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# Microsoft Word 2013 Guide

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select New, and  
click Blank  
document; or,  
press Ctrl + N.  
Open a Document:  
Click the File  
tab and select  
Open, or press  
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file, simply  
click on "File"

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2013 Guide and you will see a list of options available in Word 2013..Btw the File Menu is also known as Microsoft Office Backstage view. Fancy name same functionality! You can start a New Office Word document, open

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are covered in  
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list of the most  
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suggestions in mind when you compose a new document: Press Ctrl+Enter to start a new page. This inserts a hard page break, which forces a new page automatically. Press

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insert a soft  
return.

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Office 2013,  
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Word 2013. This  
certifica- tion  
requires that  
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Microsoft® Word  
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Ben M ...  
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Microsoft has

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you should have  
basic computer  
skills and  
should be  
comfortable  
using an  
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and selecting  
commands from a  
menu or toolbar.  
You should be

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able to manage files, including saving, updating, and backing up files.

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