

# **Sun City Summerlin Computer Club Seminar**

## **Microsoft Office 365 Overview**

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# Where to Find this Presentation

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- **Sun City Summer Computer Club Website:**
  - [http://www.scsccl.com/smnr/MS\\_Office\\_365\\_Overview.pdf](http://www.scsccl.com/smnr/MS_Office_365_Overview.pdf)

# Seminar Agenda

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- **Introduction**
- **Office 365 Versions & Programs**
- **How to Get Office 365 (2016)**
- **Installation Cautions**
- **Word Tour**
- **Excel Tour**
- **PowerPoint Tour**
- **OneNote Tour**
- **Outlook Tour**
- **Publisher Tour**
- **Access Tour**
- **Free Office Suite Alternatives**

# Introduction

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- **MS Office suite has been around a long time (~1990)**
- **Can still buy the suite as a retail product – Office 2016**
  - **Home & Student version costs \$149 for 1 install**
  - **Other versions (Business / Pro) cost more**
- **Office 365 uses a paid subscription model.**
  - **Consumer and business versions offered**
  - **“Online” vs downloadable versions**
  - **Related to your Microsoft account**
  - **Subscribers automatically get patches and new features via Windows Update**

# Office 365 Versions & Programs

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- <https://products.office.com/en-US>
- **Office 365 Home Subscription**
  - Word, Excel, PowerPoint, One-Note, Outlook, Publisher, Access
  - \$99 / year (\$9.99 / month) for 5 PCs or Macs + 5 mobile devices
  - Includes 1 TB of OneDrive storage and 60 minutes of Skype calls / mo for each user (up to 5)
- **Office 365 Personal Subscription**
  - Word, Excel, PowerPoint, Outlook, Publisher, One-Note, Access
  - \$69 / year (\$6.99 / month) for 1 PCs or Mac
  - Includes 1 TB of OneDrive storage and 60 minutes of Skype calls / mo

# How to Get Office 365

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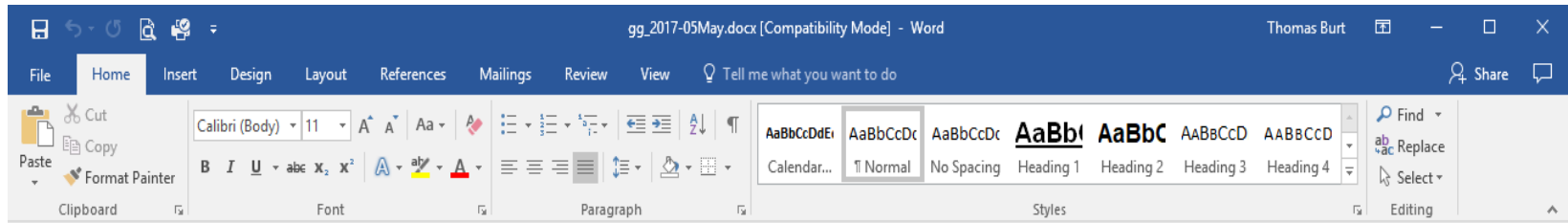
- <https://products.office.com/en-US>
- **Go to the Office website**
- **Choose your subscription version**
- **Click the “Buy Now” button or “Try for Free” (30 days)**
- **Sign in to your Microsoft Account**
- **Follow the steps to make your payment**
- **Installation:**
  - **Click the “Install” link to install from the Internet to one PC.**
  - **Click the Download Offline Installer link to download a DVD image that can be burned to a standalone DVD install disk. Then run the Setup from that DVD or image (better for multiple installs).**

# Installation Cautions

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- **My Office 365 setup hung at 95% complete ...**
  - I had to end it with Task Manager
  - I had to find, download and run a special MS Office Uninstall Tool
  - I then had to “Repair” the Office 365 installation
  - When done, I finally had a working Office 2016 Pro and still had Office 2013 Pro as well.
- **Steps to improve chances for a successful install:**
  - Make sure no prior office version programs are running
  - Temporarily disable your anti-virus program’s real-time protection
  - In Task Manager – go to Services and stop the Spooler
- **When the above are done, run the install**
  - The install should run fairly fast – 5 to 15 minutes
  - After the install, reboot your PC to restart the A-V protection and spooler

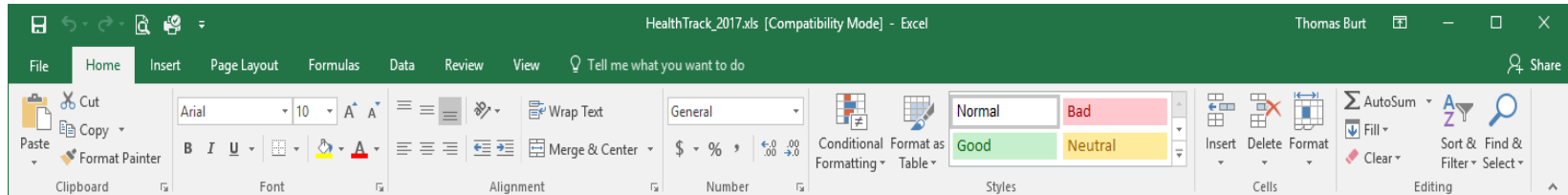
# Word 2016 Tour



- **Word is part of all versions of the Office suite.**
- **Extremely powerful word-processing program.**
- **Has many publishing features as well.**
- **Excellent mail merge, label making tools.**
- **Automatically generates table of contents, indexes, footnotes.**
- **Integrates with other Office programs – especially Excel.**
- **Has a rich set of drawing tools for diagrams.**
- **Let's look briefly at Word 2016 ... (demo)**

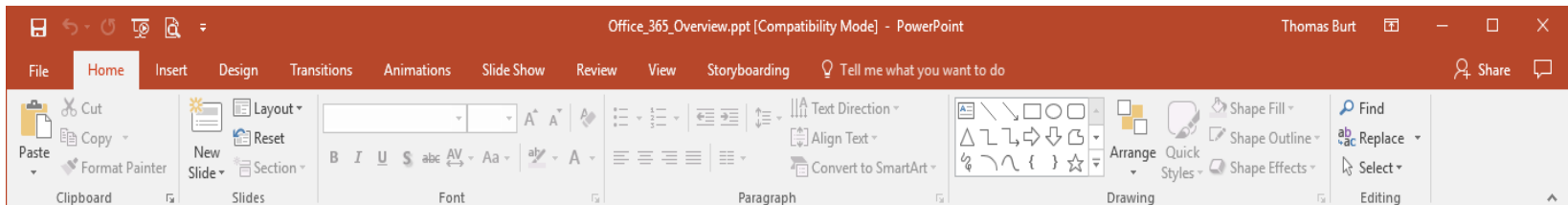


# Excel 2016 Tour



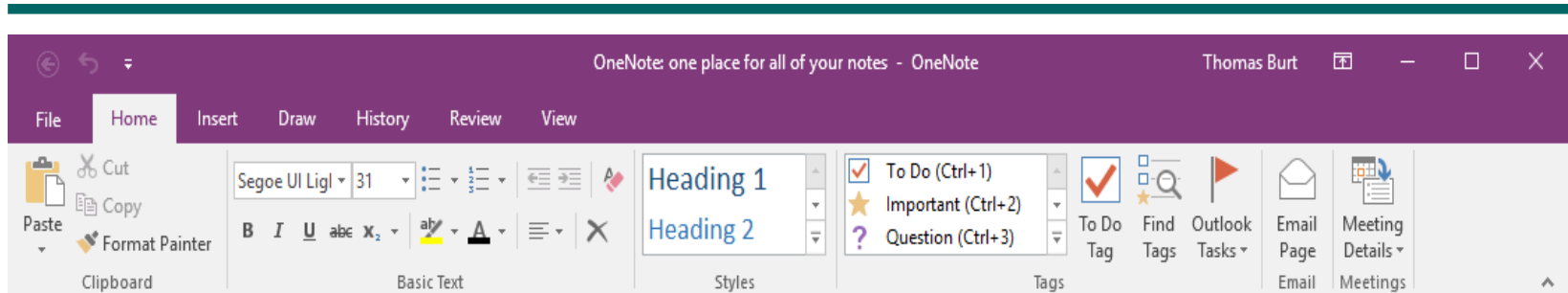
- **Excel is part of all versions of the Office Suite.**
- **Extremely powerful spreadsheet program.**
- **Supports multiple worksheets in a workbook.**
- **Has a vast set of functions that can be used in formulas.**
- **Includes a rich macro language for automating complex actions.**
- **64-bit version supports huge spreadsheets.**
- **Has a rich set of drawing tools for diagrams.**
- **Let's look briefly at Excel 2016 ... (demo)**

# PowerPoint 2016 Tour



- **PowerPoint is part of all versions of the Office suite.**
- **Extremely powerful presentation / slideshow program.**
- **Has many text formatting effects.**
- **Has many transition and animation effects.**
- **Has extensive pre-designed templates.**
- **Has a rich set of drawing tools for diagrams.**
- **Let's look briefly at PowerPoint 2016 ... (demo)**

# OneNote 2016 Tour



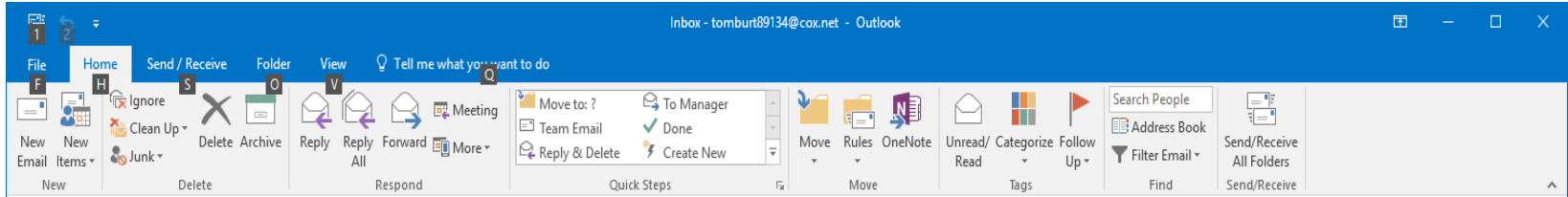
- **OneNote is part of all versions of the Office suite.**
- **Effective and powerful program for creating, organizing and tracking notes.**
- **All Notes kept in the cloud (OneDrive) – no saving, accessible on all your devices.**
- **Structure is Notebook > Sections > Pages.**
- **Has serviceable built-in word processing features.**
- **Has a rich set of drawing tools for diagrams.**
- **Let's look briefly at OneNote 2016 ... (demo)**

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**BIO BREAK**

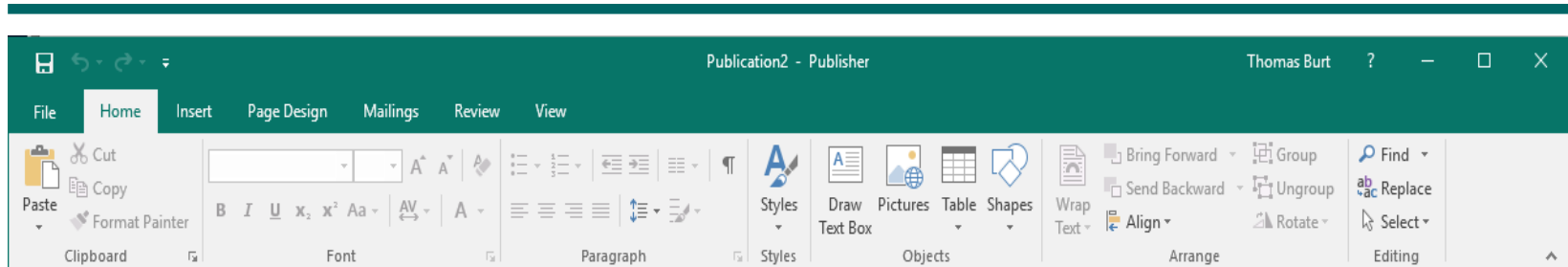
**MS Office 365 Overview**

# Outlook 2016 Tour



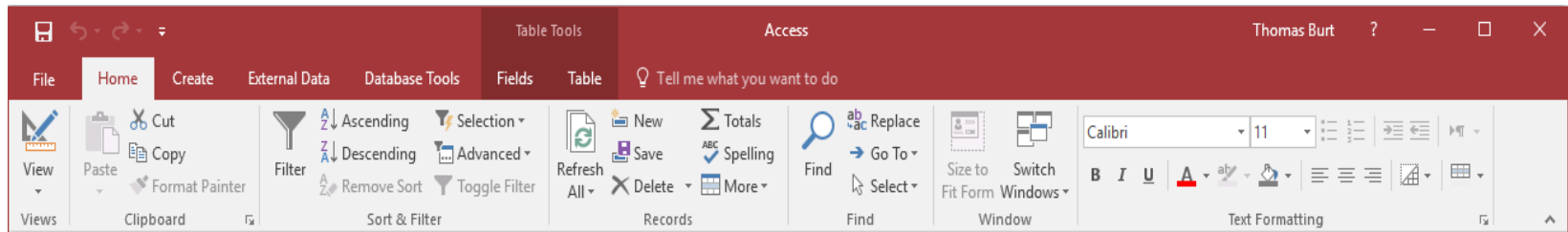
- **Outlook is a comprehensive e-mail and personal information manager. Included only in higher-end versions of Office.**
- **Supports multiple e-mail accounts.**
- **Includes a powerful contact list.**
- **Includes a powerful calendar.**
- **Includes a personal task organizer.**
- **Allows an open-ended hierarchy of folders for filing mail.**
- **All information kept in .PST files.**
- **Let's look briefly at OneNote 2016 ... (demo)**

# Publisher Tour



- **Publisher is included only in the Pro version of Office.**
- **Extremely powerful program for producing printer-ready content.**
- **Automatically generates table of contents, indexes, footnotes.**
- **Has an extensive set of pre-built templates.**
- **Integrates with other Office programs – especially Word & Excel.**
- **Let's look briefly at Publisher 2016 ... (demo)**

# Access Tour



- **Access is included only in the Pro version of Office.**
- **Extremely powerful SQL relational database program.**
- **Has a comprehensive visual query designer.**
- **Has a comprehensive forms designer.**
- **Has a comprehensive report writer.**
- **Not a database server; it uses Windows file / record locking.**
- **Does support multiple concurrent user access.**
- **Includes a built-in Visual Basic programming language.**
- **Can link to other SQL or flat-file databases via ODBC.**
- **Let's look briefly at Access 2016 ... (demo)**

# Free Office Alternatives

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- **Libre Office / Apache Open Office**
  - Free, open source, complete suite
  - Highly compatible with MS Office 2003 – 2016
  - Can open and save most office documents
  - Versions for Windows, Mac and Linux
  - <https://www.libreoffice.org> <https://www.openoffice.org>
- **WPS Office Free (formerly Kingsoft)**
  - <https://www.wps.com/office-free>
  - ZDNet claims the free version now watermarks PDFs and printouts.
- **SoftMaker Free Office**
  - <http://www.freeoffice.com/en>



# Final Q and A

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## Final Questions and Answers