

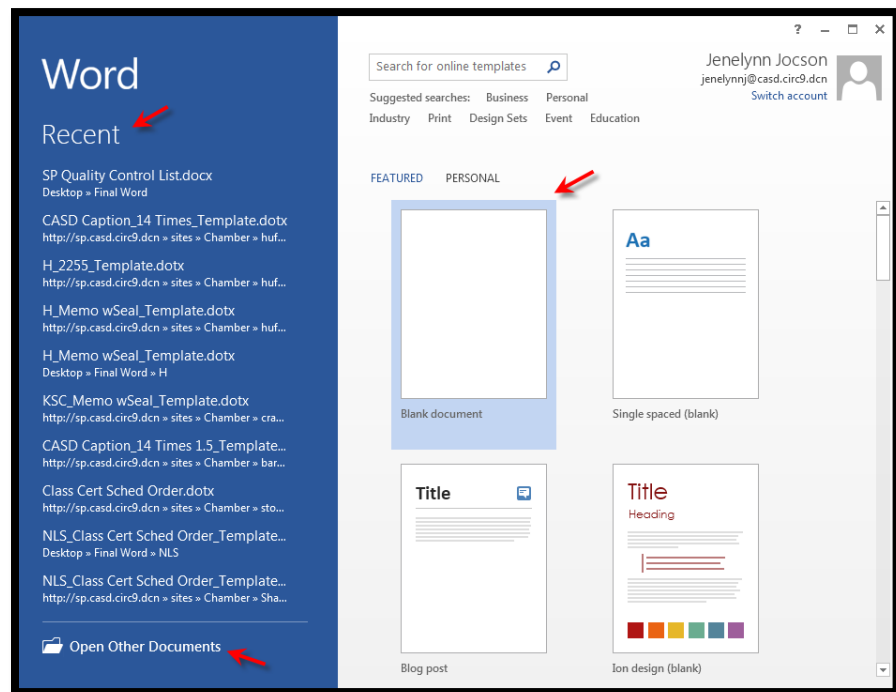
Microsoft Word 2013

Microsoft Word 2013 includes all the standard capabilities seen in previous versions of Word, as well as a few new features for a better user experience. One of the first things you'll notice about Word 2013 is a *refreshed interface*. The new look falls in line with a “Modern” interface, featuring a minimalistic appearance (more compatible for touchscreens for tablet use).

SharePoint has been integrated to more easily access documents stored online from any location. While the *Ribbon* hasn't changed much in functionality, its appearance in Word 2013 has changed slightly.

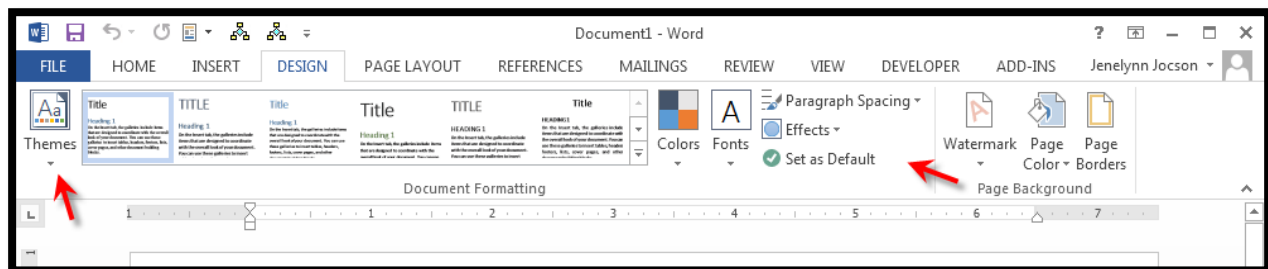
Launching the Application

As soon as you open Word 2013 from your computer program pick-list, you will see document options: option to select a “Blank Document” or option to retrieve a “Recent” document you've accessed. You also have the ability to “Open Other Documents” from SharePoint, your desktop, network folders, etc.



Ribbon Updates

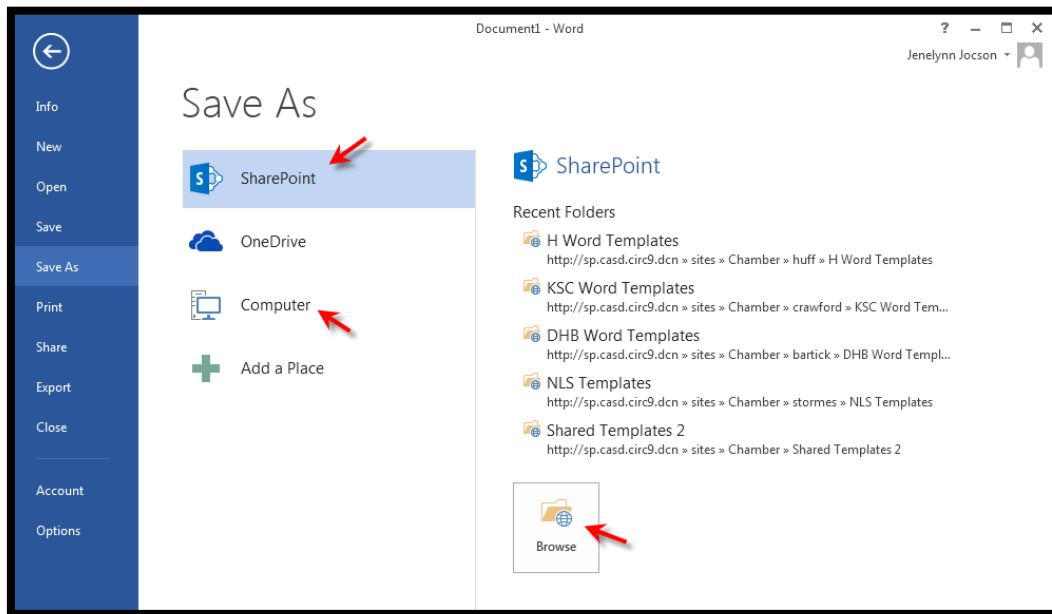
All the tab names on the Ribbon have been capitalized. A new “**DESIGN**” tab has been added. The new tab includes “*Themes*” and additional “*Styles*” options that were previously housed under “*HOME*” (Word 2010).



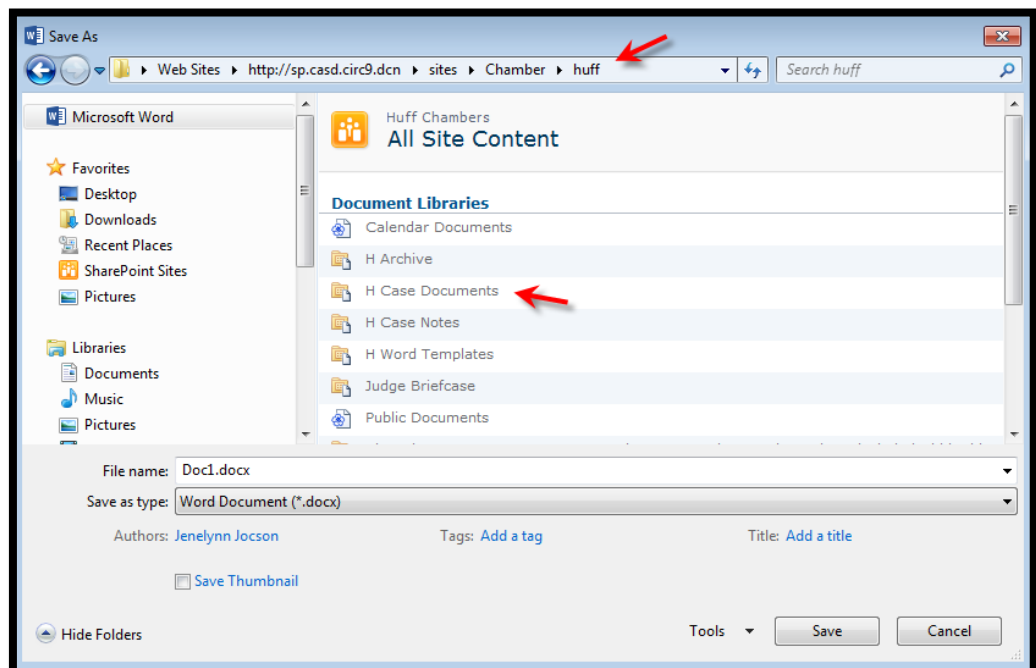
Ribbon updates also include minor icon changes (e.g. color and size of icons).

“FILE” Options - Save As, Share and Export

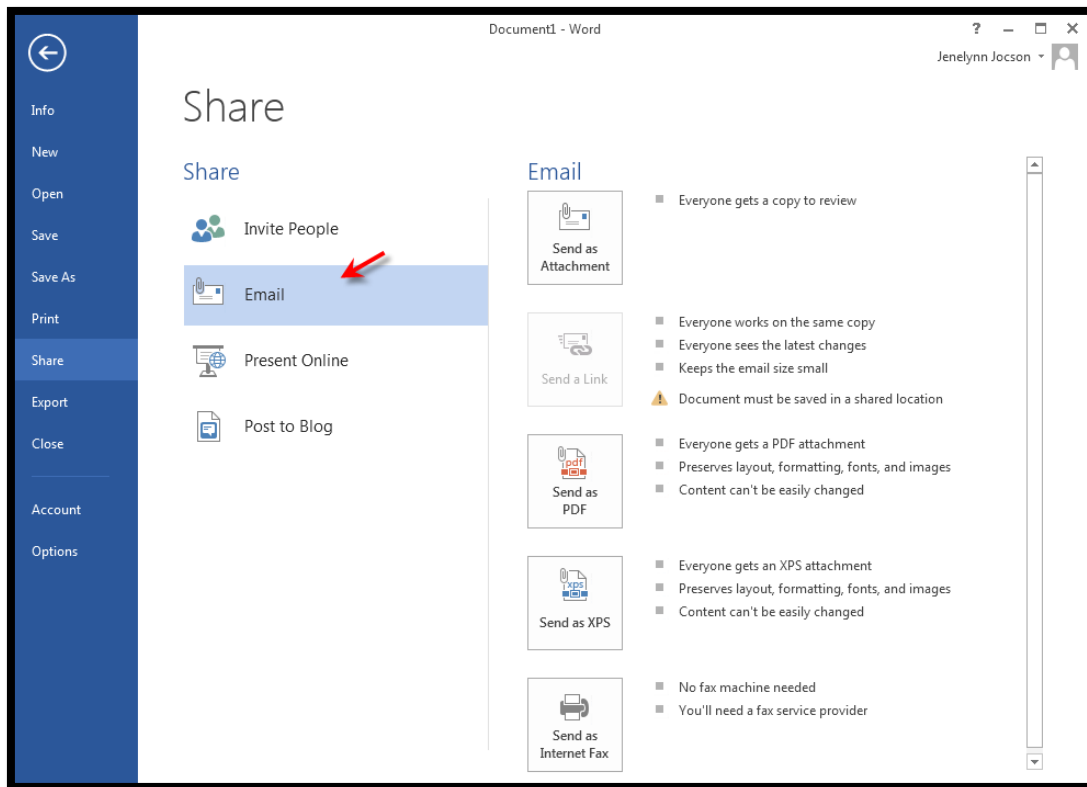
SAVE AS: Selecting the “FILE” tab from the Ribbon will produce a new option interface, now allowing you to “Save As” in **SharePoint**. As previously designed, you also have the option to select areas on your “Computer” to save your document (e.g. desktop, I: drive, S: drive).



Selecting “Browse” within the SharePoint option will produce a “Save As” dialog box. As previously designed, you can access your desktop or network folders from the left of the dialog box. At the top of the dialog box in the location field, you can also access other areas of SharePoint to save your document (e.g. selecting your chambers site name will produce a list of all areas in your site*).

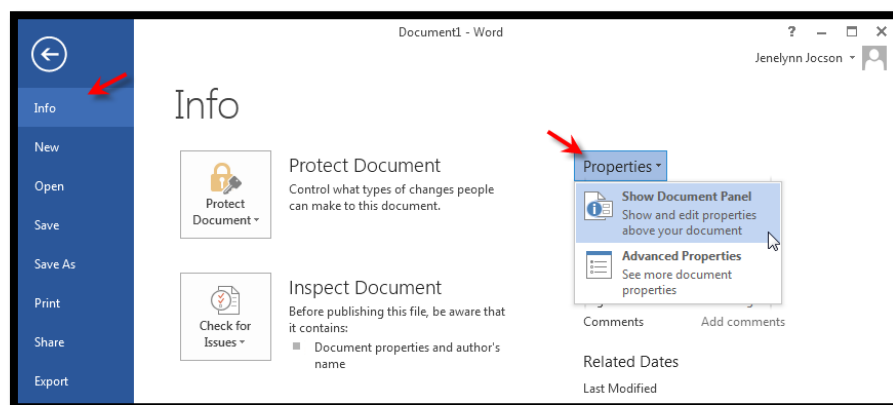


SHARE and EXPORT: The “Share” option will allow you to email your document. In Word 2010, this option was found under “Save and Send. The current “Export” option was also found under “Save and Send” (Word 2010).



Quick Tips

Word Template Information Panel: If you inadvertently “hide” the built-in information panel (within customized Word Templates created for chambers*) and want to have the panel reappear, here are quick steps to do so...



1. Select the “FILE” tab from the Ribbon.
2. Under the “Info” option, find “Properties”.
3. From the “Properties” drop-down options, select “**Show Document Panel**”.

Additional Information

For more information on what's new in Word 2013, as well as Excel 2013, and PowerPoint 2013, view the Nevada Learning Series Quick Reference Guide from our internal Web Site at *Training - Employee Training*. In the links section of the page, click the link to the AO Reference Guide Library. From the Microsoft section, select New in Office 2013:

http://training.sdso.ao.dcn/trainingmaterials/AdtlTr/Guides/Microsoft/Whats_New_Office_2013.pdf

Support

Feel free to contact the Clerk's Office for assistance. For specific assistance re customized Word templates or Chambers SharePoint sites*, please contact:

Jenelynn Jocson

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(619) 557-7356

**Please NOTE: Chambers SharePoint sites and customized Word templates will be covered during the chambers WordPerfect to Word training sessions.*