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CONTENTS

CHAPTER 1 OFFICE 2013 NEW FEATURES	5
REDESIGNED USER INTERFACE - METRO UI	5
ΤουςΗ ΒυττοΝ	5
	5
CHAPTER 2 WORD 2013 NEW FEATURES	7
INSERT ONLINE VIDEO AND PLAY FROM A WEBSITE	
NEW READ MODE	
Zoom into pictures	
Navigate with touch buttons	
View Options	
SHAPES AND PICTURES	
Selecting and Grouping	
Quick Text Wrap	
Object Guides	8
WORD 2013 TEMPLATES	
PICK OP WHERE YOU LEFT OFF	
CHAPTER 3 USER INTERFACE & FILING	
NEW OPENING SCREEN	12
Recent Documents	12
Browse for Existing Files	Error! Bookmark not defined.
My Templates in Word 2013	Error! Bookmark not defined.
UPGRADED FILE MENU	Error! Bookmark not defined.
INFO	ERROR! BOOKMARK NOT DEFINED.
Link to File Location and Path	Error! Bookmark not defined.
Related People and Documents	Error! Bookmark not defined.
OPEN	ERROR! BOOKMARK NOT DEFINED.
OneDrive (formally SkyDrive)	Error! Bookmark not defined.
Recent Places	
SHARE	ERROR! BOOKMARK NOT DEFINED.
	ERDORI BOOKMARK NOT DEFINED.
CONTENTIAL TARS	ERDORI BOOKMARK NOT DEFINED.
	ERDORI BOOKMARK NOT DEFINED.
	EPROPI BOOKMARK NOT DEFINED.
	EPROPI BOOKMARK NOT DEFINED.
	EPPOPI BOOKMARK NOT DEFINED.
IMDROVED RIRBON	FROR BOOKMARK NOT DEFINED.
SAVING AS A PDF	FROR BOOKMARK NOT DEFINED.
OPENING AND EDITING A PDF FROM WORD	ERRORI BOOKMARK NOT DEFINED.
Document elements that don't convert well	Error! Bookmark not defined

CHAPTER 4| PAGE SETUP ERROR! BOOKMARK NOT DEFINED.

PAGE SIZE & ORIENTATION	ERROR!	BOOKMARK	NOT	DEFINED.
Margins	ERROR!	BOOKMARK	NOT	DEFINED.
CONTROLLING THE SPACE BETWEEN PARAGRAPHS	ERROR!	BOOKMARK	NOT	DEFINED.
LINE SPACING	ERROR!	BOOKMARK	NOT	DEFINED.

CHAPTER 5| CHARACTER FORMATTING ERROR! BOOKMARK NOT DEFINED.

DEFAULT FONT	 	 ERROR! B	OOKMARK N	IOT DEFINED.
FONT TYPES		 ERROR! B		IOT DEFINED.
FORMAT PAINTER	 	ERROR! B		IOT DEFINED.
CLEAR FORMATTING	 	 ERROR! B		IOT DEFINED.
CHARACTER SPACING	 	 ERROR! B		IOT DEFINED.

CHAPTER 6| PARAGRAPH FORMATTING ERROR! BOOKMARK NOT DEFINED.

PAGE BREAKS	ERROR! BOOKMARK NOT DEFINED.
RULER	ERROR! BOOKMARK NOT DEFINED.
INDENT TOOL	ERROR! BOOKMARK NOT DEFINED.
Left Indent	Error! Bookmark not defined.
Right Indent	Error! Bookmark not defined.
First Line Indent	Error! Bookmark not defined.
Hanging Indent	Error! Bookmark not defined.
SHOW / HIDE TOOL	ERROR! BOOKMARK NOT DEFINED.

CHAPTER 7| TABS ERROR! BOOKMARK NOT DEFINED.

WHAT ARE TABS?	Error! Bookmark not defined.
MANUAL TABS VS DEFAULT TABS	ERROR! BOOKMARK NOT DEFINED.
Default Tabs	Error! Bookmark not defined.
Manual Tabs	Error! Bookmark not defined.
Removing a tab	Error! Bookmark not defined.
TYPES OF TABS (LEFT, RIGHT, CENTRE, DECIMAL, BAR)	ERROR! BOOKMARK NOT DEFINED.
Using tabs in tables	Error! Bookmark not defined.
Tabs are line Specific	Error! Bookmark not defined.
LEADER TABS	Error! Bookmark not defined.

CHAPTER 8| HEADERS AND FOOTERS ERROR! BOOKMARK NOT DEFINED.

INSERTING OR EDITING A HEADER / FOOTER	ERROR! BOOKMARK NOT DEFINED.
Header	Error! Bookmark not defined.
Footer	Error! Bookmark not defined.
ALIGNING TEXT	ERROR! BOOKMARK NOT DEFINED.
PAGE NUMBERS	ERROR! BOOKMARK NOT DEFINED.
FORMATTING A PAGE NUMBER	ERROR! BOOKMARK NOT DEFINED.
Changing numbering	Error! Bookmark not defined.
PAGE X OF Y	ERROR! BOOKMARK NOT DEFINED.
SAVING A HEADER / FOOTER AS A REUSABLE TEMPLATE	ERROR! BOOKMARK NOT DEFINED.

CHAPTER 9| UTILITIES ERROR! BOOKMARK NOT DEFINED.

SPELLING & GRAMMAR	ERROR! BOOKMARK NOT DEFINED.
Check spelling and grammar all at once	Error! Bookmark not defined.
Check spelling and grammar automatically	Error! Bookmark not defined.
How the automatic spelling checking works	Error! Bookmark not defined.
How automatic grammar checking works	Error! Bookmark not defined.
Recheck the words and grammar that you previously checked	d and chose to ignore Error! Bookmark not
defined.	
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AUTOCORRECT	Error!	BOOKMARK NOT DEFIN	NED.

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CHAPTER 10| VIEWS ERROR! BOOKMARK NOT DEFINED.

VIEWING MULTIPLE DOCUMEN	тѕ	 	 ERROF		ARK N	OT DEFINED.
READ MODE			 ERROF		ARK N	OT DEFINED.
Turn on Read Mode			Erro	r! Book	mark n	ot defined.

CHAPTER 11| SECTIONS ERROR! BOOKMARK NOT DEFINED.

INSERT A SECTION BREAK	ERROR! BOOKMARK NOT DEFINED.
Types of section breaks that you can insert	Error! Bookmark not defined.
SECTION BREAK EXAMPLES	ERROR! BOOKMARK NOT DEFINED.
CHANGE THE DOCUMENT LAYOUT BY USING SECTION BREAKS	ERROR! BOOKMARK NOT DEFINED.
Remove a section break	Error! Bookmark not defined.
ADDING DIFFERENT HEADER / FOOTERS TO DIFFERENT SECTIONS	ERROR! BOOKMARK NOT DEFINED.

CHAPTER 12| STYLES ERROR! BOOKMARK NOT DEFINED.

USING STYLES	ERROR! BOOKMARK NOT DEFINED.
Built-in styles turn on timesaving features	Error! Bookmark not defined.
CHARACTER AND PARAGRAPH STYLES	Error! Bookmark not defined.
CHARACTER, PARAGRAPH, AND LINKED STYLES (STYLE TY	PES) ERROR! BOOKMARK NOT DEFINED.
Character styles	Error! Bookmark not defined.
Paragraph styles	Error! Bookmark not defined.
Linked styles	Error! Bookmark not defined.
CREATING YOUR OWN STYLES	Error! Bookmark not defined.
MOVING STYLES	ERROR! BOOKMARK NOT DEFINED.
Copy from current to Normal	Error! Bookmark not defined.
Copy from Normal to any existing document	Error! Bookmark not defined.
INSERTING A TABLE OF CONTENTS	ERROR! BOOKMARK NOT DEFINED.
Updating a Table of Contents	Error! Bookmark not defined.

V Word 2013 FOUNDATION MANUAL





Office

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.

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Clipboard Fa	For	Email Quick Print Print Preview and Print Spelling & Grammar
-	~	Undo Redo Draw Table Touch/Mouse Mode
- 01 -		More Commands Show Below the Ribbon

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 <u>SkyDrive</u> 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).*



Page 5 CHAPTER 1 OFFICE 2013 NEW FEATURES





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New Read Mode

TOOLS VIEW Excel 2	13 Advanced Manual.docx - Word 🗵 – 🗗 🗙
CHAPTER 3 SCENARIOS Scenario Manager Explained A scenario is a set of values you can use to forecast the outcom a formula. For example, let's assume you want to create a bu but are unsure of the key figures, which in your case is revenue cost of goods sold. You can define different scenarios for	he of dget and your
budget, each scenario with a different revenue value and a diffe cost of goods sold value, consequently displaying a different of profit	gross Before you create your scenario, name the cells in your worksheet which are the "change" ()
The values that will change in your budget are called <i>Change C</i> in your case the revenue and the cost of goods sold. The form that are dependent on these cells are called <i>Result Cells</i> – in case, the gross profit and any dependant expenditure.	ing cells" i.e. those cells which will change to create different scenarios, this can be just one nulas your adjacent cells.
	1.Select the changing cells (e.g. D16:D19 in this example)
Creating a Scenario Preparation	
The scenario below assumes you are comparing different profit gins across a 5 year forecast sales model.	mar- spreadsheet (see right) and press ENTER to confirm. NOTE:

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.

W Word 2013 FOUNDATION MANUAL

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Back To Contents

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 Opt	ions			
FILE TOOLS	VIEW			
	Edit Document			
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Inse	Column Width	• <u>N</u> arrow		
site	Page Color	Default		
	Layout	▶ <u>W</u> ide		

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 <u>PowerPoint Guides</u>, Word guides are in relation to paragraphs and the alignment of the page (left margin, centre, right margin), not in relation to other objects.



V Word 2013 FOUNDATION MANUAL

Word 2013 Templates

← Back

V Word 2013 FOUNDATION MANUAL

Word	2013 Templ	ates				
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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.

	Word Options ? ×
General	Customize how documents are saved.
Display	
Proofing	Save documents
Save	Save files in this <u>format</u> : Word Document (*.docx)
Language	Save AutoRecover information every 1 🚔 minutes
Advanced	Keep the last autosaved version if I close without saving
Customize Ribbon	Auto <u>R</u> ecover file location: C:\Users\iTrain Scotland\AppData\Roaming\Microsoft\Word\ <u>B</u> rowse
Ouick Access Toolbar	Don't show the Backstage when opening or saving files
Add-Inc	Show additional places for saving, even if sign-in may be required.
Adu-ms	Save to <u>C</u> omputer by default
Trust Center	Default local file location: C:\Userc\User
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	Offline editing options for document management server files
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Pick Up Where You Left Off

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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.





Page 11



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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