

Microsoft 365 – Apps for Enterprise

Microsoft 365 Apps for Enterprise is replacing the Microsoft Office version which is currently installed on your PC/Laptop. Most commonly this will be Microsoft Office 2010 Professional Plus. M365 Apps for Enterprise provides the latest Office functionality from Microsoft. This quick reference guide will direct you through some of the visual and functional changes in Word, Excel and Powerpoint.

Quick Reference Guide

Quick Access Toolbar – 2010 vs M365

Word 2010		Word 365	
Excel 2010		Excel 365	
PowerPoint 2010		PowerPoint 365	

Autosave toggle – can be switched on so that changes are automatically saved to prevent loss of work.

Save, undo and redo have the same functionality but look different.

PowerPoint only – Start slide show from first slide (F5 key can also be used).

Touch/Mouse mode allows the user to space out the ribbon menu - useful when a touch screen is used (see screenshots below for difference).

Optimize spacing between commands

Mouse
Standard ribbon and commands. Optimized for use with mouse.

Touch
More space between commands. Optimized for use with touch.

Minimise, Maximise and Close – Visual changes and new account information feature.

Account information – Users can access their account information which is linked to Microsoft Office Online.

Rebecca Lloyd-Wood
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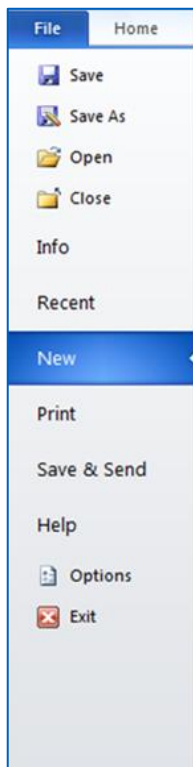
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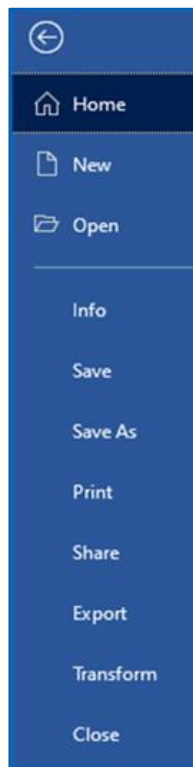
Rebecca Lloyd-Wo...
 Rebecca.Lloyd-Wood@imersey...
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File Menu – 2010 vs Office 365

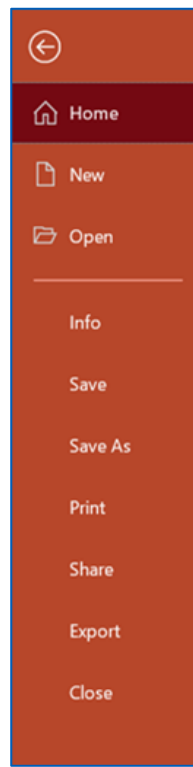
Word, Excel
PowerPoint 2010



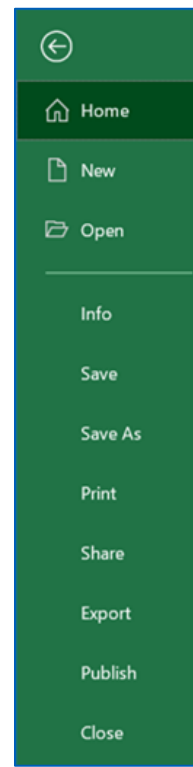
Word 365



PowerPoint 365



Excel 365



Visually the File menu looks different across all 3 applications and there are some new features to to be aware of.

Features	Word 365	PowerPoint 365	Excel 365
Share	✓	✓	✓
Export	✓	✓	✓
Transform	✓		
Publish			✓

Share – Documents can be shared with others and permission can be given for them to edit the document (this is only available to users with OneDrive).

Export – Gives users the option to export as PDF/XPS or change the file format (this can also be done via Save As).

Transform – Turns word documents into a web page. Only available to use with Sway (Office Online App).

Publish - Create and share visual reports and dashboards. Only available to use with Power BI (Office Online App).

To book training or speak to a trainer, please get in touch via:
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