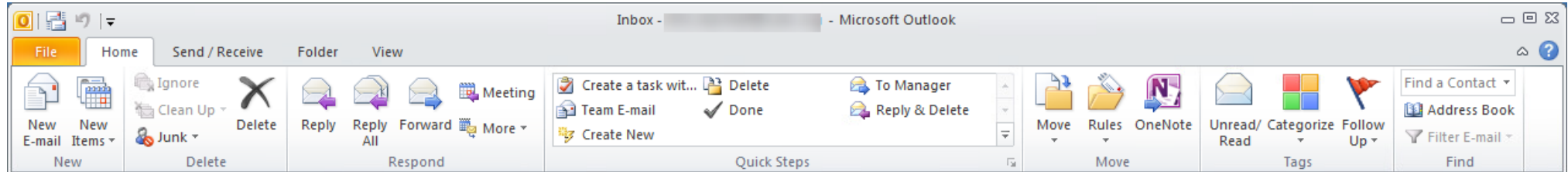


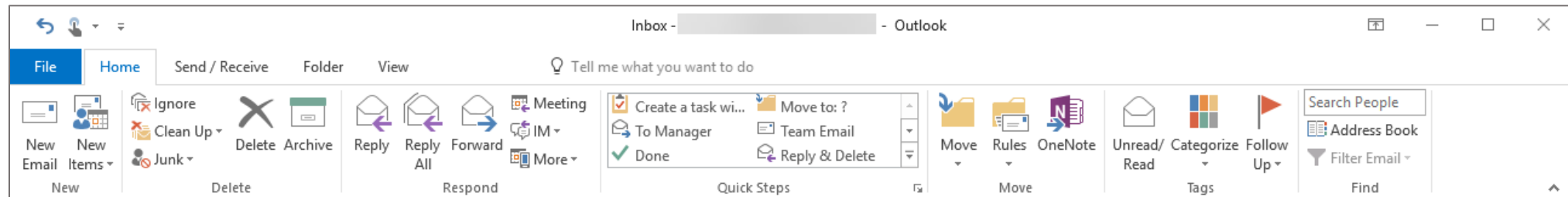
Outlook 2010

- **Icons** - Many icons have been altered, but the functionality and location of most items remain unchanged

Outlook 2010

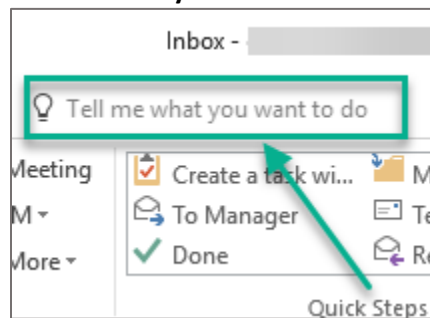


Outlook 2016

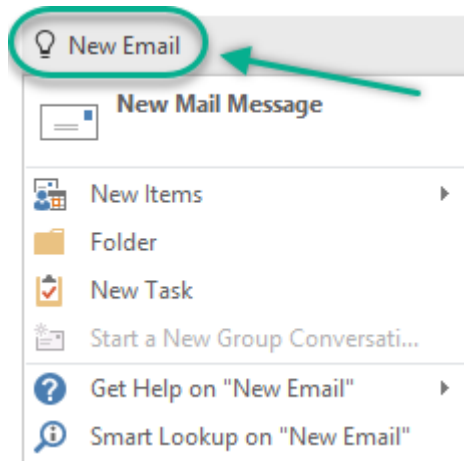


New Features

- **Tell me what you want to do -**

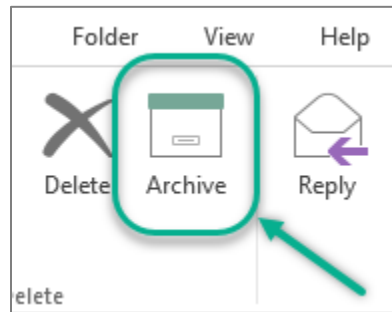


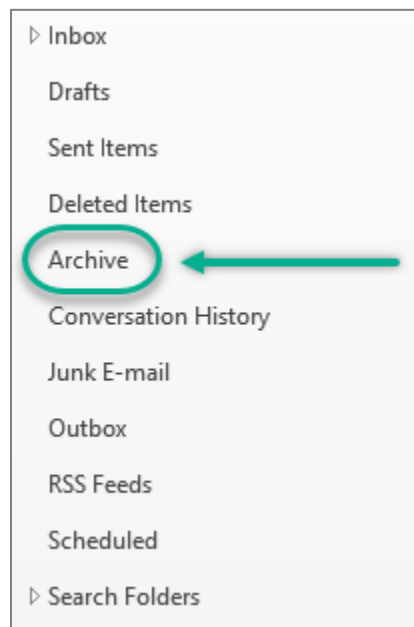
Need help finding a command or feature? Type the name of the feature into the *Tell me what you want to do* text box and a list of suggestions will be displayed. In this example the word *New Email* was typed into the *Tell me what you want to do* text box and the following suggestions were returned:



In the image above, a list of commands related to a New Email is displayed, including Help information.

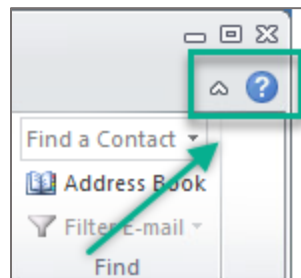
- **Archive** – The new archive feature should not be confused with a true archive solution. Per Microsoft’s description, “We recommend using the Archive feature to keep your Inbox clear of messages you’ve already answered or acted on.” The Archive moves the message from the Inbox to an Archive folder. Additional information on the Archive function can be found here: <https://support.office.com/en-us/article/archive-in-outlook-2016-for-windows-25f75777-3cdc-4c77-9783-5929c7b47028>.



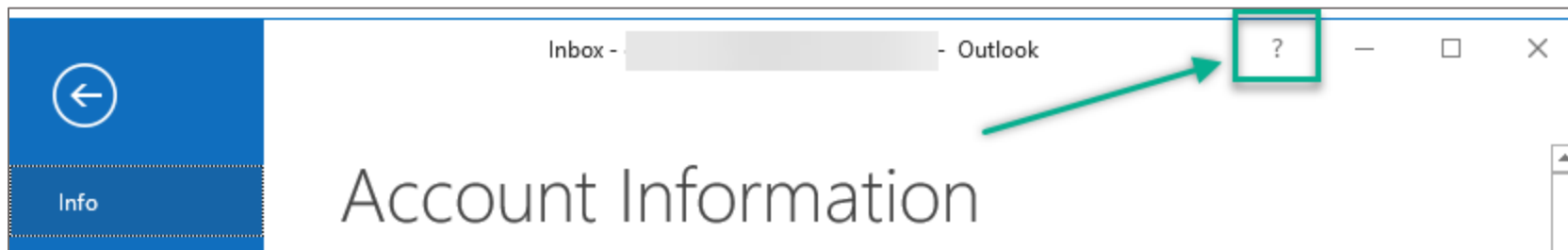
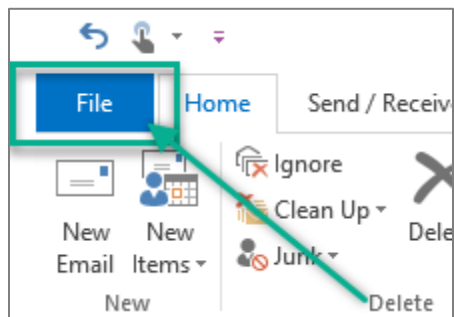


Changes

- **Help Menu** - Where did the Help Menu go?



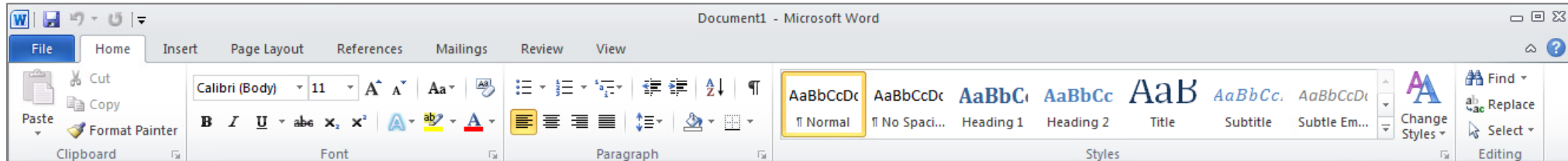
To access the Help Menu click on File > ?



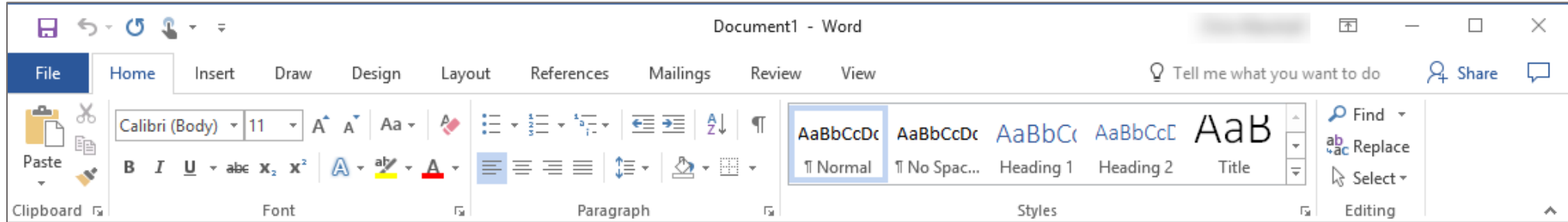
Word 2010

- **Icons** - Many icons have been altered, but the functionality and location on most items is unchanged

Word 2010

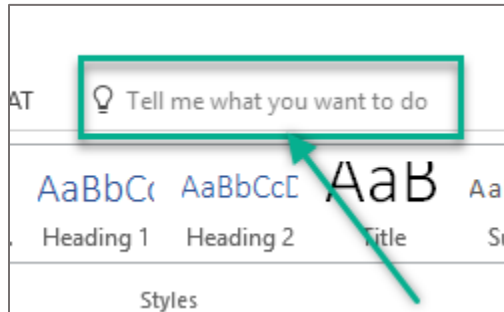


Word 2016

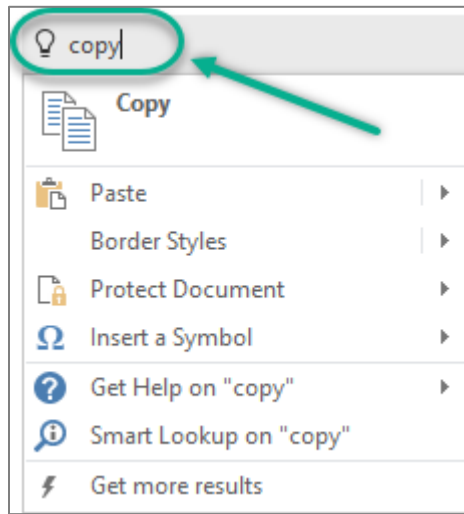


New Features

- **Tell me what you want to do -**

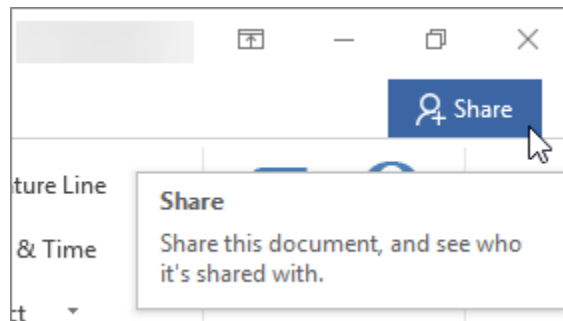


Need help finding a command or feature? Simply type the name of the feature into the *Tell me what you want to do* text box and a list of suggestions will be displayed. In this example, the word *Copy* was typed into the *Tell me what you want to do* text box and the following suggestions were returned:



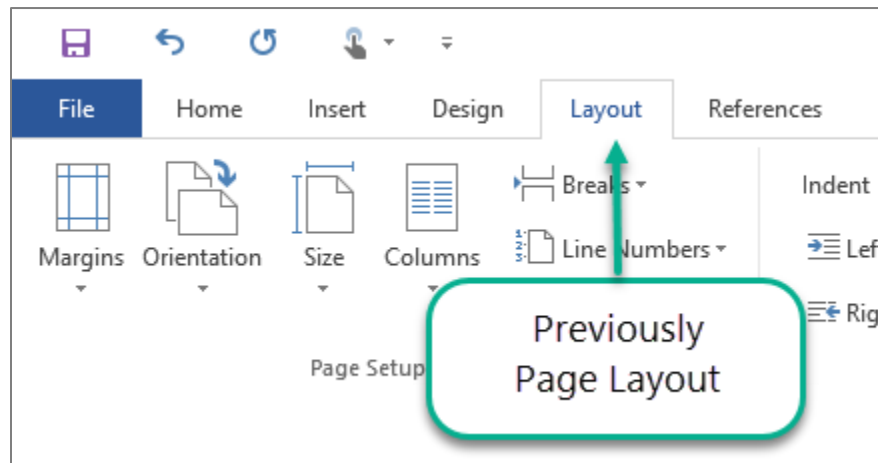
The image above shows a list of commands related to Copying.

- **Share** – To use this option, directions can be found here: <https://support.office.com/en-us/article/Share-your-document-in-Word-2016-for-Windows-d39f3cd8-0aa0-412f-9a35-1abba926d354>

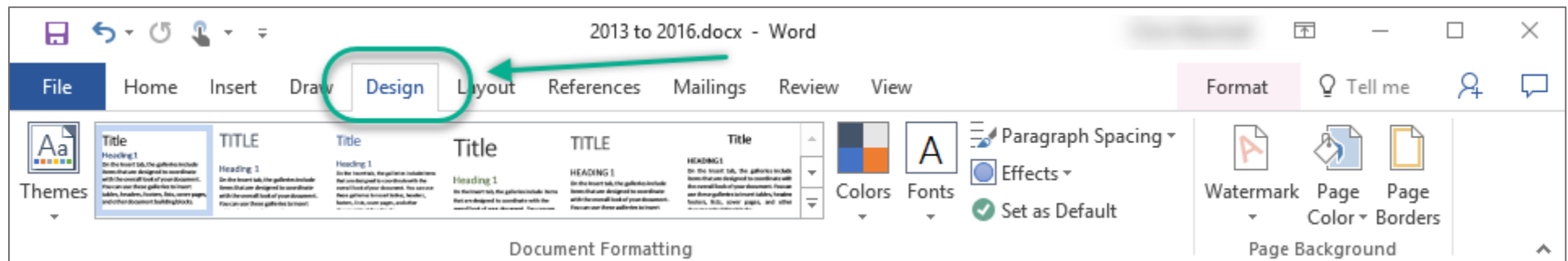
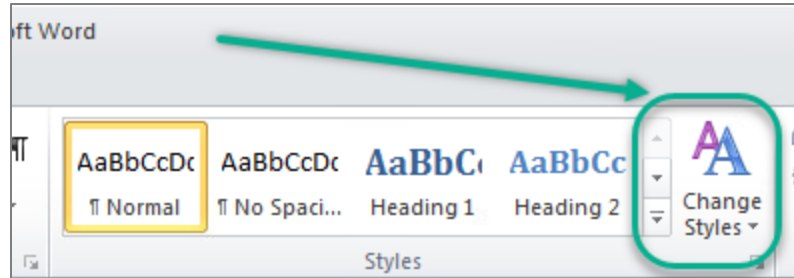


Changes

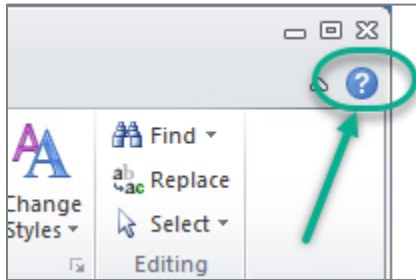
- **Page Layout** - has been renamed Layout all functionality remains the same



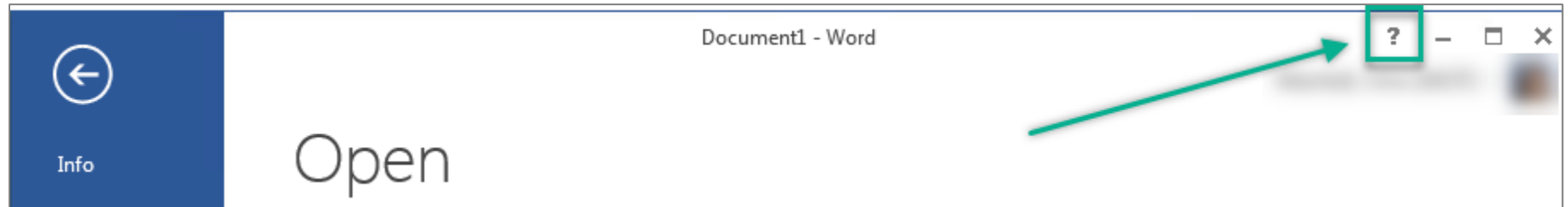
- **Change Styles** - expanded to the Design tab



- **Help Menu** - Where did the Help Menu go?



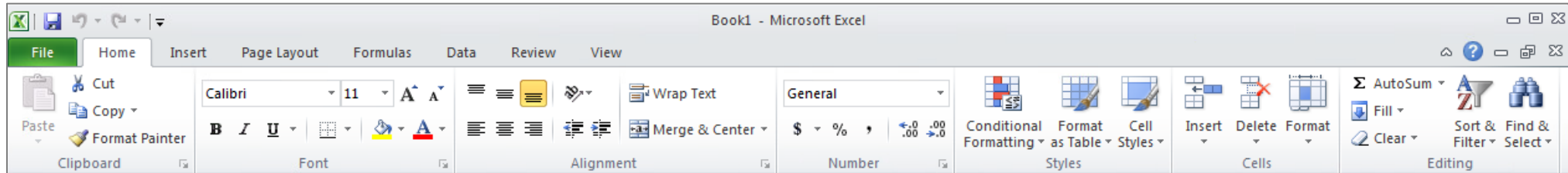
To access the Help Menu click on File > ?



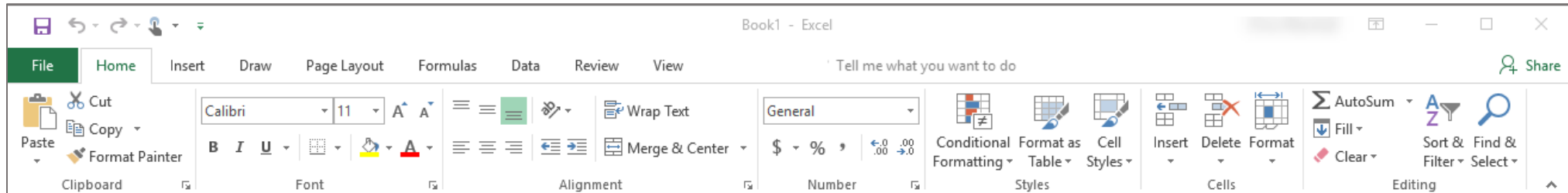
Excel 2010

- **Icons** - Many icons have been altered, but the functionality and location of most items is unchanged

Excel 2010

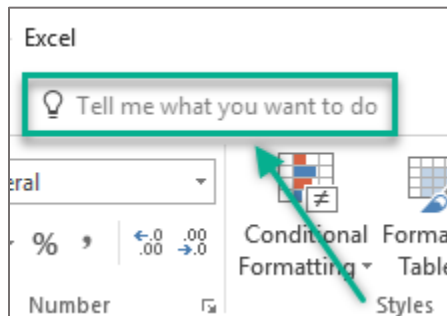


Excel 2016

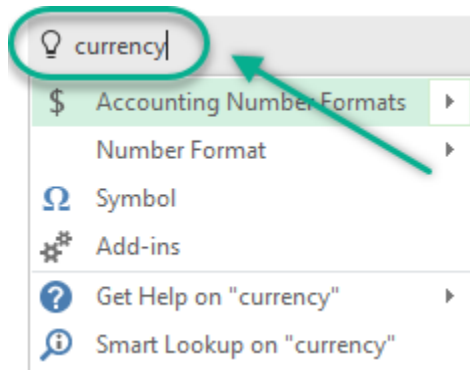


New Features

- **Tell me what you want to do**

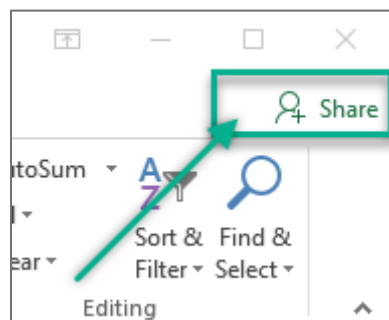


Need help finding a command or feature? Type the name of the feature into the *Tell me what you want to do* text box and a list of suggestions will be displayed. In this example, the word *Currency* was typed into the *Tell me what you want to do* text box and the following suggestions were returned:



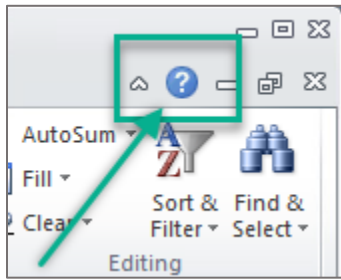
The image above shows a list of commands related to Currency.

- **Share** – To use this option, directions can be found here: <https://support.office.com/en-us/article/Share-your-document-in-Word-2016-for-Windows-d39f3cd8-0aa0-412f-9a35-1abba926d354>

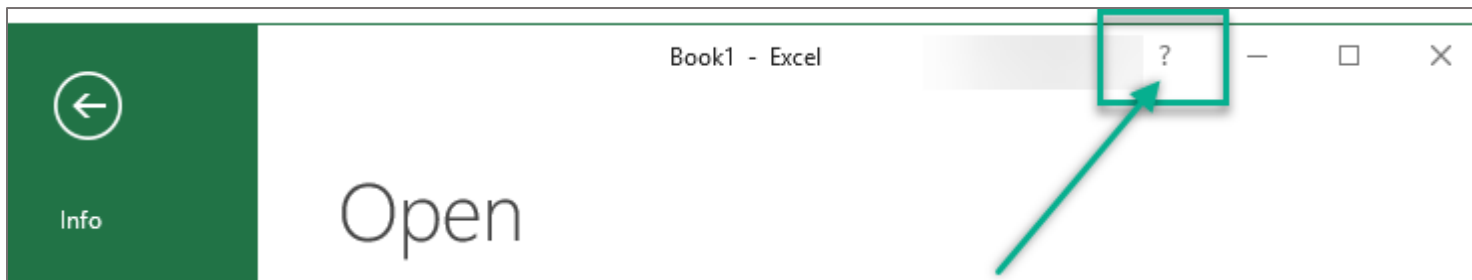
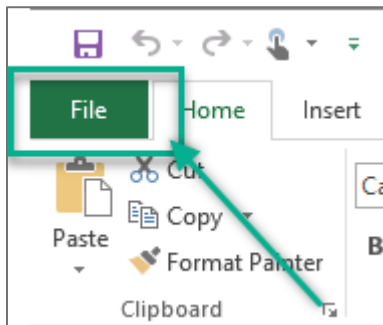


Changes

- **Help Menu** - Where did the Help Menu go?



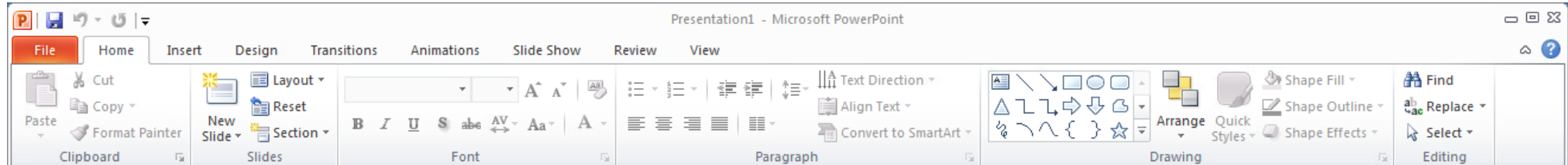
To access the Help Menu click on File >?



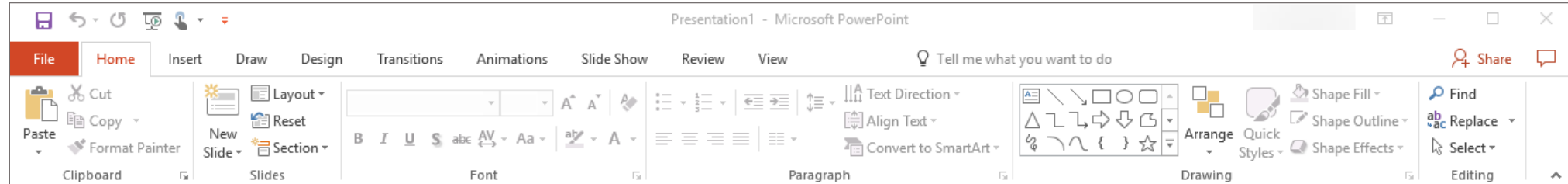
PowerPoint 2010

- **Icons** - Many icons have been altered, but the functionality and location on most items is unchanged

PowerPoint 2010

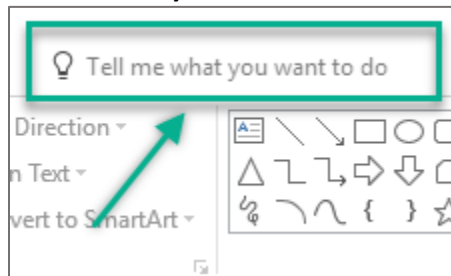


PowerPoint 2016

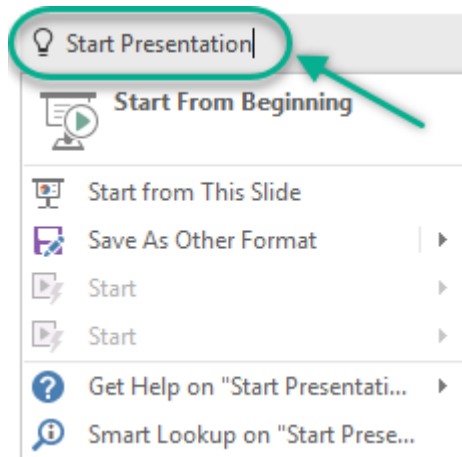


New Features

- **Tell me what you want to do**

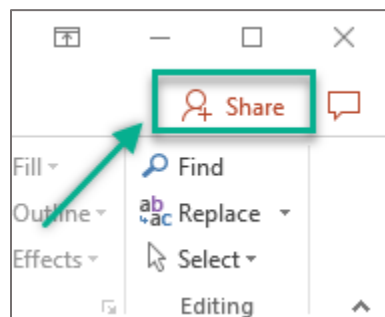


Need help finding a command or feature? Type the name of the feature into the *Tell me what you want to do* text box and a list of suggestions will be displayed. In this example, the word *Start Presentation* was typed into the *Tell me what you want to do* text box and the following suggestions were returned:



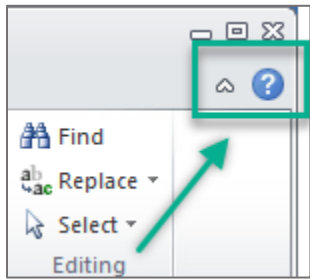
In the image above, a list of commands related to Starting Presentations is displayed, including Help information.

- **Share** – To use this option, directions can be found here: <https://support.office.com/en-us/article/Share-your-document-in-Word-2016-for-Windows-d39f3cd8-0aa0-412f-9a35-1abba926d354>



Changes

- **Help Menu** - Where did the Help Menu go?



To access the Help Menu click on File >?

