

Read first

INTERNAL ONLY

Important: Internal only slide

How to use this deck

1. Resellers: Use this presentation with your SMB customers to drive conversations around how Office Home & Business 2021 can help modernize their businesses.
2. The audience for this deck includes SMBs and VSBs in certain regulated industries, as well as SMB customers that prefer perpetual products.
3. You are not required to present all slides. You might choose to remove slides that aren't relevant to the customer.
4. This content cannot be altered. The only exception is that content called out in pink text or a YELLOW BOX which can be customized based on partner-specific or regional-specific data. Remove YELLOW BOX and replace pink text with black after customizing.

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Thank you.

Office Home & Business 2021:

Your Office, modernized

Speaker name - Title

Presented by
Reseller Name
For
Customer Name



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**"If everyone is moving forward together,
then success takes care of itself."**

- Henry Ford

It's not the old Office anymore.

With the shift toward hybrid and remote work models, businesses are relying more than ever on collaboration, organization, and content creation to be successful.

Office Home & Business 2021 updates familiar productivity tools to help consumers stay organized, work together, and create content like pros - so they can move their businesses forward.

Your Office, modernized

Updated for better collaboration
and day-to-day productivity



Why Office Home & Business 2021 ?

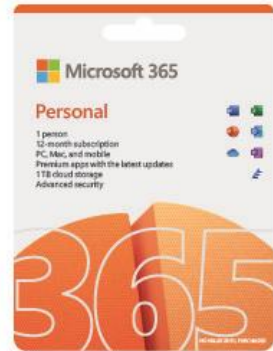
- Enhanced performance and new features across the Microsoft Office 2021 suite
- Rich accessibility features and UI improvements
- Select features and security updates with the Microsoft Modern Lifecycle Policy



Which product is right for you?

Microsoft 365 premium subscription

Includes all the Premium versions of all Office applications offline & online



Personal

A 12-month subscription
for 1 person



PC, Mac, iPad,
iPhone and Android Phone



1TB cloud storage



Advanced security



Apps with premium features
& latest updates:



Family

A 12-month subscription
for up to 6 people



PC, Mac, iPad,
iPhone and Android Phone



1TB cloud storage



Advanced security



Apps with premium features
& latest updates:



Business Standard

A 12-month subscription
for 1 person



PC, Mac, iPad,
iPhone and Android Phone



1TB cloud storage



Advanced security



Apps with premium features
& latest updates:



One-time purchase

Includes the Classic version of the Office applications



Home & Student

One-time purchase
for 1 person



Install on 1 device
PC or Mac



Classic Office apps:



Home & Business

One-time purchase
for 1 person



Install on 1 device
PC or Mac



Classic Office apps:



Accomplish your goals with the safety and security of a trusted product through a one-time purchase.

Office Home & Business 2021 delivers:

- Workforce organization and productivity
- A balance of simplicity and performance
- Organizational security and application integration
- A solution that empowers businesses to create better



Office Home & Business 2021 is the choice for you if you:

Want to keep things simple

Many SMBs (small or medium-sized businesses) have simple use cases that are best served by a simple installed product.

Prefer licensed software

Some small businesses prefer the simplicity of owning the license for the apps they use.

Are in a regulated industry

Certain regulated businesses prefer or are required to use installed software for security reasons.

Supplement with other apps

Some businesses use Office Home & Business 2021 as a supplement to other products when working with customers or partners that use Microsoft 365 or Office.

Office Home & Business 2021
helps solve key pain points,
allowing you to redefine
productivity.

With Office Home & Business 2021, you can:

Create content

With productivity and creativity tools powered by the cloud, you are empowered to be a better writer, presenter, and creator.

Office 2021 helps you to communicate more effectively with your customers and, ultimately, grow your businesses.



With Office Home & Business 2021, you can:

Collaborate with others

In the new remote and hybrid work landscape, it's crucial to effectively work together across platforms and locations. New collaboration tools allow you to do just that with ease.

These tools will bring you together with your customers, family, and friends to build a community and create deeper connections.



With Office Home & Business 2021, you can:

Track and organize

The lines between home life and office life are more blurred than ever before. That's why organization is key.

With Office Home & Business 2021, you have a single set of apps that can be used across work and life. From preparing for your morning meeting to getting ready for a big presentation, these tools help you stay organized.



With Office Home & Business 2021, you can:

Stay up to date with the Modern Lifecycle Policy

The Microsoft Modern Lifecycle Policy allows you to keep your Office products up to date with select security and feature updates.



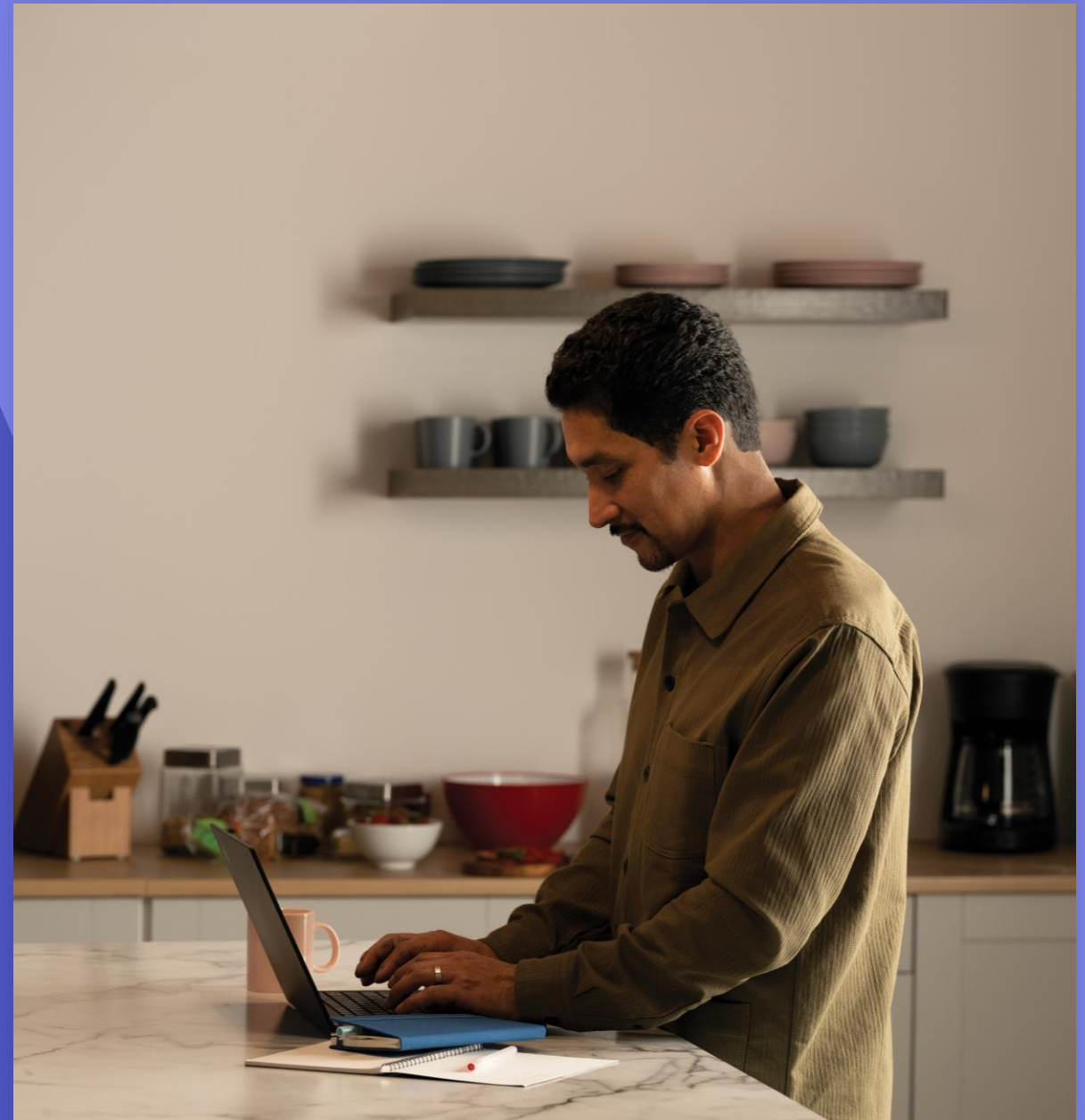
Key benefits

Analyze & Create Like a Pro

You can quickly build spreadsheets using fewer formulas that automatically update and are more robust. And with improved navigation features and search functions, you can find what you need faster.

You can even continue working when you're offline because the apps you need are installed on your computer.

Presentations are more engaging with new modern visuals like icons and animated GIFs. Plus, streamlined drawing tools make it easier to write, select, and move content around on touch-enabled and pen-enabled devices.

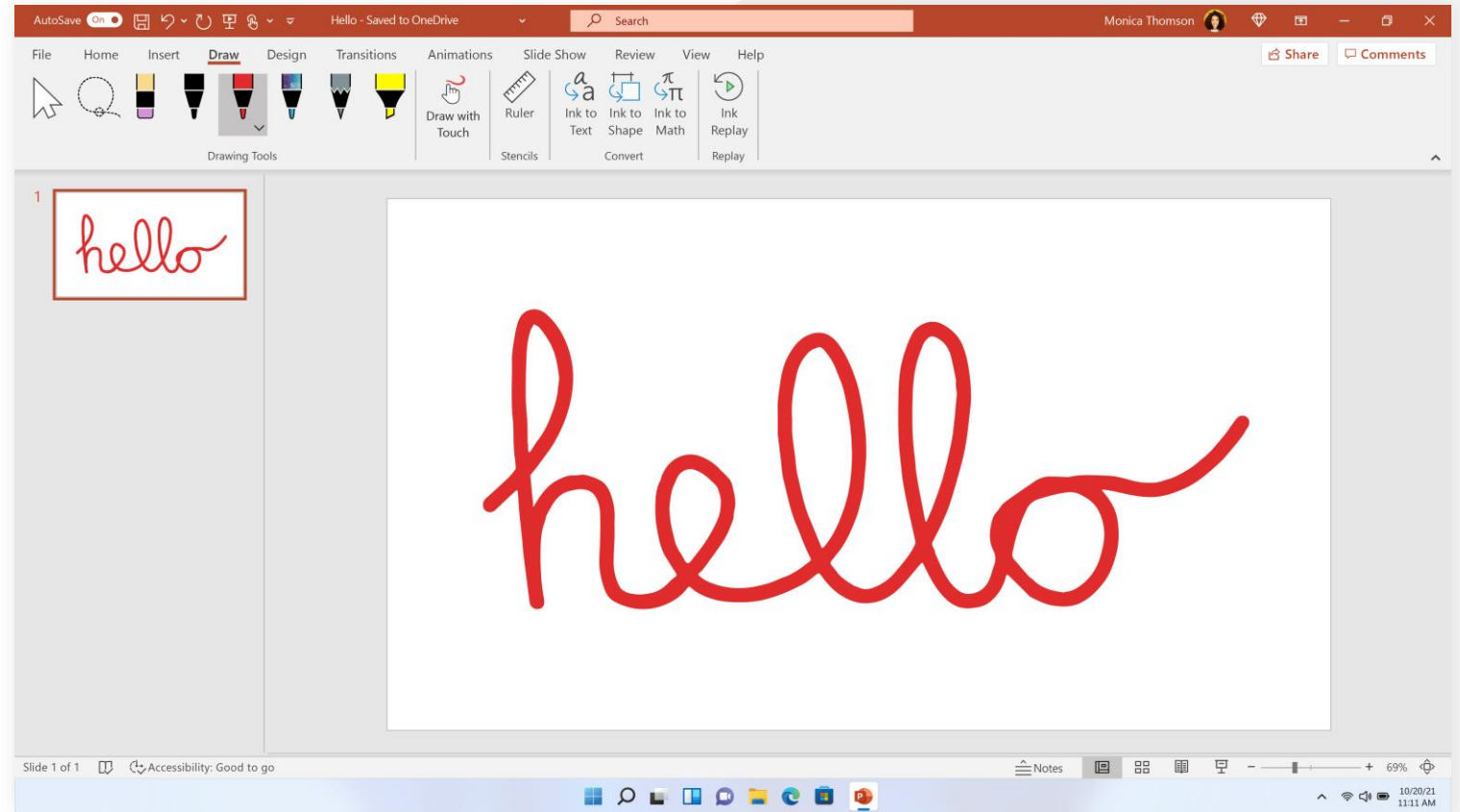


Ink Replay

Ink Replay is a new feature that lets you illustrate a step-by-step tutorial or show a thought process.

Ink strokes can be replayed as they were drawn to make a demonstration or teach a skill.

This feature is available in Microsoft Word, Excel, and PowerPoint.



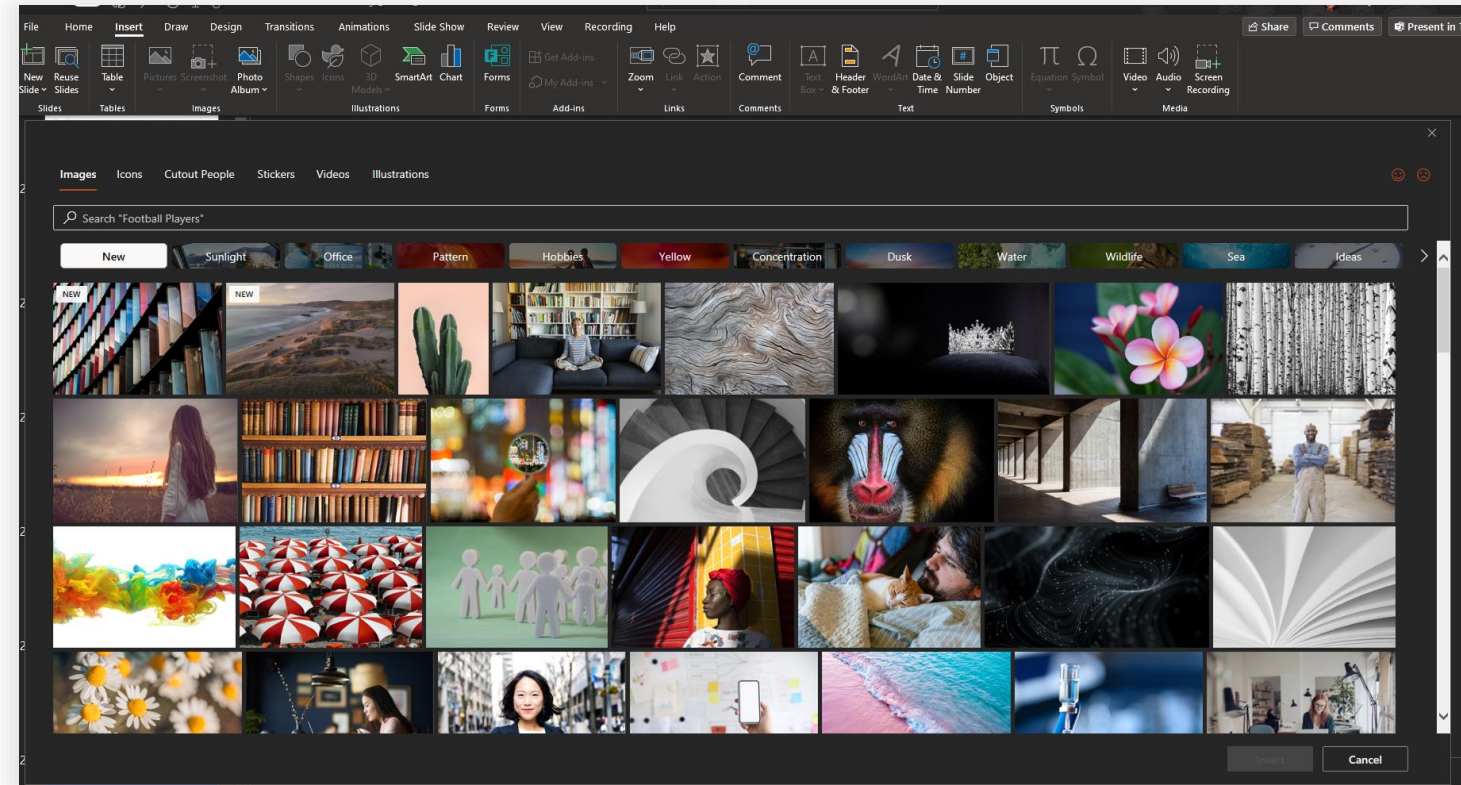
Content Library*

This enhanced feature gives you access to a library of high-quality, diverse, and expressive content.

The Content Library offers 880 icons, 40 stickers, and 50 videos that help you create more engaging documents, presentations, spreadsheets, and emails.

This feature will be available in Word, Excel, PowerPoint, and Outlook.

*This feature is coming soon as a Modern Lifecycle Policy update.

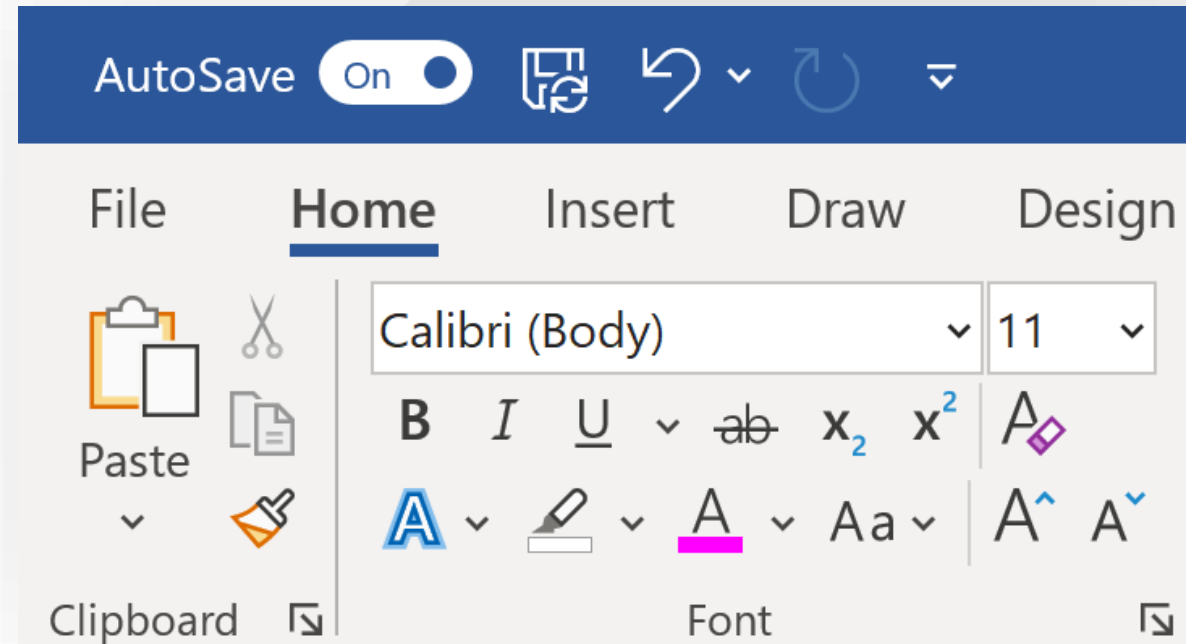


AutoSave

AutoSave is a new feature that gives you peace of mind.

It's enabled by default when a file is stored in Microsoft OneDrive, OneDrive for Business, or SharePoint Online.

This feature is available in Word, Excel, and PowerPoint.



Work Better, Together

Innovative collaboration tools enable you and your colleagues to work together seamlessly in the same document, at the same time. When you open a document, you can efficiently catch up on changes that have been made since you last viewed it.



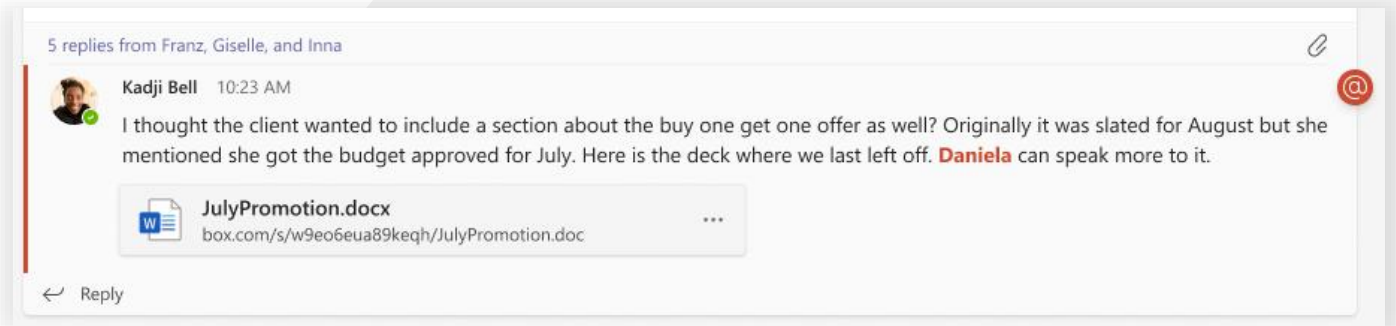
@mentions*

@mentions is a new feature that makes it easy to initiate conversations.

You can comment on a document, presentation, or spreadsheet using the at sign (@) when entering a name. The person mentioned will receive an email with a link to the comment. By clicking the link, they can access the document and review and respond to the comment. This streamlines workflows and reduces the number of emails that need to be sent.

This feature will be available in Word, Excel, and PowerPoint.

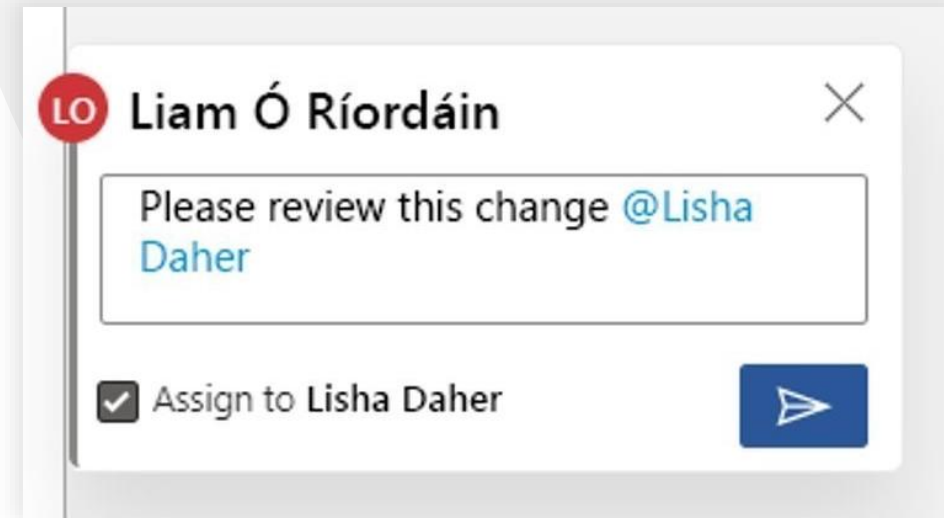
*Documents must be saved in OneDrive to take advantage of this feature. The @mention feature will be available at a later date. See Lifecycle FAQ: Modern Policy for more details.



Assign Tags*

This feature enables you to assign a task to another person using @mentions when you post a comment or a reply. Task history is tracked from the time the task is created, creating a record of all interactions and reassignments.

This feature is available in Word, Excel, and PowerPoint.



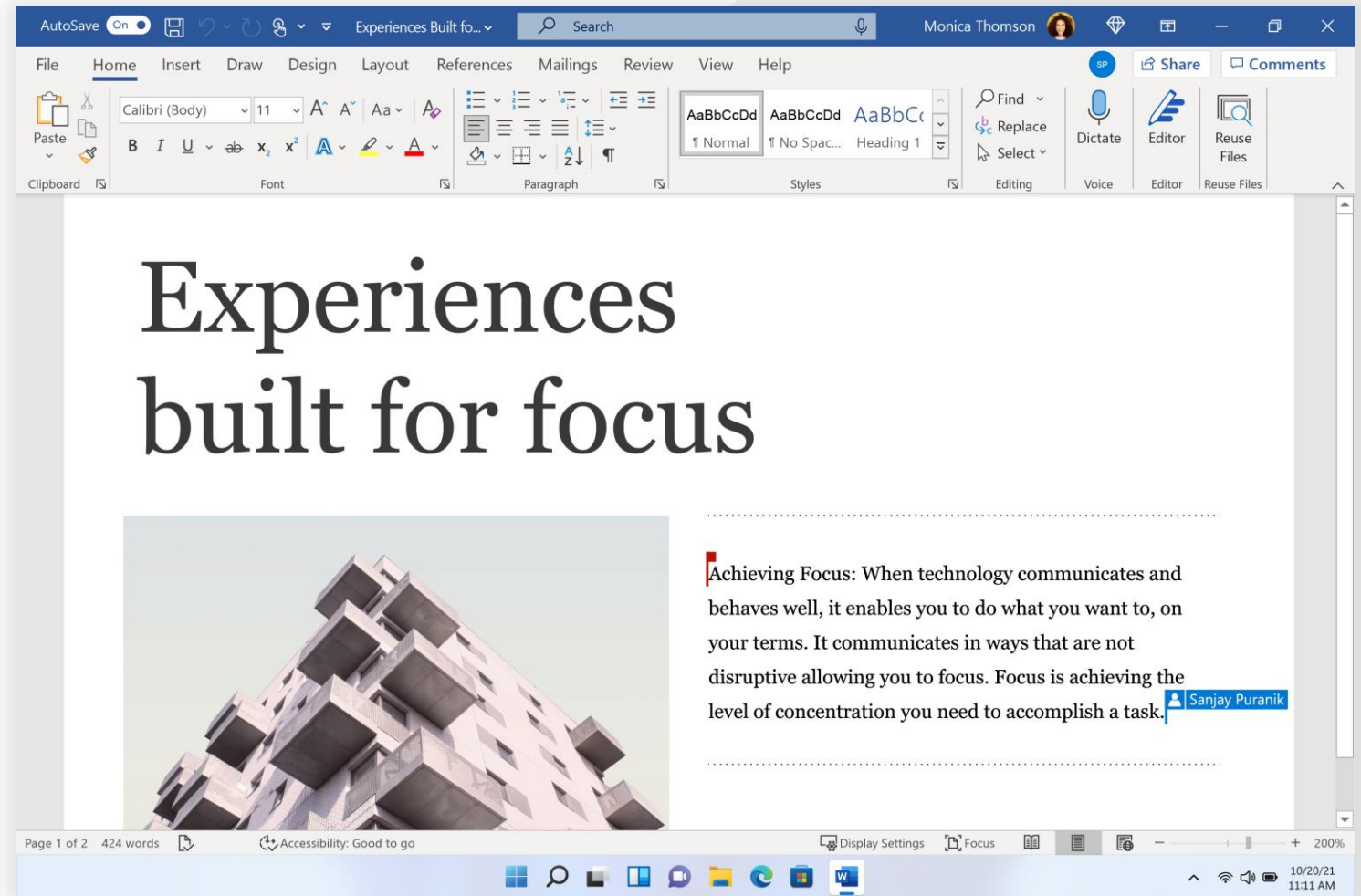
*Documents must be saved in OneDrive to take advantage of this feature. Assign Tags will be available at a later date. See Lifecycle FAQ: Modern Policy for more details.

Real-Time Collaboration

This is an enhanced feature that displays changes in real time to avoid any mishaps.

You will see who is currently working in the document and the changes they're making right when they're making them.

This feature is available in Word, Excel, and PowerPoint.



*Documents must be saved in OneDrive to take advantage of this feature. Real-Time Collaboration will be available at a later date. See Lifecycle FAQ: Modern Policy for more details.

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Track & Organize Effortlessly

With new tools and updated features in Office Home & Business 2021, you can organize your business and life with ease. You can build better spreadsheets quickly and easily. Plus, enhanced navigation and search functions help you find what you need when you need it.

You can easily manage messages, appointments, contacts, and tasks all in one place. Updates in Outlook allow you to translate email messages into more than 70 languages and view the transcripts. You can also annotate email images or draw in a separate canvas using your fingers, a pen, or a mouse.

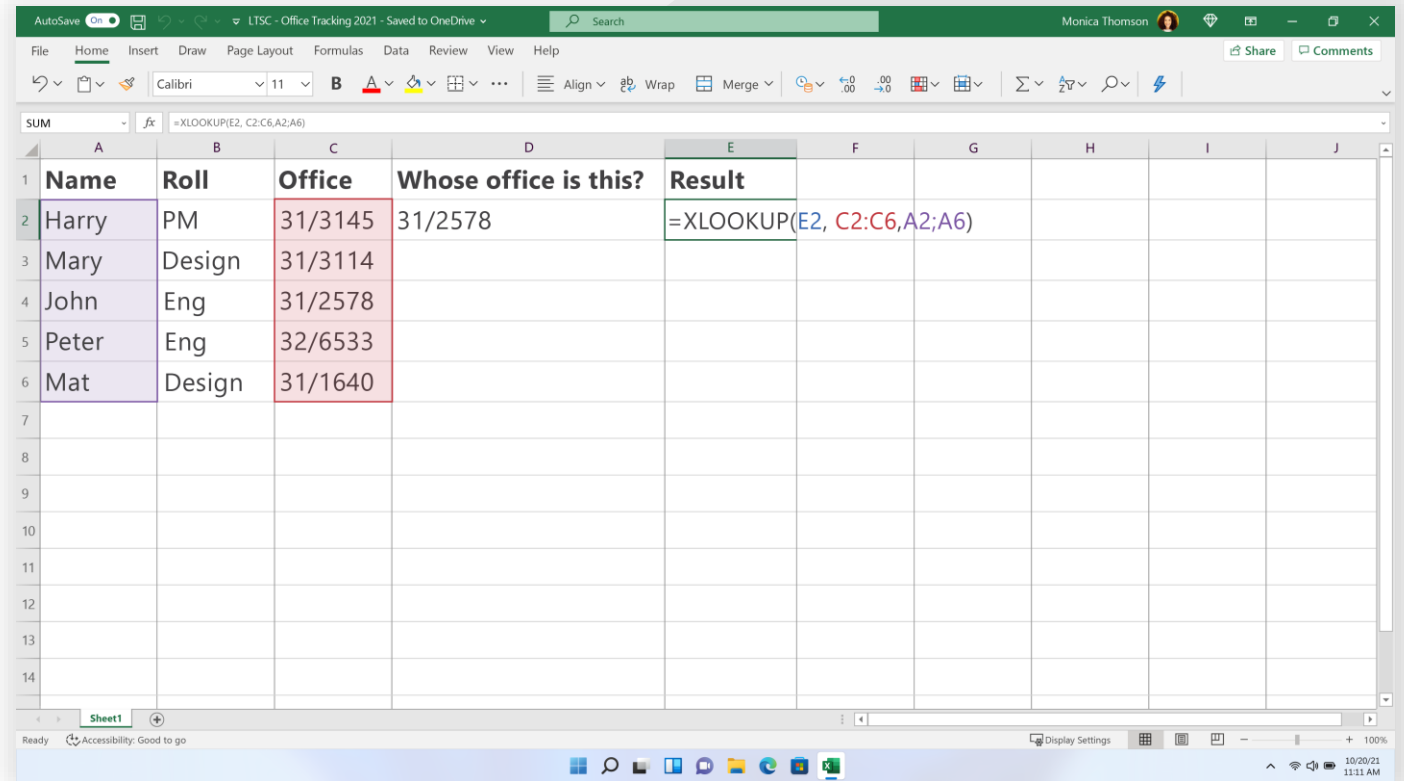


XLOOKUP

XLOOKUP is a new feature that enables you to find what you need, no matter what side the return column is on.

You get results from different rows, unlike with HLOOKUP. Exact matches are returned by default, or you can set the array search order without sorting data first.

This feature is available in Excel.



The screenshot shows the Microsoft Excel interface with a spreadsheet titled "LTSC - Office Tracking 2021 - Saved to OneDrive". The formula bar displays the formula `=XLOOKUP(E2, C2:C6, A2:A6)`. The spreadsheet has columns A through J and rows 1 through 14. Column A is labeled "Name", Column B is labeled "Roll", Column C is labeled "Office", Column D is labeled "Whose office is this?", and Column E is labeled "Result". The data in the spreadsheet is as follows:

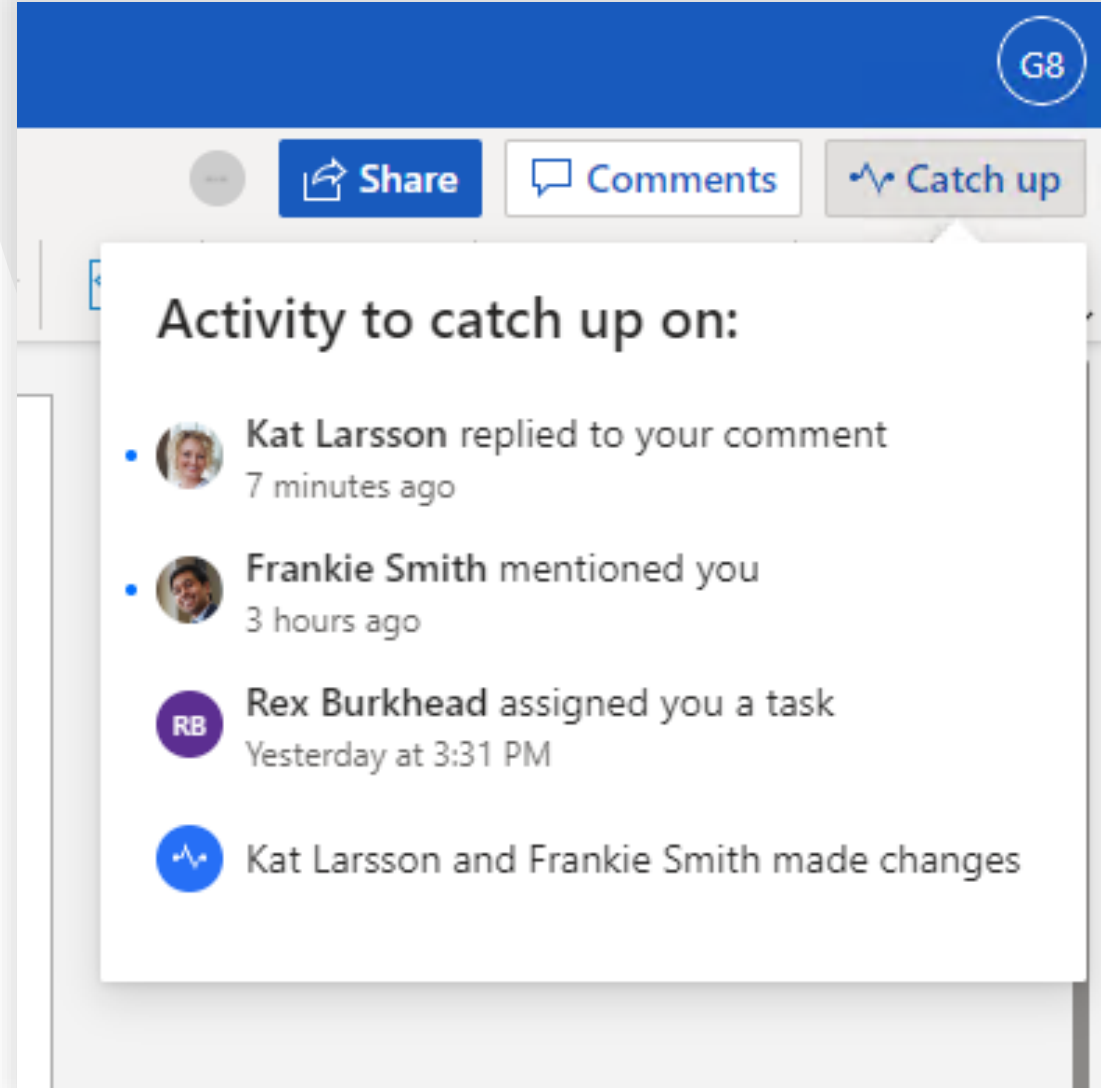
	A	B	C	D	E	F	G	H	I	J
1	Name	Roll	Office	Whose office is this?	Result					
2	Harry	PM	31/3145	31/2578	=XLOOKUP(E2, C2:C6, A2:A6)					
3	Mary	Design	31/3114							
4	John	Eng	31/2578							
5	Peter	Eng	32/6533							
6	Mat	Design	31/1640							
7										
8										
9										
10										
11										
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14										

Catch Up Highlights

With this new feature, you'll be automatically notified of any changes made while you were away from a document.

When someone has updated a shared file, collaborators will be automatically notified and kept up to date on important changes.

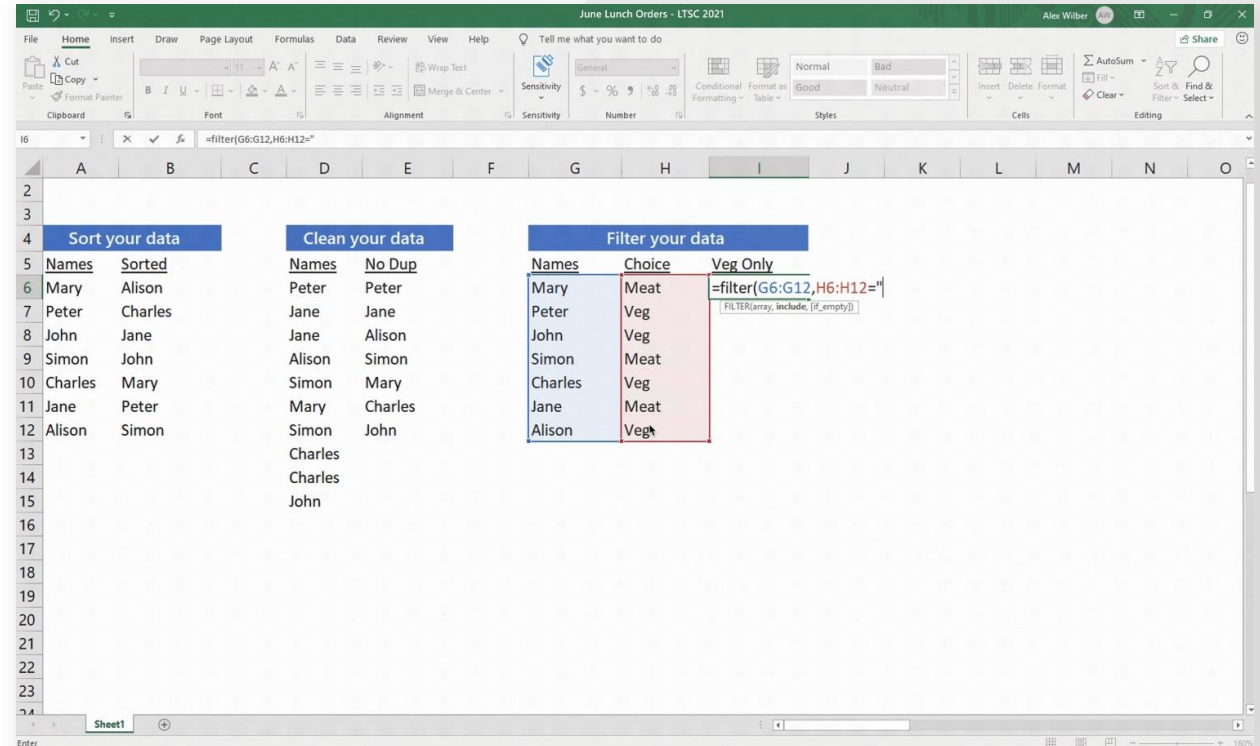
This feature is available in Word, Excel, and PowerPoint.



Dynamic Arrays

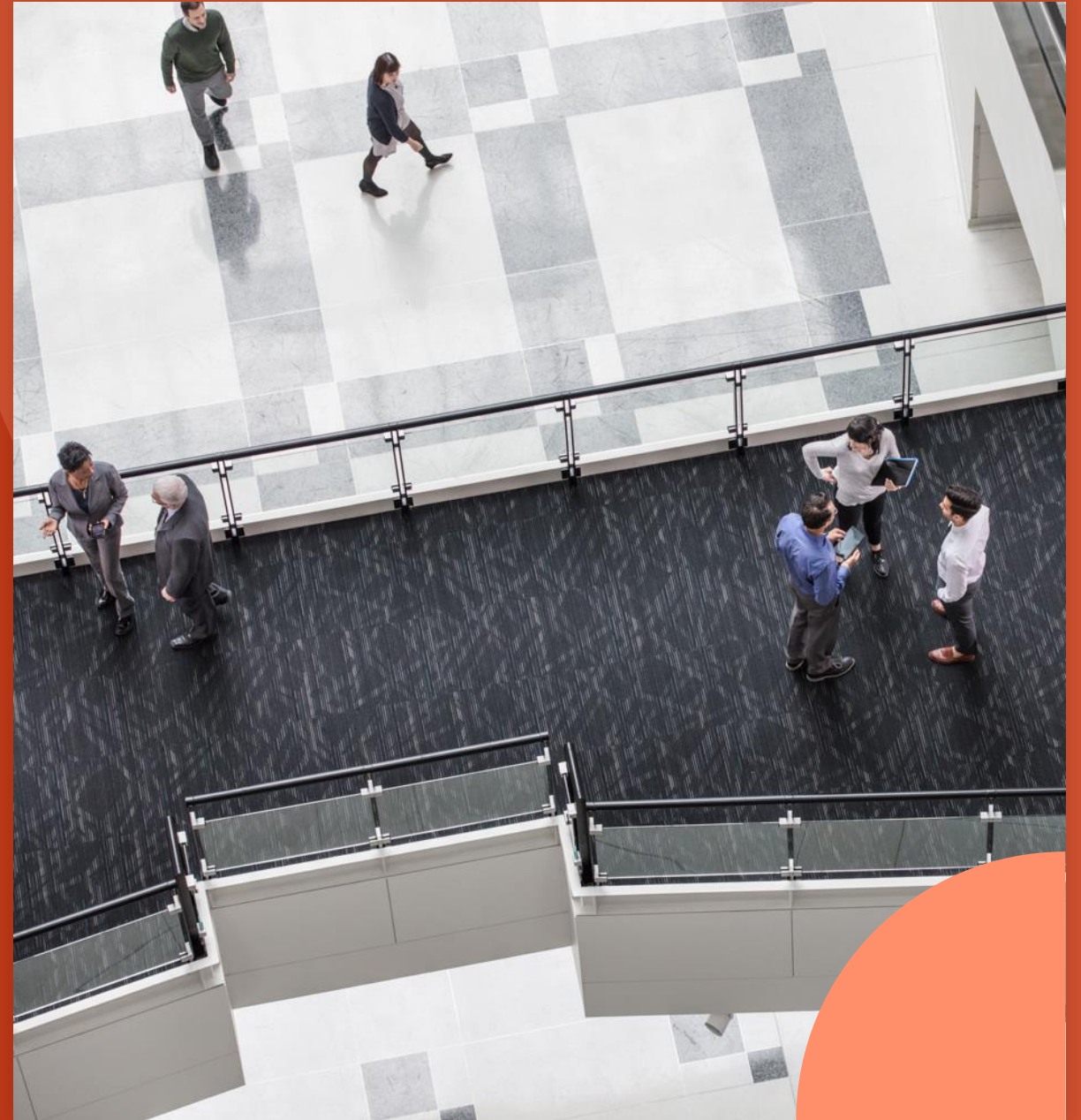
This new feature enables you to write a single formula and return an array of values, build better spreadsheets faster with fewer formulas and fewer errors, and expedite calculations and insights with six new functions: FILTER, SORT, SORTBY, UNIQUE, SEQUENCE, and RANDARRAY.

This feature is available in Excel



Make Your Business More Accessible

Office Home & Business 2021 provides best-in-class apps and powerful cloud services with built-in accessibility. Designed to meet the needs of people with different abilities around the globe, these features ensure everyone can create, communicate, and collaborate on any device.

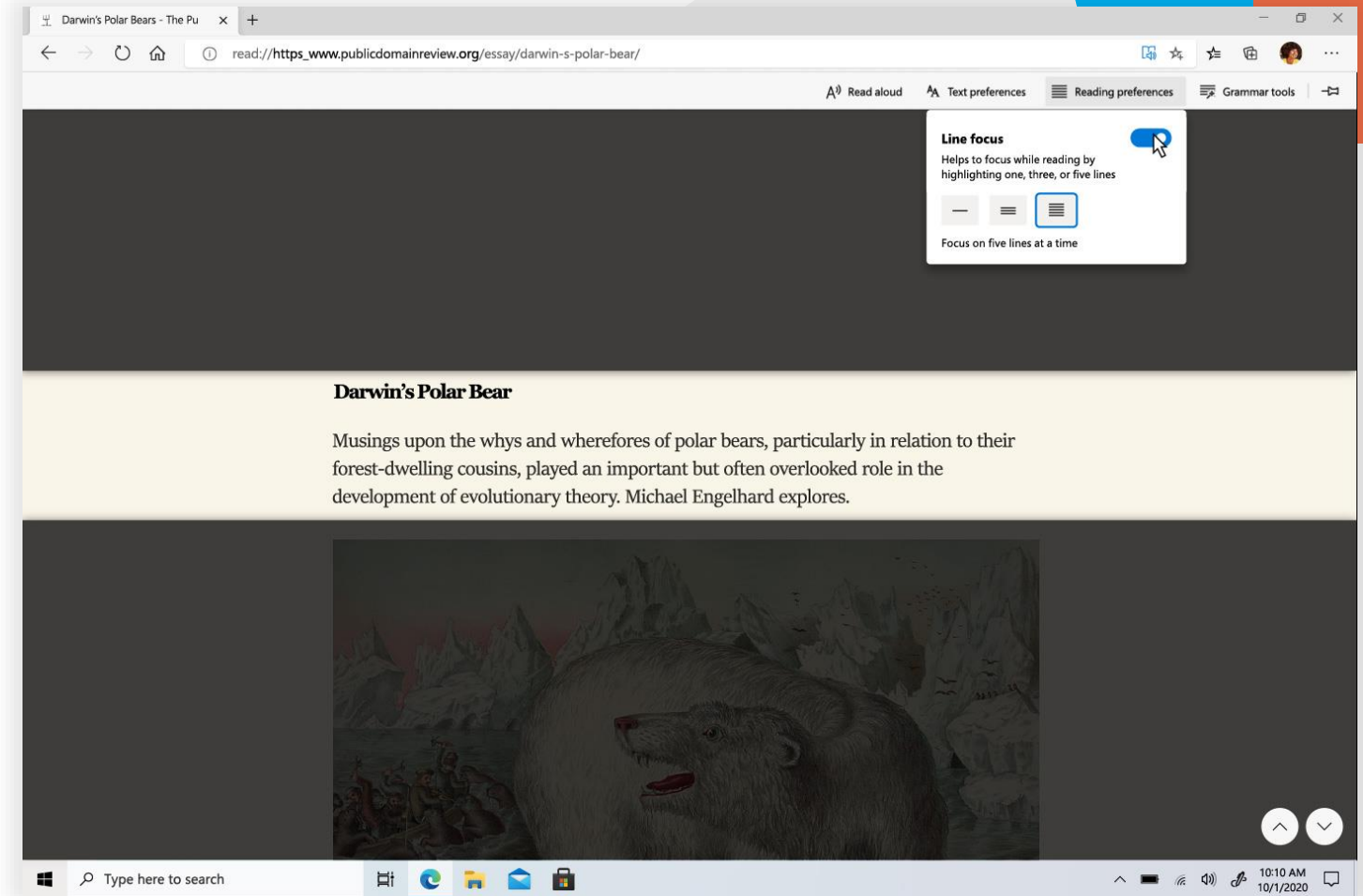


Immersive Reader

The Immersive Reader is a new feature that improves reading and writing comprehension for all members of your team, regardless of age, language learner status, or ability.

Immersive Reader can increase fluency for English language learners and build confidence for emerging readers, non-native speakers, and individuals with learning differences. Plus, it translates to more than 60 languages.

This feature is available in Microsoft Lens, Teams, Forms, Outlook, OneNote, Flipgrid, Edge, and Word.



Alt Text

With Alt Text, you can use descriptive text to provide context for a visual item in a digital setting (like in an app or on a web page).

Screen readers, such as Microsoft Narrator, JAWS, and NVDA, read alternate text aloud—allowing people to better understand what is on the screen.

Well-written, descriptive alternative text dramatically reduces ambiguity and communication, as well as the overall user experience.

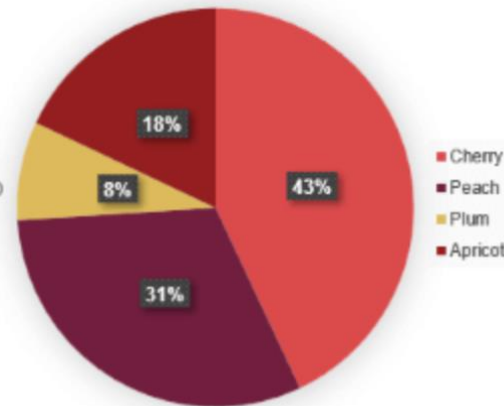
Alt Text

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Two phones on a table. The phone on the right has a wider screen, while the phone on the left has a higher quality camera.

November Pie Sales



Alt Text

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

The chart shows the November pie sales in percentages: Cherry 43%, peach 31%, apricot 18%, and plum 8%.

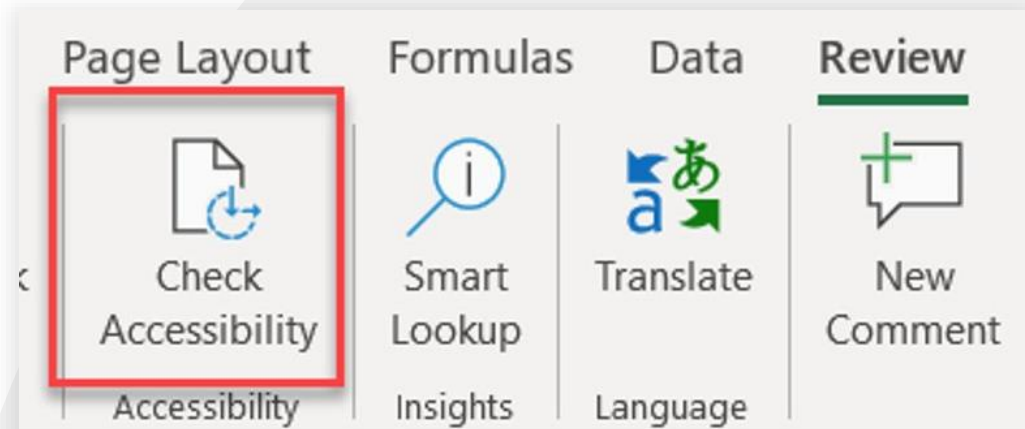
☐ Mark as decorative ⓘ

Accessibility Ribbon*

The Accessibility Ribbon helps ensure content is easy for people of all abilities to read and edit. Simply click **Check Accessibility** before sending an email message or sharing a document or spreadsheet.

This feature is available in Word, Excel, PowerPoint, and Outlook.

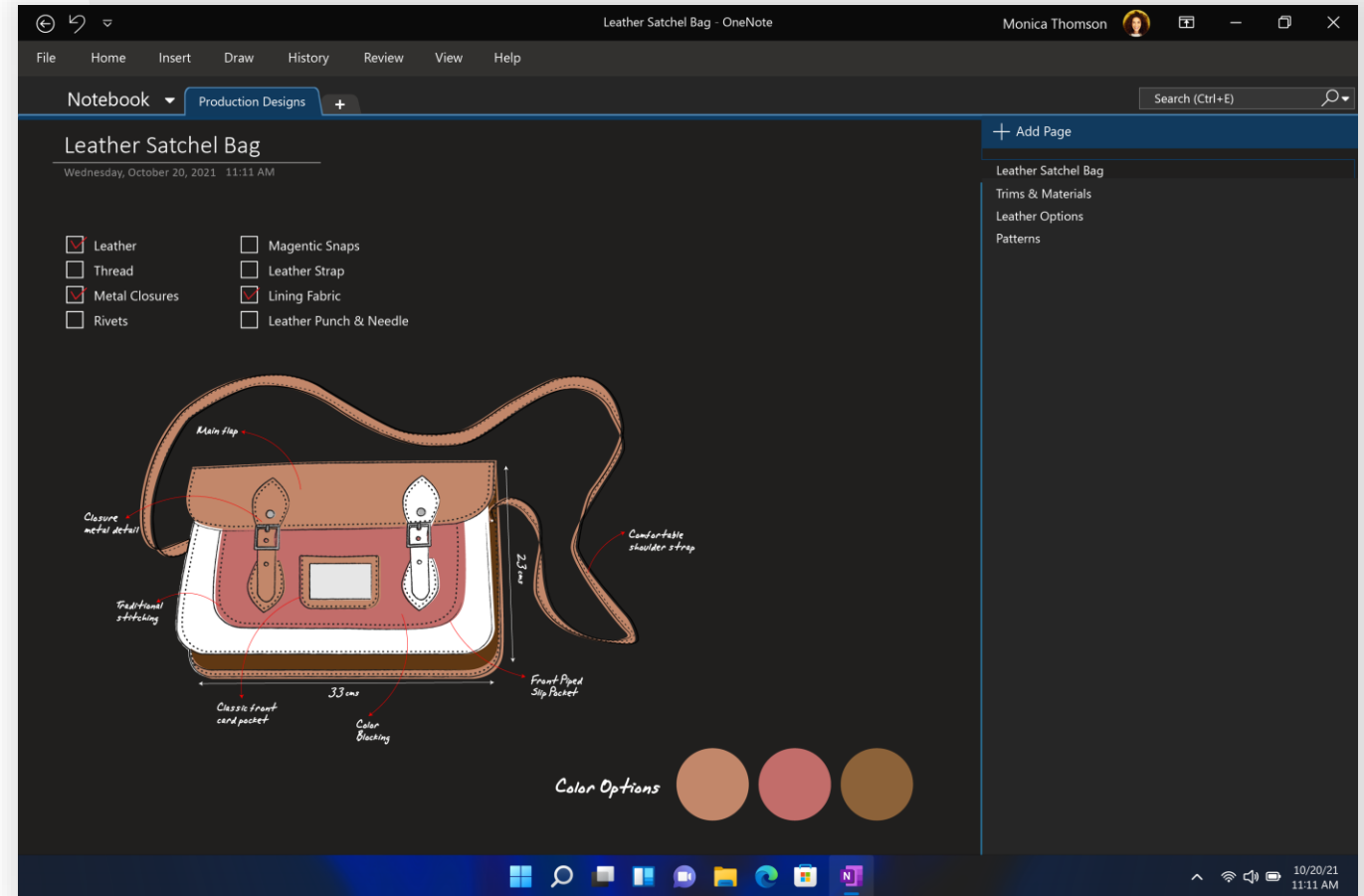
*This feature is coming soon as a Modern Lifecycle Policy update.



Dark Mode

The Gray Theme and Dark Mode are enhanced features that help with working in low-light conditions. Low-contrast themes can help you boost battery life and better support accessibility.

This feature is available in Word, Excel, PowerPoint, Outlook, and OneNote.



Stay secure with the Modern Lifecycle Policy

Office Home & Business 2021 is covered under our Modern Lifecycle Policy. Through regular updates, Microsoft offers you the features, security, and support you need to move your business forward.



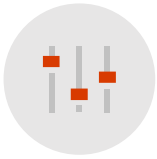
Office Home & Business 2021

Get the tools you need to stay organized, work together, and create professional content—so you and your business can move forward.

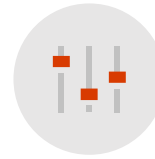
It's your Office, modernized.



Additional resources and guidance



Reach out to your Microsoft Partners to purchase Office Home & Business 2021.



For further information, please reach out to [\[Partner contact information\]](#).



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