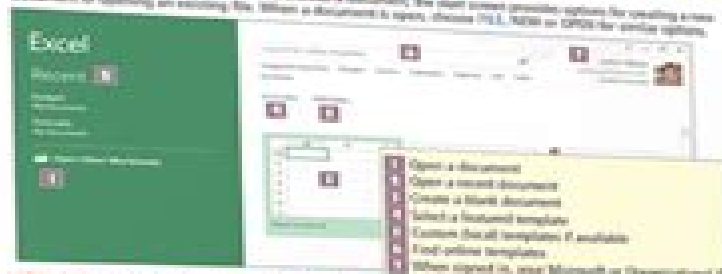


Office 2013 Essentials for Word, Excel® & PowerPoint®

Starting Excel/Word/PowerPoint

When starting Excel, Word, or PowerPoint without a document, the start screen provides options for creating a new document or opening an existing file. When a document is open, choose FILE, NEW or OPEN for similar options.



Signing in to an Online Account

Signing in with a Microsoft or organizational account allows you to save and share your documents online for access by multiple people or devices. To sign in:

1. Choose FILE, ACCOUNT.
2. [Click] and follow the instructions to sign in or create an account.

Using the Ribbon

The Ribbon displays along the top of the window of Word, Excel & PowerPoint. Use tabs to display groups of commands. This replaces the menu and toolbar found in older versions of Office.



To change how the Ribbon displays:

1. [Click] on the right side of the title bar.
2. **AUTO HIDE RIBBON** hides the Ribbon. To show the Ribbon, [Click] the top of the app. **SHOW TABS** shows the Ribbon tabs. To show the commands, [Click] a tab. To keep commands open, [Double Click] a tab or [Click] . **SHOW TABS AND COMMANDS** shows the Ribbon tabs and commands. To hide the commands, [Click] .
- [Click] the **Show Quick Button** in a group to show additional options (e.g., Find starting text).
- Some tabs, such as **TABLE TOOLS** and **PICTURE TOOLS** only appear when a table or picture is selected.
- Buttons adjust to the amount of space available; e.g., expands to .
- To hide/show the Ribbon, [Right Click] the Ribbon and check/uncheck **COLLAPSE THE RIBBON**, or press <Alt> F10. To temporarily show a minimized Ribbon, [Click] a tab.
- To access by keyboard, press <Alt> or <F10>.



Optimizing for Touch

To improve your touch experience, turn on the touch-optimized Ribbon and Status Bar:

- In the Quick Access Toolbar, [Tap] then **TOUCH**.
- Commands are larger with more space between.
- Some commands change from button/drop-down combinations to drop-down only .

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1. Choose FILE, PRINT or press <Ctrl> P.
2. To view other pages in your document, [Click] , or [Click] on the document in the preview pane and press <Page Down> or <Page Up>.
 - To show multiple pages, [Click] with the desired pages/lines.
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3. Specify the number of COPIES to print, which PRINT to use, which PRINT to print, and other options.
4. [Click] PRINT to return to the document without printing. [Click] or press <Ctrl> P.

Quick Access Toolbar

- The Quick Access Toolbar displays above the Ribbon.
- To add a command, [Right Click] on any command or group on the ribbon then select **ADD TO QUICK ACCESS TOOLBAR**. Go to all commands, selection, and the ability to move. [Click] on the toolbar.
 - To remove a command, [Right Click] on the command then select **REMOVE FROM QUICK ACCESS TOOLBAR**.

Touch Actions

Coordinate Click	Tap/Double Tap
Scroll	Drag or Swipe
Select text	Tap, Drag, or
Save/Revert	Save/Revert
Right Click menu	Touch and hold for box
Touch Modifier	Tap (single-touch), then tap again. Or, touch and hold for box.
	Tap drag shows arrows to see more options.

Shortcuts

Display Help	F1
Save As	Ctrl S
Save current document	Ctrl S
Open a document	Ctrl O
New document	Ctrl N
Print a document	Ctrl P
Close active window	Ctrl W or Ctrl C
Get selected items	Ctrl X
Copy selected items	Ctrl C
Paste the Clipboard contents	Ctrl V
Paste Special	Ctrl Alt V
Turn autoformat	Ctrl D
Turn autoformat	Ctrl D
Turn autoformat	Ctrl D
Undo the last action	Ctrl Z
Redo or repeat last action	Ctrl Y or Ctrl A
Spell Check	F7
Select a word	Double Click
Select all	Ctrl A
Find	Ctrl F
Repeat Find (after closing/finding or Word/Navigation Panel)	Ctrl H
Find and replace	Ctrl H
Insert/Format	Ctrl I
Close/Printing	Alt F4
Show/Hide Selection Panel	Ctrl H
Show/Hide the Ribbon	Alt or F10
Access the Ribbon	Shift F10 or
Shortcuts menu	Shortcuts key

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Albert A Gayle

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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In a world eaten by displays and the ceaseless chatter of fast transmission, the melodic beauty and emotional symphony created by the published term usually disappear into the backdrop, eclipsed by the relentless noise and disruptions that permeate our lives. Nevertheless, set within the pages of **Office 2013 Quick Reference Guide** a marvelous fictional value overflowing with raw feelings, lies an immersive symphony waiting to be embraced. Crafted by an elegant composer of language, this charming masterpiece conducts viewers on an emotional journey, well unraveling the concealed melodies and profound influence resonating within each cautiously crafted phrase. Within the depths with this touching evaluation, we will investigate the book is central harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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