# WELCOME TO OFFICE 2013

## CHANGES TO OFFICE IN GENERAL

### 1. Start Screens

Each app supports a new color-coded start screen—blue for Word, green for Excel, orange for PowerPoint, green for Publisher. The start screen displays a list of recent documents. Though creating a blank document is the default option, you can alternatively select a template, search online for templates, or click "Open Other Documents" to search for a document on disk or in a OneDrive folder.

### 2. OneDrive (formerly SkyDrive) Integration

Office 2013 is designed to integrate with the cloud—with OneDrive and SharePoint, in particular. That is good news if you prefer to save your work online for anywhere-access, and still store items locally with the OneDrive app for your computer.

### 3. Syncing Across Devices

When you save your Office documents online, they'll be available to you (and others if you share them) from any device at any time, via Office 2013 on a PC or tablet, or via the WebApps.

### 4. Touchscreen use

Some new Office 2013 features are designed to make working with a touchscreen easier. The new Read Mode in Word opens a document in reading view, which lets you scroll through the document by swiping horizontally with your finger.

### 5. More Graphics Options

In Word, PowerPoint, Excel, Publisher, and even Outlook, new icons on the Insert tab of the ribbon toolbar let you insert pictures from your local PC or from various online sources. The online options include inserting images within the Office Clipart collection online, via a Bing search, or from your own OneDrive or Flickr account. (To access your Flickr account, you

must first authorize Office to connect to it.) Graphics now also have more editing options via the special taskpane on the right. And they are easy to align via the new alignment guides.

## CHANGES TO EXCEL

### Flash Fill

- Can easily "fill down" a column of like data. Just type in the first cell and then start typing the second. You will see Excel's suggestion for the rest of the column. To accept, hit the Enter key.

### Charting Engine

- Provides recommended charts - Select the data to chart and click Insert > Recommended Chart to see options such as line, bar, and pie charts that the program recommends for your data. After you select and create a chart, small icons will appear outside its top right corner when you select it, giving you access to work with chart elements, styles, and colors, and with the chart data itself.
- Quick Analysis Tool
  - Allows you to convert your highlighted data into a table, chart or add sparklines or other formatting
- New Math Functions
  - For trigonometry, math, statistical, engineering, date and time etc…

## CHANGES TO POWERPOINT

### Merge Objects

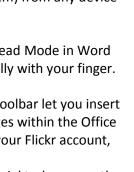- Select two or more shapes drawn in a slide and then click on the Merge Shapes button from the Drawing Tools Format Tab

### Formatting Task Panes

- Formatting images, shapes, and other objects in PowerPoint is now more intuitive. Right click on an image and choose Format Tab to open the new Format Picture task pane, which shows the formatting options available for that object.

### Smart Guides

- You can now add guidelines on a Master slide to help you align content in every slide

## CHANGES TO WORD

**Home Tab**

- **Collapsible headings** (must use the heading format)
    - Quickly show and hide sections of text
- **File Tab (Backstage View):**
    - Create a new Document – choose template or blank
    - Info – protect document, restrict editing, and password protect
    - Share – (like the Save and Send in 2010) can invite people to collaborate (you must be signed in)
    - Export – allows you to change the file type (PDF, .rtf, .doc etc…)
    - Account – Here you can log in to your SkyDrive account or switch accounts
    - Options – accessed here, too

**Insert Tab**

- **On-line pictures** – can access Office.com clip art or a Bing image search
    - Once the image is inserted - changes in the format tab
    - Artistic effects
    - Menu for wrap options
- **Apps for Office** – can insert into your document (SharePoint, dictionary app,
- **On-line Video** – offers Word users the ability to search for videos and view them directly without leaving the document. You can also embed the HTML code (use the old embed code – this does not really embed the video, you still need an internet connection) of a video in the document and watch the videos right away. If the embedded video appears too small, Microsoft also allows you to enlarge it easily.

**Design Tab** – from the Page Layout Tab of Word 2010

- Themes
- Colors, fonts, paragraph spacing, effects,
- Watermark, page color and page border

**Page Layout**

- Position and Wrap Text options for objects are available

**Review**

- Track Changes – can be narrowed to specific types of changes and by editor and also in Simple Markup view.  In addition, you can "contact" the any editor via Skype or Messenger.

**Picture Format Tools**

- Artistic Effects – brings you the task pane on the right for even more effects and control over them.

**PDF Editing**

- Can open PDF files, edit them there and then save them as a .docx file or PDF. When opened in word, the file retains the structure of the PDF file, even for elements such as tables. Just be sure not to make Word the default program for pdfs or else you will have to wait for Word to convert each document you want to view. Leave Reader as default.

## PUBLISHER

- Inserting pictures will now put thumbnails of all of them in the Scratch area. You can also drag and drop a picture from the scratch area over another picture to change it. This enables you to create a template for a newsletter and then just insert the new images for the next issue without messing up the whole layout.

## ONE NOTE

- Tables can now have headers and colored cells
- Draw with touch and share notes via Lync