



Microsoft®

Word 2013 Advanced

Quick Reference Card

The Developer Tab



Forms

Add Forms to a Document

Enable the Developer Tab: Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.

Add a Form Control: Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.

Finalize a Form: Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Start Enforcing Protections** button, enter a password (optional), and click **OK**.

Collaborate in Word

Share a Document: Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.

Highlight Text: Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.

Insert a Comment: Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.

Delete a Comment: Click a comment to select it, click the **Review** tab, and click the **Delete** button.

Reply to a Comment: Click a comment to select it, and click the **Reply** button in the comment. Type your responses, and click outside the comment field when you're finished.

Show / Hide Comments: Click the **Review** tab and click the **Show Comments** button to toggle it on or off.

Toggle Track Changes: Click the **Review** tab and click the **Track Changes** button in the Tracking group.

View Markup: Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.

Review Revisions: Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.

Compare Two Documents: Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.

Add Line Numbers: Click the **Layout** tab, click the **Line Numbers** button, and select an option.

Types of Form Controls

Different types of form controls allow a user to enter different types of data into a form.

Rich Text allows users to enter text that can be formatted with different fonts and font styles.

Plain Text allows users to enter text, but not to format that text.

Picture allows the user to add a picture from their computer or an online location to the form.

Check Box places a form with a check box that the user can check or uncheck.

Combo Box adds a list with a text box, where users can choose an option or enter their own.

Drop-Down List adds a list with several options that a user can choose from.

Date Picker lets the user choose a date from a calendar.

Repeating Section contains other types of content controls and repeats as many times as you need it.

Legacy Types of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

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Microsoft Word 2013 Guide

Patrice-Anne Rutledge



Microsoft Word 2013 Guide:

Word 2013 Absolute Beginner's Guide Sherry Kinkoph Gunter, 2013-07-05 Make the most of Word 2013 without becoming a technical expert This book is the fastest way to learn Word and use it quickly to prepare powerfully effective documents Even if you've never used Word before you'll learn how to do what you want one clear and easy step at a time Word has never ever been this simple Who knew how simple Word 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Word 2013 word processing program simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Navigate Word 2013's updated interface and make the most of the Ribbon Quick Access toolbar and other handy tools Quickly develop any document from reports to resumés brochures to calendars even web pages Control margins indents alignment columns and spacing Improve document appearance with themes and style sets Organize and present data attractively with Word tables and charts Build professional quality visuals with SmartArt and WordArt Use images from multiple sources including screen captures and Bing Image Search Master long documents tables of contents cross references and footnotes Collaborate with others using Word's tracking and revision tools Easily create personalized mailings and email And much more *MOS 2013 Study Guide for Microsoft Word* Joan Lambert, 2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you've learned Includes downloadable practice files **MOS 2013 Study Guide for Microsoft Word Expert** John Pierce, 2013-09-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you've learned Includes downloadable practice files **Office 2013 All-In-One Absolute Beginner's Guide** Patrice-Anne Rutledge, 2013-08-08 Make the most of Office 2013 without becoming a technical expert This book is the fastest way to create edit format build review and share virtually any form of Office content Even if you've never used Office before you'll learn how to do what you want one incredibly clear and easy step at a time Office has never ever been this simple Who knew how simple Microsoft Office 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Office 2013 productivity suite simple reliable instructions for doing all you really want to do with the brand new versions of Word Excel PowerPoint Outlook and OneNote Here's a small sample of what you'll learn Explore Office 2013's updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates tables and more Efficiently build and review longer documents by yourself or with teams Quickly create reliable sophisticated Excel workbooks Analyze and visualize Excel data with charts sparklines pivot tables

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Word 2013 für Dummies Dan Gookin, 2013-05-20 Mit Word 2013 kann man mehr als nur Texte verfassen Der Bestsellerautor Dan Gookin weiht Sie in die Geheimnisse von Word 2013 und in seine neuen Funktionen ein Er zeigt Ihnen Schritt für Schritt wie Sie Texte formatieren und strukturieren mit Formatvorlagen arbeiten Tabellen oder Grafiken einfügen und vieles mehr Außerdem verrät er Ihnen viele Tricks wie Sie mit Word noch effektiver arbeiten können Mit diesem Buch kommen Word Neulinge und Umsteiger auf die Version 2013 schnell und sicher mit diesem Programm zurecht

Word 2013 in easy steps Scott Basham, 2013-06-28 Word 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft's latest version of this popular word processing application Word has been brought up to date with a new sleeker look There are new templates and design tools and new ways to share and work with others Word 2013 will be much more functional on tablets and other touch screen devices and file sharing and cloud storage will give users consistent access to information from virtually any device Word 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Word whether you're just upgrading from a previous version or are a new user

Word 2013 For Dummies Dan Gookin, 2013-02-25 This bestselling guide to Microsoft Word is the first and last word on Word 2013 It's a whole new Word so jump right into this book and learn how to make the most of it Bestselling For Dummies author Dan Gookin puts his usual fun and friendly candor back to work to show you how to navigate the new features of Word 2013 Completely in tune with the needs of the beginning user Gookin explains how to use Word 2013 quickly and efficiently so that you can spend more time working on your projects and less time trying to figure it all out Walks you through the capabilities of Word 2013 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats Covers editing documents working with text using grammar and spelling tools formatting adding images and other design elements and more Get the word on the latest Word with Word 2013 For Dummies

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Mastering VBA for Microsoft Office 2016 Richard Mansfield, 2016-02-17 Enhance productivity in any Office application with zero programming experience Mastering VBA for Microsoft Office 2016 helps you extend the capabilities of the entire Office suite using Visual Basic for Applications VBA Even if you have no programming experience you ll be automating routine computing processes quickly using the simple yet powerful VBA programming language Clear systematic tutorials walk beginners through the basics while intermediate and advanced content guides more experienced users toward efficient solutions This comprehensive guide starts at the beginning to get you acquainted with VBA so you can start recording macros right away You ll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions message boxes input boxes and dialog boxes to design your own Office automation program Add ins embedded macros content controls and more give you advanced tools to enhance productivity and all instruction is backed by real world practice projects in Word Excel Outlook and PowerPoint Productivity is the name of the game and automating certain computing tasks is an easy solution with significant impact for any business This book shows you how with step by step guidance and expert insight Expand Office 2016 functionality with macros Learn how to work with VBA and the entire Office suite Create effective code even with no programming experience Understand ActiveX XML based files the developer tab and more VBA is designed to be understandable and accessible to beginners but powerful enough to create specialized business applications If you re ready to begin exploring the possibilities Mastering VBA for Microsoft Office 2016 gets you started right away

SolidWorks 2016 Reference Guide David Planchard, 2015-12-16 The SOLIDWORKS 2016 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SOLIDWORKS 2016 SOLIDWORKS is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SOLIDWORKS 2016 This book covers the following System and Document properties FeatureManagers PropertyManagers ConfigurationManagers RenderManagers 2D and 3D Sketch tools Sketch entities 3D Feature tools Motion Study Sheet Metal Motion Study SolidWorks Simulation PhotoView 360 Pack and Go 3D PDFs Intelligent Modeling techniques 3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SOLIDWORKS 2016 software If you are completely new to SOLIDWORKS you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SOLIDWORKS Tutorials If you are

familiar with an earlier release of SOLIDWORKS you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SOLIDWORKS tool or feature The book provides access to over 240 models their solutions and additional support materials Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to compliment the Online Tutorials and Online Help contained in SOLIDWORKS 2016 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The author developed the tutorials by combining his own industry experience with the knowledge of engineers department managers professors vendors and manufacturers He is directly involved with SOLIDWORKS every day and his responsibilities go far beyond the creation of just a 3D model

The Multilingual PC Directory Ian Tresman,1993 *Microsoft Office Inside Out* Carl Siechert,Ed Bott,2013-06-15 Conquer Microsoft Office from the inside out You re beyond the basics so dive right into Microsoft Office and really put these productivity tools and services to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Office and challenge yourself to new levels of mastery Take advantage of Office in the cloud with Office 365 Get insider tweaks and tips to become more productive Sync your email calendar and contacts on multiple devices Organize and edit complex documents with Microsoft Word Enhance Microsoft PowerPoint presentations with rich media Handle data with the Microsoft Excel Quick Analysis tool Get organized with Microsoft OneNote using expert techniques Save share and sync documents and settings with SkyDrive Use Microsoft Access Publisher and Lync in smarter ways

Official Gazette of the United States Patent Office United States. Patent Office,1936-10

Online Marketing for Small Businesses in easy steps - covers social network marketing Julia Doherty,2015-01-28 Online presence has become vital for all businesses large small or the self employed Whether you like it or not if you don t take steps and manage your online presence your customers and clients will It s not enough to just have a website social networking sites are the new word of mouth marketing channels and they re very powerful in spreading the word To achieve this successfully adds more work to your busy day but marketing your products and services online enables to you to reach potential customers with very little financial outlay Lots of online marketing can be done for free and you can save costs in advertising in publications and printing leaflets and brochures Online Marketing for Small Businesses in easy steps guides you through the essential steps you need to take to set your online strategy make your website work for you and then covers the key social networking sites to generate a stronger and more loyal customer base It concentrates on activities that are essential and free and steers clear of costly forms of online marketing This new guide in the In Easy Steps series will

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Mac Basics in easy steps, 3rd edition Drew Provan, 2014-12-16 Covering the Mac operating system OS Yosemite *Mac Basics in easy steps* shows you how to get up and running on your Mac with minimum time and effort Useful for anyone new to the world of Mac computing *Mac Basics in easy steps* covers all the essentials a novice needs to know from getting started to security issues Areas covered include Getting to grips with the Mac Dealing with Documents Mastering email Browsing the web Calendars Contacts Photos Videos on the Mac The world of iTunes Networking using the Mac Video chat using the Mac Personalising your Mac Troubleshooting This handy guide even shows how to move over from a PC in easy steps with minimum hassle Covers OS X Yosemite

Teaching Technology in Libraries Carol Smallwood, Lura Sanborn, 2017-02-06 Libraries are charged with fostering new skills and capabilities a challenging task in an era of rapid technological change Developing new ways of teaching and learning within budget and time constraints is the key to keeping up to date Written by librarians this collection of new essays describes an array of technology outreach and instruction programs from the theoretical to the practical for public academic and school libraries based on case studies and discussions of methodology Content includes out of the box lessons outreach successes and technology instruction programs applicable to patrons and staff at public academic and school libraries

Office 2013 For Dummies Wallace Wang, 2013-02-13 *Office 2013 For Dummies* is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of *Office 2013 For Dummies* makes doing Office work easy and efficient

The Top Books of the Year Microsoft Word 2013 Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have enthralled audiences this year. Microsoft Word 2013 Guide : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Microsoft Word 2013 Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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