

# APPLYING MICROSOFT OFFICE 365 WITH AZURA ACCOUNT AND MICROSOFT OFFICE 2013

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## ABSTRACT

Nowadays we should use office 365 for our work, office and our school. Some schools provide the Office 365 applications for students , teachers and Staff to achieved victory of the latest and greatest educational applications. If we have an owned account we can use installation on to 5 devices per user. So we can access emails, files and Office programs from any location on any device everywhere anytime with Mobile or other devices, if we are not at home on desktop. Office 365 is a Web-based platform that pairs the Office applications with cloud storage. Office 365 is not only a service, but also an application suite. Office 365 is a smoke-and-mirrors that are Web-based versions of the Office applications, so we can store cloud in Sky Drive we can access them seamlessly from virtually any Web-connected device.

**KEYWORDS:** *Office 365, office 2013, Azura account, web-based platform, Microsoft, cloud service.*

## 1. INTRODUCTION TO OFFICE 365 AND OFFICE 2013

Office 365 is a subscription based package that offers access to the latest desktop Office suite, Office Online, cloud storage, and premium mobile application. The main difference is that Office 365 is a subscription based service or Software as a Service (SaaS)[9]. A new Microsoft 365 Education device license includes Windows, in tune for Education and Office 365 Education. Office 365 is a set of cloud services available on a subscription basis from Microsoft and the ability to connect the two through the cloud and store and share files from SharePoint or One Drive. You can have access to Microsoft Office anywhere which is fantastic. If you use Office 365 you'll be using Office Online which includes Word Online, Outlook Online, Excel Online, PowerPoint Online, OneNote Online, etc[2]. Microsoft Office 365 has various subscription levels with annual commitments for the small businesses, education, government organizations and enterprises. User can have an Office 365 plan and use Office 2013

regularly, or user can have an Office 365 and only use Office Online Office 2013 describes only the desktop applications. Office 2013 is an applications suite and a standalone piece of software. A new feature for Word 2013 is the ability to drop photos into Word documents and place them wherever you want. This DTP function is complemented with the ability to annotate documents freehand with text and illustrations. Outlook 2013 offers a “new” feature that displays a one-line preview of each message in your inbox.

## 2. ADVANTAGES AND DISADVANTAGES OF OFFICE 365

### 2.1 Advantages of office 365

There are so many advantages, one of the biggest advantages of Office 365 is the ability to work from anywhere as long as user have an internet connection, because it's entirely cloud-based. So user can access their Office programs (Word, PowerPoint, Excel) and email, files from any location and any devices. It Work anywhere, easy collaboration, reduce capital spend, eliminates hardware, reduce energy costs and is updated monthly with the latest features and security updates. Use cloud-powered email to reach customers and coworkers wherever work takes user. Transform classroom time and keep students focused on learning by saving time on everything from lesson planning to tracking grades all while increasing collaboration. One advantages is cost effective when it comes to paying for licenses, Office 365 is certainly the less expensive, depending on how many users are in office. Each user will have access to One Drive which depends upon the service level offer up to 1 terabyte of storage in a cloud environment.

One of great advantage of the plans of Office 365 is easy access to files that is user can use to remotely edit their documents from any device and browser. Email is accessible and affordable you will be able to access your email anywhere, anytime Outlook is hosted in the cloud and Skype, SharePoint and Lync Online are the extra features available for better communication and collaboration across the business and are

Additional Tools of office 365. Another advantage is allows user business to scale from one user to around 300 users. When their business grows, it has scalability to meet your requirements. Business continuity built on Microsoft Azure platform, Office 365 offers a reliable infrastructure which is secure. There are top five benefits of Microsoft Office 365 which are larger mailbox storage Share Point and one Drive Enhanced Security, Effortless Collaboration, Simplified Information Exchange, Cost Saving, Better Productivity. The 7 biggest advantages[8] of Office 365 include Users can work from anywhere, provides robust, Security and reliability, subscription-based payment is available, teams and users can easily collaborate, user receive access to the latest programs, user can work with what you know, office 365 features mix and match plans .From business point of view there are top 6 Benefits of Office 365 for business - 1. Mobility - the ability to access your data from anywhere, no matter what. 2. Security - built-in enhanced data security to protect your organization. 3. Collaboration - all the tools you need to get organized and collaborate. 4. Communication - simplified communication is the key to growth. 5. Productivity - simplified document and file sharing. 6. Business Intelligence.

## **2.2 Disadvantages of office 365**

There are some disadvantages of office 365, their business could be a seasonal one and the recurring fee may be caused due to the budget constraints while the office 365 subscription is usually more cost-effective for many business cost considerations. Infrastructure configuration is less flexible and customized. Data Security does not reside, as with any cloud-based solution and businesses that find some unsecure option and so it may not completely satisfy requirements. Office 365 has limited Email Archiving and eDiscovery user might require an addition of third-party email archiving service provider. Email quotas and limitations may need to be thoroughly considered and the limitations need to be investigated and any workarounds or the addition of third-party vendors should be addressed if required.

## **3. ADVANTAGES AND DISADVANTAGES OF OFFICE 2013**

### **3.1 Advantages of office 2013**

Many advantages are similar to office 365 advantages, files are saved in the clouds such as office 365, will allow users to read documents in an easy-to-read environment. Mobile users can use the suite on their tablet without any issues or inconveniences. Simple editing can be used to edit PDF files using Office. Adding videos to your

content is easy and it allows you to search for appropriate videos within the software application you're using.

### **3.2 Disadvantages of office 2013**

Some of disadvantages of Office 2013, Office 2013 is less compatibility with files created in 2010/2007 , The view is similar to windows 98 , it does matter if it is 32 bit color. Adding the pictures to Microsoft Word 2013 can be a bit difficult as they often refuse to go where user want them. User can add media and images to their documents with the "live layout" feature in Word 2013. The new user interface is overly simplistic, and many people find the simplicity locking bulk. It will run only on Microsoft's Windows 7 or 8 operating systems and on Apple Mac OS X 10.6 or higher. [11]Agencies that have not upgraded to the latest versions of these operating systems may be unhappy to find that their current OS is not supported so this disadvantage is great for user.

## **4. USE OFFICE 365 FOR EDUCATION AND STUDENT**

Microsoft Office 365 has various subscription levels with annual commitments for the small businesses, education, government organization and enterprises. There are three level for office 365 they are office365 A1 level, which is free online version of Office and includes everything you expect from Office, plus Microsoft Teams. Office 365 A3 level, this level Access to the Office desktop apps including Microsoft Teams, plus robust management and security tools. [4]Office 365 A5 level , at this level, all the Office desktop application including Microsoft Teams, with best-in-class security, compliance, and analytics are included o many points of view for office 365. Office 365 has very clear advantages for education. So we can talk about education and student points of view.

Bring learning opportunities to your community, whether it's their family, a club or their local school. Get started with these resources and tools to help students build the skills they need for the future. Tools thus save time and money and you can achieve better learning outcomes for all your student classrooms, increasing overall learner success. Create learning environments that empower students to be independent and creative learners, build reading, language and STEM skills, and prepare them for their futures, empowering every student on the planet to achieve more. Affordable, easy-to-manage technology and powerful tools for students and educators if user's laptop or mobile device is stolen or destroyed, and

user can still edit a crucial client presentation even if user don't have their desktop PC with them. User can use an affordable suit of powerful tools .Give every educator and student the power of Office 365 Education on all their devices, Outlook, including Word, Excel, PowerPoint, Access, OneNote, Microsoft Teams, applications and always-accessible files update in real time and get 1 TB of free online storage and the online versions of Office[10].

For teacher, learning outcomes will be better and save teachers time. Simplify class management and create classes and groups for Teams, In tune for Education School Data Sync. Equipment will allow their students to learn a suite of skills and applications that employers value most. Cloud services to create a modern classroom, create collaborative classrooms, connect in professional learning communities in school, and communicate with school teachers and students. Run your school with confidence. Support personal learning at scale with affordable, easy-to-manage technology that delivers rigorous security and privacy protection.

### 5. INSTALLATION OF OFFICE 365

User can use search box type cmd, following figure will appear

C:\ windows\ system32>E: (go to location of office 365 installation folder)

E:\>cd \_sw collection (to change directory of office 365 installation file, installation folder is on the \_sw collection)

E:\\_SW collection> cd "Office 365"

E:\\_SW collection\Office 365> cd x64 (user can choice X86 or X64)

E:\\_SW collection \Office 365\X86>setup /configure configuration.xml

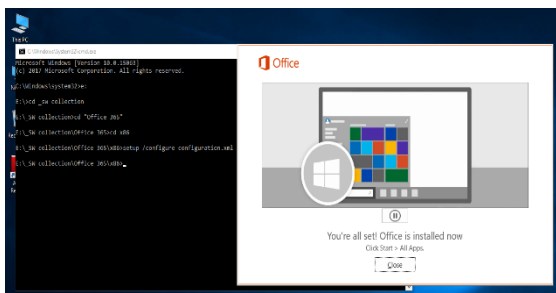
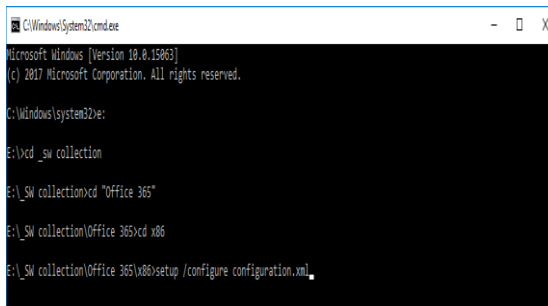


Figure 1. installation Office 365.

Figure 2. Installation finished click to close.

### 6. TO JOIN AZURA ACCOUNT FOR STUDENT

Windows 10 devices support all types of learners with Learning Tools and accessibility features. If we have an own account to join Azure for Education, following Figures can join user's own account to Azure. Students and educators are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address so user get started by just entering user school email address. Using search box, user can type setting, and then windows setting windows will appear and then click Accounts. And then click Access work or school. And then click plus sign in front of connect. Following figure you will see, you can operate yourself step by step manage your account and to joy Azura for your own account[1].

This windows is account setting windows

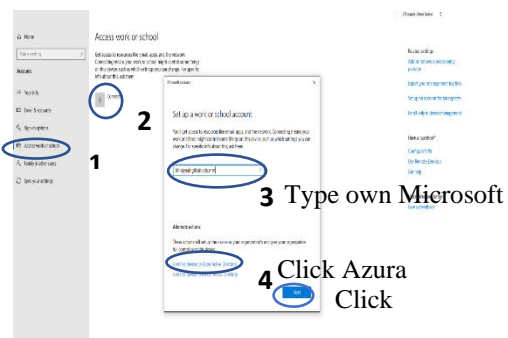


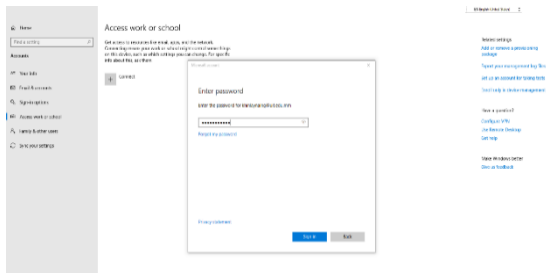
Figure 3. Account setting windows

This windows retype your own account



Figure 4. Account setting windows retype user own account

This windows is account join success



This windows user type password

Figure 8. Azura account join succeed

This windows is user's profile user can change something for their want (examl.their photo and others)

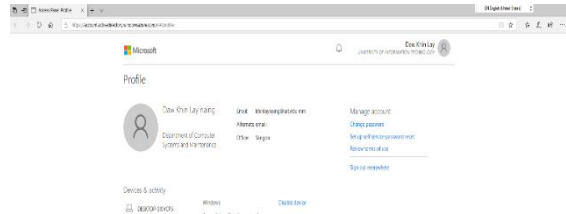


Figure 5. Type user login password

This windows is join to Azura account

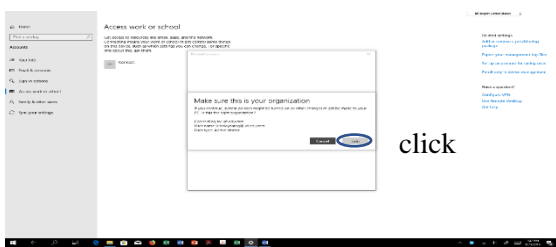
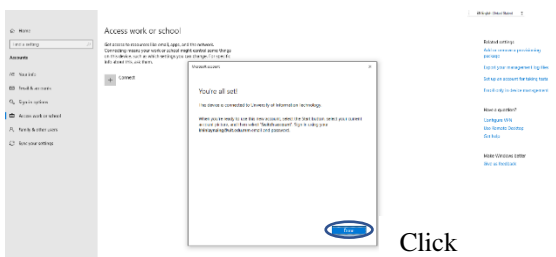


Fig 6. Click join to joining the Azura account.

Figure 9. User can edit this user profile windows

This windows is user click the done to join account.



Being built on Microsoft Azure platform, Office 365 offers a reliable infrastructure which is secure and reliable. Students and educators can get the developer tools and learning resources they need to build cloud-based skills. Students jump-start their careers and innovation with free access to Azure, developer tools and learning resources. Educators, Professors, teachers and teaching assistants get access to open-source content for classes in Azure credits, plus free services.

Institutional students for cloud-based tech careers with Azure. Provide professional developer tools, software, services and educational content to your faculty and students with a low-cost subscription to Azure tools for Teaching. Help students in your community to build cloud skills. Bring learning opportunities to your community, whether it's your family, a club or your local school. Get started with these resources and tools to help students build the skills they need for the future. Skype, SharePoint and Lync Online are the extra features available in Office 365.

Figure 7. Click done to finished joining

## 7. CONCLUSIONS

In the world, not everything will be perfect. Some software and programming are also not perfect. Office 2013 and office 365 have advantages and disadvantages but user can choose after checking the disadvantages of office. We suggest users should choice office 365 because that office has a little less disadvantage than other



offices. Microsoft office 365 is also much more convenient than other offices.

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