
Features and Functionality of Microsoft Office 2016

Explore the features of Microsoft Office 2016 using the links found here. These links will guide you to descriptions, videos, and reference cards found at <http://office.microsoft.com>. See the index below for highlights from specific programs.

[What's new in Office 2016?](#)

Overview of some of the latest new features included in Office 2016

(If you do not use an Office 365 subscription, scroll down to the heading "September 2015" and read what follows.)

[Office 2016 Quick Start Guides](#)

Downloadable guides to help you get started with Excel 2016, OneNote 2016, Outlook 2016, PowerPoint 2016, and Word 2016. (Or see links below for program-specific guides.)

Index to specific programs

[Word 2016](#)

[Excel 2016](#)

[Outlook 2016](#)

[PowerPoint 2016](#)

[Access 2016](#)

[OneNote 2016](#)

Word 2016

Hyperlink	Description
Quick Start Guide	Downloadable four-page PDF guide
What's new in Word 2016?	Highlights of the upgrade
Getting started with Word 2016	A series of 6 modules with step-by-step instructions and videos. Click Go to Course to begin.
Basic tasks (and more) in Word 2016	Step-by-step instructions, grouped by topic

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Excel 2016

Hyperlink	Description
Quick Start Guide	Downloadable four-page PDF guide
What's new in Excel 2016?	Highlights of the upgrade. If you do not use an Office 365 subscription, scroll down to the heading "September 2015" and read what follows.
Create your first workbook using Excel 2016	A series of 5 modules with videos and step-by-step instructions.
Basic tasks in Excel 2016	Step-by-step instructions
Basic tasks (and more) in Excel 2016	Step-by-step instructions, grouped by topic

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Outlook 2016

Hyperlink	Description
Quick Start Guide	Downloadable four-page PDF guide
What's new in Outlook 2016?	Highlights of the upgrade. If you do not use an Office 365 subscription, scroll down to the heading "Previous updates" and read what follows.
Basic Tasks (and more) in Outlook 2016	Step-by-step instructions

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PowerPoint 2016

Hyperlink	Description
Quick Start Guide	Downloadable four-page PDF guide
What's new in PowerPoint 2016?	Highlights of the upgrade. If you do not use an Office 365 subscription, scroll down to the heading "September 2015" and read what follows.
Getting Started with PowerPoint 2016	4 short videos
Basic tasks (and more) in PowerPoint 2016	Step-by-step instructions, grouped by topic

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Access 2016

Hyperlink	Description
What's new in Access 2016?	Highlights of the upgrade
Basic tasks for an Access 2016 desktop database	Step-by-step instructions
Create your first Access database	2 short videos
Design and build tables for a database	5 short videos
More tools for building an Access 2016 database	Step-by-step instructions, grouped by topic

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OneNote 2016

Hyperlink	Description
Quick Start Guide	Downloadable four-page PDF guide
What's new in OneNote 2016?	Highlights of the upgrade
Getting Started with OneNote 2016	A series of 6 modules with a short video introduction plus step-by-step articles
More ways to take notes in OneNote 2016	A series of 10 modules with step-by-step instructions
More tools for OneNote 2016	Step-by-step instructions, grouped by topic
eBook: OneNote 2016 Tips & Tricks	Download an eBook (1.44 MB) describing favorite hidden features, techniques, and timesavers

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