

Using the Ribbon in Microsoft Office 2013

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Microsoft Office 2013 utilizes the Ribbon, the Ribbon is designed to help a user find commands for certain tasks which are organized into logical groupings under tabs. Some tabs are only displayed when needed, like the “Format” tab when a picture is selected.

The Ribbon is featured in all of the programs included in CIS courses; Microsoft Office Access 2013, Excel 2013, PowerPoint 2013, Word 2013, Publisher 2013, and Outlook 2013. Users will notice the similarities in format of the Ribbon across 2013 programs, as well as the tabs unique to specific programs and tasks.

Common Tabs Across Programs

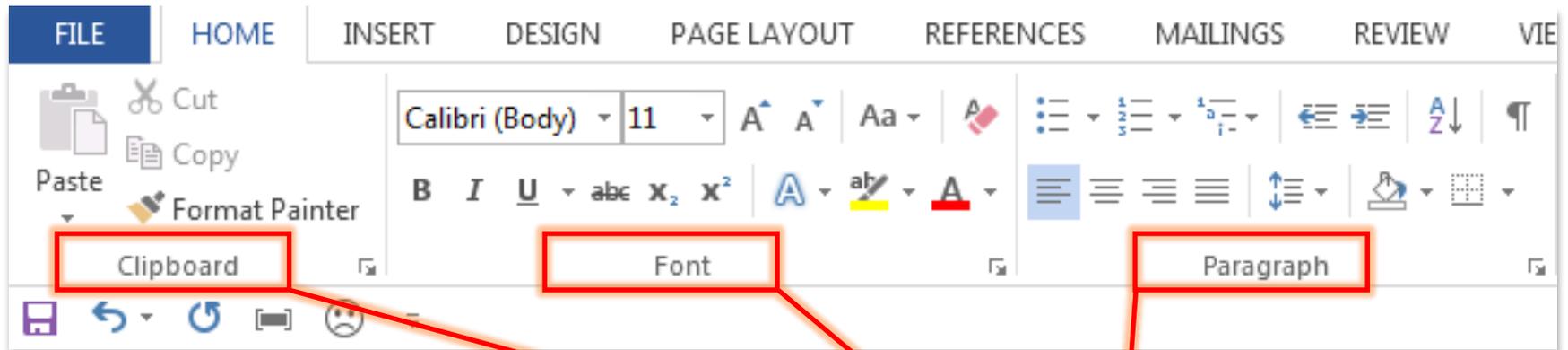
“FILE” Tab

This tab initiates the “Back-stage” view in all Microsoft Office 2013 programs. From the back-stage view a user can:

“Save”, “Print”, or assign properties to a project, among other commands. In Word 2013, the backstage view looks like this:

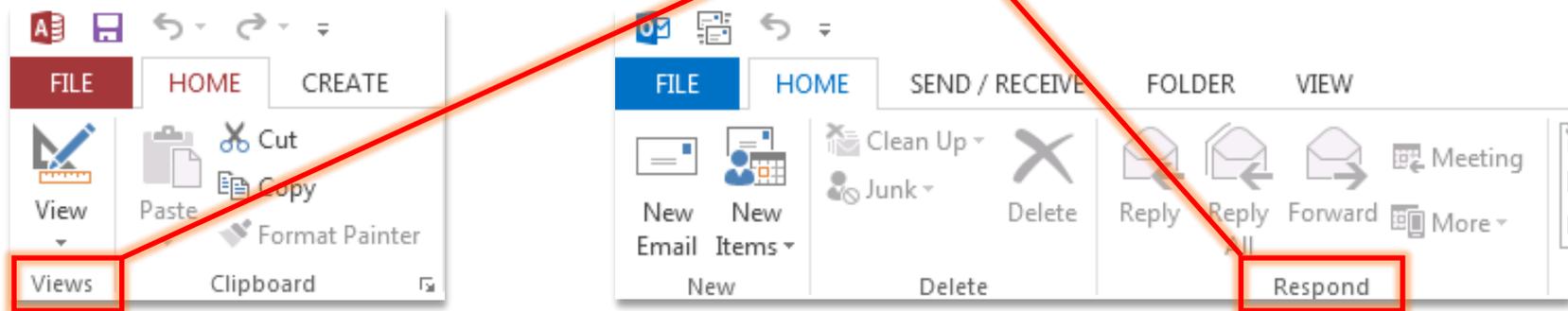


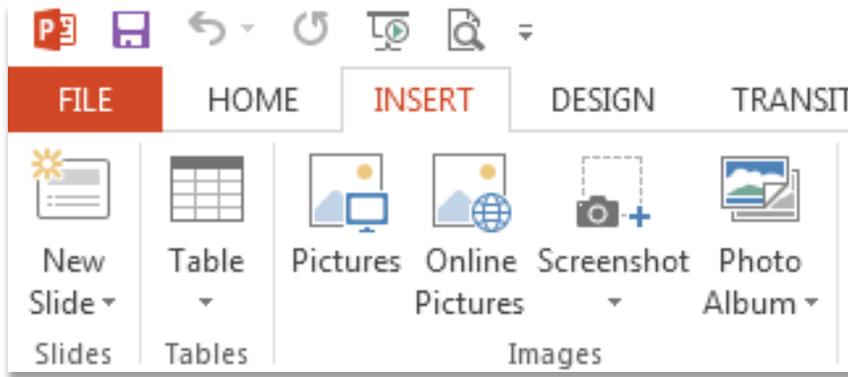
“HOME” Tab



This tab is where the most common command groupings, like the “Clipboard,” “Font,” and “Paragraph” tool groupings, can be found across Microsoft Office 2013 programs.

The “HOME” tab also includes program-specific groupings, like “Views” in Access and “Respond” in Outlook.





“INSERT” Tab

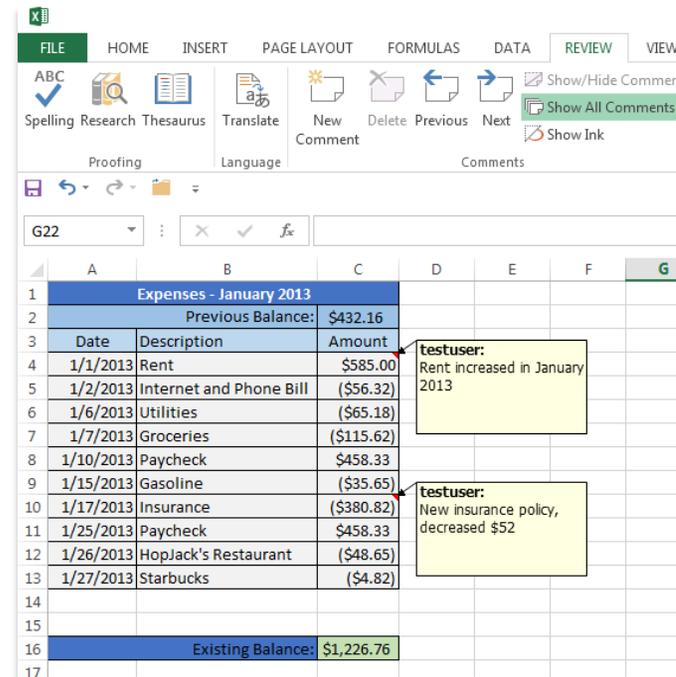
This tab is useful when inserting or adding elements to your document, presentation, worksheet, etc. For example, in PowerPoint:

1. Click the “INSERT” tab
2. Use the various command groupings to incorporate a new slide, table, or picture into your presentation.

“REVIEW” Tab

This tab is useful when using tools to edit or review a document, presentation, worksheet, etc. For example, in Excel:

1. Click the “REVIEW” tab
2. Select “Show All Comments” to display user comments attached to different cells within the worksheet



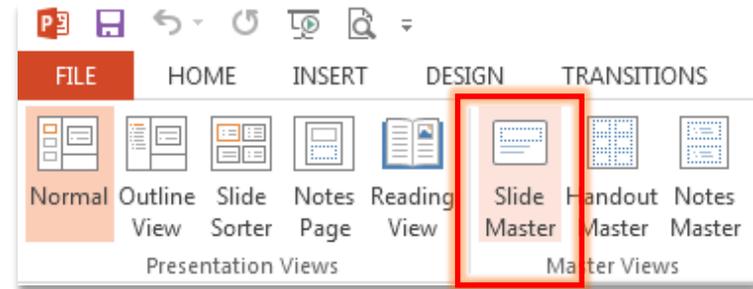
“VIEW” Tab

This tab is useful when a user wants to modify the way in which they are viewing a Microsoft Office project. General tools, like the Ruler, Color/Grayscale., and single or multiple page views reside under the “VIEW” tab.

In PowerPoint a user can switch between Presentation and Master Views by using the “VIEW” tab.

In order to view the Slide Master:

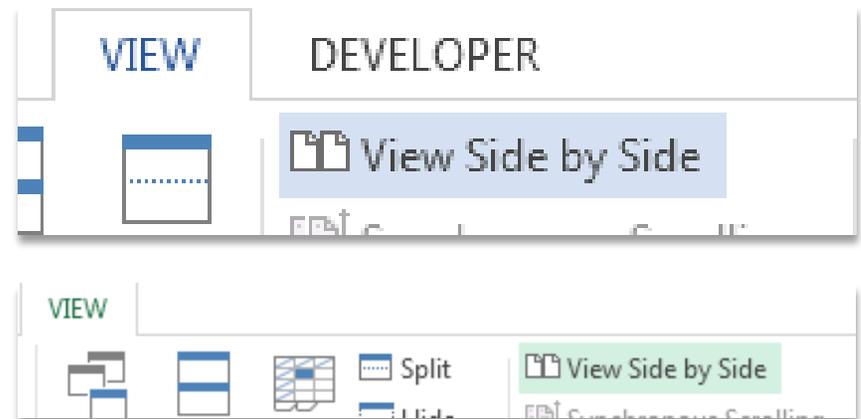
1. Navigate to the “VIEW” tab
2. Select Slide Master from the Master Views grouping



In Microsoft Word and Excel, the “VIEW” tab can be used to compare two documents or worksheets that are similar, but contain slight differences, by using the Synchronous Scrolling tool in the Window grouping. This command allows the user to scroll through two or more documents or worksheets at the same time and in sync with one another.

To enable synchronous scrolling:

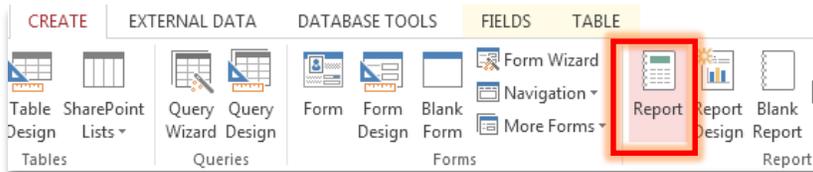
1. Open the two documents or worksheets to be viewed in sync
2. On one of the documents/worksheets click the “VIEW” tab
3. Select View Side by Side from the Window grouping
4. Clicking View Side by Side will simultaneously initiate Synchronous Scrolling



Program Specific Tabs

Many Microsoft Office 2013 programs have tabs that are specific to commands a user will use within the program.

In Excel 2013, the “DATA” tab provides several groupings related to data within a user’s worksheet or workbook. In order to sort a column or row of data, a user would navigate to the Sort & Filter grouping under the “DATA” tab.



In Access 2013, the “CREATE” tab provides groupings related to tools used for database creation.

To create a Report of the data in the current query or table:

1. Navigate “CREATE” tab
2. Click the “Report” tool

Keyboard Shortcuts

Additional keyboard shortcuts for navigating the Ribbon are located in the table below.

To Execute this Command	Press
Select the active tab and show the access keys.	ALT or F10. Press either of these keys again to move back to the Office file and cancel the access keys.
Move to another tab.	ALT or F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW.
Move to another Group on the active tab.	ALT or F10 to select the active tab, and then CTRL+RIGHT ARROW or LEFT ARROW to move between groups.
Minimize (collapse) or restore the ribbon.	CTRL+F1
Display the shortcut menu for the selected item.	SHIFT+F10
Move the focus to select the active tab, your Office file, task pane, or status bar.	F6
Move the focus to each command in the ribbon, forward or backward.	ALT or F10, and then TAB or SHIFT+TAB
Move down, up, left, or right among the items in the ribbon.	DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW
Go to the selected command or control in the ribbon.	SPACE BAR or ENTER
Open the selected menu or gallery in the ribbon.	SPACE BAR or ENTER
Go to a command or option in the ribbon so you can change it.	ENTER
Finish changing the value of a command or option in the ribbon, and move focus back to the Office file.	ENTER
Get help on the selected command or control in the ribbon. (If no Help article is associated with the selected command, the Help table of contents for that program is shown instead.)	F1