

Microsoft® Office 2010 to Microsoft 365 Migration – Quick Reference



Microsoft Office New Features

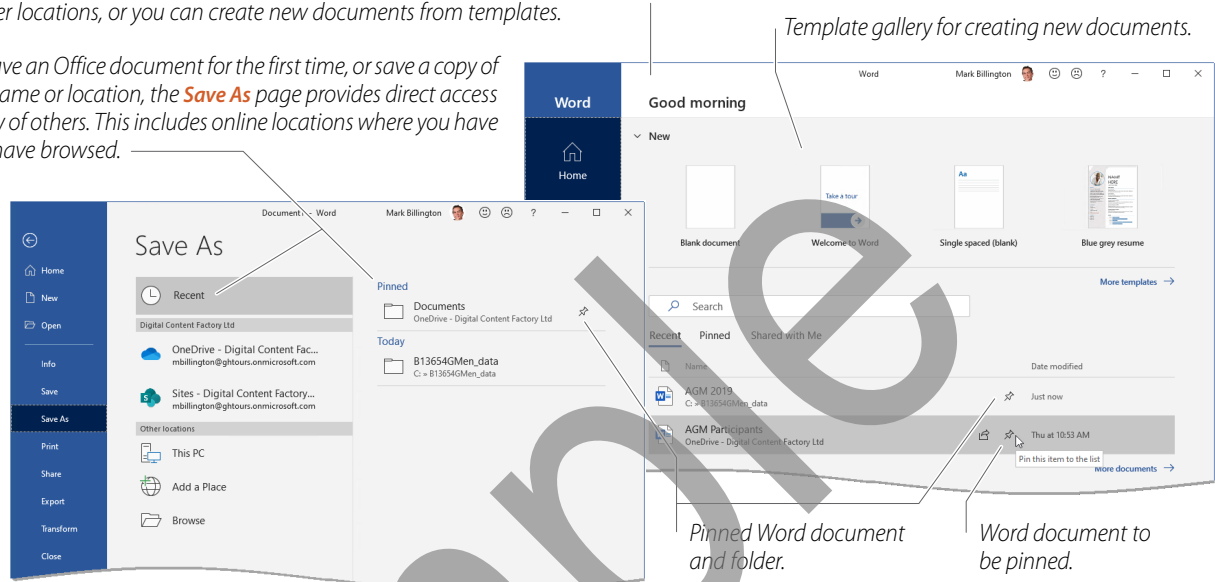
The new/improved features of Microsoft Office 2013 and Microsoft 365 combined include the following: changes to the function and appearance of the user interface; improvements to opening, creating, and saving Office documents; improved integration with online storage services such as OneDrive for Business, and SharePoint Online; and expanded support for Microsoft Office on tablets and smartphones, including touch mode. In addition, there are new/improved features specific to each of the Office applications.

Opening and creating Office documents – Launching a Microsoft 365 application takes you to a start screen in Backstage view. From there you can open existing documents from lists of recent documents and other locations, or you can create new documents from templates.

Saving Office documents – When you save an Office document for the first time, or save a copy of an existing document with a different name or location, the **Save As** page provides direct access to recent locations, as well as to a variety of others. This includes online locations where you have signed in, as well as folders where you have browsed.

Pinning items – Allows you to keep chosen documents and folders listed for easy access from the **Save As** and **Open** pages, and the **Recent** list (shown at the far right).

- A button appears to the right of any pinned items, as well as when you point to an unpinned item. Once an item is pinned, it appears under a heading named **Pinned**, always remaining available there.
- A button appears when you point to a pinned item. Click it to unpin the item.

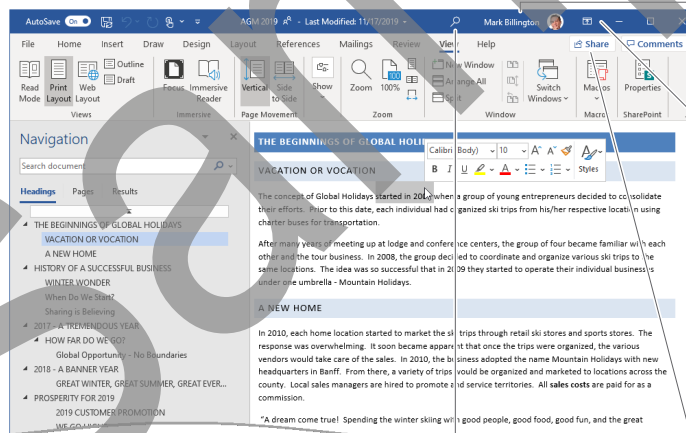


User interface – The results-oriented user interface known as the **Microsoft Office Fluent user interface** is not new to Microsoft 365. However, its overall appearance has been redesigned, as compared to previous Office versions. In addition, the **Ribbon tab names** are in lowercase with initial caps, and the **Ribbon Display Options** button has been added.

Office themes – You can change the basic appearance of the Microsoft 365 interface by choosing from the following four Office themes: **Colorful**, **Dark Gray**, **Black**, and **White**. The example to the right shows the **Colorful** theme (default).

To change the background and theme

- In any open Microsoft 365 application, click the **File** tab, select **Options > General**.
 - Select the desired background from the **Office Background** list, or select **No Background**.
 - Select the desired theme from the **Office Theme** list.
2. Click **OK** when finished.



Sign in link – Displays “Sign in” or the user name you used to sign in with. See “Signing In and Out of Microsoft 365” on page 2.

Ribbon Display Options button – Provides three main ways to display the Ribbon.



Auto-hide Ribbon – Hides the Ribbon, but leaves a small area above the window that you can click to redisplay the Ribbon.

Share button – Provides quick access to sharing Office documents with others via your online services, and setting sharing options.

Search – Allows you to search for commands and obtain help. Type what you want to accomplish in the text box, and then select from the list of suggested commands and help topics.

Featured Objectives

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Microsoft Office New Features

- Learn about changes to the user interface, including the following: opening, creating, and saving Office documents; pinning documents and folders; Office themes; the Search feature; Ribbon Display Options; signing in and out of Office; using online storage; sharing Office documents; Touch/Mouse modes; Smart Lookup; Resume Reading; Scalable Vector Graphics; text translation; and 3D models.

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Microsoft Word New Features

- Learn about new features exclusive to Microsoft Word including Read Mode, co-authoring in real time, Immersive Reader, and viewing pages side to side.

PAGE 5

Microsoft Excel New Features

- Learn about new and improved features exclusive to Microsoft Excel including Flash Fill, new functions, Quick Analysis, One-Click Forecasting, Recommended PivotTables, and improved Slicer functionality.

PAGE 7

Microsoft PowerPoint New Features

- Learn about new and improved features exclusive to Microsoft PowerPoint including Merge Shapes, Eyedropper tool, Smart Guides, and Morph transition.

Microsoft Outlook New Features

- Learn about new and improved features exclusive to Microsoft Outlook including the Navigation Bar, unread message display, Focus and Other Inbox, and peek views.