

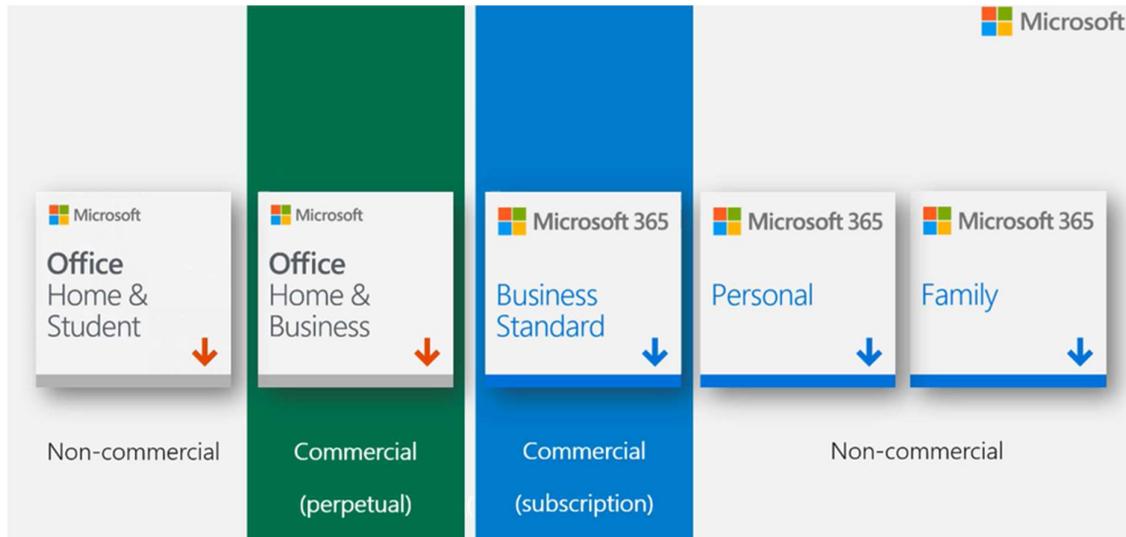
# Microsoft Office Home & Business 2021

## Why Office Home & Business 2021?

- Enhanced performance and **new features across the Microsoft Office 2021 suite**
- Rich accessibility features and **UI improvements**
- **Select features and security updates** with the Microsoft Modern Lifecycle Policy



## Microsoft Office Family



## Office Home & Business 2021 is the choice for customers that:

### Want a simple way to organize their businesses

Many **SMBs (small or medium-sized businesses)** have simple use cases that are best served by a **simple and secure way to create content, collaborate** with others, and organize their businesses.

### Prefer licensed software

Some small businesses prefer the **simplicity of owning the license** for the apps installed on their devices.

### Are in regulated industries

Certain **regulated businesses** prefer or are **required to use installed software** for **security** reasons.

### Supplement with other apps

Some businesses use Office Home & Business 2021 as a **supplement to other products when working with customers** or partners that use *Microsoft 365* or other *Office apps*



## Product differentiation

	Best Feature set	
	Microsoft 365 Business Standard	Office 2021 Home & Business
<b>Core Office apps</b>	Premium Office apps	Classic Office apps
<b>Additional Office apps</b>	Outlook, Access and Publisher*	Outlook
<b>Business apps</b>	Bookings	Not included
<b>Premium business services</b>	Exchange, SharePoint, Microsoft Teams, Yammer	Not Included
<b>Installations</b>	Up to 5 PCs/Macs, 5 tablets, and 5 smartphones for 1 person	1 PC/Mac
<b>Extra storage</b>	1 TB of OneDrive storage per user	Not included
<b>Support</b>	Technical & billing support throughout subscription period	Installation only (60 days)
<b>Payment</b>	Annual fee	One-time cost

# Which product is right for SMB customers?

### Microsoft 365 premium subscription

Includes all the Premium versions of all Office applications offline & online



**Personal**

A 12-month subscription for 1 person

PC, Mac, iPad, iPhone and Android Phone

1TB cloud storage

Advanced security

Apps with premium features & latest updates:

Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Editor



**Family**

A 12-month subscription for up to 6 people

PC, Mac, iPad, iPhone and Android Phone

1TB cloud storage

Advanced security

Apps with premium features & latest updates:

Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Editor, FamilySafety



**Business Standard**

A 12-month subscription for 1 person

PC, Mac, iPad, iPhone and Android Phone

1TB cloud storage

Advanced security

Apps with premium features & latest updates:

Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Editor, Microsoft, Exchange, SharePoint

### One-time purchase

Includes the Classic version of the Office applications



**Home & Student**

One-time purchase for 1 person

Install on 1 device PC or Mac

Classic Office apps: Word, Excel, PowerPoint



**Home & Business**

One-time purchase for 1 person

Install on 1 device PC or Mac

Classic Office apps: Word, Excel, PowerPoint, Outlook

Office 2021 will have lighter enhancement and additional features vs. Office 2019/2016

*\*No change in price*



<https://support.microsoft.com/en-us/office/what-s-new-in-office-2021>

		Office 2016	Office 2019	Office 2021	Microsoft 365
<b>1</b> Create Content	Smart Lock up, TellMe	•	•	•	•
	Completeness of story: Ink effects (e.g., ink replay), SVG support		•	Enhanced	•
	Input option: Points/eraser, Ruler, Lasso, Selection		•	Enhanced	•
	PowerPoint: Morph, Zoom, Record narrations		•	•	•
	3D rendering and manipulation (WOXP)		•	•	•
	Outlook: Translator <sup>1</sup> , People and Calendar, Contact cards		•	•	•
	Basic content: Templates, Photos, Fonts, Icons		•	•	•
	Black theme and Link gallery (WOXP), Sharing coherence (WOXP), Learning tools (W), Focused Inbox (O)		•	•	•
	Animated GIFs			New	•
	Outlook: Ink, Search			New	•
<b>2</b> Track & Organize	Additional content: 880 icons, 45 videos, and 40 stickers added			New	•
	New functions and data connectors in Excel		•	•	•
	New funnel, 2D Map and other charts		•	•	•
	New functions in Excel: Unique, Sequence, Randomize, filter, sort, sort by			New	•
	Dynamic Arrays			New	•
	XLOOKUP			New	•
<b>3</b> Collaboration	"Read" data types			New	•
	Simplified document sharing, Co-authoring (W,P)	•	•	•	•
	Co-authoring (O), AutoSave (W), Sharing coherence in WOXP		•	•	•
	Outlook: @mentions, Modern Attachments, MRU documents list		•	•	•
	Real-time editing			New	•
<b>4</b> Accessibility	"While you were away" message			New	•
	@mentions added to Word, Excel, and PowerPoint			New	•
	Immersive Reader (W), Alt-text captions		•	Enhanced	•
	Accessibility Checker and Reader (P)			New	•
				New	•

# Features & benefits Walkthrough

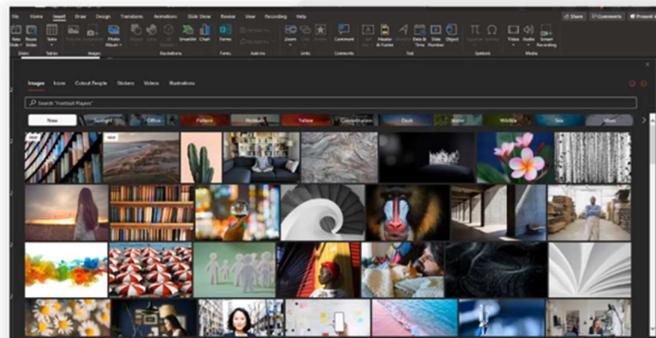
## Content Library\*

This enhanced feature gives customers access to a library of high-quality, diverse, and expressive content.

The Content Library offers 880 icons, 40 stickers, and 50 videos that help customers create more engaging documents, presentations, spreadsheets, and emails.

This feature will be available in Word, Excel, PowerPoint, and Outlook.

\*This feature is coming soon as a Modern Lifecycle Policy update.

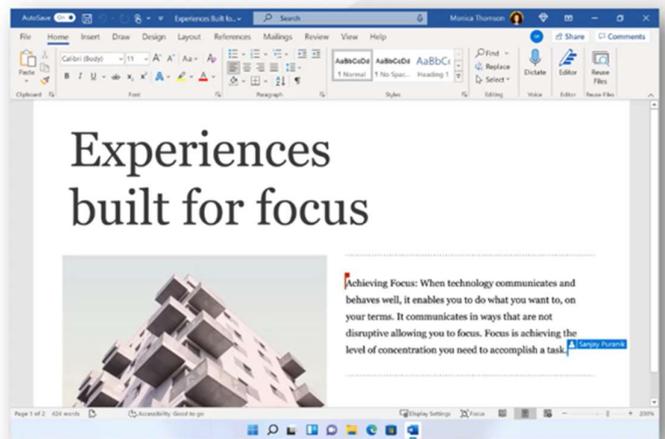


## Co-author documents

Saves time by working on the same document in real time

Your customers will see who is currently working in the document and the changes they're making right when they're making them.

This feature is available in Word, Excel, and PowerPoint.



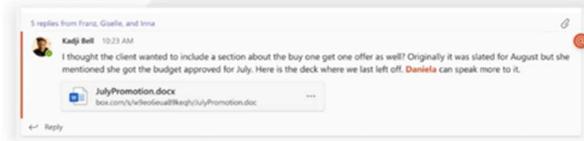
## @mentions\*

This feature makes it easy to initiate conversations.

Customers can comment on a document, presentation, or spreadsheet using the at sign (@) when entering a name. The person mentioned will receive an email with a link to the comment. By clicking the link, they can access the document and review and respond to the comment. This streamlines workflows and reduces the number of emails that need to be sent.

This feature will be available in Word, Excel, and PowerPoint.

\*Documents must be saved in OneDrive to take advantage of this feature. The @mention feature will be available at a later date. See [Lifecycle FAQ: Modern Policy](#) for more details.



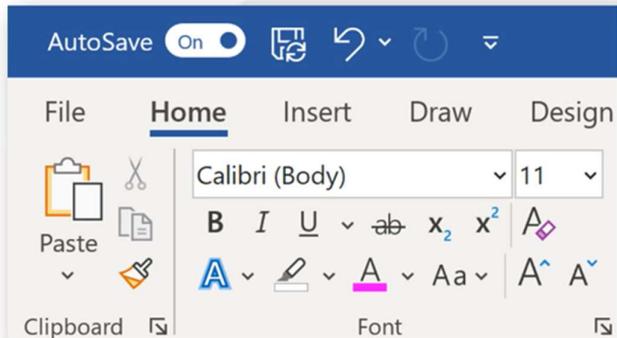
## AutoSave

Save your changes as they happen

AutoSave is a new feature that gives your customers peace of mind.

It's enabled by default when a file is stored in Microsoft OneDrive, OneDrive for Business, or SharePoint Online.

This feature is available in Word, Excel, and PowerPoint.

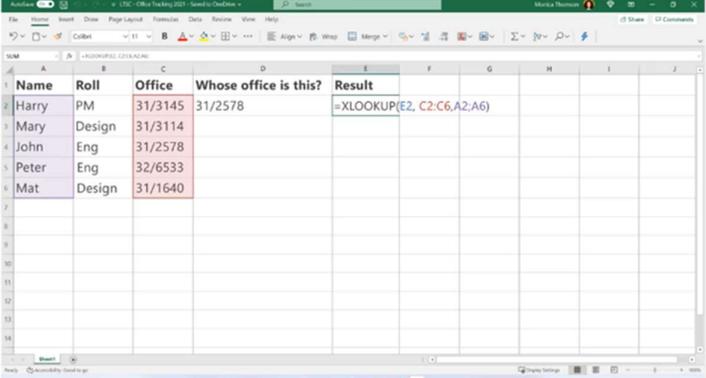


## XLOOKUP

XLOOKUP is a new feature that enables customers to find what they need, no matter what side the return column is on.

Customers get results from different rows, unlike with HLOOKUP. Exact matches are returned by default, or customers can set the array search order without sorting data first.

This feature is available in Excel.



The screenshot shows an Excel spreadsheet with the following data:

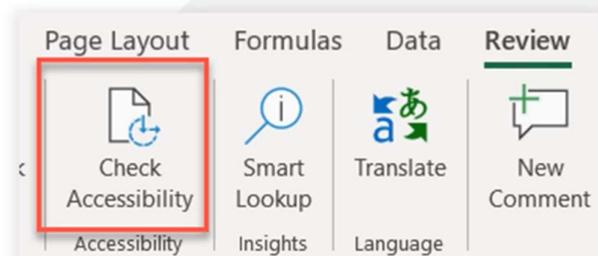
Name	Roll	Office	Whose office is this?	Result
Harry	PM	31/3145	31/2578	=XLOOKUP(E2, C2:C6, A2:A6)
Mary	Design	31/3114		
John	Eng	31/2578		
Peter	Eng	32/6533		
Mat	Design	31/1640		

## Accessibility Ribbon\*

The Accessibility Ribbon helps ensure content is easy for people of all abilities to read and edit. Customers can click **Check Accessibility** before they send an email message or share a document or spreadsheet.

This feature is available in Word, Excel, PowerPoint, and Outlook.

\*This feature is coming soon as a Modern Lifecycle Policy update.



## Immersive Reader

The Immersive Reader tool can help improve reading and writing comprehension for all members of a customer's team, regardless of age or ability.

It can increase fluency for English language learners or readers of other languages. It builds confidence for emerging readers, offers text decoding solutions for individuals with learning differences, and translates to more than 60 languages.

This feature is available in Microsoft Lens, Teams, Forms, Outlook, OneNote, Flipgrid, Edge, and Word.

