

## Microsoft Office New Features

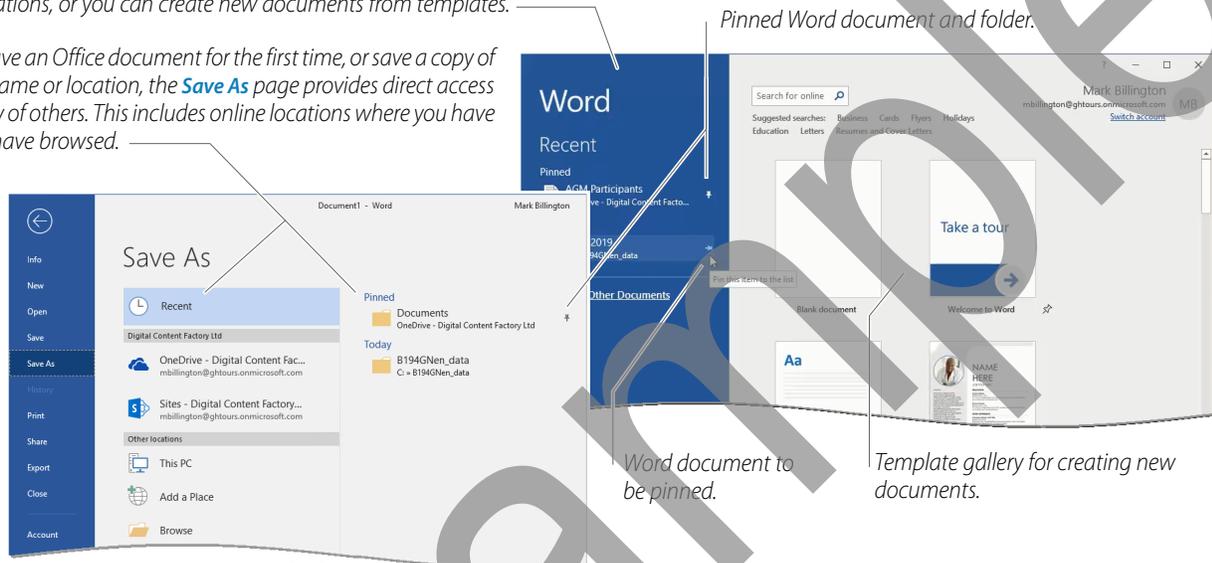
The new/improved features from Microsoft Office 2013 to 2019 combined include the following: changes to the function and appearance of the user interface; improvements to opening, creating, and saving Office documents; improved integration with online storage services such as OneDrive - Personal, OneDrive for Business, and SharePoint Online; and expanded support for Microsoft Office on tablets and smartphones, including touch mode. In addition, there are new/improved features specific to each of the Office applications.

**Opening and creating Office documents** – Launching an Office 2019 application takes you to a start screen in Backstage view. From there you can open existing documents from lists of recent documents and other locations, or you can create new documents from templates.

**Saving Office documents** – When you save an Office document for the first time, or save a copy of an existing document with a different name or location, the **Save As** page provides direct access to recent locations, as well as to a variety of others. This includes online locations where you have signed in, as well as folders where you have browsed.

**Pinning items** – Allows you to keep chosen documents and folders listed for easy access from the **Save As** and **Open** pages, and the **Recent** list (shown at the far right).

- A button appears to the right of any pinned items.
- A button appears when you point to an item (that is currently not pinned); click it to pin it. Once an item is pinned, it appears under a heading named **Pinned**, always remaining available there.



Pinned Word document and folder.

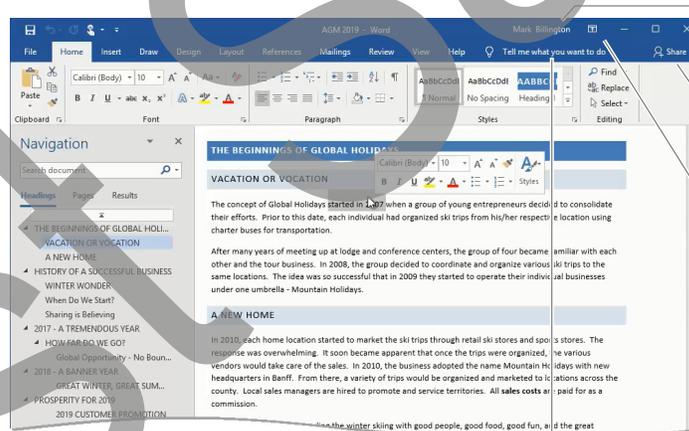
Word document to be pinned.

Template gallery for creating new documents.

**User interface** – The results-oriented user interface known as the **Microsoft Office Fluent user interface** is not new to Office 2019. However, its overall appearance has been redesigned and simplified, as compared to previous Office versions. In addition, the **Ribbon tab names** are in lowercase with initial caps, and the **Ribbon Display Options** button has been added.

**Office themes** – You can change the basic appearance of the Office 2019 interface by choosing from the following four Office themes: **Colorful**, **Dark Gray**, **Black**, and **White**. The example to the right shows the **Colorful** theme (default).

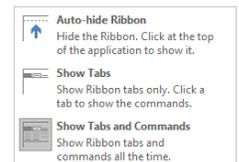
- To change the background and theme**
1. In any open Office 2019 application, click the **File** tab, select **Options > General**.
  - Select the desired background from the **Office Background** list, or select **No Background**.
  - Select the desired theme from the **Office Theme** list.
2. Click **OK** when finished.



**Sign in link** – Displays “Sign in” or the user name you used to sign in with. See “Signing In and Out of Office 2019” on page 2.

**Share button** – Provides quick access to sharing Office documents with others via your online services, and setting sharing options.

**Ribbon Display Options button** – Provides three main ways to display the Ribbon.



**Auto-hide Ribbon** – Hides the Ribbon, but leaves a small area above the window that you can click to redisplay the Ribbon.

**Tell Me** – Allows you to search for commands and obtain help. Type what you want to accomplish in the text box, and then select from the list of suggested commands and help topics.

## Featured Objectives

### PAGE 1

#### Microsoft Office New Features

- Learn about changes to the user interface, including the following: opening, creating, and saving Office documents; pinning documents and folders; Office 2019 themes; the Tell Me feature; Ribbon Display Options; signing in and out of Office; using online storage; sharing Office documents; Touch/Mouse modes; Smart Lookup; Resume Reading; Scalable Vector Graphics; text translation; and 3D models.

### PAGE 4

#### Microsoft Word New Features

- Learn about new features exclusive to Microsoft Word including Read Mode, co-authoring in real time, Learning Tools, viewing pages side to side, and inserting online pictures and videos.

### PAGE 5

#### Microsoft Excel New Features

- Learn about new and improved features exclusive to Microsoft Excel including Flash Fill, new functions, Quick Analysis, One-Click Forecasting, Recommended PivotTables, and improved Slicer functionality.

### PAGE 7

#### Microsoft PowerPoint New Features

- Learn about new and improved features exclusive to Microsoft PowerPoint including Merge Shapes, Eyedropper tool, Smart Guides, and Morph transition.

#### Microsoft Outlook New Features

- Learn about new and improved features exclusive to Microsoft Outlook including the Navigation Bar, unread message display, Focus and Other Inbox, and peek views.

► **Signing In and Out of Office 2019**

Signing in allows you to maintain custom settings when using Office 2019 applications on multiple devices. You can also save, open, and share documents from online storage locations by signing in using your Microsoft account to obtain access to [OneDrive - Personal](#). You can also sign in using an Office 365 account (from your school or workplace, for example) to obtain access to [OneDrive for Business](#) and [SharePoint Online](#).

**Note:** If desired, you can use multiple accounts to save or access files from multiple online locations. See “To add an online storage service” on page 2.

**To sign in to Office 2019**

1. Click the **Sign in** link in the top-right corner of any Office 2019 application window.
  - OR –
  - Click the **File** tab, select **Account**, and then click the **Sign in** button.
2. Type the email address of the account you want to use, and then click the **Next** button.
3. Type the password of the account, and then click the **Sign in** button.

**Note:** You are connected to the associated online storage service automatically, which is referenced under [Connected Services](#) on the [Account](#) page (shown in the image below).

**To sign out of Office 2019**

- Click the **File** tab, select **Account**, click the **Sign out** link, and then click the **Yes** button.

► **Understanding Online Storage**

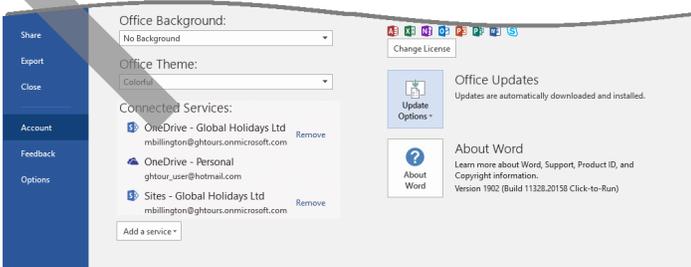
Office 2019 directly integrates with online storage services such as [OneDrive - Personal](#), [OneDrive for Business](#), and [SharePoint Online](#), allowing you to sign in to obtain access (as previously mentioned). See “To sign in to Office 2019” on page 2.

Advantages of storing and accessing documents online include the following:

- Access to the documents from anywhere you have an Internet connection.
- Ability to share the documents with others who may (or may not) have Office installed, but who can open and edit your documents using an Office online app (in a browser or a mobile device).
- Ability to collaborate on shared documents with others. This involves multiple users (co-authors) editing a document simultaneously.

**To add an online storage service**

1. Click the **File** tab, and then select **Account**.
2. Click the **Add a service** button, point to **Storage**, and then select the service you want to add.
  - Select **OneDrive**, for signing in with a Windows account.
  - Select **Office 365 SharePoint**, for signing in with an Office 365 account.
3. Type the registration email address or phone number for the account you want to use, and then click the **Next** button.
4. Type the account password, and then click the **Sign in** button.



► **Sharing Office Documents**

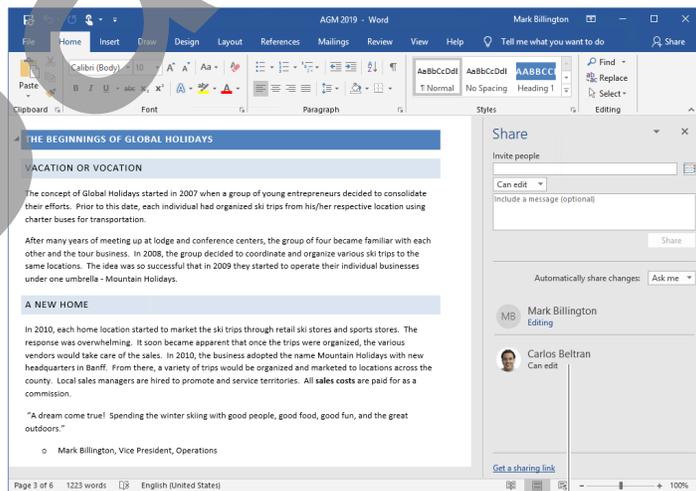
You can specify that Office documents stored on OneDrive - Personal or OneDrive for Business are to be shared with other users. You can do this while you save them, or after they have been saved. You can set permissions to specify if users are allowed to edit the documents, or if they are only allowed to view them. You can change these permissions at any time.

**To save Office documents to an online folder**

1. Open the Office document you want to save, click the **File** tab, select **Share**, and then click the **Save To Cloud** button.
  - Note:** If you have not already connected to an online storage service, you will have to sign in at this point. Otherwise, the **Save As** page appears.
2. Select the required online storage service and the folder where you want to save the Office document, type the desired file name, and then click the **Save** button.

**To share Office documents saved to an online folder**

1. Open the Office document you want to share, and then click the **Share** button in the top-right corner of the window.
2. Click the **Search the Address Book for contacts** button (in the **Share** pane); for each person with whom you want to share the document, select their name, and then click the **To** button. Then click **OK**.
3. If desired, click the **Can edit** button, and then select **Can view** to prevent the user from editing the document.
4. If desired, type the message you want to include with the email.
5. Click the **Share** button.

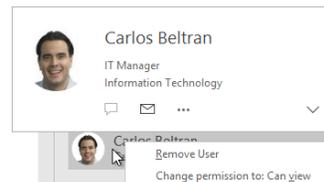


Person with whom the document has been shared (with the permission level granted)

**Note:** People with whom you share the document will receive an email message containing a link. They can click the link to open the document using the associated online app (e.g., Word Online).

**To manage shared documents**

1. With the shared document open, click the **Share** button in the top-right corner of the window to open the **Share** task pane.
2. Right-click the name of the user whose permission you want to change.
  - To change the permission level, select **Change permission to: Can edit** or **Change permission to: Can view**.
  - To stop sharing a document, select **Remove User**.



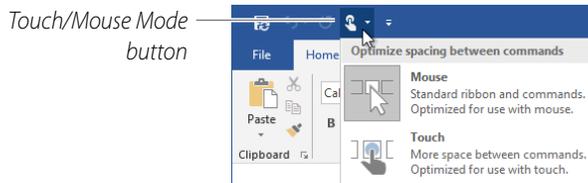
## Microsoft Office New Features... cont'd

## ▶ Using Touch/Mouse Modes

The **Touch/Mouse Mode** button allows you to quickly toggle between the *Mouse* and *Touch* modes. The two modes determine how you interact with your current device. Mouse mode is for traditional computers that do not support touch interactions and gestures, while Touch mode is for devices that do support them. The main difference between the appearance of the two modes is the increased size of and/or spacing between commands on the screen. You can show or hide the button on the Quick Access Toolbar as required.

## To enable/disable the Touch/Mouse Mode command and switch between modes

1. Click the **Customize Quick Access Toolbar** button, and then enable or disable **Touch/Mouse Mode**.
2. Click the **Touch/Mouse Mode** button, and then select the desired mode.

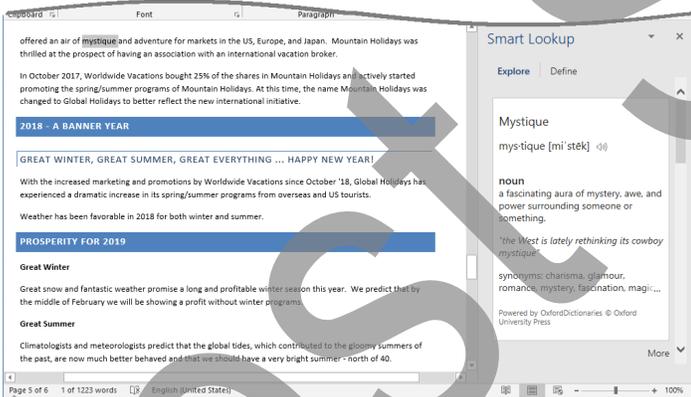


## ▶ Using Smart Lookup

The **Smart Lookup** feature uses the Bing search engine to provide information, references, and web links on selected words or phrases within your Word documents, Excel workbooks, and PowerPoint presentations. You can use it as a miniature dictionary, thesaurus, or encyclopedia without having to leave the application.

1. Select a word, phrase, or cell containing the text you want to look up.
2. Right-click the selected word, phrase, or cell, and then select **Smart Lookup**.

**Note:** The **Smart Lookup** pane appears with references to the selected text. Scroll down the pane to display additional references.



## ▶ Understanding Resume Reading

A **Resume Reading** marker appears when you reopen a Word document or PowerPoint presentation. You can click it to quickly go to the last viewed page or slide. The marker initially appears in an expanded state in the right-hand margin, welcoming you back and indicating the last location displayed. If you do not click the marker right away, it will collapse; but you can expand it again by pointing to it.

**Note:** The marker also appears with documents and presentations that are stored online and opened using a different computer. It disappears when you make changes to the document or presentation.



## Microsoft Office New Features... cont'd

## ▶ Working with Scalable Vector Graphic Icons

You can insert **Scalable Vector Graphic (SVG)** icons in Word documents, Excel workbooks, and PowerPoint presentations, and then rotate, color, and/or resize them without any loss of image quality. There are approximately 500 icons available.

1. Position the insertion point, or select the cell or slide where you want to insert the icon.
2. Click the **Icons** button in the **Insert > Illustrations** group.
3. Scroll through the list of available icons to locate the desired icon.

**Note:** You can click on categories names in the pane on the left to locate specific icons.



4. Select the desired icon, and then click the **Insert** button.

## ▶ Translating Text

The **Translate** feature allows you to translate selected words or phrases in Word documents, Excel workbooks, and PowerPoint presentations, as well as entire Word documents.

1. Select the text or cell containing the text you want to translate (if you are not translating an entire Word document).
2. Click the **Translate** button (or **Translate Selection** when using Word) in the **Review > Language** group.
3. Select the language that you want to translate to (from the **To** list in the **Translator** pane). **French** is shown in the example to the right).
4. Click the **Insert** button to replace the selected text.

**Note:** Excel does not have an **Insert** button. You have to copy the translated text and paste it over the selected text.

- To translate an entire Word document, select **Translate Document** (similar to step 2), select the language that you want to translate to (from the **To** list), and then click the **Translate** button (if required). A new translated document is created.



## ▶ Working with 3D Models

**3D Models** are inserted into Word documents, Excel workbooks, and PowerPoint presentations in a similar way as other picture or image objects. Some differences include rotating 3D models 360 degrees, as well as tilting them up and down to show a specific areas of them. You can insert 3D models that you already have available, as well as access them from a provided online service.

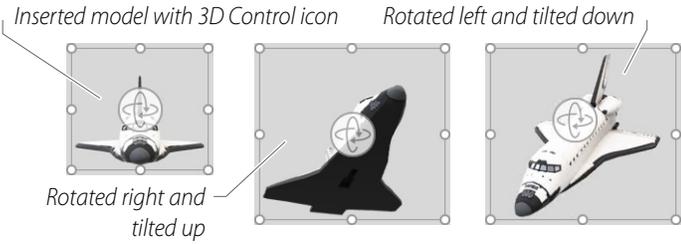
1. Position the insertion point, or select the cell or slide where you want to insert the model.
2. Click the **3D Models** arrow in the **Insert > Illustrations** group.
3. To insert a 3D model that you have available, select **From a File**, locate and select the required model, and then click the **Insert** button.

– OR –

**Microsoft Office New Features... cont'd**

To insert a 3D model(s) from the provided online service, select **From Online Sources**, locate and select the required model(s), and then click the **Insert** button.

4. Drag the **3D Control** icon in any direction to rotate and/or tilt the 3D model as required.



**Microsoft Word New Features**

► **Using Read Mode**

**Read Mode** optimizes the display of a document for more efficient on-screen reading. It provides options and tools that allow you to navigate from screen to screen. You can adjust the document layout (enhancing readability), and search the document or the Web (based on text selected in the document). The Ribbon does not appear in Read Mode.

1. Click the **Read Mode** button on the Status bar.



- Click the left and right arrow buttons to navigate from screen to screen.
- Double-click an image, chart, or other object to display it separately in the center of the window above a grayed-out view of the document. You can then click the magnifying glass button to enlarge it, or click outside it or press **ESC** to continue reading.
- Click **Tools > Find** to perform searches.
- Click **View > Edit Document** to return to editing the document.

► **Co-authoring in Real Time**

Co-authoring occurs when two or more users open and edit the same shared document simultaneously. **Real time** co-authoring allows those users to see the edits automatically (i.e., without having to manually accept the saved edits from another user).

To enable real time co-authoring, you and your co-authors click the **Yes** button in the window that appears (shown to the right) when opening the document. When real time co-authoring is enabled, a colored flag indicates the user's current location in the document. Pointing to a flag identifies the co-author **Carlos Beltran**.



**Microsoft Word New Features... cont'd**

► **Working with Learning Tools**

The general purpose of the **Learning Tools** is to help users more easily see and understand a document's contents. There are various learning tools grouped on a separate contextual tab called **Learning Tools**.

1. Click the **Learning Tools** button in the **View > Immersive** group to display the **Learning Tools** contextual tab.

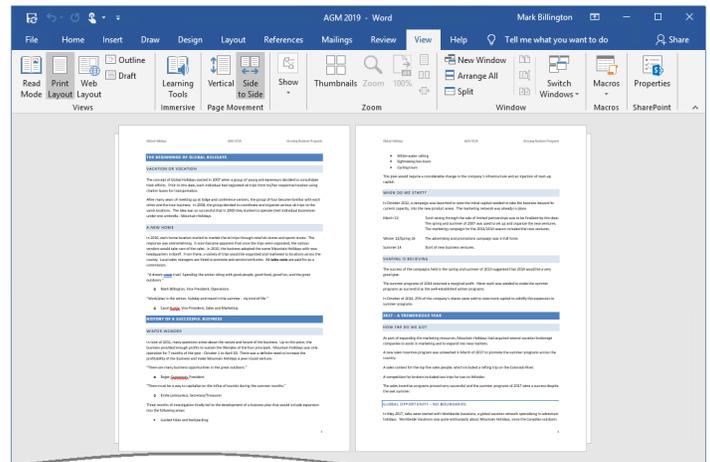


- To adjust the length of lines in the document (which is intended to improve comprehension), click the **Column Width** button, and then select the desired width.
  - To apply a page color (which is intended to reduce eye strain), click the **Page Color** button, and then select the desired color.
  - To display one, three, or five lines of the document at a time (which is intended to remove distractions), click the **Line Focus** button, and then select the desired number of lines. Navigate the lines using the up/down arrow buttons that appear.
  - To increase the spacing between words, characters, and lines in the document, click the **Text Spacing** button.
  - To display breaks between syllables, which is intended to improve word recognition and pronunciation, click the **Syllables** button.
  - To have the document read aloud (with each word highlighted as it is read), click the **Read Aloud** button.
2. Click the **Close Learning Tools** button in the **Learning Tools** group when finished.

► **Viewing Pages Side to Side**

The **Side to Side** command (when enabled) displays full pages of a document horizontally, orienting them to allow you to “page” through them, as opposed to vertically scrolling through them (line by line). In addition, when the **Thumbnails** command is also enabled, pages of the entire document are displayed, allowing you to quickly navigate to a page, and then re-invoke the side to side view.

1. Click the **Side to Side** button in the **View > Page Movement** group.
- To navigate to the next pages, click the scroll right arrow on the right side of the scroll bar repeatedly, or drag the scroll box to the right.



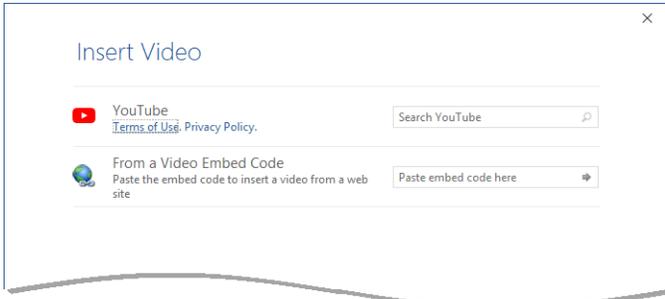
- To navigate to the previous pages, click the scroll left arrow on the left side of the scroll bar repeatedly, or drag the scroll box to the left.
  - To navigate directly to a specific page, click the **Thumbnails** button in the **View > Zoom** group, and then click the specific page.
2. Click the **Vertical** button in the **View > Page Movement** group when finished.

Microsoft Word New Features... cont'd

▶ **Inserting Online Videos**

You can insert links to **online videos** in your Word document (for playback) using options provided in the *Insert Video* dialog box. The option you select depends on the nature of the video you want to insert, as well as the information you have about the video.

1. Position the insertion point where you want to insert the video.
2. Click the **Online Video** button in the *Insert > Media* group.



3. To locate and insert a YouTube video, click in the *Search YouTube* search box, type the search text, and then press **ENTER**. Select the desired video, and then click the **Insert** button.

– OR –

To insert a video based on a video embed code, paste the code into the *Paste embed code here* text box, and then click the **Insert** button.

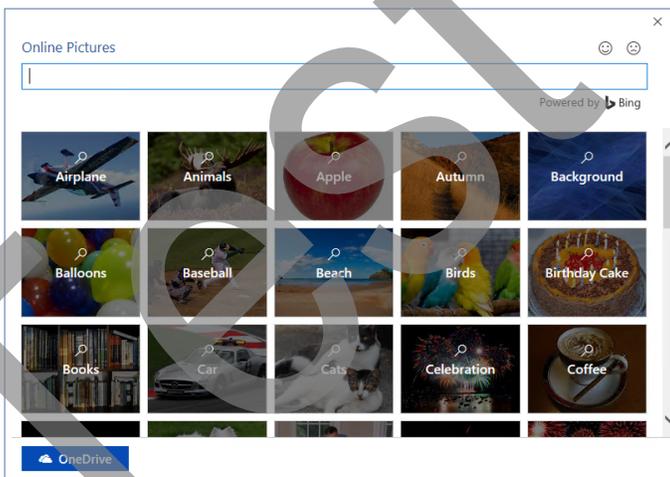
**Note:** You can often copy a video's embed code from the website where it is located by clicking buttons on the video playback bar.

Once a video link is inserted, you can modify the video's playback appearance by resizing, repositioning, and cropping the frame image as desired. You can then play the video, which will appear separately over a darkened view of the document. Press **ESC** to cancel the playback.

▶ **Inserting Online Pictures**

You can insert links to **online pictures** (similar to inserting online videos in your documents). You can locate online pictures by performing a web search using Bing, or by browsing your Personal OneDrive (provided you have signed in).

1. Click the **Online Pictures** button in the *Insert > Illustrations* group.



2. To locate a picture(s) using Bing, click in the text box, type the appropriate keyword(s), and then press **ENTER**. When the search results appear, click the desired picture(s).

– OR –

To locate a picture(s) on your OneDrive - Personal, click the **OneDrive** button, browse for and click the desired picture(s).

3. Click the **Insert** button.

Microsoft Excel New Features

▶ **Understanding Multiple Workbook Windows**

Each workbook that you open appears in its own application window, whereas previous versions of Excel maintained multiple workbooks within one application window. This feature can be particularly helpful when you are using multiple monitors or screen displays.

▶ **Using Flash Fill**

**Flash Fill** enters data for you automatically, based on data and character patterns in a column. This is often useful for extracting text strings from existing data. You can also use it to insert characters or spaces currently not within the data, as well as to convert the case of text characters (e.g., to modify social security numbers without hyphens, or postal codes entered without a space).

In the example below, the goal is to extract salespersons' first and last names into the appropriate columns.

- The names in column A are used as the source data.
- Typing "Fred" in cell B2 establishes the data pattern in that column.
- Typing the letter "A" in cell B3 results in the rest of the first names appearing automatically. Repeat for column C.

	A	B	C
1	Salesperson	First Name	Last Name
2	Grimes, Fred	Fred	
3	Reyes, Amelia	Amelia	
4	Fulton, John	John	
5	Brahms, Eileen	Eileen	
6	Kapers, Sharon	Sharon	

**Note:** Flash Fill may not start automatically if the current or next column already contains data. In that case, ensure that the cell is blank where you want Flash Fill to start, select the cell (press **ESC** first to cancel edit mode if necessary), and then click the **Flash Fill** button in the *Data > Data Tools* group.

▶ **Understanding New Functions**

There are a number of new functions as described below. To further explore their syntax, as well as other examples of their usage, click the **Insert Function** button, and then select the required function from the list. You can shorten the list by selecting the category that a function is associated with.

- The **CONCAT** function is a text function that combines text from multiple ranges and/or strings. In the example below, the first name and last name (in columns B and C) are combined to create the full name (in column A) with a comma delimiter.

=CONCAT(C2, ", ", B2)

	A	B	C
1	Salesperson	First Name	Last Name
2	Grimes, Fred	Fred	Grimes

- The **TEXTJOIN** function is a text function that combines text from multiple ranges and/or strings, but also includes arguments for a specified delimiter, as well as to ignore empty cells (or not). In the example below, the first name and last name (in columns B and C) are combined to create the full name (in column A) with a hyphen delimiter.

=TEXTJOIN("-", TRUE, B2:C2)

	A	B	C
1	Salesperson	First Name	Last Name
2	Fred - Grimes	Fred	Grimes

- The **IFS** function is a logical function that checks whether multiple conditions are met, and returns values corresponding to the first true condition. You can use this new function in place of nested IF statements. In the example below, sales >=\$5500 is assigned a \$200 bonus; sales >=\$4500 is assigned a \$100 bonus; sales <\$4500 is assigned "No bonus".

=IFS(B2>=5500, 200, B2>=4500, 100, B2<4500, "No bonus")

	A	B
	Bonus Assigned	Sales
2	\$100	\$4,500
3	No bonus	\$3,000
4	\$200	\$6,000

*Additional result examples of the formula*

- The **MAXIFS** and **MINIFS** functions are statistical functions that return

**Microsoft Excel New Features... cont'd**

the largest or smallest values among cells specified by a set of conditions or criteria. In the example below (left), the result \$6,000 is returned based on it being the largest value within the criteria of “1.” In the example below (right), the result \$3,000 is returned based on it being the smallest value within the criteria of “1.”

=MAXIFS(A2:A4,B2:B4,1)

	A	B
1	Sales	Bonus Levels
2	\$4,500	2
3	\$3,000	1
4	\$6,000	1
5	\$6,000	Result

=MINIFS(A2:A4,B2:B4,1)

	A	B
1	Sales	Bonus Levels
2	\$4,500	2
3	\$3,000	1
4	\$6,000	1
5	\$3,000	Result

**Using Quick Analysis**

The **Quick Analysis** feature provides direct access to common data analysis functionality—from a central location—such as conditional formatting, charts, simple formulas/functions, tables, and sparklines.

1. Select the numerical data where you want to perform the analysis, and then click the **Quick Analysis** button.
2. Select category headings as required (*Formatting* is the default).
3. Point to analysis tools to preview their attributes in the worksheet. In the example below, the mouse pointer is pointing to *Data Bars*.

Live preview of *Data Bars*

	A	B	C	D	E	F
1	Salesperson	Qtr1	Qtr2			
2	Grimes, Fred	2500	3500			
3	Reyes, Amelia	1750	2500			
4	Fulton, John	2250	3000			

Category headings with *Formatting* (*Data Bars*) active

4. Click the analysis tool you want to use, and specify any rules or other details for applying it as required.

**Using One-Click Forecasting**

The **Forecast Sheet** button provides one-click forecasting to generate a forecast sheet from your historical time-based data. For example, it can help you to predict future trends, sales, or inventory requirements. Improved forecasting features include better detection of seasonality and more accurate calculation of confidence levels (in addition to overall better prediction of future values).

1. Position the cell pointer within a data series you want to forecast.
2. Click the **Forecast Sheet** button in the *Data > Forecast* group.
3. As required, select the desired chart type, specify how far to extend the forecast, and apply any other options.

Additional options

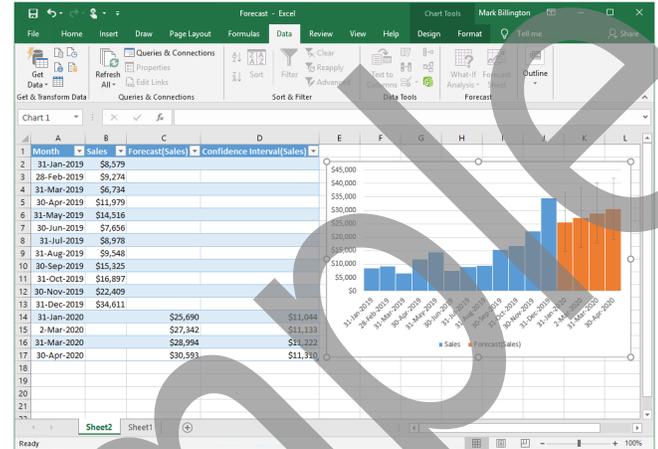
Forecast End date

Chart types

4. Click the **Create** button to create the new forecast worksheet.

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5. As required, move/resize the chart to display all the data columns.
  - Note:** In the example shown below, the chart type is a Column chart, the Forecast End date is extended to 30-Apr-2020, and the chart has been moved and resized to the right of the column data.



**Using Recommended PivotTables**

The **Recommended PivotTables** feature provides appropriate PivotTable layouts for the type of data you want to analyze.

1. Position the cell pointer within a data list or table where you want to create the PivotTable, and then click the **Recommended PivotTables** button in the *Insert > Tables* group.

Recommended PivotTables

- Sum of Qtr2 by Salesperson
- Sum of Qtr4 by Salesperson
- Count of Qtr1, Sum of Q...

2. To preview the recommended PivotTable layouts, click on the examples in the left pane.
  - Note:** There are options at the bottom of the *Recommended PivotTables* dialog box to create a blank PivotTable, and to change the source if the current data does not provide suitable results.
3. Select the desired PivotTable layout, and then click **OK**.
  - Note:** The PivotTable appears in a new worksheet, with the *PivotTable Tools* contextual tab active and the *PivotTable Fields* pane displayed, allowing you to further design the PivotTable.

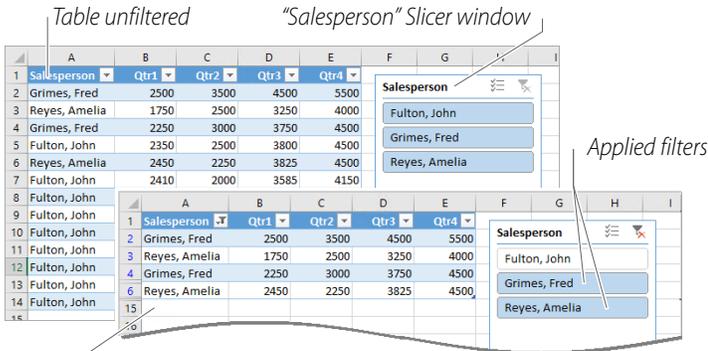
**Filtering Table Data and PivotTables with Slicers**

**Slicers** are a visual way to apply and remove filters from table data, as well as from PivotTables and PivotCharts.

1. Position the cell pointer within the table, PivotTable, or PivotChart.
2. Click the **Insert Slicer** button from either the *Table Tools > Design > Tools* group, or the *PivotTable Tools > Analyze > Filter* group.
3. Enable the fields where you want Slicers to filter data, and then click **OK**.
4. Apply and remove filters as required.
  - To apply a filter, click the desired filter button listed in the Slicer window(s) to enable it.

**Microsoft Excel New Features... cont'd**

- To apply additional filters (within the same Slicer), press **CTRL**, and then click a desired filter button to enable it.



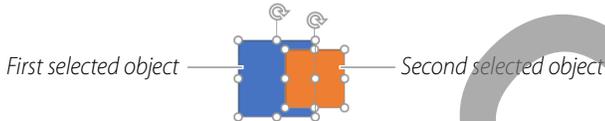
- To remove a filter, click an enabled filter button again.
- To remove all filters, click the **Clear Filter** button.

**Microsoft PowerPoint New Features**

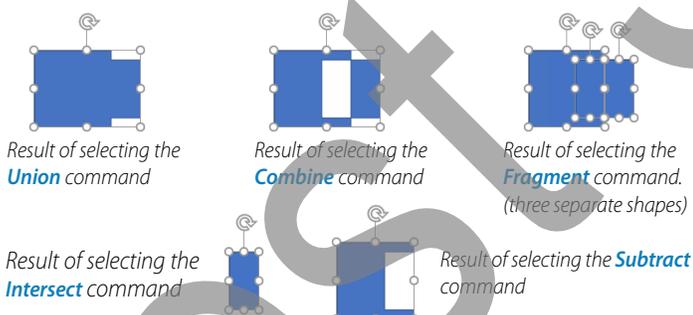
**▶ Merging Shapes**

The **Merge Shapes** command combines two or more shapes to create a single shape. The order in which you select the objects you want to merge is important. Attributes such as the color and area of a merged object adopt the attributes of the first selected object.

1. Select the shapes you want to merge, in the proper order.



2. Click the **Merge Shapes** button in the *Drawing Tools > Format > Insert Shapes* group, and then select the desired command. Below are examples of the selected shapes shown above and the result of each command.



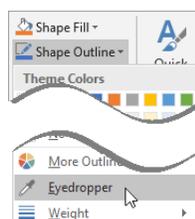
**▶ Using the Eyedropper Tool**

The **Eyedropper** tool allows you to quickly and precisely apply a color from an existing object (e.g., shape or picture) to other objects.

1. Select the object(s) where you want to apply a color.



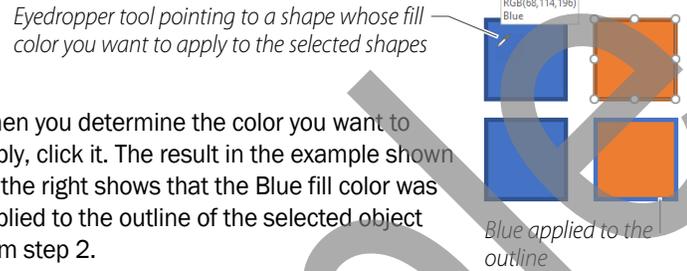
2. Click **Shape Fill** or **Shape Outline** (as the object characteristic where a color is to be applied) in the *Drawing Tools > Format > Shapes Styles* group, and then select **Eyedropper**.



**Note:** For this example, we will assume **Shape Outline** is selected as shown to the right.

**Microsoft PowerPoint New Features... cont'd**

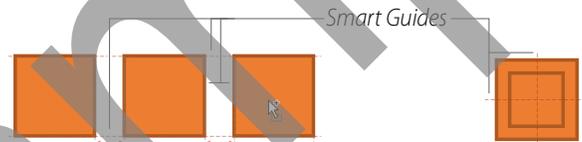
3. To determine the color you want to apply, point to the various color(s) in an object using the Eyedropper (mouse pointer) and pause (as shown in the following example), to display the color's RGB (Red/Green/Blue) values.



4. When you determine the color you want to apply, click it. The result in the example shown on the right shows that the Blue fill color was applied to the outline of the selected object from step 2.

**▶ Using Smart Guides**

**Smart Guides** allow you to quickly and precisely align objects (such as shapes and pictures) automatically by dragging them into the area of other objects. In the example below (on the left), three shapes that are all the same size have been aligned top and bottom, and have equal spacing between them.



In the example above (on the far right), the two shapes—where one is larger than the other—have been centered both vertically and horizontally.

**▶ Using the Morph Transition**

The **Morph** transition allows you to animate objects from one slide to the next.

1. Right-click the slide that represents the starting slide of the Morph transition, and then select **Duplicate**.
2. Make editing changes to the object(s) on the duplicated slide that represents how the morph transition ends. For example, move, recolor, and/or resize the object(s) as required.
3. Click **Morph** in the *Transitions > Transition to This Slide* gallery.



4. Click the **Preview** button in the *Transitions > Preview* group to see how the Morph transition plays.

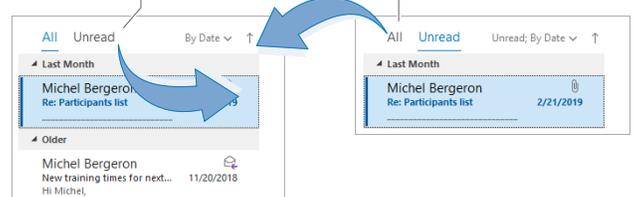
**Microsoft Outlook New Features**

**▶ Displaying Unread Messages**

Messages that you have not read appear with a vertical blue bar. When the **Focused** Inbox is enabled, you can click **By Date**, and then enable **Unread Mail** to display only unread messages. If you choose to disable the **Focused** Inbox, the Inbox appears with **All** and **Unread**, which you can click (to toggle between each view).

Click **Unread** to list only unread messages

Click **All** to list all messages



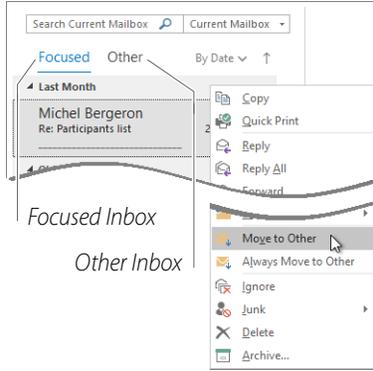
Microsoft Outlook New Features... cont'd

▶ Using the Focused Inbox

The Inbox is now organized into two tabs (by default), *Focused* and *Other*. If you do not see them, click By Date, and then enable **Show Focused Inbox**. Email that colleagues send you will automatically appear in the *Focused* Inbox, while less important email (such as newsletters and mailers) will automatically appear in the *Other* Inbox.

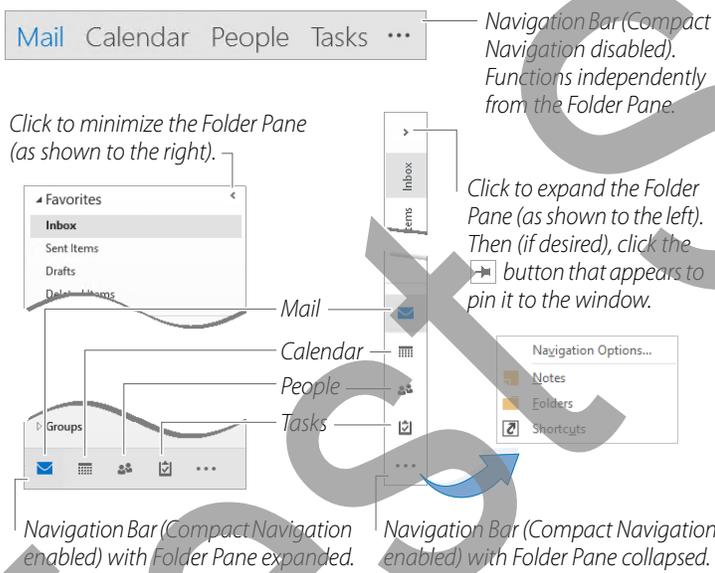
Click the tab name of the Inbox you want to view. If you notice that email in the *Focused* Inbox should be in the *Other* Inbox, or visa versa, you can move it as required.

- To move an item from the *Focused* Inbox, right-click it, and then select **Move to Other**.
- To move an item from the *Other* Inbox, right-click it, and then select **Move to Focused**.



▶ Exploring the Navigation Bar

The **Navigation Bar** has replaced the Navigation Pane (in previous Outlook versions). It displays buttons (or links) for four views: *Mail*, *Calendar*, *People*, and *Tasks*. It can be displayed in a *Compact Navigation* (making it appear as part of the Folder Pane), or independently. Click the ... button to access *Navigation Options* to display the other views: *Notes*, *Folders*, and *Shortcuts*, as well as enable or disable *Compact Navigation* display.



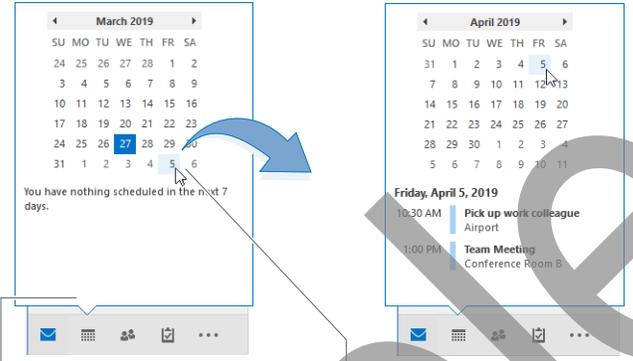
The *People* button has replaced the *Contacts* button (in previous Outlook versions). The functionality to manage contacts remains similar.

▶ Using Peek Views

You can display **peek views** that are capsule views of your *Calendar*, your *People* list, and your *Tasks* list, all without leaving the current view. For example, you may be reading an email message but need to quickly reference a date in the Calendar, while still viewing the message.

1. Point to the desired button on the Navigation Bar to display its peek view.
- When the Calendar peek view is displayed, you can see calendar items scheduled for today and the next seven days. If required, you can navigate to other days to display items scheduled for those days (as shown in the following example).

Microsoft Outlook New Features... cont'd



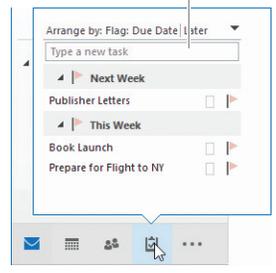
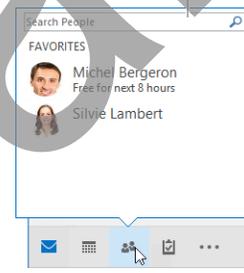
Calendar peek view is open. Note that there are no items scheduled for the current day (the 27th) or the next seven days.

Click **5** to display scheduled items for that day.

- When the People peek view is displayed (see the example below, on the left), you can see the details of contacts that have been added to the *Favorites* list. This can help determine if they are available at that moment. If desired, you can search for a contact to add to the *Favorites* list.

To add contacts to the *Favorites* list, type a name in the *Search People* text box, right-click the contact, and then select **Add to Favorites**.

To add a new task, type a name in the *Type a new task* text box, and then press **ENTER**.



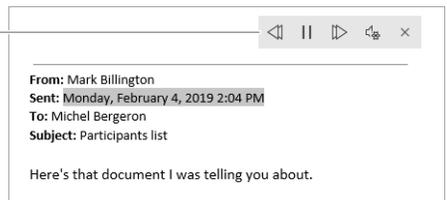
- When the Tasks peek view is displayed (above to the right), you can see incomplete tasks arranged by their due date. If required, you can create new tasks.

▶ Listening to Messages

You can multi-task by listening to your messages (being read aloud) while you do something else.

- Select the message you want read, and then click the **Read Aloud** button in the *Home > Speech* group.

Click buttons on the toolbar to pause/play, navigate to an area to listen, change settings, and close the toolbar.



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