

Office 2013 Version Comparison Chart



★	New or Improved
●	Featured

	Office 2013	Office 2010	Office 2007	Office 2003
Word 2013				
Create beautiful documents and enjoy the read				
Get absorbed in Word documents with the new onscreen read mode	★			
Open PDF content in Word and easily reuse text, lists and tables	★			
Edit and apply effects to photos without additional software	★	●	●	●
Organize your documents and navigate easily with the new navigation pane.	★	●	●	
Edit a document with other authors at the same time	★	●		
Excel 2013				
Discover and share insights from your data				
Easily extract what you need from imported data with Flash Fill.	★			
Bring your analysis to life with a click of the mouse. Quick Analysis Lens, Recommended Charts, and Chart Animations make it easy and look great.	★			
Highlight important data trends in seconds using Sparklines.	★	●		
Clarify information with color schemes and data bars in Conditional Formatting.	★	●	●	●
Edit documents with others simultaneously using the Excel Web App.	★	●		
PowerPoint 2013				
Design and deliver beautiful presentations with ease and confidence				
Get started with ease and polish. When opening PowerPoint, you are immediately presented with a collection of compelling wide-screen themes from which to create your presentation.	★			
When presenting with a second screen, new Presenter View tools keep you in control and allow you to focus on and connect with your audience	★			
Embed, trim, add bookmarks and special effects to videos right in PowerPoint.	★	●		
Present Online allows you to share your presentation with anyone, even if they don't have PowerPoint.	★	●		
Share with others and stay on top of changes using the Co-authoring feature.	★	●		

OneNote 2013 Take notes and have them where you want when you need them				
OneNote is your digital notebook that travels with you. With 2013, OneNote adds a new Windows 8 app to its family of apps.	★			
Embed files into your notes. In OneNote 2013, you can also preview embedded Excel and Visio from within your notes.	★	●	●	
Capture and store text, images, videos and audio notes in one easy-to-find place.	★	●	●	●
Link notes back to their source with Linked Notes.	★	●		
Draw and write using your finger, stylus, or mouse. OneNote's improved inking allows you to draw, erase and edit seamlessly.	★	●	●	●
Make edits with others at the same time using the new OneNote Web App.	★	●		
Outlook 2013 Take control of your day. Manage your email, schedules, contacts, and to-do items				
New Inline Replies allow you to reply to email in one window	★			
Take a peek at your schedule, a specific appointment, or details about the person you're emailing with, without moving screens or losing context	★			
Streamline your Inbox with Conversation View and Ignore features.	★	●	●	●
Manage multiple e-mail accounts, like Hotmail or Gmail, right from Outlook.	★	●	●	●
Make scheduling simple with new Calendar Preview and Multiple Calendar View.	★	●	●	●
Stay connected with social and business network updates using new Outlook Social Connector.	★	●		
Office Web Apps Access and share your Office documents from anywhere with anyone				
Work with anybody to edit and collaborate on documents in real time, all they need is a browser.	★	●		
Your documents are always just a click away, access and view files stored online from nearly any device with a browser	★	●		
Share polished Office documents with anyone, even if they don't have Office.	★	●		
High fidelity editing. Quickly see how your edits affect the overall look and layout of your documents, with greater fidelity from edit mode to view mode.	★			
From your tablet (Windows 8 and iPad) edit documents stored online with touch-enabled web apps.	★			
Publisher 2013 Create professional and impactful publications				
Import all your pictures to a single canvas in Publisher, and swap them in and out of your design with a simple drag and drop. Experiment to find the right image, without wasting time.	★			

The new Start experience gives you easy access to inspiration, with new compelling templates, as well as a list of your recently viewed documents, so you can get back to where you were in no time.	★			
Edit pictures easily by zooming, panning, and cropping while maintaining your document's layout.	★	●	●	
Align shapes, images, and text intuitively thanks to new alignment guidance technology.	★	●		
Access 2013				
Create powerful databases faster and easier				
Make exploring your data easy using Access drag-and-drop navigation forms.	★	●		
Create insightful reports with new design, layout, and data analysis tools.	★	●	●	●
More easily automate common tasks using the revamped Macro Designer.	★	●		
Office 2013				
Your modern Office				
Great with Windows 8: capture your ideas however you work best—using a keyboard, pen, or a touchscreen.	★			
Sign into your account and your applications, recent documents and settings are right there, just the way you left them.	★			
The new Start experience helps you create beautiful documents more quickly with compelling new templates as well as a list of your recently viewed documents.	★			
Easily customize the Ribbon in every Office application.	★	●	●	
Quickly access file management tasks, such as open, save, and print with new Backstage view.	★	●		