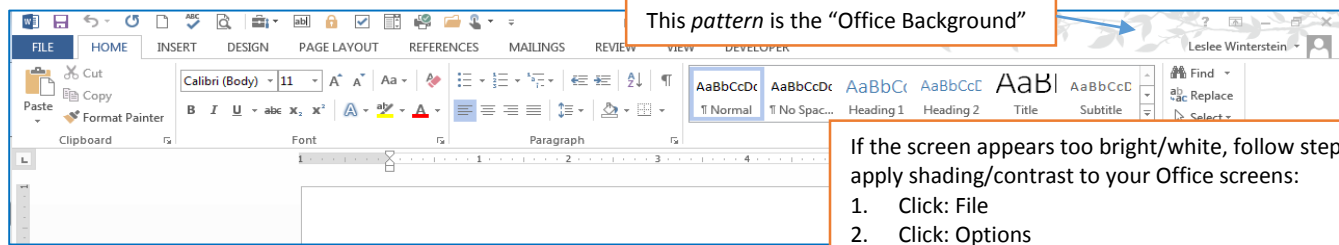


## What's new in Office 2013?

Office icons are different – each application is associated with a color. Bright blue for Outlook, blue for Word, green for Excel, orange for Powerpoint, etc.



**Appearance:** Screen view is crisper, cleaner, no longer will you see multiple shades of color – referred to as a “Modern” interface.

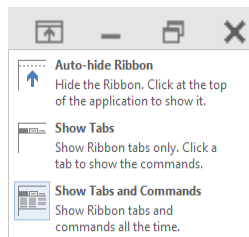


If the screen appears too bright/white, follow steps to apply shading/contrast to your Office screens:

1. Click: File
2. Click: Options
3. Set Office Background (the pattern in the upper right corner) or the **Office Theme** (Light or Dark Gray)

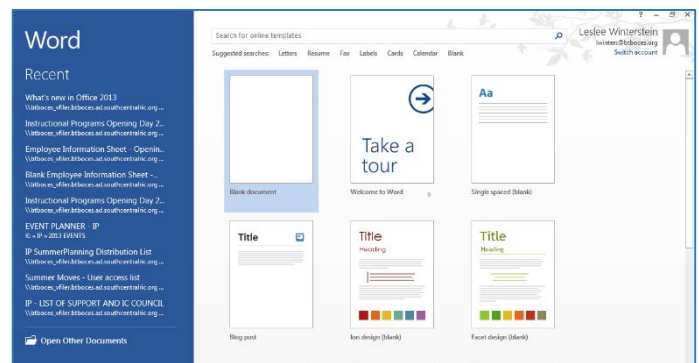
### Ribbon Display Options:

Clicking on this button in the upper right corner of the window, displays options for hiding or showing the ribbon



**Touch Screen capability:** for tablets, mobile devices, click the Touch Mode button on the Quick Access toolbar

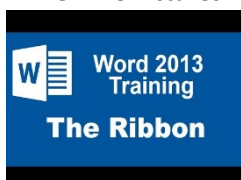
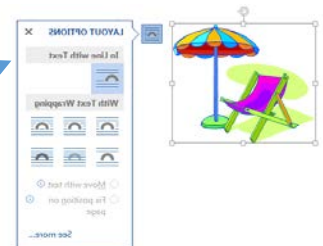
**Start Screens:** Opening one of these applications, displays your *Recent* folders & files – you can still “pin” the ones you use most so they are always in the list. Choices for templates to start something new or, click *Open Other Documents* to search for a document on one of the network drives. To turn off the display of the Start screen, click: File – Options – UNCHECK “Show the Start screen when this application starts” (repeat these steps for each application)



**One Drive:** Save and share files “in the cloud” using OneDrive – allowing you to get to those files from any device, anywhere that you have internet access. Your OneDrive account is the same as your network login. (see page 7 for details on Office 365/One Drive)

## WORD

- **PDF Editing:** You can now open and edit PDF files in Word – then save them as a docX or PDF file. When PDF files are opened in Word, the PDF structure is retained.
- **New Read Mode** – icon on task bar (lower right) allows you to read files with many pages – just like a book. Word also remembers where you left off and displays a pop-up reminder.
- **Object zooming while in Read Mode** – double-tap (if you have touch screen, tablets) or double-click with mouse to zoom in to fill screen – helpful with tables, charts, images
- **Editing tools** are removed so you don’t have the pop-up icons
- **Layout Options** - clicking on an image now displays a layout options icon, when you mouse over it a handy menu of options for text wrapping appears
- **Alignment Guides** – as you resize and move photos and shapes in your document, **green** alignment guides help to line up charts, photos, diagrams with your text.
- **Online Pictures** – (under Insert tab) is where you will find Clip Art, key in your search word and you will find lots to choose from



- **Improved Spell Checker** – (Review tab, Spelling & Grammar) along with suggestions to misspelled words, offers dictionary definitions with a link you can click to have the computer to pronounce the word.
- **Insert Online videos** -- and watch them right in Word

# OUTLOOK

**All Unread**: Quickly view all unread messages by changing the view from All to Unread

**Message Pane area**: The current selected message – also the one visible in the Reading Pane

**Reading Pane** – to turn on or off the display of this, click: View tab then Reading Pane. The default is to display on the Right – you can choose: Bottom or Off

**Navigation Bar**: Toggle between your Mail, Calendar, People (called Contacts in previous versions), Tasks, etc. Mouse over Calendar to get quick peek of your schedule & key appointments. **Note**: To keep the Calendar always in view, click on the “dock it” icon in the quick peek window or, click: View tab, To-Do Bar to have your calendar appear on the right edge of the Outlook screen.

**Navigation Bar options**: to change the appearance of the Nav Bar to icons, rearrange the order or adjust the number of visible items, click: on the 3 dots ...

Click: Navigation Options

1. Enter the max number of visible items or,
2. Change the order using the Move Up or Move Down buttons or
3. Check or uncheck Compact Navigation to show the full words or just icons

**Flag, Delete or Mark Messages Read or Unread** using the icons in the message list

**CALENDARS: New Weather Bar list** -- view the weather forecast while viewing your calendar; add other cities

**To change the “size of the font” in the Message Pane area**, click: View tab – View Settings – Other Settings... change the Column and Row Fonts to a different font and/or larger size

**To change the “color” of incoming messages**: click: View tab – View Settings – Conditional Formatting... click the Font button and choose a different. The default is: Custom (blue)

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2013 Projections  
Carol Troup  
Permission is restricted for this message You must

New York, NY Today 83° F / 69° F Tomorrow 85° F / 67° F Saturday 81° F / 67° F

**Other Settings**

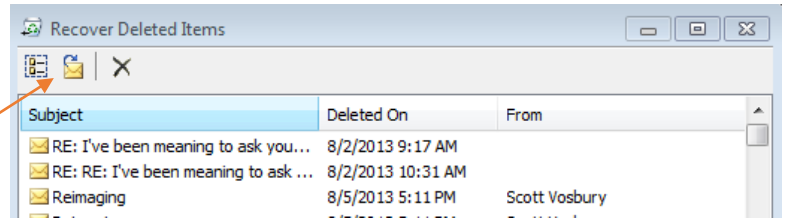
Column Headings and Rows

Column Font... 10 pt. Segoe UI  Automatic column sizing

Row Font... 12 pt. Segoe UI  Allow in-cell editing

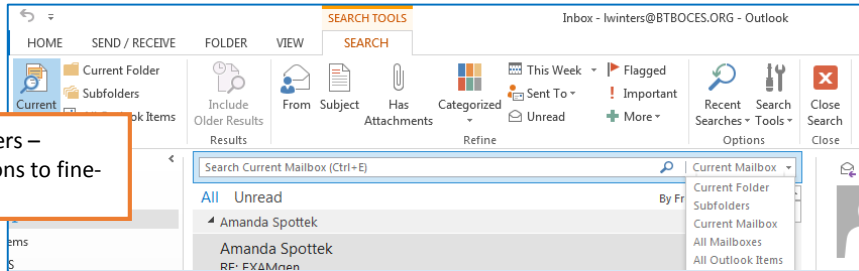
Show "new item" row

**Recover Deleted Items:** Items you have deleted from the Deleted Items folder, can be recovered. This was also a feature in Outlook 2010. Right-click on any folder (or click on Folder tab) and choose: Recover Deleted Items... a window appears showing information about items you have deleted. Select the message(s) you wish to recover and click on the Recover icon – the items go back to the folder they were originally stored in

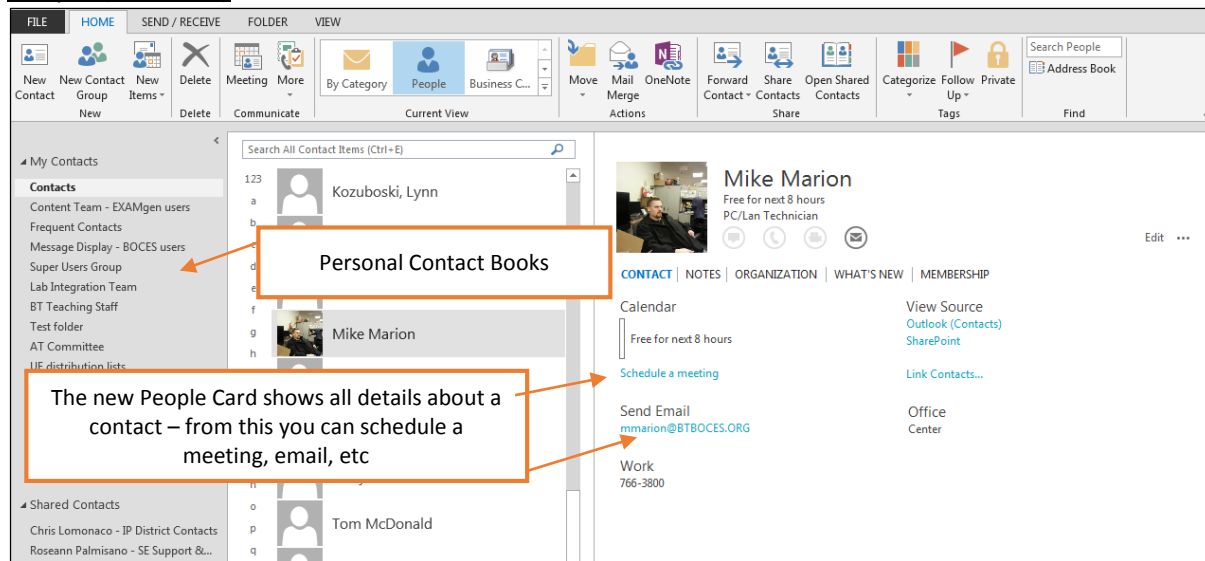


**Search Options & Tools**

Search by mailboxes, folders – ribbon bar also gives options to fine-tune your searches



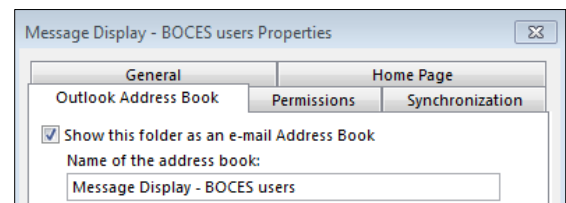
**People (Contacts)**



The new People Card shows all details about a contact – from this you can schedule a meeting, email, etc

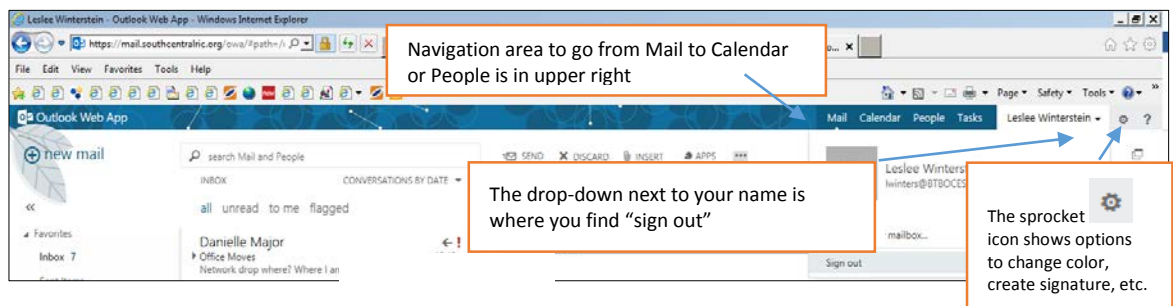
**Personal Contacts** - are ones that show under My Contacts – they are created by you, and are not “system” email address books (everyone within the organization or a large group/distribution list). To make your personal contact book accessible when sending email, “add them to the Outlook Address Book”:

1. Right-click on the contact book, click: Properties
2. Click: Outlook Address Book tab -- **CHECK** the box “Show this folder as an e-mail Address Book” Note: this can only be done for your own contact lists, not Shared Contacts



**Email Attachments and Word** – if attachments from email messages open in Word in “preview” mode rather than the editing mode, follow these steps to change the setting in Word: Click: File – Options - General – **UNCHECK** *Open email attachments and other uneditable files in reading view*

**Outlook Web Access**



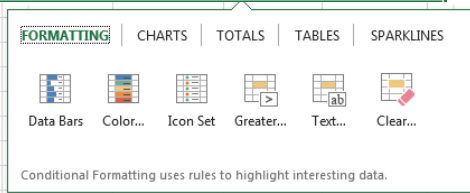
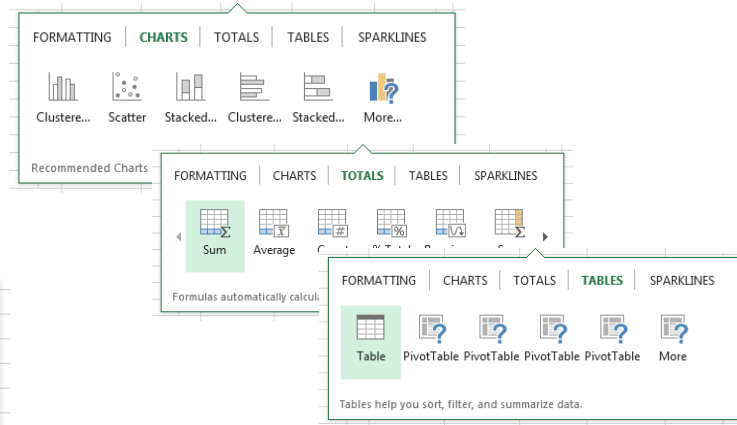
# EXCEL

**New Templates** – appear when you first open Excel – from budgets to calendars to schedules.

**Each Workbook has its' own window!!** – much easier to work on two workbooks at once. For those of you with two monitors, you can leave one workbook on one monitor and drag the other file to your second monitor.

**Quick Analysis Tool** - By selecting any cell range, this tool lets you preview your data for formatting, view various charts, determine totals, with conditional formatting, summarize your data as a table, in pivot table formats and apply sparklines.

First Name	Last Name	June Hrs	July Hrs
Amy	Farrah Fowler	40	40
Bradley	Cooper	25	55
Robert	Downey Jr	560	75
Denzel	Washington	40	15
Jennifer	Lawrence	400	375
Sandra	Bullock	30	100
George	Clooney	250	25
Angelina	Jolie	150	58
Sheldon	Cooper	300	325



**Flash Fill** – (under Data – Data Tools) use this to easily fill out an entire column -- when you need to separate first and last names, split addresses. In this example, enter the student's first name Amy in cell B4, continue with Bradley's name in cell B5 – flash fill shows suggested list – press enter – saves typing! Press Esc key to not continue with flash fill

	A	B	C
1	Flash Fill Example		
2			
3	Student Names	First	Last
4	Amy Farrah Fowler	Amy	
5	Bradley Cooper	Bradley	
6	Robert Downey Jr	Robert	
7	Denzel Washington	Denzel	
8	Jennifer Lawrence	Jennifer	
9	Sandra Bullock	Sandra	
10	George Clooney	George	
11	Angelina Jolie	Angelina	
12	Sheldon Cooper	Sheldon	
13			

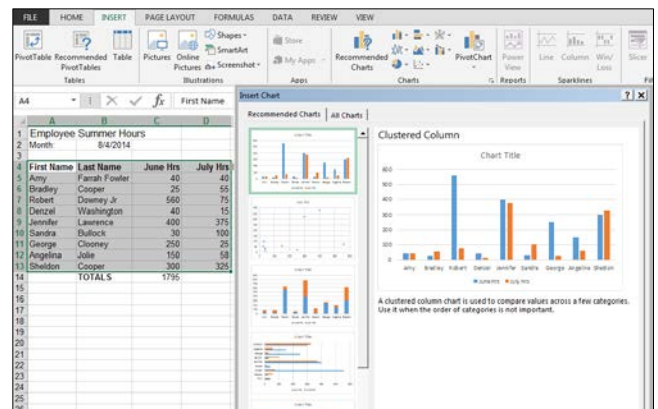
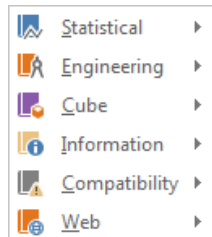
Flash Fill is case-sensitive but you can also use it to convert cell info to proper, lower or uppercase

Works best when you have consistency in your data – if you are splitting address info and have a mixture of street numbers and postal codes you may end up using Text to Columns or functions (PROPER, LOWER, UPPER) to split text

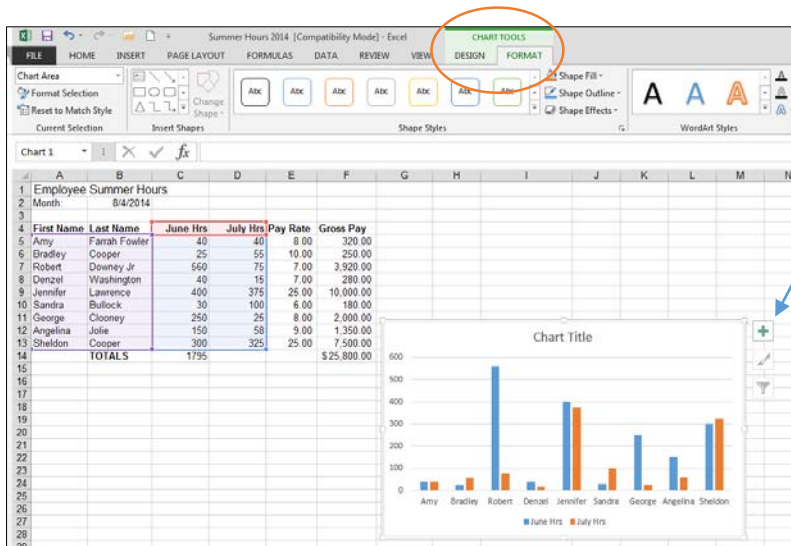
**Recommended Charts** – sometimes you're not sure which chart type best demonstrates the data for your audience. Make sure your cell pointer is somewhere on your data – click: Insert - then Recommended Charts icon. Get a quick peek of various charts and click the one you need.

**View Animation in your chart** – when you make changes to your data, watch the animation in the chart

**New Functions** – see More Functions under the Formula tab – includes new statistical, engineering, date & time, lookup, logical and text function categories

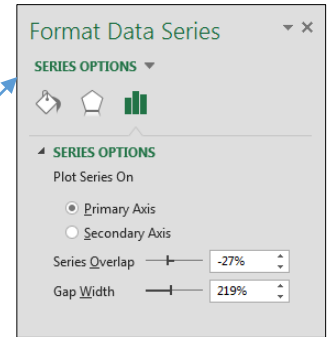






**Simplified Chart Tools** – just Design and Format to choose from. Plus you'll see 3 new chart buttons that let you quickly pick a different chart type, add elements and filter data

Double-clicking on a selected area of a chart, displays the Format Chart pane – giving you options for the selected area



**Pivot Tables** - Excel now recommends several ways to summarize your data with a quick preview of field layouts – mouse over the samples to choose the one that best analyzes your information (Insert, Recommended Pivot Tables). Then, using Analyze and Design tabs, filter and sort the pivot table. You can also create pivot tables based upon multiple tables in Excel.

## POWERPOINT

**New Design Templates** and Themes appear when you open PowerPoint giving ideas right at the start.

Choosing a template then shows variations on that theme (color palettes and fonts) with previews of Title, Smart Chart, Title & Content and Photo layouts

**Wide Screen friendly** – now with a 16:9 layout for presenting on wide-screen TV's, HD format

**Smart Guides** – red dotted lines automatically appear when you're trying to line up objects to a grid

**Visual Motion Paths** – with animations motion paths, a ghost image moves along your path, showing you where your object will end up

**Merge Shapes** – select multiple common objects and combine to create new shapes

**More Audio & Video support** - .mp4 and .mov with H.264 video and AAC (Advanced Audio Coding)

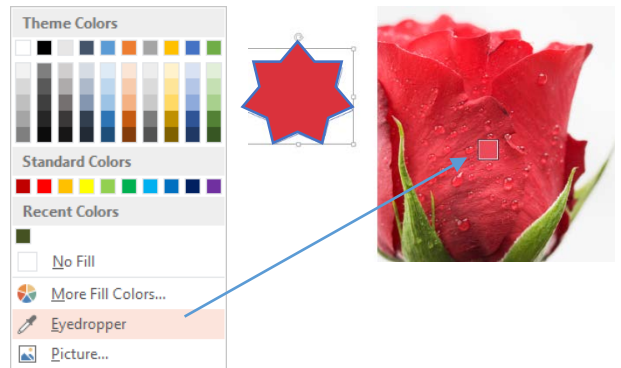
**Play in Background** – insert the audio file, select it and choose: Audio Tools, Playback tab and click: Play in Background



**Formatting Task Pane** - right-click an object and choose Format Picture -- you only see the options available for that selected object.

**Match colors using the new eyedropper**

1. First select the shape or thing you want to match the color to.
2. Click Shape Fill
3. Click the Eyedropper -- move over the object to find the color you want (the RGB color coordinates also appear)
4. Click when you find the color (or press enter or space bar) -- selected object will have the matching color.

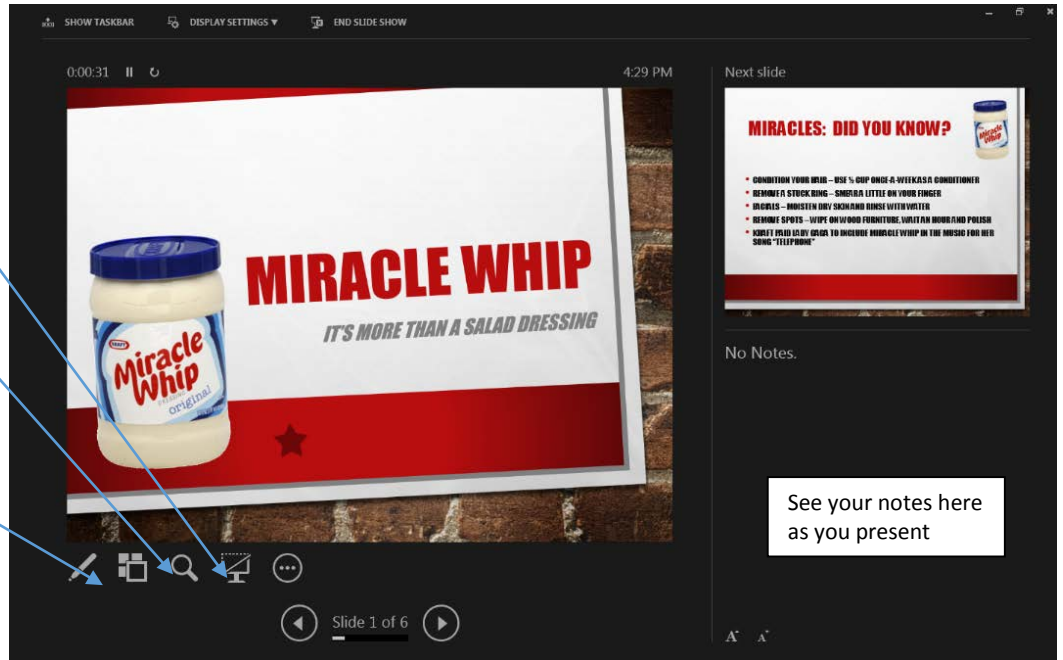


**Presenter View** – allows you to see your notes on your monitor while the audience sees the slide show

**Black or unblack** your slide show

**Zoom** –click the magnifying glass to zoom in or out on charts, pictures, etc.

**Jump to a slide** – use the slide navigator to browse between slides during your presentation



**PUBLISHER**

**Adding & Swapping Pictures** – if you select multiple pics, Publisher places them in a column - in the scratch area. To swap, position your mouse in the middle of a pic in the scratch area – mouse changes to “mountain icon”, drag to swap

**New Text & Picture Effects** – apply shadows, glow, bevels, 3-D

