

Basic tasks in Word

Word for Microsoft 365, Word for the web, Word 2019, Word 2016, Word 2013, Word 2010

- Newer Versions
- Web
- Office 2013**
- Office 2010

Microsoft Word 2013 is a word-processing program designed to help you create professional-quality documents. Word helps you organize and write your documents more efficiently.

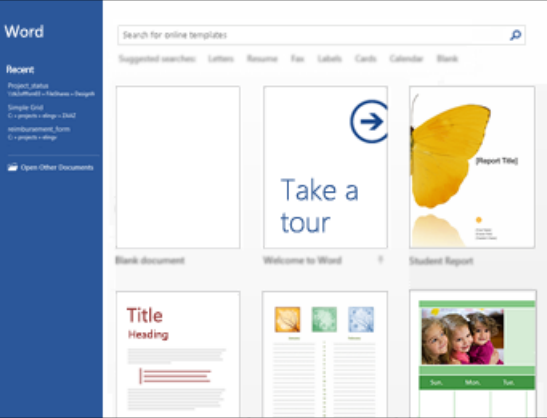
Your first step in creating a document in Word 2013 is to choose whether to start from a blank document or to let a template do much of the work for you. From then on, the basic steps in creating and sharing documents are the same. Powerful editing and reviewing tools help you work with others to make your document perfect.

Tip: For a training course to help you create your first document, see [Create your first Word 2013 document](#). To learn about the features that are new to Word 2013, see [What's new in Word 2013](#).

Choose a template

It's often easier to [create a new document using a template](#) instead of starting with a blank page. Word templates are ready to use with themes and styles. All you need to do is add your content.

Each time you start Word 2013, you can choose a template from the gallery, click a category to see the templates it contains, or search for more templates online. (If you'd rather not use a template, just click the **Blank document**.)

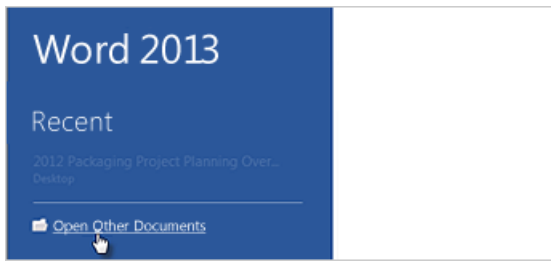


For a closer look at any template, just click it to open a large preview.

[Top of Page](#)

Open a document

Every time you start Word, you'll see a list of your most recently used documents in the left column. If the document you're looking for isn't there, click **Open Other Documents**.



If you're already in Word, click **File** > **Open** and then browse to the file's location.

When you open a document that was created in earlier versions of Word, you see Compatibility Mode in the title bar of the document window. You can work in compatibility mode or you can upgrade the document to use [features that are new or enhanced in Word 2013](#).

[Top of Page](#)

Save a document

To save a document for the first time, do the following:

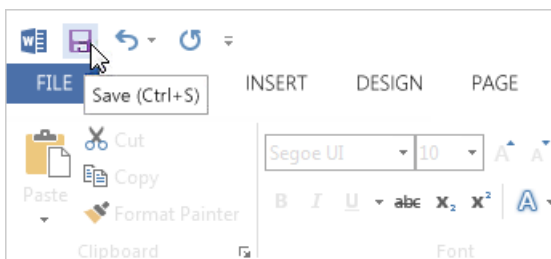
1. Click the **File** tab.
2. Click **Save As**.
3. Browse to the location where you'd like to save your document.

Note: To save the document on your computer, choose a folder under **Computer** or click **Browse**. To save your document online, choose a location under **Places** or **Add a Location**. When your files are online, you can share, give feedback and work together on them in real time.

4. Click **Save**.

Note: Word automatically saves files in the .docx file format. To save your document in a format other than .docx, click the **Save as type** list, and then select the file format that you want.

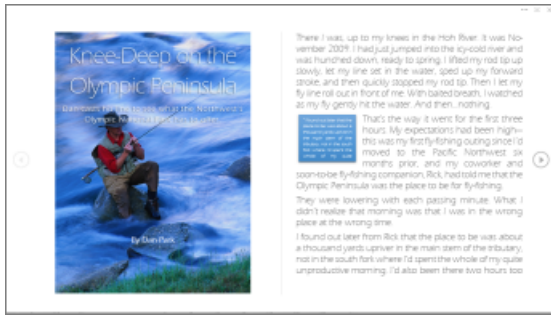
To save your document as you continue to work on it, click **Save** in the Quick Access Toolbar.



[Top of Page](#)

Read documents

Open your document in **Read Mode** to hide most of the buttons and tools so you can get absorbed in your reading without distractions.



1. Open the document you want to read.

Note: Some documents open in **Read Mode** automatically, such as protected documents or attachments.

2. Click **View > Read Mode**.

3. To move from page to page in a document, do one of the following:

- Click the arrows on the left and right sides of the pages.
- Press page down and page up or the spacebar and backspace on the keyboard. You can also use the arrow keys or the scroll wheel on your mouse.
- If you're on a touch device, swipe left or right with your finger.

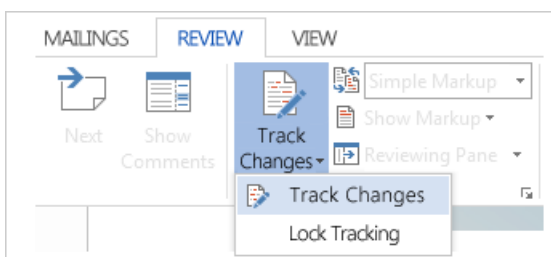
Tip: Click **View > Edit Document** to edit the document again.

[Top of Page](#)

Track changes

When you're working on a document with other people or editing a document yourself, turn on **Track Changes** to see every change. Word marks all additions, deletions, moves, and formatting changes.

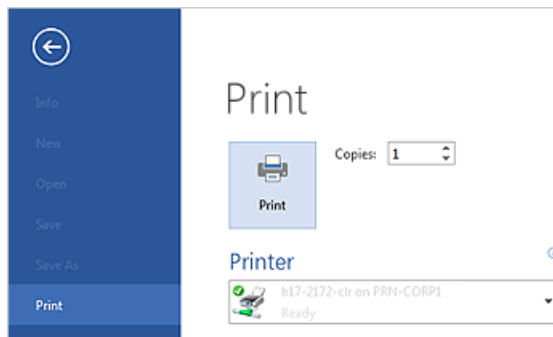
1. Open the document to be reviewed.
2. Click **Review** and then on the **Track Changes** button, select **Track Changes**.



Read [Track changes](#) to learn more.

Print your document

All in one place, you can see how your document will look when printed, set your print options, and print the file.



1. Click the **File** tab and then click **Print**.
2. Do the following:
 - Under **Print**, in the **Copies** box, enter the number of copies you want.
 - Under **Printer**, make sure the printer you want is selected.
 - Under **Settings**, the default print settings for your printer are selected for you. If you want to change a setting, just click the setting you want to change and then select a new setting.
3. When you're satisfied with the settings, click **Print**.

For details, see [Print and preview documents](#).

Beyond the basics

Go beyond the basics with your documents by [creating a table of contents](#) or [saving a document as a template](#).

[Top of Page](#)



Expand your Office skills

[EXPLORE TRAINING >](#)

Get new features first

[JOIN OFFICE INSIDERS >](#)