

Microsoft® Office 2010 to 2016 New Features Quick Reference



Microsoft Office New Features

The new and improved features in Microsoft Office 2013 and Microsoft Office 2016 combined include the following: changes to the function and appearance of the **user interface**; improvements to **opening, creating, and saving** Office documents; improved integration with **online storage** services such as OneDrive, OneDrive for Business, and SharePoint; and expanded support for Microsoft Office on tablets and smartphones, including touch mode. Specific new and improved features have also been added to each of the Microsoft Office 2013 and Microsoft Office 2016 applications.

Opening and Creating Office documents – Launching an Office 2016 application takes you to a start screen in Backstage view. From there you can open existing documents from lists of recent documents and other locations, or you can create new documents from templates.

Saving Office documents – When you are saving an Office document for the first time, or saving a copy of an existing document with a different name or location, the **Save As** page provides direct access to recent locations as well as to a variety of other locations. This includes online locations to which you have signed in, as well as general browsing with Windows Explorer.

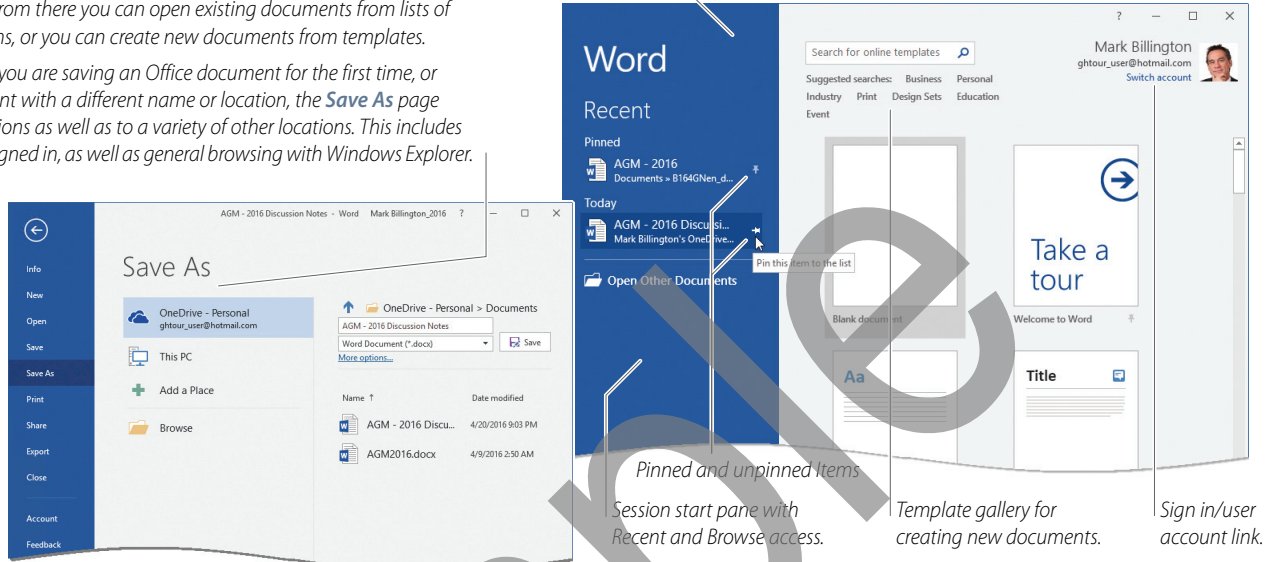
Pinning and Unpinning

The pinning feature allows you to keep chosen documents listed for easy access from the **Open** page and the **Recent** list (shown at the far right).

An item is pinned if a **+** button is displayed to the item's right.

If a **+** button appears instead when you point to an item, the item is not pinned.

In addition, some lists may be named as **Recent**, to make it clear why certain documents appear on the page.



Pinned and unpinned items

Session start pane with Recent and Browse access.

Template gallery for creating new documents.

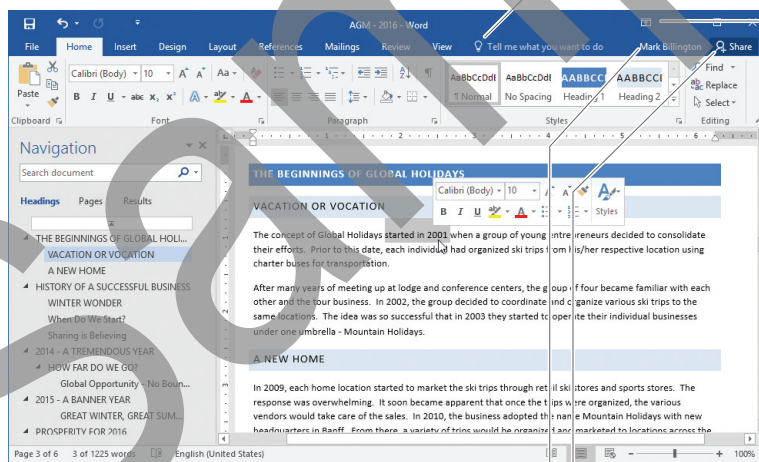
Sign in/user account link.

User Interface – The results-oriented user interface known as the **Microsoft Office Fluent user interface** is not new to Office 2016. However, its overall appearance has been redesigned and simplified, as compared to previous Office versions. In addition, the **Ribbon tab names** are in lowercase with initial caps, and the **Ribbon Display Options** button has been added.

Office themes – You can change the basic appearance of the Office 2016 interface by choosing from the following three Office themes: **Colorful**, **Dark Gray**, and **White**. The example to the right shows the **Colorful** theme (default).

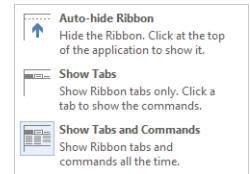
To change the background and theme:

1. In any open Office 2016 application, click the **File** tab, and then select **Options**.
2. Activate the **General** tab.
- Select the desired background from the **Office Background** drop-down list, or select **No Background**.
- Select the desired theme from the **Office Theme** drop-down list.
3. Click **OK**.



Tell Me – Allows you to search for commands and obtain help. Type what you want to accomplish in the text box, and then select from the list of suggested commands and help topics.

Ribbon Display Options button – Provides three main ways to display the Ribbon.



Auto-hide Ribbon completely hides the Ribbon, but leaves a small area above the window you can click to redisplay the Ribbon.

Sign in link – Displays "Sign in" or the user name you used to sign in to Office 2016. Signing in provides access to online storage such as OneDrive (Microsoft account), or OneDrive for Business and SharePoint Online (Office 365 account).

Share button – Provides quick access to sharing documents with others via your online services, and setting sharing options.

Featured Objectives

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Microsoft Office New Features

- Learn about changes to the user interface, including Office 2016 Themes, Tell Me feature, Ribbon Display Options, signing in and out of Office, using online storage, sharing Office documents, Mouse/Touch Modes, Smart Lookup, and Resume Reading.

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Microsoft Word New Features

- Learn about new features exclusive to Microsoft Word, including Read Mode, converting PDF files to Word format, collapsing/expanding headings, and inserting online pictures and videos. Also learn about Alignment Guides, Simple Markup, and Review Comments.

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Microsoft Excel New Features

- Learn about new and improved features exclusive to Microsoft Excel, including Flash Fill, Quick Analysis, One-Click Forecasting, Recommended Charts, enhanced chart formatting, and improved PivotTable functionality.

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Microsoft PowerPoint New Features

- Learn about new and improved features exclusive to Microsoft PowerPoint, including widescreen support, Theme Variants, Merge Shapes, Eyedropper tool, Smart Guides, Master Level Guides, Comments Pane, and Presenter View.

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Microsoft Outlook New Features

- Learn about new and improved features exclusive to Microsoft Outlook, including the Navigation Bar, Message Preview, unread message display, replying to and forwarding e-mail from the Reading Pane, Peek Views, and the Clutter feature.

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Microsoft OneNote New Features

- Learn about new and improved features exclusive to Microsoft OneNote, including exporting data; and improved insert capabilities, including online videos and Excel workbooks, worksheets, charts, and tables.