



Microsoft®

Word 2013 Advanced

Quick Reference Card

The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML data.

The **Templates** group lets you switch document templates and other add-ins.

The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

Forms

Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Start Enforcing Protections** button, enter a password (optional), and click **OK**.

Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it, and click the **Reply** button in the comment. Type your responses, and click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the Tracking group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Types of Form Controls

Different types of form controls allow a user to enter different types of data into a form.

Rich Text allows users to enter text that can be formatted with different fonts and font styles.

Plain Text allows users to enter text, but not to format that text.

Picture allows the user to add a picture from their computer or an online location to the form.

Check Box places a form with a check box that the user can check or uncheck.

Combo Box adds a list with a text box, where users can choose an option or enter their own.

Drop-Down List adds a list with several options that a user can choose from.

Date Picker lets the user choose a date from a calendar.

Repeating Section contains other types of content controls and repeats as many times as you need it.

Legacy Types of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

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Table of Contents Microsoft Word 2013 Guide

1. Understanding the eBook Microsoft Word 2013 Guide
 - The Rise of Digital Reading Microsoft Word 2013 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2013 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Guide

- Personalized Recommendations
- Microsoft Word 2013 Guide User Reviews and Ratings
- Microsoft Word 2013 Guide and Bestseller Lists
- 5. Accessing Microsoft Word 2013 Guide Free and Paid eBooks
 - Microsoft Word 2013 Guide Public Domain eBooks
 - Microsoft Word 2013 Guide eBook Subscription Services
 - Microsoft Word 2013 Guide Budget-Friendly Options
- 6. Navigating Microsoft Word 2013 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2013 Guide Compatibility with Devices
 - Microsoft Word 2013 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2013 Guide
 - Highlighting and Note-Taking Microsoft Word 2013 Guide
 - Interactive Elements Microsoft Word 2013 Guide
- 8. Staying Engaged with Microsoft Word 2013 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2013 Guide
- 9. Balancing eBooks and Physical Books Microsoft Word 2013 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2013 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2013 Guide
 - Setting Reading Goals Microsoft Word 2013 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2013 Guide

- Fact-Checking eBook Content of Microsoft Word 2013 Guide
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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