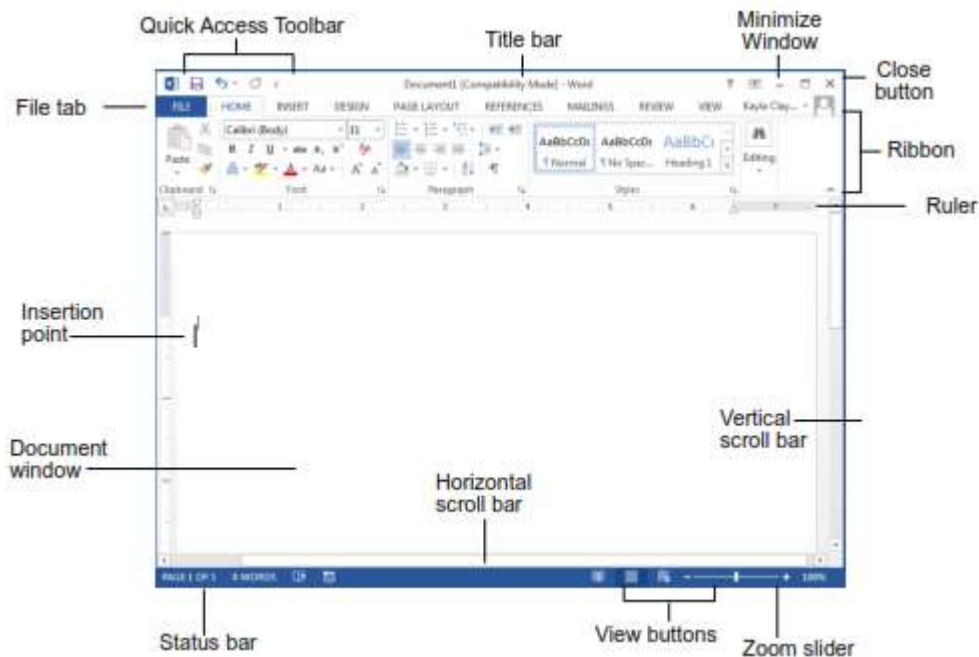




How Do I Guide for Microsoft Word 2013

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The Word 2013 Screen



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
- To Move Text with the Mouse: Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- To Replace Text: Click the Replace button in the Editing group on the Home tab. Or, press Ctrl + H.
- To Close a Document: Click the Close button, or press Ctrl + W.
- To Correct a Spelling Error: Right-click the error and select a correction from the contextual menu. Or, press F7 to run the Spell Checker.
- To Use the Thesaurus: Right-click the word you want to look up and select Synonyms from the contextual menu. Select a word or select Thesaurus to search the Thesaurus.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, double-click a tab. Or, right-click a tab and select Unpin the Ribbon from the contextual menu.
- To Change Program Settings: Click the File tab and click the Options button. To Get Help: Press F1 to open the Help window. Type your question and press Enter.
- To Create a New Document: Click the File tab, select New, select a template and click the Create button. Or, press Ctrl + N.
- To Open a Document: Click the File tab and select Open, or press Ctrl + O.
- To Save a Document: Click the Save button on the Quick Access Toolbar, or press Ctrl + S.

- To Save a Document with a Different Name: Click the File tab, select Save As and enter a new name for the document.
- To Preview a Document: Click the File tab and select Print, or press Ctrl + P.
- To Print a Document: Click the File tab and select Print, or press Ctrl + P.
- To View Advanced Printing Options: Click the File tab and select Print. Select from the options under Settings.
- To Undo: Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.

Keyboard Shortcuts

General

- Open a Document - **Ctrl + O**
- Create New - **Ctrl + N**
- Save a Document - **Ctrl + S**
- Print a Document - **Ctrl + P**
- Close a Document - **Ctrl + W**
- Help - **F1**

Navigation

- Up One Screen - **Page Up**
- Down One Screen - **Page Down**
- Beginning of Line – **Home**
- End of Line – **End**
- Beginning of Document - **Ctrl + Home**
- End of Document - **Ctrl + End**
- Open the Go To dialog box - **F5**

Editing

- Cut - **Ctrl + X**
- Copy - **Ctrl + C**
- Paste - **Ctrl + V**
- Undo - **Ctrl + Z**