



University Information
Technology Services

Microsoft Office Word 2013

An Introduction to Word 2013

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This booklet is the companion document to the Intro to Word 2013 workshop. It includes an introduction to the Microsoft Office 2013 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Word 2013.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Office 2013 interface
- Create a new document
- Set document margins
- Set paragraph alignment, indentation, and spacing
- Set tabs
- Add headers and footers to a document
- Apply a *Theme* to a document
- Format text
- Check the document for spelling and grammar

The Office 2013 Interface

The Office 2013 interface is very similar to the Office 2010 interface, with a few minor changes. The following describes the Office 2013 interface.

The Backstage View

The Backstage view is more prominent in Word 2013. When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates (See Figure 1).

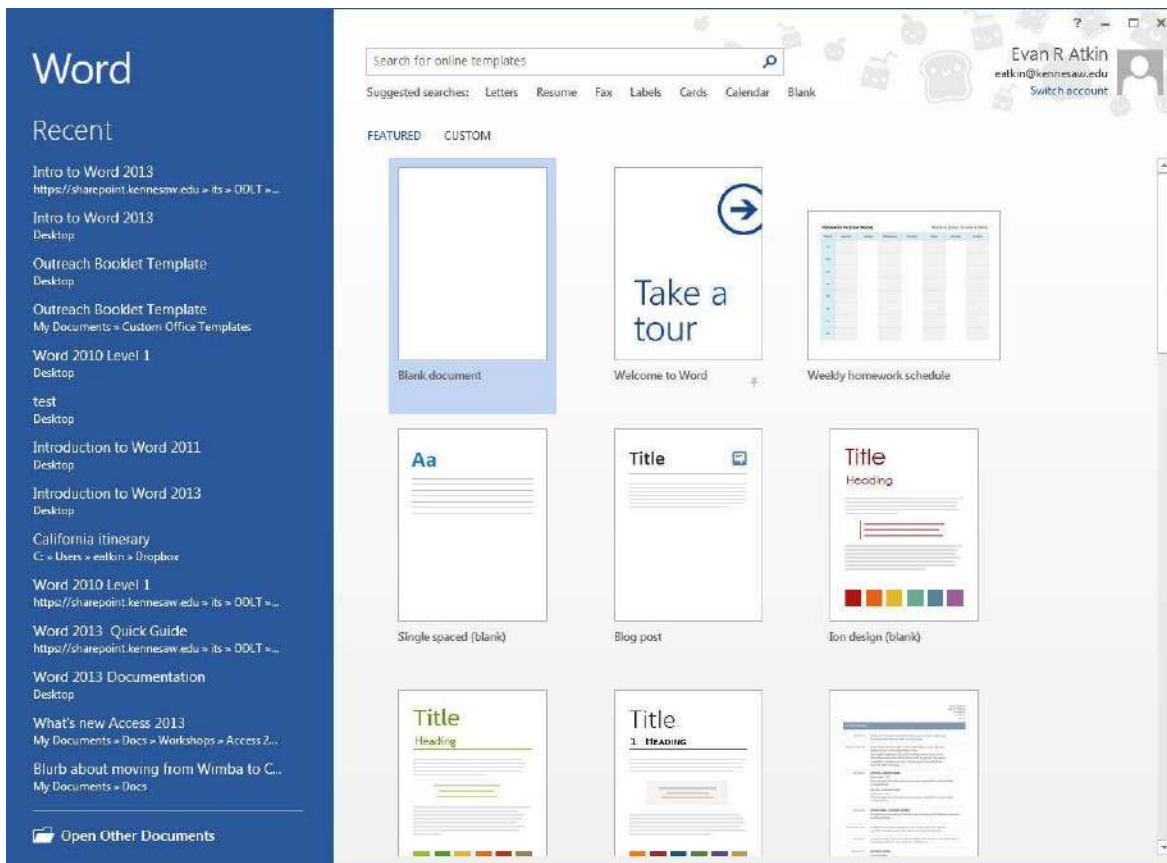


Figure 1 - Backstage View (First opening Word 2013)

To enter the *Backstage* view after creating your document:

- 1) Click the **File** tab (See Figure 2).

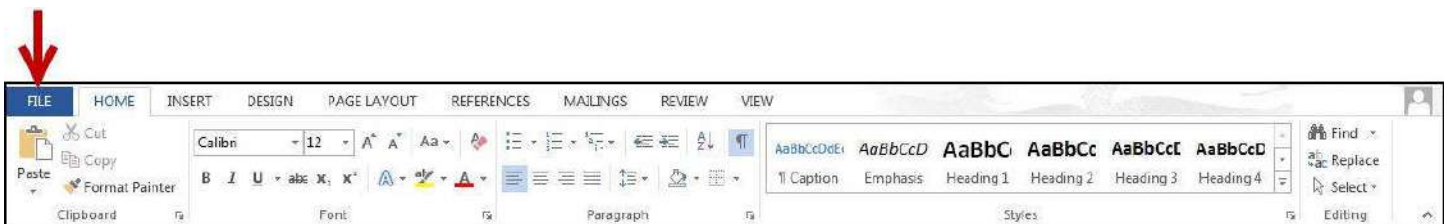


Figure 2 - Access Backstage via File Tab

2) The *Backstage view* will open (See Figure 3).

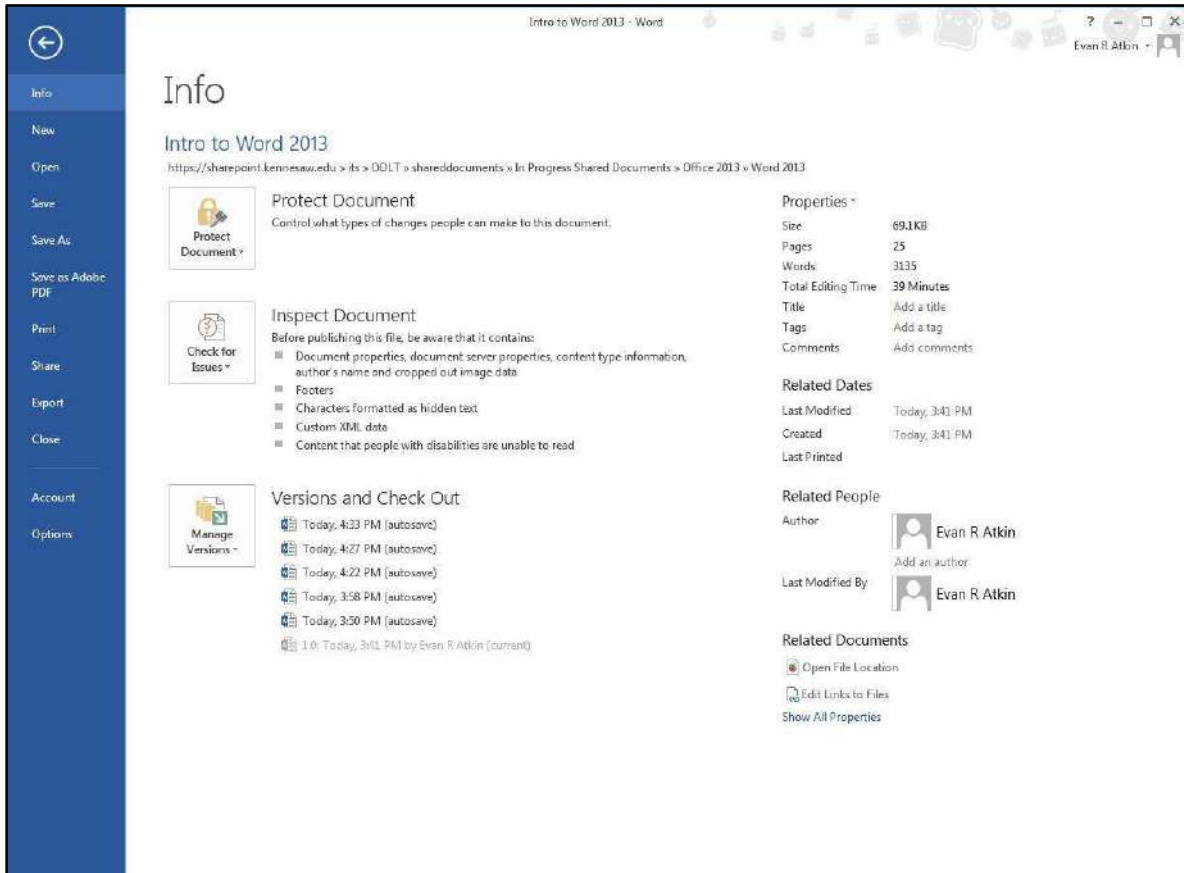


Figure 3 - Backstage View

3) From the *Backstage View*, you can perform the following actions:

- Obtain information about your documents
- Create new documents and templates
- Open existing documents
- Save and close documents
- Print documents and see a preview of your document
- Access your Microsoft Office 2013 account information
- Obtain help
- Close *Word 2013*

4) To leave the *Backstage View* and return to your document, click on the **arrow** button above *Info* (See Figure 4).

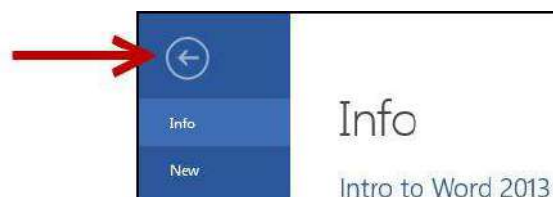


Figure 4 - Leave Backstage View

The Ribbon

The Ribbon (See Figure 5) is a panel that contains functional groupings of buttons and dropdown lists organized by tabs. Each product in the Office Suite has a set of tabs that pertain to the functionality of that application. Each tab is further divided into *groups* such as the *Font* and *Paragraph* groups shown in Figure 5.



Figure 5 - The Ribbon

At the bottom right-hand corner of some groups, there is a diagonal arrow called a *Dialog Box Launcher* (See Figure 6). Clicking this button opens a dialog box for that group containing further option selections for the group.

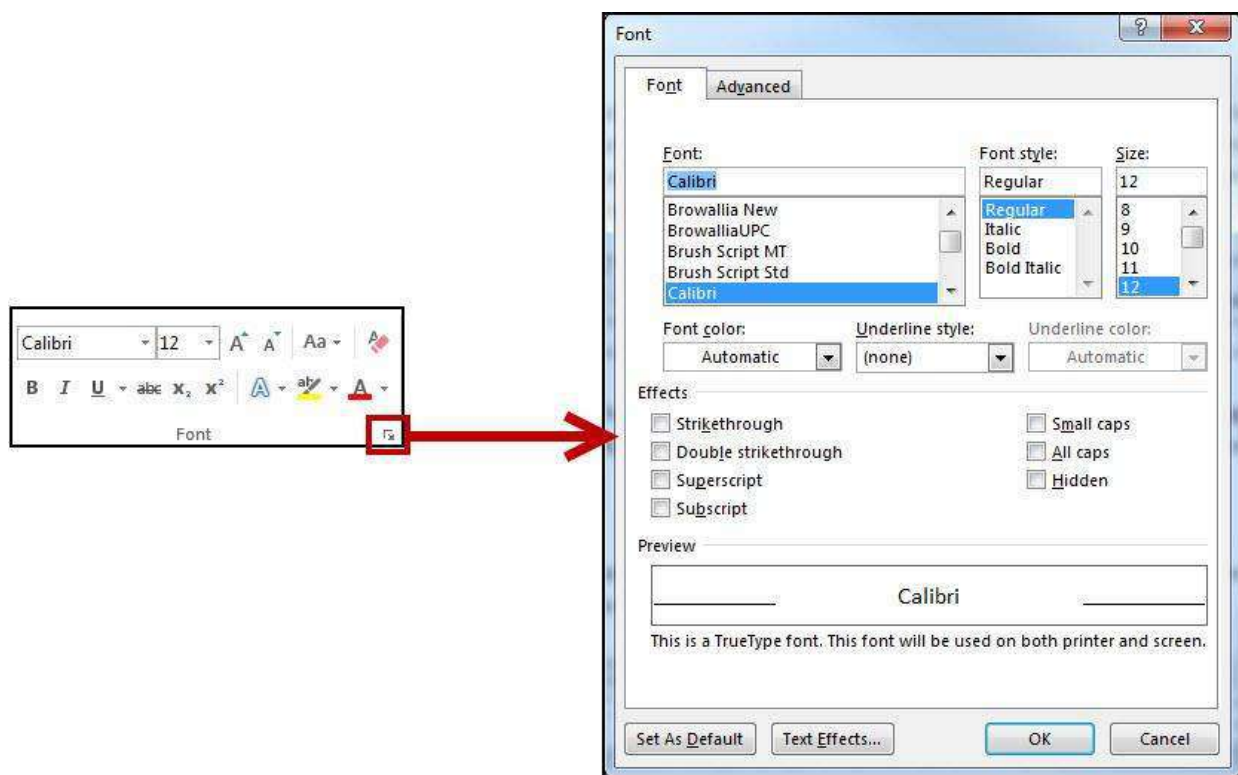


Figure 6 - Dialog Box Launcher

Contextual tabs will appear depending on what you are working on. For example, if you've inserted pictures, the tab appears whenever a picture is selected (See Figure 7).



Figure 7 - Contextual Tab

Customizing the Ribbon

You can hide/unhide tabs that you do not use, or create your own tab of favorite tools. The following explains how to customize the *Ribbon* to build your own tabs and groups.

- 1) Right-click in an **empty section** within the ribbon.
- 2) A *dialog box* will appear. Select **Customize the Ribbon...** (See Figure 8).

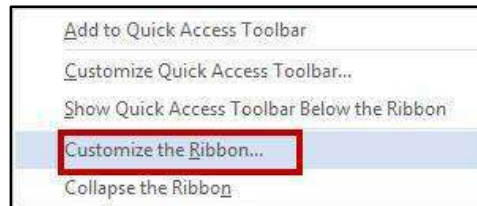


Figure 8 - Customize the Ribbon

- 3) The *Customize Ribbon* window will appear. Click the **New Tab** button (See Figure 9).

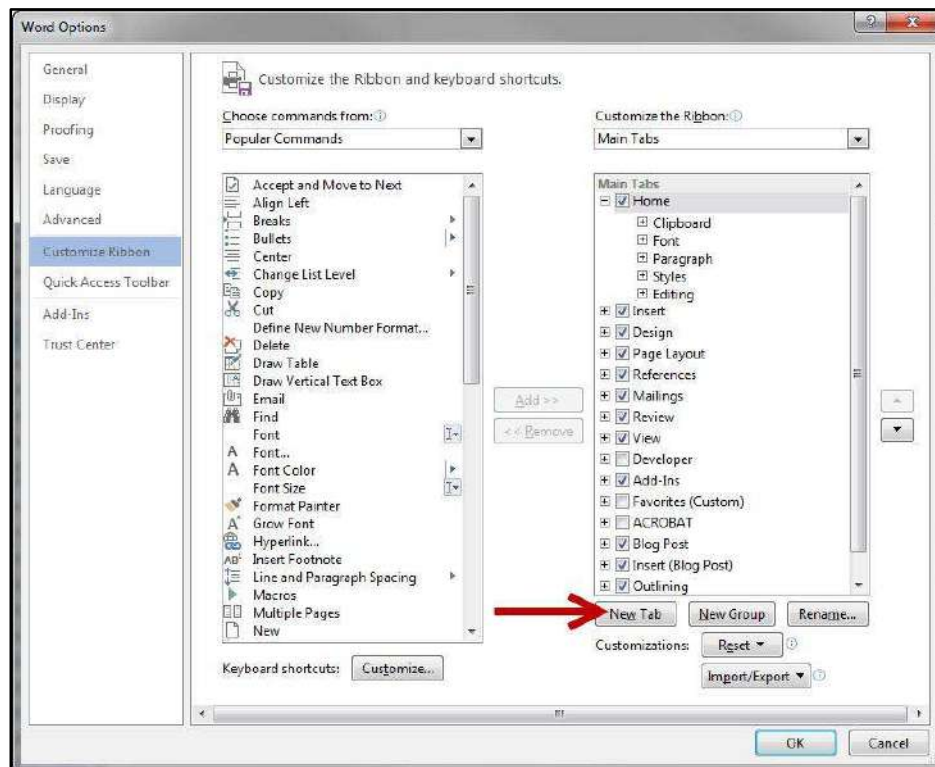


Figure 9 – Creating a New Tab

- 4) A *New Tab* has been added in the list of *Main Tabs*. Under *New Tab*, you will see *New Group* is already selected for you (See Figure 10).



Figure 10 - New Tab & New Group

- 5) From the column on the left, select a **command** from the list under *Choose commands from:* to add to the *New Group* (See Figure 11).

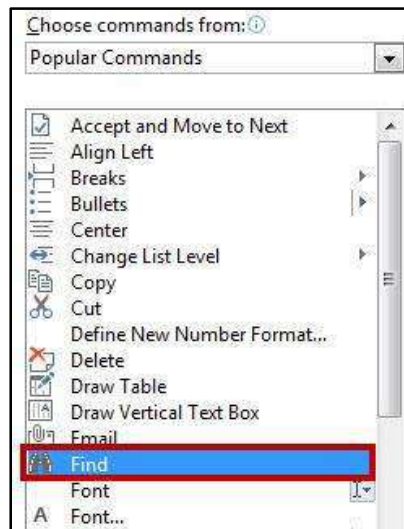
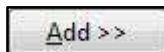


Figure 11 - Select Command to Add

- 6) Click the **Add>>** button.



- 7) The command will be added to your new group (See Figure 12).



Figure 12 - Command Added

- 8) To rename the tab or group, right-click on the **New Tab** or **New Group**.

- 9) Select **Rename** (See Figure 13).

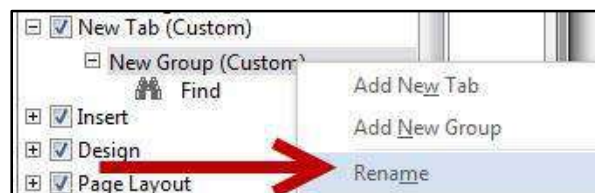


Figure 13 - Rename Tab/Group

- 10) To hide a tab, remove the check-mark next to the name of the tab (See Figure 14).



Figure 14 - Hide Tab