
Making the Switch to Microsoft Office 2013

Explore the features of Microsoft Office 2013 using the links found here. These links will guide you to descriptions, videos, and reference cards found at <http://office.microsoft.com>. See the index below for highlights from specific programs.

[What's new in Office 2013](#)

Overview of some of the latest new features included in Office 2013

[Office 2013 Quick Start Guides](#)

Downloadable guides to help you get started with Access 2013, Excel 2013, OneNote 2013, Outlook 2013, PowerPoint 2013, Project 2013, Publisher 2013, Visio 2013, and Word 2013.

[Office Touch Guide](#)

An interactive guide to using the new Office on a touch screen

Index to specific programs

[Word 2013](#)

[Excel 2013](#)

[PowerPoint 2013](#)

[Access 2013](#)

[Outlook 2013](#)

Word 2013

[Quick Start Guide](#) (Downloadable six-page PDF guide)

Never used Word before?

[Basic tasks in Word 2013](#) (Learn the basics of using Word with step-by-step instructions)

For those who are upgrading from Word 2010

[What's new in Word 2013](#) (Highlights of the upgrade, using text and video)

For those who are upgrading from Word 2003 or earlier

[Make the switch to Word 2013](#) (PowerPoint presentation with embedded videos)

- Get going fast (2:09 min)
- A first look at Word 2013 (3:41 min)
- How things are organized (1:45 min)
- A closer look at the ribbon (3:52 min)
- Save, publish, and share (2:43 min)

Excel 2013

[Quick Start Guide](#) (Downloadable six-page PDF guide)

Never used Excel before?

[Basic tasks in Excel 2013](#) (Learn the basics of using Excel with step-by-step instructions)

[Create your first Excel 2013 workbook](#) (A series of 5 short videos, 1 – 5 minutes each)

[Edit and enter data in a worksheet](#) (Learn the basics with step-by-step instructions)

For those who are upgrading from Excel 2010

[What's new in Excel 2013?](#) (Highlights of the upgrade, using text and video)

[Discontinued features and changed functionality in Excel 2013](#) (A guide to significant changes)

For those who are upgrading from Excel 2003 or earlier

[Make the switch to Excel 2013](#) (PowerPoint presentation with embedded videos)

- Get going fast (2:00 min)
- A first look at Excel 2013 (4:13 min)
- How things are organized (2:04 min)
- A closer look at the ribbon (4:12 min)
- Save, publish, and share (2:47 min)

Outlook 2013

[Quick Start Guide](#) (Downloadable six-page PDF guide)

Never used Outlook before?

[Basic Tasks in Outlook 2013](#) (Learn the basics of using Outlook with step-by-step instructions)

For those who are upgrading from Outlook 2010

[What's new in Outlook 2013?](#) (Highlights of the upgrade, using text and video)

For those who are upgrading from Excel 2003 or earlier

[Make the switch to Outlook 2013](#) (PowerPoint presentation with embedded videos)

- Get going fast (2:57 min)
- A first look at Outlook 2013 (2:16 min)
- A closer look at the ribbon (3:38 min)
- Important data files (1:56 min)

PowerPoint 2013

[Quick Start Guide](#) (Downloadable six-page PDF guide)

Never used PowerPoint before?

[Basic tasks for creating a PowerPoint 2013 Presentation](#) (Learn the basics of using Outlook with step-by-step instructions)

For those who are upgrading from PowerPoint 2010

[What's new in PowerPoint 2013?](#) (Highlights of the upgrade, using text and video)

For those who are upgrading from PowerPoint 2003 or earlier

[Make the switch to PowerPoint 2013](#) (PowerPoint presentation with embedded videos)

- Get going fast (1:52 min)
- A first look at PowerPoint 2013 (4:30 min)
- How things are organized (2:04 min)
- A closer look at the ribbon (4:30 min)
- Save, publish, and share (2:41 min)

Access 2013

[Quick Start Guide](#) (Downloadable six-page PDF guide)

Never used Access before?

[Basic tasks for an Access 2013 desktop database](#) (Learn the basics of using Access with step-by-step instructions)

For those who are upgrading from Access 2010

[What's new in Access 2013?](#) (Highlights of the upgrade, using text and video)

[Discontinued features and modified functionality in Access 2013](#) (A guide to significant changes)

For those who are upgrading from Access 2003 or earlier

[Make the switch to Access 2013](#) (PowerPoint presentation with embedded videos)

- The Backstage (Video, 3:11 min)
- Using files from previous versions (Video, 2:16 min)
- The navigation pane (Video, 2:37 min)
- The ribbon (Video, 3:19 min)
- Access apps (Video, 3:59 min)

[Discontinued features and modified functionality in Access 2010](#) (A guide to significant changes between 2007 and 2010)