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# MICROSOFT POWERUP!

Microsoft 365 New Features and Updates

January, 2020  
WSU Microsoft Office Training  
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# Contents

<b>POWERUP! INTRODUCTION.....</b>	<b>3</b>
WHAT IS THIS? WHAT AM I DOING HERE? .....	3
FULL TRAININGS ON MICROSOFT OFFICE .....	3
<b>POWERPOINT.....</b>	<b>3</b>
LIVE SUBTITLES.....	3
DESIGN IDEAS .....	4
ICONS AND 3D MODELS .....	5
<i>Icons</i> .....	6
<i>3D Models</i> .....	6
MORPH TRANSITION .....	7
<b>WORD .....</b>	<b>8</b>
ACCESSIBILITY UPDATES .....	8
<i>Status Bar Accessibility Checker</i> .....	8
<i>Color Contrast</i> .....	9
<i>Alt Text</i> .....	10
DRAW TOOLS .....	10
<b>EXCEL .....</b>	<b>10</b>
AI: CONVERT DATA IN EXCEL .....	10
NEW FUNCTIONS.....	13
<i>XLOOKUP</i> .....	13
<i>New Dynamic Array Formulas</i> .....	13
<b>OUTLOOK .....</b>	<b>14</b>
SIMPLIFIED RIBBON VIEW.....	14
<b>ONENOTE 2016: THE CONTINUING SAGA.....</b>	<b>15</b>
<b>MORE UPDATES COMING .....</b>	<b>15</b>
<b>HOW DO I UPDATE TO MICROSOFT OFFICE 365? .....</b>	<b>15</b>
AT WORK.....	15
AT HOME .....	15
<b>POWER USER PROGRAM.....</b>	<b>16</b>
<b>OFFICE BYTES BLOG.....</b>	<b>16</b>
<b>CONTACT INFORMATION .....</b>	<b>17</b>
HELP DESK .....	17
APPLICATIONS TRAINING.....	17
ALI LEVINE .....	17

# 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.

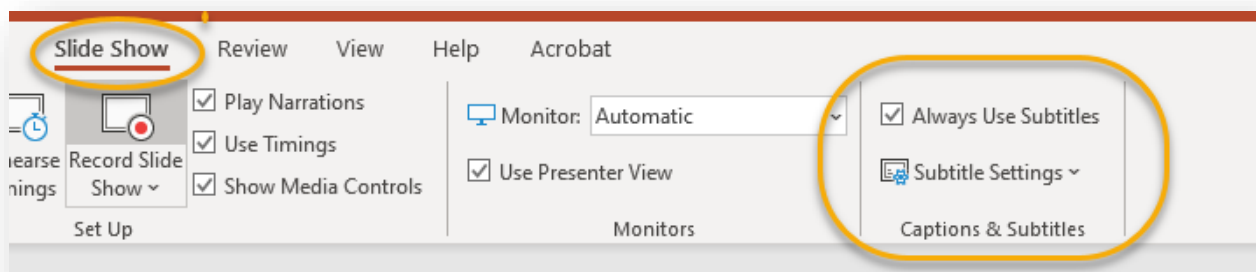
[Back to top](#)

# 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.

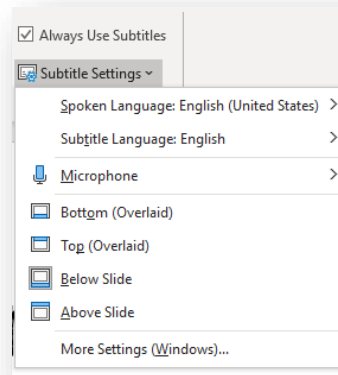
1. Go to the **Slide Show** tab, **Captions and Subtitles** group
2. Select **Always Use Subtitles**



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.

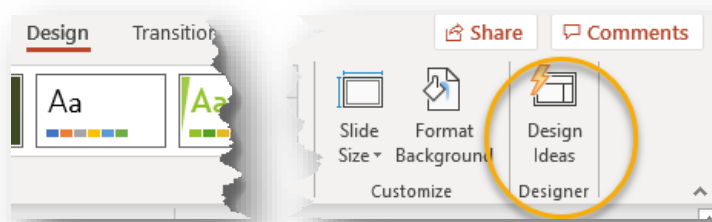


## Design Ideas

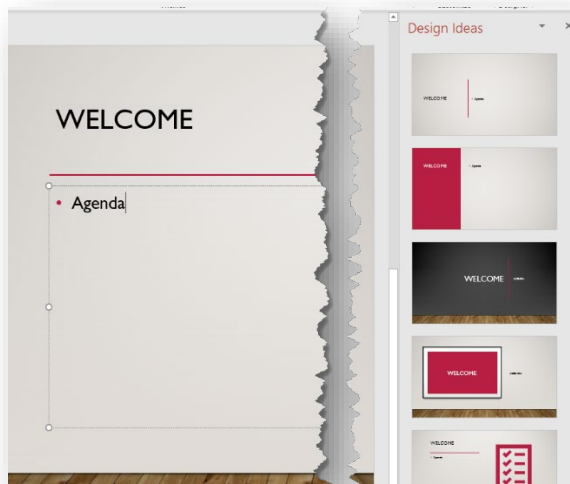
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Word and Excel are also going to have an **Ideas** feature, but it is especially exciting in PowerPoint. There are a couple ways to access **Design Ideas**:

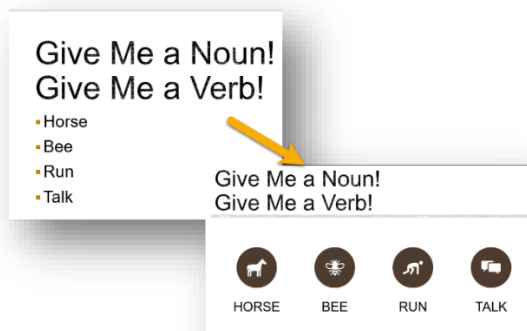
- ✓ The feature may randomly appear on the right side of your screen as you are creating your presentation.
- ✓ **Design** tab, **Designer** group.



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.



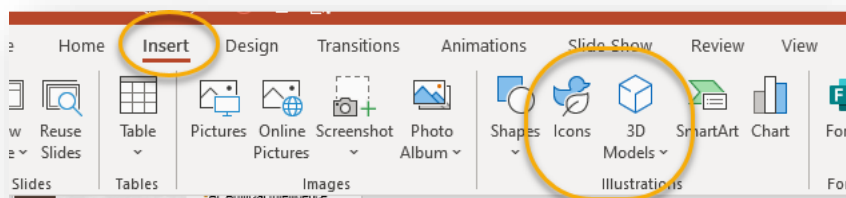
3. Select the desired design to alter the slide.
- ✓ Design Ideas will also pick up on your content and include appropriate icons. If it guesses incorrectly, you can replace them with new icons via a right click menu.



## Icons and 3D Models

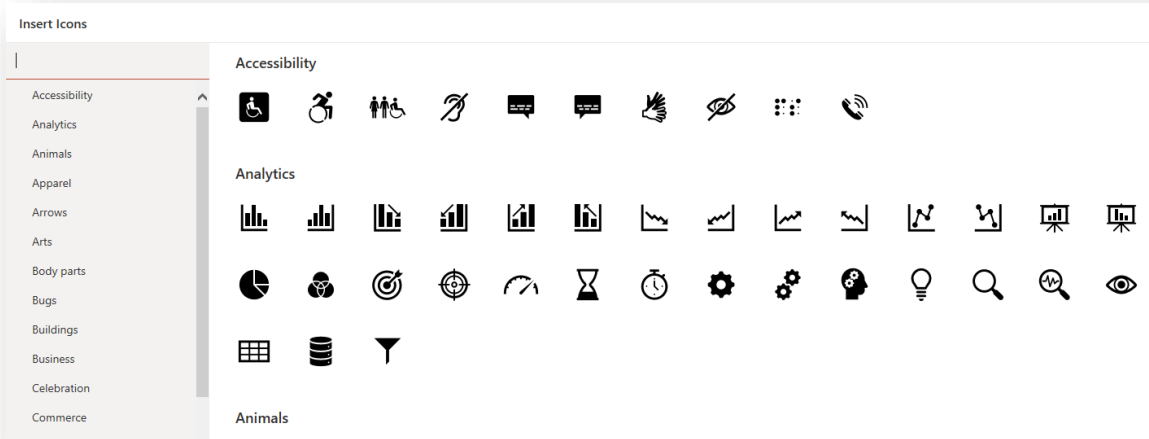
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You will also see Icons and 3D models in Word and Excel, so keep an eye out in those programs! Both of these features will be found on the **Insert** tab in the **Illustrations** group.



## Icons

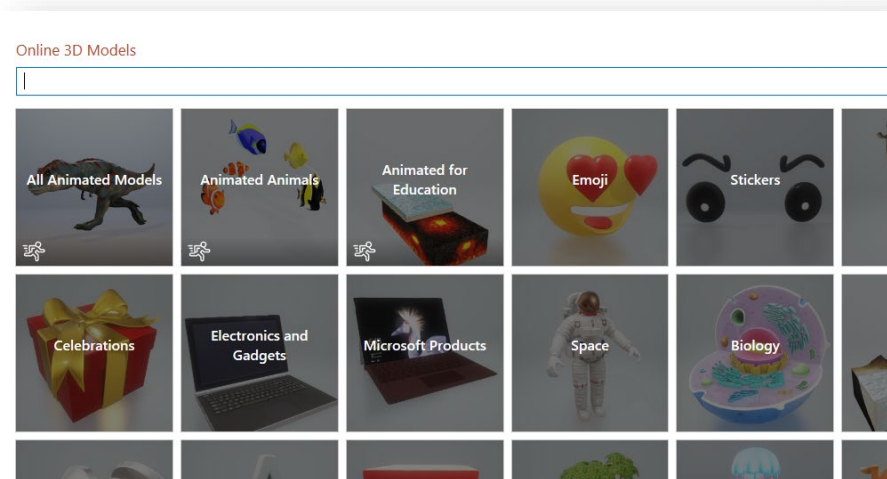
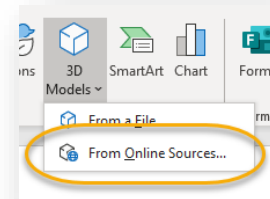
If you select icons, you will be able to browse by category or search (upper left) by a specific term.



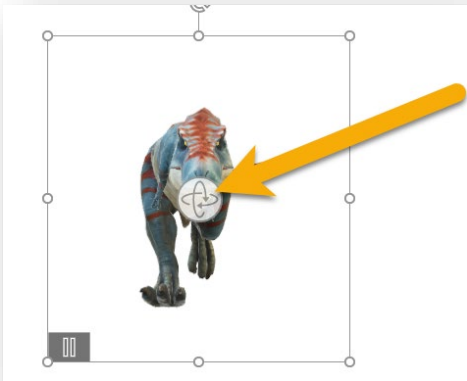
## 3D Models

3D models are available both with and without animation.

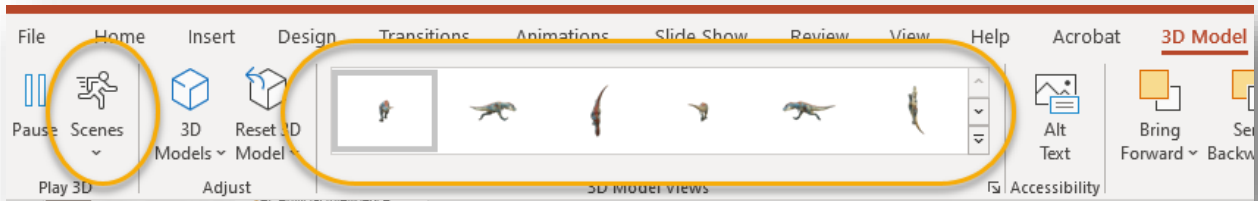
- ✓ Click on the dropdown for **3D Models** and select **From Online Sources** to see available options.
- ✓ Notice you may also enter a search term if you are looking for something specific.



Once you insert a 3D model, it can be rotated either by clicking and dragging on the circle in the center of the image:



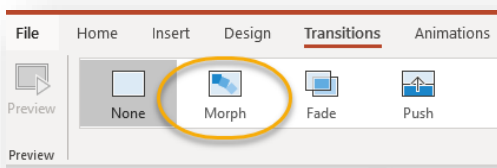
...or by making adjustments in the ribbon. Notice that animated 3D models may also have different **Scene** options.



## Morph Transition

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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.



## Morph Transition

Especially useful with SmartArt

Use when making a minor change

Text will appear to morph into the next slide

## Morph Transition: 123... Morph!

Especially useful with SmartArt

Hey this is new

Use when making a minor change

So is this

Text will appear to morph into the next slide

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.

[Back to top](#)

## WORD

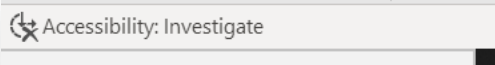
### Accessibility Updates

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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.

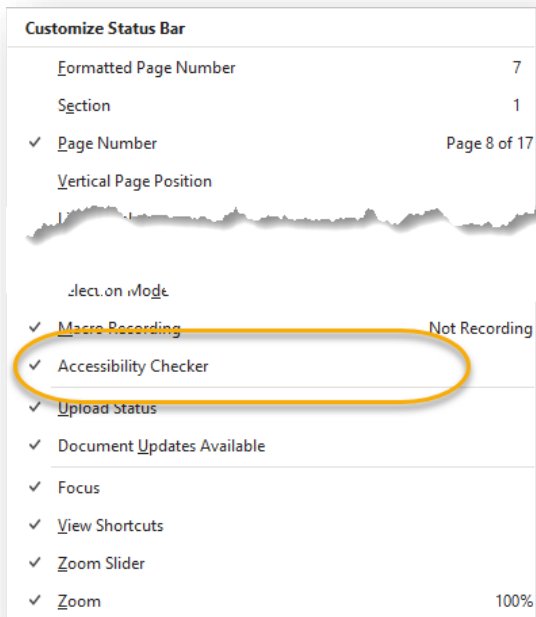
### Status Bar Accessibility Checker

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.



Accessibility: Investigate

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

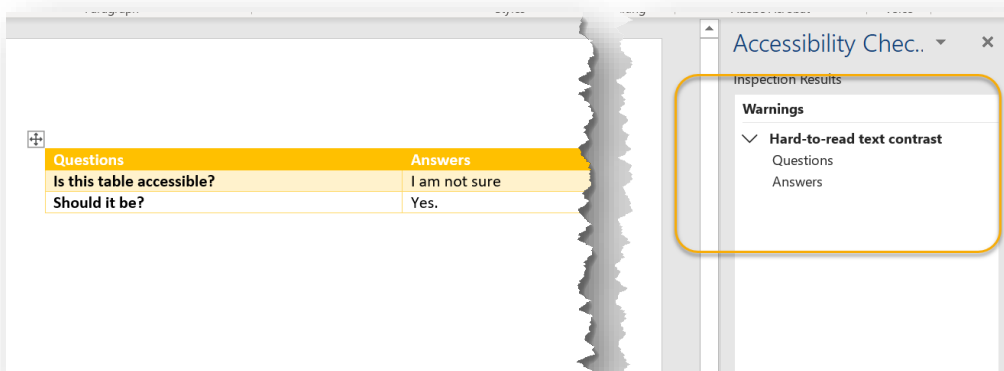


You will see in real time if there is an issue that needs to be investigated. Simply click on the checker in the status bar to open the live checker.

## 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...



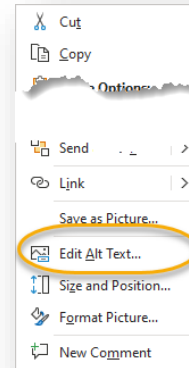
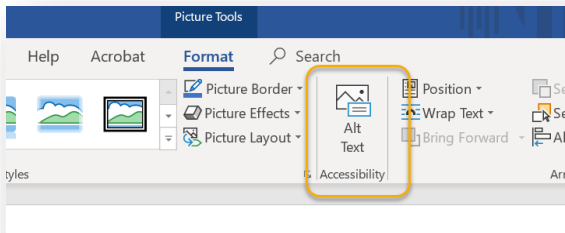
- ✓ Notice how the accessibility checker on the right is now pointing out hard to read text contrast.

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

## Alt Text

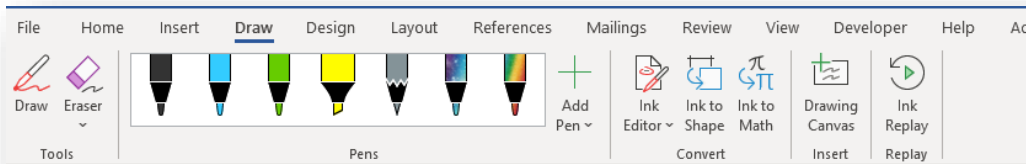
Office 2016 really made us work to find Alt Text. Here is the good news, it is so much easier to access and use in 365. This will work the same in all your Office programs.

- ✓ 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.



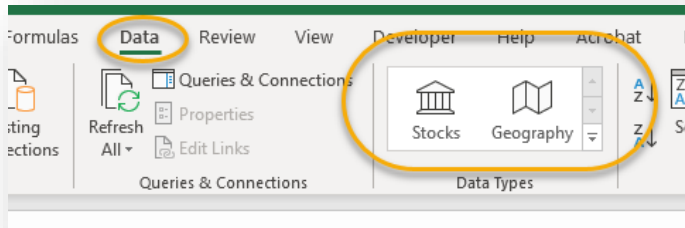
[Back to top](#)

## 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.

	A	B	C	D	E	F	G
1	Last Name	First Name	Zip Code	City	State	County	
2	Archer	Jonathan	67226				
3	Barclay	Reginald	90210				
4	Bashir	Julian	68504				
5	Burnham	Michael	99648				
6	Chapel	Christine	58124				
7	Chekov	Pavel	98063				
8	Crusher	Beverly	72762				
9	Crusher	Wesley	38767				
10	Dax	Jadzia	37385				
11	Georgiou	Philippa	57709				
12	Janeway	Kathryn	44507				
13	Kim	Harry	32951				
14	Kira	Nerys	19468				
15	Kirk	James	15088				
16	LaForge	Geordi	12701				
17	Lorca	Gabriel	18256				
18	McCoy	Leonard	18063				
19	O'Brien	Miles	62906				
20	Picard	Jean Luc	80435				
21	Pike	Christopher	12165				
22	Riker	William	42321				
23	Ro	Laren	61742				
24	Rozhenko	Alexander	34098				

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.

Name	Zip Code	City	State	County
han	67226			
ald	90210	67226		
iel	99648	City		
ine	58124	Wichita		
ly	98063	Admin Division 2 (County/district/other)		
ly	72762	Sedgwick County		
ey	38767			
i	37385	Admin Division 1 (State/province/other)		
pa	57709	Kansas		
yn	44507	Description		
i	32951	67226 is a postal code in Wichita, Kansas,		
s	19468	United States		
si	15088			
el	12701	Data from: <a href="#">Worldpostalcode - City-data - Unitedstateszipcodes</a>		
rd	18256			
uc	18063	Powered by Bing		
	62906			
	80435			

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!

Zip Code	State	County
67226	Field	
90210	Admin Division 1 (State/provi...	
68504	Admin Division 2 (County/dist...	
99648	City	
58124	Description	
98063	Name	
72762		
38767		
37385		
57709		
44507		

Zip Code	City	State	County
67226	Wichita	Kansas	Sedgwick County
90210	Beverly Hills	California	Los Angeles County
68504	Lincoln	Nebraska	Lancaster County
99648	Perryville	Alaska	Lake and Peninsula Borough
58124	Fargo	North Dakota	Cass County
98063	Federal Way	Washington	King County
72762	Springdale	Arkansas	Washington County
38767	Rena Lara, Mississippi	Mississippi	Coahoma County
37385	Tellico Plains	Tennessee	Monroe County
57709	Rapid City	South Dakota	Pennington County
44507	Youngstown	Ohio	Mahoning County
32951	Melbourne Beach	Florida	Brevard County
19468	Royersford	Pennsylvania	Montgomery County
15088	West Elizabeth	Pennsylvania	Allegheny County
12701	Monticello	New York	Sullivan County
18256	Weston, Pennsylvania	Pennsylvania	Luzerne County

✓ 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.

Queries & Connections	Data
=C2.[Admin Division 1 (State/province/other)]	
D	E
F	

## New Functions

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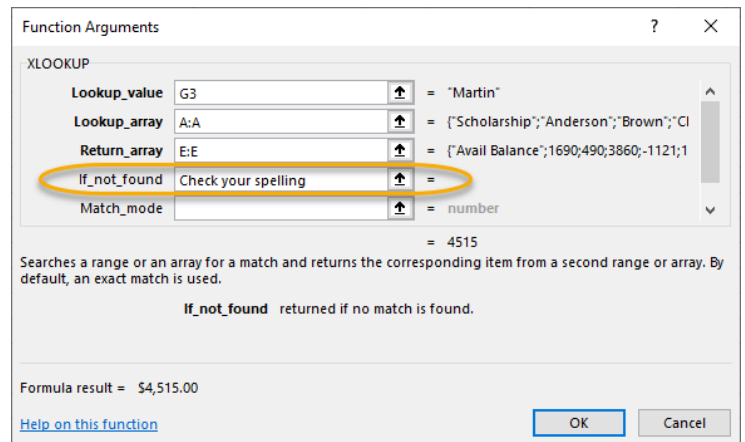
You may not yet have access to these functions, but check for them as you receive updates. You won't want to miss out on these.

### 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.

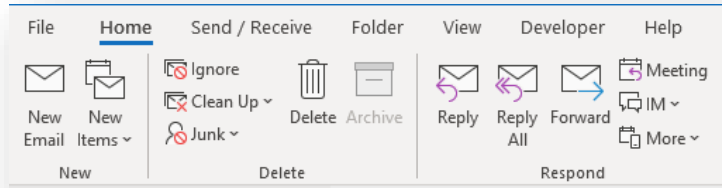
- ✓ **UNIQUE**: returns unique values from a list
- ✓ **SORT**: returns a sorted version of a list
- ✓ **SORTBY**: sorts by the contents of one range by the contents of another.
- ✓ **FILTER**: returns a filtered version of a list

# OUTLOOK

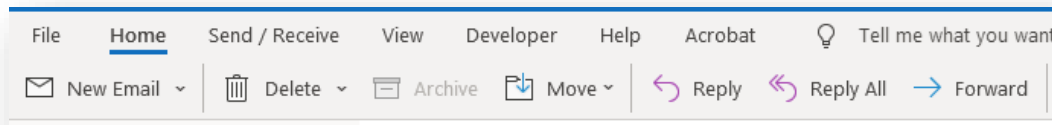
## Simplified Ribbon View

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

This turns the old ribbon we know and love:

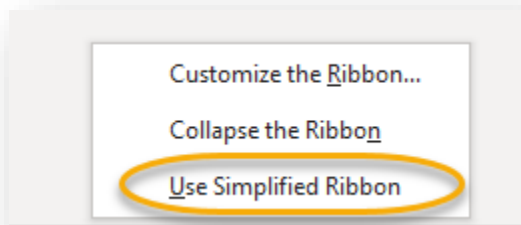


Into a slightly different appearance:



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**.



[Back to top](#)

## 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.

[Back to top](#)

## 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!

[Back to top](#)

## 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

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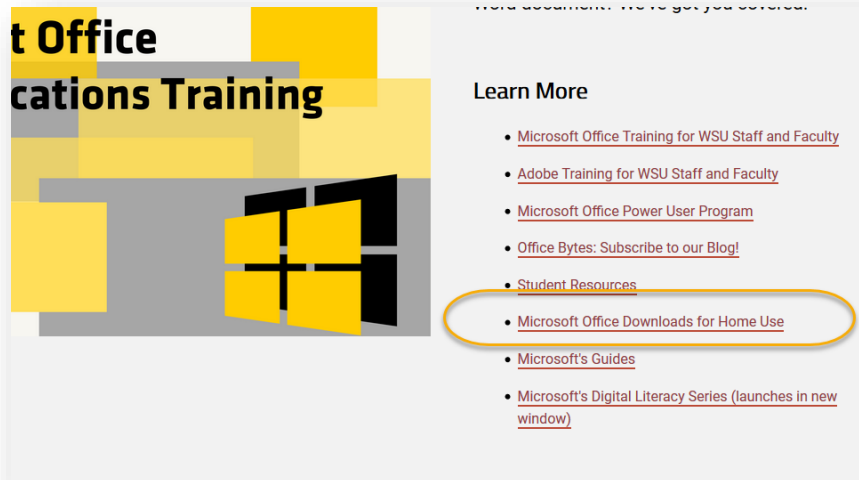
Contact the Help Desk: [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu), or extension 4357, and request that they put in a ticket to have your work computer updated.

### At Home

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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](http://wichita.edu/mstraining).





- ✓ Under **Learn More**, select [Microsoft Downloads for Home Use](#).

[Back to top](#)

## 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](http://wichita.edu/poweruser)

[Back to top](#)

## 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](http://blogs.wichita.edu/itstraining)

Or by visiting the Power User page:

- ✓ [wichita.edu/poweruser](http://wichita.edu/poweruser)

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

[Back to top](#)

## CONTACT INFORMATION

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[Back to top](#)