

MS Office Essentials for Small Business

Beverly Pierce, GSI, MCCT Acuity Learning & Technology

Small business owner since 2022

Technology since forever

Training for more than 20 years

Curriculum development

Instructional Design



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One-Time Purchase



Office Professional 2021

Microsoft Corporation

For 1 PC For 1 person

- One-time purchase for 1 PC
- Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access
- Microsoft support included for first 60 days at no extra cost
- Compatible with Windows 11 and Windows 10*
- Works with Microsoft Teams

*Go to aka.ms/systemrequirements for compatible versions of Windows 11 and Windows 10 and for other feature requirements.

\$439.99

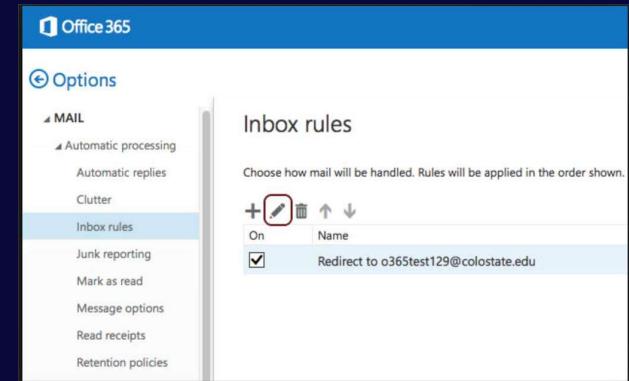
[Buy now](#)

Great for startups	Most popular	Enterprise-level security	Excludes chat, meeting, and calling
<p>Microsoft 365 Business Basic</p> <p>\$6.00 user/month</p> <p>(Annual subscription—auto renews)¹</p> <p>Buy now</p> <p>Try free for one month ² ></p> <p>Start with web and mobile apps</p> <ul style="list-style-type: none"> ✓ Web and mobile versions of Word, Excel, and PowerPoint ✓ Chat, calling, and meeting with Teams from laptop, tablet, or phone ✓ Appointment booking and management with Microsoft Bookings ✓ Project management tools including Microsoft Forms, Lists, and Planner ✓ 1 TB of cloud storage per user ✓ Business-class email (name@yourbusiness.com) ✓ Standard security ✓ Anytime phone and web support <p>Web and mobile apps and services:</p>	<p>Microsoft 365 Business Standard</p> <p>\$12.50 user/month</p> <p>(Annual subscription—auto renews)¹</p> <p>Buy now</p> <p>Try free for one month ² ></p> <p>You get Business Basic, plus:</p> <ul style="list-style-type: none"> ✓ Installable desktop apps including Word, Excel, and PowerPoint ✓ Ability to work offline and upload changes to cloud when you reconnect ✓ Tools for creating marketing materials with Microsoft Publisher ✓ Hosting capabilities for webinars and large meetings ✓ Attendee registration and reporting tools for webinars ✓ Database and data visualization with Microsoft Access ✓ Anytime phone and web support <p>Desktop, web, and mobile apps and services:</p>	<p>Microsoft 365 Business Premium</p> <p>\$22.00 user/month</p> <p>(Annual subscription—auto renews)¹</p> <p>Buy now</p> <p>Try free for one month ² ></p> <p>You get Business Standard, plus:</p> <ul style="list-style-type: none"> ✓ Device management ✓ Ability to remotely wipe lost or stolen devices ✓ Advanced security tools and features ✓ Controlled access to company data ✓ Cyberthreat protection <p>Access to advanced IT support is recommended.</p> <p>Desktop, web, and mobile apps and services:</p>	<p>Microsoft 365 Apps for business</p> <p>\$8.25 user/month</p> <p>(Annual subscription—auto renews)¹</p> <p>Buy now</p> <p>Try free for one month ² ></p> <p>Excludes chat, meeting, and calling</p> <ul style="list-style-type: none"> ✓ Installable desktop apps including Word, Excel, PowerPoint, and Outlook ✓ 1 TB of cloud storage per user ✓ Standard security ✓ Anytime phone and web support <p>Desktop, web, and mobile apps and services:</p>

Outlook



Outlook



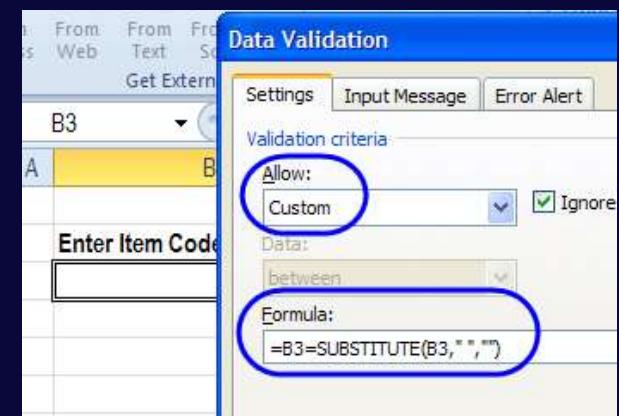
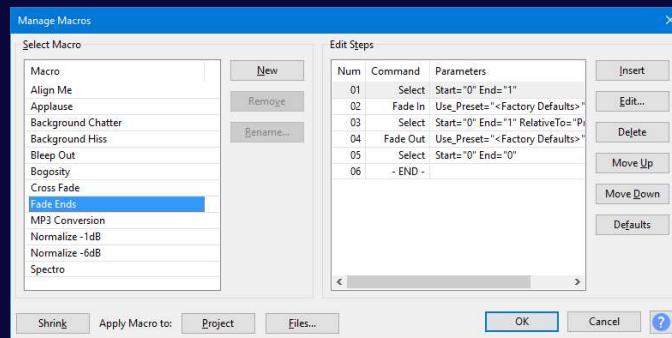
Excel

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			

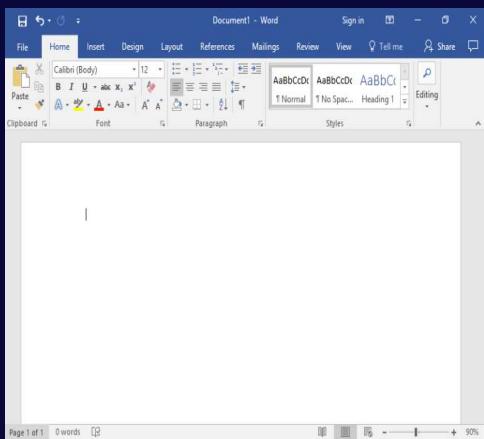
Simulation	1
N	=COUNT(B10:B16000)
SD	=STDEV(B10:B16000)
SE	=B3/SQRT(B2)
t	=TINV(1-alpha,B2-1)
Out?	=IF(OR(B7<Mu, B8 > Mu), 3.5, 0)
UCL	=B9 + B5*B4
LCL	=B9 - B5 * B4
Mean	=AVERAGE(B10:B16000)
Values	=NORMSINV(RAND()) * Sigma + Mu =NORMSINV(RAND()) * Sigma + Mu =NORMSINV(RAND()) * Sigma + Mu



Excel



Word



Text Formatting

Video provides a **powerful** way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Reading is easier, too, in the new *Reading* view. You can collapse parts of the document and focus on the text you want. *If you need to stop reading before you reach the end, Word remembers where you left off* - even on another device.

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PowerPoint



OneNote



Teams



Benefits

- Professionalism
- Productivity
- Collaboration

Summarize

- Accessibility
- Integration



Internet Marketing Basics

Details 0.5 CEUs



Marketing 101

Details 0.9 CEUs



Advertising, Marketing and Sales Writing

Details 1.2 CEUs



Marketing for Small Business
101

Details 0.7 CEUs