



# OFFICE APPS

PART 1

# MICROSOFT OFFICE FACTS

- It is not FREE !
- It does NOT come bundled with Windows
- You get a 30-day trial with Windows
- Two License Types
  - Subscription – Office 365 / yearly payment
  - One-off purchase – perpetual license
- Office 2010, Office 2013, Office 2016, Office 2019 and Office 365 are all compatible with Windows 10

# OFFICE APPLICATIONS

- **Microsoft Office** - Word processor used for letters etc
- **Microsoft Excel** - Spreadsheet editor used for data analysis
- **Microsoft PowerPoint** - Presentation Program
- **Microsoft OneNote** - Notetaking program (comes with Windows)
- **Microsoft Outlook** - Personal information program (email, calendar)
- **Microsoft OneDrive** - Cloud storage allowing sync between devices
- **Microsoft Teams** - Communication platform for Chat and meetings

# OFFICE APPLICATIONS - WINDOWS ONLY

- **Microsoft Publisher** - Desktop publishing package (Posters, Flyers)
- **Microsoft Access** - Database application (club membership DB)
- **Microsoft Project** – Project planning (project flows)
- **Microsoft Visio** – Diagram and flowcharting application

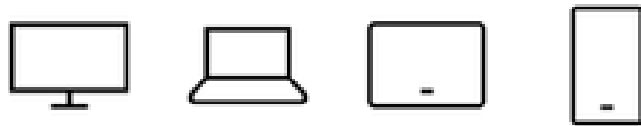


# MICROSOFT OFFICE 365 FOR HOME

Premium value



Use Microsoft 365 on your desktop, laptop, tablet and phone.



Microsoft 365 is compatible with Windows, macOS, iOS and Android.



Also Included (PC Only)



# MICROSOFT OFFICE TRADITIONAL - PRICING

The licenses below are for 1 user and 1 PC

They do not include updates, only security / bug fixes

They do not include cloud storage

## Retail

- Office 2021 Home & Student (£119.99) - £89.95
- Office 2021 Home & Business (£185.77)

## Third Party

- Office 2021 Professional Plus £28.00 ← Via Amazon
- Office 2021 Professional Plus supplied on USB £30.50 ← Via Amazon

If you're a student or working in education and have an academic email address that can receive external email, you may be able to get a couple of decent freebies from Microsoft.

# MICROSOFT OFFICE 365 - PRICING

## Microsoft 365 Family

£79.99/year

- Up to 6 people
- Up to 5 Computers per person
- 1 TB Cloud Storage per person

## Microsoft 365 Personal

£59.99/year

- 1 person
- 1TB Cloud Storage

# MICROSOFT OFFICE FREE !!!!

- Web based applications you use in your browser (Edge, Chrome, Firefox)
- Includes: Word, Excel, PowerPoint, Outlook, OneDrive, Teams, OneNote, To-do and Skype
- Best if you keep everything on OneDrive
- Saves by default to OneDrive, but you can download documents
- Can be slow as it is online
- Mobile version of Word, Excel and PowerPoint available

# MICROSOFT OFFICE FREE

- Office for the Web
- Web based applications you use in your browser (Edge, Chrome, Firefox)
- Includes: Word, Excel, PowerPoint, Outlook, OneDrive, Teams, OneNote, To-do and Skype
- 5GB online storage with OneDrive
- You will to create a Microsoft Account if you don't have one
  
- Search for "Microsoft Office Free"
- Click the link to the [Free Microsoft Office Online | Word, Excel, PowerPoint](#)
- Create a Microsoft Account if you don't have one

# OTHER FREE OPTIONS

## Windows applications

- LibreOffice
- FreeOffice
- OpenOffice
- Oxygen Office OpenOffice with extras
- WPS (Ad Supported)

## Apple MAC

- iWork
- WPS (Ad Supported)

## Web Based

- Google Docs
- iWork for iCloud

# MOBILE OPTIONS (IOS AND ANDROID)

- Microsoft Office Mobile Apps (Word, Excel and PowerPoint)
- Google Docs
- LibreOffice
- WPS Office
- .....

# RECOMMENDATIONS

## Occasional Office use

- Try Web applications
- Try LibreOffice

## Regular Office use

- Try Web applications
- Try LibreOffice
- Purchase either Office365 or Office 2021

## Online want to work offline or need MS Office

- Try LibreOffice
- Purchase either Office365 or Office 2021

## Need Publisher?

- Purchase either Office365 or Purchase Publisher by itself

# RECOMMENDATIONS

Share Office365 with 5 other people and split the cost (£13.31 /person/year)

“You can share Microsoft 365 Family with five5 other people in your household, for a total of six6 users”

“If you've purchased Microsoft 365 Family, you can share your subscription benefits with up to five other people”

**Microsoft doesn't ask for a DNA test**

**Don't use a work email address!**