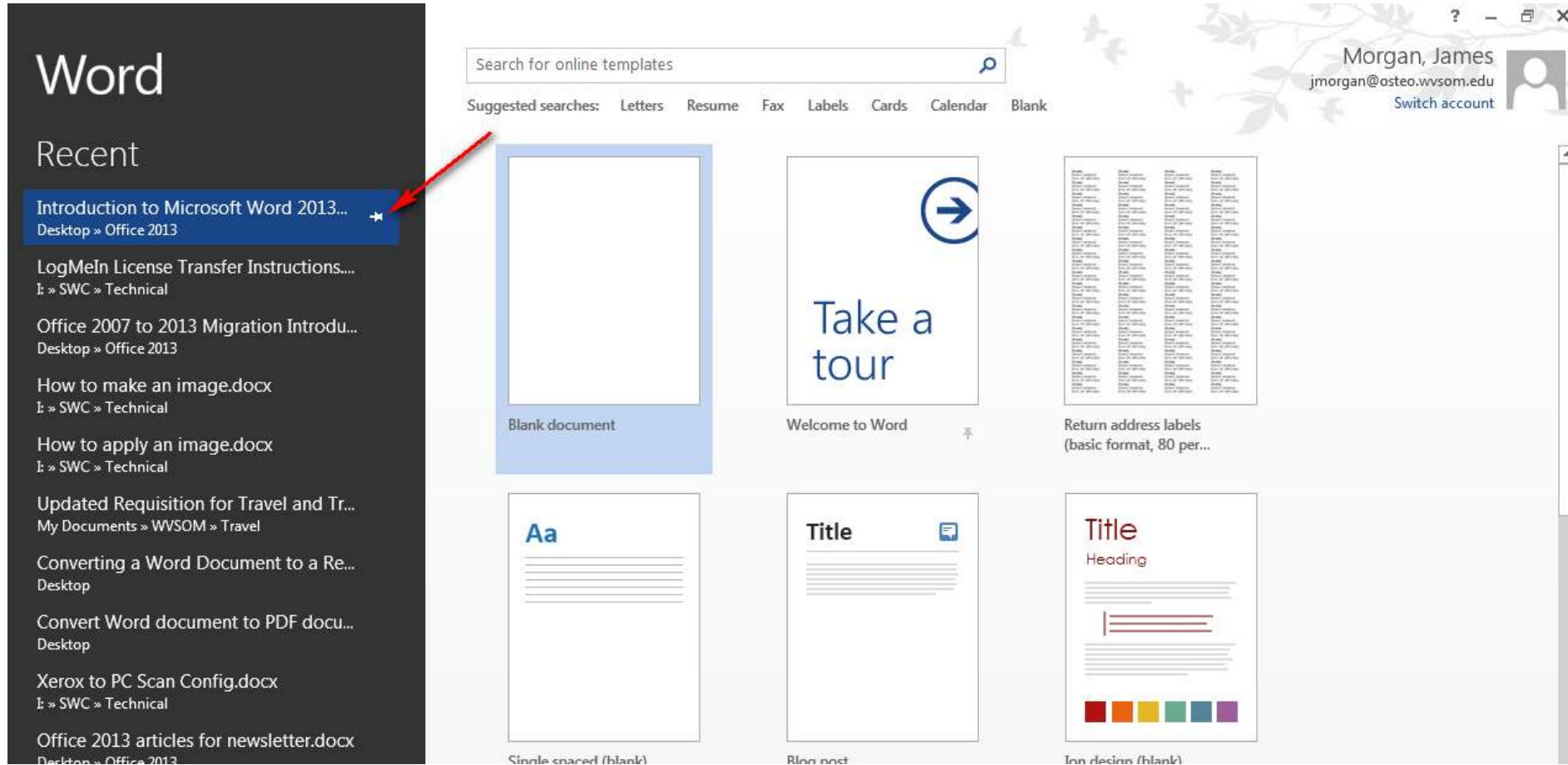
Creating a new document

Select the **File** tab. Backstage view will appear. Clicking the **File** tab.
Select **New**, then click Blank **document**. **Creating a new document**.
A **new** blank **document** will appear.

➤ open a document:

1.Navigate to Backstage view, then click Open. **Opening** a **file**.

2.Select Computer, then click Browse. Alternatively, you can choose OneDrive (previously known as SkyDrive) **to open** files stored on your OneDrive. ...

3.The Open dialog box appears. Locate and select your **document**, then click Open
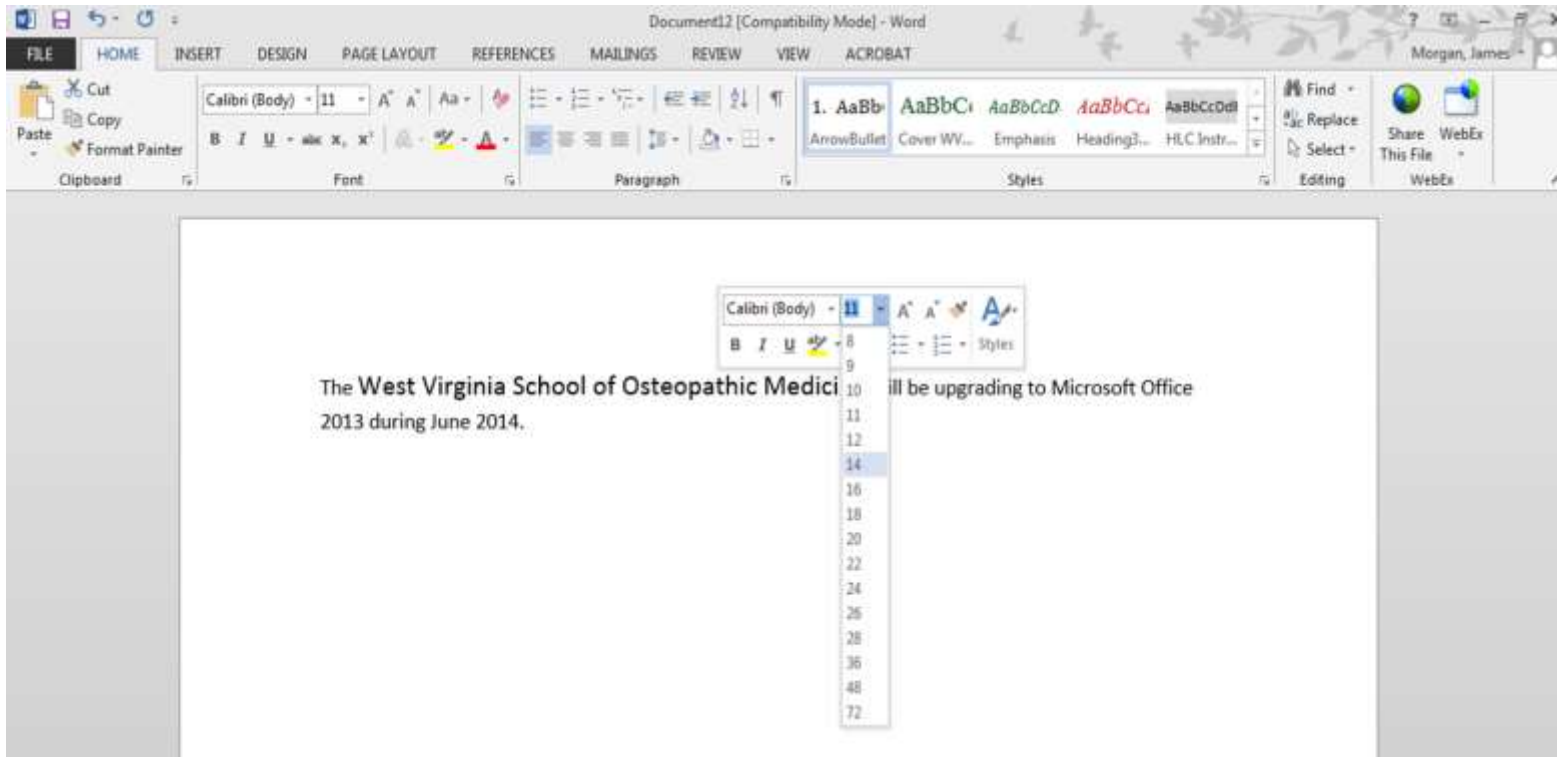
Cursor Movement:

In computer user interfaces, a **cursor** is an indicator used to show the current position for user interaction on a computer monitor or other display device that will respond to input from a text input or pointing device. The **mouse cursor** is also called a **pointer**, owing to its resemblance in usage to a pointing stick.

➤ Editing a document

a. Inserting Text:

Steps

Open the document you wish to edit. You can do so by double-clicking the Microsoft Word document directly, or you can open Microsoft Word and select a document from the "Recently Opened" page here. ...

Click the Review tab. ...

Click Track Changes. ...

Click the drop-down box next to Track Changes. ...

Click All Markup.

b. deleting a charater:

Set the text insertion mark to the right or left of the text that you want to **delete**. Do one of the following: To **delete** the previous **character** (the one to the left), press Backspace. To **delete** the next **character** (the one to the right), press Del or **Delete**.

C. Overtyping

On the "Info" screen, click "Options" in the list of items on the left. The "Word Options" dialog box displays. Click "Advanced" in the list of items on the left. In the "Editing options" section, click the "Use overtypemode" check box so there is a check mark in it.

D. Inserting a new paragraph and blank line

Open Word. Click or double-click the Word app icon, which resembles a white "W" on a dark-blue background. ...

Click Blank document. It's in the upper-left side of the page.

Click the Insert tab. ...

Click Shapes. ...

Select a line shape. ...

Draw your line.

E.Selecting Text

Press the F8 key to turn on Extend mode, and then you can use the arrow keys to extend the **selection**. Double-click a **word** to **select** it or triple-click a paragraph to**select** it. Press Ctrl+A to **select** the entire **document**. Click to the left of a line to**select** that line.

F.Moving text

To drag and drop text:

Select the text you want to move. Selecting text to move.

Click and drag the text to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text. ...

Release the mouse button, and the text will appear. The moved text.

Coping & pasting text :

Once **text** is highlighted, it's also possible to **copy and paste** it using a keyboard shortcut instead of the mouse, which some people find easier. To **copy**, press and hold Ctrl (the control key) on the keyboard and then press the C on the keyboard. To **paste**, press and hold down Ctrl and then press V.

Deleting text

Pressing the "fn" (function) key plus the "**Delete**" key deletes **text** to the right of the insertion marker. Another **way to delete text in Word** is to **select** the **text** to **delete**within the document. Then press the "**Delete**" key on your keyboard to **remove** it. You can also easily replace **selected text** in your document.

Replacing text

On the Home tab, choose Replace. Or, press Ctrl+H.

In the Find what box, enter the word or phrase you want to locate.

In the Replace with box, enter your new text.

Select Find Next until you come to the instance you want to update.

Choose Replace.

What is "Compatibility Mode"?

- You will want to convert your older Word documents to the new Word 2013 version to allow all of the new features to be available.

- To do so:

1. Click on File.

2. While in the Backstage View, click on "Convert" by the 'Compatibility Mode' header.

3. You will be met with a notice informing you that you are about to upgrade your document. Simply click OK.

➢ Undoing and redoing changes

You can undo and redo up to 20 of your last typing or design actions in Access. To undo an action, press Ctrl + Z. To redo an undone action, press Ctrl + Y.

The Undo and Redo features let you remove or repeat single or multiple typing actions, but all actions must be undone or redone in the order you did or undid them – you can't skip actions. For example, if you change the value of three fields in a record and then decide you want to undo the first change you made, you must undo all three changes.

Similarly, you can undo most design changes that you make to database objects, such as adding a control to a report or adding a sort order to a query field. Design changes must also be undone in order.

➢ Saving a document with a new name

Choose Versions from the file menu. Word displays the Versions dialog box. ...

Click on the Save Now button. Word displays the Save Version dialog box. ...

Enter any comments you want associated with this version. ...

Click on OK.

What is "Compatibility Mode"?

- When you open a document created in an earlier version of Word, you will view it in compatibility mode. Some features of Word 2013 are not available in this mode; this ensures that you won't be able to add anything to the document that isn't supported by earlier versions.
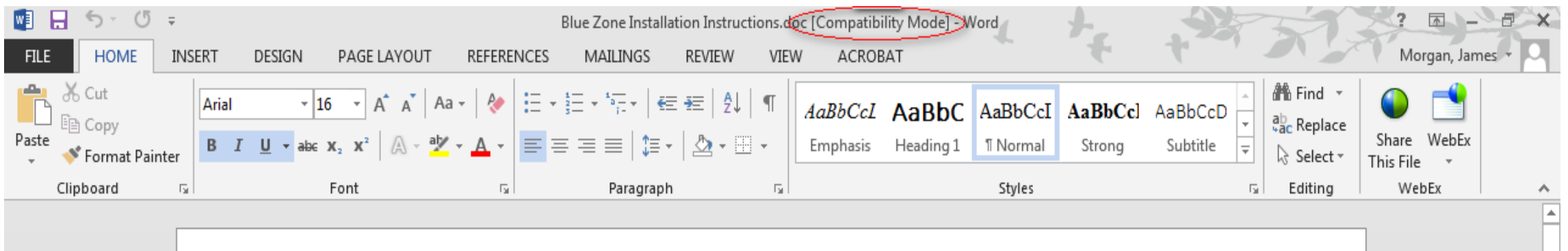
If I email my converted Word 2013 documents to those who are still using Word 2007, will they be able to view the document?

YES !

Word 2013 documents are "backwards compatible" in that they will open normally for those still using Word 2010 or Word 2007.

Thank you !!

Please feel free to contact James Morgan of the IT Dept. at ext. 6406 or jmorgan@osteo.wvsom.edu if you have any questions.