

What's New in Microsoft Office 2016

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, and PowerPoint.

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 will appear.



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 **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 about which you want to find information.
2. Do one of the following:
 - Right-click and then select **Smart Lookup**.
 - On the ribbon under the **References** tab, select **Smart Lookup**.

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

NOTE: If you are just looking up one word, you can skip highlighting and simply right-click on the word.

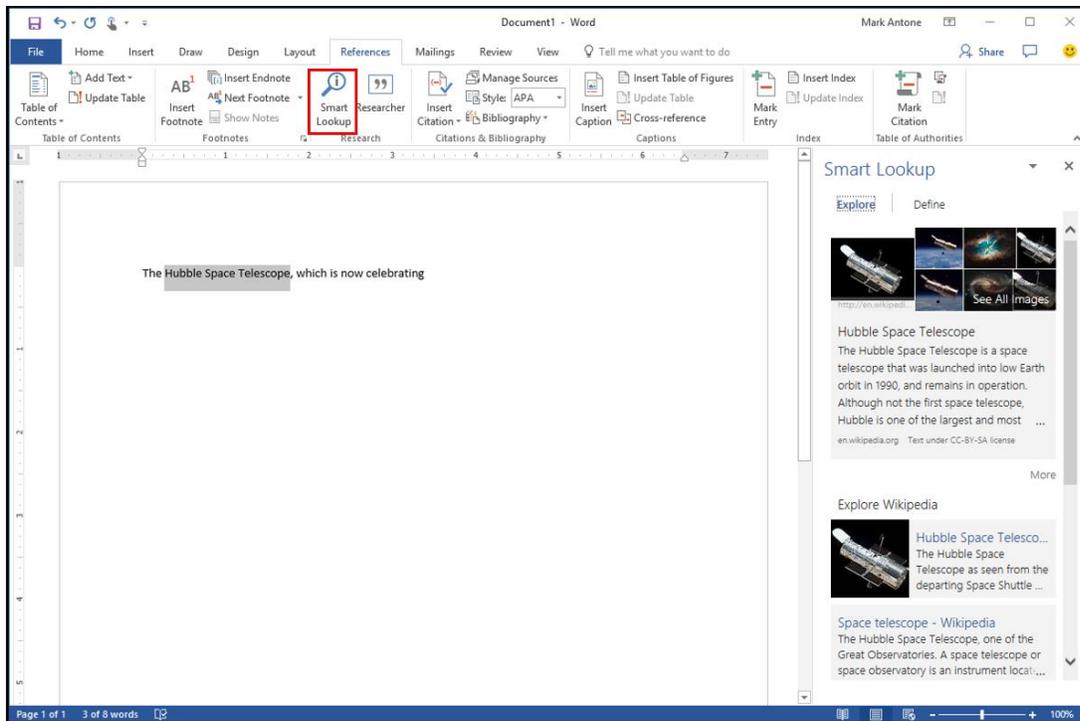


Figure 1. Contextual search results from Smart Lookup

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.

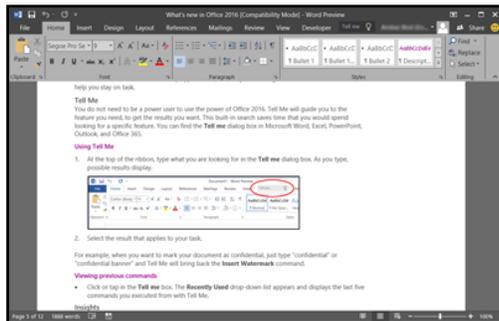


Figure 2. The Dark Gray theme



Figure 3. 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.

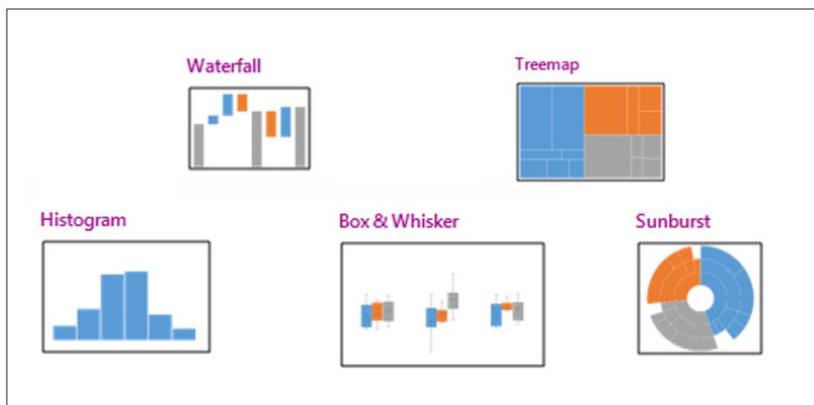
New, modern charts and graphs

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:

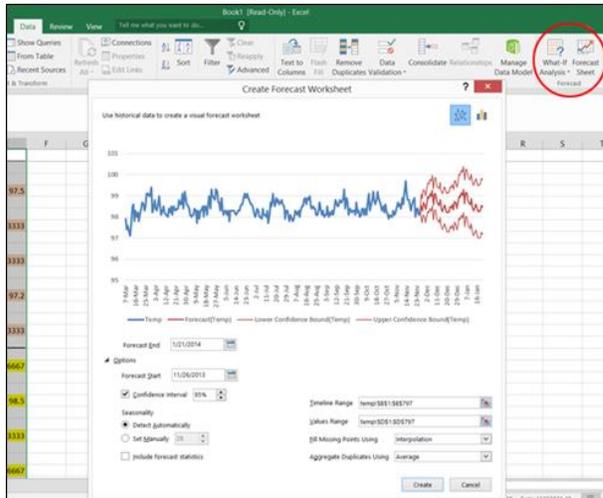


One-click forecasting

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 from 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.

Updated Backstage View

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

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