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Word 2013 Tricks to Remember. Here's a short list of the most helpful Microsoft Word 2013 tricks. Keep these suggestions in mind when you compose a new document: Press Ctrl+Enter to start a new page. This inserts a hard page

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Break, which forces a new page automatically.
Press Shift+Enter to insert a soft return.

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Microsoft Office 2013 displays commands in a series of icons stored on different tabs. This combination of icons and tabs is known as the Ribbon interface, which appears in Word, PowerPoint, Excel, Outlook, and Access. The following tables show the commands grouped under each ribbon tab for each of the five programs.

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Starting Microsoft Word To load Microsoft Word: 1. Click on the Start button in the bottom left corner of the screen 2. Choose All Programs then Microsoft Office 2013 followed by Word 2013 Tip: You'll probably be using Word quite frequently in the future, so it's worth putting it as an icon on the Desktop.

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Finding text is the domain of the Editing group in Word 2013, found on the far right end of the Home tab on Word's Ribbon interface. The Editing command button group may appear in its full glory, or, when Word's window is too narrow, simply as an Editing button. When it's a button, you must click the button first to see the palette of commands.

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