

Microsoft Office® 2013 Basics

Quick Reference Guide for Excel®, PowerPoint® and Word

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Excel, PowerPoint or Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window in Excel, PowerPoint and Word and replaces the Menu Bar in older versions of Office. The Ribbon is divided into tabs. Within these tabs are different groups of commands, accessed through the use of buttons, boxes, and menus.



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|-------------------------------|----------------------------------|-------------------------|
| 1. Open documents | 5. Display custom templates | 7. Ribbon Tabs |
| 2. Open recent documents | 6. Microsoft Account Information | 8. Command Group |
| 3. Search online templates | 7. Create a blank document | 9. Group Name |
| 4. Display featured templates | 8. Quick Access Toolbar | 10. Dialog Box Launcher |

Interface Basics

Using the Ribbon

- To **hide and show the contents in the Ribbon**, double-click the active tab in the ribbon.
- To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
- To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
- To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
- To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

- To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
- To **see additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

- To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
- To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
- To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
- To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

- Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
- Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

- Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views," "Presentation Views," or "Workbook Views" group.
- To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
- To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

- To **create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
- To **find online templates**, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button.
- To **view custom templates**, click the "Personal" link.
- To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Documents

To **overwrite a file that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a file for the first time or to save with a different name or location**:

- Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
- Click to select a "Recent" folder, or
- Click to select a location ("Computer," "OneDrive," or other location).
- Click a recent folder or the "Browse" button.
- Navigate to the location where you want to save the file in the "Save As" dialog box.
- Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

- Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
- Click the "Create PDF/XPS Document" command in the "Export" area.
- Click the "Create PDF/XPS" button.
- Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
- Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

Opening Documents

- Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
- Click to select a "Recent" file, or
- Click to select the file's location ("Computer," "OneDrive," or other location).
- Click a recent folder or the "Browse" button.
- Navigate to the file to open in the "Open" dialog box.
- Click to select the file and then click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

- Select the "File" tab in the Ribbon and choose the "Open" command at the left.
- Select "Recent Workbooks," "Recent Documents," or "Recent Presentations" in the "Open" area.
- Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Workbooks," "Recover Unsaved Documents," or "Recover Unsaved Presentations" button.
- Select the file in the "Open" dialog box in the "UnsavedFiles" folder.
- Click the "Open" button.

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TeachUcomp Inc.,2014-06-05 New to Microsoft Office Upgrading from a previous version Designed with the busy professional in mind this two page laminated quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Topics Include Interface Basics File Management Working with Text Shapes SmartArt Formatting Reviewing and Correcting and Printing and Sharing

Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card) TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

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Microsoft Word 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-11-25 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating

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Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips and Shortcut Beezix Software Services, 2016-03-07 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Project 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Examining the Critical Path Showing Slack Hiding Negligible Amounts of Slack Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Creating Recurring Tasks Splitting Tasks Using the Timeline Pane Showing or Hiding the Timeline Pane Adding a Task to a Timeline Bar Adding Another Timeline Bar Changing Length of a Timeline Bar Changing Color of a

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Read Mode Quickly Inserting Tables Rows Columns Navigate and Organize Using Headings Search Using the Navigation Pane Using the Border Painter Tracking Changes Locking Track Changes On Marking Comments as Done Other New or Changed Features PowerPoint Zoom and Pan While Presenting Jumping to a Slide While Presenting Smart Guides and Fixed Guides Merging Comparing Presentations Organizing Slides with Sections Changes to Animations Video Improvements Linking to a Web Video Syncing Animation Text Overlays With Audio Video Fading In Out and Trimming Audio Video Create a Video File of a Presentation Other New or Changed Features Features No Longer Available Word Communicating with a Commenter Replying to a Comment Excel Excel Windows Using Flash Fill Using Quick Analysis Inserting a Chart in a Cell Sparklines Filtering with Slicers New Functions Using Chart Recommendations Combining Chart Types Changes to Chart Data Labels PivotTable and PivotChart Changes Adding a Timeline Using a Timeline Creating a PivotChart with or without a PivotTable Other New or Changed Features Features No Longer Available For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent **Excel 2013 Tips and Tricks** John Hales,2013-05-31 Unleash the power of the newest version of Excel with this new addition to our Office Tips Tricks line of QuickStudy guides Go beyond the basics of Excel and learn time saving tricks and best practices including using conditional formatting referencing cells and more bringing your Excel spreadsheets to the next level **What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)** Beezix,2013-03-22 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2010 Also includes a command reference for each product showing changed Office 2010 commands and their Office 2013 equivalents Topics Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming Reading Read Mode Collapsing Expanding Parts of a Document in Print Layout View Opening and Editing a PDF Using Alignment Guides Text Wrapping with the Layout Options Tool Quickly Inserting Rows Columns Within a Table Using the Border Painter Copying Border Style Border Sampler Repeating Section Form Control Other New or Changed Features PowerPoint Creating New Shapes Merge Shapes Zoom and Pan While Presenting Jumping to a Slide Widescreen Applying Design Theme Variants Changes to Guides Using Eyedropper to Match Colors Using Smart Guides Paying Audio for Several Slides Other New or Changed Features Features No Longer Available

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