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# Microsoft Office 2013



## New Features

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## Common New Features

### Touch Screen Options:

All of your Office 2013 applications now include the *Touch Screen* option, which will increase the size of commands on the Ribbon for easier use when utilizing your Office applications from a tablet or smart phone.

#### To activate the Touch Screen options:

1. Click the *Customize Quick Access Toolbar* drop down arrow to the right of the Quick Access Toolbar, and select **Touch/Mouse Mode**.

### SkyDrive Support

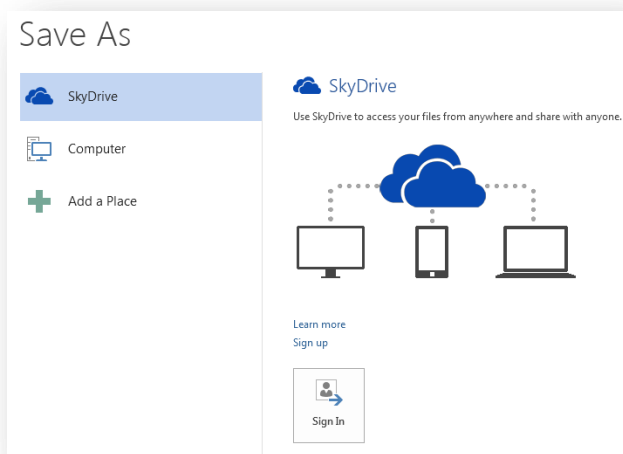
Now more than ever, Office 2013 keeps you connected to the "cloud" by synchronizing your Office files with your SkyDrive account, allowing you to access them from the web. All you need to do to get started is set up a free SkyDrive account!

#### To create a SkyDrive account:

1. Go to **skydrive.live.com** to create a new account.

#### To save files to your SkyDrive account from within Office 2013:

1. Click the **File tab** and select **Save As**
2. From the *Save As* options window, select **SkyDrive**.

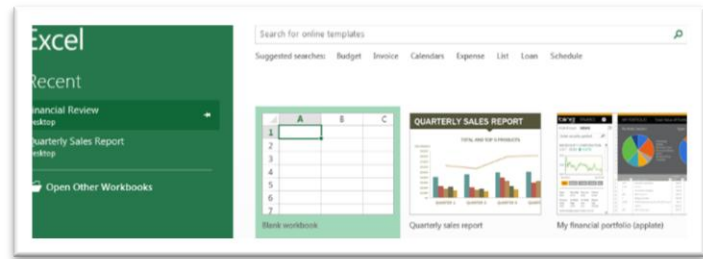


### New Start-Up Screens

When you launch any of your Office 2013 application, you will now be greeted with a Start Up screen, which gives you access to new file templates or access to file you have been working on recently.

#### To exit out of the Start-Up screen:

1. Press the **ESC** key.



### Insert Office Apps from the Apps Store

Get even more out of your Office files by inserting content made available from Office apps that you download from the Office Apps Store! Sign in using your SkyDrive account, download one of the hundreds of available apps, and then utilize the app while working in your Office files.

#### To insert content from an Office app:

1. Click the **Apps for Office** button from the *Insert tab* of the Ribbon.



### Graphical Layout Guides

Now whenever you are trying to position a graphic within an Office 2013 file, you will noticed new layout guides appearing allowing you to easily align your graphic with other elements of the file, such as borders or other graphics.

## PowerPoint 2013 New Features

### New Templates

As always, with a new version of Office comes a whole new wave of templates! Check out the new PowerPoint templates from the **Start Up Screen** or by clicking the **File tab** and selecting **New**.

### Theme Variants

Themes have been a part of your Office apps since Office 2007. As you may know, themes are divided into 3 parts: color, fonts, and effects. In PowerPoint 2013, these 3 elements now make up what are known as **Theme Variants**.

#### To access and change a Theme Variant:

1. Select the **Design tab** and choose from the **Variants group** of the Ribbon. Click the **More** button for more options.

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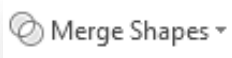
## Theme Variants:



## Merging Shapes

Combine, intersect, and subtract are just a few of the Merge Shape commands you can use to create brand new shapes using existing drawn shapes in PowerPoint.

### To Merge Shapes:

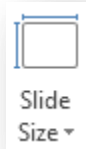


1. Select two or more drawn shapes in a slide.
2. Click the **Merge Shapes** button from the **Drawing Tools Format** Ribbon.

## New Screen Size Options

PowerPoint 2013 now supports both standard and widescreen slide sizes to accommodate different display types when presenting.

### To change Slide Size:



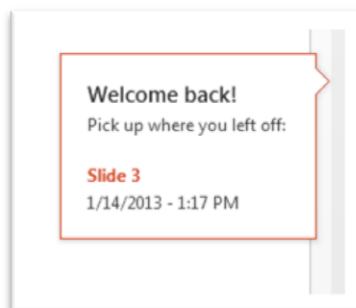
1. Select the **Design tab** of the Ribbon, and then click the **Slide Size** button to change from Standard to Widescreen slide sizes.

## Continue from Last Slide

When opening a presentation you were recently working on, PowerPoint 2013 will give you the option of "picking up where you left off." After reopening a presentation file, look for the **Welcome back!** prompt to navigate back to the slide you were last working on before closing the file.

### To change Slide Size:

1. Select the **Design tab** of the Ribbon, and then click the **Slide Size** button to change from Standard to Widescreen slide sizes.

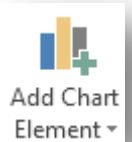


## No Layout Tab for Charts

When working with charts in PowerPoint 2007 or 2010, you would have had 3 contextual Chart Tools Ribbon tabs in which to access your chart commands from: *Design, Layout, and Format*. In PowerPoint 2013 however, the **Chart Tools: Layout** tab has been removed. All the commands previously on that tab are now available via a button on the **Chart Tools: Design tab**.

### To access Chart Layout tools:

1. Select the chart you want to work with to activate the Chart Tools contextual ribbons.
2. From the **Chart Tools: Design** Ribbon, select the **Add Chart Element** button.



## Work in Presenter View with 1 Monitor

In previous versions of PowerPoint, in order to activate and use the Presenter View, you would need to be connected to 2 monitor sources. With PowerPoint 2013, you can rehearse your presentation in Presenter View with only 1 monitor.

### To activate Presenter View with only 1 monitor:

1. Use the keyboard combination of **ALT + F5**.

## Word 2013 New Features

### New Design Ribbon

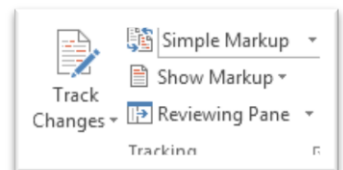
Word 2013 now includes a **Design Ribbon** which provides you access to Themes, text and paragraph styles, watermark options, and more.

### Simple Markup View

When utilizing the *Track Changes* feature and related views in previous versions of Word, you may have found the screen a bit cluttered with markup indicating deleted or added text. With the new **Simple Markup View**, you will have a much cleaner and tidier view of your document when working with revision markups.

### To activate the Simple Markup View:

1. Select the **Review tab** of the Ribbon and choose the **Simple Markup** option from the *Display for Review* drop down menu available in the *Tracking* group.



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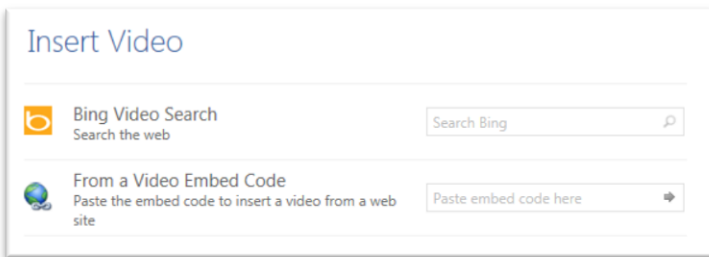
## Insert Online Video

Word 2013 now provides you with an option to embed a web based video within your documents. Videos can then be clicked and played assuming you have an internet connection.



### To insert an Online Video:

1. First find and copy the embed code for the video on the web that you want to insert into a document. The embed code for the video be accessed in various ways depending on where the video is posted (such as on YouTube.) Look for buttons labeled "share" or "embed" to access the embed code.
2. Click in the document where you want to insert the video.
3. Select the **Insert tab** of the Ribbon, and then click the **Online Video** button.
4. Paste the copied embed code into the appropriate



area of the *Insert Video* window.

## Edit PDF Files

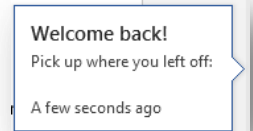
When opening a PDF document in Word, the document will automatically be converted into a Word document that can then be edited in Word. Once you have made any changes, you can resave the document back into the PDF format.

### To edit a PDF file:

1. Simply open the PDF file in Word like any other document and make revisions accordingly. Note that the PDF document will be converted into a Word document to allow for editing to take place.
2. To save the document back into PDF format, click the **File tab** of the Ribbon, select **Export** and then choose the **Create PDF/XPS Document** option.

## Pick Up Where You Left Off

When opening a document you were recently working on, Word 2013 will give you the option of "picking up where you left off." After reopening a document, look for the **Welcome back!** prompt to navigate back to the place in the document you were last working on before closing the file.



## Online ClipArt

All ClipArt is now accessible online, as opposed to storing a small amount of ClipArt images on your computer, as was the case in previous version of Word. Using the **Online Pictures** button, you will have access to thousands of royalty free pictures and illustrations.



### To insert Online ClipArt:

1. Select the **Insert tab** of the Ribbon, and then click the **Online Pictures** button.

## Excel 2013 New Features

### Flash Fill with Tables

When working in columns of an Excel table, Excel will monitor the first couple of values you type. If it detects a pattern of data related to an adjacent column, Excel will automatically **Flash Fill** the remaining values.

### To see an example of Excel's Flash Fill feature:

1. Select the **File tab** of the Ribbon, and then click the **New** option to create a new workbook based on an Excel template.
2. From the available templates, select the **Welcome to Excel "Take a Tour"** template.
3. In the newly created workbook file, select the worksheet tab named **Fill** and follow the onscreen instructions.

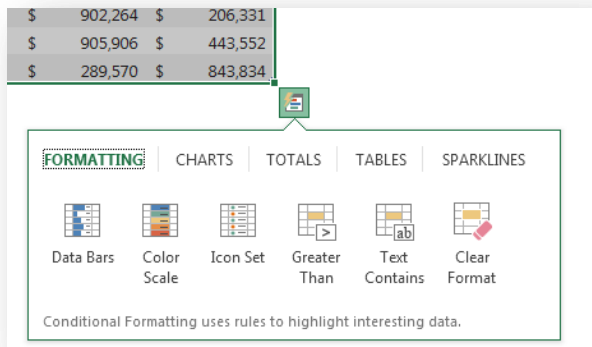
### Table Quick Analysis Tools

When working with data in an Excel table, Excel will recommend various tools to use that may be useful after all the data in the table has been selected.

### To activate Table Recommendations:

1. Select all of the data within an Excel table.
2. Click the **Quick Analysis tools** icon in the lower right corner of the table.

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## Table Quick Analysis Tools:

### Recommended Charts

Need to chart some data but not quite sure which chart would be best? Let Excel help you decide! After selecting the data you are looking to chart, you can select an option which includes charts recommended by Excel to that best suits the data selected.

#### To view recommended charts:

1. Select the data set you wish to include in your chart.
2. Select the **Insert tab** of the Ribbon and then click the **Recommended Charts** button from within the *Chart* group.

## Outlook 2013

### Integrated Social Networking

Outlook 2013 gives you even more options to integrate your social networking services, such as Facebook or Linked In, into your Outlook account.

#### To set up social networking in Outlook:

1. Click on the **File tab** and then select **Account Settings**.
2. From the *Account Settings* menu, select **Social Network Accounts** and follow the onscreen instructions

### Peeking at Outlook Info

In Outlook 2013 you will find a series of shortcut icons along the bottom of your screen. By hovering your mouse over these icons, you can “peek” at upcoming meetings or appointments in your calendar or to-do items in your Task lists, all without actually navigating to the folder itself.

#### To “peek” at item in your Outlook Folders:

1. Mouse over any of the shortcut icons located along the bottom of your Outlook window.

Mail Calendar People Tasks

### Weather Banner in Calendar

Get up to date current weather conditions and forecasts using the Weather Banner, now part of your Outlook 2013 Calendar.

San Francisco, CA ▾ ☀ Today 55° F / 40° F ☀ Tomorrow 55° F / 43° F ☀ Wednesday 57° F / 46° F

## Office 2013 Keyboard Shortcuts

<b>CTRL + O</b> .....	Open
<b>CTRL + N</b> .....	New
<b>CTRL + W</b> .....	Close File
<b>CTRL + S</b> .....	Save
<b>CTRL + B</b> .....	Bold
<b>CTRL + I</b> .....	Italics
<b>CTRL + U</b> .....	Underline
<b>CTRL + P</b> .....	Print
<b>CTRL + C</b> .....	Copy
<b>CTRL + X</b> .....	Cut
<b>CTRL + V</b> .....	Paste
<b>CTRL + G</b> .....	Go To
<b>CTRL + F</b> .....	Find
<b>CTRL + H</b> .....	Replace
<b>CTRL + A</b> .....	Select All
<b>CTRL + K</b> .....	Insert Hyperlink
<b>F1</b> .....	Help
<b>F7</b> .....	Spell Check
<b>F12</b> .....	Save As

