Office 2013 Version Comparison Chart

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| --- | --- |
| 🟊 | 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. | 🟊 | ⯃ |  |  |