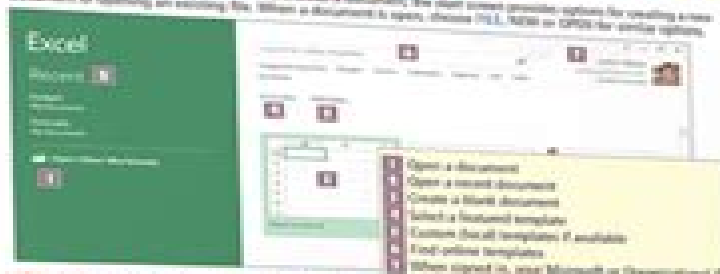


Office 2013 Essentials for Word, Excel® & PowerPoint®

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 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., 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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Preserving 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 Down> or <Page Up>.
 - To show multiple pages, [Click] with the desired pages/lines.
 - 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 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/Save As	Save/Save As
Right-Click menu	Touch and hold for menu
Touch Modifier	Tap, touch, and hold for menu
	Tap, touch, and hold for menu
	Tap, touch, and hold for menu

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 auto/correct on	Ctrl+Y
Turn auto/correct off	Ctrl+Z
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/F9 or
Shortcuts menu	Shortcuts icon

Office 2013 Quick Reference Guide

Brendan G. Carr



Office 2013 Quick Reference Guide:

Office 2013 Quick Reference Guide Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Office 2013 Quick Reference Guide**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://crm.avenza.com/results/Resources/HomePages/nquestion%20papers%20and%20memorandum.pdf>

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