

Office Cheat Sheet



Premium

With Office 365 you get the premium versions of Word, Excel, PowerPoint, Outlook, and more. Work from anywhere on all your devices and always have the latest up-to-date apps. Plus 1TB of OneDrive storage. Annual subscription will continue until cancelled.

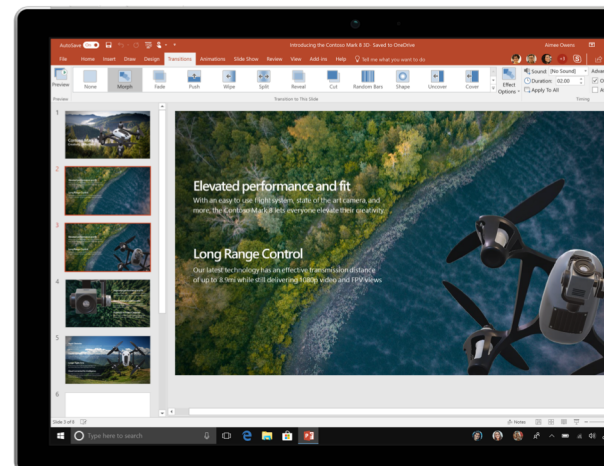
Classic

Classic versions of the Office apps installed on one PC or Mac with a one-time purchase.

	Office 365 Home	Office 365 Personal	Office Home & Student 2019	Office Home & Business 2019
 Users	Up to 6 people	1 person	1 person	1 person
 Devices	Works on Windows, Mac, iOS, and Android	Works on Windows, Mac, iOS, and Android	Windows or Mac	Windows or Mac
 Word	Premium	Premium	Classic	Classic
 Excel	Premium	Premium	Classic	Classic
 PowerPoint	Premium	Premium	Classic	Classic
 Outlook	Premium	Premium		Classic
 Publisher	Premium	Premium		
 Access				
 Microsoft Teams	Premium	Premium		
 OneDrive	Premium	Premium		

What's new with Office

Office 2019	Office 365
Windows 10 is required	macOS 10.12 or later is required
New features that do not require Microsoft intelligent cloud services	Up to 6 people
Black Theme	Install on all your of devices
Inking improvements	Sign on to five devices at the same time



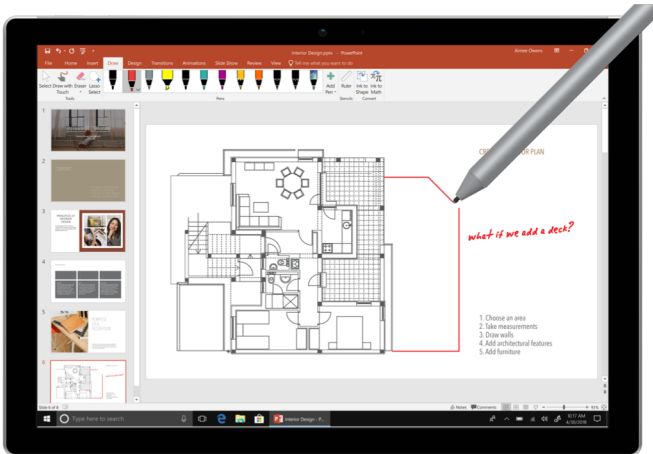
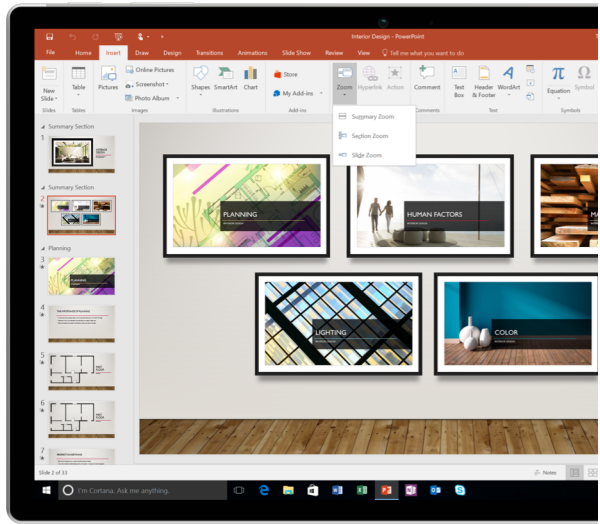
Office 2019

The essentials to create

Get the classic Office apps - Word, Excel, and PowerPoint to create and present your ideas.

Icons - New built-in library of professional, high-quality icons you can use to make your content more visual. Since these icons are vector-based, they look great at any size without getting pixelated.

Make your presentations more dynamic and exciting. Create cinematic motion effortlessly with **Morph** and jump to and from slides and sections in any order you decide with **Zoom**.



Capture and organize your ideas

The essential tools you need to capture, analyze, and organize your ideas.

The pen 'just works', bring your pen to the screen and it will ink. There's no need to enable or disable a separate mode.

Identify insights, trends and opportunities in your data with **Funnel Charts**, **2D Maps**, and publish PowerPivot, and PowerQuery enhancements.


Focused Inbox - Messages you need to act on right away appear in Focused while the rest wait for you in Other. Messages will no longer be moved to the Clutter folder.

Office version comparison

2016

2019¹

Included in these applications

Icons, 3D Models, Insert and format SVG		●	 Word  Excel  PowerPoint  Outlook
Additional learning features ²		●	 Word
Words Translator, Focus Mode ⁶ , Office sounds		●	 Word
2D Maps ³ , Funnel Charts, Timeline ⁶ , PowerPivot and PowerQuery enhancements		●	 Excel
Morph, Zoom ⁴ , Digital ruler, Roaming Pencil Case ⁴		●	 PowerPoint
Updated contact card ⁵ , @Mentions, Focused Inbox, Groups, Travel/Package cards		●	 Outlook
Co-authoring	●	●	 Word  Excel  PowerPoint
Tell Me	●	●	 Word  Excel  PowerPoint  Outlook

¹Office 2019 features are also included in Office 365 Home & Personal

²Not all accessibility features will be coming to MacOS

³Indicates feature is PC only

⁶Available on MacOS

⁴Zoom and pen features are currently not available on MacOS

⁵Updated contact card Currently not available in MacOS

+ Outlook is not available in Office Home and Student

We recommend Microsoft Office

Office