

Understanding the new Microsoft Office



What's changing?

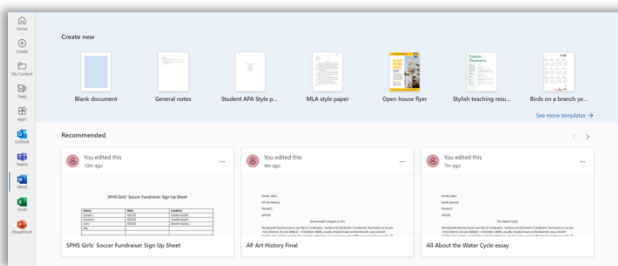
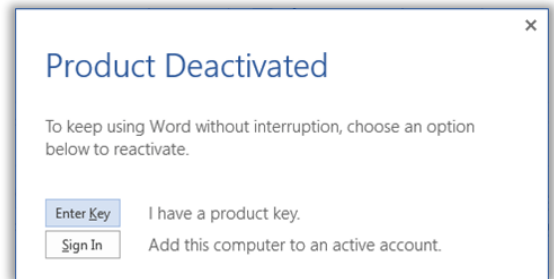
Your Microsoft Office suite is changing. Instead of using apps like Word, Excel, PowerPoint, and Outlook as desktop versions, you will be using the improved online web apps Microsoft provides.

This guide will help you learn about the steps you need to take to use the web apps, and how they'll be different from the desktop app versions you're used to.

What's going to happen?

Effective August 1, 2024, you'll move to the web apps for Word, Excel PowerPoint and Outlook.

At that time, you won't be able to access the desktop versions you're used to. If you try to use your desktop versions, you'll see an error message.



Where will my files go?

Don't worry about losing your files – they'll still be there in the web versions of your apps.

Where are the web apps?

They're right here! Use these links to get to the web versions of Word, Excel, PowerPoint, and Outlook. Save m365.uky.edu to your browser's favorites bar for easy access.



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What's the difference between the web and desktop versions of Office apps?

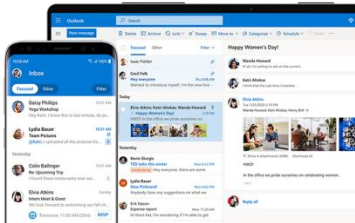
Below are some of the features included in web versions of Word, Excel, PowerPoint, and Outlook.

Outlook



Outlook's web version includes:

- ✓ Focused inbox
- ✓ Attach files
- ✓ Create new folder
- ✓ Flag/follow up
- ✓ Categorize
- ✓ Folders list
- ✓ Signatures
- ✓ And more!



Word



The web app includes:

- ✓ Footnotes & endnotes
- ✓ Immersive reader
- ✓ Font formatting
- ✓ Transcribe
- ✓ Equations
- ✓ Ruler
- ✓ Emojis
- ✓ And more!



Excel



Excel for web has features like:

- ✓ Text formatting
- ✓ AutoSum
- ✓ Data validation
- ✓ Accessibility checker
- ✓ Calculations
- ✓ Tables
- ✓ Surveys
- ✓ And more!



PowerPoint



PowerPoint for web has:

- ✓ Create & manage slides
- ✓ Apply basic transitions & animations
- ✓ Insert online videos
- ✓ Clipboard
- ✓ SmartArt
- ✓ Shapes
- ✓ Slideshow
- ✓ And more!



Compare web and desktop versions of Outlook on [this site](#). For a complete side-by-side comparison of the web versions of Word, Excel, and PowerPoint, use [this link](#).



If you want Office for personal use, [explore discounted Office for students](#) to use at home and store personal files.