An Introduction to Office 2013

Presented by:
Keystone Computer Concepts

Office 2013 - A Shift

- To the cloud
- From add-ins to apps
- Desktop version (Office 2013) and cloud version (Office 365)
- Touch friendly

Office 2013 - Versions

- Desktop version – just like previous versions

- Office 365 – You can install the desktop version on 5 machines

Pricing

Office Product	Per Year	One-time Cost
Office 365 Home Premium	$99	N/A
Office 365 Small Business Premium	$149	N/A
Office Home & Student 2013	N/A	$139.99
Office Home & Business 2013	N/A	$219.99
Office Professional 2013	N/A	$399.99

Office 365

Suites	As an individual product	Office 365 Home Premium[1]	Office 365 Small Business Premium [2]
Maximum users	1	1	10
Devices per user	1	5	5
Word	Yes	Yes	Yes
Excel	Yes	Yes	Yes
PowerPoint	Yes	Yes	Yes
OneNote	Yes	Yes	Yes
Outlook	Yes	Yes	Yes
Publisher	Yes	Yes	Yes
Access	Yes	Yes	Yes
InfoPath	Yes	No	Yes
Lync	Yes	No	Yes
Project	Yes	Optional	Optional
Visio	Yes	Viewer	Viewer

Office 2013 - Compared to 2007 and 2010

No MAJOR changes (such as there were from Office 2003 to Office 2007).

Still, there are some new, "cool" things.

In PowerPoint

***** Presenter Mode

Presenter Mode allows you to see your notes, preview the next screen and easily control going forward and backward in your presentation, all without the audience seeing only the main slide.
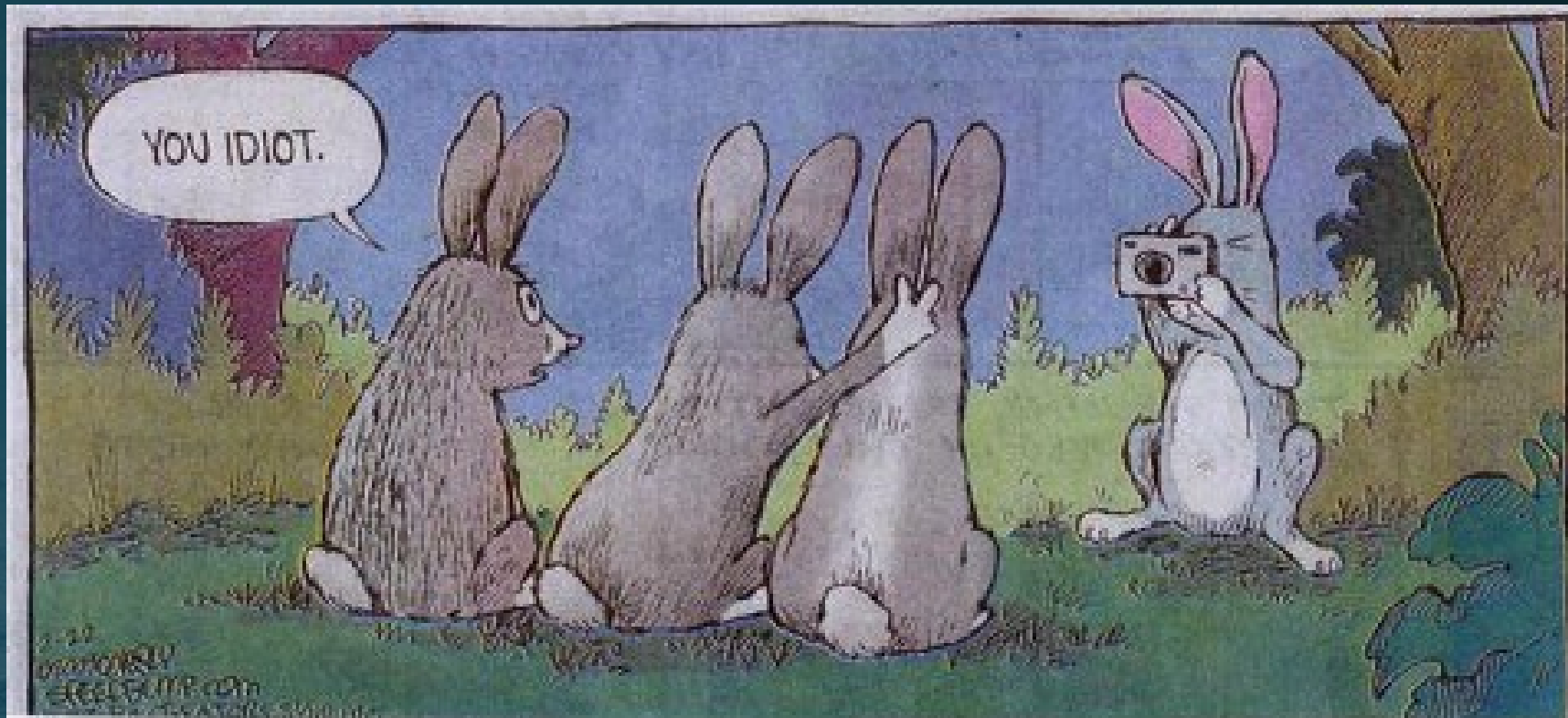
In PowerPoint

Share Your Presentation Online
Viewers do not need PowerPoint – just web access and a web browser. You send them a link!

In PowerPoint

Insert online photos

In Word

Use Live Alignment Tools

When you move a picture or text in Word, alignment lines appears showing you ways to align with other objects or with the edges or with the center of the page.

In Word

Insert Online Pictures and/or Video

In Word

Enhanced Read Mode

With Read Mode, you can double-click a picture and get a closer view.

In Word

Edit PDF Content
Now you can open PDFs and edit the content in Word.

In Excel

Flash Fill
Excel will finish patterns you've started to type.

In Excel

Quick Analysis

You can highlight a table and quickly analyze the data with Formatting, Charts, Totals, Tables and Sparklines.

In Excel

Recommended Charts

You can select a table and Excel will recommend types of charts based on the data you enter.

In Outlook

Inline Replies

When you hit "Reply," the reply appears in the preview window instead of a separate window. If you still want the separate window, you can "pop out" the reply.

In Outlook

Simple "ALL" and "Unread" Buttons

Just want to see the unread emails? It's easy with these new option placements.

In Outlook

Sneak Peek

While you're in your email, you can hover your mouse on the Calendar tab and get a preview of it – making it easier to schedule something via email.

In Outlook

The Weather

Get the weather when you're in your calendar – there's a weather bar at the top.

In OneNote

The Cloud

Save and share your notes to other devices – all in the cloud.

In OneNote

Share Your Notes With Others

You can share your notes with others and when you're in an online meeting, the other person doesn't even have to have OneNote.

OneNote

Watch for November Webinar on OneNote

In Publisher

*****<u>Swap Pictures</u>
Experiment with different pictures and sizes to find the right image, without wasting time. Swap pictures by dragging and dropping one of the pictures onto the other.

In Publisher

Easily Use A Picture As A Background
Just right-click on a picture and choose "Apply background." You can fill the background or tile it.

In Publisher

New Picture and Text Effects

Just right-click on a picture and choose "Apply background." You can fill the background or tile it.

Next Webinar

Thursday, Oct. 25, 2012
2:00 p.m.
Malware: A Primer