

Some features in Office 2016 are little known to users.

This article's Top 8 features in Office 2016 are a compilation of 8 of the many new and exciting features in Office 2016. Readers can read and learn about them to use Office 2016 more effectively.

Among the many popular versions of Office available today, such as Office 2003, 2007, and 2013, Office 2016 is the newest and most complete version that many users have had the opportunity to download and experience. For those who haven't yet had the chance to experience and install Office 2016, you can refer to the summary of **8 new features in Office 2016** shared by TipsMake in the list below.

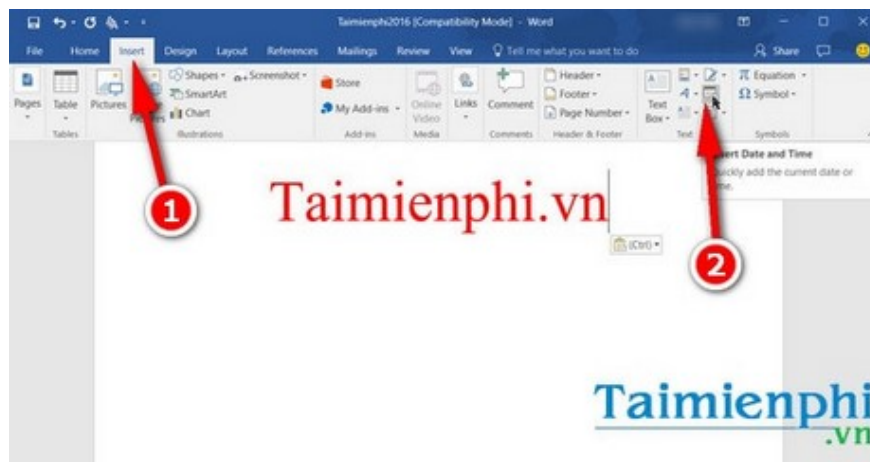


Top 8 lesser-known features in Office 2016

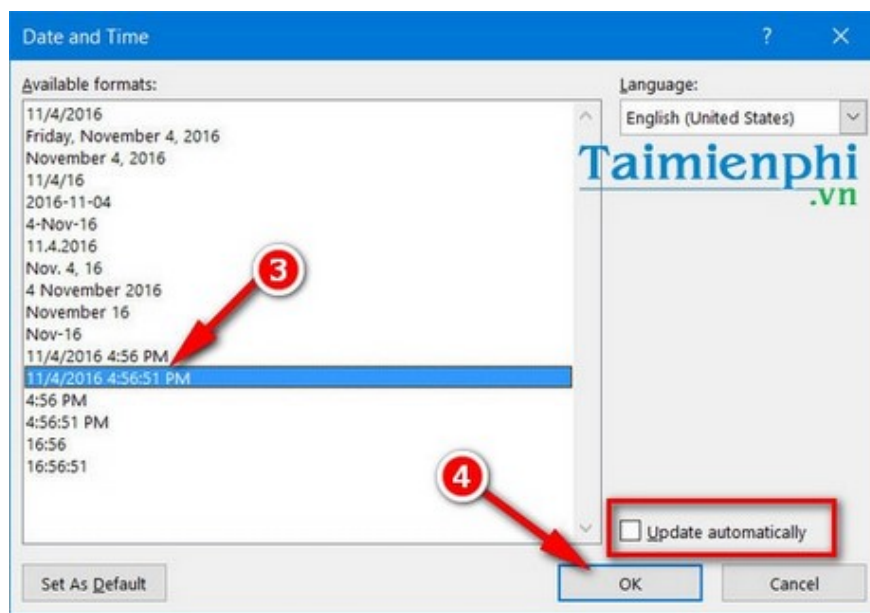
1. Add the current date and time in Word, Excel, and PowerPoint 2016.

Adding dates and times to Word 2016 is one of the interesting features of Office 2016. Previously, to insert dates into Word 2016, Excel, or PowerPoint 2016, users had to use keyboard shortcuts and date-inserting software; however, Office 2016 now fully supports this feature.

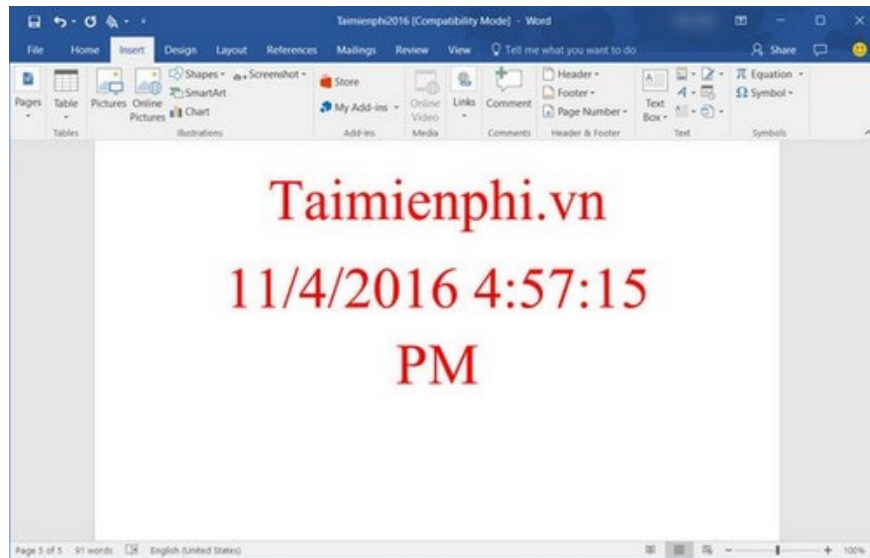
Click the **Search** tab > **Insert Date and Time**



Select your desired date and time format based on the display language in the **Available formats** and **Language** sections.



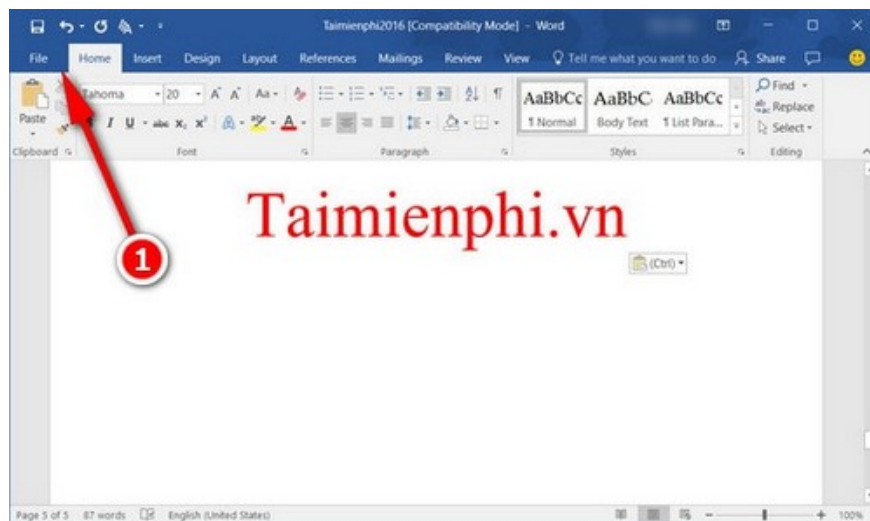
If you want to set the update time to automatic, you can also click on the " **Update automatically**" option . Click **OK** to proceed.



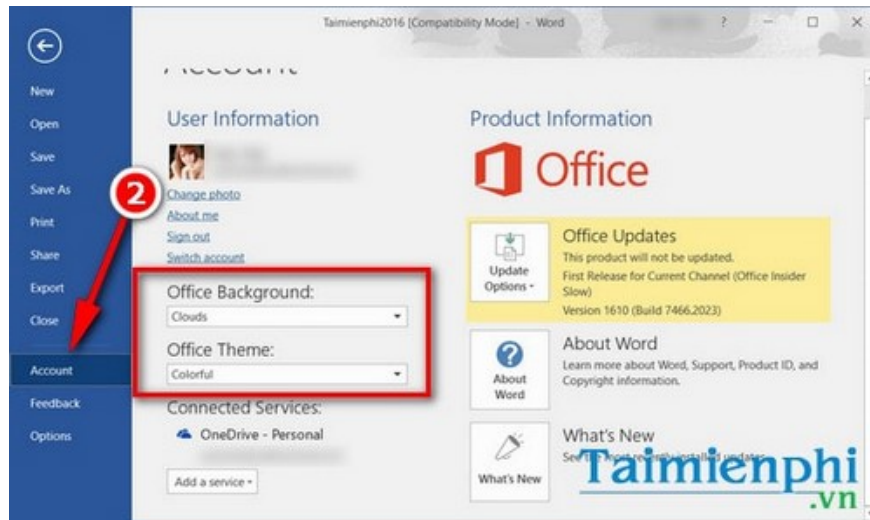
The result after adding the current date and time in Office 2016.

2. New theme pack for Office

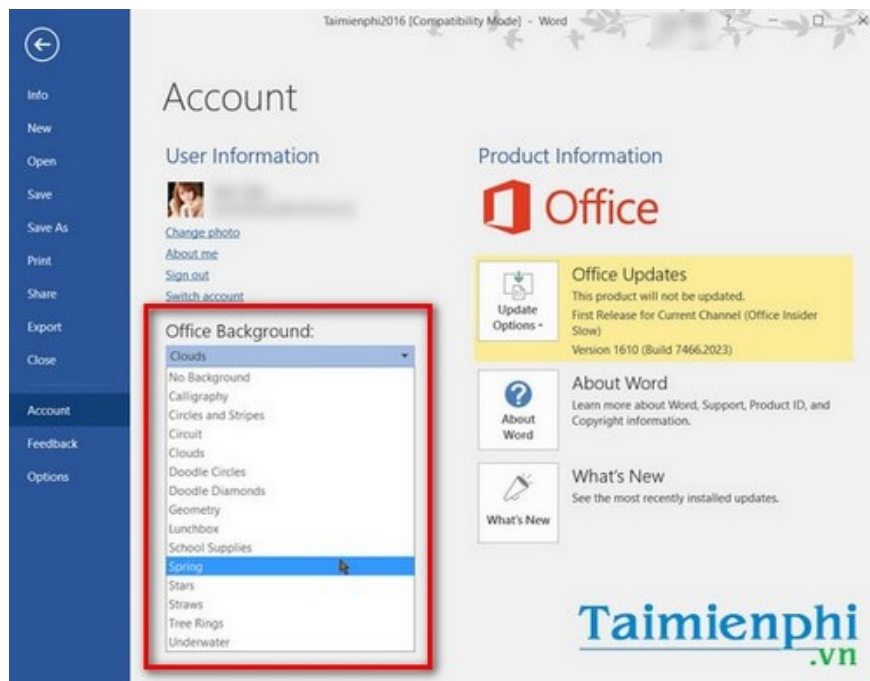
Office 2016 has a new set of themes that are quite modern and stylish. First, to activate these themes, click on File.



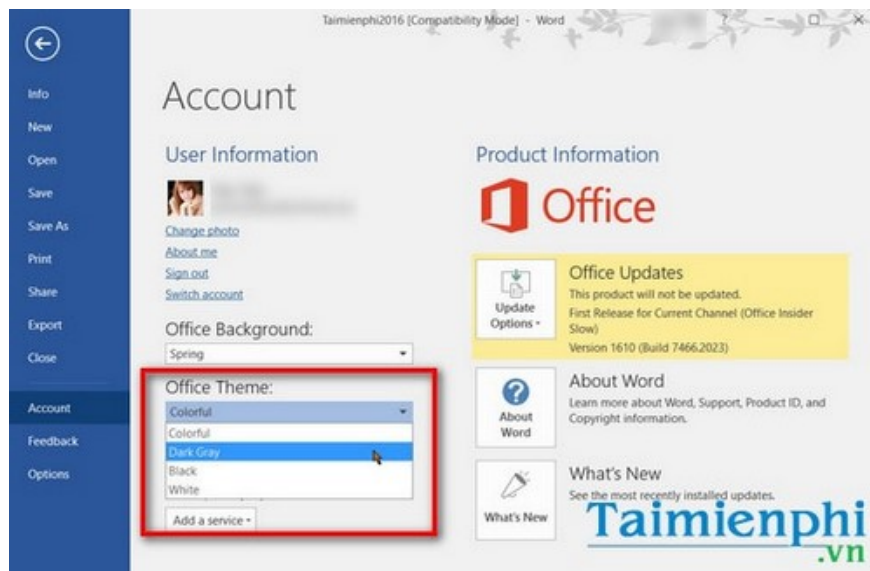
Click on **the Account tab** and customize the two items: Office Background and Office Themes.



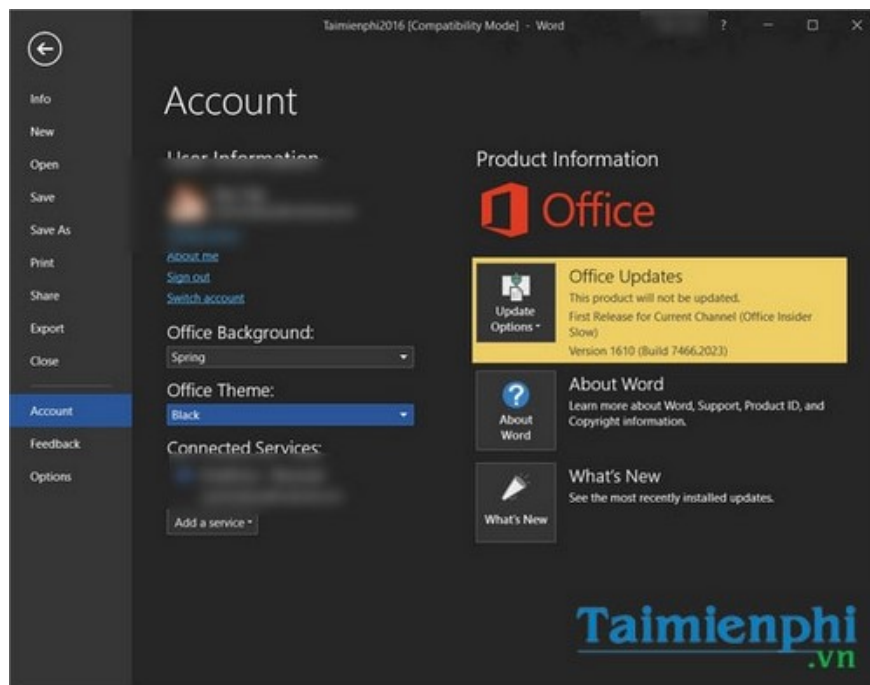
You can change the **Office Background** ; there are many beautiful Office Background themes available.



Office Theme includes a wide variety of 4 color-coded themes for users to choose from, including Colorful, Dark Gray, Black, and White.



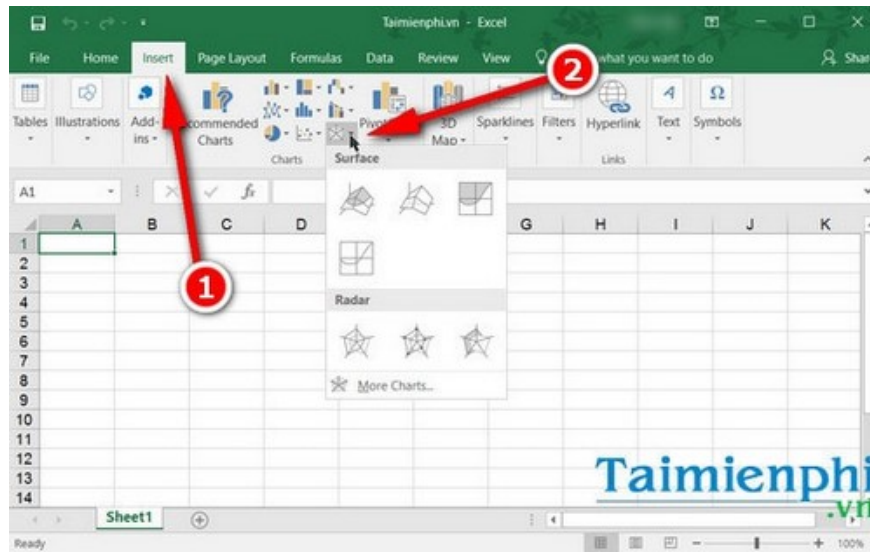
After switching to the dark theme, you will see something like the image below.



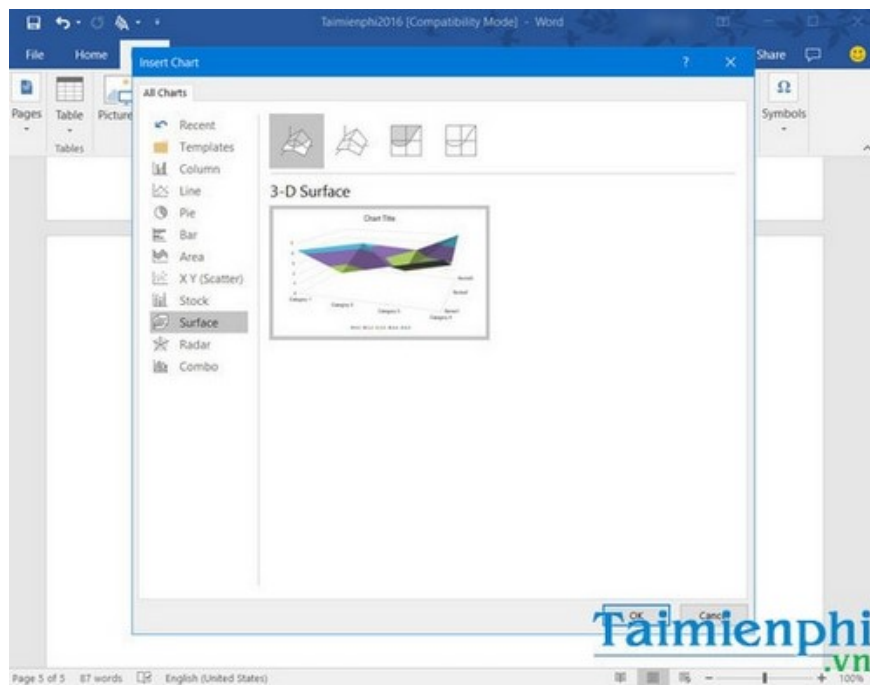
The result after changing the Office Theme on Office 2016.

3. Added many new chart types to Excel 2016

Office 2016 added many new chart formats to Word, Excel, and PowerPoint 2016.

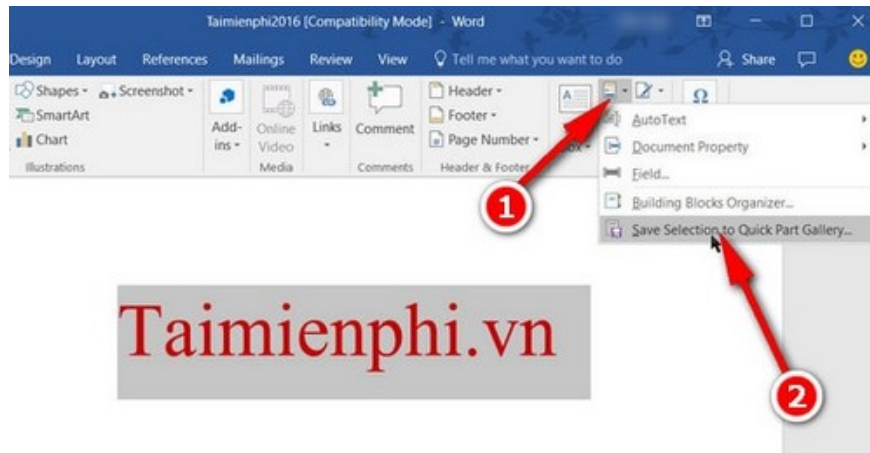


Inserting a new chart in Word 2016.



4. Quick Parts

Quick Parts is a new feature in Office 2016 that allows users to quickly insert selected content and objects with just one click.



Highlight the selected content, then click **Insert** > **Save Selection to Quick Part Gallery**.

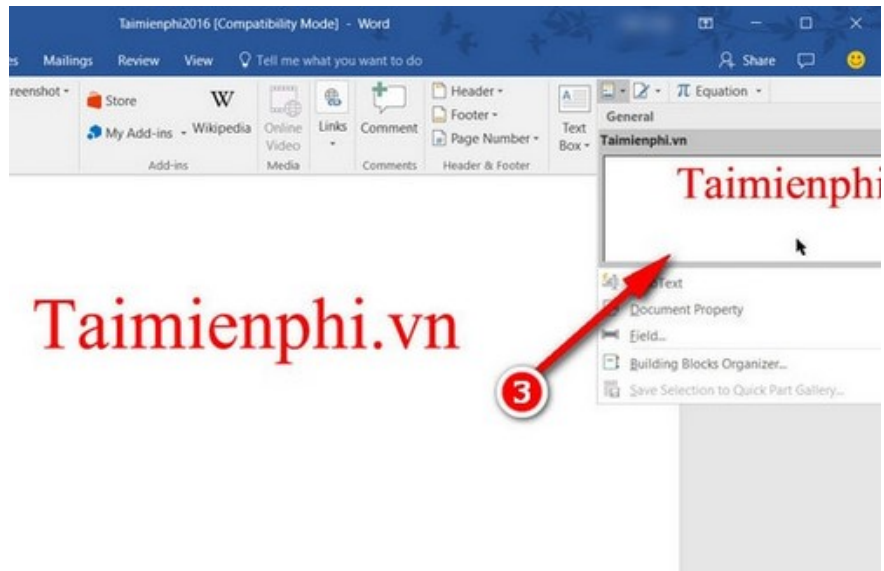
Enter the desired display name in the Name field, and the QuickPart description in the **Description** field . Click **OK** to save.

A screenshot of the 'Create New Building Block' dialog box. The fields are filled with the following information:

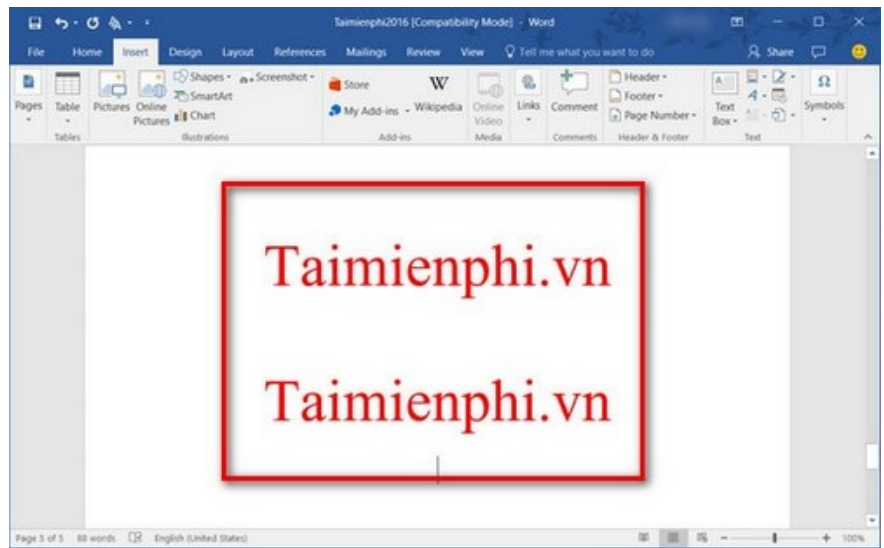
- Name:** Taimienphi.vn
- Gallery:** Quick Parts
- Category:** General
- Description:** Taimienphi.vn xin chào tất cả các bạn!
- Save in:** Building Blocks(en-US)
- Options:** Insert content only

The 'OK' button is highlighted with a blue border.

Now, whenever you want to insert a long piece of content that takes a lot of time to type, you can use the QuickParts feature to re-insert that content.



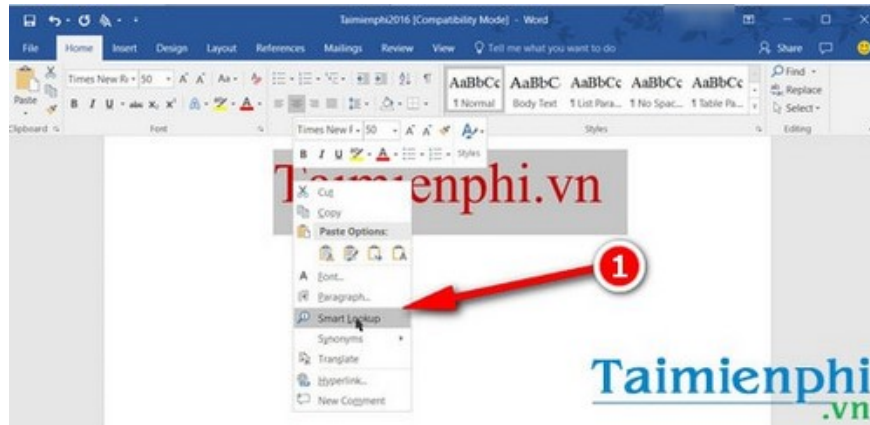
Results after using QuickParts.



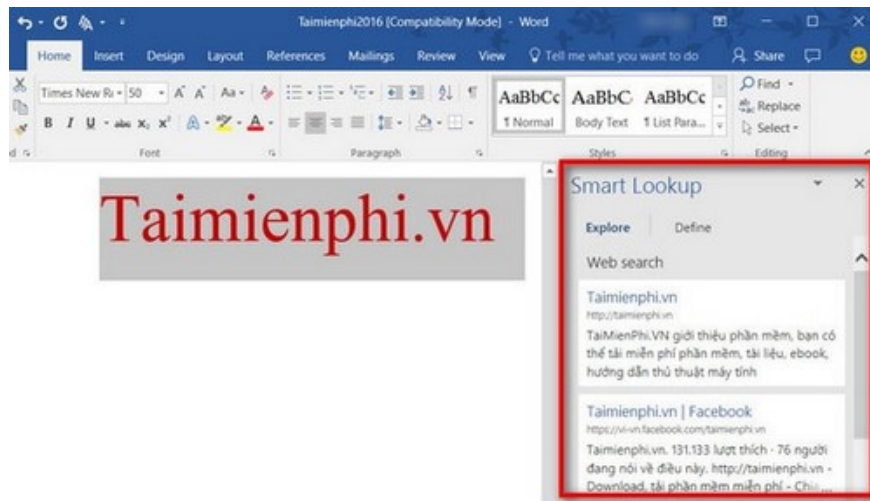
5. Smart Search in Office 2016

Smart search in Office 2016 allows you to search for multiple definitions and content within a document, or different types of content.

Right-click on the content you want to search.



The search results will be displayed in the Smart Lookup section on the right.



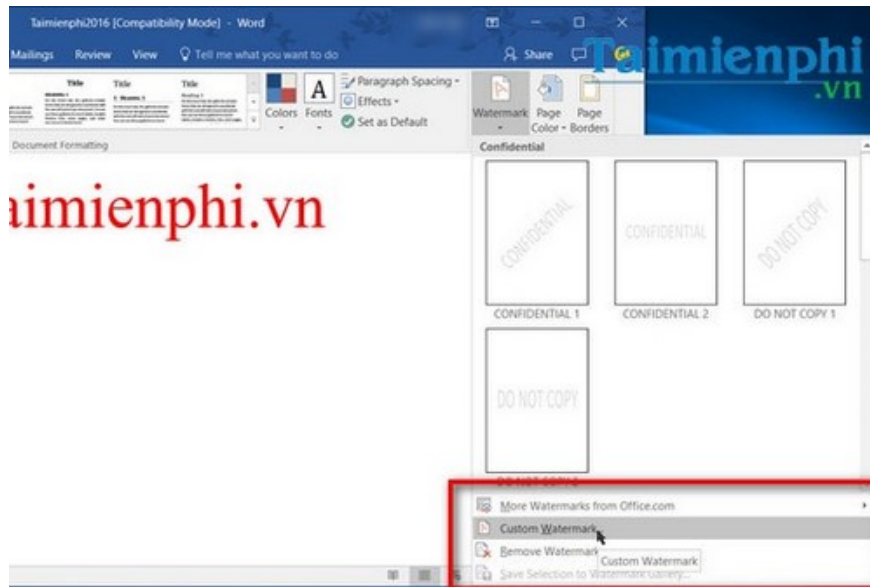
6. Easily add personal copyright information to Word 2016.

You can easily add watermarks and copyright marks in Word 2016.

Click the **Design** tab > **Watermark** .



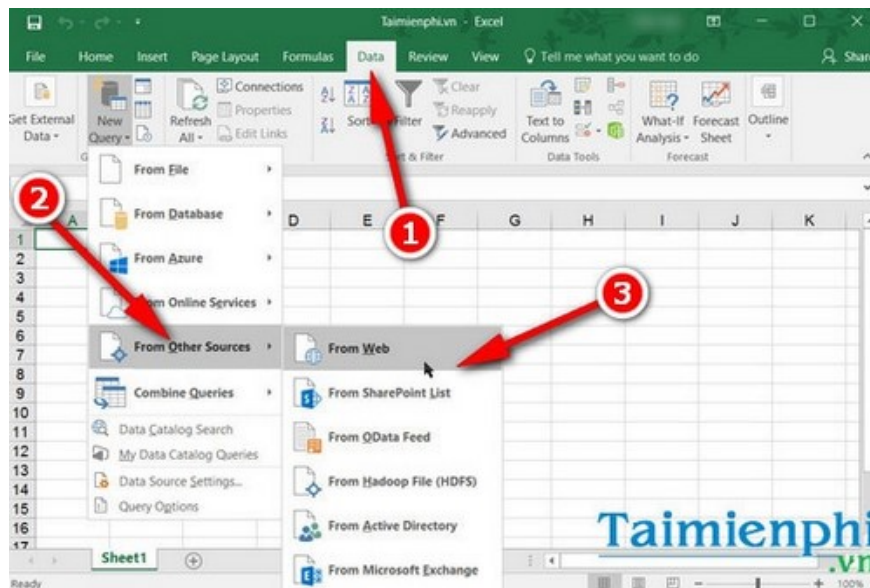
After clicking on **Watermark** , you can choose from the available watermark templates, or you can click on **Custom Watermark** to customize the watermark as you wish.



7. Easily import data from the web into Excel.

If you have an Excel spreadsheet on the web and want to import it into Excel, it can be difficult with older versions of Excel. However, in Excel 2016, users can easily import data from the web into Excel.

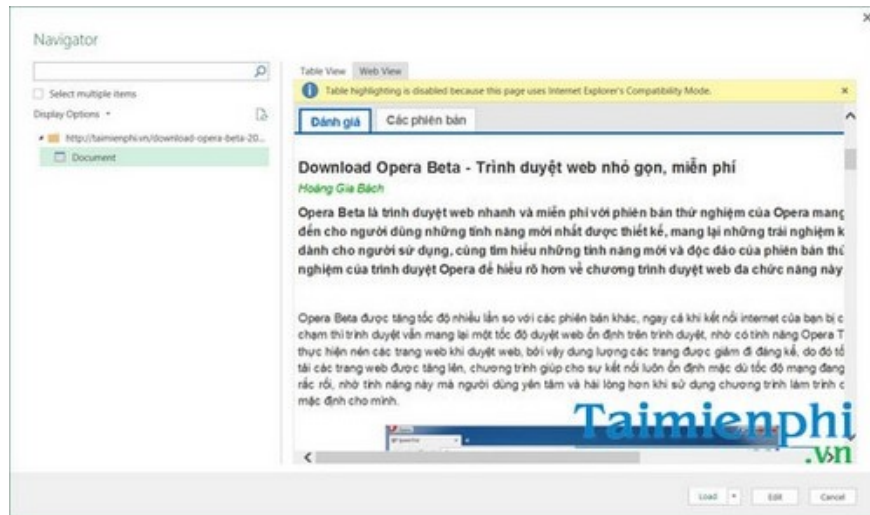
Click **Data** tab > **New Query** > **From Web**



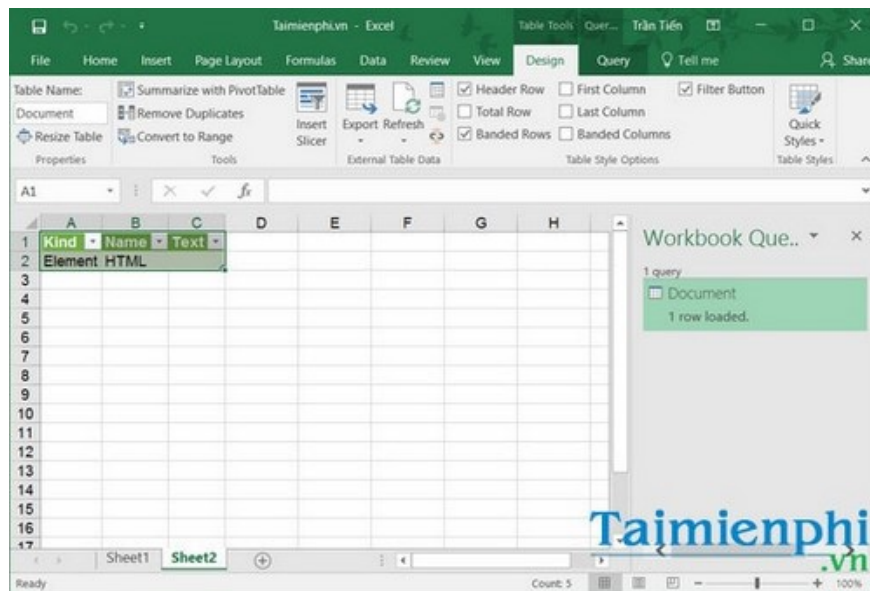
Enter the URL of the website containing the table data you wish to import into Excel. Click OK to import the website.



You can view it in Table View or Web View. You can also **edit** it further.



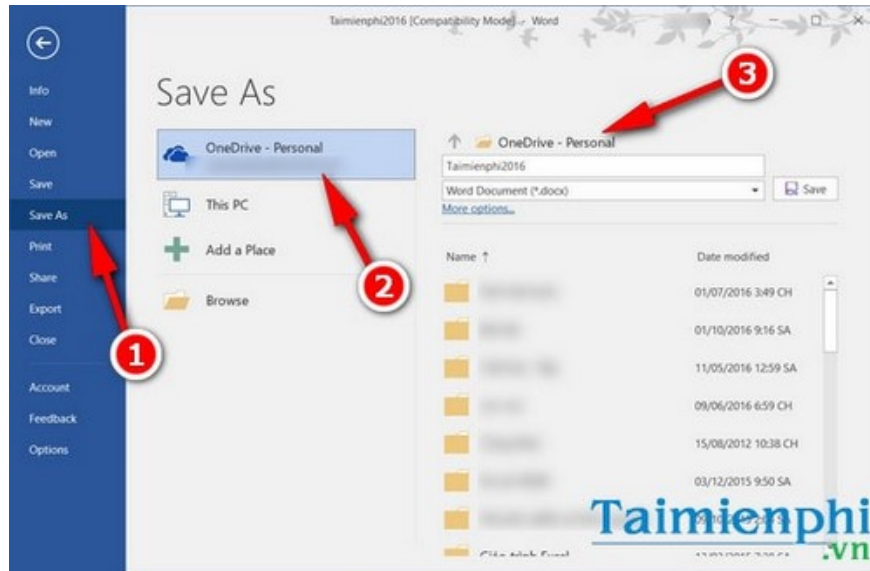
The image shows the result after importing data from the web into Excel 2016.



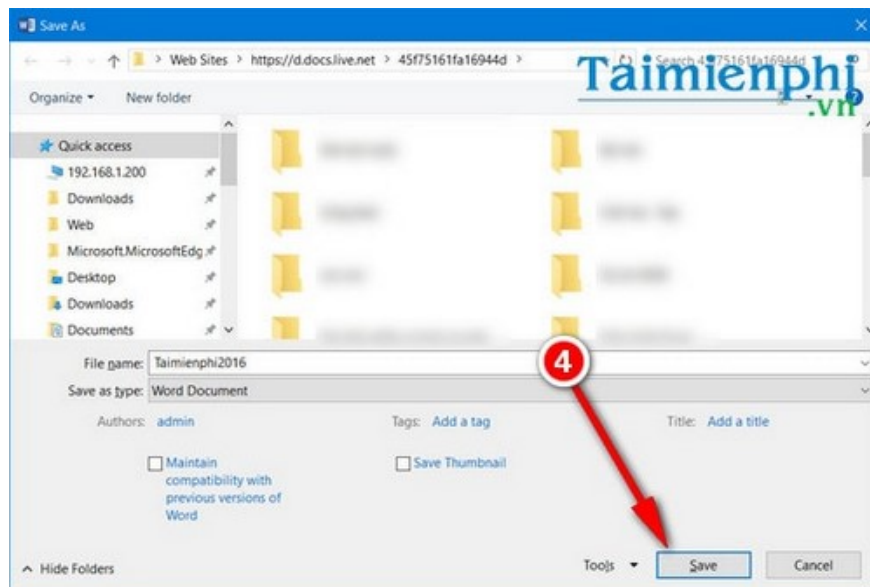
8. Attach files and share them on OneDrive.

Attaching files and sharing them to OneDrive is a rather interesting and powerful feature of Office 2016, allowing for greater interaction between the office suite and Microsoft's data storage service.

Click **File** > **Save as** > **OneDrive** > Click on **OneDrive - Personal** .



Choose a save location on OneDrive for Windows.



Hopefully, with this comprehensive list of 8 lesser-known features in Office 2016, TipsMake has provided readers with the most up-to-date overview of Microsoft's newly released Office version.

A newly installed Office 2016 will also require supporting tools, most commonly Unikey. Besides installing Unikey, if you want the Office interface to display in Vietnamese, you can follow the instructions to install Vietnamese language support for Office 2016. In reality, you can't directly install Vietnamese language support for Office 2016; you'll need to download the Vietnamese language pack to enable Vietnamese text display.

Many people, after **installing Office 2016**, have some understandable questions. They wonder if Office 2016 files can be read in Office 2010, and if so, what tools are needed. However, as TipsMake has already explained in an article, you can absolutely read Office 2016 files in Office 2010 after installing Office 2016.

We hope you have a successful exploration of Office 2016 and the most enjoyable experiences with this office suite.

You finished reading the article "**Some features in Office 2016 are little known to users.**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.