



Office of Information
Technology Services



Microsoft Office 2013 User Guide



Office 2013

Your new computer, laptop, or virtual desktop includes Microsoft Office 2013. To assist with the transition from Office 2010 to Office 2013, documentation has been made available on the Statewide Learning Management System (SLMS). To access the material, go to <https://nyslearn.ny.gov/>, login to the site, and search for “Make+the+Switch.”

What is Office 365?

Microsoft Office 365 is a subscription-based office software and services suite hosted online in the cloud which offers access to various services and software built around the Microsoft Office platform.

What is the cloud?

The “cloud” can be described as a metaphor for the Internet. Applications and services hosted in the cloud are all accessible via the Internet and the data stored is held in a remote location. As such, cloud-based applications and services can be accessed from anywhere in the world using a multitude of devices such as desktop computers, laptops, tablets, and other mobile devices.

What can Office 365 do for you?

It will make your job easier. Office 365 diminishes digital overload by providing “one-stop” shopping. It brings all your collaboration resources into a single screen on desktop and mobile devices, so you can focus on your work, efficiently and effectively. Office 365 is intuitive and easy to learn.

Traditional Capabilities with New Collaborative Functionality

Office 365 includes the traditional Microsoft Office Suite of Word, Excel, PowerPoint, and Outlook – but now provides collaborative capabilities. For example, using Office 365, multiple people can edit the same document at once, in real-time. An Office web app lets you know if colleagues are working on the same file. In this way, you can collaborate on important files without overwriting another team member's changes or losing an important change.

New Features and Benefits

Recent features of Office 365 that provide immediate value:

Clutter™ is an email filtering option that allows you to focus on priority email. It is similar to an anti-spam filter as it moves less important email (based on your reading habits) into a 'Clutter' folder, where they can be ignored or reviewed later. Mail going into the folder may include messages from mailing lists.

Groups Collaboration™ is a shared workspace for email, conversations, files, and calendar events where group members can conveniently collaborate and quickly get stuff done. A person joining a group can communicate using the group's mailbox and can share documents.

Delve™ displays your most relevant content without having to remember where it was saved. Users can quickly find documents from the previous day, get quick access to the people you are most connected with in the organization, and understand what's trending in the organization.

Moving from Lync® to Skype for Business™ as the name suggests, **Skype for Business** has the look and feel of Skype, with tools like Instant Messaging and online meetings. It brings the simplicity of allowing business users to easily communicate with each other.

OneNote™ is a note-taking app that syncs across all of your devices. OneNote can accomplish a great variety of tasks, such as bulleted lists, keeping screenshots, documenting important parts of emails, etc..

Outlook Web Application™ (OWA) allows access to your enterprise e-mail, calendar, and contacts from any device with an Internet connection and a web browser. Instead of using Outlook on your local computer, you simply log into your email via a web app to check your e-mail. The experience is very similar to other web e-mail services.

Quick Start Guide

Microsoft Access 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Change the screen size or close a database

Click the Access icon to resize or move the screen or to close the database.

Use Controls from the Quick Access Toolbar

You can quickly add or change controls on a form or report by clicking the tools icon when the form or report is open in Design or Layout view.

Get help

Click the question mark to find help content.

File management

Open, close, print, share, save as previous versions, as a template, and encrypt or compact and repair the database.

Filter objects

Type a keyword into the Search box to filter objects in the database.

Status bar

Displays information about the current view.

Hide the ribbon

Click the up-arrow to hide the Ribbon but keep the tabs in view.


Open a dialog box launcher

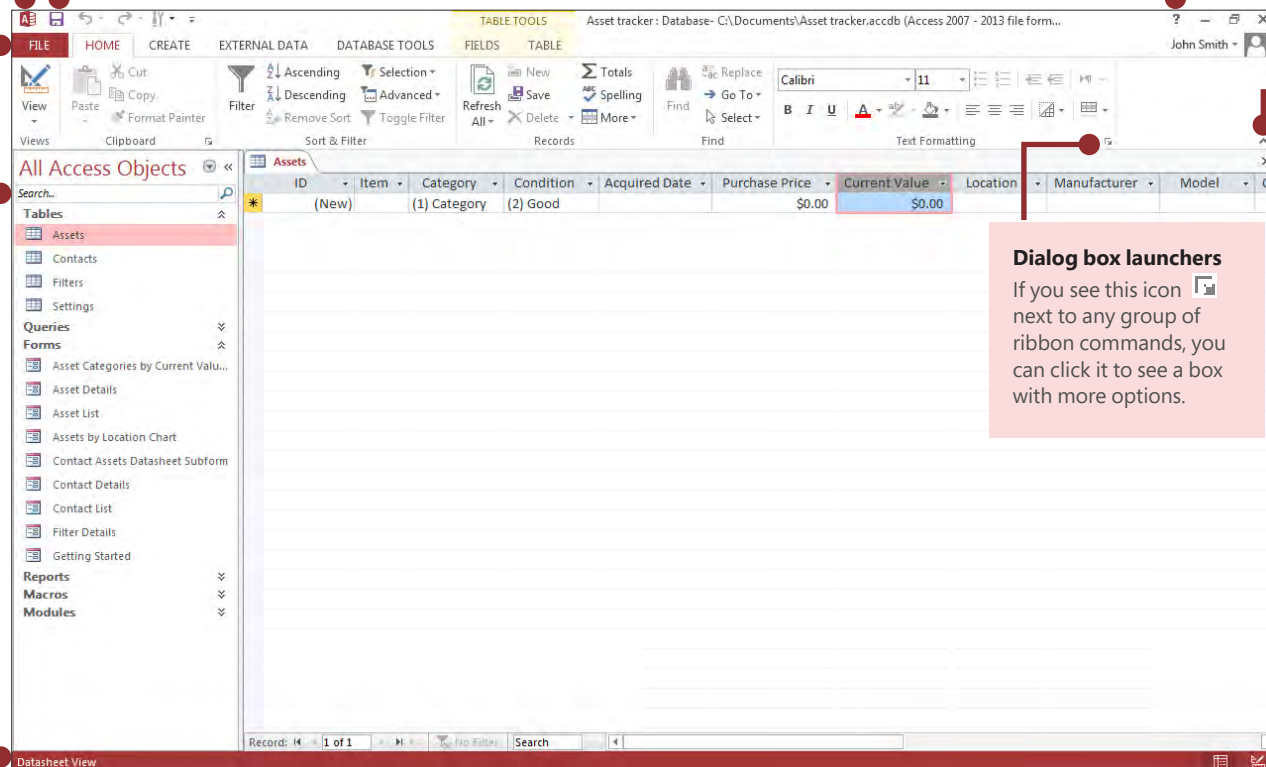
Click it to use the additional available features for the group.

Views buttons

Click on icons to switch between available views for the current object.

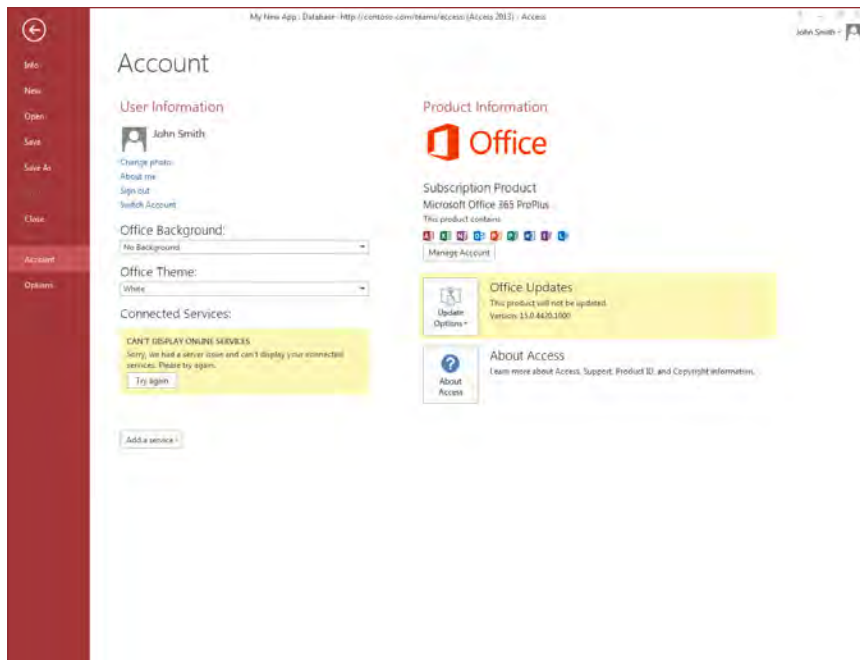
Dialog box launchers

If you see this icon  next to any group of ribbon commands, you can click it to see a box with more options.



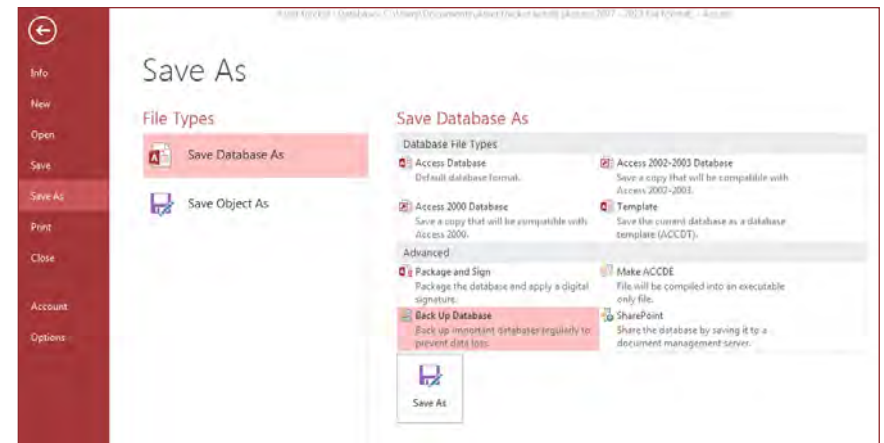
What can I find on the Account tab?

Click **File > Account** in Access 2013 to manage your user information, change the background or theme, view and add available web services, display information about your Office products, and manage your product subscriptions.



Where did the Back Up option go?

It's always a good idea to back up your important data. To do this in Access 2013, click **File > Save As**. Then, under **Save Database As > Advanced**, click **Back Up Database**.



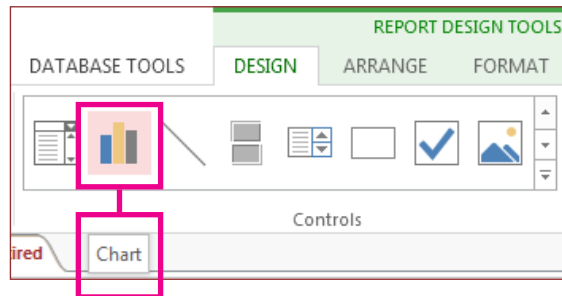
Things you might be looking for

Use the list below to find some of the more common tools and commands in Access 2013.

To...	Click...	And then look in the...
Open, close, create, save, print, publish, or manage your database	File	Backstage view (click the links in the left pane).
View objects, cut, copy or paste data, format text, add a totals row or find data	Home	Views, Clipboard, Sort & Filter, Records, and Text Formatting groups.
Add application parts, tables, queries, forms, reports, or macros	Create	Templates, Tables, Queries, Forms, Reports, and Macros & Code groups.
Bring in files or send data or link to external sources	External Data	Import & Link and Export groups.
Compact and repair a database, work with Visual Basic code, macros, relationships, and analyze or move data to SharePoint	Database Tools	Tools, Macro, Relationships, Analyze, and Move Data groups.
View and use the objects in the database	Navigation Pane	All Access Objects group.
Correct file problems or add a password to a database	File	Info, Compact & Repair, and Encrypt with Password groups.
Create an Access app	File	New, Custom web app, or web templates options.

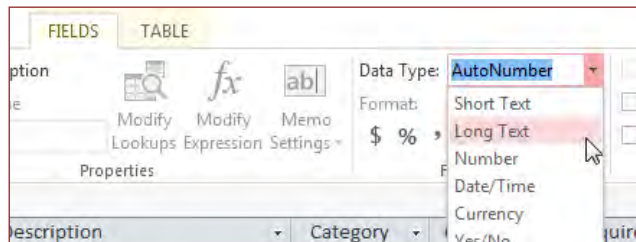
What happened to the Pivot Chart feature?

You can't create pivot charts or tables in Access 2013, but you can import them from Excel and other applications and then add them with the **Chart** control.



Long Text is the new Memo

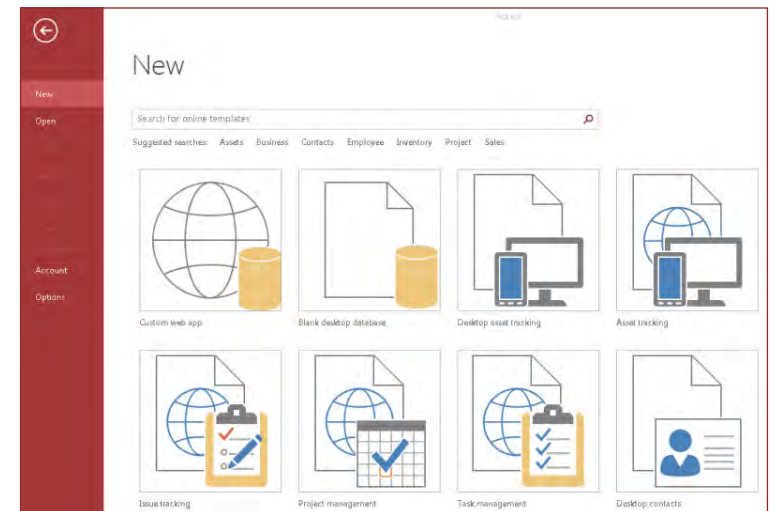
If you are looking for the **Memo** data type for longer text fields, try the **Long Text** data type instead.



What is an Access app?

Access apps are like web databases that you can use to view and share your data in the cloud. With Access apps, you'll have secure, centralized data storage and management options.

With Access 2013, you can easily create and modify the design of an app. Get started with an app template or create your own custom web app.



Template names that begin with the word "Desktop" will create a client database. To create Access apps, use any template that's marked with a globe icon.

How to work with people who don't yet have Access 2013

Here are some things to keep in mind when sharing or exchanging files with people who are using an older version of Access.

In Access 2013...	What happens?	What should I do?
You open a database file that was created with Access 2007.	You can use Access 2013 to open and use files that were created in Access 2007. However, you will not be able to view or use features like Pivot Tables or conditional formatting.	Import just the tables and then reapply formats in Access 2013.
You save your database as an Access 2007 file.	You will be able to open and use the database.	Nothing.
You save your database as an Access 2010 file.	Access 2007 and 2010 use the same file format. If you published an Access 2010 web database and open it in Access 2013, you will only be able to view it; you will not be able to modify it.	If you published an Access 2010 database as a web database and want to later change it to an Access app, import the data into a custom web app.

What's on the Info tab?

From any open database, click **File > Info**.



Compact & Repair Database can prevent and fix database problems or compact files to save space.

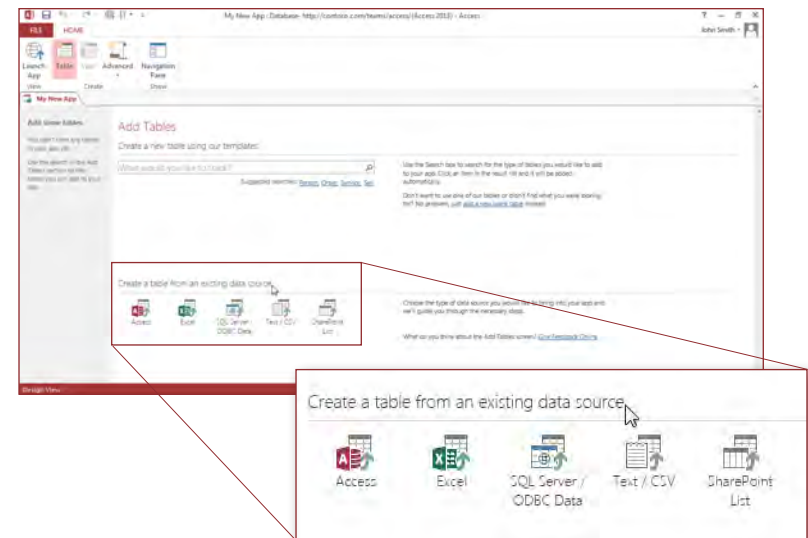
Files saved in Access 2007 or in a newer format are already encrypted, but you can add an optional password to further secure your data by clicking **Encrypt with Password**.

Clicking **View and edit database properties** displays information about objects in the database, revision tracking, and database size. You can also change the database title, author, company, and hyperlink information from the **Summary** tab found here.

Can I convert my Access database into an Access app?

Though Access apps are also used for tracking data, you cannot convert a desktop database into an Access app or vice versa. However, you can use data from a desktop database in an Access app.

Click **New > Custom web app > Create a table from an existing data source**.



Quick Start Guide

Microsoft Excel 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Add commands to the Quick Access Toolbar

Keep favorite commands and buttons visible, even when you hide the ribbon.

Explore commands on the ribbon

Each ribbon tab has groups, and each group has a set of related commands.

Show or hide the ribbon

Click **Ribbon Display Options** or press **Ctrl+F1** to hide or show the ribbon.

Manage files

Open, save, print and share your files. Also change options and account settings in this view.

Get visual cues

Watch for action buttons that appear in the sheet and animations that show data changes.

Create sheets

Start with one sheet and add more sheets as needed.

Access other tabs

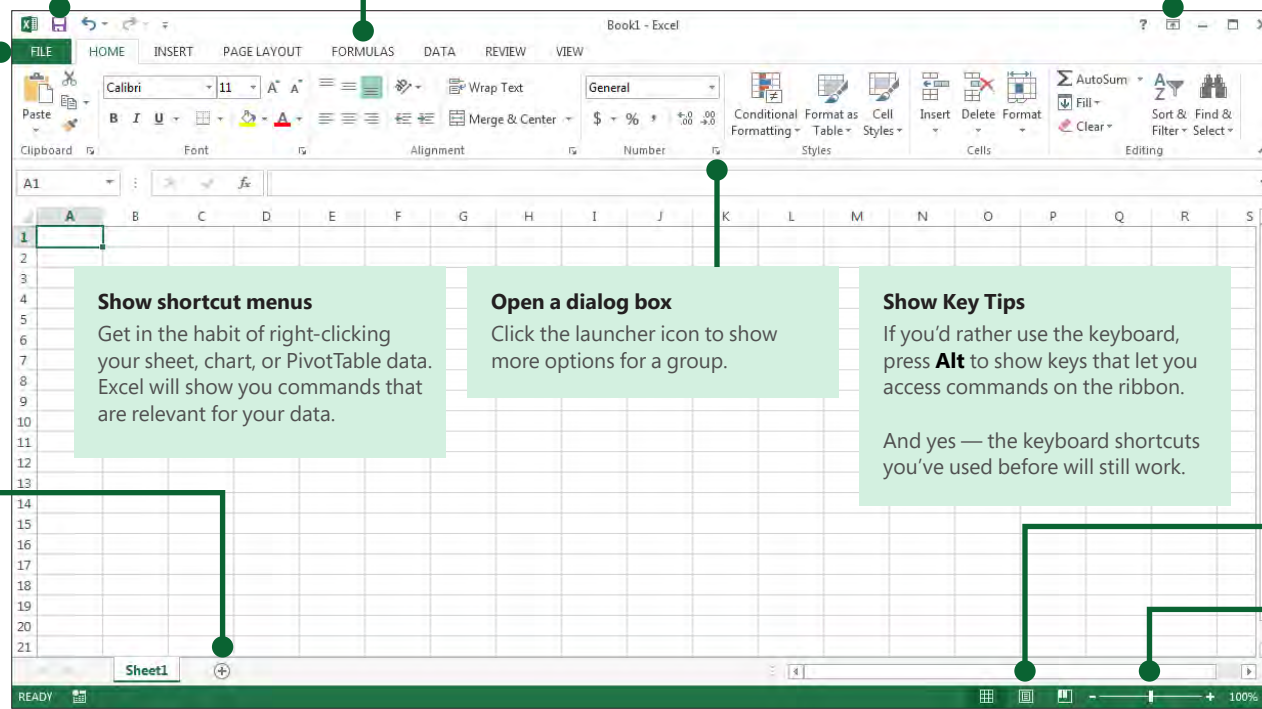
More tabs appear on the ribbon when you need them, like chart or PivotTable tabs.

Change views

Work faster in the right view. Choose **Normal**, **Page Layout**, or **Page Break Preview**.

Zoom in or out

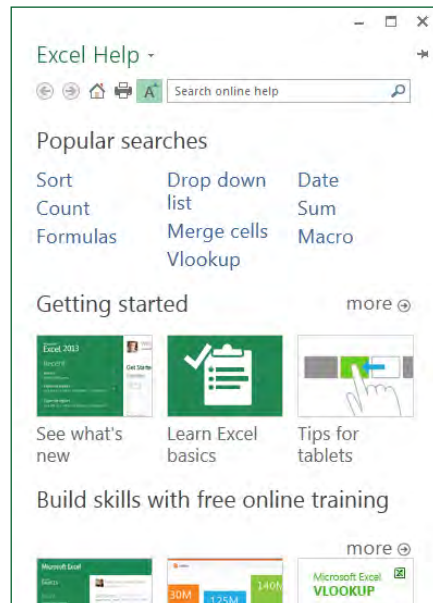
Drag the zoom slider to change the zoom level.



How to get started with Excel 2013

If you've been using Excel 2007 or 2010 and are familiar with the ribbon, you'll want to know what changed in Excel 2013. If you've been using Excel 2003, you'll want to know where to find the Excel 2003 commands and toolbar buttons on the ribbon.

We have many free resources to help you learn Excel 2013, including online training. Just click the question mark in the top-right corner above the ribbon to open Excel Help.

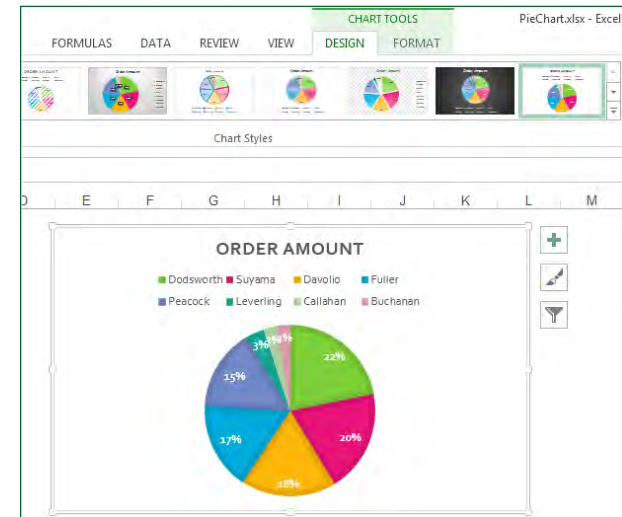


Explore the ribbon

If you've used the ribbon in an earlier version of Excel, you'll notice a few changes. The **Insert** tab has new buttons to help you create charts and PivotTables. There's also a new **Filters** group with buttons for creating slicers and timelines.



Other tabs appear when you're working on certain things like charts and PivotTables. Those tabs have also changed to make things easier to find.



Things you might be looking for

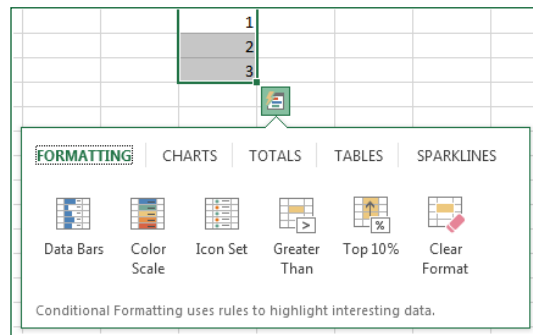
Use the list below to find some of the more common tools and commands in Excel 2013.

To...	Click...	And then look in the...
Create, open, save, print, share, or export files, or change options	File	Backstage view (click the commands in the left pane).
Format, insert, delete, edit or find data in cells, columns, and rows	Home	Number, Styles, Cells, and Editing groups.
Create tables, charts, sparklines, reports, slicers, and hyperlinks	Insert	Tables, Charts, Sparklines, Filters, and Links groups.
Set page margins, page breaks, print areas, or sheet options	Page Layout	Page Setup, Scale to Fit, and Sheet Options groups.
Find functions, define names, or troubleshoot formulas	Formulas	Function Library, Defined Names, and Formula Auditing groups.
Import or connect to data, sort and filter data, validate data, flash fill values, or perform a what-if analysis	Data	Get External Data, Connections, Sort & Filter, and Data Tools groups.
Check spelling, review and revise, and protect a sheet or workbook	Review	Proofing, Comments, and Changes groups.
Change workbook views, arrange windows, freeze panes, and record macros	View	Workbook Views, Window, and Macros groups.

Apply features without the ribbon

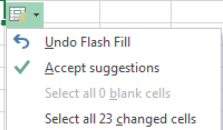
In Excel 2013, we've placed some frequently used but hard to find commands and buttons within easy reach.

When you select data on your worksheet, the **Quick Analysis** button appears. It gives you quick access to many useful features you may not have been aware of, and lets you preview them on your data before you make them stick.



When entering data, you might notice that Excel fills values automatically as it detects a pattern. You'll get the **Flash Fill Options** button to make further decisions.

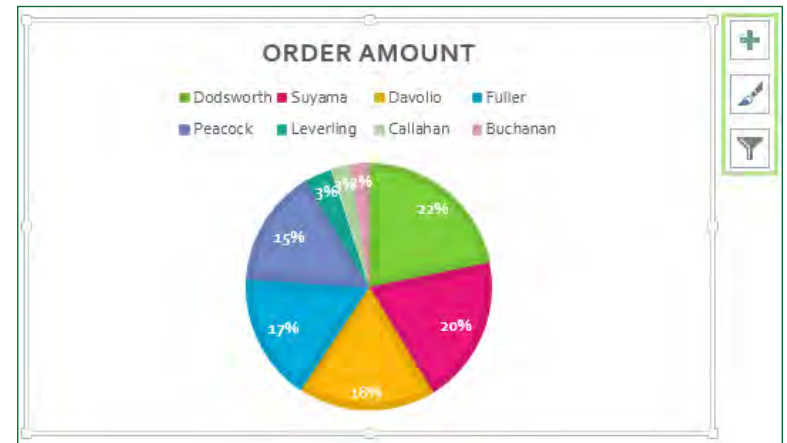
B	C	D	E	F	G
Transaction	Budget	Department	Contact		
801010-Ads-Advertising-John	1300	Ads			
802100-Evs-Events-Jenny	1830	Evs			
804020-Dmg-Digital Marketing-Bill	600	Dmg			
807800-Pro-Promotions-Sally	1800	Pro			
801010-Ads-Advertising-Paul	2730	Ads			
802100-Evs-Events-Paul	1750	Evs			
804020-Dmg-Digital Marketing-John	1200	Dmg			
806002-Prs-Public Relations-John	3500	Prs			
807800-Pro-Promotions-Jenny	2500	Pro			



Better access to chart features

Creating a recommended chart is great way to get started, but you'll still want to customize the style and show the exact data you need to make it your own.

Excel 2013 gives you these options right next to the chart. Just click the **Chart Elements**, **Chart Styles**, or **Chart Filters** buttons to fine-tune your chart.



How to work with people who don't yet have Excel 2013

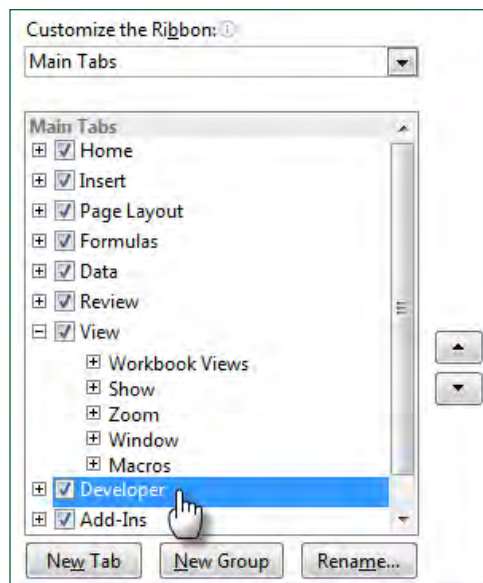
Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Excel.

In Excel 2013	What happens?	What should I do?
You open a workbook that was created with Excel 97-2003.	<p>Excel opens the workbook in compatibility mode and keeps it in Excel 97-2003 file format (*.xls).</p> <p>When you save the workbook, Excel will tell you about compatibility issues if you've used new features that aren't supported in earlier versions of Excel.</p>	<p>Keep working in compatibility mode if you're sharing the workbook with people who don't have Excel 2013.</p> <p>If you're not sharing the workbook, convert it to the Excel 2007-2013 file format (*.xlsx) to take advantage of all new Excel 2013 features (click File > Info > Convert).</p>
You save your workbook as an Excel 2013 file.	<p>Excel saves the workbook in the Excel 2007-2013 file format (*.xlsx) so you can take advantage of all new Excel 2013 features .</p>	<p>If you plan to share this workbook with people who use an earlier version of Excel, check the workbook for compatibility issues (click File > Info > Check for Issues).</p> <p>You can then see the issues and resolve them before you share the workbook.</p>
You save your workbook as an Excel 97-2003 file.	<p>Excel automatically checks the file for compatibility issues and shows them for any new Excel 2013 feature you used.</p>	<p>Assess any compatibility issues and resolve them before you share the workbook.</p>

Find advanced features

To record an occasional macro, you can use the **Macros** button on the **View** tab. But if you plan to routinely create or edit macros and forms, or use XML or VBA solutions, you'll want to add the **Developer** tab to the ribbon.

You can select it on the **Customize** tab of the **Excel Options** dialog box (click **File > Options > Customize Ribbon**).

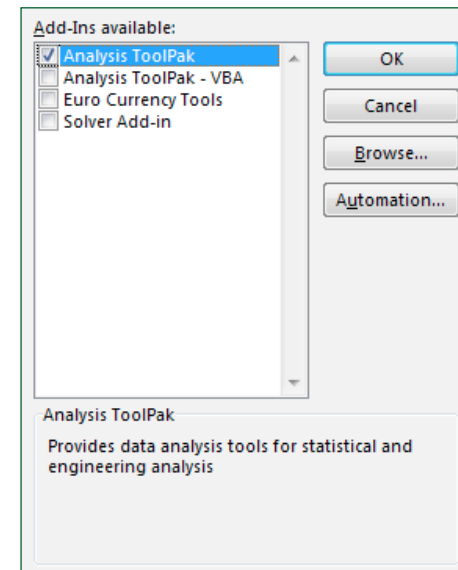


The **Developer** tab appears on the ribbon to the right of the **View** tab.

Enable add-ins that come with Excel

Excel 2013 comes with several add-in programs that let you do some advanced data analysis. There are common Excel add-ins, such as the Analysis ToolPak or the Solver add-in.

Enabling add-ins adds them to the ribbon. Just select them in the **Manage** box on the **Add-ins** tab of the **Excel Options** dialog box (click **File > Options > Add-ins**), and then click **Go**.



If you have a Professional Plus version of Office, you'll also have some new add-ins, such as the Inquire, PowerPivot for Excel 2013, or Power View add-in. The Power View add-in even has a designated button on the **Insert** tab. Clicking that button the first time enables the add-in.

Quick Start Guide

Microsoft OneNote 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

View or switch between online accounts

Click your account ID to change settings or switch accounts.

Manage files

Open, create, share, and print your notes. You can also change your account settings here.

Show notebooks

Click the notebook icon to see all of your open notebooks.

Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

Tag important information

Prioritize and organize notes with instantly searchable tags.

Find your notes

Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

Create pages

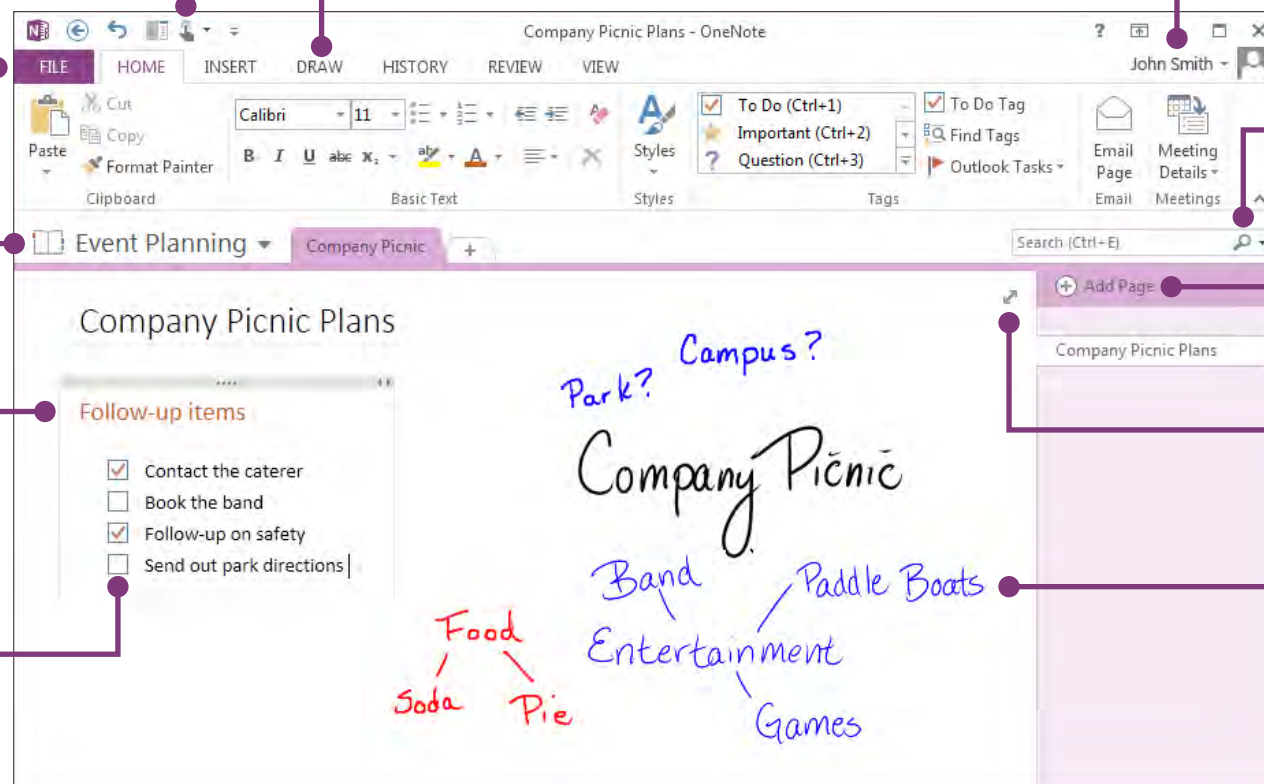
Click **Add Page** to insert a new page.

View a full page

Click the double arrow for Full Page View.

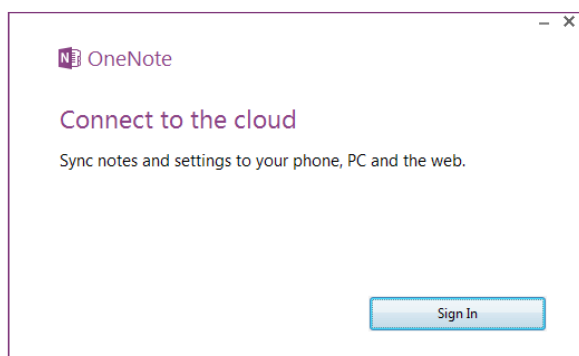
Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable PC.



Keep your notes in the cloud

If you're brand-new to OneNote, you'll be asked to connect to the cloud, where OneNote will create your first notebook. You can use your Microsoft account (for example, MSN, Hotmail, or Messenger) to use with OneNote. If you don't already have an account, you can create one for free.

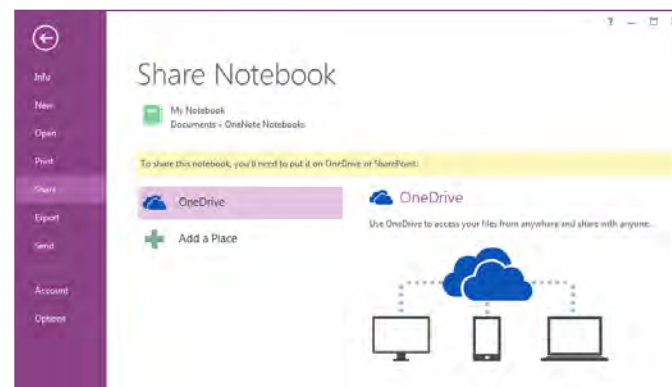


Keeping your notebooks in the cloud means you can access them from just about anywhere, such as any other computers you use, your phone, a tablet, or even a Web browser.



What happened to the Share tab?

If you're upgrading to OneNote 2013 from an older version, you probably have at least one notebook stored on your computer. You can easily move these notes online so you can access them from anywhere. Click **File** > **Share** to begin.



OneDrive is the best and easiest option for your personal notes. If you're working in an organization that uses SharePoint to collaborate online, you can click the **Add a Place** button on this screen to set up your existing SharePoint account.

Any OneNote notebooks that you store online are kept private unless you give other people permission to view the folders in which your notebooks are stored.

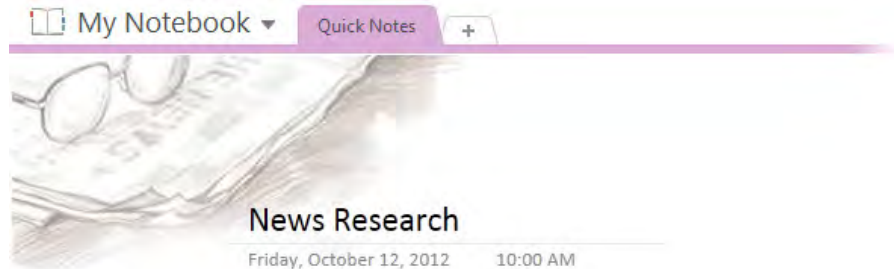
Things you might be looking for

Use the list below to find some of the more common tools and commands in OneNote 2013.

To...	Click...	And then look in the...
Open, create, share, convert, export, send, or print notes	File	Backstage view (click the commands in the left pane).
Apply formatting to text, apply note tags, and email a notebook page	Home	Basic Text, Styles, Tags, and Email groups.
Insert tables, pictures, links, files, audio and video clips, or apply page templates	Insert	Tables, Files, Images, Links, Recording, and Pages groups.
Draw sketches or shapes, take notes in your own handwriting, customize pens, rotate objects, or convert ink to text	Draw	Tools, Shapes, and Edit groups.
Mark notes and read or unread, find notes by author, view page versions and history, or empty the Notebook Recycle Bin	History	Unread, Authors, and History groups.
Check spelling, do online research, translate text, protect notes with a password, or take linked notes	Review	Spelling, Language, Section, and Notes groups.
Maximize screen space, turn rule lines and page titles on or off, set page margins, zoom the page, or create Quick Notes	View	Views, Page Setup, Zoom, and Window groups.

Save time with templates

OneNote templates can give the pages in your notebook a consistent look by applying colorful, decorative backgrounds. Templates can also save you time by adding functional content to pages, such as to-do lists, calendars and planners, and forms that you can fill out or customize.



You can browse through the built-in collection of templates by clicking **Insert > Page Templates**.

In the **Templates** task pane, click to expand any of the categories, and then click each template name to view it. When you've found a template you like, you can begin taking notes on its page.

You can customize any of the built-in templates to suit your needs, or download more free templates by visiting the OneNote website on Office.com.

If you like, you can even create your very own template designs from any of your notebook pages.

Templates

Add a page

Add a page based on one of the templates below.

Academic

[Simple Lecture Notes](#)
[Detailed Lecture Notes](#)
[Lecture Notes and Study Questions](#)
[Math/Science Class Notes](#)
[History Class Notes](#)

Blank

Business

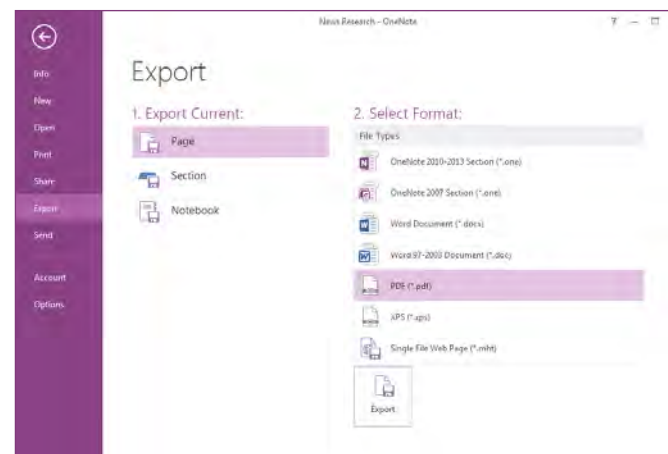
Decorative Planners

Where is the Save button?

OneNote doesn't have a Save command because it automatically saves everything as you work — no matter how small or large the changes. This lets you think about your thoughts and ideas instead of your computer files.

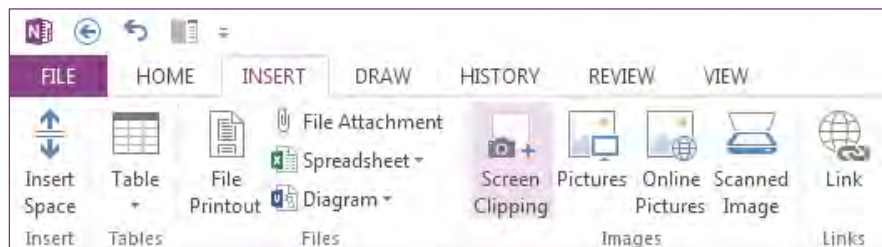
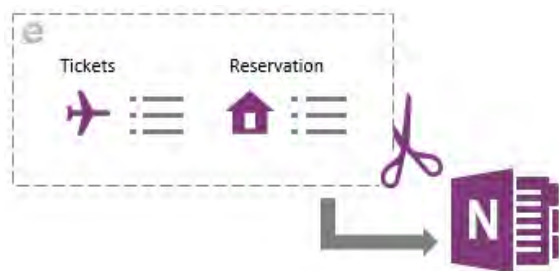
Export notes whenever you need to

If you need to send a snapshot of a notes page (or a section or an entire notebook) to someone who doesn't have OneNote, you can easily export a static snapshot of such notes by clicking **File > Export** and then selecting the format you want.



Capture anything with Screen Clippings

An easy way to bring stuff into OneNote is to insert a screen clipping, which lets you capture anything on your computer screen so you can keep it as part of your notes.



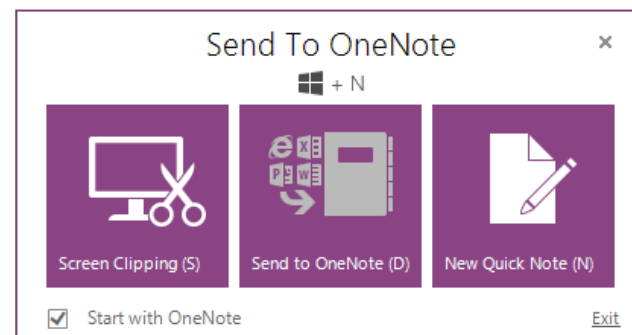
Start by bringing into view whatever you want to capture — for example, a travel itinerary in Internet Explorer or a chart in an Excel spreadsheet.

Switch to OneNote and then click **Insert > Screen Clipping**. As soon as the screen dims and OneNote disappears, drag a selection over what you want to capture.

When you release the mouse button, a picture of the screen region you selected is sent to OneNote, where you can move or resize the picture exactly how you want it to appear in your notes.

Meet the new Send to OneNote

On your keyboard, hold the **Windows** key and then press the **N** key to launch the redesigned Send to OneNote tool, which makes it easier than ever to import random information from other programs and files into your notes.



Here, you can create a screen clipping without switching between apps, import entire web pages or documents to your notes, or create quick sticky notes that automatically become part of your notebook.

You can click the command buttons in the Send to OneNote tool, or use the additional keyboard shortcuts that are shown in parentheses next to every command (for example, press **S** to take a screen clipping).

Using the Send to OneNote tool is optional, which means you can keep it running while you're in the middle of a research project and then turn it off again when you don't need it.

How to work with people who don't have OneNote 2013

Here are some things to keep in mind when sharing or exchanging files with people who are using an older version of OneNote.

In OneNote 2013...	What happens?	What should I do?
You open a notebook that was created with OneNote 2007.	<p>The notebook opens in OneNote 2013, but you'll see the words [Compatibility Mode] on the title bar. This tells you that the notebook is currently saved in the older file format, which doesn't recognize newer features like math equations, linked notes, multi-level subpages, versioning, and the Notebook Recycle Bin.</p> <p>If you want to use all of the available features that OneNote 2013 offers, you'll need to convert the notebook to the newest file format.</p>	<p>Before converting an older notebook to the newest file format, consider if you need to collaborate with people who are still using OneNote 2007. If the answer is yes, you should continue working in Compatibility Mode.</p> <p>If no one you share notes with is using OneNote 2007, it's best to convert the notebook to the newest format. To do this, click File > Info, and then click the Settings button for the notebook you want to convert. Click Properties, and then click Convert to 2010-2013.</p>
You open a notebook that was created with OneNote 2010.	<p>The notebook opens in OneNote 2013 without any feature limitations.</p>	<p>No file format conversion is needed. Notebooks created in the OneNote 2010 and OneNote 2013 formats can be shared and used together without any conversion.</p>
You convert your notebook to the OneNote 2007 format.	<p>Downgrading a notebook to OneNote 2007 turns off the newer features that are available in OneNote 2013 (including math equations, linked notes, multi-level subpages, versioning, and the Notebook Recycle Bin), but doing so makes the notebook compatible for sharing with other people who are still using OneNote 2007.</p>	<p>After converting a notebook from OneNote 2013 to the older OneNote 2007 format, be sure to inspect the pages where you might have used newer features like math equations, linked notes, and multi-level subpages. Content that was created by newer features may not be visible or editable when the notebook is downgraded to the OneNote 2007 format.</p>

Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Make it yours

Customize Outlook. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

Search

You can search a folder, subfolders, even other mailboxes.

Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

Backstage view

Click the **File** tab to open the Backstage view, where you add account and change settings.

Reply from the reading pane

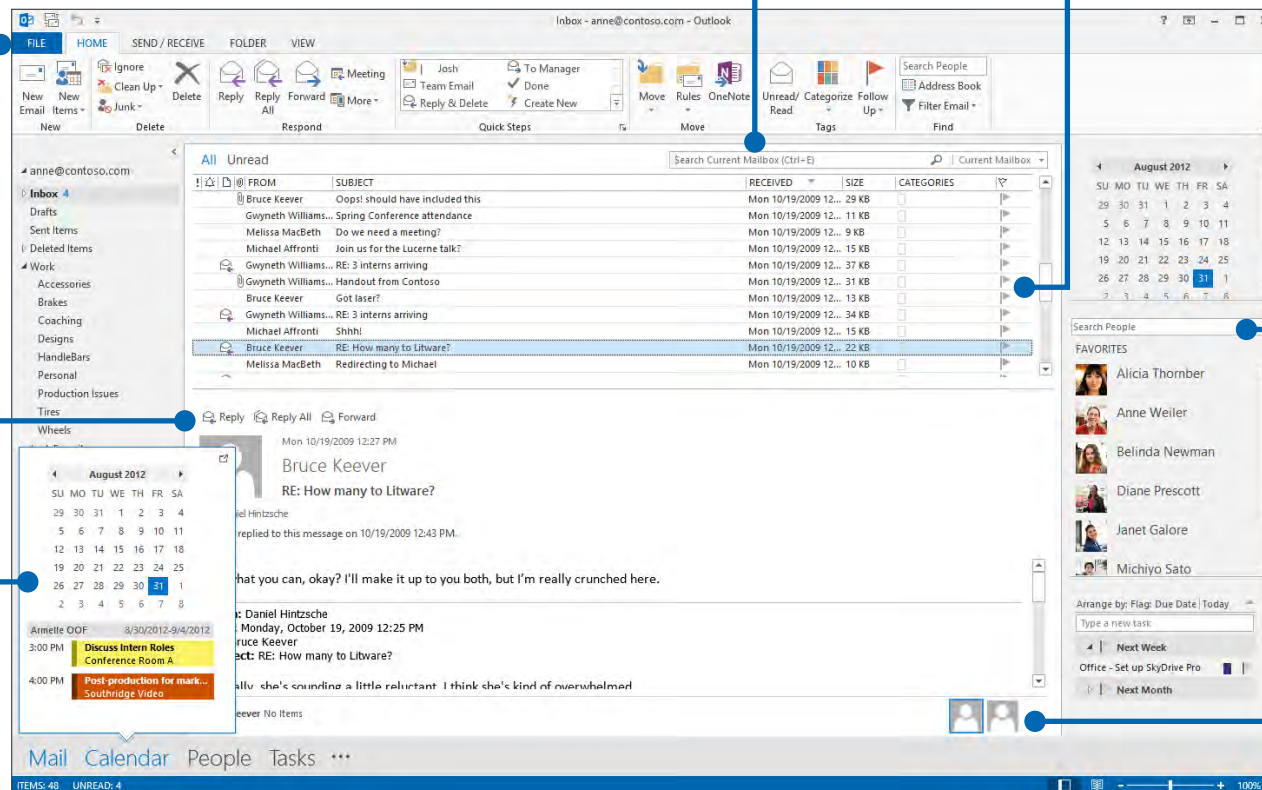
Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

Peek

See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

Do more in the To-Do Bar

The To-Do Bar displays the date navigator, your appointments, people, and your task list.



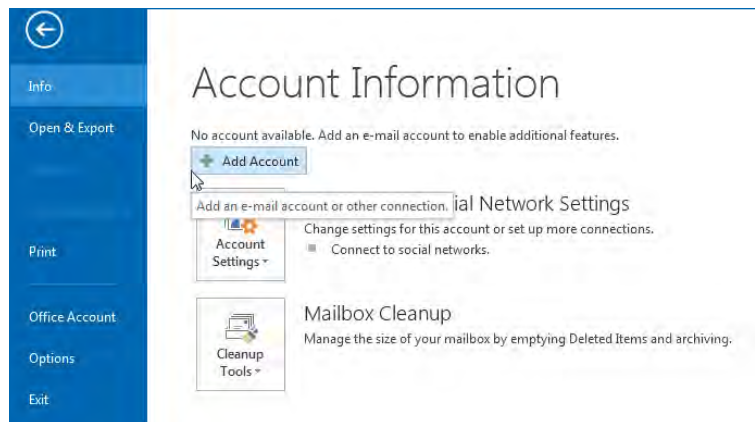
People pane

See details about everyone in the **To**, **From**, or **Cc** lines for each message.

First things first: Add your account

Before you can send or receive messages, you have to connect your email account. If your company uses Microsoft Exchange, Outlook 2013 will attempt to set up your email account for you.

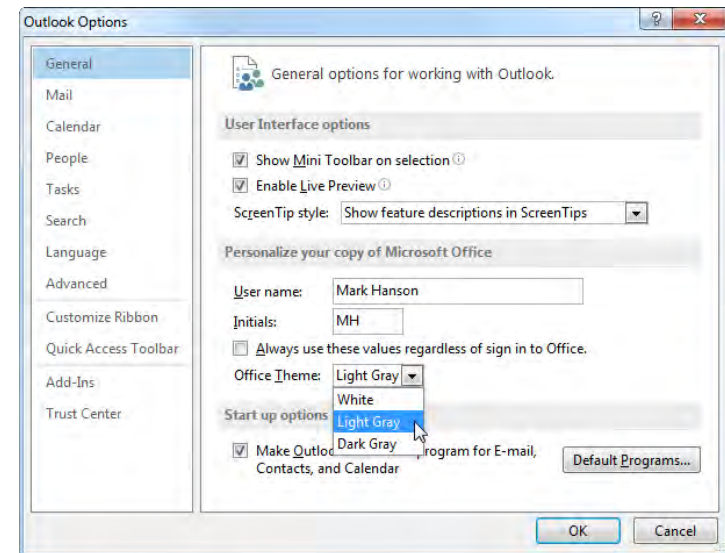
If you use Internet-based email (such as Hotmail, Gmail, or Yahoo!), enter your name, email address, and password to set up your account.



Change the Office Theme

We've redesigned Office 2013 to provide a clean, uncluttered experience — like a blank piece of paper. If you want to see the different areas of Outlook more distinctly, you can change the Office Theme.

Use your **File > Office Account** settings to change the Office 2013 color scheme for all of your computers, or use the **Outlook Options** to change the color scheme on just this computer. You can choose from **White**, **Light Gray**, or **Dark Gray**.



Things you might be looking for

Use the list below to find some of the more common tools and commands in Outlook 2013.

To...	Click...	And then look in the...
Apply stationery or backgrounds to a message	File	Click File > Options > Mail > Stationery and Fonts . On the Personal Stationery tab, click Theme .
Send automatic replies when you're out of the office	File	Under Account Information , click Automatic Replies > Send automatic replies , and then choose your options (this feature requires a Microsoft Exchange Server account).
Insert a picture or clip art	Insert	From a new mail message, click Illustrations , and then click one of the following: Pictures , Online Picture , Shapes , Smart Art , Chart , or Screenshot .
Manage email messages by assigning rules	Home	In Mail view, click Move > Rules .
Insert a symbol or special character	Insert	From a new mail message, click Symbols > Symbol .
Add holidays to your calendar	File	Click Options > Calendar . Under Calendar options , click Add Holidays .
Share a calendar	Home	From the Calendar view, in the Share group, click E-mail Calendar > Share Calendar (this feature requires a Microsoft Exchange Server account), or Publish Online .

Mail isn't the half of it

Communication is important, but your time is important, too. Outlook 2013 has updated how you manage your time, your people, and your tasks.

Schedule a Lync Meeting

Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

Plan for the weather

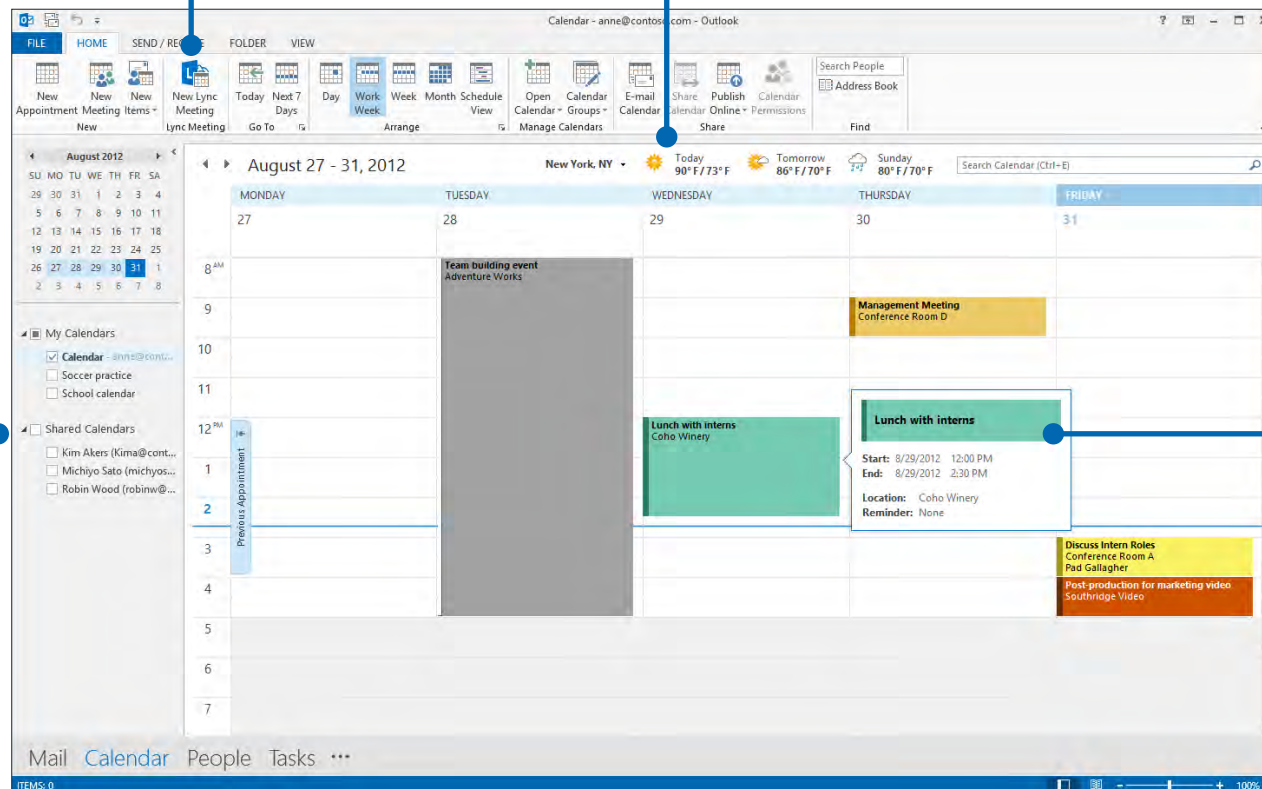
Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.

View other people's calendars

Quickly see the best times to schedule a meeting with others.

Peek

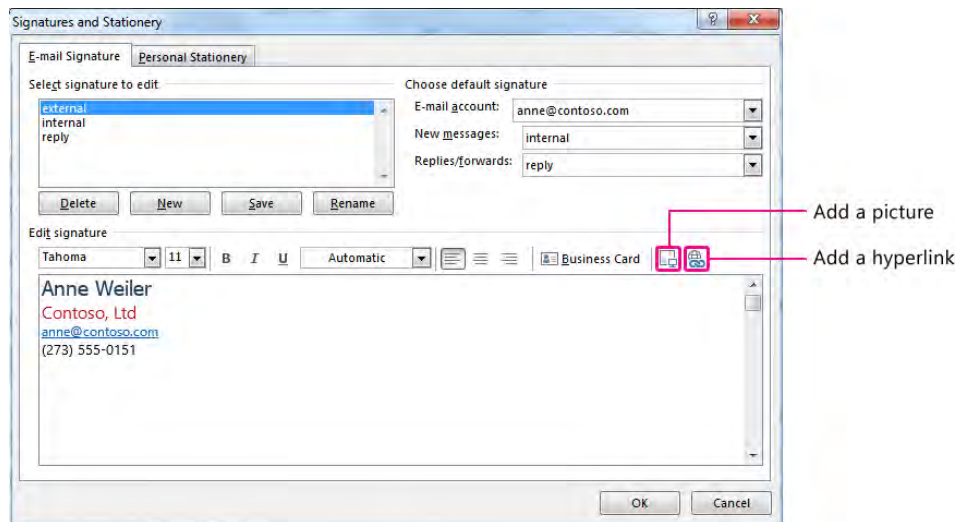
Mouse over a meeting or an appointment to see its details.



Create an email signature

To create a new email signature, do the following:

1. Click **File > Options > Mail**. Under **Compose messages**, click **Signatures**.
2. In the **E-mail Signature** tab, click **New**, and then type a name for the signature.
3. In the **Edit signature** box, type the text that you want to include in the signature, then use the built-in tools to format it.

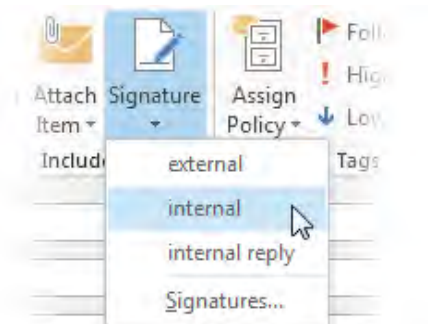


If you've already created a signature, you can copy it from one of your sent messages and then paste it here.

Automatically add a signature to messages

To automatically add a signature to new email messages, do the following:

1. From any view, click **File > Options > Mail**. Under **Compose messages**, click **Signatures**.
2. Under **Choose default signature**, choose the signature to add to **New Messages**. If you want, choose a different signature for **Replies/forwards**.
3. To manually add a signature to a new message, from a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.



Quick Start Guide

Microsoft PowerPoint 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Find what you need

Click any tab on the ribbon to display its buttons and commands.

Use contextual tabs

Some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the **Picture Tools Format** tab appears.

See more options

Click this arrow to see more options in a dialog box.

Manage your presentations

Click the **File** tab to open, save, print, and manage your presentations.

Show the content you want

Switch views or show or hide notes and comments.

Get help

Click here or press **F1**.

Need more space?

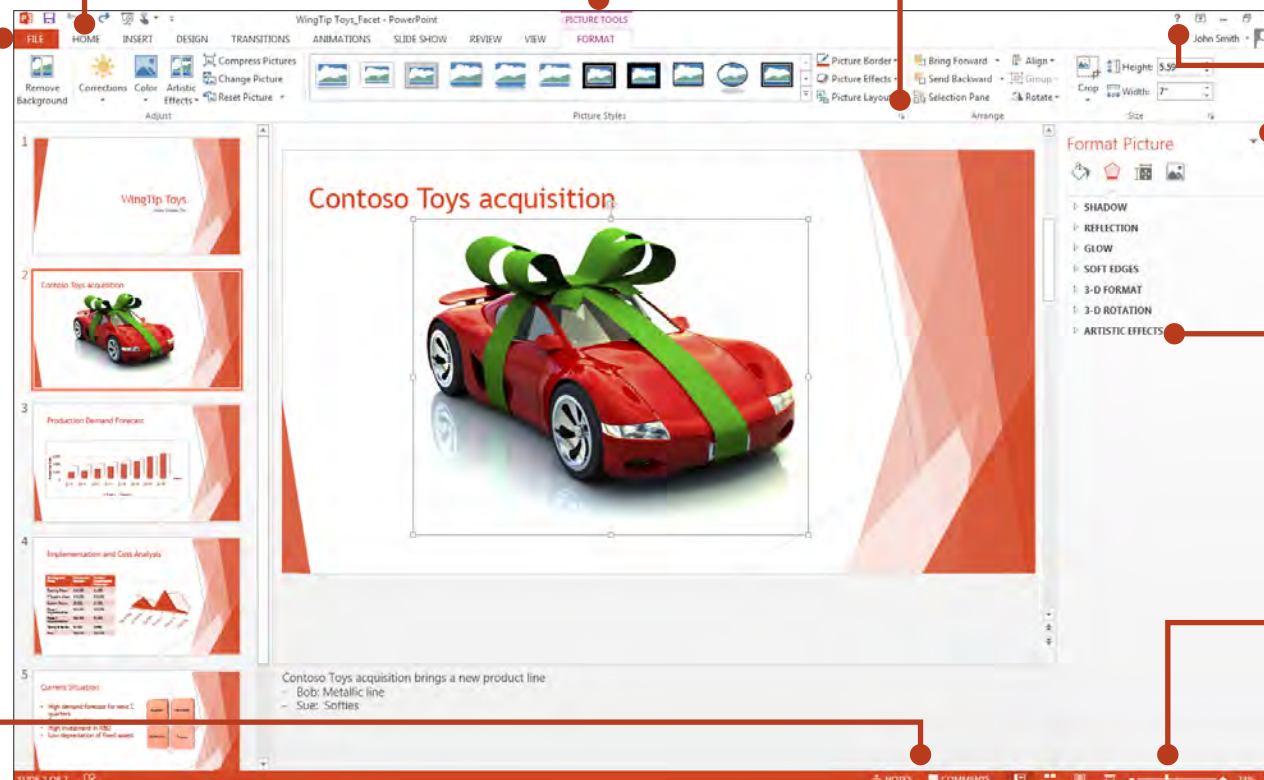
Click here or press **CTRL+F1** to hide or show the ribbon.

Use the Format pane

Use this handy pane to apply formatting to pictures, video, SmartArt, shapes, and other objects.

Zoom in and out

Slide this bar to the left or right to zoom in or out on slide details.



Quick Start Guide

When you first open PowerPoint 2013, you'll see that you have several choices for getting started — using a template, a theme, a recent file, or a blank presentation.

Search for online templates and themes

Type keywords into the search box to find templates and themes online at Office.com.

Use a featured theme

Choose a built-in theme to start your next presentation. These work well for both widescreen (16:9) and standard screen (4:3) presentations.

Choose a template category

Click the template categories below the search box to find some of the most popular PowerPoint templates.

Open a recent presentation

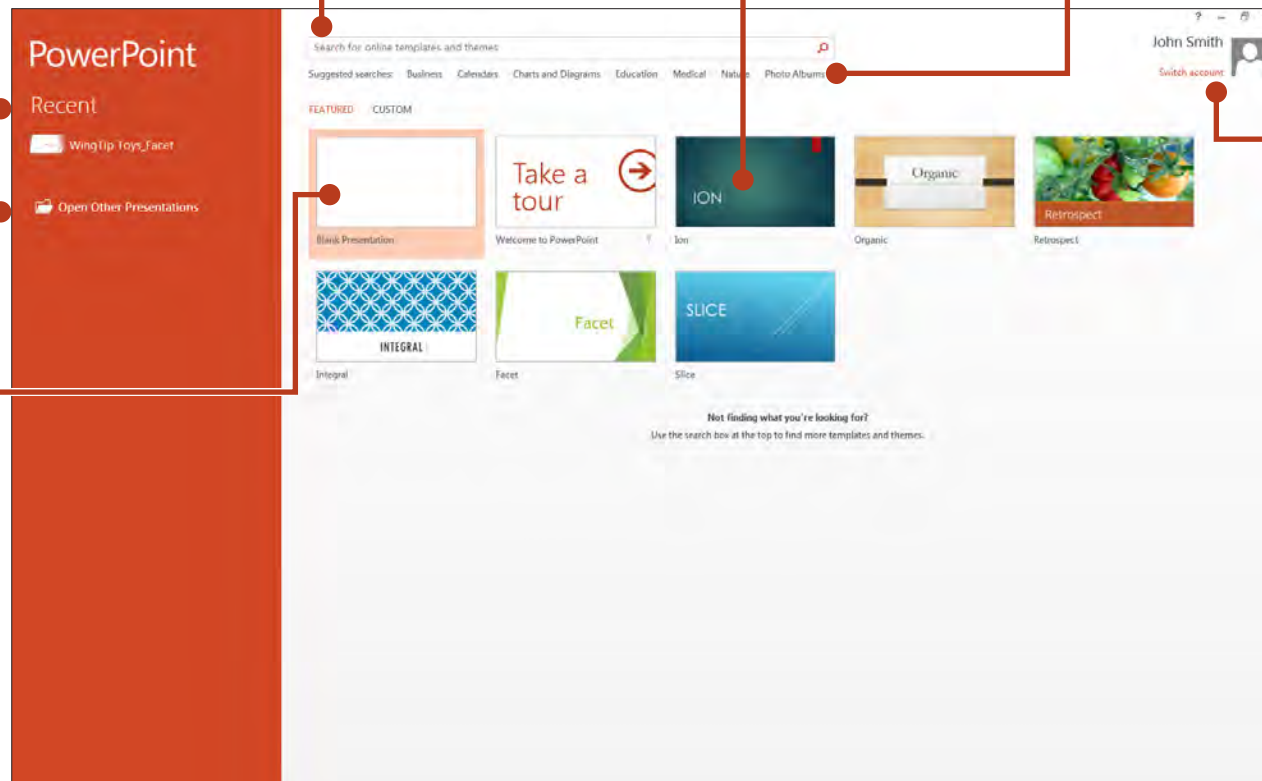
It provides easy access to your most recently opened presentations.

Find other files

Browse to find presentations and other files stored on your computer or in the cloud.

Start from scratch

To start a new presentation, click **Blank Presentation**.



Sign in to Office

Sign into your account and access the files you've saved to the cloud from anywhere.

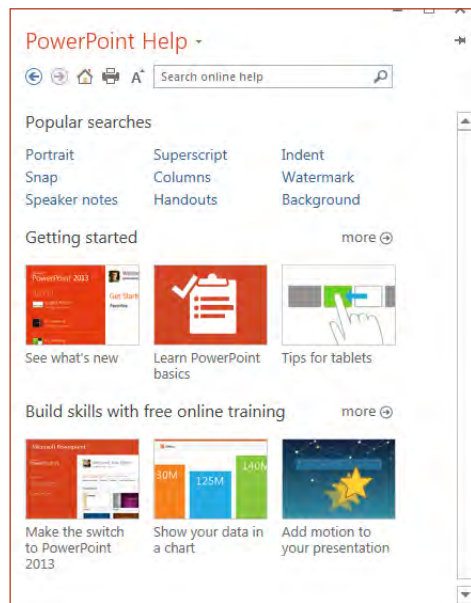
Theme variations

When you choose a theme, PowerPoint offers you variations with different color palettes and font families.

How to get help with PowerPoint 2013

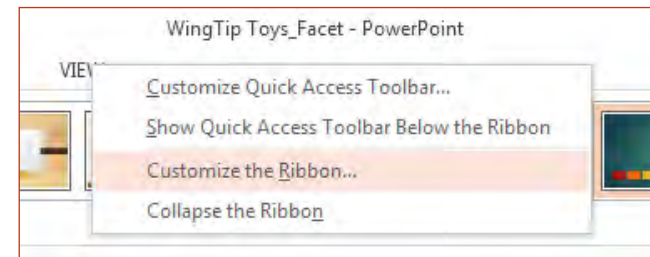
If you've been using earlier versions of PowerPoint, you'll probably have questions about where to find certain commands in PowerPoint 2013.

There are many free resources available to help you learn PowerPoint 2013, including training courses, Getting Started help topics and videos, and basic tasks. To find these materials, click the PowerPoint Help button (the question mark) in the upper right corner of the PowerPoint window.



Create custom ribbon tabs and groups

You can create custom tabs or groups on the ribbon and add buttons with the commands you want. Right-click any ribbon tab or group, and then click **Customize the Ribbon**.



Next, add commands from the **PowerPoint Options** box. For example, you could create a tab called **Frequent**, and then add some of your most frequently-used commands to a custom group on this tab.

If you make a mistake, you can use the **Reset** button to go back to the default ("factory") settings.

Some older PowerPoint commands don't appear on the ribbon, but they're still available. In the **PowerPoint Options** dialog box, click **Customize Ribbon**, and then, in the **Choose commands from** list, select **Commands Not in the Ribbon**. Now find the commands you want and add them to a custom ribbon tab or group.

Things you might be looking for

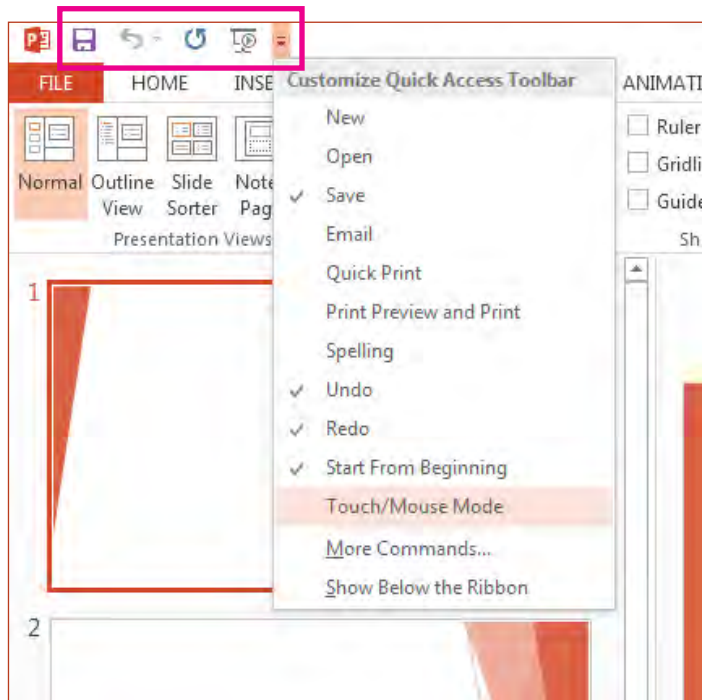
Use the list below to find some of the more common tools and commands in PowerPoint 2013.

To...	Click...	And then look in the...
Open, save, print, share, send, export, convert, or protect files	File	Backstage view (click the commands in the left pane).
Add slides, apply a layout, change fonts, align text, or apply Quick Styles	Home	Slides, Font, Paragraph, Drawing, and Editing groups.
Insert tables, pictures, shapes, SmartArt, WordArt, charts, comments, Header and footer, video, or audio	Insert	Tables, Images, Illustrations, Comments, Text, and Media groups.
Apply a theme, change the color of a theme, change the slide size, change the background of a slide, or add a watermark	Design	Themes, Variants, or Customize groups.
Apply or adjust the timing of a transition	Transitions	Transition and Timing groups.
Apply or adjust the timing of an animation	Animations	Animation, Advanced Animation, and Timing groups.
Start a slide show, set up a slide show, specify monitors for use with Presenter view	Slide Show	Start Slide Show, Set Up, and Monitors groups.
Check spelling, enter and review comments, or compare presentations	Review	Proofing, Comments, and Compare groups.
Change views, edit a master view, show grids, guides, and rulers, zoom in, switch between PowerPoint windows, and use macros	View	Presentation Views, Master Views, Show, Zoom, Window, and Macros groups.

Access frequently-used commands

The Quick Access Toolbar, in the upper-left corner of the PowerPoint window, is a great place to add shortcut buttons to the commands you'll use most often.

Click the drop-down arrow next to the Quick Access Toolbar to add or remove the commands listed on the shortcut menu.



If the command you want to add isn't shown in the list, switch to the ribbon tab where the button resides, and then right-click it there. On the shortcut menu, click **Add to Quick Access Toolbar**.

Revised April 2019

Intuitive tools at your fingertips

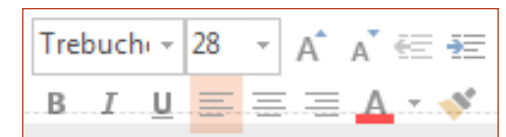
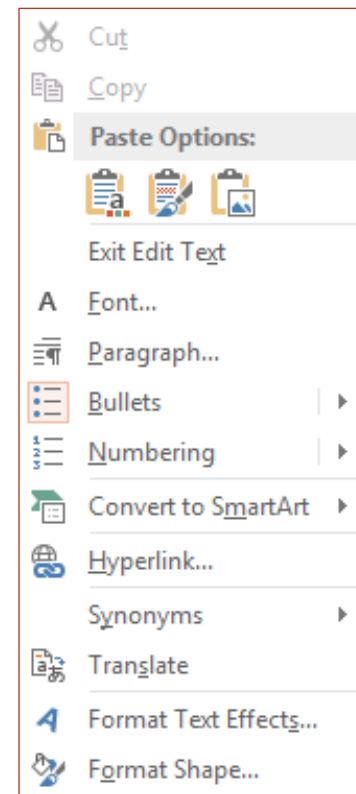


Note that some ribbon tabs appear and disappear, depending on what you're doing.

For example, when you insert or select a video, the **Video Tools: Playback** and **Format** tabs automatically appear. They appear so you can apply formatting or set playback options for the video. These types of contextual tabs appear any time you insert or select a picture, chart, table, WordArt, or any other object.

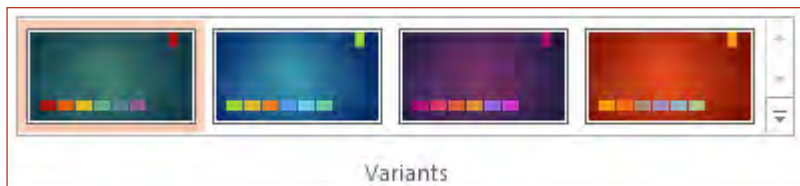
When you're working on a slide and you right-click the slide background, the right-click menu appears, which is loaded with task options.

Similarly, the mini toolbar automatically appears whenever you want to perform quick text-related tasks, such as indenting a bullet or applying bold to your text.



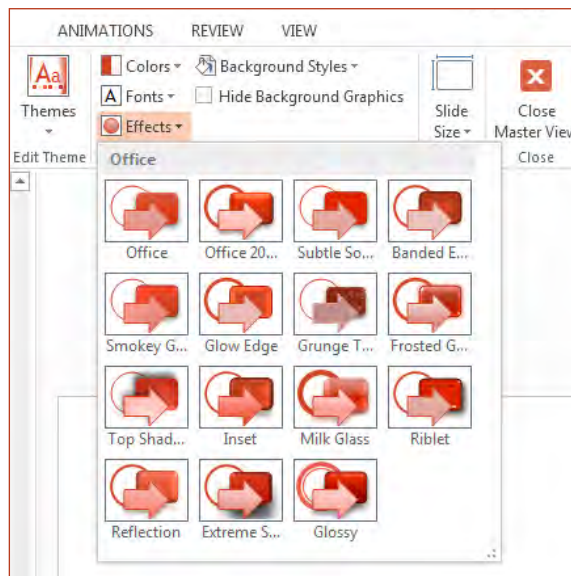
Changes to themes

When you apply a built-in theme and you want to change the colors and fonts, you can now choose from designer-selected theme variants from the start screen or on the **Design** tab.



If you don't see a combination that works for you, you can always customize the theme colors, fonts, and effects in **Slide Master View**.

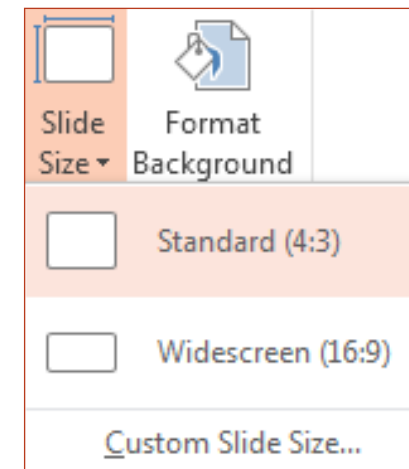
Click **View > Slide Master** and you'll see the **Colors**, **Fonts**, and **Effects** options in the **Background** group.



New default slide size

Much of the world's TVs and video have gone to widescreen and HD formats, and so has PowerPoint. In previous versions, the slide ratio was 4:3. In PowerPoint 2013, 16:9 is the new default, but you can change this on the **Design** tab.

If you work with slides in older versions of PowerPoint, or are presenting on older monitors or projectors, you'll want to change the slide ratio back to 4:3. To do so, click **Design > Slide Size** and then choose **4:3** — or you can set your own custom size.



Presenter View setup is automatic

If you used Presenter View in previous versions of PowerPoint, you might have had difficulties setting it up. PowerPoint 2013 fixes that headache and makes it simpler to use.

All you do is connect a projector and monitor and PowerPoint applies the right settings for you automatically. However, you can also take control manually (switching between the monitor and projector) if you need to.

Note that Presenter View no longer requires multiple monitors. Now you can rehearse and use all the tools in Presenter View from a single monitor without hooking up anything else.



PowerPoint on touch devices

You can now interact with PowerPoint 2013 on touch devices running Windows 8. Using typical touch gestures, you can swipe, tap, scroll, zoom, and pan your way through your presentations.



Save your presentations to the cloud

The “cloud” is like file storage in the sky. You can get to it anytime you’re online. If you travel or move from one place to another on a regular basis and you need access to your files, consider storing your files in the cloud.

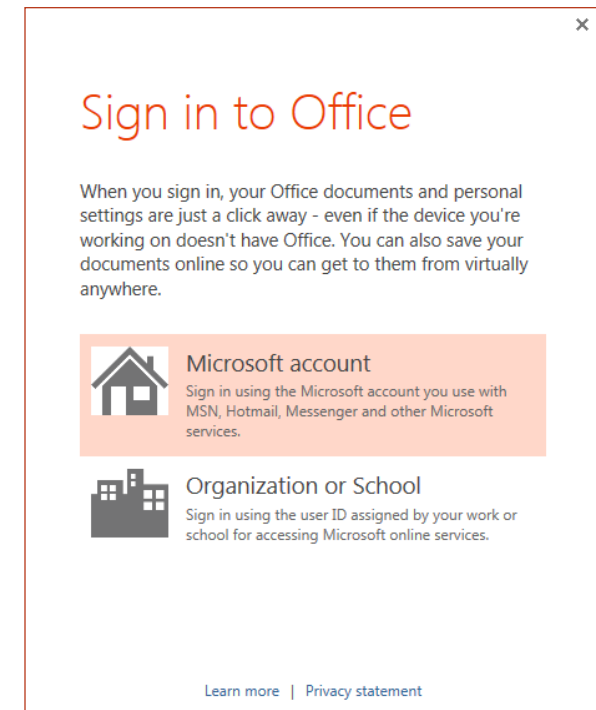
OneDrive is a free online cloud service where you can securely access and share files with others. All you need is a free Microsoft account to sign in to OneDrive.



Sign in to Office

To get started saving, sharing, and storing your files to the cloud, sign in to Microsoft Office.

In PowerPoint, or any Office application, look for your name at the top right corner of the ribbon. After you sign in, you can switch accounts and change your profile.



How to work with people who don't have PowerPoint 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of PowerPoint.

In PowerPoint 2013...	What happens?	What should I do?
You open a presentation that was created in PowerPoint 2007 or earlier.	<p>In PowerPoint 2013 you'll see the words [Compatibility Mode] on the title bar. This tells you that the presentation is currently saved in the older file format, which doesn't recognize newer features like embedded video, new transition effects, sections, and more.</p> <p>If you want to use all of the available PowerPoint 2013 features, you'll need to change the presentation to the newest file format.</p>	<p>You can continue working in Compatibility Mode. However, if no one you share the presentation with is using PowerPoint 2007 or earlier, it's best to change the file to the newest format .</p> <p>To change the file, click File > Info > Convert.</p>
You save your presentation as a PowerPoint 2013.	<p>If a colleague opens your PowerPoint 2013 presentation in PowerPoint 2007 or earlier, a prompt appears with a link to download the free Compatibility Pack. They'll need the Compatibility Pack to open and work with presentations in the new format. If you've included new PowerPoint 2013 features or formatting in your presentation, your colleague (using PowerPoint 2007 or earlier) will see warnings about unsupported features.</p>	<p>Before sharing your PowerPoint 2013 presentation with colleagues who use earlier versions of PowerPoint, run the Compatibility Checker tool. To check for compatibility, in PowerPoint 2013, click File > Info > Check for Issues > Check Compatibility.</p> <p>The tool tells you which new features in PowerPoint 2013 aren't supported in older versions. You can then decide whether to remove these features to avoid warnings in earlier versions of PowerPoint.</p>
You save your presentation as a PowerPoint 2007 or earlier file.	<p>If a colleague opens the presentation in PowerPoint 2007 or earlier, the file will open normally — no Compatibility Pack is required.</p> <p>If you've included new PowerPoint 2013 features or formatting in your presentation, your colleague will see warnings about unsupported features, the formatting or feature may not appear in the file, or the objects may not be editable.</p>	<p>You don't have to do anything, necessarily.</p> <p>When you save your file in the older PowerPoint file format, the Compatibility Checker will run automatically and warn you about any unsupported features.</p>

Project 2013

Quick Start Guide

Microsoft Project 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

Customize this area so your favorite commands are always visible.

Explore commands on the ribbon

Each ribbon has groups, and each group has a set of related commands.

Show or hide the ribbon

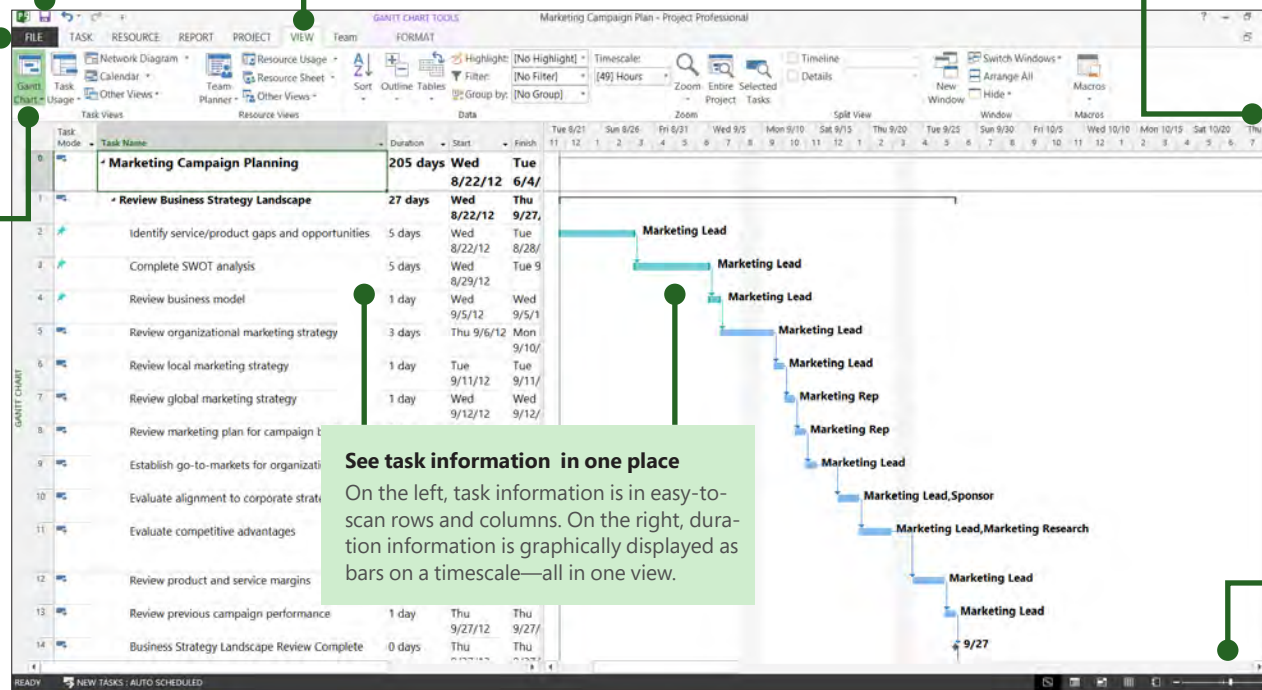
Click **Ribbon Display Options** or press **Ctrl+F1** to hide or show the ribbon.

Manage projects

Open, save, print and share your projects. Also change options and account settings in this view.

Change views

Work faster in the right view. Choose Gantt Chart, Task Usage, Team Planner, or Resource Sheet.



See task information in one place

On the left, task information is in easy-to-scan rows and columns. On the right, duration information is graphically displayed as bars on a timescale—all in one view.

Show Key Tips

If you'd rather use the keyboard, press **Alt** to show keys that let you access commands on the ribbon.

And yes, keyboard shortcuts you've used before will still work.

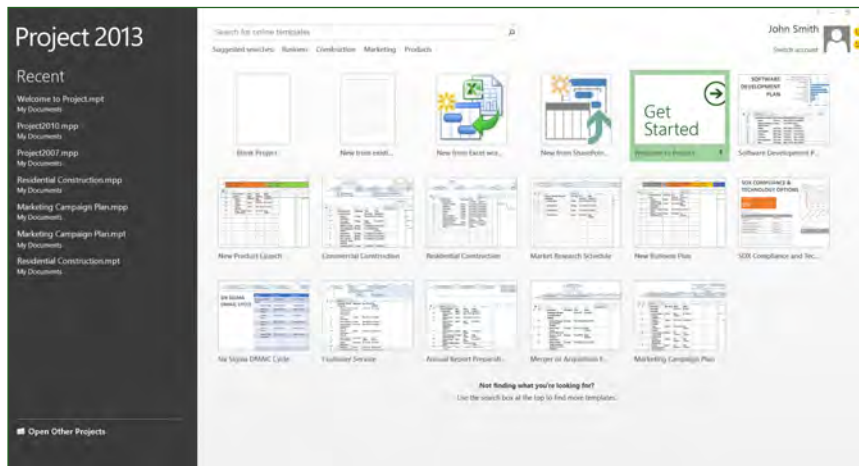
Zoom in or out

Drag the zoom slider to grow or shrink the timescale.

Project 2013

How to get started with Project 2013

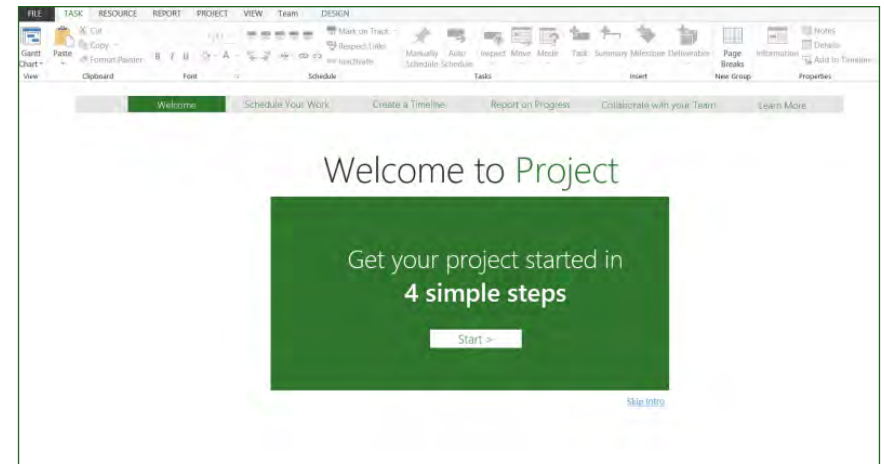
The first thing you'll see when you open Project 2013 is a sharp new look. But don't stop there. Look a little closer to see how much has improved from Project 2007. Instead of dropping you in a blank file, Project 2013 takes you to a one-stop center for starting your project. Click **File > New**, then get your project going.



While you're thinking about a new project, browse common project templates, import info from Excel or a SharePoint site, or just click **Blank Project** to get a clean Gantt Chart. You can open previous projects from your computer, from your network, from Project Online, or even from OneDrive.

Four steps to project management

If you're new to project management, Project 2013 can give you a great running start with the built-in Project guide. To begin, click **File > New > Get Started**.



With this four-step guide, you'll learn how to schedule tasks, create a timeline, report on your progress, and then collaborate with your team using SharePoint and Lync — all without leaving Project.

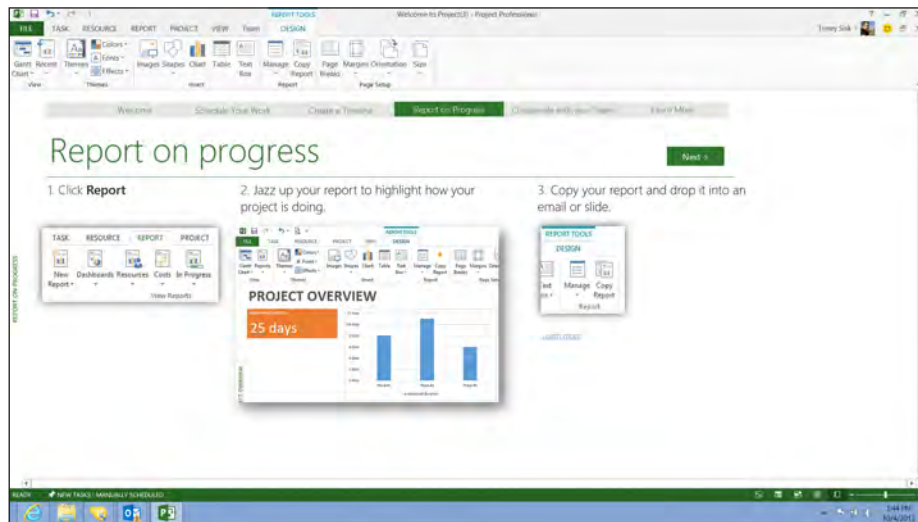
Things you might be looking for

Use the list below to find some of the more common tools and commands in Project 2013.

To...	Click...	And then look in the...
Open, save, export, print, or share your project to SharePoint, to OneDrive, or to the cloud using Project Online	File	Backstage view (click the commands on the left side in this view).
Link tasks, unlink tasks, outline tasks, update work on a project, or create a milestone	Task	Schedule group.
Add people, decrease workload, create a resource pool	Resource	Insert, Assignment, and Level groups.
Create a visual report, export a report to Excel or Visio, or compare projects	Report	View reports group.
Set a baseline for your project, create a master project, or create WBS codes for tasks	Project	Insert, Properties, and Schedule groups.
View project data on the Gantt Chart, on the timeline, or in a calendar	View	Task Views, Split View, and Resource Views group.

Show off Project data

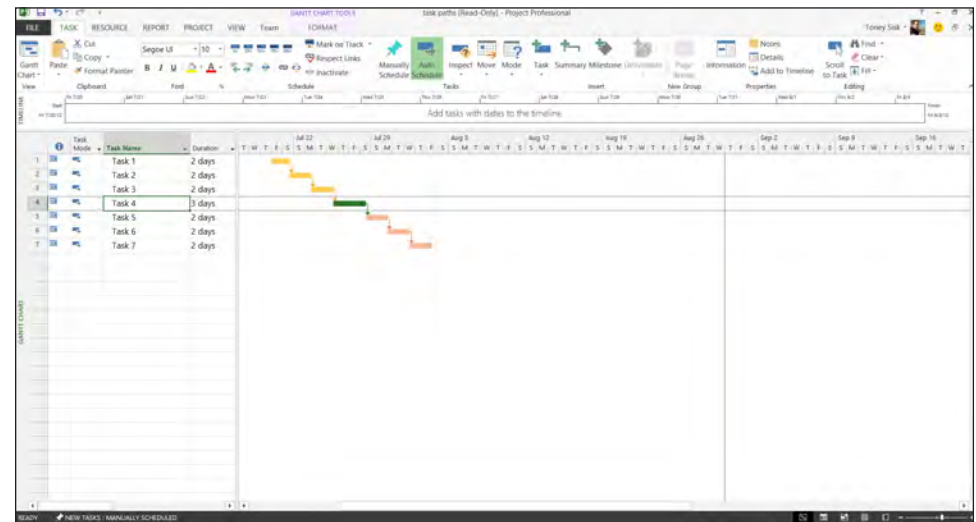
With Project 2013, you can create crisp, colorful, professional reports without having to export your data to another program. Add pictures, charts, animation, links, and more — everything you need to clearly and effectively share project status info with your stakeholders and team members.



Click the **Report** tab (new for Project 2013), then select the report you want. Many of the report drawing tools are the same for Excel, Word, PowerPoint, and Project.

Trace task paths

Does your Gantt chart look like a pile of spaghetti? With a complex project, your Gantt Chart can start to look like a tangled knot of bars and link lines. To help sort this out, you can highlight the link chain — or task path — for any task. On the Gantt Chart, click **Format > Task Path**.

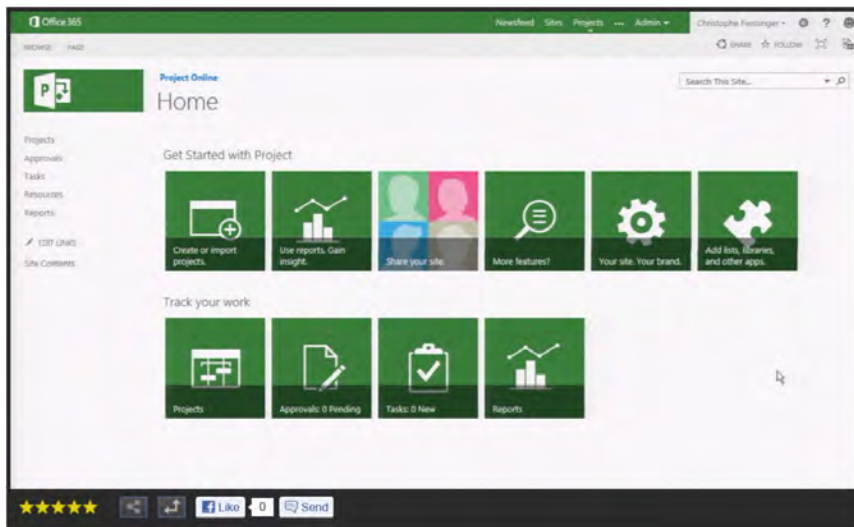


When you click a task, all of its predecessor tasks show up in one color and all of its successor tasks show up in another color.

Project 2013

Use Project Online

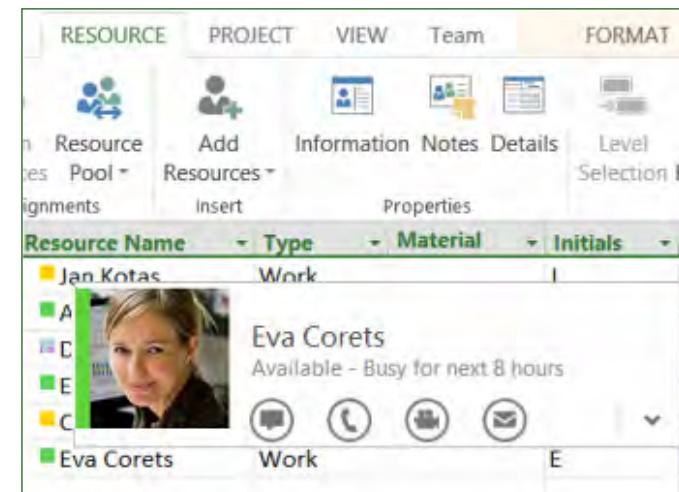
If you have Project Online, you can access a full version of Project from almost anywhere, even on PCs that don't have Project 2013 installed. All you need is an Internet connection and a PC running Windows 7 or later.



With Project Online, you'll always have the latest version because service updates are automatic.

Talk to your team

If you are using Lync 2013 in your organization, Project 2013 has new ways to help you stay in touch with your team members. Get progress updates, ask quick questions, or even have long-term strategy discussions, all without leaving Project. Just mouse over a name and start an IM session, an email, or even a phone call.



You can also video chat with a team member to get the latest on your project status, answer a stakeholder's question, or meet face-to-face with a vendor halfway around the world.

How to work with people who don't yet have Project 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Project.

In Project 2013...	What happens?	What should I do?
You open a project that was created with Project 2007.	<p>The project opens in Project 2013, but you'll see [Compatibility Mode] on the title bar. This tells you that the project is saved in the older file format, which doesn't recognize newer features like the timeline, manually scheduled tasks, and new fields.</p> <p>If you want to use all of the available features that Project 2013 offers, you'll need to convert the project to the newest file format.</p>	<p>Before converting an older project, first consider if you need to collaborate with people who are still using Project 2007. If the answer is yes, you should continue working in Compatibility Mode.</p> <p>If no one is working on the project using Project 2007, it's best to convert the project to the newest format. To do this, click File > Save. You will be prompted to save the project to the 2013 format.</p>
You save your project as a Project 2010 file.	<p>The project opens in Project 2013 without any feature limitations.</p>	<p>No file format upgrade is needed. Projects in Project 2010 and Project 2013 formats can be shared and used together without any conversion.</p>
You save your Project to the Project 2007 format.	<p>Downgrading a project to Project 2007 turns off the newer features that are available in Project 2013 (including manual scheduling, visual reporting, new fields, and the timeline view) but doing so makes the project compatible for sharing with other people who are still using Project 2007.</p>	<p>After converting a project from Project 2013 to the older Project 2007 format, be sure to inspect the views where you might have used newer features like manual scheduling, visual reporting, new fields, and the timeline view. Project data that was created with newer features may not be visible or editable in the Project 2007 format.</p>

Quick Start Guide

Microsoft Publisher 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

Add your favorite commands to the Quick Access Toolbar, so they're always available whenever you need them.

Add pictures

Add one or more pictures to your publication from your computer, from the Office.com clip art gallery, or from the Web.

View or switch between online accounts

If you're working in the cloud, click **File** > **Account** to change your settings, or to switch accounts.

Manage files

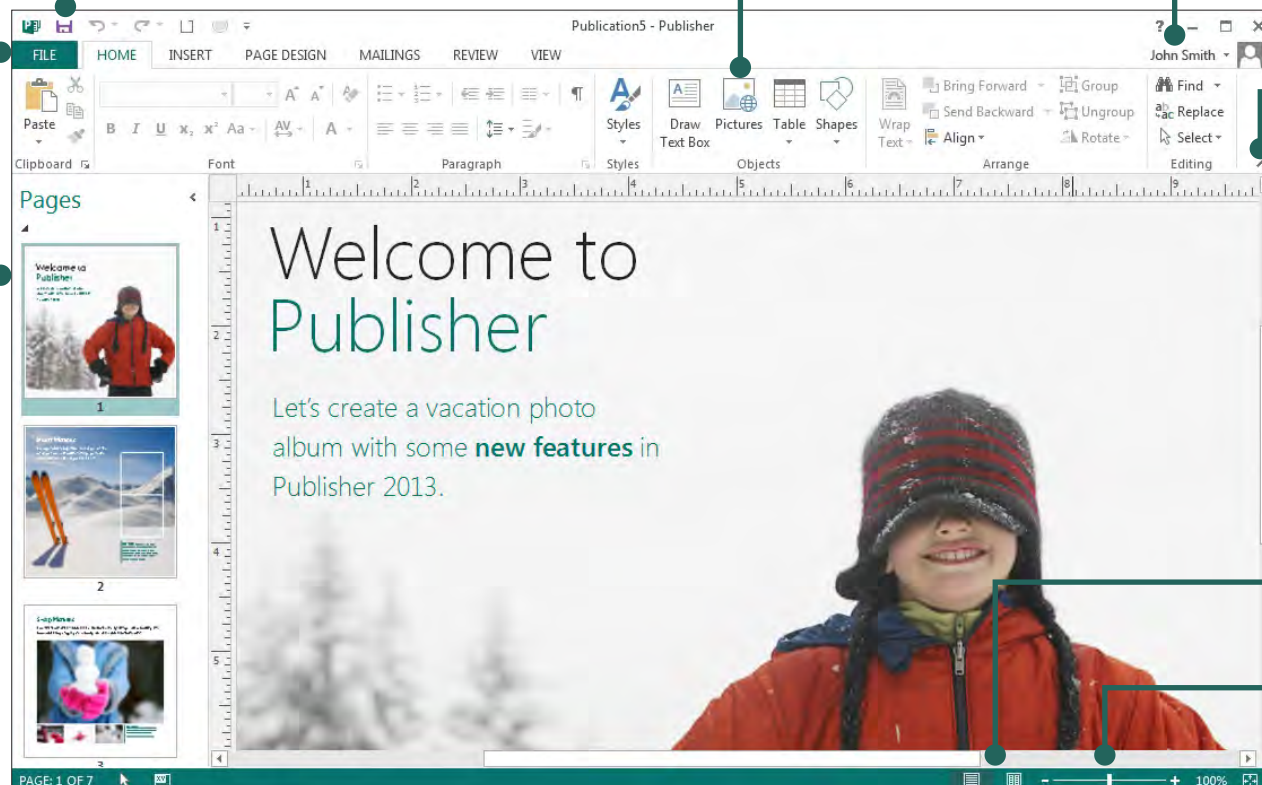
Click **File** to create, open, save, print, and share files, as well as edit your business information and to choose other options.

Navigation pane

Use the Navigation Pane to move around your publication and to add and delete pages.

Show or hide the ribbon

Click this arrow to hide the ribbon. To show the ribbon, click a tab and then click the pin icon.



View

Switch between single and double page spreads with a click.

Zoom

Use this slider bar to quickly zoom in and out on your publication pages.

Use the ribbon

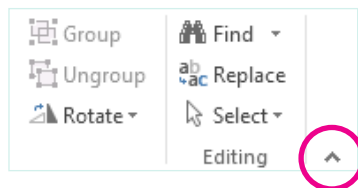
A wide band called the ribbon spans the top of the publication window. Each tab on the ribbon has different buttons and commands organized into groups.

When you open a publication in Publisher 2013, the **Home** tab displays the most frequently used Publisher tasks and commands.



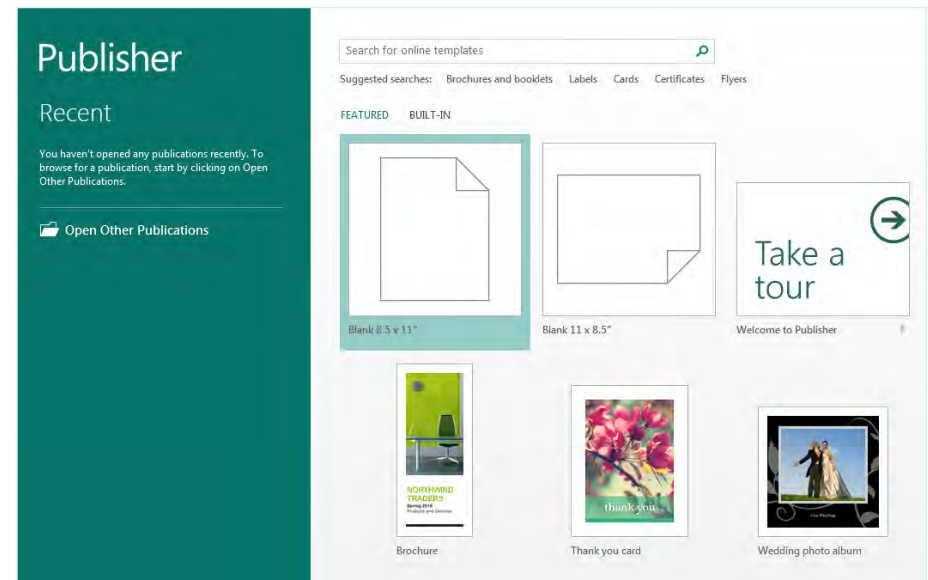
Hide or display the ribbon

You can give yourself more room on the screen by hiding the ribbon. Click the small arrow to the far right of the ribbon. To display the ribbon again later, click a tab title, and then click the pin icon that appears in place of the arrow.



Start with a template

Every publication can begin from the new visual templates gallery. Choose from a blank publication or from one of the appealing new publication templates.



While working in Publisher 2013, you can display the templates gallery again at any time by clicking **File > New**.

Things you might be looking for

Use the list below to find some of the more common tools and commands in Publisher 2013.

To...	Click...	And then look in the...
Open, create, save, share, export, or print	File	Backstage view (click the commands in the left pane).
Format painter, fonts and font formatting, paragraph formatting, alignment	Home	Clipboard , Font , Paragraph , and Arrange groups.
Insert text boxes, pictures, tables, shapes	Insert	Tables , Illustrations , and Text groups.
Change templates, margins, orientation, or page size; set up layout guides; apply schemes; find a Master Page	Page Design	Template , Page Setup , Layout , Schemes , and Page Background groups.
Mail and email merge	Mailings	Start , Write & Insert Fields , Preview Results , and Finish groups.
Check spelling, do online research, translate text, set language	Review	Proofing and Language groups.
Normal/Master Page view, layout view; show guides, rulers, graphics manager	View	Views , Layout , and Show groups.

Add pictures

Publisher 2013 lets you easily insert pictures from anywhere — whether they're on your computer, in the Office.com clip art gallery, or in another web location.



From a file

Browse files on your computer or local network



Office.com Clip Art

Royalty-free photos and illustrations



Bing Image Search

Search the web

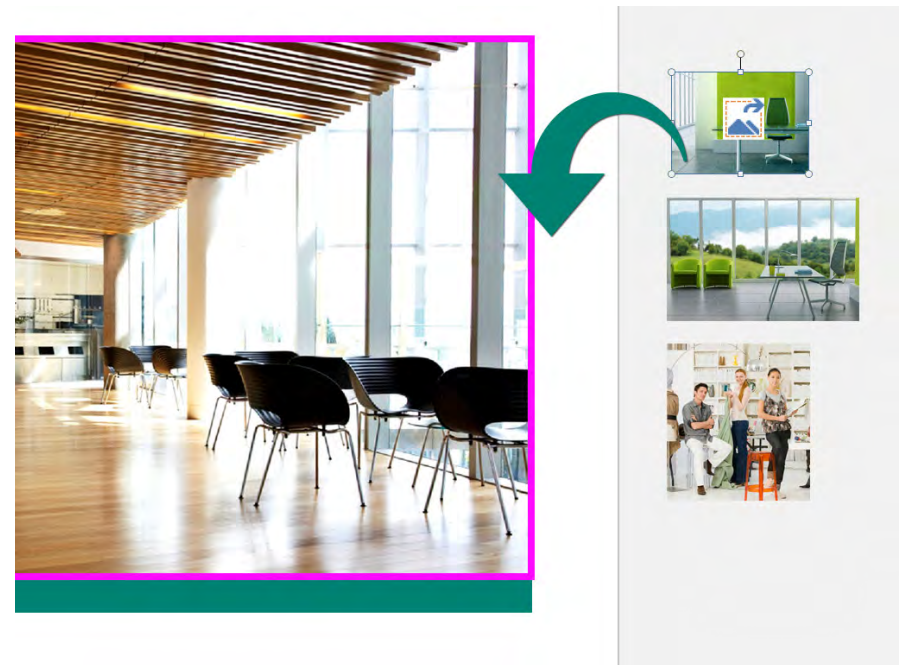
When you insert several pictures at one time, Publisher 2013 puts them in a column in the scratch area. From the scratch area you can drag a picture onto the publication page and drag it off again, or swap the picture for another if you don't like the way it looks.



Swap pictures

You can easily swap one picture in your layout with another, no matter if they're both on the same page or one is in the scratch area.

Select the first picture and then drag the mountain icon that appears to the second picture. When you see the pink highlighted border around the picture, release the mouse button.



Add picture effects

Publisher 2013 offers several new picture effects. You can apply shadows, glows, soft edges, reflections, bevels, and 3-D rotations to your pictures.

To apply the effect you want, select the picture and then click **Picture Effects** on the **Picture Tools – Format** tab.



Add text effects

The new text effects in Publisher let you add visual appeal to your publications. Choose from shadows, glows, reflections, and bevels.

To apply the effect you want, select the text, and then click **Text Effects** on the **Text Box Tools – Format** tab.

TITLE

Lorem Ipsum

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt expli-

Use pictures as page backgrounds

Your pictures can make stunning publication backgrounds. Right-click a picture, choose **Apply to Background**, and then either choose **Fill** so the picture fills the entire page, or choose **Tile** to add multiple copies of the picture to the background.

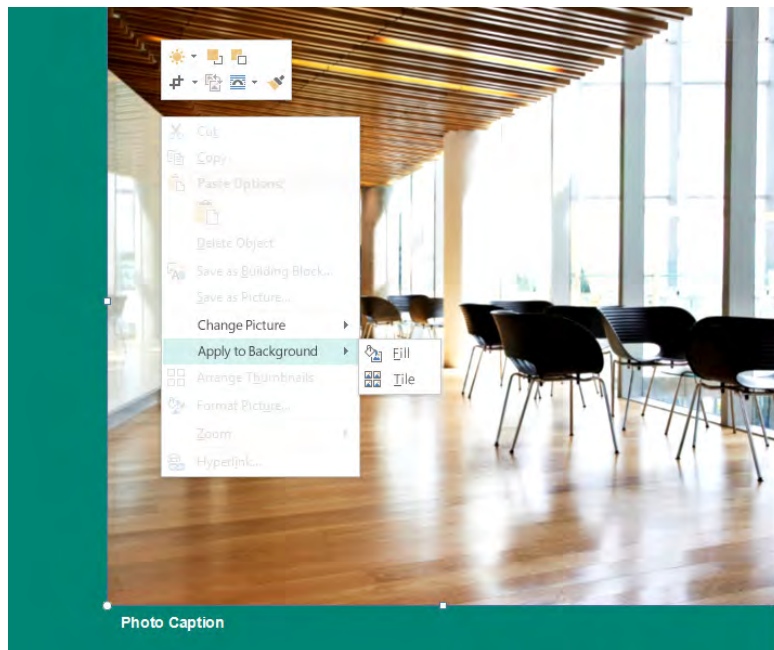
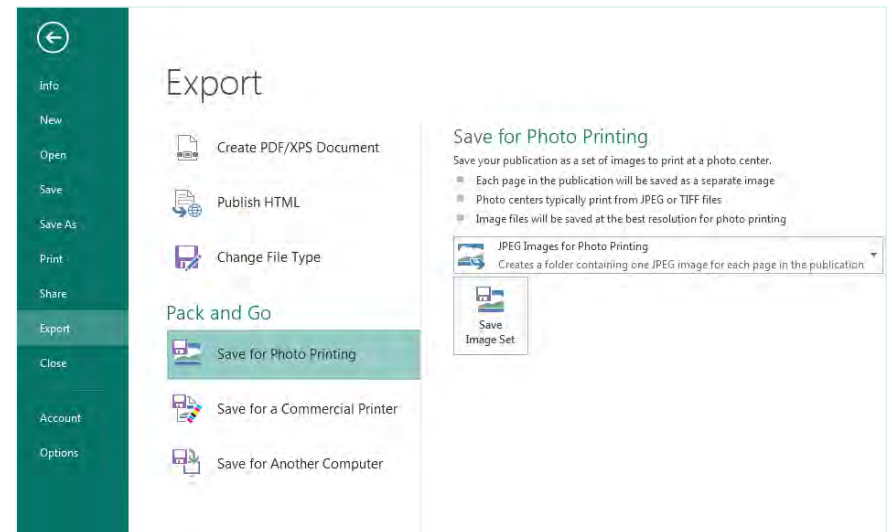


Photo center printing

Online photo printing has never been as convenient as with the built-in Pack and Go options in Publisher 2013.

You can now save your publications specifically for photo printing. Each page of your publication is exported as a JPEG picture, which you can then upload to a photo center web site for printing.



Quick Start Guide

Microsoft Word 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

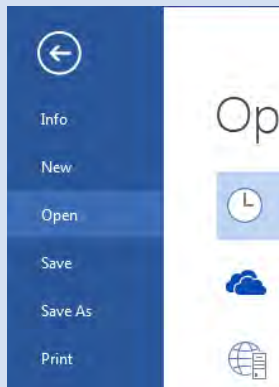
Commands here are always visible. Right-click a command to add it here.

Ribbon tabs

Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the ribbon's Home tab is displayed. This tab contains many of the most frequently used commands in Word.

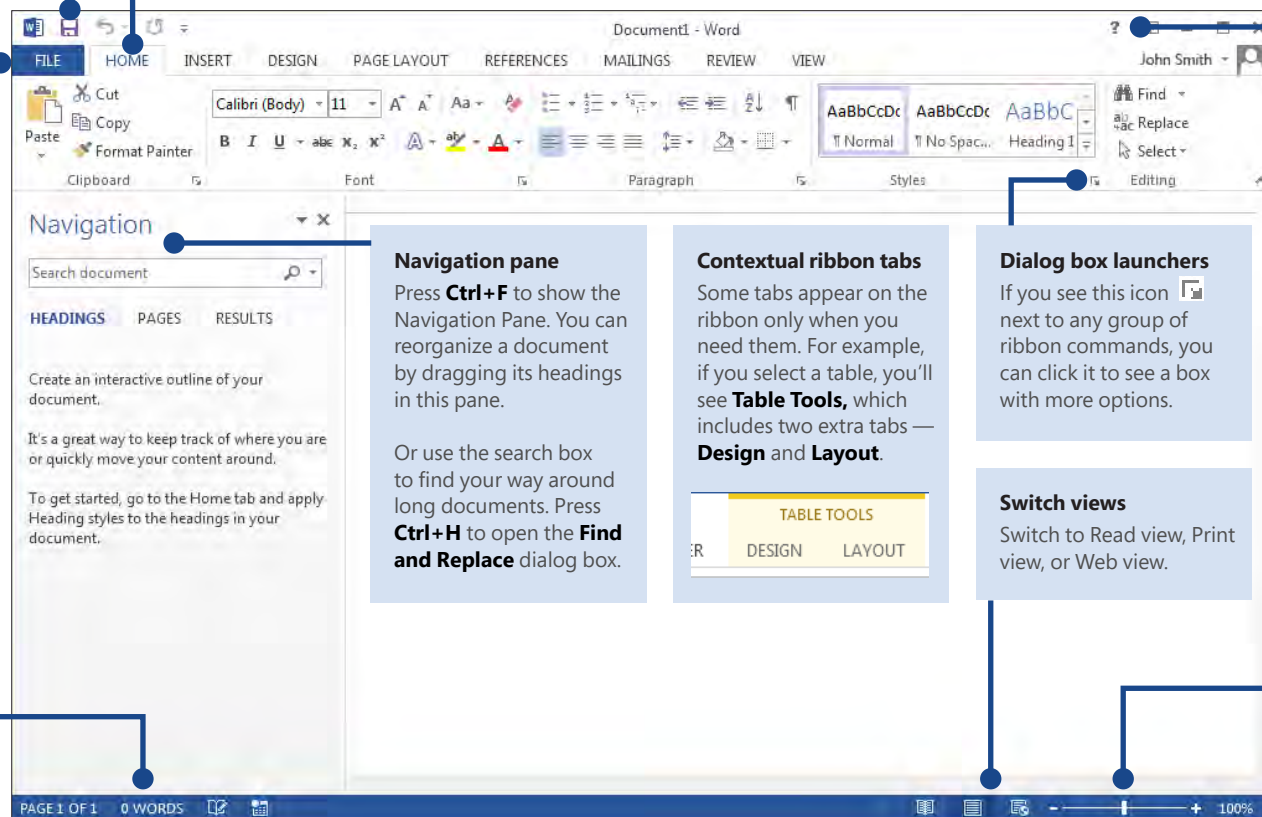
Manage your files

Click **File** to open, save, print, and manage your Word files.



Word count

Look here to see the word count. Select some text to see the word count in the selection.



Need help?

Click here or press F1 for help.

Minimize the ribbon

Click here to close the ribbon and show only the tab names.

Quick Start Guide

When you first open Word 2013, you'll see that you have several choices for getting started — using a template, a recent file, or a blank document.

Search for online templates

Type keywords into the search box to find templates online at Office.com.

Suggested searches

Click on the words below the search box to find some of the most popular templates.

Featured and Personal templates

Featured templates are from Office.com. Click the **Personal** templates tab to open any custom templates you've made.

Open recent files

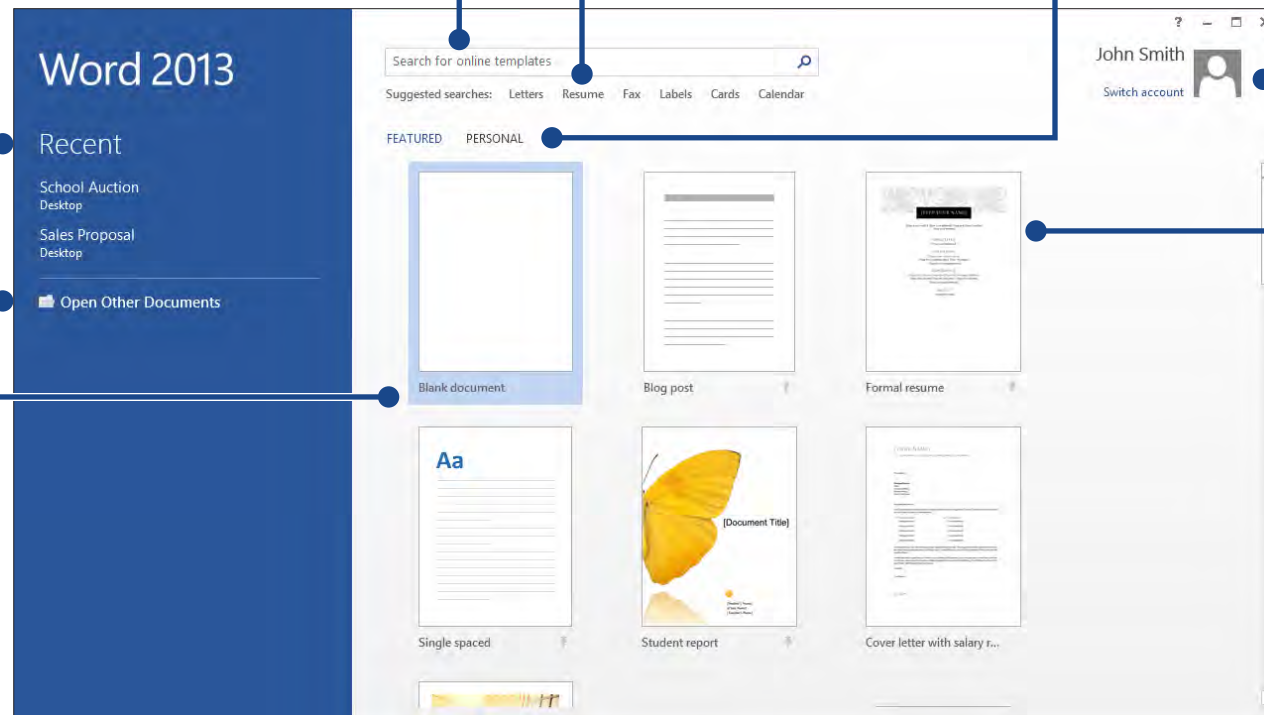
The Recent list provides easy access to your most recently used documents.

Open other files

Browse to find other documents stored online or on your computer.

Create a new document

To start with an empty page, click **Blank Document**.



Sign in

Sign into your account and get to documents that you saved online.

Template Preview

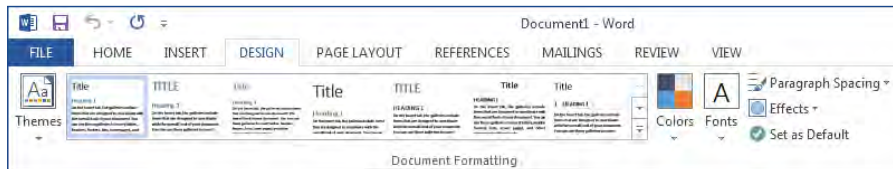
Scroll down to see thumbnail previews of templates. Click an image to see a larger preview.

Tip

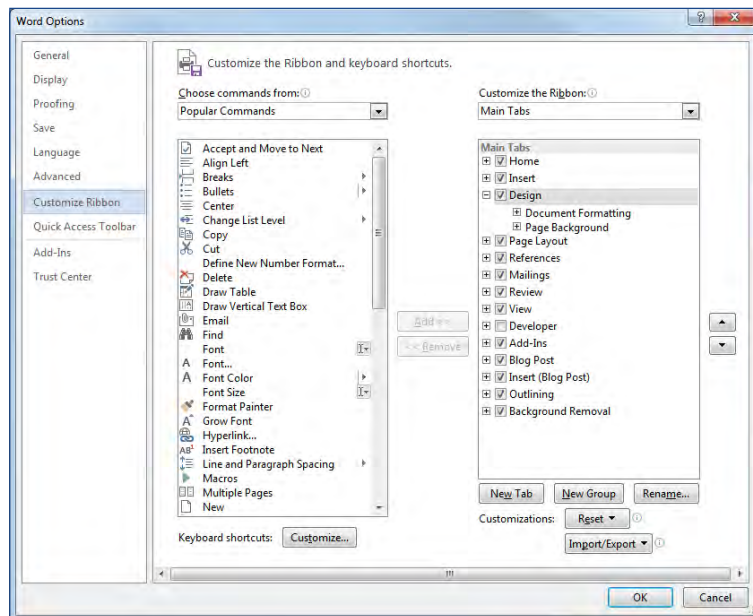
To skip this screen and go straight to a blank document, hit **Enter** or press **Esc**.

What's new on the ribbon

The new **Design** tab in Word 2013 makes it easier to use themes, styles, and other formatting features and to understand how they relate to one another.

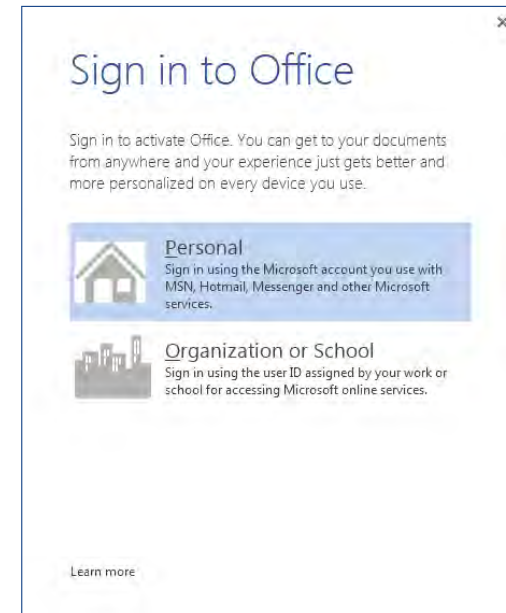


You can easily customize the ribbon to suit your needs by creating new tabs and filling them with the commands you use the most. To begin customizing ribbon commands, click **File > Options > Customize Ribbon**.

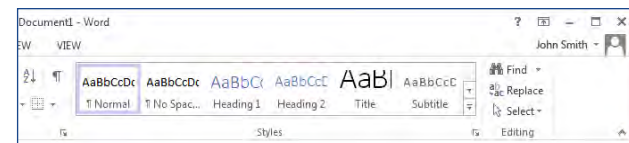


Sign in to Office

Work whenever and wherever you want. By signing in to Microsoft Office, you can safely get to your Office files from anywhere.



Look for your name at the top right corner of the ribbon. After you sign in, you can update your profile or switch accounts from here.



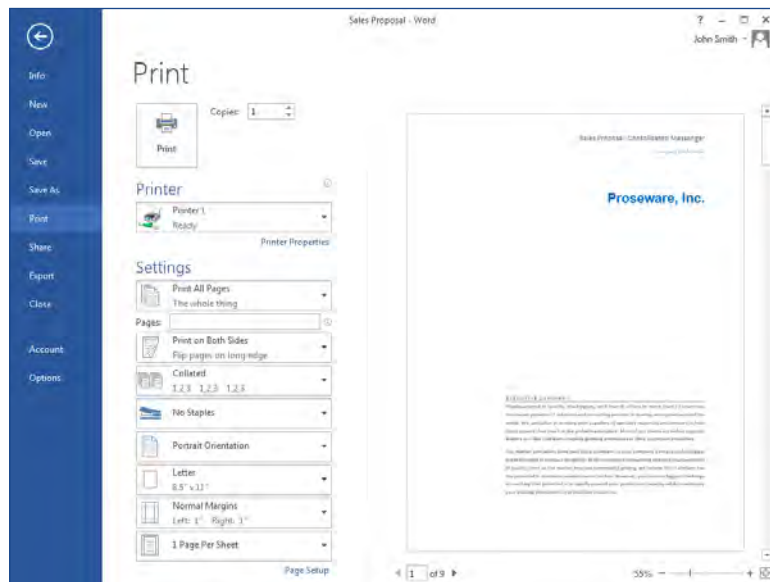
Things you might be looking for

Use the list below to find some of the more common tools and commands in Word 2013.

To...	Click...	And then look in the...
Open, save, print, preview, protect, send, convert files or connect to locations to save your documents to the cloud	File	Backstage view (click the links on the left side in this view).
Change line spacing, apply formatting and styles to text	Home	Font , Paragraph , and Styles groups.
Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers	Insert	Pages , Tables , Illustrations , Links , and Header & Footer groups.
Quickly change the look of your document, change the page background color, add a border to the page, or add a watermark	Design	Document Formatting and Page Background groups.
Set margins, add page breaks, create newsletter-style columns, change spacing between paragraphs, or rotate a page to landscape	Page Layout	Page Setup group.
Create a table of contents, or insert footnotes and endnotes	References	Table of Contents and Footnotes groups.
Create envelopes or labels, or do a mail merge	Mailings	Create and Start Mail Merge groups.
Check spelling and grammar, get a word count, or track changes	Review	Proofing and Tracking groups.
Switch between document views, open the Navigation pane, or show the rulers	View	Views , Show , and Window groups.

Where is Print Preview?

Click **File** > **Print** to see a print preview of the current document to the right of other useful print-related settings.

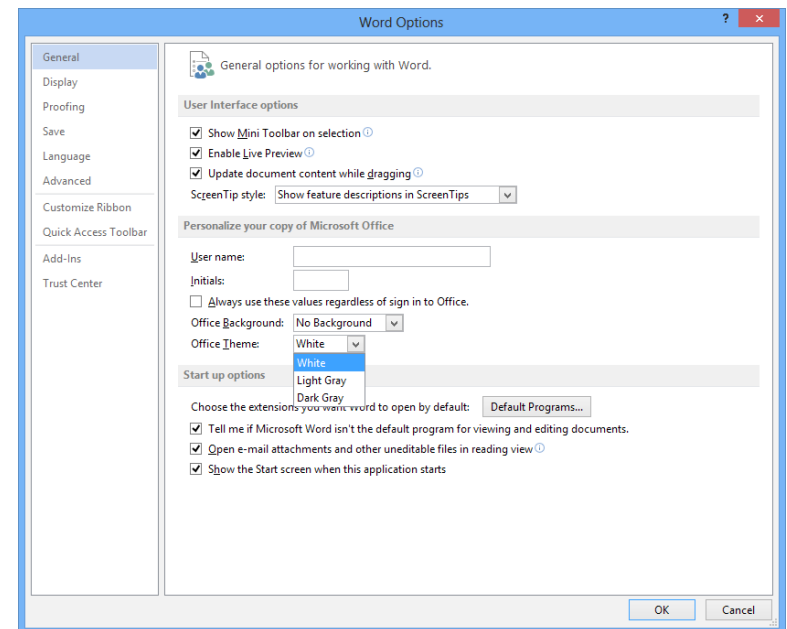


The right side of the window previews how the document will look when printed. Use the left side of the window to choose a printer or fine-tune settings — for example, to change from Portrait to Landscape, to change the paper size, or to print only the current page.

To set more print options, click the **Page Setup** link at the bottom of the left side of the window, below **Settings**.

Where do I choose options?

Click **File** > **Options** to open the **Word Options** dialog box. This is where you can customize Word settings and preferences.



Some settings in the **Word Options** dialog box apply only to Word. But some preferences (for example, choosing **Light Gray** or **Dark Gray** for your **Office Theme**) will apply to all of your installed Office programs.

How to work with people who don't yet have Word 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Word.

In Word 2013...	What happens?	What should I do?
You open a document that was created in an earlier version of Word.	In Word 2013, you'll see the words [Compatibility Mode] next to the file name on the title bar. Compatibility Mode makes sure that no new features in Word 2013 are available in the document, so that people using earlier versions of Word can work with it.	You can work in Compatibility Mode or you can convert your document to the new format. To convert the document, click File > Info > Convert . Converting your document lets you use the new features, but people using earlier versions of Word might have difficulty editing certain parts of the document.
You save your document as a Word 2013 file.	<p>If someone opens the document in an earlier version of Word, they may not be able to change some items that were created using Word 2013 features.</p> <p>Word 2003 users will need the free Compatibility Pack. A prompt to download the pack appears when Word 2003 user opens the document.</p>	<p>If you need to share a Word 2013 document with someone using an earlier version of Word, run the Compatibility Checker tool to make sure the file will work for them.</p> <p>Click File > Info > Check for Issues > Check Compatibility. This tool tells you which new features in Word 2013 won't work in older versions.</p>
You save your document as a Word 2003 file.	If you've used new Word features or formatting in your document, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file.	You don't have to do anything, necessarily. When you save your file in the older Word 2003 file format, the Compatibility Checker will run automatically and warn you about any unsupported features. Then you can choose to make any changes to your document.

Quick Start Guide

Microsoft Visio 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Updated templates

Templates help you start the drawing type that you want. Find them on the **File** tab. The most popular templates are color-coded by category, and you can search if you don't see the one you want.

Customize the look and design

Give your drawing a coordinated look with themes and matched colors. Find them on the **Design** tab.

Add comments

Add comments to a shape, or reply to others' comments. Click a comment indicator on the drawing, or use the **Review** tab.

Quick Access Toolbar

Commands here are always visible. Right-click a ribbon command to add it here.

Shapes search

Can't find a shape? Click **Search** in the **Shapes** window.

Specialized shapes

Templates come with stencils, which are collections of specialized shapes. You can add more stencils for more shape options.

Show or hide the ribbon

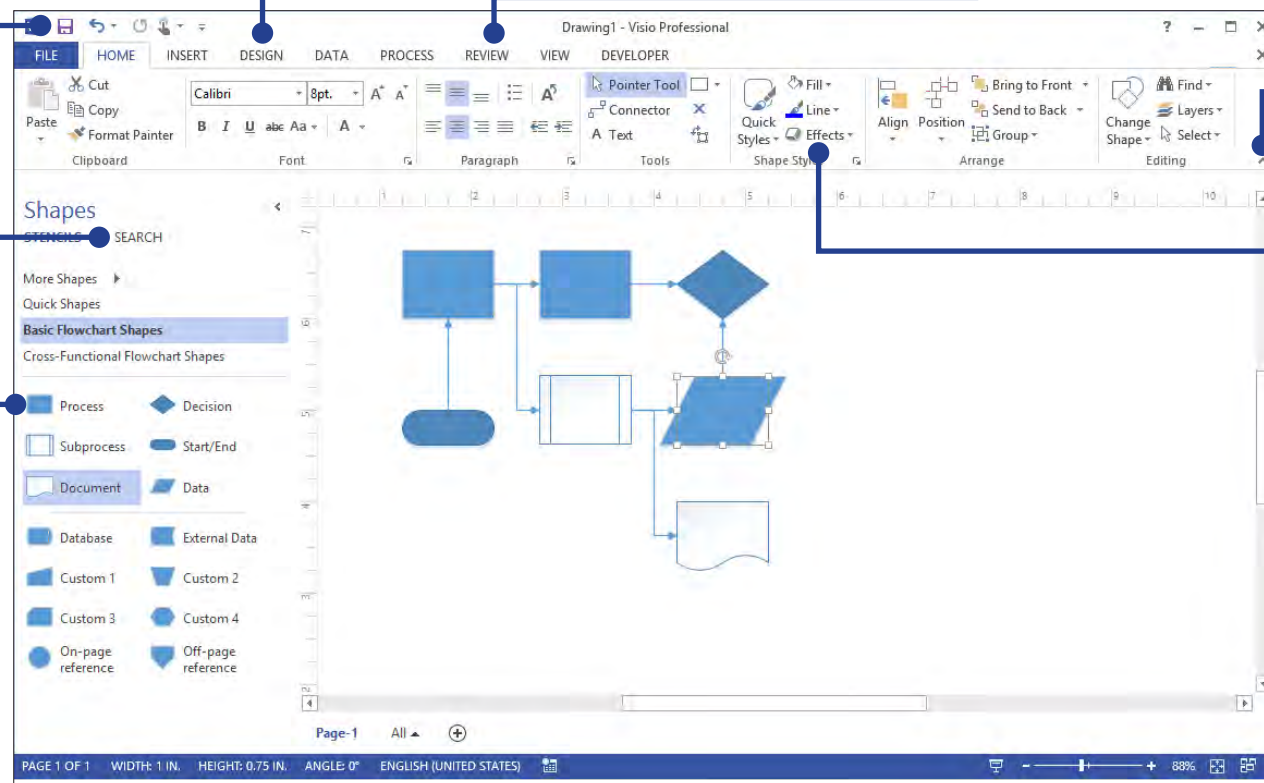
Click a tab to open the ribbon, or pin it so it's always visible.

Shape effects

Give shapes effects like shadows, gradients, or 3-D rotations.

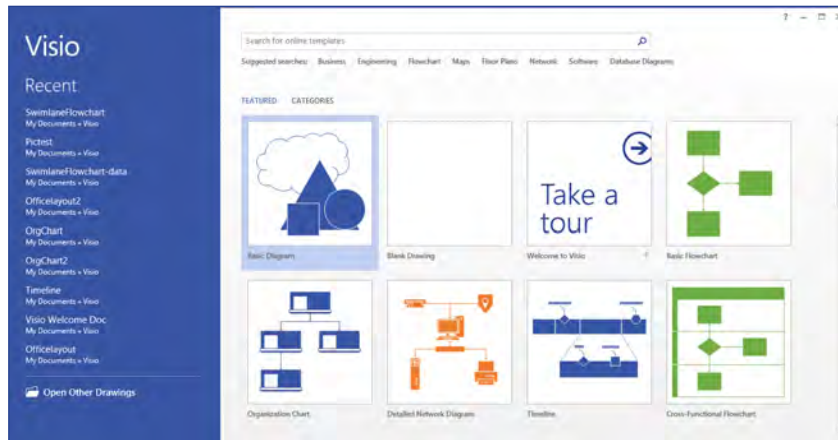
Use touch controls

If you have a touch device like a tablet, you can review and edit your drawing with touch gestures. Add and move shapes, use pinch and zoom, add comments and text.



Get a jumpstart on your work

Visio comes with dozens of templates to start you quickly on almost any type of drawing, from organization charts to network diagrams to floor plans to wiring diagrams to workflows and more.



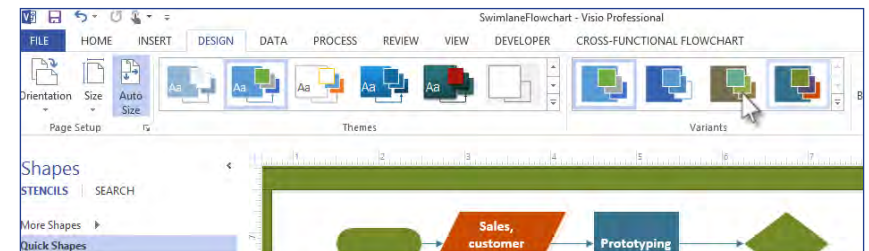
Each template includes shapes related to the type of drawing, in specialized collections called stencils. The **Shapes** window, at the side of the drawing, holds the most popular stencils and shapes for the diagram type you're making.

To begin, drag shapes from the **Shapes** window onto your drawing.

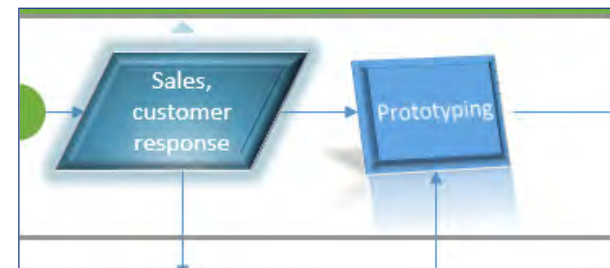
Make your drawing look professional

Just a few clicks can give your drawing a professional and engaging look. Use a theme to apply a coordinated set of colors, or customize it with one of the color variants. Find galleries for both on the **Design** tab.

Roll the pointer over each gallery option to get a live preview of what your drawing would look like.



You can also add more visual impact to shapes. Visio now lets you give shapes the same effects — such as fill colors, gradients, shadows or 3D effects — that you can add to art in the other Office programs. Use the **Shape Styles** group on the **Home** tab.



Things you might be looking for

Use the list below to find some of the more common tools and commands in Visio.

To...	Click...	And then look in the...
Create or open a drawing, save, print or share, refine how Visio works	File	New, Open, Save, Save As, Print, Share, Export, and Options groups.
Add or edit text, give a style to a shape, align and arrange shapes	Home	Font, Paragraph, Shape Styles, and Arrange groups.
Add a picture, CAD drawing, text box, container or connector	Insert	Illustrations, Diagram Parts, and Text groups.
Apply a professional color scheme to a drawing, add a background	Design	Themes, Variants, and Backgrounds groups.
Check spelling, add or reply to comments	Review	Proofing and Comments groups.
Turn on gridlines and guides, turn on the Shape Data window	View	Show and Visual Aids groups.

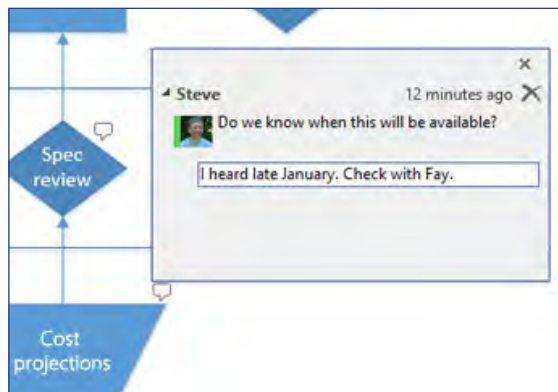
Work on a diagram as a team

If your drawing is saved to SharePoint, multiple team members can work on it at the same time. See who else is working on different parts of the diagram, and everyone gets notifications on what others have changed.

And if the drawing is shared on SharePoint or Office 365, others can view and comment on it through their Web browser, even if they don't have Visio installed.

Share input and feedback in comments

Visio now has improved commenting, letting you add and reply to comments in Visio or online using Visio Services.

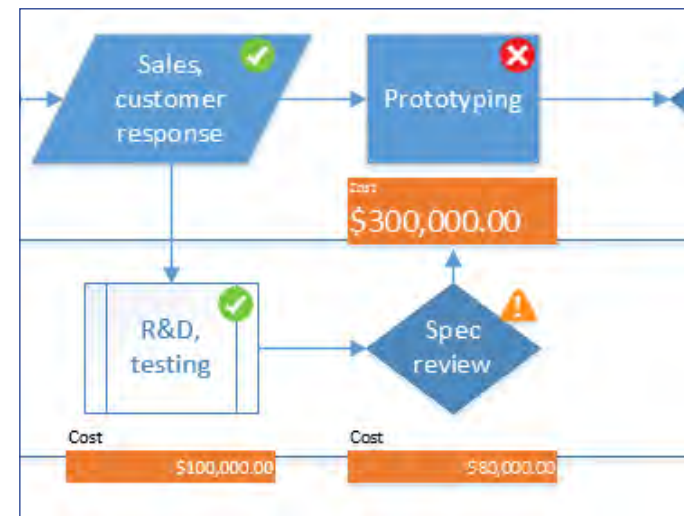


You can see when commenters are online and, if you have Lync 2013 installed, set up a messaging conversation with them in Visio.

Use Visio to visualize data

Connect any shapes in your diagram to real-time data to make complex data easier to scan and understand. You can link to common business data sources, such as Excel, Access, SQL Server, or SharePoint, and you can have the shape data update automatically whenever the source data changes.

You can then make the data instantly understandable with colors, icons, symbols, and graphs that are attached to the shape.



The graphics are also updated automatically whenever your data changes. This helps to identify patterns in the data at a glance.

How to work with people who don't have Visio 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Visio.

In Visio 2013	What happens?	What should I do?
You open a document that was created with Visio 2010.	The file opens in Compatibility Mode, which turns off features of Visio 2013 that would cause problems in earlier versions.	If you don't think the file will be viewed with older versions, save it as a Visio 2013 drawing. Or, you can convert it to the new format by clicking File > Info > Convert . If this command is not available, then you don't need to convert the file.
You save your document as a Visio 2013 file.	You will have no compatibility issues opening or saving the file. People with older versions of Visio will not be able to open the file, since the file format used in Visio 2013 is not compatible with Visio 2010 or earlier versions.	If people will be opening the drawing with an older version of Visio, save it as the earlier file type. Click File > Save As . Next, choose the location that you want to save to and then, in the Save as type list, choose Visio 2003-2010 Drawing .
You save your document as a Visio 2010 file.	When you save the drawing in an older format, the Compatibility Checker appears and shows a list of potential problems. This usually refers to Visio 2013 features in the drawing that aren't there or won't work in earlier versions.	The Compatibility Checker explains what changes will be made to the drawing when it's saved in the older file format. Cancel the "Save As" if you don't want to make those changes. Otherwise, Visio 2013 automatically makes the changes and you see the revised drawing when the save is complete.

Tips and Tricks

Skype for Business Functionality

Skype for Business (SFB) provides Office 365 users with instant messaging (IM) and availability information, at work, and while on the go. The latest version of **SFB** offers a new, clean look to help you communicate quickly and easily.

Currently, NYSeMail is rolling out IM and Presence as an initial offering to end users. You will be able to see other users that are online and communicate via instant messaging with them.

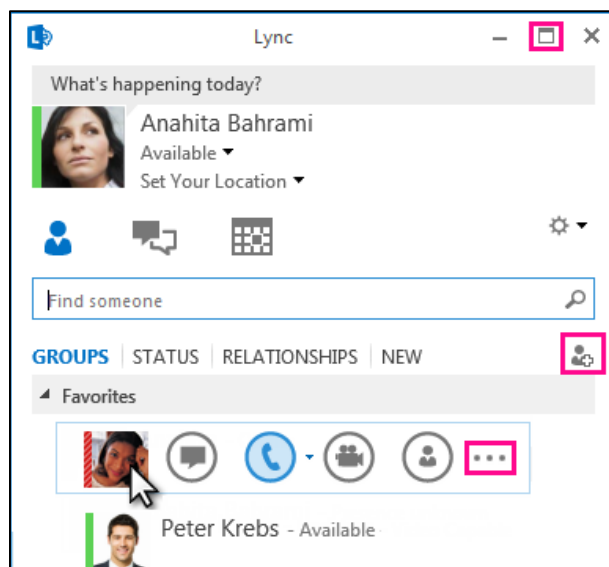
Note: MS Lync is undergoing a change to **Skype for Business** as a brand. You may notice that some features are identified as Lync and others as **Skype for Business** until this change is completed.

Top features to explore:


Clean Look with Quick Lync Bar

Skype for Business now uses a Quick Lync bar to provide more functionality with less clutter. The Quick Lync bar contains buttons that are revealed when you hover over a contact's picture. You can start an instant messaging (IM) conversation or view a contact card with a single click.

Hover over the three dots on the right to see more options.



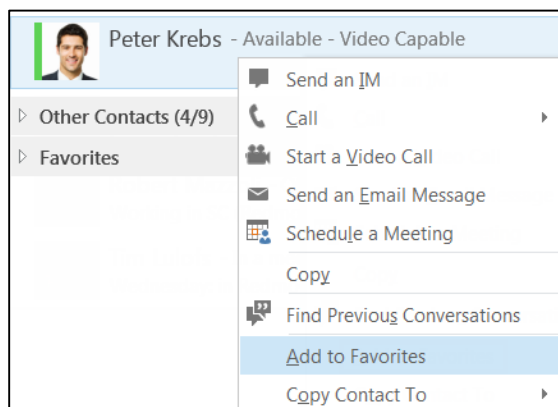
A new Full Screen  icon lets you expand your Lync window to fill the screen.

The Add a Contact  button helps you quickly build your Contact list.

Office 2013 and Skype for Business

Keep Your Favorites Close

A Favorites group lets you build a list of people you contact most often for quicker access. Simply right-click a contact, and then click Add to Favorites in the drop-down list.



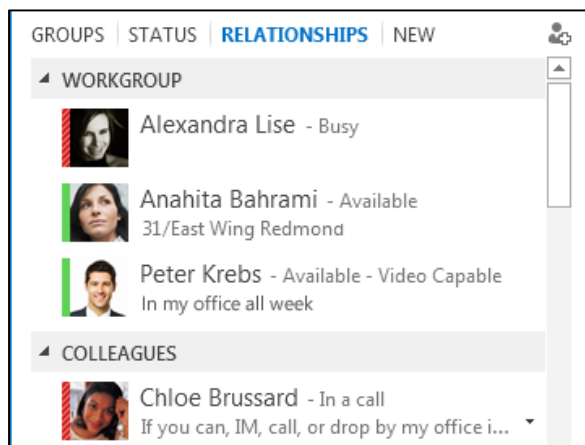
IM Photos

You now have the ability to include photos in instant messages to make your conversations more expressive.

New Display Options

The selections on the Contacts view give you several new display options:

- Click **Groups** to see your contacts organized by the groups you've defined.
- Click **Status** to see your contacts organized by availability (online, away, unavailable, or unknown).
- Click **Relationships** to see them grouped according to the privacy relationships you've defined for them.
- Click **New** to see a list of people who've asked to be included on your Contact list.

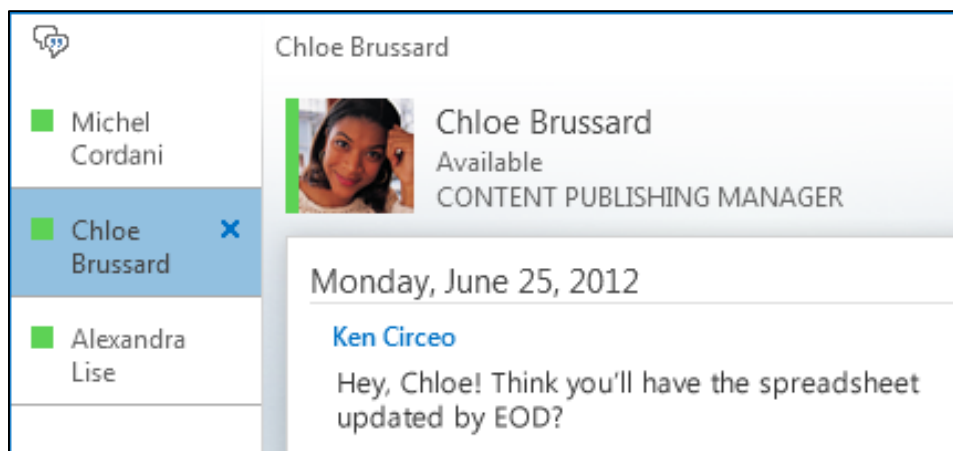




Office 2013 and Skype for Business

Use the new **Contact List** options page to choose how you want to sort and display contacts. You can select an expanded, two-line view that shows contacts pictures or a condensed one-line view. You can also sort contacts alphabetically or by availability.

Tabbed Conversations

With the tabbed conversations feature, you can now keep all of your Instant Messages in one conversation window. The tabs along the left side of the conversation window let you navigate easily among all active conversations. (Of course, if you prefer one window per conversation, you can select that option on the IM options page.)



Use the pop-out button  to break out an individual conversation into its own window, and then resize it as you like. Then use the pop-in button  to add the window back to the main conversation window.

Lync can remember your conversation state even when you sign out and sign back in.

The icons at the bottom of the conversation window let you quickly add others to an IM conversation. Hovering over an icon will reveal its communication mode and the options available to you; clicking the icon converts your instant message to that mode.



Office 2013 and Skype for Business

Additional Resources

Additional resources and information about Office 365 applications including Skype for Business are available on our SharePoint site.

Microsoft Skype Material

<https://support.office.com/en-us/article/Quick-Start-Guides-about-Skype-for-Business-bbb1dd15-3858-4081-9c28-8379020af66d?ui=en-US&rs=en-US&ad=US>

Office 2013 Quickstart Guides

<https://support.office.com/en-US/article/Office-2013-Quick-Start-Guides-4a8aa04a-f7f3-4a4d-823c-3dbc4b8672a1>

Skype for Business Quick Start Guide and Reference Card

<https://nysemail.sharepoint.com/sites/Office365KC/Pages/skype.aspx>

NYS Office 365 Training and Contact Information

https://nysemail.sharepoint.com/sites/Office365KC/Final%20versions/o365_Office365TrainingAvailable.pdf

Office 2013 and Skype for Business

Need Help?

Contact the ITS Service Desk at:

1-844-891-1786

Reach us through online chat at:

Send us an email at:

chat.its.ny.gov

Fixit@its.ny.gov

Ask Watson Chat at: <https://nysitsm2.service-now.com/sp>

If your Agency is listed below, please continue to contact your Local Help Desk:

Administrative and General Services <ul style="list-style-type: none">• Division of the Budget	(518) 486-4357
Enforcement and Regulation <ul style="list-style-type: none">• State Board of Elections• State Inspector General	(518) 473-4803 (518) 474-1010
Housing <ul style="list-style-type: none">• NYS Homes and Community Renewal	(518) 486-5042
Grants and Licensing <ul style="list-style-type: none">• Higher Education Services Corp	518-473-0550
Environment <ul style="list-style-type: none">• Adirondack Park Agency	(518) 891-4050
Health <ul style="list-style-type: none">• Department of Health• Office of Medicaid Inspector General	(518) 381-2100 (800) 697-1323 / (518) 408-6487
Behavioral Health <ul style="list-style-type: none">• Office of Alcoholism & Substance Abuse Services• Office of Mental Health	(518) 381-2100 (518) 474-5554
Public Safety <ul style="list-style-type: none">• Division of Criminal Justice Services• Department of Homeland Security and Emergency Services• Department of Corrections and Community Supervision• Division of State Police• Office for the Prevention of Domestic Violence• Office of Victim Services	(800) 262-3257

ATTN: Local Districts of Social Services county employees: Please follow existing protocol and contact your local Human Services Enterprise Network (HSEN) LAN Administrators for assistance, before reaching out to the ITS Help Desk.