



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

\$439.99

[Buy now](#)

- 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.

Great for startups

Microsoft 365 Business Basic

\$6.00

user/month

(Annual subscription—auto renews)¹

[Buy now](#)

[Try free for one month² >](#)

Start with web and mobile apps

- ✓ 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](#), Microsoft [Lists](#), and Microsoft [Planner](#)
- ✓ 1 TB of cloud storage per user
- ✓ Business-class email (name@yourbusiness.com)
- ✓ Standard security
- ✓ Anytime phone and web support

Web and mobile apps and services:

Most popular

Microsoft 365 Business Standard

\$12.50

user/month

(Annual subscription—auto renews)¹

[Buy now](#)

[Try free for one month² >](#)

You get Business Basic, plus:

- ✓ 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

Desktop, web, and mobile apps and services:

Enterprise-level security

Microsoft 365 Business Premium

\$22.00

user/month

(Annual subscription—auto renews)¹

[Buy now](#)

[Try free for one month² >](#)

You get Business Standard, plus:

- ✓ Device management
- ✓ Ability to remotely wipe lost or stolen devices
- ✓ Advanced security tools and features
- ✓ Controlled access to company data
- ✓ Cyberthreat protection

Access to advanced IT support is recommended.

Desktop, web, and mobile apps and services:

Excludes chat, meeting, and calling

Microsoft 365 Apps for business

\$8.25

user/month

(Annual subscription—auto renews)¹

[Buy now](#)

[Try free for one month² >](#)

Excludes chat, meeting, and calling

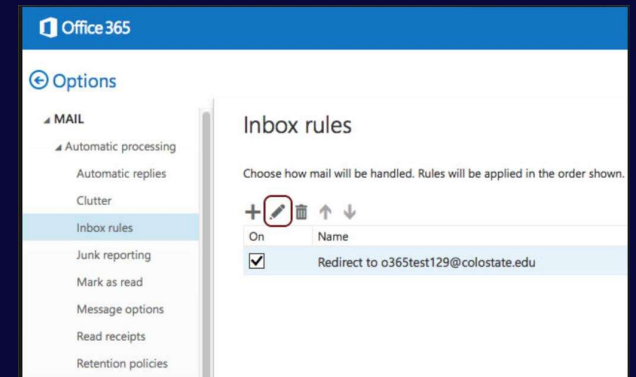
- ✓ Installable desktop apps including Word, Excel, PowerPoint, and Outlook
- ✓ 1 TB of cloud storage per user
- ✓ Standard security
- ✓ Anytime phone and web support

Desktop, web, and mobile apps and services:

Outlook



Outlook



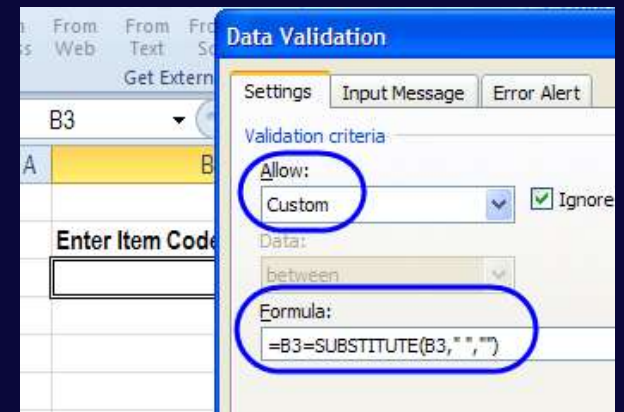
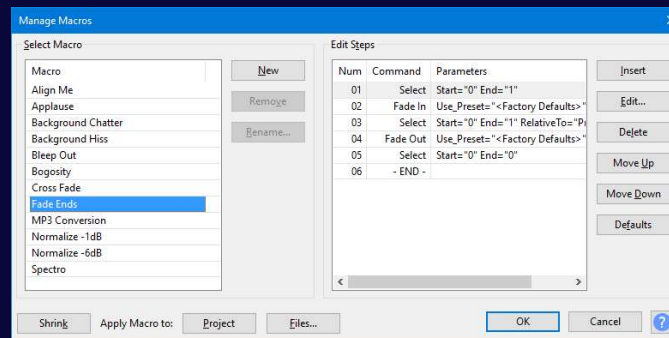
Excel

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			

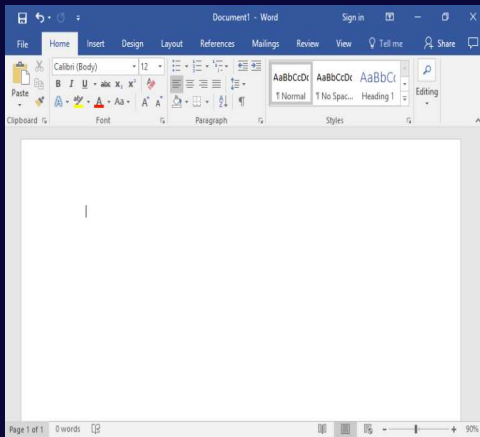
Simulation	1
N	=COUNT(B10:B16000)
SD	=STDEV(B10:B16000)
SE	=B3/SQRT(B2)
t	=TINV(1-alpha,B2-1)
Out?	=IF(OR(B7<Mu, B8 > Mu), 3.5, 0)
UCL	=B9 + B5*B4
LCL	=B9 - B5 * B4
Mean	=AVERAGE(B10:B16000)
Values	=NORMSINV(RAND()) * Sigma + Mu
	=NORMSINV(RAND()) * Sigma + Mu
	=NORMSINV(RAND()) * Sigma + Mu



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