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1

Introducing Office 2013

This chapter discusses the latest version of Microsoft Office, with its ribbon style of user interface. It identifies the range of editions, and outlines the requirements for installation, starting applications, shared features, Office document types and compatibility with older versions.

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There's no upgrade pricing for retail Office 2013 editions, and they provide a license for use on one computer only, though you can transfer the license if you replace your machine.



All of the Office 2013 applications are also available in the Office 365 editions on a subscription basis, and these have licenses for up to five computers.



See page 222 for more details of the options for Office 2013.

Microsoft Office 2013

Microsoft Office is a productivity suite of applications that share common features and approaches. There have been numerous versions, including Office 95, Office 97, Office 2000, Office XP (aka Office 2002), Office 2003, Office 2007 and Office 2010. The latest version, released in January 2013, is Microsoft Office 2013.

There are various editions, with particular combinations of applications. The Home and Student edition contains:

- Excel 2013 Spreadsheet and data manager
- PowerPoint 2013 Presentations and slide shows
- OneNote 2013 For taking and collating notes
- Word 2013 Text editor and word processor

There's a Windows RT (for mobile devices) version of the Home and Student edition, though the applications it provides have restricted feature sets.

The Home and Business edition of Office 2013 contains all of the applications in the Home and Student edition, plus:

- Outlook 2013 Electronic mail and diary

The Professional edition of Office 2013 contains all those found in Home and Business edition, plus two applications:

- Access 2013 Database manager
- Publisher 2013 Professional document creation

For business users there are two volume license editions. The Standard edition has all the applications from the Professional edition except for Access. The Professional Plus edition has all the products from the Professional edition with two additions:

- InfoPath 2013 Design electronic forms
- Lync 2013 Online messaging service

Ribbon Technology

Whichever edition of Office 2013 or Office 365 that you have, the applications they provide will feature the Ribbon graphical user interface, which replaces menus and toolbars.



This result-oriented user interface was first introduced in Office 2007, and now appears in all the applications in Office 2013.



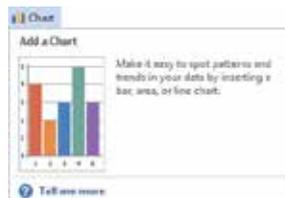
The Ribbon contains command buttons and icons, organized in a set of tabs, each containing groups of commands associated with specific functions. This makes the features more intuitive, and more readily available, and allows you to concentrate on the tasks you want to perform rather than the details of how you will carry out the activities.

Some tabs are contextual and appear only when certain objects are selected. For example, when you select an image, the Picture Tools Format tab and its groups are displayed.



For systems with touch-enabled monitors, Office 2013 offers a Touch mode ribbon with larger and more widely spaced icons (see page 16).

The Ribbon-based user interface also features extended ScreenTips with images and links. The tips display as you move the mouse pointer over an option, and describe what the functions are or give keyboard shortcuts.





These are minimum requirements. It would be better to have a higher-speed processor, with additional memory and, for Windows 8 systems, a touch-enabled monitor.



These system properties are for the PCs used for this book, the Dell Inspiron 560 64-bit desktop (Windows 8 Pro and Office Professional Plus) and the Microsoft Surface RT 32-bit Tablet (Windows RT and Office 2013 RT). Systems with Windows 8.1 are similar. However, the tasks and topics covered will generally apply to any edition or operating environment.

What's Needed

To use Microsoft Office 2013, you will need at least the following components in your computer:

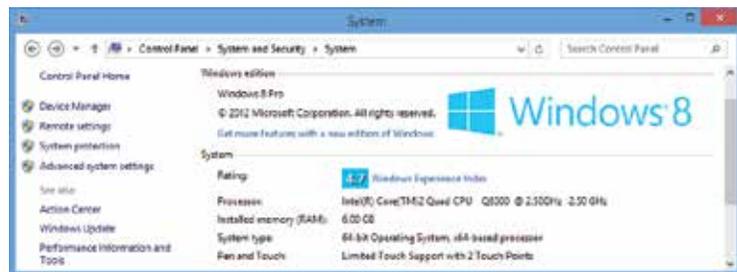
- 1GHz processor (32-bit or 64-bit)
- 1GB memory (32-bit)
2GB memory (64-bit)
- 3.0GB available disk space
- 1024 × 576 or larger resolution monitor
- Windows (7 or 8) or
Windows Server (2008/R2 or 2012)



Some functions will have additional requirements, e.g.:

- Touch-enabled monitor for controlling the system
- Internet connection for online help
- CD-ROM or DVD drive for install, data and backup

Windows 8 or RT systems will fully support Office 2013.



Installing Office 2013

If you purchase a copy of Office 2013, it will be downloaded onto your computer from where you can burn a DVD. Run the Setup program from this disc to begin the installation.

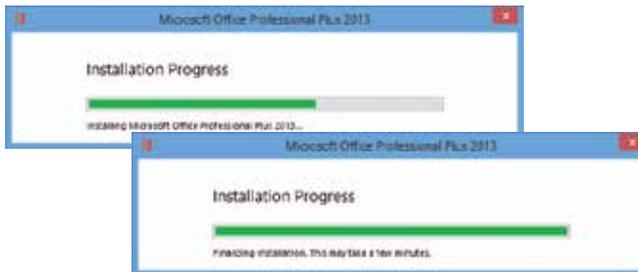
- 1 Accept license terms for Office 2013 as prompted



- 2 Select Install Now to accept the default settings and install all the Office 2013 applications in your edition



- 3 Applications are installed and Office 2013 finalized



- 4 Tiles for all your Office 2013 applications will be added to the Start screen



Select Customize to choose which particular applications you want to install, or to specify the 64-bit version of Office 2013. By default, the 32-bit version is installed, even if there is a 64-bit operating system.



If you have an older version of Office, you may be offered the option to Upgrade the existing installation.





This shows the Windows 8 Start screen. However, equivalent shortcuts are added to the Windows 7 Start menu.

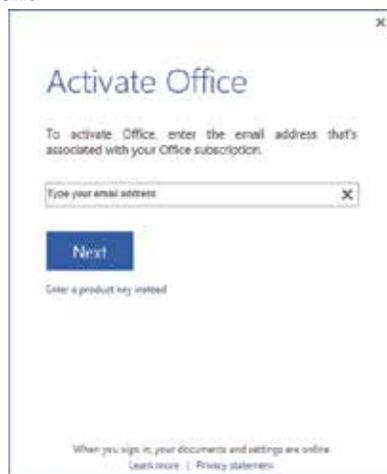
Start an Application

The first time you start an application after installing Office 2013, you are prompted to complete the installation settings.

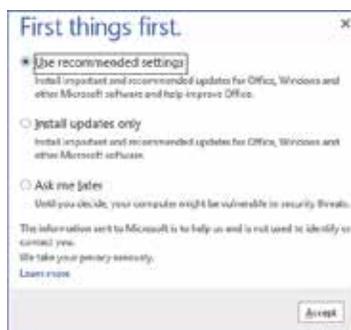
- 1 Switch to the Start screen and select an application, e.g. Word
- 2 You'll be prompted to Activate Office
- 3 Enter your email address for a subscription to Office 365 and click Next



- 4 For a purchased Office 2013, click Enter a product key, type your license key and click Continue



- 5 Select Use recommended settings, click Accept then choose Office Open XML formats and click OK



Setting up and activating the first application in Office sets up all the other applications in the suite at the same time.

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You can also add shortcuts for the Office applications to the Taskbar on the Desktop. To create the shortcuts:

- 1 On the Start screen, right-click the application tile and select Pin to taskbar from the App bar displayed



- 2 Repeat to add any other applications that you want readily available

- 3 Press Escape to return to the Start screen and click the Desktop tile to see the revised Taskbar

- 4 If any of your applications are not displayed on the Start screen, right-click the screen and select All apps

- 5 Right-click any application and select Pin to taskbar to add a shortcut (or click Pin to Start)



If you have Windows RT and Office RT on your computer, you'll find that the shortcuts for Word, Excel, PowerPoint and OneNote are already defined for the Taskbar.



The applications that are listed on the Apps screen depend on the edition of Office 2013 you have installed, e.g. there are 19 entries for Office 2013 Professional Plus, but only 7 for Office RT.

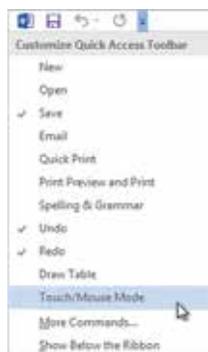




Document-based Office applications open at the Start screen with the Recent Documents list and various Templates.

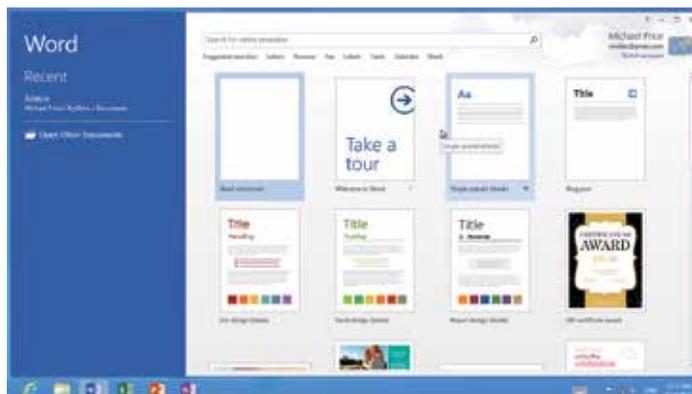


The Touch/Mouse Mode button appears by default when you have a touch-enabled monitor. To add it if not displayed, click the Customize Quick Access Toolbar button and then select Touch/Mouse Mode. You can then display the enlarged Ribbon on a standard monitor.



Application Start

- 1 Select an application tile such as Word or select the equivalent icon from the Taskbar to display the application Start screen



- 2 Select the blank document to begin an edit session



- 3 Click the Touch/Mouse Mode button on the Quick Access Toolbar and select Touch

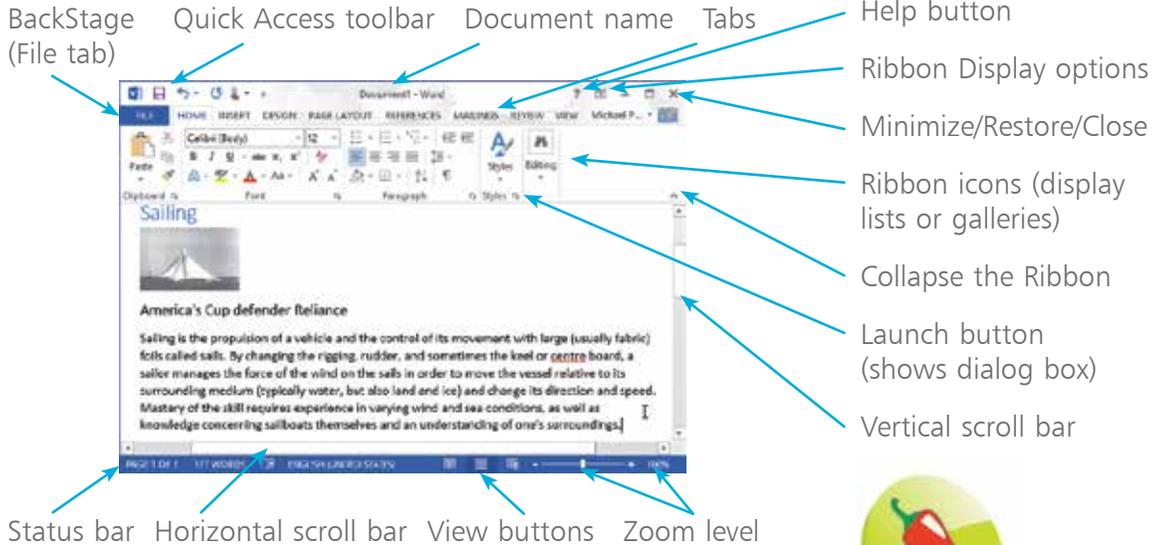


- 4 The expanded Ribbon is displayed

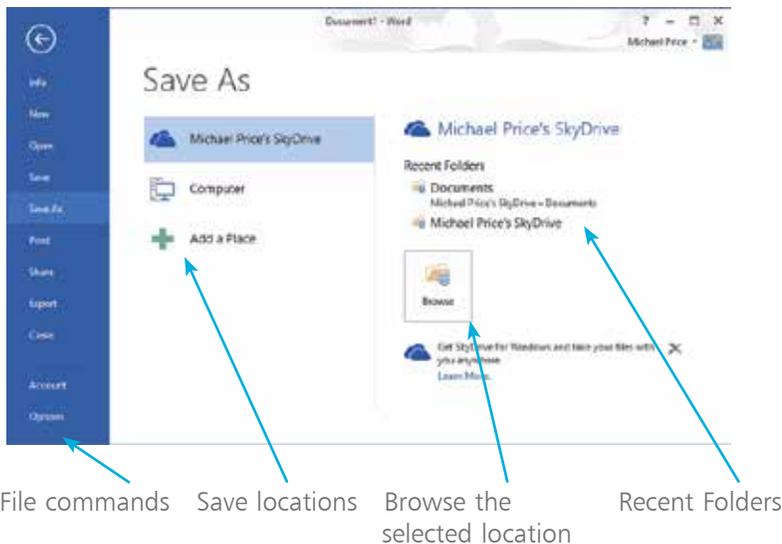


The Application Window

When you start Excel, PowerPoint or Word, the program window is displayed with a blank document named Book1, Presentation1, or Document1, respectively. E.g. in Word:



When you update your document, click File to display the BackStage and select Save to name and save the document in your SkyDrive (see page 18) or on your computer.



The Save As dialog will open the first time you select Save for a new document.



From the BackStage you can select Info for details about your document, or New to start another document, or Open to display an existing document. There are also printing and sharing options provided.

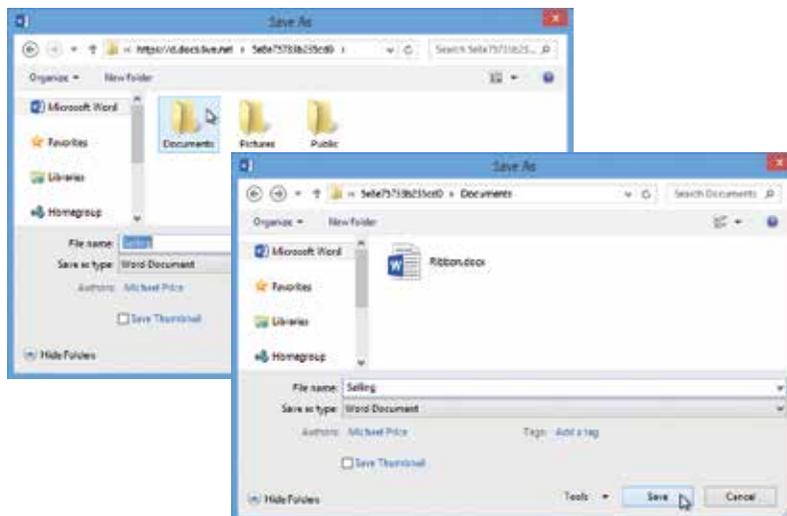


When you set up a Microsoft Account to sign on to Windows 8, or Windows RT you are assigned an allowance of up to 7GB online storage (*at the time of printing*) which is managed on the Microsoft SkyDrive server (see page 225).

Your SkyDrive

To save your documents to your SkyDrive online storage:

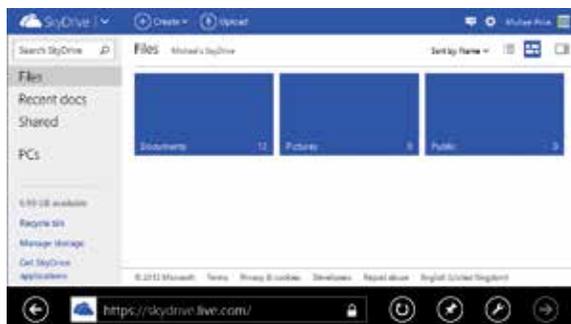
- 1 Select File, Save As, choose your SkyDrive and click the Browse button
- 2 Confirm or amend the document name then choose the appropriate folder, e.g. Documents



- 3 Click Save to upload the document and save it to your SkyDrive folder
- 4 To access your SkyDrive from your browser, go to web page **www.skydrive.com**, and sign in if needed



This means that you can access and edit the documents from any computer where you sign on with the same Microsoft account. You can also access your SkyDrive and documents from your browser.



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If you are running Windows 8 (or Windows 7) you can download SkyDrive for Windows and keep a local copy so you can edit documents even when not Internet connected.

- 1 From File, Save As click the option to Learn More about SkyDrive for Windows



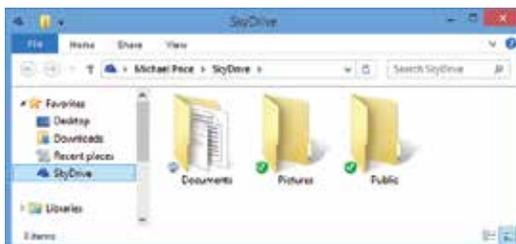
- 2 Select Download now, and click Run as prompted



- 3 The application is downloaded and installed, and the local SkyDrive is created



- 4 You find a link to the local SkyDrive under Favorites in File Explorer, and it is here that Office 2013 will now save documents when you select SkyDrive



If you have Windows RT, this application is not available, and you cannot automatically sync a local copy of your SkyDrive.



You'll be offered the option to sync all your files and folders on the SkyDrive, or to choose folders to sync.





In previous versions, you would be shown a preview of the new font or style using a small amount of sample text. Office 2013 displays full previews.

Live Preview

With the Ribbon interface, you can see the full effect on your document of format options such as fonts and styles, by simply pointing to the proposed change. For example, to see font formatting changes:

- 1 Highlight the text that you may wish to change, then select the Home tab



- 2 Click the arrow next to the Font box and move the mouse pointer over the fonts you'd like to preview



- 3 Click the font to apply the change to the text, or press Escape to finish viewing options

- 4 Similarly, preview the effects of Text Highlight Color, Font Color, Styles, etc.

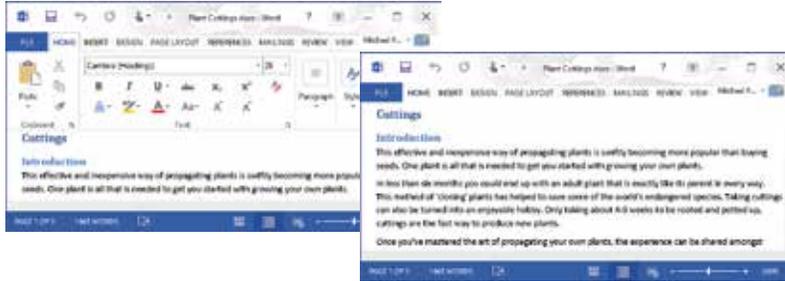


The selected text is temporarily altered to show the font (or the font size, color or highlight) that you point to.

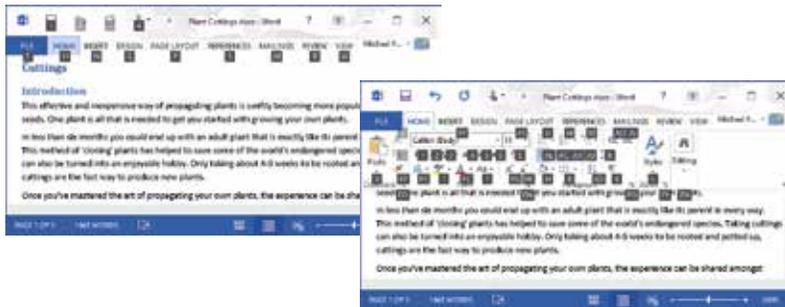
Working With the Ribbon

The Ribbon takes up a significant amount of the window space, especially on lower-resolution displays. To hide it:

- 1 Click Collapse the Ribbon (see page 17) or Right-click the tab bar and select Collapse the Ribbon



- 2 The Quick Access toolbar and the Tab bar will still be displayed while the Ribbon is minimized
- 3 The Ribbon reappears temporarily when you click one of the tabs, so you can select the required item
- 4 Alternatively, press and release the Alt key to display keyboard shortcuts for the tabs



- 5 Press Alt + shortcut key, for example Alt + H, to select Home and display the Ribbon and shortcuts



You can also select Ribbon Display Options on the Titlebar and choose Show Tabs to hide the Ribbon, or Show Tabs and Commands to reveal the Ribbon.



Hold down the Alt key and press the keys in sequence, for a two-letter shortcut, such as Alt + FS (Font Size) shown when you select the Home tab, and press Esc to go back up a level.

Quick Access Toolbar

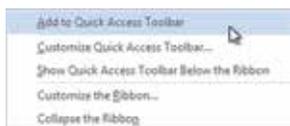
The Quick Access toolbar contains commands independent of the selected tab. There are five buttons initially:



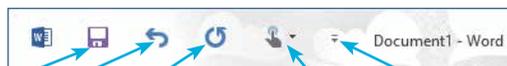
The Save As dialog will open the first time you press the Save button for a new document.



You can right-click any command on the Ribbon and select Add to Quick Access Toolbar.

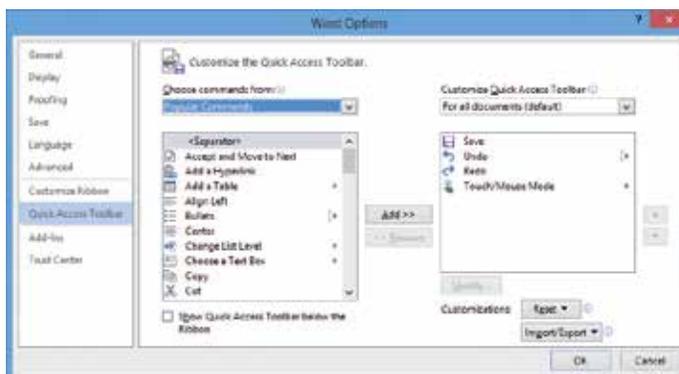


You can also click the File tab, then select the application Options and select Quick Access Toolbar to display this dialog box.



Save Undo Repeat/Redo last command Mouse/Touch mode Customize Quick Access Toolbar

- 1 Click the Save button to write the current contents of the document to the SkyDrive or to the PC drive
- 2 Click Repeat to carry out the last action again, or click Undo to reverse the last action, and click again to reverse the previous actions in turn
- 3 When you have pressed Undo, the Repeat button changes to become Redo which will re-apply actions you have reversed
- 4 Click the Customize button to add or remove icons, using the shortlist of frequently-referenced commands
- 5 Click More Commands... to display the full list of commands, then add and remove entries as desired



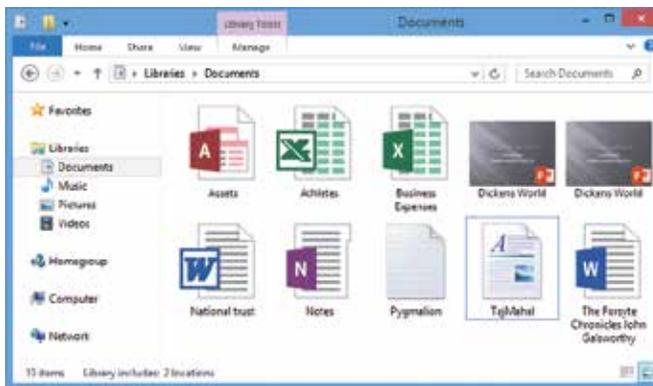
Office Document Types

The objects you create using the Office applications will be office documents of various types, including:

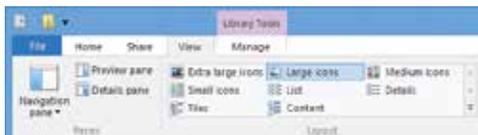
- Formatted text and graphics Word document
- Flyers and brochures Publisher publication
- Spreadsheets and data lists Excel worksheet
- Presentations and slide shows PowerPoint presentation

Each item will be a separate file. By default, they are saved in the Documents library for your username (login ID).

- 1 To review files, click File Explorer on the Desktop and select Libraries, Documents



- 2 This shows files as large icons. For another style, click the View tab and select, for example, Details, to show file information, e.g. date modified, size, type



Note that, in some applications, groups of related items will be stored together in a specially structured file. For example:

- Data tables, queries and reports Access database
- Messages, contacts and tasks Outlook folders
- Notes and reminders OneNote folders



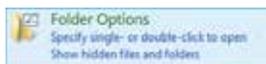
The Documents library consists of the Documents folder for the current user, and the Public (shared) Documents folder.



You can specify another folder or subfolder for particular sets of documents, to organize the contents of your libraries.



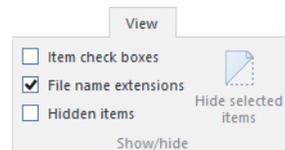
You can also change Folder Options in the Control Panel, under Appearance and Personalization.



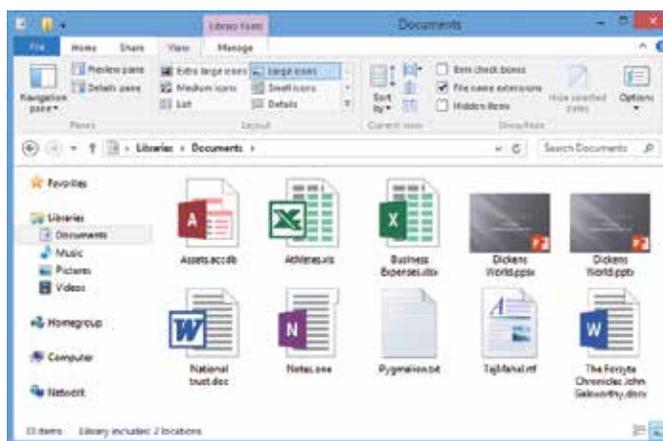
File Extensions

To see the file extensions that are associated with the various document types:

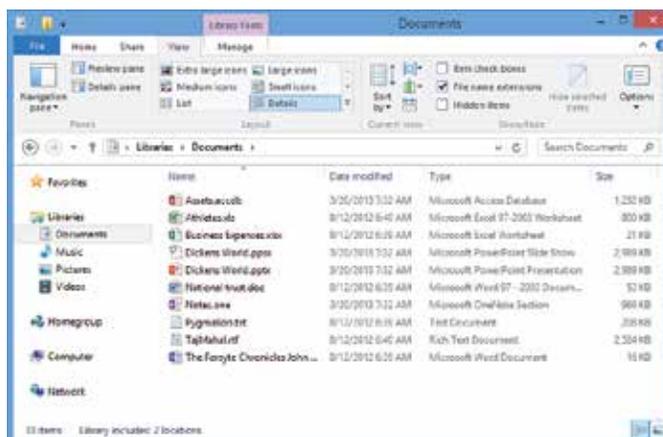
- 1 In File Explorer, select the View tab and in the Show/Hide section of the Ribbon click the box labeled File names extension



- 2 View the contents of your library folder



- 3 The file type will be shown, along with the file name, whichever folder view you choose



Files saved in Office 2013 use OpenXML formats and extensions, for example .docx and .xlsx. Older Office files will have file types such as .doc and .xls.

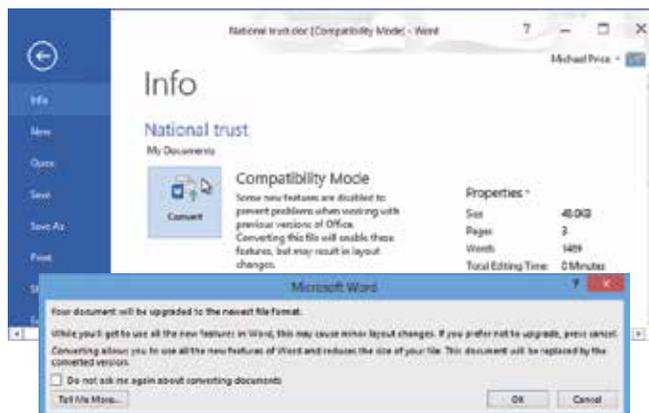


You can also click the File tab, select Save As, and choose the standard Office format (e.g. Word Document) to carry out the conversion.

Convert to Office 2013

If you have opened a document in Compatibility Mode, you can convert it to the standard Office 2013 format.

- 1 Select File tab and Info and click the Convert button



- 2 Click OK to confirm, and the file type is amended



- 3 To replace the original file, select File and then Save



- 4 To retain the original and create a new file in Office 2013 format, select File, then Save As, and click Save



Converting will create a file of the same name, but with the new Office 2013 format extension. The original file will be deleted.



With Save As, you have the option to change the file name, and the location for the new document.