

JUMP START INTO OFFICE 2016



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Introduction

The best part of upgrading to Office 2016 is that if you have used Office 2010 or 2013, you won't find many differences that will affect your productivity. In fact, with the Tell Me What You Want To Do feature, introduced in Office 2016, your workflow productivity may actually improve.

The following are a few changes that affect the entire Microsoft Office suite, although this article primarily focuses on features that are available in Microsoft Word 2016.

Changes to the User Interface

One of the first things people said upon seeing Office 2013 is that there was too much white space. For some, this made the screen more difficult to read and type. In Office 2016, Microsoft has added a colorful option as the default theme and made other enhancements for accessibility and readability.

Colorful

You will find all the applications within Office 2016 to be more colorful by default. In fact, each application has its own dedicated color theme applied. The Outlook theme is light blue, PowerPoint is orange, OneNote is purple, Excel green (think *numbers = money* to help remember), and Word is a darker blue.

These colors revert to the traditional colors used in previous versions of each application and much of the extra white space that people complained about in Office 2013 has been removed. Figure 1 shows four of the Office 2016 applications. Note: OneNote, which is not shown, is purple.

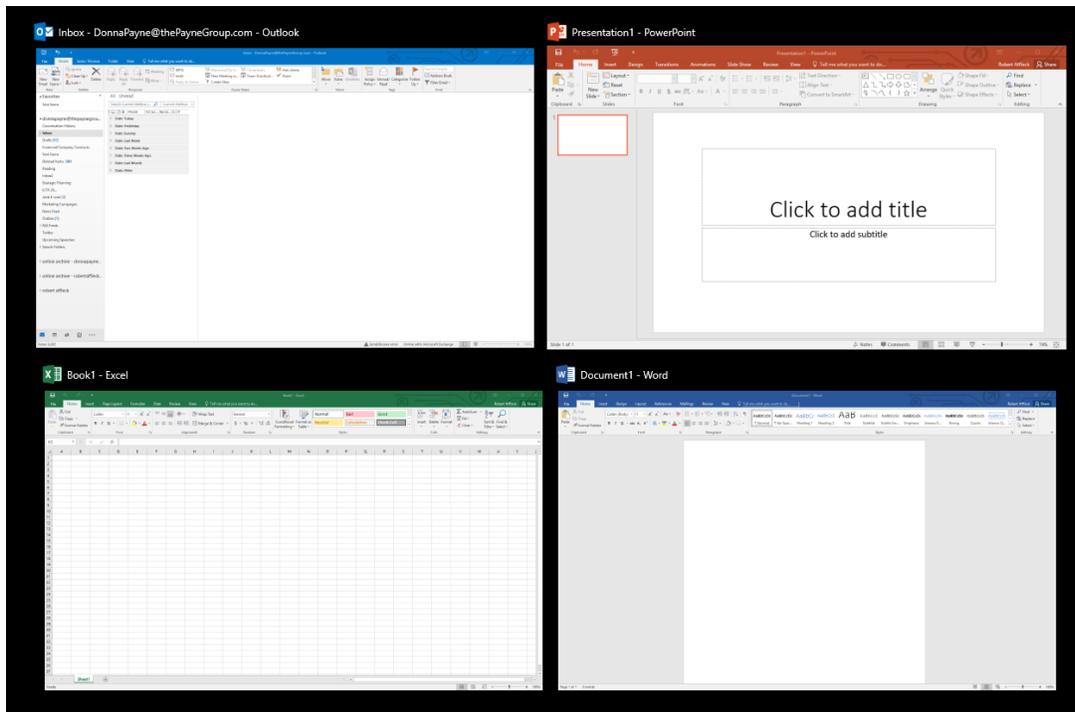


Figure 1- Each application has its own color theme by default

TIP:

Not everyone will like the new default colorful themes, and fortunately, it's easy to change them. Click File, Account and then change Office Theme to either Dark Gray or White. Figure 2 shows the drop-down menu of Office Theme choices.

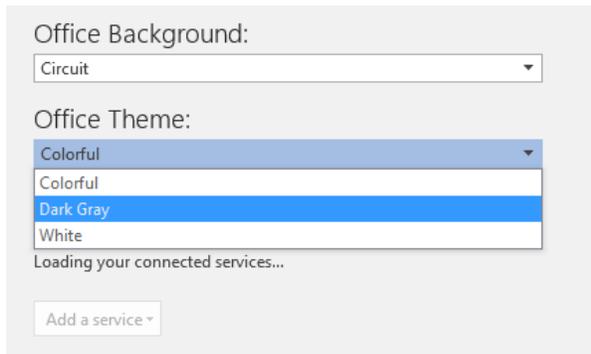


Figure 2- You can configure your Office theme to suit your needs

Tab Formats

Unlike Office 2013, the Ribbon tab names no longer display in All Caps; instead, the formats have returned to title case. Many people will find this a welcome change. Notice in Figure 3 that it is easier to read the text on these tabs in Office 2016 as compared to Office 2013.

Office 2013



Office 2016



Figure 3 - The changes to the tab formatting make it easier to read in 2016

Tell Me What You Want to Do

Located on the far right side of the tabs is a new option, the lightbulb icon, called *Tell Me What You Want To Do....* Not only is it located in the same general area where you are accustomed to accessing Help in previous versions, it now also shows you how to complete a process, indicating the steps required to perform the action and providing immediate access to them – without having to hunt around on different tabs and ribbons. For instance, type Edit a Footer and press Enter, and then in-place you have all of the commands available to help walk you through the process of editing the footer.

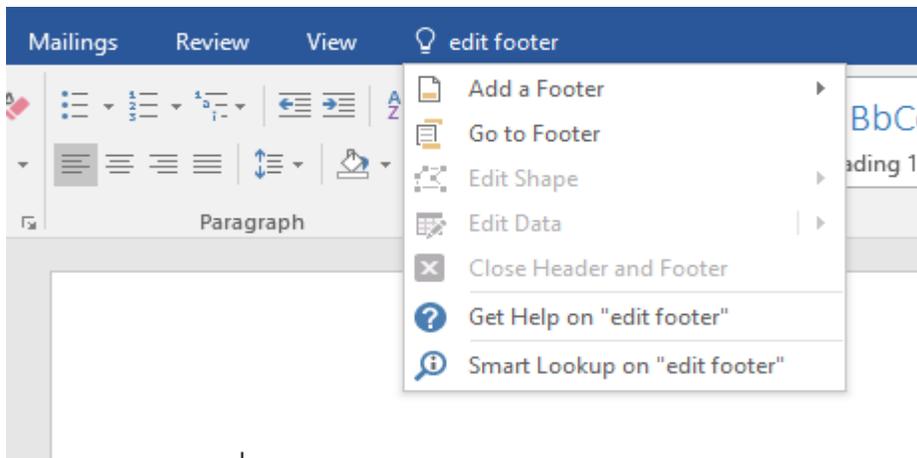
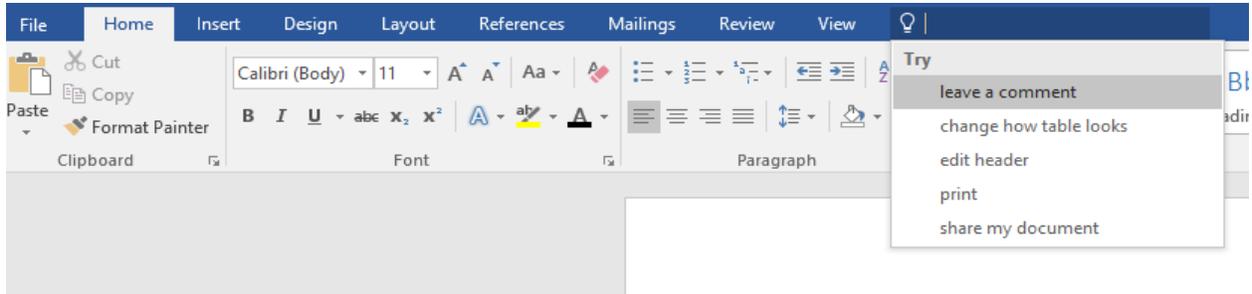


Figure 4- Type what you are trying to do, press Enter and the feature literally comes to you

TIP

The keyboard shortcut to access this new feature is Alt+Q, or you can just type your query into the query box.

Browse

Office 2016 makes it easier to find documents you are looking for with the return and promotion of the Browse button in Backstage view. Click File, Open and then Browse. This is one-step less than was required in Office 2013. The Open dialog box displays, as shown in Figure 5.

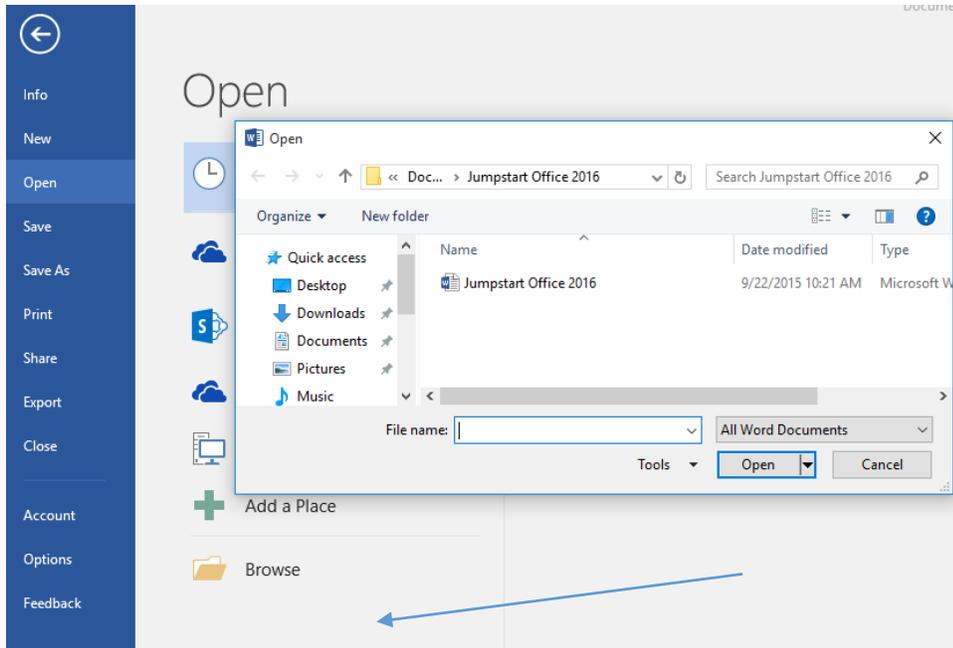


Figure 5 - Faster access to the Browse button

Smart Lookup

The Smart Lookup feature allows you to select content in your document, presentation, spreadsheet, and then look up related information using a Bing search query. Matching and other relevant information is returned in the search results, which are displayed in the Insights task pane, as shown in Figure 6.

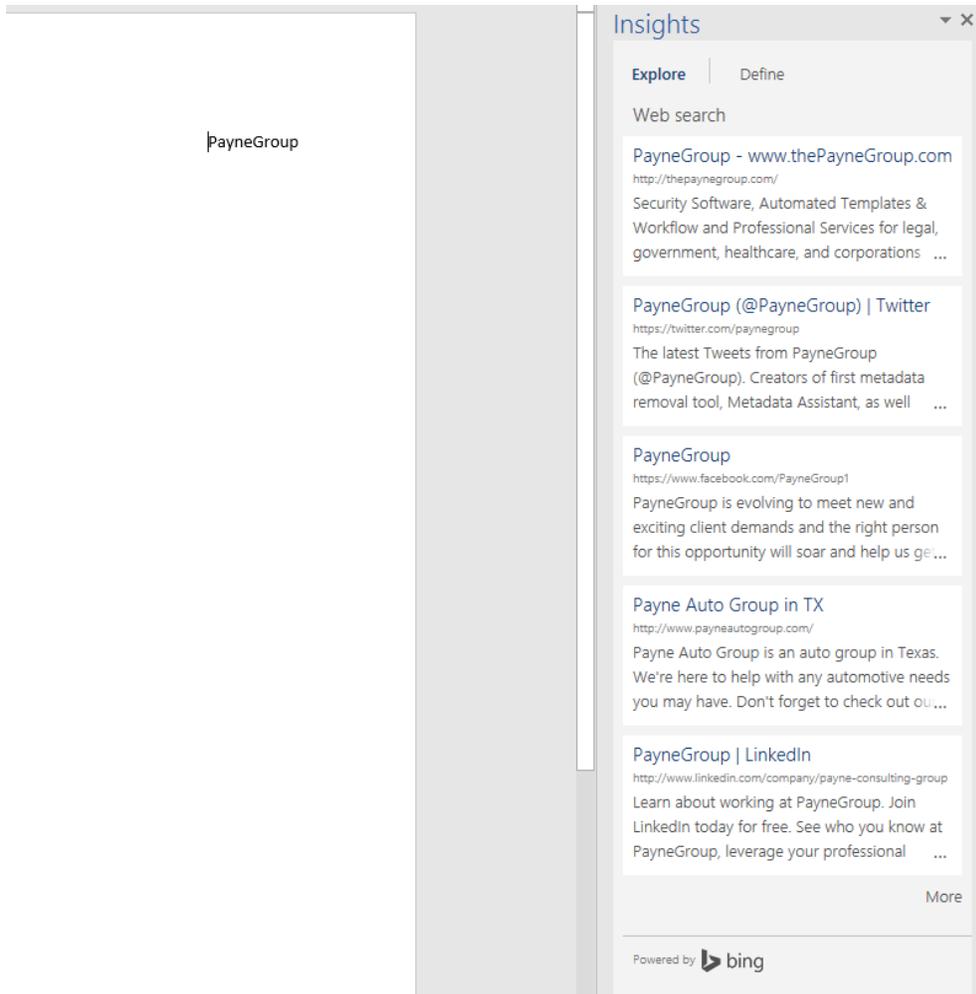


Figure 6 - An example of the Insights task pane

Real Time Collaboration

If you share a document via SharePoint or the cloud, multiple people can work on the file simultaneously. While you could collaborate in Office 2013, the features available in 2016 make it much easier.

The first change you'll notice with collaboration can be found in the upper-right corner of the document window. Next to your name is an icon labeled Share. Figure 7 shows where you can find the Share icon.



Figure 7 - Quick access to sharing a document

Once you have designated a shared document and the location where it is stored, you can invite people to work on the document with you. Click in the Invite People box and type their name. You can even send them a message about the file as well. In the Share task pane, you can also designate if that person can edit or only view the document.

Contributors to the document have the option to either open the document in Word, or they can open the document in Word Online through a drop-down button option.

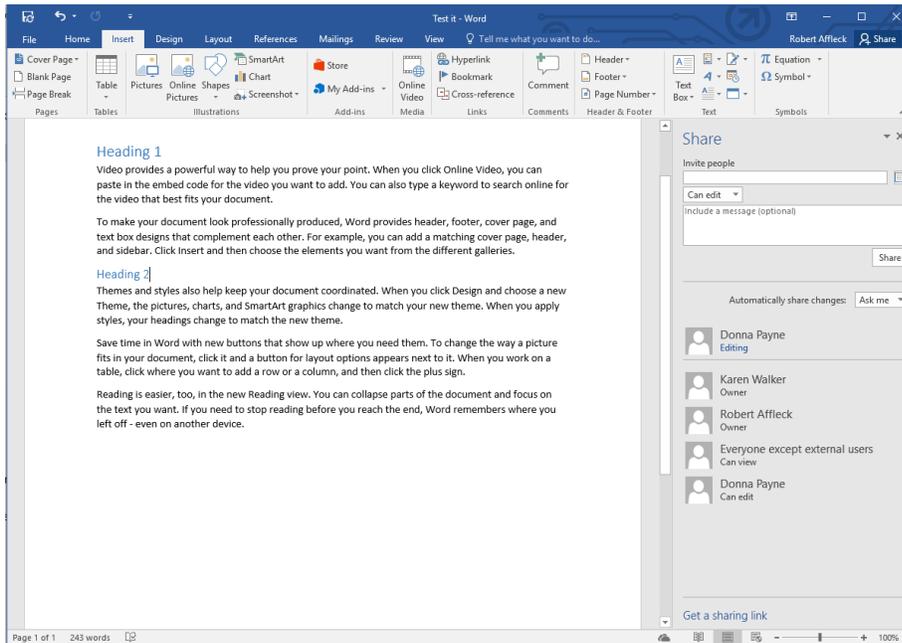


Figure 8 - This document is now being shared and edited by multiple parties in real time

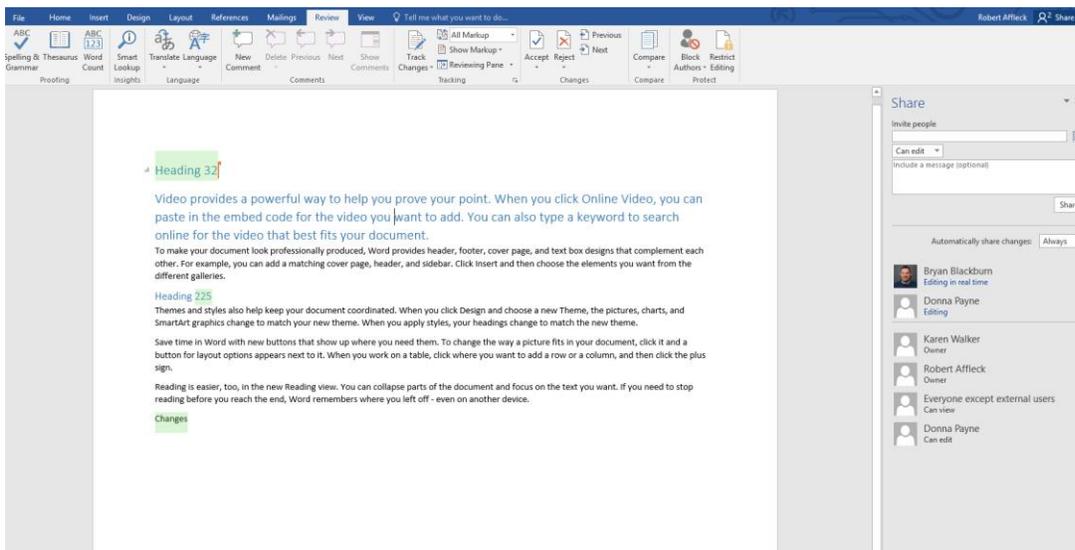


Figure 9 - Changes are showing up real-time, with color and name identifiers

When you save a shared document, the changes are incorporated and a green overlay appears to help you quickly identify where changes have been made and by whom.

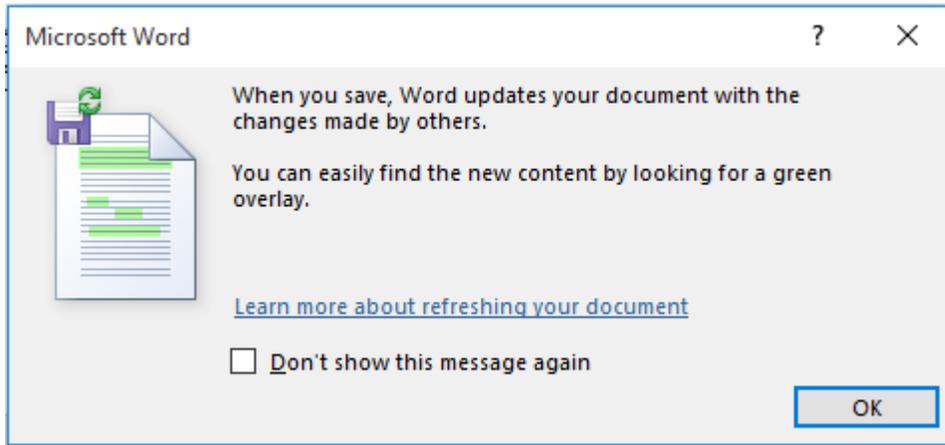


Figure 10 - Saving documents updates the file with the changes made by others

Another clue that the file is shared is the Save button on the Quick Access toolbar. In Figure 11, the first example shows a typical Save button. The example on its right shows a slightly different Save button where a synch overlay is part of the button image.



Figure 11- A non-shared document's Save button on the left; the Shared Save button on the right

Ink Equation

If you work with math equations frequently, you will be happy to see the new Ink Equation option. On the Insert tab, in the Symbols group, click the down arrow under Equation. At the bottom of the list, click Ink Equation. This displays the Ink Equation box, as shown in **Error! Reference source not found.**

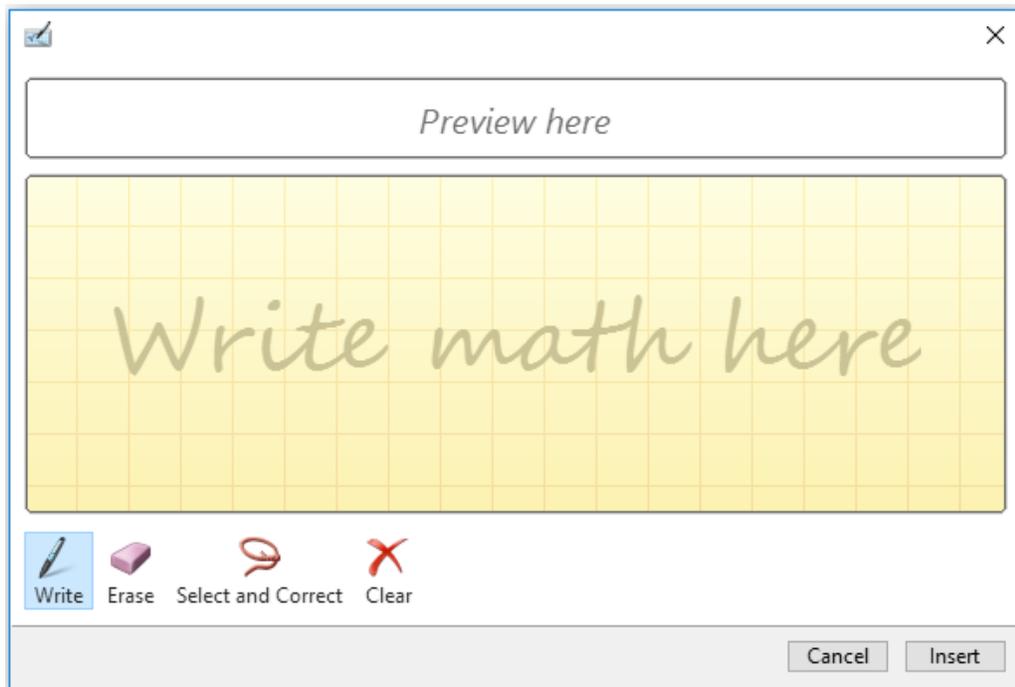


Figure 12- Write your own equations and Office 2016 will try to convert them for you

The Write tool is automatically enabled in the Ink Equation dialog box. Just click in the Write Math Here box and draw (write) your equation. As you write, it may take a while for Office 2016 to figure out the correct number or symbol in the equation; however, it does a good job right off the bat.

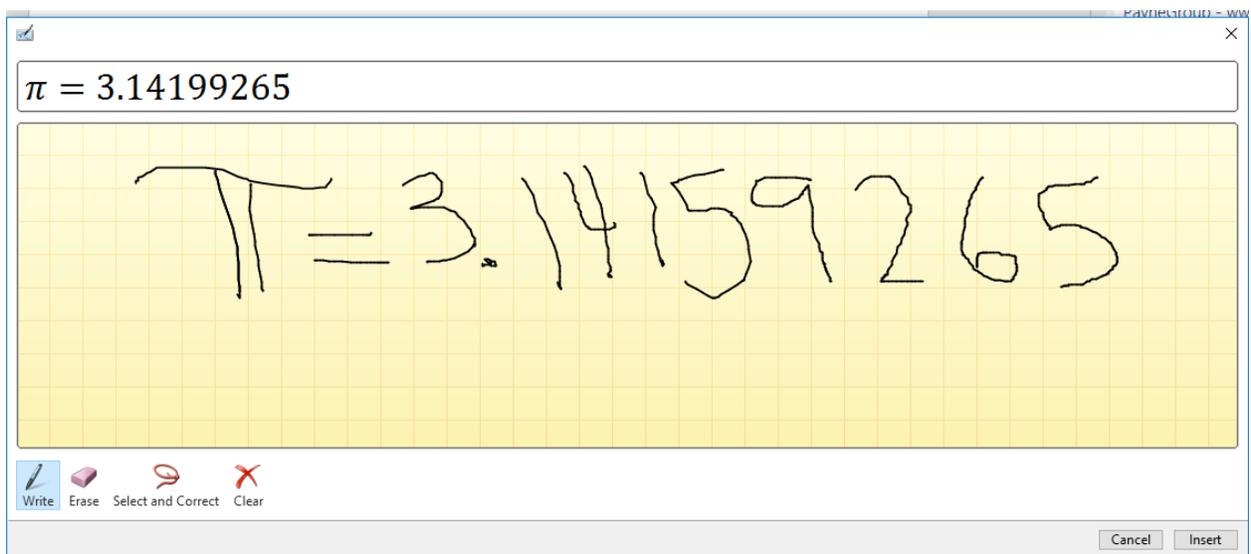


Figure 13 - Pi written and recognized

Use the Erase tool to edit the contents and rewrite the equation if Office has a difficult time converting. When the equation is completed to your satisfaction, click Insert and the equation is inserted into the document.

Conclusion

You will also find that there are several other features added in Office 2016, such as better handling of email and prioritization in Outlook, along with better file insertion (most recently used list displays). In Excel, access to more power and data management tools have been added. However, the features mentioned in this article are more generic to all of the Office apps and should prove to be a useful set of features for those who use Office 1016.