Make the most of Office 2013

Vincent Bippus IT/OIS

October 2014

Overview

- Quick review of Office 2013 components

- How to install

- Common features

- Specific features

- Where to save your files

Office 2013 components

Access

Excel

Infopath

Lync

Office 2013 components

OneDrive for Business

OneNote

Outlook

PowerPoint

Office 2013 components

Publisher

Project

Visio

Word

How to install Office 2013

- Office 2013 is installed by default on new computers
- Available as a CMF package
  - Uninstall Office 2010
  - Install Office 2013
- Visio and Project in separate packages
- Possibility to request some assistance to service desk

Common features

- Interface is very similar to 2010 version
- Some interesting features are common
    - New start page with new templates
    - Direct pictures correction
    - Online application sharing with Lync
    - Live alignment guide
    - Online storage with OneDrive for Business

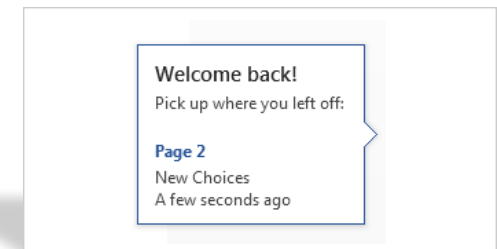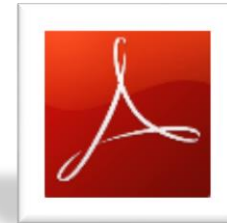   - Direct screenshot insertions
    - Translation

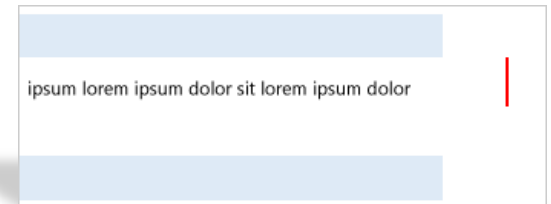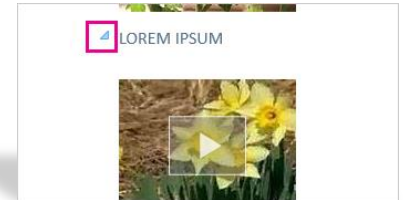# Common features

DEMO

Specific features

- Many interesting features

  - PDF files editing

  - New read mode

  - Resume reading when opening again

Specific features

- Many interesting features

  o Expand and collapse

  o New simple markup when tracking changes

  o Reply to comment and mark them as done

Specific features

DEMO

Specific features

- Some amazing new features

  - Fill out an entire column in a flash

  - Create a PivotTable that suits your data

  - Filter data by using slicers and timeline

Specific features

- o Instant data analysis

- o Recommended charts with richer data labels

- o One workbook, one window
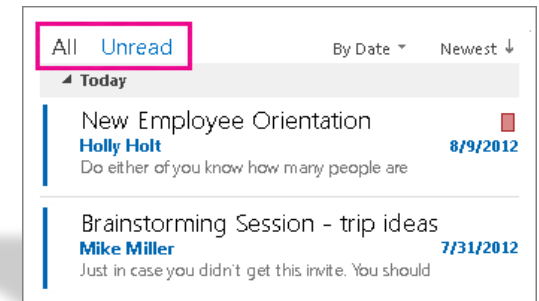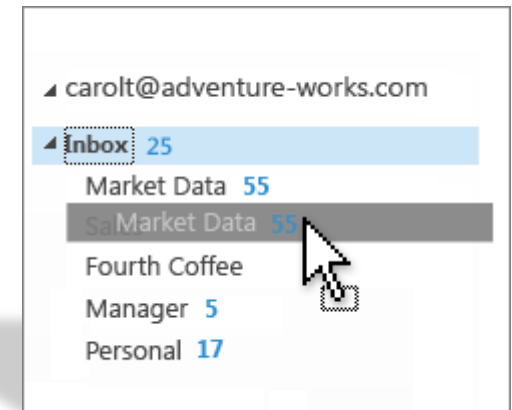
- o Inquire add-in to compare files
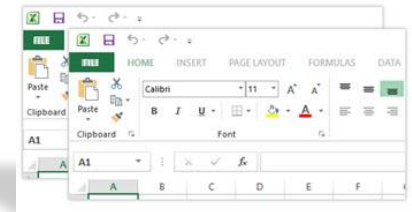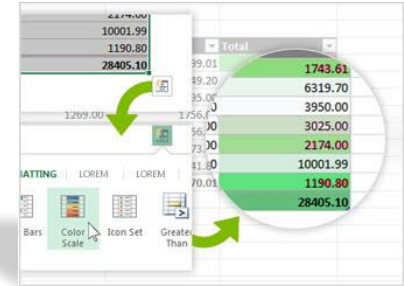
Specific features
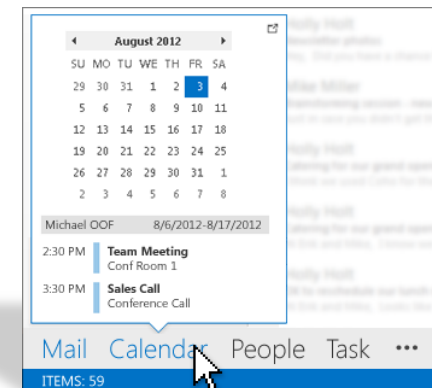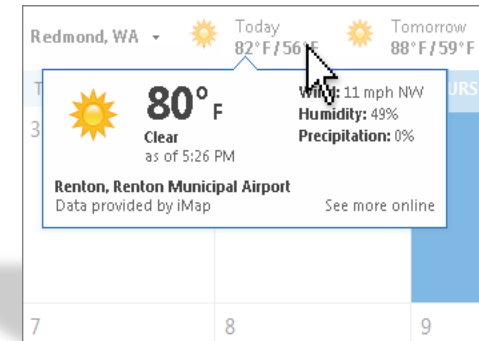
DEMO

Specific features

o One year cache only

o Customize your inbox

o Quick access to unread mails

Specific features

o   Weather

o   Quick calendar view

o   Lync integration

o   Social picture integration

Specific features

DEMO

Specific features

- A good alternative to post it !

- A clear way to organize any kind of notes

- Outlook linked

- Able to sync with OneDrive for Business

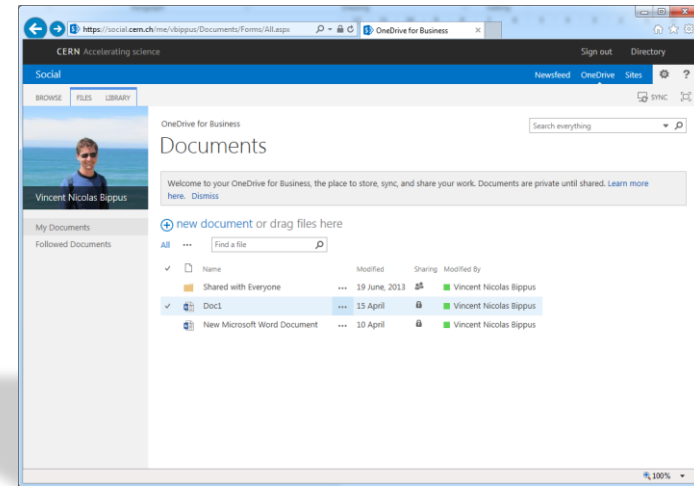# Specific features

DEMO

Specific features

o New application and website
  https://social.cern.ch

o OneDrive for business is not
  OneDrive

o Easy way to share information

o Web Apps

o Just a few steps to configure it

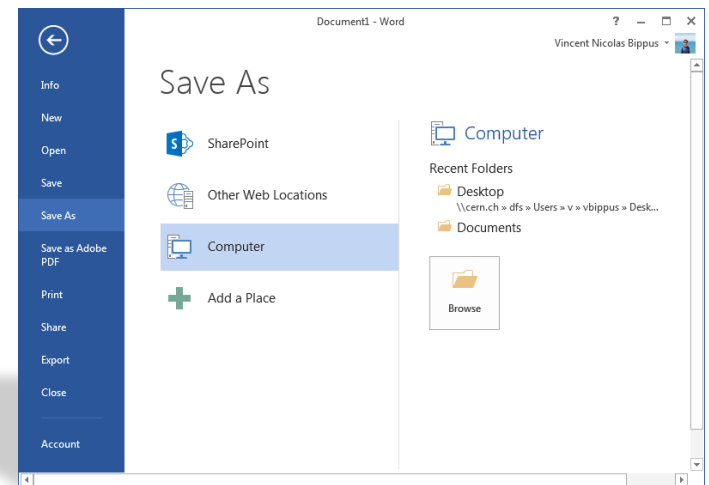# Specific features

DEMO

Where to save your files

- Saving locations
  - By default :
    - Documents
    - Desktop
  - OneDrive for Business

Conclusion

- o Easy to install

- o Interface very close to 2010 version

- o Interesting new features

- o Makes collaborative work easier

Links for more information

- What's new in Office 2013
  http://office.microsoft.com/en-us/support/whats-new-in-office-2013-HA102830213.aspx
- What's new in Word 2013
  http://office.microsoft.com/en-us/word-help/what-s-new-in-word-2013-HA102809597.aspx
- What's new in Excel 2013
  http://office.microsoft.com/en-us/excel-help/what-s-new-in-excel-2013-HA102809308.aspx
- What's new in Outlook 2013
  http://office.microsoft.com/en-us/outlook-help/what-s-new-in-outlook-2013-HA102606408.aspx
- What's new in OneNote 2013
  http://office.microsoft.com/en-us/onenote-help/what-s-new-in-onenote-2013-HA102749260.aspx

Questions?