

## **Office 2013: There Is a Lot To Like**

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### **Abstract:**

Office 2013 new features for Word, Excel and PowerPoint will be highlighted in this session. The Ribbon has a new look to facilitate touch screens with Windows 8. The cloud is emphasized for saving files and collaborating. And the Web Apps have been improved. Session attendees will be encouraged to interact with the presenters.

### **Session:**

#### **Microsoft Office 2013**

The move toward the cloud with the 2013 release includes: cloud storage options at **SkyDrive**, improved online **Web Apps**, and better collaboration tools within the applications. There are also new annual subscription options as well as the traditional installation for purchase.

New common Office 2013 features include: changes to the Backstage and Start menu; less color on the Ribbon to allow space for touch screen use in Windows 8; connectivity over multiple devices using SkyDrive; more task panes; Office Apps that can be downloaded; and better collaboration.

#### **EXCEL 2013**

Excel's new features include Flash Fill, Quick Analysis, new functions, new chart features, Office Apps, filtering with slicers and time lines, and the insertion of online images. For those using Excel for big data analysis, PowerPivot is an included Add-In in the Professional Plus version and it works with PowerView and PowerCharts to provide better analytics tools. The Data Visualization Apps for Excel – some free, some for purchase - link to various databases, maps, crime stats etc.

#### **WORD 2013**

Images and videos can now be more easily inserted into Word documents. There are changes to the reviewing features with more ease in collaboration which now includes a chat feature. PDF documents can be opened and edited in Word. **Present Online at Share** in the Backstage area allows the sending of documents to the cloud which automatically generates a link that can be sent to others who can then view the

document online, even without having Word on their computer. There are Office Apps, new formatting pane, line spacing at 1.08, a Reading Pane, and improved Table tools.

### **PowerPoint 2013**

**Presenter View** first launched in 2010 now includes a view showing the presenter the current slide, current slide notes and the next slide, while only projecting the current slide to the audience. The **Eye Dropper** allows for matching and customization of colors. **Online Meetings** creates a link that can be sent to others enabling them to view the presentation even if the viewer does not have PowerPoint installed. There is now a wide screen option, new chart features, more Smart Guides, and improved ways to create personalized shapes.