Microsoft Office 2013

New Features

Windows 7 or 8 ONLY!

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Welcome to today's Tech Talk on Microsoft Office 2013. Here at Clemson we are still using MS Office 2010 as the recommended Office, but at some point in the future we will switch to 2013. When that happens if you want to install Office 2013 on your computer, it will be available on download.clemson.edu if you have the permission of your technical support provider to install software. Keep in mind that it is strongly recommended that you uninstall Office 2010 before installing Office 2013. Also, you cannot install Office 2013 on a computer that is running Windows XP or Vista – you must have Windows 7 or 8. I will make this PowerPoint available on my personal web site – tinyurl.com/laurietraining – and it will also be available on the Tech Talk web site after the presentation.

Office Features

- New Interface (previously called "Metro" now called "Modern" – minimalist)
- New Start Screens
- New Templates
- Integration with Cloud (Skydrive)
- Apps
- Many features designed to work with phones and touch screens
- Multi-touch enabled
- Typing Animation

www.skydrive.com

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Office 2013 is not vastly different from Office 2010 – but it's interface is a little more modern – and similar looking to some of the new options in Windows 8 (which we covered two weeks ago). There are new Start Screens, new Templates, new Apps, and integration with the Cloud. Many of the new features are designed to work with phones and touch screen devices. If you do not already have one, I would recommend going to www.skydrive.com and getting a MS skydrive account before installing MS Office 2013.
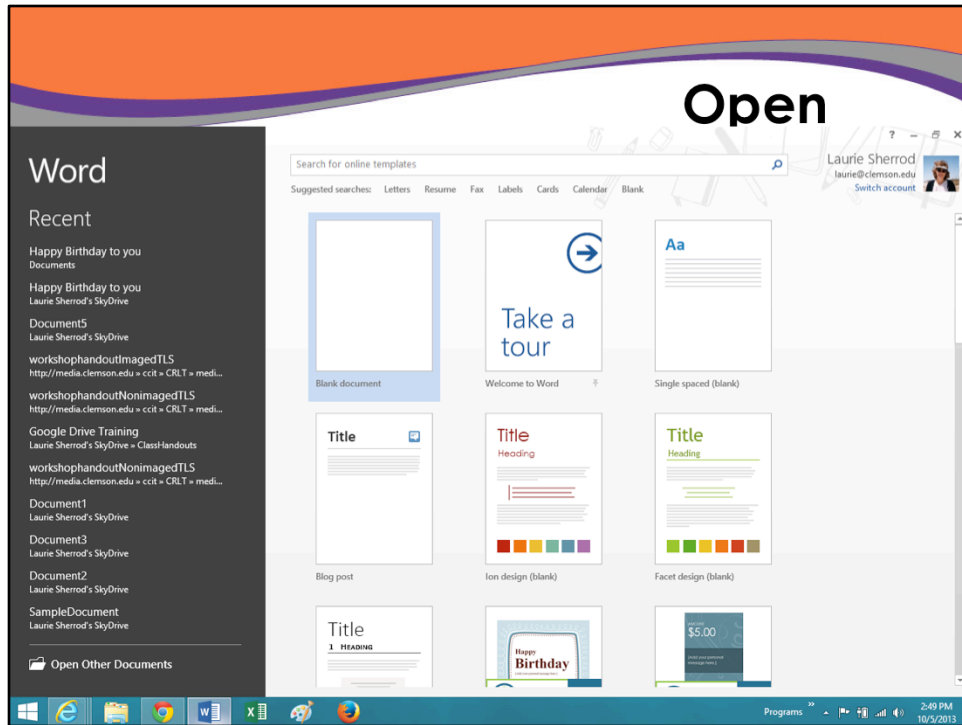
If you open an of the Office applications, you will see a start screen like this. On the right, you see templates if you want to create a new document – or you can select Blank document. On the left you will see recently opened documents or you can select open other documents.

File Screen
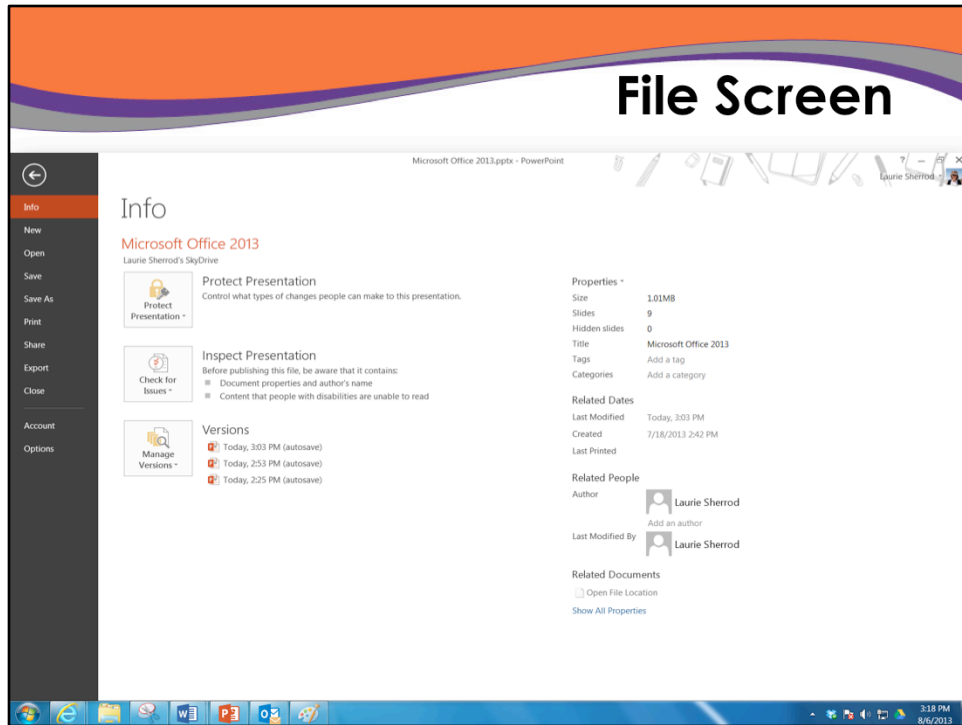
If you are in a document and click on File, this is what you get. The info tab tells information about the current document. Other choices like save, print, close are still here. The white arrow above info returns you to your document.
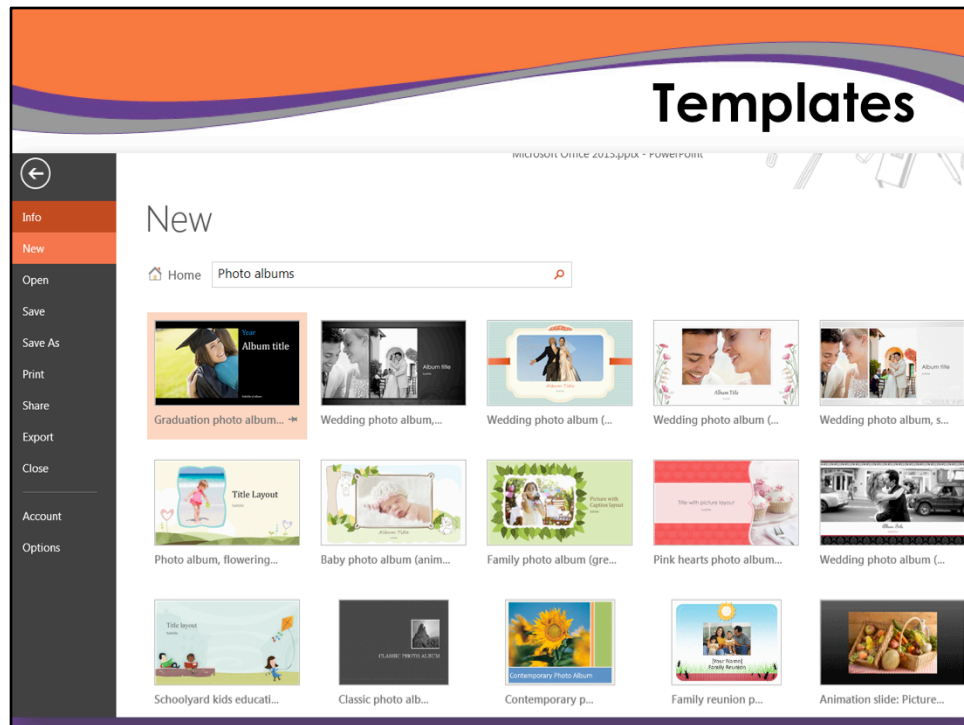
If you select New, you'll see template choices. These are from PowerPoint 2013 – very nice!
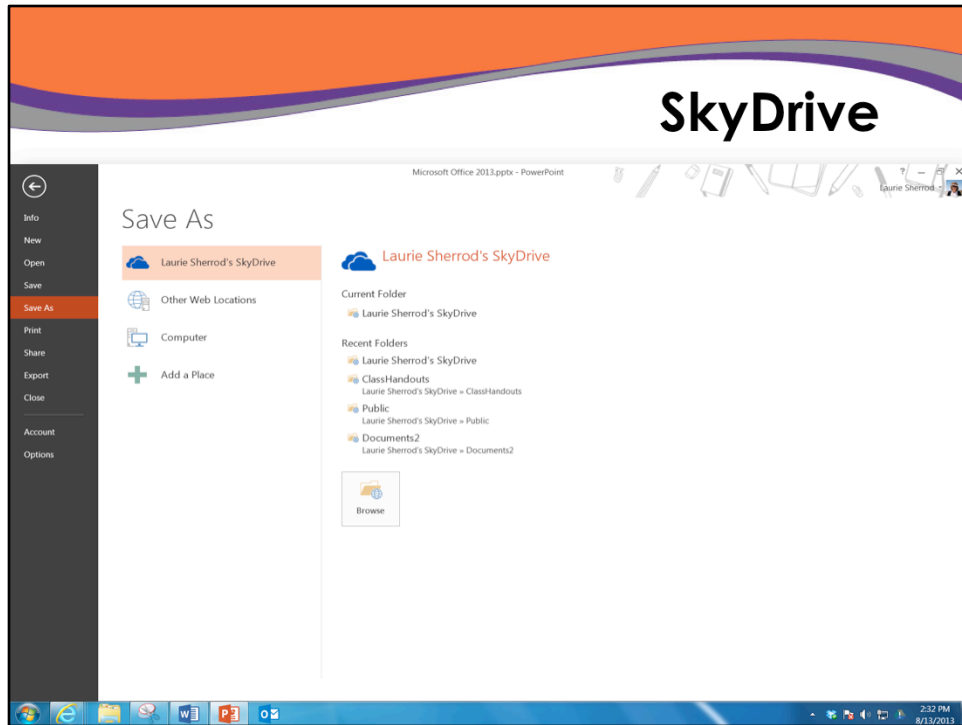
If you click on Save As, it will default to suggesting SkyDrive – but gives you other location options too.
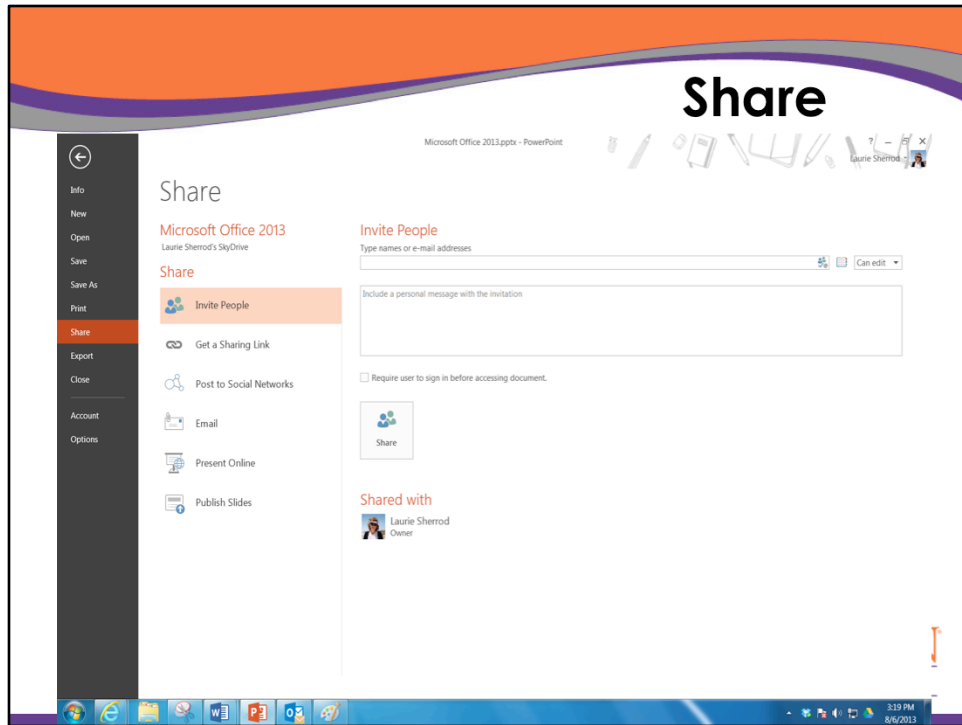
Share is dependent on your having a SkyDrive account, but it gives you the option to collaborate with others – or an opportunity to get a link for your file so you can share it with others.
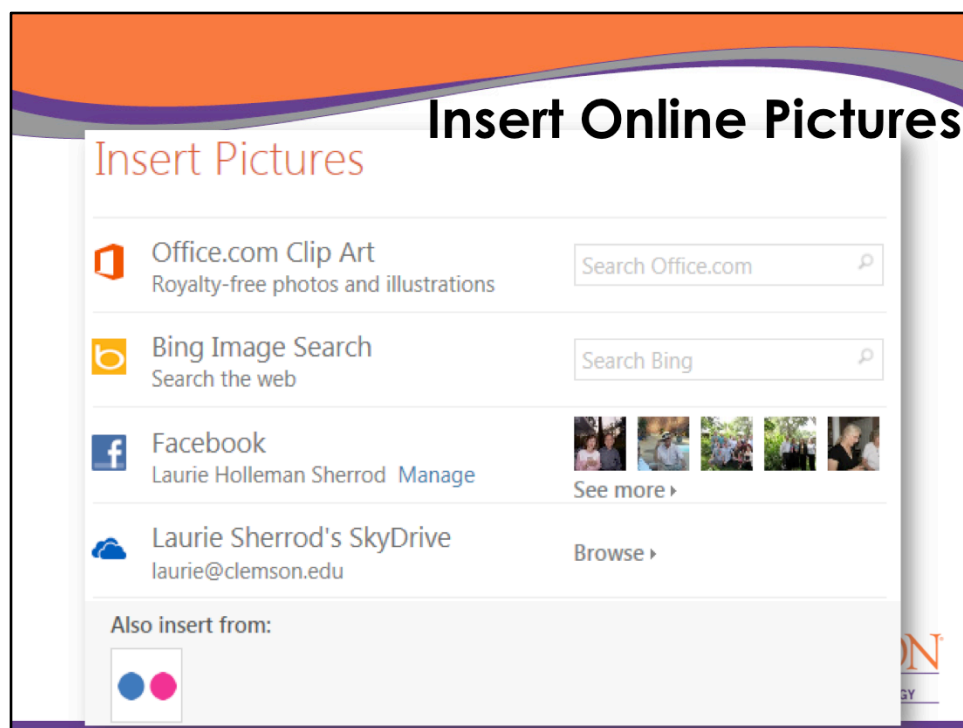
Another new feature across all of Office is Insert, Online Pictures. You can select between office.com royalty free photos, a Bing search (remember these might not be royalty free), your own Facebook, your own SkyDrive, and any other cloud services you use – in this case I use Flickr.

Also in all of Office, there is a feature under Insert called Apps. You can add extra apps to each program – for example, you can add a dictionary to Word.

Word Features

- Ability to edit PDFs(!)
- Reading Mode
- Show/Hide
- Live Layout and Alignment Guides
- Video
- Translate

For the next few slides, we will cover the new features in Word 2013. Here is the list we will cover.

Word – Edit PDFs!!!

- Click File, Open
- Browse to a PDF
- It will offer to convert to Word!
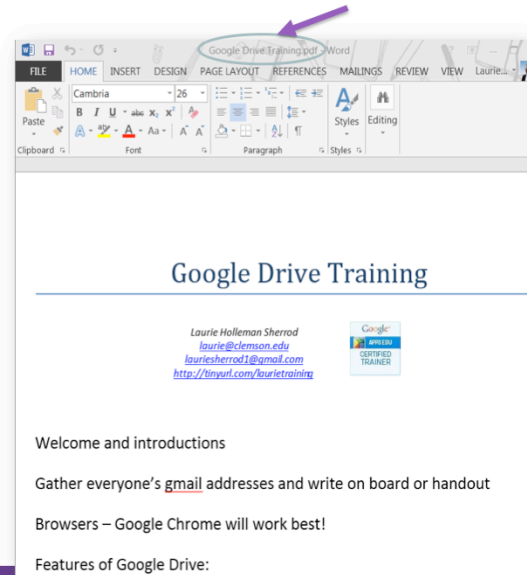
In Word 2013, you can open a PDF and it will offer to convert to Word format. You can edit and save as .pdf or .docx.
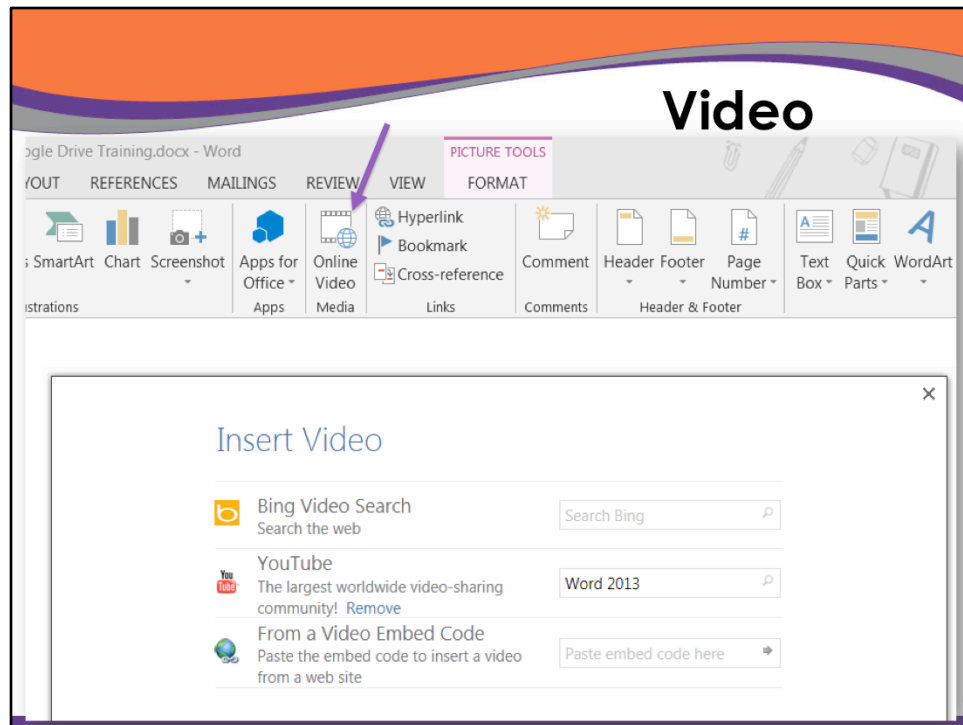
Insert Online Video is also now a part of Word. You can do a Bing video search, insert a youtube video, or paste an embed code directly into a word document.
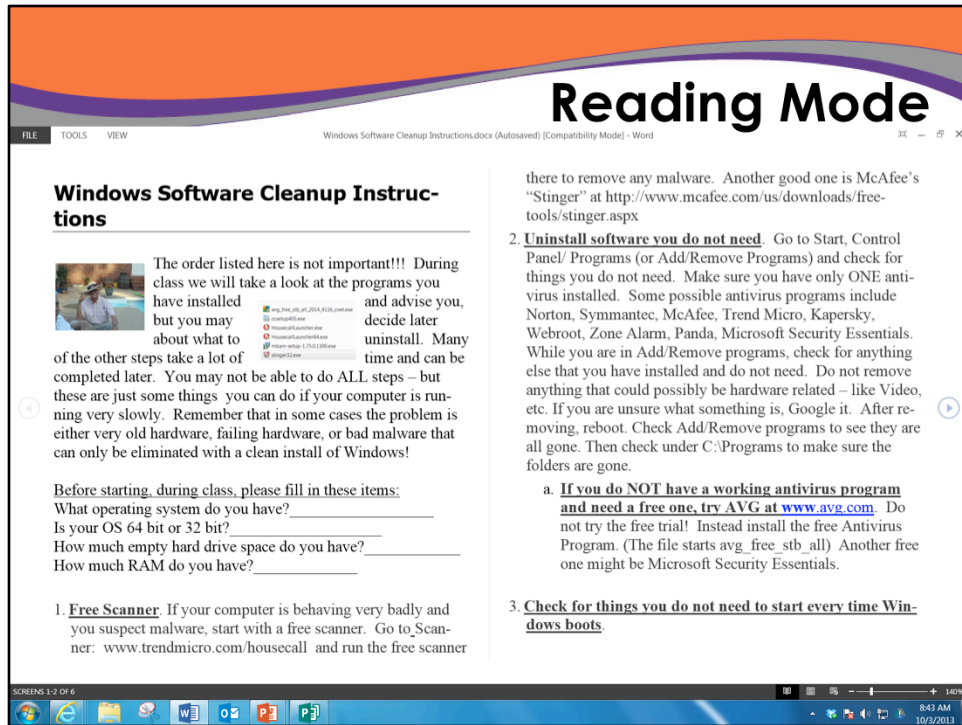
Reading mode gives you two pages side by side. You can use the little arrow on the right side to advance your pages.

Show/Hide
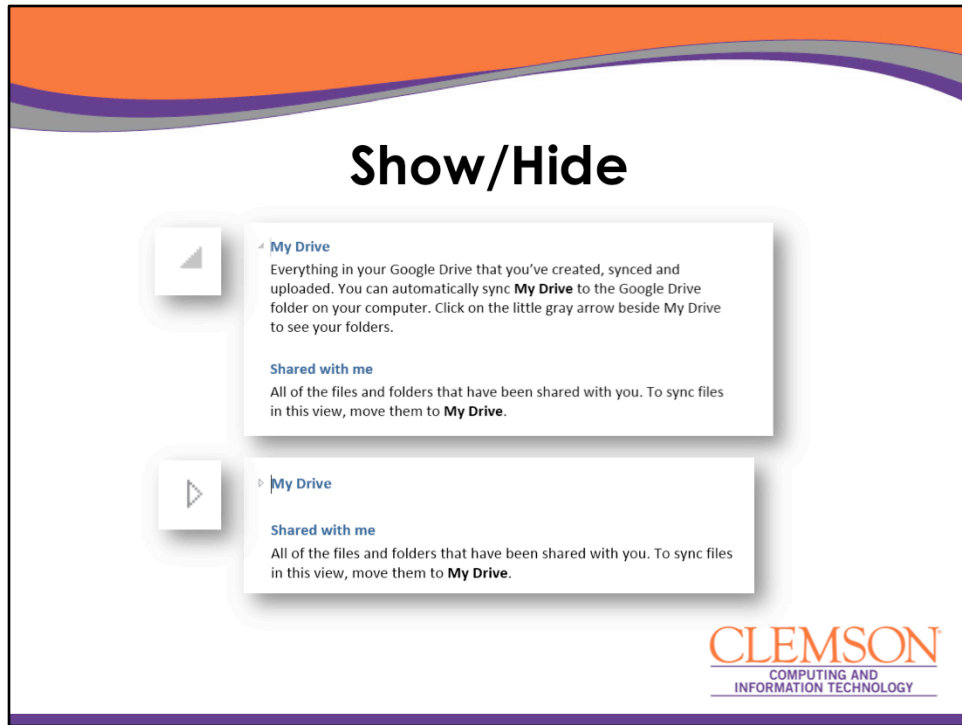
You can collapse/expand sections of your Word document so you can see some parts better. Hover over a paragraph and you'll see a gray triangle to click to collapse – and another one to expand.

Live Layout and Alignment

If you have a picture in Word, as you drag it around you'll see new alignment guides – green lines. You'll also see a little icon that looks like half a circle inside some blue lines. Click on that for layout options like text wrapping.
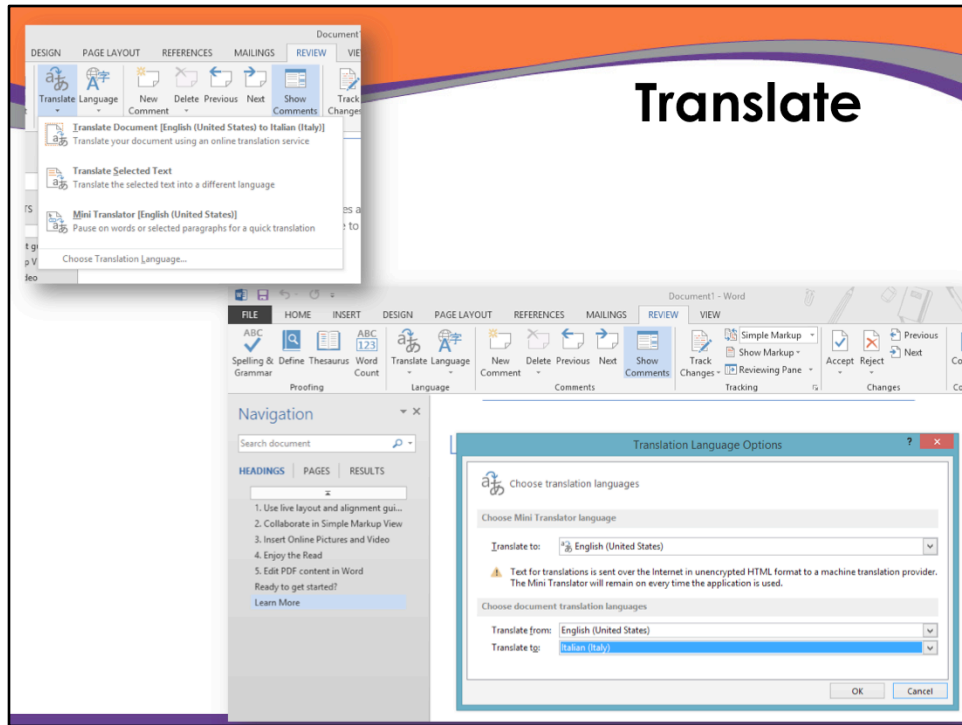
Not new – but improved is the Translate option in Word. If you translate the whole document, it will appear in a web browser.
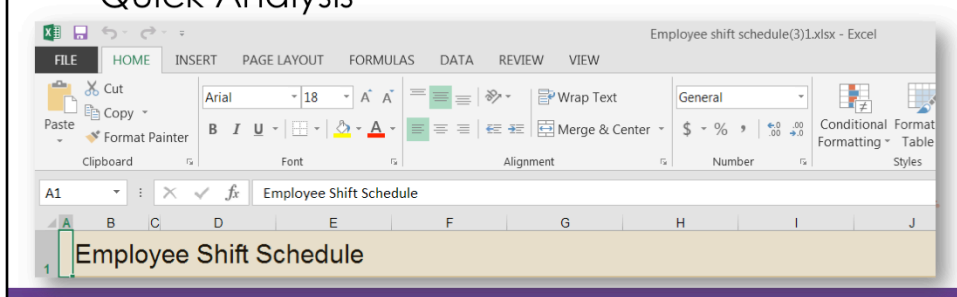
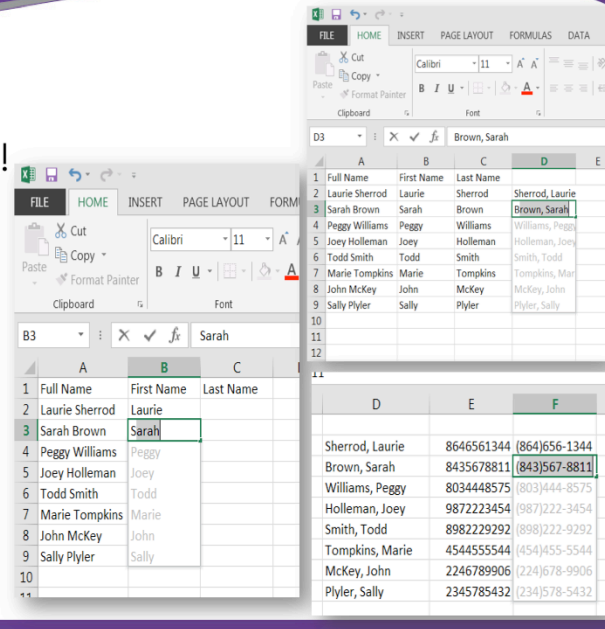Next we'll look at these five Excel features. The second one you can see here – if a cell is selected, the row and column headers are green – and the cell is bounded in green.
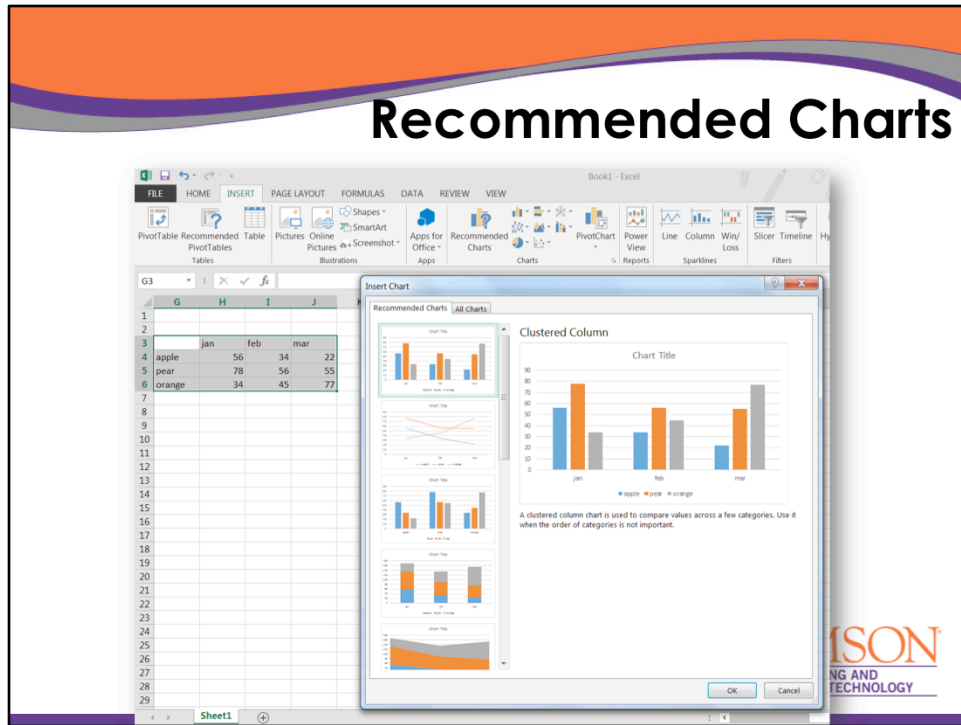
Flash Fill

- Finds patterns!

Flash fill finds patterns. If you have a column with first name space last name and you want to separate them, click beside the first row and type in the first name. Go down to the next cell and type in the first letter (s) of the second first name, and it will find the pattern and offer to fill in the rest. Just press enter to fill it in!!!

New Functions

FUNCTION NAME	TYPE AND DESCRIPTION
ACOT function	**Math and trigonometry:** Returns the arccotangent of a number
ACOTH function	**Math and trigonometry:** Returns the hyperbolic arccotangent of a number
ARABIC function	**Math and trigonometry:** Converts a Roman number to Arabic, as a number
BASE function	**Math and trigonometry:** Converts a number into a text representation with the given radix (base)
BINOM.DIST.RANGE function	**Statistical:** Returns the probability of a trial result using a binomial distribution
BITAND function	**Engineering:** Returns a 'Bitwise And' of two numbers
BITLSHIFT function	**Engineering:** Returns a value number shifted left by shift_amount bits
BITOR function	**Engineering:** Returns a bitwise OR of 2 numbers
BITRSHIFT function	**Engineering:** Returns a value number shifted right by shift_amount bits
BITXOR function	**Engineering:** Returns a bitwise 'Exclusive Or' of two numbers
CEILING.MATH function	**Math and trigonometry:** Rounds a number up, to the nearest integer or to the nearest multiple of significance
COMBINA function	**Math and trigonometry:** Returns the number of combinations with repetitions for a given number of items
COT function	**Math and trigonometry:** Returns the hyperbolic cosine of a number
COTH function	**Math and trigonometry:** Returns the cotangent of an angle
CSC function	**Math and trigonometry:** Returns the cosecant of an angle
CSCH function	**Math and trigonometry:** Returns the hyperbolic cosecant of an angle
DAYS function	**Date and time:** Returns the number of days between two dates
DECIMAL function	**Math and trigonometry:** Converts a text representation of a number in a given base into a decimal number

There are some new functions in Excel 2010 – one I like a lot is DAYS – find the number of days between two dates.

Recommended Charts

Another feature is Recommended Charts. If you highlight some data for a chart, one option is Recommended Charts and several options pop up based on the data you supply.

Another similar option is Quick Analysis. You highlight some data and a little icon appears in the lower right hand corner of the highlighted data. You can click on one of many options and it will show you what that would look like.

PowerPoint Features

- Online Video (YouTube currently turned off!)
- Defaults to 16:9 instead of 4:3 (widescreen friendly)
- Pick up where you left off
- New Presenter View with zoom feature
- Merge Shapes
- Eyedropper for color matching
- New transitions and animations
- New templates

For the next few slides we will cover new features in PowerPoint – including these. One to note is the default for PowerPoint 2010 is widescreen – but you can easily switch it back to 4:3. Widescreen looks nice on new widescreen projectors and monitors!
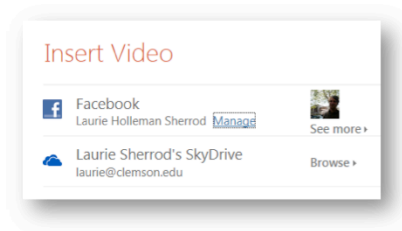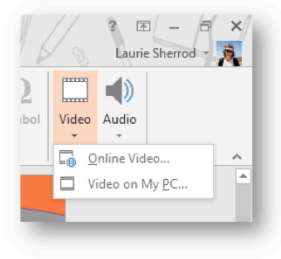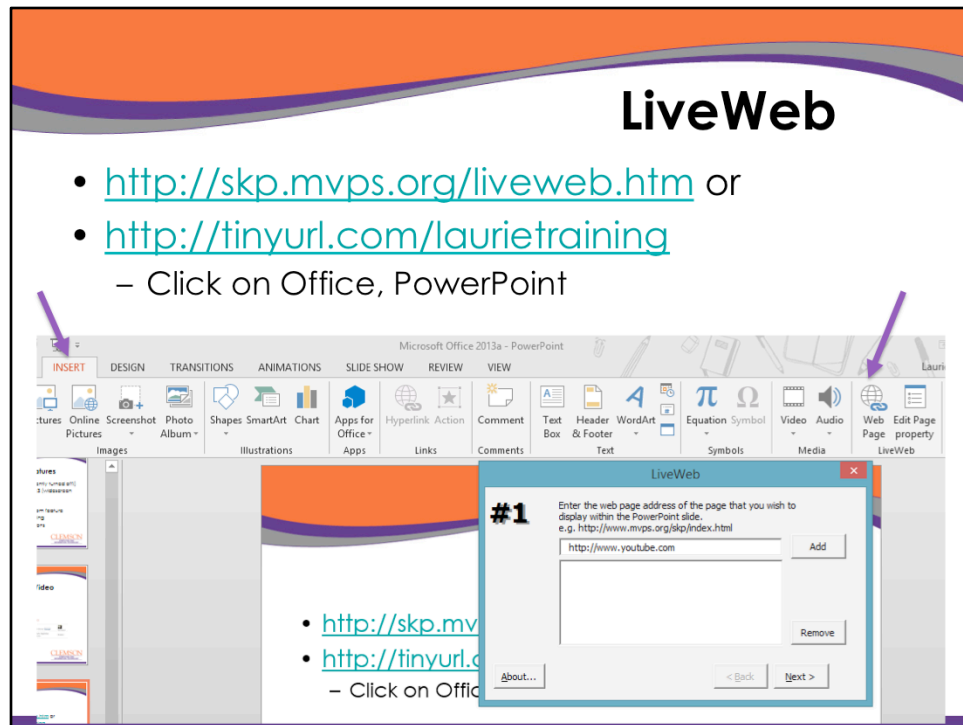
Insert, Video, Online Video is a feature that is partly turned off right now – we hope it will return! Now it only shows your Facebook and SkyDrive. It used to show YouTube. We will show a work around for this on the next slide.

If you need to show YouTube videos, one work around is to install a program called "LiveWeb". You can google it – or go to either of the links on this page to install it. Once installed, you will see Web Page under Insert. When you click on it, it will ask for a URL and when you finish and show the PowerPoint, it will show that web site. You can put the URL of a YouTube video – or do like I did here and just put youtube.com and then navigate to it.
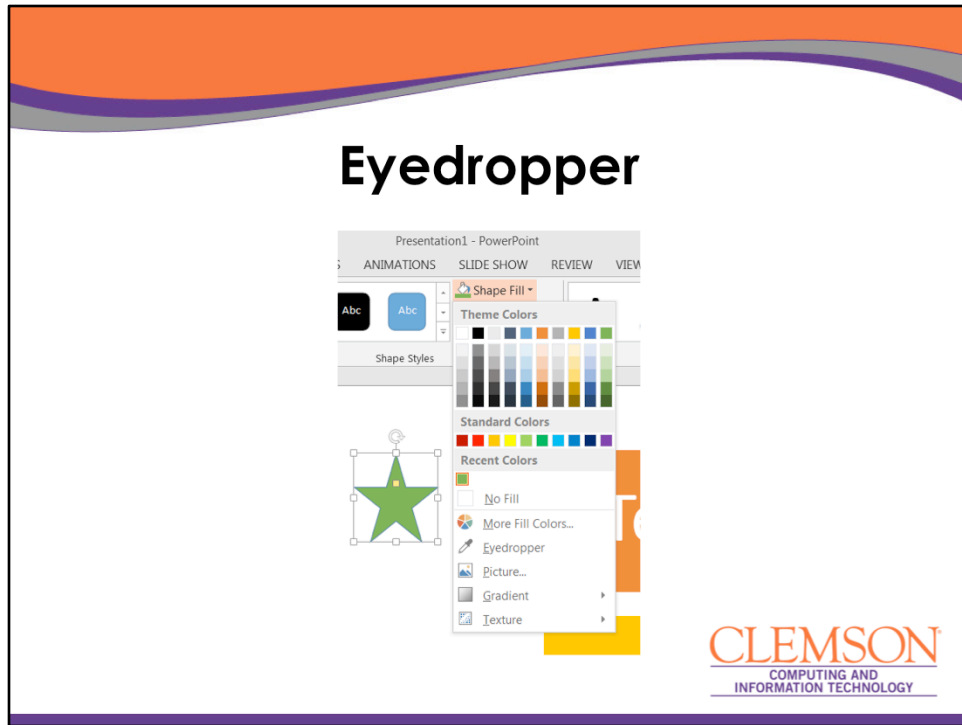
Eyedropper

Eyedropper lets you select eyedropper instead of a color for an object – then click on some other object. The original object becomes that color. In this case we selected the star, clicked on eyedropper, then clicked somewhere else that was green.
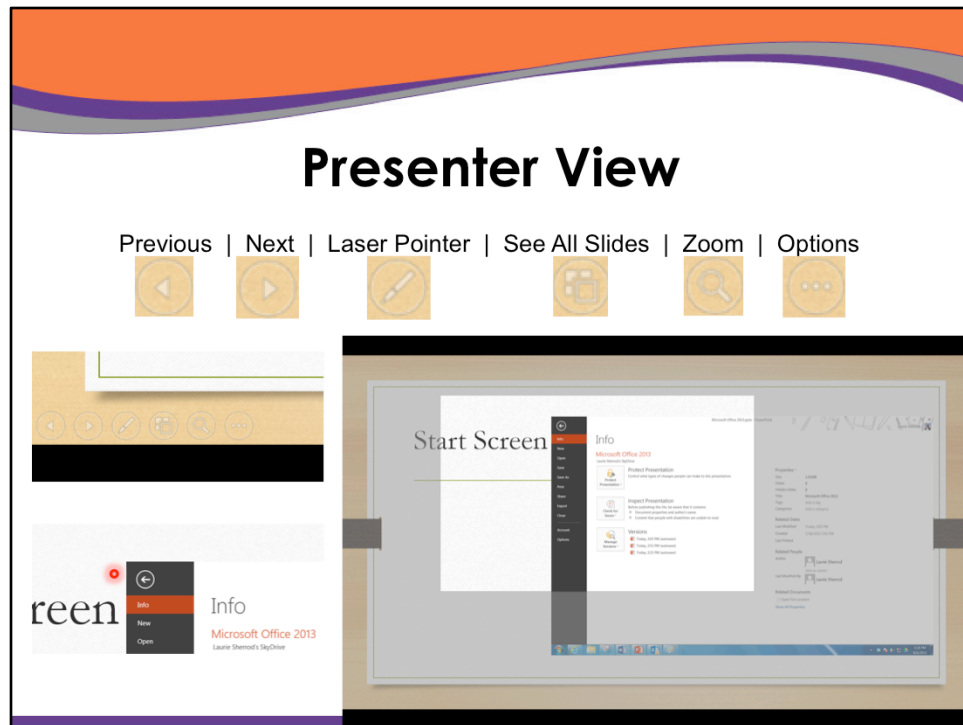
There are new options in Presenter view – you can hover in lower left hand corner while presenting – and click on them. The laser pointer makes a little glowing point like the red one in the lower left hand portion of this screen – and you can move it around as a pointer. The zoom lets you light up a part of your screen for emphasis – like you see on the right side here.
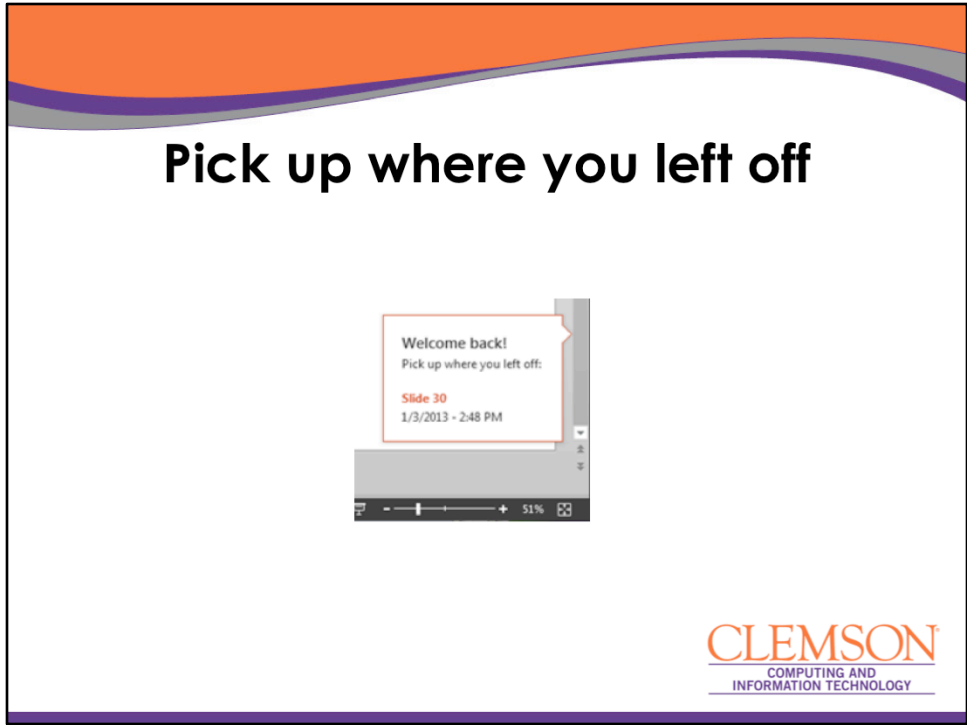
If you are working on a PowerPoint and save and then re-open, it will offer to return to the slide where you were working.
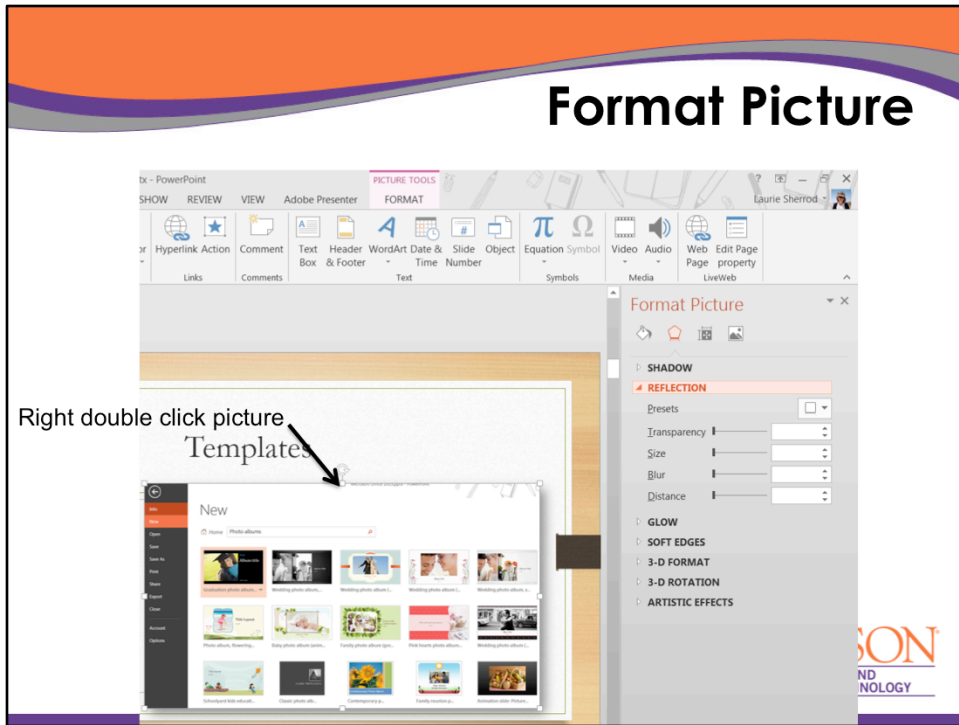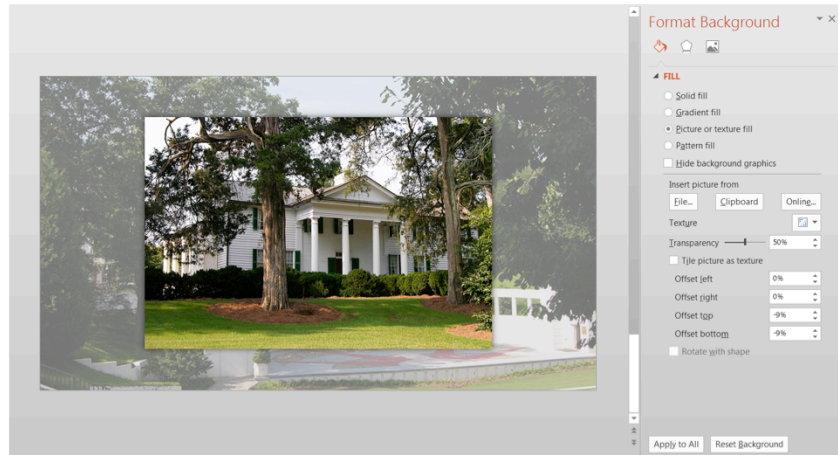
Format Picture

If you right click on a picture, you will get the Format Picture options on the right side of the screen. They are in the new modern view.

Format Background

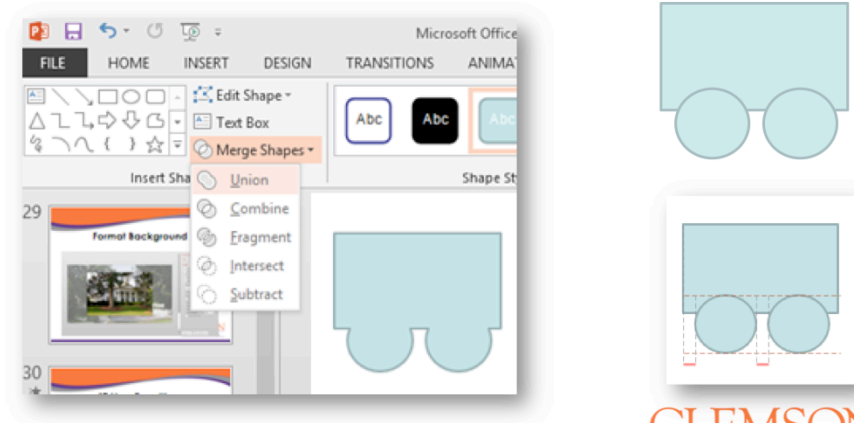If you right click on a background, you will get the Format Background options in the modern view.

There are 47 wonderful new transitions! We will look at a video of a few of them at the end of the presentation.

Merge Shapes

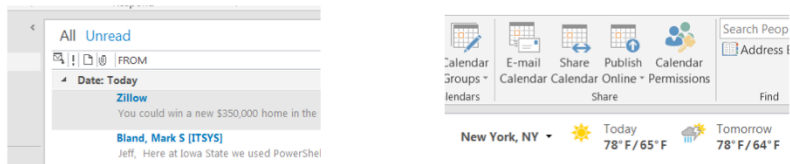There is a new merge shape feature – insert several shapes, select them all together by using the shift or control key while selecting, and then you can click on Merge Shapes for some choices!!!!

Outlook Features

- Does not play well with gmail
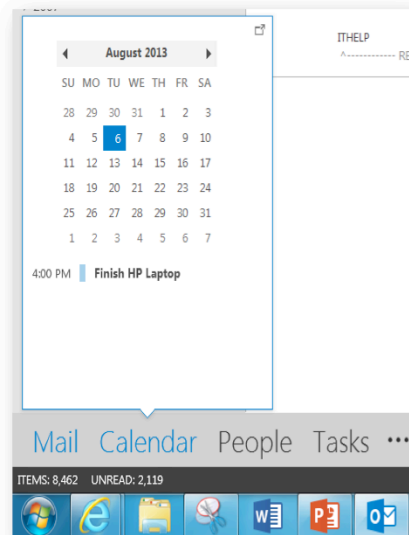- Mail: All Unread
- Calendar: Weather

Next we'll look at a few Outlook features. We have been told that Outlook does less well with gmail than the earlier versions did. If you're looking at your mail, you'll see a choice of ALL or UNREAD. In your calendar, you'll see a new weather option.
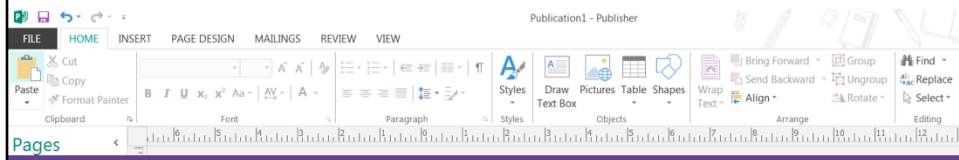
In the main interface, Mail, Calendar, People, Tasks is on the bottom instead of on the left side. If you hover over Calendar, you'll see today on a month calendar and some calendar entries for today.

Remember that Publisher is a generation behind the other Office apps – so some of the features new to Publisher are not new to Word. But we will take a look at these five features.

Multiple/Replace Pictures

- Insert multiple pictures
  - They go in scratch area
- Grab by mountain icon
  - To replace another picture

In Publisher 2013, you can insert multiple pictures by using the Shift or Control key while selecting. The set of new pictures is placed in the scratch area. If you want to replace a picture inside your document, you can click on the mountain icon and drag on top of the other picture – and it replaces it.
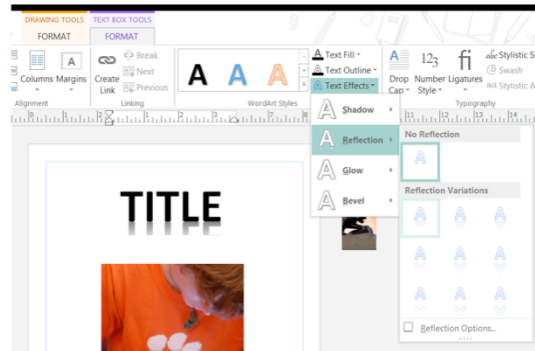
Picture Effects

- Click on picture
- Click on Format, Picture Tools and you'll

  some new Styles

  This one is a shadow style
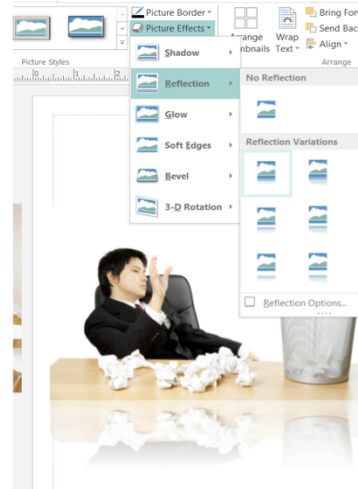
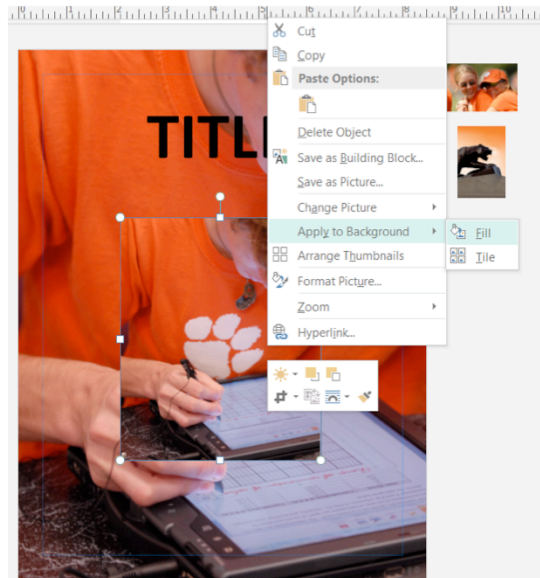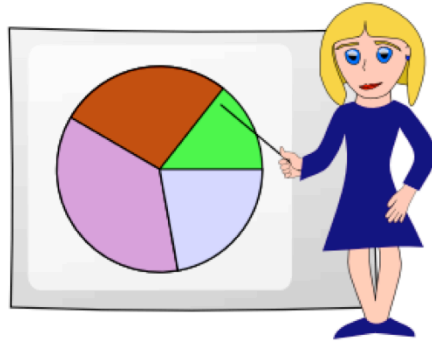If you select a picture and click Format, Picture Tools you'll see some new styles such as this shadow one.

Text Effects

There are some new text effects in Publisher too.

If you right click on a picture, one option is to apply to background. You have a choice of fill (what we did here) or tile. Makes a nice background!

Next we'll take a look at some of these features in action.

Coming Attractions

- 10/15 : No tech talk – fall break
- 10/22 : Bibliography Tools – Anne Grant
- 10/29 : Simple queries in MS Access – Kat Snizaski

COMING SOON!

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Here are the Tech Talks for the next few weeks.