8 New Features of MS Office 2016 & How To Use It- Beginner's Guide

Are you one of those who are not well familiar with the MS Office 2016?

Do you have fundamental or skilled knowledge of older versions of Microsoft Office as well as now wish to take advantage of the new functions in office 2016?

Well, you are at the right place. Here we are sharing a complete beginner's guide to make use of MS office 2016 better along with its 8 Special Feature.

([You May Download Office 2016 by Clicking Here](#))

Dive in to explore 8 Features of MS Office 2016!

As far the using the office products is concern, The initial one will certainly take some work, while the 2nd is a weekend break's initiative. The last one? Stay where you are.

Feature #1: Microsoft Office "Tell Me"
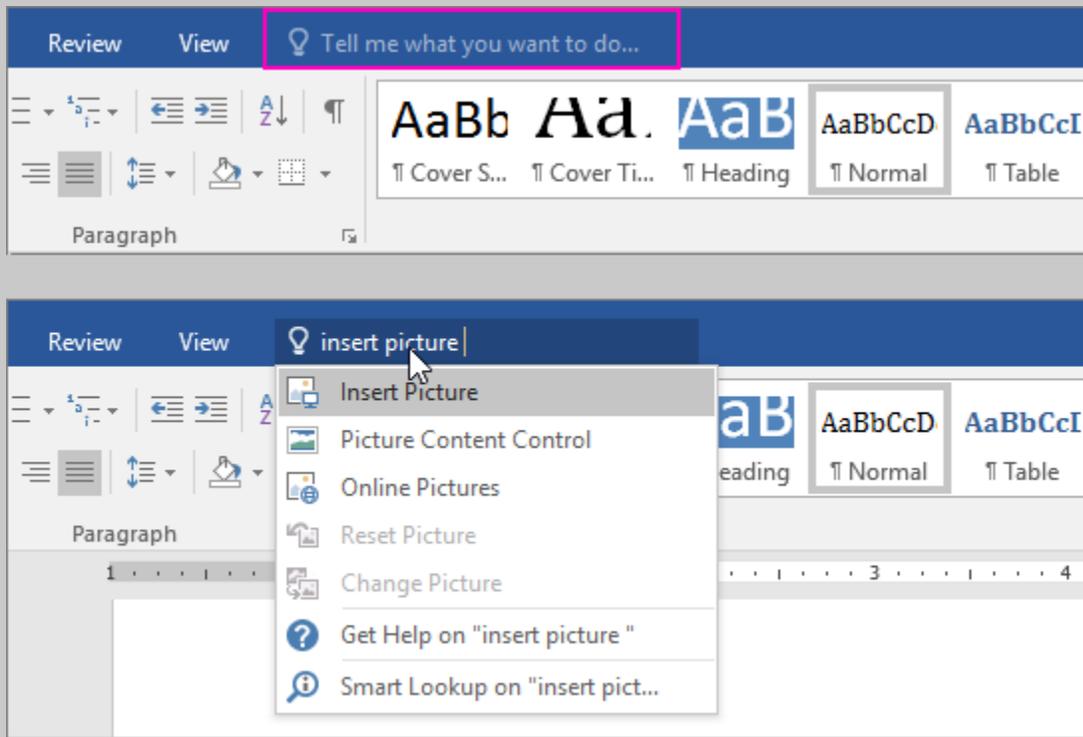
The aide as "Tell Me" feature is currently a component of the Ribbon and is packaged to enhance document productivity. Tell Me becomes part of both Office Online as well as the desktop computer suite of applications.

What you wish to perform in office, it will assists you easily as well as promptly locate the appropriate office attribute or command. 'Tell Me' goes beyond that by revealing you the menu selection command to do the function or you may contact **Office 2016 Tech Support Number**.

Feature #2: Sharing data in Office 2016

The new version of office is concentrating on cooperation, which means that more compared to ever before, the desktop computer variation of Office depends upon the cloud.

Prior to you could team up in real-time with other people you need to conserve and also share your document utilizing OneDrive and also office 2016 makes it simple-- just comply with the actions below:

- Open to modify or develop a doc in Word, Excel, or utilizing any one of the other applications.
- On the top-right corner of the app, click the new Share button.
- Click 'Save to Cloud', you'll then be redirected to the "Save As" area, pick you OneDrive account and also the place to keep the data.
- In the Share pane, you can invite individuals by merely typing their email address or accessing your contact listing. You could likewise change the share authorizations to edit or watch just.
- Then include a message defining the file or any type of note you want to communicate to those that could access the file, as well as click Share.

If you do not intend to use this sharing mechanism, you can click the Obtain a sharing link below the Share pane to obtain the edit or a view link of the documents. With this web link, you can duplicate and also send it by means of e-mail, IM, or by various other ways.

Feature #3: Real-time Work Collaboration

Once you have actually shared the document with OneDrive, individuals with the editing approval could merely open up the data with the desktop computer variation of office 2016 or office online as well as begin collaborating instantly-- easily.

Yes, it's amazing that you could collaborate in real-time with other individuals from the desktop and also web variation of the apps. Nevertheless, this does not imply you could simply leap to any kind of line and also modify whatever you desire.

Feature #4: Smart Lookup

Another function consisted of in the Office 2016 apps is Smart Lookup. This function resembles the one you'll discover in Microsoft Edge when you ask Cortana to aid in the internet browser. The Smart Lookup permits users to research certain material using the internet details via the Insights functionality.

If you have to understand the interpretation of a word, or you have to investigate a location or a person, or you simply need to know more regarding something in detail. Rather than making use of the web browser and leaving the paper, just pick as well as right-click the text you want to study, and also pick Smart Lookup.

Feature #5: Importing Web Data To Excel

In previous variations of Excel when you had to import data from the internet, you needed to do the job manually by copying and also pasting all the data and also reformat everything on the document. Depending upon the information, this might cause a lot of work.

In Excel 2016, Microsoft is adding an easier means to import everything easily and quickly. If you need to order a specific piece of information such as tablet with web content, you should follow these steps:

- In the browser, see the webpage that has the information you want, right-click as well as copy the link to clipboard.
- Open Excel and move to Information tab.
- Click on New Inquiry, pick from various other Resource, as well as click From Web.

- On the following home window, paste the source web link and click OK, and also choose how you intend to access the information, as well as click link.
- Excel 2016 will certainly open up the "Navigator", as well as it will certainly load the data offered from that websites, click the table you would like to import, and click Edit.
- Now, Excel will certainly fetch the information. Since this is an automatic procedure, and also data from the web isn't really reliable, you could easily tidy up the table prior to inserting the data into your new paper.

You can right-click on among the columns to get rid of, or you could click the top-left corner of the table to convert the very first row as headers, as well as a lot more. When you're pleased with the information, click the Close & Tons button.

Feature #6: New Charts in Excel 2016
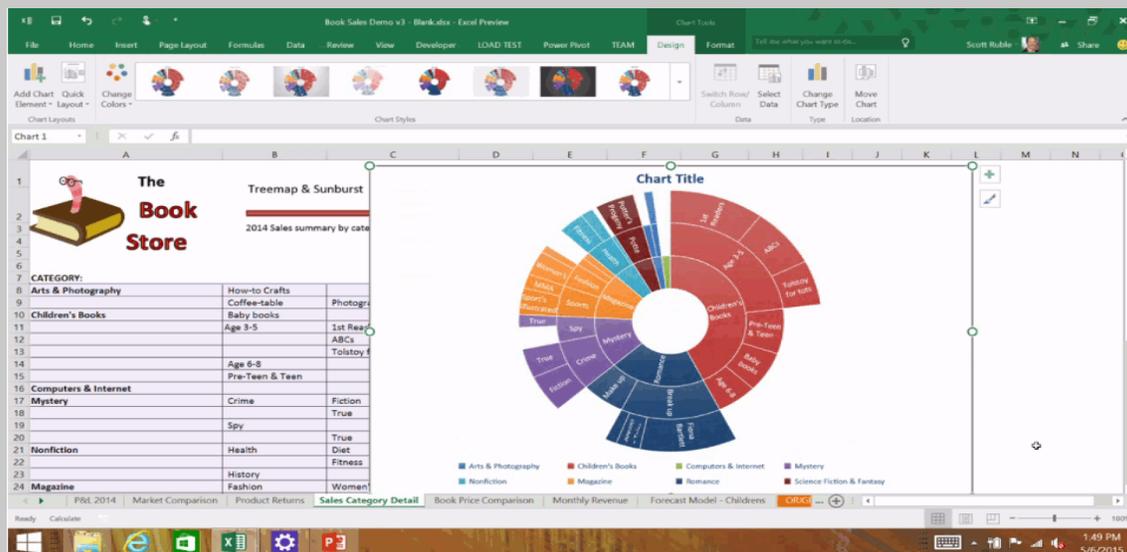
Microsoft is also adding some new graphes (waterfalls, Pie chart, Treemap, Pareto, Box & Whisker, as well as Sunburst) for Excel, Word, as well as PowerPoint.

If you wish to evaluate the information utilizing the new charts, you need to do the following:.

- Create a table and also choose its content.
- Move to the Insert tab, and also pick one of the charts.

Feature #7: Connecting OneDrive Data to Outlook

In Office 2016, Microsoft is additionally enhancing lots of elements of Outlook 2016. As an example, in the brand-new variation you can attach a recent documents you have actually been working on to a new message. To do so merely click the Attach Data (paperclip) button as well as you'll see a checklist with all the recent data. After that just pick the data as well as you ready to go. You may contact **MS Office 2016 Tech Support Phone Number** to reveal the data in detail.

Feature #8: Group Features in Outlook 2016
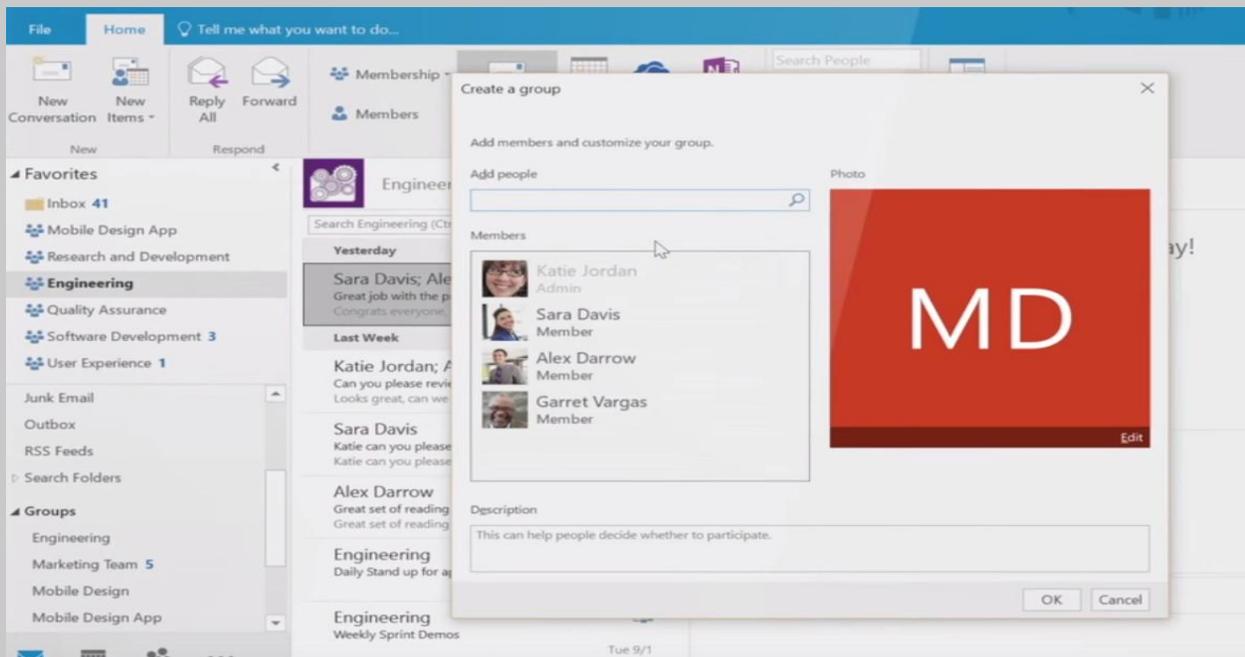
Group facility on Outlook 2016 is just readily available for office 365 subscribers, as well as you could start by complying with these steps:

While using Office 365 subscription, click New Item and then "Home" tab, as well as click on Group.

In the "Create Group" page, by selecting a name as well as group ID, as well as setting the groups as personal or public, and then click OK.

Discover and add new members to the group and include a summary as needed and also click OK to finish creating the group.

It's that simple. The newly created group have access to a common inbox and shared calendars to view and also create meetings, documents held on OneDrive, and also to the OneNote notebook for the group, right from the ribbon's menu.

Wrapping Up

Microsoft Office 2016 is the latest and best version of office series. It has 8 awesome features which everyone must know before using it.

Microsoft Office 2016 Customer Support Phone Number

There are so many circumstances in which users feel annoyed while using this latest version of MS OFFICE and wish to get in touch with MS **Office 2016 Customer Service Phone Number**.

Official Support For MS Office Products:

https://support.office.com/

Get in Touch With Third Party Experts:

Web: https://www.protechknowledge.com

Toll-Free: 800-982-0436 - (US) & 800-014-8676 - (UK)

PDF Data & Information Source:

Microsoft Official & Other Technology Sites