

Office Collaboration: Evolving with Office 365

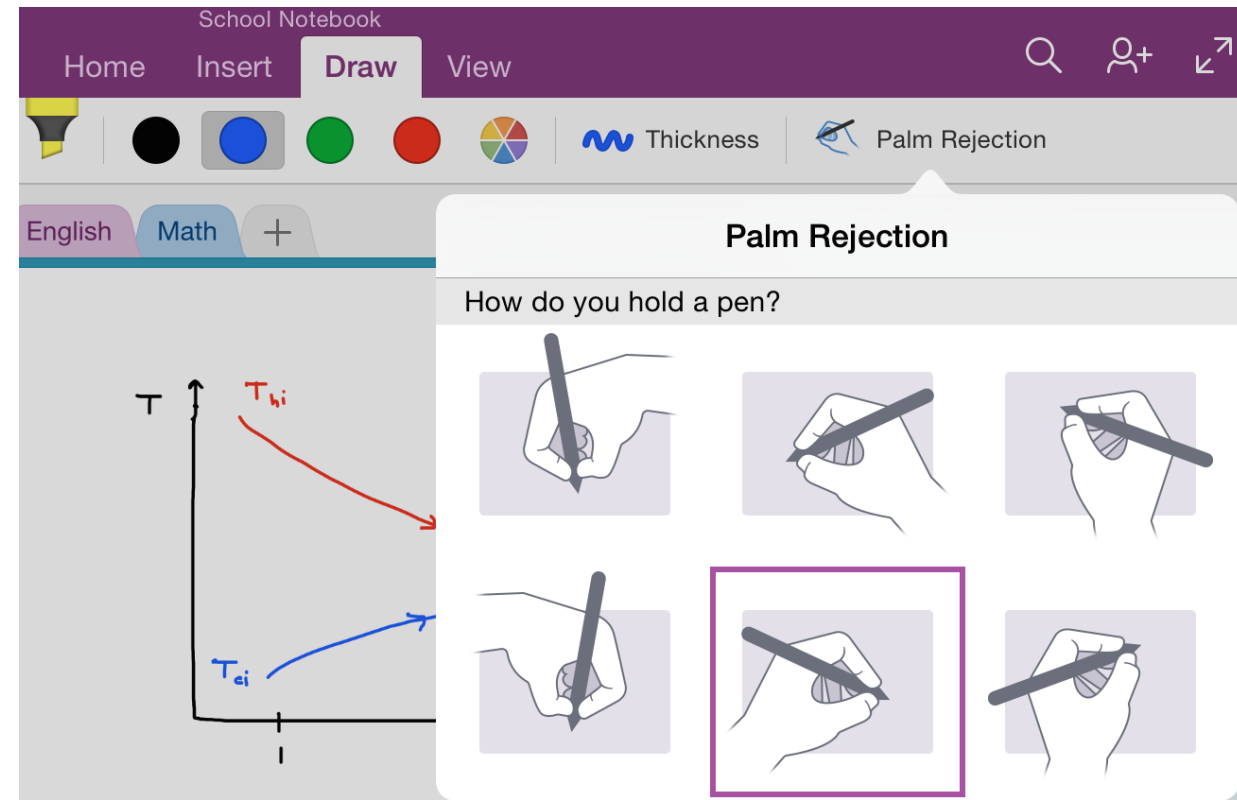
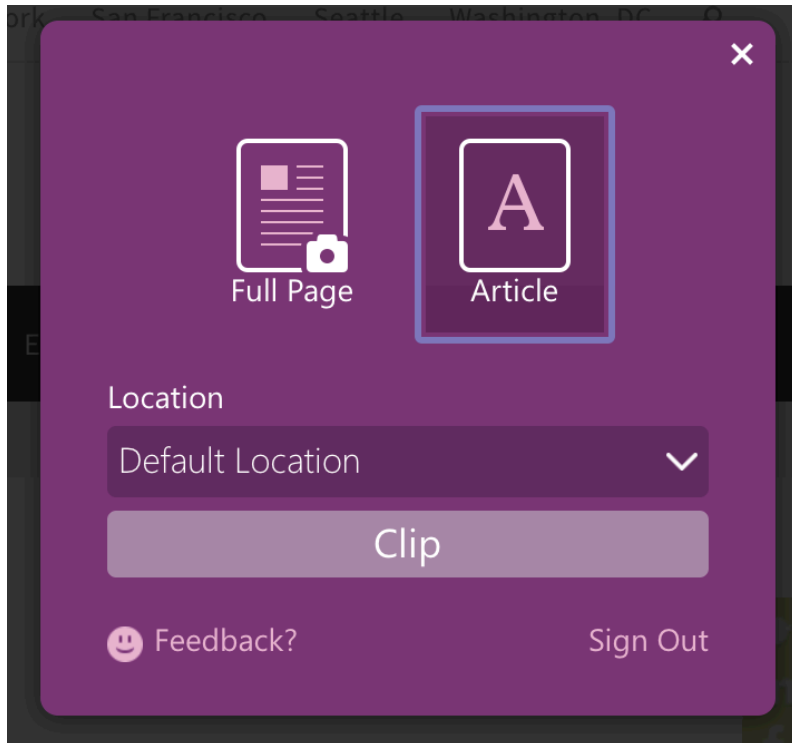
Bobby Toledo
Microsoft Trainer



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.



Real-Time Office Collaboration

Edit Office documents simultaneously on Office.com

The screenshot displays the Microsoft Word Online interface. At the top, the title bar shows 'Word Online' with a dropdown arrow, 'OneDrive Documents', 'Document 2', a 'Share' button, and user information 'Robert Toledo | Sign out ?'. Below the title bar is a ribbon with tabs: 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', 'VIEW', and a search bar 'Tell me what you want to do' with a lightbulb icon and an 'OPEN IN WORD' button. The 'HOME' tab is active, showing three main groups: 'Clipboard' with 'Undo', 'Paste', 'Cut', and 'Copy' buttons; 'Font' with options for font face (Arial), size (11), bold, italic, underline, and color; and 'Paragraph' with options for bullet points, numbered lists, indentation, and alignment. To the right of the ribbon is a 'Styles' section with a list of styles: 'Normal' (highlighted with a blue border), 'No Spacing', 'Heading 1', 'Heading 2', and 'Heading 3'. Further right is an 'Editing' section with 'Find' and 'Replace' buttons. At the bottom, a document preview shows a paragraph of Lorem Ipsum text with red squiggly lines indicating spelling corrections.

Word Online | OneDrive Documents Document 2 Share Robert Toledo | Sign out ?

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do OPEN IN WORD 2 other people are here

Clipboard: Undo, Paste, Cut, Copy

Font: Arial, 11, Bold, Italic, Underline, Color

Paragraph: Bullets, Numbered List, Indentation, Alignment

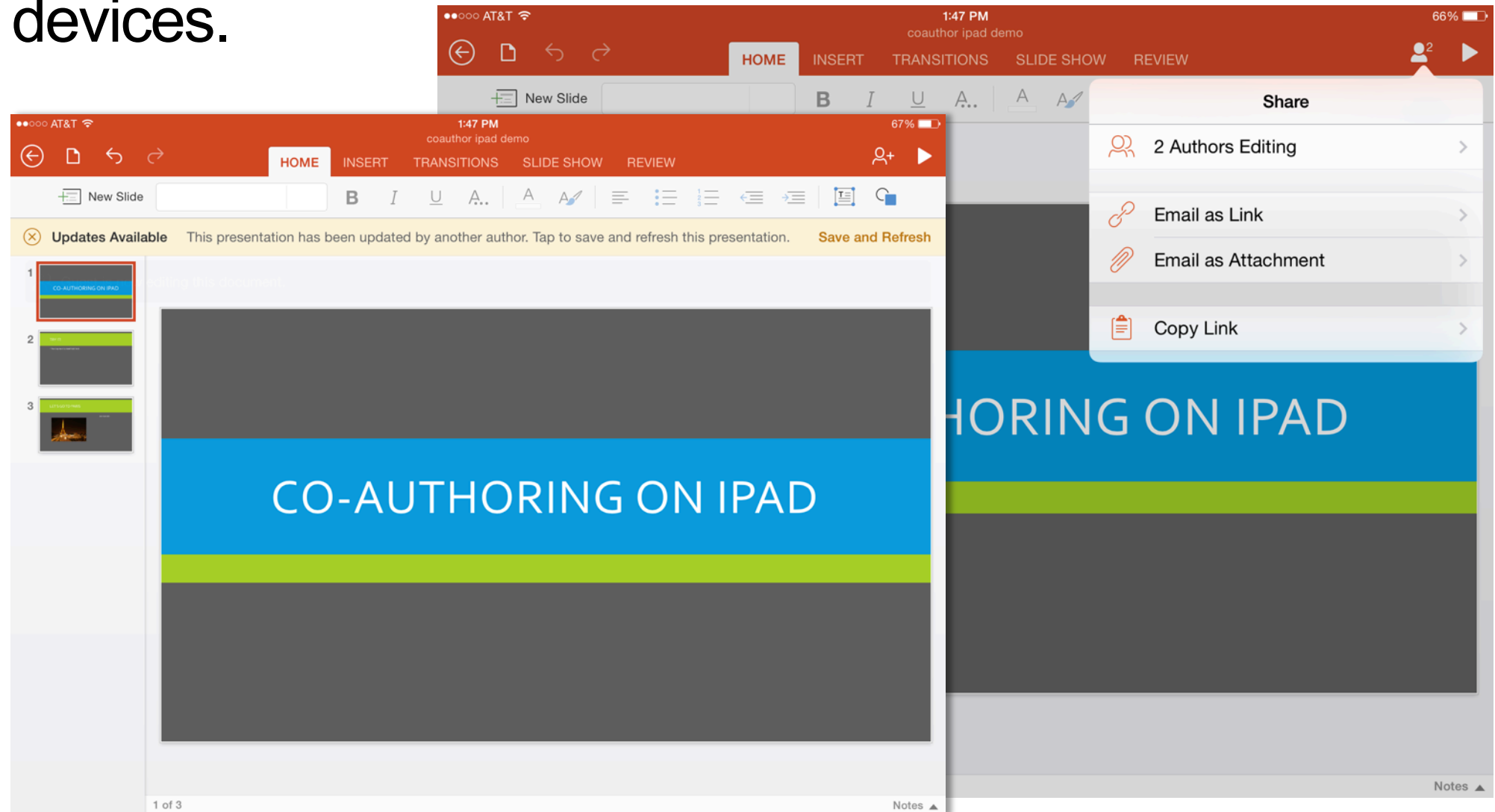
Styles: AaBbCc Normal, AaBbCc No Spacing, AaBbCc Heading 1, AaBbCc Heading 2, AaBbCc Heading 3

Editing: Find, Replace

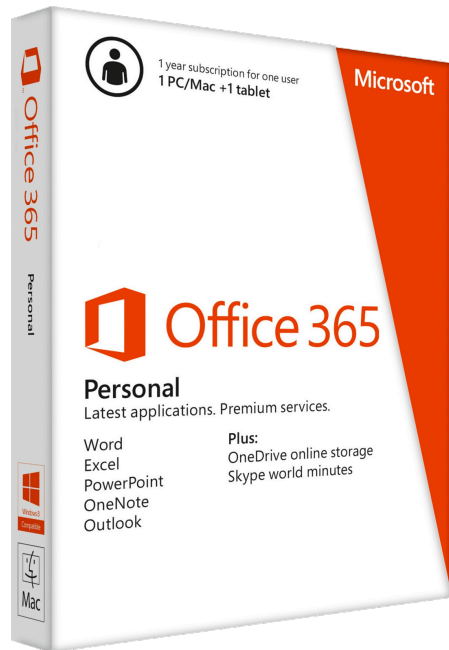
Document Content: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin efficitur molestie leo, vel pulvinar massa tristique non. Sed quis elit ultricies lorem convallis placerat ut vel ipsum. Vestibulum ante insum primis in faucibus orci luctus et ultrices posuere cubilia Curae;

Co-Authoring

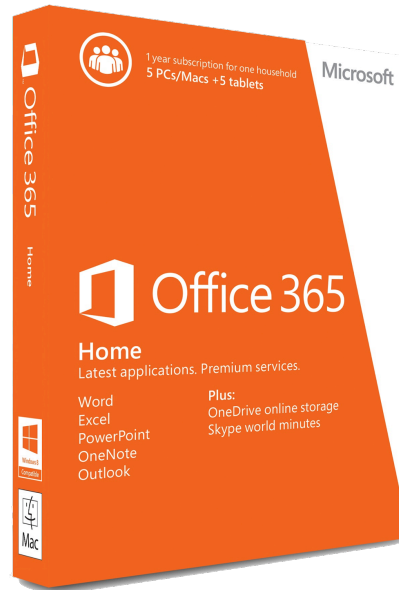
Simultaneously edit a file with multiple authors in multiple locations on multiple devices.



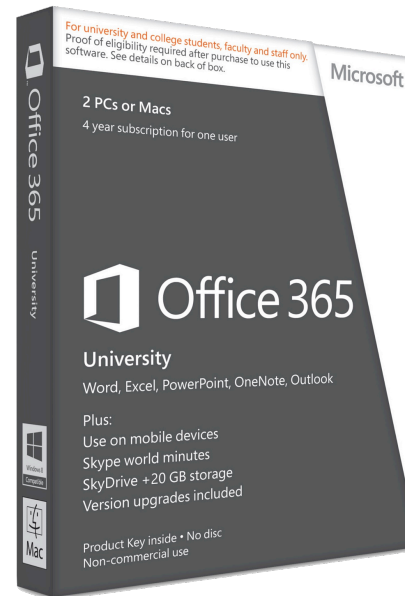
Office 365: Consumer subscriptions



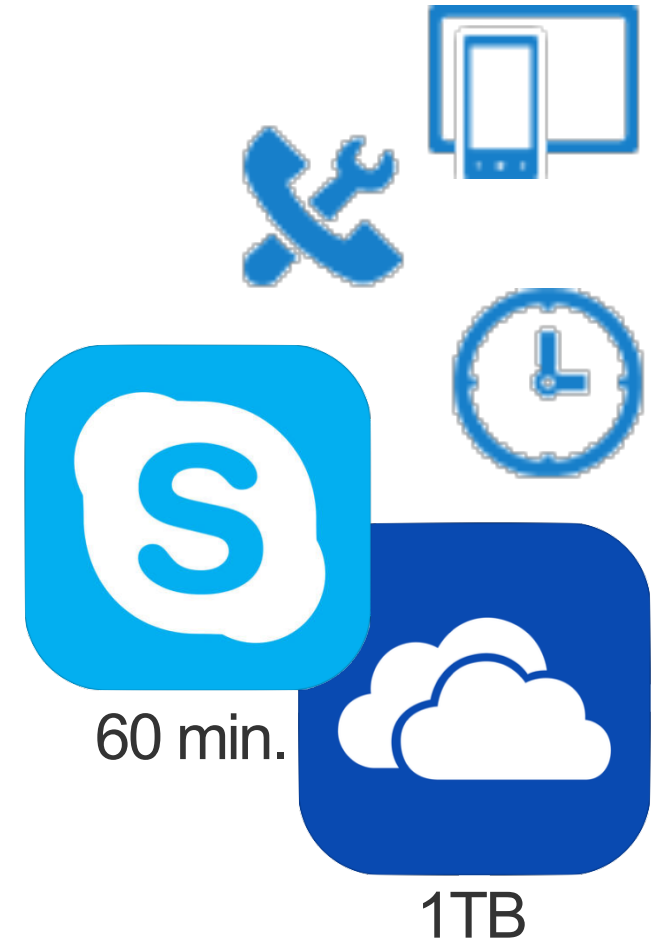
\$69.99 per year
\$6.99 per month



\$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