



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.

Your Organization's Name Here

Add your own message, logo, and contact information!

Microsoft Word 2013 Guide

John Pierce



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 f r Schritt wie Sie Texte formatieren und strukturieren mit Formatvorlagen arbeiten Tabellen oder Grafiken einf gen und vieles mehr Au erdem verr t er Ihnen viele Tricks wie Sie mit Word noch effektiver arbeiten k nnen Mit diesem Buch kommen Word Neulinge und Umsteiger auf die Version 2013 schnell und sicher mit diesem Programm zurecht

Computer Basics Absolute Beginner's Guide, Windows 8.1 Edition Michael Miller,2013-12-26 Make the most of your new Windows 8 1 notebook desktop computer or tablet without becoming a technical expert This book is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you ve never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Computer basics have never ever been this simple Who knew how simple using computers could be This is today s best beginner s guide to using your computer or tablet with the new Windows 8 1 operating system simple practical instructions for doing everything you really want to do Here s a small sample of what you ll learn Set up Windows 8 1 and get online fast Use the new Windows 8 1 Modern interface Get started with social networking on Facebook Twitter Pinterest and LinkedIn Use Windows 8 1 s built in apps and find great new apps in the Windows Store Connect printers and external storage and set up automatic file backup Create a home network in just minutes Go online to shop sell your stuff manage your money and do research Get your office work done fast Organize view and share photos Play music using Windows 8 1 iTunes or streaming music services Watch TV shows and movies online Protect yourself against viruses spyware and spam Keep your system running reliably at top speed

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 **Office 2013 Bible** Lisa A. Bucki, John Walkenbach, Michael Alexander, Richard Kusleika, Faithe

Wempen, 2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference **Teach Yourself VISUALLY Word 2013** Elaine Marmel, 2013-03-18 Get up to speed on the newest version of

Word with visual instruction Microsoft Word is the standard for word processing programs and the newest version offers additional functionality you ll want to use Get up to speed quickly and easily with the step by step instructions and full color screen shots in this popular guide You ll see how to perform dozens of tasks including how to set up and format documents and text work with diagrams charts and pictures use Mail Merge post documents online and much more Easy to follow two page lessons make learning a snap Full color step by step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents edit them add images and charts post documents online for sharing and reviewing and take advantage of all the newest features of Word Previous editions have sold more than 220 000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly easily and visually **An EasyGuide to APA Style**

Beth M. Schwartz, 2016-02-25 Written by experienced psychology instructors Beth M Schwartz R Eric Landrum and Regan A R Gurung all active and respected members of the American Psychological Association APA Society for the Teaching of Psychology the updated Third Edition of An EasyGuide to APA Style provides a reader friendly guide for mastering APA style and covers all sections of an APA style paper Clear conversational and humorous the book presents easy to understand explanations of how to write research papers term papers and lab reports and cite references following APA style and format The authors focus on the most essential elements of APA style and format offering useful advice tips and visual representations

Microsoft Powerpoint 2016: The Complete Guide Alexander Herolson, 2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program

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

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 programing 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 Feature Managers Property Managers Configuration Managers Render Managers 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 Property Manager 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 **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 help you learn about online marketing in digestible chunks Chapter 1 will help you work out where your customers are talking and set your social media goalsChapter 2 covers getting the most out of your websiteThen start working on the social networking site s where your customers are most active Covers Facebook Twitter LinkedIn Pinterest and Google Plus

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

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