

Info from How-to-Geek
<http://bit.ly/2n7XWqw>



In the long term, Microsoft wants to phase out the one-time-purchase versions of Office and transition entirely to subscriptions, just like how Adobe has axed the boxed copy of Photoshop and offers it only through a Creative Cloud subscription. Microsoft has adjusted the numbers to make an Office 365 subscription look like a better deal for most people.

Office 2016 vs. Office 365

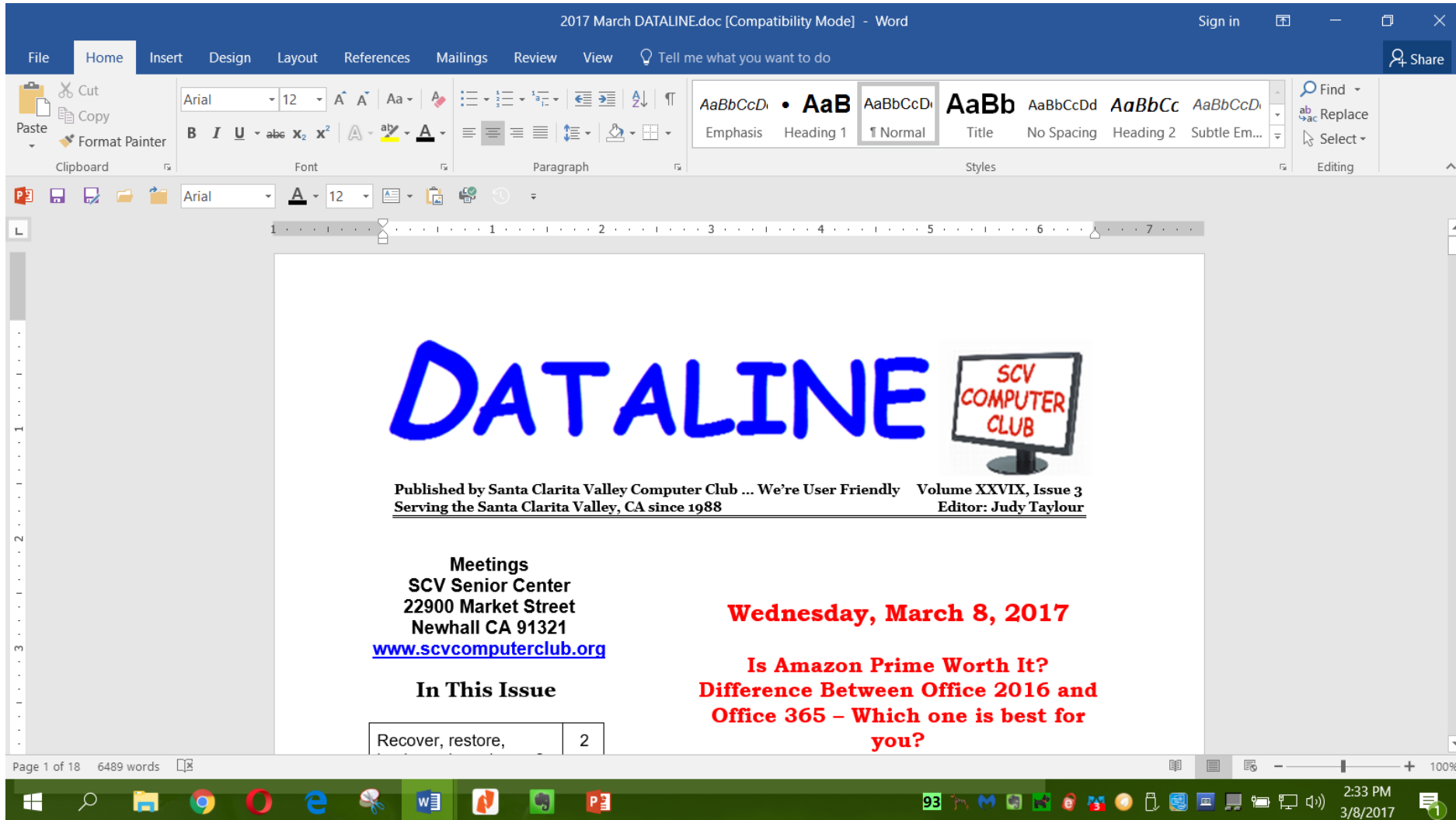
- Office 2016 is the traditional Microsoft Office product, sold for a one-time, up-front fee
- You pay once to buy a version of Office 2016 you can install on a single PC or Mac and use for as long as you like
- You can deactivate it and move it to another PC
- Need buy another license key if you want it installed on two computers at a time



Office 2016 vs. Office 365

- Most of us probably have “Office Home & Student 2016”
- Includes Word, Excel, PowerPoint, and OneNote
- Other, more pricey versions, include Outlook, Publisher, and Access
- After paying for it, you get an Office 2016 license
- Either a physical “key card” with a download code on it
- Or a digital download that’s emailed to you
- When a new version is released, you need to decide if you want to buy it – another \$130 - \$150

Office 2016 vs. Office 365



User Information



Chris Hoffman

[Change photo](#)

[About me](#)

[Sign out](#)

[Switch account](#)

Office Background:

Circuit

Office Theme:

Product Information

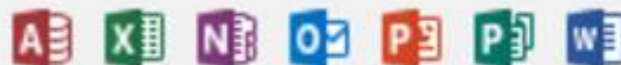


Subscription Product

Microsoft Office 365

Belongs to:

This product contains



[Manage Account](#)

Office 2016 vs. Office 365

- Office 365 is Microsoft's new method of selling and distributing Office
- Office 365 Personal is the subscription plan designed for a single person who needs Office on a single computer
- It gives you access to download and use the latest version of Office
- Right now that's Office 2016, but as soon as a new version comes out, you'll be able to upgrade as part of your subscription without paying an additional fee

Office 2016 vs. Office 365

- You can either subscribe through your Microsoft account with a credit card or buy yearly Office 365 codes and add them to your account to redeem subscription time
- Microsoft charges \$70 per year or \$7 per month for Office 365 Personal
- Microsoft also offers a one-month free trial of Office 365 Personal, so you can try it before paying anything
- If you stop paying for the subscription, you lose access to your Office applications


Office 2016 vs. Office 365

- The Office 365 package includes Word, Excel, PowerPoint, and OneNote
- Plus Outlook, Publisher, and Access
- Plus 1 TB of online storage space in OneDrive
- Plus 60 minutes of Skype minutes every month. You can use these minutes to call phones from Skype

Office 2016 vs. Office 365

- When you subscribe to Office 365, you can install Office on either a PC or Mac
- If you switch from a Mac to a Windows PC, or vice versa, you don't have to pay anything extra. Just deactivate the license from your Windows PC and install it on your Mac
- Office 365 Personal allows you to install Office on one PC or Mac at a time
- Plus one tablet—either an iPad, Android, or Windows tablet



 Office

Install Office

Share Office

My Office Account - 

 Office 365 Home > Install

Download and Install Office

Office for Windows

Language: English

[Language, 32/64-bit, and other install options](#)

Install

[Need help installing?](#)

Office 2016 vs. Office 365

- Office 365 Home is the subscription plan for families
- OR people who need Office on more than one computer at a time
- Office 365 Home includes everything Office 365 Personal includes, but for up to five computers instead of one computer
- Microsoft charges \$100 per year or \$10 per month for Office 365 Home
- It's a better deal than Office 365 Personal if you have even two people who need Microsoft Office

Office 2016 vs. Office 365

- You can install Office applications on up to five PCs or Macs
- PLUS five tablets (iPad, Android, or Windows)
- PLUS up to five Microsoft accounts can get 1TB of cloud storage each
- PLUS up to five Skype accounts can get 60 minutes of monthly Skype minutes each

Office 2016 vs. Office 365

Which one should you buy?

- To get Office on a single PC or Mac for two years, you'd have to pay either \$150 for Office 2016 or \$140 for Office 365 Home
- After those two years, you'd save money if you stuck with Office 2016—but, if Microsoft releases Office 2018 and you pay to upgrade, you'll be worse off
- In the meantime, you'd also get Outlook, Publisher, Access, 1TB of OneDrive storage, 60 Skype minutes a month, Office apps for tablets, and the ability to switch between Windows and Mac if you chose Office 365

Office 2016 vs. Office 365

Which one should you buy?

- So, if you're the kind of person that likes to upgrade every time a new version of Office comes out, get Office 365
- If you know you're going to be happy with Office 2016 for more than two years and these limitations don't bother you, it may be a better deal to stick with Office 2016
- If you need Office for more than one computer, over time, 365 Home is the best deal

Office 2016 vs. Office 365

Where should you buy either Office 2016 or 365?

- Amazon currently offers
- Microsoft Office 2016 Home and Student for \$115 (down from \$150)
- One year of Office 365 Personal for \$50 (down from \$70)
- One year of Office 365 Home for \$90 (down from \$100)

Office 2016 vs. Office 365

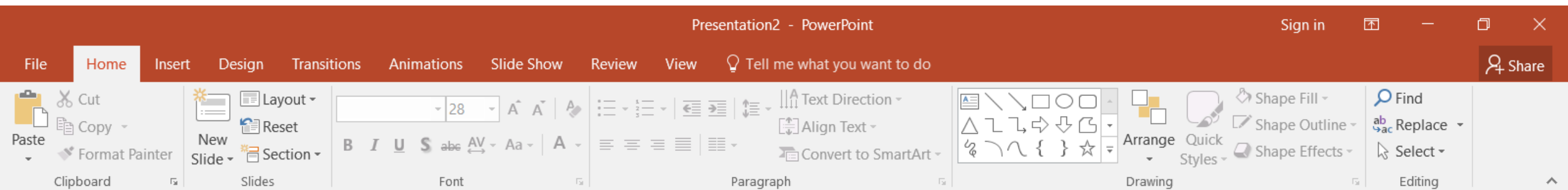
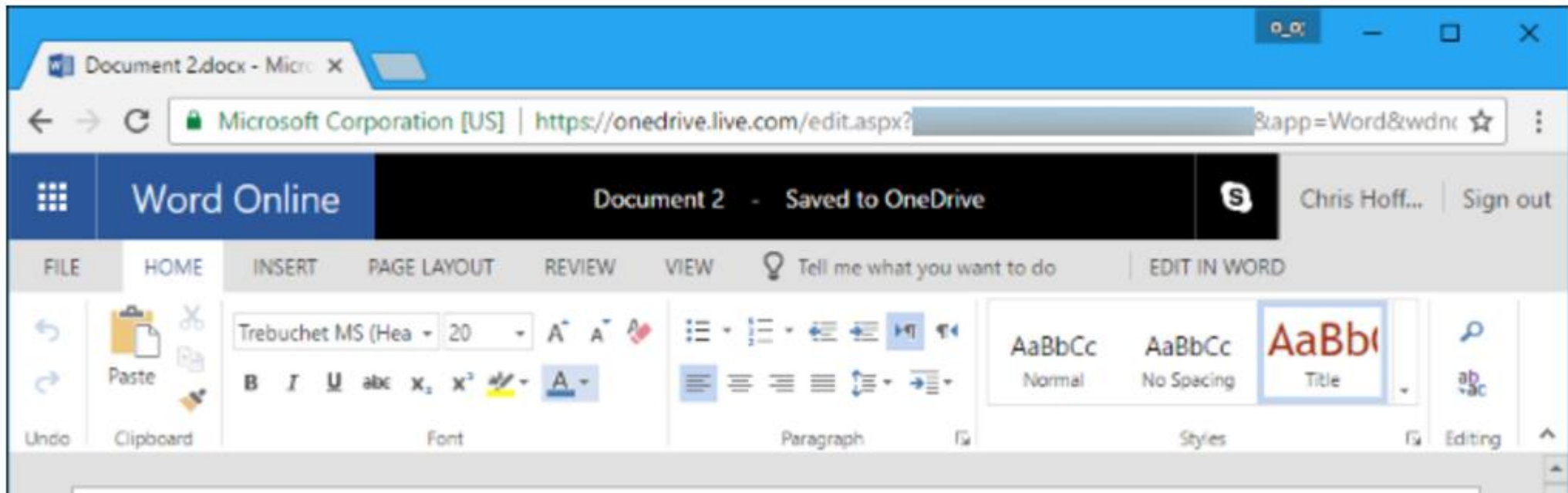
- He found that in most cases he spent far more time setting up & trying to figure out how to use the newest version properly, than he did by sticking with the older software
- When he purchases a new computer, he is prepared to travel that “road”
- For Dick and his wife a computer / smartphone is a tool to accomplish specific tasks rather than a toy to try & find a practical use for

Office Online

A Free, Web-based Version of Office

- Completely free, web-based version of Office
- If you're happy using Microsoft Office through a web browser, you can use web-based versions of Word, Excel, and PowerPoint for free
- Has simplified Office applications that don't have all the features you'd get in the desktop applications
- You can't even use them offline
- But they're surprisingly good. They also have excellent compatibility with Office document formats. They may be a good option if you don't need Office often, or just need a few basic features.

Office Online



Office 2016 vs. Office 365

- Seller will mail you a physical key card which provides a code you can enter to either download Office or activate an Office 365 subscription
- These prices will likely fluctuate over time, but we usually see cheaper prices on Amazon than on Microsoft's store

Office 2016 vs. Office 365

- Dick Beekman's Comments – he has
- 4 computers & 2 smartphones
- Each uses several different versions of MS Office programs
- It took him many years to learn that the work he needs to do does not change with the release of the latest version

