

Inside Microsoft Office

► Session 02

Introducing Microsoft Office 2019



Objectives

- List and explain components of Office 2019
- Describe the new features of Office 2019

For Aptech Centre Use Only

Getting Started with Office 2019 [1-2]

► Microsoft Office:

- Group of client software, server software, and services developed by Microsoft.
- Collection of office-related applications.
- Latest version is Microsoft Office 2019.

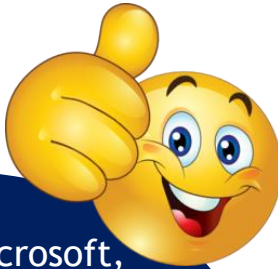
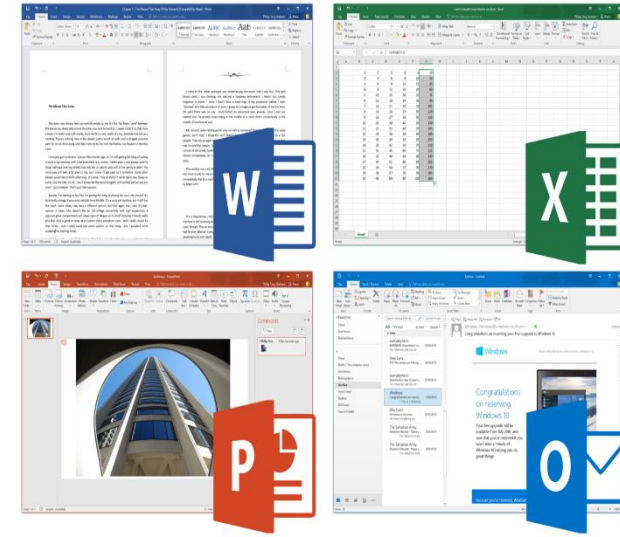
► Office 2019 editions allows the use of Microsoft Office application, such as Microsoft Word, Microsoft Excel, and many more, on following systems:

- Mac operating system
- iOS
- Android
- Windows 10



Getting Started with Office 2019 [2-2]

- ▶ Office 2019 is sold as a one-time purchase.
- ▶ Office 2019 plans include full versions of:
 - Word
 - Excel
 - PowerPoint
 - Outlook
- ▶ Office 2019 includes full support for the cloud hence, users will have access to their documents stored in the cloud any time anywhere they want to access them.



According to Microsoft, over a billion people use their Office products all over the world.

Office 365

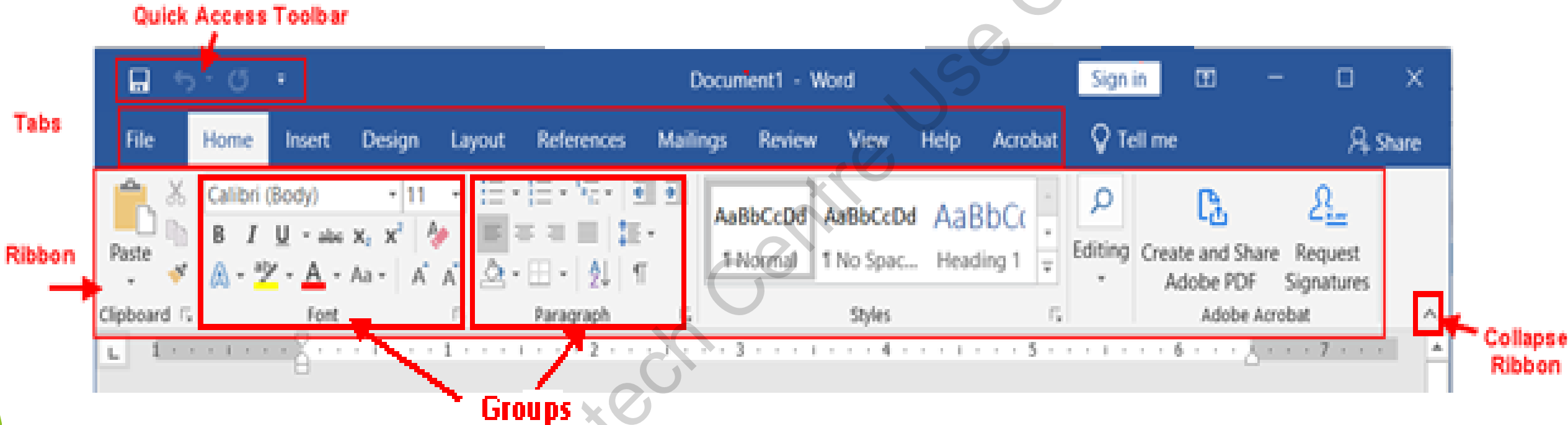
- ▶ Is Cloud-based version of Microsoft Office.
- ▶ Is offered as an online Software as a Service (SaaS) product.
- ▶ Is based on a subscription model.
- ▶ Contains the same core applications as on-premises versions of Office, including Word, Excel, PowerPoint, Outlook, OneNote, and depending on the plan purchased, may also comprise other apps and services.



- ▶ A Ribbon helps users identify, locate, understand, and use commands efficiently and directly with least number of clicks.
- ▶ A Ribbon is a command bar and organizes a program's features into a series of tabs at the top of a window.
- ▶ Each tab on a Ribbon is composed of groups, which in turn are a labeled set of closely related commands.
- ▶ In addition to tabs and groups, other components on a Ribbon include:

Quick Access Toolbar	Comprise frequently used commands.
Core tabs	Are tabs that are always displayed.
Contextual tabs	Are tabs displayed only when a specific object type is selected.
Dialog box launchers	Are buttons at the bottom of some groups that open dialog boxes containing features related to the group.

Ribbon



What is New in Office 2019?

Add visual
impact

Break the
language
barrier

LaTeX equation
support

Add motion
with Morph

Zoom for
PowerPoint

Slide Shows
with Digital Pen

Draw and write
with ink in
Office 2019

Write, draw, or
highlight text

Accessibility
Checker

Use Office
Sounds

Understanding Office 2019 Editions [1-2]



Understanding Office 2019 Editions [2-2]

Office Home & Business 2019

One-time purchase for one PC or Mac
Classic 2019 versions of Word, Excel, PowerPoint, and Outlook
Microsoft support included for 60 days at no extra cost
Licensed for home and commercial use

All languages included.
Compatible with Windows 10 or macOS*

Office Home & Student 2019

- One-time purchase for one PC or Mac
- Classic 2019 versions of Word, Excel, and PowerPoint
- Microsoft support included for 60 days at no extra cost
- Licensed for home use

All languages included.
Compatible with Windows 10 or macOS*

Office Professional 2019

One-time purchase for one PC
Classic 2019 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access
Microsoft support included for 60 days at no extra cost
Licensed for home and commercial use

All languages included.
Compatible with Windows 10*

Summary

- ▶ Microsoft Office 2019 is a collection of various applications and professional services, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.
- ▶ Microsoft Translator is useful to translate words, phrases, and other text selections to another languages.
- ▶ Morph feature of PowerPoint achieves smooth animations, transitions, and object movements across your slides.
- ▶ Inking options are used to ink shapes, write out complex math problems, and highlight text.
- ▶ Accessibility checker now supports international standards and display handy recommendations.
- ▶ You can now create math equations in Office 2019 using LaTeX syntax.
- ▶ Microsoft Office 2019 is offered in three major editions namely, Office Home & Business 2019, Office Home & Student 2019, and Office Professional 2019.