

MICROSOFT WORD 2013



LEARNING COMMONS

Academic Support Center • DSC-UCF Writing Center • Library Services

Everything You Need to Succeed

KEY WORDS

■ Tool Ribbon

■ Tab

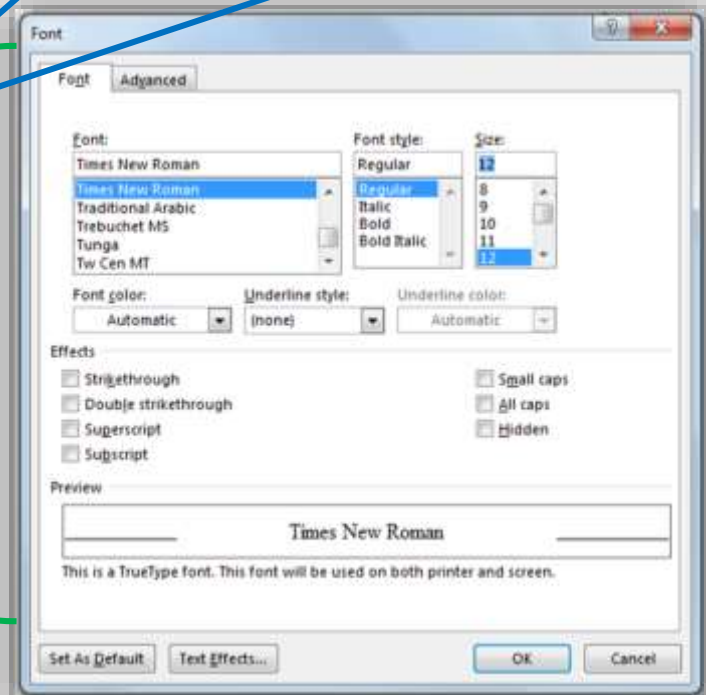
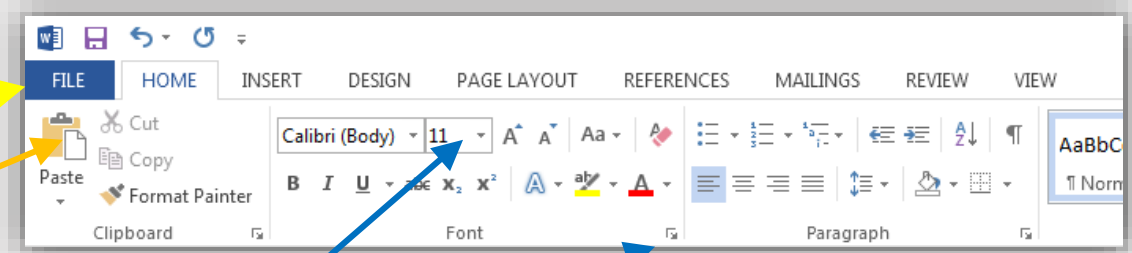
■ Icon

■ Drop-Down Button

■ Dialog Box

■ Cursor  I

■ Highlight 



THE BASICS

Create,
Save,
Open,
and
Upload
Word Files



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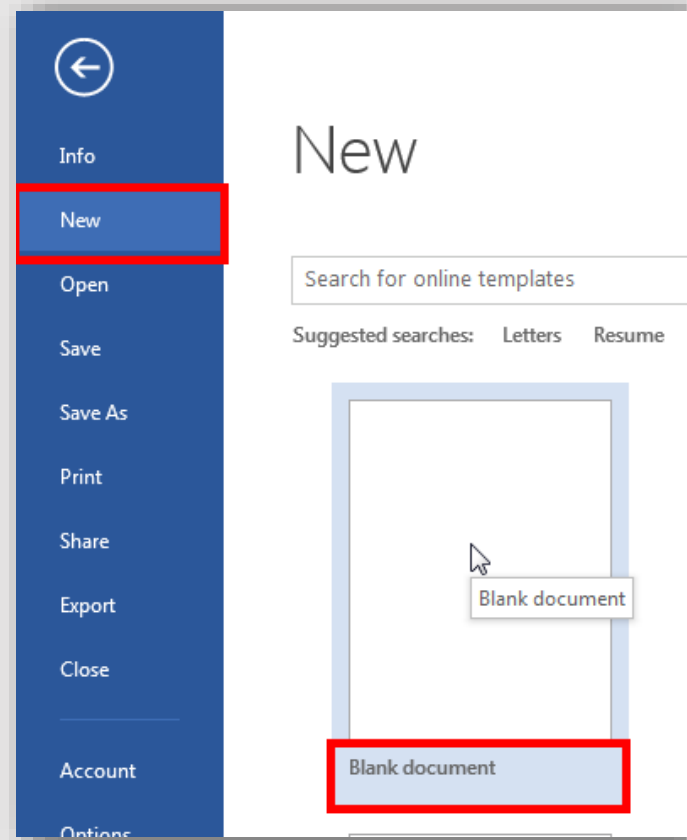
NEW FILE

Open Word



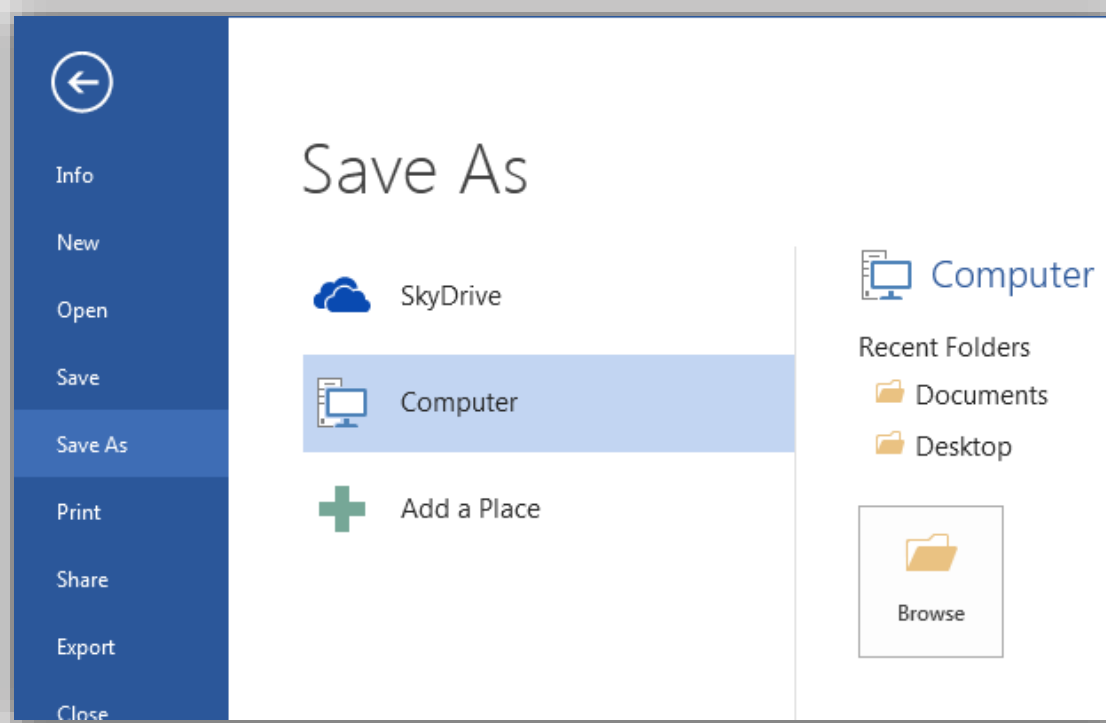
Select New

Adjust View



SAVE

Immediately save your document once you create it by clicking on the File tab, then selecting Save As.

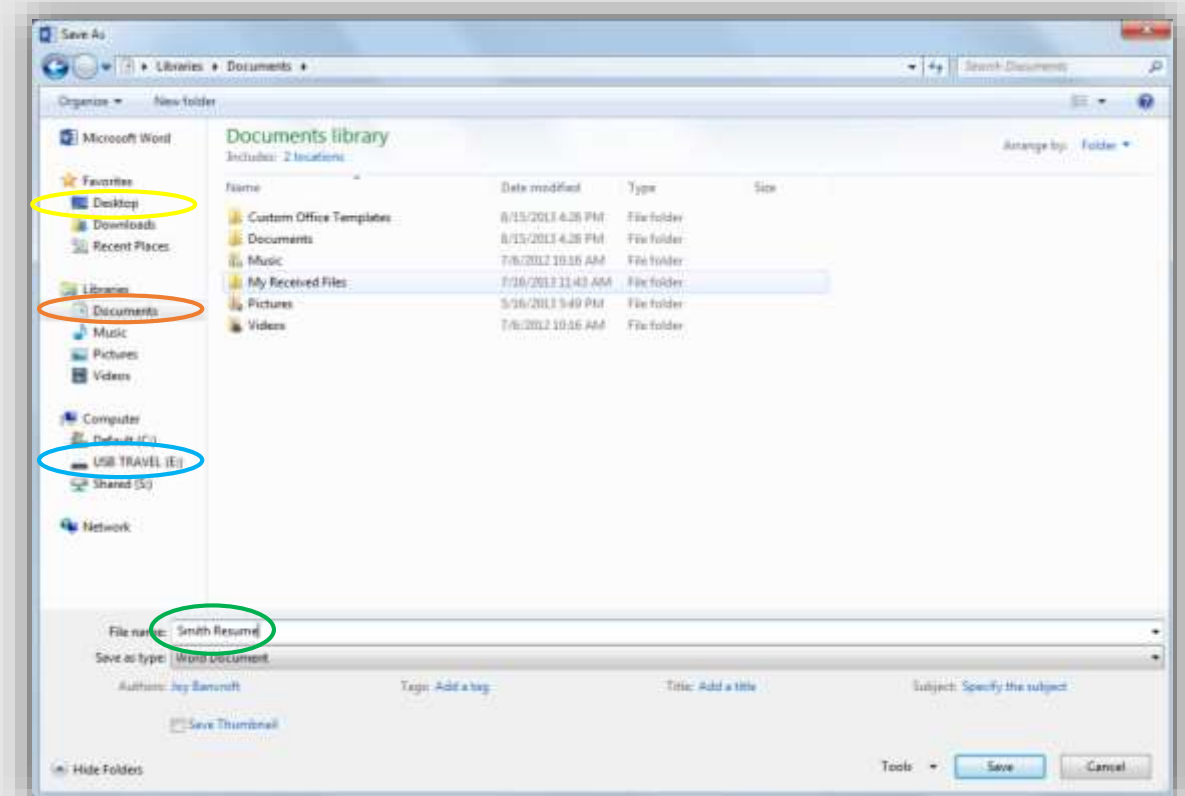


MY COMPUTER & USB DRIVE

Choose where you want to save the file:

- Desktop
- Documents
- USB Travel

Use a file name that you will remember later and that reflects what is in the document



USB TRAVEL DRIVES



- Universal Serial Bus (USB) = Portable file storage
- Save file on one computer, plug the drive in on any other computer, then work, and resave file to the drive to work on again
- Write your name on it and keep track of it; people lose their USBs often.

IMPORTANT KEYS



- Tab – Use to indent a new paragraph
- Enter – Use to go down to a new line
- Shift – Hold down to capitalize a letter or to use symbols
- Backspace – Removes characters to the left of the cursor
- Delete – Removes characters to the right of the cursor
- Ctrl – Hold down with letters to use keyboard shortcuts

YOU TRY!

1. Open Word.
2. Start a New Document.
3. Save it as your last name, either to your USB drive or to My Documents.
4. Type your first and last name on the first line of the document, using the Shift key to capitalize the first letters.
5. Place the cursor between your first and last name.
6. Use backspace to remove your first name.
7. Use delete to remove your last name.

FORMATTING

Font,
Alignment,
and
Spacing



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Font

Times New Roman

Font Style

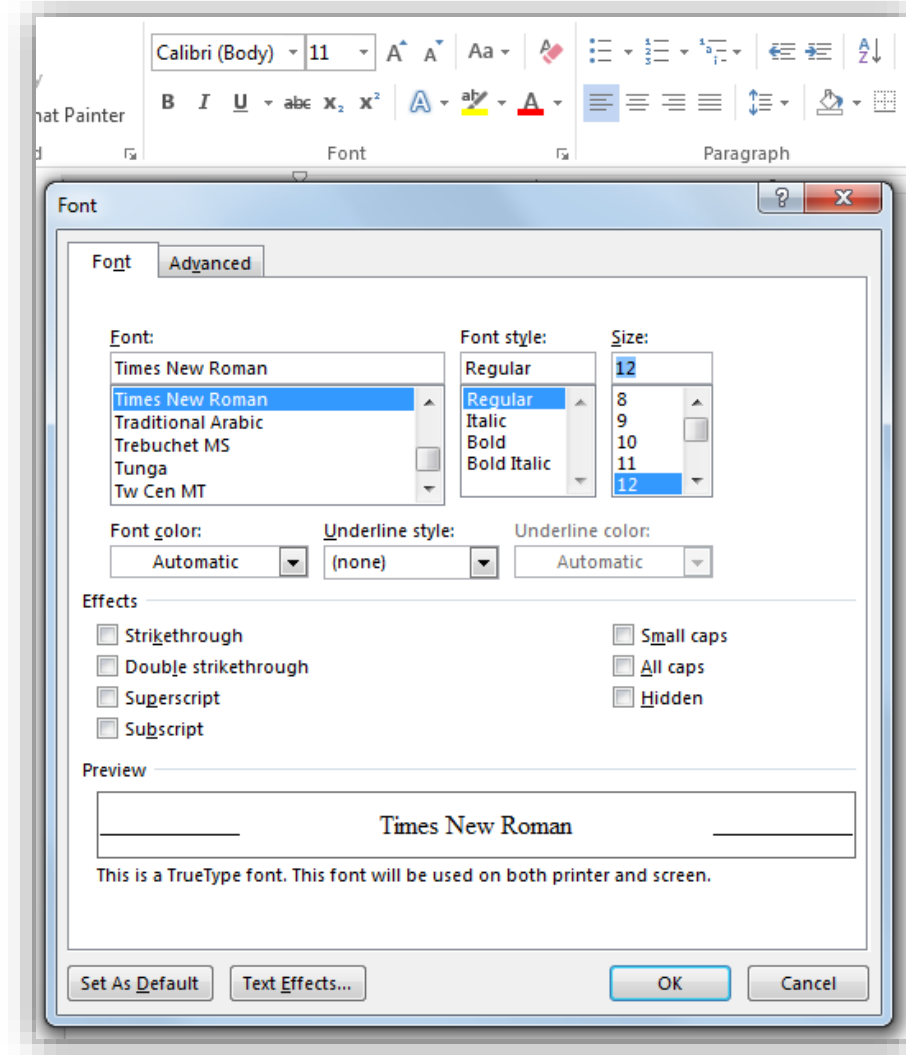
Regular

Bold

Italics

Size

12



FONT

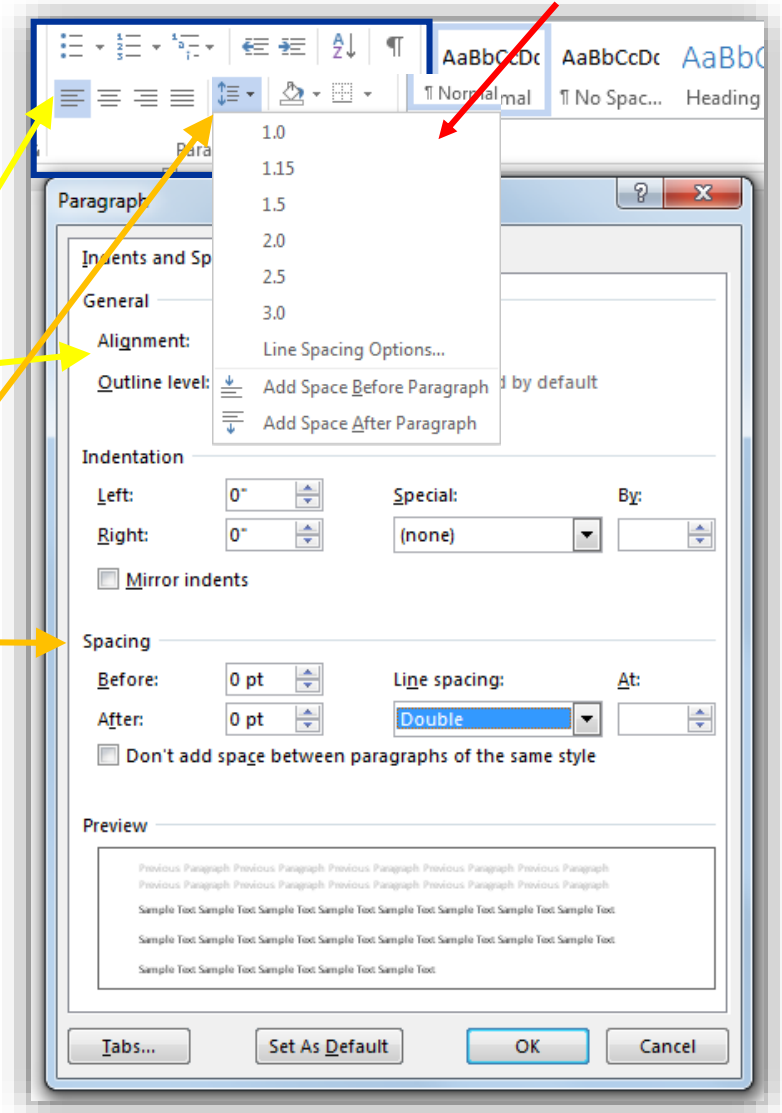
Click on bottom right to open Paragraph dialog box.

Alignment

- Left
- Center
- Right
- Justify

Spacing

- Single
- Double



PARAGRAPH

YOU TRY!

1. Type your full name
2. Type the date on a new line
3. Type a title on the next line and center it
4. Change the title to **bold**, size 14
5. Write a sentence.
6. Highlight all the text you've typed, and change the spacing to 1.5
7. Change your font to one of your choice.

PAGE LAYOUT

Margins,
Page
Headings,
&
Numbers



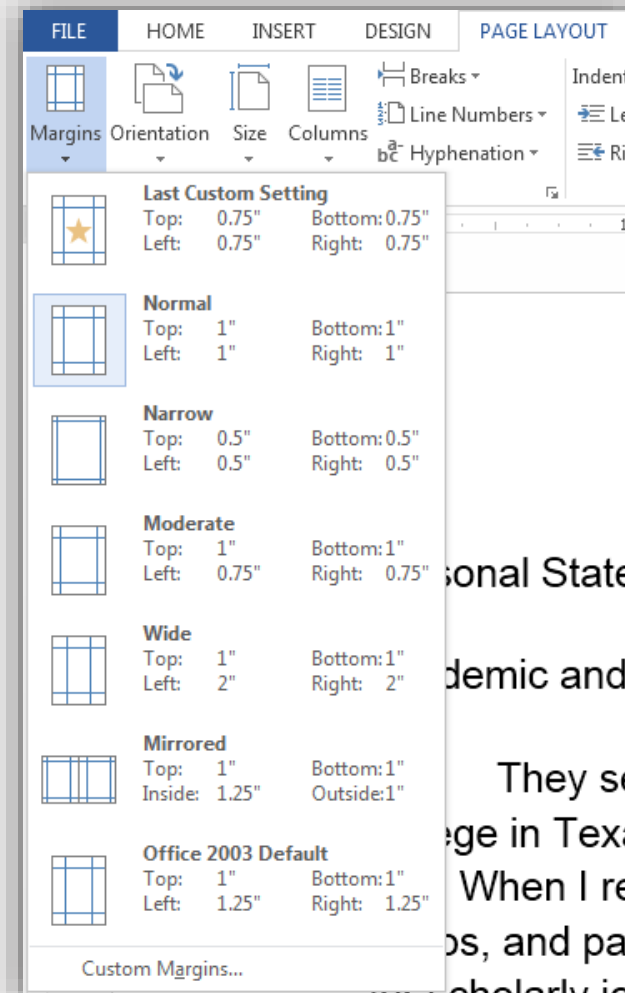
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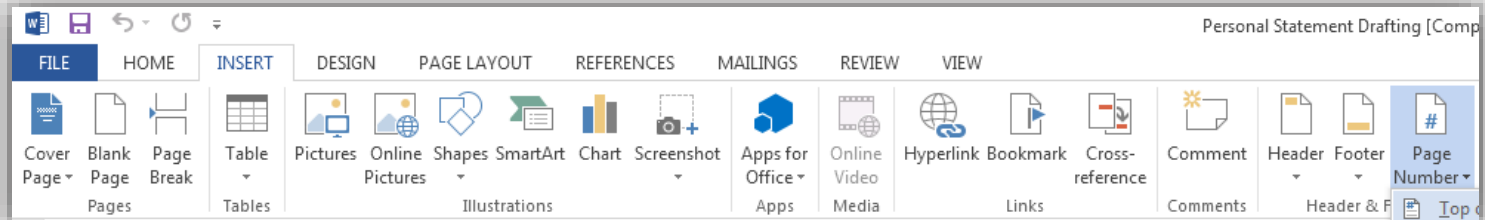
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MARGINS

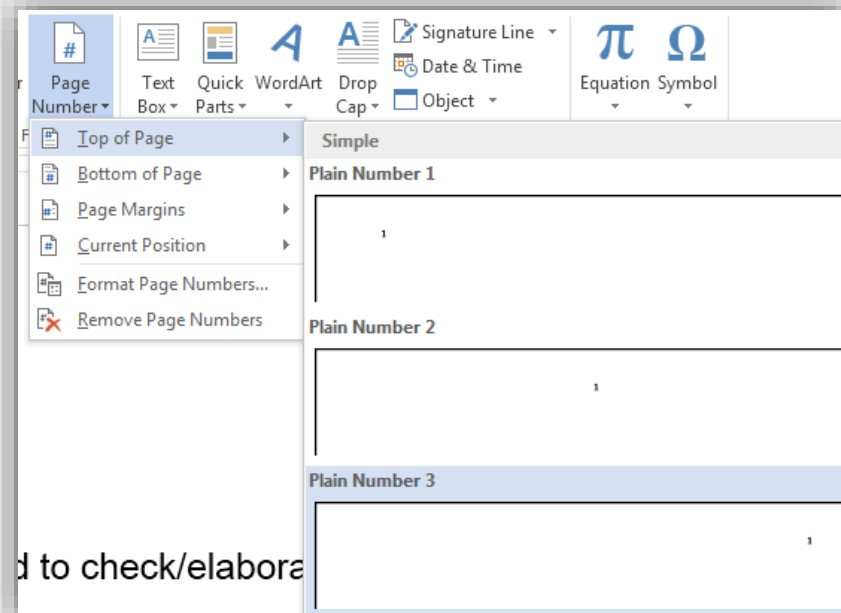
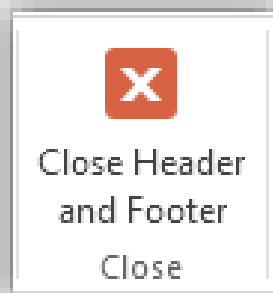
The Default is Normal, which is 1" all around. Most assignments will require 1" margins.



PAGE NUMBERS



- Type last name before page number
- Click Close



d to check/elabora

YOU TRY!

1. Go to Page Layout.
2. Change your page margins to Moderate.
3. Go to Insert Page Number.
4. Select Top of Page.
5. Select Plain Number 3.
6. Type your last name in front of the page number.
7. Click the red Close button.

CLIPBOARD

Cut,
Copy,
and Paste









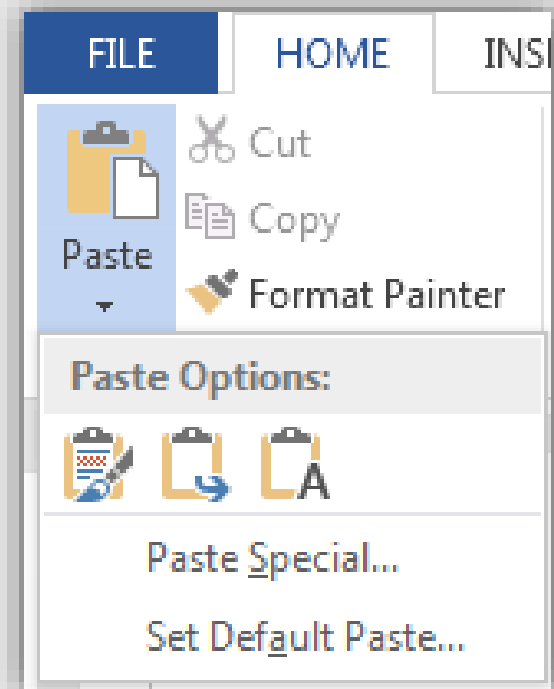
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EDITING

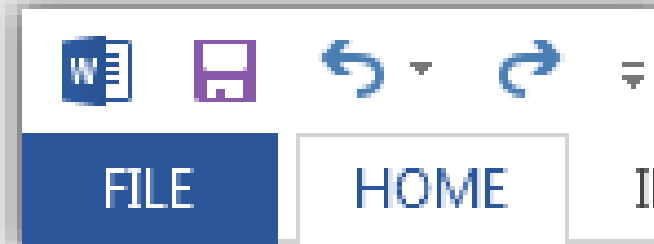
-  **Cut** – removes text or object from its current location
-  **Copy** – does not remove text or object
-  **Paste** – places text or object into new position
 -  Use Destination Theme
 -  Keep Source Formatting
 -  Keep Text Only



UH-OH!

I just hit a button, and all my text disappeared, what do I do?!

Undo
Redo



YOU TRY!

1. Go to news.google.com
2. Open a news story
3. Highlight a section of text
4. Right click and select **Copy** to copy text
5. Return to Word
6. On the second page of your document, right click and select **Paste**.
 - a) Choose one of the **Paste** options to see how the paste occurs.
 - b) Hit enter, and right click again, and select a different **Paste** option.
 - c) Repeat and choose the last option.

WORD TOOLS

The
Proofing
Tool Bar



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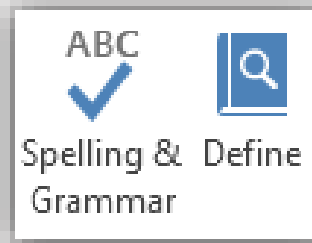
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SPELL CHECK

Option 1:

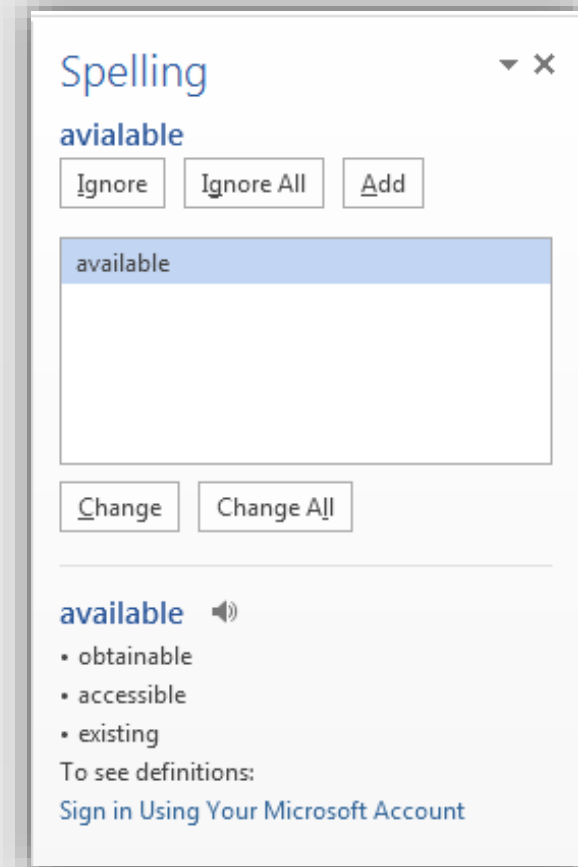
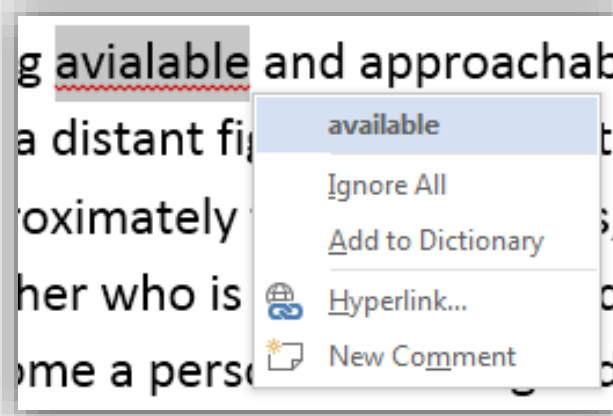
Review Tab

Spelling & Grammar



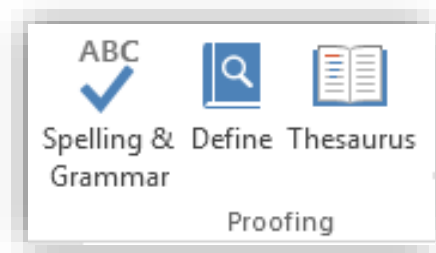
Option 2:

Right-Click



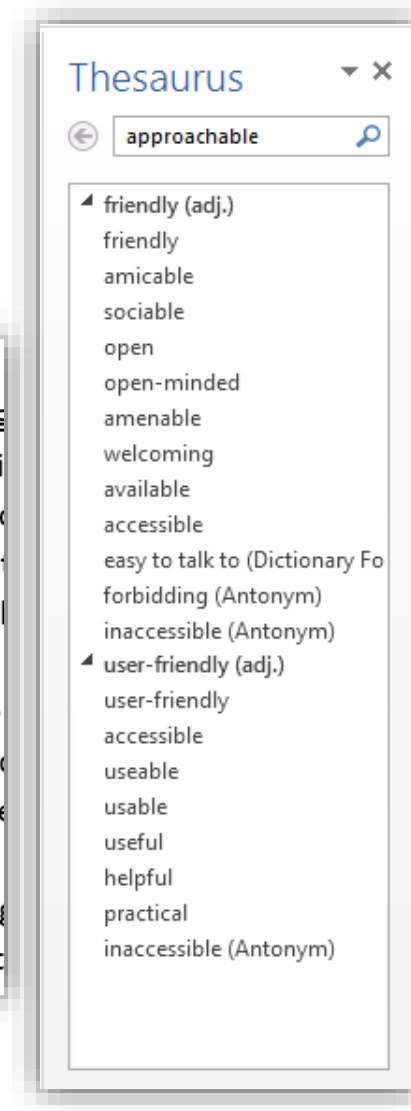
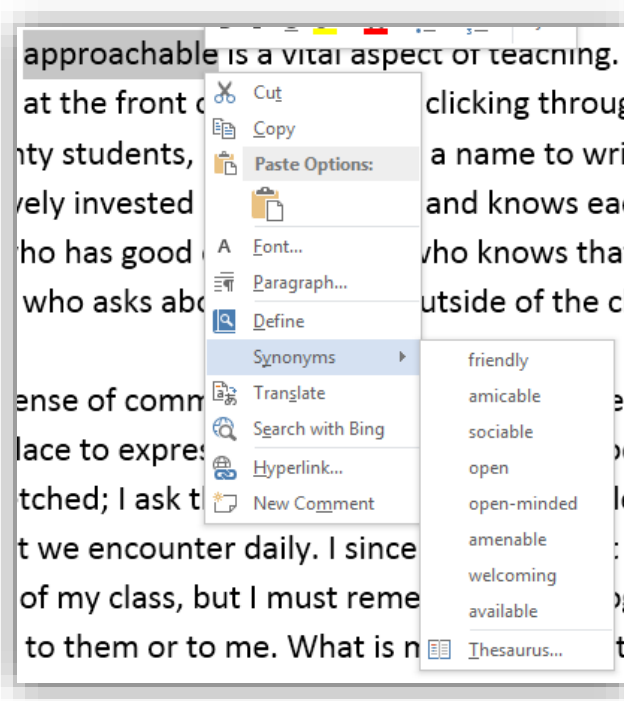
Option 1:

Review Tab
Thesaurus



Option 2:

Right-Click
Synonyms

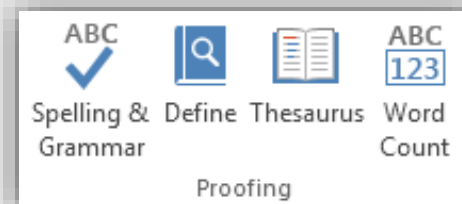


THESAURUS

WORD COUNT

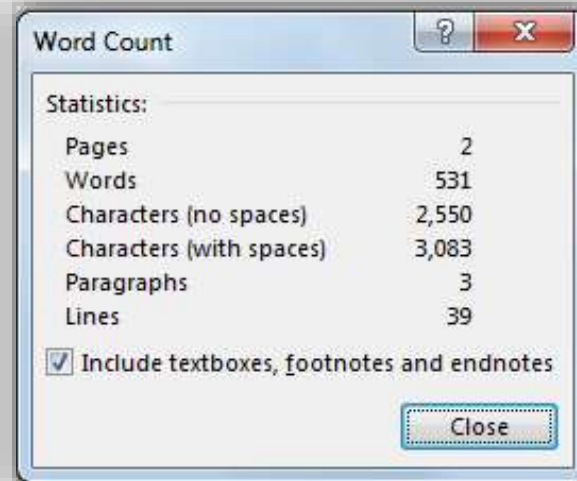
Option 1:

Review Tab
Word Count



Option 2:

Bottom Bar of Window



PAGE 1 OF 2

531 WORDS



ADVICE

- Except for Word Count, the Proofing Tools are not always correct.
- You cannot always right click and accept what Word suggests.
- Sometimes, Word misses your mistakes or see mistakes when there aren't any.
- The synonyms don't always mean the same thing as the word you're trying to replace.

WHAT'S NEW IN 2013

Changes
from
Microsoft
2010



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THE DESIGN TAB



- Add visual elements to your documents, choosing themes, colors, and fonts
- Preview document style before applying it
- Create a default design for every document

WORD WEB APP

OneDrive



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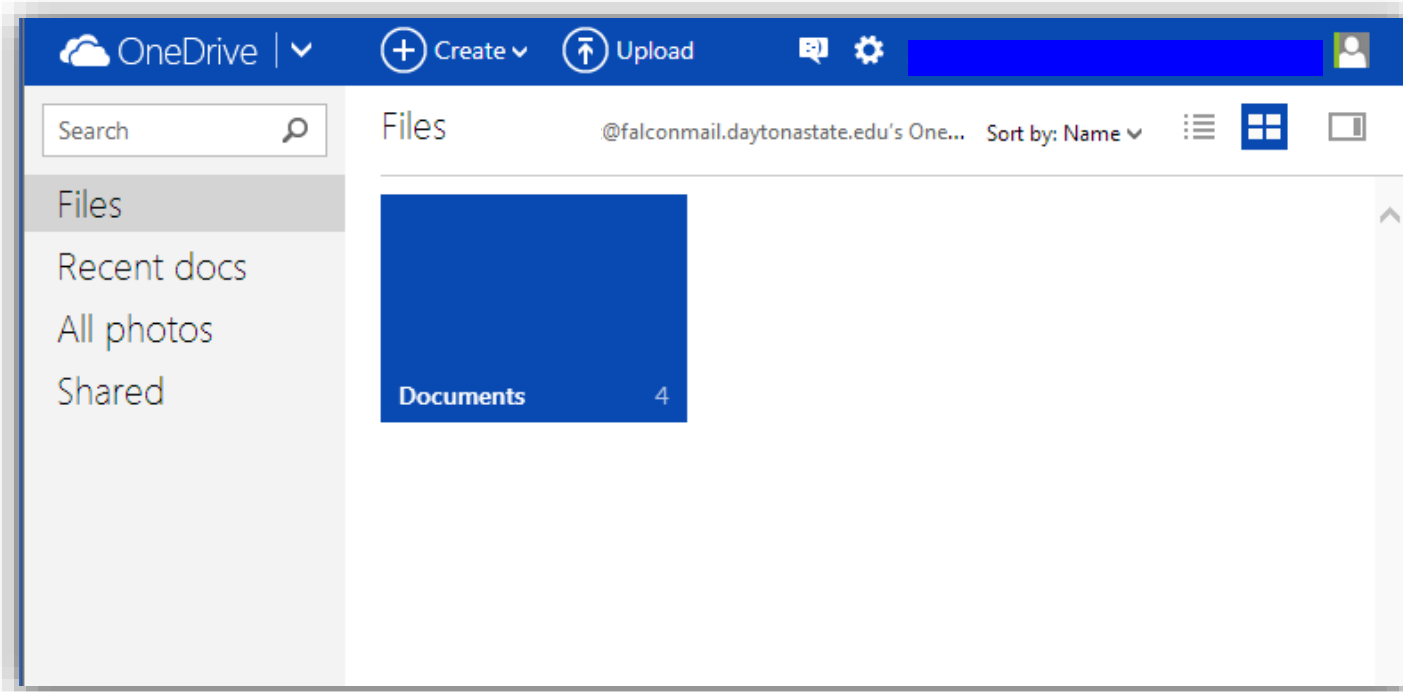
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ONEDRIVE

- To access OneDrive, go to www.onedrive.live.com
- Type in your FalconMail email address and password.

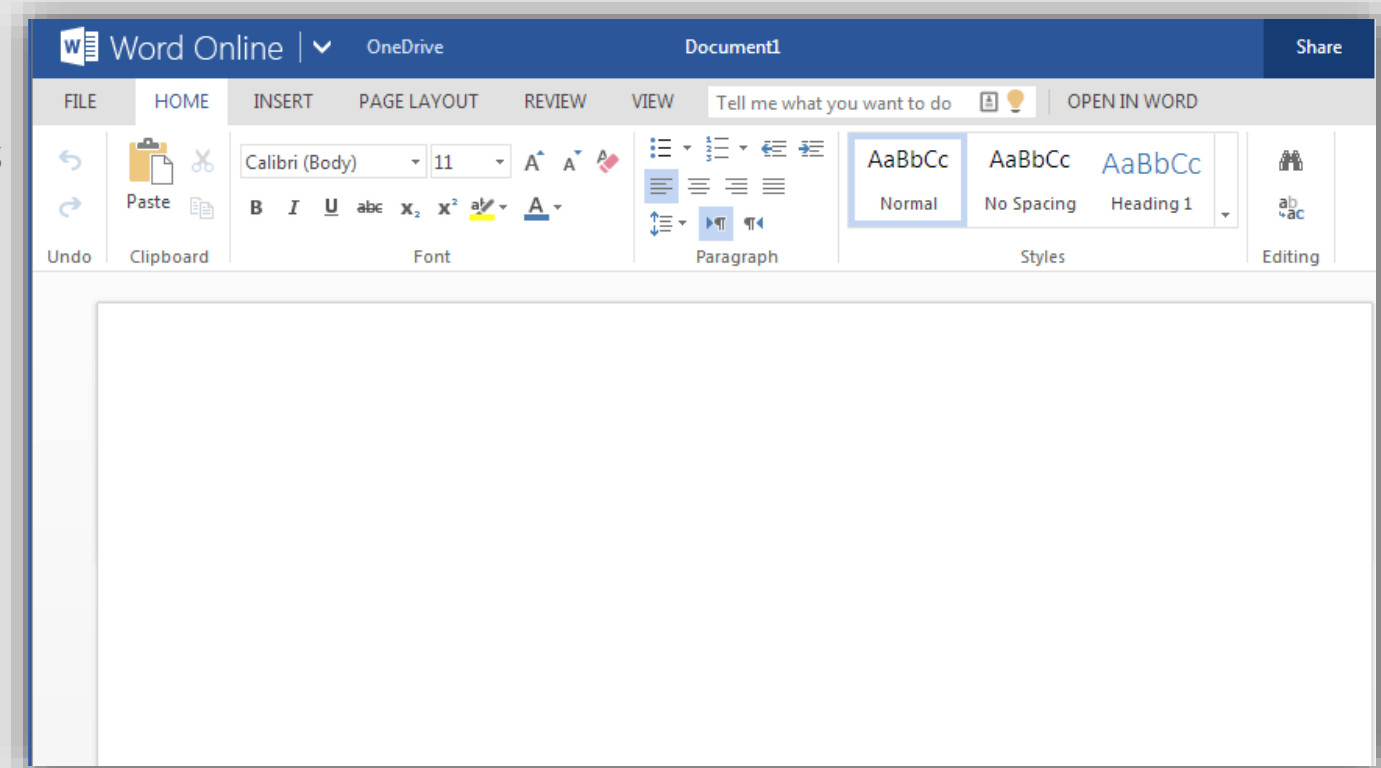




ONEDRIVE
HOME
SCREEN

WORD WEB APP

OneDrive gives online access to MS Word Web App to save, open, and lightly edit Word documents.



SHARING

You can share your document through email or a URL and give the recipient the ability to edit the document so that you can collaborate (think group work).

Share

Invite people

Get a link

Shared with
Only me

Invite people to "Document1.docx"

Enter contacts to send an email with a link to this item.

To

Add a quick note

Recipients can edit

[Share](#) [Close](#)

WRAP-UP

Questions
and Exit
Survey



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