Office 365/2013

Presented by
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iaap
Branch

What's New

- Welcome Back – Word and PowerPoint
- Quick Analysis Toolbar and Flash Fill – Excel
- Design Tab – Word
- Word's Collapse and Expand Headings
- Task Panes for formatting options, such as Charts, Photos, Text boxes, etc.
- Revamped File Tab - Again (Backstage View)
- Cloud friendly and Office 365

What's New

- Greatly Improved online apps
- Smart guides
- The App Store of Add ins
- Very nice and complimentary error and dialogue boxes
- PowerPoint Slide Master for Themes and Custom Designs
- Outlook's redesigned To-Do Bar
- Outlook's enhanced People view and Calendar preview

**Connect,** Learn, Lead, and Excel

Office 365 and OneDrive
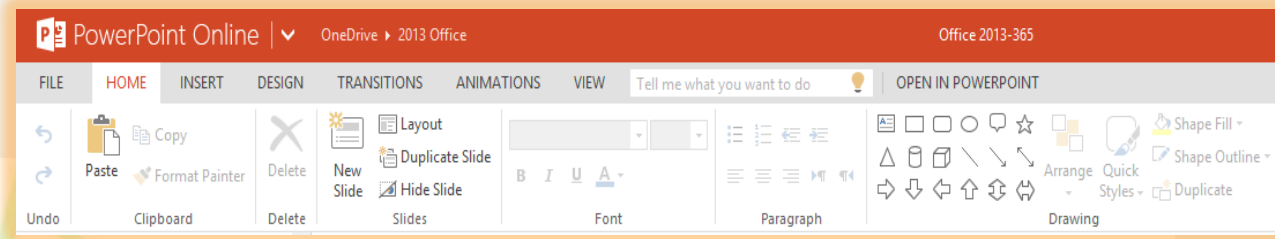
- Terrific subscription based platform for Desktop, iPad and other Tablets, Smartphones, Laptops, etc.
- Works with Office 2007/2010 but uses the 2013 Interface
- Online Apps and Desktop applications
- Uses OneDrive/SharePoint etc. for storage
- Office on Demand for computers without Office
- Online Apps not as robust or versatile as desktop apps

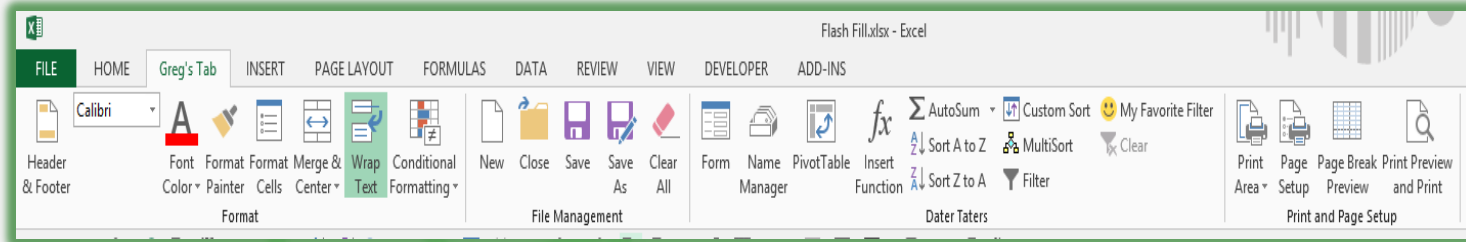**Connect,** Learn, Lead, and Excel

2010 Carryover Quick Access Toolbar
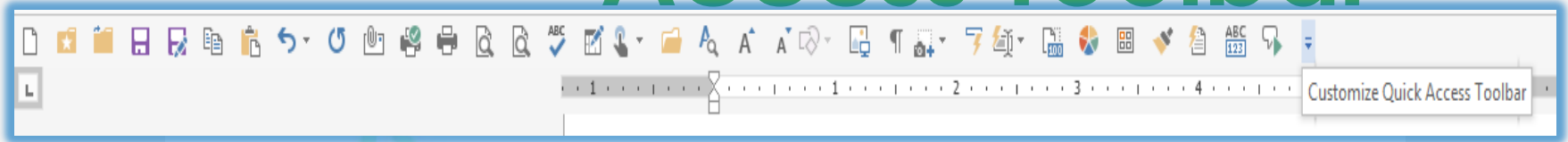
- Quick Access Toolbar – Saves time by remaining constant and retains your favorite commands
  - Customize for each application
  - Add commands not in the Ribbon, such as Speak
  - Show above or below the Ribbon
  - Quickly add buttons from the Ribbon to the Quick Access Toolbar by right clicking the button
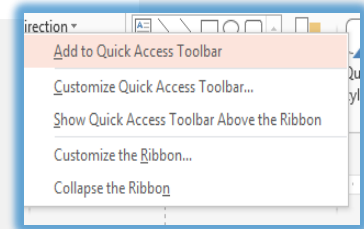
2010 Carryover Customize Ribbon

- Customize the Ribbon – Create your own tab with your favorite commands plus change the button picture and name

  - Customize for each application

  - Add commands not in the standard Ribbon, such as Speak

  - Activate or deactivate tabs through Customize the Ribbon

  - Interface is similar Quick Access Toolbar

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2010 Carryover Save/Save As Tools

- Save/Save As Tools
  - Save Options – Opens the application options at the Save item
  - General Options lets you set a password
 - Compress your photos here to reduce file size
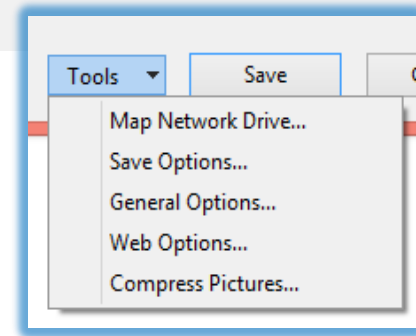
Start Screen

- When you open an application, the Start Screen appears
- The Start screen displays your recent files beginning with those you have pinned
- You may access a New Blank Workbook or template from the Start Screen
- You may click the Open Other Workbooks button to browse to open another file
- You may disable the Start Screen in your Options, General and the Start-up section
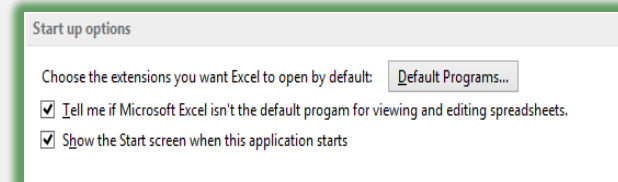
Revamped File Tab (Backstage view)

- Open item contains Recent Documents, Computer, Online (Cloud) servers, and ability to add a place
- The other Ribbon tabs hide
- The arrow at the top returns to your file for editing
- Pin often used files to your recent pane
- Set recent files in Options and the Advanced section
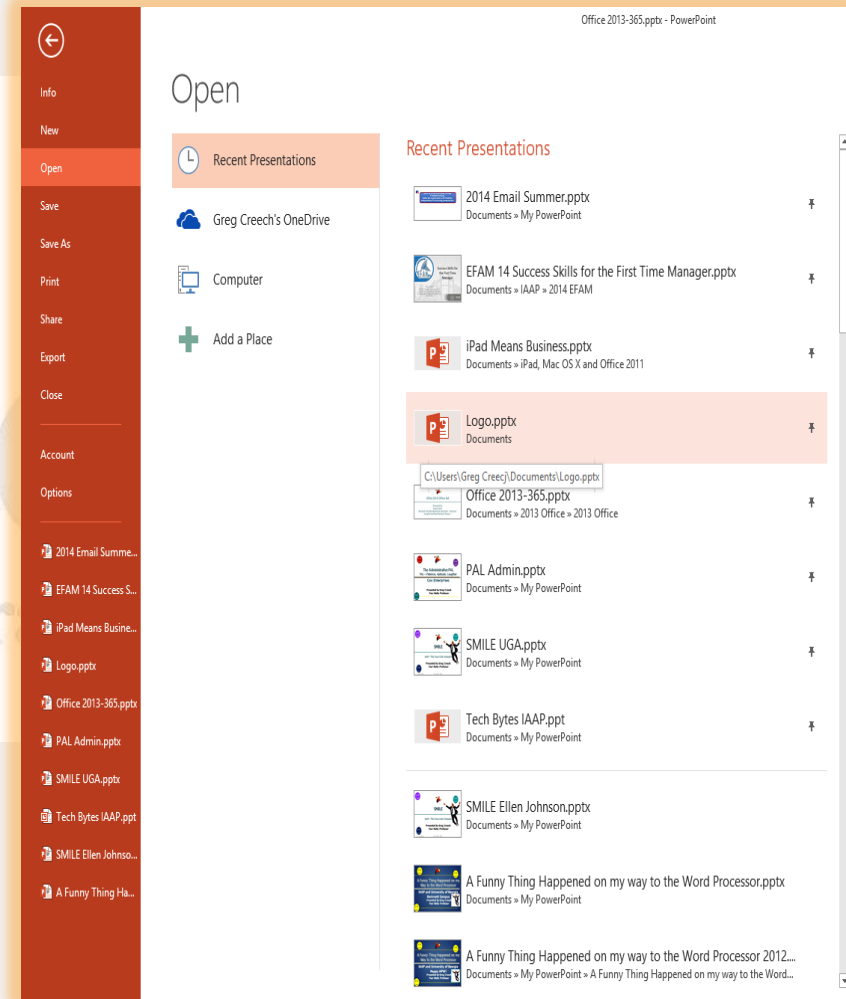
Revamped File Tab (Backstage view)

- Save As includes your saved locations and recent places

- Export is similar in allowing you to change your file type, such as PDF, .txt, etc.

- Share offers you the ability to use OneDrive or other cloud service to share with others through an email id

- New has tons of online templates but makes getting to your own templates cumbersome
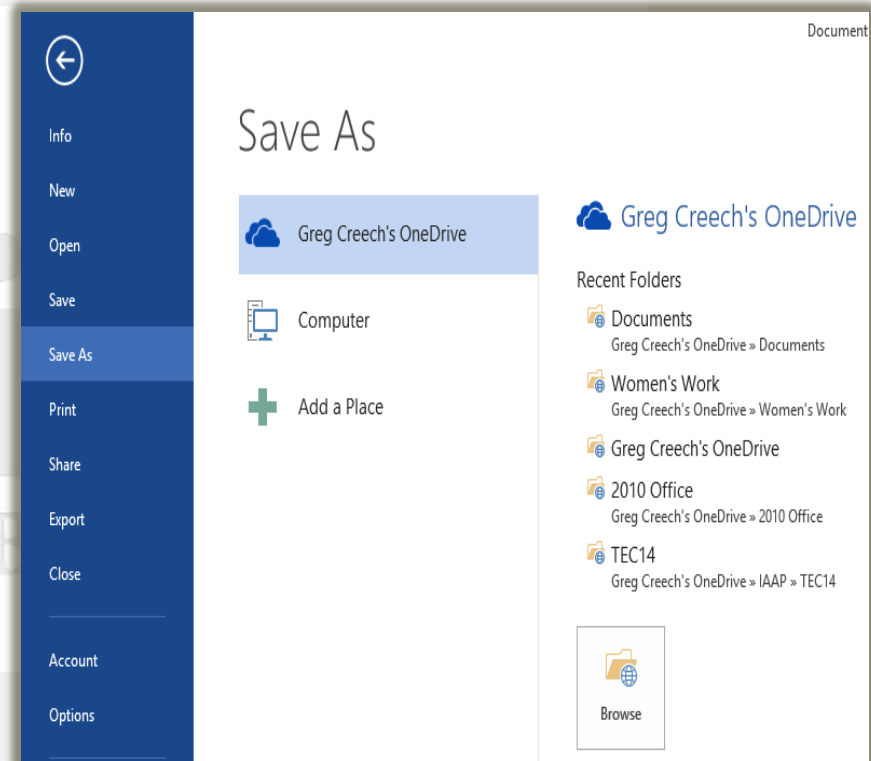
Ribbon Display Options

- Ribbon Display Options are on the right of your Title bar – next to help
- Auto-hide takes you to a full screen view and to retrieve the ribbon you must click at the top of your screen
- You may collapse or expand the Ribbon using these four methods:
  - Use the Ribbon Display Options pane
  - The CTRL + F1 keys
  - Double clicking the active tab's title
 - Right click on a tab for the shortcut menu
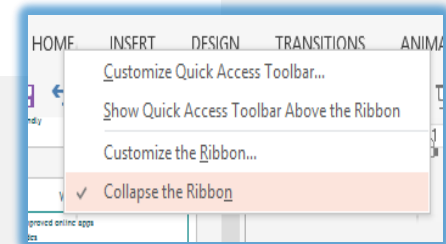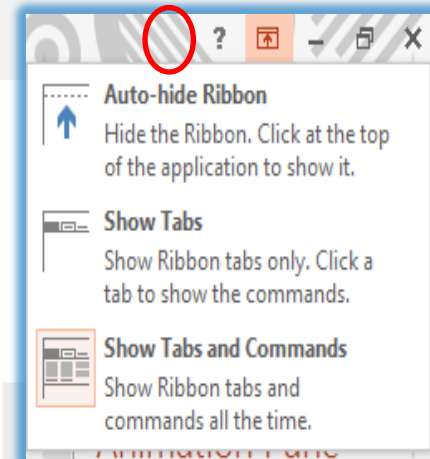
There's an App for that!

- Insert Tab contains Apps Group to download helpful Apps from The Store
- Wikipedia and Bing Dictionary in Word, Bing Maps in Excel
- Helpful Apps for you through the Store such as
  - Polling,
  - Maps,
  - Tutors,
  - Dictionary, Thesaurus
- Apps depend upon the application
- Online stores your apps for you to manage

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Welcome Back!

- Word and PowerPoint have a new box when you open a saved file that you recently edited

- Welcome back allows you to return to where you were editing your document

- Great for quickly navigated from the beginning of your file

- The dialogue box tells you the section where you left off

Editing

Welcome back!
Pick up where you left off:

Oops! and Legal Stuff
July 09, 2014

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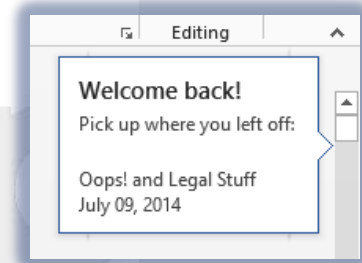
Word and PDF
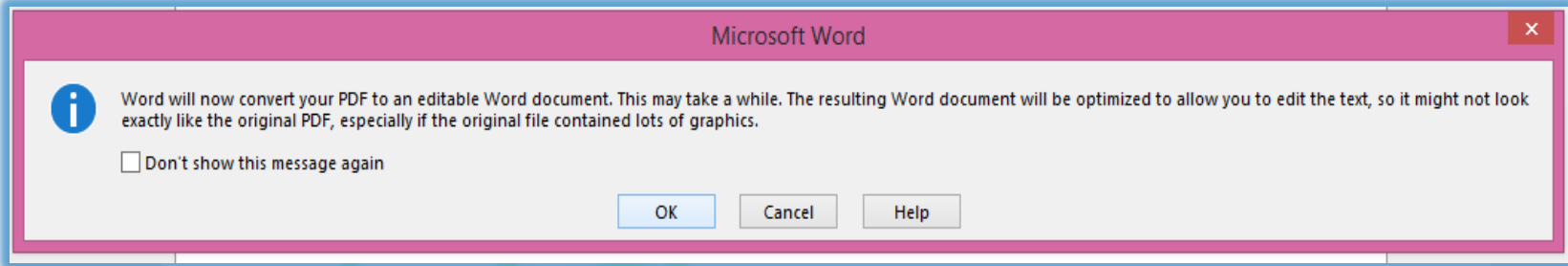
- You may open BASIC PDF files in Word for editing

- The message above displays important information and the conversion may not work well for you

- When you save a Word file back to PDF you may click Options to Password protect the file plus other helpful features like Headings as bookmarks

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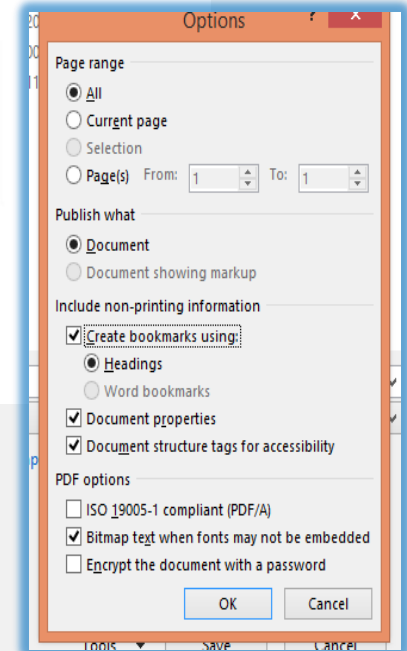
Word's Design Tab

- Word has a new Design tab for using these important features:
  - Creating and using different themes that span the Office applications
  - Inserting Watermarks on your pages
  - Changing your page colors and page borders
  - Using Saved color and font schemes
  - Changing the paragraph spacing quickly

Word's Collapse and Expand Headings

About this Course. . . **About this Course. . .**

- Word has a new Collapse and Expand arrow that hides or displays text below a heading

- Similar to using the Outline view in Word

- OOPS! You may accidentally click this arrow and wonder what happened to your text – clicking the arrow again expands your heading's text

- The downward pointing arrow collapses/hides your text and the right pointing arrow expands/displays your text
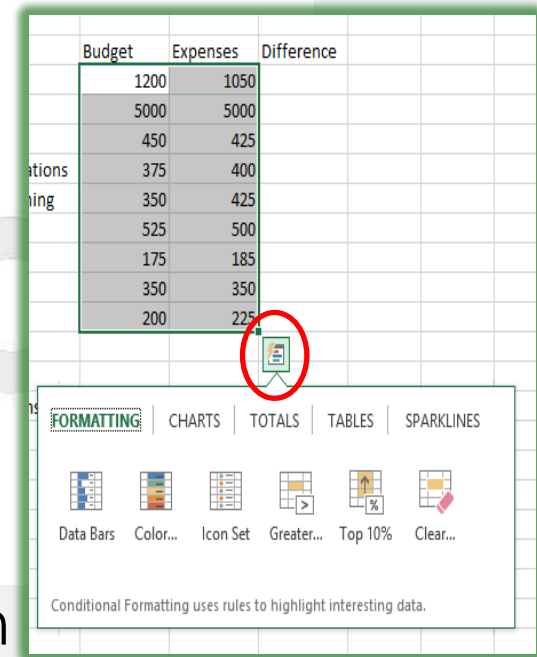
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Smart Guides

- Pink lines and arrows called Smart Guides help adjust your objects as you move them

- These Smart Guide are particularly helpful in Word, PowerPoint, and Publisher for centering your photos and graphic objects and aligning them with one anther
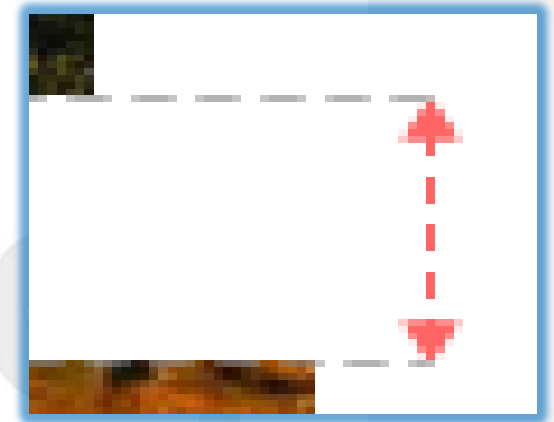
Excel Quick Analysis

- Selecting an area produces a shortcut button for you to click and receive a menu
- The selected area determines how well this works for you
- Formatting produces Conditional Formatting
- Charts creates a selected chart
- Totals offers Sum, Average, Count, Percents
- Tables produces Format as a table for you and aids in sorting and filtering information
- Sparklines are quick graphic analytical tools – similar to a basic chart

Budget	Expenses	Difference
1200	1050	
5000	5000	
450	425	
375	400	
350	425	
525	500	
175	185	
350	350	
200	225	

FORMATTING | CHARTS | TOTALS | TABLES | SPARKLINES

Data Bars   Color...   Icon Set   Greater...   Top 10%   Clear...

Conditional Formatting uses rules to highlight interesting data.

Recommended Charts and Shortcuts

- Using the Quick Analysis Toolbar and the Charts section, you may choose a chart to accompany your selected information

- IMPORTANT! Selecting the area or data to base your chart upon is critical to receiving a helpful chart

- After inserting your chart you may add/delete elements, change formatting, and filter your information for shortcut keys as displayed here
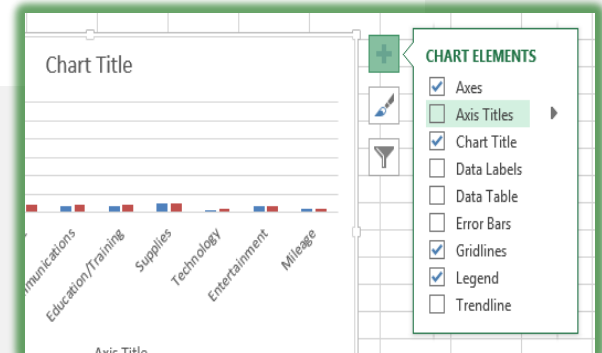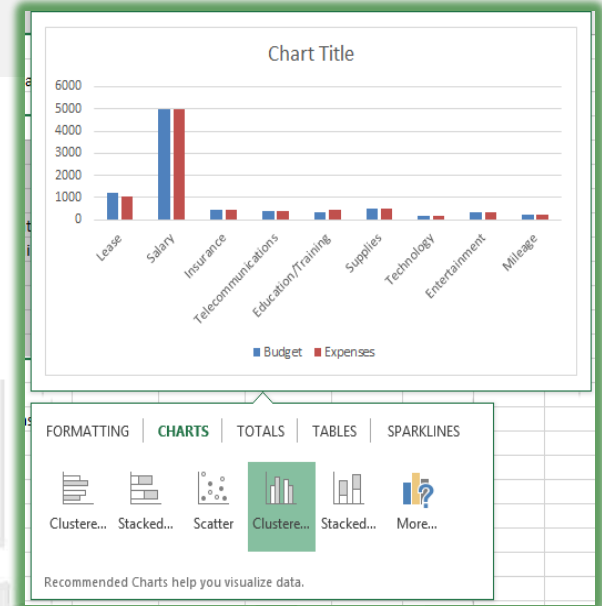
Excel Magic - Flash Fill

- Completes series for you – Combines AutoComplete and Text-to-Columns features for you with the magic of Fill
- Great for text, text as numbers, dates, and so on
- Insert a column, enter a couple of items, and Excel produces a "gray" list of items it believe you want to use – press enter to accept the Flash Fill
- Use the Fill Handle to produce the Flash Fill option in the Fill Handle option for you list
- You may need to format the column as text
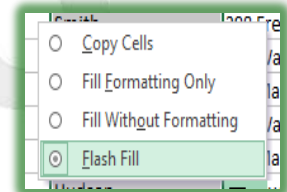
Outlook: To-Do Bar Enhancements

- The To-Do bar is in the View tab and activates for each Outlook object - Mail, People, Calendar

- You may set different options for each Outlook object to view Calendar, People, or Tasks

- The To-Do bar offers an At-A-Glance look of your calendar appointments, people, and tasks

- You may quickly open an item by double clicking on it

- You may navigate to different months with your calendar displayed

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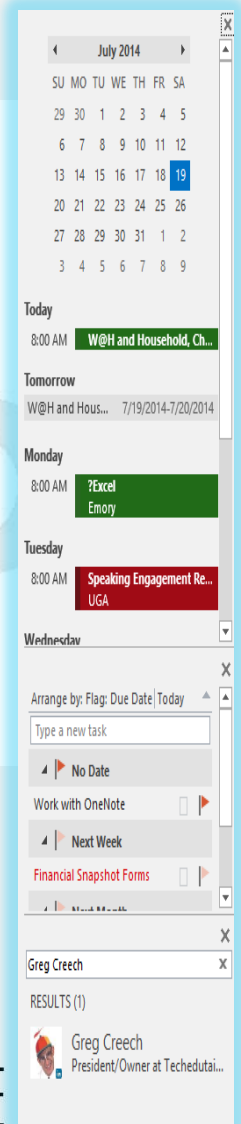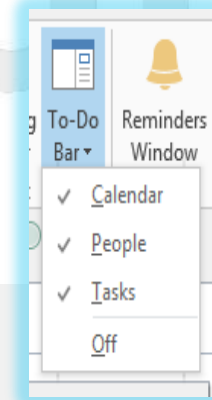
Outlook: Email Conversations aka Thread

- A popular view in email systems (Yahoo, iPad, Gmail, etc) is threads called Conversations in Outlook

- Conversation View activates from the View tab and has these options for you to choose:

  – Show messages from other folders

  – Show senders above the subject

  – Always expand selected conversation

  – Use classic indented view
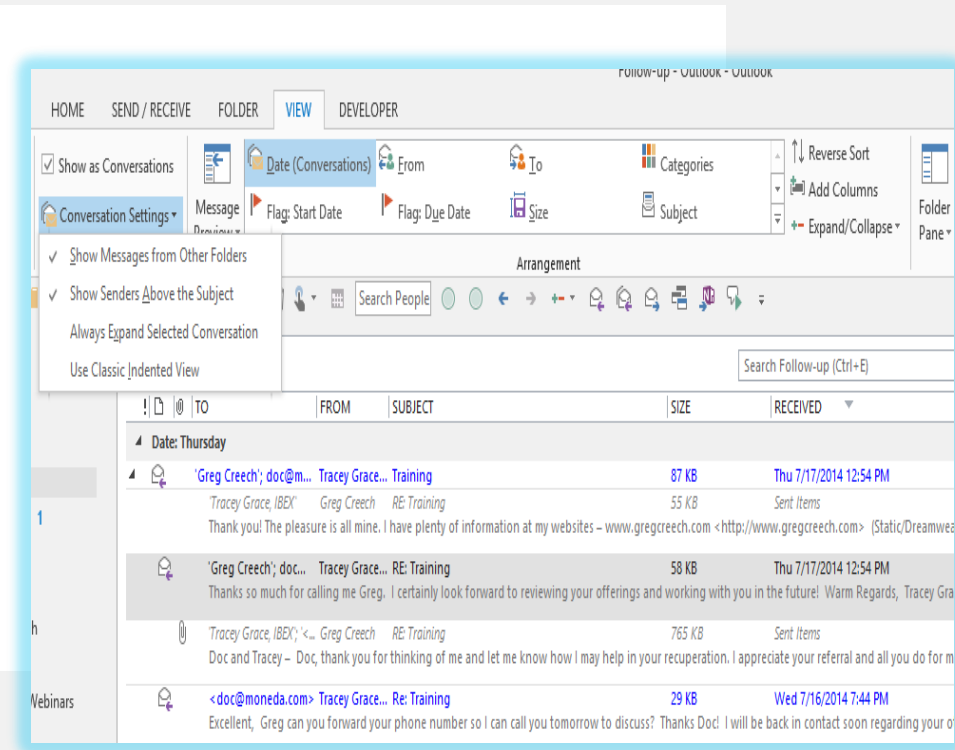
Outlook: Calendar Previews and Weather

- Calendar views contain a quick glance for the weather at locations you select as displayed here you may Add Locations

- Besides Outlook's preview on your calendar when you hover your cursor over an appointment a fly out pane displays the appointment for you in Week, Work Week and Month views
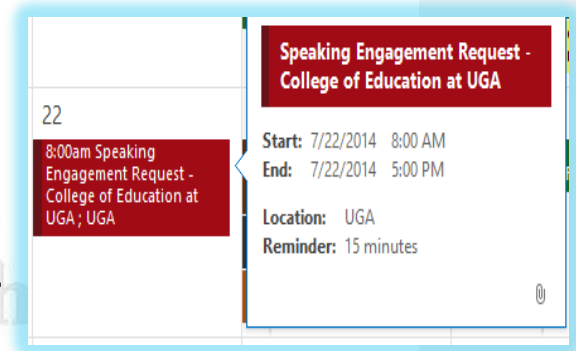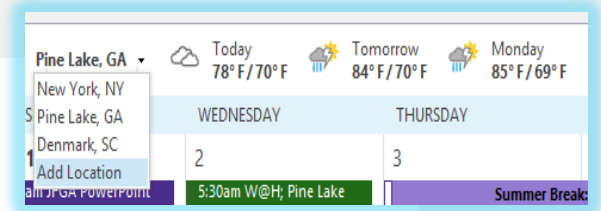
Outlook: People and Quick Access

- Outlook refers to Contacts as People in the Folder or Navigation Pane

- Add Search people to your Quick Access Toolbar for quick access to your contacts

- After clicking the person in your search list, Outlook provides a preview of the person's information from which you may perform many actions and edit the contact's information

- Add People to your To-Do bar to locate your contacts using the To-Do bar across Outlook objects
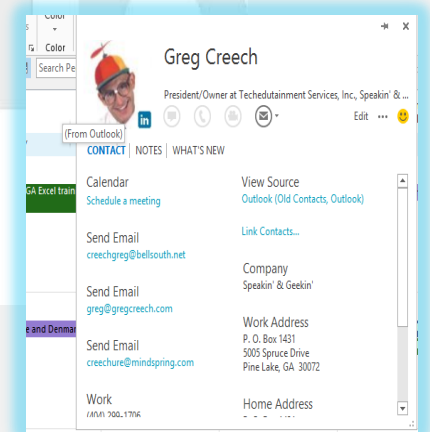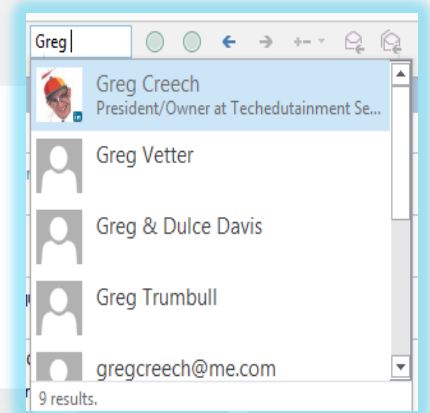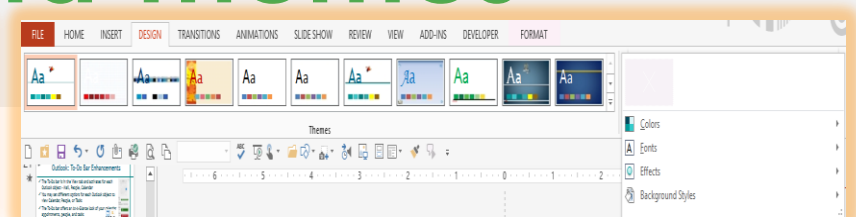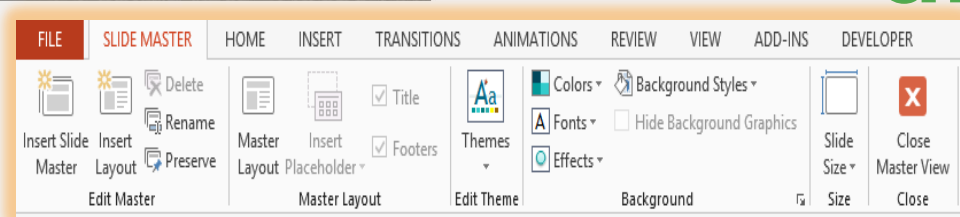
Outlook: Journal and Notes

- The Journal no longer exists in the Navigation Pane, you must use the folder view to access the Journal
- Journal is great for documenting phone calls, billable time, and other entries
- You may quickly email your journal entries through click and drag
- Notes are similar to the 3-M Post it Notes, only digital
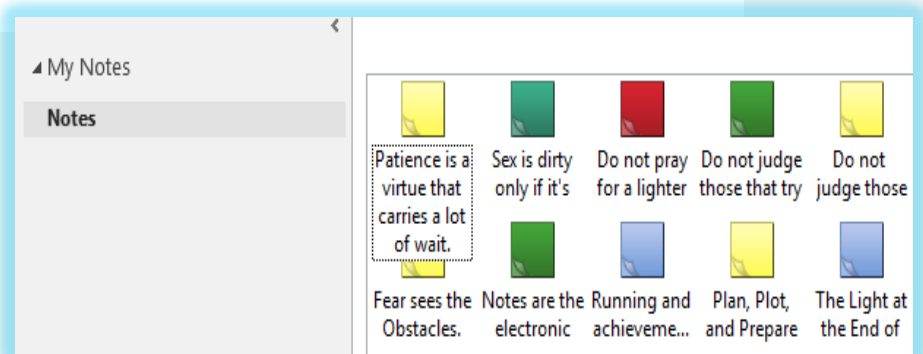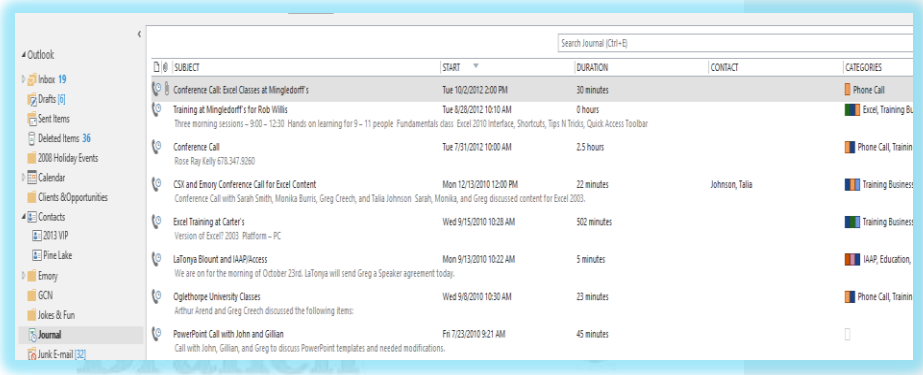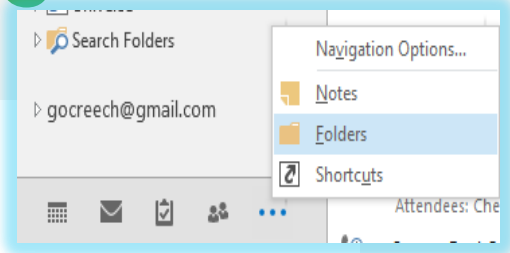
PowerPoint: Slide Master and Themes

- Customizing and creating Themes in the Slide Master, too, effects all or certain slides and layouts

- Streamlined Design tab with Themes, changing Color/Fonts and Backgrounds plus saving a theme

- You should use Slide Master and Themes, Colors, Fonts to create a custom template and design for your slides and layout

- Save your theme to reuse on new and existing presentations

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Photo and Object Task Panes

- Office 2013 moves away from dialogue boxes for customizing objects to task panes
- Most photos, charts, text boxes, slides, and so on have format options that appear as task panes
- Some of the options appear in the Ribbon and tabs but not all as they do in the Task Panes
- The task pane type appear based on your selected object
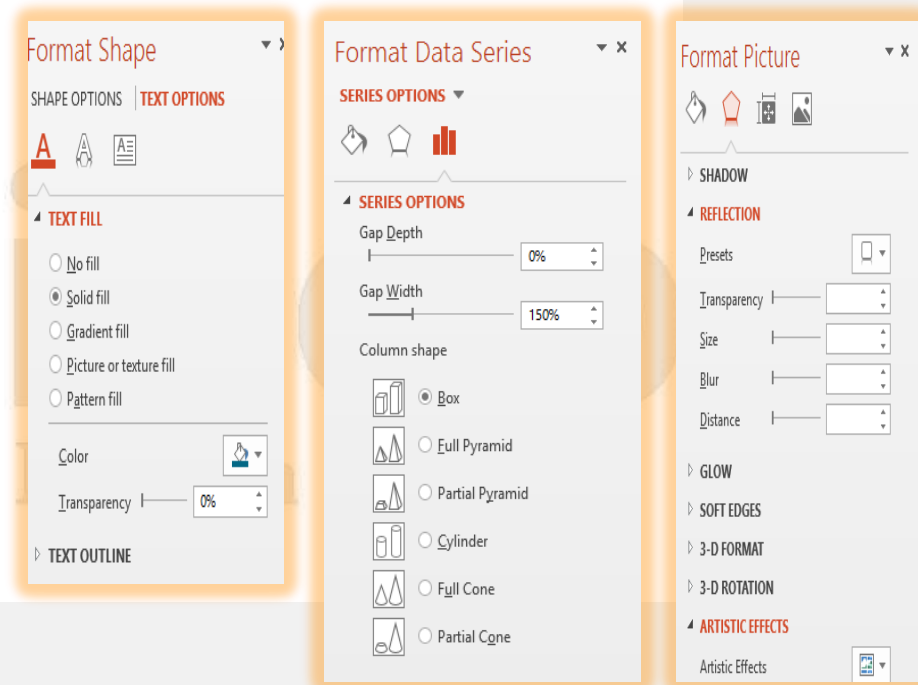
Thank you!

- Thank you –everyone! You are the best,

- OK – One Unabashed, shameless, self-promotion slide!

- I appreciate you and the work you do,

- Thanks for our time!

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