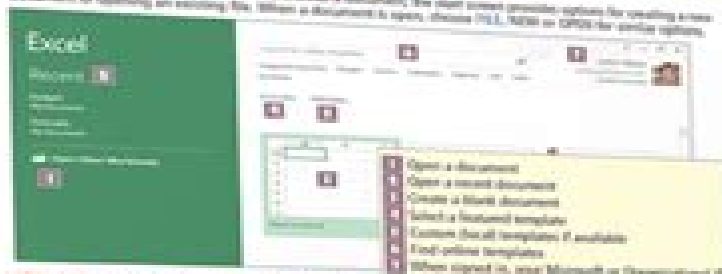# Office 2013 Essentials for Word, Excel® & PowerPoint®

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.

- Open a document
- Open a recent document
- Create a blank document
- Select a featured template
- Custom (local templates if available)
- Find online templates
- When signed in, your Microsoft or Organizational ID

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. They replace the menus and toolbars 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 [Ctrl]
   - SHOW TABS AND COMMANDS: Shows the Ribbon tabs and commands. To hide the commands, [Ctrl]

- [Click] the Show Dialog Button as a group to show additional options (e.g., Font dialog box).
- Some tabs, such as TABLE TOOLS and PICTURE TOOLS, only appear when a table or picture is selected.
- Buttons adjust to the amount of room available.

- To hide/show the Ribbon, [Right Click] the Ribbon and check/uncheck COLLAPSE THE RIBBON, or press <Ctrl-F1>. To temporarily show a minimized Ribbon, [Click] a tab.
- To access by keyboard, press <Alt> or <F10>. Press one of the access keys or use the arrow keys to move through the tabs.

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.

Using the File Menu (Backstage View)

Use the FILE menu to manage your document including saving, printing, sending a document, and closing. To open the File Menu, [Click] FILE.

To close, [Click] or [Click] a Ribbon tab, or press <Esc>.

Creating a New Document

To quickly create a blank document press <Ctrl-N>. Or:
1. Choose FILE, NEW.
2. [Click] the BLANK template.

Or, to create a new document from a template, [Click] one of the templates featured (in PowerPoint, select a variant if available), then CREATE.

- To find online templates, [Click] a SUGGESTED SEARCH or type in SEARCH FOR ONLINE TEMPLATES and [Click] or press <Enter>.
- To view local custom templates, [Click] PERSONAL or CUSTOM.
- To pin a template to the FEATURED list, hover over the template then [Click].

Opening a Document

1. Choose FILE, then OPEN.
2. [Click] a RECENT file, or:
   a. Select a location.
      - COMPUTER for your local files.
        Or, ONEDRIVE or OTHER WEB LOCATIONS for files in a central place, often on the internet, that can be accessed from multiple computers.
   b. [Click] a recent folder, or [Click] BROWSE.
      - To change the location, [Click] the folder names displayed at the top and left of the dialog box, or [Double Click] folders in the middle.
   c. Select a file, then [Click] OPEN.

Saving a Document

- To overwrite a file that has already been saved, choose FILE, then SAVE, or press <Ctrl-S>.
- If saving for the first time, follow the steps in Saving with a Different Name/Location.

Saving with a Different Name/Location

1. Choose FILE, then SAVE AS.
2. To store your file on your local computer or network, select COMPUTER.
   To store your file on a central server, often on the internet, that can be accessed from multiple computers, select ONEDRIVE or OTHER WEB LOCATIONS.
3. [Click] a recent folder or, for another folder location, [Click] BROWSE.
4. Use the file explorer to navigate to the folder where you want to save the file.
5. Type a FILE NAME, then [Click] SAVE.

Previewing 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] until the document
   - To return to one page (or a close) in the preview, [Click] in the bottom right.
3. Specify the number of COPIES to print, select PRINTER to use, which PAGES to print, and other options.
4. [Click] PRINT. Or, to return to the document without printing, [Click] or press <Esc>.

Quick Access Toolbar

The Quick Access Toolbar displays above the Ribbon.

- To add a command, [Right Click] on a command or group on the Ribbon then select ADD TO QUICK ACCESS TOOLBAR. Or for often-used commands, expenses, 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

Click/Double Click	Tap/Double Tap
Scroll	Drag or Swipe
Select text	Tap, Drag
Zoom in/out	Stretch/Pinch
Right Click menu	Touch and hold for box
Touch Mini Bar	Tap text/selection, then tap again. Or, touch and hold for box. Tap drop-down arrow to see more options.

Shortcuts

Display Help	F1
Save As	F12
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
Cut selected items	Ctrl-X
Copy selected items	Ctrl-C
Paste the Clipboard contents	Ctrl-V
Paste Special	Ctrl-Alt-V
Type on/off bold	Ctrl-B
Type on/off underline	Ctrl-U
Type on/off italic	Ctrl-I
Undo the last action	Ctrl-Z
Redo or repeat last action	Ctrl-Y or F4
Spell Check	F7
Select a word	Double Click
Select All	Ctrl-A
Find	Ctrl-F
Repeat Find (after closing Find dialog or Word Navigation Panel)	Shift-F4
Find and replace	Ctrl-H
Insert hyperlink	Ctrl-K
Close dialog	Esc
Show/hide Selection Pane	Alt-F10
Show/hide the Ribbon	Ctrl-F1
Access the Ribbon	Alt or F10
Shortcut menu	Shift-F10 or Shortcut key

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[Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)](#) TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version **Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)** TeachUcomp Inc.,2014-08-27 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Word 2013 Absolute Beginner's Guide** Sherry Kinkoph Gunter,2013-03-18 Make the most of Word2013 without becoming a technical expert Word 2013 Absolute Beginner s Guide is the fastest way to get comfortable and productive with the newest version of Word use its powerful new tools and extend it to the web and the latest mobile devices Whether you re new to Wordor you re one of the millions who ve used previous versions this practical approachable book will show you how to do exactly what you want one incredibly clear and easy step at a time World renowned Wordtutorial author Sherry Kinkoph Gunter reveals Word2013 s power helps you quickly master and customize its updated interface and covers everything you need to know to create edit format build review and share documents You ll find easy practical coverage of new Word features and techniques including Using New Live Layout and alignment grids Running Word from Windows RT Windows 8 tablets and the web Inserting Web pictures and video into documents Editing PDF files Saving documents to SkyDrive cloud storage Using Word s simplified new markup tools Taking advantage of Word s improved Reading Mode And much more

The United States Government Internet Directory, 2013 Shana Hertz Hattis,2013-07-29 Discover the depth of government information and services available online The United States Government Internet Directory serves as a guide to the changing landscape of government information online The Directory is an indispensable guidebook for anyone who is looking for official U S government resources on the Web The U S government s information online is massive and can be difficult to locate The e version of this book allows you to click on a link and go directly to each government site

[Microsoft® Office 2013 QuickSteps](#) Carole Matthews,Marty Matthews,Bobbi Sandberg,2013-07-16 Full color step by step guide to the new release of the world s most popular suite of productivity applications Features a new simplified two column design that works equally well in print and digital formats Covers the essentials and many advanced features including the all

new command structure Metro interface touch screen techniques shortcuts and cloud integration The book s wide page format allows it it lie flat on the desk for ease of use while following alongHigh production quality breadth of coverage and low price make this the best value on the market *Microsoft Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card)* TeachUcomp Inc.,2014-06-05 New to Microsoft Office Upgrading from a previous version Designed with the busy professional in mind this two page laminated quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Topics Include Interface Basics File Management Working with Text Shapes SmartArt Formatting Reviewing and Correcting and Printing and Sharing **Computer Applications For Class 9** S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications **Introduction to Computers for Healthcare Professionals** Irene Joos,Ramona Nelson,Marjorie J. Smith,2013-08-21 An ideal resource for introductory computer courses for healthcare professionals the text provides a comprehensive approach to digital literacy with the incorporation of social media tools The Sixth Edition features an extensive revision of each chapter to reflect Microsoft Office 2010 and Windows 7 updates as well as computer assisted communication Back cover *What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide* Beezix,2013-05-15 6 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing changed Office 2003 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming Reading Read Mode Collapsing Expanding Parts of a Document in Print Layout View Opening and Editing a PDF Using Alignment Guides Text Wrapping with the Layout Options Tool Quickly Inserting Rows Columns Within a Table Using the Border Painter Copying Border Style Border Sampler Repeating Section Form Control Other New or Changed Features PowerPoint Creating New Shapes Merge Shapes Zoom and Pan While Presenting Jumping to a Slide Widescreen Applying Design Theme Variants Changes to Guides

Using Eyedropper to Match Colors Using Smart Guides Paying Audio for Several Slides Other New or Changed Features Features No Longer Available Excel Excel Windows Using Flash Fill Using Chart Recommendations 3 D Pyramid and Cone Chart Types Combining Chart Types Changes to Chart Data Labels New Data Label Formatting Using Quick Analysis Filtering Tables with Slicers Using PivotTable Recommendations PivotTable and PivotChart Changes Adding and Using a Timeline Creating a PivotChart with or without a Table Using a PivotTable to Analyze Multiple Data Sources Advanced Data Analysis   **Handbook for Culturally Competent Care** Larry D. Purnell,Eric A. Fenkl,2019-06-29 This concise easy to read book tackles the potentially awkward subject of culture in a direct non intimidating style It prepares all health professionals in any clinical setting to conduct thorough assessments of individual from culturally specific population groups making it especially valuable in today s team oriented healthcare environment The book is suitable for healthcare workers in all fields particularly nurses who interact with the patients 24 hours a day every day of the week Based on the Purnell Model for Cultural Competence it explores 26 different cultures and the issues that healthcare professionals need to be sensitive to For each group the book includes an overview of heritage communication styles family roles and organization workforce issues biocultural ecology high risk health behaviors nutrition pregnancy and child bearing death rituals spirituality healthcare practices and the views of healthcare providers It also discusses the variant characteristics of culture that determine the diversity of values beliefs and practices in an individual s cultural heritage in order to help prevent stereotyping These characteristics include age generation nationality race color gender religion educational status socioeconomic status occupation military status political beliefs urban versus rural residence enclave identity marital status parental status physical characteristics sexual orientation gender issues health literacy and reasons for migration Each chapter offers specific instructions guidelines tips intervention strategies and approaches specific to a particular cultural population   What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions) Beezix,2013-03-22 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2010 Also includes a command reference for each product showing changed Office 2010 commands and their Office 2013 equivalents Topics Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming

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The Enigmatic Realm of **Custom Guide Office 2013 Quick Reference**: Unleashing the Language is Inner Magic

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