Microsoft Word 2013 Quick Reference Guide

The following instructions are quick references for basic features in Microsoft Word. Topics include format document, line spacing, margins, and checking spelling and grammar.

I. Window Features

	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
4	File Tab	The File tab has replaced the Office button in 2007. This area is called the Backstage which helps you to manage the Microsoft application and provides access to its options such as Open, New, Save As, Print, etc.
2	Ribbon Tab	Title or name of the specific Ribbon.
3	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
5	Group	Contain category of command buttons.
6	Show Dialog Box	Show additional options.

II. Using Ribbons

Microsoft Word 2010 use **Tabs** instead of menus to organize various functions. In addition, command buttons have been placed in a **Group** within the **Ribbon**. The **Dialog Box Launcher** in a group shows additional options.

The **Table Tools** and **Drawing/Picture Tools** tabs only appear when a table or picture is selected for editing purpose.
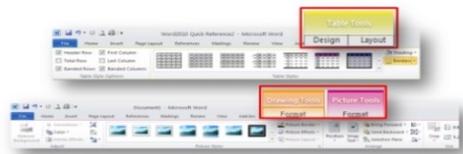
III. Select Text

You must select text before you can change the format. You can use the mouse to select text in a variety of ways.

Select	Action
any text	Click at the beginning of the area and press the **Shift key** as you click at the end of the area. You can also drag across the text you want to select.
a word	Double click on the word.
a line	Place the mouse pointer in the left margin. Position the mouse pointer next to the desired line and click once.
multiple lines	Place the mouse pointer in the left margin next to the first desired line and click once. Then compress the **Ctrl key** and click additional lines to select them.
a sentence	Press the **Ctrl key** and click anywhere in the sentence.
a paragraph	Place the mouse pointer in the left margin and double click next to any line in the paragraph.
multiple paragraphs	Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs.
a document	Press the **Ctrl key** then place the mouse pointer anywhere in the left margin and click once.

IV. Format Document

Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text.

A. Standard Formats
1. Select the text that you want to format.
2. Select the **Home** tab.
3. On the **Home** ribbon, click on your desired format button.

Format Option Examples:
- Click on the **Bold** button to bold text.
- Click on the **Italic** button to italicize text.
- Click on the **Underline** button to add an underline to text.
- Click on the **Bullets** button to add a bulleted list to text.
- Click on the **Numbering** button to add a numbered list to text.

V. Additional Font Options

Additional font options are available, such as font effects and special styles.

A. Font Effects
1. Select the **Home** tab.
2. Click on the **Dialog Box Launcher**, located in the **Font** group.
3. The **Font** window will appear that contains additional formats you can select from.

Dialog box

VI. Line Spacing

The spacing option can adjust line within a paragraph or entire document.

A. Change Spacing
1. Select the **Home** tab**.**
2. Click on the **Line Spacing** button, located in the Paragraph group.
3. The Spacing panel will appear, and then select your desired spacing option.

VII. Margins

Margins can be applied or change within a document.

A. Change Margin
1. Select the **Page Layout** tab.
2. Click on the **Margins** button, located in the **Page Setup** group.
3. The predesigned margins panel will appear, and then select your desired margin option.

VIII.   Spelling and Grammar Checks
As you type the document, **wavy red underlines** will appear under text to indicate possible spelling errors and **wavy green underlines** to indicate possible grammatical errors

A.   Correct Errors
1.   **Right-click** on a word with a wavy underline.
2.   Click on the correction from the option panel that you desire.

B.   Additional Option
1.   Select the **Review** tab.
2.   Click on the **Spelling & Grammar** button, located in the Proofing group.

Get Help

The Technology Help Desk at 412 62**4-HELP** [4357] is available 24 hours a day, seven days a week to answer your technology- related questions. Questions can also be submitted via the Web at **technology.pitt.edu**.