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Microsoft Office 2013 Version Comparison

Similarities (& Differences) between Office 2013-2010-2007-2003

Introduction:

When Microsoft Office 2007 was released, there were significant changes from Office 2003 following the introduction of a single ribbon mechanism in the user interface (UI). Office 2010 suites maintained the ribbon along with some improved features and so too did 2013, albeit with minor changes. The table and links shown below illustrate some of key differences in UI elements between Office 2013 the previous versions, which may or may not be of consideration for your business when deciding between the different versions. For a more detailed breakdown of the changes (additions and removals) to Office 2013, please view: Microsoft's Changes to Office 2013.

Additional New Features - Office 2013:

- Office Web Apps: From your tablet (Windows 8 and iPad), you can edit documents stored online with touch-enabled web apps;
- Word 2013: New onscreen read mode and can open PDF content in Word and easily reuse text, lists and tables;
- Excel 2013: You can extract what you need from imported data with Flash Fill. Quick Analysis Lens, Recommended Charts, and Chart Animations.
- PowerPoint 2013: Collection of wide-screen themes from which to create your presentation. New Presenter View tools.
- OneNote 2013: Adds Windows 8 app to its family of apps;
- Outlook 2013: New 'Inline Replies' allow you to reply to email in one window;
- Publisher 2013: New templates as well as a list of your recently viewed documents, plus you can import all your pictures to a single canvas.

Summary:

We saw major changes with the migration from Office 2003 to 2007 but this is not so visible when Office 2010 came out and even less so with the launch of Office 2013. The most notable difference is that Office 2013 is aligned with Windows 8 to function on tablets. This is great if you run your business off an iPad, but when deciding on what particular version to go for, the preliminary points to address are whether the users will actually understand, use and therefore benefit from the additional features and what is the support period (normally just over 10 years from the launch date - see here for Microsoft Support Dates). Purchasing previous versions is clearly more economical, an option that was previously not available to businesses that were forced to purchase the most recent version at the more expensive conventional Microsoft reseller trade costs and then utilise their downgrade rights as many businesses have a previous version installed. Businesses can now purchase what their business requires at the discounted price.

For a Microsoft Office quotation for any version, please fill in our customer contact form.

Updated: 13.11.2014 [This factsheet is subject to change].

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UI element	Office 2013	Office 2010	Office 2007	Office 2003
Menus and tabs	Similar to 2010, the ribbon remains fully customised although some changes made to the arrangement with view to simplifying the ribbon experience.	The ribbon replaces menus and toolbars across all products of Office 2010 and can be fully customized to include Publisher and Outlook.	The ribbon replaces menus and toolbars in Access 2007, Office Excel 2007, PowerPoint 2007, Word 2007, and parts of Outlook 2007.	Menus and toolbars only are available.
Task panes	As per 2010, commands on the ribbon and the ability to customize.	Groups of commands on the ribbon and the ability to customize.	Groups of commands on the ribbon and the ability to customize.	Basic task pane.
Quick Access Toolbar (QAT)	Fully customizable.	Fully customizable.	Introduced in 2007.	Not available.
Backstage view	As per 2010, quickly access file management tasks, such as open, save, and print.	More tools outside the document viewing window.	Limited tools that can be accessed through the Microsoft Office Button.	Limited tools on the File menu
Digital signatures	Found in the Backstage view.	Found in the Backstage view under Information about Document / Protect Document.	Formatted with XMLDSig, found under File / Finalize Document / Signatures.	Found under Tools / Options / Security / Digital Signatures
Smart Art	n/a	Improved from the 2007 version.	Design tools available in all Microsoft Office applications.	Not available.
Open Formats (*.odt) Open Document Text	Included in this version	Included in this version.	Available. Added in 2007 Office system Service Pack 2 (SP2).	Not available.
Windows Live Writer integration	Included in this version	Blog posting options available in the application.	Not available.	Not available.
Spelling checker	Included in this version	The spelling checker is now integrated with automatic correction.	Basic spelling checker (automated).	Basic spelling checker.
Paste Preview	Included in this version	A live preview before you commit to Paste. Avoids having to use the Undo button.	Paste, Undo, Paste.	Basic Paste capabilities.
Print	Included in this version	The Backstage combines Print with Print Preview, Page Layout and other print options.	Microsoft Office Button, Print with limited printing tools spread across several commands.	Basic Print option on the File menu.
Sparklines	Included in this version	A miniature chart inserted into text or embedded in a spreadsheet cell to summarize data.	Dynamic charts and chart types.	Three-dimensional (3-D) charting.
E-mail Essentials	Included in this version	Conversation, Cleanup, Ignore Thread, and Mail Tips for when a person is out of the office or if e-mail is sent to a group.	Not available.	Not available.
Photo editing tools	Picture Manager has been replaced by 'Windows Live Photo Gallery' for better photo editing capabilities	Available in these applications: (Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, and Microsoft Publisher 2010).	Limited functionality.	Limited functionality.
Video in Microsoft PowerPoint	Included in this version	Video triggers and controls.	Not available.	Not available.

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