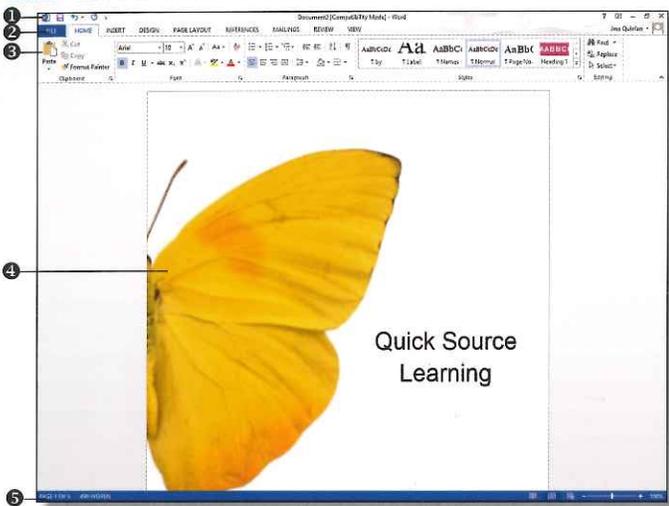
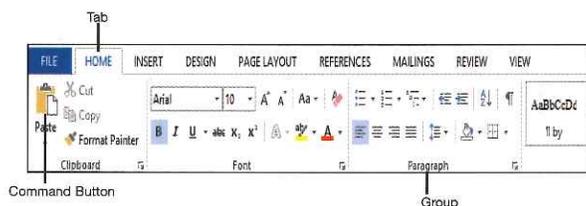


Getting Started

The Word Window



- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Backstage View** – contains tools to work with files and manage Word settings.
- 3 **Ribbon** – contains groups of tools for use with Word 2013.
- 4 **Document Pane** – displays the current document.
- 5 **Status Bar** – contains document information and shortcuts.



NEW! Opening a Document

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location you would like to open from. You can choose from:
 - **Recent Documents**: choose from a list of recently opened documents.
 - **SkyDrive**: choose from a folder stored in the cloud.
 - **Computer**: choose from likely folders or click **Browse** to manually search your computer's libraries in **File Explorer**.
 - **Add a Place**: select an additional location, such as an **Office 365** account or another **SkyDrive** account.
4. Click the **Open** button.

NEW! Word in SkyDrive

Word 2013 is fully integrated with SkyDrive, Microsoft's online cloud storage system. You can save files in SkyDrive and access them from any computer or device with an Internet connection. SkyDrive comes with three default folders: **Documents**, **Pictures**, and **Public**.

Creating a Document from a Template **NEW!**

You can create many different types of documents beyond the traditional blank page, including custom calendars, form letters, resumes, flyers, invitations, gift certificates, or reports.

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Do one of the following:
 - *To use a default template*, scroll through listed templates.
 - *To look through commonly-searched templates*, click on one of the options in the **Suggested searches** space. Select **Letters**, **Resume**, **Fax**, **Labels**, **Cards**, **Calendar**, or **Blank**.
 - *To search the web for a template*, click in the **Search for online templates** bar.
4. Select the template you want to use.
5. Click the **Create** button.

Creating a New Blank Document

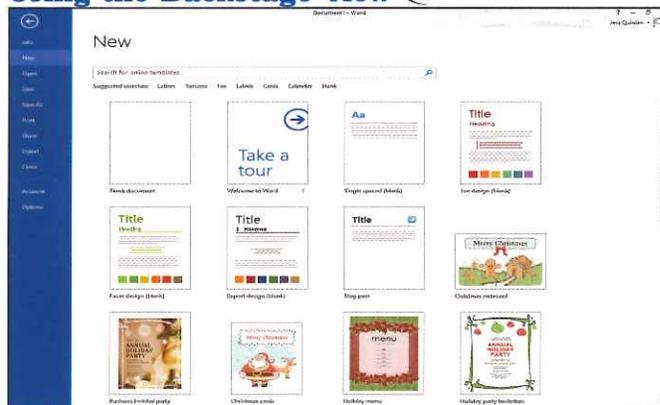
1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select **Blank document** in the **Available Templates** pane.

Saving a Document

1. Click on the **File** tab.
2. Do one of the following:
 - *To save the document*, select **Save** from the left pane.
 - *To save the document as another file format*, select **Save As** in the left pane. Select the location where you would like to save your file and click **Browse**. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

*Note: To quickly save after the initial save, click the **Save** button on the **Quick Access** toolbar.*

Using the Backstage View **NEW!**



The **Backstage** view replaces and expands on the **File** menu. The **Backstage** view allows you to quickly manage Word settings, such as **Permissions**, **Sharing**, **Versions**, **Properties**, and **Options**. It also allows you to save a file, open a file, or print the current file. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.



NEW! Customizing the Ribbon

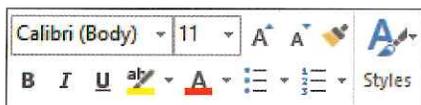
1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
 - To *hide or display a tab*, check or clear the box next to the group name in the box on the right.
 - To *rename a tab or group*, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
 - To *rearrange tabs and groups*, select the tab or group name and click the **Move Up** or **Move Down** button.
6. Click the **OK** button when you are finished.

*Note: To hide the ribbon, click on the **Ribbon Display Options** button. Select **Auto-hide Ribbon** from the drop down menu. You can also select to **Show Tabs** or **Show Tabs and Commands**.*

Text

Formatting Text

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Font dialog box** launcher in the **Font** group.
4. Make font formatting selections.
5. *Optional:* To apply **OpenType** features, click on the **Advanced** tab. Under **OpenType Features**, select the options you want.
6. Click the **OK** button when you are finished.



*Note: To quickly format text, select the text you want to format and click the buttons in the **Font** group, including standard text options such as **Bold** **B**, **Italics** **I**, **Underline** **U**, **Strikethrough** , **Font Color** **A**, **Text Highlight Color** , and **Clear Formatting** .*

Applying Paragraph Formatting

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Paragraph** dialog box launcher in the **Paragraph** group.
4. Make paragraph formatting selections.
5. Click the **OK** button when you are finished.

*Note: To quickly change the alignment, click the **Align Left** , **Center** , **Align Right** , and **Justify** buttons in the **Paragraph** group.*

Cutting, Copying, and Pasting Text

1. Select the text you want to cut or copy.
2. Click on the **Home** tab and do one of the following:
 - To *cut the text*, click the **Cut** button in the **Clipboard** group or press **Ctrl + X**.
 - To *copy the text*, click the **Copy** button in the **Clipboard** group or press **Ctrl + C**.
3. Click where you want to paste the selection.
4. Click the top section of the **Paste** button in the **Clipboard** group or press **Ctrl + V**.
5. *Optional:* To copy text formatting and apply it to another section of text, select the text you wish to copy. Click the **Format Painter** button in the **Clipboard** group. Click the text to which you wish to apply that format.

Inserting a Symbol or Special Character

1. Click in the document where you want to insert a symbol or character.
2. Click on the **Insert** tab.
3. Click the **Symbol** button in the **Symbols** group.
4. Select **More Symbols** from the resulting menu.
5. Click the arrow on the **Font** box and select a font from the resulting menu.
6. Do one of the following:
 - To *insert a symbol*, click on the **Symbols** tab and select the symbol you want to insert.
 - To *insert a special character*, click on the **Special Characters** tab and select the character you want to insert.
7. Click the **Insert** button.
8. Click the **Close** button when you are finished.

Creating a Bulleted or Numbered List

1. Enter "*" (asterisk) to start a bulleted list or "1." to start a numbered list.
2. Press the **Spacebar** or **Tab** key.
3. Enter the first line of text and press the **Enter** key. (*Word will indent the list and display the next bullet or number.*)
4. *Optional:* Enter additional lines of text.
5. When you are finished, press the **Enter** key twice to end the list.

Page Layout

Setting Page Margins

1. Click on the **Page Layout** tab.
 2. Click the **Margins** button in the **Page Setup** group.
 3. Select a margin type from the resulting menu.
- Note: To set custom margin values, click the **Margins** button and select **Custom Margins** from the resulting menu. In the **Margins** section, enter values and click the **OK** button.*

Changing the Page Orientation

1. Click on the **Page Layout** tab.
2. Click the **Orientation** button in the **Page Setup** group.
3. Select **Portrait** or **Landscape** from the resulting menu.

Selecting the Paper Size

1. Click on the **Page Layout** tab.
2. Click the **Size** button in the **Page Setup** group.
3. Do one of the following:
 - To *select a standard paper size*, select one of the paper sizes.
 - To *specify a custom paper size*, select **More Paper Sizes** from the resulting menu. Enter values in the **Width** and **Height** boxes and click the **OK** button.

Adding Text Columns NEW!

1. Select the text you would like to put into columns.
2. Click on the **Page Layout** tab.
3. Click the **Columns** button in the **Page Setup** group.
4. Do one of the following:
 - To *place columns*, choose the number of columns.
 - To *set column options*, select **More Columns**. Enter settings such as **Width**, **Spacing**, and **Number of columns** and click the **OK** button.



Inserting Page Numbers

1. Click on the **Insert** tab.
2. Click the **Page Number** button in the **Header & Footer** group.
3. Select a location to place the page numbers.
4. Select a format from the resulting menu.
5. Click the **Close Header and Footer** button in the **Close** group.

*Note: To remove page numbers, click on the **Insert** tab, click the **Page Number** button in the **Header & Footer** section and select **Remove Page Numbers** from the resulting menu.*

Inserting Header and Footers

1. Click on the **Insert** tab.
2. Click the **Header** or **Footer** button in the **Header & Footer** group.
3. *Optional:* Select **More Headers from Office.com** or **More Footers from Office.com**.
4. Select a header or footer from the resulting menu.
5. Enter text in the header or footer area.
6. *Optional:* Use the buttons in the **Insert** group to insert the date and time and other items such as graphics.
7. *Optional:* To switch between the header and footer areas, click the **Go to Header** or **Go to Footer** button in the **Navigation** group.
8. *Optional:* To format text, select the text, click on the **Home** tab, and use the buttons in the **Font**, **Paragraph**, **Styles**, and **Editing** groups.
9. Click on the **Design** tab and click the **Close Header and Footer** button in the **Close** group.

NEW! Inserting a Blank Page or a Page Break

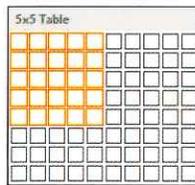
1. Click in the document where you want to insert the break.
2. Click on the **Insert** tab.
3. In the **Pages** group, do one of the following:
 - To insert a cover page, click the **Cover Page** button.
 - To insert a blank page, click the **Blank Page** button.
 - To insert a page break, click the **Page Break** button.

Inserting the Date and Time

1. Click in the document where you want to insert the date and/or the time.
2. Click on the **Insert** tab.
3. Click the **Date & Time** button in the **Text** group.
4. Select a format in the **Available formats** box.
5. *Optional:* Check the **Update automatically** box to automatically update the date and time when you open or print the document.
6. Click the **OK** button.

Inserting a Table

1. Click in document where you want to insert the table.
2. Click on the **Insert** tab.
3. Click the **Table** button in the **Tables** group.
4. Select **Insert Table**.
5. Set the number of columns and rows in the **Table size** section.
6. *Optional:* Select options in the **AutoFit behavior** section.
7. Click the **OK** button.



NEW! *Note: To quickly insert a table, click the **Table** button. Use the highlighter to select the number of columns and rows you wish to use on the **Table** graphic.*

Applying a Theme **NEW!**

Click on the **Design** tab and do any of the following:

- To change the overall theme of a document, click the **Themes** button in the **Document Formatting** group and select a theme from the resulting gallery.



- To change the theme colors, click the **Colors** button in the **Document Formatting** group and select a theme color from the resulting gallery.
- To change the theme fonts, click the **Fonts** button in the **Document Formatting** group and select a font theme from the resulting gallery.
- To change the paragraph spacing, click the **Paragraph Spacing** button in the **Document Formatting** group and select a **Built In** paragraph theme from the resulting gallery. You can also click **Custom Paragraph Spacing** to make your own.
- To change the theme effects, click the **Effects** button in the **Document Formatting** group and select an effect theme from the resulting gallery.

*Note: To quickly apply a theme, click on one of the themes previewed in the **Document Formatting** group.*

Applying a Watermark

1. In the **Design** tab, click the **Watermark** button in the **Page Background** group.
2. Select a default watermark from the resulting menu.
3. *Optional:* Select the **More Watermarks from Office.com** button.
4. *Optional:* To create your own watermark, select the **Custom Watermark** button. Choose whether you would like to use a picture or text watermark. To use a picture watermark, select **Picture Watermark** and click the **Select Picture** button to browse for an image in your folders or on Office.com. To enter a text watermark, select **Text Watermark** and enter the **Text**, **Size**, **Color**, and **Layout** options. Click **Apply**. Click **OK** when you are finished.
5. *Optional:* To remove a watermark, select **Remove Watermark** .

Adding a Border

1. In the **Design** tab, click the **Page Borders** button in the **Page Background** group.
2. Under the **Setting** section, select **Box**, **Shadow**, **3-D**, or **Custom**.
3. Set **Style**, **Color**, **Width**, and choose if you would like the border to feature any cover art by clicking the arrow on the **Art** section.
4. Adjust the **Preview** section to view how your border will appear on your document.
5. Click the arrow in the **Apply to:** section to choose where in the document you would like the border to appear.
6. Click **OK** when you are finished.

*Note: To change the entire page color, click the **Page Color** button in the **Page Background** group. Select a color from the **Theme** or **Standard** colors palette. To clear the background color, select **No Color**.*



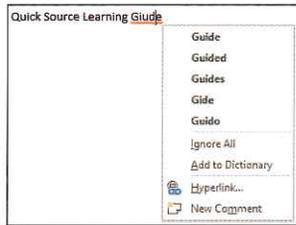
Editing

Checking Spelling, Grammar, and Contextual Spelling

Word automatically checks spelling and grammar errors as you enter text. When it identifies an error, a wavy line will appear under the word. Spelling errors appear underlined in red. Grammar or contextual errors appear in blue.

- To make changes to the error, right-click the underlined text and select from a list of corrections.
- To check spelling, grammar, and contextual spelling all at once, click on the **Review** tab and click the **Spelling & Grammar** button in the **Proofing** group.

*Note: To set options for spelling, grammar, and contextual spelling, click on the **File** tab and select **Options** in the left pane. Select **Proofing**, select options, and click the **OK** button.*



Adding an AutoCorrect Entry

The AutoCorrect feature automatically detects and corrects typos, misspelled words, and incorrect capitalization. You can also use the AutoCorrect feature to quickly insert text or symbols by typing an abbreviation.

1. Select the text or symbol you want to add to the list.
2. Click on the **File** tab and select **Options** in the left pane.
3. Select **Proofing** and click the **AutoCorrect Options** button.
4. Click on the **AutoCorrect** tab. (The selected text or symbol will appear in the **With** box.)
5. Enter an abbreviation in the **Replace** box.
6. Click the **Add** button.
7. *Optional:* To prevent automatic corrections, click the **Exceptions** button. Click on the tabs, make changes, and click the **Add** button. Click the **OK** button.
8. Click the **OK** button to close all remaining open dialog boxes.

Using the Document Navigation Pane

The **Document Navigation** pane allows you to quickly navigate and reorganize your document by dragging and dropping headings. You can also collapse and expand outline levels and search for text of objects in your document. To enable the **Document Navigation** pane, click on the **View** tab. Check the **Navigation Pane** box in the **Show** group.

Organizing Document Headings

Before you can view headings in the Navigation pane, each heading must have a "Heading" style applied to it.

1. If the headings are not visible, click the **Browse the headings in your document** tab in the **Navigation** pane.
2. *Optional:* Click on a heading to go to the location in the document.
3. *Optional:* To move a heading and its corresponding section, click and drag the heading to a new location. (The changes are immediately reflected in the document.)
4. Click the **Close** button to close the **Navigation** pane.

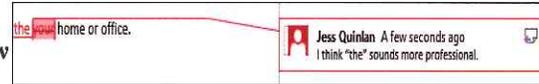
Using Word Count

1. Click on the **Review** tab.
2. Click the **Word Count** button in the **Proofing** group.
3. Click the **Close** button when you are finished.

Collaborating with Track Changes

You can track changes made in an edited document. Corrections made by you or other users will show up in a Markup view. You can read comments, see deleted or added content, and view other edits.

1. Click on the **Review** tab.
 - To view the edits, click the red line to show the changes.
 - To view comments, click on the comment balloon graphic.
 - To view changes by specific users, click the **Show Markup** button. Select **Specific People** from the resulting menu and check the name of the reviewers whose comments you wish to view.
 - To view all changes made to a document, click the **Reviewing Pane** button. Revisions will open in the left panel.
2. Click the **Track Changes** button. Select **Track Changes**.
3. Enter your desired edits in the document. A red line will appear next to any text where there has been a change.
4. *Optional:* To insert a comment, click the **New Comment** button and enter your comment in the space provided.
5. Do one of the following:
 - To view the edits, click the red line to show the changes.
 - To view comments, click on the comment balloon graphic.
 - To view changes by specific users, click the **Show Markup** button. Select **Specific People** from the resulting menu and check the name of the reviewers whose comments you wish to view.
 - To view all changes made to a document, click the **Reviewing Pane** button. Revisions will open in the left panel.



*Note: Click on the **Reviewing Pane** button's arrow to view the pane either horizontally or vertically.*

Accepting a Change

1. Click on the **Review** tab.
2. Click the **Accept** button in the **Changes** group.
3. Select which changes you would like to accept in the resulting drop down menu. You can approve only the current change or select the **Accept All Changes** option to apply all the changes in the document.
4. *Optional:* Navigate forward or backward in the changes by clicking the **Previous** or **Next** buttons.
5. *Optional:* To reject a change, click the **Reject** button and select which changes you would like to ignore from the resulting menu.

Editing a PDF file in Word

1. Click on the **File** tab.
2. Click the **Open** button.
3. Select the PDF you would like to open from one of the available locations.
4. Click **OK** when prompted to convert the document into an editable format.
5. Make the desired changes to your PDF.

*Note: To save the document again as a PDF, select **PDF** in the **Save as Type** space.*

Replacing Text

1. Click on the **Home** tab.
2. Click the **Replace** button in the **Editing** group.
3. Enter the text you want to replace in the **Find what** box.
4. *Optional:* Click the **More** button to narrow your search specifications.
5. Enter the replacement text in the **Replace with** box.
6. Click the **Find Next** button to jump to the next matching text.
7. Click the **Replace**, or **Replace All** button.
8. Click the **Close** button when you are finished.



Illustrations

Inserting a Picture, Clip Art, or Shape

1. Click in the document where you want to insert the illustration.
2. Click the **Insert** tab. In the **Illustrations** group, do one of the following:
 - *To insert a picture from a file*, click the **Pictures** button. Locate and select the file you want to insert and click the **Insert** button.
 - *To insert clip art*, click the **Online Pictures** button. In the **Office.com Clip Art** space, enter a keyword in the **Search for** box and click the **Go** button. Click on a clip to insert it.
 - *To insert a shape*, click the **Shapes** button. Select the shape you want from the resulting menu. Click and drag in the document to create the shape.
 - *To insert a SmartArt graphic*, click the **SmartArt** button in the **Illustrations** group. Select a category in the left pane. Select the **SmartArt** graphic you want to insert. Click the **OK** button.
 - *To insert a chart*, click the **Chart** button. Select the type of chart you want from the resulting menu. Click **OK** to insert the chart.
3. *Optional:* Click the buttons on the **Format** tab that appear to format the graphic or shape.

NEW!

NEW!

Inserting a Screen Shot

Word now provides tools for taking screen shots (or pictures of the screen) and inserting them in your documents. You can take a screen shot of any window that is not minimized. If you want to insert a portion of a window, minimize all windows except the Word window you are working in and the window you want to use to take the screenshot.

1. Click the document where you want to add the screenshot.
2. Click on the **Insert** tab.
3. Click the **Screenshot** button in the **Illustrations** group and do one of the following:
 - *To insert a screen that you have open on your computer*, select the screen in the **Available Windows** section.
 - *To create your own screenshot*, select **Screen Clipping** from the resulting menu. Click and drag the area you want to insert in the document.
4. *Optional:* Click the button on the **Format** tab that appears to format the screen shot.

Inserting a Video

1. Click on the **Insert** tab.
2. Click the **Online Video** button in the **Media** group. From here, you can do one of the following:
 - *To search the web for a video*, enter a search phrase in the **Bing Video Search** space.
 - *To embed a video code directly into your document*, paste your code into the **Paste embed code here** space.
 - *To insert a video from YouTube*, click the YouTube icon in the **Also insert from** space.
3. Select the desired video and click **Insert**.

NEW!

Views

Viewing Multiple Documents

1. Open the documents you want to view.
2. Click on the **View** tab.
3. Click the **Arrange All** button in the **Window** group.

Comparing Two Documents

1. Click on the **Review** tab.
2. Click the **Compare** button in the **Compare** group.
3. Select **Compare** to compare two versions of a document.
4. Click the **Open** button to browse for the documents you wish to compare.
5. Select a user under the **Label Changes with** space.
6. Click the **OK** button.

*Note: If you wish to compare sections within a single document, click on the **View** tab. Click the **Split** button in the **Window** group.*

Changing the Document View NEW!

1. Click on the **View** tab.
2. In the **Document Views** group, do one of the following:
 - *To view the document as it will look when it is printed*, click the **Print Layout** button. (*Print Layout is the default view.*)
 - *To view the document as it will appear in a Web browser*, click the **Web Layout** button.
 - *To view the document as an outline*, click the **Outline** button. Click the **Close Outline View** button in the **Close** group to return to the default view.
 - *To view the text of the document without graphics or headers*, click the **Draft** button in the **Views** group.

*Note: You can quickly switch between **Read Mode**, **Print Layout**, and **Web Layout**, as well as adjust the **Zoom** settings by clicking the **Status Bar** at the bottom of the screen.*



Using Read Mode NEW!

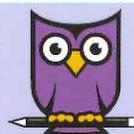
Read Mode is a feature that allows you to view your text in a stripped-down, minimal format while still accessing editing tools.

1. Click on the **View** tab.
2. Click the **Read Mode** button in the **Views** group.
3. *Optional:* To search the document, click on the **Tools** tab. Click the **Find** button.
4. *Optional:* To return to editing mode, click on the **View** tab. Select **Edit Document**.

Output

Previewing and Printing a Document

1. Click on the **File** tab.
2. Select **Print** in the left pane.
3. *Optional:* To change the preview zoom, click and drag the **Zoom** slider or click the **Zoom Out** or **Zoom In** buttons at the bottom of the preview.
4. Select print options in the middle pane.
5. Click the **Print** button to print the document.



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Sharing a Document

1. Click on the **File** tab.
2. Select **Share** in the left pane.
3. Choose how you would like to share your document. You can choose:
 - **Invite people:** share a document through your SkyDrive account.
 - **Email:** send as an attachment, link, PDF, XPS, or Internet fax.
 - **Present Online:** create an individual link to access or download the document online.
 - **Send by Instant Message:** attach the document to an online instant message.
 - **Post to Blog:** upload the document to your SharePoint, Wordpress, Blogger, or other supported blogging site.

Recovering Files

Recovering Unsaved Documents

By default the AutoRecover and AutoSave options are enabled. This allows you to recover earlier versions of a file when you close without saving.



1. Click on the **File** tab.
2. Click the **Manage Versions** button.
3. Select **Recover Unsaved Documents** from the resulting menu.
4. Select the document you want to recover and click the **Open** button.
5. *Optional:* To delete all unsaved documents, select **Delete All Unsaved Documents**.

Note: To adjust options for AutoRecover and AutoSave, click on the File tab, select Options in the left pane, and click Save. You can set the AutoRecover time, choose a location for the file to be saved in, or set other saving options.

NEW! Accounts

In Word 2013, your program is interegrated with both your SkyDrive and Microsoft accounts. You will be prompted to log in the first time you use Word 2013.

Adjusting User Information

1. Click on the **File** tab.
2. Click **Account**. From here you can do one fo the following:
 - *To change your user photo,* click the **Change Photo**. Sign in to your account and upload a photo from your computer or SkyDrive.
 - *To switch your account,* click **Switch Account**. Select **Microsoft account** or **Organization account** and enter in your User ID and password. Click **Sign in**.

Changing your Office Theme and Background

1. Click on the **File** tab.
2. Click **Account**.
3. Click the arrow to select an option under **Office Background** and **Office Theme** to set the graphic design and color for your Office windows.

Shortcuts

Clipboard Group Shortcuts

- ✂ Paste Ctrl + V
- ✂ Cut Ctrl + X
- 📄 Copy Ctrl + C
- 🖌 Format Painter Ctrl + Shift + C

Text Shortcuts

- Calibri (Body) Font Ctrl + Shift + F
- 11 Font Size Ctrl + Shift + P
- ↕ Grow Font Ctrl + Shift + .
- ↔ Shrink Font Ctrl + Shift + ,
- ABC ✓ Check spelling F7
- B Bold Ctrl + B
- I Italic Ctrl + I
- U Underline Ctrl + U
- X₂ Subscript Ctrl + =
- X² Superscript Ctrl + Shift + +
- ≡ Align Text Left Ctrl + L
- ≡ Center Ctrl + E
- ≡ Align Text Right Ctrl + R
- ≡ Justify Ctrl + J
- 🔍 Find Search Document Ctrl + F
- 🔄 Replace Replace text Ctrl + H

Function Shortcuts

- Save As F12
- Save Ctrl + S
- Open Ctrl + O
- Delete selected Delete
- Redo an action Ctrl + Y
- Undo an action Ctrl + Z
- Close Ctrl + W
- Print Ctrl + P

Getting Help

Using Word Help

1. Click the **Microsoft Word Help** ? button on the **Tab Bar** or press **F1**.
2. Do one of the following:
 - *To browse common Word Help topics,* select a topic heading in the **Popular searches** section.
 - *To browse tips for exploring new items in Word 2013,* select a topic heading in the **Getting started** section.
 - *To browse basic Word articles,* select a topic heading in the **Basics and beyond** section.
 - *To search for a new Help topic,* enter what you want to search for in the **Search online help** box and click the **Search** button.
3. Click once on a topic to view **Help** information.

Note: Click the Home button on the Standard toolbar to return to the Home page. Click the Back and Forward buttons to navigate through Word 2013 Help.

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