OFFICE 2013

Brief Introduction to New Features

Information Technology Unit,

College of Professional and Continuing Education, PolyU

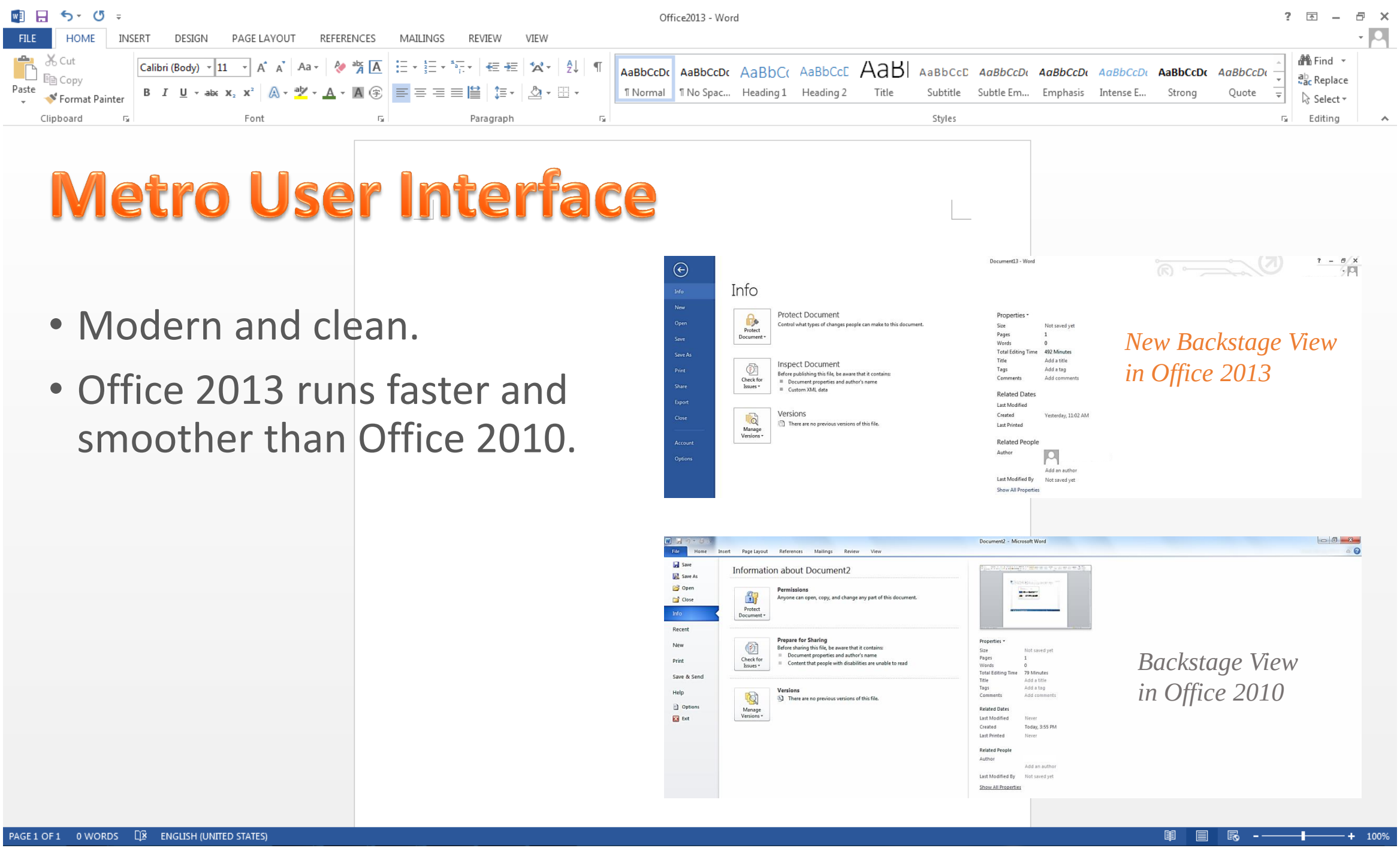
Microsoft Office 2013

- Microsoft Office 2013 is the newest version of the Microsoft productivity suite.
- Like Windows 8, Microsoft Office 2013 is also tablet friendly.
- Cloud enabled.

New Features/Changes of Office 2013

There are many new features/changes in Microsoft Office 2013, some of them are listed below.

- **Global Changes**
  - Metro User Interface
  - Account Login
  - SkyDrive Integration
  - Share
  - Touch Mode
  - Read Mode
- **Changes in Word**
  - Edit PDF content
  - Insert Online Video
- **Changes in PowerPoint**
  - Comments
  - Eyedropper
- **Changes in Excel**
  - Recommended Pivot Table
  - Quick Analysis
- **Changes in Outlook**
  - Social Connector
  - Weather Bar



Metro User Interface

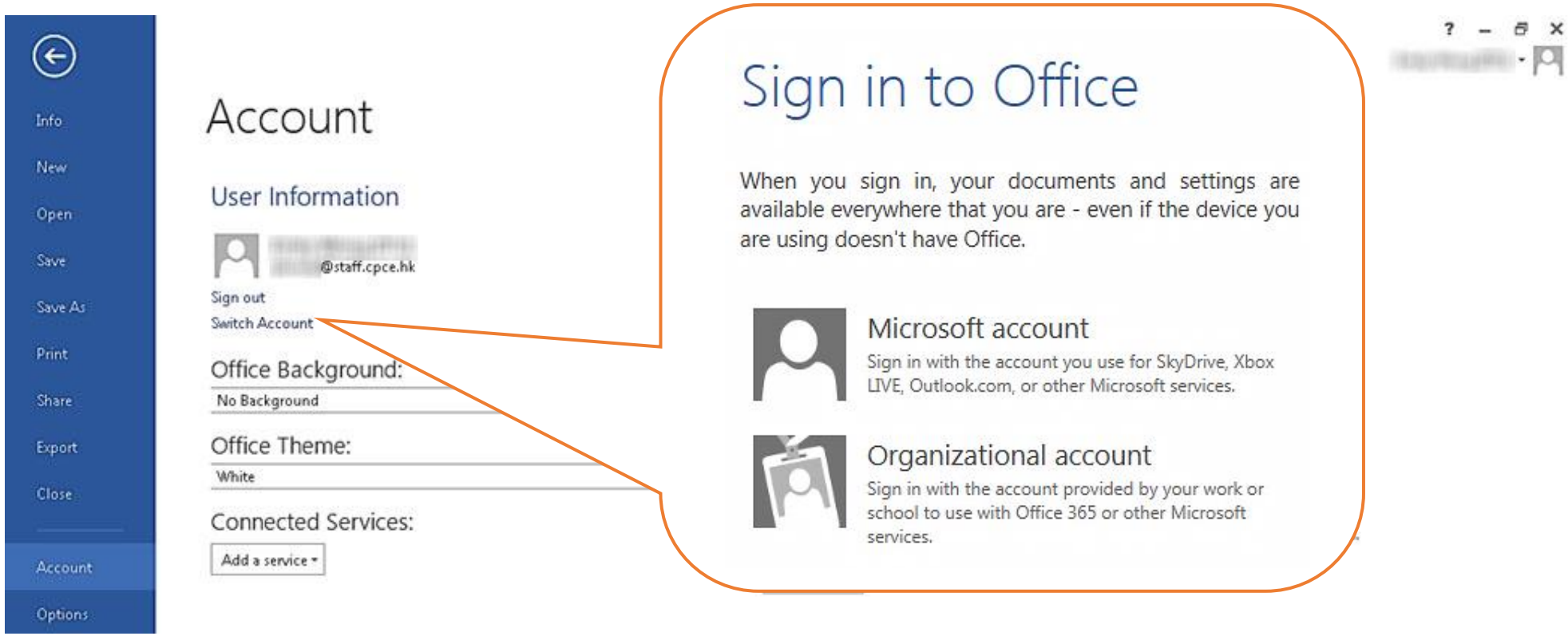
- Modern and clean.
- Office 2013 runs faster and smoother than Office 2010.

New Backstage View in Office 2013

Backstage View in Office 2010

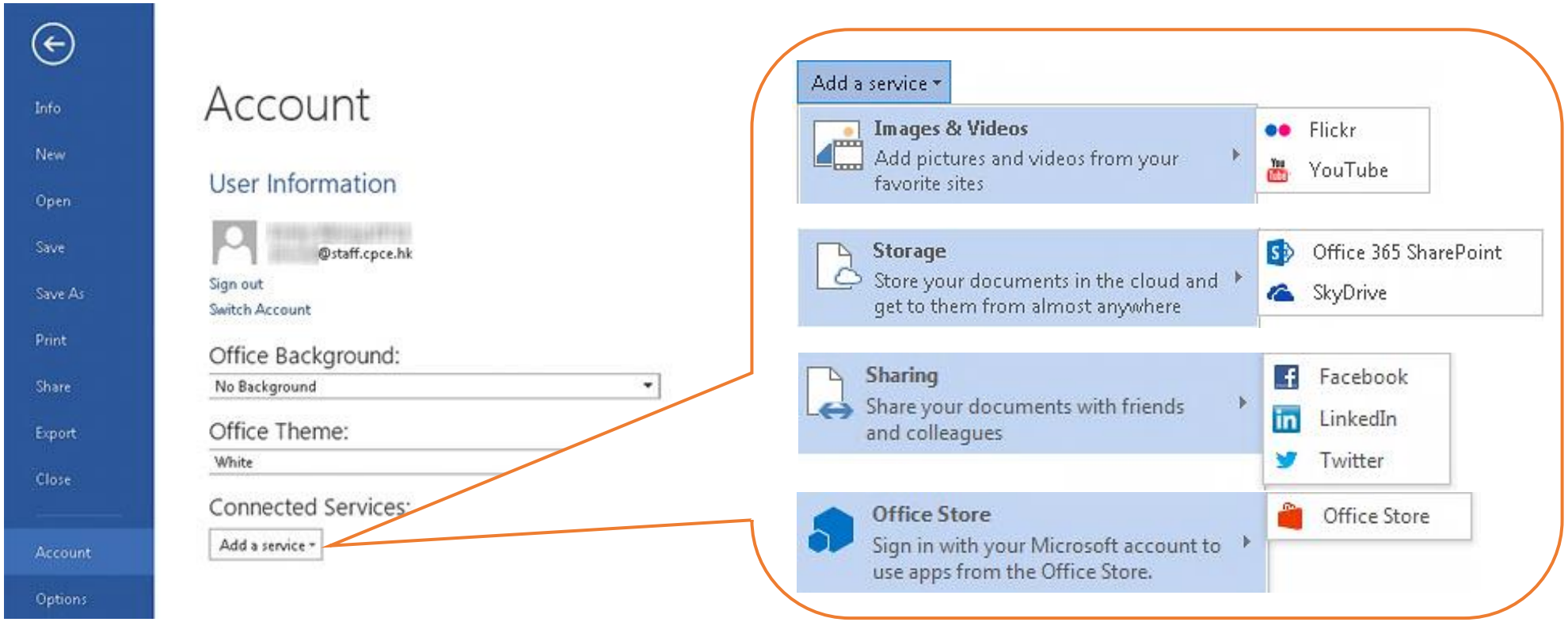
Account Login

- By signing in to Office 2013, you can save your Office files online to get to them almost anywhere and share with anyone.



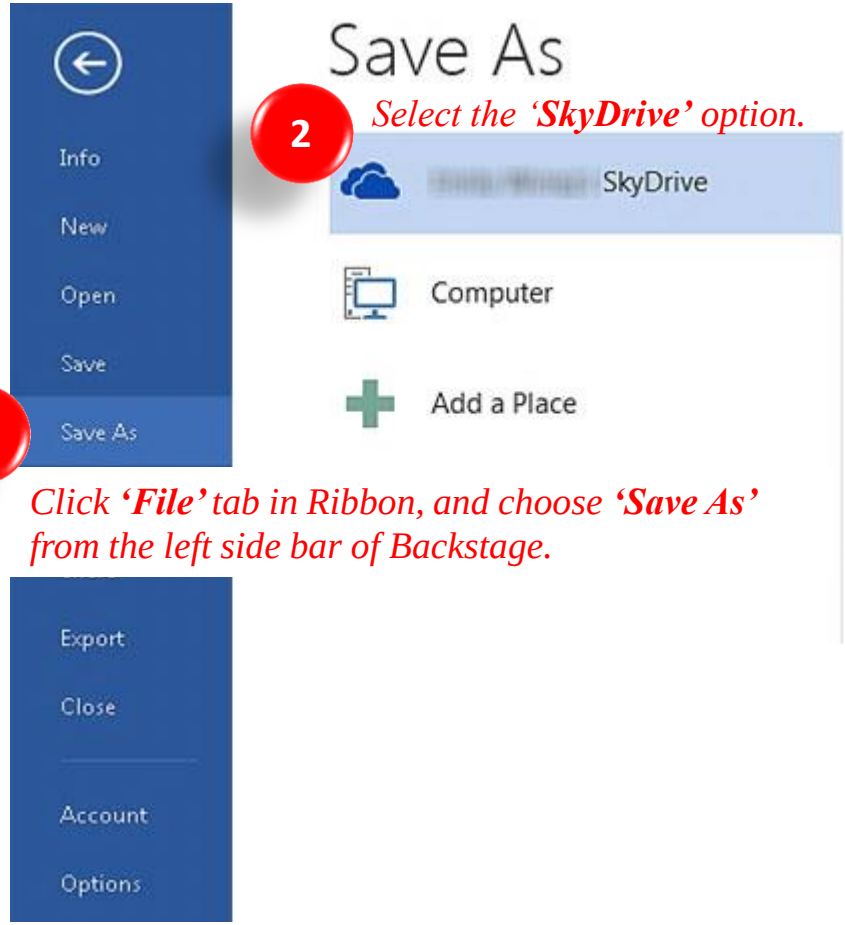
Account Login

- Each account allows you to get to Microsoft online services, and these services can be different for each account.



SkyDrive Integration

- Office 2013 can upload documents to SkyDrive – the cloud storage.



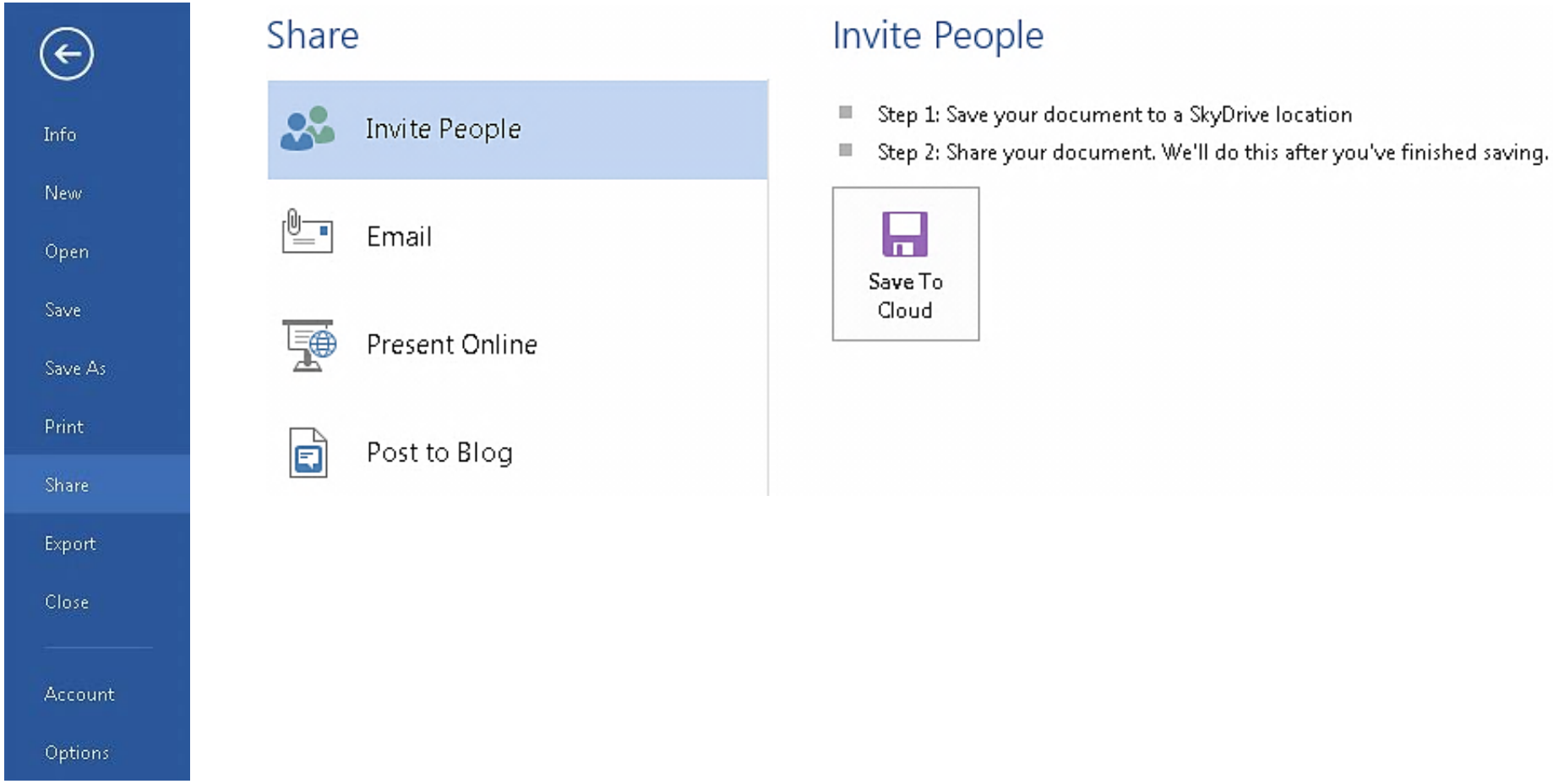
1 *Click **'File'** tab in Ribbon, and choose **'Save As'** from the left side bar of Backstage.*

2 *Select the **'SkyDrive'** option.*

3 *Choose the browse button and select a folder in SkyDrive and click Save As. Name your file and click Save.*

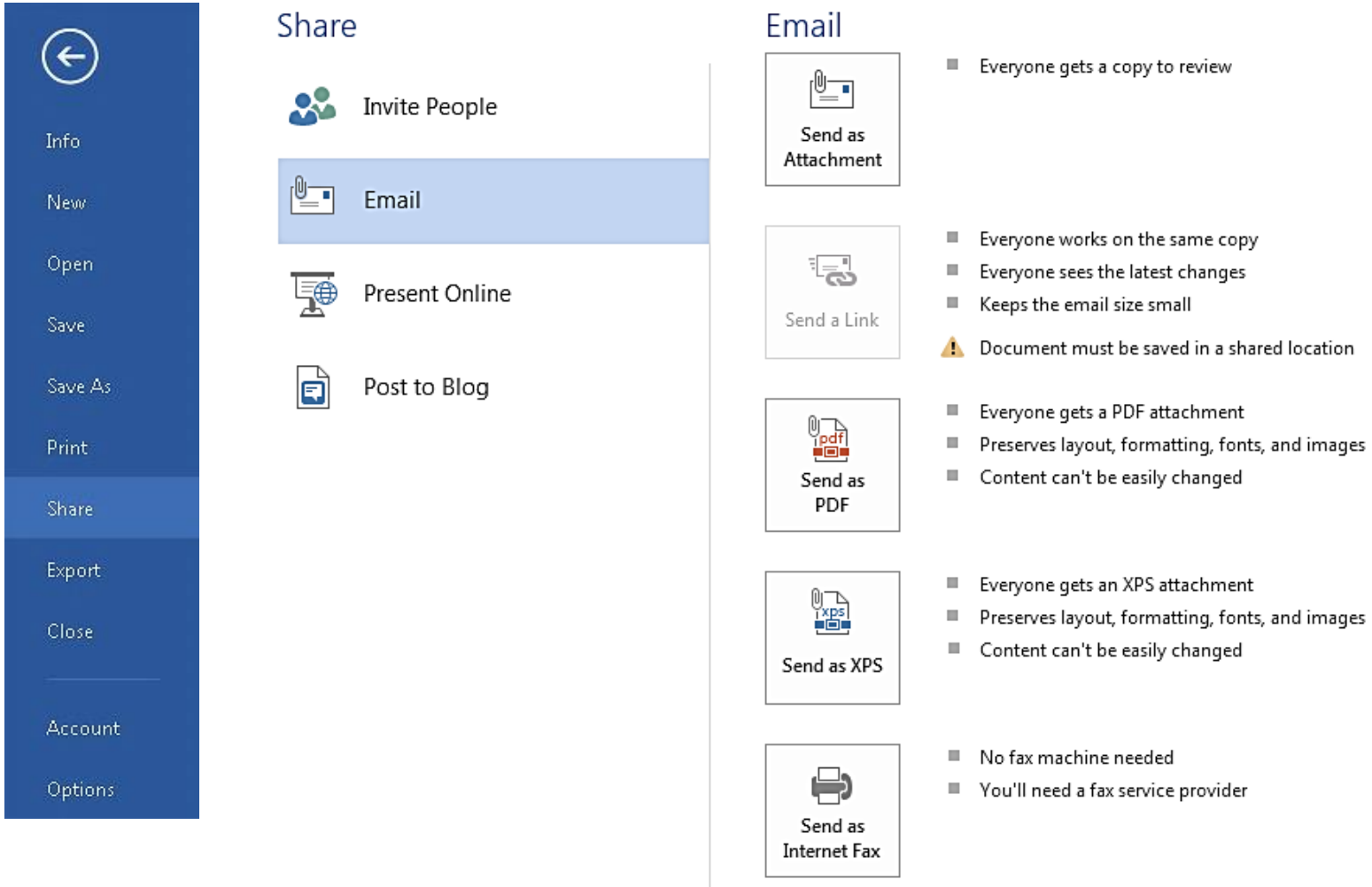
Share

- Save documents to the cloud for easy access and sharing.



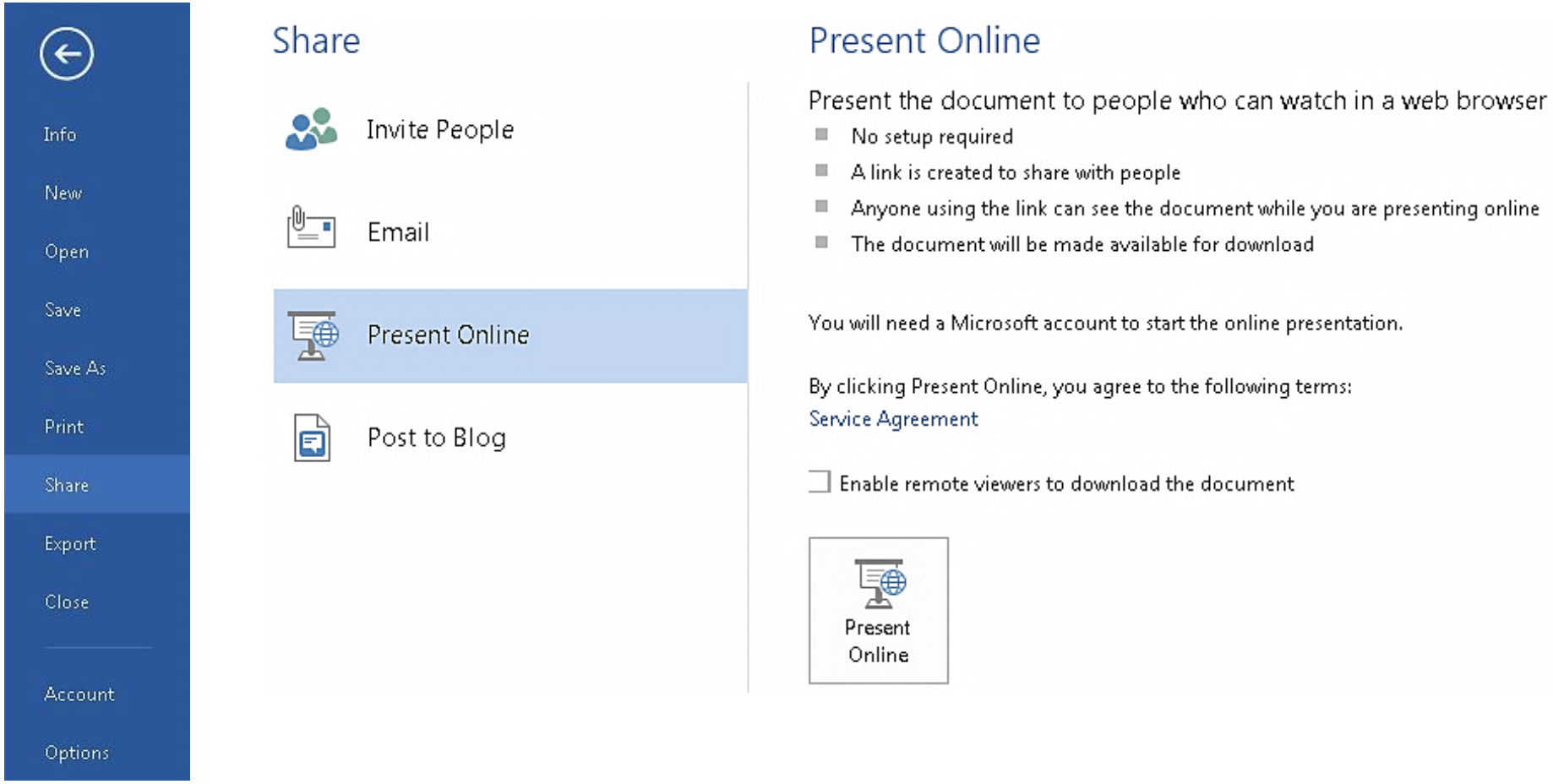
Share

- Share documents via E-mail.



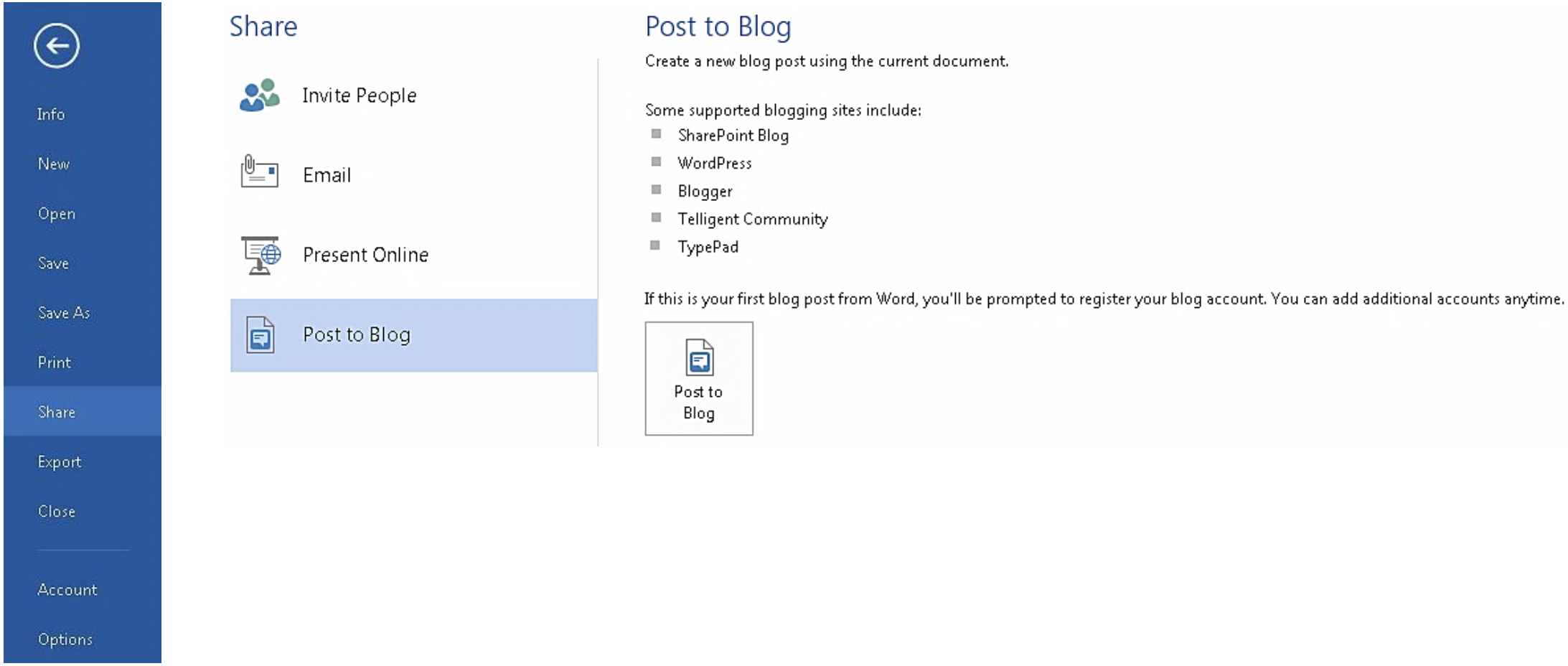
Share

- Share documents with someone by sending them a URL.



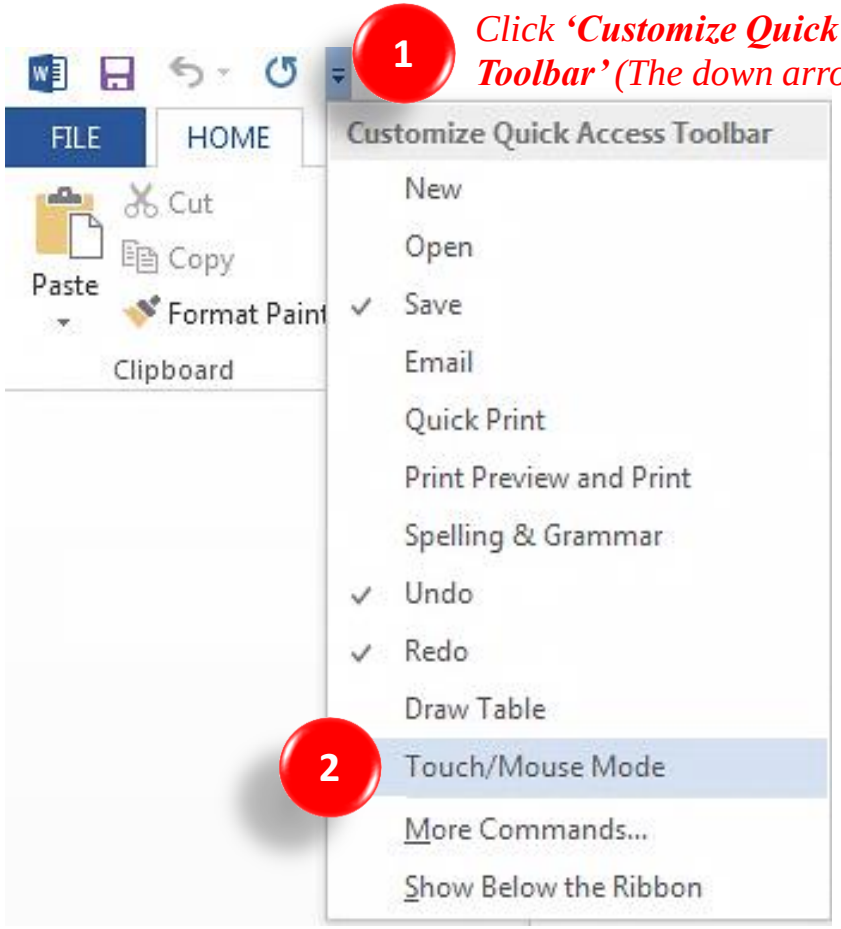
Share

- Post documents to Blog.

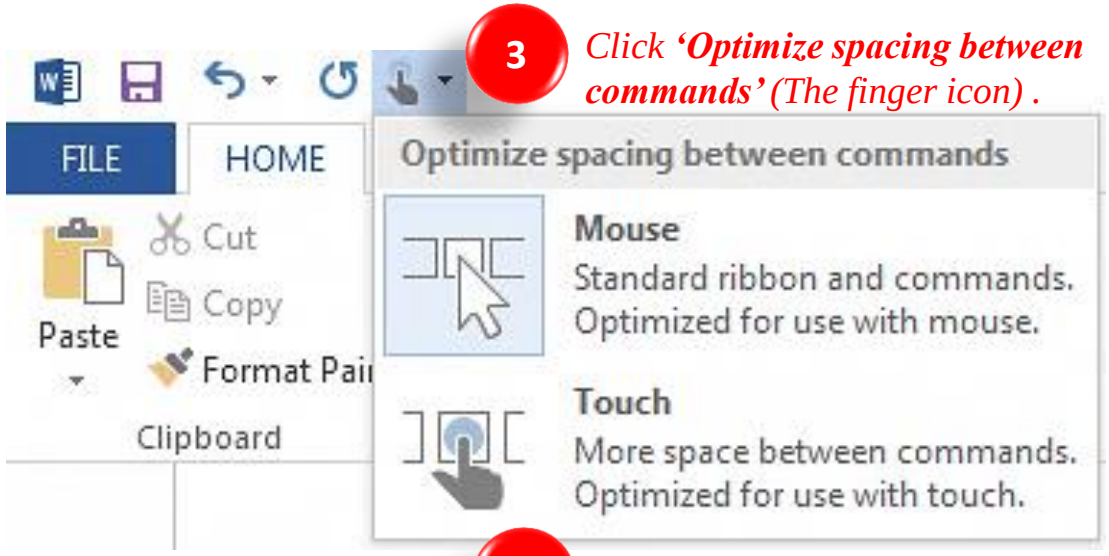


Touch Mode

- Make working with a touchscreen easier.

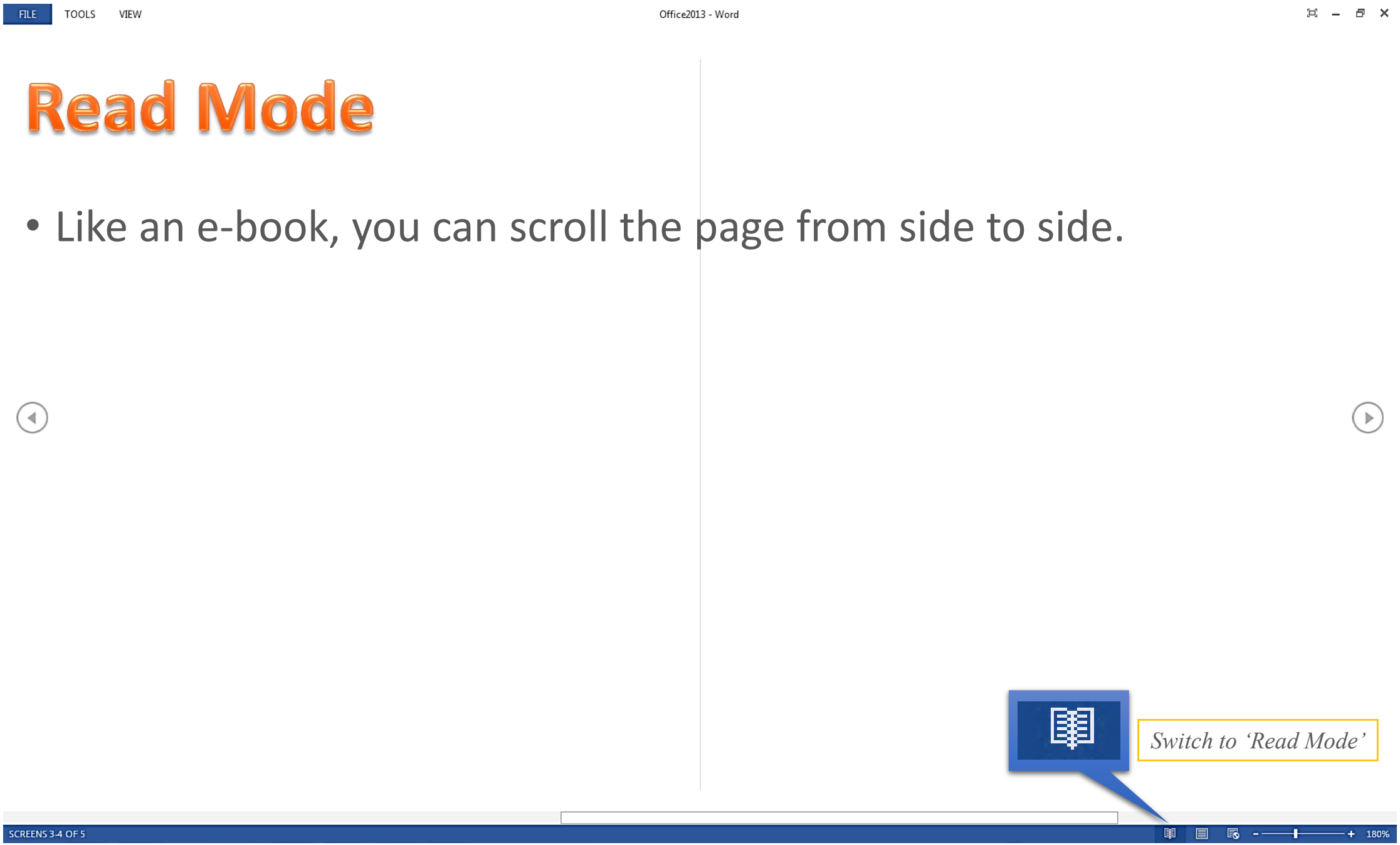


*Click **'Customize Quick Access Toolbar'** (The down arrow icon).*

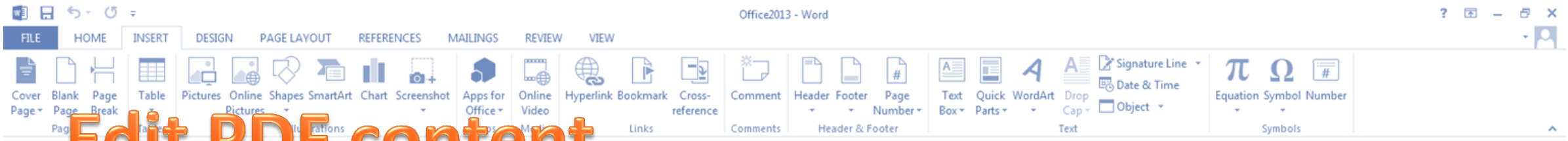


*Click **'Optimize spacing between commands'** (The finger icon) .*

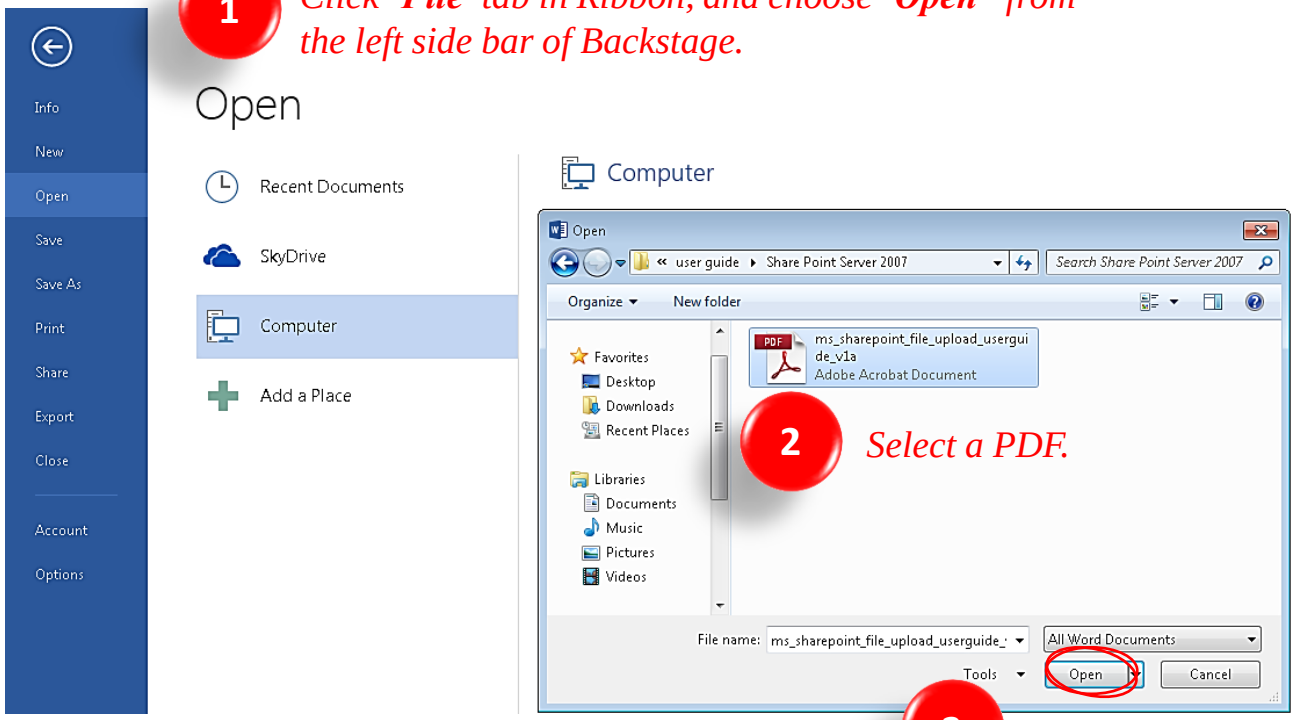
*Choose **'Touch'** from the menu list.*


FILE
TOOLS
VIEW
Office2013 - Word
Read Mode
• Like an e-book, you can scroll the page from side to side.
Switch to 'Read Mode'
SCREENS 3-4 OF 5
180%

Edit PDF content

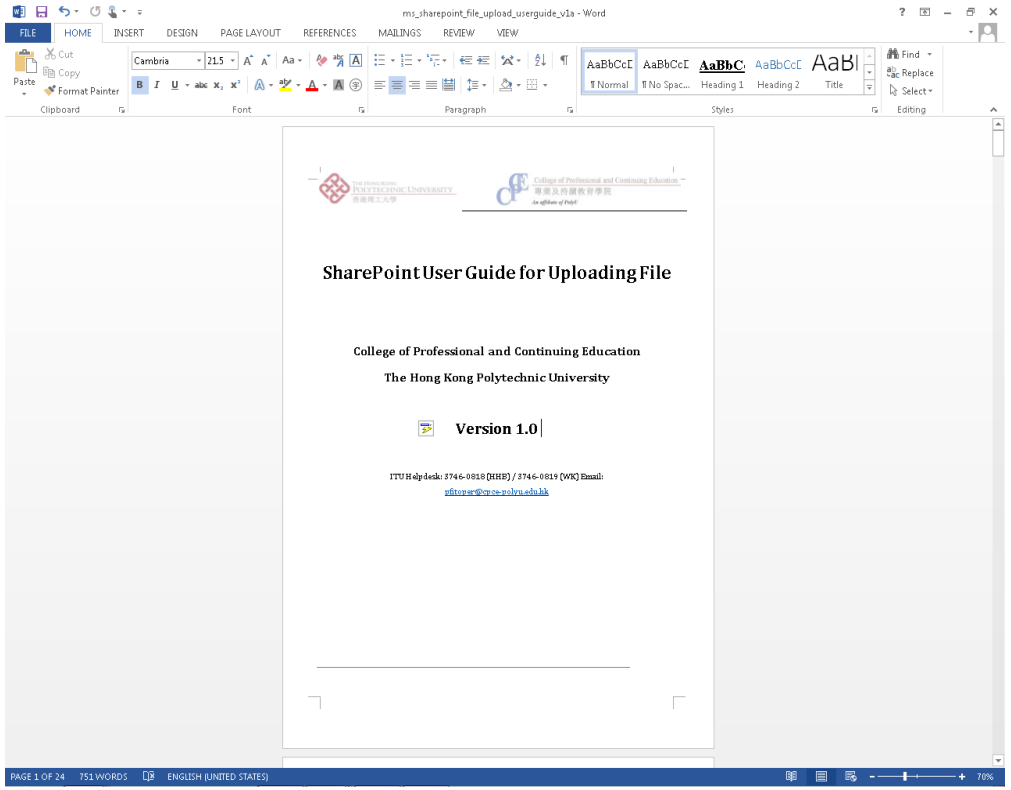


1 *Click **'File'** tab in Ribbon, and choose **'Open'** from the left side bar of Backstage.*



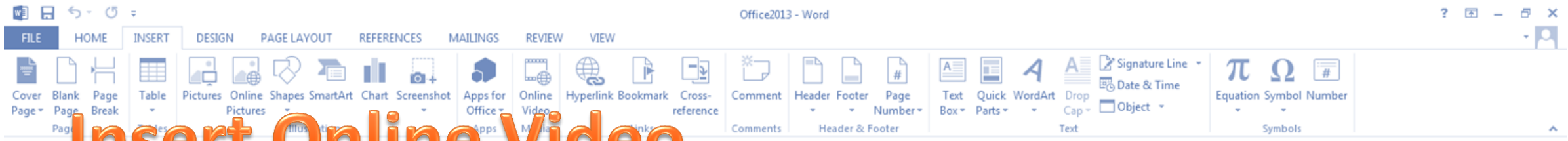
2 *Select a PDF.*

3 *Click **'Open'**.*

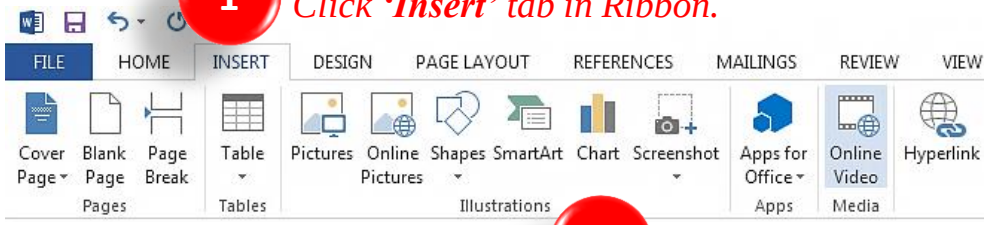


- Word 2013 can convert PDFs to editable Word documents.

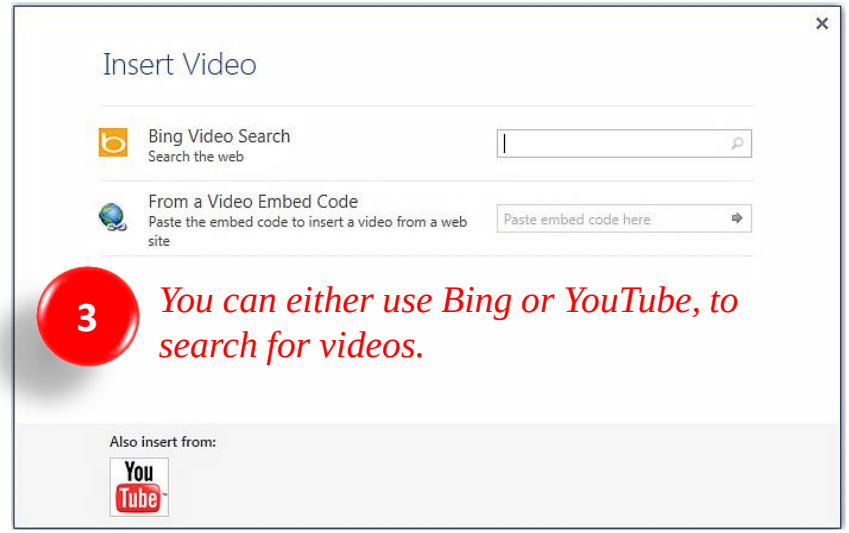
Insert Online Video



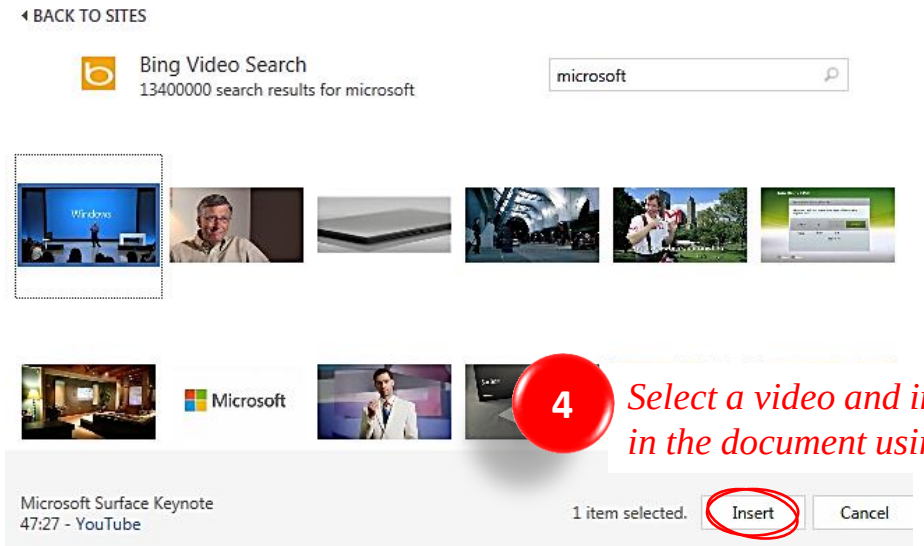
1 *Click **'Insert'** tab in Ribbon.*



2 *Choose **'Online Video'**.*



3 *You can either use Bing or YouTube, to search for videos.*



4 *Select a video and insert it at any place in the document using **'Insert'**.*

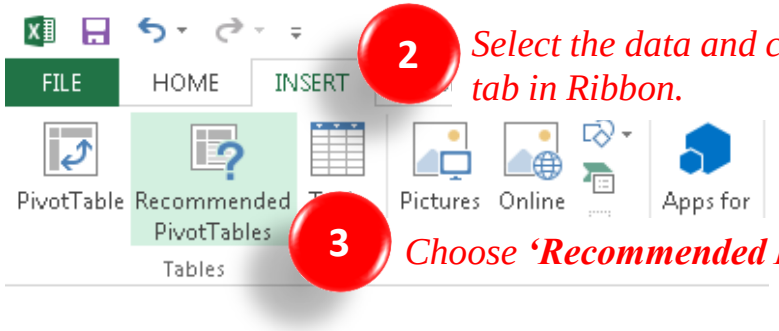
5 *The video is now inserted in the word document.*

Recommended Pivot Table

- Recommend which pivot table you can use in your sheet to summarize the data based on your requirements.

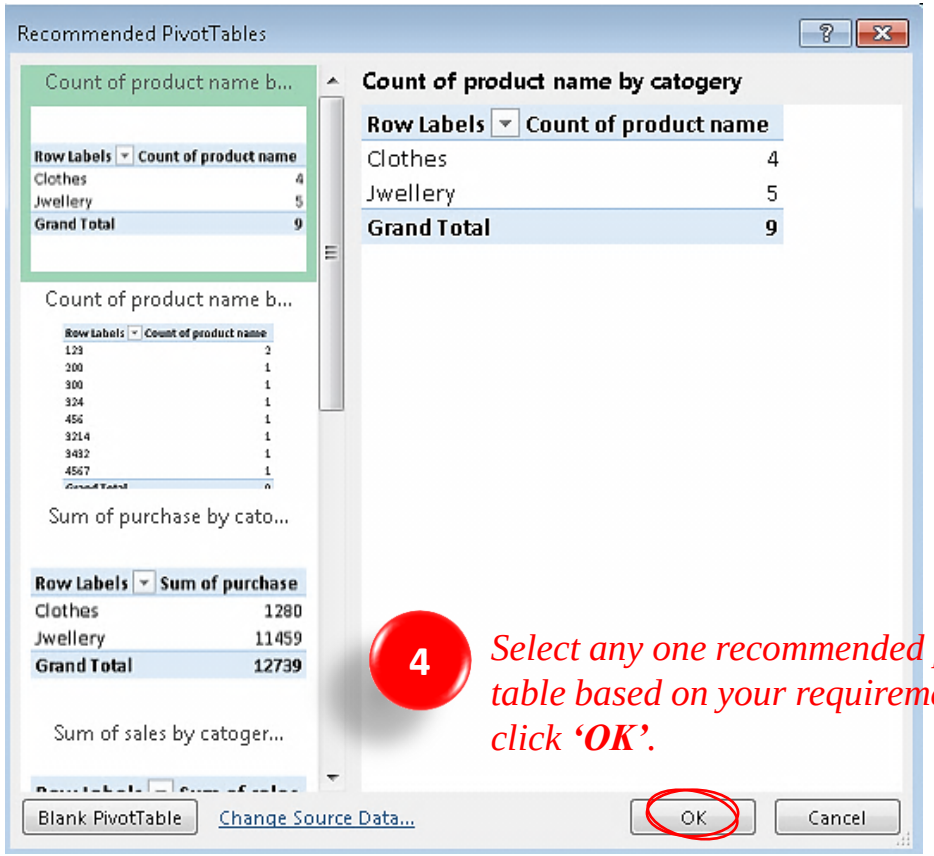
	A	B	C	D	E
1	Region	catogery	product name	purchase	sales
2	1	Clothes	shirt	200	231
3	2	Clothes	jeans	300	
4	3	Clothes	t-shirt	324	
5	4	Clothes	sox	456	460
6	5	Jwellery	ring	4567	5000
7	6	Jwellery	braslate	3214	4000
8	7	Jwellery	bangles	123	130
9	8	Jwellery	necklace	3432	3500
10	9	Jwellery	earings	123	134
11					

1 *Enter some data on the sheet.*



2 *Select the data and click **'Insert'** tab in Ribbon.*

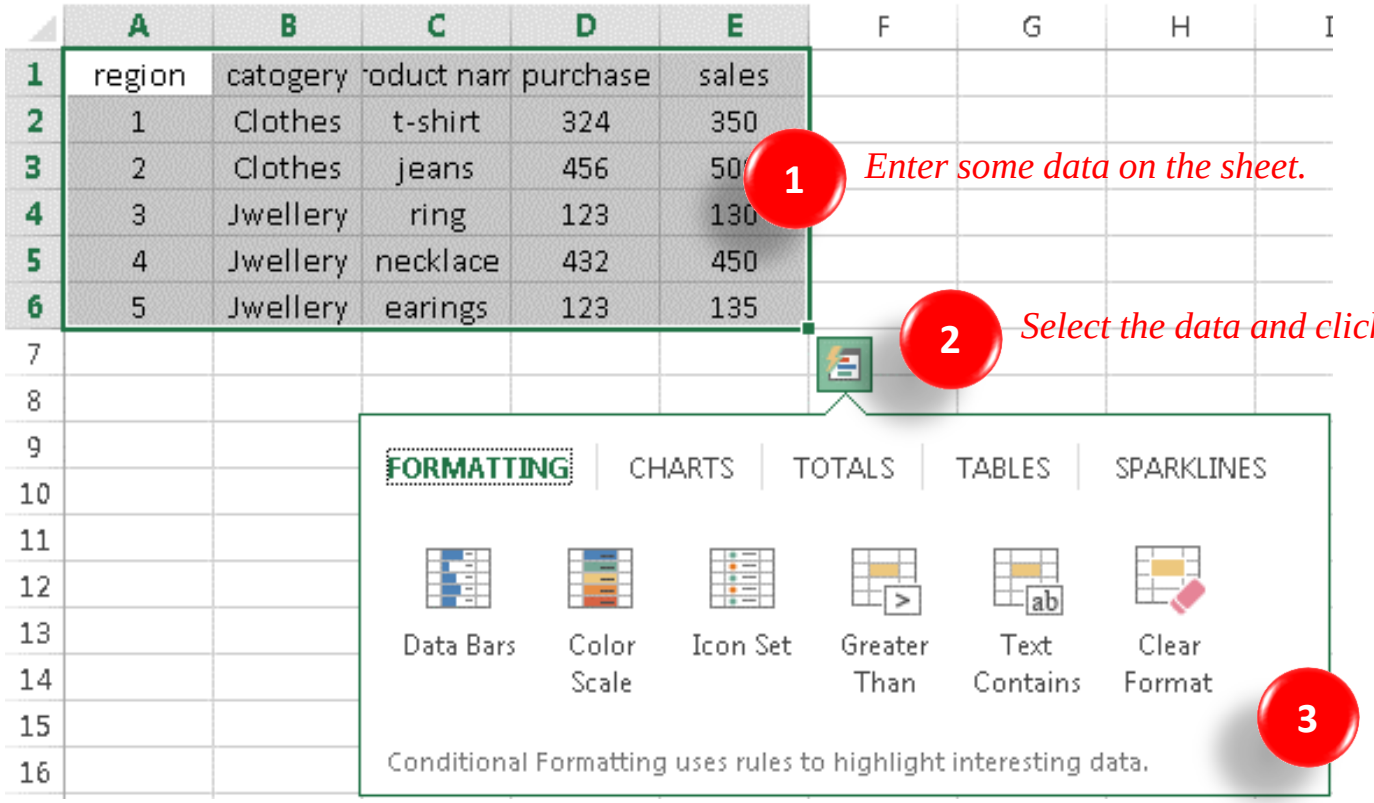
3 *Choose **'Recommended Pivot Tables'**.*



4 *Select any one recommended pivot table based on your requirements and click **'OK'**.*

Quick Analysis

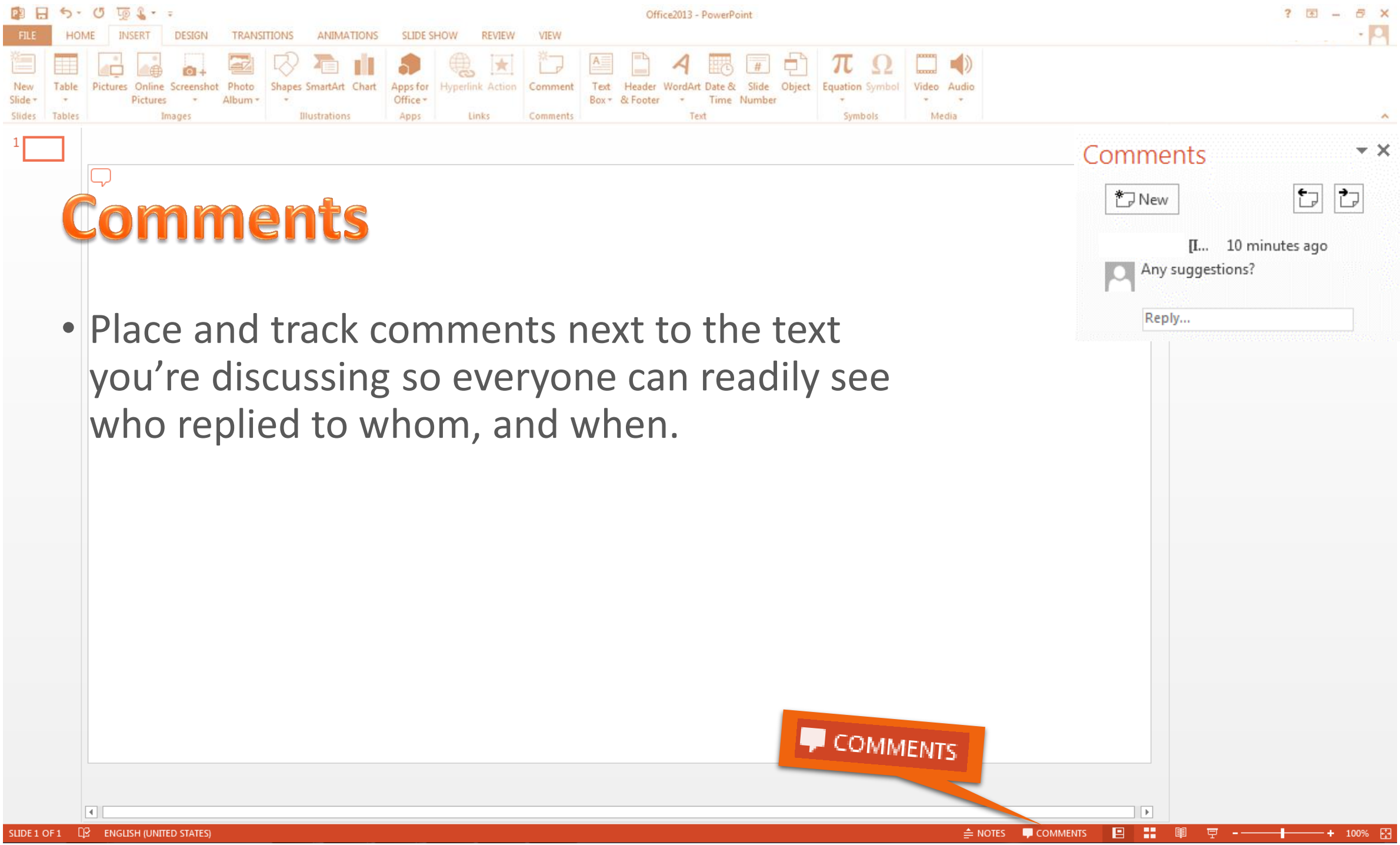
- Visualize your data with a single click.



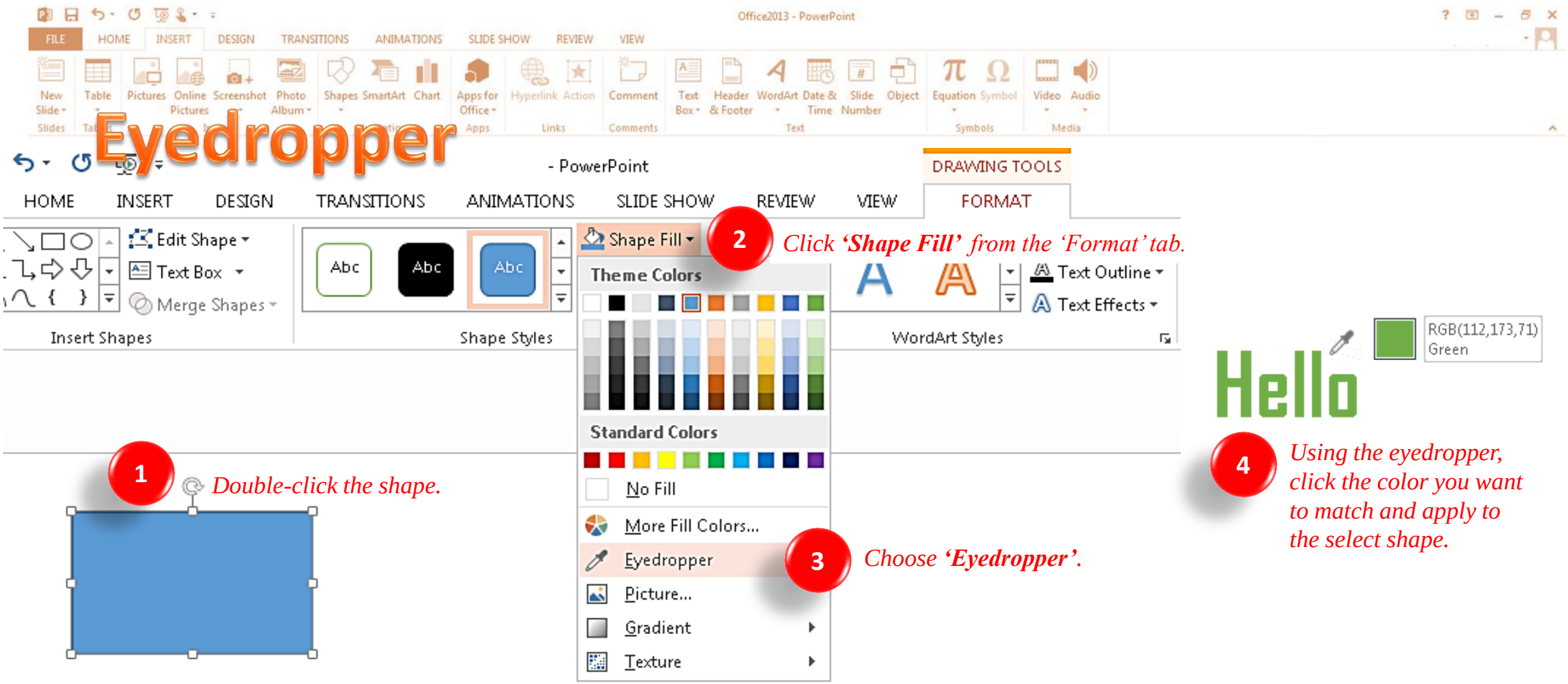
1 *Enter some data on the sheet.*

2 *Select the data and click on the **'Quick Analysis'** button.*

3 *A toolbar shows many analysis features. Select anyone and use it.*


Office2013 - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Apps for Office
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
Equation
Symbol
Video
Audio
Slides
Tables
Images
Illustrations
Apps
Links
Comments
Text
Symbols
Media
Comments
New
10 minutes ago
Any suggestions?
Reply...
Comments
• Place and track comments next to the text you're discussing so everyone can readily see who replied to whom, and when.
COMMENTS
SLIDE 1 OF 1
ENGLISH (UNITED STATES)
NOTES
COMMENTS
100%

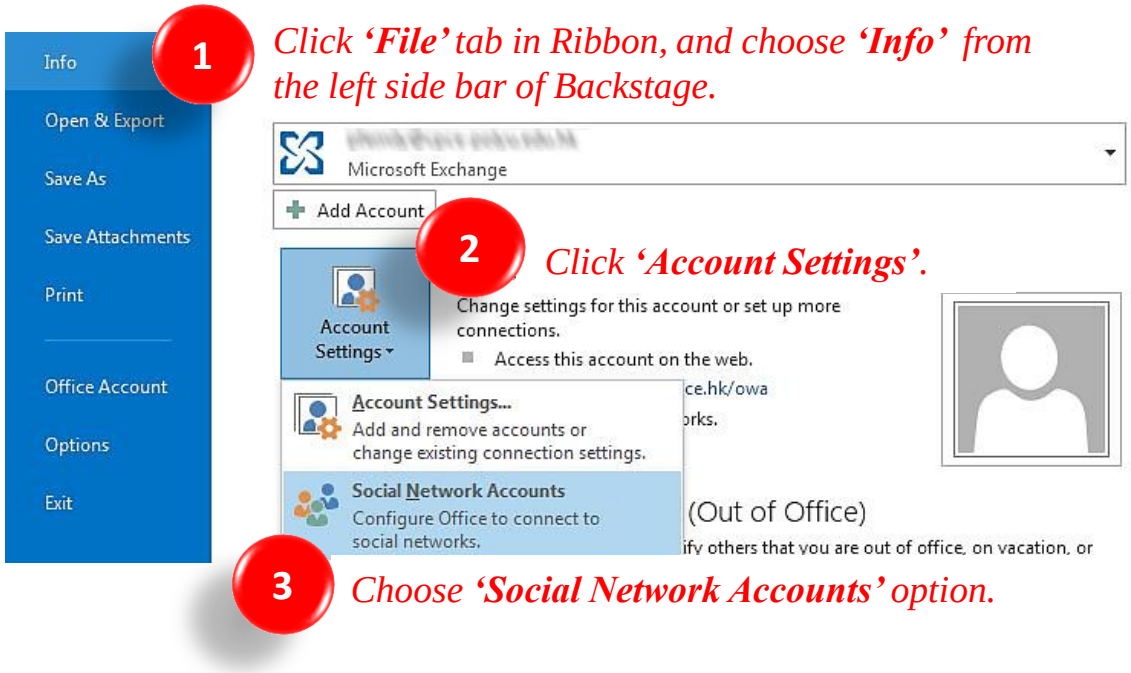
Eyedropper

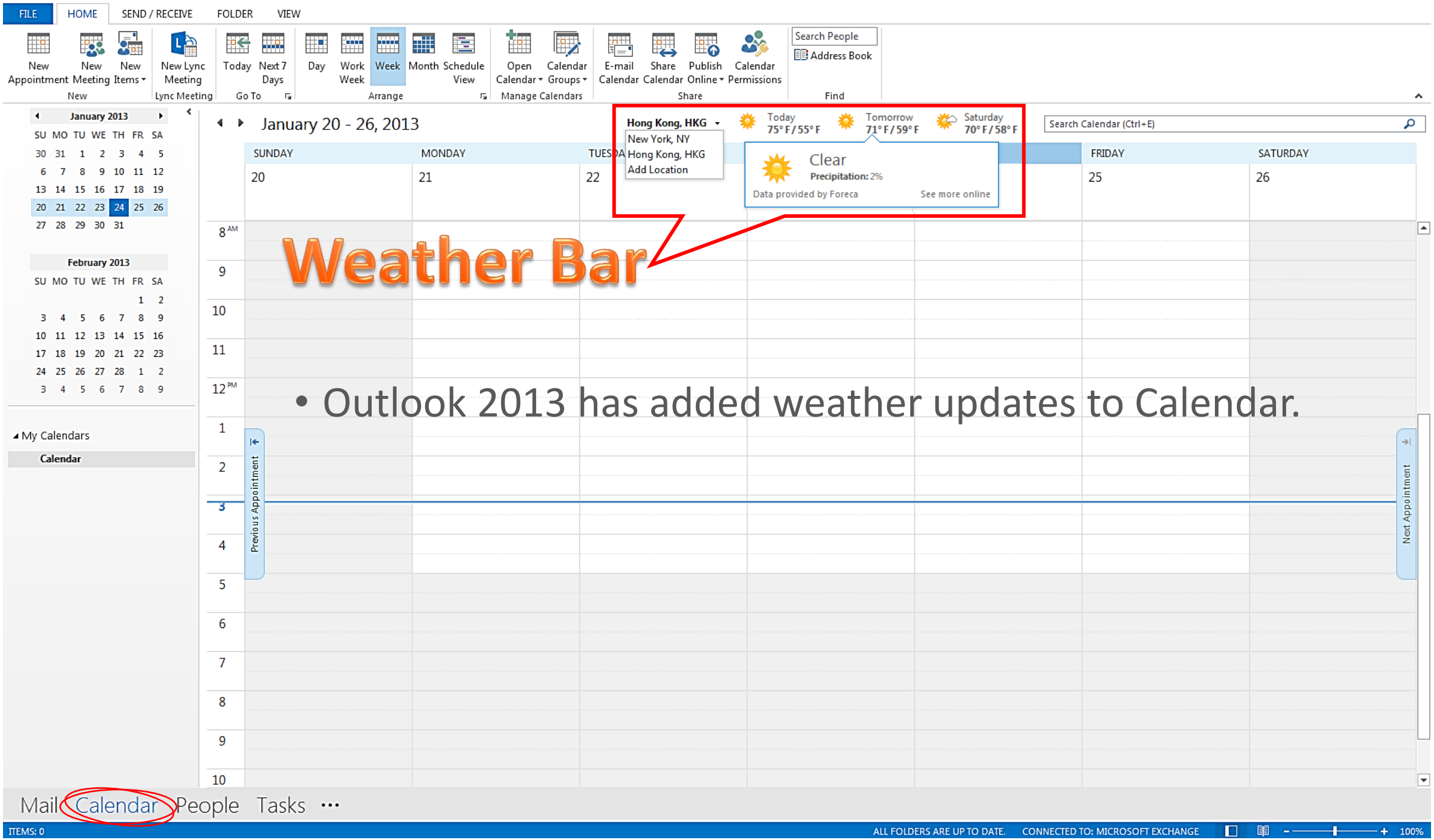


- Like Adobe Photoshop, PowerPoint 2013 provides an eyedropper for you to pick colors from any images, and apply them to text or other shapes, textboxes.

Social Connector

- Social connector is now built into Outlook 2013 and don't require a separate installation to see updates from users via Facebook, LinkedIn and other networks.





Weather Bar

- Outlook 2013 has added weather updates to Calendar.

Useful Links

Basic tasks in Word 2013

http://office.microsoft.com/en-us/word-help/basic-tasks-in-word-2013-HA102809673.aspx

Basic tasks in Excel 2013

http://office.microsoft.com/en-us/excel-help/basic-tasks-in-excel-2013-HA102813812.aspx

Basic tasks in PowerPoint 2013

http://office.microsoft.com/en-us/powerpoint-help/basic-tasks-for-creating-a-powerpoint-2013 presentation-HA102809627.aspx

Basic tasks in Outlook 2013

http://office.microsoft.com/en-us/outlook-help/basic-tasks-in-outlook-2013-HA102835390.aspx