

# What's New in Word 2013

- \* Review the document called **What's New in Office 2013 – Shared Features** to see an explanation of the new shared features found in Office 2013 applications (Word, Excel and PowerPoint), in addition to this document, which covers only new features found in Word 2013.

## Overall Enhancements

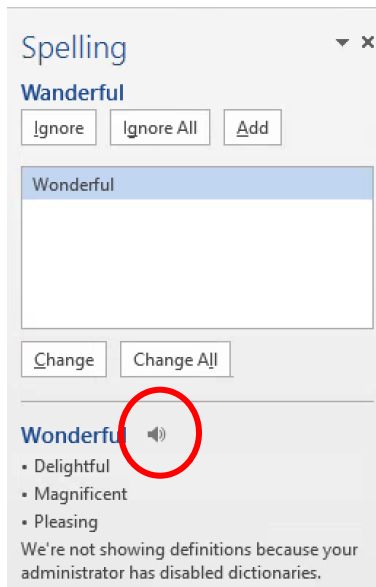
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- **Welcome Back Feature** remembers where you were last and gives you the choice to jump back there whenever you open a file by just clicking on the Welcome back message.



- **New Spell Checker view**

When spell checking your document and Word comes upon a word it thinks may be misspelled, you'll see a new view for spell checker. At the bottom of this view you will see a message about dictionaries being disabled. As a security feature, online dictionaries have been disabled in the Emory Healthcare Virtual Desktop installation of Word. You can still add words to your own custom dictionaries as in previous versions of Word. Note: The feature that gives you the option to hear the pronunciation of the word may also be turned off.



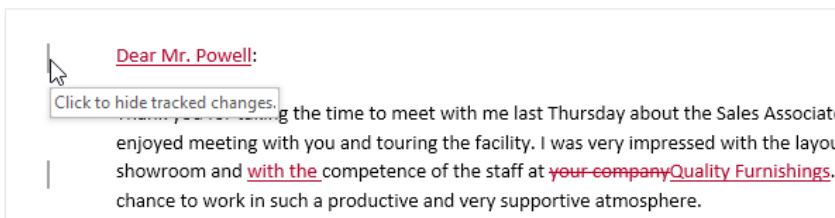
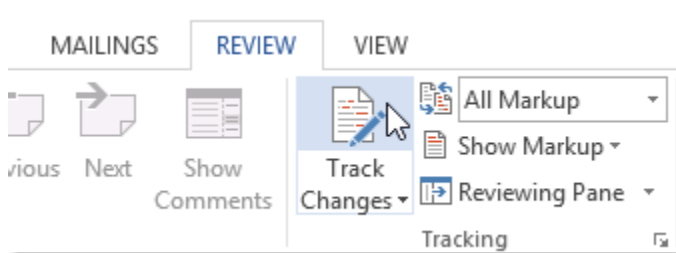
- You can now **Collapse/Expand All Headings** by using the grey arrow that appears in the margin. This feature applies only to documents that have the Heading style applied and that have been created in Word 2013. The grey arrow indicates that the heading is collapsed, and when clicked on, will expand. The blue arrow indicates that the heading is expanded, and when clicked on, will collapse.

▷ **Session Four: Understanding Performance Management**

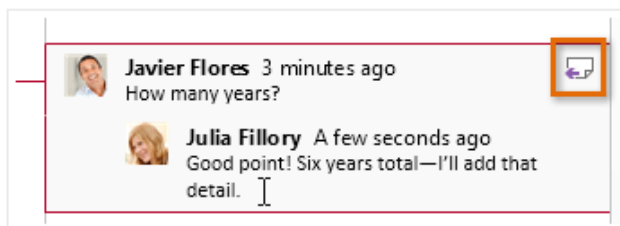
◀ **Session Four: Understanding Performance Management**

Next, participants will look at the shared management model of performance management, and how it differs from talent management.

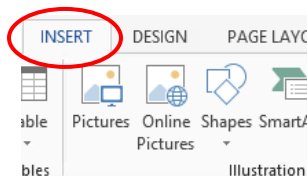
- Track Changes** has been enhanced and makes it easier to switch between viewing and hiding changes. Once Track Changes is turned on and changes have been made, you can view/hide the changes by clicking on the vertical line in the margin before the changed word (shown as grey below).



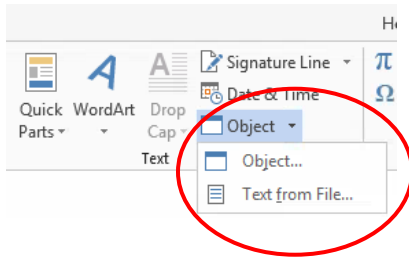
Also, each reply to a comment is displayed in threaded conversation style.



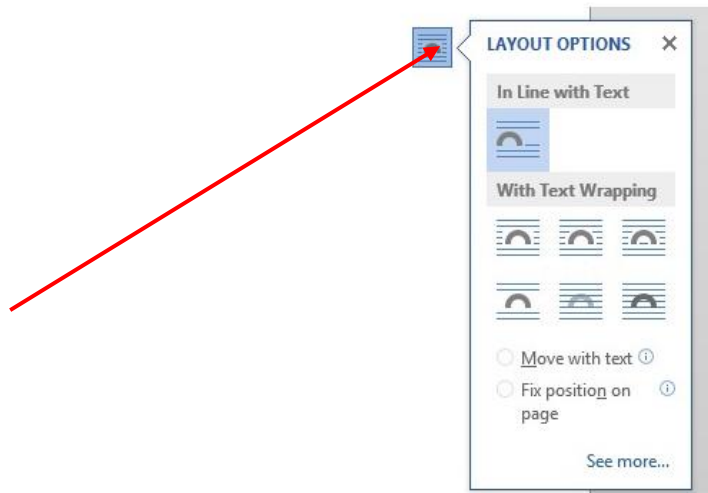
- You can now open, convert and **edit PDF files** within Word. You no longer need a plug-in or separate application. You can re-save the file, as well. To do this, click on the **Insert** tab:



Then click on the **Object drop-down arrow** and select **Text from File...**

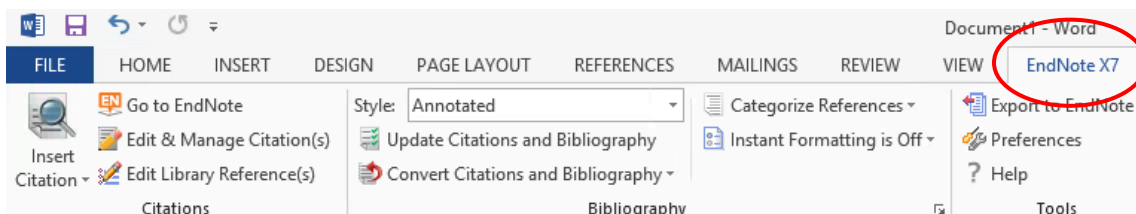


- Picture Layout Options button that allows easy manipulation of images automatically appears once a picture is selected.



## Changes to the Ribbon

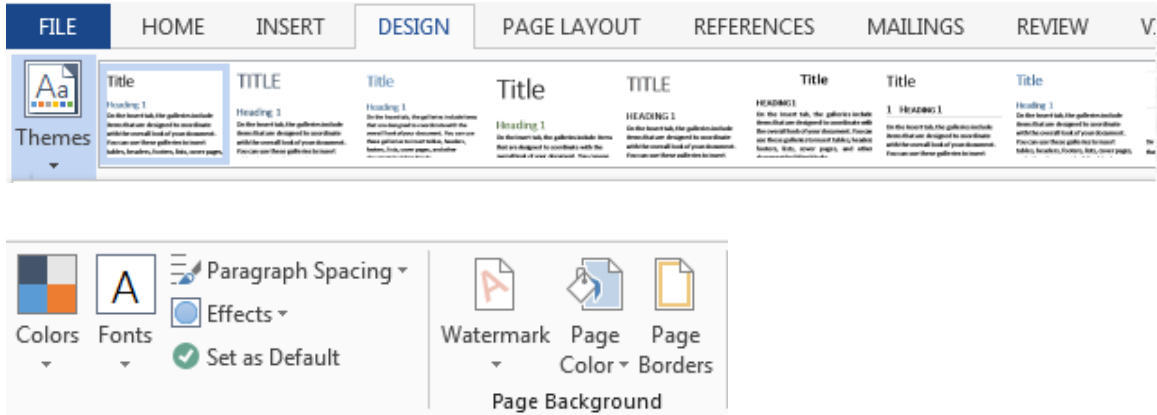
- **EndNote X7** is a new tab in Word which contains the latest version of EndNote. EndNote is a bibliography generator and reference manager tool.



There is also a new button on the Reference tab called **Cite While You Write**. This button opens EndNote, which starts by showing a help screen. Once the help screen is closed, the EndNote screen will open.



- A new **Design** tab has been added and some options have been moved here from other tabs (for example: Themes and Page Background options).



- A **Comments** button has been added to the Insert tab (also still available on the Review tab as New Comment).



- The **Research** button has been removed from the Review tab, but you can still display the Research Pane by either:
  1. Pressing the Alt button down on the keyboard (and hold down) then clicking on the word that you want to research, OR
  2. Add the Research button to the Quick Access toolbar by customizing the toolbar.
- **Read Mode** has replaced **Full Screen Reading** view on the View tab. In Read Mode, the Ribbon disappears and is replaced by a slimmed down set of commands:



The easiest way to get out of Read Mode and back to Print Layout View is to press the **ESC** button on your keyboard.

If you still need more room on the screen to read the document you can press the Auto-hide button to hide the Reading Toolbar:

