Office

Microsoft Office 2016
## Product Guide

Contents

The new Office.

Office 2016 is the latest addition to Office 365—a subscription service that helps people do their best work, together. You may already use Office every day, but this new release is an upgrade you won't want to miss! It's made for teamwork, perfect for Windows 10, and full of new features that work for you.

Built for Teamwork

Co-authoring

Get everyone on the same page using co-authoring in Word, PowerPoint and OneNote. Co-authoring is available for documents shared on OneDrive, OneDrive for Business or SharePoint Online and allows multiple people to simultaneously edit the same document. Real-time typing in Word lets you see where others are typing in a Word document and view their edits as they make them.
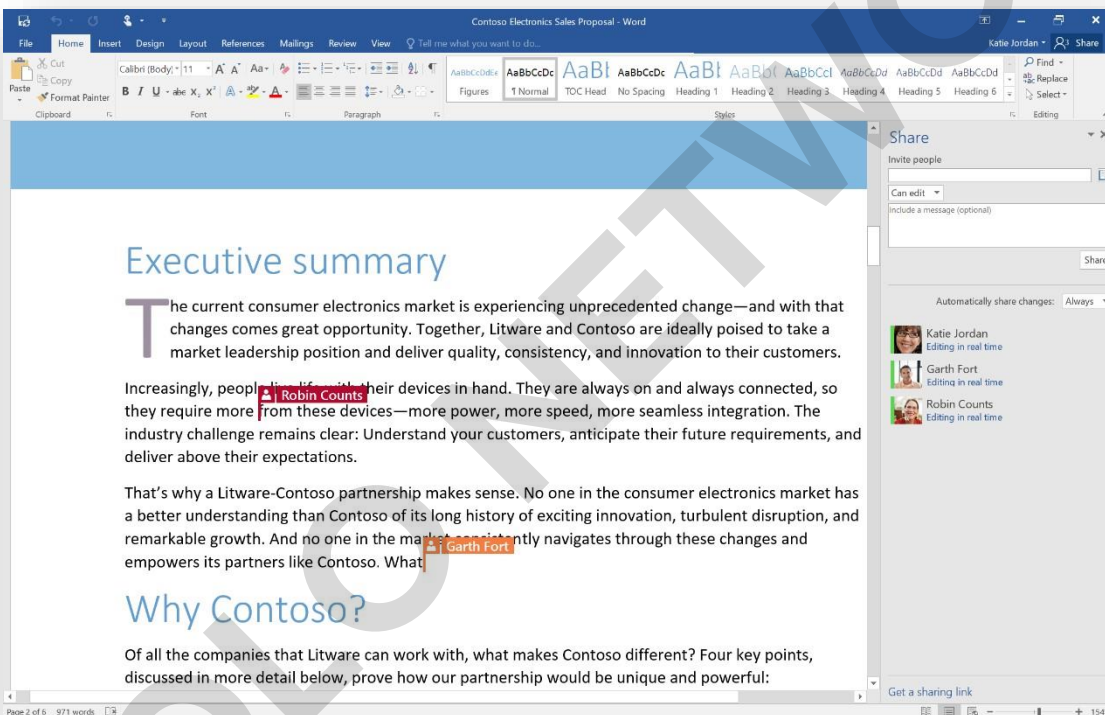
Available today in
■ Word ■ PowerPoint ■ OneNote

Real-time typing is available when working in Word documents shared from OneDrive, 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, OneDrive for Business and SharePoint Online sites in either Office 2016 or Office Online.

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.

Simplified Sharing

Simplified sharing lets you quickly and easily invite others to review or edit your document using the new Share button located on the Ribbon in Word, PowerPoint, or Excel doc. The sharing pane lets you see who has access to a given document, invite others or change access permissions to your document and see who is currently working within the document. You can even instant message or call someone with a quick question with Skype for Business integration across the Office apps.

Available today in

■ Word ■ PowerPoint ■ Excel

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.

Improved Version History

Improved version history allows you to view or go back to earlier drafts of your documents so that you can edit and share your documents with confidence. Version history may be maintained for documents stored on OneDrive for Business or SharePoint Online.

Open a previous version

1. On the File tab, select History. The History tab opens to the right of the document.

   If you do not see History on the File tab, your document is not saved to the cloud or to a location that has version history tracking enabled.

2. On the History tab, select the version of the document you want to review.

Shared Notebooks

OneNote shared notebooks provide a centralized place to share all project information including photos, videos, drawings, typed or hand-written notes, screen clippings, and web pages.   Work together in the same notebook and OneNote will sync changes. With powerful search anyone can find just what they're looking for quickly.
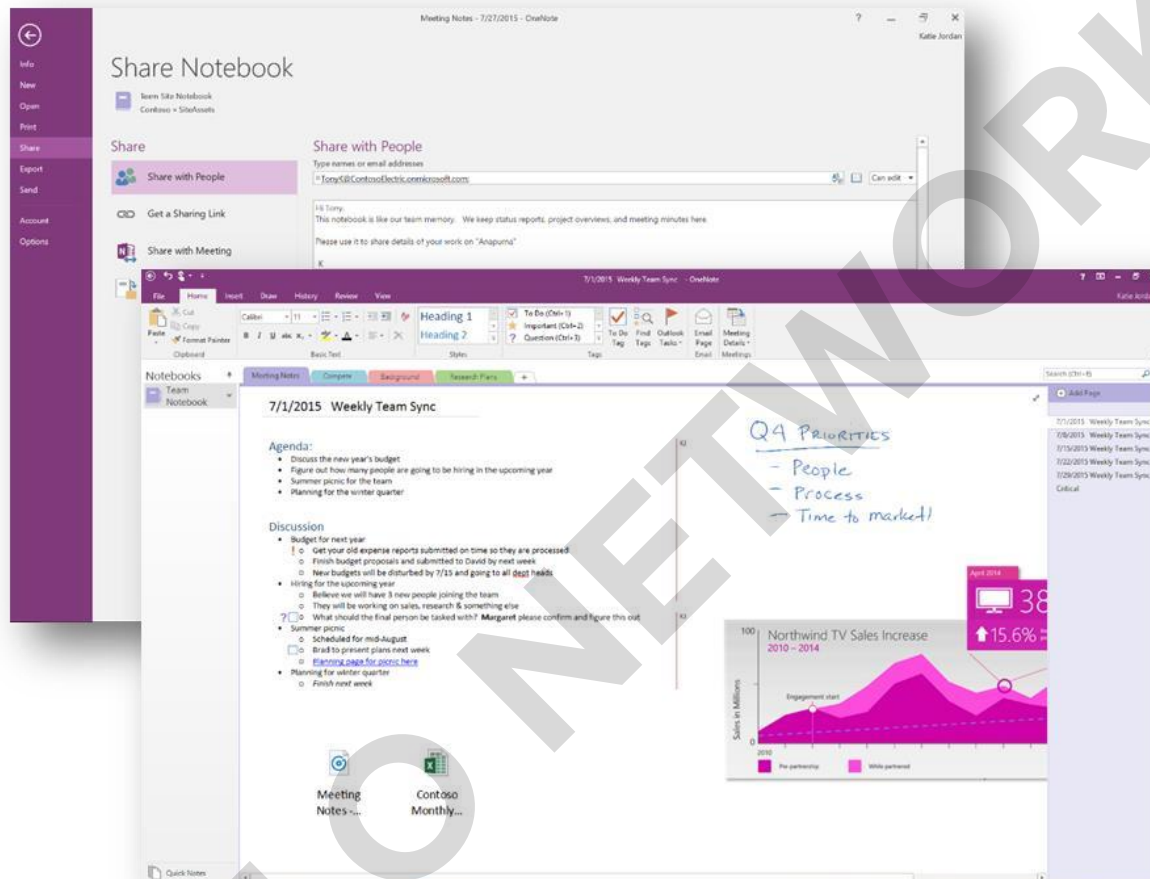
Create a Team OneNote Notebook

1. On the File tab, select OneDrive or OneDrive for business, and then select New and enter the name of your notebook (e.g. Alpha Team). Click the Create notebook button.

2. To add team member, go the File tab and click Share and enter the email addresses of those with whom you will share the notebook. You may add an optional message.

3. Click Share and OneDrive will send sharing notifications to those team members you identified.

Use the Insert tab in the Ribbon to add files, images, links and even recordings.

Modern Meetings

Need to ping someone with a quick question? Use Skype for Business to see if they are available and connect with them via an instant message to get a timely response. Easily add voice, video, and screen sharing as the conversation evolves.
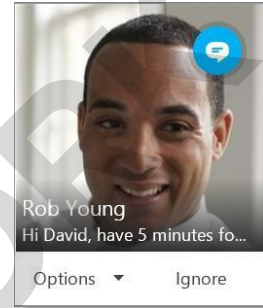
Can't get everyone together in the same room? No problem. Use Skype for Business HD video conferencing, co-authoring, and desktop sharing for a modern meeting experience.
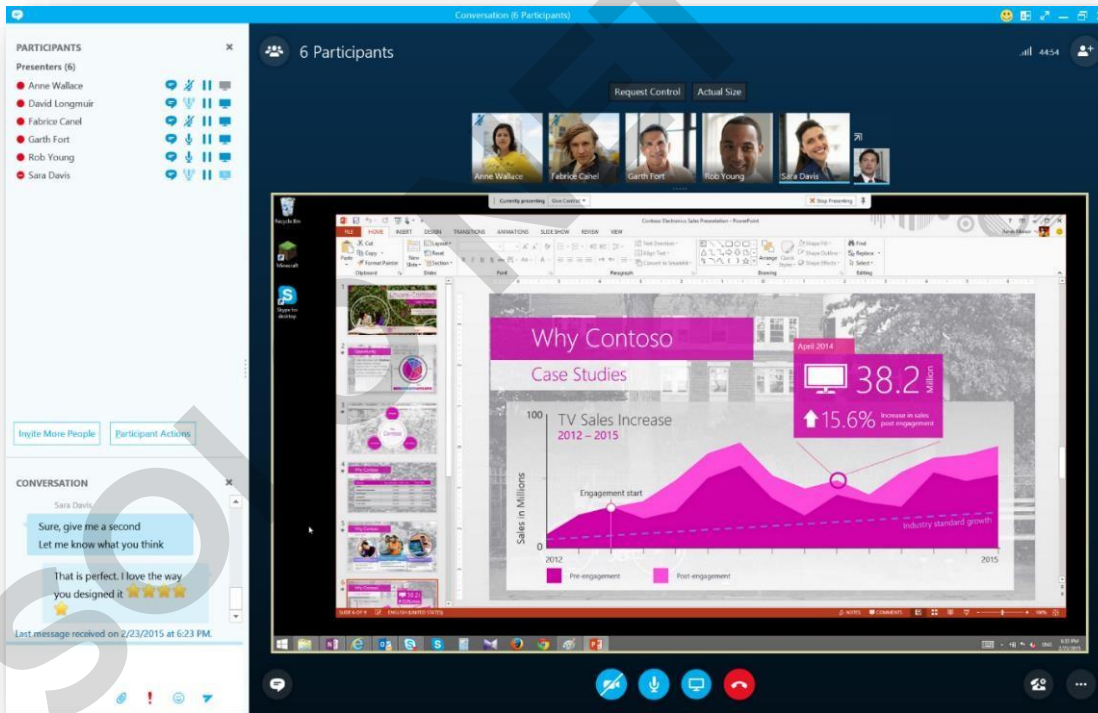
Quick Tips

- Be sure to sign in with your organization credentials (e.g. Office 365 credentials), not your Skype name or Microsoft Account.
- Use the search box to find people in your organization who use Skype for Business. To keep them handy, right click them and choose Add to Contacts List.
- If you want to keep it short with an instant message; just double click on someone in the Contacts list and start typing.
- To call someone, hover over their name in the contacts list and click Call > Skype call.
- Click the video button while in an IM or call to get a face-to-face experience. .
- Schedule Skype Meetings from your Outlook calendar by clicking New Skype Meeting in the Ribbon and set up the meeting invite as you normally would. All recipients will be provided the Join Skype Meeting link. From any conversation, click the present button to show your desktop or PowerPoint presentation.

Office for all of your devices

Enjoy full fidelity viewing and editing of Office documents across Windows, Android, and Apple devices. Review, edit, analyze, and present with a consistent, familiar user experience optimized across device types.

Get Office for your Device

Get Word, Excel, PowerPoint, Outlook OneNote, Skype and OneDrive for Business applications on your mobile device.

iPhone | iPad | Android Phone | Android Tablet | Windows 10 Tablet

Perfect with Windows 10

Windows Hello

Who doesn't like a friendly hello? Your Windows 10 device greets you by name and lights up in your presence – an experience guaranteed to make you smile every time. With Windows Hello* you can log into your PC and Office 365** with a simple look or a touch – no need for a password anymore. It's secure so you can feel confident that you – and only you – can unlock your device.

 *Windows Hello requires specialized hardware, including fingerprint reader, illuminated IR sensor or other biometric sensors.

* You might be asked to add a PIN before you can set up Windows Hello.

**For certain configurations, additional authentication steps may be required.

Using Hello

- Configure Windows Hello
    - o Go to Start ⊞, then select Settings > Accounts > Sign-in options to set up Windows Hello. Under Windows Hello, you'll see options for face, fingerprint, or iris if your PC has a fingerprint reader or a camera that supports it. Once you're set up, you'll be able to sign in with a quick swipe or glance.
- Sign in to Windows Hello with your Microsoft Account ("MSA") or Office 365 work or school account
- Once you boot Office, you will be automatically signed into your account

Cortana and Office 365

Cortana is your truly personal digital assistant, working across all your Windows 10 devices to help you get things done at home, at work and on the go. By learning more about you over time, Cortana becomes more useful every day, staying transparent and keeping your trust.*

Cortana gets even better as she connects to your Office 365 business account, making it easy for you to quickly glance at your day, know what's next and take action. She can even help you prepare for upcoming meetings, surface related files, take notes, and get proactive insights about important people so you stay on top of your world.

*Cortana is available in select markets, experience may vary by region and device.

Using Cortana with Office 365

- First, your company needs to select the First Release option in the Office 365 Admin

Center Connect Cortana to your Office 365 account for a richer experience:

  o Click on Cortana's notebook icon and then click on "Connected Accounts". If you have an O365 Business account, it will prompt you to sign in. (Cortana will respect the authentication experience by your company)

  o To use Cortana in Office 365 scenarios, you must set up the Windows 10 Mail and Calendar app with Office 365.

Once signed in to your Office 365 business account, your Cortana experience gets even richer. She becomes your one-stop shop, bringing together all your relevant business information so you can stay on top of your day.

For example: if you are preparing for a team meeting, Cortana will pull the meeting time, location from the mail & calendar app, get the recent PowerPoint presentation you collaborated on from OneDrive for Business, and connect you to the Skype meeting.

Office Mobile Apps on Windows 10

The Office mobile apps are perfect for on-the-go productivity on Windows 10 tablets and phones. Touchfirst Word, Excel, PowerPoint and OneNote apps help you do great work anywhere, anytime, with documents in full fidelity across all your Windows 10 devices. Every new phone and small tablet running Windows 10 comes pre-installed with Office mobile apps, so you can be productive right away.
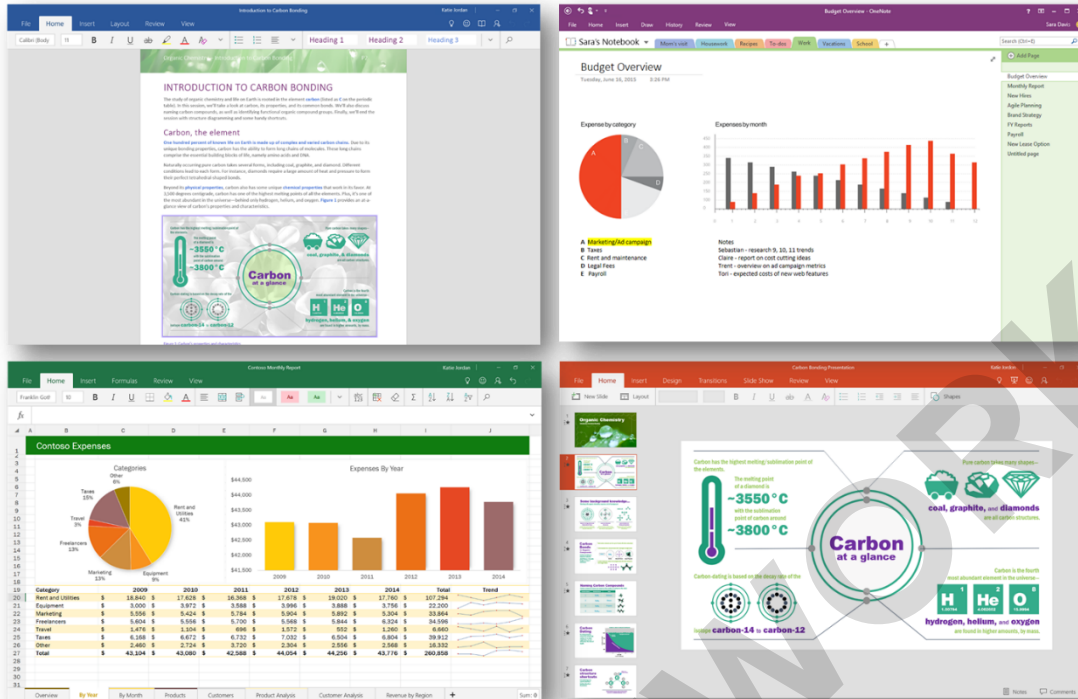
Using the Office mobile apps (Word, Excel, PowerPoint, OneNote) on Window 10 tablets and phones For Word, Excel, and PowerPoint:

1. Click on the Word, Excel, PowerPoint apps

2. Sign in to the apps

   ☐ Commercial users must have a qualifying Office 365 subscription to get commercial use rights and unlock creating and editing in the Office apps. A list of qualifying Office 365 subscriptions can be found at https://products.office.com/office-resources

3. You are all set! You can start viewing, reviewing, editing and creating documents right away.

For OneNote:

1. Click on the OneNote app, preinstalled on your Windows Start Menu

2. Sign in with an MSA to get access to the full OneNote experience across devices of all sizes

   ☐ Commercial users must add an Office 365 account to get commercial use rights and to use OneNote with OneDrive for Business and SharePoint. To add an Office 365 work or school account, go to
   Settings > Accounts and click the "Add account" button. A list of qualifying Office 365 subscriptions can be found at https://products.office.com/office-resources

3. You are all set! You can start viewing, reviewing, editing and creating notebooks right away.

Continuum

Experience PC-like productivity on your Windows 10 phone with Continuum*. On select Windows 10 premium phones, you can use a Continuum-compatible accessory to project, even wirelessly, to any monitor**. You can even connect to a mouse and keyboard to use your phone like a PC for getting things done*. With the Office apps***, you can project, create and edit your presentation or sales budget from your phone to a monitor while using the same phone to take notes with the OneNote app during the meeting.

 *Availability of premium Windows phones starting in fall 2015. Timing varies by market and by carrier.
 **Available only on select Windows 10 premium phones. External monitor must support HDMI input.   Requires a Continuum-compatible accessory.
***Office 365 subscription required.

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Works for You

Modern attachments

Outlook now includes a list of your most recently used Office documents in the Ribbon or so that you can quickly find a document you want to attach to your email by picking it from the dropdown options.

For files saved in OneDrive, OneDrive for Business or SharePoint, you have the option to share them as an "Edit" or "View only" link instead of as a traditional attachment, so that everyone can work on one copy of a document instead of several. Recipients receive a link to the document and cloud-based attachments behave like traditional attachments and can be filtered as attachments.
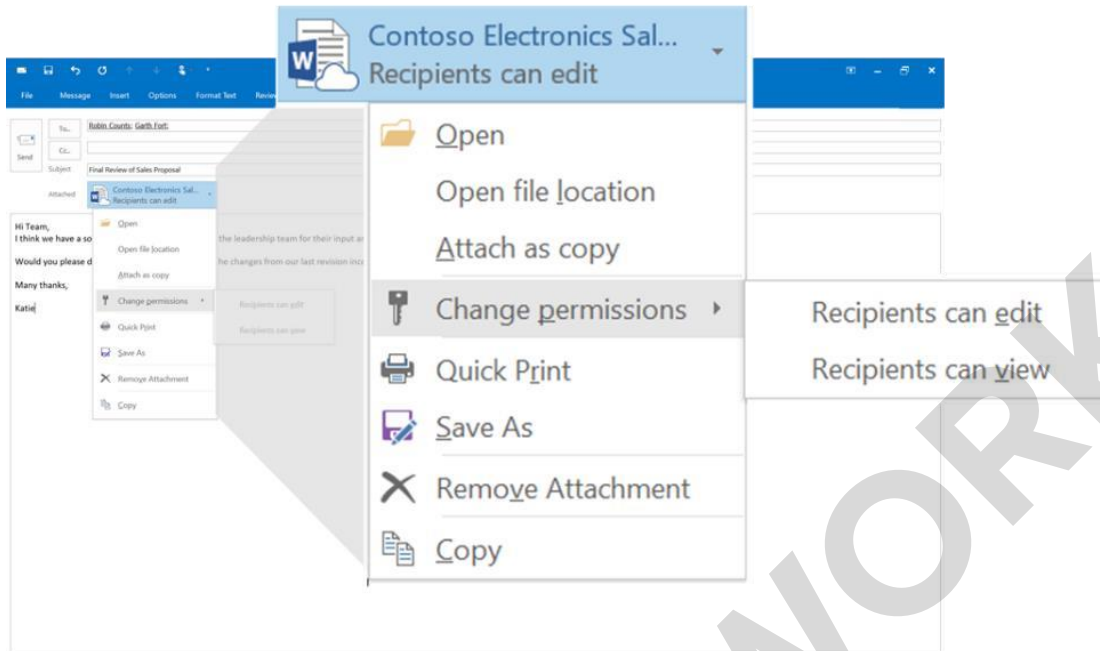
Attach files in the cloud to your Outlook messages

1. In your new email or appointment message, select Attach File.

2. In the Recent Items list, select a file stored in the cloud to attach to your message. Files stored in the cloud are designated with a cloud on the document icon in the Recent items list.

3. To attach more files, select Attach File again.

4. After you have attached the files you want, send your message.

5. Outlook will automatically configure Edit permissions for email recipients for documents stored in OneDrive, OneDrive for Business, and SharePoint online. You may change permission to view by selecting the dropdown menu on the attachment and click Change permissions and choose Recipients can view.

Clutter and Focused Inbox

Outlook's new Clutter feature helps you get through your Office 365 email faster. Clutter learns how you prioritize your email and then puts low priority messages into a separate folder – giving you a daily summary to make sure you don't miss a thing. And when you're on the go, the Outlook mobile app's Focused Inbox helps you quickly triage your mail – putting lower priority emails into a separate view. The messages are only a swipe away, but the increased focus makes all the difference when you're working through mail on a small screen.
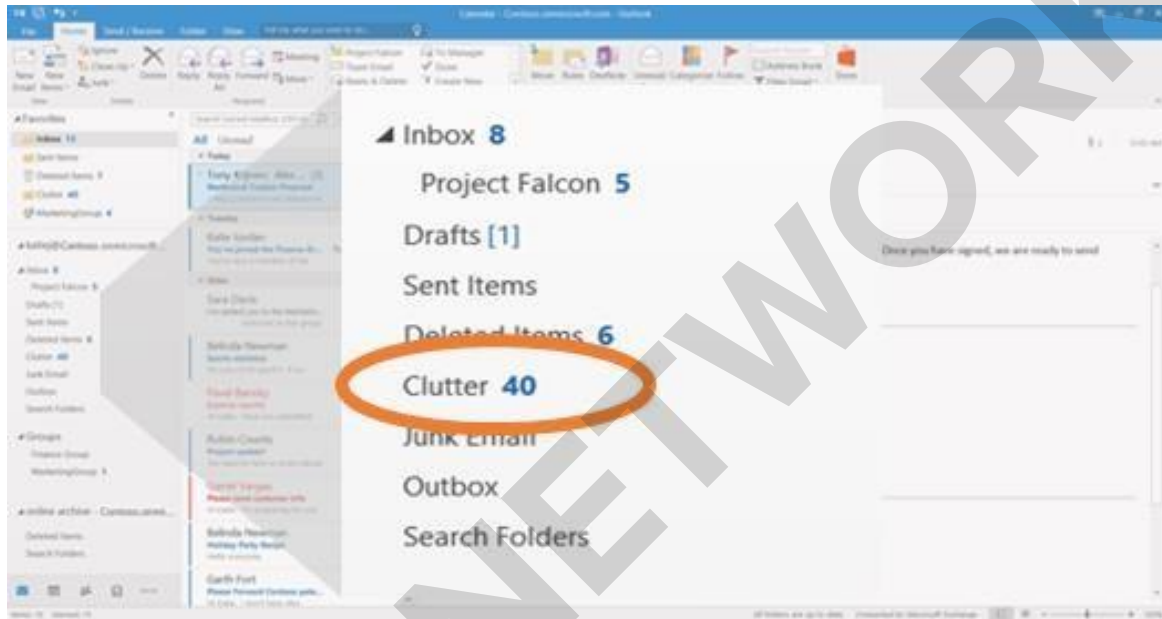
You configure your Clutter preferences through Outlook on the web—note that in Outlook for the desktop, if you select Manage Clutter, it takes you to the settings page in Mail in Outlook on the web.

Turn Clutter on

You need to turn on Clutter in Outlook on the web before you can use it in the Outlook desktop app.

1. In a browser, go to https://portal.office.com, and sign in with your Office 365 credentials.

2. Select the app launcher ⊞ , and then select Mail.

3. At the top of the page, select Settings > Options.

4. In the Options sidebar, select Mail.

5. Select Clutter, select the Separate items identified as clutter button, and then select Save.

When you return to the Outlook desktop program, you will see a new folder named Clutter.

Office Themes

Choose one of the new Office Themes that's right for you. The Dark Gray theme provides a high contrast look and feel that's easy on the eyes, the colorful theme offers a modern and fresh look and the white theme provides a traditional Office look.
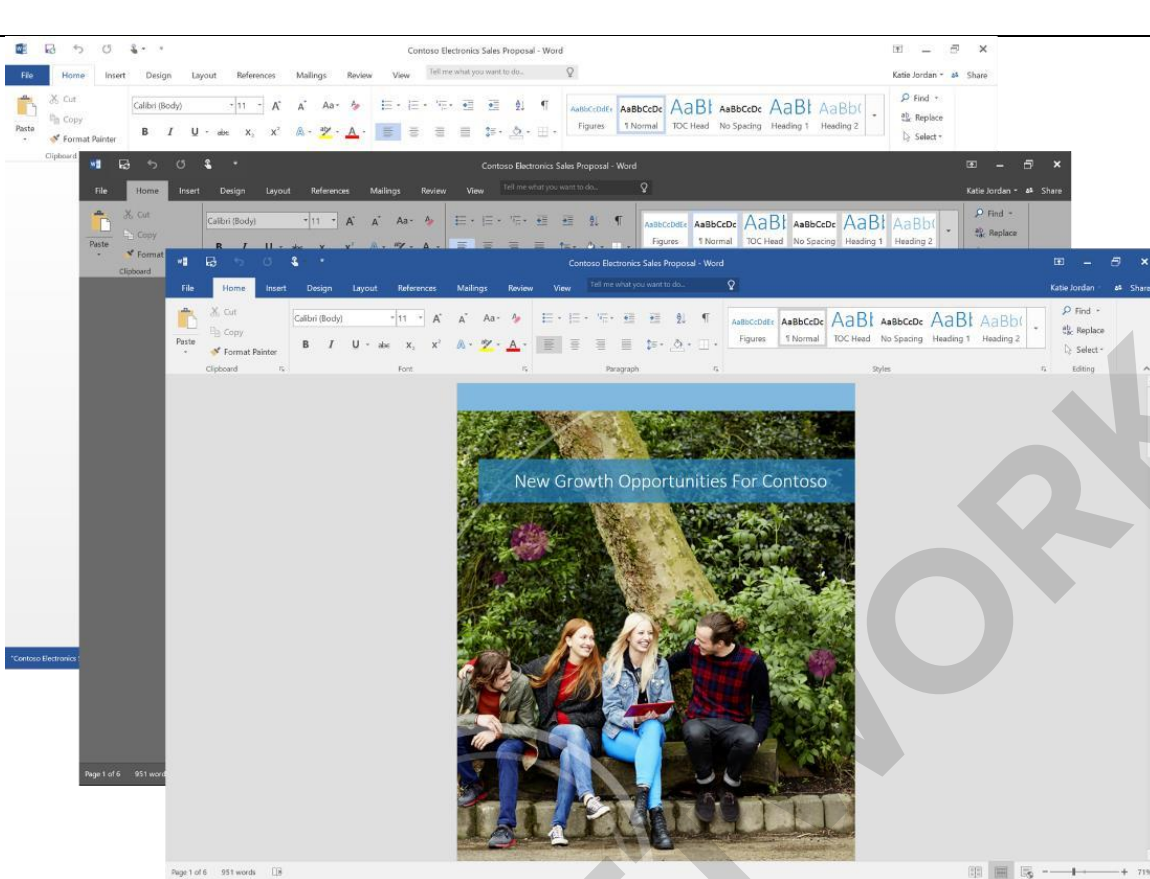
■ Word ■ PowerPoint ■ Excel ■ OneNote ■ Outlook ■ Access ■ Publisher

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.

The theme you choose will be applied to all of the Office 2016 desktop applications

Tell Me

Find the right command, fast. Just type the word and Tell Me takes you directly to the feature you need. For example if you type "new image," "add pic," or even just "pic," Tell Me will display the Insert Picture command.
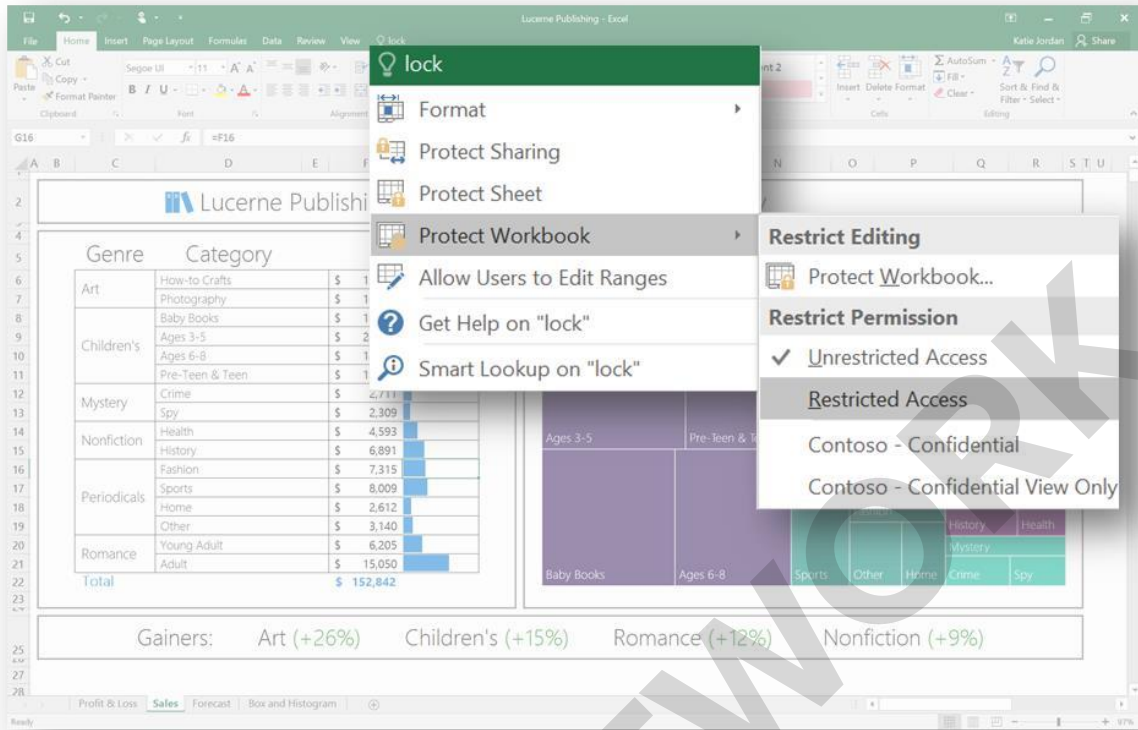
Available today in:

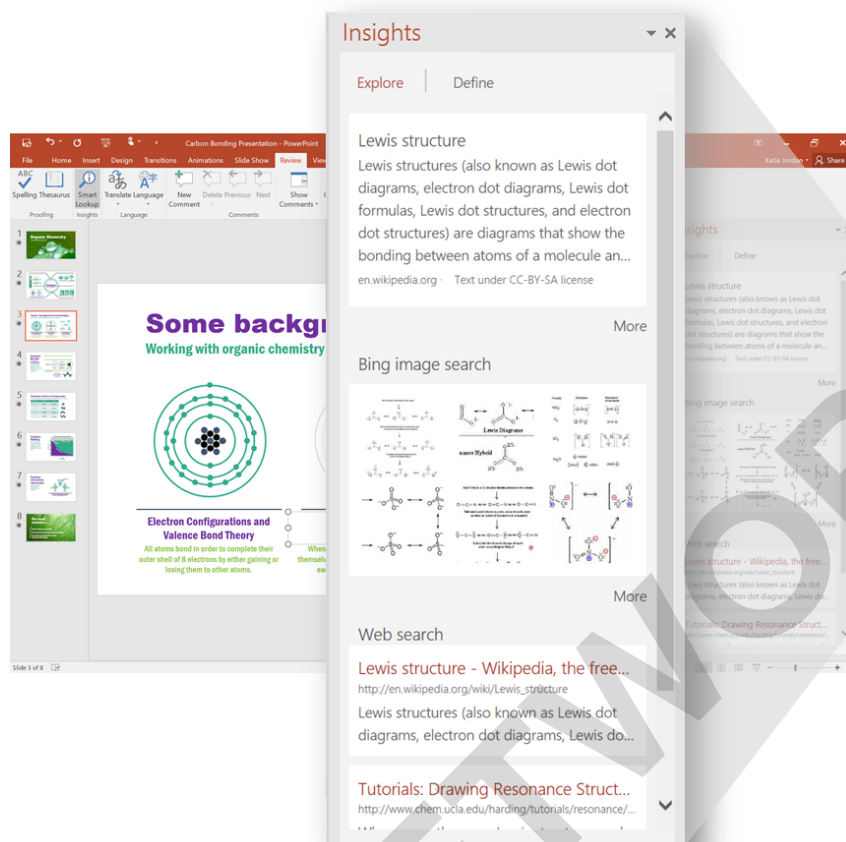■ Word ■ PowerPoint ■ Excel ■ Outlook ■ Access

Using Tell Me

1. At the top of the ribbon, type what you are looking for in the Tell Me box. As you type, possible results are shown.

2. Select the result that applies to your task.

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 Tell Me.

Smart Lookup

Smart Lookup lets you explore and fact-check terms contained in email and documents without leaving your Office app. Smart Lookup is powered by Bing and uses the selected text and surrounding content to give you contextually relevant results.

Available today in:

■ Word ■ PowerPoint ■ Excel ■ Outlook

Using Smart Lookup

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

2. Do one of the following:

- Right-click the word or phrase, and then select Smart Lookup on the menu that appears.

- On a touchscreen device, press and hold the word or phrase, and select the arrow at the right edge of the floating formatting toolbar. On the menu that appears, select Smart Lookup.

- On the ribbon, on the Review tab, select Smart Lookup.

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

Roaming documents

Easily switch from one device to the next without missing a beat. With cloud integration, the Office apps know which documents you were working on last and even where you left off in the document. As an added

bonus, you can read and edit Word, Excel, PowerPoint and OneNote documents in a web browser if they're stored in an online location like OneDrive, OneDrive for Business, or SharePoint Online.
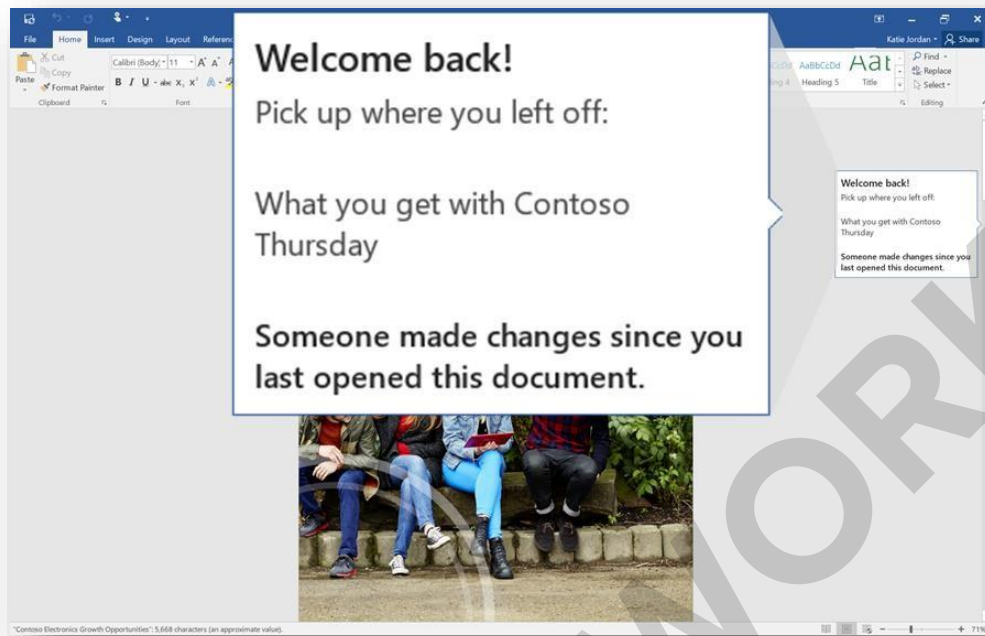
Available today in

■ Word ■ PowerPoint ■ Excel ■ Outlook

Using roaming documents

In any of the Office programs, go to File > Save As > Add a Location, and then pick your team site, OneDrive for Business, or OneDrive location and sign in. Once you've picked the location, it's always listed in the places available to save a document.

Customers get 1TB of OneDrive or OneDrive for Business storage with their Office 365 subscription. OneDrive also offers 15GB of free storage when you create a Microsoft account at OneDrive.com.

New chart types in Excel

Excel 2016 has added six new chart types that are great for visualizing financial or hierarchal information, as well as revealing statistical properties in your data. New chart types include: Waterfall (financial), Histogram, Box and Whisker, Pareto (statistical), Treemap and Sunburst (hierarchical).
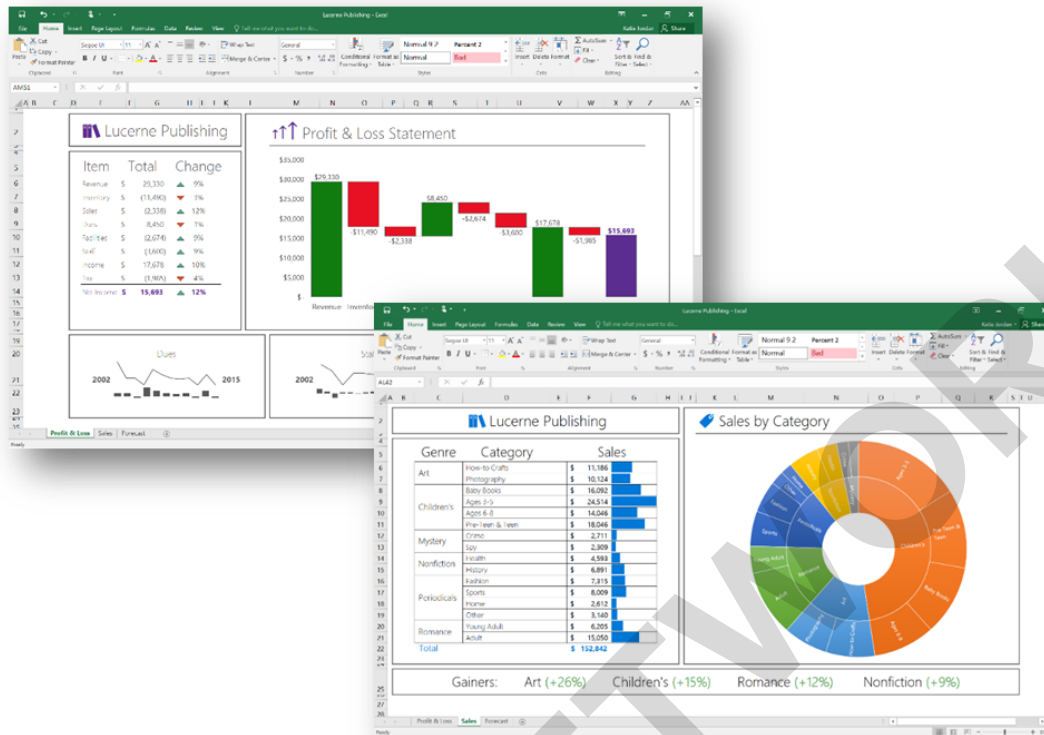
Using new chart types

The New Chart types are available on the Insert tab in the Excel ribbon. The applicability of any chart type is dependent on your data set. The new Chart types are:

Waterfall—quickly illustrates the line items in your data. A waterfall chart is effective at showing the running total as values are added or subtracted.

Pareto—sorts the frequency of the most prevalent issues and adds a Pareto line that shows the additive contribution of each issue as you move along the horizontal axis.

Treemap—is the ideal visualization for your sources of revenue, because it provides a hierarchical view of your data and an easy way to compare categories.

Histogram—commonly used in statistics, automatically displays the frequencies within a distribution.

Box & Whisker—shows a distribution, highlighting the range, quartiles, mean, and outliers.

Sunburst—shows the full hierarchy of groups, so it is easy to spot the largest contributing segments.

One-click forecasting

Create forecast charts based on historical data with one-click forecasting. The Forecast Sheet button on the Data tab uses historical time-based data to create a forecast that predicts things like future sales, inventory requirements, or consumer trends. This new capability uses an industry standard Exponential Smoothing (ETS) algorithm to give you quick and reliable forecasting data.
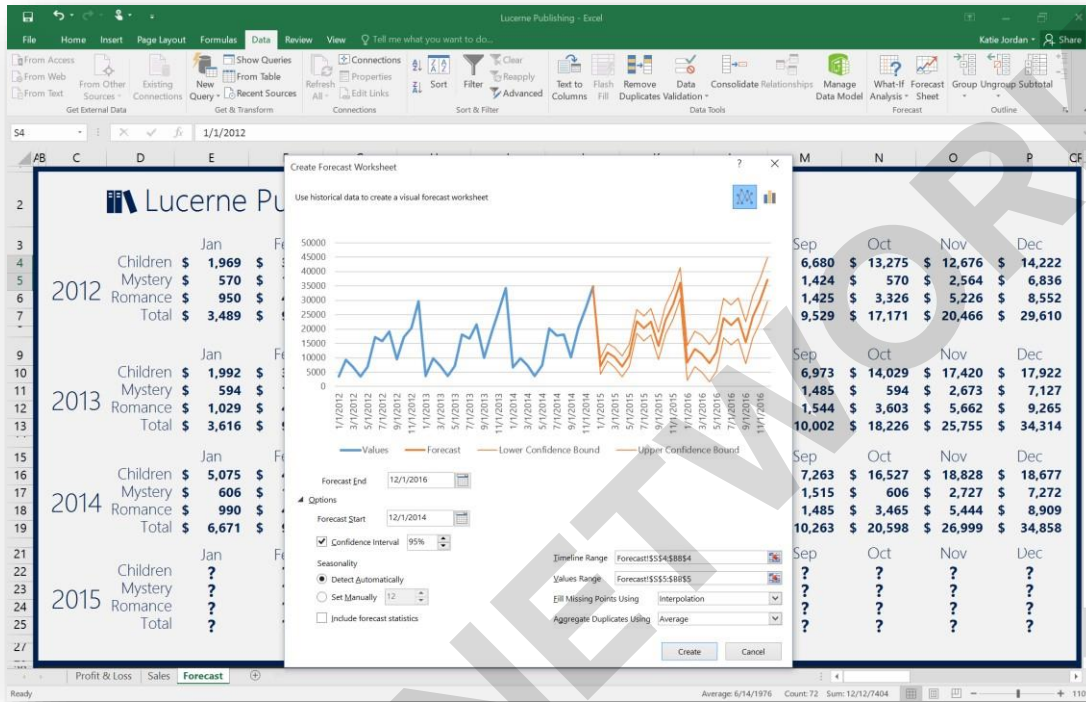
Using Forecast

1. Click Data > Forecast Sheet.

2. In the Create Forecast Worksheet box, pick a line chart or column chart for the visual representation of the forecast.

3. In the Forecast End box, pick an end date, and then click Create.

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