Microsoft 365 vs. Office 2019

- If you often have to move between different types of tasks for work like writing documents, creating spreadsheets, putting together presentations, and handling your calendar, you could do all of these things with several individual apps from multiple software developers, but it often makes more sense to work with apps that have been designed to work together, giving you the ability to move seamlessly between them. Microsoft Office, for example, is a collection of applications designed to work in conjunction with each other to make it easier for you to accomplish tasks and get things done. Office includes applications like Word for word processing, Excel for working with spreadsheets, and PowerPoint for creating slideshow presentations. There are versions of Office available for Windows and Mac operating systems, mobile operating systems, as well as an online version that can be accessed from any computer's web browsing application, regardless of the operating system it's running. It's a good idea to explore different software suites to find the one that will be best suited for the type of work you do. Other software packages similar to Office include Apple's iWork suite, which includes Pages, Numbers, and Keynote for creating documents, spreadsheets, and presentations. If you're a Mac user, you may want to consider these apps since

they're included for free on all macOS computers. Similarly, Google's online G Suite is also free for consumers and includes apps like Google Docs, Sheets, and Slides to create your documents, spreadsheets, and presentations. So be sure to look at these and other alternatives when deciding which software to use. In this course, we'll be focusing on Microsoft Office as it's the most widely used of these productivity suites of applications. There are two main versions of Microsoft Office available, currently named Microsoft 365 and Office 2019. Microsoft 365 is a subscription-based version of the suite of applications. There are multiple subscription plans like Microsoft 365 Personal, Microsoft 365 Home & Student, and Microsoft 365 Business Premium, among others. The cost of the subscription depends on which plan you choose, and the apps contained in each version can vary, although they all contain the most popular applications, including Word, Excel, PowerPoint, and Outlook. With your subscription, you can install the software on up to five Windows machines or Macs, five tablet devices, and five mobile devices, which is convenient if others in your household need to use the software too. Your subscription also includes the many software updates that Microsoft regularly releases for the suite of applications. These updates can include bug fixes as well as new features and abilities. As long as you pay your monthly or annual subscription fees, you'll continue to have access to the latest versions of all the applications included in your plan. Office 2019, on the other hand, is a one-

time purchase. Unlike Microsoft 365, you pay a single price for access to all the applications in Office 2019, with no future fees or charges. The software is yours to use indefinitely. You need to keep in mind that your purchase only allows you to install the software on a single computer rather than multiple computers and mobile devices. You also don't get access to any new features or other updates with Office 2019. So if you want to update to a new version months or years later, you'll have to pay for that new version as well. So which version you choose depends a lot on how much you'll be using the Office applications and if having access to the latest versions of the software is important to you. For example, if you need the ability to work across devices, like if you want to be able to work on an Excel spreadsheet on your phone during a commute and later pick up where you left off on that spreadsheet from your desktop computer or tablet, you'll want to go with Microsoft 365. On the other hand, if you know you need Word, Excel, or PowerPoint, but you use them infrequently enough that you don't need the latest versions or features or to work on your files between multiple devices, Office 2019 is probably better suited for you. Lastly, if your use of Office products is very infrequent, you can access free versions of most of the Office applications online at office.com. These are lightweight versions of the Office products, but they have a lot of the functionality of their full-featured counterparts. And again, you can check

them out for free at office.com to see if they'll work for you. Otherwise, you can find out more about the various Office packages at microsoft365.com.

Sign into Office Online

that you can access from your web browser, regardless of the operating system you're using. In your browser, navigate to Office.com, and click Sign in. Using Office Online requires you to have a free Microsoft account. If you don't yet have an account, you can click the Create one option to create an account right away, and use any existing email address you have. Just be aware that it has to be a personal email address and not one associated with your work or school. But if you already have an account, you can enter your username and password. After signing in, you'll see this screen where you can access all of the apps that make up the Office Online package. These online versions don't have all the same features as the desktop versions, but you can still accomplish a lot online. For example, to use Microsoft Word, click its icon, and that launches Word. From here, you can choose to create a new document from scratch by clicking New blank document, or you can use any of the other templates to start working from. You can open an existing file from your OneDrive account, which is Microsoft's cloud-based storage service, where you can store and work with files in all of the Office apps. Saving your files

to OneDrive from Office Online allows you to continue working on those files in the desktop versions of the apps later. To work in any other app, click the launcher button here in the upper left-hand corner, and select the app you want to use. So now I've opened Excel Online, and I can create a new blank workbook to start working in an Excel spreadsheet. Again, Office Online is free and offers a convenient way to access your files and documents from various devices and while on the go.

Similarities between Office products

One of the advantages of using a suite of applications that are designed to work together is that you'll find similar features and layouts within them, making it easier to get your bearings and to find the features you want to use. For example, in the office suite of applications, which includes programs like Microsoft Word, Excel, and PowerPoint, all of which I have opened here, you can see how similar they look, especially in this area have tabs at the top of each window called the ribbon. Notice that at least the first three tabs in each app are labeled the same. We have file, home and insert. Both Word and PowerPoint have the Design tab next, but the layout and the way the ribbon works in each app is very similar. I'll expand Word for a moment here. Each tab gives you access to lots of tools and features.

Under the Home tab in Word, you'll find the cut copy and paste commands, as well as the tools for changing the font size or color of text. And we'll find those same options in PowerPoint and Excel. Here's cut, copy and paste. And here's where we can change the font, the color and size of text. So again, if you know where these features are in one Office app, you'll be able to easily find them in other Office apps. Now, of course, because these are three different apps with different purposes, you'll find other specialized tools and features under the other tabs specific to those apps. But they're all organized logically into the tab categories. For example, in Excel, there's a Formulas tab, where you can apply functions to your spreadsheets to automatically calculate the values in certain fields, or in PowerPoint, there's an Animations tab to apply animated transitions between the slides in your presentations. Another consistent feature of the ribbon across the Office applications is the ability to collapse it. Just double click any tab to collapse the ribbon. And that frees up more space to work with your documents. Click any tab to temporarily reveal its contents. And when you click away, it will collapse again. To bring the ribbon back, just double click any tab again. So once more when working in Office, you should be able to find your way around and locate the tools and features you need by exploring the ribbon. And as you get more familiar with its layout, you'll be able to work more efficiently in other Office apps as well.

Use Microsoft Search to quickly find anything in Office

When learning to use the apps in Microsoft Office, it can sometimes take a little time to find the features and tools needed for your work. But at the top of each Office app, you'll find the search bar. In some applications, a search bar like this often lets you look up instructions on how to accomplish tasks or locate the features you need. But the Microsoft search field goes a step further by giving direct access to the features you need without having to hunt through the tabs in the ribbon or in the menu bar. For example, I'm currently working in this Word document and maybe I want to look up how to adjust the size of margins on the page. So I'll click in the search field and type margins. So at the bottom, I can see that it searched my document for the word margins in case that's what I'm looking for, and there are no results there. Above that, I can roll my mouse over the Get Help On section to read entries about where to go in Word to adjust margins. There's even a dictionary definition of margins here, but what I'm really interested in is this Best Action area at the top. This actually gives me access to the settings to adjust the margins right from here. I don't need to hunt around anywhere else in Word, I can just select, say, the Narrow setting and that adjustment is instantly made to my document. Or maybe I want to adjust the space between paragraphs. I'll select my text here and in the search field, I'll type spacing. Again, under Best Action, Word is offering access to what it thinks are the settings I most likely want, in this case line and paragraph spacing. But you may find other suggestions under

Actions, and here's the paragraph spacing I want. That opens the correct window for me, where I can find the paragraph spacing settings, make some changes and click Okay. So the Microsoft search bar is a great tool to turn to anytime there's a feature you can't find, or you're not sure how to accomplish a task. Just type in what you're looking for, check the actions that it lists and make your adjustments from there.