

## Office 2016 – Sharing & Collaboration

October 21, 2015

Office 2016 has been re-written from the ground up to support many new features. Read about them below.

### Coauthoring



Share your document real-time with other Office 2016 users; so you can all work at the same time on one file. In the past, if you opened a document that was already open, you would get a “read-only” copy of the document, not any more.

### Improved Sharing



Sharing documents is easy with Azure/One Drive. Instead of attaching a file to your email, Office attaches a link to the email instead of the file itself. This way you can allow them to edit the document or just view the file.

### Smart Lookup



Now you can highlight text in Office, right click on it and click “Smart Lookup” and a window pane will open up with suggesting from Bing. It’s also called “insights” and apparently the search takes into account the context of the document you are editing.

### Version History

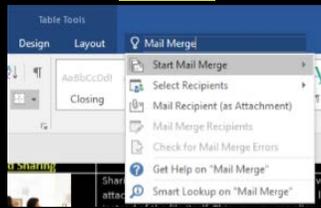


Office now has a version history side panel. Since you may have multiple users working in a document, being able to revert someone’s changes quickly and easily is a good thing.

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### Tell Me



Ever since the introduction of the “Ribbon” menu bar, people have been digging for lost buttons like “Mail Merge”. Now you can simply type “Mail Merge” into the Tell Me search bar and it will bring up the button and other functions associated with it.

### Multi Platform Accessibility



Office was written from the ground so now Windows PCs, Mac, iPhones and Androids have the ability to work on any Office document. All devices can also work on the same document at the same time collaborating.

### New Colors



Microsoft Office has a new color scheme and more options for changing its appearance.

### New Graphs



Office has some new charts that you might find useful such as Tree Maps for density comparison, Waterfall chart for financial changes, sunburst chart for a new spin on pie charts. Charting can also provide automatic forecasting based on trending of data.

New Office apps are available to all Office 365 subscribers immediately. Office 2016 takes sharing and mobility to the next level. Why not [take it for a test drive](#) and see if its right for you?