



Office 2016/2013/Office 365

Presented by
Greg Creech

Microsoft Certified Application Specialist - Instructor
CompTIA Certified Technical Trainer +
A Nutty Professor!



What's New Office 2013

- ✓ 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 Office 2013

- ✓ 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

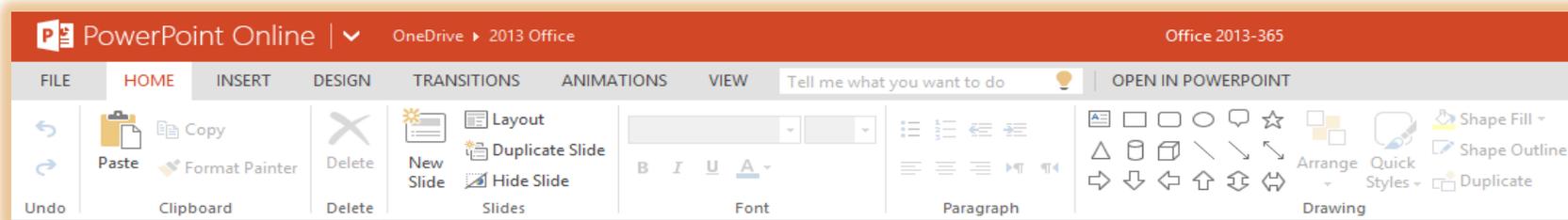


What's new Office 2016

- ✓ Outlook - Attachments has your last 12 opened items in a menu for you,
- ✓ Excel - New charts, such as Funnel, Waterfall,
- ✓ Excel - New Functions
- ✓ PowerPoint - New transitions such as Morph,
- ✓ Revamped File Tab - Save as, Files grouped by dates, such as Today, Yesterday,
- ✓ Black theme is back (but where is blue?!),
- ✓ Tabs are in Title case and in color, not UPPERCASE and gray.



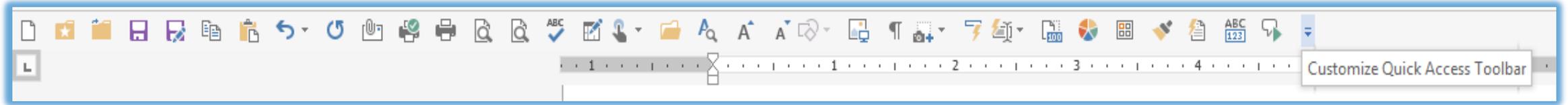
Office 365 and OneDrive



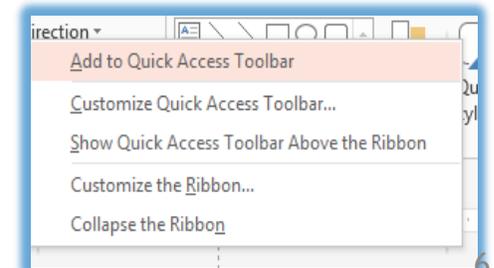
- ✓ Terrific subscription based platform for Desktop, iPad and other Tablets, Smartphones, Laptops, etc.
- ✓ Works with Office 2007/2010 but uses the 2013 Interface
- ✓ Online Apps and Desktop applications
- ✓ Uses OneDrive/SharePoint etc. for storage
- ✓ Office on Demand for computers without Office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



2010 Carryover Quick Access Toolbar

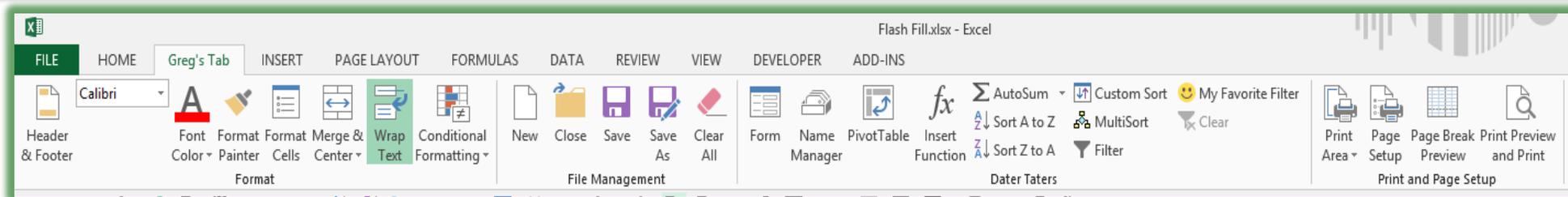


- ✓ Quick Access Toolbar - Saves time by remaining constant and retains your favorite commands
 - Customize for each application
 - Add commands not in the Ribbon, such as Speak
 - Show above or below the Ribbon
 - Quickly add buttons from the Ribbon to the Quick Access Toolbar by right clicking the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





2010 Carryover Customize Ribbon



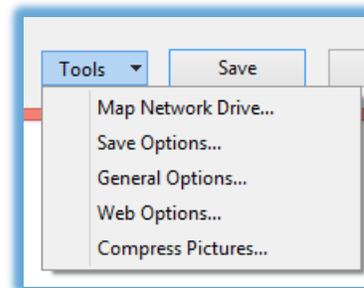
- ✓ Customize the Ribbon - Create your own tab with your favorite commands plus change the button picture and name
 - Customize for each application
 - Add commands not in the standard Ribbon, such as Speak
 - Activate or deactivate tabs through Customize the Ribbon
 - Interface is similar Quick Access Toolbar



2010 Carryover Save/Save As Tools

✓ Save/Save As Tools

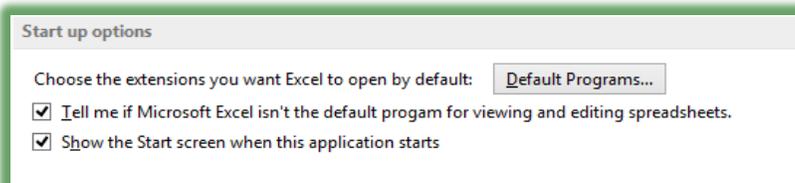
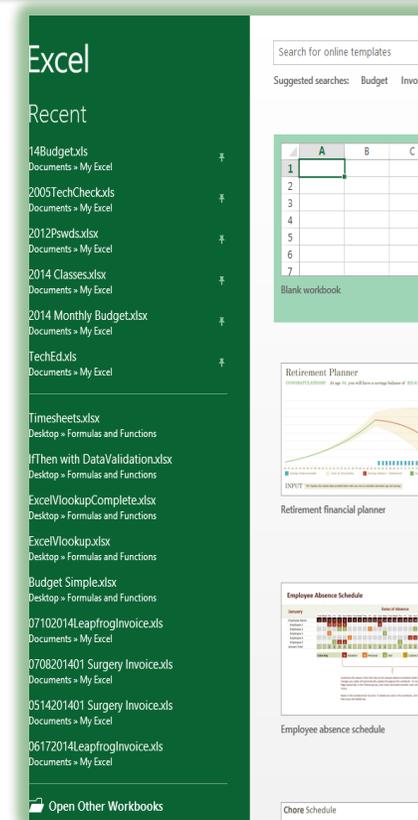
- Save Options - Opens the application options at the Save item
- General Options lets you set a password
- Compress your photos here to reduce file size





Start Screen

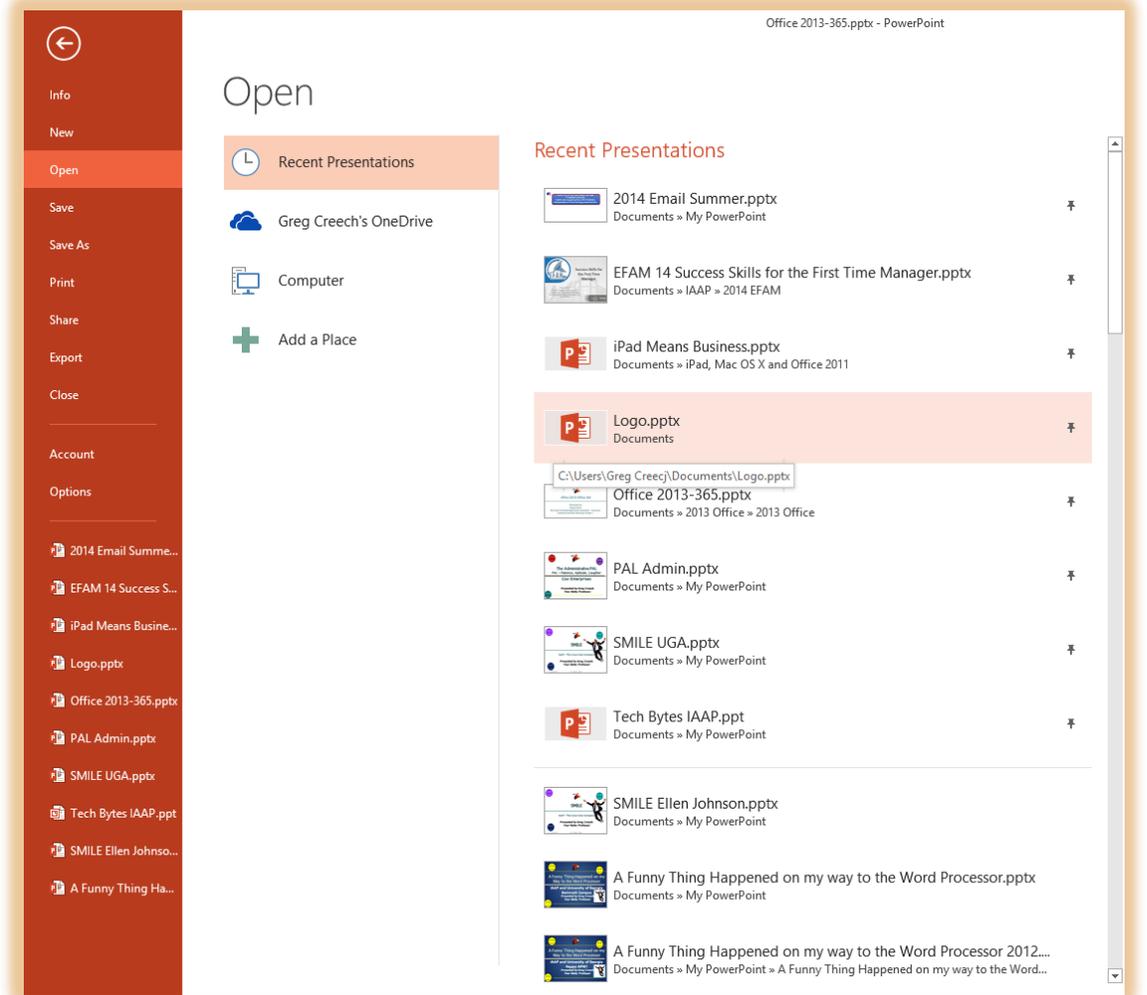
- ✓ When you open an application, the Start Screen appears
- ✓ The Start screen displays your recent files beginning with those you have pinned
- ✓ You may access a New Blank Workbook or template from the Start Screen
- ✓ You may click the Open Other Workbooks button to browse to open another file
-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





Revamped File Tab (Backstage view)

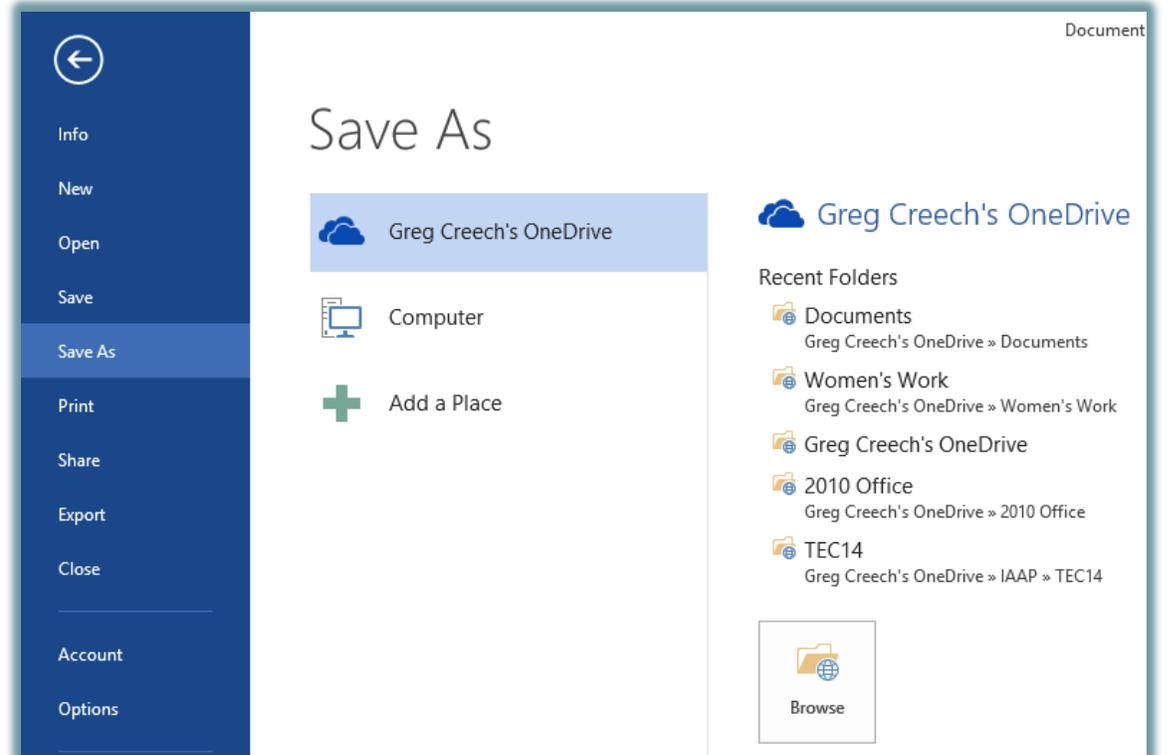
- ✓ Open item contains Recent Documents, Computer, Online (Cloud) servers, and ability to add a place
- ✓ The other Ribbon tabs hide
- ✓ The arrow at the top returns to your file for editing
- ✓ Pin often used files to your recent pane
- ✓ Set recent files in Options and the Advanced section





Revamped File Tab (Backstage view)

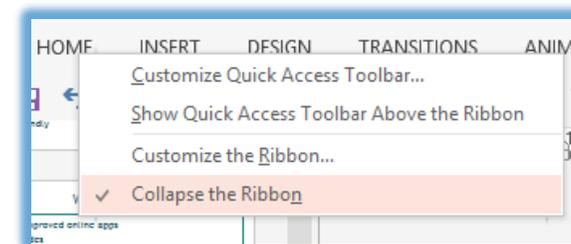
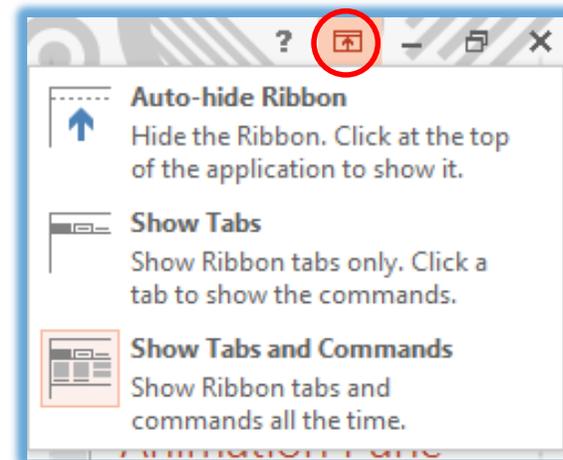
- ✓ Save As includes your saved locations and recent places
- ✓ Export is similar in allowing you to change your file type, such as PDF, .txt, etc.
- ✓ Share offers you the ability to use OneDrive or other cloud service to share with others through an email id
- ✓ New has tons of online templates but 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





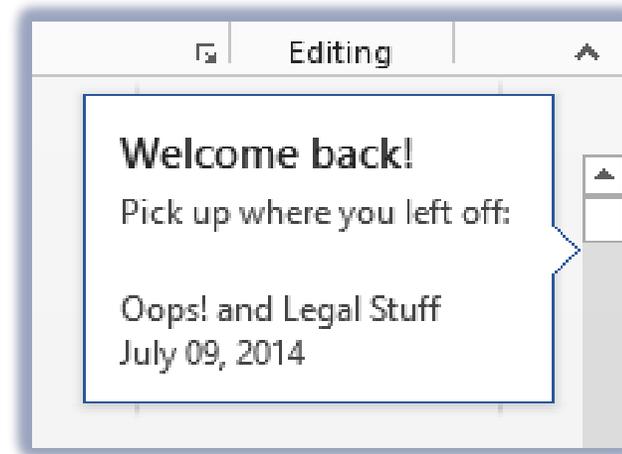
There's an App for that!

- ✓ 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



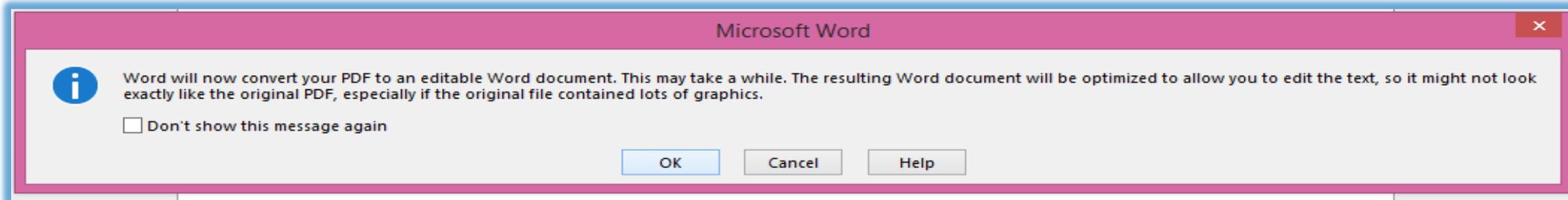
Welcome Back!

- ✓ 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

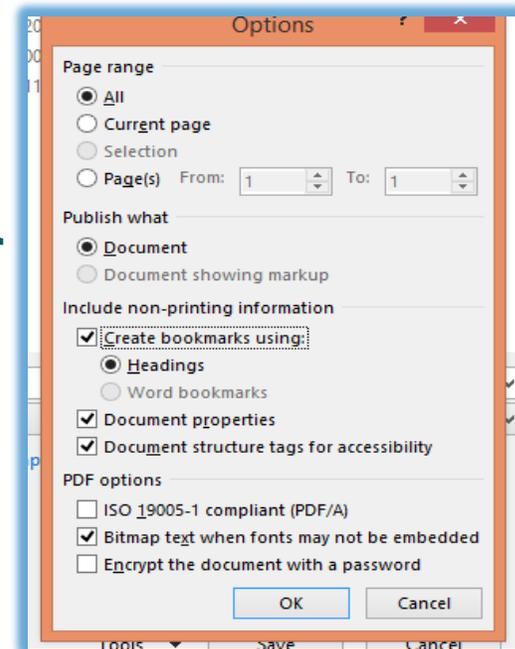




Word and PDF



- ✓ 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





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

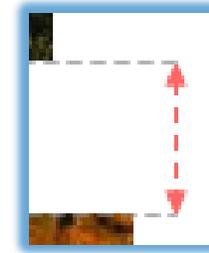


- ✓ Word has a new Collapse and Expand arrow that hides or displays text below a heading
- ✓ Similar to using the Outline view in Word
- ✓ OOPS! You may accidentally click this arrow and wonder what happened to your text - clicking the arrow again expands your heading's text
- ✓ The downward pointing arrow collapses/hides your text and the right pointing arrow expands/displays your text



Smart Guides

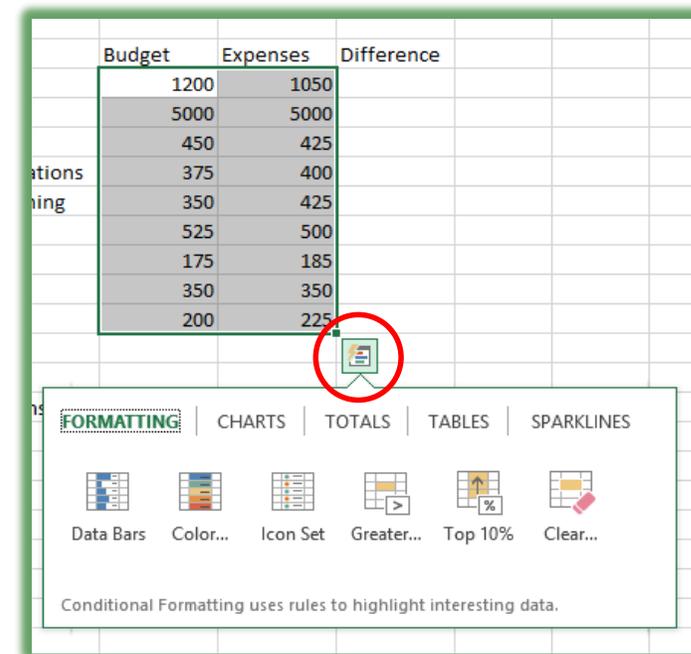
- ✓ Pink lines and arrows called Smart Guides help adjust your objects as you move them
- ✓ These Smart Guide are particularly helpful in Word, PowerPoint, and Publisher for centering your photos and graphic objects and aligning them with one another





Excel Quick Analysis

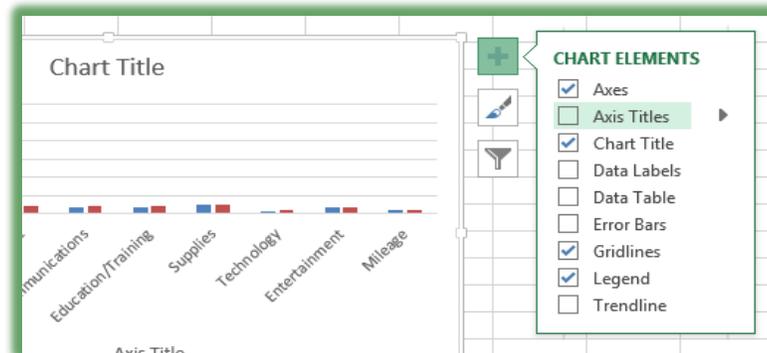
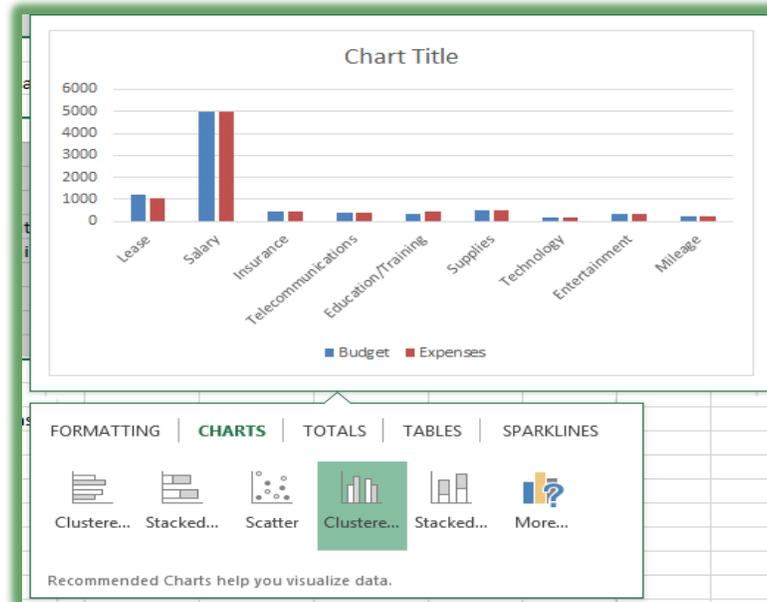
- ✓ Selecting an area produces a shortcut button for you to click and receive a menu
- ✓ The selected area determines how well this works for you
- ✓ Formatting produces Conditional Formatting
- ✓ Charts creates a selected chart
- ✓ Totals offers Sum, Average, Count, Percents
- ✓ Tables produces Format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





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

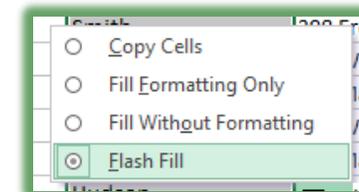




Excel Magic - Flash Fill

- ✓ 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

	C	D
	Name	Last Name
7	Frogg, Kermitt	Frogg
8	Smith, Janis	Smith
9	Smith, Martha	Smith
10	Dewey, John	Dewey
11	Landing, Martin	Landing
12	Martin, Mary	Martin
13	Springstung, Bruce	Springstung
14	Colburn, Lady	Colburn
15	Creech, Greg	Creech

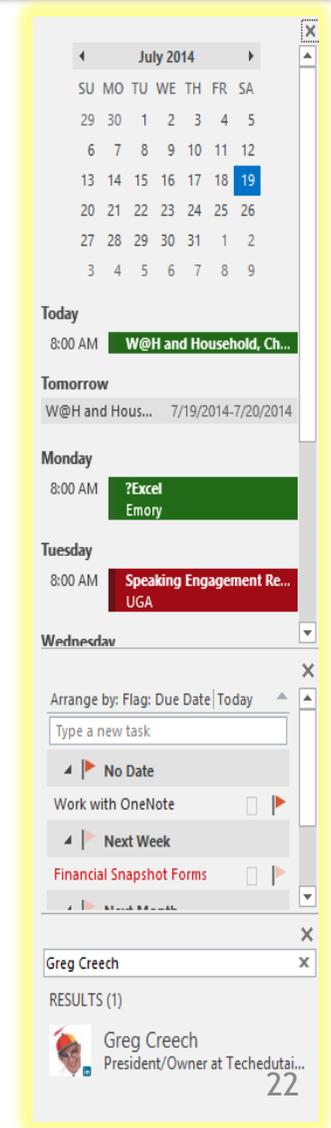
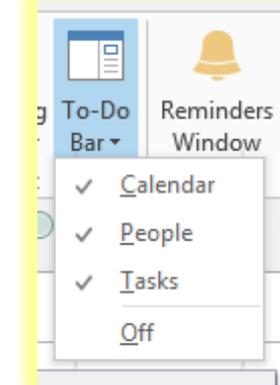


	A	B
	SSN	Last 4 Digits
1		
2	000-00-0011	0011
3	011-88-7899	7899
4	323-12-3487	3487
5	893-35-1299	1299
6	259-38-9488	9488
7	323-98-5789	5789
8	072-34-0993	0993
9	438-49-8812	8812
10	982-38-2830	2830
11	252-28-9402	9402



Outlook: To-Do Bar Enhancements

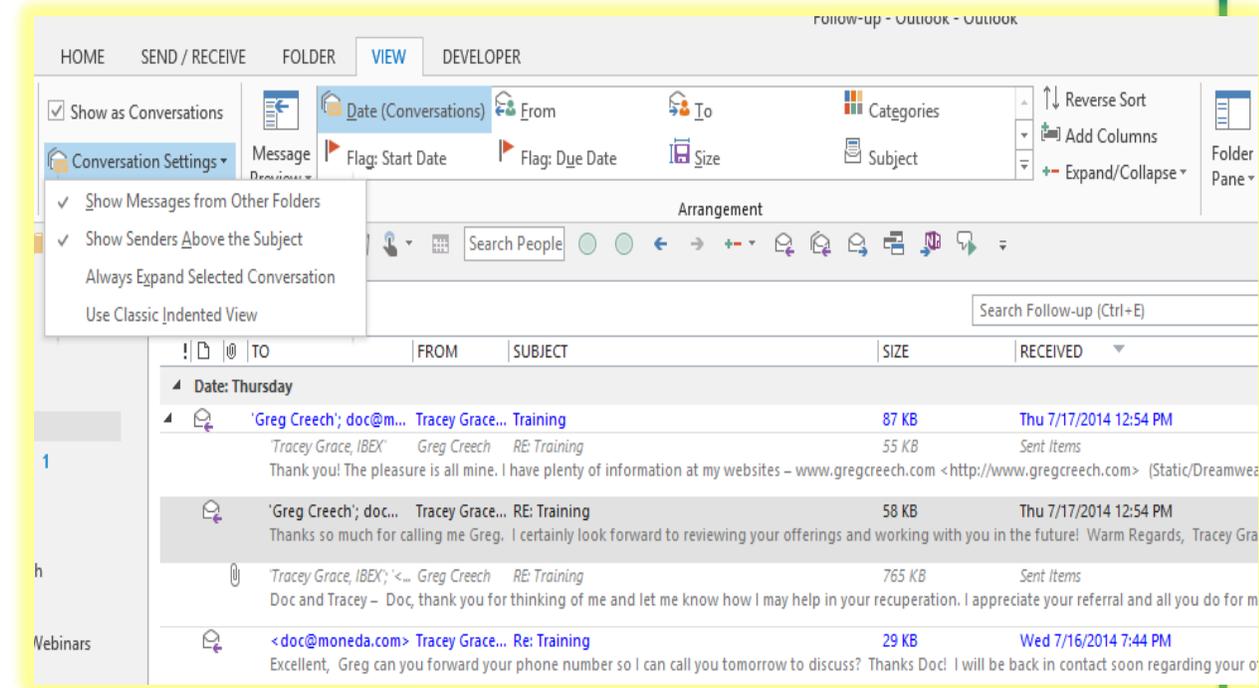
- ✓ The To-Do bar is in the View tab and activates for each Outlook object - Mail, People, Calendar
- ✓ You may set different options for each Outlook object to view Calendar, People, or Tasks
- ✓ The To-Do bar offers an At-A-Glance look of your calendar appointments, people, and tasks
- ✓ You may quickly open an item by double clicking on it
- ✓ You may navigate to different months with your calendar displayed





Outlook: Email Conversations aka Thread

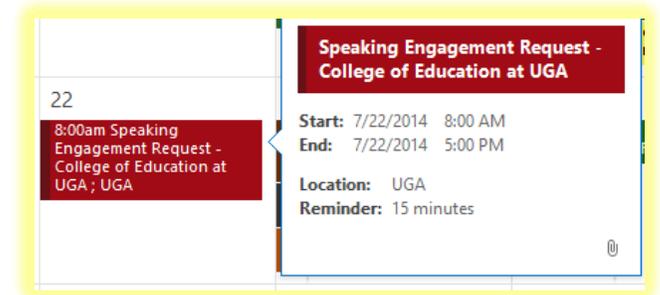
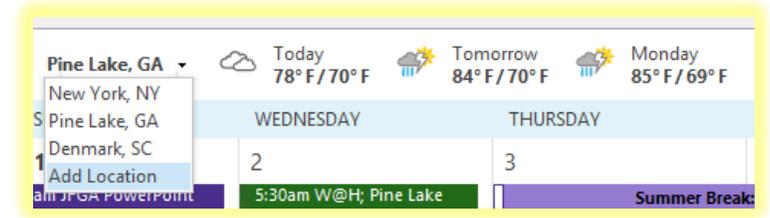
- ✓ A popular view in email systems (Yahoo, iPad, Gmail, etc) is threads called Conversations in Outlook
- ✓ Conversation View activates from the View tab and has these options for you to choose:
 - Show messages from other folders
 - Show senders above the subject
 - Always expand selected conversation
 - Use classic indented view





Outlook: Calendar Previews and Weather

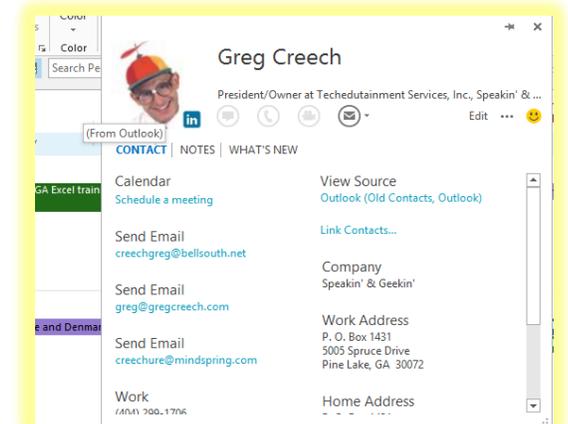
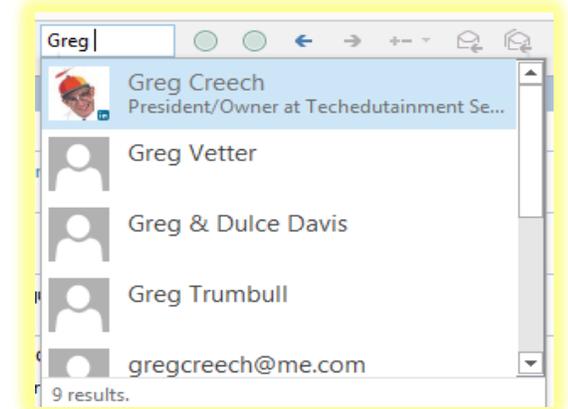
- ✓ Calendar views contain a quick glance for the weather at locations you select as displayed here you may Add Locations
- ✓ Besides Outlook's preview on your calendar when you hover your cursor over an appointment a fly out pane displays the appointment for you in Week, Work Week and Month views





Outlook: People and Quick Access

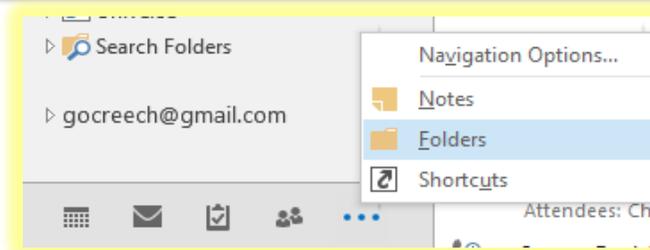
- ✓ Outlook refers to Contacts as People in the Folder or Navigation Pane
- ✓ Add Search people to your Quick Access Toolbar for quick access to your contacts
- ✓ After clicking the person in your search list, Outlook provides a preview of the person's information from which you may perform many actions 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





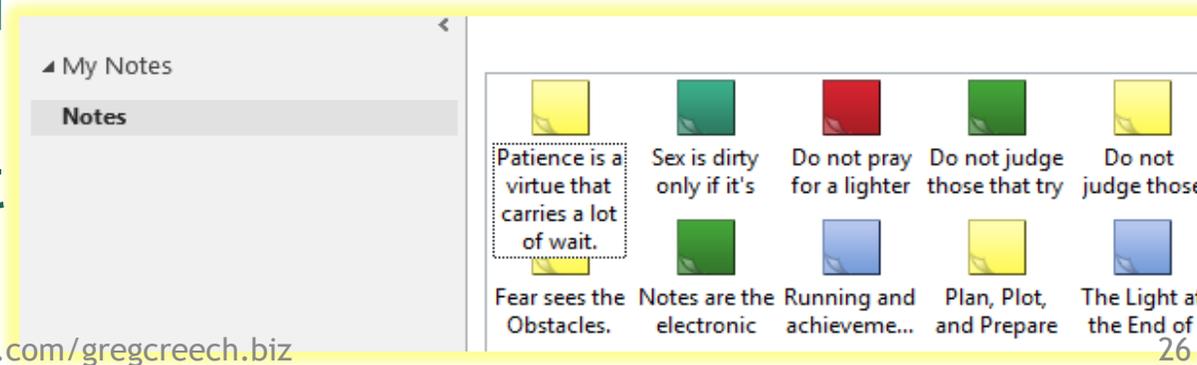
Outlook: Journal and Notes

- ✓ 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



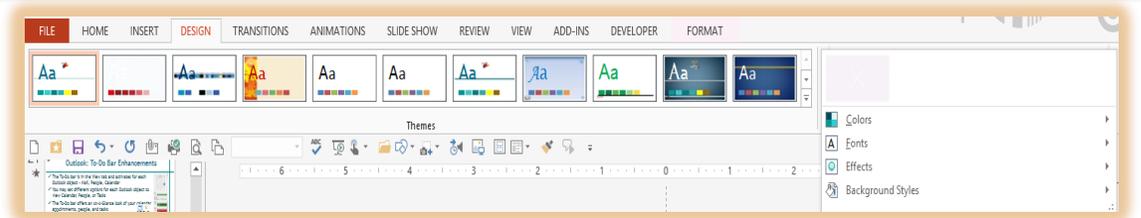
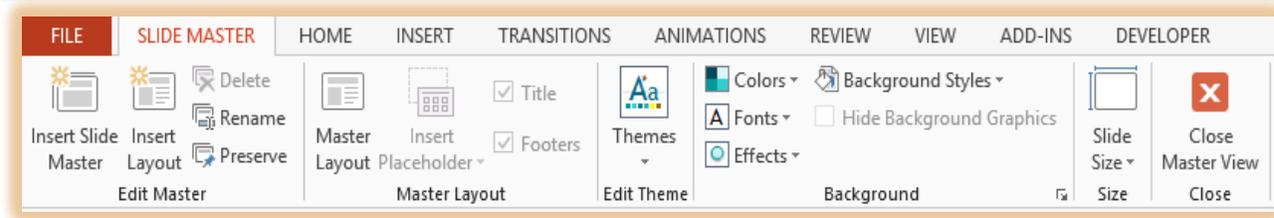
A screenshot of the Outlook 'Journal' view. The left navigation pane shows 'Journal' selected. The main pane displays a table of journal entries:

SUBJECT	START	DURATION	CONTACT	CATEGORIES
Conference Call: Excel Classes at Mingleodoff's	Tue 10/2/2012 2:00 PM	30 minutes		Phone Call
Training at Mingleodoff's for Rob Willis Three morning sessions - 9:00 - 12:30 Hands on learning for 9 - 11 people Fundamentals class Excel 2010 Interface, Shortcuts, Tips N Tricks, Quick Access Toolbar	Tue 8/28/2012 10:10 AM	0 hours		Excel, Training Bu
Conference Call Rose Ray Kelly 678.347.9260	Tue 7/31/2012 10:00 AM	2.5 hours		Phone Call, Train
CSX and Emory Conference Call for Excel Content Conference Call with Sarah Smith, Monika Burris, Greg Creech, and Talia Johnson Sarah, Monika, and Greg discussed content for Excel 2003.	Mon 12/13/2010 12:00 PM	22 minutes	Johnson, Talia	Training Business
Excel Training at Carter's Version of Excel 2003 Platform - PC	Wed 9/15/2010 10:28 AM	502 minutes		Training Business
LaTonya Blount and IAAP/Access We are on for the morning of October 23rd. LaTonya will send Greg a Speaker agreement today.	Mon 9/13/2010 10:22 AM	5 minutes		IAAP, Education,
Oglethorpe University Classes Arthur Arend and Greg Creech discussed the following items:	Wed 9/8/2010 10:30 AM	23 minutes		Phone Call, Train
PowerPoint Call with John and Gillian Call with John, Gillian, and Greg to discuss PowerPoint templates and needed modifications.	Fri 7/23/2010 9:21 AM	45 minutes		





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



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

