


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

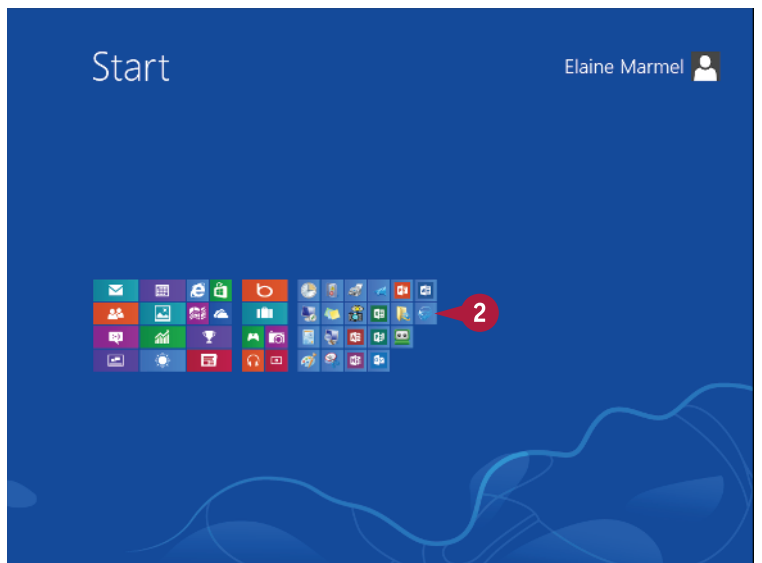
- 1 On the Windows Start screen, click  to zoom.

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.

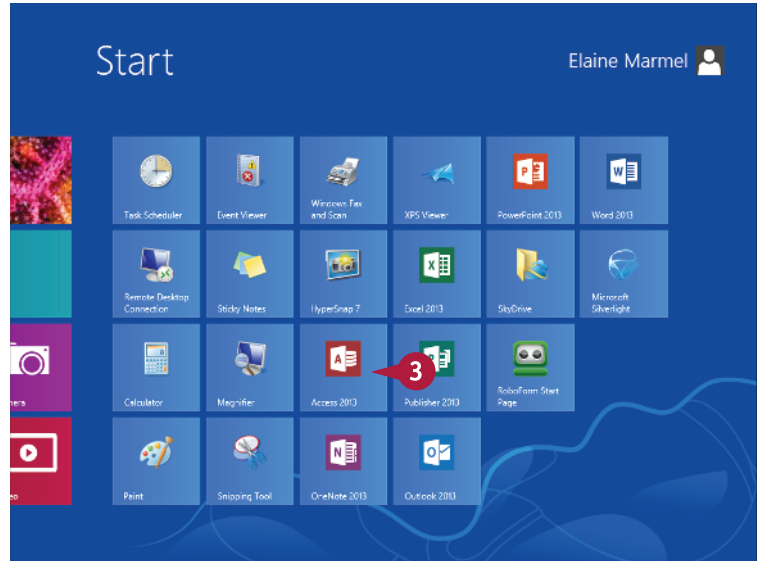
- 2 Click any program tile on the right side of the Start screen.



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

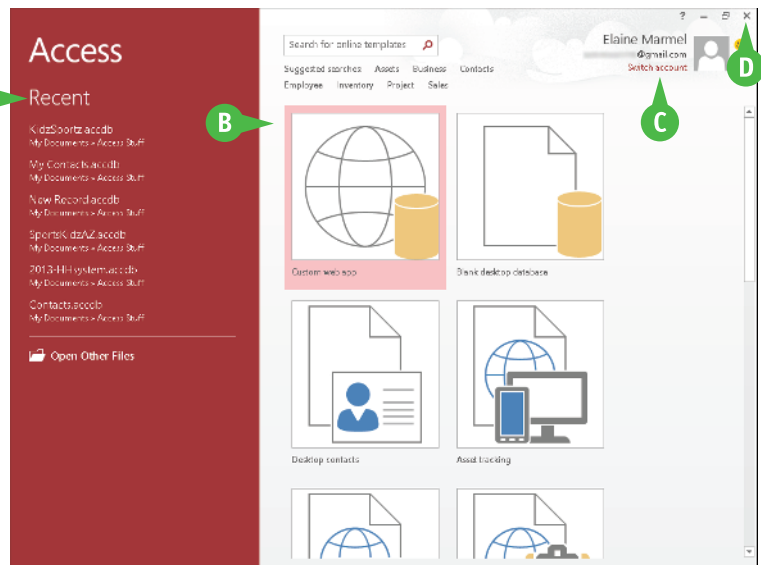
- 3 Click the tile of the program you want to open.

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.

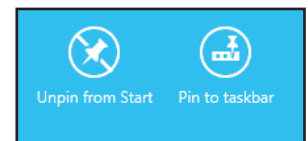
- A You can use this panel to open an existing document.
- B You can use this area to start a new document.
- C This area indicates whether you have signed in to Office Online.
- D To exit from the program, click the **Close** button (X) after closing all documents.



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.

A Title Bar

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

B Quick Access Toolbar

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

C Ribbon

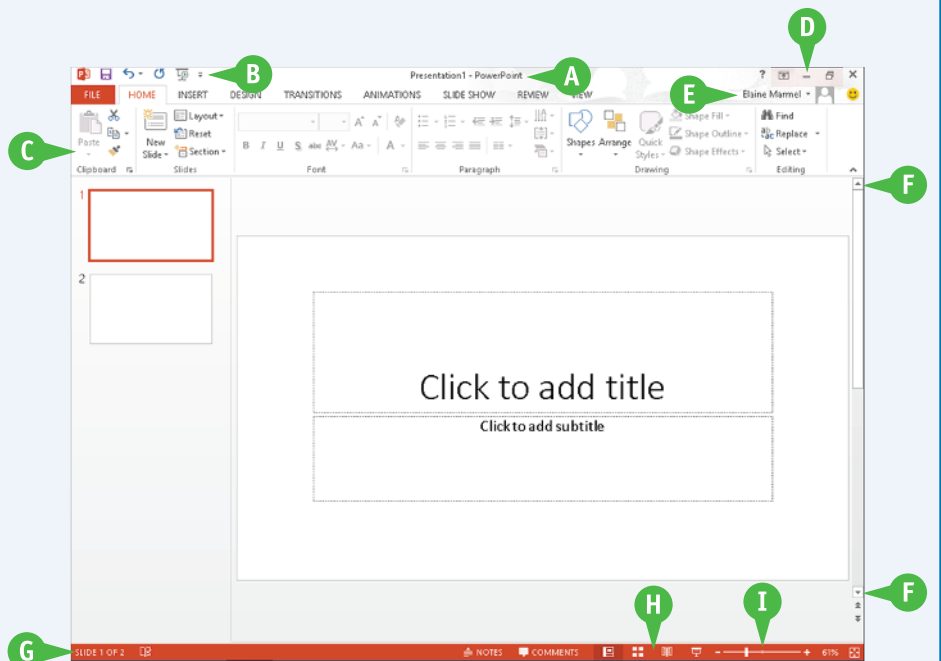
Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

D 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.

E 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.

F 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.

G Status Bar

Displays information about the current Office document.

H View Shortcuts

These shortcuts switch to a different view of your document.

I Zoom Controls

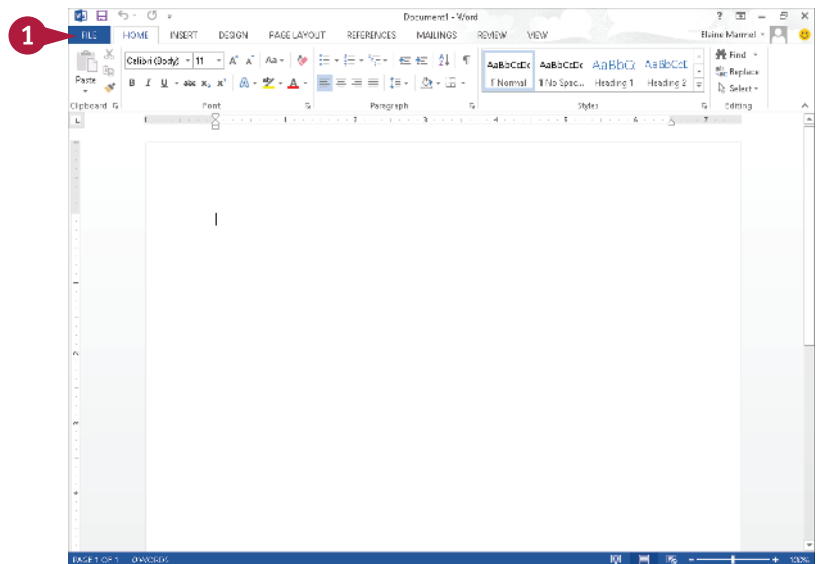
This feature changes the magnification of a document.

Work with Backstage View

You can click the File tab to display Backstage view, which resembles a menu. Backstage is the place to go when you need to manage documents or change program behavior. In Backstage view, you find a list of actions — you can think of them as commands — that you can use to, for example, open, save, print, remove sensitive information, and distribute documents as well as set Word program behavior options. You can also use Backstage to manage the places on your computer hard drive or in your network that you use to store documents and to manage your Office Online account.

Work with Backstage View

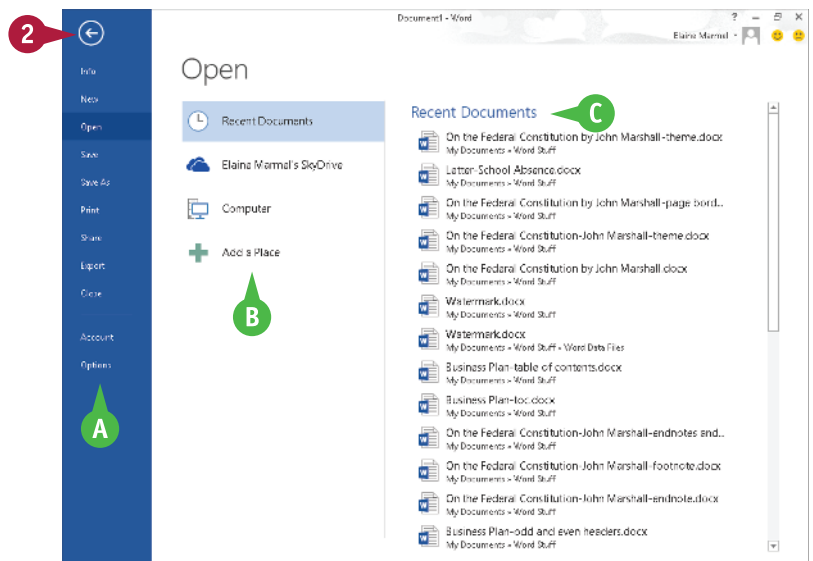
- 1 Click the **File** tab to display Backstage view.



- A Commonly used file and program management commands appear here.
- B Buttons you can click appear here.
- C Information related to the button you click appears here. Each time you click a button, the information shown to the right changes.

Note: The New, Close, and Options commands do not display buttons or information, but take other actions. See Chapter 2 for details.

- 2 Click here to return to the open document.



Work with the Ribbon

In Office 2013, you use the Ribbon to select commands. On each Ribbon tab, you find groups of related command buttons. Each button performs a common task. Some tabs appear only when needed. For example, if you select a picture, the Ribbon displays the Picture Tools tab.

In all Office programs, you can customize the Ribbon. You can create your own Ribbon tab that contains the buttons you use most often; that way, you do not need to switch tabs to use a particular command.

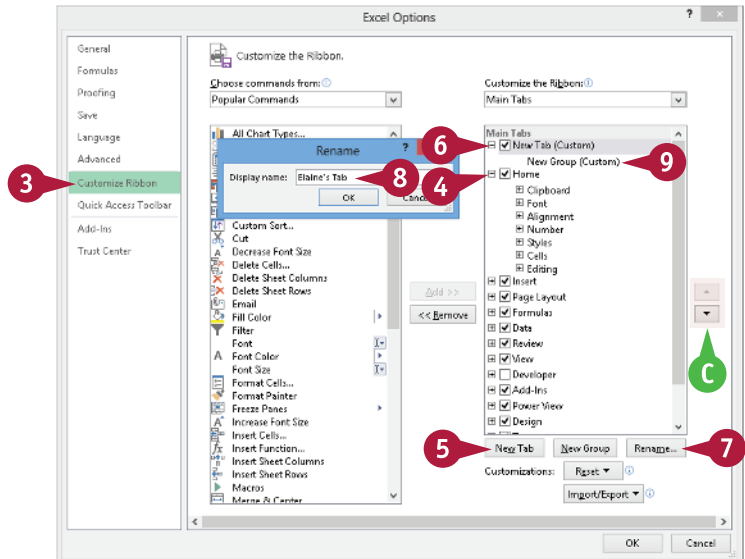
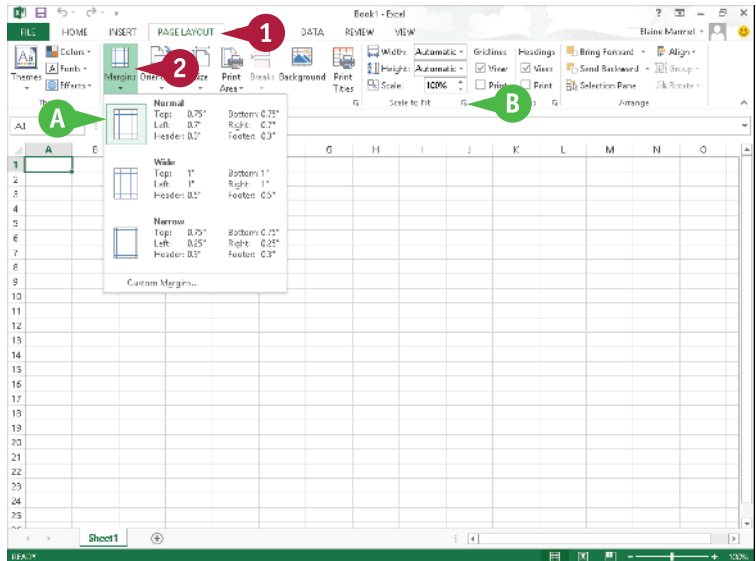
Work with the Ribbon

Using the Ribbon

- 1 Click the tab containing the command you want to use.
 - 2 Click the command.
- A** Buttons with arrows (▼) display additional commands.
- B** You can click the dialog box launcher (☰) to display a dialog box of additional settings.

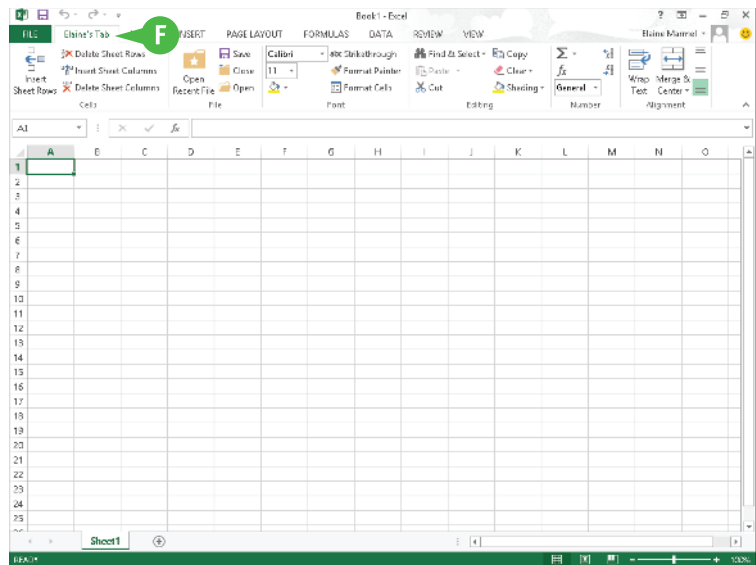
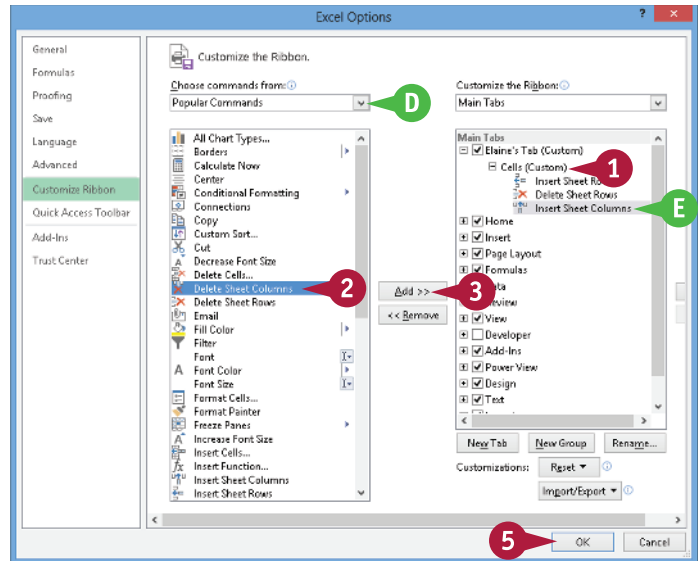
Create a Ribbon Tab

- 1 Click the **File** tab.
 - 2 Click **Options** to display the Options dialog box.
 - 3 Click **Customize Ribbon**.
 - 4 Click the tab you want to appear to the left of the new tab.
 - 5 Click **New Tab**.
- C** Word creates a new tab and a new group on that tab. To reposition the tab, click it and click the arrows.
- 6 Click **New Tab (Custom)**.
 - 7 Click **Rename** to display the Rename dialog box.
 - 8 Type a name for your tab and click **OK**.
 - 9 Click **New Group (Custom)** and repeat Steps 7 and 8 to rename the group.



Add Buttons

- 1 Click the group on the tab you created.
- 2 Click a command.
- D If the command you want does not appear in the list, click the list box arrow (▼) and select **All Commands**.
- 3 Click **Add**.
- E The command appears below the group you created.
- 4 Repeat Steps 2 and 3 for each button you want to add to the group.
- 5 Click **OK**.
- F The new tab appears on the Ribbon. If you positioned your tab as the first tab, it will appear each time you open the program.



TIPS

How do I assign keyboard shortcuts to the buttons I add to my group?

You do not need to assign keyboard shortcuts; the program assigns them for you, based on the keys already assigned to commands appearing on the tab where you placed your group. Be aware that you can place the same button on two different tabs, and if you do, the program assigns different keyboard shortcuts to that button on each tab.

What can I do if I decide that I do not want a custom tab on the Ribbon?


Reopen the program's Options dialog box and deselect the check box beside the tab you created (☑ changes to ☐). Click **OK**. When the program redisplay the Ribbon, your tab will not appear.

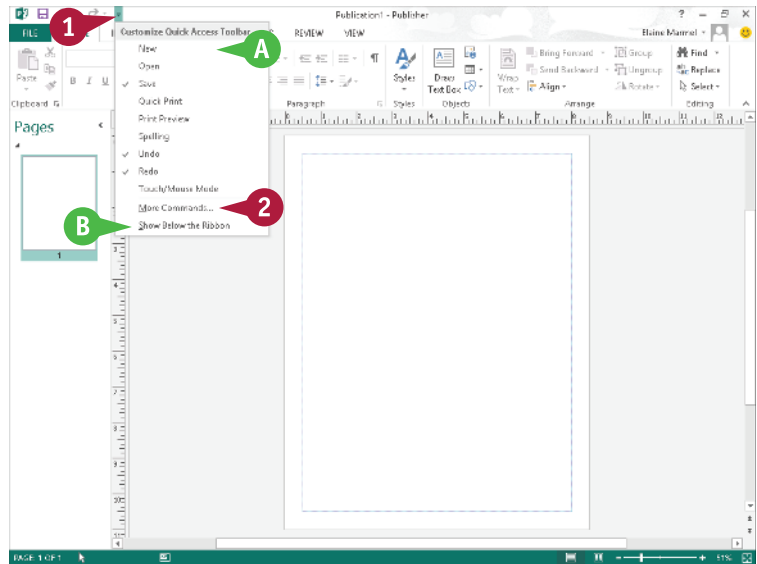
Customize the Quick Access Toolbar

The Quick Access Toolbar, or QAT, is located in the top-left corner of the program window above the File and Home tabs. It offers quick access to the frequently used Save, Undo, and Redo commands. If you want, you can customize this toolbar to include other commands you use often, such as the Quick Print command or the Print Preview command, or any other command you want.


You can also reposition the QAT so that it appears below the Ribbon instead of above it; and, if you change your mind, you can put the QAT back above the Ribbon.

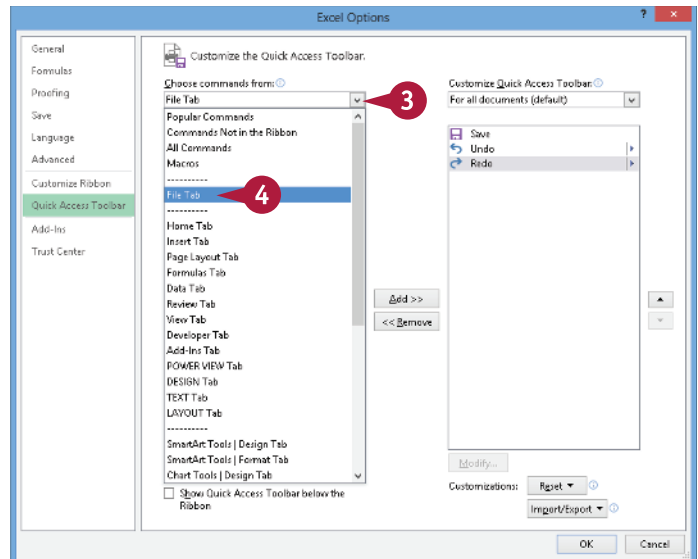
Customize the Quick Access Toolbar

- 1 Click .
- A You can click any of the common commands to add them to the toolbar.
- B You can click **Show Below the Ribbon** if you want to display the toolbar below the Ribbon.
- 2 Click **More Commands**.

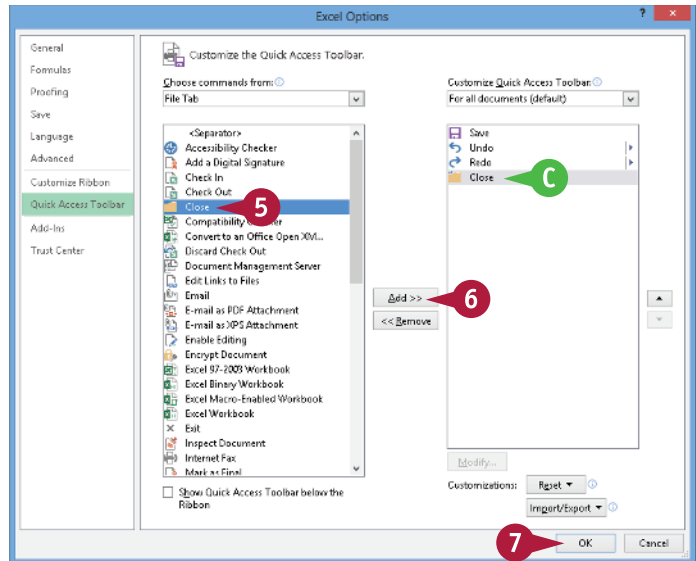


The Options dialog box appears.

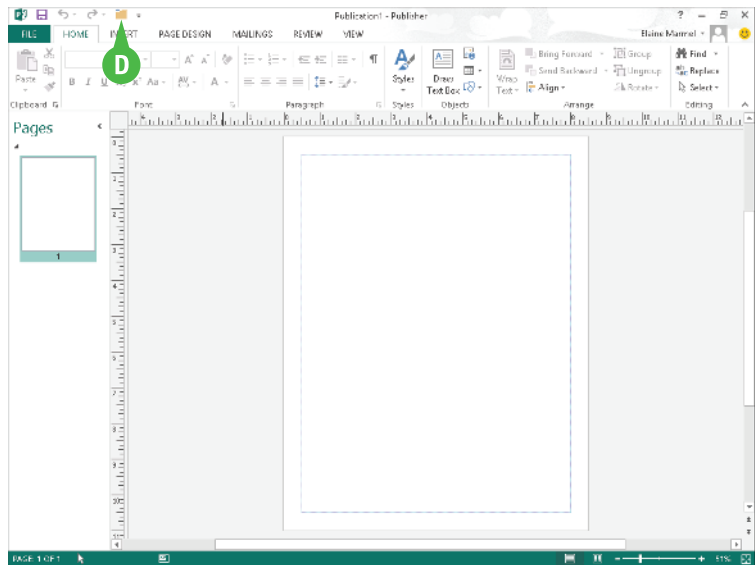
- 3 Click the **Choose commands from** .
- 4 Click a command group.



- 5** Click the command that you want to add to the toolbar.
- 6** Click **Add**.
- C** Office adds the command.
You can repeat Steps **3** to **6** to move additional buttons to the toolbar.
- 7** Click **OK**.



- D** The new command appears on the Quick Access Toolbar.



TIPS

How do I remove a button from the Quick Access Toolbar?

To remove a command, reopen the program's Options dialog box by following the steps in this section, click the command name in the list on the right, click the **Remove** button, and click **OK**. The button no longer appears on the toolbar.

Are there other ways to customize the Quick Access Toolbar?

Yes. You can add commands to the toolbar directly from the Ribbon. Simply click the tab containing the command that you want to add, right-click the command, and then click **Add to Quick Access Toolbar**. The command is immediately added as a button on the toolbar.

Using an Office Program on a Tablet PC

If you are using Office 2013 with Windows 8 on a tablet PC, you need to know some basic touch gestures. Using a tablet PC is a different experience than using a computer with a keyboard and mouse, but Windows 8 was built with the tablet PC in mind, so the touch gestures are intuitive and easy to learn.

On a tablet PC, you use your fingers (or sometimes a stylus, if your tablet comes with one) to run applications, select items, and manipulate screen objects. This might seem awkward at first, but just a little practice of the gestures in this section will make your experience natural and easy.

Using an Office Program on a Tablet PC

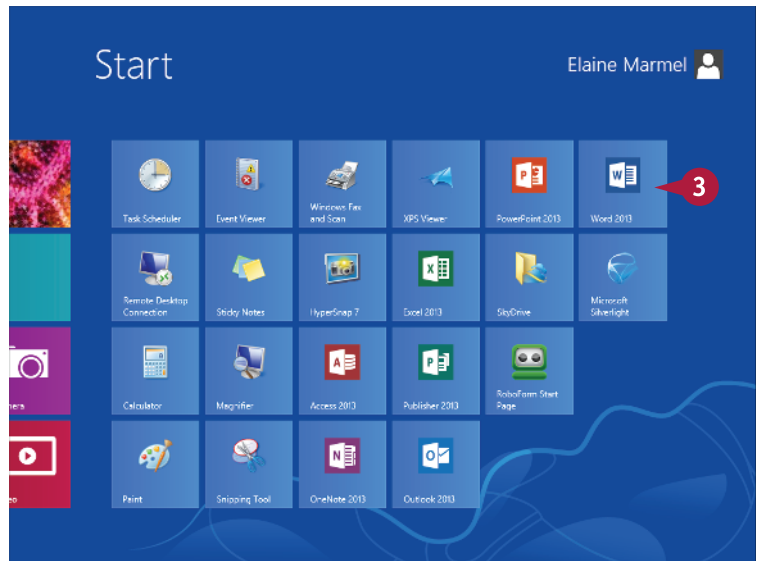
Start a Program

Note: This section uses Word to demonstrate gestures.


- 1 Position your finger or the stylus over a blank spot toward the bottom of the Windows 8 Start screen.
- 2 Quickly move your finger or the stylus across the tablet screen — called *swiping* — from the right edge to the left edge of the tablet.

Windows 8 displays the tiles on the right side of the Start screen.

- 3 Tap the Word tile to switch to the Desktop and open Word to the Word Start screen.



Swipe the Screen

- 1 Click  to switch to Word's Read Mode view.

Note: See Chapter 8 for details.

- 2 Swipe left from the right edge of the tablet to read the next page.
- 3 Swipe right from the left edge of the tablet to read the previous page.

Move an Object

- 1 Position your finger or the stylus over the item you want to move.
- 2 Tap and hold the item and begin moving your finger or the stylus.
 - A The object moves along with your finger or the stylus, and an alignment guide helps you find a position for the object.
- 3 When the object appears where you want it, lift your finger or the stylus off the screen to complete the move and hide the alignment guide.

TIPS

How do I close a program using gestures?

Position your finger or the stylus at the top edge of the tablet and then slide it down the screen. At first you see the Windows 8 application bar for the program, so keep sliding. When you get about halfway, the application becomes a small window. Keep dragging that small window to the very bottom of the screen, and then lift your finger or the stylus. Windows 8 shuts down the application.

After I tap the Desktop tile, how do I return to the Start screen?

You can do this in a couple of ways. Because the Desktop is an application, you can close it using the technique described in the preceding tip. Alternatively, swipe left from the right edge of the tablet to display the Charms bar, and then tap the **Start** icon.

