

## Chapter 1 : How to Download OEM version of Microsoft Office Basic

*Microsoft Office Basic is a software suite for homes and small businesses with new computers that enables you to quickly and easily create great-looking documents and spreadsheets and manage.*

Office plans include premium versions of these applications plus other services that are enabled over the Internet, including online storage with OneDrive and Skype minutes for home use. Office plans are available as a monthly or annual subscription. How do I know if my computer can run Office ? See system requirements for compatible versions of Windows and macOS, and for other feature requirements. Is internet access required for Office ? However, Internet access is required to install and activate all the latest releases of Office suites and all Office subscription plans. For Office plans, Internet access is also needed to manage your subscription account, for example to install Office on other PCs or to change billing options. Internet access is also required to access documents stored on OneDrive, unless you install the OneDrive desktop app. You should also connect to the Internet regularly to keep your version of Office up to date and benefit from automatic upgrades. To reactivate your Office applications, reconnect to the Internet. Will I still have control of my documents with Office ? Documents that you have created belong fully to you. If you cancel your subscription or it expires, you can still access and download all your files by signing in to OneDrive directly using the Microsoft account you used to set up Office You do lose the additional storage that comes with your subscription, so you must save your files elsewhere or buy more OneDrive storage if your OneDrive account exceeds the free storage quota. When would my subscription start? If you purchase an auto-renew subscription, your subscription starts when you complete your purchase. You can purchase auto-renew subscriptions from Office If you purchase a pre-paid subscription, your subscription starts when you activate your subscription and land on your My Account page. You can purchase pre-paid subscriptions from a retailer or reseller, or a Microsoft support agent. How do I share Office with the rest of my household? If you have an active Office Home subscription, you can share it with up to four members of your household. To add someone to your subscription, visit [www](#). Each person you add will receive an email with the steps they need to follow. Once they have accepted and completed the steps, their information, including the installs they are using, will appear on your My Account page. You can stop sharing your subscription with someone or remove a device they are using at [www](#). When you use cloud-based services, your IT infrastructure resides off your property off-premises , and is maintained by a third party hosted , instead of residing on a server at your home or business on-premises that you maintain. With Office , for example, information storage, computation, and software are located and managed remotely on servers owned by Microsoft. Many services you use every day are a part of the cloudâ€™everything from web-based email to mobile banking and online photo storage. Microsoft Office resources Office is now retired Updates are required for support. Please update to Office to get product support.

## Chapter 2 : Office - Microsoft Download Center

*I purchased Microsoft Office Basic off of a trial in late My computer crashed recently and I am currently re-installing my programs. I have all my paperwork including Order number and product key from when I purchased Office Basic.*

Such files are saved using an extra X letter in their extension. However, it can still save documents in the old format, which is compatible with previous versions. Alternatively, Microsoft has made available a free add-on known as the Microsoft Office Compatibility Pack that lets Office , XP, and open, edit, and save documents created under the newer format. However, due to legal objections from Adobe Systems , Office originally did not offer PDF support out of the box, but rather as a separate free download. This is part of Service Pack 2 and prior to that, was available as a free plug-in in a separate download. OpenDocument software Microsoft backs an open-source effort to support OpenDocument in Office , as well as earlier versions up to Office , through a converter add-in for Word, Excel and PowerPoint, and also a command-line utility. Peter Amstein and the Microsoft Office team are reluctant to make liberal use of extension mechanisms, even though provided in ODF 1. They want to avoid all appearance of an embrace-extend attempt. User assistance system[ edit ] In Microsoft Office , the Office Assistants were eliminated in favour of a new online help system. One of its features is the extensive use of Super Tooltips, which explain in about one paragraph what each function performs. Some of them also use diagrams or pictures. These appear and disappear like normal tooltips, and replace normal tooltips in many areas. The Help content also directly integrates searching and viewing Office Online articles. SharePoint[ edit ] Microsoft Office includes features geared towards collaboration and data sharing. As such, Microsoft Office features server components for applications such as Excel, which work in conjunction with SharePoint Services , to provide a collaboration platform. Excel server exposes Excel Services, which allows any worksheet to be created, edited and maintained via web browsers. It features Excel Web Access, the client-side component which is used to render the worksheet on a browser, Excel Calculation Service which is the server side component which populates the worksheet with data and perform calculations, and Excel Web Services that extends Excel functionalities into individual web services. SharePoint can also be used to host Word documents for collaborative editing , by sharing a document. SharePoint can also be used to hold PowerPoint slides in a Slide Library, from which the slides can be used as a formatting template. It also notifies users of a slide automatically in case the source slide is modified. Also by using SharePoint, PowerPoint can manage shared review of presentations. Any SharePoint hosted document can be accessed from the application which created the document or from other applications such as a browser or Microsoft Office Outlook. Groove[ edit ] Microsoft Office also includes Groove, which brings collaborative features to a peer-to-peer paradigm. Groove can host documents, including presentations, workbooks and others, created in Microsoft Office application in a shared workspace, which can then be used in collaborative editing of documents. Groove can also be used in managing workspace sessions, including access control of the workspace. To collaborate on one or more documents, a Workspace must be created, and then those who are to work on it must be invited. Any file shared on the workspace are automatically shared among all participants. The application also provides real-time messaging, including one-to-one as well as group messaging, and presence features, as well as monitoring workspace activities with alerts, which are raised when pre-defined set of activities are detected. Groove also provides features for conflict resolution for conflicting edits. Schedules for a collaboration can also be decided by using a built-in shared calendar, which can also be used to keep track of the progress of a project. However, the calendar is not compatible with Microsoft Outlook. The Document Theme defines the colors, fonts and graphic effects for a document. Almost everything that can be inserted into a document is automatically styled to match the overall document theme creating a consistent document design. The new Office Theme file format. Similar themes are also available for data reports in Access and Project or shapes in Visio. Quick Styles are galleries with a range of styles based on the current theme. There are quick styles galleries for text, tables, charts, SmartArt, WordArt and more.

## Chapter 3 : Office Training Center - Office Support

*With Office , for example, information storage, computation, and software are located and managed remotely on servers owned by Microsoft. Many services you use every day are a part of the cloudâ€”everything from web-based email to mobile banking and online photo storage.*

## Chapter 4 : Microsoft Word Tutorialâ€”Free & Online

*3 USING MICROSOFT WORD A word processor is a computer program used to create and print text documents that might otherwise be prepared on a typewriter. The key advantage of a word processor is its ability to.*

## Chapter 5 : Microsoft Office Basic, Standard, Small Business, Professional and Ultimate â€” Comparison

*Microsoft Office Basic is the essential, preinstalled software suite for homes and small businesses with new computers that enables you to quickly and easily create great-looking documents and spreadsheets and manage e-mail.*

## Chapter 6 : Download Office | Office Product Key

*microsoft office basic free download - Microsoft Office Basic , Microsoft Office Outlook , Microsoft Office Professional , and many more programs.*

## Chapter 7 : Where can I download Microsoft Office Basic??? - Microsoft Community

*Acquire the essential skills needed for producing professional work using Microsoft Access, Excel, PowerPoint, and Word in the Office suite.*

## Chapter 8 : Free Word Tutorial at GCFGlobal

*Lesson 10 POWERPOINT BEYOND THE BASICS Interactive, non-linear slide shows ESSENTIAL Microsoft Office Tutorials for Teachers A summary of the.*

## Chapter 9 : Free Office Tutorials at GCFGlobal

*3 USING MICROSOFT POWERPOINT Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is.*