



Forward Thinking, High Achieving.



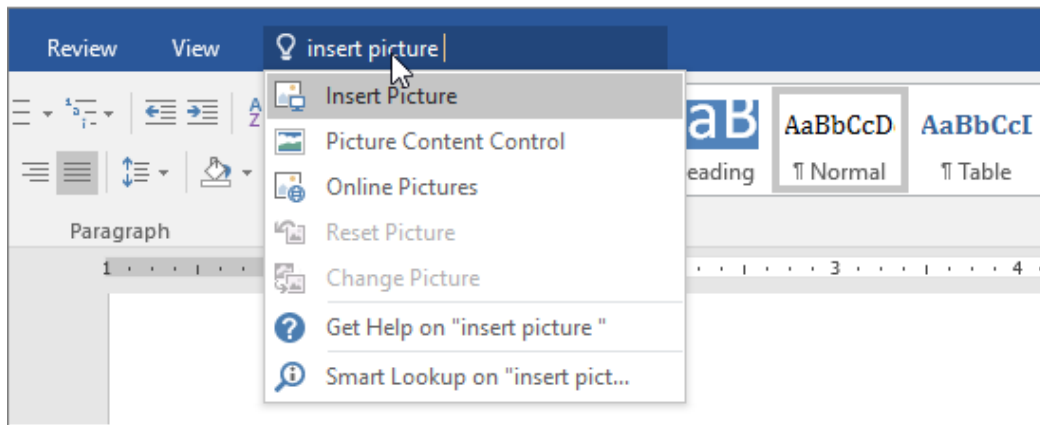
New Features for Microsoft Office 2016

Word



Do Things Quickly with “Tell me what you want to do”

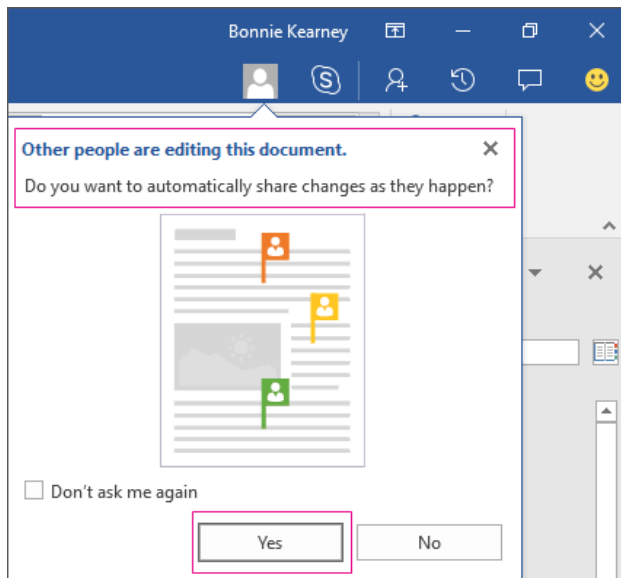
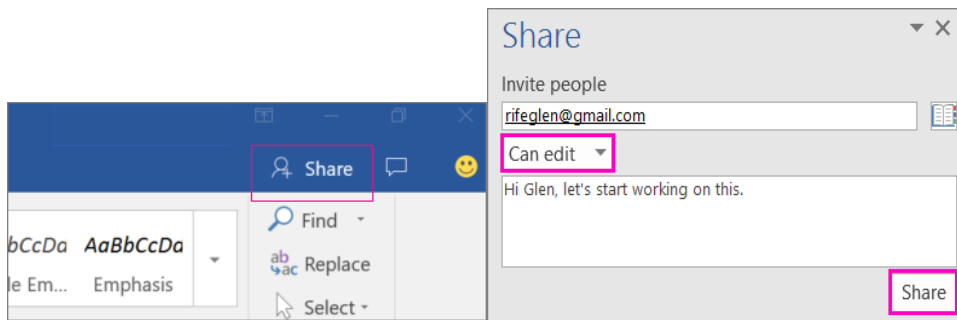
Look at the top middle of your Word document and you will notice below the title of the document a light bulb with “Tell me what you want to do”. This is a text field where you can enter words and phrases about what you want to do next and quickly get to the features you want to use or actions you want to perform. Once you start typing a list of options will appear. This can be a useful tool to find out how to do various different things in Word like formatting, inserting graphs, or countless other hard to remember features of Microsoft Word.



Work Together In Real Time

If you store your documents online with OneDrive or SharePoint, and you share it with colleagues who also use Word 2016 or Word Online, you can view every edit or change made to

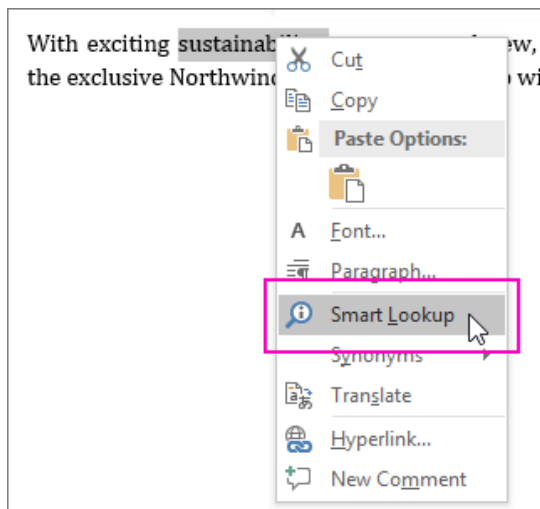
that document as they happen. After you save the document online, click **Share** to generate a link or an email invitation. When you co-workers open the document and agree to automatically share changes, you'll see their work in real time.

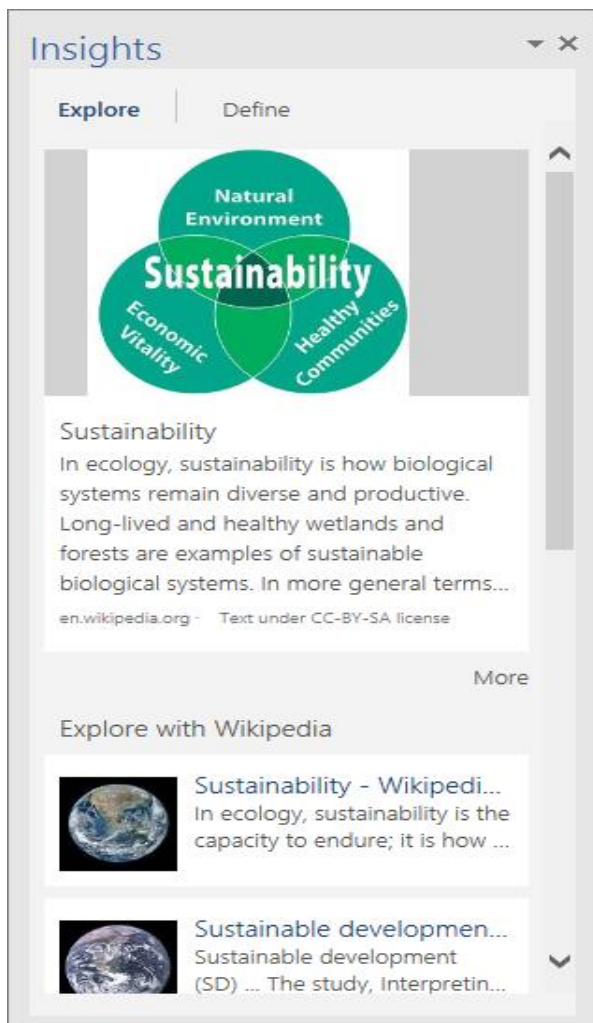


If you would like to learn more about this feature Ctrl + Click the following text [Collaborate on Word documents with real-time co-authoring](#).

Discover more with Smart Lookup

Smart Lookup is a powerful tool that uses Bing to search any term in the Word document. When you select a word or phrase, right-click it, and choose **Smart Lookup**, the insight pane opens with definitions, Wiki articles, and top related searches from the web.



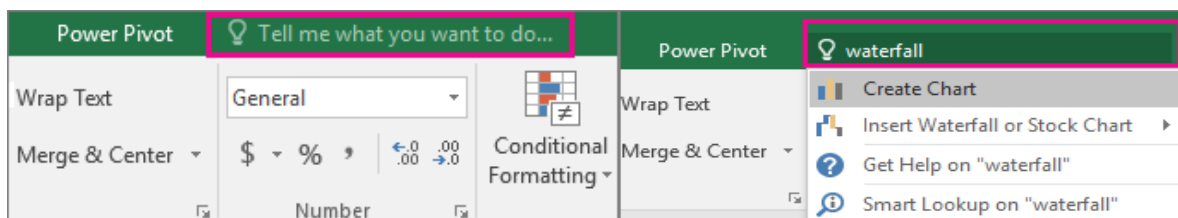


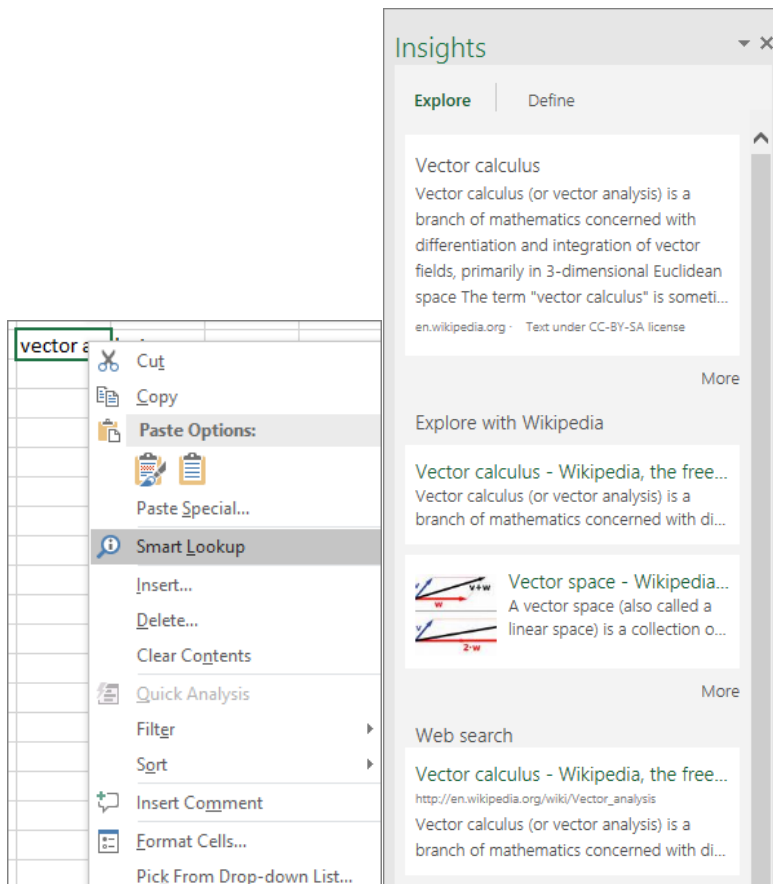
Here is a link that has specific training on Microsoft Word for Android, iOS, Mac, and Windows:

<https://support.office.com/en-us/article/Word-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?ui=en-US&rs=en-US&ad=US>

Excel

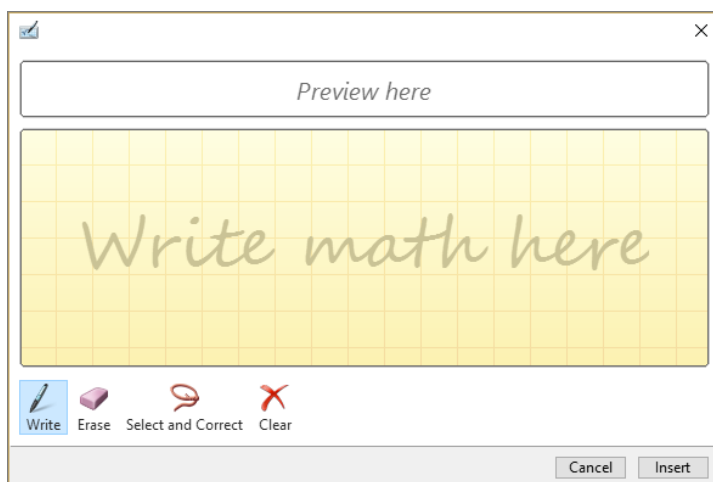
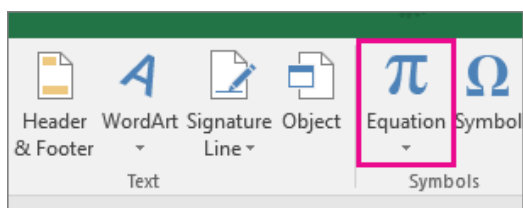
Just like with Microsoft Word you can use the **Tell Me** feature to enter words and phrases related to what you want to do and quickly get to features you want to use or actions you want to perform. You can also choose to get help related to what you're looking for, or perform a **Smart Lookup** on the term you entered.





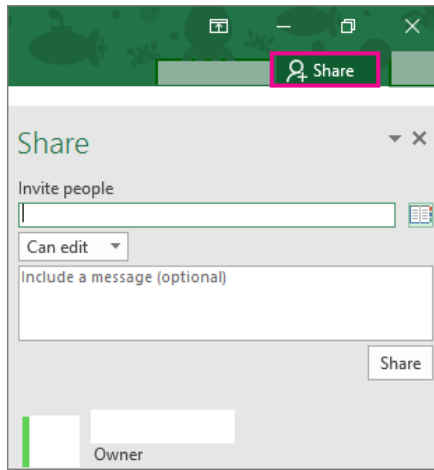
Ink Equations

Cannot find the right excel formula but you know how to write it, now you can use Ink Equations. Go to Insert > Equation > Ink Equation, any time you want to include complex math equations in your workbook. If you have a touch device, you can use your finger, mouse, or a touch stylus to write math equations by hand, and Excel will convert it to text.



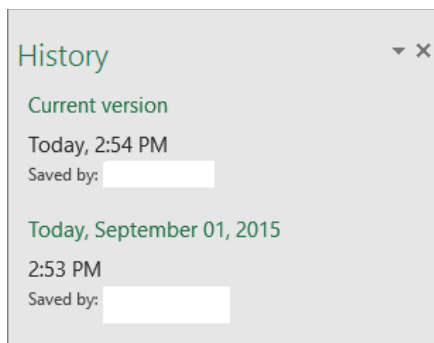
Simple Sharing

Choose **Share** on the top ribbon and you can share your spreadsheet with others on SharePoint, OneDrive, or OneDrive for Business. These changes bring together two key aspects of collaboration: who has access to a given document and who is currently working with you on the document.



New and Improved Version History

Now you can go to File > History to see a complete list of changes that have been made to your workbook and access earlier versions.



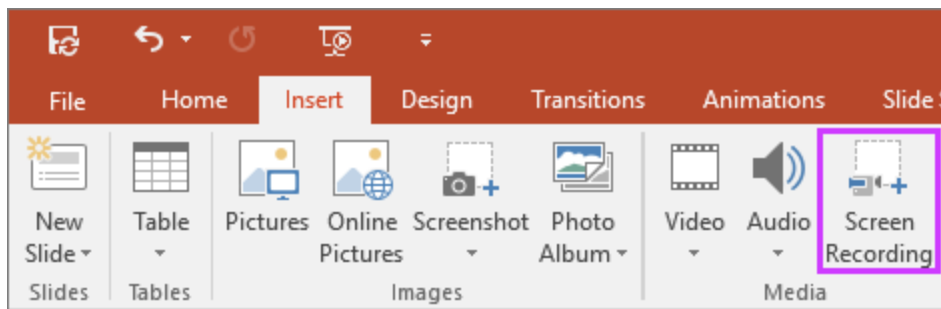
PowerPoint



You will notice a theme with these new additions to Microsoft Office 2016. PowerPoint also has the “**Tell me**”, **Smart Lookup**, **Share**, and **Ink Equations**, and **Version History** features found in Word and Excel. PowerPoint also has added Screen Recording and 6 new chart types.

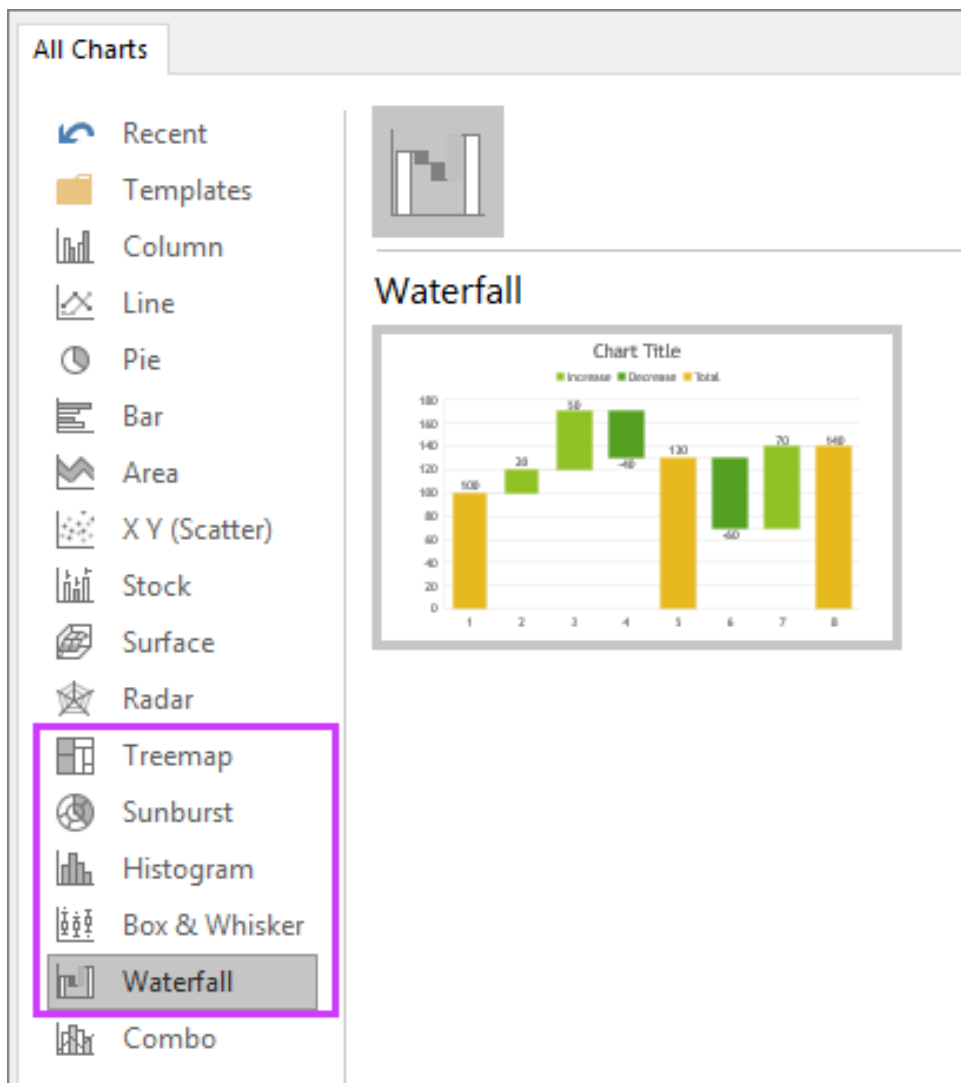
Screen Recording

This new feature allows you to insert screen recording into your PowerPoint presentations with just a few clicks away. Just set up whatever you’d like to record on your screen, then go to **Insert > Screen Recording**, and you’ll be able to select a portion of your screen to record, capture what you need, and insert it directly into your presentation in one seamless process.



Six New Chart Types

These new charts allow you create some of the most commonly used data visualizations of financial or hierarchal information or for revealing statistical properties in your data. When you go to **Insert > Chart** on the top ribbon, you'll now notice six new options that are especially well suited for data visualization: **Box and Whisker**, **Treemap**, **Sunburst**, **Histogram**, **Pareto**, and **Waterfall**



Additional Links to Help you with Microsoft Office

If you would like some training on Microsoft Office please visit the [Office Training Center](#). This will give you a refresher or introduction to the Microsoft Office suite and what it has to offer to make you more productive with the technology available.

Quick start Guides - <https://support.office.com/en-us/article/Office-2016-Quick-Start-Guides-25f909da-3e76-443d-94f4-6cdf7dedc51e>

What's new in Office 2016 - <https://support.office.com/en-us/article/What-s-new-and-improved-in-Office-2016-for-Office-365-95c8d81d-08ba-42c1-914f-bca4603e1426?ui=en-US&rs=en-US&ad=US>

Office training center - <https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>