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Microsoft® Office 2013

The Fast and Easy Way to Learn

Elaine Marmel

Teach Yourself VISUALLY™

Office 2013

Elaine Marmel

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Elaine Marmel is President of Marmel Enterprises, LLC, an organization that specializes in technical writing and software training. Elaine has an MBA from Cornell University and worked on projects to build financial management systems for New York City and Washington, D.C. This prior experience provided the foundation for Marmel Enterprises, LLC to help small businesses manage the project of implementing a computerized accounting system.

Elaine spends most of her time writing; she has authored and co-authored more than 65 books about Microsoft Excel, Microsoft Word, Microsoft Project, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for the Mac, Microsoft Windows, 1-2-3 for Windows, and Lotus Notes. From 1994 to 2006, she also was the contributing editor to monthly publications *Inside Peachtree*, *Inside Timeslips*, and *Inside QuickBooks*.

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C., and Tampa, FL) where she basks in the sun with her PC, her cross stitch projects, and her dog, Jack.

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Dedication

To Buddy (1995-2012), my constant companion for 17 ½ years. You brought me nothing but joy and I will sorely miss you.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

① Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

② Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

③ Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

④ Tips

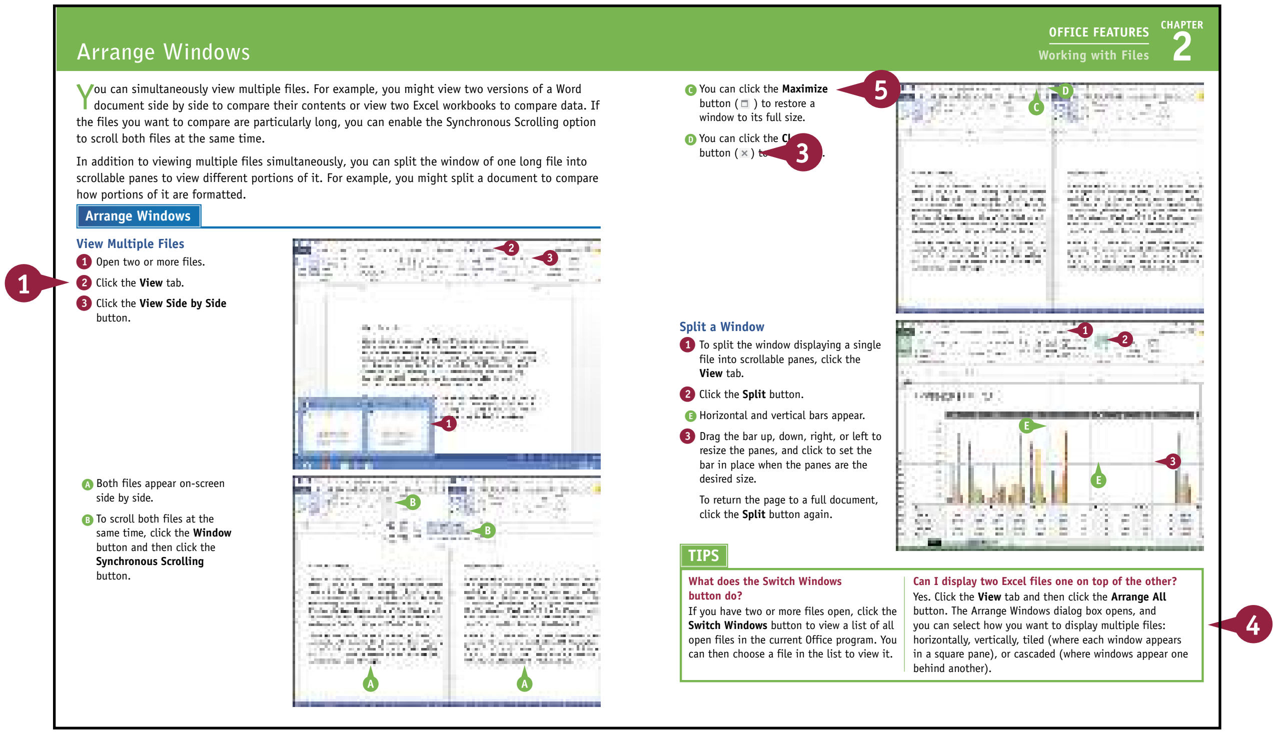
Tips offer additional information, including warnings and shortcuts.

⑤ Bold

Bold type shows command names or options that you must click or text or numbers you must type.

⑥ Italics

Italic type introduces and defines a new term.



Arrange Windows

You can simultaneously view multiple files. For example, you might view two versions of a Word document side by side to compare their contents or view two Excel workbooks to compare data. If the files you want to compare are particularly long, you can enable the Synchronous Scrolling option to scroll both files at the same time.

In addition to viewing multiple files simultaneously, you can split the window of one long file into scrollable panes to view different portions of it. For example, you might split a document to compare how portions of it are formatted.

Arrange Windows

View Multiple Files

① Open two or more files.

② Click the **View** tab.

③ Click the **View Side by Side** button.

Ⓐ Both files appear on-screen side by side.

Ⓑ To scroll both files at the same time, click the **Window** button and then click the **Synchronous Scrolling** button.

Ⓒ You can click the **Maximize** button (□) to restore a window to its full size.

Ⓓ You can click the **Cl**... button (×) t... .

Split a Window

① To split the window displaying a single file into scrollable panes, click the **View** tab.

② Click the **Split** button.

Ⓔ Horizontal and vertical bars appear.

③ Drag the bar up, down, right, or left to resize the panes, and click to set the bar in place when the panes are the desired size.

To return the page to a full document, click the **Split** button again.

TIPS

What does the Switch Windows button do?
If you have two or more files open, click the **Switch Windows** button to view a list of all open files in the current Office program. You can then choose a file in the list to view it.

Can I display two Excel files one on top of the other?
Yes. Click the **View** tab and then click the **Arrange All** button. The Arrange Windows dialog box opens, and you can select how you want to display multiple files: horizontally, vertically, tiled (where each window appears in a square pane), or cascaded (where windows appear one behind another).

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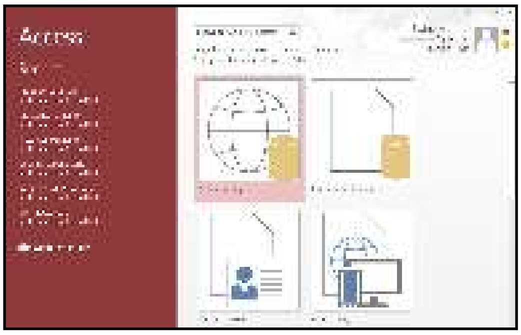

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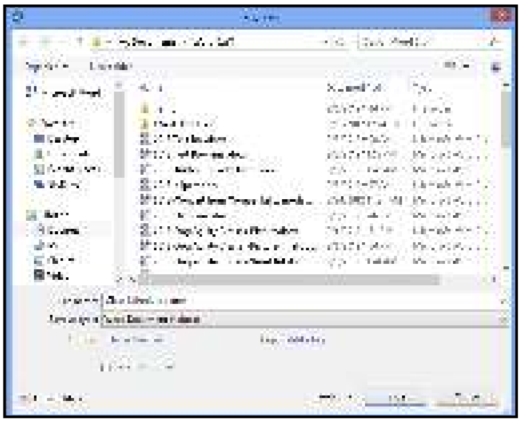

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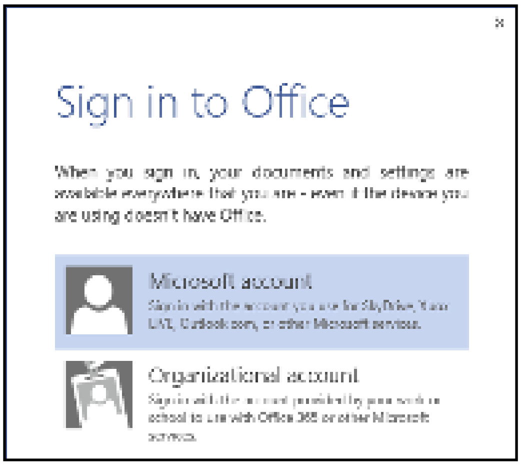

Sign in to Office

When you sign in, your documents and settings are available everywhere that you are - even if the device you are using doesn't have Office.

Microsoft account

Organizational account

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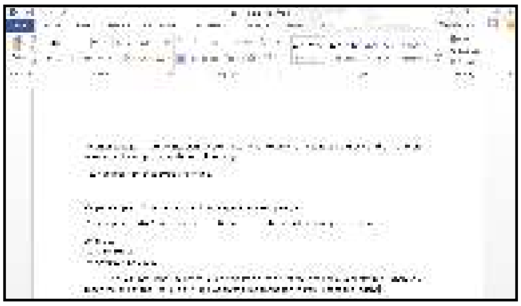

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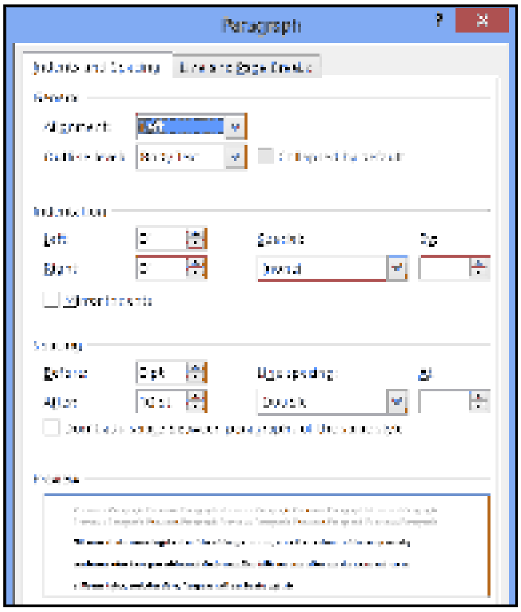
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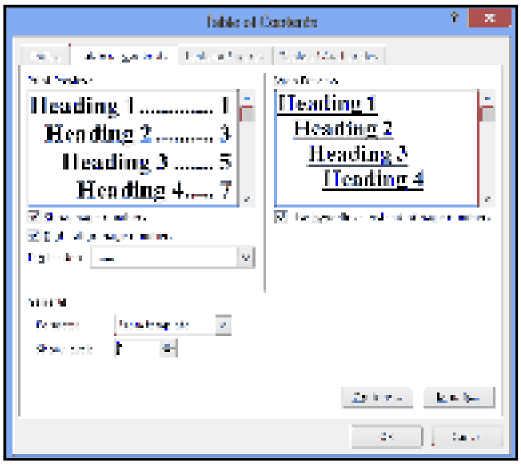
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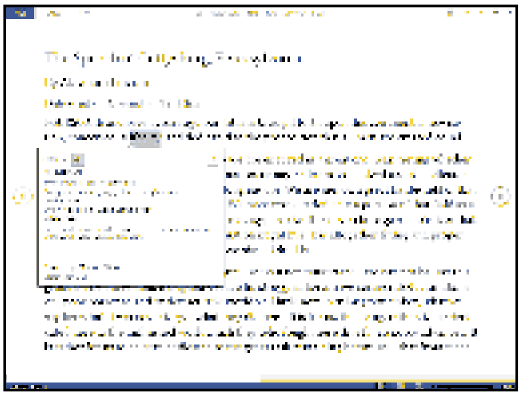

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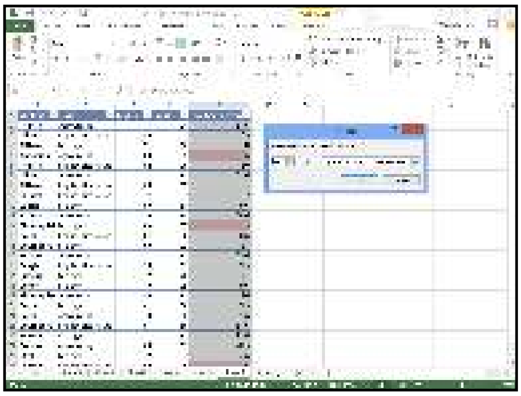

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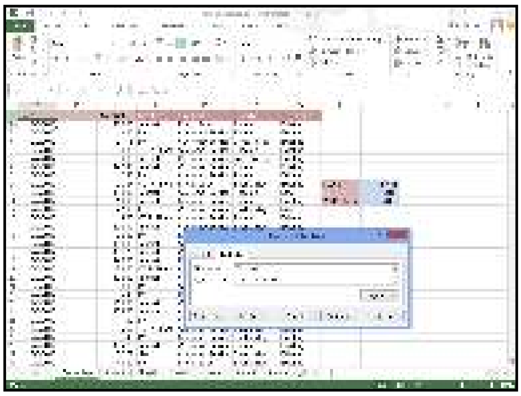

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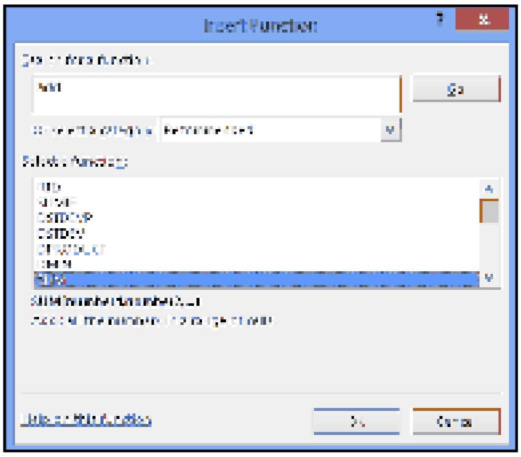

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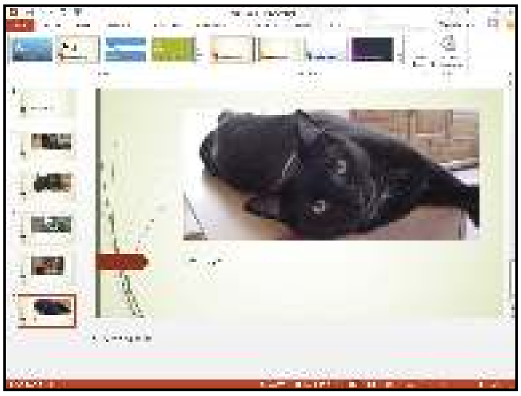

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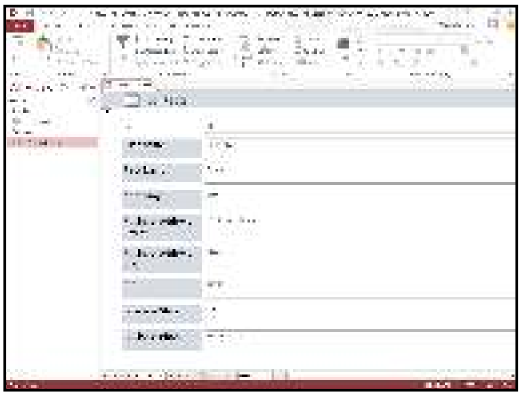

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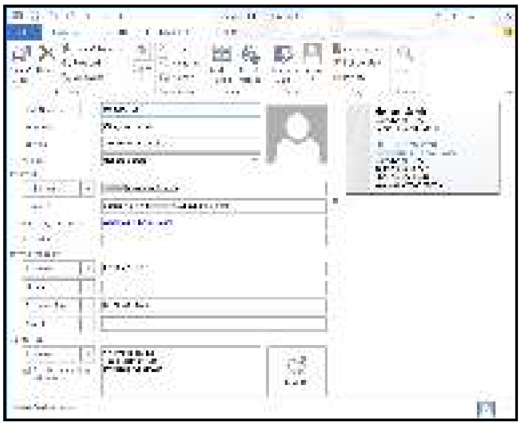

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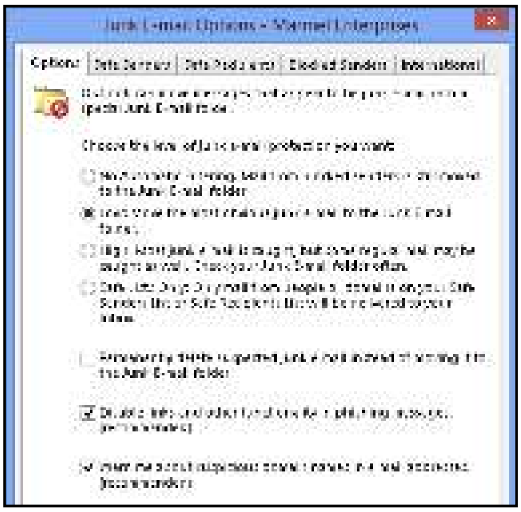

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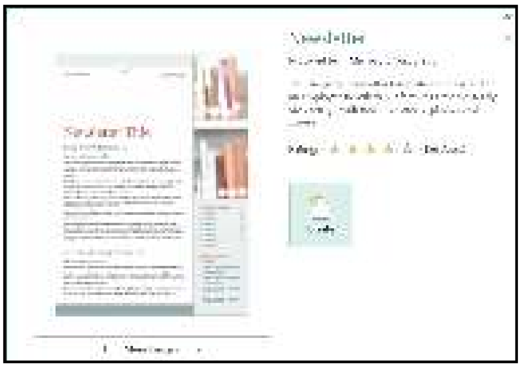

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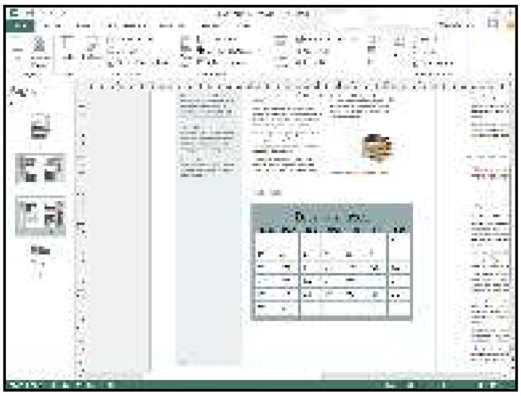

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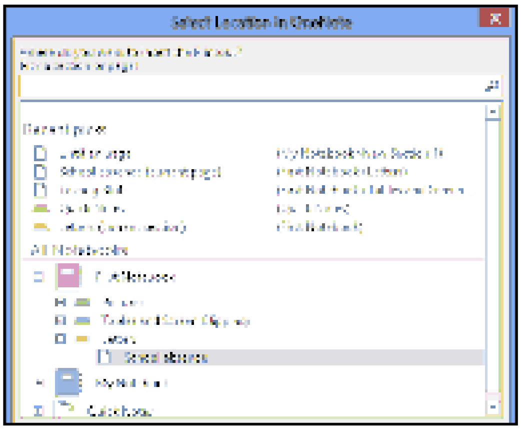

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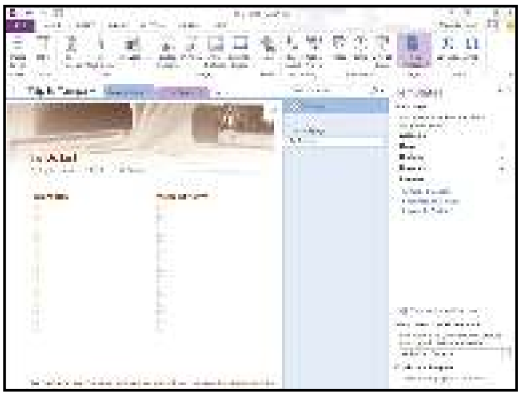

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PART I

Office Features

The Office 2013 applications share a common look and feel. You can find many of the same features in each program, such as the Ribbon, Quick Access Toolbar, program window controls, and File tab. Many of the tasks you perform, such as creating and working with files, share the same processes and features throughout the Office suite. In this part, you learn how to navigate the common Office features and basic tasks.

Word
Recent
Sign in to get the most out of Office
Sign in to Office
Microsoft account
Organizational account

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Start and Exit Office Applications

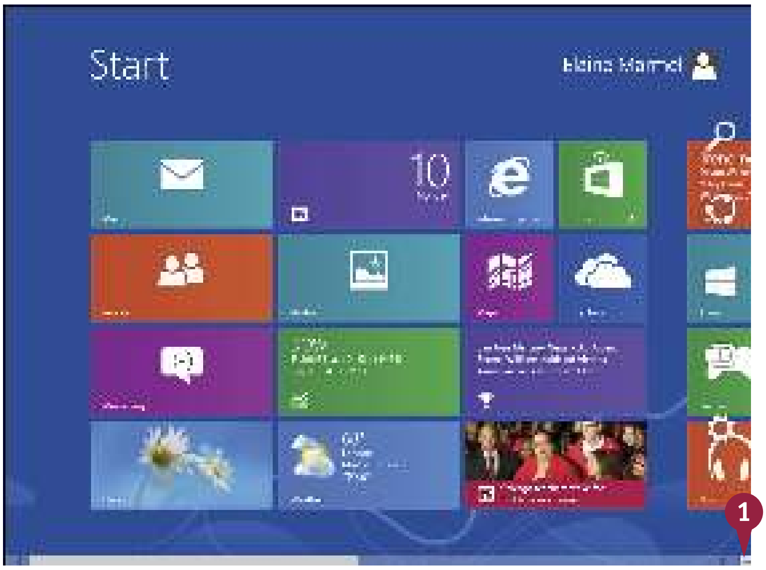
Office 2013 runs on a 1-gigahertz (GHz) or faster x86- or x64-bit processor with 1 or 2 gigabytes of RAM, based on your processor speed. Your system must be running Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012. For additional requirements, visit http://technet.microsoft.com/en-us/library/ee624351%28v=office.15%29.aspx.

This section uses Access to demonstrate how to open a program from the Windows 8 Start screen. Once an Office program opens, its Start screen appears, helping you to find a document on which you recently worked or to start a new document. For other ways to open or start a new document, see Chapter 2.

Start and Exit Office Applications

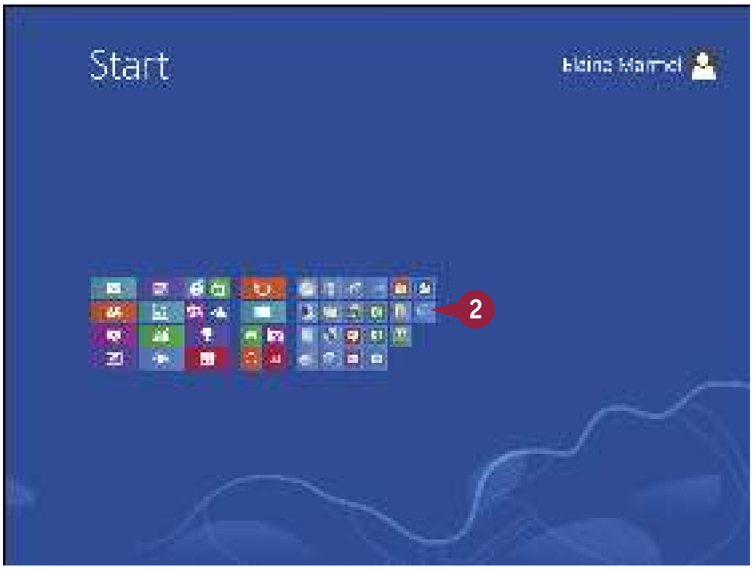
1. On the Windows Start screen, click − to zoom.

Note: You can start typing the name of the program and then skip to Step **3**.



Windows zooms out so that you can see tiles for all installed programs.

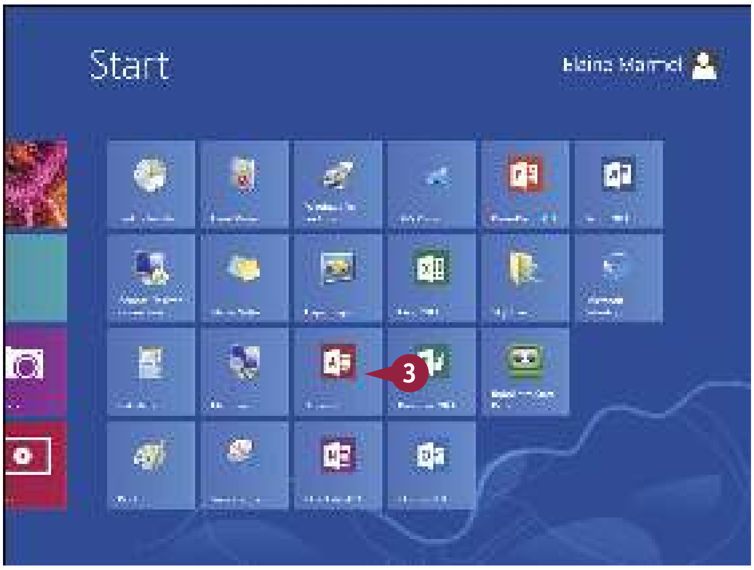
2. Click any program tile on the right side of the Start screen.



Windows zooms in and enlarges all tiles to their regular size.

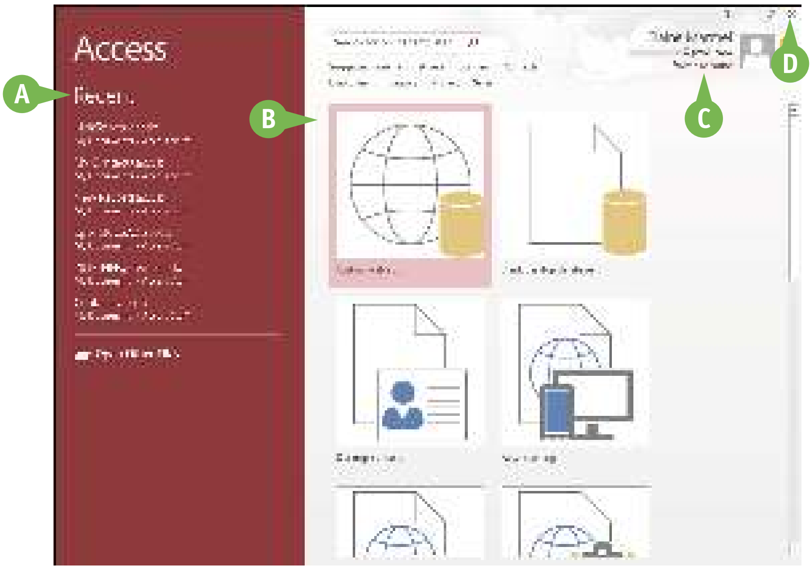
3. Click the tile of the program you want to open.

Note: This example uses Access 2013.



Windows switches to the Desktop and opens the program, displaying the program's Start screen, which helps you open new or existing documents; see Chapter 2 for other ways to open documents.

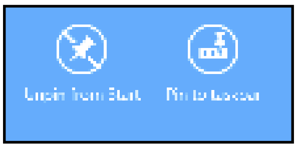
- A You can use this panel to open an existing document.
- B You can use this area to start a new document.
- C This area indicates whether you have signed in to Office Online.
- D To exit from the program, click the **Close** button (×) after closing all documents.



TIP

Can I create a shortcut to open an Office application?

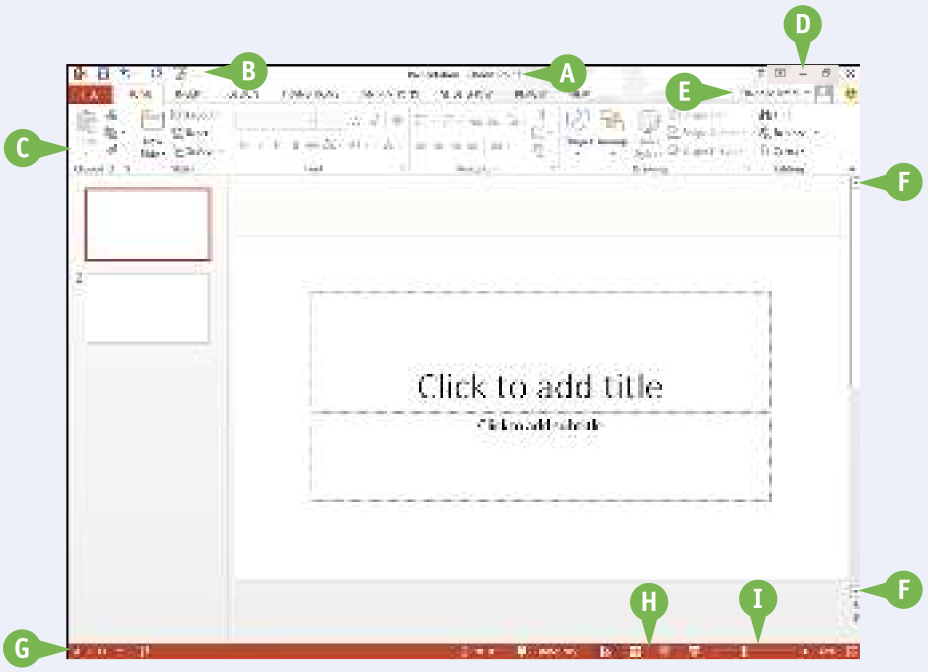
Yes. You can create a shortcut icon that appears on the Windows Desktop; however, pinning the program to the Windows taskbar is easier and just as effective because you can then click the taskbar button to start the program. On the Windows Start screen, right-click the tile of the program that you want to pin to the Windows taskbar. The program's App bar appears; click **Pin to taskbar**. Windows 8 pins the program to the Windows taskbar. To open the program, display the Desktop and click the program's tile on the taskbar.



Navigate the Program Windows

All Office programs share a common appearance and many of the same features, and when you learn your way around one Office program, you can easily use the same skills to navigate the others. These common features include scroll bars, a Ribbon, and a Quick Access Toolbar (QAT). The Ribbon contains commands that Microsoft Office determines that users use most often, and the QAT contains frequently used commands; you can customize both of these elements.

Take a moment to familiarize yourself with each program's various on-screen elements so that you can learn to work quickly and efficiently while you create documents.



Ⓐ Title Bar

Displays the name of the open file and the Office program.

Ⓑ Quick Access Toolbar

Displays quick access buttons to the Save, Undo, and Redo commands.

Ⓒ Ribbon

Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

Ⓓ Program Window Controls

These buttons enable you to view the program in a full screen, with only scroll bars but no other controls. They also allow you to minimize the program window, to maximize or restore the window including program controls, or to close the window.

Ⓔ Office Online Indicator

If you see your name, you are signed in to Office Online. You can click ▼ to display a menu that enables you to change your photo, manage your Microsoft account, or switch to a different Microsoft account. If you are not signed in, this area shows a Sign In link. See Chapter 4 for details.

Ⓕ Scroll Bars

The vertical and, if available, horizontal scroll bars let you scroll through the item shown in the work area, such as a document or worksheet.

Ⓖ Status Bar

Displays information about the current Office document.

Ⓗ View Shortcuts

These shortcuts switch to a different view of your document.

Ⓘ Zoom Controls

This feature changes the magnification of a document.

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