Microsoft Office 2016 for Mac

Product Guide

Content

Office 2016 for Mac is here

Microsoft Office 2016 for Mac enables you do your best work – anywhere, anytime and with anyone.

New, modern versions of Word, Excel, PowerPoint, Outlook and OneNote have the familiar look and feel of Office, and are thoughtfully designed for Mac. You'll quickly produce quality documents using new online templates, Smart Lookup, and recommended charts. You'll have access to your docs in the cloud whenever you need them. No more sending documents back and forth in email: it's easy to share your work and have others review it, since several people can edit the same document simultaneously.

Unmistakably Office, designed for Mac

Get started quickly with new, modern versions of Word, Excel, PowerPoint, Outlook and OneNote – combining the familiarity of Office and the unique Mac features you love.
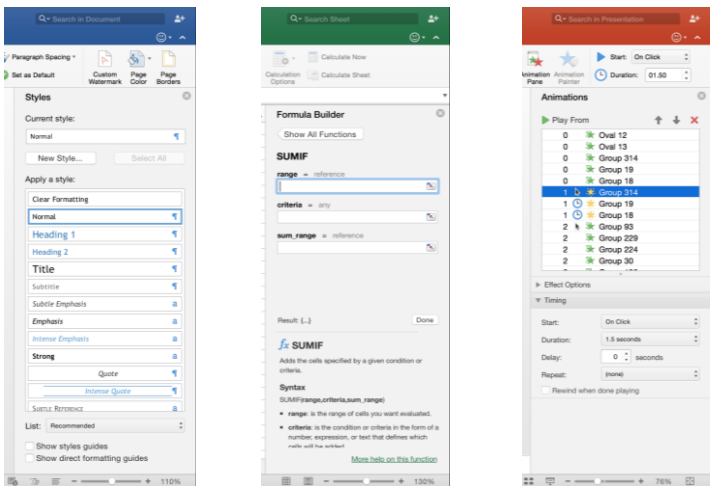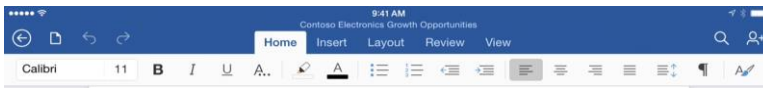
Word 2016 for Mac

Word 2013 for Windows

The redesigned **Ribbon menu** organizes features in a similar way as Office for Windows and iPad, so you can quickly find what you need.

Word for iPad

The new **task pane** interface makes complex tasks easy, like formatting images in Word, designing animations in PowerPoint, and inserting formulas in Excel.

Office offers unequaled **file compatibility and layout fidelity**. Documents will look how you intended in Office for Mac, PC, tablet and phone.

Your document's text and graphics are beautifully rendered and sharper than ever on your Mac's **Retina display**, and presentations look absolutely stunning.
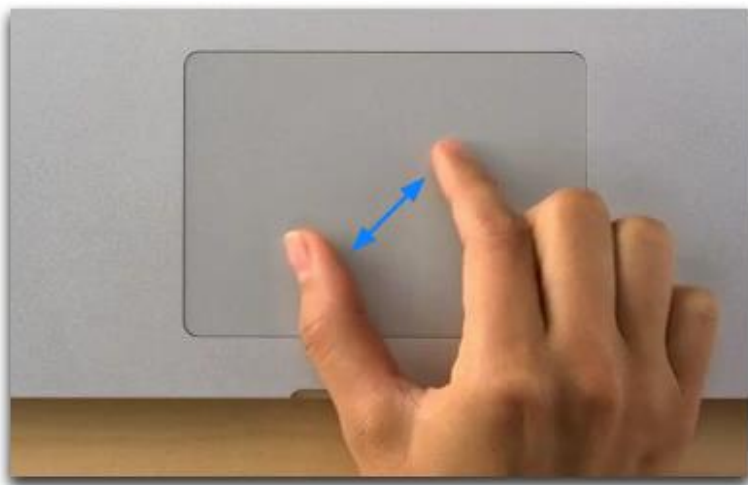

Navigate your documents, spreadsheets and presentations intuitively with familiar **Multi-Touch gestures**.
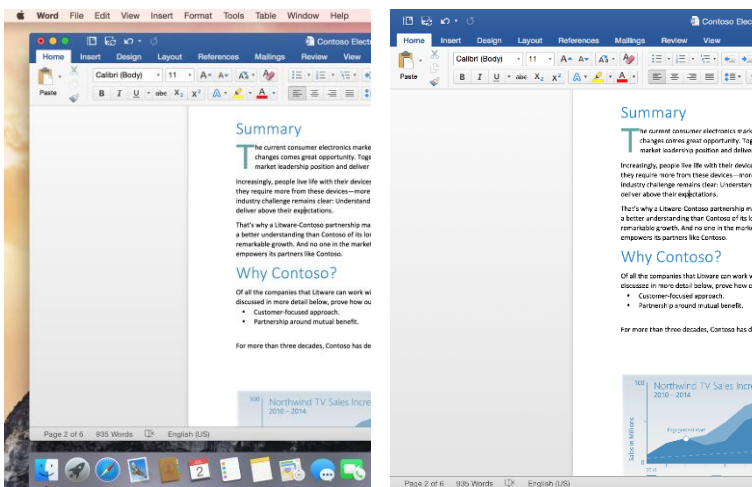

Support for **Full Screen view**, a Mac OSX feature, enables you to work without distractions.

Do your best work - anywhere, anytime

The new Office for Mac is cloud-connected, so you can create great-looking documents, gain new insights, and present with confidence - anywhere, anytime.
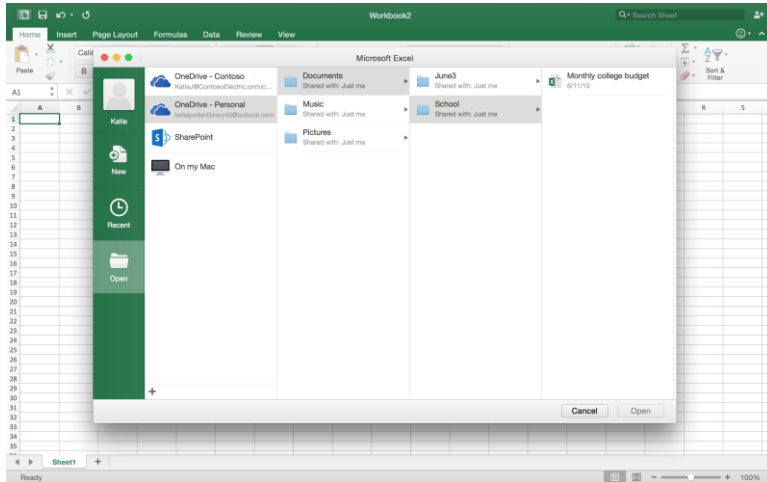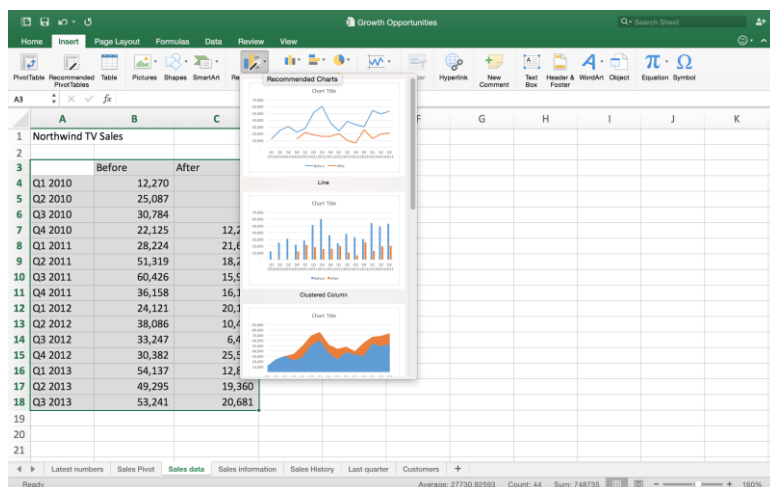

Access your files whenever you need to, thanks to **integration with OneDrive, OneDrive for Business and SharePoint.**
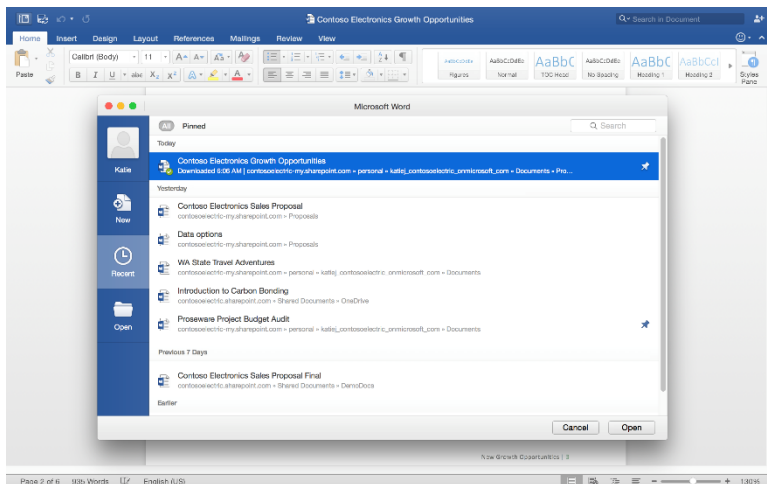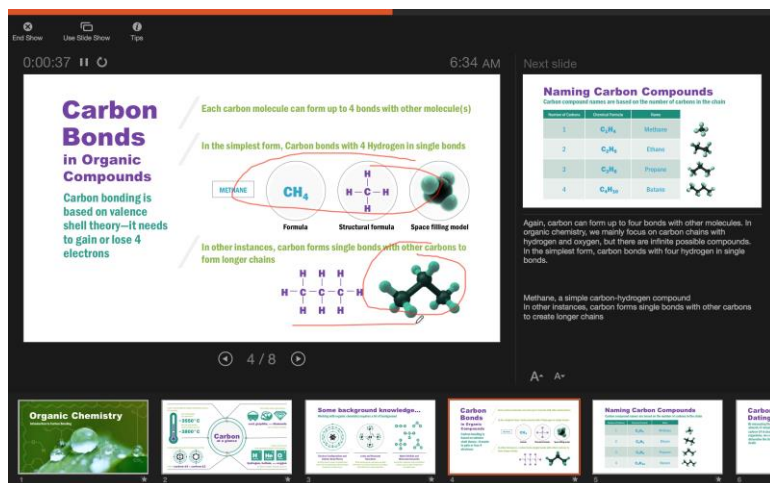

With **roaming recent files**, you can quickly pick up from where you left off on any device.
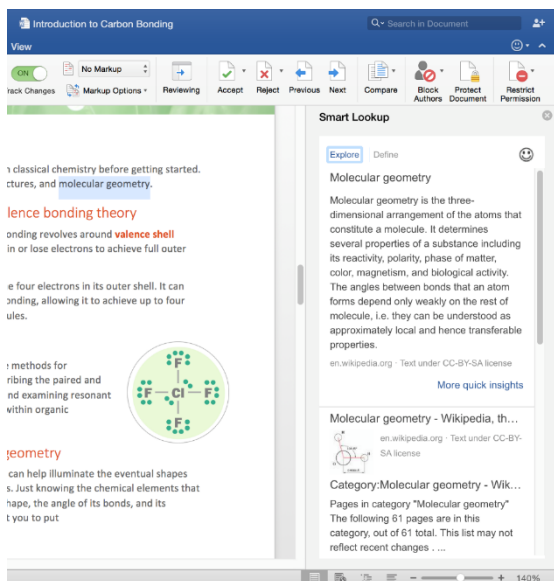
Smart Lookup, powered by Bing, shows relevant contextual information from the Web within the reading and authoring experience.

Excel takes the guesswork out of visualizing your data: it **recommends charts** best suited for your numbers, and lets you preview different options.

Presenter View in PowerPoint gives you the tools to present with confidence – displaying the current slide, next slide, speaker notes and a timer on your Mac, while projecting only the presentation to your audience on the big screen.
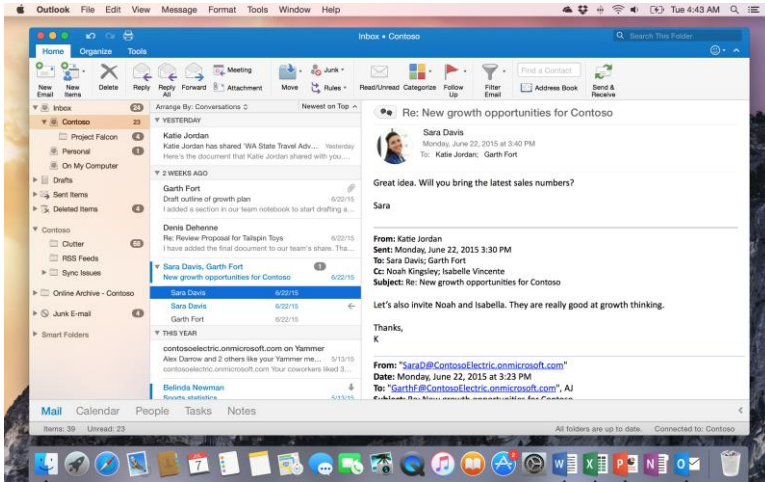
Outlook automatically organizes your inbox in **conversations**, without inadvertently including messages with the same subject that belong to a different conversation.
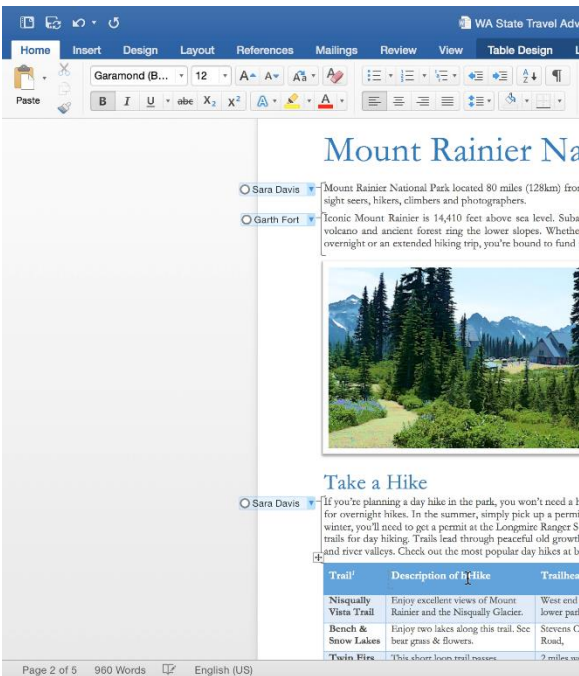

Even when you're on-the-go without your Mac, you can continue your work using **Office apps for iPad, iPhone, Android devices and Office Online.**

Made for teamwork

Get more done by working together using built-in tools to share, review and co-edit documents, presentations and notes.

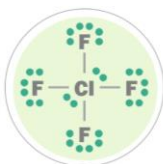Easily **share your documents** and invite others to review or edit them.

Co-authoring in Word and PowerPoint enables several people to work simultaneously in the same document from different devices in different locations.

Threaded comments in Word and PowerPoint enable you to have useful conversations right next to relevant text. You can quickly see who replied to whom and when.

The new **Conflict Resolution view** in PowerPoint lets you visually compare conflicting changes, so you can easily decide what version to keep.

Share a OneNote notebook with friends, family or colleagues so everyone can add their notes and work together on travel plans, household tasks or work projects.

Five modernized, first-class applications

Word 2016 for Mac
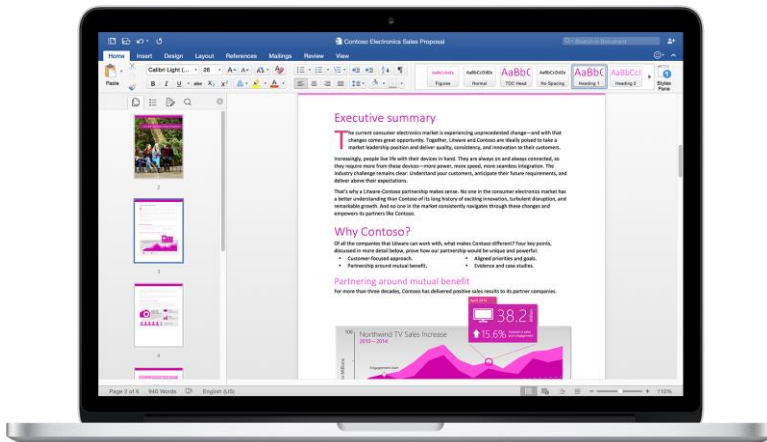
Word's state-of-the-art authoring and reviewing tools make the creation of polished documents easy. Smart Lookup shows relevant contextual information from the Web inside Word. The Design tab enables you to manage layout, colors and fonts across a document. Get more done by working together using built-in tools to share and review documents. Several people can work on the same document simultaneously and use threaded comments to have a conversation right next to relevant text.
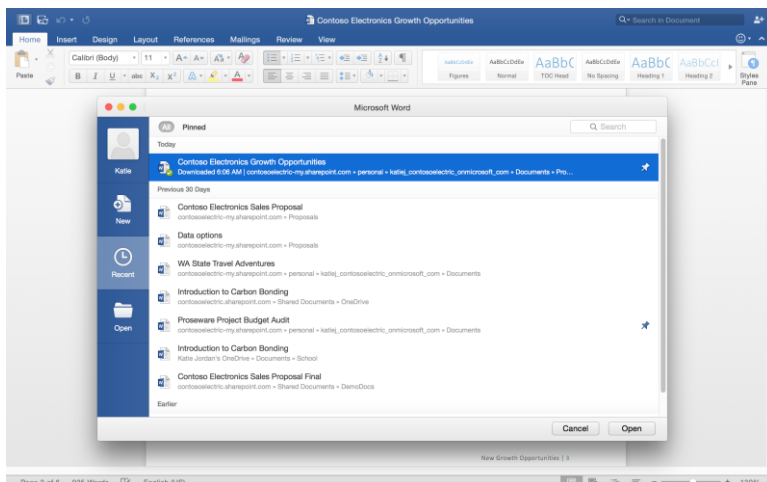
New. With roaming **Recent files**, you can quickly pick up from where you left off on any device.
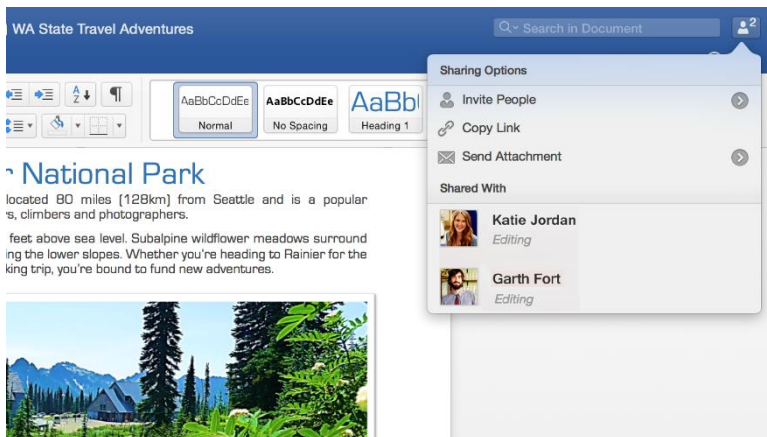
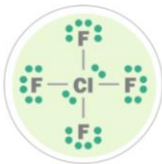Improved. **Easily share** your documents and invite others to review or edit them.
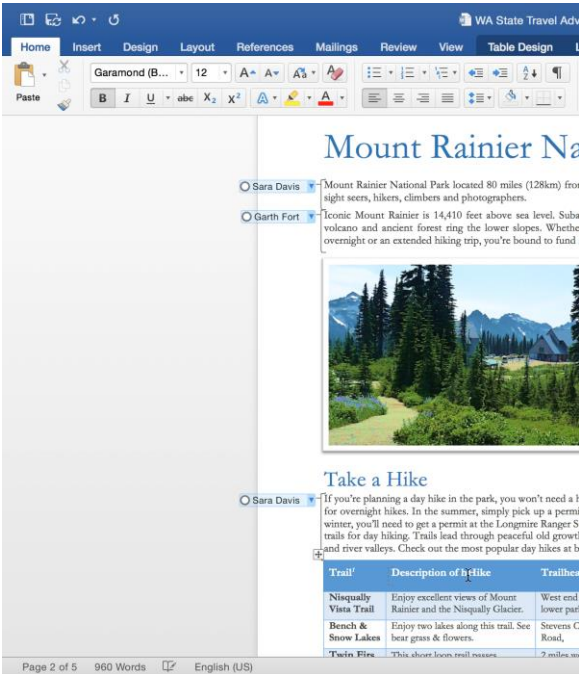
Improved. Coauthoring enables several people to work simultaneously in the same Word document.

New. Threaded comments enable you to have useful conversations right next to relevant text.
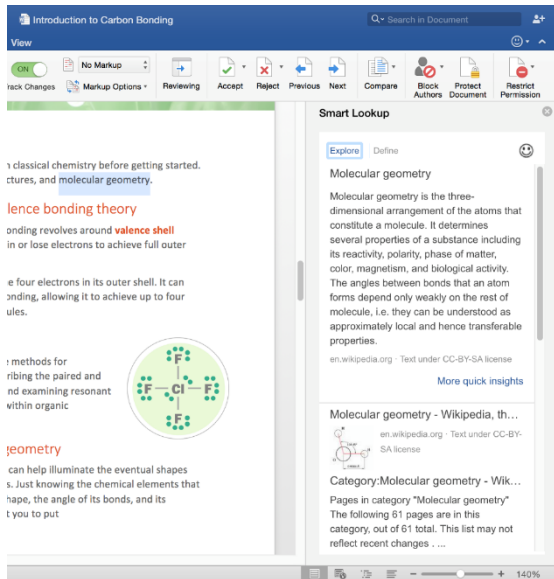
New. **Smart Lookup**, powered by Bing, shows relevant contextual information from the web within the reading and authoring experience.
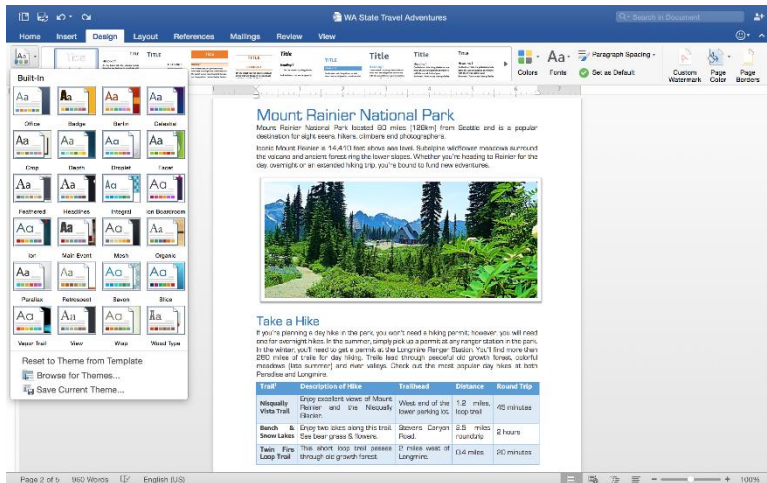
New. The **Design menu** lets you apply designer-quality layouts, colors and fonts throughout a document.
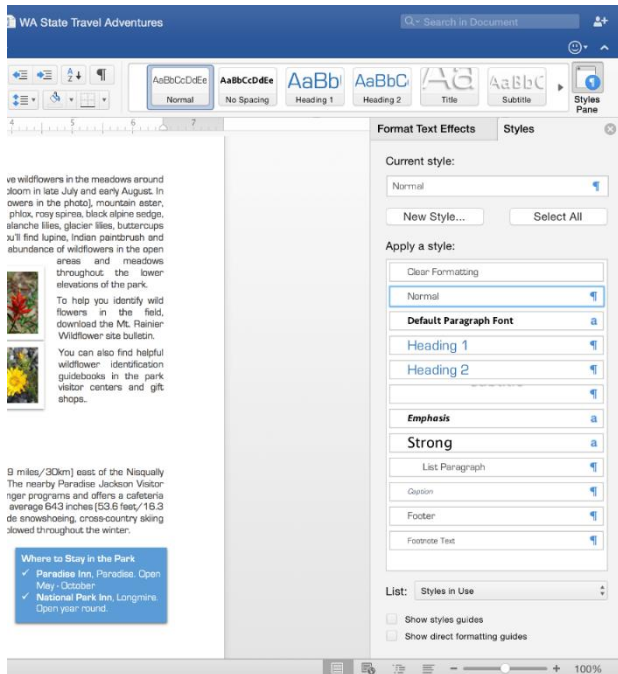
New. The new **task pane** interface makes complex tasks easy, like formatting images and applying font styles.
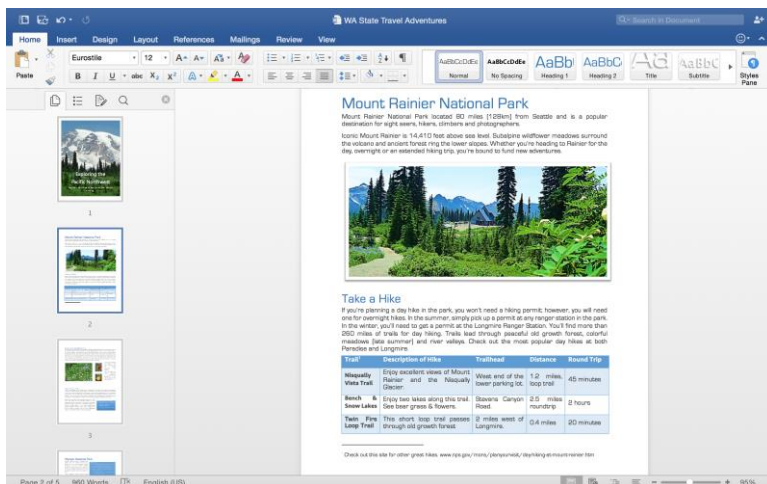
Improved. The **Navigation Pane** helps you track where you are in a document and navigate to points of interest.
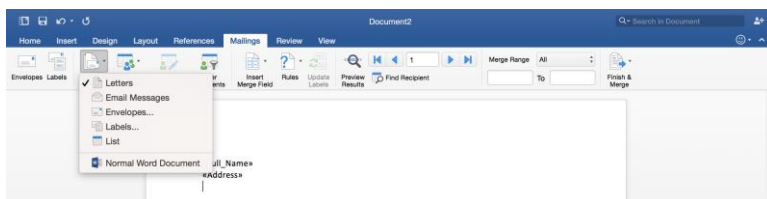
Improved. Prepare personalized letters and emails with improved **Mail Merge**.

Improved. Jumpstart your work with a large collection of professionally designed online templates.

Excel 2016 for Mac

The new Excel for Mac enables you to turn numbers into insights. Familiar keyboard shortcuts, and data entry enhancements like formula builder and autocomplete immediately make you more productive. Excel also helps you visualize your data by recommending charts best suited for your numbers, and letting you quickly preview the different options. New PivotTable Slicers help you discover patterns in large volumes of data.
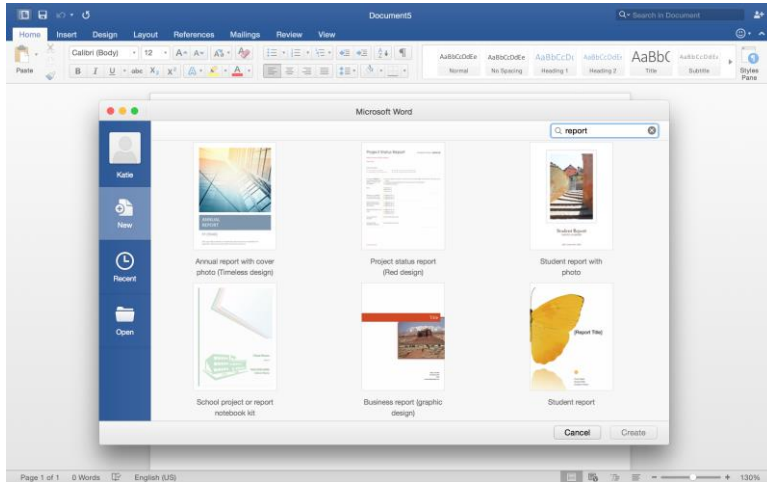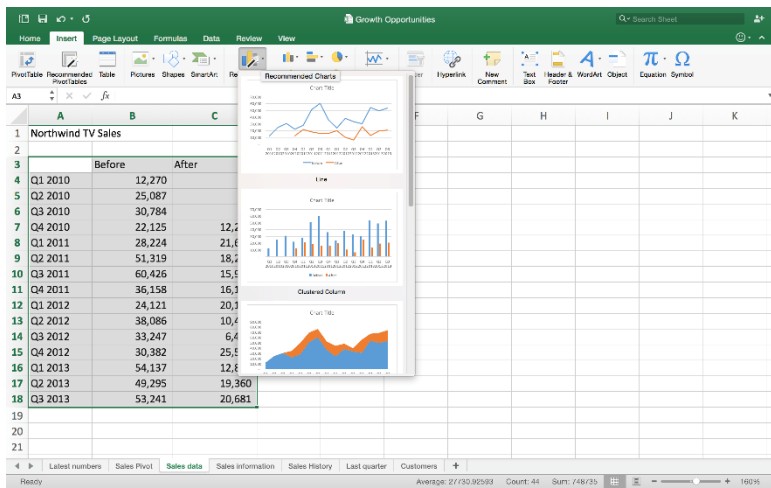

New. **Recommended charts.** Choose the best chart that Excel recommends for your data.
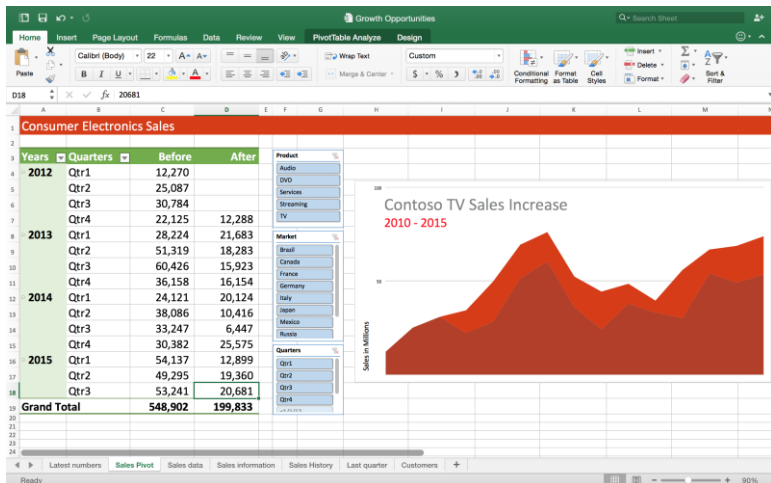
New. **PivotTable Slicers** help you discover patterns in large volumes of data.

Several years of sales data...
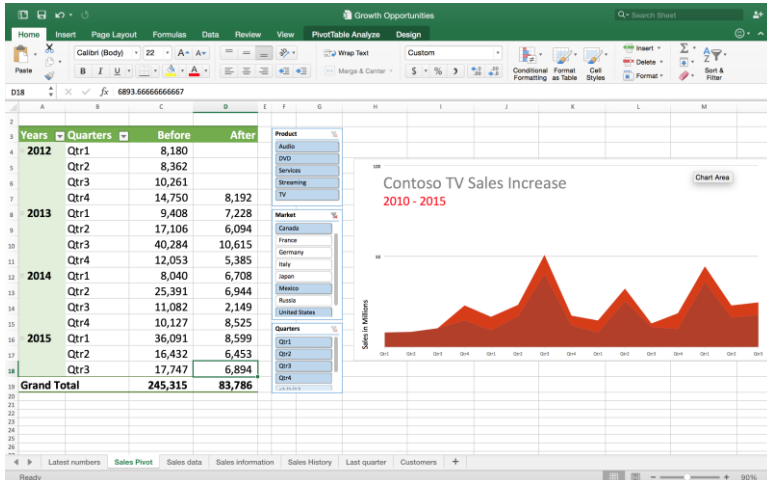
... sliced for The Americas

New. Use the **Analysis Toolpak** add-on to perform complex statistical or engineering analyses.
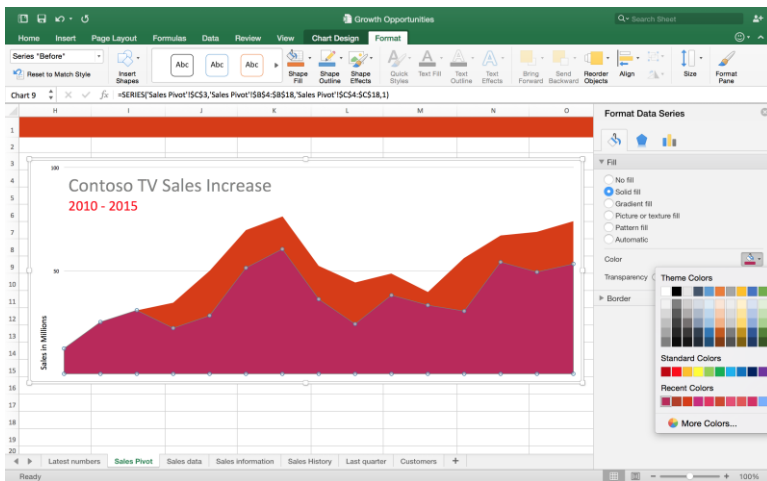
New. The new **task pane** interface makes complex tasks easy, like formatting chart elements, and building formulas.
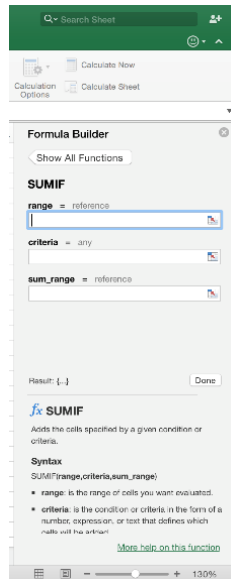
Improved. **The Formula Builder pane** helps you create formulas that enable you to tap into the full power of Excel's formulas.
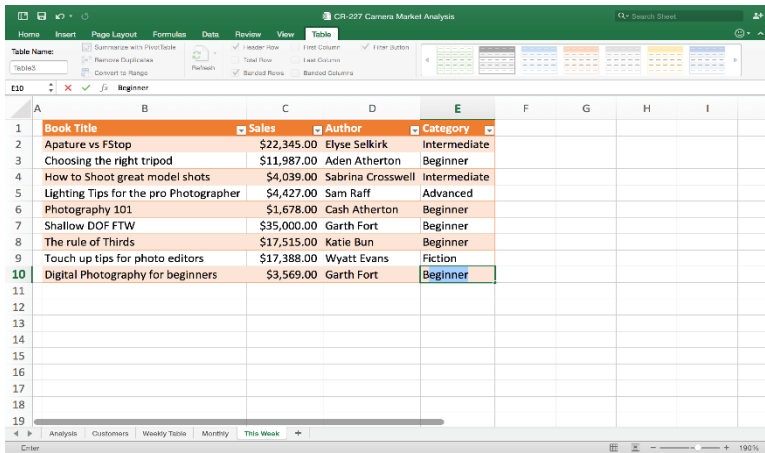
Improved. **Autocomplete** improves data accuracy and efficiency.
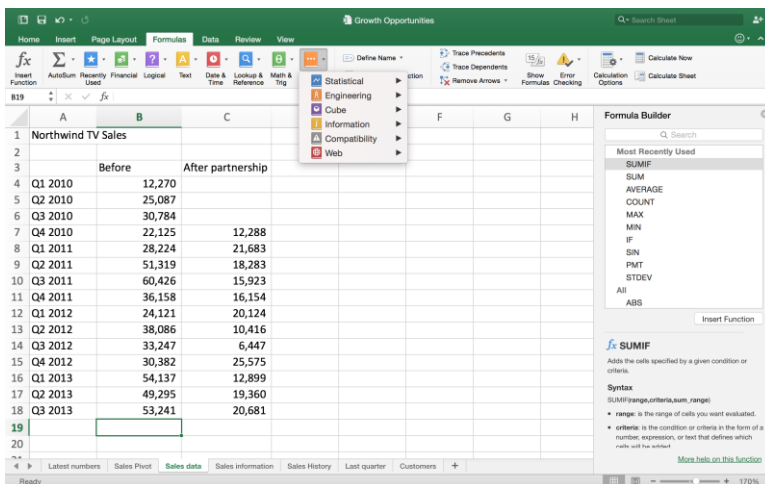
Improved. **Excel 2013 for Windows functions** are supported for easier file sharing between Mac and PC.
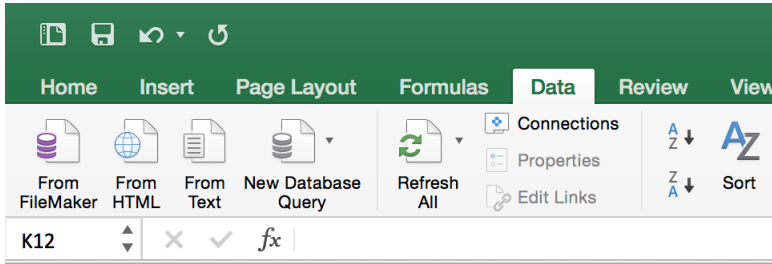
Improved. **Integrated Data Connections.** Use existing data connection from across your devices.
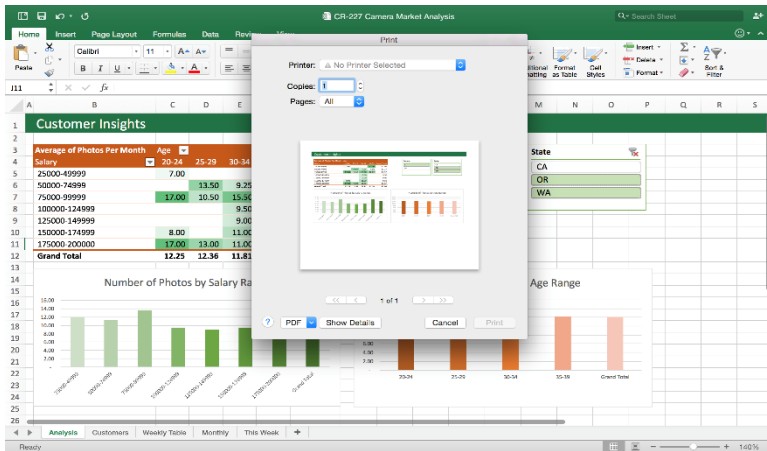
Improved. **Print Improvements**, including the ability to print to a single PDF file.

Improved. Familiar **keyboard shortcuts** of Excel for Windows are now also available on Mac.

Improved. **Enhanced Performance**, including smooth scrolling and zooming.

PowerPoint 2016 for Mac
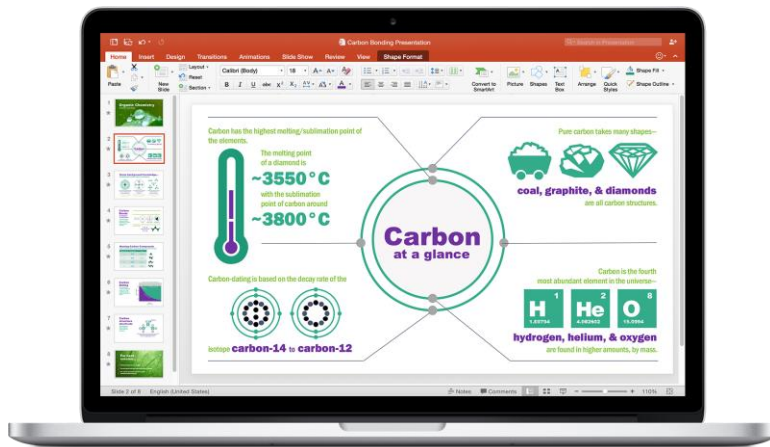
Walk into your next presentation with complete confidence. PowerPoint's new Presenter View displays the current slide, next slide, speaker notes and a timer on your Mac, while projecting only the presentation to your audience on the big screen. A new animation pane helps you design and fine-tune animations, and refined slide transitions ensure the finished product is polished. Easily share your presentation and invite others to work on the same presentation simultaneously.
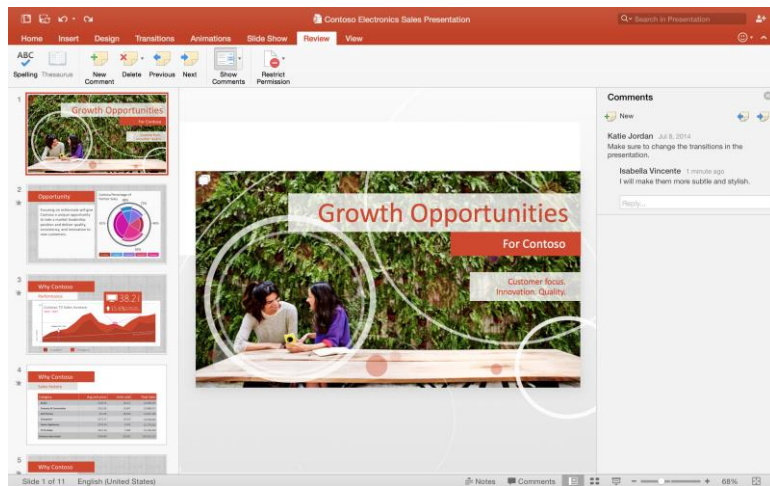
New. **Threaded comments** enable you to have useful conversations right next to relevant text.
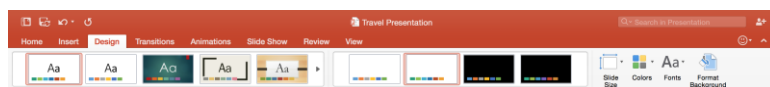
New. Change the style of your presentation using **theme variants**, different color schemes for a theme.
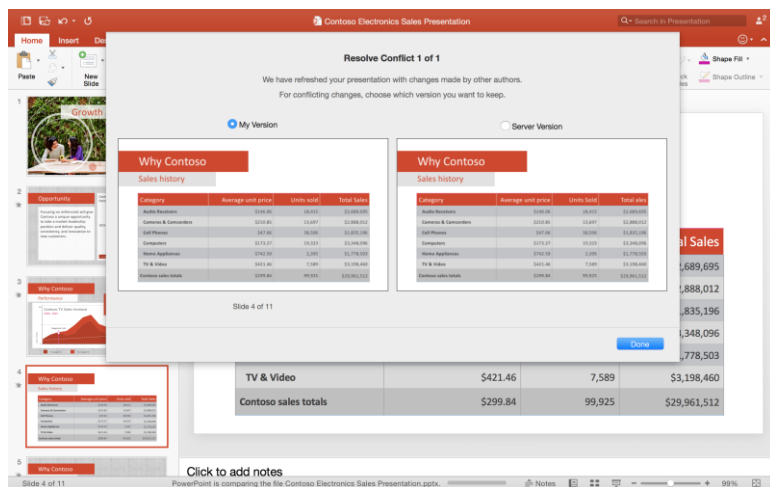
New. The new **Conflict Resolution view** lets you visually compare conflicting changes, so you can easily decide what version to keep.

New. The new **task pane** interface makes complex tasks easy, like formatting images, crafting animations, and reviewing comments.
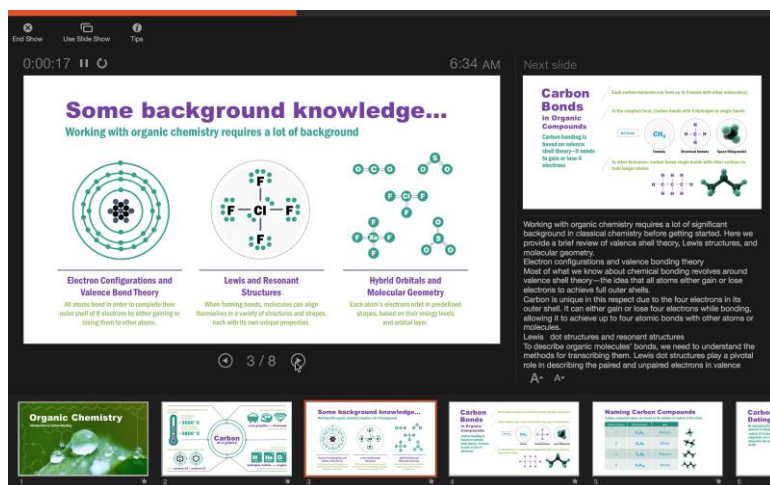
Improved. Presenter View gives you the tools to present with confidence, displaying the current slide, next slide, speaker notes, and a timer on your Mac, while projecting only the presentation to your audience on the big screen.
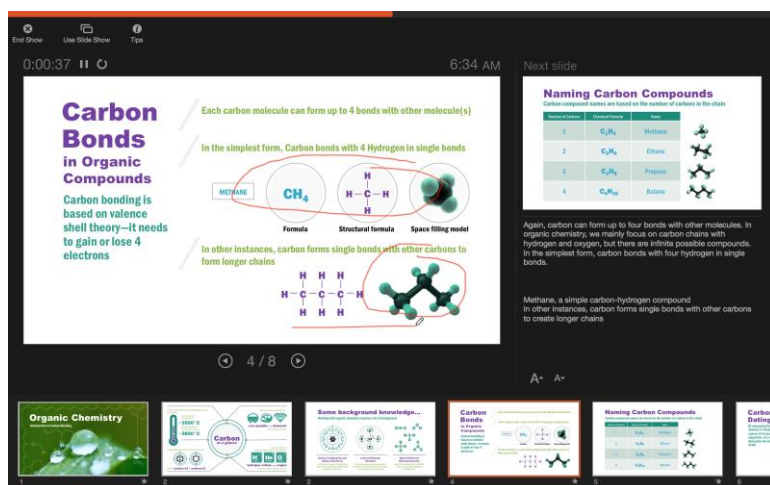
Draw and highlight

Improved. Easily share your presentations and invite others to review or edit them.

Improved. Coauthoring enables several people to work simultaneously in the same PowerPoint presentation.
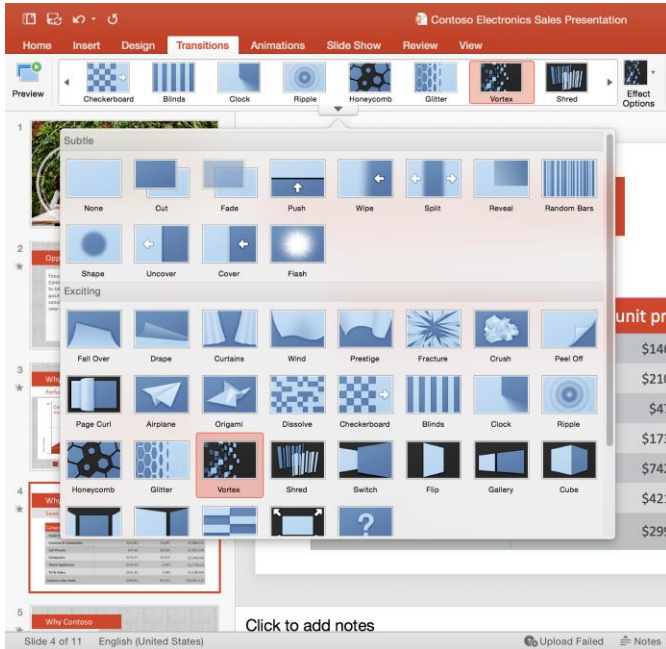
Improved. Support for PowerPoint 2013 **slide transitions** makes file sharing between platforms simple.
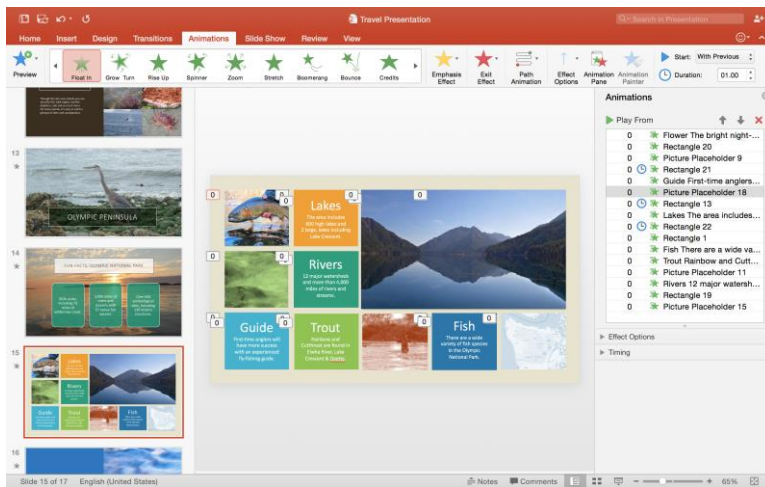
Improved. The **Animation Pane** helps you design and fine-tune animations.
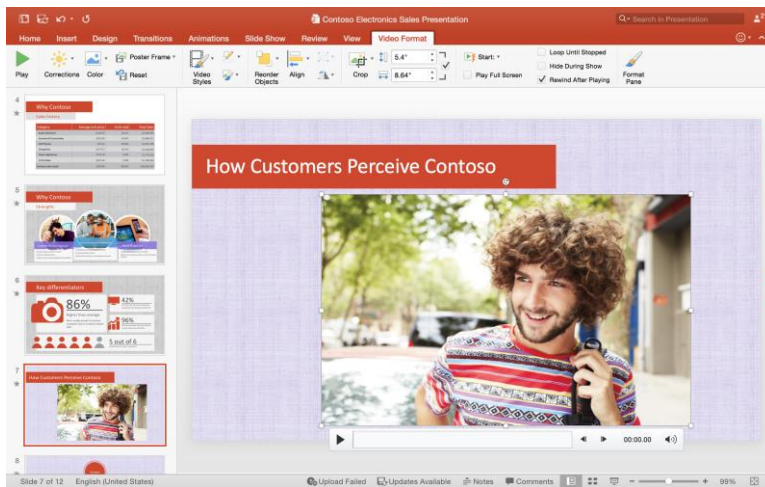
Improved. Improved performance of **media playback** makes video in presentations run smoothly.

Outlook 2016 for Mac

Managing your email, calendar, contacts and tasks has never been easier. The new Outlook for Mac has push mail support so your inbox is always up-to-date. The improved conversation view automatically organizes your inbox around threaded conversations, so you'll never hunt for related messages again. And the new message preview gives you the first sentence of an email just below the subject line so you can quickly decide if you want to read it now or come back later.

New. **Message preview** gives you the first sentence of an email just below the subject line so you can quickly decide if you want to read it.
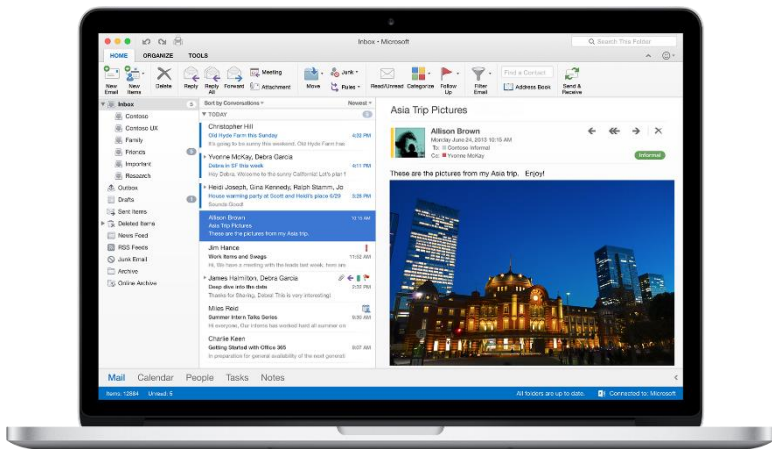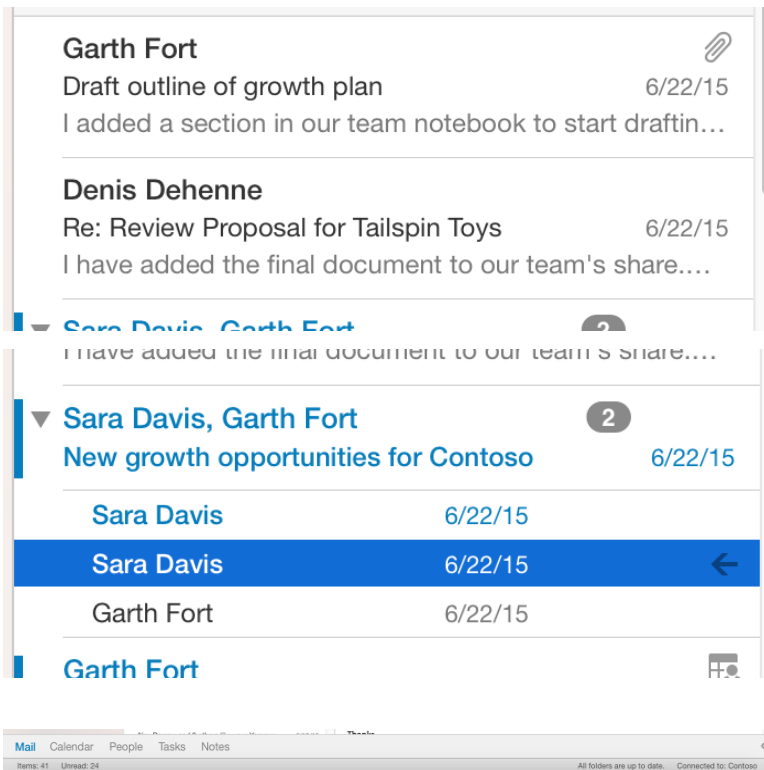
Improved. **Conversation view.** View all messages belonging to the same conversation in one place, without inadvertently including messages that share same title but belong to a different conversation.

New. **Easy navigation** between the five main Outlook elements: Mail, Calendar, People, Tasks, and Notes.

New. **Push Mail** support ensures that your inbox is always up to date.

New. Move messages from your inbox to an **Online Archive** on the server to make space in your mailbox. An online archive folder in the navigation pane provides access to your archived messages when you need them.
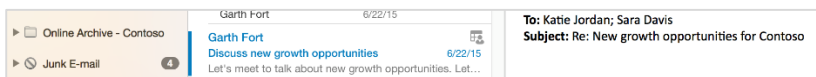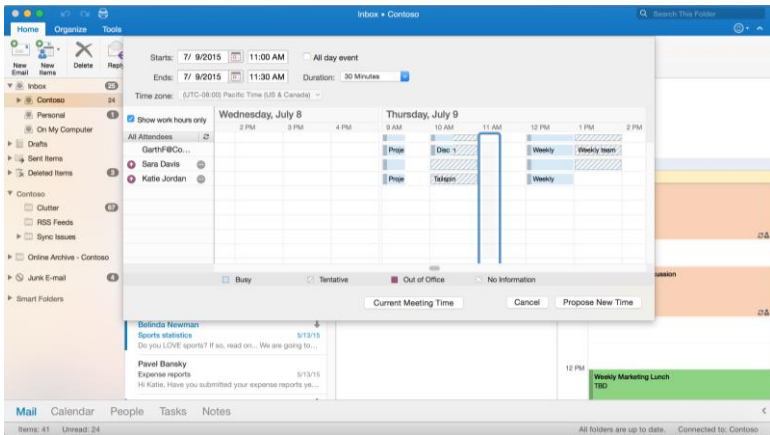
New. **Propose New Time.** When you receive a meeting request for a time that is not preferable but you want to attend the meeting, you can propose a new meeting time. The meeting organizer can accept or decline your proposal.
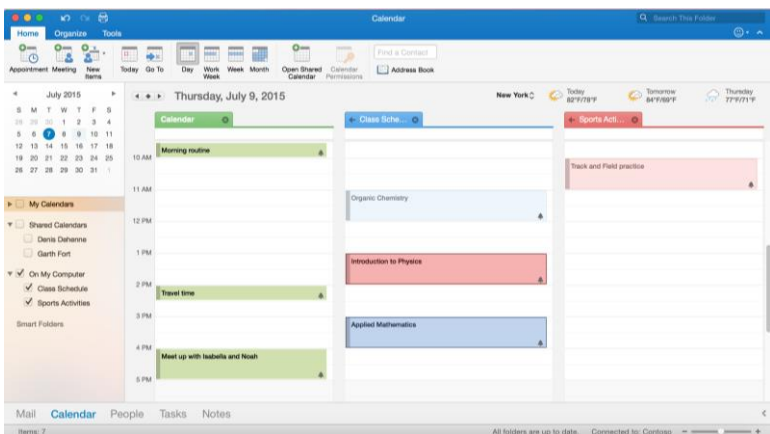
Side by Side…

New. **Side by Side Calendar.** See multiple calendars in parallel.
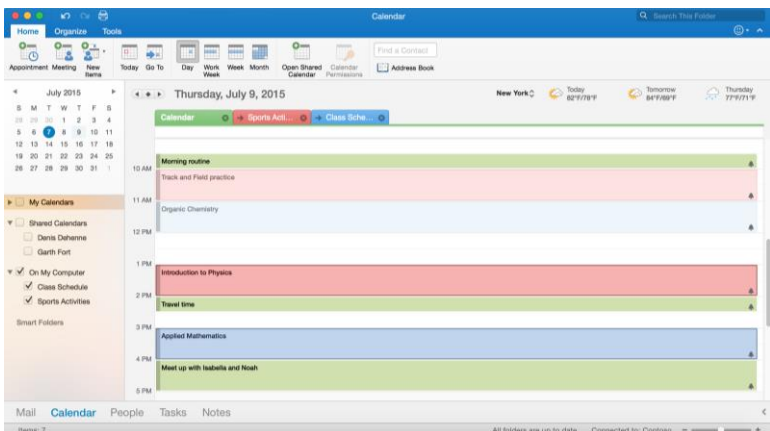
… or overlaid.
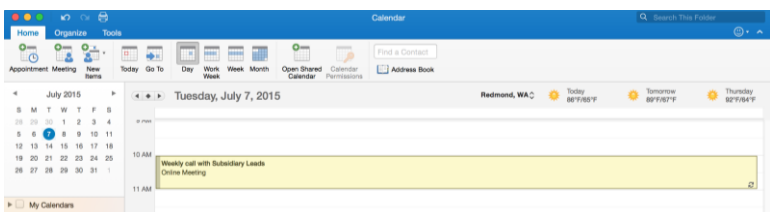
New. **Weather Forecast in Calendar.** Will it be sunny or rainy? No need to look up your local weather forecast because Outlook shows the weather info right in the Calendar view.
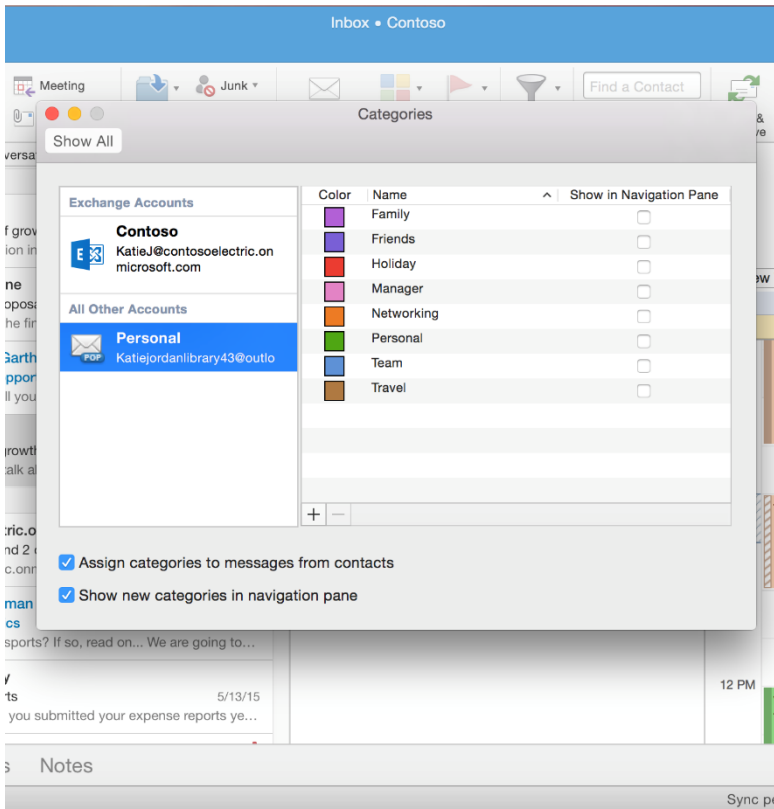
New. **Category Sync.** Categories, including their names and colors, are now synced and the same in Outlook for Mac, Outlook for Windows, and the Outlook Web App.
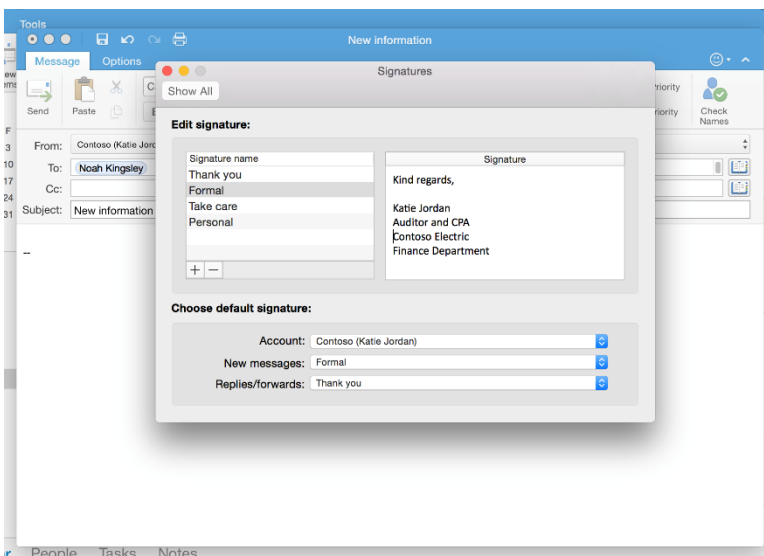
Improved. Create custom **email signatures**, and use different ones for new messages and replies.

Improved. Overall performance and stability.

OneNote 2016 for Mac

OneNote is the newest addition Capture, organize and share your ideas with digital notebooks that you can access on any device. Find things quickly with a powerful search engine that tracks your tags, indexes your typed notes and recognizes text in images and handwritten notes. Bold, italicize, underline, highlight, insert files, pictures and tables – format your notes like you want. Easily share notebooks with friends, family or colleagues so everyone can work together on travel plans, household tasks or work projects.

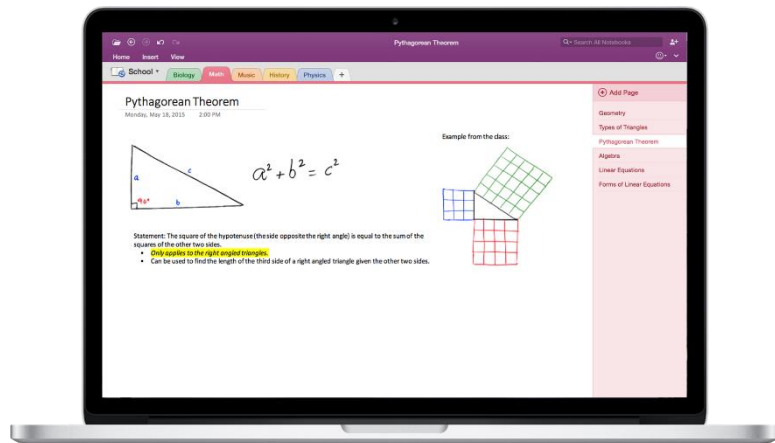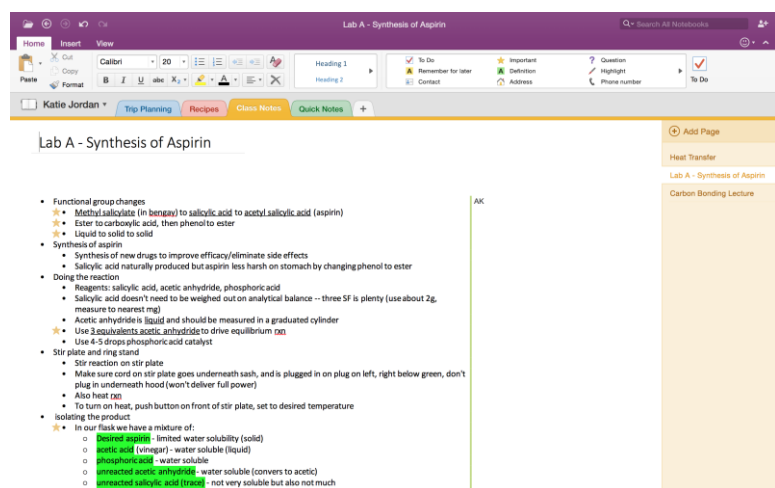**Capture your Notes.** Harness your thoughts in your very own digital notebook
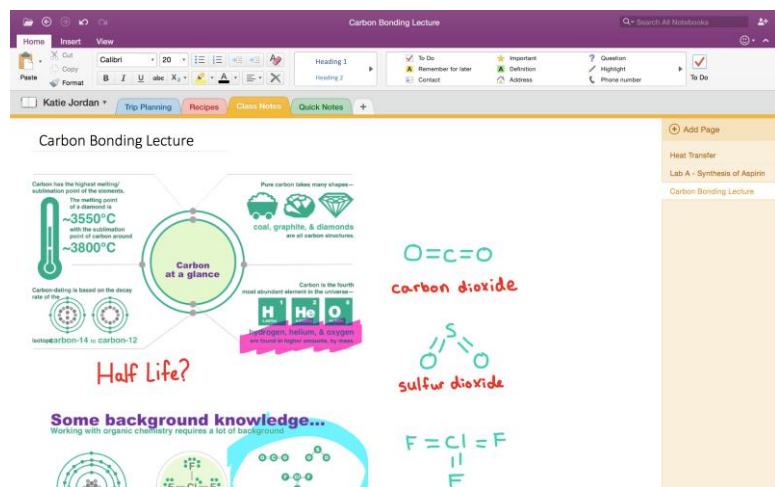
Rich Note Taking. Bold, italicize, underline, highlight, insert files, pictures and tables – format your notes like you want in a free form canvas.
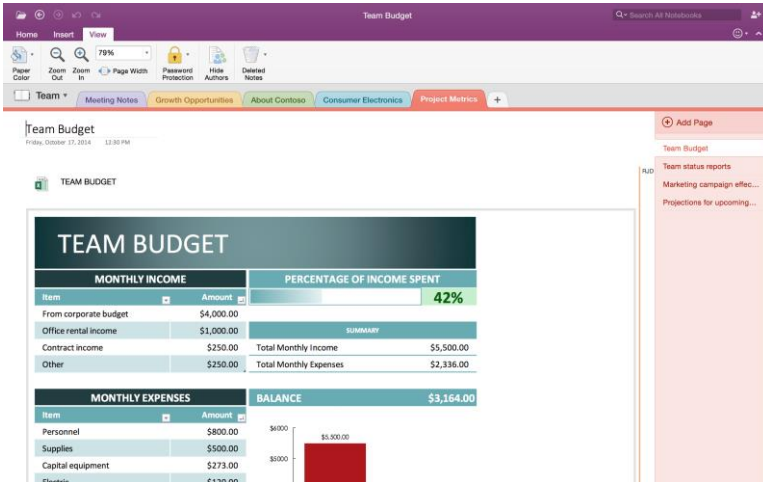
Tag your Notes. Check things off your to-do list and help remind yourself to ask that question.
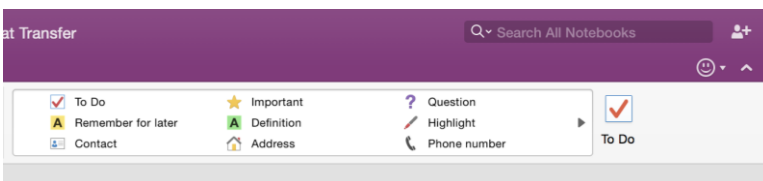
Share your Notes. Share your notebook with friends, family or colleagues so everyone can add their content and collaborate on travel plans, party planning or work projects.
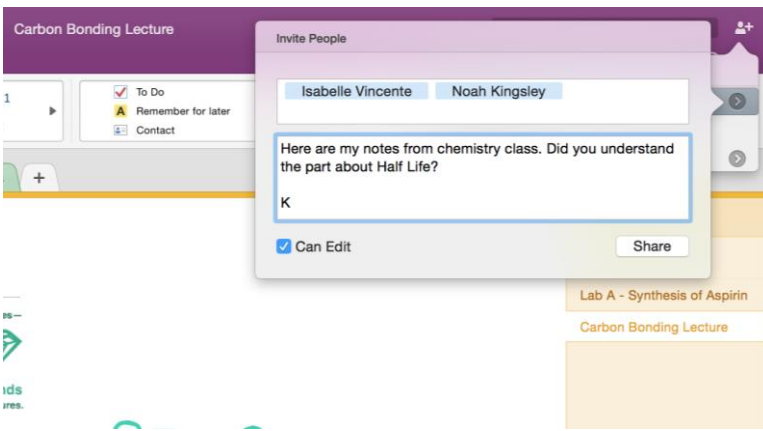
Stay Organized. Create, move, copy, re-order, rename, color code, search and delete pages, sections and notebooks to organize your content as you'd like.
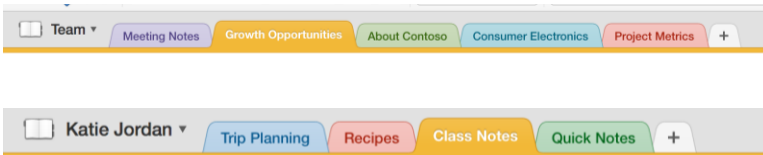
Frequently asked questions

How do I get Office 2016 for Mac starting July 9th?

- If you're an Office 365 customer with a qualifying subscription, you'll be able to install Office 2016 for Mac from your 365 account page.
- If you're a student or a parent of a student, you may get Office 2016 for Mac for free or at a substantial discount. It takes only 30 seconds to find out at www.office.com/student.
- Other people can go to www.office.com/mac or buy Office 365 Home or Office 365 Personal at their local retailer.

In September, Office 2016 for Mac will be available as a one-time perpetual purchase at retailers.

What Office 365 subscriptions qualify for Office 2016 for Mac?

The Office 365 plans that also include the desktop version of the latest Office applications, in particular: Office 365 Personal, Office 365 Home, Office 365 University, Office 365 Solo, Office 365 Business, Office 365 Business Premium, Office 365 ProPlus, Office 365 Enterprise E3, Office 365 Enterprise E4, Office 365 Education E3, Office 365 Government E3, Office 365 Education E4, Office 365 Government E4, Office 365 Nonprofit Business Premium, Office 365 Nonprofit E3, and Office 365 trial subscriptions.

When will Office 2016 for Mac be available for one-time purchase?

The new Office 2016 for Mac will be available for one-time purchase at retailers in September.

What countries will Office 2016 for Mac be available in?

Office 2016 for Mac will be available in all countries where Office 365 is available except for Turkey. The new Office for Mac will be available in Turkey later this summer when the Turkish version is released.

What is new since the preview?

Since the start of the preview in March, we released 7 updates and improved the performance and stability of the applications, and added features like improved Mail Merge in Word, Propose New Time in Outlook, and support for External Data Connections in Excel.

When will the preview stop working?

The preview will expire on August 9, one month from today. Preview participants will be notified prior to that date that Office for Mac preview is coming to an end and will be able to upgrade with an Office 365 subscription.

Where can I get more information?

At www.office.com/mac starting July 9th.