Office 2013/Office 365

Presented by

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A Nutty Professor!

What's New

- ✓ Welcome Back – Word and PowerPoint
- ✓ Quick Analysis Toolbar and Flash Fill – Excel
- ✓ Design Tab – Word
- ✓ Word's Collapse and Expand Headings
- ✓ Task Panes for formatting options, such as Charts, Photos, Text boxes, etc.
- ✓ Revamped File Tab - Again (Backstage View)
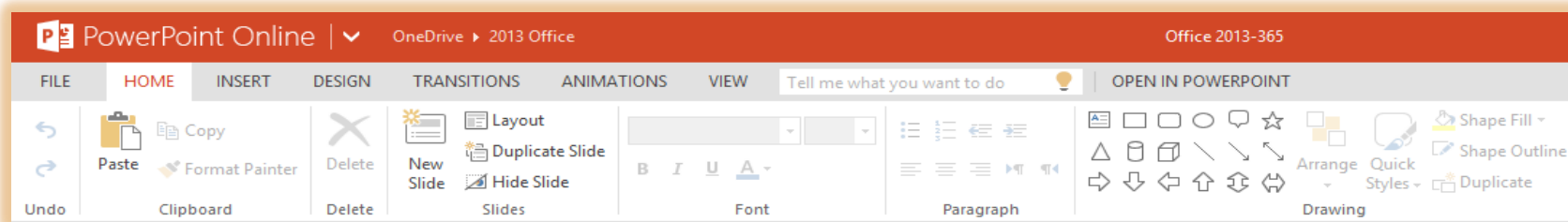- ✓ Cloud friendly and Office 365

What's New

✓ Greatly Improved online apps

✓ Smart guides

✓ The App Store of Add ins

✓ Very nice and complimentary error and dialogue boxes

✓ PowerPoint Slide Master for Themes and Custom Designs

✓ Outlook's redesigned To-Do Bar

✓ Outlook's enhanced People view and Calendar preview
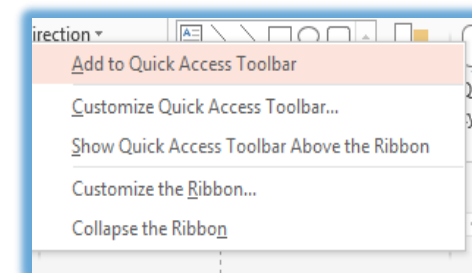
Office 365 and OneDrive

- ✓ Terrific subscription based platform for Desktop, iPad and other Tablets, Smartphones, Laptops, etc.
- ✓ Works with Office 2007/2010 but uses the 2013 Interface
- ✓ Online Apps and Desktop applications
- ✓ Uses OneDrive/SharePoint etc. for storage
- ✓ Office on Demand for computers without Office
- ✓ Online Apps not as robust or versatile as desktop apps
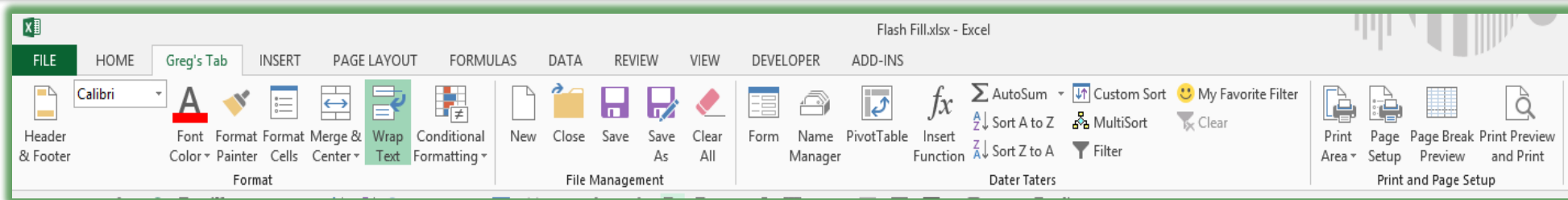
2010 Carryover Quick Access Toolbar

Customize Quick Access Toolbar
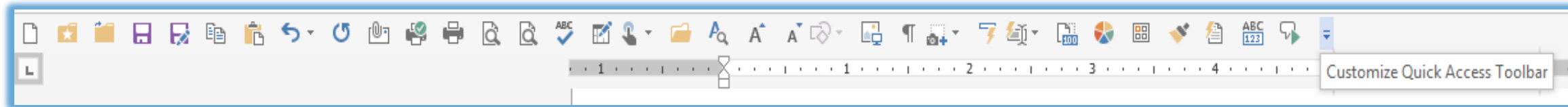
✓ Quick Access Toolbar – Saves time by remaining constant and retains your favorite commands

➢ Customize for each application

➢ Add commands not in the Ribbon, such as Speak

➢ Show above or below the Ribbon

➢ Quickly add buttons from the Ribbon to the Quick Access Toolbar by right clicking the button

irection ▾

Add to Quick Access Toolbar

Customize Quick Access Toolbar...

Show Quick Access Toolbar Above the Ribbon

Customize the Ribbon...

Collapse the Ribbon

2010 Carryover Customize Ribbon

✓ Customize the Ribbon – Create your own tab with your favorite commands plus change the button picture and name

  ➢ Customize for each application

  ➢ Add commands not in the standard Ribbon, such as Speak

  ➢ Activate or deactivate tabs through Customize the Ribbon

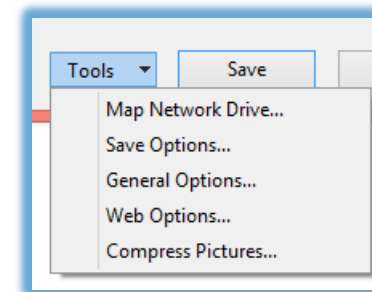 ➢ Interface is similar Quick Access Toolbar

2010 Carryover Save/Save As Tools


- ✓ Save/Save As Tools
  - ➢ Save Options – Opens the application options at the Save item
  - ➢ General Options lets you set a password
 - ➢ Compress your photos here to reduce file size

Start Screen

- ✓ When you open an application, the Start Screen appears

- ✓ The Start screen displays your recent files beginning with those you have pinned

- ✓ You may access a New Blank Workbook or template from the Start Screen

- ✓ You may click the Open Other Workbooks button to browse to open another file

- ✓ You may disable the Start Screen in your Options, General and the Start-up section
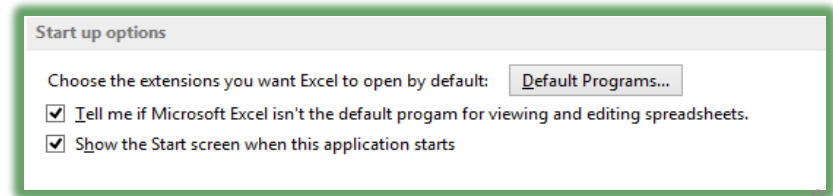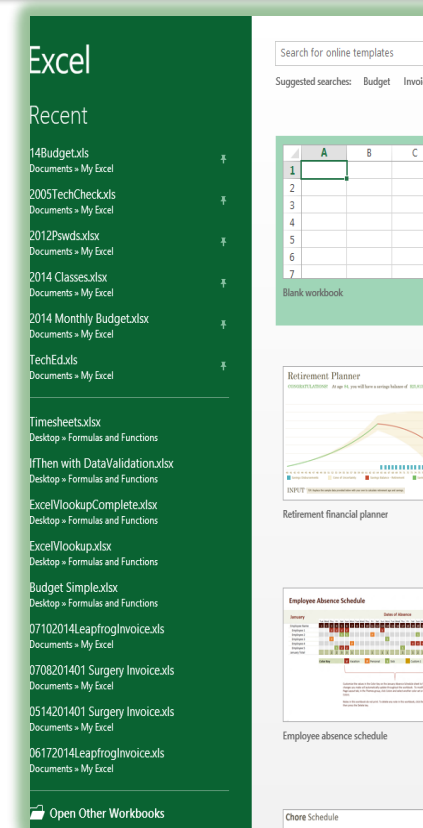
# Revamped File Tab (Backstage view)

- ✓ Open item contains Recent Documents, Computer, Online (Cloud) servers, and ability to add a place
- ✓ The other Ribbon tabs hide
- ✓ The arrow at the top returns to your file for editing
- ✓ Pin often used files to your recent pane
- ✓ Set recent files in Options and the Advanced section
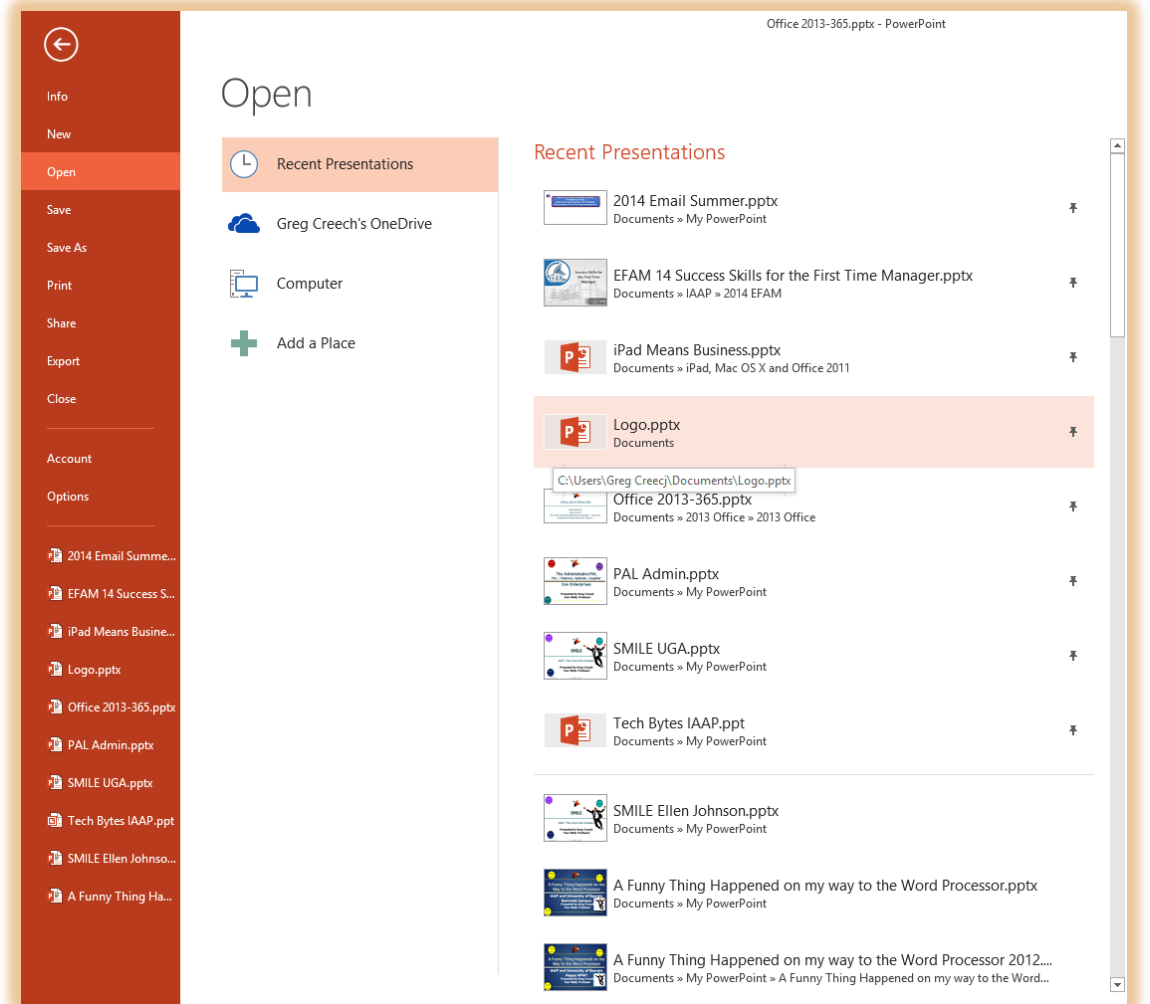
Revamped File Tab (Backstage view)

- ✓ Save As includes your saved locations and recent places
- ✓ Export is similar in allowing you to change your file type, such as PDF, .txt, etc.
- ✓ Share offers you the ability to use OneDrive or other cloud service to share with others through an email id
- ✓ New has tons of online templates but makes getting to your own templates cumbersome
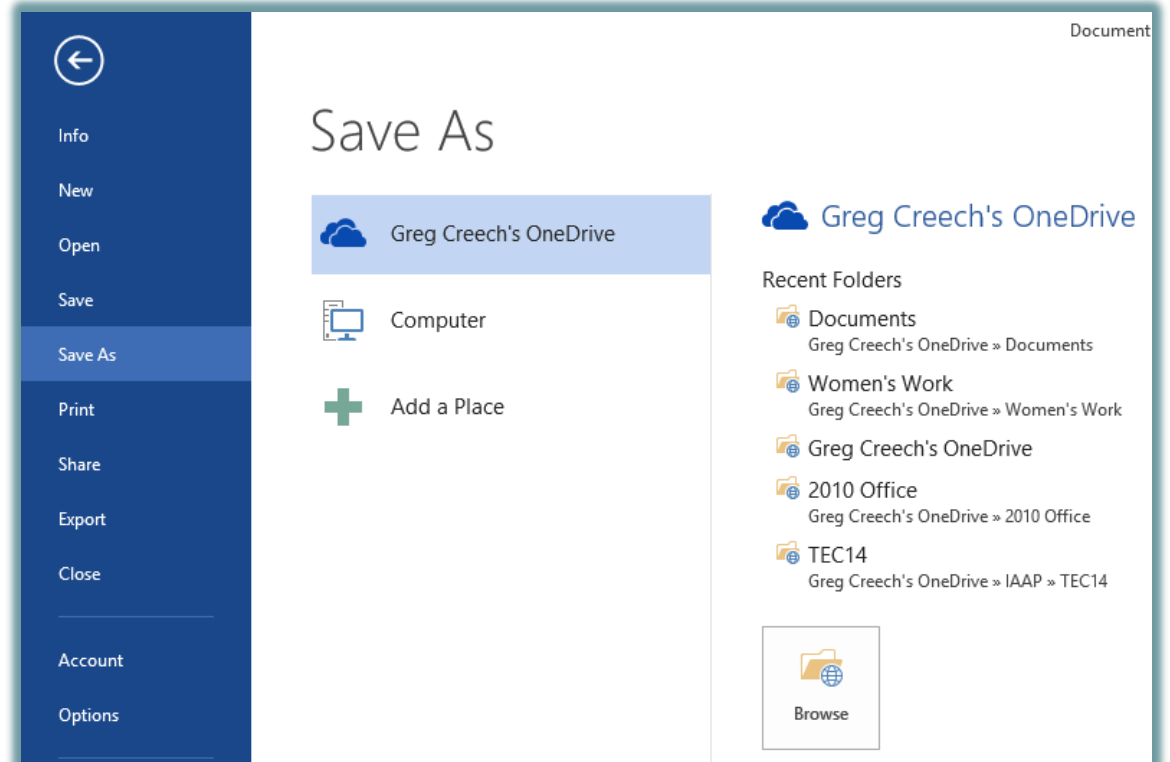
Ribbon Display Options

✓ Ribbon Display Options are on the right of your Title bar – next to help

✓ Auto-hide takes you to a full screen view and to retrieve the ribbon you must click at the top of your screen

✓ You may collapse or expand the Ribbon using these four methods:

➢ Use the Ribbon Display Options pane

➢ The CTRL + F1 keys

➢ Double clicking the active tab's title
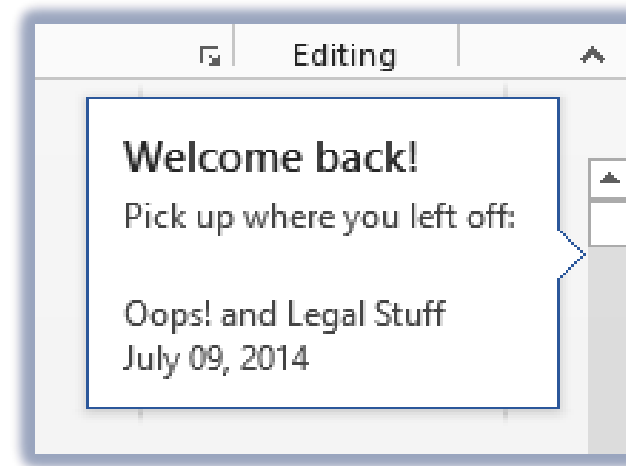
➢ Right click on a tab for the shortcut menu
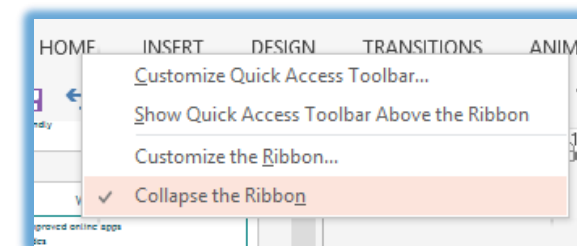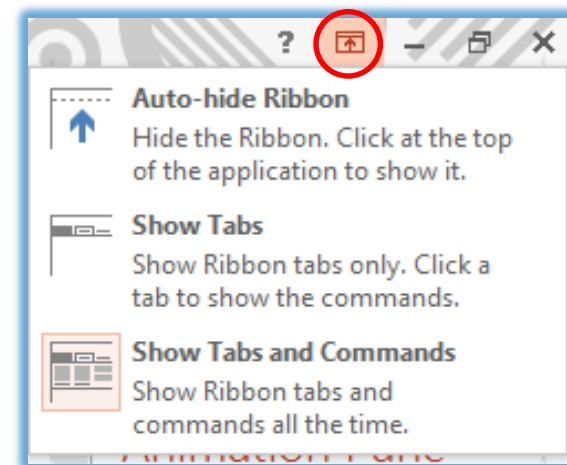
There's an App for that!

- ✓ Insert Tab contains Apps Group to download helpful Apps from The Store
- ✓ Wikipedia and Bing Dictionary in Word, Bing Maps in Excel
- ✓ Helpful Apps for you through the Store such as
  - ➢ Polling,
  - ➢ Maps,
  - ➢ Tutors,
  - ➢ Dictionary, Thesaurus
- ✓ Apps depend upon the application
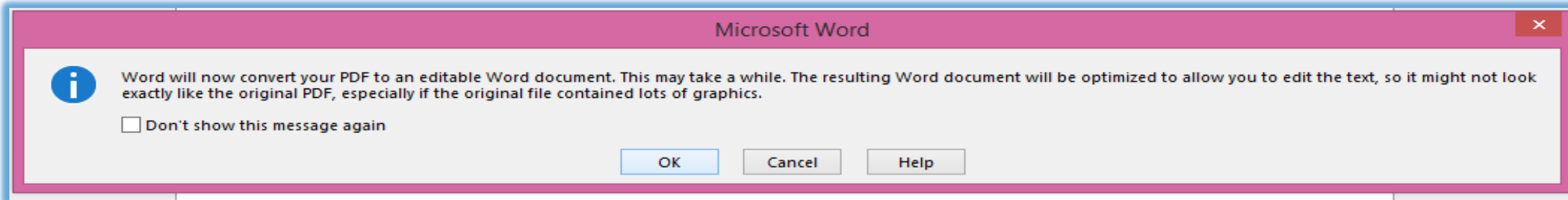- ✓ Online stores your apps for you to manage

Welcome Back!

- ✓ Word and PowerPoint have a new box when you open a saved file that you recently edited
- ✓ Welcome back allows you to return to where you were editing your document
- ✓ Great for quickly navigated from the beginning of your file
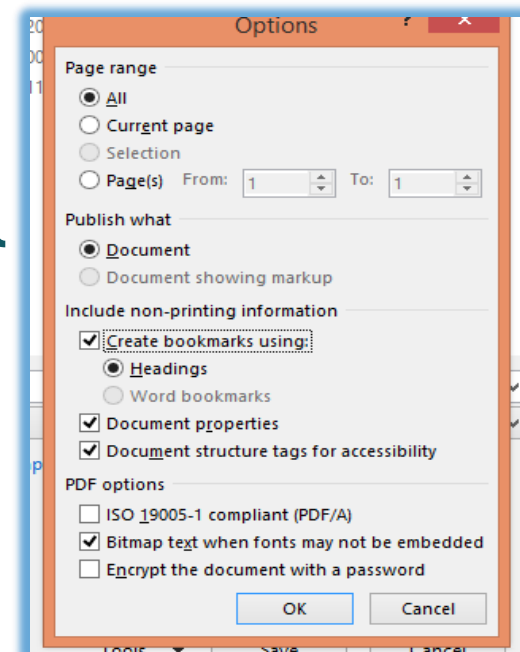- ✓ The dialogue box tells you the section where you left off

Editing ⌄

Welcome back!
Pick up where you left off:

Oops! and Legal Stuff
July 09, 2014

Word and PDF

Microsoft Word dialog box:

> Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the text, so it might not look exactly like the original PDF, especially if the original file contained lots of graphics.
>
> ☐ Don't show this message again
>
> OK   Cancel   Help

✓ You may open BASIC PDF files in Word for editing

✓ The message above displays important information and the conversion may not work well for you

✓ When you save a Word file back to PDF you may click Options to Password protect the file plus other helpful features like Headings as bookmarks

Options dialog:

Page range
- ⦿ All
- ○ Current page
- ○ Selection
- ○ Page(s) From: 1 To: 1

Publish what
- ⦿ Document
- ○ Document showing markup

Include non-printing information
- ☑ Create bookmarks using:
  - ⦿ Headings
  - ○ Word bookmarks
- ☑ Document properties
- ☑ Document structure tags for accessibility

PDF options
- ☐ ISO 19005-1 compliant (PDF/A)
- ☑ Bitmap text when fonts may not be embedded
- ☐ Encrypt the document with a password

OK   Cancel

Word's Design Tab

✓ Word has a new Design tab for using these important features:

  ➢ Creating and using different themes that span the Office applications

  ➢ Inserting Watermarks on your pages

  ➢ Changing your page colors and page borders

  ➢ Using Saved color and font schemes

  ➢ Changing the paragraph spacing quickly

Word's Collapse and Expand Headings

About this Course. . .   **About this Course. . .**

- ✓ Word has a new Collapse and Expand arrow that hides or displays text below a heading

- ✓ Similar to using the Outline view in Word

- ✓ OOPS! You may accidentally click this arrow and wonder what happened to your text – clicking the arrow again expands your heading's text

- ✓ The downward pointing arrow collapses/hides your text and the right pointing arrow expands/displays your text

Smart Guides

✓ Pink lines and arrows called Smart Guides help adjust your objects as you move them

✓ These Smart Guide are particularly helpful in Word, PowerPoint, and Publisher for centering your photos and graphic objects and aligning them with one anther

Excel Quick Analysis

✓ Selecting an area produces a shortcut button for you to click and receive a menu

✓ The selected area determines how well this works for you

✓ Formatting produces Conditional Formatting

✓ Charts creates a selected chart

✓ Totals offers Sum, Average, Count, Percents

✓ Tables produces Format as a table for you and aids in sorting and filtering information

✓ Sparklines are quick graphic analytical tools – similar to a basic chart

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Recommended Charts and Shortcuts

- ✓ Using the Quick Analysis Toolbar and the Charts section, you may choose a chart to accompany your selected information

- ✓ IMPORTANT! Selecting the area or data to base your chart upon is critical to receiving a helpful chart

- ✓ After inserting your chart you may add/delete elements, change formatting, and filter your information for shortcut keys as displayed here
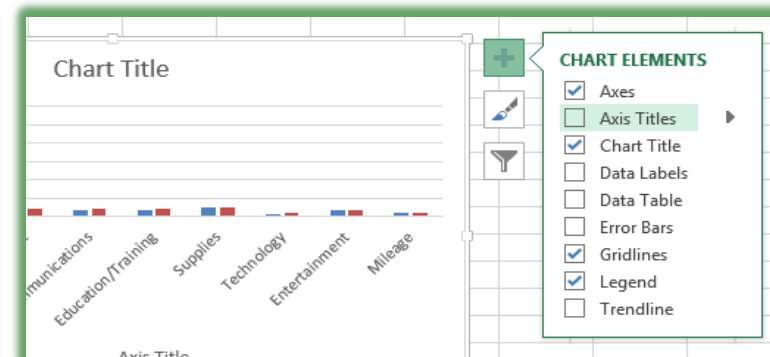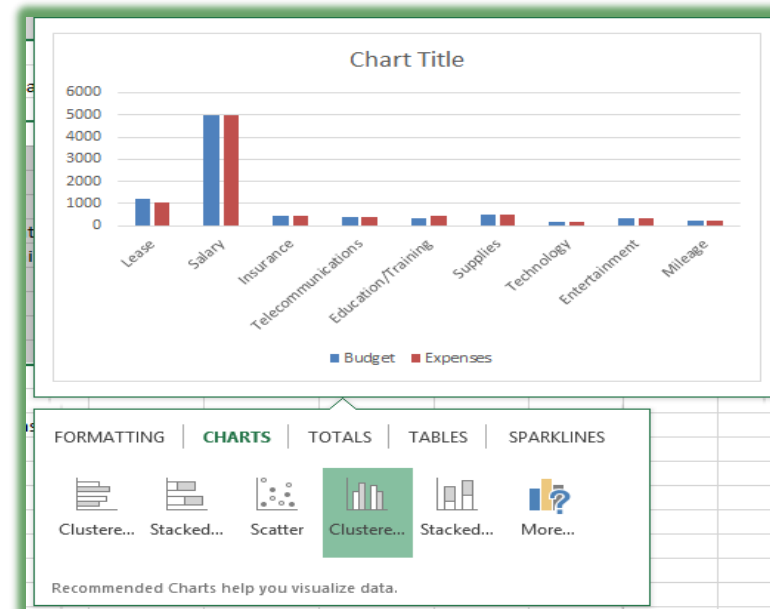
Excel Magic - Flash Fill

- ✓ Completes series for you – Combines AutoComplete and Text-to-Columns features for you with the magic of Fill

- ✓ Great for text, text as numbers, dates, and so on

- ✓ Insert a column, enter a couple of items, and Excel produces a "gray" list of items it believe you want to use – press enter to accept the Flash Fill

- ✓ Use the Fill Handle to produce the Flash Fill option in the Fill Handle option for you list

- ✓ You may need to format the column as text
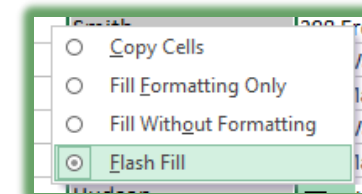
Outlook: To-Do Bar Enhancements

✓ The To-Do bar is in the View tab and activates for each Outlook object - Mail, People, Calendar

✓ You may set different options for each Outlook object to view Calendar, People, or Tasks

✓ The To-Do bar offers an At-A-Glance look of your calendar appointments, people, and tasks

✓ You may quickly open an item by double clicking on it

✓ You may navigate to different months with your calendar displayed

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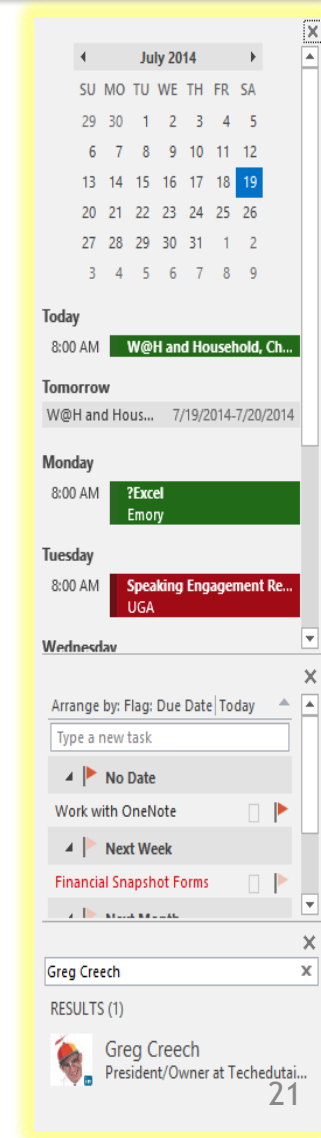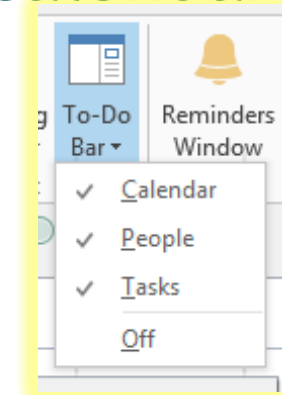
Outlook: Email Conversations aka Thread

✓ A popular view in email systems (Yahoo, iPad, Gmail, etc) is threads called Conversations in Outlook

✓ Conversation View activates from the View tab and has these options for you to choose:
  ➢ Show messages from other folders
  ➢ Show senders above the subject
  ➢ Always expand selected conversation
  ➢ Use classic indented view
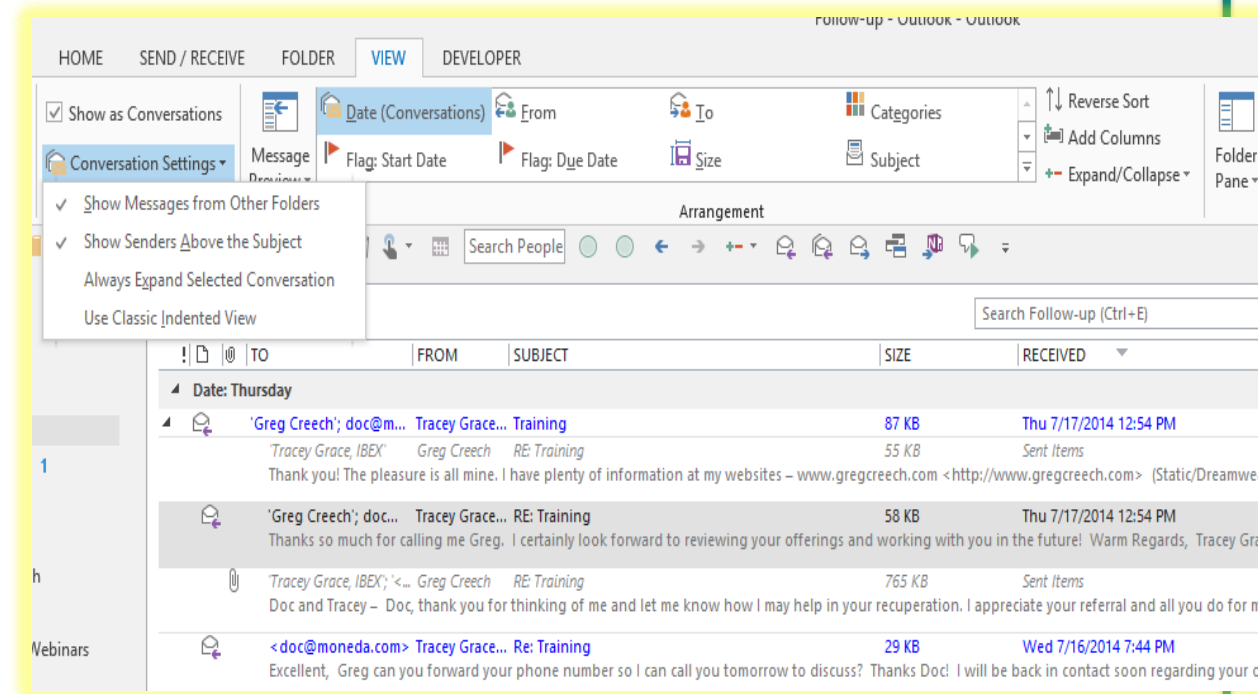
# Outlook: Calendar Previews and Weather

✓ Calendar views contain a quick glance for the weather at locations you select as displayed here you may Add Locations

✓ Besides Outlook's preview on your calendar when you hover your cursor over an appointment a fly out pane displays the appointment for you in Week, Work Week and Month views
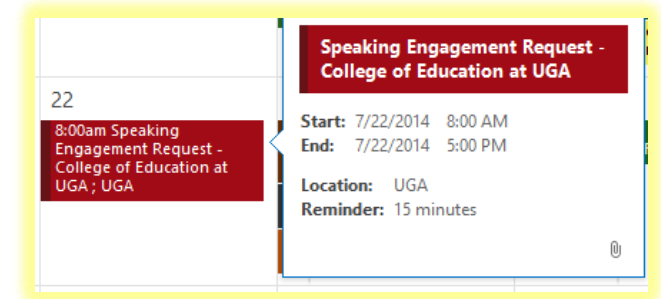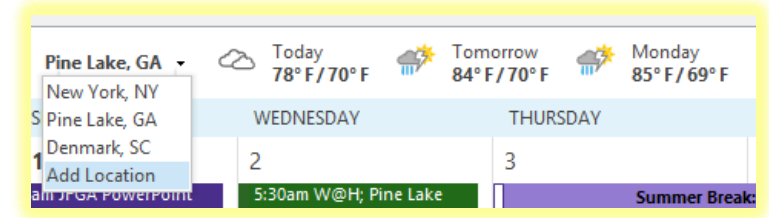
Outlook: People and Quick Access

✓ Outlook refers to Contacts as People in the Folder or Navigation Pane

✓ Add Search people to your Quick Access Toolbar for quick access to your contacts

✓ After clicking the person in your search list, Outlook provides a preview of the person's information from which you may perform many actions and edit the contact's information

✓ Add People to your To-Do bar to locate your contacts using the To-Do bar across Outlook objects
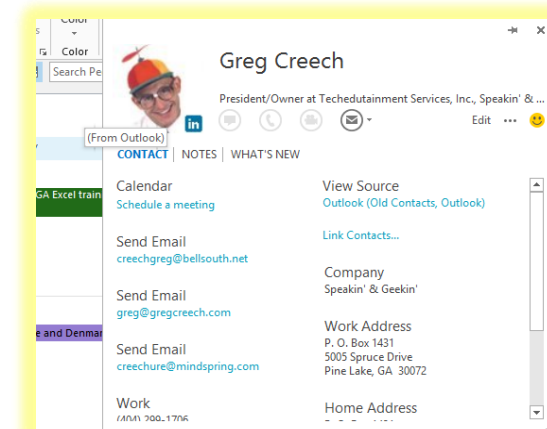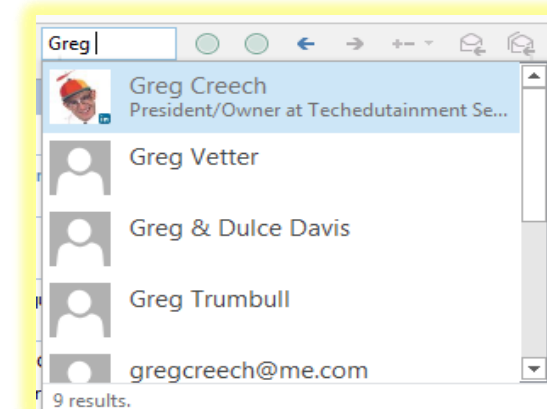
Outlook: Journal and Notes

- The Journal no longer exists in the Navigation Pane, you must use the folder view to access the Journal
- Journal is great for documenting phone calls, billable time, and other entries
- You may quickly email your journal entries through click and drag
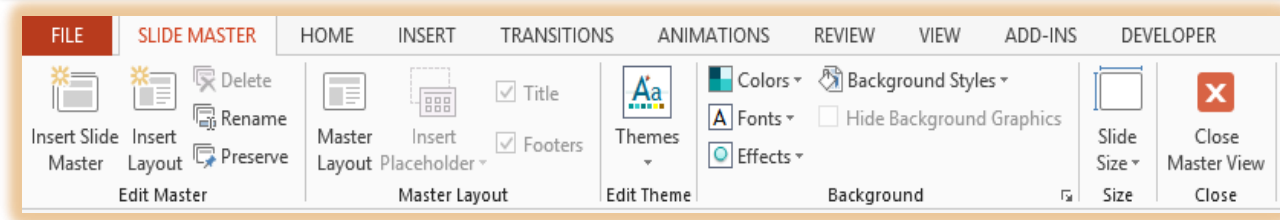- Notes are similar to the 3-M Post it Notes, only digital

PowerPoint: Slide Master and Themes

- ✓ Customizing and creating Themes in the Slide Master, too, effects all or certain slides and layouts
- ✓ Streamlined Design tab with Themes, changing Color/Fonts and Backgrounds plus saving a theme
- ✓ You should use Slide Master and Themes, Colors, Fonts to create a custom template and design for your slides and layout
- ✓ Save your theme to reuse on new and existing presentations

Photo and Object Task Panes

- ✓ Office 2013 moves away from dialogue boxes for customizing objects to task panes
- ✓ Most photos, charts, text boxes, slides, and so on have format options that appear as task panes
- ✓ Some of the options appear in the Ribbon and tabs but not all as they do in the Task Panes
- ✓ The task pane type appear based on your selected object