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Office 2013 Essentials.
Also available in
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Page 7. Method 2: The

Taskbar or Desktop a)

Locate the Word icon

on the Taskbar (the

horizontal bar across

the bottom of the

Windows desktop

screen). Click the Word

icon to launch Word

(see Figure 3).

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is waterproof and the
price of it is
reasonable. It provides
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instructions and short
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professional-looking
letters, reports, and
documents using
Microsoft Word 2013.
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will help you master
the basic features of
this powerful word-
processing program to
professionally type,
edit, and format text,
and spell check and
print documents.

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shortcuts for how to
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Indents, Columns,
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Office Word 2013. This
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Ribbon; Quick access

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menu; Creating
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reports and letters
using Microsoft Word is
a basic skill needed in
nearly any job. This
powerful word-
processing program
lets you professionally

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type, edit, format, spell
check, and print

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The Quick Access
Toolbar is located in
the upper-left part of
the main Word 2013
window, above the File
and Home tabs. It
provides easy access
to commands that you
may use often and be

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customized to your
Quick Reference
**Microsoft Office
Word 2013 -
Application Gateway**

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Published: July 2013

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with easy-to-follow

procedures and

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teacher in mind, this

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guide provides step-by-

step instructions in 61

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using Microsoft Word

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2013, we'll teach the

basics of using Word

2013. We'll start with

navigating the Word

2013 interface,

including the Ribbon,

Backstage View and

the Quick Access

Toolbar. Discover

concepts to help you

create a word

document, entering

data, different views,

and keyboard

shortcuts.

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