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Microsoft Office 2016 displays commands in a series of icons

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stored on different tabs. This combination of icons and tabs is known as the Ribbon interface, which appears in Word, PowerPoint, Excel, Outlook, and Access. The following tables show the commands grouped under each ribbon tab for each of the five programs.

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It's a hidden 'feature' in Office 2016 for Windows desktop (Office 365 subscribers). Earlier this year, Microsoft added an 'Alt Text' feature to Office which tries to automatically suggest alternative text. Right click on an image and choose Edit Alt-Text to see a side-pane then click 'Generate a description for me'.

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