

Introduction Microsoft Office 2013

Microsoft's Office 2013 is complete and interrelated package for office automation/computerization. The application of Microsoft office are designed to solve and do most of the business needs

Micro soft Word 2013

Microsoft word is one of the widely used and most promising word processing programs that is supported by both Mac and PC platform

Description of program window elements

Title bar: The bar is displayed at top of the program window is the Title bar

Quick Access Toolbar: The Quick Access Toolbar is at the right side of the program icon, that Displays the save, Undo, Redo button by default

Adding icon to Quick Access Toolbar

- Click **Customize the Quick Access Toolbar**, and then click **More Commands**.
- In the Choose commands from list, **click File Tab**.
- Choose the command, and then **click Add**.
- **Click OK**.

Removing icon to Quick Access Toolbar

- Remove a command by right-clicking it on the Quick Access Toolbar,
- Then clicking Remove from Quick Access Toolbar.

Ribbon: Ribbon is positioned below the title bar. All the command that are needed for working with word document are gathered together in tabs and are displayed in ribbon

Status Bar: status bar is displayed at bottom of the program. At left end of the status bar word displays The Current Page Number And Total Pages, Word Count, Spelling And Grammar Checker Indicator, Macro Indicator Etc

The Backstage view/ File Tab

Information

The commands related to managing documents are available at the Backstage view

New (Ctrl+N)

Click New Page Tab available in the left pane. It can be noted that the templates that were available on the word start screen also available here

Open (Ctrl+O)

By clicking the open page tab, you can see the location from which an existing document can be opened along with a list of the document you recently worked on

Save/Save As (Ctrl+S)

If you click the Save , you may note that the saving location in the Places list on this page are similar to those on the Open Page

Print Preview(Ctrl+P)

It will always be better to see how the Print will look like before the document is printed. This option is called Print Preview