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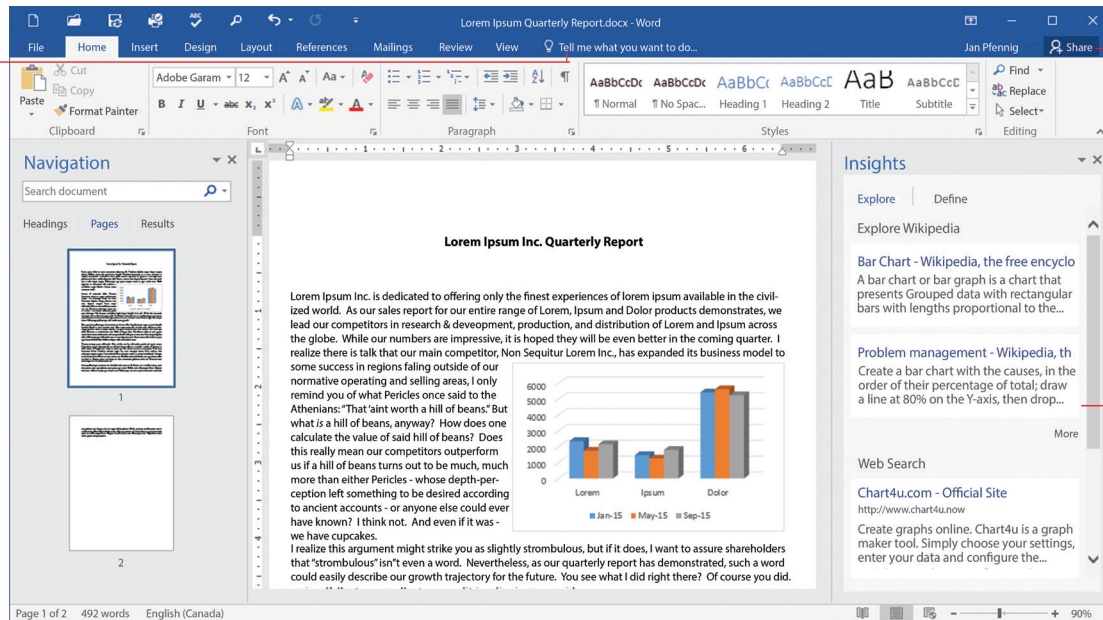
# What's New in Office 2016

with Outlook 2016



Office 2016 retains the core functions and groundbreaking features of Office 2013, while extending the functionality of Microsoft's industry-standard productivity suite to emphasize cloud-based collaboration and real-time editing. Saving, opening and browsing files is improved, and a Share button provides a shortcut to save your work directly to the cloud, and then to manage access to those documents on the fly. The new "Tell me..." function on the main screen of each application now allows natural-language searching. Type a keyword or question in the text field for instant answers and hints for applications using Office 2016's new intelligent Smart Lookup feature. Office 2016 replaces Lync with full Skype for Business integration to provide a robust collaborative environment allowing you to optimize your work time and increase the productivity of your work group.

The "Tell me..." text field lets you enter keywords or ask natural-language questions for either Office Help answers or web-based definitions and information.



The Share button allows you to save your work directly to the cloud and specify viewing and editing permissions for colleagues in your Outlook Contacts list.

Powered by Microsoft's Bing search engine, the Insights panel provides answers to your keyword or natural-language questions, from word definitions to suggestions for further research.

## New Tools for Organization, Collaboration, and Research

Office 2016 makes it easier to find and organize documents, as well as collaborate with work groups on projects. Cloud-sharing documents lets you set view and share permissions, and the new Smart Lookup service puts Office 2016 Help and web-based research at your fingertips.

### Browsing Files

Office 2016 now organizes your files in a familiar Windows-style directory structure to make finding documents easier. Files are also time-stamped, and the History tab provides each document's edit history.

### Sharing Files

After editing your document, click the Share button to save it to the cloud and invite people on your Outlook Contacts list to view or edit it. Specify permissions and share preferences in the drop-down menus, then click the Share button. Alternatively, click Get a sharing link at the bottom of the Share panel to generate view or edit links to give access to whoever you choose.

### Smart Lookup

Click the Tell Me... field and type a keyword or natural-language question (e.g. "How do I add a line chart?"). As you type, relevant options will populate a drop-down menu. Select one to access the relevant Office 2016 Help topic, or click Smart Lookup to bring up the Insights panel with a listing of relevant web-based answers or information. Click Define for helpful definitions of terms or concepts.

**Tip:** Select a word or phrase in a document, Excel spreadsheet cell or PowerPoint presentation, right-click, and click Smart Lookup to research individual elements in your work.

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