



Second Edition

# Manual

**For Microsoft Word 2013**

*Thomas E. Williams*

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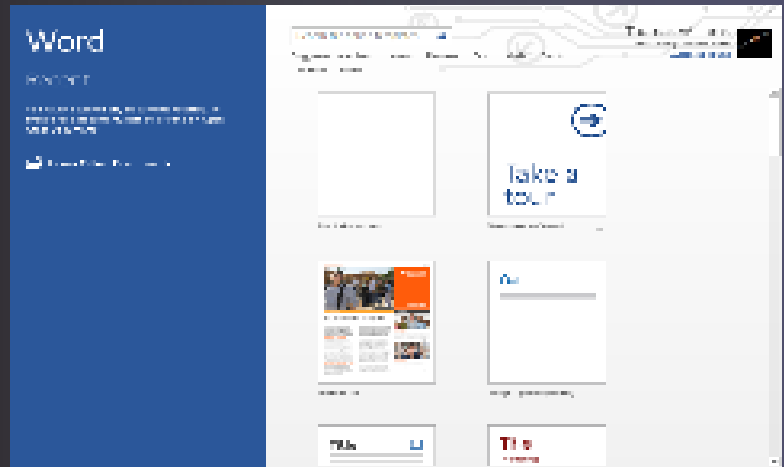
# The Work Space

The Work Space is where you will be spending most of your time processing your Word Documents. Familiarizing yourself with the basic structure and components of the Work Space will allow for intuitive functionality and understanding of the other features in Word 2013. Let us now explore the Work Space.

## Start Screen

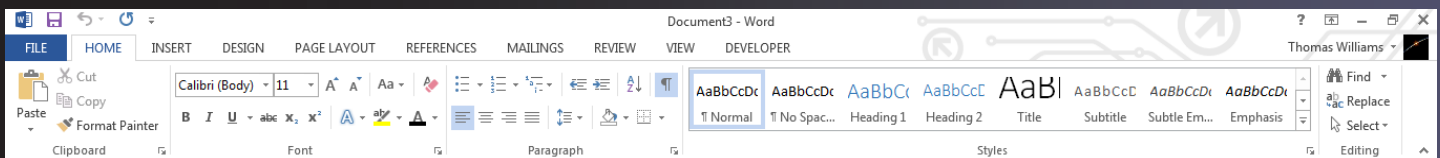
After starting Microsoft Word 2013, you will first be introduced to the Start screen. Take a look on the left side where it says "Recent". This area is designated as a quick access point to retrieve documents that you have been recently working on.

The search bar at the top of the screen. Word 2013 offers you the ability to customize your documents on templates. These templates can be found readily available on your hard drive or can be retrieved from the internet.



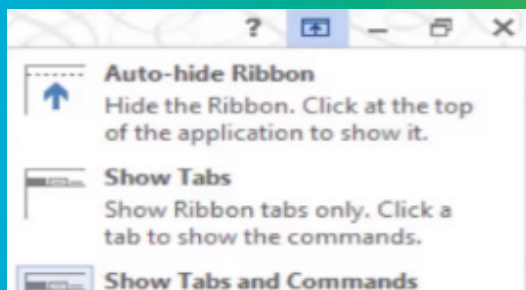
## The Ribbon

Click on the Blank document icon to view your workspace. Notice the assortment of icons and menus at the top of the screen. This is called the Ribbon. The Ribbon offers the user direct access to commands, formatting options, and a variety of applications. It is also fully customizable by clicking File > Options > Customize Ribbon. Hovering your mouse pointer above the icons will also reveal their basic functions and the short cut keys to activate them.



### Ribbon Display Options

There are three options to control how much of your Ribbon is displayed. This can be helpful if you wish to reveal more of your document and minimize the space taken up by the Ribbon.



### Minimize, Restore, and Close

Let's look at the three icons located directly to the right of the Ribbon Display Options. From left to right, the icons are called Minimize, Restore Down, and Close. Minimize will put the window away, leaving it down on the system tray of your Desktop area<sup>2</sup>. Restore Down will turn your window into a smaller box, allowing you to control the size of your box by holding down the left mouse button on the edges of your window and dragging them around. Close will exit out of the entire window when clicked.

## Quick Access Toolbar

Located above the left corner of the Ribbon is the Quick Access toolbar. Though rarely necessary, this area is also customizable, allowing you to add different commands. The most basic of these commands are already displayed (Save, Undo, and Redo).



## Tabs

The tabs on your Ribbon are context sensitive. This means that wherever you click on your document, a tab (or tabs) will be highlighted specific to the area on your document. Various functions from individual tabs are applicable to specific parts of your document.



## Status Bar

Located at the bottom of your document is the Status bar. It gives you the ability to zoom in and out with the use of the slider on the right. It also reveals the current page you are working on and how many words are contained in your document.



The three icons directly left of the slider will give you different layouts from which to view your document. Clicking on the number of pages brings up the Navigation Bar which is a useful tool to search and edit terms in your document.

## Display and Context

Opening a new document presents you with a clean slate from which to begin your word processing. Due to its high standards for conveniently and efficiently creating documents, Word 2013 is one of the most improved word processors to date. This can be attributed to the ease of customizable features. Let's go over some of the various customizations to a document's look and feel.

## Themes

The Design tab in the Ribbon contains a selection of Themes, each containing altered fonts and effects to give your document more personality and appeal. Clicking the Themes drop-down menu reveals the different designs to choose from. Just hover over each Theme in order to see an example of how it would be displayed on your document.



There is a horizontal display of different styles next to the Themes icon (in the Document Formatting section). These styles can be considered a subset to a theme. Once you choose a Theme, you are presented with various styles to compliment the Theme.

## Colors

Color schemes can be chosen from the Colors icon. This icon is also located under the Design tab. By clicking on the drop-down arrow, groups of complementary colors are displayed. Notice the different groups of colors, each assorted for a variety of tastes. The Theme Colors chosen for this manual, which you are currently reading, is of the Blue theme color.



## Inserting Images

Word 2013 allows for the insertion of images and videos from the web. In your Ribbon, go into Insert > Illustrations > Online Pictures. Microsoft uses the Bing Image Search to assist you in finding images from the web. You can also find royalty-free images from Office.com or browse your personal OneDrive cloud storage for your own saved images.



### Layout Options

Clicking on an image in your document will reveal a handle which looks like the icon image shown above. By clicking this icon, you are taken to various Layout Options in terms of how your image interacts with the body of text in your document. For instance, selecting With Text Wrapping will ensure that your image can be moved freely throughout your document and the surrounding text will automatically move to fit around your image.

### Grouping Images

You can essentially combine two images (or a text box along with an image) to be moved together throughout your document. Just hold down the Ctrl key while selecting both images (clicking on the images' borders). Then right click, go into Group, and select the Group icon.

### Image Styling

Click on your image. Notice how the Format tab is automatically highlighted on the Ribbon (remember that tabs are context sensitive). Going into Format > Adjust, you can use and experiment with various Color, Artistic Effects, and other changes as a part of your Picture Tools.

### Inserting Videos

If inserting video, click the Insert tab > Media > Online Video. Notice you can use the Bing Video Search or the widely popular Youtube for your media. Embedded videos will be displayed as a still image on your document. Clicking on the image will launch a built-in video player.

# Basic Document Structure

Beyond the look and feel that can be added to the way your document is displayed, it is also highly encouraged that you employ some of the various functions and layout options to organize your document. You will find that structuring a document become intuitive. Refer to this section frequently.

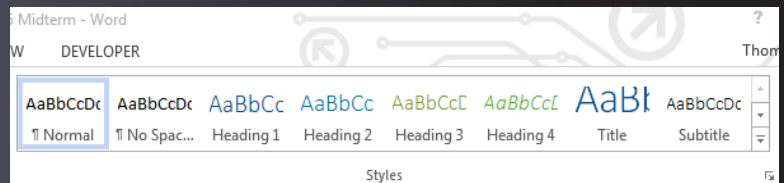
## Page Numbers

From the Ribbon, go into Insert > Header & Footer > Page Number. You have the option of placing page numbers in different areas of the document. Various styles of paging your documents are available. This change will affect every page as to maintain consistency in design.

## Headings

Making a heading is not simply typing text, adding bold, and enlarging the size. It is important to use the heading styles with proper format. Doing so will ensure that the reader will be able to navigate the document more effectively through the use

of a table of contents. Re-organizing your document also becomes much easier by using heading styles. To make a heading, select the text which you want to change into a heading style. Click the Home tab and choose your style from the Styles block. Notice each style, in particular Heading 1, Heading 2, etc. The numbers designate the heading hierarchy within your document.



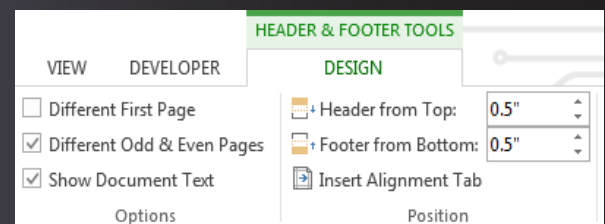
## Paper Size

As part of your layout, deciding on the size of your paper is important. Click on the size icon by following the sequence (on your Ribbon) through Page Layout > Page Setup > Size. Clicking the drop-down arrow will present a list of standard sizes.

Should you want measure outside of standard sizes, click on More Paper Sizes at the bottom of the drop-down list. Then enter the desired numbers into the Width and Height sections. When the document is wider than it is high, this is referred to as Landscape Mode. Portrait Mode would be when the paper size appears to be higher than it is wide.

## Headers & Footers

Headers and Footers can be used to hold page numbers, different document titles per page, or special messages. These can be accessed in the Insert tab and inside the Header & Footer block.



You can also display different even and odd numbered pages. This can be done by clicking into your Header or Footer, then going into the Header & Footer Tools tab. In the Options block, check the box next to Different Odd & Even Pages.

# Formatting

Microsoft Word 2013 allows for multiple ways to accomplish word processing. This section should not be taken lightly as formatting will be highly effective and used often in a typical work/office environment. Let us explore some of the formatting functions that are available in Word 2013.

## Line and Paragraph Spacing

If you would like to move lines of text away from each other and create some more spacing, then you can proceed with the following steps. Select the lines of text, or paragraphs, you wish to add spacing to. Go into your Ribbon and go into Home > Paragraph > Line > Line and Paragraph Spacing5.



Clicking on the drop-down arrow will give you a list of line spacing measures to choose from. You can also decide on your own spacing measurements by clicking on Line Spacing Options towards the bottom of the drop-down list6.

There is another way to format all of your paragraph spacing on the entire document. Go into your Design tab and click on Paragraph Spacing.



## Update Heading to Match Selection

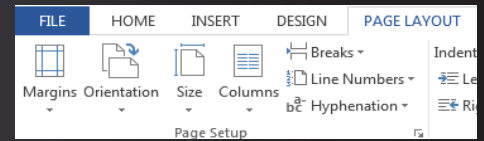
If you make changes to a piece of text that is, let's say, a Heading 1, and you want to apply those changes to all other Heading 1's, here is what you do. Click anywhere on the Heading 1 (which you have made the changes on), right-click on the Heading 1 style in the Styles block, and click Update Heading 1 to Match Selection. All of your other Heading 1's should change to match the changes which you have made.

## Format Painting

Located directly under the Home tab, is the Format Painter. This unique formatting tool allows you to "paint" a style from one separate paragraph onto another paragraph. Simply select any portion of a paragraph that contains the changes which you wish to transfer onto another paragraph. From here, go into the Clipboard box within the Home tab, click Format Painter, and highlight the paragraph which you want to paint with the chosen style.

## Columns

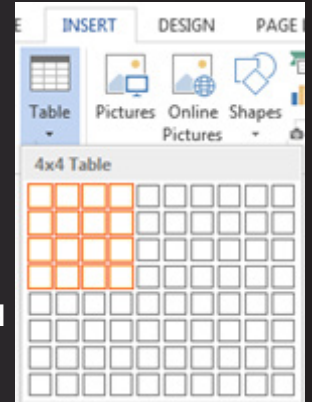
Columns can be achieved by selecting your entire document and going into the Layout tab, Columns, and selecting the number of columns you wish to use from the drop-down arrow menu.



## Creating a Table

To create the table, simply go into Insert > Table and drag across the number of cells that you want. You can also use the Insert Table option and manually type in the dimensions you want from your table.

The tables will be stretched out across the available space. The dimensions of the cells will change in size to accommodate the text that you type into each cell. You can divide a cell into sub cells by selecting the cell and going into Layout > Merge > Split Cells. Cells can also be merged by selecting two or more cells, going into Layout > Merge > Merge Cells. The previously selected cells will now act as one cell.



## Maintenance and Organization

Microsoft Word is quite adequate for a lot of your documents' organizing needs. For a document with a significant amount of minor headings, you might consider getting rid of the contents under the headings in order to get a "bigger picture" or your entire document. Text Folding and Outline View allow solutions for such situations.

### Text Folding

You have the option of seeing any level of organization you want in your documents. Assuming you have styled your document with Word (Heading, Title, etc.), you can collapse the text under the major headings by placing your mouse cursor over the heading and clicking the twirl-down triangle icon directly to the left of the heading.

### Outline View

Managing your document's structure can be facilitated through the use of Outline View. Going into View > Views > Outline will bring up the Outline View. Outline Tools > Show Level will only display the level heading from which you choose from.

Outline view allows you to see all the information located under your headings. In your outline, you can expand and reveal all the content located under that heading. This is done by highlighting the heading and clicking on the plus symbol located in the Outline Tools box.

Clicking on the minus symbol will collapse all the text into heading. The Outline View also allows you to move sections of your document into other headings. You can click Close Outline View to return to your document.

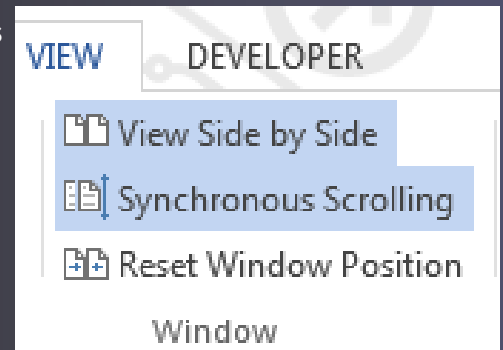


Outline View gives you an overview of your entire document. But you can also use it to build and edit components in your document. Should you want to relocate specific headings along with the contained contents, go into Outline View (View > Views > Outline), click on the plus sign next to the text you want to move (the text will become highlighted), and click on the up or down pointers in the Outline Tools box to relocate the text.

## Comparing Documents

Referring to two documents at one time is sometimes required if you were making specific changes on one document that applied to the other. If you have two documents opened, go into the View tab and click on View Side By Side in the Window block.

Both of your open documents will appear next to each other. Initially, the scroll bars on both documents will scroll synchronously. If you don't want them to scroll synchronously, just click off Synchronous Scrolling and the documents will then scroll independently.

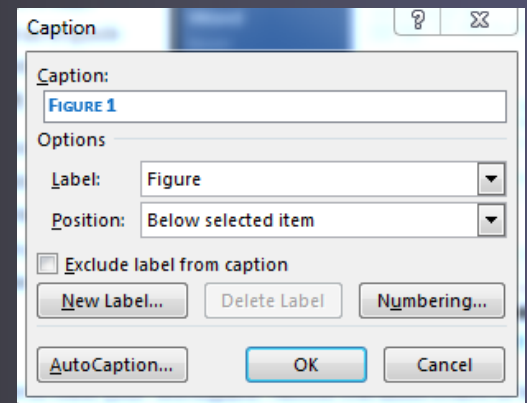


## Desktop Publishing

The average office worker only uses a small fraction of Word's publishing capabilities. Through this guide, you will learn to exercise such capabilities for the purposes of becoming an above-average worker with valuable skills in an office environment. This section will focus on Word 2013's publishing options.

## Inserting Captions

In order to add a caption onto a picture, click on the picture, go into the References tab > Captions > Insert Caption. The Caption can be configured with any description. You can select different labels by clicking on the Label drop-down arrow. If you don't want any labels, just click the Exclude label from caption to include only a descriptive caption.



## Cover Page

Adding a Cover Page is standard procedure in publishing a document. To begin, simply go to Insert > Tables > Pages > Cover Page. Notice, in your Cover Page, there are several fields, such as Title, Author, and Company.

dialogue box labeled Footnote and Endnote. Adjust as you see fit.

## Footnotes

Creating a footnote first requires an insertion point to be placed within a particular text that is being cited by a potential footnote. From here, go into References > Footnotes > Insert Footnote. This will insert a number at the insertion point of the text and create a footnote field for you to type in. Now you will want to format the footnote. Do this by clicking the pick-arrow at the corner of the Footnotes box (within the Reference tab). You will then see a dialogue box labeled Footnote and Endnote. Adjust as you see fit.

## Table of Contents

The Table of Contents can be constructed by going into References > Table of Contents > Table of Contents. From here you can choose your Built-In table of contents style. Notice the table of contents on page 1 of this manual. The basic structure can be simple, yet various options are available to choose from.

## Collaboration

Microsoft Word offers a unique feature that allows two or more users to make changes to a document. The format for this feature allows for visible edits and comments to be shared with between the owner of the document and other users.

## Track Changes

By going into Review > Tracking > Track Changes, to turn on the Track Changes mode. Any changes made to the document will not remove the edited text completely. The original author can decide whether or not to accept any changes made to their document. Any deletes will be deleted from the printed version of the document, but will be left with a red strike-through in Track Changes mode.

but·will·be·left·with·a·~~red strike through~~.

## Adding Comments

Collaborators on your document can also leave comments pertaining to any critiques. To leave a comment, go into Review > Comments > New Comment. The commenter's account will be displayed on the side margins of the edited page. The owner of the document can keep or throw away the changes suggested on the comment by clicking Accept or Reject icons under the Changes box in the Review Tab.