



Microsoft Office 2013

New Features

Windows 7 or 8 ONLY!

Laurie H. Sherrod | laurie@clemson.edu | <http://tinyurl.com/laurietraining>

CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

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.

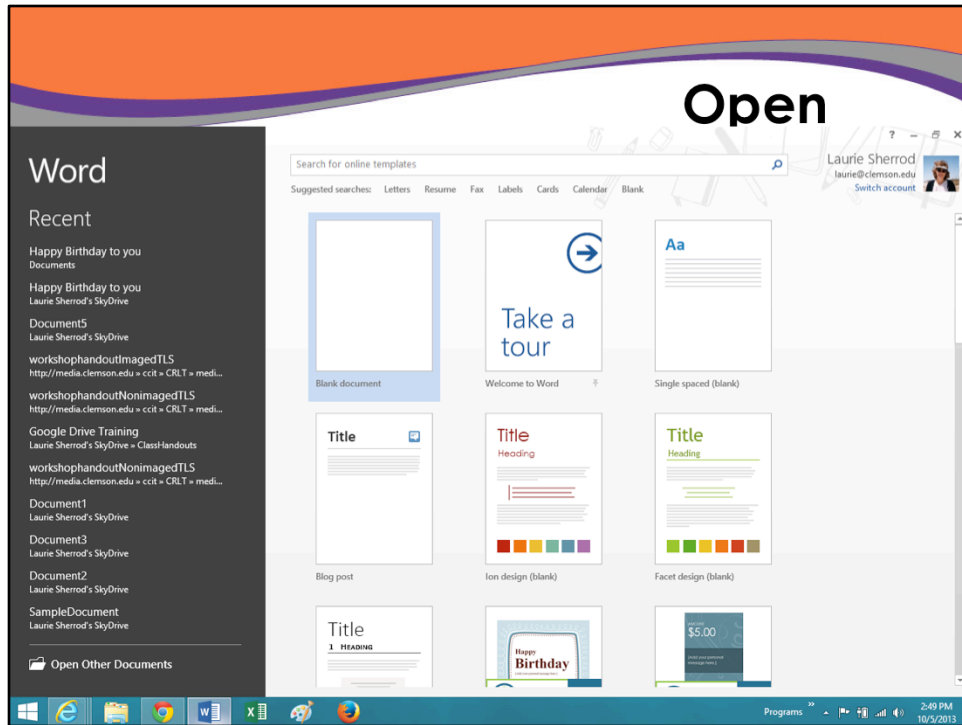
Office Features

- 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

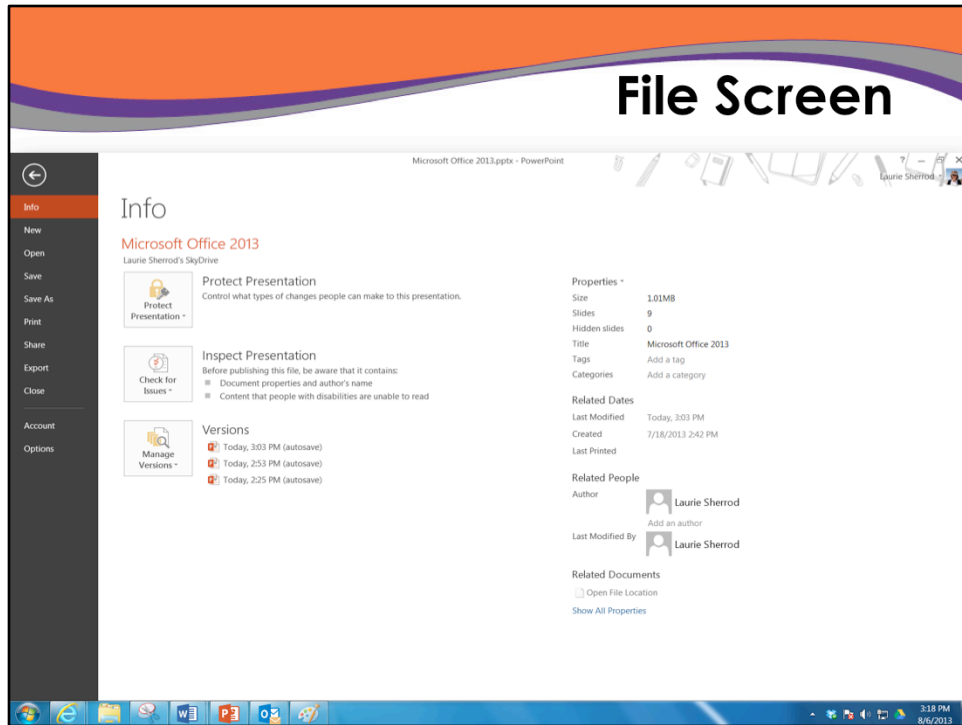
www.skydrive.com



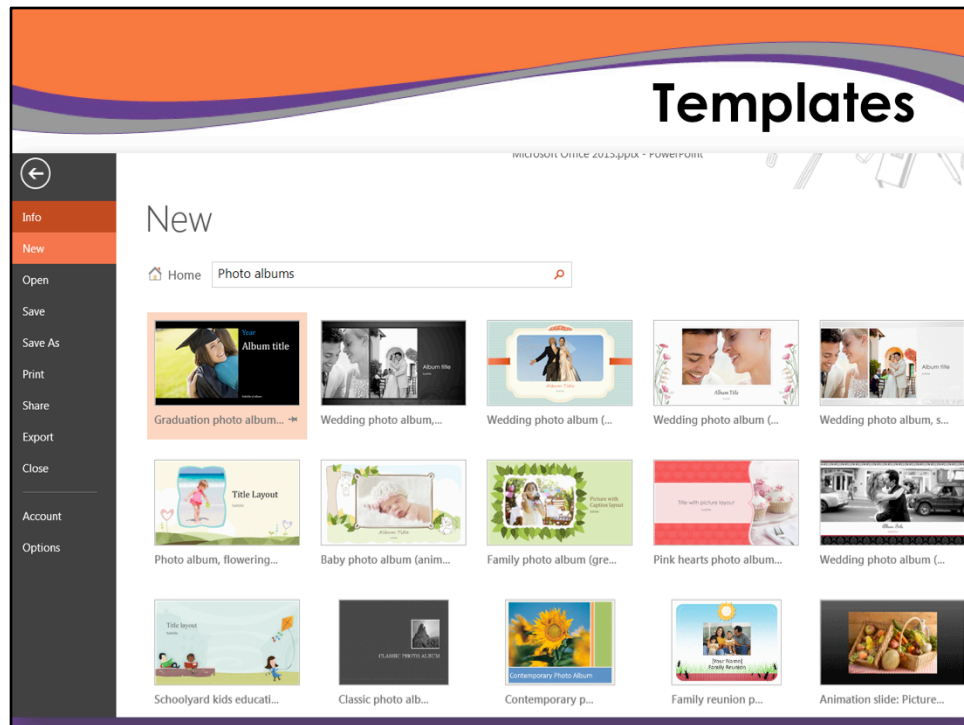
Office 2013 is not vastly different from Office 2010 – but it’s interface is a little more modern – and similar looking to some of the new options in Windows 8 (which we covered two weeks ago). There are new Start Screens, new Templates, new Apps, and integration with the Cloud. Many of the new features 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.



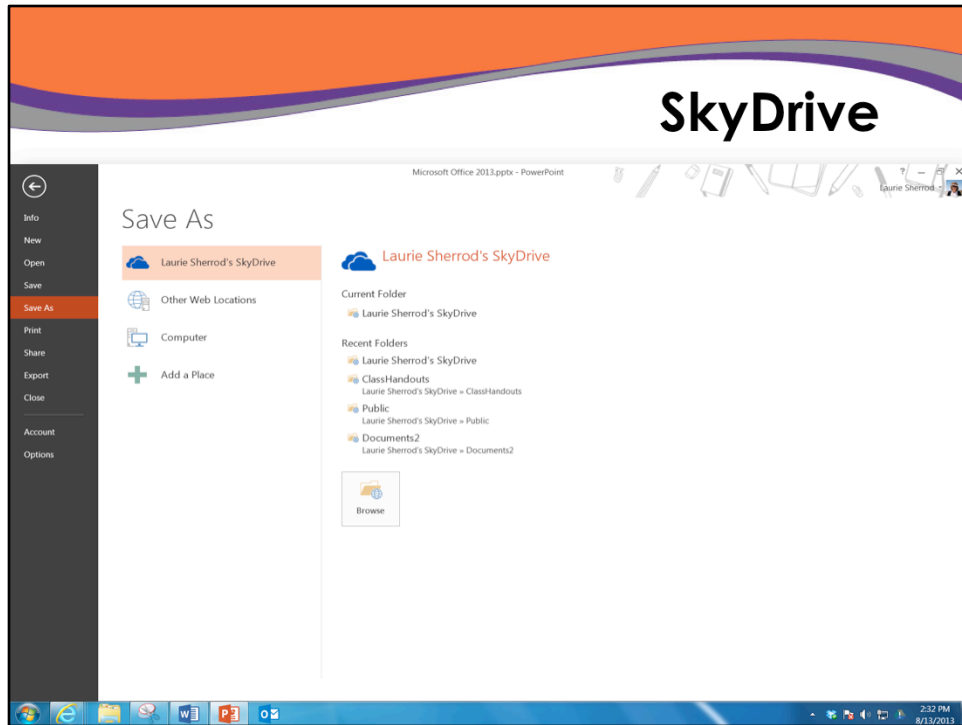
If you open an of the Office applications, you will see a start screen like this. On the right, you see templates if you want to create a new document – or you can select Blank document. On the left you will see recently opened documents or you can select open other documents.



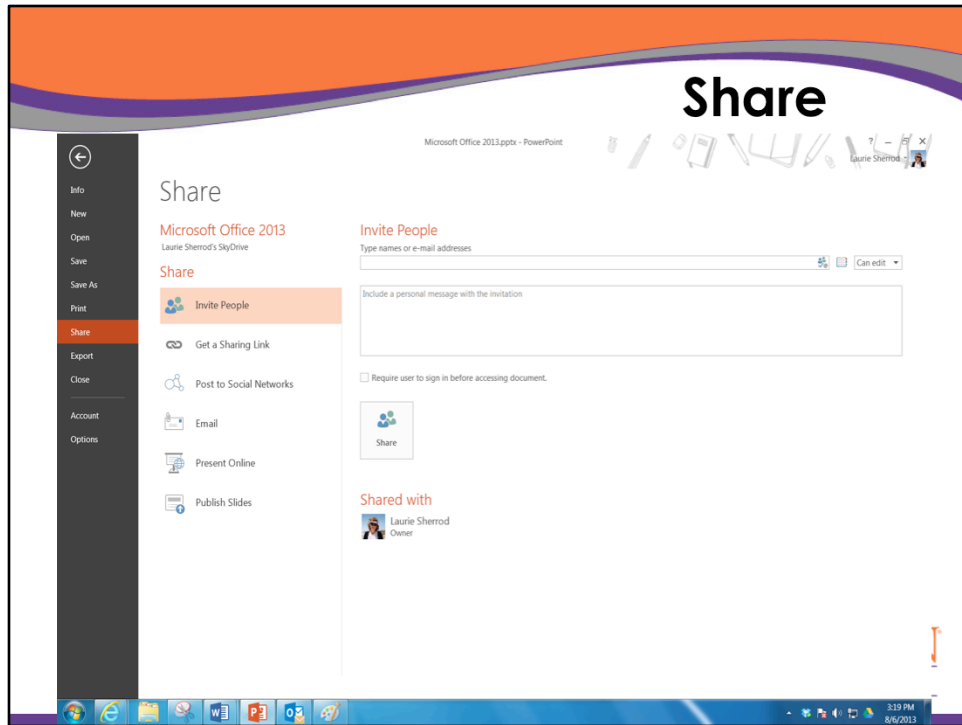
If you are in a document and click on File, this is what you get. The info tab tells information about the current document. Other choices like save, print, close are still here. The white arrow above info returns you to your document.



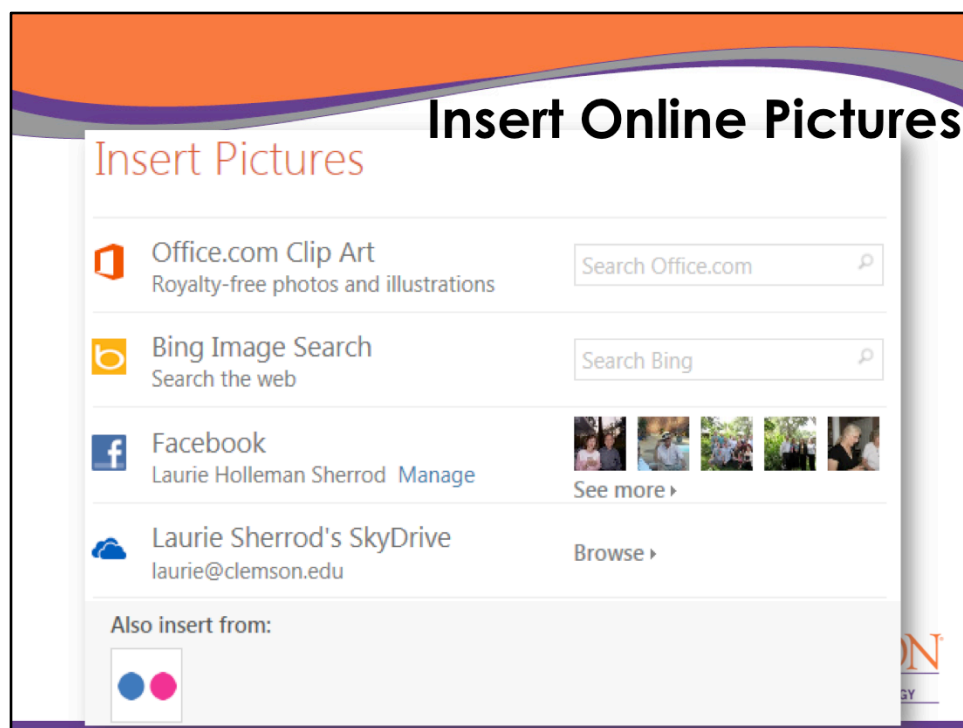
If you select New, you'll see template choices. These are from PowerPoint 2013 – very nice!



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.

Word Features

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

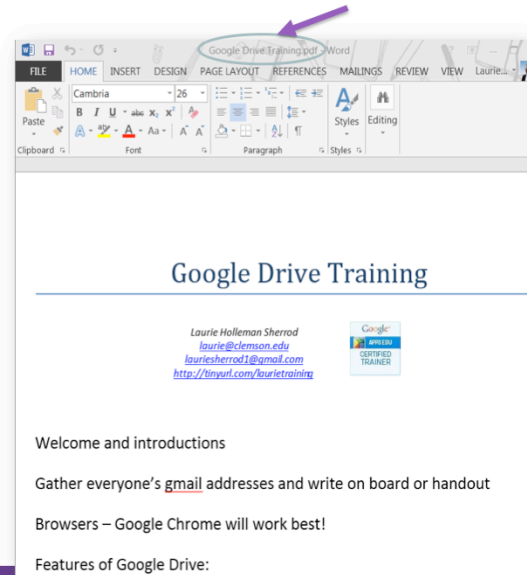


For the next few slides, we will cover the new features in Word 2013. Here is the list we will cover.

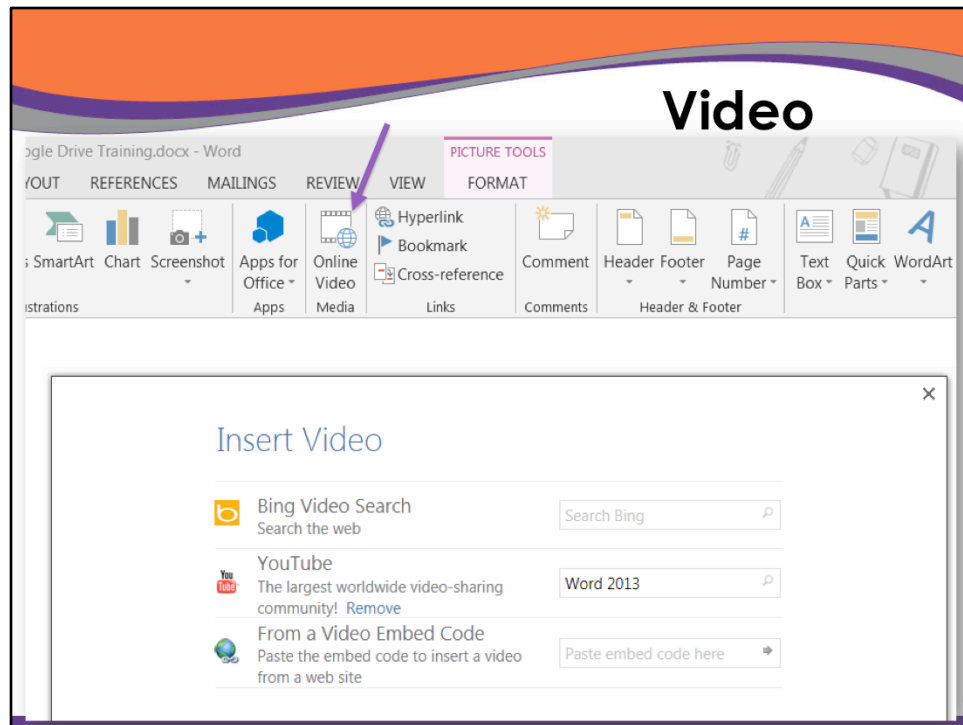
Word – Edit PDFs!!!



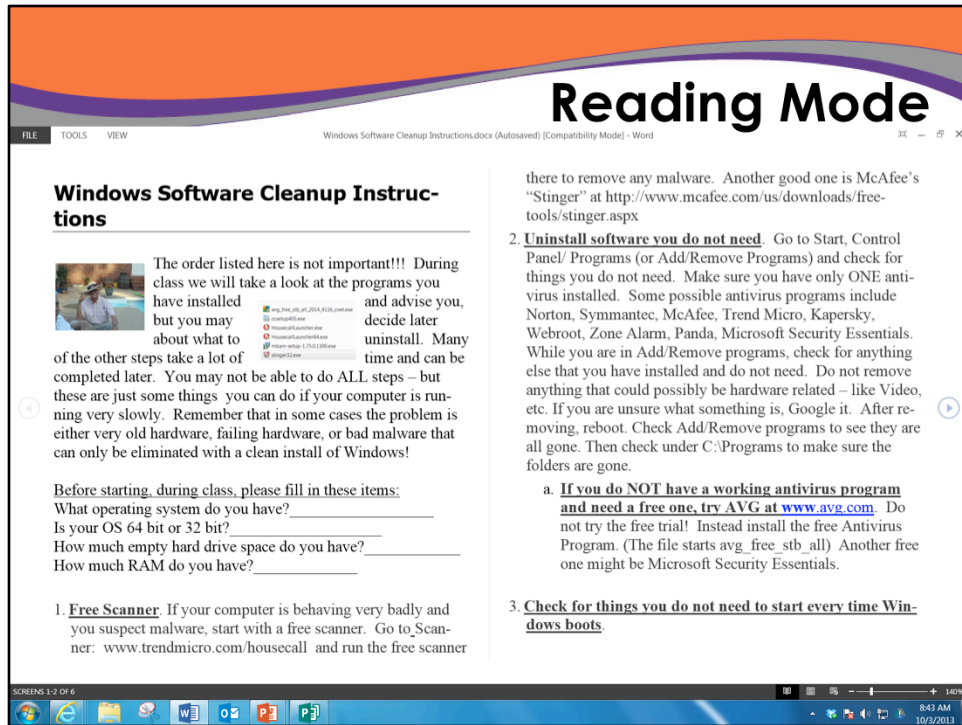
- Click File, Open
- Browse to a PDF
- It will offer to convert to Word!



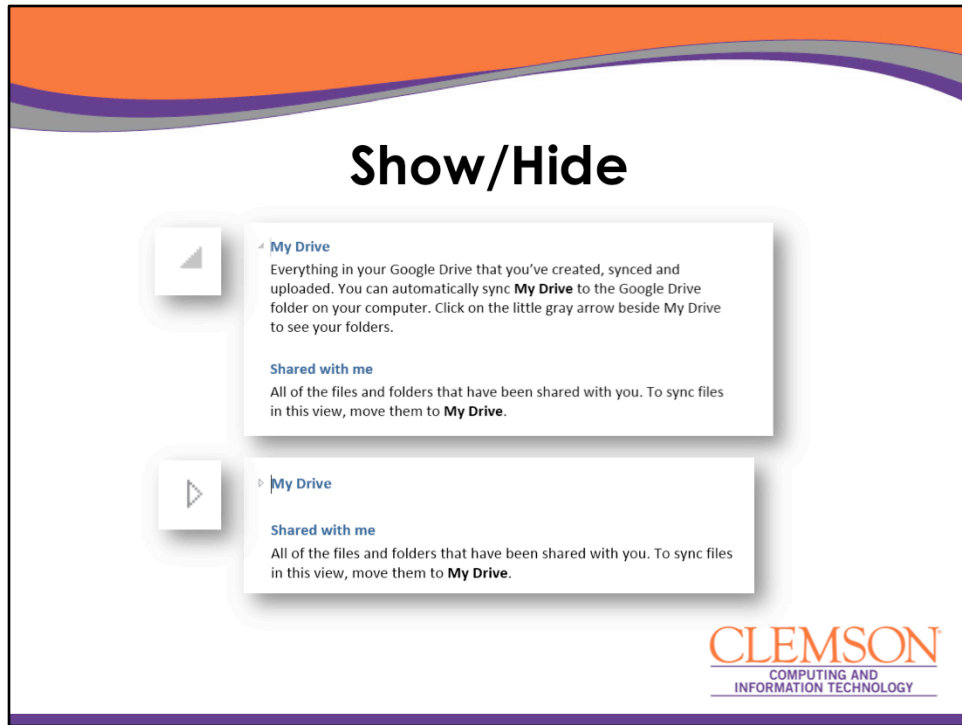
In Word 2013, you can open a PDF and it will offer to convert to Word format. You can edit and save as .pdf or .docx.



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.



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.

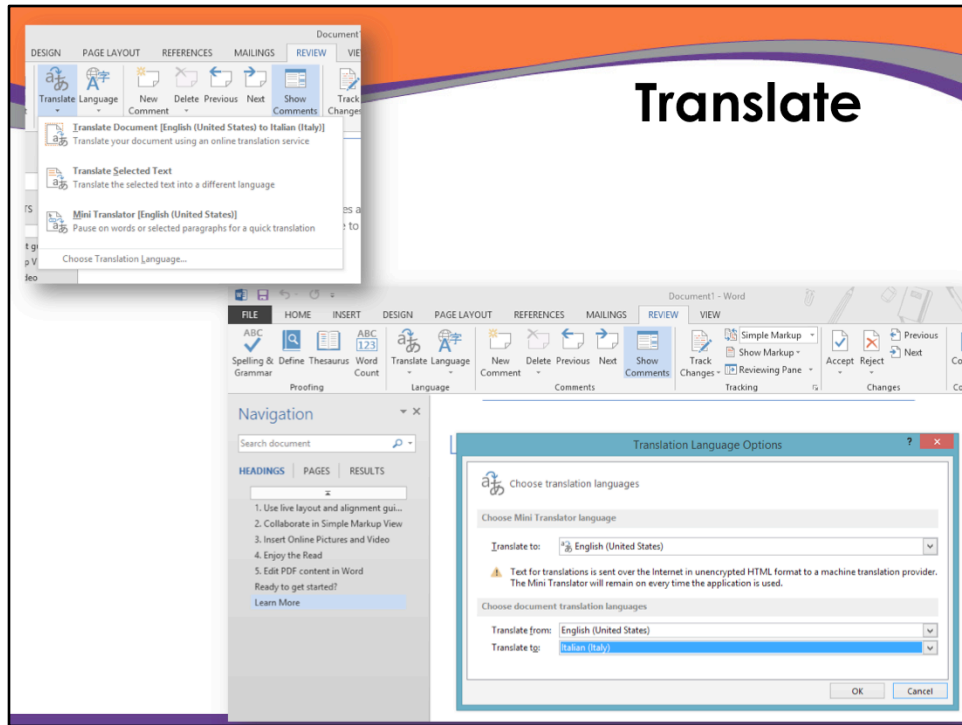
Live Layout and Alignment

The image contains two screenshots from a Microsoft Word document titled "Windows Software Cleanup Instructions".

The left screenshot shows a text box with a picture of a man in a hat sitting on a bench. A "LAYOUT OPTIONS" task pane is open over the picture, showing options for text wrapping: "In Line with Text", "With Text Wrapping" (with sub-options for "Square", "Tight", and "Through"), and "Move with text" (selected). Below the pane, there are radio buttons for "Fix position on page" and "Move with text".

The right screenshot shows the same text box with the picture rotated. The text "The order listed here is not important!!" is visible to the left of the picture, and "The order listed here is not important!!" is visible to the right of the picture. The text "The order will take a advise you, Many of the completed may not be ALL steps are just some can do if your running very slowly. Remember that in some cases the problem is" is visible below the picture.

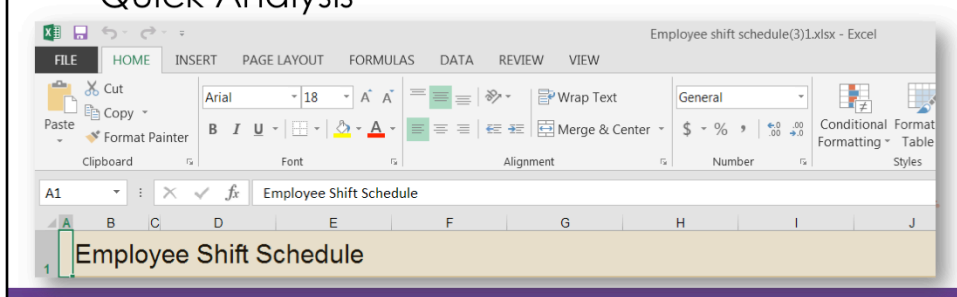
If you have a picture in Word, as you drag it around you'll see new alignment guides – green lines. You'll also see a little icon that looks like half a circle inside some blue lines. Click on that for layout options like text wrapping.



Not new – but improved is the Translate option in Word. If you translate the whole document, it will appear in a web browser.

Excel Features

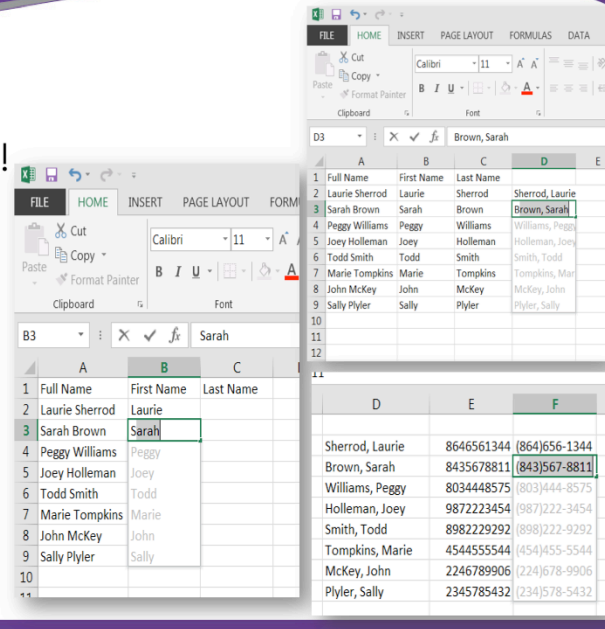
- Flash fill (!)
- Row and Column markers are bold green
- New functions
- Recommended Charts
- Quick Analysis



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!



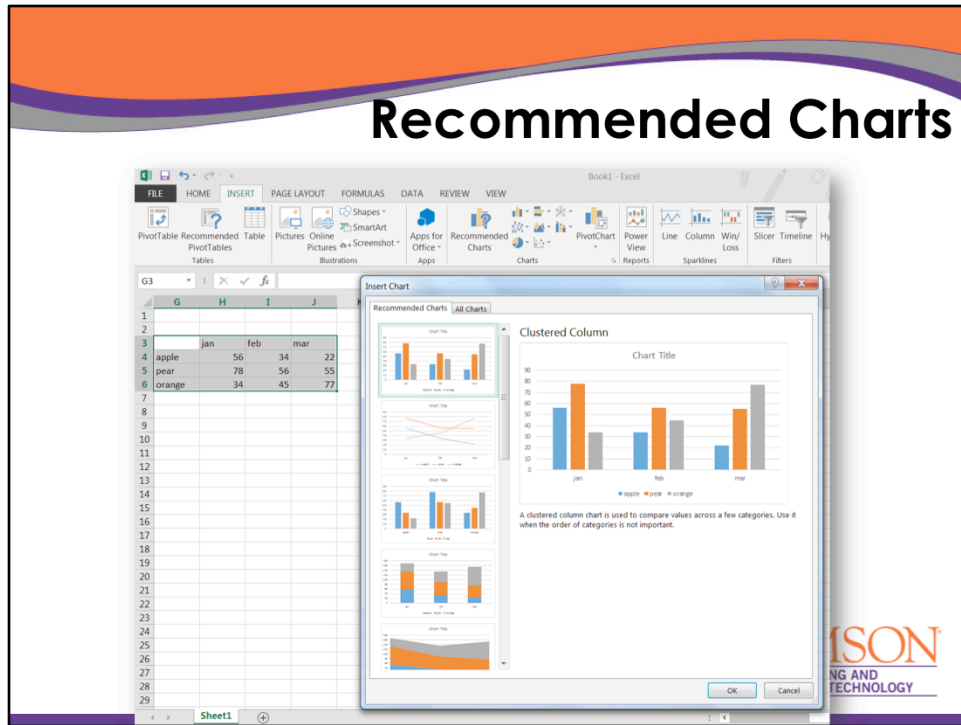
Flash fill finds patterns. If you have a column with first name space last name and you want to separate them, click beside the first row and type in the first name. Go down to the next cell and type in the first letter (s) of the second first name, and it will find the pattern and offer to fill in the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



The screenshot shows the Microsoft Excel interface with the 'Recommended Charts' dialog box open. The dialog box displays a 'Clustered Column' chart and a list of recommended chart types. The background shows an Excel spreadsheet with data for months (jan, feb, mar) and categories (apple, pear, orange).

	jan	feb	mar
apple	56	34	22
pear	78	56	55
orange	34	45	77

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.

Quick Analysis

Analyze data with Quick Analysis

Select and play with your data using live previews

Company	Industry	O1 Sales	O2 Sales
A. Datum Corporation	Tech	\$ 195,449	\$ 244,907
Adventure Works	Travel	\$ 123,721	\$ 233,366
Blue Yonder Airlines	Travel	\$ 934,763	\$ 246,554
City Power & Light	Utilities	\$ 299,293	\$ 674,195
Coho Vineyard	Beverage	\$ 228,783	\$ 658,385
Contoso, Ltd	Misc	\$ 239,219	\$ 287,989
Contoso Pharmaceuticals	Medical	\$ 371,570	\$ 644,368
Consolidated Messenger	Tech		
Fabrikam, Inc.	Utilities		
Fourth Coffee	Beverage		
Graphic Design Institute	Education		
Humongous Insurance	Financial		
Litware, Inc.	Tech		
Lucerne Publishing	Misc		
Margie's Travel	Travel		

1 Select the entire table on the left.

2 Look to the bottom right of that selection. That's the Quick Analysis button:

FORMATTING | CHARTS | TOTALS | TABLES | SPARKLINES

Data Bars | Color Scale | Icon Set | Greater Than | Text Contains | Clear Format

explore any of the...
als, Tables and more
k a way

Next >

OGY

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.

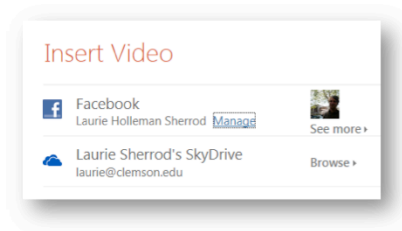
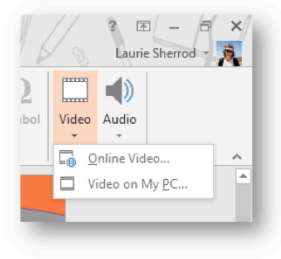
PowerPoint Features

- 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 Online Video

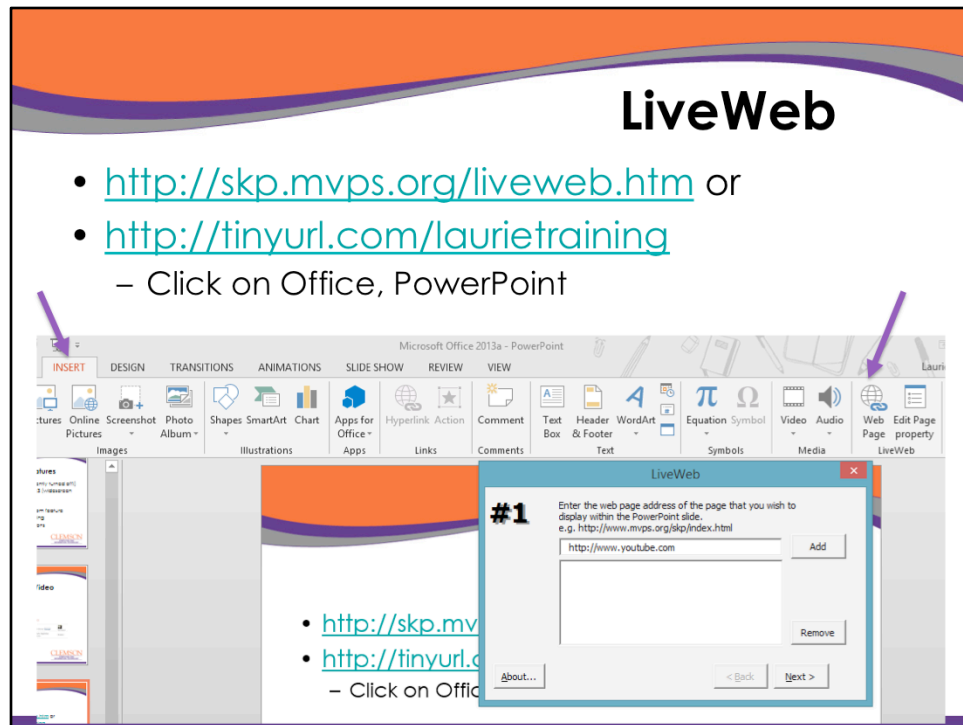


CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

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.

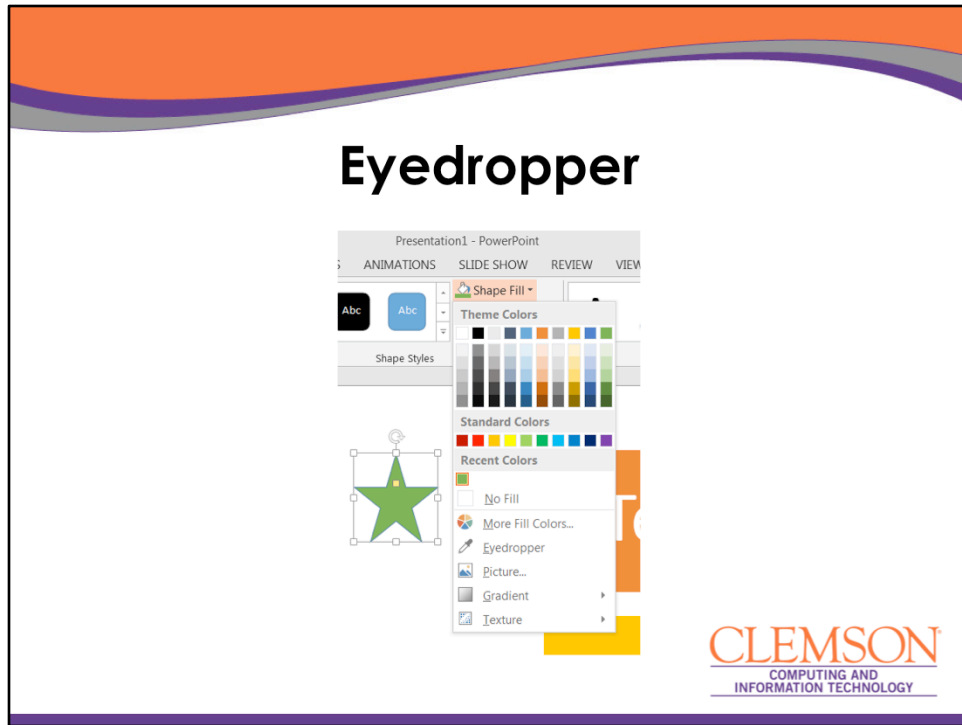
LiveWeb

- <http://skp.mvps.org/liveweb.htm> or
- <http://tinyurl.com/laurietraining>
 - Click on Office, PowerPoint

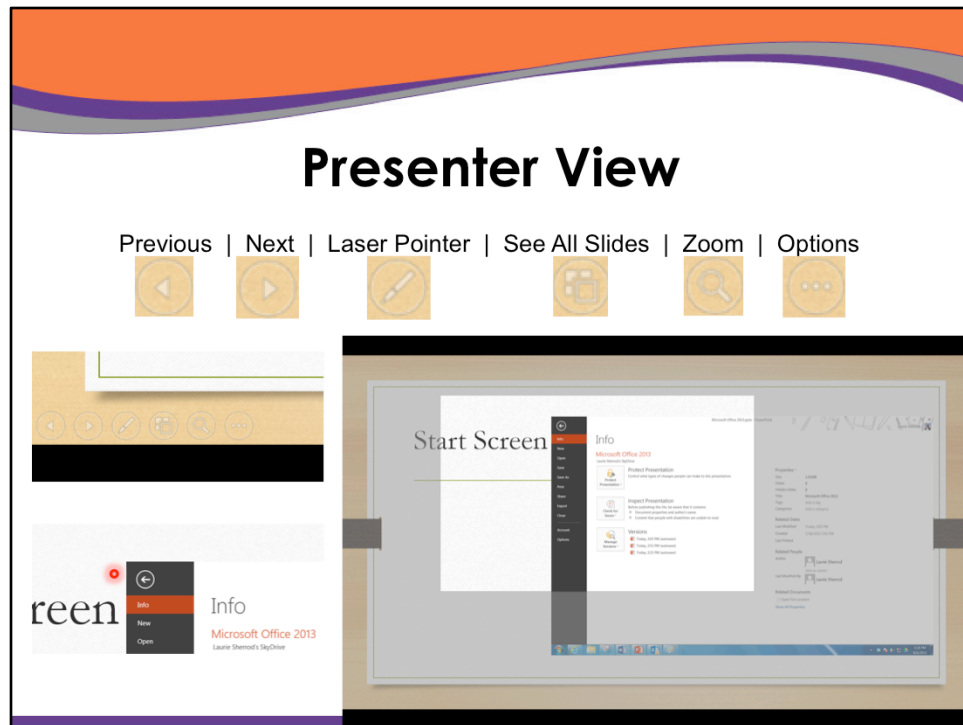


The screenshot shows the Microsoft Office 2013 PowerPoint interface. The 'INSERT' ribbon is active, and the 'Web Page' icon is highlighted. A 'LiveWeb' dialog box is open, prompting the user to enter a web page address. The address 'http://www.youtube.com' is entered in the text field. The dialog box also includes an 'Add' button, a 'Remove' button, an 'About...' button, and navigation buttons '< Back' and 'Next >'. The background slide content is partially visible, showing the same list of links as above.

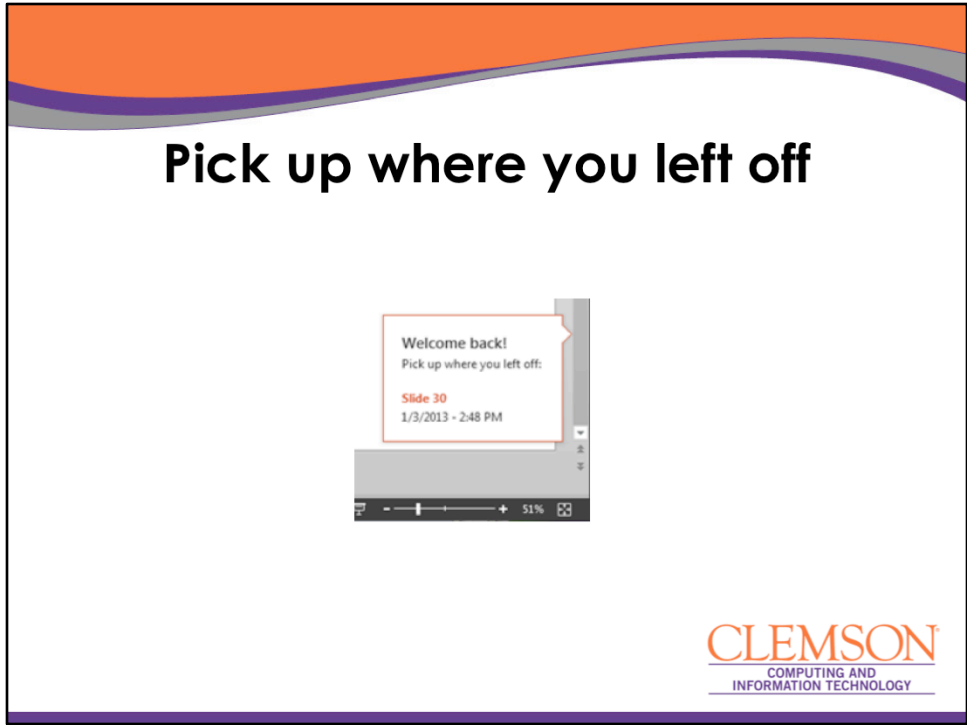
If you need to show YouTube videos, one work around is to install a program called “LiveWeb”. You can google it – or go to either of the links on this page to install it. Once installed, you will see Web Page under Insert. When you click on it, it will ask for a URL and when you finish and show the PowerPoint, 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 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.

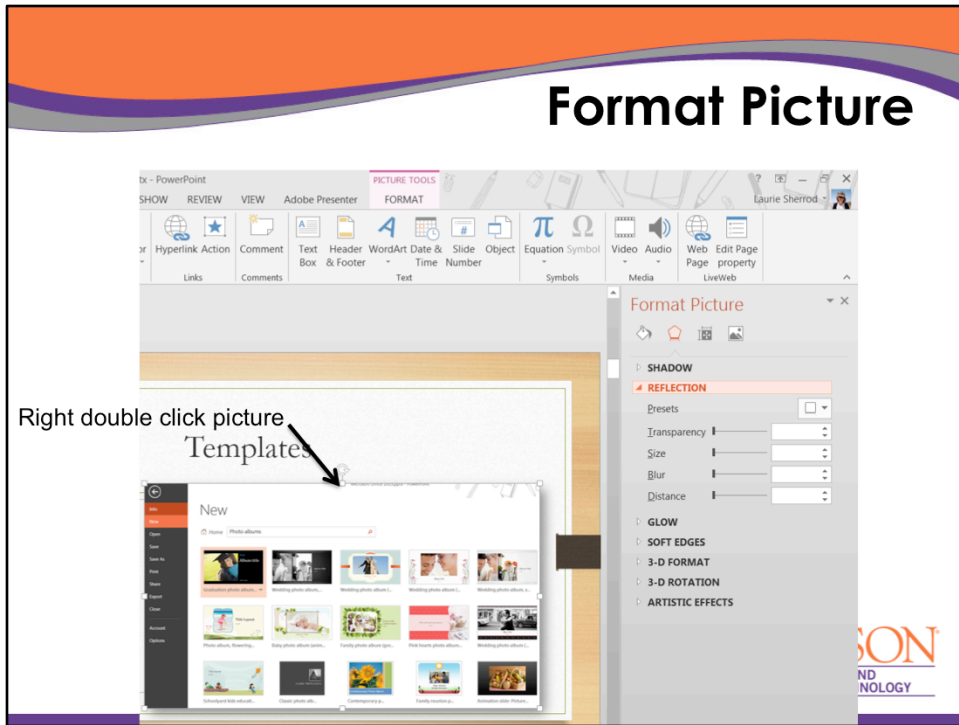


There are new options in Presenter view – you can hover in lower left hand corner while presenting – and click on them. The laser pointer makes a little glowing point like the red one in the lower left hand portion of this screen – and you can move it around as a pointer. The zoom lets you light up a 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.

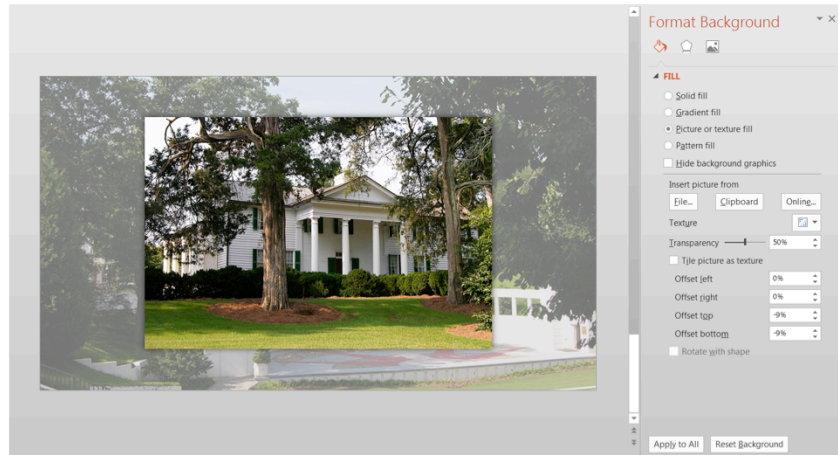
Format Picture



Right double click 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.

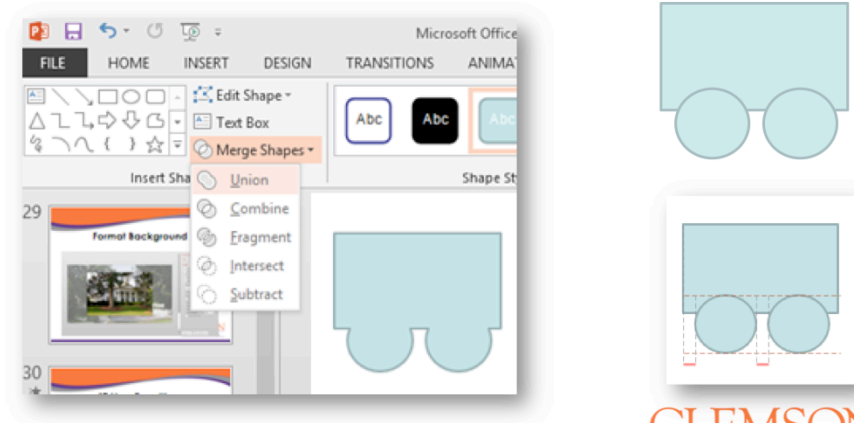
47 New Transitions

- Origami
- Airplane
- Crush
- Curtains



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

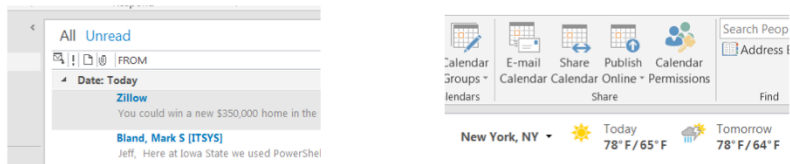


CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

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

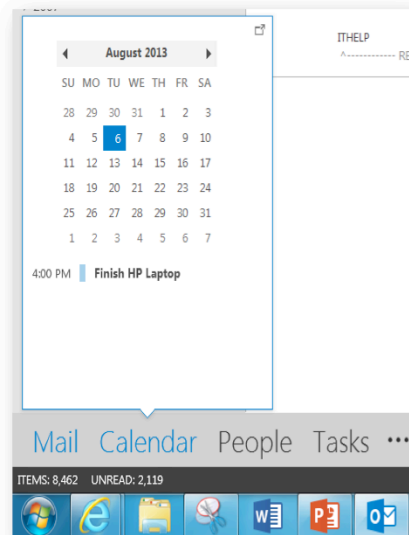


CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

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.

Outlook Interface

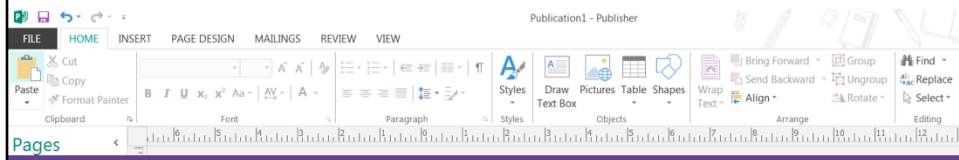
- Mail, Calendar, People on bottom
- Hover over Calendar to see current events



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.

Publisher

- Insert multiple pictures
- Replace a picture
- Picture effects
- Text effects
- Picture backgrounds



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

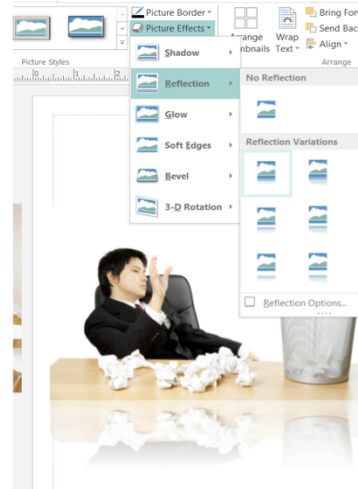


CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

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.

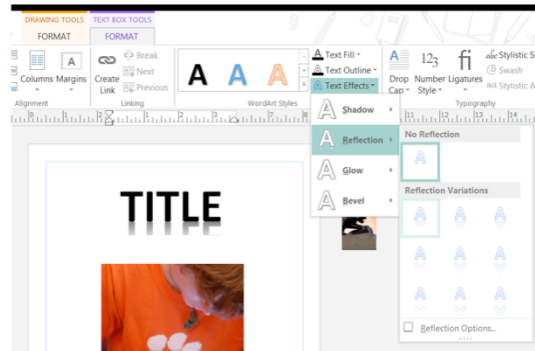
Picture Effects

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

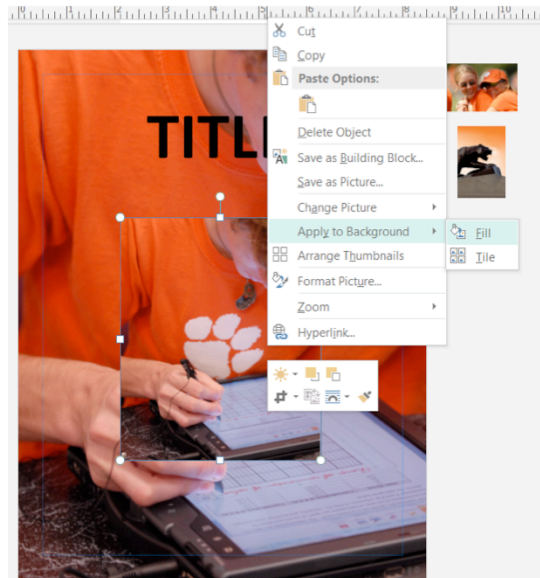
Text Effects



CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

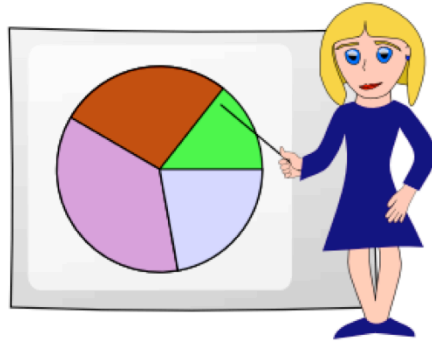
There are some new text effects in Publisher too.

Picture Background



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!

Live Show



CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

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



CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

Here are the Tech Talks for the next few weeks.