What’s New with Office 2016?

Find Answers Fast with the New “Tell Me” Box

Office 2016 has added a Tell Me box in the center top of the program title bar. When you need help trying to figure out how to project your screen to a second monitor, or create a graph in Excel, simply type in your question. Microsoft will find what you are looking for and even show you which menu it is located in.

Smarter Office Menu Options

Saving, opening, and browsing for files is easier in Office 2016. In Word, use the Browse option to find a document you were working on yesterday or even last week. The Open and Save As tabs have also been improved to eliminate confusion when you are trying to save files to your computer.
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Strengthen Your Work with Smart Lookup

You may recall Smart Lookup was available in previous versions of Word. Microsoft has now added this handy feature to Excel and PowerPoint. Smart Lookup helps you learn more about your content by gathering internet information from sources like Wikipedia, Bing image search, and Oxford dictionary. The information is displayed in a right hand panel so you can browse the sources without having to leave the application. To access it, right-click on a word or phrase and select the Smart Lookup option from the menu. A panel with gathered information will appear on the right side of the screen. Smart Lookup can also be used in Excel to define equations or numerical values and provide more information about the formulas used to calculate your data.

Freshen Up Your Work with New Chart Templates

Office introduced several new charts that can be used to help visualize data and enhance your presentations. These new charts can be used in Word, Excel, and Powerpoint: Treemap, Waterfall, Sunburst, Histogram, Box and Whisker, and Pareto.