



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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# University Information Technology Services

## Microsoft Office Word 2013 An Introduction to Word 2013

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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).

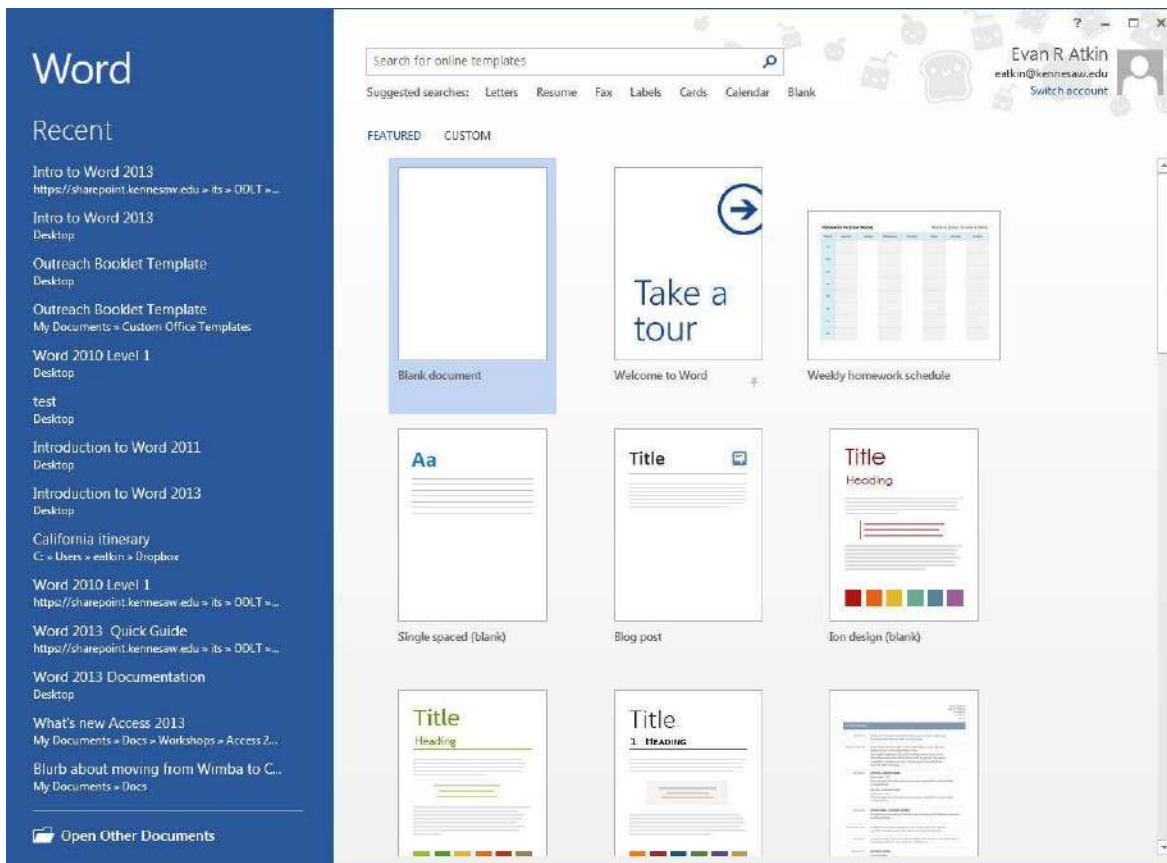


Figure 1 - Backstage View (First opening Word 2013)

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

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

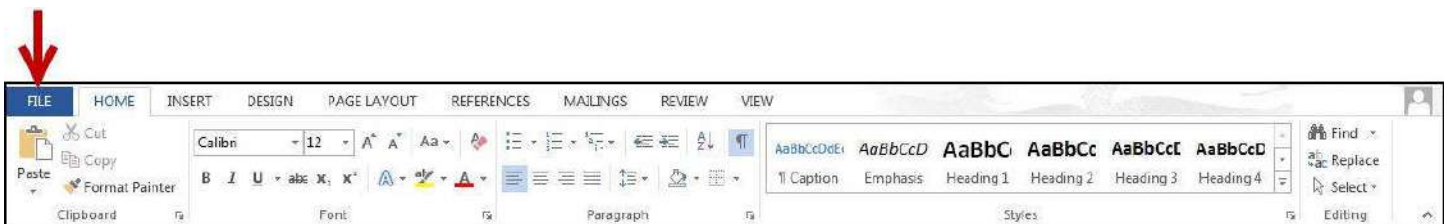


Figure 2 - Access Backstage via File Tab

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

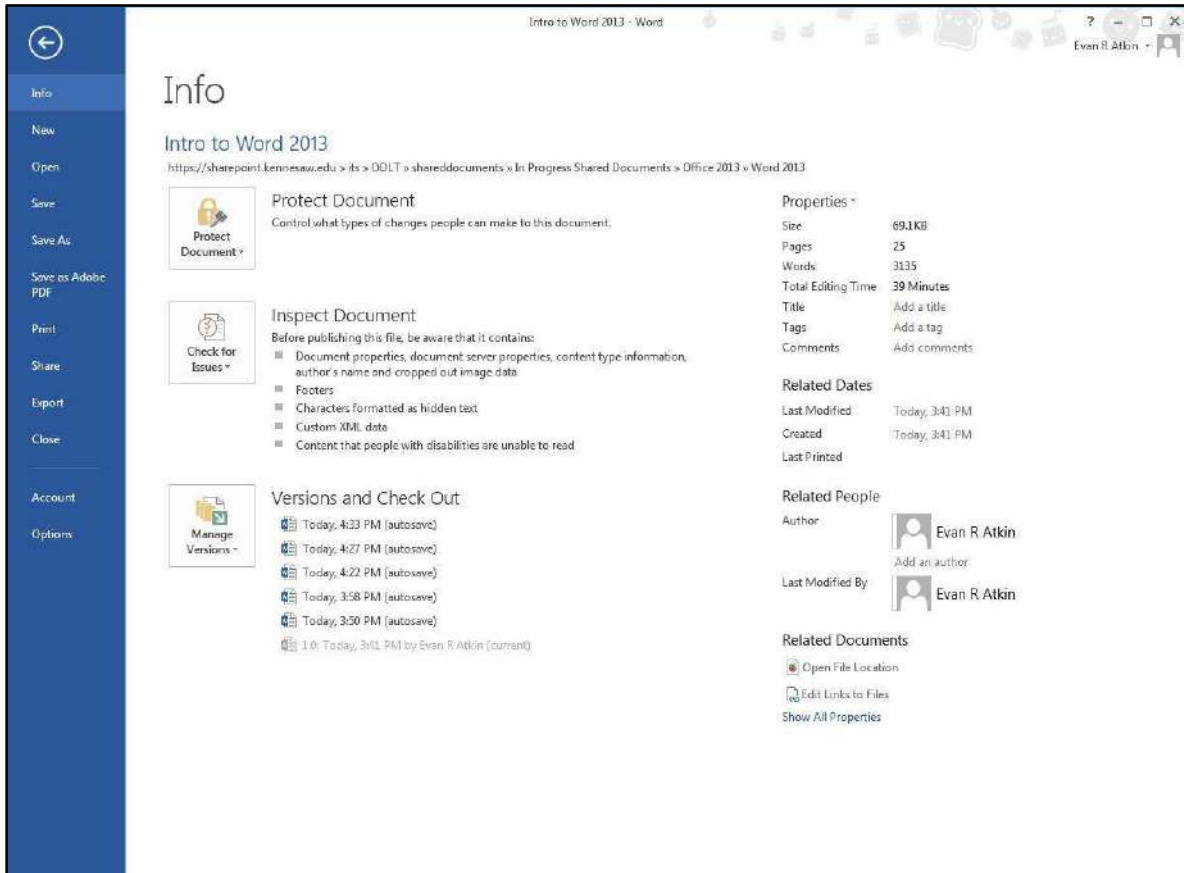


Figure 3 - Backstage View

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).

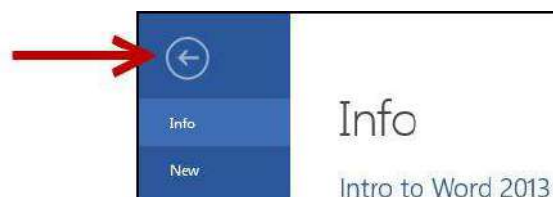


Figure 4 - Leave Backstage View

## 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.

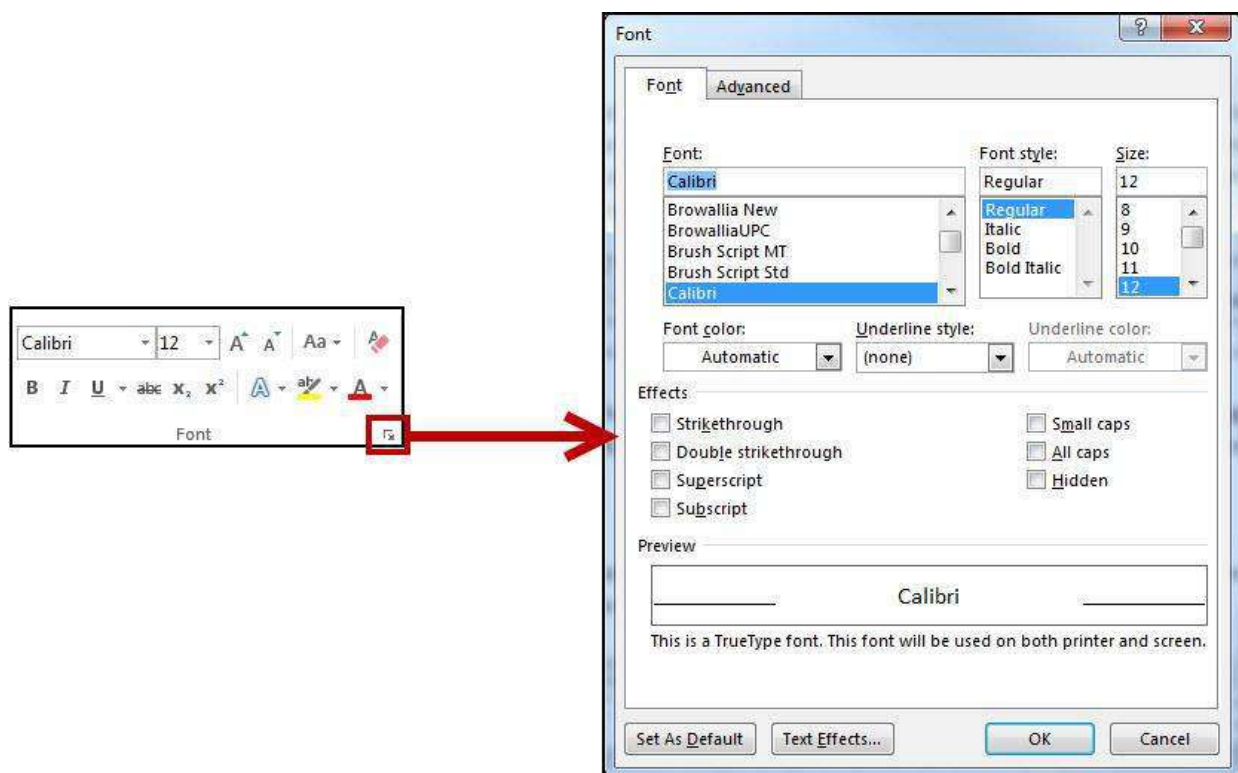


Figure 6 - Dialog Box Launcher

*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).

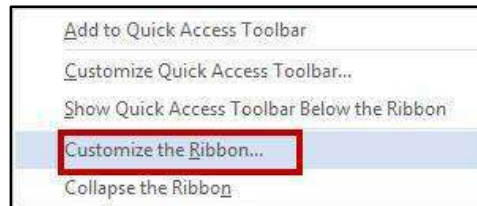


Figure 8 - Customize the Ribbon

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

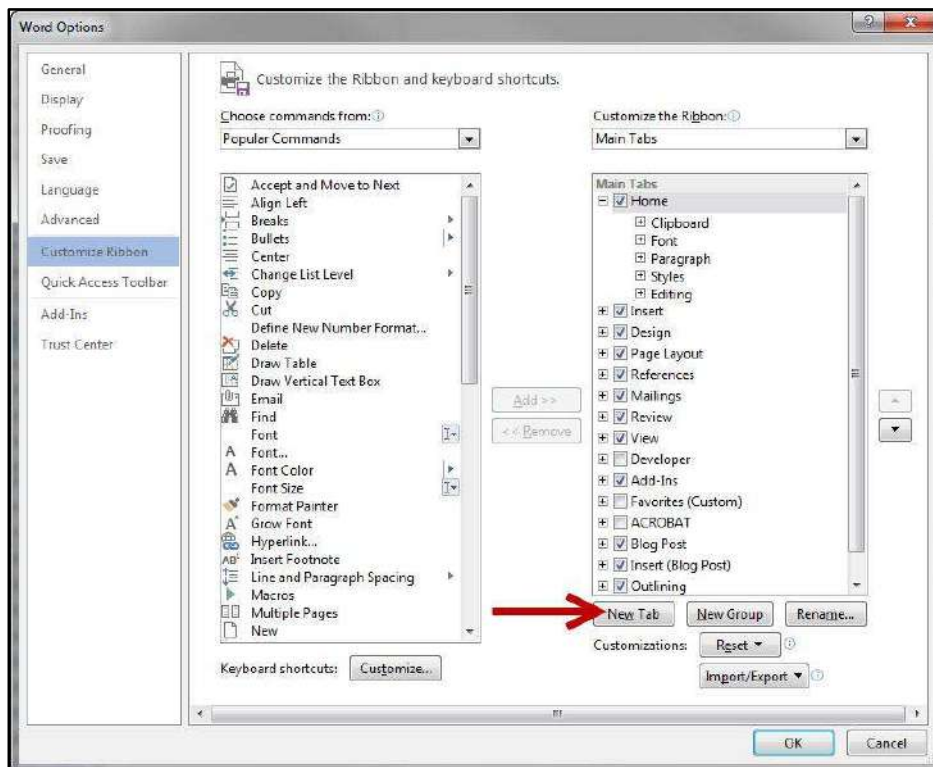


Figure 9 – Creating a New Tab

- 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).

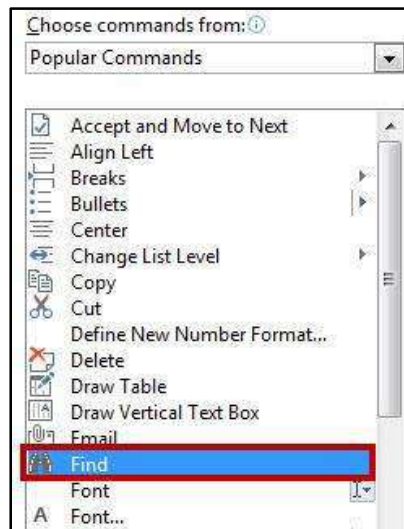
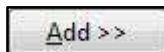


Figure 11 - Select Command to Add

- 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).

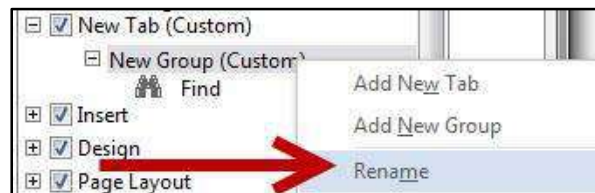


Figure 13 - Rename Tab/Group

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



Figure 14 - Hide Tab

## The Quick Access Toolbar

The *Quick Access Toolbar* is located in the upper-left part of the main Word 2013 window, above the *File* and *Home* tabs. It provides easy access to commands that you may use often and be customized to your preferences.

To customize the Quick Access Toolbar:

- 1) Click on the **dropdown arrow** in the *Quick Access Toolbar* (See Figure 15).



Figure 15 - Quick Access Toolbar Drop Down

- 2) The *Customize Quick Access Toolbar* menu will appear. Click the **command(s)** you wish to add or remove from your *Quick Access Toolbar* (See Figure 16).

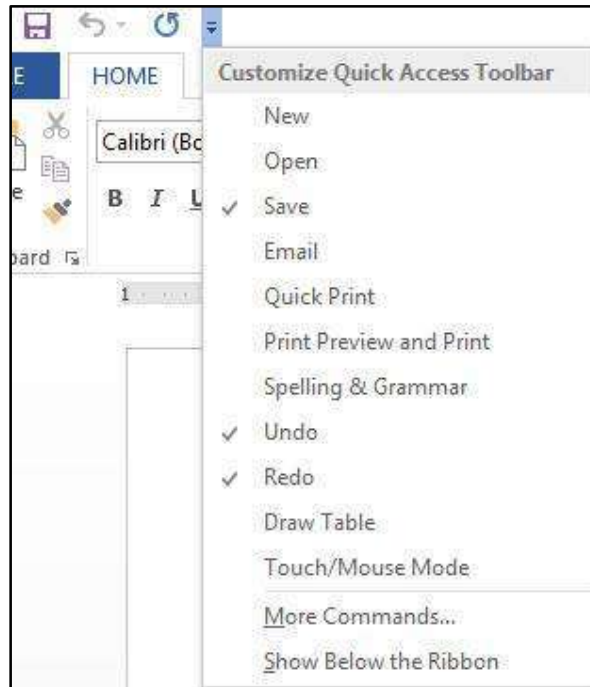


Figure 16 - Customize Quick Access Toolbar

- 3) To customize the *Quick Access Toolbar* with more commands, click **More Commands...** (See Figure 17).



Figure 17 - More Commands

- 4) The *Customize Quick Access Toolbar* window will appear. From the column on the left, select a **command** from the list under *Choose commands from:* to add to your *Quick Access Toolbar* (See Figure 18).

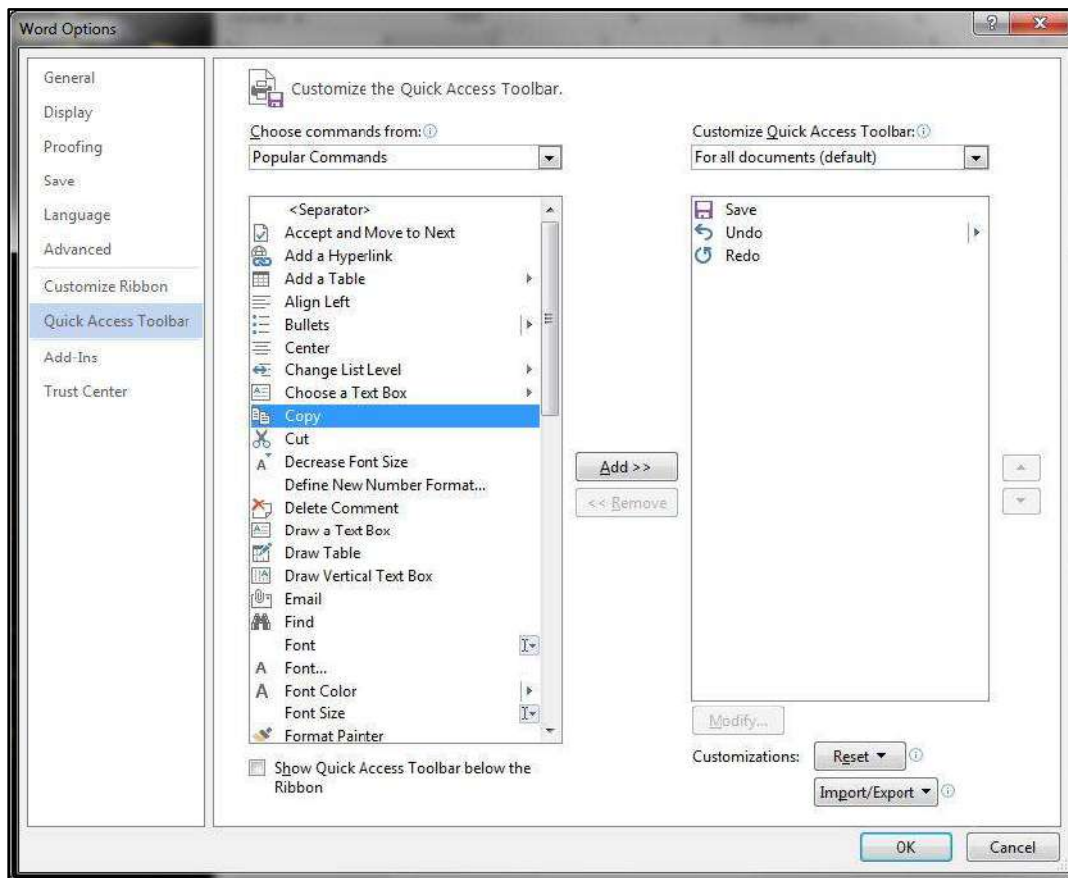
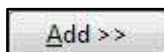


Figure 18 - Adding Commands to the Quick Access Toolbar

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



- 6) The command will be added to the *Quick Access Toolbar* (See Figure 19).

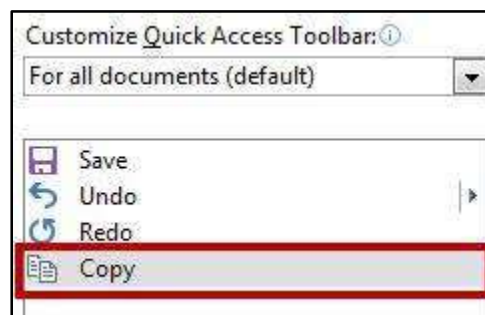


Figure 19 - Command Added to Quick Access Toolbar

- 7) To add more commands, repeat steps 4 and 5.

- 8) To reorganize commands in your *Quick Access Toolbar*, select the command underneath *Customize Quick Access Toolbar* and click the **arrows** to the right to move the command up or down (See Figure 20).



Figure 20 - Order Arrows

- 9) When finished customizing the *Quick Access Toolbar*, click the **OK** button.

## The Mini Toolbar

The *Mini Toolbar* is a toolbar that appears when you select text. The *Mini Toolbar* provides quick access to some commonly used formatting tools, such as font, font size, bold, italics, and more (See Figure 21).

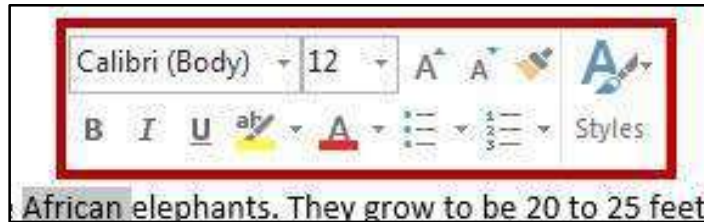


Figure 21 - Mini Toolbar

To turn off the *Mini Toolbar*:

- 1) Click the **File** tab. The *Backstage View* will appear.
- 2) Click **Options**. The *Word Options* window will appear.
- 3) Under *General*, click the **checkbox** next to *Show Mini Toolbar on selection* (See Figure 22).

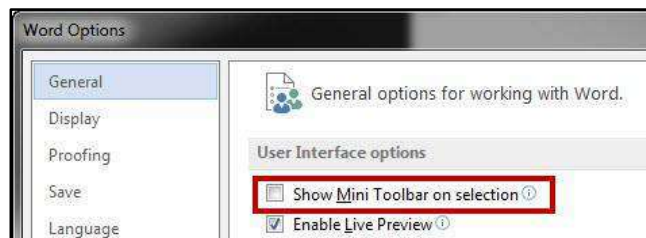


Figure 22 - Turning Mini Toolbar Off

- 4) The *Mini Toolbar* is now disabled. To enable, follow steps 1-4.

## The Status Bar

The *Status Bar* is located at the bottom of the Office application window and gives you an “at a glance” snapshot of important information regarding your current document (e.g. number of pages, number of words, proofing errors, etc.). Figure 23 shows the default *Status Bar* for Word.



Figure 23 - Status Bar

You can customize the *Status Bar* to display the specific information that you want to see:

- 1) Right-click on the **Status Bar**. The *Customize Status Bar* menu will appear (See Figure 24).

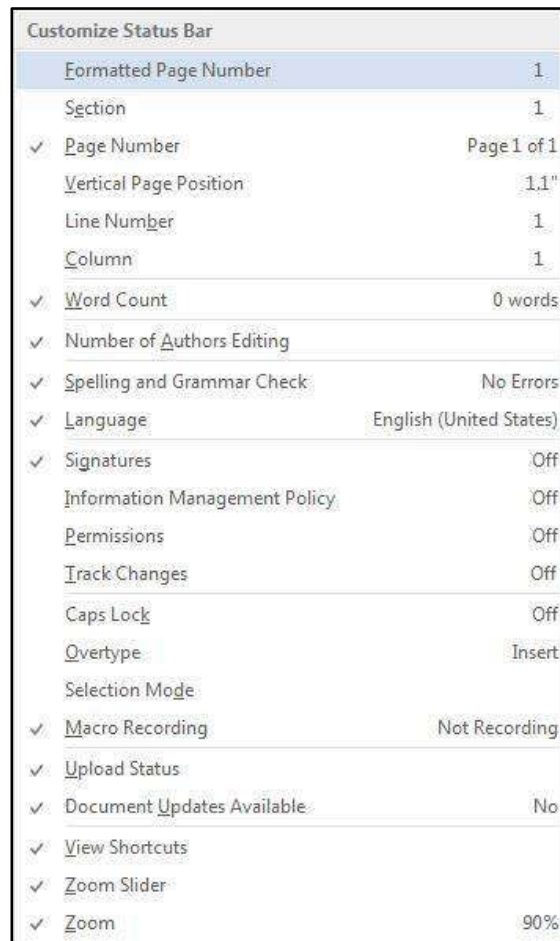


Figure 24 - Customize Status Bar

- 2) Click on an **option** to add it to the *Status Bar*.
- 3) When finished, click anywhere **outside** the *Customize Status Bar* window to close.

## Creating a New Document

The following shows how to create a blank document in Word 2013:

- 1) Click the **File** tab (See Figure 25).

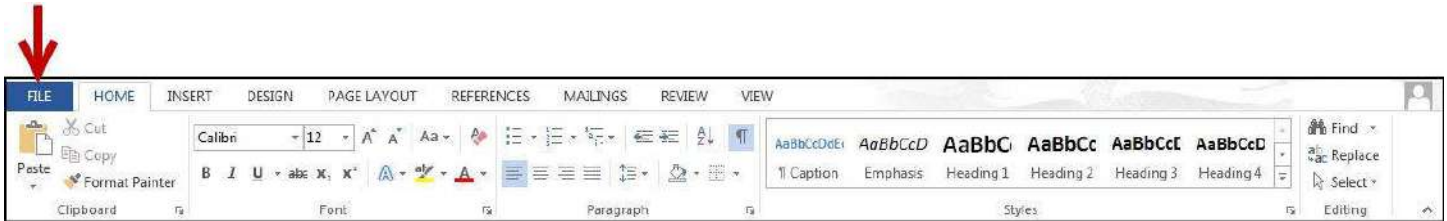


Figure 25 - File Tab

- 2) The *Backstage View* will appear (See Figure 26).

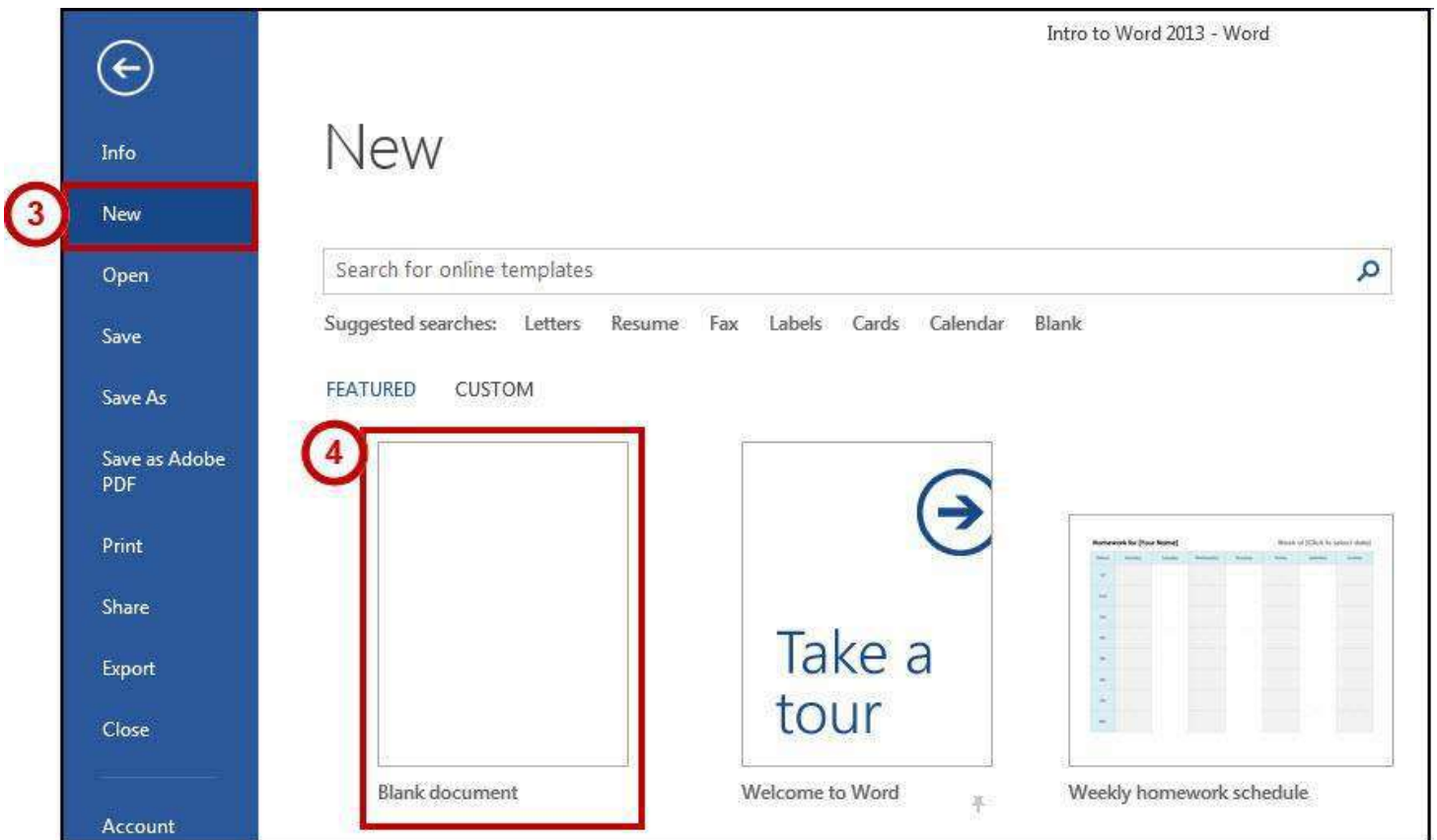


Figure 26 - Creating a Blank Document

- 3) Click **New** (See Figure 26).
- 4) Select **Blank Document** from the available options (See Figure 26).
- 5) The *Blank Document* will open.

## Setting up your Document

When you begin creating a new Word document, there are certain aspects of the document that you should consider, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later on.

### Setting Margins

Page margins, the blank space around the edges of the page, can contribute to the impression your document makes, and even how easy it is to read. A few clicks set the margins for a page or an entire document.

The following instructions explain how to change the margin settings:

- 1) Click the **Page Layout** tab (See Figure 27).

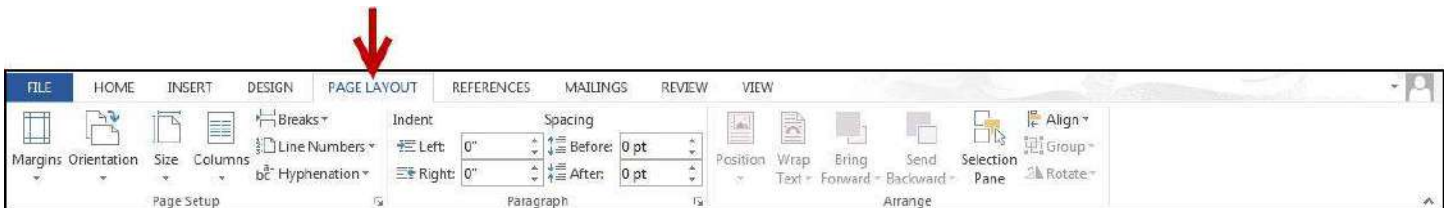


Figure 27 - Page Layout

- 2) Click the **Margins** button. A list of *Margin Options* will appear (See Figure 28).

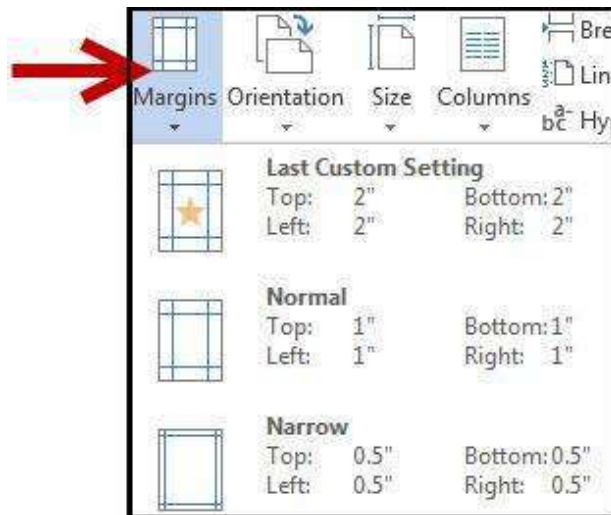


Figure 28 - Margin Options

- 3) Click one of the **preset margin options**. The *Margins* will be applied to your document.



*Note:* Clicking on **Custom Margins** at the bottom of the *Margin Options* will open the *Page Setup* window and allow you to enter the specific margin values that you want (See Figure 29).

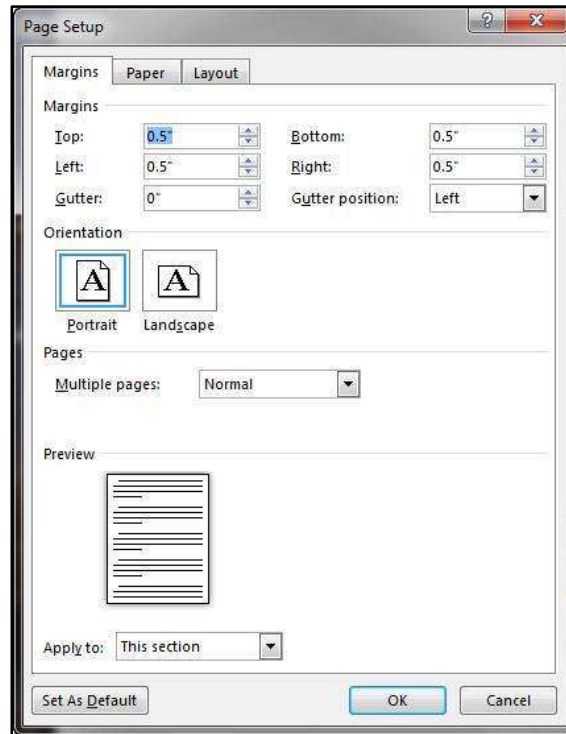


Figure 29 - Page Setup: Margins

## Setting the Default Font

You can change the default font options so your favorite font is always selected in Word. The following explains how to change the default font options:

- 1) Click the **Home** tab (See Figure 30).



Figure 30 - Home Tab

2) In the lower-right corner of the *Font* group, click on the **Font Dialog Box Launcher** (See Figure 31).

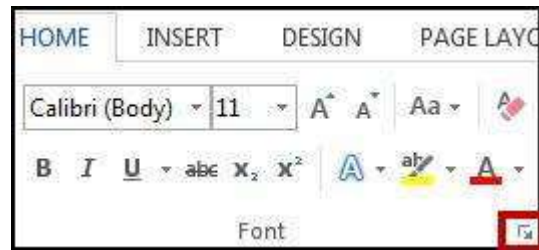


Figure 31 - Font Dialog Box Launcher

3) The *Font Dialog Box* will appear. Under *Font*, click the **Font** you want to use (See Figure 32).

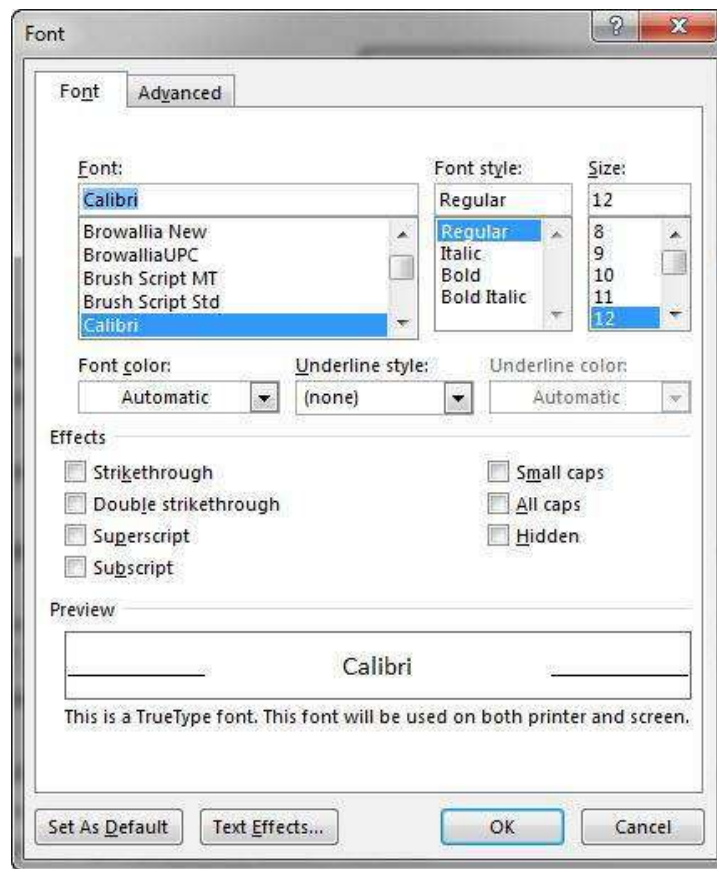


Figure 32 - Font Dialog Box

4) Under *Size*, click the **size** you want to use for body text (e.g. in Figure 32, “12” is selected).

5) Click **Set As Default**.



- 6) The *Set As Default* window will appear. Make a selection based on your preference and click **OK** (See Figure 33).

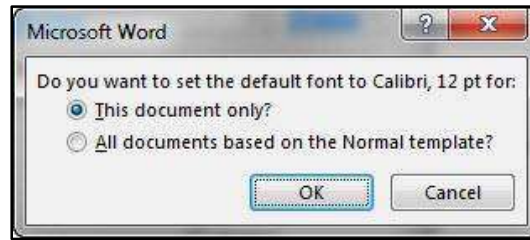


Figure 33 - Set As Default Window

- 7) The default font settings will now be set to your preference.

## Setting Default Paragraph Alignment

You can change the default paragraph alignment options so is always spaced how you want it to be in Word. Alignment, indentation, and line spacing are all set from the Paragraph dialog box. The following explains how to change the default paragraph options:

- 1) Click the **Home** tab (See Figure 34).



Figure 34 - Home Tab

- 2) In the lower-right corner of the *Paragraph* group, click on the **Paragraph Dialog Box Launcher** (See Figure 35).



Figure 35 - Paragraph Dialog Box Launcher

- 3) The *Paragraph Dialog Box* will appear. From here you can adjust the alignment, indentation, and line spacing of your paragraphs (See Figure 36).

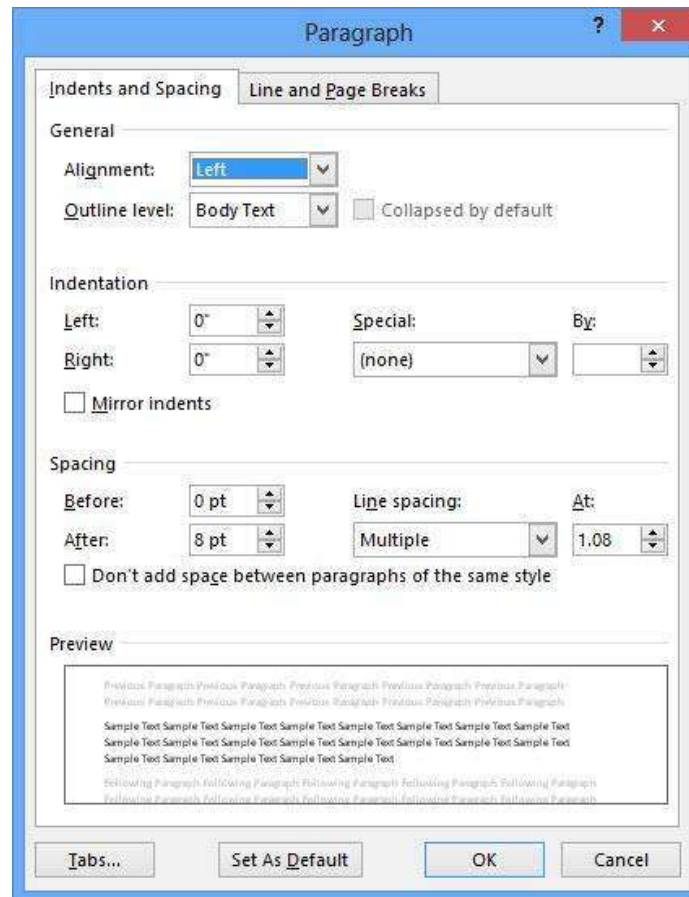



Figure 36 - Paragraph Dialog Box

- 4) Under *General*, select how your paragraphs will be aligned in your document (*Note*: the default is set to left).
- 5) Under *Indentation*, adjust the settings for how your paragraph will be automatically indented.
- 6) Under *Spacing*, adjust the *line spacing* within your paragraphs, and the spacing *before* and *after* your paragraphs.
- 7) Click **Set As Default**. 

- 8) The *Set As Default* window will appear. Make a selection based on your preference and click **ok** (See Figure 37).

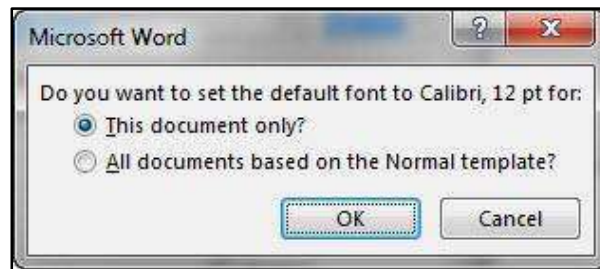


Figure 37 - Set As Default Window

- 9) The default paragraph settings will now be set to your preference.

## Adding Styles

The *Styles Gallery* is a combination of text formatting options which are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. Styles can also help with navigating your document, and marking sections for later use in a table of contents (See Figure 38).



Figure 38 - Styles

The choices in the *Styles Gallery* incorporate a feature called *Live Preview*. When you hover your mouse over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

## Adding a style to your document

The following explains how to add a style to your document:

- 1) Select the text you wish to add a style to (See Figure 39).

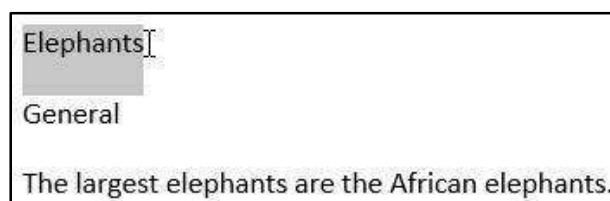


Figure 39 - Selecting Text

2) Click on the *Home* tab (See Figure 40).



Figure 40 - Home Tab

3) Under the *Styles* section, click on one of the **preset styles** (See Figure 41).




Figure 41 - Styles

4) The style will be added to your selected text (See Figure 42).



Figure 42 - Style Added

*Note:* Only the most recently-used Styles in the Styles Gallery are displayed on the Ribbon; the entire Styles Gallery can be displayed by clicking the More button  at the right of the displayed Styles.

## Adding Themes

A Theme is a set of formatting options that is applied to an entire document. A Theme includes a set of colors, a set of fonts, and a set of effects. Using Themes shortens formatting time and provides a unified, professional appearance.

Themes can be accessed from the *Design* tab in Word 2013. From here you can select a Theme from the *Document Formatting* group, as well as customize the colors, fonts, and effects of a Theme (See Figure 43).



Figure 43 - Accessing Themes through the Design Tab

The default Theme that is applied to every new document is the *Office Theme*. The following shows how to apply a different Theme to a document:

- 1) Click the **Design** tab (See Figure 44).



Figure 44 - Design Tab

- 2) Click the **Themes** button. The *Themes Gallery* will appear (See Figure 45).

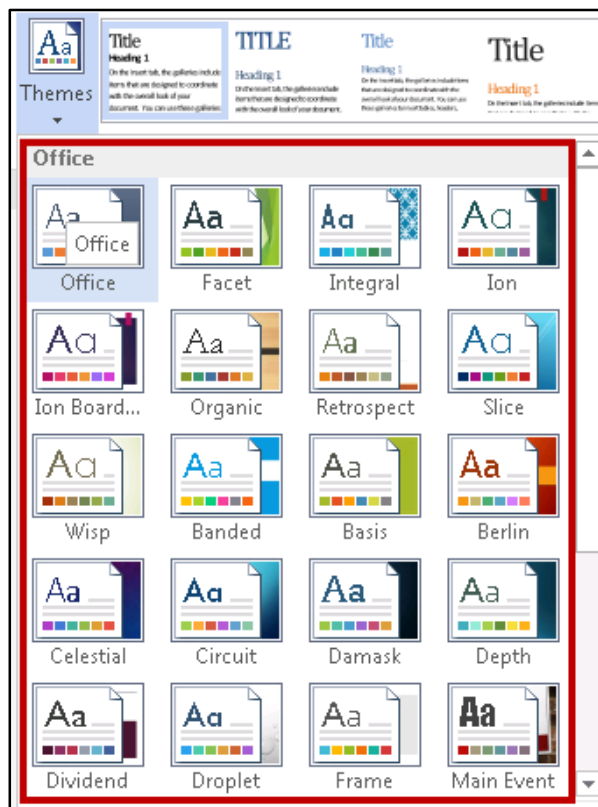


Figure 45 – Themes Gallery

- 3) Hover the mouse over the selections in the *Themes Gallery* to preview how each *theme* will look when applied to your document.
- 4) Click the **Theme** to apply it to your document.

## Editing a Document

### Entering Text

Word will automatically wrap text when the cursor reaches the right margin. There is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

### Formatting Text

Character and paragraph formatting commands are found on the Home tab of the Ribbon. To apply any of the formatting options, first select the text and then click the button or check box for the option(s) that you want to apply.

### Character Formatting

Character formatting involves changing the font, size, color, and spacing of characters, as well as applying bold, italics, and various other effects. Commonly used commands are found in the *Font group*, under the *Home* tab, while more commands can be found in the *Font Dialog Box*. The *Font Dialog Box* can be accessed by clicking the **Font Dialog Box Launcher** (See Figure 46).

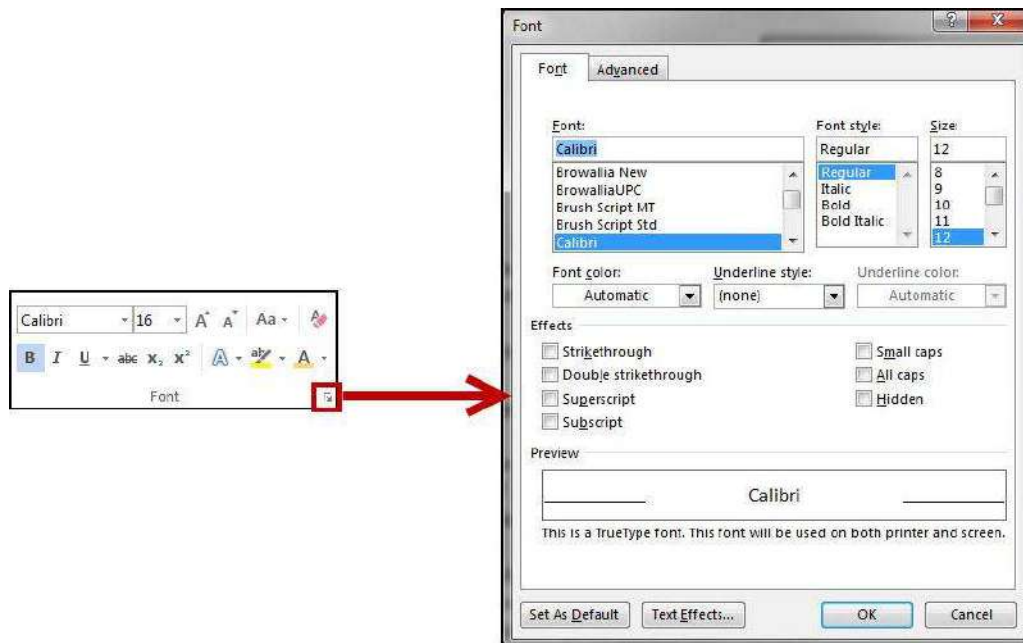


Figure 46 - Options for Character Formatting



## Paragraph Formatting

Paragraph formatting involves changing the alignment, line spacing, or indentations of paragraphs. Commonly used commands are located in the *Paragraph group*, under the *Home* tab, while more commands can be found in the *Paragraph Dialog Box*. The *Paragraph Dialog Box* can be accessed by clicking the **Paragraph Dialog Box Launcher** (See Figure 47).

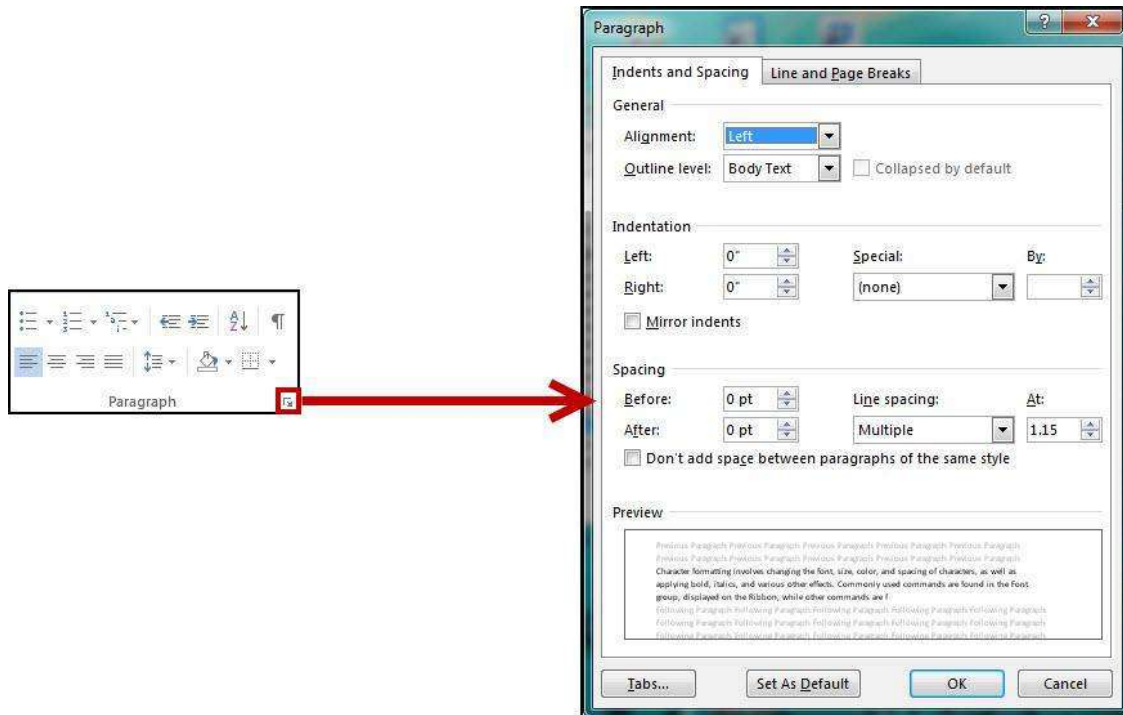


Figure 47 - Paragraph Formatting

## Enabling the Ruler

Word has a ruler that fits along the top and left side of your document and provides a point of reference when aligning text and images within your document (See Figure 48).

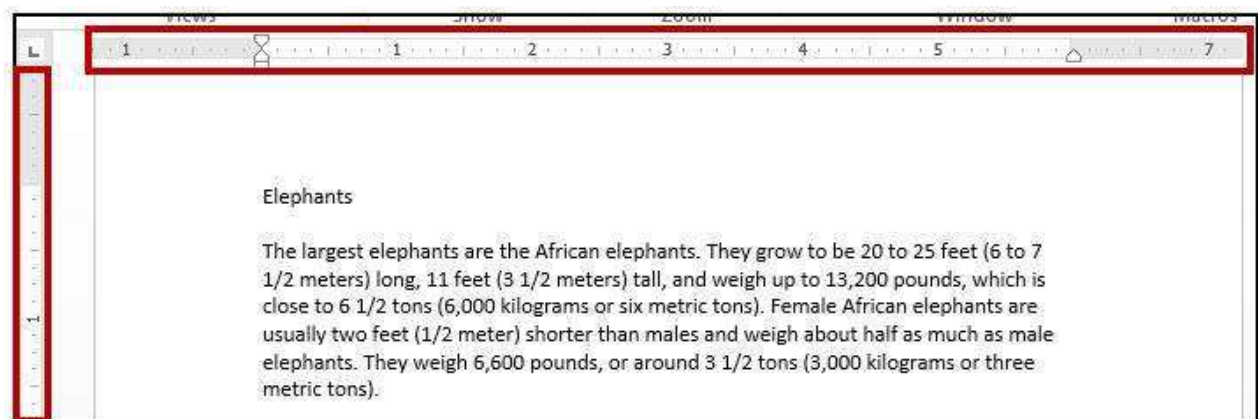


Figure 48 - Ruler

The following explains how to enable the ruler:

- 1) Click on the **View** tab (See Figure 49).

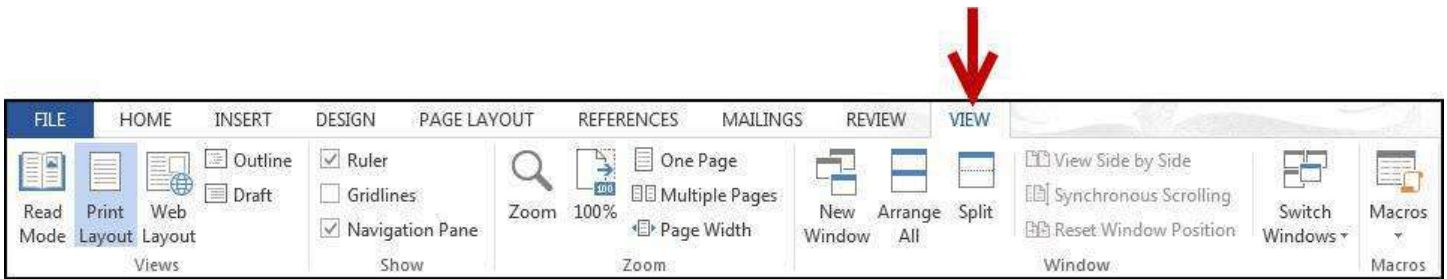


Figure 49 - View Tab

- 2) Under the *Show* grouping, click the **checkbox** next to *Ruler* (See Figure 50).



Figure 50 - Showing the Ruler

- 3) The ruler will appear along the top and left side of your document (See Figure 48).

## Setting Tab Stops

Tab stops provide a position for placing and aligning text on your document, and are most easily set from the Ruler (See Enabling the Ruler). To insert a tab stop:

- 1) Click within the paragraph or text that you want to insert your *tab stop*.
- 2) Position your mouse pointer over the *Ruler* at the location you want to add the *tab stop*.
- 3) Left-click the **mouse button**. A *tab stop* will be placed on the ruler (See Figure 51).

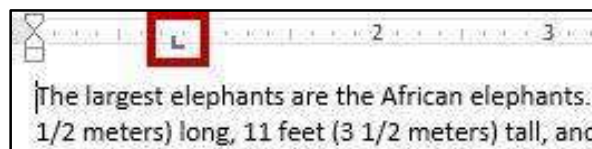


Figure 51 - Inserting Tab Stops

## Adding a Leader to Tab Stops

After adding a *tab stop* (See Setting Tab Stops), a leader can be added to make text easier to read. For example, on a menu the leaders make it easier to read the food and the corresponding price (See Figure 52).

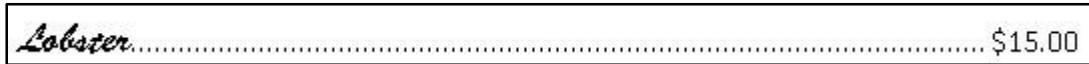


Figure 52 - Adding a Leader to Tab Stops

The following explains how to add *leaders* to your *tab stops*:

- 1) Double-click on the **tab stop** in your *ruler* (See Figure 53).

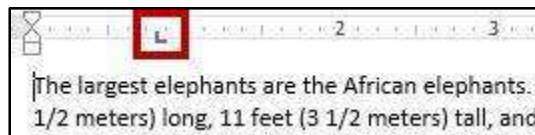


Figure 53 - Double-Click Tab Stop

- 2) The *Tab Options* menu will appear. Click on one of the **leader** options (See Figure 54).

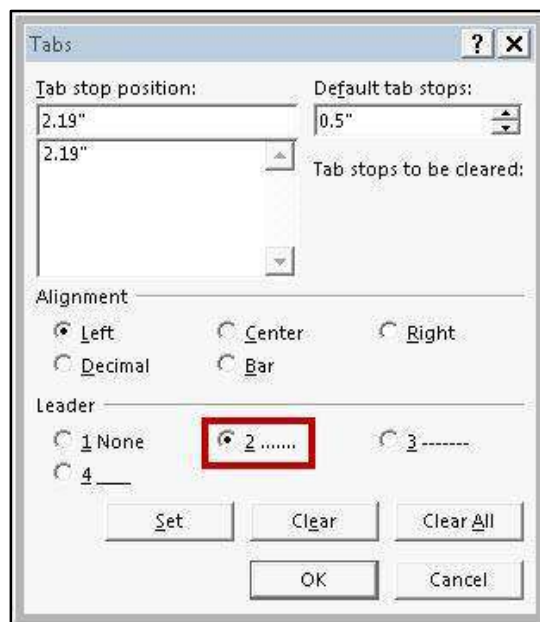






Figure 54 - Tab Options


- 3) Click **OK**.
- 4) The *leader* will appear when you tab to the *tab stop*.


## Selecting Different Tab Stops


At the far left of the horizontal ruler is the tab selector  that lets you choose from different types of tab stops. The most commonly used tab stop is a Left Tab () and more can be selected by clicking the **tab selector**. Below is an explanation of the tab stops available in Word 2013:


 *Left Tab* – Left aligns text to the left of the tab stop.


 *Center Tab* – Centers the text on the tab stop.

 *Right Tab* – Right aligns the text to the right of the tab stop

 *Decimal Tab* – Aligns decimal numbers by their decimal point (Example: 234.00)  
22331.00

 *Bar Tab* – Draws a vertical line on the document. |

 *First Line Indent* – Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

 *Hanging Indent* – Inserts the hanging indent marker and indents all lines other than the first line. (E.g. Here is an example of the *hanging indent*).

## Headers and Footers

Headers and footers are areas containing text that will be displayed on every page. The header is located along the top of every page, while the footer is located at the bottom of every page. The following explains how to add a header to a document:

1) Click the **Insert** tab on the *Ribbon* (See Figure 55).



Figure 55 - Insert Tab

2) In the *Header & Footer* group, click **Header** (See Figure 56).

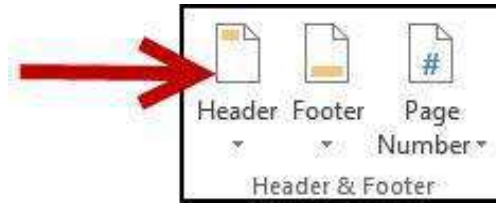


Figure 56 - Selecting Header

3) The *Header Gallery* will appear as a dropdown menu. Click on a **header design** (See Figure 57).

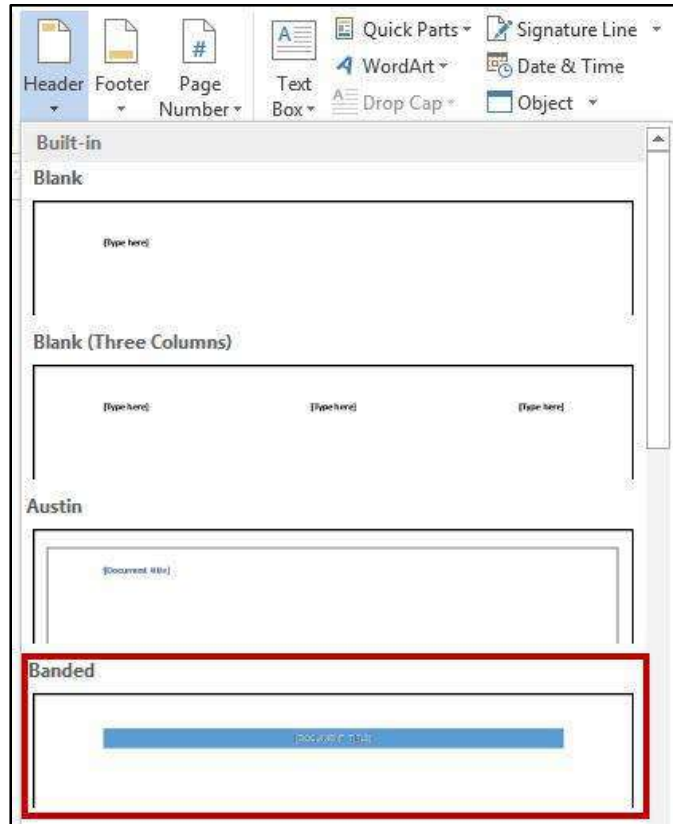


Figure 57 - Header Gallery

- 4) The header will be applied to your document (See Figure 58), and the Ribbon will change to display the *Header & Footer Design Tools* (See Figure 59).



Figure 58 - Header Inserted into Document

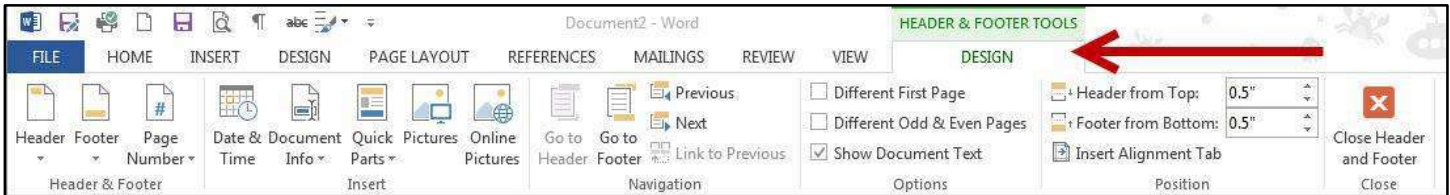


Figure 59 - Header & Footer Design Tools

- 5) To edit the header, type the text that you want to appear in the indicated areas.
- 6) When you are finished, click **Close Header and Footer** in the *Header & Footer Design Tools* (See Figure 60).

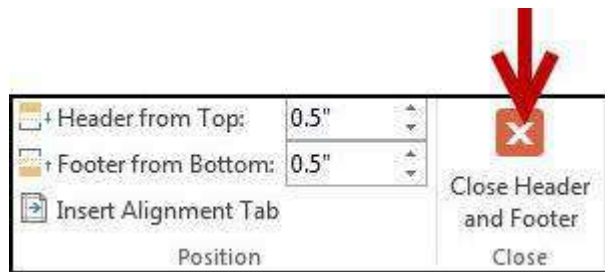


Figure 60 - Close Header & Footer

## Editing Headers & Footers

The following explains how to edit headers and/or footers in your document:

- 1) Click the **Insert** tab (See Figure 61).

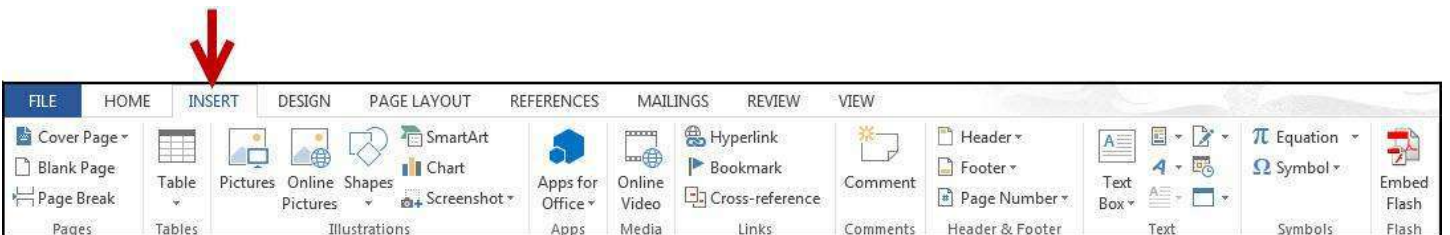


Figure 61 - Insert Tab

2) Click the Header and/or Footer button (See Figure 62).



Figure 62 - Selecting Header

3) The *Header Gallery* will appear. Click **Edit Header** (See Figure 63).



Figure 63 - Edit Header

4) The *Header & Footer Design Tools* tab will open. You will be able to make your edits to the *header* and/or *footer*.

## Removing Headers & Footers

The following explains how to remove headers and/or footers from your document:

1) Click the **Insert** tab (See Figure 64)

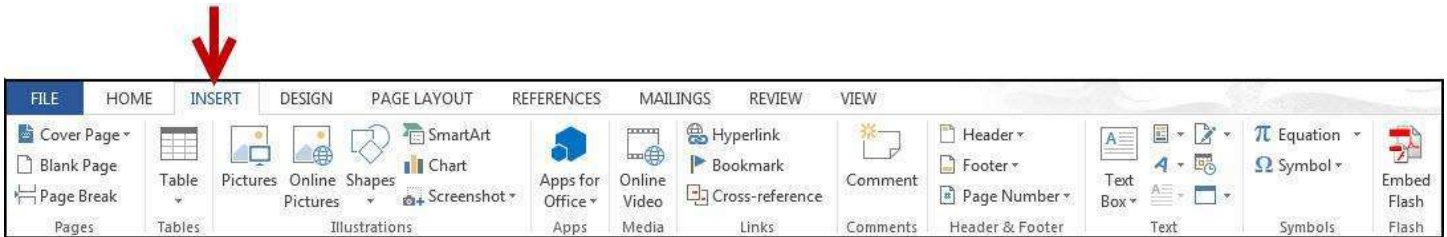


Figure 64 - Insert Tab

2) Click the Header or Footer button (See Figure 65).

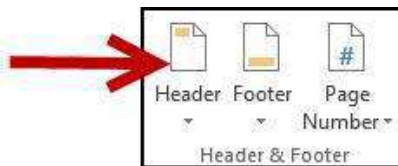


Figure 65 - Selecting Header

3) The *Header Gallery* will appear. Click **Remove Header** (See Figure 66).



Figure 66 - Edit Header

4) The header will be removed from your document. To remove footers, repeat steps 1-3 while selecting *footers*.

## Adding Page Numbers to your Document

The following explains how to add page numbers to the bottom page of your document:

1) Click the **Insert** tab (See Figure 67)



Figure 67 - Insert Tab

2) Click on **Page Number** (See Figure 68).

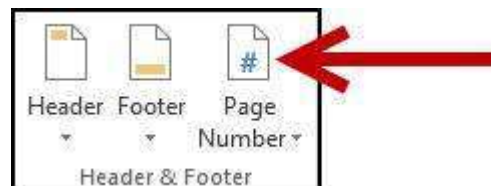


Figure 68 - Selecting Page Number

3) A dropdown menu appears. Move your cursor over **Bottom of Page** (See Figure 69).

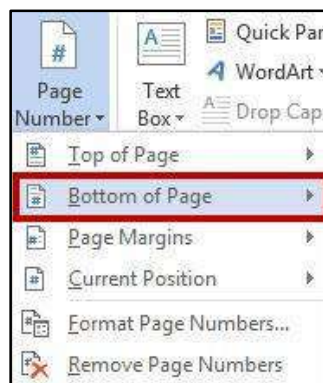


Figure 69 - Bottom of Page



4) The *Page Number Gallery* appears. Select one of the **page number designs** (See Figure 70).

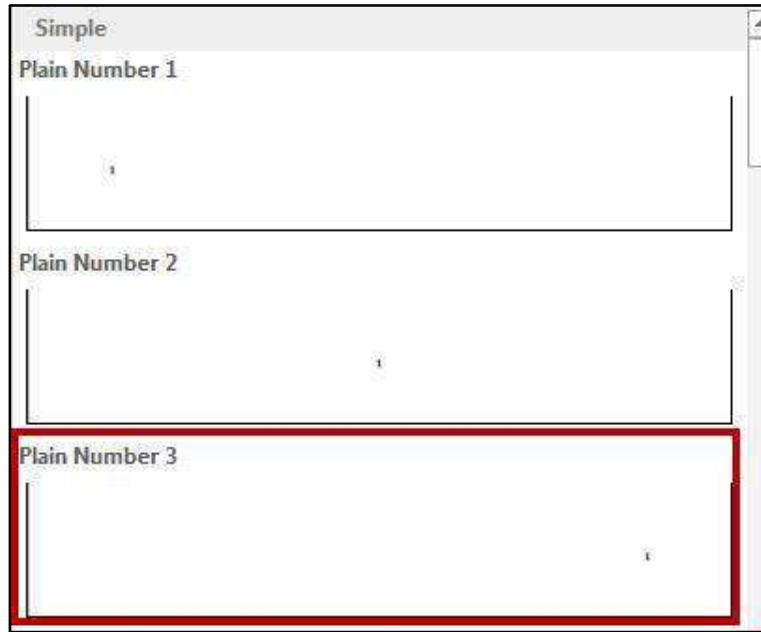


Figure 70 - Page Number - Gallery Selection

5) The selected page number will be applied to your document.

### Cut, Copy, and Paste Text

To remove text from one place in the document and put it in another you *cut and paste* the text. You can also *copy and paste* text if you want to add copies of your selection elsewhere in your document.

The Cut, Copy, and Paste commands, along with the Format Painter, are located in the Clipboard Group on the Home tab of the Ribbon (See Figure 71).



Figure 71 - Clipboard Tools

## Cutting and Pasting Text

- 1) Select the text to be cut.
- 2) Under the *Home* tab, click the **Cut** button (See Figure 72).



Figure 72 - Cutting Tool

- 3) Click within the document where you want to paste the text.
- 4) Click the **Paste** button (See Figure 73).



Figure 73 - Pasting Tool

- 5) Your text will be reinserted into the location you specified within your document.

## Copying and Pasting Text

- 1) Select the text to be copied.
- 2) Under the *Home* tab, click the **Copy** button (See Figure 74).

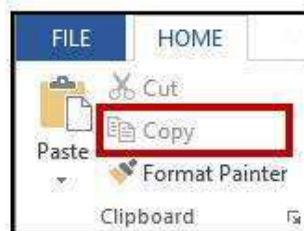


Figure 74 - Copy Tool

- 3) Click **within the document** where you want to paste the text.

4) Click the **Paste** button (See Figure 75).



Figure 75 - Pasting Tool

5) Your text will be copied into the location you specified within your document.

*Note:* You can move text from one place to another by selecting the text and then clicking and dragging the text to the new location.

## Navigating the Document

By using the *Find* and *Go To* features, you can search for key words in your document, or move to a specific page, section, comment, etc. If the heading styles have been added to your document, you can also use the *Navigation Pane* to move to sections of your document.

### Using Find

The *Find* feature is useful for finding one or all instances of a specific word, as well as replacing the word with another.

1) Under the *Home* tab, click the **Find** tool (See Figure 76).

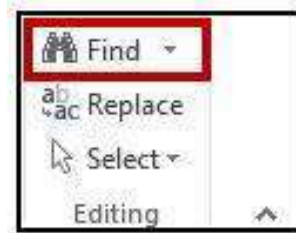


Figure 76 - Find Tool

- 2) The *Navigation Pane* will open to the left of the document. In the *search document* field, **type** the word you wish to search for (See Figure 77).



Figure 77 - Search Document

- 3) As you type your word in the search bar, your results will auto-populate below. Click on one of the **search results** to jump to that word in your document (See Figure 78)

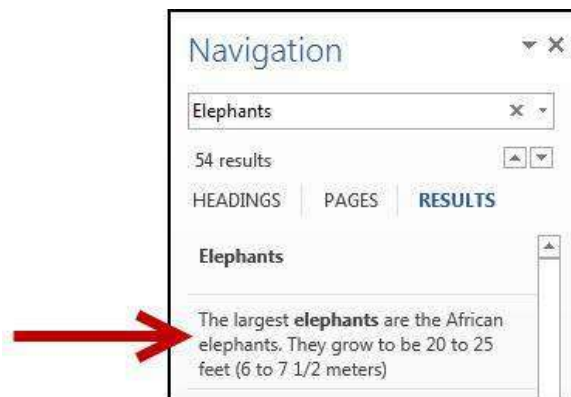


Figure 78 - Search Results

## Using Go To

The *Go To* feature is helpful for moving to a specific page, section, comment, etc. within your document.

- 1) Under the *Home* tab, click the **dropdown** arrow next to the *Find* tool (See Figure 79).



Figure 79 - Access Go To Tool

2) A dropdown menu will appear. Click on **Go To...** (See Figure 80).

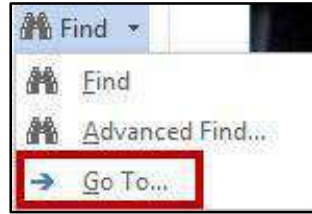


Figure 80 - Go To Tool

3) The *Go To* window will appear. Make a selection under *Go to what:* and type your **search parameters** in the *search field* (See Figure 81).

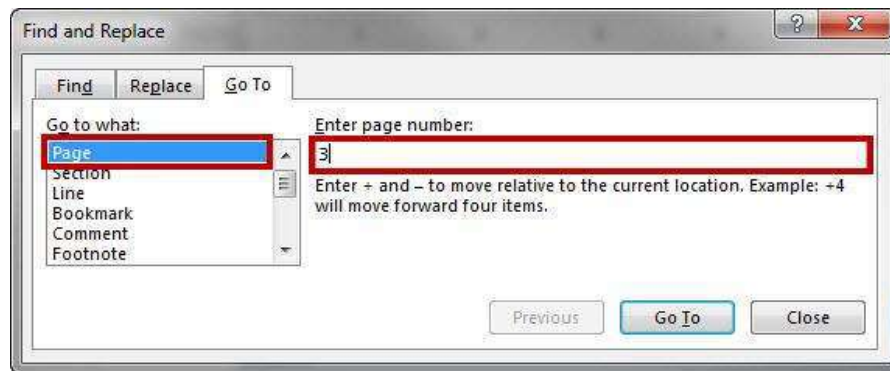


Figure 81 - Go To Search

4) Click **Go To**.

## Navigation Pane

The *Navigation Pane* provides an easy way to move throughout your document, without having to scroll. You can navigate quickly to areas of your document that have headings, or move to other pages. You can also use the *Results* tab to find text within your document (See Figure 82).

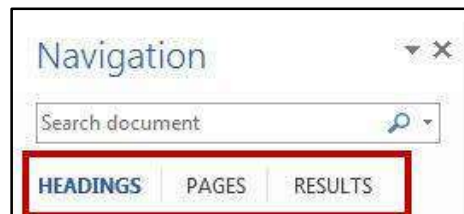


Figure 82 - Navigation Pane

To enable the *Navigation Pane*:

- 1) Click the **View** tab (See Figure 83).

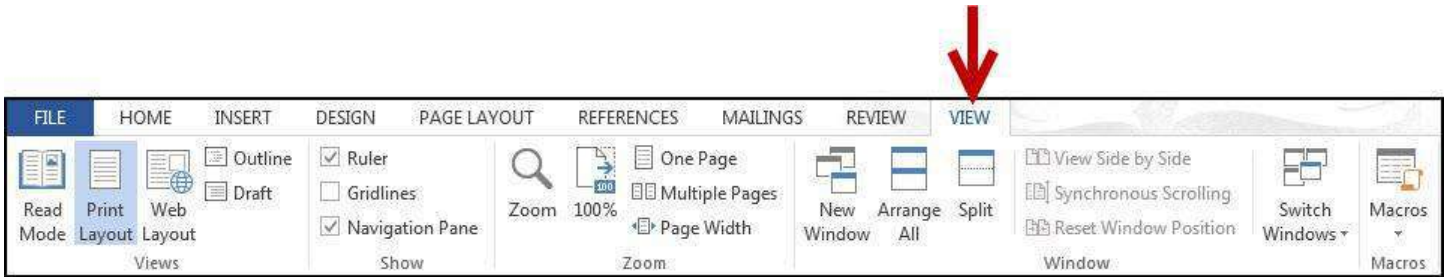


Figure 83 - View Tab

- 2) In the *Show* group, click the **checkbox** next to the *Navigation Pane* (See Figure 84).



Figure 84 - Navigation Pane Checkbox

- 3) The *Navigation Pane* will display to the left of your document (See Figure 85).

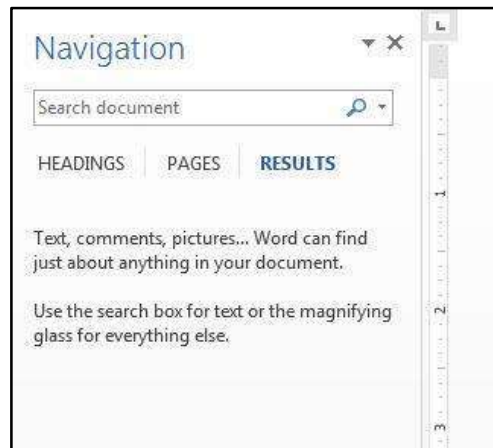


Figure 85 - Navigation Pane Displayed

## Proofing and AutoCorrect Options

Word is configured to check your spelling and grammar as you type. As a result you may notice that certain markings appear on the page as you type. These markings indicate possible mistakes that Word has identified in your document.

A jagged red line underneath a word indicates a spelling mistake (or an unrecognized word), while a jagged blue line indicates a grammar mistake (See Figure 86).

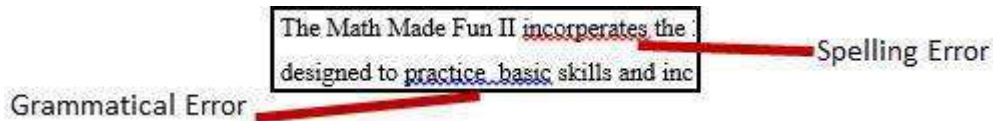


Figure 86 - Proofing Results

Word will automatically correct misspelled words that are contained in the AutoCorrect list (e.g. typing “teh” will automatically be changed to “the”). To customize the AutoCorrect options:

- 1) Click the **File** tab (See Figure 87).



Figure 87 - File Tab

- 2) The *backstage view* will open. Click on **Options** (See Figure 88).



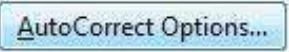
Figure 88 - Options

- 3) The *Word Options* window will appear. Click on **Proofing** (See Figure 89).



Figure 89 - Proofing Options

4) In the AutoCorrect options section, click the **AutoCorrect Options** button.



5) The *AutoCorrect Options* window will appear (See Figure 90).

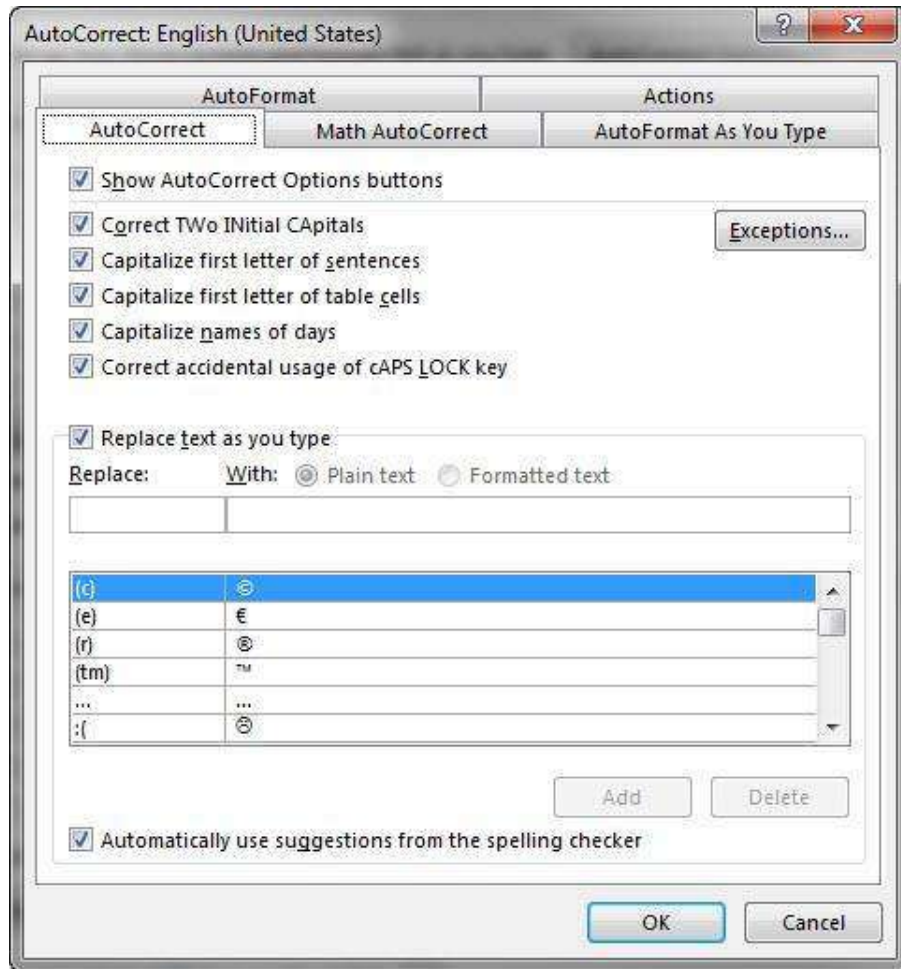


Figure 90 - AutoCorrect Options Window

6) To disable any of the default options, click the **check box** next to the option.



7) To add your own AutoCorrect entry (See Figure 91):

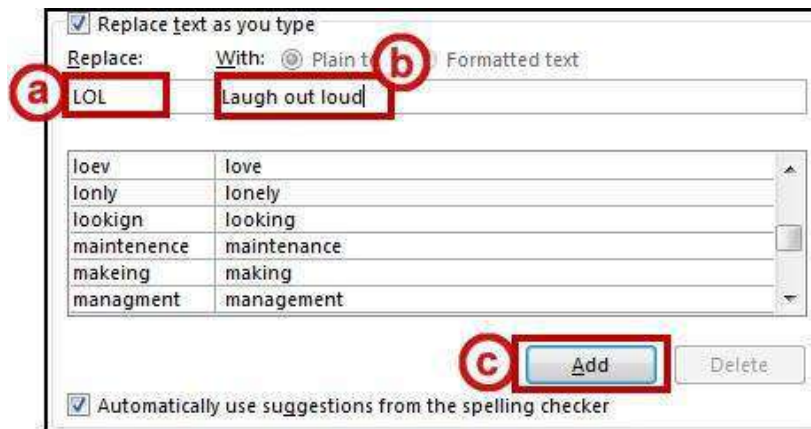


Figure 91 - Adding AutoCorrect Entries

- a. Type the word that you want to correct in the *Replace* box.
- b. Type the word with which you wish to replace it in the *With* box.
- c. Click **Add**. The word will be added to the AutoCorrect search.

8) Click the **OK** button to confirm changes and exit back out to the *Word Options*.

9) Click the **OK** button to exit the *Word Options* window.

## Spelling & Grammar Check

Word automatically checks for spelling and grammar mistakes as you type. However, it's a good idea to run the *Spelling & Grammar* tool as the final step when finishing your document. When run, the *Spelling & Grammar* tool will check your entire document for spelling & grammar errors, and allow you to insert the corrections.

To run the *Spelling & Grammar* tool:

1) Click the **Review** tab on the *Ribbon* (See Figure 92).

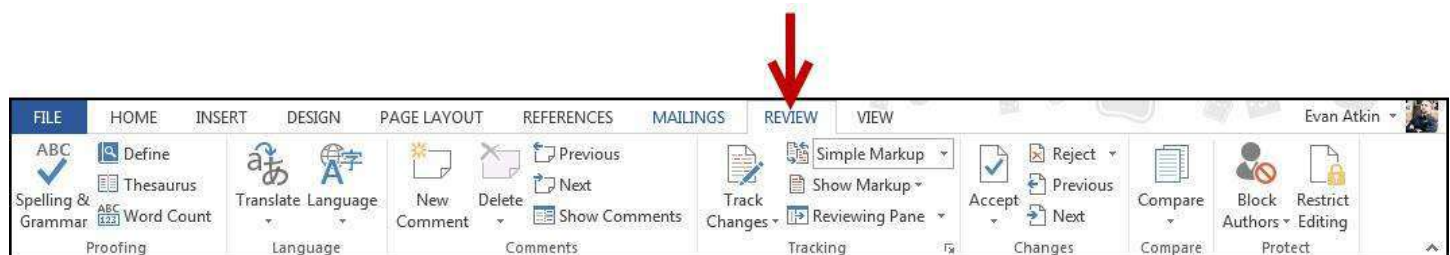


Figure 92 - Review tab

2) In the Proofing group, click on **Spelling & Grammar** (See Figure 93).



Figure 93 - Spelling & Grammar Tool

3) The *Spelling & Grammar* checker will open to the right of the document (See Figure 94).

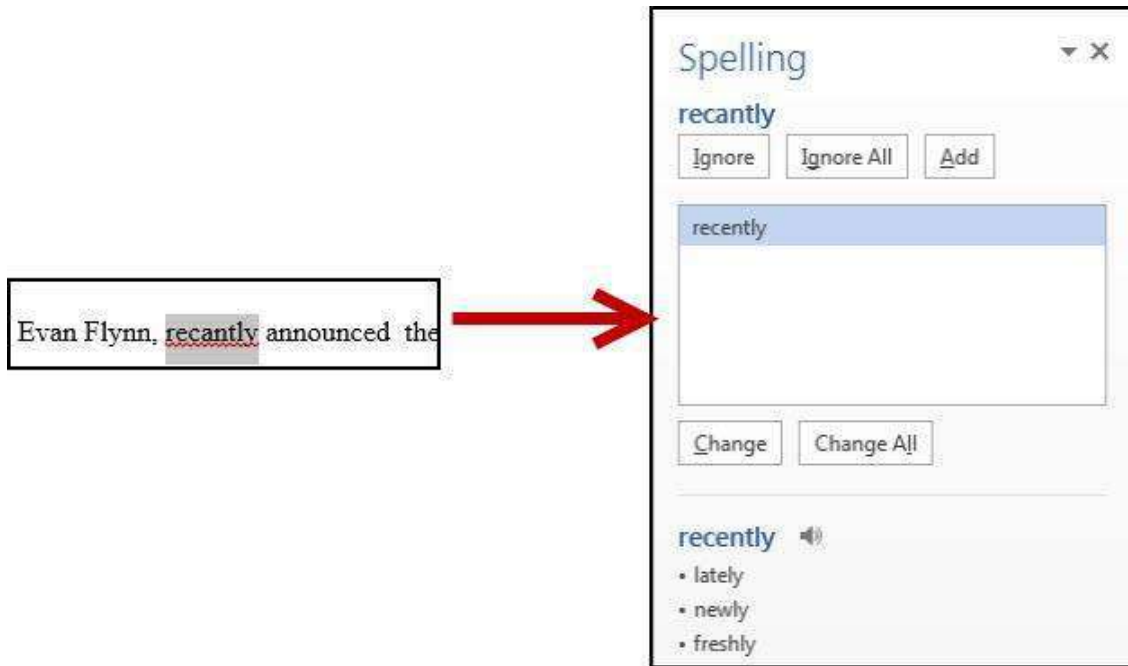


Figure 94 - Spellchecker Results

- 4) The *Spelling & Grammar* tool will display suggested corrections in the box below the misspelled word (See Figure 95).

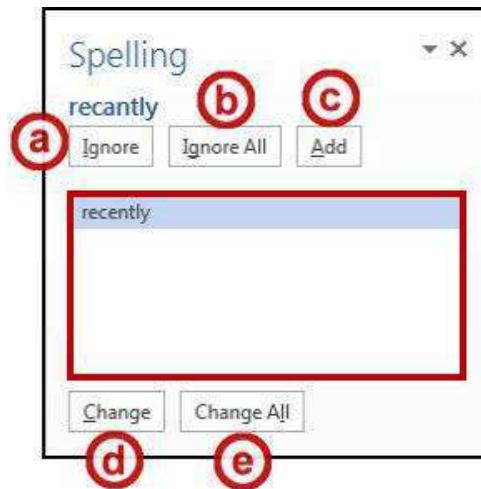


Figure 95 - Spellcheck Suggestions

Choose a correction from the list and click on one of the following buttons:

- a. **Ignore** – Ignore the currently selected misspelled word;
  - b. **Ignore All** - Ignore the currently selected misspelled word and all instances of the misspelled word in the document;
  - c. **Add** – Add the selected misspelled word to the dictionary so it will not be identified as a mistake;
  - d. **Change** – Apply the currently selected suggestion to the misspelled word; and
  - e. **Change All** – Apply the currently selected suggestion to all instances of the misspelled word in the document
- 5) The *Spelling & Grammar* tool will continue to check your document for any misspelled words, or grammar errors. The *Spelling and Grammar* check will notify you when it has completed checking your document.

## Thesaurus

The *Thesaurus* tool can help you find synonyms for words, and insert the new word into your document.

- 1) Select a word in your document that you wish to find a synonym for.
- 2) Click the **Review** tab on the *Ribbon* (See Figure 96).

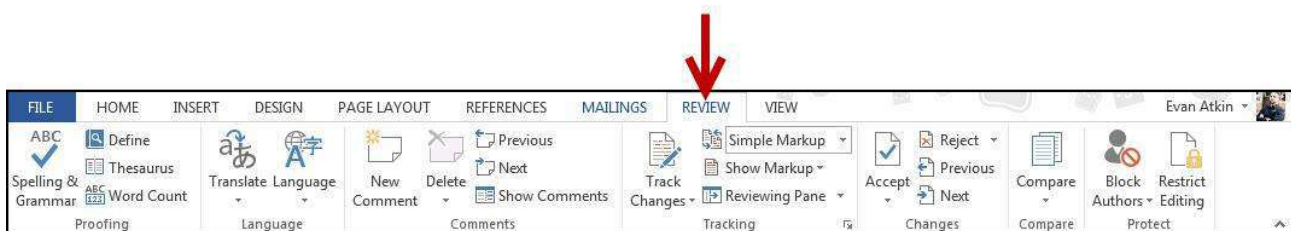


Figure 96 - Review Tab

3) In the Proofing group, click on **Thesaurus** (See Figure 97).

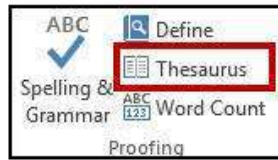


Figure 97 - Thesaurus Tool

4) The *Thesaurus* tool will open to the right of the document, with a list of synonyms for your selected word (See Figure 98).



Figure 98 - Thesaurus Results

5) Hover over the word you wish to insert, and click the **dropdown** arrow (See Figure 99).

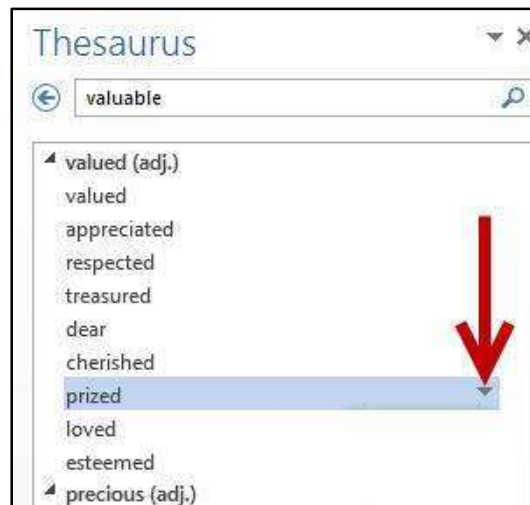


Figure 99 - Inserting a Synonym

6) A *dropdown* menu will appear. Click on **Insert** (See Figure 100).

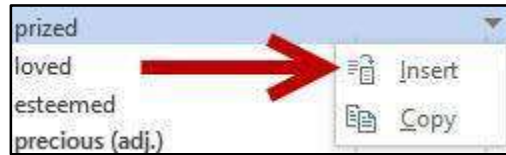


Figure 100 - Insert

7) The chosen word from the *Thesaurus* will replace the selected word in your document.

## Saving a Document

Saving your document will create a file that will allow you to access the document at a later time for editing. You can also save your work to share the file with others.

To save your document in the Word 2013 format to your Desktop:

1) Click the **File** tab (See Figure 101).

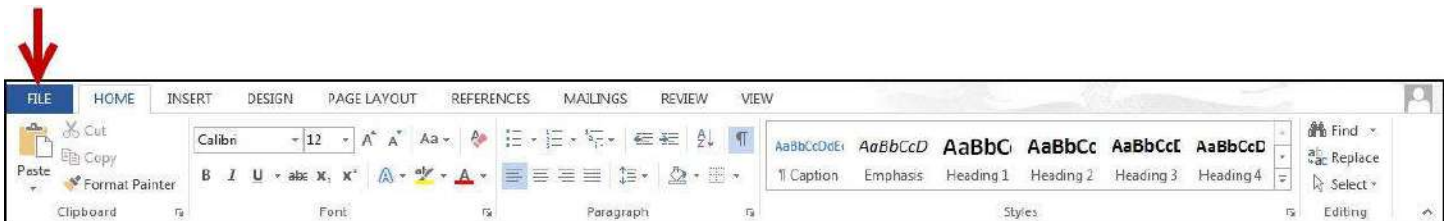


Figure 101 - File Tab

2) The *backstage view* will appear. Click on **Save As** (See Figure 102).



Figure 102 - Save As

3) The save options will appear. Click on **Computer** to choose your location to save (See Figure 103).

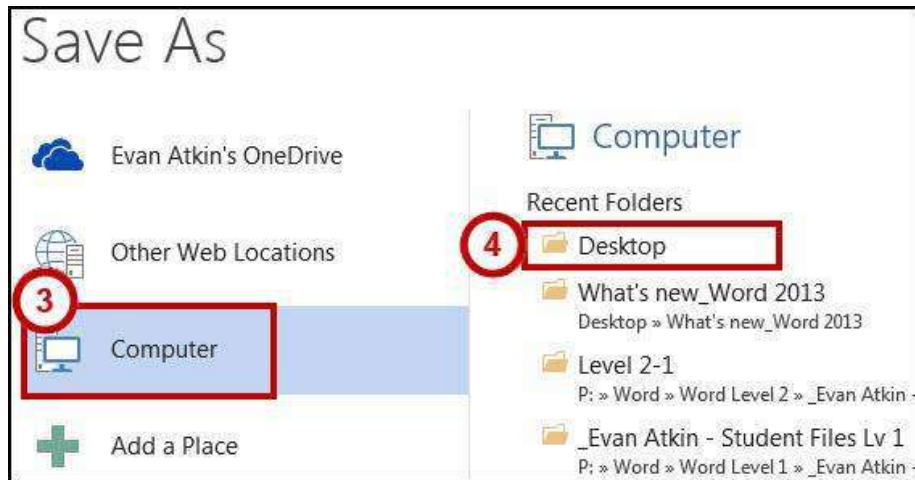


Figure 103 - Select Location to Save File

4) Click on **Desktop** to save the file to your desktop (See Figure 103).

5) A dialog box will appear. In the *File name:* field, type a **name** for your document (See Figure 104).

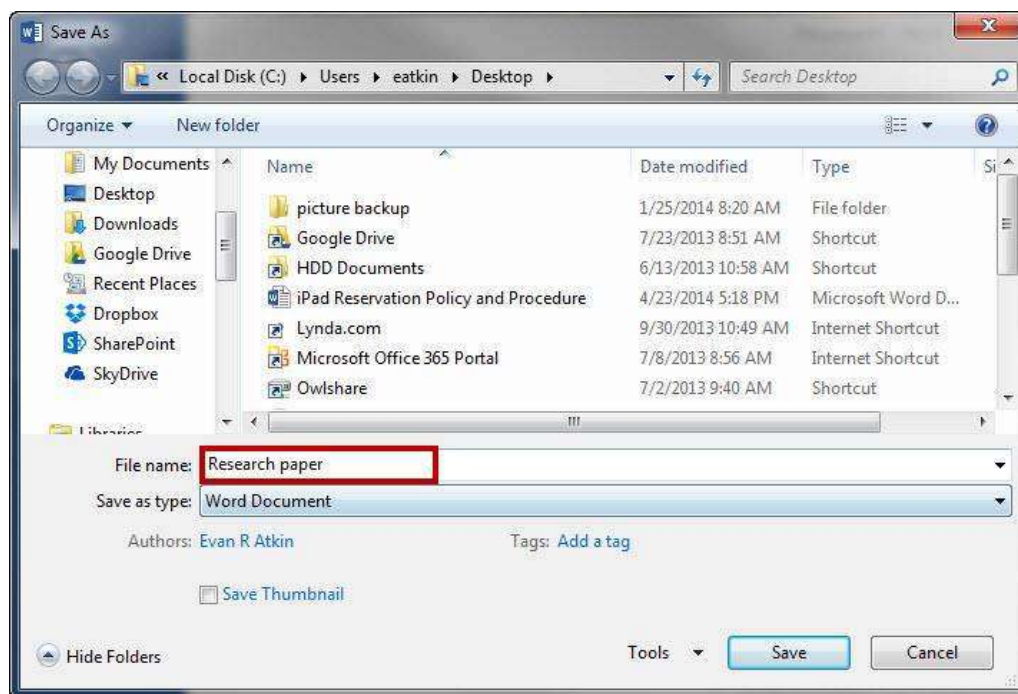


Figure 104 - File Name

*Note:* Make sure *Save as type:* says *Word Document*. This will save the document as a Word 2013 document.

6) Click the **Save** button.

7) Your document has been saved to the *desktop*.

## Compatibility Mode

When opening a document created in a previous version of Word, Word 2013 will begin operating in *Compatibility Mode*. At the top of the Word 2013 window, the words *[Compatibility Mode]* will be displayed next to the name of the document (See Figure 105).



Figure 105 - Compatibility Mode

*Compatibility Mode* means that some of the newer features of Word 2013 will not be available to you because the document was created with an earlier version of Word. If you save the document as a Word 2013 document, you will exit *Compatibility Mode* and all of the new features of Word 2013 will be available to you.

The following explains how to save a document so that you can exit *Compatibility Mode*:

- 1) Click the **File** tab (See Figure 106).



Figure 106 - File Tab

- 2) Click on **Info** (See Figure 107).

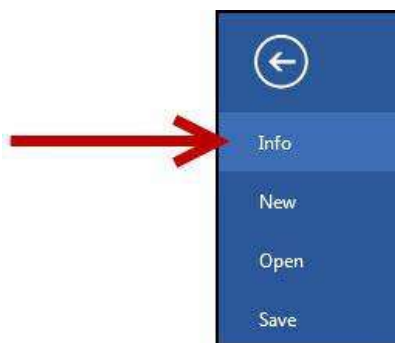


Figure 107 - Info

- 3) Click on the **Convert** icon (See Figure 108).

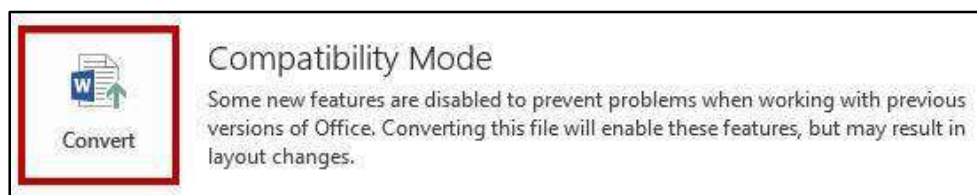


Figure 108 - Convert to Word 2013

4) A window will appear asking you to confirm your selection. Click the **OK** button (See Figure 109).

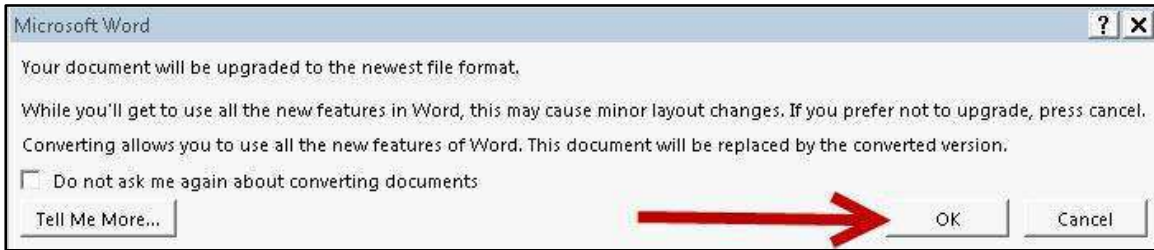


Figure 109 - Confirm Conversion

5) The document will be converted to a Word 2013 document. The *[Compatibility Mode]* label will be removed from the document's title (See Figure 110).

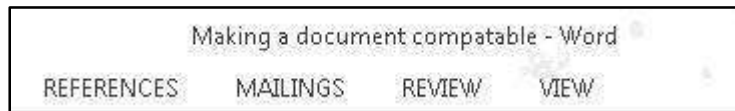


Figure 110 - Document Converted

## Printing a Document

If your computer is connected to a printer, you will be able to print your document to share a hard copy with others.

1) Click the **File** tab (See Figure 111).

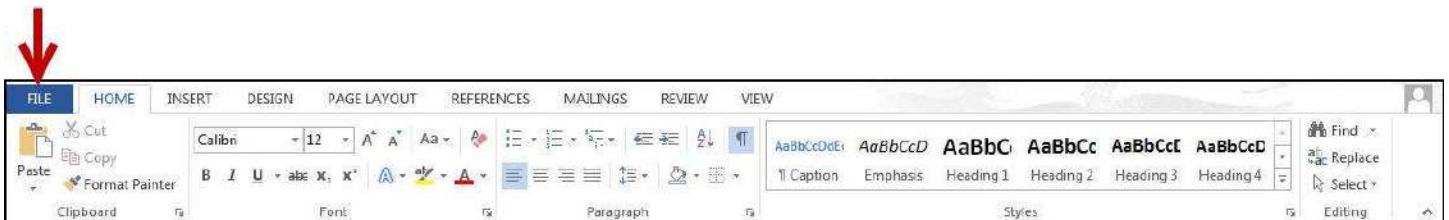


Figure 111 - File Tab

2) The *backstage view* will appear. Click on **Print** (See Figure 112).

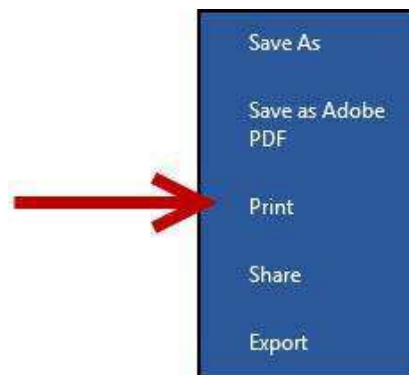


Figure 112 - Print



- 3) The print options will appear. Under *Printer*, click the **dropdown** arrow to select a printer (See Figure 113).

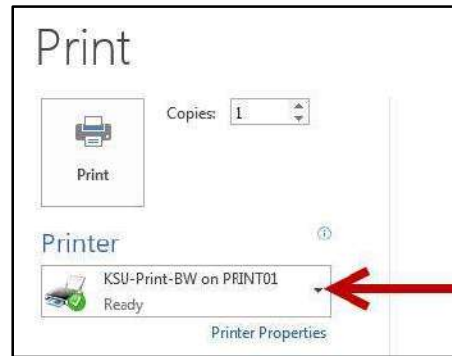


Figure 113 - Printer Dropdown

- 4) Click the **printer** you want to use to print your document (See Figure 114).



Figure 114 - List of Available Printers

*Note:* Your list of available printers will be determined by the printers you have installed on your computer.

- 5) Set the **number of copies** you want to print (See Figure 115).

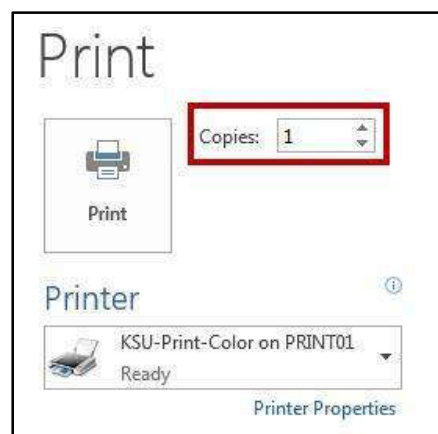


Figure 115 - Set the Number of Copies

6) Click the **Print** button.



7) Your document will be sent to the printer you selected for printing.

## Using Help

To open Microsoft Word Help, either click the Help button (?) in the upper-right corner of the Ribbon, or press the F1 key on the keyboard.

1) Click the **Help** icon in the upper-right corner of the *Ribbon* (See Figure 116).



Figure 116 - Accessing Help

2) The *Word Help* dialog box will open (See Figure 117).



Figure 117 - Word Help

3) Type your question in the search bar, or click on one of the popular searches.

## Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu/faculty-staff/>

### KSU Student Help Desk

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu/students/>