

## Microsoft Office Home & Business 2021

# Microsoft Office Home & Business 2021 User Manual

Model: Office Home & Business 2021

## INTRODUCTION

This manual provides comprehensive instructions for the Microsoft Office Home & Business 2021 software suite. Designed for families and small businesses, this one-time purchase includes classic versions of essential Office applications: Word, Excel, PowerPoint, and Outlook. This perpetual license means you pay once and own the software, without recurring subscription fees.



# Office

## Home & Business

2021

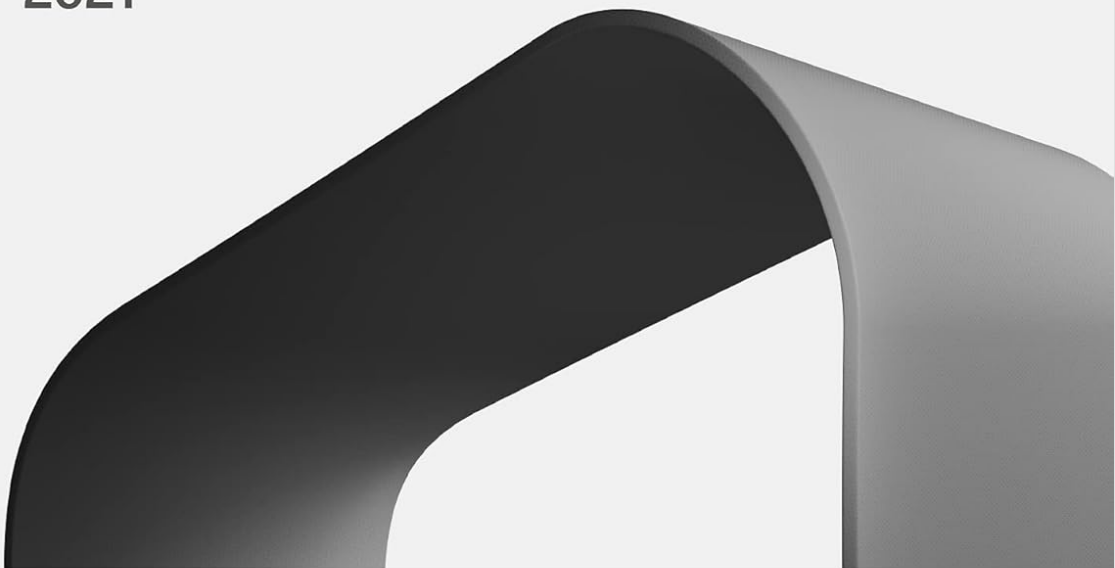


Image: Microsoft Office Home & Business 2021 product packaging showcasing the included applications.

### SETUP AND INSTALLATION

Microsoft Office Home & Business 2021 is provided as a digital license. Follow these steps to download and install your software:

1. **Purchase and License Key Retrieval:** After purchasing, your digital license key will be provided. This key is essential for activation.
2. **Access Microsoft Account:** Go to the official Microsoft Office setup website (typically [setup.office.com](https://setup.office.com)) and sign in with your Microsoft account. If you do not have one, you will be prompted to create one.
3. **Enter Product Key:** Input the 25-character product key you received.
4. **Download Installer:** Follow the on-screen prompts to download the Office installer file for your operating system (PC or Mac).

5. **Run Installation:** Locate the downloaded file (e.g., "Setup.exe" on Windows or "Microsoft\_Office\_Installer.pkg" on Mac) and run it.
6. **Follow On-Screen Instructions:** The installation wizard will guide you through the process. Accept the license agreement and choose your installation preferences.
7. **Launch and Activate:** Once installation is complete, open any Office application (e.g., Word). You may be prompted to sign in with your Microsoft account to activate the product. Ensure you are connected to the internet during activation.

This license is valid for installation on one PC or Mac at a time. If you need to transfer the license to a new device, you can deactivate it from the old device through your Microsoft account and then activate it on the new one.

## OPERATING THE SOFTWARE

Microsoft Office Home & Business 2021 provides a suite of powerful applications to enhance your productivity.

### Microsoft Word

Word is a word processing program designed for creating professional-quality documents, reports, letters, and more. It offers extensive formatting options, collaboration tools, and integration with other Office applications.

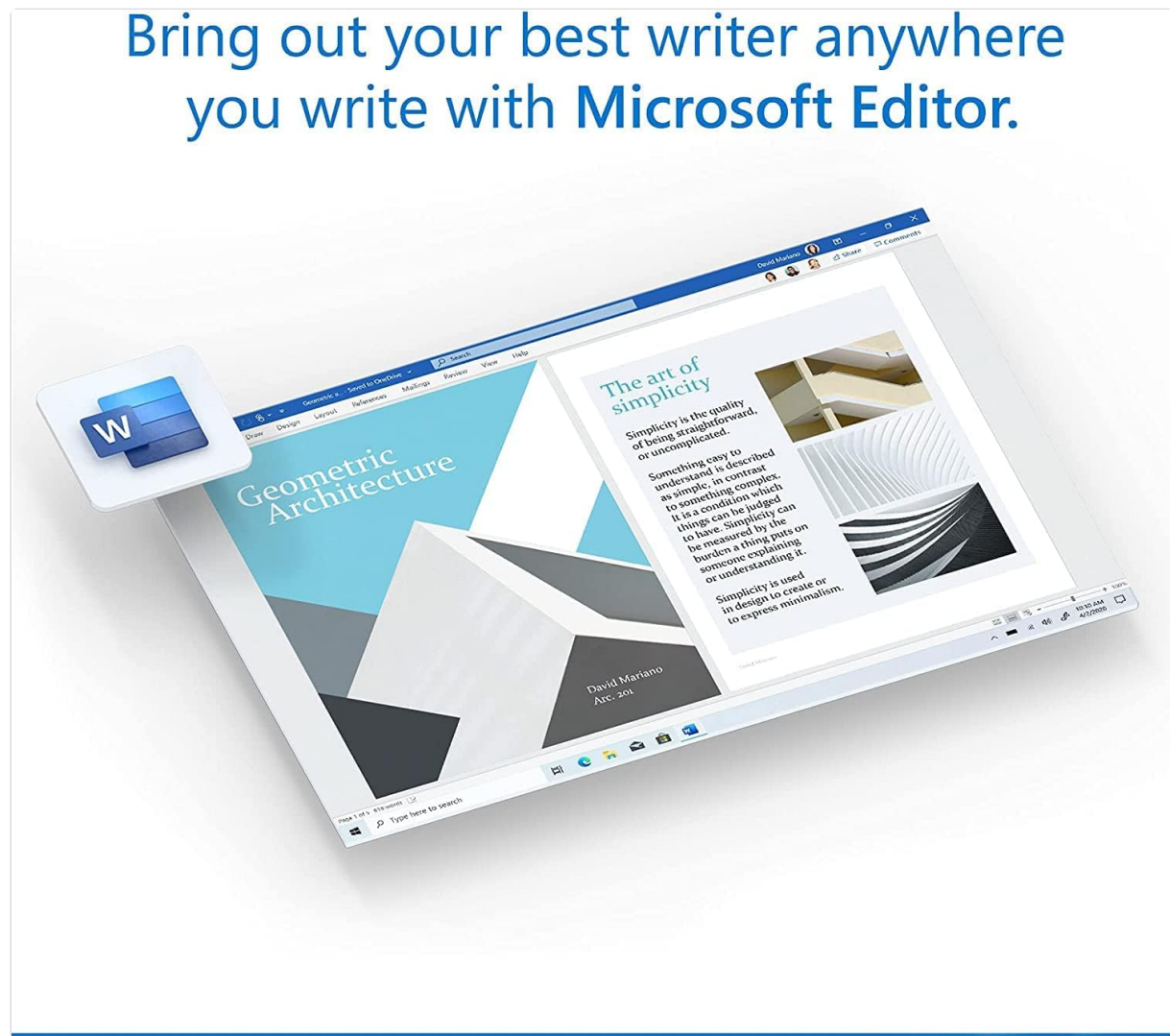


Image: Microsoft Word displaying a document, highlighting the capabilities of Microsoft Editor for improved writing.

### Microsoft Excel

Excel is a spreadsheet program used for organizing, analyzing, and visualizing data. It features powerful calculation tools, charting capabilities, and data management functions.

# Excel learns your patterns, organising your data to save you time.

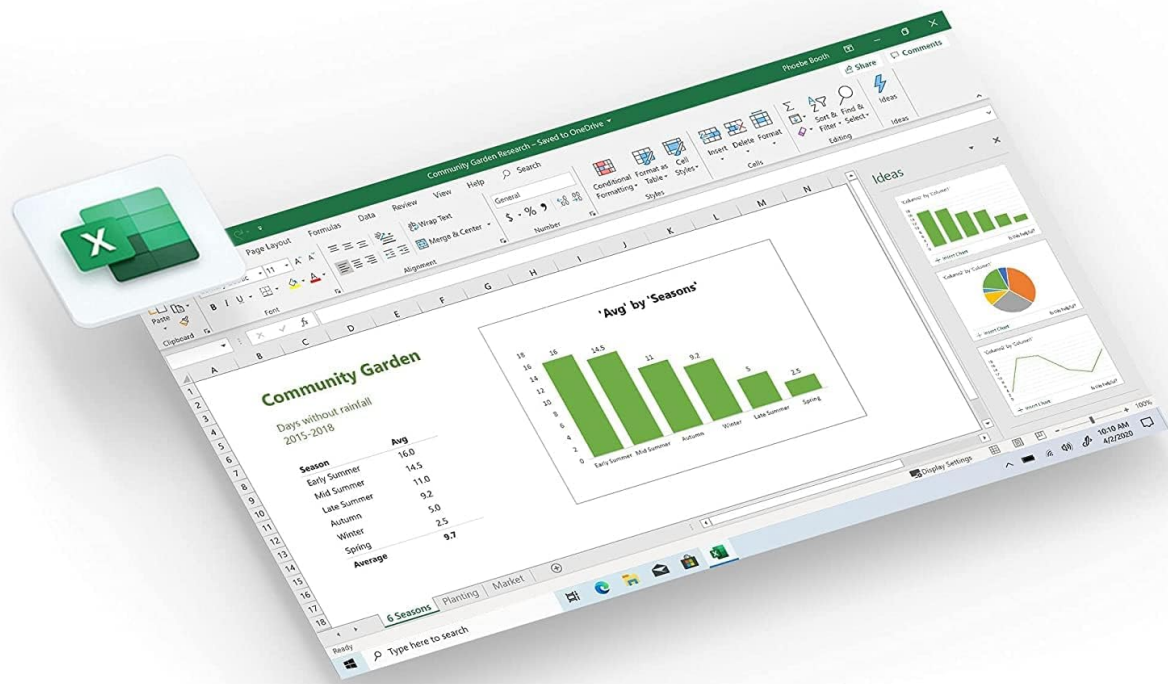


Image: Microsoft Excel demonstrating its ability to learn patterns and organize data efficiently, saving user time.

## Microsoft PowerPoint

PowerPoint is a presentation program that allows you to create dynamic slideshows with text, graphics, audio, and video. It includes a variety of design templates and animation effects.

# Kickstart your creativity with premium templates in PowerPoint.

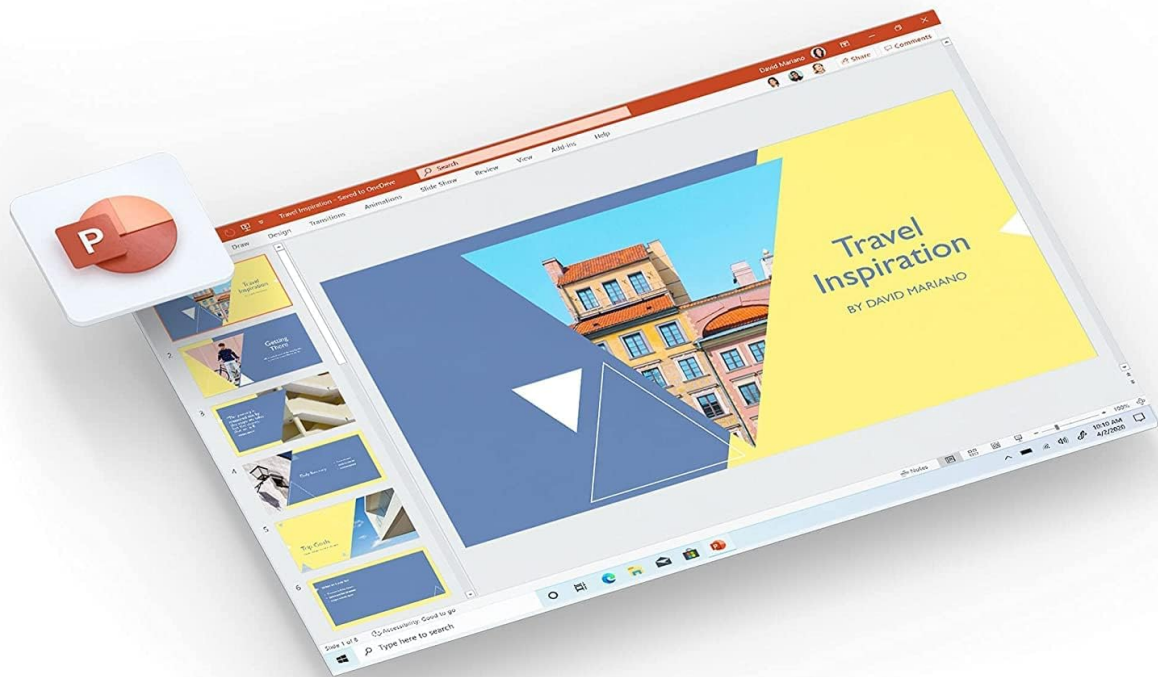


Image: Microsoft PowerPoint showcasing premium templates to kickstart creativity in presentations.

## Microsoft Outlook

Outlook is a personal information manager from Microsoft, available as a part of the Microsoft Office suite. It is primarily used as an email application, but also includes a calendar, task manager, contact manager, note taking, journal, and web browsing.

# Organise your time across work and life with Outlook.

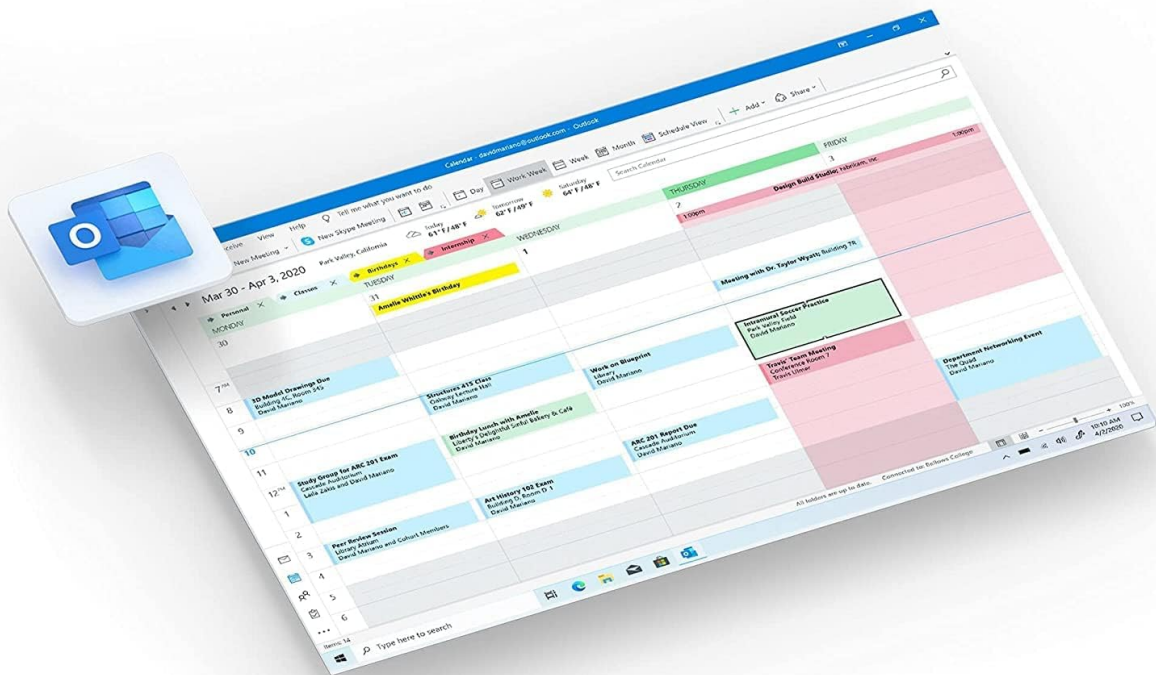


Image: Microsoft Outlook demonstrating its ability to organize time across work and life with integrated email and calendar features.

## MAINTENANCE

To ensure optimal performance and security of your Microsoft Office Home & Business 2021, it is important to keep the software updated.

- **Automatic Updates:** By default, Office applications are configured to receive automatic updates. Ensure your internet connection is active to allow these updates to download and install.
- **Manual Update Check:** You can manually check for updates by opening any Office application, going to *File > Account > Update Options > Update Now*.
- **Security Updates:** Microsoft provides security updates for the lifetime of the product to protect against vulnerabilities.
- **System Requirements:** Ensure your operating system (Windows 10/11 or macOS) and hardware meet the minimum requirements for continued smooth operation.

## TROUBLESHOOTING

If you encounter issues with your Microsoft Office Home & Business 2021, consider the following common troubleshooting steps:

- **Activation Problems:**
  - Verify your internet connection.
  - Ensure you are signed in with the correct Microsoft account associated with the license.



- Double-check the product key for any typos.
- If transferring a license, ensure it has been deactivated from the previous device.

- **Application Crashing/Freezing:**

- Ensure your software is up to date (see Maintenance section).
- Try repairing your Office installation via your operating system's Add/Remove Programs (Windows) or Applications folder (Mac).
- Disable any third-party add-ins that might be causing conflicts.

- **Performance Issues:**

- Close unnecessary applications running in the background.
- Ensure your computer meets the recommended system specifications.

For more detailed assistance, refer to the official Microsoft support website or contact their support team.

## SPECIFICATIONS

Feature	Detail
Product Name	Microsoft Office Home & Business 2021
Included Applications	Word, Excel, PowerPoint, Outlook (Classic 2021 versions)
License Type	One-time purchase (Perpetual Digital License)
Installation Limit	1 PC or Mac
Manufacturer	Microsoft
ASIN	B09H7F77JR
First Available	October 5, 2021
Package Dimensions	5.75 x 4.49 x 0.75 inches; 1.76 ounces (Digital product, physical dimensions refer to packaging if applicable)

# Find the plan that's right for you.

For your life

For your business



























Personal	Family	Office Home & Student	Business Standard	Office Home & Business
				
<b>Personal</b>	<b>Family</b>	<b>Office Home &amp; Student</b>	<b>Business Standard</b>	<b>Office Home &amp; Business</b>
A 12-month subscription for 1 person 	A 12-month subscription for up to 6 people 	One-time purchase for 1 person 	A 12-month subscription for 1 person 	One-time purchase for 1 person 
PC, Mac, iPad, iPhone & Android Phone 	PC, Mac, iPad, iPhone & Android Phone 	Install on 1 device. PC or Mac 	PC, Mac, iPad, iPhone & Android Phone 	Install on 1 device. PC or Mac 
1 TB cloud storage 	1 TB cloud storage 	Classic Office apps: 	1 TB cloud storage 	Classic Office apps: 
Advanced security 	Advanced security 		Advanced security 	
Apps with premium features & latest updates: 	Apps with premium features & latest updates: 		Apps with premium features & latest updates: 	


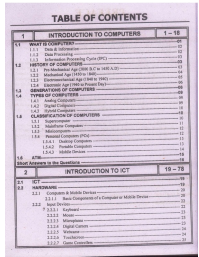
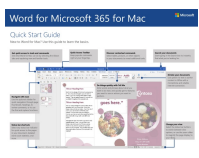



Image: An overview comparing different Microsoft Office plans, highlighting the one-time purchase model of Office Home & Business 2021.

## WARRANTY AND SUPPORT

Microsoft Office Home & Business 2021 includes support directly from Microsoft for 60 days at no extra cost from the date of activation. Beyond this initial period, you will continue to receive security updates for the lifetime of the product, ensuring your software remains protected and functional as long as Microsoft supports this version. For further assistance or to access support resources, please visit the official Microsoft Support website: [support.microsoft.com](https://support.microsoft.com).

## Related Documents - Office Home & Business 2021



	<p><a href="#">Manuel d'installation et d'utilisation de Microsoft Office 365 pour EAFC-UCCLE</a></p> <p>Guide complet pour installer et utiliser Microsoft Office 365 (Outlook, Teams, Word, Excel, PowerPoint) à EAFC-UCCLE. Inclut les étapes de connexion, de configuration et les raisons d'utiliser la suite.</p>
	<p><a href="#">Table of Contents: Computers, ICT, and Microsoft Office Suite</a></p> <p>This document provides a detailed table of contents for a guide covering fundamental computer concepts, Information and Communication Technology (ICT), and the Microsoft Office suite, including Word, Excel, and PowerPoint.</p>
	<p><a href="#">Word for Microsoft 365 for Mac Quick Start Guide</a></p> <p>Learn the basics of Word for Microsoft 365 for Mac with this quick start guide. Discover features like the Quick Access Toolbar, contextual commands, document search, navigation, dictation, creating documents, managing files, collaboration tools, and accessing help.</p>
	<p><a href="#">Microsoft Office Product Key Installation and Redemption Guide</a></p> <p>A comprehensive guide on how to enter, redeem, and troubleshoot Microsoft Office product keys for various versions, including Microsoft 365, Office 2021, 2019, 2016, 2013, and 2010.</p>
	<p><a href="#">Microsoft PowerPoint for Mac 2011 Product Guide</a></p> <p>Explore the capabilities of Microsoft PowerPoint for Mac 2011, a powerful tool designed to help you create dynamic and engaging presentations with efficiency and ease. This guide details the features and improvements that empower users to communicate ideas effectively.</p>
	<p><a href="#">Office for Mac Home Use Program Download Guide - Microsoft</a></p> <p>Step-by-step guide for downloading and installing Microsoft Office for Mac 2011 through the Home Use Program (HUP). Includes system requirements, setup steps, activation, and optional Lync installation.</p>