

Contents

Introduction	xi
Who this book is for	xi
How this book is organized	xi
Download the practice files	xii
Your companion ebook	xiv
Get support and give feedback	xv
Errata	xv
We want to hear from you	xv
Stay in touch	xv

PART 1

Basic Word documents

1	Explore Microsoft Word 2013	3
Identifying new features of Word 2013		6
If you are upgrading from Word 2010		6
If you are upgrading from Word 2007		7
If you are upgrading from Word 2003		8
Working in the Word 2013 user interface		9
Identifying program window elements		10
<i>Sidebar:</i> About buttons and arrows		13
Working with the ribbon		14
<i>Sidebar:</i> Adapting exercise steps		18
Opening, navigating, and closing documents		31
Viewing documents in different ways		37
Getting help with Word 2013		46
Key points		49

2	Enter, edit, and proofread text	51
Starting, entering text in, and saving documents		52
<i>Sidebar:</i> Saving files to SkyDrive		54
<i>Sidebar:</i> Document compatibility with earlier versions of Word		58
Modifying text		58
<i>Sidebar:</i> Inserting one document into another.		59
<i>Sidebar:</i> About the Clipboard		67
Finding and replacing text		68
Fine-tuning text		75
<i>Sidebar:</i> Installing Office tools.		84
<i>Sidebar:</i> Viewing document statistics.		84
<i>Sidebar:</i> Modifying spelling and grammar checking settings		85
Correcting spelling and grammatical errors		86
Key points		91
3	Modify the structure and appearance of text	93
Applying styles to text.		94
Changing a document's theme		102
Manually changing the look of characters.		108
<i>Sidebar:</i> Character formatting and case considerations		118
Manually changing the look of paragraphs.		118
<i>Sidebar:</i> Finding and replacing formatting		130
Creating and modifying lists		130
<i>Sidebar:</i> Formatting text as you type		136
Key points		137

4	Organize information in columns and tables	139
Presenting information in columns		140
Creating tabbed lists		147
Presenting information in tables		149
<i>Sidebar</i> : Performing calculations in tables.		155
<i>Sidebar</i> : Other table layout options		160
Formatting tables.		161
<i>Sidebar</i> : Quick Tables.		162
Key points		167
5	Add simple graphic elements	169
Inserting and modifying pictures		170
<i>Sidebar</i> : About online pictures and video clips.		177
Inserting screen clippings		178
Drawing and modifying shapes.		180
Adding WordArt text.		185
<i>Sidebar</i> : Formatting the first letter of a paragraph as a drop cap.		190
<i>Sidebar</i> : Inserting symbols		191
Key points		191
6	Preview, print, and distribute documents	193
Previewing and adjusting page layout		194
Controlling what appears on each page		200
Preparing documents for electronic distribution		206
<i>Sidebar</i> : Digitally signing documents.		211
Printing and sending documents		212
Key points		219

PART 2

Document enhancements

7	Insert and modify diagrams	223
Creating diagrams		224
Modifying diagrams		231
Creating picture diagrams		239
Key points		243
8	Insert and modify charts	245
Inserting charts		246
Modifying charts		250
Using existing data in charts		259
Key points		263
9	Add visual elements	265
Changing a document's background		266
Adding watermarks		272
Inserting preformatted document parts		276
<i>Sidebar</i> : Drawing text boxes		286
Building equations		288
<i>Sidebar</i> : Setting mathematical AutoCorrect options		294
Key points		295
10	Organize and arrange content	297
Reorganizing document outlines		298
Arranging objects on the page		304
Using tables to control page layout		315
Key points		319

14	Work with mail merge	403
Preparing data sources		404
<i>Sidebar</i> : Using an Outlook contacts list as a data source		411
Preparing main documents		411
Merging main documents and data sources		415
<i>Sidebar</i> : Printing envelopes		418
Sending personalized email messages to multiple recipients		419
Creating and printing labels		423
Key points		427
15	Collaborate on documents	429
Adding and reviewing comments		430
Tracking and managing document changes		434
Comparing and merging documents		438
<i>Sidebar</i> : Managing document versions		442
Password-protecting documents		442
Controlling changes		446
Coauthoring documents		450
<i>Sidebar</i> : Restricting who can do what to documents		451
Key points		451
16	Work in Word more efficiently	453
Creating custom styles and templates		454
Creating and attaching templates		454
Creating and modifying styles		460
Creating custom building blocks		472
Changing default program options		478
Customizing the Quick Access Toolbar		487
<i>Sidebar</i> : Using add-ins		492
Customizing the ribbon		494
<i>Sidebar</i> : Customizing the status bar		500
Key points		501