MICROSOFT POWERUP!

Microsoft 365 New Features and Updates

January, 2020
WSU Microsoft Office Training
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Contents

POWERUP! INTRODUCTION

What is this? What am I doing here?

The **PowerUp!** Sessions are designed to give you a quick shot of knowledge. With these sessions, you will:

1. Stay up to date on new features in 365 as they are released and deployed to your device (every 6 months or so).
2. Learn interesting facts not covered in the regular Power User Sessions.
3. This is not an extensive list of all the updates, but some of my favorites (and hopefully yours too!).

Full Trainings on Microsoft Office

This is not a full training. For information about full trainings on these products, check out the Power User Program section below.
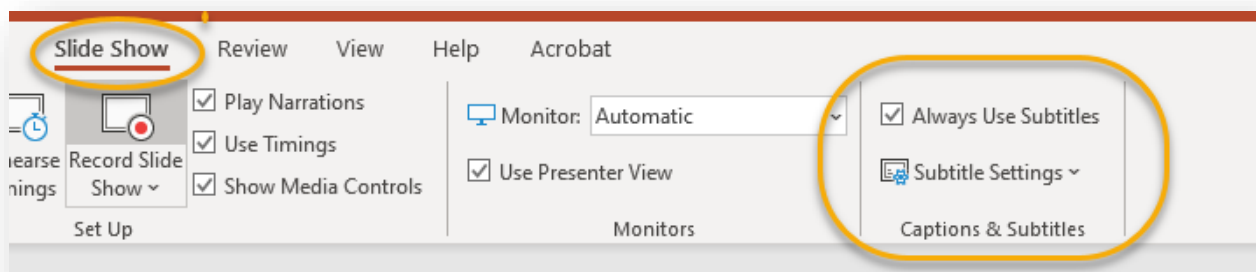
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POWERPOINT

Live Subtitles

Live Subtitles are a very exciting new feature to appear in PowerPoint. This is a huge win for accessibility, and an amazing example of AI magic in Microsoft. This may not yet be in your ribbon, but it will be soon.

1. Go to the **Slide Show** tab, **Captions and Subtitles** group
2. Select **Always Use Subtitles**

3. Select the **Subtitle Settings** dropdown to see a list of additional options.

Note you have the ability to translate a spoken language to a different subtitle language. This is not a perfect science, but is continuously being honed and developed by our friends at Microsoft.

✓ **Important**: you need to have a microphone on the computer you are presenting on in order for subtitles to work.
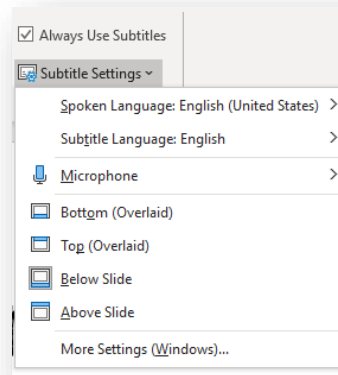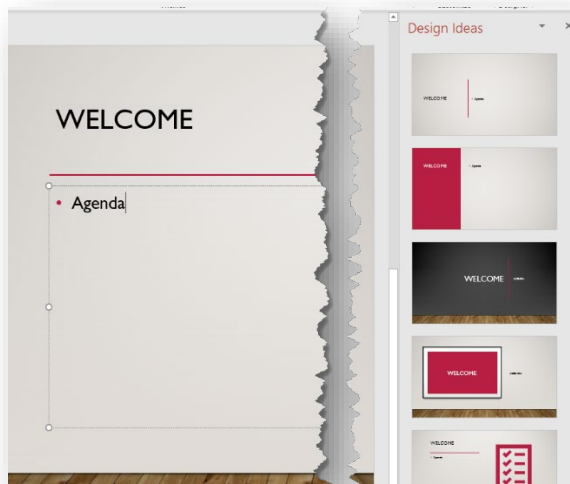
Design Ideas

Word and Excel are also going to have an **Ideas** feature, but it is especially exciting in PowerPoint. There are a couple ways to access **Design Ideas**:

✓ The feature may randomly appear on the right side of your screen as you are creating your presentation.
✓ **Design** tab, **Designer** group.
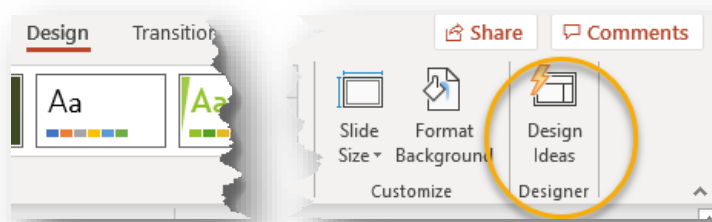
1. Start creating the content of your slide. Select the layout you would like, and insert the content you intend to use, including pictures.
2. If **Design Ideas** don't appear, select the button either in the **Home** tab or the **Design** tab. The **Design Ideas** feature will appear on the right side of the screen.

3. Select the desired design to alter the slide.

✓ Design Ideas will also pick up on your content and include appropriate icons. If it guesses incorrectly, you can replace them with new icons via a right click menu.
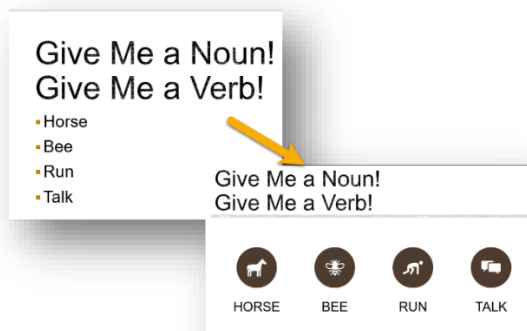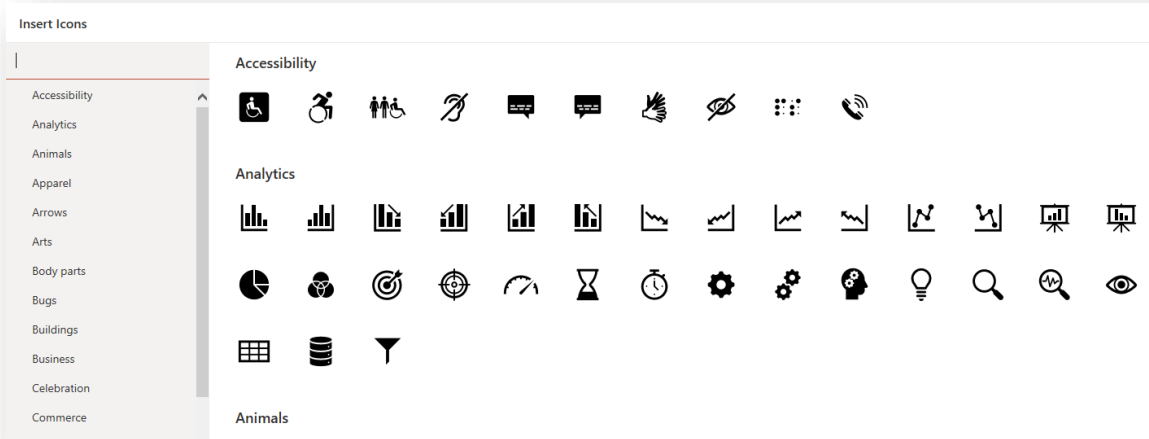

Icons and 3D Models

You will also see Icons and 3D models in Word and Excel, so keep an eye out in those programs! Both of these features will be found on the **Insert** tab in the **Illustrations** group.
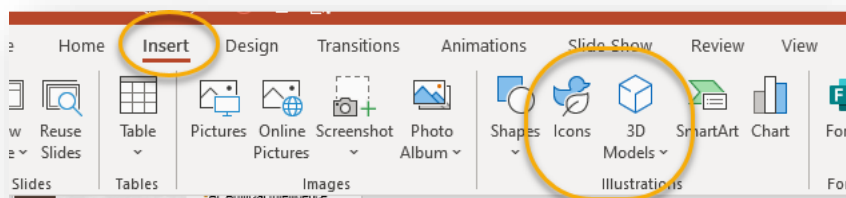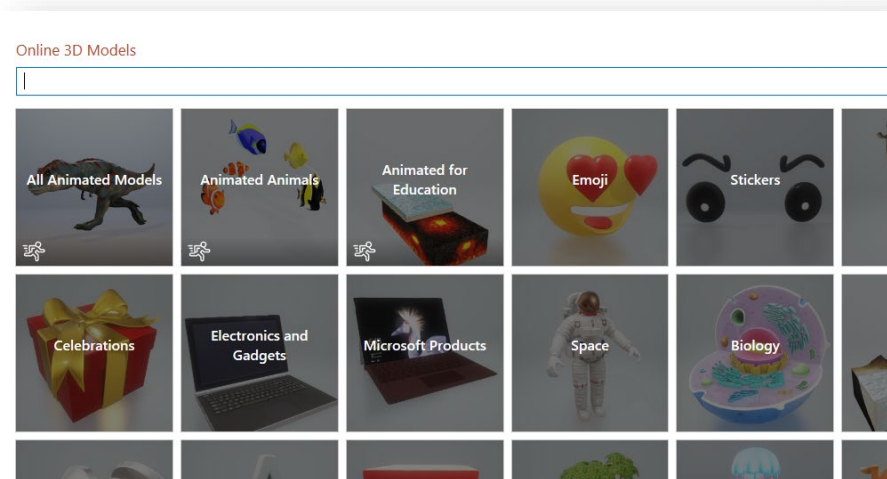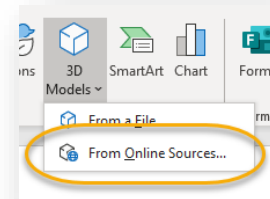
Icons

If you select icons, you will be able to browse by category or search (upper left) by a specific term.
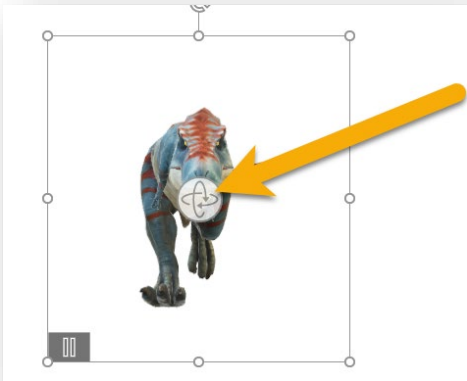

3D Models

3D models are available both with and without animation.

- ✓ Click on the dropdown for **3D Models** and select **From Online Sources** to see available options.
- ✓ Notice you may also enter a search term if you are looking for something specific.

Once you insert a 3D model, it can be rotated either by clicking and dragging on the circle in the center of the image:
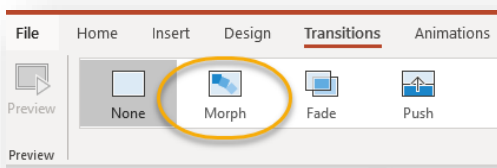
…or by making adjustments in the ribbon. Notice that animated 3D models may also have different **Scene** options.
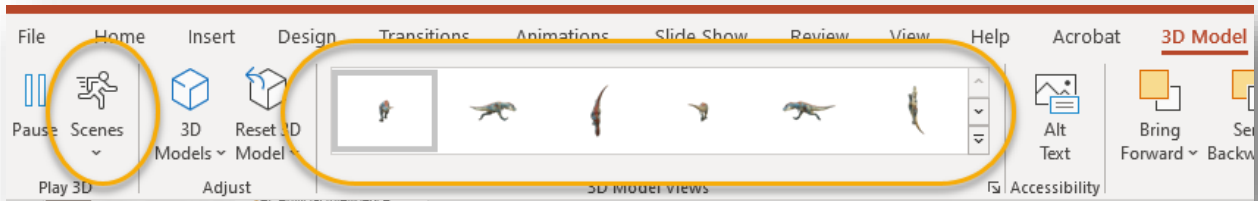
Morph Transition

There is a nifty new transition in PowerPoint 365 called **Morph**.

This transition works best when you are making minor alterations between one slide and the next; for instance, a list where items will be added or removed to demonstrate the change. It is particularly stunning for SmartArt. Below is an example of a SmartArt list with a couple of additions between slides.

On the second slide, the **Morph** transition will be applied. I hope you came to the in person PowerUp! Session to experience this cool effect, because it is awfully hard to capture in print and much cooler to see live.
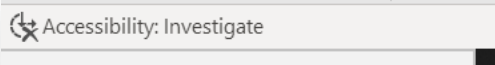
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WORD

Accessibility Updates

The accessibility features in 365 are amazing. I think it is worth it to upgrade for the accessibility features alone. Not only do you get live subtitles in PowerPoint (above), but your usual accessibility tools work even better.
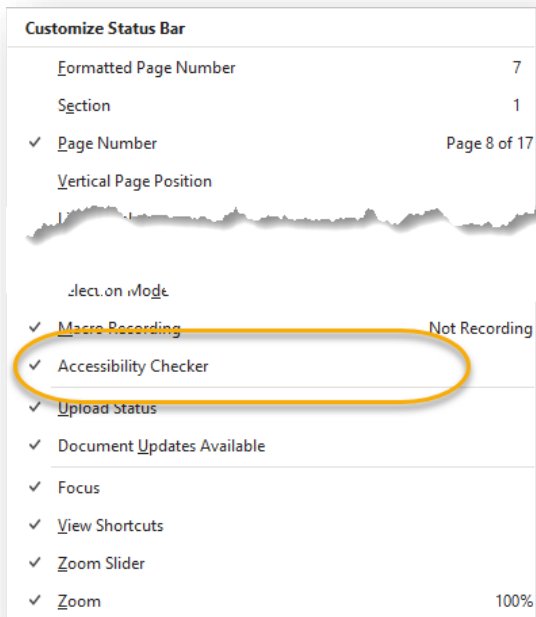
Status Bar Accessibility Checker

In addition to the same Accessibility Checker you know and love (come to Word Essentials to learn about this), you also have the ability to add a live accessibility checker to your status bar.

To add this cool feature to your Status Bar, right click on the Status Bar, and select **Accessibility Checker.**

You will see in real time if there is an issue that needs to be investigated. Simply click on the checker in the status bar to open the live checker.

Color Contrast

This is incredible. Up until now, you needed to download a separate program to check contrast. You might get a reminder in programs like Adobe to check your contrast, but it wouldn't tell you whether or not it was acceptable. Now Word has this ability.

The table below has questionable contrast…
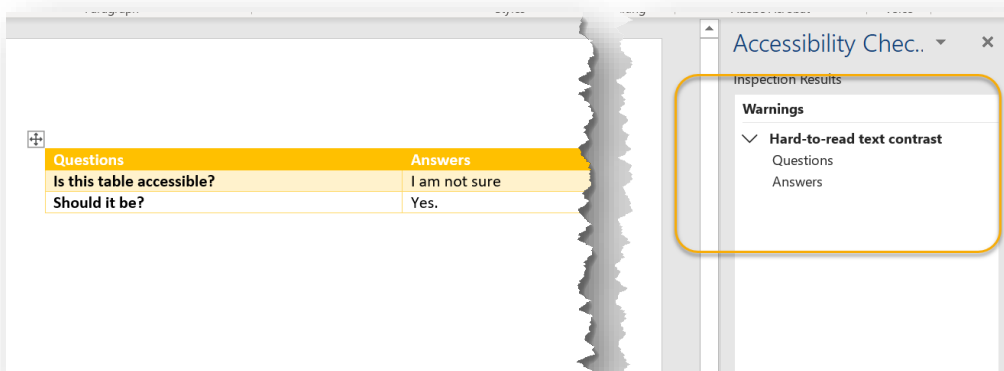
✓ Notice how the accessibility checker on the right is now pointing out hard to read text contrast.

✓ Click on any of the words in the checker to go to the location of the contrast issue.

Alt Text

Office 2016 really made us work to find Alt Text. Here is the good news, it is so much easier to access and use in 365. This will work the same in all your Office programs.

✓ First, Alt Text is now a button in your contextual **Picture Tools** tab. This makes it so much easier to add alt text as you are inserting pictures.
✓ Second, Alt Text is also visible on a right click menu over pictures.
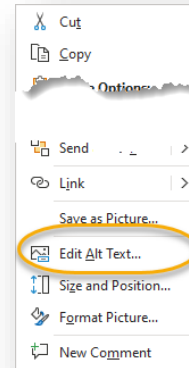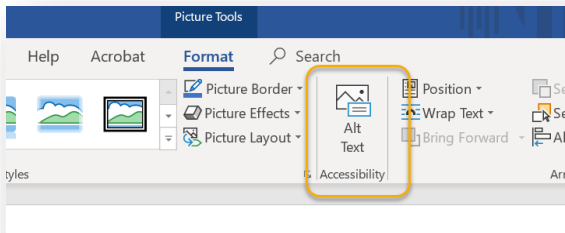
Draw Tools

Your Office programs have a new tab that you have used before in OneNote 2016: **Draw.** This will work much the same as the OneNote Draw tab, with the ability to markup a document (especially cool with a stylus), and even replay the drawing action.
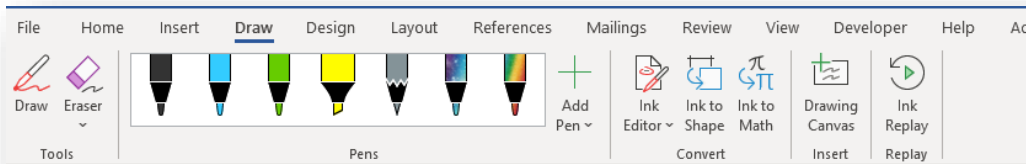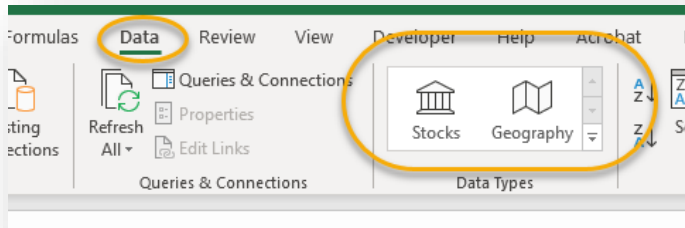

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EXCEL

AI: Convert Data in Excel

Excel has a couple of data types that can be identified with AI. Currently the two options are: stocks, and geography.

1. These options live on the **Data** tab, **Data Types** group.

2. Select the data to be converted. Zip codes work really well with geography. Where possible try to use zip codes, but this is also a developing software, so may get more refined with time.

3. Select **Geography.**
4. The data is converted to live information. There are cards that can be clicked on to the left of the zip code for more information.

5. To **Extract Data**: select the newly transformed data, and click on the square in the upper right to see a list of options.

✓ Look how quickly that data was extracted!

✓ Click on any of the extracted data fields, and look in the formula bar. Notice this is a formula that is inserted. Formulas are always updating. This is especially relevant with the **stocks** feature.

New Functions

You may not yet have access to these functions, but check for them as you receive updates. You won't want to miss out on these.

XLOOKUP

Hold on to your hats, because the VLOOKUP slayer has arrived. Remember that VLOOKUP returns results from the right side of a vertically oriented table.

XLOOKUP has the same (and more) functionality as VLOOKUP, with far fewer foibles.

- ✓ XLOOKUP can search to the right, or left.
- ✓ It can return a range of results, several columns at a time.
- ✓ You no longer have to worry about column index number or the pesky default "true" match in VLOOKUP.
- ✓ As a bonus, you have the ability to set a value to return if a match is not found. No more "#N/A" errors for you!
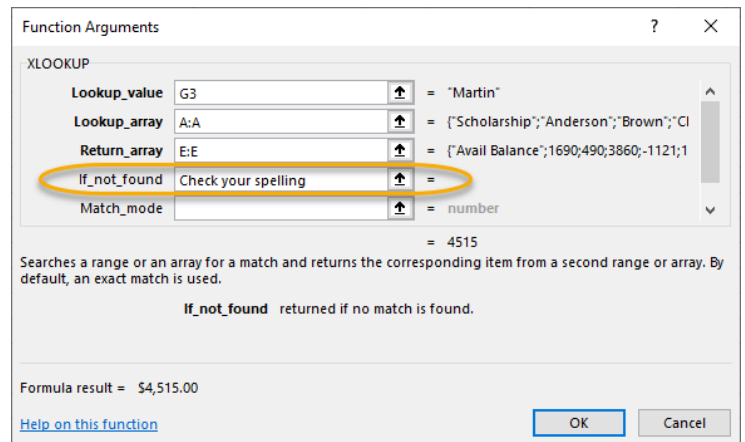
XLOOKUP is so intuitive, you will have no problem at all learning how to use it.

The layout is:

=XLOOKUP (Lookup_value, Lookup_array, return_array, If_not_found [optional], match_mode[optional], search_mode[optional])

New Dynamic Array Formulas

Each of these array formulas will spill into multiple cells to create a new list of data.

- ✓ **UNIQUE**: returns unique values from a list
- ✓ **SORT**: returns a sorted version of a list
- ✓ **SORTBY**: sorts by the contents of one range by the contents of another.
- ✓ **FILTER**: returns a filtered version of a list

OUTLOOK

Simplified Ribbon View

Outlook is experimenting with a **Simplified Ribbon** view.

This turns the old ribbon we know and love:
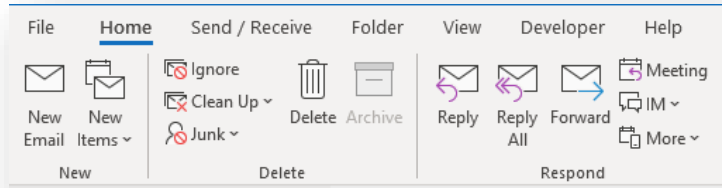
Into a slightly different appearance:

I am still formulating an opinion on what I think of the new view. I can't wait to hear what you think!

- ✓ To turn on **Simplified Ribbon** view, right click anywhere on the ribbon and select **Use Simplified Ribbon.**

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ONENOTE 2016: THE CONTINUING SAGA

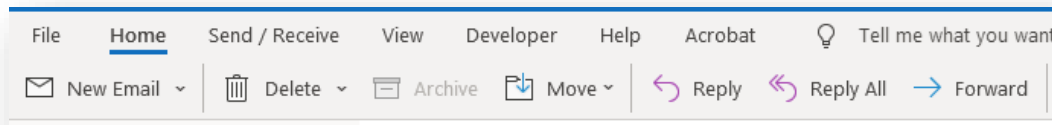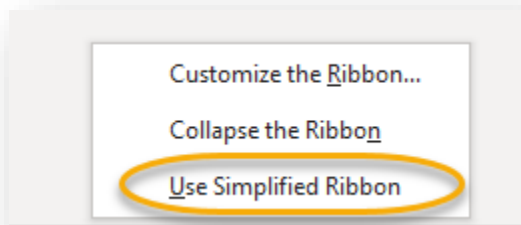Although Microsoft is not releasing a desktop application of OneNote in 365, opting instead to offer a OneNote App through the App store, they will continue to support and update the OneNote 2016 desktop application. At this time, we recommend using the desktop application as it retains some features currently not present in the App, including:

- ✓ The ability to store OneNote Notebooks locally (including shared drives)
- ✓ The ability to export OneNote Notebooks.

When Desktop Support sets you up with Office 365, they will make sure you have a OneNote 2016 desktop application so you can continue your work in OneNote as you are accustomed.

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MORE UPDATES COMING

This was just a brief foray into the new and exciting features coming soon in your Office 365 suite. Stay tuned for more information. Follow our blog (below) and attend a future PowerUp! Session for the latest and greatest!

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HOW DO I UPDATE TO MICROSOFT OFFICE 365?

There is a different process for setting up Office on your work and home computers. We want to make sure you have the right version in the right location!
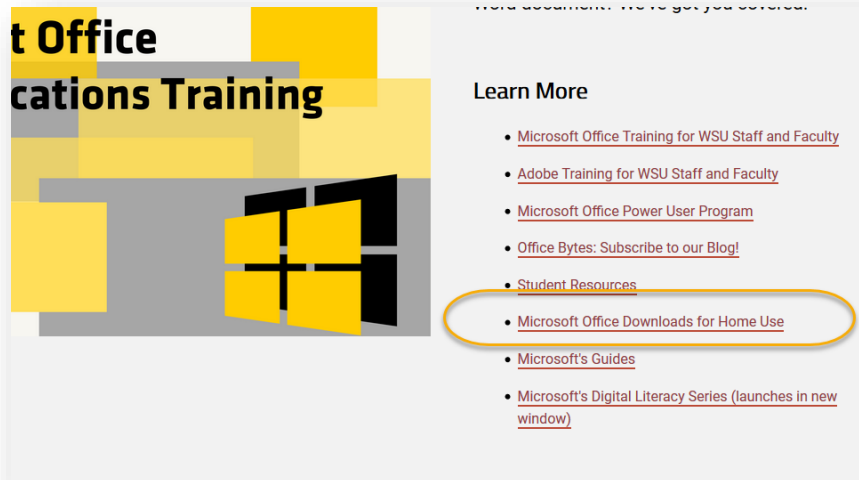
At Work

Contact the Help Desk: helpdesk@wichita.edu, or extension 4357, and request that they put in a ticket to have your work computer updated.

At Home

Did you know you get up to 5 free downloads of Microsoft Office for home use? What a deal! If you would like to see detailed instructions for accessing your free downloads, please visit: wichita.edu/mstraining.

✓ Under **Learn More,** select **Microsoft Downloads for Home Use**.

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POWER USER PROGRAM

Are you interested in becoming a WSU Microsoft Office Power User? Attend a suite of ITS led training sessions within one year and you will receive a digital credential, a certificate, and a lot of useful knowledge! For more information, please visit: wichita.edu/poweruser

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OFFICE BYTES BLOG

Do you want to receive bite sized tips and tricks on Microsoft Office products? Check out the Office Bytes blog!

You can find it here:

✓ **blogs.wichita.edu/itstraining**

Or by visiting the Power User page:

✓ **wichita.edu/poweruser**

You can also sign up there to receive email notifications as I post new topics.

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