

Version Neutral Courseware Explained

Our new Microsoft 365/2021 “version neutral” courseware accommodates training on either desktop version. Although the courseware is developed based on the Microsoft 365 version, where functionality or a discrepancy between each version exist, an element called a “Version Note” identifies it.

The notes can be general or pertain to a specific screen component, command, or functionality. Several examples of version notes are illustrated below.

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1.2 Understanding Different Excel Versions

There are different desktop versions of Excel, as well as an online version. In general, the desktop versions (Excel for Microsoft 365 and Excel 2021) look and function the same way. The main differences between them are how they are obtained and how often new features and updates become available (or not).

Excel for Microsoft 365

Excel for Microsoft 365 is included with most Microsoft 365 subscriptions and is part of the suite of desktop applications. It is purchased on a monthly or yearly basis. In addition to all of the other online software and services you receive with a subscription, a main benefit is receiving new features and other updates at particular intervals. In addition, users with a Microsoft 365 work or school account can install the desktop applications on multiple devices.

Excel 2021 and Excel 2021 LTSC

Excel 2021 specifically is intended for consumer and small business users, while Excel 2021 LTSC is intended for commercial and government users, where regulated systems cannot be freely updated, or where there is limited internet access.

Unlike Excel for Microsoft 365, these versions are not bundled with other online software and services. Further, these are one-time purchases of software or licenses, and they do not receive new features and other updates. As a result, they tend to have a reduced set of features, although that is not very noticeable to most users. Excel 2021 LTSC specifically has the most reduced feature set of the three different versions.

Version Note

This course was developed using Excel for Microsoft 365. Where functionality differences exist between the various versions, a Version Note box (like this one) will be used to identify them.

PROCEDURE

How to Determine Your Excel Version

- Click the **File** tab, and then select **Account**.
The versions and build numbers appear in the About Excel area. The channel, which

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Signing In and Out of Office

Signing in allows you to maintain custom settings when using Excel on multiple devices. You can also save, open, and share documents from a cloud storage location.

Signing in using your assigned Microsoft 365 account (e.g. from your school, or workplace) you will obtain access to storing and accessing files using “OneDrive for Business,” as well as “Sites” (SharePoint Online).

Signing in using your personal Microsoft account to obtain access to “OneDrive Personal.”

NOTE: Your Windows profile may be configured to sign in automatically.

Version Note


Microsoft account – Excel 2021

If you are using Excel 2021, it is unlikely you will have a Microsoft 365 account (although it is still possible). As a result, you will likely not have access to OneDrive for Business or Sites (SharePoint Online). If you have a Microsoft account (personal), and assuming it is permitted, you could sign into it to obtain cloud storage access.

PROCEDURE

Signing In and Out of Office

- Assuming you are not already signed in, click the **Sign in** button in the title bar of the application window.
-OR
Click the **File** tab, select **Account**, and then click the **Sign in** button.
- Type the e-mail address for the account to be used, and then click the **Next** button.



- Type the account password, and then click the **Sign in** button.
Confirmation of the services to which you are connected appears on the Account page, under the Connected Services area.
 - To sign out of Office, click the **File** tab, select **Account**, click the **Sign out** link, and then click the **Sign out** button.

NOTE: Unlike signing out of a program or network, signing out of Office removes your account from your Office installation. Therefore, any functionality available while signed in will be lost.

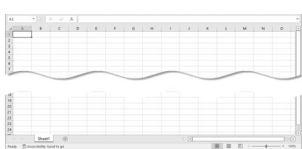
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Version Note

Application Window – Excel 2021

Although the application window is mostly identical to the example shown above, there may be some subtle differences based on software updates.

PROCEDURE

Closing Microsoft Excel

- Click the Excel application **Close** button.
If the workbook has been changed since it was last saved, you will be prompted to save it.

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