

This sheet is designed to be an aid to you as you are using Microsoft Word for Office 2013. If you are not using a mouse, pressing ALT and the letter of your selection can access all menus and buttons.

OFFICE MENU/TOOLBAR SHORTCUTS

At the top of the screen is the File button. This button is a central menu for many actions in Word. These icons are described on the left. The toolbar icons can simplify the creation of your word document, and are described on the right.

Menu Icon	Description	Toolbar Icon	Description
	Brings up Office menu		Copies the selection to the Clipboard
	Opens an existing document		Places Clipboard contents at the insertion point
	Saves the current document		Reverses the last change
	Shows print menu for printing and previewing		Turns on bold , <i>italic</i> , or <u>underline</u> font
	Shows the document in preview format		Begins a list with current bullets or numbers style

JUSTIFICATION

Justification determines the appearance of the text in relation to the margins. Center justification centers the line between margins. Full justification aligns the text on the left and right margins. Left justification produces a “ragged right” margin while Right justification produces a “ragged left” margin. To change the justification of the entire document, choose **Select All** from the **Editing** box. Or, if you want to change the justification of just a section of the document, highlight that section by clicking and dragging the mouse over the area. In order to change justification, choose **Paragraph** from the **Format** box. Select the alignment you want from the box in the upper left corner of the menu. When finished, click **OK**.

OPENING A DOCUMENT

If you have already created a file and want to make changes to it, you must open the document. To do this, click on **File**, then **Open**. Select the drive from which you wish to retrieve a file. Once you select the correct drive, a list of all available files on that drive will appear in the left side of the window. Click on the file you wish to edit and then choose **Open**.

SAVING A FILE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on **Save As** under the **File** menu. When the save screen comes up, select the correct drive at the top of the window by clicking on the down arrow next to the **Save in:** box. Scroll up or down until you can select the drive you wish to use. Next, name the document at the

bottom of the window where it says **File Name** and click **Save**. After you have given the file a name, you can save the document by clicking the Save icon on the toolbar.

ADJUSTING PAGE MARGINS

Make sure the cursor is at the top of your document. Click on **Page Layout**, and then click **Margins**, and then the **Custom Margins** menu item. Specify the desired top, bottom, left, and right settings. When the print margins are correct, click **OK**.

USING PAGE NUMBERS

Make sure the cursor is at the top of your document. To add page numbering to your document, click on the **Insert** tab, then the **Header** button in the **Header and Footer** group. Next, select the “Blank” option at the top of the menu. This will bring up the Header and Footer editor up top. Select the **Page Number** button from the **Header and Footer** group and select the position you prefer. The page number will appear. You may also suppress page numbers on the first page of the document. To do this, check on the **Different First Page** option in the **Options** section of the Header and Footer editor.

ADJUSTING SPACING

To double-space a section of your document, highlight the area you wish to double space. If you want to double space the entire document, choose **Select All** from the **Editing** menu on the **Home** tab (or hit **Ctrl +A**). Click the small arrow under the **Paragraph** section on the **Home** tab, and then select the **Indents and Spacing** tab. Click on the down arrow next to the line **Spacing** box. Choose the desired spacing and click **OK**.

MOVING/COPYING TEXT

To move or copy text, use the mouse to highlight your selection by holding down the left mouse button and moving the mouse over the text you wish to select. To move the text, hold down the left mouse button and use the **Cut** icon on the toolbar. To copy the text, choose the **Copy** icon on the toolbar. Place the cursor where you want the text to appear and click the **Paste** icon.

CREATING HEADERS AND FOOTERS

Click on the **Insert** tab. Click either the **Header** or **Footer** button in the **Header & Footer** section. That will open the **Header & Footer Tools**. While in the editing mode, a dotted box should appear at the top of the document for headers and at the bottom of the document for footers. The toolbar will also change to the edit dialogue and give you header/footer options. Type the desired text into the header or footer. When you are finished editing, click on **Close** in the Header and Footer toolbar. Headers and footers will appear on all pages. To edit an existing Header or Footer, click on the **Insert** tab and click either the **Header** or **Footer** button in the **Header & Footer** section. Choose **Edit Header** or **Edit Footer**.

CHANGING THE FONT

If you wish to change a section of your document, you must highlight the area you wish to change. If you wish to change the font of the entire document, choose **Select All** from the **Editing** menu on the **Home** tab. Select the font and size in the **Font** section of the **Home** tab. For more options, click the small arrow under that section. Popular fonts are Arial and Times New Roman, and a common font size is 10 or 12 pt. When you are finished, click **OK**. If you want to change the text style, highlight the text you wish to change and then click the small arrow under the **Font** section. A dialog box should appear. Make your desired changes and click **OK**. For example, you can underline, **bold**, or *italicize* text.

COLUMNS AND TABLES

Select the **Insert** tab, and click the **Table** button in the **Tables** group. A box with a grid inside it will come up that allows you to “draw” the size of the table you wish to make. If you need to make a larger table, you can click the “Insert table” option from the menu. Type the text you want in each table cell. Press **Ctrl+Shift+Enter** to start a new row before reaching the bottom of a page.

To create columns, click the **Page Layout** tab, and choose **Columns** from the **Page Setup** group. You can choose from several column options from the drop down menu.

BULLETS AND NUMBERING

To create a standard-sized bullet, position the cursor at the desired location and click the **Bullets** or **Numbering** button in the **Paragraph** section on the **Home** tab. Click the down arrow next to it to select from multiple bullet options. Bullets remain from that point on until you go under the **Bullets** button menu and remove them by clicking on the **None** option under “Bullet Library.” If you have already selected a format your bullets or numbers, you can simply click on the appropriate icon on the toolbar to begin or end the list. You can also end the list by pressing enter twice on the last bulleted item.

SPELLING & GRAMMAR

Microsoft Word for Office 2013 has features that will automatically check your spelling and grammar. As you type, misspelled words will be underlined in red and incorrect grammar will be underlined in green. To change the spelling or grammar, click the right mouse button on the underlined section and choose an alternative. To spell and grammar check the entire document, go to the **Review** tab and click the **Spelling and Grammar** button. Find replacement words or phrases and click **Change** or **Change All** to change all occurrences in the document. If there is no suitable replacement, **Ignore** or **Add** the word.

PRINTING A FILE

When you have finished working and wish to print your document, select **Print** in the **File** menu. Your document will be previewed on the right hand side of the window. This allows you to see how your document looks on the paper without actually printing it. When all settings are correct, select the **Print** option.

SAVING TO SKYDRIVE

Microsoft Office 2013 gives you an option to save files in the cloud using SkyDrive. If you don't already have a SkyDrive account, you can get one free at <http://skydrive.live.com>. To save files to your SkyDrive, first you'll need to sign in. Choose **SkyDrive** from the **Save As** option in the **File** menu, and then click **Sign In**. Type your email address you used to sign up for SkyDrive when prompted and click **Sign In**. Then, when prompted, enter your password and click **Sign In**. It will add your SkyDrive to your account. Then, choose **Browse**. Microsoft will contact the SkyDrive for information, and then will give you an option to save the file in your SkyDrive. You can even create a new folder. Name the file and choose **Save**. The file will now be saved in your SkyDrive.

SHARING

Microsoft Word 2013 also gives you the option to share your documents online using SkyDrive. Click **File>Share** and choose **Invite People**. Step 1 is to save the file to your SkyDrive. Click **Save to Cloud**, and then follow the instructions as listed in the **Saving to SkyDrive** section above.

Next, you'll invite people to share the document. You can type the names or email addresses of the people you wish to share with, choose if they can edit or just view the document, and include a personal message with the invite. Then click **Share**. Word will send out an invite with a link to each of the people you chose. They will also show up in the **Shared with** section.

You can also choose to create a sharing link for viewing or editing that you can email or otherwise share through the **Get a Sharing Link** button, or, if you've connected your Microsoft account to social networks, you can post your document directly to those social networks, such as Facebook, Twitter or LinkedIn by choosing **Post to Social Networks**. You can also choose **Post to Blog** to post directly to a blogging site, like WordPress, TypePad or Blogger. You can even choose to **Present Online**, which will create a link that will allow anyone to view and download your document.

As always, you can also choose **Email** to email your file using Outlook. You have several options, including sending as an attachment, as a link, or as a PDF.