

Take a Tour of the Office Galleries

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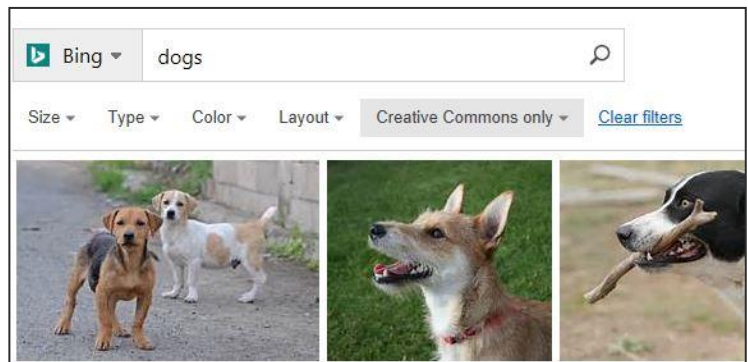
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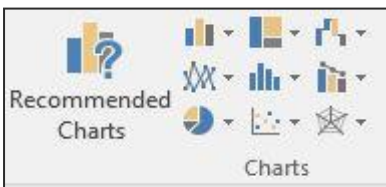
Did you know that Microsoft Office 2016 contains dozens of galleries? The “Big 3” Office applications - Word, Excel, or PowerPoint - have the most and are adding new ones all the time. What is a gallery? In Office, it is a collection of formatting or content options you can use to enhance Office documents, spreadsheets or presentations. When you see a tiny downward-pointing arrow beneath an icon on the ribbon, you can guess that clicking it will reveal a gallery. Recently, I decided to revisit some of the new and old galleries. It was a treat.

In Word, Excel, and PowerPoint, the Illustrations group on the Insert tab contains the most galleries. I chose a few from this group as examples of how comprehensive they can be. Here are a few galleries which appear in all the “Big 3” apps in Office 2016:

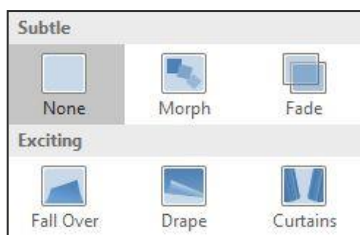
Online Pictures opens a searchable gallery of photos located on the Internet. I was impressed with the number, variety and quality of the photos. Other positive features were the filters that can be applied to get the exact picture you are looking for and the assistance available for keeping you within the copyright law. With the “Creative Commons only” selected, which it is by default, you are relatively safe to use the pictures for non-commercial purposes.



An older gallery with new flexibility found on the Insert tab is **Shapes**. Any of these shapes can be inserted into an Office file and customized by adding color, size, effects, and more. For example, here is a basic shape and the same shape with a reflection effect and an online photo filling it. The customizing possibilities are not quite endless, but close to it.



Recommended charts, each chart type with a mini-gallery arrow



The spreadsheet app Excel has a few newer galleries, too. The **Recommended Charts** gallery analyzes your data table and shows chart types that work best for displaying it. Notice the down arrows next to the chart types in the screen shot. They take you to mini-galleries of options for each type of chart.

PowerPoint, because it is used to create presentations and slide shows, depends on capturing the viewer's

attention. It has some unique galleries. Take the **Transitions** gallery, a small part of which is shown on the left. This gallery is full of creative methods of moving from one slide to the next. Slides can arrive in ways like fading in, wiping in from one side, or peeling up from a corner. Another PowerPoint gallery much like Transitions is **Animations**, which allows text and objects to move around on a slide in a variety of ways.

If the targeted galleries don't appeal to you, then try out the largest galleries of them all – the **Templates**. When you open an Office application, these are the first thing that you see. In Word, most of us just click on “Blank document” and begin typing. But there are hundreds of pre-formatted types of documents waiting to be personalized by you. Begin by searching for the type of document you need: letter, resumé, calendar, etc. Pick a category from the “Suggested searches” at the top of the screen or type the exact type of document you want. Choose one and replace the text with your own. Templates are life-savers if you have a rush job.

If you were wondering why Microsoft Office is the most popular office suite, consider the variety of galleries which exist beneath the ribbon tools. Take a tour and find some new ideas.