

# Microsoft Office for the Home User

Trilogy at Vistancia Computer Club

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# Office 1975



*Word*



*Excel*



*PowerPoint*



*OneDrive*



*OneNote*



*Outlook*



# Some Microsoft Office History Trivia



- ▶ Office celebrated its 25th anniversary last year. The first Office package debuted on Mac OS on August 1, 1989. Microsoft Office for Windows followed in October 1990.
- ▶ Prior to being bundled up in an Office suite, the various applications were available individually. The original Office package included Word, Excel, PowerPoint, and Mail.
- ▶ Microsoft's first Office application was Excel. Originally called Multiplan in 1982, Microsoft changed the name to Excel when releasing it for the Macintosh in 1985.
- ▶ Excel helped Microsoft become the leading PC software developer by outselling Lotus 1-2-3 in the early 1990's.

# More Office History Trivia

- ▶ PowerPoint's original name was Presenter. In 1987 it became PowerPoint, and then was purchased by Microsoft for \$14 million.
- ▶ Word 6.0 was the last version for MS-DOS. With the release of Microsoft Office 95, all components of the Office suite received the version number 7.0.
- ▶ Clippy, the notorious Office assistant, first annoyed users in Office 97.
- ▶ “With that, we have reached the modern era of the Office suite. Although Office has many competitors, it remains the uncontended desktop office suite on the market.”

*Source: Sieber, Tina. “20 Historical Microsoft Office Facts You Forgot Or Never Knew.” <http://www.makeuseof.com/tag/20-historical-microsoft-office-facts-forgot-never-knew>. 4 December 2014.*

# What is Microsoft Office?

- ▶ Microsoft Office is a productivity suite of applications that share common features and approaches. The latest version is Office 365, an annual subscription version of Office 2013. In addition, some of the most popular applications are available as a free web version.

Click for [here](#) for more information.

# Comparison of Office 2013 and Office 365

## Office 2013

- ▶ Purchased for one-time fee
- ▶ Need to pay for newer versions
- ▶ Use on only one PC
- ▶ 15 GB of online storage
- ▶ Functions offline

Click [here](#) for PC products.

Click [here](#) for Mac products.

## Office 365

- ▶ Subscription service charged monthly or annually
- ▶ Free upgrades
- ▶ Some plans allow use on up to 5 PCs or Macs
- ▶ 1 TB of online storage
- ▶ Functions offline
- ▶ Plans generally include more applications
- ▶ Fully functioning mobile apps for Word, Excel, PowerPoint and Outlook
- ▶ 60 minutes/month per user of Skype calling
- ▶ Free technical support

# Which Microsoft Office Version Is Right for You?

It depends:

- ▶ Do you have a PC or a Mac?
- ▶ How many licenses do you need?
- ▶ How often do you plan to upgrade the applications?
- ▶ Which specific applications do you need?
- ▶ Are you always connected to the Internet?
- ▶ Do you plan to use Office on mobile devices?
- ▶ How much cloud storage do you need?



# Recommendations

## Choose Office 2013:

- ▶ You want to pay only once for software.
- ▶ You don't want to be forced to upgrade to a new version and are perfectly happy with an older version.
- ▶ You need Office on only one PC.
- ▶ You don't need much cloud storage space.

## Choose Office 365:

- ▶ You don't mind paying a monthly or annual fee for "Software-as-a-Service."
- ▶ You want the latest and greatest updates and versions.
- ▶ You want to install Office on multiple computers and devices, including Mac's.
- ▶ You want all the cloud storage space you can get.

# What About the Free Office Online?

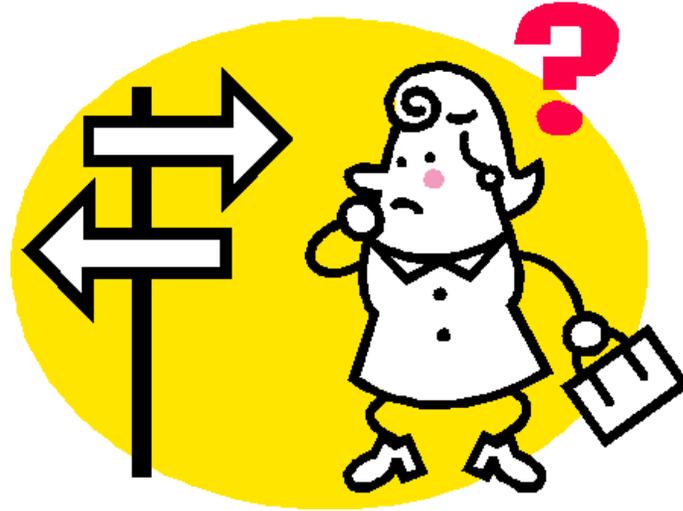
- ▶ Free Word, Excel, PowerPoint, and OneNote
- ▶ Free Outlook.com e-mail (not Outlook)
- ▶ Requires Internet connection
- ▶ Basic document creation and editing capabilities
- ▶ Some application features are not available.  
Check out full comparison list at:  
<https://technet.microsoft.com/en-us/library/office-online-service-description.aspx>
- ▶ Mobile apps allow users to create and edit Office documents and sync with OneDrive or Dropbox but lack more advanced functions
- ▶ No Publisher or Access applications



# Decisions, Decisions

## Consider:

- ▶ Device(s) you have
- ▶ Your budget
- ▶ Features and options needed
- ▶ Preferred delivery method



# OneDrive

- ▶ Cloud storage for documents, photos, videos, etc.
- ▶ 1 TB free with Office 365 subscription (not free online version)
- ▶ 15 GB free with Office 2013
- ▶ Sign in to OneDrive with your Microsoft account username and password on any computer

Click [here](#) to learn more about OneDrive.

# Microsoft Office Applications

## ▶ Available in All Editions:

- ▶ Word
- ▶ Excel
- ▶ PowerPoint
- ▶ OneNote

## ▶ Additional Applications Varying with Edition:

- ▶ Outlook
- ▶ Publisher (PC only)
- ▶ Access (PC only)

# Office Documents

- ▶ **Word** document
  - ▶ **Excel** worksheet
  - ▶ **PowerPoint** presentation
  - ▶ **OneNote** folders
  - ▶ **Outlook** folders
  - ▶ **Publisher** publication
  - ▶ **Access** database
- ❑ Formatted text and graphics
  - ❑ Spreadsheets and data lists
  - ❑ Presentations and slide shows
  - ❑ Notes and reminders
  - ❑ Messages, contacts and tasks
  - ❑ Flyers and brochures
  - ❑ Data tables, queries and reports

# The Ribbon

- ▶ The Ribbon is a graphical user interface used in all applications in Microsoft Office 2013 and 365. It replaces menus and toolbars and contains command buttons and icons, organized in a set of tabs. Each tab contains groups of related commands. The Ribbon can be collapsed to increase window space.



Click above to learn more about The Ribbon.

# Microsoft Word

- ▶ Word processing application with online templates or open a blank document
  - ▶ Enter text and insert pictures, tables, columns, headers/footers, etc.
  - ▶ Copy and paste text
  - ▶ Format text: font, margins, orientation, line spacing
  - ▶ Spell check, thesaurus and word count
  - ▶ Save
  - ▶ Print

# Microsoft Excel

- ▶ Spreadsheet application
  - ▶ Workbook contains one or more worksheets
  - ▶ Enter data in cells named by column letters and row numbers (16,384 columns & 1,048,576 rows)
  - ▶ Use built-in formulas and functions or create your own
  - ▶ Format with borders, shading, and modify font
  - ▶ Import, sort, filter and chart (graph) data
  - ▶ Save
  - ▶ Print

# Microsoft PowerPoint

- ▶ Presentation application
  - ▶ Opens with a title slide; add slides (9 standard layouts)
  - ▶ Bullets are automatic but can be turned off or changed
  - ▶ Use and modify available design themes
  - ▶ Insert transitions, timings, pictures, videos, recorded voice, music, etc.
  - ▶ Animate text and graphics
  - ▶ Present or run/loop slide show
  - ▶ Print slides, handouts, notes

# Microsoft OneNote

- ▶ Digital notebook application
  - ▶ Capture, organize and share typed and handwritten notes as well as audio, video, photos and other visuals
  - ▶ Take notes anywhere on the page
  - ▶ Organize notes in sections and pages
  - ▶ Use “Send to OneNote” tool from other applications or create a notebook from scratch
  - ▶ Download templates from the Office website
  - ▶ Use the Windows 8 OneNote app to access and share notebooks on OneDrive

# Microsoft Outlook

- ▶ Electronic mail, contact and time management application
  - ▶ Receive, compose, reply to, attach files, print, save and sort messages
  - ▶ Add contacts to Contacts list, recording a large amount of personal and business information
  - ▶ Calendar maintains appointments, meetings, events, and holidays visible by day, week, or month and gives reminders
  - ▶ Create, assign, and manage tasks
  - ▶ Create reminders with Outlook Notes, electronic “sticky notes”

# Microsoft Publisher

- ▶ Desktop publishing application
  - ▶ Many templates available by category or create your own document from a blank publication, such as:
    - ▶ Greeting cards, invitations, and postcards
    - ▶ Flyers, brochures, and signs
    - ▶ Newsletters, business cards, and calendars
  - ▶ Edit, format, modify font and colors of templates
  - ▶ Insert pictures and other graphics
  - ▶ Save and print

# Microsoft Office Online Tutorials and Templates



Click to go to Office tutorials and templates.



Click above for Office FAQs.

Presentation prepared by



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