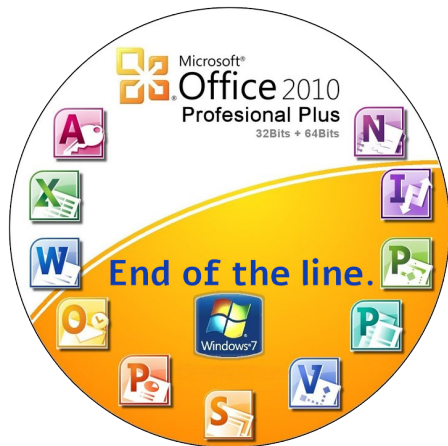




## Office 10 Joins Windows 7 in Nowhere Land

NOT EVERYONE LIKES CHANGE AND A SUBSTANTIAL NUMBER OF PEOPLE DETEST THE SOFTWARE AS A SERVICE MODEL USED BY ADOBE AND MICROSOFT. THAT COULD BE WHY OLDER VERSIONS OF MICROSOFT'S OFFICE SUITE ARE STILL IN USE, EVEN THE DECADE-OLD OFFICE 2010.



**IF YOU'RE STILL USING MICROSOFT'S OFFICE SUITE FROM 2010, IT'S TIME TO PLAN FOR WHAT'S NEXT.**

Microsoft will end support for Office 2010 on 13 October 2020, and that means users will no longer receive security patches, program updates, or support. If you plan to stick with Microsoft, some reasonably priced options exist, and there are other office suites and online alternatives. Or you might decide to do nothing and stick with Office 2010 no matter what.

### Subscribing to Office 365

AN OFFICE 365 SUBSCRIPTION SEEMS TO BE THE BEST OPTION FOR THOSE WHO DEPEND ON OFFICE APPLICATIONS AND WHO HAVE FAMILY MEMBERS WHO ALSO NEED THOSE PROGRAMS.

Office 365 Home costs \$100 per year and Office 365 Personal is \$70 per year. Office 365 business plans range from \$5 to \$12.50 per user per month.

Office 365 Personal is intended for one person who wants to install the office suite on all their devices (PC, Mac, Android, and IOS). It includes Word, Excel, PowerPoint, Outlook, Publisher, and Access. Note that Publisher and Access run only on Windows computers.

Those with family members who also need access to the applications on their devices will be served better by Office 365 Home because it offers the same applications on the same devices, but allows up to six people to install the applications on all of their devices. So a family of four would pay the equivalent of \$25 per year per person.

Business users can choose Office 365 Business Essentials for \$5/month/user. Only web-based versions

of the applications are included along with Exchange, OneDrive, SharePoint, and Teams. Office 365 Business provides desktop versions of all applications and OneDrive for \$8.25/month/user. At \$12.50/month/user, Office 365 Business Premium adds SharePoint, Exchange, OneDrive, and Teams.

Home users can choose Microsoft's free cloud-based Office 365 Online, which includes web-based versions of Word, Excel, OneNote,

and PowerPoint. OneNote isn't included in Office 365 or Office 365 Personal, but Outlook, Publisher, and Access are omitted from Office 365 Online.

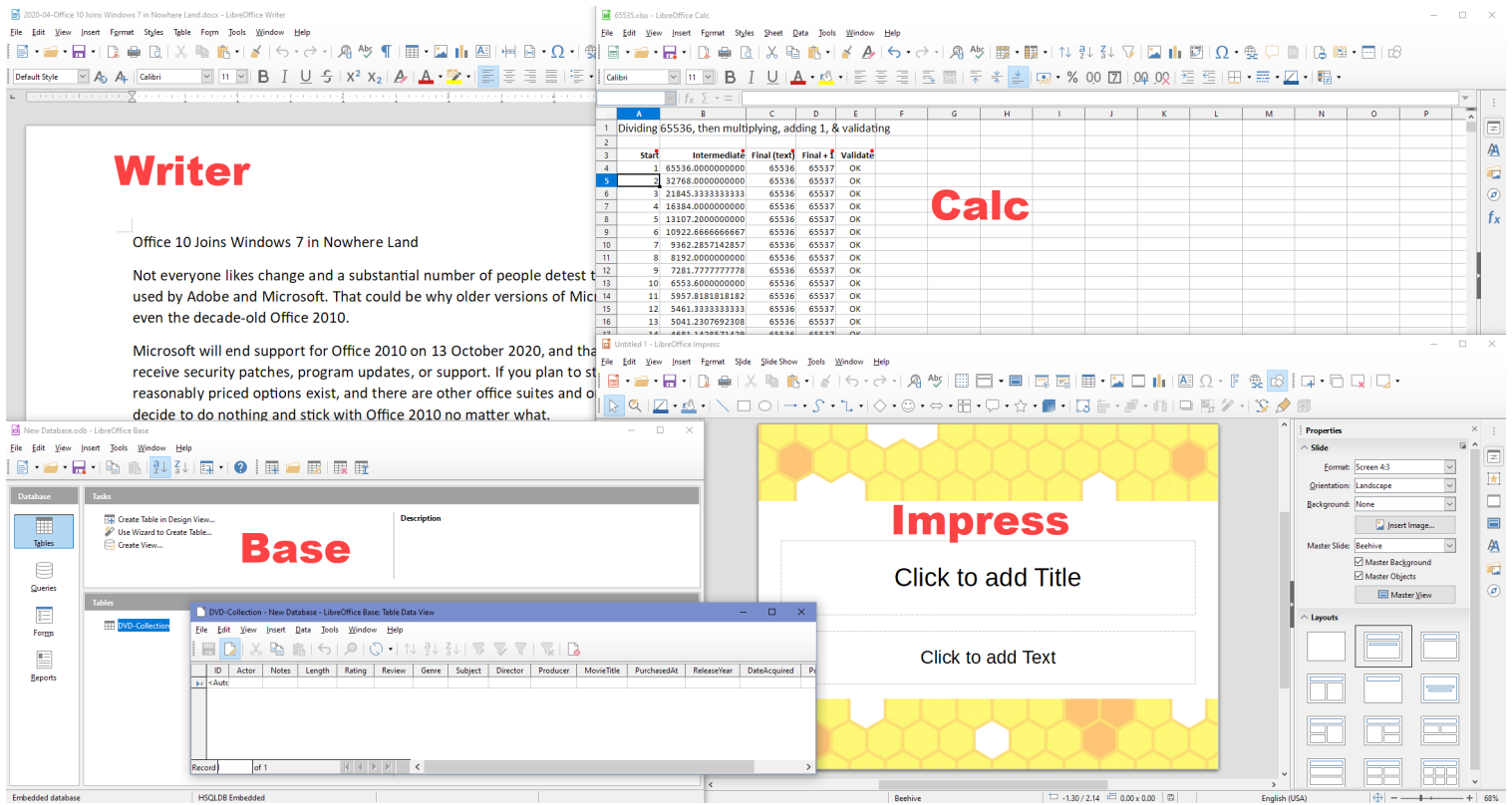
OneNote isn't included in Office 365 or Office 365 Personal because the desktop application has been discontinued. Instead, Microsoft steers those who want the application

Office 365 Home	Office 365 Personal	Office Home & Student 2019
<b>\$99.99</b> /year	<b>\$69.99</b> /year	<b>\$149.99</b>
★★★★★	★★★★★	★★★★★
<a href="#">Buy now</a>	<a href="#">Buy now</a>	<a href="#">Buy now</a>
Or buy at \$9.99 per month <a href="#">Try free for 1 month &gt;</a>	Or buy at \$6.99 per month	One-time purchase
Share with your family, up to 6 people, across all their devices.	For one person, across all your devices.	For one person, installed on 1 PC or Mac.
<b>Office apps included</b>	<b>Office apps included</b>	<b>Office apps included</b>
Word, Excel, PowerPoint, Outlook, Publisher (PC only), Access (PC only)	Word, Excel, PowerPoint, Outlook, Publisher (PC only), Access (PC only)	Word, Excel, PowerPoint
<b>Services included</b>	<b>Services included</b>	<b>Services included</b>
OneDrive, Skype	OneDrive, Skype	(not included)

**MOST PEOPLE WHO NEED GENUINE MICROSOFT APPLICATIONS WILL BE BEST SERVED BY SUBSCRIBING TO OFFICE 365 AT \$100 PER YEAR FOR UP TO SIX FAMILY MEMBERS ON ALL OF THEIR COMPUTERS AND MOBILE DEVICES.**

to the free online OneNote app. Microsoft's developers continue to improve the app, but it's far from being comparable to the desktop version. The good news is that, at least for now, Microsoft offers a free OneNote [download for Windows and MacOS users](#).

So although OneNote isn't included in the Office 365 suites, either the cloud-based app or the desktop application is available without charge.



Microsoft's web-based Office apps are about on par with those provided by Google, Zoho, and others: They're adequate for basic needs but are unlikely to suit those who need more powerful functions, and the lack of Outlook might be a deal killer, particularly for businesses.

Those who detest software as a service may consider upgrading to Office 2019, but beware! The 2019 version is overpriced, and it will probably be the last version sold with a perpetual license.

Office 2019 (released in October 2018) requires Windows 10 and is not being updated at all. If that's not enough to discourage you, consider the price: Home & Business Digital costs \$250 and Office Professional sells for \$440.

## Non-Microsoft Choices

BOTH FREE AND PAID APPLICATIONS EXIST FOR THOSE WHO DON'T NEED OR WANT TO LIVE INSIDE THE MICROSOFT ECOSYSTEM.

Corel's WordPerfect Office Suite is an option for those who are long-time users. A new license for a single user costs \$250, but discounts are common, and Corel is moving toward software as a service. The standard edition includes WordPerfect, Quattro Pro,

**THE FREE, OPEN-SOURCE LIBREOFFICE IS UNQUESTIONABLY THE BEST CHOICE FOR THOSE WHO DO NOT NEED OR WANT MICROSOFT'S OFFICE SUITE OR SOFTWARE AS A SERVICE**

and Presentations. The professional version adds Paradox and a screen capture utility for \$360.

WPS Office Premium is a low-cost option that looks a lot like Microsoft's applications for Windows, MacOS, Android, and IOS, but there's no email client, publisher application, or database manager. The free version displays ads, and a premium version (\$30/year/user) eliminates the ads and includes a few extra features. WPS Office can be [downloaded from the company's website](#).

Google Docs, Sheets, and Slides offer powerful collaboration features, but the applications are limited. Power users who are familiar with Microsoft, WordPerfect, or LibreOffice will find Google's applications lacking.

Those who want a free, powerful office suite should consider [LibreOffice](#). The LibreOffice collection of applications is useful even for those who use Microsoft products exclusively. That's because LibreOffice can almost always open corrupted Microsoft Office files that cause Microsoft's applications to crash.

When Word or Excel can't open a file, opening it in LibreOffice Writer or Calc and then saving the file in Microsoft's format might recover the file and eliminate the need to reconstruct work. Also, unlike some other competitors, LibreOffice includes a database manager.

## And One Final Option

THERE'S ALSO THE DO NOTHING OPTION. IF THE OFFICE 2010 FEATURE SET MEETS YOUR NEEDS AND YOU'RE NOT CONCERNED ABOUT SECURITY ISSUES THAT OUT-OF-DATE APPLICATIONS MIGHT CAUSE, CONTINUE TO USE THE EXISTING APPLICATIONS.

The security issue is troublesome, though. Scammers target obsolete versions of software because they know those versions are still in use and that it's commonplace for outdated applications to be running without even the latest security updates provided by the publisher.

So if you choose that option, be sure to download the last updates before the 13th of October and then take extra precautions with any files that you download or receive via email. 🐞