

Office 2013 Tips #1

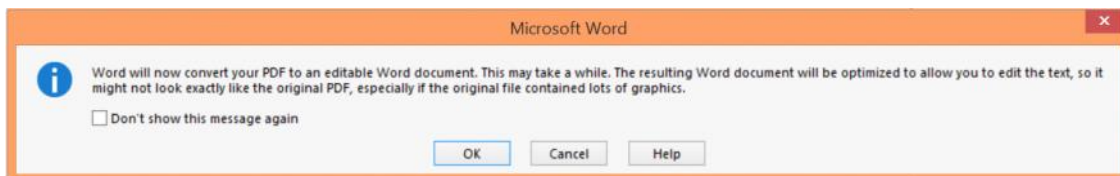
- ★ Check out these great features in Office 2013 that offer tools and resources for efficient creation of documents, presentations, spreadsheets, and notebooks.

Open PDF Documents in Word

Yes, you read that right. You can open PDF Documents in Word and then edit them!

Here's how:

1. Open Word.
2. Click File->Open.
3. Go and find a PDF and click "Open".
4. You will see the message below. Please note what it says - it might not look exactly the same.



That's it! Now your PDF is a Word document you can edit.

Note: If the PDF was created on a Ricoh copier by scanning something, this will not work because the PDF that you get from the scanner is just an image. Usually this works best if the PDF was originally a Word Document or some other type of text document.

Inserting Online Pictures & Videos into Word, PowerPoint and OneNote

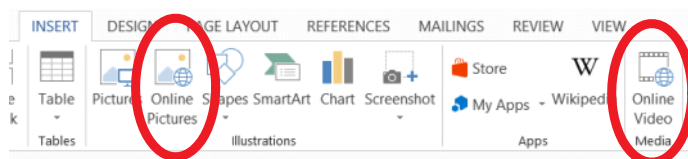
The days of having to go out to the Internet to insert clipart, images, and videos are over. Now you can search the Internet for media right inside your documents!

Here's how:

Word

In Word you can insert both online pictures and videos.

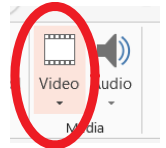
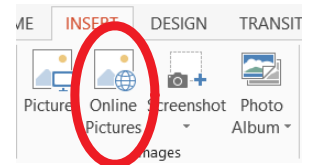
1. Go into a Word document.
2. Click the INSERT ribbon to go to it.
3. Click "Online Pictures" to search both the Microsoft Clipart site and Bing for online images.
4. Click "Online Video" to search Bing and YouTube for online videos. You can also enter an embed code to insert a video from another site.
5. Once you have found the image or video you would like, click "Insert" and it will be put into your document.
6. A PICTURE TOOLS ribbon appears with options for your images and videos.



PowerPoint

In PowerPoint you can insert both online pictures and videos.

1. Go into a PowerPoint presentation.
2. Click the INSERT ribbon to go to it.
3. Click "Online Pictures" to search both the Microsoft Clipart site and Bing for online images.
4. Click "Video" ->"Online Video" to search YouTube for online videos. You can also enter an embed code to insert a video from another site.
5. Once you have found the image or video you would like, click "Insert" and it will be put into your presentation.
6. For videos, a VIDEO TOOLS ribbon appears with options for your video.
7. For images, a PICTURE TOOLS ribbon appears with options for your images.



OneNote & Excel

In OneNote and Excel you can insert online pictures only.

1. Go into a OneNote Notebook or Excel Workbook.
2. Click the INSERT ribbon to go to it.
3. Click "Online Pictures" to search both the Microsoft Clipart site and Bing for online images.
4. Once you have found the image you like, click "Insert" and it will be put into your document.
5. In Excel, a PICTURE TOOLS ribbon appears with options for your images.

