
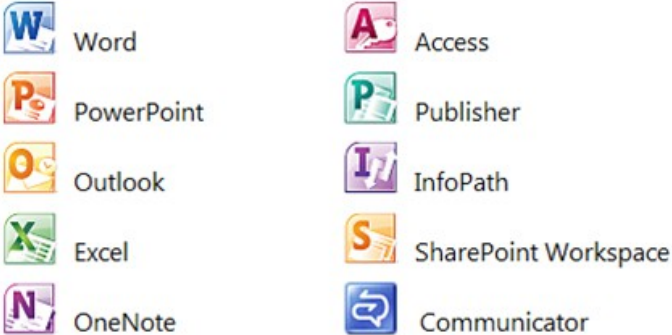
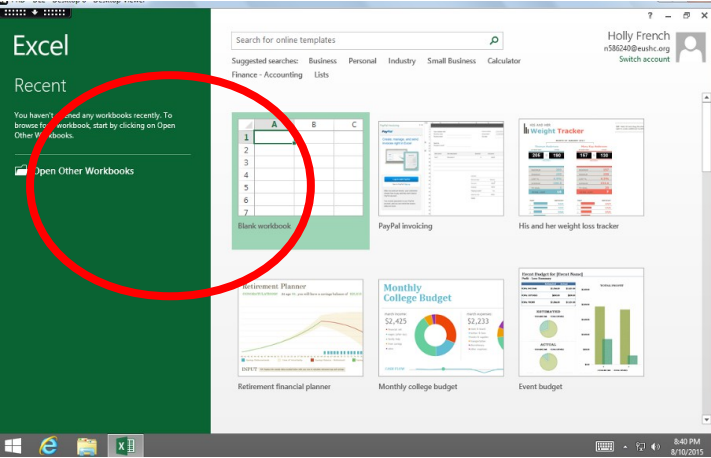
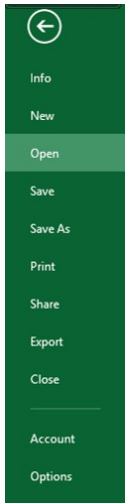
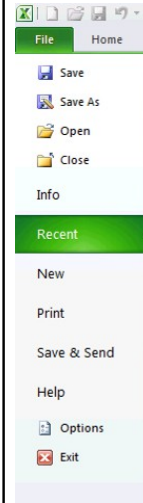


	Office 2013/365 - New	Office 2010 - Old
<p><b>Office Icons</b></p>	 <p>Excel, OneNote, Outlook, Word, PowerPoint</p>	 <p>Word, Access, PowerPoint, Publisher, Outlook, InfoPath, Excel, SharePoint Workspace, OneNote, Communicator</p>
<p><b>Color Coded Start Screens</b></p>	<ul style="list-style-type: none"> <li>Office 2013 applications open on a new Start screen rather than opening a new file in the default template.</li> <li>Double-click on the highlighted option (example: in Excel it says <b>Blank Workbook</b>) to start a new document:</li> </ul>  <ul style="list-style-type: none"> <li>To turn off the Start Screen so that it starts up like Office 2010 did: <ol style="list-style-type: none"> <li>Click on the <b>File</b> tab on the main screen</li> <li>Click on <b>Options</b></li> <li>On the <b>General</b> tab take off the checkmark to <u>Show the Start screen when this application starts</u></li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Did not have Start Screens, immediately opened into a new document.</li> </ul>

**File Menu (Backstage View)**



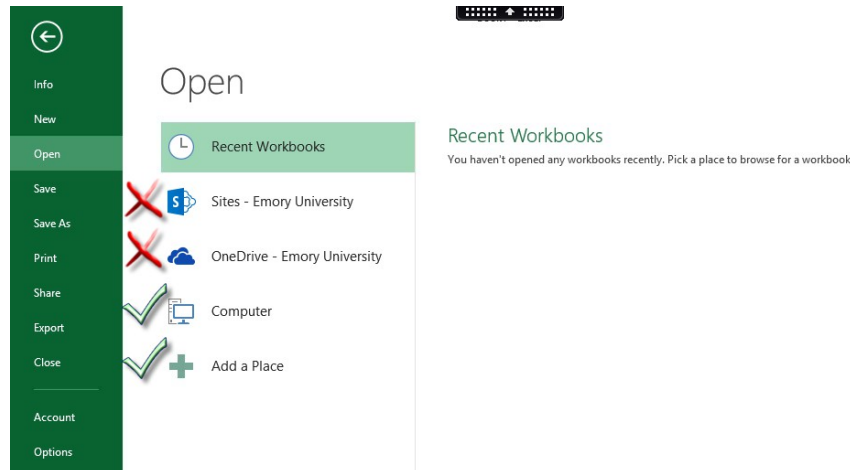
- Redesigned Backstage View
- Click the Left Arrow to exit Backstage View.
- Whenever you **Open** or **Save** documents it now uses **Backstage View**. To turn this feature off (and Open and Save the way 2010 did):
  1. Click on the **File** tab
  2. Click on **Options**
  3. On the **Save** tab
  4. Check the option to Don't Show the Backstage View when opening or saving files



- Old Backstage View

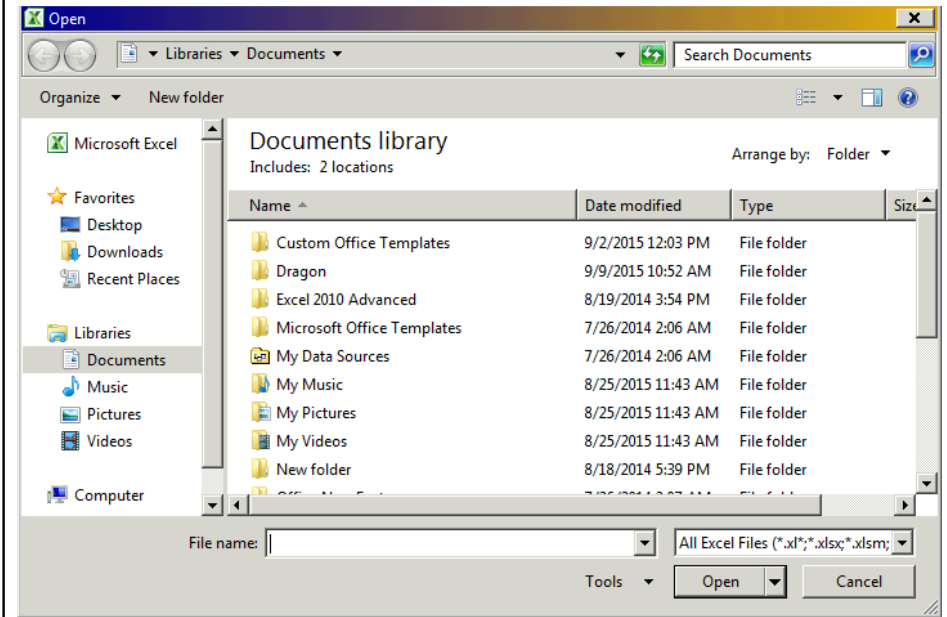
**File - Open**

- File - Open has been redesigned to show Recent files, Computer, and Add a Place.

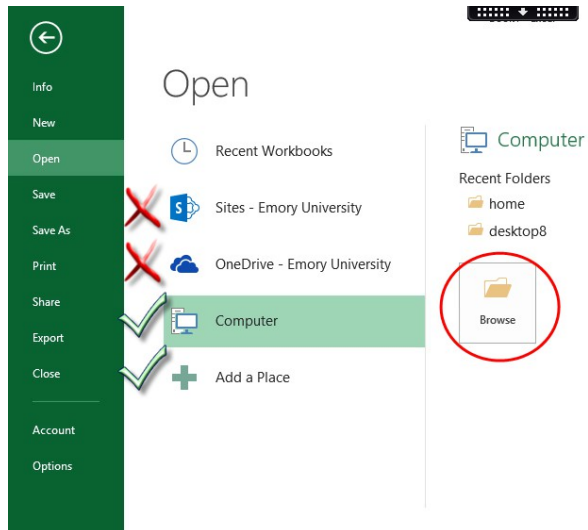


**\*\* NOTE:** The features marked with a checkmark are currently approved for use by Emory Healthcare. Please refrain from using those features marked with an X until they are approved by Emory Healthcare.

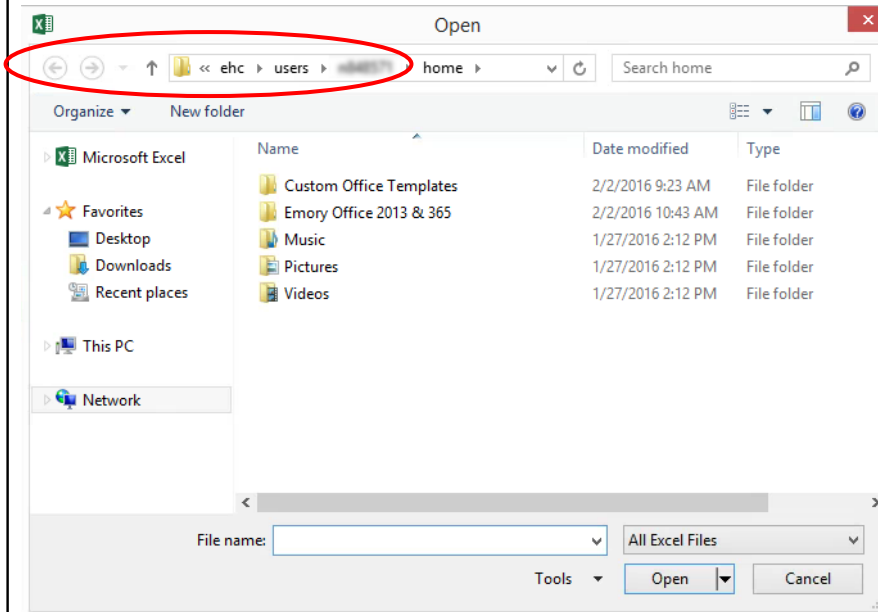
- Immediately opens up the Open Dialog Box:



- To get to the Open dialog box click on the **Browse** button



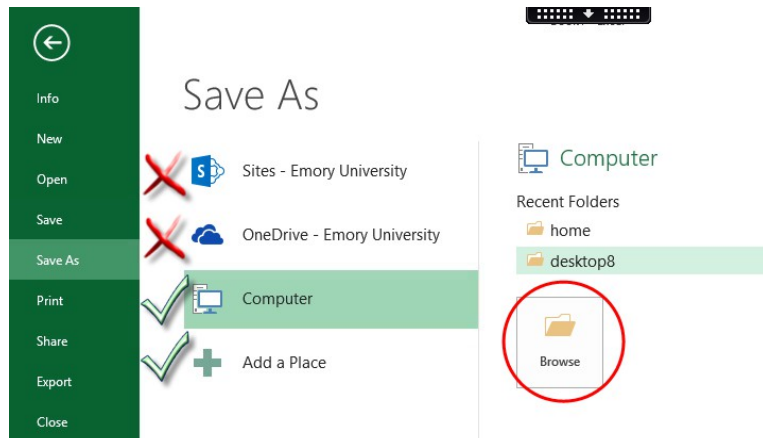
- You will then see the Open dialog box:



- Notice that it will default to your home drive

**File - Save**

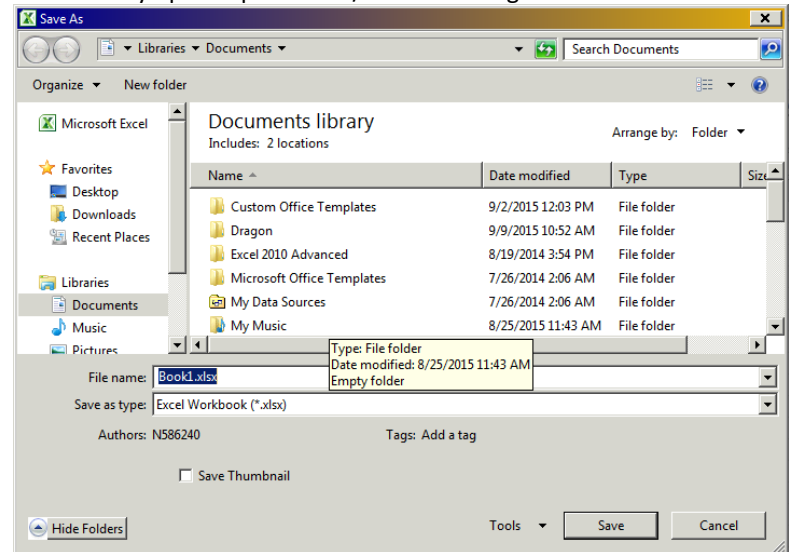
- To get to the Save/Save As dialog box click on the **Browse button**

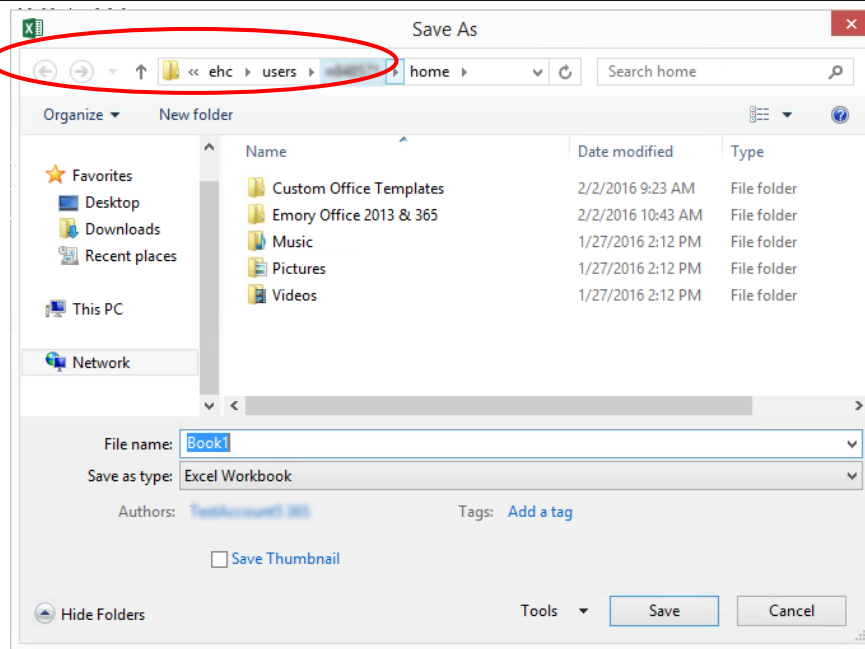


**\*\* NOTE:** The features marked with a checkmark are currently approved for use by Emory Healthcare. Please refrain from using those features marked with an X until they are approved by Emory Healthcare.

- You will then see the Save As dialog box:

- Immediately opens up the Save/Save As Dialog Box

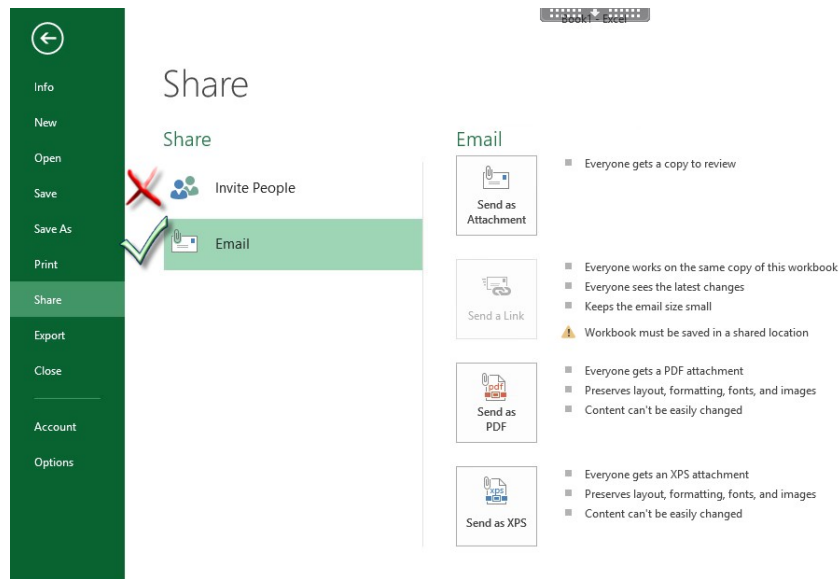




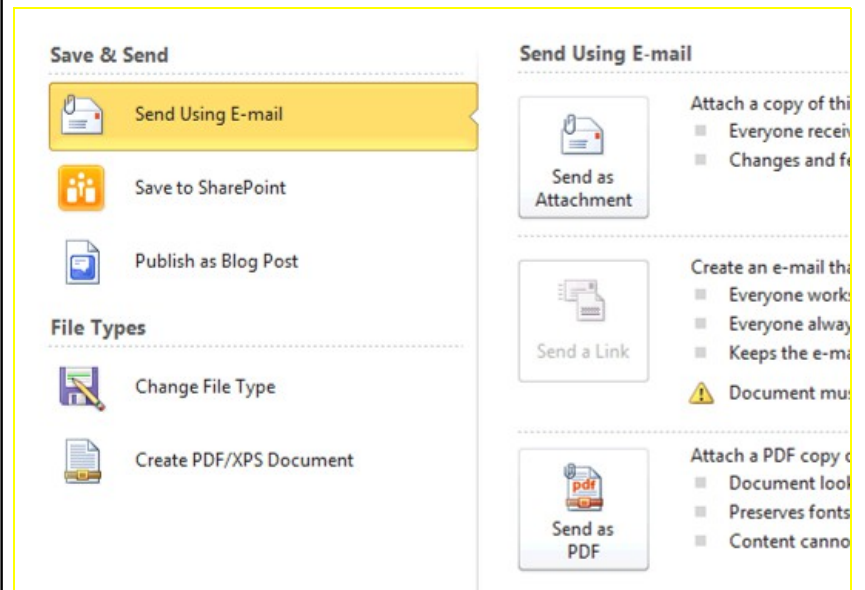
- Notice that it will default to your home drive

### File – Share/Save and Send

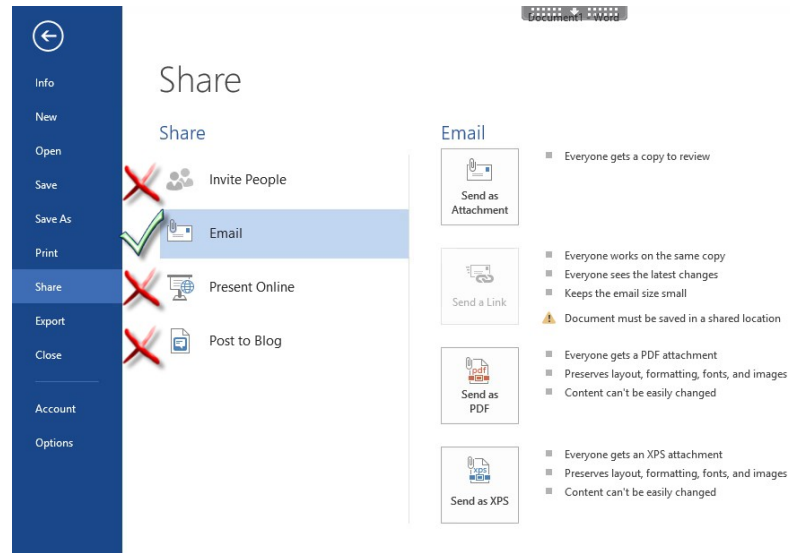
- **File – Share** has replaced **File – Save and Send (Excel)**



- **File – Save and Send**

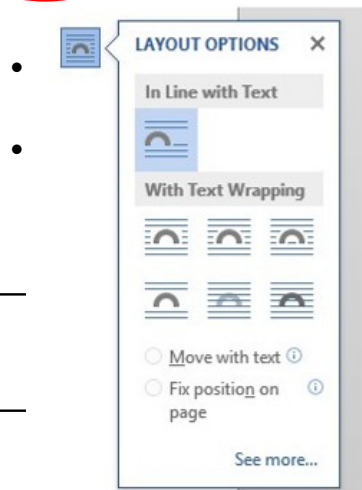
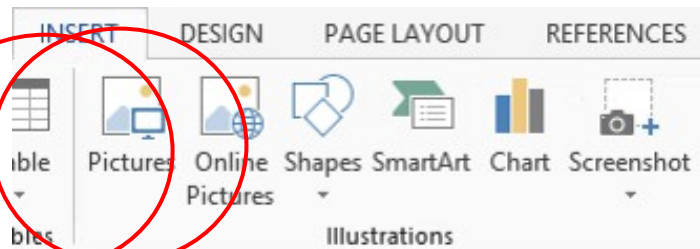


• **File – Share** has replaced **File – Save and Send (Word)**



**\*\* NOTE:** The features marked with a checkmark are currently approved for use by Emory Healthcare. Please refrain from using those features marked with an X until they are approved by Emory Healthcare.

**Picture Options**

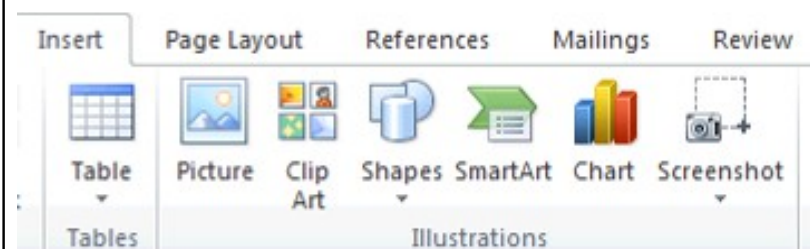


• The **Picture** button allows you to search your computer or shared drives for images

• The **Clip Art** button allows you to get to Microsoft Clip Art

**Word – Picture Layout**

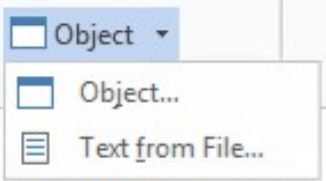
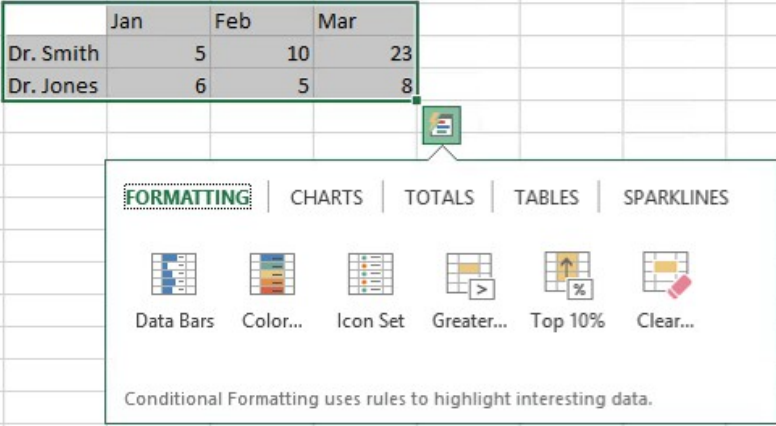
• New Layout Options button available only in Word when an image is selected



• The **Picture** button allows you to search your computer or shared drives for images

• The **Clip Art** button allows you to get to Microsoft Clip Art

• Not available in Word 2010

<p><b>Button</b></p>		
<p><b>Word - Open, Convert and Edit PDF files</b></p>	 <ul style="list-style-type: none"> <li>You can now open, convert and edit PDF files within Word. You no longer need a plug-in or separate application. You can re-save the file, as well. You can do this through <b>Insert -&gt; Object -&gt;Text from File...</b></li> </ul>	<ul style="list-style-type: none"> <li>Not available in Word 2010</li> </ul>
<p><b>Excel – Quick Analysis Button</b></p>	 <p><b>Quick Analysis</b> button appears in bottom left of selected range which gives you quick access to Formatting, Charts, Totals, Tables and Sparklines (this button automatically appears once an area is selected and does not matter what tab/ribbon you are on!)</p>	<ul style="list-style-type: none"> <li>Not available in Excel 2010</li> </ul>