

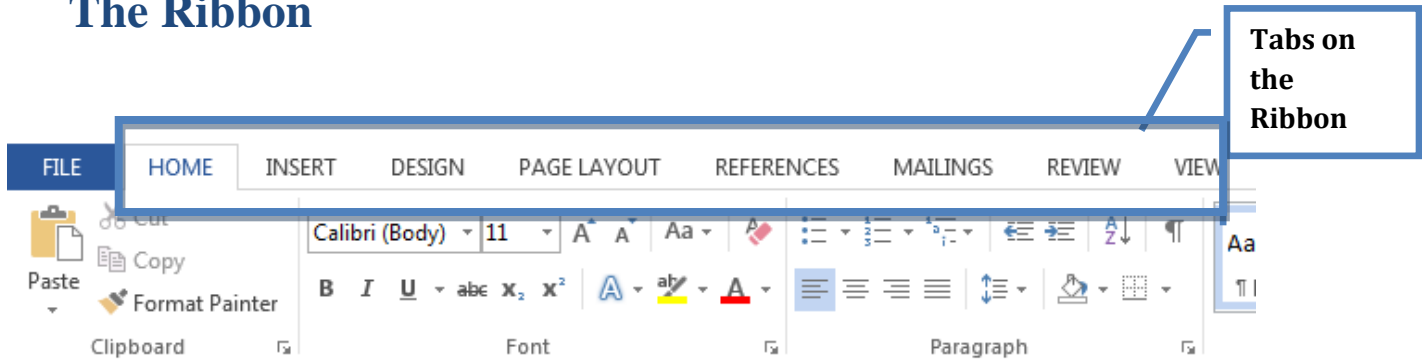
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS WORD TIPS

Purpose

This is to briefly instruct how to efficiently use some of the basic features of MS Word 2013. These features will enable you to work in a more timely and efficient manner.

The Ribbon

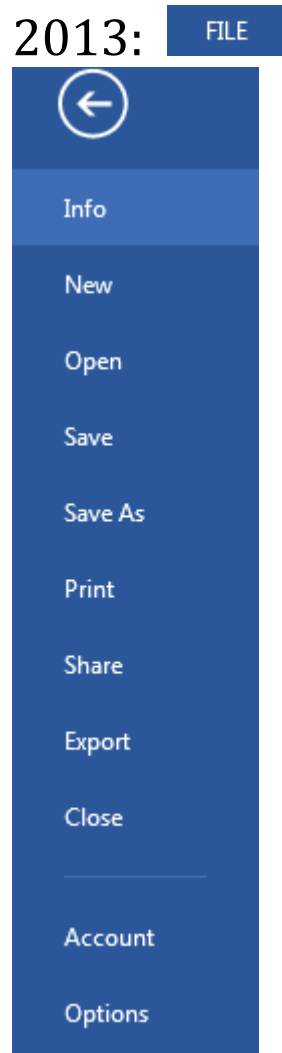


The Ribbon replaces the toolbars in the previous versions of Word.

Tabs are the following:

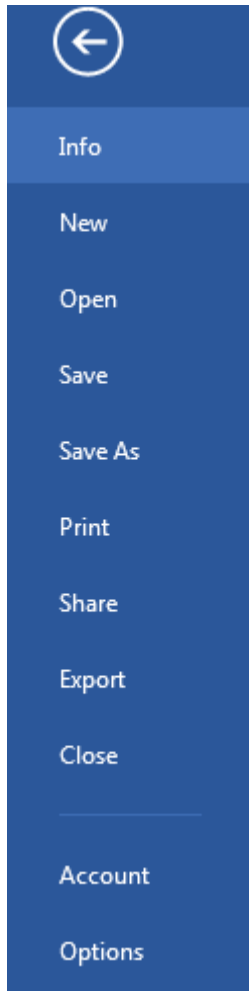
- **Home**- Fonts, Paragraphs, Styles, Editing, and Clipboard.
- **Insert**- Tables, Pages, Illustrations, Links, Text, Header & Footer, Symbols, and Text
- **Page Layout**- Page Setup, Page Background, Paragraph, Arrange, Themes
- **References**- Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
- **Mailings**- Create, Start Mail Merge, Write & Insert Fields, Preview Results
- **Review**- Proofing, Comments, Tracking, Changes, Compare, Protect
- **View**- Document Views, Show & Hide, Zoom, Window, Macros
- **Add-Ins**-
- **Acrobat**-Create PDF, Preferences, Create and Attach to Email, Mail Merge

The Return of the File Menu



- One of the new features of Office 2013, and which is arguably a poor feature, is the constantly bold/highlighted appearance of the File icon.

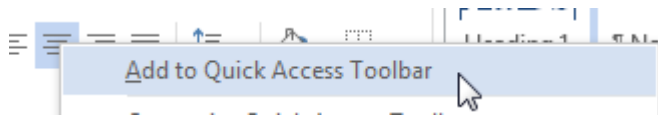
Toolbar



- **Save**- Quickly saves documents to last save location. (Default location is My Documents)
- **Save As**- Choose file types (PDF, Older Word Documents, Templates)
- **Open**- Locate and open documents
- **Close**-close the document that is opened
- **Info**-information on the document that is opened
- **Recent**-A list of documents that have recently been opened and folders that have been accessed
- **New**- Opens blank document and templates
- **Print**- Print documents with options such as select printer, number of copies.
- **Share** - E-mail document

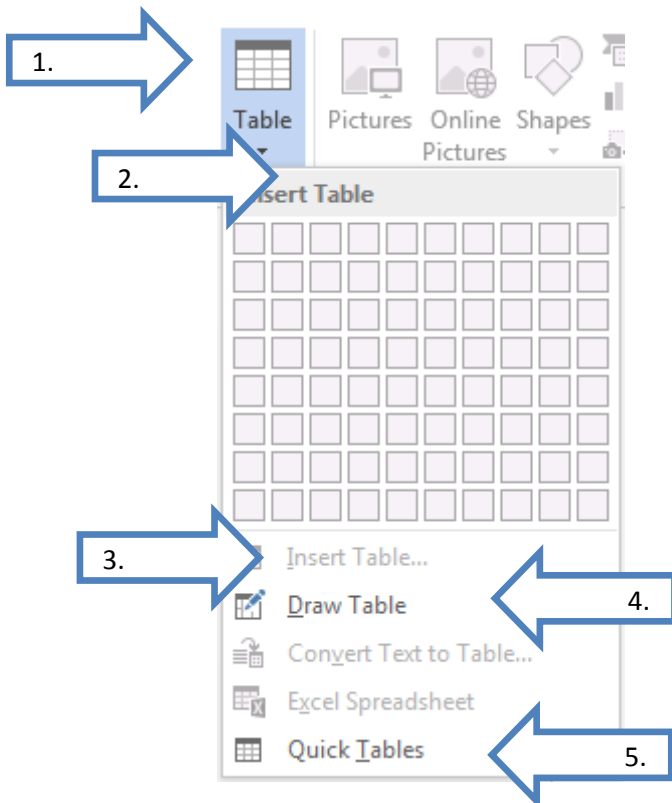


- **Quick Access Toolbar**- Fully customizable toolbar



- **Adding to Quick Access**- Right click on any item in the Office Button or Ribbon then Click Add to Quick Access Toolbar

Inserting a Table



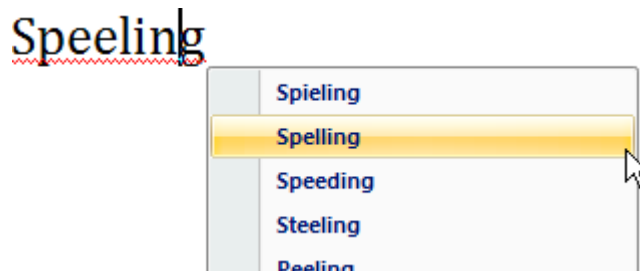
1. Click the **Insert** tab on the Ribbon
2. Click **Table** button. Highlight the number of rows and columns and click.

or use these options
3. **Insert Table**- enter the number of rows and columns
4. **Draw Table**- create table by drawing
5. **Quick Tables**- choose a premade table

Check Spelling and Grammar



1. Click the **Review** tab
2. Click the **Spelling & Grammar** button



- To check the spelling of one word just right click on the individual word and choose a substitution