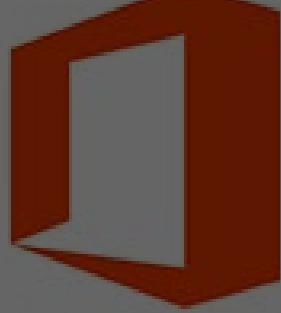# New Microsoft Office 2013 features you need to know about

Brien Posey

A photostory

New features may make an Office 2013 migration worthwhile

ALTHOUGH SOME PEOPLE may consider Office 2013 to be a relatively minor release, the 2013 version is jampacked with new features. Here are some of the most significant new Microsoft Office 2013 features that both end users and IT administrators can find useful.

carlosii

Office 2013 login links to the cloud
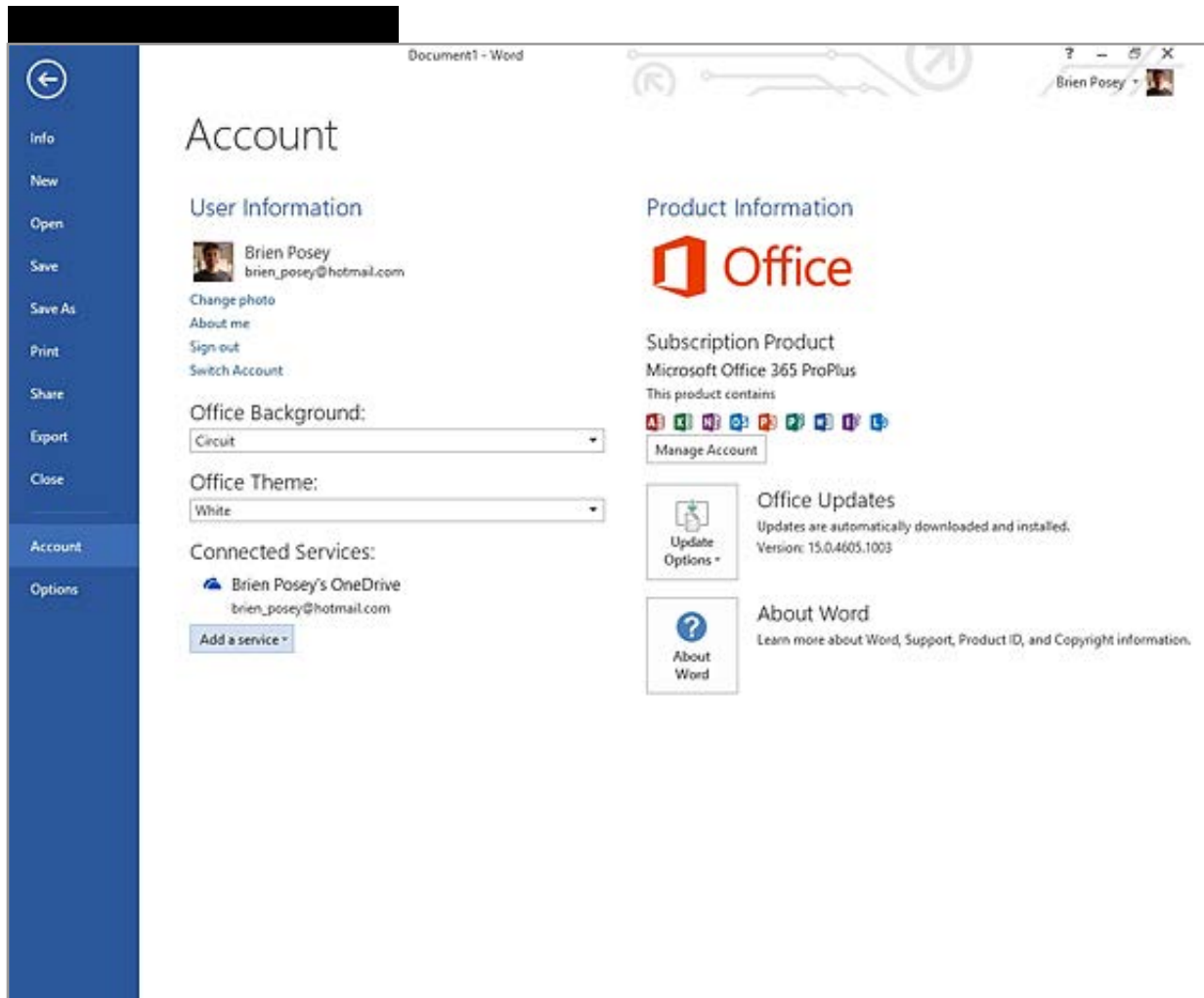
PROBABLY THE MOST significant new feature in Office 2013 is that it enables users to log into the Office suite. Doing so unlocks a number of different capabilities, including the ability to link Office to various cloud services such as Facebook, OneDrive and YouTube. This Microsoft Office 2013 feature addresses competition from other cloud-based productivity suites.

Brien Posey

# Office 2013 integrates with Microsoft OneDrive
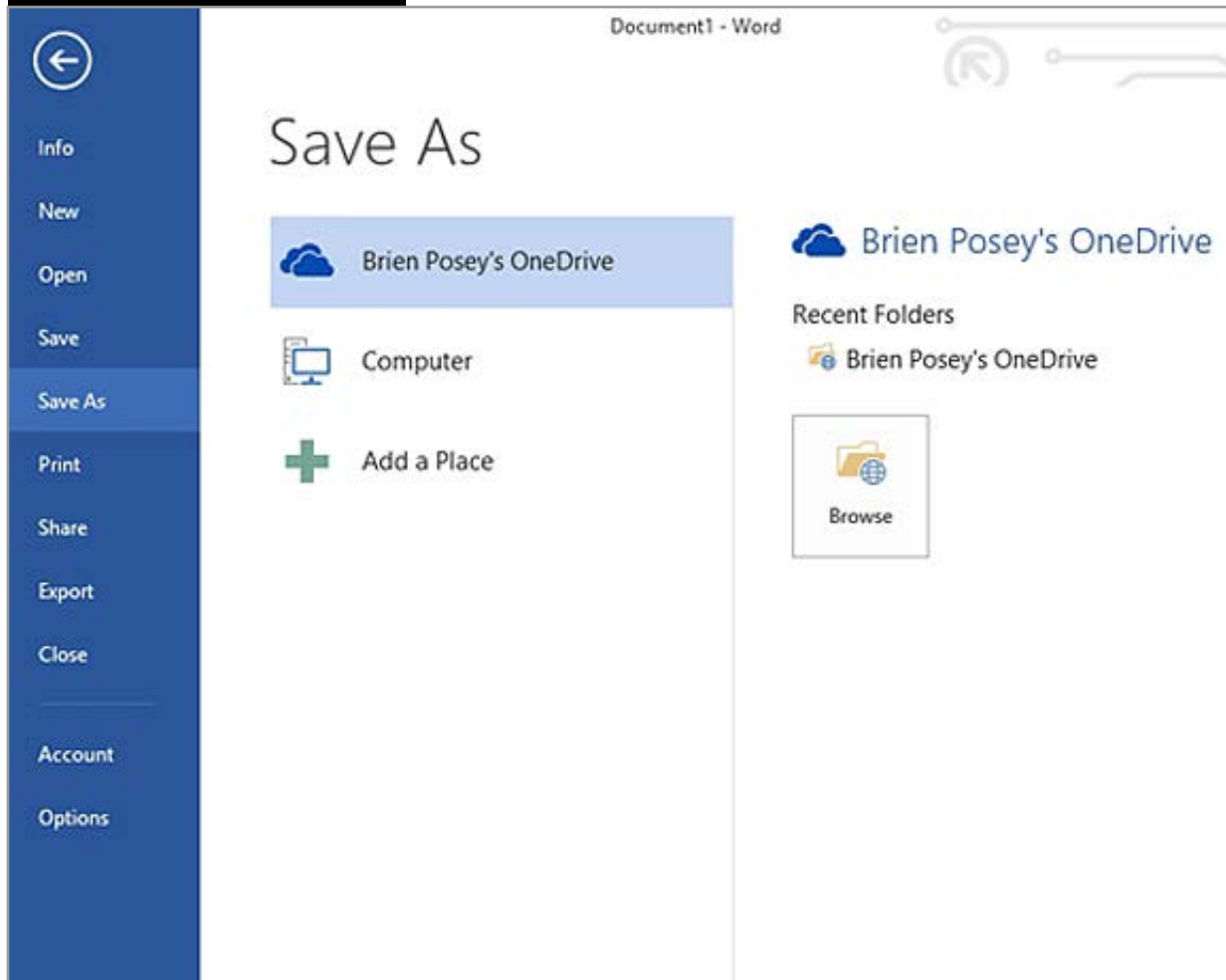
LOGGING INTO MICROSOFT Office 2013 allows Office to be connected to Microsoft OneDrive. OneDrive is Microsoft's cloud storage system for consumers. Not only does Office 2013 support OneDrive, but OneDrive is the default location for saving Office documents.

It is also part of Microsoft's renewed focus on file sharing and social collaboration. Note that Microsoft recently increased the storage limit for Office 365 users.

Brien Posey

Multiple device usage possible with Windows Phone 8, Office
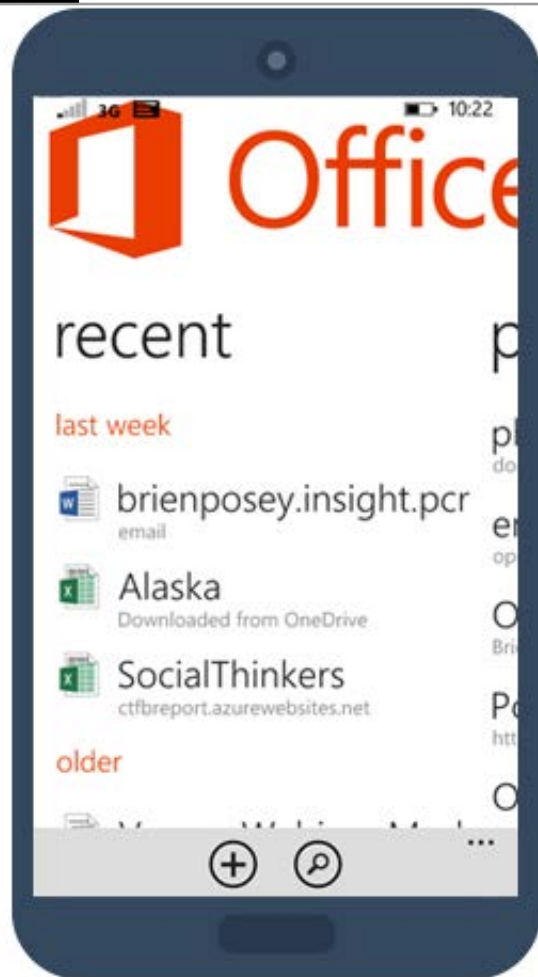
ONE OF THE primary benefits to saving documents to OneDrive is that they can be opened, viewed and edited on virtually any device.

For example, this is a screen capture from my Windows Phone 8 device. The documents that are listed here are the same files that I recently worked with on my PC. Because

Windows Phone has a built-in copy of Microsoft Office, I can open and edit any of these documents, or even create new Windows Phone 8 Office documents.

Of course, admins will want to make sure that mobile device security accounts for Windows Phone 8 devices.

Brien Posey

The Office app store offers numerous utilities
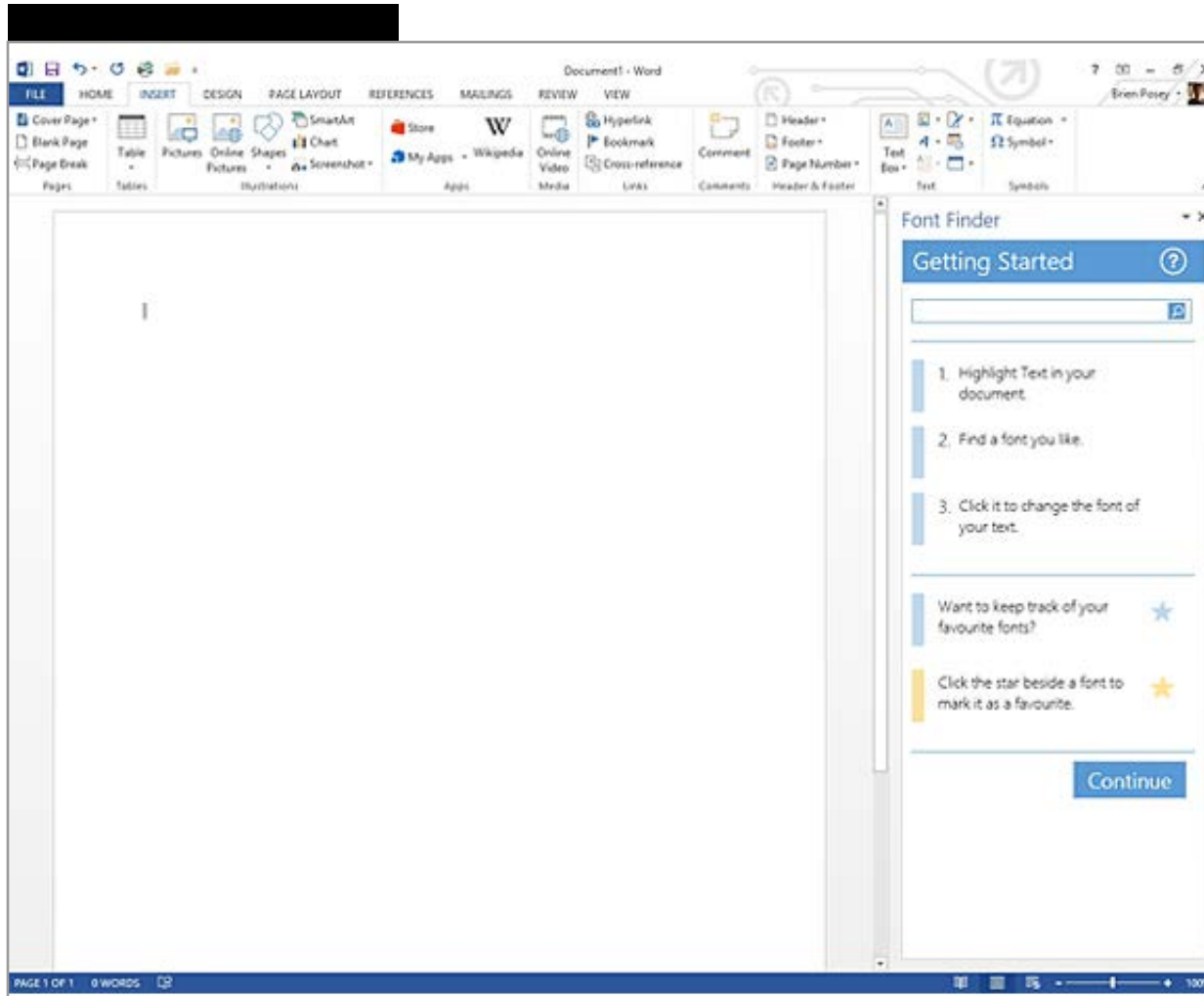
OFFICE 2013 HAS its own app store, and there are a number of different apps available for the various Office applications. These apps extend Office 2013's native capabilities.

For example, there are Excel apps that add new types of graphs and charts. The Office app store includes package-tracking apps for Outlook and a calculator app for Word, just to name a few. Best of all, most of the apps are free.

This is not to be confused with the Windows Store, which also provides enterprise-class tools.

Brien Posey

Office 2013 Word feature lets you pick up where you left off
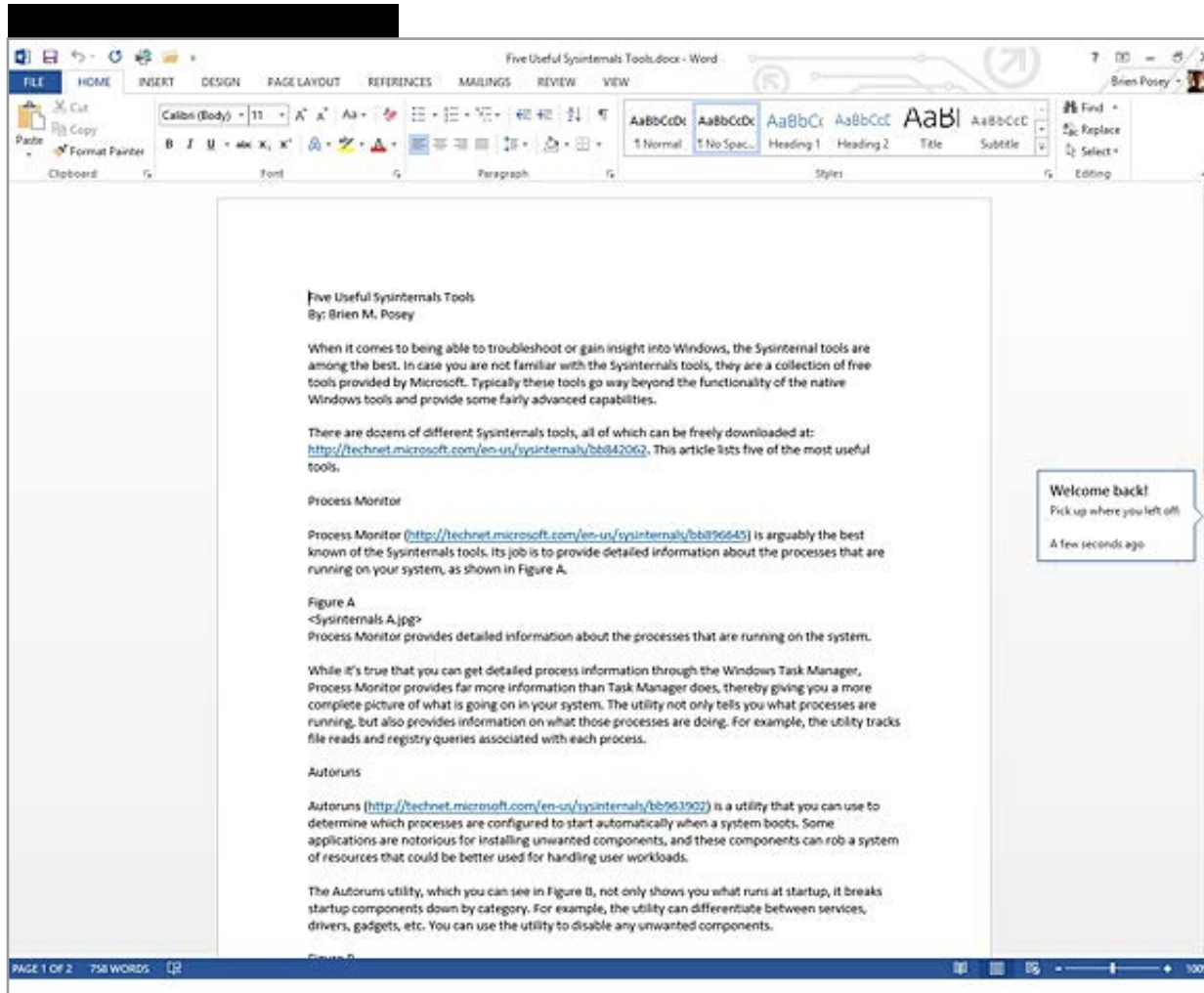
WHEN YOU ARE working on a long document, it might be impossible to finish your work in a single sitting. A new feature in Office 2013 automatically tracks your position within Word documents so that you can go back to the same spot that you left off the next time that you open the document.

Brien Posey

Editing features for Office documents improved
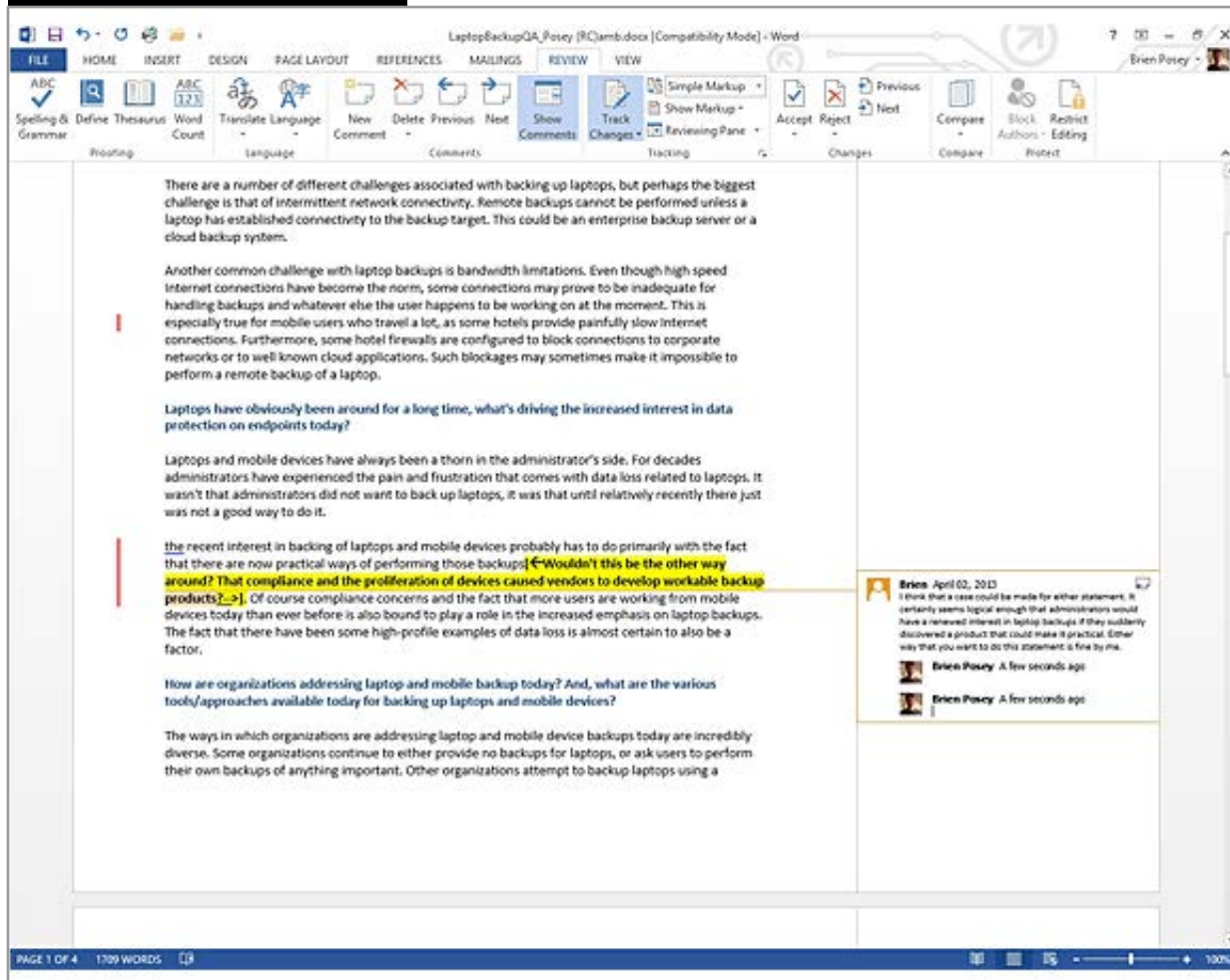
ONE OF THE really nice changes among Microsoft Office 2013 features is that the Comments feature is a lot cleaner. Previous versions of Office made it almost impossible to read documents as the editing cycle progressed. The change-tracking feature was really messy, and document comments sometimes got in the way.

Office 2013 simply uses a red mark to indicate which sections of the document have been modified. You can view the changes if you want to, but if you only need to see which sections have been modified, you can look for the red marks.

Document comments are also a lot cleaner. Office shows you where a comment exists, but you can view or hide comments as needed. Office 2013 also makes it easy to reply to a comment, and it is even possible to right-click on a comment and mark it as complete.
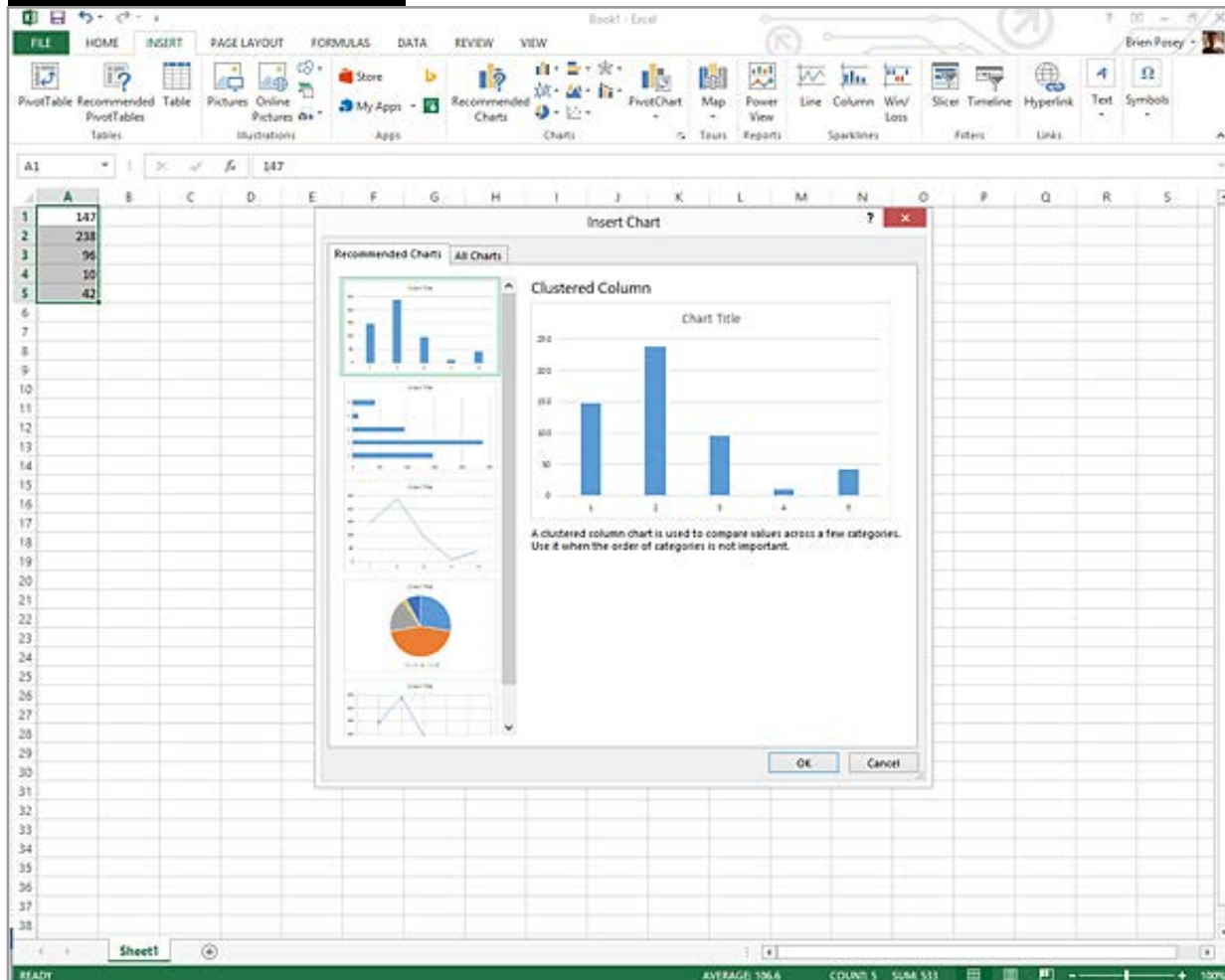
Brien Posey

Office PDF editor now available
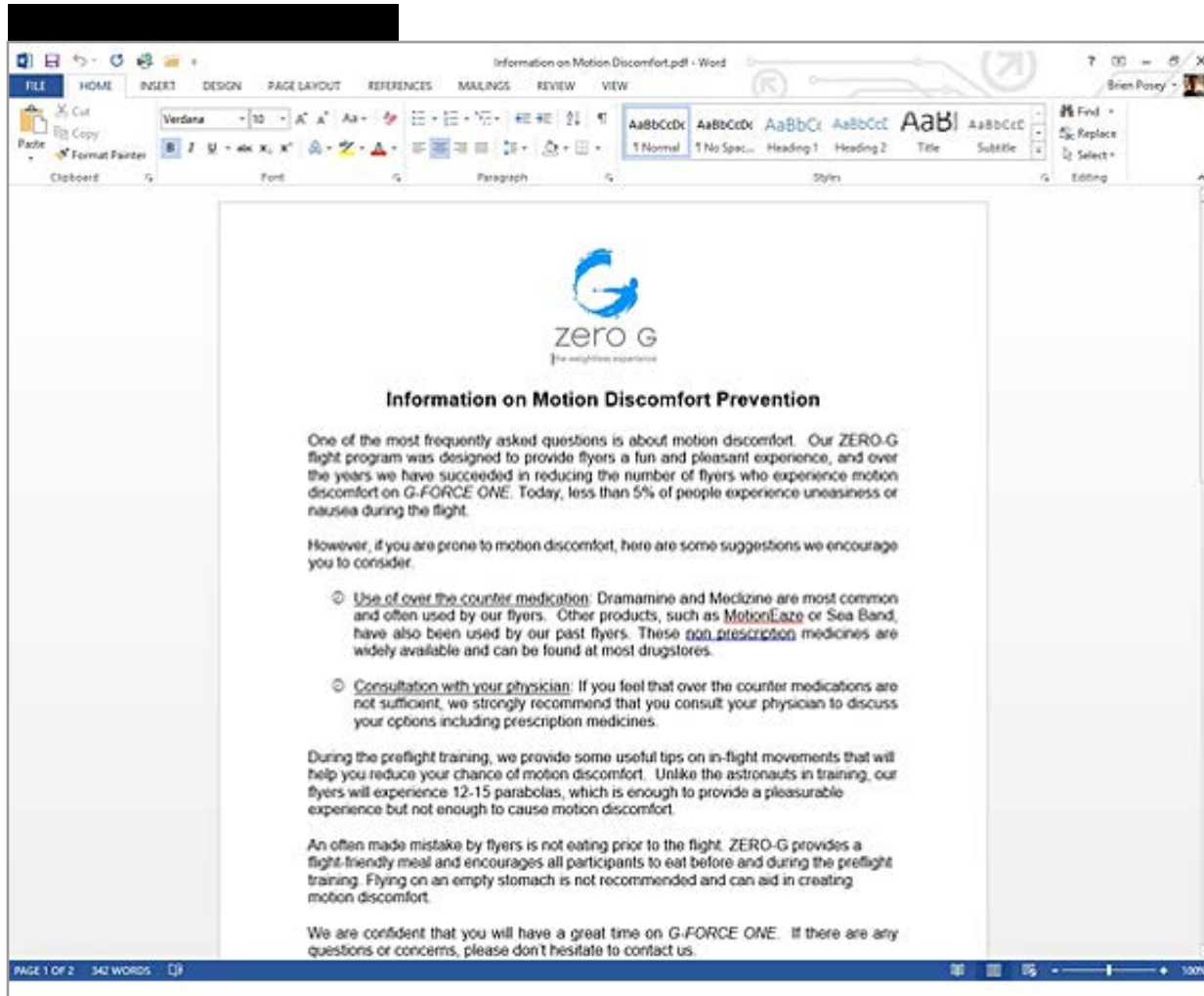
ANOTHER VERY WELCOME feature is PDF editing. Office has long had the ability to save a document as a PDF file, but once fully installed, Office 2013 makes it possible to open and edit a PDF.

Brien Posey

Office eases Excel 2013 chart creation

EXCEL 2013 MAKES it easier to create charts than ever before. Now you can select a range of data.

Go to the Insert tab and click the Recommended Charts button. When you do, Excel will show you the charts that it recommends based on your data. You can even see a preview of your Excel 2013 chart data within each chart type.

IT admins often use Excel pivot tables for tracking licenses and reporting on support, so choosing the most readable format can save time and money.
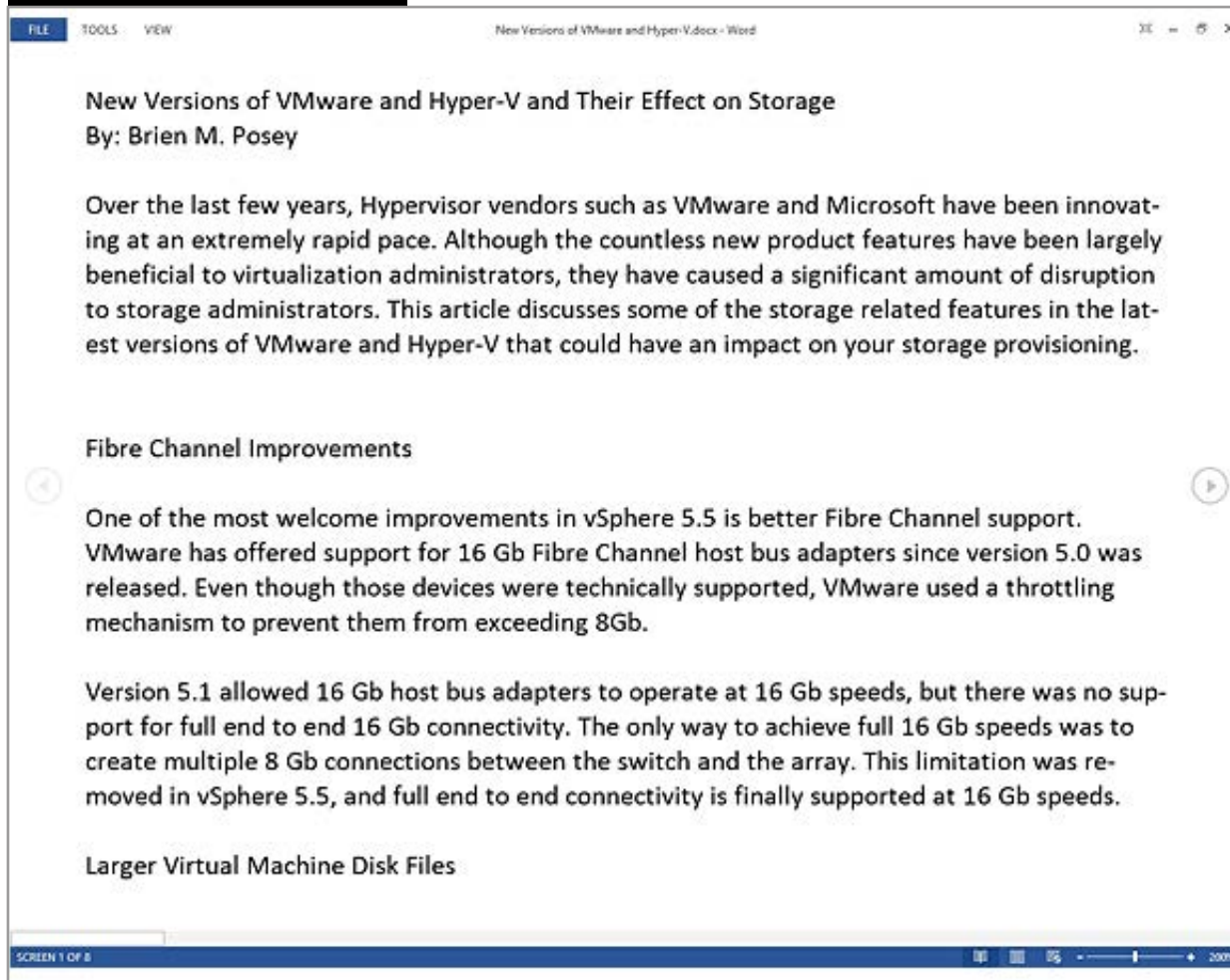
Brien Posey

OnDrive lets workers share Office documents
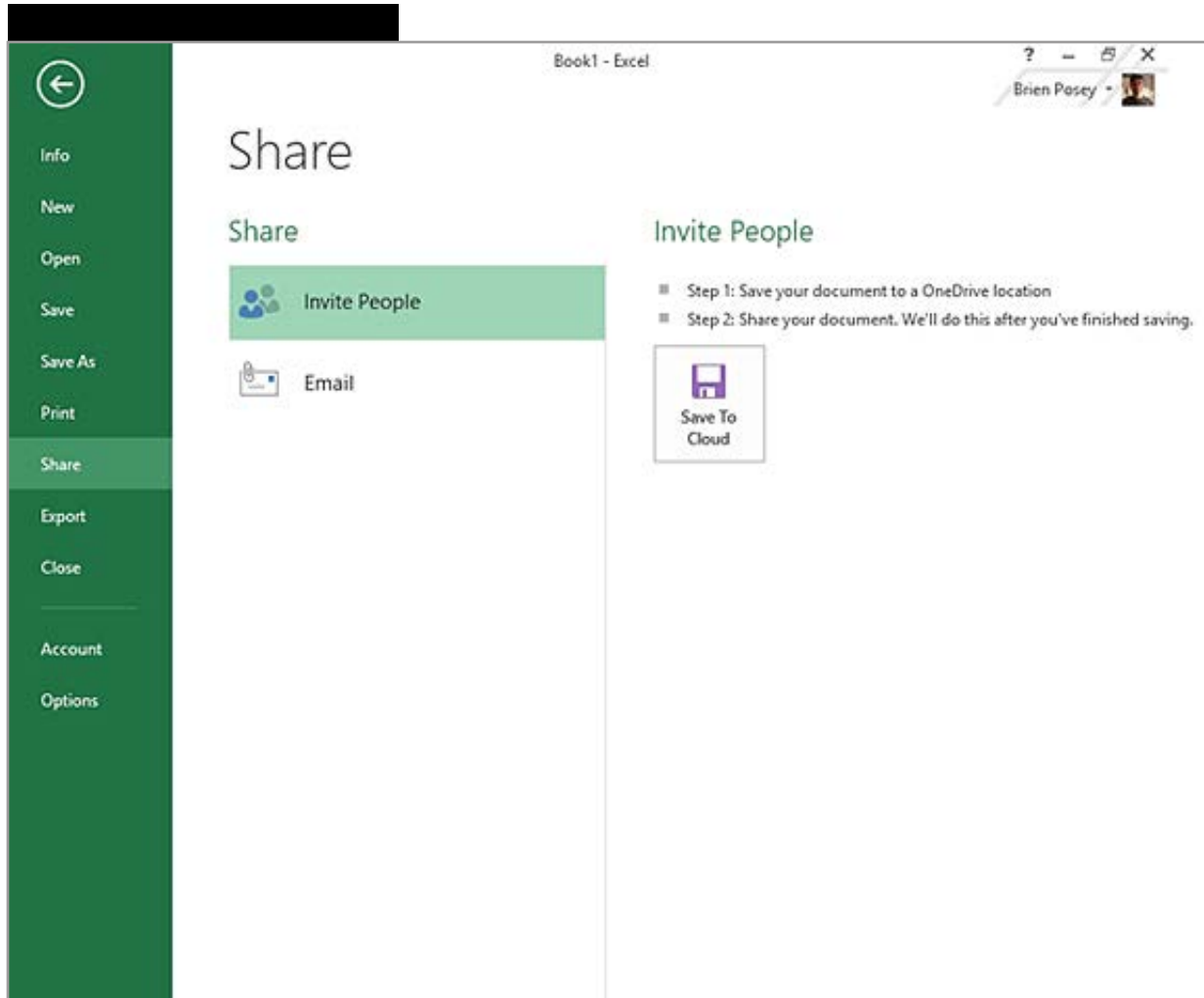
IF YOU NEED to share Office documents, you can click on File | Share. When you do, Office gives you the ability to invite people to access your document. In order to use this feature, the document has to be saved on OneDrive.

Brien Posey

Read mode brings World 2013 documents to touchscreens

BECAUSE TOUCHSCREEN DEVICES are becoming more common, Word 2013 offers a Read view that is optimized for use with touchscreens. Read view shows a large-print version of a Word 2013 document, and you can use swipes to move from one page to the next.

There are also some touch-optimized menus that can be accessed while in Read view. These menus allow you to perform simple tasks such as finding a piece of information within the document.

Despite adopter hesitance because of the touch-centric Windows 8 operating system, Microsoft has addressed those using tablets or straddling interfaces with its Windows 8.1 update.

Brien Posey