# Getting to know Word 2013

Word 2013 is similar to Word 2010. If you've previously used Word 2010, then Word 2013 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word 2013 interface**.

The Word interface

When you open Word 2013 for the first time, the **Word Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, or access your **recently edited documents**.

- From the **Word Start Screen**, locate and select **Blank document** to access the Word interface.
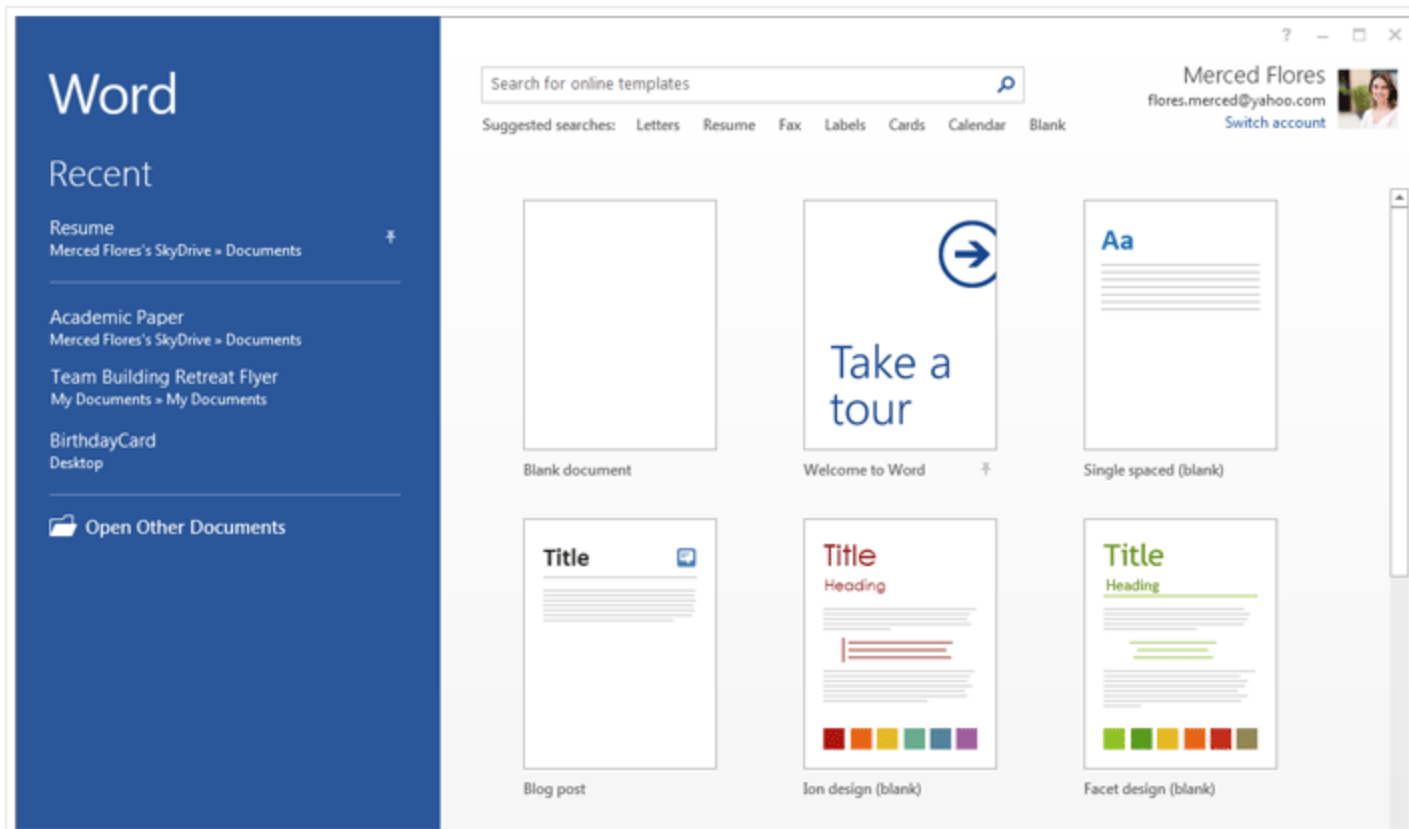
Click the buttons in the interactive below to become familiar with the Word 2013 interface.
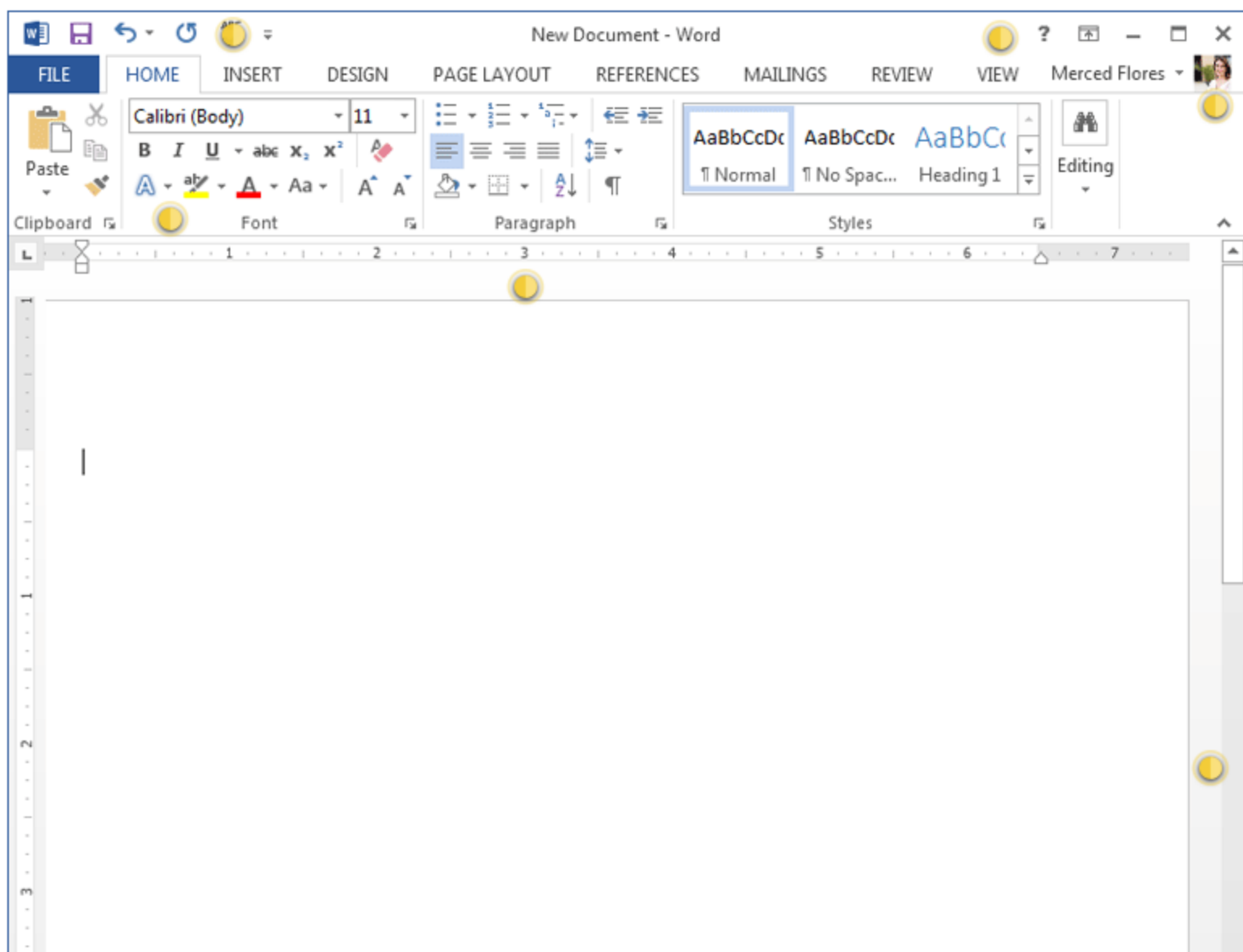
Working with the Word environment

If you've previously used Word 2010 or 2007, then Word 2013 should feel familiar. It continues to use features like the **Ribbon** and the **Quick Access toolbar**—where you will find commands to perform common tasks in Word—as well as **Backstage view**.

The Ribbon

Word 2013 uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Word.

> Click the arrows in the slideshow below to learn more about the different commands available within each tab on the Ribbon.
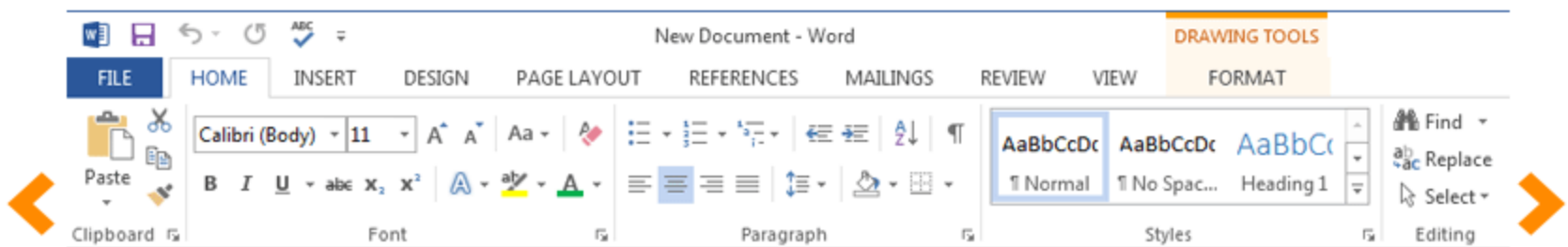
The **Home** tab gives you access to some of the most commonly used commands for working with Word 2013, including **copying and pasting**, **formatting**, **aligning paragraphs**, and **choosing document styles**. The Home tab is selected by default whenever you open Word.

> Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

To minimize and maximize the Ribbon:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** the Ribbon if you find that it takes up too much screen space.

1. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.
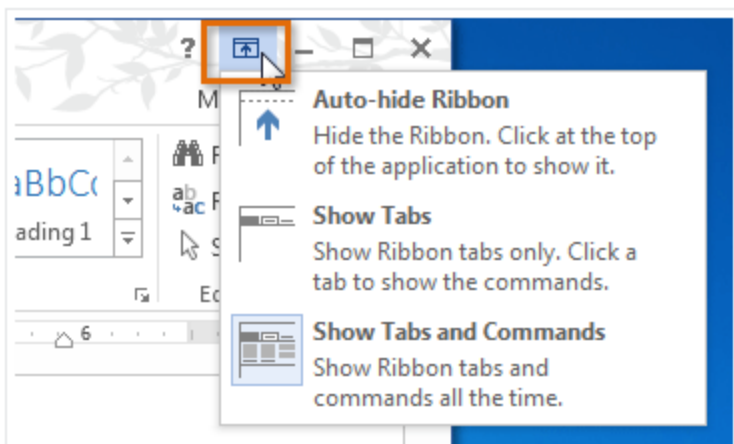
2. Select the desired **minimizing option** from the drop-down menu:

- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.

- **Show tabs:** This option hides all command groups when not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.

- **Show tabs and commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

To learn how to add **custom tabs** and **commands** to the Ribbon, review our Extra on **Customizing the Ribbon**.

To learn how to use the Ribbon with **touch-screen devices**, review our Extra on **Enabling Touch Mode**.

The Quick Access toolbar

Located just above the Ribbon, the **Quick Access toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.
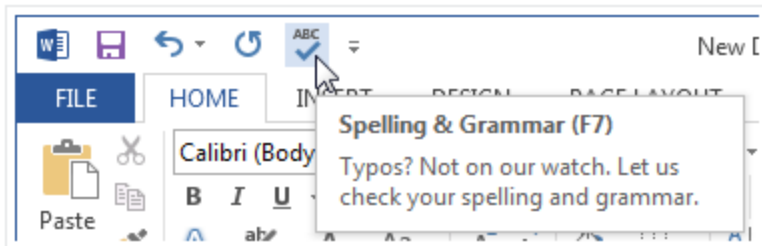
To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
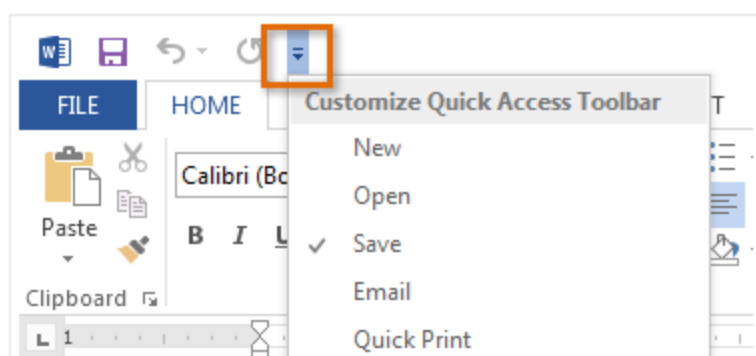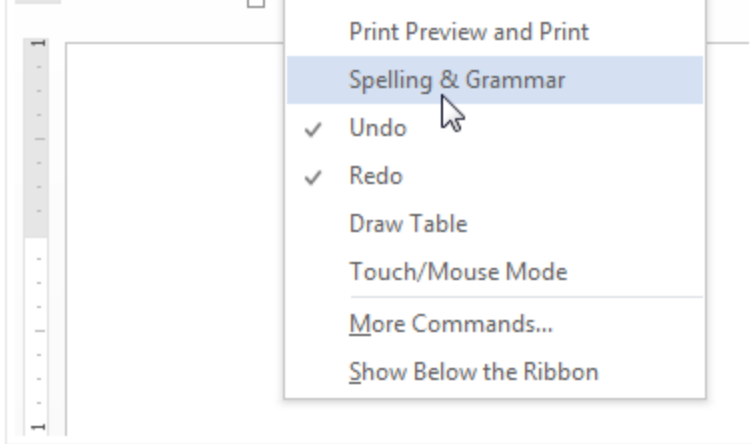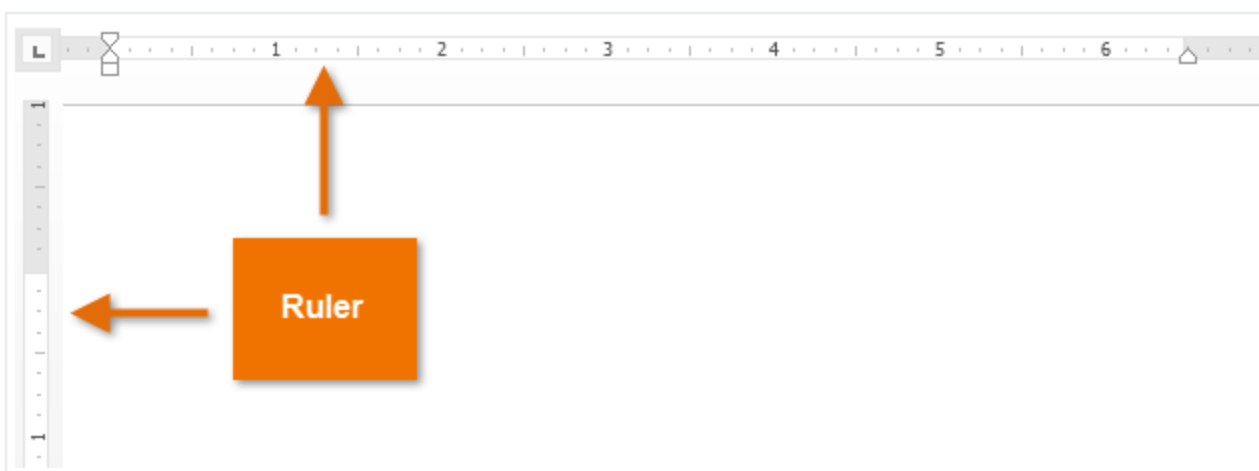
3. The command will be **added** to the Quick Access toolbar.

The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

1. Click the **View** tab.
2. Click the check box next to Ruler to **show** ☑ or **hide** ☐ the ruler.
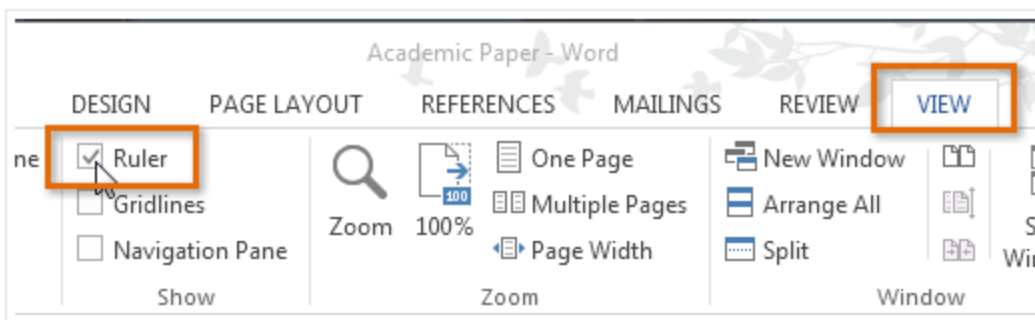
Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

To access Backstage view:

1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.

Click the buttons in the interactive below to learn more about using Backstage view.

| New Document - Word | ? — □ ✕ |
| | Merced Flores ▾ |

Info

Info

New Document
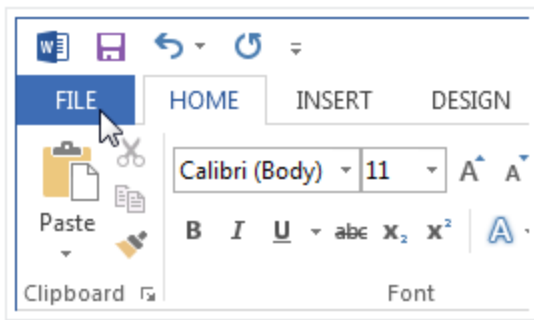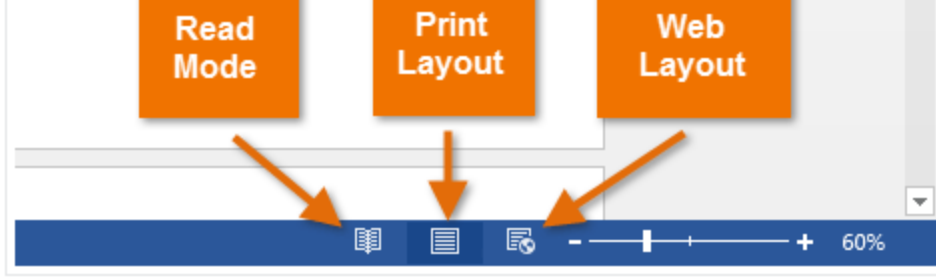H: » Office 2013

Protect Document
Control what types of changes people can make to this document.

Protect Document ▾

Inspect Document
Before publishing this file, be aware that it contains:
- Document properties and author's name

Check for Issues ▾

Versions
There are no previous versions of this file.

Manage Versions ▾

Properties ▾
Size	11.0KB
Pages	1
Words	0
Total Editing Time	90 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates
Last Modified	Today, 4:08 PM
Created	Today, 2:35 PM
Last Printed	

Related People
Author — Merced Flores
Add an author
Last Modified By — Merced Flores

Related Documents
📁 Open File Location

Show All Properties

Sidebar: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, Options

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Document views

Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document.

- To **change document views**, locate and select the desired **document view command** in the bottom-right corner of the Word window.

> sition was certainly not what one might expect from an
> ersity in the early 1920's, making connections with

Click the arrows in the slideshow below to review the different document view options.

Read Mode: In this view, all of the editing commands are **hidden** so your document fills the screen. Arrows appear on the left and right side of the screen so you can toggle through the pages of your document.

If your document has many pages, Word 2013 has a handy new feature called **Resume Reading** that allows you to open your document to the last page you were viewing. When opening a saved document, look for the **bookmark icon** to appear on the screen. Hover the mouse over the bookmark, and Word will ask if you want to pick up where you left off.
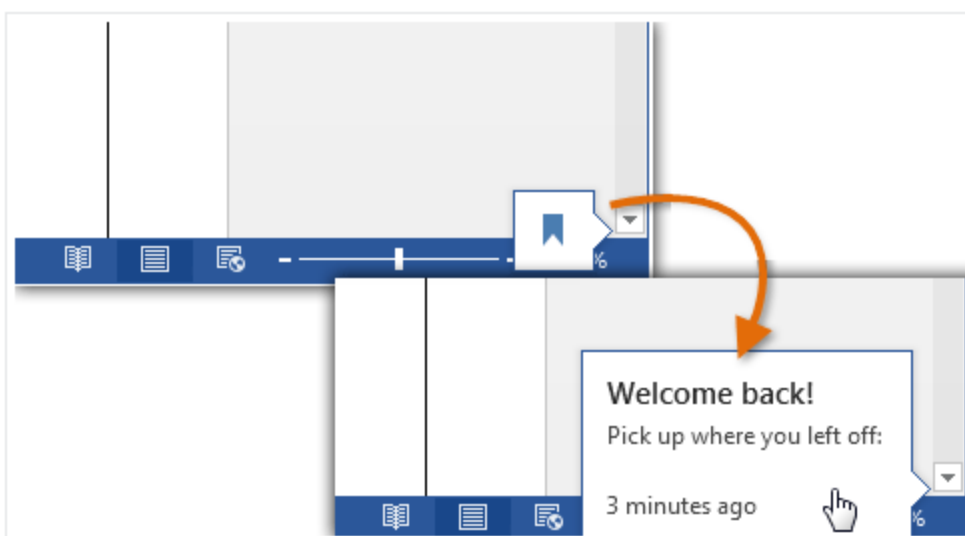
Challenge!

1. Open or navigate to the Word 2013 **interface**.

2. Click through all of the **tabs**, and review the **commands** on the **Ribbon**.

3. Try **minimizing** and **maximizing** the **Ribbon**.

4. Add a **command** to the **Quick Access toolbar**.

5. Hide and show the **Ruler**.

6. Navigate to **Backstage view**, and open your **Account settings**.

7. Try switching **document views**.

8. Close **Word** (you do not have to save the document).