

The Tabbed Interface

The traditional menus and toolbars have been replaced by the Ribbon—a strip across the top of the window that exposes what the program can do. The Ribbon organizes commands on different tabs. Each tab is divided into logical groups that contain sets of commands. The tabs on the Ribbon display the commands that are most relevant for each of the task areas in the applications



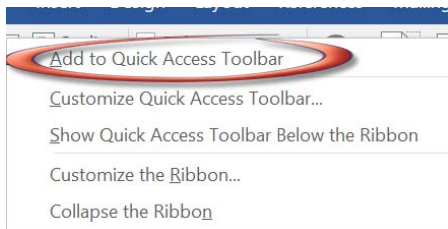
The Quick Access Toolbar

The Quick Access Toolbar is a small toolbar above the Ribbon. It is designed to provide quick access to commonly used commands. To add a command from the ribbon to the Quick Access Toolbar:

1. Right-click the *desired command*.
2. Choose Add to Quick Access Toolbar.



NOTE: If you want to add a command to the Quick Access toolbar that is not on a Ribbon, simply click on the **File** tab and choose **Options**. Select **Quick Access Toolbar** from the left. Select a command from the command list in the left pane and click on **Add** to move it to the Quick Access Toolbar.



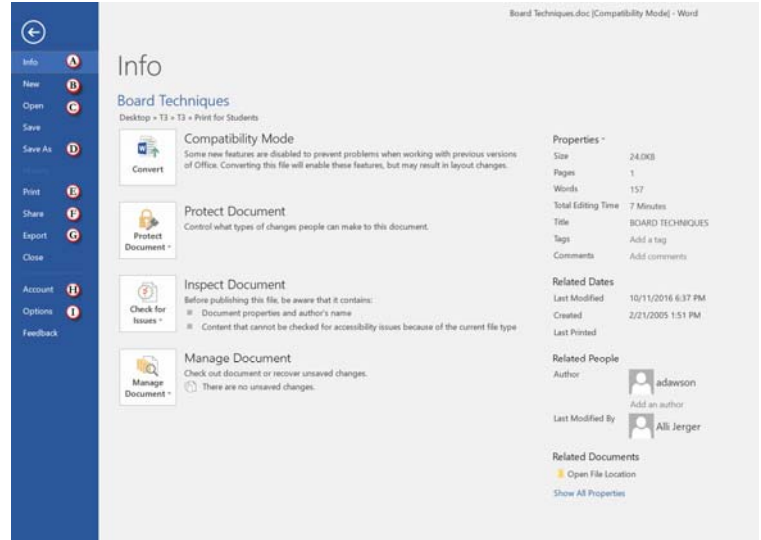
Keyboard Shortcuts

Press the **Alt** key to show the keyboard shortcuts on the Ribbon. Press the key shown to activate a command. You may need to select the shortcut for the Ribbon tab first, such as **H** for the Home tab.

Ctrl + Z	Undo	Ctrl + Y	Redo
Ctrl + X	Cut	Ctrl + L	Left
Ctrl + C	Copy	Ctrl + E	Center
Ctrl + V	Paste	Ctrl + R	Right
Ctrl + B	Bold	Ctrl + S	Save
Ctrl + I	Italic	Ctrl + G	Go to
Ctrl + U	Underline	Ctrl + P	Print
Ctrl + K	Insert Hyperlink	Ctrl + F	Find
Ctrl + N	New document	Ctrl + H	Replace
Ctrl + O	Open document	Ctrl + A	Select all

Backstage View (File Tab)

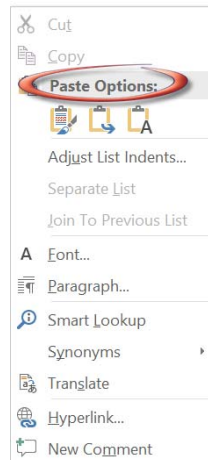
Microsoft Office 2016 introduces the Backstage View in its core applications. The Backstage view is where one manages documents and related data about them – create, save, and send documents, inspect documents for hidden metadata or personal information, set options such as turning on or off AutoComplete suggestions, and more.



- A. **Info** - displays different commands, properties, and metadata depending on the state of the document and where it is stored
- B. **New** - provides quick and easy access to hundreds of custom, and online templates
- C. **Open** - displays a list of recent documents and recent places
- D. **Save As** - displays a list of recent documents and recent places
- E. **Print** - contains controls for adjusting print settings and displays a print preview
- F. **Share** - used to both prepare a document for publication and provides tools to save and send a document
- G. **Export** - used to save the document using a different file type
- H. **Account** - click here to sign into your Office 365 account
- I. **Options** - contains advanced tools and controls for changing the programs' settings and functionality.

Paste with Live Preview

When pasting content from another document or Microsoft Office application, one can see the results of Paste options such as **Keep Source Formatting**, **Use Destination Formatting** and many others.

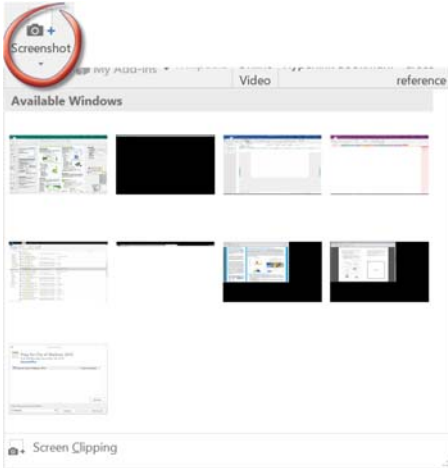


To use Paste with Live Preview:

1. Copy *desired content* to paste
2. Right-click the *desired location* to paste
3. Hover the mouse pointer over the *desired paste option* in the shortcut list to preview the paste option effect
4. Left-click the *desired paste option* in the shortcut list

General Features

Screen Clipping Tool

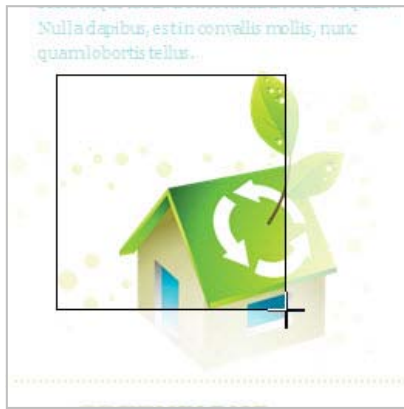


Quickly and easily take a picture of all or part of the windows open on the computer and add a screenshot to an Office file without leaving the program. This feature is available in Microsoft Excel, Outlook, PowerPoint, and Word.

- To capture all of a screen:
1. Click the **Screenshot** button in the Illustrations group of the Insert tab
 2. Click the **desired screen** in the Available Windows section

To capture a portion of the screen:

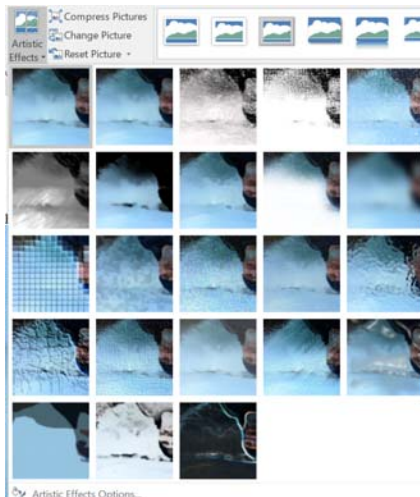
1. Click the **Screen Clipping** button
2. Click and drag the selection tool around the **desired area to be captured**. The clip will be automatically added to you document



Artistic Effects

With Microsoft Office 2016, you can now apply sophisticated "artistic" effects to your picture to make the picture look more like a sketch, drawing, or painting. It's an easy way to enhance images without using additional photo-editing programs.

Located on the **Picture Tools** contextual tab, the new artistic effects include Pencil Sketch, Line Drawing, Watercolor Sponge, Mosaic Bubbles, Glass, Pastels Smooth, Plastic Wrap, Photocopy, and Paint Strokes



To use Artistic Effects:

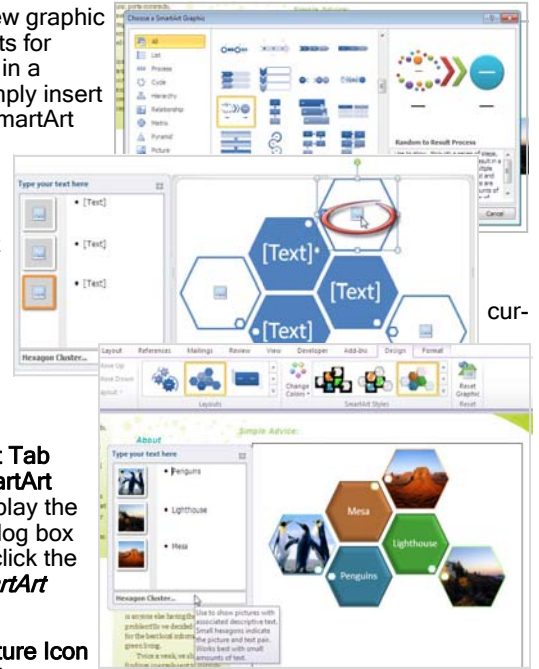
1. Select the **desired picture**
2. On the **Picture Tools** tab
3. Click the **Artistic Effects** button
4. Choose a **desired effect**

Improved SmartArt Diagrams

Microsoft Office 2016 includes many new graphic and picture layouts for expressing ideas in a visual format. Simply insert a picture into a SmartArt shape and add caption text.

To add Smart Art to your document or presentation:

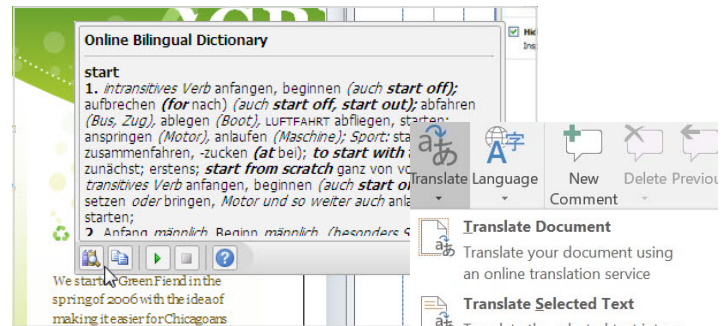
1. Place the cursor at a **desired location** for the SmartArt
2. On the **Insert Tab** click the **SmartArt** button to display the SmartArt dialog box and double-click the **desired SmartArt layout**
3. Click the **Picture Icon** in the SmartArt shape, choose a **desired picture** and click **OK**



To add a caption to a shape: Click the **[Text]** item in a **desired SmartArt shape** and type a caption.

Mini Translator

Using the Mini Translator, one can **point to a word or selected phrase with the mouse** and see a translation in a small window. The Mini Translator also includes a Play button so one can hear an audio pronunciation of the word or phrase and a Copy button to paste the translation into another document.



To turn on the Mini Translator:

1. On the **Review Tab** click the **Translate** button to display the Translate menu
2. Choose the **Mini Translator** command



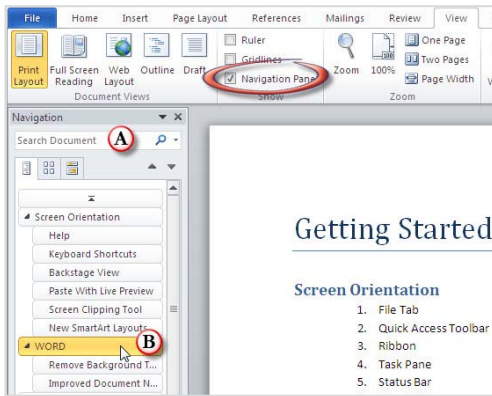
To change the translation language:

1. Click the **Choose Translation Language** command from the Translate Menu.
2. Select the **desired Mini Translator language** and click **OK**

Word 2016

Improved Document Navigation

- Find content by using incremental search, so you do not need to know exactly what you are searching for to find it
- Easily reorganize documents by dragging and dropping headings instead of copying and pasting



Editing PDFs

Finally, you can now open and edit PDF documents right in Word 2016. Previously, you would have had to have purchased Adobe Acrobat or some other costly software program to be able to edit PDFs. But now you can open a PDF, just like any other Word document and make the necessary changes.

NOTE: If you are trying to edit a scanned PDF document, you will need to first use some type of OCR (Optical Character Recognition) utility to convert the document to a regular PDF file.

To Open a PDF in Word:

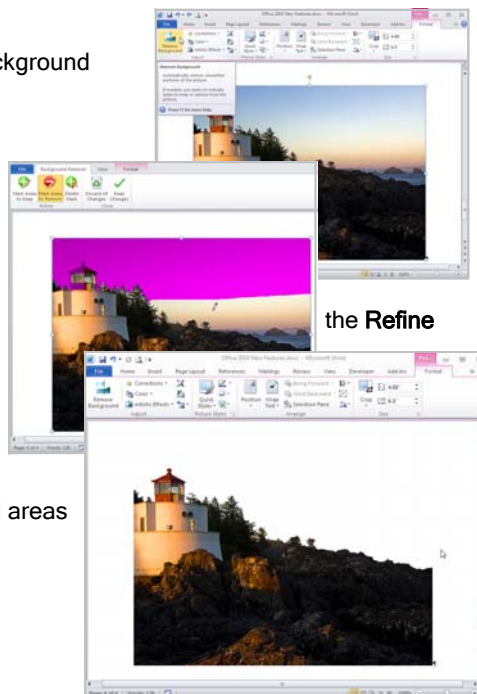
- From the File tab, choose Open.
- If necessary, navigate to the desired folder location.
- Choose one of the following techniques:
- Select the desired file and click the Open button; or
- Double-click the desired file

Remove Background Tool

Automatically remove unwanted portions of a picture, such as the background, to highlight the subject of the picture or to remove distracting details.

To use the Remove Background Tool:

- Insert or select a *desired picture*
- On Picture Tools, Format tab, click the **Remove Background** button
- Use the tools in **command group** to mark areas to remove or keep
- Click the **Keep Changes** button to remove the marked areas of the picture



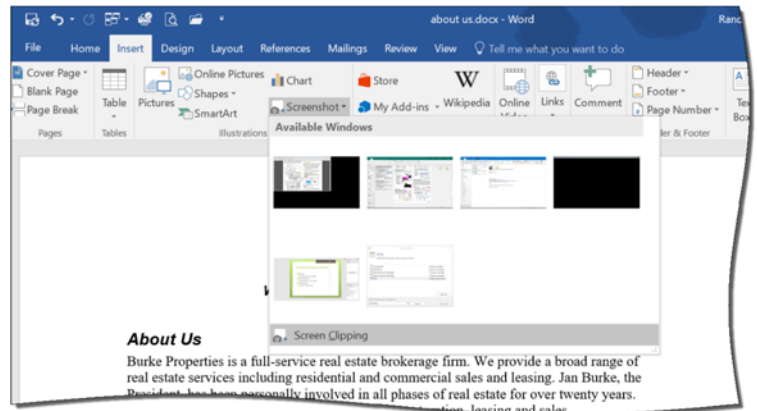
Screen Shot or Screen Clipping

One of the new features in Microsoft Word 2016 is the ability to take screenshots directly in any Microsoft Office application with no need for additional software. You can automatically grab a screenshot of an open window or highlight the specific area you wish to capture. NOTE: This option will not be available if you are working on a document in compatibility mode because it is a new feature to Office 2016.

To Insert an Existing Screenshot:

- Place the insertion point at the desired document location.
- From the Insert tab, in the Illustrations group, click the Screenshot button.
- Select the desired thumbnail of the picture to insert.
- If necessary, make any desired changes using commands located from the Picture Tools contextual section, on the Format contextual tab

To Highlight a Specific Area to Capture:



- Place the insertion point at the desired document location.
- On the Insert tab, in the Illustrations group, choose Screenshot button drop-down, and click the Screen Clipping option. NOTE: The last application window you displayed will reappear, but is faded after a couple second delay.
- Using the crosshairs, click-and-drag to mark the desired area you need to capture. (The screenshot gets inserted into the document.)
- If necessary, from the Picture Tools contextual section in the Format contextual tab, make any desired changes.

Alignment Guides



Alignment Guides are green, visual indicators that alert you when a selected object is aligned with other objects on the page. As you click-and-drag the object, such as video, graphic, chart, or shape, the alignment guide appears letting you know whether or not the object is aligned to the top, middle, or bottom of other relative objects.

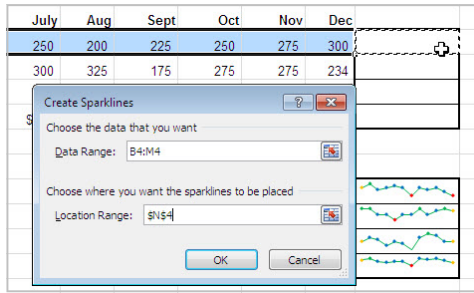
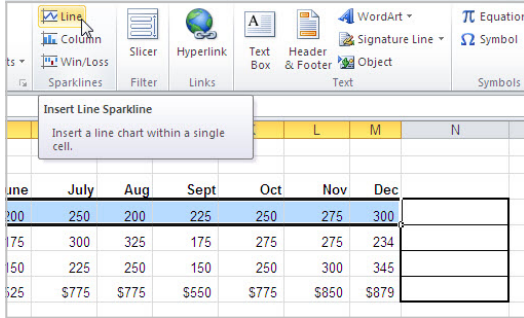
Excel 2016

Sparklines

Sparklines are tiny charts that fit in a cell and are used to visually summarize trends alongside data. Because Sparklines show trends in a small amount of space, they are especially useful for dashboards or other places where there is a need to show a snapshot of a business in an easy-to-understand visual format

To add a Sparkline to a cell:

1. Select the **desired data** to trend
2. On the **Insert** tab, choose from one of the three Sparkline types in the Sparklines group
3. In the Sparklines dialog box, enter the cell where the Sparkline will display
4. Click **OK**

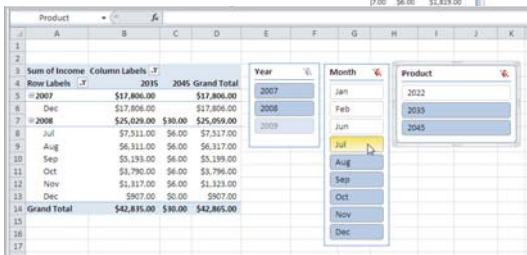
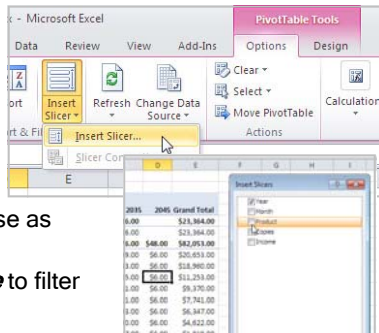


Slicers and Timelines

Slicers and Timelines are visual controls that help quickly filter data in a PivotTable in an interactive, intuitive way. If you insert a slicer, you can use buttons to quickly segment and filter the data to display just what you need. In addition, when you apply more than one filter to your PivotTable, you no longer have to open a list to see which filters are applied to the data. Instead, it is shown there on the screen in the slicer. You can make slicers match your workbook formatting and easily reuse them in other PivotTables, PivotCharts, and cube functions.

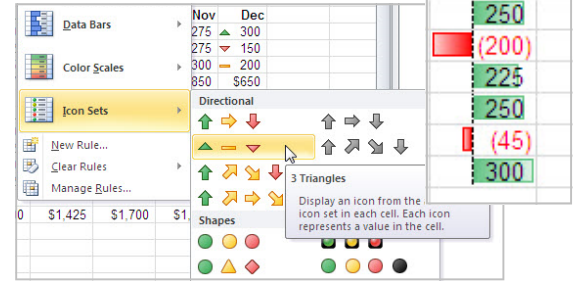
To Insert a Slicer into a PivotTable:

1. Click any cell inside a PivotTable or PivotChart
2. In the PivotTable Tools Options tab, click the **Insert Slicer** button or **Insert Timeline**
3. Select the **desired fields** to use as Slicers and click **OK**
4. Click the **desired Slicer value** to filter the PivotTable or PivotChart



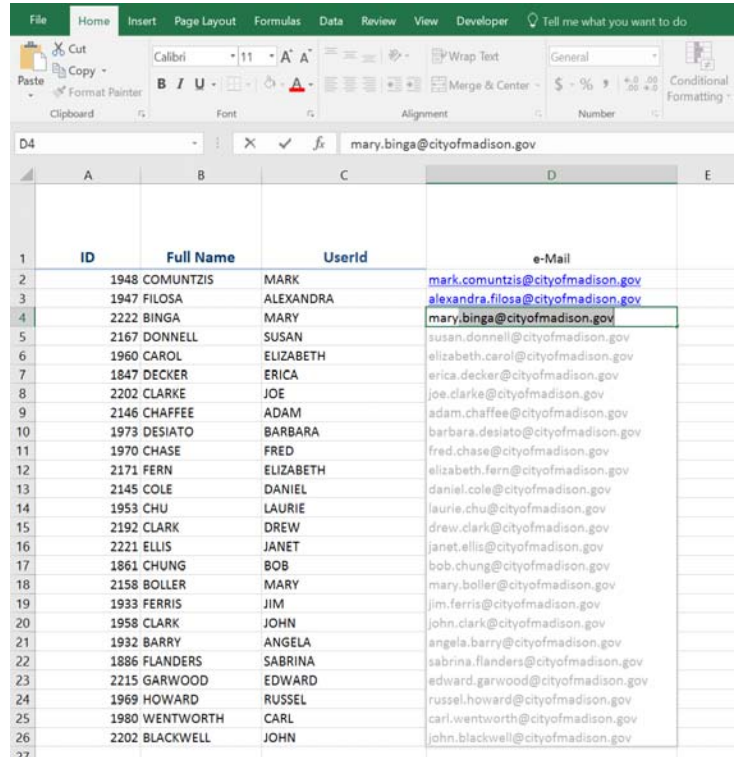
Improved Conditional Formatting

In Excel 2016, you have access to more icon sets, including triangles, stars, and boxes. You can also mix and match icons from different sets and more easily hide icons from view—for example, you might choose to show icons only for high profit values and omit them for middle and lower values.



Using Flash Fill

One of the great new features within Excel 2016 is its Flash Fill capability. Flash Fill basically anticipates the data that you want to enter into a column. In a nutshell, Flash Fill eliminates the process of concatenating (i.e. combining) cells. For example, if you want to enter a list of employee e-mail addresses, as long as you have the first name and last name entered into your data, Excel will see the pattern and automatically fill the same pattern through the rest of the data within the list.



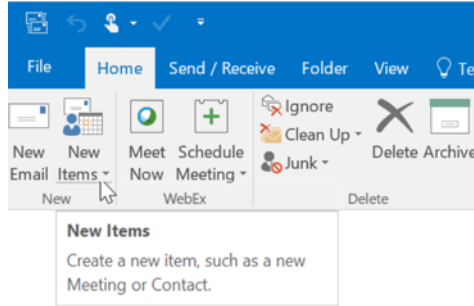
New Functions

Function	Description
IFERROR	Eliminates the complexity of nesting the ISERROR function within the IF function. The IFERROR function simply returns the desired result if there is an error, otherwise returns the desired result if there is no error Example: =IFERROR(AVERAGE(G6:G11),0)
SUMIFS	Unlike the SUMIF function that allows you to evaluate only one condition, the SUMIFS function allows you to evaluate multiple conditions.
COUNTIFS	Unlike the COUNTIF function that allows you to evaluate only one condition, the COUNTIFS function allows you to evaluate multiple conditions.
AVERAGEIFS	Unlike the AVERAGEIF function that allows you to evaluate only one condition, the AVERAGEIFS function allows you to evaluate multiple conditions.

Outlook 2016

Expanded Ribbon

In Outlook 2016, the ribbon has replaced the former menus in the main Outlook window. It is designed to help you quickly find the commands needed to complete a task. Commands are organized in logical groups that are collected together

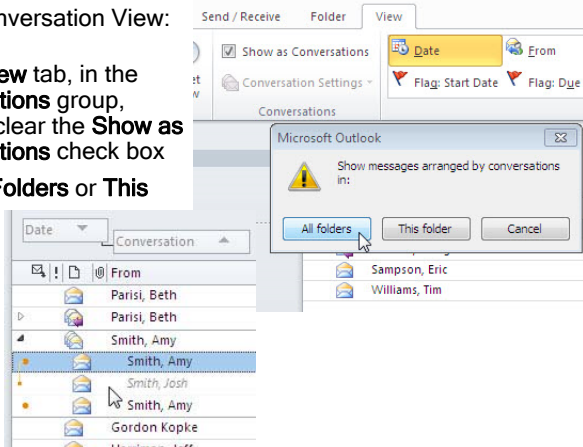


Conversation View

E-mail messages in your Microsoft Outlook 2016 Inbox and other mail folders can be organized by date and arranged by Conversation. When Conversations is turned on, messages that share the same subject appear as Conversations that can be viewed expanded or collapsed.

To turn on Conversation View:

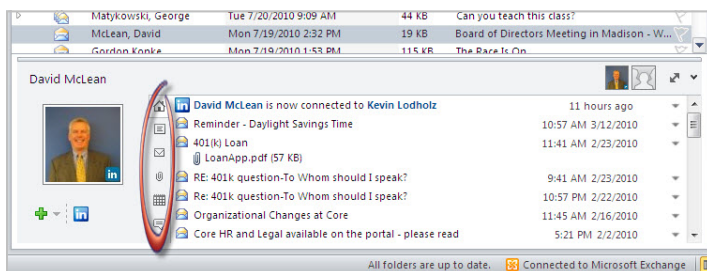
1. On the **View** tab, in the **Conversations** group, select or clear the **Show as Conversations** check box
2. Click **All Folders** or **This Folder**



People Pane

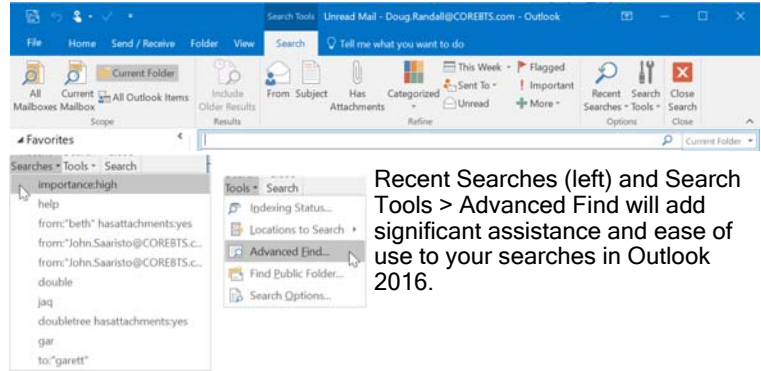
The People Pane displays contact information about the person associated with that item, and the latest activity by that person. This includes the latest status updates, comment posts or messages from social networks, in addition to Outlook items such as e-mail messages, Calendar items and attachments.

- All items** – This includes all activity and messages from the selected person
- Activities** – This displays activity posted on the selected person's social network sites, such as alerts, comments or messages
- Mail** – A list appears of recent e-mail messages that you have exchanged with the selected person
- Attachments** – Attachments that you have sent to or received from the selected person appear
- Calendar** – Past and future meetings or appointments including both you and the selected person appear
- Status updates** – This displays the most recent status updates that the selected person has posted



Search Tools Tab

Outlook 2016 places many of the common search criteria directly in the Ribbon. Quickly refine your searches using the Search Tools contextual tab. Click in the **Search Bar** above the message list to reveal the Search Tools tab.



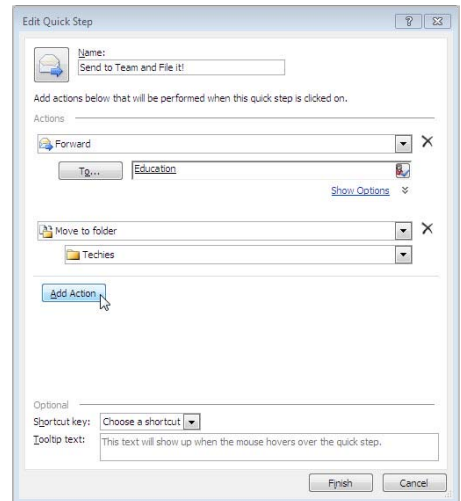
Recent Searches (left) and Search Tools > Advanced Find will add significant assistance and ease of use to your searches in Outlook 2016.

Quick Steps

Turn frequently used commands and procedures that into one click. One can customize the default Quick Steps, and create personalized buttons that combine multiple frequent actions. The Quick Steps gallery includes buttons for one-click file and flag, sending messages to your team, and other popular commands.

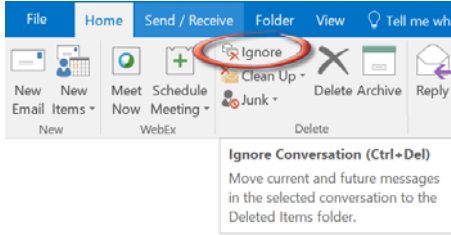
To create a custom Quick Step:

1. In **Mail**, on the **Home** tab, in the **Quick Steps** group, in the **Quick Steps** gallery, click the **Create New** Quick Step
2. Click an action type from the list or click **Custom**
3. In the **Name** box, type a name for the new Quick Step
4. Click the icon button next to the **Name** box, click an icon, and then click **OK**
5. Under **Actions**, choose an action that you want the Quick Step to do. Click **Add Action** for any additional actions
6. To create a keyboard shortcut, in the **Shortcut key** box, click the keyboard shortcut that you want to assign



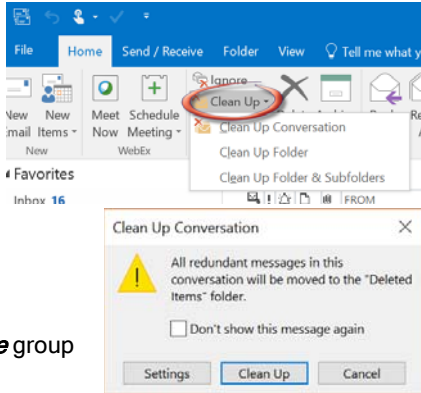
Ignore Conversation

If a conversation is no longer relevant, Outlook 2016 can prevent additional responses from appearing in the Inbox. The **Ignore** command moves the whole Conversation and any future messages that arrive in the Conversation to the **Deleted Items** folder.



Message Clean Up

Use the **Clean Up** tool to eliminate redundant messages or message folders in **Conversation View**. For example, as people reply to a Conversation, the response is at the top and the previous messages in the Conversation are below. Instead of reviewing each message, keep only the most recent that includes the whole Conversation.

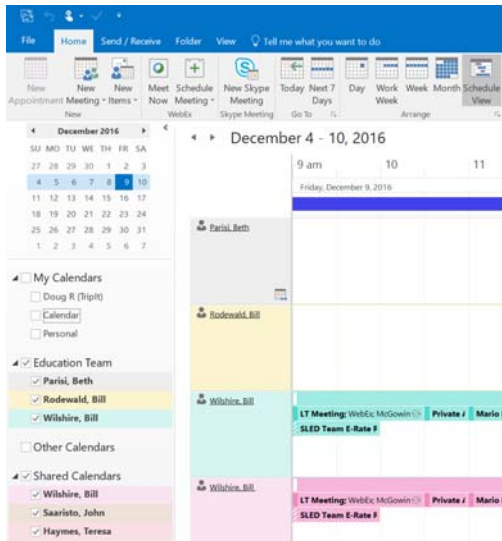


To use the Clean Up tool:

1. Select a **desired message** group or folder
2. On the **Home** tab, click the **Clean Up** button and choose **Clean Up Conversation** or **Clean Up Folder**
3. In the Clean Up dialog box, click the **Clean Up** button


Schedule View

The new **Schedule View** can help take some guesswork out of arranging meetings. Individual, Resource, or Calendar Group calendars appear in a horizontal view to quickly discover the best time to meet.



To view calendars in Schedule View:

1. On the **Home** tab of the calendar view, in the **Arrange** group, click the **Schedule View** button
2. Add or remove shared calendars to and from the view using the left **Task Pane**

 Choosing to view more than four calendars simultaneously will automatically open Schedule View

PowerPoint 2016

Slide Sections

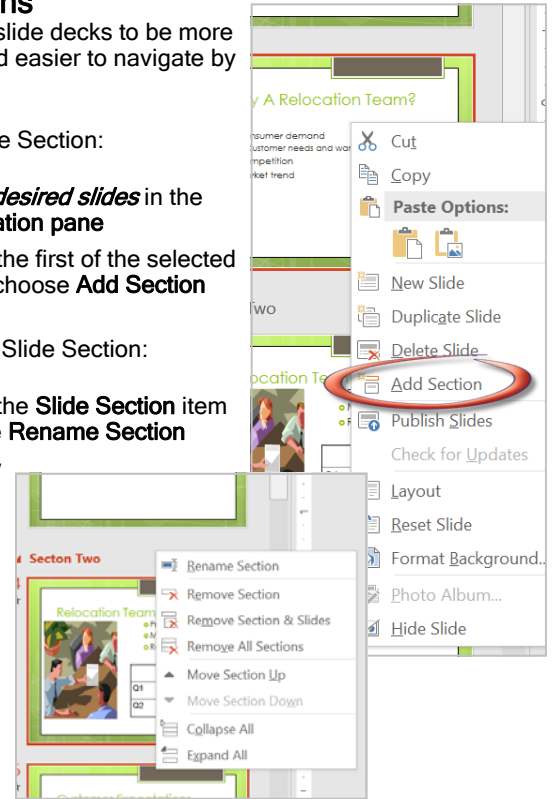
Organize large slide decks to be more manageable and easier to navigate by using sections.

To create a Slide Section:

1. Select the **desired slides** in the **slide navigation pane**
2. Right-click the first of the selected slides and choose **Add Section**

To Rename the Slide Section:

1. Right-click the **Slide Section** item and choose **Rename Section**
2. Type a new Section Name and press the **Enter** key

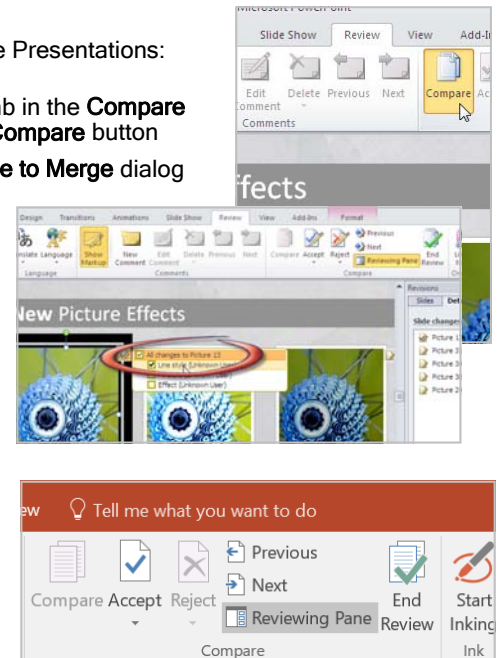


Merge and Compare Presentations

Compare your current presentation with another one and if desired, combine them instantly by using the Merge and Compare feature in PowerPoint 2016.

To Compare or Merge Presentations:

1. On the **Review** tab in the **Compare** group, click the **Compare** button
2. In the **Choose File to Merge** dialog box, select the **desired version** of the presentation and click **OK**
3. Use the **Change Indicators and Revisions Task Pane** to select the **desired changes**
4. Click the **End Review** button to accept selected changes and discard the others

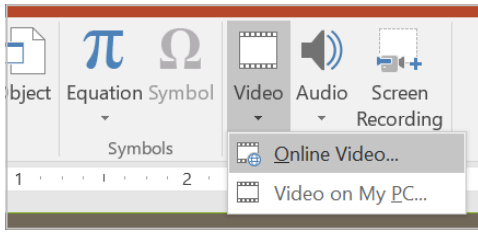


Embed, Edit and Play Video

Working with video has never been easier in PowerPoint 2016. New editing tools include Bookmarking, Trimming Text Overlays and Recoloring. Videos are automatically embedded within the presentation for ease of use or can be linked from many popular video-sharing websites.

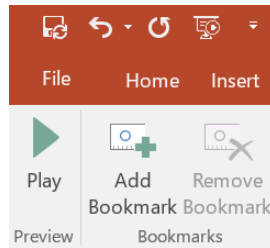
To embed a video:

1. On the Insert tab, in the **Media** group, click the **Video** button and choose **From File**
2. Select the **desired video** and click **OK**



To bookmark a video:

1. Pause the **desired video** at the point to add a bookmark
2. In the **Video Tools, Playback** tab, click the **Add Bookmark** button



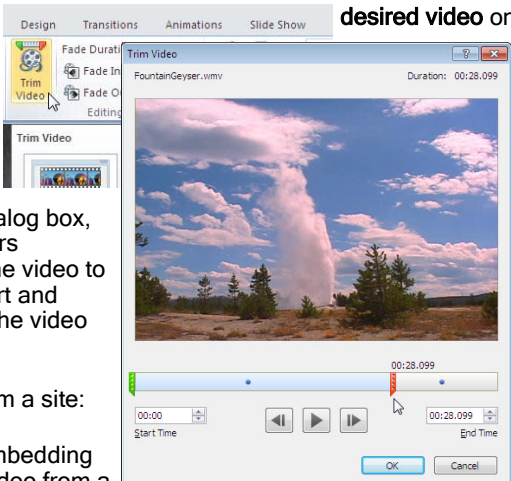
To recolor a video:

1. Select the **desired video** in the slide
2. On the **Video Tools, Format** tab, in the **Adjust** group, click the **Color** button and select the **desired color scheme**



To trim a video:

1. Select the **desired video** on a slide
2. On the **Video Tools, Playback** tab, click the **Trim** button
3. In the Trim dialog box, drag the sliders underneath the video to adjust the start and endpoints in the video
4. Click **OK**



To link a video from a site:

1. Obtain the Embedding Link for the video from a website like YouTube
2. On the **Insert** tab, click **Video** and choose **Video From Website**
3. In the Insert Video From Website dialog box, type or paste the embedding link for the video and click **OK**

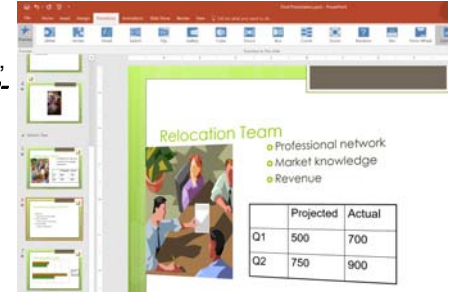


New Animations and Effects

Microsoft has added many new Animations and transitions to PowerPoint 2016. Both give smooth and realistic effects to dramatically enhance a presentation.

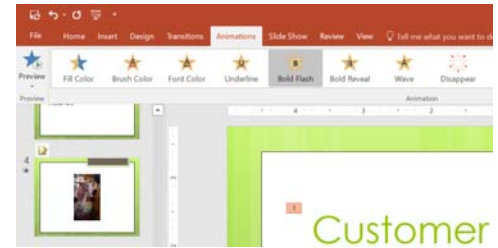
To apply transition effects to a slide:

1. Select the **desired slide**
2. On the **Transitions** tab, select the **desired transition** from the gallery



To add animation to a slide:

1. Select the **desired slide or object** on a slide
2. On the **Animation** tab, select the **desired animation** from the gallery
3. Press the **Preview** button to see the animation

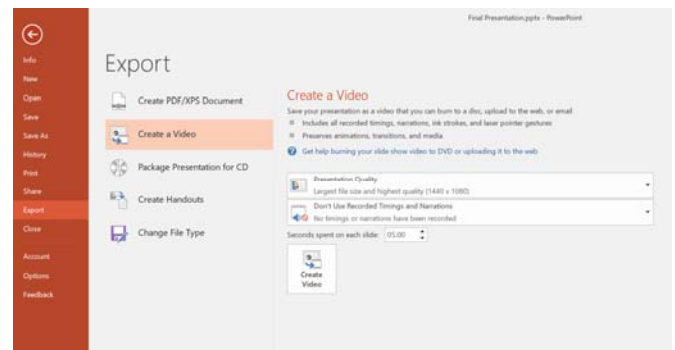


Render a Presentation as a Video

PowerPoint 2016 can now save your presentation as a Windows Media Video (.wmv) file. This file can be burned to a DVD, emailed or placed on a website for distribution.

To save a presentation as a video file:

1. Open the **desired presentation** in PowerPoint 2016
2. Click the **File** tab to display **Office Backstage** and choose **Save & Send**
3. In the **Save & Send** column of Office Backstage select **Create a Video**
4. In the **Create a Video** column choose the **desired quality** and timing settings



Click the **Create Video** button



Video rendering can take some time depending on the size of the presentation. PowerPoint 2016 can still be used while the video is created.