Lesson 2 Helpful Features to Make the Job Easier.

The Smart Lookup Tool

Smart Lookup uses Bing to provide you with search results for your selection term or phrase. It is located under the Review tab within the Insights section. The following explains how to use the *Smart Lookup* functionality.

1. Highlight the word or phrase you want to find information about.
2. *Right*-click on the word or phrase.
3. *Click* Smart Lookup. **1**



1

4. The *insight* pane displays the information relevant to your selection. In the *Insights* pane, you receive the following information.

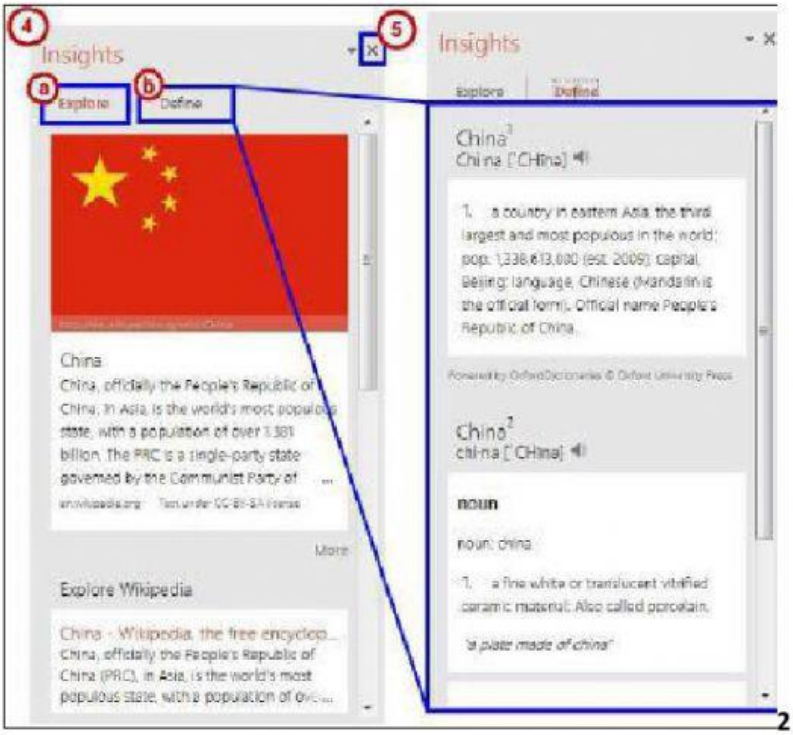
a. **Explore** - Wiki articles, image search and related searches from the internet.

b. **Define** - A list of definitions

NOTE :- The insights pane uses the Microsoft search engine Bbing For Smart Lookup to work you have to be connected to the Internet.

5. To **close** the *Smart Lookup Insights* pane, click the **Exit (X)** button in the *right corner* of the pane. **2**

LIVEWORKSHEETS



Galleries

A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in Power Point . A Gallery most often appears as a result of clicking on an item on one of the *Ribbon* tabs. 3



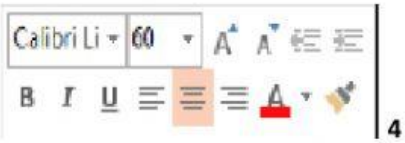
3

The selection in a Gallery incorporate a feature called Live Preview. When the mouse cursor hovers over a selection in a Gallery, you document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Mini Toolbar.

The Mini Toolbar is a semi-transparent toolbar that appears when you select text. When the mouse cursor hovers over the Mini Toolbar, it becomes completely solid and can be used to format the selected text**. 4**

LIVEWORKSHEETS



4

Status Bar

The **Status Bar** can be customized to display specific information. The picture below is the *default Status Bar* for **PowerPoint. 5**



5

Right-clicking on the Status Bar brings up the menu to the right, which enables you to change the contents of the Status bar by checking or un-checking an item.(See Error! Reference source not found.)


6

Questions

1. **What search engine does The Smart Lookup Tool Use?**

2. **How does the Insight pane work? How is it useful?**

3. **What is the gallery for?**

LIVEWORKSHEETS

LIVEWORKSHEETS