CHAPTER 1
INFOCUS

THE OFFICE 2016 INTERFACE

The Office interface refers to the way the Office programs look and work. If you're upgrading from **Office 2010** you'll notice a few differences in the way **Office 2016** looks and works over previous versions you've used. For a start, the interface has been modernised in keeping with **Windows 10** and has also been modified to allow for users with touch screens.

In this session, we'll explore some of the new interface features as well as explore how existing ones have changed and morphed in **Office 2016**.

In this session you will:

- ✓ gain an understanding of the appearance of **Office 2016** applications and the available themes
- ✓ gain an understanding of the **Office 2016** user interface (changed in **2013**)
- ✓ learn how to start an **Office 2016** application (changed in **2013**)
- ✓ learn how to use the **Tell Me** feature (new in **2016**)
- ✓ gain an understanding of the **Microsoft Office 2016 Start** screen (new in **2013**)
- ✓ learn how to use the **Smart Lookup** feature
- ✓ learn how to customise the ribbon with the **Display Options** tool (new in **2013**)
- ✓ learn how to use the sharing and collaboration tools
- ✓ gain an understanding of **Backstage View**
- ✓ learn how to access the **Backstage View**
- ✓ gain an understanding how **Office** integrates with the cloud (changed in **2013**)
- ✓ gain an understanding of **Touch Mode** (new in **2013**).

AN UPDATED LOOK

When a user of a previous version of Office opens an Office 2016 application for the first time, perhaps the first change they will notice is the updated appearance. While Office 2013 application windows were mostly white, the title bars and tabs of Office 2016 applications are coloured (blue for *Word*, green for *Excel*, orange for *PowerPoint*, and so on).

Colours And Themes

Office 2016 desktop applications have a coloured title bar and ribbon tabs, a feature they share with their corresponding tablet and smartphone apps. However, you can choose to change the *theme* of these applications so that they appear mostly white (similar to the Office 2013 default) or dark grey, a colour scheme designed to reduce eye strain for users who work with Office for extended periods of time. To change the theme, click on the *File* tab, click on *Account*, then click on the drop arrow for *Office Theme* and select an option.

The default ***Colourful*** *theme*

*The **Dark Grey** theme*

*The **White** theme*
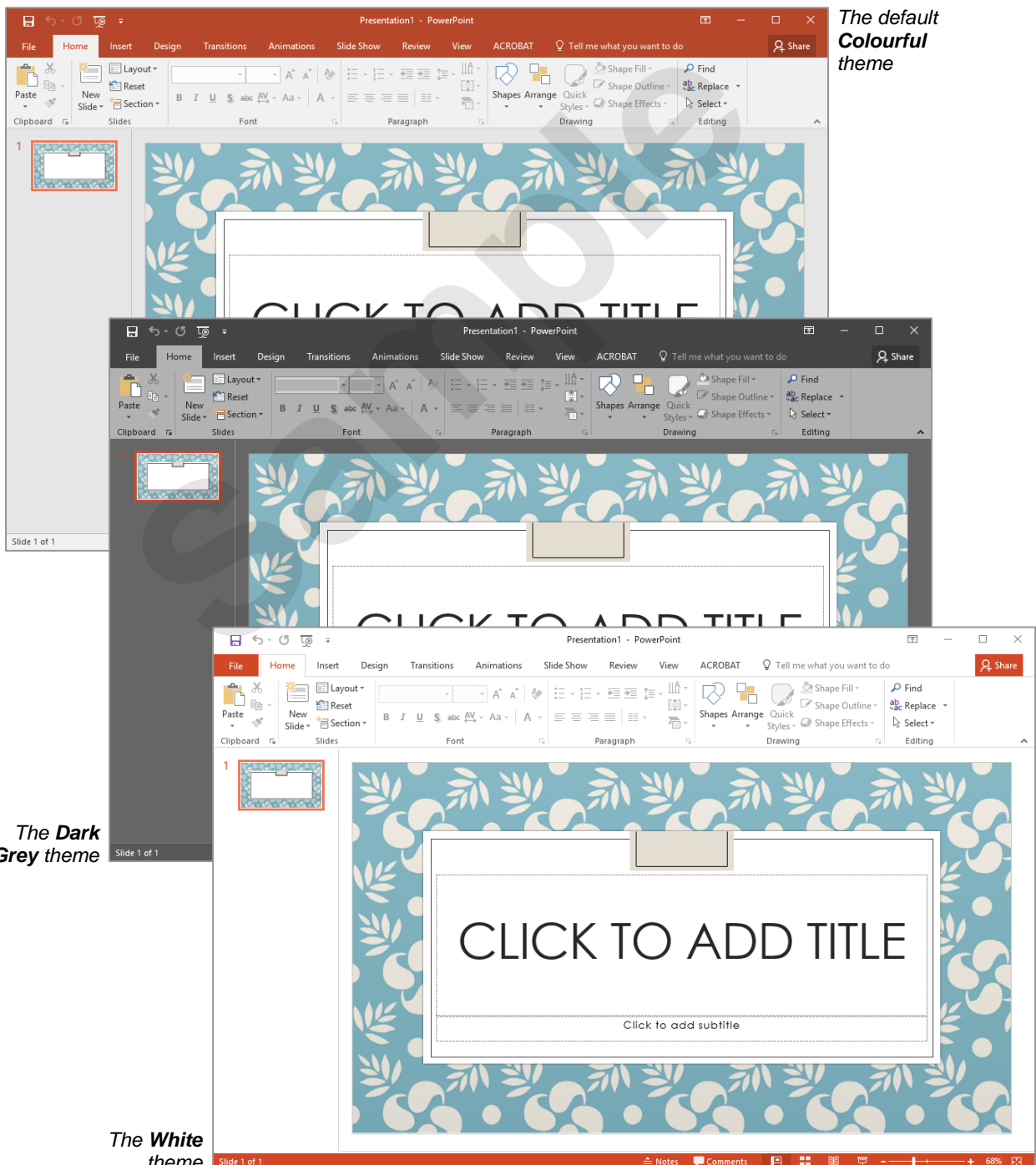
UNDERSTANDING THE OFFICE 2016 INTERFACE

If you're upgrading from **Microsoft Office 2010**, you'll be pleasantly surprised by the changes in Office 2016. You'll immediately notice the interface has been modernised, but what you can't see immediately is that Office 2016 has been rebuilt to ensure it works successfully on touchscreen devices. Microsoft is betting heavily that tablets are the future of PCs.

Modern Style Interface

In keeping with the bold modern-style interface seen in Windows 10, Office 2016 has been given a new, sleek look that uses pale backgrounds pretty much everywhere. Gone are the multiple shades of colour that decorated the older interfaces, as well as the shadows and shading that were used to make the windows appear three dimensional. Instead, Microsoft has opted for a stark, flat, minimalist appearance with splashes of colour in the title bars, ribbons and **File** menus of the applications.

Each Office 2016 desktop application is colour-coded based on the colour of its logo and corresponding tile in the Windows **Start** menu and taskbar. For instance, the PowerPoint 2016 tile is orange and when you open PowerPoint, you'll see orange is used in the title bar and in other areas like the **File** tab, the ribbon and the active slide thumbnail.

The idea behind this uncluttered look is that it will help you focus on your work rather than being distracted by the colourful decorations seen in previous versions.

The Ribbon And Backstage View

The Office 2016 user interface is a ribbon interface similar to that seen in earlier versions of Office, including Office 2013 and Office 2010. The **ribbon** comprises a series of tabs across the top of the window which, when clicked, display groups of commands and tools. The ribbon changes depending upon what you are doing in your document, and it also shrinks and expands depending upon the size of the application window. There have been only minor changes to the ribbon in Office 2016. For instance, Microsoft now provides more detailed tooltips for some commands to help users find the commands they're looking for. (Tooltips appear when a user points to the command.)

The backstage, which occupies the entire document window, displays information about your document content and provides access to all **output** features (such as printing, sharing and saving a document) in the one, easy to find location. The backstage in Office 2016 has changed in appearance and has been rearranged but all the familiar features are still there.

Touchscreen Use

The Office 2016 interface has been designed for use on different devices with different capabilities. Whereas previously the interface really only allowed for users with a traditional mouse and keyboard, the 2016 interface also allows for users who work on touchscreen devices like tablets and smart phones. To make it easier to tap commands on the ribbon, Microsoft has introduced the new **Touch mode** (as opposed to **Mouse mode**) which increases the size of the commands on the ribbon and spaces them further apart.

Office Start Screens

In Office 2010, when you launched Microsoft Word, Microsoft Excel or Microsoft PowerPoint, you were presented with a blank page. Like Office 2013, Office 2016 displays a landing screen known as the **Start screen** when you launch these applications. The colour-coded Start screens (blue for Word, green for Excel, orange for PowerPoint, etc.) offer a range of options for creating or launching a document. Although creating a new blank document is the default option, you can open an existing document from the **Recent documents** list, or if the required file isn't listed, click on the **Open Other Documents** link to search for a document on disk or in a OneDrive folder. Alternatively, the Start screen lets you create a new document based on a template (either choose one from one of the displayed templates or search online for an appropriate template).

These Start screens help new users find their way around more easily, and experienced users will appreciate having all options in the one place at start-up.

Animation

Microsoft has introduced touches of screen animation in the Office 2016 interface. This is most obvious and useful in Excel where cell changes 'flip over' rather than just change. Animations appear elsewhere in subtle ways, such as in Word where the Navigation pane quickly slides in from the left when it first appears and then slides out to the left when it closes.

STARTING AN OFFICE 2016 APPLICATION

To see some of the main features of the **Office 2016** user interface, you will need to open an Office 2016 desktop application. Starting an application is determined largely by the operating system (like **Windows 10** or **Windows 8**) that your computer uses rather than by Office 2016. In this topic we'll open **Excel 2016** assuming you're using a Windows 10 computer.


Try This Yourself:

Before you begin, ensure your computer is switched on and the Windows 10 desktop is displayed…

1. Click on the **Start** button to display the **Start** menu

2. Scroll down the list of all apps until you reach **E**

   You could click on Excel 2016 to open the application.

   Let's try another method…

3. Click on **Type here to search** in the desktop taskbar, then type **excel**

4. Click on **Excel 2016** in the results list to open the application

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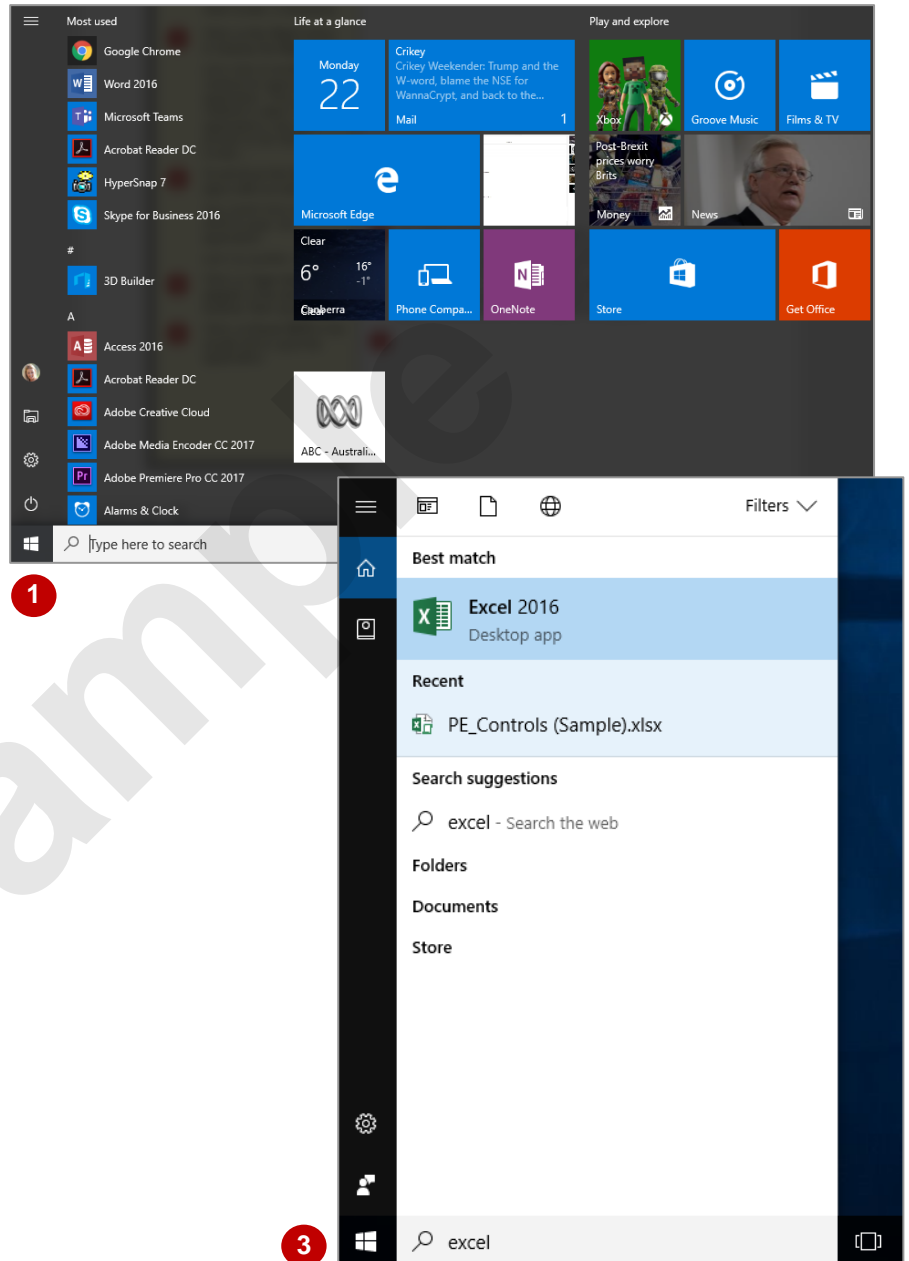
For Your Reference…

To **start** an **Office 2016 application** from the **Windows 10 Start screen**:

1. Click on the **Start** button
2. Scroll down the list of apps and click on the one you require

Handy to Know…

- If your computer uses **Windows 8**, you will have to use a different method to start an Office application as Windows 8 has a **Start** screen.

USING TELL ME

The ***Tell Me*** feature is available in almost all Office 2016 applications (the current exception is Publisher). It is designed to provide users with fast and efficient access to help. If you can't find a tool you wish to use or you can't remember how to perform a task, you can type keywords or a phrase into the ***Tell me what you want to do*** box in the ribbon and a list of suggestions will appear.

Try This Yourself:

Open File

Before starting this exercise ensure your computer has started and Office 2016 is installed…

1 Start ***Word 2016***, then open a new blank document

2 Click in the ***Tell me what you want to do*** box at the right end of the ribbon to display a list of suggestions
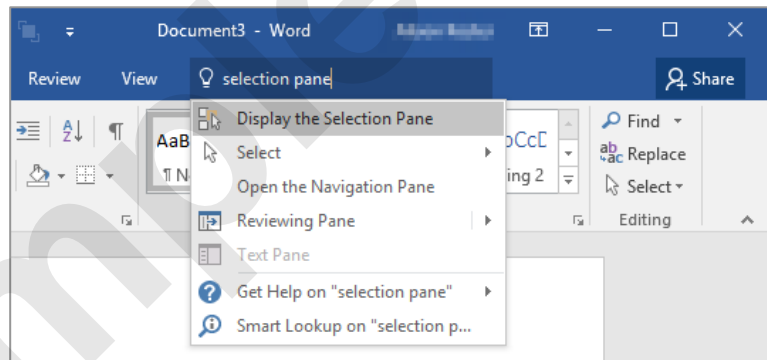
This box may appear next to the View tab, the Developer tab or another tab, depending on your settings…

3 Type **selection pane**

A list of options related to selecting and selection panes is displayed…

4 Delete **selection pane**, then type **changing font**

A list of options for working with fonts is displayed…

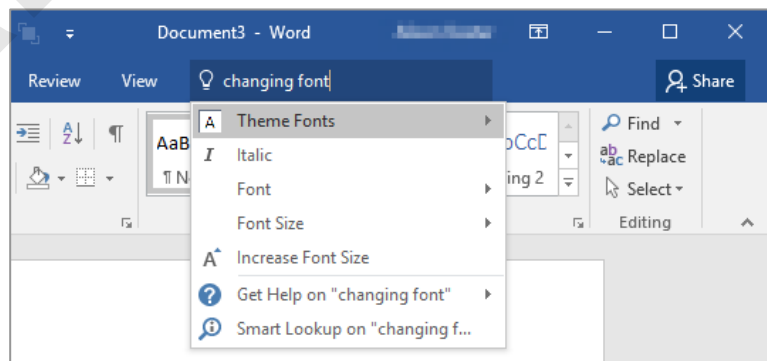**5** Click away from the ***Tell me*** box to close the menu
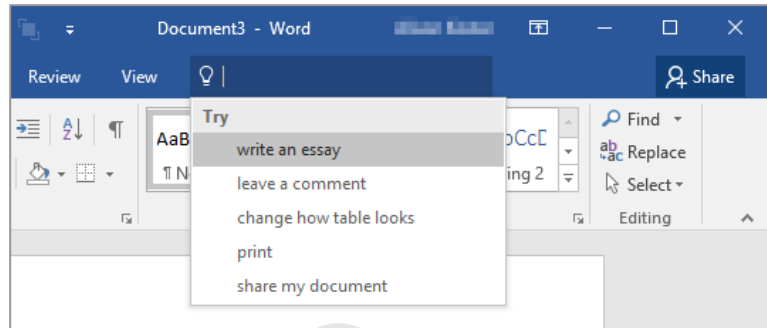
For Your Reference…

To *use Tell Me*:

1. Click in the ***Tell me what you want to do*** box
2. Type a keyword or phrase
3. Select an option

Handy to Know…

- You can activate the ***Tell me what you want to do*** box by pressing `Alt` + `Q`.

UNDERSTANDING THE START SCREEN

The first change you'll see with Microsoft Office 2016 is when you launch Word, Excel, Access, PowerPoint or Publisher. Rather than being presented with a blank document, Microsoft now displays the *start* screen. From this initial screen, you can view your most recently accessed files, create a new document using the available templates, open existing documents, and more.

Microsoft Office 2016 Start Screen

The Microsoft Office 2016 start screens are very helpful for those people who want to quickly access the files they've worked on recently or create a new document based on one of the available templates (including the default Blank document template).

All start screens, regardless of the application in which they display, comprise the same structure. See below for an example of the Excel 2016 start screen.

A list of recent files displays below *Recent* in the coloured pane to the left of the screen, as well as a link that lets you open an existing file from a folder on your computer or in OneDrive. The main pane of the start screen displays a gallery of available templates that you can use to create a new document and a search box that you can use to search the internet for additional templates. In the top right corner of the screen you'll see information about the account you've used to sign in to Windows as well as the familiar *close*, *restore down*, *minimise* and *help* tools.
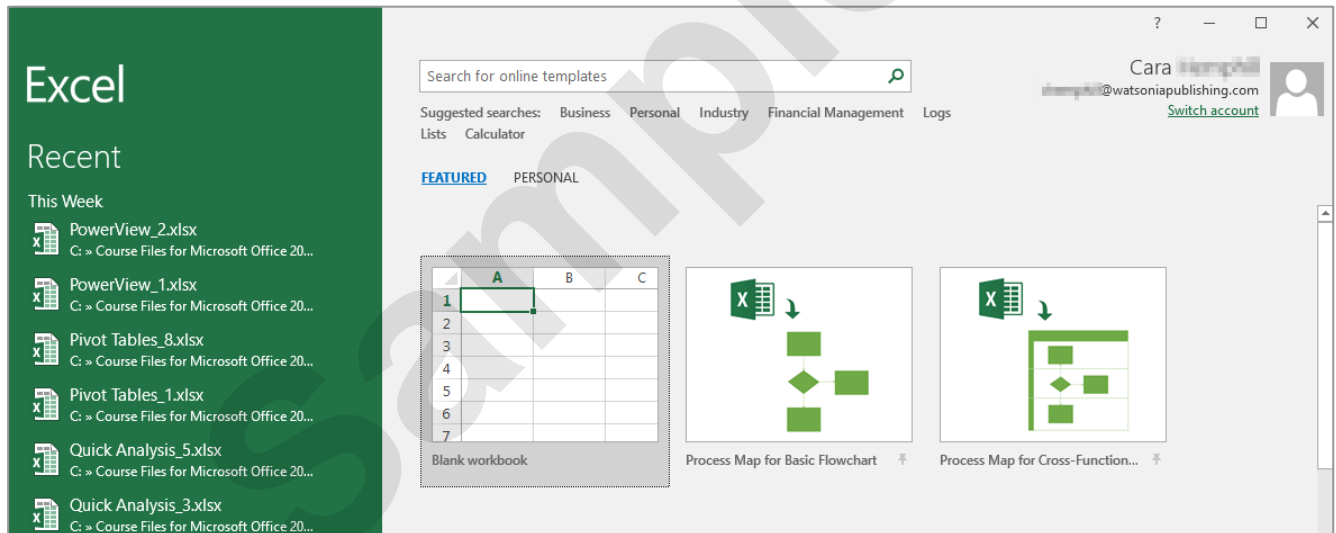
The start screen will only display when you launch the Office 2016 application directly – that is, by clicking on the application in the *Start* menu or search results, or clicking on the taskbar icon if the application has been pinned to the desktop Taskbar. The start screen will not display if you open a file (and hence the application) directly from File Explorer.

Disabling The Microsoft Office 2016 Start Screen

As handy as the start screen will be for most people, there will always be some individuals who don't like it. Microsoft has thought of those users and has provided the option to quickly disable it in each Office 2016 application.

To disable the start screen for a specific Office 2016 application, open the application and display the *Options* dialog box (select **File** > **Options**). In the *General* settings, click on *Show the Start screen when this application starts* under *Start up options* to deselect the option. If you change your mind at a later time, simply reverse this procedure.

USING SMART LOOKUP

Smart Lookup is a new feature in Office 2016 that enables you to highlight a word, phrase or function in your document, email, spreadsheet or presentation and get Bing-powered search results without leaving Office. These search results are displayed in the *Smart Lookup* pane and can include definitions, images, and general web search results.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Office_1.docx…

1 In the third paragraph below the heading of the document, double-click on the word *Melbourne* to highlight it

2 Click on the *References* tab, then click on *Smart Lookup* in the *Research* group to display the *Smart Lookup* pane

If necessary click on [Turn On] to turn on intelligent services…

3 In the *Smart Lookup* pane, view the results

4 At the top of the *Smart Lookup* pane, click on *Define* to see a brief definition of *Melbourne*

5 In the document, double-click on the word *unique* in the third paragraph to select it, then click on *Smart Lookup* in the *Research* group to refresh the *Smart Lookup* pane

The pane now displays information about the word 'unique'…

6 Click on *Close* in the top right corner of the *Smart Lookup* pane to close the pane
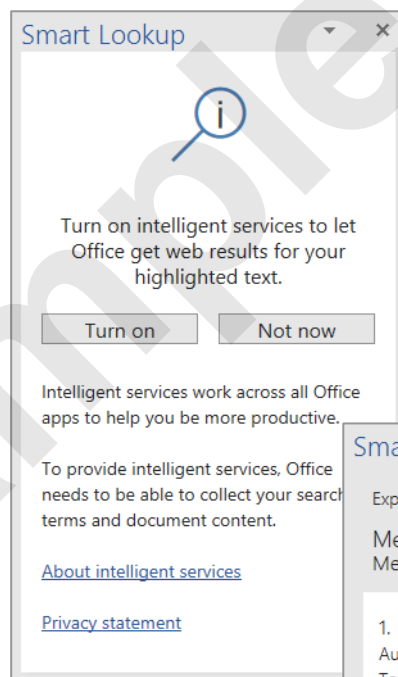
Alpheius Global Enterprises

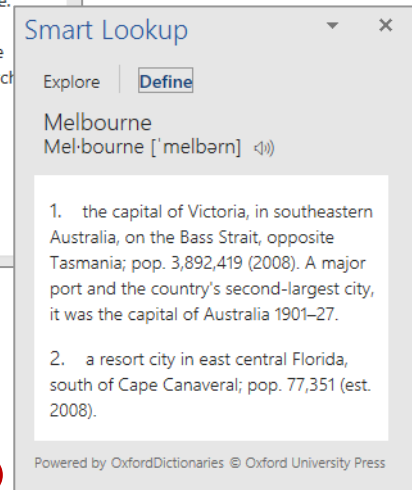*Life is for one generation; a good name is forever* – Japanese proverb

Alpheius Global Enterprises is typical of a new breed of 21st century companies.

Founded in the year 2000 by three unique and distinctive individuals the company has grown frenetically and now has major offices in five cities, including Melbourne, Dublin, Auckland, Paris, and New York.

1

Smart Lookup

Turn on intelligent services to let Office get web results for your highlighted text.

[Turn on]   [Not now]

Intelligent services work across all Office apps to help you be more productive.

To provide intelligent services, Office needs to be able to collect your search terms and document content.

About intelligent services

Privacy statement

2

Smart Lookup

Explore **Define**

Melbourne
Mel·bourne [ˈmelbərn] ◁ᵢ))

1. the capital of Victoria, in southeastern Australia, on the Bass Strait, opposite Tasmania; pop. 3,892,419 (2008). A major port and the country's second-largest city, it was the capital of Australia 1901–27.

2. a resort city in east central Florida, south of Cape Canaveral; pop. 77,351 (est. 2008).

Powered by OxfordDictionaries © Oxford University Press

4

For Your Reference…

To *use Smart Lookup*:

1. Highlight the word or phrase to lookup
2. Click on the *References* tab, then click on *Smart Lookup* in the *Research* group

Handy to Know…

• In order to use *Smart Lookup* you must have an active internet connection.
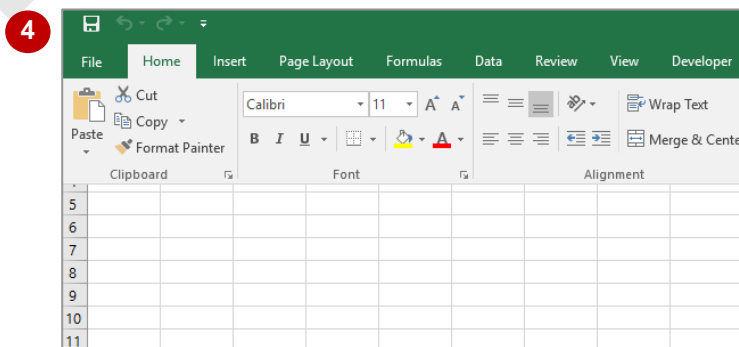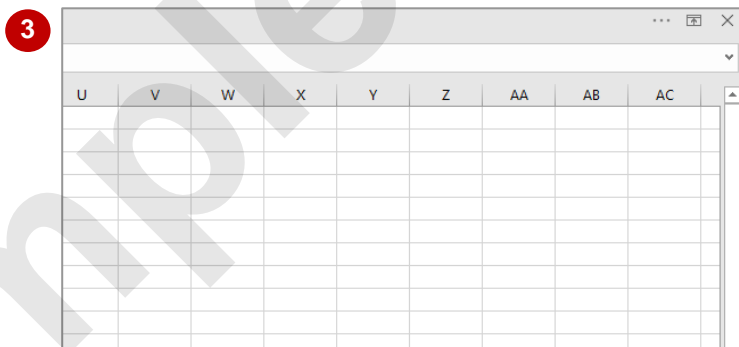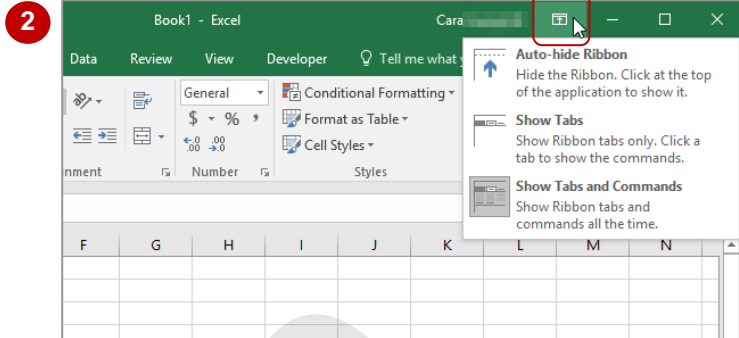

CUSTOMISING THE RIBBON WITH DISPLAY OPTIONS

By default, the ribbon displays both tabs and commands. Since the ribbon takes up space, you have the choice of two other display options. You can maximise the working area by hiding the ribbon (which also hides the QAT, title bar and status bar) or gain some extra room by showing only the tabs. You can then temporarily display the commands as needed and then hide them again.

Try This Yourself:

Before starting ensure Excel has started and the start screen is displayed…

1 Click on **Blank workbook** to create a new empty workbook

2 Click on **Ribbon Display Options** as shown to display a menu of options

Let's hide the ribbon…

3 Select **Auto-hide Ribbon**

The application will change to full screen – the ribbon, QAT, title bar and status bar will all disappear…

4 Point to the top of the screen (a green bar will appear), then click on the bar

The ribbon will open temporarily (notice the top of the workbook is hidden under the ribbon)…

5 Click in the workbook to hide the ribbon

Now let's display just the tabs…

6 Repeat step **4**, then steps **2** and **3** to select **Show Tabs**

7 Click on the **Insert** tab to open this tab temporarily, then click in the workbook to hide it again

8 Repeat the above steps **2** and **3** to select **Show Tabs and Commands** again

2

3

4

6 *This is a good compromise as it provides more space, access to the QAT, and quicker access to commands – you only have to click once to open a tab, not twice as you do with Auto-hide Ribbon mode*

For Your Reference…

To **customise** the **ribbon** with **display options**:

1. Click on **Ribbon Display Options** in the top right corner of the window
2. Select the desired mode

Handy to Know…

- If you wish to quickly collapse the ribbon to display only the tab names, press `Ctrl` + `F1` or click on **Collapse the Ribbon** (located at the bottom right corner of the ribbon). You can quickly expand it again by pressing `Ctrl` + `F1` or double-clicking on a tab.

WORKING COLLABORATIVELY

Office 2016 applications provide co-authoring functionality, allowing you to share files and work with others at the same time. This can help to streamline work processes as well as minimise issues such as file duplication and corruption. Working collaboratively in Office 2016 requires an active internet connection as you must access the file through OneDrive.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Office_1.docx...

1 Click on the **File** tab, click on **Save As**, click on your **OneDrive** account in the middle pane, then click on **Documents** (or another folder) in the right pane to display the **Save As** dialog box

2 Click on **[Save]** to save the file to your OneDrive

You may be required to sign in, otherwise you will be returned to the document…

3 In the backstage ensure that the **Share** place is displayed and that **Share with People** is selected, then click on **[Share with People]** in the right pane to display the **Share** pane

4 Click in the box under **Invite people**, type the email address of the person with whom you wish to share the file, ensure **Can edit** is selected, then click on **[Share]**

The person's name will appear below yours in the Share pane…

5 Ask the other person to open the file and make a change to the text in the document

An icon appears in the top right corner of the window showing that there are two people working on the document. When the other person edits the document, a coloured flag appears where they make a change

3

4

5
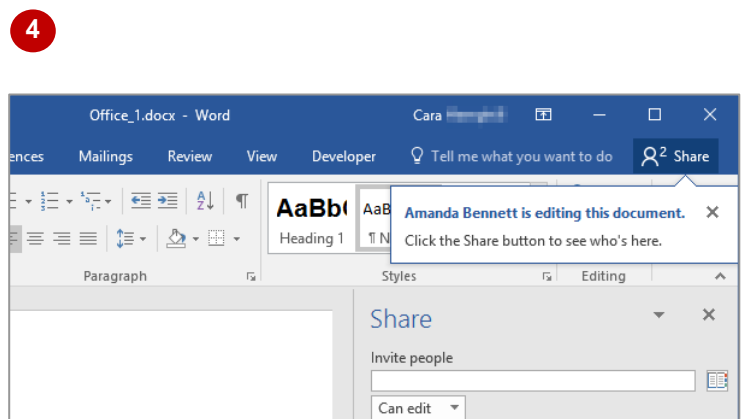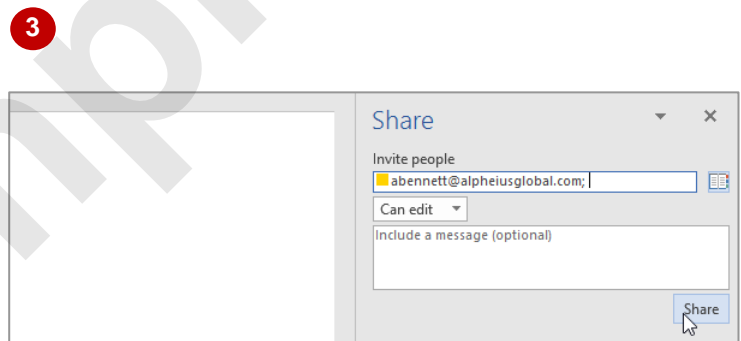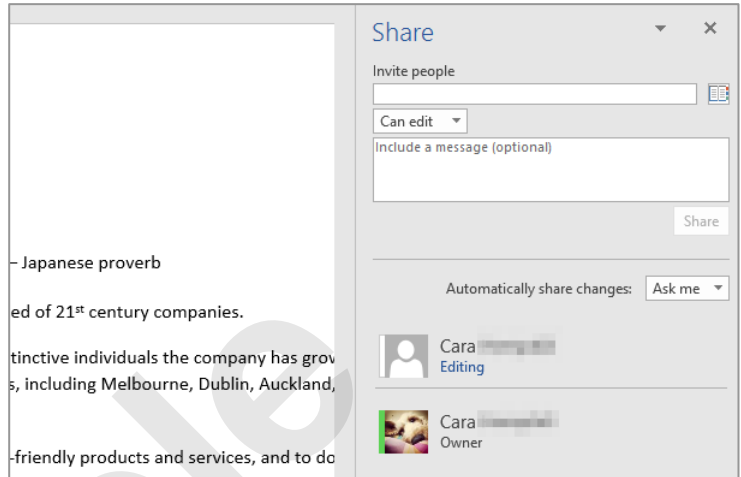
For Your Reference…

To **work collaboratively** on a **file**:

1. Save the file to OneDrive
2. Click on the **File** tab, click on **Share**, then click on **[Share with People]**
3. Click in the box under **Invite people**, type the email address of the person to share the file with, then click on **[Share]**

Handy to Know…

- Saving your files to OneDrive allows you to not only share them with other people, but also access them and work on them from another computer, your tablet, and your smartphone.

UNDERSTANDING THE BACKSTAGE VIEW

The *ribbon* lets you work *on the content* in a document so that you can add more content, format it, insert pictures into it, copy it, and much more. The *Backstage view*, which is accessed using the *File* tab, lets you *do something with* the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in the *Backstage*.
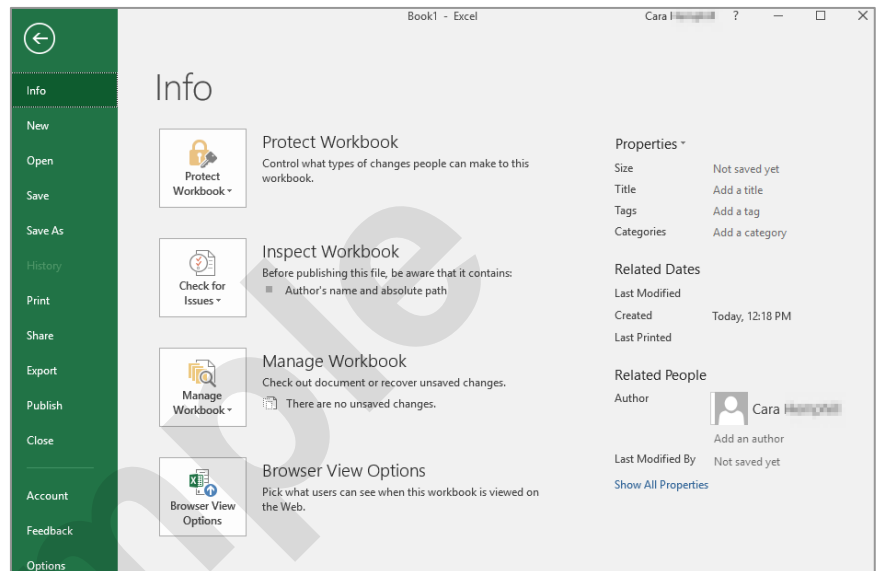
The Backstage View

The *File* tab on the *ribbon* is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the *File* tab launches a mini-program within Microsoft Excel known as *Backstage view*. *Backstage*, as it's known for short, occupies the entire screen.

At the left of the *Backstage* is a navigation pane which is made up of *tabs*. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your workbook such as the file size.

Clicking on one of these tabs brings up a range of options associated with the particular operation.

The whole underlying purpose of the *Backstage* is to let you protect your data, share it with others, and provide you with valuable information about your workbook. Depending on what type of workbook it is and what has been done to it, different information may display when the *Info* tab is selected.

Backstage Tabs

The *Backstage tabs* provide more options for working with a document.

|	
Info	Provides status information about the current workbook and lets you manage versions and permissions.
New	Lets you create a new workbook and provides access to a gallery of inbuilt templates and ready access to a range of online templates.
Open	Provides a list of recent workbooks as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
Save	Saves your current workbook (if already saved to a location) or prompts you to save to a location.
Save As	Allows you to name your workbook and save it to a location.
History	Allows you to view the version history of a file.
Print	Lets you print the current workbook and preview it.
Share	Lets you share your workbook with other people via email, online presentation, blog or Cloud (OneDrive).
Export	Allows you to create a PDF/XPS document or change the file type of your workbook.
Publish	Allows you to publish to Power BI.
Close	Closes your current workbook.
Account	Lets you log into your OneDrive account or switch accounts. You can also see a list of connected services, such as Twitter and Facebook, and add services such as LinkedIn and OneDrive. The Product Information area gives you information about the status of any available updates.
Feedback	Lets you send feedback to Microsoft on the application you are using.
Options	Presents you with a range of options which assist in the creation and editing of your workbook.
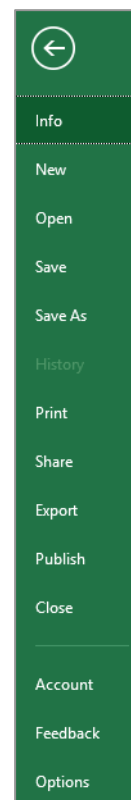
ACCESSING THE BACKSTAGE VIEW

The **Backstage view** provides you with options for working on workbook files and key information about the status of Office 2016 applications. It is usually accessed by clicking on the **File** tab to the left of the **ribbon**, but it can also appear when keyboard shortcuts for specific commands are used.

Try This Yourself:

Before starting this exercise ensure Excel has started and you have a blank workbook open…

1 Click on the **File** tab on the **ribbon** to display the **Backstage**

2 Click on the **Info** tab in the left green panel if it is not already selected to view information relating to your workbook such as the **Properties**

3 Click on the **Print** tab to see the printing options

If the worksheet has data in it, a preview of how the printing will look will appear. If this is a new worksheet no preview will appear…

4 Click on the **Account** tab to see the account options and product licensing information

5 Click on the **Back** arrow at the top of the green panel to close the **Backstage** and return to the worksheet
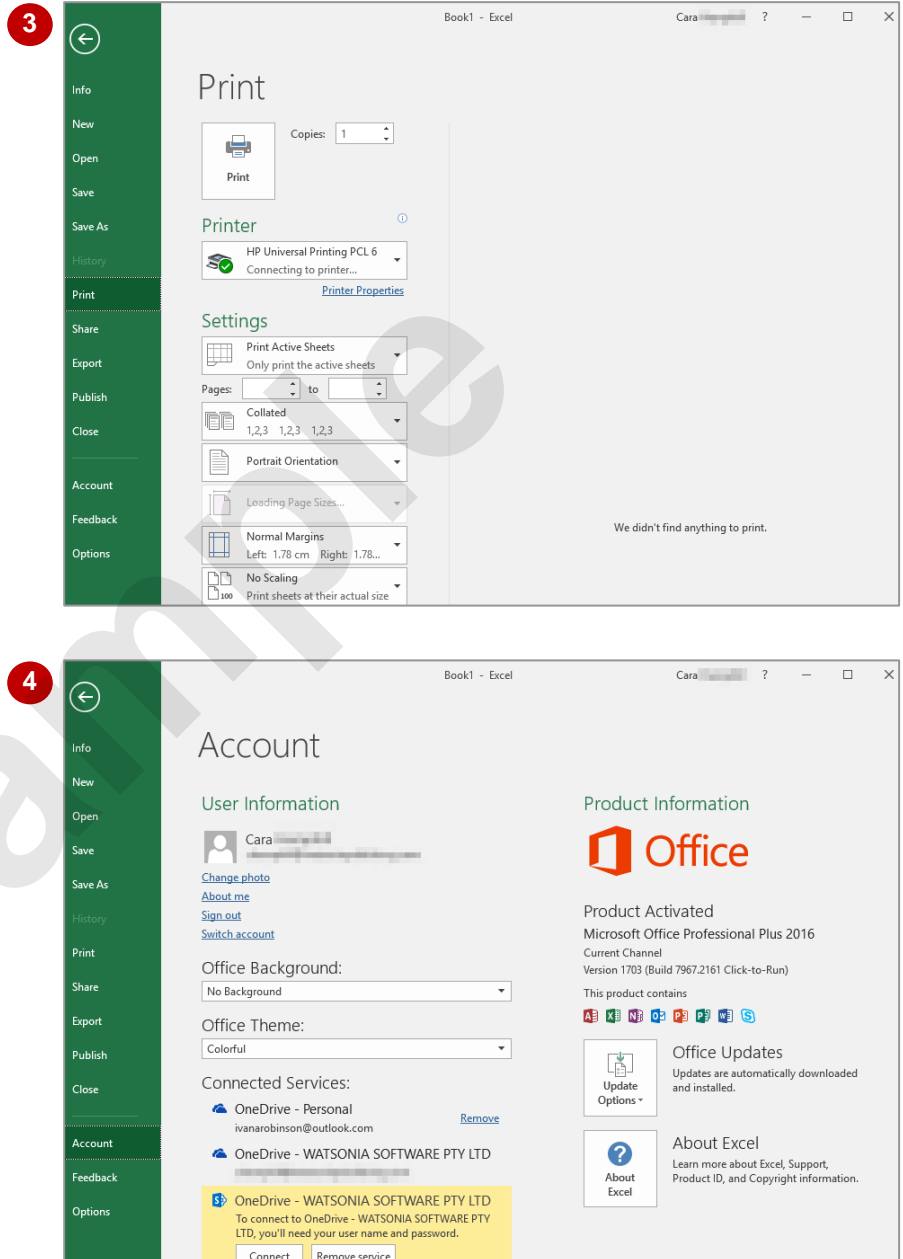
For Your Reference…

To **access** the **Backstage view**:

1. Click on the **File** tab on the **ribbon**
2. Click on the desired tab in the panel to the left of the screen

Handy to Know…

- You can also close the **Backstage view** by pressing `Esc`.

INTEGRATING WITH THE CLOUD

Cloud computing, in very simple terms, refers to internet-based computing (*cloud* is a metaphor for the *internet*) where different services like storage and applications are provided to computers and devices through the internet. Microsoft is making a major push towards *cloud computing* with Office 2016 by encouraging users to save their documents and files to *OneDrive*.

What Is OneDrive?

OneDrive, or *OneDrive.com*, is an online file storage system from Microsoft. Currently, Microsoft gives you 7 GB of free cloud storage (or 20 GB for Office 365 users) on OneDrive to store your files and photos, sync files across your computers and devices, share specific files with friends and colleagues, and edit and collaborate on Office documents. You can access the latest version of your files from any computer with an internet connection, including mobile devices. You can even create new files directly in OneDrive.

Before you can upload files to OneDrive, you will need to create a *Microsoft account* (which you will be prompted to do the first time you try to save a document to OneDrive). From then on, you can go to OneDrive.com and sign in with your Microsoft account to access, view and share your online files.

Why Use OneDrive?

Once you have saved a document to OneDrive, you can access it from any device that's connected to the internet – such as a smart phone, tablet, desktop in an internet café – anywhere and at any time. For example, you could print the latest version of an important report at a print shop or access a to-do list using your smart phone.

With OneDrive, it's easy to share files securely and easily with your friends or co-workers. They don't even need to have Office installed or sign up for a Microsoft account. When they click on the link to your document, it will open in the relevant free Office Web App in their browser which lets them view and edit the document. And you have control – your files will only be shared with the people you choose.

You can work collaboratively on Word, Excel and PowerPoint files saved in OneDrive. When you share a document with colleagues, OneDrive allows all users to work together editing it at the same time. When you or your colleagues make changes, OneDrive saves them online in one place and informs the other users of the change. OneDrive will keep track of the previous 25 versions of all documents automatically so you don't need to store multiple versions of the same document. And if a change is made that you don't like, it's easy to restore or download an older version.

Opening And Saving Office Files In OneDrive

Because OneDrive lets you access your files from any device attached to the internet, Microsoft is really wanting users to utilise this feature. For instance, when you save a new document or access *Backstage* view to open an existing document – be it in Word, Excel or PowerPoint – OneDrive appears as the top option (except in *Open* where it falls immediately below *Recent Documents*) as shown below.
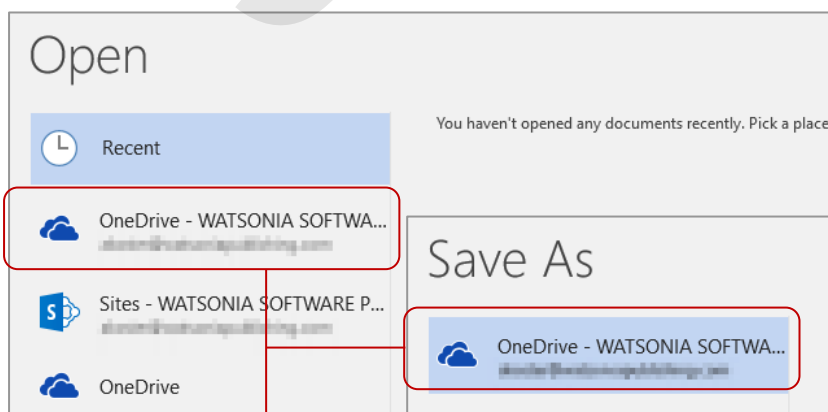
As you can see in both of these samples, we have signed into our OneDrive. If you haven't signed in, you'll be prompted to sign in or given the option to create a new Microsoft account so you can sign in.

OneDrive is the default 'place'. Notice that it includes a cloud icon to the left of the label indicating that it is located in the cloud (aka the internet).