Computer Know How Series

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Microsoft Office Q&A – Thursday April 11th 2019 @ 2pm

http://www.aehost.net/morpd or http://www.morpd.com

Over the years there have been many office productivity suites including Lotus123, WordPerfect Office, Microsoft Works, Apple iWork and others. Most people today use Microsoft Office for their Office Productivity needs.

1) What Microsoft Office versions are available?
   a. Office (desktop applications) for Windows or Mac (supported previous versions 2010, 2011, 2013 & 2016).
      i. **Home and Student 2019** includes Word, Excel, PowerPoint and OneNote.
      ii. **Home and Business 2019** includes Word, Excel, PowerPoint, OneNote and Outlook.
      iii. **Professional** (Windows PC Only) includes Word, Excel, PowerPoint, OneNote, Outlook, Publisher and Access.
   b. Office 365 Subscriptions for Windows and Mac (keeps you up-to-date with current version).
      i. **Personal** - One solution for you across all your devices. Includes premium Office applications for PC or Mac for 1 user.
      ii. **Home** - One solution for you and your family across all your devices. Includes premium Office applications for up to 6 users on PC or Mac.
      iii. **Business** - Best for businesses that need Office applications plus cloud file storage and sharing on PC, Mac, or mobile. Business email not included.
      iv. **Business Premium** - Best for businesses that need business email, Office applications, and other business services on PC, Mac, or mobile.
      v. **Business Essentials** - Best for businesses that need business email and other business services on PC, Mac, or mobile. Desktop versions of Office applications not included.
2) What is each Microsoft Office program/application developed to do?
   a. **Word** is an application designed to create, modify or print basic documents.
   b. **Excel** is an application designed to organize data using spreadsheets and workbooks.
   c. **PowerPoint** is an application designed to create, modify and display presentations.
   d. **OneNote** is an application designed to take notes (typing or dictation) and can be used with a tablet touchscreen for handwritten notes (with/without a digital pen).
   e. **Outlook** is an application designed for office collaboration and organization (email, calendar, contacts, task/reminders and notes).
   f. **Publisher** is an application to create publications (flyers, posters, newsletters, etc).
   g. **Access** is a database application designed to organize data in tables with relationships to other tables.
   h. **OneDrive** is a service to synchronize data between devices through a Cloud storage platform. Microsoft offers 5GB of OneDrive service for free with each Microsoft Account and Office365 plans offer 1TB storage.
3) Resources/Links
   a. Microsoft Office and Microsoft Office 365 – http://www.office365.com or http://www.office.com
   b. MS Office System Requirements – http://www.office.com/systemrequirements
   c. MS Office Application Descriptions – https://docs.microsoft.com/en-us/office365/servicedescriptions/office-applications-service-description/office-applications