Office Home & Business 2016

Modern Productivity for one device

Office

New Features

Tell Me quickly guides you to the feature you need most

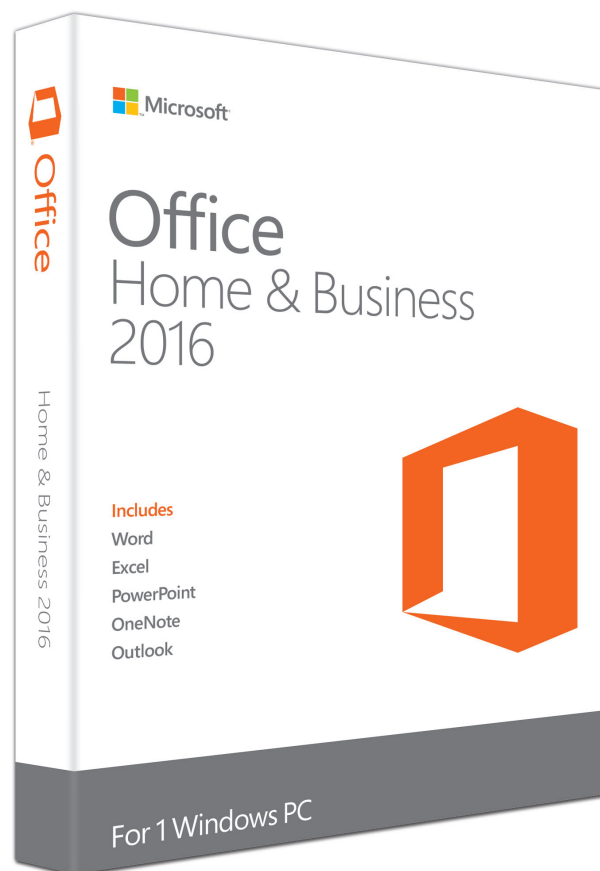**Smart Lookup,** powered by Bing, finds information from the web while remaining in the application

New Themes let you choose the Office experience that's right for you

Coauthoring in Word and PowerPoint enables simultaneous editing from different devices

Improved version history allows you to view or go back to earlier drafts of your documents

Modern Charts and Graphs in Excel help you find the best way to story with business data

One-click Forecasting enables you to create basic forecasts on your data series with one click of a mouse

Microsoft

Office
Home & Business
2016

Home & Business 2016

Includes
Word
Excel
PowerPoint
OneNote
Outlook

For 1 Windows PC

Includes the 2016 versions of Microsoft Word, Excel, PowerPoint, OneNote and Outlook

15GB of OneDrive cloud storage

For 1 PC only, business and home use

System Requirements

Processor:	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set	**Operating system:**	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Memory:	2 GB RAM recommended for graphics features, Outlook Instant Search, and certain advanced functionality		For the best experience, use the latest version of any operating system.
Hard disk:	3.0 GB available disk space		
Display:	1280 x 800 screen resolution	**Browser:**	The current or immediately previous version of Internet Explorer, Safari, Chrome, Firefox, or Microsoft Edge.
Graphics:	Graphics hardware acceleration requires a DirectX 10 graphics card.	**.NET version:**	.NET 3.5 required. Some features may require .NET 4.0 or 4.5 CLR to also be installed.

System Requirements (continued)

Other: Microsoft account

Internet functionality requires an Internet connection. Fees may apply.

A touch-enabled device is required to use any multi-touch functionality. But, all features and functionality are always available by using a keyboard, mouse, or other standard or accessible input device. Note that touch features are optimized for use with Windows 8, Windows 8.1 or Windows 10

Certain advanced functionality may require connectivity to:

- Microsoft Exchange Server 2016, Exchange Server 2013, Exchange Server 2010, or Exchange Online
- Microsoft SharePoint Server 2013, SharePoint Server 2010, or SharePoint Online; and/or Microsoft SharePoint Foundation 2013 or SharePoint Foundation 2010.
- For integration with Skype for Business/Microsoft Lync (optional): Skype for Business Online, Lync 2013, and Lync 2010 Office Communicator 2007 R2, Office Communicator 2005 and Office Communicator 2007 are not supported.
- OneDrive or OneDrive for Business

Exchange Online, SharePoint Online, Skype for Business Online, and OneDrive for Business are available with qualifying Office 365 subscriptions.

Certain features require Windows Search 4.0.

Speech recognition functionality requires a close-talk microphone and audio output device.

Information Rights Management features require access to a computer that runs Windows Server 2012, Windows Server 2008 R2, or Windows Server 2008 and Windows Rights Management Services.