

Word 2013 Introduction

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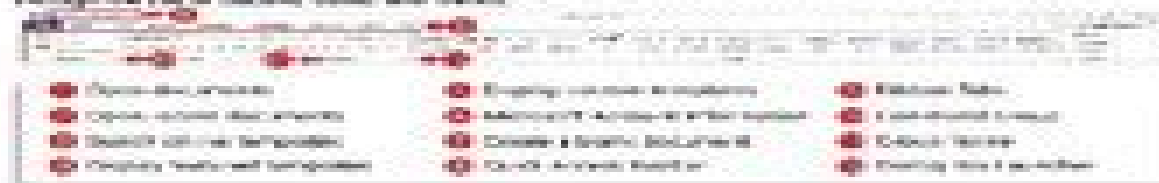
Interface Topics

Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can do anything you can do in any document. The Start Screen appears when starting Word or opening a document. It is also where to open, share the "File" tab in the Ribbon or in the Backstage view, and then select "New" or "Open" from the menu for easier options.



The **Ribbon** is displayed along the top of the application window and contains commands for creating content or editing the content. The Ribbon is divided into tabs, each containing a group of related commands. The Ribbon is divided into tabs, each containing a group of related commands.



Interface Basics

Using the Ribbon

1. To **hide** and **show** the contents of the Ribbon, click on the arrow icon in the Ribbon.
2. To **change** Ribbon groups shown in the Ribbon, click on the icon in the Ribbon.
3. To **hide** or **show** "Command" tabs, click on the icon in the Ribbon.
4. To **customize** Ribbon, click on the Ribbon icon and then the Ribbon, then click on the Ribbon icon and then the Ribbon icon.
5. To **customize** Ribbon, click on the "Customize Ribbon" button in the Ribbon icon and then the Ribbon icon.

Using the File Tab & Backstage View

1. To **open** "Backstage View" and perform file management, click on the "File" tab in the Ribbon.
2. To **open** additional options for a command, click on a command in the Ribbon icon.

Using the Quick Access Toolbar

1. To **change** the Quick Access Toolbar location, click on the "Customize Quick Access Toolbar" button in the Ribbon icon.
2. To **add** a button, right-click on a command in the Ribbon icon and then the Ribbon icon.
3. To **remove** a button, right-click on a command in the Ribbon icon and then the Ribbon icon.
4. To **customize** the Quick Access Toolbar, click on the "Customize Quick Access Toolbar" button in the Ribbon icon.

Enabling and Disabling Touch Mode

1. To **enable** or **disable** Touch Mode, click on the "Touch Mode" button in the Ribbon icon.
2. To **enable** or **disable** Touch Mode, click on the "Touch Mode" button in the Ribbon icon.

Using the Status Bar

1. To **enable** or **disable** the Status Bar, click on the "Status Bar" button in the Ribbon icon.
2. To **enable** or **disable** the Status Bar, click on the "Status Bar" button in the Ribbon icon.

Changing Document Views

1. To **change** the document view, click on the "View" button in the Ribbon icon.
2. To **change** the document view, click on the "View" button in the Ribbon icon.

File Management

Creating New Documents

1. To **create** a new document, click on the "New" button in the Ribbon icon.
2. To **create** a new document, click on the "New" button in the Ribbon icon.

Saving Documents

1. To **save** a document, click on the "Save" button in the Ribbon icon.
2. To **save** a document, click on the "Save" button in the Ribbon icon.

Saving Documents as a PDF or XPS

1. To **save** a document as a PDF or XPS, click on the "Save As" button in the Ribbon icon.
2. To **save** a document as a PDF or XPS, click on the "Save As" button in the Ribbon icon.

Opening Documents

1. To **open** a document, click on the "Open" button in the Ribbon icon.
2. To **open** a document, click on the "Open" button in the Ribbon icon.

Opening Documents

1. To **open** a document, click on the "Open" button in the Ribbon icon.
2. To **open** a document, click on the "Open" button in the Ribbon icon.

Opening Files Containing Macros

1. To **open** a file containing macros, click on the "Open" button in the Ribbon icon.
2. To **open** a file containing macros, click on the "Open" button in the Ribbon icon.

Recovering Unsaved Documents

1. To **recover** an unsaved document, click on the "Recover Unsaved Documents" button in the Ribbon icon.
2. To **recover** an unsaved document, click on the "Recover Unsaved Documents" button in the Ribbon icon.

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