



Ford's Colony Computer & Technology Club

"Microsoft 365 & Apple iWork"

May 16, 2022

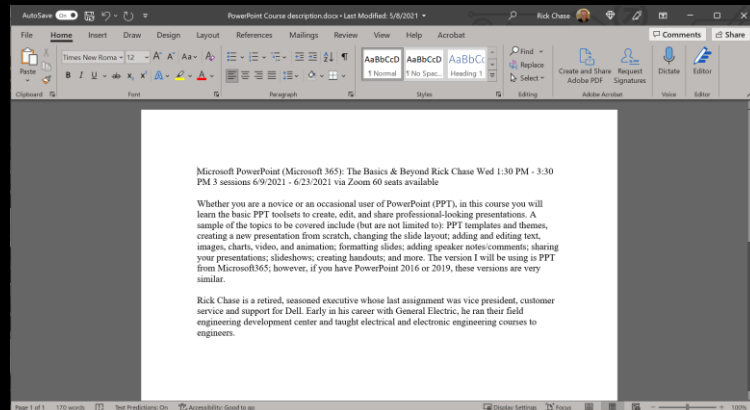


ANNOUNCEMENTS & AGENDA

- 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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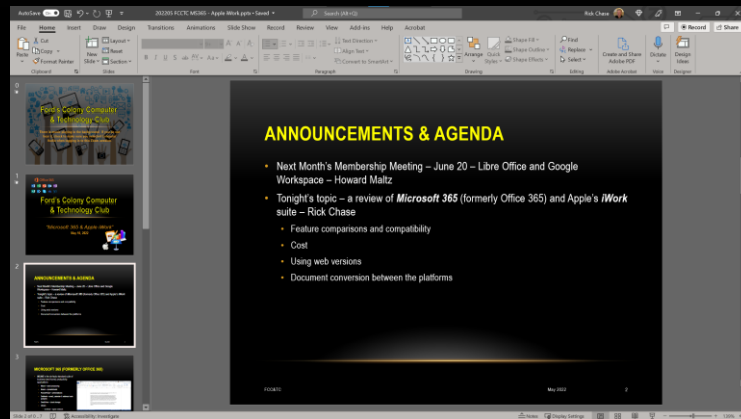
| Name | Tue, 5/3 | Thu, 5/5 | Fri, 5/6 | Tue, 5/10 | Thu, 5/12 | Fri, 5/13 | Tue, 5/17 | Thu, 5/19 | Fri, 5/20 | Tue, 5/24 | Thu, 5/26 | Fri, 5/27 | Tue, 5/31 |
|------------------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Bertagni, Larry | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Bobbett, Tom | | | 1 | | | 1 | 1 | | | 1 | | 1 | |
| Chase, Rick | 1 | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 |
| Frohe, Dave | | | | | | 1 | 1 | | 1 | 1 | | 1 | |
| Leung, Jack | 1 | | | 1 | | 1 | 1 | | 1 | | 1 | | 1 |
| Pines, Steven | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Schatten, David | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Sigourney, James | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Stocher, Bob | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Wendlandt, Craig | 1 | | | | | | 1 | | 1 | 1 | | 1 | |
| Playerdate | 8 | 8 | 8 | 7 | 7 | 7 | 9 | 9 | 8 | 9 | 7 | 8 | 8 |
| Test Time 1 | | | | | | | | | | | | | |
| Test Time 2 | | | | | | | | | | | | | |

Excel Spreadsheet Document



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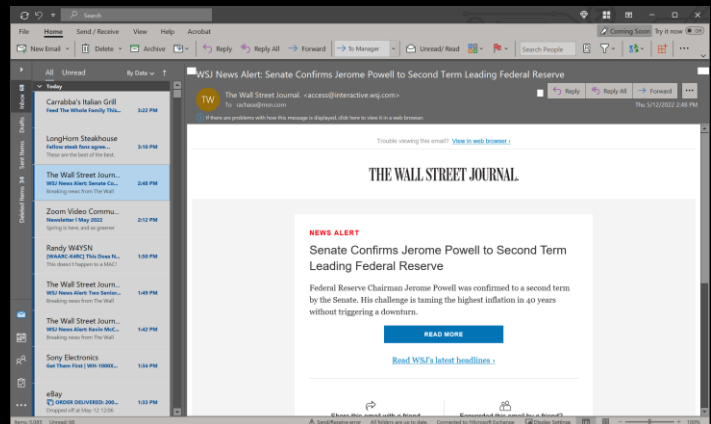


PowerPoint Document



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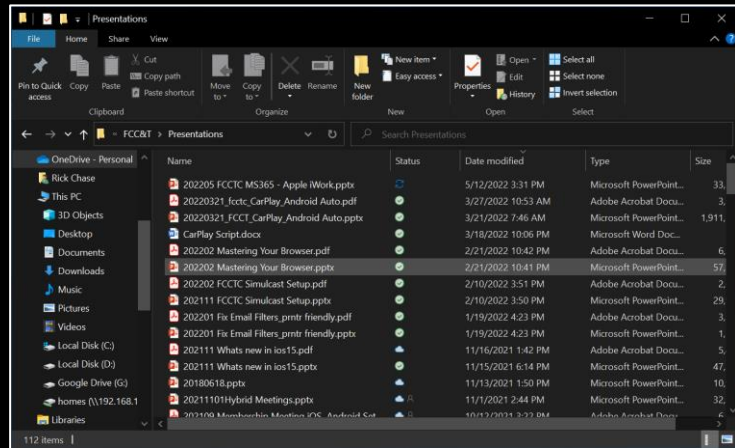


Outlook Screen



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OneDrive Folder Screen



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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|---|---------------------------------|
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| 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 | ✓ |

$$\begin{aligned} &\$99.99/\text{yr} \div 6 \text{ ppl} \\ &= \$16.67/\text{yr/person} \end{aligned}$$

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

$$\begin{aligned} &\text{Military Active \& Retired} \\ &\$69.99/\text{yr} \div 6 \text{ ppl} \\ &= \$11.67/\text{yr/person} \end{aligned}$$

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

The image shows a screenshot of the Microsoft 365 Family Military Appreciation Edition page. The top section features the headline "Solutions for your busy life, confirmed" with tabs for "For home" and "For business". Below this, the "Microsoft 365" section highlights the "Microsoft 365 Family" plan for \$99.99/year, recommended for 2-6 people. It lists benefits such as high-quality reports, smart assistance in Word, Excel, and PowerPoint; up to 500,000 photos and 1 TB of OneDrive cloud storage; and an ad-free email and calendar experience with Outlook. A "Buy now" button is present. The "Premium value" section shows icons for Word, Excel, PowerPoint, and Outlook. Below this, a banner image shows a family (a child and an adult) sitting at a table with a laptop, a glass of orange juice, and a water bottle. The bottom section is titled "Microsoft 365 Family Military Appreciation Edition" and states "Save 30 percent.* Get Microsoft 365 Family for \$69.99 per year. It's our way of saying thank you for all that you do." It includes a "Buy now from your Exchange" link and three buttons for "US Army", "US Air Force", and "US Navy".

Microsoft 365

Solutions for your busy life, confirmed

For home For business

Microsoft 365

Be powerfully productive with apps to create, connect, and share wherever you go:

- Create high-quality reports, essays, and class presentations with smart assistance features in Word, Excel & PowerPoint
- Save up to 500,000 photos* & files with 1 TB of OneDrive cloud storage (*assumes 2 MB file size)
- Enjoy an ad-free email and calendar experience with Outlook

Premium value

Use Microsoft 365 on your desktop

Recommended for 2-6 people

Microsoft 365 Family
\$99.99/year

Best value: Save 16% with annual subscription

- ✓ Perfect for up to 6 people
- ✓ Up to 6 TB of cloud storage, that's 1 TB per person
- ✓ Premium safety features in mobile app!

Buy now

Microsoft 365

Microsoft 365 Family Military Appreciation Edition

Save 30 percent.* Get Microsoft 365 Family for \$69.99 per year. It's our way of saying thank you for all that you do.

Buy now from your Exchange

US Army US Air Force US Navy

HOW TO SHARE YOUR MS365 FAMILY PLAN

The screenshot shows a web browser window with the URL <https://support.microsoft.com/en-us/office/share-your-microsoft-365-fa...>. The page title is "Share your Microsoft 365 Family subscription". The left sidebar contains links: "Manage Office apps and Microsoft 365", "Manage Microsoft 365", "Renew or cancel Microsoft 365", "Share your subscription", "Share Microsoft 365 Family", "Stop sharing Microsoft 365 Family", "Switch subscriptions", "Sign in to Office apps", "Office.com and Office on the web", "What Office version do I have?", and "Troubleshoot". The main content area has the heading "Share your Microsoft 365 Family subscription" and a subheading "Excel for Microsoft 365, Word for Microsoft 365, PowerPoint for Microsoft 365, [More...](#)". Below this, it states: "If you've purchased Microsoft 365 Family, you can share your subscription benefits with up to five other people. You do this by [sending each person an invitation](#) or by [adding them to your Microsoft family](#). After each person accepts the invitation, they can sign in (using their own Microsoft account) to [www.office.com](#) to install Office on their devices and access their own 1 TB of OneDrive storage." A "Notes" box contains two bullet points: "If you just need to install Office on your other devices, you can do that from your [Microsoft account](#), [Install page](#)." and "Product keys aren't meant to be used for subscription sharing. Instead, please use the steps below to send an email or link to each person you want to share with." A "Don't miss out" box on the right says: "You have 1 TB of OneDrive cloud storage to store your photos and videos. [Learn more](#)". At the bottom, step 1 is: "Sign in to your [Microsoft account](#), [Sharing page](#). Be sure to use the same Microsoft account".

Manage Office apps and Microsoft 365

Share your Microsoft 365 Family subscription

Excel for Microsoft 365, Word for Microsoft 365, PowerPoint for Microsoft 365, [More...](#)

If you've purchased Microsoft 365 Family, you can share your subscription benefits with up to five other people. You do this by [sending each person an invitation](#) or by [adding them to your Microsoft family](#). After each person accepts the invitation, they can sign in (using their own Microsoft account) to [www.office.com](#) to install Office on their devices and access their own 1 TB of OneDrive storage.

Notes:

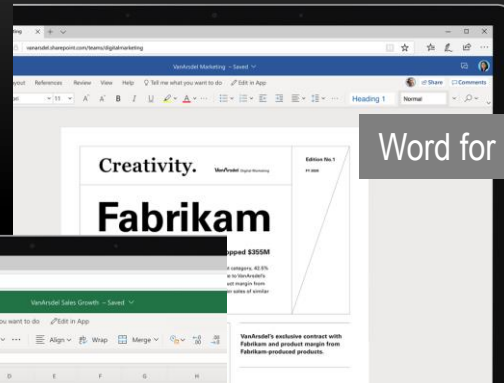
- If you just need to install Office on your other devices, you can do that from your [Microsoft account](#), [Install page](#).
- Product keys aren't meant to be used for subscription sharing. Instead, please use the steps below to send an email or link to each person you want to share with.

1. Sign in to your [Microsoft account](#), [Sharing page](#). Be sure to use the same Microsoft account

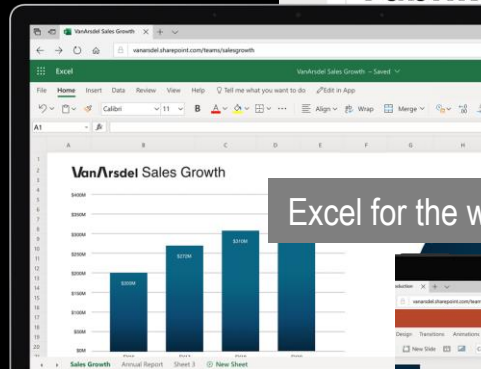
<https://support.microsoft.com/en-us/office/share-your-microsoft-365-family-subscription-b389b9ce-3ae3-4a82-9017-39d79972fcba?ui=en-us&rs=en-us&ad=us>

MSOFFICE ON THE WEB

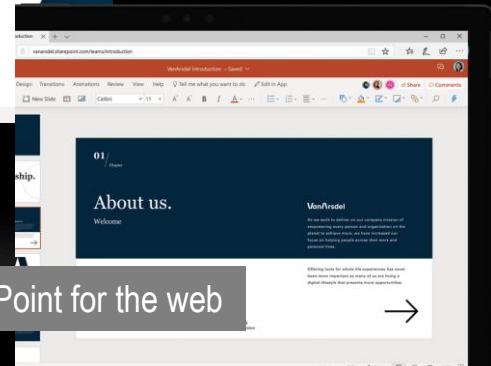
- Use **Word**, **Excel**, **PowerPoint** and more for **FREE** with Office on the web
 - Access anywhere – use your favorite browser
 - Familiar experience – GUI the same
 - Work with anyone – share documents and/or collaborate in real time
- Already have an account with Microsoft? Just sign in to office.com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



Word for the web



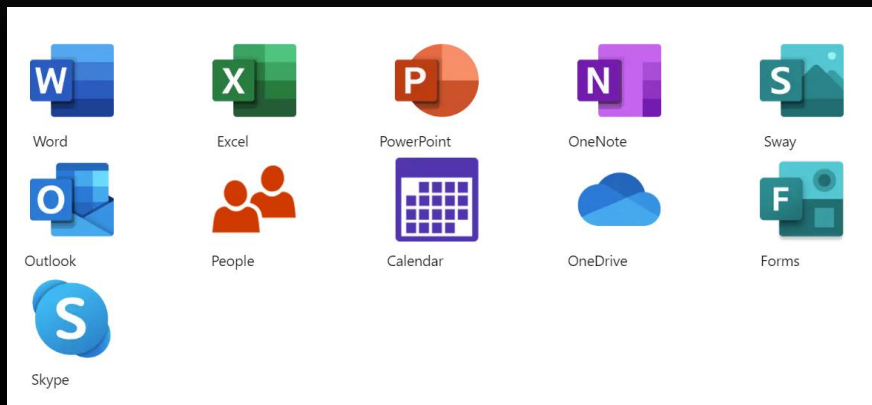
Excel for the web



PowerPoint for the web

MSOFFICE ON THE WEB

- Use **Word, Excel, PowerPoint** and more for **FREE** with Office on the web
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- Or to Sign up for FREE, go to [Sign Up for Office.com](https://SignUpforOffice.com)



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

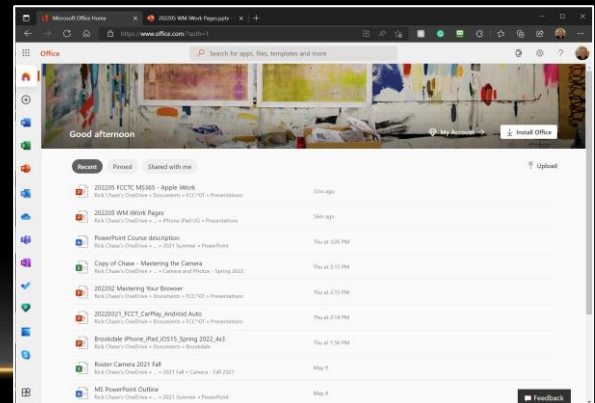
<https://support.microsoft.com/en-us/office/differences-between-using-a-document-in-the-browser-and-in-word-3e863ce3-e82c-4211-8f97-5b33c36c55f8>

- PowerPoint

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



VS.



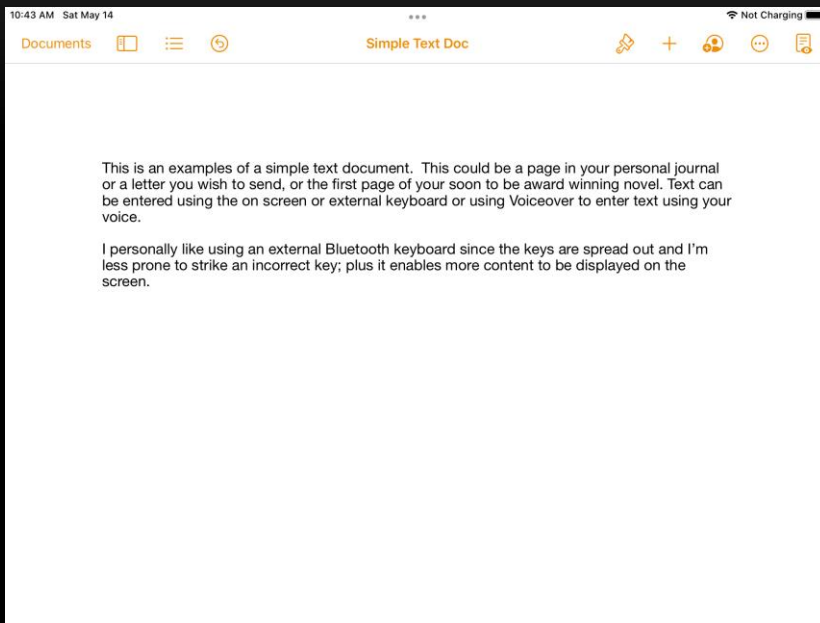
APPLE'S IWORK

- 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



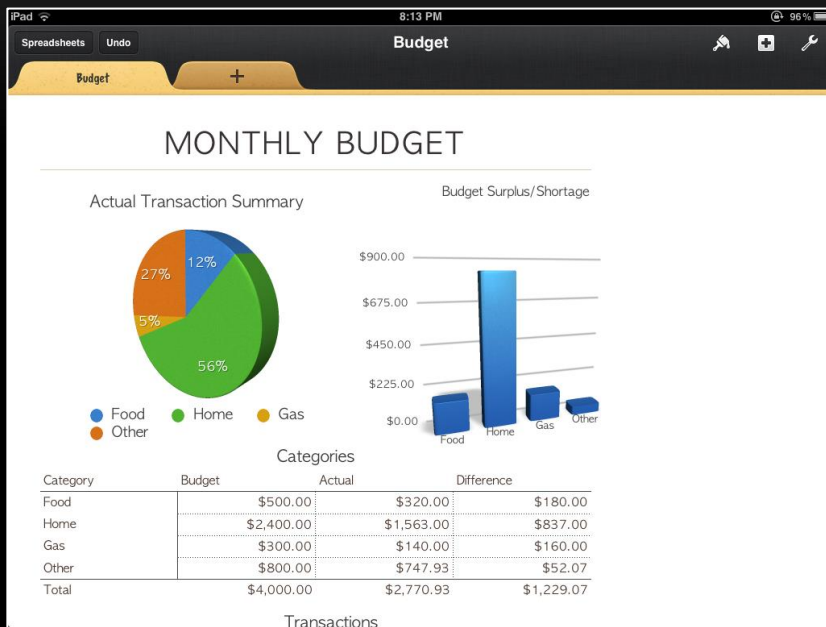
PAGES

- **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**
 - **Contacts** – address book
 - **FaceTime**



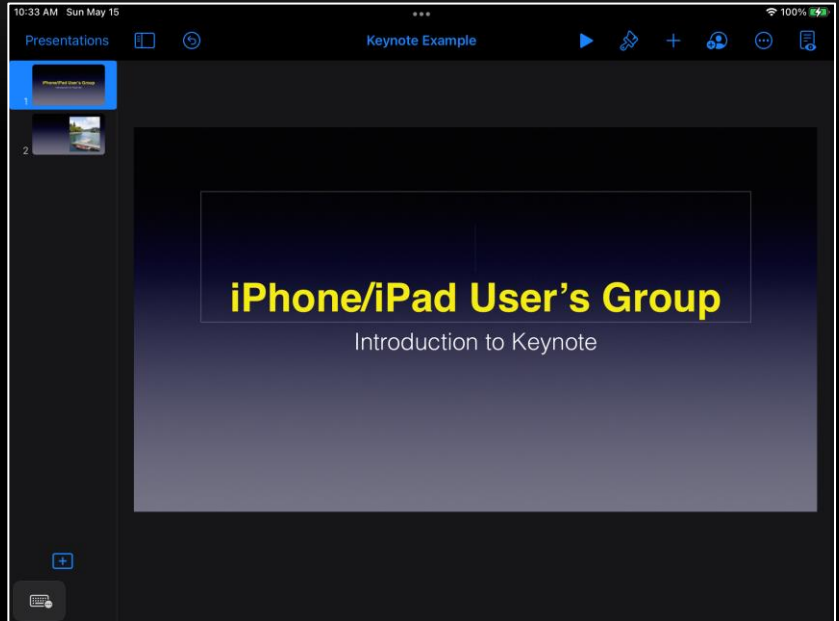
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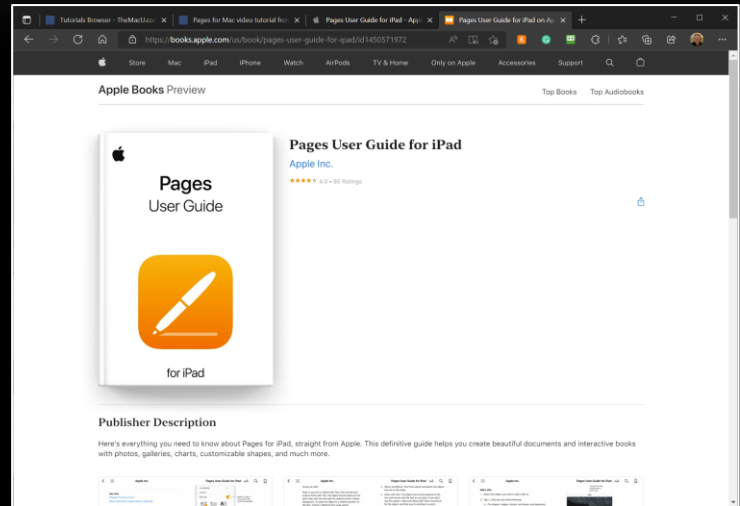
KEYNOTE

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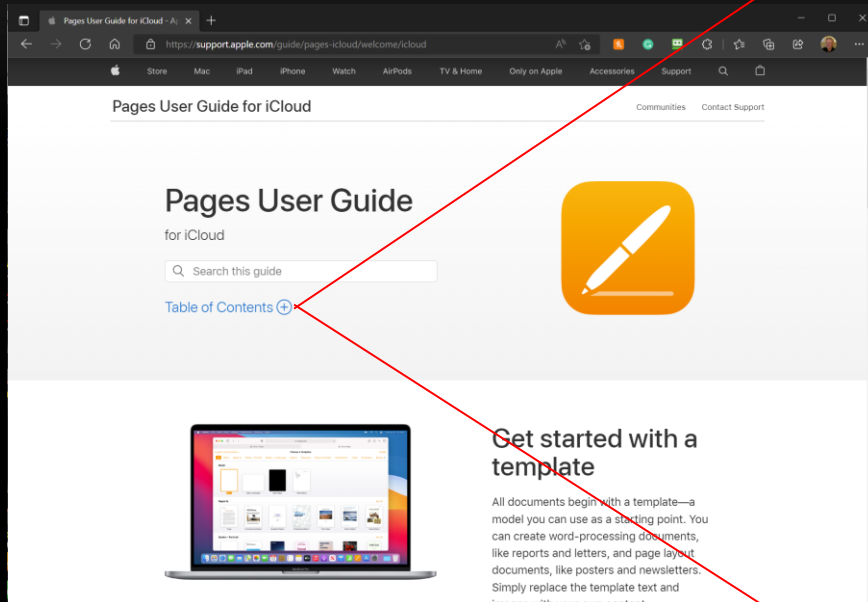


SOME HELPFUL LINKS

- **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 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 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

Q Search this guide

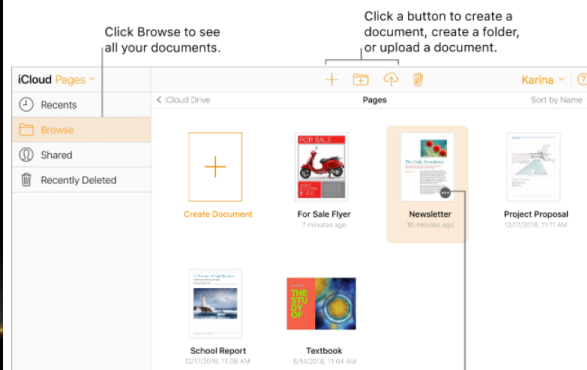
Table of Contents (+)

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.).



.pages



.docx



.numbers



.xlsx



.key



.pptx



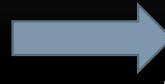
EXPORTING TO OFFICE



- 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.)



.pages



.docx



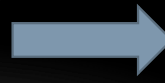
.numbers



.xlsx



.key



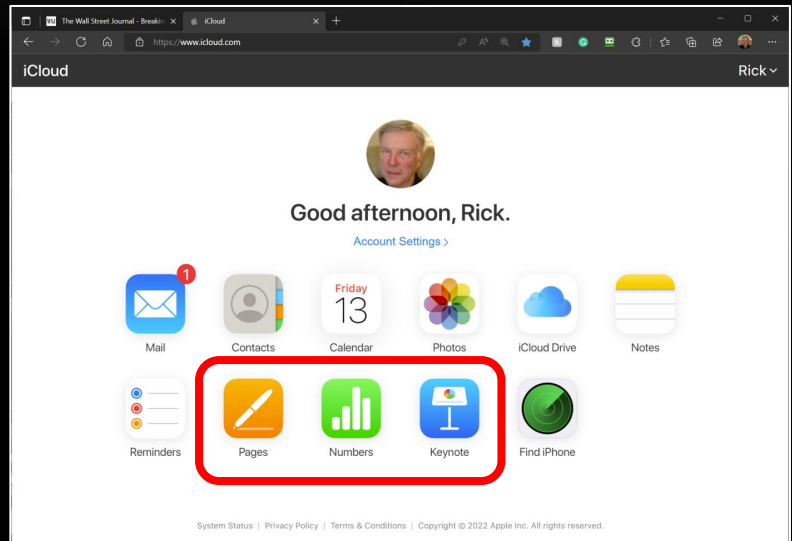
.pptx



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 x iCloud x +







https://www.icloud.com






iCloud Rick ▾



Good afternoon, Rick.

[Account Settings >](#)

 Mail  Contacts  Calendar  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 |