What’s New in Word 2013

The first thing you’ll see when you open Word 2013 is a clean, new look.

New templates
You’re offered a choice of great new templates to help get you started.

Improved Save As and Open
No more browsing and scrolling in dialog boxes. Your most-used folders are right there from the start. You can also pin a location so it’s always available.
New Read Mode
Enjoy reading with a view that displays your documents in easy-to-read columns on the screen. Editing tools are removed to minimize distractions.

Object Zoom
While in Read Mode, double-click to zoom in and allow tables, charts and images in your document to fill the screen. Focus on the information, then tap or click outside the object to zoom out and continue reading.

Resume Reading
Reopen a document and keep reading right where you left off. Word remembers where you were!

Online Video
Insert online videos you can watch right in Word, without having to leave the document.
**Expand and Collapse**
Collapse or expand parts of a document with just a click.

**Simple Markup**
A new revision view, Simple Markup, provides a clean, uncomplicated view of your document, but you still see indicators where tracked changes have been made.

**Reply to Comments and Mark Them as Done**
Comments now have a reply button. You can debate and easily track comments right next to the relevant text. When a comment is addressed and no longer requires attention, you can mark it as done. It will be greyed-out to keep out of your way, but the conversation will still be there if you need to revisit it later.
Open and Edit PDFs
Open PDFs and edit the content in Word. Edit paragraphs, lists, and tables just like familiar Word documents.

Improved Features for Working with Images
Switch between layouts by clicking the Layout Options button on the top right corner of the image and choose one of the choices under With Text Wrapping.

Search for Online Pictures Using Bing in Word
Click Insert / Online Pictures and enter a search term in the Bing Image Search box.

Alignment Guides
The new alignment guides make it easy to line up charts, photos, and diagrams with your text.
New Table Features
You can now add new rows and columns to a table by hovering your mouse just outside the left edge of the table, or above at the point at which the row or column is to be inserted. A small icon will appear; click on it and you’re done.

New delete buttons on the mini toolbar make it easy to delete columns and rows, or the entire table if selected.

The new border painter tool makes formatting a table even easier.