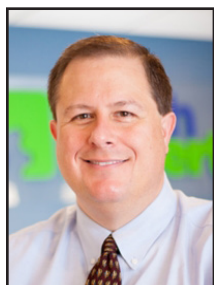# What Are The Advantages Of Office 2019?

Thomas Fox is president of Tech Experts, southeast Michigan's leading small business computer support company.

As an IT service company, we get asked this question almost every day. Now that it's available, everyone wants to know what Office 2019 is all about. Office 2019 provides a subset of features that Microsoft has been adding to Office 365 over the past three years.

Office 2019 is a local version of Office software, rather than cloud-based. It's a perpetual release, meaning that you purchase the product once and own it forever instead of paying for a subscription or subscriptions to use it.

Who Will Benefit From Using Office 2019?

Although anyone can purchase Office 2019, this version has been designed for business users. It comes with volume licensing and is best for companies that don't want to use the cloud-based version of Office. You can also install the Office 2019 app on all your mobile devices, where you'll have access to its basic features.

Are There Any Specific Requirements For Using Office 2019?

It's supported on all devices that run Windows 10 or the three most recent versions of macOS. If you are still using Windows 8.1 or Windows 7 (hopefully you aren't), you'll have to purchase a subscription for Office 365 to use Office 2019. It supports macOS, macOS Sierra (10.12), Mojave (10.14), and High Sierra (10.13).

What Are The Advantages Of Using Office 2019?

With Office 2019 you can use Microsoft's latest versions of:

Word – Word has a new look and is black themed. However, it has all the features that you're used to. Plus, Word in Office 2019 has incorporated learning tools, a new text-to-speech feature, and sounds that you can personalize.

Outlook – You'll like Outlook's improved user details, its support, and the look of the inbox. Some new features include:
- Updated contact cards
- Office 365 Groups
- @mentions
- Focused inbox
- Travel package cards

Excel – The 2019 version of Excel brings in some great new functions like Power Pivot, 2D maps, and Power Query enhancements. You'll have access to new formulas, new charts (like funnel charts and 2D maps), and you can publish your work from Excel to Power BI.

PowerPoint – The new version improves the way you can manage images. You can even turn them into 3D views. And PowerPoint now comes with enhancements like Zoom and Morph for a more sophisticated and dynamic presentation.

OneNote – This is an entirely new release in Office 2019. It can replace OneNote 2016 (but the 2016 version is still available and supported until 2025). OneNote now has ink-to-text support. This means that you can convert your handwritten words into a typed text.

You'll like these new features:

Inking – You'll enjoy the new inking capabilities across all of Office 2019's apps, such as pressure sensitivity, and the tilt effect that adjusts the ink's thickness depending on the angle of the pen. It even has a roaming pencil case to store and organize your favorite pens, pencils, and highlighters across your different devices.

Easy Sharing – The new version of Office makes sharing easier. Office 2019 comes with a share button located on each application in the upper right corner of your screen. A document can be shared with just one click. This lets you share documents in different departments and throughout your organization.

Smarter Attachments – In the

Continued on the back page

Office 2019 is a local version of Office software, rather than cloud-based. It's a perpetual release, meaning that you purchase the product once and own it forever instead of paying for a subscription or subscriptions to use it.
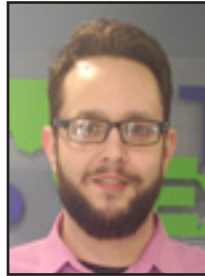
Microsoft Contractors Listening To Recordings Made Via Skype Or Cortana

> *"Microsoft, who owns Skype, of course states that they only collected voice recordings with customer permission. Microsoft also ensures that the data is treated as confidential information, but humans are still listening to personal conversations. The confidentiality of that seems suspect."*

Jason Cooley is Support Services Manager at Tech Experts.

For years, Skype has been a big part of computer users' experiences regardless of operating system. Whether voice calls, messaging, or video, Skype has a huge share of the user pool. Many Android users use Skype for video chatting in lieu of Apple's popular Facetime app. It's also popular among those contacting relatives or friends around the globe.

Skype even introduced an auto translate feature last year. The feature allows for translation between languages in (nearly) real time. Skype has made connecting with people easier than ever, no matter where they are from or their language.

Skype's translate feature has been praised and for good reason. It is quite impressive that there is an application capable of translating so quickly, allowing people that don't speak the same language to have a nearly flawless conversation. Of course, with software capable of such amazing things, it's guaranteed that improvements will constantly be in the works so that it can reach its full potential.

Skype's translator FAQ does state that calls are collected for data analysis, but that's vague and may not raise any alarms.

What if I told you that some of those calls were being recorded? Not only that, but they are also being listened to in some cases.

With Skype, the data discovered shows that MOST of the Skype recordings gathered and reviewed are recordings using the translator. Again – that is MOST, not all. These calls contained all kinds of personal information: relationships being discussed, intimate conversations, arguments, you name it.

Skype claims that the information was gathered and listened to only to help improve the product. However, the problem will always go back to the fact that this information was not disclosed.

In fact, many people would say Skype was dishonest in the way that the privacy information was portrayed. Microsoft, who owns Skype, of course states that they only collected voice recordings with customer permission. Microsoft also ensures that the data is treated as confidential information, but humans are still listening to personal conversations. The confidentiality of that seems suspect.
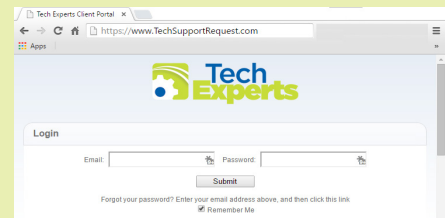
Then there is Cortana, Windows' built-in digital assistance. Cortana can search for you, using voice commands. Much like more well-publicized assistants (such as Amazon's Alexa), Cortana can help you by pulling up search results, maps, or other information you may need. Of course, Cortana also can remember some of your information for you.

So let's think about Cortana being used in the real world. Asking Cortana about that embarrassing rash? Punching in your home address? Someone might be listening to that too.

The stance on the Skype calls (even though not ALL calls listened to were made with translator) is that Microsoft is collecting data for the purpose of improving its translator feature – so what about Cortana? Is listening to a person's voice searches really improving any sort of programming?

Possibly, but that sort of testing could be done without the use of private recordings.

Create new service requests, check ticket status, and review invoices in our client portal:
http://TechSupportRequest.com

Five Benefits Of Virtualization For Small Businesses

Virtualization offers real and attainable multi-faceted advantages for small businesses. Here are some tangible benefits:

Low operating costs

A growing number of businesses are using virtualization because the technology helps reduce costs drastically.

For instance, server virtualization eliminates the need to have physical servers, which are typically costly to run and maintain. In addition, instead of purchasing separate licenses for each server, you would only purchase one license and host additional servers at no extra cost (some limitations and exceptions may apply). With fewer physical servers, you also save money on power bills, maintenance fees and data center office space and fees.

Increased efficiency

Server virtualization makes more efficient use of computing resourc-

es; it becomes possible to increase the utilization of your servers from 15 to 80 percent, eliminating the need for extra servers.

You essentially consolidate multiple physical servers onto one machine running a number of virtual servers. As such, you would cut your capital expenses.

Improved business continuity

Server hardware failure is the most common cause of data center failure. In a virtual server, live migration is a feature that helps maintain business continuity by eliminating downtime.

Faster deployment

Virtual devices allow faster installations of new server applications and/or routers as well as to switch software services, since you don't have to order equipment.

Instead, all you need to do is

configure a new virtual machine, router, switch or storage drive using your special virtualization management software tool. The process typically involves copying an image, significantly reducing setup, configuration and recovery times.

Improved disaster recovery

Backing up virtual infrastructure normally entails making copies of virtual machine file images – an easier process than working with different physical servers.

In addition, hosting virtual infrastructure doesn't require much equipment, so companies can buy multiple servers and house them in different locations. This makes backups redundant and disaster recovery quick for higher uptime.

Administrators can seamlessly move live virtual machines between physical server hosts without turning them off and without downtime.

> *"Server virtualization makes more efficient use of computing resources; it becomes possible to increase the utilization of your servers from 15 to 80 percent, eliminating the need for extra servers."*

Tax Benefits You Should Reap Before The Year Ends

There are important tax benefits you can only gain by acting before December runs out. Preparing for taxes at the end of the year also puts you ahead of the game, eliminating the last-minute scramble to decipher receipts and new forms, so you can be calm and collected when tax season actually hits.

Perhaps the most important tax benefit small businesses should be aware of is that purchases like IT hardware or computer software that is purchased off the shelf are tax-deductible. Such capital purchases, however, must be dealt with before the new year, or they can no longer be used on your tax return. New special provisions dictate the cost of such equipment must be

deducted within the year they were put into service, so you can't afford to wait until the fiscal year ends and miss the narrow window for this tax benefit opportunity.

Small businesses should also be aware that many tax benefits are dependent on whether your activities are profitable or not. This is because the amount you can deduct for technological purchases changes according to your business' total taxable income.

Be sure to reference Section 179 rules if you are showing a profit and Section 168 rules if you are in the red. You may even choose to consider if it is in your business' best interest to be profitable at all,

and adjust your inner workings to reflect your best tax advantage.

When making deductions for tech hardware and software purchased this year, make sure your record keeping is first rate. Keep all paperwork that identifies the equipment, receipt for purchase, and anything that can point to when you actually put the equipment into service.

If necessary, you can then provide copies of that paperwork to the tax agency in the event that there is a question about your deduction. Before filing, if there is any doubt about whether a particular purchase is eligible for a tax deduction, consult with your tax advisor to be sure the necessary points have been met.

What's The Best Way To Scan Old Prints And Negatives?

If you have old prints and you would like to share them with your family and friends you can choose from the alternatives listed below:

Flatbed Scanners

A flatbed photo scanner is a great option if you have a large number of photos rather than negatives. Your budget will pretty much determine the quality of those pictures if your intent is to print large-size photos.

However, if you intend to share those with family and friends over your social network sites, you may be ok with a low-cost scanner.

Remember that scanning is time consuming, you will have to feed each individual print into the scanner and process the image, which might take weeks depending on how large is your collection.

Negative Scanner

If you would like to scan negatives only, you may be interested in acquiring a negative scanner. Negative scanners are meant to convert film into digital images in the most

dedicated way possible.

It will not only generate more accurate scans of your negatives, their software will speed up the process. Some scanners offer the comfortable feature of batch scanning, automating the scanning of multiple 35mm films in a row, in as little as one minute.

Scanning Services

If you find that scanning your photos or films is very time consuming, you may want to try scanning services that will do the work for you. These services are becoming quite popular.

This can be a cost-effective solution for small jobs but may get expensive for larger jobs with higher quality requirements. It is best to research several options.

What Are The Advantages Of Office 2019, Continued

earlier versions of Office, you had to attach a document to an email to send it to others, and you had to go searching for the file you needed.

Now, if the document that you want to share was recently worked on, it will be displayed when you click on the share button in Outlook along with other recently worked on docs.

Improved Version History – Now, Office 2019 comes with a History Section on the File Menu to make sure files are easily accessible.

Delve – This is a new tool that was integrated into Office 2016. It ensures that you have access to every aspect of your stored data. It includes documents shared or created in Office. This makes retrieving documents much easier.

As mentioned, Office 2019 is a standalone program for business users who either don't want to use the Cloud or cannot access it. Because of this, most of the features included in Office 365 aren't in Office 2019 such as the collaborative

real-time editing features.

Microsoft advises that whether you move to Office 2019 or decide to go with Office 365, you shouldn't delay. This is because Office 2016 cloud support will be dropped in 2020.

And Office 2016 installs will barred from connecting to Microsoft's cloud-based services, including hosted email (Exchange) and online storage (OneDrive for Business), after Oct. 13, 2020.