

Quick guide to Office editions



Not sure what Office 365 ProPlus is? Curious about the difference between Office Web Apps and Office on Demand? Did you know there were Office apps specifically designed for Windows 8? Use this quick guide to get started learning more about Office.

Office 365 ProPlus

Subscribe to a full version of Office that you can install on up to 5 devices with a single license.

- Includes the same features as other versions of Office
- Uses Click-to-Run to install on the local computer in just a few minutes
- Doesn't require a constant Internet connection—just once every 30 days to check subscription status
- Users can install directly from Office 365 if they are local admins on their computers
- Admins can use the Office Deployment Tool to perform on-premises deployments along with other tools (for example, System Center Configuration Manager)

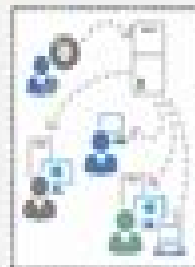
Lync and OneNote apps for Windows 8

- Use versions of OneNote and Lync specifically designed to take advantage of touch capabilities
- Free from the Windows Store
- Updates come from the Windows Store, not Windows Update
- Can't be configured or managed by using Group Policy
- Cannot side-by-side with the Office 365 versions

Office Standard Office Professional Plus

Purchase a copy of Office for each device through a volume license agreement

- Uses Windows Installer (MSI) to install on a local computer
- Need to configure an activation method (KMS, MAK, or Active Directory)
- Use for specific scenarios, such as Remote Desktop Services or computers that never connect to the Internet



Office Web Apps

Use a web browser to view, create, and edit Word, Excel, PowerPoint, and OneNote documents

- Includes many, but not all, of the features that you get with the full version of Office
 - Can be used with Internet Explorer, Firefox, Chrome, or Safari
 - Can also be used on Windows Phones, iPhones, iPads, and Android phones
 - Included in most Office 365 plans (also from SkyDrive)
 - Admins can provide the same functionality on-premises by deploying Office Web Apps Server

Office on Demand

Stream a temporary copy of Office down to a computer that doesn't have Office already installed

- Includes all the same features of a regular version of Office
- Must be connected to the Internet to use
- Runs only on Windows 7 or Windows 8 computers
- Uses Click-to-Run to make the "install" fast
- User doesn't have to be a local admin on the computer
- Comes with Office 365 plans that include Office



Outlook 2013 User Guide

M Lipman

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located on the right side of the light blue bar.

Outlook 2013 User Guide:

Outlook 2013 Absolute Beginner's Guide Diane Poremsky, Sherry Kinkoph Gunter, 2013-08-17 Make the most of Outlook 2013 without becoming a technical expert This book is the fastest way to learn Outlook and use it to efficiently manage all your contacts and communications Even if you've never used Outlook before you'll learn how to do what you want one incredibly clear and easy step at a time Outlook has never ever been this simple Who knew how simple Outlook 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Outlook 2013 program simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Regain control and automatically get rid of junk email Make email more efficient Create appointments events meeting invitations and reminders Publish and share your calendar Manage contacts Facebook friends and LinkedIn connections with People Hub Use Tasks and To Do Lists more effectively Sync Outlook data across multiple devices including smartphones and tablets Make the most of Outlook together with Exchange and SharePoint Use Peeks to instantly find what you need without changing views Track your life with Color Categories Folders and Outlook 2013's improved Search Run mail or email merges from within Outlook Efficiently manage and protect your Outlook data files And much more Diane Poremsky has been recognized as a Microsoft Most Valuable Professional since 1999 for her knowledge and support of Microsoft Outlook She founded Outlook Tips outlooktips.net and operates The Outlook and Exchange Solutions Center slipstick.com Her weekly newsletter Exchange Outlook Messaging has 7 000 subscribers and her Outlook Daily Tips email reaches 5 000 subscribers Her books include Sams Teach Yourself Outlook 2003 in 24 Hours Sherry Kinkoph Gunter has authored more than 50 computer books on a wide variety of topics including Word 2013 Absolute Beginner's Guide and several other books on Microsoft Office

Fedora 13 User Guide Fedora Documentation Project, 2010-07 The official Fedora 13 User Guide is focused on the end user looking to accomplish standard desktop computer user tasks such as browsing the web reading and sending email and doing office productivity work

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