Microsoft®

Word 2013

Advanced Features - Quick Reference Card

Online Learning & Support Available:
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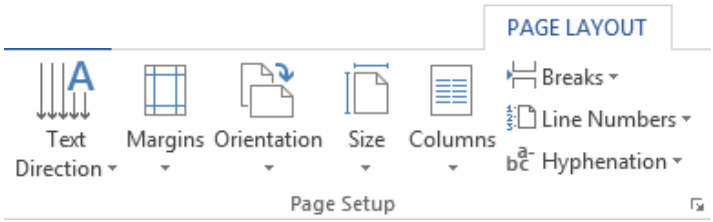
Formatting and Layout



Page

- **Adjusting Margins:** Click the **Page Layout** tab, click the **Margins** button in the Page Setup group. Make your selection from the options or select **Custom Margins**.
- **Using Columns:** Click the **Page Layout** tab, click the **Columns** button in the Page Setup group and make your selection.
- **Section Breaks:** Click the **Page Layout** tab, click the **Breaks** button in the Page Setup group and select **Next Page** or **Continuous**. You can also choose to insert a Section Break to be on the next odd or even page.
- **Headers & Footers:** Click the **Insert** tab and then click the **Header** or **Footer** buttons in the Header & Footer group. Select from the available options, or click **Edit Header** or **Edit Footer** respectively to create your own.

Text

- **Setting Tab Stops**: Click the **View** tab and make sure the **Ruler** check box is selected in the Show group. Click the **Tab alignment** box until the tab position you need appears, then click on the Ruler where you'd like that tab position to appear. To remove Tab Stops, select the Tab Stop on the Ruler and drag it off the ruler.

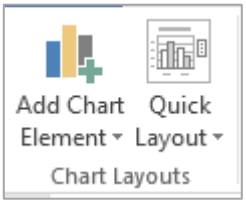
- **Inserting a Cross-reference**: Place the insertion point where you'd like to insert a Cross-reference. Click the **Insert** tab and click the **Cross-reference** button in the Links group. Select the reference type, select the item you want to reference to, select the item to cross-reference and click **Insert**.
- **Inserting an Index**: Select the words or phrases you'd like to include in the Index. Click the **References** tab and click the **Mark Entry** button in the Index group. Once you've marked all the entries you want to include, place the insertion point in the document where you'd like to insert the Index. On the **References** tab, click the **Insert Index** button in the Index group. Specify formatting for the index and click **OK**.
- **Inserting a Table of Contents**: Apply Heading Styles to the headings in your document that you want to include in your Table of Contents. Place the insertion point where you want to insert the Table of Contents. Click the **References** tab and click the **Table of Contents** button in the Table of Contents group. Select a Built-in Table of Contents, or click **Custom Table of Contents** to create your own. Format the Table of Contents and click **OK**. To update the Table of Contents, right-click anywhere in the Table of Contents and click **Update Field** from the contextual menu. Select **Update entire table,** or **Update page numbers only** from the Confirmation dialog box and click **OK.**

General

- **Collecting Multiple Objects**: Click the **Home** tab, then click the **Dialog Box Launcher** in the Clipboard group. Right-click an object or select text, and select **Copy** from the contextual menu to add it to the Clipboard.
- **Control how Text is Copied/Moved**: When pasting text you can select how text is pasted. Once you've made your selection, copied it and placed your insertion point where you want to paste it, click the **Paste** arrow list button in the Clipboard group on the **Home** tab. Or right-click for the contextual menu. You can choose from **Keep Source Formatting**, **Merge Formatting** or **Keep Text Only**.

Charts

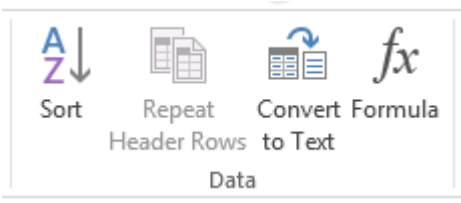
- **Inserting a Chart:** Click the **Insert** tab and click the **Chart** button in the Illustrations group. Select the type of chart you want to insert and then select a chart sub-type. Click **OK**.
- **Insert Chart Data:** Once inserted, a contextual Excel Spreadsheet appears with sample data. Overwrite the sample data with your own and close the Excel Spreadsheet when you're done.
- **Formatting the Chart:** Change the Layout or Style by using the **Chart Tools** contextual tabs on the Ribbon.
- **Chart Labels:** Click the **Add Chart Element** button in the Chart Layouts group on the contextual **Design** tab to add or modify Chart Labels.



- **Formatting Elements or Chart Area:** Click the **Format Selection** list arrow in the Current Selection group on the **Format** contextual tab. Select what you want to format and make the required changes.

Tables

- **Inserting a Formula:** Select the cell you'd like to insert the Formula into. Click the **Layout** contextual tab under **Table Tools** and click the **Formula** button in the Data group. Enter the Formula using the correct format (Cell References, Function etc.) and click **OK**.
- **Formatting a Table:** Click the **Design** contextual tab under **Table Tools** to change **Styles, Borders** and **Shading**. Or click the **Layout** contextual tab under **Table Tools** to change **Alignment** or **Text Direction**.
- **Sorting Table Data:** Click the **Layout** contextual tab under **Table Tools** and click the **Sort** button in the Data group. Specify the sort criteria and click **OK**.



1. **Setup Main Document**: Open a new blank document or the document you want to use as the Main document. Click the **Mailings** tab and click the **Start Mail Merge** button in the Start Mail Merge group. Select the type of document you want to merge from the list.

2. **Create a Data Source**: On the **Mailings** tab, click the **Select Recipients** button in the Start Mail Merge group. Select to **Type a New List** or **Use an Existing List**. If you're typing a new list, the New Address List Dialog box appears where you can enter all the necessary information for your recipients. Click **Customize Columns** to modify the Data Source Fields. If you're using an existing list, you'll need to navigate to the location of that list, select it and click **Open**.
3. **Insert Merge Fields**: Click the **Insert Merge Field** button in the Write & Insert Fields group on the **Mailings** tab. Insert fields as you type up the new document, or if the document you chose was pre-existing, just place your insertion point where you'd like to insert the Fields and insert them as required.
4. **Inserting Rules Fields (Optional)**: Place your insertion point where you want to insert a Rules Field and click the **Rules** button in the Write & Insert Fields group. Select which Rule Field you want to insert, fill in the necessary information and click **OK**.
5. **Preview the Merge**: Still on the **Mailings** tab, click the **Preview Results** button in the Preview Results group. Browse through a few records to make sure everything is correct.
6. **Finish:** If you're happy with how the merge looks, click the **Finish & Merge** button in the Finish group on the **Mailings** tab. Select the way you wish to finish (Print or Email the Documents etc.), on the Confirmation dialog box, select the records you want to merge and click **OK**.

1. **Make a Template:** You can save your form as a Template. Specify the text on the form that won't change, use Tables to align everything on the form and specify the Font and Formatting. When using this form template, you can't amend these attributes.
2. **Show the Developer tab**: To insert Content Controls, you'll need to show the **Developer** tab. Click the **File** tab, click **Options** and then click **Customize Ribbon**. In the column on the right, select the **Developer** check box. Click **OK**.
3. **Insert Content Controls**: Click the **Developer** tab and add the Controls you require from the Controls group.
4. **Editing Content Controls:** Click **Design Mode** in the Controls group on the **Developer** tab. Edit the Control as required. With the Control selected, click **Properties** to set additional attributes.
5. **Prepare for Distribution**: On the **Developer** tab, click **Restrict Editing** in the Protect group. Click the **Allow only this type of editing in the document** check box. Click the Editing Restrictions list arrow button and select **Filling in Forms** from the list. Click the **Yes, Start Enforcing Protection** button at the bottom of the Restrict Editing task pane. Enter a password, confirm the password and click **OK**.
6. **Protect Parts of the Form (Optional):** To protect individual parts of the Form, click the **Developer** tab and select the Content Control you want to protect. Click the **Properties** button in the Controls group. Under the Locking section, click either the **Content control cannot be deleted** check box, the **Contents cannot be edited** check box, or click both. Click **OK**. **TIP**: Don't forget to test the form before sending it out.

Pictures and Shapes

- **Aligning and Distributing Pictures and Shapes**: Select the picture/s or shape/s you want to align or distribute, and on the respective **Format** contextual tab, click the **Align** button in the Arrange group. Choose an alignment from the list. You can also select **Distribute Horizontally** or **Distribute Vertically** to evenly space the objects.

- **Flip or Rotate Objects**: Select the picture/s or shape/s you want to change and click the **Rotate** button in the Arrange group on the **Format** contextual tab under **Picture/Drawing Tools**. Select a rotation option from the list or click **More Rotation Options** to enter a specific angle.

  TIP: For more rotation flexibility use the Rotation handle on the object.
- **Layering Objects**: Select the object you want move, click the respective **Format** tab under **Picture/Drawing Tools,** and in the Arrange group, click the **Bring Forward** or **Send Backward** buttons. For more options click the list arrows for the respective buttons.
- **Grouping Objects**: Hold down **<Shift>** while selecting the objects you want to group. Click the **Group** button in the Arrange group on the respective **Format** tab under **Picture/Drawing Tools** and select **Group** from the list.
- **Special Effects**: Click the **Picture Effects** or **Shape Effects** buttons in the Picture Styles and Shape Styles groups on the respective **Format** tabs under **Picture/Drawing Tools**. Use the Adjust group on the **Format** tab under **Picture Tools** to **Correct**, **Re-color** or apply **Artistic Effects** to pictures.

Security

- **Password Protecting a Document**: Click the **File** tab and then click the **Info** tab. Click the **Protect Document** button and select **Encrypt with Password**. Type a password and then click **OK**. Re-type it and click **OK**.
- **Protect a Document**: Click the **Review** tab, click **Restrict Editing** in the Protect group. Adjust the options as required and click **Yes, Start Enforcing Protection**.

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