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

New	Recent Documents		
_	1 Paper Notes-The idea of nature section		
Conen	2 poems	-	
	3 lyric analysis		
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2ave	5 101a Les farces	-9-4	
Canada A	<u>6</u> outline	-[=1	
Save As	Z Dickinson-Sight-visual-voice	-[=]	
A	8 Introduction to International Relations – Midt	-(=)	
Print >	9 Fact Sheet Ben		
Close	Statement of Personal and Professional Aspira	-(=1	

Figure 3: Office 2007 Word File Menu

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¢				TestAccount Office2013 -
Info	Info			
New				
	0	Protect Document	Properties *	
Open	Protect	Control what types of changes people can make to	Size	Not saved yet
Saue	Document -	this document.	Pages	1
Sort			Words	0
Save As			Total Editing Time	3 Minutes
	53	Inspect Document	Title	Add a title
Print 🕐	(D)	Before publishing this file, be aware that it contains: Document properties and author's name	Tags	Add a tag
Share	Check for Issues *		Comments	Add comments
			Related Dates	
Export			Last Modified	
Close	The second se	Versions	Created	Today, 2:43 PM
	Manage	There are no previous versions of this file.	Last Printed	
Account	Versions *		Related People	
Options			Author	TestAccount Office2013
				Add an author
			Last Modified By	Not saved yet
			Show All Properties	er tottekstorendelsen

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

Cibranes + Docu	THETER P	F] Seure	n Locuments	-	~
Organize 👻 New folder			122 -		
Microsoft Office Word Templates	Documents library Includes: 2 locations		Arrange by:	Folder -	•
 Favorites Desktop Downloads Recent Places Libraries Documents Music Pictures Videos Computer Temp-Drive (D:) Torive (L:) 	Name acro_rd_dir acrord32_sbx mozilla-media-cache msdt msohtmiclip My Music My Pictures My Videos o2q1smxg.tmp OIS passap plugtmp	Size			(H)
File name:		All Wo	rd Documents		-

Figure 5: Office 2007 opening documents

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¢		TestAccount Office201	3 - 🍳
Info	Open		
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Open	Recent Documents	Computer	
	1987	Recent Folders	
Save	Computer	Generation My Documents	
Save As		🧀 Desktop	
Print			
100000 C			
Share		Brours	
Export		browse	
Close			
A			
Account			
Options			

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

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Organize • New fol	der					3	· • 0
E Microsoft Office W	Documents librar Includes: 2 locations	у				Arrange by:	Folder •
	Name		Date modified	Туре	Size		
Favorites	acro rd dir		6/6/2013 2:02 PM	File folder			
Develoads	acrord32_sbx		6/6/2013 2:02 PM	File folder			
Recent Discer	🄰 mozilla-media-cache		10/16/2012 1:29 AM	File folder			
Macent Places	🗼 msdt		1/23/2013 4:57 PM	File folder			
Libraties	📕 msohtmiclip		9/30/2012 3:06 PM	File folder			
Documents	🍶 msohtmiclip1		4/5/2013 2:49 PM	File folder			
A Music	🔛 My Music		5/20/2013 1:05 PM	File folder			
Pictures	🕞 My Pictures		6/5/2013 1:12 PM	File folder			
Videos .	My Videos		5/20/2013 1:05 PM	File folder			
			**********	PF 111			
File name: TES	T TEXT TEXTING TESTING TEXTE	R TESTER TEST TEXT	TEXTING TESTING TE	EXTER TESTER			
Save as type: Wor	d Document						
Authors: refde	sk	Tags: Add a tag		Title: Ad	d a title		

Figure 7: Office 2007 saving documents

æ	Document1 - Word	
trito Save As New Open Computer	Recent Folders	
Save As Print Share Esport Close	Browse	
Account Options	Inte	

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.



То	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	 Click File > Options > Mail. Under Compose messages, click Signatures. In the E-mail Signature tab, click New, and then type a name for the signature. 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 <u>https://www.liverpool.ac.uk/csd/training/</u>

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