



**Virtual Technology Conference
2020
August 15**



Microsoft 365

Your Presenter

- Education:
 - BSIT – Information Technology
 - MAEd – Adult Education
- Employment:
 - Retired US Navy Chief Petty Officer
 - Microsoft Tech Support
 - Muscular Dystrophy Assn.
 - Tucson VA Hospital
- Volunteer
 - Web Director, Computer Booters of Sun Lakes AZ
 - APCUG Speakers Bureau
 - New Adventures in Learning



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Microsoft 365



Overview

What Is It?



WHAT'S INSIDE?

HOW MUCH
does it
COST?



EXTRAS



Microsoft Office Online

Save & edit documents, Spreadsheets and Presentations online.
Work together on documents.



<https://www.office.com/>

LEARN MORE



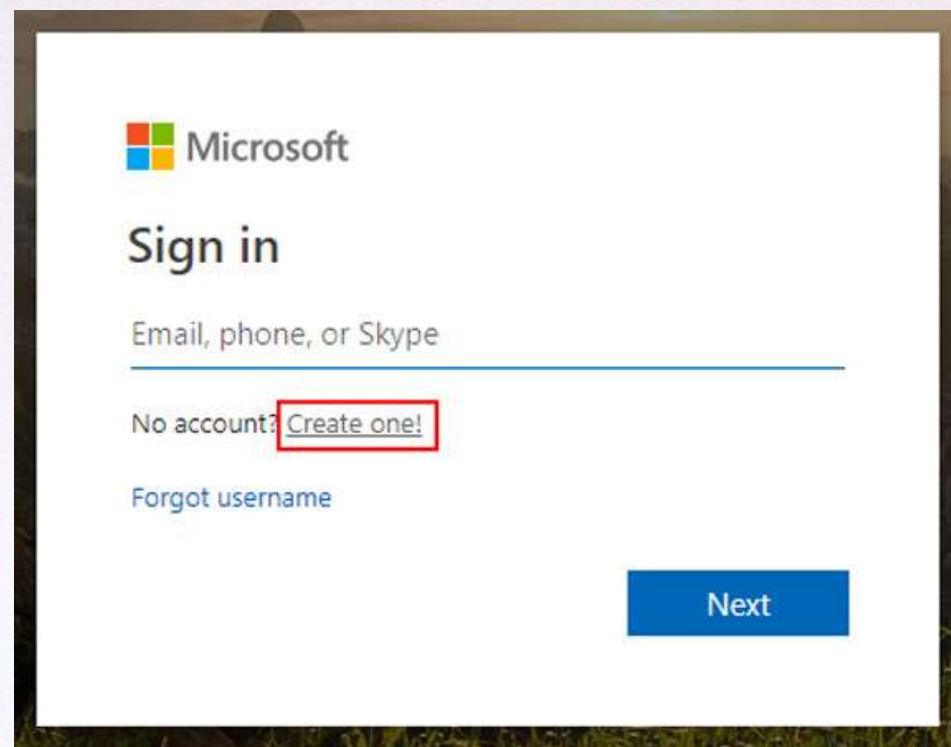
What Is It?



Microsoft Account

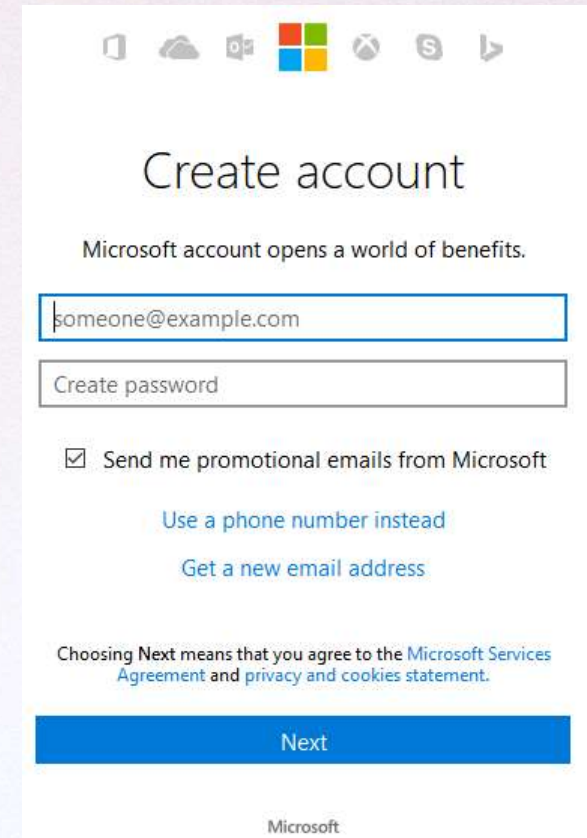
Your Microsoft account lets you manage everything all in one place.

- Keep tabs on your subscriptions and order history, organize your family's digital life, update your privacy and security settings, and track the health and safety of your devices.



Microsoft Account

- Access to Microsoft online services:
 - Outlook
 - Office
 - Skype
 - OneDrive
 - Xbox Live
 - Bing
 - Store
 - Windows
 - MSN
- Everything stays with you in the cloud and across devices, including iOS and Android.



The screenshot shows the Microsoft account creation interface. At the top, there is a row of icons for various Microsoft services: OneDrive, Office, Skype, the Windows logo, Xbox, and Store. Below these icons, the heading "Create account" is displayed. Underneath the heading, a subtext reads "Microsoft account opens a world of benefits." The form contains two input fields: the first is for an email address, with the placeholder text "someone@example.com", and the second is for a password, labeled "Create password". Below the password field, there is a checkbox that is checked, with the text "Send me promotional emails from Microsoft". Two links are provided: "Use a phone number instead" and "Get a new email address". At the bottom of the form, a line of text states "Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement." Below this text is a large blue button labeled "Next". At the very bottom of the page, the Microsoft logo is visible.

What Is It?

- **Microsoft 365** is a subscription service that ensures you always have the most up-to-date modern productivity tools from Microsoft.
- **Office 2019** is sold as a *one-time purchase*, which means you pay a single, up-front cost to get Office apps for one computer.
- **Office Online** is a free version of Office that you can use in a web browser. All you need is to sign up for a Microsoft Account with a new or existing email address.



Microsoft 365

Pro's

- All plans include up to 1TB cloud storage (about 300,000 images or 1,000,000 documents)
- Each user can install it on five PCs or Macs, five tablets and five mobile devices
- Users can share their subscription with up to six family members (depending on their subscription plan)
- Easy user management with features that help you add, remove, and administer Office 365 accounts
- Regular security updates, improvements, and access to the latest features
- Ongoing tech support and security fixes

Microsoft 365

Pro's (con't)

- No need to pay upfront: choose between monthly or annual payment and save by paying for a full year
- Free monthly credits to make calls to landlines using Skype

Con's

- New changes can be overwhelming
- You may pay for unnecessary features



Microsoft 365

Office 2019

Pro's

- Pay once, use forever
- In the long run, it will be cheaper to own the license rather than subscribe

Con's

- One device per license
- Only runs on Windows 10 and macOS
- No Upgrades. You only get this version without upgrade options
- Support is limited to 5 years
- Limited security updates



**WHAT'S
INSIDE?**

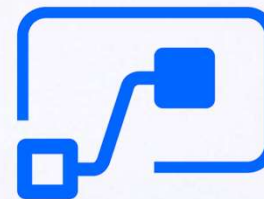
What Comes With Microsoft 365?

- Includes:
 - Premium Products.
 - Word
 - Excel
 - PowerPoint
 - Access (PC Only)
 - Publisher (PC Only)
 - OneNote
 - Outlook



What Comes With Microsoft 365?

- Includes:
 - Services
 - Skype
 - OneDrive
 - Cloud based products.
 - To Do
 - Forms
 - Power Automate
 - Sway
 - Automatic updates.



HOW MUCH
does it
COST?



Microsoft 365 - Family

- \$99.99 per year
- One convenient subscription for up to 6 people.
- Includes 7 Premium Office Apps
- 1 TB OneDrive Cloud Storage
 - 6 TB Total
- 60 min Skype calling per month.
 - Per User
- No Restrictions on Installs (5-5-5)
 - MacOS, Windows, Android, iOS

Microsoft 365 Family (formerly Office 365 Home)

\$99.99 / year

[Buy now](#)

[Or buy at \\$9.99 per month](#)

[Try free for 1 month >](#)

One convenient subscription for up to 6 people. Includes premium productivity apps, up to 6 TB of cloud storage (1 TB per person), and advanced security for all your devices.

Premium apps included



Word



Excel



PowerPoint



OneNote



Outlook



Access (PC only)



Publisher (PC only)

Services included



OneDrive



Skype

Microsoft 365 - Personal

- \$69.99 per year
- One convenient subscription for 1 person.
- Includes 7 Premium Office Apps
- 1 TB OneDrive Cloud Storage
- 60 min Skype calling per month.
- Install on up to 5 devices
 - MacOS, Windows, Android, iOS

Microsoft 365 Personal (formerly Office 365 Personal)

\$69.99 / year

[Buy now](#)

[Or buy at \\$6.99 per month](#)

One convenient subscription that includes premium productivity apps, 1 TB of cloud storage, and advanced security for all your devices.

Premium apps included



Word



Excel



PowerPoint



OneNote



Outlook



Access (PC only)



Publisher (PC only)

Services included



OneDrive



Skype

Office – Home & Student 2019

- \$149.99
- One-time Purchase.
- Includes 3 Premium Office Apps + OneNote
- No Additional OneDrive Cloud Storage
- No Skype calling per month.
- Single Install
 - MacOS, Windows

Office Home & Student 2019

One-time purchase For Mac and PC

\$149.99

Buy now

One-time purchase

The essentials for individuals to get it all done. Classic versions of the Office apps installed on 1 PC or Mac.

Classic apps included



Word



Excel



PowerPoint

Services included

(not included)

Microsoft 365 – Discounts

Military Appreciation Edition

- \$69.00 per year
- Family Edition – 6 Users
 - 7 Office Applications
 - 6 TB Cloud Storage
 - Skype min.
- Purchase From Military Exchange.
 - ShopMyExchange.com



Microsoft 365 – Free

- For Students and Teachers
- School email address
- Personal Edition – 1 Users
 - 7 Office Applications
 - 1 TB Cloud Storage
 - Skype Minutes.
- Purchase From Military Exchange.
 - ShopMyExchange.com



The advertisement features a collection of academic and professional icons on a light green background, including a trophy, a calendar, a microscope, a globe, a briefcase, a document, a calculator, and laboratory glassware. To the right, a red vertical banner contains the Microsoft logo and promotional text.

Microsoft

Stock up for academic success with free Office.

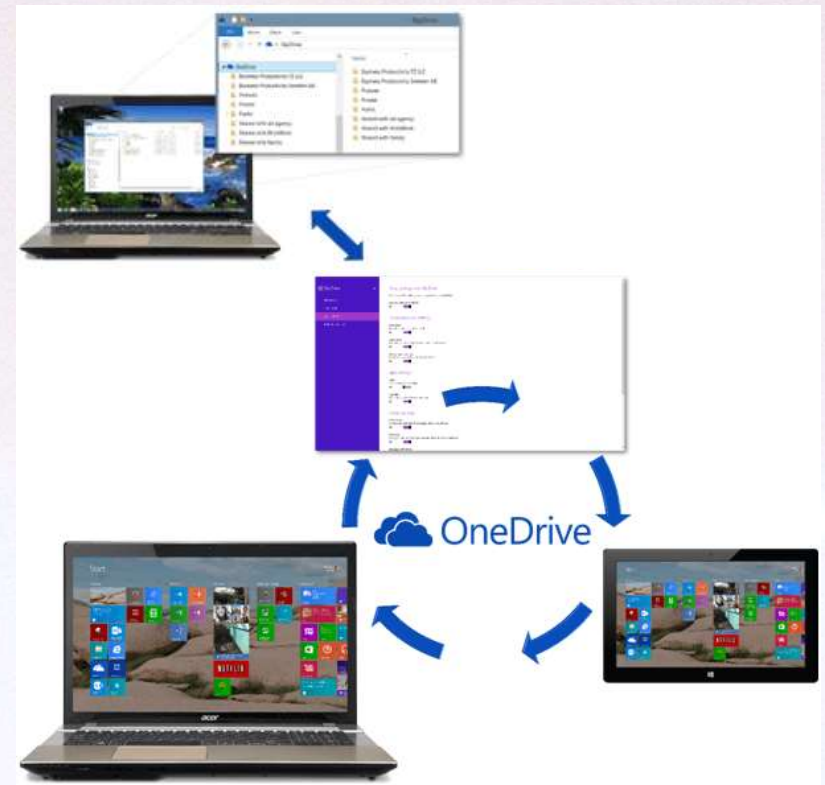
Office 365

We're giving our students a complete version of the latest Microsoft Office.

EXTRAS

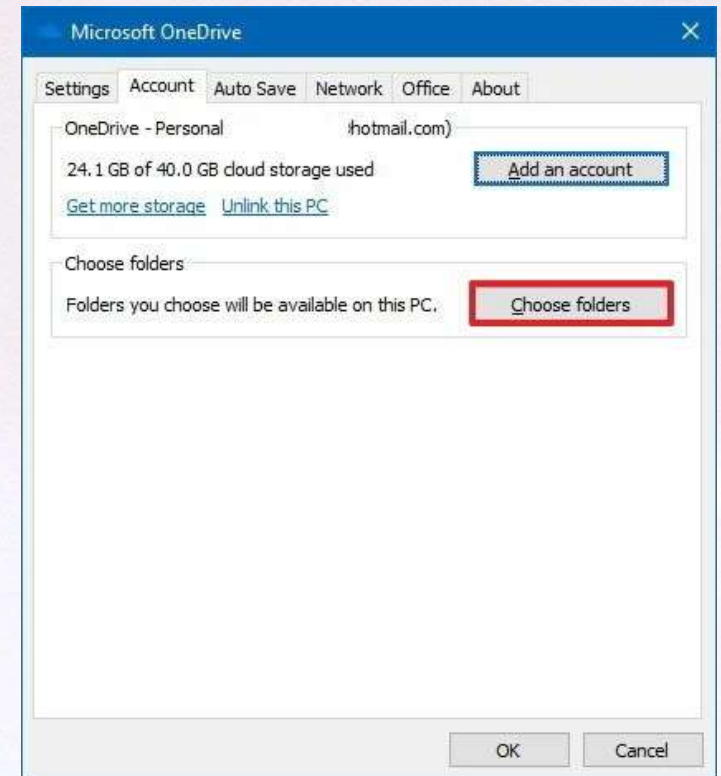
OneDrive Cloud Storage

- Automatically save a backup copy of your files
- Access your files from anywhere
- Easily switch between different devices
- Share files with whomever you want – whenever you want
- Personal Vault – Timed 2 factor authentication



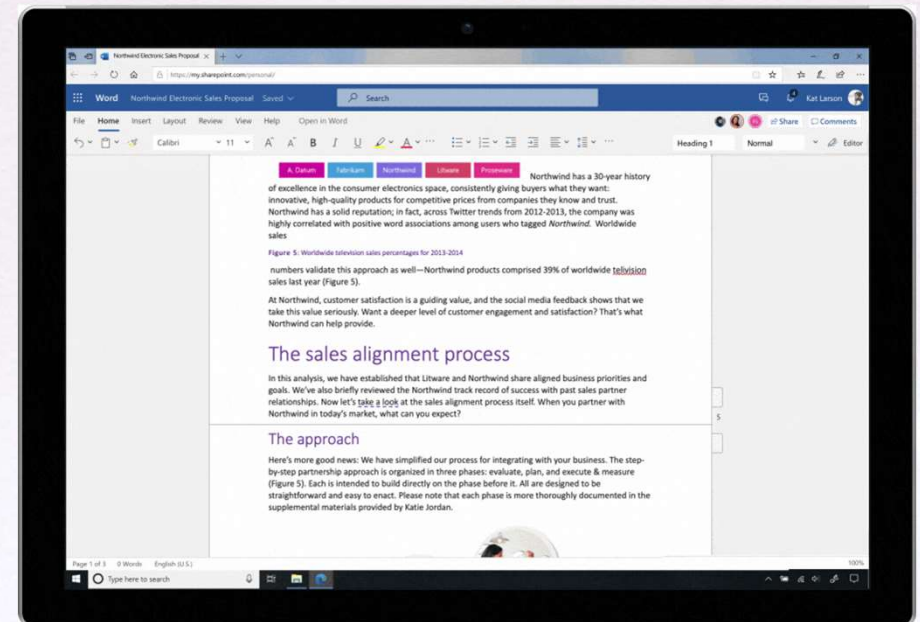
One Drive Sync

- Syncs files and folders between device and cloud
- Choose what folders to sync
- Save to OneDrive system folder
- Files On Demand
 - Access all your files in OneDrive without having to download all of them



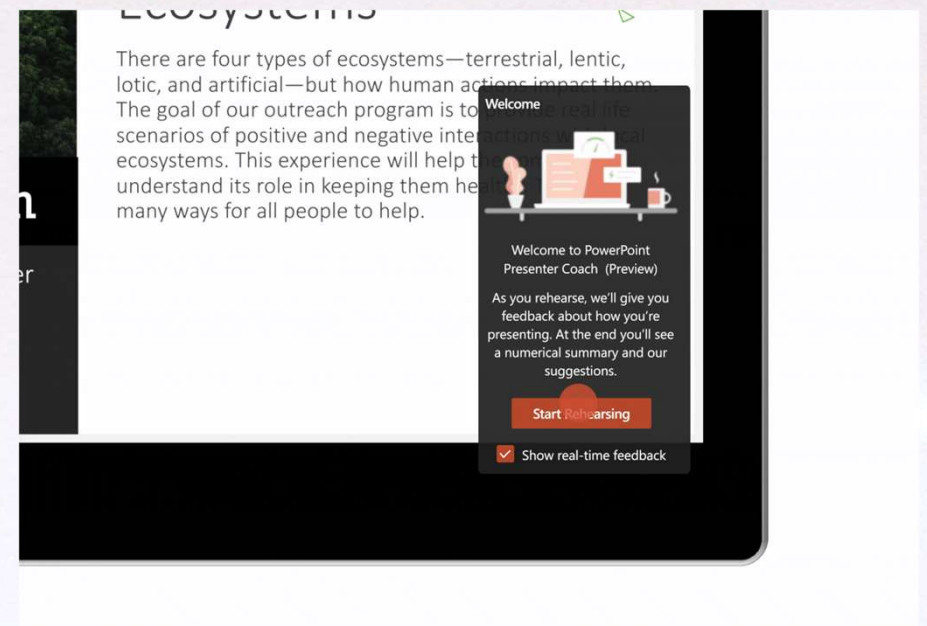
Subscription Only Features

- Microsoft Editor
 - Spelling-Grammar-Thesaurus
 - 20+ languages
 - Accessible across Word and Outlook.com
 - Standalone browser extension for Microsoft Edge and Google Chrome.
- **Microsoft 365 Personal and Family subscribers have access to advanced grammar and style refinements to write with more clarity and conciseness.**



Subscription Only Features

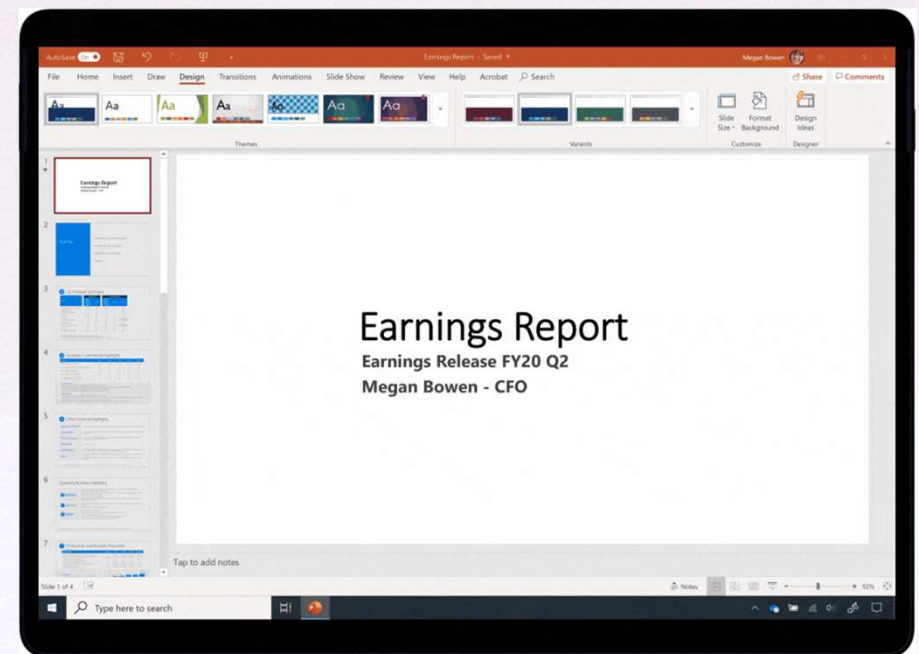
- **Become a better presenter in PowerPoint**
 - Monotone pitch and speech refinement - listens to your tone of voice and give feedback in real-time to suggest adding some variation where needed.
 - Microsoft 365 Personal and Family subscribers have access to advanced grammar and style refinements to write with more clarity and conciseness.



Subscription Only Features

- **Kickstart your creativity**

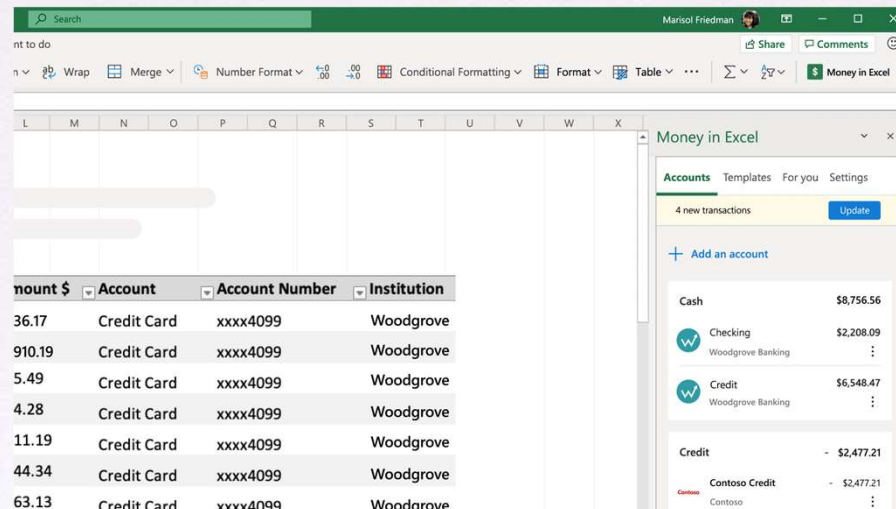
- Access to 200+ new premium templates across Word, Excel, and PowerPoint.
- PowerPoint Designer helps you be more creative while saving you time. - Designer will auto-generate several slide layouts to choose from.



Subscription Only Features

- **Money in Excel**

- Easily gather, organize, and analyze the information you need in one place without the hassle of finding, copying, and refreshing the data.
- Use new smart templates with data types to do more. They will help you prepare to move to a new city, track your nutrition, or help your kids learn chemistry.



The screenshot displays the 'Money in Excel' application interface. The main area shows a table of transactions with columns for Amount, Account, Account Number, and Institution. The sidebar on the right provides a summary of accounts, including Cash, Checking, and Credit, with their respective balances and a list of recent transactions.

Amount	Account	Account Number	Institution
36.17	Credit Card	xxxx4099	Woodgrove
910.19	Credit Card	xxxx4099	Woodgrove
5.49	Credit Card	xxxx4099	Woodgrove
4.28	Credit Card	xxxx4099	Woodgrove
11.19	Credit Card	xxxx4099	Woodgrove
44.34	Credit Card	xxxx4099	Woodgrove
63.13	Credit Card	xxxx4099	Woodgrove

Account	Balance
Cash	\$8,756.56
Checking	\$2,208.09
Credit	\$6,548.47
Credit	- \$2,477.21
Contoso Credit	- \$2,477.21



Microsoft Office Online

Save & edit documents, Spreadsheets and Presentations online.
Work together on documents.



<https://www.office.com/>

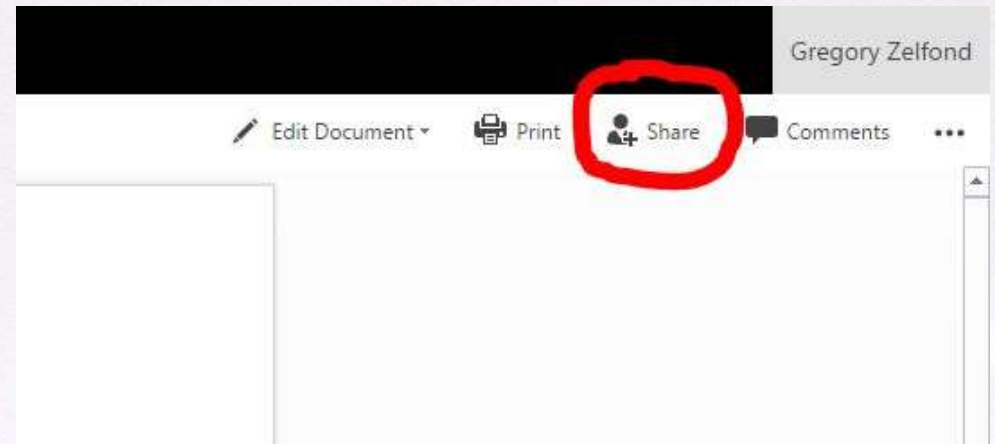
What Is Office Online

- Microsoft Office's most popular applications online versions
- Completely Free
 - Word
 - Excel
 - PowerPoint
 - OneNote
 - Sway
 - Outlook
 - OneDrive



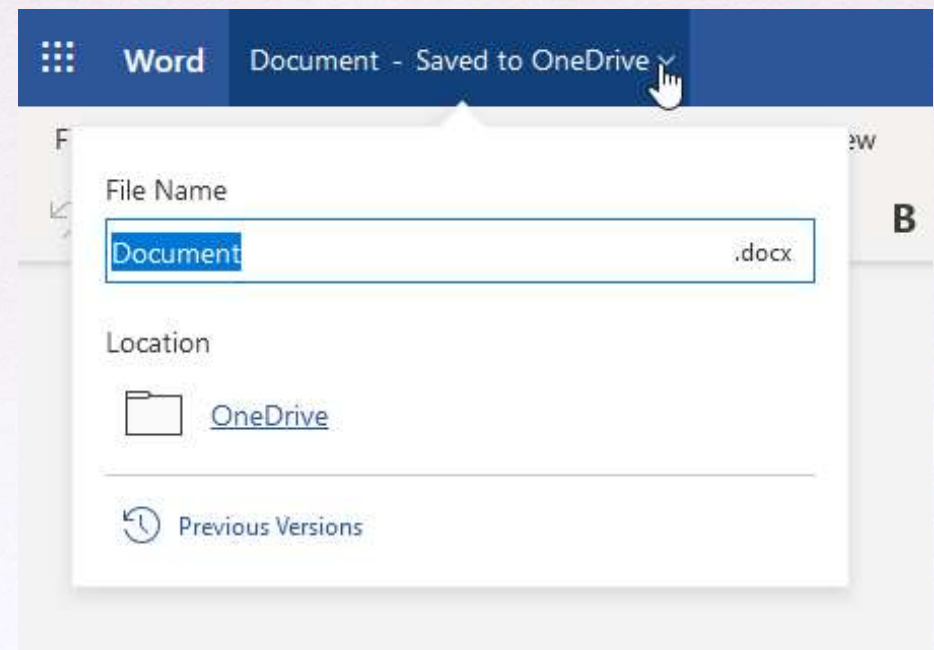
Advantages of Office Online

- It is FREE
- Simple Sharing
 - To share Office Online documents as there is a **Share** button available in the upper right-hand corner



Advantages of Office Online

- Quick Editing
 - A great option when you want to make quick changes to the document – files open up quicker than using the installed version of the software
- Auto Save
 - Office Online does not have a Save button – all changes are autosaved. So if you make a change and then close the browser – no worries – all changes are saved automatically.



Advantages of Office Online

- Supports PDF
 - In addition to Word, Excel, PowerPoint, Office Online can also open PDF documents right in the browser. Please note that it does not support Edit capability for PDF files.
- Works from any device
 - Android
 - Windows
 - MacOS
 - iOS
 - Linux



Disadvantages of Office Online

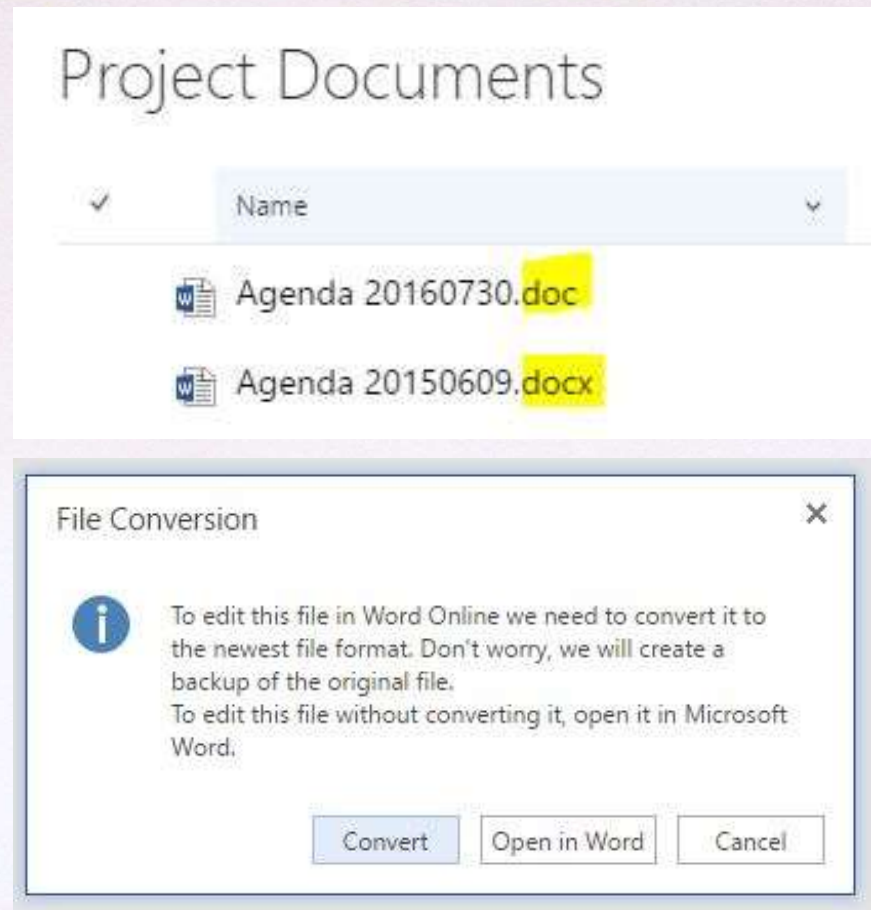
- **Limited functionality.**

- Word Online, Excel Online, and PowerPoint Online are not fully-installed applications on your PC.
- They are stripped-down (lite) versions of the corresponding desktop applications and do not have the full functionality you have on your PC.



Disadvantages of Office Online

- **Limited file support.**
 - Office Online only works with the following file formats: **.docx, .xlsx, .pptx files and PDF.**
- **Requires conversion for older MS Office files.**
 - If your Word, Excel, PowerPoint files have been saved using older versions of the software (i.e., **Word 97 or Excel 2003**), they need to be saved (converted) to the new file format (**from .doc to .docx**).











LEARN MORE





Gain essential skills in Office 2019 and 365, including Microsoft Access, Excel, PowerPoint, and Word.

<https://edu.gcfglobal.org/>

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How to Get Microsoft Office for Free

Microsoft Office normally starts at \$70 per year, but there are quite a few ways to get it for free. We'll show you all the ways you can get Word, [...]

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QUESTIONS ?



Microsoft 365

Web Director -
Computer Booters of Sun Lakes Arizona

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Rob Truman



An International
Association of Technology
& Computer User Groups