Office 2016: What's new?

<table>
<thead>
<tr>
<th>Best new features that <strong>do not require Office 365</strong></th>
<th>Best new features that <strong>do require Office 365</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>First up, here are the key features that don't need an Office 365 subscription.</td>
<td>Here are the most useful new features that need Office 365 or additional Microsoft servers such as SharePoint.</td>
</tr>
</tbody>
</table>
Word, Excel, and PowerPoint 2016: Smart Lookup

The new Smart Lookup feature lets you find facts and such through the Bing search engine. It can see the context of selected text by examining surrounding content and then try to provide relevant results. I usually jump out to a browser to do a search, but I can see how this adjustment might make work a little easier.

Word, Excel, and PowerPoint 2016: Tell Me

Sometimes you don't want help, you only want answers. You want the exact tool you need, not instructions on where to find it. The new Tell Me feature lets you type a few words and get the exact one-click link to the relevant tool. Don't teach me how to fish; hand me the fishing pole, please.

Outlook 2016: Recent documents

Have you ever finished a document (an invoice, a spreadsheet, a PowerPoint presentation) that you want to email, but it's buried who knows where in your PC's folder structure? Until you find it, you can't attach it to that email. The new recent-documents feature in Outlook 2016 shows you the documents you've recently worked on in the Office apps, so you don't have to hunt for them on your PC. When I saw this feature, I asked myself, "Why didn't they think of this years ago?" I'm happy it's here now.

Excel 2016: New charts

It's always good to have a few new visual features in Excel, especially for charts. Excel 2013 brought some new PivotChart features, Slicers, and Flash Fill. Excel 2016 goes further, adding six new chart types: Waterfall, Pareto, Treemap, Histogram, Box & Whisker, and Sunburst. I've spent a lot of effort making waterfall financial charts in my day, and that option is a real time-saver.

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