



Name change of Office 365 ProPlus

Microsoft has changed the name of Office 365 ProPlus to Microsoft 365 apps.

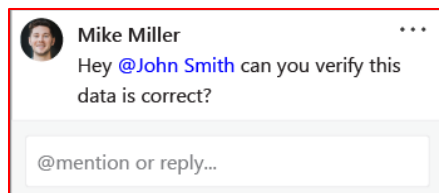


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New features in Word / Excel / PowerPoint

Use @mention in comments

When you insert a comment, you can enter the name of a colleague after the @. The colleague concerned then receives an e-mail that he or she is mentioned in the document. If the colleague does not have access to the document yet, you can give this at the same time.



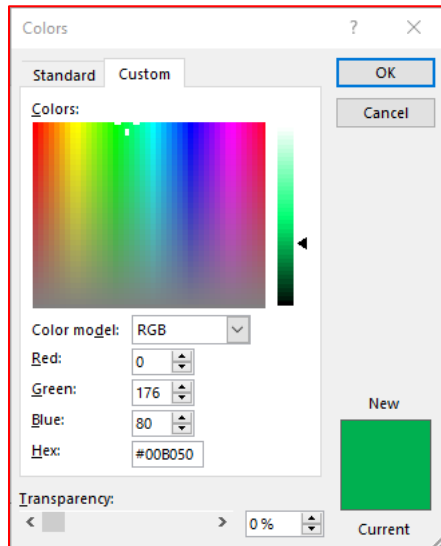
Note that this only works for files that are in OneDrive or in Teams (when using the Desktop App).

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Choose the perfect color

You can use color codes to choose the perfect color for a font, marker and more.

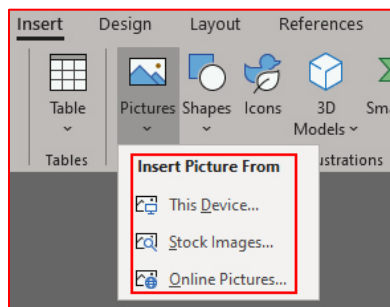


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Changed feature in Word

Inserting images

When you insert an image, you will get a pop-up screen where you can choose from the following options:



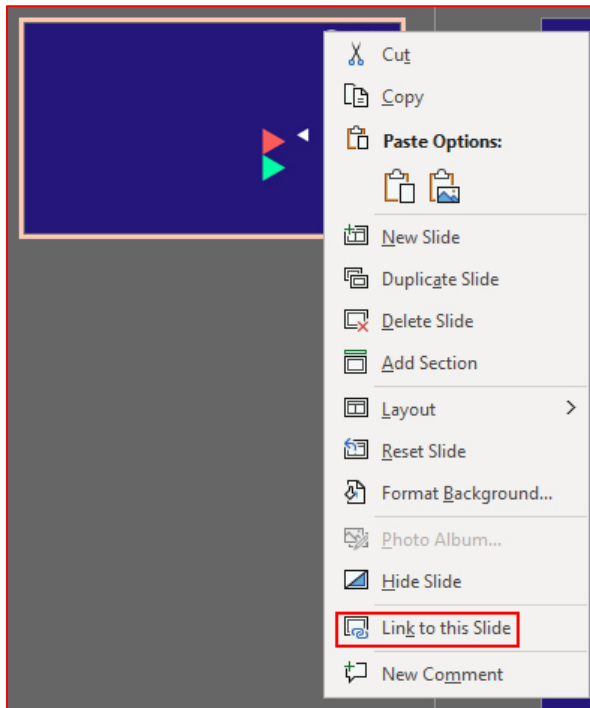
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New feature in PowerPoint

Link to a slide

You can now share a link to one slide within a PowerPoint presentation by right-clicking on a slide and choosing Link to this Slide.

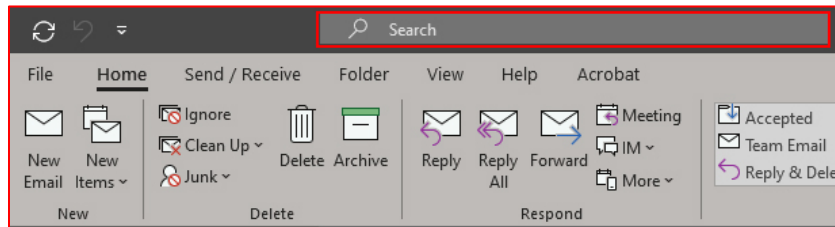


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New feature in Outlook

Search bar moved

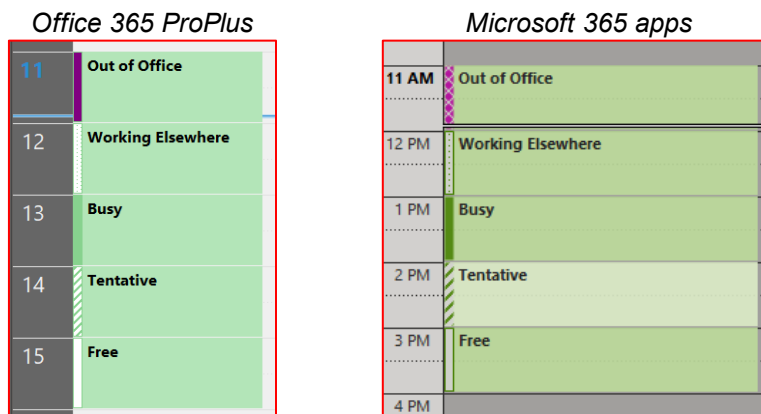
Outlook's search bar has been moved to the top and can easily be overlooked.



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Calendar updates

There are several changes to Outlook's Calendar, but the most notable is a visual update.



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