



Why Upgrade FAQ



Why should I upgrade to the new Office?

Microsoft Office 2016 helps you to do your best work – anywhere, anytime and with anyone. New, modern versions of the classic desktop applications, Word, Excel, PowerPoint, and OneNote, are built for maximum productivity. You'll have access to your docs in the cloud whenever you need them. And it's easy to get your team on the same page. Share, present and work together on projects with built in collaboration tools across the suite.

Which new Office should I buy?

Office Home & Business 2016 provides the latest versions of Word, Excel, PowerPoint, OneNote plus Outlook on 1 PC. Upgrade to **Office Professional 2016** and get Access and Publisher.

- Office on one PC for business and household use.
- One time purchase for the life of your PC¹.
- 15 GB of online storage in OneDrive.
- An improved user interface optimized for touch, pen, and keyboard.

Office Home & Business 2016

1 install includes: Word, Excel, PowerPoint, OneNote and Outlook

Office Professional 2016

1 install includes: Word, Excel, PowerPoint, OneNote, Outlook, Access and Publisher

What do I need to do?

It's simple: Buy Office Home & Business 2016 or Office Professional 2016 right away.

About the new Office

Which Office products are available for home and business?

The products listed below may be used at home or at a small business.

What's new in this release of Office?

The 2016 versions of familiar Office applications such as Word, Excel, PowerPoint, and OneNote include new features that help you create, communicate and work even more efficiently from virtually anywhere.

Office product	Office Home & Business 2016	Office Professional 2016 ²	Word 2016	Excel 2016	PowerPoint 2016	Outlook 2016	OneNote 2016	Access 2016 ³	Publisher 2016 ³
Where can I use it?	At home or for business use	At home or for business use	Office applications can be bought as standalone products.* Usage rights vary according to the exact product purchased. Note: Office Home & Business 2016 does not include Access and Publisher. * Standalone applications are only sold online by Microsoft"						

Benefits of the new Office

What are the new features and improvements in the new Office?

Built for Teamwork

- **Co-author** in Word, PowerPoint and OneNote. Real-time typing in Word lets you see other's edits as they make them
- **OneNote shared notebooks** provides the one place to share and see up to minute notes, tasks, photos, and videos
- **Office Mobile apps** gives you the ability to take your office anywhere across Windows, Android, and iOS

Works for You

- **Outlook modern attachments** makes sure everyone on the To: line has the latest version and the right access
- **Tell Me** is a powerful new feature in Office. It will guide you to the feature you need to get the results you are looking for

¹ Transferrable within 90 days of purchase.

² Office Professional 2016 available via Digital Download.



Perfect with Windows 10

- **Smart Lookup** powered by Bing, finds you contextual information from the web within the desktop applications you are using
- **Single sign-on** say 'Hello' once and **Windows Hello** logs you into your PC and Office – all in one simple step
- Touch and go with **Office Mobile apps on Windows 10**. They are touch-friendly, fast, and optimized for on-the-go-productivity
- Store and share with confidence. With Windows 10, your documents will be automatically stored on **OneDrive** for a built-in, secure way to store and share all your stuff

Can someone open Office documents using earlier versions of Office?

Yes, a person with a previous version of Microsoft Office can easily open documents created with the latest release of Office by using compatibility and service packs found at www.office.com.

About OneDrive

What is OneDrive?

OneDrive is a service that enables you to upload files to storage in the cloud and then access them from a computer or phone. You can use OneDrive to store documents, notes, photos, music, videos or other types of file.

OneDrive simplifies sharing. You can send photos and files through email, send a short link to them in a text message, or post them to a social network, your website, or your blog - all right from OneDrive.

There's also a desktop app for OneDrive you can install that creates a folder on your PC or Mac that automatically syncs with your cloud folder, so you can access your files offline.

Start using OneDrive by signing directly at www.OneDrive.com

How much OneDrive storage do I get with Office Home & Business 2016?

Customers receive a **15 GB** of OneDrive cloud storage, with Office Home & Business 2016 and Office Professional 2016.

Why does Office save documents to OneDrive?

Saving your documents to OneDrive allows you to easily access and edit them on multiple devices from virtually anywhere.

Are my documents stored on OneDrive also available offline?

Yes. For most PCs, when you save a document in Office, the default option saves it to a local OneDrive folder on the computer, which automatically syncs to OneDrive online. You can access your documents in the local OneDrive folder on your computer at any time, even if you are not connected to the Internet.

Download and install Office

What is my Microsoft account and why do I need it for my Office software?

Your Microsoft account is the combination of an email address and a password that you use to sign in to services like Hotmail, Skype or Skype for Business, OneDrive or OneDrive for Business, Windows Phone, Xbox LIVE, or Outlook.com. If you use an email address and password to sign in to these or other services, you already have a Microsoft account—but you can also sign up for a new one if you prefer. You may also need to sign in with a Microsoft account when you install the latest Office 2016 suites.

Is Internet access required for Office?

Internet access is required to install and activate all the latest releases of Office suites. After purchase, you must visit www.office.com/setup to enter a product key and create an account (using a Microsoft account). Internet connectivity is also required to access services such as OneDrive.

With this release of Office, you can associate your Microsoft account with your Office subscription.

You need to sign in to your account or create a Microsoft account when you install the latest Office suites. The Microsoft account you use to install your Office suite will be the one you sign in with every time you want to manage your account; for example, when you install Office on a new computer. Any time you want to install Office on another PC, choose a new language for an installation, or make other changes to your account, all you have to do is return to www.office.com/myaccount and sign in with your Microsoft account.

How do I install Office Home & Business 2016 or Office Professional 2016

Follow the instructions provided on your Office packaging. In most cases, you will need to visit www.office.com/setup and follow the onscreen instructions to download the software to your computer. Please ensure you are signed in with the Microsoft account that you want to associate with your Office product.

How long does it take to download and install Office?

Office installs more quickly than ever, thanks to Click-to-Run, a streaming technology that lets you begin to use Office applications before installation is complete. All versions of the new Office use Click-to-Run. The actual download speed depends on the speed of your Internet connection.

Should I install the 32-bit or 64-bit version of Office?

The 32-bit version of Office is installed by default. Even if your computer is running a 64-bit version of Windows, we recommend that you install the 32-bit version of Office, because it is more compatible with the applications and add-ins that work with Office.

How do I obtain a back-up copy of my Office product?

You may order a DVD back-up copy for Office Home & Business 2016 or Office Professional 2016 for a fee. Visit www.office.com/downloadoffice for details. Backup copies are available in limited markets.

Office Home & Business 2016 – Built for maximum productivity!

Microsoft Office Home & Business 2016 helps your customers do their best work – anywhere, anytime and with anyone. New, modern versions of the classic desktop applications, Word, Excel, PowerPoint, Outlook, and OneNote, are built for maximum productivity. Your customers will have access to their docs in the cloud whenever they need them. And it’s easy for them to get their team on the same page. Share, present and work together on projects with built in collaboration tools across the suite.

Office Version Comparison

FEATURE	Office 2007	Office 2010	Office 2013	Office 2016
Tell Me is a new help feature that will guide you to the results you are looking for, just by typing the word. (Word, Excel, PowerPoint, Outlook)				★
Smart Lookup will help you find information from the web without leaving your document. (Word, Excel, PowerPoint, Outlook)				★
Version History: Improved version history allows you to browse or go back to earlier snapshots of your docs. (Word, Excel, PowerPoint, OneNote)			★	⦿
Co-authoring: Get everyone on the same page using co-authoring in Word, PowerPoint, and OneNote allowing simultaneous editing of the same document from different devices. Real-time typing in Word, let’s you see others edits as they make them. (Word, PowerPoint, OneNote)		★	⦿	⦿
User Experience Themes: The new Office user experience themes let you choose the Office experience that’s right for you. The Dark Gray themes provide a high contrast look that’s easier on the eyes and the colorful theme, provides a modern and fresh look that is consistent across your devices. (Word, Excel, PowerPoint, OneNote)				★
Modern Charts and One-click forecasting: Excel 2016 is the one of the most powerful analysis tools that enables you to make the most of your business data and tell compelling stories using one-click forecasting and new modern chart-types. (Excel)				★
Simplified sharing and collaboration: Invite others to review and edit your docs, manage who has access, and see who you are working with, all in one place.				★

The All-New Office 2016 Applications Are Here!

Word

- You don't need to be a power user to use the power of Word. The new Tell Me search functionality guides you directly to the feature command so that you can take action immediately and get the results you want.
- Rest assured that when you and your team make edits and changes to your spreadsheets, improved version history allows you to browse or go back to earlier drafts
- In the new read mode, text reflows automatically in columns for easier on-screen reading and the new Insights feature finds you contextual information from the web within the reading experience

Excel

- Use a set of new modern charts and graphs in Excel 2016 including Box & Whisker, Waterfall, Sunburst, and Pareto to explore and tell compelling stories with your data. One-click Forecasting creates basic forecasts on your data series with one click to visualize future trends.
- Anywhere access, editing and simplified sharing of your spreadsheets is easy with more intuitive navigation of cloud-storage locations. Improved version history lets you go back to earlier drafts of your documents.
- You don't need to be a power user to use the power of Excel. The new Tell Me search functionality guides you directly to the feature command so that you can take action immediately and get the results you want.

PowerPoint

- Presenter View allows you to see your notes on your monitor while the audience only sees the slide. In previous releases, it was difficult to figure out who saw what on which monitor. The improved Presenter View fixes makes it simpler to work with
- No more eyeballing objects on your slides to see if they're lined up. Smart Guides automatically appear when your objects, such as pictures, shapes, and more, are close to even, and they also tell you when objects are spaced evenly
- Use simplified sharing to quickly invite others to review or edit your presentations and with the improved version history you can go back to earlier drafts of your presentations when you need to.

OneNote

- Organize your notes in a way that works best for you. Create, rename, search, sort, and copy pages, sections, and notebooks to organize your content as you'd like. Secure your notes with a password and quickly access them.
- Share your notes with your friends and colleagues. Whether it's a party you're planning with others, or a school project you're working on with your group. Work together in a shared notebook at the same time.
- Access your notes on almost any device. Your notes are synced to the cloud (OneDrive, OneDrive for Business, and SharePoint) making it easy to access your recipe notes on your phone at the store, your homework on your PC in class, or your itinerary on your tablet during your trip.

Outlook

- New modern attachments in Outlook make it easy to attach files from OneDrive and automatically configure permission for the recipients—without leaving Outlook. All making it easier to share and collaborate on your work with others.
- The People Card collects all the key details about a contact in one place: phone, email, address, company info, social media updates, even whether they're available. From the card, you can schedule a meeting, send an instant message, or give them a call, making it a one-stop-shop for all communication.
- Your calendar can tell you much more than just the time of your next appointment. You can add your local weather forecast right there in Calendar view, along with current conditions

Access

- Simply type what you need to track and Access uses table templates to deliver an app that does the job
- Never again get "lost in the data." A standardized app framework makes navigating apps familiar and easy
- Entering data accurately is a breeze with drop-down menus and recommendations that appear when you begin typing

Publisher

- Create dynamic publications in very little time when you insert and customize prebuilt building blocks of content, both built-in and from the Publisher community, directly from Publisher. Choose from an array of page parts—such as sidebars and stories—as well as calendars, borders, advertisements, and more
- Use professional-looking effects for text, shapes and pictures, including softer shadows, reflections, and OpenType features such as ligatures and stylistic alternates
- Use Publisher to search your online albums on Facebook, Flickr and other services and add pictures directly to the document, without having to save them first