

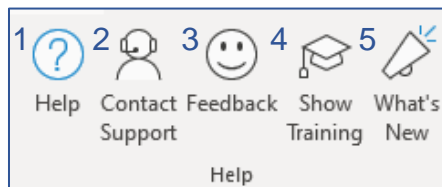
Microsoft 365 – New Features

Microsoft 365 Apps for Enterprise is replacing the Microsoft Office version which is currently installed on your PC/Laptop. Most commonly this will be Microsoft Office 2010 Professional Plus. M365 Apps for Enterprise provides the latest Office functionality from Microsoft. This quick reference guide will direct you through some of the new features in Word, Excel and PowerPoint.

Quick Reference Guide

Help Section - Available in Word, Excel, and PowerPoint.

On the toolbar there is a new **Help** section next to the **View** tab.



1 This opens a help section on the right-hand side with support topic

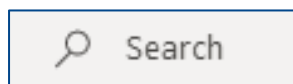
2 Microsoft Office agent chat box will appear.

3 Will open Feedback with option to send suggestions to Microsoft.

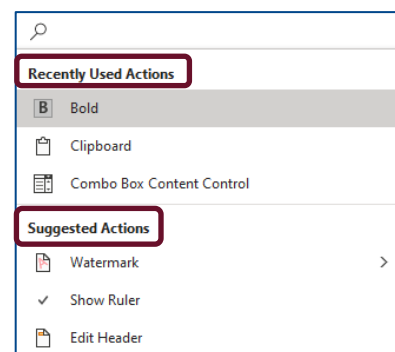
4 Online training and learning content from Microsoft.

5 What's New shows the most recent changes or hints for new features.

Search - Available in Word, Excel, and PowerPoint



This new feature allows users to search for **Recently Used Actions** and **Suggested Actions** e.g a quick way to find the find page break function.



Dictate - Available in Word, Excel, and PowerPoint.



Dictate allows users to use speech-to-text on a microphone-enabled device. This is a quick and easy way to capture notes, meeting minutes etc.

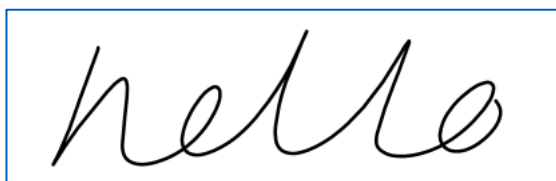
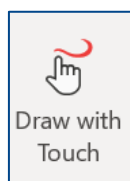
- Go to the **Home** tab and select the **Dictate** icon.



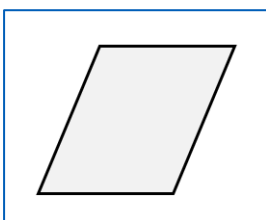
A red button will appear to indicate it is turned on and listening.

- **Talk** and the text will appear on the screen.

Draw - Available in Word, Excel, and PowerPoint

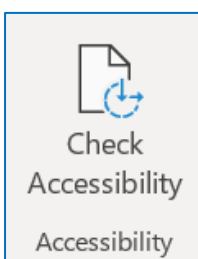


Draw with Touch – Allows users the ability to draw with a touch screen or the mouse (Whiteboard effect).



Ink to Shape – Allows users to draw a shape and the application will convert this into a shape.

Check Accessibility - Available in Word, Excel, and PowerPoint.



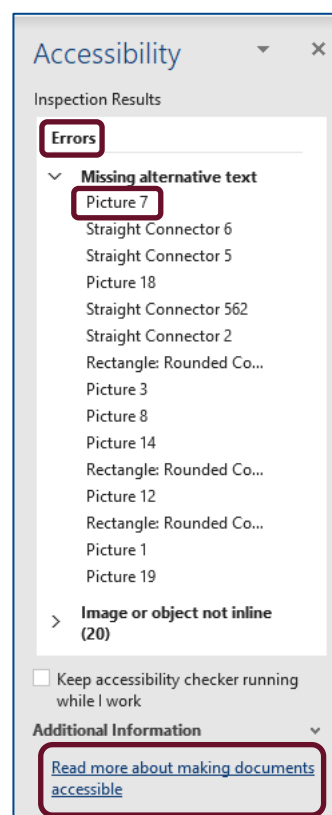
Accessibility Checker allows users to check their content is easy for people of all abilities to read and edit.

- On the ribbon, go to the **Review** tab then select **Check Accessibility**.

A list of errors, warnings or tips on how to fix recommendations will appear on the right hand side.

- Click on the **Error** for **Additional Information** to appear at the bottom with fix suggestions.

See [Read more about making documents accessible](#) at the bottom of the pane for help or additional information.



To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk