

Word 2010 to Office 365 for business



Make the switch

Microsoft Word 2013 desktop looks different from previous versions, so here's a brief overview of new features and important changes.

Quick Access Toolbar

Commands here are always visible. Right-click a command to add it here.

Ribbon tabs

Click any tab on the ribbon to display its buttons and commands. When you open a document in Word 2013, the Home tab is displayed. This tab contains many of the most frequently used commands in Word.

Need help?

Click here or press **F1** for help.

Manage your files

Click **File** to open, save, print, and manage your Word files.

Minimize the ribbon

Click here to close the ribbon and show only the tab names.

Navigation pane

Press **Ctrl+F** to show the Navigation pane. You can reorganize a document by dragging its headings in this pane. Or use the search box to find your way around long documents. Press **Ctrl+H** to open the **Find and Replace** dialog box.

Contextual ribbon tabs

Some tabs appear on the ribbon only when you need them. For example, if you select a table, you'll see **Table Tools**, which includes two extra tabs — **Design** and **Layout**.

Styles and headings

Choose styles and headings to standardize the look of your documents.

Word count

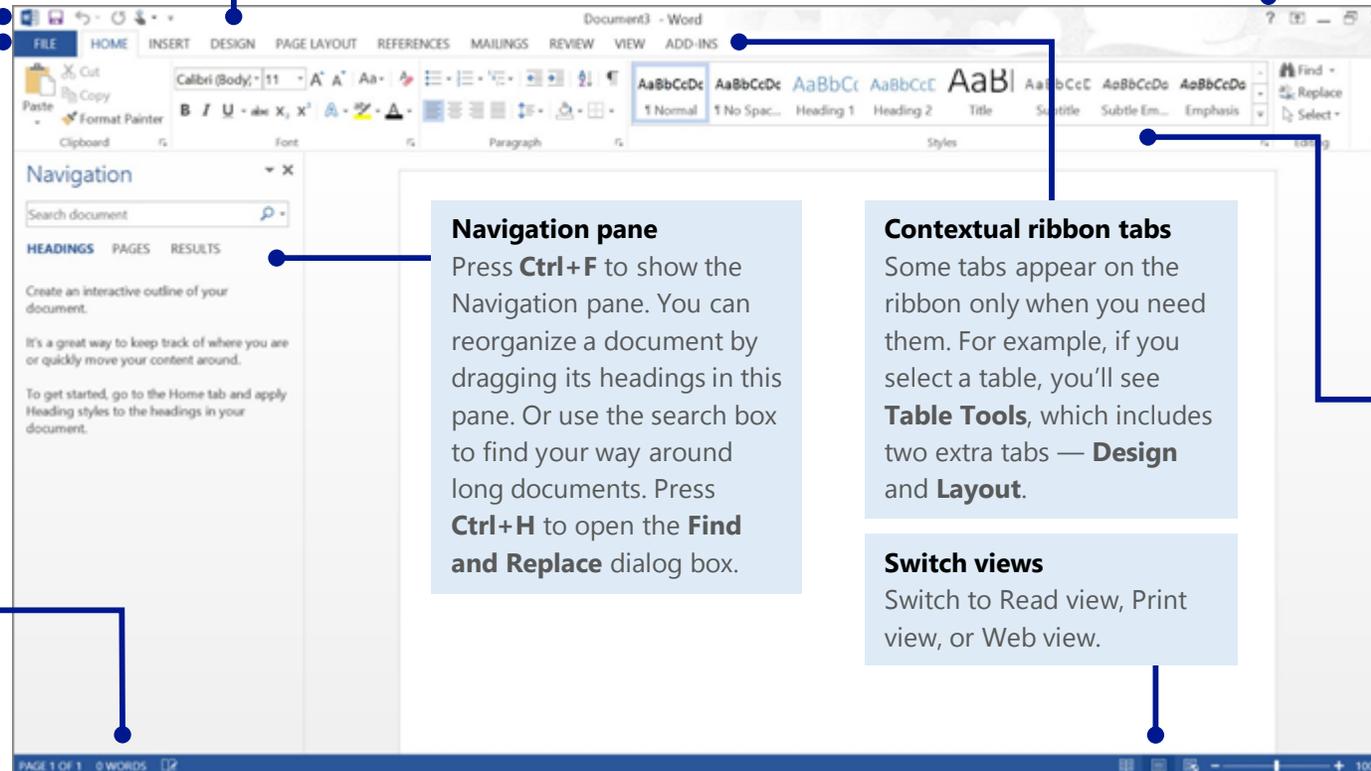
Look here to see the word count. Select some text to see the word count in the selection.

Switch views

Switch to Read view, Print view, or Web view.

Zoom in or out

Move the slider to adjust the view magnification.



What is Office 365 for business?

Just as Office 2010 was a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

How do I use Word in Office 365?

You can use the Word 2013 desktop app, Word Online, or device-specific Word apps. So how do you decide which to use? If you're using a computer, Word 2013 has the most features. On a device, the Word mobile app has the most features. However, for many tasks, the web-based Word Online may meet your needs.

	Word 2013*	Word Online	Word mobile app
Use it if	<ul style="list-style-type: none"> • Your Office 365 plan includes it. • You want offline access. 	You need a quick way to read and make simple edits.	You want the most editing features available on your device.
Runs on	Laptop and desktop computers	Your browser	Specific devices
How to get it	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Browse from OneDrive or Sites	Windows Phone iPad iPhone Android phone and tablet

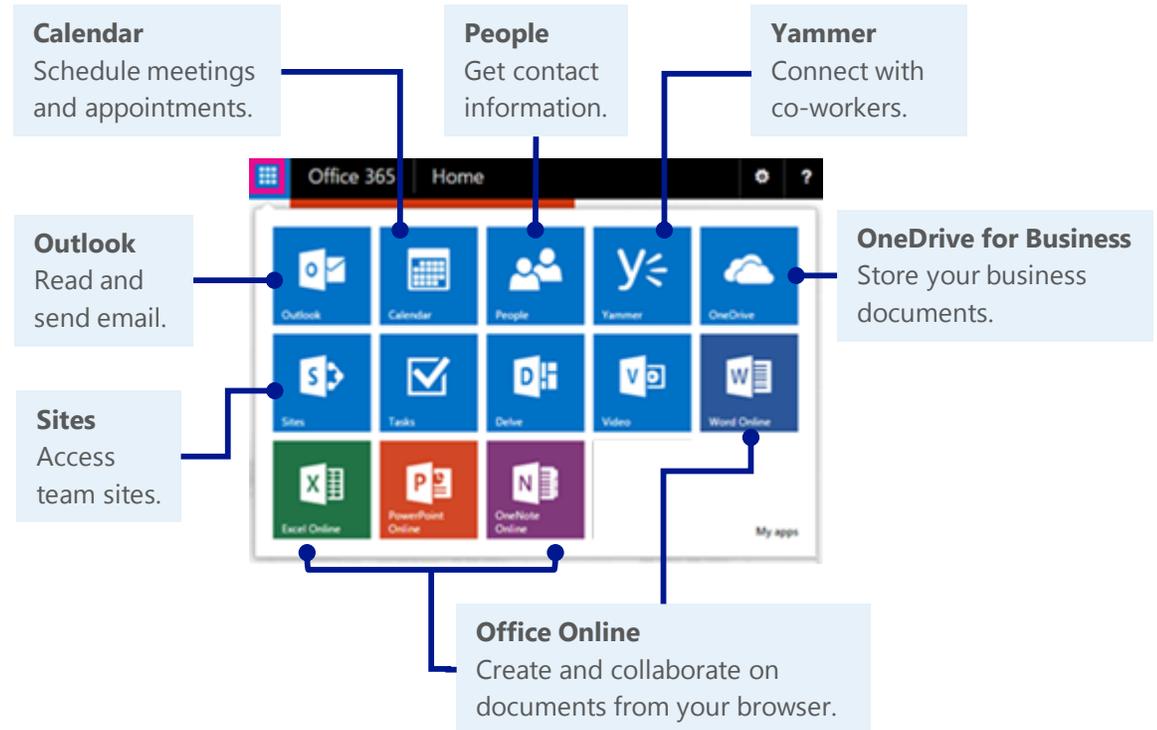
How do I sign in to Office 365?

1. From your web browser, go to <https://portal.office.com>.
2. Enter your work or school account and password, and then choose **Sign in**. For example:
j.doe@contoso.com or j.doe@contoso.onmicrosoft.com



Find your way around

From anywhere in Office 365, click the app launcher  for quick access to all services, including all the Office Online apps:



Install Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose **Install now**.

The screenshot shows the Office 365 installation page. At the top, there are icons for Word, Excel, PowerPoint, Outlook, and OneNote. A red box highlights the 'Install now' button. Below this, there are options for 'Language: English', 'Change language', and 'Troubleshoot installation'. A blue line connects the 'Install now' button to a callout box that says 'Install apps on your PC'. Another blue line connects the 'Change language' and 'Troubleshoot installation' options to a callout box that says 'Install apps on your device'. Below the installation options, there is a section titled 'Collaborate with Office Online' with icons for Outlook, Calendar, People, Yammer, OneDrive, Sites, and Tasks. Below that, there are icons for Office Online apps: OneDrive, Video, Word Online, Excel Online, PowerPoint Online, and OneNote Online. A blue line connects these icons to a callout box that says 'Use Office Online Create and edit documents from your browser.'

2. Choose **Run**, and then follow the rest of the installation instructions.



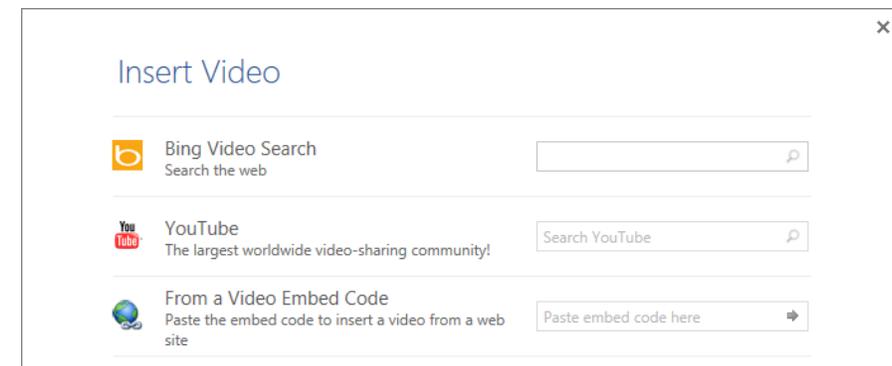
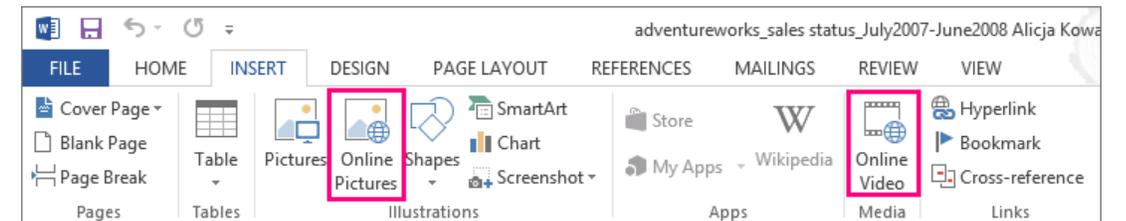
For more information, see [Install Office using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=272460) (<http://go.microsoft.com/fwlink/p/?LinkId=272460>).

What's new on the Word 2013 ribbon?

Word 2013 desktop includes a new **Design** tab that lets you quickly set the themes and styles of your documents.

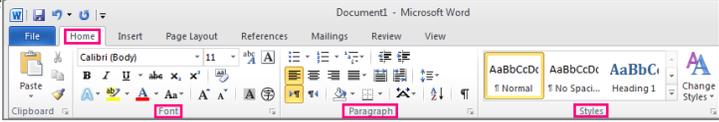
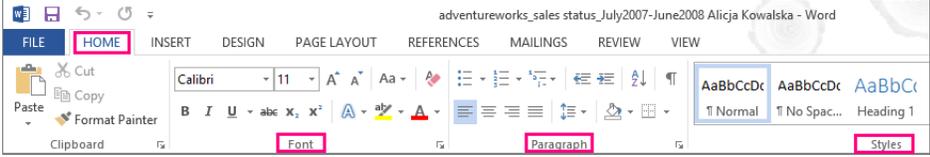
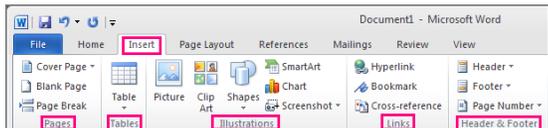
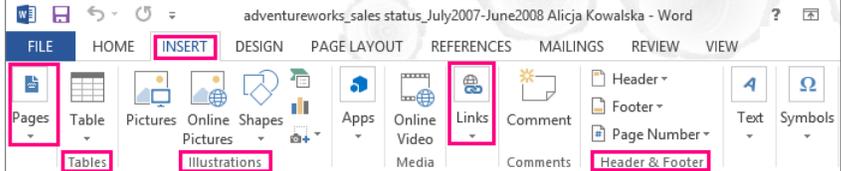
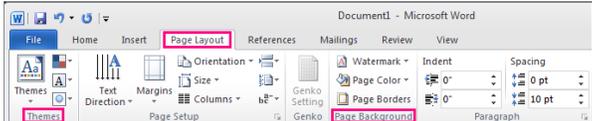
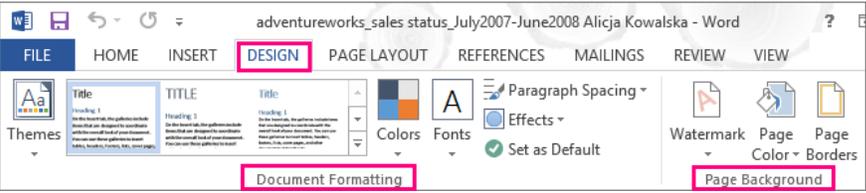
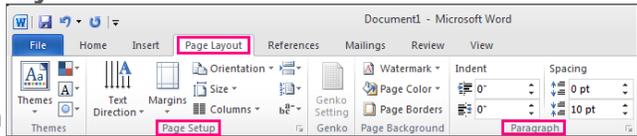
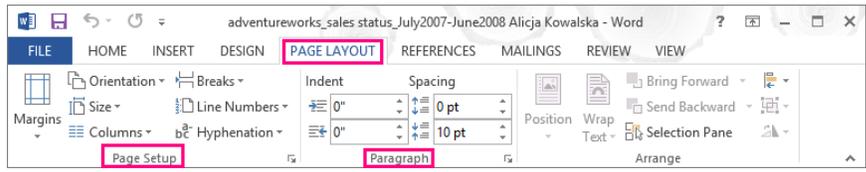


Add media to your documents by inserting videos and pictures that you find online from sources such as YouTube, Bing, Flickr, and Office.com Clip Art.



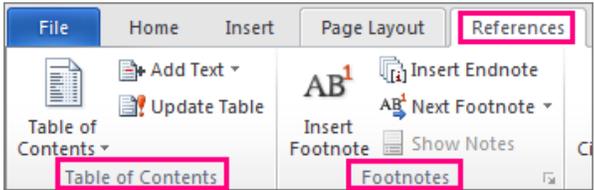
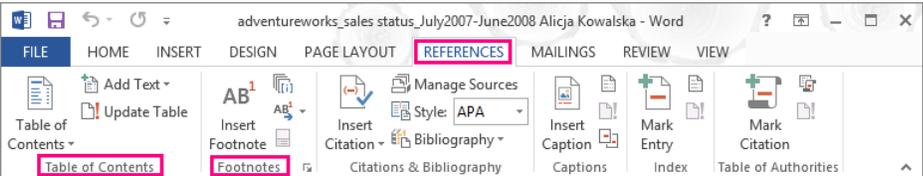
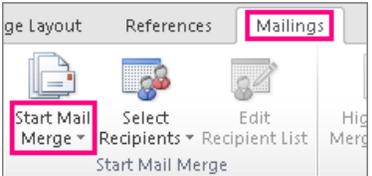
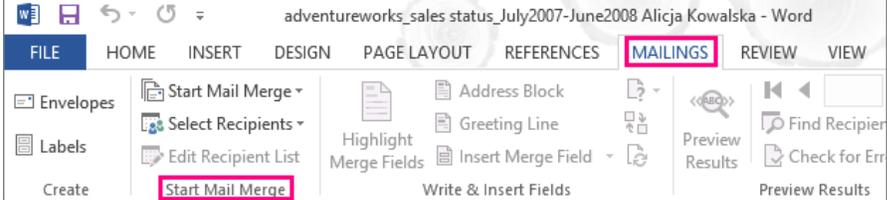
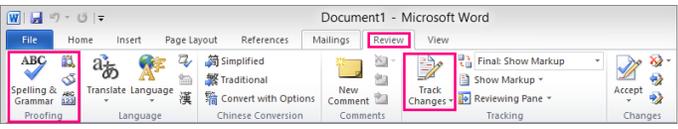
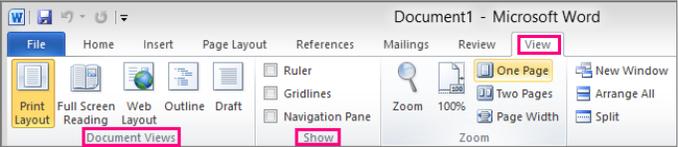
Things you might be looking for in Word 2013

Use the list below to find some of the more commonly used tools and commands in Word 2013.

Task	In Word 2010	In Word 2013
Open, save, print, preview, protect, send, or convert files	Choose the File button and click the option. 	Choose the File tab and then the option. 
Change line spacing, apply formatting and styles to text	Choose Home and Font , Paragraph , or Styles groups. 	Choose Home and then Font , Paragraph , or Styles groups. 
Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers	Choose Insert and then Pages , Tables , Illustrations , Links , and Header & Footer groups. 	Choose Insert and then Pages , Tables , Illustrations , Links , and Header & Footer groups. 
Quickly change the look of your document, change the page background color, add a border to the page, or add a watermark	Choose Page Layout then Themes , or Page Background groups. 	Choose Design and then Document Formatting and Page Background groups. 
Set margins, add page breaks, create newsletter-style columns, change page orientation, or change spacing between paragraphs	Choose Page Layout and then Page Setup or Paragraph groups. 	Choose Page Layout and then Page Setup and Paragraph groups. 

Things you might be looking for in Word 2013 (continued)

Use the list below to find some of the more commonly used tools and commands in Word 2013.

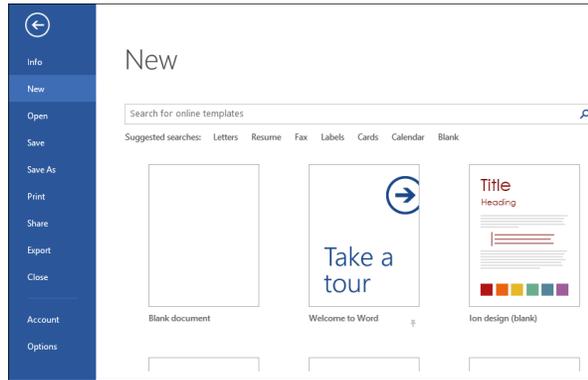
Task	In Word 2010	In Word 2013
<p>Create a table of contents, or insert footnotes and endnotes</p>	<p>Click References and then Table of Contents or Footnotes groups.</p> 	<p>Choose References > Table of Contents or Footnotes groups.</p> 
<p>Do a mail merge</p>	<p>Click Mailings and then Start Mail Merge group.</p> 	<p>Choose Mailings > Start Mail Merge group.</p> 
<p>Check spelling and grammar, get a word count, or track changes</p>	<p>Click Review and then Proofing or Tracking groups.</p> 	<p>Choose Review > Proofing or Tracking groups.</p> 
<p>Switch between document views, open the Navigation pane, or show the rulers</p>	<p>Click View and then Document Views or Show groups.</p> 	<p>Choose View > Views or Show groups.</p> 

Creating and saving documents

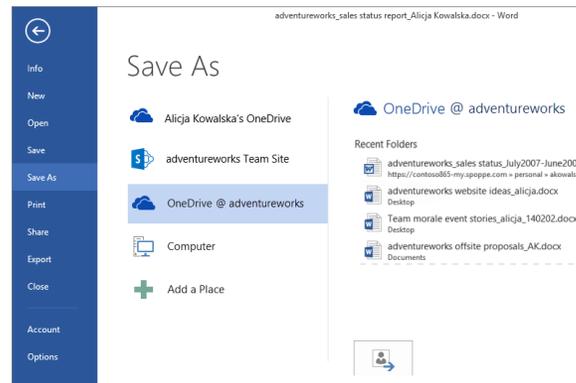
Whether you start from your Word 2013 desktop app or Office 365 for business, you can create documents and then store them in your OneDrive for Business or SharePoint document library.

Create a document using Word 2013

Word 2013 provides templates you can use to create documents or you can start with a blank document. You can also learn more from the [Word 2013 Quick Start Guide](http://go.microsoft.com/fwlink/?LinkId=272051) (<http://go.microsoft.com/fwlink/?LinkId=272051>).



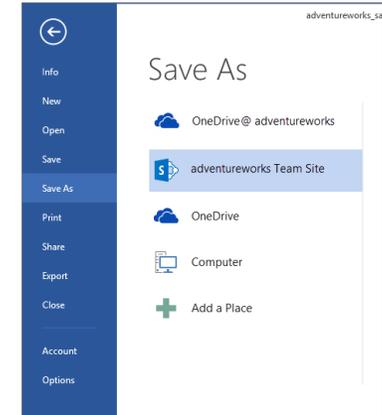
Save to OneDrive for Business



OneDrive for Business is your online file storage location. Documents saved here are private until you share them with others. Plus, you can open and edit them from almost anywhere.

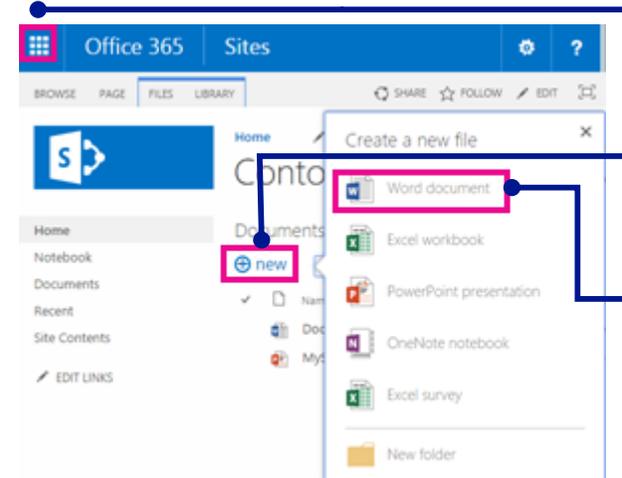
Save to your SharePoint document library

SharePoint sites include a document library by default. You can save documents here and anyone with access to that site can view and work together on documents.



Create a document from Office 365

You don't need the Word 2013 desktop app to create a new document. If you've got OneDrive for Business or a SharePoint document library on a team site, you can create a document from there. Word Online lets you do basic tasks and automatically saves the document to that location.



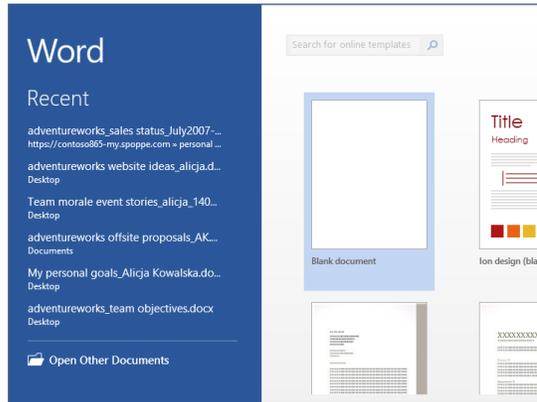
1. Choose the app launcher , and then choose **OneDrive** or **Sites**.

2. Choose **New**.

3. Choose **Word document**.
You can also create Excel workbooks, PowerPoint presentations, and more.

Opening and deleting documents

You'll notice a few differences when you first start Word 2013. You can choose from a blank document, a list of available templates, your **Recent** documents with their locations, or **Open Other Documents** to get to your OneDrive for Business and a team site document libraries.



Open a document from Word 2013

Choose the location of your document, and then open it.

OneDrive for Business

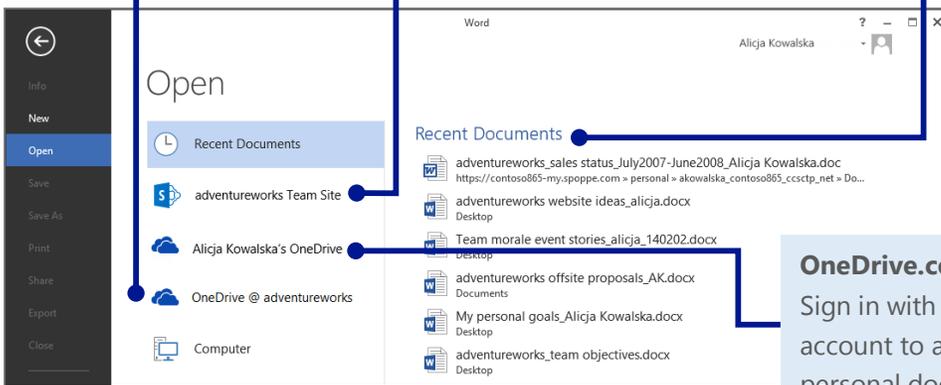
Use this location to get to your online storage.

SharePoint

Open your document from a SharePoint team site.

Recent Documents

Get quick access to documents in their default locations.



OneDrive.com

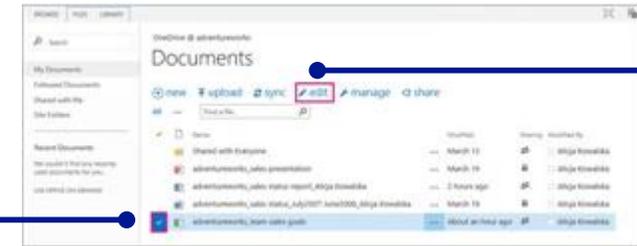
Sign in with a Microsoft account to access personal documents.

Open a document from Office 365

Quickly open documents from OneDrive for Business or a SharePoint team site.

Word Online

Choose the document name to automatically open it in Word Online.



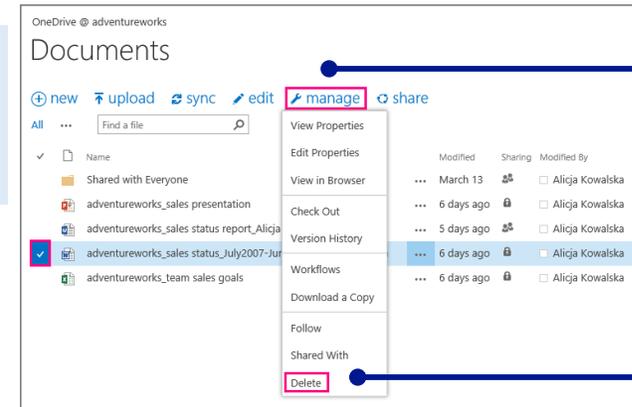
Word 2013

Select a document and then choose **Edit** to open it in Word 2013.

Delete a document from Office 365

Deleting documents from OneDrive for Business and SharePoint is just as simple.

1. Select the document you want to delete.



2. Choose **Manage**.

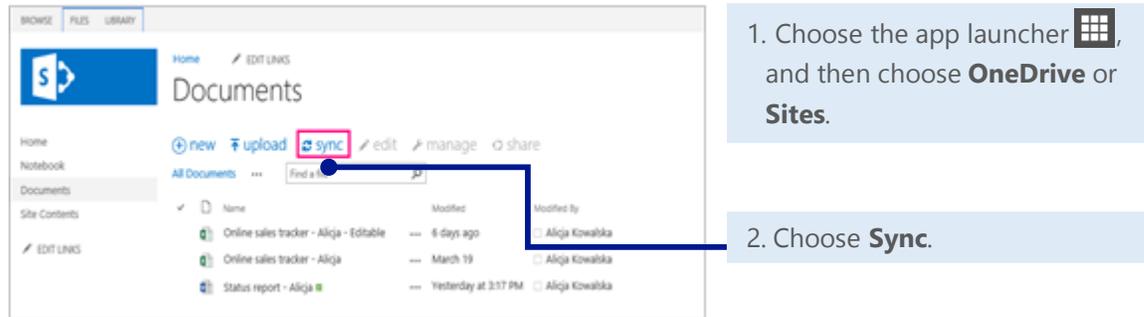
3. Choose **Delete**.

Working offline

Need to work somewhere without an Internet connection? You can sync documents or entire folders to your computer before you go. When you're back online, your changes will automatically sync.

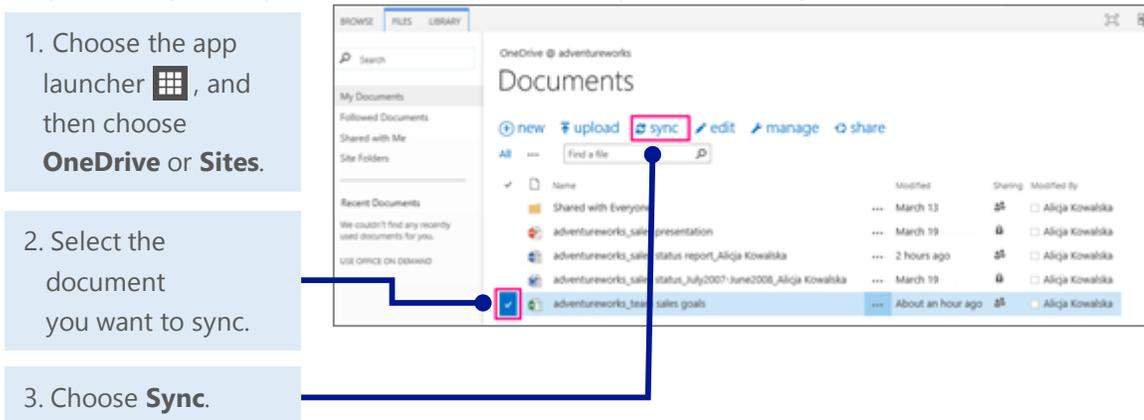
Sync a library

You can sync the entire library of your OneDrive for Business and SharePoint team site.



Sync a document or folder

Or, you can sync only the documents or folders you're working on.

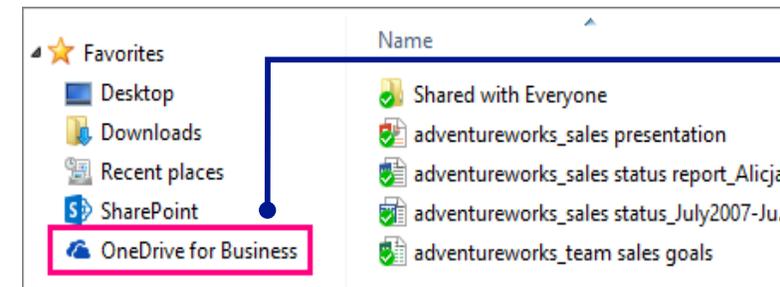
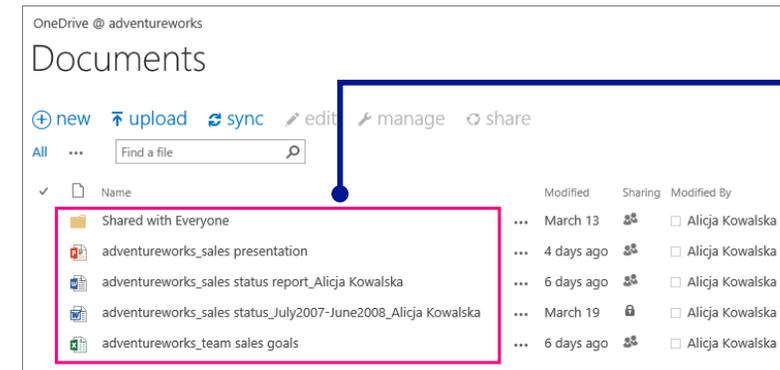


How does Sync work?

The first time you sync, it takes a little longer to download your documents on your desktop or other device. You can now work offline without losing your changes.

Anytime you make a change, those changes are automatically uploaded.

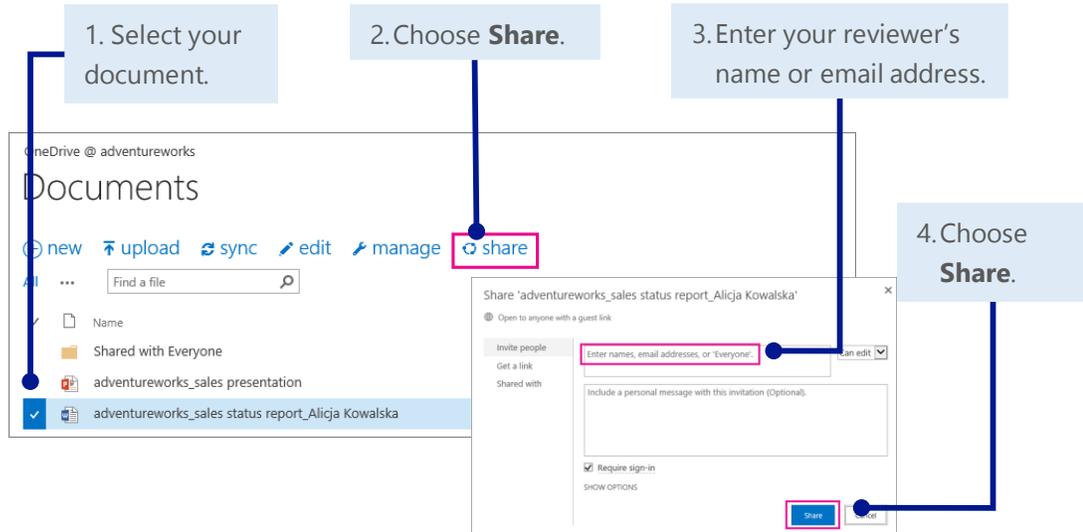
After you sync OneDrive for Business or a team SharePoint site, you get an associated folder on your device Favorites containing the documents that you have synced.



Working with others

Share documents

Wherever your document is stored, it's easy to share it with others—whether they're part of or outside of your organization. When you share, the people who need to review or edit get an email with a link to the document. With just a quick click, you and your reviewers can open it from nearly anywhere and on practically any device.



Word Online

Does a coworker not have Word on their computer? Or do they use a Mac? No problem! With Word Online, you can do basic co-edits in the same document at the same time. You can see who is editing and what changes they have made.

No Save button?

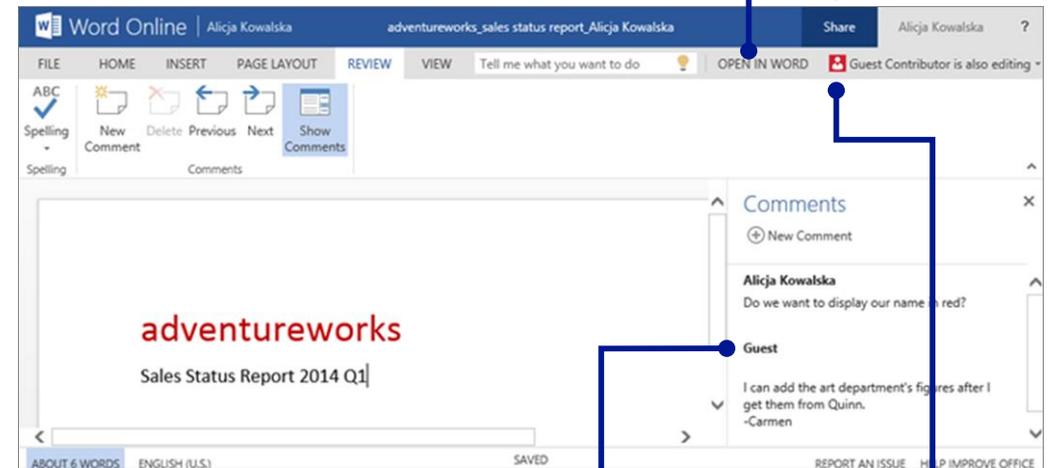
Don't worry, Word Online automatically saves your document while you work.

Need more options?

Open in Word 2013 to access all of the features of Word.

Share

Work on the same document with others simultaneously.



Changes

See comments and changes from all reviewers.

Who's editing?

See the names of others editing if they have signed in.

Working from mobile devices

Whether you use a Windows Phone, Android device, iPhone, tablet, or iPad, you can view and edit Word documents stored on a SharePoint site or OneDrive for Business.

All you need is the Office Mobile app to get to your documents. Now you can view and make last minute changes to a document right on your phone or tablet.



Set up your device

For mobile, it's all about the apps and adding the work or school account you use for Office 365 for business to your device. Find and install the right app for your device from your device's app store. For step-by-step instructions, see:

- [Set up a mobile device using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=396709) (<http://go.microsoft.com/fwlink/p/?LinkId=396709>)
- Set up Office 365 for business on your:
 - [Windows Phone](http://go.microsoft.com/fwlink/p/?LinkId=396654) (<http://go.microsoft.com/fwlink/p/?LinkId=396654>)
 - [iPhone](http://go.microsoft.com/fwlink/p/?LinkId=396655) (<http://go.microsoft.com/fwlink/p/?LinkId=396655>)
 - [iPad](http://go.microsoft.com/fwlink/p/?LinkId=524315) (<http://go.microsoft.com/fwlink/p/?LinkId=524315>)
 - [Android phone and tablet](http://go.microsoft.com/fwlink/p/?LinkId=525632) (<http://go.microsoft.com/fwlink/p/?LinkId=525632>)

Need more info?

- Check out the [Office 365 for business learning center](http://go.microsoft.com/fwlink/p/?LinkId=392570) (<http://go.microsoft.com/fwlink/p/?LinkId=392570>) for additional quick start guides and how-to videos.
- Find more tips for [switching to Office 365](http://go.microsoft.com/fwlink/p/?LinkId=398049) (<http://go.microsoft.com/fwlink/p/?LinkId=398049>).