

OEM Office Cheat Sheet














Premium

With Office 365 you get the premium versions of Word, Excel, PowerPoint, Outlook, and more. Work from anywhere on all your devices and always have the latest up-to-date apps. Plus 1TB of OneDrive storage. Annual or monthly subscription available. The subscription will continue until cancelled.

Classic

Classic versions of the Office apps installed on one PC or Mac with a one-time purchase.

	Office 365 Home	Office 365 Personal	Office Home & Student 2019	Office Home & Business 2019	Office Professional 2019
 Users	Up to 6 people	1 person	1 person	1 person	1 person
 Devices	Works on Windows, Mac, IOS, and Android	Works on Windows, Mac, iOS, and Android	Window or Mac	Window or Mac	Window or Mac
 Word	Premium	Premium	Classic	Classic	Classic
 Excel	Premium	Premium	Classic	Classic	Classic
 PowerPoint	Premium	Premium	Classic	Classic	Classic
 OneNote	Premium	Premium	Classic	Classic	Classic
 Outlook	Premium	Premium		Classic	Classic
 Publisher	Premium	Premium			Classic
 Access					
 OneDrive	Premium	Premium			
 Skype					

OEM Definitions

Preinstall

Devices includes royalty bearing "Office Included" in the price of device.

Office as an attach

Office is marketed as a standalone product for customers to buy and add to their Device.

OEM Preinstallation Kit (OPK)

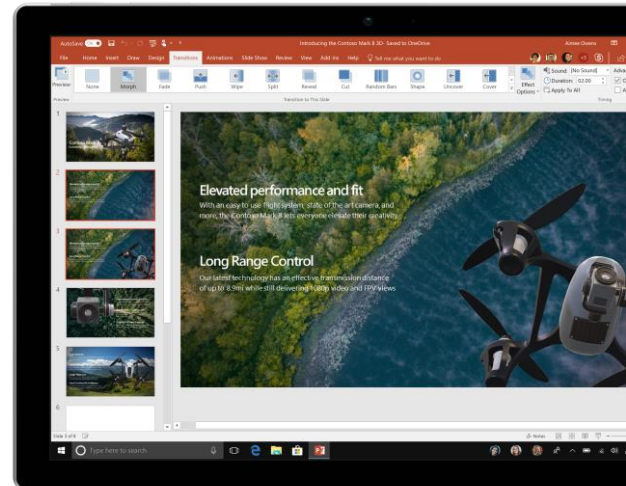
The Microsoft Office Single Image OPK is a set of tools, documentation, and product files that OEMs can use to preload Office on new computers for distribution to end users

Activation for Office Late Binding (AFOLB)

Digital attach mechanism to include Office entitlement on a device at point of manufacturing.

Out of Box Experience (OOBE)

The "Out of Box Experience" is the experience a customer has when preparing to first use a new product. This includes the setup process and initial configuration of the Device.



Office 2019

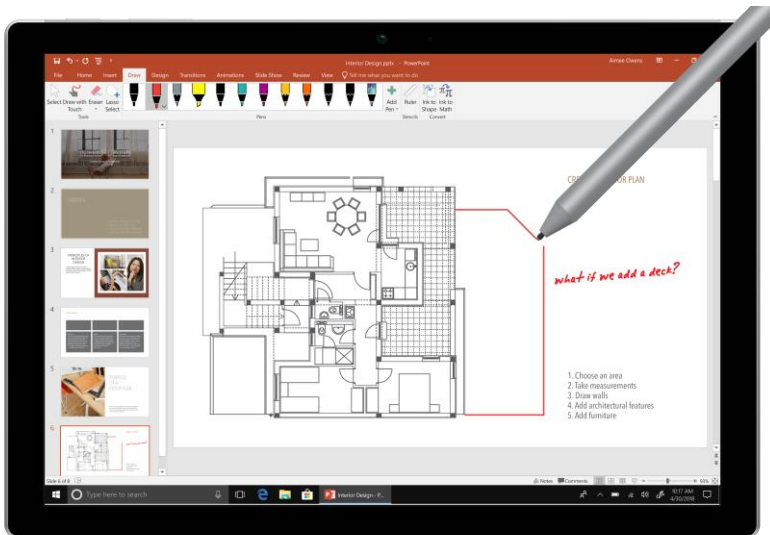
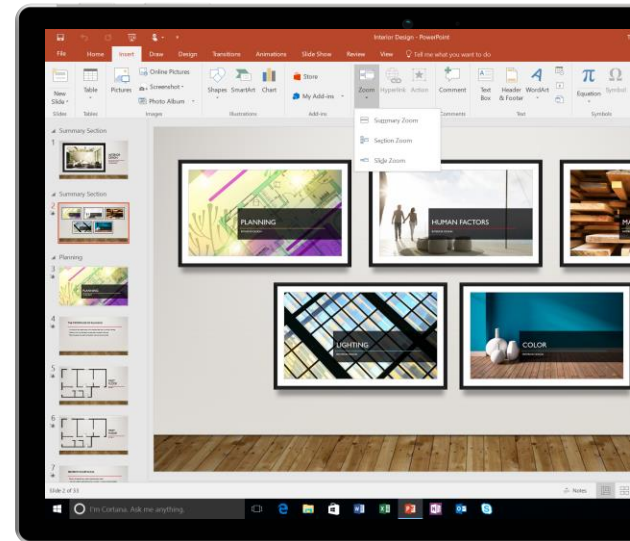
The essentials to create

Get the classic Office apps - Word, Excel, PowerPoint, and OneNote to create and present your ideas.

Icons - New built-in library of professional, high-quality icons you can use to make your content more visual. Since these icons are vector-based, they look great at any size without getting pixelated.

Ink effects allow you to draw with colors that aren't possible on real paper, such as rainbow, galaxy, rose gold, silver, and more.

Make your presentations more dynamic and exciting, create cinematic motion effortlessly with **Zoom**, and apply motion to **3D objects** for a richer experience, jump to and from slides and sections in an order you decide.



Capture and organize your ideas

The essential tools you need to capture, analyze, and organize your ideas.

The pen 'just works', bring your pen to the screen and it will ink. There's no need to enable or disable a separate mode.

Identify insights, trends and opportunities in your data with **Funnel Charts**, **2D Map**, and publish Excel to PowerBI, PowerPivot, and PowerQuery enhancements.

Focused Inbox - Messages you need to act on right away appear in Focused while the rest wait for you in Other. Messages will no longer be moved to the Clutter folder.

Office version comparison	2007	2010	2013	2016	2019	Included in these applications
Icons, 3D Models, Insert and format SVG	○	○	○	○	●	Word, Excel, PowerPoint, Outlook
Ink Effects	○	○	○	○	●	Word, Excel, PowerPoint, OneNote
Words Translator, Office sounds	○	○	○	○	●	Word
2D Maps, Funnel Charts, Publish Excel to PowerBI	○	○	○	○	●	Excel
Morph, Zoom, Digital ruler, Segment Easer	○	○	○	○	●	PowerPoint
@Mentions, Focused Inbox, Office 365 Groups	○	○	○	○	●	Outlook
Co-authoring	○	○	○	●	●	Word, Excel, PowerPoint, OneNote
Tell Me	○	○	○	●	●	Word, Excel, PowerPoint, Outlook