

The Bottom Line**STARTING WORD 2013**

Microsoft Word is a word processing tool for creating different types of documents that are used in the work and school environment. The appearance of Microsoft Word 2013 is similar to Word 2010 but with more enhanced features. It contains a new look for the Word icon, a customized Office Background that appears above the Ribbon, live access to your SkyDrive account, an option to work in Read Mode, tab text that appears blue when active, the status bar displays in a blue background, and many more exciting new features. When you first launch Word, it opens with the Recent screen displayed. This screen allows you to create a new document from either a blank document or from a template. And when you exit a document and later return, Word 2013 resumes where you left off.

Starting Word

In this exercise, you learn how to start Word using Windows 8 or Windows 7.

For instructional purposes, Windows 8 will be used to begin working in Word 2013. Microsoft Windows 8 is the latest operating system that interacts with your desktop, laptop, or touch-screen devices, such as a touch-screen monitor or tablet. Steps on using Windows 7 to start Word 2013 also are discussed.

When using Windows 8, the screen you see is called the *Windows Start screen* (see Figure 1-2). You can choose which application to begin by using your mouse or, if you have a touch-screen monitor, tap the application you want to begin. The Start screen provides access to mail, SkyDrive, Internet Explorer, photos, games, music, video, and of course the latest version of the Microsoft Office applications. Tablets with Windows RT and the Office 2013 applications installed can be customized the same way as your desktop.

If you don't have Office 2013 installed on your computing device, you can still create, view, and perform simple edits on Word documents using an online Word Web App. Office Web Apps are available for Word, Excel, PowerPoint, and OneNote. Office Web Apps are launched using a web browser, such as Internet Explorer. One of the differences between the Word Web App and the Word 2013 application installed on your computer is the number of features available. The Word Web App allows you to create, open, and edit documents with only the most basic commands. It is a wonderful way to create a simple document and share it. The main advantage of using the Word 2013 application installed on your computer is having full access to all the features to create a professional-looking document. If you use the Word Web App, you will not be able to complete all the exercises in this book, because it does not include all the features we cover.

Microsoft has an online storage space referred to as the *Cloud*. You are provided with 7 GB of free online storage space and are able to share and manage your documents with anyone. Before you can use this, you need to create a Microsoft account profile. Once you create your account, you will find it easy to share and manage your documents with others.

Windows 8 works seamlessly with Office 2013. In the upper-right corner of the Windows 8 screen, it displays your Microsoft account profile once your account is activated. If you are logged on to your Microsoft account, it appears in the same location in each of the Office 2013 applications. Microsoft has made it easier for you to continue working on your documents at any computer and reminds you where you left off.

To begin using Word 2013, locate the Word icon and click the left mouse button or, if you are using a touch-screen monitor, tap the icon.

If your school is operating on Windows 7, launch Word 2013 by double-clicking the Word program icon on your desktop or by choosing Microsoft Word 2013 from the Start menu.

When Word is launched, the program opens with the *new* Word 2013 screen (see Figure 1-3). On the left side of the screen under Recent, you see a list of documents that have been accessed recently. The right window pane displays a blank document page and several templates to create customized documents. To create a blank document, click the Blank document page and Word will open.

The blinking **insertion point** in the upper-left corner of this document is where you begin creating your text. When you place your cursor near it, the insertion point changes to a large “I,” which is called the **I-beam**.

Take Note The lessons in this book are created using the Windows 8 operating system. If your computer is running the Windows 7 operating system, some screenshots and steps might appear slightly different than those provided in this book.

STEP BY STEP

Start Word

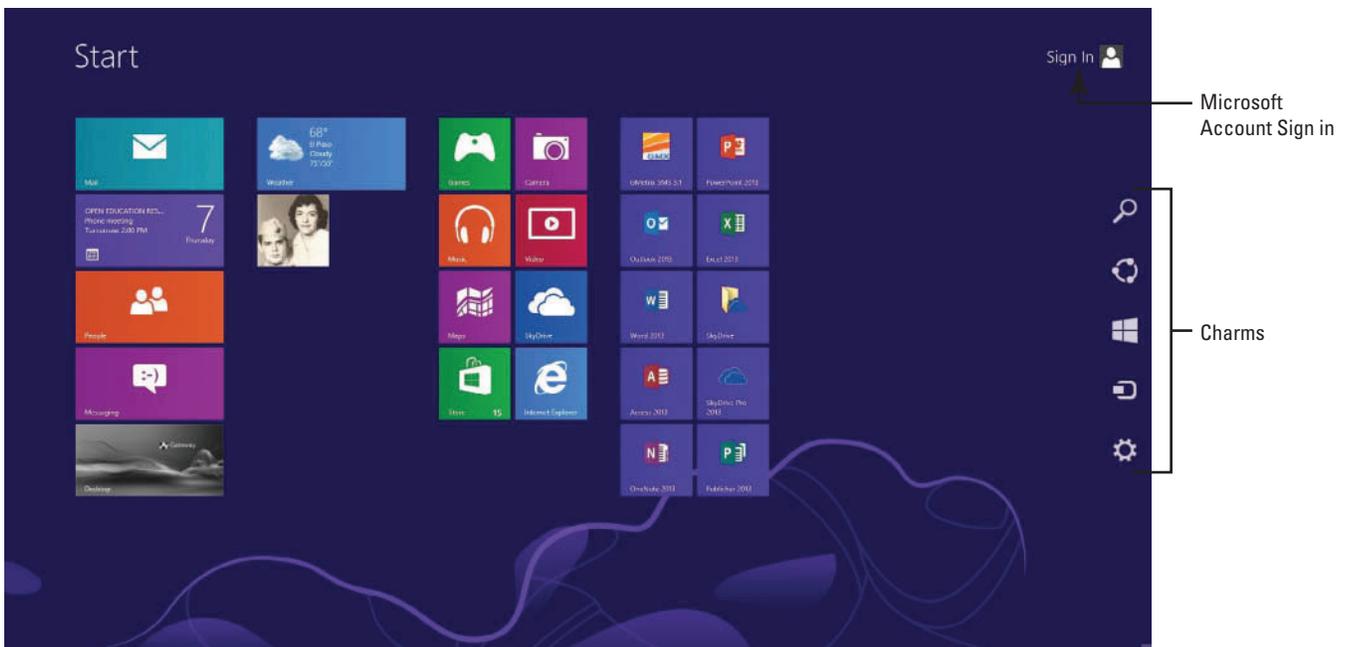


GET READY. Before you begin these steps, be sure to turn on and/or log on to your computer.

1. From the Start screen of Windows 8 (see Figure 1-2), locate Word 2013 and click the icon . For Windows 7 users, locate the Windows task bar, click the **Start**  button, and then click **All Programs**. A menu of installed programs appears. Click the **Microsoft Office** folder. Next click **Microsoft Word 2013**. The new Word 2013 screen opens.

Figure 1-2

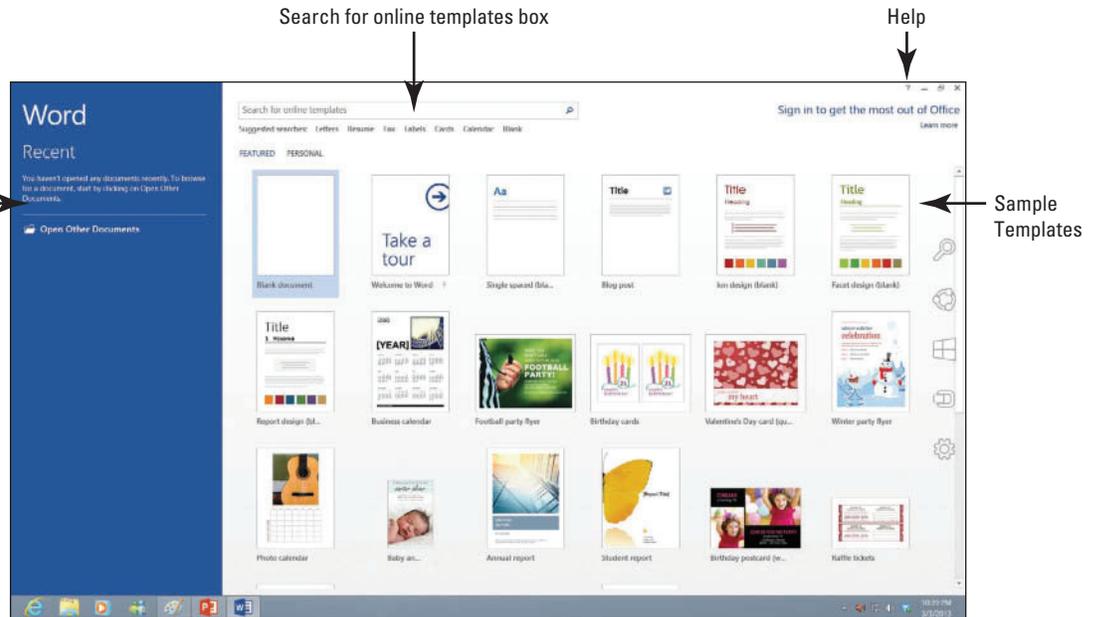
New Start screen



2. The new Word 2013 screen appears (see Figure 1-3). On the left side of the screen, you see the recent documents that have been accessed, and the right side displays the blank document page and templates.

Figure 1-3

Word 2013 window

**Another Way**

In Windows 7, you

can use the Search Programs and Files box, type *Microsoft Word 2013* and press *Enter*. You can also search for a program or file by clicking the *Start* button and then typing the first two characters of the program or filename into the Search box; files and programs beginning with those letters appear in the Start menu. By right-clicking on the Word 2013 icon, you can pin Word 2013 to the Start menu and task bar, so that it is always visible.

PAUSE. LEAVE the Word 2013 screen open to use in the next exercise.

Take Note**Another Way**

For Windows 7

users, when Office was installed on your computer, a shortcut icon might have been added to the Start menu or to your desktop. Double-click the shortcut icon on your desktop to start Word without having to go through the Start menu.

Windows 8 and Windows 7 are for PC users at home, work, and school. Both are powerful tools that control the user interface, storage devices, other softwares, peripheral devices, networks/security, system resources, and task scheduling. Windows 8 is the latest operating system standard for computers, laptops, and tablets. Windows 8 also comes in multiple versions, such as Windows 8 Pro and Windows RT to support your personal needs and how you use your device. Windows 8 is an improvement on Windows 7 that supports touch-capable devices in addition to traditional mouse and keyboard commands. You can get started with Windows 8 by practicing using the Narrator. On the keyboard, press the *Windows logo* key plus *Enter*. To Exit the Narrator, press *Caps Lock+ESC*.

WORKING WITH TOOLS**The Bottom Line**

The Word 2013 window has many onscreen tools to help you create and edit documents quickly and efficiently. In this section, you learn how to locate and use the Ribbon, the Mini toolbar, and the Quick Access Toolbar to access Word commands. A **command** is an instruction based on the action that you give to Word by clicking a button or entering information into a command box. You also learn how to use **Access keys**, a tool that enhances the keyboard shortcuts and appears as small letters on the Ribbon. Access keys are also known as **KeyTips**.

Using the Ribbon

In Word 2013, the **Ribbon** contains multiple commands separated by **tabs**. Microsoft has represented each of its Office application with a color. Word is symbolized with the color blue and active tab text is blue—this is one of the new features in Word 2013. In turn, each tab contains several

groups, or collections of related Word commands. For example, in the Home tab, the grouping levels consist of Clipboard, Font, Paragraph, Styles, and Editing. Each group contains one or more command boxes that have a drop-down **menu**, or list of options, associated with them; you click the drop-down arrow to produce this menu. Some groups have a **dialog box launcher**—a small arrow in the lower-right corner of the group—that you click to launch a **dialog box** that displays additional options or information you can use to execute a command.

In this exercise, you learn to use the Ribbon by making tabs active, hiding and displaying command groups, and using the dialog box launcher and drop-down arrows.

In the Office 2013 programs, the Ribbon is contextual, which means it displays commands related to the type of document or object that you have open and onscreen.

STEP BY STEP

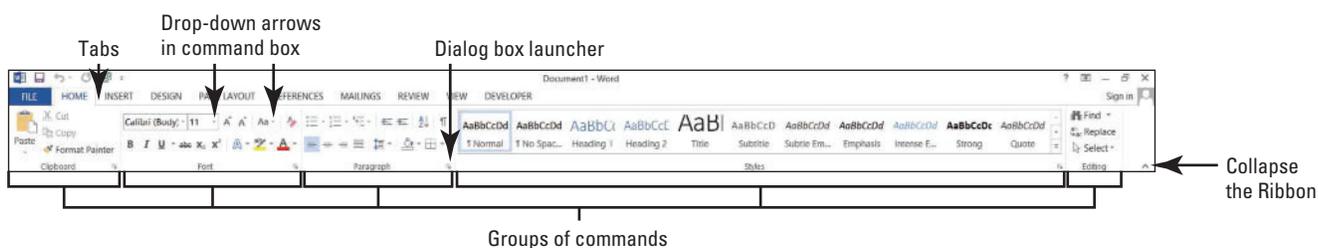
Use the Ribbon

GET READY. Start with the File > New screen open.

1. Click the Blank document icon. The Ribbon is located at the top of the Word screen. In your newly opened document, the Home tab is the default tab on the Ribbon, as shown in Figure 1-4. Note how the Ribbon is divided into groups: Clipboard, Font, Paragraph, Styles, and Editing.

Figure 1-4

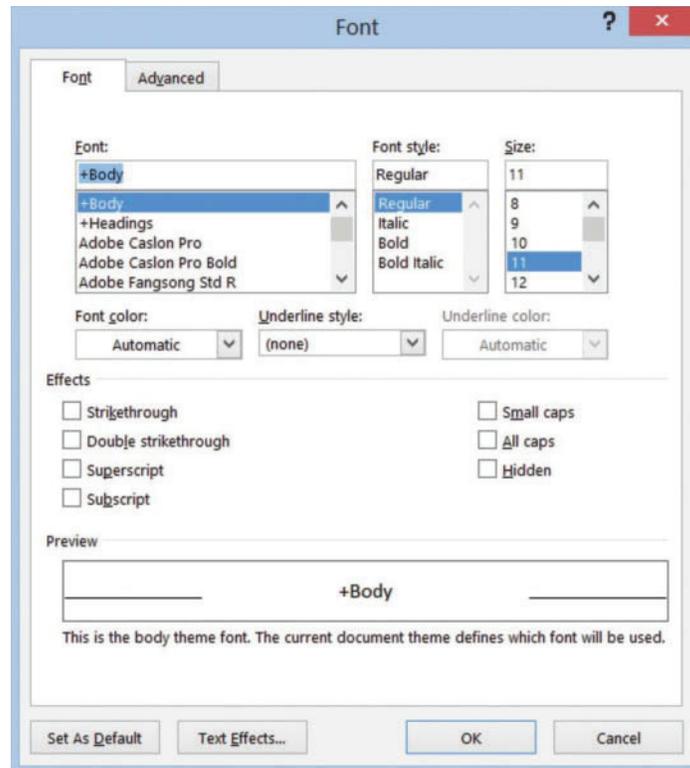
The Ribbon



2. Review the other tabs on the Ribbon and review each group associated with the tab, and identify the arrows that launch a dialog box (if present).
3. Click the **Page Layout** tab to make it the active tab. Notice that the groups of commands change. The Page Layout tab contains three groups: Page Setup, Paragraph, and Arrange. Notice that in the Page Setup and Paragraph group a small arrow appears in the lower-right corner. Clicking on the arrow opens the dialog box with more options to select or complete a command.
4. Click the **Home** tab.
5. Click the **dialog box launcher** in the lower-right corner of the Font group. The Font dialog box, as shown in Figure 1-5, appears. The Font dialog box contains two tabs with the Font tab being the active tab. There are many options to select within the Font dialog box. Click **Cancel** to close the dialog box.

Figure 1-5

Font dialog box

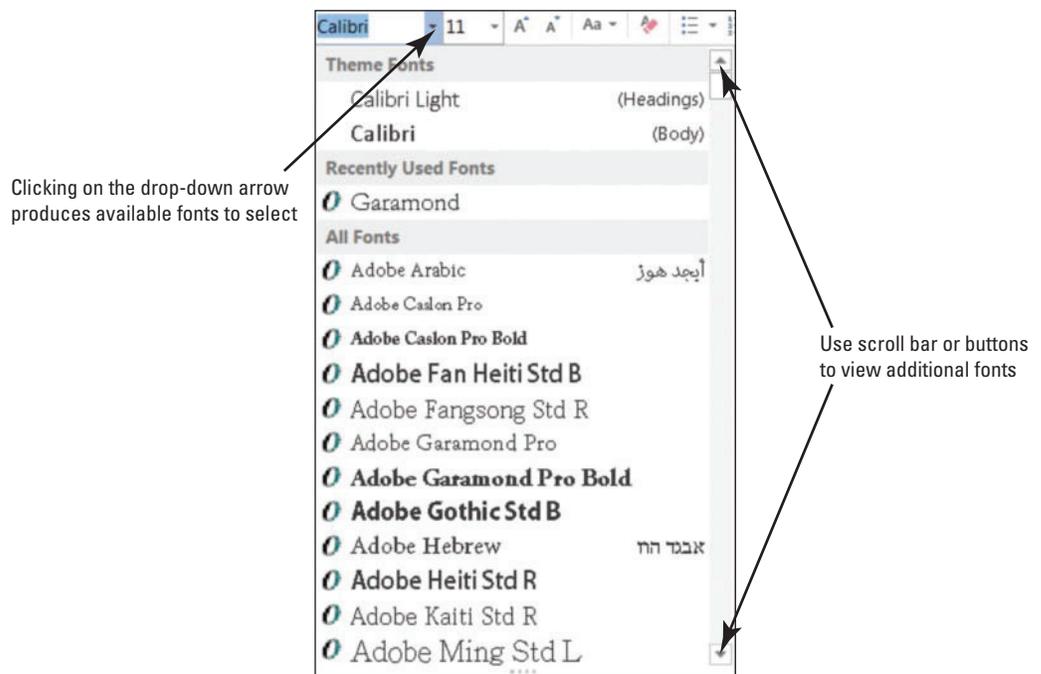
**Another Way**

Also you can locate a font quickly by typing the first three characters of the name in the Font command box.

- Click the drop-down arrow on the Font command box in the Font group to produce a menu of available fonts, as shown in Figure 1-6.

Figure 1-6

Font menu



Clicking on the drop-down arrow produces available fonts to select

Use scroll bar or buttons to view additional fonts

**Another Way**

To unclutter the screen, press the ^ key located above the vertical scroll bar in the right corner or press **Ctrl+F1**. Holding the Ctrl while pressing F1 is a toggle key, which hides the Ribbon and then displays the Ribbon.

- Click the arrow again to close the menu.
- Double-click the **Home** tab. Notice the command groups are hidden to give you more screen space to work on your document.
- Double-click **Home** again to redisplay the groups.

PAUSE. LEAVE the document open to use in the next exercise.

Using the Mini Toolbar

In this exercise, you learn to use the **Mini toolbar**, a small toolbar with popular commands that appears when you point to selected text. The Mini toolbar displays after text has been selected. You also learn to display the **shortcut menu**, which contains a list of useful commands. To display the shortcut menu, right-click on selected text. If you are familiar with the Mini toolbar, you will notice that new commands have been added to the Mini toolbar.

STEP BY STEP

Use the Mini Toolbar

USE the document that is open from the previous exercise.

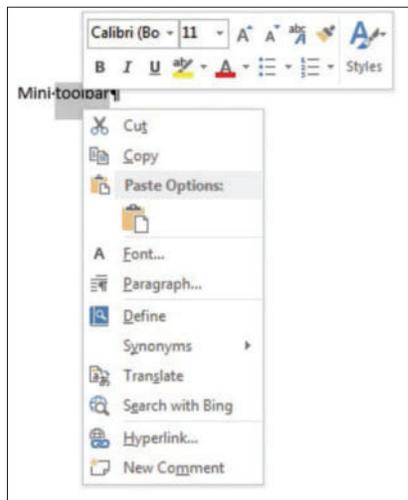
1. Type the term **mini toolbar** into your blank document. Drag the mouse pointer over the word "toolbar" to select it. The Mini toolbar appears once the word is selected, as shown in Figure 1-7.

Figure 1-7
Mini toolbar



2. Point to the Font command on the Mini toolbar.
3. Click the drop-down arrow on the Font command box. A font menu appears. Press **Esc** once or click the drop-down arrow again to exit the command box. To close the Mini toolbar, click anywhere in a blank area within the document.
4. Now, position the insertion point on the selected text and right-click; the Mini toolbar appears, accompanied by a shortcut menu that displays a variety of commonly used commands (see Figure 1-8).
5. Click anywhere in a blank area of the document to close the Mini toolbar. Drag your mouse over the text you typed at the beginning of this exercise to select the text. Press the **Delete** key to remove the text.

Figure 1-8
Mini toolbar and shortcut menu



PAUSE. LEAVE the document open to use in the next exercise.

Using the Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon and contains commands that users' access most often, such as Save, Undo, and Redo—by default, the Save, Undo, and Redo commands display when you launch Word 2013. You can customize the contents of the Quick Access Toolbar by clicking the drop-down arrow on the right side of the toolbar and choosing options from the menu that appears. Microsoft has added the option Touch/Mouse Mode to the Quick Access Toolbar for Word 2013. If you have a touch-capable device, you can use Touch Mode. Touch Mode provides more space between buttons and icons to prevent you from accidentally pressing one with your finger or stylus. In this exercise, you learn to customize the Quick Access Toolbar. You also learn to change its position in relation to the Ribbon.



Another Way

Press *Ctrl*+*Z* to use the Undo command. Press *Ctrl*+*Y* to repeat your last command.

Clicking the **Save**  button in the Quick Access Toolbar for the first time opens the Save As screen. **Save As** also appears as a command listed in Backstage view when you click the File tab. When saving a document for the first time, you need to specify the filename and location where the document will be saved. You can save a document to your flash drive, SkyDrive, computer, or any other portable device. After you select a save location, such as your computer, the Save As dialog box lets you select a file format. The **Undo**  command lets you cancel or undo your last command or action. You can click the Undo command as many times as necessary to undo previously executed commands. Also, if you click the arrow beside the Undo command, a history of actions you can undo appears. Clicking the **Redo**  command repeats your last action. Note that commands on the Quick Access Toolbar are not available if their button is dimmed.

STEP BY STEP

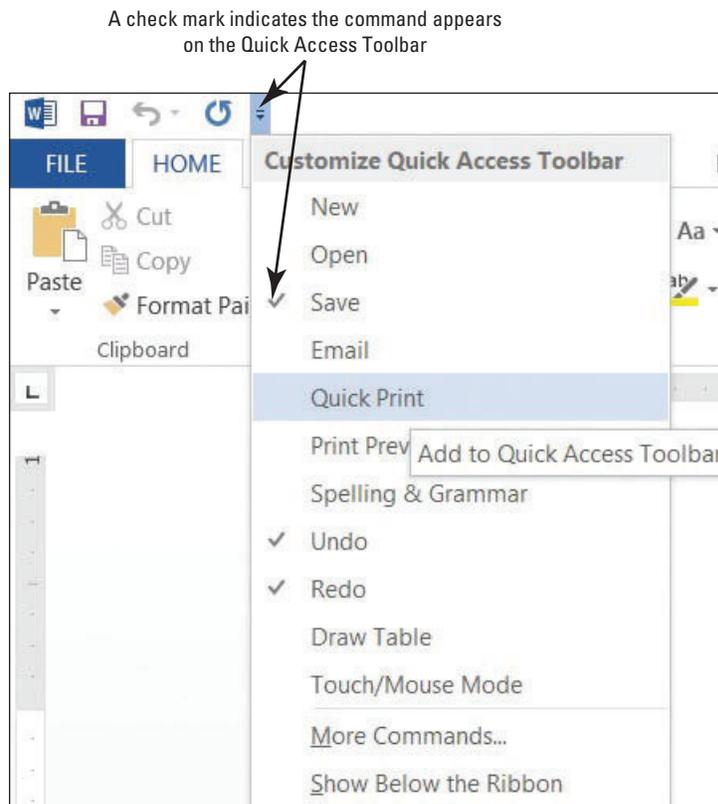
Use the Quick Access Toolbar

USE the document that is open from the previous exercise.

1. Click the **Save**  button on the Quick Access Toolbar.
2. If this is the first time you've attempted to save this document, the new Save As opens in Backstage. You have three options for where to save your work: SkyDrive, Computer, or +Add a Place. For now, you are just exploring the Save command on the Quick Access Toolbar. Later in the lesson, you learn to save a document using the Save As command.
3. Click the **Return to Document** icon, which is a circled left arrow  located in the upper-left corner or press the **Esc** key to return to the document screen.
4. Click the drop-down arrow on the right side of the Quick Access Toolbar. A menu appears as shown in Figure 1-9. Selecting one of the commands automatically places the command on the Quick Access Toolbar or moves the Quick Access Toolbar to a new location.

Figure 1-9

Customizing the Quick Access Toolbar



CERTIFICATION READY? 1.4.3

How do you customize the Quick Access toolbar?

5. Click **Show Below the Ribbon**. Notice that the toolbar is moved below the Ribbon.
6. Click the drop-down arrow on the right side of the Quick Access Toolbar again. Click **Show Above the Ribbon** to return the toolbar to its original position.

PAUSE. LEAVE the document open to use in the next exercise.



Cross Ref

In Lesson 14, you learn to further customize the toolbar by adding buttons for other commands you use often.

Using Access Keys

In Word 2013, Access keys allows you to launch a command with keystrokes. Access keys are also known as *KeyTips*. Every command on the Ribbon and the Quick Access Toolbar has an Access key. To display Access keys, press the **Alt** key; KeyTips appears in small black letters across the tab. The Quick Access Toolbar has numbers hovering over their associated commands. In this exercise, you learn to display KeyTips and use Access keys.

STEP BY STEP

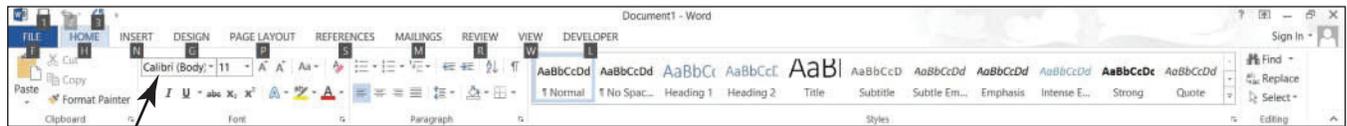
Use Access Keys

USE the document that is open from the previous exercise.

1. If necessary, Click the **Home** tab. Press the **Alt** key. KeyTips appears on the Ribbon and Quick Access Toolbar to let you know which key to use to access specific commands or tabs (see Figure 1-10).

Figure 1-10

Access Keys



Press the ALT key on keyboard to activate. To turn off, press the ALT key again. Each letter is associated with the tab on the Ribbon

2. Press **H** to activate the Home tab.
3. Press **PG** to open the Paragraph dialog box, and then click **Cancel**.
4. Press the **Alt** key again to display the KeyTips.
5. Press **P** to activate the Page Layout tab.
6. Press **O** to display the options to change the page orientation.
7. Press the **Alt** key twice to display the KeyTips again, and then press the **Alt** key to turn them off.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note Shortcut keys are keys or are a combination of keys pressed together to perform a command. Shortcut keys provide a quick way to give commands without having to take your hands from the keyboard. Keyboard shortcuts from previous versions of Word that began with Ctrl have remained the same, such as Ctrl+C (copy) and Ctrl+V (paste). However, Office 2007 introduced Access keys, which begin by pressing the Alt key. Later in the lesson, you learn to use Help to learn more about keyboard shortcuts.

SOFTWARE ORIENTATION

Backstage Screen

Before you begin working in Backstage, you need to be familiar with Microsoft's Office new UI. When you first launch Microsoft Word 2013, open a document, and click the File tab, you should see a screen similar to that shown in Figure 1-11. This is what is known as *Backstage view*.

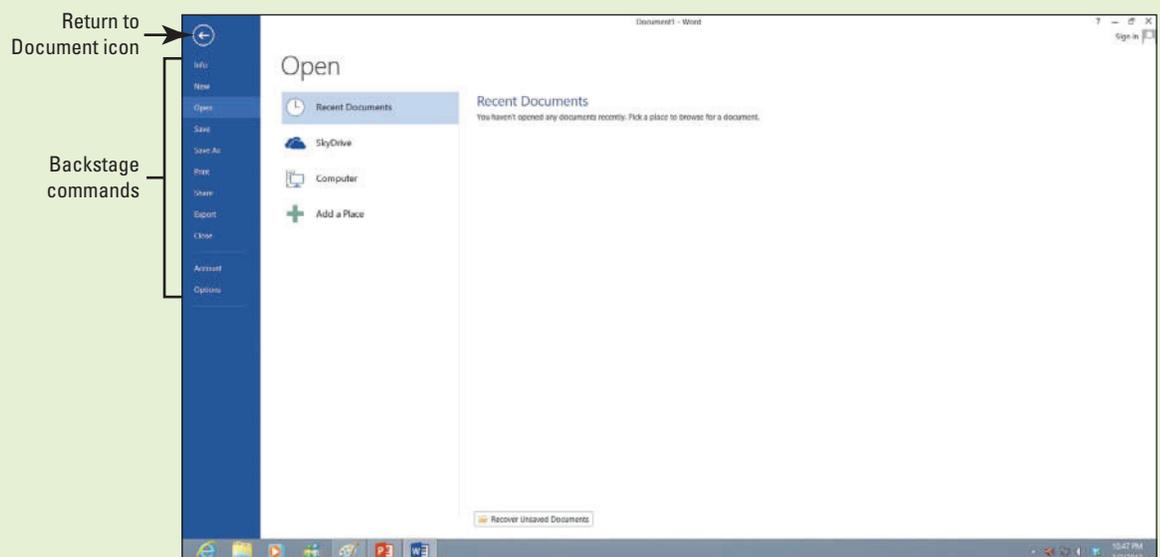


Figure 1-11

Backstage—The New Open screen

Use Figure 1-11 as a reference throughout this lesson as well as the rest of this book.

The Bottom Line

OPENING BACKSTAGE

Backstage view offers quick access to commands for performing many file management tasks—such as opening, closing, saving, printing, and sharing Word documents.

The new appearance for Backstage displays the command pane on the left side. These commands allow you to open, save, print, share, and export documents; to display accounts; and to customize options within Word 2013.

Here is a brief overview of the commands that appear in the Backstage of Word 2013:

- **Info:** The options in this group prepares and mark documents as final so that no changes can be made to them; protects documents with a password or restricted permissions; protects integrity of the document by adding a digital signature; checks the document for sensitive information; checks document accessibility and compatibility; and manages different versions of a document. The Document Properties can also be opened from this command.
- **New:** Creates a new document from a blank page or template.
- **Open:** Displays recently opened locations where documents were saved for quick access.
- **Save:** Saves the current document using the Word format and location you chose when you last used the Save As command.
- **Save As:** Enables you to save a document in multiple locations, such as your computer, flash drive, SkyDrive, or desktop area. This command also saves a document in a different file format (e.g., .pdf, .txt, .rtf, .htm, and so on).
- **Print:** Offers several sets of options—the **Print** options enable you to send documents straight to a default printer and choose the number of copies to be printed; the Printer options enable you to choose a printer and set printer properties; the **Settings** options enable you to change the settings for a page, and the **Preview** screen enables you to visually check your document for errors before printing.
- **Share:** Allows documents to be shared with family, friends, and colleagues by using SkyDrive, e-mail, presenting online, or publishing links on a blog post or social networking page.
- **Export:** Documents are saved in a PDF, XPS, or another type of format.
- **Close:** Closes an open document (the program remains open).
- **Account:** Displays how you can access your documents from any account and how information is shared via Flickr, Facebook, LinkedIn, and Twitter. Accounts must be activated to be viewed.
- **Options:** Includes the default Word document and setting options. The settings for Word can be changed in general options, document proofing options, save options, language preferences, editing options, and options for managing add-ins and templates and for keeping documents secure.

STEP BY STEP

Use Backstage View

As you begin this exercise, you should acquaint yourself with the new appearance to Backstage. In this exercise, you access Backstage by clicking the File tab. To return to your document screen, click the Return to Document icon circled left arrow  or press the **Esc** key.

USE the document that is open from the previous exercise.

1. Click the **File** tab (see Figure 1-11).
2. The default setting Info screen is automatically displayed.
3. Click each of the other commands in the left pane to view the options of each one.
4. Click **Return to Document**, which is a circled left arrow  icon or press the **Esc** key to exit Backstage. This action returns you to the document screen.

PAUSE. LEAVE the document open to use in the next exercise.



Another Way

You can also activate Backstage view by pressing **Alt+F**. Using this shortcut opens the Access keys in Backstage.



You learn about Backstage options in Lesson 13.

USING THE MICROSOFT WORD HELP BUTTON

The Bottom Line

Microsoft Word 2013 has options for accessing the Help features by pressing *F1* or clicking the question mark  in the upper-right corner of the screen. You can access help from Office.com or from your computer.

Take Note When you hover over a command on the Ribbon, a **ScreenTip** appears displaying the name of the command and additional information about the command. You also can click the Help button  to get more information and advice.

Using the Help Button

Microsoft Word Help works much like an Internet browser and has many of the same buttons, such as Back, Forward, Home, Print, and Use Large Text for easier reading. To access Help, press *F1* or click the question mark located in the upper-right corner of the screen. A quick way to find Help information is to type a word or words into the search box and then click the *Search* button. Word displays a list of popular searches as links—to access that topic click the link. Under Getting Started are more links to videos, training, tips for tablets, and more. In this exercise, you learn to open Word Help and to use Help by typing in search words.

The Help screen displays content available online (you must be connected to the Internet to access this content, which is located on Office.com). The advantage of being connected to the Internet is that you will have access to the latest articles, videos, and training when using the Help command. You can print Help information within the Word Help main window by clicking the Print button and pin the information to the Help screen to refer back to it quickly.

STEP BY STEP

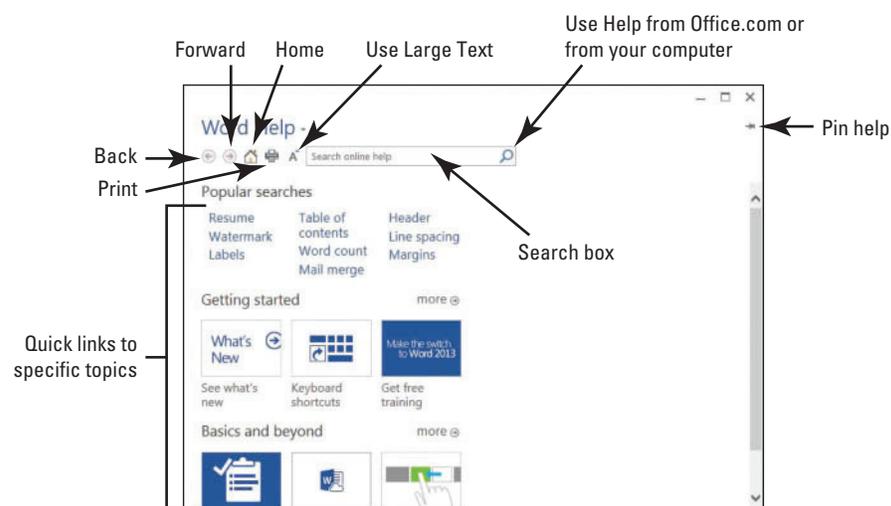
Use the Help Button

USE the document that is open from the previous exercise.

1. Make sure you are connected to the Internet.
2. Click the **Microsoft Word Help**  button in the upper-right corner of the screen or press **F1**. The *Word Help* window appears, as shown in Figure 1-12.

Figure 1-12

Word Help window



3. Under the section, “Getting started,” click the tile [See what’s new](#) and review the content. Then click the back arrow  to return to the Help menu.
4. Click the tile [Keyboard shortcuts](#), and then click [+Show All](#) and review the information displayed.
5. Click the [Home](#)  button to return to the main Help screen.
6. Click the [Close](#)  button to close Microsoft Word Help.

PAUSE. LEAVE the document open to use in the next exercise.

CREATING A DOCUMENT

The Bottom Line

You can create a document from a blank page or use a template that is already formatted. When you start typing text at the insertion point in a blank document, you have begun to create a Word document. As you type, Word inserts the text to the left of the insertion point and uses the program’s defaults for margins and line spacing. Word also has a number of tools and automatic features to make creating a document easier, including nonprinting characters, AutoComplete, and Word Wrap.

When you begin typing text into a document, it is inserted to the left of the insertion point and the document is created using the Word defaults for margins and line spacing. The margin defaults are set to one-inch top, bottom, left, and right margins; the line spacing is set to 1.08; and the spacing after each paragraph is set to 8 points. Later you learn to begin a new document by selecting the single-spaced document with the margins set to one inch.

Displaying Nonprinting Characters

When documents are created, Word inserts **nonprinting characters**, which are symbols for certain formatting commands, such as paragraphs (¶), indents and tabs (→), and spaces (•) between words. These symbols can help you create and edit your document. By default, these symbols are hidden. To display them, click the Show/Hide (¶) button in the Paragraph group of the Home tab. When you print your document, these hidden symbols do not appear. In this exercise, you learn to display nonprinting characters in Word.

STEP BY STEP

Display Nonprinting Characters

USE the document that is open from the previous exercise.

1. On the Home tab, in the Paragraph group, click the [Show/Hide \(¶\)](#) button to display the nonprinting characters in the document.
2. Click the [Show/Hide \(¶\)](#) button again to hide the nonprinting characters.
3. Press **Ctrl+Shift+*** to once again display the nonprinting characters. This time, leave Show/Hide on.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION READY? 1.4.7

How would you turn on Show/Hide?

After you create your first document, you see the filename on the document title bar, which displays as *Document1*. Word assigns chronological numbers to all subsequent files that you open in that session. When you save and name your documents, the name you assign replaces the document number name originally assigned by Word. When you close and reopen Word, the program begins its chronological numbering at number 1 again.

Hiding White Space

The **white space** is the space between pages of the document. This appears at the top and bottom of each page with the gray area separating the pages. By default, this appears in Print Layout view. You can change the view of the document to reduce the amount of gray appearing by double-clicking between the pages. In this exercise, you learn to hide and unhide the white space.

STEP BY STEP**Hide White Space**

USE the document open from the previous exercise.

1. Make sure your insertion point is at the beginning of the document. Place the mouse below the Ribbon until you see the ScreenTip *Double-click to hide white space* and then double-click. Notice the gray border line representing the white space becoming thinner.
2. Place the mouse over the gray border line until you see two arrows again and then double-click. This reveals the white space.

PAUSE. LEAVE the document open to use in the next exercise.

Using AutoComplete

The **AutoComplete** feature automatically completes the text of the current date, day of the week, and month. When you type the first four characters of the day of the week, a ScreenTip appears with a suggestion for the completed text; press Enter to accept the suggestion. AutoComplete reduces the amount of time spent typing content or phrases in a document. The AutoComplete feature is turned on by default and can be turned off in the Word Options settings. In this exercise, you learn to use Word's AutoComplete feature.

STEP BY STEP**Use AutoComplete**

USE the document open from the previous exercise.

1. Type the name of the current month; as you type the first four characters, a ScreenTip appears. Press **Enter** to accept the suggested text.
2. Press the **Spacebar** and the current day and year appears, and then press **Enter**.

PAUSE. LEAVE the document open to use in the next exercise.

Entering Document Text

Entering document text is easy in Word. Word sets default margins and line-spacing measurements for newly created documents, and **Word Wrap** automatically wraps text to the next line as it reaches the right margin. To separate paragraphs and create blank lines, press Enter. In this lesson, you create a letter using the Block Style format with mixed punctuation. Be sure to type the document text exactly as shown in the steps that follow—in a later lesson, you learn to format the document.

When sending professional correspondence to customers, it is good business practice to ensure the document is in an acceptable format and error free. The Block Style letter format has open or mixed punctuation and is common to many business documents. **Block Style** format aligns text along the left margin, including the date, inside address, salutation, body of the letter, closing, and signature. **Open punctuation** requires no punctuation after the salutation or the closing, whereas **mixed punctuation** requires a colon after the salutation and a comma after the closing.

**Another Way**

To use AutoComplete, you can also type the first four characters of the current day of the week, and then press *Enter* or *F3*.

STEP BY STEP**Enter Document Text**

USE the document that is open from the previous exercise.

1. The insertion point should be positioned at the end of the year. Press **Enter** twice.
2. Type the delivery address as shown:
Ms. Miriam Lockhart (Press **Enter** once.)
764 Crimson Avenue (Press **Enter** once.)
Boston, MA 02136 (Press **Enter** twice.)

3. Type **Dear Ms. Lockhart:**
4. Press Enter once.
5. Type the following text and press **Enter** once after each paragraph.

We are pleased that you have chosen to list your home with Tech Terrace Real Estate. Our office has bought, sold, renovated, appraised, leased, and managed more homes in the Tech Terrace neighborhood than anyone and now we will be putting that experience to work for you.

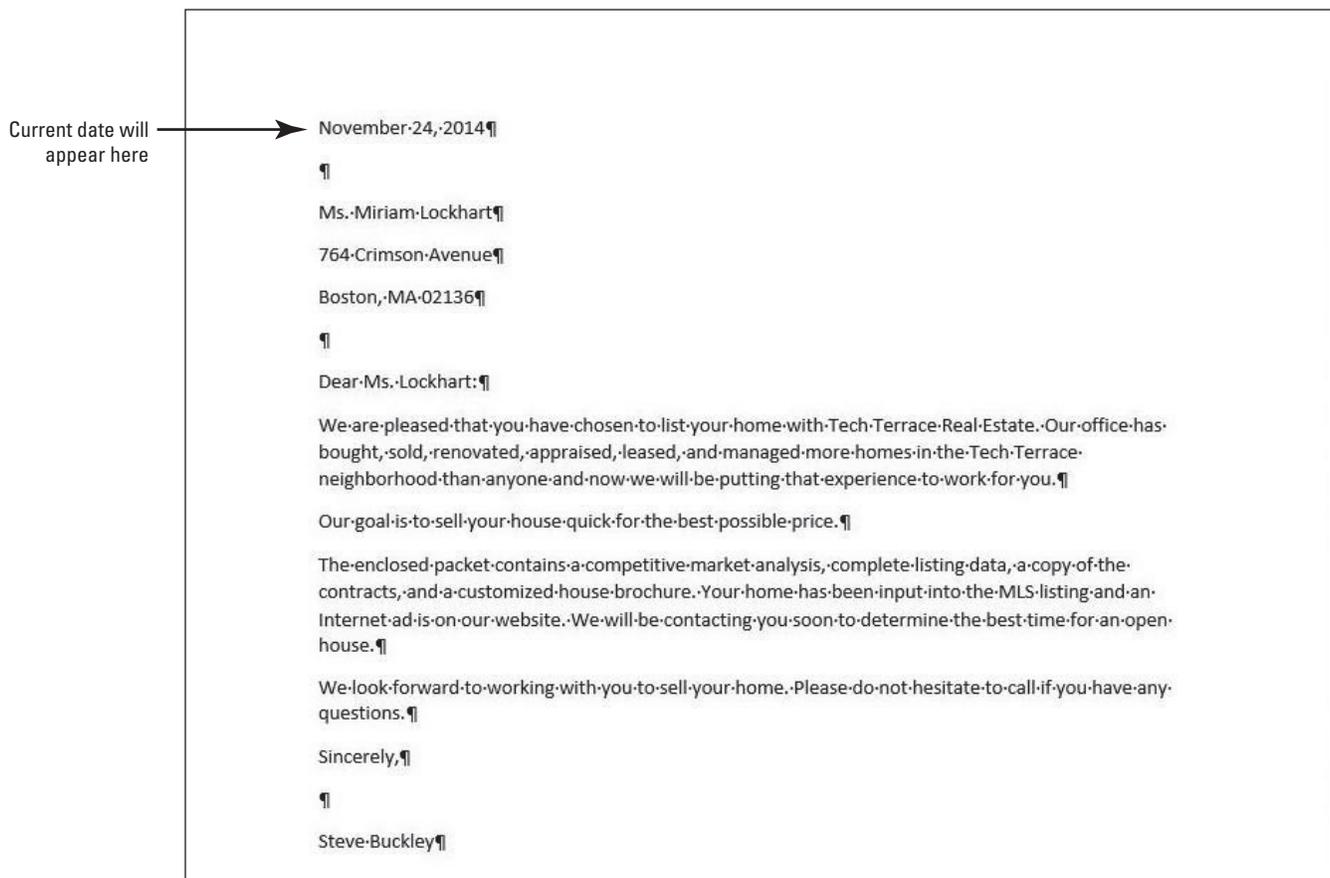
Our goal is to sell your house quick for the best possible price.

The enclosed packet contains a competitive market analysis, complete listing data, a copy of the contracts, and a customized house brochure. Your home has been input into the MLS listing and an Internet ad is on our website. We will be contacting you soon to determine the best time for an open house.

We look forward to working with you to sell your home. Please do not hesitate to call if you have any questions.
6. Press **Enter** once.
7. Type **Sincerely,**
8. Press **Enter** twice.
9. Type **Steve Buckley**. Your document should appear as shown in Figure 1-13. This letter still needs to be formatted in an accepted mailable format and this is discussed in a later lesson.

Figure 1-13

Block Style format with mixed punctuation



**CERTIFICATION
READY?**

1.1.1

PAUSE. LEAVE the document open to use in the next exercise.

How do you create a new document?

Take Note To create a new blank document, click the *File* tab and then click the *New* command. Select the first option, *Blank document*, and Word 2013 automatically opens a new document. You can also open a new blank document using the keyboard shortcut *Ctrl+N*.

It is always important to save your document before closing the program. However, if you close the document or Word by accident, a prompt appears, asking whether you want to save your document. Choose *Yes* to save and close, *No* to close without saving, or *Cancel* to stop the Close command. The Spelling & Grammar commands are discussed in a later lesson.

SAVING A DOCUMENT

The Bottom Line

By default, newly created documents are saved with a specific filename closely related to the content of the document so that you can locate the file quickly. After editing an existing document, you can choose to save that document with a new filename, file format, or in another location. When saving a document to the Cloud, such as SkyDrive, you have access to your documents at any computer or tablet and can share them with others. In some cases, you might want to save the original and edited documents in the same place but with different filenames. Keeping the original document allows you to reference it at a future date on any computer.

Saving a Document for the First Time

When saving a document for the first time, you must specify a filename, the file type, and a place where you can access the document. The filename should help users find and identify the file, and the file location should be convenient for the file's future users. You can save files to portable storage devices such as a flash drive, to your computer's desktop or hard drive, to a network location, or to SkyDrive. Word 2013 enhanced the Save As command, which allows users to save their work to the cloud and access the document quickly from any computer or tablet. In Lesson 13, you learn to save documents to SkyDrive. In this exercise, you learn to save a document with a specific filename to your flash drive.

STEP BY STEP

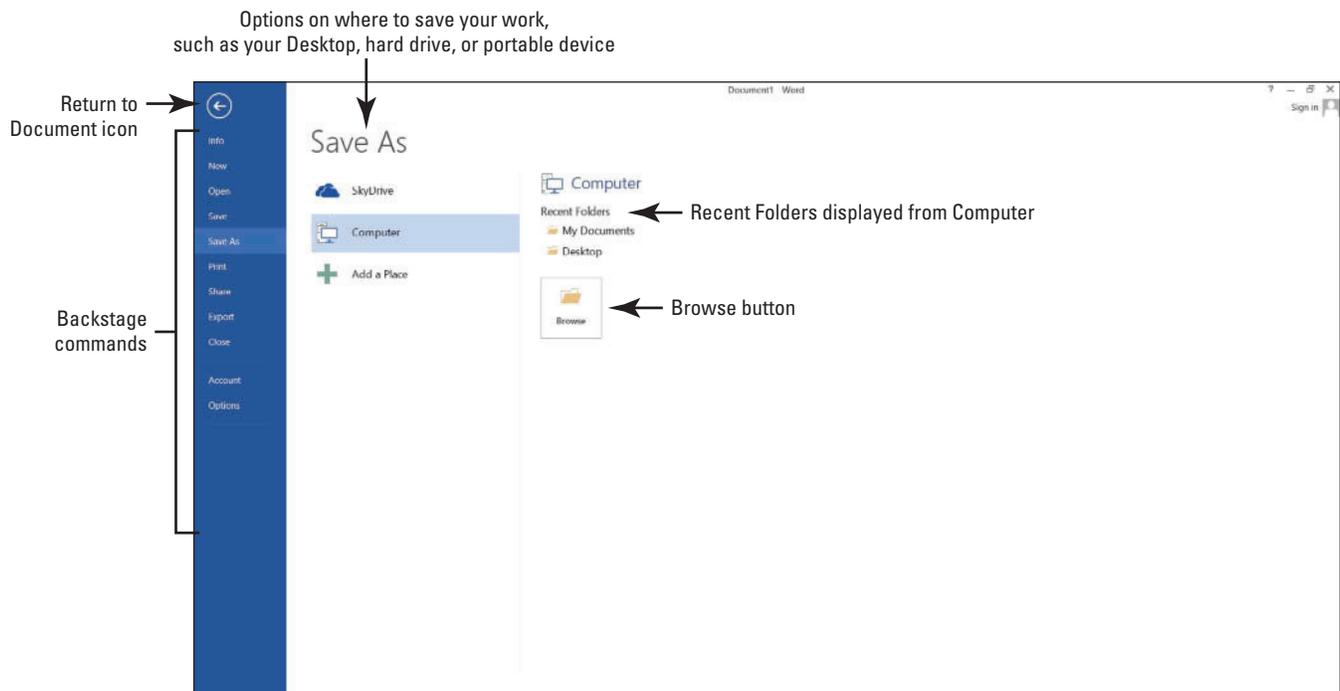
Save a Document for the First Time

USE the document that is open from the previous exercise.

1. If necessary, connect your flash drive to one of the USB ports on your computer.
2. Click the **File** tab, and then click the **Save As** command. The new Save As screen is shown in Figure 1-14. There are three options available to save your document: SkyDrive, Computer, and +Add a Place. Click **Computer**. The right side of the screen changes and displays Recent Folders that have been opened.

Figure 1-14

The New Save As screen



3. Click **Browse**. The *Save As* dialog box opens. In the Windows 8 environment, the Documents Library is the default location for saving new files. Change the location from the default to your flash drive by using the vertical scroll bar and scrolling down until you see your flash drive. Storage devices are given a specific letter identified by the operating system. For example, your flash drive might be labeled as **TravelDrive (I:)**.
4. Click the **flash drive** to open that location to save your document.
5. Type **Tech Terrace Letter** in the File name box and click **Save**. By default, the first few characters that you typed in your document appear in the File name box. Drag the mouse over the text and press **Delete** or begin typing over the highlighted text.
6. If a prompt appears to upgrade to the newest format click the **OK** button. This action allows you to use the new features in Word 2013.



Another Way

You can also save a document by clicking the **Save** button on the Quick Access Toolbar or by pressing **Ctrl+S**.

PAUSE. LEAVE the document open to use in the next exercise.



Cross Ref

It is a common business practice to send documents as an attachment through e-mail. When documents are opened as an attachment, they open in Protected view. Protected view is covered in greater depth in Lesson 13.

Saving a Document in a Folder

Folders help you organize the documents you create in Word. The documents that you open for Word 2013 are organized in folders by lesson. To help you manage documents for this lesson, you create a folder in your flash drive. You can also create a folder within a folder, and the new folder is called a *subfolder*. Always remember to check the full location path listed in the *Save As* address bar to be certain that you have identified the right location. In this exercise, you create a new folder on your flash drive and save the document in that folder with its original filename.

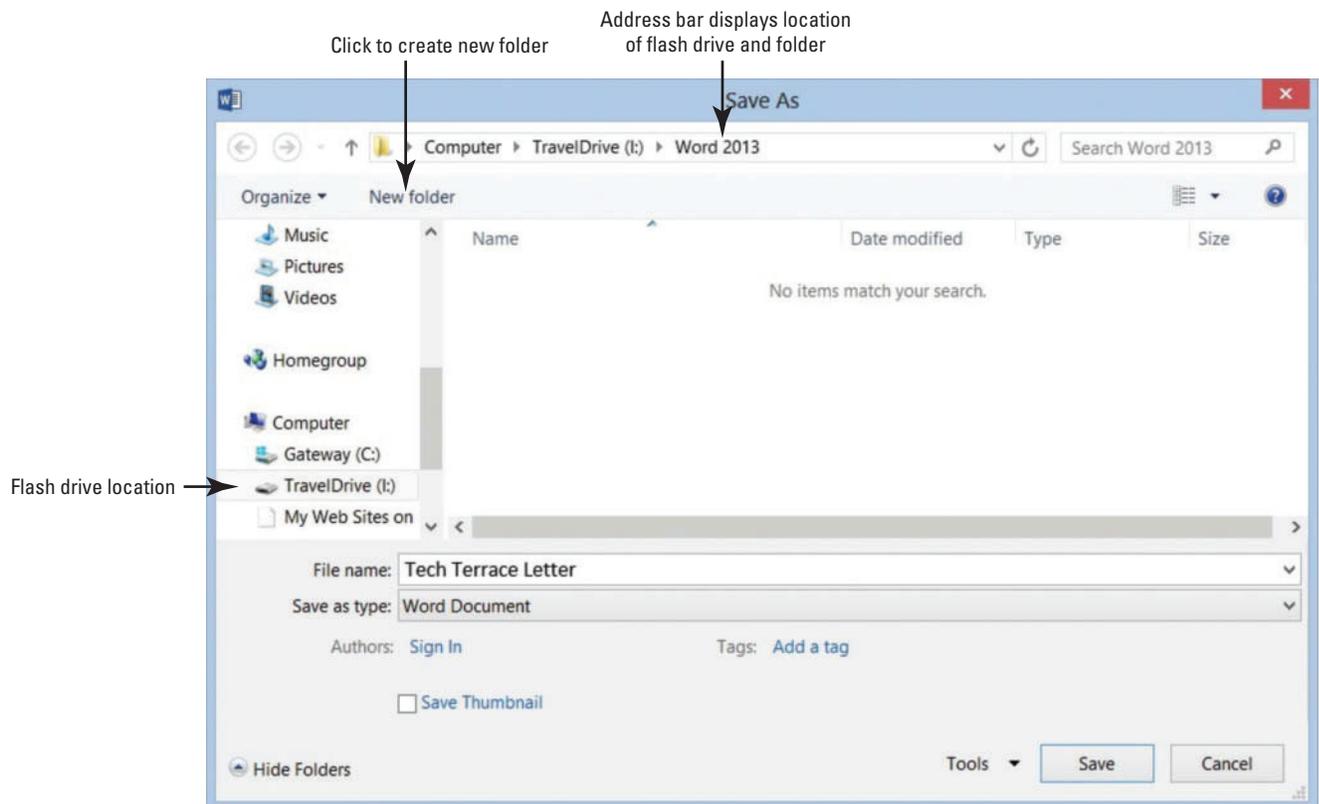
STEP BY STEP Save a Document in a Folder

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Save As**.
2. Click **Computer**. Under the Computer heading, you should see your flash drive under Current Folders. Click your flash drive—the *Save As* dialog box opens.
3. Click **New folder** located below the address bar and type **Word 2013**. Press **Enter**.
4. In the main pane of the dialog box, double-click the **Word 2013** folder; notice the address bar displays your flash drive followed by *Word 2013*, as shown in Figure 1-15. Note also that the flash drive TravelDrive (I :) in Figure 1-15 might not appear on your screen; therefore, you need to check with your instructor for the correct path. **Tech Terrace Letter** should already appear in the File name box.

Figure 1-15

Save As dialog box in a specific folder



5. Click **Save** to close the dialog box.

PAUSE. LEAVE the document open to use in the next exercise.

**Troubleshooting**

AutoRecover is a feature that automatically saves your data at scheduled intervals. By default, Word 2013 saves your work every 10 minutes. This makes it possible to recover some of your work if a problem occurs. However, this useful option is not a substitute for frequently saving your documents as you work. You should always click the **Save** button regularly to avoid losing work in case of a power outage or computer crash.

Saving a Document with a Different Name

You can use the Save As command to save a copy of your document with a new filename, to save the document in a new location, or to save the document as a different file type. In this exercise, you learn to save an existing document with a new filename in the Word 2013 folder.

STEP BY STEP

Save Document in a Folder with a Different Name



Another Way

The Save As dialog box can also be opened by pressing *F12*. To locate your flash drive, click the drop-down arrow beside the address bar at the top of the dialog box, and then scroll through the listings and click the flash drive.

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click the **Save As** command. On the right side of the screen under Current Folder, you should see the folder that you created.
2. Click **Word 2013** and the Save As dialog box opens.
3. Type **Tech Terrace2** in the File name box.
4. Click **Save**.

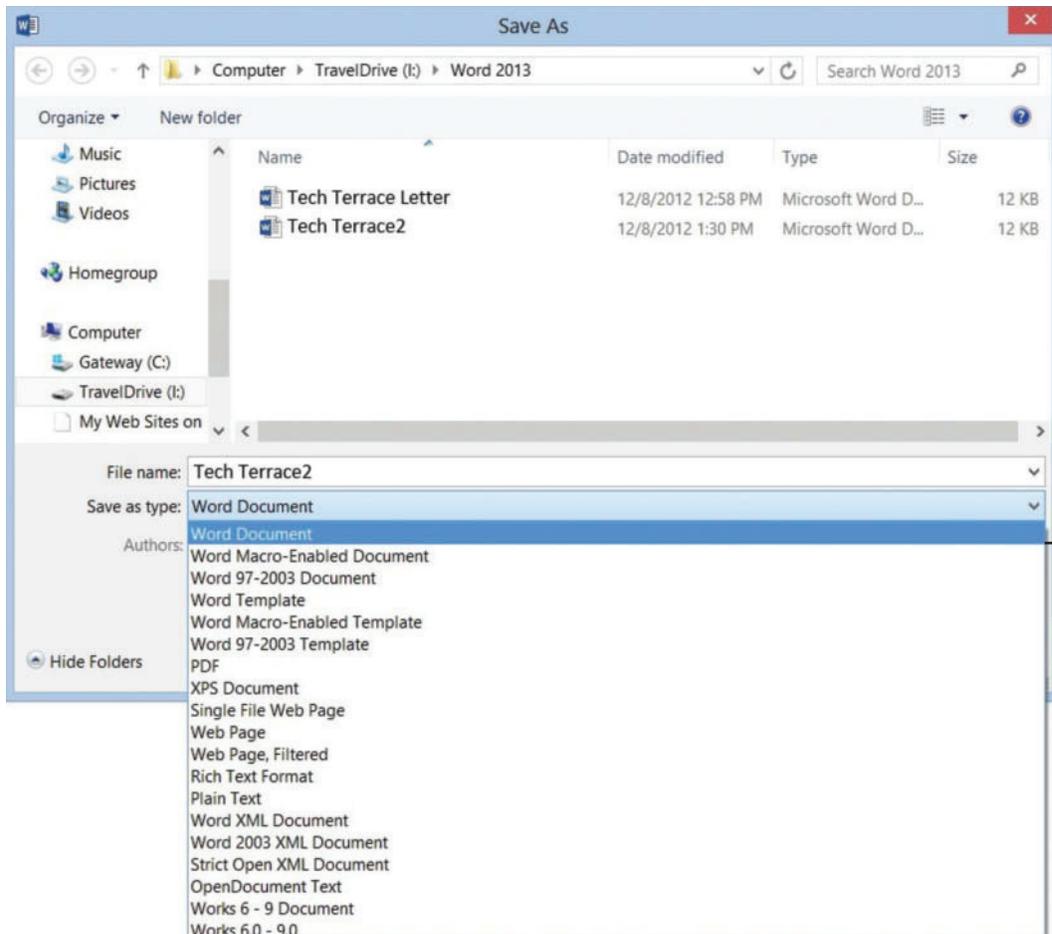
PAUSE. LEAVE the document open to use in the next exercise.

Showing File Extensions

Word gives you the option of saving your document in a number of formats considered as non-native file types (see Figure 1-16), such as a Word template, web page, Rich Text Format, and PDF (Portable Document Format) file, which safeguards the document and preserves the intended formatting for viewing and printing. A document's file type is embedded in the filename as a file extension. A document saved with one of the file types shown in Figure 1-16 can be opened and

Figure 1-16

File type formats



The Save as type produces a listing of different file types

edited in Word. File extensions are associated with certain programs. (The Save as type drop-down list shows the file type formats available in Windows 8 and Windows 7, and Table 1-1 provides a description for some of the file extensions.) In this exercise, you learn how to display file extensions in Windows 8 and in Windows 7.

Table 1-1

File Extensions

File Type	Description
Word Document (*.docx)	Used for Microsoft Word 2007, 2010, and 2013.
Word 97-2003 (*.doc)	Used for Microsoft Word 97-2003.
Word Template (*.dotx)	Template for Microsoft Word 2007, 2010, and 2013.
Word 97-2003 Template (*.dot)	Template for Microsoft Word 97-2003.
PDF (*.pdf)	Portable Document Format, which preserves the intended formatting of a file for later editing, viewing, and printing. PDF files open with Adobe Reader. In Word 2013, you can edit PDF documents.
XPS Document (*.xps)	XPS is a file format that preserves document formatting and enables file sharing.
Web Page (*.htm,*.html)	Both extensions denote HTML files, which is an acronym for the Hypertext Markup Language format. These type of documents open in a web browser.
Rich Text Format (*.rtf)	RTF documents are opened with text editor programs such as Notepad, WordPad, and Microsoft Word. Only limited formatting is allowed.
Plain Text (*.txt)	Plain text documents are associated with Notepad, WordPad, and Microsoft Word. The .txt extension does not permit formatting other than spaces and line breaks.
OpenDocument Text (*.odt)	Used by some word processing applications such as OpenOffice.org and Google docs. Some Microsoft Word formatting might be lost when files are saved in the .odt format.

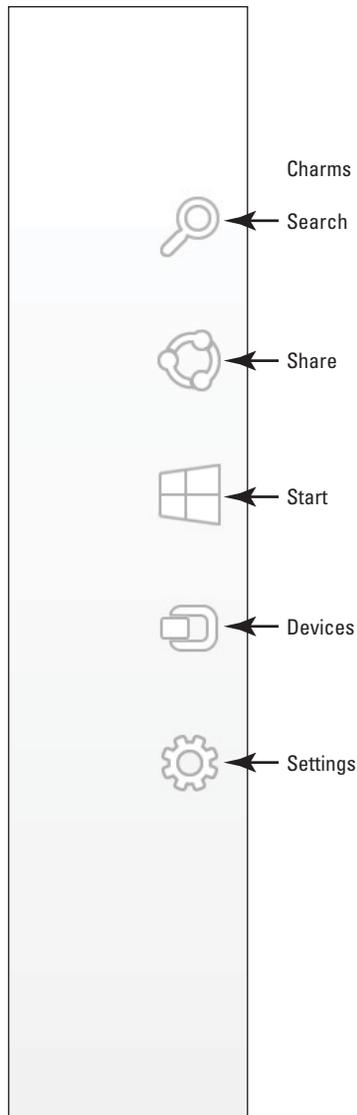
STEP BY STEP**Show File Extensions in Windows 8**

USE the document that is open from the previous exercise.

1. Hover the mouse in the upper-right edge of the screen until the Windows 8 Charms appear on the right side of the screen (see Figure 1-17). Another way to display the Windows 8 Charms is to press the keyboard combination **Windows logo key +C**. The Windows logo key is located on the keyboard.

Figure 1-17

Windows 8 commands on the Charm Bar.



2. Click the **Settings**  icon. A command pane appears on the right side.
3. Under Settings, click **Control Panel**. The Control Panel opens. The Control Panel contains a menu bar. (If the menu is not visible, press the ALT key to display the menu).
4. Click **Tools** on the menu bar.
5. Click **Folder options**. The *Folder Options* dialog box opens with the General tab as the active tab.
6. Make the **View** tab active by clicking on the tab.
7. Under the Files and Folders heading, locate **Hide extensions for known file types** and then click in the check box to remove the check mark. By default, the file extensions are hidden. When the check mark is removed, the file extensions will be displayed on the title bar each time you open a new document. Note, the document that is opened, needs to be closed and reopened to see the file extension associated with Word 2013.
8. Click **OK** to close the *Folder Options* dialog box, and then click the **Close**  button to close the Control Panel.

PAUSE. The Word program is still open from the previous exercise.



Another Way

In Windows 8, file extensions are off. If the file extensions on your computer are hidden, you can show them in Windows 8. Click the Windows 8 Search charm. Type *Control Panel*. Select *Control Panel > Tools > Folder options > View* tab. Clear the check box by Hide Extension for known file types.

STEP BY STEP**Show File Extensions in Windows 7****Another Way**

By default, file extensions on your computer are hidden, you can show them in Windows 7 using two different methods. Either choose *Start > Control Panel > Appearance and Personalization > Folder Options* or choose *Start*, type *folder options* in the Search box, and press *Enter*.

USE the document that is open from the previous exercise.

1. Click **Start**. In the Search box, type **Show hidden files and folders**.
2. Click **Show hidden files and folders** under the Control Panel.
3. The *Folder Options* dialog box appears. Click the **View** tab, and then clear the **Hide extensions for known file types** check box. In some cases, the System Administrator who manages the lab environment might set up the computers in the lab so that each computer system displays the same. Check with your instructor to see whether the file extensions will display on your computer.
4. Click **OK** to close the dialog box.

PAUSE. The Word program is still open from the previous exercise.

Choosing a Different File Format

Some individuals and companies might have not upgraded their Office suite to the latest version of Office 2013 and might still be working in an earlier version, such as Word 2003. Changing the file format of a document allows those individuals and companies to open and edit your document without losing its text formatting. In this exercise, you learn to save a document in a format compatible with an earlier version of Word.

STEP BY STEP**Choose a Different File Format**

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Save As** to open the Save As screen.
2. Under Current Folder, click **Word 2013**. The folder you created earlier opens.
3. In the Save as type box, click the drop-down arrow and choose **Word 97-2003 Document (*.doc)**.
4. Type **Tech Terrace2 97-2003** in the File name box. Click **Save**. You should see the .doc extension in the File name box—the file extension is associated with a previous version of Word. On the title bar, the file extension appears along with Compatibility Mode. In the next exercise, you learn about Compatibility Mode.

PAUSE. **LEAVE** document open for the next exercise.

Converting a Document

Compatibility Mode enables you to work in a document created in an earlier version of Word without saving the file in a different file format. In this exercise, you learn to use the Convert command to clear the compatibility options and convert a document to the Word 2013 file format.

STEP BY STEP**Convert a Document**

USE the document that is open from the previous exercise.

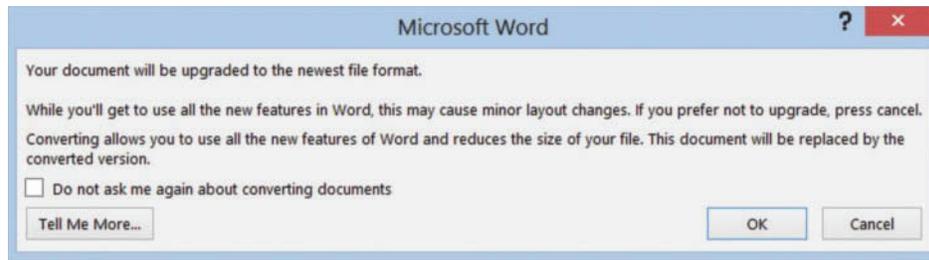
1. With the **Tech Terrace2 97-2003.doc** document open, click the **File** tab.
2. In the main pane of the Info command, click **Convert**, and then click **OK** to confirm the conversion, as shown in Figure 1-18. Converting the document clears the Compatibility Mode on the title bar and upgrades your document to Word 2013 format, which allows you to access Word's new features.

**CERTIFICATION
READY? 1.5.2**

How do you save a document in a different file format?

Figure 1-18

Convert prompt

**CERTIFICATION
READY? 1.5.7**

How do you maintain backward compatibility by converting a document?

3. To save the document in the Word 2013 file format, click the **File** tab.

4. Click **Save As**, and then click the **Word 2013** folder. Then in the File name box, type **Tech Terrace Update**. Click **Save**. The filename displays the .docx extension in the title bar after the file name.

PAUSE. LEAVE the document open for the next exercise.

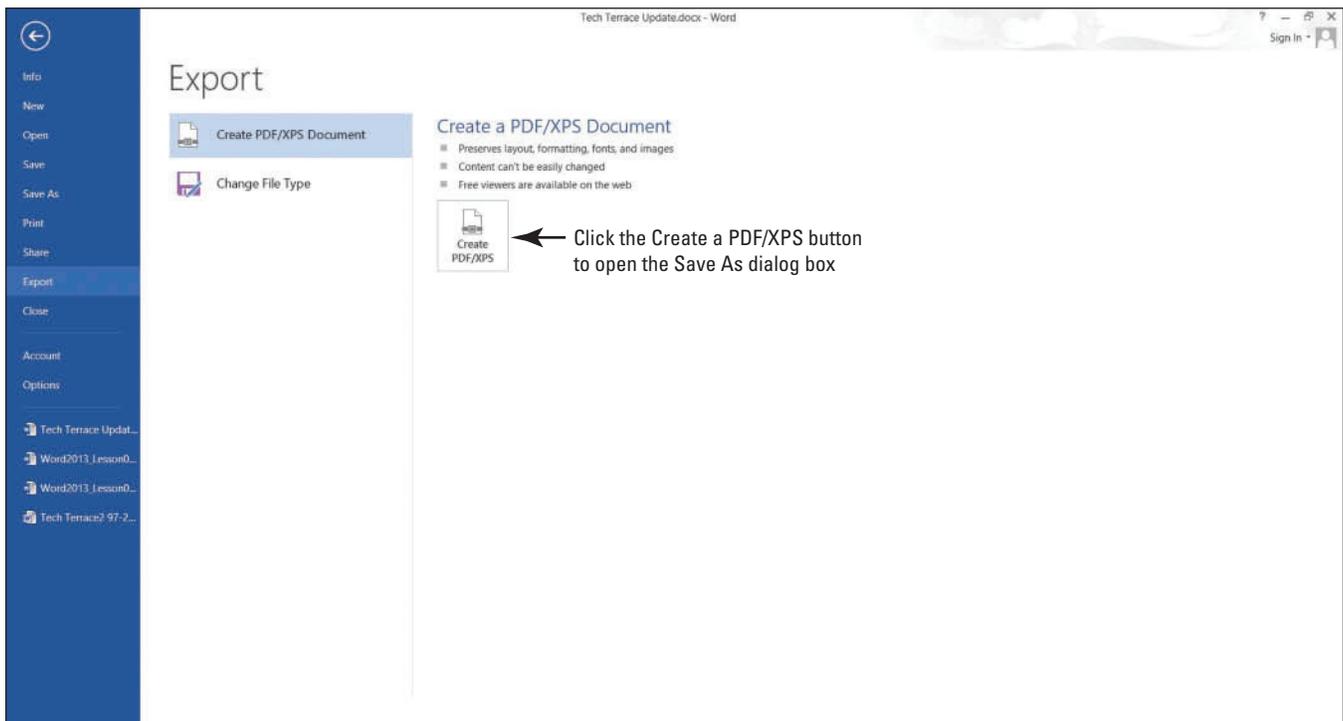
STEP BY STEP**Export a Document to a PDF**

USE the document that is open from the previous exercise.

1. Now you export the document to a PDF file format. Click the **File** tab and click the **Export** command. The Export screen opens (see Figure 1-19). You use the Export command to share your documents with others. Publishing the document as a PDF file preserves the formatting. You can also select what you want to share before exporting. In Lesson 13, you learn to select what you want to share.

Figure 1-19

Export screen



2. Click the **Create PDF/XPS** button. The *Publish as PDF or XPS* dialog box opens, and the Word 2013 folder automatically opens.

3. In the File name box, type **Tech Terrace 3**. In the Save as type box, notice that the PDF (*.pdf) is showing. The file extension is automatically selected when using the Export command.
4. Click **Publish**. By default, the document will not open after the file is published. To open the document in a reader format, enable the *Open file after Publishing* check box.
5. Click **File**, and then click **Close** to close the Word document.

PAUSE. LEAVE Word open for the next exercise.

Take Note PDF is a popular Save As format for documents and preserves document formatting for viewing. Word 2013 now allows editing documents that are saved in a PDF format. In a later lesson, you learn to edit a PDF document. To edit in PDF format, you must download the appropriate add-in from microsoft.com.

SOFTWARE ORIENTATION

Template Options in Backstage

You can work more efficiently by basing many of your new documents on templates that Word provides—there are many choices available for working with different templates, as shown in Figure 1-20 (you will likely see a different selection of templates than shown in this figure).

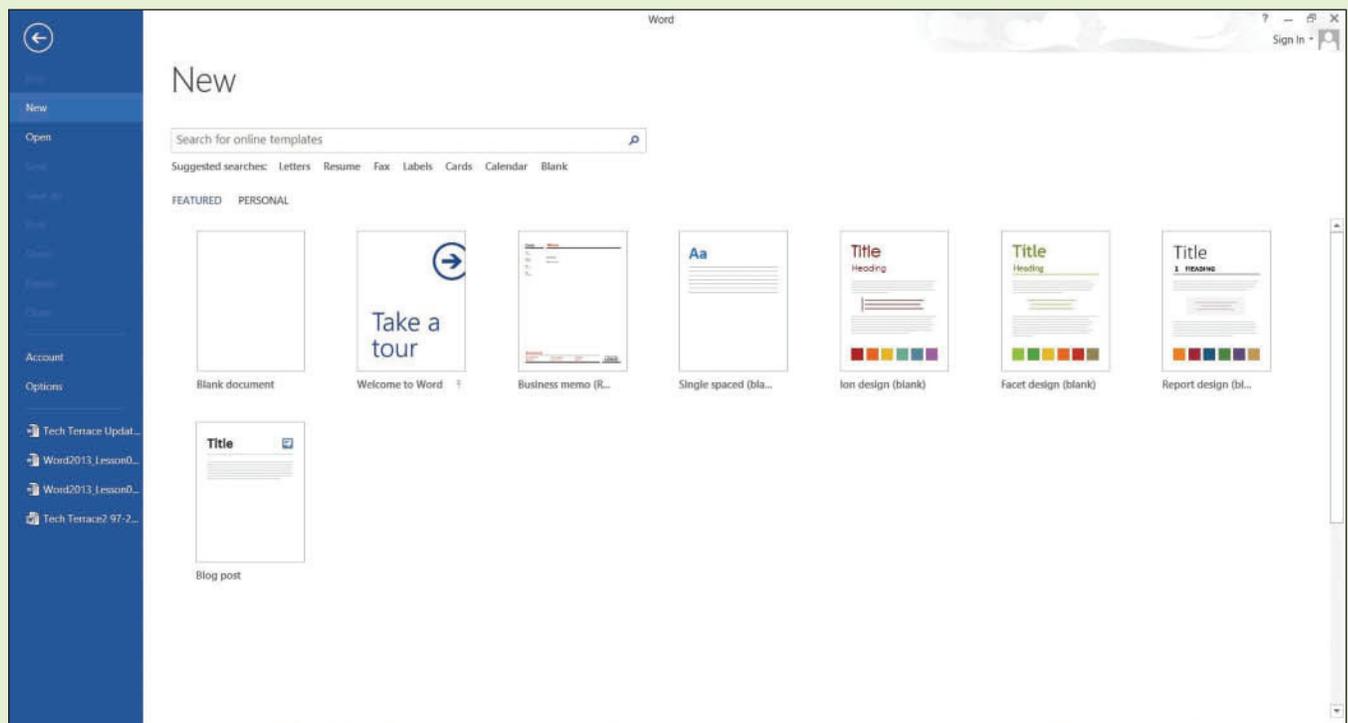


Figure 1-20

New screen displaying templates

Using templates keeps you from having to recreate the layout and formatting of recurring documents such as interoffice memorandums, monthly newsletters that you share with employees, recordings of minutes from meetings, and more. The New command has many options to select a template of your choice. You can work with templates that are already installed or search for a template online.

The Bottom Line

WORKING WITH TEMPLATES

You can choose from many different categories of templates, such as letters, resumes, faxes, labels, cards, calendars, and more. Some templates are preinstalled with Word and there are more options available online. A **template** is a master document with predefined page layout, fonts, margins, and styles that is used to create new documents with the same basic formatting. Templates are reusable even if you saved the document with a different file name. In this exercise, you locate an installed template, enter information, and save the document as a template.

Locating a Template Installed on Your Computer

Microsoft continues to add new templates to its categories. If you are looking for a document that contains no formatting, single spaced, margins at one-inch top, bottom, left, and right, then the Single spaced (blank) document template will do just that. In this exercise, you select this template to create and save a Word document.

STEP BY STEP

Locate a Template Installed on Your Computer



GET READY. OPEN Word if it is not already open.

1. Click the **File** tab, and then click **New**. The New screen displays the available templates as shown in Figure 1-20. Scroll down and review the accessible templates. First determine what type of document needs to be created. For this exercise, you select a blank template.
2. Click the **Single spaced (blank)** document, and then click the **Create** button.
3. Display the Show/Hide button (¶) to show paragraph marks.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION
READY?

1.4.7

How would you turn on
Show/Hide?

Creating a Document Using a Template

STEP BY STEP

Create a Single-Spaced Document Using a Template



GET READY. OPEN Word if it is not already open.

1. Click the **File** tab, and then click **Save As**. In the Save As screen, click **Computer**. Under Recent Folders, click the **Word 2013** folder to open that location. In the File name box, type Welcome Memo. Click **Save**.
2. Type the document as follows and press the **Tab** or **Enter** key as indicated. By pressing the **Tab** key twice, you are aligning the text at the one-inch marker on the ruler.
Forest Hills Home Owner's Association [Press **Enter** three times.]
To: [Press **Tab** twice.] **New Neighbor Welcoming Committee Members** [Press **Enter** twice.]
From: [Press **Tab** twice.] **Committee Chair** [Press **Enter** twice.]
Date: [Press **Tab** twice.] **December 15, 20XX** [Press **Enter** twice.]
Subject: [Press **Tab** twice.] **Meeting and Refreshment Schedule** [Press **Enter** twice.]
Thank you for volunteering to be on the New Neighbor Welcoming Committee.
Enclosed please find the meeting and refreshment schedule for the next six months.
See you in January!
3. **SAVE** the document leave open for the next exercise.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION
READY?

1.1.2

How do you create
a document using a
template?

Finding Templates on the Internet

Microsoft offers numerous templates online and other templates are also available from third-party providers, as well as other users in the community. You can select from a category using the Office.com Templates section or search for a template using the Search bar and searching by keywords.

You can also use the Help feature and search for additional information on templates on your computer or online. You must be connected to the Internet to search for templates online. In this exercise, you select a template category and view a listing of templates online.

STEP BY STEP

Find Templates on the Internet

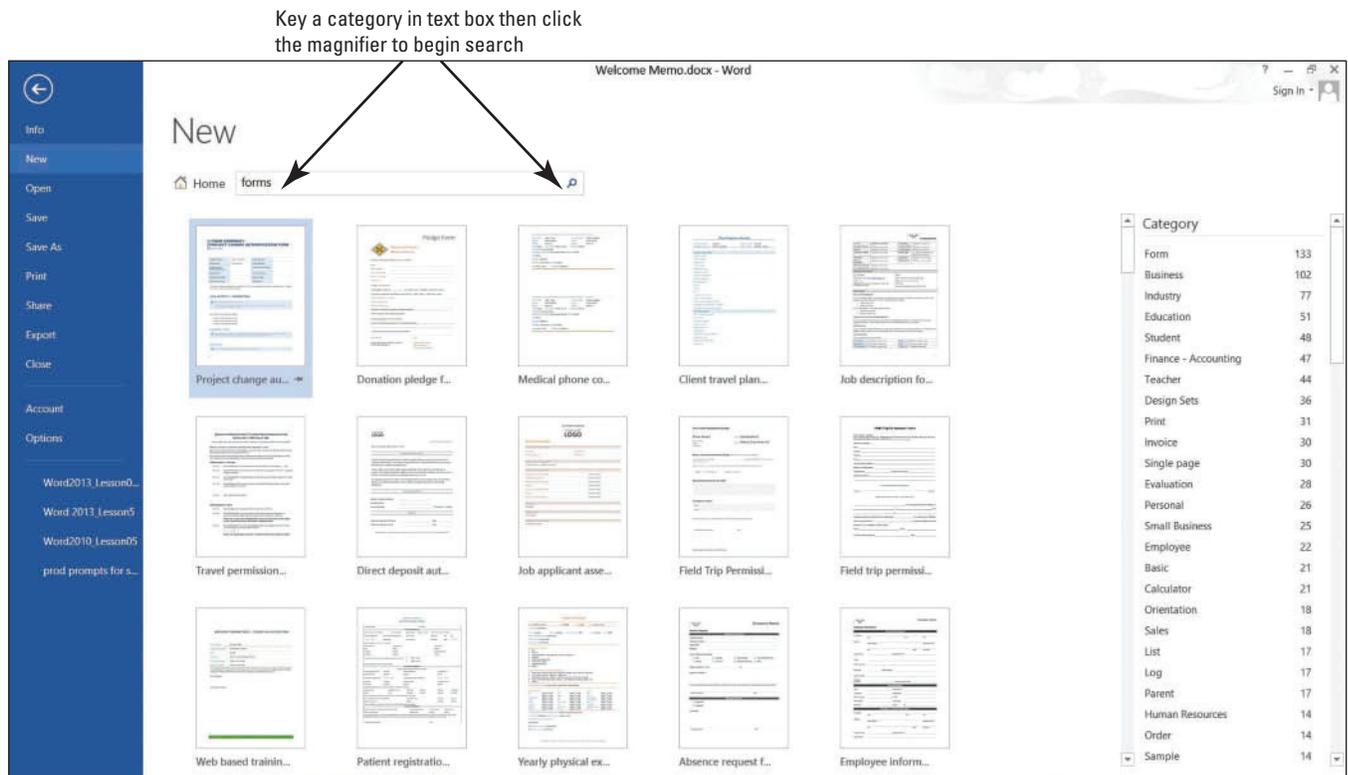


GET READY. OPEN Word if it is not already open.

1. Click the **File** tab, and then click **New**.
2. In the Search for online templates box, type **forms**, and then click the **Start Searching**  button. Additional templates are displayed as shown in Figure 1-21. You can also filter the templates by category to narrow your search. Preview by using the scroll bar and select any template. Click **Create**.

Figure 1-21

Online templates



3. **CLOSE** the forms template and do not save.
4. As the assistant to the Tech Terrace Real Estate manager, you are in the beginning stages of gathering the materials together for the annual report. You decide to use one of the available templates in Word 2013. Click the **File** tab, and then select **New**.
5. In the Search for online templates box, type **Annual Report (Timeless design)**, and then click the **Start Searching**  button. Select the template with the image, and then click **Create**. The template will download.
6. Complete the placeholders with the following text: type text inside the brackets, **[FY [Year]]**. Click the drop-down arrow by the year and select the current date—note the year displays in the placeholder. As you gather information for the report, you begin entering data into the document.
7. Click **File**, and then click **Save As**. In the *Save As* dialog box screen, click **Computer**. Under Current Folders, select the Word 2013 folder.



Another Way

You can double-click on a template to open it.

8. In the File name box, type **Annual Report**.
9. Change the file type by clicking the drop-down arrow and select **Word Template (*.dotx)**. Note that you might need to select your flash drive again because Word automatically saves templates to the Templates folder located on the computer.
10. Click **SAVE**.

PAUSE. LEAVE the document open for the next exercise.

Take Note You must be connected to the Internet to view online templates.



Workplace Ready

USE TEMPLATES TO SAVE TIME AND MONEY

Templates are a great tool for helping create documents in the workplace. Companies can create professional-looking marketing plans, brochures, invoices, timesheets, and other common documents directly from the supplied templates. By using the supplied templates, companies can save time and money from creating complex documents from scratch.

Take Note To find additional information on templates, use the Help feature by pressing the *F1* button or click the *Help* button.

PREVIEWING AND PRINTING A DOCUMENT

The Bottom Line

The Print command is located on the File tab in Backstage. There are three groups of printing options available, which are the printing properties and settings. The Preview pane gives you an opportunity to see what your printed document will look like so you can correct errors before printing.

Previewing in Backstage

Before printing your document, you need to preview its contents so you can correct any text or layout errors. In this exercise, you learn to use Backstage to preview your document.

The Print command feature includes three sets of options: Print, Printer, and Settings. Choosing the Print button automatically prints the document to the default printer using the default settings. Use the selection arrow to change the number of copies to be printed. The Printer options enable you to select a printer, print to file, or change printer properties. Use the Settings options to print only specific pages or selections of the document, collate the document, and so on. You also have access to Page Setup here, where additional settings can be changed on the document. You learn more about changing the document's layout in Lesson 5.

The Preview screen to the right of the Print options settings enables you to view your document as it will appear when it is printed, so you can make any necessary changes, such as changing the margins or orientation, before printing. The Preview screen lets you preview every page by clicking on the right and left arrows to page through multiple-page documents.

STEP BY STEP

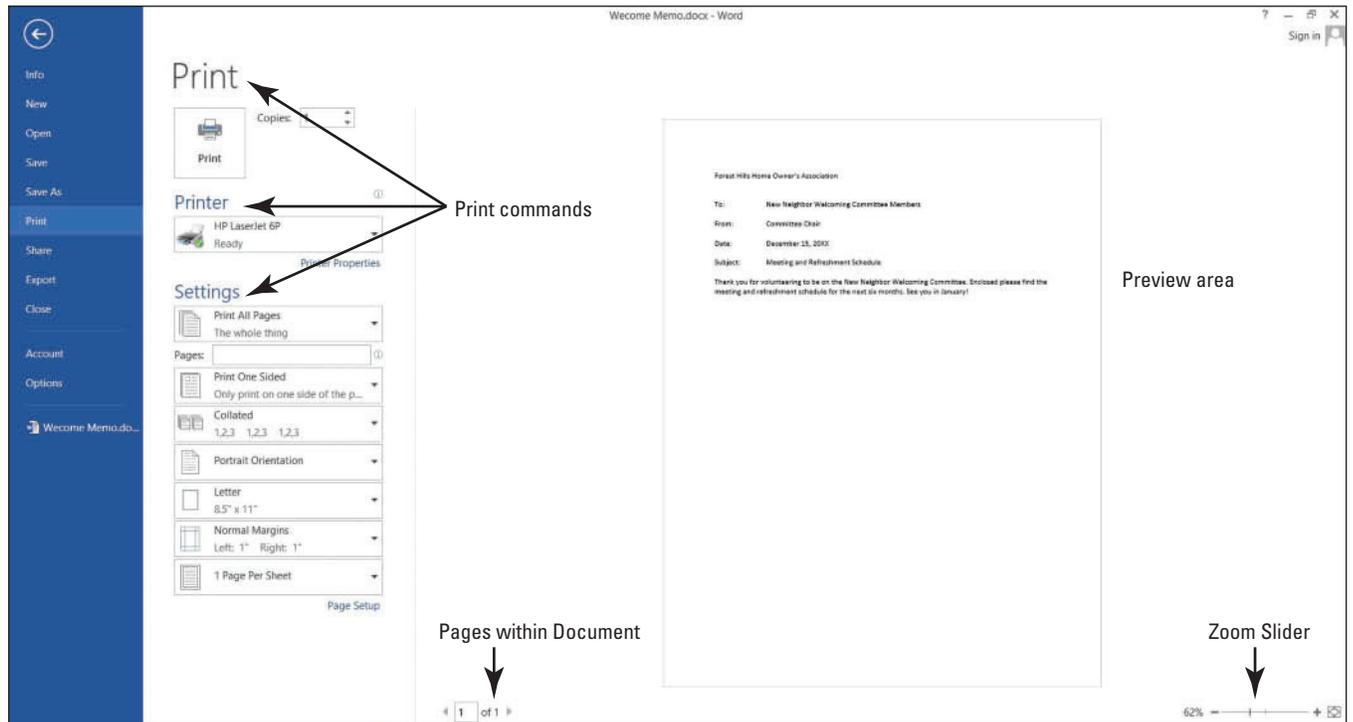
Use Print Preview

OPEN the *Welcome Memo* document that you created earlier.

1. Click the **File** tab, and then click **Print**. The Print screen opens with the Print options on the left and the Print Preview on the right, as shown in Figure 1-22.

Figure 1-22

Print options and Print Preview screen



2. Click the **plus symbol (+)** on the Zoom slider located on the bottom-right of your screen until the zoom level changes to **100%**.
3. Click the **Return to Document**  icon or press the **Esc** key to close Backstage.
4. Click the **File** tab, and then click **Save**. Your document will be saved with the same filename on your flash drive.

**CERTIFICATION
READY?** 1.5.1

How do you prepare a document for printing?

PAUSE. LEAVE the document open to use in the next exercise.



**Cross
Ref**

You learn more about Page Setup in Lesson 5.

Choosing a Printer

If your computer is connected to multiple printers, you might need to choose a destination printer for your document. If your printer is already set up to print, as is the case in most classroom environments, you do not need to complete this exercise. Otherwise, follow this exercise to choose a printer.

Take Note Before printing your document, check with your instructor.

STEP BY STEP

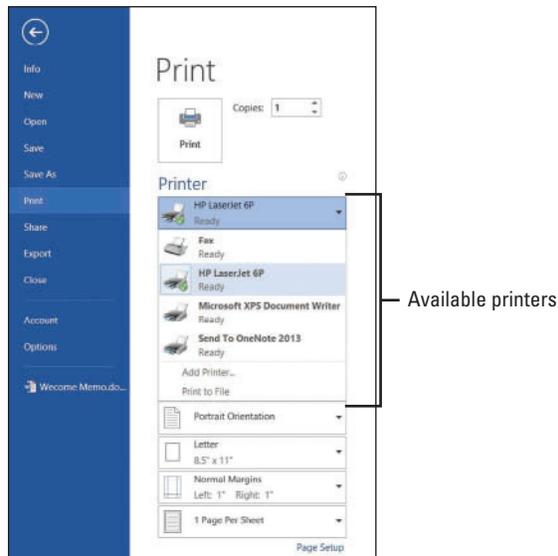
Choose a Printer

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Print**.
2. In the Printer selection area, click the **drop-down arrow** to produce a list of all printers connected to your computer (see Figure 1-23).

Figure 1-23

Available printers



3. Select a printer, and then click the **Print** icon.

PAUSE. LEAVE the document open to use in the next exercise.

Setting Print Options

Print options enable you to select the number of copies to be printed; to print only selected content, the current page, or a custom range; and to select from a number of other options for printing properties, collation, and page layout. Changes to Settings options apply to the current document. In this lesson, you learn how to change the Settings options before printing. (Check with your instructor before printing this exercise on a lab printer).

STEP BY STEP

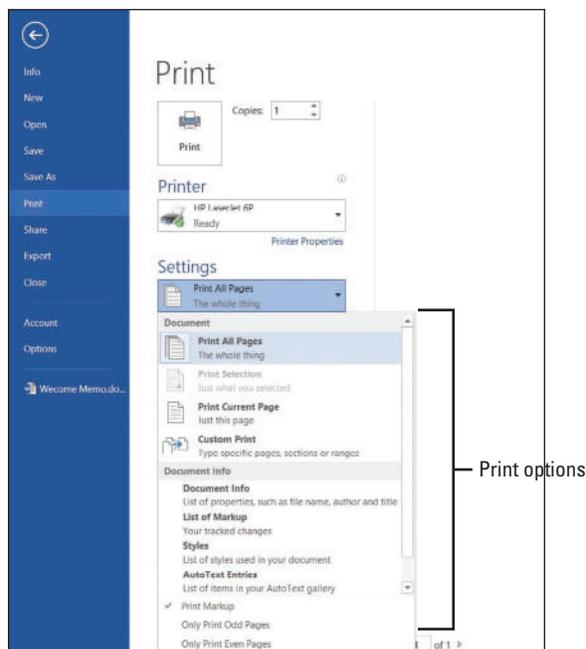
Set Print Options

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Print**. Click the drop-down arrow on Print All Pages to produce the menu shown in Figure 1-24.

Figure 1-24

Print settings



**CERTIFICATION
READY? 1.5.3**

How do you print document sections?

**CERTIFICATION
READY? 1.5.6**

How do you set print scaling?

**Another Way**You can also print a document by pressing *Ctrl+P*.**The Bottom Line**

2. Select **Print Current Page**, and then click the **Print** icon. Selecting this option prints the current page.
3. Return to the Print screen area. In the Copies section of the Print options area, click the up arrow to select **2**, and then click the **Print** icon.
4. Place your insertion point at the beginning of the first paragraph, and then hold down the left mouse button and drag to the end of the paragraph to select it.
5. Click the **File** tab, and then click **Print**. Click the **Print Current Page** drop-down arrow, select **Print Selection**, and then change the number of copies from 2 to **1** by clicking the down arrow. Next, click the **Print** icon. The selected paragraph is printed.
6. Click the **File** tab, and then click **Close** to close the document.
7. The Annual Report document should still be open from a previous exercise. Click the **File** tab, and then click **Print**. Under Settings, click the drop-down arrow by 1 Page Per Sheet and select **2 Pages Per Sheet**, and then click the **Print** icon. This eight-page document is now printed on four pages with two pages per sheet.

PAUSE. LEAVE the document open to use in the next exercise.**CLOSING A DOCUMENT AND CLOSING WORD**

Closing a document removes it from the screen. It is a good idea to close a document before exiting a program or turning off your computer. Saving your work before closing allows you to continue working on your document at a later date.

STEP BY STEP**Close a Document and Close Word****USE** the document that is open from the previous exercise.

1. Click the **Close**  button to close both the document and Microsoft Word.

STOP.**SKILL SUMMARY**

In This Lesson, You Learned to:	Exam Objective	Objective Number
Start Word 2013		
Work with Tools	Customize the Quick Access toolbar.	1.4.3
Open Backstage		
Use the Microsoft Word Help Button		
Create a Document	Demonstrate how to use Show/Hide. Create new blank documents.	1.4.7 1.1.1
Save a Document	Save document in alternative file formats. Maintain backward compatibility.	1.5.2 1.5.7
Work with Templates	Demonstrate how to use Show/Hide. Create new documents and apply templates.	1.4.7 1.1.2
Preview and Print a Document	Configure documents to print. Print document sections. Set print scaling.	1.5.1 1.5.3 1.5.6
Close a Document and Close Word		