



Microsoft® Word 2013



Microsoft Word lets you create detailed text documents that can be highly stylized with the inclusion of tables, graphics, headers and borders, reference and navigation sections, and much more. Word 2013 introduces collapsible Document Headings for easier navigation of large documents, a Research Panel with word definitions, synonyms, and translations, and a Read

Mode that offers a clean reading layout with clickable images and other graphics. The ability to insert online videos and images has been enhanced, and collaboration is now more efficient with in-document discussion tools.

Quick Access Toolbar

Click to access Backstage View.

Remove Background tool. See *Working With Graphics*, page 4.

The Navigation Pane. See *Working with the Navigation Pane*, page 3.

Status Bar. See *The Status Bar*, page 6.

Document info at a glance. Click on a section for more details.

Contextual tabs appear when you select objects like pictures or tables.

The Ribbon. See *Customizing the Ribbon*, below.

Page header. See *Creating Headers and Footers*, page 3.

Spelling mistake or unknown word. See *Spelling and Grammar*, page 6.

Section header. See *Using Styles*, page 3.

Document view area. See *Document Views*, page 6.

Selected image. See *Working with Graphics*, page 4.

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Nevada Learning Series Annual Report Yearly Breakdown 2013

	Nevada Learning Series	Leading Competitor
% Evil Conquered	90 (Klingons and Romulans driven back)	0 (possibly related to ocelot discontent; see below)
% World Saved	88 (dogs and cats living together in harmony; sloths still pose a problem)	0 (rampaging ocelots, mismanagement of worldwide muffin shortage key causes)
# Tasty Pastry Snacks	0	0

Nevada desperately needs to increase the amount of tasty pastry snacks.

The Ocelot Problem: How We Can Take Charge

The failure of our competitor to successfully manage the dissatisfaction among worldwide ocelot populations has left Nevada Learning Series a unique opportunity to broaden our sales range.

Ocelots are known to be avid users of the new Microsoft Office 2013 Suite; thus, our guides are ideally situated to take advantage of this burgeoning market. Hans McGruder, Chief Associate for the Worldwide Board of Ocelotia,

Using the Backstage View

The Backstage View replaces the File menu and Office Button from earlier versions of Microsoft Office. You can access common commands such as **Open**, **Save**, and **Print** here.

To create a new document: click **FILE** ► **New**. Select a template if desired, or double-click on Blank document to start from scratch.

To save a document: press CTRL+S or click **FILE** ► **Save**. Type a file name if needed, choose a location to save the file to, and click **Save**.

To open a document: press CTRL+O or click **FILE** ► **Open**. Click Computer, browse to a document and click **Open**, or click a Recent Document. Click the arrow (or right-click a Recent Document) for more options (e.g., **Open as Copy**).

To access program preferences: click **FILE** ► **Options**.

Customizing the Ribbon

The Ribbon contains common commands and tasks used to make changes in Word, grouped in context-sensitive tabs.

To fully customize the Ribbon: right-click anywhere on the Ribbon and choose **Customize the Ribbon**.

Using the Quick Access Toolbar

To add a command to the Quick Access Toolbar: right-click the command icon on the Ribbon and choose **Add to Quick Access Toolbar**.

To customize the Quick Access Toolbar: right-click anywhere on the Ribbon and choose **Customize Quick Access Toolbar**.

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