






App		Office Home & Business 2010	Office Home & Business 2019	Microsoft 365 Business Standard
 Excel	Basic charting	●	●	●
	Slicer tool: Review data without having to manipulate the PivotTable	●	●	●
	Sparklines: Chart data visually in a single cell as a preview	●	●	●
	Pivot Tables: Extract and analyze large data sets	●	●	●
	Expand and collapse: Quickly organize work		●	●
	Recommended Charts: Scroll through a list of chart recommendations based on current data		●	●
	New chart types (sunbursts, 2D maps, and more): Choose from more data visualization options		●	●
	Power Pivot: Create and share sophisticated data models		●	●
	Flash Fill: Autofill data when patterns are sensed (like first and last names)		●	●
	3D Maps: Convert data into high-detail maps		●	●
	Real-time co-authoring: View and edit the same spreadsheet with colleagues in real time			●
Excel Online: Edit on any device via web browser, even if Excel 2019 is not installed			●	
 Word	PDF save: Save documents as a PDF	●	●	●
	Photo editing: Crop, format, and create effects in a new screenshot interface	●	●	●
	Real-time co-authoring: View and edit the same document with colleagues in real time <sup>1</sup>		●	●
	Smart Lookup: Access definitions, top-related web searches, and more for any word or phrase		●	●
	PDF Import: Import and revise PDF documents		●	●
	Translator: Translate 60+ languages in Word, Excel, or PowerPoint—even text on images		●	●
	Resume Assistant: Provide inspiration to help craft your resume			●
	@mentions: Tag colleagues in documents exactly where they need to look			●
	Word Online: Edit on any device via web browser, even if Word 2019 is not installed			●
 PowerPoint	Internal editing: Edit embedded video and configure animation in slides	●	●	●
	Present and share: Share via the cloud, publish on the internet, or upload in video form <sup>2</sup>	●	●	●
	Morph and Zoom: Use new transitions to create the appearance of movement or switch slide focus		●	●
	Presenter view: See notes and easily access tools while presenting		●	●
	Remove Background: Select and click around the image to easily choose what to remove		●	●
	Real-time co-authoring: View and edit the same presentation with colleagues in real time			●
	PowerPoint Online: Edit on any device via web browser, even if PowerPoint 2019 is not installed			●
 Outlook	MailTips: Get alerts to common mail mistakes (e.g., accidental Reply All)	●	●	●
	Quick Steps: Automate common or repetitive tasks	●	●	●
	Social Connector: View colleague contact and schedule info	●	●	●
	Time zones: Add, remove, or change time zones	●	●	●
	Focused Inbox: Let Outlook automatically prioritize your email		●	●
	@mentions: Tag colleagues in documents exactly where they need to look		●	●
	Modern Attachments: Add links or attachments to files in OneDrive <sup>2</sup>		●	●
 Security	Single-factor authentication support: Opt for simple, secure sign in	●	●	●
	Multi-factor authentication support: Strengthen security with adjustable sign in prompts		●	●
	Security updates: Scheduled and responsive security patches for up-to-date protection		●	●
	OneDrive cloud support: 24/7 support			●

<sup>1</sup> Real-time co-authoring in Word 2019 requires file be saved in SharePoint Online or OneDrive.

<sup>2</sup> Cloud file sharing for Office 2019 requires OneDrive, OneDrive for Business, or SharePoint.