

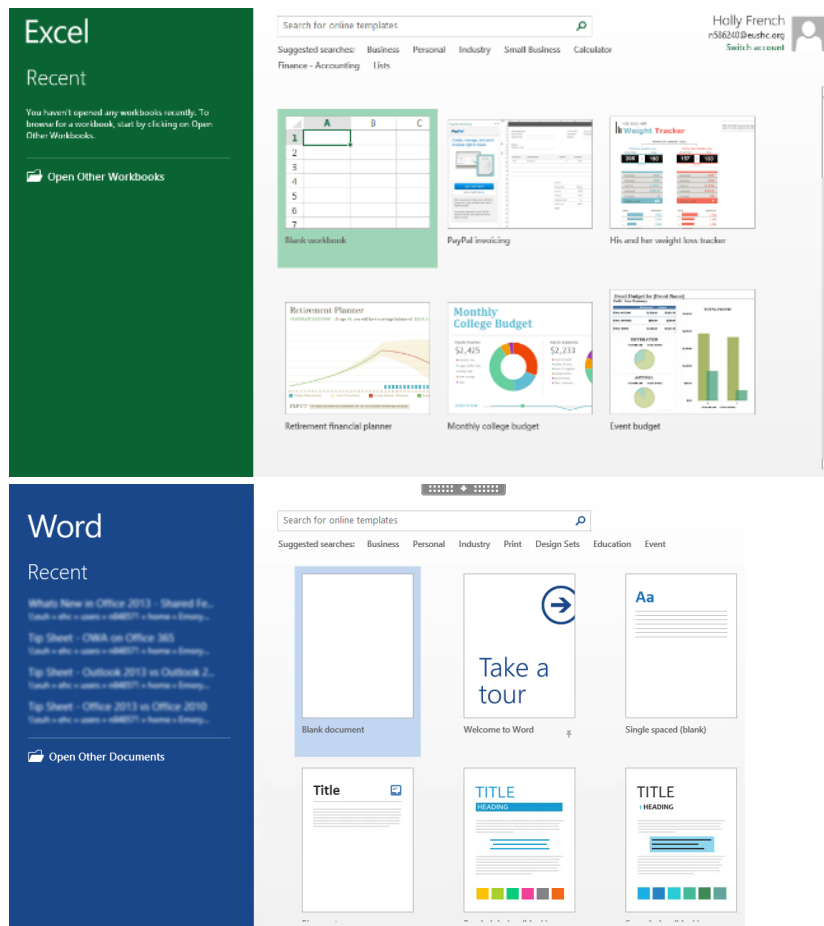
What's New in Office 2013 – Shared Features

Overall Features

- The tabs on the ribbon are all CAPITAL letters. That is the fastest way to know if you are using Office 2013 or a previous version because previous versions are NOT in capital letters.
- Modern Style Interface – cleaner, minimalist, flatter look.

Start Screens

- When you start an Office 2013 application, you will see a color-coded start screen (Excel and Word are shown below).

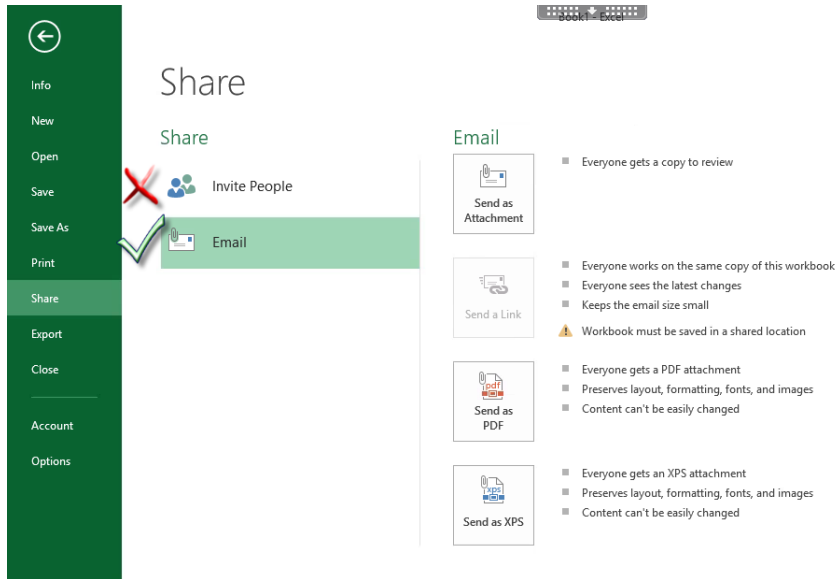
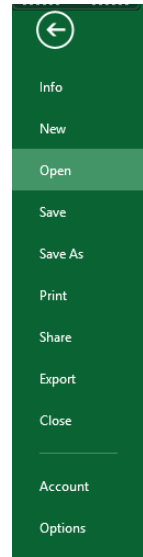


- The list of your recent documents will be listed on the left side of the start screen (in the color-coded part of the screen).
- To start a new file, double-click on the highlighted option.
 - In Excel it says **Blank Workbook**.
 - In Word, it says **Blank Document**.
 - In PowerPoint it says **Blank Presentation**.
- To turn off the Start Screen so that it starts up like Office 2010 did:
 1. Click on the **File** tab on the main screen.
 2. Click on **Options**.
 3. On the **General** tab, take off the checkmark to Show the Start screen when this application starts.

File tab

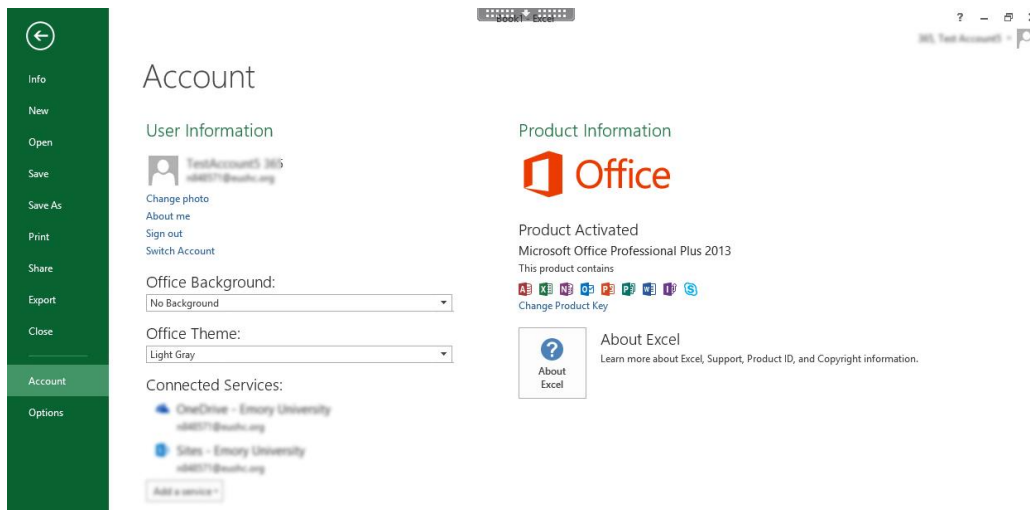


- The **File** tab (or Backstage View) has been redesigned and options have been moved around.
- **File – Open** is now the default option when clicking on the File tab.
- **File – Share** has replaced File – Save and Send.



**** 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.

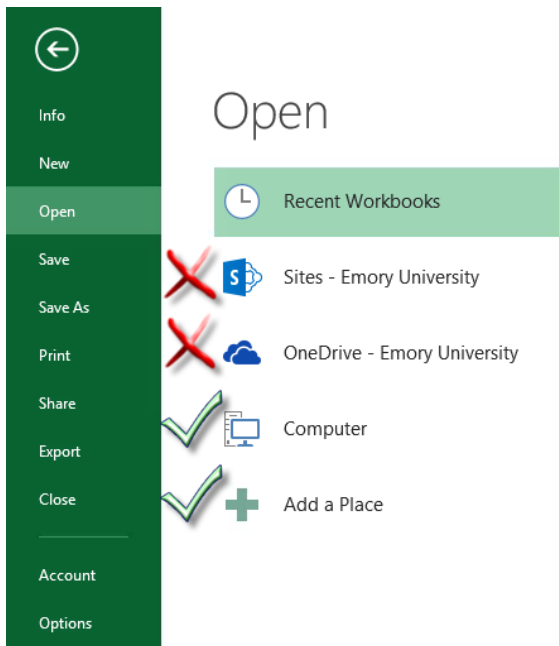
- **File – Account** is new and allows you to change Background and Themes and contains product information.



- Click the **left arrow** within the circle to exit Backstage View.

Opening Files

- **File - Open** has been redesigned to show Recent files (workbooks as in this Excel example), Computer, and Add a Place.

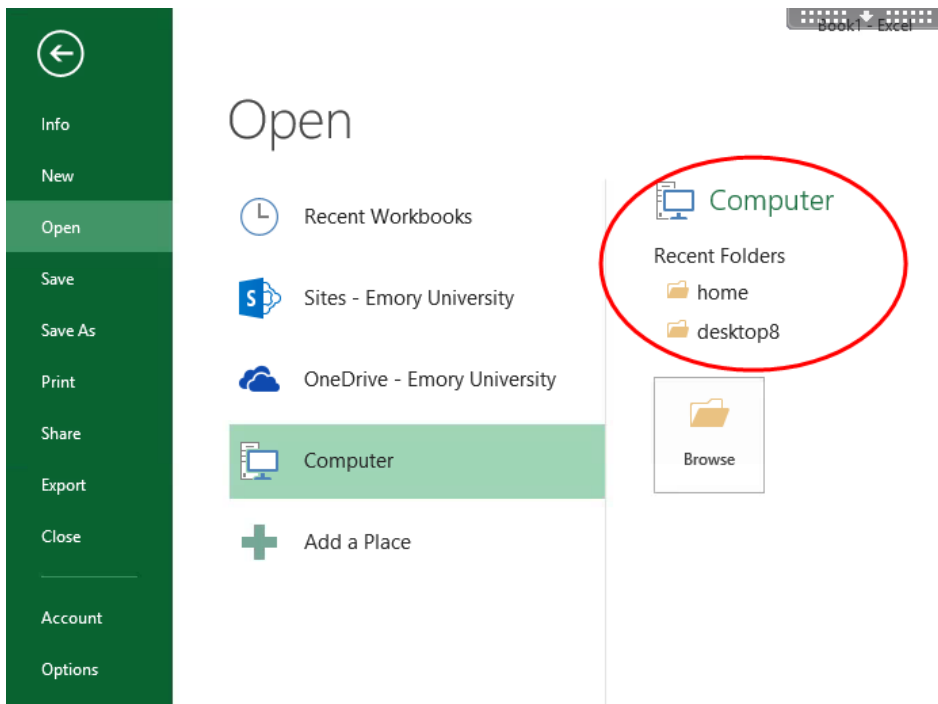


Recent Workbooks

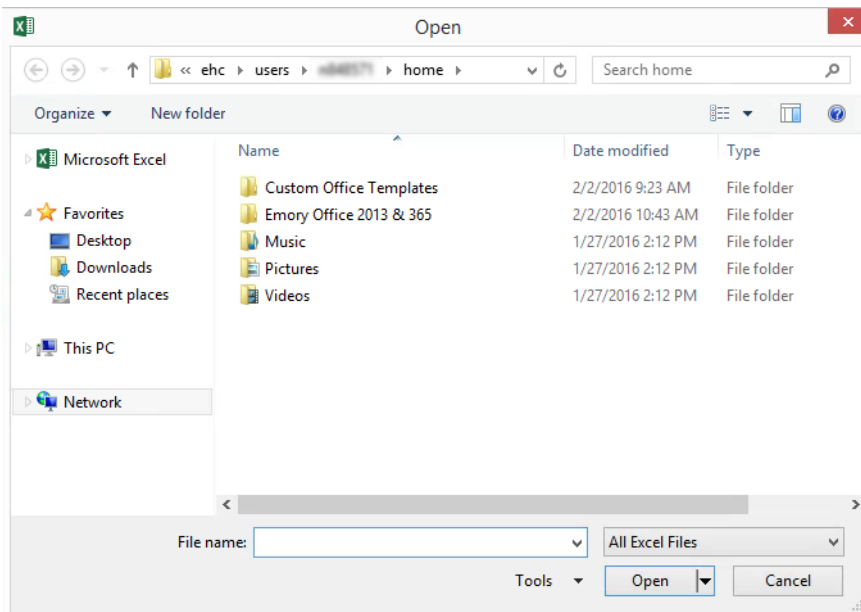
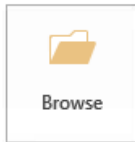
You haven't opened any workbooks recently. Pick a place to browse for a workbook.

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- Clicking on **Computer** will then show you Recent Folders which will make opening files easier.



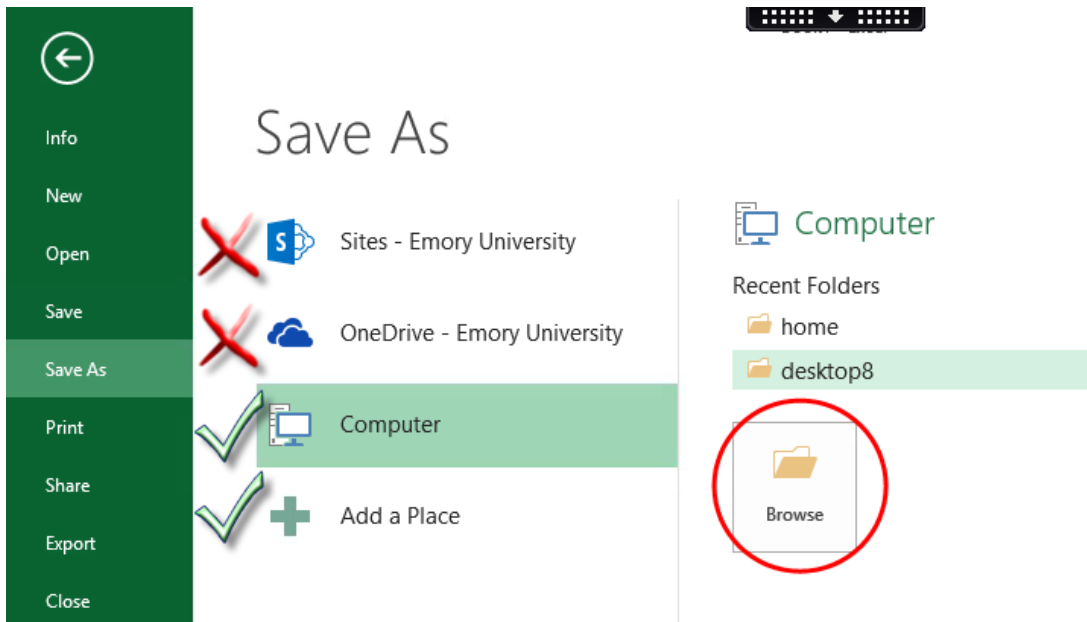
- Clicking on the **Browse** button will then open up the Open Dialog box similar to Office 2010.



- Open** files now uses Backstage View by default. To turn this feature off (and Open the way Office 2010 did):
 - Click on the **File** tab.
 - Click on **Options**.
 - On the **Save** tab.
 - Check the option to Don't Show the Backstage View when opening or saving files.

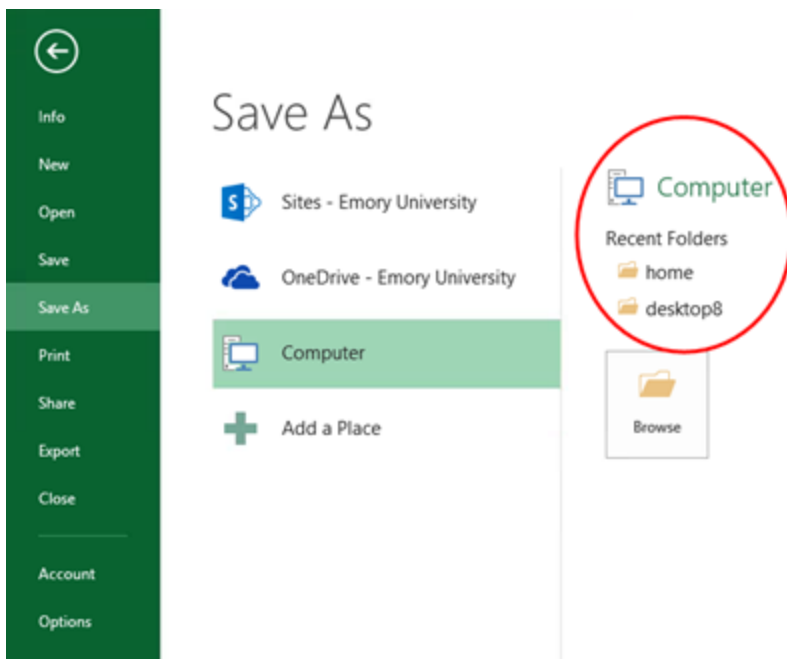
Saving Files

- **File - Save** has been redesigned to show recent files (workbooks as in this Excel example), Computer, and Add a Place.

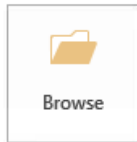


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- Clicking on **Computer** will then show you Recent Folders, which will make saving files easier.



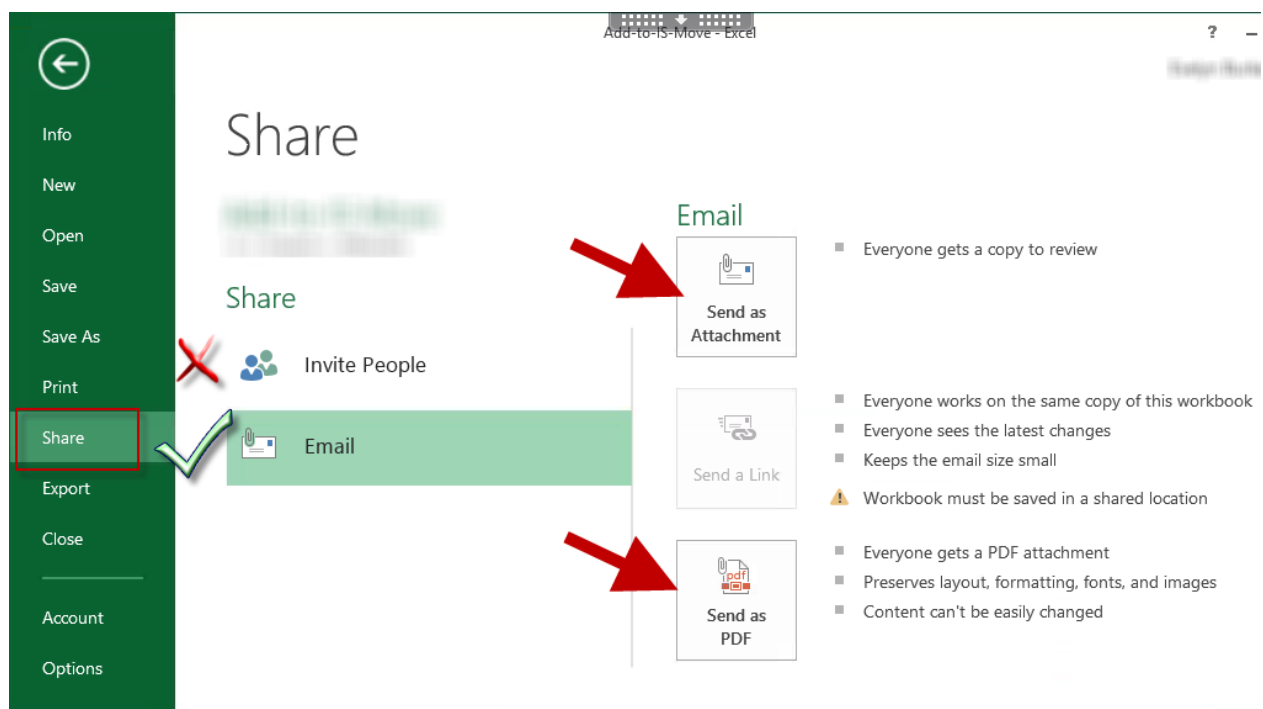
- Clicking on the **Browse** button will then open up the Save Dialog box similar to Office 2010.



- Whenever you **Save** files it now uses Backstage View. To turn this feature off (and Save the way Office 2010 did):
 - Click on the **File** tab.
 - Click on **Options**.
 - On the **Save** tab.
 - Check the option to Don't Show the Backstage View when opening or saving files.

Sharing Files

- File - Share** options have been redesigned.

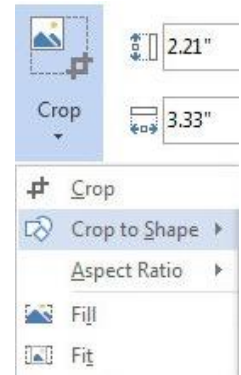
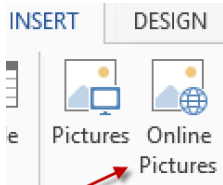


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- Clicking on **Email** will then display options to Send as Attachment (that can be edited by the recipient(s) or send the file as a PDF file which cannot be easily edited).

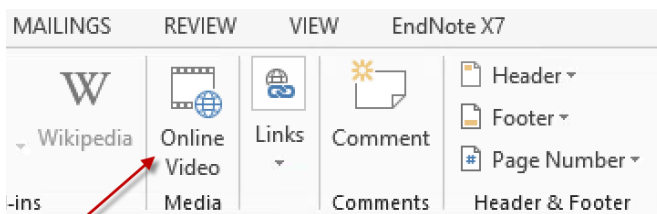
New Picture Options – Insert tab

- You now have two options to insert pictures: the **Pictures** button or the **Online Pictures** button.
- The **Crop** button (Format tab) has been enhanced with options for Crop, Crop to Shape, Aspect Ratio, Fill and Fit.
- The **Pictures** button allows you to insert pictures that are stored on your computer.
- The **Online Pictures** button allows you to insert pictures from online sources via a Bing search.



New Video Options (Future enhancement)

- You can embed videos within Word and PowerPoint 2013 documents. The graphics and network capacity needed to play embedded videos within the Emory Healthcare Virtual Desktop Office 2013 environment is a future enhancement.



New Ribbon Display Options

- There are now 3 display options for the ribbon in each application. Click on the **Ribbon Display Option** button (to the left of the minimize button on top-right of screen) to see the options.

