

## What's New in Office 2013?

### General

- Same file formats
- 2013 uses less graphics and is more tablet friendly.
- **Background themes** – File/Options/General/Background
- **Autohide Ribbon** button in all apps.
- **Online Pictures** button in all apps.
- **Color coded** start screens – display a list of recent documents.
- **OneDrive integration**
- **Syncing Across Devices**
- Save you're your most-used documents or folders to the Open screen use the **pin icon** to the right of a recently opened workbook or folder.
- **Add Apps**
- **Word, Excel, and PowerPoint** now open each file in a new window (and Taskbar window), making it easier to arrange them on screen.
- Use the **Format pane** – **right-click** on an object and choose **Format Shape**.

### Outlook 2013

- Less cluttered interface – features are easier to find.
- **All/Unread** buttons in the Inbox.
- Can now delete a message from the **Message List** and **Reply to** a message from the **Preview Pane**. (Inline Replies)
- People Pane.
- Folders can be arranged in order you wish.
- New **Weather Bar** in the **Calendar View**.
- **Flag, delete** or **mark** your messages read or unread with commands in the **Message List**.
- **Sneak a Peek** – take a quick glance at your schedule, an appointment, or details about someone you're emailing, without having to switch from email to calendar or other modes.
- **Touch/Mouse** mode.

### Word 2013

- Word can now transform a PDF into a fully editable Word document.
- New **Design** tab – themes, colors, and fonts can be applied to documents. Styling features now consolidated in one spot.
- Alignment with **Alignment Guides**.
- **Inline wrapping**
- **Read Mode** – located under the **View** tab.
- **Simple Markup** option.
- Discoverable layout options – improved text wrapping.
- New table border tools and features.
- Collapse and expand a document.
- Bookmarks – Word now remembers where you left off reading a long document, when you reopen the document.

- Can now drop photos into Word docs and place them wherever you want. Can now annotate docs freehand with text and illustrations.
- Support for importing images and videos from Bing, YouTube, Flickr and Facebook.
- **Define words** – right-click on a word and choose **Define** to pick a dictionary and see its definition.
- Change formatting defaults – **right-click** on the **Normal stylesheet** icon and choose **Modify**.

### Excel 2013

- New **Start Screen**.
- Revamped **Backstage View**.
  - The **Open** tab now gives you access to recently accessed workbooks.
- **Flash Fill** tool – detects patterns and extracts and enter data that follows a recognizable pattern. i.e., extracting a person’s first name from a column of full names.
- Easier analysis – easier to create charts + work with common formulas on spreadsheets. Select the part of the spreadsheet you wish to work with and click on the “**analysis icon**” that appears. It gives you formatting, charting, and PivotTable options. Also select the **Recommended Charts** button under the **Insert** tab.
- New formulas + functions.
- **Slicers**
- **Preview chart styles** – select a chart, click the brush icon, and you can preview changes to the chart style and colors without making changes.

### PowerPoint 2013

- When online you can add pictures from Facebook and Flickr without having to save them first to your local PC.
- **Presenter View** allows for displaying speaker notes and enabling the annotation of slides as you conduct your presentation.
- **Present Online**.
- **Formatting Task Panes** – **right-click** on an image and choose **Format Picture** to open the new Format Picture task pane.
- Use **Widescreen** (16:9) layout.
- **Background music** – play in Background option on the Playback tab.
- **Export as a video** – select **Export** from the **File** menu to save your presentation as an .mp4 clip.

