

# Office Collaboration: Evolving with Office 365

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Microsoft Trainer

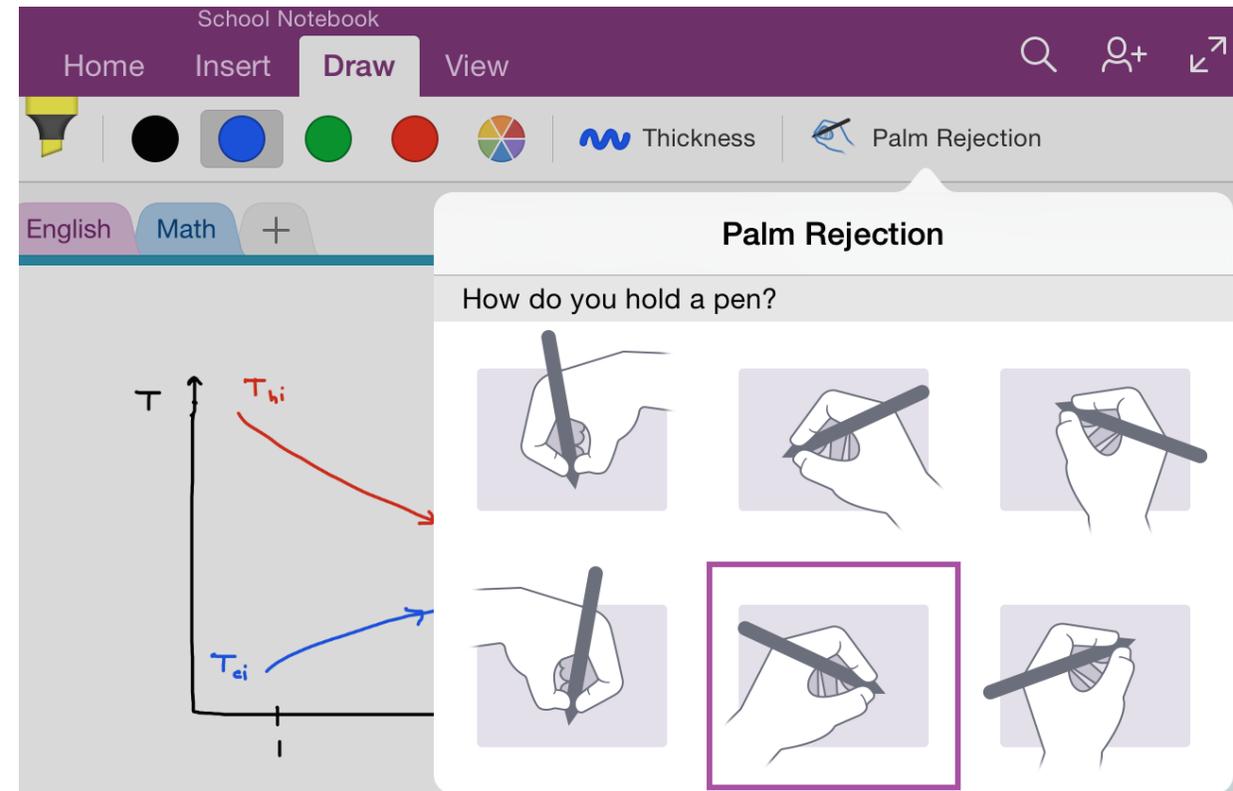
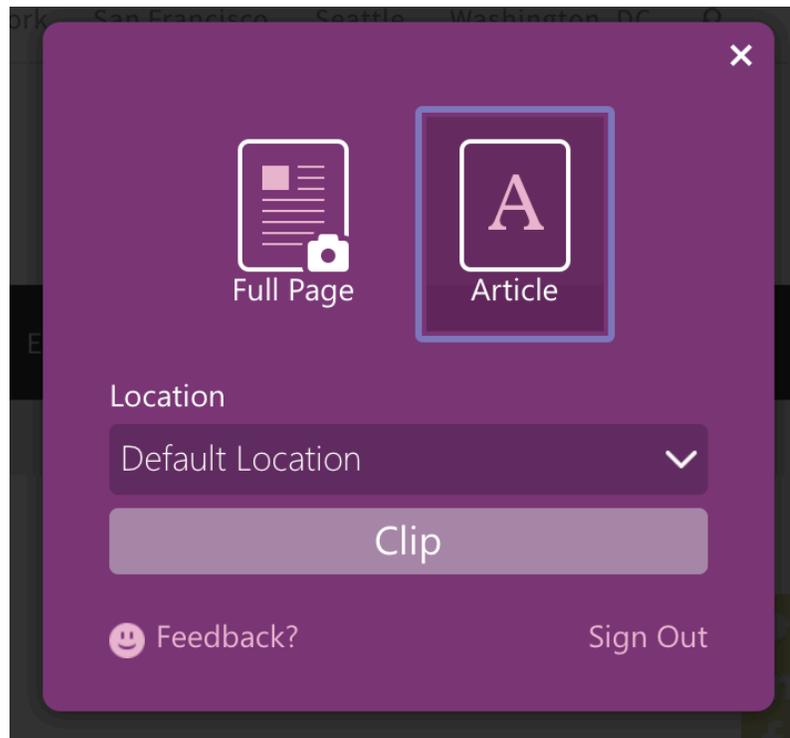


Office

# OneNote: Mac and iOS

- **Freeform Canvas**

- notes, lists, tables, websites, images, drawing on iPad, etc.



- **Capture content**

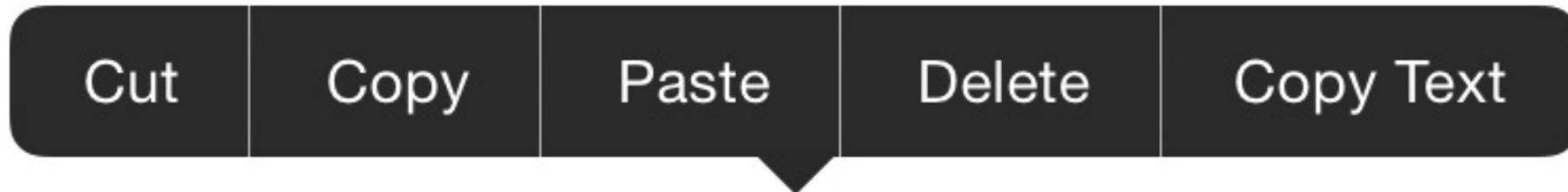
- iOS share extension
- <https://www.onenote.com/Clipper>
- Copy/paste html, insert images/files

Clip to OneNote

# OneNote: Mac and iOS



- **OCR for images (optical character recognition)**
  - Search for text within images
- **iOS support for**
  - Notification “today” widget on iPhone, Background syncing, Touch ID, Office Lens



Office 365 Video is a video portal for communicating ideas and concepts within your organization. It's a great way to share internal mission and vision messaging, new employee training, recorded meetings, and more. Now Office 365 for iPhone brings all that content to your mobile device.

[Office 365 Video for iPhone Support](#) ▶ [Application License Agreement](#) ▶

[...More](#)

# OneNote: Mac and iOS



- **Powerful Organization**

- notebooks, sections, pages, re-order, move, search...

- **Lists**

- tags (i.e. to-do), easily reorder items...

- **Your notes everywhere**

- Sync to OneDrive, OneDrive for Business, SharePoint and access your notes on other OneNote applications (including iPhone, iPad, Mac, Windows desktop, Windows Phone, Android, web).

- **Team collaboration** - share notebooks with others, everyone can add notes at the same time.

**Mac** - Available for Free in the Mac App Store, requires 10.10\*

**iOS** - Available for Free in the Apps Store, requires iOS 7.1 or later\*

\* Free Microsoft account required for syncing



# OneNote Demo

# Collaborate with OneNote

<http://1drv.ms/1zjXpPD>

# Office Online & OneDrive

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



The screenshot shows the Office Online homepage with a dark background. At the top left is the Office logo. At the top right are navigation links: Products, Templates, Support, My account, and Sign in. The main content area is divided into two sections. On the left, there is a large heading 'Collaborate with Office Online' and a paragraph: 'Save documents, spreadsheets, and presentations online, in OneDrive. Share them with others and work together at the same time. Get started now, it's free!'. Below this is a button 'See all Office options' and a link 'Learn more about Office Online'. On the right, there is a grid of application tiles: Word Online (blue), Outlook.com (blue), People (orange), OneNote Online (purple), PowerPoint Online (orange), Calendar (purple), Excel Online (green), and OneDrive (blue).

Office

Products Templates Support My account Sign in

## Collaborate with Office Online

Save documents, spreadsheets, and presentations online, in OneDrive. Share them with others and work together at the same time. Get started now, it's free!

[See all Office options](#)

[Learn more about Office Online](#)

Word Online

Outlook.com

People

OneNote Online

PowerPoint Online

Calendar

Excel Online

OneDrive

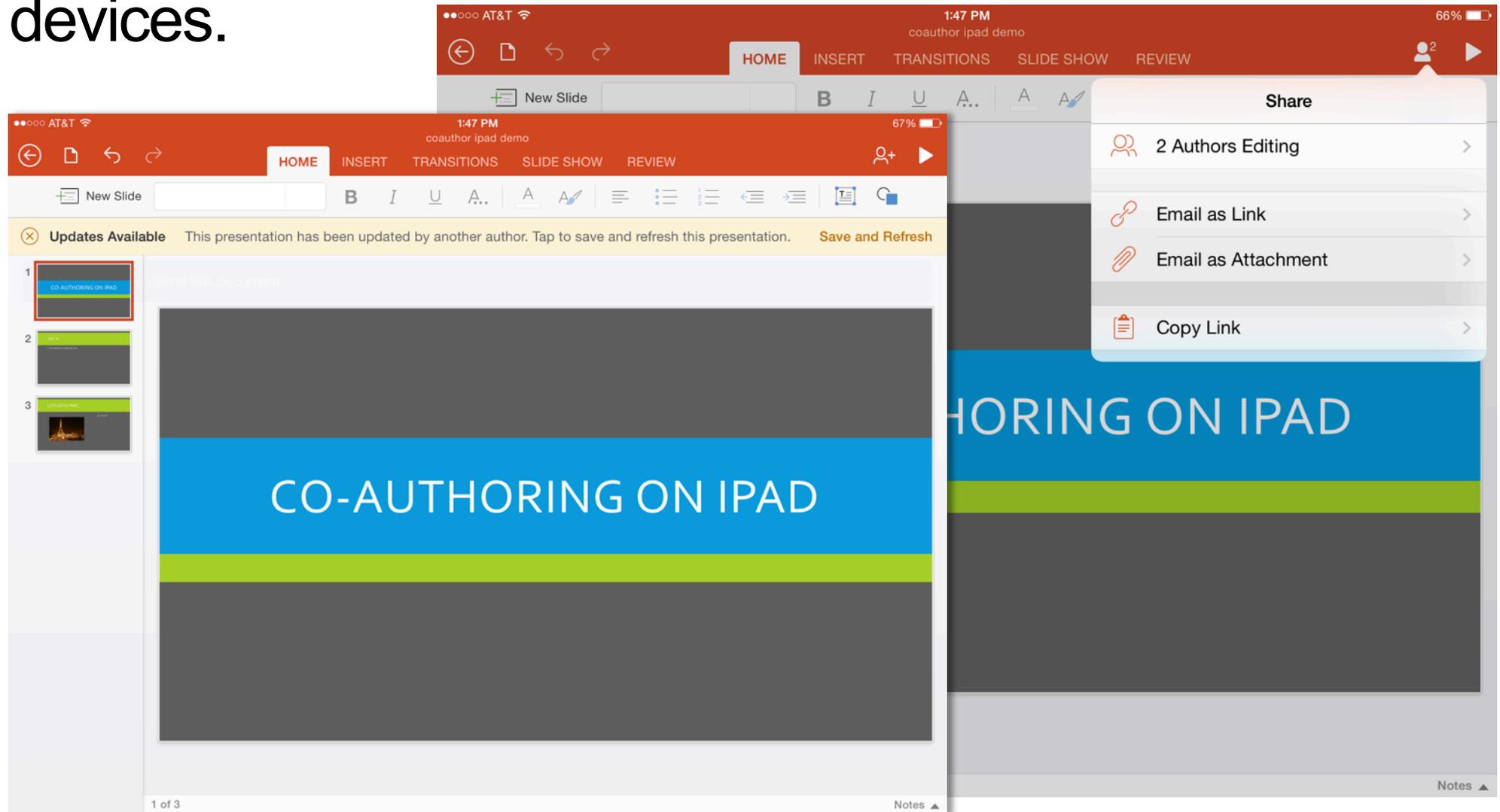
# Real-Time Office Collaboration

Edit Office documents simultaneously on Office.com

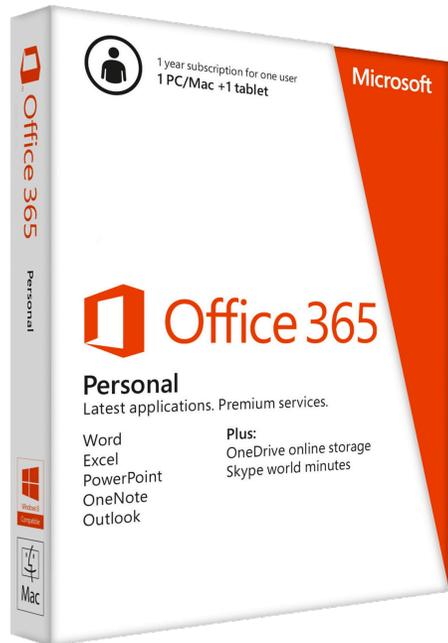
The image shows the Microsoft Word Online interface. At the top, the title bar displays "Word Online" with a dropdown arrow, "OneDrive Documents", "Document 2", a "Share" button, and the user name "Robert Toledo" with a "Sign out" button and a help icon. Below the title bar is the ribbon with tabs for "FILE", "HOME", "INSERT", "PAGE LAYOUT", "REVIEW", "VIEW", and "OPEN IN WORD". The "HOME" tab is active, showing the "Tell me what you want to do" search bar and a lightbulb icon. The ribbon is divided into sections: "Clipboard" (Undo, Paste, Cut, Copy), "Font" (Font face: Arial, size: 11, Bold, Italic, Underline, Text color, Background color, Font color), "Paragraph" (List, Indent, Decrease indent, Increase indent, Paragraph spacing, Paragraph style), "Styles" (Normal, No Spacing, Heading 1, Heading 2, Heading 3), and "Editing" (Find, Replace). The main document area contains a large white box with the following placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin efficitur molestie leo, vel pulvinar massa tristique non. Sed quis elit ultricies lorem convallis placerat ut vel ipsum. Vestibulum ante insum primis in faucibus orci luctus et ultrices posuere cubilia Curae:".

# Co-Authoring

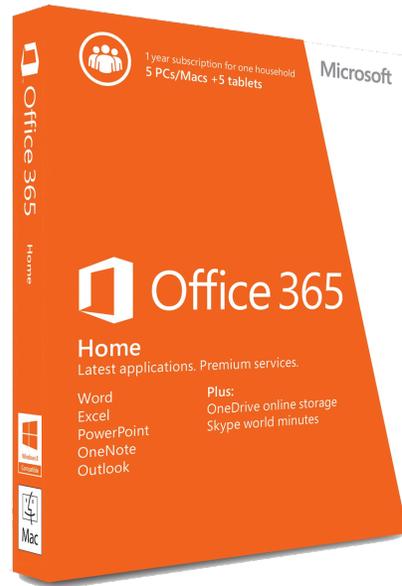
Simultaneously edit a file with multiple authors in multiple locations on multiple devices.



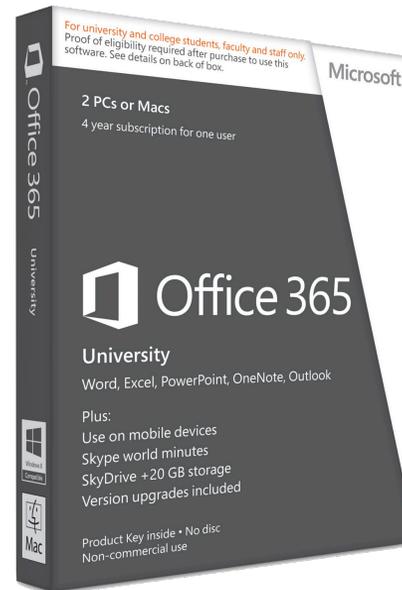
# Office 365: Consumer subscriptions



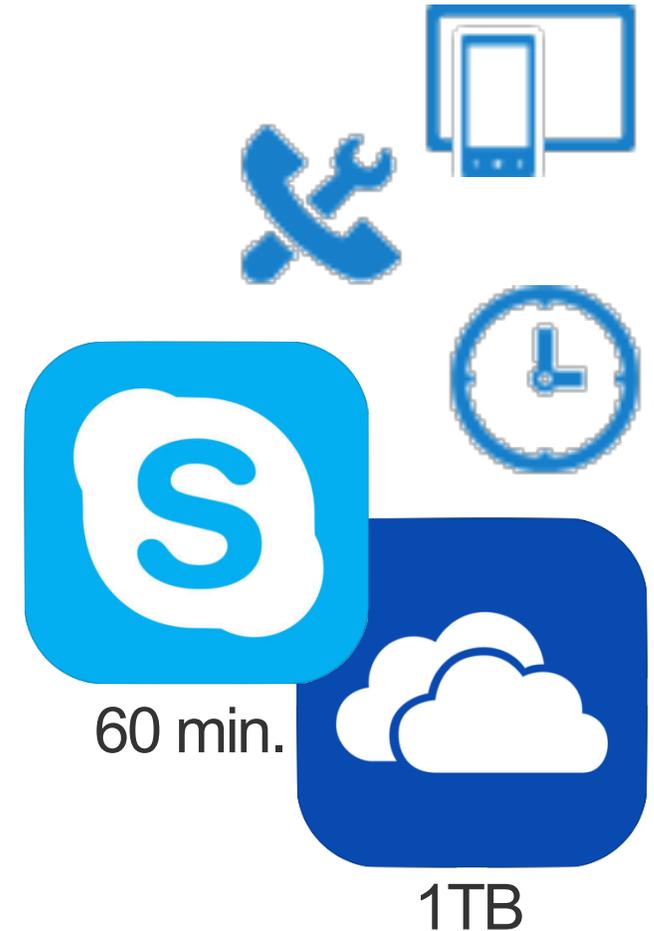
\$69.99 per year  
\$6.99 per month



\$99.99 per year  
\$9.99 per month



FREE / \$79.99  
4-year subscription



Not licensed for business use \* Free for students at qualifying schools, subject to IT restrictions



# Microsoft Apps for iOS

Available for **FREE** in the App Store\*

Designed and optimized for iPad, iPod Touch & iPhone

Documents look beautiful

Sync and collaborate with others on multiple devices

iCloud, OneDrive, Dropbox and SharePoint integration

Create, edit and share for free on Word, Excel & PowerPoint

\* Apps require iOS 7.1 or later; a Microsoft account is required for syncing to OneDrive, SharePoint and business related services. Some apps may require an eligible Office 365 subscription for full functionality.



# Office for iOS: Office 365 premium features

## Word

- Insert section breaks
- Enable columns in page layout
- Customize headers and footers for different pages
- Change page orientation
- Track and review changes
- Add custom colors to shapes
- WordArt & chart elements
- Add shadows and reflection styles to pictures
- Highlight table cells with custom color shading

## PowerPoint

- Speaker notes while you present
- Add custom colors to shapes
- WordArt & chart elements
- Add shadows and reflection styles to pictures
- Highlight table cells with custom color shading

## Excel

- Customize PivotTable styles and layouts
- Add custom colors to shapes
- WordArt & chart elements
- Add shadows and reflection styles to pictures

# Office for iOS

- Free core experience – View, create and edit with additional Office 365 subscription premium features
- Works with iOS features like Voice Dictation and AirPlay
- Integration now supports Dropbox, iCloud, OneDrive for Business, local storage & SharePoint Sites.
- Content retains formatting.
- Commitment to product feature updates and support.



# PowerPoint Demo

# Thank You