# Transitioning to Office 2013

## Overview

- The Start Screen and Backstage View
  - Features of the Start Screen
  - Using Office Templates
  - Features of Backstage View
  - Personalizing Office
  - Using SmartArt
  - Using Screenshot
  - Inserting Apps

- Working in Cloud with Microsoft SkyDrive
- Office Web Apps

- What’s New in Excel 2013
  - Recommended Charts in Excel
  - Charting Tools
  - Quick Analysis with Excel
  - Flash Fill in Excel

- What’s New in Word 2013
  - Working with PDFs in Word
  - Last Location bookmark in Word
  - Read Mode in Word
  - Embedding Video in Word

- What’s New in PowerPoint 2013
  - Using and Applying Themes in PowerPoint
  - Understanding Slide Sizes
  - Working with the new Task Panes
  - Working in Presenter View

- Experiencing the New Features in Outlook
  - All and Unread buttons
  - Preview in Message List
  - Commands in message list
  - Inline Replies
  - Attachment Reminder
  - Quick glance
  - People card/ People pane
  - Social Connector
  - Linked Contacts
  - Current Conditions