Table of Contents

WORD 2013 LESSON 1: INTRODUCING WORD BASICS

Presenting Word 2013 2
Starting Word 2
Viewing the Word Start Screen 2
Viewing the Word 2013 Window 4
Opening Documents 5
  Opening Older Word Documents 5
Working with the Word 2013 Interface 6
  Collapsing the Ribbon 7
  Customizing the Quick Access Toolbar 7
Navigating in a Word Document 9
  Navigating with the Scroll Bar 9
  Navigating with the Keyboard 12
Closing Documents 13
Starting a New Document 13
  Typing and Editing in Word 13
Saving Your Work 14
  Word's DOCX File Format 14
Getting Help in Word 2013 16
Exiting from Word 17
Concepts Review 17

WORD 2013 LESSON 2: CREATING AND EDITING BUSINESS LETTERS

Defining Typical Business Letter Styles 20
  Block Style 20
  Modified Block Style 21
Inserting Text 21
  Using AutoComplete 21
  Using the Enter Key 22
  Showing Formatting Marks 22
  Spacing in Letters 22
Creating an Envelope 25
Selecting Text 27
Editing Text 29
  Inserting and Deleting Text 29
  Using Undo and Redo 29
Working with AutoCorrect 30
  Using the AutoCorrect Options Smart Tag 31
  Customizing AutoCorrect 32
Copying and Moving Text 35
  Working with the Clipboard 35
  Editing with Drag and Drop 38
Switching Between Documents 39
Using Page Layout Options 40
  Setting Margins 40
  Setting Page Orientation and Paper Size 42
Working with Print and Print Preview 42
Concepts Review 43

WORD 2013 LESSON 3: CREATING A MEMORANDUM AND A PRESS RELEASE

Typing a Memorandum 46
  Introducing Default Tabs 46
  Inserting and Formatting the Date 46
  Inserting Symbols 49
Working with Page Breaks 51
  Removing Manual Page Breaks 52
Working with Proofreading Tools 53
  Using the Spelling Checker 54
  Working with Word's Dictionaries 54
  Using the Grammar Checker 56
  Using the Thesaurus to Find a Synonym 58
Formatting Text 61
  Using Live Preview 62
  Working with the Format Painter 64
Using Find and Replace 65
  Searching with the Navigation Pane 65
  Using the Find and Replace Dialog Box 66
  Using Replace 68
Opening, Editing, and Saving a PDF File 69
Concepts Review 70

WORD 2013 LESSON 4: CREATING A SIMPLE REPORT

Formatting Reports 72
Formatting Paragraphs 73
  Comparing Paragraph Formatting to Character Formatting 73
  Using Paragraph Alignment 73
  Adding Hyphenation 75
  Inserting a Nonbreaking Hyphen or Space 76
Indenting Text 77
  Adjusting Indents with the Ribbon 77
  Setting Custom Indents on the Ruler 79
Using Custom Tab Stops 81
  Setting Custom Tab Stops with the Ruler 81
  Working with the Tabs Dialog Box 83
  Modifying Tab Stops with the Ruler 85
Using Numbered and Bulleted Lists 85
  Promoting and Demoting List Items 85
Using Paragraph Space Settings 87
Formatting with Borders and Shading 88
  Using Borders and Shading Buttons and the Dialog Box 88
Introducing Headers and Footers 92
Using the Resume Reading Bookmark 93
Concepts Review 93

WORD 2013 LESSON 5: WORKING WITH TABLES

Introducing Tables 96
  Contextual Tabs 96
  Navigating in a Table 96
Inserting Tables 97
Converting Tables 100
  Converting Text to a Table 100
  Converting a Table to Text 100
Selecting Data in a Table 102
Customizing Alignment, Direction, and Cell Margins 102
Merging and Splitting Cells 104
Formatting with Borders, Shading, and Styles 105
  Modifying Formats 105
Sorting Data in a Table 106
Inserting Rows and Columns 108
  Moving Rows and Columns 109
Performing Calculations in Tables 110
  Constructing Formulas 111
Sizing Rows and Columns 113
Concepts Review 114

Index 115