

Hello!

We've upgraded the Microsoft Suite on your computer to Office 2016.

We hope you like it.

All of Government's computers run Microsoft Office 2016.

Included in Microsoft Office 2016 are programs such as Outlook, Word, Excel, PowerPoint and other commonly used Microsoft software. Skype for Business is also included in the Microsoft upgrade.

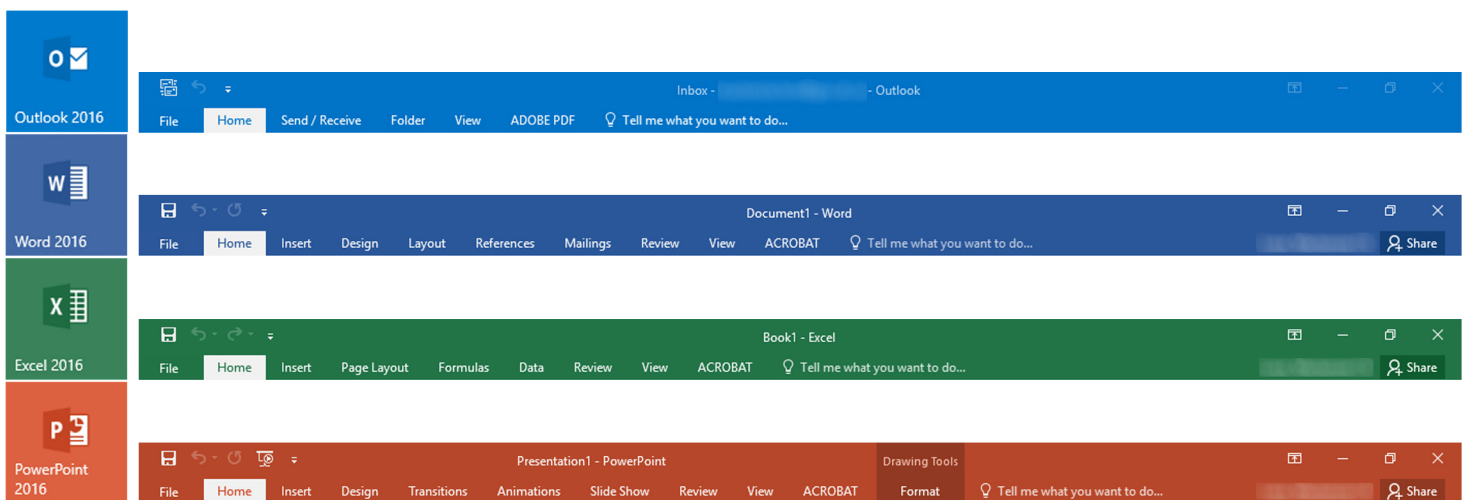
Upgrading the Microsoft Suite modernizes Government's computers, and ensures that they remain fully supported in our IT environment.

Here are some useful tips to help you get started in Microsoft Office 2016.

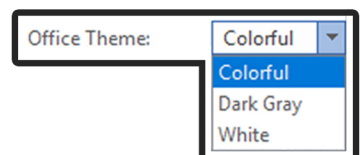
Top Toolbar

Similar to previous versions of Office, Office 2016 applications have a top toolbar for quick access to various application options.

The top toolbar background colour matches the colour of the application icon to make it easy for you to know which application you are working in.



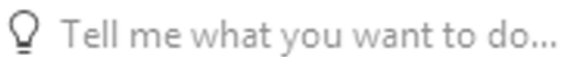
To change the top toolbar colour, find Options under File in the application. In the General tab Personalize your copy of Microsoft Office and select one of the options under Office Themes: colorful, dark gray or white.



Top Toolbar *continued*

Tell Me

To make searching the top toolbar easier, a “Tell me what you want to do...” field is available for you to type what you are looking for eliminating the need to search.

A rectangular search field with a light gray background and a thin black border. On the left side, there is a light gray lightbulb icon. To the right of the icon, the text "Tell me what you want to do..." is displayed in a light gray font.

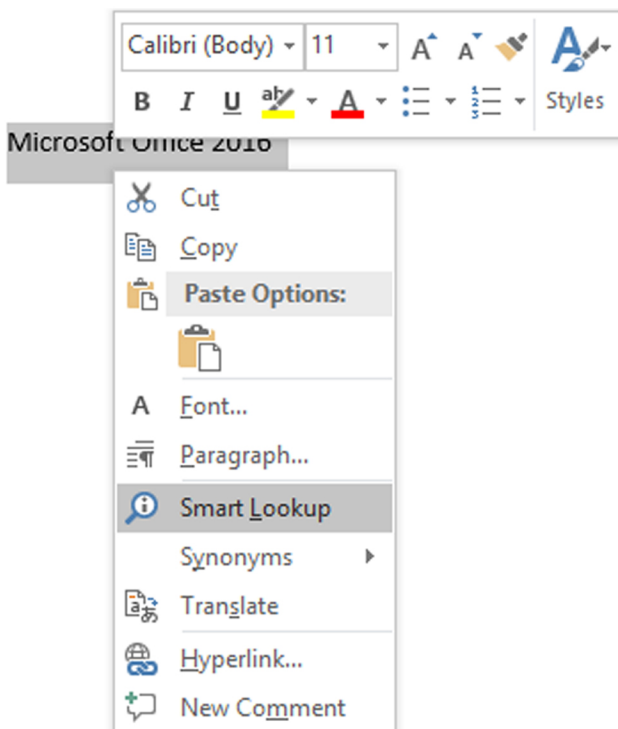
Smart Lookup

A smart lookup feature is available in Outlook, Word, Excel and PowerPoint.

Right-click a highlighted word or phrase in any of the applications to find Smart Lookup in the mini toolbar.

Smart lookup searches what you selected in Microsoft's Bing search engine to displays results in the application.

Results may vary but can include the Oxford Dictionary® definition, Wikipedia pages and web search results.



Insights

Explore Define



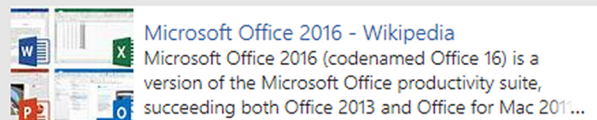
http://en.wikipedia.org/wiki/Microsoft_Office_2016

Microsoft Office 2016

Microsoft Office 2016 is a version of the Microsoft Office productivity suite, succeeding both Office 2013 and Office for Mac 2011. It was ...
en.wikipedia.org Text under CC-BY-SA license

More

Explore Wikipedia



Microsoft Office 2019 - Wikipedia

Microsoft Office 2019 is a version of Microsoft Office, a productivity suite, succeeding Office 2016. It was announced on 6 September 2017 at Microsoft Ignite. It is scheduled to be released in the second half...

More

Web search

Buy Office Professional 2016 - Microsoft Store

<https://www.microsoft.com/en-us/p/office-professional-2016/cfq7ttc0k5f8>

Get the Office Professional 2016 at Microsoft Store and compare products with the latest customer reviews and ratings. Download or ship for free. Free returns.

Need Help with Office 2016? - Office Support

<https://support.office.com/en-us/article/Need-Help-with-Office-2016-bde11048-255e-...>

Office 2016 is here! This article is for new or existing Office 365 Home, Personal, or University subscribers, and those who just purchased the standalone version of Office 2016 for Windows or ...

More

Powered by  bing

Outlook 2016

The new Microsoft Office comes with Outlook 2016. Use this guide from Microsoft to learn some basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need
Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

Customize the ribbon display
Choose whether Outlook should auto-hide the ribbon.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane**.

Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view

Show or hide the ribbon
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.

View connection status
See your folder sync status and server connection status here.

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

To learn more about Office 2016, visit <http://aka.ms/office-2016-guides>.

Word 2016

The new Microsoft Office comes with Word 2016. Use this guide from Microsoft to learn some basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Word can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands
Select tables, pictures, or other objects in a document to reveal additional tabs.

Find whatever you need
Look up Word commands, get Help, or search the Web.

Navigate with ease
Use the optional, resizable sidebar to manage long or complex documents.

Format with the Mini Toolbar
Select or right-click text and objects to quickly format them in place.

Status bar shortcuts
Select any status bar indicator to navigate your document, view word count statistics, or check your spelling.

Show or hide the ribbon
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Change your view
Select the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

To learn more about Office 2016, visit <http://aka.ms/office-2016-guides>.

Excel 2016

The new Microsoft Office comes with Excel 2016. Use this guide from Microsoft to learn some basics.

The image shows the Microsoft Excel 2016 interface with several callout boxes pointing to specific features:

- Quick Access Toolbar:** Keep favorite commands permanently visible.
- Explore the ribbon:** See what Excel can do by selecting the ribbon tabs and exploring available tools.
- Discover contextual commands:** Select tables, charts, or other objects in a workbook to reveal additional tabs.
- Find whatever you need:** Look up Excel commands, get Help, or search the Web.
- Insert and edit functions:** Use the formula bar to view or edit the selected cell or to insert functions into your formulas.
- Customize charts:** Select a chart to quickly add, change, or remove any existing chart elements and formatting.
- Show or hide the ribbon:** Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.
- Switch or create sheets:** Select the + next to the sheet tabs to switch between workbook sheets or to create new ones.
- Change your view:** Select the status bar buttons to switch between view options, or use the zoom slider to magnify the sheet display to your liking.

To learn more about Office 2016, visit <http://aka.ms/office-2016-guides>.

PowerPoint 2016

The new Microsoft Office comes with PowerPoint 2016. Use this guide from Microsoft to learn some basics.

The image shows a screenshot of the Microsoft PowerPoint 2016 interface. The ribbon is set to the 'Format' tab, which is divided into 'Font', 'Paragraph', 'Protection', 'Drawing', and 'Editing' groups. A search box is visible in the top right of the ribbon. The main slide area is a dark red color with a yellow rectangular shape and a white text box containing the text 'Rotate objects in place'. The status bar at the bottom shows 'Slide 1 of 3', 'Notes', and a zoom level of 110%.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what PowerPoint can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands
Select text, pictures, or other objects in a presentation to reveal additional tabs.

Find whatever you need
Look up PowerPoint commands, get Help, or search the Web.

Rotate objects in place
Freely control the placement and orientation of text boxes, pictures, and other selected objects.

Show or hide the ribbon
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Start the show
Select to present from the current slide, or select the Slide Show tab on the ribbon.

Change your view
Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.

Navigate and organize
Select a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

Add notes and comments
Track feedback while drafting your deck and keep important facts handy while presenting.

To learn more about Office 2016, visit <http://aka.ms/office-2016-guides>.

Skype for Business

The new Microsoft Office comes with Skype for Business. With Skype for Business you can:

- instant message;
- voice or video call;
- schedule and join meetings; and
- present your screen during meetings, or give control to others.

This guide will help you learn some basics.

The screenshot shows the Skype for Business application window. The interface includes a top navigation bar with the title 'Skype for Business' and a search bar. Below the navigation bar is a 'What's happening today?' section with a profile picture and status 'Available'. A 'Set Your Location' dropdown is visible. The main area is divided into 'Find someone' (with tabs for GROUPS, STATUS, RELATIONSHIPS, NEW) and a list of contacts with their status (e.g., - Away 10 mins, - Available, - Offline 60 mins, - Do not disturb, - Busy). A bottom bar contains icons for instant message, voice call, video call, and contact card. Callout boxes provide the following information:

- All About You:** Change your presence and location. Your presence is automatically set based on your Outlook Calendar.
- Find Someone:** Search for someone in Government by name or email.
- Your Contacts:** Connect with other employees in Government. Add them to your favourites for quick access.
- Audio Preferences:** Set up and select audio device preferences for audio and video calls.
- Skype for Business Settings:** Control where notifications appear, how conversations are grouped, emoticon animations and more.
- Connect Your Way:** Click your contacts to instant message, audio call, voice call, see their contact card and more.
- Tabs:** Find your previous conversations and future meetings.

To learn more about Office 2016, visit <http://aka.ms/office-2016-guides>.

If you need help with any of the information in this document, or if you have any type of IT related questions, please contact the IT Service Desk.



306-787-5000



ServiceNow IT Self-Service



Government
of
Saskatchewan