

Microsoft Office 2007 and Office 2013 Comparison

The biggest changes appear to be in the options related to opening and saving documents, and the introduction of the Ribbon in Outlook.

1. Office Ribbon and Menu differences

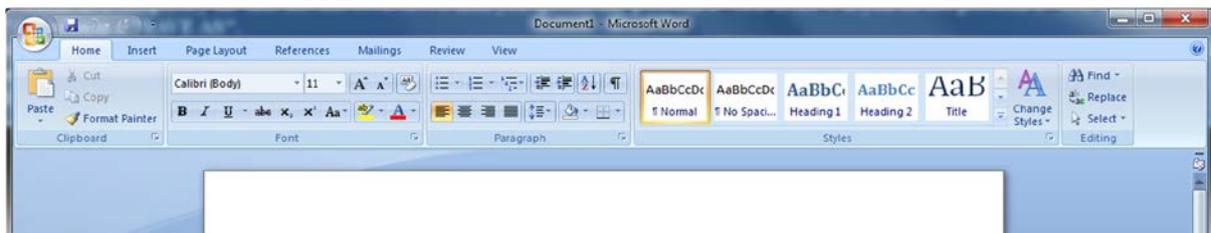


Figure 1: Office 2007 Word Ribbon Menus

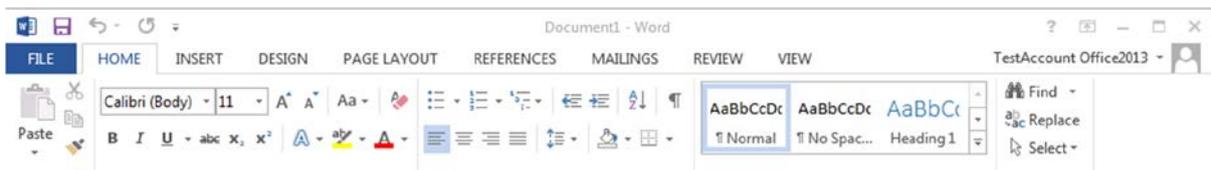


Figure 2: Office 2013 Word Ribbon and Menus

Microsoft Office 2013 brings back the File menu, which is where the “Save”, “Open”, “Print”, and other controls are located. The rest of the Microsoft Office Ribbon is essentially the same – with the addition of the Design tab – which contains different types of formatting styles.

2. FILE menu differences between 2007 and 2013

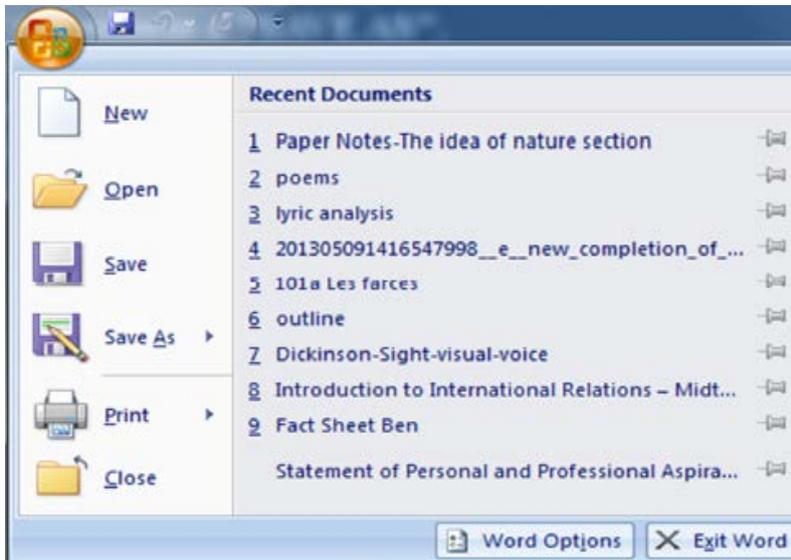


Figure 3: Office 2007 Word File Menu

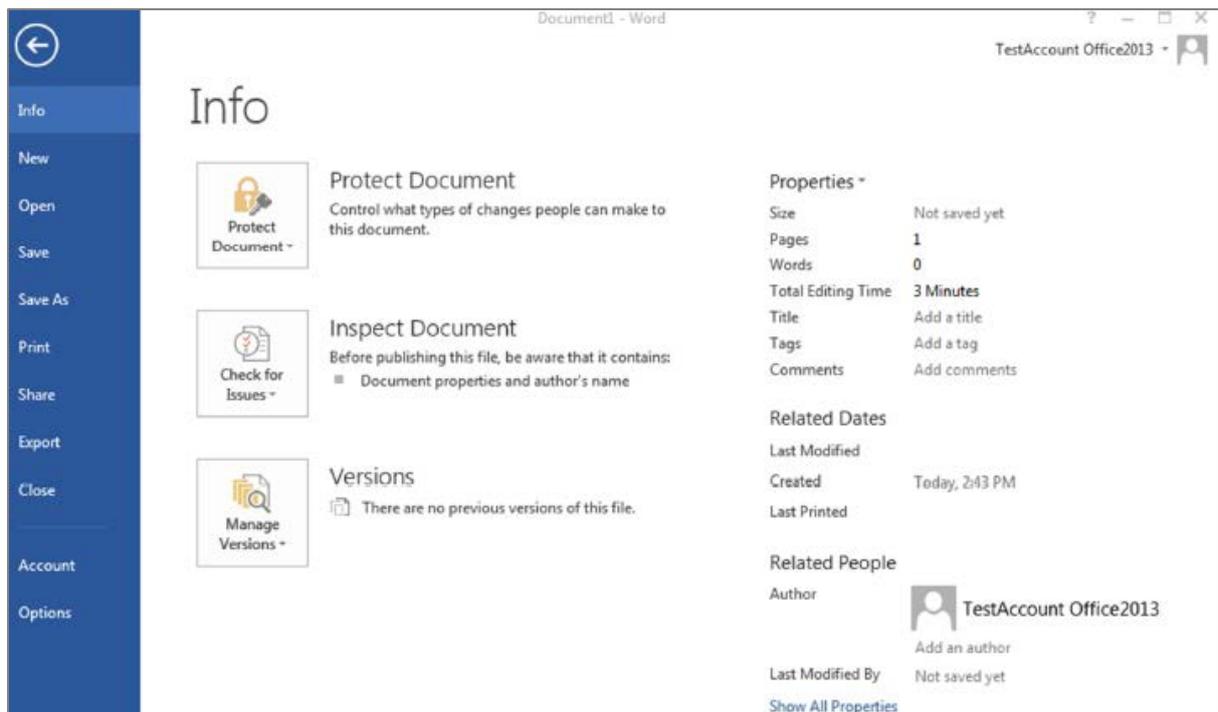


Figure 4: Office 2013 Word File Menu

Office 2013 reinstates the File menu, combining options and information from the File menu and Document Properties to provide a full view of the management options for a document.

3. Opening documents

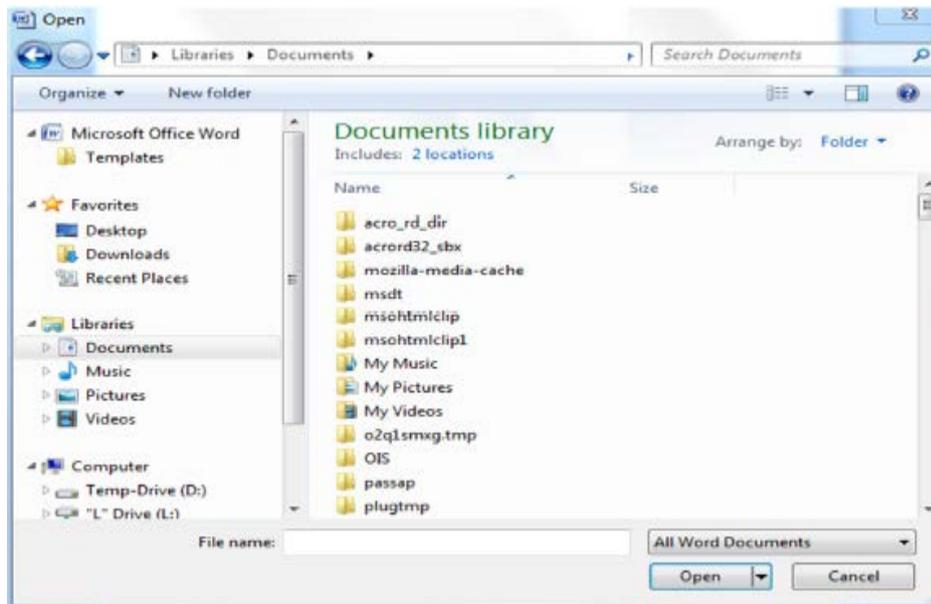


Figure 5: Office 2007 opening documents

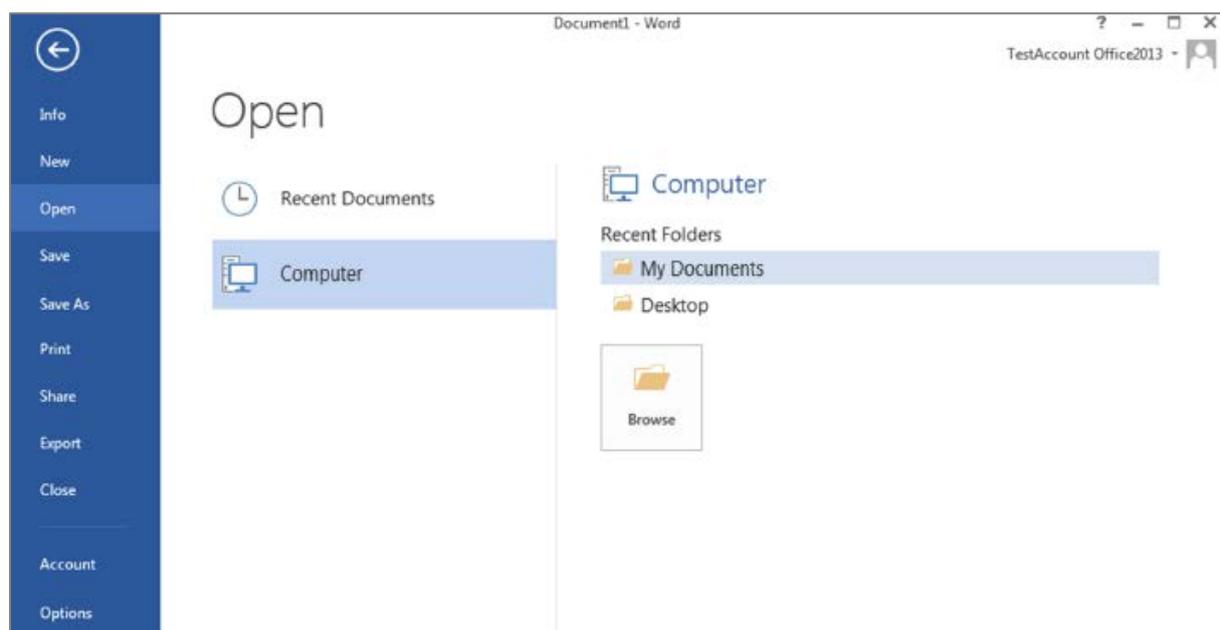


Figure 6: Office 2013 opening documents

To open a document, choose from Recent Documents or, in the section headed **Computer**, click **Browse** to access the familiar file menu showing all the folders and drives that you have access to.

3. Saving documents

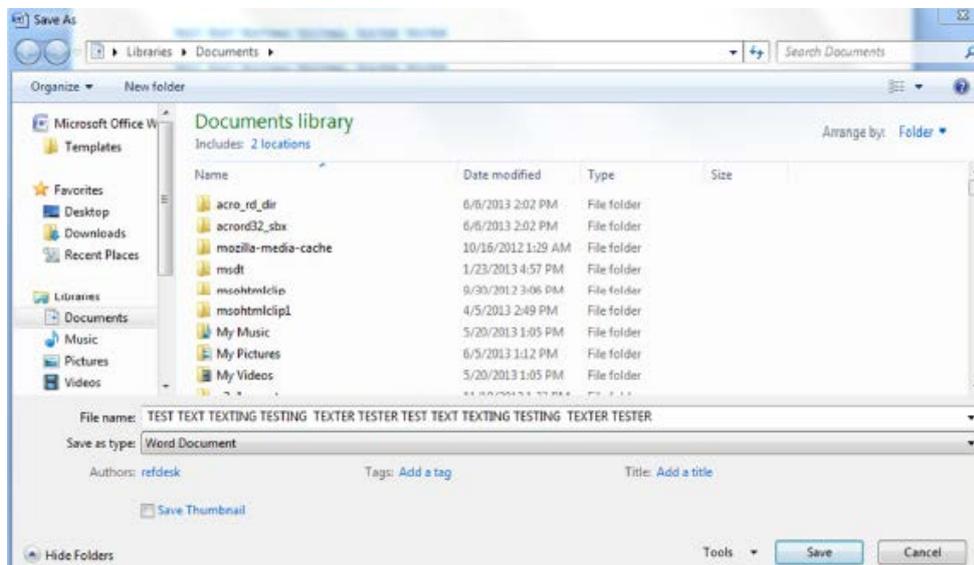


Figure 7: Office 2007 saving documents

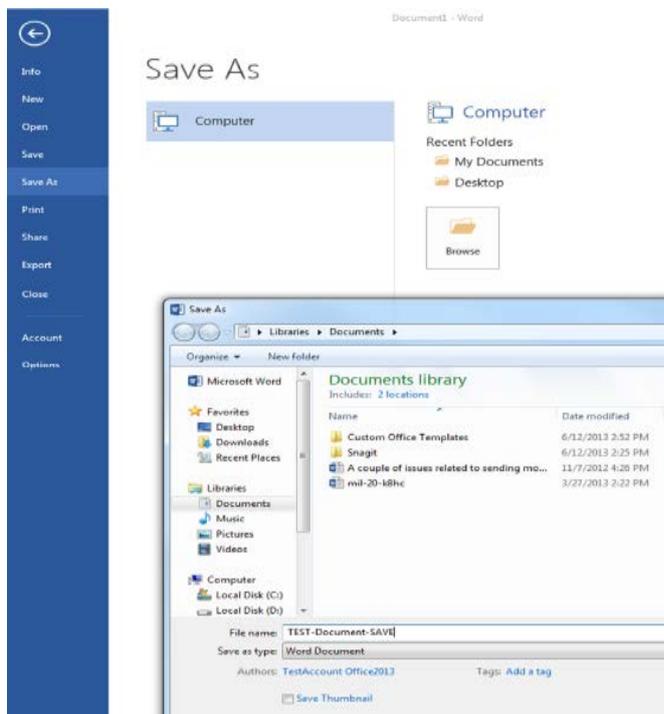


Figure 8: Office 2013 opening documents

To save a document, click File > Save As > Browse then navigate to where you will save the document.

3. Microsoft Outlook

In Office 2013, the Outlook icon is blue instead of yellow.



To...	Click...	Then look in the...
Send automatic replies when you are out of the office	File	Under Account Information , click Automatic Replies > Send automatic replies , and then choose your options.
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.
Share a calendar	Home	From the Calendar view, in the Share group, click E-mail Calendar > Share Calendar
Create an email signature	File	<ol style="list-style-type: none">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.

Quick Start guides and short videos highlighting some of the changes and new features of Office 2013 are available at <https://www.liverpool.ac.uk/csd/office>

Computing Services provides a wide range of training and support for Office 2013
<https://www.liverpool.ac.uk/csd/training/>

If you need further advice on upgrading to Office 2013, please contact the CSD Service Desk:
<https://www.liverpool.ac.uk/csd/getting-help>