

BE A POWER OFFICE 2016 USER

We live in a time of information overload. What we need is not more information; rather easier access to the clear information that's become available. Program designers focused on four key areas when they were renovating Office:

Build on the best of Windows 8, but run on Windows 10.

Type what you want help with in the new *Tell Me box* on the ribbon.

Enhance your reading experience with *Insights*, powered by **Bing**.

Outlook is automatically connected to your Microsoft web mail account.

Best for home businesses and small offices