Contents at a Glance

Introduction 1

Part 1: Getting Started with Word 2013 7

Chapter 1: Hello, Word! 9
Chapter 2: The Typing Chapter 21

Part 11: Your Basic Word 31

Chapter 3: To and Fro in a Document 33
Chapter 4: Text Editing 41
Chapter 5: Search for This, Replace It with That 49
Chapter 6: Blocks o' Text 61
Chapter 7: Spell It Write 73
Chapter 8: Document Calisthenics: New, Open, Save, and Close 83
Chapter 9: Publish Your Document 95

Part 111: Fun with Formatting 107

Chapter 10: Character Formatting 109
Chapter 11: Paragraph Formatting 121
Chapter 12: Tab Formatting 133
Chapter 13: Page Formatting 149
Chapter 14: Document Formatting 161
Chapter 15: Style Formatting 173
Chapter 16: Template and Themes Formatting 185
Chapter 17: Sundry Formatting 195

Part IV: Spruce Up a Dull Document 205

Chapter 18: Lines and Shading 207
Chapter 19: Able Tables 215
Chapter 20: Columns of Text 227
Chapter 21: Lots of Lists 233
Chapter 22: Here Come the Graphics 241
Chapter 23: Fun with the Insert Tab 255

COPYRIGHTED MATERIAL

Part V: The Rest of Word 265
Chapter 24: Multiple Documents, Windows, and File Formats 267
Chapter 25: Word for Writers 275
Chapter 26: Let's Work This Out 289
Chapter 27: Mail Merge Mania 299
Chapter 28: Labels of Love 315
Chapter 29: A More Custom Word 323
Part VI: The Part of Tens 331
Chapter 30: The Ten Commandments of Word 333
Chapter 31: Ten Cool Tricks 337
Chapter 32: Ten Bizarre Things 345
Chapter 33: Ten Avuncular Suggestions 351
Index 355

Table of Contents

Introduction 1

About This Book 1
How to Use This Book 2
Foolish Assumptions 3
How This Book Is Organized 4
Part I: Getting Started with Word 2013 4
Part II: Your Basic Word 4
Part III: Fun with Formatting 4
Part IV: Spruce Up a Dull Document 5
Part V: The Rest of Word 5
Part VI: The Part of Tens 5
What's Not Here 5
Icons Used in This Book 6
Where to Go from Here 6

Part 1: Getting Started with Word 2013 7

Chapter 1: Hello, Word! 9

Get into Word 9
Starting Word the boring way 10
Starting Word the best way 10
Opening a document to start Word 11
Behold the Word Program 12
Using the Word Start screen 12
Examining Word's main screen 14
Working with Word on a tablet 16
Writing in Word 16
Understanding the mouse pointer 17
End Your Word Processing Day 18
Quitting Word 18
Closing a document without quitting Word 19
Setting Word aside 20

Chapter 2: The Typing Chapter 21

Behold the Keyboard! 21
Using the PC keyboard 21
Working a touchscreen keyboard 23

The Old Hunt-and-Peck 24
Following the cursor 25
Whacking the spacebar 26
Backing up and erasing 26
Pressing the Enter key 27
Stuff That Happens While You Type 28
Watching the status bar 28
Observing page breaks 28
Working collapsible headers 29
Dealing with spots and clutter in the text 29
Understanding colored underlines 30

Part II: Your Basic Word 31

Chapter 3: To and Fro in a Document 33

Scroll Through a Document 33
Using the vertical scroll bar 34
Using the horizontal scroll bar 35
Scrolling your document with the mouse 35
Move the Insertion Pointer 36
Commanding the insertion pointer 36
Moving in small increments (basic arrow keys) 36
Moving from beginning to end 37
Go Back to Where You Once Edited 38
Go to Wherever with the Go To Command 39

Chapter 4: Text Editing 41

Remove Text You Don't Want 41
Deleting single characters 42
Deleting a word 43
Deleting more than a word 43
Split and Join Paragraphs 45
Making two paragraphs from one 45
Making one paragraph from two 46
The Soft and Hard Returns 46
Undo Mistakes with Undo Haste 47
Undoing the Undo command with Redo 47
Using the Repeat command 48

Chapter 5: Search for This, Replace It with That 49

Text Happily Found 49
Finding a tidbit o' text 50
Scouring your document with Advanced Find 51
Finding stuff you can't type 54
Replace Found Text 57
Replacing one thing with another 57
Replacing it all at once 59
Finding and replacing formatting 59

Chapter 6: Blocks o' Text 61

The Tao of Text Blocks 61
Mark a Block of Text 63
Using the keyboard to select text 63
Selecting text on a touchscreen 63
Marking a block with the mouse 65
Select text with the old poke-and-point 66
Using the F8 key to mark a block 66
Blocking the whole dang-doodle document 68
Deselecting a block 68
Manipulate the Block of Text 68
Copying a block 69
Moving a block 70
Setting the pasted text format 70
Copying or moving a block with the mouse 72

Chapter 7: Spell It Write 73

Check Your Spelling 73
Checking words as you type 74
Dealing with words incorrectly flagged as being misspelled 75
Undoing the Ignore All command 76
Removing words from the custom dictionary 77
AutoCorrect Your Common Typos 78
Understanding AutoCorrect 78
Undoing an AutoCorrect correction 78
Grammar Be Good 79
All-at-Once Document Proofing 80
Control Word's Proofing Options 81
Changing spell-check and grammar settings 81
Perusing AutoCorrect options 82

Chapter 8: Document Calisthenics: New, Open, Save, and Close. . . .83

Behold! A New Document 84
Save Your Stuff! 85
Saving a document the first time 85
Dealing with document-save errors 88
Saving or updating a document 89
Forgetting to save before you quit 89
Open a Document 90
Using the Open command 90
Opening a document icon 92
Opening one document inside another 92
Close a Document 93
Recover a Draft 94

Chapter 9: Publish Your Document 95

Your Document on Paper 96
Preparing the printer 96
Previewing before printing 97
Printing the whole document 98
Printing a specific page 99
Printing a range of pages 100
Printing odd and even pages 100
Printing a block 101
Printing more than one copy of something 101
Choosing another printer 102
Canceling a print job 102
Electronic Publishing 103
Preparing a document for sharing 103
Sending a Word document by e-mail 104
Saving a Word document in a sharable format 105

Part III: Fun with Formatting 107

Chapter 10: Character Formatting 109

Text Formatting 101 109
Basic Text Formatting 110
Changing the font 111
Applying character formats 112
Using less-common character attributes 114
Text Transcending Teeny to Titanic 114
Understanding points 114
Setting the text size 115
Nudging text size 115
More Colorful Characters 116
Change Text Case 117
Remove Character Formatting 117
Fun with the Font Dialog Box 118

Chapter 11: Paragraph Formatting. 121

How to Format a Paragraph 121
Where the Paragraph Formatting Commands Lurk 122
Paragraph Justification and Alignment 124
Line up on the left! 124
Everyone center! 124
Line up on the right! 124
Line up on both sides! 125
Make Room Before, After, or Inside Paragraphs 125
Setting the line spacing 126
Setting specific line-spacing options 126
Making space between paragraphs 127

Paragraph Indentation 128
Indenting the first line of a paragraph 128
Making a hanging indent (an outdent) 129
Indenting a whole paragraph 130
Who Died and Made This Thing Ruler? 130

Chapter 12: Tab Formatting 133

Once Upon a Tab 133
Seeing the tab stops 134
Setting tab stops on the ruler 135
The Standard Left Tab Stop 136
Creating a basic tabbed list 136
Creating a two-tab paragraph thing 137
The Center Tab Stop 139
The Right Tab Stop 140
Making a right-stop, left-stop list 140
Building a 2-column right-stop list 141
The Decimal Tab 142
The Bar Tab 143
The Tabs Dialog Box 144
Setting a tab stop in the Tabs dialog box 145
Setting leader tab stops 146
Tab Stop, Be Gone! 147

Chapter 13: Page Formatting 149

Describe That Page 149
Setting page size 150
Setting orientation (landscape or portrait) 150
Configuring the page margins 151
Using the Page Setup dialog box 152
Page Numbering 154
Adding an automatic page number 154
Starting off with a different page number 155
Numbering with Roman numerals 156
Removing page numbers 156
New Pages from Nowhere 157
Starting on a new page 157
Inserting a whole, blank page 157
Page Froufrou 158
Coloring pages 158
Adding a watermark 159

Chapter 14: Document Formatting 161

Slice Your Document into Sections 161
Understanding sections 162
Creating a section 163
Using sections 164
Deleting a section break 165

That First Page 165
Adding a cover page 165
Making a cover page manually 166
Headers and Footers 167
Understanding headers and footers 167
Using a preset header or footer 168
Editing a header or footer 168
Working with multiple headers and footers 170
Removing a header or footer 172

Chapter 15: Style Formatting 173

The Big Style Overview 173
Understanding style types 174
Locating styles 174
Applying a style 176
Understanding heading styles 176
Checking the current style 177
Removing style formatting 178
Make Your Own Styles 178
Formatting and then making a style 179
Creating a style from scratch 180
Modifying a style 181
Assigning a shortcut key to your style 182
Customizing the Style Gallery 183
Deleting a style 184

Chapter 16: Template and Themes Formatting 185

Instant Documents with Templates 185
Starting a new document by using a template 186
Attaching a template to a document 187
Templates of Your Own 189
Creating a template based on a document you already have 189
Making a new template from scratch 190
Modifying a template 190
The Theme of Things 191
Applying a document theme 192
Modifying or creating a theme 193

Chapter 17: Sundry Formatting 195

Weird and Fun Text Effects 195
Steal This Format! 197
Automatic Formatting 198
Enjoying automagical text 198
Formatting tricks for paragraphs 200
Undoing an AutoFormat 202
Disabling the @#$%&! AutoFormat 202
Center a Page, Top to Bottom 203

Part IV: Spruce Up a Dull Document 205

Chapter 18: Lines and Shading. 207

The Basics of Lines and Shading 207
Working the Borders command button 208
Using the Shading command button 209
Summoning the Borders and Shading dialog box..... 209
Lines, Borders, and Boxes 210
Putting a line above a heading 210
Boxing text or paragraphs 210
Boxing a title..... 211
Making rules 211
Drawing a fat, thick line..... 212
Putting a border around a page of text 212
Removing borders 213
Background Colors and Shading 214

Chapter 19: Able Tables 215

There's a Table in Your Document 215
Working with tables in Word..... 216
Making a table 217
Text in Tables..... 219
Navigating a table 220
Selecting in a table..... 220
Doing math in a table 221
Converting text into a table..... 222
Turning a table into plain text..... 222
Table Modification..... 223
Manipulating a table with the mouse..... 223
Adjusting the table..... 224
Designing a table..... 225
Deleting a table..... 226

Chapter 20: Columns of Text. 227

All about Columns 227
Making two-column text..... 229
Building a trifold brochure 230
Mixing column formats in a document 230
Column Termination 230
Giving up and going back to one column..... 231
Ending multiple columns in the middle of a document 231
Placing a column break..... 232

Chapter 21: Lots of Lists 233

Lists with Bullets and Numbers 233
Making a bulleted list 233
Numbering a list 234
Creating a multilevel numbered list 235
Numbering lines on a page 235
Lists of Document Contents 236
Creating a table of contents 236
Building an index 237
Footnotes and Endnotes 239

Chapter 22: Here Come the Graphics 241

Graphical Goobers in Your Text 241
Plopping down a picture 242
Inserting clip art 243
Slapping down a shape 244
Adding some WordArt 245
Including a caption 246
Deleting an image or some artwork 247
Images in and around Your Text 247
Wrapping text around an image 247
Floating an image 248
Moving an image hither and thither 249
Attaching an image to some text 249
Image Editing 250
Resizing an image 250
Cropping an image 250
Rotating an image 251
Changing an image's appearance 251
Image Organization 252
Lining up your graphics 252
Arranging multiple images 253
Grouping images 254

Chapter 23: Fun with the Insert Tab 255

Characters Fun and Funky 255
Nonbreaking spaces and hyphens 255
Typing characters such as Ü, Ç, and Ñ 256
Inserting special characters and symbols 257
Spice Up Your Document with a Text Box 258
Fields of Dreams 259
Understanding fields 259
Updating a field 260
Changing a field 261
Deleting fields 262
Putting various fields in a document 262
The Date and Time 263
Adding the current date or time 263
Using the PrintDate field 264

Part V: The Rest of Word..... 265

Chapter 24: Multiple Documents, Windows, and File Formats 267

Multiple Document Mania 267
Opening several documents at once 268
Switching between multiple documents 268
Viewing more than one document at a time 268
Comparing two documents side by side 269
Viewing the same document in multiple windows 269
Using the old split-screen trick 270
Many, Many Document Types 270
Understanding document formats 271
Opening a non-Word document 271
Updating an older Word document 273

Chapter 25: Word for Writers 275

Organize Your Thoughts 275
Entering Outline view 276
Typing topics in the outline 277
Demoting a topic (creating subtopics) 278
Promoting a topic 279
Adding a text topic 279
Rearranging topics 280
Expanding and contracting topics 280
Printing an outline 281
Novels and Other Large Documents 282
Creating a master document 283
Splitting a document 284
Dan's Writing Tips 285
Finding the best word 285
Writing for writers 286
Making every word count 286
Avoiding writer's block 287

Chapter 26: Let's Work This Out. 289

Comments on Your Text 289
Adding a comment 290
Displaying comments 291
Reviewing comments 292
Printing comments (or not) 292
Deleting comments 293
Scribble, Scribble 293
Whipping out the yellow highlighter 293
Marking with digital ink 294
Look What They've Done to My Text, Ma 295
Comparing two versions of a document 295
Tracking changes as you make them 297
Reviewing changes 297

Chapter 27: Mail Merge Mania 299

About Mail Merge 299
Understanding Word's mail merge jargon 299
Reviewing the mail merge process 300
Chickening out and using the Mail Merge Wizard 301
The Main Document 302
Creating a mail merge letter 302
Creating mail merge e-mail messages 303
Creating mail merge envelopes 304
The Recipient List 305
Creating a recipient list 305
Using an already created recipient list 308
Grabbing a recipient list from Outlook 309
Editing a recipient list 309
Fold in the Fields 310
Mail Merge Ho! 311
Previewing the merged documents 311
Merging to a new set of documents 312
Merging to the printer 313
Merging to e-mail 313

Chapter 28: Labels of Love 315

The Label Thing 315
Here's a Sheet of Identical Labels 316
Print That Address List 317
A Label Trick with Graphics 319

Chapter 29: A More Custom Word 323

My, What Big Text You Have! 323
Working the status bar Zoom control 324
Using the Zoom commands 324
A Better Status Bar 325
Fun with the Quick Access Toolbar 327
Discovering the Quick Access toolbar 327
Adding commands to the Quick Access toolbar 328
Removing commands from the Quick Access toolbar 329
Customizing the Quick Access toolbar 329

Part VI: The Part of Tens 331

Chapter 30: The Ten Commandments of Word 333

Thou Shalt Remember to Save Thy Work 333
Thou Shalt Not Use More Than One Space 333
Thou Shalt Not Press Enter at the End of a Line 334
Thou Shalt Not Neglect Thy Keyboard 334
Thou Shalt Not Manually Number Thy Pages 335

Thou Shalt Not Press the Enter Key to Start a New Page....335
Thou Shalt Not Forget Thy Undo Command....335
Honor Thy Printer....335
Thou Shalt Have Multiple Document Windows Before Thee....336
Neglecteth Not Windows....336

Chapter 31: Ten Cool Tricks....337

Automatic Save with AutoRecover....337
Keyboard Power!....338
Build Your Own Fractions....339
Electronic Bookmarks....339
Lock Your Document....340
The Drop Cap....340
Map Your Document....341
Add an Envelope to Your Letter....342
Sort Your Text....342
Map Ctrl+F to the Advanced Find Command....343

Chapter 32: Ten Bizarre Things....345

Equations....345
Video in Your Document....346
Make a Macro....346
The Developer Tab....347
Hyphenation....348
Document Properties....348
Cross-References....348
Collect and Paste....349
Click-and-Type....349
Word and the Internet....350

Chapter 33: Ten Avuncular Suggestions....351

Keep Printer Paper, Toner, and Supplies Handy....351
Get Some References....352
Keep Your Computer Files Organized....352
Add the Junk Later....353
Back Up Your Work....353
Understand Tabs....353
Use Those Keyboard Shortcuts....354
Try New Things....354
Let Word Do the Work....354
Don't Take It All Too Seriously....354

Index....355