

01a Getting to Know Word 2013


Word 2013 is a *word processing* application that allows you to create a variety of *documents* like letters, resumes, flyers, and reports.

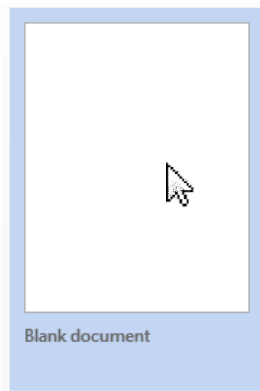
Play the video by clicking the link below:



Exercise 01a

Follow the directions below to complete the exercise.

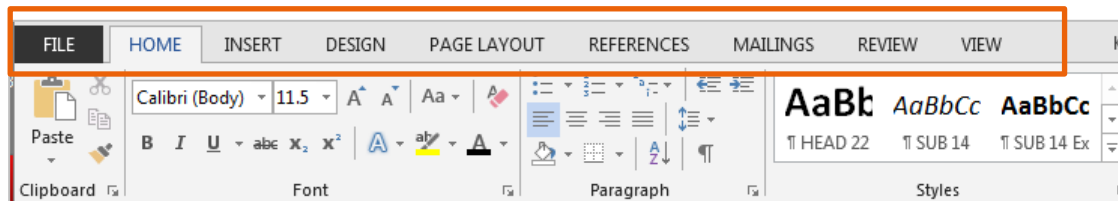
- Open Word 2013 by clicking the **Word Icon**  on the Task Bar.
- From the Word start screen, click the **Blank Document Icon** to open a new document.



Word 2013 uses a **Tabbed Ribbon System** instead of traditional menus. The **Ribbon** contains multiple **tabs**, each with several **groups of commands**. You will use these tabs to perform tasks in Word.

In this exercise, you will take a tour of the tools available in WORD and change a few of the settings.

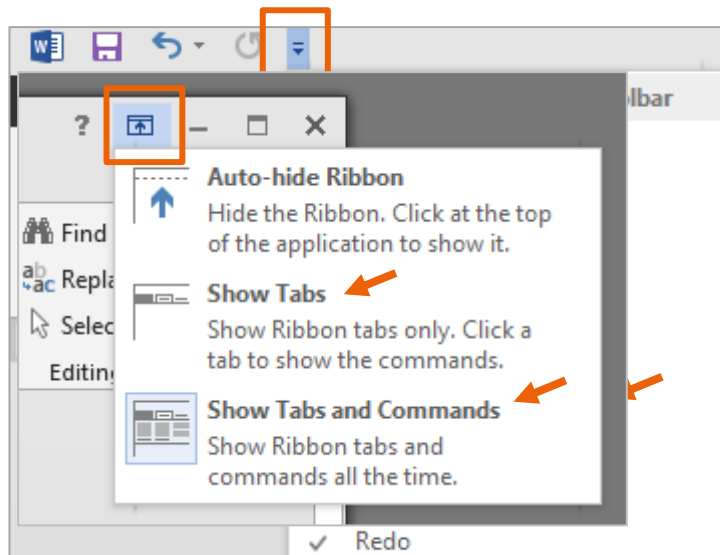
- Click through all of the **tabs** (HOME, INSERT, DESIGN, PAGE LAYOUT, VIEW) and have a look at the **commands** on the Ribbon.



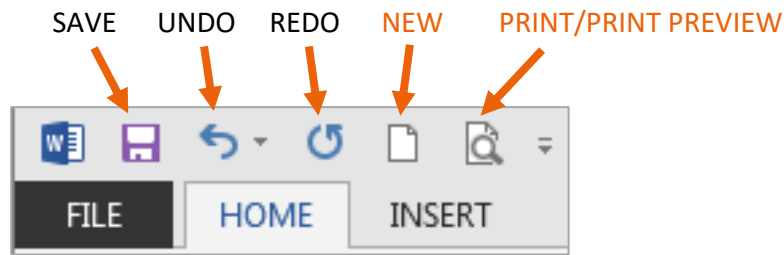
- Try minimizing and maximizing the **Ribbon** by clicking the **Ribbon Display Options Icon** located on the top right corner of the window.

The **Quick Access toolbar** lets you access common commands no matter which tab is selected.

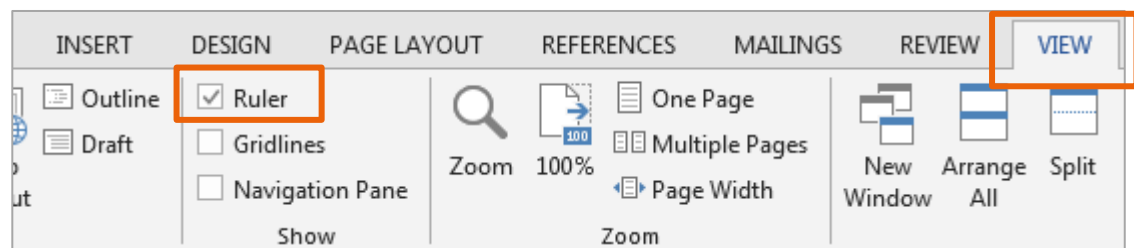
- Click the drop down menu** and checkmark **New** and **Print Preview and Print** to add these tools to the **Quick Access toolbar**.



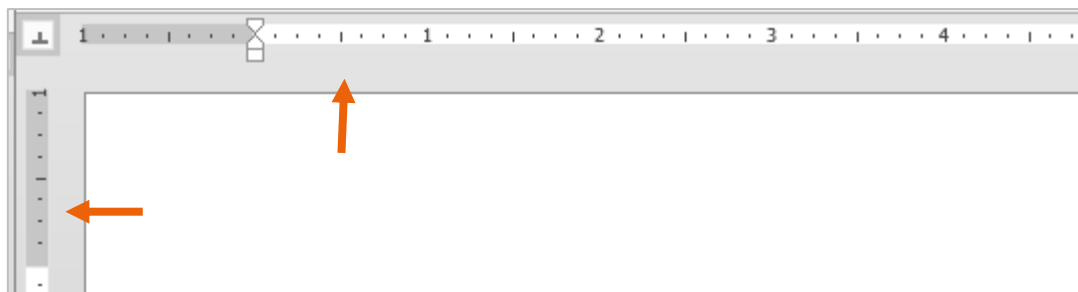
The commands will be added to the **Quick Access Toolbar**.



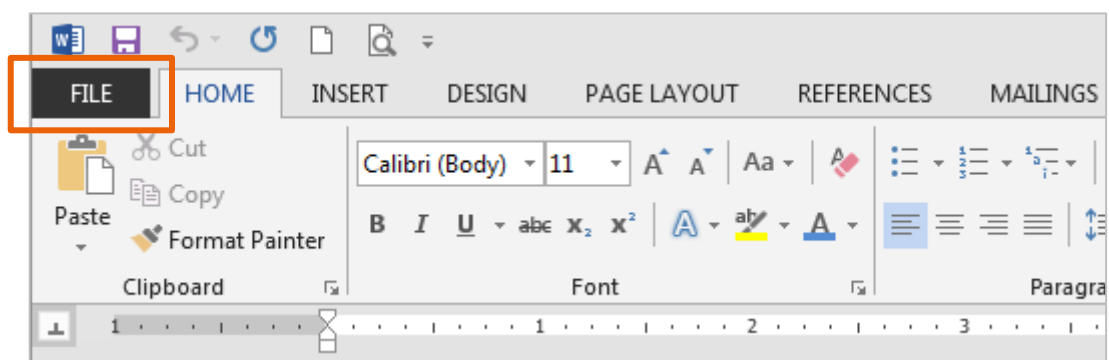
- Click on the **View Tab**. Check the box to show the **Ruler**.



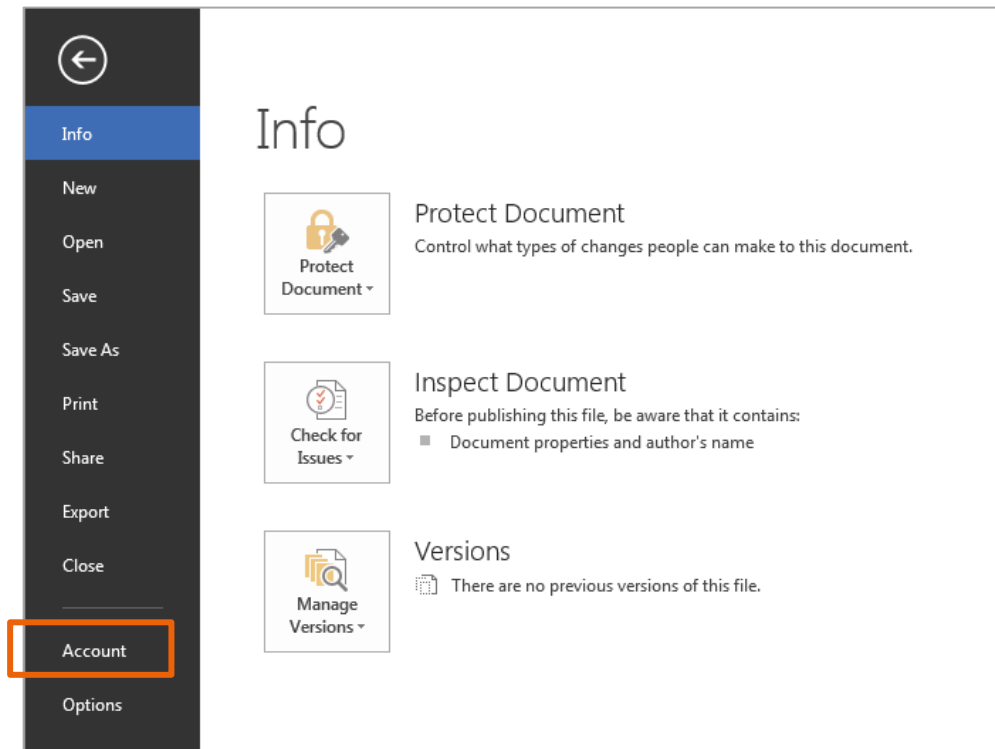
The **Ruler** is located at the top and to the left of your document. It makes it easier to adjust your document with precision. **Your ruler should always be active when working in word documents.**



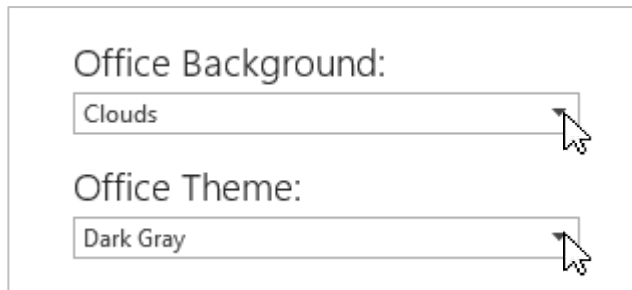
- Click the **File Tab** to go to **Backstage view**.



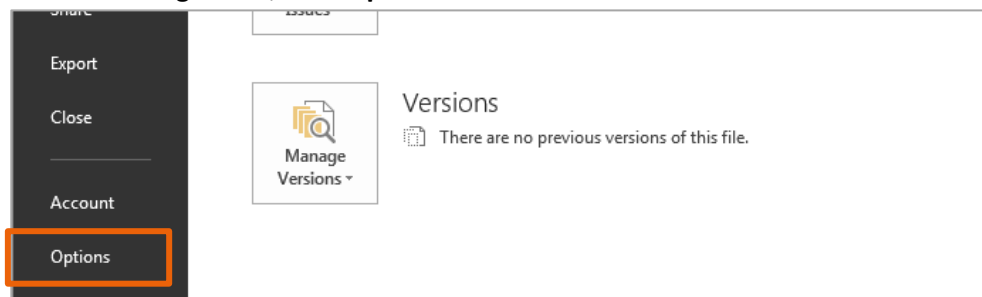
- In the Backstage view, click **Account**.



- If you would like to change the **Office Background** and **Office Theme**, click the arrows to choose from the drop down menus.

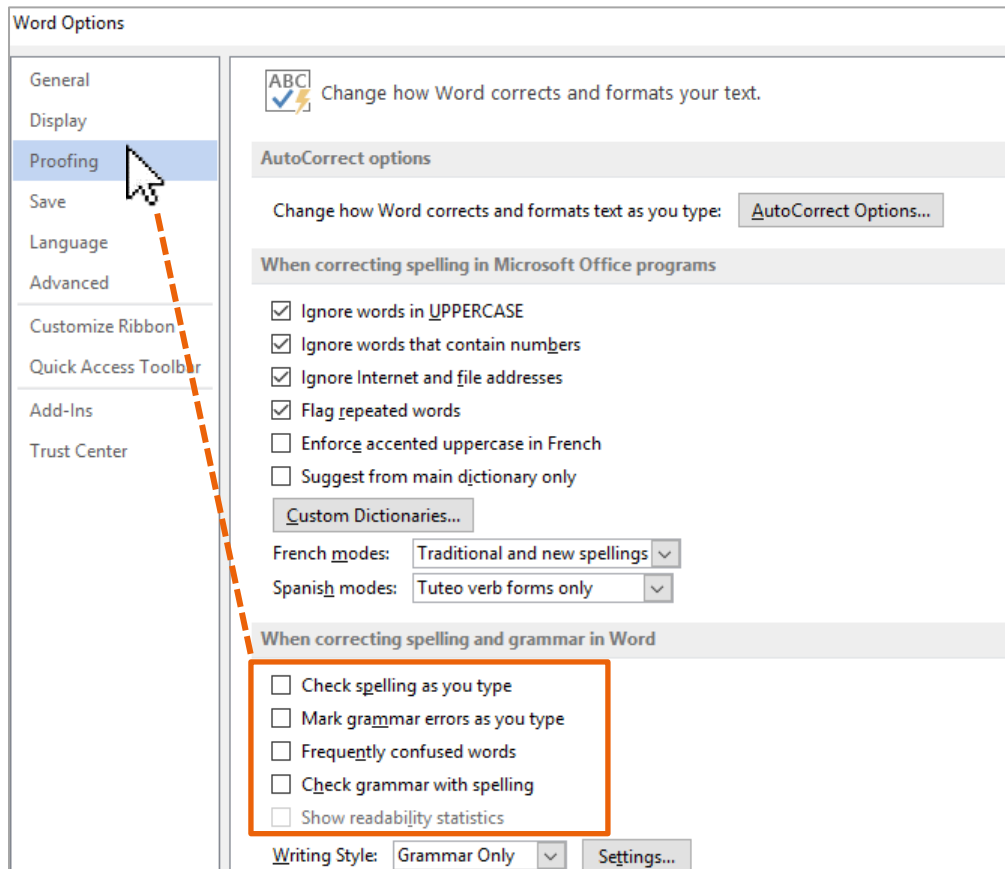


- In the Backstage view, click **Options**.



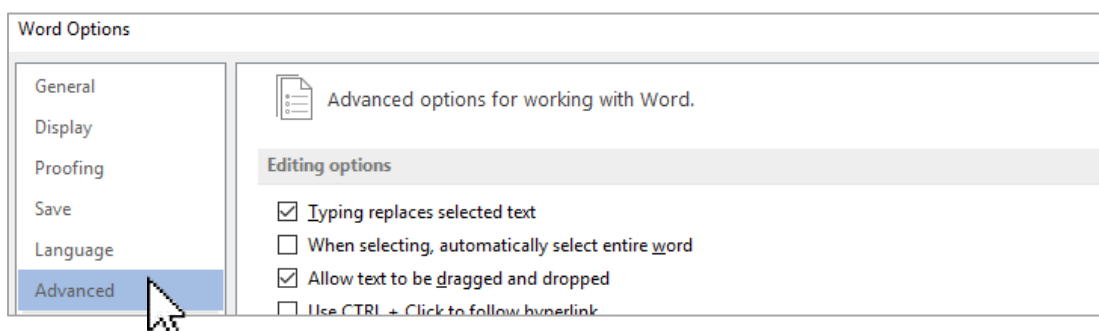
Spelling and Grammar: For now, you will turn off the *check spelling and grammar as you type* boxes as shown below. With these settings checked, red and blue lines are displayed under words in documents which can be distracting.

- Click **Proofing** in the Options menu. Uncheck spelling and grammar settings.

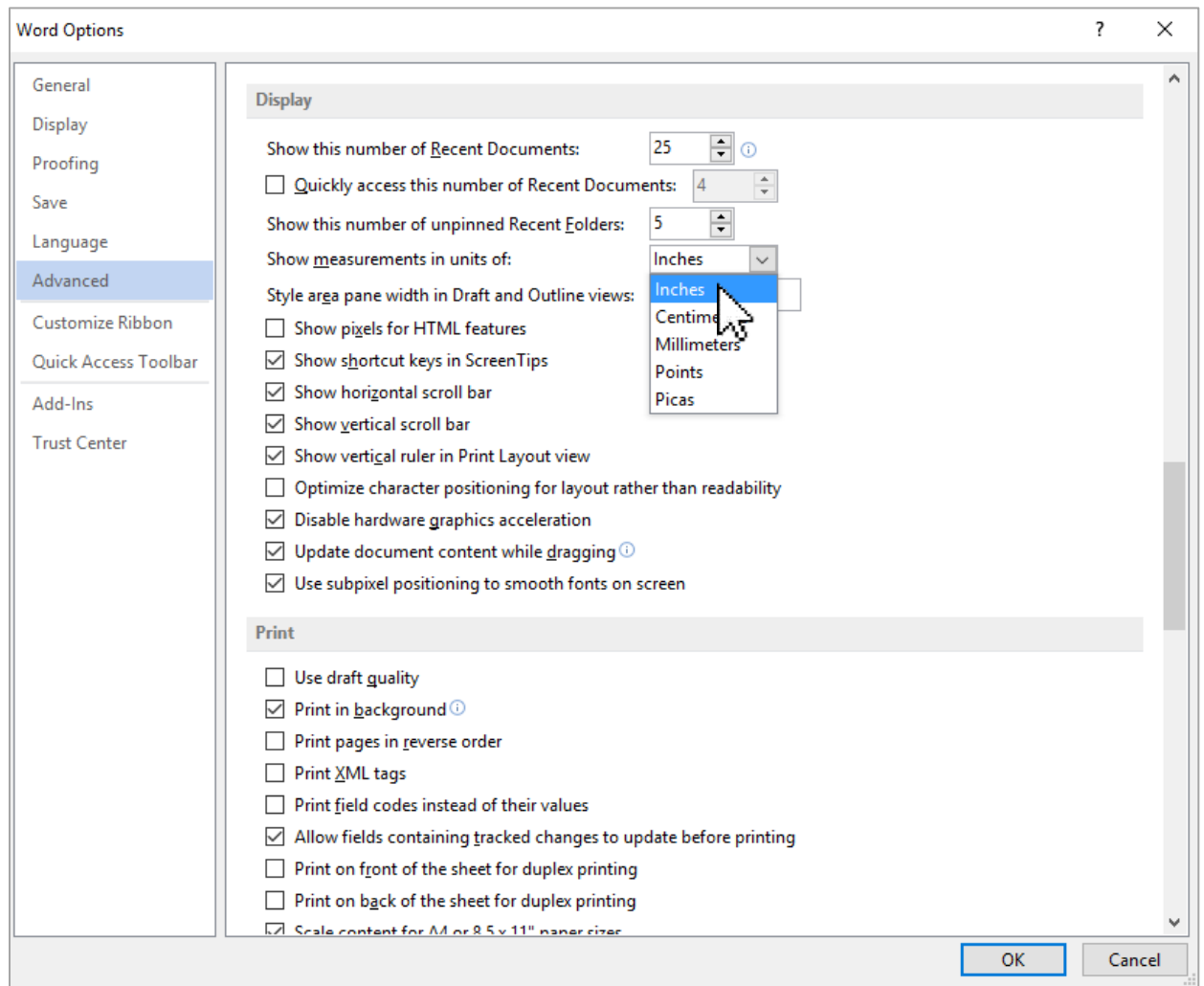


Next, you will set the Units of Measurement to inches: All of the measurements in the instruction sheets in the WORD UNIT are described in inches as all paper sizes are commonly referred to in inches (8 ½ x 11 is the standard size of paper).

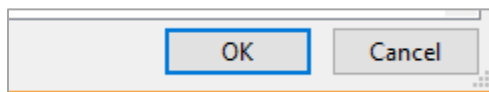
- Click **Advanced** in the Word Options window.



- Scroll down in the window until you see the *Display* heading. In the drop down menu **Show measurements in units of:** choose *inches*.



- Click **OK**



- In the Backstage view, click **Close** to close the file. It is not necessary to save this file.

