

Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2013 Introduction

Need to know general things that apply to all Office products? Use copying and pasting this, or how to undo a mistake? For use of the 2013 Ribbon cycle.

Margins, Orientation, and Paper Size

Choose PAGE LAYOUT tab.

- To change space between the edge of the page and the main text area, click MARGINS. Select a preset margin width or choose CUSTOM MARGINS to set your own.
- To change between vertical and horizontal page orientation, click ORIENTATION.
- To change the paper size, click SIZE for a standard paper size. For custom size, click MORE PAPER SIZES.

Moving or Copying Text with cut, Copy, Paste

- Select the text to move or copy, either by clicking and dragging across text, using keyboard shortcuts, or pressing <Ctrl> to select multiple areas.
- Choose HOME tab, <Cut> or <Copy>.
- <Ctrl> or use movement keys to place the cursor at the new location, then choose PASTE. Or for options such as Keep Source Formatting, <Ctrl> <Paste> and choose one of the PASTE OPTIONS.

Formatting Text with the Mini Toolbar & Touch Modifier

In addition to the formatting options on the HOME tab, you can use the Mini Toolbar for the most common formatting options. The Mini Toolbar conveniently appears next to your text. To show:

- Click the Mini Toolbar icon.
- Click the Touch Modifier icon.

The Touch Modifier also includes <Ctrl> <Copy> and a drop-down menu of common commands.

Spacing between Paragraphs

By default, space is added after every paragraph. To start a new line without starting a new paragraph, create a line break, press <Shift> <Enter>.

To remove or add paragraph spacing:

- Select the text.
- Choose HOME tab, <Paragraph Spacing>.

Creating Bulleted Lists

- Select the paragraph.
- Choose HOME tab, <List>.

To toggle the paragraph by typing an AutoListed or You Type symbol, then press <Enter> or <Tab>.

Changing Bullet Style

- Select the bulleted paragraph.
- Choose HOME tab, <List> >> <Change Bullets>.
- Select a bullet symbol. Or for a different symbol, choose DEFINE NEW BULLET. Or choose <Picture> to choose a new symbol, <Picture> to use a graphic, or to change color and other attributes. <OK> or <Cancel>.

Creating Numbered Lists

- Select the paragraph.
- Choose HOME tab, <List>.

To apply a different numbering style, click the Any-List arrow.

Turning off Bullets or Numbering

- Select the paragraph by using bullets or numbers.
- Choose HOME tab, <List> >> <Turn Off Bullets/Numbering>.

Changing Paragraph Alignment

- Select the paragraph(s) to change.
- Choose HOME tab, <Paragraph Alignment>.

Displaying Formatting Symbols

Show or hide spaces, paragraph marks, tabs and other non-printing characters.

Choose HOME tab, <Paragraph Marks> or press <Ctrl> <Shift> <8>.

Copying Formatting With Format Painter

- Select the text with formatting you wish to copy. To copy paragraph formatting such as alignment and spacing, ensure you select the entire paragraph.
- Choose HOME tab, <Format Painter>.
- Select the text to be formatted.
- To copy formatting from one place to another, click the Format Painter button again where to be used.

Searching Using the Navigation Pane

- Choose HOME tab, <Navigation Pane> or press <Ctrl> <F>.
- In the Navigation pane at the left, type the text you wish to search for.
- To find objects such as graphics or tables, click the drop-down of the field then select.
- To show results in the Navigation Pane with a snippet of paragraph text, click RESULTS.
- Click a result. Or, to go to the previous/next result, click <Previous/Next>.
- To clear the results, click CLEAR in the SEARCH DOCUMENT field, or press <Ctrl> <F>.

To close the Navigation Pane, click CLOSE in the top right corner of the Navigation Pane.

Finding and Replacing Text

- Choose HOME tab, <Find> or press <Ctrl> <F>.
- In the FIND WHAT field, enter the text to search for. Use the drop-down menu to select a past entry.
- In the REPLACE WITH field, enter text to replace the found text.
- To see each match, click FIND NEXT. Use the drop-down menu to select a past entry.
- To replace all matches, click REPLACE ALL. Or, click REPLACE ALL OR (DON'T) GO ON.

Jumping to Other Pages

Press <F5>, the page number, then <Enter> or, in the FIND WHAT field, enter the text to search for. Use the drop-down menu to select a past entry.

- Click PAGE, then a page.

Recurring Reading

Word keeps track of your place when reopening a document you were previously reading or editing. To return to where you left off, click the RECALL READING POSITION button.

Touch Actions

Click/Double/Click	Tap/Double Tap
Scroll	Drag or Flick
Select/Click	Tap, Drag, or Flick
Right-Click menu	Touch and hold for box
Touch Modifier	Tap/long-press/Mc, then tap again. Or, touch and hold for box. Tap the down arrow to see more options.

To improve your touch experience, turn on the touch-screen feature and make the same button change to touch.

In Quick Actions toolbar, click TOUCH.

Text Selection Shortcuts

A word	<Ctrl> <Click> the word
A sentence	<Ctrl> <Shift> <Click> in the sentence
A line	<Ctrl> <Click> in the left margin
A paragraph	<Ctrl> <Click> in the left margin
Select All text	<Ctrl> <Click> or <Ctrl> <Click> in the left margin. Or, choose <Ctrl> <Click> in the ribbon <Ctrl> <Click>.

Measurement Shortcuts

The <Ctrl> key with any of the movement shortcuts selects text from the current position to that location. E.g., <Ctrl> <End> selects to the end of the document.

Beginning of document	<Ctrl> Home
End of document	<Ctrl> End
Beginning/end of current line	Home/End
End of previous paragraph	<Ctrl> <Shift> <End>
End of next paragraph	<Ctrl> <Shift> <Home>
One character forward	<Ctrl> <Page Down>
Previous writing location	<Ctrl> <F5>

Editing & Formatting Shortcuts

Delete word to the left	<Ctrl> Backspace
Delete word to the right	<Ctrl> Delete
Cut selected text	<Ctrl> X
Copy selected text	<Ctrl> C
Paste selected text	<Ctrl> V
Copy selected formatting	<Ctrl> <Shift> C
Paste selected formatting	<Ctrl> <Shift> V
New Paragraph	<Enter>
Insert line break	<Shift> <Enter>
Center paragraph	<Ctrl> E
Justify paragraph	<Ctrl> J
Left-align/justify edge	<Ctrl> L / <Ctrl> R
Text wrap/float	<Ctrl> B
Text wrap/float	<Ctrl> T
Text wrap/float	<Ctrl> U
Text wrap/float	<Ctrl> W
Text wrap/float	<Ctrl> W
Remove formatting (plain text)	<Ctrl> <Shift> Z
Text wrap/float	<Ctrl> <Shift> *

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Margins, Orientation, and Paper Size; Moving and Copying Text; Formatting Text with the Mini Toolbar & Touch MiniBar; Spacing between Paragraphs; Creating Bulleted Lists; Changing Bullet Style; Creating Numbered Lists; Turning off Bullets or Numbering; Paragraph Alignment; Copying Formatting; Searching using the Navigation Pane; Finding and Replacing Text; Jumping to Other Pages; Resuming Reading; Read Mode, Print Layout, and Draft View; Using the Highlighter; Using the Dictionary and Thesaurus; Creating and Inserting Quick Part Building Blocks; Inserting a Cover Page; Creating and Editing Headers and Footers; Suppress/Change Header or Footer on the First Page; Inserting a Page Number; Inserting a Text Box: Drawing a Text Box; Moving, Resizing, Formatting, and Deleting a Text Box; Inserting a Page Break; Checking Spelling, Grammar, AutoCorrect; Previewing and Printing Documents; Printing Envelopes and Labels. Also includes: Lists of Touch Actions, Selection and Movement Shortcuts, Editing and Formatting Shortcuts. Recommended companion title covering Office basics: Office 2013 Essentials (ISBN 978-1936220755). This guide is one of several titles available for Word 2013: Word 2013 Introduction; Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847), and Word 2013 Advanced (ISBN 978-1936220830).

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Customer Reviews

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side...but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the Microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great idea. All the information that you need in one place and easy to access. Great for a college student with limited time.

This is a very helpful product to someone like myself who is not a computer whiz but enjoys writing on the computer. I give it a 10.

This beats having to look thru a whole book for a quick answer. This is the best quick guide I have found.

I bought this for assistance while taking an online class that went through learning Word more in depth (see book Microsoft Word 2013 by Cengage). That book is actually really detailed. I already had some basic to intermediate knowledge of Word, just based on use for writing papers and such. I bought this cheat sheet since the class was going to go more in depth, and I thought it might have been beneficial. Well, I never looked at the cheat sheet because the book had it all. I think this would be a good sheet for someone that is very new to Word, and wants some quick reference help. Otherwise, if you are wanting to do more with Word, and learn its capabilities, I would suggest buying that book. It's so detailed, you don't even need a class to learn the different tasks in it. I might even buy it to have it for future reference. Bottom line, if you already have some basic knowledge of Word, you probably won't need this, but for the price, it was worth checking out. *one note: this sheet is VERY high quality and double sided.

Great summary or "cheat sheet" for Word 2013. I am not very skilled in the ins and outs of Word, so having this handy when I ran into a problem has been a life-saver on several occasions. Easy to use and especially to navigate to the answer you need.. Highly recommended.

I got this quick reference card for MS Word, As I am transitioning from Corel WoWordPerfect to this application. My only suggestion would be if there was some means of standing it up, because at my workstation there is no place to hang it near the monitor.

This is a plastic-coated 8.5" x 11" double-sided sheet of helpful tips to this over-elaborate version of Word. MS made heavy use of icons on the toolbars, leaving us to guess which icon goes with which action--this QRG points to many of those connections. Beezix did about as well as possible on 1 sheet--but 1 sheet does not fully cover the ground!

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