



## Student Computing Services

*Empowering Student Success*

230 Combs Building – 859.622.3050 – [studentcomputing.eku.edu](http://studentcomputing.eku.edu) – [studentcomputing@eku.edu](mailto:studentcomputing@eku.edu)

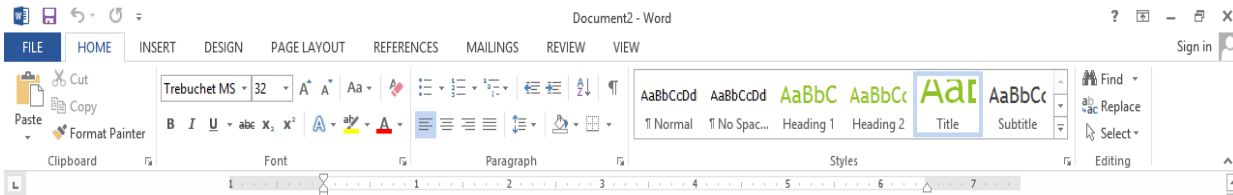
### **Introduction:**

The newest release of Microsoft Word is the 2013 version. Microsoft Word is an application that allows users to create Word documents from anything like research papers to full length novels. Word is the most used application in the Microsoft Office program. There are many new and interesting features in Microsoft Word that have become available in the new 2013 version.

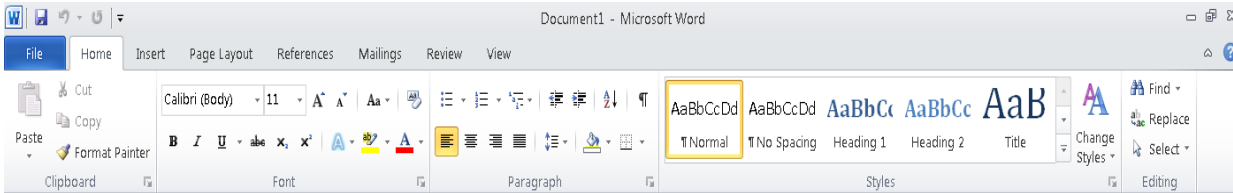
### **Features:**

While the layout of Microsoft Word 2013 looks about the same as it did in the previous version, Word 2013 has a much cleaner look to it.

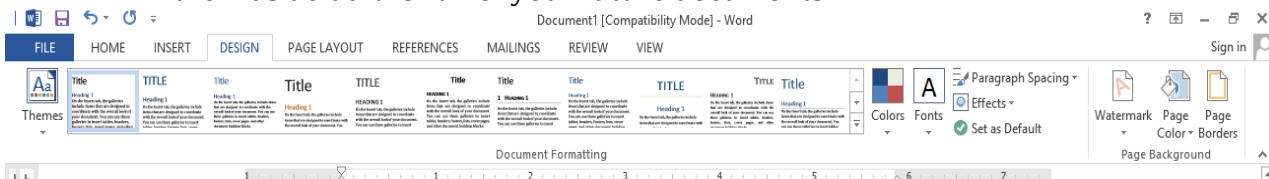
#### New Microsoft Word 2013



#### Older Microsoft Word 2013

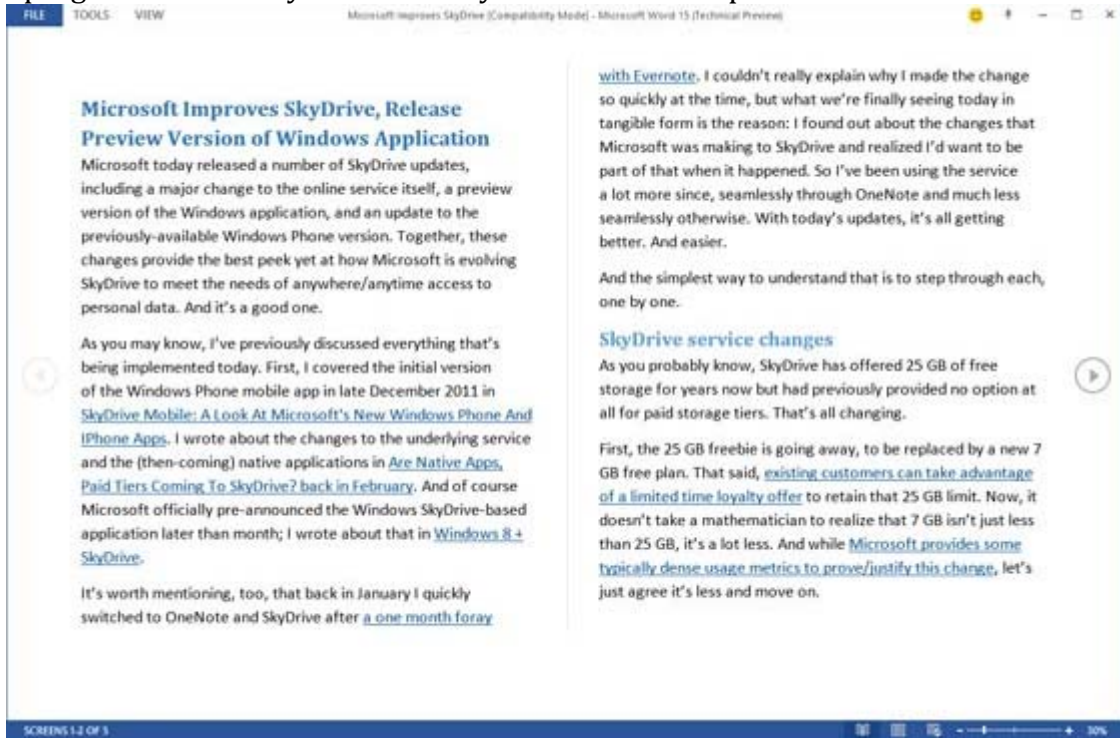


You may also notice the new Design Tab which gives you access to the various themes that Microsoft Word 2013 has to offer. Which are templates for Word Documents that have synergized fonts and colors for the headings and body of your document. Also you can customize the themes to your liking and even set them as default for all of your future documents.



Some other new features include:

**New Read View** – This feature allows you to enjoy an easy to read mode that is full screen separated into two columns which simulates a book. You can also pick up right back where you left when you close and re-open the document.

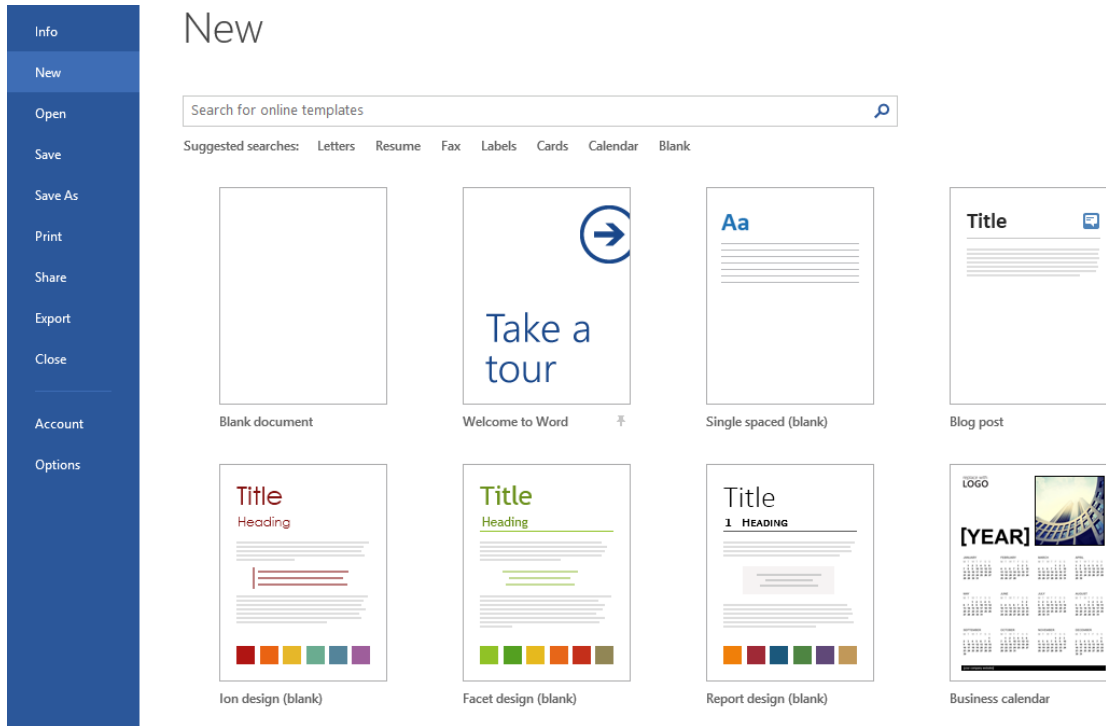


**Online Video and Pictures** – Probably the coolest new update to Microsoft Word 2013 is the ability to insert pictures or videos from online sources. This means that whenever you or someone else with an internet connection views the



document, the images or videos can be loaded in the document itself. Meaning there is no need to open up another program to view the media.

**Templates** – As mentioned before when you create a new Microsoft Word 2013 document you have the option to choose from a standard blank document or a variety of templates including templates which you have created.



**PDF Documents** – 2013 Word allows users to open and edit PDF files in Word just like the Microsoft Word documents that you are used to seeing. In addition new alignment guides are available to make your documents look as polished as possible to give them a professional look.

