



# Back to the Desktop

MS Office 2016

The Future of Online Collaboration

By: Melissa Mabon  
Brooke Savage



# Who Needs the Desktop Anyway?

**Microsoft Office is obsolete, or soon will be**

By Joe Wilcox | Published 2 years ago

125 Comments

This month's Office 2010 r...  
Home and Student are Mic...  
valuable as it once was

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Tweet 1

**MOBILE**

**A New Golden Age Of Productivity Software Is Dawning**

Microsoft Office is dead. Long live a profusion of new mobile productivity tools, some of which don't even look like productivity tools.

BRIAN S HALL · JUN 25, 2013

TECHNOLOGY INNOVATION, TH

## Death to Word

It's time to give up on Microsoft's word processor.

By Tom Scocca





8.7k 781 0





# About Us

## 20+ Years Developing Microsoft Word-Centric Proposal Software

**1993** Founded Pragmatech Software

**2003** Sold Company

**2013** Launched [Expidence Software](#)





# What are we going to show you today?



1. What is Web Based Co-Authoring?
2. Demo Of Online Word Co-Authoring
3. Comparison Word & Word Online
4. Demo of Word 2016 Co-Authoring
5. What Else is Great about Word 2016
6. Questions



# What is Real Time Co-Authoring?





# What Do You Need?

## First, you need Cloud Storage

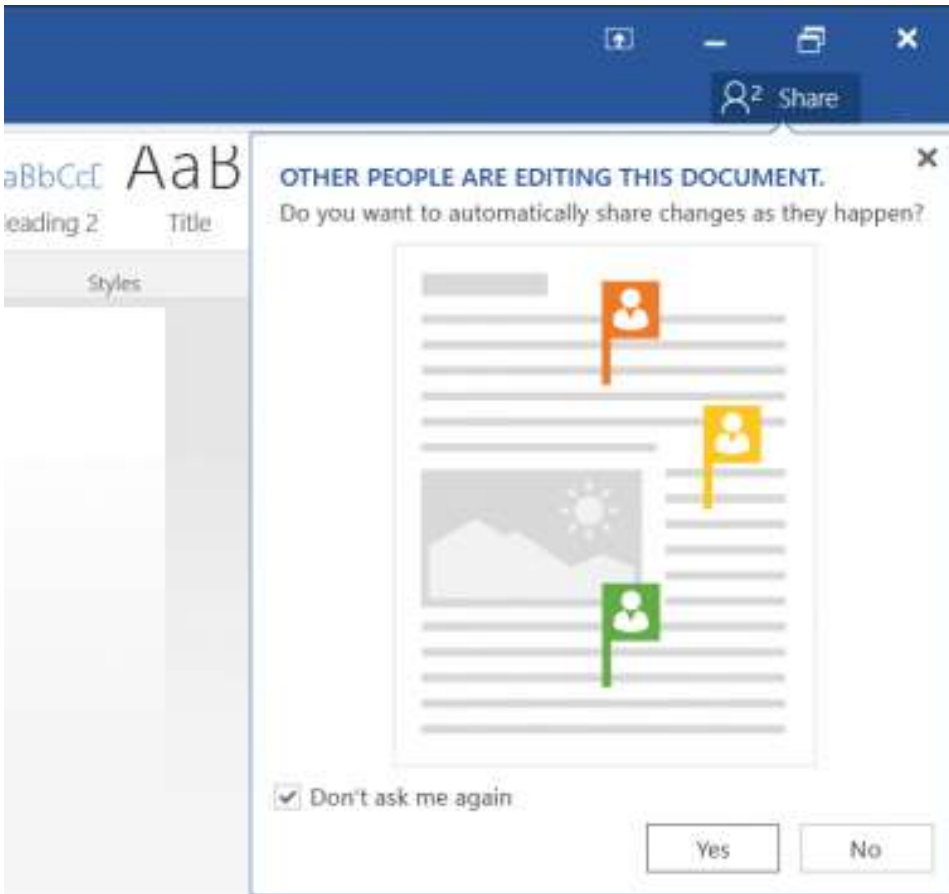
- OneDrive
- SharePoint

*(Dropbox, Google Drive)*

## Second, you need a Web based Word Processor

- Microsoft Word Online

*(Google Docs)*





# Office Portal Office 365

The screenshot shows a web browser window with the Office 365 portal. The browser tabs include 'Office 365', 'Mercer-RFP.docx', 'What's new in Word 2016 - 1', and 'mr clippy animated - Google'. The address bar shows 'portal.office.com/Home'. The page header includes 'Office 365' and 'Home' with a user profile icon. A large red box on the left contains the text 'Hi, Melissa.'. The main content area is titled 'Collaborate with Office Online' and features a grid of application tiles: Mail, Calendar, People, Yammer, Newsfeed, OneDrive, Sites, Tasks, Drive, Word Online, Excel Online, PowerPoint Online, OneNote Online, and Sway. An 'Admin' tile is also present. Below the tiles, there is a section titled 'Install Office on more devices' with links for 'On a PC or Mac: Install' and 'Smartphone or tablet? Get Office on your devices'.



# Select Cloud Document

The screenshot shows a web browser window with the OneDrive interface. The address bar shows the URL: [expediencesoftware1-my.sharepoint.com/personal/mmaabon\\_expediencesoftware\\_com/\\_layouts/15/onedrive.aspx?fid=%2Fpersonal](https://expediencesoftware1-my.sharepoint.com/personal/mmaabon_expediencesoftware_com/_layouts/15/onedrive.aspx?fid=%2Fpersonal). The interface includes a navigation pane on the left with 'Melissa Mabon' and 'Groups' (including 'APMP NE'). The main area shows a file list for the 'APMP Noreaster' folder. The file 'Mercer RFP.docx' is selected, highlighted in blue. The file list includes columns for Name, Modified, Modified By, File Size, and Sharing.

Name	Modified	Modified By	File Size	Sharing
.dropbox	Monday at 12:13 PM	Melissa Mabon	35 bytes	Shared
desktop.ini	Monday at 12:13 PM	Melissa Mabon	165 bytes	Shared
<b>Mercer RFP.docx</b>	4 minutes ago	Melissa Mabon	34.24 KB	Shared
Mercer RFP_1.docx	2 hours ago	Brooke Savage	64.25 KB	Shared
Mercer RFP_2.docx	14 minutes ago	Melissa Mabon	66.8 KB	Shared
Thumbs.db	Monday at 12:13 PM	Melissa Mabon	15 KB	Shared





# Edit in Word Online and Share

The screenshot shows the Microsoft Word Online interface. The document is titled "Mercer RFP\_2" and is being viewed by "Melissa Mabon". The ribbon includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, REVIEW, and VIEW. The main content area displays the Mercer logo and the title "Worldwide Pension Consultants Investment Manager Questionnaire". Below the title, there is a section titled "1. Firm Information" with three numbered items:

1. Please provide a brief history and background
2. Please provide an organizational chart showing headcount.
3. Who is the primary contact for this evaluation?

A "Share 'Mercer RFP\_2'" dialog box is open in the foreground. It shows the document is shared with "Brooke Savage". The dialog has options to "Invite people", "Get a link", and "Shared with". There is a text input field for a personal message and a checkbox for "Require sign-in". The "Share" button is highlighted in blue.





# Real time Co-Authoring in Browser

The screenshot shows the Microsoft Word Online interface. The document title is "Worldwide Pension Consultants Investment Manager Questionnaire". The main content area contains a list of questions:

- 1. Firm Information**
  - 1. Please provide a brief history and background of your firm. *This information is secret.*
  - 2. Please provide an organizational chart showing major departments and headcount.
  - 3. Who is the primary contact for this evaluation?
- 2. Assets:**
  - 1. Please provide an AUM growth table for the last 10 years.

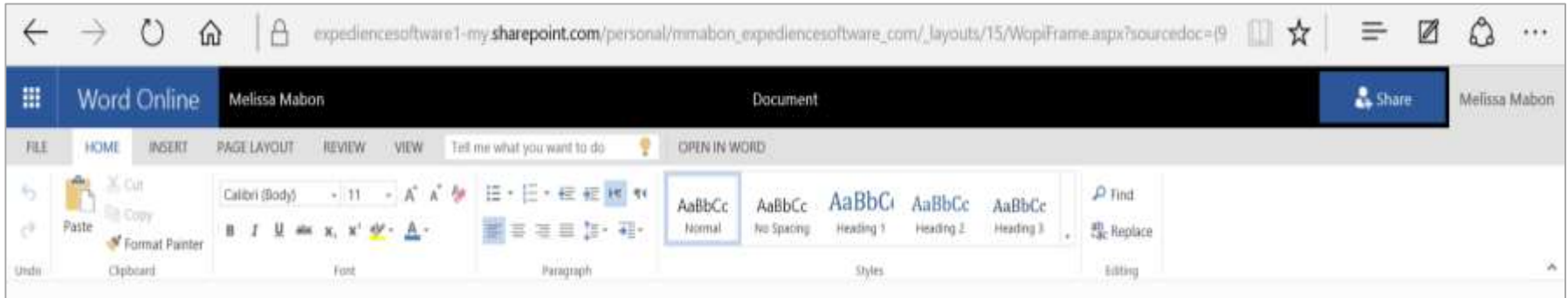
The right sidebar shows a "Comments" panel with the following entries:

- Melissa Mabon**: please answer this asap
- Brooke Savage**: I'm a busy SME. Next week maybe
- Melissa Mabon**: I really need this!

The status bar at the bottom indicates "PAGE 1 OF 1", "ABOUT 153 WORDS", "ENGLISH (U.S.)", "SAVED", and "100% HELP IMPROVE OFFICE".



# What's Great about Word Online?



Quick Edits

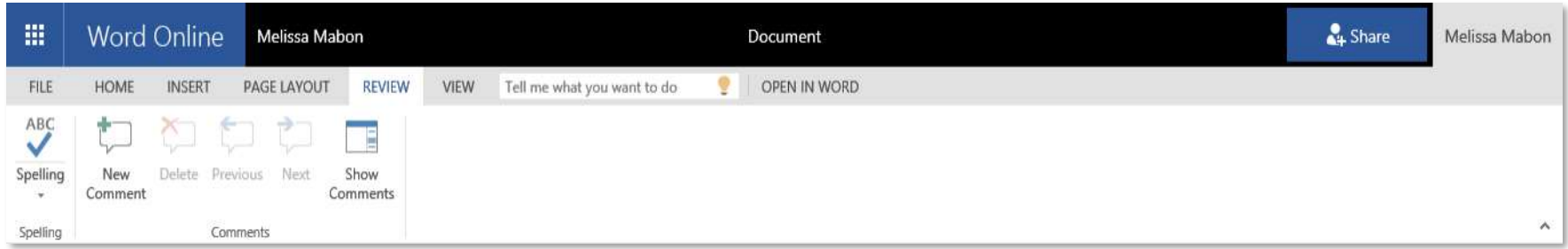
Simple Formatting

Interactive Comments

Easy Sharing across Devices



# What's missing from Word Online?



- |                            |                            |   |
|----------------------------|----------------------------|---|
| <b>X</b> Grammar Check     | <b>X</b> Table of Contents | <b>X</b> Track Changes                        |
| <b>X</b> Custom Dictionary | <b>X</b> Cover Pages       | <b>X</b> Linked & Embedded Objects            |
| <b>X</b> Thesaurus         | <b>X</b> Shapes            | <b>X</b> Headers & Footers ( <i>limited</i> ) |
| <b>X</b> Macros            | <b>X</b> Smart Art         | <b>X</b> Symbols ( <i>limited</i> )           |
| <b>X</b> Mail Merge        | <b>X</b> Charts            | <b>X</b> Equations ( <i>limited</i> )         |
|                            | <b>X</b> Create Styles     | <b>X</b> Multi-level lists                    |
|                            | <b>X</b> Custom Bullets    | <b>X</b> Color Schemes                        |
|                            | <b>X</b> Auto Text         |   |
|                            | <b>X</b> Quick Parts       |   |
|                            | <b>X</b> Text Boxes        |   |
|                            | <b>X</b> Bookmarks         |   |
|                            | <b>X</b> Modify Styles     |   |
|                            | <b>X</b> Themes            |   |



***“The reports of my death have been greatly exaggerated.”***

*--Mark Twain*

## **Reality:**

Word Online has never come close to replacing the desktop version.

Microsoft Word is more robust and full featured than ever before.



**2007** *Ribbons, Building Blocks, Content Controls, Themes  
Greatly expanded Programming Platform.*

**2010** *Custom Ribbons, Navigation Pane, Enhanced Image Editing*

**2013** *Design Tab, Enhanced Comments & Review Features, Cloud Based Sharing*

**2016** *Web Real Time Collaboration brought to the Desktop.*



# Office 365 for Business



*Office 365 is a subscription model for purchasing Office products.*

*This demo uses Office 365 for Business Premium*

# Ground Control



# Open Cloud Document from Word

Document1 - Word

Open

Recent

- OneDrive - Expedience Software  
mmabon@expediencesoftware.com
- OneDrive - Personal  
mmabon@expediencesoftware.com
- Sites - Expedience Software  
mmabon@expediencesoftware.com
- This PC
- Add a Place
- Browse

Today

Mercer RFP OneDrive - Expedience Software » APMP Noreaster	11/4/2015 4:53 PM
MIDAS Style Palette Desktop » SUITE DEMO MIDAS - 110215 » Ribbons	11/4/2015 4:36 PM
Mercer RFP_2 OneDrive - Expedience Software » APMP Noreaster	11/4/2015 4:27 PM
Document OneDrive - Expedience Software	11/4/2015 4:10 PM
Mercer RFP_1 OneDrive - Expedience Software » APMP Noreaster	11/4/2015 3:23 PM
MM Expedience Software to Present at APMP NE OneDrive - Expedience Software » APMP Noreaster	11/4/2015 3:22 PM
Mercer RFP_3 OneDrive - Expedience Software » APMP Noreaster	11/4/2015 3:20 PM
Sample RFP OneDrive - Expedience Software » APMP Noreaster	11/4/2015 12:20 PM
Document2 OneDrive - Expedience Software	11/4/2015 12:04 PM
Document1 OneDrive - Expedience Software	11/4/2015 11:18 AM

Yesterday

Bookmarked Example Expedience Software » Shared Documents » MIDAS TEST	11/3/2015 2:59 PM
---	-------------------

TL: 11/4/15



# Share Document

Mercer RFP - Word

Design Layout References Mailings Review View Developer Style Palette Tell me what you want to do... Melissa Mabon Share

Font Paragraph Styles Editing

**MERCER**  
Worldwide Pension Consultants  
*Investment Manager Questionnaire*

**Firm Information**

- 1. Please provide a brief history and background of your firm.**
- 2. Please provide an organizational chart showing major departments and headcount.**
- 3. Who is the primary contact for this evaluation?**

**Assets:**

**Share**

Invite people

Can edit

Include a message (optional)

Share

Automatically share changes: Always

Melissa Mabon  
Editing

Brooke Savage  
Can edit

Get a sharing link







# Communicate with Team

Mercer RFP - Word

Calibri (Body) 14

MERCER  
Worldwide Pension Consultants  
Investment Manager Questionnaire

### Firm Information

1. Please provide a brief history and
2. Please provide an organizational headcount.
3. Who is the primary contact for the

Assets:

2 Participants

Calling bsavege@experiencesoftware.com...

Brooke Savage

Melissa Mabon

Share

Automatically share changes: Always

Melissa Mabon  
Editing

Brooke Savage  
Can edit

Get a sharing link



# Versioning

Office 365 | OneDrive

Search | Share | Download | Delete | Copy to | Move to | Rename | ...

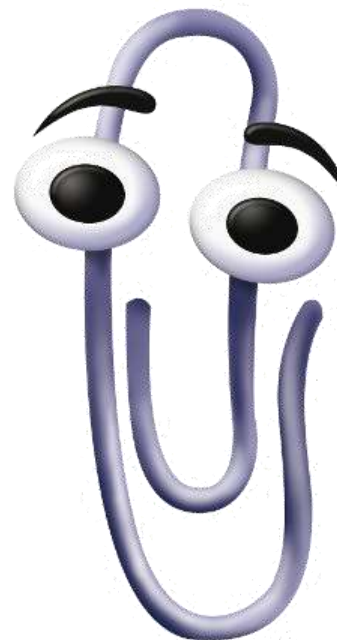
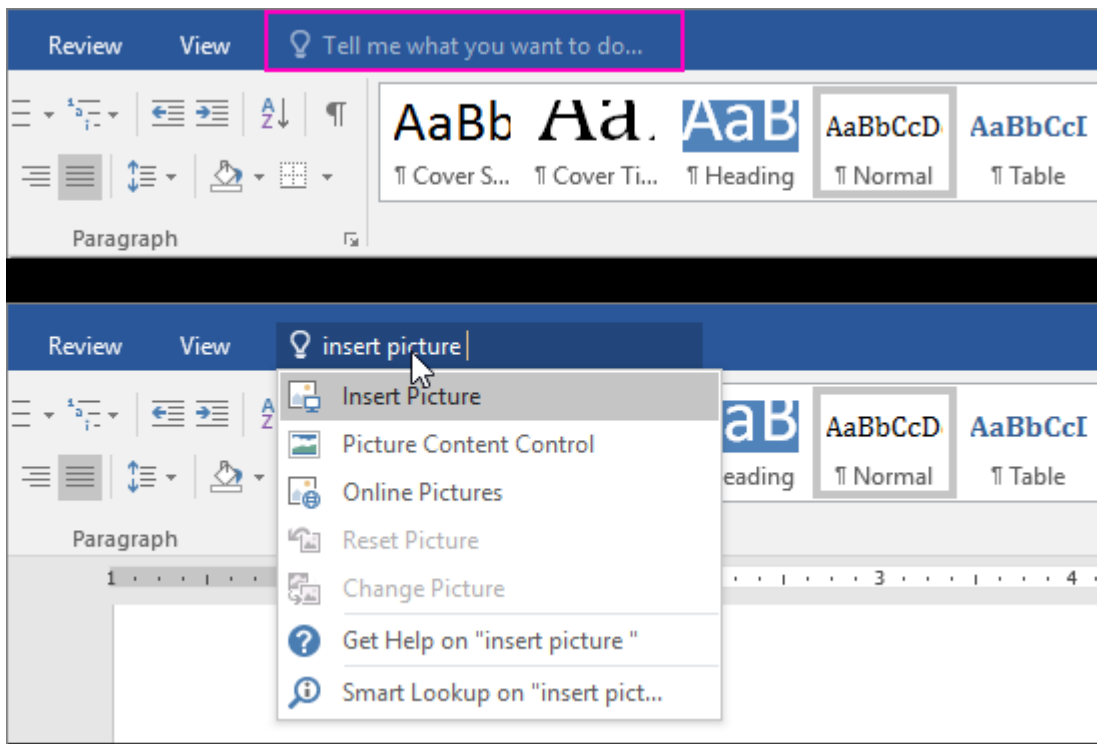
Version History

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
8.0	10/4/2015 12:18 PM	<input type="checkbox"/> Melissa Mabon	38 KB	<b>Final</b>
7.0	10/4/2015 12:09 PM	<input type="checkbox"/> Melissa Mabon	38.6 KB	
6.0	10/4/2015 12:09 PM	<input type="checkbox"/> Melissa Mabon	38 KB	Red Team Review
5.0	10/4/2015 11:01 AM	<input type="checkbox"/> Melissa Mabon	38 KB	
4.0	10/4/2015 10:55 AM	<input type="checkbox"/> Melissa Mabon	38 KB	Pink team review.
3.0	10/3/2015 10:14 AM	<input type="checkbox"/> Melissa Mabon	38 KB	This version has been reviewed by compliance
2.0	10/3/2015 10:12 AM	<input type="checkbox"/> Melissa Mabon	37.8 KB	
1.0	10/3/2015 10:08 AM	<input type="checkbox"/> Melissa Mabon	37.7 KB	



# Tell me what you want to do...the new Mr. Clippy





# Thank you!

## Questions

For more Word Tips for Proposal Writers visit our [BLOG](#).