

Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Make it yours

Customize Outlook. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

Search

You can search a folder, subfolders, even other mailboxes.

Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

Backstage view

Click the **File** tab to open the Backstage view, where you add account and change settings.

Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

Peek

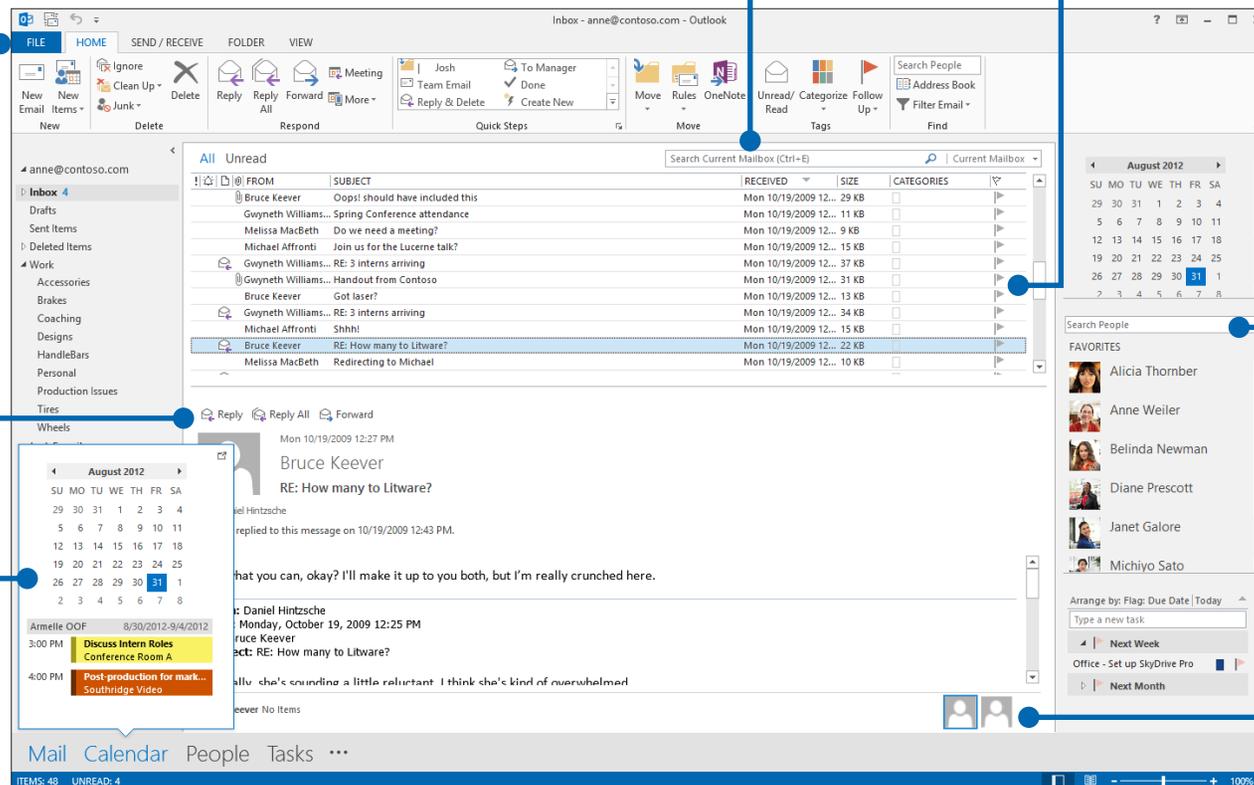
See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

Do more in the To-Do Bar

The To-Do Bar displays the date navigator, your appointments, people, and your task list.

People pane

See details about everyone in the **To**, **From**, or **Cc** lines for each message.



Quick Start Guide

Microsoft Word 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

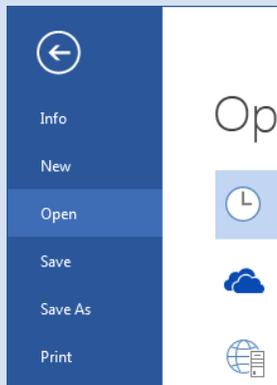
Commands here are always visible. Right-click a command to add it here.

Ribbon tabs

Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. This tab contains many of the most frequently used commands in Word.

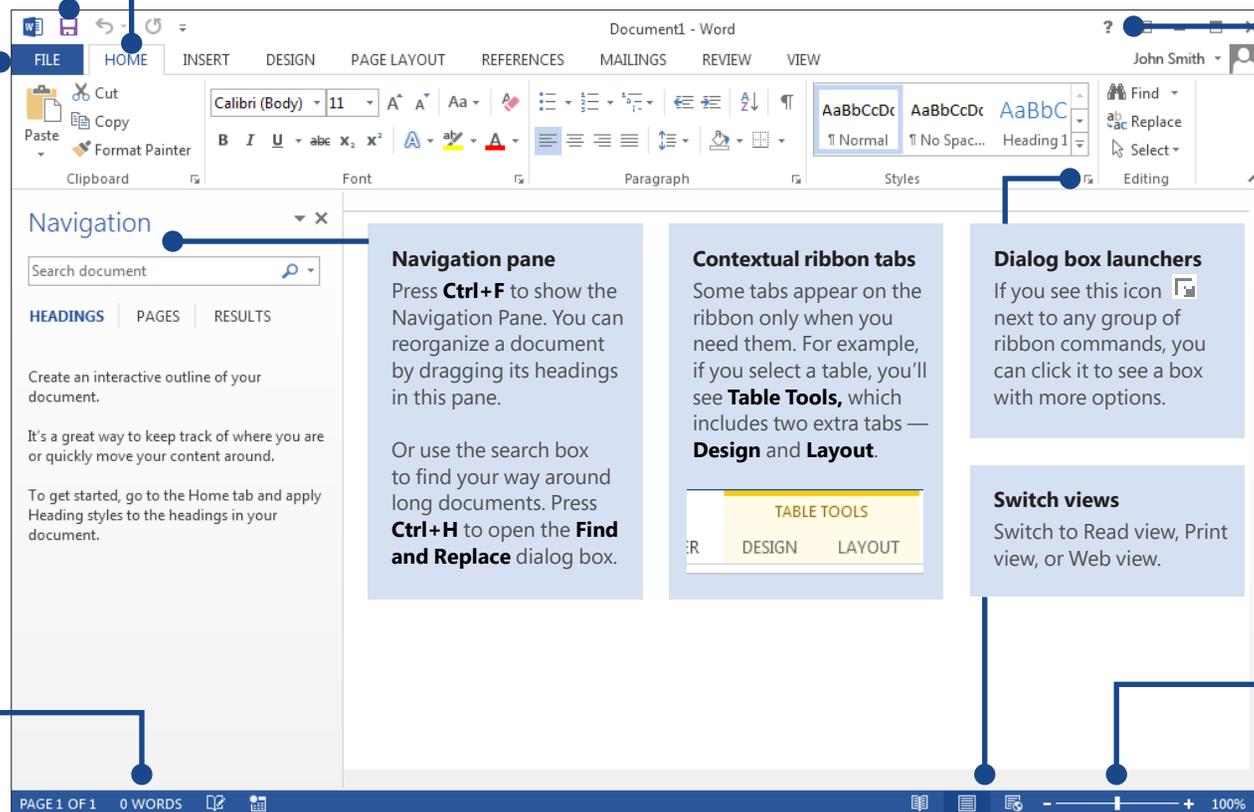
Manage your files

Click **File** to open, save, print, and manage your Word files.



Word count

Look here to see the word count. Select some text to see the word count in the selection.



Need help?

Click here or press F1 for help.

Minimize the ribbon

Click here to close the ribbon and show only the tab names.

Navigation pane

Press **Ctrl+F** to show the Navigation Pane. You can reorganize a document by dragging its headings in this pane.

Or use the search box to find your way around long documents. Press **Ctrl+H** to open the **Find and Replace** dialog box.

Contextual ribbon tabs

Some tabs appear on the ribbon only when you need them. For example, if you select a table, you'll see **Table Tools**, which includes two extra tabs — **Design** and **Layout**.



Dialog box launchers

If you see this icon  next to any group of ribbon commands, you can click it to see a box with more options.

Switch views

Switch to Read view, Print view, or Web view.

Zoom in or out

Move the slider to adjust the view magnification.

Quick Start Guide

Microsoft Excel 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Add commands to the Quick Access Toolbar

Keep favorite commands and buttons visible, even when you hide the ribbon.

Manage files

Open, save, print and share your files. Also change options and account settings in this view.

Get visual cues

Watch for action buttons that appear in the sheet and animations that show data changes.

Create sheets

Start with one sheet and add more sheets as needed.

Explore commands on the ribbon

Each ribbon tab has groups, and each group has a set of related commands.

Show or hide the ribbon

Click **Ribbon Display Options** or press **Ctrl+F1** to hide or show the ribbon.

Access other tabs

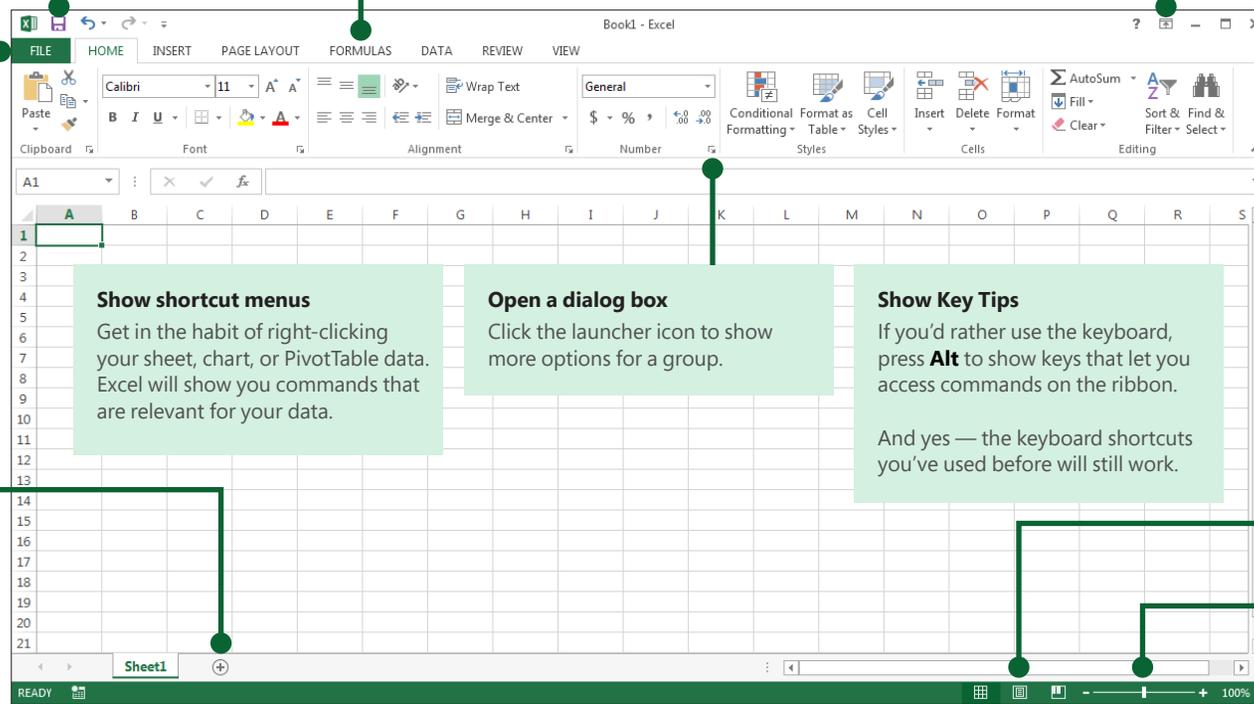
More tabs appear on the ribbon when you need them, like chart or PivotTable tabs.

Change views

Work faster in the right view. Choose **Normal**, **Page Layout**, or **Page Break Preview**.

Zoom in or out

Drag the zoom slider to change the zoom level.



Quick Start Guide

Microsoft PowerPoint 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Find what you need

Click any tab on the ribbon to display its buttons and commands.

Use contextual tabs

Some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the **Picture Tools Format** tab appears.

See more options

Click this arrow to see more options in a dialog box.

Manage your presentations

Click the **File** tab to open, save, print, and manage your presentations.

Show the content you want

Switch views or show or hide notes and comments.

Get help

Click here or press **F1**.

Need more space?

Click here or press **CTRL+F1** to hide or show the ribbon.

Use the Format pane

Use this handy pane to apply formatting to pictures, video, SmartArt, shapes, and other objects.

Zoom in and out

Slide this bar to the left or right to zoom in or out on slide details.

