

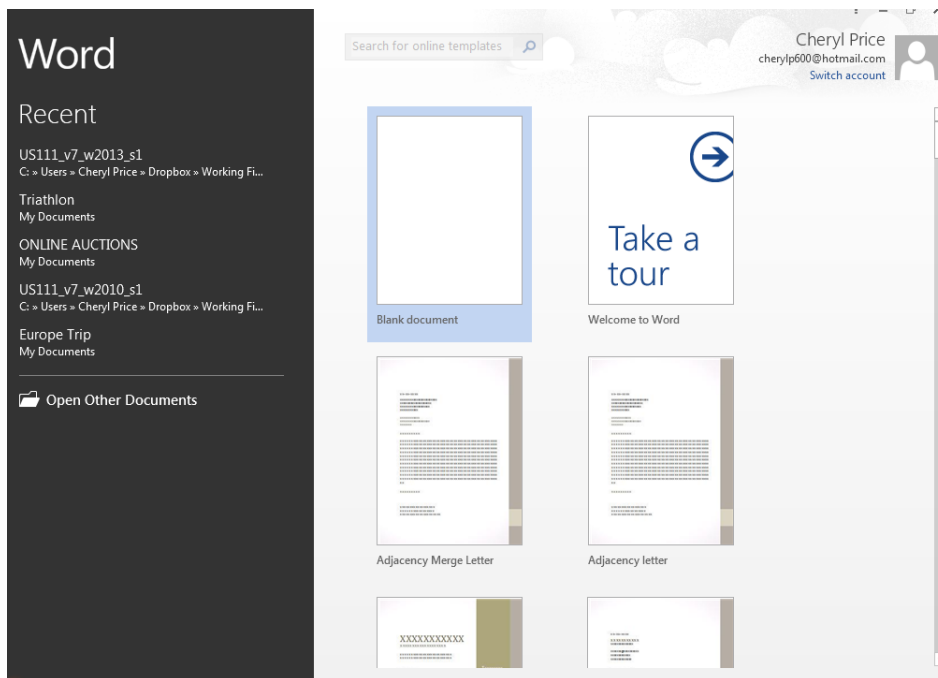
Microsoft Word 2013 Changes

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Word 2013

Recent Documents are automatically listed at the left of Backstage View.



When Backstage view is displayed with a document on screen there is a Back button as shown at the right which takes you back to your Word screen.



Tab Names

Tab names are in uppercase, eg

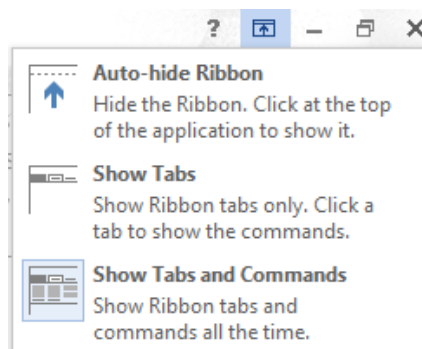
FILE

Defaults

Defaults need to be changed as font size is blue, the font is Calibri 10pt and 10pt spacing is added after paragraphs.

Ribbon Display Options

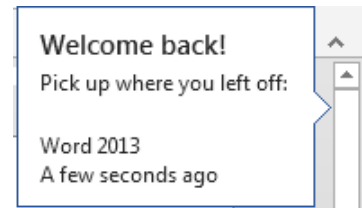
Clicking on the Ribbon Display Options button  at the top right of the Word 2013 window displays the options shown below.



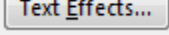
Last Editing Position

When a document is opened click on the note shown at the right which is positioned at the top of the vertical ruler.

Alternatively, click on the Welcome Back icon .

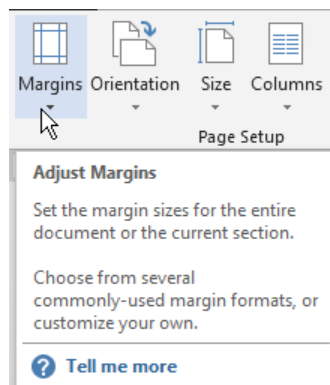



Font Dialog Box

The Font dialog box displays a  button which allows you to apply a Text Fill or a Text Outline to selected text.

Buttons on the Ribbon

When you hover over a button the following is displayed as shown below..



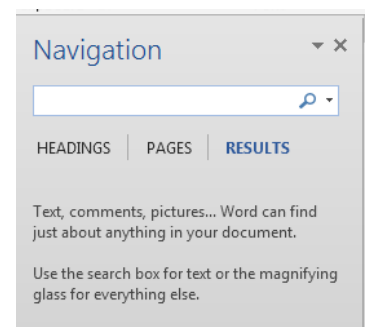
- 1 The name of the button.
- 2 What the button is used for.
- 3  **Tell me more** is displayed when you hover over a button as shown at the right. Clicking on it displays information on that feature in Help.

Navigation Pane

The Navigation Pane has a different appearance. The selected option displays a description, eg at the right the Find button has been used which displays the Navigation Pane.

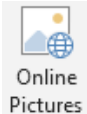




When HEADINGS is selected all the headings with styles applied will be shown. You can move to each heading.

When PAGES is selected thumbnails of the pages in your document will be displayed. You can move to a specific page.



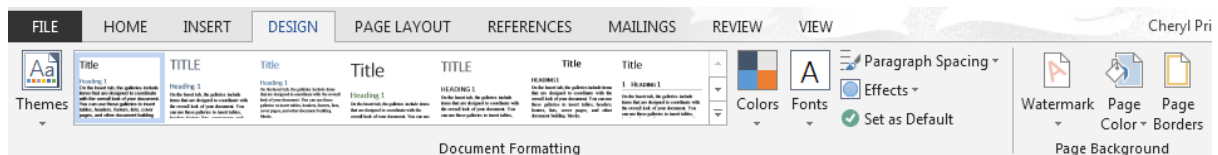
INSERT Tab


The INSERT tab has the following new options.

-  Online Pictures is used to find and insert pictures from a variety of online sources.
-  Apps for Office allows you to insert an app into your document and use the web to enhance your work.
-  Online Video allows you to find and insert videos from a variety of online sources.
-  Links displays the following options to insert into your document.

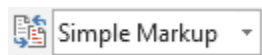
DESIGN Tab

The DESIGN tab is new and includes Themes and other options that were previously on the Page Layout tab in Word 2010.




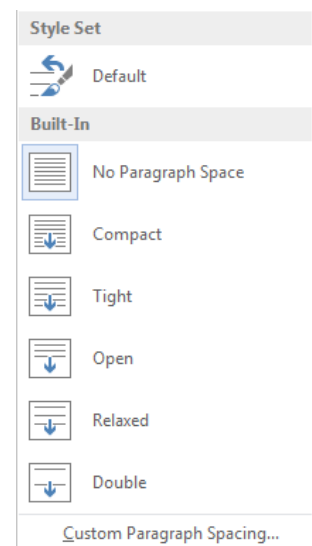
-  Paragraph Spacing displays options as shown at the right.

REVIEW Tab




VIEW tab

-  Read Mode displays a cleaner reading view.

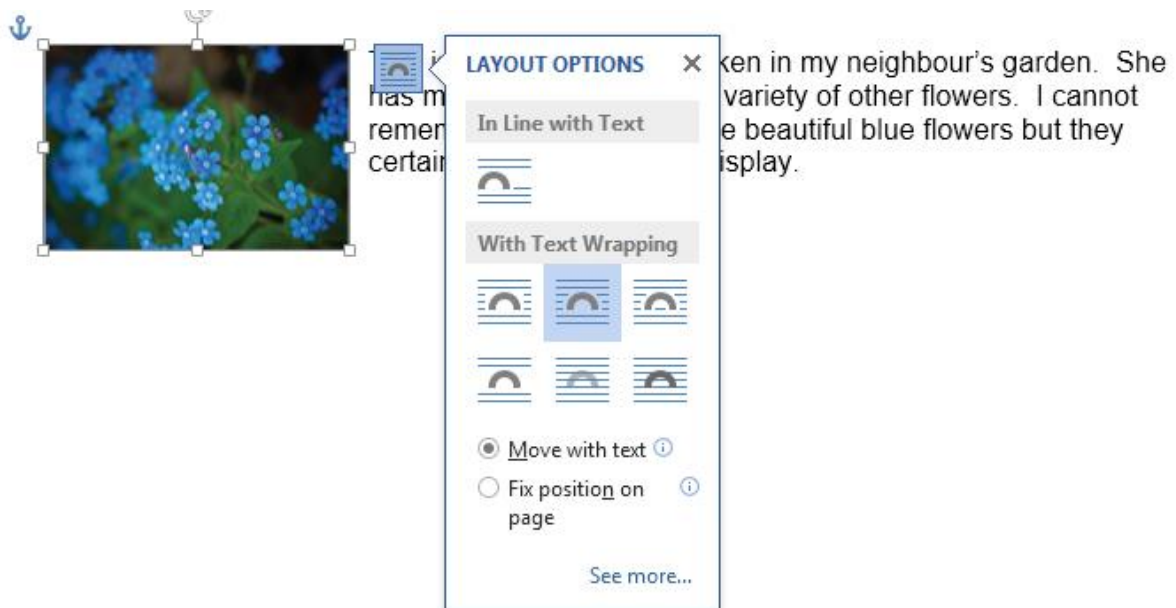


Images - Live layout and alignment guides

When an image is inserted into a document you can click on the Layout Options button  which is shown at the right of the image to select layout options, eg Square text wrapping so the image can be moved freely around the page.

With images that have *text wrapping*, the text moves around the picture so you get a live preview of the new layout. Alignment guides can help you position a picture on the page.

You can click on the Layout Options button  next to the image to change how it interacts with the text. This is shown in the illustration below.

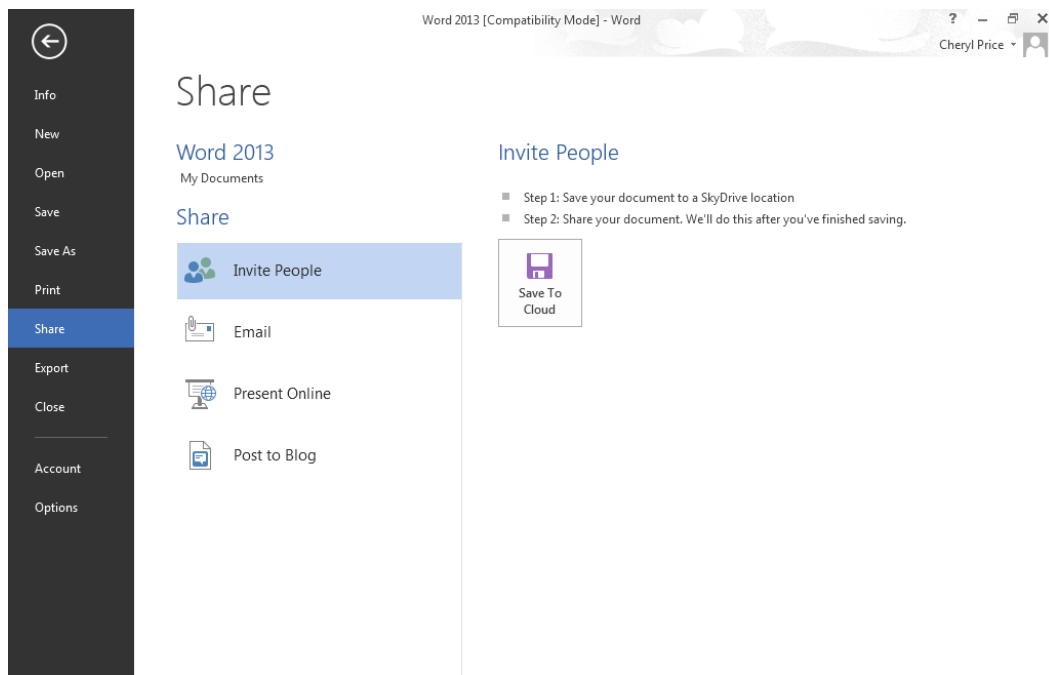


OneDrive/SkyDrive

In the first version of Windows 8 SkyDrive was the cloud storage option. It has now been renamed to OneDrive.

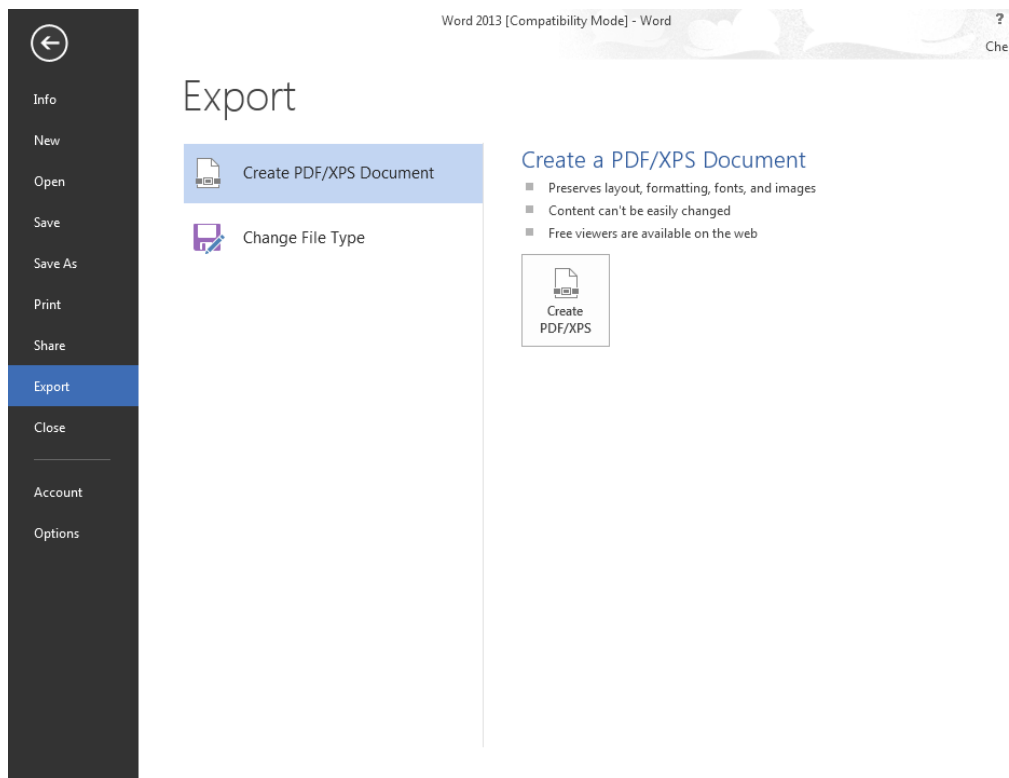
When Windows 8 or 8.1 is installed OneDrive (or SkyDrive) is automatically set up for you. This is an area in the Cloud which means that you can save documents, pictures etc, share them with others and access them from any computer, anywhere in the world.

When a document is saved to OneDrive you can use the Share option from Backstage View to invite people to share your document.



Export Options

The **FILE** tab includes an Export option which allows you to export a document as a PDF/XPS document or to select Change File Type and select the appropriate format.



Edit PDF content in Word

You can open a PDF file and edit the content in Word (providing the PDF file has not had protection added to prevent editing). You can edit paragraphs, lists, and tables just as you would in a normal Word document.