



## The Developer Tab

The **Add-ins** group configures add-ins to extend the functionality of Word.

The **Mapping** group lets you link content controls to external XML data.

The **Templates** group lets you switch document templates and other add-ins.

The **Code** group contains commands to record and edit macros, as well as control the level of macro security in Word.

The **Controls** group lets you add form controls to a document. Click **Design Mode**, then click a form control button to insert it. Click **Design Mode** again when you're finished.

The **Protect** group lets you restrict the ability to make changes to a document (or certain parts of a document).

## Forms

### Add Forms to a Document

- Enable the Developer Tab:** Before adding forms, you must enable the Developer tab on the ribbon. Click the **File** tab, click **Options**, click **Customize Ribbon**, check the **Developer** check box, and click **OK**.
- Add a Form Control:** Place the text cursor where you want the form control, click the **Developer** tab, click the **Design Mode** button in the Controls group, and click the button for the form control you want to add. Click the **Design Mode** button again when you're finished adding form controls.
- Finalize a Form:** Click the **Developer** tab and click the **Restrict Editing** button to open the Restrict Editing pane. Check the **Editing Restrictions** check box, click the **Editing Restrictions** list arrow, and select **Filling in forms**. Click the **Start Enforcing Protections** button, enter a password (optional), and click **OK**.

## Collaborate in Word

- Share a Document:** Make sure the document is shared to an online-accessible location, such as OneDrive or SharePoint. Click the **Share** button above the ribbon and enter someone's email address in the invite People field (or, click the **Address Book** button and select someone in the Address Book dialog box). Choose their permission level by clicking the permissions list arrow and selecting a level. Enter a short message (optional), then click the **Share** button.
- Highlight Text:** Select the text you want to highlight, click the **Text Highlight Color** button list arrow on the Home tab, and select a highlight color.
- Insert a Comment:** Select the text you want to add a comment to, click the **Review** tab, click the **New Comment** button, and add your comment. Click outside of the comment field when you're finished.
- Delete a Comment:** Click a comment to select it, click the **Review** tab, and click the **Delete** button.
- Reply to a Comment:** Click a comment to select it, and click the **Reply** button in the comment. Type your response, and click outside the comment field when you're finished.

- Show / Hide Comments:** Click the **Review** tab and click the **Show Comments** button to toggle it on or off.
- Toggle Track Changes:** Click the **Review** tab and click the **Track Changes** button in the Tracking group.
- View Markup:** Click the **Review** tab, click the **Show Markup** button in the Tracking group, and select a type of markup to show or hide.
- Review Revisions:** Click the **Review** tab, then click the **Next Change** and **Previous Change** buttons in the Changes group. Click the **Accept** button to accept a change, or the **Reject** button to reject it.
- Compare Two Documents:** Click the **Review** tab, click the **Compare** button, and select **Compare**. Select the original document from the **Original Document** list arrow (or click the **Browse** icon and select it), then select the revised document from the **Revised Document** list arrow (or click the **Browse** icon and select it). Click the **More** button and select what types of differences to look for (optional). Click **OK**.
- Add Line Numbers:** Click the **Layout** tab, click the **Line Numbers** button, and select an option.

### Types of Form Controls

- Different types of form controls allow a user to enter different types of data into a form.
- Rich Text** allows users to enter text that can be formatted with different fonts and font styles.
- Plain Text** allows users to enter text, but not to format that text.
- Picture** allows the user to add a picture from their computer or an online location to the form.
- Check Box** places a form with a check box that the user can check or uncheck.
- Combo Box** adds a list with a text box, where users can choose an option or enter their own.
- Drop-Down List** adds a list with several options that a user can choose from.
- Date Picker** lets the user choose a date from a calendar.
- Repeating Section** contains other types of content controls and repeats as many times as you need it.
- Legacy Types** of content controls were used in older versions of Word. You can still use them in a Word 97-2003 document.

# Microsoft 2013 Quick Reference Guide

**Beezix**



## **Microsoft 2013 Quick Reference Guide:**

### Microsoft Office 2013 Basics Quick Reference Guide (Cheat Sheet of Instructions and Tips - Laminated Card)

TeachUcomp Inc.,2014-06-05 New to Microsoft Office Upgrading from a previous version Designed with the busy professional in mind this two page laminated quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Topics Include Interface Basics File Management Working with Text Shapes SmartArt Formatting Reviewing and Correcting and Printing and Sharing *Microsoft Word 2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card)* TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,Beezix Software Services, Inc,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint

**What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide** Beezix,2013-07-24 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2007 Also includes a command reference for each product showing changed Office 2007 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Customizing the Ribbon Backstage View The File Menu Changes to Templates Using Touch in Office 2013 Opening and Saving Exiting All Open Windows New or Changed Picture Features Cropping a Picture Integration with Online Services Switching Online Accounts Adding a Service Such as Flickr YouTube SkyDrive Office 365 SharePoint Inviting People to Collaborate Using Apps for Office Recovering Unsaved Versions Other New or Changed Features Word Resumed Reading Read Mode Quickly Inserting Tables Rows Columns Navigate and Organize Using Headings Search Using the Navigation Pane Using the Border Painter Tracking Changes

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Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey *What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide* Beezix,2013-05-15 6 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing changed Office 2003 commands and their Office 2013 equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming Reading Read Mode Collapsing Expanding Parts of a Document in Print Layout View Opening and Editing a PDF Using Alignment Guides Text Wrapping with the Layout Options Tool Quickly Inserting Rows Columns Within a Table Using the Border Painter Copying Border Style Border Sampler Repeating Section Form Control Other New or Changed Features PowerPoint Creating New Shapes Merge Shapes Zoom and Pan While Presenting Jumping to a Slide Widescreen Applying Design Theme Variants Changes to Guides Using Eyedropper to Match Colors Using Smart Guides Paying Audio for Several Slides Other New or Changed Features Features No Longer Available Excel Excel Windows Using Flash Fill Using Chart Recommendations 3 D Pyramid and Cone Chart Types Combining Chart Types Changes to Chart Data Labels New Data Label Formatting Using Quick Analysis Filtering Tables with Slicers Using PivotTable Recommendations PivotTable and PivotChart Changes Adding and Using a Timeline Creating a PivotChart with or without a Table Using a PivotTable to Analyze Multiple Data Sources Advanced Data Analysis [Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet](#) TeachUcomp,2014-10-06 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in OneNote 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft OneNote 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2013 The following topics are covered Margins Orientation and Paper Size Moving and Copying Text Formatting Text with the Mini Toolbar Suppress Change Header or Footer on the First Page Inserting a Page Number

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**Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix,2013-11-25 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote **Microsoft® Office 2013 QuickSteps** Carole

Matthews,Marty Matthews,Bobbi Sandberg,2013-07-06 Full color step by step guide to the new release of the world s most popular productivity suite of applications Get up and running with Office 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft s powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and much more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer **Office 2013**

**Digital Classroom** Walter Holland,AGI Creative Team,2013-08-05 Introduces Offices 2013 discussing the capabilities and new features of its programs including Excel Outlook Word PowerPoint Access OneNote and Publisher Microsoft Project 2013 Quick Reference Guide Eric Verzuh,2015-01-31

**What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)** Beezix,2013-03-22 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2010 Also includes a command reference for each product showing changed Office 2010 commands and their Office 2013 equivalents Topics Office The Start Screen Local Custom Templates Changing the Look of

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Digital Forensics André Årnes, 2017-07-24 The definitive text for students of digital forensics as well as professionals looking to deepen their understanding of an increasingly critical field Written by faculty members and associates of the world renowned Norwegian Information Security Laboratory NisLab at the Norwegian University of Science and Technology NTNU this textbook takes a scientific approach to digital forensics ideally suited for university courses in digital forensics and information security Each chapter was written by an accomplished expert in his or her field many of them with extensive experience in law enforcement and industry The author team comprises experts in digital forensics cybercrime law information security and related areas Digital forensics is a key competency in meeting the growing risks of cybercrime as well as for criminal investigation generally Considering the astonishing pace at which new information technology and new ways of exploiting information technology is brought on line researchers and practitioners regularly face new technical challenges forcing them to continuously upgrade their investigatory skills Designed to prepare the next generation to rise to those challenges the material contained in Digital Forensics has been tested and refined by use in both graduate and undergraduate programs and subjected to formal evaluations for more than ten years Encompasses all aspects of the field including methodological scientific technical and legal matters Based on the latest research it provides novel insights for

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**Handbook of Water Purity and Quality** Satinder Ahuja,2021-04-21 Handbook of Water Purity and Quality Second Edition provides those involved in water purification research and administration with a comprehensive resource of methods for analyzing water to assure its safety from contaminants both natural and human caused The book includes an overview of the subject and discusses major water related issues in developing and developed countries Issues covered include sampling for water analysis regulatory considerations and forensics in water quality and purity investigations Microbial as well as chemical contaminations from inorganic compounds radionuclides disinfectants pesticides and pharmaceuticals including endocrine disruptors are discussed at length In addition the luxury of municipal water purified for human consumption is unavailable for a very large number of people To help solve this problem some economical water purification techniques including a million dollar Grainger prizewinner that can save millions of lives have been included This fully updated second edition includes four new chapters on topics such as the GenX Water Contamination Problem the impact of climate change on water and green chemistry solutions to water pollution Covers the scope of water contamination problems on a worldwide scale with an overview of major water related issues in developing and developed countries including monitoring techniques for potential terrorist related activities Provides a rich source of methods for analyzing water to ensure its safety from natural and deliberate contaminants Includes a review of water quality forensics with the objective of tracking new potential water contaminants

Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents

Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts

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