Vero Beach Computer Group: January 4, 2016 General Meeting
Topic: Microsoft Office 2016
Speaker: Eric Price, 2015 club president

Microsoft Office 2016

Cost:

Office 365 Home - $99.99/yr

- 1-year subscription
- For 5 PCs or Macs, 5 tablets including iPad, Android, or Windows, plus 5 phones
- Fully installed versions of Word, Excel, PowerPoint, Outlook, OneNote, and more
- 1TB cloud storage per user for up to 5 users
- Ongoing access to updates

Office 365 Personal - $69.99yr

- 1-year subscription
- For 1 PC or Mac, 1 tablet including iPad, Android, or Windows, plus 1 phone
- Fully installed versions of Word, Excel, PowerPoint, Outlook, OneNote, and more
- 1TB cloud storage
- Ongoing access to updates

Office Home & Student - $149.99 (Buy & Download)

- For 1 PC
- Fully installed versions of Word, Excel, PowerPoint, and OneNote
- Store files in the cloud with OneDrive

System Requirements:

- 1 gigahertz (Ghz) or faster x86- or x64-bit processor with SSE2

- Windows 7 or later, Windows Server 2008 R2, or Windows Server 2012

- 1 GB RAM (32 bit); 2 GB RAM (64 bit)

- 3.0 GB available disk space

- 1280 x 800 resolution

- Graphics hardware acceleration requires a DirectX 10 graphics card.

- A touch-enabled device is required to use any multi-touch functionality. However, all features and functionality are always available by using a keyboard, mouse, or other standard or accessible input device. Note that new touch features are optimized for use with Windows 8 or later.

- Non-commercial use.

- Internet functionality requires an Internet connection.

- Microsoft account required.

All

- One-Drive Intregration
- Seamless move between using versions on Windows, Mac, Android, Apple IOS

Word

- Visualize financial or hierarchical data, and highlight statistical properties of your data with new chart types:Treemap, Waterfall, Pareto, Histogram, Box and Whisker, and Sunburst.
- Fact-check or explore terms in your documents with Bing-powered Smart Lookup. Simply highlight terms in your document and use this feature to bring in search results from the web right into your reading or authoring environment.
- Simply type what you want to do in the app using your own words, and then Tell Me will guide through the process as well as offer additional resources.
- Send a document either as an attachment or as a PDF without leaving the confines of your document from the Share pane.
- Refer back to previous snapshots and earlier drafts of documents during the editing process as you collaborate with others.

Excel

- Visualize financial or hierarchical data, and highlight statistical properties of your data with new chart types:Treemap, Waterfall, Pareto, Histogram, Box and Whisker, and Sunburst.
- Excel includes a powerful new set of features called Get & Transform, which provides fast, easy data gathering and shaping capabilities. Get & Transform enables you to connect, combine, and refine data sources to meet your analysis needs.
- Fact-check or explore terms in your documents with Bing-powered Smart Lookup. Simply highlight terms in your document and use this feature to bring in search results from the web right into your reading or authoring environment.
- Simply type what you want to do in the app using your own words, and then Tell Me will guide through the process as well as offer additional resources.
- View your calendar as a dashboard and drill into the data get a better handle on how you spend your time and identify ways to get more out of your days.
- Take advantage of couple new templates to track what you earn, how much you spend, and where your spending occurs as well as quickly analyze and compare the performance of selected stocks over time.
- Refer back to previous snapshots and earlier drafts of documents during the editing process as you collaborate with others.

Outlook

- Attach a document from your recent items and share them from OneDrive or SharePoint with email recipients. Also configure sharing permissions so that all the recipients have access to the attached file without having to leave the app.
- Fact-check or explore terms in your documents with Bing-powered Smart Lookup. Simply highlight terms in your document and use this feature to bring in search results from the web right into your reading or authoring environment.
- Simply type what you want to do in the app using your own words, and then Tell Me will guide through the process as well as offer additional resources.
- The Clutter feature learns how you prioritize your mail and then helps you by putting low priority messages in a separate folder (while still giving you a daily summary so you don't miss anything). When on the go, you can also take advantage of this capability by using the Focused Inbox.