



Microsoft Releases Office 2016 – Pretty cool new features

What is it? Released last month, it is the new version of Office (it will supersede Office 2013) and it isn't just about new Microsoft Word and PowerPoint layouts. The new productivity suite has a few cool new tricks and features that are designed to make your work (and play) a lot easier. If you still think of Office as something you tinkered with to write term papers back on Windows 95, well we think you're in for a treat. We are going to walk you through some of these new features and how you can use them to improve your work experience and/or personal activities.

1. **Smart Lookup** - You know how you can look up words in Microsoft Office to find out whether you're spelling them correctly? Now you can use a feature called Smart Lookup in Word, PowerPoint, Excel and Outlook to find information on almost anything on the web. You just simply highlight a word or phrase, right-click and select Smart Lookup. A sidebar will then open with search results that fit your criteria. Want to learn more about Meraki's MX line? Just type in the phrase, highlight it, right click on Smart Lookup and boom, you'll get tons of information about the firewall of the future. This is a very useful tool, especially for people who create tons of content and don't have time to open and close separate apps for every query.

2. **Wunderlist** - This new/old app allows you to create interactive to-do lists that can be shared with family, friends and co-workers. Want to assign people tasks? Want to monitor everyone's progress? Wunderlist can help you get everything organized and tracked. Is there a slacker among your peers that always forgets to do his/her tasks on time? Wunderlist sends reminders, allows you to comment on other people's tasks and set due dates. Technically, Wunderlist was created in 2009, but Microsoft acquired the company in June of this year and added it to Office 2016. So those of you who solely rely on Office apps to ensure productivity will be pleased to see this new tool added to the suite.

3. **Planner** - A similar, though unique, feature exists for enterprise Office users. Planner allows managers to create a dashboard for group tasks. Managers can then assign projects, track progress and rearrange responsibilities directly from the dashboard. Instead of your manager sending a group email telling everyone what their new assignments are, your manager can simply drag and drop a responsibility from your column to your colleague's. The best part: you don't have to keep your eyes on the dashboard all day. Whenever someone makes a change, group members receive a notification.

4. **Skype Integration** - Microsoft has made cloud document collaboration possible. Now, you and your colleagues can edit a Microsoft Word document simultaneously without having to save and share the document via email. With Office 2016 you can jump onto a Skype call from within Microsoft Word and Outlook. This means you'll never have to launch a second application to begin your video call. You can simply press a button, select a chat partner and start collaborating!

5. **Sunrise Calendar** - Want a calendar app that provides a bit more kick than your standard Outlook application? Microsoft has finally added its side project, Sunrise Calendar, to the Office suite. With Sunrise, you can connect your calendar to applications like Facebook, Foursquare and TripIt to help you make plans. Every time one of your friends or colleagues enters an event into social media, Sunrise adds it to your calendar. So if you want to stay up to date on this week's concerts and films, just check Sunrise to see if anyone added an event to Facebook or Foursquare. Sunrise was originally developed as an iPhone app in 2013. But Microsoft also acquired the company earlier this year and added the tool to their Office suite.

6. **Tell Me** - Simple Office tasks can sometimes be tedious. Don't like bolding text? Can't stand formatting documents? With Tell Me you can simply enter a text command and Office will immediately locate and make the fix for you. Want to change your font to Arial? Enter "change font to Arial" and click on the corresponding command in the Tell Me search bar. Side note: It's been rumored that voice commands will be recognized by Tell Me, but it's immediately unclear if this feature will be available in 2015.

7. **Office Lens** - Similar to Adobe Cloud Connect, Office Lens lets you take a camera phone image of a document and then turn that image into an editable Office document. Let's say you want to submit a hotel receipt with your Accounts Payable department, but you are afraid they'll see the minibar tab you accidentally charged to your room. You can take a photo of your receipt, run it through Office Lens, redact the line item you'd like to avoid showing and then send the 'updated' document to your accounting department for processing. Full disclosure; this has only happened 8 times to our Marketing Director. You no longer need to scan items, save them to your PC and then make edits. You can just snap, edit and send.

8. **Delve** - Most companies create a lot of data and it's very difficult to keep track of it all. Want to find a great presentation one of your colleagues created at some point two years ago? Rather than search through thousands of emails in your inbox, you can access your company's Delve repository. Available for enterprise Office clients, Delve is a hub for all Office documents and creations. Think of it as Pinterest for work. You can organize each item based on subject matter, content type and date. You can search the hub to find relevant content that applies to the work you're doing. You can even start a board to encourage your coworkers to share content that you might find useful.

We hope you found this piece to be helpful. Any questions regarding Office 2016 just reach out to your Agility Consultant!

Around town...October/Halloween/Beer Fest:

Chicago - Navy Pier Halloween parties October 31, 2015 (8 p.m.) Join 3,000 revelers age 21+ at The Haunted Halloween Ball in the Grand Ballroom at Navy Pier, which also includes access to the Saints & Sinners Halloween at Lakeview Terrace.



Southwest Suburbs - Peter Framptom WhenThursday, Oct 22, 2015 WherePfeiffer Hall, East Benton Avenue, Naperville Description North Central College welcomes Grammy Award-winning guitarist Peter Framptom in his acoustic-only set, "Raw, An Acoustic Tour," Oct. 22. The performance begins at 8PM Thursday, Oct. 22, in the College's Pfeiffer Hall, 310 E. Benton Ave.

Northwest Suburbs - Family Pumpkin Carving Bock Neighborhood Center • Dates: Saturday, Oct 17 2015 10:00 AM-11:15 AM • Location: Schaumburg, IL • Address: 1223 W. Sharon Lane • Phone: 847/985-2141 Each child participant will receive a pumpkin to carve and decorate. All pumpkin carving supplies will be provided, just bring creative ideas for carving your pumpkin! Prizes will be awarded in various categories. Juice and snacks will be provided.

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