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**Coast to Coast Training, LLC**

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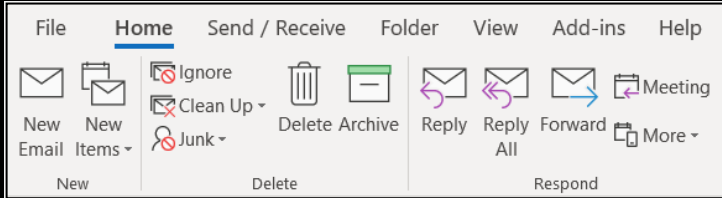
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### New Look for Microsoft Office

Microsoft is updating the look of the top line ribbon and the icons for Office's desktop applications. These updates will show new modern icons that are simpler and more accessible, and a ribbon experience that

highlights the rich collaboration features available in the Office apps.

**Simplified ribbon**—A new, updated version of the ribbon is designed to help users focus on their work and collaborate naturally with others. People who prefer to dedicate more screen space to the commands will still be able to expand the ribbon to the classic three-line view.

**New colors and icons**—Across the apps you'll start to see new colors and new icons built as scalable graphics—so they render with crisp, clean lines on screens of any size. These changes are designed to both modernize the user experience and make it more inclusive and accessible.

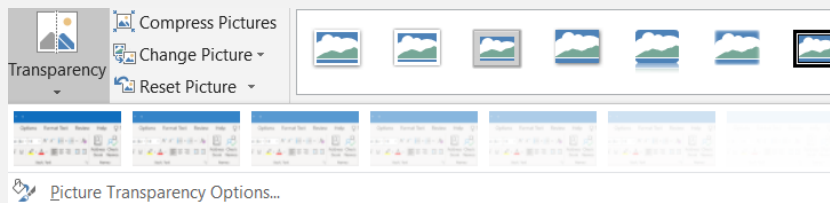
For more details on these changes visit [Microsoft's website](#).

### Take Time to Gain Time

How organized are you, *really*? Do you waste time looking for things in your office or that you have stored on your computer somewhere? Take time to gain time by getting yourself more organized. It doesn't have to be an overwhelming task. Be prepared with supplies like garbage bags, folders, boxes (for temporary storage), etc. If your desk is a mess start by taking everything off and put it in piles/boxes based on how it is related to each other. Then go to each pile/box and take things out one at a time and decide what to do with it. Trash it or Keep it. If Trash it, throw or donate it. If its Keep it, first think long and hard about it. Do you really need it? When was the last time you used it? Can you recreate it? If you are really keeping it, put it away. For more tips on getting organized we offer classes on topics like Managing Chaos, Clutter and Getting Control, Time Management, and more. [Visit our website](#) for a list of classes.

### Picture Transparency Options

Microsoft Office 2016 added a new feature for pictures - **Transparency**. Click on a Picture or some Clipart



images, then from the Picture Tools/Format tab, in the Adjust Group, click on Transparency. Choose one of the 7 options displayed in the gallery or use the Picture Transparency Options. This feature can be found in Word, Excel,

PowerPoint, and Outlook 2016.

If you want to save a copy of the picture, right click on the image, left click on Save as Picture.



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