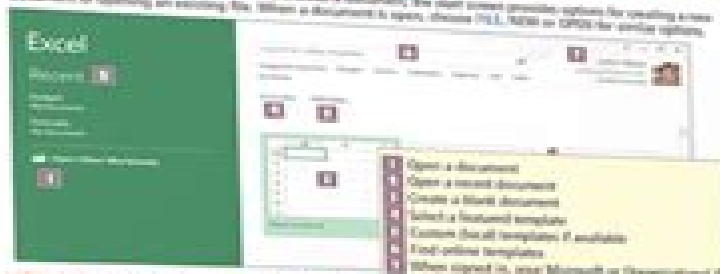


Office 2013 Essentials for Word, Excel® & PowerPoint®

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.



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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.
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- To remove a command, [Right Click] on the command then select REMOVE FROM QUICK ACCESS TOOLBAR.

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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/hold, then tap again. Or, touch and hold for menu.
	Tap, drag, then tap to see more options.

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Save current document	Ctrl+S
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Close active window	Ctrl+W or Ctrl+C
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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 or F10
Redo or repeat last action	Ctrl+Y or F10
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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Command menu	Shift+Alt

Office 2013 Quick Reference Guide

Scott A. Helmers



Office 2013 Quick Reference Guide:

Reviewing **Office 2013 Quick Reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Office 2013 Quick Reference Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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