

Get Things Done with Microsoft 365 Apps



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Microsoft 365 Apps



Set of applications that enable users to create a variety of content

- **Documents & resumes**
- **Presentations**
- **Calculations & visualizations**

Microsoft 365 Apps was previously known as Microsoft Office



Microsoft 365 Apps

PowerPoint

Create engaging presentations.

Word

Create and format documents.

Excel

Create spreadsheets, calculations, and visualizations for your data.

OneNote

Digital Notebook for yourself – or for your team.

Publisher

Create polished, professional layouts and content.

Access

Create your own database apps easily in formats that serve your business best.



Some Apps Are for Specific Microsoft 365 Services

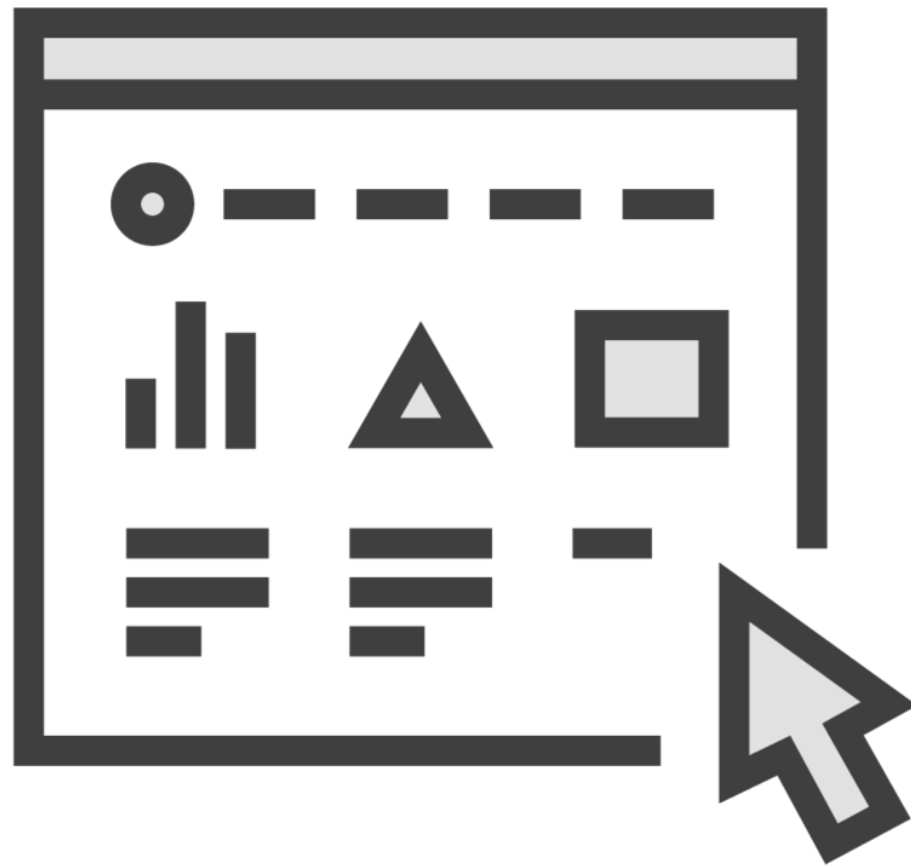
Outlook

**OneDrive for
Business**

Microsoft Teams



Consume Microsoft 365 Apps Everywhere



Browser



Computer
Windows & Mac

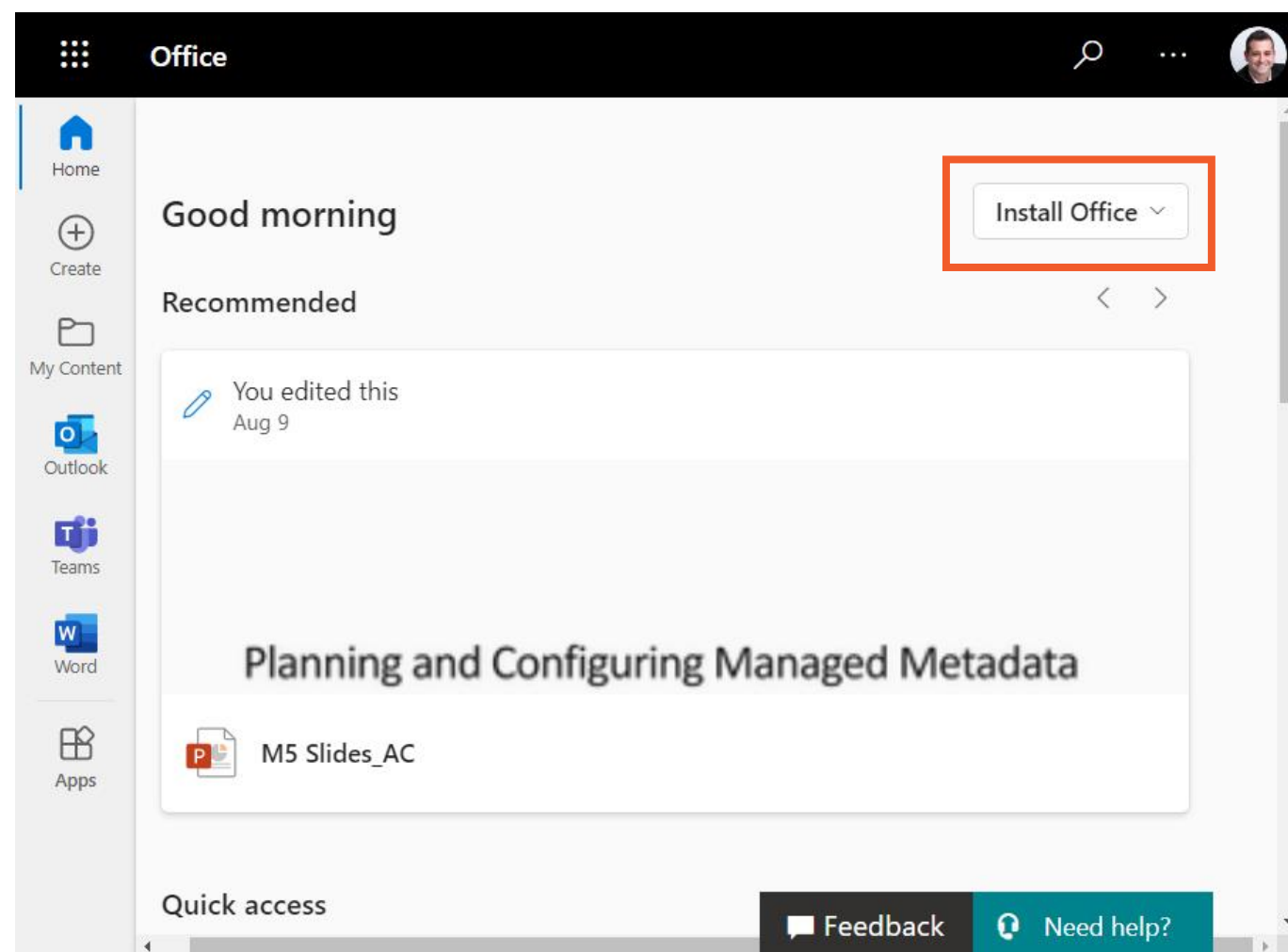


Mobile Devices

*Access & Publisher are Windows only



Getting Microsoft 365 Apps



You can download Microsoft 365 apps from the Microsoft 365 User Portal

- **Install Office button on top right**

Most likely your IT team pre-installed it for you on your company device

You can install Microsoft 365 apps on multiple devices for same license

- **Up to 5 PCs/Macs, 5 tablets, and 5 mobile devices per person**



Demo



Get things done with Microsoft 365 Apps



Conclusion



Set of applications that enable users to create a variety of content

- PowerPoint
- Word
- Excel
- OneNote
- Publisher
- Access

Some apps are for specific Microsoft 365 services

- Outlook
- OneDrive for Business
- Microsoft Teams



Up Next:
Other Microsoft 365 Services

