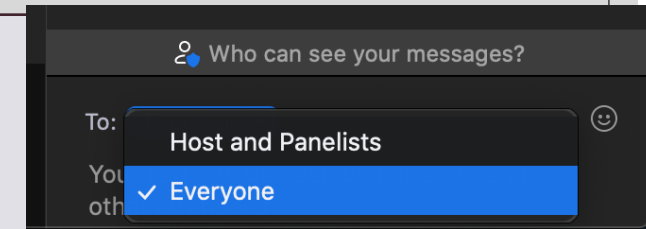


# WELCOME to this virtual event!

We will begin at the top of the hour. In the meantime...

In the chat box, please tell us:

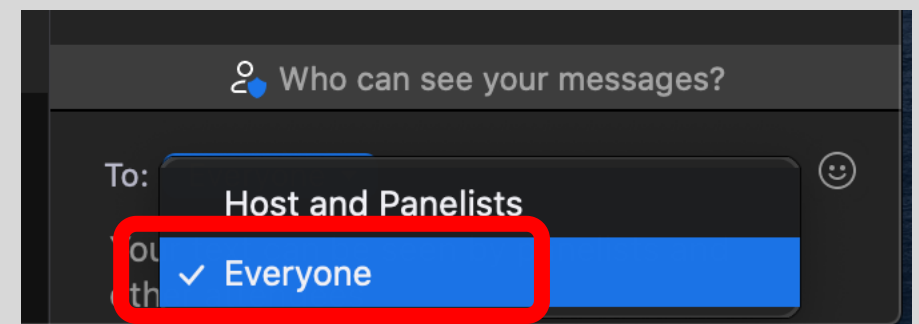
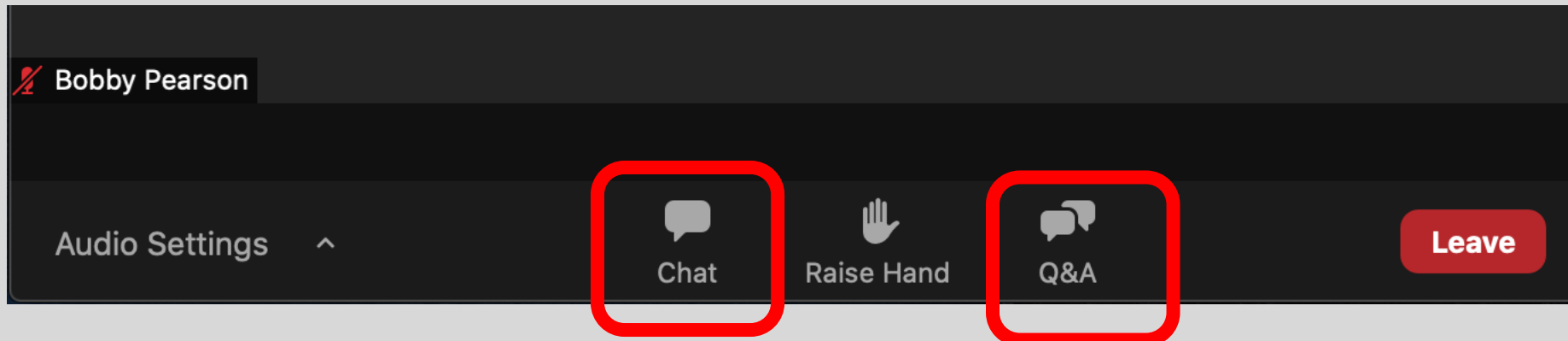
- Where you're joining from
- What you are most excited about today
  - *Please select chat to "Everyone" and not just the host/panelist*



Have questions or need help?

- Please message Dean Karampelas(Host) in chat

# Zoom Webinar Attendee Engagement Overview





# WINDOWS 11, MICROSOFT 365, AND CAREER READINESS

Dr. Randy Nordell  
Professor – American River College  
Author – McGraw-Hill



# Question

What Windows, Microsoft, Office, or other technology apps or tools do you believe are essential for your students' success and career readiness?

A photograph of three people (two men and one woman) gathered around a table with a laptop. One man is sitting on a stool, another man is standing behind him, and a woman is standing to the right. They appear to be in a meeting or collaborative work environment. The image is overlaid with a semi-transparent dark grey box containing text.

# Windows 11

- Tuesday, October 5 release
- Updates on existing computers
- Requirements
  - 1 GHz processor, 4GB RAM, 64 GB storage
  - Secure Boot capable
  - Trusted Platform Module (TPM) 2.0
- New or Updated
  - Start
  - Dialog Boxes
  - Virtual Desktops
  - Snap Assist
  - Docking
  - Share



# Microsoft Office 2021/365

- Tuesday, October 5 release
- Office 365 potential features to be included:
  - XLOOKUP and dynamic arrays
  - Custom data types
  - Microsoft Search
  - Design Ideas, Designer, Analyze Data
  - Editor and Search (Smart Lookup)
  - Presenter Coach
  - Sketched shapes
  - Resume Assistant
  - Acronyms
  - Enhanced Excel BI Tools for Mac
  - Modern Comments (@mentions)
  - Text Prediction

# Microsoft 365 Apps

- Office 365 Education → **Free to Students**  
(<https://www.microsoft.com/en-us/education/products/office>)
- Office 365 Pro Plus → **Microsoft 365 Apps**
  - Includes Office applications (desktop and online)
  - Includes Microsoft apps such as OneDrive, OneNote, Microsoft To Do, Teams, SharePoint, Forms, and Microsoft Lists
- Office Desktop Apps → **Premium Office Apps**
  - Mac version available
- Office Online → **Office Apps (Office on the web)**
  - Scaled-down, browser-based version of Office
  - Used on iPads and Chromebooks

The screenshot shows the Microsoft Office 365 web interface. At the top, there is a search bar and a navigation menu. The main content area displays a "Good morning" greeting and a "Recommended" section. A dropdown menu titled "Install Office" is open, showing two options: "Premium Office apps" (highlighted with a green box) and "Other install options". The "Premium Office apps" option includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more. The "Other install options" option allows selecting a different language or installing other apps available with the subscription. Below the dropdown, there are two recommended items: a document titled "Effective Time Management Using Outlook in Our Increasingly Digital Environment" and a book titled "Keep It Simple! SIMnet" by Dr. Randy Nordell.



## Microsoft 365 Productivity Tools

- Microsoft To Do
- OneNote
- Forms
- OneDrive
- Teams/SharePoint
- Lists

Watch for new episodes of Randy's Office featuring Microsoft 365 productivity tools

<https://tinyurl.com/Randys-Office>

(YouTube channel)





# Questions?

Contact me:

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<http://officeinpractice.com/>

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