

## Microsoft Office

Microsoft Office is a collection of programs from Microsoft. The programs included in Office vary, depending on which version of Microsoft Office you have, however, Office may include programs such as Word, Excel, PowerPoint, OneNote, Access, Outlook, and Publisher.

### Summary

	<b>Online Office Apps (Microsoft 365 for the web)</b>	<b>Desktop Version of Office</b>
How to access:	Office.com, use the App Launcher button at other Microsoft websites. You must have a Microsoft account. Students at Lamar are provided a Microsoft account.	Two ways to obtain the desktop version of Office: 1. Subscription to Microsoft 365, or 2. One-time Purchase  Note: LSCPA can provide you with a subscription to Microsoft 365 for FREE
How is the Office program named?	Microsoft 365 for the web	1. Subscription: Microsoft 365 2. OneTime Purchase: named after the year it was purchased. For example, <b>Office Home &amp; Student 2021</b>
Do I need to install it on my computer?	No. Just use your web browser	Yes. You must download and install it
Is it free?	Yes	Normally it is <b>not</b> free. However, LSCPA has an agreement with Microsoft which allows you to install the desktop Office for free! Yay!
<b>Will it be sufficient to use for this class:</b>	<b>No</b>	<b>Yes</b>

### Two Ways to get Office for Your Desktop: Subscription or One-time Purchase.

**Note:** Office for the “desktop” means Office for a computer (such as a PC or Mac). It will come as an app which you install on the computer. This is different than the Office online apps or the Office apps for mobile devices.

You can purchase Office as a **subscription** or you can purchase it as a **one-time purchase**. With a subscription, your software will stay updated as long as maintain your subscription. With a one-time purchase, you buy the software once and it is yours forever, but you will not get updates to new versions.

**Office as a Subscription:** When you see Office referred to as **Microsoft 365**, it refers to a **subscription** for Office. Note that Microsoft 365 was previously called Office 365. You may still see it called “Office 365” in many places. The latest version of Microsoft Office for the PC is Office 2021. Because Microsoft 365 is a subscription, if you already have Microsoft 365, you can upgrade it to the latest version (Office 2021). So, your Microsoft 365 subscription will allow you to run Office 2021. So, Microsoft 365 is a subscription which includes the individual programs Excel 2021, Word 2021, etc.

**Office as a one-time purchase:** Microsoft uses “365” to refer to Office *subscriptions*, but they don’t have a term for the one-time purchase of Office. Instead, to determine if it is a one-time purchase you have to look at the title of the package. If it has the version (such as 2021) in the title, it is normally referring to one-time purchase. For example, **Office Home & Student 2021**, it is a one-time purchase and **not** a recurring subscription. Notice it has 2021 in the title. Whereas, **Microsoft 365 Home**, would be a subscription. Notice it has 365 in the title. Check out the options [here](#) and you can see the different ways subscriptions and one-time purchases differ. If you want more information, read this article on [Microsoft 365](#) from Wikipedia and/or watch this video, [What is the Difference Between Office 365 and Office 2021](#).

**Note for Mac Users:** there are some differences in Mac and PC versions of Office. For example, certain components, such as themes and styles, may not be available on the Mac. Certain menus may look different. Most everything should work fine for our assignments. However, if you experience problems, you should consider opening your document in Office on an LSCPA computer (for example, in a classroom or in the library computer lab) and then completing the assignment using the campus version of Office. Also, note that **the free version of Office from LSCPA for Macs does not come with Microsoft Access. We will use Microsoft Access in the course, so you will need some way of getting access to Access for that portion of the class.** (for example, go to the campus computer lab)

## Office Online vs the Desktop Version of Office

There are Microsoft Office programs which you can access on the web for free. You use your phone or your computer’s browser to use them. However, **these online versions of the Microsoft apps are different from the desktop version of Microsoft Office. The Microsoft Office programs online are very limited compared to the desktop versions of Office. Microsoft Office online programs are not sufficient for completing the assignments for this course. You will need to obtain the desktop version of Office** -- see the section above, **Two Ways to get Office for Your Desktop: Subscription or One-time Purchase.**

To access the online versions of Office, you must have a Microsoft account. All LSCPA students already have a school Microsoft account. You can also get your own personal Microsoft account (we will do this later in the course). You may not have noticed, but when you are accessing your email, you are actually using your Microsoft account. Lamar keeps your student login name and password synched with your Microsoft account. The online version of the Microsoft Office apps are accessible via your Lamar Microsoft account when you are

in email. You access them via the App Launcher button



**BUT, again, DON’T use the online apps for your assignments. Get the desktop version and install it on your computer**

**Office apps for Mobile Devices** One other note, there are also Office apps you can install on your mobile device. **However, these apps are also very limited. Here is more info on the Office mobile apps:** [What you can do in the Office apps on mobile devices with a Microsoft 365 subscription](#)

## Older Versions of Office

If you have a Microsoft 365 subscription, you don’t need to worry about the version of Office. Your Office program will always be the latest. However, if you’ve purchased a **onetime purchase of Office**, it will be the version, based on when it was purchased. As of this time (Feb 2024), the latest version of Office is Office

2021. Prior to Office 2021, it was Office 2019, prior to that was Office 2016 and before that is was Office 2013 (for the PC) and Office 2011 (for the Mac). Many of the examples, videos, and references I give you, may use older versions of Office. Most all of the tasks are done similarly in all these recent versions of Office. For the assignments in this class, you may use any version later than 2013.. Note: for exams, you will be required to use Office installed in the classroom.

## Options for Obtaining the Desktop version of Microsoft Office

Here are options for getting Microsoft Office:

1. <<<<**RECOMMENDED**>>>> **Get Microsoft 365 from Lamar State College Port Arthur for free.** This is **free** through the college, but only accessible until you graduate. To install, follow the instructions here: [LSCPA - Microsoft Office 365 ProPlus for Students](#)
2. **Office 365 Education.** This is free to students and is accessible **after you graduate** . LSCPA Students will keep their accounts forever AS LONG AS THEY LOGIN AT LEAST ONCE A YEAR. Email accounts that have not logged in for over 365 days are deleted. For more info, visit this link [.https://www.microsoft.com/en-us/education/products/office/default.aspx](https://www.microsoft.com/en-us/education/products/office/default.aspx)
3. One-time Purchase of Office (non-subscription, no upgrades) see this [link](#) to compare and purchase from Microsoft Note: Office Home & Student 2021 does NOT include Microsoft Access, which we will use in this course.