**Office 365 Home Premium and Office Client**

**Customer Preview Fact Sheet**

**July 2012**

Today, Microsoft Corp. showcased a customer preview of the new Office — formerly code-named “Office 15.” The next release of Office brings the familiar Office applications to a range of devices, including new Windows 8 tablets. The new Office is cloud-connected and personalized. Your applications, documents and personal settings go wherever you go, making it easy to share and collaborate on documents with friends, family and colleagues.

**The new Office is:**

* At its best on Windows 8 with a new look that is fast and fluid, yet familiar and that responds to touch and stylus as naturally as to keyboard and mouse.
* In the cloud and saves to SkyDrive by default, so documents are accessible across your PC, tablet and phone.
* Social with capabilities that make it easy to see all your communications (emails, chats, status updates, pictures, etc.) for your contacts in one place.

## Customer Preview

The new Office is available as the traditional suite of client applications and as an always up-to-date subscription service called Office 365 Home Premium. Today, consumers can try the new Office by signing up for the Office365 Home Premium Preview [here.](http://www.office.com/preview) IT Pros can try Office Professional Plus 2013 [here](http://o15.officeredir.microsoft.com/r/rlidtryProPlus2013).

**Office Professional Plus 2013 Preview**

This traditional client software suite includes Word, PowerPoint, Excel, Outlook, OneNote, Access, Publisher and Lync. These applications are cloud-connected, enabling you to access your documents on virtually any PC, tablet or phone with Office or via the free Office Web Apps. This suite will be available as a traditional single installation on one machine.

**Office 365 Home Premium**

This cloud-based subscription service includes all the benefits of the Office client. It is best for families or consumers who want Office across multiple devices.

As part of your Office 365 Home Premium subscription, you get Word, PowerPoint, Excel, Outlook, OneNote, Access and Publisher, in addition to the following:

* Future upgrades of Office with no additional expense or hassle
* Office across up to five PCs or Macs as well as mobile devices\*
* An additional 20 GB of SkyDrive storage to save and share documents online
* 60 minutes of Skype credit per month to call almost anywhere in the world\*\*
* Office on Demand to get your documents on any PC, even if Office is not installed (requires Internet access and Windows 7 or later)

**Top Four Investment Areas in the New Office**

**Office at Its Best on Windows 8**

# The new Office is designed to get out of the way and help you get things done fast. Use the new Office on Windows 8-based PCs and tablets for the ultimate productivity experience.

**Touch everywhere**

Office responds to touch as naturally as it does to keyboard and mouse. When you are on the go with your tablet or mobile phone, the touch experience makes it easy to communicate, consume content and edit with the touch of a finger.

**Inking**

Use a stylus to create content, take notes and access features. Handwrite email responses and convert them directly to text. Use your stylus as a laser pointer when presenting and annotate your slides. Color your content and erase your mistakes with ease.

**New Windows 8 applications**

OneNote and Lync represent the first new Windows 8 style applications for Office. These applications are designed to deliver touch-first experiences on a tablet. A new radial menu in OneNote makes it easier to access features with your finger.

**Office Is in the Cloud**

The new Office brings you the simplicity of the cloud with the power of rich client applications.

**SkyDrive**

Office saves documents to SkyDrive by default, so your content is always available across your tablet, PC and phone. Your documents are also available offline and sync when you reconnect.

**Roaming**

Once signed in to Office, your personalized settings, including your most recently used files, templates and even your custom dictionary, roam with you across virtually all your devices. Office even remembers where you last left off and brings you right to that spot in a single click.

**Office on Demand**

When you subscribe to the new Office, you can stream Office to any compatible PC and be up and running quickly.

**Office Is Social**

The new Office is about you, your content and the people you care about.

**People Card**

Integrate multiple contacts into a single view. The People Card includes presence information complete with pictures and status updates.

**Online social networks**

Keep your social networks well connected in Office. They are now a part of Office, including complete pictures, status updates and activity feeds from Facebook and LinkedIn accounts.

**Skype**

The new Office comes with Skype. When you subscribe, you get 60 minutes of Skype world minutes every month. Integrate Skype contacts into Lync and call or instant message anyone on Skype.

**Office Unlocks New Scenarios**

The new Office offers new experiences in note-taking, reading and meetings. You will benefit from accessing your notes on the go, a new reading experience and new presentation features.

**Digital note-taking**

Capture and organize notes, pictures, Web pages and other media from virtually anywhere and access it on the go with the new OneNote.

**Consuming documents**

The newRead Mode in Word provides you with the right tools to enhance your reading experience. Text reflows automatically in columns to fit the screen and make reading easier. Distractions are removed, and you have the ability to zoom in on images and charts with just a few clicks.

**Meetings**

Focus on your audience when presenting, not on your slides, with tools such as PowerPoint Presenter View, which shows you current and upcoming slides, presentation time and speaker notes in a single glance. It also lets you easily zoom in on information and skip to any slide without your audience seeing the slides in between.

**Application Overview**

**Word**

The new Word has a new, clean view so you can enjoy reading right from your screen, with professional-grade tools for creating beautiful documents and working with others. Stay on top of the latest changes to a shared document and all the conversations in the document. Have your documents saved and stored online so you know you are using the right version. Add polish and style with new, compelling templates and tools and support for online videos and photos.

**Get absorbed in Word documents** with the new on-screen Read Mode. It looks great and provides you with the right tools to enhance your reading experience. Text reflows automatically in columns to fit the screen and make reading easier. Distractions are removed, providing you only with tools that add value to your reading. When you have an Internet connection, you can also watch online videos right in Word without leaving the document.

**Share and work easily with others** using improved reviewing and online sharing tools. When you are online and signed in with your Microsoft Account or Office 365 user ID, your documents are saved to the cloud by default. You can share and collaborate just by sending a link and then manage and track only one version of your document. Reply to comments and have meaningful threads in the document while enjoying a cleaner view of changes being tracked. You can also project a document to others through their browser, so they can follow your scrolling even if they do not have Word.

**Add flair and polish** to your documents with online videos and photos. Easily use content from PDFs; Word now opens PDFs and makes content, such as paragraphs, lists and tables, act as familiar Word documents. New alignment guides in Word also make it easy to line up charts, photos and diagrams with your text for a professional look. A Live Layout allows you to move photos, videos and shapes to view, in real time, how text will reflow around them — taking the guesswork out of design. Online videos can also be added to documents and watched in Word while readers are online.

**Excel**

The new Excel includes intuitive ways to explore your data, inspiring new insights. In one click, discover new ways to see information with new depth. The new Excel guides you with charts and tables, based on your data, and helps get the job done faster. A new, clean view made for touch, keyboard or mouse helps you move naturally through your information. Key features include the following:

**Discover and unleash** the insights hidden in your data with new tools that make it easy to extract what you need from imported information and quickly perform complex analysis. New Flash Fill reformatting makes rearranging data easier, and PivotTable helps you find the best summary for your data by suggesting options in tables that use different pivots or vantage points. In Office Professional Plus, Quick Explore reveals new insights hidden in your data through cross-tab analysis of large datasets for a 360-degree view of information. Quick Trend helps predict future trends by looking at historical data, and Spreadsheet Inquire & Compare scans spreadsheets for errors, hidden information, broken links and other inconsistencies that might need correction.

**Bring your analysis to life** with a click of the mouse with easy-to-use new visualization tools that make your data look great. A Quick Analysis includes different ways to visually represent your data, and the new Excel even recommends the most suitable charts for you based on patterns in your data for the insights you want to reveal. Charts can be fine-tuned easily, and chart animations show where data has been moved. You can even use touch to move through charts, graphs and tables. Office Professional Plus also has a Power View for interactive data exploration, visualization and presentation for all skill levels and PowerPivot, a groundbreaking database technology that allows fast manipulation of large datasets.

**Share** your results with the new sharing capabilities of Excel. Send a link to co-workers and post to your social network using Office Web Apps. Sharing a workbook now is much simpler: Just send a link and it is saved in the cloud for viewing. Also share a spreadsheet by embedding it on your social network pages or present workbooks online and collaborate with others in real time via Lync meetings or conversations — or even via an instant message.

**Outlook**

Outlook empowers you to take control of your day. It is the place to go to communicate, manage your schedule and to-do list, and find the information you need to get your work done quickly. With Outlook, you can send emails and files from all of your email accounts and quickly find messages and attachments with the information you're looking for. It's also more social than ever; improved integration with LinkedIn and Facebook gives you access to more of your contacts from one place.

**Communicate and connect** with the people and groups that matter most. Inline replies let you reply to email in one click and focus on the important information. Smooth transitions between email, calendar and tasks help you understand context. You can see the Office Ribbon when you need it and hide it when you don’t. Outlook Social Connector also lets you see updates from the people you have in LinkedIn, Facebook and other networks so you can follow the context and impact the conversation.

**Take control** of your email and schedule with tools that help you more easily organize your life. Peeks give you a view of your schedule, an appointment or the people you email without moving screens or losing context. You can now also see, create and respond to multiple email accounts in one place, just like you do on your phone (including Hotmail and third-party webmail). Outlook can now connect directly with your other email accounts and calendars.

**Find** the important information that you need so you can make the right decision fast. You can search for information you need fast in email, attachments, calendar items and contacts. Find out important information before you send an email with MailTips (for instance, a forgotten attachment) to avoid embarrassing mistakes. File, flag or delete emails easily with fast filters and context commands, and see more of your information with a clean, clear viewing area.

**OneNote**

OneNote is a digital notebook that holds notes, pictures, Web pages and media. Access your information wherever you go using your favorite devices. Create notes, sketch a diagram and connect them to related presentation files, photos, videos, Web links, charts and more right in your notes. Everything you capture is automatically saved and searchable. Your notes travel with you seamlessly with OneNote apps and the OneNote Web App.

**Capture ideas** **in one spot.** Keep all your ideas notes, links, Web pages and media together. Take notes, sketch a diagram or record a presentation, all in OneNote. You can even add a presentation file, document, spreadsheet, Web link, video file or other media right into your notes, and improved inking lets you draw, erase and edit using your finger, stylus or mouse. OneNote even converts handwriting into text.

**Find your notes easily.** Your notes are automatically saved and searchable, so they are easy to locate. You can even find the words you are looking for in pictures. You do not have to remember where you put anything — OneNote's got it. Your notes are also saved to the cloud by default when you are online; share and collaborate just by sending a link.

**Take it with you.** Download the OneNote app to access your latest OneNote notebooks from your devices, including Windows Phone, Windows 8, iOS and Android phones.

**Do more with the OneNote App for Windows 8.** The OneNote App for Windows 8 lets you draw, type, click and swipe and is completely reimagined for Windows 8. You can use your fingers and hands to move through pages and notes without a keyboard, and OneNote syncs fast with SkyDrive and SharePoint so you always have the latest on all your devices.

**PowerPoint**

Easily work with others and design beautiful presentations with intuitive tools that make it easy to start from a theme, apply variants, align text and media, and even build customized icons. Collaborating, co-authoring and replying to comments is easy with one version of your presentation that keeps all important conversations in context. The improved Presenter View has new tools to keep you intuitively and effortlessly in control while presenting. See your notes, zoom in on specific areas and jump between slides for compelling presentations.

**Designing a presentation** and making it look great has never been easier. The Start screen offers you a collection of compelling widescreen themes to create your presentation with Theme Variants for a unique look; Smart Guides make it easy to line up shapes, text boxes and other graphics and intuitively drop objects into the right place. Maximize your creativity with powerful tools such as Merge Shapes to create custom diagrams and icons and Eyedropper to ensure shapes and text have matching colors.

**Stay effortlessly in control** so you can focus on your audience. New behind-the-scenes tools allow you to be in the driver’s seat. Focus your audience on your ideas with Slide Zoom to zoom in and out on a specific chart, diagram or graphic; use the Navigation Grid to visually identify the slide with the right information and jump to it. When you are connected to an external display, Auto-Extend applies the right settings for you to enjoy Presenter View.

**Work together with others** in real time and share online easily. When you are online and signed in with your Microsoft Account or Office 365 user ID, your presentations are saved to the cloud by default. You can share and collaborate just by sending a link, which also grants read or edit permissions. Replying within comments ensures meaningful conversations are right in the context you need them.

**Publisher**

Use familiar, simple tools to create professional-looking publications with impact. The unique layout and print capabilities help you easily and quickly make brochures, newsletters, calendars, posters, flyers and more. Publisher helps grab the attention of your audience with simple personalization tools so you can customize names, photos and links to individual members of your audience.

**Make an impact** in a highly visual world overloaded with content. Publisher has simple tools that make it easy to stand out and grab attention. Swap Picture imports pictures to a single canvas in Publisher, so you can swap them in and out of your design with drag-and-drop and experiment to find the right image in a flash. A new Start experience includes easy access to new, inspiring templates, and new tools make publications look professional and polished. You can even use Publisher to search your online photo albums on Facebook, Flickr and other services to add pictures directly to a document.

**Personalize** publications through text, photos and links. Mail Merge allows you to include photos and links in the familiar mail merge tools and add personalization to newsletters, cards and emails.

**Share** and work easily with others. Publish to suit your audience with email, PDF, XPS or high-quality prints. Your documents are saved to the cloud by default when you are online and signed in with your Microsoft Account or Office 365 user ID. Share and collaborate just by sending a link. You can now easily print publications or photo albums at any print shop by saving all pages as individual pictures.

**Access**

The new Access makes it easy to create, share and experience database apps that run on the Web and address your needs to track data.

**Create**

Quickly build custom apps that run on the Web and address your business's data-tracking needs from the welcome screen. No software development knowledge is needed.

**Share**

Bring databases into a new, Web-connected era in which your apps are accessible on SharePoint or a personal server through a browser. With your data stored in Microsoft SQL Server, you get added speed, reliability and long-term flexibility. Users do not even need Access installed to use the apps that you have created.

**Experience**

Utilize the standardized "app framework" that makes navigating apps familiar and easy through a simplified design experience. Your app will remain professional-looking as it grows with your business.

**Office 365 Home Premium Preview will be supported in the following countries:**

|  |  |  |
| --- | --- | --- |
| Argentina | Australia  | Austria |
| Belgium | Brazil | Bulgaria |
| Canada | Chile | China  |
| Columbia | Costa Rica | Croatia |
| Czech Republic | Denmark | Dominican Republic |
| Ecuador | Egypt | El Salvador |
| Estonia | Finland | France |
| Germany | Greece | Guatemala |
| Hong Kong SAR | Hungary | India |
| Indonesia | Ireland | Israel |
| Italy | Korea | Kuwait |
| Latvia | Liechtenstein | Lithuania |
| Luxembourg | Malaysia | Mexico |
| Netherlands | New Zealand | Norway |
| Panama | Paraguay | Peru |
| Poland | Portugal | Qatar |
| Romania | Russia | Saudi Arabia |
| Serbia | Singapore | Slovakia |
| Slovenia | South Africa | Spain |
| Sweden | Switzerland | Taiwan |
| Thailand | Turkey | Ukraine |
| United Arab Emirates | United Kingdom | United States |
| Uruguay | Venezuela |  |

\* Office for Mac 2011 included for Macs

\*\* See [office.com/information](http://office.microsoft.com/information) for details. Skype account required. Excludes special, premium and nongeographic numbers. Calls to mobiles are for select countries only.