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香港理工大學
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

Information Technology Unit
資訊科技處

Microsoft Windows 10 and Office 2016 User Guide

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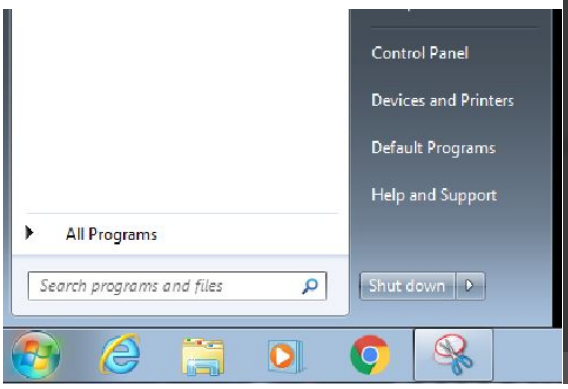
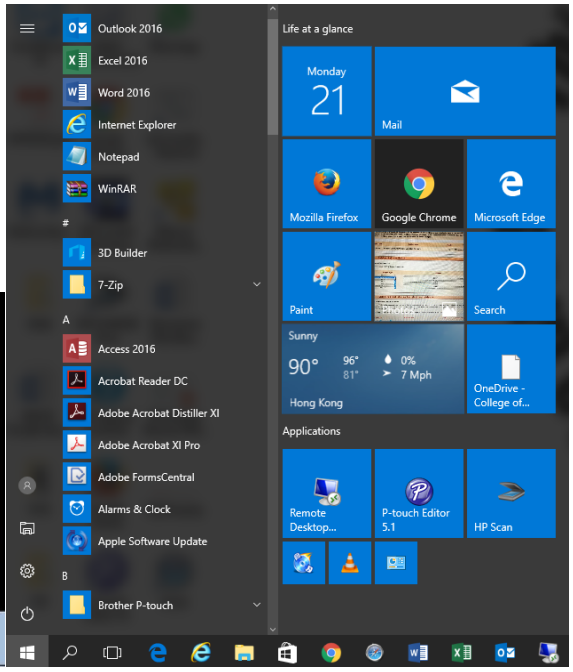
Windows 10 New Features

1. Desktop Interface

1.1.Start Menu Comparison (Windows 7 vs Windows 10)



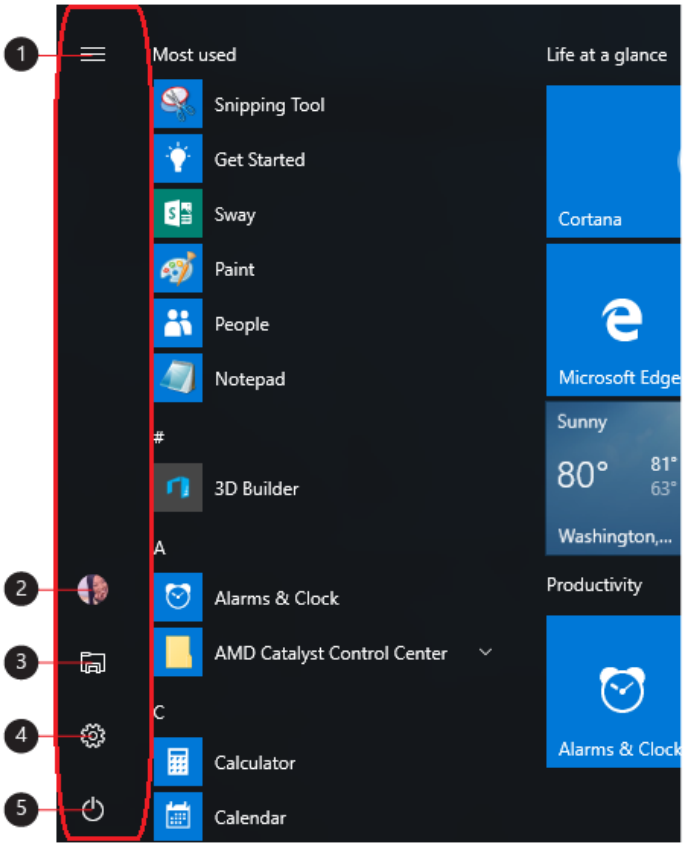
Windows 7



Windows10

1.2.Five Common Options

There are five common options (left side of Start menu):



①**Menu:** expands to show names for all menu items

②**Account:** lock or sign out of your PC, switch to another account, or change your account picture

③**File Explorer**

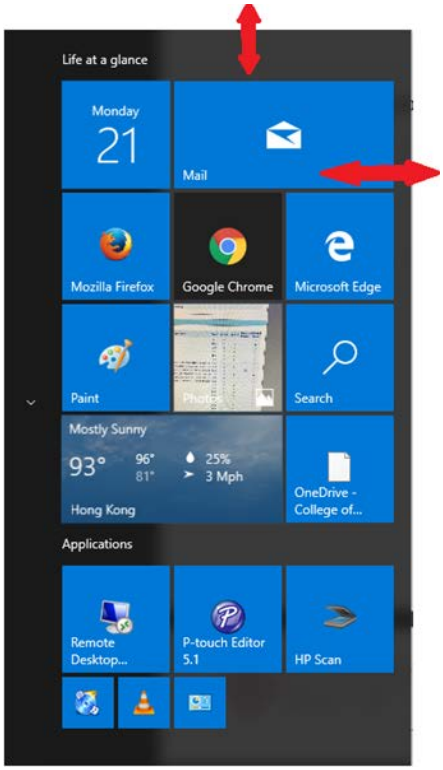
④**Settings:** select **Settings** > **Personalization** > **Start** to change which apps and folders appear in the Start menu

⑤**Power:** provides you with the options to shutdown, restart, logoff, etc.

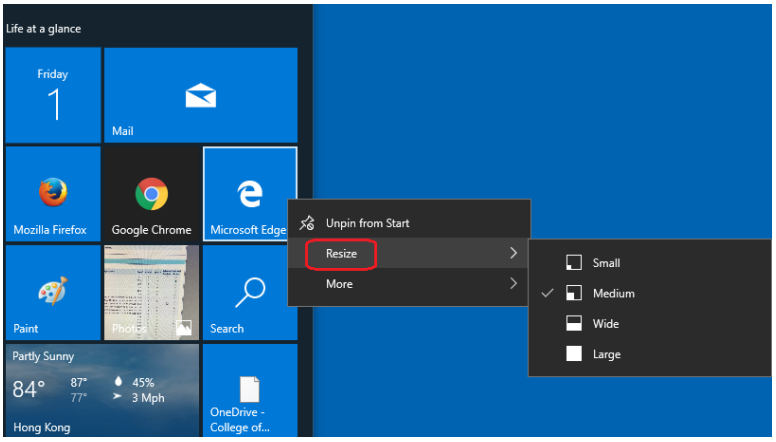
1.3. Customize the Start Menu

1.3.1. Resize the Start Menu

To resize Start menu by simply dragging top or right edge of the menu with your mouse

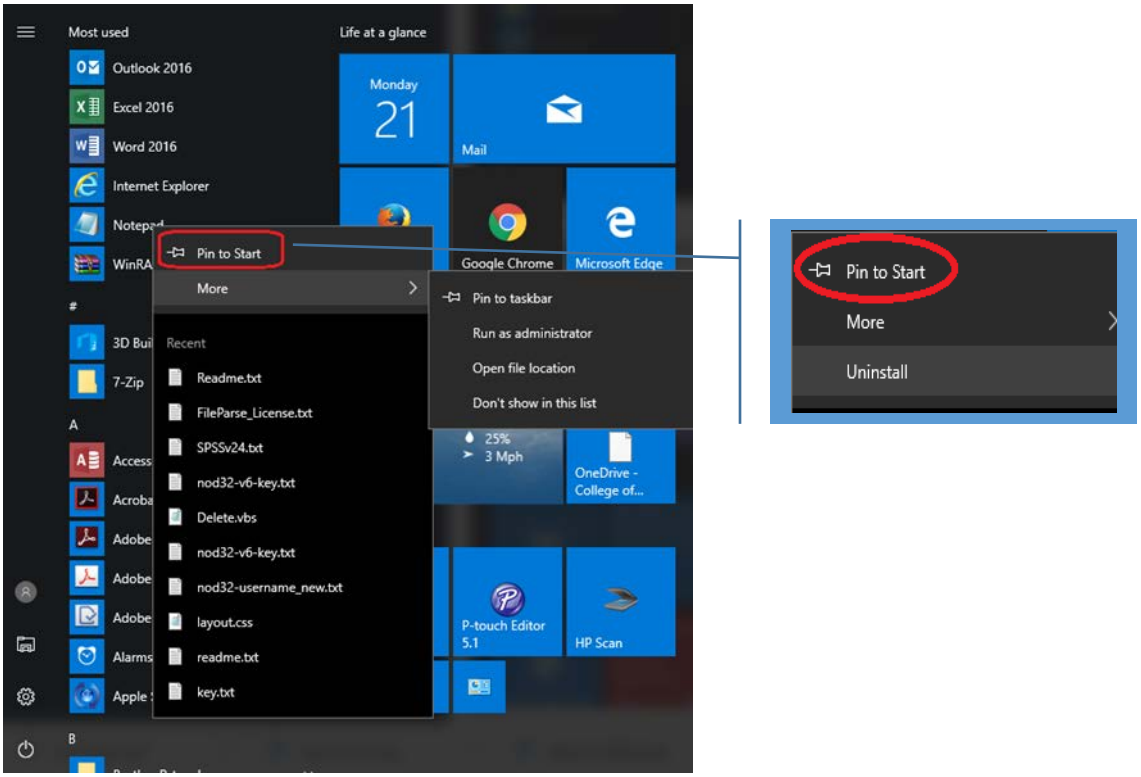


To change size of any of app tiles by simply right click the tile that you want to resize, go to Resize and choose the size that you want



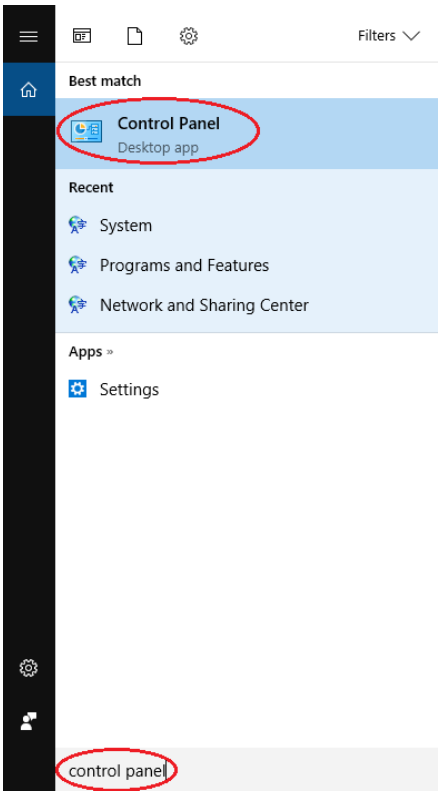
1.3.2. Pin apps to Start

1. Press and hold (or right-click) the app you want to pin
2. Select Pin to Start



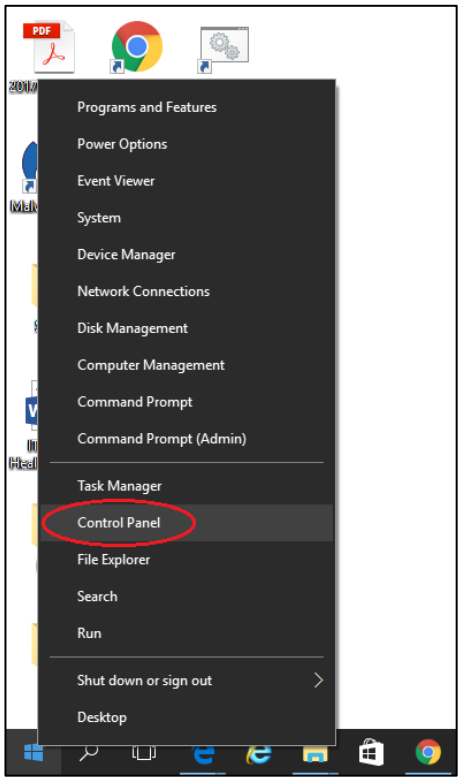
1.3.3. How to Access Control Panel

Click bottom-left **Start button** to open the Start Menu, type **control panel** in search box and select **Control Panel** in result



OR

Press **Windows Key + X (Win-X)** or right-tap the lower-left corner to open Quick Access Menu, and then choose **Control Panel** in it *(this feature is only available at Windows 10 Version 1607 and before)*



2. Microsoft Edge

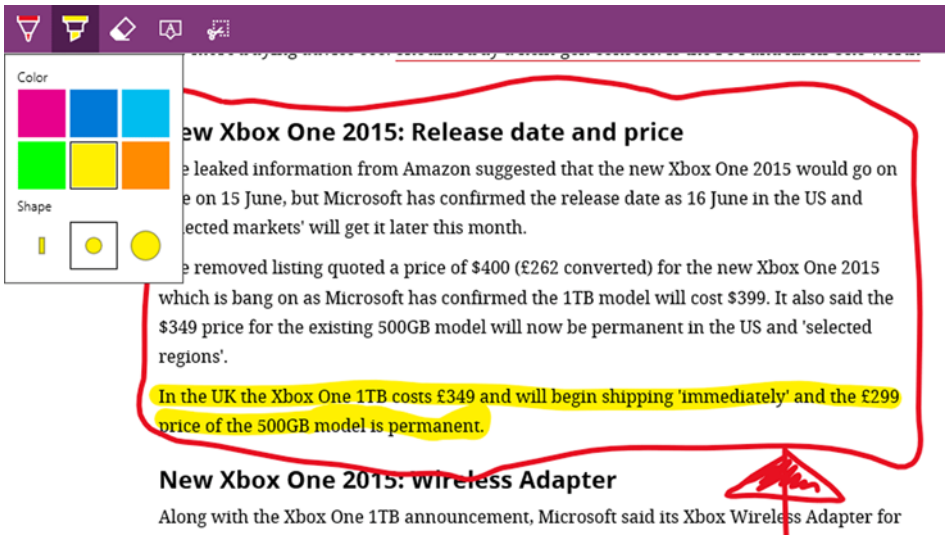
2.1. Text-only reader mode

e.g. www.appledaily.com.hk

(Before)

(After)

2.2.An annotation tool

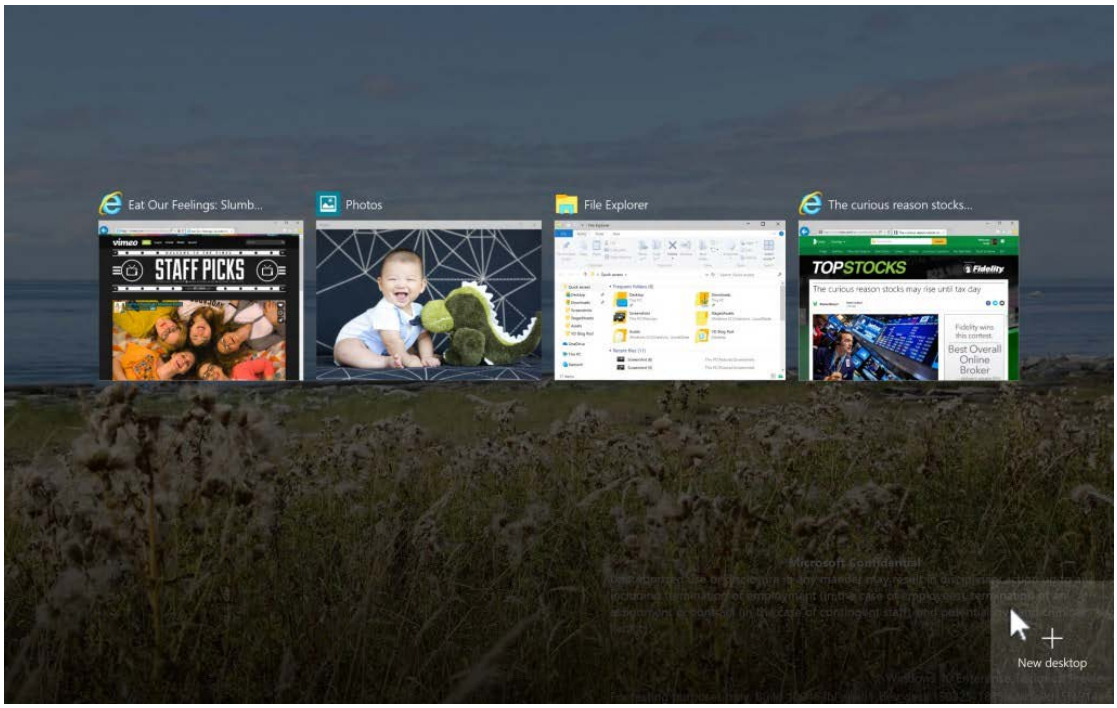


3. Add Multiple Desktop

The advantage of multiple desktop

- Give you more desktop space to group related windows
- Help you quickly locate and switch to any window or group of windows
- Let you easily re-organize your groups and move windows as tasks evolve
- Keep you in control of the degree of separation between your grouped windows

To add a virtual desktop, open up new Task View pane by clicking **Task View button** on taskbar or by pressing **Windows Key + Tab (Win-Tab)**.

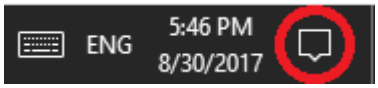


4. Central Notification Center

As known as the "Action Center" — that provides users with a single and persistent location for all app alerts.

All notifications show up in Action Center and stay there until acted upon, meaning that users don't have to respond immediately to a notification in order to benefit from it.

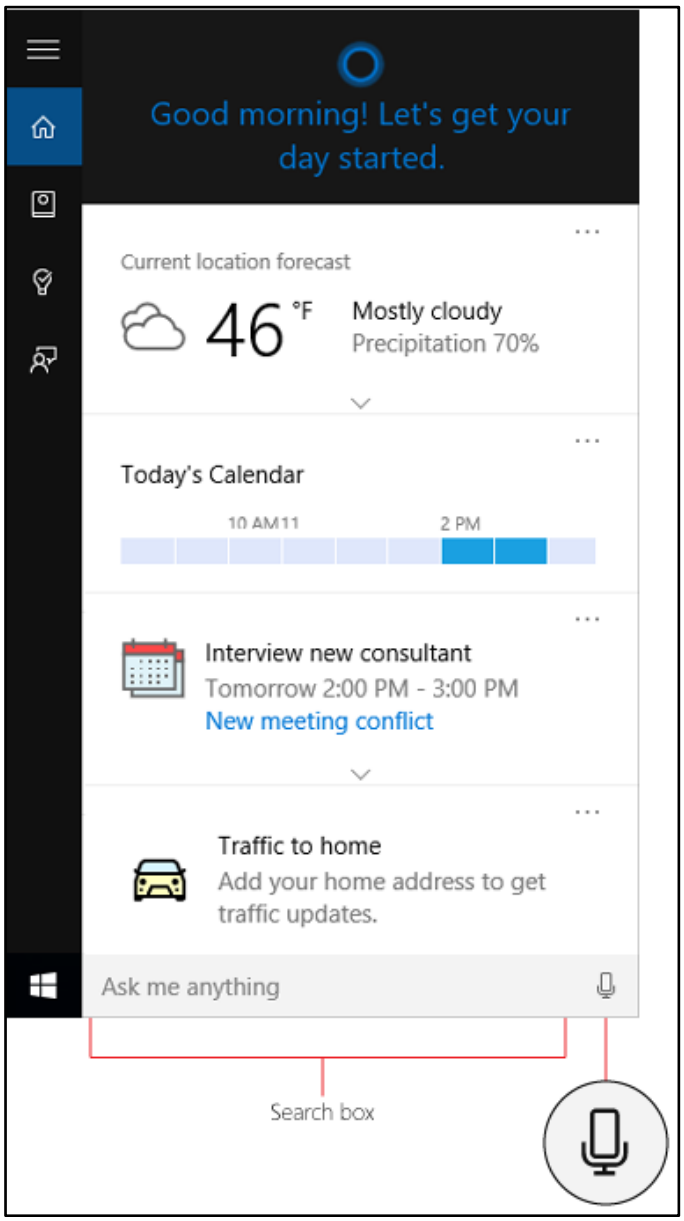
Click the notification tray icon in the lower-right side of the screen or press **Windows Key + A (Win-A)** to open up your notifications.



5. Useful tools

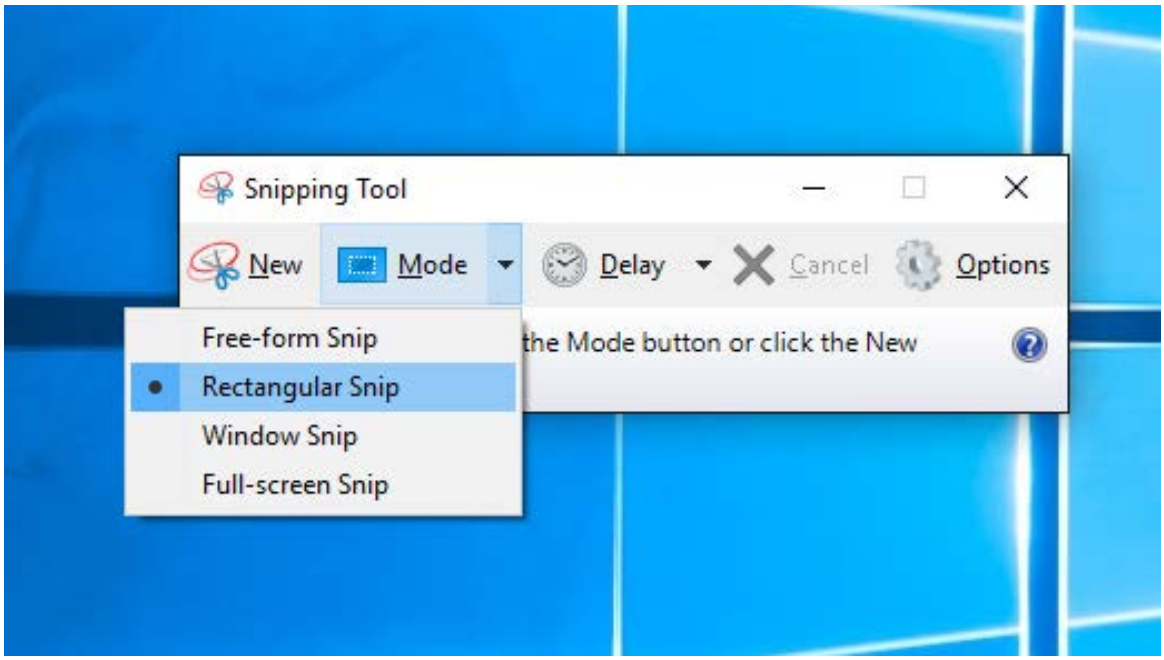
5.1.Search

Allow you to search the web, as well as Windows Store

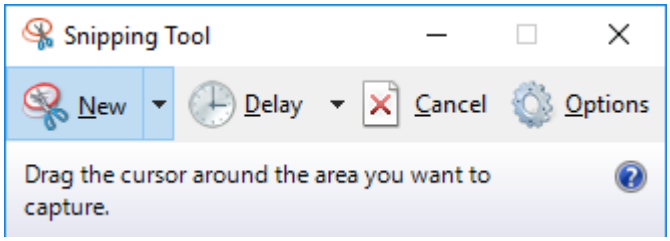


5.2.Snipping tool

Select **Start button**, type snipping tool in search box on taskbar



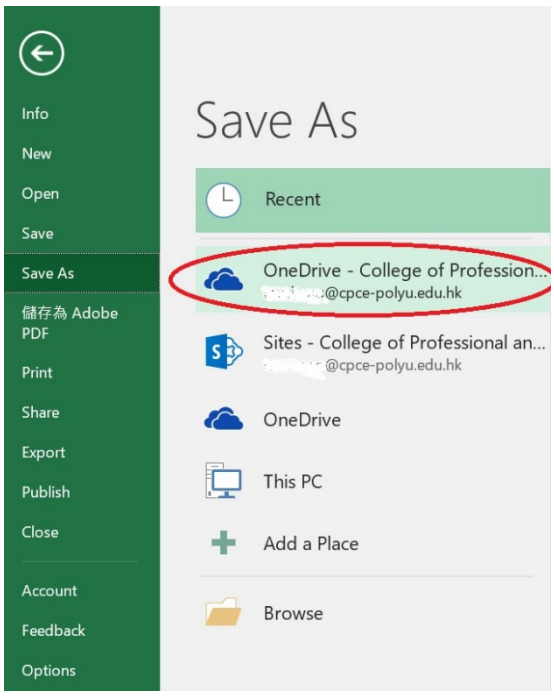
Press **New button** and select area of screen capture that you want



Office 2016 New Features

1. Account Login - OneDrive

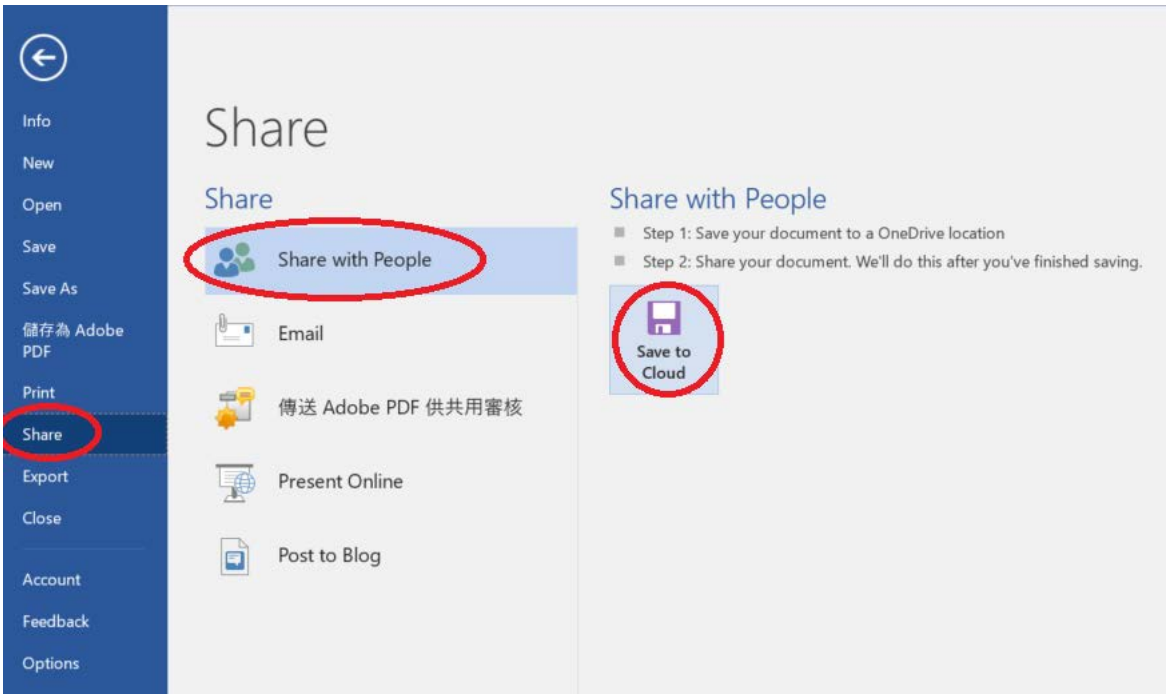
Office 2016 can save and open document from / to onedrive directly



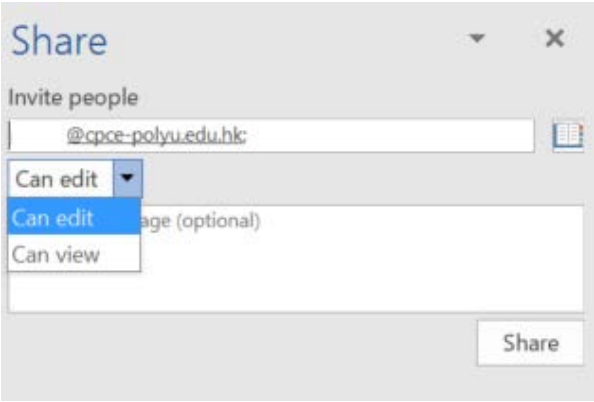
2. Document Collaboration

A team can work together on a Word document, Excel spreadsheet, or PowerPoint presentation

1. Save your document to OneDrive or SharePoint Online

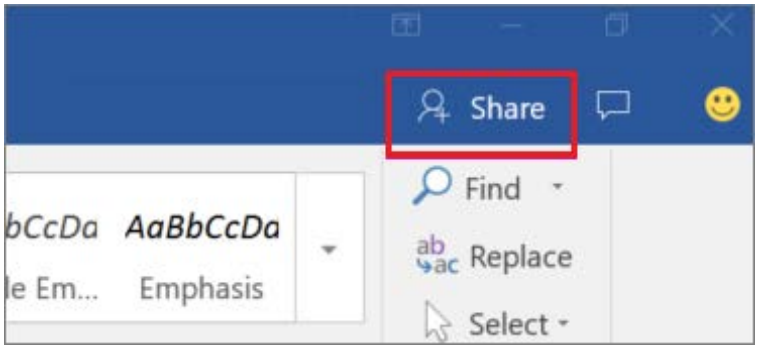


2. Invite people to edit it with you



Or

Simply click **Share button** in Ribbon to enable easy sharing right from your existing Office documents



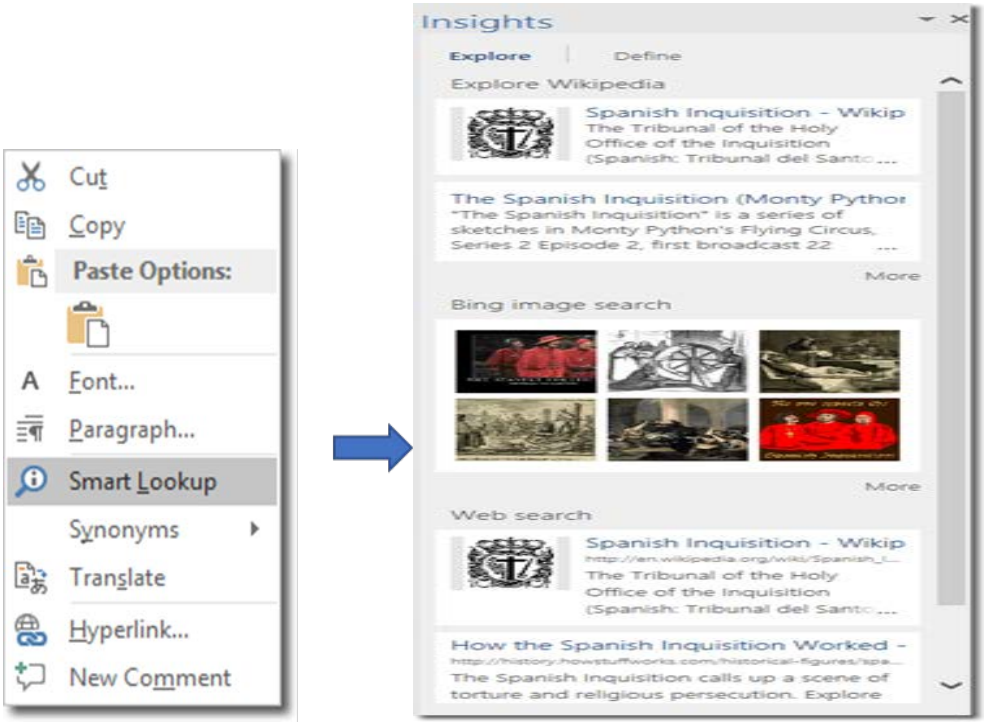
Once done, you know who has access to a given document and if required, change individual authoring permissions

3. Smart Lookup

To find meaning of a word in your document

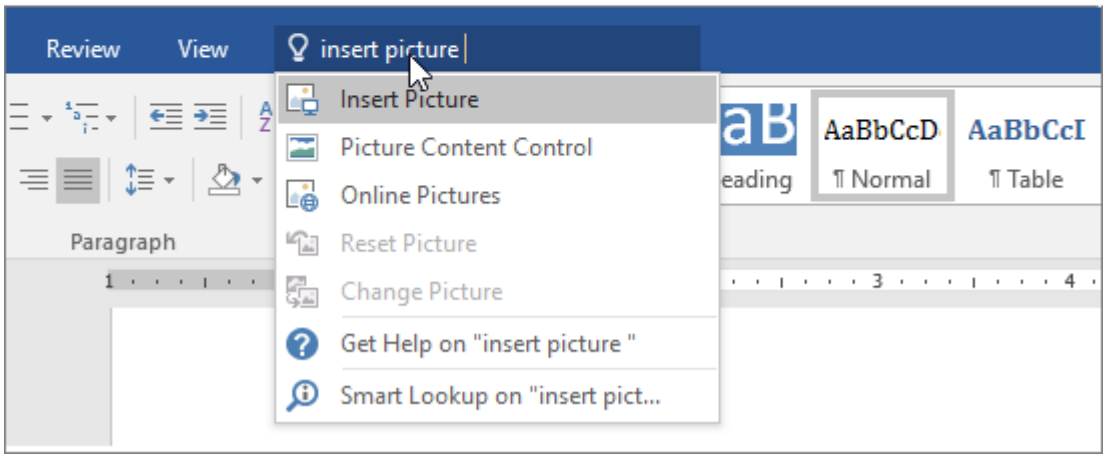
When you select a word or phrase, right-click it, and choose **Smart Lookup**

(The insights pane will open with definitions, Wiki articles, and top related searches from web)



4. Tell Me

The feature is like smart assistant that can understand your queries written in words

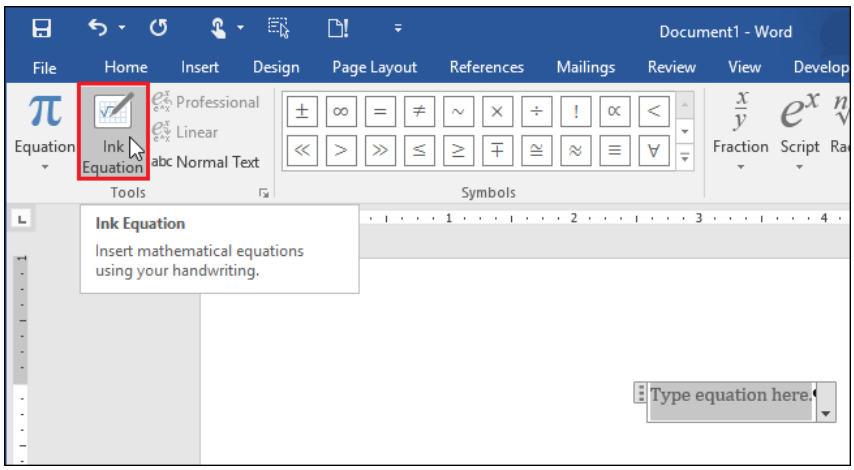


5. Ink Equation

Allows you to insert equations in Word, Excel, and PowerPoint by handwriting them

1. Open “Insert” menu and click “Equation” in “Symbol” section

2. Click “Ink Equation” in “Tools” section

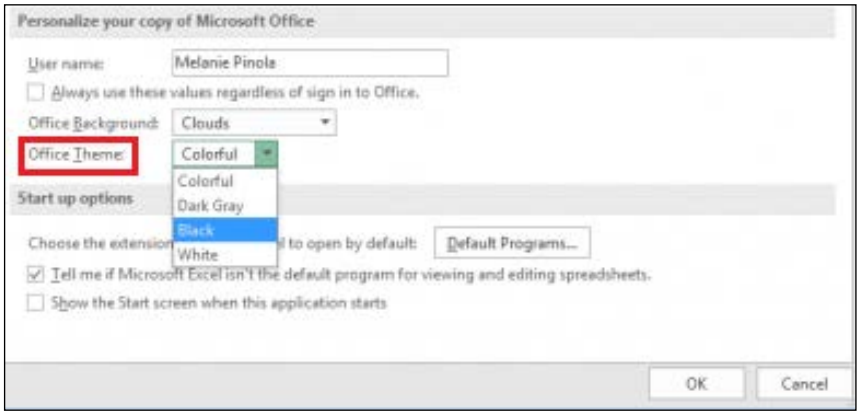


6. New Themes

You can change the light theme to Dark Gray theme.

1. Open “File” menu and then click “Options”

2. Change dropdown next to “Office Theme” to Black

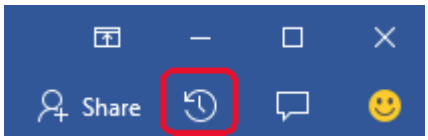


7. Improved Version History

You can refer back to previous snapshots or earlier drafts of documents and edit them as required.

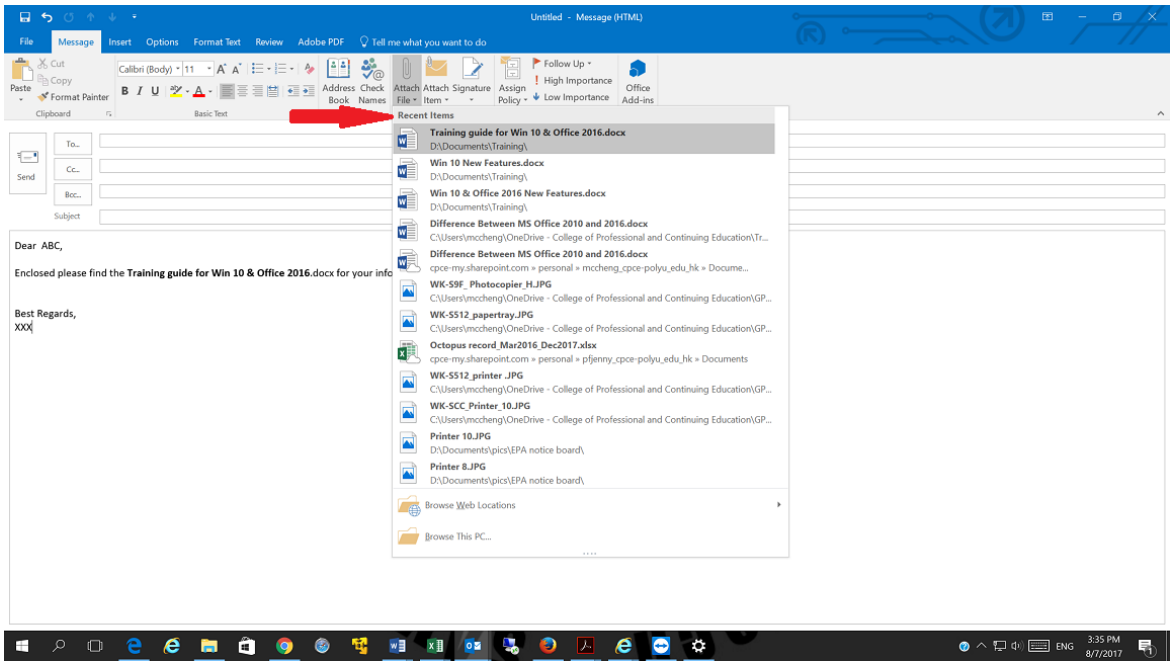
Click **Activity** button to see a list of all the historical versions in the Activity pane.

(The Activity button is only present when a file is stored in OneDrive, OneDrive for Business, or SharePoint.)



8. Modern Attachments

Simply attach a document in Outlook from your recent items and have them shared with the recipients via OneDrive or SharePoint

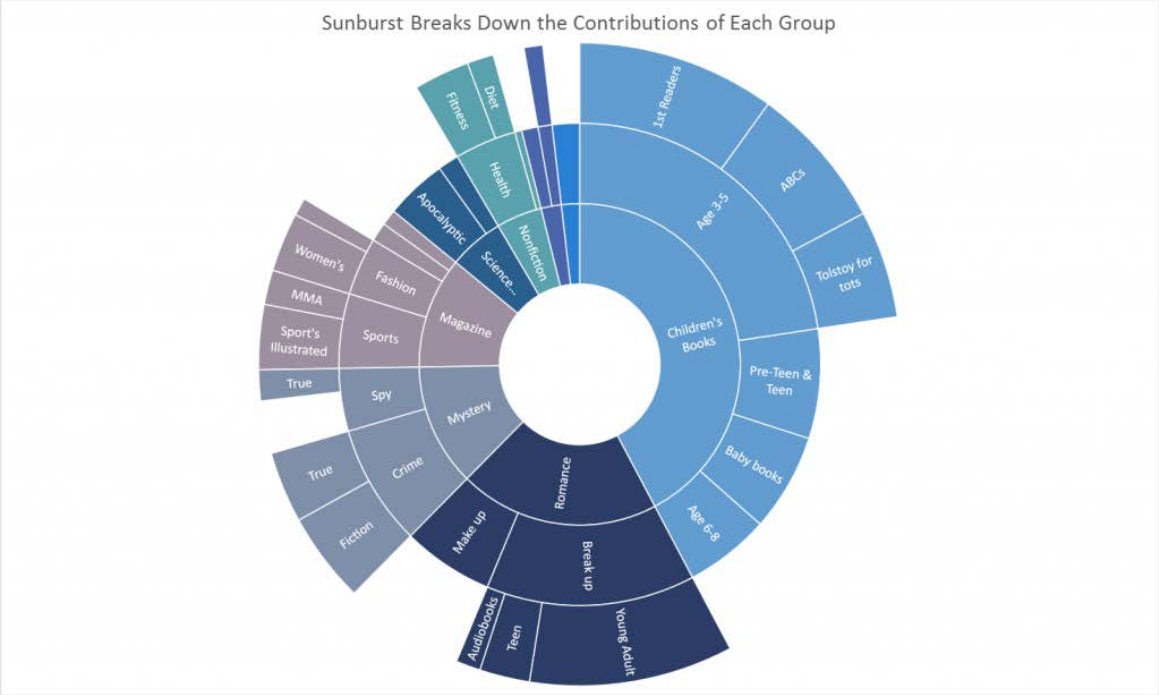


9. New Chart Types

New chart types in Office 2016 for Word, PowerPoint, and Excel

Six powerful charts – Tree map, Waterfall, Pareto, Histogram, Box and Whisker, and Sunburst

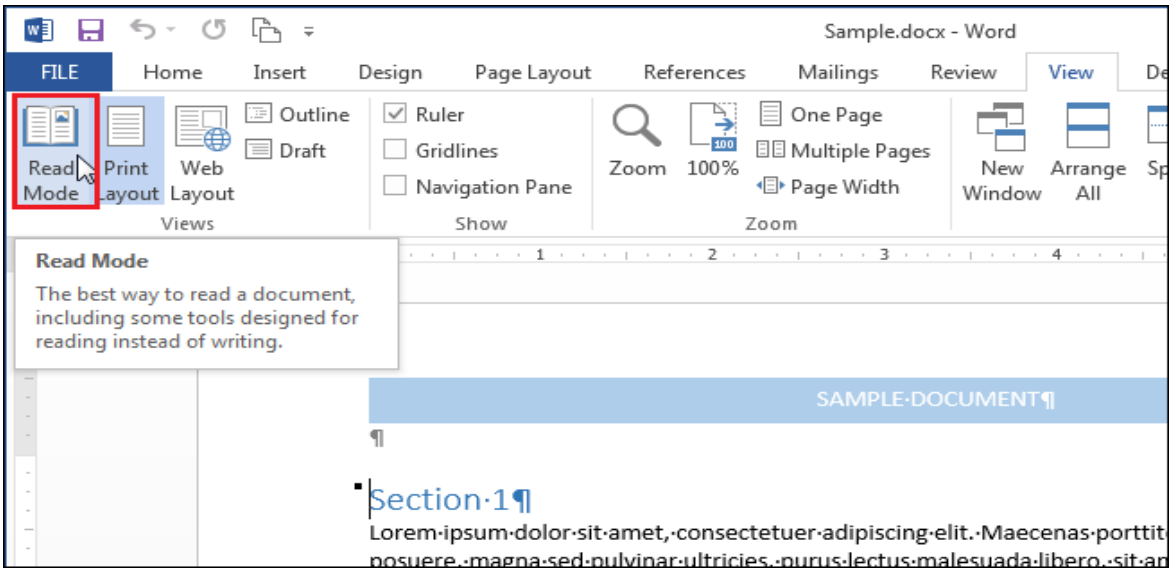
E.g. Sunburst Chart



10. Read Mode (Word 2016)

Like an e-book, you can scroll the page from side to side

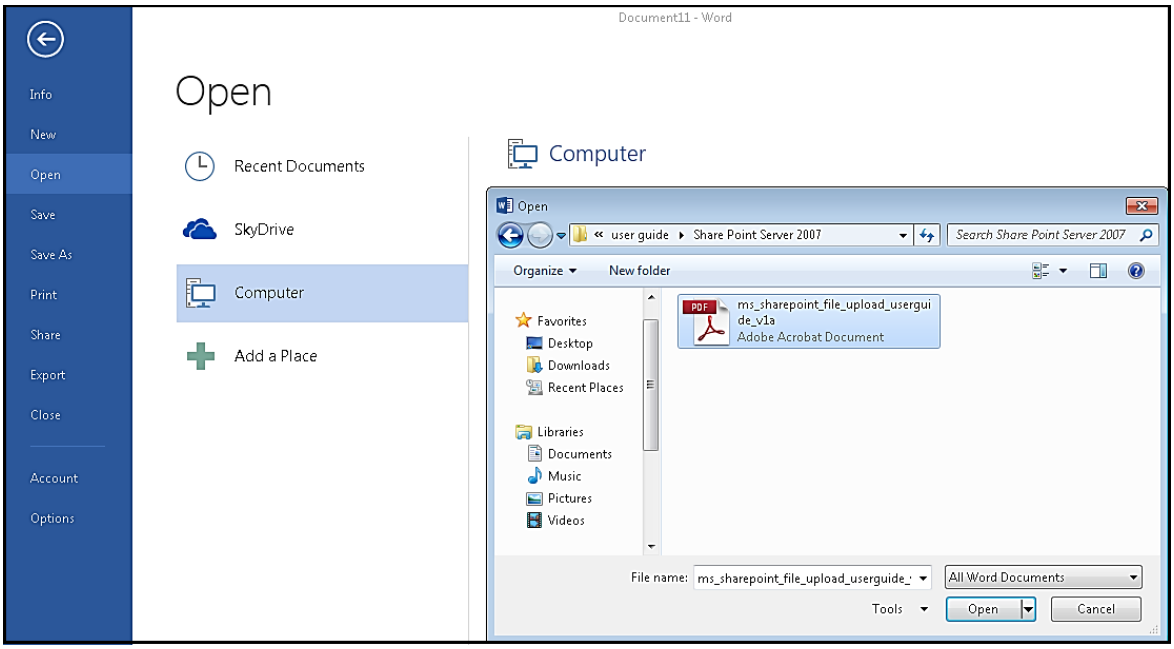
In Views section of **View tab**, click **Read Mode**



OR

11. Edit PDF Content (Word 2016)

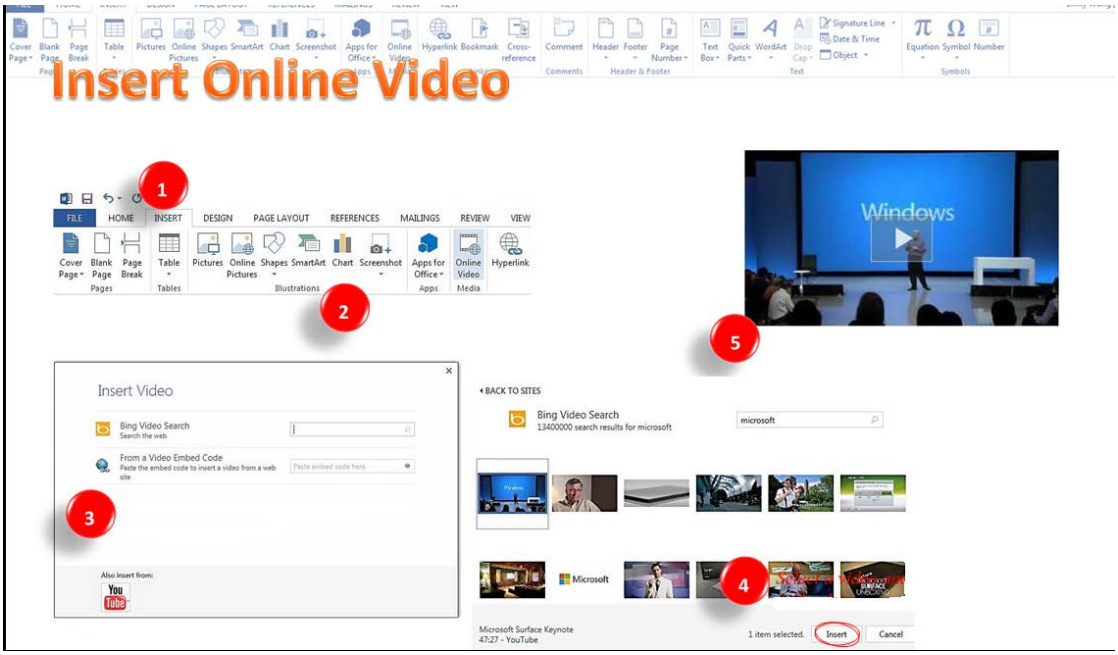
Able to convert PDFs to editable Word documents



12. Insert Online Video (Word 2016)

You can insert Online Video directly using Word 2016

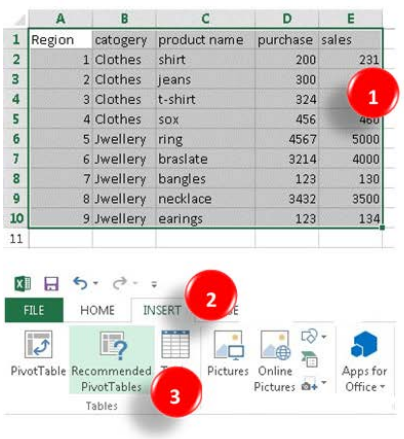
1. Click 'Insert' tab in Ribbon
2. Choose 'Online Video'
3. You can either use Bing or YouTube to search for videos
4. Select a video and insert it at any place in the document using 'Insert'
5. The video is now insert in the Word document

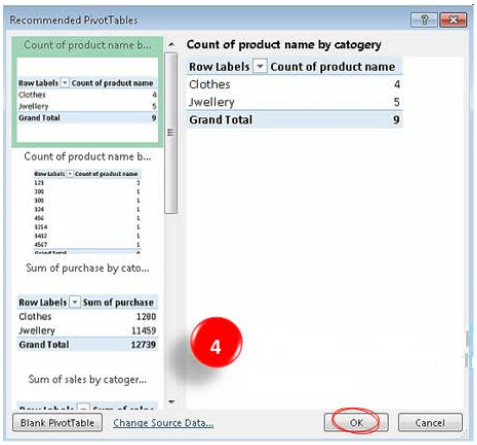


13. Recommended Pivot Table (Excel 2016)

Recommend which pivot table you can use in your sheet to summarize the data based on your requirements

1. Enter some data on the sheet
2. Select the data and click ‘Insert’ tab in Ribbon
3. Choose ‘Recommended PivotTables’
4. Select any one recommended pivot table based on your requirements and click ‘OK’

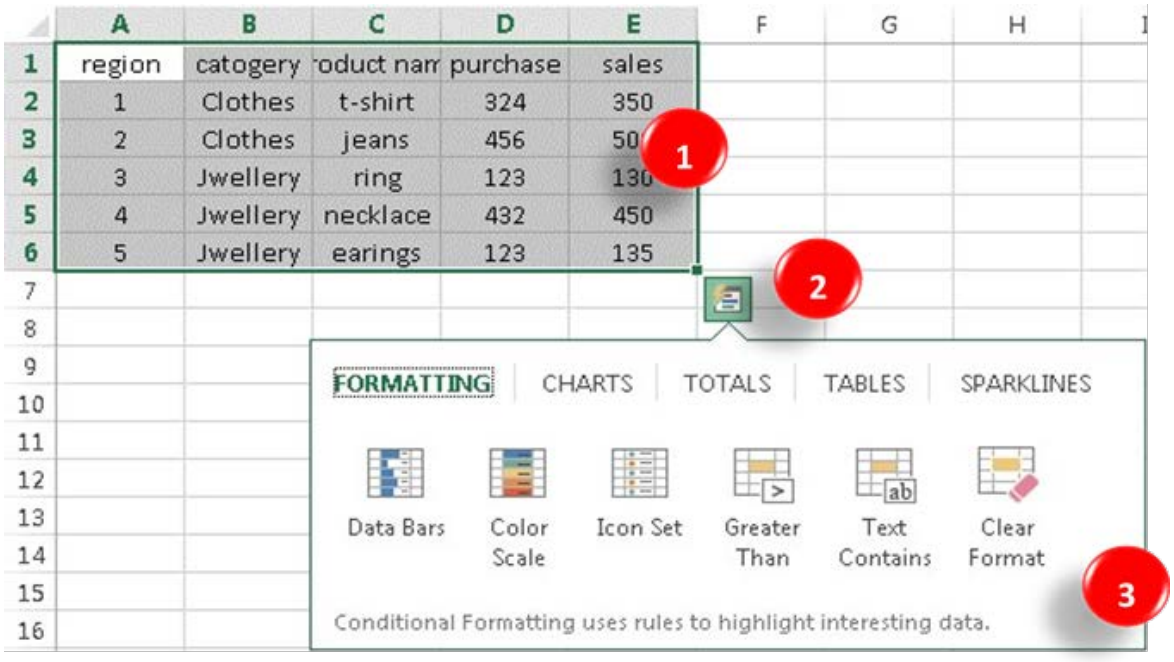




14. Quick Analysis (Excel 2016)

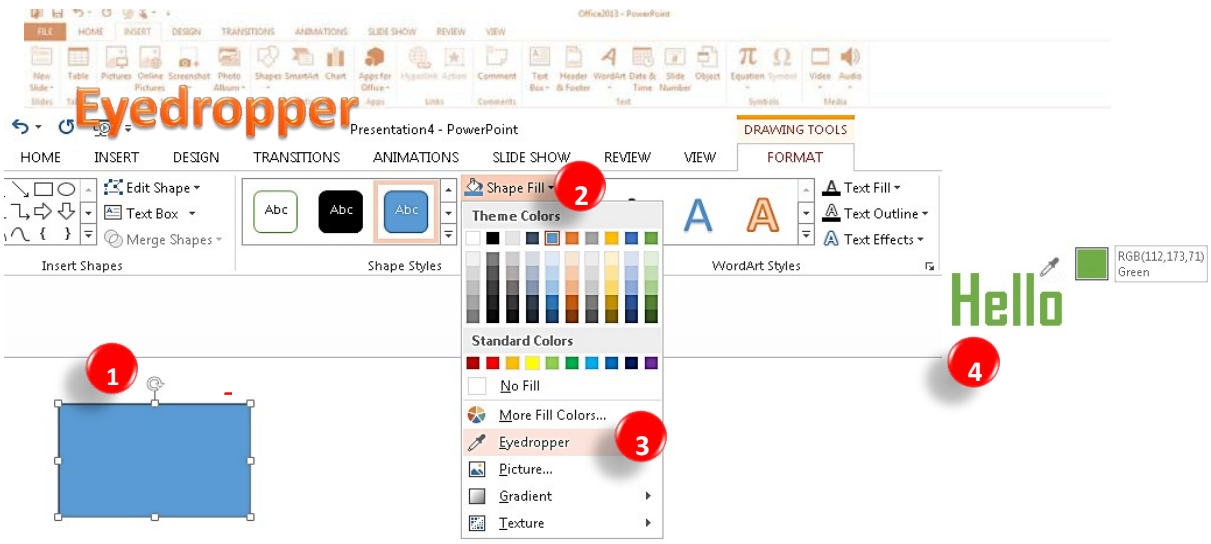
There is quick analysis feature in Excel 2016

1. Enter some data on the sheet
2. Select the data and click on the 'Quick Analysis' button
3. A toolbar shows many analysis features



15. Eyedropper (PowerPoint 2016)

1. Double click the Shape
2. Click Shape Fill' from the 'Format' tab
3. Choose 'Eyedropper'
4. Using the eyedropper, click the color you want to match and apply to the select shape



Conclusion: The differences between office 2010 and 2016

	MS 2010	MS 2016
Support mobile devices	No	Yes
Save documents	Local drive	Local drive & online to OneDrive and SharePoint
Sharing documents	No	Yes
Online help	No	Yes (e.g. Smart Lookup)
	N/A	Real-Time Co-Authoring
	N/A	Quick Analysis
	N/A	Eyedropper
	N/A	Modern Attachments