

# MS Word

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# General Comments

- ✓ MS Word for Mac has been around since 1985
- ✓ Could be used in organizations grounded in other platforms
- ✓ Translators were needed with older file formats, but not since .doc format was adopted
  - Now uses xml file type (.docx)

# Why Should you Consider MS Word?

- ✓ Full-featured word processor capable of most any kind of document preparation
- ✓ Most likely format to be shared with collaborators
  - Long history of preferred format used in industry and government
  - Most collaborators will be using Windows version which shares file format
- ✓ Best suited for documents with multiple tiered sections
- ✓ Has built-in spell checker, grammar checker, dictionary, and thesaurus
- ✓ Compatible with a wide number of languages including those that go from right to left

# Why Should you **NOT** Consider MS Word

- ✓ Bloated software encumbered by legacy code
- ✓ Does not conform to Mac UI standards
  - UI bogged down with many features you may not need
  - Does not use features of macOS like permissions, spellcheck, dictionary, and Finder defaults
  - Uses its own font location
  - Some past features crippled by Apple's new security restrictions (i.e. sandboxing)
    - ◆ Macros can only write to ~user/Library/Group Containers/UBF8T346G9.Office
  - Overkill for most single users
- ✓ Relatively expensive

# Specialty Features

- ✓ Deep and thorough implementation of Styles
  - Can make a mess if not used correctly
  - Auto numbering in Styles
- ✓ Programable Fields
- ✓ Automatic TOC, Table and Figure listings
- ✓ Headers, Footers and Footnotes can be different in each Section
- ✓ Thorough and flexible find and replace
- ✓ Track Changes feature allows commenting and editing of documents
- ✓ Powerful mail-merge and label generation
- ✓ Powerful macro implementation written in VBA
- ✓ Editable Ribbon in Office 365 using XML
- ✓ Templates can contain
  - Styles, autotext, toolbars and macros

# Differences

- ✓ **Office 365** is a subscription service that ensures you always have the most up-to-date tools from Microsoft. There are Office 365 plans for home and personal use, as well as for small and mid-sized businesses, large enterprises, schools, and nonprofits.
  - All Office 365 plans for home and personal use include Office 2016 with the fully installed Office applications that you're familiar with, like Word, PowerPoint, and Excel, plus extra online storage, ongoing tech support at no extra cost, and more. You can choose to pay for your subscription on a monthly or yearly basis, and the Office 365 Home plan lets you share your subscription with up to four members of your household.
- ✓ **Office 2016** is also sold as a one-time purchase, which means you pay a single, up-front cost to get Office applications for one computer. One-time purchases are available for both PCs (such as Office Home & Student 2016) and Macs (such as Office Home & Student 2016 for Mac). One-time purchases don't have an upgrade option, which means if you plan to upgrade to the next major release, you'll have to buy it at full price.

# Subscription vs Purchase

Office 365	Office 2016
~\$100 for 5 simultaneous users per year	~\$150 one time purchase (no discount on upgrade to Office 2018)
Includes: Word, Excel, PowerPoint, Outlook, OneNote, 1 TB cloud storage, and 60-mins of Skype per user	Includes: Word, Excel, OneNote, and Powerpoint
Editable RibbonX	

# RibbonX

