

Quick Start Guide

Microsoft Word 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

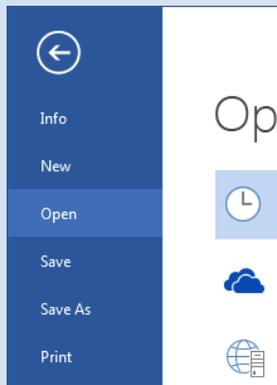
Commands here are always visible. Right-click a command to add it here.

Ribbon tabs

Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. This tab contains many of the most frequently used commands in Word.

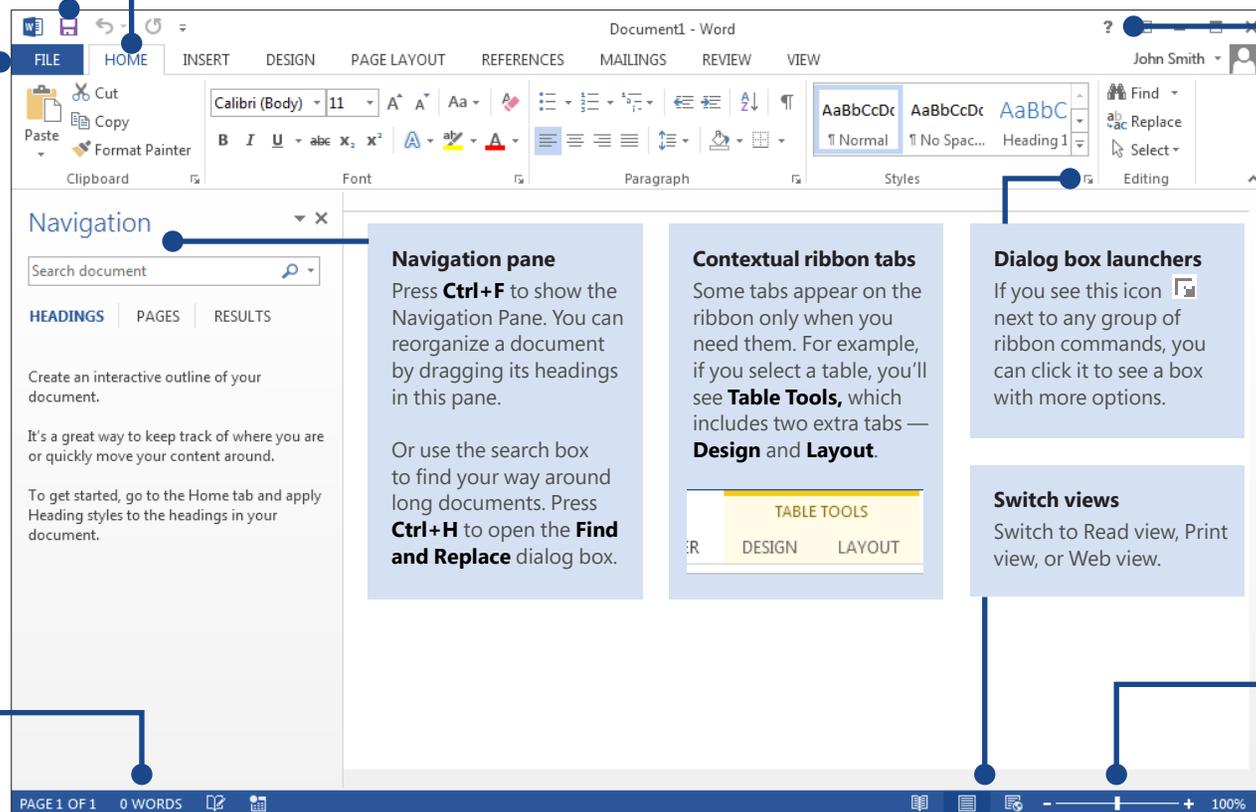
Manage your files

Click **File** to open, save, print, and manage your Word files.



Word count

Look here to see the word count. Select some text to see the word count in the selection.



Need help?

Click here or press F1 for help.

Minimize the ribbon

Click here to close the ribbon and show only the tab names.

Navigation pane

Press **Ctrl+F** to show the Navigation Pane. You can reorganize a document by dragging its headings in this pane.

Or use the search box to find your way around long documents. Press **Ctrl+H** to open the **Find and Replace** dialog box.

Contextual ribbon tabs

Some tabs appear on the ribbon only when you need them. For example, if you select a table, you'll see **Table Tools**, which includes two extra tabs — **Design** and **Layout**.



Dialog box launchers

If you see this icon  next to any group of ribbon commands, you can click it to see a box with more options.

Switch views

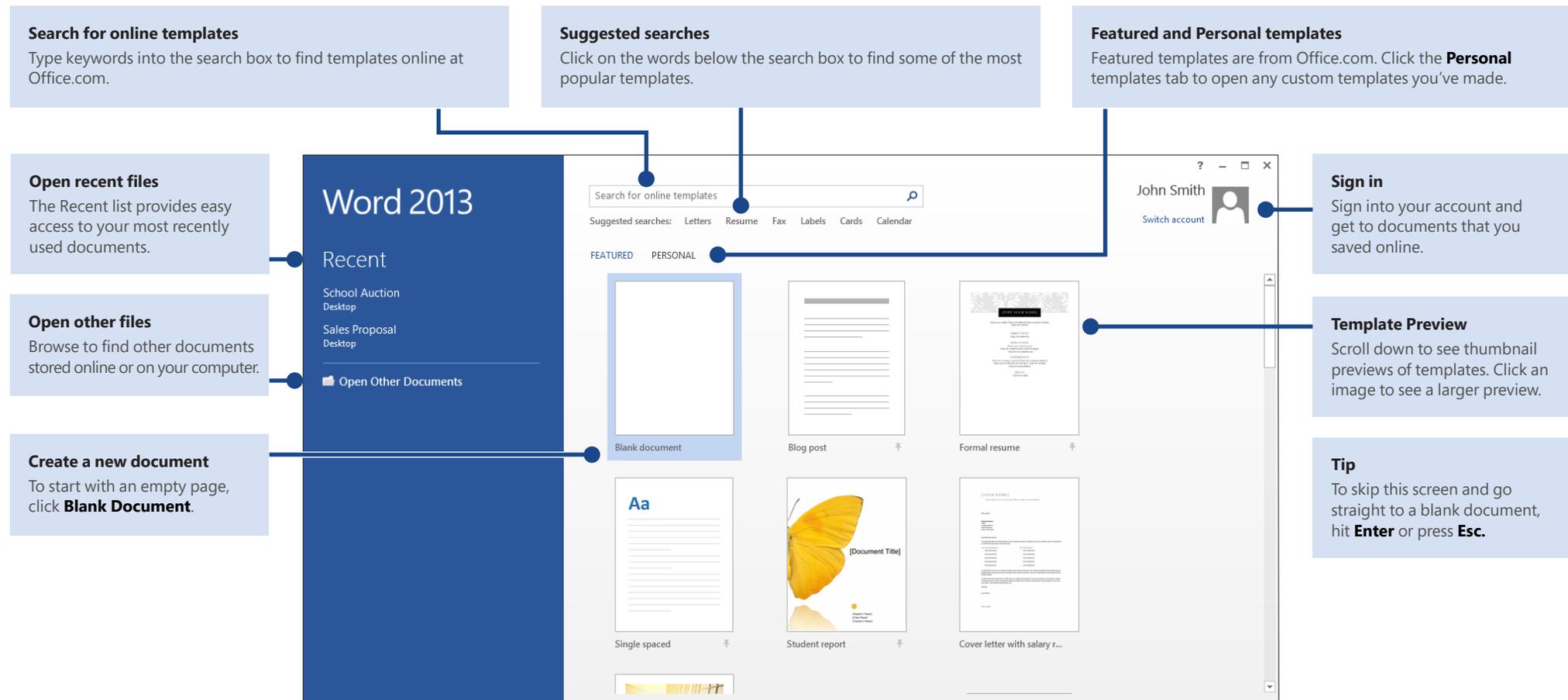
Switch to Read view, Print view, or Web view.

Zoom in or out

Move the slider to adjust the view magnification.

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When you first open Word 2013, you'll see that you have several choices for getting started — using a template, a recent file, or a blank document.



Search for online templates
Type keywords into the search box to find templates online at Office.com.

Suggested searches
Click on the words below the search box to find some of the most popular templates.

Featured and Personal templates
Featured templates are from Office.com. Click the **Personal** templates tab to open any custom templates you've made.

Open recent files
The Recent list provides easy access to your most recently used documents.

Open other files
Browse to find other documents stored online or on your computer.

Create a new document
To start with an empty page, click **Blank Document**.

Sign in
Sign into your account and get to documents that you saved online.

Template Preview
Scroll down to see thumbnail previews of templates. Click an image to see a larger preview.

Tip
To skip this screen and go straight to a blank document, hit **Enter** or press **Esc**.

The screenshot shows the Word 2013 start screen. On the left is a dark blue sidebar with the 'Word 2013' logo and a 'Recent' list containing 'School Auction Desktop' and 'Sales Proposal Desktop', along with an 'Open Other Documents' button. The main area features a search box for online templates, suggested searches (Letters, Resume, Fax, Labels, Cards, Calendar), and tabs for 'FEATURED' and 'PERSONAL' templates. A grid of template thumbnails is displayed, including 'Blank document', 'Blog post', 'Formal resume', 'Single spaced', 'Student report', and 'Cover letter with salary r...'. A user profile for 'John Smith' with a 'Switch account' link is visible in the top right corner.