



u3a

How to avoid a Microsoft Office subscription

Computer Group

2pm-3.45pm Beginners Group

Learn, Laugh, Live in the Digital Age

Ken Surplice
Basingstoke and Old Basing u3a

Your helpers today

Ken

Andy

Alister

Arthur

Gordon

Nick

Microsoft Office

Core

- Word documents
- Excel spreadsheets
- PowerPoint presentations

Extras historically

- Outlook email
- Visio flowcharts
- Access database

New

- OneNote notes
- Artificial Intelligence extras

Microsoft Office

Now known as Microsoft 365

Runs on Windows/Mac/Tablets/Phones

Why we are here

Updating register for Health & Wellbeing group

- Excel spreadsheet
- Started to improve formatting

Returned to do more formatting

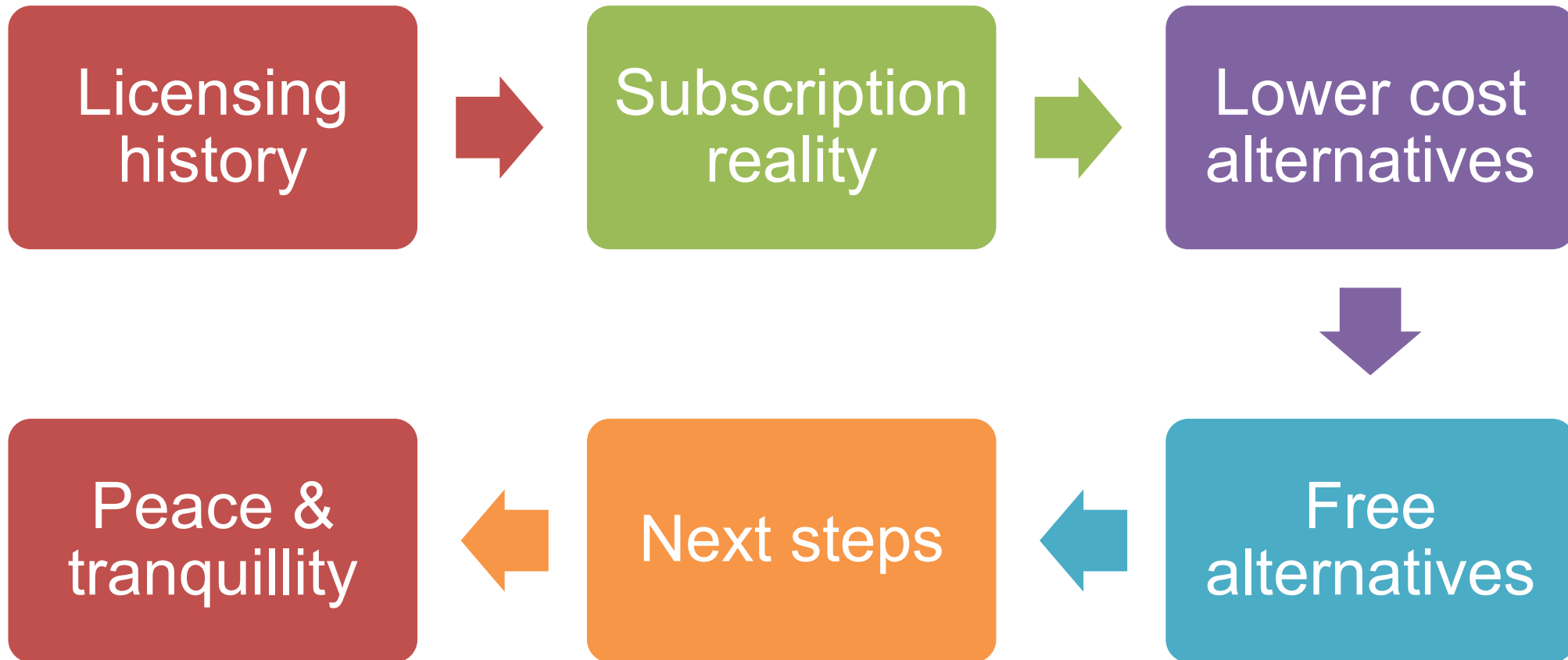
- Missing command
- Worked one day; greyed out the next

Message from Microsoft

- Old software
- We have reduced functionality

It had worked perfectly for years

Today's session



Licensing history



**Buy license to
use software**

**Expect it
to last**

**Perhaps
pay to
update**



**Push towards annual
fee**

**Subscriptions
and packaged
subscriptions**

**Annual
payment**



Subscription reality



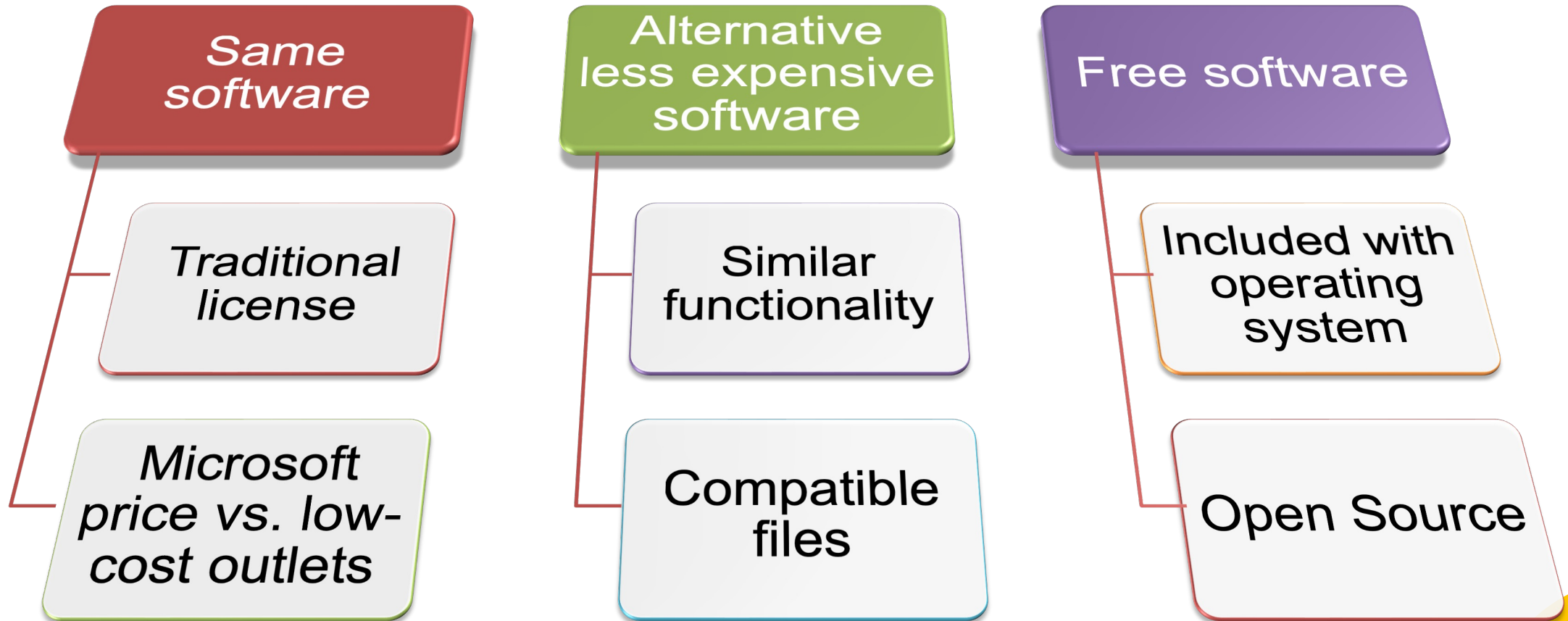
Software stops working if you do not renew your subscription

	One person	Family	Family Premium
Microsoft 365 / year	£84.99	£104.99	£189.00
Three year cost	£254.97	£314.97	£567.00
Five year cost	£424.95	£524.95	£945.00
	Personal use	Up to six people	Up to six people
	Five devices	Five devices each	Five devices each
	1 TB cloud storage	2 TB cloud storage	2 TB cloud storage
Word			
Excel			
PowerPoint			
Outlook			
OneNote			
AI assistance		For subscription owner only	For subscription owner only
All day video calls			
Advanced AI			
AI image creation			

And maybe Access database

For devices smaller than 10.1 inches, Office is available for free use. For devices larger than this size, you need to have a Microsoft 365 Personal or Family subscription to use Office.

Lower cost alternatives (to a subscription)



Lower cost alternative – Office 2024

Same
software

Traditional
license

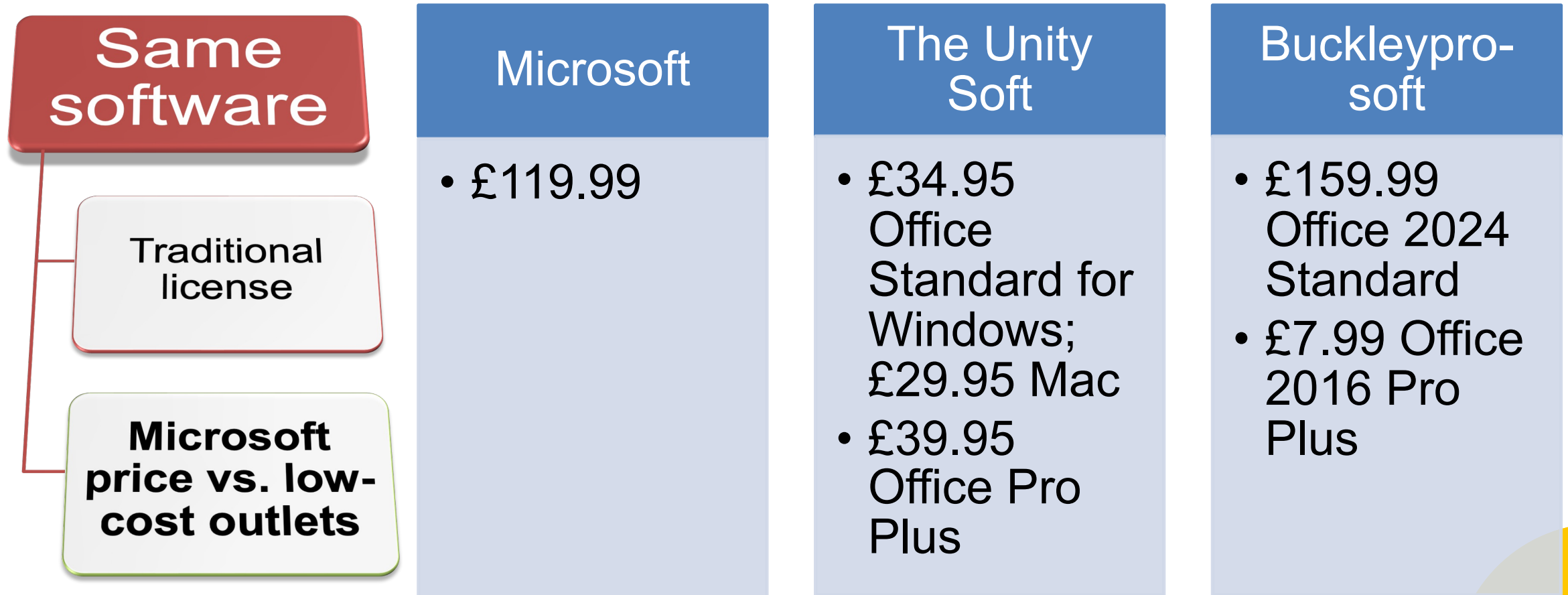
Microsoft
price vs. low-
cost outlets

Microsoft Office 2024

One time purchase; supported 5 years

Word, Excel, PowerPoint, OneNote,
Access, Outlook with adverts, free
versions of Teams & Forms

Lower cost alternative – Office 2024



Lower cost alternatives

Alternative
less expensive
software

Similar
functionality

Compatible
files

Usually free and paid versions

- Google Workspace
- ONLYOFFICE
- FreeOffice by SoftMaker
- And more

Top free alternatives

Free software

Included with operating system

Or Open Source

Apple

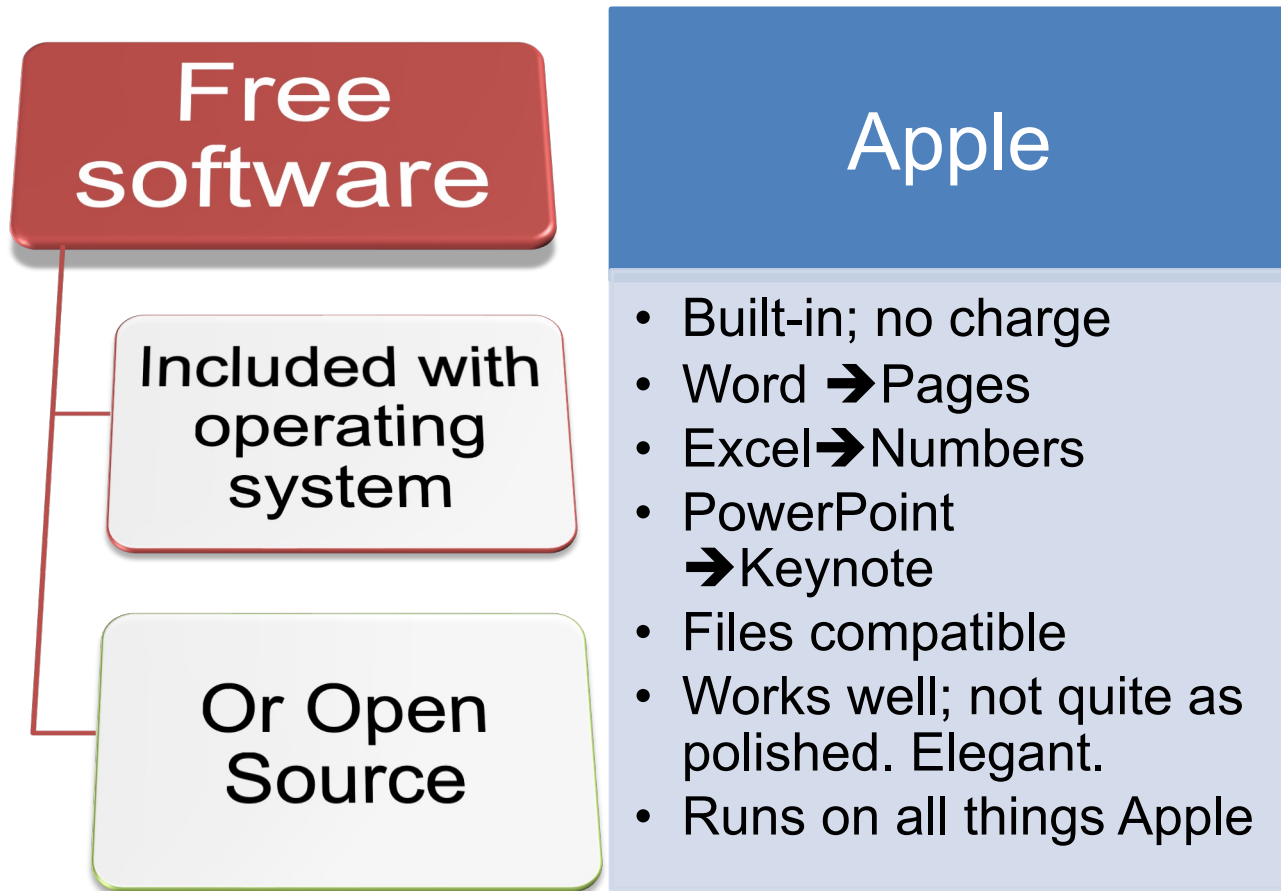
- Built-in; no charge
- Word → Pages
- Excel → Numbers
- PowerPoint → Keynote
- Files compatible
- Works well; not quite as polished. Elegant.
- Runs on all things Apple

LibreOffice

- Open Source. Free. 200M+ users
- Was OpenOffice.org and StarOffice
- Windows, MacOS, Linux. 3rd party Android, ChromeOS, iOS, iPadOS support
- Also web version

Google Workspace*

- Was Google Apps / G Suite
- Does it all
- Runs in cloud – web based
- Runs everywhere



**Let's open
this
presentation
in Apple
Keynote**

**Free
software**

Included with
operating
system

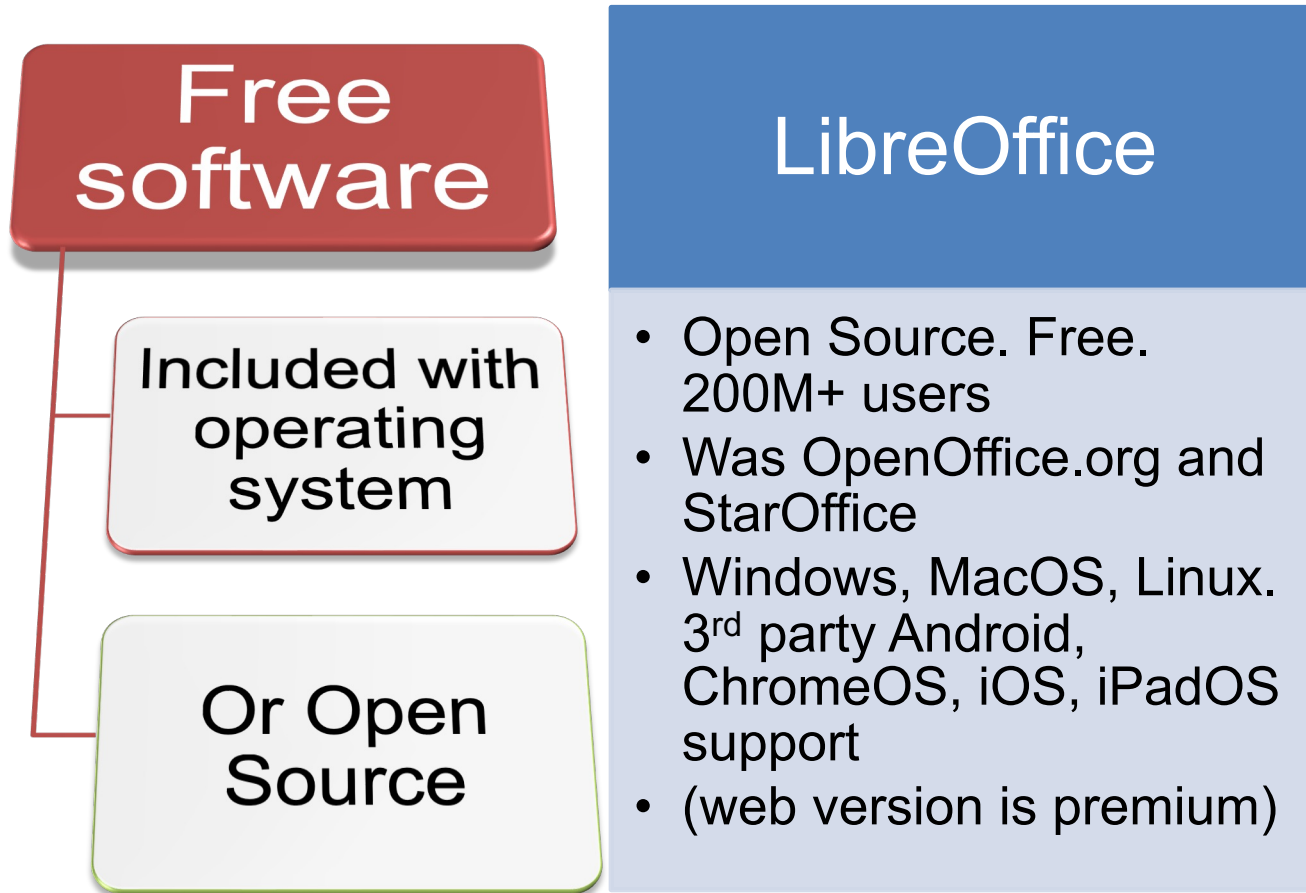
Or Open
Source

LibreOffice

- Open Source. Free. 200M+ users
- Was OpenOffice.org and StarOffice
- Windows, MacOS, Linux. 3rd party Android, ChromeOS, iOS, iPadOS support
- (web version is premium)

What does it look like?





**Let's open
this
presentation
in
LibreOffice
Impress**

Top free alternatives



Free software

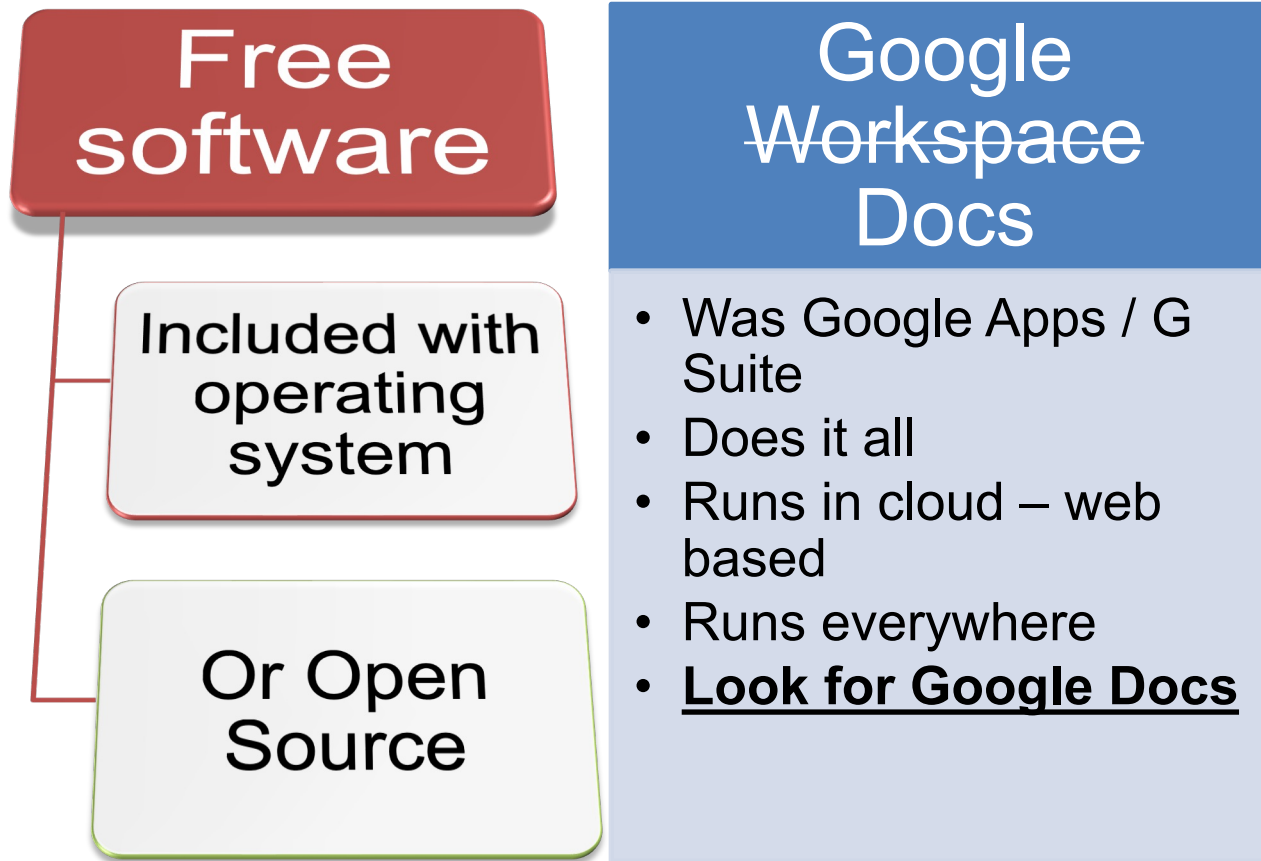
Included with operating system

Or Open Source

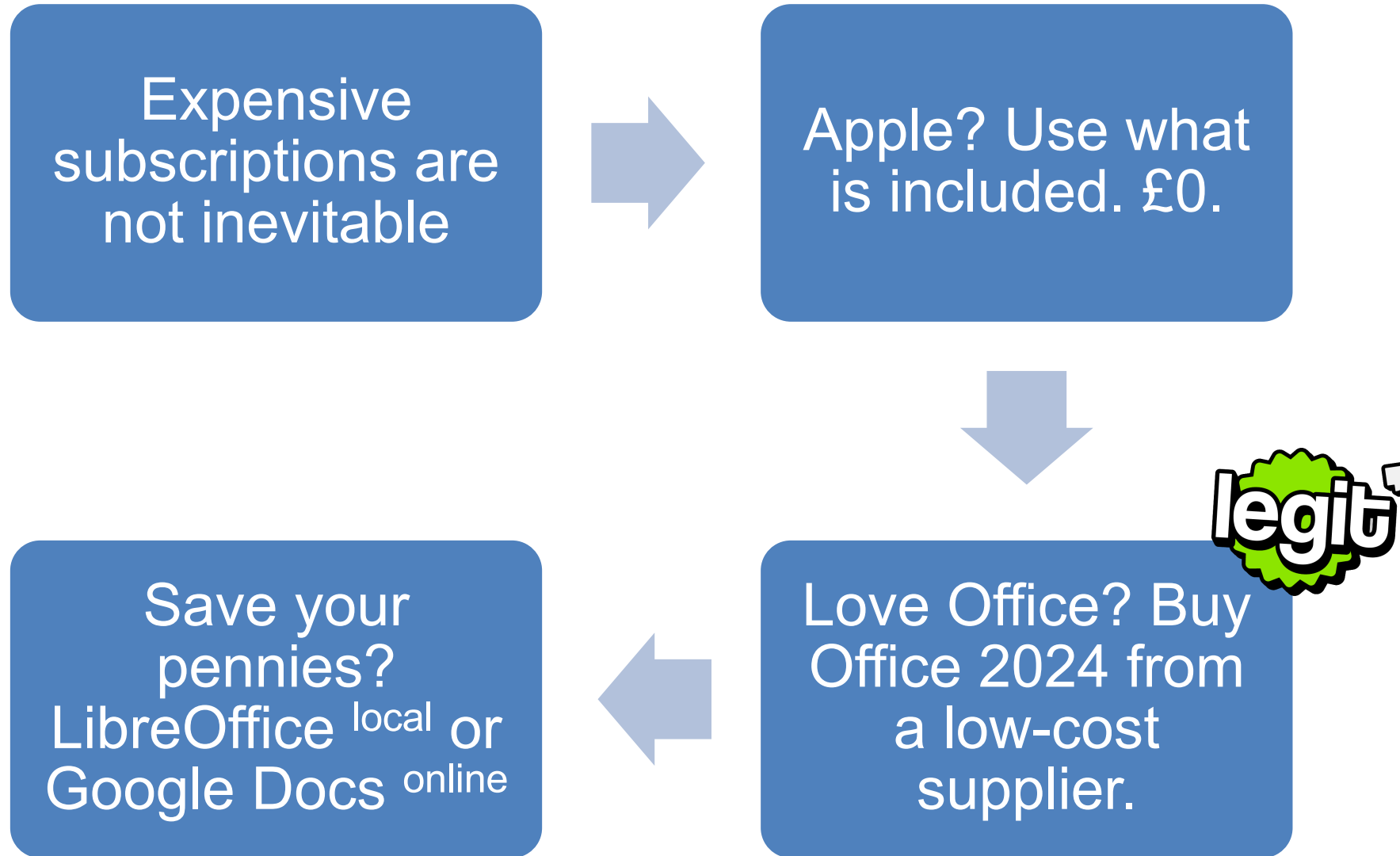
Google Workspace

- Was Google Apps / G Suite
- Does it all
- Runs in cloud – web based
- Runs everywhere

- For personal use: You can use Google's office apps completely free of charge using a regular Google/Gmail account
- Gmail, Contacts, Calendar, Meet and Chat for communication; Drive for storage; and the Google Docs Editors*
- Google Sheets (spreadsheet)
- Google Slides (presentations)
- Google Drawings
- Google Forms (online forms)
- Google Sites (graphical website editor)
- Google Keep (notes)
- Google Vids AI video editor
- Google My Maps



Questions and conclusion



Before we have tea and coffee

Nov 10

Dec 8

Intermediate

Oct 27

Nov 24

Dec 22

for all

Handouts – where to get them

<https://www.basingstokeu3a.org/all-groups-1/computer-group>

1. Search “u3a Basingstoke and Old Basing”
2. Click “Groups” then “Our Groups”
3. Scroll down to, and click, Computer Group
4. See all handouts at bottom of page



Future topics requested by you

How to create and use Google Forms, Survey Monkey, WhatsApp etc with U3A groups

Formulas in MS Excel

Which laser printer should I buy?
Why does my printer reply in Vietnamese?

How to synchronise calendar etc.

Thank you for joining us today



Thank You

Would you/friend give a talk?