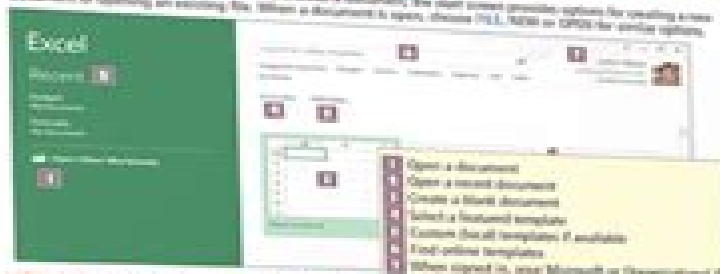


Office 2013 Essentials for Word, Excel® & PowerPoint®

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., adjusts 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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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 Ribbon.
- 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 menu
Touch Modifier	Tap/Double-tap, then tap again. Or, touch and hold for menu.
	Tap/Double-tap, then tap again to see more options.

Shortcuts

Display Help	F1
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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+F4
Get selected items	Ctrl+C
Copy selected items	Ctrl+C
Paste the Clipboard contents	Ctrl+V
Paste Special	Ctrl+Alt+V
Turn autoformat on	Ctrl+Q
Turn autoformat off	Ctrl+Q
Turn autoformat on	Ctrl+Q
Undo the last action	Ctrl+Z
Redo or repeat last action	Ctrl+Y or Ctrl+Z
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+G
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