



Word 2013 FOUNDATION MANUAL

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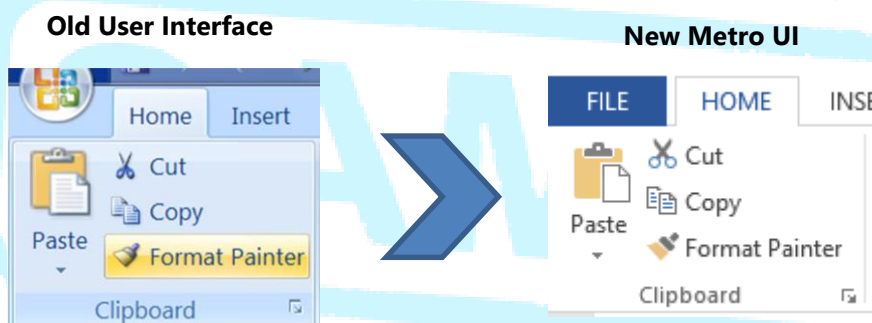


CHAPTER 1 | MICROSOFT OFFICE 2013 NEW FEATURES

CHAPTER 1 | OFFICE 2013 NEW FEATURES

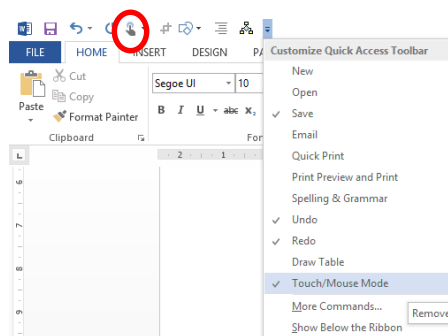
Redesigned User Interface – Metro UI

The overall Interface of Office has been redesigned using the Windows Metro UI (User Interface) style (otherwise known as Modern UI). Metro UI incorporates a cleaner less cluttered looking interface with flat graphics and simplified colours rather than the old 3D raised style with more colours and definition:



Touch Button

The Quick Access Toolbar has the addition of a new **Touch/Mouse Mode** button which, when pressed, increases the size of all the buttons to allow for ease of use when using Office on a touch screen. Office 2013 also allows *pinch to zoom* and *swipe to scroll* touch actions.



Multi User Authoring

In previous versions of Office, when you tried to open a file that someone else was currently using, you were only given the option to open a *read only* version meaning only one person could edit a file at the same time. Now when your file is saved either to [SkyDrive](#) or SharePoint, by default multiple users can access the same file allowing simultaneous editing. Changes are reflected in different colours according to the user. Instead of saving your changes, you now **Refresh** your changes using the save button, and these changes are reflected in real-time on each other user's PC. *NOTE: The save button changes to a refresh button when your file is saved to SkyDrive (see picture above).*



Back

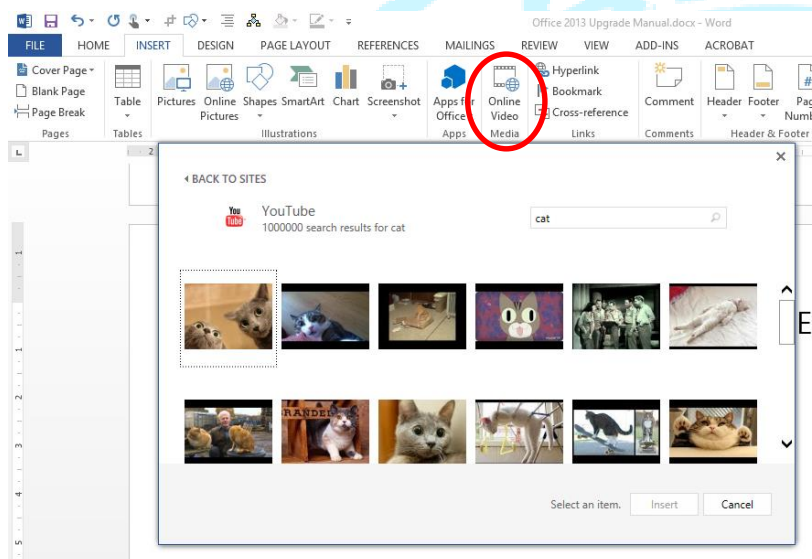


CHAPTER 2| MICROSOFT WORD 2013 NEW FEATURES

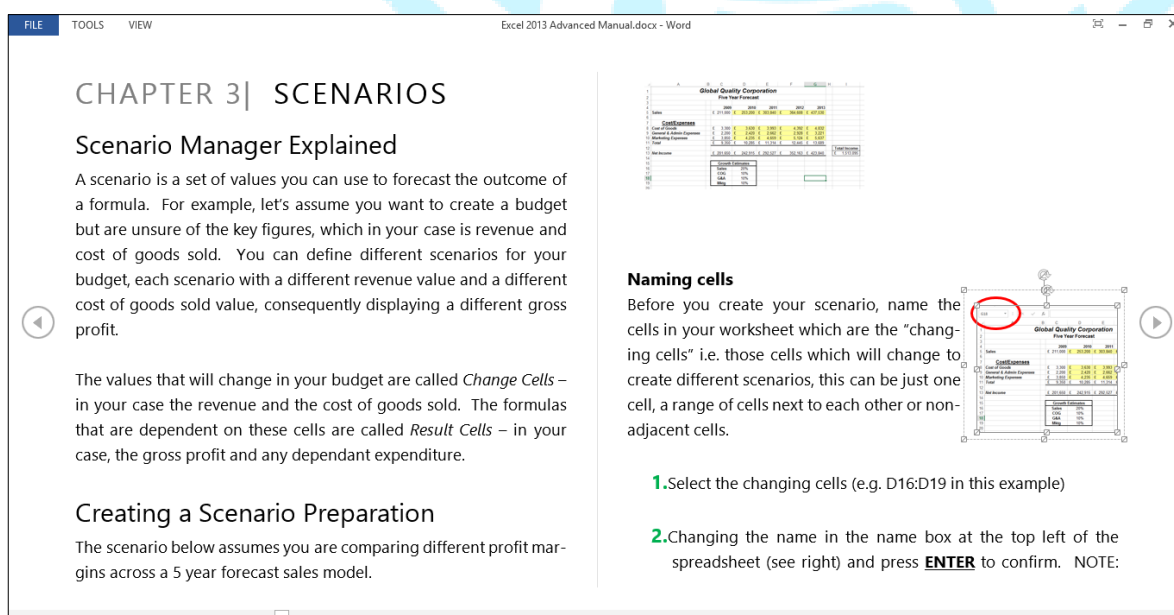


CHAPTER 2 | WORD 2013 NEW FEATURES

Insert Online Video and play from a website



New Read Mode



Accessed from the **View Tab** (or pressing the  button on the status bar), **Read Mode** has been completely redesigned with several new features. Most notable is the A4 Page Layout having been rearranged into a *Book Style* layout for easier reading. PRESS ESCAPE TO RETURN TO PRINT LAYOUT VIEW.

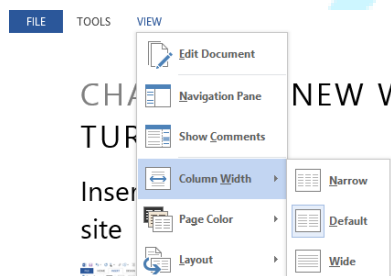
Zoom into pictures

Double click on any picture or object to see an enlarged view.

Navigate with touch buttons

Use the arrows on either side of the screen to move forwards and backwards in a document (using the mouse or fingers).

View Options



Alter read mode with several options including column width, page colour, navigation pane for searching and showing comments.

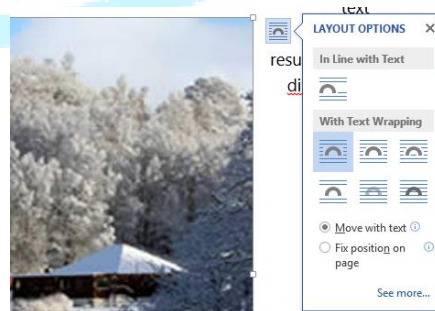
Shapes and Pictures

Selecting and Grouping

In previous versions of Office, drawing objects and picture objects were different types of object and were therefore not able to be edited together. That has all changed in 2013 allowing drawings and pictures to be **selected** and most importantly **grouped** together. Simply use the CTRL key to select the objects and right click to group them.

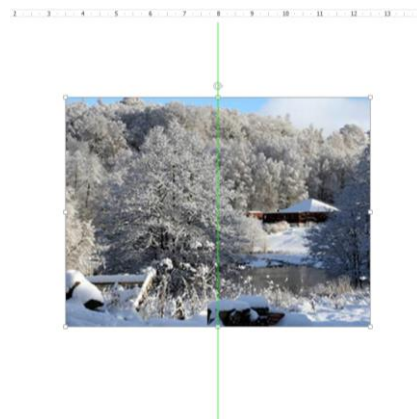
Quick Text Wrap

When you insert a picture, the default option is to insert as *In line with Text* meaning the picture acts like a text character resulting in difficulties when repositioning the picture. In Word 2013, when you insert the picture, a **Quick Text Wrap** box will appear allowing you to quickly change from *In line with Text* to one of the other options such as *Square*. This allows you to move the picture freely around the screen.



Object Guides

When moving an object on the page, green lines will automatically appear allowing you to "snap" the object into a fixed position. **NOTE:** Unlike [PowerPoint Guides](#), Word guides are in relation to paragraphs and the alignment of the page (left margin, centre, right margin), not in relation to other objects.

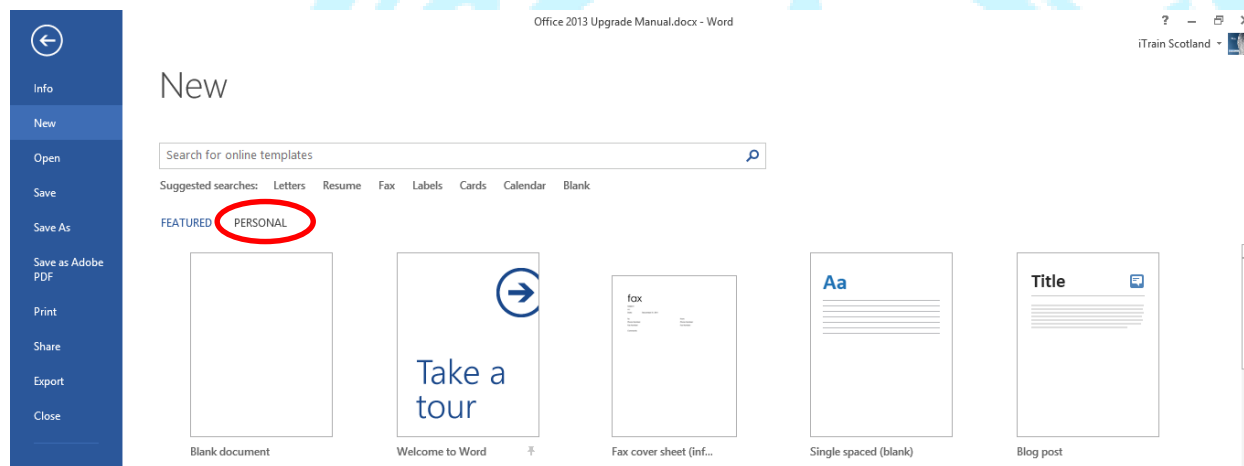


Word 2013 Templates

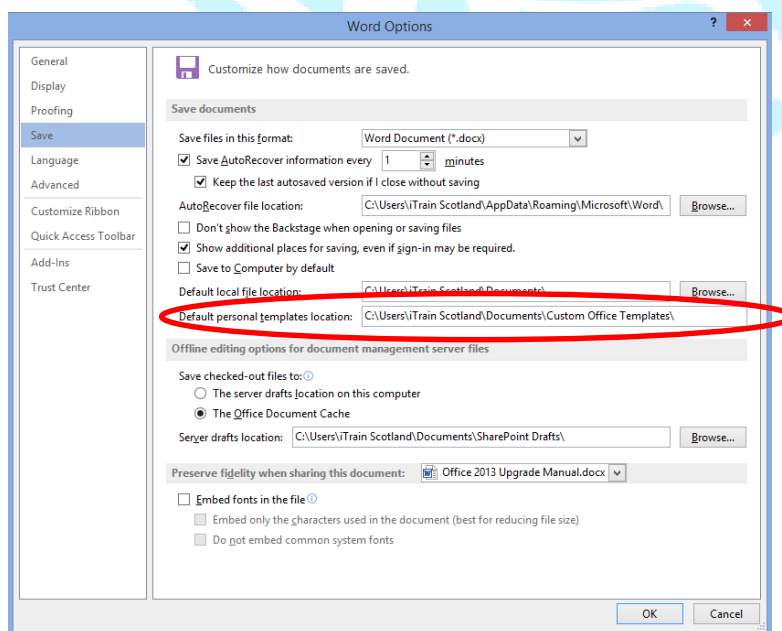


Back

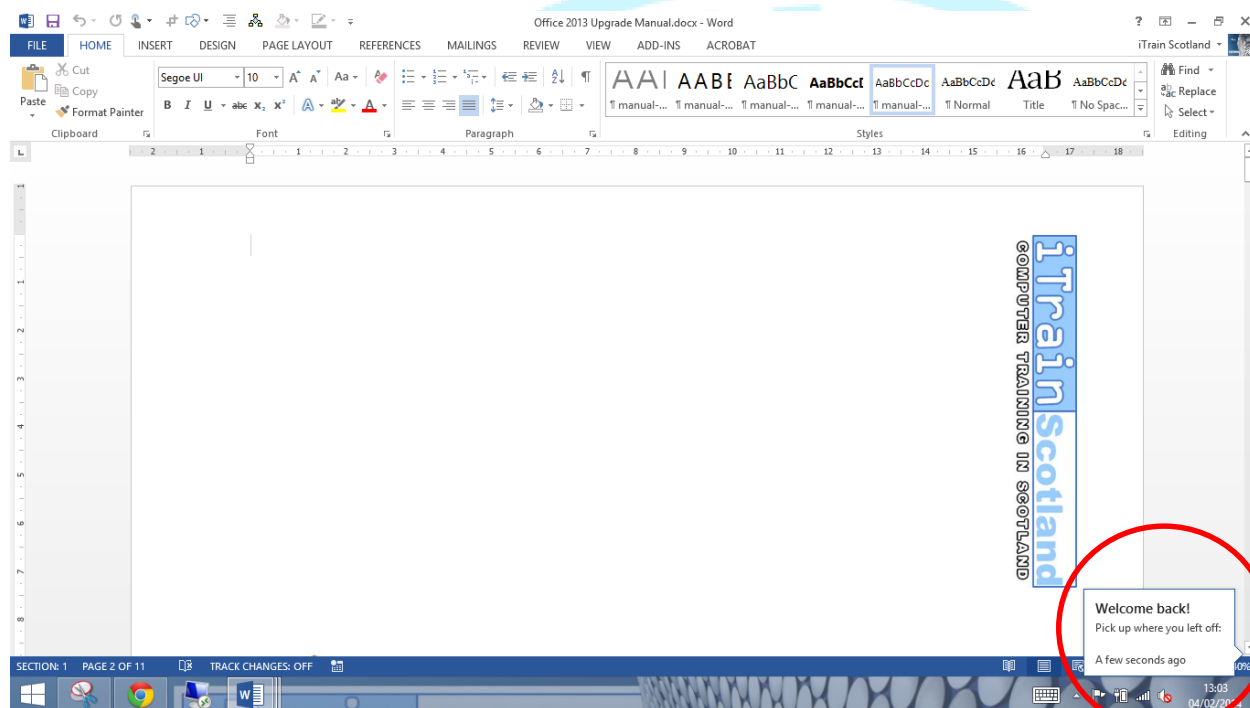
It is now possible to change the location of user created templates so that they show up on the **New** screen. In previous versions, templates had to be placed in a specific folder (which was very hidden) in order for them to appear in **My Templates** section of the **New** screen. **My Templates** is now called **Personal** and can be located at the top of the **New** screen (only when either a new template has been created in 2013 or you add files to its location (see below)).



Add files to the default folder: **C:\Users\Username\Documents\Custom Office Templates** for them to appear in the **Personal** list. This location can be changed in the **Save** section of the **Options** menu located on the **File** menu.



Pick Up Where You Left Off



When you open a document that you were previously editing (over any time period) a handy **Welcome back!** box appears allowing you to jump back to the last place in the document your cursor was when you closed the file.



CHAPTER 3 | USER INTERFACE & FILING

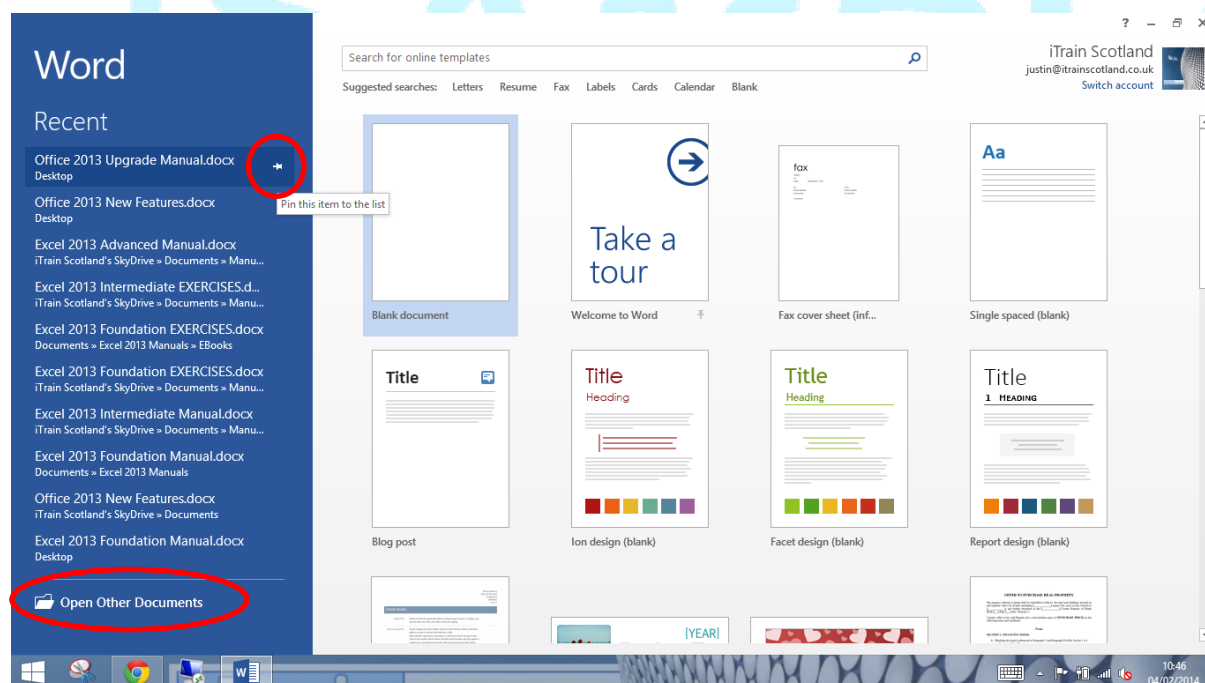


CHAPTER 3 | USER INTERFACE & FILING

New Opening Screen

Recent Documents

The opening screen now has recent documents which includes the path to the location of the document (which is handy if you have the same document located in several places). It is possible to **Pin** these shortcuts so they do not move further down the list as new documents are opened. Click on the **Pin** icon to the right of the shortcut. *Note: this is not the complete recent document list which appears when you are in Word on the file menu.*



This is a sample of the complete manual

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