

Office Collaboration

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Microsoft Trainer

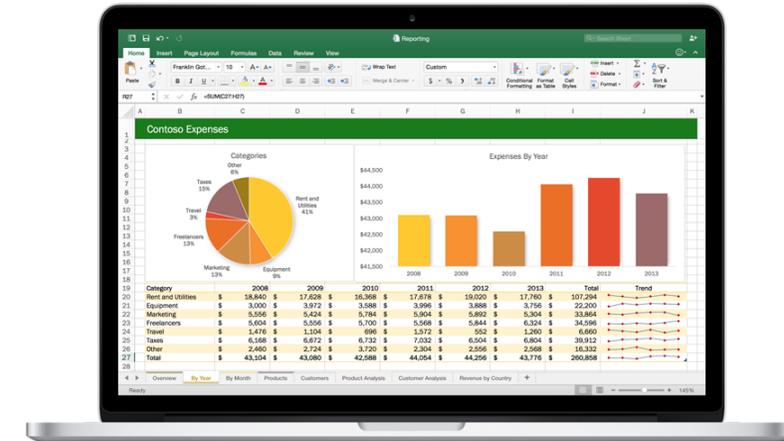
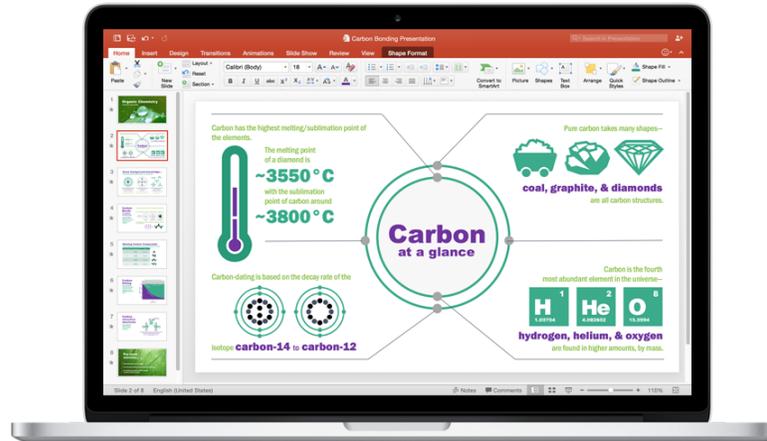
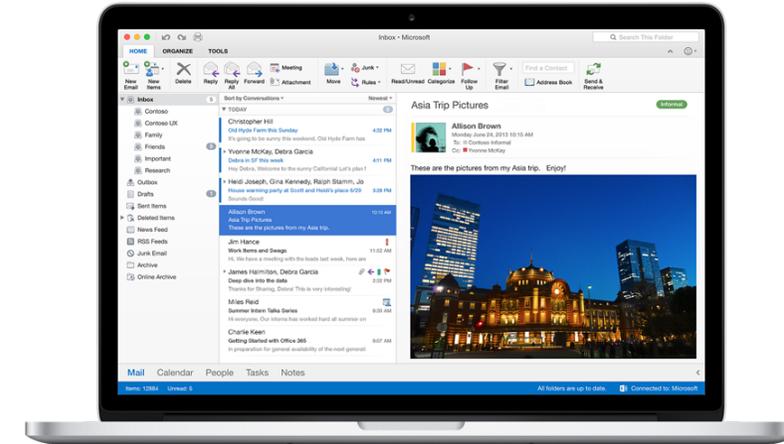
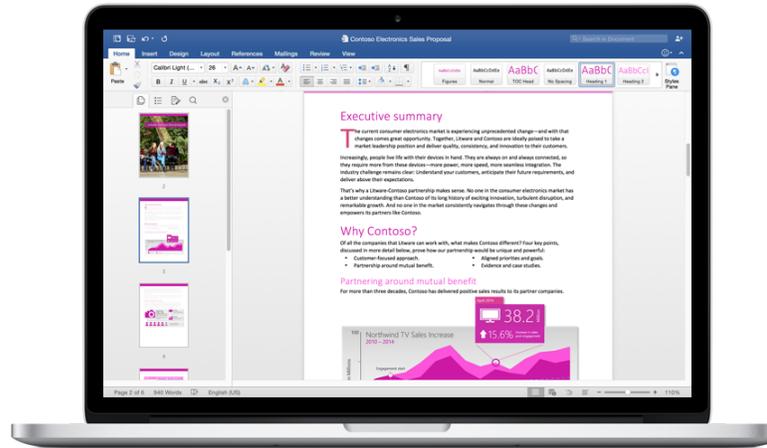


Office

Microsoft Office 2016 for Mac

Available now for Office 365 subscribers

Word
Excel
PowerPoint
Outlook





Office 365

 OneDrive



Microsoft Support

Upgrades
Included
Office Online

- 1TB of OneDrive with ever-growing cloud storage if needed – per user
- 60 World minutes per month for each user
- Calls to mobile phones in 8 countries and landlines in 60+ countries
- Use from any device where they have Skype
- Technical support via chat or phone at no extra charge for active subscribers.
- Upgrades always included with first access to 365 subscribers
- Collaborate with online versions of Office: Word, Excel, PowerPoint, and OneNote.



Office Apps for iOS

Available for **FREE** in the App Store



Create and edit documents for free with additional Office 365 subscription premium features.

Works with Voice Dictation and AirPlay

Simultaneous collaboration

Dropbox, iCloud, OneDrive for Business, local storage & SharePoint integration

Content retains formatting

Commitment to product feature updates and support.

Apps require iOS 7.1 or later; a free Microsoft account is required for syncing to OneDrive, SharePoint and business related services. Some apps may require an eligible Office 365 subscription to unlock additional features.



OneNote

OneNote: Mac and iOS Apps



- **Team collaboration** - share notebooks with others, everyone can add notes at the same time.
- **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
- **OCR for images** (optical character recognition)
 - Search for text within images
- **iOS support for**
 - Notification “today” widget, Background syncing, Touch



Collaborate with OneNote

<http://tinyurl.com/OnenoteChicago>

Office 2016 & Office Online

Thank You