

New Tools in Microsoft Office

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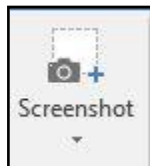
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One of Microsoft's strengths is the constant adding and refining of its Office tools. Recently, a few new tools have caught my attention. Here are short descriptions of three of them.

SCREENSHOT



This tool can capture (take a picture of) any Window or a portion of it and immediately display it in a Word document, Excel worksheet, PowerPoint slide, or Outlook email. It is located on the Insert tab in the Illustrations group in Word, Excel, and Outlook, and in the Images group in PowerPoint.

To use it in Word, first open the Windows you want to take screenshots from. Although you can only take one screenshot at a time, you can have several Windows open, minimized, and waiting for their turn to be captured and placed into a destination document. These can be other Word documents, web pages, or any other Windows. Then open a destination document, existing or blank, click anywhere in it, and then click the Screenshot icon. The Available Windows gallery appears, showing a thumbnail of each open Window. Click the Window you want to capture and the entire Window will immediately appear in your document.

To capture just a portion of a Window, like an image or group of text, click Screen Clipping at the bottom of the gallery, which opens the first Window in the gallery. Wait until the screen turns translucent, then drag your mouse to select the clip you want and watch it appear immediately in your document. You can resize or move a screenshot as you would any object.

Taking screenshot clips of parts of Windows with Screenshot is a bit unwieldy in that you have to be sure the Window from which you are taking a clip is the first one in the gallery. You do this by opening and minimizing the Window you want just before you make the clip, which will move it to the first position. But Screenshot also has its appeal. It is handy because it is located inside your application, and quick in that it eliminates the Save, Copy and Paste steps.

Screenshot does have one limitation that the old standby, Snipping Tool, handles skillfully – the ability to capture images from hidden menus. If you click a dropdown menu from the ribbon and then click Screenshot - Screen Clipping, the menu disappears. Snipping Tool, an Office app which is included in recent Office versions or can be downloaded from the Office store, handles this task cleverly with its Delay feature, which lets you add a few seconds to re-open sub-menus and dialogue boxes before capturing the image.

ICONS



This gallery appeared recently on the Insert tab - Illustrations group in Word, Excel, and PowerPoint 365. It includes hundreds of small, black and white icons of everyday items in 26 categories. These can be inserted into documents, worksheets, and slides.

Here are some examples from the Arts category:



Here are three from Technology and Electronics.



Other interesting categories include Sports, Faces, People, Vehicles, Medical, and Home. I can see multiple uses for these in all sorts of documents, worksheets, and slide shows. The images can be moved and resized just like any graphic image. If you want to use them along with text, be sure to click the Layout button near the inserted icon and choose the Tight or Square option so the text will wrap around the icon.



ONLINE VIDEO

Online Pictures has been on the Insert tab – Illustration group on the Word ribbon since 2007. Fairly new to the Insert tab, in its own group called Media, is Online Video. Open it to get a choice of Bing Video Search box, YouTube search, or a place to access videos by code. PowerPoint has had online video for several versions. You'll find it on the Insert tab – Media group. Here you have a choice of Online video or Video from your PC.

NOTE: You may not find these tools yet in your Office applications. Microsoft has two main purchase options for home users of Office: the boxed/download version called Office 2016 Home & Student and the subscription version called Office 365 Home or Personal. What you may not know is that while both versions of Office receive automatic security and performance updates periodically, only Office 365 gets new program features and tools as soon as they become available. The boxed version owner will get the new features when they purchase the next version of Office, which is released every three or four years.

In future articles, expect more summaries of new features in the Office suite. Meanwhile, if you have Office 365, check the ribbon every now and then. You may see a few new tools.