Table of Contents

Quick Reference Tables xi
Preface xiii

WORD 2013 LESSON 1: INTRODUCING WORD BASICS

Presenting Word 2013 WD01.3
Starting Word WD01.3
Viewing the Word Start Screen WD01.4
Viewing the Word 2013 Window WD01.6
Opening Documents WD01.7
  Opening Older Word Documents WD01.7
Working with the Word 2013 Interface WD01.9
  Collapsing the Ribbon WD01.9
  Customizing the Quick Access Toolbar WD01.10
Navigating in a Word Document WD01.12
  Navigating with the Scroll Bar WD01.12
  Navigating with the Keyboard WD01.15
Closing Documents WD01.16
Starting a New Document WD01.16
  Typing and Editing in Word WD01.17
Saving Your Work WD01.17
  Word's DOCX File Format WD01.18
Getting Help in Word 2013 WD01.20
Exiting from Word WD01.21
Concepts Review WD01.21
Reinforce Your Skills WD01.22
Apply Your Skills WD01.28
Extend Your Skills WD01.31
Transfer Your Skills WD01.32

WORD 2013 LESSON 2: CREATING AND EDITING BUSINESS LETTERS

Defining Typical Business Letter Styles WD02.3
  Block Style WD02.3
  Modified Block Style WD02.4
Inserting Text WD02.4
  Using AutoComplete WD02.4
  Using the Enter Key WD02.5
  Showing Formatting Marks WD02.5
  Spacing in Letters WD02.5
Creating an Envelope WD02.10
Selecting Text WD02.12
Editing Text WD02.14
  Inserting and Deleting Text WD02.14
  Using Undo and Redo WD02.14
Working with AutoCorrect WD02.16
  Using the AutoCorrect Options Smart Tag WD02.16
  Customizing AutoCorrect WD02.18
  Setting AutoFormat As You Type Options WD02.21
Copying and Moving Text WD02.23
  Working with the Clipboard WD02.23
  Editing with Drag and Drop WD02.26
Switching Between Documents WD02.27
Using Page Layout Options WD02.29
  Setting Margins WD02.29
  Setting Page Orientation and Paper Size WD02.31
Working with Print and Print Preview WD02.32
Concepts Review WD02.34
Reinforce Your Skills WD02.35
Apply Your Skills WD02.43
Extend Your Skills WD02.48
Transfer Your Skills WD02.49

WORD 2013 LESSON 3: CREATING A MEMORANDUM AND A PRESS RELEASE

Typing a Memorandum WD03.3
  Introducing Default Tabs WD03.3
  Inserting and Formatting the Date WD03.3
  Inserting Symbols WD03.6
Working with Page Breaks WD03.9
  Removing Manual Page Breaks WD03.9
Working with Proofreading Tools WD03.11
  Using the Spelling Checker WD03.12
  Working with Word's Dictionaries WD03.12
  Using the Grammar Checker WD03.14
  Using the Thesaurus to Find a Synonym WD03.17
Formatting Text WD03.19
  Using Live Preview WD03.21
  Working with the Format Painter WD03.23
Using Find and Replace WD03.25
  Searching with the Navigation Pane WD03.25
  Using the Find and Replace Dialog Box WD03.25
  Using Replace WD03.28
Navigating in Documents WD03.30
  Using Bookmarks WD03.30
  Using Hyperlinks WD03.32
Opening, Editing, and Saving a PDF File WD03.34
Concepts Review WD03.35
Reinforce Your Skills WD03.36
Apply Your Skills WD03.43
Extend Your Skills WD03.47
Transfer Your Skills WD03.48

WORD 2013 LESSON 4: CREATING A SIMPLE REPORT

Formatting Reports WD04.3
Formatting Paragraphs WD04.4
  Comparing Paragraph Formatting to Character Formatting WD04.4
  Using Paragraph Alignment WD04.4
  Adding Hyphenation WD04.6
  Inserting a Nonbreaking Hyphen or Space WD04.7
Indenting Text WD04.9
  Adjusting Indents with the Ribbon WD04.9
  Setting Custom Indents on the Ruler WD04.11
Using Custom Tab Stops WD04.13
  Setting Custom Tab Stops with the Ruler WD04.13
  Working with the Tabs Dialog Box WD04.15
  Modifying Tab Stops with the Ruler WD04.17
Using Numbered and Bulleted Lists WD04.19
  Promoting and Demoting List Items WD04.19
  Using the Bullets and Numbering Libraries WD04.22
  Customizing Bullet and Number Styles WD04.23
  Restarting or Continuing Numbering WD04.24
  Setting Line Breaks WD04.25
Using Paragraph Space Settings WD04.26
Formatting with Borders and Shading WD04.27
  Using Borders and Shading Buttons and the Dialog Box WD04.27
Formatting Text with Styles WD04.31
  Understanding Types of Styles WD04.31
  Using the Styles Gallery and the Styles Task Pane WD04.31
  Collapsing Heading Topics WD04.33
  Creating a New Custom Style WD04.35
  Modifying, Removing, and Deleting Styles WD04.38
Navigating with the Navigation Pane WD04.40
  Rearranging Topics WD04.40
Introducing Headers and Footers WD04.42
Using the Resume Reading Bookmark WD04.43
Concepts Review WD04.44
Reinforce Your Skills WD04.45
Apply Your Skills WD04.56
Extend Your Skills WD04.61
Transfer Your Skills WD04.62

WORD 2013 LESSON 5: WORKING WITH TABLES

Introducing Tables WD05.3
  Contextual Tabs WD05.3
  Navigating in a Table WD05.3
Inserting Tables WD05.5
Converting Tables WD05.8
  Converting Text to a Table WD05.8
  Converting a Table to Text WD05.9
Selecting Data in a Table WD05.11
Customizing Alignment, Direction, and Cell Margins WD05.12
Merging and Splitting Cells WD05.13
Formatting with Borders, Shading, and Styles WD05.15
  Modifying Formats WD05.15
Sorting Data in a Table WD05.17
Inserting Rows and Columns WD05.19
  Moving Rows and Columns WD05.19
Performing Calculations in Tables WD05.21
  Constructing Formulas WD05.22
Sizing Rows and Columns WD05.24
Concepts Review WD05.25
Reinforce Your Skills WD05.26
Apply Your Skills WD05.34
Extend Your Skills WD05.39
Transfer Your Skills WD05.40

WORD 2013 LESSON 6: CREATING A RESEARCH PAPER

Using Research Paper Styles WD06.3
  Understanding the MLA Documentation Style WD06.3
Working with Footnotes, Endnotes, and Citations WD06.5
  Inserting Footnotes WD06.5
  Inserting Citations WD06.6
  Editing and Formatting Footnotes WD06.11
Working with Bibliographies WD06.15
  Updating a Bibliography WD06.16
Inserting Captions and a Table of Figures WD06.18
  Inserting Captions WD06.18
  Inserting a Table of Figures WD06.20
Working with Templates WD06.22
  Creating a Document from a Template WD06.22
  Saving Personal Templates WD06.23
  Deleting a Template WD06.25
Concepts Review WD06.26
Reinforce Your Skills WD06.27
Apply Your Skills WD06.36
Extend Your Skills WD06.43
Transfer Your Skills WD06.44

WORD 2013 LESSON 7: USING MAIL MERGE

Introducing Mail Merge WD07.3
  Components of Mail Merge WD07.3
  The Benefits of Using Mail Merge WD07.5
  The Mailings Tab WD07.5
Working with the Data Source WD07.5
  Designing Effective Data Sources WD07.5
  Creating a New Address List WD07.6
  Reviewing Your Records WD07.9
  Managing the Address List WD07.10
Working with Main Documents WD07.13
Conducting a Merge WD07.16
  Previewing the Results WD07.16
  Finishing the Merge WD07.17
  To Save or Not to Save WD07.17
Working with Merge Problems WD07.19
  Solving Common Merge Problems WD07.19
Merging Envelopes and Labels WD07.20
  Generating Envelopes with Mail Merge WD07.20
  Generating Labels with Mail Merge WD07.23
Concepts Review WD07.26
Reinforce Your Skills WD07.27
Apply Your Skills WD07.35
Extend Your Skills WD07.40
Transfer Your Skills WD07.41

WORD 2013 LESSON 8: CREATING A NEWSLETTER

Working with Section Breaks WD08.3
  Inserting Section Breaks WD08.3
Using WordArt WD08.5
  Selecting a WordArt Object WD08.5
  Formatting WordArt WD08.5
Inserting Media, Pictures, and Clip Art WD08.9
  Adding Video to a Document WD08.9
  Enhancing Your Documents with Pictures and Clip Art WD08.9
  Sizing, Rotating, and Moving Images WD08.10
  Cropping Images WD08.10
  Formatting Images WD08.13
  Working with the Picture Styles Gallery WD08.15
  Inserting a Picture from a File WD08.16
Working with Newsletter-Style Columns WD08.17
  Setting Up Columns WD08.17
  Working with Column Breaks WD08.19
Using Building Blocks WD08.20
  Creating Custom Building Blocks WD08.22
  Working with the Building Blocks Organizer WD08.25
  Working with Preformatted Text Boxes WD08.26
Using Themes and Style Sets WD08.29
  Customizing a Theme WD08.29
Inserting Drop Caps WD08.32
Working with Views WD08.33
Using Zoom Controls WD08.34
Concepts Review WD08.35
Reinforce Your Skills WD08.36
Apply Your Skills WD08.46
Extend Your Skills WD08.55
Transfer Your Skills WD08.56

WORD 2013 LESSON 9: CREATING A PROMOTIONAL BROCHURE AND A FORM

Working with Shapes WD09.3
  Rotating, Resizing, and Moving Shapes WD09.3
  Adding and Formatting Text in Shapes WD09.6
  Formatting Shapes WD09.6
  Aligning Objects WD09.8
  Working with Text Boxes WD09.10
Working with SmartArt WD09.12
  SmartArt Categories WD09.12
  Using the SmartArt Text Pane WD09.13
  Modifying SmartArt WD09.14
  Changing a SmartArt Style WD09.17
Formatting the Page Background WD09.20
  Adding Page Colors and Page Borders WD09.20
  Inserting a Watermark WD09.22
Working with Forms WD09.25
  Setting Up Forms WD09.25
  Understanding Form Fields WD09.26
  Using the Checkbox and Drop-Down List WD09.29
  Applying Field Properties WD09.30
  Protecting Forms WD09.33
  Distributing and Using Forms WD09.33
Concepts Review WD09.35
Reinforce Your Skills WD09.36
Apply Your Skills WD09.48
Extend Your Skills WD09.57
Transfer Your Skills WD09.58

WORD 2013 LESSON 10: ORGANIZING LONG DOCUMENTS

Creating a Table of Contents WD10.3
  Table of Contents Links WD10.3
  Using a Predesigned Table of Contents WD10.3
  Creating a Page for the Table of Contents WD10.4
  Using the Update Table Button WD10.5
  Using the Table of Contents Dialog Box WD10.6
Working with Multiple Headers and Footers WD10.9
  Restarting and Formatting Page Numbers WD10.9
  Setting Up a Different First Page Header or Footer WD10.10
Creating an Index WD10.12
  Marking Index Entries WD10.13
  Marking Index Subentries WD10.13
  Generating Index Entries Using a Concordance WD10.16
  Inserting an Index WD10.18
  Modifying and Deleting Entries, and Updating the Index WD10.18
Adding Cross-References WD10.19
  Updating Cross-References WD10.20
Keeping Text Together WD10.23
Viewing Master Documents WD10.24
Concepts Review WD10.25
Reinforce Your Skills WD10.26
Apply Your Skills WD10.36
Extend Your Skills WD10.41
Transfer Your Skills WD10.42

WORD 2013 LESSON 11: COLLABORATING IN WORD

Using the Highlighter WD11.3
Tracking Changes to Documents WD11.4
  Steps in a Typical Editing and Reviewing Process WD11.4
  Viewing Tracked Changes WD11.4
  Setting the Username and Initials WD11.6
  Setting Reviewer Ink Colors WD11.6
  Adding Comments to a Document WD11.7
Reviewing Tracked Changes WD11.9
  Displaying Tracked Changes WD11.10
Saving and Sending Files WD11.11
  Sharing Files via Email WD11.12
Reviewing Changes from Multiple Reviewers WD11.14
  Reviewing a Summary of Proposed Changes WD11.15
  Showing Source Documents WD11.15
  Displaying Specific Markups WD11.16
  Displaying Specific Reviewers WD11.16
  Comparing Documents WD11.18
Using AutoSave and AutoRecover WD11.20
  Recovering Unsaved Documents WD11.21
Introducing SkyDrive and Office Web Apps WD11.22
  Signing In with a Microsoft Account ID WD11.23
  Editing Files with Office Web Apps 2013 WD11.23
  Sharing Files with SkyDrive WD11.24
  Moving Files in SkyDrive WD11.26
  Setting Folder Permissions WD11.26
  Accessing Shared Files WD11.27
  Publishing a Blog Post WD11.27
Concepts Review WD11.27
Reinforce Your Skills WD11.28
Apply Your Skills WD11.38
Extend Your Skills WD11.44
Transfer Your Skills WD11.45

WORD 2013 LESSON 12: SHARING AND SECURING CONTENT IN BACKSTAGE VIEW

- Preparing Documents for Sharing WD12.3
  - Considering Compatibility Issues WD12.3
  - To Convert or Not to Convert WD12.4
  - The Office 2013 Compatibility Pack WD12.8
  - Working with the Document Inspector WD12.9
  - Examining Document Properties WD12.10
- Controlling Document Access WD12.12
  - Restricting Formatting and Editing WD12.12
  - Applying Formatting Restrictions WD12.14
  - Applying Editing Exceptions WD12.16
  - Setting Document Passwords WD12.18
  - Marking a Document as Final WD12.20
- Attaching Digital Signatures to Documents WD12.22
  - Creating a Digital Certificate WD12.23
  - Adding a Digital Signature WD12.24
- Concepts Review WD12.27
- Reinforce Your Skills WD12.28
- Apply Your Skills WD12.40
- Extend Your Skills WD12.47
- Transfer Your Skills WD12.48

WORD 2013 LESSON 13: PERSONALIZING WORD

- Customizing Word Options WD13.3
  - Changing the AutoRecover Time Interval WD13.3
  - Changing the Default File Location WD13.3
  - Modifying the Recent Documents List WD13.6
  - Restoring Default Settings WD13.10
- Using Document Properties WD13.12
  - Identifying Document Properties Tools WD13.12
  - Creating a Custom Property WD13.16
- Automating Word Tasks Using Macros WD13.17
  - The Developer Tab WD13.17
  - Assigning Macros to a Toolbar Button or Keyboard Shortcut WD13.17
  - Storing Macros WD13.18
  - Recording Limitations WD13.18
- Using the VBA Editor to Edit Macros WD13.21
  - Running Macros from the Quick Access Toolbar WD13.23
  - Using Macro Security WD13.26
  - Deleting Macros WD13.27
- Concepts Review WD13.28
- Reinforce Your Skills WD13.29
- Apply Your Skills WD13.41
- Extend Your Skills WD13.47
- Transfer Your Skills WD13.48

WORD 2013 LESSON 14: INTEGRATING WORD WITH EXCEL, POWERPOINT, AND THE WEB

- Embedding and Linking Excel Objects WD14.3
  - Linking or Embedding Data WD14.3
  - Linking Objects WD14.5
  - Opening Excel and Chart Tools from Word WD14.9
  - Updating and Breaking Links WD14.11
- Using Excel as a Mail Merge Data Source WD14.13
- Integrating Word with PowerPoint WD14.15
  - Using Word Outline View WD14.16
  - Adding a PowerPoint Presentation to a Word Document WD14.17
- Creating Web Pages from Word Documents WD14.20
  - Formatting Web Pages WD14.20
  - Editing Web Pages in Word WD14.22
- Concepts Review WD14.23
- Reinforce Your Skills WD14.24
- Apply Your Skills WD14.36
- Extend Your Skills WD14.43
- Transfer Your Skills WD14.44

Index INDEX.1