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
- 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.

3. 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.

![Smart Lookup](image1)

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.*

![Insights](image2)

*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.

Changing your theme

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

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

![Chart Types](image)

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.


3. 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.
Attaching files to email

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

For more information

For additional information regarding Office 2016 for Windows:

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

https://support.office.com/en-us/article/Office-2016-Quick-Start-Guides-25f909da-3e76-443d-94f4-6cd7dedc51e

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