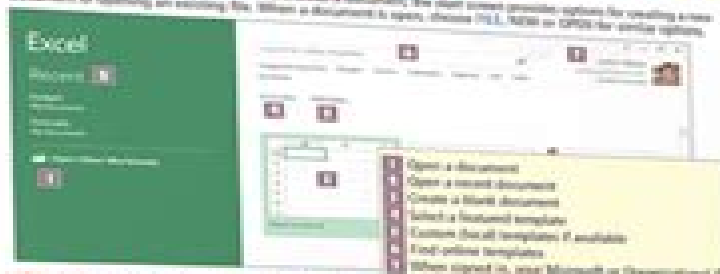


Office 2013 Essentials for Word, Excel® & PowerPoint®

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. shows the Ribbon. [Click] the top of the app. [POWER] TABS shows the Ribbon tabs. To show the commands, [Click] a tab. To keep commands open, [Double-Click] a tab or [Click] . [POWER] 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 during 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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Presenting and Printing a Document

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 Back> or <Page Forward>.
 - To show multiple pages, [Click] with the desired pages/frames.
 - To return to one page (or a third in the preview, [Click] in the bottom right).
3. Specify the number of COPIES to print, which PAGES 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 modify. [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, long-press, then tap again. Or, touch and hold for menu.
	Tap, drag, then arrow 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+Y
Turn autoformat	Ctrl+Y
Turn autoformat	Ctrl+Y
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
Find and replace	Ctrl+H
Insert/Format	Ctrl+I
Close/Printing	Alt+F4
Show/Hide Selection Pane	Ctrl+L
Show/Hide the Ribbon	Alt or F10
Access the Ribbon	Tab/F10 or Shortcut menu
Shortcut menu	Shortcut menu

Office 2013 Quick Reference Guide

Yicheng Fang



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