

# What's New in Office 2016, Windows 10, and Office Online



McGraw-Hill Education is pleased to share highlights and summaries of “What’s New” for Microsoft Office 2016 suite (365), Windows 10 and Office Online courtesy of our author Randy Nordell. This “What’s New” content is consistent across all of our MHE content including Nordell; In Practice Series, Triad Interactive; SIMnet & Skills Approach Series and Project Learn Series.

The latest versions of Microsoft Office, Windows 10, and Office Online focus on the following themes:

1. **Improved Collaboration and File Sharing** (from Office for us, to Office with others)
2. **Redesigned Windows 10** to include the best features of Windows 8.1 and Windows 7
3. **Enhanced Capability for Online Office files** (Office Online) and **Mobile Devices** (Office Universal apps)
4. **Expanded Integration and Consistency of the Windows/Office/Online User Experience** (Office Desktop apps, Office Universal apps, and Office Online)

## Office 2016

- **Automatic upgrade** with an Office 365 account.
- Easier and more intuitive **sharing** and **collaboration** via **Share** task pane (for sharing OneDrive files).
- Search/Help—**Tell Me** feature for quick access to commands (a new and better Clippy ☺).
- **Office 2016 for Mac** (Mac gets the Office suite first...for a change).
- Office file connectivity with Dropbox.
- Rolling updates (What’s New...Got It!).
- More intuitive **Save As** and **Open** options on the Backstage view.
- Manage **Microsoft Account** more easily from the Backstage view.
- **Colorful** Office theme as the default, **Dark Gray** for accessibility, and many more Office backgrounds.
- Increased pre-set **Shape Styles** in Word, Excel, and PowerPoint.
- More robust selection of **templates** in **add-ins**.
- **Version history** improvements.
- **Outlook Data Loss Prevention** features extended to Word, Excel and PowerPoint—users will be warned directly inside an app if they try to save a file containing confidential information in the wrong location where it would be exposed.

## Windows 10

- **Start menu** is back ☺, and it’s customizable.
- **Traditional** and **modern apps** look and function more similarly.
- **Settings** is the new Control Panel (although Control Panel is still hanging around; God Mode still available).
- Improved **File Explorer** includes Quick Access area and improved customization options.
- **Task View** to display multiple open windows.
- **New Desktop** allows user to create multiple desktops with different apps/windows open.
- **Snap Assist**, **Corner Snap**, and **Snap Fill** to select and easily place open windows on your screen. And, Snap improvements for multiple monitors.
- **Cortana** to search computer and Internet (voice [“Hey Cortana”] or keyboard input).
- **Action Center** as a clearinghouse for information and settings (replaces Charms).
- **Microsoft Edge** is Microsoft’s new Internet browser and **Reading View**, **Hub**, and **Web Note**.

## Word 2016

- **Real-time coauthoring** in Word on files saved on OneDrive.
- **Smart Lookup** powered by Bing—Insights.
- **Layout tab** rather than Page Layout.
- Improved **grammar checker**.

## Excel 2016

- Improved business intelligence (BI) tools: **Power Query**, **Power View**, **Power Pivot**, and **Power Map**.
- **Power Query** features are available from the ribbon now on Data tab for an intuitive and consistent experience for getting, combining, and refining data from multiple sources for use in Excel.
- **Slicers** and **Timelines** provide visual filters for tables and PivotTables.
- Using a **touchscreen** is also easier now in Excel.
- New charts—Financial: **Waterfall**; Statistical: **Histogram**, **Pareto**, **Box and Whisker**; and Hierarchical: **Treemap** and **Sunburst**.
- **One-click forecasting**: Excel automatically scans worksheets for data trends.
- **Smart Lookup** powered by Bing—**Insights**.

## PowerPoint 2016

- **Real-time coauthoring** in PowerPoint on files saved on OneDrive.
- **Screen Recording** lets you select an area of your computer screen and then records pointer actions and audio in a video.
- **Smart Lookup** powered by Bing—**Insights**.
- New charts—Financial: **Waterfall**; Statistical: **Histogram**, **Pareto**, **Box and Whisker**; and Hierarchical: **Treemap** and **Sunburst**.
- **Office Mix** (a free add-in) to create/share interactive online presentations with videos, quizzes, and polls.
- Easy access to **Notes** and **Comments** with new buttons on the Status bar.
- **Bing Image Search** provides access to online pictures and illustrations with Creative Commons licensing or can display all web results. Microsoft's Office.com Clip Art Collection is gone.
- The **Bing Video Search** is removed from the Insert Video dialog box; searching is available on YouTube.
- The **Online Audio** feature is removed. No audio files are provided because Microsoft's Office.com Clip Art Collection is gone.

## Access 2016

- No major changes other than some of those listed in the Office 2016 area.

## Outlook 2016

- **Clutter** folder in Outlook.
- **Attach OneDrive** files to an Outlook email message as a link with sharing permission options.
- **Office Graph** (for Office 365 for Business users).

## Office Online and Universal Apps

- Enhanced features and capability of Office Online: Word, Excel, PowerPoint, OneNote.
- **Office Universal apps** for tablets and mobile devices.
- **Real-time coauthoring** on files saved on OneDrive.
- **Sway**—a hipper and more shareable online alternative to PowerPoint.
- **Format Painter** in Word and PowerPoint.
- **Insights** powered by Bing—**Smart Lookup**.
- Easier **sharing** of and **collaboration** on files.
- **Sync shared OneDrive folders** to your computer.
- Updated user interface in **OneDrive**.
- **Touch interface** is more touch friendly in all apps (especially Excel).
- Easy access to **Microsoft Account**.
- Enhanced editing and formatting of **table styles** in Word and PowerPoint Online.
- **OneDrive Groups** are gone.