

Starting in January 2014, all new Windows computers deployed by Marshall will be running Microsoft Office 2013. (Office applications include Word, Excel, PowerPoint, Outlook, Lync, Publisher, and Access.) Further, all Windows classroom computers, lab computers, breakout rooms, and ELC rooms will be upgraded to Office 2013. Existing faculty and staff workstations may be upgraded to Office 2013 upon request. Note that faculty and staff can get a copy of Office 2013 for their home computer by contacting the Marshall Help Desk.

Previewing Office 2013 / Using Office 2010 via Citrix

If you would like to preview Office 2013, you can do so by running its applications on your computer virtually through Citrix. If for some reason you need to run Office 2010 applications, they will remain available on Citrix through the spring semester. Follow the link below for instructions on using Citrix.

http://info.marshall.usc.edu/dept/training/Documents/RemoteComputing/CITRIX_via_Reciever_Windows_v1.pdf

Faculty Preparation for Office 2013

The functionality of most Office 2013 applications is very similar to Office 2010; however, there are some differences. If you are a faculty who utilizes MS Office applications in your curriculum, we strongly urge you to review the Office 2013 applications you use prior to the start of the spring 2014 semester.

Migration Resources

To learn what has changed or is new in Office 2013, the resources listed below should be of help.

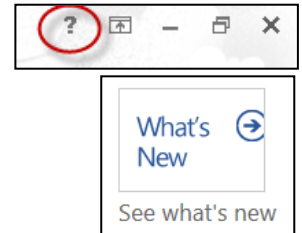
Table Listing Office 2010 Features that have changed or Been Removed from Office 2013:

<http://technet.microsoft.com/en-us/library/cc178954.aspx>

Microsoft Guides & Videos by Application

To learn what is new in a specific application, do the following:

- Start the application and click the question mark button in the upper right corner.
- Click "What's New".
- Either click the video link (if provided) or read the text on the page.



Lynda.com Videos

Lynda.com has some videos for 2013 features. To access Lynda.com:

- Log into Blackboard (<https://blackboard.usc.edu>)
- Click the "Log in to Lynda.com" button at the bottom of the page.
- Click "Software" then "O" for Office.*
- Click "Office" then "2013".
- Click a video to watch.

* You can also search by specific application such as "E" for Excel and so on.

