

VISUAL QUICKSTART GUIDE



Microsoft Office 2013



STEVE SCHWARTZ

© LEARN THE QUICK AND EASY WAY!

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Microsoft Office 2013

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Peachpit Press

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Introduction

Welcome to *Microsoft Office 2013: Visual QuickStart Guide*. In the pages that follow, you'll find the information and instructions needed to quickly become productive with the key applications in Microsoft Office.

Like other titles in the Visual QuickStart series, this book was written primarily as a reference. Unlike a book on a single program, however, this one covers four major applications: Word, PowerPoint, Excel, and Outlook. Rather than discuss every command and procedure in excruciating detail (as you'd expect in a one-program book), this book focuses on the commands and procedures that you're most likely to actually use.

How This Book Is Organized

To make it easy for you to find the information you need at any given moment, the book is divided into major sections called parts.

- Part I describes the changes you'll find in Office 2013 and provides an introduction to essential Office procedures. Certain tools and features (such as using the Backstage, working with graphics, and creating charts and tables) work the same regardless of the Office program you're using at the moment. Rather than repeat this material for each application, it's presented in Chapters 2 and 3.
- Parts II through V are devoted to the individual Office applications—one part for each application.
- Part VI shows some ways that you can use the applications together, combining elements from one application with another (such as incorporating Word tables in Excel worksheets).

Which Suites Are Covered?

Microsoft Office 2013 is available in four configurations (or *suites*), each with a different combination of applications (Table I.1). With the exception of the Home & Student suite, each includes the four core applications discussed in this book: Word, Excel, PowerPoint, and Outlook.

TIP For a solid, inexpensive primer about an earlier version of Microsoft Access, you might want to pick up a copy of *Microsoft Office Access 2003 for Windows: Visual QuickStart Guide*, written by yours truly.

The Office Applications

If you're unfamiliar with any of the applications covered in this book, the following pages provide a quick overview of the tasks for which each one is best suited.

Microsoft Office Word 2013

Word is a word-processing program. You can use it to write letters, memos, contracts, reports, or the Great American Novel. Because Word is so commonly used in the business world, you'll find that most word-processing documents you receive from others will be Word files or ones that can be opened using Word.

Like other word-processing programs of the past twenty years, Word uses a *WYSIWYG* (What You See Is What You Get) approach to document formatting, layout, and display. That is, the fonts, paragraph formats, margins, and page breaks you see onscreen will precisely match those in the printout.

If your needs go beyond simple text documents, you can embellish them with tables, clip art, and photos. You can also apply stylish 3-D effects called WordArt to text and important titles or insert bulleted lists as eye-catching SmartArt.

In addition to allowing you to create new documents from scratch, Word provides an array of templates for useful documents and forms. Many can be used as-is or with only minor modification. And if you want to generate personalized mailings, Word has a mail merge feature.

Microsoft Office Excel 2013

As popular as Word, Excel is the most widely used spreadsheet application around. You can use a spreadsheet to enter, analyze, and summarize large amounts of numerical and text data on a row-and-column grid.

Excel is an excellent tool for performing calculations (via formulas and its built-in functions), as well as for creating colorful, informative graphs. And because so many

TABLE I.1 Microsoft Office 2013 Suites

Applications	Home & Student	Home & Business	Professional	Office 365 Home Premium
Word, Excel, PowerPoint, OneNote	✓	✓	✓	✓
Outlook		✓	✓	✓
Publisher, Access			✓	✓

people use worksheets to record lists, Excel also includes list-management features.

The days of the drab, colorless, single-font worksheet are over. Excel supports mixed fonts, styles, colors, and rotated text, as well as cell backgrounds and conditional formatting. To further embellish any worksheet, you can add clip art, photos, predefined shapes (such as arrows and text balloons), WordArt, and SmartArt.

Microsoft Office PowerPoint 2013

PowerPoint is Office's "best in class" application for creating presentations: slide shows with between-slide transition effects, within-slide animations, recorded audio narration, presenter notes, and handouts.

To give your slides a consistent, professional look, you can select one of the included themes or download others from Office.com. You can also create and save templates that include designs and other key elements, such as a company logo or address information.

After you've rehearsed and set the timing for your presentation, it can be played on a computer, professionally output to slides, or used to broadcast a web-based presentation.

Microsoft Office Outlook 2013

Outlook's primary function is that of a mail client. Outlook can send, receive, and manage email for all types of accounts (including certain web-based ones, such as Hotmail and Windows Live). Outlook 2013 can also be configured to receive Really Simple Syndication (RSS) message feeds.

In addition to providing email capabilities, Outlook can serve as your business and home calendar (allowing you to record and schedule reminders for upcoming appointments, meetings, and other events), handle your to-do list, and manage work and personal contacts.

How to Use This Book

This is a book for beginning to intermediate users of Microsoft Office 2013 for Windows. If you're using Office for the first time or already know the basics but want to get more out of your investment in Office, this book is for you. If you learn better from step-by-step instructions and graphic examples than from reference manuals that just describe what the commands do, this book is also for you. Most of all, if you know what you want to do and want to get started in the shortest possible time, this book is definitely for you.

I've worked hard to create a book that will let you turn to the directions for any procedure, learn what it does, and then do it yourself. Color screen shots illustrate significant steps. The goal is to give you all the information you need and little that you don't, making you productive as quickly as possible. Along the way, you'll find many tips that offer helpful information about the procedures.

Command Conventions

Office's implementation of the Ribbon provides a new place where you can find and execute Office commands—in addition to toolbars, floating windows, panels and panes, dialog boxes, context menus, and keyboard shortcuts.

Ribbon Commands

Ribbon components are separated by a colon (:). When choosing a command from a drop-down menu on the Ribbon, the menu-specific components are separated by the > symbol.

Ribbon tab : group : command

Example: “To format selected text as bold-face, click Home : Font : Bold.”

Explanation: In the Font group on the Home tab, click the Bold icon.

Ribbon tab : group : icon > menu item

Example: “To set 1" margins for a document, choose Page Layout : Page Setup : Margins > Normal.”

Explanation: Switch to the Page Layout tab. In the tab's Page Setup group, click the Margins icon and choose Normal from the drop-down menu.

Note that whenever a Ribbon command is described, the components are always presented in their proper order.

Toolbars, Panes, Palettes, Dialog Boxes, and Context Menus

To prevent commands for these elements from being confused with Ribbon commands, the commands are generally written out in plain English, such as this: “On the Indents and Spacing tab of the Paragraph dialog box, choose a paragraph alignment from the Alignment drop-down menu.”

Keyboard Shortcuts

A command may also have an associated keyboard shortcut that executes the command as though it had been chosen from the Ribbon or elsewhere. Keyboard shortcuts are written out in plain text, such as “Press Ctrl-V to paste the most recently copied or cut item.”

Too Many Commands, Too Little Space

Over the years, many programs have expanded to offer users multiple ways of performing a command or procedure. With this flexibility, however, can come confusion. In previous editions of this book (as well as my other Peachpit titles), I've prided myself on detailing all the possible ways you might execute a particular command. Knowledge is power, right?

But with the addition of the Ribbon, task panes, and object buttons, it occurs to me that:

- There may now be as many as half a dozen ways to execute some commands.
- Rather than helping you by allowing you to pick the most convenient method from all possible command-execution methods, I may inadvertently be adding to the confusion.
- Presenting every imaginable option takes up a lot of page space and may, in fact, detract from the presentation.

Based on my new assumption that you don't want or need to know *every* way to issue each command, this book will try to limit the presented options to two or three. At a minimum, I'll list the Ribbon command. Keep in mind that you should still explore the available toolbars, dialog boxes, and panes/panels to see if there's a more convenient method of executing a particular command.

TIP Be sure to try right-clicking selected text and objects. Microsoft provides many context menus that appear in response to a right-click. You may find right-clicking to be more expedient than scouring Ribbon tabs and memorizing keyboard shortcuts.

About the Author

Since modern man shoved aside the typewriter in favor of the keyboard, I've been writing computer articles and books. (I was going to say "Since the dawn of time..." but thought it would be a bit much. Thirty-five years of computer-industry writing *is* a long time, though!) My first computer book was published in 1984, and I've written more than 60 additional titles since then. This may not make me the first computer book author or the most prolific, but I must be close on both counts.

My background includes Editor-In-Chief of a computer periodical/book, as well as Technical Services Director for a software company. I also have a Ph.D. in psychology that I don't use, but the diploma does make a nifty wall hanging.

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Getting Started with Word 2013

Microsoft Word is a word-processing application—perhaps the most widely used word-processing application in existence. You can use Word to write letters, memos, reports, and essays. Because it is so pervasive and allows you to save in a variety of file formats, there’s an excellent chance you can create a version of a given Word document that can be opened by almost any recipient.

In this introductory chapter, you’ll learn about the Word interface, working in different views, and entering and editing text. For information on launching and quitting Word, as well as performing basic document-related tasks, such as creating, opening, saving, and closing documents, see Chapter 2.

TIP Every Word document—whether new or opened from disk—opens in its own window. Clicking a document’s close box (X) closes only that document. To close *all* documents and quit Word, you must close every open document.

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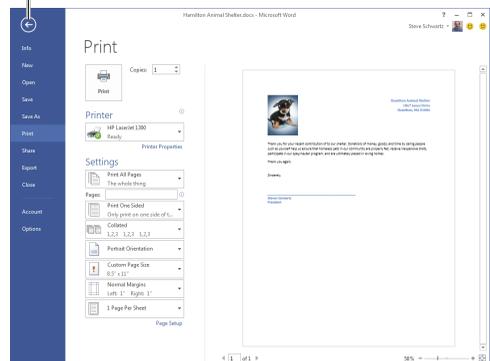
The Word Interface

This section discusses the interface elements **A** you'll use when creating and editing Word documents. Many elements, such as the Ribbon and Quick Access Toolbar, can also be found in Excel, PowerPoint, and Outlook.

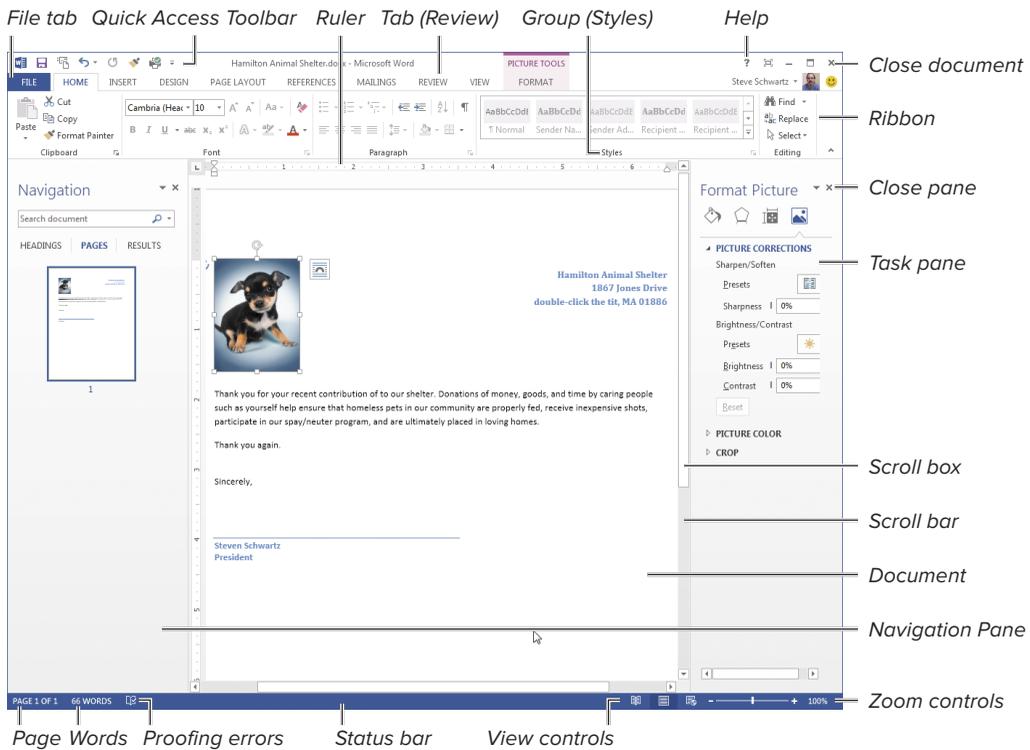
File tab. Click the File tab to perform file-related activities in the Backstage **B**, such as creating, opening, saving, and printing. Click Options to set Word preferences. To open a document on which you've recently worked, select Open and then click its file-name in the Recent Documents list.

Quick Access Toolbar. Icons for common commands (such as Save and Undo) can be found on this customizable toolbar.

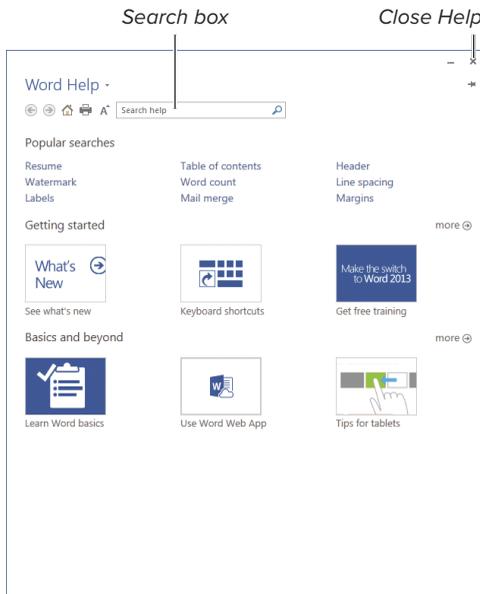
Back



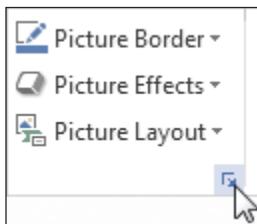
B When printing the current document in the Backstage, print settings options and a preview are automatically displayed.



A Elements of the Word 2013 interface.



C Click text links and icons in Word Help to view help topics. Click the close box (X) to dismiss Word Help.



D Click this icon at the bottom of a Ribbon group to launch a related task pane or dialog box.

Help. Click this icon or press F1 to open the Word Help window **C**.

Ribbon. The Ribbon is Office's replacement for the program menus found in Word 2003 and earlier versions. Similar commands and procedures are listed together on a *tab*, such as Insert or View. Within each tab, procedures are further divided into *groups*, based on similarity of function. To perform a command, you switch to the appropriate tab by clicking it and then click the command's icon, menu, or control.

Rulers. Click the View : Show : Ruler check box to hide or show the horizontal and vertical rulers. Use the controls on the horizontal ruler to set or change tab stops and indents for the selected paragraph(s). The vertical ruler is visible only on the page that contains the text insertion mark.

Task panes. To make it easier to format and edit certain types of material, such as inserted charts and photos, you can open a task-related pane on the side of the document window. Many task panes are opened by clicking what was formerly a dialog box launcher on the Ribbon **D**.

Navigation Pane. When the Navigation Pane is displayed (View : Show : Navigation Pane), you can use it to go to a particular spot in a document by clicking a listed heading, page thumbnail, or search result.

Document. Most of Word's window is reserved for the current word-processing document. You can close panes or switch to Read Mode to increase the display area for the document.

Scroll bar and scroll box. You can drag the scroll box, click in the scroll bar, or click the arrow icons at either end of the scroll bar to navigate through a document's pages.

Page indicator. This indicator displays the current page number, as well as the total number of pages in the document. Click it to open or close the Navigation Pane.

Words indicator. This indicator shows the word count for the document. If text is selected, it shows the number of words in the selection. Click the indicator to open the Word Count dialog box **E**.

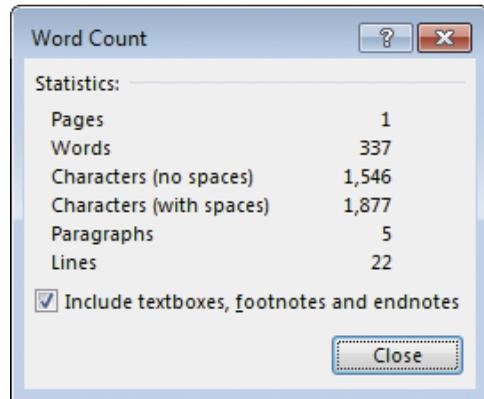
Proofing indicator. This indicator shows if there are proofing errors that need to be addressed, such as misspellings, repeated words, or extra spaces between words. Click the indicator to open a task pane in which you can view and optionally correct each suspected error.

View controls. Click an icon to switch views **F**. You can also switch views by clicking an icon in the View:Views group. The purpose of each view is explained in the following section.

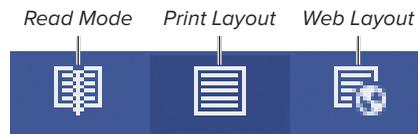
Zoom controls. Change the current magnification by dragging the slider, clicking the + (increase) or – (decrease) button, or clicking the zoom percentage text.

Close. Click the close box (X) to close an open document or to quit Word. (When the current document is the *only* one that's open, clicking the close box quits Word.) You can also close the active document by clicking Close in the Backstage **B**.

TIP Any docked pane, such as Navigation, can be turned into a floating palette by dragging the pane by its title area to a new location. To restore it to the original docked position, double-click in the pane's title area.



E For detailed word count information, open the Word Count dialog box.

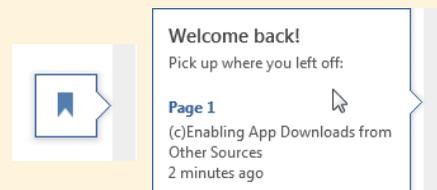


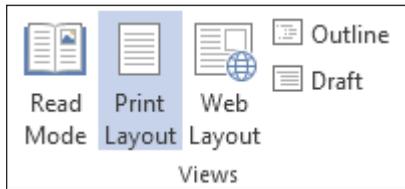
F You can switch to some views by clicking an icon in the status bar.

Resume Reading

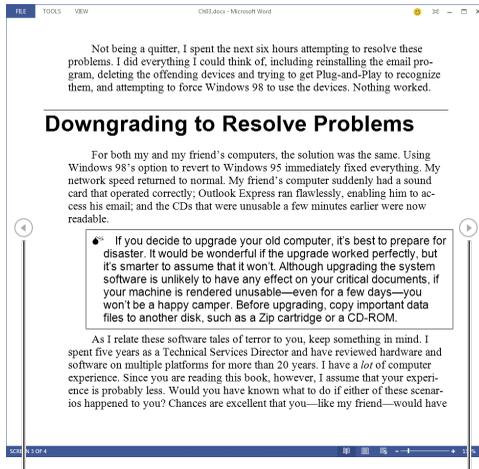
When you reopen a Word document, the first page is displayed and the text insertion mark is set at the beginning of the document. In Word 2013, you can optionally jump to where you previously left off.

On opening, a Resume Reading icon appears in the right margin. Hover the cursor over it to learn the approximate jump point; click the icon if you want to scroll to that spot in the document.





A The Views group has icons for each supported view. The current view is shown in blue.



B In Read Mode, the document fills the window and is formatted in tablet/magazine-style. The view is especially useful for proofing documents, as well as reading ones that you've downloaded or received in email.

Working in Different Views

Depending on what you currently want to do with a document, you can work in any of Word's views: Read Mode, Print Layout, Web Layout, Outline, and Draft. Each view serves a particular purpose, as described below. To switch views, you can click an icon in the status bar (see **A** and **F** in "The Word Interface") or click an icon in the View: Views group **A**.

Read Mode

If you want to read or review a document, Read Mode **B** can help simplify the task.

To control Read Mode:

1. Do any of the following:

- ▶ To switch pages, click the Previous page or Next page icon. You can also use your mouse's scroll wheel or press a supported navigation key, such as the arrow keys, Page Up/Page Down, and Spacebar/Shift-Spacebar.

TIP Clicking *anywhere* in the left or right margin scrolls to the previous or next page.

- ▶ To change the magnification, use the zoom controls in the status bar.
- ▶ Choose commands from the menus. Use the Tools menu to perform a Find; use View menu commands to change display options.

2. To exit Read Mode, click the Print Layout icon on the status bar, choose View > Edit Document, or press Esc.

Print Layout View

Standard documents, such as memos, letters, and reports, are often written and edited in Print Layout view. One advantage of working in this view is its adherence to *WYSIWYG* (what you see is what you get). The margins, headers/footers, and formatting match the printed output. Pages are shown as equivalent pieces of paper with physical breaks between pages.

Web Layout View

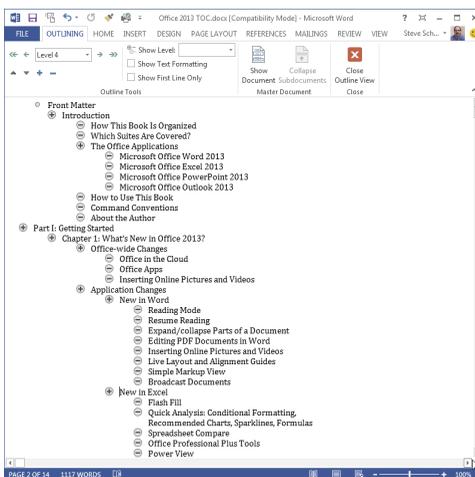
Use Web Layout view to create, view, and edit pages as they'll appear online when opened in a browser. By choosing **Save As** in the Backstage, you can save pages in several web-compatible formats.

Outline View

Use Outline view to create, view, and edit outlines. (The table of contents for this book was created in Outline view ) For information about working in Outline view, see Chapter 6.

Draft View

Use Draft view when speed is of primary importance. In Print Layout view, physical pages and breaks are drawn. Draft view displays a document as continuous text; page breaks are denoted by dotted lines. Because repagination occurs almost instantly as you compose, this is an ideal view if you have an older, slower computer. Note that inserted graphics and other non-text objects are not shown in this view.



 Outline view is ideal for creating outlines. When working in this view, an Outlining tab with outline-related commands is added to the Ribbon.

Collapse and Expand Headings

In previous versions of Word, it was sometimes helpful to switch from Print Layout to Outline view simply because the latter enabled you to collapse and expand sections of the document. Word 2013 makes this unnecessary because this feature has been added to Read Mode, Print Layout, and Web Layout views.

You can collapse or expand any document section that begins with a paragraph that Word recognizes as a heading. To collapse a section, move the cursor to the left of the heading and click the downward pointing triangle. To expand the section, click the heading's triangle.

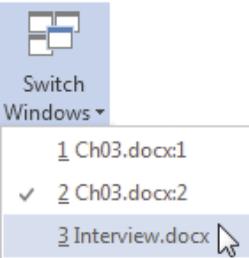
Collapsed section



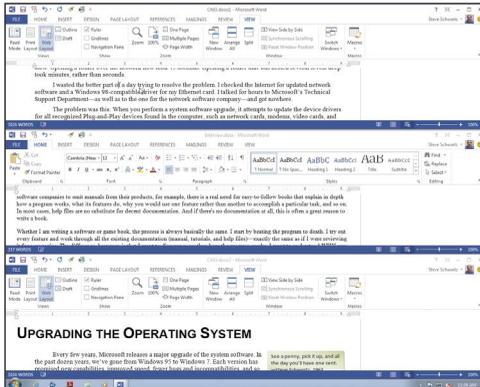
Expanded section (normal)



A The View:Window group.



B You can make any open document active by choosing its name from the Switch Windows menu.



C Arrange All can make it simpler for you to work with multiple open documents. After selecting a document to edit or view, you can maximize or resize its window.

Managing Windows

When you create a new Word document or open an existing document, each one opens in a separate window. Because it's common to work with several documents at once, Word provides commands for managing windows in the View:Window group **A**.

To manage open document windows:

- *Do any of the following:*
 - ▶ To create another instance of the current document, click View:Window:New Window. Edits made in any instance of a window affect the document.
- Each new instance has the same name as the original, followed by a colon and a number. For example, a new instance of **memo.docx** would be named **memo.docx:2**.
- ▶ To bring a document to the front and make it the *active document*, choose its name from the View:Window:Switch Windows menu **B**.

TIP Every open Word document is represented by a taskbar entry. You can also switch documents by clicking or selecting their names on the taskbar.

- ▶ To view all open documents simultaneously, click View:Window:Arrange All. The documents are displayed in a stack **C**. To work with one of the documents, click anywhere in its window to make it active.

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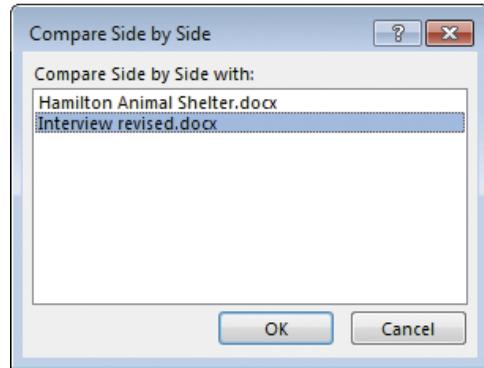
- ▶ To work with a pair of open documents, click View Side by Side. If more than two documents are open, the Compare Side by Side dialog box appears **D**. Select the second document and click OK.

TIP When working in View Side by Side mode, you can make the two documents scroll together by ensuring that the Synchronous Scrolling icon **A** is enabled. This feature is useful for comparing two versions of the same document.

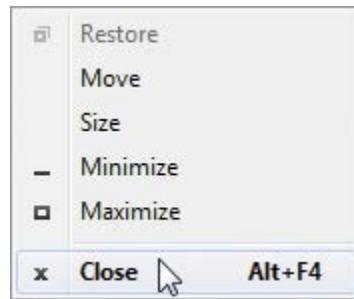
- ▶ To close the active Word document, click its close box (X), press Alt-F4 or Ctrl-W, or click the File tab and then click Close in the Backstage.

TIP To close a Word document, you can also right-click its taskbar button or right-click any blank spot in its title bar, and then choose Close from the context menu that appears **E**.

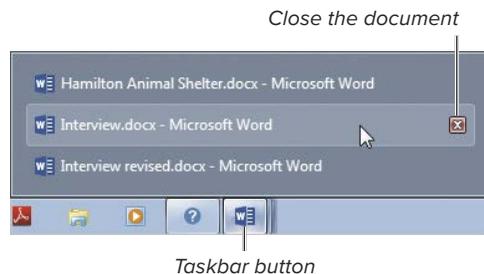
TIP If you're running Windows 7 or 8, taskbar buttons are different from earlier versions of the operating system. If multiple Word documents are open, they are grouped together within a single Word taskbar button. To close one of the open documents, rest the cursor over the Word taskbar button, move up to highlight the document you want to close, and click its close box (X) **F**.



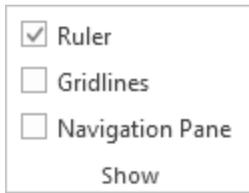
D After clicking the View Side by Side icon in the first document window, you'll be asked to select the comparison document—if more than two documents are open.



E You can close a document by right-clicking its title bar and choosing Close from this pop-up menu.



F In Windows 7 and 8, documents from the same application are grouped within a taskbar button.

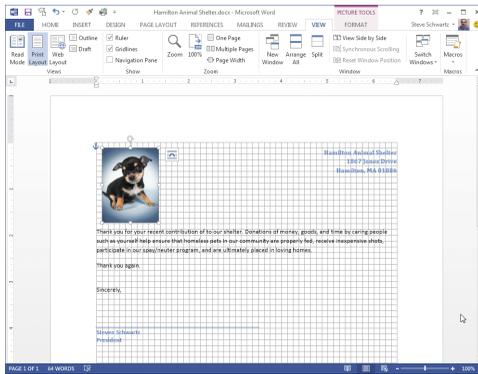


A Click check boxes in the Show group to enable or disable display options.

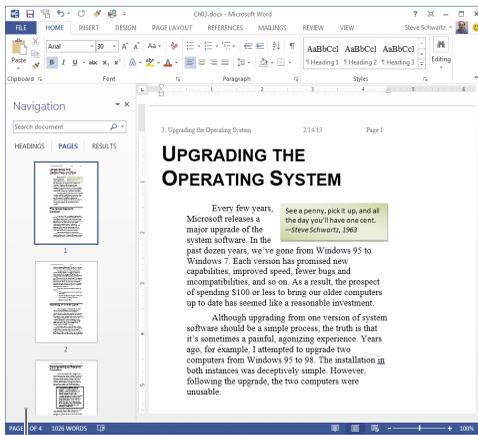
Setting Display Options

In addition to using the zoom controls to change the magnification (see “Setting Magnification” in Chapter 2), you can show or hide the following elements in the document window by clicking check boxes in the View: Show group **A**:

- **Ruler.** Use the ruler to position objects, set paragraph indents, and set tab stops.
- **Gridlines.** When enabled, each page is overlaid with a visible grid **B**. Placed objects automatically snap to the nearest grid intersection.
- **Navigation Pane.** Use the Navigation Pane **C** to move directly to a specific document page, heading, or search result. For instructions, see “Using the Navigation Pane,” later in this chapter.



B Gridlines can make it easier to place objects.



Navigation Pane

C Use the Navigation Pane to quickly move to a desired spot in a document.

To show/hide rulers:

- Click the View: Show: Ruler check box.

To show/hide gridlines:

- Click the View: Show: Gridlines check box.

To show/hide the Navigation Pane:

- Click the View: Show: Navigation Pane check box. To switch among viewing document headings, page thumbnails, and search results, select a category beneath the pane’s search box. To remove the pane, click its close box (X) or remove the Navigation Pane check mark from the Show group **A**.

TIP You can also open and close the Navigation Pane by clicking the Page indicator on the left side of the status bar.

Entering Text

If you've previously used a word-processing program, you're already familiar with the basics of entering text. On the other hand, if you're new to word processing, you'll need to know the following information.

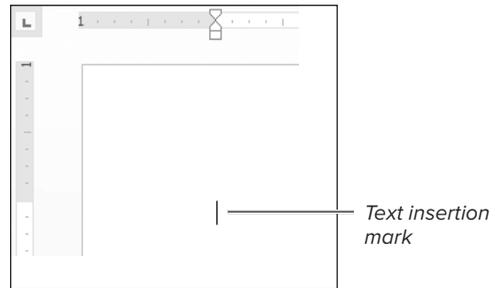
To enter text:

1. Create a new document or open an existing document.
2. *Do one of the following:*
 - ▶ **New document.** The text insertion mark is automatically positioned at the top of the first document page **A**.
 - ▶ **Existing document.** The text insertion mark is set at the beginning of the document. Scroll to the page where you want to begin entering new text, such as the end of the last page. Click to set the text insertion mark.
3. Type your text.

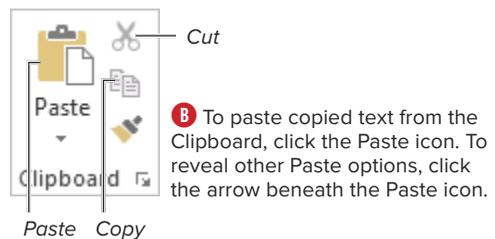
Entered text appears at the text insertion mark. In a new document, the text is formatted with the default font and the paragraphs are left-aligned. In an existing document, the formatting matches the text that it immediately follows.
4. As you type, text automatically wraps as needed to fit within the current paragraph's margins. When you want to begin a new paragraph, press Enter.

TIP For information on changing character or paragraph formatting (such as applying a different font or centering a title), see Chapter 5.

TIP You can add text copied from the document, other documents, or other applications to the current document by clicking the Home: Clipboard: Paste icon **B** or by pressing Ctrl-V.



A In a new or opened document, the text insertion mark is set at the beginning of the document.



B To paste copied text from the Clipboard, click the Paste icon. To reveal other Paste options, click the arrow beneath the Paste icon.

Using Click-and-Type

If you're more comfortable working with a typewriter than with a word-processing program, you can use Word's *click-and-type* feature to approximate a typewriter.

Instead of typing from the text insertion mark at the top of a new document or the current position in an opened document, you can double-click any blank spot below either of these points. Word sets the text insertion mark at the double-clicked spot and automatically adds sufficient paragraph returns to fill in the gap above.

This is whaat

A Set the text insertion mark to the right or left of the text that you want to delete.

Selected text

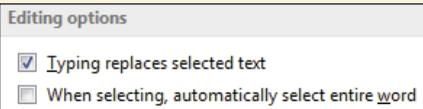
• Find an updated driver for the card. (There were none.)

B Selected text is highlighted like this.

Selecting Partial Words

If you find that you're frequently (and automatically) selecting entire words when trying to select partial words, a Word Options setting is interfering.

To change the setting, click the File tab. In the Backstage, click Options. In the Word Options dialog box, select the Advanced category and remove the check mark from When selecting, automatically select entire word **C**. Click OK to save the new setting.



C To simplify text selection, remove the check mark from the second check box in the Editing options section.

Basic Text Editing

You can use any of the following techniques to correct errors in a document and make other changes, such as adding new text. The techniques vary, depending on whether you're changing selected or unselected text.

To delete unselected text:

1. Position the text insertion mark immediately to the right or left of the text you want to correct or remove **A**.
2. *Do one of the following:*
 - ▶ To delete the *previous* character (the one to the left), press Backspace.
 - ▶ To delete the *next* character (the one to the right), press Del or Delete.

To delete additional characters, continue pressing Backspace, Del, or Delete.

3. If necessary, replace the deleted text by typing new characters.

To delete or replace selected text:

1. To select the text **B** to be deleted or replaced, *do one of the following:*
 - ▶ Set the text insertion mark at one end of the text to be selected, and then drag to or Shift-click the opposite end.
 - ▶ Set the text insertion mark at one end of the text to be selected, and then—while holding down Shift—press arrow keys to move to the end of the text.
 - ▶ Double-click to select a word or triple-click to select a paragraph.

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2. Do one of the following:

- ▶ To *delete* the selected text, press Backspace, Del, or Delete.
- ▶ To *replace* the selected text, type the replacement text. When you begin typing, the selected text is deleted.

TIP You can also delete text by *cutting* it. Unlike a normal deletion, cut text is stored in the Clipboard (and the Office Clipboard), where it's available for pasting. To cut selected text, click the Home:Clipboard:Cut icon (see **B** in "Entering Text") or press Ctrl-X.

TIP You can use drag-and-drop to move selected text from one location to another—either within a document or between Word documents. This is equivalent to performing a cut-and-paste.

TIP If you want a drag-and-drop to leave the original text intact (working as a copy-and-paste rather than as a cut-and-paste), drag the selected text using the right mouse button. From the context menu that appears at the destination **D**, choose Copy Here.

To insert new text:

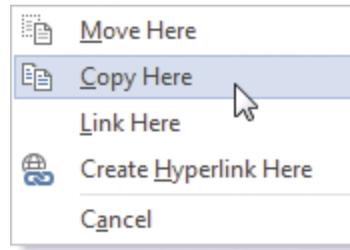
1. Position the text insertion mark where you want to add the new text.

You can insert new text anywhere in a document.

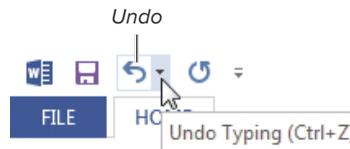
2. Do either of the following:

- ▶ Type the new text.
- ▶ Paste the new text by clicking the Home:Clipboard:Paste icon (see **B** in "Entering Text") or by pressing Ctrl-V.

TIP To undo the most recent edit, immediately click the Undo icon in the Quick Access Toolbar **E** or press Ctrl-Z. (Note that you can undo *multiple* actions—one by one—by clicking the Undo icon's down arrow.)



D When right-dragging text, you can elect to perform a copy rather than a move.



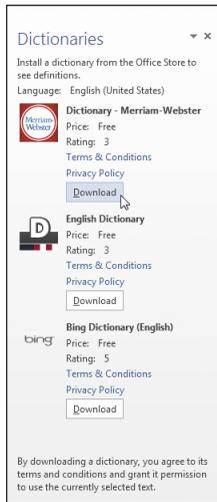
E You can often reverse your most recent action.

Controlling Paste Formatting

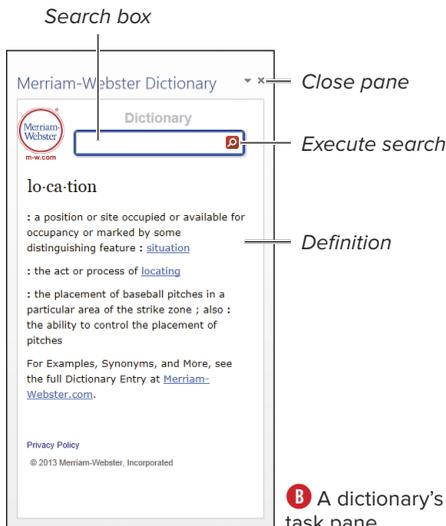
When you paste text into a Word document, its formatting is determined by settings in the Advanced section of the Word Options dialog box. Depending on the text's source and whether the styles conflict, either the original formatting is retained or the text is reformatted to match the surrounding text at the destination. However, you can override the default Paste formatting.

When pasting, the Paste Options icon appears at the end of or beneath the pasted text **F**. Click the icon to choose a formatting option. (You can also choose these formatting options from the Home:Clipboard:Paste icon's menu.)

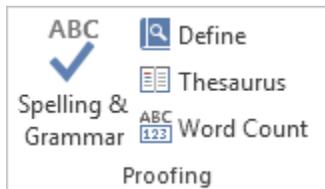




A Select a dictionary to install and click Download.



B A dictionary's task pane.



C You can open the dictionary task pane by clicking Define.

Using the Proofing Tools

Word includes a spelling/grammar checker and a thesaurus that you can use to help with writing and editing. Spelling and grammar can be checked *on the fly* (as you type) or run as a traditional full-document or selected-text check. If you want to see a word's meaning, there are several free dictionaries that you can easily install.

To install a dictionary (to check word definitions):

1. Right-click any word in an open Word document and choose Define from the context menu that appears.
The Dictionaries task pane appears **A**.
2. Click the Download button of the dictionary that you want to install.

The dictionary downloads and installs. The definition for the selected word appears in the new task pane **B**.

TIP After adding a dictionary, you can add others by downloading them from the Office Store. To use the additional dictionary, choose it from the Insert: Apps: Apps for Office menu.

To look up a word's definition:

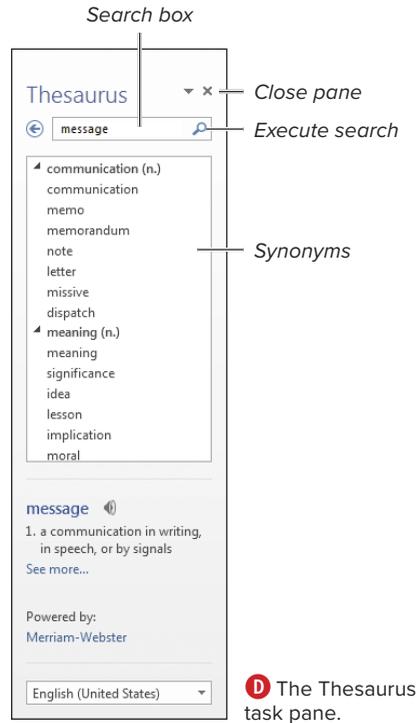
- Do either of the following:
 - ▶ If the word is in the current document, select and right-click it. Choose Define from the context menu.
 - ▶ Click Review: Proofing: Define **C**, type or paste the word into the Search box **B**, and click the search icon (or press Enter).

The word's definition is displayed in the task pane **B**.

To find a synonym for a word:

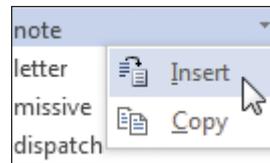
- Do either of the following:
 - ▶ If the word is in the current document, select and right-click it, and open the Synonyms submenu in the context menu. To replace the word, choose a synonym from the list. (If you'd rather use the Thesaurus task pane, choose Thesaurus.)
 - ▶ Click Review:Proofing:Thesaurus **C**. In the Thesaurus task pane **D**, type or paste the word into the search box. Click the search icon or press Enter. (If the word is preselected in the document, it will automatically appear in the search box.)

To use a listed synonym, click the down arrow beside the word, and choose Insert or Copy **E**.

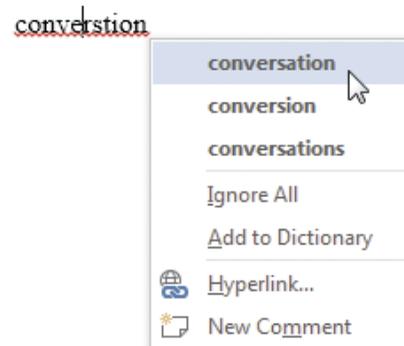


To check spelling and/or grammar as you type:

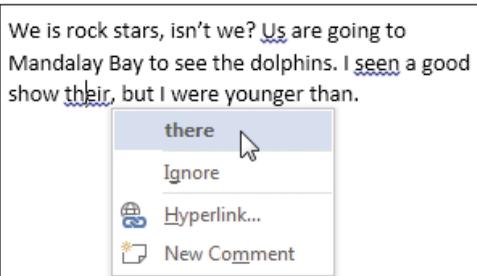
1. When Check spelling as you type is enabled in Word Options (see the Tip at the end of the next section), each suspected spelling or grammatical error is marked with a wavy, colored underline.
2. **Spelling.** To correct or dismiss a marked spelling error (red), right-click the underlined text and choose an option from the context menu **F**:
 - ▶ To accept a suggested correction (if any are listed), choose a replacement spelling from the listed words.
 - ▶ Choose Ignore or Ignore All to ignore this or every instance of the flagged spelling in the current document.
 - ▶ If the spelling is correct, choose Add to Dictionary to record the word and ensure that it's never flagged again.



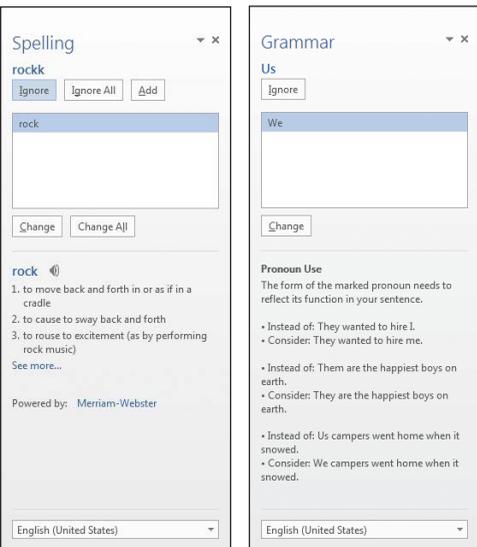
- **E** To use a synonym, click its down arrow and choose Insert or Copy.



- **F** Right-click a marked spelling error and choose an option from the context menu.



G Right-click a blue grammatical error to view possible corrections.



H The Spelling and Grammar task panes. (Be sure to review the explanatory text under the list box.)

Correcting Letter Case Errors

Has this happened to you? You accidentally press Caps Lock instead of Shift and now your newly typed text reads **SUSAN JONES**. Or while entering mailing addresses, your assistant decides not to bother with capitalization. You can fix many such errors by selecting the text and choosing a correction from the Home:Font:Change Case menu.

3. Grammar. To correct or dismiss a marked grammatical error (blue), right-click the underlined text. Choose one of the following from the context menu **G**:

- ▶ Choose the suggested fix to let Word make the correction.
- ▶ Choose Ignore if you believe that the grammar is correct or if you want to manually make the correction.

To check spelling/grammar for selected text or the document:

1. *Optional:* To restrict the check to a specific portion of the document, select the text to be checked.
2. Click Review:Proofing:Spelling & Grammar (F7).

If suspected errors are identified, the Spelling or Grammar task pane opens.

TIP The task pane that appears depends on the first error. If spelling *and* grammar errors are found, the pane switches between Spelling and Grammar as needed to address each subsequent error.

3. Spelling. To handle a suspected spelling error **H**, do one of the following:

- ▶ To accept a suggested correction, select it in the list and click Change.
- ▶ To accept a suggested correction and apply it throughout the document, select it in the list and click Change All.
- ▶ To accept the flagged word as correct, click Ignore to skip this instance or Ignore All to ignore all instances of this word found in the document.
- ▶ To accept the flagged word as spelled correctly and add it to the Office user dictionary (so it isn't flagged in later checks), click Add.

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4. **Grammar.** To handle a suspected grammar error **I**, do one of the following:

- ▶ If you believe the grammar is correct or you intend to rewrite the text, click the Ignore or Ignore All button.
- ▶ Select the correction in the list box and then click the appropriate button, such as Change or Change All.

TIP To set spelling/grammar checking preferences, click the File tab to go to the Backstage and then click Options. In the Word Options dialog box, select the Proofing category **I**, make any desired changes, and click OK.

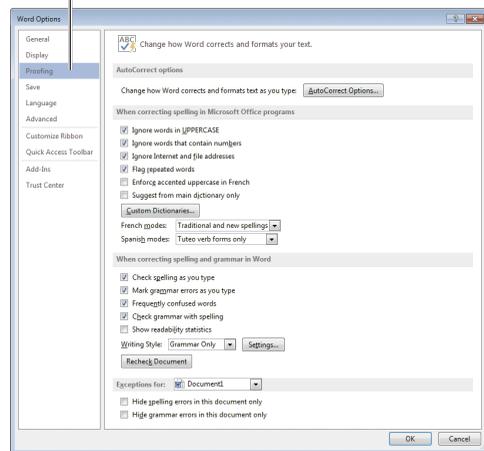
TIP Word 2013 can consider the *context* of words when performing spelling/grammar checks **J**, allowing it to flag words that are spelled properly but incorrect (distinguishing among *to*, *too*, and *two*, for example).

TIP If you choose Ignore or Ignore All for a suspected spelling or grammar error, the error will not reappear in subsequent spelling/grammar checks. To reconsider such errors, click the Recheck Document button in the Proofing section of the Word Options dialog box **I**.

TIP The AutoCorrect feature automatically corrects common typos and misspellings as you type. To view or edit the current AutoCorrect word list **K**, click the AutoCorrect Options button in the Proofing section of the Word Options dialog box **I**.

CAUTION Historically, Word's grammar checker has been only marginally useful. (Examine the error-laden paragraph in **G**, for example.) You shouldn't rely on it to identify and correct typical grammatical errors.

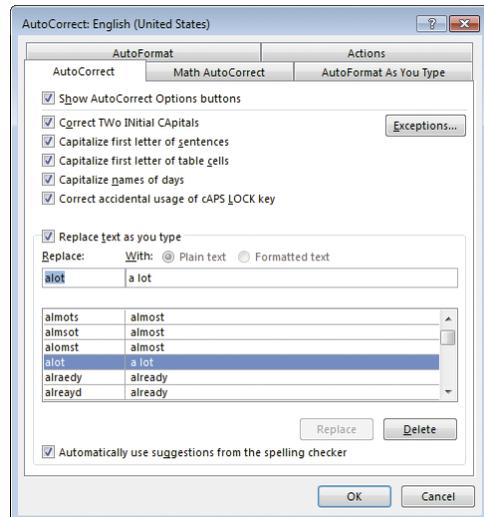
Proofing



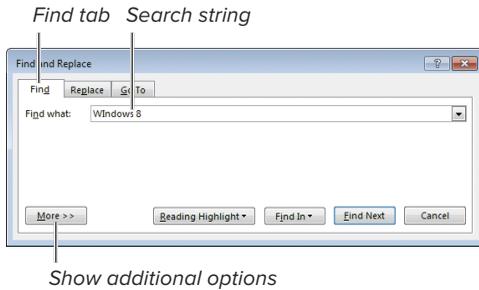
I Set preferences for the proofing tools in the Proofing section of the Word Options dialog box.

I saw a good show their, but I was younger then.

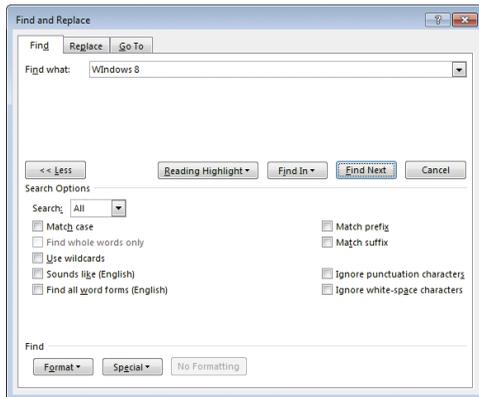
J Although **their** is a proper word, Word flagged it as incorrect in the context of this sentence.



K Add words that you commonly misspell to the AutoCorrect list.



A To perform a simple search, enter a search string in the Find what box and click Find Next.



B Click More to expand the dialog box and set additional Find options.

Finding and Replacing Text

Using the Find and Replace dialog box, you can search for any text string and optionally replace it with another. In addition to performing standard text searches, you can search for and replace special items, such as paragraph characters (¶), graphics, or text formatted in a specific font. Note that simple searches are best performed in the Navigation Pane, described at the end of this chapter.

To perform a Find:

1. Click Home : Editing : Replace (Ctrl-H).
The Find and Replace dialog box appears, open to the Replace tab.
2. Click the Find tab.
3. Enter a search string in the Find what box **A**.
4. *Optional:* To set additional options and criteria, click the More >> button. The dialog box expands **B**:
 - ▶ To perform a more precise search, set options in the Search Options area. For instance, you can ensure that found text exactly matches the letter case of the search string (Match case) or specify the search direction (Search drop-down menu).
 - ▶ To search for a special character such as a tab, insert it into the Find what box by choosing the character from the Special button's menu.
 - ▶ To find only text with certain formatting (such as a particular font), choose an option from the Format button's menu.

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5. To begin the search, *do one of the following*:
 - ▶ Click Find Next.
 - ▶ Choose an option from the Find in button's menu to restrict the search to a particular document component.

Word highlights the first match, if any. Otherwise, a dialog box informs you that the search text wasn't found **C**.

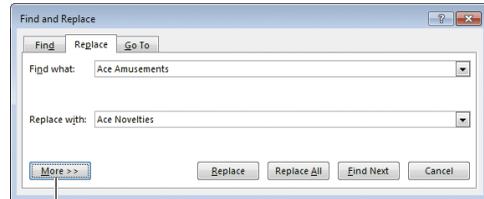
6. *Do either of the following*:
 - ▶ To search for the next match, click Find Next. Repeat as necessary.
 - ▶ If you're finished, click Cancel or the close box (X).

To perform a Find/Replace:

1. Click Home : Editing : Replace (Ctrl-H).
The Find and Replace dialog box appears, open to the Replace tab.
2. Enter a search string in the Find what box and a replacement string in the Replace with box **D**.
3. *Optional*: To set additional options and criteria, click the More >> button. The dialog box expands **E**.
4. *Do either of the following*:
 - ▶ To simultaneously replace every matching instance, click Replace All.
 - ▶ To selectively replace text after examining each possible match, click Find Next. Word highlights the first match, if one is found. Click Replace if you want to make the replacement, or click Find Next to skip this instance and go to the next match. Repeat as necessary.
5. When you're finished, click Cancel or the close box (X).

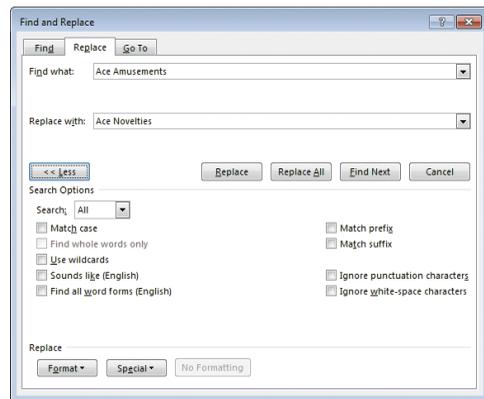


C If the search string isn't found, this dialog box appears. A similar dialog box is presented after all matches have been found and viewed.



Show additional options

D Enter Find what and Replace with strings.

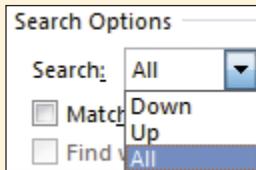


E You can expand the dialog box to enter more specific criteria.

Search Direction and Scope

The initial direction and scope of a search are determined by the location of the text insertion mark and your choice in the Search drop-down menu **F** in the bottom half of the Find and Replace dialog box. Every search starts from the text insertion mark and proceeds in the direction specified in the Search menu:

- If Down or Up is chosen, the search proceeds to the bottom or top of the document or selection. When the bottom or top is reached, a dialog box asks if you'd like to search the rest of the document.
- If All is chosen from the Search menu, the search starts from the text insertion mark, continues downward until the end is reached, and then wraps around to the beginning in order to complete the search.



F You can control the search direction and scope.

TIP Regardless of the command you use to open the Find and Replace dialog box, you can switch between Finds and Replaces by clicking the appropriate tab.

TIP To restrict a Find or Replace to only *part* of a document, select the text before you execute the Find or Replace.

TIP When you replace text without checking Match case **E**, capitalization of the replacement text (Replace with) will match that of the replaced text (Find what).

TIP It's sometimes important to check Find whole words only **E** when performing a Replace. For example, when attempting to replace every instance of John with Mike, checking Find whole words only will prevent Johnson from being changed to Mikeson.

Entering Symbols and Special Characters

Some characters—especially symbols, such as copyright (©)—can be extremely difficult to type. Using the Symbol drop-down gallery or the Symbol dialog box, you can easily insert a symbol or other character from any font that’s installed on your computer.

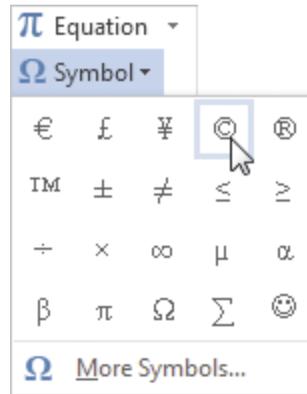
To insert a symbol or other character:

1. Set the text insertion mark at the spot in your text where you want to insert the symbol or character.
2. Open the Symbol gallery by clicking Insert:Symbols:Symbol.
3. Do either of the following:
 - ▶ Choose the character **A**. The character is inserted into the text.
 - ▶ Choose More Symbols to open the Symbol dialog box **B**. To insert a character, double-click it or select it and click Insert. Click the Cancel button or the close box (X) to dismiss the dialog box.

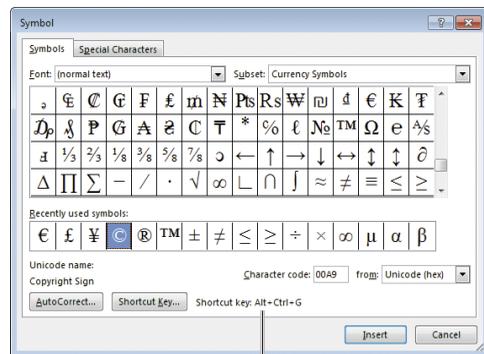
TIP When inserting a character, Word uses the font at the text insertion mark. To use a different font (Webdings, for example, contains unusual characters not found in other fonts), choose it from the Font drop-down menu at the top of the Symbol dialog box **B**.

TIP To use a special character throughout a document, insert it once, select the character, copy it (Ctrl-C), and then paste the character (Ctrl-V) wherever it’s needed.

TIP Many of the common symbols have a preassigned keyboard shortcut. Select the symbol **B** to see its shortcut. If a symbol doesn’t have an accessible shortcut, you can click the Shortcut Key button to create one.

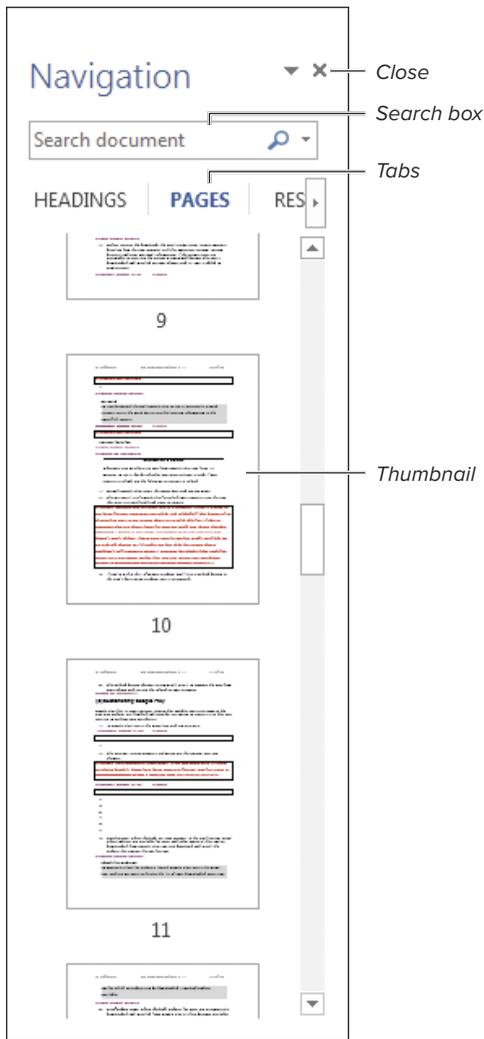


A Common symbols can be selected from this gallery.



Keyboard shortcut

B To insert a symbol that isn’t in the Symbol gallery or one from a different font, open the Symbol dialog box.



A The Navigation Pane.

Using the Navigation Pane

In Office 2010, the Navigation Pane **A** replaced the Document Map. In addition to using it to quickly jump to important document sections by clicking a thumbnail or text heading, *you can do the following*:

- Rearrange document sections by dragging their headings
- Execute Finds to locate text in the document that marks the spot to which you want to go
- Search for other material, such as tables, graphics, equations, footnotes or endnotes, and reviewer comments

To open/close the Navigation Pane:

- To open the Navigation Pane, click the View:Show:Navigation Pane check box (see **A** in “Setting Display Options”), click the Home:Editing:Find icon, click the Page indicator on the status bar, or press Ctrl-F.
- To close the pane, click its close box (X), remove the check mark from the View:Show:Navigation Pane check box, or click the Page indicator again.

TIP If the Navigation Pane fails to dock itself to the left side of the screen, double-click in its title area. To change the pane into a floating pane, drag it by the title area. To change the pane’s width when docked, drag the divider between it and the document.

To go to a page or heading:

- To go to a page, click the Pages tab in the Navigation Pane. Click the thumbnail of the destination page **A**.
- To go to a heading, click the Headings tab in the Navigation Pane. In the list that appears **B**, click the desired heading.

Only paragraphs that Word identifies as headings are listed in the pane. To learn about Word styles, see Chapter 5.

TIP You can expand and collapse headings in the Navigation Pane by clicking the triangle that precedes them.

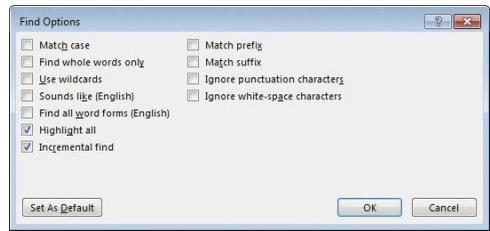
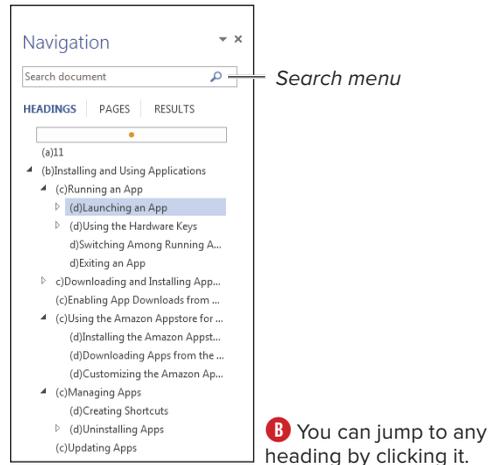
To perform a text search:

1. *Optional:* To set specific search options (such as Match case or Find whole words only), click the arrow to the right of the search box **B** and choose Options.

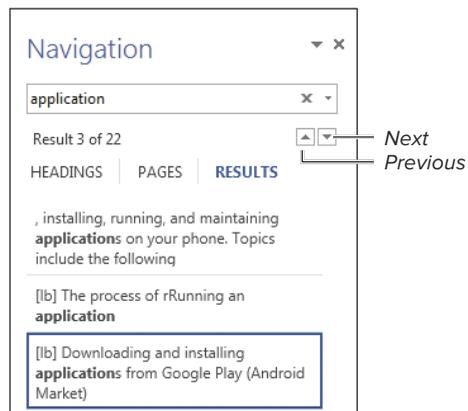
The Find Options dialog box appears **C**. Set options and click OK.

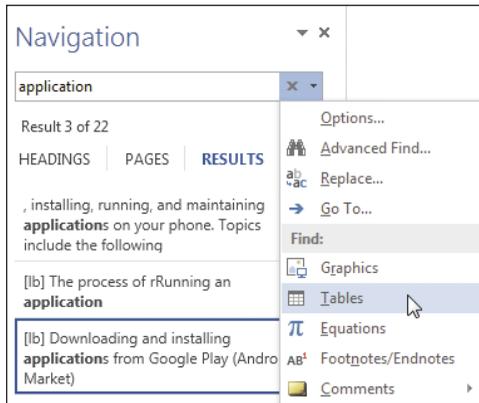
2. Type search text in the box at the top of the Navigation Pane. Word searches as you type and highlights matches in the document. The contents of the Navigation Pane depend on the selected tab:

- ▶ **Headings.** Any heading that contains a match is highlighted in yellow.
- ▶ **Pages.** Only pages that contain a match are shown; all others are hidden.
- ▶ **Results.** Matches are shown in context in the Navigation Pane **D**.



C You can set the same search options that appear in the expanded Find and Replace dialog box (see **B** in “Finding and Replacing Text”).





E You can also search for items other than text.

3. To go to a match, *do one of the following*:

- ▶ Click a heading, thumbnail, or text result in the Navigation Pane.
- ▶ Click the up (Previous) or down (Next) icons **D**.
- ▶ Choose Advanced Find, Replace, or Go To from the search box's menu **E** to open the normal Find and Replace dialog box.
- ▶ To find non-text items in the current document, choose a command from the Find section of the search box's menu **E**: Graphics, Tables, Equations, Footnotes/Endnotes, or Comments. To navigate among the found items, click the Previous and Next icons **D**.
- ▶ To clear the current search, click the close box (X) at the right end of the search box or press Esc.

Editing PDF Files

In addition to Office's ability to save and share documents as Adobe Acrobat PDF (*Portable Document Format*) files, Word 2013 can open and edit PDF files. When opened, they're automatically converted to Word format—enabling you to add and delete text, apply formatting, and so on.

To edit a PDF file in Word:

1. From within Word, open the PDF file that you want to edit by pressing Ctrl-O or clicking the File tab, followed by Open.

The file is converted to Word format and opens in Word for editing.

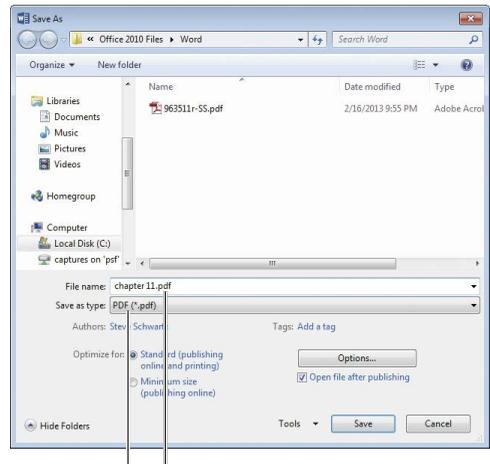
2. Edit the document as desired.
3. To save the edited file, click the File tab, followed by Save; click the Save icon on the Quick Access Toolbar; or press Ctrl-S.

A Save As dialog box appears **A**.

4. Select PDF (*.pdf) from the Save as type drop-down list.
5. Click the Save button.

The document is converted back into PDF format and saved to disk.

TIP To avoid overwriting the original PDF file, you may want to save it in a new location or with a different filename.



Save as type File name

- A** Re-save the edited document as a PDF file.

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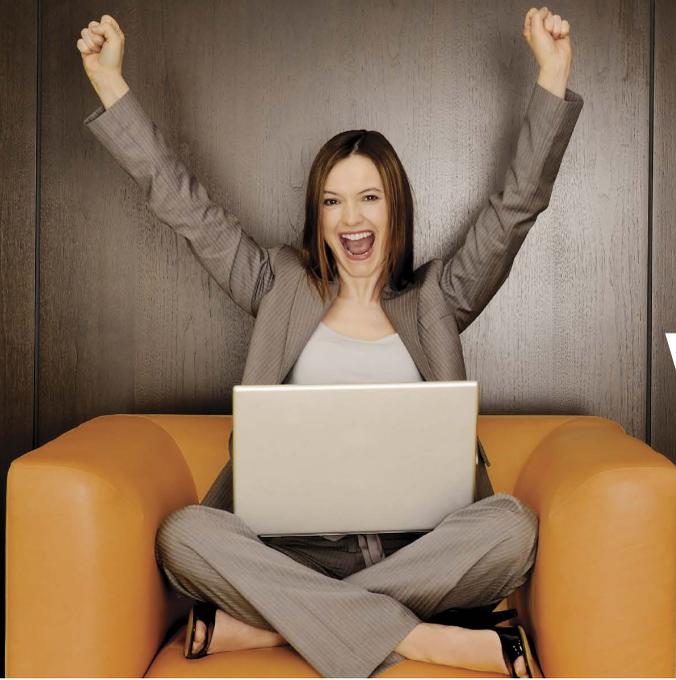
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