

## Office 2013 Information

Audience: All Staff

**This document can be found electronically on our website – under the staff>manuals and information page:**

<http://www.pembinatrails.ca/staff/Office2013site/Office2013.pdf>

### Cyclic Replacement – Office 2013 installation

As part of the divisional cyclic replacement process for new computing equipment, Windows 7 and Office 2013 will be installed on new computer systems. The equipment that is being replaced had Windows 7 and Office 2010 installed.

We wanted to inform you of the subtle changes in Office 2013, from Office 2010.

**Please review the following information areas, which contain useful links to Microsoft videos, information, and tutorials.**

### Microsoft Office 2013 – Quick start guides (PDF)

[Word](#)

[Excel](#)

[PowerPoint](#)

[Outlook](#)

[Publisher](#)

[OneNote](#)

### Microsoft Office 2013 – support links

Specific information on applications in Office 2013, including video resources and tutorials.

[What's new in Word 2013](#)

[What's new in Excel 2013](#)

[What's new in PowerPoint 2013](#)

[What's new in Outlook 2013](#)

[What's new in Publisher 2013](#)

[What's new in OneNote 2013](#)

[Office training and tutorials site](#)

[Microsoft Educator Network \(Teacher resources\)](#)

### Reminder of ITA Axis support sites (Internal use only)

A great place to start for all things technical in Pembina Trails.

We have a FAQ (Frequently Asked Questions) Center and our main Axis site as a repository for technical support information on a wide variety of technologies used in the Division.

**ITA FAQ Center:** <http://axis/sites/it/ita/FAQ%20Center/FAQ%20Center.aspx>

**ITA Axis site:** <http://axis/sites/it/ita/default.aspx>

### Contacting the ITAs

**Phone:** extension 1120

**E-Mail:** [it-itas@pembinatrails.ca](mailto:it-itas@pembinatrails.ca)