

Student Achievement Workshop
(Technology Series)

Microsoft Office

Student Achievement Workshop Series
Academic Support and Achievement Center
Mt. San Antonio College
6-101

Overview:

Microsoft Office is a suite of bundled software programs to help you be a productive student. This workshop will familiarize participants with what they need to know to access MS Office, how to become proficient in the more popular MS Office software programs, and how to access help with buying or navigating MS Office.

Learning Outcomes:

Students will:

- Name the primary software programs included in MS Office
- Explain the purpose of less familiar software programs available
- Describe the difference between installed and subscription-based program
- Identify options students have for using MS Office programs
- Find resources to help them become proficient with MS Office

Microsoft Office – What is It?

Microsoft Office is a package of software programs designed to improve your productivity. There are several versions of MS Office that can either be installed on your computer or accessed from the internet and operates on Windows-based or OIS (Mac) operating systems. It comes in several different versions, that contain different programs based on intended users.

What Does It Include?

Different versions are likely to have different programs included for the price you pay. Most all versions will have at least the most commonly-used programs. For additional cost, you can access versions with the not-so-common applications, and/or some newer productivity tools. Before making a financial commitment to a specific version of Office, make sure it is in the format (installed vs. online), operates on the correct operating system (Windows vs Mac), and contains all of the programs you want. If it turns out that you need an additional program that was not originally included when you first got your MS Office suite, you can buy a stand-alone software package.

What is the Difference Between Subscription and Installed Programs?

The Cloud is also known as G-Drive and air cloud. Basically, the Cloud is a way to store data, documents, music, photos, etc. on internet servers instead of your personal computer. There are a few advantages to using the Cloud.

Microsoft 365: Advantages of Cloud-based programs:

<https://support.office.com/en-us/article/what-s-the-difference-between-office-365-and-office-2016-ed447ebf-6060-46f9-9e90-a239bd27eb96?ui=en-US&rs=en-US&ad=US>

1. Your data is backed up in case your computer or device fails. You won't need to panic when your computer crashes because of lost files. If they are on the cloud, all you need to do is access your cloud account to get copies of those files.
2. Anything stored on the Cloud can be accessed from any internet-connected device, such as your computer, phone, tablet, or a public computer at a campus computer lab. That

way, if you forget that important document for class, you can still access it while you are away from home.

3. It provides you with unlimited storage potential. You don't ever need to worry about using up the storage on your hard drive, and thus needing to delete files to make space, or upgrading your computer.
4. Some cloud computing applications, such as OneDrive, allow you to share documents with others. That way you can share your group project files with your classmates.
5. You don't need to worry about updating or upgrading your cloud-based programs because the service provider does that for you.
6. Less expensive to get started. Some programs are free to install. MS Office can be used for as little as \$5.00 a month.

Advantages of Installed Programs:

1. Privacy – your documents are stored on your own computer – not on the company's servers, so you don't need to worry about someone else accessing your documents.
2. No monthly maintenance fees. You will pay more up front, but you won't pay a monthly fee to access. You may only need to pay additional fees when you upgrade to the latest version of the software.
3. Does not need access to the internet. Your software is installed on your hard drive, so you can operate your program regardless of access, internet outages, lack of Wi-Fi, etc.
4. Does not use your monthly data allowance from your internet data program. This can potentially save you money.
5. Your computer may be more responsive and faster if you have a slow internet connection.

To see how the cloud works, watch the following video:

<https://www.youtube.com/watch?v=gu4FYsFeWqg>

Most Common MS Office Programs

Most versions of MS Office will include at least the following programs:

- **Word:** Microsoft Word is simply the most common and well-known word processing software that allows you to type professional documents. https://support.office.com/en-us/article/create-a-document-in-word-2016-aafc163a-3a06-45a9-b451-cb7250dcbaa1?wt.mc_id=otc_word&ui=en-US&rs=en-US&ad=US
- **Excel:** This program is the most popular spreadsheet program that to makes it possible to analyze, manage, and share information. <https://support.office.com/en-us/article/video-what-is-excel-842fb550-07cb-42d1-9a9f-c55789efed57>
- **PowerPoint:** This program allows you to make professional-looking presentations, such as what your teachers of expect. <https://support.office.com/en-us/article/video-what-is-powerpoint-5f9cc860-d199-4d85-ad1b-4b74018acf5b>
- **Outlook:** Email, calendars and contacts working together. <https://www.youtube.com/watch?v=5GnGEPc2Mi0>

Not as Common Programs:

The following programs are typically not used as much, so sometimes you can buy a cheaper version of MS Office that does not include these programs.

- **Publisher:** This is a 'lay persons' version of desktop publishing software. Unless you are a graphic design or other art major, this software should be sufficient for creating most publications such as flyers, newsletters, letterhead, etc.
<https://www.youtube.com/watch?v=voTUnZ0bdZY>
- **Access:** This program is a database that allows you ways to track and analyze large amounts of in-depth information. <https://www.youtube.com/watch?v=eXiCza050ug>
- **OneNote:** This program allows you to Capture text, images, video and audio notes with OneNote to keep your thoughts, ideas, and important information readily available.
<https://support.office.com/en-us/article/Video-Introducing-OneNote-EE2A7EFE-2EAA-4A41-95F6-227BEF598EF4>

Newer Programs

- **Skype:** Online video phone calling.
- **OneDrive:** This is MS Office's cloud-based storage drive and file sharing.
<https://www.youtube.com/watch?v=n68uDe4Q-QU>
- **Teams:** A collaboration tool that allows you to work online with others.
<https://www.youtube.com/watch?v=nKU-FMzZFF0>
- **Sway:** A digital story-telling app that allows you to create interactive reports.
https://www.youtube.com/watch?v=92IF_ogfjxI
- **Forms:** An app that allows you to quickly make surveys, quizzes, questionnaires, etc.
<https://www.youtube.com/watch?v=Unbrj459OtI>

The list continues to grow as Microsoft continues to develop new productivity tools. The following links offer training resources for many of Microsoft applications.

https://support.office.com/en-us/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US#ID0EAADAAA=Home and Student

https://support.office.com/en-us/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US#ID0EAADAAA=Home and Student

Where to Access MS Office

As a student at Mt. SAC, you have several ways to access the various MS Office programs. You can go to a campus computer lab, you can install the software on your device, or you can subscribe to it online.

Campus Computer Labs

If you don't have a computer, or a specific software program to get your school work done, you can always go to one of the campus computer labs (see below) and use their software programs for free. Usually, you will only pay for any printing you do.

Buy Software to Install (or Download) on Your Computer

You can make a one-time purchase of the software to install onto your computer or device. Purchase prices can vary greatly, costing up to \$500 for the whole package. Fortunately, as a community college student, you have access to greatly discounted prices through CollegeBuys.org (see below). You can get a complete copy of Microsoft Office for about \$40.00. You can also buy the software at your local retail store, or directly from Microsoft Office website.

Subscribe to Cloud-based MS Office

As mentioned above, individuals can just pay a low monthly fee to use Microsoft Office. The following link gives information about your subscription options.

<https://products.office.com/en-us/compare-all-microsoft-office-products?tab=2>

If you want more information, about the difference between MS Office 2016 and MS Office 365 you can learn more. The following link has a great in-depth comparison between Office 2016 (installed) and Office 365 (subscription).

<https://support.office.com/en-us/article/what-s-the-difference-between-office-365-and-office-2016-ed447ebf-6060-46f9-9e90-a239bd27eb96?ui=en-US&rs=en-US&ad=US>

Get the Apps

Microsoft Office does not have its own app, but each of the individual programs can be downloaded to your mobile device. If you want to download the individual apps then go to your app store on your phone and type in the name of the program. You should be able to find a link for those products.

Getting More Help

Do you still need more help?

Computer Lab Technician

Still need help with Microsoft Office? Come to the Learning Lab (computer lab room) in Building 6, Room 101 and ask a technician for individualized help.

Campus Help Desk

If you still need more help, you can contact the Mt. SAC Help Desk at (909) 274-4357.

<http://www.mtsac.edu/it/>

Take a Class

If you want more detailed proficiency in Microsoft Office, consider taking a class here at Mt. SAC. Go to the campus catalog for more information.

<http://catalog.mtsac.edu/programs/coursesaz/cisb/>

Credit-based classes:

- CISB 15 Microcomputer Applications
- CISB 16 Macintosh Applications
- CISB 21 Microsoft Excel

SAW: Microsoft Office

- CISB 31 Microsoft Word
- CISB 51 Microsoft PowerPoint
-

Or you can take non-credit classes:

- VOC BCPP1 - PowerPoint Basics 1
- VOC BCPP2 - PowerPoint Basics 2
- VOC CPBC2 - Basic Computing - Level 2
- VOC CPBE1 - Basic Excel - Level 1
- VOC CPBE2 - Basic Excel 2
- VOC CPBE2 - Basic Excel 2
- VOC CPBE3 - Basic Excel 3
- VOC CSB15 - Microcomputer Applications

Other Resources:

Do you not have access to the hardware and/or software you need to get your homework done? Don't stress because there is support for your technology needs.

On Campus Computer Labs

Mt. SAC has several campus computer labs where you can use their computer equipment, software and print your documents. Most of these resources (except printing) are free for eligible students to use. Be sure to bring your student ID cards because most of these labs require it to use their equipment.

<http://www.mtsac.edu/computerlabs/>

Technology Purchase Discounts

Need to buy technology and/or software? CollegeBuys.org is a great resource for getting discounts on technology, software, and accessories.

<http://foundationccc.org/CollegeBuys>

Summary

Microsoft Office is a suite of bundled software programs to help you be a productive student. This workshop will familiarize participants with what they need to know to access MS Office, how to become proficient in the more popular MS Office software programs, and how to access help with buying or navigating MS Office.

Reflection

What did you learn from this workshop?

How can you use this information this week?
