



Office 2016. Upgrade now and get modern productivity on your device!

The New Office. Takes the work out of working together.



Why should I upgrade to the new Office 2016?

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.

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
- **Smart Lookup** powered by Bing, finds you contextual information from the web within the desktop applications you are using

Perfect with Windows 10.

- **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

Office versions comparison

	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. And 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. (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 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.				★

★ NEW ✓ INCLUDED ⚙️ IMPROVED

1 An appropriate device, internet connection and Internet Explorer 9, 10, 11, Edge, Firefox or Safari browser are required.



Upgrade now and get modern productivity for one device.



Office Home & Business 2016 and **Office Professional 2016** enables you to create and collaborate with greater productivity than ever. Plus, you can save your documents in the cloud on OneDrive and access them virtually anywhere.

Which new Office should I buy?

Office Home & Business 2016 includes:

- Full installed versions of Outlook, Word, Excel, PowerPoint, and OneNote
- For 1 PC, business or home use
- Easily save your documents online with free OneDrive online storage, available for **all OneDrive users**
- An improved user interface optimized for touch, pen, and keyboard.

Office Professional 2016 includes:

1 install includes: Word, Excel, PowerPoint, OneNote, Outlook³, Access and Publisher

What do I need to do?

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

Contact us to learn more or to buy today.

¹ Office Professional 2016 available via Digital Download.

² Transferrable within 90 days of purchase.

³ 512 MB RAM recommended for accessing Outlook data files larger than 1GB.

SYSTEM REQUIREMENTS

Computer and Processor

1 GHz or faster x86 or 64-bit processor with SSE2 instruction set

Memory

2 GB RAM

Hard Disk

3.0 GB available

Display

1280x800

Operating System

Windows 7 Service Pack1, Windows 8, Windows 8.1, Windows 10, Windows Server 2008 R2, Windows Server 2012 R2, Windows 10 Server

Graphics

Graphics hardware acceleration requires a DirectX10

Browser

Internet Explorer 9, 10, 11

Mozilla Firefox 35.x +

Google Chrome 40+

Microsoft Edge

Additional Requirements

Internet connection. Fees may apply.

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. New touch features are optimized for use with Windows 8, Windows 8.1 or Windows 10.

Product functionality and graphics may vary based on your system configuration. Some features may require additional or advanced hardware or server connectivity.

Microsoft account.