

Choose the right tools for the job.

# Office Collaboration

Bobby Toledo  
Microsoft Trainer

# Microsoft Office 2016

One-time purchase licenses now available for Mac and PC

Word

Excel

PowerPoint

Outlook

OneNote





# Office 365



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.
- Ongoing 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.

Multitasking, Keyboard Shortcuts, Apple Watch integration, 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 7.0 or later (depending on the app) ; a free Microsoft account is required for syncing to OneDrive, SharePoint and business related services.



# OneNote

# OneNote: Mac and iOS



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

**OCR for images** (optical character recognition) - search for text within images

## iOS support for:

• Notification “today” widget on iPhone & iPad • Background syncing

# Collaborate with OneNote

<http://tinyurl.com/onenotedemo15>

# Office 2016 & Office Online

Thank You