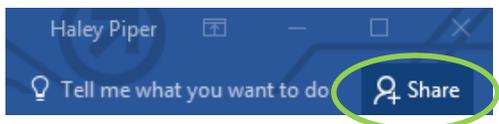




Built for Teamwork

See who else is typing: Co-authoring in documents shared on OneDrive or SharePoint happens in real-time, which means you can easily see where other authors are making changes in the same document that you're working in.

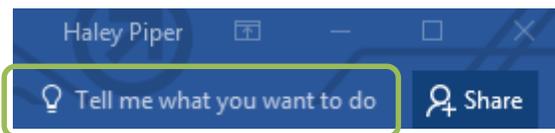
Sharing: The Share button can be found in the upper right corner of many Office applications, next to the Tell Me search. If you have already saved your document to OneDrive or SharePoint, simply click the Share button to invite others to access with levels of permission you set up. You can even include a message along with the invite.



OneNote: OneNote 2016 has all of the same features from 2013 that allows you to store and share information, now with a more colorful border. Some of the new capabilities allow you to insert videos into a page, take notes right on the web, send notes via email, and save screen shots using the Web Clipper.

Tell Me

The "Tell Me" feature in Office 2016 is another stab at a personal assistant in Office. Clippy was the first version of an assistant from 97 to 2003 and received poor reviews. The "Tell Me" feature is always there when you need it, but never a nuisance and conveniently located on the ribbon. Simply type into the Tell Me what you want to do and you will see a dropdown of available options.



Lync → Skype for Business

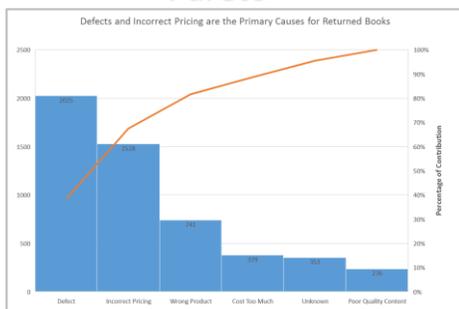
Lync is now Skype for Business. If you are already familiar with Skype, you'll quickly adapt to Skype for Business. Some of the functions of this powerful new program include real-time collaboration, recorded meetings, screen-share, annotated PowerPoints with up to 250 people and much more. The features of Skype for Business allow you to conduct professional interactions from anywhere.



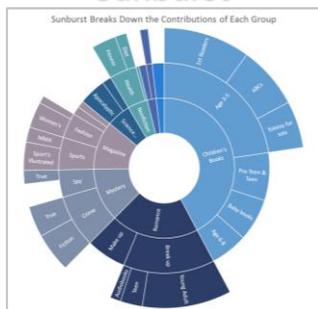
New Chart Types

Office 2016 provides new charts to be utilized in Word, Excel and PowerPoint. These highly anticipated charts allow more ways to explore data and share collected information with others in an easy to analyze visual. These six new charts include Waterfall, Histogram, Pareto, Box & Whisker, Treemap, and Sunburst. *Examples of new charts shown below.*

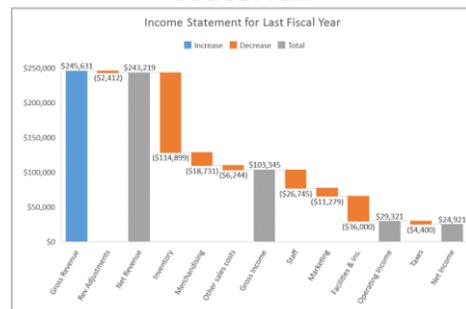
Pareto



Sunburst



Waterfall



Excel Data Conversion

It is now much easier to convert data into a table in Excel. In this example we will convert a table from Wikipedia into a table in Excel.

Copy the webpage URL that contains the data.

In Excel go to the Data tab > New Query > From Other Sources > From Web

Paste in the URL then click OK > (*Excel will give you a list of tables from the webpage*) Select the table you want to use then click edit > You can then remove rows and edit formatting to your specifications > Click close and load.

Now the table will appear in your spreadsheet. You can even right click on the table and select Refresh to update the table with any changes made on the webpage the information came from.

Rank	Country / Territory	Population	Date	Approx. % of world population	Source
1	China	1,372,070,000	September 14, 2015	18.9%	WT
2	India	1,277,100,000	September 14, 2015	17.6%	WT
3	United States	321,820,000	September 14, 2015	4.43%	WT
4	Indonesia	252,164,800	July 1, 2014	3.47%	WT
5	Brazil	204,897,000	September 14, 2015	2.82%	WT
6	Pakistan	190,905,000	September 14, 2015	2.63%	WT
7	Nigeria	173,615,000	January 1, 2014	2.39%	WT
8	Bangladesh	159,022,000	September 14, 2015	2.19%	WT
9	Russia	146,066,400	June 1, 2014	2.01%	WT
10	Japan	127,130,000	August 1, 2014	1.75%	WT

Country / Territory	Population	Date
China	1371960000	
India	1276810000	
United States	321779000	
Indonesia	252164800	
Brazil	204897000	
Pakistan	190850000	
Nigeria	173615000	
Bangladesh	158982000	

PowerPoint Screen Recordings

An exciting feature in PowerPoint 2016 is that you can create screen recordings. For example, you can record a portion of the screen with your voice as audio and play this back on a PowerPoint slide. This is a great new feature for showing tutorials on programs used in your office or showing off your company website, the skies the limit.

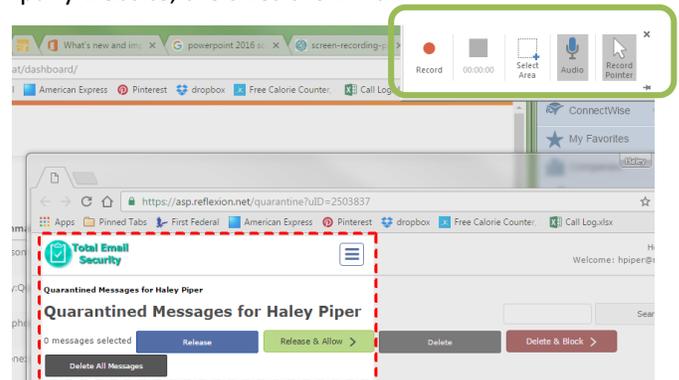
Insert Tab > Media Group > Screen Recording

Select the area of your screen you would like to record.

The recorded area will be surrounded with a red box.

Click the red record button to begin. You can also choose audio to add your voice.

When you are done recording press the Windows Key+Shift+Q. The video will automatically be inserted onto the slide.



Sway



Sway



Reports



Presentations



Newsletters



Personal Stories

Sway is a new program available in Office 2016 that allows you to create and share interactive reports, presentations, personal stories, and more all online. Worried about appearances of your work? Sway will take care of the formatting, providing you with a variety of options for how your content will be viewed. Use the Remix button to scroll through formatting ideas. Anyone can easily see your creation through social media, a link, or an embedded post. They can view the content you have created without signing up or downloading any additional software. You also have complete control of privacy settings so your content is only viewed by those who have been specified by you.