



What's new in Office 2016

IT Showcase Productivity Guide

Published September 2015

Microsoft Office 2016 helps you to do your best work—anywhere, any time, and with anyone. New, modern versions of the classic desktop applications Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access are built for maximum productivity. You will quickly produce professional documents with rich authoring features, design controls for pixel-perfect layouts, and intuitive tools to help you make the most of your data. You will have access to your documents in the cloud whenever and wherever you need them. With your documents stored online, it is easy to get your team on the same page. Share, present, and work together on projects with built-in team collaboration tools across the suite.

Topics in this guide include:

Leveraging modern
desktop productivity

Doing great work,
anywhere, any time

Supporting
teamwork

For more
information

Leveraging modern desktop productivity

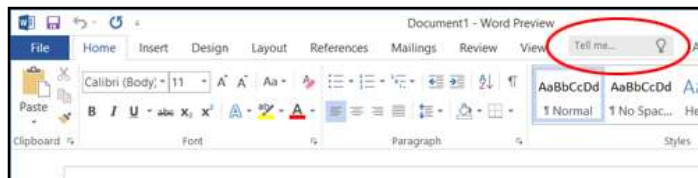
Office 2016 contains modern desktop applications, built so you can do great work with smart tools that help you stay on task.

Tell Me

You do not need to be a power user to use the power of Office 2016. Tell Me will guide you to the feature you need, to get the results you want. This built-in search saves time that you would spend looking for a specific feature. You can find the **Tell me** dialog box in Microsoft Word, Excel, PowerPoint, Outlook, and Office 365.

Using Tell Me

1. At the top of the ribbon, type what you are looking for in the **Tell me** dialog box. As you type, possible results display.



2. Select the result that applies to your task.

For example, when you want to mark your document as confidential, just type “confidential” or “confidential banner” and Tell Me will bring back the **Insert Watermark** command.

Viewing previous commands

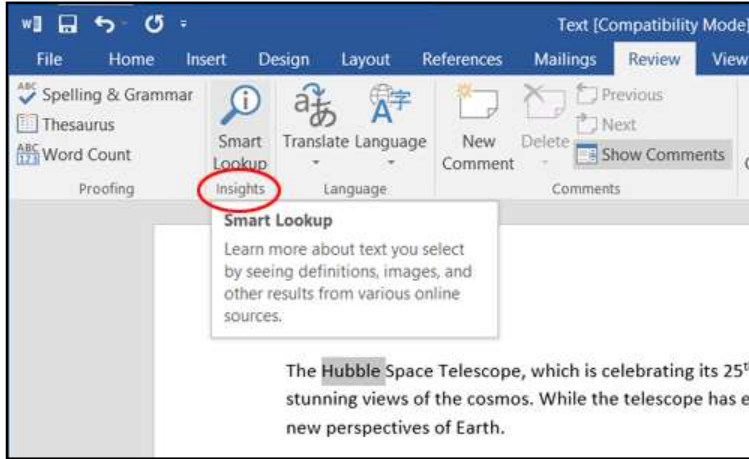
- Click or tap in the **Tell me** box. The **Recently Used** drop-down list appears and displays the last five commands you executed from within Tell Me.

Smart Lookup

Smart Lookup, powered by Bing, uses the term you highlight and other contextual information from within your document to deliver search results from the web while you read or work on a document. With information from a variety of sources, you can find anything from a quick definition to a detailed exploration without leaving your document.

Accessing Smart Lookup

1. Highlight the word or phrase you want to find information on.



2. Do one of the following:
 - Right-click or press and hold the word or phrase, and then select **Smart Lookup**.
 - On the ribbon, select **Smart Lookup**.

The **Insights** pane opens, displaying information relevant to your selection.

Note: If you are just looking up Insights for one word, you can skip highlighting and simply right-click or press and hold on the word.

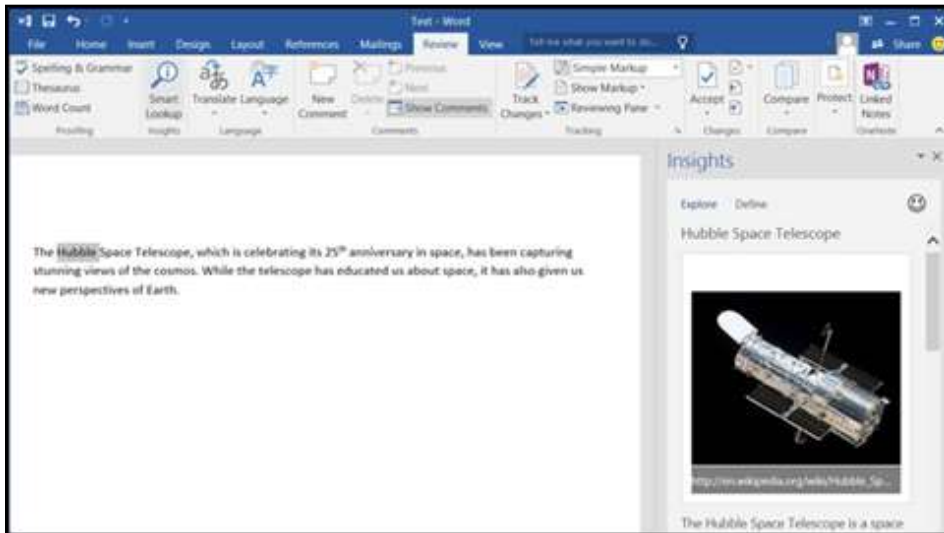


Figure 1. Contextual search results from Insights

New Office User Experience Themes

New Office User Experience Themes let you choose the Office 2016 experience that is right for you. The Dark Gray themes provide a high contrast look and feel that is easier on the eyes. Or, choose the new Colorful theme for a modern and fresh look that is consistent across your devices.

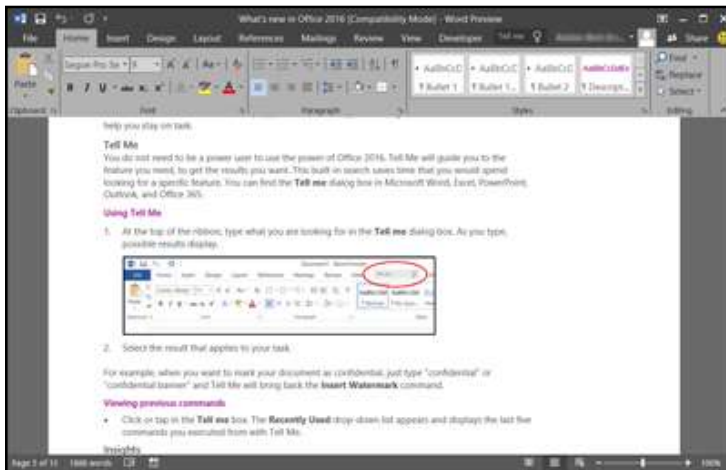


Figure 3. The Dark Gray theme



Figure 4. The new Colorful theme

Changing your theme

1. On the **File** menu of any Office 2016 application, select **Account**.
2. From the **Office Theme** list, select the theme you want to apply.

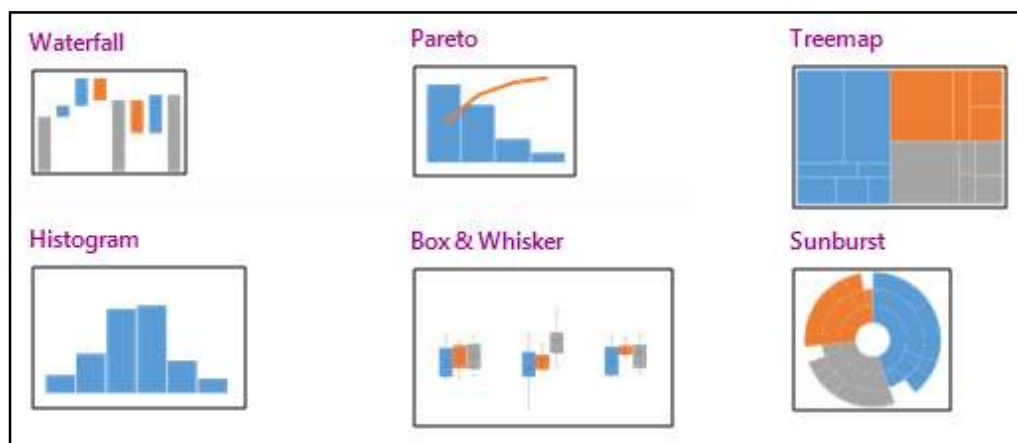
New, modern charts and graphs

Excel recommends charts that are best suited for your data and gives you a preview of how your data will look. The addition of six new, modern charts and graphs gives you more ways to explore and tell compelling stories with your business data. They are particularly good for visualizing sets of related data, by department or area, as well as making it easier for you to discover meaning from the data, and then communicate insights to others.

These new charts provide a rich set of capabilities across Word, Excel, and PowerPoint, though all types might not be available in all programs at release.

Accessing the new charts

- On the **Insert** tab, select the chart type you want to use, which may be one the following new chart types:

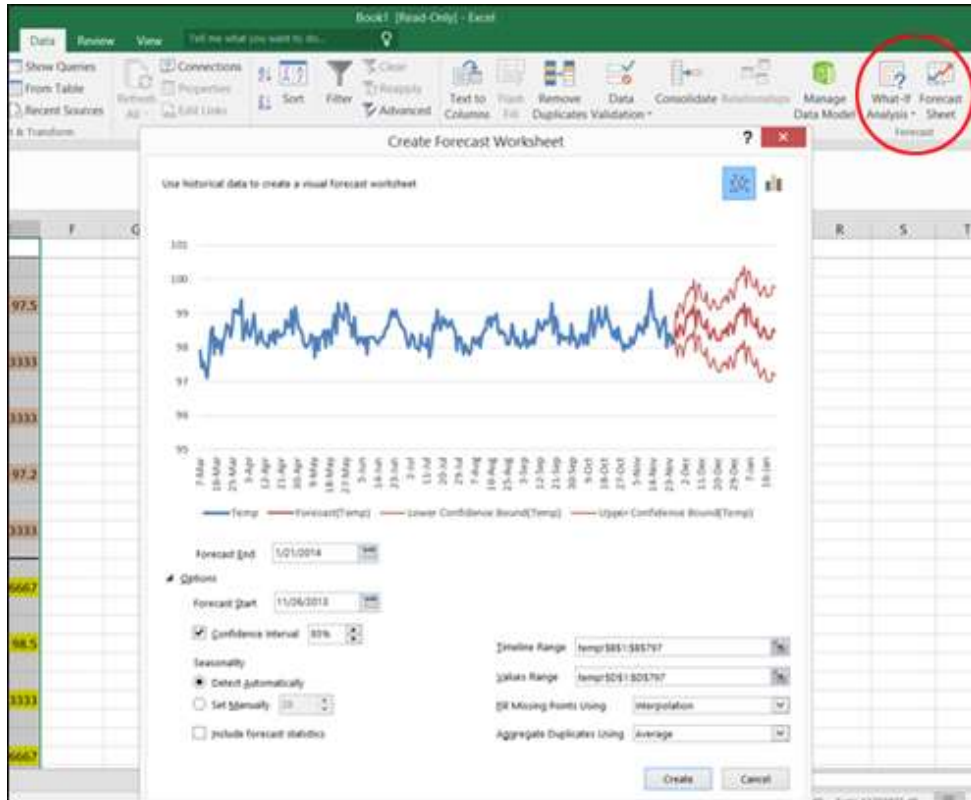


One-click forecasting

If you have historical, time-based data, one-click forecasting allows you to create basic forecasts. When you create a forecast, Excel generates a new worksheet with a table of the historical and predicted values and a chart that illustrates the data. A forecast can help you predict things like future sales, inventory requirements, or consumer trends.

Creating a forecast

1. Select the data around which you want to create the forecast.
2. On the **Data** tab, select **Forecast Sheet**. Excel generates a forecast and displays it in a new pop-up window.



Excel calculates the forecast using new sheet function FORECAST.ETS(), which uses exponential smoothing prediction, a statistical forecasting technique that gives data exponentially decreasing weight as it gets older.

Doing great work, anywhere, any time

Office 2016 delivers the power of desktop applications with easy access to your files in the cloud, now with easier and more intuitive navigation so you can create, edit, and view your work from anywhere.

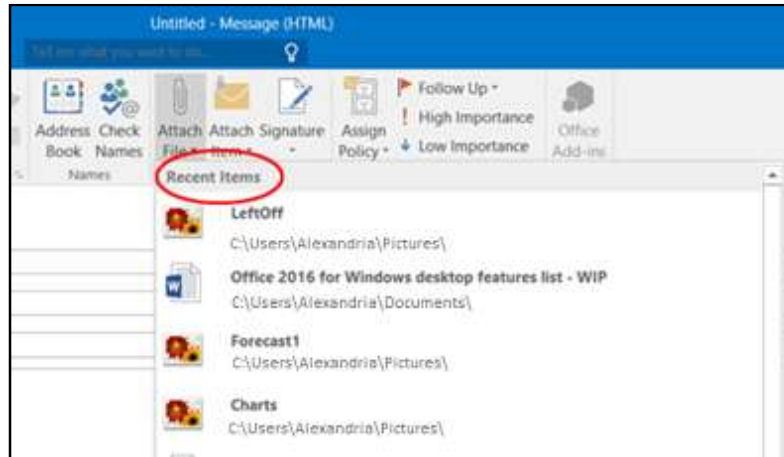
Outlook modern attachments

With Outlook modern attachments, you can save time by easily attaching the documents that you most recently used to your Outlook emails.

Attach files from OneDrive or SharePoint and automatically configure permission for the recipients. Recipients receive a link to the document, but cloud-based attachments behave like traditional attachments so that the experience is natural to users – they still have a paper clip and can be filtered as attachments, interop gracefully with other email clients, and recipients are automatically permissioned to make collaboration seamless.

Attaching files to email

- While you are composing email, select **Attach File** and select a recent document from the dropdown list.



Updated Backstage view

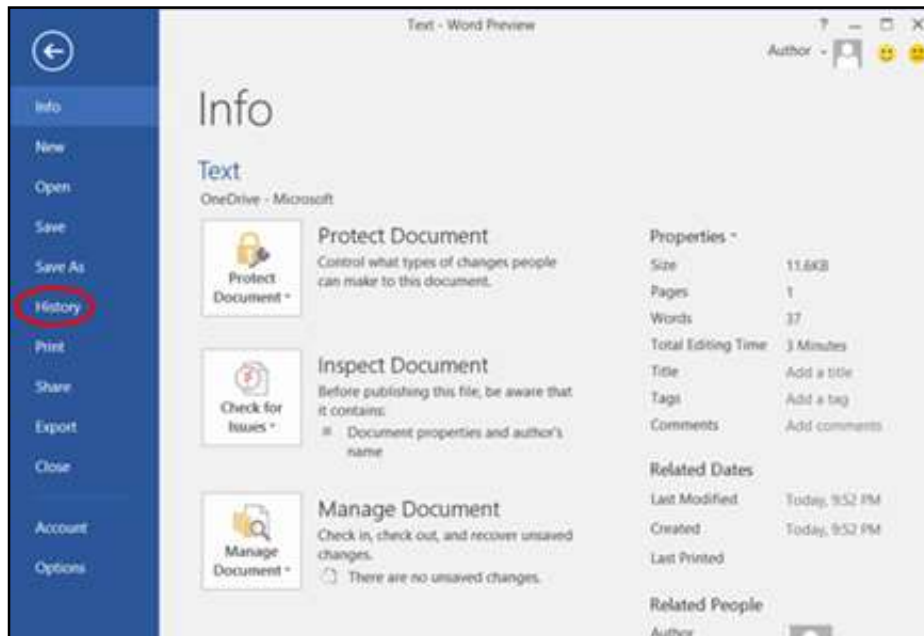
No matter where you work, improvements to the Microsoft Office Backstage view help you be more efficient. The Backstage view is where you manage your documents and related data about them.

Improved version history

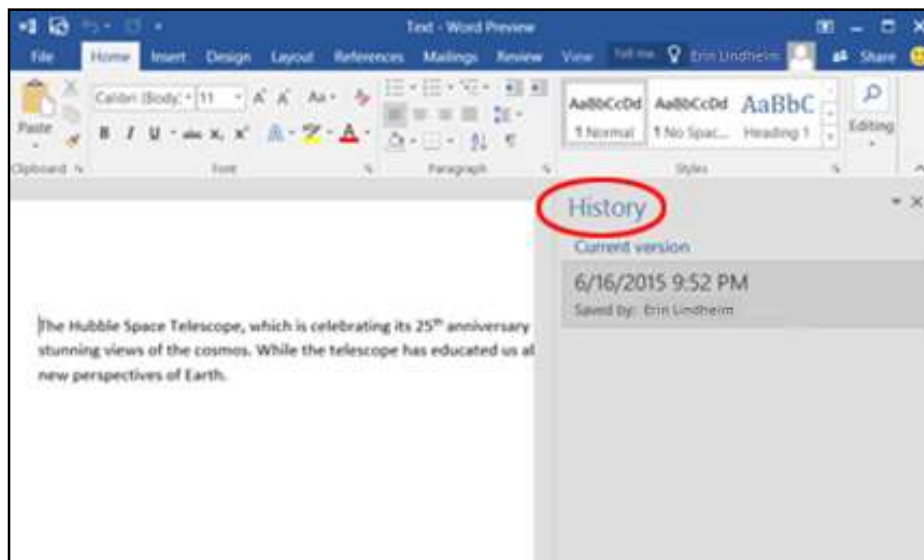
Have no fear as you and your team make edits and changes to your documents. Improved version history allows you to view or go back to earlier drafts. These changes make it easy to find previous versions of files stored on Microsoft SharePoint or OneDrive for Business.

Opening a previous version

1. Select the **File** tab. The Backstage view appears.
2. Select **History**. A new pane opens to the right of the document.



3. In the **History** pane, select the version you want to restore.



Supporting teamwork

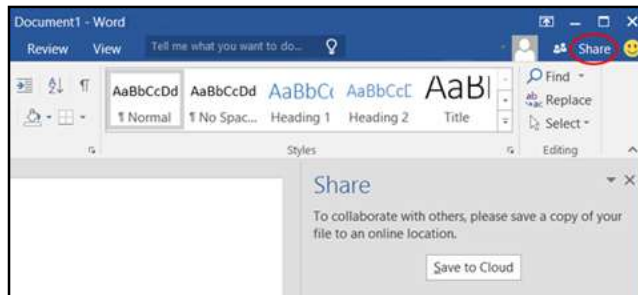
Get your team on the same page using built-in collaboration tools to share and co-author documents, spreadsheets, presentations, and notes.

Simplified sharing

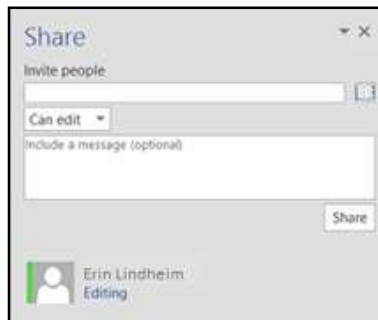
Simplified sharing lets you quickly invite others to review or edit your documents. You can save your file to the cloud and make it available to others without having to navigate away from what you are working on.

Sharing a file

1. Select **Share** above the ribbon on the right side.



2. If the document is not already saved to the cloud:
 - In the **Share** pane, select **Save to Cloud**.
 - On the left, under **Save As**, select the cloud location where you want to save the document, and then select the target folder on the right.
3. In the **Share** pane, invite people and select whether they can edit or just view the file.



Real-time co-authoring in Word

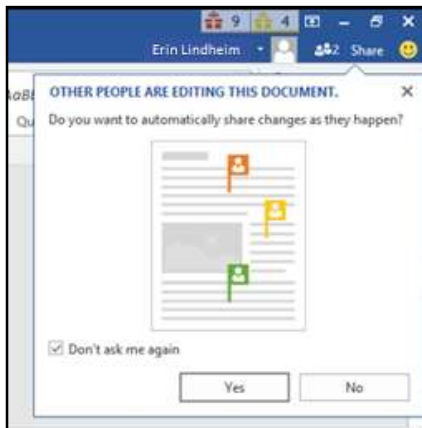
Work together on the same document using real-time co-authoring in Word. Everyone on your team can simultaneously edit the same document from different devices in different locations. Flags indicate where teammates are working in the document and you can see their edits as they make them.

This capability is available when working in documents stored on OneDrive for Business and Office 365 SharePoint sites. When another person opens the same document, you are both prompted to opt in if you have not previously done so.

Note: Opting in is an application setting, not a document setting. If you opt in, any time you find yourself in a collaborative space with others who have also opted in or who are co-authoring in Word Online, they will see your changes as you make them. You can toggle it off and on, but once on, it is not limited to the document you were in the first time you opted in.

Opting in to real-time co-authoring

1. Open a document stored on OneDrive for Business and Office 365 SharePoint sites.
2. When prompted, to share changes, select **Yes**. Real-time co-authoring is now on for any document you work on in a collaborative space.



Note: You will only be prompted if someone else is working on the document or opens the document while you are working on it.

Improved conflict resolution in PowerPoint

Easily choose between edits with improved conflict resolution in PowerPoint 2016. When you save a presentation that someone else has been working on at the same time, PowerPoint automatically displays a dialog box to let you choose which changes to save.

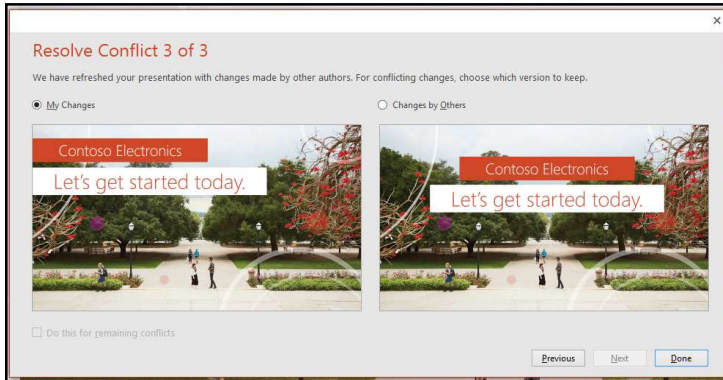


Figure 5. Resolving changes in PowerPoint 2016

There is nothing to turn on or to opt into. This functionality is automatic for any document that is hosted on OneDrive, OneDrive for Business, or Office 365 SharePoint sites. Users can work in any version of PowerPoint to make the changes, but only those using PowerPoint 2016 will have this improved conflict resolution capability.

For more information

For more great productivity guidance, visit...

<http://microsoft.com/ITShowcase/Productivity>

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