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Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2013 Introduction

Need to know general things that apply to all Office products? Use the copy and paste this, or how to undo a mistake? See our Office 2013 Essentials guide.

Margins, Orientation, and Paper Size

Choose PAGE LAYOUT, then:

- To change space between the edge of the page and the main text area, click MARGINS. Select a preset margin width or choose CUSTOM MARGINS to set your own.
- To change between vertical and horizontal page orientation, click ORIENTATION, then PORTRAIT or LANDSCAPE.
- To change the page size, click SIZE for a standard paper size. For a custom size, choose MORE PAPER SIZES.

Moving or Copying Text with cut, Copy, Paste

- Select the text to move or copy, either by dragging across text, using click-drag from below, or pressing <Ctrl> to select multiple areas.
- Choose HOME, then <Cut> or <Copy>.
- <Ctrl> or use movement keys to place the cursor at the new location, then choose PASTE. Or for options such as Rich Text, Plain Text, or for options such as Keep Source Formatting, <Ctrl> <Shift> <Paste> and choose one of the PASTE OPTIONS.

Formatting Text with the Mini Toolbar & Touch MiniBar

Right-click or <Ctrl> <Click> to show the Mini Toolbar. The Mini Toolbar conveniently appears next to your text. To show:

- Select text with a mouse.
- Single-click text.
- <Tap> selected text to show the Touch MiniBar.

The Touch MiniBar also includes <Tap> Copy and Paste and a drop-down menu of common commands.

Spacing between Paragraphs

By default, space is added after every paragraph. To start a new line without starting a new paragraph, create a line break, press <Shift> <Enter>.

To remove or add paragraph spacing:

- Select the text.
- Choose HOME, then <Remove Spacing Before Paragraph> or <Add Spacing After Paragraph>.

Creating Bulleted Lists

- Select the paragraph.
- Choose HOME, then <List>.

Or begin the paragraph by typing an AutoListed list item symbol, then press <Enter> or <Tab>.

Typing: ... Create a hanging indent with...

Changing Bullet Style

- Select the bulleted paragraph.
- Choose HOME, then the down arrow of <List>.
- Select a bullet symbol. Or for a different symbol, choose LIST > NEW BULLET. <Click> <Format> to choose a new symbol, PICTURE to use a graphic, or MORE to change color and other attributes. <Click> OK then OK.

Creating Numbered Lists

- Select the paragraph.
- Choose HOME, then <List>.

To select a different numbering style, <Click> the Arrow down arrow. <Click>.

Turning off Bullets or Numbering

- Select the paragraph by using bullets or numbers.
- Choose HOME, then <List> or <List>.

Changing Paragraph Alignment

- Select the paragraph to be changed.
- Choose HOME, then one of <Align Left>, <Align Center>, <Align Right>, or <Justify>.

Displaying Formatting Symbols

Show or hide spaces, paragraph marks, tabs and other non-printing characters.

Choose HOME, then <Show/Hide> or press <Ctrl> <Shift> <8>.

Copying Formatting With Format Painter

- Select the text with formatting you wish to copy. To copy paragraph formatting such as alignment and spacing, ensure you select the entire paragraph.
- Choose HOME, then <Format Painter>.
- Select the text to be formatted.
- If applying the style once, press <Ctrl> or <Click> the Format Painter button, apply where formatted.
- Select the text to be formatted.
- If applying the style twice, press <Ctrl> or <Click> the Format Painter button, apply where formatted.

With Keyboard Shortcuts

- Select the text with formatting you wish to copy.
- To copy formatting, press <Ctrl> <Shift> <C>.
- Select the text to be formatted.
- To paste formatting, press <Ctrl> <Shift> <V>.

To paste formatting multiple times, repeat steps 2 and 4.

Searching Using the Navigation Pane

- Choose HOME, then <Navigation Pane> or press <Ctrl> <N>.
- In the Navigation pane at the left, type the text you wish to search for.
- Or, to find objects such as graphics or tables, <Click> the drop-down of the field then select.
- To show results in the Navigation Pane with a snippet of paragraph text, <Click> RESULTS.
- <Click> a result. Or, to go to the previous/next result, <Click> <Previous> or <Next>.
- To clear the results, <Click> <Clear> in the SEARCH DOCUMENT field, or press <Esc>.

To close the Navigation Pane, <Click> <Close> in the top right corner of the Navigation Pane.

Finding and Replacing Text

- Choose HOME, then <Find> or press <Ctrl> <F>.
- In the FIND WHAT field, enter the text to search for. Use the drop-down arrow to select a past entry.
- In the REPLACE WITH field, enter text to replace the found text.
- To see each match, <Click> FIND NEXT, then to replace the match, <Click> REPLACE, or to find <Click> FIND NEXT. To replace all matches, <Click> REPLACE ALL, OK, <Click> CLOSE.

Jumping to Other Pages

Press <F5> to page number, then <Enter> or:

- To open the Navigation Pane, choose <View> then <List Navigation Pane>, or <Click> <Navigation Pane> in the Show list, or press <Ctrl> <N>.
- <Click> PAGE, then a page.

Resuming Reading

Word keeps track of your place when reopening a document you were previously reading or editing. To jump to where you left off, <Click> the GO TO PAGE button, then <Click> the page number.

Touch Actions

Click/Double-Click	Tap/Double Tap
Scroll	Drag or Flick
Select/Text	Tap, Drag, <Click>
Right-Click menu	Touch and hold for menu
Touch MiniBar	Tap/Touchscreen/Mc, then tap again. Or, touch and hold for touch. Tap/drag-down arrow to see more options.

To improve your touch experience, turn on the touch-screened ribbon and touch bar feature buttons change to touch.

In <Click> Action: <Click> then TOUCH.

Text Selection Shortcuts

A word	<Click> <Click> the word
A sentence	<Ctrl> <Click> in the sentence
A line	<Ctrl> <Click> in the left margin
A paragraph	<Double> <Click> in the left margin. Or, <Triple> <Click> in the paragraph

Select All Text: <Triple> <Click> or <Ctrl> <Click> in the left margin. Or, <Triple> <Click> in the paragraph. Or, <Ctrl> <Click> in the paragraph. Or, <Ctrl> <Click> in the paragraph. Or, <Ctrl> <Click> in the paragraph.

Movement Shortcuts

The <Ctrl> key with any of these movement shortcuts will take the cursor position to that location. If <Ctrl> <Click> selects to the end of the document.

Beginning of document	<Ctrl> Home
End of document	<Ctrl> End
Beginning/end of current line	Home/End
End of next/prev. word	<Ctrl> <F> or <Ctrl>
End of next/prev. para.	<Ctrl> <A> or <Ctrl> <S>
One screenful down/up	Page Down/Up
Previous/next location	<Ctrl> <F>

Editing & Formatting Shortcuts

Delete word to the left	<Ctrl> Backspace
Delete word to the right	<Ctrl> Delete
Cut selected text	<Ctrl> X
Copy selected text	<Ctrl> C
Paste selected text	<Ctrl> V
Copy selected formatting	<Ctrl> <Shift> <C>
Paste selected formatting	<Ctrl> <Shift> <V>
New Paragraph	<Enter>
New line (line break)	<Shift> <Enter>
Center paragraph	<Ctrl> E
Justify paragraph	<Ctrl> J
Left align/Right align	<Ctrl> L / <Ctrl> R
Turn word off bold	<Ctrl> B
Turn word off italic	<Ctrl> I
Turn word off underline	<Ctrl> U
Turn word on underline	<Ctrl> <Shift> <U>
Turn word on double underline	<Ctrl> <Shift> <D>
Remove formatting (plain text)	<Ctrl> <Shift> <T>
Turn word off display of non-printing characters	<Ctrl> <Shift> *

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use 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: Margins, Orientation, and Paper Size; Moving and Copying Text; Formatting Text with the Mini Toolbar & Touch MiniBar; Spacing between Paragraphs; Creating Bulleted Lists; Changing Bullet Style; Creating Numbered Lists; Turning off Bullets or Numbering; Paragraph Alignment; Copying Formatting; Searching using the Navigation Pane; Finding and Replacing Text; Jumping to Other Pages; Resuming Reading; Read Mode, Print Layout, and Draft View; Using the Highlighter; Using the Dictionary and Thesaurus; Creating and Inserting Quick Part Building Blocks; Inserting a Cover Page; Creating and Editing Headers and Footers; Suppress/Change Header or Footer on the First Page; Inserting a Page Number; Inserting a Text Box: Drawing a Text Box; Moving, Resizing, Formatting, and Deleting a Text Box; Inserting a Page Break; Checking Spelling, Grammar, AutoCorrect; Previewing and Printing Documents; Printing Envelopes and Labels. Also includes: Lists of Touch Actions, Selection and Movement Shortcuts, Editing and Formatting Shortcuts. Recommended companion title covering Office basics: Office 2013 Essentials (ISBN 978-1936220755). This guide is one of several titles available for Word 2013: Word 2013 Introduction; Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847), and Word 2013 Advanced (ISBN 978-1936220830).

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Customer Reviews

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the Microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great idea. All the information that you need in one place and easy to access. Great for a college student with limited time.

This is a very helpful product to someone like myself who is not a computer whiz but enjoys writing on the computer. I give it a 10.

This beats having to look thru a whole book for a quick answer. This is the best quick guide I have found.

I bought this for assistance while taking an online class that went through learning Word more in depth (see book Microsoft Word 2013 by Cengage). That book is actually really detailed. I already had some basic to intermediate knowledge of Word, just based on use for writing papers and such. I bought this cheat sheet since the class was going to go more in depth, and I thought it might have been beneficial. Well, I never looked at the cheat sheet because the book had it all. I think this would be a good sheet for someone that is very new to Word, and wants some quick reference help. Otherwise, if you are wanting to do more with Word, and learn its capabilities, I would suggest buying that book. It's so detailed, you don't even need a class to learn the different tasks in it. I might even buy it to have it for future reference. Bottom line, if you already have some basic knowledge of Word, you probably won't need this, but for the price, it was worth checking out. *one note: this sheet is VERY high quality and double sided.

Great summary or "cheat sheet" for Word 2013. I am not very skilled in the ins and outs of Word, so having this handy when I ran into a problem has been a life-saver on several occasions. Easy to use and especially to navigate to the answer you need.. Highly recommended.

I got this quick reference card for MS Word, As I am transitioning from Corel WoWordPerfect to this application. My only suggestion would be if there was some means of standing it up, because at my workstation there is no place to hang it near the monitor.

This is a plastic-coated 8.5" x 11" double-sided sheet of helpful tips to this over-elaborate version of Word. MS made heavy use of icons on the toolbars, leaving us to guess which icon goes with which action--this QRG points to many of those connections. Beezix did about as well as possible on 1 sheet--but 1 sheet does not fully cover the ground!

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