Office 365

Ford's Colony Computer & Technology Club

"Microsoft 365 & Apple iWork"

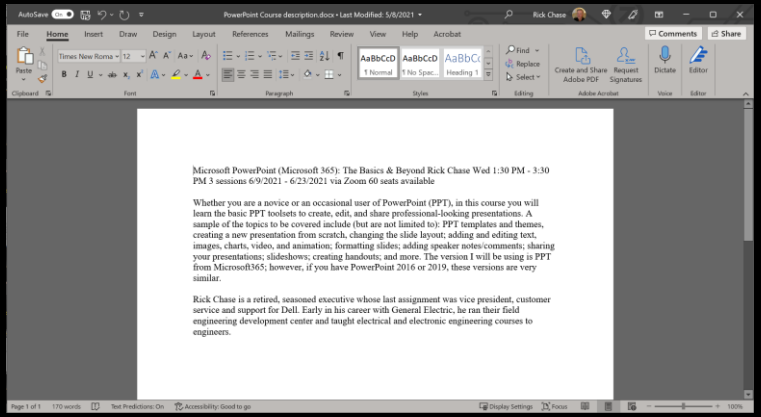
May 16, 2022

ANNOUNCEMENTS & AGENDA

- Next Month's Membership Meeting – June 20 – Libre Office and Google Workspace – Howard Maltz
- Tonight's topic – a review of ***Microsoft 365*** (formerly Office 365) and Apple's ***iWork*** suite – Rick Chase
  - Feature comparisons and compatibility
  - Cost
  - Using web versions
  - Document conversion between the platforms

MICROSOFT 365 (FORMERLY OFFICE 365)

- ***MS365*** is the de facto standard suite of business (and home) productivity applications
  - **Word** – word processing
  - **Excel** – spreadsheets
  - **PowerPoint** – presentations
  - **Outlook** – email, calendar & address book (people)
  - **OneDrive** – cloud storage
  - Others
    - **OneNote** – digital notebook
    - **Teams** – similar to Zoom
    - **Skype** – similar to FaceTime



Word Document

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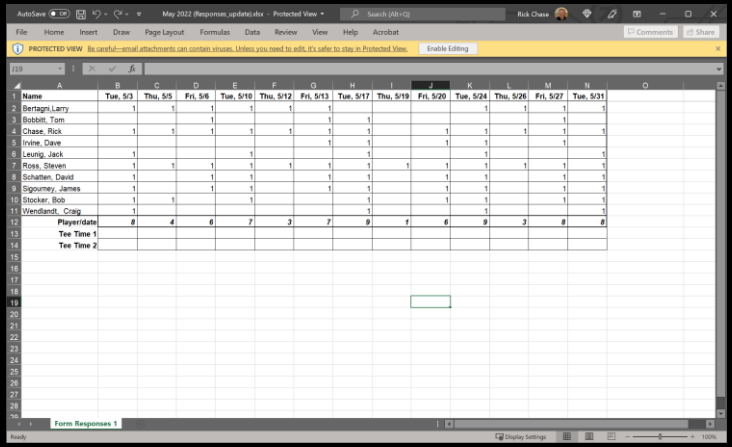

Excel Spreadsheet Document

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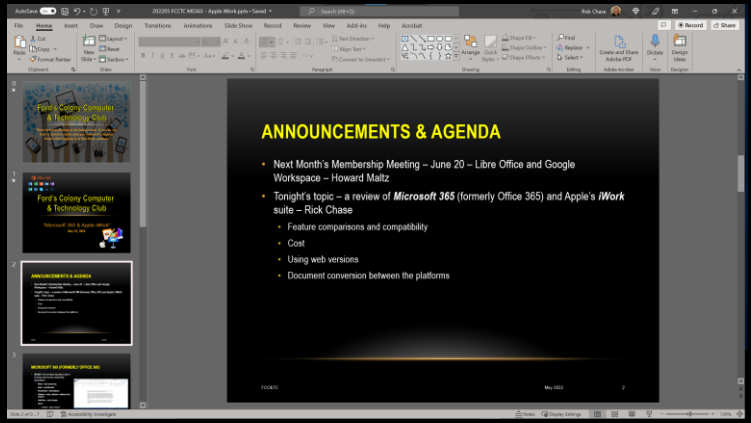

PowerPoint Document

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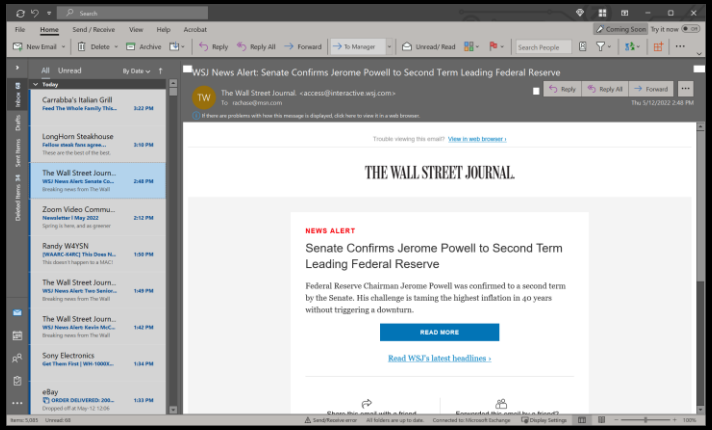

Outlook Screen

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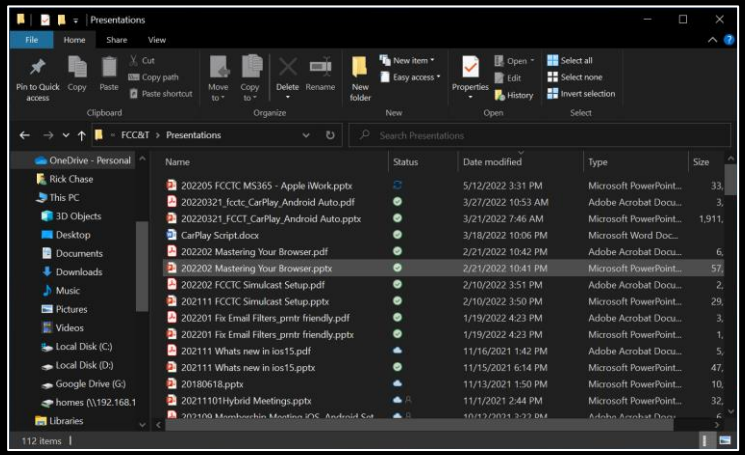

OneDrive Folder Screen

OneDrive

MS365 PRICING

Plan Type	MS365 Family Plan	MS365 Personal	Office Home & Student 2021
Price	$99.99/year	$69.99/year	$149.99
Usage	1-6 people	1 person	1 PC or Mac
For PC, Mac, iPad, iPhone, Android phones & tablets	✓ Logon up to 5 devices simultaneously/person	✓ Logon up to 5 devices simultaneously	
Word, Excel, PowerPoint & more	Premium	Premium	Classic
Outlook email & calendar	Premium	Premium	
1 TB OneDrive cloud storage to back up files & photos	Up to 6 TB (1 TB per person)	1 TB	
Ransomware file recovery & email phishing detection	✓	✓	
Microsoft Teams	✓	✓	

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Plan Type	MS365 Family Plan
Price	$99.99/year
Usage	1-6 people
For PC, Mac, iPad, iPhone, Android phones & tablets	✓
Word, Excel, PowerPoint & more	Premium
Outlook email & calendar	Premium
1 TB OneDrive cloud storage to back up files & photos	Up to 6 TB (1 TB per person)
Ransomware file recovery & email phishing detection	✓
Microsoft Teams	✓

$99.99/yr ÷ 6 ppl
= $16.67/yr/person

Each person

- Can install on unlimited PC's, Macs and mobile devices*
- Gets a 1TB OneDrive cloud storage account

* Can only be signed on to 5 devices simultaneously/per user

Military Active & Retired
$69.99/yr ÷ 6 ppl
= $11.67/yr/person

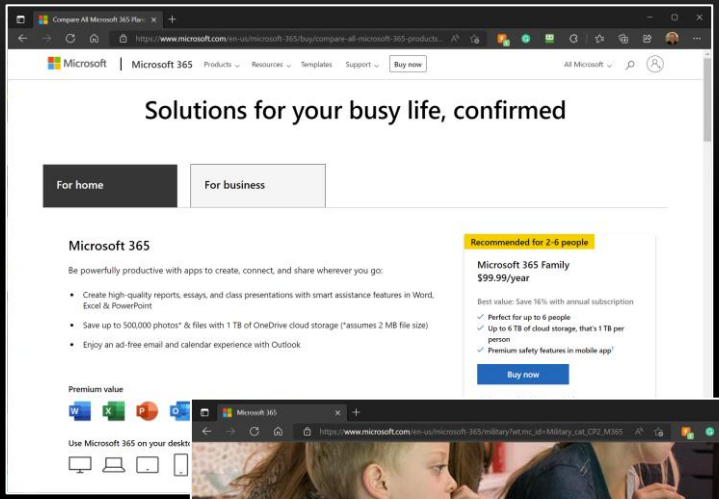
SOME HELPFUL LINKS

MS365 Purchase web page

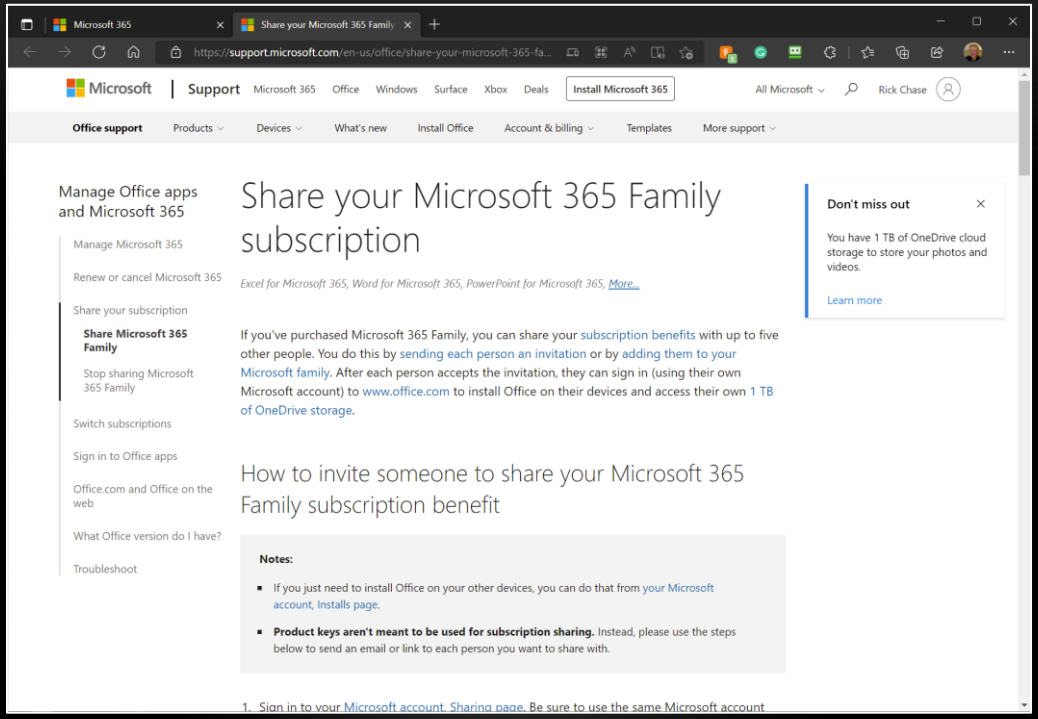
https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products?tab=1

Military Purchase Info (Save 30%)

https://www.microsoft.com/en-us/microsoft-365/military?wt.mc_id=Military_cat_CP2_M365



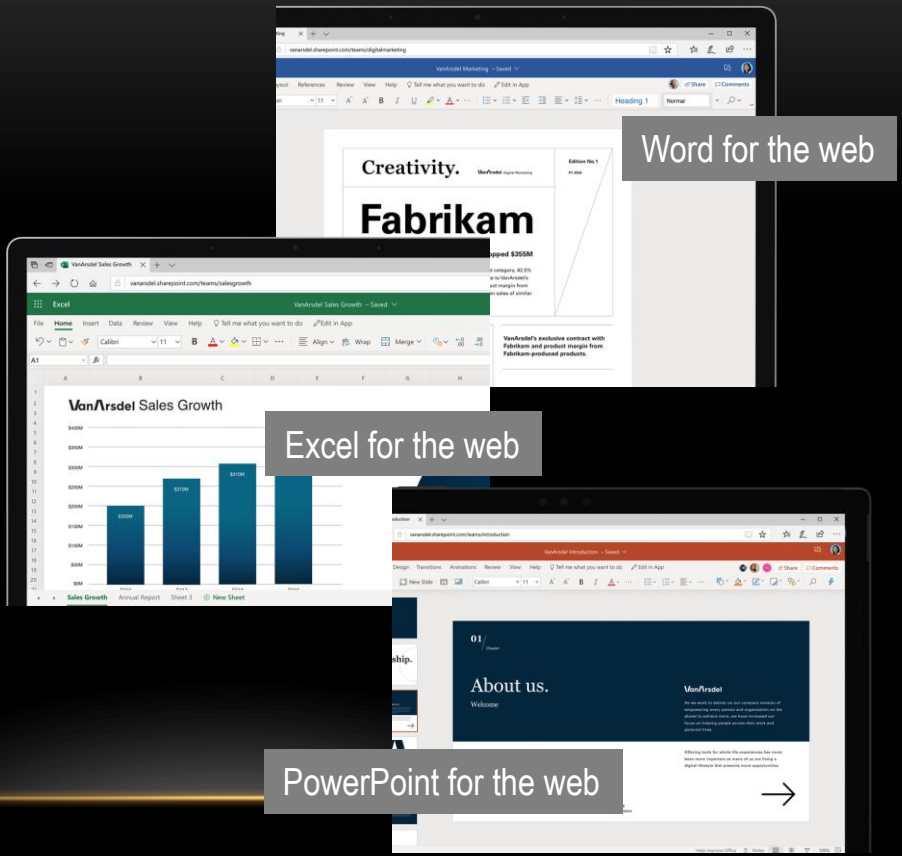
HOW TO SHARE YOUR MS365 FAMILY PLAN



https://support.microsoft.com/en-us/office/share-your-microsoft-365-family-subscription-b389b9ce-3ae3-4a82-9017-39d79972fcba?ui=en-us&rs=en-us&ad=us

MSOFFICE ON THE WEB

- Use ***Word, Excel, PowerPoint*** and more for **FREE** with Office on the web
  - Access anywhere – use your favorite browser
  - Familiar experience – GUI the same
  - Work with anyone – share documents and/or collaborate in real time
- Already have an account with Microsoft? Just sign in to office.com
- Or to Sign up for FREE, go to Sign Up for Office.com



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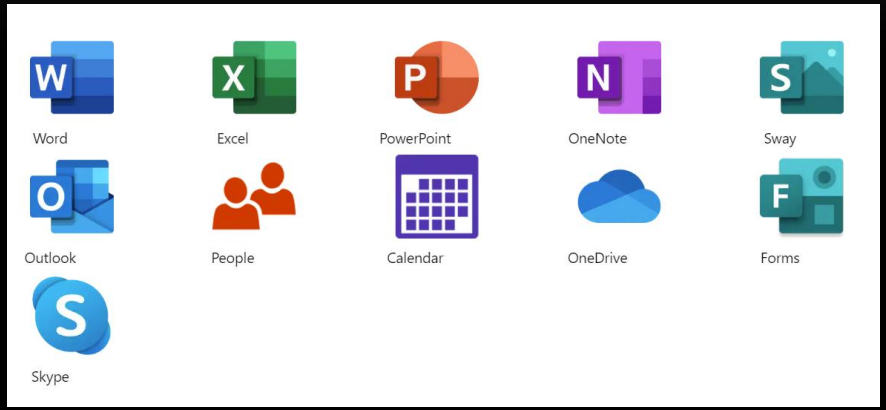


MSOffice products in this solution

DIFFERENCES BETWEEN OFFICE FOR THE WEB AND OFFICE CLIENT

Some file formats and features are available only in Office desktop app and not supported in Office for the web app.

For More In-depth details, see:

- Excel

  https://support.microsoft.com/en-us/office/differences-between-using-a-workbook-in-the-browser-and-in-excel-f0dc28ed-b85d-4e1d-be6d-5878005db3b6

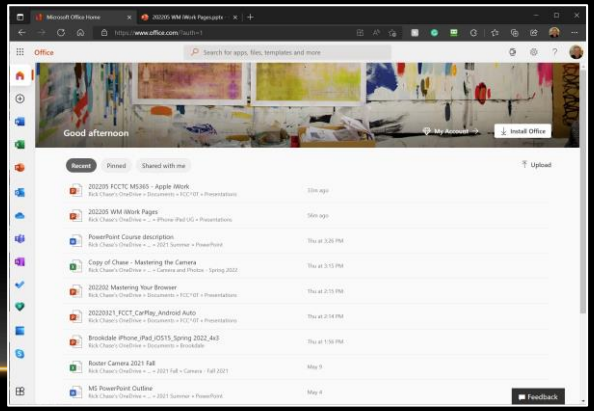
- Word

  https://support.microsoft.com/en-us/office/differences-between-using-a-document-in-the-browser-and-in-word-3e863ce3-e82c-4211-8f97-5b33c36c55f8

- PowerPoint

  https://support.microsoft.com/en-us/office/compare-powerpoint-features-on-different-platforms-90986850-227c-4b25-938e-1c5838166b8b

VS.



APPLE'S IWORK

- iWork is Apple's suite of **FREE** office applications. It includes a word processing application called ***Pages***; a spreadsheet application called ***Numbers***; and a presentation application called ***Keynote***.
  - These applications run on iOS operating systems for iPhone and iPad and on macOSX (Mac computers).
  - iWork documents can be created, modified and shared between devices (cross-platform) through the iCloud website.
- The equivalent iWork applications to Microsoft Office applications are:
  - ***Pages*** : Word
  - ***Numbers*** : Excel
  - ***Keynote*** : PowerPoint

PAGES

- ***iWork*** is Apple's suite of business (and home) productivity applications
  - **Pages** – word processing
  - **Numbers** – spreadsheets
  - **Keynote** – presentations
  - Documents can be saved locally (on your device) or in iCloud (Apple's cloud storage)
- Other related applications
  - **Mail** – email
  - **Calendar**
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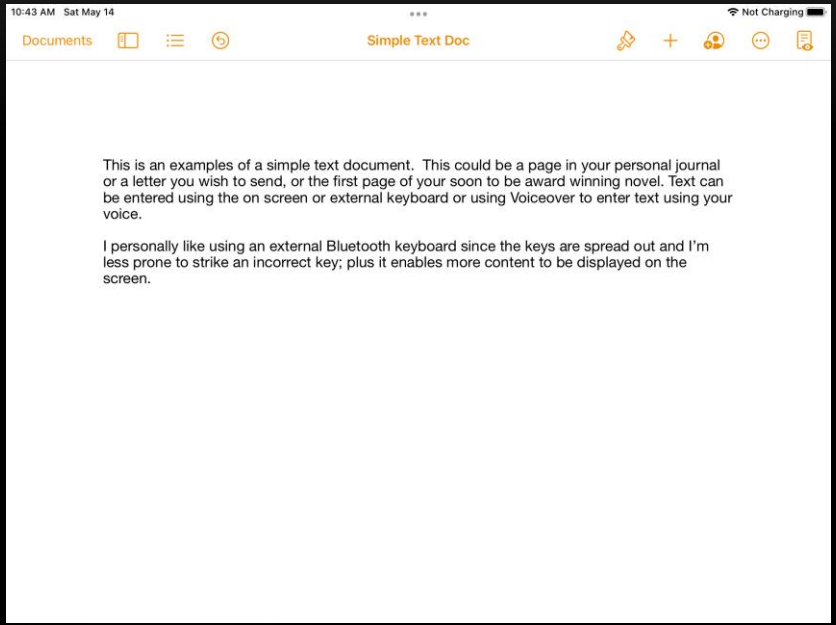
  - **FaceTime**



NUMBERS

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KEYNOTE

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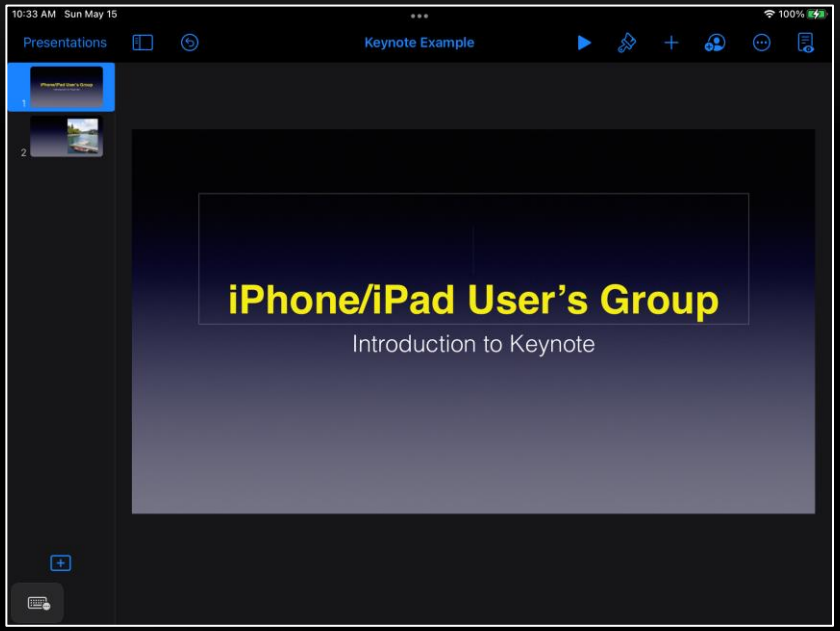


SOME HELPFUL LINKS

- **Pages User Guide for iPad (web browser version)**

  https://support.apple.com/guide/pages-ipad/welcome/ipados

- **Pages User Guide for iPad (Books version)**

  https://books.apple.com/us/book/pages-user-guide-for-ipad/id1450571972

- **Pages User Guide for iPhone (web browser version)**

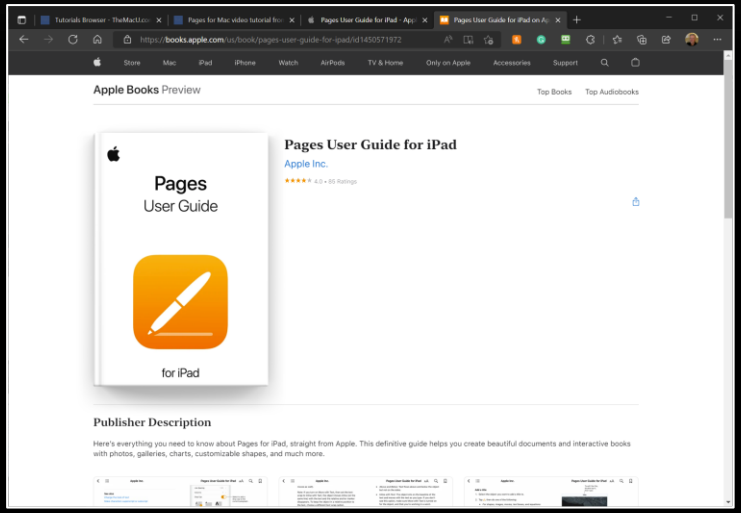
  https://support.apple.com/guide/pages-iphone/welcome/ios

- **Pages User Guide for iPhone (Books version)**

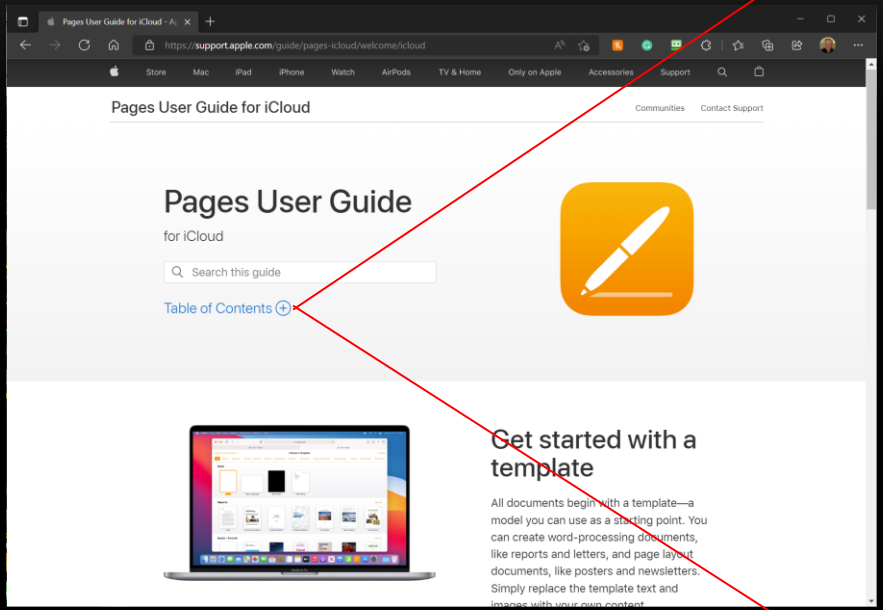
  https://books.apple.com/us/book/pages-user-guide-for-iphone/id1450571378

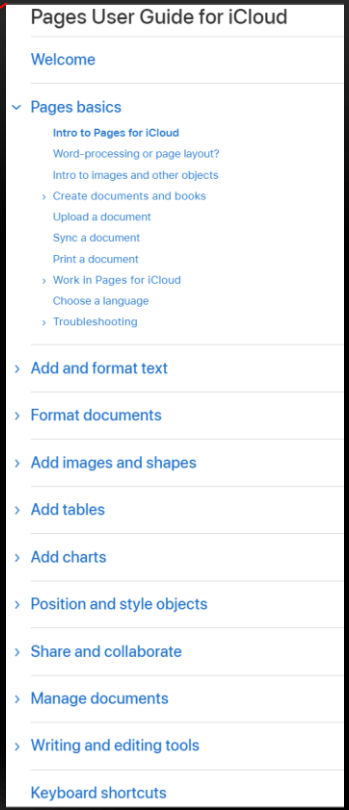
- **Pages User Guide for iCloud (web browser version)**

  https://support.apple.com/guide/pages-icloud/welcome/icloud



PAGES USER GUIDE FOR IPAD





PAGES USER GUIDE FOR IPAD

Pages User Guide for iCloud

- Welcome
- Pages basics
  - Intro to Pages for iCloud
  - Word-processing or page layout?
  - Intro to images and other objects
  - Create documents and books
  - Upload a document
  - Sync a document
  - Print a document
  - Work in Pages for iCloud
  - Choose a language
  - Troubleshooting
- Add and format text
- Format documents
- Add images and shapes
- Add tables
- Add charts
- Position and style objects
- Share and collaborate
- Manage documents
- Writing and editing tools
- Keyboard shortcuts

Pages

Search this guide

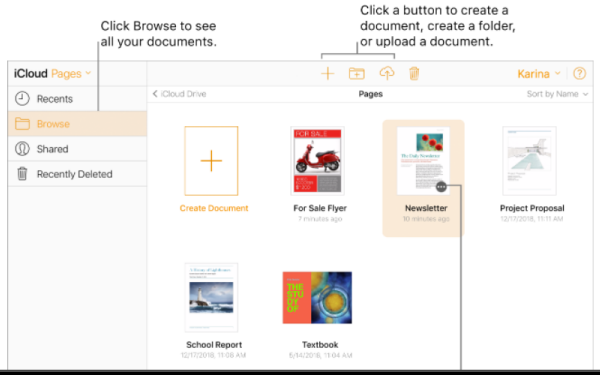
Table of Contents

Intro to Pages for iCloud

Pages for iCloud is a web app for creating and editing documents on a Mac or Windows computer (using a supported browser). Documents you create in Pages for iCloud are automatically available in the Pages app on any Mac, iPhone, or iPad that's signed in with the same Apple ID.

This integration across devices works in both directions. You can create or edit a Pages document anywhere—on a computer, iPhone, iPad, or on the web—and the changes show up everywhere. You can also share a link to a document with others, then edit the document together in real time.

When you open Pages for iCloud, you see the document manager. From here you can create, open, and share documents, and more.

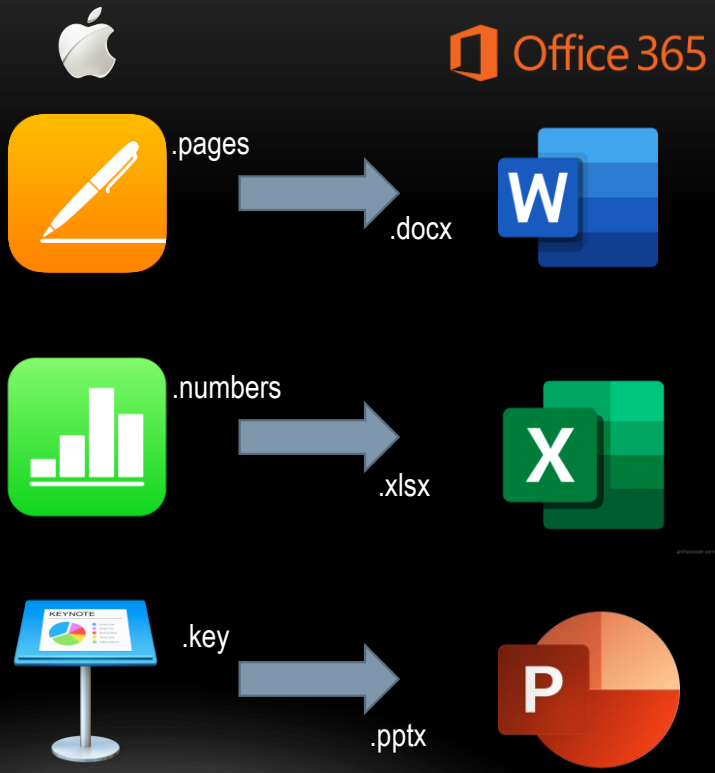


OPENING MS OFFICE FILES IN IWORK

- iWork applications **can** open Microsoft Office formats (.docx, .xlsx, .pptx, etc.). However, they are converted to iWork native formats (.pages, .numbers, .key) when modified and/or saved.
- You may get notifications when opening MS Office files indicating some compatibility issues (e.g. formatting, fonts, etc.).

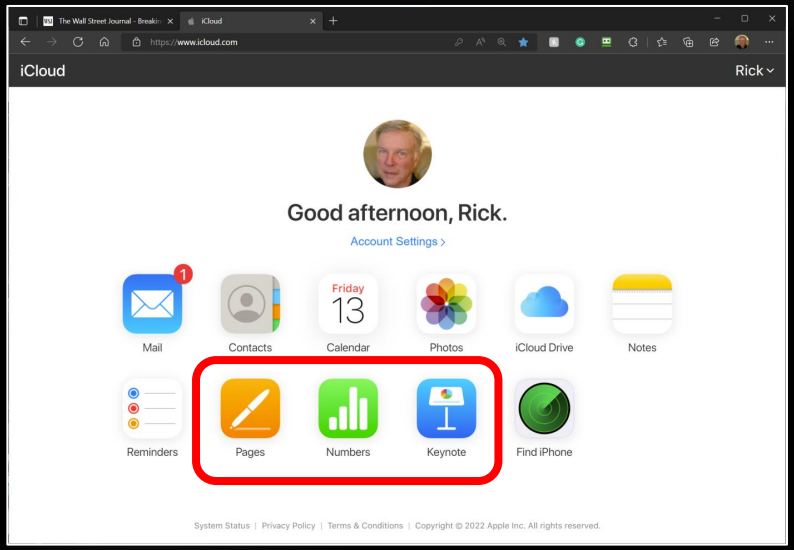
EXPORTING TO OFFICE

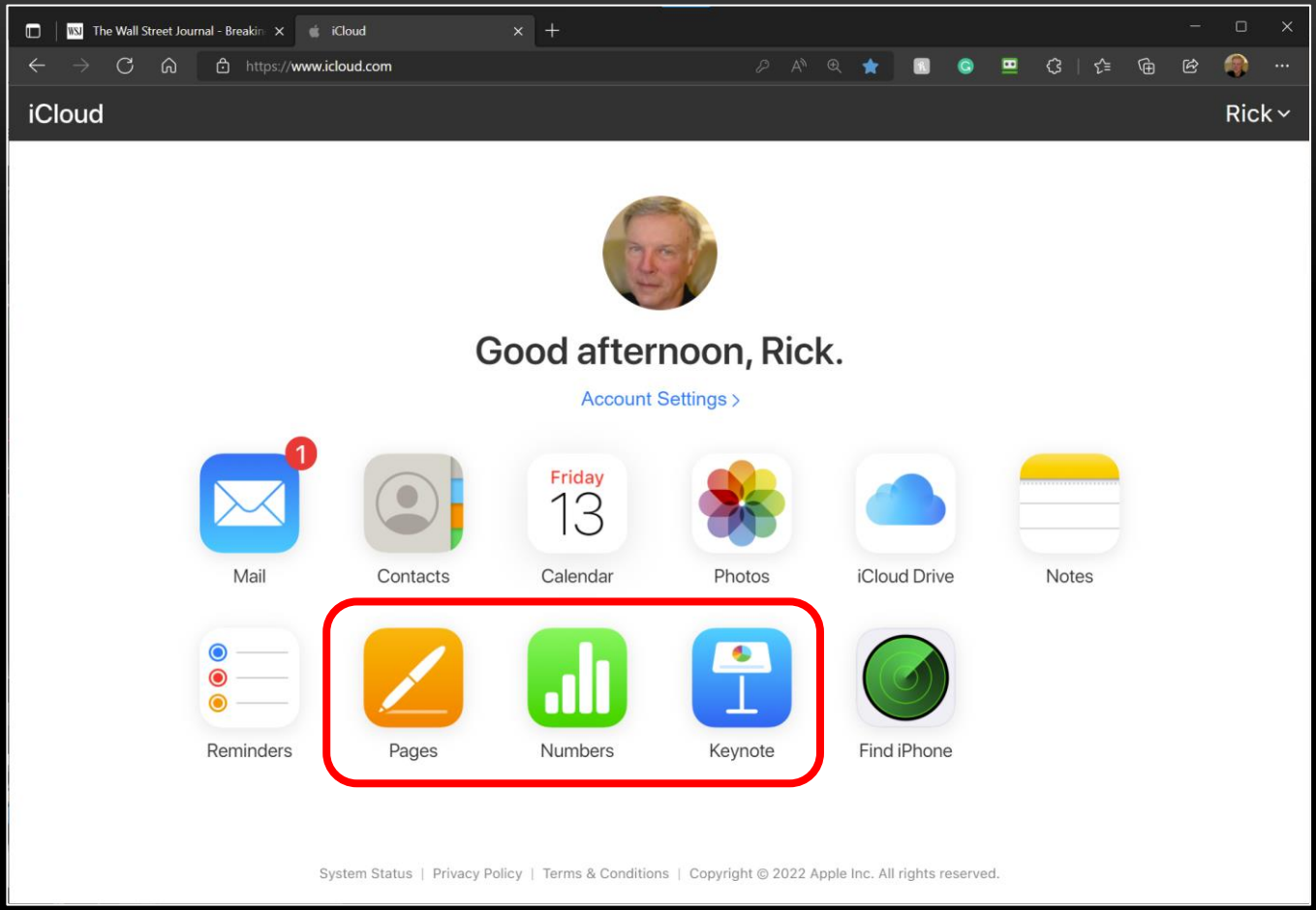
- Although Microsoft Office applications **cannot** open iWork documents, iWork applications can **export** documents from their native formats (.pages, .numbers, .key) to Microsoft Office formats (.docx, .xlsx, .pptx, etc.)



APPLE'S IWORK USING ICLOUD

- Pages, Numbers and Keynote can also be accessed using a web browser and iCloud. This allows the user to edit and create documents on the web, using one of the supported browsers; currently Safari, Chrome, and Edge.
- This also means that Microsoft Windows users now have access to these native –previously only Apple device– document editing tools, via the web interface…And it's free!
- Note: All your other Apple iOS based applications are also accessible using the iCloud web interface.




The Wall Street Journal - Breakin
iCloud
https://www.icloud.com
iCloud
Rick
Good afternoon, Rick.
Account Settings ›
Mail
Contacts
Calendar
Friday
13
Photos
iCloud Drive
Notes
Reminders
Pages
Numbers
Keynote
Find iPhone
System Status | Privacy Policy | Terms & Conditions | Copyright © 2022 Apple Inc. All rights reserved.

MS365 & IWORK OFFICE SUITE SUMMARY

Application	MS365	MS Office On The Web	iWork APPs	iWork via iCloud
Supported Platforms	Windows & Apple Computers	Web through a browser	On Apple Devices	Web through a browser
File Compatibility	Can't read iWork format files	Can't read iWork format files	Can read Office Files & Export in Office formats	Can read Office files & Export in Office formats
File Storage	In Cloud and on device	In Cloud and on device	In Cloud and on device	In Cloud and on device
Cost	Annual fee – Family Plan & Military Discounts	FREE	FREE	FREE
Features	Full	Some file format limitations	Full	Full
Conversion Integrity	Some issues, mainly formatting	Some issues, mainly formatting	Some issues, mainly formatting	Some issues, mainly formatting