

# Meet the new Office

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Office

# Office for Mac 2011

Top Demos to Know and Show



# Template Gallery

Make live changes in the template gallery before starting your document



Available in

Word, PowerPoint, and Excel **W P X**

# Full Screen View

Maximize screen space to read and edit



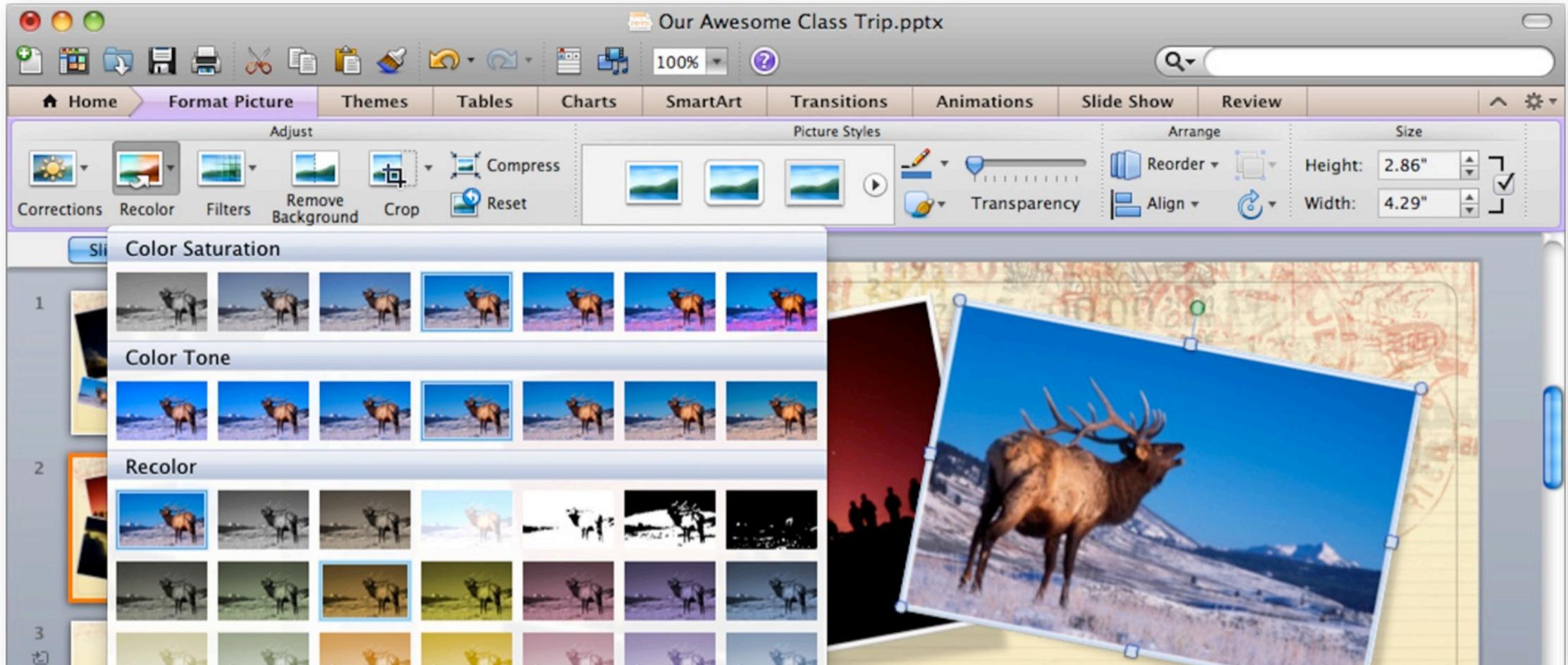
Available in

Word, PowerPoint, and Excel



# Photo Editing

Easy-to-use photo editing tools right in the Ribbon

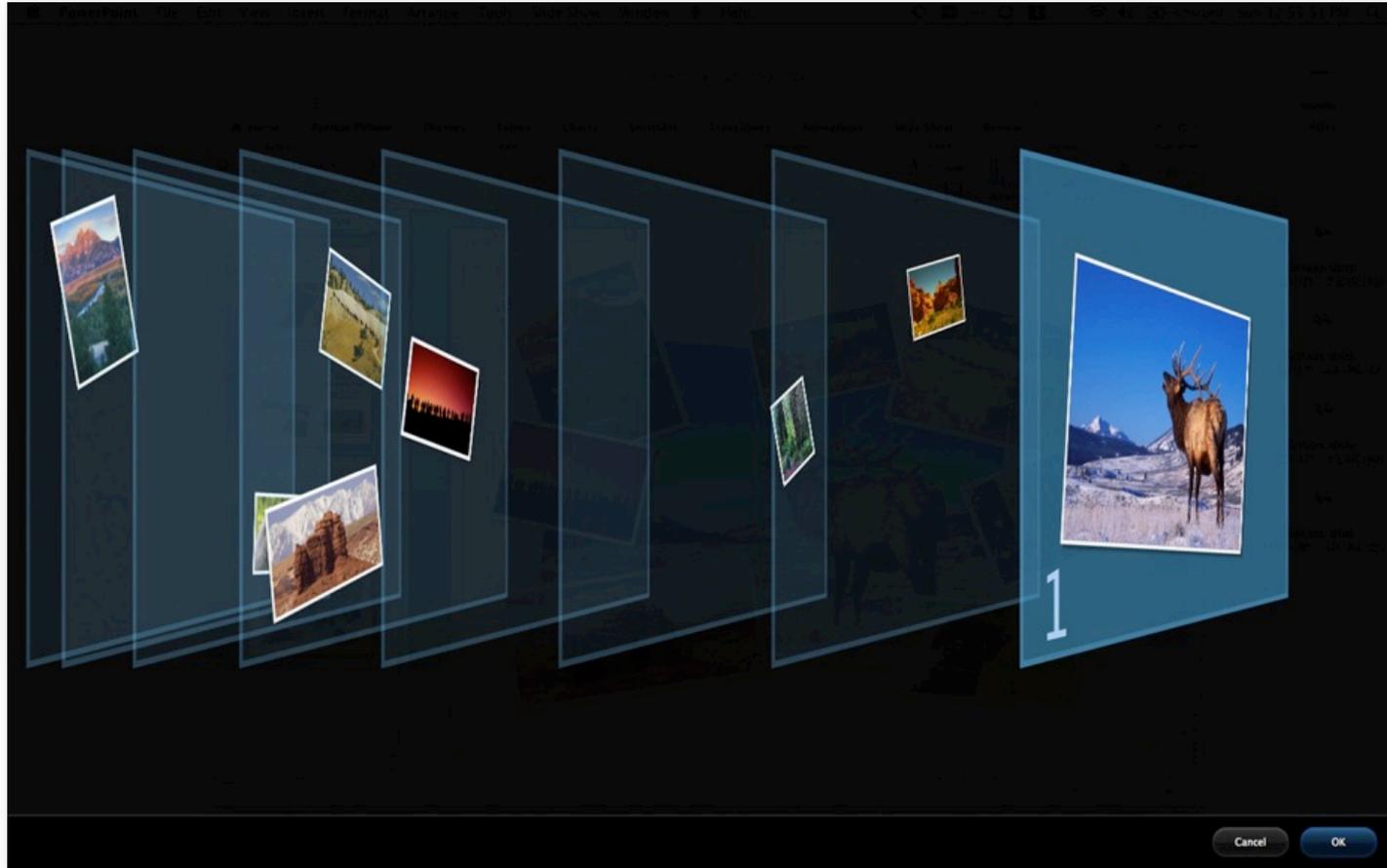


Available in  
Word, PowerPoint



# Reorder Objects

Visually rearrange layers of text, photos, and graphics

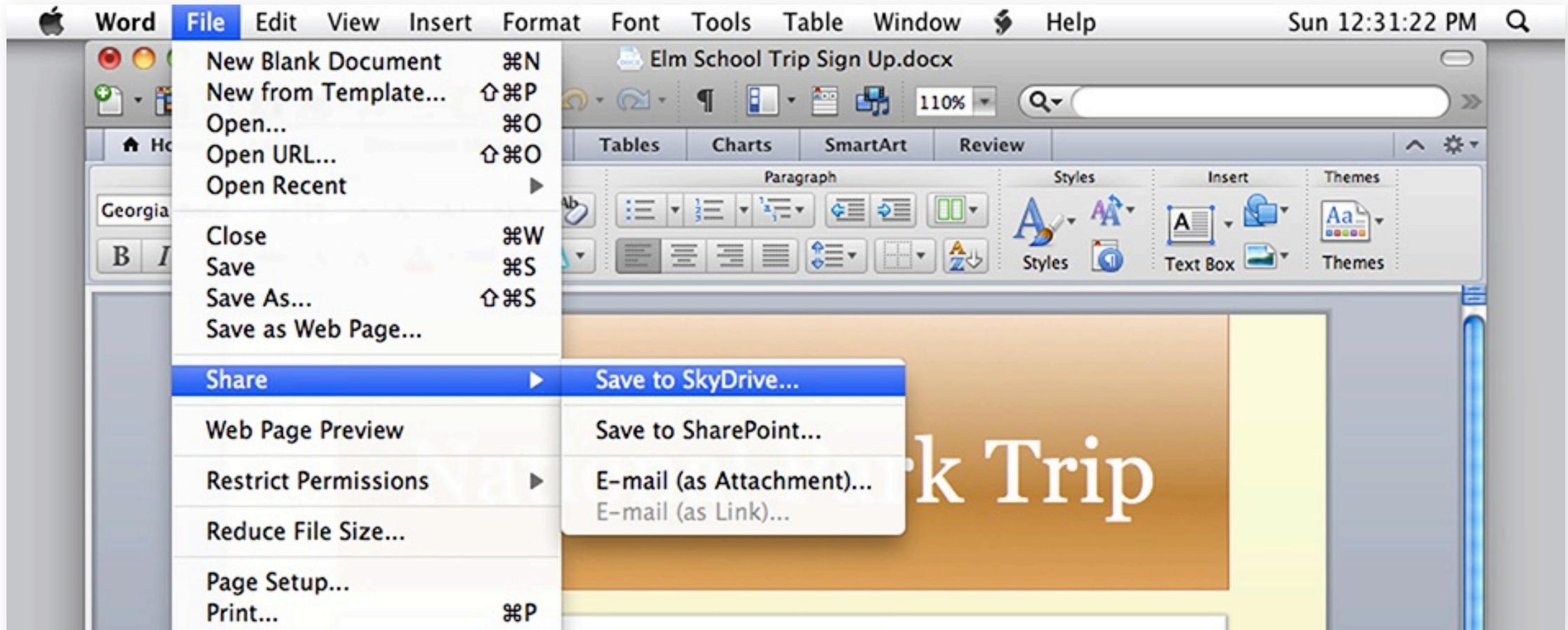


Available in  
Word, PowerPoint



# SkyDrive / Office Web Apps

Access, edit, and share files from virtually anywhere. For free.



Available in

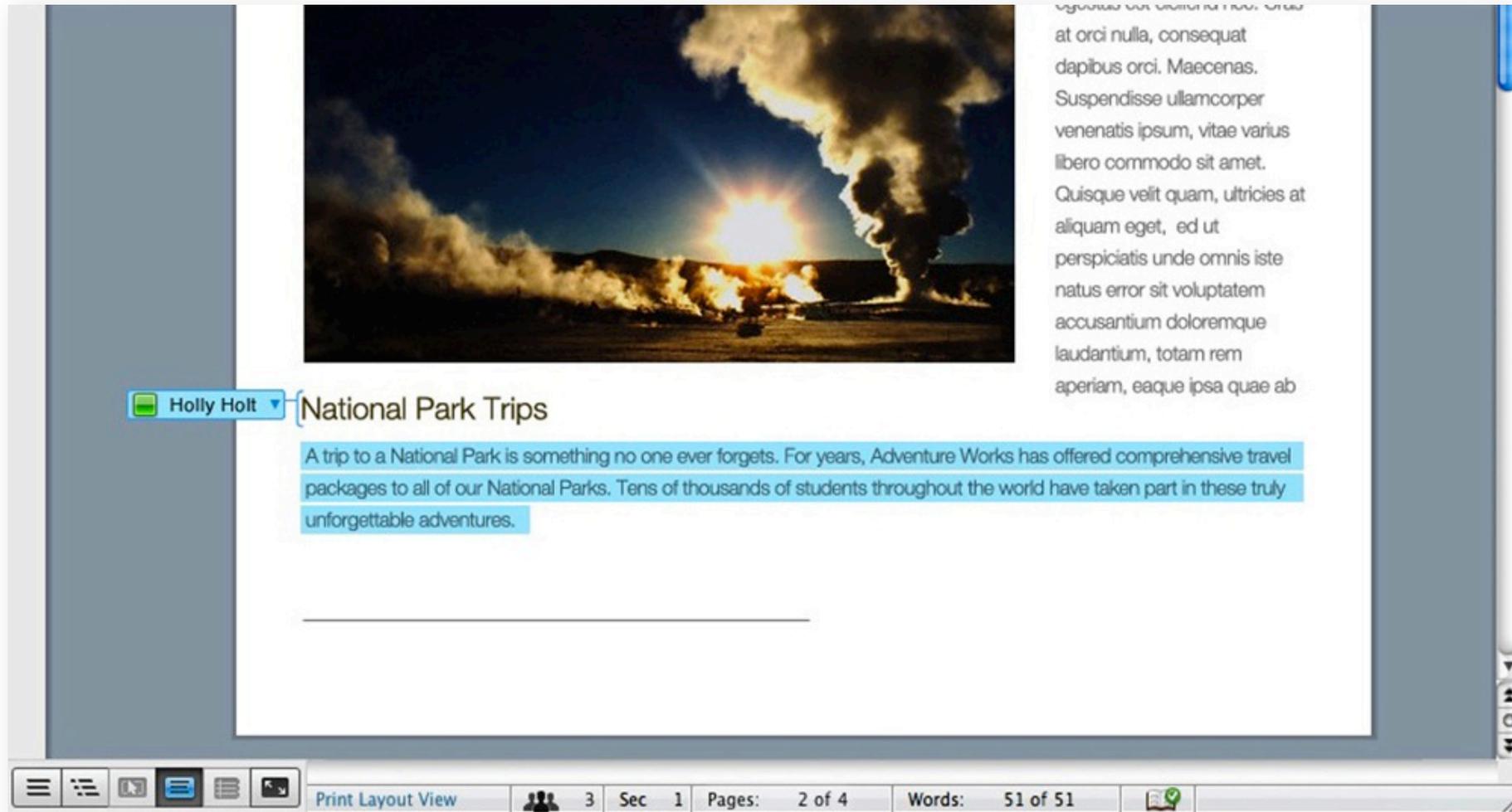
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Word, PowerPoint, and Excel



# Co-Authoring

Simultaneously edit a file with multiple authors in multiple locations



Available in

Word, PowerPoint, and Excel 

# Broadcast Slide Show

Conduct a virtual slide show online to anyone with a web browser

The screenshot shows the 'Broadcast Slide Show' dialog box in Microsoft PowerPoint 2011. The dialog is titled 'Broadcast Slide Show' and features a central graphic of a laptop displaying a 'Q1 2011' slide, a globe, and several browser windows also displaying the same slide. Below the graphic, the text reads: 'Choose a service to host your presentation during the broadcast.' The 'Broadcast service:' dropdown menu is set to 'PowerPoint Broadcast Service'. A text box below explains: 'The PowerPoint Broadcast Service is a public service for users of PowerPoint 2011. You will need a Windows Live ID to connect and broadcast, but anyone who receives a link to the broadcast may watch it.' At the bottom, it states: 'By clicking Connect, you agree to the following terms: [Service Agreement](#)'. The background shows the PowerPoint interface with the 'Adventure Works National Park Tours.pptx' file open, the 'Play Slide Show' ribbon, and a slide thumbnail pane on the left.

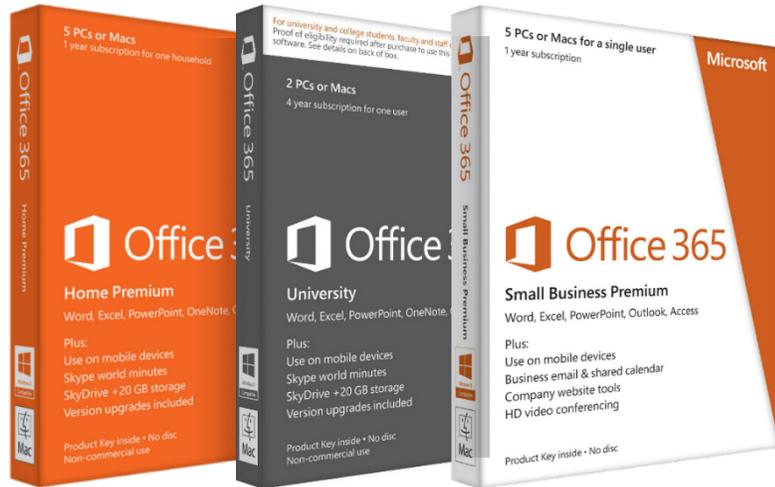
# Demo

# Let's All Try It

<http://tinyurl.com/mactechseattle>

# The new Office lineup

Office 365 subscription



The best value for customers who need Office for **multiple devices and services.**

Office suites

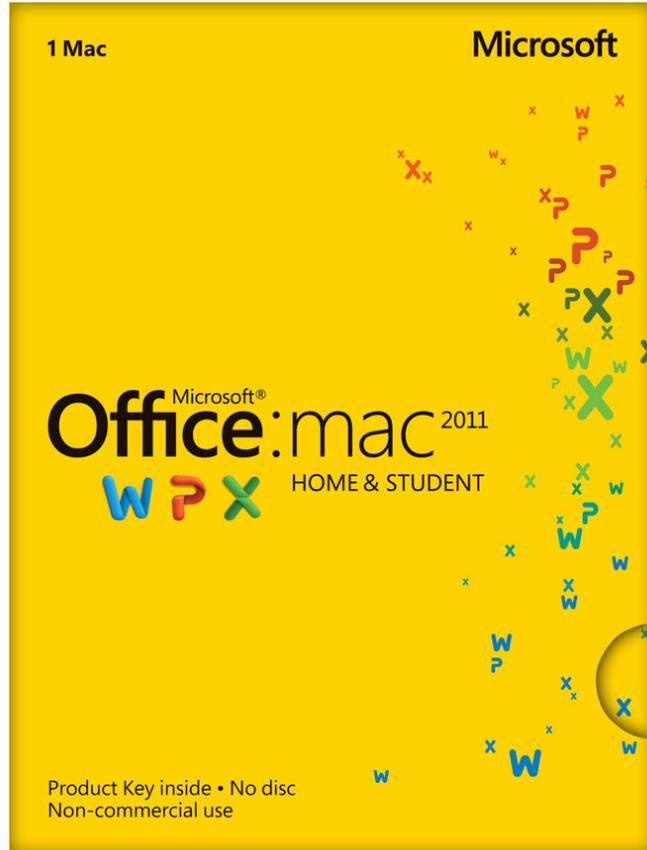


For customers who need Office for a **single PC or Mac only.**



# For 1 Mac

## Office for Mac 2011 Suites



**For 1 Mac. Transferable once every 90 days.**

Never more than 1 Mac at a time

No disc included; backup disc for a fee.



# Office

Install the **latest Office applications:**

Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.  
Applications vary by platform.

# 365

**3** times more **SkyDrive** storage (+20 GB)

**60** minutes of **Skype** world calling per month\*

**5** PCs or Macs and select mobile devices

# Home

One subscription for the **household**; non-commercial use.

# Premium

**Always up-to-date** with product and service upgrades.



5 PCs or Macs  
1 year subscription for one household

Microsoft

 Office 365

**Home Premium**  
Word, Excel, PowerPoint, OneNote, Outlook

Plus:  
Use on mobile devices  
Skype world minutes  
SkyDrive +20 GB storage  
Version upgrades included

Non-commercial use

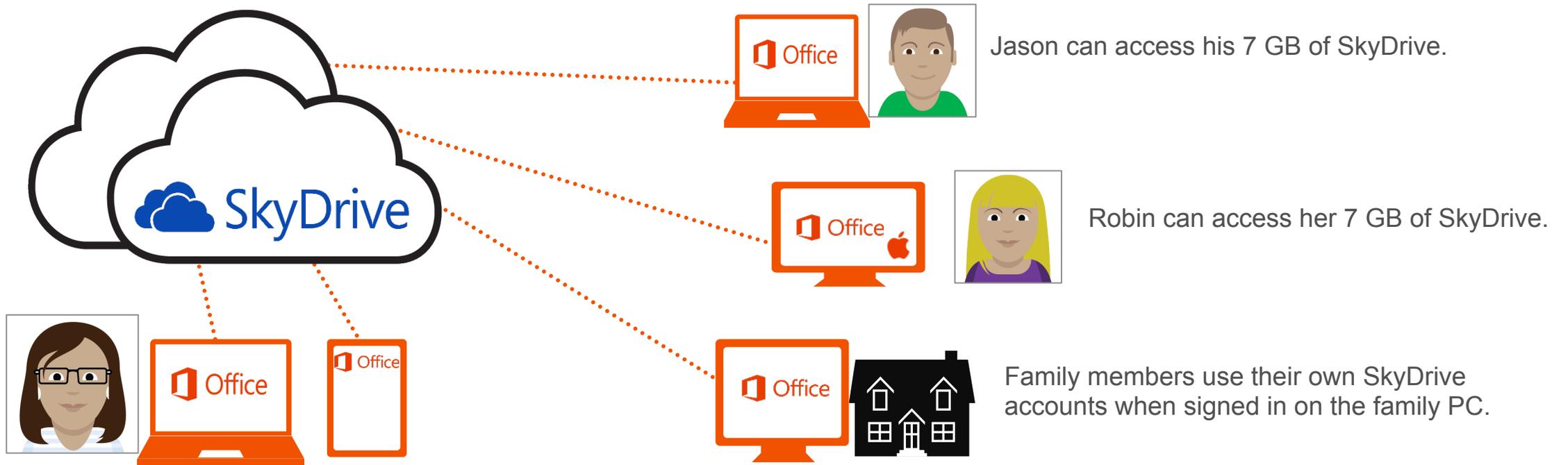
# Office 365 Home Premium

The latest applications available.

Applications	For PCs and tablets using Windows 7 or Windows 8	For Mac OS X version 10.5.8	For select mobile devices
Word	Word 2013	Word for Mac 2011	Additional mobile devices will be supported. Check <a href="http://office.com/mobile">office.com/mobile</a> for details.
Excel	Excel 2013	Excel for Mac 2011	
PowerPoint	PowerPoint 2013	PowerPoint for Mac 2011	
Outlook	Outlook 2013	Outlook for Mac 2011	
OneNote	OneNote 2013		
Publisher	Publisher 2013		
Access	Access 2013		

# Office 365 Home Premium

Subscriber Account receives **20GB of free SkyDrive storage**, in addition to the 7GB that comes standard. Other household members can still use their own 7 GB of SkyDrive storage.



Allie, household subscriber, has 27 GB of SkyDrive storage.

# Office 365 Home Premium

Subscriber account: **60 Skype™** world minutes per month.

**Skype available only in select countries.**

See [office.com](http://office.com) for details. Excludes special, premium, and non-geographic numbers. Calls to mobiles are for select countries only.

**Call landline phones and mobile phones in these countries:**

Canada, Guam, Hong Kong SAR, Puerto Rico, Singapore, Thailand, and the United States

**Call landline phones only in these countries:**

Argentina, Australia, Austria, Belgium, Chile, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Japan, Korea, Luxembourg, Malaysia, Netherlands, New Zealand, Norway, Poland, Portugal, Russia (Moscow and St. Petersburg only), Slovakia, Spain, Sweden, Switzerland, Taiwan, United Kingdom, and Venezuela

# Office 365 Home Premium

Install on up to **5 PCs or Macs** and select mobile devices for 1 household.



- OS Requirements:
  - Windows 7 and Windows 8
  - **Mac OS X version 10.5.8**
- Required for installation: Internet connection and Microsoft account.

# Help your customers choose

	Mac Home & Student 2011 <sup>5</sup> \$139.99 USD ERP	Mac Home & Business 2011 \$219.99 USD ERP	Office 365 Home Premium <sup>5</sup> \$99.99 USD ERP	Office 365 University \$79.99 USD ERP
Licenses	1 Mac only	1 Mac only	5 PCs or Macs & select mobile devices	2 PCs or Macs & select mobile devices
Word, Excel, PowerPoint, OneNote*				
Outlook				
Publisher,* Access*				
+20 GB SkyDrive				
60 Skype world minutes*				
Office on Demand for PCs only*				
Easy annual subscription with ongoing access to <b>product and service upgrades.</b>			1-year subscription for household	4-year subscription for eligible user

<sup>1</sup> OneNote, Publisher, and Access available on PC only.

<sup>2</sup> For details on Skype world minutes, see office.com. Skype account required. Excludes special, premium, and non-geographic numbers.

<sup>3</sup> Calls to mobiles are for select countries only. Skype available only in select countries.

<sup>4</sup> Office on Demand requires Internet-connected Windows 7 and Windows 8 PCs.

<sup>5</sup> Internet connection required. Internet and mobile telephone usage charges may apply.

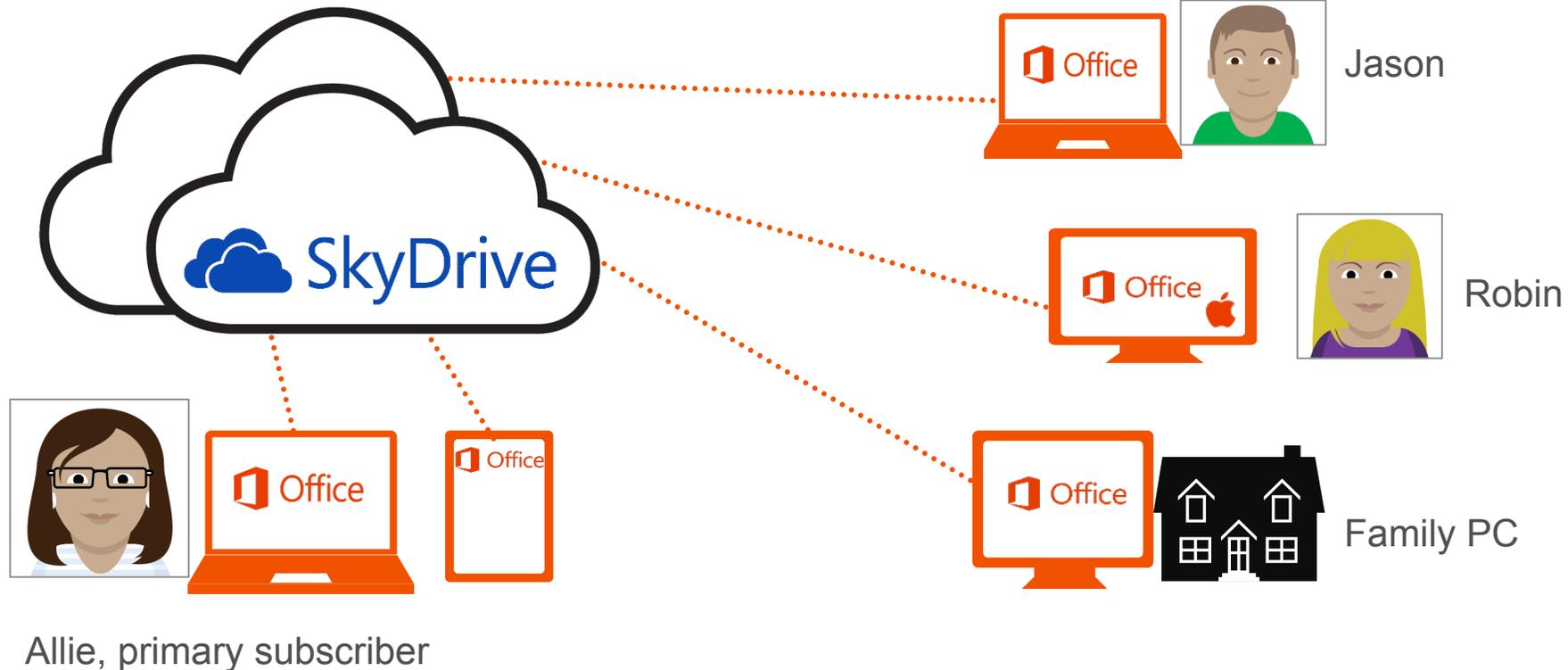
<sup>5</sup> For non-commercial use only.



# Office 365 Home Premium

One annual subscription for the **home**.

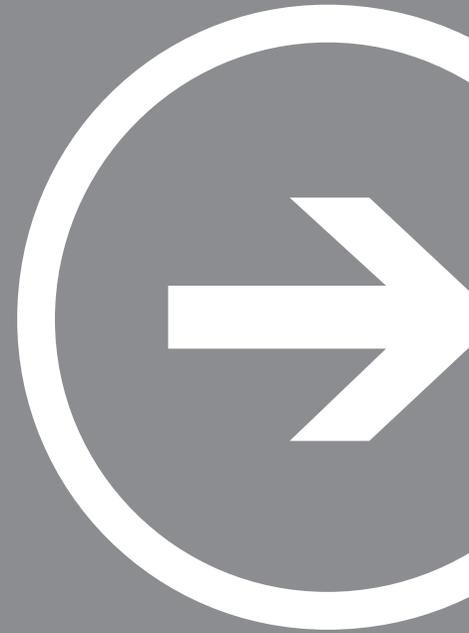
**Always up-to-date** with product and service upgrades for all devices that are part of the subscription.



# Office 365 Home Premium common questions

Questions	Answers
<b>Why is Office now available as a subscription?</b>	<ul style="list-style-type: none"><li>• In addition to updating the Office applications, the new Office now includes a set of <b>cloud services that are best offered as a yearly subscription.</b></li><li>• Subscribers will also receive rights to ongoing <b>version and service upgrades.</b></li></ul>
<b>What happens when my subscription ends?</b>	<ul style="list-style-type: none"><li>• Customers will <b>receive notification of upcoming expiration</b> in the Office applications.</li><li>• If the Office 365 subscription expires, the applications enter <b>reduced functionality mode</b>; customers can only view or print existing documents.</li></ul> <p>Customers have options to continue to use Office:</p> <ul style="list-style-type: none"><li>• Renew by purchasing another 1-year subscription.</li><li>• Return to using their previous version of Office, if possible.</li><li>• For basic editing, use the free Office Web Apps on SkyDrive.</li></ul>

What about Small Business  
customers?



For companies with 1-10 employees, Office 365 Small Business Premium is the best solution for productivity, communication, sharing, and worry-free IT.

5 PCs or Macs for a single user

1 year subscription

Microsoft



### Small Business Premium

Word, Excel, PowerPoint, Outlook, Access

Plus:

Use on mobile devices

Business email & shared calendar

Company website tools

HD video conferencing

Product Key inside • No disc

# What is Office 365 Small Business Premium?



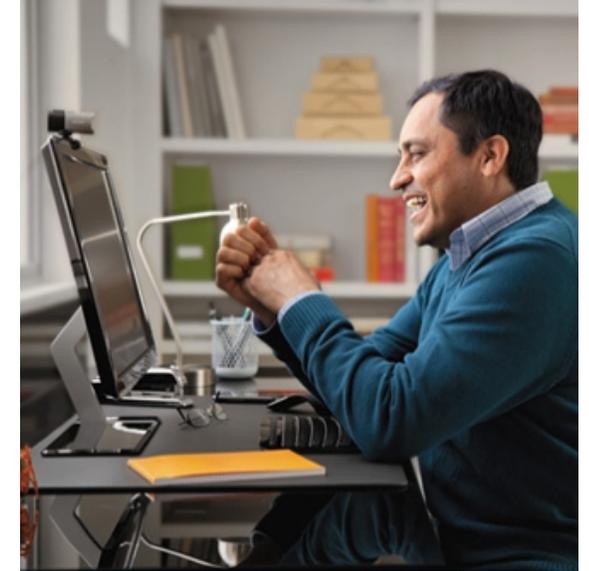
Office



Business email  
with shared  
calendar



Document sharing



Public Website

# Share with customers & partners

Share documents from SkyDrive Pro or SharePoint team sites with controlled access

Office 365 Preview

Outlook Calendar People Newsfeed SkyDrive Sites ... Molly Dempsey

BROWSE FILES LIBRARY

## Documents

Welcome to your SkyDrive Pro, the place to store, sync, and share your work.

new document or drag files here

All Shared with me ... Find a file

- Name
- Shared with Everyone
- Weekly meeting notes
- Agenda for National Ice Cream Month Planning Committee
- Company Sales for FY11
- Contact Information
- Expense Report
- Ice cream sales trends over the last 5 years
- Marketing plan proposal**
- Premium Ice Cream vs. Novelties by Regions
- Project Backlog Analysis
- Travel Arrangements
- ZT1000 Beta Presentation

Marketing plan proposal.pptx

Marketing Proposal

Changed by you on 7/20/2012 6:40 PM

Not shared with anyone

[https://spxcontoso-my.sharepoint.com/personal/mollyd\\_sp](https://spxcontoso-my.sharepoint.com/personal/mollyd_sp)

EDIT **SHARE** FOLLOW ...

Wednesday at 11:24 AM Molly Dempsey

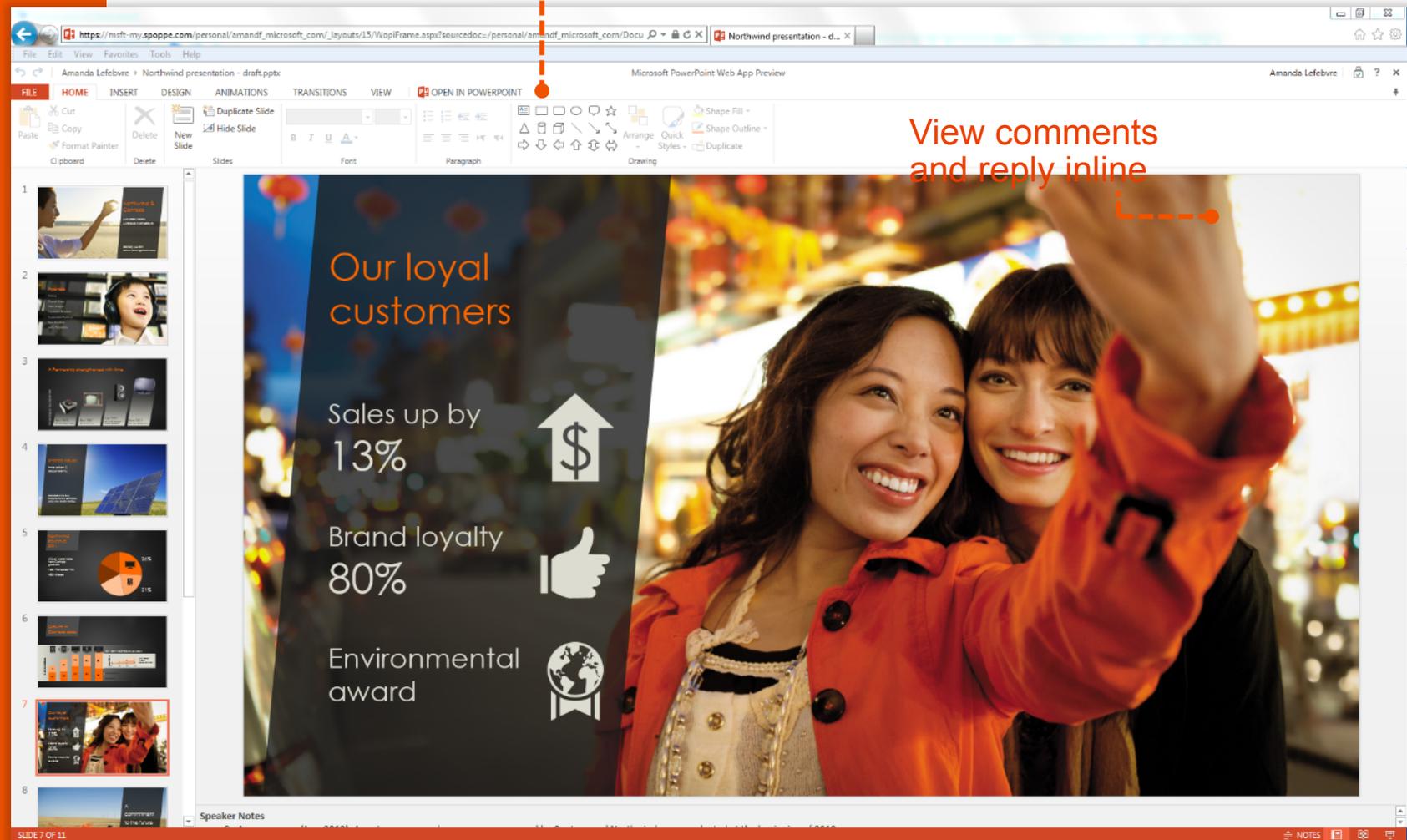
Share documents with customers and partners from SkyDrive Pro

# Create and edit documents from your favorite web browser

Work on documents even when you're away from your device and using an old or non-Windows machine

Get more ribbon options in the Web Apps

View comments and reply inline



# Integrated social experience

Follow people, documents, sites and tags

The screenshot displays the Office 365 social interface. At the top, a navigation bar includes Outlook, Calendar, People, SocBrand, Documents, and Sites. The main content area is divided into a left sidebar with 'Newsfeed', 'Tasks', and 'More apps' (with an 'EDIT LINKS' option), and a central newsfeed. The newsfeed shows posts from Lori Penor and Shu Ito, with interaction options like 'Like' and 'Reply'. On the right, a search bar is labeled 'Search people and posts'. Below it, a section titled 'I'm Following' shows statistics: 225 people, 15 documents, and 3 items. A contact card for Peter Sadow is overlaid on the right, showing his profile picture, name, title (SR SDE - Contoso Development), and a list of social updates from friends like Jim Corbin, Ken Circeo, Chris Ashton, Jill Frank, and Peter Krebs. A dashed orange line connects the 'I'm Following' section to the contact card.

Post updates to let your colleagues know what you're working on

Get updates from social sites right inside contact cards



# Enjoy business continuity

Continuous data backup to geo-redundant servers

99.9% financially-backed service level agreement

IT level phone support

The screenshot shows the Office 365 Admin Center interface. The top navigation bar includes links for Outlook, Calendar, People, Newsfeed, SkyDrive, Sites, and Admin. The user is logged in as Alan Smith. The main content area is titled "Office 365 admin center" and "Welcome to Office 365 Enterprise Preview!". A sidebar on the left lists various management tasks like "setup", "users & groups", "licensing", etc. The central "service overview" section shows "service health" with "No service issues" and "service requests" with "no open service requests". A table lists the current health of various services:

Service	Current Health
Exchange	no issues
Identity Service	no issues
Lync	no issues
Office	no issues
Office 365 Portal	service restored
Rights Management Service	no issues
SharePoint	no issues

Below the table, there is a "planned maintenance" section for Lync Online on 8/1/2012, mentioning a service enhancement hotfix. A red dashed arrow points from the text "Gives you peace of mind that Microsoft is committed to a 99.9% financially backed SLA" to the "Office 365 Portal" service status.

Gives you peace of mind that Microsoft is committed to a 99.9% financially backed SLA

# What's included?



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## Applications

The latest Office applications available per platform & device.

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## Business Services

- 25 GB **business-class email** and **shared calendar**
- 10 GB **public website** per company/organization
- 7 GB **SkyDrive Pro storage** per user
- Unlimited **HD video conferencing\***

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## How to buy?

Install on up to **5 PCs or Macs** and select mobile devices; for **1 user**. 1 year subscription.

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\*HD video camera required for HD web conferencing.



# Questions you may hear...

Do I need more than one Office 365 Small Business Premium Product Key for my business?

One user license (or Product Key) is included with each box of Small Business Premium. **Organizations must purchase 1 Product Key per user.**

However, **each user may install Office applications on up to 5 of the user's own PCs or Macs, plus supported mobile devices.**

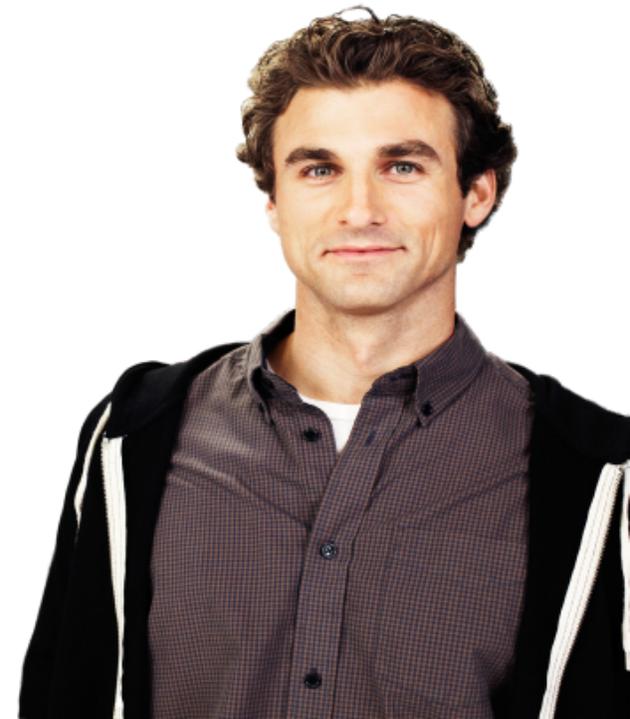


# Questions you may hear...

Can customers access their documents if they are not online?

Yes. When a customer saves a document in Office, the file is saved to a **local SkyDrive folder** on their PC, so they can access the file at any time—without an Internet connection.

If the customer chooses to also save the file to **SkyDrive Pro** (included with Office 365 Small Business Premium), the next time the customer is online, the SkyDrive folder automatically **syncs to SkyDrive in the Microsoft cloud**. This allows easy access on the user's multiple devices from anywhere.

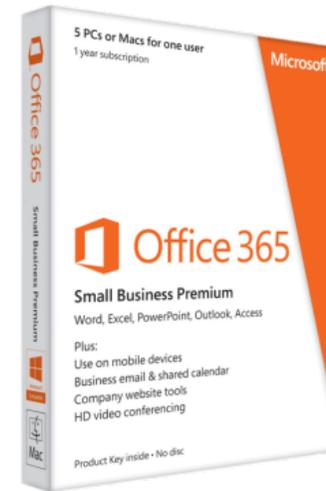


# Office 365: Key Differences



## Office 365 Home Premium

- Non-Commercial use only
- Office Professional applications
- 5 PCs or Macs per household
- Consumer services: SkyDrive, Skype

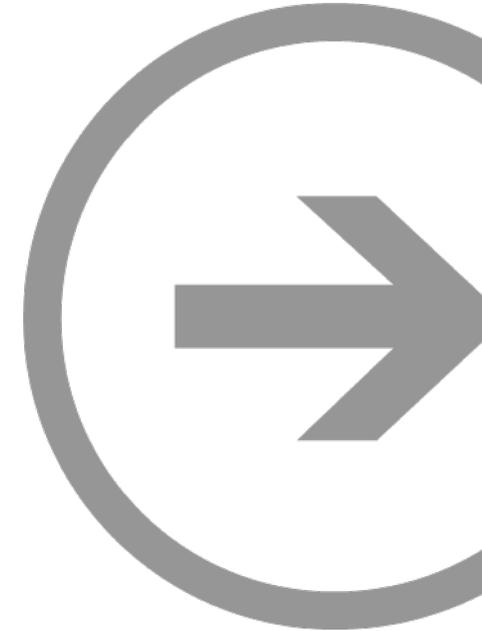


## Office 365 Small Business Premium

- Commercial use
- Office Professional applications
- 5 PCs or Macs per user
- Business Services: Exchange Online, Lync Online, SkyDrive Pro



# Resources



Additional info:

[office.com](https://office.com)  
[microsoft.com/mac](https://microsoft.com/mac)

Online training:

[microsoft.com/  
expertzone](https://microsoft.com/expertzone)

Email Brian:

v-  
[briango@microsoft.com](mailto:briango@microsoft.com)



# Thank You

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