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Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2013 Introduction

Want to know yourself deeper and ready to use Office products? The opening and closing, the first to understand a notebook? See our **Office 2013 Essentials** guide.

Margins, Orientation, and Paper Size

Choose **PAGE LAYOUT**, then:

- To change space between the edge of the page and the text, see **Margins**, **Click Margins** to set your page.
- To change between vertical and horizontal page orientation, **Click ORIENTATION**, then **Portrait** or **Landscape**.
- To change the page size, **Click SIZE**, for a standard paper size, or custom size, choose **More Paper Sizes**.

Moving or Copying Text with Cut, Copy, Paste

- Select the text to move or copy, either by **Clicking** a word, text, using **click-drag** text, or pressing **Ctrl** to select multiple areas.
- Choose **HOME**, then **Cut** or **Copy**.
- Click** or use mouse button to place the cursor at the new location, then choose **PASTE**.
- For getting quick and simple formatting, **Click** **Format** and choose one of **Format** or **Style**.

Formatting Text with the Mini Toolbar & Touch MiniBar

When you select text, a **Mini Toolbar** appears near the text. You can use the **Mini Toolbar** for the most common formatting options.

The **Mini Toolbar** conveniently appears near the text:

- Selected text with a mouse.
- Right-click** text.
- Tap** selected text on the touch interface.

The **Mini Toolbar** also includes **Formatting** and **Touch MiniBar** drop-down menus of common commands.

Spacing between Paragraphs

By default, space is added after every paragraph. To start a new line with no additional new paragraph (create a new line), press **Ctrl** + **Enter**.

To remove or add paragraph spacing:

- Select the text.
- Choose **HOME**, then **Paragraph** (or **Paragraph** in the **Paragraph** group).

Creating Bulleted Lists

- Select the paragraph.
- Choose **HOME**, then **Bulleted List** (or **Bulleted List** in the **Paragraph** group).

Changing Bulleted List Style

- Select the bulleted paragraph.
- Choose **HOME**, then **Bulleted List** (or **Bulleted List** in the **Paragraph** group).
- Select a bulleted style. To see all different styles, choose **More Bulleted List Styles** (or **More Bulleted List Styles** in the **Paragraph** group).
- To change a style, **Click** **More Bulleted List Styles** (or **More Bulleted List Styles** in the **Paragraph** group).

Creating Numbered Lists

- Select the paragraph.
- Choose **HOME**, then **Numbered List** (or **Numbered List** in the **Paragraph** group).
- Select a numbered style. To see all different styles, choose **More Numbered List Styles** (or **More Numbered List Styles** in the **Paragraph** group).
- To change a style, **Click** **More Numbered List Styles** (or **More Numbered List Styles** in the **Paragraph** group).

Turning Off Bullets or Numbering

- Select the paragraph with bullets or numbers.
- Choose **HOME**, then **Bulleted List** (or **Bulleted List** in the **Paragraph** group).

Changing Paragraph Alignment

- Select the paragraph to be changed.
- Choose **HOME**, then one of **Align Left**, **Align Center**, **Align Right**, or **Justify**.

Displaying Formatting Symbols

Show or hide spaces, paragraph marks, tabs and other non-printing characters.

Choose **HOME**, then **Show/Hide** (or **Show/Hide** in the **Paragraph** group).

Copying or Formatting with Format Painter

- Select the text with formatting you wish to copy. To copy paragraph formatting such as alignment and spacing, ensure you select the entire paragraph.
- Choose **HOME**, then **Format Painter** (or **Format Painter** in the **Paragraph** group).
- Click the text to be formatted.
- If applying the text format, press **Ctrl** or **Ctrl** + **Format Painter** for copy again, then format.

With Keyboard Shortcuts

- Select the text with formatting you wish to copy.
- To copy formatting, press **Ctrl** + **Format Painter**.
- Select the text to be formatted.
- To paste formatting, press **Ctrl** + **Format Painter**.
- To paste formatting multiple times, repeat steps 1 and 4.

Searching Using the Navigation Pane

- Choose **HOME**, then **Navigation Pane** (or **Navigation Pane** in the **Paragraph** group).
- In the **Navigation Pane**, click the text, the text you wish to search for.
- In the **Navigation Pane**, click the text, the text you wish to search for.
- To search for text in the selected text, press **Ctrl** + **Find** (or **Find** in the **Paragraph** group).
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Finding and Replacing Text

- Choose **HOME**, then **Find and Replace** (or **Find and Replace** in the **Paragraph** group).
- In the **Find and Replace** task pane, enter the text to search for.
- Use the **Find** button to search for the text.
- In the **Find and Replace** task pane, enter the text to replace the found text.
- To search for text in the selected text, press **Ctrl** + **Find** (or **Find** in the **Paragraph** group).
- To search for text in the selected text, press **Ctrl** + **Find** (or **Find** in the **Paragraph** group).
- To search for text in the selected text, press **Ctrl** + **Find** (or **Find** in the **Paragraph** group).

Jumping to Other Pages

- Press **Ctrl** + **Page Up** or **Page Down** (or **Page Up** or **Page Down** in the **Paragraph** group).
- To go to the first page, press **Ctrl** + **Page Up** (or **Page Up** in the **Paragraph** group).
- To go to the last page, press **Ctrl** + **Page Down** (or **Page Down** in the **Paragraph** group).
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- To go to the last page, press **Ctrl** + **Page Down** (or **Page Down** in the **Paragraph** group).

Resuming Reading

Word keeps track of your pages when resuming a new event page. When you resume a new event page, the page to which you go will be the page that was last read.

To resume reading, press **Ctrl** + **Page Up** (or **Page Up** in the **Paragraph** group).

Touch Actions

Touch Actions are the same as the keyboard shortcuts. To use touch actions, press the **Touch** button in the **Touch** group.

Text Selection Shortcuts

Text Selection Shortcuts are the same as the keyboard shortcuts. To use text selection shortcuts, press the **Text Selection** button in the **Text Selection** group.

Paragraph Shortcuts

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Formatting Shortcuts

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Touch MiniBar Shortcuts

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Mini Toolbar Shortcuts

Mini Toolbar Shortcuts are the same as the keyboard shortcuts. To use mini toolbar shortcuts, press the **Mini Toolbar** button in the **Mini Toolbar** group.

Navigation Pane Shortcuts

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Find and Replace Shortcuts

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Page Navigation Shortcuts

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Margins, Orientation, and Paper Size; Moving and Copying Text; Formatting Text with the Mini Toolbar & Touch MiniBar; Spacing between Paragraphs; Creating Bulleted Lists; Changing Bullet Style; Creating Numbered Lists; Turning off Bullets or Numbering; Paragraph Alignment; Copying Formatting; Searching using the Navigation Pane; Finding and Replacing Text; Jumping to Other Pages; Resuming Reading; Read Mode, Print Layout, and Draft View; Using the Highlighter; Using the Dictionary and Thesaurus; Creating and Inserting Quick Part Building Blocks; Inserting a Cover Page; Creating and Editing Headers and Footers; Suppress/Change Header or Footer on the First Page; Inserting a Page Number; Inserting a Text Box: Drawing a Text Box; Moving, Resizing, Formatting, and Deleting a Text Box; Inserting a Page Break; Checking Spelling, Grammar, AutoCorrect; Previewing and Printing Documents; Printing Envelopes and Labels. Also includes: Lists of Touch Actions, Selection and Movement Shortcuts, Editing and Formatting Shortcuts. Recommended companion title covering Office basics: Office 2013 Essentials (ISBN 978-1936220755). This guide is one of several titles available for Word 2013: Word 2013 Introduction; Word 2013 Intermediate (ISBN 978-1936220823); Word 2013 Templates & Forms (ISBN 978-1936220847), and Word 2013 Advanced (ISBN 978-1936220830).

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Customer Reviews

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the Microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great idea. All the information that you need in one place and easy to access. Great for a college student with limited time.

This is a very helpful product to someone like myself who is not a computer whiz but enjoys writing on the computer. I give it a 10.

This beats having to look thru a whole book for a quick answer. This is the best quick guide I have found.

I bought this for assistance while taking an online class that went through learning Word more in depth (see book Microsoft Word 2013 by Cengage). That book is actually really detailed. I already had some basic to intermediate knowledge of Word, just based on use for writing papers and such. I bought this cheat sheet since the class was going to go more in depth, and I thought it might have been beneficial. Well, I never looked at the cheat sheet because the book had it all. I think this would be a good sheet for someone that is very new to Word, and wants some quick reference help. Otherwise, if you are wanting to do more with Word, and learn its capabilities, I would suggest buying that book. It's so detailed, you don't even need a class to learn the different tasks in it. I might even buy it to have it for future reference. Bottom line, if you already have some basic knowledge of Word, you probably won't need this, but for the price, it was worth checking out. *one note: this sheet is VERY high quality and double sided.

Great summary or "cheat sheet" for Word 2013. I am not very skilled in the ins and outs of Word, so having this handy when I ran into a problem has been a life-saver on several occasions. Easy to use and especially to navigate to the answer you need.. Highly recommended.

I got this quick reference card for MS Word, As I am transitioning from Corel WoWordPerfect to this application. My only suggestion would be if there was some means of standing it up, because at my workstation there is no place to hang it near the monitor.

This is a plastic-coated 8.5" x 11" double-sided sheet of helpful tips to this over-elaborate version of Word. MS made heavy use of icons on the toolbars, leaving us to guess which icon goes with which action--this QRG points to many of those connections. Beezix did about as well as possible on 1 sheet--but 1 sheet does not fully cover the ground!

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