

Environment

Starting/exiting Word 2013	9
Using/managing the ribbon	12
Undoing/redoing/repeating actions	13
Showing/hiding non-printing characters	14
Changing the zoom	15
Changing the view	16

Documents

Creating/opening/saving a document	21
Using the list of recently used documents	23
Carrying on reading a document	24
Recovering a version of a document	25
Creating a document from a template	28

Using a template from the Office.com website	30
Using files from previous versions of Word	32
Saving a document in PDF or XPS format	35
Editing a PDF document in Word	37
Choosing document properties	39
Inserting one document into another	40
Comparing two documents side by side	40
Sending a document by e-mail	41
Saving documents in SkyDrive	43
Publishing a document as a blog post	46
Entering and editing text	
Selecting text	49
Entering/deleting text	49

Using spellchecker/automatic formatting	50
Using tabs	51
Inserting non-breaking hyphens/spaces	52
Inserting the current date	52
Inserting symbols into your text	53
Inserting a page break	54
Inserting a line break	54
Moving/copying part of a text	55
Moving/copying text without the clipboard	56
AutoText	
Creating an AutoText	57
Using an AutoText	58
Managing AutoText	59

Mathematical equations

Inserting an equation	61
Writing an equation	61
Managing equations	62
Saving an equation	63

Fields

Inserting a field	64
Displaying/hiding field codes	65
Updating a field	65

Page layout

Changing the page orientation	67
Changing the margins of a document	67

Inserting a predefined header	69
Creating a custom header or footer	71
Managing headers and footers	74
Numbering the pages in a document	76
Managing page numbers	78
Printing	
Using print preview	80
Printing a document	81
Characters	
Formatting characters	83
Using OpenType functions	85
Changing the space between characters	87
Applying a gradient to characters	87

Applying an outline to characters	90
Applying a shadow to characters	92
Applying a reflection to characters	93
Applying a glow effect to characters	94
Applying a 3-D effect to characters	96
Changing the default appearance of characters	97
Applying a character style	97
Paragraphs	
Introduction	100
Setting a tab stop	100
Managing existing tab stops	102
Indenting paragraphs	102
Modifying text alignment in paragraphs	104

Changing the line spacing	104
Modifying paragraph spacing	105
Preventing a break between lines or paragraphs	105
Drawing borders around paragraphs	106
Applying a background colour to a paragraph	107
Changing the appearance of a paragraph	108
Applying a paragraph style	109
Creating a Drop Cap	111
Pages	
Inserting a cover page	113
Managing cover pages	114
Inserting a blank page	115
Aligning text vertically	115

Applying a border to a page	116
Creating a watermark	118
Managing watermarks	121
Text formatting	
Displaying text formatting	123
Comparing the formatting of two texts	124
Selecting text with the same formatting	126
Deleting a type of formatting	126
Copying formatting	126
Presentation	
Creating and formatting a section	128
Numbering paragraphs or putting bullets in front of them	129
Creating a multilevel list	

132

Presenting text in columns

134

Inserting a column break

135

Themes

Applying a theme to a document

137

Customising a theme

138

Saving a document theme

139

Styles and styles set

Creating a style

141

Creating a list style

144

Select texts with the same style

145

Cancel a style

145

Managing styles

147

Changing the style set	151
Saving a new style set	152
Importing styles	153
Templates	
Creating a template	155
Modifying a document template	157
Changing the template associated with a document	157
Finding and replacing text	
Finding text	159
Replacing one item of text with another	161
Replacing one format with another	163
Finding/replacing special formatting characters	163
Using advanced search criteria	

	164
Spelling and grammar	
Checking the spelling and grammar of a document	166
Customising the spell check	168
Using a custom dictionary	168
Using AutoCorrect	169
Specifying the language used for the spell check	171
Counting sentences, words and other elements in a document	172
Other revisions	
Using the thesaurus	173
Translating text	174
Hyphenating words	177

Notes and bookmarks

Creating footnotes and endnotes	179
Managing existing notes	180
Working with bookmarks	181
Creating cross-references	181

Outlines and tables

Creating an outline using preset styles	183
Assigning an importance level	184
Working with a document outline	184
Using the Navigation Pane	185
Showing/hiding the content of headings in a document	188
Numbering headings	189
Customising numbering on outline headings	190
Creating a table of contents	

	192
Updating a table of contents	196
Saving a table of contents	197
Creating an index	198
Updating an index	203
Creating a table of figures	203
Creating a table of authorities	205
Creating a bibliography	207
Managing sources	211
Master document	
Creating a master document	213
Using a master document	213
Creating a table	

Inserting a table	217
Selecting within a table	219
Placing and using tabs in a table	219
Inserting a column/row	219
Inserting cells	220
Deleting rows/columns/cells	221
Splitting a table in two	221
Merging cells	221
Splitting cells	222
Sorting a table	222
Sorting one column of a table	223
Convert text into table	223
Fixing column headings	224
Making calculations	224

Formatting a table

Modifying column width/row height	227
Standardising column widths/row heights	229
Increasing the spacing between cells in a table	229
Changing cell margins in a table	229
Changing the cell alignment	230
Applying an AutoFormat to a table	230
Modifying borders in a table	231
Applying a fill colour to cells	235
Resizing a table	236
Moving a table with the move handle	236
Positioning a table across a page	236
Saving a table to the gallery	236

Drawn objects

Drawing a shape	239
Creating a text box	240
Linking two text boxes	241
Insert a screenshot	241
Creating a WordArt object	242
Editing WordArt	243
Inserting a diagram (SmartArt graphic)	244
Modifying a diagram	246
Changing the layout of a diagram	248
Images/videos	
Finding and inserting an image online	251
Inserting an image from a file	

	253
Inserting a video from a website	254
Defining image compression settings	256
Resizing an inserted image	257
Cropping an image	258
Deleting a picture's background	260
Changing the image brightness, contrast, sharpness and colours	262
Apply a style and/or effect to an image	262
Apply an artistic effect to an image	263
Undoing the formatting applied to an image	264
Managing objects	
Managing objects	265
Managing the drawing gridlines	266
Managing the alignment guides	

	267
Positioning an object	268
Changing an object's wrapping	270
Attaching a caption to an object	272
Aligning/distributing objects	274
Changing the object stacking order	275
Grouping/ungrouping objects	275
Changing one shape with another	275
Rotating an object or picture	275
Applying a style to an object	276
Modifying the outline of an object or picture	276
Changing an object's fill	277
Applying an effect to an object	278
Applying a 3-D rotation effect to an object	279

Saving a text box	281
Forms	
Creating a form	283
Inserting content controls in a form	284
Defining content control properties	285
Protecting a form	288
Using a form	290
Mailing	
Planning a mail merge	291
Creating a mail merge	291
Opening a main document	295
Creating a list of data	296
Managing the records in a data list	297

Setting criteria for a mail merge	300
Setting a condition for displaying text	301
Sorting a list of data	302
Creating mailing labels	303
Import/export	
Copying data from Excel to Word	307
Inserting an Excel spreadsheet into Word	308
Inserting a hyperlink	309
Group work	
Sharing/publishing documents stored in SkyDrive	311
Managing comments	315
Make a document available to multiple users	320

Changing track changes options	321
Merging documents	322
Accepting or rejecting changes	326
Protecting a document	327
Restricting document formatting	329
Associating a password with a document	331
Marking a document as final	332
Customising the environment	
Customising the Quick Access Toolbar	333
Customising the Ribbon	334
Defining keyboard shortcuts	338
Managing building blocks	339
Managing user accounts	341

Macros

Displaying the DEVELOPER tab	345
Creating a macro	345
Running a macro	346
Editing a macro	346
Deleting a macro	347

Appendices

Shortcuts	349
------------------	------------

Index	353
--------------	------------